

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 <u>City of Monmouth, Illinois</u>, dated as of <u>December 15, 2014</u>.

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 III. 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. <u>Project Management.</u> 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. <u>Project Kick-Off.</u> Woodard & Curran (W&C) will host a Project Kick-Off to coordinate the efforts between the City and W&C.
- 1.3. <u>QA/QC.</u> In this task, W&C will dedicate resources to review the SWP Plan at appropriate intervals.

2. Data Update

2.1. <u>Identification of Well Locations.</u> 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. <u>Mapping Update.</u> 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. <u>Prepare a Final SWP Plan.</u> 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.

Woodard [&] Curran The compensation for services performed by the ENGINEER by task are provided below.

Description of Work	Budget
Phase 1: Project Management	\$7,000.00
Phase 2: Data Verification and Update	\$9,000.00
Phase 3: Development of Source Water Protection Plan	\$9,000.00
Total Fee	\$25,000.00

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.

- All work will be a desktop analysis. Field work/site surveys are not needed or included.
- Work includes preparation of the Source Water Protection Plan and submission to IEPA. Incorporating comments from IEPA is not included in this work. Integration of the plan into the City's Asset Management Software is not included.
- Public meetings are not included.

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.		<u>CITY OF MONMOUTH, IL</u>	
Ja find	3/8/24		
Signature	Date	Signature	Date
Jim Rivard			
Name (printed)		Name (printed)	
Senior Vice President			
Title		Title	