Legistar: 250175

R E S O L U T I O N
R 28-25

A RESOLUTION AUTHORIZING SIGNATURE OF PRESIDENT AND CLERK ON AN AGREEMENT

WHEREAS, the Corporate Authorities of the Village of Lombard have received an Agreement between the Village of Lombard, and Civiltech Engineering Inc., regarding the Westmore-Meyers Safety Enhancement project as attached hereto and marked Exhibit "A"; and

WHEREAS, the Corporate Authorities deem it to be in the best interest of the Village of Lombard to approve such agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DU PAGE COUNTY, ILLINOIS as follows:

SECTION 1: That the Village President be and hereby is authorized to sign on behalf of the Village of Lombard said agreement as attached hereto.

SECTION 2: That the Village Clerk be and hereby is authorized to attest said agreement as attached hereto.

Adopted this 15th day of May, 2025.

Ayes: Trustee LaVaque, Dudek, Egan, Bachner

Nays: None

Absent: Trustee Militello

Approved by me this 15th day of May 2025.

Anthony Puccio
Village President

ATTEST:

Ranya Elkhatib
Village Clerk

VILLAGE OF LOMBARD
CONTRACT

CONTRACT DOCUMENT NUMBER ST-24-11

This agreement is made this 15th day of May, 2025, between and shall be binding upon the VILLAGE of Lombard, an Illinois municipal Corporation hereinafter referred to as the "VILLAGE" and Civiltech Engineering, Inc., hereinafter referred to as the "ENGINEER" and its successors.

Witnessed, that in consideration of the mutual promises of the parties delineated in the contract documents, the ENGINEER agrees to perform the services, and the VILLAGE agrees to pay for the following services as set forth in the contract documents:

Preliminary Engineering Services for Westmore-Meyers Safety Enhancement Project.

1. This contract shall embrace and include all the applicable contract documents listed below as if attached hereto or repeated herein:

   a. VILLAGE'S Request for Qualifications for Short-List for Engineering Services Dated October 7, 2024

   b. ENGINEER'S Project Proposal Dated April 18, 2025

   c. ENGINEER'S Scope Revised Proposal Submittal Dated April 28, 2025

   d. Required Certificates and Signatures and Certificate of Insurance

2. The VILLAGE agrees to pay, and the ENGINEER agrees to accept as full payment for the services which are the subject matter of this contract in accordance with the General Provisions.

3. This Contract represents the entire agreement between the parties and may not be modified without the written approval of both parties.

IN WITNESS WHEREOF, the Village of Lombard, Illinois by the Village President, and the ENGINEER have hereunto set their hands this 15th day of May, 2025.

If an individual or partnership, all individual names of each partner shall be signed or if a corporation, an officer duly authorized shall sign here:

Michael J. Tolkien

Civiltech Engineering Inc.

Accepted this 5th day of May, 2025.

Individual or Partnership _____ Corporation X

By Position/Title

By Position/Title

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 15th day of May, 2025.

Anthony Puccio
Village President

Attest: _____
Ranya Elkhatib
Village Clerk

VILLAGE OF LOMBARD
ENGINEER'S CERTIFICATION

Michael J. Folkening, having been first duly sworn depose and states as follows:
(Officer or Owner of Company)

Civiltech Engineering Inc., having submitted a proposal for Westmore-Meyers Safety Enhancement Project to the Village of Lombard, hereby certifies that said ENGINEER:

1. has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105(A) (4).

2. is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is:
   a. it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the approve Revenue Act; or
   b. it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

3. is in full compliance with the Federal Highway Administration Rules on Controlled Substances and Alcohol Use and Testing, 49 CFR Parts 40 and 382 and that

N/A
(Name of employee/driver or "all employee drivers")
is/are currently participating in a drug and alcohol testing program pursuant to the aforementioned rules.

By: Michael J. Folkening
Officer or Owner of Company named above

Subscribed and sworn to
before me this 5th
day of May, 2025.

Notary Public

OFFICIAL SEAL
KYLE E MISHLER
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES: 07/18/2027

Civiltech Engineering, Inc.
www.civiltechinc.com

Two Pierce Place, Suite 1400
Itasca, IL 60143
Phone: 630.773.3900
Fax: 630.773.3975

30 N LaSalle Street, Suite 3220
Chicago, IL 60602

330 E. Kilbourn Avenue
Suite 1215, Tower 1
Milwaukee, WI 53202

Transportation Design

Traffic Engineering

Civil Engineering

Construction Engineering

Environmental Studies

Water Resources

Structural Design

Right of Way

Urban Design

Transportation Planning

Program Management

Landscape Architecture

Nature-based Solutions

April 28, 2025

Mr. David Gorman, P.E.
Assistant Director of Public Works
Village of Lombard
255 E. Wilson Avenue
Lombard, Illinois 60148-3931

Attn: Mr. Michael Barbier, P.E., PTOE

Re: Westmore-Meyers Safety Enhancement Project
Contract No. ST-24-11
Scope of Services and Fee Estimate

David,

Civiltech is pleased to submit a draft scope and fee for Part 1 of the preliminary engineering services for the Westmore-Meyers Safety Enhancement Project. We are providing the following for your review:

- Exhibit A: Scope of Services
- Exhibit B: Cost of Consulting Services

After you've had a chance to review these materials, we would be happy to meet with you to discuss the proposal and next steps. In the meantime, if you have any questions, please contact me at (312) 564-2491 or by email at mfolkening@civiltechinc.com.

Very truly yours,

Michael J. Folkening

Michael J. Folkening, P.E., PTOE
Director of Urban Design and Traffic
Civiltech Engineering, Inc.

Exhibit A

Scope of Services

Westmore-Meyers Road Safety Enhancement Project
IL Route 38 (Roosevelt Road) to St. Charles Road
Village of Lombard, Illinois

Scope of Services
Phase I Engineering – Part 1

Introduction

Over the past several years, the Village of Lombard has investigated potential safety improvements along the Westmore-Meyers Road corridor between IL Route 38 (Roosevelt Road) and St. Charles Road. The corridor is primarily two lanes in each direction, with a double yellow centerline, and left turn lanes at only a few signalized intersections. A 2023 safety study performed primarily for the Westmore-Meyers Road/Washington Boulevard intersection found that the main crash type at that intersection was turning crashes, which is likely a result of the lack of turn lanes and protected signal phasing at the intersection.

The Westmore-Meyers corridor was also identified as a candidate for a road diet and buffered bike lanes as part of the Lombard Village-Wide Bicycle and Pedestrian Plan in 2016. Both the Great Western Trail and Illinois Prairie Path regional trails cross Westmore-Meyers Road within the corridor, so bicycle facilities within this corridor would be desirable to not only connect those trails to an additional on-street facility along Madison Street, but also possibly to commercial destinations near Roosevelt Road.

The Village is interested in investigating the operations of a road diet alternative, an alternative that eliminates one travel lane in the northbound direction and adds left turn lanes at signalized intersection, and an alternative that maintains the existing cross-section, but widens to provide left turn lanes at signalized intersections. The Village is also interested in defining the limits of the improvements if providing them along the entire corridor is not feasible due to traffic operations issues.

Given the number of potential alternatives and variations to be investigated, we propose separating the project into two parts to make the process more efficient. Part 1 would involve performing the data collection, Synchro analysis, Vissim simulation analysis, public involvement, and coordination efforts needed to obtain consensus on a preferred improvement among the public as well as the Village Board. Preliminary approval for the consensus improvement would also be obtained from IDOT.

The following detailed engineering scope of services for Part 1 includes the data collection, traffic analysis, public involvement and coordination efforts needed to obtain preliminary approval from IDOT, the Village Board, and Village residents on a preferred improvement alternative. Once a preferred alternative has been agreed to and project processing requirements are fully understood, a Part 2 proposal would be prepared for the work remaining to reach Design Approval for the recommended plan.

Item 1 – Data Collection – The data collection work items supplement the data collection efforts already completed by the Village over the past few years, and to gather any additional data needed for the Vissim modeling task. This item will include the following tasks:

A. Collect and review the existing traffic signal timings and 2022 traffic count data from the Village.
B. Collect and review transit operations data for Pace Route 313, which runs on Westmore-Meyers Road from Roosevelt Road to Washington Boulevard.
C. Perform 24-hour traffic counts using Miovision video count units (VCUs) on a typical weekday during the school year at the following intersections to determine if any adjustments need to be made to the 2022 traffic count data provided by the Village.
    1. Westmore-Meyers Road at IL Route 38 (Roosevelt Road)
    2. Westmore-Meyers Road at Madison Street
    3. Westmore-Meyers Road at St. Charles Road
D. Process and format turning movement count data. Develop Average Daily Traffic volumes (ADT) and Design Hourly Volumes (DHV). For the remaining intersections in the Westmore-Meyers corridor, adjust as needed to update the 2022 traffic volumes to 2025 volumes. Make similar adjustments to the Main Street corridor between Maple Avenue and Roosevelt Road. Prepare tables and exhibits.
E. Perform 24-hour trail crossing counts using Miovision VCUs (bicycles and pedestrians) on a Weekday, Saturday, and Sunday at the following locations:
    1. Westmore-Meyers Road at Illinois Prairie Path Crossing
    2. Westmore-Meyers Road at Great Western Trail Crossing
    3. Main Street at Illinois Prairie Path Crossing
F. Collect 48 hours of radar speed data on a typical weekday during the school year at two locations along Westmore-Meyers Road and Main Street for safety evaluation and Vissim model calibration.
    1. North of Madison Street
    2. South of Madison Street
G. Process and format vehicle speed data. Develop speed curves for both Westmore-Meyers Road and Main Street for automobiles, single-unit trucks, and multi-unit trucks for use in both the Vissim modeling and safety analyses.
H. Investigate field operations in both corridors, noting any potential safety or operational concerns, verifying data, and observing transit operations.

Item 2 – Crash Analyses – In order to satisfy IDOT and FHWA requirements, it will be necessary to gather and review crash data for the study area to determine the existence of any safety hazards. This work item will include:

A. Collect most recent 5 years of crash data available from the Village.
B. Tabulate data and prepare collision diagrams for all signalized intersections and segments in between.
C. Prepare roadway lighting warrant analysis.
D. Perform pedestrian and bicycle safety analysis.

Item 3 – Traffic Analyses - Traffic analyses will be required to determine the operational performance along the corridor under existing conditions as well as the No-Build alternative and three proposed alternatives. This item includes the following tasks:

A. Obtain and review the existing Synchro models from the Village for both Westmore-Meyers Road and Main Street. Check the signal timings against record signal timing plans to ensure that the Synchro model and field timings are consistent.
B. Analyze the intersection traffic operations under existing traffic volumes and signal timings for the A.M. and P.M. peak hours at the signalized intersections on Westmore-Meyers Road using the most current version of Synchro.
C. Obtain year 2050 traffic projections from CMAP for No-Build, 2+1+1, and Road Diet alternatives for Westmore-Meyers Road and Main Street. This includes preparation of a CMAP projection request letter and email coordination.
D. Develop 2032 No-Build peak hour volumes for both corridors. Develop 2032Build peak hour volumes for each of the three Westmore-Meyers Road alternatives and for the proposed alternative for Main Street.
E. Analyze the A.M. and P.M. peak hour intersection traffic operations using Synchro for the 2032 No-Build and the 2032 Build alternatives for both corridors.
F. Summarize delay, queuing, and corridor travel time results in tabular format for 2032 No-Build and each of the 2032 Build alternatives for both corridors.

Item 4 – Vissim Modeling – This work task will involve development of Vissim models for the Westmore-Meyers Road and Main Street corridors to illustrate the performance of the proposed alternatives of Westmore-Meyers Road and compare those alternatives to the proposed alternative on Main Street for public engagement purposes. The model will include transit operations for Pace route 313 between Roosevelt Road and Washington Boulevard on Westmore-Meyers Road. This item includes the following tasks:

A. Build existing conditions Vissim models for both corridors.
    a. Build existing geometrics and input signal timing data.
    b. Input existing auto, truck, pedestrian, and bicycle data. Input speed curves for motorized vehicles from the speed study.
    c. Input existing transit operations data.
    d. Input existing bicycle and pedestrian data.
B. Calibrate existing conditions Vissim models for both corridors.
    a. Perform initial set of calibration runs and collect data.
    b. Evaluate queues, volumes, and travel times.
    c. Adjust model and perform up to two additional sets of calibration runs.
    d. Review simulations visually to compare to field observations.
C. Prepare a Vissim calibration technical memorandum for review by the Village. Revise up to one time based on comments.
D. Create 2050 No-Build and 2050 Build Vissim models.

a. Build up to three proposed alternatives for Westmore-Meyers Road, including any modifications to transit and/or bicycle/pedestrian facilities.
b. Build currently proposed alternative for Main Street.
c. Simulate proposed alternatives and evaluate results.

E. Create Vissim animations for public involvement purposes. Revise up to one time based on Village comments.
F. Document Vissim results in a technical memorandum for review by the Village. Revise up to one time based on comments.

Item 5 – IDOT Coordination – This item includes preparation for and attendance at up to two meetings with the IDOT Geometric Studies Unit and IDOT Bureau of Traffic to discuss the project. Meeting summaries will be prepared following each meeting.

Item 6 – Stakeholder/Public Involvement - The purpose of the public involvement process is to promote a proactive and responsive approach that seeks the input of all concerned stakeholders early in the study. This process will include one public information meeting and one Village Board meeting. Both meetings will be used to present existing conditions, the needs for improvement, and the proposed alternatives to the public and elected officials. This item includes the following specific public involvement tasks:

A. Creation of a public involvement plan at the project initiation to outline public involvement strategy.
B. Development and maintenance of stakeholder list for public meeting announcements and follow-up e-announcement.
C. Draft project text for the webpage on Village's website.
D. Preparation of public meeting newspaper display advertisement.
E. Preparation of public meeting brochure.
F. Review and identification of potential construction funding sources.
G. Preparation and distribution of public meeting notification letters to area residents and businesses.
H. Preparation of public and Village Board meeting exhibits.
I. Preparation of up to two PowerPoint presentations (one for each meeting).
J. Preparation for and attendance at meeting dry runs with Village staff.
K. Attendance at public and Village Board meeting.
L. Provide public meeting materials digitally for Village's website.

Item 7 - Supervision, Administration and Project Coordination - This item includes the following work items:

A. Preparation of summaries and disposition of comments for each meeting.
B. Project setup, monthly invoicing, status reports, and schedule monitoring.
C. Client coordination.
D. In-house coordination meetings.

Exhibit B

Cost of Consulting Services

Westmore-Meyers Road Safety Enhancement Project
IL Route 38 (Roosevelt Road) to St. Charles Road
Village of Lombard

COST ESTIMATE OF CONSULTANT SERVICES
PHASE I ENGINEERING (PART 1)

	Personnel & Hours						Total Hours	% of Hours	Labor Cost
	Director in Charge	Project Manager	Traffic Engineer	Community Engagement Lead	Community Engagement Specialist	Design Technician			
	$86.00	$59.25	$46.00	$67.50	$38.50	$48.00			
Task									
1 Data Collection									
	-	9	64	-	-	64	137	12.7%	$ 6,549
2 Crash Analyses									
	-	6	50	-	-	-	56	5.2%	$ 2,656
3 Traffic Analyses									
	-	22	126	-	-	-	148	13.8%	$ 7,100
4 Vissim Modeling									
	6	132	268	-	-	-	406	37.8%	$ 20,665
5 IDOT Coordination									
	8	16	16	-	-	-	40	3.7%	$ 2,372
6 Public Involvement									
	16	42	1	26	129	-	214	19.9%	$ 10,632
7 Supervision, Administration & Project Coordination									
	5	41	16	2	10	-	74	6.9%	$ 4,115
Sub-Total	**35**	**268**	**541**	**28**	**139**	**64**	**1,075**		
% of Hours	3.3%	24.9%	50.3%	2.6%	12.9%	6.0%		100.0%	
Total Cost	$3,010	$15,879	$24,886	$1,890	$5,352	$3,072			$54,089
Multiplier*	**2.70**								$146,039
Direct Costs (See Exhibit F-3)									$4,780
						Total Engineering Cost:			**$150,819**

* Multiplier includes Overhead and Profit

Westmore-Meyers Road Safety Enhancement Project
IL Route 38 (Roosevelt Road) to St. Charles Road
Village of Lombard

WORKHOUR ESTIMATE
PHASE I ENGINEERING (PART 1)

Item No.	Task	Personnel & Hours						Total Hours	% of Hours
		Director in Charge	Project Manager	Traffic Engineer	Community Engagement Lead	Community Engagement Specialist	Design Technician		
1	**Data Collection**								
A.	Collect and review existing traffic signal timings and record traffic counts from the Village.		2	4				6	4.4%
B.	Collect and review transit operations data.		1	2				3	2.2%
C.	Obtain 24-hour turning movement counts at 3 intersections using Miovision cameras.			2			12	14	10.2%
D.	Process and format turning movement count data; adjust record traffic count data for other intersections if needed		2	16			2	20	14.6%
E.	Perform 24-hour trail crossing counts on a weekday, Saturday, and Sunday at three locations.		2	6			24	32	23.4%
F.	Collect 48 hours of radar speed data on a typical weekday during the school year at four locations.			4			24	28	20.4%
G.	Process and format vehicle speed data. Develop speed curves for automobiles, single-unit trucks, and multi-unit trucks for both roadway corridors.		2	24			2	28	20.4%
H.	Perform four field visits to observe traffic and transit operations, identify safety concerns, and to verify data.			6				6	4.4%
	Sub-total Item 1	**0**	**9**	**64**	**0**	**0**	**64**	**137**	**100.0%**
2	**Crash Analyses**								
A.	Collect most recent 5 years of crash data available from Local Agencies.			2				2	3.6%
B.	Tabulate data and prepare collision diagrams for the study area.		4	40				44	78.6%
C.	Prepare roadway lighting warrant analysis.		1	4				5	8.9%
D.	Perform pedestrian and bicycle safety analysis.		1	4				5	8.9%
	Sub-total Item 2	**0**	**6**	**50**	**0**	**0**	**0**	**56**	**100.0%**

Westmore-Meyers Road Safety Enhancement Project
IL Route 38 (Roosevelt Road) to St. Charles Road
Village of Lombard

WORKHOUR ESTIMATE
PHASE I ENGINEERING (PART 1)

Item No.	Task	Personnel & Hours						Total Hours	% of Hours
		Director in Charge	Project Manager	Traffic Engineer	Community Engagement Lead	Community Engagement Specialist	Design Technician		
3	**Traffic Analyses**								
A.	Obtain and review the existing Synchro models from the Village. Check the Synchro signal timings against record signal timing plans for consistency.		2	12				**14**	9.5%
B.	Prepare Synchro existing conditions analysis.		4	16				**20**	13.5%
C.	Obtain 2050 traffic projections from CMAP for No-Build and up to three Build alternatives on Westmore-Meyers, plus the proposed build alternative for Main Street. Includes preparation of CMAP request letter, and email coordination.		2	8				**10**	6.8%
D.	Develop 2032 No-Build and 2032 Build Peak Hour volumes for Westmore-Meyers Road and Main Street.		4	32				**36**	24.3%
E.	Prepare Synchro 2032 No-Build and 2032 Build analyses for up to three Westmore-Meyers Road alternatives and the proposed alternative for Main Street.		8	48				**56**	37.8%
F.	Summarize 2032 capacity, queuing, and corridor travel time analysis results in tabular format.		2	10				**12**	8.1%
	Sub-total Item 3	**0**	**22**	**126**	**0**	**0**	**0**	**148**	**100.0%**
4	**Vissim Modeling**								
A.	Build existing conditions Vissim models for Westmore-Meyers Road and Main Street.		12	64				**76**	18.7%
B.	Calibrate existing conditions Vissim models		12	24				**36**	8.9%
C.	Prepare Vissim calibration technical memorandum. Revise one time based on Village comments.	2	40	12				**54**	13.3%
D.	Build 2032 No-Build and 2032 Build Vissim models for up to three alternatives for Westmore-Meyers Road and a 2032 Build Vissim model for Main Street.		16	96				**112**	27.6%
E.	Create Vissim animations for public involvement purposes. Includes one revision.	2	16	48				**66**	16.3%
F.	Prepare Vissim modeling technical memorandum documenting findings from the Vissim modeling of alternatives. Will include comparison of the results for the Build alternatives for both corridors. Revise one time based on Village comments.	2	36	24				**62**	15.3%
	Sub-total Item 4	**6**	**132**	**268**	**0**	**0**	**0**	**406**	**100.0%**
5	**IDOT Coordination**								
A.	Meet with IDOT-Geometric Studies Unit to discuss proposed alternatives.	4	8	8				**20**	50.0%
B.	Meet with IDOT-Bureau of Traffic to discuss proposed alternatives	4	8	8				**20**	50.0%
	Sub-total Item 5	**8**	**16**	**16**	**0**	**0**	**0**	**40**	**100.0%**

Westmore-Meyers Road Safety Enhancement Project
IL Route 38 (Roosevelt Road) to St. Charles Road
Village of Lombard

WORKHOUR ESTIMATE
PHASE I ENGINEERING (PART 1)

Item No.	Task	Personnel & Hours						Total Hours	% of Hours
		Director in Charge	Project Manager	Traffic Engineer	Community Engagement Lead	Community Engagement Specialist	Design Technician		
6	**Public Involvement**								
A.	Creation of a public involvement plan at the project initiation to outline public involvement strategy		1		1	3		**5**	2.3%
B.	Development and maintenance of stakeholder list for public meeting announcements and follow-up e-announcement		1		1	5		**7**	3.3%
C.	Draft project text for the webpage on Village's website		1		1	8		**10**	4.7%
D.	Preparation of public meeting newspaper display advertisement		1		1	3		**5**	2.3%
E.	Preparation of public meeting brochure		1		1	8		**10**	4.7%
F.	Review and identification of potential construction funding sources		3	1	1	10		**15**	7.0%
G.	Preparation and distribution of public meeting notification letters to area residents and businesses.		1		1	10		**12**	16.2%
H.	Preparation of public and Village Board meeting exhibits	3	8		3	30		**44**	59.5%
I.	Preparation of up to two PowerPoint presentations (one for each meeting)	3	8		3	30		**44**	59.5%
J.	Preparation for and attendance at meeting dry runs with Village staff	2	8		4	8		**22**	29.7%
K.	Attendance at public and Village Board meeting	8	8		8	8		**32**	43.2%
L.	Provide public meeting materials digitally for Village's website		1		1	6		**8**	10.8%
	Sub-total Item 6	**16**	**42**	**1**	**26**	**129**	**0**	**214**	**24.3%**
7	**Supervision, Administration & Project Coordination**								
A.	Preparation of summaries and disposition of comments for each meeting.	1	3		2	10		**16**	21.6%
B.	Project setup, monthly invoicing, status reports & schedule monitoring	2	16					**18**	24.3%
C.	Client coordination	2	14	8				**24**	32.4%
D.	In-House coordination meetings		8	8				**16**	21.6%
	Sub-total Item 7	**5**	**41**	**16**	**2**	**10**	**0**	**74**	**343.2%**
	Total Hours:	**35**	**268**	**541**	**28**	**139**	**64**	**1075**	
	% of Hours:	**3.3%**	**24.9%**	**50.3%**	**2.6%**	**12.9%**	**6.0%**	**100.0%**	

Westmore-Meyers Road Safety Enhancement Project
IL Route 38 (Roosevelt Road) to St. Charles Road
Village of Lombard

DIRECT COSTS
PHASE I ENGINEERING (PART 1)

					Direct Cost
Item 1	**Early Coordination and Data Collection**				
Miovision Processing					
3	Intersections	$409.00			$1,227.00
3	Trail Crossings	$409.00			$1,227.00
Mileage					
6	Trips @	25 miles @	$0.670		$100.50
Item 5	**IDOT Coordination**				
Mileage					
2	Trips @	20 miles @	$0.670		$26.80
Item 6	**Public Involvement**				
Mileage					
8	Trips @	25 miles @	$0.670		$134.00
Legal Ad		2 each @	$150.00		$300.00
Printing		1,000 sheets @	$0.50		$500.00
Public Meeting Supplies (foam core board, easels, etc.)					$500.00
Postage					
1 meeting @ 500 letters					
500	letters	$0.73			$365.00
20	Certified Letters	$20.00			$400.00
TOTAL:					**$4,780**