



Hutchison Engineering, Inc.

Since 1945

JACKSONVILLE
1801 W Lafayette Ave
P.O. Box 820
Jacksonville, IL 62651
(217) 245-7164

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605 Rollingwood Dr
Shorewood, IL 60404
(815) 733-6295

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8305 N Allen Rd
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Peoria, IL 61615
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QUAD CITIES
1701 River Drive
Suite 110
Moline, IL 61265
(309) 517-3899

CARBONDALE
1001 East Main St
Carbondale, IL 62901
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HANNIBAL
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690 Third St
Suite 230
Beloit, WI 53511
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March 26, 2024

Low Steinbrecher
City Administrator
City of Monmouth
100 E. Broadway St.
Monmouth, IL 61462

Re: Auction House Parking Lot

Dear Mr. Steinbrecher,

As requested, we are pleased to submit this Professional Services Agreement for preliminary and construction engineering services for development of the Auction House Vacant Lot in downtown Monmouth. The proposed engineering services shall be as shown on the Attached Scope of Services.

The Not-to-Exceed amount for the above noted services shall be \$25,000. The services noted above will be billed at the rates shown on the attached "Schedule of Hourly Charges". Any additional services requested will be billed at the rates shown on the attached "Schedule of Hourly Charges".

If you accept this proposal, please sign the attached agreement and return to me. If you have any questions, please contact me at (309) 368-0689 or slarson@hutchisoneng.com. We look forward to working with you on this project and continuing our relationship with the City of Monmouth.

Very truly yours,

Hutchison Engineering Inc.

W. Shane Larson, P.E.
Senior Vice President

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT made this 26th day of March, 2024 by and between
City of Monmouth

100 E. Broadway St., Monmouth, IL 61462

hereinafter called the OWNER and **Hutchison Engineering, Inc.**,
1801 W. Lafayette Avenue, P. O. Box 820, Jacksonville, IL 62651, hereinafter called the ENGINEER.

WITNESSETH: That whereas the OWNER desires Professional Engineering or Land Survey
Services as follows:

See attached Scope of Services for the Auction House Parking Lot.

NOW THEREFORE:

The ENGINEER AGREES to provide the above-described services in accordance with the generally
accepted engineering practices.

The OWNER AGREES to compensate the ENGINEER for the actual time spent in providing the above-
described services in accordance with the ENGINEER's attached Schedule of Hourly Charges in effect at the
time the services are performed, unless otherwise provided herein. **The Not-to-Exceed cost for these services
shall be \$25,000.**

IT IS MUTUALLY AGREED:

Payment for the services rendered shall be made monthly in accordance with invoices issued by the
ENGINEER. Invoices not paid within thirty (30) days from the date of the invoice will be considered delinquent
and shall bear interest at the rate of 12% per annum from the date of invoice until fully paid and OWNER shall
be liable to ENGINEER for any reasonable attorney's fees, court costs or related expenses incurred in connection
with the effort to collect said delinquencies. Services may be suspended by ENGINEER if payments are not
paid within thirty (30) days of OWNER's receipt of invoice. In the event that the ENGINEER deems that a lien
or other legal action is necessary to enforce collection of services rendered, the OWNER shall bear all lien fees,
legal expenses and court costs.

Either the OWNER or the ENGINEER may terminate this agreement at any time by giving the other party
five (5) days written notice thereof, in which case, the ENGINEER shall be paid in full for all services performed
to the date of termination.

The OWNER agrees to limit the ENGINEER's liability to the OWNER and to all construction contractors
and sub-contractors on the PROJECT, due to the ENGINEER's negligent acts, errors or omissions, such that
the total aggregate liability of the ENGINEER to all those named shall not exceed fifty thousand dollars
(\$50,000.00) or the ENGINEER's total fee for services rendered on this PROJECT, whichever is greater.

IT IS FURTHER MUTUALLY AGREED:

The OWNER and the ENGINEER each binds himself, his partners, successors, executors, administrators
and assignees to each other party hereto in respect to all the covenants and agreements herein and except as
above, neither the OWNER nor the ENGINEER shall assign or transfer any part of his interest in this
AGREEMENT without the written consent of the other party hereto.

IN WITNESS WHEREOF, the parties hereto have made and executed this AGREEMENT as of the day
and year first above written.

OWNER:
City of Monmouth

By: _____

Title: _____

ENGINEER:
HUTCHISON ENGINEERING, INC.

By: W. Sherman

Title: Senior Vice President

HUTCHISON ENGINEERING, INC.

Jacksonville, IL
Shorewood, IL
Peoria, IL
Moline, IL
Carbondale, IL
Hannibal, MO

SCHEDULE OF HOURLY CHARGES

Effective January 1, 2024

Engineering Technician 1.....	95.00 per hour
Engineering Technician 2.....	115.00 per hour
Engineering Technician 3.....	125.00 per hour
Engineering Technician 4.....	150.00 per hour
Engineering Technician 5.....	175.00 per hour
Engineering Technician 6.....	195.00 per hour
Engineer 1.....	115.00 per hour
Engineer 2.....	125.00 per hour
Engineer 3.....	165.00 per hour
Engineer 4.....	195.00 per hour
Engineer 5.....	220.00 per hour
Architect 3.....	155.00 per hour
Architect Associate.....	100.00 per hour
Project Manager.....	255.00 per hour
Principal of Firm.....	275.00 per hour
Computer Aided Design/Drafting.....	14.00 per hour
Nuclear Density Equipment.....	50.00 per day (\$25.00 Minimum)
Breaking Concrete Cylinders	50.00 Each
GPS Equipment.....	200.00 per day (\$100.00 Minimum)
Robotic Survey Equipment.....	100.00 per day (\$50.00 Minimum)

Expenses such as sub-surface investigations, laboratory testing, bituminous proportioning, printing, mileage and subsistence shall be billed at actual cost.

The above rates shall apply to any services for the calendar year in effect, after which the rates shall be adjusted to the then current calendar year schedule used by the firm.

EXHIBIT A - SCOPE OF SERVICES

SERVICES: Hutchison Engineering's scope of services will be limited to the following:

PHASE I PRELIMINARY ENGINEERING

1.0 DATA COLLECTION

- 1.1 Collect existing ROW/Easement information from Warren County.
- 1.2 Utility Coordination
 - 1.2.1 Design JULIE to determine location of existing utilities.
 - 1.2.2 Determine potential utility conflicts and develop plan to mitigate conflicts.
 - 1.2.3 Locate utilities on plan sheets.
- 1.3 Field Survey – Field survey will be completed under the previous agreement.
 - 1.3.1 Download and reduce survey.

PHASE II PRELIMINARY ENGINEERING

- 1.0 **PLANS** – Plans will be developed in standard IDOT format. The plans will include the following:
 - 1.1 Cover Sheet
 - 1.2 General Notes
 - 1.3 Summary of Quantities
 - 1.4 Typical Sections
 - 1.5 Removal Plans
 - 1.6 Grading/Drainage Plan
 - 1.7 Plan sheets (profile will not be included)
 - 1.8 Entrance Details
 - 1.9 ADA Ramp Details

EXHIBIT A - SCOPE OF SERVICES

1.10 Trash Enclosure Details

2.0 **SPECIFICATIONS** – Specifications will be developed in standard IDOT format. The specifications will include the following:

2.1 Supplemental Specifications

2.2 Recurring Special Provisions

2.3 Project Specific Special Provisions including IDOT-District 4 Special Provisions.

2.4 Local Roads Special Provisions

2.5 BDE Special Provisions

2.6 IDOT standard bid forms.

3.0 **ESTIMATES**

3.1 Estimate of Cost

4.0 **PLAN, SPECIFICATION, & ESTIMATES (PS&E)**

4.1 Submit Pre-Final PS&E to the City of Monmouth for review.

4.2 Revise PS&E as necessary.

4.3 Obtain City of Monmouth signatures.

5.0 **BID ADMINISTRATION**

5.1 Develop advertisement and provide to City for project advertising.

5.2 Plan Distribution – The ENGINEER will distribute plans electronically through their website.

5.3 Answer contractor questions during bid process.

5.4 Addendums – The ENGINEER will issue addendums as needed.

EXHIBIT A - SCOPE OF SERVICES

- 5.5 Bid Opening – The ENGINEER will attend the bid opening, assist the LA in evaluating bids, and develop a bid tab.

6.0 COORDINATION MEETINGS

- 6.1 Prepare for and attend additional coordination meetings with City of Monmouth staff as needed.

7.0 QC/QA REVIEW

- 7.1 Perform QC/QA reviews at critical points of the Phase II process including pre-final submittal and final submittal PS&E submittal.

8.0 CONSTRUCTION SUPPORT

- 8.1 Answer questions from Resident Engineer.

PHASE III CONSTRUCTION ENGINEERING

1.0 PRECONSTRUCTION MEETING

- 1.1 Attend meeting with City of Monmouth and Contractor.

2.0 INSPECTION ACTIVITIES

- 2.1 Periodic visits to check on removal and grading operations.
- 2.2 Check final grade and test subgrade for compaction.
- 2.3 Check final grade and test aggregate subbase for compaction.
- 2.4 Periodic inspection of drainage system installation and check trench backfill compaction.
- 2.5 Check grades for curb and gutter and inspect curb and gutter pours to ensure proper installation. Field and lab strength concrete testing to be performed by contractor.

EXHIBIT A - SCOPE OF SERVICES

- 2.6 Check ADA ramp and sidewalk grades and periodic inspection of concrete pours to ensure proper installation. Field and lab strength concrete testing to be performed by contractor.
- 2.7 Inspect HMA placement and check for compaction.

ADMINISTRATION

1.0 GENERAL PROJECT MANAGEMENT

- 1.1 Scope, schedule, & budget monitoring
- 1.2 Design project team meetings.

2.0 GENERAL FIRM PROJECT ADMINISTRATION

- 2.1 Project Setup
- 2.2 Invoicing