

RESOLUTION NO. R2021-55**A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT
WITH ENGINEERING RESOURCE ASSOCIATES, INC. FOR DESIGN ENGINEERING
SERVICES RELATING TO THE 2022 ROAD PROGRAM**

WHEREAS, the City is a home rule municipal corporation pursuant to Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the City has budgeted sufficient funds in the 2022 fiscal year for the procurement of design engineering services for the 2022 Road Program ("Services"); and

WHEREAS, pursuant to the City's Qualification Based Selection (QBS) Process, as amended March 19, 2018 ("QBS Policy"), City staff requested a proposal for the Services from Engineering Resource Associates, Inc. ("Consultant") because Consultant provided design engineering services for the City in the past to the City's satisfaction; and

WHEREAS, Consultant submitted a proposal to perform the Services ("Proposal") in the amount of \$46,650.00 plus reimbursable expenses as provided in the Proposal; and

WHEREAS, the City desires to enter into a professional services agreement with Consultant for the performance of the Services ("Agreement"); and

WHEREAS, the Mayor and the City Council have determined that it is in the best interest of the City and the public to approve the Agreement with Consultant for the Services at the price proposed;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF WARRENVILLE, DU PAGE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Recitals. The recitals listed above are incorporated in this Resolution as if fully set forth in this Resolution.

SECTION 2: Approval of Agreement. The Agreement with Consultant in the amount of \$46,650.00 plus reimbursable expenses as provided in Attachment A of the Agreement, is hereby approved in the form attached to this Resolution as Exhibit A.

SECTION 3: Execution. The City Council hereby authorizes and directs the City Administrator to execute, on behalf of the City, the final Agreement only after receipt by the City Administrator of at least two executed copies of the Agreement from Consultant; provided, however, that if the City Administrator does not receive such executed copies of the Agreement from Consultant within 60 days after the date of adoption of this Resolution, then this authority to execute and seal the Agreement shall, at the option of the City Council, be null and void.

SECTION 4: Effective Date. This Resolution shall be in full force and effect following its passage and approval in the manner provided by law.

[VOTING RECORD AND SIGNATURE PAGE FOLLOWS]

PASSED THIS ____ day of _____, 2021.

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED THIS ____ day of _____, 2021.

MAYOR

ATTEST:

CITY CLERK

EXHIBIT A
AGREEMENT

**CITY OF WARRENVILLE
PROFESSIONAL SERVICES AGREEMENT
FOR 2022 ROAD PROGRAM BID DOCUMENTS**

THIS AGREEMENT is dated as of the 20th day of September, 2021 (“**Agreement**”) and is by and between the **CITY OF WARRENVILLE**, an Illinois home rule municipal corporation (“**City**”) and the Consultant identified in Subsection 1A below.

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in the Agreement, and pursuant to the City’s statutory and home rule powers, the parties agree as follows:

SECTION 1. CONSULTANT.

A. Engagement of Consultant. The City desires to engage the Consultant identified below to provide all necessary professional consulting services and to perform the work in connection with the project identified below:

ENGINEERING RESOURCE ASSOCIATES, INC. (“Consultant”)
3s701 WEST AVENUE, SUITE 150
WARRENVILLE, ILLINOIS 60555
Telephone: 630.393.3060
Email: mmichalisko@eraconsultants.com

B. Project Description. The scope of work consists of providing design engineering services for the City’s 2022 Road Program which consists of significant edge patching, resurfacing, ditching, storm sewer, and restoration. The project is anticipated to utilize State Motor Fuel Tax (MFT) funding, so bid documents will need to be prepared in accordance with IDOT’s MFT format, and be reviewed by IDOT staff. The project will be locally bid and awarded by the City.

C. Representations of Consultant. The Consultant has submitted to the City a description of the services to be provided by the Consultant, a copy of which is attached as Exhibit A to this Agreement (“**Services**”). The Consultant represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the professional consulting services set forth in Exhibit A in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

D. Agreement Amount. The total amount billed by the Consultant for the Services under this Agreement shall not exceed **\$46,650.00**, as outlined in Exhibit B, plus reimbursable expenses, as identified in Exhibit B, unless amended pursuant to Subsection 8A of this Agreement.

SECTION 2. SCOPE OF SERVICES.

A. Retention of the Consultant. The City retains the Consultant to perform, and the Consultant agrees to perform, the Services.

B. Services. The Consultant shall provide the Services pursuant to the terms and conditions of this Agreement.

C. Commencement: Time of Performance. The Consultant shall commence the Services immediately upon receipt of written notice from the City that this Agreement has been fully executed by the Parties on the date specified in Exhibit A (the “**Commencement Date**”). The Consultant shall diligently and continuously prosecute the Services until the completion of the Services, but in no event later than the date of this Agreement.

D. Reporting. The Consultant shall regularly report to the City Administrator, or his designee, regarding the progress of the Services during the term of this Agreement. The City Administrator’s designee shall be the person identified in Section 8.D to receive notice, unless the City Administrator otherwise designates in writing.

SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

A. Agreement Amount. The total amount billed for the Proposal and paid by the City during the term of this Agreement shall not exceed the amount identified as the Agreement Amount in Subsection 1D of this Agreement, without the prior express written authorization of the City.

B. Invoices and Payment. The Consultant shall be paid as provided in Exhibit B. The Consultant shall submit invoices to the City in an approved format for those portions of the Services performed and completed by the Consultant. The amount billed in any such invoice shall be based on the method of payment set forth in Exhibit B. The City shall pay to the Consultant the amount billed within 30 days after its receipt and approval of such an invoice.

C. Records. The Consultant shall maintain records showing actual time devoted and costs incurred, and shall permit the City or its authorized representative to inspect and audit all data and records of the Consultant for work done under the Agreement. The records shall be made available to the City at reasonable times during the Agreement period, and for three years after the termination of the Agreement.

D. Claim In Addition To Agreement Amount. If the Consultant wishes to make a claim for additional compensation as a result of action taken by the City, the Consultant shall provide written notice to the City of such claim within 7 days after occurrence of such action as provided by Subsection 8D of this Agreement, and no claim for additional compensation shall be valid unless made in accordance with this Subsection. Any changes in the Agreement Amount shall be valid only upon written amendment pursuant to Subsection 8A of this Agreement. Regardless of the decision of the City relative to a claim submitted by the Consultant, the Consultant shall proceed with all of the work required to complete the Services under this Agreement as determined by the City without interruption.

E. Taxes, Benefits and Royalties. The Agreement Amount includes all applicable federal, state, and local taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claim or right to claim additional compensation by reason of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by Consultant.

F. **Final Acceptance.** The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by the City of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed.

SECTION 4. PERSONNEL: SUBCONTRACTORS.

A. **Key Project Personnel.** The Key Project Personnel identified in Exhibit A shall be primarily responsible for carrying out the Services on behalf of the Consultant. Consultant shall notify the City as soon as practicable following resignation or termination of Key Project Personnel. No new Key Project Personnel shall be reassigned or added without the City's prior written approval.

B. **Availability of Personnel.** The Consultant shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. The Consultant shall notify the City as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant shall have no claim for damages and shall not bill the City for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassigning, or resignation.

C. **Approval and Use of Subcontractors.** The Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved by the City in writing. All subcontractors and subcontracts used by the Consultant shall be acceptable to, and approved in advance by, the City. The City's approval of any subcontractor or subcontract shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by the Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" shall be deemed also to refer to all subcontractors of the Consultant, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

D. **Removal of Personnel and Subcontractors.** If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the City, the Consultant shall immediately upon notice from the City remove and replace such personnel or subcontractor. The Consultant shall have no claim for damages, for compensation in excess of the amount contained in this Agreement or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

SECTION 5. CONFIDENTIAL INFORMATION.

A. **Confidential Information.** The term "***Confidential Information***" shall mean information in the possession or under the control of the City relating to the technical, business or corporate affairs of the City; City property; user information, including, without limitation, any information pertaining to usage of the City's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. City Confidential Information shall not include information that can be demonstrated: (i) to have been rightfully in the possession of the Consultant from a source other than the City prior to the time of disclosure of said information to the Consultant under this Agreement ("***Time of Disclosure***"); (ii) to have

been in the public domain prior to the Time of Disclosure; (iii) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the City; or (iv) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the City to maintain such information in confidence.

B. No Disclosure of Confidential Information by the Consultant. The Consultant acknowledges that it shall, in performing the Services for the City under this Agreement, have access to or be directly or indirectly exposed to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without express prior written consent of the City. The Consultant shall use reasonable measures at least as strict as those the Consultant uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Consultant to execute a non-disclosure agreement before obtaining access to Confidential Information.

SECTION 6. STANDARD OF CARE; INDEMNIFICATION; INSURANCE.

A. Standard of Care for Services. The Consultant represents and certifies that the Services shall be performed in accordance with the highest standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the Time of Performance. The representations and certifications expressed shall be in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the City.

B. Indemnification. The Consultant shall, without regard to the availability or unavailability of any insurance, either of the City or the Consultant, indemnify, save harmless, and defend the City, and its officials, employees, agents, and attorneys against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including attorneys' fees and administrative expenses, that arise, or may be alleged to have arisen, out of or in connection with, the Consultant's performance of, or failure to perform, the Services or any part thereof, or any failure to meet the representations and certifications pursuant to Subsection 6.A of this Agreement (but not the performance or failure of a contractor not retained by Consultant), whether or not due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or fault of the Consultant, except to the extent caused by the sole negligence of the City.

C. Insurance. Contemporaneous with the Consultant's execution of this Agreement, the Consultant shall provide certificates and policies of insurance, all with coverages and limits acceptable to the City, and evidencing at least the minimum insurance coverages and limits as set forth in Exhibit C to this Agreement. For good cause shown, the City Administrator may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as the City Administrator may impose in the exercise of his sole discretion. Such certificates and policies shall be in a form acceptable to the City and from companies with a general rating of A minus, and a financial size category of Class X or better, in Best's Insurance Guide. Such insurance policies shall provide that no change, modification in, or cancellation of, any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to the City. The Consultant shall, at all times during the term of this Agreement, maintain and keep in force, at the Consultant's expense, the insurance coverages provided above, including, without limitation, at all times while correcting any failure to meet the warranty requirements of Subsection 6A, Warranty of Services, of this Agreement.

D. **No Personal Liability.** No elected or appointed official, or employee of the City shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement.

SECTION 7. CONSULTANT AGREEMENT GENERAL PROVISIONS.

A. **Relationship of the Parties.** The Consultant shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed (i) to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the City and Consultant; or (ii) to create any relationship between the City and any subcontractor of the Consultant.

B. **Conflict of Interest.** The Consultant represents and certifies that, to the best of its knowledge, (1) no elected or appointed City official, employee or agent is interested in the business of the Consultant or in this Agreement, or has personally received payment or other consideration for this Agreement; (2) as of the date of this Agreement neither the Consultant nor any person employed or associated with the Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Consultant nor any person employed by or associated with the Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

C. **No Collusion.** The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* The Consultant represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the City prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the City for all loss or damage that the City may suffer, and this Agreement shall, at the City's option, be null and void.

D. **Sexual Harassment Policy.** The Consultant certifies that it has a written sexual harassment policy in full compliance with Section 2-105(A)(4) of the Illinois Human Rights Act, 775 ILCS 5/2-105(A)(4).

E. **Patriot Act Compliance.** The Consultant represents and warrants to the City that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Consultant further represents and warrants to the City that the Consultant and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Consultant hereby agrees to defend, indemnify and hold harmless the City, its corporate authorities, and all City elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable

attorneys' fees and costs) arising from or related to any breach of the representations and warranties in this subsection.

F. Termination. Notwithstanding any other provision hereof, the City may terminate this Agreement at any time upon 15 days prior written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred or reasonable expenses that Consultant is legally obligated to pay, if any, prior to termination, not exceeding the value of the Services completed as determined as provided in Exhibit B.

G. Term. The Time of Performance of this Agreement, unless terminated pursuant to the terms of this Agreement, shall expire on the date the City Administrator determines that all of the Services under this Agreement, including warranty services, are completed. A determination of completion shall not constitute a waiver of any rights or claims which the City may have or thereafter acquire with respect to any breach hereof by the Consultant or any right of indemnification of the City by the Consultant.

H. Compliance with Laws and Grants. Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* Consultant shall also comply with all conditions of any federal, state, or local grant received by Owner or Consultant with respect to this Contract or the Services.

Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Consultant's, or its subcontractors', performance of, or failure to perform, the Services or any part thereof.

Every provision of law required by law to be inserted into this Contract shall be deemed to be inserted herein.

I. Default. If it should appear at any time that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement ("***Event of Default***"), and fails to cure any such Event of Default within ten business days after the Consultant's receipt of written notice of such Event of Default from the City, then the City shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. Cure by Consultant. The City may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement.

2. **Termination of Agreement by City.** The City may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement.

3. **Withholding of Payment by City.** The City may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the City as the result of any Event of Default by the Consultant or as a result of actions taken by the City in response to any Event of Default by the Consultant.

J. **No Additional Obligation.** The Parties acknowledge and agree that the City is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant, or with any vendor solicited or recommended by the Consultant.

K. **City Council Authority.** Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by the Consultant to vendors shall be subject to the approval of the City Council. The City shall not be liable to any vendor or other third party for any agreements made by the Consultant, purportedly on behalf of the City, without the knowledge and approval of the City Council.

L. **Mutual Cooperation.** The City agrees to cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with such non-confidential information that the City may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the City in the performance of the Services to complete the Work and with any other consultants engaged by the City.

M. **News Releases.** The Consultant shall not issue any news releases or other public statements regarding the Services without prior written approval from the City Administrator.

N. **Ownership.** Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received by the Consultant in connection with any or all of the Services to be performed under this Agreement ("***Documents***") shall be and remain the exclusive property of the City. At the City's request, or upon termination of this Agreement, the Consultant shall cause the Documents to be promptly delivered to the City.

O. **City Data.** The City has developed various types of data and information, such as digital map information through Geographic Information Systems Technology and through Auto CAD and other methods (collectively "***City Data***") concerning the real property located within the City. If requested to do so by the Consultant, the City agrees to supply the Consultant with a digital copy of the City Data, subject to the following conditions:

1. **Limited Access to City Data.** The City Data provided by the City shall be limited to the scope of the Work that the Consultant is to provide for the City;

2. **Purpose of City Data.** The Consultant shall limit its use of the City Data to its intended purpose of furtherance of the Work; and

3. **Agreement with Respect to City Data.** The Consultant does hereby acknowledge and agree that:

- a. **Trade Secrets of the City.** The City Data constitutes proprietary materials and trade secrets of the City and, shall remain the property of the City;
- b. **Consent of City Required.** The Consultant will not provide or make available the City Data in any form to anyone without the prior written consent of the City Administrator;
- c. **Supply to City.** At the request of the City, the Consultant shall supply the City with any and all information that may have been developed by the Consultant based on the City Data;
- d. **No Guarantee of Accuracy.** The City makes no guarantee as to the accuracy, completeness, or suitability of the City Data in regard to the Consultant's intended use thereof; and
- e. **Discontinuation of Use.** At such time as the Services have been completed to the satisfaction of the City, the Consultant shall cease its use of the City Data for any purpose whatsoever; and, upon request, an authorized representative of the City shall be afforded sufficient access to the Consultant's premises and data processing equipment to verify that all use of the City Data has been discontinued.

SECTION 8. GENERAL PROVISIONS.

- A. **Amendment.** No amendment or modification to this Agreement shall be effective unless and until such amendment or modification is in writing, properly approved in accordance with applicable procedures, and executed.
- B. **Assignment.** This Agreement may not be assigned by the City or by the Consultant without the prior written consent of the other party.
- C. **Binding Effect.** The terms of this Agreement shall bind and inure to the benefit of the Parties hereto and their agents, successors, and assigns.
- D. **Notice.** Any notice or communication required or permitted to be given under this Agreement shall be in writing and shall be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, (iv) by facsimile, or (v) by electronic internet mail ("e-mail"). Facsimile notices shall be deemed valid only to the extent that they are (a) actually received by the individual to whom addressed and (b) followed by delivery of actual notice in the manner described in either (i), (ii), or (iii) above within three business days thereafter at the appropriate address set forth below. Email notices shall be deemed valid and received by the addressee thereof when delivered by email and (a) opened by the recipient on a business day at the address set forth below, and (b) followed by delivery of actual notice in the manner described in either (i), (ii) or (iii) above within three business days thereafter at the appropriate address set forth below. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Subsection, each Party shall have the right to change the address or the addressee, or both, for all future notices and communications to such party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the City shall be addressed to, and delivered at, the following address:

City of Warrenville
3S258 Manning Avenue
Warrenville, Illinois 60555
Attention: Philip M. Kuchler
Email: pkuchler@warrenville.il.us

With a copy to:

Elrod Friedman LLP
325 N. LaSalle Dr., Suite 450
Chicago, Illinois 60654
Attention: Brooke Lenneman

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:

Engineering Resource Associates, Inc.
3s701 West Avenue, Suite 150
Warrenville, IL 60555
Attention: Mr. Marty Michalisko, P.E.
Facsimile: 630.393.2152
Email: mmichalisko@eraconsultants.com

E. Third Party Beneficiary. No claim as a third party beneficiary under this Agreement by any person, firm, or corporation other than the Consultant shall be made or be valid against the City.

F. Provisions Severable. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

G. Time. Time is of the essence in the performance of this Agreement.

H. Governing Laws. This Agreement shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

I. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all previous or contemporaneous oral or written agreements and negotiations between the City and the Consultant with respect to the Proposal and the Services.

J. Waiver. No waiver of any provision of this Agreement shall be deemed to or constitute a waiver of any other provision of this Agreement (whether or not similar) nor shall any such waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Agreement.

K. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent shall be in writing.

L. Grammatical Usage and Construction. In construing this Agreement, pronouns include all genders and the plural includes the singular and vice versa.

M. Headings. The headings, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

N. Exhibits. Exhibits A, B, and C are attached hereto, and by this reference incorporated in and made a part of this Agreement. In the event of a conflict between the Exhibit and the text of this Agreement, the text of this Agreement shall control.

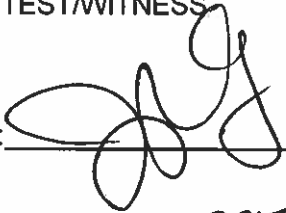
O. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other such rights, remedies, and benefits allowed by law.

P. Counterpart Execution. This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

CITY OF WARRENVILLE

By: _____
John Coakley, City Administrator

ATTEST/WITNESS

By:  _____
Title: PRESIDENT

ENGINEERING RESOURCE ASSOCIATES, INC.

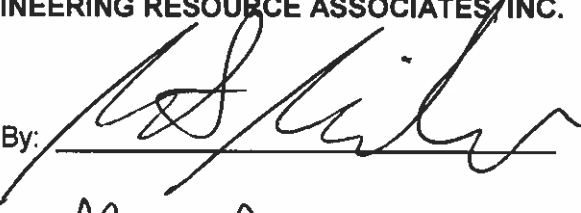
By:  _____
Its: PRINCIPAL

EXHIBIT A
DESCRIPTION OF SERVICES



Sent via email to pkuchler@warrenville.il.us

September 3, 2021

Mr. Philip M. Kuchler, PE, CFM
Director of Public Works
City of Warrenville
3s346 Mignin Drive
Warrenville, IL 60555

Subject: Proposal for Engineering Services
2022 Road Program

Dear Phil:

Engineering Resource Associates, Inc. (ERA) is pleased to submit this proposal for engineering services for the 2022 Roadway Improvements within the City of Warrenville, Illinois. This proposal is based upon your request for proposal, our visit to the site, and our experience on similar projects.

Project Understanding

The City of Warrenville is planning to perform roadway and drainage improvements to the roadways listed in the table below. Improvements are anticipated to include a 4-foot wide full-depth edge patch along both sides of each road, mill and overlay, ditch and culvert improvements, implementation of new storm sewer and shoulder improvements. Reconstruction of roadways, curb and gutter, new sidewalks, are not anticipated to be included in the improvements.

2022 Roadway Improvements

Street	From	To	Length
Virginia Avenue	Galusha Avenue	Greenview Avenue	920 ft.
Greenview Avenue	Virginia Avenue	Winfield Road	1,700 ft.
Parkview Avenue	Virginia Avenue	Haylett Avenue	1,250 ft.
Haylett Avenue	Galusha Avenue	North Terminus	1,250 ft.
Total Length			5,120 ft.

In preparation of those improvements a complete ROW survey is anticipated. The survey will include detailed topo in the areas of anticipated drainage improvements including a portion of the front and side yard of properties located at 27W709 Greenview, 27W718 Greenview, shared property line and front yards of 27W760 and 27W776 Greenview, two properties at the intersection of Haylett and Greenview Avenues, and a portion of the front and side yards of 27W721 Parkview and 27W720 Parkview. The City now desires to retain ERA to assist in surveying and putting together bid documents for the work. It is anticipated that MFT funds will be used to fund portion of the

WARRENVILLE

3s701 West Avenue, Suite 150
Warrenville, IL 60555
P 630.393.3060

CHICAGO

10 South Riverside Plaza, Suite 875
Chicago, IL 60606
P 312.474.7841

CHAMPAIGN

2416 Galen Drive
Champaign, IL 61821
P 217.351.6268

project. ERA will provide pay items, quantities, special provisions, and a proposed plan set for bidding and submittal to IDOT and City of Warrenville for review and approval.

Scope of Services

ERA will provide engineering services for the project in accordance with the following work plan:

1. **Meetings and Coordination**
 - a. General project coordination via emails, phone calls, etc.
 - b. Progress/review meeting (2) to review progress and discuss relevant issues.
2. **Topographic Survey** – ERA will complete the following survey tasks.
 - a. Shared property line and front yards of 27W760 and 27W776 Greenview,
 - b. Front and side yards of two properties at the corner of Greenview and Haylett Avenues,
 - c. A portion of the front and side yard of properties located at 27W709 Greenview and 27W718 Greenview,
 - d. A portion of the front and side yards of 27W721 Parkview and 27W720 Parkview,
 - e. Vertical and horizontal locations of topographic features within the rights-of-way including hydrants, valves, manholes, inlets, power poles, edge of pavement, curb and gutter, sidewalks, signs, driveways, culverts, catch basins, and found property corners. The limits described in summary tables within the Project Understanding section of this proposal are the anticipated limits of survey. Vertical control will be in U.S.G.S. datum.
 - f. Rim to invert depths and pipe types and sizes for public utility structures
 - g. Cross-sections at 50 ft. intervals, at driveways, and extending 50 ft. through intersections.
3. **Data Gathering/Field Visit/Utility Coordination**
 - a. Aerial mapping, contour mapping and other GIS data from City of Warrenville
 - b. Water, storm, and sanitary atlases from City of Warrenville
 - c. Site visit to verify visual challenges.
 - d. Coordination with utility companies throughout the design process. This includes submitting plans at 90% and 100% completion.
4. **Base Plans** - Information compiled from the field survey, data gathering tasks, and aerial photos will be combined to produce base plans at a scale of 1" = 20'. Base plans will be prepared on our CAD system conforming to City of Warrenville graphic standards. Base plans will be submitted to the City and public utility companies for review and comments.
5. **Drainage Analysis**
 - a. ERA will analyze the sag points on Greenview Avenue and the intersection of Haylett and Greenview Avenue intersection using XPSWMM. This includes sizing a storm sewer that will convey runoff west to Winfield Road.
 - b. ERA will size drainage improvements through the side yard of properties 27W760 and 27W776 Greenview.
 - c. ERA will size drainage improvements at the sag point on Parkview Avenue near the properties of 27W721 and 27W720 Parkview.



- d. ERA will size driveway culverts using rational method.
- e. ERA will summarize the design in a brief stormwater report that can serve as a stormwater permit submittal.

6. **Plans, Specs, and Estimates (PS&E)** - ERA shall put together engineering plans, specifications, and opinions of probable construction cost for the anticipated street improvements listed in the Project Understanding. This task includes the preparation of PS&E at the 90% and 100% level of completion for the anticipated improvements.

It is anticipated that the plans will include the following sheets:

- a. **Existing Conditions/Demolition Plans** – ERA will provide plan sheets as described above that show demolition pay items. It is anticipated that the plans will hatch culvert removal, driveway removal, roadway mill and overlay, etc. Plan and profile sheets and cross-sectional plan sheets will be provided if required by IDOT.
 - b. **Proposed Conditions Plans** – It is anticipated that the plans will show all improvements on Proposed Conditions Plan sheets. These improvements are anticipated to include hatching for different pavement types, locations of ditch improvements, new storm sewer and driveway culverts, approximate restoration limits, etc. Plan and Profile and cross-sectional plan sheets are anticipated in areas of storm sewer improvements and when required by IDOT.
 - c. **Maintenance of Traffic Plans** – It is anticipated that ERA will provide recommended maintenance of traffic plans for the contractor to consider.
7. **Bidding Assistance** – ERA will provide bidding assistance for the project. This work will include answering bidder questions throughout the bidding process, issuing addenda, reviewing bid tabs, and providing contractor recommendations.

Services Not Included

Only services specifically described in this proposal are included in our scope of work. The following are specifically excluded, although some may be provided as a contract amendment at a future date for an agreed additional fee.

- Wetland Delineation/Mitigation Services
- Construction Engineering Services
- Permitting Assistance
- Landscape Design Services
- As-Built Survey
- Property Acquisition Services
- Boundary Surveys
- Plat of Survey or Easement Dedications
- Plat of Consolidation

Schedule

The work described in this agreement will be performed as expeditiously as weather and other physical conditions permit. The Engineer shall not be liable to the Owner, if delayed in, or prevented from performing the work as



specified herein through any cause or causes beyond the control of the Engineer and not caused by his own fault or negligence including acts of God, or the public enemy, inclement weather conditions, acts of the government after the effective date of this agreement, fires, floods, epidemics, strikes, jurisdictional disputes, lockouts, and freight embargoes.

Fees

ERA proposes to provide engineering services described in this proposal on an hourly, not-to-exceed basis. Our proposed multiplier rate for this project is 2.80 times direct hourly payroll rates. Direct costs will be charged at the actual cost incurred with no markup. We have included the CECS breakdown of hours and costs.

Fees for services beyond the scope of this proposal, when approved by the Client, will be compensated for on an hourly basis.

If you have any questions, please contact me at 630.393.3060x23 or mmichalisko@eraconsultants.com

Respectfully submitted,
ENGINEERING RESOURCE ASSOCIATES, INC.



Marty Michalisko
Principal



EXHIBIT B
COST PROPOSAL

EXHIBIT F-1
COST ESTIMATE FOR CONSULTANT SERVICES

ROUTE: _____ DATE: 09/03/2021
 PROJECT: 2022 Road Program
 SECTION: _____
 COUNTY: DuPage
 JOB NO.: _____

CONSULTANT: Engineering Resource Associates, Inc.
 OVERHEAD RATE: Overhead and Profit Included in Hourly Rates COMPLEXITY FACTOR: 0

ITEM	MANHOURS (A)	FEE (B)	OVERHEAD & FRINGE BENEFIT (C)	IN-HOUSE DIRECT COSTS (D)	FIXED FEE (E)	SERVICES BY OTHERS (F)	TOTAL (G)	% OF GRAND TOTAL (H)
1 Meetings and Coordination	12	\$1,880.00	-		-		\$1,880.00	4.01%
2 Topographic Survey	78	\$7,380.00	-		-		\$7,380.00	15.75%
3 Data Gathering/Field Visits/Utility Coordination	13	\$1,370.00	-		-		\$1,370.00	2.92%
4 Base Plans	41	\$4,970.00	-		-		\$4,970.00	10.61%
5 Drainage Analysis	76	\$8,720.00	-		-		\$8,720.00	18.61%
6 PS&E	172	\$20,680.00	-		-		\$20,680.00	44.14%
7 Bidding Assistance	13	\$1,650.00	-		-		\$1,650.00	3.52%
	0	\$0.00	-		-		\$0.00	0.00%
	0	\$0.00	-		-		\$0.00	0.00%
	0	\$0.00	-		-		\$0.00	0.00%
	0	\$0.00	-		-		\$0.00	0.00%
	0	\$0.00	-		-		\$0.00	0.00%
	0	\$0.00	-		-		\$0.00	0.00%
	0	\$0.00	-		-		\$0.00	0.00%
	0	\$0.00	-		-		\$0.00	0.00%
	0	\$0.00	-		-		\$0.00	0.00%
Printing and Mileage				\$200.00			\$200.00	0.43%
TOTALS	405	\$46,650.00	-	\$200.00	-	\$0.00	\$46,850.00	100.00%

EXHIBIT F-2
AVERAGE HOURLY RATES

CONSULTANT: Engineering Resource Associates, Inc.
 ROUTE: _____
 PROJECT: 2022 Road Program
 SECTION: _____
 COUNTY: DuPage
 JOB NO.: _____

DATE: 09/03/2021

SHEET 1 OF 3

PAYROLL CLASSIFICATION	HOURLY RATE	Meetings and Coordination			Topographic Survey			Data Gathering/Field Visits/Utility Coordination			Base Plans			
		HOURS	% PART	WGTD RATE	HOURS	% PART	WGTD RATE	HOURS	% PART	WGTD RATE	HOURS	% PART	WGTD RATE	
PROJECT DIRECTOR	\$175.00													
PROJECT MANAGER	\$170.00	8	66.7%	\$113.33	2	2.6%	\$4.36	1	7.7%	\$13.08	1	2.4%	\$4.15	
SENIOR PROJECT ENGINEER	\$130.00	4	33.3%	\$43.33										
STRUCTURAL ENGINEER	\$160.00													
PROJECT ENGINEER	\$120.00													
DESIGN ENGINEER	\$105.00							8	61.5%	\$64.62				
ENVIRONMENTAL DIRECTOR	\$140.00													
SENIOR CAD TECHNICIAN	\$120.00										40	97.6%	\$117.07	
CAD/GIS TECHNICIAN	\$90.00							4	30.8%	\$27.69				
PROFESSIONAL LAND SURVEYOR	\$140.00				4	5.1%	\$7.18							
SURVEY CREW CHIEF	\$90.00				72	92.3%	\$83.08							
TOTALS		12	100.0%	\$156.67	78	100.0%	\$94.62	13	100.0%	\$105.38	41	100.0%	\$121.22	

EXHIBIT F-2
AVERAGE HOURLY RATES

CONSULTANT: Engineering Resource Associates, Inc.
 ROUTE: _____
 PROJECT: 2022 Road Program
 SECTION: _____
 COUNTY: DuPage
 JOB NO.: _____

DATE: 09/03/2021

SHEET 2 OF 3

PAYROLL CLASSIFICATION	HOURLY RATE	Drainage Analysis			PS&E			Bidding Assistance			0			
		HOURS	% PART	WGTD RATE	HOURS	% PART	WGTD RATE	HOURS	% PART	HOURS	% PART	WGTD RATE		
PROJECT DIRECTOR	\$175.00													
PROJECT MANAGER	\$170.00	4	5.3%	\$8.95	8	4.7%	\$7.91	1	7.7%	\$13.08				
SENIOR PROJECT ENGINEER	\$130.00				24	14.0%	\$18.14	4	30.8%	\$40.00				
STRUCTURAL ENGINEER	\$160.00													
PROJECT ENGINEER	\$120.00	40	52.6%	\$63.16	40	23.3%	\$27.91	8	61.5%	\$73.85				
DESIGN ENGINEER	\$105.00	24	31.6%	\$33.16	40	23.3%	\$24.42							
ENVIRONMENTAL DIRECTOR	\$140.00													
SENIOR CAD TECHNICIAN	\$120.00				60	34.9%	\$41.86							
CAD/GIS TECHNICIAN	\$90.00	8	10.5%	\$9.47										
PROFESSIONAL LAND SURVEYOR	\$140.00													
SURVEY CREW CHIEF	\$90.00													
TOTALS		76	100.0%	\$114.74	172	100.0%	\$120.23	13	100.0%	\$126.92	0	0.0%	\$0.00	

EXHIBIT C

INSURANCE COVERAGES

- A. Worker's Compensation and Employer's Liability with limits not less than: (1) Worker's Compensation: Statutory;
 - (2) Employer's Liability:
 - \$500,000 injury-per occurrence
 - \$500,000 disease-per employee
 - \$500,000 disease-policy limit

Such insurance shall evidence that coverage applies in the State of Illinois.

- B. Comprehensive Motor Vehicle Liability with a combined single limit of liability for bodily injury and property damage of not less than \$1,000,000 for vehicles owned, non-owned, or rented.
 - All employees shall be included as insureds.

- C. Comprehensive General Liability with coverage written on an "occurrence" basis and with limits no less than:
 - \$1,000,000 Bodily Injury and Property Damage Combined Single Limit Coverage is to be written on an "occurrence" bases.

Coverages shall include:

- Broad Form Property Damage Endorsement
- Blanket Contractual Liability (must expressly cover the indemnity provisions of the Contract)

- D. Professional Liability Insurance. With a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate and covering Consultant against all sums that Consultant may be obligated to pay on account of any liability arising out of the Contract.
- E. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.
- F. Owner as Additional Insured. Owner shall be named as an Additional Insured on all policies except for:

- Worker's Compensation
- Professional Liability

Each such additional Insured endorsement shall identify Owner as follows: City of Warrenville, including its City Council members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives.

- G. Other Parties as Additional Insureds. In addition to Owner, the following parties shall be named as additional insured on the following policies:

<u>Additional Insured</u>	<u>Policy or Policies</u>
None	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/14/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Holmes Murphy and Associates - Peoria 311 S.W. Water Street Suite 211 Peoria, IL 61602-4108	1-800-527-9049	CONTACT NAME: Audrey McNeill PHONE (A/C No. Ext): 800-527-9049 E-MAIL ADDRESS:	FAX (A/C, No):
INSURED Engineering Resource Associates, Inc. 3S701 West Street, Suite 150 Warrenville, IL 60555		INSURER(S) AFFORDING COVERAGE INSURER A: SENTINEL INS CO LTD INSURER B: HARTFORD ACCIDENT & IND CO INSURER C: NORTH AMERICAN INS CO INSURER D: XL SPECIALTY INS CO INSURER E: INSURER F:	
		NAIC # 11000 22357 68349 37885	

COVERAGES

CERTIFICATE NUMBER: 63149126

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		83SBWZQ6429	08/15/21	08/15/22	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X		83UEGNM2684	08/15/21	08/15/22	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	X		83SBWZQ6429	08/15/21	08/15/22	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	83WEGLV8434	08/15/21	08/15/22	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
C	Cyber Liability			C-4MCC-066338-CYBER-2021	08/15/21	08/15/22	Each Claim	1,000,000
D	Professional Liability			DPR9982183	08/15/21	08/15/22	Each Claim/Agg	3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

ERA #W21244.00 2022 Road Program - Warrenville MJM
City of Warrenville, including its City Council members and elected and appointed officials, its officers, employees, agents, attorneys, consultants and representatives are additional insured on the General, Auto and Umbrella liability as required by written contract with the insured, per policy terms and conditions.

CERTIFICATE HOLDER**CANCELLATION**

City of Warrenville 3S258 Manning Avenue Warrenville, IL 60555 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Maura Skon</i>
---	--

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

amcneill1
63149126