

August 31, 2021

625 Forest Edge Drive, Vernon Hills, IL 60061

TEL 847.478.9700 ■ FAX 847.478.9701

www.gha-engineers.com

Mr. William Heinz
Village of Grayslake
10 S. Seymour Ave.
Grayslake, IL 60030

Re: Work Order for Construction Engineering Services
585 Berry – New PW Building
Grayslake, IL
GHA Proposal No. 2021.CS122

The Village of Grayslake, 10 S. Seymour Ave., Grayslake, IL and Gewalt Hamilton Associates, Inc. (GHA), 625 Forest Edge Drive, Vernon Hills, IL 60061, agree and contract as follows:

The Village of Grayslake intends to construct a new Public Works building at their facility at 585 Berry Avenue. The Village has requested that GHA provide construction engineering services for the proposed site improvements associated with the construction of this building. These improvements include water and sanitary sewer service improvements, site grading, parking lot improvements, and grading for compensatory storage requirements.

Scope of Services

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

1. Construction Engineering and Observation Services

- GHA will serve as the Village's representative in the field for the site improvements associated with the the construction project.
- GHA will attend one (1) pre-construction meeting and will contact Mea Blauer of Lake County SMC to coordinate her attendance.
- GHA will serve as the Designated Erosion Control Inspector (DECI) for the project and will provide weekly reports to Lake County SMC as required by the terms of the Watershed Development Permit. *(Please note our Time & Material estimate assumes the site will be stabilized and DECI inspections suspended by December 1, 2021. If additional inspections are needed beyond December 1, 2021 due to the contractor's schedule we will notify the Village to request additional budget).*
- Construction engineering and observation services will be part-time as needed. It is anticipated that the Village or the Project Architect will provide GHA a minimum of 48 hours of notice for required site visits.
- GHA will maintain the project quantity book over the duration of construction.
- GHA will assist the Village and Project Architect to answer questions and resolve issues

associated with the site improvements, as needed.

2. Project Closeout Documentation

- GHA will prepare a project punch list at the completion of major site construction activities and will follow up with the contractor regarding its timely completion.
- GHA will review the contractors' pay requests regarding site improvement items and provide recommendations for payment.
- GHA will prepare an as-built survey of the compensatory storage and related site improvements to submit to Lake County SMC.

Compensation for Services

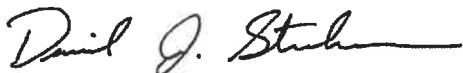
Billing for the project will be on a time and material basis with an estimated budget of \$9,600 per the summary shown below.

Task	Estimated Fee
Construction Engineering Services & DECI Inspections (60 hours)	\$7,800.00
Project Closeout Documentation (12 hours)	\$1,600.00
Estimated Reimbursable Expenses	\$200.00
Total Not-to-Exceed Fee	\$9,600.00

This fee will not be exceeded without written prior approval of the Village. GHA will provide invoices monthly and will keep the Village informed as to the total amount of fees incurred for the project.

Gewalt Hamilton Associates, Inc.

Submitted By:



Daniel J. Strahan, P.E., CFM

Senior Engineer

Village of Grayslake

Accepted By:



Name: MICHAEL S. ELLIS

Title: VILLAGE MANAGER

Date: 09/08/2021