



PROPOSAL

City of Rochelle

Engineering & Design Services

Municipal Utilities

Wastewater Treatment Plant

Phase 2 PV Solar Expansion

Rochelle, Illinois



Agreement Date: October 12, 2023

EXCELLENCE WITHIN.

Mechanical
Electrical
Plumbing
Fire Protection



Scope of Services

Project Description

This project consists of civil, structural, and electrical engineering design services along with assistance with grant writing services related to the installation of the Phase 2 expansion of the existing photovoltaic solar system for the Wastewater Treatment Plant.

Our scope of work includes design for the expansion of a distributed generation solar PV project to offset the electrical usage of Rochelle Municipal Utilities' Wastewater Treatment Plant. Our services include assistance in finding and securing related grants and funding for the solar field expansion.

Our design services include:

1. Preparation of Construction Documentation .
2. Preparation of bidding and contract documents.
3. Preparation of technical specifications
4. Three design meetings with the Owner's representatives.
5. Assistance obtaining available grants.

The PV Solar project will have a footprint of approximately one acre and will be adjacent to the existing solar array of approximately 312 kW.

Scope of Work

1. Engineering services will be based on the project being design-bid-build delivery. Documents will be developed sufficiently to obtain permitting.
2. Our project drawings will be prepared in AutoCAD or Revit format.
3. Our specifications will be included bound in book format utilizing Masterspec.
4. All construction documents will be signed and sealed by a registered professional engineer from the State of Illinois.
5. We have included one on-site survey.
6. We have included three review meetings with the Owner's representative.

Included Items in project drawings and specifications

1. **Civil Engineering – Provided by Mohr & Kerr Engineering & Land Surveying, P.C.**
 - a. Provide documentation of the existing site including adjacent public utilities, etc.
2. **Structural Engineering – Provided by RLG Consulting Engineers**
 - a. Provide documentation for foundations and reviews of structural support of the solar panels.



3. Technical PV Selection and Solar Grant Writing Services – Provided by Ruyle Mechanical Services:

- a. Provide technical selection and evaluation of the PV Solar field design and layout.
- b. Provide Grant Specialist/ Consulting Administration on the proposed project including the following:
- c. Strategic development, administrative oversight, and execution of funding-based deliverables at every definitive phase over the duration of performance.
- d. Logistical research pertaining to funding opportunities, spreadsheet compilation of feasible RFAs/FOAs, creation of necessary templates and administrative documents in compliance with DOE policies, meticulous record retention and assistance with final determination of grant solicitation(s).
- e. Guidance regarding appropriate integration of technical materials into grants application package.
- f. Work on behalf of the City of Rochelle to articulate project milestones, prospective timelines, etc. to federal agency via LOI prior to Concept Paper submission (if requested per RFA) while maintaining correspondence with the DOE Affiliate assigned to the solicitation.
- g. Draft all budgetary documents and corresponding expenditure justification components/quarterly fiscal projections, unobligated balance calculations for RPPR submission, etc.
- h. Provide contractual review and redlining services if necessitated per secondary funding stream.
- i. Develop of all supplementary administrative documents within grant application package.
- j. Assist in the finalization of concept paper components including SWOT Analysis/ deterrent mitigation strategies, interpretation of quantitative preliminary data, protocol synopsis, etc.
- k. Participate in development of procedures to streamline processes during compilation to reinforce prospective timeline.
- l. Provide comprehensive consulting and mentorship services throughout lifecycle of grant, including all pre-award processes.

4. Electrical Engineering:

- a. Provide one on-site review of existing systems to confirm locations to integrate the proposed system.
- b. Provide design for review and implementation of the photovoltaic solar system onto the Contract Documentation.
- c. Provide design for connection of the photovoltaic solar system into the utility electrical system power grid.

Bidding / Negotiation Services

- 1. Conduct Pre-Bid Meeting.
- 2. Respond to contractor questions.



3. Prepare addenda information as required.

Construction Services

1. Conduct a Pre-Construction meeting.
2. Answer contractor questions and Requests for Information (RFI's).
3. Prepare RFP information and deliver it to the City of Rochelle for review and distribution to the contractors.
4. Provide shop drawing/submittal review.
5. Provide construction meeting attendance by on site monthly. Bi-Weekly teleconference meetings are required for the remaining weeks.
6. Provide a final punch list for the work specified as part of this contract.

Exclusions

1. Costs associated with filing for grants, permits, or similar items.
2. Commissioning.
3. Cost estimating.
4. Engineering services other than those listed above.





PROFESSIONAL SERVICES AGREEMENT

Proposal Pricing Summary

Basis of Charges

Charges for professional services performed by our firm for all services listed in the ATTACHMENT A - SCOPE OF SERVICES will be made on a fixed fee basis. Billings will be issued at least monthly and will be based upon total services completed and expenses incurred at the time of billing.

Our fees include civil, structural, electrical engineering services and assistance in grant discovery/application and administration services as described above. They include management and insurance.

If we are required to increase the scope of our services because of project scope changes, we will bill for this work at our standard hourly rates, 2.5 times direct personnel expense, or a predetermined additional lump sum. This would only be done with your prior approval. The Hourly Rate Schedule included with our fee is available for work exceeding the scope of this proposal.

At any phase of the project should construction costs increase by 5% or more, Keith Engineering Design is due the adjusted increase fee, while our fees shall not be reduced should the overall construction cost be reduced.

Prior to work beginning, the Client will issue a preliminary invoicing and payment schedule to enable KED to maintain a similar invoicing and payment schedule throughout the project.

Engineering Services Fee

Description of Services	Fee Proposal
Construction Documentation	\$102,200.00
Construction Administration	\$11,470.00
Reimbursables	\$1,400.00
Total Fee	\$115,070.00

Our Hourly Rates

Principal	\$205.00
Engineer III	\$185.00
Engineer II	\$165.00
Engineer I	\$150.00
Admin Assistant	\$85.00





PROFESSIONAL SERVICES AGREEMENT

This agreement is made this 12th day of October 2023, between City of Rochelle, subsequently referred to as "CLIENT" and Keith Engineering Design, Inc., subsequently referred to as "KED."

By joining in this agreement, CLIENT retains KED to provide engineering and design services for Municipal Utilities Wastewater Treatment Plant PV Solar Expansion located in Rochelle, Illinois subsequently referred to as the "Project."

By this Agreement, the scope of KED's services on this project is limited to that described in Attachment A.

The Client agrees to compensate KED for providing the above-described services in the manner described in Attachment B.

Client's failure to make payment to KED in accordance with the payment terms herein shall constitute a material breach of this Agreement and shall be cause for termination by KED.

Either Client or KED may terminate this Agreement without penalty at any time with or without cause upon giving the other party thirty (30) calendar days prior written notice. Client shall within thirty (30) calendar days of termination pay KED for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this Agreement. The client shall also reimburse KED for all of KED termination expenses, including, but not limited to, those associated with demobilization, reassignment of personnel, and space and equipment costs.

KED

CLIENT

By : *Brian R Keith*

By _____

Title : President

Title _____

Date : October 12, 2023

Date _____