

Red. 19-49

**PRELIMINARY ENGINEERING SERVICES AGREEMENT**

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| <u>LOCAL AGENCY</u> |         | <u>CONSULTANT</u> |                                    |
|---------------------|---------|-------------------|------------------------------------|
| County:             | Ford    | Name:             | Hampton, Lenzini and Renwick, Inc. |
| Township:           | N/A     | Address:          | 3085 Stevenson Drive, Suite 201    |
| Section:            |         | City:             | Springfield                        |
| Route:              | Various | State:            | Illinois 62703                     |

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THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019 between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION.

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**SECTION DESCRIPTION**

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Description: 2019 NBIS Bridge Safety Inspections

Structure No. 027-3178 Existing 027-3463 Proposed

**DEFINITION**

DEPARTMENT..... Illinois Department of Transportation

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**AGREEMENT PROVISIONS**

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**THE ENGINEER AGREES**

1. To perform or be responsible for the performance of the following engineering services for the LA in connection with the structures designated below:
  - a. Complete condition inspection of the designated structures under the jurisdiction of Ford County eligible for NBIS inventory inspection. These shall be completed in accordance with the National Bridge Inspection Standards and the Illinois Department of Transportation Structure Information and Procedure Manual.
  - b. Complete an inspection of all underwater elements of the structures by probing from the surface. This proposal does not include underwater structural divers.
  - c. Submit to the LA and IDOT two copies of the IDOT Routine Inspection Report-BBS-BIR-1 with photos and recommendations for maintenance level repairs for each structure inspected.

The inspections will be completed in May, 2019. The reports will be completed and delivered by June 1 1, 2019.

| <u>STRUCTURE NUMBER</u> | <u>FACILITY CARRIED</u> |
|-------------------------|-------------------------|
| 027-0029                | CH 15 / CLARENCE RD     |
| 027-3000                | CH 9 / KEMPTON RD       |
| 027-3001                | CH 9 / KEMPTON RD       |
| 027-3002                | CH 9 / KEMPTON RD       |
| 027-3005                | CH 4 / ELLIOTT RD       |
| 027-3007                | CH 2 / LODA LAKE RD     |
| 027-3008                | THAWVILLE RD            |
| 027-3020                | CH 8 / GALLAHUE RD      |
| 027-3021                | CH 8 / GALLAHUE RD      |
| 027-3022                | CH 8 / GALLAHUE RD      |
| 027-3024                | CH 15 / CLARENCE RD     |
| 027-3025                | CH 23 / CABERY RD       |
| 027-3026                | CH 18 / BUCKINGHAM RD   |
| 027-3027                | CH 18 / BUCKINGHAM RD   |
| 027-3028                | CH 18 / BUCKINGHAM RD   |
| 027-3029                | CH 19 / PIPER THAWVILLE |
| 027-3031                | CH 19 / PIPER THAWVILLE |
| 027-3032                | CH 19 / PIPER THAWVILLE |
| 027-3034                | CH 26 / STEVE'S RD      |
| 027-3038                | CH 16 / PIPER CITY RD   |
| 027-3239                | CH 19 / PIPER THAWVILLE |
| 027-3334                | CH 3 / MELVIN SIBLEY    |
| 027-3356                | FAS 1352 CH 17          |
| 027-3454                | CH 4 / ELLIOTT RD       |

2. That all reports, plans, plats, and special provisions to be furnished by the ENGINEER pursuant to this agreement will be in accordance with the current standard specifications and policies of the DEPARTMENT, it being understood that all such reports, plats, plans and drafts shall before finally accepted, be subject to approval by the LA and the said DEPARTMENT.
3. To attend conferences at any reasonable time when required to do so by the LA or representatives of the DEPARTMENT.
4. In the event reports are found to be in error during the construction of the SECTION and revisions of the reports are necessary, the ENGINEER agrees that he will perform such work without expense to the LA, even though final payment has been received by him. He shall give immediate attention to these changes so there will be a minimum delay to the Contractor.
5. The basic field notes and sketches, charts, computations and other data prepared or obtained by the ENGINEER pursuant to this AGREEMENT will be made available upon request to the LA or the DEPARTMENT without cost and without restriction or limitations as to their use.
6. That all documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by him and will show his professional seal where such is required by law.

#### **THE LA AGREES**

1. To pay for all services stipulated under paragraph 1, 2, 3, 4, and 6 of THE ENGINEER AGREES at the hourly rates stipulated below for personnel assigned to this SECTION as payment in full to the ENGINEER for the actual time spent in providing these services, the hourly rates to include profit, overhead, readiness to serve, insurance, social security and retirement deductions. Travelling and other out-of-pocket expenses will be reimbursed to the ENGINEER at his actual cost.

The upper limit of compensation for all services as described in this Section shall be \$9,600.00.

The classifications of the employees used in the work should be consistent with the employee classifications for the services performed. If the personnel of the firm including the Principal Engineer perform routine services that should normally be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the work performed.

| <u>Grade Classification<br/>of Employee</u> | <u>HLR 2019<br/>Hourly Rate</u> |
|---|---------------------------------|
| Engineer 6                                  | 170.00                          |
| Engineer 5                                  | 152.00                          |
| Engineer 4                                  | 145.00                          |
| Engineer 3                                  | 125.00                          |
| Engineer 2                                  | 105.00                          |
| Engineer 1                                  | 85.00                           |
| Structural 2                                | 187.00                          |
| Structural 1                                | 150.00                          |
| Technician 3                                | 122.00                          |
| Technician 2                                | 105.00                          |
| Technician 1                                | 75.00                           |
| Intern/ Temp                                | 45.00                           |
| Land Acquisition                            | 122.00                          |
| Survey 2                                    | 125.00                          |
| Survey 1                                    | 100.00                          |
| Environmental 2                             | 130.00                          |
| Environmental 1                             | 70.00                           |
| Administration 2                            | 122.00                          |
| Administration 1                            | 62.00                           |

The hourly rate itemized above shall be effective the date the parties hereunto entering this AGREEMENT have affixed their hands and seals and shall remain in effect until December 31, 2019. In the event services of the ENGINEER extend beyond December 31, 2019, the hourly rates will be adjusted yearly to compensate for increases or decreases in the salary structure of the ENGINEER that are in effect at that time. The stated upper limit of compensation will remain in effect.

2. That payments due the ENGINEER for services rendered pursuant to this AGREEMENT will be made as soon as practicable after the services have been performed.
3. That, should the improvement be abandoned at any time after the ENGINEER has performed any part of the services provided for in paragraphs 1a thru 1k, and prior to the completion of such services, the LA shall reimburse the ENGINEER for labor expenses at the hourly rates set forth under paragraph 1 above for costs incurred up to the time he is notified in writing of such abandonment. Traveling and other out-of-pocket expenses will be reimbursed to the ENGINEER at his actual cost.
5. That should the LA require changes in any of the detailed plans, specifications or estimates (except for those required pursuant to paragraph 4 of THE ENGINEER AGREES) after they have been approved by the DEPARTMENT, the LA will pay the ENGINEER for such changes at the hourly rates set forth under paragraph 1 above. It is understood that "changes" as used in this paragraph shall in no way relieve the ENGINEER of his responsibility to prepare a complete and adequate set of plans and specifications.

## **IT IS MUTUALLY AGREED**

1. That any differences between the ENGINEER and the LA concerning the interpretation of the provisions of this AGREEMENT shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LA and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
2. This AGREEMENT may be terminated by the LA upon giving notice in writing to the ENGINEER at his 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, provisions, specifications, partial and completed estimates, and data with the understanding that all such material become the property of the LA. The ENGINEER shall be paid for any services completed and any services partially completed in accordance with paragraph 4 of THE LA AGREES.
3. That the ENGINEER warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the ENGINEER, to solicit or secure this contract, and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the ENGINEER, any fee, commission, percentage, brokerage, fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warranty the LA shall have the right to annul this contract without liability.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be executed in triplicate counterparts, each of which shall be considered as an original by their duly authorized officers.

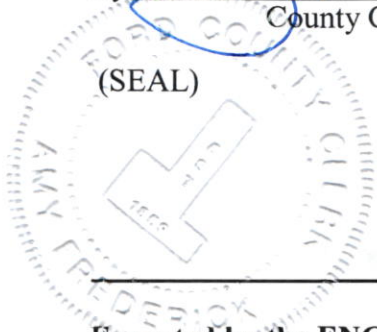
**Executed by the LA:**

Ford County of the State of Illinois, acting by and through its County Board

ATTEST:

By   
County Clerk

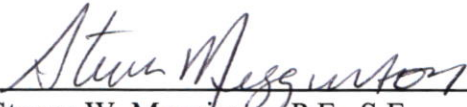
By   
Title: County Board Chairman



(SEAL)

**Executed by the ENGINEER:**

Hampton, Lenzini and Renwick, Inc.  
3085 Stevenson Drive, Suite 201  
Springfield, Illinois 62703

By   
Steven W. Megginson, P.E., S.E.  
Vice President

(SEAL)



HAMPTON, LENZINI AND RENWICK, INC.

**SPECIAL PROVISION FOR EMPLOYMENT PRACTICES**

In addition to all other labor requirements set forth in this proposal and in the "Standard Specifications for Road and Bridge Construction" adopted by the Illinois Department of Transportation, during the performance of this contract, Hampton, Lenzini and Renwick, Inc., its assignees and successors in interest (hereinafter referred to as the "Engineer") agrees as follows:

**I. SELECTION OF LABOR**

The Engineer shall comply with all Illinois statutes pertaining to the selection of labor.

**II. EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this contract, the Engineer agrees as follows:

- A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, age, marital status, sexual preference, physical or mental handicap or unfavorable discharge from military service, and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- B. That, if it hires additional employees in order to perform this contract or any portion hereof, it will determine the availability of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, sexual preference, physical or mental handicap or unfavorable discharge from military service.
- D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Engineer's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Engineer in its efforts to comply with such Act and Rules and Regulations, the Engineer will promptly so notify the Illinois Department of Human Rights and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- E. That it will submit reports as required by the Department of Human Rights, Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.

- F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Illinois Department of Human Rights for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
  
- G. That it will include verbatim or by reference the provisions of this clause in every subcontract so that such provisions will be binding upon every such subconsultant. In the same manner as with other provisions of this contract, the Engineer will be liable for compliance with applicable provisions of this clause by all its subconsultants; and further it will promptly notify the contracting agency and the Illinois Department of Human Rights in the event any subconsultant fails or refuses to comply therewith. In addition, the Engineer will not utilize any subconsultant declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.



STATE OF ILLINOIS  
DRUG FREE WORKPLACE CERTIFICATION


This certification is required by the Drug Free Workplace Act (Ill. Rev. Stat., ch. 127, par. 152.311). The Drug Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the 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 the contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but not more than five 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.

1. Publishing a statement:
  - a. 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.
  - b. Specifying the actions that will be taken against employees for violations of such prohibition.
  - c. Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
    - (1) abide by the terms of the statement; and
    - (2) 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.
2. Establishing a drug free awareness program to inform employees about:
  - a. the dangers of drug abuse in the workplace;
  - b. the grantee's or contractor's policy of maintaining a drug free workplace;
  - c. any available drug counseling, rehabilitation and employee assistance programs; and
  - d. the penalties that may be imposed upon an employee for drug violations.
3. Providing a copy of the statement required by subparagraph 1 to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
4. Notifying the contracting or granting agency within ten (10) days after receiving notice under part (2) of paragraph c of subsection 1 above from an employee or otherwise receiving actual notice of such conviction.
5. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by Section 5 of the Drug Free Workplace Act.
6. 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.
7. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF THE DESIGNATED ORGANIZATION.

Hampton, Lenzini & Renwick, Inc.  
Printed Name of Organization

  
Signature of Authorized Representative

Steven W. Megginson, Vice President  
Printed Name and Title

36-2555986

Requisition/Contract/Grant  
ID Number

5/3/2019  
Date