

ATTACHMENT "A"



Civil Engineering
Surveying
Water Resources Management
Water & Wastewater Engineering
Supply Chain Logistics
Construction Management
Environmental Sciences
Landscape Architecture
Land Planning

March 14, 2013

Mr. Peter Kolb
Lake County Public Works Department
650 Winchester Road
Libertyville, IL 60048

**RE: PROPOSED SCOPE OF SURVEYING SERVICES
LAKE COUNTY SSA #16 FOR NORTH GROUP WATER EXTENSION
LAKE COUNTY, ILLINOIS**

Dear Peter:

We appreciate the opportunity to submit a proposal to provide surveying services to the Lake County Public Works Department (Client) in connection with the preparation of documents of the proposed Special Service Area Number 16 (SSA #16) in Lake County, Illinois, in accordance with the "SSA for North Group Water Extension to CLCJAWA System" exhibit prepared by the Lake County Public Works Department (LCPWD) dated February 5, 2013.

Project Understanding. The Lake County Public Works Department is currently planning a water main extension through Lake County to serve Grandwood Park, Lindenhurst, Lake Villa and Fox Lake Hills with Lake Michigan water through the Central Lake County Joint Action Water Agency (CLCJAWA). The goal is to create a Special Service Area (SSA) surrounding this area in an effort to establish tax levies to assist securing the necessary funding for construction and implementation of the proposed water main. Within this proposed area lie approximately 10,000 – 11,000 parcels in which owners / tax payers will become part of this SSA and be subject to these proposed levies.

The following scope of services addresses the assembly and preparation of the information necessary for the Proposing Ordinance and Notice of Public Hearing. Manhard Consulting, Ltd. (Manhard) offers to provide the following services on a Time and Material basis with a Not To Exceed fee of \$134,000.00 for Items I through III as detailed below:

I. PARCEL LIST AND VERIFICATION

- A. Preparation of a list of approximately 10,000 – 11,000 parcels contained within the project area including the parcel index number (PIN), owner/tax payer name and address. This list would be compiled based on the approved SSA boundary detailed above and information obtained from the Lake County Geographical Information System. This assumes that Manhard will be allowed direct access to the Lake County Geographical Information System (G.I.S.) data for parcel information. Parcel data utilized for this list will be determined through Lake County mapping records as of March 12, 2013.
- B. Parcel List Verification. This task would include the verification of the PIN list on a parcel by parcel basis. The PIN's would be compared to the Lake County Geographical Information System Maps to check the PIN and to check for the inclusion of all parcels within the proposed SSA boundary. This work would



include re-checking a small percentage of the parcels for quality control and quality assurance purposes; however, Manhard does not guarantee that the list will be error free.

- C. Parcel List Verification (Electronic). This task would include the preparation of a second list of parcels prior to the printing, assemblage and mailing of the documents. This list would be compared electronically to the list detailed above in an attempt to identify any parcel/owner changes that occur after March 12, 2013.

II. DOCUMENT ASSEMBLAGE, RETURNED MAIL AND CERTIFICATION

- A. This task consists of assembling the master document to be mailed to each owner / tax payer within the SSA. The mailing package will be printed and assembled by others (see Section III) and will include:
- Notification of public hearing for the proposed SSA (Prepared by the LCPWD)
 - Accurate Map of the proposed SSA Territory (Prepared by the LCPWD)
 - Legal description of the proposed SSA
 - Parcels (P.I.N.) designated within the SSA
 - Owners names and addresses designated within the SSA (if required)
- B. This task would include an "Affidavit of Mailing of Notice" certificate upon completion of the mailing.

III. DIRECT COSTS (REIMBURSABLE)

This task consists of the direct costs of printing, assembling and mailing the final documents to each owner / tax payer within the SSA. Costs included in this task are:

- Printing of documents for owner / tax payer package as listed in Section II
- Cost of paper and envelopes for package
- Assemblage of documents for mailing (stuffing envelopes)
- Postage for mailing the documents (bulk rate, no return service)

The fee listed above does not include any direct costs for mass production of the mailing document, paper, envelopes, assemblage of the mailing, and postage. These direct costs and fees (identified in item III) will be billed on a time and material basis with an estimate cost as follows:

| | |
|-------------------------------------|--------------------|
| Printing | \$12,000.00 |
| Envelopes | 2,500.00 |
| Assembling | 5,000.00 |
| Postage | 9,500.00 |
| TOTAL REIMBURSABLES (Budget) | \$29,000.00 |

We have also included "Exhibit A", which details services not included in the scope of this Proposal. If you would like to add any of the listed additional services, please notify us and we will revise this Proposal accordingly.



The terms of the attached "General Terms & Conditions" dated March 1, 2010, which Client hereby acknowledges receiving, are incorporated and made a part of this Proposal. The lump sum fees for all services to be completed that are not authorized to begin by December 31, 2013 will be increased by 5 percent per annum. If the above is acceptable, please have this Proposal executed. This Proposal will be null and void if not accepted by July 1, 2013.

Thank you again for the opportunity to submit this proposal. Should you have any questions, please do not hesitate to contact us.

Yours truly,
MANHARD CONSULTING, LTD.

Peter Manhard, P.E.
Executive Vice President

Timothy W. Burch, P.L.S.
Survey Project Manager

TWB/

ACCEPTED: LAKE COUNTY PUBLIC WORKS DEPARTMENT

By: _____
(Authorized Representative)

(Printed Name)

Title: _____

Date: _____