



WOODARD & CURRAN TERMS & CONDITIONS

Exhibit A: WORK ORDER NUMBER 33

Issued Pursuant to the Engineering Services Agreement – Work Order Basis Between Woodard & Curran, Inc. and City of Monmouth, Illinois, dated as of July 18, 2023.

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.

North 5th Street Sewer Interceptor Replacement Design

SCOPE OF SERVICES

Woodard & Curran will provide the following services related to the construction of the North 5th Street Sewer Interceptor Replacement Design.

- Phase 1 - Project Management
- Phase 2 - Design Basis and Preliminary Design
- Phase 3 - Final Design
- Phase 4 - Grant Application Support

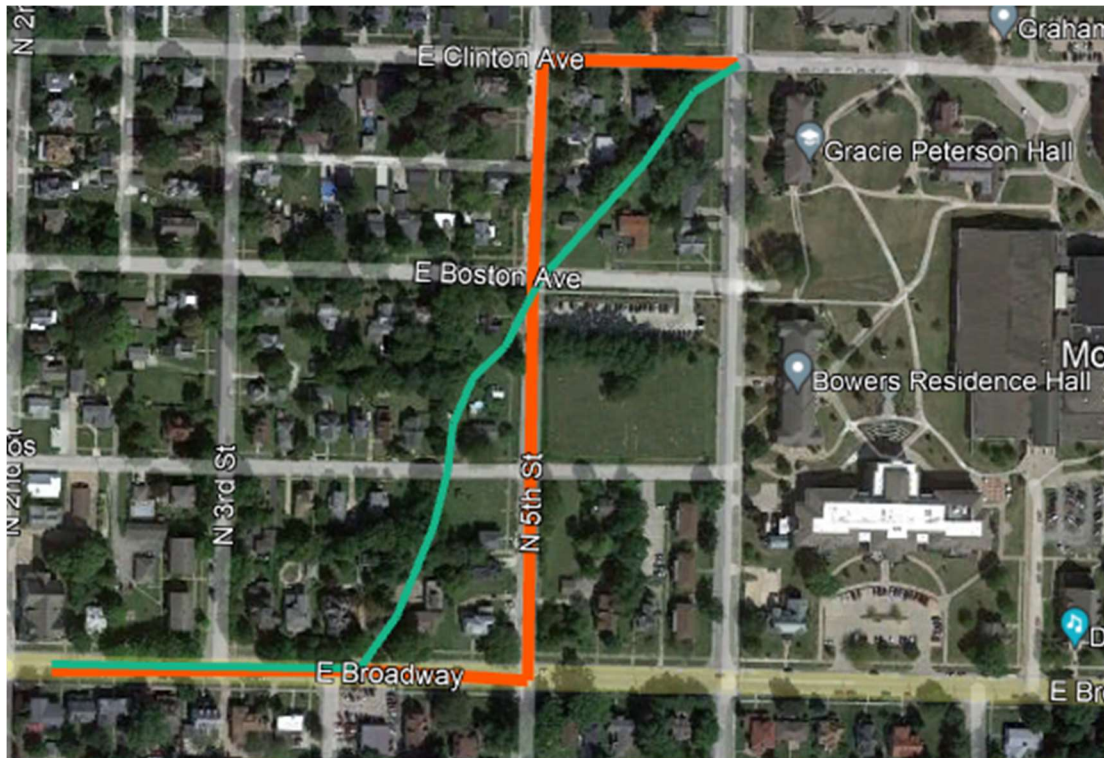
The engineering effort will generally include:

PHASE 1.0 PROJECT MANAGEMENT

- 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.
- 2 Project Kick-Off. Woodard & Curran will host a Project Kick-Off to coordinate the efforts between the City and Woodard & Curran.
- 3 QA/QC. In this task, the W&C will dedicate resources to review the design at appropriate intervals.

PHASE 2.0 DESIGN BASIS AND PRELIMINARY DESIGN

Woodard & Curran understands the existing sewer to be replaced is generally located along E. Broadway until crossing between structures from E. Broadway to E. Clinton between N. 3rd and N. 6th Street. The proposed conceptual layout presented in the figure on the next page replaces a portion of sewer on E. Broadway from N. 2nd Street, re-aligns the proposed sewer north along N. 5th Street from E. Broadway to E. Clinton, and connects to existing sewer at E. Clinton and N. 6th Street.



- 4 Design Basis Report. Woodard & Curran will prepare a technical memo outlining the following at a minimum for the project:
 - 4.1 Project description
 - 4.2 Proposed solution/Conceptual sewer layout
 - 4.3 Key design criteria & assumptions
 - 4.4 Site Restoration
 - 4.5 Permitting Needs
 - 4.6 Opinion of Probable Costs
 - 4.7 Schedule
- 5 Site Survey. Woodard & Curran will subcontract with a surveyor to acquire ground survey to create a base plan for the design of the project. Survey will include utility locates and general site information. Where the sewer is located on private property, property bounds and easements will be identified and included on the base map.
- 6 Geotechnical Evaluation & Soil Borings. Woodard & Curran will subcontract with a geotechnical firm to perform a subsurface exploration along the sewer route and provide a geotechnical report to serve as the basis for sewer bedding and minimum depth. Five borings, located approximately 500 feet apart, are included in this scope of work.
- 7 Opinion of Probable Costs. Woodard & Curran will prepare an Engineer's Opinion of Probable Construction Cost for Conceptual Sewer Design to be included in the Design Basis Report.



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PHASE 3.0 FINAL DESIGN

- 8 90% Sewer Design. Prepare 90% sewer design drawings and technical specifications which include design drawings, in PDF format and two printed copies, for review and comment by the City. The anticipated design plans include:
 - 8.1 Cover Sheet
 - 8.2 General Notes, Legend and Index
 - 8.3 Proposed Plan and Profile Sheets
 - 8.4 Civil Details and Traffic Control Plan
- 9 100% Sewer Design Final Plans. Woodard & Curran will prepare final design documents, ready to be Issued for Bidding. This will include all comments from the City and IEPA on the 90% design.
- 10 Bidding Documents. Bidding Documents will be delivered in two submittals: 90% design documents (plans and technical specifications) and 100% Final Design Documents for bidding. In this task we will develop Bidding Documents (final design drawings and specifications) incorporating review comments received from The City and IEPA. Bidding Documents will be developed in accordance with Illinois laws and regulations. Technical specifications (Division 02 – 48) for the project including piping, manholes and connections, temporary by-pass, pavement and roadway, demolition, and restoration will be prepared as part of the 90% sewer design. The 100% Sewer Design will include complete specifications for bidding including Woodard & Curran’s standard front end as previously used for projects in Monmouth.
- 11 Opinion of Probable Costs. Woodard & Curran will prepare an Engineer’s Opinion of Probable Construction Cost for the 100% Sewer Design.
- 12 Permitting. In this task we will prepare and submit permit applications required by local, state and federal requirements. We anticipate that only an IEPA construction permit will be required for construction. This proposal does not include any other permitting.

PHASE 4.0 GRANT APPLICATION SUPPORT

- 13 It is understood that the Western Illinois Regional Council (WIRPC) will be taking the lead along with the City of Monmouth for the Community Development Block Grant (CDBG) Application that is anticipated to be due in early 2024. W&C will provide technical information associated with the project and will review appropriate grant application components as needed.

ANTICIPATED SCHEDULE:

- Notice to Proceed (written)..... August 17, 2023
- Kick Off..... August 28, 2023
- Survey/Geotech October 31, 2023
- Design Basis & Preliminary DesignOctober 6, 2023
- 90% Design..... November 22, 2023
- 100% Final Design January 15, 2024
- Grant ApplicationJanuary/February 2024

*The above schedule is dependent on completion of survey and/or geotechnical work as well as IEPA and permitting agency review timelines and may be adjusted accordingly with the mutual agreement of Woodard & Curran and the City.



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ASSUMPTIONS AND CLARIFICATIONS:

- Proposed schedule assumes Notice to Proceed (NTP) will be issued to Woodard & Curran no later than August 17, 2023.
- We anticipate that only an IEPA permit will be required to start construction. No other permitting is included.
- All work will be on City owned land. The fee does not include creating permanent or temporary easement documentation or assisting in the coordination for obtaining any easements.
- The site is located outside of FEMA FIRM Map 100-year floodplain.
- There are no wetland impacts required and thus no wetland permitting required to complete the work.
- Bidding and Construction Administration services are not included, but can be performed under a separate Work Order.
- We have assumed that modeling of the proposed sewer main to change the capacity is not required. Design will replace the sewer with similar capacity.
- This fee is based on an agreed upon conceptual layout. Additional fee may be required if significant layout changes occur.

Compensation:

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 in the amount of **\$125,000.00** will not be exceeded without prior written authorization.

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

Engineering Services – North 5th Street Sewer Interceptor Replacement

Scope of Work	Total Fee	Billing Method
Project Management	\$15,000	Lump Sum
Design Basis and Preliminary Design	\$75,000	Lump Sum
Final Design	\$25,000	Lump Sum
Grant Application Support	\$10,000	Lump Sum
Project Total	\$125,000	Lump Sum

