



## Agenda Item Executive Summary

**AGENDA ITEM:** Authorization to replace one totaled utility police interceptor vehicle.

**BOARD OR COMMITTEE:** Board

### BUDGET IMPACT

Amount \$ 46,384.00

Budgeted \$ N/A

Fund: 6100-570170

Corresponding Activity Measure: Police Vehicle Replacement Fund

### EXECUTIVE SUMMARY

The Police Department would like to purchase a new 2025 Ford Utility Police Interceptor vehicle to replace a 2021 Ford Utility Police Interceptor vehicle totaled in a traffic crash on July 10, 2024. IRMA issued the Village of Bartlett a check for \$28,021.00 to replace the totaled squad. The price to replace this vehicle, which includes delivery, is \$46,384.00 and would be taken from the Vehicle Replacement Fund. This vehicle would be purchased to maintain our fleet vehicle coverage for the patrol division. This vehicle would be delivered eight to ten months after placing the order with Currie Motors Fleet.

### ATTACHMENTS (PLEASE LIST)

Police Department Memorandum

SPC Contract # 204

~~SPC Program~~

### RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Continue to enhance and improve efficiency of service delivery methods and approaches.

Short Term (1-3 Years): Routine  Complex

Long Term (3-5 Years): Routine  Complex

### ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

**MOTION:** I move to purchase a 2025 Ford Utility Interceptor vehicle through Suburban Purchasing Cooperative Contract #204 for \$46,384.00 from Currie Motors Fleet in Frankfort, Illinois.

Staff: Greg Milos, Support Services Sergeant

Date: August 20, 2024

**POLICE DEPARTMENT MEMORANDUM  
24-35**

**DATE:** August 20, 2024  
**TO:** Paula Schumacher, Village Administrator  
**FROM:** Greg Milos, Sergeant  
**RE:** Purchase of a Ford Interceptor Utility Police Vehicle for Patrol Division

The Suburban Purchasing Cooperative, a cooperative of 144 municipalities and townships in northeastern Illinois, awarded Currie Motors Fleet in Frankfort, Illinois, the contract for the 2025 Ford Utility Police Interceptor Vehicle. The 2025 Ford Interceptor Utility comes standard with All-Wheel Drive and features a V-6 engine.

This vehicle would replace a 2021 Ford Utility Police Interceptor totaled in a traffic crash on July 10, 2024. IRMA issued the Village of Bartlett a check for \$28,021.00 to replace the totaled squad. The price to replace this vehicle, which includes delivery, is \$46,384.00 and would be taken from the Vehicle Replacement Fund. This vehicle would be purchased to maintain our fleet vehicle coverage for the patrol division. This vehicle would be delivered eight to ten months after placing the order with Currie Motors Fleet.

**MOTION: I move to purchase a 2025 Ford Utility Interceptor vehicle through Suburban Purchasing Cooperative Contract #204 for \$46,384.00 from Currie Motors Fleet in Frankfort, Illinois.**



**2025 Ford Utility Interceptor  
Contract #204**

**\$47,615.00**



**Currie Motors Fleet**

*Nice People to do Business With!*

Production Begins May 2024

Hybrid Motors are Late Availability

2025 Model Year is Allocation Based upon Sales History and Subject to Commodity Restrictions





## 2025 Ford Utility Interceptor

**\$47,615.00**

### Standard Features

**MECHANICAL** ●3.3L Police-Calibrated V6 Direct-Injection Hybrid Engine System –Standard ●AWD Drivetrain Transmission – 10-speed automatic, police calibrated ●Lithium-Ion Battery Pack ●Brakes – Police calibrated high-performance regenerative braking system(Hybrid Only) ●4-Wheel heavy-duty disc w/heavy-duty front and rear calipers ●Brake Rotors – large mass for high thermal capacity and calipers with large swept area. ●Electric Power-Assist Steering (EPAS) – Heavy-Duty ●DC/DC converter – 220-Amp ●Cooling System – Heavy-duty, Engine oil cooler and transmission oil cooler ●Engine Idle Hour Meter ●Powertrain mounts – Heavy-Duty ●Class III Trailer Hitch Receiver and (2) recovery hooks ● Class III Trailer Tow Lighting Package ●Wheels— Heavy-duty steel, vented with center cap— Full size spare tire w/TPMS ●50-State Emissions System ● H8 AGM Battery ● **Engine Idle Control** ●Manual Police Pursuit Mode

**EXTERIOR** ●Antenna, Roof-mounted ●Cladding – Lower body-side cladding ●Door Handles – Black ● Exhaust, True Dual ● **Daytime Running Lamps – Configurable ON/OFF through instrument cluster** ●Door-Lock Cylinders (Front Driver / Passenger / Lift-gate) ●Glass – 2nd Row, Rear Quarter and Lift-gate Privacy Glass ● Grille – Black ●Headlamps – Automatic, LED Low-and-High-Beam ●Lift-gate – Manual 1-Piece – Fixed Glass w/Door-Lock Cylinder ● Mirrors – **Black Caps Power Electric Remote Heated Manual Folding with Integrated Spotter** ●Spare – Full size 18” Tire w/TPMS ●Spoiler – Painted Black● Lift-gate Handle ●Tail lamps – LED ●Tires – 255/60R18 A/S BSW ●Wheel-Lip Molding – Black ●Wheels – 18” x 8.0 painted black steel with polished stainless steel hub cover ●Windshield – Acoustic Laminated ●**Unity LED Drivers Spot Light** ●**Rear Tail Light Housing**

**INTERIOR/COMFORT** ●Cargo Hooks in cargo area ●Climate Control – Dual-Zone Electronic Automatic Temperature Control ●Door-Locks— Power ● **Rear-Door Handles and Locks Operable** ●Fixed Pedals (Driver Dead Pedal)● Floor – Heavy-Duty Thermoplastic Elastomer ●Glove Box – Locking/non-illuminated ●Grab Handles ●Heated Sanitization Solution ●**Lift gate Release Switch located in overhead console (45 second timeout feature)**●Lighting— Overhead Console— Red/White Task Lighting in Overhead Console— 3rd row overhead map light ●Mirror – Day/night Rear View ●Particulate Air Filter● Power points – (1) First Row ●Rear-door closeout panels ●Rear-window Defrost ●Scuff Plates – Front & Rear ●Seats— 1st Row Police Grade Cloth Trim, Dual Front Buckets with reduced bolsters — 1st Row – Driver 6-way lower track (fore/aft. Up/down, tilt with manual recline, 2-way manual lumbar) — 1st Row – passenger 2-way manual track (fore/aft. with manual recline) — Built-in steel intrusion plates in both driver/passenger seatbacks — 2nd Row Vinyl, 35/30/35 Split Bench Seat (manual fold-flat, no tumble) ●Speed (Cruise) Control ●Speedometer –

Calibrated (includes digital readout) •Steering Wheel – Manual / Tilt / Telescoping, Speed Controls and 4 user – configurable latching switches Sun visors, color-keyed, non-illuminated •Universal Top Tray – Center of I/P for mounting aftermarket equipment •Windows, Power, 1-touch Up/Down Front Driver/Passenger-Side with disable feature• **Power Passenger Seat • Courtesy Lights Disabled • Rear Dome Light**

**SAFETY/SECURITY** •Advance Trac® w/RSC® •Airbags, dual-stage driver & front-passenger, side seat, passenger-side knee, Roll Curtain Airbags and Safety Canopy®•Anti-Lock Brakes (ABS) with Traction Control • Brakes – Police calibrated high-performance regenerative braking system •Belt-Minder® (Front Driver / Passenger)•Child-Safety Locks •Individual Tire Pressure Monitoring System (TPMS)•LATCH (Lower Anchors and Tethers for Children) system on rear outboard seat locations •**Rearview Camera viewable on 8"Center Stack** • Seat Belts, Pretensioner /Energy-Management System w/adjustable height in 1st Row •SOS Post-Crash Alert System™• Perimeter Alert • **Remote Keyless Fob •BLIS •Cross Traffic Brake Assist •Pre-Collision Mitigation System •Reverse Sensing System**

**Police Up-fit Friendly** •Consistent 11-inch space between driver and passenger seats for aftermarket consoles (9-inch center console mounting plate)•Console mounting plate •Dash pass-thru opening for aftermarket wiring •Headliner- easy to service •Two (2) 50 amp battery ground circuits – power distribution junction block (repositioned behind 2nd row seat floorboard). • **Grill Wiring •100 Watt siren/Speaker Prep Kit**

**Functional** •Audio— AM/FM / MP3 Capable / Clock / 4-speakers— SYNC® interface — Includes hands-free voice command support — USB Port — (1) — 8" Color LCD Screen Center- Stack "Smart Display"• Easy Fuel® Capless Fuel-Filler •Fleet Telematics Modem to support Ford Pro™ Telematics •Front door tether straps (driver/passenger)•Power pigtail harness •Simple Fleet Key; 4-keys•Two-way radio pre-wire •Two (2) 50 amp battery power circuits – power distribution junction block (behind 2nd row passenger seat floorboard)•Wipers – Front Speed- Sensitive Intermittent; Rear Dual Speed Wiper •Up fitter Interface System •PAITRO output tied to lift gate release switch •3 Year 36,000 Mile Warranty-5 Year 100,000 mile Powertrain Warranty •Delivery under 75 miles



## Models

X	K8A	2025 Utility Interceptor Hybrid-Late Availability	47,615.00

## OPTIONS-Mechanical/Functional

X	99B-3.3L V-6 TI-VCT Motor NA with 99C Motor	-2661.00
	99C-3.0L Eco boost	893.00
	76D-Deflector Plate (engine and transmission shield)	320.00
	41H-Block Heater	179.00
	18X-100 Watt Siren Speaker (includes bracket and pig tail)	329.00
X	60R-Noise Suppression	94.00
	67U-Ultimate Wiring Kit	602.00
X	67V-Connector Kit	188.00
	85D-Front Console Mounting Plate Delete (NA with 67H, 67U, 85R)	NC
	85R-Rear Mounting Plate (NA with 65U, 85D)	56.00
	67H Ready For the Road Package-OEM Lighting and Wiring Package	3,532.00
X	18D-Global Lock/Unlock- Deletes 45 second Lift Gate Lock Release	N/C

## Options-Exterior

	16P Rear Bumper Step Pad	94.00
	65L 18" Wheel Covers	65.00
X	Keyed Alike CODE 1435x	47.00
	942-Daytime Running Light-Cannot be Reprogrammed	47.00
X	68G- Rear Door Locks Inoperable	72.00
	52P-Hidden Door Lock Plunger Includes 68G	150.00
	43A-Rear Auxiliary Lights	376.00
	96T-Rear Spoiler Traffic Light-Compatible with Interior Upgrade Package	1,410.00
	51P-Drivers Side Spot Light Prep	132.00
	51S-Dual Spot Lights-Unity	582.00
	51T-Drivers Spot Light-Whelen	394.00
	51V-Dual Spot Lights-Whelen	629.00
	51W-Dual Spot Prep	264.00
	Spot Light Delete	-376.00
	63B-Side Marker Lights	320.00
	63L-Quarter Glass Lights	546.00
	66A-Front Headlamp Package	846.00
	66B-Tail Lamp Package	405.00
X	66C-Rear Light Package	432.00
	16D-Badge Delete	N/C
	21L Front Auxiliary Light	546.00

## Options-Interior

	47E 12.1" Integrated Computer Screen	3,478.00
	63V Cargo Vault (Lockable Small Compartment)	253.00
	65U Interior Upgrade Package	367.00
	92R Solar Tint 2 <sup>nd</sup> Row (Deletes Privacy Glass)	85.00
	92G Solar Tint 2 <sup>nd</sup> Row and Cargo Area (Deletes Privacy Glass)	112.00
	87M 4" Rear Camera (1/4 size Picture in Picture in Upper Left Quadrant of Display)	N/C



	16C Carpet Floor Covering	141.00
	F6 Ebony Cloth Seating	51.00
	90D Ballistic Door Panels (Level III +)-Driver Front Door Only	1495.00
	90E Ballistic Door Panels (Level III+)- Driver and Passenger Front Doors Only	2979.00
	90F Ballistic Door Panels (Level IV+)- Driver Front Door Only	2274.00
	90G Ballistic Door Panels (Level IV +)- Driver and Passenger Front Doors Only	4541.00

## Exterior Colors

	E4-Vermillion Red	
	JS-Iconic Silver	
	LK-Dark Blue	
	LM-Royal Blue	
	M7-Carbonized Gray	
	TN-Silver Grey Metallic	
	UJ-Sterling Gray	
X	UM-Agate Black	
	YZ-Oxford White	

## Miscellaneous Options

	4-Corner LED Amber Strobes	1,395.00
	Rustproofing (Does Not Include Undercoating)	395.00
	Delivery Over 75 Miles	250.00
	Certificate of Origin (Customer to Complete Licensing)	N/C
X	License and Title- Municipal	Municipal Police
	Passenger Title and Plates	203.00
		351.00



Title Name	Village of Bartlett
Title Address	228 S. Main Street
Title City	Bartlett, IL
Title Zip Code	60103
Contact Name	Sgt Greg Milos
Phone Number	224-230-1441
PO Number	
FIN CODE	
Tax Exempt Number	E99981051
Total Dollar Amount	\$46384.00
Delivery Address	228 S. Main Street
	Bartlett, IL 60103

**\*Orders Require Signed Original Purchase Order and Tax Exempt Letter Submitted to:**

*Currie Motors Commercial Center*

*10125 W Laraway*

*Frankfort Il 60423*

*PHONE: (815) 412-3227*

*Tom Sullivan*

*tsullivan@curriemotors.com*

*Phone: (815)464-9200*

*Nic Cortellini*

*ncortellini@curriemotors.com*

Production is based upon Plant Scheduling and Commodity Restrictions Subject to Cancellation

Payment Due at Time of Delivery



# Agenda Item Executive Summary

AGENDA ITEM: Design Engineering Contract for the Country Place  
Lift Station Improvement Project

BOARD OR COMMITTEE: Board

## BUDGET IMPACT

Amount \$ 86,200

Budgeted \$ 180,000

Fund: Sewer

Corresponding Activity Measure: Influent/Effluent Flow

## EXECUTIVE SUMMARY

A resolution for the board's approval to enter into an agreement with Trotter and Associates, Inc. for design engineering for the Lift Station Improvement Project. This project is included in the approved capital budget.

## ATTACHMENTS (PLEASE LIST)

Memo, Resolution, Agreement

## RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Evaluate, budget and implement water, wastewater and stormwater infrastructure projects

Short Term (1-3 Years): Routine  Complex

Long Term (3-5 Years): Routine  Complex

## ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

**MOTION:** I move to approve RESOLUTION #2024- \_\_\_\_ - R, A RESOLUTION APPROVING THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE VILLAGE OF BARTLETT AND TROTTER & ASSOCIATES, INC. FOR THE ENGINEERING SERVICES FOR THE COUNTRY PLACE LIFT STATION

Staff: Tyler Isham, Assistant Director of Public Works

Date:

August 12, 2024

# Memo

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**To:** Paula Schumacher, Village Administrator  
**From:** Tyler Isham, Assistant Director of Public Works  
**Subject:** **Country Place Lift Station Rehabilitation Engineering Services**  
**Date:** August 12, 2024

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## **BACKGROUND**

The Village Board approved the 24/25 Capital Budget and included Lift Station upgrades and rehabilitation as a part of that annual budget. This typically includes rehabilitating the older lift stations and converting dry wells to wet wells for higher efficiency within the sanitary sewer system. This year, the Country Place Lift Station located at 691 San Diego Place was included in this year's rehabilitation due to age and condition.

## **DISCUSSION**

Staff selected Trotter and Associates, Inc. of St. Charles, IL (Trotter) to provide the engineering services for this project. Trotter has submitted a design proposal for this project that totals \$86,200. We have had success working with Trotter in the past, and with their previous experience, believe this proposal to be a good value.

## **RECOMMENDATION**

Staff recommends approval of the Engineering Services Agreement between the Village of Bartlett and Trotter and Associates, Inc. in the not-to-exceed amount of \$86,200.

## **MOTION**

**I MOVE TO APPROVE RESOLUTION #2024-\_\_\_\_-R, A RESOLUTION APPROVING OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE VILLAGE OF BARTLETT AND TROTTER AND ASSOCIATES, INC. FOR THE ENGINEERING SERVICES FOR THE COUNTRY PLACE LIFT STATION.**

**RESOLUTION 2024 - \_\_\_ - R**

**A RESOLUTION APPROVING OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE VILLAGE OF BARTLETT AND TROTTER AND ASSOCIATES, INC. FOR THE COUNTRY PLACE LIFT STATION DESIGN**

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**BE IT RESOLVED** by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, as follows:

**SECTION ONE:** The agreement between the Village of Bartlett and Trotter and Associates, Inc. dated August 20, 2024 (the "Agreement"), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

**SECTION TWO:** That the Village President is hereby authorized and directed to sign the Amendment to the Agreement on behalf of the Village of Bartlett.

**SECTION THREE: SEVERABILITY.** The various provision of this Resolution are to be considered as severable, and of any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

**SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION FIVE: EFFECTIVE DATE.** This Resolution shall be in full force and effect upon its passage and approval.

**ROLL CALL VOTE:**

**AYES:**

**NAYS:**



**ABSENT:**

**PASSED**      **August 20, 2024**

**APPROVED**    **August 20, 2024**

\_\_\_\_\_  
**Kevin Wallace, Village President**

**ATTEST:**

\_\_\_\_\_  
**Lorna Giless, Village Clerk**

**CERTIFICATION**

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage, and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2024 -\_\_\_-R, enacted on August 20,2024, and approved on August 20,2024, as the same appears from the official records of the Village of Bartlett.

\_\_\_\_\_  
Lorna Giless, Village Clerk



July 10<sup>th</sup>, 2024

Mr. Dan Dinges  
Public Works Director  
Village of Bartlett  
1150 Bittersweet Dr.  
Bartlett, IL. 60103

**Re: Country Place Lift Station Rehabilitation**  
Professional Services Letter Agreement and Exhibits

Dear Mr. Dinges,

Trotter and Associates, Inc. (ENGINEER) is pleased to provide professional services to the Village of Bartlett (CLIENT) for the *Country Place Lift Station Rehabilitation* (hereinafter referred to as the "PROJECT").

#### **Project Background**

The Village of Bartlett Country Place Lift Station is located at 691 San Diego Place. This station was originally constructed in the late 1970's with the most recent major rehabilitation in 1997 with the replacement of the pumps. Country Place serves a small primarily residential area south of Devon Avenue in DuPage County and also serves as a secondary station to the Devon Lift Station. The site is centered between two residential homes and is very compact.

The lift station is a Smith & Loveless wet well/dry-pit configuration with two Allis Chalmers Model 532 non-clog pumps. Each pump is 7.5 HP rated for 500 gpm at 28.3 ft TDH. The pumps convey flows through an 8-inch forcemain approximately 350 ft, discharging to a gravity structure near the La Jolla Terrace cul-de-sac. The station's dry-pit configuration makes routine maintenance difficult and constitutes a confined space entry.



A preliminary review of the existing wet well indicates that it may be suitable for conversion to a submersible pump station, similar to the Village's recently completed Herrick House Lift Station. However, an analysis of the influent flows and available bounce within the wet well will need to be completed to verify the conversion is feasible.



#### **Project Understanding**

The Village has requested that Trotter and Associates submit a proposal for design and bidding phase engineering services for the rehabilitation of the lift station. Construction phase engineering services would be executed under separate contract at the time that the construction contract is awarded. Design phase services generally consist of the following major components:

- Abandonment of the Existing Dry Pit Pump Station
- Rehabilitation/Conversion of Wet Well to a Submersible Pump Station including Lining
- New Valve & Metering Vault (or above-grade pre-fabricated enclosure similar to Herrick House if feasible)
- New Electrical and Control Systems (site electrical service, utility cabinet, standby generator, low-voltage)
- Site Utilities (including sewers modifications at wet well, and connection to proposed force main)
- Site Improvements (sidewalk, grading, landscaping, etc.)



**Conceptual Project EOPC**

 <div style="text-align: center;"> <b>Village of Bartlett</b>  <b>Country Place Lift Station Rehabilitation</b>  <b>Engineer's Opinion of Probable Construction Costs</b>  <i>July 10, 2024</i> </div> 					
	LIFT STATION REHABILITATION				\$ 700,000.00
	<b>CONSTRUCTION SUBTOTAL</b>				<b>\$ 700,000.00</b>
	CONTINGENCIES @ 25%				\$ 175,000.00
	<b>CONSTRUCTION TOTAL</b>				<b>\$ 875,000.00</b>
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	UNIT TOTAL
<b>LIFT STATION REHABILITATION</b>					
1	MOBILIZATION	1	LS	\$ 45,000.00	\$ 45,000.00
7	DRY PIT PUMP STATION & SITE DEMO	1	LS	\$ 40,000.00	\$ 40,000.00
1	SUBMERSIBLE DUPLEX LIFT STATION EQUIPMENT (PUMPS, CONTROLS, ETC.)	1	LS	\$ 75,000.00	\$ 75,000.00
5	PUMP MATE PRE-FABRICATED ENCLASURE INC. INSTALLATION	1	LS	\$ 90,000.00	\$ 90,000.00
2	INSTALLATION OF PUMPS AND PUMP MATE	1	LS	\$ 90,000.00	\$ 90,000.00
6	MISC. PROCESS PIPING INC. INSTALLATION	1	LS	\$ 45,000.00	\$ 45,000.00
3	SCADA MODIFICATIONS & INTEGRATION	1	LS	\$ 20,000.00	\$ 20,000.00
4	MODIFICATION TO EXISTING WET WELL STRUCTURE & COVER	1	LS	\$ 25,000.00	\$ 25,000.00
8	BYPASS PUMPING	1	LS	\$ 80,000.00	\$ 80,000.00
9	SITE UTILITIES (FORCE MAIN)	1	LS	\$ 7,500.00	\$ 7,500.00
9	NEW ELECTRICAL SERVICE / UTILITY CABINET	1	LS	\$ 15,000.00	\$ 15,000.00
9	STANDBY DIESEL GENERATOR & ATS	1	LS	\$ 85,000.00	\$ 85,000.00
10	GENERATOR & ATS INSTALLATION/WIRING	1	LS	\$ 25,000.00	\$ 25,000.00
11	FENCE REPLACEMENT, 6' INC. INSTALLATION	100	FT	\$ 200.00	\$ 20,000.00
12	PCC PAVEMENT/DRIVEWAY	150	SY	\$ 75.00	\$ 11,250.00
13	PCC SIDEWALK	100	SF	\$ 12.00	\$ 1,200.00
14	RESTORATION (TOPSOIL, SEEDING, FERTILIZER, & EROSION CONTROL BLANKET)	1	LS	\$ 25,000.00	\$ 25,000.00

**Project Schedule**

Below is an anticipated project schedule, contingent upon timely execution of the proposal and furnishing of all required design and permitting documents:

Contract Execution	August 2024
Preliminary Design Phase	August - October 2024
Final Design Phase	November 2024 - February 2025
Permitting	February – April 2025
Bidding (Estimated)	May 2025
Commence Construction (Estimated)	June 2025
Construction Completion (Estimated)	April 2026





## Scope of Services

Our services will consist of customary civil engineering and surveying services and related engineering services incidental thereto, described as follows;

### A. Preliminary Design (50%) Phase

- 1) Hold a project kick-off meeting with Village Staff to establish project goals and schedule.
- 2) Review existing Village documentation that may be appropriate to the project. This includes as-built information for the existing pump station and utilities.
- 3) Conduct two (2) site visits to confirm dimensions, by performing field measurements within the existing building, wet well and valve vault. This includes running the pumps in hand to allow for the wet well and all connected manholes to drain, and pipe elevations to be taken.
- 4) Conduct a topographic survey of the site determine property boundaries for design and permitting (TAI to coordinate design-stage JULIE locate for all utilities) and develop base files depicting existing site conditions.
- 5) Prepare conceptual design document 20% for Village review. Documents shall consist of engineering calculations, conceptual layout, and written descriptions of the Project. These shall include layout of the proposed pump station wet well, process design for pumps, piping, valves, as well as conceptual force main routing (plan view only).
- 6) Meet with Village staff once conceptual design documents are developed to discuss site constraints and alternative layouts for consideration.
  - a. Consider and discuss alternatives including rehabilitation and conversion of the existing wet well to a submersible station with bypass pumping, or installation of a new wet well without the need for extended bypass pumping.
  - b. Determine preferred manufacturers for pumps, valves, meters and other material details.
- 7) Prepare 50% Engineering Plans and Specifications to show the scope, extent and character of the work. Include the following but is not limited to these drawings.
  - a) General Construction Details and Notes (Estimated 2 Sheets)
  - b) Demolition drawings showing existing structures and utilities to be removed as applicable. (Estimated 2 Sheets)
  - c) Site Civil drawings showing underground utilities, process piping, site grading and landscaping as applicable. (Estimated 2 Sheets)
  - d) Process drawings including the equipment layout, valves and process piping. (Estimated 3 Sheets)
  - a) Preliminary project specifications in accordance with 64 Division CSI Format.
- 8) Based on the information contained in the Preliminary Design Phase documents, submit a revised opinion of probable Construction Cost and any adjustments to Total Project Costs known to Engineer.
- 9) Hold a preliminary design review meeting to address the Village's review comments and requested revisions.





*C. Final Design (100%) Phase*

- 1) Based on the approved Preliminary Design Phase, prepare 90% Engineering Plans and Specifications to show the scope, extent and character of the work. Include the following but is not limited to these drawings.
  - b) General Construction Details and Notes (Estimated 2 Sheets)
  - c) Demolition drawings showing existing structures and utilities to be removed as applicable. (Estimated 2 Sheets)
  - d) Site Civil drawings showing underground utilities, process piping, site grading and landscaping as applicable. (Estimated 4 Sheets)
  - e) Structural drawings including layout and section for wet well modifications as applicable. (Estimated 1 Sheet)
  - f) Process drawings including the equipment layout, valves and process piping. (Estimated 4 Sheets)
  - g) Electrical drawings depicting power distribution requirements within the proposed improvements. (Estimated 3 Sheets)
  - h) Instrumentation drawings depicting the scope and extent of the proposed control system. (Estimated 2 Sheets)
  - i) Project specifications in accordance with 64 Division CSI Format.
- 2) Obtain one (1) soil boring on site for the purposes of bearing capacity analysis of any proposed generator pad and to provide CCDD testing results as part of the bid package.
- 3) Provide 90% complete plans to the Village and effected agencies for review and approval. Prepare an opinion of probable cost, based on the Final Engineering Plans. Hold a final review meeting with the Village.
- 4) Submit final plans and specifications to IEPA as applicable to obtain the construct and operate permit.
- 5) Make minor revisions to the plans to incorporate changes required by reviewing agencies. Complete 100% drawings to satisfaction of the Village and appropriate permitting bodies.

*Bidding or Negotiating Phase*

- 1) Assist the Village with advertising the project for bid. Advertisement and plan production expenses will be considered reimbursable.
- 2) Attend a pre-bid meeting with the Village and prospective bidders.
- 3) Respond to questions about bid documents. Issue addenda as appropriate to clarify, correct, or change the Bidding Documents.
- 4) Attend the bid opening, prepare bid tabulation, and assist the Village in reviewing the bids, participate in any negotiations or clarification discussion and awarding contracts. Issue the Recommendation to Award to the Village.
- 5) Furnish and supply drawings and project specification copies as required.

Changes to the scope of services outlined in this agreement shall be authorized through execution of an Exhibit D - Contract Addendum.



**Compensation**

An amount equal to the cumulative hours charged to the Project by each class of ENGINEER’s employees times Standard Hourly Rates for each applicable billing class for all services performed on the Project, plus Reimbursable Expenses and ENGINEER’s Consultant’s charges, if any.

ENGINEER’s Reimbursable Expenses Schedule and Standard Hourly Rates are attached to this Exhibit B. Reimbursable Expenses included in the contract are limited to items listed in Exhibit B. All expenses that are not included in Exhibit B shall be considered outside the contract and shall be considered as extra and compensated for at cost. For example: title commitments, permit fees, architectural renderings, special public meetings, out of town travel expenses, consultant services beyond those identified in the scope, or items specifically requested by the owner.

The total compensation for services will not exceed **\$86,200.00** based on the following distribution of compensation:

Preliminary Design Phase	\$32,600
Final Design Phase	\$43,800
Bidding and Negotiating Phase	\$7,300
Reimbursables – Soil Boring	\$2,500
<b>Total:</b>	<b>\$86,200</b>

ENGINEER may alter the distribution of compensation between individual phases of the work noted herein to be consistent with services actually rendered, but shall not exceed the total estimated compensation amount unless approved in writing by CLIENT. The total estimated compensation for ENGINEER’s services included in the breakdown by phases incorporates all labor, overhead, profit, and ENGINEER’s Consultant’s charges. The amounts billed for ENGINEER’s services will be based on the cumulative hours charged to the PROJECT during the billing period by each class of ENGINEER’s employees times Standard Hourly Rates for each applicable billing class, plus Reimbursable Expenses and ENGINEER’s Consultant’s charges. The Standard Hourly Rates and Reimbursable Expenses Schedule will be adjusted annually as of January 1<sup>st</sup> to reflect equitable changes in the compensation payable to ENGINEER.





### Miscellaneous

This Agreement constitutes the entire agreement between the parties and supersedes any prior oral or written representations. This agreement may not be changed, modified, or amended except in writing signed by both parties. In the event of any conflict among the exhibits, the exhibit of the latest date shall control.

ENGINEER may have portions of the Services performed by its affiliated entities or their employees, in which event ENGINEER shall be responsible for such services and CLIENT shall look solely to ENGINEER as if ENGINEER performed the Services. In no case shall CLIENT'S approval of any subcontract relieve ENGINEER of any of its obligations under this Agreement. However, ENGINEER is not responsible whatsoever for any obligations its subcontractors might have to its [subcontractors'] employees, including but not limited to proper compensation of its employees.

In the event CLIENT uses a purchase order form or other CLIENT developed document to administer this Agreement, the use of such documents shall be for the CLIENT'S convenience only, and any provisions, terms or conditions within the CLIENT developed document shall be deemed stricken, null and void. Any provisions, terms or conditions which the CLIENT would like to reserve shall be added to Exhibit C – Supplemental Conditions and agreed to by both parties.

ENGINEER acknowledges that this project and the scope of work performed thereto will require ENGINEER and all lower tiered subcontractors of ENGINEER to comply with all obligations under and pursuant to the any applicable local, state and/or federal prevailing wage laws (e.g. Davis-Bacon Act, Illinois Prevailing Wage Act, etc.), including but not limited to all wage, notice and/or record keeping requirements to the extent applicable, necessitated and required by law.

If during negotiations or discussion with a Client it becomes clear that Client has determined prevailing wages are not applicable to the work performed by Trotter & Associates, it is best to confirm that understanding in writing with appropriate indemnification language. The following is draft language to consider:

Trotter & Associates' services performed is based on its understanding through the actions, statements and/or omissions of CLIENT that this project [identify] and the work performed relating thereto is professional in nature and not subject to prevailing wage requirements (federal, state or local). If Trotter & Associates' understanding is incorrect, CLIENT agrees and acknowledges that it shall immediately notify Trotter & Associates in writing within forty-eight (48) hours from receiving this notice so that Trotter & Associates may submit a revised proposal and/or invoice reflecting the additional costs associated with applicable prevailing wage laws. If at any time it is determined that this project is or was subject to prevailing wage requirements under federal, state or local law, then CLIENT agrees and acknowledges that it shall reimburse and make whole Trotter & Associates for any back wages, penalties and/or interest owed to its employees or any other third party, including any appropriate governmental agency. CLIENT also agrees that prices, costs and/or applicable fees will also be increased prospectively as required by the increase in wage payments to Trotter & Associates' employees. CLIENT understands and acknowledges that it shall notify Trotter & Associates of any prevailing wage requirements or obligations under applicable laws relating to the work or services performed by Trotter & Associates. CLIENT also agrees to indemnify and hold Trotter & Associates harmless from any error, act or omission on its part with regard to prevailing wage notification that causes any claim, cause of action, harm or loss upon Trotter & Associates, including but not limited to prompt reimbursement to Trotter & Associates of any and all back wages, penalties and/or interest owed to its employees or any other third party, including reasonable attorneys' fees and costs associated with such claim, cause of action, harm or loss.