

December 21, 2020

Mr. Greg Summers, AICP
Assistant Village Manager
Village of Orland Park
14700 Ravinia Avenue
Orland Park, Illinois 60462

625 Forest Edge Drive, Vernon Hills, IL 60061

TEL 847.478.9700 ■ FAX 847.478.9701

www.gha-engineers.com

Re: Village of Orland Park
2021 Emergency Interim GIS Services
GHA Proposal No. 2020.D319

Dear Mr. Summers:

Thank you for considering Gewalt Hamilton Associates, Inc. for the 2021 Emergency Interim GIS Services. Our firm is well qualified to perform this work and is quite interested in serving the Village of Orland Park.

If you should have any questions or require additional information, please do not hesitate to contact me.

Sincerely,
Gewalt Hamilton Associates, Inc.



Leo X. Morand, P.E.
Assistant Director – Municipal Services



Gregory A. Newton, GISP
Assistant Director – Data Collection/GIS Manager

Encl.: GHA Proposal No. 2020.D319

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I. Project Understanding

The Village of Orland Park is seeking the assistance of a GIS Professional to assist with the ongoing maintenance of the Village's GIS System. We understand the Village requests a GIS Professional for roughly 20 hours per week. The services will begin on January 1, 2021 and will last until March 31, 2021.

II. Scope of Services

The scope of services is based upon our knowledge of the Village's GIS system through our current Assessment and Strategic Plan Study, our review of the information furnished to us, and our extensive experience in providing such services for other municipalities.

1. Perform duties assigned by the Assistant Village Manager and other Village staff.
2. Assist with administration and maintenance of the GIS servers and applications.
3. Attend virtual meetings as needed.
4. Provide coordination for Village related issues with various agencies regarding GIS matters.
5. Assist Village Staff with ongoing GIS projects.
6. Provide the services of a GIS Professional who is familiar with the Village of Orland Park GIS and has the necessary experience to assist the Village during this time.
7. Perform short term duties as identified in the GIS Assessment and Strategic Plan Report to better position the Village's GIS for a comprehensive update in 2021.

The above scope of services is not an exhaustive list of services our office can provide to the Village. We are available to assist the Village with any and all requests.

III. Proposed Engineering Staff

Mr. Leo X. Morand, P.E. will manage the project. Mr. Gregory A. Newton, GISP will serve as the GIS Professional. Additional professional and technical staff will provide support as needed.

IV. Compensation for Services

GHA proposes billing on a time-and-materials (T&M) basis with a **not-to-exceed (NTE) fee of \$47,000.00.**

Reimbursable expenses, including items such as printing, messenger service, mileage etc., will be billed direct to the Village without markup.

All services, including any additional services beyond those outlined in *Section II: Scope of Services*, will be billed in accordance with the following hourly rates:

GHA 2021 Hourly Billing Rates	
PRINCIPAL	\$ 222.00
CIVIL ENGINEER VI	\$ 190.00
CIVIL ENGINEER V	\$ 186.00
CIVIL ENGINEER IV	\$ 184.00
CIVIL ENGINEER III	\$ 165.00
CIVIL ENGINEER II	\$ 155.00
CIVIL ENGINEER I	\$ 135.00
LAND SURVEYOR IV	\$ 158.00
LAND SURVEYOR III	\$ 136.00
LAND SURVEYOR II	\$ 132.00
LAND SURVEYOR I	\$ 124.00
GIS PROFESSIONAL III	\$ 165.00
GIS PROFESSIONAL II	\$ 144.00
GIS PROFESSIONAL I	\$ 134.00
ENVIRONMENTAL CONS. II	\$ 140.00
ENVIRONMENTAL CONS. I	\$ 128.00
ENGINEERING TECHNICIAN V	\$ 184.00
ENGINEERING TECHNICIAN IV	\$ 140.00
ENGINEERING TECHNICIAN III	\$ 128.00
ENGINEERING TECHNICIAN II	\$ 112.00
ENGINEERING TECHNICIAN I	\$ 84.00
ADMINISTRATIVE I	\$ 68.00

Invoices will be submitted on a monthly basis and will detail services performed. This permits the client to review the status of the work in progress and the charges made.

V. General Conditions

The delineated services provided by Gewalt Hamilton Associates, Inc., (GHA) under this Agreement will be performed as reasonably required in accordance with the generally accepted standards for civil engineering

and surveying services as reflected in the contract for this project at the time when and the place where the services are performed.

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or GHA. GHA's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against GHA because of this Agreement or the performance or nonperformance of services hereunder. In no event shall GHA be liable for any loss of profit or any consequential damages.

GHA shall not have control of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for job site safety measures. Such control is the sole responsibility of the Client's contractor.

The Client and GHA agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation in Chicago, Illinois unless the parties mutually agree otherwise.

This Agreement, including all subparts, which is attached hereto and incorporated herein as the General Provisions of this Agreement, constitute the entire integrated agreement between the parties which may not be modified without all parties consenting thereto in writing.

By signing below you indicate your acceptance of this Agreement in its entirety.

Gewalt Hamilton Associates, Inc.

Village of Orland Park



Leo X. Morand, P.E.
Associate/Senior Engineer

Name: _____
Title: _____
Date: _____