



Local Public Agency Engineering Services Agreement

Agreement Type
Original

Using Federal Funds? [ ] Yes [x] No

LOCAL PUBLIC AGENCY

Local Public Agency, County, Section Number, Job Number, Project Number, Contact Name, Phone Number, Email

SECTION PROVISIONS

Local Street/Road Name, Key Route, Length, Structure Number, Location Termini

SECTION PROVISIONS

Local Street/Road Name, Key Route, Length, Structure Number, Location Termini

Project Description
The project consists of street reconstruction/streetscaping including storm sewer system, square construction, and reconstruction/streetscaping of Market Alley.

Engineering Funding, Anticipated Construction Funding

AGREEMENT FOR

[x] Phase I - Preliminary Engineering [x] Phase II - Design Engineering

CONSULTANT

Prime Consultant (Firm) Name, Contact Name, Phone Number, Email, Address, City, State, Zip Code

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services...

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status...

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

Regional Engineer	Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
Resident Construction Supervisor	Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
In Responsible Charge Contractor	A full time LPA employee authorized to administer inherently governmental PROJECT activities Company or Companies to which the construction contract was awarded

**AGREEMENT EXHIBITS**

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- EXHIBIT A: Scope of Services
- EXHIBIT B: Project Schedule
- EXHIBIT C: Qualification Based Selection (QBS) Checklist
- EXHIBIT D: Cost Estimate of Consultant Services (BLR 05513 or BLR 05514 )
- EXHIBIT \_\_\_ : Direct Costs Check Sheet (attach BDE 436 when using Lump Sum on Specific Rate Compensation)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**I. THE ENGINEER AGREES,**

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA, The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of US Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
8. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
9. For Preliminary Engineering Contracts:
  - (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA or the DEPARTMENT, as defined in Exhibit A (Scope of Services).
  - (b) That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by the ENGINEER and affixed the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the DEPARTMENT.
  - (c) That the ENGINEER is qualified technically and is thoroughly conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated in Exhibit A (Scope of Services).
10. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

**II. THE LPA AGREES,**

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Professional Services Selection Act (50 ILCS 510) (Exhibit C).
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.

3. To pay the ENGINEER:
- (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
  - (b) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and DEPARTMENT a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
  - (c) For Non-Federal County Projects - (605 ILCS 5/5-409)
    - (1) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER. Such payments to be equal to the value of the partially completed work in all previous partial payments made to the ENGINEER.
    - (2) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum of money equal to the basic fee as determined in the AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

- Percent
- Lump Sum
- Specific Rate
- Cost plus Fixed Fee:      Fixed

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where  $FF = (0.33 + R) DL + \%SubDL$ , where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

5. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).

### III. IT IS MUTUALLY AGREED,

1. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT; the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
2. That the ENGINEER shall be responsible for any all damages to property or persons out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents and employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.

The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error

or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.

3. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such materials becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.
4. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred prior to receipt of notice of suspension. In addition, upon the resumption of services the LPA shall compensate the ENGINEER, for expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.
5. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
6. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
7. The ENGINEER and LPA certify that their respective firm or agency:
  - (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
  - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
  - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
  - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
  - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
  - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph and
  - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State, local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this clarification, an explanation shall be attached to this AGREEMENT.

8. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes included but are not limited to: acts of God or a public enemy; acts of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

9. This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the DEPARTMENT unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to suspension of contract on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:

- (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
- (2) Specifying actions that will be taken against employees for violations of such prohibition.
- (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
  - (a) abide by the terms of the statement; and
  - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's or contractor's policy to maintain a drug free workplace;
  - (3) Any available drug counseling, rehabilitation and employee assistance program; and
  - (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting, or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise, receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future projects. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

10. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
11. For Preliminary Engineering Contracts:
  - (a) That tracing, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts, CADD files, related electronic files, and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request to the LPA or to the DEPARTMENT, without restriction or limitation as to their use. Any re-use of these documents without the ENGINEER involvement shall be at the LPA's sole risk and will not impose liability upon the ENGINEER.
  - (b) That all reports, plans, estimates and special provisions furnished by the ENGINEER shall conform to the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the DEPARTMENT, it being understood that all such furnished documents shall be approved by the LPA and the DEPARTMENT before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.

**AGREEMENT SUMMARY**

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Hutchison Engineering, Inc.	37-0960852	\$195,582.00
<b>Subconsultants</b>		
Massie Massie & Associates	37-1218974	\$40,000.00
Berners Schober	39-1423429	\$36,000.00
Millennia Professional Services	20-0886076	\$3,339.00
Subconsultant Total		\$79,339.00
Prime Consultant Total		\$195,582.00
Total for all work		\$274,921.00



**AGREEMENT SIGNATURES**

Executed by the LPA:

Attest: The  of

By (Signature & Date)

By (Signature & Date)

Local Public Agency  Local Public Agency Type  Clerk

Title

(SEAL)

Executed by the ENGINEER:

Attest:  Prime Consultant (Firm) Name

By (Signature & Date)

Title

By (Signature & Date)

Title

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
City of Monmouth	Hutchison Engineering, Inc.	Warren	19-00083-00-SW

**EXHIBIT A  
SCOPE OF SERVICES**

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

See attached.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
City of Monmouth	Hutchison Engineering, Inc.	Warren	19-00083-00-SW

**EXHIBIT B  
PROJECT SCHEDULE**

The anticipated schedule is as follows:

1. Phase I & II engineering - March 2023 - January 2024
2. Local Letting - February 2024
4. Construction - April 2024 - August 2025



Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
City of Monmouth	Hutchison Engineering, Inc.	Warren	19-00083-00-SW

**Exhibit C  
Qualification Based Selection (QBS) Checklist**

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

Form Not Applicable (engineering services less than the threshold)

**Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.**

		No	Yes
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	<input type="checkbox"/>	<input type="checkbox"/>
2	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?	<input type="checkbox"/>	<input type="checkbox"/>
3	Was the scope of services for this project clearly defined?	<input type="checkbox"/>	<input type="checkbox"/>
4	Was public notice given for this project?	<input type="checkbox"/>	<input type="checkbox"/>
5	Do the written QBS policies and procedures cover conflicts of interest?	<input type="checkbox"/>	<input type="checkbox"/>
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	<input type="checkbox"/>	<input type="checkbox"/>
7	Do the written QBS policies and procedures discuss the methods of evaluation?	<input type="checkbox"/>	<input type="checkbox"/>
Project Criteria		Weighting	
8	Do the written QBS policies and procedures discuss the method of selection?	<input type="checkbox"/>	<input type="checkbox"/>
Selection committee (titles) for this project			
Top three consultants ranked for this project in order			
1			
2			
3			
9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	<input type="checkbox"/>	<input type="checkbox"/>
10	Were negotiations for this project performed in accordance with federal requirements.	<input type="checkbox"/>	<input type="checkbox"/>
11	Were acceptable costs for this project verified?	<input type="checkbox"/>	<input type="checkbox"/>
12	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?	<input type="checkbox"/>	<input type="checkbox"/>
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	<input type="checkbox"/>	<input type="checkbox"/>
14	QBS according to State requirements used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Existing relationship used in lieu of QBS process?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	LPA is a home rule community (Exempt from QBS).	<input checked="" type="checkbox"/>	<input type="checkbox"/>



<b>Local Public Agency</b> City of Monmouth	<b>County</b> Warren	<b>Section Number</b> 19-00083-00-SW
<b>Prime Consultant (Firm) Name</b> Hutchison Engineering, Inc.	<b>Prepared By</b> W. Shane Larson	<b>Date</b> 2/6/2023
<b>Consultant / Subconsultant Name</b> 	<b>Job Number</b> 	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

**Remarks**

### PAYROLL ESCALATION TABLE

<b>CONTRACT TERM</b>	12	MONTHS	<b>OVERHEAD RATE</b>	161.03%
<b>START DATE</b>	3/1/2023		<b>COMPLEXITY FACTOR</b>	
<b>RAISE DATE</b>	1/1/2024		<b>% OF RAISE</b>	2.00%
<b>END DATE</b>	2/29/2024			

### ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	3/1/2023	1/1/2024	10	83.33%
1	1/2/2024	3/1/2024	2	17.00%





**Local Public Agency**

City of Monmouth

**County**

Warren

**Section Number**

19-00083-00-SW

**Consultant / Subconsultant Name**

**Job Number**

**DIRECT COSTS WORKSHEET**

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.  
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	1875	\$0.66	\$1,228.13
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)	1	\$100.00	\$100.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)	1	\$350.00	\$350.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)	1075	\$15.00	\$16,125.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utlility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Survey Robot	Lump Sum	1	\$100.00	\$100.00
Survey GPS	Lump Sum	1	\$200.00	\$200.00
NOI Permit Fee	Lum Sum	1	\$250.00	\$250.00
				\$0.00
<b>TOTAL DIRECT COSTS:</b>				<b>\$18,353.13</b>



**Local Public Agency**

City of Monmouth

**County**

Warren

**Section Number**

19-00083-00-SW

**Consultant / Subconsultant Name**

**Job Number**

**AVERAGE HOURLY PROJECT RATES**

**EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET**

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Preliminary Eng - PH I-II			Administration											
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
PRINCIPAL	78.00	4.0	0.28%	0.22	0			4	5.56%	4.33									
PROJECT MANAGER	78.00	0.0			0			0											
ENGINEER 5	68.98	130.0	9.20%	6.35	98	7.31%	5.04	32	44.44%	30.66									
ENGINEER 4	60.16	0.0			0			0											
ENGINEER 3	50.05	497.0	35.17%	17.60	481	35.87%	17.95	16	22.22%	11.12									
ENGINEER 2	36.95	68.0	4.81%	1.78	68	5.07%	1.87	0											
ENGINEER 1	32.61	674.0	47.70%	15.55	674	50.26%	16.39	0											
ENG TECH 6	61.03	10.0	0.71%	0.43	0			10	13.89%	8.48									
ENG TECH 5	53.53	0.0			0			0											
ENG TECH 4	45.87	0.0			0			0											
ENG TECH 3	39.96	10.0	0.71%	0.28	10	0.75%	0.30	0											
ENG TECH 2	34.87	10.0	0.71%	0.25	0			10	13.89%	4.84									
ENG TECH 1	27.40	10.0	0.71%	0.19	10	0.75%	0.20	0											
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
<b>TOTALS</b>		1413.0	100%	\$42.66	1341.0	100.00%	\$41.76	72.0	100%	\$59.43	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00



## **EXHIBIT A - SCOPE OF SERVICES**

### **PUBLIC SQUARE RECONSTRUCTION/STREETSCAPING**

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

#### **PHASE I ENGINEERING**

##### **1.0 SCOPING**

- 1.1 The Project Manager and Project Engineer will make an initial site visit.
- 1.2 The design team will attend a kick-off/scoping meeting with the City of Monmouth

##### **2.0 DATA COLLECTION**

- 2.1 Develop design project manual
- 2.2 Utility Coordination
  - 2.2.1 Determine potential utility conflicts and develop plan to mitigate conflicts.
- 2.3 Field Geotechnical
  - 2.3.1 Collect pavement cores for use in determining existing pavement thickness and pavement design.
  - 2.3.2 Provide traffic control to collect soil borings and pavement cores.

##### **3.0 ENVIRONMENTAL COORDINATION**

- 3.1 IDNR coordination including EcoCAT submittal.
- 3.2 Submit required submittals to SHPO for review and approval.

##### **4.0 PUBLIC INVOLVEMENT**

- 4.1 Stakeholder Committee Meetings – 2 Meetings
  - 4.1.1 Develop presentations
  - 4.1.2 Develop handouts
  - 4.1.3 Attend meetings

## **EXHIBIT A - SCOPE OF SERVICES**

### **PUBLIC SQUARE RECONSTRUCTION/STREETSCAPING**

**4.1.4** Develop meeting minutes and follow-up as necessary

**4.2** City Council Meeting

**4.2.1** Develop presentation

**4.2.2** Develop handouts

**4.2.3** Attend meeting

**4.2.4** Follow-up on comments

### **5.0 ALIGNMENTS & CROSS SECTIONS**

**5.1** Develop horizontal and vertical alignments

**5.2** Develop existing and proposed cross sections. Cross sections will be developed at 25' intervals, at driveways, at alleys, at sideroads, and at all building doorways.

**5.3** Analyze cross sections and adjust to facilitate drainage and ADA compliancy.

### **6.0 TYPICAL SECTIONS**

**6.1** Develop preliminary typical sections for discussion with City staff.

**6.2** Discuss typical sections with City staff.

**6.3** Finalize typical sections.

### **7.0 PLAN AND PROFILE SHEETS**

**7.1** Develop preliminary plan and profile sheets.

### **8.0 AMERICAN WITH DISABILITY ACT (ADA) DETAILS**

**8.1** Analyze ADA ramps at each street crossing to determine feasibility within ROW.

**8.2** Develop ramp details.

## **EXHIBIT A - SCOPE OF SERVICES**

### **PUBLIC SQUARE RECONSTRUCTION/STREETSCAPING**

8.3 Develop street sidewalk plan.

#### **9.0 PRELIMINARY CONSTRUCTION COST ESTIMATE**

9.1 Develop list of pay items.

9.2 Calculate and check quantities.

9.3 Determine contract unit prices.

9.4 Finalize estimate form.

#### **10.0 COORDINATION MEETINGS**

10.1 Prepare for and attend coordination meetings with City as needed.

#### **11.0 QC/QA REVIEW**

11.1 Perform utility location conflict review.

11.2 Perform IDS & horizontal and vertical alignment review.

11.3 Perform typical section review.

11.4 Perform plan & profile sheet review.

11.5 Perform cross section review.

11.6 Perform ADA plan review.

### **PHASE II ENGINEERING**

#### **1.0 DATA COLLECTION**

1.1 Collect additional survey as needed.

## **EXHIBIT A - SCOPE OF SERVICES**

### **PUBLIC SQUARE RECONSTRUCTION/STREETSCAPING**

- 2.0 PLANS** – Plans will be developed in standard IDOT format. The plans will include the following:
  - 2.1** Cover Sheet
  - 2.2** General Notes
  - 2.3** Summary of Quantities
  - 2.4** Schedules of Quantities
    - 2.4.1** Identify pay items
    - 2.4.2** Calculate quantities
    - 2.4.3** Check quantities
    - 2.4.4** Develop schedules
  - 2.5** Typical Sections
  - 2.6** Removal Plans
  - 2.7** Plan & Profile sheets
  - 2.8** Drainage Plans
  - 2.9** Erosion Control Plans
  - 2.10** Intersection Layout Plans
  - 2.11** Traffic Control & Staging Plans
  - 2.12** Pavement Marking & Signing Plans
  - 2.13** Landscaping/streetscaping Plans
  - 2.14** Lighting/Electrical/Audio Plans
  - 2.15** ADA Ramp Detail

## **EXHIBIT A - SCOPE OF SERVICES**

### **PUBLIC SQUARE RECONSTRUCTION/STREETSCAPING**

- 2.16** Misc. Details including storm sewer system, lighting system, sound system, erosion control, sidewalk, etc.
- 2.17** Cross Sections
- 2.18** Highway Standards
  
- 3.0 SPECIFICATIONS** – Specifications will be developed in standard IDOT format. The specifications will include the following:
  - 3.1** Supplemental Specifications
  - 3.2** Recurring Special Provisions
  - 3.3** Project Specific Special Provisions including IDOT-District 5 Special Provisions.
  - 3.4** Local Roads Special Provisions
  - 3.5** BDE Special Provisions
  
- 4.0 ESTIMATES**
  - 4.1** Estimate of Time
  - 4.2** Estimate of Cost
  
- 5.0 UTILITY COORDINATION**
  - 5.1** Conduct coordination with private utility companies as needed for utility relocations.
  
- 6.0 PERMITTING**
  - 6.1** Storm Water:
    - 6.1.1** Develop Storm Water Pollution Prevention Plan (SWPPP) form.
    - 6.1.2** Submit NOI to IEPA and obtain permit.

## **EXHIBIT A - SCOPE OF SERVICES**

### **PUBLIC SQUARE RECONSTRUCTION/STREETSCAPING**

#### **7.0 PUBLIC INVOLVEMENT**

- 7.1 Answer questions from property owners and meet with property owners as needed to discuss project specifics.

#### **8.0 PLAN, SPECIFICATION, & ESTIMATES (PS&E)**

- 8.1 Submit Pre-Final PS&E to the City for review.
- 8.2 Develop Disposition of Comments from review comments.
- 8.3 Revise PS&E as necessary.
- 8.4 Obtain City signatures.
- 8.5 Answer contractor questions during bid process.

#### **9.0 BID ADMINISTRATION**

- 9.1 Develop bid advertisement and advertise in local newspaper.
- 9.2 Develop Bid Tab and sign-in sheet.
- 9.3 Plan distribution.
- 9.4 Issue addendums.
- 9.5 Conduct bid opening.
- 9.6 Finalize bid tab.
- 9.7 Coordinate contract execution.

#### **10.0 COORDINATION MEETINGS**

- 11.7 Prepare for and attend additional coordination meetings with City staff as needed.

## **EXHIBIT A - SCOPE OF SERVICES**

### **PUBLIC SQUARE RECONSTRUCTION/STREETSCAPING**

#### **11.0 QC/QA REVIEW**

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

#### **12.0 CONSTRUCTION SUPPORT**

12.1 Answer questions from Resident Engineer.

12.2 Review shop drawings.

### **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





January 5, 2023

Shane Larson, Vice President  
Hutchison Engineering, Inc.  
Peoria, IL

Subject: Professional Design Services  
Downtown Monmouth, IL, Construction Documents

Dear Shane,

We are pleased to provide this proposal to prepare Construction Documents for Downtown Monmouth, IL. The project area shown on the attached concept plan includes all streets and sidewalks within the area, the Town Square, and Market Alley. We understand that this concept plan will be the basis for the current project and that our services will be the following.

MMA will work closely with Hutchison Engineering during all phases of the project.

## Scope of Services

MMA will provide the following.

1. Review existing plans, formulate questions, and communicate with Hutchison.
2. Prepare information about the design, materials, and products for the project.
3. Join Hutchison in meeting with city officials and stakeholders in Monmouth to review the project and present additional information.
4. Prepare Construction Documents and submit at 50%, 90%, and 100% completion. MMA will visit the project site midway in CD development to verify information.
5. Construction Documents will cover the following.
  - A. Sidewalks and street crossings
    - Special paving: concrete scoring patterns, unit pavers, tinted concrete
    - Outdoor furnishings: benches, bicycle racks, trash/recycling receptacles, directional signs
    - Planting beds, trees, etc.
    - \*Light fixtures (selection and placement)
    - Bollards and barriers
    - Information Kiosk
    - Special feature placement

## MassieMassie+Associates

Landscape Architecture and Land Planning  
1210 South 5<sup>th</sup> St. Springfield, Illinois 62703  
217-544-3210 Massie-Massie-Associates.com

B. Town Square

Special paving: concrete scoring patterns, pavers, tinted concrete

Integral seating

Outdoor furnishings: tables, chairs, benches, trash/recycling receptacles, planters

\*Lighting (selection and placement)

Planting beds and trees

Interpretative signs

\*\*Minor fountain repair

C. Market Alley

Special pavement: concrete scoring patterns, pavers, tinted concrete, etc.

\*Lighting, general and festival lighting (selection and placement)

Plant beds, trees

Outdoor furnishings: tables, chairs, trash receptacles, planters

Special features including alley archways and green wall screen

6. IDOT bid items and cost estimates

7. Bidding phase services: Shop drawing reviews and RFIs

\*MMA will not provide engineering services including civil, electrical or structural engineering.

\*\*This proposal does not include rebuilding or replacement of the Town Square water fountain. If rebuilding or replacement is required, additional time and fees can be determined.

## Fees for Service

Fees for the above services will be a lump sum of \$40,000. Invoicing will be done as phases of service are completed.

Thank you for the opportunity to submit this proposal. Please contact me with any concerns.

Sincerely,

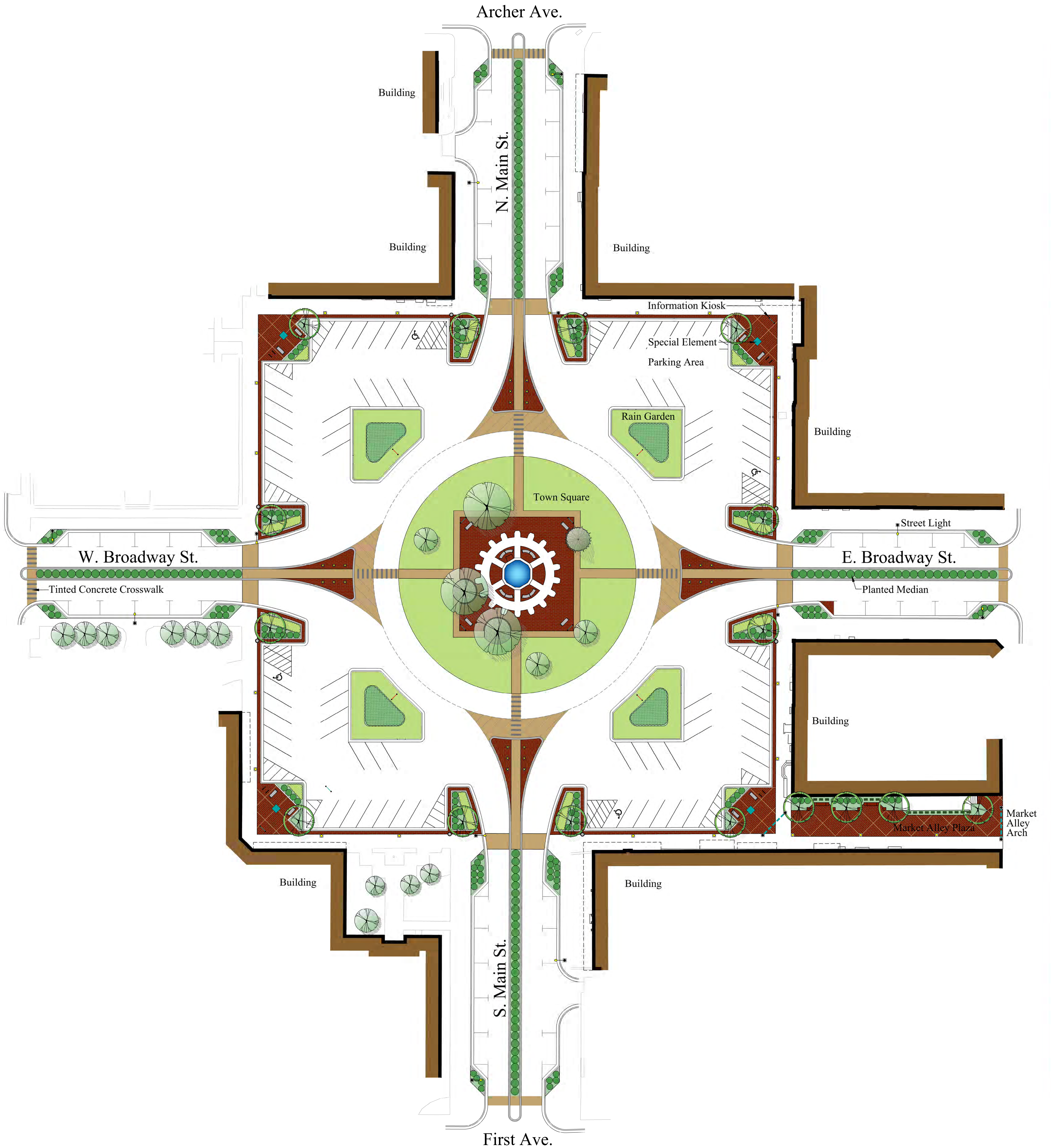


Neil F. Brumleve, PLA, ASLA, CPESC  
Vice President for Operations

enc.



# Downtown Monmouth Enhancement Plan





February 2, 2023

Mr. Shane Larson, PE  
Vice President  
Hutchinson Engineering, Inc.  
8305 N Allen Rd, Suite #4.  
Peoria, IL 61615

**Re:** Monmouth IL – Public Square Reconstruction / Streetscaping  
Upgrade Lighting Systems and Add Sound Reinforcement.

Dear Mr. Larson,

Thank you for the opportunity to offer our services on this project. We understand the scope of the project to be as follows:

1. Replace and possibly add to the existing pedestrian and street lighting throughout the square lighting along with new conduit/wiring.
2. Add lighting bollards at the cross-walks at four (4) entrance points to the square.
3. Add sounds reinforcement throughout the square for music and public address.

Our design services would be as follows:

1. Perform survey of existing conditions.
2. Include one site visit / scoping meeting with City staff.
3. Provide photometric calculations for adding lighting and include existing.
4. Provide complete lighting, circuit / service and sound system design in AutoCAD. Match your drawings for scale and format.
5. Provide drawings in PDF format as well as specification sections as required (either on the plans or in 6-digit CSI format).
6. Coordinate with your design staff for implementation.
7. Answer questions during bidding.
8. Review and approve all electrical submittals.
9. Respond to RFI's issued during construction.

Note: Other than above we do not include any Construction period services or on-site visits.

**Our total fee for the above scope would be: \$ 36,000.00 (Lump Sum)**

Thank you Again. If you should have any questions or concerns, please do not hesitate to call me.  
Thank you.

Sincerely,



---

**Darren Johnson, PE**

Vice President

D 217-492-0630

djohnson@bsagb.com



# Millennia Professional Services of Illinois, Ltd.

850 North Main Street · Morton, Illinois 61550 · (Office) 309-321-8141 · (Fax) 309.321.8142

January 6, 2023

Shane Larson  
Hutchison Engineering Inc.

Subject: Pavement Coring City of Monmouth

## Introduction:

Millennia Professional Service of Illinois, Ltd (MPS) is pleased to submit this proposal to provide pavement coring services for the City of Monmouth. **MPS is a certified Disadvantage Business Enterprise (DBE) pre-qualified by Illinois Department of Transportation.** Our team of experienced, licensed professionals provides a wide variety of services to meet your business needs with high quality, high value results. MPS has a fully equipped laboratory accredited by IDOT, AASHTO, CCRL, AMRL and OMP.

## Scope of Services:

### Pavement Coring:

- Wet core ten, 4" diameter holes through the existing pavement and provide traffic control during the operation around the Public Square and adjacent public parking spaces on Broadway and Main St in the City of Monmouth.
- Fill core voids with asphalt patch.
- Log and report the thickness and type of existing pavement as well as the type and thickness of material encountered below the pavement at each location

**Total Estimated Cost : \$3,339**

Millennia Professional Services of Illinois, Ltd.

Thank you for the opportunity to quote this project. Please feel free to call with any questions you have or clarifications you may need.

Sincerely,

A handwritten signature in black ink, appearing to read 'CR', is positioned below the word 'Sincerely,'.

Chris Rossman  
309-324-2000  
**Millennia Professional Services**