

**VILLAGE OF GRAYSLAKE  
CONSTRUCTION ENGINEERING SERVICES  
WORK ORDER  
GHA PROJECT NO. 4990.329**



**CONSULTING ENGINEERS**

625 Forest Edge Drive, Vernon Hills, IL 60061

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[www.gha-engineers.com](http://www.gha-engineers.com)

**Project: Village of Grayslake  
Emergency Siren Replacements**

The project consists of replacement of the five (5) existing emergency notification sirens at their current locations. In addition, the project will include installation of a new emergency notification siren, pole, and associated equipment along Rowena Road.

### **Scope of Services**

The scope of services consists of providing construction engineering services to the Village of Grayslake for the referenced project. The work consists of the following primary tasks, detailed below:

- A. Construction Engineering and Observation Services**
  - 1. GHA will serve as the Village's representative in the field on the construction project.
  - 2. Attendance at one (1) pre-construction meeting is included.
  - 3. Provide necessary construction management including the following: Enforce the contract and specification requirements, provide necessary contact to ensure Contractor's continued progress, prepare necessary contract change orders (when authorized by the Village), review contractor's pay request and provide recommendations for payment.
  - 4. Construction engineering and observation services will be part-time for approximately 4 weeks, with work anticipated to take place in May. Based on the Village request for part time construction management, we propose 8-10 hrs/week of on-site observation and contractor coordination. Should additional man-hours be required beyond these specified, GHA will notify the Village and request appropriate adjustment.
  - 5. GHA will maintain the project quantity book over the duration of construction.
  - 6. GHA will prepare a weekly summary report over the duration of construction
- B. Project Closeout Documentation**
  - 1. GHA will prepare a project punch list at the completion of major construction activities and will follow up with the contractor regarding its timely completion.
  - 2. Upon final completion, GHA will review the contractor's final pay request and provide recommendation for final payment.

### **C. Services Not Included**

The following are not included in the Scope of Services:

- 1. Boundary or topographic surveying;
- 2. Permit fees and review fees (responsibility of the Client);
- 3. As-built surveys (to be provided by the Contractor);
- 4. Material testing services;
- 5. IEPA NPDES permitting, SWPPP plan preparation and NPDES compliance monitoring (not anticipated to be required);

6. Project documentation using IDOT ICORS management system;
7. Meetings with public officials, construction managers, the Village, or agencies beyond those included in the scope;

**Estimate of Manhours and Fee**

The following is an estimated breakdown of the proposed services and associated fees.

Task	Estimated Fee
Construction Engineering Services (40 hours)	\$ 4,900.00
Estimated Reimbursable Expenses	\$ 100.00
<b>Total Hourly Not-to-Exceed Fee</b>	<b>\$ 5,000.00</b>

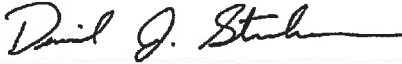
Note: Proposed upper limit of compensation is \$ 5,000.00.  
This fee will not be exceeded without prior written approval of the Village.

**Project Schedule**


GHA anticipates the following schedule:

Date	Task / Milestone
Late April / Early May 2020	Contractor mobilization
May 29, 2020	Project Completion Date

Gewalt Hamilton Associates, Inc.  
Submitted By:

  
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Daniel J. Strahan, P.E., CFM  
Senior Engineer

Village of Grayslake  
Accepted By:

  
\_\_\_\_\_  
Name: MICHAEL J. ELLIS  
Title: VILLAGE MANAGER  
Date: 04/09/20