



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item:	Supplemental Agreement with Stanley Consultants		
Presenter & Title:	Aaron Holton – Superintendent of Electric Services		
Date:	July 7, 2025		
Please Check Appropriate Box:			
<input type="checkbox"/>	Committee of the Whole Meeting	<input type="checkbox"/>	Special Committee of the Whole Meeting
<input checked="" type="checkbox"/>	City Council Meeting	<input type="checkbox"/>	Special City Council Meeting
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Other -
Associated Strategic Plan Goal/Objective: QIS-III			
Estimated Cost: \$157,989	Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Other Funding? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<i>If "Other Funding," please explain how the item will be funded:</i>			
Executive Summary:			
<p>The City of Geneva entered into a Professional Services Agreement with Stanley Consultants for design, bidding and project management service Substation Construction to serve the South East Master Plan area in 2014. The agreement was amended via a Supplemental Agreement to include design, bidding and project management for the 12kV lines and feeders for the area in 2018 and via change order in 2022 and 2024, largely due to the long planning period of the project. This agreement presented here is needed to finish both projects. These changes have been brought about due to the larger than expected number of submission reviews and increased timeline from the original agreement. Stanley has been performing well on both projects and staff anticipates this to be the final amendment.</p>			
Attachments: <i>(please list)</i>			
<ul style="list-style-type: none"> • Resolution • Supplemental Agreement 25-01 from Stanley Consultants, Inc. 			
Voting Requirements:			
<p><i>This motion requires a simple majority of affirmative votes for passage. (City Council Only)</i></p> <p><i>The Mayor may vote on three occasions: (a) when the vote of the alderpersons has resulted in a tie; (b) when one half of the alderpersons elected have voted in favor of an ordinance, resolution, or motion even though there is no tie vote; or (c) when a vote greater than a majority of the corporate authorities is required by state statute or local ordinance to adopt an ordinance, resolution, or motion.</i></p>			
Recommendation / Suggested Action: <i>(how the item should be listed on agenda)</i>			
<p>Recommend Approval of Resolution Authorizing Execution of Supplemental Agreement No. 25-01 with Stanley Consultants, Inc. for professional services for the Geneva SE Development Substation and Distribution Feeders Project in a projected amount of \$157,989.00.</p>			

RESOLUTION NO. 2025-74

**RESOLUTION APPROVING SUPPLEMENTAL AGREEMENT NO. 25-01
WITH STANLEY CONSULTANTS, INC. FOR PROFESSIONAL SERVICES**

**GENEVA SE DEVELOPMENT SUBSTATION
AND DISTRIBUTION FEEDERS PROJECT**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GENEVA,
KANE COUNTY, ILLINOIS, as follows:**

SECTION 1: That the City Administrator is hereby authorized to execute, on behalf of the City of Geneva, Supplemental Agreement No. 25-01 with Stanley Consultants, Inc. for professional services for the Geneva SE Development Substation and Distribution Feeders Project in a projected amount of \$157,989.00.

SECTION 2: This Resolution shall become effective from and after its passage as in accordance with law.

PASSED by the City Council of the City of Geneva, Kane County, Illinois, this 7th day of July, 2025

AYES: __ NAYS: __ ABSENT: __ ABSTAINING: __ HOLDING OFFICE: __

Approved by me this 7th day of July, 2025.

ATTEST:

Mayor

City Clerk



SUPPLEMENTAL AGREEMENT NO. 25-01

This Supplemental Agreement, made and entered into by and between STANLEY CONSULTANTS, INC (Consultant) and CITY OF GENEVA, ILLINOIS (Client) amends their agreement of August 6, 2018, for Consultant to provide services to the Client for the Geneva SE Development Substation and Distribution Feeders Project, as follows:

Scope of Services

See Attached Exhibit 1 - Change Order 3.

Time of Beginning and Completion

Begin at time of signature, and end March 1, 2026

Fees and Payments

See Attached Exhibit 1 - Change Order 3.

Except as specifically amended by this Supplemental Agreement, all the terms and conditions of the original Agreement dated August 6, 2018, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Supplemental Agreement to be executed on the date below indicated.

STANLEY CONSULTANTS, INC

CITY OF GENEVA, ILLINOIS

By: 
Eric D. Kamm, Business Development
Manager

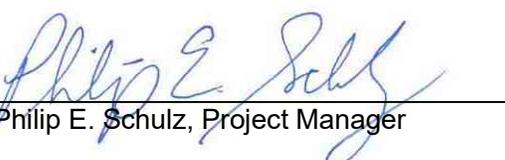
By: _____

Date: _____

Date: _____

Attest:

Attest:

By: 
Philip E. Schulz, Project Manager

By: _____



Change Order Description

Due to project delays and contractor challenges, the project has required additional engineering support. As requested, the remaining items to complete the SE Development distribution and Kautz Road substation are listed below. Estimated hours required for each task has also been included for your reference.

Item 1: Relay Settings

This is to complete the relay settings and coordinate them with ComEd. This includes calculations to create the setpoints as well as creation of relay setting files that can be uploaded into the relays by the testing contractor.

Item 1 Change order amount: \$30,960

Item 2: Project Management and Administration

This is to provide continued oversight and coordination on the project/contractor.

Item 2 Change order amount: \$12,380

Item 3: P&C Design

This is to complete the P&C design for the Kautz Road substation and submit for the contractor to complete the wiring on site. This also includes reviewing the shop drawings from the manufacturers that are still outstanding.

Item 3 Change order amount: \$18,560

Item 4: Construction Support

This is to provide office based assistance during construction to answer contractor's questions, review pay applications and coordinate with Owner for both the Kautz Road Substation and the SE Development Distribution projects. This also includes one site visit for final walkthrough inspection and punch list development.

Item 4 Change order amount: \$27,260

Item 5: Transformer and Building FAT Witness

This is to attend the transformer and switchgear building factory testing. This includes time and expenses for travel to and from factory, to develop punch list items and review manufacturer's final test reports.

Item 5 Change order amount: \$31,036

Item 6: Distribution Design and Contract Support

This item is to complete the distribution design, assist with the construction bidding and selection of a contractor.

Item 6 Change order amount: \$26,617

Item 7: Record Drawings and Closeout

This is to incorporate the contractor provided field markup and create final record drawings for the Owner. This will also include closeout of the construction contracts and finalizing the projects.

Item 7 Change order amount: \$11,176

Total Change order amount: \$157,989

Hourly Rates

Compensation for office-based personnel in the U.S. for time in the performance of the work, including travel time, shall be in accordance with the following Hourly Rates.

Client	City of Geneva
Description	Misc Services BC rates when billed as BC Rate
Location	N/A

Hourly Rates subject to revision on or after **29 Mar 2026**

Billing Category*	Hourly Rate
BC-02	\$73.00
BC-03	\$86.00
BC-04	\$99.50
BC-05	\$112.50
BC-06	\$126.00
BC-07	\$139.00
BC-08	\$152.50
BC-09	\$165.50
BC-10	\$178.50
BC-11	\$192.00
BC-12	\$205.00
BC-13	\$218.50
BC-14	\$231.50
BC-15	\$245.00
BC-16	\$258.00
BC-17	\$271.50
BC-18	\$284.50
BC-19	\$298.00
BC-20	\$311.00
BC-21	\$324.50

** Representative Labor Classifications for each BC can be provided upon request*



SCHEDULE OF CHARGES

Fiscal Year 2025-2026

- I. Compensation for items of expense and other charges incurred in connection with the performance of the work shall be in accordance with the following schedule:

Automobile	\$0.77/mile
Ground Transportation (rental car, taxi, etc.)	At Cost Plus 10%
Air Travel (commercial and charter)	At Cost Plus 10%
Equipment Rental	At Cost Plus 10%

- II. Graphic Arts Charges:

Field Tablet	\$20/day
MiFi	\$10/day

- III. Reprographics:

Copying		
Black/white copies: 1-100	\$0.17 for 8.5 x 11	\$0.35 for 11 x 17
Color Copies: 1-100 copies	\$0.42 for 8.5 x 11	\$0.72 for 11 x 17
Bindery		
Manual Process		\$68/hour
Mechanical Process		\$45/hour

- IV. Large Format Engineer Drawings:

Large Format color plots		\$0.83 per sq. ft.
Large Format B/W up to 100 Sq. Ft.		\$0.35 per sq. ft.
Scan to File Service – Large Format over 17 In.		
1-25		
26-100		\$1.76/scan
100+		\$0.90/scan
Burning Scans to CDs		
CDs		\$5.95/scan
Duplicate CDs		\$3.00/each
Small Scan: 1-100	8.5 x 11 to 11 x 17	\$0.30/each
Small Scan: 101+	8.5 x 11 to 11 x 17	\$0.13/each

- V. Compensation for purchases, items of expense, and other charges not scheduled above, incurred in connection with the performance of the work, shall be at cost plus 10%.
- VI. Subconsultant fees will be filled with the addition of a contract management and risk markup of not more than 10%. Subconsultant markups will be stated and agreed to ahead of engagement.
- VII. Charges are subject to revision on or after March 28, 2026.