

ENGINEERING AGREEMENT

FOR

CITY OF ROCHELLE, ILLINOIS

**Hickory Grove Demolition Project
2020**



**WILLETT HOFMANN
& ASSOCIATES INC**

ENGINEERING ARCHITECTURE LAND SURVEYING

809 EAST 2ND STREET, DIXON, IL 61021-0367
T: 815-284-3381 DESIGN FIRM: *184-000918

TABLE OF CONTENTS

	<u>PAGE NO.</u>
IDENTIFICATION OF THE PARTIES AND GENERAL DESCRIPTION OF THE PROJECT -----	1
SECTION 1 - SERVICES OF THE ENGINEER -----	1
1.1 General -----	1
1.2 Design Phase -----	1
1.3 Construction Phase -----	2
SECTION 2 - ADDITIONAL SERVICES OF THE ENGINEER -----	3
2.1 General -----	3
SECTION 3 - THE OWNER'S RESPONSIBILITIES -----	4
SECTION 4 - PERIOD OF SERVICE -----	5
SECTION 5 - PAYMENTS TO THE ENGINEER -----	5
5.1 Payment for Services of the Engineer and Additional Services -----	5
5.2 General -----	6
SECTION 6 - GENERAL CONSIDERATIONS -----	6
6.1 Termination -----	6
6.2 Ownership of Documents -----	6
6.3 Estimates -----	6
6.4 Insurance -----	7
6.5 Successors and Assigns -----	7
SIGNATURE PAGE -----	8
GENERAL RATES FOR ENGINEERING SERVICES-----	9

THIS AGREEMENT made by and between City of Rochelle, Ogle County, Illinois (hereinafter called the OWNER) and WILLETT, HOFMANN & ASSOCIATES, INC., CONSULTING ENGINEERS, 809 East 2nd Street, Dixon, Illinois, (hereinafter called the ENGINEER).

WITNESSETH, that whereas the OWNER intends to demolish the Hickory Grove Banquet Center located at 1127 North 7th Street in Rochelle, Illinois (hereinafter called the Project). It is understood that the adjacent hotel/condominium structure is not part of this Project nor is the design of any facade improvements or repairs to said structure following completion of this Project. It is also our understanding that previously prepared Phase 1 Environmental Survey and asbestos identification and testing surveys are still pertinent to the proposed work of the Project.

NOW, THEREFORE, The OWNER and the ENGINEER in consideration of the mutual covenants hereinafter set forth agree as follows:

SECTION 1 - SERVICES OF THE ENGINEER

1.1 General

1.1.1. The ENGINEER agrees to perform professional services in connection with the Project as hereinafter stated.

1.1.2. The ENGINEER will serve as the OWNER's professional representative in the phases of the Project as described herein and will give consultation and advice to the OWNER during the performance of said services.

1.2 Design Phase

During the design phase the ENGINEER will:

1.2.1. Provide the necessary engineering topographic surveys. Prepare Bid Documents and Contract Documents including Drawings, Details and Specifications.

1.2.2. Furnish to the OWNER relevant data for and assist in the preparation of the required documents so that the OWNER may secure approval of such governmental authorities as have jurisdiction over the design criteria applicable to the Project.

1.2.3. Prepare an opinion of probable cost estimate for the Project based on the completed drawings and specifications.

1.2.4. Conduct final project review meeting with designated staff.

1.2.5. Prepare an advertisement for bids and disseminate Bid Documents and maintain Project Plan Holders List.

1.2.6. Conduct Pre-Bid Meeting, respond to Bidder inquiries and issue Addenda as necessary.

1.2.7. Attend Bid Opening, review bids and provide a bid award recommendation.

1.3 Construction Phase

During the construction phase the ENGINEER will:

1.3.1. Assist the OWNER in awarding a contract for the construction of the Project.

1.3.2. Spend as much time and provide as many inspectors as the ENGINEER deems necessary to observe the progress and quality of the executed work and to determine in general if the work is proceeding in accordance with the Contract Documents; the inspector will not be responsible for the techniques and sequences of construction or the safety precautions incident thereto; and during such visits and on the basis of his on-site observations, he will keep the OWNER informed of the progress of the work, will endeavor to guard the OWNER against defects and deficiencies in the work of the Contractor, and may disapprove work as failing to conform to the Contract Documents. The ENGINEER is not responsible for any testing or inspection of any materials.

1.3.3. Review shop drawings, diagrams, illustrations, catalog data, schedules and samples, the results of tests and inspections and other data which the Contractor is required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents; and assemble maintenance and operating instructions, schedules, guarantees, bonds and certificates of inspection as required by the Contract Documents.

1.3.4. Consult and advise with the OWNER; act as the OWNER's representative; issue all instructions of the OWNER to the Contractor; prepare routine change orders as required; whenever he considers it necessary or advisable to insure the proper carrying out of the intent of the Contract Documents, he may, as the OWNER's representative, direct the Contractor to stop the work or require special examination or testing of the work (whether or not fabricated, installed or completed); he will act as interpreter of the terms and conditions of the Contract Documents and judge of the performance thereunder.

1.3.6. Based on his on-site observations and review of the Contractor's applications for payment, and supporting data, determine the amount owed to the Contractor and approve in writing payment to the Contractor in such amounts; such approvals of payment to constitute a representation to the OWNER, based on such observations and review, that the work has progressed to the point indicated and that, to the best of his knowledge, information and belief, the quality of the work is in accordance with the Contract Documents, subject to the results of any subsequent test called for in the Contract Documents and any qualifications stated in his approval.

1.3.7. Conduct, in the company with the OWNER, a final inspection of the Project for conformance with the design concept of the Project and compliance with the information given by the Contract Documents and approve in writing final payment to the Contractor.

1.3.8. Revise the contract drawings to reflect the changes made during construction as furnished to the ENGINEER and to represent graphically the locations of the improvements and although the drawings are not warranted as to their accuracy, the location of the improvements shown can be found within reasonable tolerance.

1.3.9. Through the on-site observations of the work in progress and field checks of materials and equipment the ENGINEER will endeavor to provide protection for the OWNER against defects and deficiencies in the work, but the furnishing of such resident project representation shall not make the ENGINEER responsible for the Contractor's failure to perform the construction work in accordance with the Contract Documents.

SECTION 2 - ADDITIONAL SERVICES OF THE ENGINEER

2.1 General

If authorized in writing by the OWNER, the ENGINEER will furnish or obtain from others additional services of the following types which will be paid for by the OWNER as indicated in subsection 5.1.2.

2.1.1. The testing for, identification of, and/or abatement of any hazardous materials (including asbestos), other than mold, within the existing structure.

2.1.2. Furnish standard core borings, subsurface probings and/or subsurface explorations; for design of the sanitary sewer facilities. Furnishing of additional or nonstandard core borings, probings or subsurface explorations; hydrographic surveys; laboratory testing and inspection of samples or materials; and other special consultation.

2.1.2. Furnish survey plats and assist the OWNER in the preparation of easement forms.

2.1.3. Additional services due to significant changes in general scope of the Project or its design including, but not limited to, changes in size, complexity, or character of construction.

2.1.4. Revising previously approved studies, reports, design documents, drawings or specifications.

2.1.5. Preparing documents for alternate bids requested by the OWNER for work which is not executed.

2.1.6. Investigations involving detailed consideration of operations, maintenance and overhead expenses; and the preparation of rate schedules, earnings and expense statements, feasibility studies, appraisals and valuations; detailed quantity surveys of material and labor; and material audits or inventories required for certification of force account construction performed by OWNER.

2.1.7. Preparing special change orders requested by the OWNER.

2.1.8. Making an inspection of the Project prior to expiration of the guarantee period and reporting observed discrepancies under guarantees provided by the construction contract.

2.1.9. Additional or extended services during construction made necessary by: (1) work damaged by fire or other cause during construction; (2) prolongation of the construction contract time by

more than 25%; (3) acceleration of the work schedule involving services beyond normal working hours; and (4) contract default due to delinquency or insolvency.

2.1.10. Additional services and costs necessitated by out of town travel required of the ENGINEER other than visits to the Project as required by Section 1.

2.1.11. Serving as an expert witness for the OWNER in any litigation or other proceeding involving the Project.

2.1.12. Additional services in connection with the Project not otherwise provided for in this Agreement.

SECTION 3 - THE OWNER'S RESPONSIBILITIES

The OWNER will:

3.1. Provide full information as to his requirements for the Project.

3.2. Assist the ENGINEER by placing at his disposal all available information pertinent to the site of the Project including previous reports and any other data relative to design and construction of the Project.

3.3. Guarantee access to and make all provisions for the ENGINEER to enter upon public and private lands as required for the ENGINEER to perform his work under this Agreement.

3.4. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals and other documents presented by the ENGINEER and shall render in writing decisions pertaining thereto within a reasonable time so as not to delay the work of the ENGINEER.

3.5. Advertise for Proposals from bidders, open the proposals at the appointed time and place, and pay for all costs incident thereto.

3.6. Provide such legal, accounting and insurance counseling services as may be required for the Project.

3.7. Designate in writing a person to act as OWNER's representative with respect to the work to be performed under this Agreement, and such person shall have complete authority to transmit instructions, receive information, interpret and define OWNER's policies and decisions with respect to materials, equipment elements and systems pertinent to the work covered by this Agreement.

3.8. Give prompt written notice to the ENGINEER whenever the OWNER observes or otherwise becomes aware of any defect in the Project.

3.9. Obtain approval of all governmental authorities having jurisdiction over the Project and such approvals and consents from such other individuals or bodies as may be necessary for completion of the Project.

3.10. Furnish, or direct the ENGINEER to provide, at the OWNER's expense, necessary additional services as stipulated in Section 2 of this Agreement, or other services as required.

3.11. Furnish the ENGINEER with a description of and the names of owners and lien holders of property adjacent to the proposed improvement, where such data is needed for the preparation of plans and/or right of way or easement plats.

SECTION 4 - PERIOD OF SERVICE

4.1. Unless sooner terminated as provided in subsection 6.1, this Agreement shall remain in force: (1) for a period which may reasonably be required for the design, award of contracts and construction of the Project, including extra work and any required extension thereto; or (2) in case construction is not commenced, for a period of 12 months after the completion of any phase of the work.

SECTION 5 - PAYMENTS TO THE ENGINEER

5.1. The OWNER will pay the ENGINEER for the services performed as follows:

5.1.1. For all work under the Design and Construction Phases of the Project, the OWNER shall pay the ENGINEER an amount equal to the established billing rates of the ENGINEER – Billing Rate being defined herein as payroll, social security, retirement deductions, unemployment tax, insurance overhead and profit. In addition, all materials and out-of-pocket expenses shall be paid at their actual cost to the ENGINEER; that payment for such services will be made monthly to the ENGINEER during the course of the ENGINEER's work, upon his submission to the OWNER of an itemized statement showing such time, rates and employees' names.

5.1.2. For "Additional Services" performed:

5.1.2.1. By personnel assigned to the regularly established office of the ENGINEER, an amount equal to the established billing rates of the ENGINEER as defined in subsection 5.1.1 above.

5.1.2.2. In connection with administering sub-contracts for services by others than described in 5.1.2.1. ante, an amount equal to the actual costs billed to the ENGINEER, plus 5% to cover overhead and handling.

5.1.2.3. In addition, all materials and out-of-pocket expenses shall be paid at their actual cost to the ENGINEER; that payment for such services will be made monthly to the ENGINEER during the course of the ENGINEER's work, upon his submission to the OWNER of an itemized statement showing such time, rates and employees' names.

5.1.3. As per Section 2.1, the OWNER authorizes the ENGINEER to perform the work as described herein. The authorized work shall not exceed Fifty Thousand and 00/100 Dollars (\$50,000.00), and work will not be performed in excess of this amount without prior authorization by the OWNER. The estimated cost breakdown is as follows:

Design Phase	\$ <u>25,000</u>
Construction Phase	\$ <u>25,000</u>
TOTAL	\$ <u>50,000</u>

5.2 General

5.2.1. If any portion of the Project is not bid or put under contract for a period of 6 months after completion of the design phase, the ENGINEER's compensation shall be in accordance with subsection 5.1.1.

5.2.2. If this Agreement is terminated upon completion of any phase of the ENGINEER's services, the progress payments to be made in accordance with subsection 5.1 on account of that and all prior phases shall constitute total payment for services rendered; if terminated during any phase of the work, the ENGINEER shall be paid for services performed during such phase on the basis of his reasonable estimate of the portion of such phase completed prior to termination. In the event of any termination, the ENGINEER shall be paid all terminal expenses resulting therefrom plus payment for additional services then due.

5.2.3. If, prior to termination of this Agreement, any work designed or specified by the ENGINEER during any phase of the work is suspended in whole or in part for more than three months, or abandoned, after written notice from the OWNER, the ENGINEER shall be paid for services performed on account of it prior to receipt of such notice from the OWNER as provided in subsection 5.2.2 for termination during any phase of the work.

SECTION 6 - GENERAL CONSIDERATIONS

6.1 Termination

This agreement may be terminated by either party by seven days written notice in the event of substantial failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party. If this Agreement is so terminated, the ENGINEER shall be paid as provided in subsection 5.2.2.

6.2 Ownership of Documents

All documents, including original drawings, estimates, specifications, field notes and data are and remain the property of the ENGINEER as instruments of service. The OWNER may, at his expense, obtain a set of reproducible record prints of drawings and copies of other documents, in consideration of which the OWNER will use them solely in connection with the Project, and not for the purpose of making subsequent extensions or enlargements thereto and he will not sell, publish or display them publicly. Re-use for extensions of the Project, or for new projects, shall require written permission of the ENGINEER and shall entitle him to further compensation at a rate to be agreed upon by OWNER and ENGINEER.

6.3 Estimates

Since the ENGINEER has no control over the cost of labor and materials, or over competitive bidding and market conditions, the estimates of construction cost provided for herein are to be made on the basis of his experience and qualifications but the ENGINEER does not guarantee the accuracy of such estimates as compared to the contractor's bids or the Project construction cost.

6.4 Insurance

The ENGINEER shall secure and maintain such insurance as will protect him from claims under the Workmen's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of his services under this agreement.

6.5 Successors and Assigns

The OWNER and the ENGINEER each binds himself and his partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as above, neither the OWNER nor the ENGINEER shall assign, sublet or transfer his interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be a party hereto.

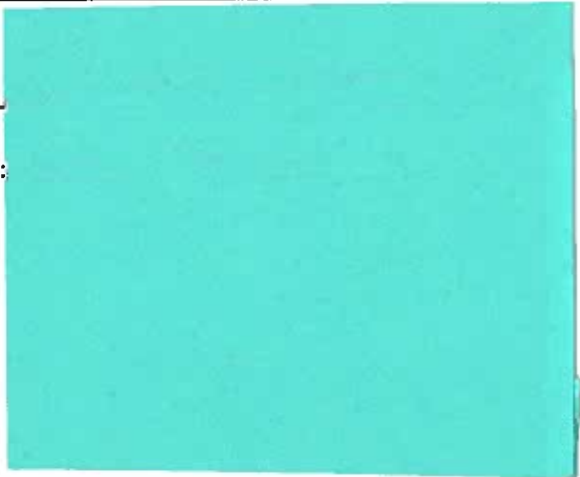
IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement below.

OWNER:

CITY OF ROCHELLE, ILLINOIS

BY: _____

Title: _____



ATTEST:

BY: _____

Title: _____

(SEAL)

ENGINEER:

WILLETT, HOFMANN & ASSOCIATES, INC.

BY: Brian K. Conner

Title: PRESIDENT

ATTEST:

BY: _____

Title: _____

(SEAL)





WILLETT HOFMANN
 & ASSOCIATES INC
 ENGINEERING ARCHITECTURE LAND SURVEYING

Effective March 31, 2019

**GENERAL RATES FOR ENGINEERING SERVICES
 (FIELD AND OFFICE)**

CLASSIFICATION OF EMPLOYEE	REGULAR HOURLY RATE		OVERTIME RATE
	From	To	
Principal Engineering Manager	\$151.00	\$232.50	Regular Rate
Engineering Manager	\$133.00	\$202.00	Regular Rate
Civil Engineer IV	\$117.00	\$180.00	Regular Rate
Civil Engineer III	\$105.00	\$165.00	Regular Rate
Civil Engineering Intern II	\$93.00	\$143.00	Regular Rate
Civil Engineering Intern I	\$77.00	\$121.00	Regular Rate
Principal Architectural Manager	\$130.00	\$199.00	Regular Rate
Architect IV	\$114.00	\$177.00	Regular Rate
Architect III	\$105.00	\$162.00	Regular Rate
Architectural Intern II	\$89.00	\$140.00	Regular Rate
Architectural Intern I	\$77.00	\$118.00	Regular Rate
Prof. Land Surveyor Manager	\$102.00	\$159.00	Regular Rate
Prof. Land Surveyor IV	\$89.00	\$137.00	Regular Rate
Prof. Land Surveyor III	\$80.00	\$128.00	Regular Rate
Prof. Land Surveyor (SIT) II	\$71.00	\$112.00	Regular Rate
Prof. Land Surveyor (SIT) I	\$65.00	\$103.00	Regular Rate
Technician IV	\$74.00	\$118.00	1.3 x Regular Rate
Technician III	\$69.00	\$109.00	1.3 x Regular Rate
Technician II	\$62.00	\$97.00	1.3 x Regular Rate
Technician I	\$55.00	\$87.00	1.3 x Regular Rate
Survey Worker Foreman	\$77.00	\$121.00	1.3 x Regular Rate
Survey Worker	\$77.00	\$118.00	1.3 x Regular Rate
Administrative Assistant	\$46.00	\$93.00	1.3 x Regular Rate
Expenses and Materials	At Cost		

The above hourly rates shall be applicable for a period of one year from the date hereon, after which time they shall be subject to adjustments to reflect payroll cost.

Generally field crews work a nine-hour day, which involves an hour of overtime each day. The rates for field personnel apply office to office exclusive of the lunch period.