

**VILLAGE OF GRAYSLAKE
DESIGN ENGINEERING SERVICES WORK ORDER
GHA PROJECT NO. 4990.042**

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Project: 2019 Road Resurfacing Program

Project Understanding

The Village of Grayslake 2019 Road Resurfacing Program includes resurfacing of the following streets:

- Ashford Lane and Highgate Lane (Canterbury Estates Subdivision)
- Shakespeare Drive (Cherry Creek Subdivision)
- Saint Paul Street, Allen Avenue, George Street, Hawley Street, Slusser Street, Seymour Avenue, McMillan Street, Oak Avenue, Proctor Avenue, White Street, Westerfield Place, and Mitchell Drive (Old Town Subdivision)
- Wick Street (Lake to Summerset, South Creek Subdivision)
- Harris Road (Route 120 to South of Hospital Entrance)

In addition to resurfacing, the scope of work on Oak Avenue & White Street will include installation of curb and gutter. These improvements include concrete curb and gutter, driveway removal and replacement, HMA surface removal and replacement, limited sidewalk removal & replacement, drainage improvements, and final restoration.

Scope of Services

The scope of services consists of providing design engineering services to develop bid documents for the proposed road program. 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 preparation of special provisions, estimates of cost, and bid documents.
2. **Site Visit**
GHA will complete a site visit to assess the condition of the pavement, sidewalks, and curbs, take pre-construction photographs, and spot check existing utility structures to determine the extent of maintenance and/or repair efforts required. Based on our site visit and measurements taken we will provide a preliminary Engineer's Opinion of Probable Cost (EOPC), utilizing the spreadsheet template provided by the Village.
3. **Coordination with Utility Agencies**
GHA will coordinate with local utility companies through the JULIE Design State process for the Oak Avenue & White Street Improvements. Upon receipt of the utility information, the utility company data will be added to the existing conditions 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 Survey, ROW Survey & Base Plan Preparation

1. Topographic Survey

GHA will prepare a complete existing conditions topographic survey for the work on Oak Avenue & White Street. This work will be performed according to the IDOT standards for Design Surveys. Topographic survey limits will encompass approximately 380 linear feet of roadway on Oak Avenue and 450 linear feet of roadway on White Street. The topography will extend from ROW to ROW along the corridor and extend 50 feet into the intersecting public side streets along the project limits.

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.

2. Base Plan Preparation

- ◆ Establish alignment and stationing of roadways based on record information and field surveys, and develop alignment and stationing for intersecting streets.
- ◆ Prepare cross sections on station and at 50-foot intervals including at all intersections, cross streets, and driveways, extending from ROW to ROW. Cross sections will extend up each intersecting public side streets as previously noted.

C. Final Plans, Specifications & Estimate

GHA will prepare final contract documents consisting of Plans, Specifications and Estimate (PS&E) for local bidding by the Village of Grayslake.

1. Final Engineering Plans

Plans will include a title sheet, general notes, summary of quantities, typical cross section, existing conditions/demolition sheets, plan and profile sheets, erosion control and restoration sheets, details for construction, and roadway cross-sections at 50-foot intervals and at all driveways. The plans will be prepared in accordance with IDOT and Village design criteria.

2. Permitting

We do not anticipate any permitting will be required for the proposed scope of work beyond review by the Village.

3. Special Provisions Booklet

Special Provisions booklet for the overall project will be prepared in accordance with Village procedures and design criteria.

4. Estimates - Engineer's Opinion of Probable Cost
GHA will prepare a detailed engineer's opinion of probable construction cost based upon the completed final engineering plans.
5. Bidding Coordination
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.

Proposed Schedule

GHA anticipates the following schedule:

<u>Date</u>	<u>Task / Milestone</u>
November/December 2018	Topographic Surveys & Site Visit; Preliminary EOPC
January 18, 2019	Provide Final PS&E & Advertise Bids
February 7, 2019	Village of Grayslake Bid Opening


Estimate of Manhours and Fee

Billing for the project will be on a time and material basis with an estimated budget of \$28,000.00. The fee includes \$7,000 for the resurfacing work, \$9,000 for Oak Avenue, and \$12,000 for White Street. These fees will not be exceeded without written prior 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: 11/06/18