

# ENGINEERING AGREEMENT

FOR

ROCHELLE MUNICIPAL UTILITIES  
CITY OF ROCHELLE, ILLINOIS  
WATER RECLAMATION DIVISION

DCEO CDBG Public Infrastructure Grant  
Sanitary Sewer Lining Project 2023



WILLETT HOFMANN  
& ASSOCIATES INC

ENGINEERING ARCHITECTURE LAND SURVEYING

809 EAST 2ND STREET, DIXON, IL 61021-0367  
T 815-264-3381 DESIGN FIRM: #184-000918

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## SECTION 1 - IDENTIFICATION OF THE PARTIES

THIS AGREEMENT made by and between Rochelle Municipal Utilities, City of Rochelle, Ogle County, Illinois (hereinafter called the OWNER) and WILLETT, HOFMANN & ASSOCIATES, INC., CONSULTING ENGINEERS, 809 East 2nd Street, Dixon, Illinois, hereinafter called the ENGINEER).

## SECTION 2 – PROJECT SCOPE

2.1. Install a Cured-In-Place liner in approximately 15,240 feet of sanitary sewer on S. 6<sup>th</sup> Street from Washington Street to First Avenue; Washington Street south of First Avenue; S. Main Street from First Avenue to Irene Avenue; Shirley Avenue from Cleveland Avenue to S. Main Street; Cleveland Avenue from Gary Street to Phyllis Avenue; Janet Avenue from Cleveland Avenue to S. Main Street; Phyllis Avenue from Gary Street to Dennis Street; Irene Avenue from Gary Street to S. Main Street; and Gary Street from Veteran’s Parkway to Cleveland Avenue.

2.2. Install a cured-in-place liner in approximately 35 sanitary manholes in the area described in Section 2.1.

## SECTION 3 - SERVICES OF THE ENGINEER

### 3.1 General

3.1.1. The ENGINEER agrees to perform professional services in connection with the Project as hereinafter stated.

3.1.2. The ENGINEER will serve as the OWNER's professional representative in all phases of the Project, and will give consultation and advice to the OWNER during the performance of his services.

### 3.2 Design Phase

During the design phase the ENGINEER will:

3.2.1. Prepare detailed engineering drawings and a Project Manual that will include the bidding and contract documents and the general and technical specifications. The engineering drawings will be developed using the existing GPS surveying information for the sanitary sewer manholes, aerial photography and Lidar ground elevations.

3.2.2. Review all sanitary sewer televising video of the sanitary sewer segments to be lined. OWNER will provide ENGINEER with the sanitary sewer televising video.

3.2.3. Visually inspect all of the sanitary manholes on the sanitary sewer segments to be lined. There are approximately 54 sanitary sewer manholes to be inspected.

3.2.4. Assist the OWNER in obtaining an IDOT Utility Permit for the work that will be performed on the IDOT right-of-way.

3.2.5. Prepare an opinion of probable cost estimate for the Project based on the completed drawings and specifications.

3.2.6. Furnish five (5) copies and an electronic pdf format of the Construction Drawings and the Project Manual.

### 3.3 Construction Phase

During the construction phase the ENGINEER will:

3.3.1. Assist the OWNER in obtaining and evaluating bids and awarding a contract for the construction.

3.3.2. Conduct a pre-construction meeting conference.

3.3.3. Spend as much time and provide a Resident Project Representative (RPR) as the ENGINEER deems necessary to observe the progress and quality of the executed work and to determine in general if the work is proceeding in accordance with the Contract Documents; the RPR will not be responsible for the techniques and sequences of construction or the safety precautions incident thereto; and during such visits and on the basis of the RPR's on-site observations as an experienced and qualified design professional, he will keep the OWNER informed of the progress of the work, will endeavor to guard the OWNER against defects and deficiencies in the work of the Contractor, and may disapprove work as failing to conform to the Contract Documents. The ENGINEER is not responsible for testing or inspection of materials other than that which may be required at the site of the work. It is estimated the project will take approximately 4 months to completed and will require one (1) part-time RPR observer or approximately 310 hours of construction observation.

3.3.4. Review shop drawings, diagrams, illustrations, catalog data, schedules and samples, the results of tests and inspections and other data which the Contractor is required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents; and organize and assemble operation and maintenance manuals supplied by the equipment manufacturers and warranty certificates supplied by the equipment manufacturers and general contractor.

3.3.5. Consult and advise with the OWNER; act as the OWNER's representative; issue all instructions of the OWNER to the Contractor; prepare routine change orders as required; whenever he considers it necessary or advisable to insure the proper carrying out of the intent of the Contract Documents, he may, as the OWNER's representative, direct the Contractor to stop the work or require special examination or testing of the work (whether or not fabricated, installed or completed); he will act as interpreter of the terms and conditions of the Contract Documents and judge of the performance thereunder.

3.3.6. Based on his on-site observations as an experienced and qualified design professional and on his review of the Contractor's applications for payment, and supporting data determine the amount owed to the Contractor and approve in writing payment to the Contractor in such amounts; such approvals of payment to constitute a representation to the OWNER, based on such observations and review, that the work has progressed to the point indicated and that, to the best of his knowledge, information and belief, the quality of the work is in accordance with the Contract Documents, subject to the results of any

subsequent test called for in the Contract Documents and any qualifications stated in his approval.

3.3.7. Conduct, in the company with the OWNER, a final inspection of the Project for conformance with the design concept of the Project and compliance with the information given by the Contract Documents and approve in writing final payment to the Contractor.

3.3.8. Revise the contract drawings to reflect the changes made during construction as furnished to the ENGINEER and to represent graphically the locations of the improvements and although the drawings are not warranted as to their accuracy, the location of the improvements shown can be found within reasonable tolerance.

3.3.9. Through the on-site observations of the work in progress and field checks of materials and equipment the ENGINEER will endeavor to provide protection for the OWNER against defects and deficiencies in the work, but the furnishing of such resident project representation shall not make the ENGINEER responsible for the Contractor's failure to perform the construction work in accordance with the Contract Documents.

3.3.10. Review post sanitary sewer lining televising video.

#### SECTION 4 - ADDITIONAL SERVICES OF THE ENGINEER

If authorized in writing by the OWNER, the ENGINEER will furnish or obtain from others additional services of the following types which will be paid for by the OWNER as indicated in subsection 6.1.4.

4.1. Furnishing of additional or nonstandard core borings, probings or subsurface explorations; hydrographic surveys; laboratory testing and inspection of samples or materials; and other special consultation.

4.2. Additional services due to significant changes in general scope of the Project or its design including, but not limited to, changes in size, complexity, or character of construction.

4.3. Revising previously approved studies, reports, design documents, drawings, or specifications.

4.4. Preparing documents for alternate bids requested by the OWNER for work which is not executed.

4.5. Preparing detailed renderings, exhibits or scale models for the Project.

4.6. Investigations involving detailed consideration of operations, maintenance, and overhead expenses; and the preparation of rate schedules, earnings and expense statements, feasibility studies, appraisals and valuations; detailed quantity surveys of material and labor; and material audits or inventories required for certification of force account construction performed by OWNER.

4.7. Preparing special change orders requested by the OWNER.

4.8. Making an inspection of the Project prior to expiration of the guarantee period and reporting observed discrepancies under guarantees provided by the construction contract.

4.9. Additional or extended services during construction made necessary by: (1) work damaged by fire or other cause during construction; (2) prolongation of the construction contract time by more than 25%; (3) acceleration of the work schedule involving services beyond normal working hours; and (4) contract default due to delinquency or insolvency.

4.10. Additional services and costs necessitated by out-of-town travel required of the ENGINEER other than visits to the Project as required by Section 1.

4.11. Serving as an expert witness for the OWNER in any litigation or other proceeding involving the Project.

4.12. Additional services in connection with the Project not otherwise provided for in this Agreement.

#### SECTION 5 - THE OWNER'S RESPONSIBILITIES

The OWNER will:

5.1. Provide full information as to his requirements for the Project.

5.2. Assist the ENGINEER by placing at his disposal all available information pertinent to the site of the Project including previous reports and any other data relative to design and construction of the Project.

5.3. Guarantee access to and make all provisions for the ENGINEER to enter upon public and private lands as required for the ENGINEER to perform his work under this Agreement.

5.4. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by the ENGINEER and shall render in writing decisions pertaining thereto within a reasonable time so as not to delay the work of the ENGINEER.

5.5. Advertise for Proposals from bidders, open the proposals at the appointed time and place, and pay for all costs incident thereto.

5.6. Provide such legal, accounting and insurance counseling services as may be required for the Project.

5.7. Designate in writing a person to act as OWNER's representative with respect to the work to be performed under this Agreement, and such person shall have complete authority to transmit instructions, receive information, interpret, and define OWNER's policies and decisions with respect to materials, equipment elements and systems pertinent to the work covered by this Agreement.

5.8. Give prompt written notice to the ENGINEER whenever the OWNER observes or otherwise becomes aware of any defect in the Project.

5.9. Obtain approval of all governmental authorities having jurisdiction over the Project and such approvals and consents from such other individuals or bodies as may be necessary for completion of the Project.

5.10. Furnish, or direct the ENGINEER to provide, at the OWNER's expense, necessary additional services as stipulated in Section 4 of this Agreement, or other services as required.

5.11. Furnish the ENGINEER with a description of and the names of owners and lien holders of property adjacent to the proposed improvement, where such data is needed for the preparation of plans and/or right of way or easement plats.

#### SECTION 6 - PERIOD OF SERVICE

6.1. Unless sooner terminated as provided in subsection 7.1, this Agreement shall remain in force for period of sixty (60) days after the final contractor pay request and closeout documents have been approved by the OWNER.

#### SECTION 7 - PAYMENTS TO THE ENGINEER

7.1. The OWNER will pay the ENGINEER for the services performed as follows:

7.1.1. For all work under the Design Phase, the OWNER shall pay the ENGINEER a lump sum fee of \$ 42,000.00. Such basic fee shall be due and payable as follows:

Monthly during the design phase of the ENGINEER's work, he shall be paid an amount computed by multiplying the percentage of work performed by the lump sum fee. From the partial payments thus computed each month, there shall be deducted all previous partial fee payments made to the ENGINEER.

7.1.2. For all work under the Construction Phase of the Project, the OWNER shall pay the ENGINEER an amount equal to the established billing rates of the ENGINEER – Billing Rate being defined herein as payroll, social security, retirement deductions, unemployment tax, insurance overhead and profit. In addition, all materials and out-of-pocket expenses shall be paid at their actual cost to the ENGINEER; that payment for such services will be made monthly to the ENGINEER during the course of the ENGINEER's work, upon his submission to the OWNER of an itemized statement showing such time, rates and employees' names. The Construction Phase fee budget amount is \$ 40,000.00.

7.1.3. For "Additional Services" performed:

7.1.3.1. By personnel assigned to the regularly established office of the ENGINEER, an amount equal to the established billing rates of the ENGINEER as defined in subsection 6.1.2 above.

7.1.3.2. In connection with administering sub-contracts for services by others than described in 7.1.2.1. ante, an amount equal to the actual costs billed to the ENGINEER, plus 5% to cover overhead and handling.

7.1.3.3. In addition, all materials and out-of-pocket expenses shall be paid at their actual cost to the ENGINEER; that payment for such services will be made monthly to the ENGINEER during the course of the ENGINEER's work, upon his submission to the OWNER of an itemized statement showing such time, rates and employees' names.

7.1.4. As per Section 1, the OWNER authorizes the ENGINEER to perform the work as detailed below. The authorized work is estimated to be \$ 150,000.00, and work will not be performed in excess of this amount without prior authorization by the OWNER. The estimated cost breakdown is as follows:

Design	\$ 78,000
Construction Observation	<u>\$ 72,000</u>
TOTAL	\$150,000

## 7.2 General

7.2.1. If any portion of the Project is not bid or put under contract for a period of 6 months after completion of the design phase, the ENGINEER's compensation shall be in accordance with subsection 7.1.2.

7.2.2. If this Agreement is terminated upon completion of any phase of the ENGINEER's services, the progress payments to be made in accordance with subsection 7.1 on account of that and all prior phases shall constitute total payment for services rendered; if terminated during any phase of the work, the ENGINEER shall be paid for services performed during such phase on the basis of his reasonable estimate of the portion of such phase completed prior to termination. In the event of any termination, the ENGINEER shall be paid all terminal expenses resulting therefrom plus payment for additional services then due.

7.2.3. If, prior to termination of this Agreement, any work designed or specified by the ENGINEER during any phase of the work is suspended in whole or in part for more than three months, or abandoned, after written notice from the OWNER, the ENGINEER shall be paid for services performed on account of it prior to receipt of such notice from the OWNER as provided in subsection 7.2.2 for termination during any phase of the work.

## SECTION 8 - GENERAL CONSIDERATIONS

### 8.1 Termination

8.1.1. This agreement may be terminated by either party by seven days' written notice in the event of substantial failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party. If this Agreement is so terminated, the ENGINEER shall be paid as provided in subsection 7.2.2.

### 8.2 Ownership of Documents

8.2.1 All documents, including original drawings, estimates, specifications, field notes and data are and remain the property of the ENGINEER as instruments of service. The OWNER may, at his expense, obtain a set of reproducible record prints of drawings and copies of other documents, in consideration of which the OWNER will use them solely in connection with the Project, and not for the purpose of making subsequent extensions or enlargements thereto and he will not sell, publish, or display them publicly. Re-use for extensions of the Project, or for new projects, shall require written permission of the ENGINEER and shall entitle him to further compensation at a rate to be agreed upon by OWNER and ENGINEER.



### 8.3 Estimates

8.3.1. Since the ENGINEER has no control over the cost of labor and materials, or over competitive bidding and market conditions, the estimates of construction cost provided for herein are to be made on the basis of his experience and qualifications, but the ENGINEER does not guarantee the accuracy of such estimates as compared to the contractor's bids or the Project construction cost.

### 8.4 Insurance

8.4.1 The ENGINEER shall secure and maintain such insurance as will protect him from claims under the Workmen's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of his services under this agreement.

### 8.5 Successors and Assigns

8.5.1 The OWNER and the ENGINEER each binds himself and his partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as above, neither the OWNER nor the ENGINEER shall assign, sublet, or transfer his interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be a party hereto.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement below.

OWNER:

CITY OF ROCHELLE, ILLINOIS

BY: \_\_\_\_\_

Title: CITY MANAGER

Date: \_\_\_\_\_

ATTEST:

BY: \_\_\_\_\_

Title: CITY CLERK

(SEAL)

ENGINEER:

WILLETT, HOFMANN & ASSOCIATES, INC.

BY: Brian H. Conner

Title: PRESIDENT

ATTEST:

BY: [Signature]

Title: SECRETARY



(SEAL)