

**VILLAGE OF GRAYSLAKE
 CONSTRUCTION ENGINEERING SERVICES
 WORK ORDER
 GHA PROJECT NO. 4990.326
 REV. MARCH 30, 2020**



625 Forest Edge Drive, Vernon Hills, IL 60061
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www.gha-engineers.com

**Project: Village of Grayslake
 2020 Road Resurfacing Program**

The Project consists of milling and resurfacing approximately 4.2 miles of Village roadway, to include spot replacement of concrete curb and gutter, HMA surface removal and replacement, limited sidewalk removal & replacement, and final restoration. The Project also includes minor drainage improvements at Stoney Ridge Subdivision as well as HMA Surface Removal and Replacement for the parking lot pavement at the Public Works Facility at 585 Berry Avenue.

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 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 April to May (approximately 7-8 weeks). Various staking and layout operations are required prior to construction, while punchlist preparation and quantity/pay request reviews extend beyond completion of construction operations. We have itemized this proposal based on the construction tasks and identified the anticipated hours of GHA’s construction staff to observe and document. This proposal is based on the below estimated manhours per task.

| | <u>Hours</u> |
|--|--------------|
| Preconstruction Meeting | 3 |
| Project Management & Coordination with Contractor | 40 |
| Stoney Ridge Drainage Improvements – Layout & Observation | 16 |
| Trestle Court Drainage Improvements – Layout & Observation | 24 |
| Mark-out of Removals & Patching | 24 |
| Part-time Observation of Removals & Patching | 24 |
| Observation of HMA Binder & Surface | 42 |
| Measure quantities, documentation & Pay Requests | 40 |
| Final Punchlist & Closeout | <u>8</u> |
| Total Manhours | 221 |

Should additional man-hours be required beyond these specified, GHA will notify the Village and request appropriate adjustment.

5. **Because our services for this project are on a part-time basis, we will to the best of our abilities maintain daily reports for the days that we are on-site and the weekly summary report over the duration of the project. Based on the scope of services requested by the Village not all construction activities will be monitored and not all quantities will be able to be fully documented.**
6. GHA will assist the Village staff with resident issues/complaints, as needed.

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. Material Testing Services

GHA has provided an allowance of \$2,400.00 for Phase III material testing services and will retain a qualified firm directly to complete these services. The Village will only be billed for actual testing required and completed.

D. 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.

| Task | Estimated Fee |
|---|----------------------|
| Construction Engineering Services (221 hours) | \$27,200.00 |
| Material Testing Allowance | \$ 2,400.00 |
| Estimated Reimbursable Expenses | \$ 300.00 |
| Total Not-to-Exceed Fee | \$29,900.00 |

Note: Proposed upper limit of compensation is \$ 29,900.00.
This fee will not be exceeded without prior written approval of the Village.

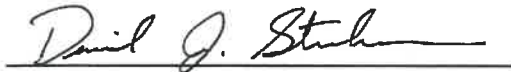
Project Schedule

GHA anticipates the following schedule:

| Date | Task / Milestone |
|--------------|-------------------------|
| April 2020 | Contractor mobilization |
| May 29, 2020 | Project Completion Date |

Gewalt Hamilton Associates, Inc.

Submitted By:



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

Village of Grayslake

Accepted By:



Name: MICHAEL J. ELLIS

Title: VILLAGE MANAGER

Date: 03/31/20