

**VILLAGE OF GRAYSLAKE
CONSTRUCTION ENGINEERING SERVICES
WORK ORDER
GHA PROJECT NO. 4990.317**



625 Forest Edge Drive, Vernon Hills, IL 60061
TEL 847.478.9700 ■ FAX 847.478.9701

www.gha-engineers.com

**Project: Village of Grayslake
Old Fairgrounds Building Demolition
Phase III Services**

The Project consists of removal of the existing buildings on the Old Lake County Fairgrounds site, as well as removal of associated electrical services, site lighting, and fencing. The project also includes haul-off of the associated building materials and restoration of the building pad areas.

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. GHA will provide the Village a summary in the form of Minutes for their records.
 - 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 from early July to mid-September (approximately 12 weeks). Based on the Village request for part time observation, we propose 5-10 hrs/week of on-site observation, quantity measurements, and project management. 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 the project.
- 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.
 - 3. GHA will provide the Village a copy of the daily diary pages and quantity book at project closeout for their files, along with all project load tickets.

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. IEPA NPDES permitting, SWPPP plan preparation and NPDES compliance monitoring (not anticipated to be required);
5. Project documentation using IDOT ICORS management system;
6. 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.

<u>Task</u>	<u>Estimated Fee</u>
Construction Engineering Services (110 hours)	\$ 12,100.00
Estimated Reimbursable Expenses	\$ 200.00
Total Hourly Not-to-Exceed Fee	\$ 12,300.00

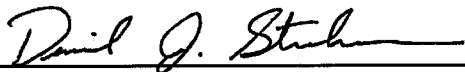
Note: Proposed upper limit of compensation is \$12,300.00.
This fee will not be exceeded without prior written approval of the Village.

Project Schedule

GHA anticipates the following schedule:

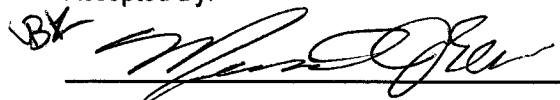
<u>Date</u>	<u>Task / Milestone</u>
July 2018	Contractor mobilization
September 14, 2018	Project Completion Date

Gewalt Hamilton Associates, Inc.
Submitted By:



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

Village of Grayslake
Accepted By:



Name: MICHAEL S. ELWES

Title: VILLAGE MANAGER

Date: 09/14/2018