

**VILLAGE OF GRAYSLAKE
ENGINEERING SERVICES
WORK ORDER
JOB NO. 130910.60**

PROJECT: Alley Streetscape

The Project consists of construction of streetscape improvements on the alley from South Seymour to Whitney Street. The improvements include alley reconstruction, concrete sidewalk, drainage, landscape elements and burial of overhead utilities.

I. DESCRIPTION OF SERVICES

The purpose of the Work Order is to provide construction-related engineering services for the construction of streetscape improvements on the alley from South Seymour to Whitney Street.

The work required to achieve the objective consists of the following tasks:

CONSTRUCTION SERVICES

1. Act as the Village's representative with duties, responsibilities and limitations of authority as assigned in the Construction Contract Documents.

2. PROJECT INITIATION

- Attend and prepare minutes for the preconstruction conference, and review the Contractor's proposed construction schedule and list of subcontractors.

3. CONSTRUCTION ADMINISTRATION

- Prepare Construction Contract Change Orders and Work Directives when authorized by the Village.

- Review the Contractor's requests for payment as construction work progresses, and advise the Village of amounts due and payable to the Contractor in accordance with the terms of the Construction Contract documents.

4. FIELD OBSERVATION

- Provide Resident Project Representatives at the construction site on a periodic part-time basis from the Engineer's office of not more than eight (8) hours per regular weekday, not including legal holidays as deemed necessary by the Engineers, to assist the Contractor

with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion. The construction Contractor is a separate company from the Engineers. The Village understands and acknowledges that the Engineers are not responsible for the Contractor's construction means, methods, techniques, sequences or procedures, time of performance, compliance with Laws and Regulations, or safety precautions and programs in connection with the Project, and the Engineers do not guarantee the performance of the Contractor and are not responsible for the Contractor's failure to execute the work in accordance with the Construction Contract Documents.

- Provide the necessary base lines, benchmarks and reference points to enable the Contractor to proceed with the work.
- Keep a daily record of the Contractor's work on those days that the Engineers are at the construction site including notations on the nature and cost of any extra work, and provide weekly reports to the Village of the construction progress and working days charged against the Contractor's time for completion.

5. SUBSTANTIAL COMPLETION OF PROJECT

- Provide construction inspection services when notified by the Contractor that the Project is substantially complete. Prepare written punch lists during substantial completion inspections.
- Prepare Certificate of Substantial Completion.

II. ESTIMATE OF MANHOURS AND FEE

	<u>Hours</u>
Construction Services	240
	<u>Fee</u>
Construction Services	\$ 25,320

Proposed upper limit of compensation is \$25,300. The fee will not be exceeded without prior written approval of the Village.

\$ 105.⁵⁰
Per
Hour

