

Item #3:
Proposal For Pathway Connection - Checker To Buffalo Creek

Hey and Associates, Inc.

Engineering, Ecology and Landscape Architecture

MILWAUKEE, WISCONSIN

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CHICAGO AND AURORA, ILLINOIS

January 31, 2014

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

RECEIVED

FEB 04 2014

VILLAGE OF LONG GROVE

Proposal No.: 14-0047

Re: Proposal for Preliminary Trail Alignment Study
Village of Long Grove, Lake County, Illinois

Dear Mr. Lothspeich:

Thanks you for contacting Hey and Associates, Inc. to provide this proposal to the Village of Long Grove (Village) to investigate preliminary trail alignments for extension of a multi-purpose trail from Checker Road to the Buffalo Creek Forest Preserve along the west side of Schaefer Road.

SCOPE OF WORK

We propose the following scope of work:

1. Attend kick-off meeting with Village.
2. Perform site reconnaissance.
3. Recover and review available data including:
 - a. Contours (Lake County 1-foot topography)
 - b. Floodplain
 - c. Concept level LCFPD alignment
 - d. Existing connection to north alignment
 - e. Checker and Schaefer Roads as-builts
4. Perform a preliminary wetland investigation.
5. Develop two (2) potential horizontal alignments including one solely in the Schaefer Road ROW and one parallel and primarily outside of the Schaefer Road ROW.
6. Prepare concept level cost opinion.
7. Prepare summary report with permit requirements.
8. Meet with Village to present summary.

ASSUMPTIONS

1. Final Design/Contract Documents are not included and would be by separate proposal if requested by the Village.
2. Preliminary Wetland Investigation will include:
 - A review for wetlands along the proposed corridor routing against mapping resources and aerial photographs.
 - A field visit (when field conditions allow) to preliminarily determine the extent of any wetlands within or adjacent to the trail corridor.
 - A summary of our findings and an aerial exhibit of the approximate wetland boundaries.
3. Plats of subdivision and/or record drawings will be provided by the Village for affected developments.
4. No additional survey is required.

SCHEDULE

The above describe scope of work will be performed by March 28, 2014 barring unforeseen circumstances.

FEES

We will perform these services on a lump sum basis for a fee of \$6,000 as summarized below.

Fee Summary		
Task	Description	Fee
1.	Kick-off Meeting	\$350
2.	Site Reconnaissance	\$300
3.	Data Recovery and Review	\$1,500
4.	Preliminary Wetland Investigation	\$750
5.	Develop Alignment Alternatives	\$1,500
6.	Prepare Cost Opinion	\$750
7.	Prepare Summary Report	\$500
8.	Meet with Village	\$350
Total Fee		\$6,000

Reimbursable expenses are in addition to the lump sum fees summarized above and are estimated at \$250 and include, but are not necessarily limited to, travel, reproductions, shipping/delivery, aerial photographs, phone and other communication charges, consultants and subcontractor fees, equipment and supply costs related to the execution of the project. This proposal does not include a full wetland delineation report, surveying of wetland flags or wetland permit applications. Any additional meetings or supplemental work would be in addition to the above amount or by separate proposal. Our Standard Terms and Conditions are attached.

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If this agreement is acceptable, please sign below and return this proposal to us. Should you have any questions, please contact the project manager, Kevin Kleinjan, at our Volo office.

Hey and Associates, Inc.

Village of Long Grove

Attest

Attest

Date

Date

Please return the fully executed proposal in the return envelope provided.

**EXHIBIT A – ATTACHMENT
STANDARD TERMS AND CONDITIONS
Hey and Associates, Inc.**

COMPENSATION

Hourly Billing Rate

Principal	\$170-195
Engineering	
Senior Civil Engineer	\$145
Civil Engineer I to V	\$90-135
Engineering Designer	\$90-115
Engineering Technician	\$80-90
Ecological Services	
Wetlands and Ecology	
Senior Project Scientist	\$135
Environmental Services Manager	\$115
Senior Water Resources Planner	\$95
Environmental Scientist I to III	\$70-90
Native Landscape Restoration	
Ecological Restoration Manager	\$115
Environmental Scientist I to III	\$70-90
Environmental Intern	\$40
Landscape Architecture	
Senior Landscape Architect	\$145
Landscape Architect	\$115
Landscape Designer	\$80
Erosion Control	
Senior Erosion and Sediment Control Specialist	\$140
Soil Erosion and Sediment Control Specialist	\$75
Surveying	
Professional Land Surveyor	\$100
Subsurface Drainage Services	
Subsurface Drainage Services Manager	\$115
Engineering Technician	\$80-90
Design Support	
CAD Technician	\$85
Administration	
Senior Administrator	\$85
Administrative Assistant	\$55

REIMBURSABLE EXPENSES

Reimbursable expenses shall be reimbursed at cost plus an 8% administrative service charge. Such expenses shall include, but are not necessarily limited to travel, reproduction, shipping/delivery, aerial photographs, phone and other communication charges, consultants and subcontractor fees, equipment and supply costs related to the execution of the project. Fixed reimbursable expense costs are as follows:

Travel	\$.65/mile
Copies	\$.20/page
Software/Digital Resource Charge	\$100.00/project
ATV Usage	\$ 40.00/hour
ATV Discing, Herbicide Spraying, Mowing	\$ 45.00/hour
Boat Usage	\$ 75.00/hour
Chain Saw Usage	\$ 20.00/hour
Additional Plotting, B & W	\$.90/sq. ft.
Additional Plotting, Color	\$ 2.75/sq. ft.
Additional Plotting, Mylar	\$ 4.50/sq. ft.
Flow Meter	\$ 50.00/day
GPS Rover	\$350.00/day
Total Station	\$100.00/day

BILLING

Billings shall be on a monthly basis and are payable upon receipt. An additional charge of 1½ percent per month (18% per annum) shall be applied to any balance unpaid more than 30 days beyond receipt of invoice. Client shall pay any attorney's fees, court costs or other expenses incurred collecting delinquent accounts.

Hey and Associates Inc. (Hey), with seven days written notice, reserves the right to suspend or terminate work under this agreement on any account that is past due.

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

The rates presented herein are effective for the period January 1, 2013 through January 31, 2014 and shall be subject to modification on February 1, 2014.

LIMITATION OF COSTS

Hey will not be obligated to continue performance or incur costs beyond the estimated costs unless the Client agrees in writing to a revised cost estimate.

CLIENT'S RESPONSIBILITIES

Client shall arrange for access to and make all provisions for Hey to enter upon private and public property as required for Hey to perform services under this Agreement.

Client shall provide Hey with all existing available information regarding this project as required. Hey shall be entitled to rely upon information and documentation provided by the Client or consultants retained by the Client in relation to this project, however Hey assumes no responsibility or liability for their completeness or accuracy.

COST OPINIONS

Any cost opinions or project economic evaluations provided by Hey will be on the basis of experience and judgment, but, because Hey has no control over market conditions or bidding procedures, we cannot warrant that bids, construction cost, or project economics will not vary from these opinions.

STANDARD OF CARE

The services provided by Hey under this Agreement will be performed as reasonably required in accordance with generally accepted standards for services as offered in the proposal for this project at the time and the place where the services are performed.

INSURANCE

Throughout the duration of the project, Hey will procure and maintain the following insurance:

Liability	Limits of Liability
Workers' Compensation and Employer's Liability	\$ 500,000 each incident
Comprehensive General Liability	\$ 2,000,000
Professional Liability	\$ 1,000,000
Automobile Liability	\$ 1,000,000

Within the limits of this insurance, Hey agrees to hold the Client harmless from and against loss, damage, injury or liability arising directly from the negligent acts or omissions of employees, agents or subcontractors of Hey.

Client will limit any and all liability, claim for damages, losses, cost of defense, or expenses to be levied against Hey on account of any design defect, error, omission, or professional negligence to a sum not to exceed the amount of Hey's fee under this agreement. Should the Client require other types of insurance coverage, limits in excess of the above limits, and/or certificates naming any other(s) than the Client as additional insured parties, Hey's cost of obtaining such coverage, limits, or certificates shall be reimbursable by the Client.