

**VILLAGE OF GRAYSLAKE
ENGINEERING SERVICES
WORK ORDER
JOB NO. 151004.40**

PROJECT: **2nd Street Sidewalk**
 Design Engineering Services

The Project is located on the west side of 2nd Street from Prairie View Avenue to Hillside Avenue.

I. DESCRIPTION OF SERVICES

The purpose of the Work Order is to provide design engineering services for the construction of a concrete sidewalk on the west side of 2nd Street from Prairie View Avenue to Hillside Avenue. The improvements include concrete sidewalk, ditch grading, drainage, driveway replacement, and landscape elements.

The scope of services does not include right-of-way acquisition, geotechnical investigation, street lighting, or permit application fees, if required. A Preliminary Environmental Site Assessment (PESA), and Preliminary Site Investigation (PSI) are not anticipated to be required and are not included in the Work Order.

The standard of care for all professional engineering and related services performed or furnished by the Engineer under this Agreement will be the care and skill ordinarily used by members of Engineer's profession practicing under similar circumstances at the same time and in the same locality on similar projects. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services.

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

II. SCOPE OF SERVICES

A. EARLY COORDINATION

- *Data Collection:* Obtain, review, and evaluate the following information provided by the Village for use in design:
 - Utility Atlases
 - ROW, GIS, and property data

- *Utilities:* Contact J.U.L.I.E. for potentially impacted utility companies. Initiate utility coordination by contacting utility companies that have facilities along the project limits and requesting utility atlas maps. Plot locations and sizes of existing utilities in electronic drawings.

B. TOPOGRAPHIC SURVEY

- *Topographic Survey:* Perform topographic survey within the project limits and at 50-foot intervals including driveways and cross streets. The limits of the survey will be from the north side of Prairie View Drive to the south side of Hillside Avenue on the west side of 2nd Street. State plane coordinates and NAVD 88 will be used for horizontal and vertical controls.
- *Photos:* Collect photographs along the project route to assist with design drawings and exhibits.
- *Structures:* Collect drainage structure condition, inverts, size, and flow direction.
- *Terrain Model:* Download and develop digital terrain model for use in design and plan preparation.
- *Right of Way:* Field-locate existing property corners and utilize available tax parcel information to establish an approximate right-of-way.

C. PRELIMINARY DESIGN

- Prepare typical sections, sidewalk plans, design details, and standard detail sheets.
- Perform a quantity take-off on the proposed sidewalk improvements and prepare an estimate of construction cost.
- Prepare special provisions in accordance with Village guidelines.

D. MEETINGS

- Attend one meeting with Village to discuss the plan.

E. PLAN PREPARATION

- Prepare final design plans and bidding documents for the proposed improvements, including a horizontal alignment, construction details, general notes, special provisions, and typical sections.

F. QA/QC

- Perform in-house peer and milestone reviews by senior staff during project initiation, conceptual review, preliminary, and final submittals. Provide ongoing reviews of permitting and utility coordination efforts.

G. ASSIST BIDDING

- Provide design assistance and clarification for bid documents. Assist the Village with coordination and scheduling during the bid process.
- Provide documents for bidding and assist the Village in solicitation of bids from as many qualified bidders as possible, attend bid opening to receive and evaluate bids, tabulate bids, and make a recommendation to the Village for an award of contract.

H. MANAGE PROJECT

- Plan, schedule, and control the activities that must be performed to complete the project including budget, schedule, and scope. Coordinate with Village and project team to ensure the goals of the Project are achieved. Prepare and submit monthly invoices, and provide regular updates to the Village.
- *Deliverables:* The following is a list of anticipated final deliverables to the Village for this Project:
 - Electronic DGN, Geopak, Digital Photos, and GIS files used in project development including plans, survey, and exhibits.
 - Electronic Record of Design files including agency correspondence, estimates, exhibits, and related electronic submittals (pdf or as appropriate). Baxter & Woodman utilizes an electronic filing system in lieu of hard copies.

III. ESTIMATE OF MANHOURS AND FEE

A. EARLY COORDINATION	TOTAL HOURS	16
	SUBTOTAL 'A' FEE	\$1,880
B. TOPOGRAPHIC SURVEY	TOTAL HOURS	35
	SUBTOTAL 'B' FEE	\$3,520
C. PRELIMINARY DESIGN	TOTAL HOURS	32
	SUBTOTAL 'C' FEE	\$2,560
D. MEETINGS	TOTAL HOURS	16
	SUBTOTAL 'D' FEE	\$2,185
E. PLAN PREPARATION	TOTAL HOURS	26
	SUBTOTAL 'E' FEE	\$2,155
F. QA/QC	TOTAL HOURS	4
	SUBTOTAL 'F' FEE	\$530
G. ASSIST BIDDING	TOTAL HOURS	8
	SUBTOTAL 'G' FEE	\$945
H. MANAGE PROJECT	TOTAL HOURS	9
	SUBTOTAL 'H' FEE	\$1,225
	TOTAL HOURS	146
	TOTAL FEE	\$15,000

Proposed upper limit of compensation is \$15,000. The fee will not be exceeded without prior written approval of the Village.

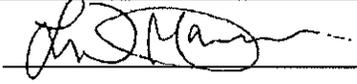
IV. PROJECT SCHEDULE

The following project schedule is anticipated:

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| 1. Topographic Survey | November 16, 2015 |
| 2. Notice to Proceed | November 23, 2015 |
| 3. Pre-Final Design Plans Complete and Submitted to the Village for Review | January 15, 2016 |
| 4. Village Review Meeting | January 25, 2016 |
| 5. Final Plans Complete | January 29, 2016 |
| 6. Advertise Plans for Bidding | February 4, 2016 |
| 7. Local Letting | February 18, 2016 |

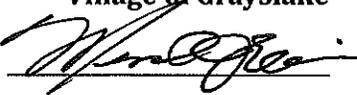
Baxter & Woodman, Inc.

Prepared By: Louis D. Haussmann

Submitted By: 

Date: November 17, 2015

Village of Grayslake

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Accepted By: 

Title: Mike Ellis, Village Manager

Date: 12/17/15