

**Request for Proposal  
Brookside HOA  
Wetlands Improvement Project  
April 3, 2024**

**Submitted to:**

**Preston Payne, CMCA  
Community Manager**

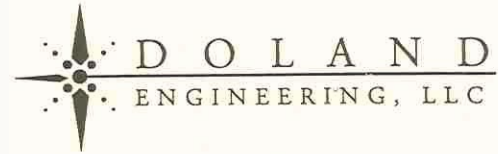
Associa Chicagoland – An Associa® Company  
50 E. Commerce Drive, Suite 110; Schaumburg, IL 60173



**Submitted by:**



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Responsible Engineering  
- For Now, and the Future -*



April 3, 2024

Preston Payne, CMCA  
Community Manager  
Associa Chicagoland – An Associa® Company  
50 E. Commerce Drive, Suite 110  
Schaumburg, IL 60173

RE: Brookside Wetlands Improvement Project

Dear Mr. Payne,

We hereby propose to perform professional engineering consultation services to support the Wetland and Stormwater System improvement/maintenance at Brookside Homeowners Association (HOA). The preparation of this proposal was developed based upon our recent discussions related to the goals and objectives of the HOA to maintain and improve the stormwater management and wetlands within its property. We further reviewed available maps and data to further our understanding of the property and its characteristics. Based on our discussion and available maps review, we offer the following proposal for our work on your behalf.

With our expertise in stormwater management and wetland permitting requirements, we are eager for the opportunity to collaborate with Brookside HOA in mitigating flood risk and safeguarding the community against such potential hazards, as well as facilitating ecological repair to the long-neglected wetlands. At Doland Engineering, we approach each undertaking with humility and a deep sense of responsibility, recognizing the trust placed in us by our clients. We stand ready to lend our expertise to Brookside HOA, offering comprehensive tailored solutions that prioritize efficiency, effectiveness, and the realization of your unique objectives.

The person who will represent our firm on this project will be Jason Doland. Jason has a strong background in storm water management and regulatory wetlands. Jason serves as the municipal engineer and consultant to many municipalities giving him a valuable perspective on the regulatory agencies whose requirements formed the framework for the development of the naturalized storm water management areas. Jason's experience in this field makes him uniquely and exceptionally qualified to lead the engineering team on this project. We will be available to start this project immediately upon notice to proceed.

Sincerely,

A handwritten signature in cursive script, appearing to read "Desiree D. Doland", written in dark ink.

Desiree D. Doland, P.E.

## **Overview / Objectives**

### **Review, Inspection & Assessment Phases**

- **Determination of Jurisdictional Authorities**
  - US Army Corps of Engineers (USACE)
  - Lake County Storm Water Management Commission
  - Lake County
- **Determination of Responsible Parties for Storm Sewer and Structure Maintenance**
  - Warren Township
  - Illinois Dept. of Transportation (IDOT)
- **Document Review and Analysis, Including Requesting Additional Relevant Documents.**
  - Downstream Dam to the North
  - Installation of culverts on "Horse Alley"
  - Relocation of Lambs Creek
  - Original Development plans for Brookside HOA
  - Any other permits pertaining to Brookside HOA wetlands.
- **Grant Applicability and Compatibility with HOA Goals**
  - Submission of Grant applications, if determined applicable, for Lake County SMC watershed management board. (WMB)
- **Flooding Mitigation/System Inspection**
  - Stormwater system inspection and management guidance.
  - Assessment of upstream and downstream impacts, beginning at the Mill Creek outfall.
- **Ecological Repair**
  - Identification of invasive plant species impact on ecology
  - Assessment of invasive plant impact on drainage
- **Creation of a Phased Project Program**
  - Short Term Plan (1-2 Years)
    - Identify structures and culverts in need of repair and or cleaning.
    - Invasive removal.
  - Medium Term Plan (2-5 Years)
    - Continued invasive removal.
    - Erosion repairs/grading for drainage restoration.
    - Work with neighboring owners, forge relationship with hunt club farms HOA for combined outfall maintenance to hunt club road.
  - Long Term Plan (5+ Years)
    - Structure yearly monitoring plan.
    - Ecological restoration/maintenance.
    - Drainage restoration/maintenance.

### **Contract & Bid Management Phase (future services)**

- Prepare Design Plans and create bid documents for identified projects.
- Permit applications and submittals as needed
- Contractor selection recommendation.
- Assess and manage contractor submissions.
- Payout recommendations and project close-out documentation.

## **General Framework of Review, Inspection & Assessment Phases**

Doland Engineering will review and assess the documentation provided by Brookside Homeowners Association (HOA) in order to effectively address the pressing issue of flood risk mitigation. Our team will embark on a comprehensive review process, which includes but is not limited to scrutinizing county or other jurisdictional permits for downstream dams and any offsite potential impacts that may negatively affect Brookside HOA's upstream wetlands. Through this examination, we aim to gain a thorough understanding of the regulatory landscape and identify pertinent factors crucial to devising an optimal course of action.

Subsequently, our staff will conduct a physical assessment of the wetland and all existing stormwater structures, beginning at the downstream mill creek outfall and working upstream to understand the stormwater and wetland conditions as a whole. This evaluation will include an analysis of the condition of these structures, along with identifying any areas requiring immediate attention or enhancement to ensure they operate at peak capacity. By scrutinizing the infrastructure and environmental elements, we endeavor to pinpoint potential vulnerabilities and formulate tailored strategies to fortify resilience against flooding events. Upon conclusion of our physical assessment a comprehensive report will be crafted, stating conditions, remedies, and any other relevant information.



Critical Downstream Outfall System



## **General Framework of Contract and Bid Management Phases**

Doland Engineering will assist Brookside HOA with bid management and contractor oversight, ensuring the seamless progression and successful completion of each stage of your project.

The general framework for contractor and bid management typically includes the following phases:

- Design & Construction Document Phase
- Bid Management Phase
- Construction Oversight Phase

The details of work associated with these phases is typically as follows (but may vary depending on project specifics)

### **Design & Construction Document Phase:**

- Prepare the plans for the stormwater system structure repairs identified in our physical assessment.
- We anticipate that the identified work will predominantly consist of ecological repair, culvert cleaning, and storm sewer structure repairs as deemed appropriate for each outlot or area of concern.
- In a manner consistent with industry standards for drainage/ecological repair programs, we will develop contract documents for bidding purposes.
- Attend Board meetings and/or other public hearings as requested.
- Attend a project start-up meeting as well as any other meetings at the Village.
- Attend design review meetings at the Village for the program as necessary.
- Attend all meetings of the Village, Lake County SMC, IDOT, or any other regulatory agency to discuss this project and to obtain concurrence on the project.
- We will quantify all work items required to repair or replace any storm structures, and ecological repair within the project, identify necessary permits and prepare submittals.
- Where replacement or repair of existing structures is necessary we will prepare options and alternatives for these improvements.
- We will perform surveying and mapping of areas necessary to provide accurate base maps for clear and concise improvement plans.
- We will prepare construction documents showing the general scope, specifications, extent and character of the work to be furnished and performed by the Contractor.
- We will prepare a specification book (construction documents) that will include a bid form, insurance requirements, invitation to bid, instruction to bidders, special provisions, supplementary general conditions, contract form, bond form and any front-end documents required by the HOA
- We will provide an engineer's opinion of probable cost based upon the construction documents.

### **Bid Management Phase:**

- We will assist the HOA in soliciting competitive bids from qualified contractors to perform the work detailed in the construction documents.
- We will prepare contract documents and solicit bids as expeditiously as possible after authorization to proceed to ensure that the construction of these improvements is completed in a timely manner.
- We will attend a bid opening for the project at the HOA, if requested.
- We will review bids, prepare bid tabulations, and provide a recommendation to the HOA Board in order to enter into a contract on the project.

## **General Framework of Contract and Bid Management Phases (cont.)**

### **Construction Oversight Phase:**

- We will conduct, and take minutes of, the preconstruction meeting.
- We will attend periodic meetings with the Contractor and HOA representatives.
- We will provide Professional consulting services to the HOA at various stages during the construction. This work will include clarification of questions and assistance with resolution of problems encountered during the construction work.
- A daily summary of the activity, and any construction issues, will be provided to HOA representatives to ensure that they are kept informed on the construction progress.
- We will provide all necessary field staking and marking for proposed improvements.
- We will review the work in progress and notify the HOA of deficiencies observed. We will provide full time on-site observation during all critical operations and will provide part time observation services during non-critical construction activities. Depending on the level of construction activity, a licensed engineer may be assisted by an engineer technician.
- We will further coordinate with the contractor and HOA residents regarding construction scheduling, etc.
- If needed, we will conduct weekly job meetings, prepare minutes for these meetings and issue weekly construction updates to the Village.
- We will provide construction schedule updates for HOA resident notification.
- We will maintain a written log regarding the progress and conditions of the work.
- We will communicate with the Contractor and the HOA, with regard to the requirements for observation and will provide inspection reports as specified by the HOA. Copies of all reports will be forwarded to HOA representatives and the Contractor.
- We will review all construction pay requests and will verify completion of tasks, quantities installed, and ecological remediation. For those construction pay items found to be satisfactory, we will issue a letter to the HOA recommending payment for items performed in general conformance with the contract documents. We will also provide a spreadsheet of quantity/percentage completed and quantity/percentage outstanding. We will maintain a spreadsheet which identifies all construction items and unit costs which defines items previously billed, currently billed and outstanding throughout the project.
- We will complete final close out documentation, if required by the HOA.
- We will perform coordination of the punch list and pay requests with the HOA and Contractor upon substantial and final completion of construction.

## Detailed Scope - Review, Inspection & Assessment Phases

### Brookside HOA Remediation Overview and Map

Drainage improvements are best developed in a “downstream to upstream” progression. This protocol will be implemented at the subject project to best realize the benefits of maintenance work and alleviate the potential for creating additional drainage burdens within the system. Therefore, the investigation, assessment and remedial work will progress as follows:

- Downstream Outfall System
- Outlot K
- Outlot J
- Outlot I
- Upstream IDOT/Offsite Inflow Sources





## **Downstream Outfall System**

The review and coordination will entail the jurisdictional authority determination, identification of parties responsible for maintenance, available document/plan review and grant applicability review.

The physical examination of the Downstream Outfall System will include the identification and assessment of the following characteristics:

- Mill Creek Drive culvert and outfall.
  - Culvert condition and functionality
  - Chancel condition (erosion, debris, obstructions, etc.)
- Hunt Club Farms Pond 12
  - Dam condition
  - Embankment erosion
- Hunt Club Farms Pond 11 with channel realignment
  - Channel vegetation obstructions
  - Channel cross section verification at bends
  - Channel erosion
  - Pond embankment erosion

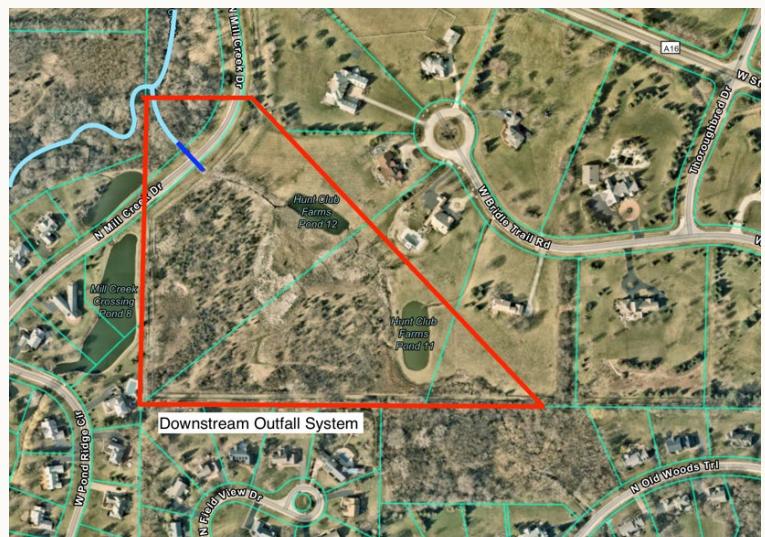
The remedial action recommendations will be developed from the above examination and is anticipated to include at a minimum the following activities:

- Informing Township Road District of roadway culvert repairs or obstructions
- Informing downstream property owners of channel obstructions/erosion
- Informing downstream property owners of pond outfall (i.e.: dam or overflow) of repairs
- Informing downstream property owners of pond erosion or sediment
- Informing downstream property owners of channel obstruction, erosion or vegetative restrictions

Starting at the downstream most outfall and working upstream allows for the best progression through the project, limiting risk of unintended drainage issues throughout Brookside HOA. Knowing this, it is imperative to begin assessment and remediation at the Mill Creek outfall, Mill Creek Drive culvert, Channel, and hunt club farms ponds 12 and 11, and working back towards Brookside.

Anticipated Short-Term versus Long-Term Remedial Tasks:

- Short Term
  - Notification of Warrant Township of roadway drainage issues
  - Notification of Hunt Club HOA of obstructions
- Long Term
  - Outreach for shared maintenance of Hunt Club Outfall system to ensure continued functionality of The Outfall of the Brookside Drainage Systems.
  - Continued maintenance of restored ecosystem and stormwater structures.





## **Outlot K Remediations**

The review and coordination will entail the jurisdictional authority determination, identification of parties responsible for maintenance, available document/plan review and grant applicability review.

The physical examination of Outlot K will include the identification and assessment of the following characteristics:

- Identification of invasive plants
- Locating drainage structure damage or failures, including but not limited to;
  - Culvert or pipes across “horse alley”
  - Culvert at southeastern corner of the outlot, across Old Woods Trail
- Identification of potential waterway impediments.

The remedial action recommendations will be developed from the above examination and is anticipated to include at a minimum the following activities:

- Removal of invasive plant species
- Repairs to storm sewer drainage structures and pipes
- Removal of waterway impediments
- Rough cost forecast of recommended remedial work for HOA budgeting

Outlot K being the furthest downstream, is the first to require remediation. This site will require extensive invasive eradication, Outlot K appears to have a strong presence of both woody and herbaceous invasives, namely buckthorn, phragmites, and cattails. These plants will continue to ecologically degrade the site unless they begin to be managed accordingly. As phragmites and cattails continue to take foothold, large amounts of biomass can begin to accumulate, especially over years or decades, which is relevant in this case. This can negatively impact detention capacity as well as cut off or heavily impede waterways, which can potentially cause storm water backups and subsequent flooding through the HOA.

Anticipated Short-Term versus Long-Term Remedial Tasks:

Short Term - Clearing invasives through a variety of appropriate mediums, analyzing underlying wetland and stormwater system conditions that may need remediation.

Long Term - Long-term management plan implementation that includes continued ecological management allowing for long term health and aesthetics of the landscape and waterway, in addition to continued monitoring and maintenance of stormwater structures.



## **Outlot J Remediations**

The review and coordination will entail the jurisdictional authority determination, identification of parties responsible for maintenance, available document/plan review and grant applicability review.

The physical examination of Outlot J will include the identification and assessment of the following characteristics:

- Identification of invasive plants
- Locating drainage structure damage or failures, including but not limited to;
  - Culvert at southeastern corner of the outlot, across Old Woods Trail
- Locating potential waterway impediments

The remedial action recommendations will be developed from the above examination and is anticipated to include at a minimum the following activities:

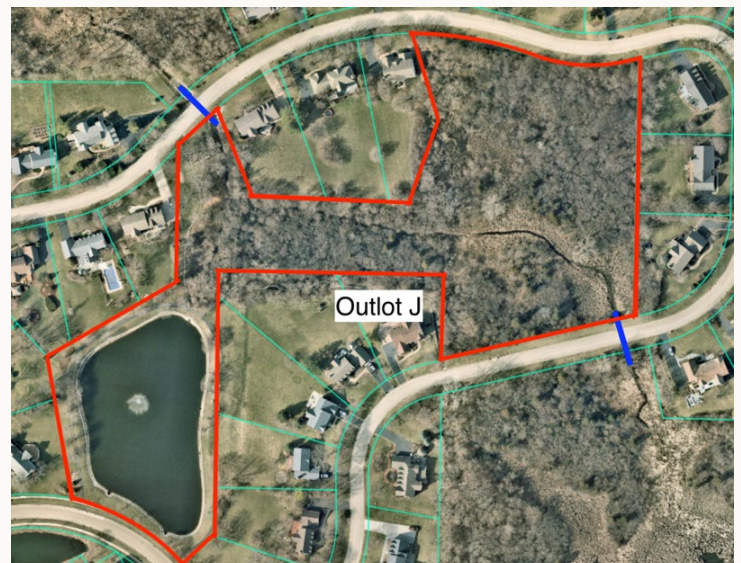
- Removal of invasive plant species
- Repairs to storm sewer drainage structures and pipes
- Removal of waterway impediments
- Rough cost forecast of recommended remedial work for HOA budgeting

Outlot J being the second most downstream lot, and therefore next in project order. Seems to primarily need woody stem invasive removal, this site appears to have extreme buckthorn and other woody invasives infesting it. Very little if any native tree and woody regeneration appears to be occurring, which is detrimental ecologically in the long term, if allowed to continue. Stormwater flows through the site and splits either into the detention pond or to outlot K, so ensuring this waterway is not in any way impaired will ensure maximum stormwater flow out of the outlot, and subsequently out of the HOA. Overall, eradicating the woody and herbaceous growth on site will increase wetland functionality, ecological health, and will fundamentally change the aesthetics of the entire neighborhood. Outlot J being at the center of the neighborhood will provide a unique aesthetic impact when and if it is restored. When restored, Outlot J will improve from being overrun by invasives to being a beautiful wetland that many residents in the neighborhood will enjoy viewing, radically changing the landscape and opening the neighborhood.

### **Anticipated Short-Term versus Long-Term Remedial Tasks:**

Short Term - Clearing invasives through a variety of appropriate mediums, analyzing underlying wetland and stormwater conditions that may need remediation.

Long Term - Long-term management plan implementation that includes continued ecological management allowing for long term health and aesthetics of the landscape and waterway.



## **Outlot I Remediations**

The physical examination of Outlot I will include the identification and assessment of the following characteristics:

- Identification of invasive plants
- Locating drainage structure damage or failures, including but not limited to;
  - Culvert Across Grand Ave
  - Discharge structures from neighboring commercial properties.
- Locating potential waterway impediments.

The remedial action recommendations will be developed from the above examination and is anticipated to include at a minimum the following activities:

- Removal of invasive plant species
- Repairs to storm sewer drainage structures and pipes
- Rough cost forecast of recommended remedial work for HOA budgeting

Outlot I, being the furthest upstream outlot, will be the final outlot remediated. Clearing invasives on this parcel such as buckthorn, cattail, phragmites, purple loosestrife, and more will have a large impact on wetland health, ecology, and aesthetics. Eradicating these invasives will prevent increased accumulation of biomass, especially from cattails and phragmites, which will allow the wetland to have an increased detention capacity, now and for the future. Eliminating these plants will take a multifaceted and multi-year approach, which is typical for an area that has long been neglected and invasives have taken strong foothold. However, eliminating them will ultimately reveal underlying stormwater detention conditions which may need remediation, and provide a healthier, functioning wetland, that will provide valuable aesthetic, ecological, and detention functionality to the residents of Brookside HOA. Being the largest wetland on site, it will have a major impact on drainage and detention capacity when restored.

Anticipated Short-Term versus Long-Term Remedial Tasks:

Short Term - Clearing invasives through a variety of appropriate mediums, analyzing underlying wetland and stormwater conditions that may need remediation.

Long Term - Long-term management plan implementation that includes continued ecological management allowing for long term health and aesthetics of the landscape and waterway.





## **Deliverables:**

The deliverables of this initial engineering engagement will be a bound report which provides for the following:

- Request to USACE & Lake County for determination of jurisdictional authorities for future work
- Determination of responsible parties for storm sewer maintenance
- Engineering review comments of prior development plans
- Recommendation of pursuit of grant funding (based on anticipated applicability and discussions with Lake County SMC)
- Inspection log with recommended system repairs (for storm sewer and open channels)
- Inspection log with recommended ecological repairs
- Multi-Phased Project Recommendations
  - Short Term (1-2 years)
  - Medium Term (2-5 years)
  - Long Term (5+ years)

Anticipated Staff-Hours and associated fee forecast:

Task	Ecological	Profession	Engineering	CAD
	Assessment	Engineer	Technician	Draftsman
Determination of Jurisdictional Authorities	8	3		
Determination of Responsible Parties for Structure Maintenance	8	0		
Document Review and Analysis	16	42		
Grant Applicability/ Grant Writing	8	8		
Flooding Mitigation/System Inspection	16	4	64	
Ecological Repair	12			
Creation of a Phased Project Program	16	32		
Final Deliverable Report Compilation	40	46		8
Design, Permit Submittal, Bid Package Creation and Construction Mngt. Services	Future Tasks Not in Initial Engagement			
Total Estimated Hours	124	135	64	8
Hourly Rate	\$110.00	\$200.00	\$110.00	\$110.00
Total Fee	\$13,640.00	\$27,000.00	\$7,040.00	\$880.00
			<b>Grand Total =</b>	\$48,560.00

We will work at the staff hourly rates listed in this proposal and only bill for the actual staff-hours dedicated to this work. The budgetary total listed above is based on our anticipated staff-hours.

We will bill as the project progresses incrementally in the percentage of work estimated to be performed. We may invoice in equal 25% increments as the work progresses. Payment for each incremental invoice is required within 30 days after invoice.

If additional services are needed (i.e.: wetland delineation, mapping, etc.), we will work with you on an associated fee based on the tasks determined to be necessary. No additional tasks are forecast at this time. If there are any fees associated with the regulatory agencies contacted at this time, we will forward such payment requests on to the HOA for payment (i.e.: County records fees, County or USACE determination fees, etc.). For the future work phases associated with design, permitting, bid package and construction management, we will work with the HOA to develop the scope limits for each year to be undertaken and develop specific fees for those future tasks as the HOA chooses to perform such remedial work.

We look forward to working together on this project, feel free to call to discuss.

Sincerely,



Desiree D. Doland, P.E.  
C.E.O.

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Proposal approved by and fee payments guaranteed by:

Accepted By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_