

Item #6:

**Proposal From GHA For Phase I Engineering
For Robert Parker Coffin Road Bridge**

October 22, 2015

625 Forest Edge Drive, Vernon Hills, IL 60061

TEL 847.478.9700 ■ FAX 847.478.9701

www.gha-engineers.com

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

Re: Proposal for Phase I Engineering Services
Bridge Replacement
Robert Parker Coffin Road over Buffalo Creek
Village of Long Grove, Illinois
GHA Proposal No. 2015.M027

Dear Mr. Lothspeich:

Gewalt Hamilton Associates, Inc. (GHA) is pleased to provide the enclosed Phase I Engineering proposal for the replacement of the current bridge on Robert Parker Coffin Road. We understand the Village has received STP- BR funding for Engineering and Construction. Accordingly, our proposal will allow the Village to commence the project in accordance with the requirements for Federally Funded projects.

The following documents are enclosed for review by the Village:

- BLR 05610 Preliminary Engineering Services Agreement
- Exhibit A – Scope of Services
- Exhibit B – Estimate of Direct Costs
- Exhibit C – Man-Hour and Fee Estimate
- Exhibit D – Subconsultant Proposals (Attachments A,B&C)

As always, we appreciate this opportunity to make our services available to the Village of Long Grove. Should you have any questions or require additional information, please do not hesitate to contact me at (847) 478-9700.

Sincerely,
Gewalt Hamilton Associates, Inc.



Michael T. Shrake, PE
Vice President / Village Engineer



Todd P. Gordon, PE
Associate / Transportation Division Director

cc: Geoff Perry – GHA
Dan Brinkman – GHA

| | | |
|--|--|--|
| Local Agency Village of Long Grove 3110 Old McHenry Road |  Illinois Department of Transportation Preliminary Engineering Services Agreement For Federal Participation | Consultant Gewalt Hamilton Associates, Inc. |
| County Lake | | Address 625 Forest Edge Drive |
| Section 15-00007-00-B R | | City Vernon Hills |
| Project No. TBD | | State Illinois |
| Job No. TBD | | Zip Code 60061 |
| Contact Name/Phone/E-mail Address David Lothspeich 847-634-9440 dlothspeich@longgrove.net | | Contact Name/Phone/E-mail Address Todd P. Gordon 847-478-9700 tgordon@gha-engineers.com |

THIS AGREEMENT is made and entered into this _____ day of _____, _____ between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the PROJECT. Federal-aid funds allotted to the LA by the state of Illinois under the general supervision of the Illinois Department of Transportation (STATE) will be used entirely or in part to finance engineering services as described under AGREEMENT PROVISIONS.

Project Description

Name Robert Parker Coffin Road Bridge Route _____ Length _____ Structure No. 049-71510

Termini East touchdown to west touchdown (Bridge Replacement) over Buffalo Creek

Description Removal and Replacement of existing bridge and associated improvements

Agreement Provisions

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance, in accordance with STATE approved design standards and policies, of engineering services for the LA for the proposed improvement herein described.
2. To attend any and all meetings and visit the site of the proposed improvement at any reasonable time when requested by representatives of the LA or STATE.
3. To complete the services herein described within 365 calendar days from the date of the Notice to Proceed from the LA, excluding from consideration periods of delay caused by circumstances beyond the control of the ENGINEER.
4. The classifications of the employees used in the work should be consistent with the employee classifications and estimated man-hours shown in EXHIBIT A. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are indicated in Exhibit A 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.
5. That the ENGINEER is qualified technically and is entirely 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 herein.
6. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections resulting from the ENGINEER's errors, omissions or negligent acts without additional compensation. Acceptance of work by the STATE will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or for clarification of any ambiguities.
7. That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by the ENGINEER and will affix the ENGINEER's professional seal when such seal is required by law. Plans for structures to be built as a part of the improvement will be prepared under the supervision of a registered structural engineer and will affix structural engineer seal when such seal is required by law. 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 STATE.
8. That the ENGINEER will comply with applicable federal statutes, state of Illinois statutes, and local laws or ordinances of the LA.

9. The undersigned certifies neither the ENGINEER nor I have:
- 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 me or the above ENGINEER) to solicit or secure this AGREEMENT,
 - 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
 - paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for me or the above ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - have 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,
 - are not presently indicted 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 (e) and
 - have not within a three-year period preceding this AGREEMENT had one or more public transactions (Federal, State or local) terminated for cause or default.
10. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LA.
11. To submit all invoices to the LA within one year of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement.
12. To submit BLR 05613, Engineering Payment Report, to the STATE upon completion of the project (Exhibit B).
13. Scope of Services to be provided by the ENGINEER:
- Make such detailed surveys as are necessary for the planning and design of the PROJECT.
 - Make stream and flood plain hydraulic surveys and gather both existing bridge upstream and downstream high water data and flood flow histories.
 - Prepare applications for U.S. Army Corps of Engineers Permit, Illinois Department of Natural Resources Office of Water Resources Permit and Illinois Environmental Protection Agency Section 404 Water Quality Certification.
 - Design and/or approve cofferdams and superstructure shop drawings.
 - Prepare Bridge Condition Report and Preliminary Bridge Design and Hydraulic Report, (including economic analysis of bridge or culvert types and high water effects on roadway overflows and bridge approaches).
 - Prepare the necessary environmental and planning documents including the Project Development Report, Environmental Class of Action Determination or Environmental Assessment, State Clearinghouse, Substate Clearinghouse and all necessary environmental clearances.
 - Make such soil surveys or subsurface investigations including borings and soil profiles as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations to be made in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE.
 - Analyze and evaluate the soil surveys and structure borings to determine the roadway structural design and bridge foundation.
 - Prepare preliminary roadway and drainage structure plans and meet with representatives of the LA and STATE at the site of the improvement for review of plans prior to the establishment of final vertical and horizontal alignment, location and size of drainage structures, and compliance with applicable design requirements and policies.
 - Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.
 - Complete the general and detailed plans, special provisions and estimate of cost. Contract plans shall be prepared in accordance with the guidelines contained in the Bureau of Local Roads and Streets manual. The special provisions and detailed estimate of cost shall be furnished in quadruplicate.
 - Furnish the LA with survey and drafts in quadruplicate all necessary right-of-way dedications, construction easements and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.

II. THE LA AGREES,

1. To furnish the ENGINEER all presently available survey data and information
2. To pay the ENGINEER as compensation for all services rendered in accordance with this AGREEMENT, on the basis of the following compensation formulas:

Cost Plus Fixed Fee CPFF = 14.5%[DL + R(DL) + OH(DL) + IHDC], or
 CPFF = 14.5%[DL + R(DL) + 1.4(DL) + IHDC], or
 CPFF = 14.5%[(2.3 + R)DL + IHDC]

Where: DL = Direct Labor
 IHDC = In House Direct Costs
 OH = Consultant Firm's Actual Overhead Factor
 R = Complexity Factor

Specific Rate (Pay per element)

Lump Sum _____

3. To pay the ENGINEER using one of the following methods as required by 49 CFR part 26 and 605 ILCS 5/5-409:

With Retainage

- a) **For the first 50% of completed work**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to 90% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **After 50% of the work is completed**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments covering work performed shall be due and payable to the ENGINEER, such payments to be equal to 95% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- c) **Final Payment** – Upon approval of the work by the LA but not later than 60 days after the work is completed and reports have been made and accepted by the LA and the STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

Without Retainage

- a) **For progressive payments** – Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, 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 LA but not later than 60 days after the work is completed and reports have been made and accepted by the LA and STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any 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 DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by 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 MUTALLY AGREED,

1. That no work shall be commenced by the ENGINEER prior to issuance by the LA of a written Notice to Proceed.
2. That tracings, 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 LA and that basic survey notes, sketches, charts and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request, to the LA or to the STATE, without restriction or limitation as to their use.

3. That all reports, plans, estimates and special provisions furnished by the ENGINEER shall be in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal -Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE, it being understood that all such furnished documents shall be approved by the LA and the STATE 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.
4. 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 LA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall not be construed to relieve the ENGINEER of any responsibility for the fulfillment of this agreement.
5. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amounts, 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 STATE; 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 STATE for the recovery of any funds paid by the STATE under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
6. The payment by the LA in accordance with numbered paragraph 3 of Section II will be considered payment in full for all services rendered in accordance with this AGREEMENT whether or not they be actually enumerated in this AGREEMENT.
7. 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 save harmless the LA, the STATE, and their officers, agents and employees from all suits, claims, actions or damages of any nature whatsoever resulting therefrom. These indemnities shall not be limited by the listing of any insurance policy.
8. This AGREEMENT may be terminated by the LA 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 LA 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 material becomes the property of the LA. The LA will be responsible for reimbursement of all eligible expenses to date of the written notice of termination.
9. This certification is required by the Drug Free Workplace Act (30ILCS 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 State 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 or grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the State for at least one (1) year but no more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership or other 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 a contract or grant of \$5,000 or more from the State, as defined in 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 the 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 five (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 of maintaining 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 by,
- 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.
- g. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

10. 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 DOT assisted contracts. 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 LA deems appropriate.

Agreement Summary

| Prime Consultant: | TIN Number | Agreement Amount |
|------------------------------------|------------|------------------|
| Gewalt Hamilton Associates, Inc. | 36-3426053 | \$87,818.20 |
| | | |
| Sub-Consultants: | TIN Number | Agreement Amount |
| Civiltech Engineering, Inc. | 36-3606666 | \$63,208.02 |
| Huff & Huff, Inc. | 36-3044842 | \$4,766.02 |
| Christopher Burke Engineering Ltd. | 36-3468939 | \$8,700.00 |
| | | |
| Sub-Consultant Total: | | \$76,674.04 |
| Prime Consultant Total: | | \$87,818.20 |
| Total for all Work: | | \$164,492.24 |

Executed by the LA:

_____ (Municipality/Township/County)

ATTEST:

By: _____
 _____ Clerk

By: _____
 Title: Village President

(SEAL)

Executed by the ENGINEER:

ATTEST:

Gewalt Hamilton Associates, Inc.

By: _____
 Title: _____

By: _____
 Bruce L. Shrake, PE, PTOE
 Title: President

Exhibit A
Phase I Engineering Services
Bridge Replacement
Robert Parker Coffin Road over Buffalo Creek
Village of Long Grove
GHA Proposal No. 2015.M027

I. Project Understanding

Gewalt Hamilton Associates, Inc. (GHA) will provide Phase I Engineering Services to the Village of Long Grove for the replacement of the Robert Parker Coffin Road covered bridge over Buffalo Creek. The Robert Parker Coffin Road Bridge is identified as structure number 049-7150 by the Illinois Department of Transportation (IDOT). This project includes the demolition of the existing single-lane bridge over Buffalo Creek and installation of a new bridge. The proposed preliminary bridge design will be a two-way (two lanes) bridge. No other alternatives will be evaluated during the Phase I.

The Village has secured funding approval from IDOT for Phase I Engineering of the bridge replacement, under the Surface Transportation Program Bridge Replacement (STP-BR) for FY 2015. The following scope of work consists of coordination; topographic and right-of-way surveying; environmental studies; drainage studies; traffic studies; detailed geotechnical studies; preliminary roadway design; Type, Size and Location (TS&L) drawings; public involvement; and culminates with the Project Development Report being submitted to IDOT for Design Approval. While our scope will identify the anticipated right-of-way needs, actual plats of highway / easement, utility relocation coordination, as well as contract plans and specifications will occur in Phase II and are not included in this Phase I Proposal.

II. Scope of Services

All work will be performed in accordance with current IDOT and Village of Long Grove standards and guidelines. Our expectation is that the bridge replacement project will be processed as a Categorical Exclusion Group I (CE-I) with a detailed Project Development Report (PDR) following the format of IDOT form BLR 22210. We have organized our Phase I Scope of Services into seven primary tasks, detailed below:

Task 1 – Project Initiation, Coordination & Data Collection

GHA will coordinate with Federal, State, and local agencies throughout the duration of the project. It is assumed that as studies and analyses achieve closure on design and environmental issues, the project will be presented at an FHWA/IDOT BDE coordination meeting. The following tasks are anticipated during this phase of the project:

1. Coordination with the Village of Long Grove
Representatives from GHA will attend an initial kick-off meeting with the Village of Long Grove. GHA will prepare meeting minutes and distribute to all attendees.
2. Coordination with the Lake County Stormwater Management Commission (LCSMC)
Representatives from GHA will attend a kick-off meeting with LCSMC and Village staff to discuss any drainage requirements for the project. GHA will prepare meeting minutes and distribute to all attendees.

3. **Coordination with IDOT**
Representatives from GHA will attend separate kick-off meetings with the Illinois Department of Transportation (IDOT) Bureau of Local Roads and Streets and Village staff. GHA will prepare meeting minutes and distribute to all attendees.
4. **Coordination with Federal Highway Administration (FHWA)**
GHA will attend a Federal Highway Administration (FHWA)/IDOT Bureau of Design and Environment (BDE) coordination meeting with the FHWA and IDOT. GHA will prepare meeting minutes and distribute to all attendees.
5. **Coordination with Utility Agencies**
GHA will coordinate with local utility agencies through the JULIE Design Stage process. Limits of the project will be provided to the utility companies and requests for atlas information will be made. Upon receipt of utility information, the utility company data will be added to the existing drawings. As the preliminary plans are developed, they will be submitted to the respective utility companies within the project limits for the purpose of determining any potential conflicts caused by the proposed improvements.
6. **Coordination with Sub Consultants**
GHA will attend meetings (as necessary) with the wetland consultant, environmental consultant and structural consultant to coordinate their respective tasks.
7. **Village Progress Meetings**
GHA will attend up to 3 meetings with the Village of Long Grove staff to present current plans and review progress and schedules of the project.
8. **Data Collection**
GHA will request available historical data and information (e.g. engineering plans, subdivision plans, easement plans, drainage reports, as-built plans, utility atlases, roadway plans, tax maps, USGS maps, Lake County Wetland Inventory Map, FEMA maps, etc.) from the above referenced agencies during the coordination process.

Task 2 – Topographic Survey, ROW Survey & Base Plan Preparation

GHA will prepare a complete existing conditions topographic survey and ROW survey for the project limits in accordance with the Village of Long Grove and IDOT standards.

1. Vertical elevations shall be referenced to the North American Vertical Datum of 1988 (NAVD88). All units shall be U.S. Survey feet and decimal parts thereof.
2. Topographic and ROW survey limits will encompass approximately 600 lineal feet of roadway that includes Robert Parker Coffin Road Bridge, and cross sections of Buffalo Creek at major horizontal geometry locations approximately 1,000' in each direction of the bridge.
3. GHA will prepare a detailed topographic survey providing cross sections on 50-foot intervals and contours of the project area at one-foot intervals.
4. The topography will extend 25' beyond the existing ROW. The survey limits will also extend 50' into the intersecting private access points and public side streets along the project limits.
5. Horizontal coordinates shall be referenced to the State Plane Coordinate System, Illinois East Zone, NAV83 adjustment. All elevations will be referenced to NAVD88 vertical datum.

6. GHA will locate and survey the existing property pins in the project area and confirm the position of the property lines within the project limits.
7. GHA will locate and tag all of the existing trees larger than 6" in diameter within the survey area.
8. All visible/substantial site improvements including pavement, pavement markings, driveways, fences, walls, buildings, sidewalks, traffic signals, etc. will be identified and located.
9. GHA will identify existing underground and aerial utilities in the project area. GHA will coordinate with the public utility companies to obtain the most recent copies of available atlases for inclusion into our survey and to confirm J.U.L.I.E. locations.
10. The field data will be translated into base drawings for the improvements.
11. Detailed field reconnaissance and on-site review, will be conducted to verify the accuracy of the record drawings with existing field conditions.

Task 3 – Environmental Studies

GHA will prepare the required submittals and ensure the necessary coordination is completed so that the project can receive Design Approval (DA) clearances for Biological, Cultural, Wetlands and Special Waste impacts.

1. GHA will prepare and submit the IDOT Environmental Survey Request (ESR) Form. This includes preparing the form and creating the attachments.
2. Environmental Field Review/Reconnaissance. GHA will conduct an environmental field review to identify the presence of any environmental resources within the project corridor.
3. Potential Special Waste. GHA will enlist the assistance of a sub-consultant (Huff & Huff, Inc.) to prepare a local Preliminary Environmental Site Assessment (PESA) which will identify any potential environmental concerns relating to special waste. Any potential special waste issues will be addressed in Phase II.
4. Archaeological and Historic Preservation. GHA will initiate coordination for archaeological and historic preservation consultation through the submittal of the ESR. GHA will coordinate with IDOT, IHPA and SHPO to obtain clearance and signoff of the project.
5. Threatened and Endangered (T/E) Species. GHA will initiate coordination for federal and state threatened and endangered species through the submittal of the ESR. GHA will coordinate with Illinois Department of Natural Resources (IDNR) and U.S. Fish & Wildlife Service (USFWS) to obtain clearance and signoff of the project.
6. GHA will enlist Christopher B Burke Engineering, Ltd. (CBBEL) as a Sub-Consultant for Wetland Services. CBBEL will provide wetland impact evaluations, recommend mitigation strategies and if necessary assist with the NEPA / 404 Merger process. CBBEL will prepare the on-line WIE submittal and attachments.

Task 4 – Preliminary Drainage/Hydraulic Report

GHA will conduct a preliminary drainage analysis and prepare a Hydraulic Report for the proposed bridge replacement and the roadway approach. The Hydraulic Report will follow the IDOT standard format and will address the following:

1. Records of existing flooding problems (flood prone areas, roadway overtops) of both adjacent properties and highway facility. GHA will coordinate with the Village of Long Grove and the Lake

County Stormwater Management Commission (SMC) for information regarding historical flooding issues through the project limits.

2. Identification of regulatory floodplain and floodway boundaries.
3. Hydraulic modeling of the existing and the proposed bridge.
4. Evaluation of floodplain impacts and compensatory storage calculations.
5. Evaluation of bridge design criteria.
6. Review permitting requirements and local agency coordination.
7. Evaluation of ROW and drainage easement needs for the proposed bridge.
8. Preparation of Waterway Information Table.
9. Bridge scour analysis.

Task 5 – Preliminary Engineering

Preliminary Engineering documentation is expected to consist of four primary components:

1. Structural Evaluation & Design

GHA proposes to use Civiltech Engineering, Inc. as a Subconsultant to provide all structural and foundation design services required. Additionally Civiltech will sub-contract the necessary soil and pavement investigations and geotechnical report. In addition, Civiltech has also included an architect's services to include concept renderings of the bridge cover. See attached for a detailed scope of services.

2. Traffic and Crash Analyses

Typically these efforts include the necessary traffic data and analyses to determine any intersection / approach roadway improvements in accordance with IDOT standards and guidelines.

This task includes the following:

- Existing Traffic Volumes

GHA will collect existing traffic volumes along Robert Parker Coffin Road and adjacent roadways, including 24-hour classification counts. The 24-hour data will be collected at the Robert Parker Coffin Road intersections with Old McHenry Road, Schaffer Road and IL Rte 53, and the IL Rte 53 intersections with Schaffer and Old McHenry Road.

- Future 2040 Traffic Volumes

GHA will prepare a 2040 traffic projection for the project and coordinate approval of those projections with CMAP. The accepted 2040 projections will be utilized for the bridge loading and pavement design.

- Capacity Analyses

GHA conduct Intersection Capacity Analyses for the 2040 traffic volumes. Capacity analyses will be completed at the project termini to ensure Level of Service D is maintained for the project.

- Crash Data

GHA will obtain the most recent 5-years of crash statistics from IDOT and the Lake County Transportation Data Management System. This data will be analyzed according to federal guidelines at each intersection. GHA will prepare a summary of the analyses as well as collision diagrams for each intersection where crash data is provided. Day versus night and potential wet

cluster crash locations will also be reviewed and recommendations will be made for mitigation needs if necessary.

3. Preliminary Plans and Sections

GHA will develop preliminary plans and typical sections (existing and proposed). GHA will identify any plan components that are not consistent with IDOT design guidelines and prepare the required Design Variance form (BLR 22120) for submittal and approval (if required).

4. Preliminary Estimate of Cost

GHA will prepare preliminary estimates of construction cost for Village review and inclusion in the submittals to IDOT.

Task 6 – Public Involvement

GHA will coordinate and attend one (1) public meeting. The meeting will be in an “open house” format that will include a presentation of the pre-final plan, incorporating the various applicable design elements.

GHA will provide the following services:

- Prepare invitation letters. Village will distribute letters
- Assist in the development of the required legal notice.
- Prepare displays, exhibits and handouts;
- Provide project staff to attend meetings
- Summarize public comments. We recommend that a court reporter be hired by the Village to aid in collection of comments.

Task 7. – Project Development Report

Phase I Engineering culminates in the completion and submittal of the Project Development Report (PDR). GHA will prepare Pre-Final (Draft) and Final versions of the PDR document and attachments. Based on the type and complexity of the project we are anticipating that the PDR will follow the requirements of IDOT BLR 22210 which addresses processing as a Categorical Exclusion Group II (CE-II) and including the following:

- Complete BLR 22210 form for Categorical Exclusion Group II
- Description of existing conditions and proposed improvement
- Bridge Condition Report
- Type, Size and Location (TS&L) drawings and approvals
- Preliminary Plan and Profiles (P&P) and Typical Sections
- Preliminary Cost Estimates
- Traffic and Crash Analyses
- Summary of potential ROW and Easement needs
- Summary of Environmental impacts and Clearances
- Drainage Memorandum and Approvals
- Summary of coordination efforts and meeting minutes
- Maintenance of Traffic and Detour coordination

EXHIBIT B - Estimate of Direct Cost

**Phase I – Robert Parker Coffin Bridge
Over Buffalo Creek
Village of Long Grove
Lake County, Illinois**

Mileage

| | | | | | | | |
|------------------|---|----------|----|----------|--------|-------|----------|
| Meetings | 8 | trips at | 20 | miles/ea | \$0.55 | /mile | \$88.00 |
| Survey | 4 | trips at | 15 | miles/ea | \$0.55 | /mile | \$33.00 |
| Data Collection | 2 | trips at | 30 | miles/ea | \$0.55 | /mile | \$33.00 |
| Mileage Subtotal | | | | | | | \$154.00 |

Postage & Shipping

| | | | | | | | |
|-----------------------------|----|------|--|--|---------|--|----------|
| Shipping Overnight | 15 | pkgs | | | \$30.00 | | \$450.00 |
| Postage & Shipping Subtotal | | | | | | | \$450.00 |

Video Data Processing

| | | | | | | | |
|--------------------------------|---|---------------|----|-------|---------|-----|------------|
| Miovision (TMC Counts) | 5 | intersections | 24 | hours | \$18.00 | /hr | \$2,160.00 |
| Video Data Processing Subtotal | | | | | | | \$2,160.00 |

Printing and Reproduction

| | | | | | | | |
|------------------------------------|---|------|-----|-----------|---------|--------|----------|
| Working Drawings | 1 | sets | 15 | sheets/ea | \$1.50 | /sheet | \$22.50 |
| Draft PDR | 5 | sets | 100 | sheets/ea | \$0.25 | /sheet | \$125.00 |
| | 5 | sets | 10 | sheets/ea | \$1.50 | /sheet | \$75.00 |
| Final PDR | 5 | sets | 120 | sheets/ea | \$0.25 | /sheet | \$150.00 |
| | 5 | sets | 15 | sheets/ea | \$1.50 | /sheet | \$112.50 |
| Presentation Boards | 2 | sets | 12 | sheets/ea | \$10.00 | /sheet | \$240.00 |
| Printing and Reproduction Subtotal | | | | | | | \$725.00 |

Total Direct Expenses \$3,489.00

EXHIBIT C

Man-Hour and Fee Estimate

PAYROLL ESCALATION TABLE ANNIVERSARY RAISES

| | | | |
|-------------------------|-----------------------------------|--------------------------|-------------------|
| FIRM NAME | <u>Gewalt Hamilton Associates</u> | DATE | <u>11/17/15</u> |
| PRIME/SUPPLEMENT | <u>Prime</u> | PTB NO. | <u> </u> |
| CONTRACT TERM | <u>24</u> MONTHS | OVERHEAD RATE | <u>170.00%</u> |
| START DATE | <u>9/1/2015</u> | COMPLEXITY FACTOR | <u>0</u> |
| RAISE DATE | <u>ANNIVERSARY</u> | % OF RAISE | <u>0.00%</u> |

ESCALATION PER YEAR

DETERMINE THE MID POINT OF THE AGREEMENT

12

CALCULATE THE ESCALATION FACTOR TO THE MIDPOINT OF THE CONTRACT

0.00%

The total escalation for this project would be: 0.00%

Subconsultants

FIRM NAME _____
PRIME/SUPPLEMENT _____
PSB NO. _____

DATE 11/17/15

| NAME | Direct Labor Total | Contribution to Prime Consultant |
|-----------------------|--------------------|----------------------------------|
| Civiltech Engineering | | 0.00 |
| Huff & Huff | | 0.00 |
| Christopher Burke | | 0.00 |
| | | 0.00 |
| | | 0.00 |
| | | 0.00 |
| | | 0.00 |
| | | 0.00 |
| | | 0.00 |
| Total | 0.00 | 0.00 |

EXHIBIT D
Subconsultant Proposals
(Attachments A, B & C)

Attachment A
Civiltech Engineering Inc. Proposal



July 17, 2015

Mr. Geoff Perry, P.E.
Associate/Senior Engineer
Gewalt Hamilton Associates, Inc.
625 Forest Edge Drive
Vernon Hills, IL 60061

Re: Professional Engineering Fee Proposal
to Provide Phase I Engineering Services
for the Robert Parker Coffin Bridge Replacement Project

Dear Mr. Perry:

Civiltech Engineering, Inc. is pleased to present this proposal to Gewalt Hamilton Associates, Inc. (GHA), to provide structural and geotechnical engineering services required to complete the Phase I engineering for the replacement/rehabilitation of the Robert Parker Coffin Road Bridge over Buffalo Creek (SN 049-7150) in the Village of Long Grove. The existing bridge is a steel pin-connected pony truss supported by limestone abutments that is believed to have been constructed between 1900 and 1910, the period when the construction of this type of bridge was common. The timber cover was added to the bridge in 1973. Since its original construction, repairs to the bridge have included the replacement of some steel sections and rivets with new steel members and bolted connections. The bridge is approximately 41-ft long and provides a roadway width of 17.5-ft (curb to curb). The bridge is in poor condition and currently load posted with a 3 ton weight limit.

The existing bridge is in poor condition and considered structurally deficient. The Village of Long Grove is responsible for the maintenance of the structure and is looking to use federal highway funds to address the situation. These funds will come with load capacity and geometry requirements that we anticipate will require the replacement of the existing bridge with a structurally adequate bridge. The appearance of the existing covered bridge is very important to the Village and the Village desires that replacement bridge match as close as possible the existing bridge. The proposed bridge is anticipated to be a steel beam bridge with a concrete deck supported on concrete abutments. Also it is anticipated that the abutments will be covered with a limestone façade and the bridge covered with a timber structure.

Since we anticipate federal funding will be utilized for the construction of this project, a Bridge Condition Report (BCR) for the existing structure will need to be submitted to IDOT for approval. The purpose of the BCR is to describe the condition of the existing structure and the proposed scope of structure work to ensure that federal funds are properly spent. After receiving approval of the BCR from IDOT, a Preliminary Bridge Design and Hydraulic Report (PBDHR) (IDOT form BLR 10210) and Type Size and Location (TSL) Plan will be prepared and submitted to IDOT describing the proposed covered bridge with a hydraulic report and geotechnical report as attachments. Once approved by IDOT, the BCR and TSL will serve as the basis for the bridge replacement/rehabilitation plan development.

m:\proposals\priv_dev\gewalt hamilton\robert coffin road bridge phase i\cei rpc bridge proposal (2015_07_17).docx

The proposed bridge work will be designed and detailed in accordance with the AASHTO LRFD Bridge Design Specifications, the IDOT Bridge Manual and the IDOT Standard Specifications for Road and Bridge Construction.

The following Scope of Services is based on our understanding of the project.

Scope of Services:

- A. Perform a site visit to photograph the existing covered bridge.
- B. Analyze up to 3 bridge alternatives based on aesthetics, construction costs, constructability, future maintenance considerations, construction staging considerations and available geotechnical information. Considered alternatives are anticipated to include a one lane bridge with alternating traffic (perhaps with signals in place of the existing stop signs) and a 2-lane bridge resulting in a larger timber cover.
- C. Prepare Bridge Renderings (3 bridge alternatives max.): minimum four views; both elevations, an end view and an isometric view showing the stone façade on the abutments. (Prepared by subconsultant Altamanu, Inc. Altamanu's proposal is attached as Attachment D.)
- D. Attend bridge rendering review meeting with GHA and the Village.
- E. Inspect the existing bridge and the prepare BCR in accordance with IDOT policy. The BCR will document the current physical condition of the bridge, discuss alternatives (3 max), recommend a scope of work for the bridge, discuss maintenance of traffic during construction and will include existing and proposed bridge sketches, photographs of the existing bridge, and construction cost estimates.
- F. Prepare BLR form 10210 (Preliminary Bridge Design and Hydraulic Reports) for each structure including the following attachments:
 - a. Type Size & Location (TSL) Drawing
 - b. Structure Geotechnical Report (SGR) (Prepared by subconsultant MSET. MSET's proposal is attached as Attachment C.)
 - c. Hydraulic Report (Provided by GHA)
- G. Attend a TSL review meeting with GHA and the Village.

Compensation

Civiltech proposes to complete the Scope of Services on a unit time and materials basis using actual labor charges incurred on the project times a multiplier based on our approved IDOT overhead rate. Direct expenses (travel, printing, and postage) will be billed at their actual cost. The maximum not to exceed fee for this project, as currently scoped, will be \$63,208.02 and will not be exceeded without prior approval. Invoices will be submitted monthly for payment. See Exhibit A for the Cost Estimate of Consulting Services.

Agreement and Authorization:

See Attachment B for the Agreement. If this Proposal and attached Agreement are acceptable, please sign and date the attached Agreement and return one copy to Civiltech Engineering, Inc. Receipt of the executed agreement will serve as our notice to proceed.

Thank you again for this opportunity. If you have questions, please feel free to contact me at 630-735-3384.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'G. Hatlestad', with a long, sweeping underline.

Greg Hatlestad, P.E., S.E.
Director of Structural Design Services
Civiltech Engineering, Inc.

ATTACHMENT A

AGREEMENT FOR PROFESSIONAL SERVICES

ATTACHMENT A
Engineering Manhour Calculations
Professional Engineering Services Proposal

Robert Parker Coffin Bridge Replacement Protection Project
July 17, 2015

| Task No. | Task | Personnel & Hours | | | | Total Hours | % of Hours |
|----------|--|--|---------------------|-----------------|------------|---------------|------------|
| | | Project Manager / Senior Structural Engineer | Structural Engineer | Design Engineer | | | |
| 1 | Analyze 3 Bridge Replacement Alternatives | | | | | | |
| A. | Prepare Bridge Sketches | 4 | 20 | 16 | 40 | 74.1% | |
| B. | Prepare Cost Estimates | 2 | 8 | 4 | 14 | 25.9% | |
| | Subtotal Item 1 | 6 | 28 | 20 | 54 | 100.0% | |
| 2 | Bridge Condition Report Preparation | | | | | | |
| A. | Field Inspection of Existing Bridge | 8 | 12 | 4 | 24 | 22.6% | |
| B. | Prepare BCR for Bridge Replacement | 10 | 36 | 36 | 82 | 77.4% | |
| | Subtotal Item 2 | 18 | 48 | 40 | 106 | 100.0% | |
| 3 | Type, Size & Location Plan and Preliminary Bridge Design and Hydraulic Report (BLR 10210) Preparation | | | | | | |
| A. | TSL preparation | 16 | 48 | 24 | 88 | 93.6% | |
| B. | PBDR preparation | 2 | 4 | | 6 | 6.4% | |
| | Subtotal Item 3 | 18 | 52 | 24 | 94 | 100.0% | |
| 4 | Project Administration, Coordination and Miscellaneous | | | | | | |
| A. | Site Visit with Architect | 3 | | | 3 | 14.3% | |
| B. | Project Administration | 4 | | | 4 | 19.0% | |
| C. | Coordinate with other disciplines (geotech, survey, hydraulics and architecture) | 6 | | | 6 | 28.6% | |
| D. | Attend bridge alternatives and phase I review meetings (2 meetings) | 8 | | | 8 | 38.1% | |
| | Sub-total Item 4 | 21 | 0 | 0 | 21 | 100.0% | |
| | Total Hours: | 63 | 128 | 84 | 275 | | |
| | % of Hours: | 22.9% | 46.5% | 30.5% | | | |

**ATTACHMENT A
 DETAILED DIRECT COST & SUB CONSULTANT COST ESTIMATES
 July 17, 2015**

Robert Parker Coffin Bridge Replacement Project

| DIRECT & SUB CONSULTANT COSTS | | |
|---|----------------|-----------------------|
| ITEM 1 - Mileage | Direct Cost | Subconsultant Expense |
| <i>Mileage</i> | | |
| 140 miles @ \$0.575 = | \$80.50 | |
| Total Item 1 | \$80.50 | \$0.00 |
| ITEM 2 - Geotechnical Engineering Services by MSET | | |
| Geotechnical Engineering Services by MSET | | \$10,568.00 |
| Total Item 2 | \$0.00 | \$10,568.00 |
| ITEM 3 - Architectural Services by Altamanu, Inc. | | |
| Architectural Services by Altamanu, Inc. | | \$16,260.54 |
| Total Item 3 | \$0.00 | \$16,260.54 |
| TOTAL DIRECT & SUBCONSULTANT EXPENSES: | | \$26,828.54 |

ATTACHMENT A
Engineering Cost Estimate of Consultant Services
Professional Engineering Services Proposal

Robert Parker Coffin Bridge Replacement Project
July 17, 2015

| Task No. | Task | Personnel & Hours | | | | Total Hours | % of Hours | Labor Cost |
|----------|---|--|---------------------|-----------------|-----|-------------|-------------|------------|
| | | Project Manager / Senior Structural Engineer | Structural Engineer | Design Engineer | | | | |
| 1 | Analyze 3 Bridge Replacement Alternatives | \$70.00 | \$49.00 | \$30.50 | | | | |
| | | 6 | 28 | 20 | 54 | 19.6% | \$2,402.00 | |
| 2 | Bridge Condition Report Preparation | | | | | | | |
| | | 18 | 48 | 40 | 106 | 38.5% | \$4,832.00 | |
| 3 | Type, Size & Location Plan and Preliminary Bridge Design and Hydraulic Report (BLR 10210) Preparation | | | | | | | |
| | | 18 | 52 | 24 | 94 | 34.2% | \$4,540.00 | |
| 4 | Project Administration, Coordination and Miscellaneous | | | | | | | |
| | | 21 | 0 | 0 | 21 | 7.6% | \$1,470.00 | |
| | Total Labor Cost | | | | | | \$13,244.00 | |
| | Multiplier | 2.74 | | | | | \$36,298.98 | |
| | Direct Costs (See attached calculation) | | | | | | \$80.50 | |
| | Sub Consultant Expenses (See attached calculation) | | | | | | \$26,828.54 | |
| | | | | | 275 | 100.0% | \$63,208.02 | |

* Multiplier = (DL + OH + FF)
DL = Direct Labor
OH = Overhead = 139.37%
FF = Fixed Fee = 34.71%
where FF = 14.5%[DL + OH(DL)]

ATTACHMENT B

AGREEMENT FOR PROFESSIONAL SERVICES



STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement, made this ____ day of _____, 201__ by and between Civiltech Engineering, Inc., (CIVILTECH), and Gewalt Hamilton Associates, Inc. (CLIENT), consists of these terms and the proposal (including attachments thereto) dated July 17, 2015.

1. The Scope of Services, Schedule and Compensation in connection with the Project are as set forth in the foregoing proposal. Changes to the original scope and schedule may only be made with a mutually accepted amendment to this Agreement signed by authorized representatives of both parties.
2. CIVILTECH shall perform the Scope of Services with the care and skill ordinarily exercised by members of CIVILTECH's profession practicing in the same locality under similar conditions or circumstances.
3. Invoices will be submitted monthly and are due upon receipt. If CLIENT objects to an invoice, CLIENT shall notify CIVILTECH in writing within fifteen days of receipt of the invoice, give the reasons for the objection, and pay that portion of the invoice not in dispute within thirty days of receipt of the invoice. Any unpaid, undisputed invoice which is thirty days past due shall be assessed a late payment charge of 1.5 percent per month.
4. CLIENT shall provide CIVILTECH safe access to any premises necessary for CIVILTECH to provide the Services.
5. Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including CLIENT's Contractors, if any.
6. CLIENT agrees that by signing this Agreement, CIVILTECH is allowed permission to use aspects of the Project in current and/or future marketing materials.
7. This Agreement may be terminated by either party upon written notice to the other. Upon receipt of notice of termination from CLIENT, CIVILTECH shall immediately cease work and take all reasonable steps to minimize costs relating to termination. CLIENT shall pay for services rendered through the date of receipt of notice of termination, plus any unpaid reimbursable expenses and reasonable costs relating to the termination.
8. This Agreement shall be binding upon the partners, heirs, successors, executors, administrators, and assigns of all the parties hereto.

9. This agreement shall be governed by and construed in accordance with the laws of the State of Illinois. The parties of this Agreement agree that any litigation under or regarding the Agreement will be brought only in the Circuit Court of the Eighteenth Judicial Circuit, DuPage County, Illinois.
10. This Agreement constitutes the entire Agreement between CIVILTECH and CLIENT in regard to the subject matter hereof and supersedes all prior communications, representations, or agreements whether oral or written, with respect thereto. This Agreement may be supplemented only by subsequent Work Authorizations and may be amended only by a written instrument signed by both CIVILTECH and the CLIENT.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date first written above.

CIVILTECH ENGINEERING, INC. (CIVILTECH)

By: 

Print Name: GREG HAZLETIAN

Title: DIRECTOR OF STRUCTURAL DESIGN SERVICES

Date: 7/17/2015

GEWALT HAMILTON ASSOCIATES, INC. (CLIENT)

By: _____

Print Name: _____

Title: _____

Date: _____

ATTACHMENT C

MIDLAND STANDARD ENGINEERING & TESTING
FEE PROPOSAL



www.mset.com

MIDLAND STANDARD ENGINEERING & TESTING, INC.
558 Plate Drive, Unit 6 East Dundee, Illinois
(847) 844-1895 f(847) 844-3875

March 3, 2015

Mr. Gregory J. Hatlestad, P. E., S. E.
Civiltech Engineering, Inc.
450 East Devon Avenue, Suite 300
Itasca, Illinois 60143

Re: Proposal for Structure Geotechnical Report
**Robert Parker Coffin Road over Buffalo Creek
Bridge Replacement (#045-7150)**
Long Grove, Illinois

Dear Mr. Hatlestad:

We are pleased to have the opportunity to submit the following proposal to provide a Structure Geotechnical Report for the proposed improvements.

Project Description and Scope of Work

The proposed project consists of the design and construction of a new bridge structure for Robert Parker Coffin Road over Buffalo Creek (SN 045-7150) in Long Gove, Illinois. The subsurface soil exploration for the proposed improvements will be accomplished by performing two (2) structure soil borings for the bridge abutments to a depth of seventy-five (75) feet below the existing ground surface.

Method of Performance - Field Work

The soil borings will involve drilling test holes that incorporate standard penetration tests and split-spoon sampling at 2-1/2 to 5 foot intervals, in accordance with the current IDOT Geotechnical Manual and the Design Memorandum for Structure Geotechnical Reports.

In our proposal, we have included provisions for rough layout of the borings and have assumed that the final locations and elevations will be determined by the Design Engineer or will be referenced to centerline stationing provided by the Engineer.

Method of Performance - Analysis and Report

We propose to mobilize a drill rig to the site after notice to proceed, layout, and utility clearance. We will provide traffic control during the soil boring work at the site. We will provide a Field Engineer at the site to layout the borings and during the drilling to observe the exploration, perform field tests and measurements, prepare field reports, and maintain contact with our office. In this way, the program can be adjusted as it progresses and more is known about the site. Results of our fieldwork and a preliminary analysis will be available as the work is completed. A formal report would be provided shortly thereafter.

Our testing program will include laboratory tests to determine the classification, strength, water content, and other physical properties of the soils. The results of our field exploration and lab tests will be used in the engineering analysis and the formulation of our recommendations. The report will include foundation recommendations for support of the proposed structure and soil related construction procedures. The results of our work will be presented in a written report, prepared by a Registered Professional Engineer.

Fees

We propose to provide this work at the unit rates quoted on the attached Schedule of Services and Fees, Attachments 1.1. These estimated quantities and unit rates are based on information as outlined in this proposal and experience on past projects. On the basis of the above information, we estimate that these services can be provided for a fee of: **\$ 10,568.00**. We will not exceed this amount with out your permission.

General

Our staff is acquainted with the local subsurface conditions and has participated in the planning, development and execution of numerous soil explorations in this area. We are looking forward to working with you on this project.

Respectfully Submitted,
MIDLAND STANDARD ENGINEERING & TESTING, INC.



William J. Wyzgala, P.E.
Principal Engineer

WJW

Enclosure: Attachments 1.1 and General Conditions

**ATTACHMENT 1.1
SCHEDULE OF SERVICES AND FEES**

Robert Parker Coffin Road over Bufalo Creek
Long Grove, Illinois

| <u>Item</u> | <u>Estimated Quantity</u> | <u>Unit Cost</u> | <u>Extension</u> |
|--|---------------------------|------------------------------------|--------------------|
| <u>Field Services</u> | | | |
| Mobilization of Drilling equipment, lump sum | 1 | \$500.00 | \$500.00 |
| <u>Structure Borings</u> | | | |
| Through earth and other materials except rock, encountered below ground surface, split spoon sampling at thirty (30) to sixty (60) inch intervals, penetration record, unconfined compression tests (in cohesive soils) on samples retained, per lineal foot | | | |
| 0-35' Depth Interval | 70 | \$23.00 | \$1,610.00 |
| 35-75' Depth Interval | 80 | \$27.00 | \$2,160.00 |
| Field Engineer/Geologist for Sample Logging & Supervision during Drilling, per hour | 16 | \$95.00 | \$1,520.00 |
| Traffic Control, Signs, 2-Flagmen, per day | 2 | \$660.00 | \$1,320.00 |
| | | Field Services Total: | \$7,110.00 |
| <u>Laboratory Services</u> | | | |
| Moisture Content Determinations, ea | 63 | \$6.00 | \$378.00 |
| Soil Classification including Grain Size Analysis by Hydrometer Method and Atterberg Limit Test, each | 2 | \$170.00 | \$340.00 |
| | | Laboratory Services Total: | \$718.00 |
| <u>Engineering Services for SGR Geotechnical Report Including:</u> | | | |
| Layout Coordination, Utility Clearance and Permits Preparation of Soil Boring Logs Analysis and Recommendations for Bridge Foundation Pile Length Estimates, Lateral Earth Pressures, Report Preparation and Consultation | | | |
| Principal Engineer, per hr. | 4 | \$155.00 | \$620.00 |
| Project Engineer, per hr. | 2 | \$125.00 | \$250.00 |
| Staff Engineer, per hr. | 16 | \$85.00 | \$1,360.00 |
| Field Engineer, per hr. | 4 | \$95.00 | \$380.00 |
| Draftsman/Word Processing, per hr. | 2 | \$65.00 | \$130.00 |
| | | Engineering Services Total: | \$2,740.00 |
| | | TOTAL: | \$10,568.00 |

MIDLAND STANDARD ENGINEERING & TESTING, INC.

FEE AND RATE SCHEDULE GENERAL CONDITIONS

ENGINEERING AND ASSOCIATED SERVICES

Fees for our services will be based upon the time worked on the project at the following rates:

| | Rate Per Hour |
|---------------------------------|---------------|
| Project Engineer | |
| Project Mgr./Sr. Engineer, P.E. | |
| Project Engineer, P.E. | |
| Sr. Staff/Field Engineer | |
| Field Engineer | See attached |
| Eng. Technician | proposal |
| Sr. Technician | for rates |
| Technician | |
| CAD Draftsman | |
| Draftsman | |
| Word Processing | |

OVERTIME RATES: Applicable to all classifications below Staff Eng. - O.T. Rates are 1.40 times straight time

WE RESERVE THE RIGHT TO SUSPEND OR TERMINATE WORK UNDER ORAL AGREEMENT UPON FAILURE OF THE CLIENT TO PAY INVOICES AS DUE.

INSURANCE

We maintain Workman's Compensation Insurance and Employer's Liability Insurance in conformance with state law. In addition, we maintain Comprehensive General Liability Insurance and Automobile Liability Insurance with bodily injury (limit \$1,000,000 each occurrence, \$1,000,000 aggregate) and property damage (limit \$1,000,000 each occurrence, \$1,000,000 aggregate).

Within the limits of said insurance, we agree to hold the client harmless from and against loss, damage, injury or liability arising directly from the negligent acts or omissions of ourselves, our employees, agents, subcontractors and their employees and agents. If the client placed greater responsibilities upon us or requires further insurance coverage, we if specifically so directed will take out additional insurance (if procurable) to protect us, at the clients' expense. But we shall not be responsible for property damage from any cause, including fire and explosion, beyond the amounts and coverage of our insurance.

REIMBURSABLE EXPENSES

The following items are reimbursable to the extent of actual expenses:

1. Transportation, lodging and subsistence for out of town travel
2. Long distance telephone, telegraph and cable charges.
3. Special mailings and shipping charges.
4. Special materials and equipment unique to the project.
5. Automobile travel on projects.
6. Computer charges.

LIMITATION OF PROFESSIONAL LIABILITY

The Client recognizes the inherent risks connected with construction. In performing our professional services, we will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of our profession practicing in the same or similar locality. No other warranty, express or implied, is made or intended by the proposal for consulting service or by furnishing oral or written reports of the findings made. It is agreed that the Client will limit any and all liability, claim for damages, cost of defense or expenses to be levied against us on account of any design defect, error, omission, or professional negligence to a sum not to exceed \$50,000, or the amount of our fees, whichever ever is greater.

TEST BORINGS AND FIELD INVESTIGATIONS

On projects requiring test borings, test pits, or other explorations, we may obtain the services of reputable subcontractors to perform such work.

SPECIAL RATES

Per Diem or other special rates can be established for specific projects when conditions indicate the desirability of such rates.

INVOICES

Progress invoices will be submitted to the client monthly and a final bill will be submitted upon completion of the services. Invoices will show charges for different personnel and expense classifications. A more detailed separation of charges and data will be provided at clients request, but each invoice is due on presentation and is past due thirty (30) days from invoice date. Client agrees to pay a finance charge of 1 1/2% per month, or the maximum rate allowed by law on past due accounts.

INCREASES

Fee schedule increases made by our firm on an over-all client basis will be applied to work on all projects as they become effective. At least 30 days advance notice of such increases will be given.

The client's obligation to pay for the work contracted is in no way dependent upon the clients ability to obtain financing, zoning, approval of governmental or regulatory agents, or upon the client's successful completion of the project.

ACCESS TO SITES

Unless otherwise agreed, the Client will furnish us with right-of-access to the site in order to conduct the planned exploration. We will take responsible precautions to minimize damage to the site due to our operations, but have not included in the fee the cost of restoration of any damage resulting from the operations. If the Client desires, we will restore any damage to the site and add the cost of restoration to the fee.

ATTACHMENT D

ALTAMANU, INC.
FEE PROPOSAL

July 15, 2015

Gregory J. Hatlestad, P.E., S.E.
Director of Structural Design Services
Civiltech Engineering, Inc.
450 E. Devon Ave, Suite 300 | Itasca, IL 60143
Direct: 630.735.3384 | Fax: 630.773.3975
ghatlestad@civiltechinc.com

Subject: Coffin Rd Bridge over Buffalo Creek – The Village of Long Grove

Re: Proposal for Professional Urban Design and Landscape Architectural Services

Dear Gregory,

We are very pleased that Civiltech has requested a proposal from Altamanu Inc., to assist you and the Village of Long Grove in envisioning alternate designs for the potential bridge replacement at Coffin Rd over Buffalo Creek.

Project Understanding: Background

The existing bridge is a pin-connected pony truss with a timber cover that is in poor condition and considered structurally deficient. The pony truss was built in the early 1900's and the timber cover was added in the 1970's. The existing structure, though not historic, is distinctly charming and is regarded by many as part of Illinois' first historic district.

The Village of Long Grove is looking to use federal highway funds to address the situation. These funds will likely come with some load capacity and geometric requirements thus requiring the replacement of the structure. The appearance of the existing covered bridge is very important to the Village and the Village desires that the replacement bridge match as close as possible the existing bridge.

The proposed bridge is anticipated to be a steel beam bridge with a concrete deck supported on concrete abutments. Also, it is anticipated that the abutments will be covered with a limestone façade and the bridge covered with a timber structure. We believe that ultimately the preferred alternate will be a one lane bridge with alternating traffic (maybe with signals in place of the existing stop signs). However, other alternatives will need to be analyzed including a 2-lane bridge resulting in a rather large timber cover.

Any replacement must address the "charm" created by the wooden structure that covers the bridge.

landscape architecture + urban design + planning

1700 w. irving park rd. + suite 202 + chicago, illinois 60613 + 773.528.7492 t+ info@altamanu.com

Project Understanding: Altamanu's Role

Altamanu's proposed involvement in the process will include the following:
Carry out a site visit and Urban Design assessment of the existing bridge and its direct surroundings. The information collected will have a direct influence the aesthetics and suitability of proposed designs to fit with its surroundings. Working with Civiltech, develop sketches of concepts of potential bridge aesthetics. Attend one (1) bridge rendering review meeting with Village and after approval of direction, produce 3 renderings of the proposals. Develop an opinion of probable cost for the aesthetic features of the proposals and attend one (1) Public Meeting.

SCOPE OF WORK

The following is an outline of the "Scope of Work" to be carried out by Altamanu Inc. Please also see fee breakdown spread sheet attached.

TASK 1: DATA COLLECTION/VERIFICATION OF EXISTING CONDITIONS

Goals: re-assess the site's design constraints/opportunities. Review site information and conditions

1. Meet with representatives of Civiltech on site (Kick Off Meeting- Meeting #1)
2. Carryout an onsite investigation of the bridge and its surroundings. Photograph the bridge and site. The photographs will become the basis for future renderings. The information collected will have a direct influence the aesthetics and suitability of proposed designs to fit with its surroundings.
3. Review existing site conditions using available site data such as surveys, aerial photos, and topographic maps and previous bridge drawings.

TASK 2: CONCEPTUAL DESIGN

Goals: prepare sketches to establish agreement on design intent

1. Discuss bridge replacement alternates with Civiltech.
2. Prepare up to three (3) schematic design sketches of potential design solutions based on Civiltech's engineering designs. These drawings will be for discussion with Civiltech and the Village only and will not be for high level presentation quality.
3. Attend a working meeting with Civiltech to review design sketches. (Meeting #2)
4. Attend concept review meeting with representatives of Civiltech and the Village to establish direction and select designs for future renderings. (Meeting #3)

TASK 3: BRIDGE RENDERINGS

Goals: Produce renderings of bridge alternates and assist with Opinion of Probable Cost

1. Coordinate with the Design Team and develop renderings of three (3) alternate bridge designs.
2. Work with Civiltech to produce an Opinion of Probable Cost for the aesthetic features for the three (3) proposals. This could include the following: timber cover for bridge, decorative metal railings, stone façade of abutments, landscape setting.

landscape architecture + urban design + planning

1700 w. irving park rd. + suite 202 + chicago, illinois 60613 + 773.528.7492 t+ info@altamanu.com

- This agreement may be terminated by either party 15 days after written notice. Altamanu shall be compensated for all services performed up to this date.

If the aforementioned terms are acceptable to you, we shall appreciate the execution of this document in the space provided below and returning a copy for our files.

Altamanu appreciates the opportunity to provide the Chicago Park District with Landscape Architectural services.

Very truly yours,



Josephine Bellalta, PLA, ASLA
Principal

ACCEPTED BY:

Signature

Printed Name

Title

Date

Very truly yours,

Attachment B
Huff & Huff Inc. Proposal



915 Harger Road, Suite 330
Oak Brook, IL 60523
Phone (630) 684-9100
Fax (630) 684-9120
Website: <http://huffnhuff.com>

July 8, 2015

Daniel P. Brinkman, P.E., PTOE
Associate/Senior Transportation Engineer
Gewalt Hamilton Associates, Inc.
625 Forest Edge Drive
Vernon Hills, Illinois 60061

**Re: Phase I Environmental Services – Robert Parker Coffin Road Bridge
Long Grove – Lake County, Illinois
Proposal No.: 81.PT000072.16**

Dear Mr. Brinkman:

Huff & Huff, Inc. (H&H) a subsidiary of GZA GeoEnvironmental, Inc. (Consultant) is pleased to submit this proposal to Gewalt Hamilton Associates, Inc. (Client) to provide environmental services for the proposed Robert Parker Coffin Road Bridge Project. This proposal presents our project approach, the scope of services, cost, and schedule for completing the project.

1. INTRODUCTION

This Scope-of-Services pertains to conducting a PESA along the Project corridor which extends from Old McHenry Road southwest to the north entrance of the Long Grove Community Church (approximately 1,000 feet in length). Adjacent land use includes commercial, rural residential, and institutional.

2. SCOPE OF SERVICES

Task 1 – Preliminary Environmental Site Assessment (PESA)

The process will follow general protocols contained within:

- A Manual for Conducting Preliminary Environmental Site Assessments for Illinois Department of Transportation (IDOT) Highway Projects (Erdmann et al., 2012)
- ASTM International (ASTM) standard 1527-13
- The IDOTs Bureau of Design and Environment (BDE) Procedure Memorandum Number 10-07, *Special Waste Procedures*. This memo was incorporated into Chapter 27-3 of the IDOT BDE Manual in June 2012.
- IDOT Bureau of Local Roads and Streets (BLRS) Manual, Chapter 20-12, Special Waste, July 2013.
- Public Act 96-1416

- Clean Construction or Demolition Debris Fill Operations (CCDD) and Uncontaminated Soil Fill Operations: Amendments to 35 Illinois Administrative Code 1100. Effective on August 27, 2012.

A. Historical Research

The site's historical land use/ownership record will be developed from standard historical sources. Sanborn Fire Insurance Maps and historic aerials will be requested from the records review provider. Available Sanborn Fire Insurance Maps and historic aerials will be reviewed to identify land use over time and potential areas of environmental concern, such as areas of surface disturbance and outside storage.

B. Site Evaluation

Current environmental features and conditions of sites adjacent to the right-of-way/project area will be evaluated. A site walkover of potential right-of-way/project areas designated for excavation and/or acquisition will be conducted for first-hand evaluation of current environmental conditions within the project limits. All of the features and conditions listed above will be investigated and, as appropriate, documented in photographs. The land-use and housekeeping practices of adjacent properties also will be evaluated in accordance with ASTM protocols.

C. Records Review

A records review will be conducted to determine potential environmental concerns within the study area. It will include a search of standard state and federal environmental record databases in accordance with the specifications of ASTM standards. This search is based on the outline of the study area.

Specifically, Consultant will search each database to identify any potential sources requiring further investigation. As appropriate, Freedom of Information Act (FOIA) requests will be filed with the IEPA to obtain additional data pertaining to identified sites.

D. Report Preparation

One report summarizing the results of the evaluation will be prepared. The following information will be included in this report:

- a) The project location and description
- b) Historical uses of corridor.
- c) The area geology and hydrology.
- d) The environmental status of sites adjacent to the corridor regarding chemical use and storage, underground and aboveground storage tanks, solid waste, special waste, and hazardous waste, and PCBs.
- e) An analysis of the site inspection.

- f) A summary of the findings regarding any environmental concerns. This will include IDOT's per Memo 66-10 and identification of Potentially Impacted Properties (PIPs) per Subpart F, Section 1100, 35 IAC, related to Clean Construction Demolition Debris management.

Task 2 – Project Management and QA/QC

This task covers items necessary to manage the project, including scheduling and coordination with the prime consultant. QA/QC time is also included in this task.

3. PROJECT COSTS

The estimated manhours and project costs are tabulated in the attached tables.

4. TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

© 2008 by GZA GeoEnvironmental, Inc.

Gewalt Hamilton Associates, Inc.:

Proposal No 81.PT00072.16:

Site: Robert Parker Coffin Road Bridge

These Terms and Conditions, together with Consultant's Proposal, make up the Agreement between with Consultant, Gewalt Hamilton Associates, Inc., named above.

BEFORE SIGNING THE PROPOSAL, BE SURE YOU READ AND UNDERSTAND THE PARAGRAPHS ENTITLED "INDEMNIFICATION" AND "LIMITATION OF REMEDIES" WHICH DEAL WITH THE ALLOCATION OF RISK BETWEEN YOU AND HUFF & HUFF, INC., A SUBSIDIARY OF GZA, (HEREIN) AFTER REFERRED TO (H&H).

1. **Services.** H&H will perform the services set forth in its Proposal and any amendments or change orders authorized by you. Any request or direction from you that would require extra work or additional time for performance or would result in an increase in H&H's costs will be the subject of a negotiated amendment or change order.
2. **Standard of Care.** H&H will perform the services with the degree of skill and care ordinarily exercised by qualified professionals performing the same type of services at the same time under similar conditions in the same or similar locality. **NO WARRANTY, EXPRESS OR IMPLIED, INCLUDING WARRANTY OF MARKETABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS MADE OR INTENDED BY H&H'S PROPOSAL OR BY ANY OF H&H'S ORAL OR WRITTEN REPORTS.**
3. **Payment.**
 - a. Except as otherwise stated in the Proposal, you will compensate H&H for the services at the rates set forth in the applicable Proposal, amendment or change order; reimburse its expenses, which will include a communication fee calculated as a percentage of labor invoiced; and pay any sales or similar taxes thereon.
 - b. Any retainer specified in H&H's Proposal shall be due prior to the start of services and will be applied to the final invoice for services.
 - c. H&H will submit invoices periodically, and payment will be due within 20 days from invoice date. Overdue payments will bear interest at 1½ percent per month or, if lower, the maximum lawful rate. H&H may terminate its services upon 10 days' written notice anytime your payment is overdue on this or any other project and you will pay for all services through termination, plus termination costs. You will reimburse H&H's costs of collecting overdue invoices, including reasonable attorneys' fees.

4. Your Responsibilities.

- a. Except as otherwise agreed, you will secure the approvals, permits, licenses and consents necessary for performance of the services. If you are the owner or operator of the Site, you will provide H&H with all documents, plans, information concerning underground structures (including but not limited to utilities, conduits, pipes, and tanks), information related to hazardous materials or other environmental or geotechnical conditions at the site and other information that may be pertinent to the services or, if you are not the owner or operator of the Site, you agree to make reasonable efforts to obtain these same documents and provide them to H&H. Unless otherwise indicated in writing, H&H will be entitled to rely on documents and information you provide.
- b. If you use the services of a construction contractor at the Site, you agree to use best and reasonable efforts to include in your agreement(s) with the construction contractor provisions obligating the latter:
 - (i) to indemnify, defend and hold harmless, to the fullest extent permitted by law, you and H&H, its officers, employees and principals, for or on account of any claims, liabilities, costs and expenses, including attorneys' fees, arising out of or relating to the design or implementation of construction means, methods, procedures, techniques, and sequences of construction, including safety precautions or programs, of the contractor, or any of its subcontractors or any engineer engaged by it;
 - (ii) to name you and H&H as additional insureds under general liability and builder's risk insurance coverages maintained by the contractor, or any of its subcontractors; and
 - (iii) to require that all of its subcontractors agree and be bound to the obligations set forth in (i) and (ii) above.
- c. In the event that you are unable to secure such provisions in the agreement(s) with the construction contractor, you shall promptly notify H&H and H&H shall have the opportunity to negotiate with you reasonable substitute risk allocation and insurance indemnities and protections.

5. Right of Entry. You grant H&H and its subcontractor(s) permission to enter the site to perform the services. If you do not own the site, you represent and warrant that the owner has granted permission for H&H to enter the site and perform the services; you will provide reasonable verification on request; and you will indemnify H&H for any claims by the site owner related to alleged trespass by H&H or its subcontractors.

6. Reliance. The services, information, and other data furnished by you shall be at your expense, and H&H may rely upon all information and data that you furnish, including the accuracy and completeness thereof. You acknowledge that the quality of the services provided by H&H is directly related to the accuracy and completeness of the information and data that you furnish to H&H. **H&H's REPORTS ARE PREPARED FOR AND MADE AVAILABLE FOR YOUR SOLE USE. YOU ACKNOWLEDGE AND AGREE THAT USE OF OR RELIANCE UPON THE REPORT OR THE FINDINGS IN THE REPORT BY ANY OTHER PARTY, OR FOR ANY OTHER PROJECT OR PURPOSE, SHALL BE AT YOUR OR SUCH OTHER PARTY'S SOLE RISK AND WITHOUT ANY LIABILITY TO H&H.**

7. H&H Professionals. H&H employees or consultants may act as licensed, certified or registered professionals (including but not limited to Professional Engineers, Licensed Site or Environmental Professionals, or Certified Industrial Hygienists, collectively referred to in this section as "H&H Professionals") whose duties may include the rendering of independent professional opinions. You acknowledge that a federal, state or local agency or other third party may audit the services of H&H or other contractor/consultant(s), which audit may require additional services, even though H&H and such H&H Professionals have each performed such services in accordance with the standard of care set forth herein. You agree to compensate H&H for all services performed in response to such an audit, or to meet additional requirements resulting from such an audit, at the rates set forth in the applicable Proposal, amendment or change order.

8. Hazardous Materials; H&H "Not a Generator". Before any hazardous or contaminated materials are removed from the site, you will sign manifests naming you as the generator of the waste (or, if you are not the generator, you will arrange for the generator to sign). You will select the treatment or disposal facility to which any waste is taken. H&H will not be the generator or owner of, nor will it possess, take title to, or assume legal liability for any hazardous or contaminated materials at or removed from the site. H&H will not have responsibility for or control of the site or of operations or activities at the site other than its own. H&H will not undertake, arrange for or control the handling, treatment, storage, removal, shipment, transportation or disposal of any hazardous or contaminated materials at or removed from the site, other than any laboratory samples it collects or tests. You agree to defend, indemnify and hold H&H harmless for any costs or liability incurred by H&H in defense of or in payment for any legal actions in which it is alleged that H&H is the owner, generator, treater, storer or disposer of hazardous waste.

9. Limits on H&H's Responsibility. H&H will not be responsible for the acts or omissions of contractors or others at the site, except for its own subcontractors and employees. H&H will not supervise, direct or assume control over or the authority to stop any contractor's work, nor shall H&H's professional activities or the presence of H&H or its employees and subcontractors be construed to imply that H&H has authority over or responsibility for the means, methods, techniques, sequences or procedures of construction, for work site health or safety precautions or programs, or for any failure of contractors to comply with contracts, plans, specifications or laws. Any opinions by H&H of probable costs of labor, materials, equipment or services to be furnished by others are strictly estimates and are not a guarantee that actual costs will be consistent with the estimates.

10. Changed Conditions.

- a. You recognize the uncertainties relating to the furnishing of professional services, which often require a phased or exploratory approach, with the need for additional services becoming apparent during the initial services. You also recognize that actual conditions encountered may vary significantly from those anticipated, that laws and regulations are subject to change, and that the requirements of regulatory authorities are often unpredictable.
- b. If changed or unanticipated conditions or delays make additional services necessary or result in additional costs or time for performance, H&H will notify you and the parties will negotiate appropriate changes to the scope of services, compensation and schedule.
- c. If no agreement can be reached, H&H will be entitled to terminate its services and to be equitably compensated for the services already performed. H&H will not be responsible for delays or failures to perform due to weather, labor disputes, intervention by or inability to get approvals from public authorities, acts or omissions on your part or any other causes beyond H&H's reasonable control, and you will compensate H&H for any resulting increase in its costs.

11. Documents and Information. All documents, data, calculations and work papers prepared or furnished by H&H are instruments of service and will remain H&H's property. Designs, reports, data and other work product delivered to you are for your use only, for the limited purposes disclosed to H&H. Any delayed use, use at another site, use on another project, or use by a third party will be at the user's sole risk, and without any liability to H&H. Any technology, methodology or technical information learned or developed by H&H will remain its property. Provided H&H is not in default under this Agreement, H&H's designs will not be used to complete this project by others, except by written agreement relating to use, liability and compensation.

12. Electronic Media. In accepting and utilizing any drawings, reports and data on any form of electronic media generated by H&H, you covenant and agree that all such electronic files are instruments of service of H&H, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights. In the event of a conflict between the signed documents prepared by H&H and electronic files, the signed documents shall govern. You agree not to reuse these electronic files, in whole or in part, for any purpose or project other than the project that is the subject of this Agreement. Any transfer of these electronic files to others or reuse or modifications to such files by you without the prior written consent of H&H will be at the user's sole risk and without any liability to H&H.

13. Confidentiality; Subpoenas. Information about this Agreement and H&H's services and information you provide to H&H regarding your business and the site, other than information available to the public and information acquired from third parties, will be maintained in confidence and will not be disclosed to others without your consent, except as H&H reasonably believes is necessary: (a) to perform its services; (b) to comply with professional standards to protect public health, safety and the environment; and (c) to comply with laws and court orders. H&H will make reasonable efforts to give you prior notice of any disclosure under (b) or (c) above. You will reimburse H&H for responding to any subpoena or governmental inquiry or audit related to the services, at the rates set forth in the applicable Proposal, amendment or change order.

14. Insurance. During performance of the services, H&H will maintain workers compensation, commercial general liability, automobile liability, and professional liability insurance. H&H will furnish you certificates of such insurance on request.

15. Indemnification. You agree to hold harmless, indemnify, and defend H&H and its affiliates and subcontractors and their employees, officers, directors and agents (collectively referred to in this paragraph as "H&H") against all claims, suits, fines and penalties, including mandated cleanup costs and attorneys' fees and other costs of settlement and defense, which claims, suits, fines, penalties or costs arise out of or are related to this Agreement or the services, except to the extent they are caused by H&H's negligence or willful misconduct.

16. Limitation of Remedies.

- a. To the fullest extent permitted by law and notwithstanding anything else in this Agreement to the contrary, the aggregate liability of H&H and its affiliates and subcontractors and their employees, officers, directors and agents (collectively referred to in this paragraph as "H&H") for all claims arising out of this Agreement or the services is limited to \$50,000 or, if greater, 10% of the compensation received by H&H under this Agreement.
- b. You may elect to increase the limit of liability by paying an additional fee, such fee to be negotiated prior to the execution of this Agreement.
- c. Any claim will be deemed waived unless received by H&H within one year of substantial completion of the services.
- d. H&H will not be liable for lost profits, loss of use of property, delays, or other special, indirect, incidental, consequential, punitive, exemplary or multiple damages.
- e. H&H will not be liable to you or the site owner for injuries or deaths suffered by H&H's or its subcontractors' employees.
- f. You will look solely to H&H for your remedy for any claim arising out of or relating to this Agreement, including any claim arising out of or relating to alleged negligence or errors or omissions of any H&H principal, officer, employee or agent.

17. Disputes.

- a. All disputes between you and H&H shall be subject to non-binding mediation.
- b. Either party may demand mediation by serving a written notice stating the essential nature of the dispute, the amount of time or money claimed, and requiring that the matter be mediated within forty-five (45) days of service of notice.
- c. The mediation shall be administered by the American Arbitration Association in accordance with its most recent Construction Mediation Rules, or by such other person or organization as the parties may agree upon.
- d. No action or suit may be commenced unless mediation has occurred but did not resolve the dispute, or unless a statute of limitation period would expire if suit were not filed prior to such forty-five (45) days after service of notice.

18. Miscellaneous.

- a. Massachusetts law shall govern this Agreement.
- b. The above terms and conditions regarding Limitation of Remedies and Indemnification shall survive the completion of the services under this Agreement and the termination of the contract for any cause.
- c. Any amendment to these Terms and Conditions must be in writing and signed by both parties.
- d. Having received these Terms and Conditions, your oral authorization to commence services, your actions, or your use of the Report or Work Product constitutes your acceptance of them.
- e. This Agreement supersedes any contract terms, purchase orders or other documents issued by you.
- f. Neither party may assign or transfer this Agreement or any rights or duties hereunder without the written consent of the other party.
- g. Your failure or the failure of your successors or assigns to receive payment or reimbursement from any other party for any reason whatsoever shall not absolve you, your successors or assigns of any obligation to pay any sum to H&H under this agreement.
- h. These Terms and Conditions shall govern over any inconsistent terms in H&H's Proposal.
- i. The provisions of this Agreement are severable; if any provision is unenforceable it shall be appropriately limited and given effect to the extent it is enforceable.
- j. The covenants and agreements contained in this Agreement shall apply to, inure to the benefit of and be binding upon the parties hereto and upon their respective successors and assigns.

Mr. Danial Brinkman, P.E., PTOE
Robert Parker Coffin Road Bridge, Long Grove, IL – Environmental Services - PESA

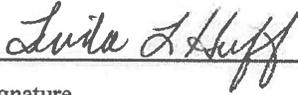
Page 7

BOTH PARTIES HERETO WARRANT AND REPRESENT that they have full right, power, and authority to execute this Contract.

IN WITNESS THEREOF, the parties hereto have executed this Agreement as of the day and year first specified above.

CONSULTANT
HUFF & HUFF, INC.

CLIENT
GEWALT HAMILTON ASSOCIATES, INC.



Signature

Signature

By Linda L. Huff, P.E.
Typed Name

Typed Name

Principal
Officer's Title

Officer's Title

July 8, 2015
Date

Date



Illinois Department of Transportation

FIRM NAME
PRIME/SUPPLEMENT

Huff & Huff, Inc.
GHA/Robert Parker Coffin

Payroll Escalation Table
Fixed Raises

DATE 7/8/2015
PTB NO. _____
OVERHEAD RATE 148.09%
COMPLEXITY FACTOR 0
% OF RAISE 3.00%

CONTRACT TERM
START DATE 8/1/2015 MONTHS 12
RAISE DATE 3/1/2016

ESCALATION PER YEAR

| | | | |
|---------------------|---------------------|--|--|
| 8/1/2015 - 3/1/2016 | 3/2/2016 - 8/1/2016 | | |
| 7 | 5 | | |
| 12 | 12 | | |

= 58.33%
= 1.0125
The total escalation for this project would be: 1.25%



Average Hourly Project Rates

Route Robert Parker Coffin Road
 Section Old McHenry Rd to 100' SW
 County Lake
 Job No. _____
 PTB/Item _____

Consultant Huff & Huff, Inc.

Date 7/8/2015

Sheet 1 OF 1

| Payroll Classification | Avg Hourly Rates | Total Project Rates | | | PESA | | | PM and QAIQC | | | | | | | | |
|----------------------------|------------------|---------------------|---------|----------|-------|---------|----------|--------------|---------|----------|-------|---------|----------|-------|---------|----------|
| | | Hours | % Part. | Wgtd Avg | Hours | % Part. | Wgtd Avg | Hours | % Part. | Wgtd Avg | Hours | % Part. | Wgtd Avg | Hours | % Part. | Wgtd Avg |
| Principal | 70.00 | 1 | 2.22% | 1.56 | | | | 1 | 25.00% | 17.50 | | | | | | |
| Senior Geotechnical Cons. | 57.67 | 0 | | | | | | | | | | | | | | |
| Senior Consultant | 53.55 | 0 | | | | | | | | | | | | | | |
| Senior Geologist PM | 53.93 | 0 | | | | | | | | | | | | | | |
| Senior Engineering PM | 38.96 | 0 | | | | | | | | | | | | | | |
| Senior Scientist PM | 41.62 | 4 | 8.89% | 3.70 | 1 | 2.44% | 1.02 | 3 | 75.00% | 31.22 | | | | | | |
| Senior Planning PM | 44.05 | 0 | | | | | | | | | | | | | | |
| Engineering PM | 37.48 | 0 | | | | | | | | | | | | | | |
| Geologist PM | 38.95 | 0 | | | | | | | | | | | | | | |
| Scientist PM II | 33.35 | 0 | | | | | | | | | | | | | | |
| Scientist PM I | 40.17 | 0 | | | | | | | | | | | | | | |
| Asst. PM Engineer II | 37.00 | 0 | | | | | | | | | | | | | | |
| Asst. PM Engineer I | 29.21 | 0 | | | | | | | | | | | | | | |
| Asst. PM Planning | 31.15 | 0 | | | | | | | | | | | | | | |
| Sr. Technical Specialist | 42.35 | 0 | | | | | | | | | | | | | | |
| Sr. CADD Specialist | 30.67 | 4 | 8.89% | 2.73 | 4 | 9.76% | 2.99 | | | | | | | | | |
| Environmental Engineer | 32.14 | 35 | 77.78% | 25.00 | 35 | 85.37% | 27.43 | | | | | | | | | |
| Environmental Scientist E1 | 24.34 | 0 | | | | | | | | | | | | | | |
| Environmental Scientist E2 | 22.40 | 0 | | | | | | | | | | | | | | |
| Administrative Managers | 37.73 | 0 | | | | | | | | | | | | | | |
| Sr. Administrative Asst. | 26.33 | 1 | 2.22% | 0.59 | 1 | 2.44% | 0.64 | | | | | | | | | |
| Administrative Assistant | 21.42 | 0 | | | | | | | | | | | | | | |
| Senior PM II | 58.41 | 0 | | | | | | | | | | | | | | |
| Senior PM I | 39.18 | 0 | | | | | | | | | | | | | | |
| | | 0 | | | | | | | | | | | | | | |
| | | 0 | | | | | | | | | | | | | | |
| | | 0 | | | | | | | | | | | | | | |
| | | 0 | | | | | | | | | | | | | | |
| | | 0 | | | | | | | | | | | | | | |
| | | 0 | | | | | | | | | | | | | | |
| | | 0 | | | | | | | | | | | | | | |
| | | 0 | | | | | | | | | | | | | | |
| | | 0 | | | | | | | | | | | | | | |
| | | 0 | | | | | | | | | | | | | | |
| | | 0 | | | | | | | | | | | | | | |
| TOTALS | | 45 | 100% | \$33.56 | 41 | 100% | \$32.08 | 4 | 100% | \$48.72 | 0 | 0% | \$0.00 | 0 | 0% | \$0.00 |

HUFF & HUFF, INC.
SUMMARY OF INHOUSE DIRECT COSTS

Project:

| | | | | | <u>DIRECT</u> |
|----------------------------------|----------|---|-------------------|------------|------------------|
| Task 1 - PESA | | | | | |
| Trips - Company | 65 miles | x | 2 x | \$ 0.575 = | \$ 74.75 |
| Tolls | | | 8 x | \$ 1.00 = | \$ 8.00 |
| Reproduction | 3 sets | x | 150 x | \$ 0.03 = | \$ 13.50 |
| Color copies | 3 sets | x | 10 x | \$ 0.11 = | \$ 3.30 |
| Photo sheets | 3 sets | x | 5 x | \$ 0.11 = | \$ 1.65 |
| <hr/> | | | 0 x | \$ - = | \$ - |
| | | | Task Total | | \$ 101.20 |
| Task 2 - PM and QA/QC | | | | | |
| <hr/> | | | 0 x | \$ - = | \$ - |
| | | | Task Total | | \$ - |
| <hr/> | | | | | |
| GRAND TOTAL | | | | | \$ 101.20 |

HUFF & HUFF, INC.
SUMMARY OF OUTSIDE DIRECT COSTS

Project:

| | | | | | <u>OUTSIDE</u> |
|----------------------------------|-----|-------------------|---|--------------------|------------------|
| Task 1 - PESA | | | | | |
| Maps/Aerials | 1 x | \$ 90.00 | = | \$ 90.00 | |
| Federal Express | 1 x | \$ 20.00 | = | \$ 20.00 | |
| Records Search | 1 x | \$ 250.00 | = | \$ 250.00 | |
| | 0 x | \$ - | = | \$ - | |
| | | Task Total | | \$ 360.00 | |
| Task 2 - PM and QA/QC | | | | | |
| | 0 x | \$ - | = | \$ - | |
| | | Task Total | | \$ - | |
| | | | | GRAND TOTAL | \$ 360.00 |

HUFF & HUFF, INC.
SUMMARY OF SERVICES BY OTHERS
 Project:

| | | | | <u>OUTSIDE</u> |
|------------------------------|-----|-------------------|---|----------------|
| Task 1 - PESA | | | | |
| | 0 x | \$ - | = | \$ - |
| | | Task Total | | \$ - |
| Task 2 - PM and QA/QC | | | | |
| | 0 x | \$ - | = | \$ - |
| | | Task Total | | \$ - |
| GRAND TOTAL | | | | \$ - |

Attachment C

Christopher B. Burke Engineering, Ltd. Proposal

EXHIBIT A

WORK ORDER No. _____
Date of Work Order: _____
GHA **PROJECT No.** _____
Task Number: _____
Subconsultant Reference No.: _____

The following services shall be performed in accordance with the AGREEMENT between Gewalt Hamilton Associates, Inc., 625 Forest Edge Drive, Vernon Hills, Illinois, 60061 ("GHA") and **Christopher B. Burke Engineering, Ltd** located at **9575 W. Higgins Rd., Suite 600, Rosemont, IL 60018** ("SUBCONSULTANT") dated _____. The terms and conditions of said AGREEMENT are incorporated herein by reference.

Project Name: Coffin Road Bridge, Long Grove, Lake County, IL

Client:

Scope of Services: The following scope of work to be completed by Christopher B. Burke Engineering, Ltd. (CBBEL) to assist Gewalt Hamilton with completion of the Phase I Environmental Study for the Coffin Road Bridge project in Long Grove, Lake County, Illinois. We understand that the tasks to be completed by CBBEL are part of the overall project Preliminary/Draft Environmental Assessment to be compiled by Gewalt-Hamilton as part of the entire Phase I Environmental Study.

Task 1 - Wetland Assessment/Affected Environment

CBBEL will perform Wetland Delineations with GPS location within the core study area to determine current wetland/waters boundaries within and adjacent to the project site. The core study area for the purposes of wetland delineations is defined as the upstream and downstream, within 100 feet of the Coffin Road Bridge.

CBBEL will confirm the exact wetland study area limits with Gewalt-Hamilton prior to the completion of field work.

Any identified wetlands will be delineated based on the methodology established by the U.S. Army Corps of Engineers (USACE), with Floristic Quality Indices (FQI) assessed for coordination regarding Lake County ADID wetland determination. The results of the field reconnaissance will be summarized in a Wetland Assessment Technical Report that will be compiled in a format which can be used as part of the ESRF submittal to IDOT, and the IDOT-DNR/USACE Joint Permit Application package if/when required.

Specific work tasks will include:

- Initial environmental field review
- Prepare project photo log and exhibits
- Field Wetland Delineations using GPS

- Prepare Wetland Assessment Technical Report (including assessment of wildlife and plant communities, and FQI determination)
- Prepare "Affected Environment" section of the EA with respect to wetlands

Estimated Fee = 24 manhours = \$3,000

Task 2 - Evaluate Environmental Impacts for Preliminary Alternatives

This task includes evaluating wetland impacts associated with the design alternatives based on the wetland assessment results and the best available information through the GIS database developed for the project and as supplemented. This information will be used for relative comparison of the preliminary alternatives for discussion with regulatory agencies and for inclusion in the preliminary EA.

Specific work tasks will include:

- Evaluate wetland impacts for the build alternatives based on the wetland assessment and project GIS database, with respect to quantity and quality.
- Prepare a wetland impact matrix for comparison of the build alternatives.

Estimated Fee = 11 manhours = \$1,500

Task 3 - Environmental Consequences/Measures to Minimize Harm (if necessary)

Based on the comprehensive wetland impacts identified in the project design, environmental consequences and potential mitigation measures to minimize harm will be identified in accordance with IDOT BDE Manual Chapter 24 – Environmental Assessments.

Specific work tasks related to wetlands will include:

- Develop the "Environmental Consequences" and "Commitments" Sections of the EA.
- Coordination meetings with regulatory agencies to discuss environmental consequences and potential mitigation measures.

Estimated Fee = 9 manhours = \$1,200

Task 4 - Wetland Impact Evaluation Forms/Process (if necessary)

Wetland Impact Evaluation (WIE) forms will be prepared for the Preferred Alternative as required by IDOT. This includes preparing the WIE forms with exhibits, and develop/analyze mitigation/avoidance options for impacted wetlands.

Specific work tasks will include:

- Compile Wetland Impact Evaluation Forms
- Prepare Exhibits
- Analysis of Avoidance/Mitigation Options

Estimated Fee = 9 manhours = \$1,200 (If necessary)

Task 5 - NEPA/404 Merger Process (if necessary)

If this project is advanced through the NEPA/404 merger process in accordance with Section 22-4 of the IDOT BDE Manual. Staff will attend up to minimum of two (2) NEPA/404 merger meetings with IDOT, FHWA, USACE, USFWS, and USEPA to present and seek project development concurrence in a stepped process. The two (2) main concurrence point meetings are as follows in compliance with these procedures:

- I. Purpose and Need
- II. Alternatives Carried Forward
- III. Selected Alternative

Specific work tasks will include:

- All wetland related tasks necessary to coordinate, prepare for, and attend two (2) NEPA/404 Merger meetings.

Estimated Fee = 13 manhours = \$1,800 (if necessary)

Subconsultant Fee: \$ 8,700

Terms of Payment: As previously agreed in Master Subconsultant Agreement

Deadline for Completion: To be Determined

Each person signing below represents that he or she has full legal authority to bind the parties to the terms and conditions contained in this document and the referenced Agreement. The parties agree to the above terms and conditions and Subcontractor is authorized to begin Work on the subject project.

Accepted by:

GEWALT HAMILTON ASSOCIATES, INC.

**CHRISTOPHER B. BURKE ENGINEERING,
LTD.**

By: _____

By: Jedd Anderson _____

Date: _____

Date: August 26, 2015 _____

- Return two (2) signed original Work Orders and the Certificate of Insurance to the GHA Project Manager for review and, if acceptable, execution.
- Prior to GHA's execution Subconsultant must submit the appropriate Certificate of Insurance for the scope of work to be performed via this Work Order.
- The Certificate of Insurance must name Gewalt Hamilton Associates, Inc. and the Client as Additional Insureds and must reference the GHA Project # in the Description of Operations section of the Certificate of Insurance.
- NO WORK SHALL BE PERFORMED UNLESS THIS WORK ORDER IS EXECUTED BY GHA AND WE ARE IN RECEIPT OF THE APPROPRIATE CERTIFICATE OF INSURANCE FOR THIS PROJECT. GHA WILL NOT PAY FOR WORK PERFORMED PRIOR TO THE DATE OF GHA's EXECUTION OF THIS WORK ORDER.

Internal Quality Control (Approvals do not authorize Subconsultant to proceed with any work contemplated by this Work Order.)

Proj. Mgr approval of W.O.: _____

GHA approval of W.O.: _____

Ref:

AVERAGE HOURLY PROJECT RATES

FIRM Christopher B. Burke Engineering, Ltd.

Local Agency _____

Section _____

Project Coffin Road Bridge-Long Grove

Job No: _____

DATE 08/27/15

SHEET 1 OF 2

| PAYROLL CLASSIFICATION | AVG HOURLY RATES | TOTAL PROJECT RATES | | | Wetland Assessment | | | Evaluate Environmental Imp | | | Environmental Consequen | | | WIE's | | | NEPA Merger | | | |
|-----------------------------|------------------|---------------------|---------|----------|--------------------|---------|----------|----------------------------|---------|----------|-------------------------|---------|----------|-------|---------|----------|-------------|---------|----------|--|
| | | Hours | % Part. | Wgtd Avg | Hours | % Part. | Wgtd Avg | Hours | % Part. | Wgtd Avg | Hours | % Part. | Wgtd Avg | Hours | % Part. | Wgtd Avg | Hours | % Part. | Wgtd Avg | |
| Engineer VI | 70.00 | 0 | | | | | | | | | | | | | | | | | | |
| Engineer V | 60.00 | 0 | | | | | | | | | | | | | | | | | | |
| Engineer IV | 49.19 | 0 | | | | | | | | | | | | | | | | | | |
| Engineer III | 41.19 | 0 | | | | | | | | | | | | | | | | | | |
| Engineer I/II | 30.23 | 0 | | | | | | | | | | | | | | | | | | |
| Env Res Specialist V | 66.50 | 17 | 25.76% | 17.13 | 6 | 25.0% | 16.6 | 2 | 22.22% | 14.8 | 2 | 22.22% | 14.8 | 2 | 22.2% | 14.8 | 5 | 38.5% | 25.6 | |
| Env Res Specialist IV | 50.58 | 36 | 54.55% | 27.59 | 10 | 41.7% | 21.1 | 8 | 66.67% | 33.7 | 6 | 66.67% | 33.7 | 6 | 66.7% | 33.7 | 6 | 46.2% | 23.3 | |
| Env Res Specialist III | 38.37 | 0 | | | | | | | | | | | | | | | | | | |
| Env Res Technician | 25.25 | 13 | 19.70% | 4.97 | 8 | 33.3% | 8.4 | 1 | 11.11% | 2.8 | 1 | 11.11% | 2.8 | 1 | 11.1% | 2.8 | 2 | 15.4% | 3.9 | |
| Landscape Architect | 50.00 | 0 | | | | | | | | | | | | | | | | | | |
| Survey V | 70.00 | 0 | | | | | | | | | | | | | | | | | | |
| Survey IV | 60.00 | 0 | | | | | | | | | | | | | | | | | | |
| Survey III | 52.50 | 0 | | | | | | | | | | | | | | | | | | |
| Survey II | 37.40 | 0 | | | | | | | | | | | | | | | | | | |
| Survey I | 25.88 | 0 | | | | | | | | | | | | | | | | | | |
| CAD Manager | 55.50 | 0 | | | | | | | | | | | | | | | | | | |
| Ast. CAD Manager | 47.00 | 0 | | | | | | | | | | | | | | | | | | |
| CAD II | 43.48 | 0 | | | | | | | | | | | | | | | | | | |
| CAD I | 33.25 | 0 | | | | | | | | | | | | | | | | | | |
| Engineering Technician V | 60.00 | 0 | | | | | | | | | | | | | | | | | | |
| Engineering Technician IV | 45.00 | 0 | | | | | | | | | | | | | | | | | | |
| Engineering Technician III | 41.02 | 0 | | | | | | | | | | | | | | | | | | |
| Engineering Technician I/II | 41.17 | 0 | | | | | | | | | | | | | | | | | | |
| GIS Specialist III | 43.00 | 0 | | | | | | | | | | | | | | | | | | |
| GIS Specialist I/II | 26.00 | 0 | | | | | | | | | | | | | | | | | | |
| Administrative | 29.15 | 0 | | | | | | | | | | | | | | | | | | |
| | | 0 | | | | | | | | | | | | | | | | | | |
| | | 0 | | | | | | | | | | | | | | | | | | |
| TOTALS | | 66 | 100% | \$49.69 | 24 | 100% | 46.1 | 11 | 100% | 51.2 | 9 | 100% | 51.3 | 9 | 100% | 51.3 | 13 | 100% | 52.8 | |