



March 12, 2007

Revised April 19, 2007

Community Unit School District 303
Attn: Brad Cauffman
Community Unit School District 303
201 South 7th Street
St. Charles, IL 60174

Re: Attendance Zone Boundary Mapping

Mr. Cauffman,

Trotter and Associates, Inc. (ENGINEER) propose to render professional ENGINEERING services in connection with proposed Attendance Zone Mapping Project, (hereinafter called the "Project") for Community Unit School District 303 (CLIENT).

Understanding of the Project

Community Unit School District 303 has recently updated and modified their attendance boundaries. These boundaries have been approved by the current Board of Education for District 303. The district would like to produce updated mapping for the Elementary Attendance Zones, Middle School Attendance Zones and High School Attendance Zones. 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. The district would also like to produce 17 individual maps for each school's attendance zone, represented within the District. Each of the 17 individual maps will incorporate those Planning Areas contained within each school's attendance zone.

Pursuant to an intergovernmental agreement, base cadastral mapping files will be provided in electronic format from Kane County GIS Technologies and Community Unit School District 303's IT and transportation department. 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 303 with 2 colored wall maps of each of the 19 maps. Mass production of the final mapping will not be included at this time. 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 ten working days following the receipt of your acceptance of this proposal. It is also understood that the Community Unit School District 303 – District Boundary Mapping Project is to be completed within 60 working days, from the date in which ENGINEER is notified to proceed.

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 During the Collection of Electronic Data/Production of Mapping, ENGINEER Shall:

- 1.1 Attend a project kickoff meeting with the OWNER.
- 1.2 Trotter and Associates will acquire and compile the electronic base mapping information required to complete this project, from Kane County GIS Technologies, surrounding communities and Community Unit School District 303.
- 1.3 Mapping files will then be merged, updated and edited for accuracy.
- 1.4 Proposed attendance boundaries will be created from resources provided by the OWNER and previous versions of the mapping prepared by ENGINEER's staff.
- 1.5 Elementary School attendance boundaries will be produced with a clear and concise understanding of the 12 elementary school boundaries in the colors similar to previously produced maps.
- 1.6 Middle School attendance boundaries will be produced with a clear and concise understanding of the 3 middle school boundaries in the colors similar to previously produced maps.
- 1.7 High School attendance boundaries will be created utilizing CAD linestyles and/or shading with a clear and concise understanding of the 2 high school boundaries.
- 1.8 ENGINEER will meet with administrative staff, and gain concurrence of updated attendance zones and boundary changes.
- 1.9 ENGINEER will perform all necessary revisions to the map, at the direction of the administrative staff and run the necessary check plots for the administrative staff to review.
- 1.10 If necessary ENGINEER will make any additional revisions to the map at the direction of the administrative staff and again run the necessary check plots for the

administrative staff to review. Any and all parties having jurisdiction over this project will be asked to check and sign off on the final check plot, prior to final printing.

- 1.11 Nineteen (19) colored maps in total will be produced for the School District. Individual maps produced for each of the 17 schools will also reflect the District's planning areas. Planning areas will not be shown on the final maps which will combine the elementary schools and the middle/high schools.

2.Deliverables

- 2.1 ENGINEER will provide the OWNER with (2) 36" x 48" colored wall maps, of the revised Elementary School & Middle/High School Boundary maps. ***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.***
- 2.2 ENGINEER will also provide the OWNER with (2) 36" x 48" colored wall maps, of each of the seventeen (17) individual school attendance zone 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 Trotter and Associates will also provide the OWNER with a CD-ROM containing the electronic images required to produce the final map in Adobe Acrobat format (PDF).

ENGINEER would expect the OWNER to furnish any pertinent information regarding the Project, including any extraordinary considerations or special services not referenced above. Any extraordinary considerations or special services requested by the OWNER, after the execution of this contract will be considered extra work. ENGINEER will not be responsible for any information not currently available (i.e. addresses, new sub divisions, street names, etc....) unless requested to do so by the OWNER.

Trotter and Associates, Inc. will bill the Community Unit School District 303 for all additional services not included in the scope of this agreement, and for all revisions to the mapping and related documents as directed on the basis of the hourly rates as shown in the Schedule of Hourly Rates attached hereto and any additional expenses incurred outside of the scope of this agreement.

On January 1, 2008, and yearly thereafter, the fees and the hourly rates may be escalated by an amount not to exceed five (5) percent.

Compensation

Community Unit School District 303 will pay Trotter and Associates, Inc. for its services a fee in accordance with the following schedule:

- **CAD Mapping Services** **\$13,050.00**

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 enclosed copy of this proposal in the space provided below and return it as soon as possible. This proposal shall remain open for acceptance by the Community Unit School District 303 for a period of thirty (30) days from the date hereon, unless modified by ENGINEER in writing.

Thank you for allowing ENGINEER, 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 _____, 2007

Community Unit School District 303

By: _____
Title: _____

Attachment: 2007 Schedule of Hourly Rates – Exhibit “A”

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Trotter and Associates, Inc.
2007 Schedule of Hourly Rates - Exhibit A

Classification	Billing Rate
Principal	\$ 146.00
Senior Project Manager	\$ 140.00
Project Manager	\$ 132.00
Professional Land Surveyor	\$ 132.00
Project Coordinator	\$ 118.00
Senior Project Engineer	\$ 118.00
Certified Construction Manager	\$ 110.25
Engineer Level IV	\$ 110.25
Engineer Level III	\$ 103.00
Engineer Level II	\$ 87.50
Engineer Level I	\$ 73.00
Engineering Intern	\$ 34.50
Senior Technician	\$ 103.00
Technician Level IV	\$ 96.00
Technician Level III	\$ 81.00
Technician Level II	\$ 73.25
Technician Level I	\$ 66.00
Clerical Level II	\$ 56.00
Clerical Level I	\$ 47.00
Survey Crew	\$ 145.00
Survey Technician Level II	\$ 52.50
Survey Technician Level I	\$ 42.00
Sub Consultants	Cost Plus 5%
Reimbursable Expenses	Cost Plus 15%

Note: On January 1, 2008 and yearly thereafter, the fees and hourly rates may be escalated by an amount not to exceed five (5) percent.