

RESOLUTION

VILLAGE OF GILBERTS

A Resolution authorizing a Service Agreement between the Village of Gilberts and Robinson Engineering to provide engineering services associated with analysis of the Village Water System and the impacts of two additional wells along with the expansion of the Water Treatment Plant

Be it Resolved by the President and Board of Trustees of the Village of Gilberts, Kane County, Illinois that:

Section 1:

The Village of Gilberts hereby authorizes the Village President and Village Clerk to execute an Service Agreement with Robinson Engineering to provide engineering services associated with analysis of the Village Water System and the impacts of two additional wells and the expansion of the Water Treatment Plant, and such documents as are necessary and convenient to effectuate the service agreement as hereby attached hereto and made a part hereof as Exhibit A as approved.

Section 2:

This resolution shall be in full force and in effect from and after its passage and approval pursuant to law.

Passed this 20 day of June, 2017 by a roll call vote as follows:

	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>	<u>Abstain</u>
Trustee Elissa Kojzarek	✓	_____	_____	_____
Trustee Dan Corbett	_____	_____	✓	_____
Trustee Nancy Farrell	✓	_____	_____	_____
Trustee Louis Hacker	✓	_____	_____	_____
Trustee Jeanne Allen	✓	_____	_____	_____
Trustee Guy Zambetti	✓	_____	_____	_____
President Rick Zirk	_____	_____	_____	_____

APPROVED THIS 20<sup>th</sup> DAY OF June, 2017

*[Signature of Rick Zirk]*

Village President, Rick Zirk



ATTEST:

*[Signature of Debra Meadows]*

Village Clerk, Debra Meadows



REL # 17-R0406

June 8, 2017

City of Gilberts  
87 Galligan Road  
Gilberts, Illinois 60136  
Attention: George Sakas, Village Administrator

**RE: VILLAGE OF GILBERTS Water System Analysis**

Dear Mr. Sakas:

Pursuant to your request, Robinson Engineering, Ltd. (REL) has prepared a proposal to provide Engineering services associated with the Analysis of the Village Water System, and the impacts with the inclusion of two new wells with a 1,000 Gallon Per Day (GPM) Treatment Plant expansion.

***Scope of Work***

Based on our conversation(s) the following is a summary outline of the tasks identified as part of the project:

**1.0 Project kickoff**

- 1.1 Attend Kickoff meeting
- 1.2 Verification of Documentation (ISWS & ISGS information, etc.) and request from appropriate source
- 1.3 Develop list of missing documentation

**2.0 Review Documents / Analysis**

- 2.1 Review water use and housing construction data to develop current and projected water use requirements for consideration in selection of water supply options; Confirm findings with Village Staff.
- 2.2 Review water source documentation; Call sources of documents to discuss findings and opinions; Summarize condition and capacities of existing wells; Form opinions as how best to proceed.

2.3 Review existing WTP and improvement proposals by consultants; Visit WTP to verify information. Summarize current conditions, capacities, and compliance issues. Call sources of documents to discuss.

2.4 Meet with staff to discuss preliminary findings and conclusions and listen to their opinions and suggestions.

**3.0 Summarize Findings and Provide Technical Memo**

3.1 Prepare technical memorandum summarizing findings, options, costs, next steps and recommendations.

3.2 Meet with Village staff to discuss memo and next steps.

3.3 Review findings and recommendations with Village Board:

***Project Fee***

REL proposes to perform the tasks identified above for a not to exceed estimated total of \$14,840. Please note that this amount will vary based on our findings and the direction given by staff. To assure accountability a monthly status report will be provided to you as part of the services. In addition, and at the direction of the Village Administer I will also attend Board Meeting to provide a status update at no additional charge / cost to the Village.

Task Number	Task	Estimated total hours	Average Hourly rate	Amount
1.0	Project Kick off	6	\$140	\$840
2.0	Review documents / Analysis and review findings with Staff	65	\$140	\$9,100
3.0	Summarize findings and provide technical memorandum	35	\$140	\$4,900
			Total	\$14,840.00

We look forward to the opportunity of serving the Village of Gilberts. Please do not hesitate to contact me with any questions you may have, my cell number is (630) 219.9540

### ***Authorization***

REL will proceed with the work after we receive written authorization which may be in the form of a copy of the proposal signed and returned to REL.

THE TERMS OF THE ATTACHED "GENERAL TERMS & CONDITIONS", WHICH CLIENT HEREBY ACKNOWLEDGES RECEIVING, ARE INCORPORATED AND MADE A PART OF THIS PROPOSAL. IF THE ABOVE IS ACCEPTABLE, PLEASE HAVE THIS PROPOSAL EXECUTED. WE WILL BEGIN WORK AS SOON AS WE RECEIVE AN EXECUTED COPY OF THIS PROPOSAL. THIS PROPOSAL WILL BE NULL AND VOID IF NOT ACCEPTED BY JUNE 30, 2017.

Thank you again for the opportunity to work with the Village. Should you have any questions, please do not hesitate to contact me.

Yours Truly,

Robinson Engineering Ltd.



Albert K Stefan, P.E.  
Regional Manager  
Managing Director  
Robinson Engineering Ltd.

ACCEPTED: Village of Gilberts

By:  \_\_\_\_\_

Title: Village President

Date: 6/20/2017