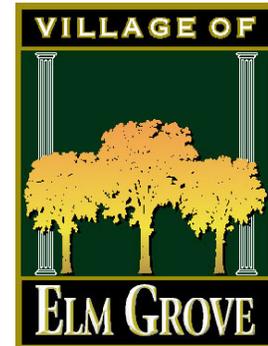


June 12, 2017



Presentation Guidelines for Underwood Creek Daylighting Proposals

Your firm has been selected as one of five engineering firms to deliver a 20 minute presentation (including Q&A) to the Elm Grove Public Works Committee on Monday, June 19th 2017. Presentations will begin at 6:30PM and will take place in the Park View Room at Village Hall. Through random selection, your firm has been selected to present first. Due to limitations on room capacity, we ask that you please wait outside the room in order to allow other candidates to proceed with their presentations. An additional conference room will be provided for those who wish to observe presentations being broadcast. The Public Works Committee will make a recommendation to the Village Board of Trustees for approval of the contract for final engineering services.

Presentation Deliverables

Based on the Village's available funding (\$175,000), presentations should identify how the scope of service may be reduced to meet current funding levels, yet still provide "shovel ready" engineering and landscaping documents that may qualify for future grant funding opportunities as they become available. "Shovel ready" shall be defined as all engineering completed, and available for construction bidding with the ability to apply for permits with complete permit documentation done at the end of contract.

We look forward to your presentation, and if you should have any questions before June 19th, you may contact me Monday through Friday from 8:00AM to 4:30PM at (262)782-6700, or tharrigan@elmgrovetwi.org.

Sincerely,

Tom Harrigan
Zoning and Planning Administrator
Assistant to the Village