



WOODARD & CURRAN TERMS & CONDITIONS

Exhibit A: WORK ORDER NUMBER 34

Issued Pursuant to the Engineering Services Agreement – Work Order Basis Between Woodard & Curran, Inc. and City of Monmouth, Illinois, dated as of December 15, 2014.

BACKGROUND

The Monmouth UV Disinfection System Addition project is financed via the Illinois Water Pollution Control Loan Program. Due to federal law changes in 2014, loan recipients are required to complete and implement a Fiscal Sustainability Plan (FSP). An FSP will estimate the amount of funds needed annually to be saved for sustainable management of the Consolidated WWTF. An FSP is similar to an Asset Management Plan but focuses on the critical assets. This proposal is for Woodard & Curran to complete an FSP for the Consolidated WWTF for the City of Monmouth, IL.

There are four minimum requirements for an FSP:

1. Inventory of critical assets that area part of the Treatment Works.
2. Evaluation of the condition and performance of inventoried assets or asset groupings.
3. A plan for maintaining, repairing, funding, and as necessary, replacing the treatment works.
4. Certification that the recipient has evaluated and will be implementing water and energy conservation efforts as part of the plan.

SCOPE OF SERVICES

1. Project Management

- 1.1. Project Management. This task occurs concurrently with all the steps outlined below and includes all those tasks necessary to inform the City of the project's needs; monitor and manage the planning process; coordinate information and meetings; coordinate with City personnel and in-house design staff; reach timely decisions to meet the project schedule; reports to the City on the progress of the project and status of schedule and budget; and technical oversight of project activities.
- 1.2. Project Kick-Off. Woodard & Curran (W&C) will host a Project Kick-Off to coordinate the efforts between the City and W&C.
- 1.3. QA/QC. In this task, the W&C will dedicate resources to review the FSP at appropriate intervals.



2. Inventory and Evaluation of Critical Assets

- 2.1. Critical Asset Inventory. W&C will develop a draft inventory of critical assets for the Consolidated WWTP. The draft inventory will be based on information in Utility Cloud, plan sets, and past site visits. W&C will meet with the City to discuss and revise the inventory.
- 2.2. Critical Asset Evaluation. W&C will evaluate the critical assets to determine the purchased or installed date and typical life expectancy for this type of asset, or a reasonable expected life remaining for each critical asset for which installation dates are unknown.
- 2.3. Critical Asset Financial Data Summary. W&C will work with the City to document known costs for installation of the critical assets. Using this data, W&C will estimate replacement costs for each critical asset for the year in which it is expected to be replaced.

3. Development of Fiscal Sustainability Plan

- 3.1. Financial Analysis of Expenditure. W&C will meet with the City to document annual expenditure for paying off existing loans for wastewater treatment. W&C will estimate future annual expenditure for repair and replacement of critical assets based on the work in Phase 2.
- 3.2. Financial Analysis of Income. W&C will meet with the City to document annual income for wastewater treatment. W&C will work with the City to estimate future annual income.
- 3.3. Water & Energy Conservation Efforts. W&C will seek out avenues for water and energy conservation as part of the maintenance, repair, and eventual replacement of critical assets of the WWTP. Existing and potential conservation efforts will be documented.

SCHEDULE

Phase 1: Project Management Ongoing

Phase 2: Inventory and Evaluation of Critical Assets Mar – Jun 2024

Phase 3: Development of Fiscal Sustainability Plan Jul – Nov 2024

The above schedule may be adjusted with the mutual agreement of W&C and the City.

BUDGET

For all Services duly rendered hereunder, Client will pay Engineer as described herein. The services for all tasks pursuant to this Work Order shall be provided on a lump sum basis, billed monthly on a percent complete basis. The project total fee will not be exceeded without prior written authorization.



The compensation for services performed by the ENGINEER by task are provided below

Description of Work	Budget
Phase 1: Project Management	\$8,000.00
Phase 2: Inventory and Evaluation of Critical Assets	\$35,000.00
Phase 3: Development of Fiscal Sustainability Plan	\$15,000.00
Total Fee	\$58,000.00

TERMS AND CONDITIONS

This Work Order is issued pursuant to, and in accordance with the Standard Terms and Conditions between Woodard & Curran, Inc. (W&C, Engineer) and the City of Monmouth (City, Client) dated **December 15, 2014**, which are incorporated herein by this reference. Unless otherwise specified, all capitalized terms used in this Work Order shall have the same meaning as used in the Agreement. This Work Order will not be deemed valid and binding upon the Parties until both Engineer and Client have both signed below.

ASSUMPTIONS AND UNDERSTANDINGS

The following assumptions and understandings apply to the scope of work, schedule, and budget described herein.

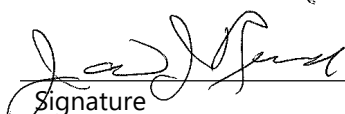
- Identification of remaining life for critical assets is not a guarantee of future remaining life.
- Cost estimates for maintenance, repair, and replacement are not a guarantee of future costs.
- The accuracy of the report is highly dependent on data shared by the City. W&C is not responsible for verifying data provided by the City. This project does not include any independent financial reviews.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized agents as of the date indicated below.

AUTHORIZATION BY:

WOODARD & CURRAN, INC.

CITY OF MONMOUTH, IL

 _____
 Signature Date

 Signature Date

Jim Rivard _____

 Name (printed)

Senior Vice President _____

 Name (printed)

Title _____

 Title