



February 26, 2026

Rochelle Municipal Utilities
P.O. Box 456
Rochelle, Illinois 61068

Attn: Mr. Adam Lanning
Water/Water Reclamation Superintendent

Re: WRP Chemical Phosphorus Removal and
Domestic Lift Station Upgrades
Engineering Proposal

Dear Adam:

In response to your request, Willett, Hofmann & Associates, Inc. is pleased to submit the following proposal for Professional Services for your review and consideration. The scope of services described herein is based on our present understanding of the needs of the Project.

PROJECT UNDERSTANDING:

- RMU needs to construct chemical addition for the removal of the phosphorus to ensure the effluent phosphorus concentrations are below their future anticipated NPDES permit limits.
- RMU needs to replace the domestic lift station control panel including the pump VFDs.

PROJECT SCOPE

The chemical phosphorus removal project scope of work includes the following key components:

- Install a bulk chemical tank for the phosphorus removal. The bulk tank may be located inside or outside the tertiary building, depending on the tank size required.
- Install day tank or tanks for the phosphorus removal chemical. It is anticipated that the day tanks will be located inside the tertiary building in the RAW/WAS pump room.
- Install chemical feed pumps for chemical addition.
- Install chemical feed lines from the tertiary building to the aeration basin effluent channels.
- Install piping to transfer chemical from bulk tank to day tank. It is anticipated that this could be done by gravity.
- Install phosphorus analyzer to determine when chemicals will need to be added to lower phosphorus concentrations.
- SCADA control upgrades to incorporate the chemical feed system.

The domestic lift station upgrades project scope of work includes the following key components:

- Construct a new lift station control panel that will include VFDs for the existing lift station pumps and PLC controller that is connected to the WRP SCADA system.

SCOPE OF PROFESSIONAL SERVICES:

- Willett, Hofmann & Associates, Inc. proposes to provide the Professional Services as outlined on the attached Exhibit 1 – Scope of Professional Services.

FEE FOR PROFESSIONAL SERVICES:

- Willett, Hofmann & Associates, Inc. (WHA) proposes to provide the Professional Services detailed on the Attached Exhibit 1 – Scope of Professional Service for fee not to exceed \$159,900.00 as detailed in the tables below. The billing type for each phase is listed in the table.

Chemical Phosphorus Removal Fee Schedule

Phase	Fee	Billing Type
Pilot Study	\$ 8,600	Hourly
Design Engineering-WHA	\$ 56,600	Hourly
Design Engineering-IMEG Electrical	\$ 10,000	Lump Sum
Construction Engineering	\$ 49,500	Hourly
Total Engineering Fee	\$124,700	

Domestic Lift Station Upgrades Fee Schedule

Phase	Fee	Billing Type
Design Engineering-WHA	\$ 8,700	Hourly
Design Engineering-IMEG Electrical	\$11,500	Lump Sum
Construction Engineering	\$15,000	Hourly
Total Engineering Fee	\$35,200	

SCHEDULE OF WORK TO BE DONE:

- Complete the Domestic Lift Station Design Phase services by June 2026.
- Complete Chemical Phosphorus Removal pilot study by September 2026.
- Complete Chemical Phosphorus Removal design phase services by October 2026.

DELIVERABLES:

- Provide RMU with three (3) copies and a pdf of the construction drawings and Project Manual.
- Provide RMU with a copy and a pdf of the IEPA Water Pollution Control Public Water Supply construction permit application forms.
- Provide the RMU with Record Construction Drawings after the project is completed.
- Provide the RMU with a pdf of all shop drawing submittals.

TERMS & CONDITIONS:

- The attached Terms and Conditions are made a part of this Agreement. Additional Services requested above and beyond those described herein shall be provided and performed as outlined on the attached Terms and Conditions.

This proposal is valid for thirty (30) calendar days from the date of this proposal.

The proposed **scope of services** described above are negotiable, however if the proposed services and terms meet with your approval, please sign this letter agreement, and return one copy to our office.

PROPOSAL ACCEPTED:

I hereby authorize this work to proceed as outlined above and have read and accept the attached Terms and Conditions.

By _____

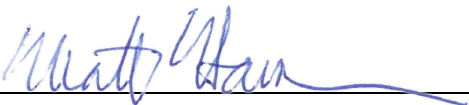
Name/Title _____

Date _____

Thank you for your interest in Willett, Hofmann & Associates, Inc. and for this opportunity to be of service. We look forward to working with you on this project. If you have any questions, please do not hesitate to call.

Sincerely,

WILLETT, HOFMANN & ASSOCIATES, INC.

BY  _____
Matt Hansen, P.E.
Water/Wastewater Department Manager

MH:lj
Encl.
cc: file

EXHIBIT 1 - SCOPE OF PROFESSIONAL SERVICES

PROJECT: Rochelle Municipal Utilities
WRP Chemical Phosphorus Removal and
Domestic Lift Station Upgrades
Engineering Proposal

DATE: February 26, 2026

SCOPE OF PROFESSIONAL SERVICES:

Willett, Hofmann & Associates, Inc. proposes to provide the following engineering services for the Chemical Phosphorus Removal project:

Design Phase

1. Provide a topographic survey of the project area.
2. Prepare construction drawings that will include a cover sheet, general construction notes, site piping plan, site improvements plan, site standard details, tertiary building piping plan and piping details, and electrical drawings.
3. Prepare a Project Manual which will include the bidding and contract documents, general conditions, and technical specifications.
4. Prepare IEPA Water Pollution Control construction permit application.
5. Two (2) project design meetings to review the construction drawings and Project Manual.
6. Assist RMU with a pilot study to determine the feed rate for the chemical phosphorus removal and sizing for the chemical bulk and day tanks.

Construction Phase

1. Advertise the project for bids in the local daily newspaper on behalf of the RMU. RMU will pay the bid advertisement cost.
2. Answer contractor questions during bidding and prepare any addenda, if necessary.
3. Conduct public bid opening.
4. Prepare a bid summary and award letter.
5. Prepare the contract documents for execution by the Contractor
6. Conduct a pre-construction meeting with the RMU, Contractor and WHA.
7. Construction staking.
8. Shop drawing review of material and equipment supplied for the project.
9. Provide part-time construction observation (Approximately 80 hours).
10. Prepare monthly pay requests for submittal to RMU.
11. Prepare Record construction drawings.

Willett, Hofmann & Associates, Inc. proposes to provide the following engineering services for the Domestic Lift Station Upgrade project:

Design Phase

1. Prepare the construction drawings for the electrical improvements associated with the new lift station control panel.
2. Prepare a Project Manual which will include the bidding and contract documents, general conditions, and technical specifications.
3. One (1) project design meeting to review the construction drawings and Project Manual.

Construction Phase

1. Advertise the project for bids in the local daily newspaper on behalf of the RMU. RMU will pay the bid advertisement cost.
2. Answer contractor questions during bidding and prepare any addenda, if necessary.
3. Conduct public bid opening.
4. Prepare a bid summary and award letter.
5. Prepare the contract documents for execution by the Contractor
6. Conduct a pre-construction meeting with the RMU, Contractor, and WHA.
7. Shop drawing review of material and equipment supplied for the project.
8. No construction observation is included in the scope of work.
9. Prepare monthly pay requests for submittal to RMU.



TERMS AND CONDITIONS – ROCHELLE MUNICIPAL UTILITIES

Standard of Care: Services provided by Willett, Hofmann & Associates, Inc., hereinafter referred to as “WHA”, under this Agreement will be performed in a manner consistent with the human degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

Additional Services: When Additional Services beyond the defined scope are requested, an amendment will be prepared for approval by the Client prior to commencing work. Additional Services shall be performed on a time and material basis at Standard Hourly Rates in effect at the time the services are performed, or for a negotiated fee.

Billing / Payment: The Client agrees to pay for all services performed and all costs incurred by WHA. Invoices for services shall be submitted either upon completion of such services or on a monthly or otherwise regular or logical basis. Invoices shall be due and payable within 30 days of invoice date. Client shall notify WHA of any objections to the invoice within five (5) working days of receipt. Payment of any invoice indicates Client’s acceptance of this Agreement and satisfaction with the services provided. Payment of invoices is in no case subject to unilateral discounting, back charges, or set offs by the Client, and payment is due regardless of suspension or termination of this Agreement by either party. Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge on the unpaid balance. In the event that any portion of an account remains unpaid after 120 days after the invoice date, WHA may institute collection action and the Client shall pay all costs of collection, including reasonable attorney’s fees.

Termination, Suspension or Abandonment: In the event of termination, suspension or abandonment of the project, WHA shall be equitably compensated for services performed. Either the Client or WHA may terminate this Agreement after giving no less than seven (7) days’ written notice if the other party substantially fails to perform in accordance with the terms of the Agreement.

Indemnification: WHA agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees (collectively, Client) against all damages, liabilities or costs, including reasonable attorney’s fees and defense costs, to the extent caused by WHA’s negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom WHA is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless WHA, its officers, directors, employees and subconsultants (collectively, WHA) against all damages, liabilities or costs, including reasonable attorney’s fees and defense costs, to the extent caused by the Client’s negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable.

Neither the Client nor WHA shall be obligated to indemnify the other party in any manner whatsoever for the other party’s own negligence or for the negligence of others.

Certification, Guarantees and Warranties: WHA shall not be required to execute any document that would result in certifying, guaranteeing or warranting the existence of any conditions.

Dispute Resolution: Any claims or disputes between the Client and WHA arising out of the services provided by WHA or out of this Agreement shall be submitted to non-binding mediation. The Client and WHA agree to include a similar mediation agreement with all contractors, subconsultants, subcontractors, suppliers and fabricators, providing for mediation as the primary method of dispute resolution among all parties. The laws of the State of Illinois will govern the validity of this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in the courts of that State.



TERMS AND CONDITIONS – ROCHELLE MUNICIPAL UTILITIES

Construction Means and Methods: WHA shall not be responsible for, nor have control over or charge of, construction means, methods, sequence, techniques, or procedures, or for any health or safety precautions required by any regulatory agencies in connection with the project.

Construction Observation: When WHA does not provide construction observation services, it is agreed that the professional services of WHA do not extend to or include the review or site observation of the Contractor's work, performance, or pay request approval. In this situation, during construction, the Client assumes the role of the design professional and will hold harmless WHA for the failure of the Contractor's work to conform to the design intent and the contract documents.

Adjustments, Changes or Additions: It is understood that adjustments, changes, or additions may be necessary during construction. The Client will maintain a contingency fund until construction is completed to pay for field changes, adjustments, or increased scope items. If WHA is performing Construction Observation, all change order amounts requested by Contractors constructing WHA designed items shall be submitted to WHA for review prior to being approved by contract holder. WHA will not approve amounts requested that are above a normal bid amount for the work involved. In no case will costs be assessed to WHA at the discretion of the Contractor, the Client, or the Owner without prior agreement and approval of WHA. WHA shall not be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

Project Signs: Project signs displayed at the construction site shall include "Willett, Hofmann & Associates, Inc." as the design professional for the applicable discipline. Articles for publication regarding this project shall acknowledge Willett, Hofmann & Associates, Inc. as the design professional for the applicable discipline.

Electronic Files: The Client hereby grants permission for WHA to use information and data provided by the Client, including electronic background information produced or provided by the Client in the completion of the project. The Client also grants permission to WHA to release WHA's documents (including their backgrounds) electronically to consultants, contractors, and vendors as required in the execution of the project. Before release, WHA will require an executed waiver of liability for the use of any electronic documents and may charge a fee for this information.

Use of Documents: Documents prepared by WHA are instruments of service for use solely with respect to the project. WHA shall retain all common law, statutory and other reserved rights, including the copyright. The Client shall not reuse or permit the reuse of WHA's documents except by mutual agreement in writing.

Assignment: Neither party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including, but not limited to, monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WHA as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.



**GENERAL RATES FOR ENGINEERING SERVICES
(FIELD AND OFFICE)
EFFECTIVE APRIL 1, 2025**

CLASSIFICATION OF EMPLOYEE	REGULAR HOURLY RATE		OVERTIME RATE
	From	To	
President & General Manager	\$220.00	\$340.00	Regular Rate
Principal Engineering Manager	\$180.00	\$280.00	Regular Rate
Engineering Manager	\$150.00	\$230.00	Regular Rate
Civil Engineer IV	\$140.00	\$220.00	Regular Rate
Civil Engineer III	\$130.00	\$200.00	Regular Rate
Civil Engineering Intern II	\$110.00	\$180.00	Regular Rate
Civil Engineering Intern I	\$90.00	\$140.00	Regular Rate
SPP Civil Engineer I, II, III, IV	\$90.00	\$220.00	Regular Rate
SPP Engineering Intern	\$60.00	\$100.00	Regular Rate
Principal Architectural Manager	\$160.00	\$250.00	Regular Rate
Architect Manager	\$150.00	\$230.00	Regular Rate
Architect IV	\$140.00	\$230.00	Regular Rate
Architect III	\$100.00	\$170.00	Regular Rate
Architectural Intern II	\$70.00	\$130.00	Regular Rate
Architectural Intern I	\$60.00	\$100.00	Regular Rate
SPP Architectural Intern I	\$60.00	\$100.00	Regular Rate
SPP Professional Architect I, II, III, IV	\$60.00	\$230.00	Regular Rate
Principal Prof. Land Surveyor Manager	\$130.00	\$220.00	Regular Rate
Prof. Land Surveyor Manager	\$130.00	\$210.00	Regular Rate
Prof. Land Surveyor IV	\$120.00	\$190.00	Regular Rate
Prof. Land Surveyor III	\$110.00	\$180.00	Regular Rate
Prof. Land Surveyor (SIT) II	\$100.00	\$170.00	Regular Rate
Prof. Land Surveyor (SIT) I	\$80.00	\$130.00	Regular Rate
SPP Professional Land Surveyor I, II, III, IV	\$80.00	\$190.00	Regular Rate
Survey Technician II	\$70.00	\$120.00	1.3 x Regular Rate
Survey Technician I	\$60.00	\$100.00	1.3 x Regular Rate
Technician IV	\$90.00	\$150.00	1.3 x Regular Rate
Technician III	\$80.00	\$140.00	1.3 x Regular Rate
Technician II	\$70.00	\$120.00	1.3 x Regular Rate
Technician I	\$60.00	\$110.00	1.3 x Regular Rate
SPP Technician I, II, III, IV	\$60.00	\$150.00	1.3 x Regular Rate
Survey Worker Foreman	\$90.00	\$150.00	1.3 x Regular Rate
Survey Worker	\$60.00	\$110.00	1.3 x Regular Rate
SPP Survey Worker	\$60.00	\$100.00	1.3 x Regular Rate
Survey Worker Intern	\$50.00	\$80.00	1.3 x Regular Rate
Administrative Assistant Supervisor	\$60.00	\$100.00	1.3 x Regular Rate
Administrative Assistant	\$50.00	\$90.00	1.3 x Regular Rate
SPP Administrative Assistant	\$40.00	\$80.00	1.3 x Regular Rate
Human Resource Administrator II	\$70.00	\$120.00	1.3 x Regular Rate
Bookkeeper	\$70.00	\$120.00	1.3 x Regular Rate
Bookkeeper/HR Supervisor	\$80.00	\$140.00	1.3 x Regular Rate
Expenses and Materials	At Cost		

- The above hourly rates shall be applicable for a period of one year from the date hereon, after which time they shall be subject to adjustments to reflect payroll cost.
- Generally field crews work a nine-hour day, which involves an hour of overtime each day. The rates for field personnel apply office to office exclusive of the lunch period
- SPP – Special Personnel (SPP) Employees will be billed at the same rate as a I, II, III, or IV in the same classification.