



WOODARD & CURRAN TERMS & CONDITIONS

Exhibit A: WORK ORDER NUMBER 35

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 City of Monmouth is required to develop a Source Water Protection Plan (SWP). The purpose of the SWP is to facilitate protection of source water quality and quantity required by the U.S. EPA in accordance with 35 Ill. Adm. Code Part 604 Subpart C: Source Water Protection Plan. This proposal is for Woodard & Curran to complete a SWP for the City of Monmouth, Illinois.

The four minimum requirements for an SWP Plan are:

- a. Vision Statement as set forth in Section 604.310;
- b. Source Water Assessment as set forth in Section 604.315;
- c. Objectives set forth in Section 604.320; and
- d. Action Plan as set forth in Section 604.325.

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, W&C will dedicate resources to review the SWP Plan at appropriate intervals.

2. Data Update

- 2.1. Identification of Well Locations. W&C will identify the locations of the existing wells and other drinking water infrastructure installed since the 2001 Source Water Assessment via desktop analysis. W&C will work with the City and will use any information in Utility Cloud to identify locations.



2.2. Update Potential Sources of Contamination. W&C will verify the Potential Sources of Contamination identified in the 2001 Source Water Assessment. W&C will identify additional potential sources of contamination near wells installed since 2001 by using the 2022 Consumer Confidence Report as a starting point and other online resources, such as EcoCAT, that can be used to verify known potential sources of contamination. These updates will be documented for use in creation of the Source Water Protection Plan.

3. Development of Source Water Protection Plan

3.1. Mapping Update. W&C will map Well #7, Well #9, and Well #10. This includes documenting and developing a map to present the existing Well inventory as updated from the 2001 Source Water Assessment Plan.

3.2. Prepare a Final SWP Plan. W&C will work with the City to prepare a Final SWP Plan that has a clearly defined vision statement, a source water assessment, objectives, and an action plan as outlined by the Illinois EPA. W&C will incorporate any comments received from the City. A final PDF version of the document will be provided to the City and the Illinois EPA by May 31, 2024.

SCHEDULE

Phase 1: Project Management Ongoing

Phase 2: Data Update March – April 2024

Phase 3: Development of Source Water Protection Plan May 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.

