

VILLAGE OF GRAYSLAKE
DESIGN ENGINEERING SERVICES WORK ORDER
GHA PROJECT NO. 4990.017**Project: Whitney Street Municipal Parking Lot Expansion****Project Understanding**

The Village of Grayslake would like to proceed with construction of an expansion of the existing municipal parking lot on the east side of Whitney Street, south of Center Street. The project will extend the existing parking lot south into the existing residential parcel at 47 S. Whitney Street, which the Village plans to acquire. Improvements will include relocation of the existing parking lot access on Whitney further south, the addition of a second entrance onto Whitney Street at the north end of the existing lot, the addition of approximately 26 parking spaces, modification to the existing on-street parking as needed, construction of curbing, asphalt parking, storm sewer improvements, lighting and associated work.

As the subject site is less than half an acre, we anticipate that the scope of the project will not trigger the need for detention. Sediment and erosion control measures in accordance to the Lake County Watershed Development Ordinance (WDO) will be adhered to. Plans will be submitted to the Village's Enforcement Officer for confirmation of adherence to Lake County WDO requirements.

Scope of Services

The scope of services consists of providing design and construction engineering services for the proposed parking lot improvements. The work required consists of the following primary tasks, detailed below:

A. Project Management, Coordination

The following tasks are anticipated during this phase of the project.

1. **Project Management**
Oversee activities included in the scope to successfully complete the project including topographic survey, base plan preparation, final plans, special provisions, estimates of cost, bid documents.
2. **Coordination with Utility Agencies**
GHA will coordinate with local utility companies through the JULIE Design State process. Upon receipt of the utility information, the utility company data will be added to the existing drawings. As the preliminary plans are developed, they will be submitted to the respective utility companies within the project limits for the purpose of determining any potential conflicts caused by the proposed improvements.

B. Topographic & Boundary Survey, Base Plan Preparation

GHA will prepare a complete existing conditions topographic and boundary survey and prepare base plans of the existing site.

Our topographic survey will include the following tasks:

- ◆ Include the location, size and inverts of all visible drainage structures, cross culverts, drive and street culvert structures with flow directions.
- ◆ Identify all visible/substantial site improvements including pavement, pavement markings, driveways,

- fences, walls, buildings, sidewalks, traffic signals, etc.
- ◆ Identify the location and size of existing vegetation and landscaping elements.
- ◆ Identify the visible utilities, sanitary and storm manholes, catch basins, inlets and water valves (Design JULIE) in the project area.

C. Design Phase – Final Engineering

GHA will provide the following Design Phase services for the preparation of the final engineering plans for site demolition, site grading and parking lot improvements:

1. Preparation of preliminary engineering plans and a preliminary EOPC.
2. Preparation of final engineering plans for the proposed parking lot improvements, to include the following:
 - a. Title Sheet, including Vicinity Map.
 - b. Site Plan indicating parking lot improvements, pavement limits, curb and gutter, sidewalk and site dimensions, etc.
 - c. Existing Conditions and Demolition Plan showing the existing site conditions from topographic survey, and any site items requiring removal and/or abandonment.
 - d. Site Plan indicating parking lot improvements, pavement limits, curb and gutter, sidewalk and site dimensions, etc. Our plans will be prepared at 1" = 20' scale.
 - e. Construction Detail Drawings of site work items such as pavement, curbs, walks, manholes/inlets, handicap-parking signage etc.
 - f. Soil Erosion and Sediment Control (SE/SC) Plan with erosion control details. Since the area of disturbance is anticipated to be less than one acre an IEPA NPDES permit will not be required.
 - g. General Notes and Standard Detail and Project Detail sheets incorporating Village of Grayslake standards and details.
 - h. Special Provisions booklet for the overall project will be prepared in accordance with Village procedures and design criteria.
 - j. GHA will prepare a detailed engineer's opinion of probable construction cost based upon the completed final engineering plans.
 - j. GHA will assist the Village with coordination of the project letting, and assist the Village with reviewing bid tabulations and making a recommendation for award.
 - k. It is anticipated that the only approval will be by the Village of Grayslake and no other permits will be required.

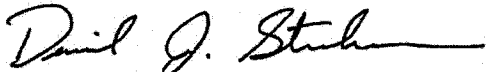
Estimate of Manhours and Fee

Phase of Service:


A. Project Management (24 hours):	\$ 3,312.00
B. Topographic & Boundary Survey, Base Plan Preparation (34 hours):	\$ 3,676.00
C. Design Phase – Final Engineering (64 hours):	<u>\$ 7,840.00</u>
Total Services (122 hours):	\$ 14,828.00

Note: Proposed upper limit of compensation is \$ 14,828.00.
This fee will not be exceeded without prior written approval of the Village.

Gewalt Hamilton Associates, Inc.
Submitted By:


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

Village of Grayslake
Accepted By:


Name: Michael J. Ellis
Title: Village Manager
Date: 7-7-17