



City of Freeport, Illinois

314 W. Stephenson St. • Suite 010
Freeport, Illinois 61032
Phone (815) 297-1166
Facsimile (815) 599-5819

DENNIS L. CARR, P.E.
DIRECTOR OF PUBLIC WORKS

To: Lowell Crow, City Manager

Cc: Tom Kopanski, Director of Utility Operations

From: Dennis Carr, P.E. Director of Public Works

Date: 14 June 2018

Subject: Discussion for Professional Services Agreement for Float St. - Proposed Watermain and Sanitary Sewer Construction Documents

Background: The City intends to reconstruct the watermain and sanitary sewer along Float St. from Galena Ave. to South St. The watermain will be placed outside of the roadway on the west side of the roadway and the sanitary sewer will be placed in the northbound lane (east).

Discussion: With the time constraints of design, permitting, and construction to be completed this year, Public Works requests a Professional Services Agreement (PSA) with Fehr-Graham to provide the permit submittal and construction documents for the proposed watermain and sanitary sewer along Float St. from Galena Ave. to South St. The Scope of work includes: utility survey, preliminary engineering design, specifications of materials and equipment, final engineering design, submittal of permit applications to the IEPA and IDOT, construction bidding, and a lead water service replacement plan (included as alternate No. 1).

Funding: There is sufficient funding in the Water & Sewer budget for this task to be completed, and this project is scheduled to begin construction in late summer or early fall of 2018.

Request: Staff requests the approval from the City Council, to enter into a professional services agreement with Fehr-Graham, of Freeport, Illinois as it relates to the design and permit application for the proposed utilities along Float St. in an amount not to exceed \$78,418.00

Attachments:
Professional Services Agreement

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

June 12, 2018

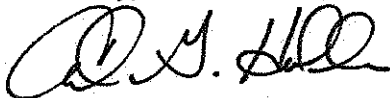
Mr. Lowell Crow
City Manager
City of Freeport
314 West Stephenson Street
Freeport, Illinois 61032

Dear Mr. Crow,

Please find enclosed our Agreement for Professional Services as requested.

Please sign and return the Agreement to my attention. An additional copy may be retained for your records.

Sincerely,



Adam G. Holder, PE
Principal

AGH:dld

Enclosure

O:\Freeport, City of\18-559 - Float Avenue W&S\FG Agreements\18-559 - City of Freeport - 2018-06-12 - Agreement.docx

FEHR GRAHAM
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**AGREEMENT
FOR PROFESSIONAL SERVICES**

Client Mr. Lowell Crow
City Manager
City of Freeport
314 West Stephenson Street
Freeport, Illinois 61032

815.235.8200

Description of Services:

City of Freeport - South Float Avenue Water and Sanitary Sewer Replacement Project

Fehr Graham to provide Professional Services as outlined in our June 12, 2018 Proposal letter (see attached).

COST:

The fee for performing the above services is \$78,418 as detailed below:

- Utility Survey..... \$7,150
- Preliminary Engineering Design..... \$22,136
- Final Engineering Design..... \$38,048
- Construction Bidding \$4,696
- Alternate No. 1: Add Lead Service Replacement
to Design Plans (if requested) \$6,388

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

ACCEPTED AND AGREED TO:

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

CLIENT:

Signature _____

Name _____

Title _____

Date Accepted _____

CONSULTANT:

By  _____

Name Adam G. Holder

Title Principal

Date Proposed June 12, 2018

18-559

GENERAL CONDITIONS TO AGREEMENT FOR PROFESSIONAL SERVICES

1. The Client requests the professional services of Fehr Graham hereinafter called "The Consultant" as described herein.
2. The Consultant agrees to furnish and perform the professional service described in this Agreement in accordance with accepted professional standards. Consultant agrees to provide said services in a timely manner, provided, however, that Consultant shall not be responsible for delays in completing said services that cannot reasonably be foreseen on date hereof or for delays which are caused by factors beyond his control or delays resulting from the actions or inaction of any governmental agency. Consultant makes no warranty, expressed or implied, as to his findings, recommendations, plans and specifications or professional advice except that they were made or prepared in accordance with the generally accepted engineering practices.
3. It is agreed that the professional services described in the Agreement shall be performed for Client's account and that Client will be billed monthly for said services. A 1½% per month service charge will be incurred by Client for any payment due herein and not paid within 30 days of such billing which is equal to an ANNUAL PERCENTAGE RATE OF 18%. Partial payments will be first credited to the accrued service charges and then to the principal.
4. The Client and the Consultant each binds himself, his partners, successors, executors, and assigns to the other party to this agreement and to the partners, successor, executors, and assigns of such other party in respect to this agreement.
5. The Client shall be responsible for payment of all costs and expenses incurred by the Consultant for his account, including any such monies that the Consultant may advance for Client's account for purposes consistent with this Agreement.
6. The Consultant reserves the right to withdraw this Agreement if not accepted within 30 days.
7. A claim for lien will be filed within 75 days of the date of an invoice for services (last day of services rendered) unless the account is paid in full or other prior arrangements have been made. All attorney fees incurred by the Consultant due to the filing of said lien or the foreclosure thereof shall be borne by the Client.

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

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

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

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

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

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

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

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

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

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

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

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

FEHR GRAHAM

ENGINEERING & ENVIRONMENTAL

Sent via Electronic Mail

June 12, 2018

Mr. Dennis Carr, PE
Director of Public Works
City of Freeport
314 West Stephenson Street, Suite 010
Freeport, Illinois 61032

**Re: South Float Avenue Water and Sanitary Sewer Replacement
Proposal for Civil Engineering Services**

Dear Mr. Carr:

As requested, Fehr Graham is pleased to present you with the following proposal for civil engineering services as they relate to the above-referenced project. Based on our understanding at this time, the City would like us to design and permit the water and sanitary sewer replacement on South Float Avenue from East South Street to South Galena Avenue. We will also design and permit a new 8-inch water main to be installed on Challenge Street to complete the water main loop connection to the existing 6-inch water main on South Sleezer Home Road.

Scope of Services

Utility Survey

Fehr Graham will complete the utility survey work to supplement the topographic survey data provided by the City. It shall be noted that the City saved approximately \$7,800 by providing the topographic survey information. This shall include submitting a design J.U.L.I.E. locate, incorporating information from the design locate into the base drawing file, and survey field work to collect existing aboveground utility information, such as overhead electric.

Preliminary Engineering Design

Fehr Graham will provide a preliminary route layout for the new water and sanitary sewer mains at the project kick-off meeting with the City. Upon agreement of these alignments, Fehr Graham will prepare 50 percent complete design drawings along with a preliminary construction cost estimate. This shall include coordination with future storm and street work, utility relocations if necessary, and identification of sidewalk and driveway replacements.

Final Engineering Design

Following the 50 percent complete design meeting, Fehr Graham will complete final design plans to be utilized for the IEPA permit applications and for soliciting construction bids. This shall include preparation of final plan and specification documents, submittal of

June 12, 2018
Mr. Dennis Carr, PE
City of Freeport
South Float Avenue Water and Sanitary Sewer Replacement
Proposal for Engineering Services
Page 2

permit applications to the IEPA and IDOT, and preparation of a Storm Water Pollution Prevention Plan (SWPPP). An updated construction cost estimate will also be prepared. It shall be noted that street and storm sewer design are not included in this contract as the City intends to simply do standard utility patches under this project and then do a complete street resurfacing project in 2019 under a separate contract.

Construction Bidding

Fehr Graham will conduct a formal bidding process for the project. This shall include issuing a public notice to bidders, answering questions and issuing addendums, conducting the public bid opening, tabulating the bids, and preparing a recommendation for selecting a contractor.

Lead Water Service Replacement (Alternate No. 1 if requested)

If the City would like, Fehr Graham can incorporate the replacement of approximately 32 lead water services into the design plans. This would include locating the service locations and identifying the associated site restoration work.

Services not Included

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

- Soil Borings or Pavement Cores
- Landscape Design
- Storm Sewer Design
- Street Design (Utility Patches Only)
- Identification of Property Pins/Lines
- Easement Documents
- Contract Administration
- Shop Drawing Review
- Construction Observation
- Material Testing
- Staking Services
- As-Builts

If any of these services are desired, an appropriate fee can be negotiated and added to the Contract.

June 12, 2018
Mr. Dennis Carr, PE
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Proposal for Engineering Services
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Fees

We are prepared to provide the services as outlined in this proposal for the following fee amounts:

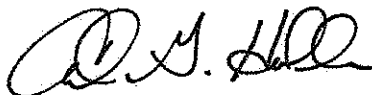
Utility Survey	\$7,150
Preliminary Engineering Design	\$22,136
Final Engineering Design	\$38,048
Construction Bidding	<u>\$4,696</u>
Total Base Fee	\$72,030
Alternate No. 1: Add Lead Water Service Replacement to Design Plan	<u>\$6,388</u>
Total Contract Amount	\$78,418

Authorization

We trust that the information we have provided is in line with your expectations. If you would like us to proceed, please contact our office and we will prepare the necessary contract documents for your review and consideration.

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

Sincerely,



Adam G. Holder, PE
Principal

AGH:dld