

Little Swan Lake Siltation Committee
lsl.siltation@gmail.com
Avon, Illinois 61415
September 20, 2017

ABC Engineering
123 Main Street
Anytown, USA 12345

RE: Request for Proposal
Siltation

Dear Madam or Sir,
The Siltation Committee of the Little Swan Lake Club requests proposals to address silt in the Lake.

Completed in 1967, this 225 acre lake is surrounded by some 550 lots, most of which have been sold and developed. Located in Warren County, Illinois, the Lake is fed by numerous tributaries which contribute differing amounts of silt. We believe that the most serious source of silt comes from a stream at the west end of the Lake that runs through a now defunct, golf course. Silt also comes from shoreline erosion.

The Club desires to address new and existing silt. We believe that priority should be given to prevention over remediation. The Committee believes that the western end of the Lake is impacted most by the existing silt. Work could be spread over several years, to facilitate the quality of results and financing of the project.

The successful proposal will address the attenuation of silt from tributaries and the shoreline as well as removal of existing silt from the Lake. Any questions may be submitted, by e/mail to the above address by Friday, October 13, 2017. A response should be expected by the following Friday, October 20th. Your final proposal should be submitted by Friday, November 3, 2017.

We would request that all correspondence be done by e/mail, at the address above. Thank you.

Sincerely,

Jim Dallmeyer