



**CITY OF WASHINGTON, ILLINOIS**  
**City Council Agenda Communication**

**Meeting Date:** November 04, 2019

**Prepared By:** Ray Forsythe, City Administrator

**Agenda Item:** Resolution authorizing the execution of Temporary Technical Assistant Agreements for engineering services.

**Explanation:** This resolution approves and authorizes the potential execution of Temporary Technical Assistance Agreements to assist in the implementation of the 2019/2020 Capital Improvement Program as well as day-to-day City Engineer services. The listed firms have an existing relationship with the City of Washington through existing or past contracts for services related to the Capital Improvement Program.

**Fiscal Impact:** Funds are budgeted in unused City Engineering salary and engineering services for streets, water and sewer.

**Recommendation/**

**Committee Discussion Summary:** The City Administrator recommends approval. It will be presented to the Public Works Committee on Monday, November 4, 2019.

**Action Requested:** Adoption of Resolution authorizing execution of the temporary Technical Assistant Agreements for Engineering Services.

**RESOLUTION NO. \_\_\_\_\_**

**Resolution Synopsis:** This resolution approves and authorizes the potential execution of Temporary Technical Assistance Agreements to Assist in the Implementation of the 2019/2020 Capital Improvement Program as well as day-to-day City Engineer services. The listed firms have an existing relationship with the City of Washington through existing or past contracts for services related to the Capital Improvement Program.

**RESOLUTION AUTHORIZING THE EXECUTION OF TEMPORARY  
TECHNICAL ASSISTANT AGREEMENTS FOR ENGINEERING  
SERVICES**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
WASHINGTON, TAZEWELL COUNTY, that:**

The City Administrator, Mayor and City Clerk of the City of Washington be, and hereby are, authorized, empowered, and directed to enter into and execute Agreement for Engineering Services with one or more of the following firms on behalf of the City of Washington in compliance with the Adopted Procurement Policy and limits for value; Firm information and a Standard Schedule of Rates, marked Exhibit A is made a part hereof; and to execute and deliver any and all documents necessary for the effectiveness thereof.

The Adopted Procurement Policy includes the following:

Architect-Engineer and Land Surveying Services are considered professional services within the scope of practice of architecture, professional engineering, or land surveying as defined by the laws of the state. The City shall follow the State Procurement Policy. It is the policy of the State to procure these services on the basis of demonstrated competence and qualifications, and to negotiate contracts at fair and reasonable prices.

**PASSED AND APPROVED** in due form of law at a regular meeting of the City Council of the City of Washington, Tazewell County, Illinois, on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

## **Exhibit A**

### **List of Firms**

- **Austin Engineering CO., INC.**
- **Crawford, Murphy & Tilly**
- **Hutchison Engineering, Inc.**
- **Maurer-Stutz**
- **Mohr & Kerr Engineering & Land Surveying, P.C.**
- **Terra**

### **Firm Information and Standard Schedule of Hourly Charges**



**AUSTIN ENGINEERING CO., INC.**

Consulting Engineers / Landscape Architects / Surveyors

Peoria, Illinois - Davenport, Iowa

[austinengineeringcompany.com](http://austinengineeringcompany.com)

City of Washington

November 1, 2019

Mr. Ray Forsythe, City Administrator

301 Walnut Street

Washington, IL 61571

(309) 444-1123

[rforsythe@ci.washington.il.us](mailto:rforsythe@ci.washington.il.us)

RE: 2019/2020 Capital Improvement Program – Short Term Engineering Services

Mr. Forsythe,

In response to your email request for information on our current billing rates, I have attached our standard billing rate sheet for 2019/2020.

Please let me know if you require any additional information for your meeting on Monday.

Sincerely,

Michael P. Cochran

Principal | Senior Project Manager

**2019-2020 Fee Schedule**

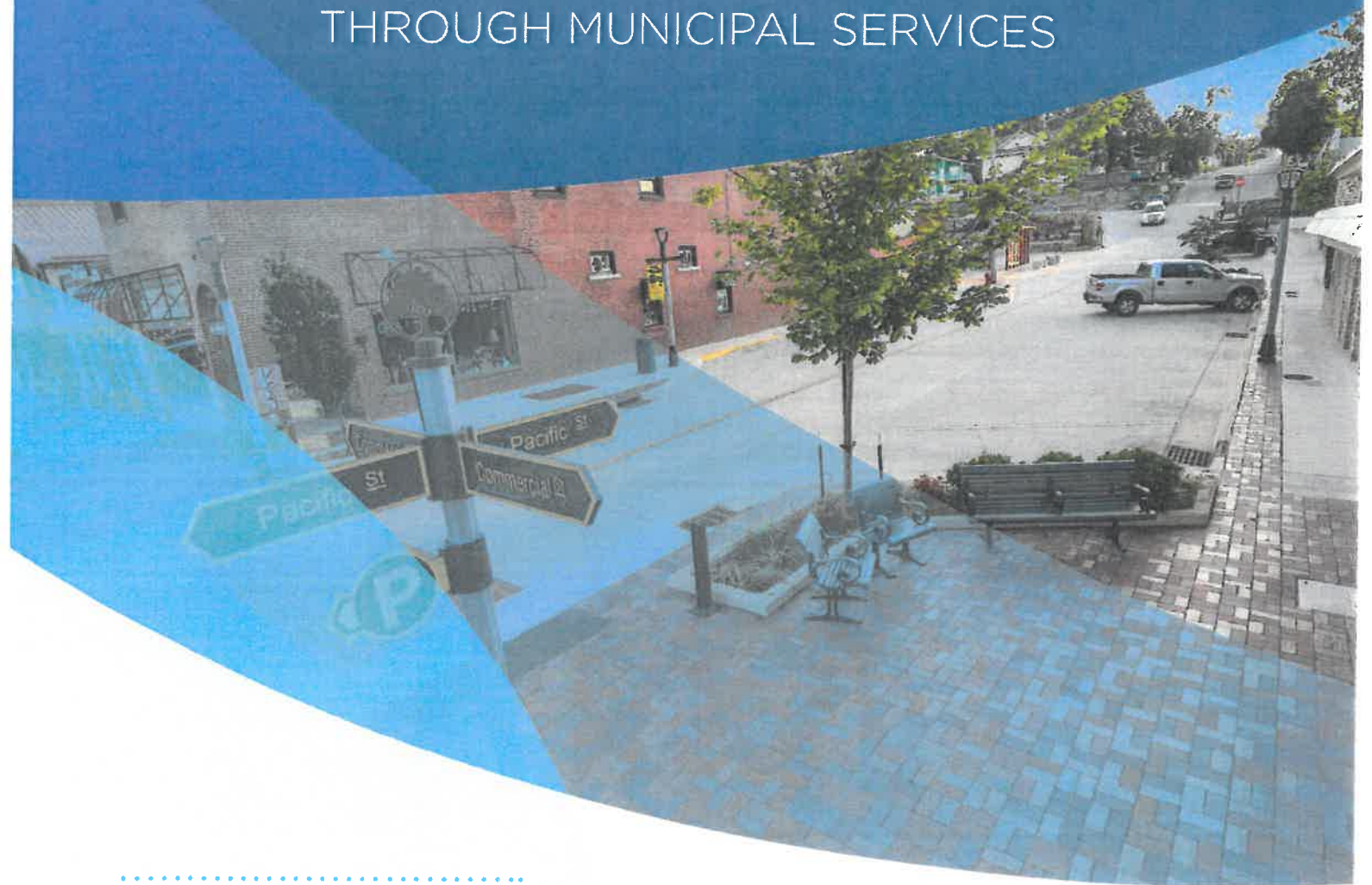
Senior Professional Engineer	\$125.00/Hr.
Project Manager	\$105.00/Hr.
Professional Engineer	\$105.00/Hr.
Engineer II	\$ 90.00/Hr.
Engineer I	\$ 80.00/Hr.
Senior Engineering Technician	\$ 85.00/Hr.
Engineering Technician II	\$ 75.00/Hr.
Engineering Technician I	\$ 65.00/Hr.
Landscape Architect	\$ 95.00/Hr.
Professional Land Surveyor	\$100.00/Hr.
Land Survey Technician	\$ 80.00/Hr.
1-Man Survey with Robotic Instrument/GPS	\$105.00/Hr.
2-Man Survey Crew	\$135.00/Hr.
Administration	\$ 55.00/Hr.
Expert Witness	\$250.00/Hr.

Rates are reviewed and adjusted on a bi-annual basis in December for the following two years.



# ENHANCING QUALITY OF LIFE

## THROUGH MUNICIPAL SERVICES



Today more than ever, local governments are challenged to meet increasing demands for higher quality of life while responding to the needs of aging infrastructure and heightened regulatory pressures.

For over 70 years, CMT has been helping local governments address these challenges. We provide a wide range of capabilities to address the full life cycle of infrastructure while offering deep technical expertise from across our organization.



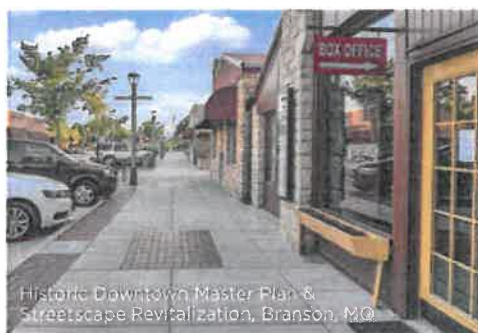
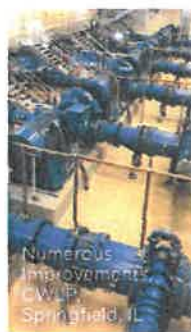
Engineers and Consultants

# RANGE OF MUNICIPAL SERVICES

## TAILORED VALUE SOLUTIONS

CMT has a proven history of delivering a wide range of exceptional infrastructure for municipalities. You will find that our approach emphasizes orchestrating multiple disciplines, as well as collaboration with stakeholders, to achieve minimal disruption and demonstrable value within the communities we serve. **Because of our range of in-house expertise, CMT is able to better-integrate solutions with your existing infrastructure, whether it be related to transportation, CSO, stormwater, green infrastructure initiatives, civil/site developments, or others.**

The majority of CMT's services and revenues are directly tied to local government clients led by municipalities, also including sanitary districts, airports and various other local jurisdictions. CMT serves in a variety of capacities for local governments, ranging from contractual on-call roles to being a go-to firm for specific services.



## MIDWEST DESIGN FIRM OF THE YEAR

— Engineering News Record —

### Municipal Systems

- Aviation
- Commercial Developments
- Parks/Recreation
- Stormwater
- Transportation
- Wastewater
- Water

### Range of Services

- Agency Coordination
- Development Reviews
- Economic Development
- Environmental Services
- Funding Assistance
- Geographic Information System (GIS)/Asset Management
- Planning
- Railroad Safety
- Rate Studies
- Stormwater Management & Utilities
- Surveys
- Sustainable Design
- Utility Coordination



Centered in Value

LEARN MORE  
ABOUT WHAT  
CMT CAN DO  
FOR YOU:

[cmtengr.com](http://cmtengr.com)

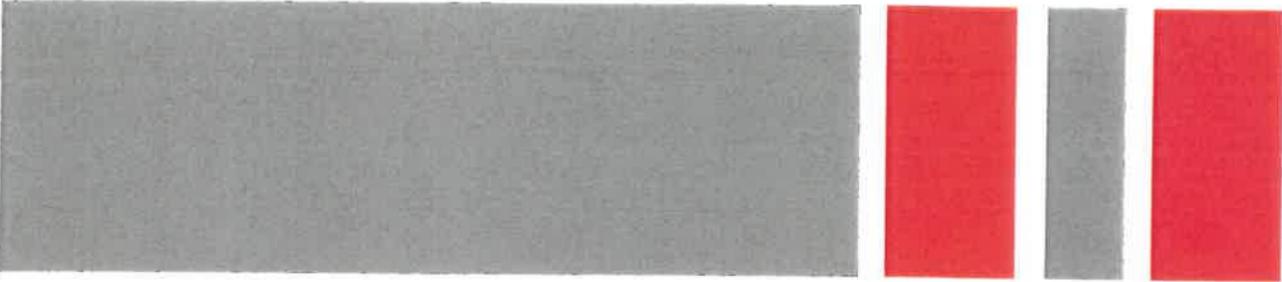


**CRAWFORD, MURPHY & TILLY, INC.**  
**Standard Schedule of Hourly Charges**  
**Effective: January 1, 2019**

<b>Classification</b>	<b>Regular Rate</b>
Principal	\$ 220
Project Engineer II Project Architect II Project Manager II Project Environmental Specialist II	\$ 210
Project Engineer I Project Architect I Project Manager I Project Environmental Specialist I Project Structural Engineer I	\$ 185
Sr. Structural Engineer II	\$ 170
Sr. Technician II	\$ 155
Aerial Mapping Specialist	\$ 150
Sr. Engineer I Sr. Architect I Sr. Structural Engineer I Land Surveyor	\$ 145
Technical Manager II Environmental Specialist III	\$ 135
Sr. Technician I	\$ 130
Sr. Planner I GIS Specialist Engineer I Architect I Structural Engineer I	\$ 125
Environmental Specialist II Technician II	\$ 110
Planner I Technical Manager I Environmental Specialist I Technician I Project Administrative Assistant	\$ 90
Administrative/Accounting Assistant	\$ 50

If the completion of services on the project assignment requires work to be performed on an overtime basis, labor charges above are subject to a 15% premium. This schedule will be superseded by a new schedule effective January 1, 2020. Out of pocket direct costs will be added at actual cost for blueprints, supplies, transportation and subsistence and other miscellaneous job-related expenses directly attributable to the performance of services. A usage charge may be made when specialized equipment is used directly on the project.

Subconsultant services furnished to CMT by another company will be invoiced at actual cost, plus ten percent.



**City of Washington**  
**Short-Term Various Engineering Services**

***Hutchison***  
***Engineering, Inc.***

---

Contact Person: W. Shane Larson (309) 368-0689 [slarson@hutchisoneng.com](mailto:slarson@hutchisoneng.com)

2015 W. Glen Ave., Suite 210, Peoria, IL 61614

## Table of Contents

Cover Letter	1
A. Company Profile	2
B. Experience with the City of Washington	3-4
C. Project Management & Approach	5-6
D. References	7
E. Hourly Rates	8
F. Appendix:	
Resume	

# *Hutchison Engineering, Inc.*

Since 1945

Jacksonville • Quad Cities • Peoria • Shorewood

October 30, 2019

Ray Forsythe  
City Administrator  
City of Washington  
301 Walnut St  
Washington, IL 61571

**Re: RFQ – Short-Term Various Engineering Services**

Dear Mr. Forsythe:

Hutchison Engineering Inc. (HEI) is pleased to submit this Statement of Interest and Qualifications. HEI is a full service civil engineering firm that has served clients throughout Illinois for over seven decades. HEI is known as a firm that has successfully completed some of the region's bigger civil engineering projects but also routinely partners with municipalities and other public agencies on projects of all sizes. Each project is treated with the same attention to detail and professional project management.

We understand the City of Washington is in need of short-term engineering services to assist the City Administrator. Due to our experience working with municipalities throughout central Illinois, we have a solid understanding of the engineering services needed by municipalities and therefore are confident that we can assist the City of Washington successfully manage their engineering on a short-term basis.

The information included in our Statement of Qualifications further explains our experience and highlights why HEI is well suited to assist the City of Washington.

Hutchison Engineering Inc. appreciates the opportunity to submit these qualifications. We look forward to working with you and continuing our relationship with the City of Washington. We have the technical expertise and project management experience that you are seeking.

If you have any questions or need additional information, please do not hesitate to contact me at (309) 368-0689 or [slarson@hutchisoneng.com](mailto:slarson@hutchisoneng.com).

Very truly yours,

Hutchison Engineering Inc.



W. Shane Larson, P.E.

Vice President

2015 W. Glen Ave., Suite 210 • Peoria, Illinois 61614  
Phone: (309) 691-1633  
[www.hutchisoneng.com](http://www.hutchisoneng.com) • [info@hutchisoneng.com](mailto:info@hutchisoneng.com)

## A. Company Profile

**Hutchison Engineering, Inc. (HEI)** is a general civil engineering firm serving clients throughout Illinois for over seventy years. The firm was established in 1945 in Jacksonville, Illinois and has expanded to include offices in Moline, Peoria, and Shorewood. The staff at HEI includes licensed professional land surveyors, professional engineers, structural engineers, professional transportation operations engineers, and certified technicians. Certifications include: Storm water Management, Erosion Control Practices, Professional Traffic Operations, Construction Documentation, and Materials Testing. HEI is licensed to offer engineering services in Illinois, Indiana, Iowa, and Missouri.

HEI has successfully completed some of the region's bigger civil engineering projects but also routinely partners with IDOT, local public agencies, architects, and private companies on projects of all sizes. Each project is treated with the same attention to detail and professional project management. We are widely respected for our highway and street designs, structural designs, site development designs, surveys, aviation services, and construction inspection services. HEI has received engineering awards from IDOT, the American Public Works Association, and the American Council of Engineering Companies.

We have the ability to conduct property, boundary, hydraulic, topographic, and right of way surveys as part of our project development or for individual client needs. The HEI transportation engineering staff has the ability to provide designs from complex interstate interchanges, to urbanized cross sections with ADA requirements, storm water management, and traffic operations, to hot mix asphalt overlays and sealcoat operations as part of an annual maintenance program.

Our structural engineering staff can develop project plans from advanced typical designs to simple single span structures and culverts. HEI also has the ability to provide hydraulic and hydrologic analysis for water crossings and earthen dam construction. The aviation engineering staff has the ability to provide services for municipal, county, and private airports. These services include airport planning, runway, taxiway, and apron designs, design, construction, and maintenance for airport structures, and general airport construction project oversight. HEI also offers full-service construction engineering and oversight for roadway, structure, and general aviation projects. These services include resident engineers, construction documentation, quality assurance testing, and laboratory testing. We have an IDOT approved laboratory in the Jacksonville office.

Our water/wastewater staff routinely works with municipalities on water and wastewater projects. Our staff is experienced in producing plans and specifications for water distribution and wastewater collection systems.

HEI routinely coordinates with state and federal agencies including the Illinois Department of Transportation, Illinois Environmental Protection Agency, Illinois Department of Natural Resources, Illinois Historic Preservation Agency, Federal Highway Administration, the US Army Corps of Engineers, and Federal Aviation Administration. We have a thorough understanding of their requirements and can efficiently navigate the submittal processes to expedite approvals.

We also understand the importance of quality project management, construction timelines, and financial budgets. Each project / client is unique and requires special attention to maintain long term relationships. Our project managers are widely respected for their ability to communicate effectively and facilitate timely decisions for quick resolutions to issues. Our goal is to be a seamless extension of your staff.

## B. Experience with the City

HEI has been working consistently with the City of Washington since 2015. Over this five year time span, we have worked on the following projects:

### **Bus 24 Multi-Use Path**

HEI provided Phase I, II and III engineering for the construction of a multi-use path along Bus 24 funded with ITEP funds. This 0.6 mile project consisted of constructing curb & gutter, storm sewer, 10' wide concrete multi-use path, and earthwork. HEI provided services including multi-use path design, storm sewer design, IDOT and FHWA coordination, environmental coordination, utility coordination, public involvement, Project Development Report development, Final Plans, Specifications, and Estimates for a state letting, and full construction inspection. Extensive IDOT coordination was required due to the multi-use path being constructed along Bus 24. Construction of this \$650,000 project was completed in 2016 and was awarded an APWA award.

### **Cruger Road Multi-Use Path**

HEI provided Phase I, II and III engineering for construction of a multi-use path along Cruger Road from Cummings Lane to Nofsinger Road. HEI provided services including multi-use path design, IDOT and FHWA coordination, environmental coordination, utility coordination, public involvement, Final Plans, Specifications, and Estimates for a state letting, and full construction inspection. This 0.8 mile project consisted of constructing 10' wide concrete multiuse path, drainage structure adjustments, utility relocations, and earthwork. The project was funded with federal TAP funds distributed through the Peoria Metropolitan Planning Organization which required additional coordination with IDOT and FHWA. Construction of this \$325,000 project was completed in 2017.

### **Downtown Square Streetscape**

HEI is currently providing Phase I and II engineering services for the reconstruction/streetscape of the of the Historic Downtown Square. The project includes construction of mid-block and median refuge islands and corner bump-outs to increase pedestrian safety, removal and replacement of sidewalks to comply with ADA requirements, and the addition of streetscape elements. HEI is providing services including a traffic study with intersection design study, geometric layout, IDOT and FHWA coordination, environmental coordination, historical building coordination, streetscape plan development, utility coordination, and construction cost estimates. The project was complicated by the city's desire to increase sidewalk width to accommodate on-street dining while maintaining the number of parking spaces throughout the square and eliminating steps into a majority of the buildings. HEI has been able to develop an ADA compliancy plan that eliminates steps throughout the square while minimizing parking space loss and increasing sidewalk width for on-street dining. Extensive IDOT coordination has been required due to the route being under IDOT jurisdiction. The HEI design team has been working closely with IDOT staff to develop pedestrian safe access to the park in the center of the square and develop a geometric layout that accommodates the required design vehicle while efficiently and safely moving traffic and pedestrians throughout the square.

### **Stratford Drive Bridge Replacement**

HEI is currently providing Phase I, II and III engineering for the removal and replacement of the Stratford Drive bridge over a tributary of Farm Creek. This structure replacement project consists of removing the existing multi-cell box culvert and replacing with a single span PPC deck beam bridge, constructing curb & gutter, storm sewer, sidewalk, HMA pavement, and earthwork. HEI provided services including survey, hydraulic analysis, structure design, roadway design, IDOT coordination, environmental coordination, utility coordination, Specifications, and Estimates for a local letting, and will provide full construction inspection. Construction of this \$600,000 project is scheduled to be completed in 2020.

### **Experience with City Staff**

Over the last five years working on projects in the City of Washington, we have developed working relationships with the City Administrator, City Council, Mayor, Downtown Business Owners, Director of Economic Development, and the Public Works Manager. These established relationships will allow HEI to immediately provide quality assistance in managing engineering issues.

Our Project Manager, Mr. Shane Larson, has presented at city council meetings and conducted stakeholder committee meetings over the last five years. This experience gives him a solid understanding of the community and thought process of the city council and thus will allow him to provide well thought out advice to the City Administrator with regards to engineering issues.

HEI has worked closely with the Director of Economic Development, Mr. Jon Oliphant, on the downtown square project. We assisted Mr. Oliphant with the successful ITEP application where the City received federal funding for Phase I engineering. In addition, we have worked closely with him to establish and successfully manage a stakeholder committee, consisting of downtown business owners, to guide the streetscape design.

## C. Project Management & Approach

### Project Management

Mr. W. Shane Larson, P.E. will be your Project Manager and direct contact. He has 27 years of engineering experience including 17 years at IDOT and 10 years in the private sector. He understands that each project is unique and requires special attention based on the project needs. He will work closely with City staff to ensure that all your engineering needs are met, use his past IDOT experience and working relationships with IDOT and IEPA staff to effectively coordinate with them to keep MFT and federally funded projects on schedule, and provide technical expertise as requested. Mr. Larson is widely respected for his ability to communicate effectively with all stakeholders to facilitate timely decisions and quick resolutions to issues. He enjoys the interaction with clients, project stakeholders, and contractors. He will use this passion and experience to ensure that all engineering tasks assigned to HEI are completed accurately and promptly.

Mr. Larson has a reputation of "always" being available for his clients via phone, email, and text. Through this type of commitment, he gains client trust that typically leads to long lasting relationships between HEI and our clients.

While working at IDOT, Mr. Larson managed consultant projects and therefore understands the process of managing consultants from a public sector perspective. He will use this experience along with established relationships with the other consultants to assist the City Administrator in managing ongoing consultant lead projects.

With over 50 engineering professionals on staff, Mr. Larson will assign staff to tasks as needed to provide quick response to city assignments and questions. HEI is committed to providing the City of Washington the engineering services they need and therefore Mr. Larson will have authority to utilize staff as needed to ensure prompt response times.

### Approach

Our overall approach is to be available at all times to assist the City staff as needed with engineering issues. We specifically are prepared to assist with the following items:

*Attend Weekly Staff Meetings* - Mr. Larson can attend weekly City staff meetings to provide updates on ongoing projects. If desired by the City Administrator, Mr. Larson will provide written updates for use at City staff meeting in lieu of actual attendance.

*Project Meetings* - Mr. Larson can meet with consultants and contractors currently working on projects to determine project status and then use his experience to determine next steps to either get projects back on schedule/budget or maintain the schedule/budget.

*City Council Meetings* - Mr. Larson can attend city council meetings to assist the City Administrator in providing updates on projects and answering city council questions. Mr. Larson has positive experience communicating with the City Council and looks forward to this opportunity if needed.

## C. Project Management & Approach

*Capital Improvement Plan (CIP)* - We are prepared to assist the City Administrator in finalizing the CIP. HEI has experience assisting municipalities in developing project scopes and the corresponding cost estimates to assist in prioritizing projects for Capital Improvement Plans. We assisted the City of East Moline with these services within the last two weeks.

*Motor Fuel Tax (MFT) Program* - We are prepared to assist the City Administrator in developing/finalizing the City's 2020 MFT program and closing out the 2019 MFT program. Due to acting as City Engineer for multiple municipalities, we have experience developing MFT programs and completing the required IDOT paperwork to get approval and closing out fiscal year programs.

*Attend PPUATS Meetings* - We are prepared to attend the Peoria/Pekin Urbanized Transportation Study technical committee monthly meetings to represent the City's interest.

*IDOT Coordination* - We are prepared to coordinate with IDOT on ongoing projects to keep projects on schedule. With Mr. Larson's past experience working at IDOT and HEI's constant interaction with the IDOT staff due to coordination on projects throughout District Four, we have significant experience coordinating with IDOT. We understand the IDOT processes and who to coordinate with to ensure timely decisions are made to keep projects on schedule.

*Site Design Review* - We are prepared to provide site design review services. We have experienced staff that routinely complete site designs and site design reviews. We currently have a retainer contract with the City of East Moline to provide site design review services.

We are committed to being available as much or as little as needed. We will invoice for actual hours spent providing services requested by the City at the Hourly rates included in Section E of these Qualifications. The City will not be invoiced for phone call and email questions that are quickly answered by our staff.

## D. References

HEI routinely works with clients throughout Illinois on projects of all sizes and disciplines. Below is a sampling of our clients in central Illinois. Additional references can be provided upon request.

Client	Contact	Title	Address	Telephone	Email
Illinois Department of Transportation— District Four	Kensil Garnett	Regional Engineer	401 Main St., Peoria IL 61602	(309) 671-3333	kensil.garnett@illinois.gov
City of Peoria	Bill Lewis	City Engineer	3305 N. Dries Lane, Peoria, IL 61604	(309) 494-8800	blewis@peoriagov.org
Tazewell County	Craig Fink	County Engineer	21302 State Route 9, Tremont, IL 61568	(309) 925-5532	cfink@tazewell.com
City of Moline	Scott Hinton	City Engineer	3635 4th Ave., Moline, IL 61265	(309) 524-2350	shinton@moline.il.us
City of East Moline	Tim Kammler	City Engineer	1200 13th Ave., East Moline, IL 61244	(309) 752-1595	tkammler@eastmoline.com
City of Aledo	Justin Blaser	Director of Public Works	120 N. College Ave., Aledo, IL 61231	(309) 582-7241	jblaser@aledoil.org
City of Galesburg	Wayne Carl	Director of Public Works	55 W. Tomkins St., Galesburg, IL 61402	(309) 345-3625	wcarl@ci.galesburg.il.us
City of Washington	Jon Oliphant	Director of Economic Development	301 Walnut St., Washington, IL 61571	(309) 444-3196	joliphant@ci.washington.il.us
Village of North Pekin	Steve Flowers	Village President	206 Lincoln Blvd., North Pekin, IL 61554	(309) 382-3464	sflowers@comcast.net
City of Eureka	Melissa Brown	City Administrator	128 N. Main St, Eureka, IL 61530	(309) 467-2113	melissaeureka@hotmail.com
City of Monmouth	Lew Steinbrecher	City Administrator	100 East Broadway, Monmouth, IL 61462	(309) 734-2141	lew.steinbrecher@cityofmonmouth.com

## E. Hourly Rates

**HUTCHISON ENGINEERING, INC.**  
**SCHEDULE OF HOURLY CHARGES**  
**Effective January 1, 2019**

Engineering Technician I.....	84.00 per hour
Engineering Technician II.....	97.00 per hour
Engineering Technician III.....	114.00 per hour
Engineering Technician IV.....	123.00 per hour
Engineering Technician V.....	135.00 per hour
Engineering Technician VI.....	152.00 per hour
Engineer I.....	120.00 per hour
Engineer II.....	146.00 per hour
Engineer III.....	160.00 per hour
Engineer IV.....	180.00 per hour
Engineer V.....	199.00 per hour
Project Manager.....	224.00 per hour
Principal of Firm.....	248.00 per hour
Computer Aided Design/Drafting.....	15.00 per hour
Prints.....	1.50 per sheet
Nuclear Density Equipment.....	50.00 per day
	(\$25.00 Minimum)
Breaking Concrete Cylinders .....	20.00 Each
GPS Equipment.....	200.00 per day
	(\$100.00 Minimum)
Robotic Survey Equipment.....	100.00 per day
	(\$50.00 Minimum)

Expenses such as sub-surface investigations, laboratory testing, bituminous proportioning, mileage and subsistence shall be billed at actual cost.

The above rates shall apply to any services for the calendar year in effect, after which the rates shall be adjusted to the then current calendar year schedule used by the firm.

## Appendix



#### PROFESSIONAL EXPERIENCE

27 Years of Experience  
HEI - 7 Years  
IDOT - 17 Years  
Other - 3 Years

#### EDUCATION

University of Illinois  
BS - Civil Engineering  
Spring 1992

Augustana College  
BA - Physics  
Spring 1991

#### PROFESSIONAL REGISTRATIONS

Licensed Professional  
Engineer

- Illinois - 062-051722
- Iowa - P22365

With both experience in the public & private sectors, Shane brings a unique skill set and depth of knowledge to any project in which he is involved. He rose to the level of Bureau Chief at the Illinois Department of Transportation and currently is a Vice President and Project Manager managing Hutchison Engineering's offices in Peoria and Moline. He has both design & construction inspection experience and he uses this experience to ensure Hutchison Engineering designs are constructible and construction inspection is performed in a manner that produces long lasting infrastructure. Shane has a knack for interacting with people and excels in client and stakeholder communication.

Shane is married with four kids. He enjoys spending time with family and is an avid sports fan. He follows both the NFL, MLB and college sports closely. He routinely attends Bears, Cubs, and Fighting Illini games. Shane played two years of football at Augustana College earning a Varsity Letter both years. When not attending sporting events, him and his wife can frequently be seen at music concerts throughout central Illinois.

#### PROFESSIONAL + CIVIC AFFILIATIONS

American Public Works Association Member & Annual Conference Planning Committee Member

American Council of Engineering Consultants Member & Illinois State Tollway Committee Member

Innovations Conference on Asphalt & Transportation Board Member

#### NOTABLE PROJECT EXPERIENCE

Bus 24 Multi-Use Path/City of Washington

Cruger Road Multi-Use Path/City of Washington

Downtown Square Streetscape/City of Washington

Stratford Drive Structure Replacement/City of Washington

MFT Programs/North Pekin, Aledo, Maquon, Little York, Altona

CIP Assistance/City of East Moline

Site Design Review/City of East Moline

University St. Reconstruction/City of Peoria

I-74/I-155 Interstate/Interchange Reconstruction/IDOT-D4

Manito Rd over mackinaw River Structure Replacement/Tazewell County

Var Urban Municipal Projects/Eureka, North Pekin, Aledo



3116 N. Dries Lane Suite 100 | Peoria, IL 61604

Hi Ray,

In response to your request for a proposal, Maurer-Stutz would like to present you with the following for your consideration.

#### KEY STAFF SUMMARY AND PROPOSED APPROACH

John J. Anderson, P.E. John has 40 years of experience in transportation engineering in Central Illinois. The first 25 years of his career were with IDOT District 4 where he was involved in the programming, planning, design, construction and maintenance of literally hundreds of road, street and bridge projects located throughout IDOT District 4. After leaving IDOT, he spent 8 years as the Tazewell County Highway Engineer, where he supervised 18 employees, oversaw multiple consulting engineers on various projects, managed the county capital improvement program, prepared operation and maintenance budgets and served on PPUATS. Since leaving the county, he worked with Maurer-Stutz on the planning and design phase of the Washington Roadway Restoration project after the tornado. He has also done some work with Midwest Engineering on some ROW acquisition.

George B. Merkle, P.E. George serves as our MFT and hydraulic engineer on all our IDOT and Local Agency projects. George spent over 25 years at IDOT in the Peoria District. During 12 of those years, he served as the District Bridge Design and Hydraulics Engineer. He also worked for 5 years as the District Cost Estimator and another 5 as a Local Roads Field Engineer. Since joining our firm in 2005, George has helped several Districts with complex hydraulic analysis along with assisting many municipalities and local agencies with management and engineering of their MFT programs.

Scott R. Hobart, P.E. Scott has extensive experience with site and subdivision designs, as well as municipal water distribution. He also has a significant amount of experience with storm water management including design of detention systems, storm sewers, ditches and waterways. To add to that, he also has considerable experience on the construction engineering side of subdivisions, roadway reconstructions and water main installation and/or replacements. He was also a key member of the Washington Roadway Restoration project where he served as the Resident Engineer on all the work.

We envision that the bulk of the services needed by the City would be provided by John Anderson, with additional more specialized support coming from George (MFT) or Scott (site and drainage design reviews) depending on the task at hand. My efforts as project manager would just be administrative on our side, typically only an hour or two per month depending on the complexity of the services.

We also have numerous other staff engineers and technicians that could be made available to assist with more specialized engineering services including water and wastewater treatment and distribution, structural, slope stability, etc. as City needs dictate.

#### FEE STRUCTURE

Included in this section is a table with our standard billing rates for our key team members. Our standard billing rates include direct labor costs as well as overhead costs and profit. Depending on the type and needs of the work assignment, our firm would be willing to discuss alternative methods of billing if so desired.

Maurer-Stutz, Inc. typically does not charge separately for reimbursable expenses. Any staff assigned can be provided with cell phones, vehicles and other tools of the trade as required for the services requested. If any specialized equipment, exhibits or displays are requested by the City, they are typically billed at actual cost.

NAME	ASSIGNMENT	CLASSIFICATION	BILLING RATE
Rick J. Anderson, PE	Project Manager	PE VIII	\$175
John J. Anderson, PE	Municipal Engineer	PE VII	\$165
George B. Merkle, PE	MFT Engineer	PE VI	\$155
Scott R. Hobart, PE	Site Design/Construction Engineer	PE V	\$145
Bryan A. Swanson, SE/PE	Structural Engineer	SE V	\$145
Scott R. Hobart, PE	Site Design/Construction Engineer	PE V	\$145
Bryan A. Swanson, SE/PE	Structural Engineer	SE V	\$145
Bryan A. Swanson, SE/PE	Structural Engineer	SE V	\$145

As far as contracting, we are willing to work with the City to get things set up to whatever method is the simplest and most convenient. We have set up these types of services before as singular contracts with an upper limit or a maximum duration, or we have used master service agreements with task orders.

Thank you for considering Maurer-Stutz. We are looking forward to helping the City moving forward.

As always, please reach out if you have any questions or if you would like to discuss anything further.

Respectfully submitted,

**Rick J. Anderson, PE**

 **MAURER-STUTZ** | Principal

3116 N. Dries Lane Suite 100 | Peoria, IL 61604

Ph: (309) 693-7615 | Fax: (309) 693-7616 | Cell: (309) 645-6772

Email: [rjanderson@mstutz.com](mailto:rjanderson@mstutz.com) | Website: [www.mstutz.com](http://www.mstutz.com)

**PROFILE**

John has extensive experience in a variety of areas including county highway administration and engineering, transportation planning, programming, design, construction and maintenance. Previous to his employment with the Tazewell County Highway Department, he worked over 25 years with the Illinois Department of Transportation in District 4 – Peoria. John joined Maurer-Stutz part time in 2014.

**REGISTRATION**

Professional Engineer - Illinois, 1984

**EDUCATION**

Michigan Technological University, B.S.,

**PROFESSIONAL AFFILIATIONS**

Illinois Association of Highway Engineers

**ADDITIONAL CREDENTIALS**

Served as IDOT Representative on PPUATS Technical Committee for 6 years

Served as Tazewell County Representative on PPUATS Technical Committee for 8 years

Served as the Chairperson for the PPUATS Technical Committee in 2013

**RELATED PROJECT EXPERIENCE***Roadway Restoration – City of Washington, Illinois*

Roadway Planning Engineer performing the roadway assessments (over 10 miles) and provided the coordination and review of the plans and specifications for roadway restoration throughout the impacted areas after the November 17, 2013 tornado.

*Chief Highway Engineer, Tazewell County, Illinois*

Highlights at the County include:

- County Engineer from Jan 2006 to April 2014
- Supervised 18 employees (6 technical, 11 maintenance, 1 administrative/clerical)
- Oversight of multiple Consultant Engineers on various projects
- Approximate \$11 million budget
- Responsible for capital improvement Program, ROW acquisition, Plan development, bid lettings. And IDOT coordination on Fed/State projects
- 200 miles of roadway (maintenance and rehabilitation oversight)
- PPUATS Technical Committee rep for Tazewell County, Chairperson in 2013
- Report to Transportation Committee of County Board and attend Board meetings

*POSITIONS HELD AT THE IL DEPT OF TRANSPORTATION:*

- Studies and Plans Chief Engineer
- Bridge Maintenance Engineer
- Studies and Plans Project Engineer
- District 4 Programming Engineer
- District Bridge Hydraulics Engineer
- Construction Resident Engineer
- Design Engineer

**PROFILE**

George has extensive experience in a variety of projects including hydraulic engineering and hydrologic modeling, local and state roadway projects, Phase I structure development, permitting and drainage studies. Previous to his employment with our firm, George worked over 25 years with the Illinois Department of Transportation in District 4 – Peoria. During this time, he spent approximately 5 years as a Local Roads Field Engineer. George joined Maurer-Stutz in 2005.

**REGISTRATION**

Professional Engineer - Illinois, 1985

**EDUCATION**

Bradley University, M.S., Engineering Administration

Bradley University, B.S., Civil Engineering

**CONTINUING EDUCATION**

HYDRAIN, WSPRO, HEC-RAS

HEC-HMS, HY-8, HY-22, TR-55

IDOT Technical Training – Americans with Disabilities Act / Public Rights-of-Way Accessibility Guidelines

**PROFESSIONAL AFFILIATIONS**

Illinois Society of Professional Engineers

American Society of Civil Engineers

Illinois Association of Highway Engineers

**ADDITIONAL CREDENTIALS**

Illinois Department of Transportation  
Certified Hydraulics Engineer

Sits on Statewide Committee that rewrote the Illinois Drainage Manual

Served as Instructor for IDOT T2 Local Roads MFT Fund Uses and Guidelines Class

**RELATED PROJECT EXPERIENCE***Roadway Restoration – City of Washington, Illinois*

Senior Design Engineer responsible for all of the roadway assessments (over 10 miles) and the development of the plans and specifications for roadway restoration after the November 17, 2013 tornado. Engineering design and construction plans were developed utilizing state of the art GIS software. Treatments included curb and gutter, sidewalk, driveway apron and roadway pavement replacement and/or repairs. Work also included pavement patching, joint/crack routing and sealing and some pavement seal coating.

ADA/PROWAG guidelines were followed for all curb ramp replacements.

*Roadway Improvements - City of Lincoln, Illinois*

Senior Design Engineer responsible for the development of the plans and specifications for roadway improvements to various streets within the City of Lincoln. Work was developed and bid in Four Phases which included pulverizing, cold in-place recycling and sealcoat, heater scarification and microsurfacing, concrete inlay and brick street repair.

*MFT Maintenance Program Management*

Served as the MFT Engineer or assisted with MFT or MFT Related Programs for the following communities while with Maurer-Stutz:

*Cities*

Canton

Pekin

Lewistown

Washington

Farmington

Lincoln

Marquette Heights

*Villages*

Hopedale

Manito

Bryant

Norris

St. David

Dunfermline

*Park Districts*

Canton

Peoria

*Towns*

Astoria

*Townships*

Buckheart

Worth

Radnor

## PROFILE

Scott has extensive experience in civil site design, subdivisions, WaterCAD analysis of treatment plant, distribution, and pumping systems, hydraulic engineering and hydrologic modeling and drainage studies. Previous to his employment with our firm, Scott was a senior design engineer and project engineer with Consolidated Engineers, Inc. in Gillette, Wyoming where he worked on various site and subdivision designs, roadway and railroad design, storm water management, flood elevation modeling, drainage studies and flood control channel design. Scott joined Maurer-Stutz in 2008.

## REGISTRATION

Professional Engineer – Wyoming (2006)  
Professional Engineer – Illinois (2008)

## EDUCATION

South Dakota School of Mines and Technology,  
B.S., Civil Engineering (2001)

## CONTINUING EDUCATION

IDOT Documentation of Contract Quantities – Cert No. 16-11607  
IAFSM conferences: 2009, 2011

## PROFESSIONAL AFFILIATIONS

Illinois Association for Floodplain and Stormwater Management (IAFSM)  
Illinois Society of Professional Engineers

## ADDITIONAL CREDENTIALS

WaterCAD, InfoSWMM  
HEC-HMS, HEC-RAS

## RELATED PROJECT EXPERIENCE

*Washington Roadway Restoration, City of Washington, Illinois*  
Design Engineer and Construction Resident Engineer for the \$6.78M roadway restoration project after an EF-4 tornado ripped through the heart of the City. Engineering design and construction plans were developed utilizing state of the art GIS software. Drainage rehabilitation design included Elgin, Fayette, Grandyle, and Gillman drainage area analysis and design to provide flood relief to repetitive flooding area.

*Water Distribution System— Modeling and Analysis, City of Bloomington, Illinois*

Project Engineer responsible for creating a model of the water distribution system in WaterGEMS. Examined over 140 years of plans and worked within ArcGIS and supervised interns to create accurate water main layer. Worked within GIS to incorporate customer meter demands to billing address location and then imported into WaterGEMS to have billed usage located and applied to demand nodes throughout the system. Calibrated model of over 460 miles of pipe with 5 pressure zones, high service pumps, 5 tanks, and 5 pumping stations. Created both instantaneous and extended period simulations to allow planning for proposed improvements to system.

*St. Peter Aquifer— Test Wells 1 & 2, City of Bloomington, Illinois*

Project Manager responsible for the design and construction of 2 new 2100 feet deep, 17" diameter wells. Responsibilities included coordination with permitting and City procurement, management of design consultant, reviewing plans and specifications, public meeting and communication, bidding, construction observation, and construction administration.

*Auto Owners Insurance – Parking Lot Rehabilitation and Drainage Improvements, Peoria, Illinois*

Design included demolition, storm drainage improvements, assuring ADA compliance for building access and sidewalks, pavement design, and assisting in obtaining the necessary permits. Construction responsibilities included bidding, construction administration, shop drawing review, construction observation, and construction closeout to rehabilitate parking lot and add storm sewer improvements to prevent future deterioration of parking lot



November 30, 2017

Ray Forsythe - City Administrator  
City of Washington  
301 Walnut Street  
Washington, IL 61571

Re: City Engineering Services  
Washington, Illinois

Dear Ray,

Thank you for your interest in Mohr and Kerr Engineering and Land Surveying (MKELS - Engineer). We appreciate the opportunity to submit a proposal for the above referenced services. This proposal includes a Scope of Work and Budgetary Proposal.

#### **SCOPE OF WORK**

MKELS will provide the City of Washington an engineer, specifically Frank Sturm or Steve Kerr, to provide engineering support to the City. The engagement shall be part time on an as needed basis. Scope would include plan review for developments, coordination and moving capital projects forward, coordinating with IDOT on MFT and any other services as requested.

#### **BUDGETARY PROPOSAL**

The City of Washington shall pay MKELS on an hourly basis to provide the services based on 90% of our attached standard hourly rates.

Any additional services outside this scope shall be negotiated and agreed upon by MKELS and the City of Washington prior to proceeding. MKELS will invoice monthly.

Invoices are due and payable within 15 days of receipt.

Please let me know if you have any questions, comments or concerns.

Regards,

Steven D. Kerr, PE  
President

**MOHR & KERR ENGINEERING & LAND SURVEYING, P.C.**  
**STANDARD HOURLY RATES - WASHINGTON**  
**Effective 1-1-18**

	<b><u>Std.</u></b>	<b><u>90%</u></b>
<b>Structural Project Engineer</b>	<b>\$135.00</b>	<b>\$121.00</b>
<b>Structural Design Engineer</b>	<b>\$100.00</b>	<b>\$90.00</b>
<b>Structural Design Technician</b>	<b>\$70.00</b>	<b>\$63.00</b>
<b>Professional Engineer</b>	<b>\$112.00</b>	<b>\$100.00</b>
<b>Professional Land Surveyor</b>	<b>\$112.00</b>	<b>\$100.00</b>
<b>Senior Engineering Designer</b>	<b>\$101.00</b>	<b>\$90.00</b>
<b>Engineering Designer</b>	<b>\$92.00</b>	<b>\$83.00</b>
<b>Engineering Technician</b>	<b>\$69.00</b>	<b>\$62.00</b>
<b>1 Man Survey Crew</b>	<b>\$118.00</b>	<b>\$106.00</b>
<b>2 Man Survey Crew</b>	<b>\$156.00</b>	<b>\$140.00</b>
<b>1 Man Construction Layout</b>	<b>\$128.00</b>	<b>\$115.00</b>
<b>Senior Construction Inspector</b>	<b>\$76.00</b>	<b>\$68.00</b>
<b>Construction Inspector</b>	<b>\$70.00</b>	<b>\$63.00</b>

MKELS reserves the right to raise standard rates as much as 5% on January 1st of each calendar year. The above rates would not go up until 2021 at earliest.



October 31, 2019

City of Washington  
Mr. Ray Forsythe  
City Administrator  
City Hall  
301 Walnut St  
Washington, IL 61571

**RE:** City Services Agreement  
Public Works Director  
Professional Engineering and Management Services

TERRA Engineering Ltd. (TERRA) is please to have the opportunity to assist the City of Washington with providing Engineering and management services for the City by providing a seasoned person to act as the City Engineer/Public Works Director.

This proposal includes but not limited to the services that can be provided by TERRA upon request for the City Administrator. TERRA has the engineering and technical staff to provide services as noted below. TERRA has provided similar services with multiple municipalities, Illinois Department of Transportation (IDOT) and City of Peoria. TERRA has provided for the last 6 years an experienced engineer to supplement the staff of the City of Peoria. The engineer has and continue to provide multiple services including development reviews. TERRA has also provided staff to assist IDOT in District 4 and Central Office. In District 4, our engineer was in the District Bureau of Local Roads and Streets and reviewed and coordinate the efforts of other municipalities across District 4 area including review and approval of projects, funding, agreements, and plan development. Our Engineer in the Central Office acts as chief Geotechnical Engineer for the Bureau of Bridges and Structures approving work performed by other consultants and developing standards and specifications for geotechnical engineering to the Department.

As you see, TERRA has been involved in similar services for many years and you can be rest assured that we will provide experience, knowledge, impeccable coordination, out of the box thinking and confidentiality in working for the City.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Ghareeb', is written over a light blue horizontal line.

George Ghareeb, P.E., F. ASCE  
Vice President

## **Introduction**

The City of Washington is located in northern portion of Tazewell County approximately 12 miles east of Peoria. The City's current population is estimated at about 16,600. The government consists of a City Council made up of a Mayor and 8 Council Members and a City Administrator. The City Council meets every other Monday during the year. The Public Works Department is led by a Public Works Director position and a Public Works Manager position who oversee four departments each with a supervisor and around 15 full time employees. The position also manages the Solid Waste collection contract. It is the intent of this proposal to provide the city an efficient means to manage the Public Works assets by supplementing the existing staff with an acting Public Works Director along with professional staff from TERRA Engineering on an as needed basis. The following is a brief summary of the City's Public Works assets:

## **Streets Departments**

- Approximately 78 miles of local roadways
  - Snow Removal
  - Pavement patching and repair
  - Sidewalk Replacement Program
  - All street, regulatory, warning, and school signs on the City's public road system.

## **Distribution and Collection System**

- Six (6) sanitary sewer lift stations within the collection system.
  - Annual operating programs such as flushing and maintenance.
  - Flushing of the City's near 700 fire hydrants.
  - Emergency repairs on system, including vactoring and jetting.

## **Water Treatment**

- Two (2) groundwater treatment plants combined are capable of treating over 2.34 Million Gallons a Day (MGD) served by seven deep wells in the Sankoty Aquifer. Treatment processes consist of pressure filtration (iron/manganese removal), ion exchange (softening), along with and chlorine and fluoride.
- Two 500,000 gallon elevated storage tanks for domestic use and fire protection.

## **Wastewater Treatment**

- Two (2) wastewater treatment plants with combined design average daily flow is 2.1 MGD with capability to treat peak flow of 3.8 MGD using an activated sludge plant process.

## **Solid Waste Collection**

- The City contracts for residential solid waste, recycling, and landscape waste collection with Waste Management.

October 30, 2019

## **PROPOSAL FOR PROVIDING PUBLIC WORK DIRECTOR SERVICES**

### **ENGINEERING FIRM**

TERRA Engineering, LTD  
401 Main Street, Suite 1560  
Peoria, IL 61602  
309-999-0123  
George Ghareeb, PE, F.ASCE  
[gghareeb@terraengineering.com](mailto:gghareeb@terraengineering.com)

TERRA Engineering, Ltd. is a multi-disciplinary professional service firm that utilizes our experience, intellect, passion and diversity to serve our clients. Since 1992, our portfolio has evolved to include local, national and global projects ranging in both type and scale. We approach our work from a foundation of comprehensive expertise and resources, allowing our disciplines to collaborate and create intelligently designed, thoughtful, site-specific solutions that skillfully balance aesthetic with function. We are dedicated to making our clients successful, and to enable our clients and staff to make innovative and socially responsible decisions that result in a sustainable and effective design.

TERRA is an Equal Opportunity Employer with a staff of more than 80 employees of diverse ethnicities and backgrounds, including Professional Engineers, Professional Traffic Operations Engineer, Structural Engineers, Water Resource Engineers, Electrical Engineer, Professional Land Surveyors, Landscape Architects, GIS Analysts, Flood Plain Managers and LEED Accredited Professionals.

TERRA's background and experience over the last 27 years includes the following municipal engineering work:

- preparation of feasibility reports
- capital improvement planning
- funding and grant writing assistance
- GIS/technical mapping services
- planning and reviewing of construction projects (public and private)
- construction inspection
- plat and site plan review
- city park development
- transportation and bridge planning and design
- water/sewer/storm water design
- utility studies
- GIS/technical mapping services
- surveying services.

### **PERSONNEL**

TERRA Engineering, LTD would name **Eric Therkildsen, PE** from their firm to act as the Public Works Director. He will be responsible for the management and administration of engineering services for the City through the use of the current city staff and supervisors.

Mr. Eric Therkildsen brings more than 35 years of transportation planning, design and construction experience with Illinois Department of Transportation (IDOT) to TERRA's award-winning team. During his tenure at IDOT he served District Four in numerous capacities including Programming Engineer, Land Acquisition Engineer, Program Development Engineer and Project Implementation Engineer. Eric also served as Acting Deputy Director of Highways, Region Two Engineer. While based in TERRA's Peoria office, Eric is involved with projects locally, nationally and internationally. Mr. Therkildsen will be supplemented by the following staff who are available in accordance with their expertise on an as needed basis to supplement the city's existing staff.

#### **Colin Coad, PE, PTOE, VMA**

Colin specializes in the design of Phase I and Phase II transportation projects. He has 12 years of experience in roadway geometrics, traffic analysis, traffic signal design, environmental processes/documentation and preparing Project Development Reports on State, County and Municipal transportation projects with both local and federal funding. He also has experience in maintenance of traffic, utilities and drainage design. He has mastered various software programs including Highway Capacity Software, Synchro/SimTraffic, MicroStation and GeoPAK. When planning projects, Colin pulls from his Value Engineering training to develop creative solutions to engineering challenges, with high-value results.

#### **Kristen Fields, PE, SE**

Kristen's 24 years of experience includes performing analysis and design of structural systems for buildings, bridges, retaining walls, underground storage tanks, foundations and various other types of structures. In addition to design work, she has performed numerous evaluations of structures regarding structural condition and providing recommendations for repair or improvements if needed. She has designed structural systems of steel, concrete, masonry and timber. Kristen has served as the Project Structural Engineer and Project Manager for design projects which have included both the planning and conceptual design phase, as well as the final design phase with preparation of construction plans and specifications. Design projects include new construction, structure expansion and rehabilitation.

#### **Julie Schmidt, PE**

Ms. Julie Schmidt has acquired more than 19 years of experience in roadway design and site development for a variety of projects and clients. Julie currently provides in-house engineering services to the City of Peoria for review of various transportation and site development projects. Julie works out of a City of Peoria office to review plans submitted to the City by developers, engineers, and architects. She sits on the City's Development Review Board (DRB), which is responsible for reviewing new development submittals made to the City. She also acts

October 30, 2019

as the City's Public Works representative at the weekly One Stop Shop meetings, where she advises local residents, business owners, and design professionals about the City's requirements for site work at their desired location. Additionally, she reviews storm water and erosion control plans as well as prepares various permits on behalf of the City.

**Lindsey Jones, PE**

Ms. Lindsey Jones has been a part of the TERRA family for more than ten years and currently serves as a Senior Project Engineer for various transportation projects. She has four years of experience as an In-House Geotechnical Reviewer for the IDOT Bureau of Bridges and Structures and reviewed geotechnical aspects of bridges and retaining walls throughout the state. Lindsey's experience also includes Phase I and Phase II roadway design, as well as traffic data collection, and construction inspection.

**Jennifer Lopez**

Ms. Lopez bring over six (6) years of experience in data analysis and two (2) years of experience in project management to TERRA. Her practice experience varies among diverse industries, including energy, infrastructure, and government, as they relate to data management and analytics. This has allowed for a high level of adaptability and understanding of how database applications can be used to simplify and visualize complex queries that are comprehensive for a wide-ranging audience. She is also experienced in various software applications including ArcGIS and Python.

**Dustin Erickson, PE, CFM**

As Senior Project Engineer, Mr. Erickson works with project managers, clients, design professionals, and governmental agencies on municipal projects from schematic design through permitting and construction. His work experience in design and construction includes streetscape, bicycle paths, residential, commercial, municipal, and institutional projects, drainage and stormwater management, water and sanitary sewer systems.

## **SCOPE OF SERVICES**

TERRA anticipates the following tasks to take place, with the knowledge that additional tasks can be required by the City Administrator:

### **1) General Engineering Services**

- Assist in planning, coordinating, supervising, and evaluating programs, plans, services, equipment, infrastructure, assist with funding solutions.
- Assist in development and implementation of CIPs (capital improvement plans).
- Manage infrastructure issues for the City through proactive planning, monitoring, and operations and maintenance management.
- Manage Supervisors of City's Streets Departments, Distribution and Collection System, Water Treatment Facilities and Wastewater Treatment Facilities
- Develop and recommend policies and procedures for effective operation of the City consistent with City policies and relevant regulations.
- Formulate short and long-range plans for design and constructing Public Works improvements, including streets, water, sanitary, storm sewer, and parks.
- Assist in implementing all water resource functions.
- Perform various topographical and land surveying tasks as required.
- Reviews land use applications and construction plans for private developments for consistency with City adopted engineering specifications, City policies, and relevant laws, rules, and regulations, and ensures Council actions are implemented.
- Update City maps and utility records, including maintaining a GIS/database.
- Obtain proper approval and documentation from local, state, and federal authorities prior to implementing projects.
- Provide engineering services on projects and oversee project management for constructing municipal Public Works projects.
- Assist in planning, layout, and design of parks, trails, and other recreational amenities.

### **2) Design and Bidding Services**

- Prepare plans and specification for projects with the input of City staff. Present plans and specifications to the City Council for approval.
- Consult with state and federal agencies having jurisdictional authority over the project as warranted.
- Prepare and send Advertisements for Bids to the legal newspaper and the Construction Bulletin for solicitation of bids.
- Prepare Contract Documents for bidding purposes.
- Review the bids and prepare bid tabulations.
- Aid City staff in preparing a recommendation to the City Council for the award of contracts.

### **3) Project Management/Construction Services**

October 30, 2019

At the direction of the City Administrator, Planning & Zoning Manager, Building Department Director, Parks and Recreation Director, engineering supervision and fulltime inspection services shall be provided on all construction work is assigned to the TERRA Engineering. TERRA will ensure that sufficient personnel as agreed upon by the City shall be assigned to the construction project to assure that each element of the project is constructed in keeping with the plans and specifications approved by the City. TERRA shall furnish its inspectors with equipment and materials as necessary to properly perform their work. This will include, but is not limited to cell phones, copy of proposal, plans, IDOT Standard Specifications for Road and Bridge Construction, City of Washington standard plans and specifications, IDOT standard plans and any other tools needed to inspect the work. In general TERRA will:

- Convene a preconstruction conference with staff, contractor, utility company representatives, etc.
- Provide construction observation during construction.
- Prepare and maintain necessary documentation, including photographs and/or video if warranted, and a log of the contractor's progress.
- Convene regular construction progress meetings, as required.
- Prepare, review, and recommend action for proposed change orders
- Review and recommend final acceptance by the City. Assist the City in ensuring that contractors have been paid and lien waivers have been acquired.
- Provide record drawings upon conclusion of projects to the City.

4) Prepare Engineering Reports and Technical Correspondence

- Determine the need for preliminary studies, review all preliminary studies for compliance with ordinances, comprehensive plans, engineering standards, and financial guidelines including:
  - Feasibility Reports
  - Plat review
  - Utility studies
  - Surface water system analysis and design
  - Capital Improvement Program studies
  - Prepare comments regarding reports, plans, and studies of other agencies
  - Present feasibility studies at public meetings.
- TERRA will establish and/or maintain a library of the following records:
  - Permits and applications
  - Contract Documents
  - Copies of referenced standard specification
  - Project schedules
  - Shop drawings and submittals
  - Applicable correspondence
  - Records of pertinent telephone conversations
  - File memoranda, directives, and change orders

October 30, 2019

- Requests and recommendations for payment
  - Project budget and cost information
  - Diaries and logs
  - Field test results
  - Materials testing reports
  - Record Drawings
  - Project photographs
  - Project studies and reports
  - Project progress and meeting minutes
- 5) At the direction of the Mayor, City Administrator or City Council, participate in meetings, including:
- Internal and external meetings with City staff or other engineering firms involving engineering questions and issues.
  - Meet with developers and members of the public on proposed development projects in order to relate the processes and procedures involved with engineering and infrastructure development. Reviews development proposals for conformance with City Standards.
  - Attend City Council meetings and Committee meetings as needed.
  - Facilitating/handling public hearings.
  - Meeting with citizens one on one.
  - PPUATS Technical meetings

October 30, 2019

#### **BASIS FOR COMPENSATION**

TERRA Engineering, LTD proposes to perform the Engineering Services above, and other Engineering services required by the City on a time and materials basis using hourly rates that are approved by the Department of Transportation at a reduced Direct Labor Multiplier of 2.70. Hourly rates for the staff that may be used for City of Washington projects are included in the schedule below:

<b>CLASSIFICATION</b>	<b>IDOT APPROVED RATES</b>
Principal	\$75.00
Sr. Project Manager	\$64.90
Sr. Structural Engineer	\$61.54
Project Manager - Site	\$47.11
Sr. Project Engineer	\$45.23
Project Engineer	\$35.76
GIS Analyst	\$33.65
Administrative Assistant	\$23.00
Technician	\$20.00
Project Manager - Site	\$47.11
Landscape Architect	\$35.58
Construction Inspector	\$31.92
Surveyor	\$40.38

Fees will be based on an hourly rate with multiplier and direct costs or negotiated lump sum for specific items.

#### **Schedule**

TERRA Engineering can start the work immediately upon receipt of the executed agreement or written notice or email referring to this proposal with notice to proceed.

Mr. Ray Forsythe  
City Administrator  
City of Washington, IL  
Public Works Director – TERRA Proposal  
Page 10 of 15

October 30, 2019

**ACCEPTANCE**

This proposal, with the signature of the appropriate personnel, constitutes acceptance of fee and terms as stated herein. Please return one copy of the signed proposal to authorization to begin work. If you have any questions on any of the above, please do not hesitate to call. We look forward to you including us on your team.

Sincerely yours,  
**TERRA ENGINEERING, LTD.**

George Ghareeb, PE, F-ASCE  
Vice President

Cc: Eric Therkildsen

**ACCEPTED BY:**

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed name: \_\_\_\_\_

Title: \_\_\_\_\_

October 30, 2019

### **BILLING AND PAYMENT**

Billing and payment shall be in accordance with the fee proposal as noted in the Compensation schedule of this proposal. Scope of services under a fixed fee basis shall be billed upon fulfillment and/or percentage of the completed task. Scope of services under a time and material basis shall be billed per unit rate as services are performed.

#### **1. Timing/Format**

- A. Invoices shall be submitted monthly for Services completed at the time of billing and are due upon receipt, unless negotiated otherwise with Terra Engineering. Invoices shall be considered past due if not paid within 30 calendar days of the due date. Such invoices shall be prepared in a form supported by documentation as Client may reasonably require.
- B. If payment in full is not received by TERRA Engineering within 30 calendar days of the due date, invoices shall bear interest at one-and-one-half (1.5) percent of the past due amount per month, which shall be calculated from the invoice due date.
- C. If the Client fails to make payments within 30 calendar days of due date or otherwise is in breach of this Agreement, TERRA Engineering may suspend performance of services upon seven (7) calendar days' notice to the Client. TERRA Engineering shall have no liability whatsoever to the Client for any costs or damages as a result of suspension caused by any breach of this Agreement by the Client. Upon payment in full by the Client, TERRA Engineering shall resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for TERRA Engineering to resume performance.

#### **2. Billing Records**

- A. TERRA Engineering shall maintain accounting records of its costs in accordance with generally accepted practices. Access to such records will be provided during normal business hours with reasonable notice during the term of this Agreement and for 3 years after completion.

### **STANDARD TERMS AND CONDITIONS**

1. **STANDARD OF CARE.** Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. No warranty or guarantee, express or implied is provided, including warranties or guarantees contained in any uniform commercial code.
2. **CHANGE OF SCOPE.** The scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by TERRA Engineering and Client. TERRA Engineering will promptly notify Client of any perceived changes of scope in writing and the parties shall negotiate modifications to this Agreement.
3. **DELAYS.** If events beyond the control of TERRA Engineering, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy,

October 30, 2019

and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be extended for a period equal to the delay. In the event such delay exceeds 90 days, TERRA Engineering shall be entitled to an equitable adjustment in compensation and extension of time.

4. **TERMINATION/SUSPENSION.** Either party may terminate this Agreement upon 30 days written notice to the other party in the event of substantial failure by the other party to perform in accordance with its obligations under this Agreement through no fault of the terminating party. Client shall pay TERRA Engineering for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination.
5. **REUSE OF INSTRUMENTS OF SERVICE.** All reports, drawings, specifications, computer data, field data notes and other documents prepared by TERRA Engineering as instruments of service shall remain the property of TERRA Engineering. TERRA Engineering shall retain all common law, statutory and other reserved rights, including the copyright thereto. Reuse of any instruments of service including electronic media, for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written authorization or adaptation by TERRA Engineering for the specific purpose intended, shall be at Client's sole risk.
6. **ELECTRONIC MEDIA.** Electronic files furnished by either party shall be subject to an acceptance period of 30 days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files. In the event of a conflict between the signed construction documents prepared by TERRA Engineering and electronic files, the signed or sealed hard-copy construction documents shall govern. Under no circumstances shall delivery of electronic files for use by Client be deemed a sale by TERRA Engineering and TERRA Engineering makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall TERRA Engineering be liable for indirect or consequential damages as a result of the Client's use or reuse of the electronic files.
7. **OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by TERRA Engineering is supplied for the general guidance of the Client only. Since TERRA Engineering has no control over competitive bidding or market conditions, TERRA Engineering cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Client.
8. **SAFETY.** TERRA Engineering shall establish and maintain programs and procedures for the safety of its employees. TERRA Engineering specifically disclaims any authority or responsibility for general job site safety and safety of persons other than TERRA Engineering employees.

October 30, 2019

9. **RELATIONSHIP WITH CONTRACTORS.** TERRA Engineering shall serve as Client's professional representative for the Services, and may make recommendations to Client concerning actions relating to Client's contractors, but TERRA Engineering specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by Client's contractors.
10. **THIRD PARTY CLAIMS:** This Agreement does not create any right or benefit for parties other than TERRA Engineering and Client.
11. **MODIFICATION.** This Agreement, upon execution by both parties hereto, can be modified only by a written instrument signed by both parties.
12. **PROPRIETARY INFORMATION.** Information relating to the Project, unless in the public domain, shall be kept confidential by TERRA Engineering and shall not be made available to third parties without written consent of Client, unless so required by court order.
13. **INSURANCE.** TERRA Engineering will maintain insurance coverage for Professional, Comprehensive General, Automobile, Worker's Compensation and Employer's Liability in amounts in accordance with legal, and TERRA Engineering business requirements. Certificates evidencing such coverage will be provided to Client upon request. For projects involving construction, Client agrees to require its construction contractor, if any, to include TERRA Engineering as an additional insured on its commercial general liability policy relating to the Project, and such coverages shall be primary.
14. **INDEMNITIES.** TERRA Engineering agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by TERRA Engineering's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom TERRA Engineering is legally liable. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless TERRA Engineering, its officers, directors, employees and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and that of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable. Neither the Client nor TERRA Engineering shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.
15. **LIMITATIONS OF LIABILITY.** No employee or agent of TERRA Engineering shall have individual liability to Client. Client agrees that, to the fullest extent permitted by law, TERRA Engineering's total liability to Client for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the Project or this Agreement from any causes including, but not limited to, TERRA Engineering's negligence, error, omissions, strict liability, or breach of contract shall not exceed the total compensation covered by TERRA Engineering's professional liability insurance.

October 30, 2019

16. **ACCESS.** Client shall provide TERRA Engineering safe access to the project site necessary for the performance of the services.
17. **ASSIGNMENT.** The rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and insure to the benefit of any permitted assigns.
18. **HAZARDOUS MATERIALS.** TERRA Engineering and TERRA Engineering's consultants shall have no responsibility for discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances. If required by law, the client shall accomplish all necessary inspections and testing to determine the type and extent, if any, of hazardous materials at the project site. Prior to the start of services, or at the earliest time such information is learned, it shall be the duty of the Client to advise TERRA Engineering (in writing) of any known or suspected hazardous materials. Removal and proper disposal of all hazardous materials shall be the responsibility of the Client.
19. **REMODELING AND RENOVATION.** For TERRA Engineering's services provided to assist the Client in making changes to an existing facility, the Client shall furnish documentation and information upon which TERRA Engineering may rely for its accuracy and completeness. Unless specifically authorized or confirmed in writing by the Client, TERRA Engineering shall not be required to perform, or have others perform, destructive testing or to investigate concealed or unknown conditions. The Client shall indemnify and hold harmless TERRA Engineering, TERRA Engineering's consultants, and their employees from and against claims, damages, losses and expenses which arise as a result of documentation and information furnished by the Client.
20. **CLIENT'S CONSULTANTS.** Contracts between the Client and other consultants retained by Client for the Project shall require the consultants to coordinate their drawings and other instruments of service with those of TERRA Engineering and to advise TERRA Engineering of any potential conflict. TERRA Engineering shall have no responsibility for the components of the project designed by the Client's consultants. The Client shall indemnify and hold harmless TERRA Engineering, TERRA Engineering's consultants and their employees from and against claims, damages, losses and expenses arising out of services performed for this project by other consultants of the Client.
21. **NO WAIVER.** No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate another section of this Agreement or operate as a waiver of any future default, whether like or different in character.
22. **SEVERABILITY.** The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

October 30, 2019

23. **STATUTE OF LIMITATION.** To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims under this Agreement shall expire one year after Project Completion.
24. **DISPUTE RESOLUTION.** If TERRA Engineering employs counsel for advice or other representation: (i) with respect to this Agreement, (ii) to represent TERRA Engineering in any litigation, contest, dispute, suit or proceeding (whether instituted by TERRA Engineering, Client or any other party) in any way or respect relating to this Agreement, or (iii) to enforce Client's obligations there under, then, in any of the foregoing events, all of the reasonable attorneys' fees arising from such services and all expenses, costs and charges in any way or respect arising in connection therewith or relating thereto shall be paid by Client to TERRA Engineering on demand.

**SCHEDULE OF DIRECT COSTS**

State approved rates will be used where applicable. Reimbursable expenses will be billed to the Owner at invoice per the standard rate schedule, which is available upon request.