

AUTHORIZATION TO PROCEED

Sent via email to shinchee@wheatonparks.org

Date:	November 3, 2025	Client:	Wheaton Park District
Project Name:	Sensory Park - Play for All	ERA Project No.:	W23081.00

The work described in this Authorization to Proceed is the scope of work anticipated for the professional service contract between Engineering Resource Associates, Inc. (ERA) and above Client. ERA will proceed as expeditiously as possible to complete the described services upon written authorization. This work includes the following task(s):

Description of Work:

As-built drawings and rain garden storage calculations to close out permit.

Reason(s) for Services:

Permit close out.

Type of Billing: Hourly, not to exceed

Estimated Amount for Services: \$3,600

By: Engineering Resource Associates, Inc.

Erin Pande Principal



11/3/2025

Name	Title	Signature	Date
By:			Client

Agreement to perform the services is hereby granted under the terms and conditions set forth in the attached Engineering Resource Associates, Inc. General Terms and Conditions dated August 2004 and the attached hourly rates. I acknowledge the above and authorize ERA to proceed with the work as described above.

Michael J. Benard Executive Director  11/3/25

Authorized Name	Title	Signature	Date
Mailing Address	Street Address (for deliveries, if different)	Email	Phone

- Receipt of executed proposal and retainer fee (refundable after payment of all client invoices) in the amount of \$____ (____ dollars) will serve as authorization to proceed with the project to the full extent of the contract.
- Revisions (if required or requested) - As required by governmental review &/or client request will be billed on an hourly basis according to actual time spent on the work.
- Direct costs/reimbursables including printing costs, mileage and postage will be charged at the actual rate incurred plus ten percent.
- Fees for services beyond the scope of this proposal, when approved by the Client, will be compensated for on an hourly basis in accordance with the attached schedule of hourly rates (Exhibit 2).
- Invoices will be issued monthly reflecting the percent of the project completed as of the "services through" date on the invoice. Any unpaid ERA invoices over 30 days old must be paid in full prior to our release of the project's final deliverable. Pay at or prior to release of work may apply. Debit or Credit Card payments are accepted over the phone, via email, or in the office with a 3.5% processing fee added.
- Invoice numbers must be included with payments. Payments received will be applied to oldest accounts receivable balances due first unless otherwise specifically noted and agreed.
- If requested, ERA will promptly provide original notarized unconditional waivers via USPS mail or pick up at our Warrenville office upon receipt of funds. Release of any original unconditional lien waivers requires receipt of funds. Original signed and notarized waivers that are "conditional upon receipt of funds" will be released as requested for release of payment. Email contact information for any title company checks must be provided to ERA. Client is responsible for delivery of funds to ERA.

CHICAGO

CHAMPAIGN

WARRENVILLE

MILWAUKEE

DENVER

PH: 630-393-3060
3S701 West Ave, Ste. 150
Warrenville, IL 60555

WWW.ERACONSULTANTS.COM