

January 22, 2009

Community Unit School District 300
Attn: Mr. David Scarpino
Associate Superintendent
300 Cleveland Avenue
Carpentersville, Illinois 60110

Re: Community Unit School District 300 2008/2009 District Boundary Mapping

Mr. Scarpino,

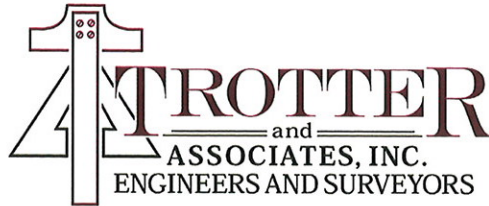
Thank you, for requesting Trotter and Associates to provide CAD mapping services to the district on your upcoming mapping project. Enclosed please find two copies of the proposal you requested. If this proposal satisfactorily meets your needs and expectations, please sign one of the copies and return it for our records to initiate work.

Trotter and Associates, Inc. looks forward to working with you on this and future projects. The success of every project depends on the quality of personnel involved and commitment to quality. I think that you will find our services to be superior in quality and content to others in the industry. Please feel free to call if you have any questions or require any additional information in regards to this matter.

Very truly yours,
TROTTER AND ASSOCIATES, INC

Colin F. Shulick
Vice President

Encl.: 2



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Community Unit School District 300
Attn: Mr. David Scarpino
Associate Superintendent
300 Cleveland Avenue
Carpentersville, Illinois 60110

Re: Community Unit School District 300 2008/2009 District Boundary Mapping

Mr. Scarpino,

In response to your request for proposal, Trotter and Associates, Inc. ("Engineer") proposes to provide professional mapping services in connection with Community Unit School District 300 ("Owner") – 2008/2009 District Boundary Mapping Project. (Hereinafter called the "Project").

Understanding of the Project

Community Unit School District 300 has recently updated and modified their attendance boundaries and the boundaries have been approved by the current Board of Education. The district would like to produce updated mapping for the Elementary Attendance Zones, Middle School Attendance Zones and High School Attendance Zones. The new updated maps will incorporate all new developments, which have been constructed since the last revisions to the maps.

Two maps will be produced; the first map will reflect only the elementary school attendance boundaries. The second map will incorporate both the Middle School and the High School boundaries. Trotter and Associates has also been instructed to update any of the individual school attendance boundary maps, which may have been affected by boundary changes.

Trotter and Associates will assist the district in procuring intergovernmental agreements with Kane, McHenry, Lake and Cook counties to acquire and utilize the respective counties base cadastral mapping. These mapping files will be modified and updated by Trotter and Associates to meet the District's mapping needs.

It is also understood that Trotter and Associates will provide Community Unit School District 300 with 75 colored wall maps of each of the attendance zone maps and 5 each of the individual school maps. Final versions of all maps produced will also be delivered to the District in PDF format, suitable for publication on the District's web site.

Schedule

Engineer would expect to begin work within 10 working days following the receipt of your acceptance of this proposal.

Scope of Work

Engineer will provide customary CAD mapping services and all related services incidental thereto (as described below) and any additional services as the Owner may deem necessary.

1 Collection of Electronic Data/Production of Mapping

- 1.1 Meet with the owner to establish and verify all existing/proposed boundaries and the location and addresses of all educational facilities within the district limits, as well as any additional information to be shown on the boundary map or to discuss any special considerations the district may require.
- 1.2 Engineer will acquire and compile the electronic base mapping from the various counties required to complete this project.
- 1.3 Engineer will make every effort possible to add new subdivisions not currently incorporated in the electronic base mapping.
- 1.4 Mapping files will then be merged, updated, and edited for accuracy.
- 1.5 Proposed overall district limits, elementary school, as well as middle/high school boundaries will be created from previous mapping and resources provided by the Owner.
- 1.6 Engineer will generate a check plot of each map and meet with the Owner to obtain approval. Any and all parties having jurisdiction over this project will be asked to check the map and sign off on the work completed.
- 1.7 Engineer will make any necessary changes to the map and again meet with the owner to obtain approval. Any and all parties having jurisdiction over this project will be asked to check the map again and sign off on the work completed, prior to final printing.
- 1.8 Additional work requested by the District and not specified by this agreement will be billed at our hourly rate as outlined in the attached Exhibit "A" Schedule of Hourly Rates 2009.***

2. Deliverables

- 2.1 Engineer will provide the Owner with a quantity of seventy five (75) of each of the colored maps representing the above-mentioned scope. Engineer estimates these maps to be about 24" x 36" in size.
- 2.2 Engineer will provide the Owner with six (6) each 42" x 53" colored wall map, for each of the maps produced. Mounting and or framing will not be included in this contract, but may be made available as an extra, if requested to do so by the Owner.
- 2.3 Engineer shall also provide the Owner with a CD-ROM containing the electronic image in PDF format, representative of the final product.

Engineer would expect the Owner to furnish any pertinent information regarding the Project, including any extraordinary considerations or special services not referenced above. Including but not limited to all existing boundary mapping, new subdivisions and plats, etc.

Compensation:

Community Unit School District 300 will pay Trotter and Associates, Inc. for its services a fee in accordance with the following schedule:

- **CAD Mapping Services & Printing**

□ CAD Services Boundary Maps & Printing	\$4,755.00
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Trotter and Associates, Inc. will bill the Community Unit School District 300 twice per month on a percent complete basis and for all additional services not included in the scope of this agreement. Additional services and revisions to the mapping and related documents as directed by the Owner after initial approval, will be considered as extra work and billed on the basis of the hourly rates as shown in the Schedule of Hourly Rates attached hereto. Additional plots not outlined above as well as postage related to the project will be billed to you at cost plus 15%.

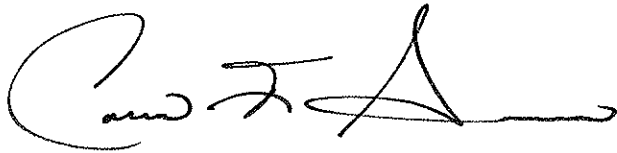
On January 1, 2009, and yearly thereafter, the fees and the hourly rates may be escalated by an amount not to exceed five (5) percent.

Contents of Agreement:

This proposal represents the entire understanding between the Owner and Engineer in respect to the Project and may only be modified in writing as signed by both parties. If this proposal satisfactorily sets forth your understanding of the project, please sign the one of the enclosed copies of this proposal in the space provided below and return it for our records. This proposal shall remain open for acceptance by the Community Unit School District 300 for a period of thirty (30) days from the date hereon, unless modified by the Engineer in writing.

Thank you for allowing Trotter and Associates, Inc., an opportunity to present this proposal for providing professional services for this Project. We look forward to working with you on this and future projects.

Very truly yours,
TROTTER AND ASSOCIATES, INC.



Colin F. Shulick
Vice President

Acceptance:

Accepted this ____ day of _____, 2009

Community Unit School District 300

By: _____
Title: _____

Attachment: Exhibit "A" Schedule of Hourly Rates 2009

Trotter and Associates, Inc.
2009 Schedule of Hourly Rates - Exhibit A

Classification	2009 Billing Rate
Principal	\$ 160.97
Senior Project Manager	\$ 154.35
Project Manager	\$ 145.53
Professional Land Surveyor	\$ 145.53
Project Coordinator	\$ 130.10
Senior Project Engineer	\$ 130.10
Engineer Level IV	\$ 121.54
Engineer Level III	\$ 113.56
Engineer Level II	\$ 96.50
Engineer Level I	\$ 80.48
Engineering Intern	\$ 38.06
Senior Technician	\$ 113.56
Technician Level IV	\$ 105.84
Technician Level III	\$ 89.30
Technician Level II	\$ 80.75
Technician Level I	\$ 72.77
Clerical Level II	\$ 61.74
Clerical Level I	\$ 51.82
Survey Crew	\$ 159.86
Survey Technician Level II	\$ 57.91
Survey Technician Level I	\$ 46.31
Sub Consultants	Cost Plus 5%
Reimbursable Expenses	Cost Plus 15%

Note: On January 1, 2010 and yearly thereafter, the fees and hourly rates may be escalated by an amount not to exceed five (5) percent.