


Local Agency Lake County Division of Transportation	L O C A L A G E N C Y	 Illinois Department of Transportation Supplement For Preliminary Engineering Services Agreement For Federal Participation	C O N S U L T A N T	Consultant Bollinger, Lach & Associates, Inc.
County Lake				Address 2100 Huntington Dr. North, Suite A
Section 07-00086-08-CH				City Algonquin
Project No. CMM-9003(061)				State IL
Job No. P 91-513-08				Zip Code 60102
Contact Name/Phone/E-mail Address Chuck Gleason 847-362-3950 cleason@co.lake.il.us	Contact Name/Phone/E-mail Address Cindy Flower, 847-854-7799 cflower@bollingerlach.com			

THIS AGREEMENT is made and entered into this 10 day of July, 2009 between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the PROJECT. Federal-aid funds allotted to the LA by the state of Illinois under the general supervision of the Illinois Department of Transportation (STATE) will be used entirely or in part to finance engineering services as described under AGREEMENT PROVISIONS.

Project Description

Name	River Road	Route	FAU 3704	Length	500'	Structure No.	n/a
Termini	River Road - 1,000' south of Roberts Road						

Description Supplemental Agreement for intersection investigation of standard left turn lanes added with traffic signals and compare to the alternatives of roundabout design. Supplemental study of additional 500' sound on River Road.

Agreement Provisions

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance, in accordance with STATE approved design standards and policies, of engineering services for the LA for the proposed improvement herein described.
2. To attend any and all meetings and visit the site of the proposed improvement at any reasonable time when requested by representatives of the LA or STATE.
3. To complete the services herein described within 580 calendar days from the date of the Notice to Proceed from the LA, excluding from consideration periods of delay caused by circumstances beyond the control of the ENGINEER.
4. The classifications of the employees used in the work should be consistent with the employee classifications and estimated man-hours shown in EXHIBIT A. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are indicated in Exhibit A 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.
5. That the ENGINEER is qualified technically and is entirely 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 herein.
6. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections resulting from the ENGINEER's errors, omissions or negligent acts without additional compensation. Acceptance of work by the STATE will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or for clarification of any ambiguities.
7. That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by the ENGINEER and will affix the ENGINEER's professional seal when such seal is required by law. Plans for structures to be built as a part of the improvement will be prepared under the supervision of a registered structural engineer and will affix structural engineer seal when such seal is required by law. 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 STATE.
8. That the ENGINEER will comply with applicable federal statutes, state of Illinois statutes, and local laws or ordinances of the LA.

9. The undersigned certifies neither the ENGINEER nor I have:
- 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 me or the above ENGINEER) to solicit or secure this AGREEMENT,
 - 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
 - paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for me or the above ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - have 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,
 - are not presently indicted 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 (e) and
 - have not within a three-year period preceding this AGREEMENT had one or more public transactions (Federal, State or local) terminated for cause or default.
10. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LA.
11. To submit all invoices to the LA within one year of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement.
12. To submit BLR 05613, Engineering Payment Report, to the STATE upon completion of the project (Exhibit B).
13. Scope of Services to be provided by the ENGINEER:
- Make such detailed surveys as are necessary for the planning and design of the PROJECT.
 - Make stream and flood plain hydraulic surveys and gather both existing bridge upstream and downstream high water data and flood flow histories.
 - Prepare applications for U.S. Army Corps of Engineers Permit, Illinois Department of Natural Resources Office of Water Resources Permit and Illinois Environmental Protection Agency Section 404 Water Quality Certification.
 - Design and/or approve cofferdams and superstructure shop drawings.
 - Prepare Bridge Condition Report and Preliminary Bridge Design and Hydraulic Report, (including economic analysis of bridge or culvert types and high water effects on roadway overflows and bridge approaches).
 - Prepare the necessary environmental and planning documents including the Project Development Report, Environmental Class of Action Determination or Environmental Assessment, State Clearinghouse, Substate Clearinghouse and all necessary environmental clearances.
 - Make such soil surveys or subsurface investigations including borings and soil profiles as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations to be made in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE.
 - Analyze and evaluate the soil surveys and structure borings to determine the roadway structural design and bridge foundation.
 - Prepare preliminary roadway and drainage structure plans and meet with representatives of the LA and STATE at the site of the improvement for review of plans prior to the establishment of final vertical and horizontal alignment, location and size of drainage structures, and compliance with applicable design requirements and policies.
 - Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.
 - Complete the general and detailed plans, special provisions and estimate of cost. Contract plans shall be prepared in accordance with the guidelines contained in the Bureau of Local Roads and Streets manual. The special provisions and detailed estimate of cost shall be furnished in quadruplicate.
 - Furnish the LA with survey and drafts in quadruplicate all necessary right-of-way dedications, construction easements and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.

II. THE LA AGREES,

1. To furnish the ENGINEER all presently available survey data and information
2. To pay the ENGINEER as compensation for all services rendered in accordance with this AGREEMENT, on the basis of the following compensation formulas:

Cost Plus Fixed Fee CPFF = 14.5%[DL + R(DL) + OH(DL) + IHDC], or
 CPFF = 14.5%[DL + R(DL) + 1.4(DL) + IHDC], or
 CPFF = 14.5%[(2.3 + R)DL + IHDC]

Where: DL = Direct Labor
 IHDC = In House Direct Costs
 OH = Consultant Firm's Actual Overhead Factor
 R = Complexity Factor

Specific Rate (Pay per element)

Lump Sum _____

3. To pay the ENGINEER using one of the following methods as required by 49 CFR part 26 and 605 ILCS 5/5-409:

With Retainage

- a) **For the first 50% of completed work**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to 90% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **After 50% of the work is completed**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments covering work performed shall be due and payable to the ENGINEER, such payments to be equal to 95% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- c) **Final Payment** – Upon approval of the work by the LA but not later than 60 days after the work is completed and reports have been made and accepted by the LA and the STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

Without Retainage

- a) **For progressive payments** – Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, 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 LA but not later than 60 days after the work is completed and reports have been made and accepted by the LA and STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any 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 DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by 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 (31U.S.C. 3801 et seq.).

III. IT IS MUTALLY AGREED,

1. That no work shall be commenced by the ENGINEER prior to issuance by the LA of a written Notice to Proceed.
2. That tracings, 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 LA and that basic survey notes, sketches, charts and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request, to the LA or to the STATE, without restriction or limitation as to their use.

3. That all reports, plans, estimates and special provisions furnished by the ENGINEER shall be in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE, it being understood that all such furnished documents shall be approved by the LA and the STATE 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.
4. 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 LA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall not be construed to relieve the ENGINEER of any responsibility for the fulfillment of this agreement.
5. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amounts, 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 STATE; 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 STATE for the recovery of any funds paid by the STATE under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
6. The payment by the LA in accordance with numbered paragraph 3 of Section II will be considered payment in full for all services rendered in accordance with this AGREEMENT whether or not they be actually enumerated in this AGREEMENT.
7. 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 save harmless the LA, the STATE, and their officers, agents and employees from all suits, claims, actions or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. This AGREEMENT may be terminated by the LA 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 LA 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 material becomes the property of the LA. The LA will be responsible for reimbursement of all eligible expenses to date of the written notice of termination.
9. This certification is required by the Drug Free Workplace Act (30ILCS 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 State 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 or grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the State for at least one (1) year but no more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership or other 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 a contract or grant of \$5,000 or more from the State, as defined in 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 the 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 five (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 of maintaining 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 by,
- 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.
- g. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.



Prime Consultant

Name _____
Address _____
Telephone _____
TIN Number _____

Project Information

Local Agency _____
Section Number _____
Project Number _____
Job Number _____

This form is to verify the amount paid to the Sub-consultant on the above captioned contract. Under penalty of law for perjury or falsification, the undersigned certifies that work was executed by the Sub-consultant for the amount listed below.

Table with 3 columns: Sub-Consultant Name, TIN Number, Actual Payment from Prime. Includes summary rows for Sub-Consultant Total, Prime Consultant Total, and Total for all Work Completed.

Signature and title of Prime Consultant

Date

Note: The Department of Transportation is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under state and federal law. Disclosure of this information is REQUIRED and shall be deemed as concurring with the payment amount specified above.

**PAYROLL ESCALATION TABLE
FIXED RAISES**

FIRM NAME
PRIME/SUPPLEMENT

Bollinger, Lach & Associates, Inc.

DATE 07/10/09
PSB NO. _____

CONTRACT TERM
START DATE
RAISE DATE

18 MONTHS
7/1/2009
1/1/2010

OVERHEAD RATE 123.08%
COMPLEXITY FACTOR 0
% OF RAISE 3.00%

ESCALATION PER YEAR

7/1/2009 - 1/1/2010
18

33.33%

= 1.0200

1/2/2010 - 1/1/2011
12 18

66.67%

The total escalation for this project would be:

2.00%

Subconsultants

FIRM NAME
PRIME/SUPPLEMENT
PSB NO.

Bollinger, Lach & Associates, Inc.

DATE 07/10/09

NAME	Direct Labor Total	Contribution to Prime Consultant
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0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00

Total

0.00

0.00

AVERAGE HOURLY PROJECT RATES

FIRM Bollinger, Lach & Associates, Inc.

PSB

PRIME/SUPPLEMENT _____

DATE 07/10/09

SHEET 2 **OF** 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Quality Assurance/Quality Control		Hours		% Part.		Wgtd Avg		Hours		% Part.		Wgtd Avg	
		Hours	% Part.	Hours	% Part.	Hours	% Part.	Hours	% Part.	Hours	% Part.	Hours	% Part.		
Principal	70.00	2	25.00%	17.50											
Project Manager	41.31	6	75.00%	30.98											
Project Engineer	30.04														
CADD Technician I	26.52														
Director of Surveying	46.58														
Project Surveyor	44.88														
Party Chief II	30.60														
Instrumentman	15.98														
Director of Structural	46.58														
Director of Environment	42.18														
TOTALS		8	100%	\$48.48											

Route: FAU 3704/River Road at Roberts Road

Section: 07-00086-08-CH

Project No.: CMM-9003(061)

Job No.: P-91-513-08

**SUMMARY of
WORK HOURS and DIRECT COSTS**

	<u>WORK HOURS</u>	<u>SUB</u>	<u>DIRECT COST</u>
Surveys	74		\$ 80.00
Environmental Data	32		\$ 80.00
Location Drainage Study	96		
Alternate Geometric Studies **	96		
Soil, Pavement and Retaining Wall Alternative Analysis	40	\$ 4,998.52	
Quality Assurance/Quality Control	8		
	<hr/>		
TOTALS	346	\$ 4,998.52	\$ 160.00

**DETAILED WORKHOURS
 AND DIRECT COST ESTIMATE**

SUPPLEMENT FOR RAISING RIVER ROAD 1' ABOVE THE FLOODPLAIN

1 Surveys

Topographic survey work for an additional 600' south of the existing project limits on River Road to elevation 740 minimum. Including collecting data on any wetland flags, trees exceeding 6" in diameter, utilities, pavement, shoulders, striping, ROW determination, etc.	50
Establish Centerline alignment of River Road for southern extension	8
Processing of Field Work and generation of Digital Terrain Model for cross sections	16
	74
TOTAL WORKHOURS =	74
ESTIMATED DIRECT COSTS =	\$80.00

2 Environmental Data

Wetland Delineation for River Road Extension	16
Modify the Wetland Evaluation Documents for the extended area and update the report accordingly	16
	32
TOTAL WORKHOURS =	32
ESTIMATED DIRECT COSTS =	\$80.00

3 Location Drainage Study

Update report and drainage area to include River Road Extension including evaluating additional, floodplain impacts	40
1,000' of revised cross sections and re-analyze the Roberts Road cross sections for additional compensatory storage	16
With the Compensatory Storage Volume 10 times what was originally required, additional time will be needed to investigate alternative options as to where this volume can be compensated. Time is not included herein to prepare topographic surveys of the alternatives, but rather used County 2' contour maps to make recommendations.	40
	96
TOTAL WORKHOURS =	96
ESTIMATED DIRECT COSTS =	

4 Alternate Geometric Studies **

Prepare additional plan and profile sheet including geometric coordination with project to south	24
Profile studies to maintain 1' of vertical separation with the floodplain	24
Cross-Section Studies (including test cross-sections in critical areas and final cross-sections at every 100')	24
Develop and Update Preliminary Construction Cost Estimate	24
	96
TOTAL WORKHOURS =	96
ESTIMATED DIRECT COSTS =	

**DETAILED WORKHOURS
AND DIRECT COST ESTIMATE**

5 Soil, Pavement and Retaining Wall Alternative Analysis

Sub

Review additional area within soils report and review cross sections and retaining wall options 20

Extension of Elevation views and Typical Sections of walls and soil stabilization alternatives 20

Geotechnical Soils Analysis

TOTAL WORKHOURS =	40	0
ESTIMATED DIRECT COSTS = \$	-	\$4,998.52

6 Quality Assurance/Quality Control

TOTAL WORKHOURS =	8
ESTIMATED DIRECT COSTS = \$	-

Route: FAU 3704/River Road at Roberts Road
Section: 07-00086-08-CH
Project No.: CMM-9003(061)
Job No.: P-91-513-08

DETAILED DIRECT COSTS

SUPPLEMENT FOR RAISING RIVER ROAD 1' ABOVE THE FLOODPLAIN

	No. of Pages	Quantity	Rate	Extended Cost
1 SURVEYS				
Vehicle Days		2	\$40.00	\$80.00
2 ENVIRONMENTAL DATA				
Vehicle Days		2	\$40.00	\$80.00
			Subtotal =	\$80.00

Supplemental Services

SUMMARY OF DIRECT COSTS

Roberts Road and River Road

Lake County, Illinois

Soil Borings Truck Mounted Rig - 4 borings to 20' Estimate 80 feet @ \$24.00/lf	1,920.00
Visual Classification (AASHTO), Moisture Content, Unconfined-Compressive Strength Utilizing a Calibrated Penetrometer Test Estimate 32tests @ \$10.00/test	320.00
Dry Unit Weight/Qu Strength Estimate 12 tests @ \$30.00/sample	360.00
ESTIMATED TOTAL DIRECT COSTS	<u>\$2,600.00</u>