

CITY OF AURORA AGREEMENT

THIS AGREEMENT, entered on this _____ (“Effective Date”), for the (Services”) is entered into between the **CITY OF AURORA** (“City”), a municipal corporation, located at 44 E. Downer Place, Aurora, Illinois and Fehr Graham and Associates (“Proposer”), located at 101 West Stephenson St Freeport, IL 61032.

WHEREAS, the City issued a Request for Proposal (“RFP”) December 2, 2025 for the on 2026-2027 Annual Manhole Inspections; and

WHEREAS, the Proposer submitted a Proposal in response to the RFP and represents that it is ready, willing and able to perform the Services specified in the RFP and herein as well as any additional services agreed to and described in the Agreement; and

WHEREAS, on _____, the City awarded a contract to Proposer, _____.

IN CONSIDERATION of the mutual promises and covenants herein contained, the parties hereto do mutually agree to the following:

1. Agreement Documents.

The Agreement shall be deemed to include this document, Proposer’s response to the RFP, to the extent it is consistent with the terms of the RFP, any other documents as agreed upon by the parties throughout the term of this Agreement, along with any exhibits, all of which are incorporated herein and made a part of this Agreement. In the event of a conflict between this Agreement and any exhibit, the provisions of this Agreement shall control.

Request for Proposal 25-182.

In connection with the RFP and this Agreement, Proposer acknowledges that it has furnished and will continue to furnish various certifications, affidavits and other information and reports, which are incorporated herein. Proposer represents that such material and information furnished in connection with the RFP and this Agreement is truthful and correct. Proposer shall promptly update such material and information to be complete and accurate, as needed, to reflect changes or events occurring after the Effective Date of this Agreement.

2. Scope of Services.

Proposer shall perform the Services listed in the Proposal, attached hereto as Exhibit 1.

3. Term.

This agreement shall remain in effect until the terms of the RFP and completion of services have been met, unless sooner terminated in accordance with the terms contained herein, ends upon completion of services.

4. Compensation.

Maximum Price. In accordance with the Proposer's negotiated cost, the price for providing the Services shall be as stated on the submitted proposal, Exhibit 2.

Schedule of Payment. The City shall pay the Proposer for the Services in accordance with the amounts set forth in Exhibit 2, price shall remain firm for the entire contract period. The Proposer shall be required to submit an itemized invoice as well as any supporting documentation as required by the City. Each invoice shall be accompanied by a statement of the Proposer of the percentage of completion of the Services through the date of the invoice. Payment shall be made upon the basis of the approved invoices and supporting documents. The City, after inspection and acceptance, and in consideration of the faithful performance by the Proposer, agrees to pay for the completion of the work embraced in this Contract. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1, *et. seq.*) upon receipt of the invoice.

5. Performance of Services.

Standard of Performance. Proposer shall perform all Services set forth in this Agreement, and any other agreed documents incorporated herein, with the degree, skill, care and diligence customarily required of a professional performing services of comparable scope, purpose and magnitude and in conformance with the applicable professional standards. Proposer shall, at all times, use its best efforts to assure timely and satisfactory rendering and completion of the Services. Proposer shall ensure that Proposer and all of its employees or subcontractors performing Services under this Agreement shall be: (i) qualified and competent in the applicable discipline or industry; (ii) appropriate licensed as required by law; (iii) strictly comply with all City of Aurora, State of Illinois, and applicable federal laws or regulations; (iv) strictly conform to the terms of this Agreement. Proposer shall, at all times until the completion of the Services, remain solely responsible for the professional and technical accuracy of all Services and deliverables furnished, whether such services are rendered by the Proposer or others on its behalf, including, without limitation, its subcontractors. No review, approval, acceptance, nor payment for any and all of the Services by the City shall relieve the Proposer from the responsibilities set forth herein.

6. Termination.

Termination for Convenience. The City has the right to terminate this Agreement, in whole or in part, for any reason or if sufficient funds have not been appropriated to cover the estimated requirement of the Services not yet performed, by providing Proposer with sixty (60) days notice specifying the termination date. On the date specified, this Agreement will end. If this Agreement is terminated by the City, as provided herein, the City shall pay the Proposer only for

services performed up to the date of termination. After the termination date, Proposer has no further contractual claim against the City based upon this Agreement and any payment so made to the Proposer upon termination shall be in full satisfaction for Services rendered. Proposer shall deliver to the City all finished and unfinished documents, studies and reports and shall become the property of the City.

7. Miscellaneous Provisions.

a. Illinois Freedom of Information Act. The Proposer acknowledges the requirements of the Illinois Freedom of Information Act (FOIA) and agrees to comply with all requests made by the City of Aurora for public records (as that term is defined by Section 2(c) of FOIA in the undersigned's possession and to provide the requested public records to the City of Aurora within two (2) business days of the request being made by the City of Aurora. The undersigned agrees to indemnify and hold harmless the City of Aurora from all claims, costs, penalty, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the City of Aurora under this agreement.

b. Entire Agreement. This Agreement, along with the documents set forth in Section 1 and incorporated by reference elsewhere in this Agreement, with consent of the parties, represents the entire agreement between the parties with respect to the performance of the Services. No other contracts, representations, warranties or statements, written or verbal, are binding on the parties. This Agreement may only be amended as provided herein.

c. Consents and Approvals. The parties represent and warrant to each other that each has obtained all the requisite consents and approvals, whether required by internal operating procedures or otherwise, for entering into this Agreement and the undertakings contemplated herein.

d. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

CITY OF AURORA, ILLINOIS

(Contractor)



SIGNATURE

SIGNATURE

Jolene Coulter

Kyle Saunders

FULL NAME

FULL NAME

February 2, 2026

DATE SIGNED

DATE SIGNED

Director of Purchasing

President

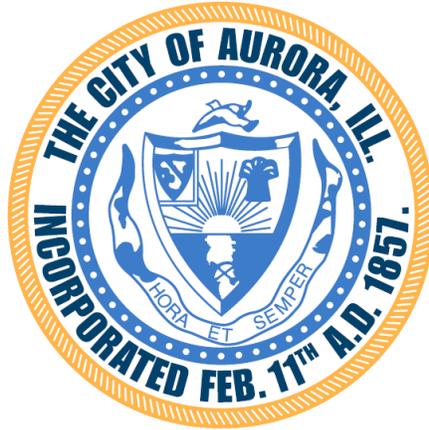
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TITLE

**CITY OF AURORA
2026-2027 ANNUAL MANHOLE
INSPECTIONS**

EXHIBIT 1

(REQUEST FOR PROPOSAL 25-182)



City of Aurora, IL

2026-2027 ANNUAL MANHOLE INSPECTIONS

25-182

RELEASE DATE: December 2, 2025

DEADLINE FOR QUESTIONS: December 9, 2025

RESPONSE DEADLINE: December 17, 2025, 11:00 am

Please refer to the project timeline in this document for all important deadlines.

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://procurement.opengov.com/portal/aurorail>

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INSTRUCTIONS TO PROPOSERS

1. SUMMARY

The City of Aurora, Illinois (City) is requesting proposals from qualified engineering firms to provide professional engineering services for the 2026-2027 Annual Manhole Inspections. The purpose of this RFP is to solicit proposals that demonstrate the qualifications, experience, technical approach and capacity of the proposing firm to perform the services.

2. TIMELINE

Release Project Date:	December 2, 2025
Question Submission Deadline:	December 9, 2025, 11:00am
Response Submission Deadline:	December 17, 2025, 11:00am

3. ACCEPTANCE OF PROPOSALS

a. Proposers intending to respond to this opportunity must create a FREE account with OpenGov by signing up at <https://procurement.opengov.com/signup>. This step is necessary to establish a communication link with the City. The Proposer, not the City, is responsible for obtaining any addenda to the original specification. Addenda and other relevant information will be posted on the City's E Procurement System. Addenda notifications will be emailed to all persons on record as following this Bid Proposal. Failure of any Proposer to receive any such addenda or interpretation shall not relieve such Proposer from any obligation under their bid proposal as submitted. All addenda so issued shall become part of the contract documents. **Paper submissions will not be accepted.**

b. Proposals may be received up to, but **no later than the designated date and time as specified via the City's E Procurement System, OpenGov.** The City's E Procurement System Clock is the official clock for the determination of all deadline dates and times. Without exception, responses will not be accepted after the submission deadline regardless of any technical difficulties such as poor internet connections. The City of Aurora strongly recommends completing your responses well ahead of time. All Proposals shall have provided all requested information, and submitted all appropriate forms, certificates, affidavits and addendum acknowledgements in order to be considered responsive.

- **Pricing shall not be mentioned anywhere in the body of the proposal.**

c. The City reserves the right to reject any and all proposals or parts thereof and to waive any technicalities and irregularities in the proposals and to disregard all nonconforming or conditional proposals or counter-proposals and to hold the proposals for ninety (90) days from the opening date set forth above. Proposer agrees to accept a notice of award, if selected, based on the terms of this Proposal in the event that a notification of award is received on or before expiration of the 90-day time period. The City reserves the right to cancel the Proposal at any time, without liability for any loss, damage, cost or expense incurred or suffered by any Proposer as a result of that cancellation. Each Proposer is solely responsible for the risk and cost of preparing and submitting a Proposal.

d. Although price is a major consideration, product quality, references, service, delivery time and past experience, if applicable, will also be considered. No Proposal will be considered unless the Proposer shall furnish evidence satisfactory to the City that he has the necessary facilities, abilities, experience, equipment, and financial and physical resources available to fulfill the conditions of the contract and execute the Work should the contract be awarded to him. Proposal documents which are not responsive to the requirements herein may not be considered by the City for an award of the contract.

The contract will be awarded to the lowest responsible Proposer. In determining the responsibility of any Proposer, the City may take into account other factors in addition to financial responsibility, such as past records of its or other entities transactions with the Proposer, experience, ability to work cooperatively with the City and its staff, adequacy of equipment, ability to complete performance within necessary time limits, and other pertinent considerations such as, but not limited to, reliability, reputation, competency, skill, efficiency, facilities and resources.

The Proposal will be awarded in the City's best interests based on these and other legally-allowable considerations. The City and its representatives and agents may make any investigations deemed necessary to determine the ability of the Proposer to perform the Work. The Proposer shall furnish any information and data requested by the City for this purpose.

4. RECEIPT OF PROPOSALS

a. **Proposals must be submitted electronically**, up to, but no later than the designated date and time as specified via the City's E Procurement System, OpenGov. It is the sole responsibility of the Proposer to see that their Proposal is received in the proper time.

b. **Proposals must be submitted electronically via the City's E Procurement System. There will be no exceptions!**

5. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn prior to the deadline for submitting bid proposals through the City's E Procurement System, the responding Proposer may "un-submit" their proposal in OpenGov.

Proposers are cautioned to verify their bid proposal before submission. Negligence on the part of the Proposer in preparing the bid proposal confers no right for withdrawal or modification of the bid proposal after it has been opened. Proposers may not withdraw their Proposal after the opening without the approval of the Director of Purchasing. Requests to withdraw a Proposal must be in writing and properly signed. No Proposal will be opened or accepted, which is received after the time and date scheduled for the Proposals to be received.

6. QUESTIONS

Proposers shall submit all inquiries, including requests for alternates or substitutions regarding this bid, up to, but **no later than the designated date and time as specified via the City's E Procurement System, OpenGov.** All answers to inquiries will be posted on the City's E Procurement System. Proposers may also click "Follow" on this bid to receive an email notification when answers are posted.

No questions will be accepted or answered verbally.

No questions will be accepted or answered after the cut-off date/time. It is the responsibility of the interested Proposer to ensure they have received addenda, if any issued.

7. INVESTIGATION

It shall be the responsibility of the Proposers to make any and all investigations necessary to become thoroughly informed of what is required and specified in the Proposal. No plea of ignorance by the Proposers of conditions that exist or may hereafter exist as a result of failure or omission on the part of the Proposer to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the City of the compensation to the Proposer.

Each Proposer submitting a Proposal is responsible for examining the complete Proposal Package and all Addenda, and is also responsible for informing itself of all conditions that might in any way affect the cost or the performance of any Work. Failure to do so will be at the sole risk of the Proposer, and no relief will be given for errors or omissions by the Proposer. If awarded the contract, the Proposer will not be allowed any extra compensation by reason of any matter or thing concerning which such Proposer should have fully informed himself, because of his failure to have so informed himself prior to the Proposal. The submission of a Proposal shall be construed as conclusive evidence that the Proposer has made such examination as is required in this section and that the Proposer is conversant with local facilities and difficulties, the requirements of the Proposal Package documents, and of pertinent, local, state and federal laws and codes, prevailing local labor and material markets, and has made due allowance in its Proposal for all contingencies. Before any award is made of the contract to the Proposer, the Proposer may be required to, upon request of the City, furnish information concerning his performance record in his capacity to complete the Work in an efficient and timely manner.

8. PROPOSAL QUALIFICATION

The City reserves the right to require of the Proposer proof of his/her capability to perform as required by the specifications. However, prequalification of the Proposer shall not be required. The City may, at its option, disqualify a Proposer and reject his Proposal for cause. Reasons deemed to be sufficient for this action shall include, but not be limited to, the following:

- Evidence of collusion among Proposers.
- Receipt of more than one Proposal on any project from an individual, or from a corporation. This restriction does not apply to subcontractors.
- Default on any previous contract.
- For unreasonable failure to complete a previous contract within the specified time or for being in arrears on an existing contract without reasonable cause for being in arrears.
- Inability to perform as revealed by an investigation of the Proposer's financial statement, experience and/or plant and equipment.
- **Any Proposer who owes the City money may be disqualified at the City's discretion.**

9. ALTERNATE PROPOSALS

The specifications are prepared to describe the goods and/or service which the City deemed to be in the best interest to meet its performance requirements. Proposers desiring to submit a Proposal on items which deviate from the stated specifications, but which they believe to be equal, may do so by submitting all inquiries via the City's E Procurement System, OpenGov, but all specification deviations must be clearly stated. Proposers shall submit all inquiries, including requests for alternates or substitutions regarding this bid via the City's E Procurement System by the designated date and time. All answers to inquiries, including requests for alternates or substitutions, will be posted on the City's E Procurement System. Proposers may also click "Follow" on this bid proposal to receive an email notification when answers are posted. It is the responsibility of the Proposer to check the website for answers to inquiries. The Purchasing Director reserves the right to rule upon specification deviation in a manner as best befits the needs of the City. The Purchasing Director will reject all deviations that amount to a material nonconformity with the specifications of the Proposal.

10. EVALUATION PROCESS

Step #1: Initial Screening

Minimum Qualifications and Responsiveness: City will review proposals for initial decisions on responsiveness and responsibility. Those proposals initially determined to be responsive and submitted by responsible proposers will proceed to Step 2.

Step #2: Proposal Evaluation

The Project Evaluation Team, comprised of members of the cooperating City Departments, will evaluate proposals. Proposal responses will be evaluated on, but not limited to, organization, personnel and staffing, company qualifications and experience (including reference checks), project approach, price, and availability and capacity of the company to perform the work.

Step #3: Selection

The City will select the vendors that are evaluated to be most competitive. When evaluation of the responses produces ratings that are equivalent, the Project Evaluation Team will recommend award of the contract to the vendor(s) whose response is deemed to be in the best interests of the City. The highest ranked firm may be invited to enter into final negotiations with the City of Aurora for the purposes of contract awarding. If an agreement cannot be reached with the highest ranked firm, the City may start negotiations with the next highest ranked firm. Any contract resulting from this RFP will be subject to approval by the Aurora City Council.

11. PROPOSAL AWARD

Except as otherwise may be stated in the Specifications, Proposal award shall be made to the lowest responsible Proposer meeting the requirements and/or intent of the specifications at the net delivered price(s) shown and best responding to the needs of the City, in the City's sole discretion. However, if the Proposer modifies limits, restricts or subjects his Proposal to conditions that would change the requirements of the specifications, this would be considered a conditional or qualified Proposal and will not be accepted. The City reserves the right to delete any item listed in the Proposal Package.

12. PRICES

Unit prices shall not include any local, state or federal taxes. In case of mistake in extension of price, unit price shall govern.

13. INTERPRETATION OR CORRECTION OF PROPOSAL DOCUMENTS

Proposers shall promptly notify the City of any ambiguity, inconsistency of error which they may discover upon examination of the Proposal documents. Interpretations, corrections and changes will be made by addendum. Each Proposer shall ascertain prior to submitting a Proposal that all addenda have been received and acknowledged in the Proposal.

14. SIGNATURES

Each Proposal must be signed by the Proposer with his/her usual signature. Proposals by partnerships must be signed with the partnership name by all members of the partnership, or an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and title of the person authorized to bind it in the matter.

When a corporation submits a Proposal, its agent must present legal evidence that he has lawful authority to sign said Proposal and that the corporation has a legal existence. In the event that any corporation organized and doing business under the laws of any foreign state is the successful Proposer, such corporation must present evidence before any contract is executed that it is authorized to do business in the State of Illinois. Proposals by corporations must be executed in the corporate name by the President or a Vice President (or other corporate officer accompanied by evidence of authority to sign), and the signature must be attested by the Secretary or an Assistant Secretary, along with the corporate seal. The corporate address and state of incorporation must be shown below the signature. Proposals by partnerships must be executed in the partnership name and signed by a partner whose title must appear under the signature, and the official address of the partnership must be shown below the signature. Any corrections to entries made on the Proposal forms shall be initialed by the person signing the Proposal. When requested by the City, satisfactory evidence of the authority of any signature on behalf of the Proposer shall be furnished.

15. ILLINOIS FREEDOM OF INFORMATION ACT

Illinois Freedom of Information Act. The Contractor acknowledges the requirements of the Illinois Freedom of Information Act (FOIA) and agrees to comply with all requests made by the City of Aurora for public records (as that term is defined by Section 2(c) of FOIA in the undersigned's possession and to provide the requested public records to the City of Aurora within two (2) business days of the request being made by the City of Aurora. The undersigned agrees to indemnify and hold harmless the City of Aurora from all claims, costs, penalty, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the City of Aurora under this agreement.

GENERAL REQUIREMENTS

1. REQUIREMENTS OF PROPOSER

The successful Proposer may be required to (a) enter into a fully signed contract in writing with the City of Aurora covering matters and things as are set forth in the Proposal Package; and (b) carry insurance acceptable to the City covering public liability, property damage and workers compensation.

2. BONDS AND INSURANCE

The Proposer awarded the contract will be required to furnish Public Liability Insurance, and Workers Compensation Insurance; all of which shall be acceptable to the City of Aurora.

The Proposer awarded the contract will not be required to furnish a Performance Bond or Payment Bond.

3. CITY'S AGENT

The Purchasing Director, or delegate, shall represent and act for the City in all matters pertaining to the Proposal and contract in conjunction thereto.

4. PAYMENTS

Payment shall be made for services rendered. The City, after inspection and acceptance, and in consideration of the faithful performance by the Proposer, agrees to pay for the completion of the work embraced in this contract, payment shall be made in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1, et. seq.)

Time, in connection with any discount offered, will be computed from the date of delivery to the City or from the date a correct invoice is received by the City of Aurora Purchasing Division, if the latter date is later than the date of delivery.

Prices will be considered NET, if no payment discount is shown.

All invoices MUST contain a valid City of Aurora issued purchase order.

The successful Proposer shall submit invoices via e-mail to:

PurchasingDL@aurora.il.us

or Mail to the following address:

**City of Aurora
Attn: Purchasing Division
44 E. Downer Place
Aurora, IL 60507**

The City of Aurora offers electronic funds transfer (EFT) payment to our vendors. EFT is fast, simple, safe and secure and is *our preferred method of payment!*

5. TAXES

The City of Aurora is exempt, by law, from paying State and City Retailer's Occupation Tax, State Service Occupation Tax, State Use Tax and Federal Excise Tax (per Illinois Revised Statutes, Chapter 120, Paragraph 44) upon City works and purchases. The City of Aurora's Sales Tax Exemption Number is E9996-0842-07.

6. COMPLIANCE WITH LAWS AND REGULATIONS

The Proposer shall at all times observe and comply with all Federal, State, Municipal and other local laws, ordinances, regulations, and requirements which in any manner affect the conduct of the Work, and with all Federal, State and local laws and policies of non-discrimination, sexual harassment, and others applicable thereto; and all such orders or decrees as exist at the present and which may be enacted later, of bodies or tribunals having jurisdiction or authority over the Work, and no plea of misunderstanding or ignorance thereof will be considered. He shall indemnify and save harmless the City and all its officers, agents, employees and servants against any requirement, claim or liability arising from or based on the violation of any such law, ordinance, regulation, order or decree, whether by himself or his employees.

7. DEFAULT

Time is of the essence of this Proposal and if delivery of acceptable items or rendering of services is not completed by the time promised, the City reserves the right, without liability, in addition to its other rights and remedies, to terminate the Proposal by notice effective when received by Proposer, as to stated items not yet shipped or services not yet rendered. The City will procure articles or service from other sources and hold the Proposer responsible for any excess cost incurred as provided for in Article 2 of the Uniform Commercial Code.

8. CANCELLATION

The City reserves the right to cancel the whole or any part of the contract if the Proposer fails to perform any of the provisions in the contract or fails to make delivery within the time stated. The Proposer will not be liable to perform if situations arise by reason of strikes, acts of God or public enemy, acts of the City, fires or floods.

9. INSURANCE AND HOLD HARMLESS PROVISION

At the Proposer's expense, the Proposer shall secure and maintain in effect throughout the duration of this contract, insurance of the following kinds and limits to cover all locations of the Proposer's operations. The Proposer shall furnish Certificates of Insurance to the City before starting or within ten (10) days after the execution of the contract, whichever date is reached first. All insurance policies shall be written with insurance companies approved by the City of Aurora and licensed to do business in the State of Illinois and having a rating of not less than A IX, according to the latest edition of the A.M. Best Company; and shall include a provision preventing cancellation of the insurance policy unless thirty (30) days prior written notice is given to the City. This provision shall also be stated on each Certificate of Insurance as: "Should any of the above-described policies be canceled before the expiration date thereof, the issuing company will endeavor to mail 10 days written notice to the certificate holder named to the left".

If requested, the awardee of this Proposal will give the City a copy of the insurance policies. The policies must be delivered to the City within two weeks of the request.

The limits of liability for the insurance required shall provide coverage for not less than the following amount, or greater where required by law:

(1) Worker's Compensation Insurance - Statutory amount.

(2) General Liability Insurance:

- (a) \$1,000,000 per occurrence and \$2,000,000 general aggregate
- (b) \$500,000 per occurrence for Property Damage
- (c) \$1,000,000 per occurrence for Personal Injury

(3) Auto Liability Insurance:

- (a) Bodily injury with limits not less than \$1,000,000
- (b) Property damage with limits not less than \$500,000

(4) Umbrella excess liability of \$1,000,000 per occurrence, \$2,000,000 aggregate

The Proposer shall include the City as a primary, non-contributory additional named insured on both General and Auto Liability Insurance policies and indicate said status on any Certificates of Insurance provided to the City pursuant to this project. All insurance premiums shall be paid without cost to the City.

The Proposer agrees to indemnify and save harmless the City of Aurora, their agents and employees from and against all loss and expenses (including costs and attorneys' fees) by reason of liability imposed by law or claims made upon the City of Aurora for damages because of bodily injury, including death at any time resulting therefrom sustained by any person or persons or on account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of this project work, whether such claims or injuries to persons or damage to property be due to the negligence of the Proposer or his Subcontractors. The Proposer shall assume total risk and shall be responsible for any and all damages or losses caused by or in any way resulting from the work and provide all insurance necessary to protect and save harmless the City of Aurora and its employees.

10. SUBLETTING OR ASSIGNMENT OF WORK

If the Proposer sublets the whole or any part of the Work to be done under the contract, with or without the written consent of the City, he shall not, under any circumstances, be relieved of his liabilities and obligations. All transactions of the City shall be with the Proposer; subcontractors shall be recognized only in the capacity of employees or workmen and shall be subject to the same requirements as to character and competence. In case any party or parties, to whom any work under the contract shall have been sublet, shall disregard the directions of the City or his duly authorized representatives, or shall furnish any unsatisfactory Work or shall fail or refuse in any way to conform to any of the provisions or conditions of the contract, then in that case, upon the written order of the City, the Proposer shall require said party or parties in default to discontinue Work under the contract. Said Work shall be corrected or made good and shall be continued and completed by the said Proposer or by such other party or parties as are approved by the City, in the manner and subject to all of the requirements specified in the contract.

11. WORKERS COMPENSATION ACT

The Proposer further agrees to insure his employees and their beneficiaries and to the employees and the beneficiaries of any subcontractor employed from time to time by him on said Work, the necessary first-aid, medical, surgical, and hospital services and any compensation provided for in the Workers Compensation Act of the State of Illinois that is or may be in force in the State.

Such insurance shall be placed by said Proposer in a company or association (to be approved by the City and to be accepted by the Council thereof) authorized under the laws of the State of Illinois to insure the liability above specified.

Said Proposer hereby further agrees to indemnify, keep and save harmless said City from all action, proceedings, claims, judgments, awards, and costs, loss, damages, expenses, and attorney's fees which may in any way come against said City by reason of any accidental injuries or death suffered by any of his employees or the employees of any subcontractor employed by him in and about the performance of the Work provided for in the Proposal, and any and all liability resulting thereupon; and said Proposer, in case of any suit, action, or proceeding on account of any or all of the foregoing shall defend the same for and on behalf of said City and indemnify the City therefore, and pay the amount of any and all awards and final judgments and orders rendered and entered therein, together with all loss, costs, damages, attorney's fees, and expenses incurred therein. Said Proposer shall be the sole employer of its employees and workers, and in no way so shall the City be considered a joint employer of same under any circumstance.

12. MINORITY PARTICIPATION

The City of Aurora encourages minority business firms to submit Proposers and encourages the successful Proposer to utilize minority businesses as sub-contractors for supplies, equipment, services and construction.

13. PROSECUTION OF WORK

The Proposer shall begin the Work to be performed under the Proposal as specified in the specifications after the execution and acceptance of the Proposal, unless otherwise provided. The Work shall be conducted in such a manner and with sufficient materials, equipment and labor as is considered necessary to ensure its completion within the time specified in the Proposal.

14. TIME

Proposer shall schedule its Work to meet the requirement of the City. Proposer shall perform the Work expeditiously in cooperation with the City's agent, employees, contractors and subcontractors. Proposer shall make no claim against the City and no claim shall be allowed for any damages which may arise out of any delay caused by City, its agents, employees, contractor or subcontractors. Proposer's sole remedy for delay shall be an extension in the contract time.

15. ILLINOIS NON-APPROPRIATION CLAUSE

A forfeit clause is provided pursuant to the Illinois Non-Appropriation Clause of funds for government entities that if funds or budgets are not approved, service may be cancelled. No early cancellation penalties will be assessed, but the customer must be given 30-day notice of intent to cancel.

16. TERMINATION FOR CLAUSE

This Proposal may be terminated by the City at any time upon thirty (30) days written notice, or by either party in the event of substantial failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party. This Proposal is also subject to termination by either party if either party is restrained by state or federal law of a court of competent jurisdiction from performing the provisions of this Agreement.

Upon such termination, the liabilities of the parties to this RFP shall cease, but they shall not be relieved of the duty to perform their obligations up to the date of termination. Mailing of such notice, as and when above provided, shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

If this RFP is terminated due to the City's substantial failure to perform, the Proposer shall be paid for labor and expenses incurred to date, subject to offset of any damages, losses or claims against the City resulting from or relating to Proposer's performance or failure to perform under this agreement.

In the event of termination by the City upon notice and without cause, upon completion of any phase of the Basic Services, fees due the Proposer for services rendered through such phase shall constitute total payment for services. In the event of such termination by the City during any phase of the Basic Services, the Proposer will be paid for services rendered during the phase on the basis of the proportion of work completed on the phase as of the date of termination to the total work required for that phase.

SCOPE OF WORK

1. PROJECT INTRODUCTION AND PURPOSE

Proposers are required to read and understand all information contained within the entire proposal package. By responding to this RFP, the proposer agrees to have read and understands these documents.

The City of Aurora, Illinois (City) is requesting proposals from qualified engineering firms to provide professional engineering services for the 2026-2027 Annual Manhole Inspections. The purpose of this RFP is to solicit proposals that demonstrate the qualifications, experience, technical approach and capacity of the proposing firm to perform the services.

2. MINIMUM QUALIFICATIONS

The following are minimum requirements that the Proposer must meet in order to be eligible to submit a proposal. Responses must clearly show compliance with these minimum qualifications. The City will reject without further consideration those applications that are not clearly responsive to these minimum qualifications. Each specification included in this package describes the services which the City feels is necessary to meet the performance requirements of the City, and shall be considered the minimum standards expected of the Contractor. The specifications are not intended to exclude potential Contractors.

3. Engineering Scope of Services

The City of Aurora, Illinois (City) is in need of professional services from a qualified engineering firm for the 2026-2027 Annual Manhole Inspections. As a part of the selection process, the interested consultants are required to submit a proposal to perform the requested work. This contract has the potential of a two (2) year contract based on the mutual agreement of both parties.

- Annually inspect approximately 2,500 sanitary and storm manholes that are located within the limits of the City's Overlay Program which spreads between all 10 wards within the City.
- The 2026 manholes shall be inspected and data provided to the City by September 30, 2026.
- The inspections shall meet the standards of a Level 1 inspection as defined by the NASSCO Manhole Assessment and Certification Program (MACP).
- Field data shall be entered using ArcGIS Survey 123 on a mobile device/tablet.
- Provide repair recommendations and budget estimates for repairs presented in a Microsoft Excel format. Repair recommendations shall be separated by repair type, includes notes justifying the repair and a current market budget estimate for the repair. A severity rating of 0-3 (0 = good, 1 = moderate/fair, 2 = poor, 3 = severe) shall be assigned to each structure.

4. Selection Criteria and Weighting

A selection committee comprised of staff from the City will evaluate the proposals. No interviews will be held. The proposals will be reviewed, evaluated, and scored using the criteria and weights defined in Section 4. Submittal Content & Section 6. Evaluation Criteria. The proposals will be used by City staff to select the three

most qualified consultants. Scoring breakdowns will not be provided. Approval of the engineering agreement is subject to approval by the City Council.

The City will begin reviewing the Proposals immediately with the firm selected no later than January 9, 2026. A draft engineering agreement will be due electronically to the City by January 16, 2026. The City intends to have final engineering agreement by January 26, 2026. It is anticipated that the contract will be awarded at City Council on February 24, 2026.

The City of Aurora reserves the right at any time and for any reason to cancel this consultant procurement process, to reject any or all proposals, or to accept an alternative proposal. The City of Aurora reserves the right to discard any immaterial proposal. The City and/or staff may seek clarification from an offer at any time and respond promptly if there is cause for rejection. The City of Aurora will not be liable in any way for any costs incurred by consultants in replying to this request.

SUBMITTAL CONTENT

1. Technical Proposal Content

All proposals must be thorough, complete, and accurate. The submittal shall be a single .pdf document, no more than 10 pages. This limit includes any cover letter, tabs, section breaks, cover pages, back pages, etc. Section breaks, cover pages, back pages, etc. are not required.

The submittal should include the following information:

Cover Transmittal Letter (*1 page max.*) Cover letter on the consultant's letterhead transmitting the qualifications, including the name of the consulting firm, local address, telephone number and name of contact person (with email address). The cover letter should also include the City's bid number (25-182).

Consultant Experience (*20%*) List of relevant projects recently completed which were similar in nature to this project. Provide a description of each project, including location, project team, and cost for each project. List of three (3) references including name, job title, telephone number, and email address. The references should not be current City of Aurora employees and preferably, should have experience working for a local agency on similar projects.

Staff Capabilities (*30%*) List of key staff with brief resumes that would be assigned to the project including the Project Manager (must be a Licensed Professional Engineer in the State of Illinois) and any other relevant staff. Inspectors must be National Association of Sewer Service Companies (NASSCO) certified, certification to be provided (certificates will not be counted towards the max page number limit). An organization chart is optional.

Technical Approach (*30%*) Brief technical approach describing the consultant's abilities to perform the required Engineering services

Schedule (*20%*) Provide the anticipated hours required to inspect each manhole including hourly rates and project management time to review.

2. COST PROPOSAL

Pricing – The pricing *component* shall be uploaded electronically in Section 5 Pricing Table.

This section will be reviewed last. **Pricing shall not be mentioned anywhere in the body of the proposal.**

Please note that pricing is only a portion of the evaluation criteria for award.

PRICING TABLE
2026 ANNUAL INSPECTIONS

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Manhole Inspections	2,500	EA		
2	Project Management	1	LSUM		
TOTAL					

2027 ANNUAL INSPECTIONS

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
3	Manhole Inspections	2,500	EA		
4	Project Management	1	LSUM		
TOTAL					

EVALUATION CRITERIA

1. Phase 1

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>Consultant Experience</p> <p>The consultant’s general experience, stability, and experience on projects similar to the one under consideration. Experience with manhole inspections is required.</p> <p>List of relevant projects recently completed which were similar in nature to this project. Provide a description of each project, including location, project team, and cost for each project. List of three (3) references including name, job title, telephone number, and email address. The references should not be current City of Aurora employees and preferably, should have experience working for a local agency on similar projects.</p>	Points Based	20 <i>(20% of Total)</i>
2.	<p>Staff Capabilities</p> <p>The education, experience, and expertise of the consultant’s key employees, along with NASSCO Certifications.</p> <p>List of key staff with brief resumes that would be assigned to the project including the Project Manager (must be a Licensed Professional Engineer in the State of Illinois) and any other relevant staff. Inspectors must be National Association of Sewer Service Companies (NASSCO) certified, certification to be provided (certificates will not be counted towards the max page number limit). An organization chart is optional.</p>	Points Based	30 <i>(30% of Total)</i>
3.	<p>Technical Approach</p> <p>Project understanding and the consultant’s approach to perform Manhole Inspection services and related items that are required for successful project completion.</p> <p>Brief technical approach describing the consultant’s abilities to perform the required Engineering services</p>	Points Based	30 <i>(30% of Total)</i>

4.	<p>Schedule</p> <p>Quality of the consultant’s schedule, including how expeditiously the work can be completed realistically.</p> <p>Provide the anticipated hours required to inspect each manhole including hourly rates and project management time to review.</p>	Points Based	<p>20 <i>(20% of Total)</i></p>
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2. Phase 2

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>Pricing</p> <p>The City will review each firm's unit pricing for manhole inspection services and expected project management cost.</p>	Points Based	<p>30 <i>(100% of Total)</i></p>

VENDOR SUBMISSIONS

1. Technical Proposal*

See Submittal Content Section for more information.

Pricing shall not be mentioned anywhere in the body of the Technical Proposal.

*Response required

2. Standard City of Aurora Contract*

Please download the below documents, complete, and upload.

- [Sample Standard Contract RF...](#)

*Response required

3. Contact Information*

Please download the below documents, complete, and upload.

- [COA Contact Information.docx](#)

*Response required

4. References*

Sufficient references of all like public and/or private agencies must be presented below. Listing must include company name, contact person, telephone number and date purchased. All Proposers, as a condition of and prior to entry into a contract, agree that a complete background investigation of the principals of the Proposer and all employees who will work on the project may be made. Proposers agree to cooperate with the appropriate City of Aurora personnel to supply all information necessary to complete these investigations. The City of Aurora in its complete discretion may disqualify any Proposer, including low Proposer, and may void any contract previously entered into based on its background investigation.

*Response required

5. Sub-Contractor List

Please provide the following information for each subcontractor:

Company:

Address:

City, State, Zip:

Phone Number:

Contact Person:

6. Eligibility*

By signing this Proposal, the Proposer hereby certifies that they are not barred from bidding on this Proposal as a result of a violation of Article 33E, Public Bids of the Illinois Criminal Code of 1961, as amended (Illinois Compiled Statutes, 720 ILCS 5/33E-1).

Please confirm

*Response required

7. Proposer's Certification*

I/We hereby certify that:

A. A complete set of proposal papers, as intended, has been received, and that I/We will abide by the contents and/or information received and/or contained herein.

B. I/We have not entered into any collusion or other unethical practices with any person, firm, or employee of the City which would in any way be construed as unethical business practice.

C. I/We have adopted a written sexual harassment policy which is in accordance with the requirements of Federal, State and local laws, regulations and policies and further certify that I/We are also in compliance with all equal employment practice requirements contained in Public Act 87-1257 (effective July 1, 1993) and 775 ILCS 5/2-105 (A).

D. I/We operate a drug free environment and drugs are not allowed in the workplace or satellite locations as well as City of Aurora sites in accordance with the Drug Free Workplace Act of January, 1992.

E. The Proposer is not barred from bidding on the Project, or entering into this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code, or any similar offense of "bid rigging" or "bid rotating" of any state or the United States.

F. I/We will abide by all other Federal, State and local codes, rules, regulations, ordinances and statutes.

Please confirm

*Response required

8. Proposer's Tax Certification*

The Proposer's Executing Officer, being first duly sworn on oath, deposes and states that all statements made herein are made on behalf of the Proposer, that this despondent is authorized to make them and that the statements contained herein are true and correct.

Proposer deposes, states and certifies that Proposer is not barred from contracting with any unit of local government in the State of Illinois as result of a delinquency in payment of any tax administered by the Illinois Department of Revenue unless Proposer is contesting, in accordance with the procedures established by the appropriate statute, its liability for the tax or the amount of the tax, all as provided for in accordance with 65 ILCS 5/11-42.1-1.

Please confirm

*Response required

9. Additional Information

**CITY OF AURORA
2026-2027 ANNUAL MANHOLE
INSPECTIONS**

EXHIBIT 2

(PROPOSAL SUBMISSION 25-182)



City of Aurora, IL
Purchasing
Jolene Coulter, Director of Purchasing
44 E Downer Place, Aurora, IL 60502

[FEHR GRAHAM AND ASSOCIATES, LLC] RESPONSE DOCUMENT REPORT

RFP No. 25-182

[2026-2027 Annual Manhole Inspections](#)

RESPONSE DEADLINE: December 17, 2025 at 11:00 am

Report Generated: Wednesday, January 7, 2026

Fehr Graham and Associates, LLC Response

CONTACT INFORMATION

Company:

Fehr Graham and Associates, LLC

Email:

kkummer@fehrgraham.com

Contact:

Kathy Kummer

Address:

230 Woodlawn Avenue
Aurora, IL 60506

Phone:

(630) 897-4651

Website:

fehrgraham.com

Submission Date:

Dec 17, 2025 10:26 AM (Central Time)

ADDENDA CONFIRMATION

No addenda issued

QUESTIONNAIRE

1. Technical Proposal*

Pass

See Submittal Content Section for more information.

Pricing shall not be mentioned anywhere in the body of the Technical Proposal.

Fehr_Graham_-_Aurora_25-182_2026-27_Annual_Manhole_Insp.pdf

2. Standard City of Aurora Contract*

Pass

Please download the below documents, complete, and upload.

- [Sample Standard Contract RF...](#)

Sample_Standard_Contract_RFP.pdf

3. Contact Information*

Pass

Please download the below documents, complete, and upload.

- [COA Contact Information.docx](#)

Contact_Information.pdf

4. References*

Pass

Sufficient references of all like public and/or private agencies must be presented below. Listing must include company name, contact person, telephone number and date purchased. All Proposers, as a condition of and prior to entry into a contract, agree that a complete background investigation of the principals of the Proposer and all employees who will work on the project may be made. Proposers agree to cooperate with the appropriate City of Aurora personnel to supply all information necessary to complete these investigations. The City of Aurora in its complete discretion may disqualify any Proposer, including low Proposer, and may void any contract previously entered into based on its background investigation.

Not applicable. Project references included in proposal.

5. Sub-Contractor List

Please provide the following information for each subcontractor:

Company:

Address:

City, State, Zip:

Phone Number:

Contact Person:

No response submitted

6. Eligibility*

Pass

By signing this Proposal, the Proposer hereby certifies that they are not barred from bidding on this Proposal as a result of a violation of Article 33E, Public Bids of the Illinois Criminal Code of 1961, as amended (Illinois Compiled Statutes, 720 ILCS 5/33E-1).

Confirmed

7. Proposer's Certification*

Pass

I/We hereby certify that:

- A. A complete set of proposal papers, as intended, has been received, and that I/We will abide by the contents and/or information received and/or contained herein.
- B. I/We have not entered into any collusion or other unethical practices with any person, firm, or employee of the City which would in any way be construed as unethical business practice.
- C. I/We have adopted a written sexual harassment policy which is in accordance with the requirements of Federal, State and local laws, regulations and policies and further certify that I/We are also in compliance with all equal employment practice requirements contained in Public Act 87-1257 (effective July 1, 1993) and 775 ILCS 5/2-105 (A).
- D. I/We operate a drug free environment and drugs are not allowed in the workplace or satellite locations as well as City of Aurora sites in accordance with the Drug Free Workplace Act of January, 1992.
- E. The Proposer is not barred from bidding on the Project, or entering into this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code, or any similar offense of "bid rigging" or "bid rotating" of any state or the United States.
- F. I/We will abide by all other Federal, State and local codes, rules, regulations, ordinances and statutes.

Confirmed

8. Proposer's Tax Certification*

Pass

The Proposer's Executing Officer, being first duly sworn on oath, deposes and states that all statements made herein are made on behalf of the Proposer, that this despondent is authorized to make them and that the statements contained herein are true and correct.

Proposer deposes, states and certifies that Proposer is not barred from contracting with any unit of local government in the State of Illinois as result of a delinquency in payment of any tax administered by the Illinois Department of Revenue unless Proposer is contesting, in accordance with the procedures established by the appropriate statute, its liability for the tax or the amount of the tax, all as provided for in accordance with 65 ILCS 5/11-42.1-1.

Confirmed

9. Additional Information

No response submitted

PRICE TABLES

2026 ANNUAL INSPECTIONS

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Manhole Inspections	2,500	EA	\$64.00	\$160,000.00
2	Project Management	1	LSUM	\$82,000.00	\$82,000.00
TOTAL					\$242,000.00

2027 ANNUAL INSPECTIONS

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
3	Manhole Inspections	2,500	EA	\$65.20	\$163,000.00
4	Project Management	1	LSUM	\$48,000.00	\$48,000.00

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
TOTAL					\$211,000.00

December 17, 2025

Jolene Coulter
Director of Purchasing
City of Aurora Purchasing Division
44 East Downer Place
Aurora, Illinois 60507
purchasingDL@aurora.il.us

**RE: Statement of Qualifications
2026-2027 Annual Manhole Inspections QBS 25-182**

Dear Jolene,

Maintaining aging infrastructure is a challenge every community faces. At Fehr Graham, we don't just understand these challenges – we've solved them year after year for municipalities like Aurora, Geneva, Plano and Villa Grove. Our team brings deep local knowledge, technical expertise and a hands-on approach to every project.

We understand the value of proactive inspections and smart prioritization. Our certified professionals have completed the Manhole Assessment Certification Program and successfully led the City of Aurora's manhole inspection program in 2022 and 2023. We delivered that work early and under budget, while remaining flexible as schedules shifted and the scope expanded. Our experienced staff and deep bench allow us to complete thorough inspections and provide clear, actionable recommendations.

What sets us apart?

- » We're not just consultants – we're partners. Clients describe us as responsive, personable and easy to work with.
- » Our team lives and works in the communities we serve, so we care about the long-term impact of every project.
- » We combine traditional values with innovative engineering to deliver practical solutions that extend infrastructure life and improve reliability.
- » We deliver value through a balanced team approach—pairing seasoned experts with cost-conscious junior staff to ensure efficiency without compromising quality.

We're excited about the opportunity to help Aurora strengthen its underground infrastructure and improve residents' quality of life. We look forward to partnering with you to make this year's overlay manhole inspection project a success.

Thank you,



Alberto Sanchez
Client Manager
asanchez@fehrgraham.com

● ● ● ●
Experience

Chris DeSilva, PE

Project Manager



EDUCATION

M.S. in Environmental Engineering
University of Illinois at Urbana-Champaign, 2013
B.S. in Civil Engineering
University of Illinois at Urbana-Champaign, 2012

PROFESSIONAL LICENSES

Professional Engineer
Illinois #062-068800
Wisconsin #47230

Chris is an experienced engineer and project manager specializing in sanitary sewer assessments, rehabilitation, and collection system upgrades. He has led planning and design for major conveyance assets, including manhole inspections, river crossings and lift station improvements, helping communities maintain compliance, prioritize repairs and extend the life of their infrastructure.

COMBINED SEWER OVERFLOW (CSO) DISCHARGE REPORTING AND REMOTE MONITORING IMPROVEMENTS

City of Aurora, Illinois

Chris is the project manager for this ongoing project that Fehr Graham has been performing for the City to maintain, modernize, and report the City's CSO discharge volume to the Illinois Environmental Protection Agency.

SANITARY SEWER ASSESSMENTS AND REHABILITATION

City of Geneva, Illinois

Chris led comprehensive assessments and rehabilitation of the city's sanitary sewer system, ensuring reliable operation and identifying critical maintenance needs.

WASTEWATER TREATMENT PLANT COLLECTION SYSTEM FACILITY PLAN

City of Geneva, Illinois

Chris managed planning, design, and permitting for major collection system upgrades, including new sewer pipes and screening facilities to enhance system performance.

WESTERN AVENUE AND KAUTZ ROAD LIFT STATION IMPROVEMENTS

City of Geneva, Illinois

Directed improvements to key lift stations, optimizing system reliability and supporting effective wastewater collection and conveyance.

Alberto Sanchez

Client Manager



TRAINING

AutoCAD Civil 3D
Autodesk Revit

Alberto is an experienced project manager and Computer-Aided Design (CAD) specialist with a strong record supporting wastewater and sewer projects in the Aurora area. As the client manager, Alberto coordinates multidisciplinary teams to deliver high-quality, responsive service to meet the City's infrastructure needs.

2023 AND 2024 OVERLAY MANHOLE INSPECTIONS

City of Aurora, Illinois

Alberto Sanchez provided project management support, including creating a Geographic Information Systems (GIS) progress map to track inspection activities. His work enabled coordinated field data collection and quality control throughout the project, ensuring compliance with the City of Aurora and NASSCO MACP Level 1 standards.

WASTEWATER TREATMENT PLANT (WWTP) IMPROVEMENTS

City of Flora, Illinois

WASTEWATER TREATMENT PLANT (WWTP) IMPROVEMENTS

City of Ottawa, Illinois

SANITARY SEWER ASSESSMENTS AND REHABILITATION

City of Geneva, Illinois



● ● ● ●
Experience

John Conley
Senior Engineering Technician



EDUCATION
A.S. in Electronic Engineering
Technology
ITT Technical Institute, 1992

CERTIFICATIONS
NASSCO - PACP, LACP and MACP
#P0034600-112021

John is an experienced resident engineer with expertise in the inspection and documentation of underground utilities. He manages construction projects for municipalities, wastewater districts and IDOT. John is also skilled in flow monitoring, smoke testing and reviewing televised sewers.

2023 AND 2024 OVERLAY MANHOLE INSPECTIONS

City of Aurora, Illinois

PUMP STATION, GRAVITY SEWER AND FORCE MAIN

City of Mendota, Illinois

SANITARY SEWER SYSTEM EVALUATION, DESIGN AND CONSTRUCTION

City of Geneva, Illinois

Calvin Wallis
Senior Engineering Technician



EDUCATION
B.S. in Civil Engineering
Southern Illinois University-
Carbondale, 2023

CERTIFICATION
NASSCO - PACP, LACP and MACP
#P0034771-112021

Calvin specializes in manhole inspections, condition assessments and flow monitoring for sanitary and storm sewer systems. He has worked in and around Aurora for 30+ years and has decades of experience with Aurora infrastructure. He leads and trains crews to perform manhole inspections, televised sewer inspections and smoke testing throughout the Fox Valley.

2024 UNDERGROUND UTILITY RESIDENT ENGINEERING SERVICES

City of Aurora, Illinois

2023 AND 2024 OVERLAY MANHOLE INSPECTIONS

City of Aurora, Illinois

OSWEGO TOWNSHIP STORM SEWER MANHOLE INSPECTIONS

City of Aurora, Illinois

MENDOTA-WWTP PHASE 1 IMPROVEMENTS – CONSTRUCTION ONGOING

City of Mendota, Illinois

Gerardo Villalobos
Senior Resident Engineer



EDUCATION
A.S. in Construction Management
College of DuPage, 2003

CERTIFICATIONS
NASSCO MACP, LACP #4357-2024
NASSCO PACP #4761-2024
OSHA 30 Certification
Class C Illinois Environmental
Protection Agency Water Certification

Gerardo has extensive experience in the design and construction of underground utility infrastructure. His construction background provides the experience to perform high-quality manhole inspections and to manage junior field staff. Gerardo will provide excellent quality control throughout the project.

2024 UNDERGROUND UTILITY RESIDENT ENGINEERING SERVICES

City of Aurora, Illinois

OGDEN AVENUE (ILLINOIS ROUTE 34) WATER MAIN DESIGN

City of Naperville, Illinois

CITY OF NAPERVILLE, IL*

- Lead Replacement Program
- Water Main Improvements

*Project completed with a previous employer



● ● ● ●
Experience

Josh Elmore
Resident Inspector



EDUCATION
B.S. in Civil Engineering
Trine University, 2022

CERTIFICATION
Confined Space Entry for General Industry

Josh is a talented field engineer and inspector with experience in wastewater treatment, sanitary collection systems, manhole inspection and data collection, and underground utility assessments. His detail-oriented approach delivers accurate documentation and reliable inspection results for municipal infrastructure.

COMBINED SEWER OVERFLOW (CSO) DISCHARGE REPORTING AND REMOTE MONITORING IMPROVEMENTS

City of Aurora, Illinois

PRAIRIE STREET CONSTRUCTION ENGINEERING

City of St. Charles, Illinois

SANITARY SEWER ASSESSMENTS AND REHABILITATION

City of Geneva Public Works Department { City of Geneva, Illinois

MEADOWVIEW FLOW MONITORING

City of Aurora, Illinois

Evan Lemberger
Resident Inspector



EDUCATION
B.S. in Civil Engineering
University of Illinois at Urbana-Champaign, 2024

Evan is an engineer with hands-on experience in sanitary collection system services, flow monitoring and underground utility assessments. His thorough, systematic approach to tasks ensures quality field data and comprehensive reporting for municipal infrastructure projects.

CSO DISCHARGE REPORTING AND REMOTE MONITORING IMPROVEMENTS

City of Aurora, Illinois

SANITARY COLLECTION SYSTEM SERVICES

Geneva Public Works, City of Geneva, Illinois

FLOW MONITORING AND CMOM

City of Geneva, Illinois

COLLECTION SYSTEM FLOWMETER STUDY

City of Elburn, Illinois

Farruh Nabiye
Resident Inspector



EDUCATION
B.S. in Environmental Engineering
Washington University, 2025
B.S. in Physics
Susquehanna University, 2023

CERTIFICATIONS
HAZWOPER 40-Hour, 2025
HAZWOPER Supervisor Training 8-hour, 2025

Farruh is an environmental engineer who supports field operations through site inspections, data collection and documentation of underground infrastructure. Farruh's hands-on approach ensures accurate records and reliable inspection results for municipal projects.

CSO DISCHARGE MONITORING REPORT PREPARATION

City of Aurora, Illinois

SANITARY COLLECTION SYSTEM SERVICES

City of Geneva Public Works Department

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) SAMPLING

City of Aurora, Illinois





Technical Approach

Your team’s challenge is keeping Aurora’s sewer infrastructure safe and reliable. We help you stay ahead of issues, using advanced technology and local expertise to deliver results that support your goals.

Project Understanding

Sewer systems are often overlooked until problems arise. We know how important it is to avoid unexpected problems. Our proactive inspections are designed to give your staff the information needed to prioritize repairs and keep Aurora’s system running smoothly.

Staff Capabilities and Certifications

Our inspection team comprises experienced professionals who are not only familiar with Aurora’s infrastructure but also fully certified to deliver high-quality results. Each senior inspector assigned to your project holds a NASSCO Manhole Assessment Certification Program (MACP) credential, ensuring every inspection meets industry standards. The project will be led by a licensed Professional Engineer in Illinois, supported by senior engineering technicians and skilled junior staff. We prioritize ongoing training and certification, so you can trust our team is prepared to provide thorough, accurate and compliant inspections from start to finish.

Tools and Methods

Fehr Graham leverages experienced technicians and proven methods to deliver accurate, efficient manhole inspections. Field data is entered directly into the City’s Geographic Information System (GIS) using ArcGIS Survey123, providing real-time updates and actionable insights for city staff. Our team’s familiarity with Aurora’s GIS platform ensures a smooth workflow, allowing us to begin inspections promptly and maintain consistent data quality throughout the project.



Communication and Collaboration

We’ll work closely with your staff from kickoff to closeout, making sure you’re always informed and involved. If you have questions or need to adjust priorities, we’re just a call or email away. Progress updates will be available weekly. Progress meetings can be held when needed to coordinate traffic control or to prioritize sections of the city. Our Aurora office is perfectly located to respond to changes as needed. We’re always available – by phone, email or in person – to answer questions and keep the project moving.

Manhole Inspection and Assessment

Our certified professionals conduct Level 1 MACP inspections, led by field technicians with decades of experience. About 85% of inspections are completed by a one-person crew, while the remaining 15% require a two-person crew for safety and efficiency. Each manhole is photographed and assigned a



condition score on a 0 to 3 scale, following Aurora’s rating system. This helps the city prioritize repairs and select appropriate rehabilitation methods.

Rehabilitation Recommendations and Cost Estimations

We don’t just identify issues, we provide practical, cost-effective solutions that extend infrastructure life and maximize the City’s investment. Our recommendations are based on operational priorities, scheduling and costs. We prepare a detailed Engineer’s Opinion of Probable Costs to assist with budget planning. Repair recommendations are separated by type, include notes justifying the repair and provide market budget estimates.

Flexibility and Responsiveness

Our local presence means we mobilize quickly and adapt to changing needs. Whether it’s schedule changes, weather delays or urgent requests, we respond quickly and keep the City’s priorities front and center. We monitor forecasts and adjust crew assignments to maintain productivity even during inclement weather. Our familiarity with Aurora’s infrastructure enables us to anticipate challenges and resolve issues before they escalate. During the 2023 inspections, we coordinated with city staff to prioritize areas ahead of scheduled construction and completed the project under budget, exceeding inspection requirements. By pairing experienced senior professionals with skilled junior staff, we deliver a cost-effective team structure that ensures ample capacity and timely completion of the project—aligned with the City’s priorities.

Signature Service

As a bonus, we offer a complimentary post-project training session for city staff. This empowers your team to maintain infrastructure between inspection cycles and ensures lasting benefits from our work.



Detailed Work Plan and Deliverables

Fehr Graham delivers more than standard sewer infrastructure planning. We bring innovation, responsiveness and a partnership mindset to every project. Our team has completed Sewer Evaluation Studies and manhole inspections for communities across Illinois, providing actionable, cost-effective recommendations. For the 2026-2027 program, we’ll leverage experienced technicians using proven methods, real-time data integration and coordinated field staff to streamline inspections and reporting. Our approach is flexible, adapting to shifting priorities and schedules so the City receives the information it needs, when it needs it.

Kickoff Meeting

We start every project with a collaborative Kickoff Meeting, designed to set clear objectives and expectations. Our goal is transparency and alignment from day one. We listen closely to your team’s

priorities, restrictions and preferences, ensuring our work plan reflects what matters most to the City. This meeting lays the foundation for a productive partnership and a successful project outcome.

Progress Meetings

Communication is key to project success. Fehr Graham offers flexible meeting options – virtual or in-person – to fit your needs. We provide regular updates through weekly calls and emails, keeping the City’s Project Manager informed and engaged. Our team is always available to answer questions and adjust field activities as needed, ensuring the project stays on track and issues are addressed promptly.

Deliverables and Reporting

You’ll receive clear, actionable reports and documentation that make it easy for your team to plan repairs and track progress. We tailor our deliverables to fit your needs so you get exactly what’s most useful. The following items outline our work plan and the deliverables you can expect:

- » **Level 1 MACP inspections** led by certified team members, including Senior Engineering Technicians, Calvin Wallis and John Conley and Senior Resident Engineer Gerardo Villalobos, who combined bring more than 80 years of experience conducting manhole inspections from the ground surface. Additionally, our deep bench of junior engineers and technicians provides a continuous pool of highly motivated, energetic inspectors ready to serve their community.
- » **Crew efficiency** means about 85% of inspections are completed by a one-person crew, while the remaining 15% require two people, depending on location, traffic and other factors.
- » **GIS integration** allows field data to be entered directly into the City’s Geographic Information System using mobile tablets and the ArcGIS Survey 123 app, and our recent work on Aurora’s 2023 Overlay Manhole Inspections project means we’re ready to start without delays in setup or training.
- » **Photographic documentation** ensures each manhole is photographed to document defects for evaluation and future reference.
- » **Condition rating** follows Aurora’s rating system, assigning each manhole a condition score from 0 to 3 as specified in the Request for Qualifications, which helps the City prioritize repairs and select rehabilitation methods.
- » **Rehabilitation recommendations** are provided by Fehr Graham, who quantifies deficiencies and recommends cost-effective solutions to extend system life.
- » **Cost estimations** are prepared as an Engineer’s Opinion of Probable Costs to assist with budget planning.
- » **Regular progress updates** through weekly calls and emails, keeping City staff informed and engaged throughout the project. Our Aurora office also allows for prompt responses to requests to meet in person.
- » **Final comprehensive report** summarizing inspection results, recommendations and supporting documentation, delivered in digital and hard copy formats.



Our approach ensures the City receives actionable insights, clear documentation and ongoing support – empowering informed decision-making and efficient infrastructure management.

Schedule, Hours and Rate

Our proposed schedule is designed to provide comprehensive inspections and timely results while maintaining flexibility to meet the City’s needs. Field inspections for the 2,500 structures included in the 2026 program are expected to require approximately 1,200 labor hours, 700 for a one-person crew

inspecting structures on local residential streets and 500 for a two-person crew inspecting structures on arterial streets.



Project management, staff training, technical oversight, rehabilitation recommendations and cost estimating are expected to require an additional 475 hours. These estimates are based on our experience inspecting structures in and around Aurora and reflect an average production rate of approximately 25 structures per day on local streets and 10-15 structures per day on arterial streets. Actual productivity may vary depending on traffic conditions, weather, site proximity and other field constraints.

 **We're flexible and ready to work around your schedule.** If priorities shift or urgent needs arise, we'll adjust quickly to keep your project on track. With an early March start and a goal of inspecting 2,500 structures for the 2026 program, we're confident we'll complete by Sept. 30, 2026. Plus, we're ready to jump into the 2027 list whenever the City needs us – even if that's later in 2026.

We build our schedule around the quality and quantity of staff assigned, making sure there's plenty of time to meet – or even beat – the City's deadlines. We also plan for holidays and unpredictable weather, knowing that heavy storms can slow operations or limit access to certain sites.

We're excited to be your partner in maintaining and improving Aurora's infrastructure. Our goal is to make your job easier and deliver results you can count on every step of the way. Our experienced team and deep local knowledge ensure every project is completed efficiently and transparently with the City's long-term goals in mind. From initial planning to final reporting, we're ready to help Aurora maintain and improve its infrastructure while supporting a safer, stronger community for years to come.

Project Experience

Annual Overlay ManHole Inspections | CALVIN WALLIS and JOHN CONLEY Senior Engineering Technicians



Client Contact: Kurt Muth | Engineering Coordinator | 630.256.3010 | kmuth@aurora-il.us

Fehr Graham completed the City of Aurora’s manhole inspections in 2021, 2022 and 2023. In the most recent project, our team inspected 230 sanitary manholes and 501 storm structures. To improve efficiency and accuracy, we uploaded inspection data directly to the City’s Geographic Information System using ArcGIS Survey123. Using MACP format, we provided the City with a comprehensive rehabilitation schedule and cost estimate that aligned with its scope of work.

**Sanitary Sewer Evaluation | CHRIS DESILVA, PE, Project Manager
CALVIN WALLIS and JOHN CONLEY Senior Engineering Technicians**



Client Contact: Bob Van Gysegem | Water Division Superintendent | 630.252.1501 | bvangysegem@geneva.il.us

Fehr Graham has completed numerous sanitary sewer inspections for the City of Geneva, focusing on basins throughout town. As part of the City’s program to make structural repairs and reduce inflow and infiltration, our team has inspected more than 1,200 manholes. This project reduced sewer backups into homes and overflows in accordance with the City’s National Pollutant Discharge Elimination System permit.

Comprehensive Manhole Inspection and Reporting | Calvin Wallis Senior Engineering Technician



Client Contact: Sean Carbonaro | Sr. Planning Engineer | 630.725.8345 | sean.carbonaro@amwater.com

Fehr Graham completed a comprehensive sanitary sewer evaluation for Villa Grove, using advanced technologies such as 3D scanning, smoke testing, and sewer televising to assess more than 200 manholes. The study identified system deficiencies and provided targeted recommendations to improve reliability and extend the life of the infrastructure. Specialized NASSCO training and state-of-the-art equipment ensured accurate, actionable results.

GIS and Manhole Inspections | ALBERTO SANCHEZ Project Manager CALVIN WALLIS Senior Engineering Technician



Client Contact: Claude Ainsworth | Highway Commissioner | 630.264.4587 | mailbox@oswegotownship.org

Fehr Graham updated and converted the Road District’s storm sewer atlas map into a fully functional online GIS database using ArcGIS Enterprise. Our team located more than 1,300 structures with GPS, verified sewer infrastructure in the field, developed GIS layers and a database, populated attribute data for storm sewer structures and mains, and created desktop and mobile applications. Phase II began in 2021 and included field inspections of storm sewer structures, including manholes, catch basins and inlets, in drainage basins. We uploaded inspection data, photos and recommended repairs for 60 manholes to the Road District’s GIS, enhancing accuracy and accessibility.

Sanitary Sewer Evaluation Survey | CALVIN WALLIS Senior Engineering Technician



Client Contact: Josh Beyer | Water Supervisor | 630.450.4323 | jlbeyer@cityofplanoil.org

Fehr Graham evaluated the City’s sanitary sewer system to identify structural defects and sources of infiltration and inflow. Our team performed smoke testing, dye water testing, manhole inspections, sewer televising and sump pump surveys, assessing approximately 82,500 linear feet of sanitary sewer, 315 manholes and 1,200 homes.





References



Illinois American Water

Sean Carbonaro
Senior Planning Engineer
300 North Water Works Drive
Belleville, Illinois 62223
630.725.8345
sean.carbonaro@amwater.com



City of Geneva, Illinois

Bob Van Gyseghem
Water Division Superintendent
1800 South Street
Geneva, Illinois 60134
630.252.1501
bvangyseghem@geneva.il.us



City of Plano, Illinois

Josh Beyer
Water Supervisor
17 East Main Street
Plano, Illinois 60545
630.450.4323
jlbeyer@cityofplanoil.org





PACP | LACP | MACP Version 8
**CERTIFICATE
OF COMPLETION**

PROUDLY PRESENTED TO

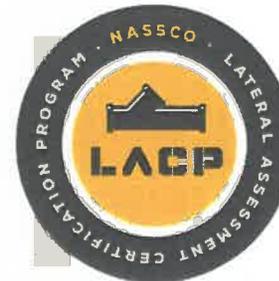
John Conley

Certification Number: P0052490-022025

Expiration Date: 2/12/2028

Sheila Joy

Sheila Joy
Executive Director



Note: The individual is not an employee or partner of NASSCO. The individual acknowledges and agrees that NASSCO does not supervise or control the individual and that NASSCO shall not be responsible for any acts or omissions of the individual.



The University of Texas at Arlington
Center for Underground Infrastructure Research
and Education (CUIRE)

This is to Certify That

Gerardo Villalobos

Has Earned

4.5 Professional Development Hours (0.45 CEU's)

At

The National Association of Sewer Service Companies (NASSCO)
Manhole Assessment and Certification Program (MACP)

02/07/2024

4357 - 2024 NASSCO MACP

Dr Mohammad Najafi
Digitally signed by Dr Mohammad Najafi
DN: cn=Dr Mohammad Najafi, o=University of Texas at Arlington,
ou=Center for Underground Infrastructure Research and Education,
email=m.najafi@uta.edu, c=US
Date: 2024.03.27 12:27:19 -0500

CUIRE Director



PACP | LACP | MACP Version 8

CERTIFICATE OF COMPLETION

PROUDLY PRESENTED TO

CALVIN WALLIS

Certification Number: P0052513-022025

Expiration Date: 2/12/2028

Sheila Joy
Executive Director



Note: The individual is not an employee or partner of NASSCO. The individual acknowledges and agrees that NASSCO does not supervise or control the individual and that NASSCO shall not be responsible for any acts or omissions of the individual.

Will complete upon acceptance of bid

CITY OF AURORA AGREEMENT

THIS AGREEMENT, entered on this _____ (“Effective Date”), for the (Services”) is entered into between the **CITY OF AURORA** (“City”), a municipal corporation, located at 44 E. Downer Place, Aurora, Illinois and _____ (“Proposer”), located at .

WHEREAS, the City issued a Request for Proposal (“RFP”) on _____ for the ; and

WHEREAS, the Proposer submitted a Proposal in response to the RFP and represents that it is ready, willing and able to perform the Services specified in the RFP and herein as well as any additional services agreed to and described in the Agreement; and

WHEREAS, on _____, the City awarded a contract to Proposer, _____.

IN CONSIDERATION of the mutual promises and covenants herein contained, the parties hereto do mutually agree to the following:

1. Agreement Documents.

The Agreement shall be deemed to include this document, Proposer’s response to the RFP, to the extent it is consistent with the terms of the RFP, any other documents as agreed upon by the parties throughout the term of this Agreement, along with any exhibits, all of which are incorporated herein and made a part of this Agreement. In the event of a conflict between this Agreement and any exhibit, the provisions of this Agreement shall control.

Request for Proposal _____.

In connection with the RFP and this Agreement, Proposer acknowledges that it has furnished and will continue to furnish various certifications, affidavits and other information and reports, which are incorporated herein. Proposer represents that such material and information furnished in connection with the RFP and this Agreement is truthful and correct. Proposer shall promptly update such material and information to be complete and accurate, as needed, to reflect changes or events occurring after the Effective Date of this Agreement.

2. Scope of Services.

Proposer shall perform the Services listed in the Proposal, attached hereto as Exhibit 1.

3. Term.

This agreement shall remain in effect until the terms of the RFP and completion of services have been met, unless sooner terminated in accordance with the terms contained herein, ends upon completion of services.

4. Compensation.

Maximum Price. In accordance with the Proposer's negotiated cost, the price for providing the Services shall be as stated on the submitted proposal, Exhibit 2.

Schedule of Payment. The City shall pay the Proposer for the Services in accordance with the amounts set forth in Exhibit 2, price shall remain firm for the entire contract period. The Proposer shall be required to submit an itemized invoice as well as any supporting documentation as required by the City. Each invoice shall be accompanied by a statement of the Proposer of the percentage of completion of the Services through the date of the invoice. Payment shall be made upon the basis of the approved invoices and supporting documents. The City, after inspection and acceptance, and in consideration of the faithful performance by the Proposer, agrees to pay for the completion of the work embraced in this Contract. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1, *et. seq.*) upon receipt of the invoice.

5. Performance of Services.

Standard of Performance. Proposer shall perform all Services set forth in this Agreement, and any other agreed documents incorporated herein, with the degree, skill, care and diligence customarily required of a professional performing services of comparable scope, purpose and magnitude and in conformance with the applicable professional standards. Proposer shall, at all times, use its best efforts to assure timely and satisfactory rendering and completion of the Services. Proposer shall ensure that Proposer and all of its employees or subcontractors performing Services under this Agreement shall be: (i) qualified and competent in the applicable discipline or industry; (ii) appropriate licensed as required by law; (iii) strictly comply with all City of Aurora, State of Illinois, and applicable federal laws or regulations; (iv) strictly conform to the terms of this Agreement. Proposer shall, at all times until the completion of the Services, remain solely responsible for the professional and technical accuracy of all Services and deliverables furnished, whether such services are rendered by the Proposer or others on its behalf, including, without limitation, its subcontractors. No review, approval, acceptance, nor payment for any and all of the Services by the City shall relieve the Proposer from the responsibilities set forth herein.

6. Termination.

Termination for Convenience. The City has the right to terminate this Agreement, in whole or in part, for any reason or if sufficient funds have not been appropriated to cover the estimated requirement of the Services not yet performed, by providing Proposer with sixty (60) days notice specifying the termination date. On the date specified, this Agreement will end. If this Agreement is terminated by the City, as provided herein, the City shall pay the Proposer only for

services performed up to the date of termination. After the termination date, Proposer has no further contractual claim against the City based upon this Agreement and any payment so made to the Proposer upon termination shall be in full satisfaction for Services rendered. Proposer shall deliver to the City all finished and unfinished documents, studies and reports and shall become the property of the City.

7. Miscellaneous Provisions.

a. Illinois Freedom of Information Act. The Proposer acknowledges the requirements of the Illinois Freedom of Information Act (FOIA) and agrees to comply with all requests made by the City of Aurora for public records (as that term is defined by Section 2(c) of FOIA in the undersigned's possession and to provide the requested public records to the City of Aurora within two (2) business days of the request being made by the City of Aurora. The undersigned agrees to indemnify and hold harmless the City of Aurora from all claims, costs, penalty, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the City of Aurora under this agreement.

b. Entire Agreement. This Agreement, along with the documents set forth in Section 1 and incorporated by reference elsewhere in this Agreement, with consent of the parties, represents the entire agreement between the parties with respect to the performance of the Services. No other contracts, representations, warranties or statements, written or verbal, are binding on the parties. This Agreement may only be amended as provided herein.

c. Consents and Approvals. The parties represent and warrant to each other that each has obtained all the requisite consents and approvals, whether required by internal operating procedures or otherwise, for entering into this Agreement and the undertakings contemplated herein.

d. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

CITY OF AURORA, ILLINOIS

(Contractor)

SIGNATURE

Jolene Coulter

FULL NAME

DATE SIGNED

Director of Purchasing

TITLE

SIGNATURE

FULL NAME

DATE SIGNED

TITLE

CITY OF AURORA, ILLINOIS

CONTACT INFORMATION

Vendor shall provide the following contact information assigned to service the City of Aurora account.

Customer Service/General Information: Ph: 630.897.4651

To place an order:

Name: _____
Ph: _____ Fax: _____
E-mail: _____

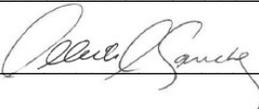
Billing & Invoicing questions:

Name: Holly Olson
Ph: 815.394.4700 Fax: 815.394.4702
E-mail: holly.olson@fehrgraham.com

Questions:

Name: Aberto Sanchez
Ph: 630.897.4651 Fax: 630.897.5696
E-mail: asanchez@fehrgraham.com

Bidder's Name: Alberto Sanchez/Fehr Graham

Signature & Date:  December 17, 2027