

**VILLAGE OF GILBERTS**

**RESOLUTION 14-2022**

**A RESOLUTION AUTHORIZING APPROVAL OF AN AGREEMENT WITH HAMPTON, LENZINI AND RENWICK, INC. (HLR) FOR A TOPOGRAPHIC SURVEY OF ALL VILLAGE UTILITIES IN AN AMOUNT NOT TO EXCEED \$42,500**

**WHEREAS**, the Village of Gilberts (“Village”) operates and maintains a water treatment plant and distribution system, wastewater treatment system, and stormwater conveyance system and

**WHEREAS**, the during FY2022 the Village implemented a GIS solution thorough HLR; and

**WHEREAS**, funds were included in the FY2023 Budget utilizing ARPA funds to conduct a detailed topographic survey of the Village’s utilities (water, wastewater and stormwater); and

**WHEREAS**, the Village has previously utilized HLR for assistance in GIS implementation services.

**THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GILBERTS, ILLINOIS**, as follows:

**Section 1.** **Recitals.** The recitals set forth above are hereby incorporated into and made a part of this Resolution as though set forth in this Section 1.

**Section 2.** **Approval; Authorization.** The Village Board of Trustees hereby authorizes the Village Administrator to execute an agreement and other necessary documents with Hampton, Lenzini and Renwick, Inc. to perform a topographic survey of all Village utilities in an aggregate amount not-to-exceed \$42,500 as shown in Exhibit A.

**Section 3.** **Waiver of Competitive Bidding.** To the extent any competitive bidding requirements apply to the agreements with Hampton, Lenzini and Renwick, Inc., such competitive bidding requirements are hereby waived pursuant to Section 8-9-1 of the Illinois Municipal Code (65 ILCS 5/8-9-1).

**Section 4.** **Effective Date.** This Resolution shall be in full force and effect after its approval in the manner provided by law.

**PASSED BY VOTE OF THE BOARD OF TRUSTEES** of the Village of Gilberts, Kane

County, Illinois, this 3 day of May 2022.


	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>	<u>Abstain</u>
Trustee Dave LeClercq	✓	_____	_____	_____
Trustee Dan Corbett	✓	_____	_____	_____
Trustee Justin Redfield	✓	_____	_____	_____
Trustee Jeanne Allen	✓	_____	_____	_____
Trustee Lou Hacker	✓	_____	_____	_____
Trustee Brandon Coats	✓	_____	_____	_____
President Guy Zambetti	_____	_____	_____	_____

APPROVED THIS 3 DAY OF May, 2022

  
\_\_\_\_\_  
Village President, Guy Zambetti



ATTEST:

  
\_\_\_\_\_  
Courtney Baker, Village Clerk



## Hampton, Lenzini and Renwick, Inc.

Civil Engineers • Structural Engineers • Land Surveyors • Environmental Specialists  
www.hlrengineering.com

April 22, 2022

Mr. Aaron Grosskopf  
Director of Public Works  
73 Industrial Drive  
Gilberts IL 60136

### Re: Citywide Survey Data Collection of Utilities

Dear Mr. Grosskopf:

We prepared this letter to serve as the agreement between the Village of Gilberts (Client) and Hampton, Lenzini and Renwick, Inc. (Consultant) for Citywide Survey Data Collection of City owned Utilities.

### SCOPE OF SERVICES

The Client and Consultant have agreed to a list of Basic Services the Consultant will provide to the Client, listed on the appended Scope of Services, labeled as Exhibit A.

If agreed to in writing by the Client and Consultant, the Task Order Scope of Services shall be provided and shall be labeled as Exhibit B, and appended hereto.

Services not set forth above as Basic Services and not listed in Exhibit A of this agreement are specifically excluded from the scope of the Consultant's services. The Consultant assumes no responsibility to perform any services not specifically listed in the Exhibit A.

All of the above services are to be performed in conformance with the requirements of the Village of Gilberts

### RESPONSIBILITIES OF CLIENT

It is the Consultant's understanding that the Client will provide the following assistance, information, and related materials relative to the above-described project:

Available Applicable As-Built Drawings  
Available Applicable CAD Files  
Available Applicable Access to GIS Files/Account Access

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### Information Provided by Others

The Client shall furnish, at the Client's expense, all information, requirements, reports, data, surveys, and instructions required by this Agreement. The Consultant may use such information, requirements, reports, data, surveys, and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof.

## COMPENSATION

### Billing Terms

For our services we will be compensated at the following hourly rates which will be considered payment in full to Hampton, Lenzini and Renwick, Inc. for actual employee time utilized to provide the required services, said rates include overhead and burden costs plus profit. Other out-of-pocket expenses will be reimbursed at our actual cost.

Employee Classification	2022 Rates
PRINCIPAL	\$225.00
ENGINEER 6	\$195.00
ENGINEER 5	\$175.00
ENGINEER 4	\$160.00
ENGINEER 3	\$150.00
ENGINEER 2	\$120.00
ENGINEER 1	\$105.00
STRUCTURAL 2	\$210.00
STRUCTURAL 1	\$170.00
TECHNICIAN 3	\$140.00
TECHNICIAN 2	\$120.00
TECHNICIAN 1	\$85.00
INTERN/TEMPORARY	\$60.00
LAND ACQUISITION	\$155.00
SURVEY 2	\$145.00
SURVEY 1	\$115.00
ENVIRONMENTAL 2	\$150.00
ENVIRONMENTAL 1	\$100.00
ADMINISTRATION 2	\$140.00
ADMINISTRATION 1	\$80.00

These rates will remain in effect through December 31, 2022. In the event our services are required after that date, we will submit revised rates to be utilized through December 31, 2023.

### Payment Terms

Invoices shall be submitted by the Consultant on a monthly basis, are due upon presentation and shall be considered past due if not paid within 30 calendar days of the invoice date.

If the Client fails to make payments when due or otherwise is in breach of this Agreement, the Consultant may suspend performance of services upon 30 calendar days' notice to the Client. The Consultant shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Upon payment in full by the Client, the Consultant 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 the Consultant to resume performance.

If the Client fails to make payment to the Consultant in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by the Consultant.

If the Client objects to any portion of an invoice, the Client shall so notify the Consultant in writing within ten (10) calendar days of receipt of the invoice. The Client shall identify in writing the specific cause of the disagreement.

and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with the other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest as stated above shall be paid by the Client on all disputed invoice amounts that are subsequently resolved in the Consultant's favor and shall be calculated on the unpaid balance from the due date of the invoice.

Payments to the Consultant shall not be withheld, postponed, or made contingent on the construction, completion, or success of the project or upon receipt by the Client of offsetting reimbursement or credit from other parties who may have caused Additional Services or expenses. No withholdings, deductions, or offsets shall be made from the Consultant's compensation for any reason unless the Consultant has been found to be legally liable for such amounts.

### GENERAL TERMS AND CONDITIONS

#### Assignment

Neither party to this Agreement shall transfer, sublet, or assign any rights under or interest in this agreement without the prior written consent of the other party. Subcontracting to sub-consultants normally contemplated by the Consultant shall not be considered an assignment for purposes of this agreement.

#### Authorized Representatives

The Client and Consultant hereby designate their authorized representatives to act on their behalf with respect to the services and responsibilities under this agreement. The following designated representatives are authorized to receive notices, transmit information, and make decisions regarding the Project on behalf of their respective parties.

For the Client:

Name ..... Aaron Grosskopf  
Title ..... Director of Public Works  
Address ..... 73 Industrial Drive  
                                Gilberts IL 60136  
Office Phone..... 847-551-3293  
E-mail ..... agrosskopf@villageofgilberts.com

For the Consultant:

Name ..... Ryan Livingston, PE  
Title ..... Principal in Charge  
Address ..... 380 Shepard Drive  
                                Elgin IL 60123  
Office Phone..... 847-697-6700  
Cell Phone ..... 847-254-5231  
E-mail ..... rlivingston@hlreng.com

#### Changed Conditions

If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the Consultant are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks, or other material terms of this Agreement, the Consultant may call for renegotiation of appropriate portions of this Agreement. The Consultant shall notify the Client of the changed conditions necessitating renegotiation, and the Consultant and the Client shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement, in accordance with the Termination provision hereof.

### **Confidential Communications**

The Consultant may be required to report on or render confidential opinions about the past or current performance and/or qualifications of others engaged or being considered for engagement directly or indirectly by the Client. Those about whom reports and opinions are rendered may as a consequence initiate claims against the consultant. To help create an atmosphere in which the Consultant may freely report or express such opinions candidly in the interest of the Client, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant against all damages, liabilities, or costs arising from the rendering of such confidential opinions and reports by the Consultant to the Client or to the Client's agents.

### **Consequential Damages**

Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Consultant, their respective officers, directors, partners, employees, contractors, or sub-consultants shall be liable to the other or shall make any claim for any incidental, indirect, or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation, or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract, and breach of strict or implied warranty. Both the Client and the Consultant shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

### **Corporate Protection**

It is intended by the parties to this Agreement that the Consultant's services in connection with the Project shall not subject the Consultant's individual employees, officers, or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against Hampton, Lenzini and Renwick, Inc., a Delaware corporation, and not against any of the Consultant's individual employees, officers, or directors.

### **Defects in Service**

The Client shall promptly report to the Consultant any defects or suspected defects in the Consultant's services of which the Client becomes aware, so that the Consultant may take measures to minimize the consequences of such a defect. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor contract and shall require all subcontracts at any level to contain a like requirement. Failure by the Client and the Client's contractors or subcontractors to notify the Consultant shall relieve the Consultant of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

### **Delays**

The Client agrees that the Consultant is not responsible for damages arising directly or indirectly from any delays for causes beyond the Consultant's reasonable control, nor shall the Consultant be deemed in default of this Agreement. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; work slowdowns or stoppages; government ordered industry shutdowns; power or server outages; severe weather disruptions or other natural disasters; fires, riots, war, widespread infectious disease outbreaks (including but not limited to epidemics and pandemics), or other emergencies or acts of nature; failure of any government agency or utility to act in timely manner; failure of the Client to furnish timely information or approve or disapprove of the Consultant's services or work product; delays caused by the faulty performance by the Client's or by contractors of any level; or discovery of any hazardous substances or differing site conditions.

In addition, if the delays resulting from any such causes increase the cost or time required by the Consultant to perform its services in an orderly and efficient manner, the Consultant shall be entitled to an equitable adjustment in schedule and/or compensation.

**Entire Agreement**

This Agreement, comprising pages 1 through 10 and Exhibit A is the entire Agreement between the Client and the Consultant. It supersedes all prior communications, understandings, and agreements, whether oral or written. Amendments to this Agreement must be in writing and signed by both the Client and the Consultant.

**Extension of Protection**

The Client agrees that any and all limitations of the Consultant's liability and indemnifications by the Client to the Consultant shall include and extend to those individuals and entities the Consultant retains for performance of the services under this Agreement, including but not limited to the Consultant's officers, partners, and employees and their heirs and assigns, as well as the Consultant's sub-consultants and their officers, employees, heirs and assigns.

**Governing Law and Jurisdiction**

The Client and the Consultant agree that this Agreement and any legal actions concerning its validity, interpretation, and performance shall be governed by the laws of the State of Illinois.

It is further agreed that any legal action between the Client and the Consultant arising out of this Agreement or the performance of the services shall be brought in a court of competent jurisdiction in the County of Kane, Illinois.

**Hazardous Materials – Suspension of Services**

Both parties acknowledge that the Consultant's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event the Consultant or any other party encounters any hazardous or toxic materials, or should it become known to the Consultant that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of the Consultant's services, the Consultant may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Client retains appropriate consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.

**Indemnification**

The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors, and employees (collectively, Client) against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Consultant's negligent performance of professional services under this Agreement and that of its sub-consultants or anyone for whom the Consultant is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees, and sub-consultants (collectively, Consultant) 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 the acts of its contractors, subcontractors, or consultants, or anyone for whom the Client is legally liable.

Neither the Client nor the Consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

### **Jobsite Safety**

Neither the professional activities of the Consultant, nor the presence of the Consultant or its employees and sub-consultants at a construction/project site, shall relieve the General Contractor of its obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequence, techniques, or procedures necessary for performing, superintending, and coordinating the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The Consultant and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that the General Contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in the Client's contract with the General Contractor. The Client also agrees that the Client, the Consultant, and the Consultant's sub-consultants shall be indemnified by the General Contractor and shall be made additional insureds under the General Contractor's policies of general liability insurance.

### **Mediation**

In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Client and the Consultant agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The Client and the Consultant further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, sub-consultants, suppliers, and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.

### **Notice of Delay**

If the Consultant becomes aware of delays due to time allowances for review and approval being exceeded, delay by the Contractor, the Client, the Client's consultants, or any other cause beyond the control of the Consultant, which will result in the schedule for performance of the Consultant's services not being met, the Consultant shall promptly notify the Client. If the Client becomes aware of any delays or other causes that will affect the Consultant's schedule, the Client shall promptly notify the Consultant. In either event, the Consultant's schedule for performance of its services shall be equitably adjusted.

### **Ownership of Instruments of Service**

The Client acknowledges the Consultant's construction documents, including electronic files, as instruments of professional service. Nevertheless, the final documents prepared under this Agreement shall become the property of the Client upon completion of services and payment in full of all fees due to the Consultant. The Client shall not reuse or make any modification to the final documents without the prior written authorization of the Consultant. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees, and sub-consultants against any damages, liabilities, or costs, arising from the unauthorized reuse or modification of the documents by the Client or any person or entity that acquires or obtains the documents from or through the Client without the written authorization of the Consultant.

### **Right of Entry**

The Client shall provide for the Consultant's right to enter the property owned by the Client and/or others in order for the Consultant to fulfill the Scope of Services included hereunder. Although the Consultant will exercise reasonable care in performing its services, the Client understands that use of testing or other equipment may unavoidably cause some damage, the correction of which is not part of this Agreement. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees, and sub-consultants (collectively, Consultant) against any damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, arising or allegedly arising from procedures associated with testing or investigative activities or connected in any way with the discovery of hazardous materials or suspected hazardous materials on the property.



**Severability**

Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of the Agreement shall remain in full force and effect.

**Standard of Care**

In providing services under this Agreement, the Consultant will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

**Supplanting of Former Consultant**

In consideration of the risks and rewards involved in this Project, the Client agrees, to the maximum extent permitted by law, to indemnify and hold harmless the Consultant from any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising or allegedly arising from any negligent acts, errors or omissions by any prior consultant employed by the Client on this project and from any claims of copyright or patent infringement by the Consultant arising from the use of any documents prepared or provided by the Client or any prior consultant of the Client's. The Client warrants that any documents provided to the Consultant by the Client or by the prior consultant may be relied upon as to their accuracy and completeness without independent investigation by the supplanting Consultant and that the Client has the right to provide such documents to the supplanting Consultant free of any claims of copyright or patent infringement or violation of any other party's rights in intellectual property.

**Suspension of Services**

If the Project or the Consultant's services are suspended by the Client for more than thirty (30) calendar days, consecutive or in the aggregate, over the term of this Agreement, the Consultant shall be compensated for all services performed and reimbursable expenses incurred prior to the receipt of notice of suspension. In addition, upon resumption of services, the Client shall compensate the Consultant for expenses incurred as a result of the suspension and resumption of its services, and the Consultant's schedule and fees for the remainder of the Project shall be equitably adjusted.

If the Consultant's services are suspended for more than ninety (90) days, consecutive or in the aggregate, the Consultant may terminate this Agreement upon giving not less than five (5) calendar days' written notice to the Client.

If the Client is in breach of the payment terms or otherwise is in material breach of this Agreement, the Consultant may suspend performance of services upon five (5) calendar days' notice to the Client. The Consultant shall have no liability to the Client, and the Client agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by the Client. Upon receipt of payment in full of all outstanding sums due from the Client, or curing of such other breach which caused the Consultant to suspend services, the Consultant shall resume services and there shall be an equitable adjustment to the remaining project schedule and fees as a result of the suspension.

### **Termination**

In the event of termination of this Agreement by either party, the Client shall within fifteen (15) calendar days of termination pay the Consultant for all services rendered and all reimbursable costs incurred by the Consultant up to the date of termination, in accordance with the payment provisions of this Agreement.

The Client may terminate this Agreement for the Client's convenience and without cause upon giving the Consultant not less than seven (7) calendar days' written notice.

Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days' written notice for any of the following reasons:

- Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party;
- Suspension of the Project or the Consultant's services by the Client for more than ninety (90) calendar days, consecutive or in the aggregate;
- Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of any termination that is not the fault of the Consultant, the Client shall pay the Consultant, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by the Consultant in connection with the orderly termination of this Agreement, including but not limited to demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

### **Third-Party Beneficiaries**

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client and Consultant agree to require a similar provision in all contracts with contractors, subcontractors, sub-consultants, vendors and other entities involved in this Project to carry out the intent of this provision.

### **Unauthorized Changes**

In the event the Client, the Client's contractors or subcontractors, or anyone for whom the Client is legally liable makes or permits to be made any changes to any reports, plans, specifications or other construction documents prepared by the Consultant without obtaining the Consultant's prior written consent, the Client shall assume full responsibility for the results of such changes. Therefore the Client agrees to waive any claim against the Consultant and to release the Consultant from any liability arising directly or indirectly from such changes.

In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant from any damages, liabilities, or costs, including reasonable attorneys' fees and costs of defense, arising from such changes.

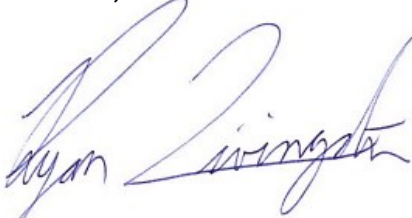
In addition, the Client agrees to include in any contracts for construction appropriate language that prohibits the Contractor or any subcontractors of any tier from making any changes or modifications to the Consultant's construction documents without the prior written approval of the Consultant and that further requires the Contractor to indemnify both the Consultant and the Client from any liability or cost arising from such changes made without such proper authorization.

Aaron Grosskopf  
Village of Gilberts-Citywide Survey Data Collection of Utilities  
April 22, 2022  
Page 9

If this agreement meets with the Client's approval, please have the proper Village officials sign and date same where indicated below and return one (1) copy for our file. If you have questions on any of the above, please call me at our Elgin office.

Yours truly,

**HAMPTON, LENZINI AND RENWICK, INC.**

A handwritten signature in blue ink that reads "Ryan Livingston". The signature is written in a cursive, flowing style.

Ryan Livingston, PE  
Vice President  
Municipal & Construction Engineering Manager

Enclosure

**ACCEPTANCE**

The terms and conditions of this letter agreement are hereby accepted by the Village of Gilberts for Citywide Survey Data Collection of Utilities services set forth above. Please check the appropriate box for the services which are approved under this agreement.

BASE SERVICES – Not to Exceed \$42,500

BASE SERVICES + ADDITIONAL OPTIONAL SERVICES – Not to Exceed \$109,400

By \_\_\_\_\_

\_\_\_\_\_ Date

Title \_\_\_\_\_

**ATTEST:**

By \_\_\_\_\_

Title \_\_\_\_\_

**EXHIBIT A**  
**Scope of Service**  
**Citywide Survey Data Collection of Utilities**  
**Village of Gilberts**

**SCOPE OF SERVICES**

The Village of Gilberts (hereinafter the "Client") has requested professional services for Citywide Survey Data Collection of Utilities (hereinafter the "Project"). The following outlines the proposed Project scope of services.

**UNDERSTANDING OF THE PROJECT**

Hampton, Lenzini and Renwick, Inc. (HLR) has prepared this Scope of Work for engineering services based on our knowledge of the Project from the following items:

- Sanitary Atlas Maps Received via email March 2, 2021
- Storm Water Atlas Maps Received via email March 2, 2021
- Water Atlas Maps Received via email March 2, 2021
- GIS Maps Services provided previously, Agreement Dated March 11, 2021 link to KMZ file;
  - <https://drive.google.com/file/d/15EaCJFA3SkD7MU5TqkScZ46K7yu6vIpx/view?usp=sharing> )

The following is a list of basic project understandings

- Survey Data Collection of City owned Utilities
- City Owned Utilities include specific components of the Sanitary Collection System, Water Distribution System and Stormwater Collection System
- These services will NOT include confined space entry by the Consultant
- Horizontal and Vertical position of the following system assets will be collected:
  - Sanitary Sewer
  - Storm Sewer
  - Water Main
- Horizontal and Vertical accuracy as typically derived from GPS RTK fixed solution
- The Utility Atlases and GIS Data File previously provided by the Village are assumed to be accurate
- If attempts to locate assets in the field which are identified on the provided Utility Atlases and CAD take longer than 5 minutes due to them being buried or outside a 20' radius of the identified location they will be skipped and the Client will be responsible for assisting in locating them
- The Client will be responsible for providing access to any assets located within private property either within or not within easements.
- The Client will be responsible for notifying private property owners of an access requirements by the Consultant.

The project limits are understood to be within the Corporate Limits of the Village of Gilberts

**Schedule** – Based on our project understanding, the following are project milestones desired by Client.

Notice to Proceed	May 3, 2022
Complete Data Collection of All Assets	January 1, 2023
Upload Elevations to GIS	March 31, 2023

## SCOPE OF SERVICES

### 1. Survey and Land Acquisition

Based on our understanding of the project and the needs of the client the following services are included in the scope of service:

#### **Topographic Survey**

- Topographic Survey** – HLR will provide topographic survey to documents existing conditions for the purpose of preparing the design requested by the Client. Topographic survey will be limited to:
  - Sanitary Sewer
    - Manhole Structure Frames – 654 Each
    - Cleanout Frames – 10 Each
    - Lift Station Structure Frame 7 Each
    - Force main Valve Vault Structure Frame – 2 Each
  - Storm Sewer
    - Manhole Structure Frames – 698 Each
    - Catch Basin Structure Frames – 341 Each
    - Flared End Section Structure Flowline – 390 Each
    - Inlet Structure Frames - 611
    - Curb Inlet Structure Flowline – 8 Each
    - Cleanout Frames- 115 Each
    -
  - Water Main
    - Fire Hydrants – 486 Each
    - Valve Vaults Structure Frames – 455 Each
    - Well Structure Frame – 3 Each
    - Air Release Valve Frame – 7 Each

Topographic survey will be limited to the right-of-way area.

Topographic Survey will be based on the following coordinate system:

Horizontal

- Illinois State Plane – East

Vertical

- NAVD-88

#### **Optional Additional Services**

- Video**
  - 4K Resolution Video will be captured at identified assets to document their condition, and will be uploaded to said asset in GIS
- Inspection and Inverts**
  - Frames and Lids which are stuck or not easily opened with a manhole hook, will be skipped and the Client will be responsible for assisting in access to the structure interior
  - Invert size and types will be identified from the surface, at no point will the Consultant enter structures
- GIS Updates**
  - Information collected as part of these services will be updated in the Clients existing GIS.



**VILLAGE OF GILBERTS  
PROFESSIONAL SURVEY  
CITYWIDE SURVEY DATA COLLECTION OF UTILITIES  
DETAILED COST BREAKDOWN**

Task	BASE SERVICES	Employee Classification					Direct Costs	Hours	Fee
		E6	T1	INT/ TMP	SUR 2	SUR 1			
<b>1. SURVEY AND LAND ACQUISITION SERVICES</b>									
	Topographic/Route Survey			180		180		360	\$ 31,500.00
<b>2. PHASE I DESIGN ENGINEERING SERVICES</b>									
	Data Collection (GIS, Utility Plans, Construction Plans, Field Visit)		80					80	\$ 6,800.00
<b>3. COORDINATION AND CONSULTATION</b>									
	Prepare and Attend Kick-off Meeting	2	2		2	2		8	\$ 1,080.00
<b>4. QUALITY ASSURANCE AND PROJECT ADMINISTRATION</b>									
	Quality Assurance and Quality Control	8						8	\$ 1,560.00
	Project Administration	8						8	\$ 1,560.00
<b>Total</b>		<b>18</b>	<b>82</b>	<b>180</b>	<b>2</b>	<b>182</b>	<b>\$ -</b>	<b>464</b>	<b>\$ 42,500.00</b>

<b>5. ADDITIONAL OPTIONAL SERVICES</b>									
	Sanitary Sewer Structure; Video Inspection and Invert Size(s), Type(s) and Elevation(s), GIS Updates (661 Structures)		40	104		104		248	\$ 21,600.00
	Storm Sewer Structure; Visual Inspection and Invert Size(s), Type(s) and Elevation(s), GIS Updates (1650 Structures)		80	220		220		520	\$ 45,300.00
<b>Total</b>		<b>36</b>	<b>284</b>	<b>504</b>	<b>4</b>	<b>508</b>	<b>\$ -</b>	<b>1336</b>	<b>\$ 66,900.00</b>