



## **PROJECT APPROACH**

It is AEI's commitment that we will provide Lake County with superior services for the variety of required tasks under this RFP, and we understand that it is essential to provide sufficient competent and qualified personnel each and every time. The following items are provided with respect to our project approach:

*Overview:* AEI understands that it is essential to provide services to Lake County in accordance with established guidelines; develop and apply innovative alternatives as applicable to reduce costs and conduct all activities in a safe manner. With respect to availability, there are no limitations in place for AEI personnel who will be involved with the contract. AEI understands that it is important to be available, and responsive. AEI has the flexibility to seek assistance from personnel in other AEI offices to provide assistance so that key personnel on this RFQ can stay dedicated to this contract.

*Project & Contract Administration:* The contract will be managed by Mr. Raymond Jones, P.E. All documentation, proposals, invoices, and project work will be reviewed by Mr. Jones prior to transmittal to the County. Any questions or discrepancies identified by Lake County will be provided to Mr. Jones for review and resolution.

*Quality Control:* All technical activities will be conducted under the oversight of Mr. Jones and all assigned professionals. All technical reports and submittals will be reviewed by Mr. Jones. AEI's strengths are in the people we employ, the pride we take in our work, and the level of service we provide to our clients.

*Budgeting:* A budget and a specific scope of work will be established for each project. AEI anticipates that the majority of the projects will be authorized and completed in a relatively short time frame, within the budget authorized for the project. For larger projects, AEI is prepared to implement job cost accounting procedures as needed.

*Scheduling:* AEI understands that meeting schedules are important with respect to completion of a specific project. When planning projects, AEI will consider any factors which may adversely affect the desired completion date, and also plan so as not to adversely impact County operations. AEI understands that it may be necessary to conduct activities after normal business hours to avoid any disruptions during daily operations. For large projects with several tasks, AEI understands it may be necessary to conduct project tasks in phases. AEI will clearly outline the planned activities for each phase and insure the work for each phase is completed within the allocated time frame. AEI is prepared to establish project milestones and critical paths for large projects, if needed.

*Safety:* AEI understands that all work must be conducted safely. Each project will be reviewed with respect to applicable safety considerations, and AEI will ensure that proper safety procedures and equipment are utilized.