



DRAFT

**Local Public Agency
Engineering Services Agreement**

Agreement For Agreement Type

Using Federal Funds? Yes No

LOCAL PUBLIC AGENCY

Local Public Agency County Section Number Job Number

Project Number Contact Name Phone Number Email

SECTION PROVISIONS

Local Street/Road Name Key Route Length Structure Number

Location Termini

SECTION PROVISIONS

Local Street/Road Name Key Route Length Structure Number

Location Termini

Project Description

Engineering Funding MFT/TBP State Other

Anticipated Construction Funding Federal MFT/TBP State Other

AGREEMENT FOR

Phase I - Preliminary Engineering Phase II - Design Engineering

CONSULTANT

Prime Consultant (Firm) Name Contact Name Phone Number Email

Address City State Zip Code

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

Regional Engineer	Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
Resident Construction Supervisor	Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
In Responsible Charge Contractor	A full time LPA employee authorized to administer inherently governmental PROJECT activities Company or Companies to which the construction contract was awarded

AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- EXHIBIT A: Scope of Services
- EXHIBIT B: Project Schedule
- EXHIBIT C: Qualification Based Selection (QBS) Checklist
- EXHIBIT D: Cost Estimate of Consultant Services (BLR 05513 or BLR 05514)
- EXHIBIT ___ : Direct Costs Check Sheet (attach BDE 436 when using Lump Sum on Specific Rate Compensation)
- Exhibit C: Cost Estimate of Consultant Services
- Exhibits D-F: Subconsultant Proposals
- _____

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA, The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of US Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
8. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
9. For Preliminary Engineering Contracts:
 - (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA or the DEPARTMENT, as defined in Exhibit A (Scope of Services).
 - (b) That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by the ENGINEER and affixed the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the DEPARTMENT.
 - (c) That the ENGINEER is qualified technically and is thoroughly conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated in Exhibit A (Scope of Services).
10. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Professional Services Selection Act (50 ILCS 510) (Exhibit C).
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.

3. To pay the ENGINEER:
- (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
 - (b) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and DEPARTMENT a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
 - (c) For Non-Federal County Projects - (605 ILCS 5/5-409)
 - (1) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER. Such payments to be equal to the value of the partially completed work in all previous partial payments made to the ENGINEER.
 - (2) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum of money equal to the basic fee as determined in the AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
4. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

- Percent
- Lump Sum
- Specific Rate
- Cost plus Fixed Fee:

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where FF = (0.33 + R) DL + %SubDL, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

5. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).

III. IT IS MUTUALLY AGREED,

1. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT; the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
2. That the ENGINEER shall be responsible for any all damages to property or persons out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents and employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.

The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error

or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.

3. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such materials becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.
4. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred prior to receipt of notice of suspension. In addition, upon the resumption of services the LPA shall compensate the ENGINEER, for expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.
5. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
6. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
7. The ENGINEER and LPA certify that their respective firm or agency:
 - (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
 - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
 - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph and
 - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State, local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this clarification, an explanation shall be attached to this AGREEMENT.

8. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes included but are not limited to: acts of God or a public enemy; acts of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

9. This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the DEPARTMENT unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to suspension of contract on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:

- (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
- (2) Specifying actions that will be taken against employees for violations of such prohibition.
- (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's or contractor's policy to maintain a drug free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance program; and
 - (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting, or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise, receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future projects. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

10. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
11. For Preliminary Engineering Contracts:
 - (a) That tracing, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts, CADD files, related electronic files, and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request to the LPA or to the DEPARTMENT, without restriction or limitation as to their use. Any re-use of these documents without the ENGINEER involvement shall be at the LPA's sole risk and will not impose liability upon the ENGINEER.
 - (b) That all reports, plans, estimates and special provisions furnished by the ENGINEER shall conform to the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the DEPARTMENT, it being understood that all such furnished documents shall be approved by the LPA and the DEPARTMENT before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.

AGREEMENT SUMMARY

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Civiltech Engineering, Inc.		\$520,101.05
Subconsultants		
Jorgensen & Associates, Inc.		\$98,266.71
Huff & Huff, Inc.		\$61,917.00
Santacruz Land Acquisitions		\$66,300.00
Subconsultant Total		\$226,483.71
Prime Consultant Total		\$520,101.05
Total for all work		\$746,584.76

AGREEMENT SIGNATURES

Executed by the LPA:

Local Public Agency Type

Local Public Agency

Attest:

The

[Empty box for Local Public Agency Type]

of

Lake County DOT

By (Signature & Date)

[Empty box for signature and date]

By (Signature & Date)

[Empty box for signature and date]

Local Public Agency

Local Public Agency Type

Title

Lake County DOT

[Empty box for Local Public Agency Type]

Clerk

[Empty box for Title]

(SEAL)

Executed by the ENGINEER:

Prime Consultant (Firm) Name

Attest:

Civiltech Engineering, Inc.

By (Signature & Date)

[Signature]

By (Signature & Date)

[Signature]

Title

President

Title

Vice President

APPROVED:

Regional Engineer, Department of Transportation (Signature & Date)

[Empty box for signature and date]

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Lake County DOT	Civiltech Engineering, Inc.	Lake	

**EXHIBIT A
SCOPE OF SERVICES**

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

See Scope of Services attached

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Lake County DOT	Civiltech Engineering, Inc.	Lake	

**EXHIBIT B
PROJECT SCHEDULE**

See attached project schedules

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Lake County DOT	Civiltech Engineering, Inc.	Lake	

**Exhibit C
Qualification Based Selection (QBS) Checklist**

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

Form Not Applicable (engineering services less than the threshold)

Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.

		No	Yes
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	<input type="checkbox"/>	<input type="checkbox"/>
2	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?	<input type="checkbox"/>	<input type="checkbox"/>
3	Was the scope of services for this project clearly defined?	<input type="checkbox"/>	<input type="checkbox"/>
4	Was public notice given for this project?	<input type="checkbox"/>	<input type="checkbox"/>
5	Do the written QBS policies and procedures cover conflicts of interest?	<input type="checkbox"/>	<input type="checkbox"/>
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	<input type="checkbox"/>	<input type="checkbox"/>
7	Do the written QBS policies and procedures discuss the methods of evaluation?	<input type="checkbox"/>	<input type="checkbox"/>
Project Criteria		Weighting	
8	Do the written QBS policies and procedures discuss the method of selection?	<input type="checkbox"/>	<input type="checkbox"/>
Selection committee (titles) for this project			
Top three consultants ranked for this project in order			
1			
2			
3			
9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	<input type="checkbox"/>	<input type="checkbox"/>
10	Were negotiations for this project performed in accordance with federal requirements?	<input type="checkbox"/>	<input type="checkbox"/>
11	Were acceptable costs for this project verified?	<input type="checkbox"/>	<input type="checkbox"/>
12	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?	<input type="checkbox"/>	<input type="checkbox"/>
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	<input type="checkbox"/>	<input type="checkbox"/>
14	QBS according to State requirements used?	<input type="checkbox"/>	<input type="checkbox"/>
15	Existing relationship used in lieu of QBS process?	<input type="checkbox"/>	<input type="checkbox"/>
16	LPA is a home rule community (Exempt from QBS).	<input type="checkbox"/>	<input type="checkbox"/>

Exhibit A

Scope of Services



SCOPE OF SERVICES

This proposal is to provide Design Engineering services for the Lake County Division of Transportation (LCDOT) to resurface Prairie Road between Aptakistic Road and IL Route 22, and to install bike path along the south side of Aptakistic Road west of the Prairie Road intersection. Those two improvements are planned to be designed and let as two separate construction contracts, from here on referred to as the Prairie Road Resurfacing project and Aptakistic Road Bike Path project.

The **Prairie Road Resurfacing** project includes roadway rehabilitation, addition of a westbound-to-northbound right turn lane along Aptakistic at the Prairie Road intersection, modification and improvement of the traffic signal at the Prairie and Aptakistic intersection, and sidewalk and bike path installation to eliminate gaps in sidewalk and bike path systems along Prairie Road between Aptakistic and IL Route 22.

The **Aptakistic Road Bike Path** project consists of bike path installation between ComEd property east of Buffalo Grove Road and Prairie Road.

Right of Way acquisition will be required for both projects. For purposes of this proposal it is assumed that turf restoration will be limited to landscape grading, and should it be determined through preliminary design that retaining walls are required, we will address structural design as a supplemental request at that time.

Following is the scope of services to complete the Prairie Road Resurfacing and Aptakistic Road Bike Path projects. All work will meet the pertinent requirements of the County and the Illinois Department of Transportation (IDOT).

1. Early Coordination and Data Collection

Item A - Initial Meeting with County and Village

We will hold a joint meeting with LCDOT and the Village of Buffalo Grove to discuss the work performed to date, project requirements in detail, schedule, and coordination with IDOT and any others involved with the project.

Item B - LCSMC Preliminary Coordination

We will meet with Lake County Stormwater Management Commission (LCSMC) to discuss the projects and confirm any permitting requirements in order to comply with the Lake County Watershed Development Ordinance, prior to starting detailed drainage design. Based on the current project scope no detention will be required as part of the project.

Item C - Obtain/Update and Review Record Data

We will review available County and Village data including, but not limited to, subdivision plans and plats, record plans, geotechnical reports, right of way data, aerial photography and contour mapping, municipal utility atlases, and private utility atlases. Civiltech already has substantial record data pertaining to the Prairie Road project, which was obtained as part of Weiland Road Realignment project.



Item D - Preliminary Utility Company Coordination

Although some utility information is already available from the previous Weiland Road project, since significant time has passed we will perform a new Design Stage J.U.L.I.E. utility locate request to obtain current atlases from identified utility companies. The information will be incorporated into the project base drawing. This item also includes manhours related to attending coordination meetings with utilities and the LCDOT utility coordinator.

Item E - Topographic Survey (by Jorgensen and Associates) - coordination only

This item includes obtaining additional survey at locations where the Weiland Road project's survey did not cover what is anticipated to be part of the current projects. Supplemental survey is required along entire Aptakisic Road Bike Path project and also along sections of Prairie Road where recent construction superseded the previous topographic survey. This supplemental survey will be performed by Jorgensen and Associates as a sub-consultant to Civiltech. We have included manhours for coordination between Civiltech and Jorgensen. A copy of Jorgensen's proposal is included as an attachment.

Item F - Drone Survey

Civiltech Engineering will use their drone capabilities to obtain a drone aerial for the project. Drone aerials have high resolution as opposed to aerials that are obtained from USGS, and has proven themselves to be beneficial during design process. The high quality of the aerial will make project features be visible to designers in a greater detail, which will supplement conventional survey and will provide additional source of information during design. The aerial will also be beneficial for use with exhibits to be used for project coordination and stakeholder outreach. Using the drone survey will also allow us to obtain any utility markings that are present to aid in assessing the locations of existing underground utilities. For proposal purposes, all of the workhours for this item are included in the estimate for Prairie Road Resurfacing project.

Item G - Perform Project Field Check and Survey Reconnaissance - includes photolog

After the supplemental survey and drone survey have been converted into CADD linework, we will perform field inspection with plan in hand to verify the completeness and accuracy of the survey while familiarizing ourselves with the project area and any special conditions in the field.

Item H - Wetland Studies (by Huff & Huff) - coordination only

Huff & Huff as a subconsultant to Civiltech will perform a wetland delineation to assess the wetlands present within the limits of the project, and the proximity of wetlands and wetland buffers within the right of way. Their proposal included as an attachment also has hours included to establish Jurisdictional determination with USACE and LCSMC, to summarize the findings in wetland report to be used to assess potential impacts, and to assist with LCMSC or USACE permit submittals should they be necessary. It does not include the fees related to permit reviews or boundary verification, since those are not known at this time and will be coordinated with the County when required.

Item I - Special Waste and CCDD Testing (by Huff & Huff) - coordination only

Huff & Huff will provide special waste and CCDD services for this project. They will prepare LPC-663 certification and obtain preapproval for project spoils from CCDD facilities.



2. Preliminary Engineering (65%)

Item A - Plan Base Sheet Preparation

We will plot existing topographic survey information and develop plan base sheets at a scale of 1" = 20' and 1" = 50' for use in the development of contract plans. Any updated existing utility information that has been obtained during the data collection phase and survey phase will also be plotted on the base sheets. All drawings will be in Microstation format following LCDOT plan preparation guidelines.

Item B - Pavement Design

We will design the proposed pavement structure to establish the milling depth and resurfacing thickness for Prairie Road.

Item C - Drainage Design

Drainage design will include design of culverts and modifications to the existing storm sewer system due to addition of new sidewalk and bike path pavement along both projects and the right turn bay at the Aptakisic Road and Prairie Road intersection. Neither project is located within limits of any mapped floodplain or floodway and detention is not anticipated to be required, although formal analysis will be performed as part of drainage design.

Item D - Lighting Design

It is anticipated that as part of the bike path installation on the east side of Prairie Road at least two light poles will be impacted and will require relocation. Civiltech's Lighting Department will provide the design services necessary for the pole relocation.

Item E - Traffic Signal Design

Addition of a right turn bay at the intersection of Aptakisic Road and Prairie Road will require modifications to the existing signal at this intersection as part of the Prairie Road Resurfacing project. We will evaluate the need for signal improvements and will provide a recommendation to the County during preliminary design stage. For the purpose of this proposal, it is assumed that the existing signal will require replacement rather than modifications to accommodate the needs of proposed improvement. All drawings will be prepared following LCDOT Traffic Signal design guidelines.

Item F - Maintenance of Traffic Concept

The preliminary design will consider construction staging and constructability while minimizing public inconvenience. It is anticipated that the proposed improvements will be constructed utilizing IDOT's maintenance of traffic Highway Standards, however their applicability will be evaluated, especially for the construction of dedicated right turn bay at Aptakisic Road as part of Prairie Road Resurfacing project. This MOT Concept will be submitted to the County for review and comment before proceeding with the detailed MOT plans.

Item G - Review and Confirm Project Right of Way Requirements

We will review the proposed horizontal and vertical geometrics of proposed sidewalk and bike path with respect to the existing right of way. Additionally, the preliminary cross sections will be analyzed in detail in order to confirm



the proposed right of way required. This work will be performed early in the design phase so that the right of way acquisition process can begin as soon as possible to ensure that the project remains on schedule.

Item H - Landscape Design

There are trees within the limits of both projects that will likely be impacted by the bike path and sidewalk installation. We will coordinate with LCDOT in regards to the need for tree removal especially considering due to Northern Long-Eared Bat habitat restrictions, trees may only be removed over winter period and outside of the project's scope depending on schedule. This item also includes design of special seed mixes that may be warranted due to proximity to the existing wetlands.

Item I - Preliminary Plans (65%)

Based on the findings of the Preliminary Engineering Phase described above, we will prepare preliminary contract plans. We anticipate that the preliminary plans will likely contain the following drawings:

Prairie Road Resurfacing

- Cover Sheet
- Index of Sheets and List of State and Local Standards
- General Notes and List of Commitments
- Existing Typical Sections
- Proposed Typical Sections
- Alignment, Ties, Benchmarks and Highway Plats
- Resurfacing Plan 1"=20' (dual pane)
- Sidewalk and Bike Path Plan and Profile 1"=20'
- Erosion Control Plan 1"=50' (dual pane)
- Drainage and Utilities 1"=20'
- Intersection Detail 1"=20'
- Driveway Details 1"=10'
- Sidewalk and Bike Path ADA Ramp Details 1"=5' (dual pane)
- Pavement Marking and Signing Plan 1"=50' (dual pane)
- Landscaping Plan 1"=50' (dual pane)
- Temporary Traffic Signal Plan
- Traffic Signal Plan
- Lighting General Notes and Legend
- Lighting Plan 1"=20' (dual pane)
- Cross Sections 1"=10' H : 1"=5' V

Aptakisic Road Bike Path

- Cover Sheet
- Index of Sheets and List of State and Local Standards
- General Notes and List of Commitments
- Existing Typical Sections



- Proposed Typical Sections
- Alignment, Ties, Benchmarks and Highway Plats
- Roadway Removal Plan 1"=20' (dual pane)
- Bike Path Plan and Profile 1"=20'
- Erosion Control Plan 1"=50' (dual pane)
- Drainage and Utilities 1"=20'
- Driveway Details 1"=10'
- Bike Path ADA Ramp Details 1"=5' (dual pane)
- Landscaping Plan 1"=50' (dual pane)
- Cross Sections 1"=10' H : 1"=5' V

The Preliminary Plan submittal will serve as a progress submittal for review by the County in an effort to identify and address any significant design issues prior to completing pre-final plans. We will communicate with all agencies throughout the design process to resolve any current design issues.

In an effort to alert the various utility companies of possible conflicts and to advise them of the overall project schedule, we will submit a utility plan set for their review. It is our intention that this submittal will allow the utility companies to review the plans to determine where additional information is needed concerning the location of their facilities. Existing utilities will be drawn in based on available atlas information and will be shown on Drainage and Utility sheets. Through plan coordination with utilities we will ask them to confirm the location of their facilities, which will allow us to address and coordinate potential conflicts, and determine where relocation is required. Where underground work is proposed, we will also ask them to field locate and mark their facilities to provide Level B accuracy SUE information. Those field markings can then be picked up by the Civiltech staff to assist in proposed design.

Item J - Preliminary Design Review Meeting

We will coordinate meetings in order to discuss the status of the project and discuss the review of the preliminary plans. We anticipate the first status meeting will be to review the proposed bike path and sidewalk placement along both projects, which should ensure that the County staff will review and approve the conceptual design that will serve as the basis for moving forward with the detailed plans. We will also develop a typical section for Prairie Road that would include a bike-friendly shoulder, for discussion with the County at the preliminary design review meeting.

3. Right of Way Documents and Coordination

Item A - Subconsultant Coordination

There are ten (10) parcels along Aptakisic Road Bike Path project and seven (7) parcels along Prairie Road Resurfacing project with potential right of way takes, permanent easements, and temporary easements within the project limits. We anticipate appraisals and negotiations to be necessary through the valuation and land acquisition process. All such services shall be performed in accordance with the policies of the County, and where applicable, the Illinois Department of Transportation Land Acquisition Policies and Procedures Manual and the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act.



The preparation of the Plat of Highways and Legal Descriptions will be performed by Jorgensen & Associates, Inc. in accordance with the LCDOT plat preparation guidelines (a copy of their proposal is included as an attachment). We will provide Jorgensen & Associates electronic copies of the proposed alignment and right of way for use in preparing the Plat of Highways and tying down the centerline alignment.

Civiltech will provide the necessary appraisal services. The fees included in the Direct Costs reflect that there will be parcels with differing levels of work required. We propose to use Santacruz Associates Ltd. as the negotiator for the land acquisition (a copy of their proposal is included as an attachment).

This item also includes work involved with coordination between the Phase II design team and the appraisers and negotiators. This work typically includes providing the appraisers and negotiators with exhibits for use during meetings with the property owner, and providing information regarding the design and potential modifications to the same. We will work with the appraisers and negotiators to ensure that all items within the takes or easements that need to be relocated by the property owner are accounted for in the compensation offered to them.

Item B - Right of Way Coordination Meetings

We will arrange and attend two meetings with the County to discuss the proposed right of way acquisition, if required.

4. Pre-Final (90%) Plans, Special Provisions and Estimates

Item A - Pre-Final Plans

We anticipate that the pre-final plans will likely contain the following drawings:

Prairie Road Resurfacing

- Cover Sheet
- Index of Sheets and List of State and Local Standards
- General Notes and List of Commitments
- Summary of Quantities
- Existing Typical Sections
- Proposed Typical Sections
- Schedule of Quantities
- Alignment, Ties, Benchmarks and Highway Plats
- Resurfacing Plan 1"=20' (dual pane)
- Sidewalk and Bike Path Plan and Profile 1"=20'
- Roadway Details
- Erosion Control Plan 1"=50' (dual pane)
- Drainage and Utilities 1"=20'
- Intersection Detail 1"=20'
- Driveway Details 1"=10'
- Sidewalk and Bike Path ADA Ramp Details 1"=5' (dual pane)
- Pavement Marking and Signing Plan 1"=50' (dual pane)



- Landscaping Plan 1"=50' (dual pane)
- Temporary Traffic Signal Plan
- Temporary Cable Plan
- Traffic Signal Plan
- Cable Plan, Sequences and Schedule of Quantities
- Mast Arm Mounted Street Name Signs and Schedule of Quantities
- Temporary Interconnect Plan
- Temporary Interconnect Schematic
- Interconnect Plan
- Interconnect Schematic
- Traffic Signal Design Details
- Lighting General Notes and Legend
- Lighting Plan 1"=20' (dual pane)
- Lighting Details
- Cross Sections 1"=10' H : 1"=5' V
- IDOT and County Standards

Aptakisic Road Bike Path

- Cover Sheet
- Index of Sheets and List of State and Local Standards
- General Notes and List of Commitments
- Summary of Quantities
- Existing Typical Sections
- Proposed Typical Sections
- Schedule of Quantities
- Alignment, Ties, Benchmarks and Highway Plats
- Roadway Removal Plan 1"=20' (dual pane)
- Bike Path Plan and Profile 1"=20'
- Erosion Control Plan 1"=50' (dual pane)
- Drainage and Utilities 1"=20'
- Driveway Details 1"=10'
- Bike Path ADA Ramp Details 1"=5' (dual pane)
- Landscaping Plan 1"=50' (dual pane)
- Cross Sections 1"=10' H : 1"=5' V
- IDOT and County Standards

We anticipate the Pre-Final set of plans to contain approximately 54 sheets for Aptakisic Road Bike Path project and 150 sheets for Prairie Road Resurfacing project.

Item B - Pre-Final Special Provisions

We will prepare special provisions that supplement or amend the special provisions contained in the latest edition of the Standard Specifications for Road and Bridge Construction adopted by the Illinois Department of Transportation and



the latest edition of the Standard Specifications for Sewer and Water Main Construction in Illinois. Applicable County special provisions will be utilized to supplement the Standard Specifications. In addition, we will include the latest IDOT Recurring Special Provisions Check Sheet. The most recent set of IDOT's Bureau of Design and Environment Special Provisions and District 1 Special Provisions will be reviewed and included in the special provisions where applicable.

Item C - Pre-Final Quantity Calculations

We will perform detailed quantity calculations at the pre-final stage of the plan development. Two sets of calculations will be performed by separate engineers in order to ensure the accuracy of the calculations.

Item D - Pre-Final Estimates of Cost and Construction Time

We will use the quantities of work in order to calculate an Engineer's Estimate of Cost and Time. Estimates will be based on recent bid tab information for projects of similar scope and magnitude.

Item E - Pre-Final QA/QC Review

Prior to submission of the pre-final plans for review, we will perform an internal Quality Assurance / Quality Control review of the work completed. The review will be performed by a professional engineer independent of the design team. The review will consider constructability issues as well as identification of missing pay items, quantities of work, and special provisions required.

Item F - Pre-Final Project Review Meeting

Project review meetings will be held to address design issues and plan comments generated from the pre-final contract document review.

5. Final (100%) Plans, Special Provisions and Estimates

Item A - Final Plans (100%)

After completion of all agency reviews and resolution of any other agency or utility company concerns, the contract plans will be finalized. In order to assist the Resident Engineer (RE) we will furnish the County, as part of our deliverables, detailed information including all design, quantity calculation, and Microstation files. We will also submit the contract plans to IDOT, the Village of Buffalo Grove, and the various utility companies.

Item B - Final Special Provisions

All comments received pertaining to the pre-final special provisions and bid documents will be addressed and a disposition will be included in the final bid documents. The status and schedule of all utility relocations, as of the date of the final plans, will be included in the bid documents.

Item C - Final Quantity Calculations

The quantities will be updated based on changes made to the plans after the pre-final stage.



Item D - Final Estimates of Cost and Construction Time

The estimates will be updated based on the revised quantities. Cost breakdowns will be provided to the County to assist in the completion of any joint agreements for construction.

Item E - Final QA/QC Review

Prior to the final submittal, a second QA/QC review of the plans and special provisions will be performed.

6. Project Administration, Coordination and Permits

Item A - Project Administration

This item includes project setup, monthly invoicing, preparation of monthly status reports, and internal project team coordination meetings.

Item B - Project Submittals

As noted above, we will make the necessary document submittals and follow through with each agency in regards to their review comments or arrange a review meeting to discuss plan changes necessary to resolve conflicts if possible.

Item C - Utility Company Coordination

As noted above, we will analyze the project for potential impacts to existing utilities. We will provide the utility companies with a list of areas of potential conflict so that additional information, such as horizontal locates or depth borings can be obtained where necessary to further define the extent of conflicts. We will first attempt to address utility conflicts through design modifications while considering the impact those changes will have on the overall improvement.

Based on the amount and complexity of the required utility relocation, it may be beneficial to have periodic coordination meetings with the utility companies. We have included hours to meet two times with the utility companies. In addition, we will review the permit submittals from the utility companies to ensure that all of the conflicts have been resolved and that the plans are compatible with the proposed construction.

Item D - Lake County Stormwater Permitting and Documentation

It may be possible that both projects can be covered by Countywide Permit #1, because it is anticipated that the Aptakisic Road Bike Path project will not impact any wetlands in accordance with the National Wetlands Inventory database, and the wetland that is anticipated to be impacted as part of the Prairie Road Resurfacing project is WOUS and will require a USACE 404 permit submittal instead. However, to conclusively make this determination we will need to establish a preliminary design and have the wetland field work completed, therefore for the purposes of this proposal it is assumed that both project will require SMC permit submittals to demonstrate compliance with the Lake County Watershed Development Ordinance. Should both projects require SMC permit submittals, we are anticipating that they will be submitted as separate applications.



Item E - USACE Permitting and Documentation

Through review of the existing wetland report performed as part of Weiland Road Realignment project, is it anticipated that at least one wetland will be impacted by the Prairie Road Resurfacing project. This wetland Site #11 at the southeast corner of Prairie Road and IL Route 22 has previously been determined to be under jurisdiction of USACE, therefore it is anticipated that Prairie Road Resurfacing project will require a 404 permit submittal to USACE. Hours are included in this proposal to secure USACE permits for both projects should they be required, which will be determined once wetland investigations are completed. Cost of permit fees required by USACE have not been included in this proposal and will be coordinated with the County at the time of submittal, should USACE permit submittal be required.

Item F - IDOT Coordination

Prairie Road Resurfacing project will require proposed work within IDOT right of way at southeast corner of Prairie Road and Illinois Route 22 to connect new sidewalk proposed along east side of the road to the existing sidewalk. This will require submittal to IDOT for Highway Access permit review and hours for coordination and submittal have been included for Prairie Road project.

It is possible that since new sidewalk is being installed in the IDOT right of way where there was not one before, through permit review IDOT will ask to obtain cultural clearance or do a full ESR. For the purpose of this proposal, hours have been included to reflect the worst case scenario, which is submittal of full ESR, including preparation of all relevant exhibits and all necessary coordination.

Item G – ComEd Coordination

Commonwealth Edison is owner of one of the parcels where a new bike path is proposed as part of Aptakisic Road Bike Path project, therefore hours have been included to assist with the negotiations and coordination of possible access agreement.

Item H - NPDES Permitting and Documentation

Stormwater Pollution Prevention Plan will be prepared for inclusion in the contract documents for reference and use by the successful bidder. All erosion control design will be in accordance with the latest IEPA, IDOT, and County requirements.

Item I – Special Waste and CCDD Testing

We will review the LPC-663 certification to be prepared by Huff & Huff and will make plan and quantity adjustments to follow the recommendations indicated in the certification and in coordination with Huff & Huff as necessary.

Item J - Bidding Assistance

We will review any questions received from contractors during the bidding process and provide any necessary responses to clarify the documents.

Item K - Pre-Construction Meeting Attendance

We will attend the pre-construction meeting at LCDOT to answer any questions regarding the design and contract documents. Manhours have been included to perform this work for both projects.



7. Construction Assistance

Item A - Construction Review and Meeting Attendance

When a problem occurs it is the Construction Engineer who will utilize their critical thinking, listening, learning, problem solving, monitoring and decision making skills to create and enact a solution. Civiltech will be a resource to the Construction Engineer for them to seek further clarification to confirm the interpretation of a detail, specification or note on the construction drawings or to secure a documented directive or clarification that is needed to continue work.

PROJECT SCHEDULE

The project timeline will be governed by the right of way acquisition, with anticipated construction start in 2026. Should both projects be given a notice to proceed concurrently, it is likely that both projects will proceed on a similar schedule. This anticipated project schedule is included in this proposal assuming notice to proceed in April of 2023.

FEE CALCULATION

In order to calculate our “not-to-exceed” fee for our projects, we estimate the number of manhours to complete the items outlined in the Scope of Services section of this proposal. These hours are used in conjunction with hourly rates of the personnel completing the tasks and a multiplier of 1.7 to include overhead and profit. All sub-consultant expenses and direct costs are billed at cost without markup. Please reference the separate Phase II engineering fee calculations included herewith for further details on the development of the “not-to-exceed” fees for the Phase II Engineering Services.

Professional Engineering Services fees:

<u>Aptakisic Road Bike Path project</u>	
Phase II Engineering (labor):	\$58,732.50
Phase II Engineering (overhead):	\$99,845.25
Phase II Engineering (direct costs and services by others):	<u>\$157,306.82</u>
Aptakisic Road Bike Path project total:	\$315,884.57
<u>Prairie Road Resurfacing project</u>	
Phase II Engineering (labor):	\$112,097.00
Phase II Engineering (overhead):	\$190,564.90
Phase II Engineering (direct costs and services by others):	<u>\$128,038.29</u>
Prairie Road Resurfacing project total:	\$430,700.19
Grand Total:	\$746,584.76

Exhibit B

Project Schedule



PROJECT SCHEDULE

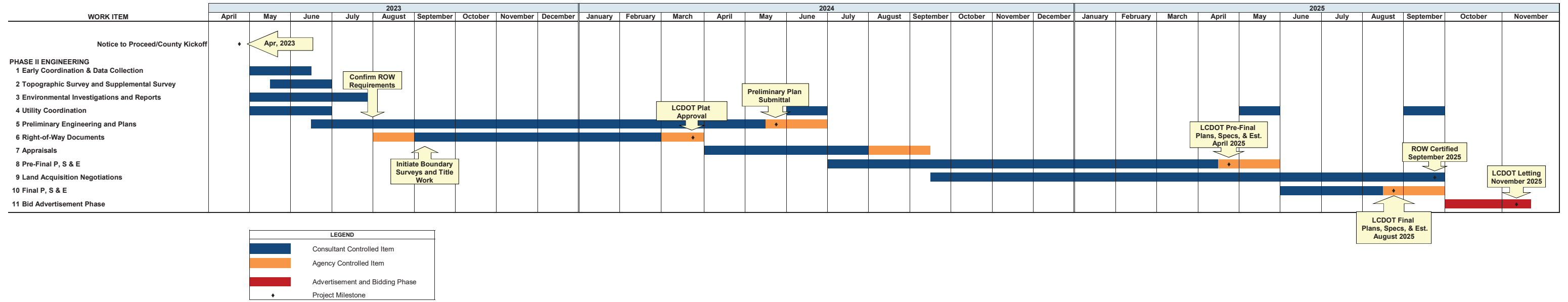


Exhibit C

Cost Estimate of Consultant Services



Proposal to Furnish Design Engineering Services
Prairie Road Resurfacing and Aptakistic Road Bike Path

Lake County Division of Transportation

FEE PROPOSAL

Prairie Road Resurfacing



Proposal to Furnish Design Engineering Services
Prairie Road Resurfacing and Aptakisic Road Bike Path

Lake County Division of Transportation

COST ESTIMATE OF CONSULTANT SERVICES

	Director of Design Services	Project Manager	Design Engineer II	Survey Specialist	Director of Water Resources	Drainage Engineer II	Lighting Engineer V	Traffic Signal Project Manager	Traffic Signal Engineer IV	QC/QA		Total Hours	% of Hours	Labor Cost
	\$78.00	\$55.00	\$38.00	\$38.50	\$78.00	\$37.50	\$46.00	\$62.50	\$40.50	\$70.00				
1 Early Coordination and Data Collection														
	5	29	55	25	5	15	9	0	9	0		152	6.0%	\$6,768.50
2 Preliminary Engineering (65%)														
	19	121	528	0	6	84	24	6	63	0		851	33.5%	\$35,849.50
3 Right-of-Way Documents and Coordination														
	7	32	44	0	0	0	0	0	0	0		83	3.3%	\$3,978.00
4 Pre-Final (90%) Plans, Special Provisions and Estimates														
	19	98	386	0	6	34	33	19	122	8		725	28.6%	\$31,489.50
5 Final (100%) Plans, Special Provisions and Estimates														
	8	60	136	0	5	25	12	9	31	6		292	11.5%	\$13,209.50
6 Project Administration, Coordination and Permits														
	31	102	178	0	20	46	6	4	6	0		393	15.5%	\$18,846.00
7 Construction Assistance														
	2	10	20	0	2	4	4	0	0	0		42	1.7%	\$1,956.00
Total Labor Cost														\$112,097.00
Total Overhead and Fixed Fee Cost (x1.7 Multiplier)														\$190,564.90
Direct Costs and Sub Consultant Expense (See attached calculation)														\$128,038.29
Total Cost:												2538	100.0%	\$430,700.19



Proposal to Furnish Design Engineering Services
Prairie Road Resurfacing and Aptakisic Road Bike Path

Lake County Division of Transportation

WORKHOURS

Item No.	Task	Director of Design Services	Project Manager	Design Engineer II	Survey Specialist	Director of Water Resources	Drainage Engineer II	Lighting Engineer V	Traffic Signal Project Manager	Traffic Signal Engineer IV	QC/QA	Total Hours	% of Hours
1	Early Coordination and Data Collection												
A.	Initial Meeting with County and Village	3	3	5								11	7.2%
B.	LCSMC Preliminary Coordination	1	4	4		4	4					17	11.2%
C.	Obtain/Update and Review Record Data		4	8			4	4		4		24	15.8%
D.	Preliminary Utility Company Coordination	1	2	10			2	2		2		19	12.5%
E.	Topographic Survey (by Jorgensen and Associates) - coordination only		2	4								6	3.9%
F.	Drone Survey		2	4	25							31	20.4%
G.	Perform Project Field Check and Survey Reconnaissance - includes photolog		8	8			4	3		3		26	17.1%
H.	Wetland Studies (by Huff & Huff) - coordination only		2	6		1	1					10	6.6%
I.	Special Waste and CCDD Testing (by Huff & Huff) - coordination only		2	6								8	5.3%
	Sub-total Item 1	5	29	55	25	5	15	9	0	9	0	152	100.0%
2	Preliminary Engineering (65%)												
A.	Plan Base Sheet Preparation		4	24			6	4		4		42	4.9%
B.	Pavement Design	1	2	4								7	0.8%
C.	Drainage Design	2	4	16			24					46	5.4%
D.	Lighting Design							6				6	0.7%
E.	Traffic Signal Design	1	2	6					4	32		45	5.3%
F.	Maintenance of Traffic Concept	2	12	12			2			1		29	3.4%
G.	Review and Confirm Project Right-of-Way Requirements	2	6	24		2	2		2	4		42	4.9%
H.	Landscape Design	1	4	4								9	1.1%
I.	Preliminary Plans (65%)	No. of Sheets											
	Cover Sheet	1	1	3								4	0.5%
	Index of Sheets and List of State and Local Standards	1	2	4								6	0.7%
	General Notes and List of Commitments	2	6	12								18	2.1%
	Existing Typical Sections	1	3	16								19	2.2%
	Proposed Typical Sections	1	4	22								26	3.1%
	Alignment, Ties, Benchmarks and Highway Plats	1	2	16								18	2.1%
	Resurfacing Plan 1"=20' (dual pane)	5	8	24			2					36	4.2%
	Sidewalk and Bike Path Plan and Profile 1"=20'	6	2	64			4					84	9.9%
	Erosion Control Plan 1"=50' (dual pane)	2	1	4			2					31	3.6%
	Drainage and Utilities 1"=20'	10	2	6		4	32					72	8.5%
	Intersection Detail 1"=20'	1	4	20								24	2.8%
	Driveway Details 1"=10'	10	6	44								50	5.9%
	Sidewalk and Bike Path ADA Ramp Details 1"=5' (dual pane)	21	4	42								46	5.4%
	Pavement Marking and Signing Plan 1"=50' (dual pane)	2	2	18						2		22	2.6%
	Landscaping Plan 1"=50' (dual pane)	2	2	16								18	2.1%
	Temporary Traffic Signal Plan	2	2	6						8		16	1.9%
	Traffic Signal Plan	2	2	6						8		16	1.9%
	Lighting General Notes and Legend	1	2	4				2				8	0.9%
	Lighting Plan 1"=20' (dual pane)	5	2	8				12				22	2.6%
	Cross Section - 50' interval, streets, drives, high and low points	35	1	8	56		8			4		77	9.0%
J.	Preliminary Design Review Meeting	2	3	5			2					12	1.4%
	Sub-total Item 2	19	121	528	0	6	84	24	6	63	0	851	100.0%
3	Right-of-Way Documents and Coordination												
A.	Subconsultant Coordination												
	Right-of-way acquisition and easement limits coordination	3	16	16								35	42.2%
	Prepare right-of-way exhibits and plan coordination through property negotiations		8	20								28	33.7%
B.	Right-of-Way Coordination Meetings	4	8	8								20	24.1%
	Sub-total Item 3	7	32	44	0	0	0	0	0	0	0	83	100.0%



Proposal to Furnish Design Engineering Services
Prairie Road Resurfacing and Aptakisic Road Bike Path

Lake County Division of Transportation

WORKHOURS (CONTINUED)

Item No.	Task	Director of Design Services	Project Manager	Design Engineer II	Survey Specialist	Director of Water Resources	Drainage Engineer II	Lighting Engineer V	Traffic Signal Project Manager	Traffic Signal Engineer IV	QC/QA	Total Hours	% of Hours	
4	Pre-Final (90%) Plans, Special Provisions and Estimates													
A.	Pre-Final Plans	No. of Sheets												
	Cover Sheet	1	1	2								3	0.4%	
	Index of Sheets and List of State and Local Standards	1	1	3								4	0.6%	
	General Notes and List of Commitments	2	3	6								9	1.2%	
	Summary of Quantities	2	2	8								10	1.4%	
	Existing Typical Sections	1	2	10								12	1.7%	
	Proposed Typical Sections	1	2	10								12	1.7%	
	Schedule of Quantities	7	2	34								36	5.0%	
	Alignment, Ties, Benchmarks and Highway Plats	1	2	10								12	1.7%	
	Resurfacing Plan 1"=20' (dual pane)	5	2	16			2					20	2.8%	
	Sidewalk and Bike Path Plan and Profile 1"=20'	6	2	10			2					58	8.0%	
	Roadway Details	2	4	10								14	1.9%	
	Erosion Control Plan 1"=50' (dual pane)	2	1	2			1					22	3.0%	
	Drainage and Utilities 1"=20'	10	2	6			16					42	5.8%	
	Intersection Detail 1"=20'	1	4	14		1						23	3.2%	
	Driveway Details 1"=10'	10	4	22		1	4					26	3.6%	
	Sidewalk and Bike Path ADA Ramp Details 1"=5' (dual pane)	21	4	22								26	3.6%	
	Pavement Marking and Signing Plan 1"=50' (dual pane)	2	2	12						2		16	2.2%	
	Landscaping Plan 1"=50' (dual pane)	2	2	10								12	1.7%	
	Temporary Traffic Signal Plan - Aptakisic Rd/Prairie Rd	1							2	8		10	1.4%	
	Temporary Cable Plan - Aptakisic Rd/Prairie Rd	1								8		8	1.1%	
	Traffic Signal Modernization Plan - Aptakisic Rd/Prairie Rd	1							4	16		20	2.8%	
	Cable Plan, Sequences and Schedule of Quantities - Aptakisic Rd/Prairie Rd	1							1	8		9	1.2%	
	Mast Arm Mounted Street Name Signs and Schedule of Quantities	1								4		4	0.6%	
	Temporary Interconnect Plan	1								16		16	2.2%	
	Temporary Interconnect Schematic	1								4		4	0.6%	
	Interconnect Plan	1								24		24	3.3%	
	Interconnect Schematic	1								8		8	1.1%	
	LCDOT Splicing Diagram	1								1		1	0.1%	
	LCDOT Cabinet Detail	1								1		1	0.1%	
	LCDOT Video Detection Details	1								2		2	0.3%	
	IDOT District 1 Standard Traffic Signal Design Details	7								2		2	0.3%	
	Lighting General Notes, Legend & Schedule of Quantities	1						4				4	0.6%	
	Lighting Plan 1"=20' (dual pane)	1						6				6	0.8%	
	Proposed Circuit Diagrams	1						6				6	0.8%	
	Lighting Details (controller, pole, foundations, misc. electrical)	2						8				8	1.1%	
	Cross Sections: 1"=5' H:V	35	1	4	30							35	4.8%	
	IDOT Bureau Of Design Standards, BD's and TC's	4		1	6							7	1.0%	
	LCDOT Highway Standards	6		2	10							12	1.7%	
B.	Pre-Final Special Provisions		2	20	16		1	4	2	4		49	6.8%	
C.	Pre-Final Quantity Calculations			3	24			4	2	14		49	6.8%	
D.	Pre-Final Estimates of Cost and Construction Time			2	8			1	1			12	1.7%	
E.	Pre-Final QA/QC Review		8	8	20		2	4	2	8	8	60	8.3%	
F.	Pre-Final Project Review Meeting		3	3	5							11	1.5%	
	Sub-total Item 4		19	98	386	0	6	34	33	19	122	8	725	100.0%
5	Final (100%) Plans, Special Provisions and Estimates													
A.	Final Plans (100%)		4	40	80		2	16	8	2	24	176	60.3%	
B.	Final Special Provisions		1	8	16		1		1	2	2	31	10.6%	
C.	Final Quantity Calculations			4	22			4	2	1	4	37	12.7%	
D.	Final Estimates of Cost and Construction Time		1	2	4			1			1	9	3.1%	
E.	Final QA/QC Review		2	6	14		2	4	1	4	6	39	13.4%	
	Sub-total Item 5		8	60	136	0	5	25	12	9	31	6	292	100.0%



Proposal to Furnish Design Engineering Services
Prairie Road Resurfacing and Aptakisic Road Bike Path

Lake County Division of Transportation

WORKHOURS (CONTINUED)

Item No.	Task	Director of Design Services	Project Manager	Design Engineer II	Survey Specialist	Director of Water Resources	Drainage Engineer II	Lighting Engineer V	Traffic Signal Project Manager	Traffic Signal Engineer IV	QC/QA	Total Hours	% of Hours
6	Project Administration, Coordination and Permits												
A.	Project Administration	8	18	12		2			2			42	10.7%
B.	Project Submittals		4	22		2	4	2	2	4		40	10.2%
C.	Utility Company Coordination	4	18	28			2	4		2		58	14.8%
D.	Lake County Stormwater Permitting and Documentation	2	4	8		8	20					42	10.7%
E.	USACE Permitting and Documentation	2	4	8		8	20					42	10.7%
F.	IDOT Coordination	10	40	80								130	33.1%
G.	ComEd Coordination											0	0.0%
H.	NPDES Permitting and Documentation		2	4								6	1.5%
I.	Special Waste and CCDD Testing		6	12								18	4.6%
J.	Bidding Assistance	2	3	4								9	2.3%
K.	Pre-Construction Meeting Attendance	3	3									6	1.5%
	Sub-total Item 6	31	102	178	0	20	46	6	4	6	0	393	100.0%
7	Construction Assistance												
A.	Construction Review and Meeting Attendance	2	10	20		2	4	4				42	100.0%
	Sub-total Item 7	2	10	20	0	2	4	4	0	0	0	42	100.0%
	Total Hours:	91	452	1347	25	44	208	88	38	231	14	2538	
	% of Hours:	3.6%	17.8%	53.1%	1.0%	1.7%	8.2%	3.5%	1.5%	9.1%	0.6%	100.0%	



Proposal to Furnish Design Engineering Services
Prairie Road Resurfacing and Aptakisic Road Bike Path

Lake County Division of Transportation

DIRECT COSTS

ITEM 1 - Topographical Survey	
Subconsultant Expense - Jorgensen & Associates, Inc.	\$5,330.11
Total Item 1	\$5,330.11
ITEM 2 - Wetland Studies and Special Waste	
Subconsultant Expense - Huff & Huff, Inc.	\$34,300.00
Total Item 2	\$34,300.00
ITEM 3 - Right-of-Way Appraisals, Review, Negotiations, and Relocations	
<i>Plats</i>	
Subconsultant Expense - Jorgensen & Associates, Inc.	\$36,269.23
<i>Appraisals</i>	
In-House (Civiltech Services)	
7 parcels @ \$3,300.00	\$23,100.00
<i>Negotiations</i>	
Subconsultant Expense - Santacruz Associates	\$27,300.00
Total Item 3	\$86,669.23
ITEM 4 - Printing	
<i>Preliminary Plans</i>	
County 5 sets X 115 sheets/set X \$0.25/sheet	\$143.75
<i>Pre-Final Plans</i>	
County 5 sets X 150 sheets/set X \$0.25/sheet	\$187.50
Utility Co. 8 sets X 150 sheets/set X \$0.25/sheet	\$300.00
<i>Pre-Final Specification Books</i>	
County 5 books X \$20/book	\$100.00
<i>Final Plans</i>	
County 5 sets X 150 sheets/set X \$0.25/sheet	\$187.50
Utility Co. 8 sets X 150 sheets/set X \$0.25/sheet	\$300.00
<i>Final Specification Books</i>	
County 5 books X \$20/book	\$100.00
Total Item 4	\$1,318.75
ITEM 5 - Shipping	
10 overnight shipping items X \$35/each	\$350.00
Total Item 5	\$350.00
ITEM 6 - Vehicle Expenses	
<i>Mileage</i>	
3 trips @ 40 mi./round trip @ \$0.585/mi.	\$70.20
Total Item 6	\$70.20
TOTAL DIRECT EXPENSES:	
	\$128,038.29



Proposal to Furnish Design Engineering Services
Prairie Road Resurfacing and Aptakistic Road Bike Path

Lake County Division of Transportation

FEE PROPOSAL

Aptakistic Road Bike Path



Proposal to Furnish Design Engineering Services
Prairie Road Resurfacing and Aptakisic Road Bike Path

Lake County Division of Transportation

COST ESTIMATE OF CONSULTANT SERVICES

	Director of Design Services	Project Manager	Design Engineer II	Survey Specialist	Director of Water Resources	Drainage Engineer II	Lighting Engineer V	Traffic Signal Project Manager	Traffic Signal Engineer IV	QC/QA		Total Hours	% of Hours	Labor Cost
	\$78.00	\$55.00	\$38.00	\$38.50	\$78.00	\$37.50	\$46.00	\$62.50	\$40.50	\$78.00				
1 Early Coordination and Data Collection														
	5	23	37	0	5	14	0	0	0	0		84	6.5%	\$3,976.00
2 Preliminary Engineering (65%)														
	11	60	255	0	5	78	0	0	0	0		409	31.7%	\$17,163.00
3 Right-of-Way Documents and Coordination														
	8	28	36	0	0	0	0	0	0	0		72	5.6%	\$3,532.00
4 Pre-Final (90%) Plans, Special Provisions and Estimates														
	16	57	172	0	4	28	0	0	0	8		285	22.1%	\$12,905.00
5 Final (100%) Plans, Special Provisions and Estimates														
	10	40	96	0	5	21	0	0	0	4		176	13.7%	\$8,117.50
6 Project Administration, Coordination and Permits														
	25	60	76	0	18	46	0	0	0	0		225	17.5%	\$11,267.00
7 Construction Assistance														
	2	10	20	0	2	4	0	0	0	0		38	2.9%	\$1,772.00
Total Labor Cost														\$58,732.50
Total Overhead and Fixed Fee Cost (x1.7 Multiplier)														\$99,845.25
Direct Costs and Sub Consultant Expense (See attached calculation)														\$157,306.82
Total Cost:												1289	100.0%	\$315,884.57



Proposal to Furnish Design Engineering Services
Prairie Road Resurfacing and Aptakisic Road Bike Path

Lake County Division of Transportation

WORKHOURS

Item No.	Task	Director of Design Services	Project Manager	Design Engineer II	Survey Specialist	Director of Water Resources	Drainage Engineer II	Lighting Engineer V	Traffic Signal Project Manager	Traffic Signal Engineer IV	QC/QA	Total Hours	% of Hours
1	Early Coordination and Data Collection												
A.	Initial Meeting with County	3	3	5								11	13.1%
B.	LCSMC Preliminary Coordination	1	4	4		4	4					17	20.2%
C.	Obtain/Update and Review Record Data		4	8			4					16	19.0%
D.	Preliminary Utility Company Coordination	1	2	10			2					15	17.9%
E.	Topographic Survey (by Jorgensen and Associates) - coordination only		2	2								4	4.8%
F.	Drone Survey (hours included with Prairie Road Resurfacing project)											0	0.0%
G.	Perform Project Field Check and Survey Reconnaissance - includes photolog		4	4			3					11	13.1%
H.	Wetland Studies (by Huff & Huff) - coordination only		2	2		1	1					6	7.1%
I.	Special Waste and CCDD Testing (by Huff & Huff) - coordination only		2	2								4	4.8%
	Sub-total Item 1	5	23	37	0	5	14	0	0	0	0	84	100.0%
2	Preliminary Engineering (65%)												
A.	Plan Base Sheet Preparation		3	20			4					27	6.6%
B.	Pavement Design											0	0.0%
C.	Drainage Design		2	8			24					34	8.3%
D.	Lighting Design											0	0.0%
E.	Traffic Signal Design											0	0.0%
F.	Maintenance of Traffic Concept											0	0.0%
G.	Review and Confirm Project Right-of-Way Requirements	2	6	24		1	2					35	8.6%
H.	Landscape Design	1	4	4								9	2.2%
I.	Preliminary Plans (65%)	No. of Sheets											
	Cover Sheet	1	1	3								4	1.0%
	Index of Sheets and List of State and Local Standards	1	2	4								6	1.5%
	General Notes and List of Commitments	1	6	12								18	4.4%
	Existing Typical Sections	1	1	8								9	2.2%
	Proposed Typical Sections	1	1	8								9	2.2%
	Alignment, Ties, Benchmarks and Highway Plats	1	2	16								18	4.4%
	Roadway Removal Plan 1"=20' (dual pane)	2	2	12			2					16	3.9%
	Bike Path Plan and Profile 1"=20'	4	2	4			4					25	6.1%
	Erosion Control Plan 1"=50' (dual pane)	1	3	12			2					17	4.2%
	Drainage and Utilities 1"=20'	4	4	12		4	32					52	12.7%
	Driveway Details 1"=10'	9	2	3			24					29	7.1%
	Bike Path ADA Ramp Details 1"=5'	1	3	24								27	6.6%
	Landscaping Plan 1"=50' (dual pane)	1	2	12								14	3.4%
	Cross Section - 50' interval, streets, drives, high and low points	13	2	8			8					50	12.2%
J.	Preliminary Design Review Meeting		2	3								10	2.4%
	Sub-total Item 2	11	60	255	0	5	78	0	0	0	0	409	100.0%
3	Right-of-Way Documents and Coordination												
A.	Subconsultant Coordination												
	Right-of-way acquisition and easement limits coordination	3	12	12								27	37.5%
	Prepare right-of-way exhibits and plan coordination through property negotiations	1	8	16								25	34.7%
B.	Right-of-Way Coordination Meetings		4	8								20	27.8%
	Sub-total Item 3	8	28	36	0	0	0	0	0	0	0	72	100.0%



Proposal to Furnish Design Engineering Services
Prairie Road Resurfacing and Aptakisic Road Bike Path

Lake County Division of Transportation

WORKHOURS (CONTINUED)

Item No.	Task		Director of Design Services	Project Manager	Design Engineer II	Survey Specialist	Director of Water Resources	Drainage Engineer II	Lighting Engineer V	Traffic Signal Project Manager	Traffic Signal Engineer IV	QC/QA	Total Hours	% of Hours
4	Pre-Final (90%) Plans, Special Provisions and Estimates													
A.	Pre-Final Plans	No. of Sheets												
	Cover Sheet	1		1	3								4	1.4%
	Index of Sheets and List of State and Local Standards	1			3								3	1.1%
	General Notes and List of Commitments	1		2	4								6	2.1%
	Summary of Quantities	2			10								12	4.2%
	Existing Typical Sections	1		1	3								4	1.4%
	Proposed Typical Sections	1		1	3								4	1.4%
	Schedule of Quantities	4		3	20								23	8.1%
	Alignment, Ties, Benchmarks and Highway Plats	1		1	3								4	1.4%
	Roadway Removal Plan 1"=20' (dual pane)	2		2	6			2					10	3.5%
	Bike Path Plan and Profile 1"=20'	4	2	2	6			2					12	4.2%
	Erosion Control Plan 1"=50' (dual pane)	1		2	6				1				9	3.2%
	Drainage and Utilities 1"=20'	3		2	6		2	16					26	9.1%
	Driveway Details 1"=10'	9		2	12								14	4.9%
	Bike Path ADA Ramp Details 1"=5'	1		2	6								8	2.8%
	Landscaping Plan 1"=50' (dual pane)	1		2	6								8	2.8%
	Cross Sections: 1"=5' H:V	13	1	1	6								8	2.8%
	IDOT Bureau Of Design Standards, BD's and TC's	3		1	6								7	2.5%
	LCDOT Highway Standards	5		1	8								9	3.2%
B.	Pre-Final Special Provisions		2	16	12		1						31	10.9%
C.	Pre-Final Quantity Calculations			2	16			4					22	7.7%
D.	Pre-Final Estimates of Cost and Construction Time			2	6								8	2.8%
E.	Pre-Final QA/QC Review		8	6	16		1	3				8	42	14.7%
F.	Pre-Final Project Review Meeting		3	3	5								11	3.9%
	Sub-total Item 4		16	57	172	0	4	28	0	0	0	8	285	100.0%
5	Final (100%) Plans, Special Provisions and Estimates													
A.	Final Plans (100%)		4	20	60		2	12					98	55.7%
B.	Final Special Provisions		1	8	8		1						18	10.2%
C.	Final Quantity Calculations			4	16			4					24	13.6%
D.	Final Estimates of Cost and Construction Time		1	4	2			1					8	4.5%
E.	Final QA/QC Review		4	4	10		2	4				4	28	15.9%
	Sub-total Item 5		10	40	96	0	5	21	0	0	0	4	176	100.0%
6	Project Administration, Coordination and Permits													
A.	Project Administration		8	16	8								32	14.2%
B.	Project Submittals			4	12		2	4					22	9.8%
C.	Utility Company Coordination		6	14	24			2					46	20.4%
D.	Lake County Stormwater Permitting and Documentation		2	4	8		8	20					42	18.7%
E.	USACE Permitting and Documentation		2	4	8		8	20					42	18.7%
F.	IDOT Coordination												0	0.0%
G.	ComEd Coordination		2	6	4								12	5.3%
H.	NPDES Permitting and Documentation			2	4								6	2.7%
I.	Special Waste and CCDD Testing			4	4								8	3.6%
J.	Bidding Assistance		2	3	4								9	4.0%
K.	Pre-Construction Meeting Attendance		3	3									6	2.7%
	Sub-total Item 6		25	60	76	0	18	46	0	0	0	0	225	100.0%
7	Construction Assistance													
A.	Construction Review and Meeting Attendance		2	10	20		2	4					38	100.0%
	Sub-total Item 7		2	10	20	0	2	4	0	0	0	0	38	100.0%
	Total Hours:		77	278	692	0	39	191	0	0	0	12	1289	
	% of Hours:		6.0%	21.6%	53.7%	0.0%	3.0%	14.8%	0.0%	0.0%	0.0%	0.9%	100.0%	



Proposal to Furnish Design Engineering Services
Prairie Road Resurfacing and Aptakisic Road Bike Path

Lake County Division of Transportation

DIRECT COSTS

ITEM 1 - Topographical Survey	
Subconsultant Expense - Jorgensen & Associates, Inc.	\$14,976.49
Total Item 1	\$14,976.49
ITEM 2 - Wetland Studies and Special Waste	
Subconsultant Expense - Huff & Huff, Inc.	\$27,617.00
Total Item 2	\$27,617.00
ITEM 3 - Right-of-Way Appraisals, Review, Negotiations, and Relocations	
<i>Plats</i>	
Subconsultant Expense - Jorgensen & Associates, Inc.	\$41,690.88
<i>Appraisals</i>	
In-House (Civiltech Services)	
10 parcels @ \$3,300.00	\$33,000.00
<i>Negotiations</i>	
Subconsultant Expense - Santacruz Associates	\$39,000.00
Total Item 3	\$113,690.88
ITEM 4 - Printing	
<i>Preliminary Plans</i>	
County 5 sets X 41 sheets/set X \$0.25/sheet	\$51.25
<i>Pre-Final Plans</i>	
County 5 sets X 54 sheets/set X \$0.25/sheet	\$67.50
Utility Co. 8 sets X 54 sheets/set X \$0.25/sheet	\$108.00
<i>Pre-Final Specification Books</i>	
County 5 books X \$20/book	\$100.00
<i>Final Plans</i>	
County 5 sets X 54 sheets/set X \$0.25/sheet	\$67.50
Utility Co. 8 sets X 54 sheets/set X \$0.25/sheet	\$108.00
<i>Final Specification Books</i>	
County 5 books X \$20/book	\$100.00
Total Item 4	\$602.25
ITEM 5 - Shipping	
10 overnight shipping items X \$35/each	\$350.00
Total Item 5	\$350.00
ITEM 6 - Vehicle Expenses	
<i>Mileage</i>	
3 trips @ 40 mi./round trip @ \$0.585/mi.	\$70.20
Total Item 6	\$70.20
TOTAL DIRECT EXPENSES:	
	\$157,306.82

EXHIBIT D

Subconsultant Proposal
Jorgensen & Associates, Inc.



Proposal to Furnish Design Engineering Services
Prairie Road Resurfacing and Aptakistic Road Bike Path

Lake County Division of Transportation

SUBCONSULTANT QUALIFICATIONS

Jorgensen & Associates, Inc.



JORGENSEN & ASSOCIATES, INC.
LAND SURVEYORS
Est. 1990

February 10, 2023

Mr. Petro Kravets, P.E.
Civiltech Engineering, Inc.
Two Pierce Place
Suite 1400
Itasca, Illinois 60143

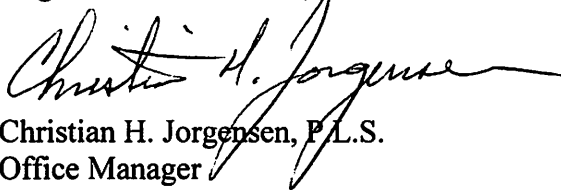
Re: Prairie Road Survey Proposal

Dear Mr. Kravets:

Enclosed please find our proposal to prepare a topographic survey and a statutory plat of highways and legal descriptions for the referenced project. Our proposal is based on your email of January 30th and our telephone conversations.

I would like to thank you for considering Jorgensen & Associates for this project. We look forward to continuing our working relationship with your firm. Should you have any questions, comments or require any further information concerning our proposal, please feel free to call me at (847)356-3371.

Respectfully submitted,
Jorgensen & Associates, Inc.


Christian H. Jorgensen, P.L.S.
Office Manager

CHJ/pt

Enclosures

E:\Civiltech\Lake\Prairie Rd\Letter

Route: Prairie Road
Section:
County: Lake
Job No.:

Exhibit "A"

Payroll Burden & Fringe Costs

	<u>% of Direct Productive Payroll</u>
Federal Insurance Contributions Act _____	11.98%
State Unemployment Compensation _____	0.18%
Federal Unemployment Compensation _____	0.13%
Workmen's Compensation Insurance _____	1.08%
Paid Holidays, Vacation, Sick Leave, Personal Leave _____	11.18%
Bonus _____	6.61%
Pension _____	0.91%
Group Insurance _____	<u>38.11%</u>
Total Payroll Burden & Fringe Costs	70.18%

Route: Prairie Road
Section:
County: Lake
Job No.:

Exhibit "B"

Overhead and Indirect Costs

	<u>% of Direct Productive Payroll</u>
Business Insurance _____	4.90%
Depreciation _____	11.95%
Indirect wages and salaries _____	42.72%
Reproductive and printing costs _____	0.14%
Office Supplies _____	2.54%
Computer Costs _____	5.49%
Professional Fees _____	3.30%
Telephone _____	1.88%
Fees, license & dues _____	1.37%
Repairs and maintenance _____	0.82%
Business space rent _____	5.07%
Facilities - capital _____	0.74%
Travel - Meals _____	0.28%
Survey Supplies _____	1.94%
Automobile/travel expense _____	2.78%
Miscellaneous Expense _____	0.41%
Gain on sale of assets _____	(6.66%)
Postage _____	0.12%
Educational & Professional Registrations _____	0.24%
Recruiting _____	0.49%
Small Equipment Expense _____	<u>0.27%</u>
 Total Overhead	 80.79%

**PAYROLL ESCALATION TABLE
FIXED RAISES**

FIRM NAME Jorgensen & Associates, Inc.
PRIME/SUPPLEMENT Prime

DATE 02/10/23
PTB NO. _____

CONTRACT TERM 12 MONTHS
START DATE 2/10/2023
RAISE DATE 8/10/2023

OVERHEAD RATE 150.97%
COMPLEXITY FACTOR _____
% OF RAISE 0.00%

ESCALATION PER YEAR

2/10/2023 - 8/10/2023

8/11/2023 - 2/10/2024

6
12

6
12

= 50.00%
= 1.0000

50.00%

The total escalation for this project would be:

0.00%

PAYROLL RATES

FIRM NAME
PRIME/SUPPLEMENT
PSB NO.

Jorgensen & Associates DATE
Prime

02/10/23

ESCALATION FACTOR 0.00%

CLASSIFICATION	CURRENT RATE	CALCULATED RATE
Supervisor, P.L.S.	\$45.00	\$45.00
Survey Party Chief, P.L.S.	\$32.50	\$32.50
Instrument Operator	\$21.00	\$21.00
Cadd Supervisor	\$34.50	\$34.50
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00

**COST PLUS FIXED FEE
COST ESTIMATE OF CONSULTANT SERVICES**

FIRM
PSB
PRIME/SUPPLEMENT

Jorgensen & Associates, Inc.
_____ **Prime** _____

OVERHEAD RATE
COMPLEXITY FACTOR

1.5097
0

DATE 02/10/23

DBE DROP BOX	ITEM	MANHOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENF (C)	IN-HOUSE DIRECT COSTS (D)	FIXED FEE (E)	Outside Direct Costs (F)	SERVICES BY OTHERS (G)	DBE TOTAL (H)	TOTAL (B-G)	% OF GRAND TOTAL
	(1) Field-Topographic Survey	44	1,177.00	1,776.92	97.50	442.46				3,493.87	65.55%
	(2) Office-Compile Field Data	6	238.50	360.06		86.79				685.36	12.86%
	(3) Office-Create Existing Topography Base File	7	241.50	364.59		87.88				693.98	13.02%
	(4) Office-Create T.I.N. & Contours	2	69.00	104.17		25.11				198.28	3.72%
	(5) QC/QA	2	90.00	135.87		32.75				258.62	4.85%
	Subconsultant DL					0.00				0.00	0.00%
	TOTALS	61	1,816.00	2,741.62	97.50	674.99	0.00	0.00	0.00	5,330.11	100.00%

DBE 0.00%

AVERAGE HOURLY PROJECT RATES

FIRM Jorgensen & Associates, Inc.
 PSB _____
 PRIME/SUPPLEMENT Prime

DATE 02/10/23

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJECT RATES			(1) Field-Topographic Survey			(2) Office-Compile Field Data			(3) Office-Create Existing Topography Base File			(4) Office-Create T.I.N. & Contours			(5) QC/QA		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Supervisor, P.L.S.	45.00	5	8.20%	3.69				3	50.00%	22.50							2	100.00%	45.00
Survey Party Chief, P.L.S.	32.50	22	36.07%	11.72	22	50.00%	16.25												
Instrument Operator	21.00	22	36.07%	7.57	22	50.00%	10.50												
Cadd Supervisor	34.50	12	19.67%	6.79				3	50.00%	17.25	7	100.00%	34.50	2	100.00%	34.50			
		0																	
		0																	
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TOTALS		61	100%	\$29.77	44	100.00%	\$26.75	6	100%	\$39.75	7	100%	\$34.50	2	100%	\$34.50	2	100%	\$45.00

Route: Prairie Road
Section:
County: Lake
Job No.:

**Manhour Breakdown
Topographic Survey Estimate**

Prairie Road ± 950' = ± 0.180 mile

Total Length ± 950' = ± 0.180 mile

1. Field – Topographic Survey

a. Measure G.P.S. survey, traverse & level circuit
6 hours x 2 men = 12 MH

b. Locate existing topography & inverts
16 hours x 2 men = 32 MH

Sub-total Item #1 44 MH

2. Office - Compile Field Data

a. Compute traverse & level circuit
3 hours x 1 man = 3 MH

b. Edit & compile field data
3 hours x 1 man = 3 MH

Sub-total Item #2 6 MH

3. Office - Create Existing Topography Base File

a. Layout and drafting
7 hours x 1 man = 7 MH

4. Office - Create T.I.N. & Contours

- a. Compute contours
2 hours x 1 man =

2 MH

5. QC/QA

- a. Check topographic survey & contours
2 hours x 1 man =

2 MH

Total All Items

61 MH

Route: Prairie Road
Section:
County: Lake
Job No.:

**Breakdown of
In House Direct Costs**

Item

1. Field - Topographic Survey

- a. Trips to project site - 3 each
± 50 miles/trip x 3 trips = ± 150 miles
± 150 miles @ \$0.65/mile = \$ 97.50

COMPANY NAME: Jorgensen & Associates, Inc.

PTB NUMBER: _____

 TODAY'S DATE: **2/10/2023**

ITEM	ALLOWABLE	UTILIZE W.O. ONLY	QUANTITY J.S. ONLY	CONTRACT RATE	TOTAL
Per Diem (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00	\$0.00
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost (Up to state rate maximum)			\$0.00	\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost			\$0.00	\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00	\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum		150	\$0.650	\$97.50
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00	\$0.00
Vehicle Rental	Actual cost (Up to \$55/day)			\$0.00	\$0.00
Tolls	Actual cost			\$0.00	\$0.00
Parking	Actual cost			\$0.00	\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00	\$0.00
Shift Differential	Actual cost (Based on firm's policy)			\$0.00	\$0.00
Overnight Delivery/Postage/Courier Service	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Copies of Deliverables/Mylars (In-house)	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Copies of Deliverables/Mylars (Outside)	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Project Specific Insurance	Actual cost			\$0.00	\$0.00
Monuments (Permanent)	Actual cost			\$0.00	\$0.00
Photo Processing	Actual cost			\$0.00	\$0.00
2-Way Radio (Survey or Phase III Only)	Actual cost			\$0.00	\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual cost			\$0.00	\$0.00
CADD	Actual cost (Max \$15/hour)			\$0.00	\$0.00
Web Site	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Advertisements	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Facility Rental	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Recording Fees	Actual cost			\$0.00	\$0.00
Transcriptions (specific to project)	Actual cost			\$0.00	\$0.00
Courthouse Fees	Actual cost			\$0.00	\$0.00
Storm Sewer Cleaning and Televising	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Traffic Control and Protection	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Aerial Photography and Mapping	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Utility Exploratory Trenching	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Testing of Soil Samples*	Actual cost			\$0.00	\$0.00
Lab Services*	Actual cost (Provide breakdown of each cost)			\$0.00	\$0.00
Equipment and/or Specialized Equipment Rental*	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
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				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
TOTAL DIRECT COST					\$97.50

**If other allowable costs are needed and not listed, please add in the above spaces provided.*
LEGEND

W.O. = Work Order

J.S. = Job Specific

**PAYROLL ESCALATION TABLE
FIXED RAISES**

FIRM NAME Jorgensen & Associates, Inc.
PRIME/SUPPLEMENT Prime

DATE 02/10/23
PTB NO. _____

CONTRACT TERM 12 MONTHS
START DATE 2/10/2023
RAISE DATE 8/10/2023

OVERHEAD RATE 150.97%
COMPLEXITY FACTOR _____
% OF RAISE 0.00%

ESCALATION PER YEAR

2/10/2023 - 8/9/2023

8/10/2023 - 2/9/2024

6
12

6
12

= 50.00%
= 1.0000

50.00%

The total escalation for this project would be:

0.00%

PAYROLL RATES

FIRM NAME
PRIME/SUPPLEMENT
PSB NO.

Jorgensen & Associates DATE
Prime

02/10/23

ESCALATION FACTOR 0.00%

CLASSIFICATION	CURRENT RATE	CALCULATED RATE
Supervisor, P.L.S.	\$45.00	\$45.00
Survey Party Chief, P.L.S.	\$32.50	\$32.50
Instrument Operator	\$21.00	\$21.00
Cadd Supervisor	\$34.50	\$34.50
Administrative Assistant	\$24.75	\$24.75
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00

AVERAGE HOURLY PROJECT RATES

FIRM Jorgensen & Associates, Inc.
 PSB _____
 PRIME/SUPPLEMENT Prime

DATE 02/10/23

SHEET 1 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJECT RATES			(1) Pre-Survey			(2) Survey Reconnaissance			(3) Project Survey Plan			(4) First Submittal Plat of Hwys. & Descriptions			(5) Survey (Field)		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Supervisor, P.L.S.	45.00	78	23.08%	10.38									17	19.54%	8.79				
Survey Party Chief, P.L.S.	32.50	80	23.67%	7.69				16	50.00%	16.25							64	50.00%	16.25
Instrument Operator	21.00	80	23.67%	4.97				16	50.00%	10.50							64	50.00%	10.50
Cadd Supervisor	34.50	96	28.40%	9.80	1	50.00%	17.25				4	100.00%	34.50	70	80.46%	27.76			
Administrative Assistant	24.75	4	1.18%	0.29	1	50.00%	12.38												
		0																	
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TOTALS		338	100%	\$33.14	2	100.00%	\$29.63	32	100%	\$26.75	4	100%	\$34.50	87	100%	\$36.55	128	100%	\$26.75

AVERAGE HOURLY PROJECT RATES

FIRM Jorgensen & Associates, Inc.
 PSB _____
 PRIME/SUPPLEMENT Prime

DATE 02/10/23
 SHEET 2 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	(6) Survey (Office)			(7) Final Submittal Plat of Hwys. & Descriptions			(8) QC/QA											
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg			
Supervisor, P.L.S.	45.00	22	68.75%	30.94	1	9.09%	4.09	38	90.48%	40.71									
Survey Party Chief, P.L.S.	32.50																		
Instrument Operator	21.00																		
Cadd Supervisor	34.50	10	31.25%	10.78	7	63.64%	21.95	4	9.52%	3.29									
Administrative Assistant	24.75				3	27.27%	6.75												
TOTALS		32	100%	\$41.72	11	100%	\$32.80	42	100%	\$44.00	0	0%	\$0.00	0	0%	\$0.00	0	0%	\$0.00

Route: Prairie Road
 Section:
 County: Lake
 Job No.:

**Manhour Breakdown
 Land Acquisition Estimate**

Length of Project

Prairie Road = ± 4,778' = ± 0.905 mile

Total Length = ± 4,778' = ± 0.905 mile

7 Parcels: 6 Fee Simple and Temporary Easement; 1 Fee Simple, Permanent Easement and Temporary Easement

1. Pre-Survey Phase
 Research available records

a.	Title Co.)	1 MH
)	
b.	Recorder's Office)	
)	
c.	I.D.O.T.)	
)	
d.	Utilities)	
)	
e.	Private Surveyors)	
)	
f.	Land Owners)	<u>1 MH</u>

Sub-total Item # 1 2 MH

2. Reconnaissance Survey 2 Men 32 MH

3.	Project Survey Plan		$\pm 2,640'$ /sheet - 2 sheets	
a.	Alignment info)		
)		
b.	Existing R.O.W. info)		
)		
c.	Land line data)		
d.	Subdivision data)	2 hours/sheet x 4 =	<u>4 MH</u>
			Sub-total Item #3	4 MH
4.	First Submittal Plat of Highways & Descriptions			
a.	Ownership info)		
)		
b.	Total holding boundaries)		
)		
c.	Total holding area listing)		2 MH
)		
d.	Private survey info)		
)		
e.	Deed calculated closures)		
f.	Layout and drafting		$\pm 600'$ /sheet ± 8 sheets	
	64 hours x 1 man =			64 MH
	Total Holding sheets		2 hours/sheet x 1 =	2 MH
	Alignment sheets		2 hours/sheet x 1 =	2 MH
	Cover sheet		2 hours/sheet x 1 =	2 MH
g.	Legal descriptions		15 descriptions	<u>15 MH</u>
			Sub-total Item #4	87 MH

5.	Survey (Field)	
a.	Measure traverse 24 hours x 2 men =	48 MH
b.	Measure existing R.O.W., property & section lines 16 hours x 2 men =	32 MH
c.	Appraisal topography 10 hours x 2 men =	20 MH
d.	Monument proposed right of way 14 hours x 2 men =	<u>28 MH</u>
	Sub-total Item #5	128 MH
6.	Survey (Office)	
a.	Compute traverse 8 hours x 1 man =	8 MH
b.	Compute existing R.O.W., property & section lines 14 hours x 1 man =	14 MH
c.	Compile appraisal topography 2 hours x 1 man =	2 MH
d.	Compute center line alignments 1 hour x 1 man =	1 MH
e.	Compute proposed right of way & proposed easements 7 hours x 1 man =	<u>7 MH</u>
	Sub-total Item #6	32 MH

7.	Final Submittal Plat of Highways & Descriptions	
a.	Final drafting ± 11 sheets 3 hours x 1 man =	3 MH
b.	Final descriptions 15 descriptions	1 MH
c.	Prepare and Record Monument Records 2 Monument Records @ 2 hours each =	4 MH
d.	Assembly of final papers	<u>3 MH</u>
	Sub-total Item #7	11 MH
8.	QC/QA	
a.	Check preliminary plats 11 sheets	35 MH
b.	Check preliminary legal descriptions 15 legal descriptions	3 MH
c.	Check final plats 11 sheets	3 MH
d.	Check final legal descriptions 15 legal descriptions	<u>1 MH</u>
	Total All Items	338 MH

Route: Prairie Road
Section:
County: Lake
Job No.:

**Breakdown of
In House Direct Costs**

Item

1. Pre-Survey Phase

a. Subdivisions & deeds from Recorder's office \$ 50.00

2. Reconnaissance Survey

a. Trips to project site – 2 each
± 50 miles/trip x 2 trips = ± 100 miles
± 100 miles @ \$0.65/mile = \$ 65.00

5. Survey (Field)

a. Trips to project site – 8 each
± 50 miles/trip x 8 trips = ± 400 miles
± 400 miles @ \$0.65/mile = \$ 260.00

7. Final Submittal Plat of Highways & Descriptions

a. Trip to County Recorder
± 30 miles/trip x 1 trip = ± 30 miles
± 30 miles @ \$0.65/mile = \$ 19.50

b. Record Monument Records
2 Monument Records @ \$98 each = \$ 196.00

c. Mylar
11 sheets @ \$5.00/sheet = \$ 55.00

d. Deliver Final Papers to Lake County office
± 24 miles/trip x 1 trip = ± 24 miles
± 24 miles @ \$0.65/mile = \$ 15.60

Total All Items \$ 661.10

Route: Prairie Road
Section:
County: Lake
Job No.:

**Breakdown of
Services by Others**

Item

1. Pre-Survey Phase

a. Commitments for Title Insurance 7 Commitments @ \$475.00 each =	\$ 3,325.00
---	-------------

COMPANY NAME: Jorgensen & Associates, Inc.

PTB NUMBER: _____

 TODAY'S DATE: **2/10/2023**

ITEM	ALLOWABLE	UTILIZE W.O. ONLY	QUANTITY J.S. ONLY	CONTRACT RATE	TOTAL
Per Diem (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00	\$0.00
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost (Up to state rate maximum)			\$0.00	\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost			\$0.00	\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00	\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum		554	\$0.650	\$360.10
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00	\$0.00
Vehicle Rental	Actual cost (Up to \$55/day)			\$0.00	\$0.00
Tolls	Actual cost			\$0.00	\$0.00
Parking	Actual cost			\$0.00	\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00	\$0.00
Shift Differential	Actual cost (Based on firm's policy)			\$0.00	\$0.00
Overnight Delivery/Postage/Courier Service	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Copies of Deliverables/Mylars (In-house)	Actual cost (Submit supporting documentation)		11	\$5.00	\$55.00
Copies of Deliverables/Mylars (Outside)	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Project Specific Insurance	Actual cost			\$0.00	\$0.00
Monuments (Permanent)	Actual cost			\$0.00	\$0.00
Photo Processing	Actual cost			\$0.00	\$0.00
2-Way Radio (Survey or Phase III Only)	Actual cost			\$0.00	\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual cost			\$0.00	\$0.00
CADD	Actual cost (Max \$15/hour)			\$0.00	\$0.00
Web Site	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Advertisements	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Facility Rental	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Recording Fees	Actual cost		2	\$98.00	\$196.00
Transcriptions (specific to project)	Actual cost			\$0.00	\$0.00
Courthouse Fees	Actual cost		1	\$50.00	\$50.00
Storm Sewer Cleaning and Televising	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Traffic Control and Protection	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Aerial Photography and Mapping	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Utility Exploratory Trenching	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Testing of Soil Samples*	Actual cost			\$0.00	\$0.00
Lab Services*	Actual cost (Provide breakdown of each cost)			\$0.00	\$0.00
Equipment and/or Specialized Equipment Rental*	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
TOTAL DIRECT COST					\$661.10

*If other allowable costs are needed and not listed, please add in the above spaces provided.

LEGEND

W.O. = Work Order

J.S. = Job Specific



JORGENSEN & ASSOCIATES, INC.
LAND SURVEYORS
Est. 1990

February 10, 2023

Mr. Petro Kravets, P.E.
Civiltech Engineering, Inc.
Two Pierce Place
Suite 1400
Itasca, Illinois 60143

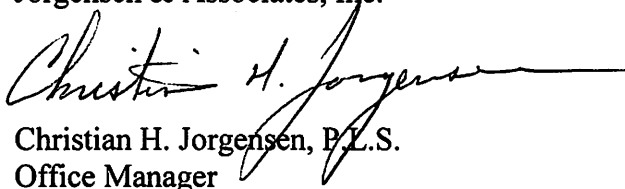
Re: Aptakistic Road Survey Proposal

Dear Mr. Kravets:

Enclosed please find our proposal to prepare a topographic survey and a statutory plat of highways and legal descriptions for the referenced project. Our proposal is based on your email of January 30th and our telephone conversations.

I would like to thank you for considering Jorgensen & Associates for this project. We look forward to continuing our working relationship with your firm. Should you have any questions, comments or require any further information concerning our proposal, please feel free to call me at (847)356-3371.

Respectfully submitted,
Jorgensen & Associates, Inc.


Christian H. Jorgensen, P.L.S.
Office Manager

CHJ/pt

Enclosures

E:\Civiltech\Lake\Aptakistic Rd 2023\Letter

Route: Aptakistic Road
Section:
County: Lake
Job No.:

Exhibit "A"

Payroll Burden & Fringe Costs

	<u>% of Direct Productive Payroll</u>
Federal Insurance Contributions Act _____	11.98%
State Unemployment Compensation _____	0.18%
Federal Unemployment Compensation _____	0.13%
Workmen's Compensation Insurance _____	1.08%
Paid Holidays, Vacation, Sick Leave, Personal Leave _____	11.18%
Bonus _____	6.61%
Pension _____	0.91%
Group Insurance _____	<u>38.11%</u>
Total Payroll Burden & Fringe Costs	70.18%

Route: Aptakistic Road
Section:
County: Lake
Job No.:

Exhibit "B"

Overhead and Indirect Costs

	<u>% of Direct Productive Payroll</u>
Business Insurance _____	4.90%
Depreciation _____	11.95%
Indirect wages and salaries _____	42.72%
Reproductive and printing costs _____	0.14%
Office Supplies _____	2.54%
Computer Costs _____	5.49%
Professional Fees _____	3.30%
Telephone _____	1.88%
Fees, license & dues _____	1.37%
Repairs and maintenance _____	0.82%
Business space rent _____	5.07%
Facilities - capital _____	0.74%
Travel - Meals _____	0.28%
Survey Supplies _____	1.94%
Automobile/travel expense _____	2.78%
Miscellaneous Expense _____	0.41%
Gain on sale of assets _____	(6.66%)
Postage _____	0.12%
Educational & Professional Registrations _____	0.24%
Recruiting _____	0.49%
Small Equipment Expense _____	<u>0.27%</u>
 Total Overhead	 80.79%

**PAYROLL ESCALATION TABLE
FIXED RAISES**

FIRM NAME Jorgensen & Associates, Inc.
PRIME/SUPPLEMENT Prime

DATE 02/10/23
PTB NO. _____

CONTRACT TERM 12 MONTHS
START DATE 2/10/2023
RAISE DATE 8/10/2023

OVERHEAD RATE 150.97%
COMPLEXITY FACTOR _____
% OF RAISE 0.00%

ESCALATION PER YEAR

2/10/2023 - 8/10/2023

8/11/2023 - 2/10/2024

6

12

6

12

= 50.00%
= 1.0000

50.00%

The total escalation for this project would be:

0.00%

PAYROLL RATES

FIRM NAME Jorgensen & Associates DATE 02/10/23
 PRIME/SUPPLEMENT Prime
 PSB NO. _____

ESCALATION FACTOR 0.00%

CLASSIFICATION	CURRENT RATE	CALCULATED RATE
Supervisor, P.L.S.	\$45.00	\$45.00
Survey Party Chief, P.L.S.	\$32.50	\$32.50
Instrument Operator	\$21.00	\$21.00
Cadd Supervisor	\$34.50	\$34.50
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
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		\$0.00
		\$0.00

COST PLUS FIXED FEE COST ESTIMATE OF CONSULTANT SERVICES

FIRM
PSB
PRIME/SUPPLEMENT

Jorgensen & Associates, Inc.
Prime

OVERHEAD RATE 1.5097
COMPLEXITY FACTOR 0

DATE 02/10/23

DBE DROP BOX	ITEM	MANHOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENF (C)	IN-HOUSE DIRECT COSTS (D)	FIXED FEE (E)	Outside Direct Costs (F)	SERVICES BY OTHERS (G)	DBE TOTAL (H)	TOTAL (B-G)	% OF GRAND TOTAL
	(1) Field-Topographic Survey	130	3,477.50	5,249.98	292.50	1,307.90				10,327.88	68.96%
	(2) Office-Compile Field Data	22	927.00	1,399.49	69.50	347.42				2,743.41	18.32%
	(3) Office-Create Existing Topography Base File	12	414.00	625.02		150.66				1,189.67	7.94%
	(4) Office-Create T.I.N. & Contours	2	69.00	104.17		25.11				198.28	1.32%
	(5) QC/QA	4	180.00	271.75		65.50				517.25	3.45%
	Subconsultant DL					0.00				0.00	0.00%
	TOTALS	170	5,067.50	7,650.40	362.00	1,896.59	0.00	0.00	0.00	14,976.49	100.00%

DBE 0.00%

AVERAGE HOURLY PROJECT RATES

FIRM Jorgensen & Associates, Inc.
 PSB _____
 PRIME/SUPPLEMENT Prime

DATE 02/10/23

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJECT RATES			(1) Field-Topographic Survey			(2) Office-Compile Field Data			(3) Office-Create Existing Topography Base File			(4) Office-Create T.I.N. & Contours			(5) QC/QA		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Supervisor, P.L.S.	45.00	20	11.76%	5.29				16	72.73%	32.73							4	100.00%	45.00
Survey Party Chief, P.L.S.	32.50	65	38.24%	12.43	65	50.00%	16.25												
Instrument Operator	21.00	65	38.24%	8.03	65	50.00%	10.50												
Cadd Supervisor	34.50	20	11.76%	4.06				6	27.27%	9.41	12	100.00%	34.50	2	100.00%	34.50			
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TOTALS		170	100%	\$29.81	130	100.00%	\$26.75	22	100%	\$42.14	12	100%	\$34.50	2	100%	\$34.50	4	100%	\$45.00

Route: Aptakisic Street
 Section:
 County: Lake
 Job No.:

**Manhour Breakdown
 Topographic Survey Estimate**

Aptakisic Road + 2,100' = + 0.398 mile
 Total Length ± 2,100' = ± 0.398 mile

1. Field – Topographic Survey

a. Measure traverse, level circuit & G.P.S. survey 7 hours x 2 men =	14 MH
b. Search & locate existing R.O.W. & section lines 18 hours x 2 men =	36 MH
c. Locate existing topography & inverts 34 hours x 2 men =	68 MH
d. Monument existing center line alignment 2 hours x 2 men =	4 MH
e. Monument/tie section & quarter corners 4 hours x 2 men =	<u>8 MH</u>
Sub-total Item #1	130 MH

2. Office - Compile Field Data

a. Compute traverse, level circuit & G.P.S. survey 4 hours x 1 man =	4 MH
b. Edit & compile topographic survey 4 hours x 1 man =	4 MH
c. Research records 2 hours x 1 man =	2 MH
d. Compute existing R.O.W. lines 12 hours x 1 man =	<u>12 MH</u>
Sub-total Item #2	22 MH

3. Office - Create Existing Topography Base File		
a. Layout and drafting		
12 hours x 1 man =		12 MH
4. Office - Create T.I.N. & Contours		
a. Compute contours		
2 hours x 1 man =		2 MH
5. QC/QA		
a. Check topographic survey & contours		
4 hours x 1 man =		<u>4 MH</u>
	Total All Items	170 MH

Route: Aptakistic Road
Section:
County: Lake
Job No.:

**Breakdown of
In House Direct Costs**

Item

1. Field - Topographic Survey

a. Trips to project site - 9 each
 ± 50 miles/trip x 9 trips = ± 450 miles
 ± 450 miles @ \$0.65/mile = \$ 292.50

2. Office – Compile Field Data

a. Trips to County Recorder - 1 each
 ± 30 miles/trip x 1 trip = ± 30 miles
 ± 30 miles @ \$0.65/mile = \$ 19.50

b. Miscellaneous Records = \$ 50.00

Total All Items \$ 362.00



COMPANY NAME: Jorgensen & Associates, Inc.

PTB NUMBER: _____

TODAY'S DATE: 2/10/2023

ITEM	ALLOWABLE	UTILIZE W.O. ONLY	QUANTITY J.S. ONLY	CONTRACT RATE	TOTAL
Per Diem (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00	\$0.00
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost (Up to state rate maximum)			\$0.00	\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost			\$0.00	\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00	\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum		480	\$0.650	\$312.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00	\$0.00
Vehicle Rental	Actual cost (Up to \$55/day)			\$0.00	\$0.00
Tolls	Actual cost			\$0.00	\$0.00
Parking	Actual cost			\$0.00	\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00	\$0.00
Shift Differential	Actual cost (Based on firm's policy)			\$0.00	\$0.00
Overnight Delivery/Postage/Courier Service	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Copies of Deliverables/MyIars (In-house)	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Copies of Deliverables/MyIars (Outside)	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Project Specific Insurance	Actual cost			\$0.00	\$0.00
Monuments (Permanent)	Actual cost			\$0.00	\$0.00
Photo Processing	Actual cost			\$0.00	\$0.00
2-Way Radio (Survey or Phase III Only)	Actual cost			\$0.00	\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual cost			\$0.00	\$0.00
CADD	Actual cost (Max \$15/hour)			\$0.00	\$0.00
Web Site	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Advertisements	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Facility Rental	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Recording Fees	Actual cost			\$0.00	\$0.00
Transcriptions (specific to project)	Actual cost			\$0.00	\$0.00
Courthouse Fees	Actual cost		1	\$50.00	\$50.00
Storm Sewer Cleaning and Televising	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Traffic Control and Protection	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Aerial Photography and Mapping	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Utility Exploratory Trenching	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Testing of Soil Samples*	Actual cost			\$0.00	\$0.00
Lab Services*	Actual cost (Provide breakdown of each cost)			\$0.00	\$0.00
Equipment and/or Specialized Equipment Rental*	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
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				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
TOTAL DIRECT COST					\$362.00

*If other allowable costs are needed and not listed, please add in the above spaces provided.

LEGEND
W.O. = Work Order
J.S. = Job Specific

**PAYROLL ESCALATION TABLE
FIXED RAISES**

FIRM NAME Jorgensen & Associates, Inc.
PRIME/SUPPLEMENT Prime

DATE 02/10/23
PTB NO. _____

CONTRACT TERM 12 MONTHS
START DATE 2/10/2023
RAISE DATE 8/10/2023

OVERHEAD RATE 150.97%
COMPLEXITY FACTOR _____
% OF RAISE 0.00%

ESCALATION PER YEAR

2/10/2023 - 8/9/2023

8/10/2023 - 2/9/2024

6
12

6
12

= 50.00%
= 1.0000

50.00%

The total escalation for this project would be:

0.00%

PAYROLL RATES

FIRM NAME Jorgensen & Associates DATE 02/10/23
 PRIME/SUPPLEMENT Prime
 PSB NO. _____

ESCALATION FACTOR 0.00%

CLASSIFICATION	CURRENT RATE	CALCULATED RATE
Supervisor, P.L.S.	\$45.00	\$45.00
Survey Party Chief, P.L.S.	\$32.50	\$32.50
Instrument Operator	\$21.00	\$21.00
Cadd Supervisor	\$34.50	\$34.50
Administrative Assistant	\$24.75	\$24.75
		\$0.00
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COST PLUS FIXED FEE COST ESTIMATE OF CONSULTANT SERVICES

FIRM
PSB
PRIME/SUPPLEMENT

Jorgensen & Associates, Inc.
Prime

OVERHEAD RATE
COMPLEXITY FACTOR

1.5097
0

DATE 02/10/23

DBE DROP BOX	ITEM	MANHOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENF (C)	IN-HOUSE DIRECT COSTS (D)	FIXED FEE (E)	Outside Direct Costs (F)	SERVICES BY OTHERS (G)	DBE TOTAL (H)	TOTAL (B-G)	% OF GRAND TOTAL
	(1) Pre-Survey	2	59.25	89.45	50.00	28.81		4,750.00		4,977.51	11.94%
	(2) Survey Reconnaissance	32	856.00	1,292.30	65.00	320.93				2,534.23	6.08%
	(3) Project Survey Plan	4	138.00	208.34		50.22				396.56	0.95%
	(4) First Submittal Plat of Hwys. & Descriptions	91	3,381.00	5,104.30		1,230.37				9,715.66	23.30%
	(5) Survey (Field)	180	4,815.00	7,269.21	390.00	1,808.76				14,282.97	34.26%
	(6) Survey (Office)	38	1,626.00	2,454.77		591.71				4,672.48	11.21%
	(7) Final Submittal Plat of Hwys. & Descriptions	11	360.75	544.62	276.10	171.31				1,352.79	3.24%
	(8) QC/QA	30	1,308.00	1,974.69		475.99				3,758.68	9.02%
	Subconsultant DL					0.00				0.00	0.00%
	TOTALS	388	12,544.00	18,937.68	781.10	4,678.10	0.00	4,750.00	0.00	41,690.88	100.00%

DBE 0.00%

AVERAGE HOURLY PROJECT RATES

FIRM Jorgensen & Associates, Inc.
 PSB _____
 PRIME/SUPPLEMENT Prime

DATE 02/10/23

SHEET 1 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJECT RATES			(1) Pre-Survey			(2) Survey Reconnaissance			(3) Project Survey Plan			(4) First Submittal Plat of Hwys. & Descriptions			(5) Survey (Field)		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Supervisor, P.L.S.	45.00	80	20.62%	9.28									23	25.27%	11.37				
Survey Party Chief, P.L.S.	32.50	106	27.32%	8.88				16	50.00%	16.25							90	50.00%	16.25
Instrument Operator	21.00	106	27.32%	5.74				16	50.00%	10.50							90	50.00%	10.50
Cadd Supervisor	34.50	92	23.71%	8.18	1	50.00%	17.25				4	100.00%	34.50	68	74.73%	25.78			
Administrative Assistant	24.75	4	1.03%	0.26	1	50.00%	12.38												
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TOTALS		388	100%	\$32.33	2	100.00%	\$29.63	32	100%	\$26.75	4	100%	\$34.50	91	100%	\$37.15	180	100%	\$26.75

AVERAGE HOURLY PROJECT RATES

FIRM Jorgensen & Associates, Inc.
 PSB _____
 PRIME/SUPPLEMENT Prime

DATE 02/10/23

SHEET 2 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	(6) Survey (Office)			(7) Final Submittal Plat of Hwys. & Descriptions			(8) QC/QA											
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Supervisor, P.L.S.	45.00	30	78.95%	35.53	1	9.09%	4.09	26	86.67%	39.00									
Survey Party Chief, P.L.S.	32.50																		
Instrument Operator	21.00																		
Cadd Supervisor	34.50	8	21.05%	7.26	7	63.64%	21.95	4	13.33%	4.60									
Administrative Assistant	24.75				3	27.27%	6.75												
TOTALS		38	100%	\$42.79	11	100%	\$32.80	30	100%	\$43.60	0	0%	\$0.00	0	0%	\$0.00	0	0%	\$0.00

Route: Aptakistic Road
 Section:
 County: Lake
 Job No.:

**Manhour Breakdown
 Land Acquisition Estimate**

Length of Project

Aptakistic Road = ± 2,100' = ± 0.398 mile

Total Length = ± 2,100' = ± 0.398 mile

10 Parcels: 10 Fee Simple and Temporary Easement

1.	Pre-Survey Phase Research available records		
	a. Title Co.)	1 MH
)	
	b. Recorder's Office)	
)	
	c. I.D.O.T.)	
)	
	d. Utilities)	
)	
	e. Private Surveyors)	
)	
	f. Land Owners)	<u>1 MH</u>
		Sub-total Item # 1	2 MH
2.	Reconnaissance Survey	2 Men	32 MH

3.	Project Survey Plan		$\pm 2,640'$ /sheet - 2 sheets	
a.	Alignment info)		
)		
b.	Existing R.O.W. info)		
)		
c.	Land line data)		
d.	Subdivision data)	2 hours/sheet x 2 =	<u>4 MH</u>
			Sub-total Item #3	4 MH
4.	First Submittal Plat of Highways & Descriptions			
a.	Ownership info)		
)		
b.	Total holding boundaries)		
)		
c.	Total holding area listing)		3 MH
)		
d.	Private survey info)		
)		
e.	Deed calculated closures)		
f.	Layout and drafting		$\pm 500'$ /sheet ± 5 sheets	
	60 hours x 1 man =			60 MH
	Total Holding sheets		2 hours/sheet x 2 =	4 MH
	Alignment sheets		2 hours/sheet x 1 =	2 MH
	Cover sheet		2 hours/sheet x 1 =	2 MH
g.	Legal descriptions		20 descriptions	<u>20 MH</u>
			Sub-total Item #4	91 MH

5.	Survey (Field)		
	a.	Measure traverse 12 hours x 2 men =	24 MH
	b.	Measure existing R.O.W., property & section lines 32 hours x 2 men =	64 MH
	c.	Appraisal topography 33 hours x 2 men =	66 MH
	d.	Monument proposed right of way 13 hours x 2 men =	<u>26 MH</u>
		Sub-total Item #5	180 MH
6.	Survey (Office)		
	a.	Compute traverse 3 hours x 1 man =	3 MH
	b.	Compute existing R.O.W., property & section lines 26 hours x 1 man =	26 MH
	c.	Compile appraisal topography 5 hours x 1 man =	5 MH
	d.	Compute center line alignments 2 hours x 1 man =	2 MH
	e.	Compute proposed right of way & proposed easements 2 hours x 1 man =	<u>2 MH</u>
		Sub-total Item #6	38 MH

7.	Final Submittal Plat of Highways & Descriptions	
a.	Final drafting \pm 9 sheets 3 hours x 1 man =	3 MH
b.	Final descriptions 20 descriptions	1 MH
c.	Prepare and Record Monument Records 2 Monument Records @ 2 hours each =	4 MH
d.	Assembly of final papers	<u>3 MH</u>
	Sub-total Item #7	11 MH
8.	QC/QA	
a.	Check preliminary plats 9 sheets	24 MH
b.	Check preliminary legal descriptions 20 legal descriptions	3 MH
c.	Check final plats 9 sheets	2 MH
d.	Check final legal descriptions 20 legal descriptions	<u>1 MH</u>
	Total All Items	388 MH

Route: Aptakistic Road
Section:
County: Lake
Job No.:

**Breakdown of
In House Direct Costs**

Item

1. Pre-Survey Phase

a. Subdivisions & deeds from Recorder's office \$ 50.00

2. Reconnaissance Survey

a. Trips to project site – 2 each
± 50 miles/trip x 2 trips = ± 100 miles
± 100 miles @ \$0.65/mile = \$ 65.00

5. Survey (Field)

a. Trips to project site – 12 each
± 50 miles/trip x 12 trips = ± 600 miles
± 600 miles @ \$0.65/mile = \$ 390.00

7. Final Submittal Plat of Highways & Descriptions

a. Trip to County Recorder
± 30 miles/trip x 1 trip = ± 30 miles
± 30 miles @ \$0.65/mile = \$ 19.50

b. Record Monument Records
2 Monument Records @ \$98 each = \$ 196.00

c. Mylar
9 sheets @ \$5.00/sheet = \$ 45.00

d. Deliver Final Papers to Lake County office
± 24 miles/trip x 1 trip = ± 24 miles
± 24 miles @ \$0.65/mile = \$ 15.60

Total All Items \$ 781.10

Route: Aptakistic Road
Section:
County: Lake
Job No.:

**Breakdown of
Services By Others**

Item

1. Pre-Survey Phase

- a. Commitments for Title Insurance
10 Commitments @ \$475.00 each = \$ 4,750.00


COMPANY NAME: Jorgensen & Associates, Inc.

PTB NUMBER: _____

 TODAY'S DATE: 2/10/2023

ITEM	ALLOWABLE	UTILIZE W.O. ONLY	QUANTITY J.S. ONLY	CONTRACT RATE	TOTAL
Per Diem (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00	\$0.00
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost (Up to state rate maximum)			\$0.00	\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost			\$0.00	\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00	\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum		754	\$0.650	\$490.10
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00	\$0.00
Vehicle Rental	Actual cost (Up to \$55/day)			\$0.00	\$0.00
Tolls	Actual cost			\$0.00	\$0.00
Parking	Actual cost			\$0.00	\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00	\$0.00
Shift Differential	Actual cost (Based on firm's policy)			\$0.00	\$0.00
Overnight Delivery/Postage/Courier Service	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Copies of Deliverables/MyIars (In-house)	Actual cost (Submit supporting documentation)		9	\$5.00	\$45.00
Copies of Deliverables/MyIars (Outside)	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Project Specific Insurance	Actual cost			\$0.00	\$0.00
Monuments (Permanent)	Actual cost			\$0.00	\$0.00
Photo Processing	Actual cost			\$0.00	\$0.00
2-Way Radio (Survey or Phase III Only)	Actual cost			\$0.00	\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual cost			\$0.00	\$0.00
CADD	Actual cost (Max \$15/hour)			\$0.00	\$0.00
Web Site	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Advertisements	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Facility Rental	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Recording Fees	Actual cost		2	\$98.00	\$196.00
Transcriptions (specific to project)	Actual cost			\$0.00	\$0.00
Courthouse Fees	Actual cost		1	\$50.00	\$50.00
Storm Sewer Cleaning and Televising	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Traffic Control and Protection	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Aerial Photography and Mapping	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Utility Exploratory Trenching	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Testing of Soil Samples*	Actual cost			\$0.00	\$0.00
Lab Services*	Actual cost (Provide breakdown of each cost)			\$0.00	\$0.00
Equipment and/or Specialized Equipment Rental*	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
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				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
TOTAL DIRECT COST					\$781.10

*If other allowable costs are needed and not listed, please add in the above spaces provided.

LEGEND

 W.O. = Work Order
 J.S. = Job Specific

EXHIBIT E

Subconsultant Proposal
Huff & Huff, Inc.



SUBCONSULTANT QUALIFICATIONS

Huff & Huff, Inc.



A Subsidiary of GZA



March 15, 2023

Petro Kravets, P.E.
Engineer IV
Civiltech Engineering, Inc.
Two Pierce Place, Suite 1400
Itasca, Illinois 60143

Via Email: PKravets@civiltechinc.com

**Re: Lake County Division of Transportation
Prairie Road Resurfacing
Buffalo Grove and Unincorporated, Lake County, Illinois
Proposal No.: 81.Po13150.23**

Dear Mr. Kravets:

Huff & Huff, Inc., a subsidiary of GZA, Inc. (H&H/GZA) is pleased to submit this proposal to Civiltech Engineering, Inc. (Client) for the Lake County Division of Transportation (LCDOT) Prairie Road Resurfacing project located within in Buffalo Grove and Unincorporated, Lake County, Illinois. Client has requested environmental services including completion of a wetland delineation and associated reporting, wetland permitting, as well as completion of an assessment for consideration of final disposition of spoils at a Clean Construction or Demolition Debris (CCDD) or uncontaminated soil fill operation (USFO) facility using the LPC-663 Form. This proposal presents our: Project Understanding; Scope of Services; Level of Effort, Cost, and Schedule; and Proposal Acceptance. Terms and Conditions are included as an attachment.

1. PROJECT UNDERSTANDING

The LCDOT is proposing to resurface Prairie Road between Half Day Road (Illinois Route 22 {IL 22}) and Aptakistic Road. H&H/GZA understands that there is the presence of potential wetlands within the project limits, and that the proposed improvements are locally funded.

In preparing this proposal, H&H/GZA has made the following assumptions and comments:

- The project limits are those provided to H&H/GZA by Client on January 27, 2023.
- H&H/GZA will complete field delineations of wetlands and surface waters within the project limits, plus 100 feet beyond the project limits per the Lake County Watershed Development Ordinance (WDO), as amended October 13, 2020.
- Access to all areas within the project limits, as well as 100 feet beyond the project limits, to conduct field investigations will be provided by Client.
- Wetland mitigation design and mitigation coordination are not included in this scope of services.

GEOTECHNICAL
ENVIRONMENTAL
ECOLOGICAL
WATER
CONSTRUCTION
MANAGEMENT

915 Harger Road
Suite 330
Oak Brook, IL 60523
T: 630.684.9100
F: 630.684.9120
www.huffnhuff.com
www.gza.com



2. SCOPE OF SERVICES

Task 1: Wetland and Surface Waters Delineation

H&H/GZA understands that regulated wetlands are potentially located immediately adjacent to the project limits. H&H/GZA proposes to conduct wetland and surface water delineations within the project limits in accordance with:

- The February 25, 2022, edition of the United States Army Corps of Engineers (USACE) Chicago District Nationwide Permit (NWP) Program;
- The USACE Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Midwest Region (Version 2.0), (Supplemental Wetland Manual); and
- The October 13, 2020, edition of the Lake County WDO.

A. Off-site Record/Document Review

The following records/documents will be reviewed prior to conducting the field investigation. Soils information will be reviewed to determine the soil types encountered during the delineation procedures. The sources to be reviewed and used include:

- Current and historic aerial photographs;
- U.S. Geological Survey (USGS), Topographic Maps;
- U.S. Fish and Wildlife Service (USFWS), NWI Maps;
- Lake County Wetland Inventory Maps;
- Lake County Advanced Identification of Aquatic Resources (ADID) Maps;
- Natural Resources Conservation Service (NRCS), Soil Survey of Lake County;
- Hydric Soils of the United States;
- Federal Emergency Management Agency (FEMA), Flood Insurance Rate Maps (FIRM); and
- USGS, Hydrologic Atlases.

Actively farmed agricultural land is not present within the project limits. Therefore, completing a farmed wetland determination (FWD) will be required and is not included within this scope of services.

B. On-Site Investigation (Field Inventory)

H&H/GZA proposes to conduct on-site investigations of all potential wetlands and surface waters within the project limits as well as confirm the absence of wetlands and surface waters if none are present. Proposed services include the identification and delineation of wetlands and surface waters. Wetland delineation field investigation activities include on-site testing for the presence of hydric soils, hydrophytic vegetation, and sufficient hydrology. A floristic quality assessment (FQA) will be conducted for each identified wetland. Functions of wetlands based on field observations will also be evaluated during the on-site investigation. Surface waters delineation field activities include the determination of the Ordinary High-Water Mark (OHWM) of identified waterways. H&H/GZA will also estimate wetlands and/or surface waters boundaries present within 100 feet of the project limits. This is necessary to determine buffer boundaries that may extend into the project limits. H&H/GZA will survey the boundaries of delineated wetlands and surface waters and will provide global positioning system (GPS) data for wetland and surface waters boundaries.

Field delineations will be completed within the designated growing season for Lake County, which is between May 15 and October 1. Delineations conducted outside this timeframe may be considered preliminary and insufficient for permitting purposes. If the delineation is completed outside of the growing season, additional field visits will be required, which are not included in this scope.



Task 2: Wetland Report

Upon completion of Task 1, a Wetland Delineation Report will be prepared summarizing the findings of the off-site record/document review and the on-site investigation. This report will be submitted to the Client as a PDF only. H&H/GZA will provide Shapefiles and a MicroStation file of the wetland and surface waters boundaries. Specific items to be included in the report are as follows:

- Map showing the wetland and waterway boundaries within the project limits;
- Aerial photography depicting the appropriate limits of the delineated wetlands and waterways;
- USACE data sheets with FOAs, as required;
- Color photos of the wetlands and data points; and
- Written description of wetland functional classification.

The wetland and waterway boundary map will be derived from the GPS survey of these features. Shapefiles for the surveyed areas will be provided to the Client digitally. The wetland and waterway layers will be separated for use by the Client for their construction drawings.

Task 3: Jurisdictional Determination

Upon completion of Task 2, H&H/GZA will submit the Preliminary Jurisdictional Determination (PJD) and Boundary Verification (BV) request form to the Lake County Stormwater Management Commission (LCSMC) to obtain preliminary jurisdictional determinations from LCSMC and USACE, and wetland boundary concurrences from LCSMC. H&H/GZA will schedule and attend an on-site meeting with LCSMC and USACE to review the wetland limits for the PJD/BV. The fees associated with the LCSMC PJD/BV are not known at this time; therefore, are not included in this proposal. These fees are the responsibility of Client.

Task 4: LPC-663 Form Documentation (CCDD)

This task includes the following sub-tasks to complete:

A. Research and Listing Confirmation

H&H/GZA intends to obtain a database report covering the project corridor for review to identify PIPs associated with the project corridor to serve as the due diligence in support of the CCDD sampling.

B. Soil Sampling

An initial site visit will be conducted to mark boring locations for utility locates and to assess the project corridor to confirm any changes to the due diligence based on the current database report review. H&H/GZA proposes to conduct hand auger soil borings. One (1) day of field effort is included for the soil sampling effort for a total of up to ten (10) locations. Most soil samples will be collected to depths to approximately 2 to 3-feet below ground surface and field assessed with a photo-ionization detector (PID) and one sample will be submitted for laboratory analysis from each boring with at least 1 boring near the intersection with Aptakisic going to a depth of up to 10 feet deep.

C. Laboratory Analytical

Up to one (1) sample per boring location will be laboratory analyzed specifically to characterize the soils according to classifications established in IDOT Article 669.05, for a total of up to ten (10) samples. The samples are proposed for laboratory analysis for the contaminants of concern (COCs) per IDOT protocol, which include:



- 22 Total metals (Target Analyte List (TAL) minus Aluminum)
- SPLP/TCLP Metals (8 RCRA and Be, Co, Cu, Fe, Mn, Ni, and Zn)
- Volatile organic compounds (VOCs)
- Semi-volatile organic compounds (SVOCs)
- Soil pH

Due to the cost of IDOT protocol sampling methodology indicated above, we propose to analyze up to eight (8) samples for the IDOT protocol and the remaining locations would only have pH sampling in support of CCDD requirements.

D. Prepare LPC Form

H&H/GZA will prepare the LPC-663 Form documentation based on the results of the due diligence performed and laboratory analysis. The deliverable to Client will include a cover memo summarizing the research, sampling, and results, the LPC-Form (signed and stamped by a P.E or P.G.) and supporting documentation including a narrative of the due diligence, sampling and analytical results, photo-log, database, figures, aerial photos. Analytical results that do not achieve the MAC values (ineligible for CCDD disposal) and/or are not within the required soil pH range of 6.25 to 9.0 will be cited as exclusion zones and referenced as the appropriate IDOT Soil Classification per Article 669.05. Based on the results, we will provide recommendations regarding options for handling, reuse (if possible) and/or disposal (if necessary) at a Sanitary Landfill. Please note that if Sanitary Landfill disposal is necessary, additional analytical parameters will be required to obtain a profile to dispose of material as non-special waste. Landfill disposal characterization costs are not included with this proposal and would normally be included as a pay item in the bidding specifications.

E. CCDD Facility Coordination

Time under this task will be used to coordinate with various CCDD and/or USFO facilities that are pre-approved for receiving uncontaminated soil and/or CCDD from LCDOT projects. H&H/GZA will submit LPC-Form documentation from this specific project to the facilities, including Thelen Sand & Gravel, in order to secure a minimum of three (3) project-specific, pre-approval letters for incorporation into the bidding specifications. However, it should be noted that CCDD and USFO facility response is beyond our control and in some cases, it may be problematic to receive a minimum of three (3) pre-authorizations. We understand Client will include language within the bidding specifications to encourage bidding contractors to utilize one of the pre-approved facilities for off-site final disposition of spoils from this project.

Task 5: USACE Chicago District Section 404 Permitting, If Required

A Section 404 permit will be required for this project from the USACE, should impacts be proposed to USACE jurisdictional resources. If required, H&H/GZA will develop the necessary Section 404 permit application for submittal to the Client for review. H&H/GZA will coordinate with the Client on the permit application submittal process. The USACE Chicago District NWP Program is meant to simplify and expedite specific types of projects. Most NWPs have automatically authorized Section 401 Water Quality Certification (WQC) from the IEPA.

H&H/GZA anticipates that this project will qualify for NWP #14 (Linear Transportation Projects), which authorizes the construction, expansion, modification, or improvement of linear transportation projects. However, if impacts exceed 0.5-acre per wetland or more than 300 linear feet per waterway, an Individual Permit will be required. Costs provided for this task are based on the project meeting the criteria for an NWP. Individual Permits require a public notice period as well as separate WQC from the IEPA. The Individual Permit process can take significantly more time than the NWP process and may require a Section 401 Anti-degradation Assessment from the Illinois EPA. This scope does not include permitting assistance for an Individual Permit.



The Section 404 permit application will be submitted to the USACE electronically and paper copies will not be provided. This task includes one initial submittal and two re-submittals of permitting information, if necessary. H&H/GZA will coordinate with Client on the permit application submittal process. Time under this task includes attending one virtual pre-application meeting as well as preparing an agenda and associated meeting minutes.

The permitting process through the USACE for jurisdictional wetlands is initiated by the submittal of the Pre-Construction Notification (PCN) form for Section 404 permits. During the USACE Section 404 review process, the USACE will coordinate with the following agencies:

- U.S. Fish and Wildlife Service (USFWS);
- Illinois Environmental Protection Agency (IEPA, 401 Water Quality Certification);
- Illinois Department of Natural Resources (IDNR);
- Illinois Department of Natural Resources/Office of Water Resources (IDNR/OWR);
- Illinois State Historic Preservation Office (SHPO); and
- McHenry-Lake Soil and Water Conservation District (SWCD).

This scope assumes mitigation for impacts to wetlands and/or waterways will be accomplished via purchasing credits at a mitigation bank. This task includes time for coordination to assist with finding mitigation bank credits for the project. This scope does not include mitigation design or development of onsite mitigation concepts. If purchasing bank credits is determined to not be a viable mitigation option and design or other mitigation services be needed, H&H/GZA will prepare a supplemental scope for this effort.

Task 6: Wetland/Stormwater Permitting

LCSMC is limited to regulating isolated waterways, isolated wetlands, and their associated buffers within Lake County for LCDOT projects. If any of the wetlands delineated are considered isolated, permitting through LCSMC is anticipated.

H&H/GZA will assist the Client in preparing the necessary sections for the LCSMC permit submittal for the proposed project. H&H/GZA will provide narrative for the permit portions involving wetlands, surface waters, buffers, and soil, erosion, and sediment control. The remaining portions for the LCSMC permit submittal will be prepared by the Client.

LCSMC has submittal fees for wetland permitting. Because these fees may vary, they are not included in this scope of work. Any permitting fees that are incurred will be paid by the Client.

This task assumes that all paper copies of permit submittals will be completed by the Client. This scope includes the original submittal to LCSMC and two additional submittals to address comments.

Task 7: QA/QC

Time under this task includes Quality Assurance/Quality Control time for the reports as described above.

Task 8: Project Administration

Time under this task includes project administration and management activities that include cost and schedule tracking, coordination with Client on authorized activities, memo production and other in-house management activities, and project closeout. This task includes preparing a Health and Safety Plan as appropriate for the project and tasks.



3. LEVEL OF EFFORT, COST, AND SCHEDULE

The wetland and surface waters delineation will be completed during the growing season, approximately between May 15 and October 1, with an anticipated completion of the Wetland Delineation Report within four weeks of field work. Permitting tasks will be coordinated with the Client to meet LCDOT deadlines.

The CCDD work will commence within 5 days of the notice to proceed (NTP). However, as it is winter, it is important to note that we are unable to complete soil sampling via hand auger under frost conditions and therefore we intend to commence with the CCDD scope in Spring 2023. The CCDD task will require approximately eight weeks to complete. If an expedited schedule is necessary, H&H/GZA will coordinate with Client to establish a schedule that is appropriate for the project needs.

The estimated hours and costs for this scope of work is presented in the attached Cost Estimate of Consultant Services (CECS). Costs will be invoiced as a cost-plus fixed fee.

4. PROPOSAL ACCEPTANCE

Conditions of Engagement


The conditions of engagement are described in the attached Terms and Conditions for Professional Services. H&H/GZA's report will be prepared on behalf of and for the exclusive use of Client. Client acknowledges and agrees that the report and the findings in the report shall not, in whole or in part, be disseminated or conveyed to any other party, or used or relied upon by any other party, in whole or in part, except for the specific purpose and to the specific parties alluded to above, without the written consent of H&H/GZA. H&H/GZA would be pleased to discuss the conditions associated with any additional dissemination, use, or reliance by other parties.


Acceptance

This agreement may be accepted by signing in the appropriate space below and returning one complete copy to H&H/GZA. This proposal is valid for a period of 60 days from the date of issue.

We appreciate the opportunity to submit this proposal. Please feel free to contact the undersigned at (630) 684-4425 with any questions.

Very truly yours,
Huff & Huff, Inc./GZA, Inc.


Baron Stuedemann, P.E., P.W.S.
Associate Principal


Jeremy J. Reynolds
Associate Principal

Attachments: Terms and Conditions

This Proposal for Services, Schedule of Fees and Terms and Conditions for Professional Services are hereby accepted and executed by a duly authorized signatory, who by execution hereof, warrants that he/she has full authority to act for, in the name, and on behalf of _____.

By: _____

Title: _____

Printed/Typed Name: _____

Date: _____



The Proposal for Services, Schedule of Fees and Terms and Conditions for Professional Services may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by an e-mail delivery of a document in “.pdf” format, each such signature shall create a valid and binding obligation of the party executing the document, or on whose behalf each document is executed, with the same force and effect as if each such facsimile or “.pdf” signature were an original thereof.



TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

Including Site Investigation, Remediation, Geotechnical, Construction, And Testing

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These Terms and Conditions, together with H&H/GZA's Proposal, make up the Agreement between GZA and you, Client, named in the attached proposal.

BEFORE SIGNING THE PROPOSAL, BE SURE YOU READ AND UNDERSTAND THE PARAGRAPHS ENTITLED "INDEMNIFICATION" AND "LIMITATION OF REMEDIES" WHICH DEAL WITH THE ALLOCATION OF RISK BETWEEN YOU AND GZA.

1. **Services.** GZA will perform the services set forth in its Proposal and any amendments or change orders authorized by you. Any request or direction from you that would require extra work or additional time for performance or would result in an increase in GZA's costs will be the subject of a negotiated amendment or change order.
2. **Standard of Care; Warranties.**
 - a. GZA will perform the services with the degree of skill and care ordinarily exercised by qualified professionals performing the same type of services at the same time under similar conditions in the same or similar locality.
 - b. GZA warrants that its construction services will be of good quality, free of faults and defects and in conformance with the Proposal.
 - c. **EXCEPT AS SET FORTH IN SUBSECTIONS 2a AND 2b, ABOVE, NO WARRANTY, EXPRESS OR IMPLIED, INCLUDING WARRANTY OF MARKETABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS MADE OR INTENDED BY GZA'S PROPOSAL OR BY ANY OF GZA'S ORAL OR WRITTEN REPORTS.**
 - d. GZA assigns to you any manufacturers' warranties of equipment or materials purchased from others to the extent they are assignable, and your sole recourse will be against the manufacturer. Full risk of loss of materials and equipment will pass to you upon delivery to the Site, and you will be responsible for insuring and otherwise protecting them against theft and damage.
3. **Payment.**
 - a. Except as otherwise stated in the Proposal, you will compensate GZA for the services at the rates set forth in the applicable Proposal, amendment or change order; reimburse its expenses, which will include a communication fee calculated as a percentage of labor invoiced; and pay any sales or similar taxes thereon.
 - b. Any retainer specified in GZA's Proposal shall be due prior to the start of services and will be applied to the final invoice for services.
 - c. GZA will submit invoices monthly, and Client will forward to Prime within 30 days of invoice date. Client payment to GZA is due within 20 days of receipt of payment from Prime. Overdue payments will bear interest at 1½ percent per month or, if lower, the maximum lawful rate. GZA may terminate its services upon 10 days' written notice anytime your payment is overdue on this or any other project and you will pay for all services through termination, plus termination costs. You will reimburse GZA's costs of collecting overdue invoices, including reasonable attorneys' fees
4. **Your Responsibilities.**
 - a. Except as otherwise agreed, you will secure the approvals, permits, licenses, and consents necessary for performance of the services. If you are the owner or operator of the Site, you will provide GZA with all documents, plans, information concerning underground structures (including but not limited to utilities, conduits, pipes, and tanks), information related to hazardous materials or other environmental or geotechnical conditions at the Site and other information that may be pertinent to the services or, if you are not the owner or operator of the Site, you agree to make reasonable efforts to obtain these same documents and provide them to GZA. Unless otherwise indicated in writing, GZA will be entitled to rely on documents and information you provide.
 - b. If you use the services of a construction manager at the Site, you agree to use best and reasonable efforts to include in your agreement(s) with the construction contractor provisions obligating the latter:
 - (i) to indemnify and hold harmless, to the fullest extent permitted by law, you and GZA, its officers, employees and principals, for or on account of any claims, liabilities, costs and expenses, including attorneys' fees, arising out of or relating to the design or implementation of construction means, methods, procedures, techniques, and sequences of construction, including safety precautions or programs, of the contractor, or any of its subcontractors or any engineer engaged by it;
 - (ii) to name you and GZA as additional insureds under general liability and builder's risk insurance coverages maintained by the contractor, or any of its subcontractors; and
 - (iii) to require that all of its subcontractors agree and be bound to the obligations set forth in (i) and (ii) above.



- c. In the event that you are unable to secure such provisions in the agreement(s) with the construction contractor, you shall promptly notify GZA and GZA shall have the opportunity to negotiate with you reasonable substitute risk allocation and insurance indemnities and protections.
5. **Right of Entry; Site Restoration.** You grant GZA and its subcontractor(s) permission to enter the Site to perform the services. If you do not own the Site, you represent and warrant that the owner has granted permission for GZA to enter the Site and perform the services; you will provide reasonable verification on request; and you will indemnify GZA for any claims by the Site owner related to alleged trespass by GZA or its subcontractors. GZA will exercise reasonable care to limit damage to landscaping, paving, systems, and structures at the Site that may occur and you agree to compensate GZA for any restoration it is asked to perform, unless otherwise indicated in the Proposal.
6. **Underground Facilities.** GZA's only responsibility under this Section will be to provide proper notification to the applicable state utility "Call-Before-You-Dig" program. You further agree to assume responsibility for and to defend, indemnify and hold harmless GZA with respect to personal injury and property damages due to GZA's interference with subterranean structures including but not limited to utilities, conduits, pipes, and tanks:
- (i) that are not correctly shown on any plans and information you or governmental authorities provide to GZA; or
 - (ii) that are not correctly marked by the appropriate utility.
7. **Reliance.** The services, information, and other data furnished by you shall be at your expense, and GZA may rely upon all information and data that you furnish, including the accuracy and completeness thereof. You acknowledge that the quality of the services provided by GZA is directly related to the accuracy and completeness of the information and data that you furnish to GZA. **GZA's REPORTS ARE PREPARED FOR AND MADE AVAILABLE FOR YOUR SOLE USE. YOU ACKNOWLEDGE AND AGREE THAT USE OF OR RELIANCE UPON THE REPORT OR THE FINDINGS IN THE REPORT BY ANY OTHER PARTY, OR FOR ANY OTHER PROJECT OR PURPOSE, SHALL BE AT YOUR OR SUCH OTHER PARTY'S SOLE RISK AND WITHOUT ANY LIABILITY TO GZA.**
8. **Lab Tests and Samples.** GZA is entitled to rely on the results of laboratory tests using generally accepted methodologies. GZA may dispose of samples in accordance with applicable laws 30 days after submitting test results to you unless you request in writing for them to be returned to you or to be held longer, in which case you will compensate GZA for storage and/or shipping beyond 30 days.
9. **GZA Professionals.** GZA employees or consultants may act as licensed, certified, or registered professionals (including but not limited to Professional Engineers, Licensed Site or Environmental Professionals, or Certified Industrial Hygienists collectively referred to in this section as "GZA Professionals") whose duties may include the rendering of independent professional opinions. You acknowledge that a federal, state, or local agency or other third party may audit the services of GZA or other contractor/consultant(s), which audit may require additional services, even though GZA and such GZA Professionals have each performed such services in accordance with the standard of care set forth herein. You agree to compensate GZA for all services performed in response to such an audit, or to meet additional requirements resulting from such an audit, at the rates set forth in the applicable Proposal, amendment or change order.
10. **Hazardous Materials; GZA "Not a Generator."** Before any hazardous or contaminated materials are removed from the Site, you will sign manifests naming you as the generator of the waste (or, if you are not the generator, you will arrange for the generator to sign). You will select the treatment or disposal facility to which any waste is taken. GZA will not be the generator or owner of, nor will it possess, take title to, or assume legal liability for any hazardous or contaminated materials at or removed from the Site. GZA will not have responsibility for or control of the Site or of operations or activities at the Site other than its own. GZA will not undertake, arrange for, or control the handling, treatment, storage, removal, shipment, transportation, or disposal of any hazardous or contaminated materials at or removed from the Site, other than any laboratory samples it collects or tests. You agree to defend, indemnify, and hold GZA harmless for any costs or liability incurred by GZA in defense of or in payment for any legal actions in which it is alleged that GZA is the owner, generator, treater, storer or disposer of hazardous waste.
11. **Limits on GZA's Responsibility.** GZA will not be responsible for the acts or omissions of contractors or others at the Site, except for its own subcontractors and employees. GZA will not supervise, direct or assume control over or the authority to stop any contractor's work, nor shall GZA's professional activities nor the presence of GZA or its employees and subcontractors be construed to imply that GZA has authority over or responsibility for the means, methods, techniques, sequences or procedures of construction, for work site health or safety precautions or programs, or for any failure of contractors to comply with contracts, plans, specifications or laws. Any opinions by GZA of probable costs of labor, materials, equipment, or services to be furnished by others are strictly estimates and are not a guarantee that actual costs will be consistent with the estimates.
12. **Changed Conditions.**
- a. You recognize the uncertainties related to environmental and geotechnical services, which often require a phased or exploratory approach, with the need for additional services becoming apparent during the initial services. You also recognize that actual conditions



encountered may vary significantly from those anticipated, that laws and regulations are subject to change, and that the requirements of regulatory authorities are often unpredictable.

- b. If changed or unanticipated conditions or delays make additional services necessary or result in additional costs or time for performance, GZA will notify you and the parties will negotiate appropriate changes to the scope of services, compensation, and schedule.
- c. If no agreement can be reached, GZA will be entitled to terminate its services and to be equitably compensated for the services already performed. GZA will not be responsible for delays or failures to perform due to weather, labor disputes, intervention by or inability to get approvals from public authorities, acts or omissions on your part, or any other causes beyond GZA's reasonable control, and you will compensate GZA for any resulting increase in its costs.

13. Documents and Information. All documents, data, calculations, and work papers prepared or furnished by GZA are instruments of service and will remain GZA's property. Designs, reports, data, and other work product delivered to you are for your use only, for the limited purposes disclosed to GZA. Any delayed use, use at another site, use on another project, or use by a third party will be at the user's sole risk, and without any liability to GZA. Any technology, methodology or technical information learned or developed by GZA will remain its property. Provided GZA is not in default under this Agreement, GZA's designs will not be used to complete this project by others, except by written agreement relating to use, liability, and compensation.

14. Electronic Media. In accepting and utilizing any drawings, reports, and data on any form of electronic media generated by GZA, you covenant and agree that all such electronic files are instruments of service of GZA, who shall be deemed the author and shall retain all common law, statutory law, and other rights, including copyrights. In the event of a conflict between the signed documents prepared by GZA and electronic files, the signed documents shall govern. You agree not to reuse these electronic files, in whole or in part, for any purpose or project other than the project that is the subject of this Agreement. Any transfer of these electronic files to others or reuse or modifications to such files by you without the prior written consent of GZA will be at the user's sole risk and without any liability to GZA.

15. Confidentiality; Subpoenas. Information about this Agreement and GZA's services and information you provide to GZA regarding your business and the Site, other than information available to the public and information acquired from third parties, will be maintained in confidence and will not be disclosed to others without your consent, except as GZA reasonably believes is necessary: (a) to perform its services; (b) to comply with professional standards to protect public health, safety and the environment; and (c) to comply with laws and court orders. GZA will make reasonable efforts to give you prior notice of any disclosure under (b) or (c) above. Information available to the public and information acquired from third parties will not be considered confidential. You will reimburse GZA for responding to any subpoena or governmental inquiry or audit related to the services, at the rates set forth in the applicable Proposal, amendment or change order.

16. Insurance. During performance of the services, GZA will maintain workers compensation, commercial general liability, automobile liability, and professional liability/contractor's pollution liability insurance. GZA will furnish you certificates of such insurance on request.

17. Indemnification. You agree to hold harmless, indemnify, and defend GZA and its affiliates and subcontractors and their employees, officers, directors and agents (collectively referred to in this paragraph as "GZA") against all claims, suits, fines and penalties, including mandated cleanup costs and attorneys' fees and other costs of settlement and defense, which claims, suits, fines, penalties or costs arise out of or are related to this Agreement or the services, except to the extent they are caused by GZA's negligence or willful misconduct.

18. Limitation of Remedies.

- a. To the fullest extent permitted by law and notwithstanding anything else in this Agreement to the contrary, the aggregate liability of GZA and its affiliates and subcontractors and their employees, officers, directors and agents (collectively referred to in this paragraph as "GZA") for all claims arising out of this Agreement or the services is limited to \$50,000 or, if greater, 10% of the compensation received by GZA under this Agreement.
- b. You may elect to increase the limit of liability by paying an additional fee, such fee to be negotiated prior to the execution of this Agreement.
- c. Any claim will be deemed waived unless received by GZA within one year of substantial completion of the services.
- d. GZA will not be liable for lost profits, loss of use of property, delays, or other special, indirect, incidental, consequential, punitive, exemplary, or multiple damages.
- e. GZA will not be liable to you or the Site owner for injuries or deaths suffered by GZA's or its subcontractors' employees.
- f. You will look solely to GZA for your remedy for any claim arising out of or relating to this Agreement, including any claim arising out of or relating to alleged negligence or errors or omissions of any GZA principal, officer, employee, or agent.



19. Disputes.

- a. All disputes between you and GZA shall be subject to non-binding mediation.
- b. Either party may demand mediation by serving a written notice stating the essential nature of the dispute, the amount of time or money claimed, and requiring that the matter be mediated within forty-five (45) days of service of notice.
- c. The mediation shall be administered by the American Arbitration Association in accordance with its most recent Construction Mediation Rules, or by such other person or organization as the parties may agree upon.
- d. No action or suit may be commenced unless mediation has occurred but did not resolve the dispute, or unless a statute of limitation period would expire if suit were not filed prior to such forty-five (45) days after service of notice.

20. Miscellaneous.

- a. Illinois law shall govern this Agreement.
- b. The above terms and conditions regarding Limitation of Remedies and Indemnification shall survive the completion of the services under this Agreement and the termination of the contract for any cause.
- c. Any amendment to these Terms and Conditions must be in writing and signed by both parties.
- d. Having received these Terms and Conditions, your oral authorization to commence services, your actions, or your use of the Report or Work Product constitutes your acceptance of them.
- e. This Agreement supersedes any contract terms, purchase orders or other documents issued by you.
- f. Neither party may assign or transfer this Agreement or any rights or duties hereunder without the written consent of the other party.
- g. Your failure or the failure of your successors or assigns to receive payment or reimbursement from any other party for any reason whatsoever shall not absolve you, your successors or assigns of any obligation to pay any sum to GZA under this agreement.
- h. These Terms and Conditions shall govern over any inconsistent terms in GZA's Proposal.
- i. The provisions of this Agreement are severable; if any provision is unenforceable it shall be appropriately limited and given effect to the extent it is enforceable.
- j. The covenants and agreements contained in this Agreement shall apply to, inure to the benefit of and be binding upon the parties hereto and upon their respective successors and assigns.



Local Public Agency Lake County Division of Transportation	County Lake	Section Number 19-00-169-00-PV
Prime Consultant (Firm) Name Civiltech Engineering, Inc.	Prepared By LRR/JJR/BHS	Date 2/16/2023
Consultant / Subconsultant Name Huff & Huff, Inc., a subsidiary of GZA	Job Number TBD	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

PAYROLL ESCALATION TABLE

CONTRACT TERM	12	MONTHS	
START DATE	3/1/2023		
RAISE DATE	3/1/2023		
END DATE	2/29/2024		

OVERHEAD RATE	190.00%
COMPLEXITY FACTOR	0
% OF RAISE	2.00%

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	3/1/2023	3/1/2023	0	0.00%
1	3/2/2023	3/1/2024	12	102.00%

The total escalation = 2.00%

Local Public Agency**County****Section Number**

Lake County Division of Transportation

Lake

19-00-169-00-PV

Consultant / Subconsultant Name**Job Number**

Huff & Huff, Inc., a subsidiary of GZA

TBD

PAYROLL RATES**EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE**

MAXIMUM PAYROLL RATE	78.00
ESCALATION FACTOR	2.00%

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Associate Principal III	\$76.69	\$78.00
Associate Principal II	\$69.75	\$71.15
Associate Principal I	\$63.91	\$65.19
Senior Consultant II	\$77.36	\$78.00
Senior Consultant I	\$43.81	\$44.69
Senior Project Manager III	\$66.11	\$67.43
Senior Project Manager II	\$53.81	\$54.89
Senior Project Manager I	\$50.82	\$51.84
Senior Landscape Architect	\$57.23	\$58.37
Senior Planning PM	\$53.97	\$55.05
Senior Technical Specialist I	\$50.61	\$51.62
Senior Scientist PM II	\$53.71	\$54.78
Senior Technical Scientist	\$51.13	\$52.15
Scientist PM II	\$48.38	\$49.35
Scientist PM I	\$42.00	\$42.84
Assistant PM Scientist	\$35.09	\$35.79
Environmental Engineer PM I	\$46.21	\$47.13
Geotechnical Engineer PM I	\$43.14	\$44.00
Architect PM	\$48.56	\$49.53
Assistant PM Engineer I	\$42.02	\$42.86
Engineer II	\$29.21	\$29.79
Engineer I	\$32.16	\$32.80
Scientist E1	\$29.75	\$30.35
Technical Graphics Technician	\$25.15	\$25.65
Administrative Manager	\$46.64	\$47.57
Senior Administrative Assistant	\$32.81	\$33.47
Lead Word Processor	\$40.46	\$41.27

Local Public Agency

Lake County Division of Transportation

County

Lake

Section Number

19-00-169-00-PV

Consultant / Subconsultant Name

Huff & Huff, Inc., a subsidiary of GZA

Job Number

TBD

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	320	\$0.66	\$209.60
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost	4	\$5.40	\$21.60
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/MyIars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/MyIars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)		\$1,900.00	\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)	10	\$655.00	\$6,550.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Photoionization detector and field Kit expendibles	Daily Rate	1	\$130.00	\$130.00
Database Order corridor	Actual Cost	1	\$300.00	\$300.00
Lab:VOC=\$100; SVOC=\$160; total metals=\$125	SPLP=\$125; TCLP=\$125; pH=20			\$0.00
Driller	Daily Rate (1 needed)		\$2,750.00	\$0.00
TOTAL DIRECT COSTS:				\$7,211.20

Local Public Agency

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COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE **190.00%**

COMPLEXITY FACTOR **0**

TASK	DIRECT COSTS (not included in row totals)	STAFF HOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
Task 1: Wetland Delineation	58	11	547	1,040	181	0	1,768	5.15%
Task 2: Wetland Report	0	28	1,301	2,472	429	0	4,202	12.25%
Task 3: AJD/BV	58	8	410	778	135	0	1,323	3.86%
Task 4: CCDD	7,096	44	1,441	2,738	476	4,650	9,305	27.13%
Task 5: Section 404 Permitting	0	28	1,335	2,536	441	0	4,312	12.57%
Task 6: Wetland/Stormwater Permitting	0	20	961	1,826	317	0	3,104	9.05%
Task 7: QAQC	0	8	504	958	166	0	1,628	4.75%
Task 8: Project Management	0	7	448	851	148	0	1,447	4.22%
			-	-	-		-	
Subconsultant DL							\$0.00	
Direct Costs Total ==>	\$7,211.20						\$7,211.20	21.02%
TOTALS		154	6,947	13,199	2,293	4,650	34,300	78.98%

20,146

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**AVERAGE HOURLY PROJECT RATES
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET**

SHEET 1 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Task 1: Wetland Delineation			Task 2: Wetland Report			Task 3: AJD/BV			Task 4: CCDD			Task 5: Section 404 Permitting		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Associate Principal III	78.00	0.0																	
Associate Principal II	71.15	8.0	5.19%	3.70							1	12.50%	8.89						
Associate Principal I	65.19	2.0	1.30%	0.85															
Senior Consultant II	78.00	0.0																	
Senior Consultant I	44.69	0.0																	
Senior Project Manager III	67.43	0.0																	
Senior Project Manager II	54.89	8.0	5.19%	2.85													2	7.14%	3.92
Senior Project Manager I	51.84	0.0																	
Senior Landscape Architect	58.37	0.0																	
Senior Planning PM	55.05	0.0																	
Senior Technical Specialist I	51.62	0.0																	
Senior Scientist PM II	54.78	0.0																	
Senior Technical Scientist	52.15	74.0	48.05%	25.06	10	90.91%	47.41	22	78.57%	40.98	6	75.00%	39.11				20	71.43%	37.25
Scientist PM II	49.35	0.0																	
Scientist PM I	42.84	6.0	3.90%	1.67										6	13.64%	5.84			
Assistant PM Scientist	35.79	6.0	3.90%	1.39										6	13.64%	4.88			
Environmental Engineer PM I	47.13	0.0																	
Geotechnical Engineer PM I	44.00	0.0																	
Architect PM	49.53	0.0																	
Assistant PM Engineer I	42.86	0.0																	
Engineer II	29.79	0.0																	
Engineer I	32.80	0.0																	
Scientist E1	30.35	40.0	25.97%	7.88										30	68.18%	20.69	6	21.43%	6.50
Technical Graphics Technician	25.65	9.0	5.84%	1.50	1	9.09%	2.33	6	21.43%	5.50	1	12.50%	3.21	1	2.27%	0.58			
Administrative Manager	47.57	0.0																	
Senior Administrative Assistant	33.47	1.0	0.65%	0.22										1	2.27%	0.76			
Lead Word Processor	41.27	0.0																	
TOTALS		154.0	100%	\$45.12	11.0	100.00%	\$49.74	28.0	100%	\$46.47	8.0	100%	\$51.21	44.0	100%	\$32.76	28.0	100%	\$47.67

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AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 2 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Task 6: Wetland/Stormwater Permitting			Task 7: QAQC			Task 8: Project Management											
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Associate Principal III	78.00																		
Associate Principal II	71.15				4	50.00%	35.57	3	42.86%	30.49									
Associate Principal I	65.19							2	28.57%	18.63									
Senior Consultant II	78.00																		
Senior Consultant I	44.69																		
Senior Project Manager III	67.43																		
Senior Project Manager II	54.89	2	10.00%	5.49	4	50.00%	27.44												
Senior Project Manager I	51.84																		
Senior Landscape Architect	58.37																		
Senior Planning PM	55.05																		
Senior Technical Specialist I	51.62																		
Senior Scientist PM II	54.78																		
Senior Technical Scientist	52.15	14	70.00%	36.51				2	28.57%	14.90									
Scientist PM II	49.35																		
Scientist PM I	42.84																		
Assistant PM Scientist	35.79																		
Environmental Engineer PM I	47.13																		
Geotechnical Engineer PM I	44.00																		
Architect PM	49.53																		
Assistant PM Engineer I	42.86																		
Engineer II	29.79																		
Engineer I	32.80																		
Scientist E1	30.35	4	20.00%	6.07															
Technical Graphics Technician	25.65																		
Administrative Manager	47.57																		
Senior Administrative Assistant	33.47																		
Lead Word Processor	41.27																		
TOTALS		20.0	100%	\$48.06	8.0	100%	\$63.02	7.0	100%	\$64.02	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00



A Subsidiary of GZA



March 15, 2023

Petro Kravets, P.E.
Engineer IV
Civiltech Engineering, Inc.
Two Pierce Place, Suite 1400
Itasca, Illinois 60143

Via Email: PKravets@civiltechinc.com

**Re: Lake County Division of Transportation
Aptakisic Road Sidewalk Extension
Buffalo Grove and Unincorporated, Lake County, Illinois
Proposal No.: 81.P013149.23**

Dear Mr. Kravets:

Huff & Huff, Inc., a subsidiary of GZA, Inc. (H&H/GZA) is pleased to submit this proposal to Civiltech Engineering, Inc. (Client) for the Lake County Division of Transportation (LCDOT) Aptakisic Road Sidewalk Extension located within in Buffalo Grove and Unincorporated, Lake County, Illinois. Client has requested environmental services including completion of a wetland delineation and associated reporting, wetland permitting, as well as completion of an assessment for consideration of final disposition of spoils at a Clean Construction or Demolition Debris (CCDD) or uncontaminated soil fill operation (USFO) facility using the LPC-663 Form. This proposal presents our: Project Understanding; Scope of Services; Level of Effort, Cost, and Schedule; and Proposal Acceptance. Terms and Conditions are included as an attachment.

1. PROJECT UNDERSTANDING

LCDOT is proposing construction of a multi-use path along the south side of Aptakisic Road between Commonwealth Edison (ComEd) easement east of Buffalo Grove Road and Prairie Road. H&H/GZA understands that there is the presence of potential wetlands at the east end of the project limits, and that the proposed improvements are locally funded.

In preparing this proposal, H&H/GZA has made the following assumptions and comments:

- The project limits are those provided to H&H/GZA by Client on January 27, 2023.
- H&H/GZA will complete field delineations of wetlands and surface waters within the project limits, plus 100 feet beyond the project limits per the Lake County Watershed Development Ordinance (WDO), as amended October 13, 2020.
- Access to all areas within the project limits, as well as 100 feet beyond the project limits, to conduct field investigations will be provided by Client.
- Wetland mitigation design and mitigation coordination are not included in this scope of services.

GEOTECHNICAL
ENVIRONMENTAL
ECOLOGICAL
WATER
CONSTRUCTION
MANAGEMENT

915 Harger Road
Suite 330
Oak Brook, IL 60523
T: 630.684.9100
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www.huffnhuff.com
www.gza.com



2. SCOPE OF SERVICES

Task 1: Wetland and Surface Waters Delineation

H&H/GZA understands that regulated wetlands are potentially located within or adjacent to the project limits; current aerial photographs depict one wetland in the project vicinity. H&H/GZA proposes to conduct wetland and surface water delineations within the designated project limits in accordance with:

- The February 25, 2022, edition of the United States Army Corps of Engineers (USACE) Chicago District Nationwide Permit (NWP) Program;
- The USACE Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Midwest Region (Version 2.0), (Supplemental Wetland Manual); and
- The October 13, 2020, edition of the Lake County Watershed Development Ordinance (WDO).

A. Off-site Record/Document Review

The following records/documents will be reviewed prior to conducting the field investigation. Soils information will be reviewed to determine the soil types encountered during the delineation procedures. The sources to be reviewed and used include:

- Current and historic aerial photographs;
- U.S. Geological Survey (USGS), Topographic Maps;
- U.S. Fish and Wildlife Service (USFWS), NWI Maps;
- Lake County Wetland Inventory Maps;
- Lake County Advanced Identification of Aquatic Resources (ADID) Maps;
- Natural Resources Conservation Service (NRCS), Soil Survey of Lake County;
- Hydric Soils of the United States;
- Federal Emergency Management Agency (FEMA), Flood Insurance Rate Maps (FIRM); and
- USGS, Hydrologic Atlases.

Actively farmed agricultural land is present within the project limits. Therefore, completing a farmed wetland determination (FWD) will be required and is not included within this scope of services.

B. On-Site Investigation (Field Inventory)

H&H/GZA proposes to conduct on-site investigations of all potential wetlands and surface waters within the project limits as well as confirm the absence of wetlands and surface waters if none are present. Proposed services include the identification and delineation of wetlands and surface waters. Wetland delineation field investigation activities include on-site testing for the presence of hydric soils, hydrophytic vegetation, and sufficient hydrology. A floristic quality assessment (FOA) will be conducted for each identified wetland. Functions of wetlands based on field observations will also be evaluated during the on-site investigation. Surface waters delineation field activities include the determination of the Ordinary High-Water Mark (OHWM) of identified waterways. H&H/GZA will also estimate wetlands and/or surface waters boundaries present within 100 feet of the project limits. This is necessary to determine buffer boundaries that may extend into the project limits. H&H/GZA will survey the boundaries of delineated wetlands and surface waters and will provide global positioning system (GPS) data for wetland and surface waters boundaries.

Field delineations will be completed within the designated growing season for Lake County, which is between May 15 and October 1. Delineations conducted outside this timeframe may be considered preliminary and insufficient for permitting purposes. If the delineation is completed outside of the growing season, additional field visits will be required, which are not included in this scope.



Task 2: Wetland Report

Upon completion of Task 1, a Wetland Delineation Report will be prepared summarizing the findings of the off-site record/document review and the on-site investigation. This report will be submitted to the Client as a PDF only. H&H/GZA will provide Shapefiles and a MicroStation file of the wetland and surface waters boundaries. Specific items to be included in the report are as follows:

- Map showing the wetland and waterway boundaries within the project limits;
- Aerial photography depicting the appropriate limits of the delineated wetlands and waterways;
- USACE data sheets with FOAs, as required;
- Color photos of the wetlands and data points; and
- Written description of wetland functional classification.

The wetland and waterway boundary map will be derived from the GPS survey of these features. Shapefiles for the surveyed areas will be provided to the Client digitally. The wetland and waterway layers will be separated for use by the Client for their construction drawings.

Task 3: Jurisdictional Determination

Upon completion of Task 2, H&H/GZA will submit the Preliminary Jurisdictional Determination (PJD) and Boundary Verification (BV) request form to the Lake County Stormwater Management Commission (LCSMC) to obtain preliminary jurisdictional determinations from LCSMC and USACE, and wetland boundary concurrences from LCSMC. H&H/GZA will schedule and attend an on-site meeting with LCSMC and USACE to review the wetland limits for the PJD/BV. The fees associated with the LCSMC PJD/BV are not known at this time; therefore, are not included in this proposal. These fees are the responsibility of Client.

Task 4: LPC-663 Form Documentation (CCDD)

This task includes the following sub-tasks to complete:

A. Research and Listing Confirmation

H&H/GZA intends to obtain a database report covering the project corridor for review to identify PIPs associated with the project corridor to serve as the due diligence in support of the CCDD sampling.

B. Soil Sampling

An initial site visit will be conducted to mark boring locations for utility locates and to assess the project corridor to confirm any changes to the due diligence based on the current database report review. H&H/GZA proposes to conduct hand auger soil borings. One (1) day of field effort is included for the soil sampling effort for a total of up to four (4) locations. Soil samples will be collected to depths to approximately 2 to 3-feet below ground surface and field assessed with a photo-ionization detector (PID) and one sample will be submitted for laboratory analysis from each boring.

C. Laboratory Analytical

Up to one (1) sample per boring location will be laboratory analyzed specifically to characterize the soils according to classifications established in IDOT Article 669.05, for a total of up to four (4) samples. The samples are proposed for laboratory analysis for the contaminants of concern (COCs) per IDOT protocol, which include:

- 22 Total metals (Target Analyte List (TAL) minus Aluminum)
- SPLP/TCLP Metals (8 RCRA and Be, Co, Cu, Fe, Mn, Ni, and Zn)



- Volatile organic compounds (VOCs)
- Semi-volatile organic compounds (SVOCs)
- Soil pH

Due to the cost of IDOT protocol sampling methodology indicated above, we propose to analyze up to eight (8) samples for the IDOT protocol and the remaining locations would only have pH sampling in support of CCDD requirements.

D. Prepare LPC Form

H&H/GZA will prepare the LPC-663 Form documentation based on the results of the due diligence performed and laboratory analysis. The deliverable to Client will include a cover memo summarizing the research, sampling, and results, the LPC-Form (signed and stamped by a P.E or P.G.) and supporting documentation including a narrative of the due diligence, sampling and analytical results, photo-log, database, figures, aerial photos. Analytical results that do not achieve the MAC values (ineligible for CCDD disposal) and/or are not within the required soil pH range of 6.25 to 9.0 will be cited as exclusion zones and referenced as the appropriate IDOT Soil Classification per Article 669.05. Based on the results, we will provide recommendations regarding options for handling, reuse (if possible) and/or disposal (if necessary) at a Sanitary Landfill. Please note that if Sanitary Landfill disposal is necessary, additional analytical parameters will be required to obtain a profile to dispose of material as non-special waste. Landfill disposal characterization costs are not included with this proposal and would normally be included as a pay item in the bidding specifications.

E. CCDD Facility Coordination

Time under this task will be used to coordinate with various CCDD and/or USFO facilities that are pre-approved for receiving uncontaminated soil and/or CCDD from LCDOT projects. H&H/GZA will submit LPC-Form documentation from this specific project to the facilities, including Thelen Sand & Gravel, in order to secure a minimum of three (3) project-specific, pre-approval letters for incorporation into the bidding specifications. However, it should be noted that CCDD and USFO facility response is beyond our control and in some cases, it may be problematic to receive a minimum of three (3) pre-authorizations. We understand Client will include language within the bidding specifications to encourage bidding contractors to utilize one of the pre-approved facilities for off-site final disposition of spoils from this project.

Task 5: USACE Chicago District Section 404 Permitting, If Required

A Section 404 permit will be required for this project from the USACE, should impacts be proposed to USACE jurisdictional resources. If required, H&H/GZA will develop the necessary Section 404 permit application for submittal to the Client for review. H&H/GZA will coordinate with the Client on the permit application submittal process. The USACE Chicago District NWP Program is meant to simplify and expedite specific types of projects. Most NWPs have automatically authorized Section 401 Water Quality Certification (WQC) from the IEPA.

H&H/GZA anticipates that this project will qualify for NWP #42 (Recreational Facilities), which authorizes the construction or expansion of recreational facilities. Examples of recreational facilities that may be authorized by this NWP include playing fields (e.g., football fields, baseball fields), hiking trails, bike paths, golf courses, ski areas, horse paths, nature centers, and campgrounds (excluding recreational vehicle parks).

However, if impacts exceed 0.5-acre per wetland or more than 300 linear feet per waterway, an Individual Permit will be required. Costs provided for this task are based on the project meeting the criteria for an NWP. Individual Permits require a public notice period as well as separate WQC from the IEPA. The Individual Permit process can take significantly more time than the NWP process and may require a Section 401 Anti-degradation Assessment from the Illinois EPA. This scope does not include permitting assistance for an Individual Permit.



The Section 404 permit application will be submitted to the USACE electronically and paper copies will not be provided. This task includes one initial submittal and two re-submittals of permitting information, if necessary. H&H/GZA will coordinate with Client on the permit application submittal process. Time under this task includes attending one virtual pre-application meeting as well as preparing an agenda and associated meeting minutes.

The permitting process through the USACE for jurisdictional wetlands is initiated by the submittal of the Pre-Construction Notification (PCN) form for Section 404 permits. During the USACE Section 404 review process, the USACE will coordinate with the following agencies:

- U.S. Fish and Wildlife Service (USFWS);
- Illinois Environmental Protection Agency (IEPA, 401 Water Quality Certification);
- Illinois Department of Natural Resources (IDNR);
- Illinois Department of Natural Resources/Office of Water Resources (IDNR/OWR);
- Illinois State Historic Preservation Office (SHPO); and
- McHenry-Lake Soil and Water Conservation District (SWCD).

This scope assumes mitigation for impacts to wetlands and/or waterways will be accomplished via purchasing credits at a mitigation bank. This task includes time for coordination to assist with finding mitigation bank credits for the project. This scope does not include mitigation design or development of onsite mitigation concepts. If purchasing bank credits is determined to not be a viable mitigation option and design or other mitigation services be needed, H&H/GZA will prepare a supplemental scope for this effort.

Task 6: Wetland/Stormwater Permitting

LCSMC is limited to regulating isolated waterways, isolated wetlands, and their associated buffers within Lake County for LCDOT projects. If any of the wetlands delineated are considered isolated, permitting through LCSMC is anticipated.

H&H/GZA will assist the Client in preparing the necessary sections for the LCSMC permit submittal for the proposed project. H&H/GZA will provide narrative for the permit portions involving wetlands, surface waters, buffers, and soil, erosion, and sediment control. The remaining portions for the LCSMC permit submittal will be prepared by the Client.

LCSMC has submittal fees for wetland permitting. Because these fees may vary, they are not included in this scope of work. Any permitting fees that are incurred will be paid by the Client.

This task assumes that all paper copies of permit submittals will be completed by the Client. This scope includes the original submittal to LCSMC and two additional submittals to address comments.

Task 7: QA/QC

Time under this task includes Quality Assurance/Quality Control time for the reports as described above.

Task 8: Project Administration

Time under this task includes project administration and management activities that include cost and schedule tracking, coordination with Client on authorized activities, memo production and other in-house management activities, and project closeout. This task includes preparing a Health and Safety Plan as appropriate for the project and tasks.



3. LEVEL OF EFFORT, COST, AND SCHEDULE

The wetland and surface waters delineation will be completed during the growing season, approximately between May 15 and October 1, with an anticipated completion of the Wetland Delineation Report within four weeks of field work. Permitting tasks will be coordinated with the Client to meet LCDOT deadlines.

The CCDD work will commence within 5 days of the notice to proceed (NTP). However, as we are in winter, it is important to note that we are unable to complete soil sampling via hand auger under frost conditions and therefore we intend to commence with the CCDD scope in Spring 2023. The CCDD task will require approximately eight weeks to complete. If an expedited schedule is necessary, H&H/GZA will coordinate with Client to establish a schedule that is appropriate for the project needs.

The estimated hours and costs for this scope of work is presented in the attached Cost Estimate of Consultant Services (CECS). Costs will be invoiced as a cost-plus fixed fee.

4. PROPOSAL ACCEPTANCE

Conditions of Engagement

The conditions of engagement are described in the attached Terms and Conditions for Professional Services. H&H/GZA's report will be prepared on behalf of and for the exclusive use of Client. Client acknowledges and agrees that the report and the findings in the report shall not, in whole or in part, be disseminated or conveyed to any other party, or used or relied upon by any other party, in whole or in part, except for the specific purpose and to the specific parties alluded to above, without the written consent of H&H/GZA. H&H/GZA would be pleased to discuss the conditions associated with any additional dissemination, use, or reliance by other parties.

Acceptance

This agreement may be accepted by signing in the appropriate space below and returning one complete copy to H&H/GZA. This proposal is valid for a period of 60 days from the date of issue.

We appreciate the opportunity to submit this proposal. Please feel free to contact the undersigned at (630) 684-4425 with any questions.

Very truly yours,
Huff & Huff, Inc./GZA, Inc.

Baron Stuedemann, P.E., P.W.S.
Associate Principal

Jeremy J. Reynolds
Associate Principal



Attachments: Terms and Conditions

This Proposal for Services, Schedule of Fees and Terms and Conditions for Professional Services are hereby accepted and executed by a duly authorized signatory, who by execution hereof, warrants that he/she has full authority to act for, in the name, and on behalf of _____.

By: _____ Title: _____

Printed/Typed Name: _____ Date: _____

The Proposal for Services, Schedule of Fees and Terms and Conditions for Professional Services may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by an e-mail delivery of a document in ".pdf" format, each such signature shall create a valid and binding obligation of the party executing the document, or on whose behalf each document is executed, with the same force and effect as if each such facsimile or ".pdf" signature were an original thereof.



TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

Including Site Investigation, Remediation, Geotechnical, Construction, And Testing

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These Terms and Conditions, together with H&H/GZA's Proposal, make up the Agreement between GZA and you, Client, named in the attached proposal.

BEFORE SIGNING THE PROPOSAL, BE SURE YOU READ AND UNDERSTAND THE PARAGRAPHS ENTITLED "INDEMNIFICATION" AND "LIMITATION OF REMEDIES" WHICH DEAL WITH THE ALLOCATION OF RISK BETWEEN YOU AND GZA.

1. **Services.** GZA will perform the services set forth in its Proposal and any amendments or change orders authorized by you. Any request or direction from you that would require extra work or additional time for performance or would result in an increase in GZA's costs will be the subject of a negotiated amendment or change order.
2. **Standard of Care; Warranties.**
 - a. GZA will perform the services with the degree of skill and care ordinarily exercised by qualified professionals performing the same type of services at the same time under similar conditions in the same or similar locality.
 - b. GZA warrants that its construction services will be of good quality, free of faults and defects and in conformance with the Proposal.
 - c. **EXCEPT AS SET FORTH IN SUBSECTIONS 2a AND 2b, ABOVE, NO WARRANTY, EXPRESS OR IMPLIED, INCLUDING WARRANTY OF MARKETABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS MADE OR INTENDED BY GZA'S PROPOSAL OR BY ANY OF GZA'S ORAL OR WRITTEN REPORTS.**
 - d. GZA assigns to you any manufacturers' warranties of equipment or materials purchased from others to the extent they are assignable, and your sole recourse will be against the manufacturer. Full risk of loss of materials and equipment will pass to you upon delivery to the Site, and you will be responsible for insuring and otherwise protecting them against theft and damage.
3. **Payment.**
 - a. Except as otherwise stated in the Proposal, you will compensate GZA for the services at the rates set forth in the applicable Proposal, amendment or change order; reimburse its expenses, which will include a communication fee calculated as a percentage of labor invoiced; and pay any sales or similar taxes thereon.
 - b. Any retainer specified in GZA's Proposal shall be due prior to the start of services and will be applied to the final invoice for services.
 - c. GZA will submit invoices monthly, and Client will forward to Prime within 30 days of invoice date. Client payment to GZA is due within 20 days of receipt of payment from Prime. Overdue payments will bear interest at 1½ percent per month or, if lower, the maximum lawful rate. GZA may terminate its services upon 10 days' written notice anytime your payment is overdue on this or any other project and you will pay for all services through termination, plus termination costs. You will reimburse GZA's costs of collecting overdue invoices, including reasonable attorneys' fees
4. **Your Responsibilities.**
 - a. Except as otherwise agreed, you will secure the approvals, permits, licenses, and consents necessary for performance of the services. If you are the owner or operator of the Site, you will provide GZA with all documents, plans, information concerning underground structures (including but not limited to utilities, conduits, pipes, and tanks), information related to hazardous materials or other environmental or geotechnical conditions at the Site and other information that may be pertinent to the services or, if you are not the owner or operator of the Site, you agree to make reasonable efforts to obtain these same documents and provide them to GZA. Unless otherwise indicated in writing, GZA will be entitled to rely on documents and information you provide.
 - b. If you use the services of a construction manager at the Site, you agree to use best and reasonable efforts to include in your agreement(s) with the construction contractor provisions obligating the latter:
 - (i) to indemnify and hold harmless, to the fullest extent permitted by law, you and GZA, its officers, employees and principals, for or on account of any claims, liabilities, costs and expenses, including attorneys' fees, arising out of or relating to the design or implementation of construction means, methods, procedures, techniques, and sequences of construction, including safety precautions or programs, of the contractor, or any of its subcontractors or any engineer engaged by it;
 - (ii) to name you and GZA as additional insureds under general liability and builder's risk insurance coverages maintained by the contractor, or any of its subcontractors; and
 - (iii) to require that all of its subcontractors agree and be bound to the obligations set forth in (i) and (ii) above.



- c. In the event that you are unable to secure such provisions in the agreement(s) with the construction contractor, you shall promptly notify GZA and GZA shall have the opportunity to negotiate with you reasonable substitute risk allocation and insurance indemnities and protections.
5. **Right of Entry; Site Restoration.** You grant GZA and its subcontractor(s) permission to enter the Site to perform the services. If you do not own the Site, you represent and warrant that the owner has granted permission for GZA to enter the Site and perform the services; you will provide reasonable verification on request; and you will indemnify GZA for any claims by the Site owner related to alleged trespass by GZA or its subcontractors. GZA will exercise reasonable care to limit damage to landscaping, paving, systems, and structures at the Site that may occur and you agree to compensate GZA for any restoration it is asked to perform, unless otherwise indicated in the Proposal.
6. **Underground Facilities.** GZA's only responsibility under this Section will be to provide proper notification to the applicable state utility "Call-Before-You-Dig" program. You further agree to assume responsibility for and to defend, indemnify and hold harmless GZA with respect to personal injury and property damages due to GZA's interference with subterranean structures including but not limited to utilities, conduits, pipes, and tanks:
- (i) that are not correctly shown on any plans and information you or governmental authorities provide to GZA; or
 - (ii) that are not correctly marked by the appropriate utility.
7. **Reliance.** The services, information, and other data furnished by you shall be at your expense, and GZA may rely upon all information and data that you furnish, including the accuracy and completeness thereof. You acknowledge that the quality of the services provided by GZA is directly related to the accuracy and completeness of the information and data that you furnish to GZA. **GZA's REPORTS ARE PREPARED FOR AND MADE AVAILABLE FOR YOUR SOLE USE. YOU ACKNOWLEDGE AND AGREE THAT USE OF OR RELIANCE UPON THE REPORT OR THE FINDINGS IN THE REPORT BY ANY OTHER PARTY, OR FOR ANY OTHER PROJECT OR PURPOSE, SHALL BE AT YOUR OR SUCH OTHER PARTY'S SOLE RISK AND WITHOUT ANY LIABILITY TO GZA.**
8. **Lab Tests and Samples.** GZA is entitled to rely on the results of laboratory tests using generally accepted methodologies. GZA may dispose of samples in accordance with applicable laws 30 days after submitting test results to you unless you request in writing for them to be returned to you or to be held longer, in which case you will compensate GZA for storage and/or shipping beyond 30 days.
9. **GZA Professionals.** GZA employees or consultants may act as licensed, certified, or registered professionals (including but not limited to Professional Engineers, Licensed Site or Environmental Professionals, or Certified Industrial Hygienists collectively referred to in this section as "GZA Professionals") whose duties may include the rendering of independent professional opinions. You acknowledge that a federal, state, or local agency or other third party may audit the services of GZA or other contractor/consultant(s), which audit may require additional services, even though GZA and such GZA Professionals have each performed such services in accordance with the standard of care set forth herein. You agree to compensate GZA for all services performed in response to such an audit, or to meet additional requirements resulting from such an audit, at the rates set forth in the applicable Proposal, amendment or change order.
10. **Hazardous Materials; GZA "Not a Generator."** Before any hazardous or contaminated materials are removed from the Site, you will sign manifests naming you as the generator of the waste (or, if you are not the generator, you will arrange for the generator to sign). You will select the treatment or disposal facility to which any waste is taken. GZA will not be the generator or owner of, nor will it possess, take title to, or assume legal liability for any hazardous or contaminated materials at or removed from the Site. GZA will not have responsibility for or control of the Site or of operations or activities at the Site other than its own. GZA will not undertake, arrange for, or control the handling, treatment, storage, removal, shipment, transportation, or disposal of any hazardous or contaminated materials at or removed from the Site, other than any laboratory samples it collects or tests. You agree to defend, indemnify, and hold GZA harmless for any costs or liability incurred by GZA in defense of or in payment for any legal actions in which it is alleged that GZA is the owner, generator, treater, storer or disposer of hazardous waste.
11. **Limits on GZA's Responsibility.** GZA will not be responsible for the acts or omissions of contractors or others at the Site, except for its own subcontractors and employees. GZA will not supervise, direct or assume control over or the authority to stop any contractor's work, nor shall GZA's professional activities nor the presence of GZA or its employees and subcontractors be construed to imply that GZA has authority over or responsibility for the means, methods, techniques, sequences or procedures of construction, for work site health or safety precautions or programs, or for any failure of contractors to comply with contracts, plans, specifications or laws. Any opinions by GZA of probable costs of labor, materials, equipment, or services to be furnished by others are strictly estimates and are not a guarantee that actual costs will be consistent with the estimates.
12. **Changed Conditions.**
- a. You recognize the uncertainties related to environmental and geotechnical services, which often require a phased or exploratory approach, with the need for additional services becoming apparent during the initial services. You also recognize that actual conditions



encountered may vary significantly from those anticipated, that laws and regulations are subject to change, and that the requirements of regulatory authorities are often unpredictable.

- b. If changed or unanticipated conditions or delays make additional services necessary or result in additional costs or time for performance, GZA will notify you and the parties will negotiate appropriate changes to the scope of services, compensation, and schedule.
- c. If no agreement can be reached, GZA will be entitled to terminate its services and to be equitably compensated for the services already performed. GZA will not be responsible for delays or failures to perform due to weather, labor disputes, intervention by or inability to get approvals from public authorities, acts or omissions on your part, or any other causes beyond GZA's reasonable control, and you will compensate GZA for any resulting increase in its costs.

13. Documents and Information. All documents, data, calculations, and work papers prepared or furnished by GZA are instruments of service and will remain GZA's property. Designs, reports, data, and other work product delivered to you are for your use only, for the limited purposes disclosed to GZA. Any delayed use, use at another site, use on another project, or use by a third party will be at the user's sole risk, and without any liability to GZA. Any technology, methodology or technical information learned or developed by GZA will remain its property. Provided GZA is not in default under this Agreement, GZA's designs will not be used to complete this project by others, except by written agreement relating to use, liability, and compensation.

14. Electronic Media. In accepting and utilizing any drawings, reports, and data on any form of electronic media generated by GZA, you covenant and agree that all such electronic files are instruments of service of GZA, who shall be deemed the author and shall retain all common law, statutory law, and other rights, including copyrights. In the event of a conflict between the signed documents prepared by GZA and electronic files, the signed documents shall govern. You agree not to reuse these electronic files, in whole or in part, for any purpose or project other than the project that is the subject of this Agreement. Any transfer of these electronic files to others or reuse or modifications to such files by you without the prior written consent of GZA will be at the user's sole risk and without any liability to GZA.

15. Confidentiality; Subpoenas. Information about this Agreement and GZA's services and information you provide to GZA regarding your business and the Site, other than information available to the public and information acquired from third parties, will be maintained in confidence and will not be disclosed to others without your consent, except as GZA reasonably believes is necessary: (a) to perform its services; (b) to comply with professional standards to protect public health, safety and the environment; and (c) to comply with laws and court orders. GZA will make reasonable efforts to give you prior notice of any disclosure under (b) or (c) above. Information available to the public and information acquired from third parties will not be considered confidential. You will reimburse GZA for responding to any subpoena or governmental inquiry or audit related to the services, at the rates set forth in the applicable Proposal, amendment or change order.

16. Insurance. During performance of the services, GZA will maintain workers compensation, commercial general liability, automobile liability, and professional liability/contractor's pollution liability insurance. GZA will furnish you certificates of such insurance on request.

17. Indemnification. You agree to hold harmless, indemnify, and defend GZA and its affiliates and subcontractors and their employees, officers, directors and agents (collectively referred to in this paragraph as "GZA") against all claims, suits, fines and penalties, including mandated cleanup costs and attorneys' fees and other costs of settlement and defense, which claims, suits, fines, penalties or costs arise out of or are related to this Agreement or the services, except to the extent they are caused by GZA's negligence or willful misconduct.

18. Limitation of Remedies.

- a. To the fullest extent permitted by law and notwithstanding anything else in this Agreement to the contrary, the aggregate liability of GZA and its affiliates and subcontractors and their employees, officers, directors and agents (collectively referred to in this paragraph as "GZA") for all claims arising out of this Agreement or the services is limited to \$50,000 or, if greater, 10% of the compensation received by GZA under this Agreement.
- b. You may elect to increase the limit of liability by paying an additional fee, such fee to be negotiated prior to the execution of this Agreement.
- c. Any claim will be deemed waived unless received by GZA within one year of substantial completion of the services.
- d. GZA will not be liable for lost profits, loss of use of property, delays, or other special, indirect, incidental, consequential, punitive, exemplary, or multiple damages.
- e. GZA will not be liable to you or the Site owner for injuries or deaths suffered by GZA's or its subcontractors' employees.
- f. You will look solely to GZA for your remedy for any claim arising out of or relating to this Agreement, including any claim arising out of or relating to alleged negligence or errors or omissions of any GZA principal, officer, employee, or agent.



19. Disputes.

- a. All disputes between you and GZA shall be subject to non-binding mediation.
- b. Either party may demand mediation by serving a written notice stating the essential nature of the dispute, the amount of time or money claimed, and requiring that the matter be mediated within forty-five (45) days of service of notice.
- c. The mediation shall be administered by the American Arbitration Association in accordance with its most recent Construction Mediation Rules, or by such other person or organization as the parties may agree upon.
- d. No action or suit may be commenced unless mediation has occurred but did not resolve the dispute, or unless a statute of limitation period would expire if suit were not filed prior to such forty-five (45) days after service of notice.

20. Miscellaneous.

- a. Illinois law shall govern this Agreement.
- b. The above terms and conditions regarding Limitation of Remedies and Indemnification shall survive the completion of the services under this Agreement and the termination of the contract for any cause.
- c. Any amendment to these Terms and Conditions must be in writing and signed by both parties.
- d. Having received these Terms and Conditions, your oral authorization to commence services, your actions, or your use of the Report or Work Product constitutes your acceptance of them.
- e. This Agreement supersedes any contract terms, purchase orders or other documents issued by you.
- f. Neither party may assign or transfer this Agreement or any rights or duties hereunder without the written consent of the other party.
- g. Your failure or the failure of your successors or assigns to receive payment or reimbursement from any other party for any reason whatsoever shall not absolve you, your successors or assigns of any obligation to pay any sum to GZA under this agreement.
- h. These Terms and Conditions shall govern over any inconsistent terms in GZA's Proposal.
- i. The provisions of this Agreement are severable; if any provision is unenforceable it shall be appropriately limited and given effect to the extent it is enforceable.
- j. The covenants and agreements contained in this Agreement shall apply to, inure to the benefit of and be binding upon the parties hereto and upon their respective successors and assigns.



Local Public Agency Lake County Division of Transportation	County Lake	Section Number 19-00-169-00-PV
Prime Consultant (Firm) Name Civiltech Engineering, Inc.	Prepared By LRR/JJR/BHS	Date 2/16/2023
Consultant / Subconsultant Name Huff & Huff, Inc., a subsidiary of GZA	Job Number TBD	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

PAYROLL ESCALATION TABLE

CONTRACT TERM	12	MONTHS	OVERHEAD RATE	190.00%
START DATE	3/1/2023		COMPLEXITY FACTOR	0
RAISE DATE	3/1/2023		% OF RAISE	2.00%
END DATE	2/29/2024			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	3/1/2023	3/1/2023	0	0.00%
1	3/2/2023	3/1/2024	12	102.00%

The total escalation = 2.00%

Local Public Agency**County****Section Number**

Lake County Division of Transportation

Lake

19-00-169-00-PV

Consultant / Subconsultant Name**Job Number**

Huff & Huff, Inc., a subsidiary of GZA

TBD

PAYROLL RATES**EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE**

MAXIMUM PAYROLL RATE	78.00
ESCALATION FACTOR	2.00%

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Associate Principal III	\$76.69	\$78.00
Associate Principal II	\$69.75	\$71.15
Associate Principal I	\$63.91	\$65.19
Senior Consultant II	\$77.36	\$78.00
Senior Consultant I	\$43.81	\$44.69
Senior Project Manager III	\$66.11	\$67.43
Senior Project Manager II	\$53.81	\$54.89
Senior Project Manager I	\$50.82	\$51.84
Senior Landscape Architect	\$57.23	\$58.37
Senior Planning PM	\$53.97	\$55.05
Senior Technical Specialist I	\$50.61	\$51.62
Senior Scientist PM II	\$53.71	\$54.78
Senior Technical Scientist	\$51.13	\$52.15
Scientist PM II	\$48.38	\$49.35
Scientist PM I	\$42.00	\$42.84
Assistant PM Scientist	\$35.09	\$35.79
Environmental Engineer PM I	\$46.21	\$47.13
Geotechnical Engineer PM I	\$43.14	\$44.00
Architect PM	\$48.56	\$49.53
Assistant PM Engineer I	\$42.02	\$42.86
Engineer II	\$29.21	\$29.79
Engineer I	\$32.16	\$32.80
Scientist E1	\$29.75	\$30.35
Technical Graphics Technician	\$25.15	\$25.65
Administrative Manager	\$46.64	\$47.57
Senior Administrative Assistant	\$32.81	\$33.47
Lead Word Processor	\$40.46	\$41.27

Local Public Agency

Lake County Division of Transportation

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DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	320	\$0.66	\$209.60
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost	4	\$5.40	\$21.60
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)		\$1,750.00	\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)	4	\$655.00	\$2,620.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Photoionization detector and Field Kit Expendible	Daily Rate	1	\$130.00	\$130.00
Database Order corridor	Actual Cost	1	\$300.00	\$300.00
Lab:VOC=\$100; SVOC=\$160; total metals=\$125	SPLP=\$125; TCLP=\$125; pH=\$20			\$0.00
Driller	Daily Rate (1/2 needed)		\$1,900.00	\$0.00
TOTAL DIRECT COSTS:				\$3,281.20

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Consultant / Subconsultant Name

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COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE **190.00%**

COMPLEXITY FACTOR **0**

TASK	DIRECT COSTS (not included in row totals)	STAFF HOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
Task 1: Wetland Delineation	58	9	443	841	146	0	1,430	5.18%
Task 2: Wetland Report	0	24	1,093	2,076	361	0	3,530	12.78%
Task 3: AJD/BV	58	8	410	778	135	0	1,323	4.79%
Task 4: CCDD	3,166	37	1,211	2,301	400	3,650	7,562	27.38%
Task 5: Section 404 Permitting	0	28	1,335	2,536	441	0	4,312	15.61%
Task 6: Wetland/Stormwater Permitting	0	20	961	1,826	317	0	3,104	11.24%
Task 7: QAQC	0	8	504	958	166	0	1,628	5.89%
Task 8: Project Management	0	7	448	851	148	0	1,447	5.24%
			-	-	-		-	
Subconsultant DL							\$0.00	
Direct Costs Total ==>	\$3,281.20						\$3,281.20	11.88%
TOTALS		141	6,405	12,167	2,114	3,650	27,617	88.12%

18,572

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**AVERAGE HOURLY PROJECT RATES
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET**

SHEET 1 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Task 1: Wetland Delineation			Task 2: Wetland Report			Task 3: AJD/BV			Task 4: CCDD			Task 5: Section 404 Permitting		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Associate Principal III	78.00	0.0																	
Associate Principal II	71.15	8.0	5.67%	4.04							1	12.50%	8.89						
Associate Principal I	65.19	2.0	1.42%	0.92															
Senior Consultant II	78.00	0.0																	
Senior Consultant I	44.69	0.0																	
Senior Project Manager III	67.43	0.0																	
Senior Project Manager II	54.89	8.0	5.67%	3.11													2	7.14%	3.92
Senior Project Manager I	51.84	0.0																	
Senior Landscape Architect	58.37	0.0																	
Senior Planning PM	55.05	0.0																	
Senior Technical Specialist I	51.62	0.0																	
Senior Scientist PM II	54.78	0.0																	
Senior Technical Scientist	52.15	68.0	48.23%	25.15	8	88.89%	46.36	18	75.00%	39.11	6	75.00%	39.11				20	71.43%	37.25
Scientist PM II	49.35	0.0																	
Scientist PM I	42.84	5.0	3.55%	1.52										5	13.51%	5.79			
Assistant PM Scientist	35.79	5.0	3.55%	1.27										5	13.51%	4.84			
Environmental Engineer PM I	47.13	0.0																	
Geotechnical Engineer PM I	44.00	0.0																	
Architect PM	49.53	0.0																	
Assistant PM Engineer I	42.86	0.0																	
Engineer II	29.79	0.0																	
Engineer I	32.80	0.0																	
Scientist E1	30.35	35.0	24.82%	7.53										25	67.57%	20.50	6	21.43%	6.50
Technical Graphics Technician	25.65	9.0	6.38%	1.64	1	11.11%	2.85	6	25.00%	6.41	1	12.50%	3.21	1	2.70%	0.69			
Administrative Manager	47.57	0.0																	
Senior Administrative Assistant	33.47	1.0	0.71%	0.24										1	2.70%	0.90			
Lead Word Processor	41.27	0.0																	
TOTALS		141.0	100%	\$45.42	9.0	100.00%	\$49.21	24.0	100%	\$45.53	8.0	100%	\$51.21	37.0	100%	\$32.73	28.0	100%	\$47.67

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19-00-169-00-PV

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Huff & Huff, Inc., a subsidiary of GZA

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AVERAGE HOURLY PROJECT RATES
 EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 2 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Task 6: Wetland/Stormwater Permitting			Task 7: QAQC			Task 8: Project Management											
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Associate Principal III	78.00																		
Associate Principal II	71.15				4	50.00%	35.57	3	42.86%	30.49									
Associate Principal I	65.19							2	28.57%	18.63									
Senior Consultant II	78.00																		
Senior Consultant I	44.69																		
Senior Project Manager III	67.43																		
Senior Project Manager II	54.89	2	10.00%	5.49	4	50.00%	27.44												
Senior Project Manager I	51.84																		
Senior Landscape Architect	58.37																		
Senior Planning PM	55.05																		
Senior Technical Specialist I	51.62																		
Senior Scientist PM II	54.78																		
Senior Technical Scientist	52.15	14	70.00%	36.51				2	28.57%	14.90									
Scientist PM II	49.35																		
Scientist PM I	42.84																		
Assistant PM Scientist	35.79																		
Environmental Engineer PM I	47.13																		
Geotechnical Engineer PM I	44.00																		
Architect PM	49.53																		
Assistant PM Engineer I	42.86																		
Engineer II	29.79																		
Engineer I	32.80																		
Scientist E1	30.35	4	20.00%	6.07															
Technical Graphics Technician	25.65																		
Administrative Manager	47.57																		
Senior Administrative Assistant	33.47																		
Lead Word Processor	41.27																		
TOTALS		20.0	100%	\$48.06	8.0	100%	\$63.02	7.0	100%	\$64.02	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00

EXHIBIT F

Subconsultant Proposal
Santacruz Land Acquisitions



Proposal to Furnish Design Engineering Services
Prairie Road Resurfacing and Aptakistic Road Bike Path

Lake County Division of Transportation

SUBCONSULTANT QUALIFICATIONS

Santacruz Land Acquisitions

PROPOSAL FOR LAND ACQUISITION SERVICES

**Lake County Division of
Transportation**

Civiltech Engineering, Inc.



**Prairie Road Resurfacing
and Aptakisic Road Sidewalk**

**Santacruz Land
Acquisitions** 

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EXECUTIVE SUMMARY

We understand the importance of keeping on schedule. On-time lettings gives the Lake County Division of Transportation, the Local Public Agency (“LPA”) the best use of its resources and strengthens the efficiencies in the implementation of its roadway improvement program. To achieve your goals, it is critical that your land acquisition consultant understands the importance and addresses three critical issues in your acquisition of right of way:

- Deliver the right of way on-time to meet the letting
- Manage the acquisition risks, including the cost of condemnation litigation
- Compliance with land acquisition policies and procedures and FWHA policies that effect the certification and funding of your project.

CRITICAL ISSUE 1: DELIVER THE RIGHT-OF-WAY ON-TIME TO MEET LETTING

Delivery of right of way on-time keeps the project on its letting schedule. We understand that nothing is more important to the LPA.

We have assembled a team of industry leading right of way professionals that have years of experience working on land acquisition projects with the understanding of what needs to be done to complete an acquisition on time.

Santacruz Land Acquisitions (“Santacruz”) will work with the staff for the LPA and/or Civiltech Engineering, Inc., Engineer for the LPA, (“Consultant”) to develop a land acquisition plan for the Prairie Road Resurfacing and Aptakistic Road Sidewalk projects (the “Project”) to assure that the goals are met.

All of these efficiencies lead to ways in which we minimize our time with an acquisition and translate to your project staying on schedule.

CRITICAL ISSUE 2: MANAGE THE ACQUISITION RISKS

Equally important as the scheduled letting is the acquisition budget for the Project. Our team will suggest ways to minimize impacts and reduce costs in challenging acquisitions. We will also work with the LPA to minimize the condemnation referrals that impact the budget for this Project. At the same, our team will quickly identify parcels in the very beginning of the process that have title issues that can only be resolved through condemnation so that the team can develop strategies on moving the land acquisition process forward.

Your land acquisition consultant needs to have knowledge of the legal requirements necessary to position an agency for condemnation. Our team possesses that knowledge and has years of experience providing “expert witness” testimony in these matters.

Santacruz is made up of skilled right of way professionals with a vast background in real estate and civil engineering with respect to transportation projects which gives us the ability to recognize issues and resolve them before they create delays.

CRITICAL ISSUE 3: COMPLIANCE WITH GOVERNMENT REGULATIONS

All land acquisition services must be performed in accordance with the Uniform Relocation Assistance and Real Property Act. In addition, we are familiar with IDOT’s land acquisition guidelines, policies and procedures.

We apply our team’s extensive collective decades of experience complying with federal and state laws and maximizing the team’s knowledge of the land acquisition policies of IDOT.

ADDITIONAL COMPONENT OF OUR PROPOSAL: BEP UTILIZATION

Santacruz is a BEP with Central Management Services, a DBE with IDOT and an MBE with Cook County and the City of Chicago.

TEAM ORGANIZATION

Santacruz has assembled a versatile team of professional right of way consultants with the experience to deliver successful land acquisition services and meet the letting dates of the project. Javier Santacruz will lead the team as Project Manager. The team brings a wealth of experience in land acquisition for governmental agencies and related real estate law and civil engineering disciplines to assure the proper handling of even the most complicated of acquisitions. Additionally, the key members of the team have collaborated in the past on projects.

WHY SANTACRUZ LAND ACQUISITIONS?

As you review our proposal, you will see that the team that Santacruz Land Acquisitions has assembled is versatile, experienced and qualified to deliver the full scope of the land acquisition needs for the LPA. What sets apart our team is:

- Years of successful on-time delivery of right of way land acquisition services to various other agencies
- Diverse set of real estate acquisition disciplines including backgrounds in law and civil engineering
- Extensive experience with complex valuations and acquisitions
- Title review experience, including familiarity with all types of recorded documents affecting real estate and knowledge on how to the clear title
- Experience in reviewing plats and legal descriptions, as well as an ability to review and understand roadway construction plans
- Expertise with the Uniform Relocation Assistance and Real Property Act of 1970, as amended (Uniform Act), Illinois Eminent Domain Act (735 ILCS 30), IDOT Land Acquisition Guidelines.
- Familiarity with IDOT policies and procedures related to land acquisition and appraisals.

SUMMARY

With a long history of successful delivery of a variety of right of way projects on-time, within budget and to our client’s satisfaction, we look forward to the opportunity to assist the LPA with its land acquisition needs

COMPENSATION

Santacruz shall be entitled to the compensation as shown on the attached schedule. Our cost proposal, based on **seventeen (17)** projected parcels of right-of-way, is as follows:

NEGOTIATIONS: **\$56,100.00.**

As directed, **Santacruz** shall invoice the LPA or Consultant for any fees and charges related to the acquisitions including, without limitation, (i) the cost of the later date title commitments, (ii) the cost of title insurance policies obtained on the parcels to be acquired, (iii) the cost of recording any necessary documents to complete the conveyance and obtain clear title, (iv) lender's fees related to the processing of any partial releases needed to provide clear title, and (v) land trustee processing fees. **Santacruz** shall include **\$600.00** per parcel for these charges. **Santacruz** shall pay any such fees and charges in excess of the **\$600.00** per parcel allowance for which Santacruz Land Acquisitions shall be entitled to additional compensation in the amount of any such payments pursuant to a separate work order issued.

Based on the projected total number of parcels of right-of-way to be acquired for the Project, the land acquisition negotiation services provided herein are offered at a cost not to exceed **\$66,300.00** as follows (per the pricing schedule in Exhibit 3.a.):

Land Acquisition Services	\$56,100.00
Estimated Direct Billable Expenses	\$10,200.00

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TECHNICAL APPROACH

Santacruz shall perform all necessary services in the preparation of appraisals and review appraisals and the negotiation of the acquisition of necessary properties required for the completion of the Project. All services shall be performed in accordance with the policies and procedures of IDOT, as applicable, the Uniform Act and the Illinois Eminent Domain Act.

Santacruz agrees to perform the services as set forth herein as well as furnish and deliver to the LPA the final reports accompanied by all necessary documents needed for recordation and/or necessary for eminent domain proceedings. **The process described in this section has been the roadmap to many successful right of way projects for Santacruz helping us to help you keep your projects on-time and within budget.**

LAND ACQUISITION CRITICAL PATH STEPS – “OUR ROAD MAP”

Task 1: Notice to Proceed

Our services start after authorization to proceed from the LPA and IDOT (as may be necessary).

Task 2: Kick-off Meeting

Santacruz will meet with the LPA and/or Consultant to discuss the Project, identify issues and develop any necessary strategies to assure the timely completion of the Project.

Task 3: Delivery and Review of Project Information

The LPA or Consultant will provide **Santacruz** with plats of highway, legal descriptions, the most recent title commitments and any other pertinent information regarding the property owner for each parcel assigned for acquisition. In addition, the LPA or Consultant will also provide **Santacruz** with a set of project plans, including, (i) plan and profile, (ii) drainage and utilities, (iii) pavement markings and (iv) cross sections.

Task 4: Negotiation and Acquisition

Santacruz shall commence negotiations after approval by the LPA of the appraisals and the amount of just compensation to be offered to the property owner.

Before contacting the property owner, **Santacruz** will prepare and send the introductory letter to the property owner on the LPA's letterhead.

Santacruz will present the property owner with an offer package, which shall contain the Offer to Purchase and other documents to assist the property owner with reviewing the right-of-way request.

Santacruz will make all reasonable efforts to complete the acquisition of the right-of-way from the property owner.

Santacruz will not have any authority to determine administrative settlements. **Santacruz** will consult with the LPA for approval of any counter offers and upon acceptance by the LPA of any such counter offer, **Santacruz** will prepare the necessary documentation for administrative settlement.

Santacruz will review the title commitment provided for each parcel to determine the liens and encumbrances that will need to be addressed in order to complete the acquisition process for the LPA.

If, during its discussions with the property owner, errors in the plans are discovered or the property owner requests design changes, **Santacruz** will immediately notify LPA or Consultant with this information. At any time during negotiations for situations involving design changes, errors in plans or for any other reason, if requested by LPA or Consultant, **Santacruz** will cease negotiations on certain parcels until corrected information or further instruction is provided to **Santacruz**.

Upon successful negotiations with the property owner, **Santacruz** will prepare all necessary conveyance documents in order to complete the acquisition and obtain title approval for the property. **Santacruz** will submit the completed parcel file with original conveyance documents, any documents necessary for title clearance, the Negotiator's Log documenting all negotiation activities, copies of all correspondence with the property owner, title commitments, plats, and all

other documentation as required by the LPA and IDOT (as necessary).

Condemnation Support

Santacruz understands that appearances in court and/or pretrial conferences, which may include depositions, and preparation for litigation or pre-trial conferences may be required by the LPA so that it may complete the acquisition of the property through condemnation.

In the event, after making every reasonable effort to contact and negotiate with a property owner, **Santacruz** is unable to obtain a settlement for the acquisition of the right-of-way, **Santacruz** shall refer the parcel to the LPA for acquisition by condemnation.

In such case, at the request of the LPA or its trial counsel, the Negotiator assigned to negotiate the parcel shall make any such appearances or complete such preparation work in order to assist with this process. Such requests for trial appearances or condemnation support will be pursuant to a separate work order.

PERSONNEL

The experience and talent of the right of way professionals that make up the team for **Santacruz** will, to a large extent, be the basis for the success of keeping this Project on-time and within budget. **Santacruz** brings over twenty-five years of right of way acquisition experience. Santacruz has worked on thousands of acquisition parcels for ISTHA, IDOT, Cook, Kane, Lake, and Will Counties. We have also worked for numerous township and municipalities. **Santacruz** has years of experience handling some of the most complex land acquisition transactions.

The **Santacruz** staff includes two negotiators and two paralegals with years of experience in acquiring a variety of right-of-way parcels.

PRIOR EXPERIENCE

Santacruz Land Acquisitions was founded in 1992 and has grown to be one of the most dependable right-of-way negotiation firms in Illinois. **Santacruz** has been providing comprehensive right-of-way solutions, including negotiation activities and the coordination of the valuations of parcels for various public agencies.

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EXHIBITS

- a. Pricing Schedule

Compensation for Services

Negotiation Services (per parcel)

Negotiation and acquisition services for Right of Way including, without limitation, documentation of conveyance of property interest	\$3,300.00
Additional negotiations due to change in ownership or plans ¹	\$2,000.00 - \$3,300.00

Witness Services (if applicable)

Rate for each ½ day in pretrial conference or in court for Negotiator ¹	\$1,000.00
Rate for each ½ day in pretrial conference or in court for Appraiser ¹	\$1,000.00
Hourly rate for consultation not otherwise specifically provided for herein	\$250.00

Title Services (if applicable)

Later date commitment – In addition to actual recording costs + Administrative fee	\$25.00
Title insurance policies – In addition to actual recording costs + Administrative fee	\$25.00
Recording of Documents – In addition to actual recording costs + Administrative fee	\$25.00
Copies of recorded documents – In addition to actual copying costs & research fees + Administrative fee	\$25.00

¹ May require supplemental work order.