

July 10, 2006

Ms. Lindsey Harris
Assistant Director of Transportation
500 Shales Parkway
Elgin, Illinois 60120

Illinois School District – U46
Transportation Mapping Project

Dear Ms. Harris,

Pursuant to our meeting, I have included the attached information. Please find two copies of the requested proposal for your review. Please return one signed copy for our records to initiate the work required to complete the project.

Feel free to call me if you have any questions or require any additional information in regard to this project. Thank you for requesting Trotter and Associates to provide professional services on this project.

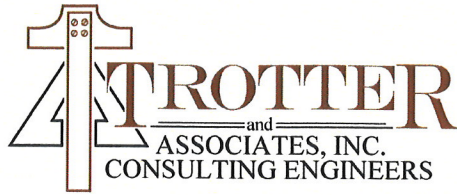
Very Truly Yours,

A handwritten signature in black ink, appearing to read "Colin F. Shulick", written in a cursive style.

Colin F. Shulick
Vice President – Trotter and Associates, Inc.

Encl.: 2 Agreements

Cc.: Mr. Jeff King, file



July 10, 2006

Illinois School District – U46
Ms. Lindsey Harris, Assistant Director of Transportation
500 Shales Parkway
Elgin, Illinois 60120

**Illinois School District – U46
Transportation Mapping Project**

Dear Ms. Harris,

In response to your request for proposal, Trotter and Associates, Inc. (“Engineer”) proposes to provide professional mapping services in connection with the Illinois School District U46 (“Owner”) – Transportation Map Book Project. (Hereinafter called the “Project”).

Understanding of the Project

Trotter and Associates will modify and update District boundary mapping to meet the Owner’s project needs. It is the desire of the Transportation Department to provide a quantity of 500 map books for those personnel required to drive throughout the District. Base mapping will not include new development, which is not currently available from the various counties’ GIS departments.

Schedule

We expect to begin work within 5 working days following the receipt of your acceptance of this proposal. Trotter and Associates anticipates completing all necessary work relative to the Project within 15 working days, from the notice to proceed, which will facilitate delivery to the district for their approval before final printing.

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 Production of Map Books for The Transportation Department

- 1.1 Engineer shall produce a “Final Draft” copy of map book for approval by the district.

16 North First Avenue, St. Charles, Illinois 60174 Phone: 630.587.0470 Fax: 630.587.0475

- 1.2 Engineer shall meet with the District and present the Final Draft Copy. This meeting will also be used to discuss any additional information to be shown on the map book or to gain a consensus regarding any special considerations the district may require. Engineer will request the District to check the map, make corrections and sign off on the work completed.
- 1.3 Engineer will make any necessary changes to the map and again meet with the owner to obtain approval.
- 1.4 Owner shall assume responsibility for all intergovernmental agreements required to obtain the electronic data from the various governmental agencies. Intergovernmental agreements shall be acquired by Engineer and forwarded to the Owner for execution.
- 1.5 **Based on an approved Final Copy of the map, the addition of new subdivisions, which are not currently available, and all other Owner requested map changes will be considered extra work and billed at our hourly rate as shown in the attached "2006 Schedule of Hourly Rates - Exhibit A"**

2. Deliverables

- 2.1 Engineer will provide the Owner with a quantity of 500, 11" x 17" map books, printed on 24 lb gloss white paper, representing the above-mentioned scope.
- 2.2 Engineer shall also provide the Owner with a CD-ROM containing the electronic image representative of the final product. This image may then be used for publication on the Owner's web site or reproduction by the Owner's staff.

Engineer will expect the Owner to furnish any pertinent information regarding the Project, including any extraordinary considerations, requirements or special services not referenced above. This includes but not limited to all existing boundary mapping, hand drawn maps and electronic maps produced by previous consultants.

Indemnification

To the full extent permitted by applicable law, ENGINEER agrees to indemnify and hold harmless OWNER from and against any and all suits, actions, damages, loss, liability or costs (including, without limitation, reasonable attorney's fees directly related thereto) for bodily injury or death of any person or damage to third party property if and to the extent arising from the negligent errors or omissions or willful misconduct of ENGINEER during the performance of the Services hereunder.

Insurance

Commencing with the performance of the Services, and continuing until the earlier of acceptance of the Services or termination of this Agreement, Engineer shall maintain Engineer's standard insurance policies as follows:

- a) Workers' Compensation and/or all other Social Insurance in accordance with the statutory requirements of the state having jurisdiction over ENGINEER's employees who are engaged in the Services, with Employer's Liability not less than One Hundred Thousand Dollars (\$100,000) each incident;
- b) Commercial General Bodily Injury and Property Damage Liability and Automobile liability insurance including (owned, non-owned, or hired), each in a combined single limit of One Million Dollars (\$1,000,000) each occurrence for bodily injury and property damage liability. This policy includes Contractual Liability coverage. ENGINEER agrees to name OWNER as Additional Insured on this policy, but only to the extent of the insurance limits specified herein.
- c) Professional Liability Insurance with limits of \$2,000,000 per claim and in the aggregate covering ENGINEER against all sums, which ENGINEER may become legally obligated to pay on account of any professional liability arising out of the performance of this Agreement.
- d) The ENGINEER agrees to provide OWNER with certificates of insurance evidencing the above-described coverage prior to the start of Services hereunder and annually thereafter if required. Such certificates of insurance shall provide that the applicable insurance policies have been endorsed to provide a minimum of thirty (30) days advance notice to the OWNER in the event of cancellation, material change, or non-renewal.

Compensation

Illinois School District U46 shall pay Trotter and Associates, Inc. for its services a fee in accordance with the following schedule:

☐ **CAD Mapping Services**

Lump Sum

\$2,700.00

☐ **Deliverables/Printing Services**

Please Select	Please Select	Quantity	Price Per Unit	Total Cost
<input type="checkbox"/>	Print Map Books	500	\$ 2.00	\$1,000.00
<input type="checkbox"/>	Laminate Front and Back Covers	1000	\$1.20	\$1,200.00
<input type="checkbox"/>	Bind with Slip on Plastic Spine	500	\$ 1.00	\$500.00
<input type="checkbox"/>	Bind With Ibico Comb Binding	500	\$2.25	\$1,125.00
Total Printing Services				

b) Delivery of Maps

\$0.00

c) Computer Disk Containing Map Image File (1 Each)

\$0.00

☐ **Total Project Costs**

CAD Mapping Services	\$ 2,700.00
Deliverables (Please Insert Corresponding Total Cost of Printing Services)	\$
Total (Please Insert Total and Initial)	\$

Additional services and revisions to the mapping and related documents as directed by the Owner or as outlined in this agreement, will be billed on the basis of the hourly rates as shown in the attached "2006 Schedule of Hourly Rates - Exhibit A"

On January 1, 2007, and yearly thereafter, the fees and the hourly rates may be escalated by an amount not to exceed five (5) percent.

16 North First Avenue, St. Charles, Illinois 60174 Phone: 630.587.0470 Fax: 630.587.0475

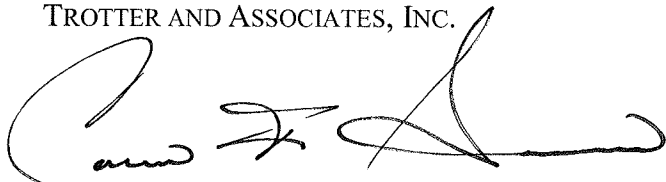
This proposal represents the entire understanding between the Owner and Engineer in respect to the Project and may only be modified in writing as signed by both parties. If this proposal satisfactorily sets forth your understanding of the project, please sign the one of the enclosed copies of this proposal in the space provided below and return it for our records. This proposal shall remain open for acceptance by the Illinois School District U46 for a period of thirty (30) days from the date hereon, unless modified by the Engineer in writing.

It should also be noted that the maps will be jointly owned by the Illinois School District U46 and Trotter and Associates, Inc. and will be copyrighted with the following note:

"This Map Shall Not Be Used, Reproduced, Transmitted, Modified or Sold Either Wholly or in Part, except when Authorized in Writing by The Engineer, Trotter and Associates, Inc., and Illinois School District U46."

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 soon.

Very truly yours,
TROTTER AND ASSOCIATES, INC.



Colin F. Shulick
Vice President

ACCEPTANCE

Accepted this ____ day of _____, 2006

Illinois School District U46

By: _____

Title: _____

Attachments: Exhibit "A" 2006 Schedule of Hourly Rates

Cc.: **Mr. Jeff King (Electronic Copy Only)**

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Trotter and Associates, Inc.
2006 Schedule of Hourly Rates - Exhibit A

Classification	2006 Billing Rate	
Principal	\$	138.85
Senior Project Manager	\$	133.35
Project Manager	\$	126.00
Professional Land Surveyor	\$	126.00
Project Coordinator	\$	112.35
Senior Project Engineer	\$	112.35
Certified Construction Manager	\$	105.00
Engineer Level IV	\$	105.00
Engineer Level III	\$	97.90
Engineer Level II	\$	83.45
Engineer Level I	\$	69.30
Engineering Intern	\$	33.00
Senior Technician	\$	97.90
Technician Level IV	\$	91.35
Technician Level III	\$	77.15
Technician Level II	\$	69.80
Technician Level I	\$	63.00
Clerical Level II	\$	53.25
Clerical Level I	\$	45.15
Survey Crew	\$	145.00
Survey Technician Level II	\$	50.00
Survey Technician Level I	\$	40.00
Sub Consultants	Cost Plus 5%	
Reimbursable Expenses	Cost Plus 15%	

Note: On January 1, 2007 and yearly thereafter, the fees and hourly rates may be escalated by an amount not to exceed five (5) percent.