



August 21, 2023

Mr. Frank Eubank  
Village President  
Village of Winnebago  
108 West Main Street  
Winnebago, Illinois 61088

**Re: Clayton Court Water Main Looping  
Civil Engineering Design Services Proposal**

Dear Mr. Eubank,

Fehr Graham is pleased to provide you with this proposal for professional services associated with the above-referenced project in the Village of Winnebago. Our understanding is that the Village of Winnebago would like to construct a new water main from the western extents of Soper Street to Clayton Court in order to appropriately loop the water distribution system and improve existing fire flow conditions. This route will require jack and bore installation of water main underneath creek crossings. It is understood that this project will be completed with local funding due to the fact that the previously submitted project plan has not yet been approved by IEPA to allow access to the IEPA revolving loan fund.

The proposed water main will be installed within existing Village of Winnebago Property, but an easement is anticipated to be needed between Lots 6 and 7 of the Block 71 Canal Trustee's Final Plat to allow for the looping connection to be made with the existing water main within Clayton Court. This proposed section of the water main will provide improved water quality and pressures to homes in the area and this water main replacement will reinforce the distribution system. It is anticipated that this project will be constructed in 2024. The following details our anticipated Scope of Services to complete the project as described above:

### **Scope of Services**

#### **Topographic and Boundary Survey**

Fehr Graham will perform a topographic survey of the proposed project area to establish a roadway centerline and ground elevation profile and obtain an accurate edge of pavement location for the roadway design plans. The topographic survey will include the location of paved areas, spot elevations where needed for planning, location of visible utilities, and setting two permanent benchmarks on the site to be used during construction. Fehr Graham will use this topographic survey and use supplemental lidar data to accurately produce a base drawing for the depicted areas.

All visible structures, utilities, roadways, and sidewalks will be included in said survey. In addition, underground utilities will be identified as needed to assist in the design of the water main extension. It is assumed that the Village of Winnebago will mark the location of the existing water mains prior to the survey taking place so the location of the proposed water main connection points can be accurately depicted on the plans. Property lines will be confirmed as part of this effort to ensure proposed water main looping remains within the limits of Village owned property. A boundary survey document will not be provided as part of this scope of work.

### **Permanent Utility Easement**

Fehr Graham will complete a title search for the two affected parcels (14-08-454-014 & 14-08-454-013) in efforts to create a utility easement. Fehr Graham will prepare the legal description and easements for the two affected parcels. It is assumed that Fehr Graham will provide the easement exhibit and legal description to the Village Attorney for coordination with the residents for approval, execution and recording of the documentation.

### **Water Main Extension Design**

Utilizing the data collected, as well as input from the Village of Winnebago, Fehr Graham will complete detailed design drawings for the proposed water main project. The design includes water main replacement within the limits described above. The project will also include the appropriate water main fixtures (valves, services, hydrants and associated appurtenances) along the replacement limits to accommodate testing requirements, as well as the required site restoration.

We anticipate the following minimum plan sheets to be developed for this project:

- Title, General Notes, and Standard Legend
- Summary of Quantities
- Erosion and Sedimentation Control Plan
- Removal and Replacement Plan
- Water Main Replacement Plan and Profiles
- Standard Detail Drawings

In addition to the detailed design drawings for the water main extension, Fehr Graham will prepare plan-specific and general specifications required for the construction of this project to comply with the requirements of the Village of Winnebago and the IEPA Standards. All engineering drawings and project specifications will be prepared in accordance with general practice and in conformance with the State of Illinois and the Village of Winnebago requirements. A Professional Engineer's Signature and Seal will be affixed on the plans and specifications in accordance with the State of Illinois Department of Professional Regulation requirements.

### **Permitting - IEPA**

Fehr Graham will facilitate the preparation of a construction permit application to be submitted to the Illinois Environmental Protection Agency (IEPA) for review and permit approval for the water system improvements. Fehr Graham will make any necessary plan adjustments per comments received from the IEPA. All revisions will be coordinated with both the Village of Winnebago and the IEPA.

### **Bidding Documents and Bidding Services**

Utilizing the completed design drawings and project specifications, Fehr Graham will prepare a bid package of documents for the solicitation of bids. As part of this process, Fehr Graham will address contractor questions, manage the distribution of bidding documents, prepare, and distribute addendums and clarifications, attend the bid opening, review and tabulate the bids, and provide a bid recommendation to the Village of Winnebago for consideration.

## EXCLUSIONS

The following items are not included in the Scope of Services proposed herein:

- » Boundary Survey Document
- » Traffic studies and capacity analysis.
- » Environmental and soil remediation services.
- » Wetland delineation.
- » Permit fees.
- » NOI/NPDES Permit (assumed less than one acre of soil disturbance)
- » Preparation of easements and/or right-of-way documents outside of those listed above.
- » Easement Agreement and property owner coordination.
- » As-built survey
- » Construction engineering.
- » Contract management.
- » Construction staking.
- » IEPA planning approval
- » IEPA Loan Application
- » Geotechnical investigation.
- » Winnebago County Highway Department coordination.

*\*\*Any of the above services can be performed as an additional cost to the project.*

## FEES

Based on the information available at this time, Fehr Graham is prepared to provide the Scope of Services described as follows on a lump sum basis:

### Engineering Design Fees

Topographic Survey	\$ 9,400
Permanent Utility Easement	\$ 1,900
Water Main Extension Design	\$ 23,900
Permitting - IEPA	\$ 8,400
Bidding Documents & Bidding Services	\$ 4,900

<b>Project Total</b>	<b>\$ 48,500</b>
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August 21, 2023  
Mr. Frank Eubank, Village of Winnebago  
Proposal for Clayton Court Water Main Looping  
Page 4

#### **AUTHORIZATION**

I trust that the information we have provided is in line with your expectations. If you would like us to proceed with this project, please sign the attached Agreement for Professional Services and return one copy to my attention.

As always, Fehr Graham is willing to commit the necessary resources to this project to provide timely and competent solutions to assure that this project moves forward. We look forward to working with you on this project. In the interim, should you have any questions regarding this proposal, please feel free to contact me at this office.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Seth W. Gronewold', written over a horizontal line.

Seth W. Gronewold, PE  
Principal

SWG:adn

Enclosure –  
Map

N:\Proposals\2023\Seth Gronewold\Winnebago, Village of\Clayton Court WM Looping\Clayton Court Water Main Looping Proposal.docx





Client Franklin Eubank, Jr.  
Village of Winnebago  
108 West Main Street  
Winnebago, IL 61088

815.335.2020

Description of Services:

**Village of Winnebago - Clayton Court Water Main Looping - Winnebago, IL**

Fehr Graham is pleased to provide you with this proposal for professional services associated with the above-referenced project in the Village of Winnebago. Our understanding is that the Village of Winnebago would like to construct a new water main from the western extents of Soper Street to Clayton Court in order to appropriately loop the water distribution system and improve existing fire flow conditions. This route will require jack and bore installation of water main underneath creek crossings. It is

COST:

The fixed fee for performing the above services is \$48,500.00

The attached General Conditions are incorporated into and made a part of this Agreement.

ACCEPTED AND AGREED TO:

I/we, the undersigned, authorize Fehr Graham to provide services as outlined above, and also agree that I/we are familiar with and **ACCEPT THE TERMS OF THE ATTACHED GENERAL CONDITIONS.**

CLIENT:

Signature

Name

Title

Date Accepted

CONSULTANT:

By

Name

Title

Date Proposed

Seth W. Gronewold

Principal

August 18, 2023

23-1378

## GENERAL CONDITIONS TO AGREEMENT FOR PROFESSIONAL SERVICES

1. The Client requests the professional services of Fehr Graham hereinafter called "The Consultant" as described herein.
2. The Consultant agrees to furnish and perform the professional service described in this Agreement in accordance with accepted professional standards. Consultant agrees to provide said services in a timely manner, provided, however, that Consultant shall not be responsible for delays in completing said services that cannot reasonably be foreseen on date hereof or for delays which are caused by factors beyond his control or delays resulting from the actions or inaction of any governmental agency. Consultant makes no warranty, expressed or implied, as to his findings, recommendations, plans and specifications or professional advice except that they were made or prepared in accordance with the generally accepted engineering practices.
3. It is agreed that the professional services described in the Agreement shall be performed for Client's account and that Client will be billed monthly for said services. A 1½% per month service charge will be incurred by Client for any payment due herein and not paid within 30 days of such billing which is
4. The Client and the Consultant each binds himself, his partners, successors, executors, and assigns to the other party to this agreement and to the partners, successor, executors, and assigns of such other party in respect to this agreement.
5. The Client shall be responsible for payment of all costs and expenses incurred by the Consultant for his account, including any such monies that the Consultant may advance for Client's account for purposes consistent with this Agreement.
6. The Consultant reserves the right to withdraw this Agreement if not accepted within 30 days.
7. A claim for lien will be filed within 75 days of the date of an invoice for services (last day of services rendered) unless the account is paid in full or other prior arrangements have been made. All attorney fees incurred by the Consultant due to the filing of said lien or the foreclosure thereof shall be borne by the Client.

In the event suit must be filed by Consultant for the collection of fees for services rendered, Client will pay all reasonable attorney's fees and court costs.

If Client defaults in payment of fees or costs due under the terms of this Agreement and Consultant incurs legal expenses as a result of such failure, Client shall be responsible for payment for Consultant's reasonable attorney fees and costs so incurred.

8. The Consultant shall present, for the consideration of the Client, engineering and technical alternatives, based upon its knowledge and experience in accordance with accepted professional standards, with selection of alternatives and final decisions as requested by the client to be the sole responsibility of the Client.
9. Construction Phase Activities (When applicable) - In connection with observations of the work of the Contractor(s) while it is in progress the Consultant shall make visits to the site at intervals appropriate to the various stages of construction as the Consultant deems necessary in Agreement to observe as an experienced and qualified design professional the progress and quality of the various aspects of the Contractor(s)'s work. Based on information obtained during such visits and on such observation, the Consultant shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents and the Consultant shall keep the Client informed of the progress of the work.

The purpose of the Consultant's visits to the site will be to enable the Consultant to better carry out the duties and responsibilities assigned to and undertaken by the Consultant during the Construction Phase, and, in addition, by exercise of the Consultant's efforts as an experienced and qualified design professional, to provide for the Client a greater degree of confidence that the completed work of the Contractor(s) will conform generally to the Contract Documents and that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved by the Contractor(s). The Consultant shall not, during such visits or as a result of such observations of Contractor(s)' work in progress, supervise, direct or have control over Contractor(s)' work nor shall the Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor(s), for safety precautions and programs incident to the work of Contractor(s) or for any failure of Contractor(s) to comply with laws, rules, regulations, ordinances, codes, or orders applicable to Contractors(s) furnishing and performing their work. Accordingly, the Consultant can neither guarantee the performance of the construction contracts by Contractor(s) nor assume responsibility for Contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents.

10. Estimates of Fees – When fees are on a time and material basis the estimated costs required to complete the services to be performed are made on the basis of the Consultant's experience, qualifications, and professional judgment, but are not guaranteed. If the costs appear likely to exceed the estimate in excess of 20%, the Consultant will notify the Client before proceeding. If the Client does not object to the additional costs within seven (7) days of notification, the increased costs shall be deemed approved by the Client.
11. The Consultant is responsible for the safety on site of his own employees. This provision shall not be construed to relieve the Client or the Contractor(s) from their responsibility for maintaining a safe work site. Neither the professional services of the Consultant, nor the presence of his employees or subcontractors shall be construed to imply that the Consultant has any responsibility for any activities on site performed by personnel other than the Consultant's employees or subcontractors.
12. Original survey data, field notes, maps, computations, studies, reports, drawings, specifications and other documents generated by the Consultant are instruments of service and shall remain the property of the Consultant. The Consultant shall provide copies to the Client of all documents specified in the Description of Services.

Any documents generated by the Consultant are for the exclusive use of the Client and any use by third parties or use beyond the intended purpose of the document shall be at the sole risk of the Client. To the fullest extent permitted by law, the Client shall indemnify, defend and hold harmless the Consultant for any loss or damage arising out of the unauthorized use of such documents.

13. No claim may be asserted by either party against the other party unless an action on the claim is commenced within two (2) years after the date of the Consultant's final invoice to the Client.
14. If a Client's Purchase Order form or acknowledgment or similar form is issued to identify the agreement, authorize work, open accounts for invoicing, provide notices, or document change orders, the preprinted terms and condition of said Purchase Order shall be superseded by the terms hereof.
15. Standard of Care – Services performed by Consultant under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty or guarantee is included or intended in any report, opinion or document under this agreement
16. Liability Insurance – Consultant will maintain such liability insurance as is appropriate for the professional services rendered as described in this Agreement. Consultant shall provide Certificates of Insurance to Client, upon Client's request, in writing.
17. Indemnification and Limitation of Liability – Client and Consultant each agree to indemnify and hold the other harmless, including their respective officers, employees, agents, members, and representatives, from and against liability for all claims, costs, losses, damages and expense, including reasonable attorney's fees, to the extent such claims, losses, damages or expenses are caused by the indemnifying party's acts, errors or omissions.

The Client understands that for the compensation herein provided Consultant cannot expose itself to liabilities disproportionate to the nature and scope hereunder. Therefore, the Client agrees to limit Consultant's liability to the Client arising from Consultant's professional acts, errors or omissions, such that the total aggregate liability of Consultant shall not exceed \$50,000 or Consultant's total fee for services rendered on this Project, whichever is less.

18. Allocation of Risk – Consultant and Client acknowledge that, prior to the start of this Agreement, Consultant has not generated, handled, stored, treated, transported, disposed of, or in any way whatsoever taken responsibility for any toxic substance or other material found, identified, or as yet unknown at the Project premises. Consultant and Client further acknowledge and understand that the evaluation, management, and other actions involving toxic or hazardous substances that may be undertaken as part of the Services to be performed by Consultant, including subsurface excavation or sampling, entails uncertainty and risk of injury or damage. Consultant and Client further acknowledge and understand that Consultant has not been retained to serve as an insurer of the safety of the Project to the Client, third parties, or the public.

Client acknowledges that the discovery of certain conditions and/or taking of preventative measures relative to these conditions may result in a reduction of the property's value. Accordingly, Client waives any claim against Consultant and agrees to indemnify, defend, and hold harmless Consultant and its subcontractors, consultants, agents, officers, directors, and employees from any claim or liability for injury or loss allegedly arising from procedures associated with environmental site assessment (ESA) activities or the discovery of actual or suspected hazardous materials or conditions. Client releases Consultant from any claim for damages resulting from or arising out of any pre-existing environmental conditions at the site where the work is being performed which was not directly or indirectly caused by and did not result from, in whole or in part, any act or omission of Consultant or subcontractor, their representatives, agents, employees, and invitees.

If, while performing the Services set forth in any Scope of Services, pollutants are discovered that pose unanticipated or extraordinary risks, it is hereby agreed that the Scope of Services, schedule, and costs will be reconsidered and that this Agreement shall immediately become subject to renegotiation or termination. Client further agrees that such discovery of unanticipated hazardous risks may require Consultant to take immediate measures to protect health and safety or report such discovery as may be required by law or regulation. Consultant shall promptly notify Client upon discovery of such risks. Client, however, hereby authorizes Consultant to take all measures Consultant believes necessary to protect Consultant and Client personnel and the public. Furthermore, Client agrees to compensate Consultant for any additional costs associated with such measures.

19. In the event of legal action to construe or enforce the provisions of this agreement, the prevailing party shall be entitled to collect reasonable attorney fees, court costs and related expenses from the losing party and the court having jurisdiction of the dispute shall be authorized to determine the amount of such fees, costs and expenses and enter judgment thereof.
20. Termination – The obligation to provide further services under this Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, Consultant will be paid for all services rendered to the date of receipt of written notice of termination, at Consultant's established chargeout rates, plus for all Reimbursable Expenses including a 15% markup.
21. Provision Severable – The unenforceability or invalidity of any provisions hereof shall not render any other provisions herein contained unenforceable or invalid.
22. Governing Law and Choice of Venue – Client and Consultant agree that this Agreement will be governed by, construed, and enforced in accordance with the laws of the State of Illinois. If there is a lawsuit, Client and Consultant agree that the dispute shall be submitted to the jurisdiction of the Illinois District Court in and for Stephenson County, Illinois.



