

Item #6:

Proposal For Design Engineering Of Downtown Water Extension

July 10, 2015

625 Forest Edge Drive, Vernon Hills, IL 60061

TEL 847.478.9700 ■ FAX 847.478.9701

www.gha-engineers.com

Mr. David A. Lothspeich
Village Manager
Village of Long Grove
3110 Old McHenry Road
Long Grove, IL 60047

Re: Proposal for Professional Engineering Services
Downtown Water Main Extension Project
Village of Long Grove
GHA Proposal 2015.M046

Dear Mr. Lothspeich:

Thank you for requesting a proposal from Gewalt Hamilton Associates, Inc. (GHA) for the Phase II Engineering Services for the downtown watermain extension project, which includes connection of Long Grove's municipal system to Lake Michigan water and an emergency interconnect to the Village of Buffalo Grove. Phase II Engineering Services include preparation of the plans and specifications and permitting. Our firm is well qualified to perform this work and is eager to continue serving the Village of Long Grove.

If you should have any questions or require additional information, please do not hesitate to contact me.

Sincerely,
Gewalt Hamilton Associates, Inc.

Michael T. Shrake

Michael T. Shrake, P.E.
Village Engineer
mshrake@gha-engineers.com

Encl: GHA Proposal 2015.M046

Proposal for Professional Engineering Services
Downtown Watermain Extension Project
Village of Long Grove
GHA Proposal 2015.M046

Village of Long Grove (Client), 3110 Old McHenry Road, Long Grove, IL 60047, and Gewalt Hamilton Associates, Inc. (GHA), 625 Forest Edge Drive, Vernon Hills, IL 60061, agree and contract as follows:

I. Project Understanding

The Village of Long Grove wishes to construct water main improvements as described below:

1. Extension of watermain to service downtown in the location generally depicted by the green line on Exhibit A, contained in GHA's DRAFT Downtown Water System Preliminary Analysis & Findings Report, dated April 27, 2015.
2. Installation of new 1,500 gallon per minute pump at existing pump house;
3. Installation of emergency generator at existing pump house;
4. Connection to Northwest Water Commission (NWWC) System to obtain Lake Michigan Water. Scope of these improvements is as described in the letter from AECOM to John DuRocher, dated February 6, 2013;
5. Emergency Interconnect to Village of Buffalo Grove System. It is anticipated this will be a connection across Illinois Route 53 from The Crossings Condominium subdivision to the south side of 1190 Old McHenry Road.

II. Scope of Services

GHA will complete the design of the watermain extension as described in I.1 and I.5 above and plans and specifications for the improvements described in 1.2-3. The connection of the watermain to the NWWC system will be designed by their engineer as they will own and maintain the watermain that connects Arlington Heights Road to Long Grove's existing water treatment plant. GHA's services for the NWWC connection are more fully detailed in Section C below.

A. Phase II Engineering Services (PS & E)

1. Meet with Village Staff to discuss the status of the project. We anticipate up to four (4) meetings with Village staff throughout the design process. We have based our level of compensation on this number of meetings. If the Village requests additional meetings, they would be beyond our scope of services and would be considered an additional service.
2. Preparation of final engineering plans to include a title sheet, plan and profile of all watermain, plans for the new pump and emergency generator, general notes and details for construction. It is anticipated that the plans will include provisions for either open cut or directional drill installation of all watermain, to be used at the contractor's option. Watermain design will utilize the topographic survey completed by GHA earlier this year.

3. Preparation of Project Specification Manual, including traffic control, working conditions, material specifications, coordination with public inspection agencies, and other coordination and construction information.
4. Preparation of a Stormwater Pollution Prevention Plan (SWPPP) in accordance with state and local requirements under the NPDES Phase II General Construction Site Permit ILR10.
5. Preparation of an engineer's opinion of probable cost based on the completed final engineering plans and specifications.
6. Revision of the plans up to two (2) times in response to comments received by any reviewing agency.

B. Permitting / Approvals

GHA will take the lead on project permitting with the Lake County Division of Transportation (LCDOT), Lake County Stormwater Management Commission (LCSMC), Illinois Department of Transportation (IDOT), Illinois Environmental Protection Agency (IEPA) and Village of Buffalo Grove. Detailed services include:

1. Preparation and submission of an IEPA Notice of Intent for Construction Activity for land disturbance greater than one acre.
2. Preparation and submission of permit applications to LCDOT and IDOT for work in their Right-of-Ways. Coordination with LCDOT will be important on the Old McHenry Road section of improvements.
3. Preparation and submission of permit application to the LCSMC for compliance with the Lake County Watershed Development Ordinance.
4. Preparation and submission of necessary permit applications to Buffalo Grove for interconnect.
5. Preparation and submission of permit application to the IEPA for watermain installation. This application will also need to be approved by the NWWC.

C. Northwest Water Commission Connection

Surveying Services:

1. GHA will prepare a Plat of Easement over 5121 Arlington Heights Road for purposes of NWWC installing, owning and maintaining a watermain. The easement is anticipated to be 20-foot wide Public Utility Easement.
2. GHA will attend up to two meetings with the Village and property owner to coordinate approval of the Public Utility Easement.

Engineering / Other Professional Services:

1. Meet with Village Staff and / or the NWWC to discuss the details of the project, which may include the routing of the watermain, connection details at Arlington Heights Road and connection improvements required at the existing water treatment building. We anticipate up to four (4) meetings, 3 hours each, for discussion of the NWWC watermain connection. If additional meetings are required, they would be beyond our scope of services and would be considered an additional service.

2. Review the plans proposed by the NWWC for acceptance by the Village of Long Grove. It is anticipated that GHA will review the preliminary plans one time and the final plans two times. If additional reviews are required, they would be beyond our scope of services and would be considered an additional service.
3. GHA will coordinate with the Village of Long Grove and NWWC to provide technical assistance and guidance throughout the process. We anticipate this will be primarily through various telephone conversations and emails. It is anticipated that GHA will provide 40 hours of coordination and technical assistance services. If additional coordination is required, it would be beyond our scope of services and would be considered an additional service.

D. Deliverables

The following will be delivered to the Village upon completion of the design.

4. All Final Engineering plan sets. (Paper and Electronic Copy)
5. Bid specifications. (Paper and Electronic Copy)

III. Additional Services, and Services not Included

We are prepared, and would be pleased to provide additional assistance outside the scope described. These services may be provided at the request of the Village as an additional service.

1. Meetings with public officials, Village staff, agencies, homeowners, or consultants beyond those noted in the scope. Attendance at public hearings.
2. Performing surveying, mapping, plat and topographic work, including investigation of underground utilities and physical location of them (being provided under separate contract).
3. Illinois Department of Natural Resources and US Army Corps of Engineers Permits.
4. Clean Construction or Demolition Debris (CCDD) testing, analysis, and certification.
5. Preparing construction plans and specifications for extensive sewer removal and replacement and/or sewer lining improvements.
6. Coordinating relocation of non-Village owned utilities.
7. Bidding and Negotiation phase services.
8. Construction phase services.
9. Review fees or utility locate fees.

IV. Engineering Staff and Proposed Schedule

Mr. Michael T. Shrake, P.E. will function as the Project Manager. Additional professional and technical staff will provide support as needed.

GHA is prepared to commence these services upon notification by the Village. We anticipate completion of the design within 8-weeks and that all permits will be obtained within 4 months after design is complete. It is understood that the Village wishes to bid this project in late 2015 or early 2016. We will make every reasonable effort to ensure that project milestones and deadlines are met.

V. Compensation for Services

Based upon the scope of services noted above, GHA proposes a lump sum fee as shown below: of **\$135,170.00**. Our fees are based on.

Service	Lump Sum Fee
*Phase II Engineering (PS & E)	\$135,170.00
Permitting	\$1,800.00
Northwest Water Connection	\$12,800.00
Total Lump Sum Fee	\$149,770.00

*Fee is based on 7% of the estimated construction costs, which are \$1,931,000, which does not include construction costs for the NWWC connection improvements.

For any additional services beyond those outlined in *Section II: Scope of Services*, the Client shall pay GHA in accordance with the following hourly rates:

GHA Long Grove Billing Rates	
Principal Engineer	\$156/hr
Senior Engineer	\$132/hr
Senior Environmental Consultant	\$132/hr
Professional Engineer / Project Consultant	\$114/hr
Professional Land Surveyor	\$108/hr
GIS Professional	\$106/hr
Staff Engineer	\$104/hr
Senior Engineering Technician	\$104/hr
Environmental Consultant	\$104/hr
Engineering Technician II	\$88/hr
Engineering Technician I	\$64/hr
Secretary	\$52/hr

Reimbursable expenses, including items such as printing, messenger service, mileage etc., will be billed directly to the client without markup.

Invoices will be submitted on a monthly basis by phase, and will detail services performed. This permits the client to review the status of the work in progress and the charges made.

VI. General Conditions

The delineated services provided by Gewalt Hamilton Associates, Inc., (GHA) under this Agreement will be performed as reasonably required in accordance with the generally accepted standards for civil engineering and surveying services as reflected in the contract for this project at the time when and the place where the services are performed.

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or GHA. GHA's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against GHA because of this Agreement or the performance or nonperformance of services hereunder. In no event shall GHA be liable for any loss of profit or any consequential damages.

GHA shall not have control of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for job site safety measures. Such control is the sole responsibility of the Client's contractor.

The Client, and not GHA, is responsible for ensuring that the contractor implements the Storm Water Pollution Prevention Plan (SWPPP), including maintenance and/or repair of soil erosion and sediment control measures for compliance with the General NPDES Permit for Storm Water Discharges from Construction Site Activities. GHA assumes no liability for any actions by the Illinois Environmental Protection Agency (IEPA) resulting from the contractor's failure to comply with SWPPP or the requirements of the General Permit.

The Client and GHA agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation in Chicago, Illinois unless the parties mutually agree otherwise.

This Agreement, including all subparts and *Addendum to Contract*, which is attached hereto and incorporated herein as the General Provisions of this Agreement, constitute the entire integrated agreement between the parties which may not be modified without all parties consenting thereto in writing.

By signing below you indicate your acceptance of this Agreement in its entirety.

Gewalt Hamilton Associates, Inc

Village of Long Grove

Michael T. Shrake, P.E.
Village Engineer

Name: _____

Title: _____

Date: _____

Encl.: Attachment A

**ATTACHMENT A TO GEWALT HAMILTON ASSOCIATES, INC.
PROFESSIONAL SERVICES AGREEMENT**

1. Standard of Care. The services provided by Gewalt Hamilton Associates, Inc., (GHA) under this Agreement will be reasonably performed consistent with the generally accepted standard of care for the Scope of Basic Services called for herein at the time when and the place where the services are provided.

2. Duration of Proposal. The terms of this Agreement are subject to renegotiation if not accepted within 60 calendar days of the date indicated on this Agreement. Requests for extension beyond 60 calendar days shall be made in writing prior to the expiration date. The fees and terms of this Agreement shall remain in full force and effect for one year from the date of acceptance of this Agreement, and shall be subject to revision at that time, or any time thereafter if GHA gives written notice to the other party at least 60 calendar days prior to the requested date of revision. In the event that the parties fail to agree on the new rates or other revisions, either party may terminate this Agreement as provided for herein.

3. Client Information. Client shall provide GHA with all project criteria and full information for its Scope of Basic Services. GHA may rely, without liability, on the accuracy and completeness of the information Client provides, including that of its other consultants, contractors and subcontractors, without independently verifying that information.

4. Payment. Payments are due within 30 calendar days after a statement is rendered. Statements not paid within 60 calendar days of the end of the calendar month when the statement is rendered will bear interest at the rate of one percent (1.0%) per month until paid. The provision for the payment of interest shall not be construed as authorization to pay late. Failure of the Client to make payments when due shall, in GHA's sole discretion, be cause for suspension of services without breach or termination of this agreement. Upon notification by GHA of suspension of services, Client shall pay in full all outstanding invoices within 7 calendar days. Client's failure to make such payment to GHA shall constitute a material breach of the Agreement and shall be cause for termination by GHA. GHA shall be entitled to reimbursement of all costs actually incurred by GHA in collecting overdue accounts under this Agreement, including, without limitations, attorney's fees and costs. GHA shall have no liability for any claims or damages arising from either suspension or termination of this Agreement due to Client's breach. The Client's obligation to pay for GHA's services is in no way dependent upon the Client's ability to obtain financing, rezoning, payment from a third party, approval of governmental or regulatory agencies or the Client's completion of the project.

5. Instruments of Service. The Client acknowledges GHA's plans and specifications, including field data, notes, calculations, and all documents or electronic data, are instruments of service. GHA shall retain ownership rights over all original documents and instruments of service. All instruments of service provided by GHA shall be reviewed by Client within 10 calendar days of receipt. Any deficiencies, errors, or omissions the Client discovers during this period will be reported to GHA and will be corrected as part of GHA's Basic Services. Failure to provide such notice shall constitute a waiver. The Client shall not reuse or make, or permit to be made any modifications to the instruments of service without the prior written authorization of GHA. The Client waives all claims against GHA arising from any reuse or modification of the instruments of service not authorized by GHA. The Client agrees, to the fullest extent permitted by law, to defend and indemnify and hold GHA harmless from any liability, damage, or cost, including attorneys' fees, arising from the unauthorized reuse or modification of the instruments of service by any person or entity. The parties agree that if elements of the Scope of Basic Services identified in this Agreement are reduced and/or eliminated by Client, then Client waives, releases and holds GHA harmless from all claims and damages arising from those reduced and/or eliminated services. If GHA's Scope of Basic Services does not include construction administration phase services, Client assumes responsibility for interpretation of the instruments of service and construction observation, and waives all claims against GHA for any act, omission or event connected thereto. Unless included in GHA's Scope of Basic Services, GHA shall not be liable for coordination with the services of Client's other design professionals.

6. Electronic Files. The Client acknowledges that differences may exist between the electronic files delivered and the printed instruments of service. In the event of a conflict between the signed / sealed printed instruments of service prepared by GHA and the electronic files, the signed / sealed instruments of service shall control. GHA's electronic files shall be prepared in the current software GHA uses and will follow GHA's standard formatting unless the Scope of Basic Services requires otherwise. Client accepts that GHA makes no warranty that its software will be compatible with other systems or software.

7. Applicable Codes. The Client acknowledges that applicable laws, codes and regulations may be subject to various, and possibly contradictory, interpretations. Client accepts that GHA does not warrant or guarantee that the Client's project will comply with interpretations of applicable laws, codes, and regulations as they may be interpreted to the project. Client agrees that GHA shall not be responsible for added project costs, delay damages, or schedule changes arising from unreasonable or unexpected interpretations of the laws, codes, or regulations applied to the project, nor for changes required by the permitting authorities due to changes in the law that became effective after completion of GHA's instruments of service. Client shall compensate GHA for additional fees required to revise the instruments of service to comply with such interpretations. Client shall also compensate GHA for additional fees required to revise the instruments of service if Client changes the project scope after GHA's completes its instruments of service.

8. Utilities and Soils. When the instruments of service include information pertaining to the location of underground utility facilities or soils, such information represents only the opinion of the engineer as to the possible locations. This information may be obtained from visible surface evidence, utility company records or soil borings performed by others, and is not represented to be the exact location or nature of these utilities or soils in the field. Client agrees that GHA may reasonably rely on the accuracy and completeness of information furnished by third parties respecting utilities, underground conditions and soils without performing any independent verification. Contractor is solely responsible for utility locations, their markings in the field and their placement on the plans based on information they provided. Client agrees GHA is not liable for damages resulting from utility conflicts, mistaken utility locates, unfavorable soils, and concealed or unforeseen conditions, including but not limited to added construction costs and/or project delays. If the Client wishes to obtain the services of a contractor to provide test holes and exact utility locations, GHA may incorporate that information into the design and reasonably rely upon it. If not included in the Scope of Basic Services, such work will be compensated as additional services.

9. Opinion of Probable Construction Costs. GHA's Scope of Basic Services may include the preparation of an opinion of probable construction costs. Client acknowledges that GHA has no control over the costs of labor, materials, or equipment, or over the contractor's methods of determining prices, or over competitive bidding or market conditions. Opinions of probable costs, shall be made on the basis of experience and qualifications applied to the project scope contemplated by this Agreement as well as information provided by Client (the accuracy and completeness of which GHA may rely upon), and represent GHA's reasonable judgment. Client accepts that GHA does not guarantee or warrant that proposals, bids, or the actual construction costs will not vary from opinions of probable cost prepared for the Client. GHA shall not be liable for cost differentials between the bid and/or actual costs and GHA's opinion of probable construction costs. Client agrees it shall employ an independent cost estimator if, based on its sole determination, it wants more certainty respecting construction costs,

10. Contractor's Work. Client agrees that GHA does not have control or charge of and is not responsible for construction means, methods, techniques, sequences or procedures, or for site or worker safety measures and programs including enforcement of Federal, State and local safety requirements, in connection with construction work performed by the Client or the Client's construction contractors. GHA is not responsible for the supervision and coordination of Client's construction contractors, subcontractors, materialmen, fabricators, erectors, operators, suppliers, or any of their employees, agents and representatives of such workers, or responsible for any machinery, construction equipment, or tools used and employed by contractors and subcontractors. GHA has no authority or right to stop the work. GHA may not direct or instruct the construction work in any regard. In no event shall GHA be liable for the acts or omissions of Client's construction contractors, subcontractors, materialmen, fabricators, erectors, operators or suppliers, or any persons or entities performing any of the work, or for failure of any of them to carry out their work as called for by the Construction Documents. The Client agrees that the Contractor is solely responsible for jobsite and worker safety, and warrants that this intent shall be included in the Client's agreement with all prime contractors. The Client agrees that GHA and GHA's personnel and consultants (if any) shall be defended/indemnified by the Contractor for all claims asserted against GHA which arise out of the Contractor's or its subcontractors' negligence, errors or omissions in the performance of their work, and shall also be named as an additional insured on the Contractor's and subcontractors' general liability insurance policy. Client warrants that this intent shall be included in the Client's agreement with all prime contractors. If the responsible prime contractor's agreement fails to comply with the Client's intent, then the Client agrees to assume the duty to defend and indemnify GHA for claims arising out of the Contractor's or subcontractors' negligence, errors or omissions in the performance of their work.

11. Contractor Submittals. Shop drawing and submittal reviews by GHA shall apply only to the items in the submissions that concern GHA's scope of Basic Services and only for the purpose of assessing if, upon successful incorporation in the project, they are generally consistent with the GHA's Instruments of Service. Client agrees that the Contractor is solely responsible for the submissions and for compliance with the Instruments of Service. Owner agrees that GHA's review and action in relation to the submissions does not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to jobsite or worker safety. GHA's consideration of a component does not constitute acceptance of an assembled item.

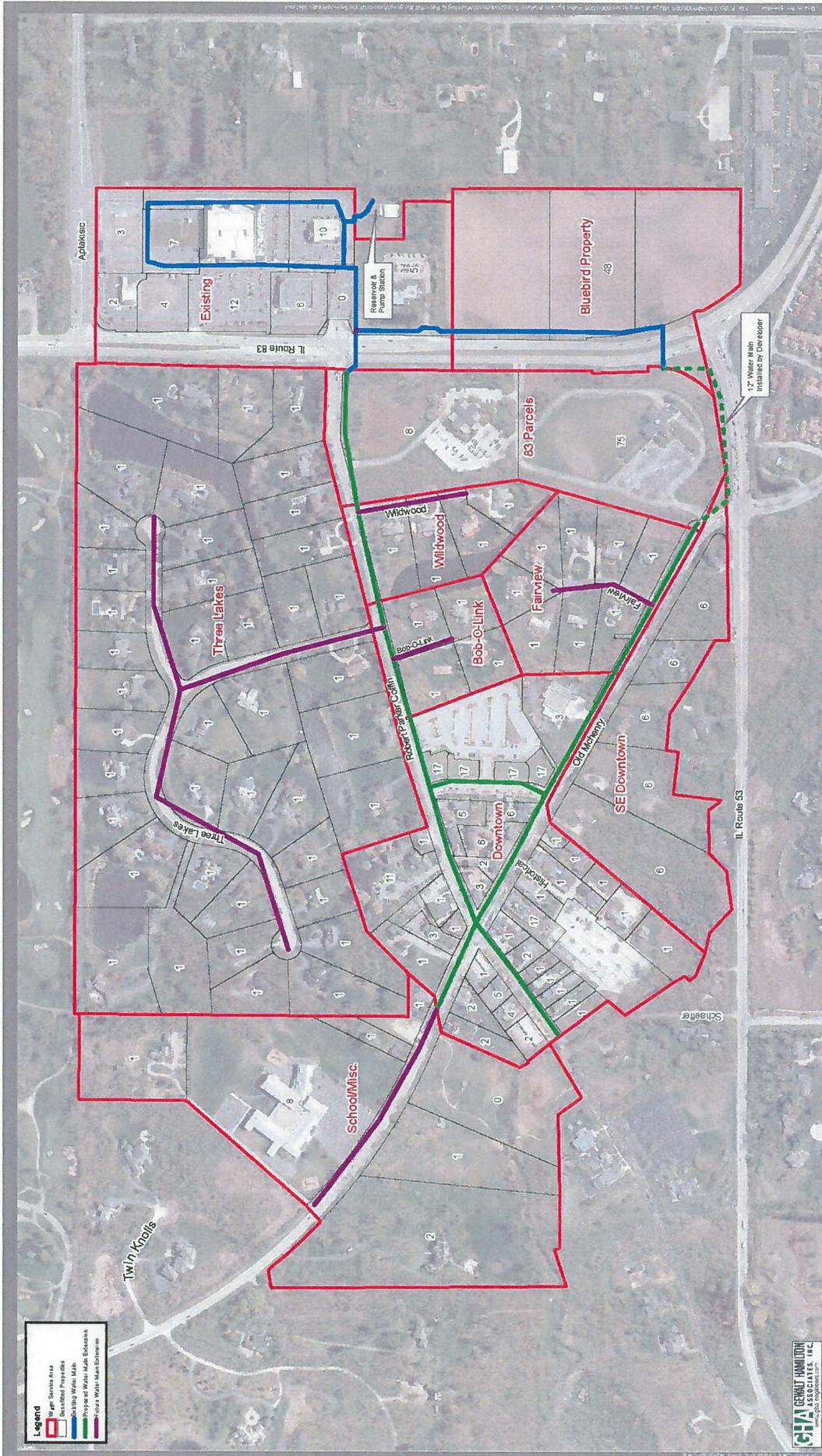
12. Hazardous Materials. Client agrees that GHA has no responsibility or liability for any hazardous or toxic materials, contaminants or pollutants.

13. Record Drawings. If required by the Scope of Basic Services, record drawings will be prepared which may include unverified information compiled and furnished by others, the accuracy and completeness of which GHA may reasonably rely upon. Client accepts that GHA shall not verify the information provided to it and agrees GHA will not be responsible for any errors or omissions in the record drawings due to incorrect or incomplete information furnished by others to GHA.

14. Disputes. Client agrees to limit GHA's total aggregate liability to the Client for GHA's alleged acts, errors or omissions to \$50,000 or the amount of GHA's paid fees for its services on the project, whichever is greater. GHA makes no guarantees or warranties, either expressed or implied, including any warranty of habitability or fitness for a particular purpose. The parties agree to waive all claims against the other for any and all consequential damages, including attorneys' fees. The parties agree to waive against each other all rights and claims otherwise covered by property insurance, by builder's risk insurance or by all risk insurance, including but not limited to subrogation rights regardless of whether the claims arise during or post-construction and regardless of final payment to GHA.

All disputes arising out of or relating to this Agreement shall first be negotiated between the parties. If unresolved, the dispute shall be submitted to mediation as a condition precedent to litigation. Mediation shall take place in Chicago, Illinois unless the Client and GHA mutually agree otherwise. The fees and costs of the mediator shall be apportioned equally between the parties. If mediation is unsuccessful, litigation shall be the form of dispute resolution and shall be filed in the jurisdiction where the project was pending. The controlling law shall be the law of the jurisdiction where the project was located. Client agrees that all causes of action under this Agreement shall be deemed to have accrued and all statutory limitations periods shall commence no later than the date of GHA's services being substantially completed. Client agrees that any claim against GHA arising out of this Agreement shall be asserted only against the entity and not against GHA's owners, officers, directors, shareholders, or employees, none of whom shall bear any liability and may not be subject to any claim.

15. Miscellaneous. Either Client or GHA may terminate this Agreement without penalty at any time with or without cause by giving the other party ten (10) calendar days prior written notice. The Client shall, within thirty (30) calendar days of termination pay GHA for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions of this Agreement. Client shall not assign this Agreement without GHA's prior written consent. There are no third-party beneficiaries to this Agreement.



Legend

- ▭ Water Service Area
- ▭ Existing Properties
- ▭ Proposed Water Main Extensions
- ▭ Proposed Water Main Construction

GHA GENERAL HAMILTON ASSOCIATES, INC.
www.gha-engineers.com



Exhibit A
Water Service Areas
Long Grove, IL

DATE: 03/25/2014
PROJECT: 14-0001