

## **AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT, MADE AS OF THIS 7<sup>th</sup> day of January, 2026, by and between the City of Joliet, Illinois, an Illinois Municipal Corporation, (hereinafter called the "City") and Baxter & Woodman, Inc., (hereinafter called the "Consultant"), collectively referred to as the "Parties" herein, is an AGREEMENT for professional services.

NOW, THEREFORE, the City and the Consultant in consideration of the mutual covenants hereinafter set forth agree as follows:

### **SECTION 1 – SERVICES OF THE CONSULTANT**

- 1.1 The Project scope of work is defined in the attached document ATTACHMENT 1.
- 1.2 The City and the Consultant, by mutual agreement, shall determine the final schedule.
- 1.3 The Consultant shall perform its services consistent with the professional skill and care ordinarily provided by Consultants in their line of work. The Consultant will use their professional judgment in the course of the work. Design criteria, guidelines and other standards shall be supplemented by the professional judgment of the Consultant. Deviations from design criteria, guidelines and other standards shall be called to the attention of the City's representative.

### **SECTION 2 – THE CITY'S RESPONSIBILITIES**

The City will:

- 2.1 Provide full information as to the requirements for the Project in a timely manner in which the Consultant may reasonably rely on with regard to its completeness and accuracy.
- 2.2 Designate in writing a person to act as the City's representative with respect to the work to be performed under this Agreement; and such person shall have complete authority to transmit instructions, receive information, interpret, and define the City's policies and decisions with respect to materials, equipment elements and systems pertinent to the work covered by this Agreement.
- 2.3 Guarantee access to and make all provisions for the Consultant to enter upon the City's facilities as required for the Consultant to perform their work under this Agreement.
- 2.4 Examine all studies, reports and other documents presented by the Consultant and shall render decisions pertaining thereto within seven (7) calendar days from receipt so as not to delay the work of the Consultant.
- 2.5 Obtain approval of all governmental authorities having jurisdiction over the Project and such approvals and consents from such other individuals or bodies as may be necessary for completion of the Project.

### SECTION 3 – PAYMENTS TO THE CONSULTANT

3.1 The City will pay the Consultant for the professional services performed under SECTION 1, in an amount not to exceed \$120,000.00.

3.2 Invoices for payment shall be submitted by Consultant to the City, together with reasonable supporting documentation. The City may require such additional supporting documentation as City reasonably deems necessary or desirable. Payment to Consultant shall be made in accordance with the Illinois Local Government Prompt Payment Act, after City's receipt of an invoice and all such supporting documentation.

3.3 Payment to the Consultant for expenses associated with direct costs or reimbursable expenses, as dictated by the Agreement and/or Scope of Services, shall be made upon presentation of receipts for costs or expenses.

### SECTION 4 – TIME OF COMPLETION

4.1 The Consultant shall complete the project within 365 days of the date of execution of this Agreement, subject to time extensions to such schedule arising from delays beyond Consultant's control. To the extent Consultant is impacted by such delays, Consultant shall be entitled to an adjustment to its schedule for performance.

4.2 Time is of the essence for this Agreement.

4.3 The Consultant shall commence work within ten (10) calendar days of the date of execution of this Agreement or such other time mutually agreed to by the Parties in writing.

4.4 The Consultant may request an extension to compete the scope of work, and the City may grant such extension in a subsequent contract amendment.

### SECTION 5 – RIGHTS TO DELIVERABLES

5.1 Deliverables, as defined in the Scope of Work, shall become the City's permanent property upon payment by the City to the Consultant.

5.2 Consultant shall not use photographs of the Deliverables for project competition, awards of any nature, project testimonials, presentations, advertising, proposals, professional papers, public display, or any other use without obtaining prior written approval from the City's representative. Any photographs taken of City property in the execution of the Consultant's work may not be re-used by the Consultant for project competition, awards of any nature, project testimonials, advertising, proposals, presentations, professional papers, public display, or any other use without obtaining prior written approval from the City's representative.

### SECTION 6 – REMOVAL AND REPLACEMENT OF PERSONNEL

6.1 Consultant (for the duration of the term of the Agreement) will not, without obtaining the City's prior written consent not to be unreasonably withheld, replace, or alter the assignment of its

lead personnel, to the extent their respective availability is reasonably within the Consultant's control.

6.2 Consultant shall promptly remove any person assigned to perform the Services in the event of notification by the City that he/she is no longer acceptable, irrespective of any prior City consent. Replacement of lead personnel, prior to assignment, will be subject to the City's approval, which shall not be unreasonably withheld.

6.3 A violation by Consultant of paragraph 6.1 and/or 6.2 may be considered a substantial and material breach of Agreement, for which termination and damages otherwise provided by Law or the Agreement may be claimed.

6.4 The City's right to request the removal of Consultant's personnel from the Services as set forth in paragraph 6.2 does not expressly or implicitly create an employer-employee relationship between the City and personnel assigned by Consultant. Such a relationship is expressly denied herein by Consultant and the City.

## SECTION 7 – INSURANCE

The Consultant shall maintain for the duration of the Agreement, insurance purchased from a company, or companies lawfully authorized to do business in the State of Illinois and having a rating of at least A-minus as rated by A.M. Best Ratings. Such insurance will protect the Consultant from claims set forth below which may arise out of or result from the Consultant's operations under the agreement and for which the Consultant may be legally liable, whether such operations be by the Consultant or by a SubConsultant or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

Worker's Compensation Insurance covering all liability of the Consultant arising under the Workers' Compensation Act and Occupational Diseases Act; limits of liability not less than statutory requirements.

Employers Liability covering all liability of Consultant as employer, with limits not less than: \$1,000,000 per injury – per occurrence; \$1,000,000 per disease – per employee; and \$1,000,000 per disease – policy limit.

Comprehensive General Liability in a broad form on an occurrence basis, to include but not be limited to, coverage for the following where exposure exists; Premises/Operations, Contractual Liability, Products/Completed Operations for 2 years following final payment, Independent Consultant's coverage to respond to claims for damages because of bodily injury, sickness or disease, or death of any person other than the successful proposers employees as well as claims for damages insured by usual personal injury liability coverage which are sustained (1) by a person as a result of an offense directly or indirectly related to employment of such person by the

Consultant, or (2) by another person and claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use there from; Broad Form Property Damage Endorsement;

General Aggregate Limit	\$ 2,000,000
Each Occurrence Limit	\$ 1,000,000

Automobile Liability Insurance shall be maintained to respond to claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance, or use of a motor vehicle. This policy shall be written to cover any auto whether owned, leased, hired, or borrowed.

Each Occurrence Limit	\$1,000,000
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Professional Liability Insurance shall be maintained to respond to claims for damages due to the Consultant's negligent errors and omissions.

Aggregate Limit	\$ 10,000,000
Per Claim Limit	\$5,000,000

Consultant agrees that with respect to the above required insurance:

1. The CGL policy shall be endorsed for the general aggregate to apply on an annual basis.
2. To provide separate endorsements: to name the City of Joliet and its officers and employees as additional insured as their interest may appear, and to provide 30 days' notice, in writing, of cancellation or material change.
3. The Consultant's insurance shall be primary in the event of a claim.
4. The City of Joliet shall be provided with Certificates of Insurance and endorsements evidencing the above-required insurance, prior to commencement of an agreement and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration of cancellation of any such policies.
5. A Certificate of Insurance that states the City of Joliet and its officers and employees have been endorsed as an "additional insured" by the Consultant's general liability and automobile liability insurance carrier. Specifically, this Certificate must include the following language: "The City of Joliet and its officers and employees are, and have been endorsed, as an additional insured under the above reference policy number 7017821337 on a primary and non-contributory basis for general liability and automobile liability coverage for the duration of the contract term."

Failure to Comply: In the event the Consultant fails to obtain or maintain any insurance coverage required under this Agreement, the City of Joliet may purchase such insurance coverage and charge the expense thereof to the Consultant. Such insurance shall be maintained in full force and effect

during the life of the Agreement and shall protect the Consultant, its employees, agents and representatives from claims for damages, for personal injury and death and for damage to property arising in any manner from the negligent or wrongful acts or failures to act by the Consultant, its employees, agents and representatives in the performance of the work covered by the Agreement. The Consultant shall also indemnify and save harmless the City from any claims against, or liabilities incurred by the Consultant of any type or nature to any person, firm or corporation arising from the Consultant's wrongful or negligent performance of the work covered by the Agreement.

#### SECTION 8 – SUCCESSORS AND ASSIGNS

The City and the Consultant each binds himself and his partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as above, neither the City nor the Consultant shall assign, sublet or transfer his interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any employee, officer or agent of any public body or the Consultant which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the City and the Consultant.

#### SECTION 9 – NON-DISCRIMINATION

In all hiring or employment made possible or resulting from this Agreement, there shall be no discrimination against any employee or applicant for employment because of sex, age, race, color, creed, national origin, marital status or the presence of any sensory, mental or physical handicap, unless based upon a bona fide occupational qualification, and this requirement shall apply to, but not be limited to, the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. No person shall be denied or be subjected to discrimination in receipt of the benefit of any services of activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, age except minimum age and retirement provisions, marital status, or the presence of any sensory, mental, or physical handicap. Any violation of this provision shall be considered a violation of a material provision of this Agreement and shall be grounds for cancellation, termination, or suspension, in whole or in part, of the Agreement by the City.

#### SECTION 10 – MODIFICATION OR AMENDMENT

This Agreement constitutes the entire Agreement of the Parties on the subject matter hereof and may not be changed, modified, discharged, or extended except by written amendment duly executed by the Parties. The Consultant agrees that no representations or warranties shall be binding upon the City unless expressed in writing herein or in a duly executed amendment hereof, or authorized or approved Change Order as herein provided.

#### SECTION 11 – APPLICABLE LAW AND DISPUTE RESOLUTION

11.1 This Agreement shall be deemed to have been made in and shall be construed in accordance with the laws of State of Illinois.

11.2 Any controversy, claim or dispute arising out of or relating to the interpretation, construction, or performance of this Agreement, or breach thereof, shall be referred to the American Arbitration Association (the “AAA”) for a voluntary, non-binding mediation in the municipality where the Services are provided and to be conducted by a mutually acceptable single mediator, in accordance with then applicable Construction Industry Mediation Rules, prior to resorting to litigation to any State or Federal Court located nearest to where the Services are provided. Neither party shall be liable for any indirect, incidental, or consequential damages of any nature or kind resulting from or arising in connection with this Agreement. The Parties shall share the cost of the mediator’s services equally.

WITH RESPECT TO ANY SUCH LITIGATION, EACH PARTY HEREBY KNOWINGLY, VOLUNTARILY AND WILLINGLY WAIVES ALL RIGHTS TO TRIAL BY JURY IN ANY ACTION, SUIT, OR PROCEEDING BROUGHT TO RESOLVE ANY DISPUTE BETWEEN OR AMONG ANY OF THE PARTIES HERETO, WHETHER ARISING IN CONTRACT, TORT, OR OTHERWISE, ARISING OUT OF, CONNECTED WITH, RELATED OR INCIDENTAL TO THIS AGREEMENT, THE TRANSACTION(S) CONTEMPLATED HEREBY AND/OR THE RELATIONSHIP ESTABLISHED AMONG THE PARTIES HEREUNDER.

## SECTION 12 – TERMINATION OF THE CONTRACT

### 12.1 TERMINATION BY THE CONSULTANT

If the Work is stopped for a period of thirty days under an order of any court or other public authority having jurisdiction, through no fault of the Consultant, or if the City has not made timely Payment thereon as set forth in this Agreement, then the Consultant may upon twenty-one (21) days written notice (from postmark) to the City, terminate the Agreement.

### 12.2 TERMINATION BY THE CITY

In the event of any breach of this Agreement by the Consultant, the City may, at its option, serve the Consultant with a written seven (7) day notice (from postmark) with the Consultant’s option to cure the breach, or the City may engage the services of another Consultant to complete the work and deduct the cost of such completion from any amount due the Consultant hereunder, or the City may either pause or terminate the contract.

IN WITNESS WHEREOF, the undersigned have placed their hands and seals upon and executed this Agreement in triplicate as though each copy hereof were an original and that there are no other oral agreements that have not been reduced to writing in this statement.

CITY OF JOLIET

By: \_\_\_\_\_

H. Elizabeth Beatty

City Manager

Date: \_\_\_\_\_

**Baxter & Woodman, Inc.**

By: \_\_\_\_\_

Nam \_\_\_\_\_

Title: **Vice President** \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

Lauren O'Hara

City Clerk

Date: \_\_\_\_\_

**Scope of Services**

**PROJECT UNDERSTANDING**

The City of Joliet requests assistance with implementing updates to its existing industrial waste pretreatment program and with revisions to program elements as required by United States Environmental Protection Agency (USEPA) Region 5 (Approval Authority).

Additionally, the City requests assistance with individual projects (e.g., new industrial user (IU) permits, special investigations) as directed by Nick Gornick, Deputy Director Plant Operations, when the need arises that are separate from the pretreatment program elements updates.

**SCOPE OF SERVICES AND APPROACH**

The Scope of Pretreatment Services for the 2026 calendar year is broken into two categories: Routine Tasks and Infrequent Tasks. Routine tasks occur on an annual basis. The One-Time/Infrequent Tasks are projects/items that either have a longer life span between re-evaluations or have no re-occurrence once complete. The Deputy Director Plant Operations will direct Baxter & Woodman on which scope items the City wants to be performed.

**ROUTINE TASKS**

**Pretreatment Program Assistance**

This includes assisting the City with program implementation and enforcement activities for industrial users (e.g., permit requirements, self-monitoring report questions, reporting requirements, notices of violation for effluent limit violations, and reporting violations). Examples of general program assistance include support with the Annual Pretreatment Program Report; responding to questions and requests by the City or the Industrial User (IU) as directed by the Deputy Director Plant Operations; providing forms to standardize program elements; assistance with IU site inspections; review spill/sludge plans; and assistance with program file management and documentation.

**Annual Pretreatment Report – Electronic Reporting Requirement**

The USEPA has implemented Phase 2 of the Electronic Reporting Rule for NPDES (40 CFR 122) published in the Federal Register 80 FR 64064 on October 22, 2015. Phase 2 includes Pretreatment Program Annual reports, and beginning with the 2025 annual pretreatment report due by April 28, 2026, the City must upload the IPP annual report into the NeT-PPR database within the USEPA Central Data Exchange (CDX). Assistance includes entering program information into NeT-PPR, reviewing program report information and providing QA/QC to the report, and advising City staff on the usage and navigation of the database.

**Represent the City at Adjudication Court**

The City's updated Sewer Use & Pretreatment Ordinance has been approved by USEPA and adopted by the City. IUs that incur an individual effluent pollution violation count of three and higher will be required to attend the City's Adjudication Court. Our assistance will include: Preparing and reviewing violation

documentation and history; discussing violation(s) with City staff before court; attending pre-court meetings with City staff and IU to determine the status of violation resolution; attending court with City staff; assisting City staff during court for each IU; and documenting court decisions. We will also assist the City with the continuance process if an IU or their attorney is not able to attend the assigned Adjudication Court date.

**Industrial Pretreatment Program Forms**

With the updates to the Sewer Use Ordinance (SUO) and Enforcement Response Plan (ERP), Baxter & Woodman will provide IPP forms that either must be created or require an update to reflect the changes to the SUO and ERP.

**Pretreatment Program Meetings**

Up to four in-person quarterly Program Status meetings a year, routine scheduled Pretreatment Program progress meetings every other week with City staff, and meetings as requested with City staff outside of the Quarterly Program Status and Routine Progress meetings.

**Project Management**

Project management includes client status reports, invoicing, budgets, and administrative tasks for Pretreatment Assistance.

**INFREQUENT TASKS**

**Implementing the ERP**

Baxter & Woodman will assist City staff with the implementation requirements of the ERP, which includes SMR review and documentation; enforcement procedures and escalation; issuance and tracking of notice of violations (NOV); and significant non-compliance calculations.

**IU Permit Fact Sheets**

IU discharge permits require a permit fact sheet for the permanent IU file. The purpose of the fact sheet is to document details of a process, facility, sampling location, sampling methodology, and any unique circumstance of the Industrial User's facility. Fact sheets also document the rationale and decision-making used for how the permit was written. Also included will be the documentation of why an IU has the categorical classification they have, and if other categorical standards were considered, why those do not apply. Fact sheets are important for the legacy of the IU's permanent file and the continuity of the IPP, especially when new staff take over when previous decision-makers have moved on. Time has been budgeted to finalize up to eight CIU fact sheets in progress and to initiate and complete the remaining 12 SIU and IU fact sheets.

**New IU Permits Assistance**

A placeholder has been included for up to five (5) new industries not currently in the City's IPP who may apply for an industrial user discharge permit.

**Existing IU Permits Updates**

Modify existing IU permits as needed including when changes occur with the IU process, adjusting categorical standards as needed, compliance monitoring point, IU authorized representatives, and pretreatment program language changes based on USEPA audit comments.

**IU Inventory/Survey**

Support for continuing activities for the IU survey initiated in December 2025 that includes coordinating with City staff on the three-mailing campaign, IU survey GIS database maintenance and updates to survey records, survey collection support; screening IU surveys, contacting IUs for clarifying information, determining if site inspections are required, executing site inspections with City staff, classification of IU, and preparing a final report of the IU inventory for the City's files and subsequent Annual Pretreatment Program Reports.

**NPDES Permit for Westside STP - PFAS Special Conditions**

Assistance includes preparing and executing a PFAS User Inventory for the Westside STP, as will be required in the Final NPDES Permit when it is issued, which is anticipated in 2026. The due date for the PFAS user survey will be 12 months from the effective date of the final permit.

Activities for the PFAS User Survey (for up to 100 survey recipients) will include screening the Westside STP service area for potential survey recipients, preparing the PFAS survey in GIS, preparing the PFAS survey and mailing materials, coordinating with City staff on the three-mailing campaign, survey GIS database maintenance and updates to survey records, survey collection support; screening the PFAS surveys, contacting businesses for clarifying information, screening material safety data sheets (SDS) for PFAS containing chemicals, determining if site inspections are required, executing site inspections with City staff, and preparing a PFAS User Inventory report and submittal of the report to IEPA.

**Schedule for 2026 Tasks**

The Pretreatment tasks provided in this attachment are for the 2026 calendar year. Specific due dates for each task will be discussed and agreed upon with the City as each task is assigned and initiated.

**BAXTER & WOODMAN, INC.**  
**2026 HOURLY BILLING RATES FOR PROFESSIONAL SERVICES**

<b>EMPLOYEE CLASSIFICATION</b>	<b>HOURLY BILLING RATES</b>
Executive Vice President	\$285
Vice President	\$275
Engineer VII	\$260
Engineer VI	\$245
Engineer V	\$225
Engineer IV	\$210
Engineer III	\$185
Engineer II	\$165
Engineer I	\$143
Engineering Intern	\$90
Construction Manager II	\$225
Construction Manager I	\$180
Engineering Tech V	\$200
Engineering Tech IV	\$170
Engineering Tech III	\$155
Engineering Tech II	\$135
Engineering Tech I	\$115
Environmental Scientist V	\$190
Environmental Scientist IV	\$180
Environmental Scientist III	\$165
Environmental Scientist II	\$145
Environmental Scientist I	\$125
Professional Surveyor	\$220
Survey Manager	\$190
Survey Crew Chief	\$155
Surveyor, Project	\$132
Survey Technician II	\$120
Survey Technician I	\$105
Spatial Technology Professional V	\$210
Spatial Technology Professional IV	\$200
Spatial Technology Professional III	\$175
Spatial Technology Professional II	\$150
Spatial Technology Professional I	\$130
Production Manager	\$195
CADD Tech III	\$165
CADD Tech II	\$140
CADD Tech I	\$115
Urban Planner V	\$220
Urban Planner IV	\$190
Urban Planner III	\$170
Urban Planner II	\$150
Urban Planner I	\$130
Administrative Support I to V	\$110
Marketing Professional I to IV	\$150
Communication Specialist I to IV	\$150
Accounting Professional I to IV	\$140
IT Professional I to III	\$185
Data Analyst I to III	\$160

- Hourly rates for inspection services do not include any overtime.
- Hourly Rates include direct labor and indirect overhead expenses, readiness to serve, and profit, and are for 8 hours/day and 40 hours/week during regularly scheduled work hours.
- The Engineer may adjust the hourly billing rate and out-of-pocket expenses on or about January 1 of each subsequent year and will send the new schedule to the Owner.
- Consulting fees for legal services will vary and subject to change based on services required.