

**VILLAGE OF GRAYSLAKE  
ENGINEERING SERVICES  
WORK ORDER  
GHA PROJECT NO. 4990.003****Project: Park Avenue Improvements**

The Project consists of the installation of curb and gutter along Park Avenue from Lake Street to the dead end east of Westerfield Place (approximately 1,800 feet). The improvements include concrete curb and gutter, driveway removal and replacement, HMA surface removal and replacement, ADA sidewalk, drainage and final restoration.

**Scope of Services**

The scope of services consists of providing Phase II Design Engineering services for the Park Avenue improvements.

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 all activities included in the scope to successfully complete the project including topographic survey, base plan preparation, final plans, special provisions, and estimates of cost and time. Representatives from GHA will attend an initial kick-off meeting with the Village. GHA will prepare meeting minutes and distribute to all attendees.

**2. Coordination with Utility Agencies**

GHA will coordinate with local utility companies through the JULIE Design State process. Upon receipt of the utility information, the utility company data will be added to the existing 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.

**3. Coordination with sub-consultant, Soil and Material Consultants, to obtain pavement cores in order to determine existing pavement composition prior to making final design recommendations.****B. Topographic Survey, ROW Survey & Base Plan Preparation****1. Topographic Survey**

GHA will prepare a complete existing conditions topographic survey for Park Avenue from Lake Street east to the dead end. This work will be performed according to the IDOT standards for Design Surveys.

Topographic survey limits will encompass approximately 1,800 lineal feet of roadway along Park Avenue. 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, alignment, ties and benchmark sheets, erosion control and restoration sheets, plan and profile sheets, pavement marking and signage 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. Special Provisions Booklet

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

### 3. Estimates - Engineer's Opinion of Probable Cost & Estimate of Time

GHA will prepare a detailed engineer's opinion of probable construction cost based upon the completed final engineering plans. GHA will prepare a detailed Estimate of Time for developing the construction schedule.

### 4. 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.

**Estimate of Manhours and Fee**

Phase of Service:

A. Project Management, Initiation, Coordination (20 hours):	\$ 2,400.00
B. Topographic Survey, Base Plan Preparation (64 hours):	\$ 6,800.00
C. Final Plans, Specifications & Estimate (PS&E) (216 hours):	\$ 24,000.00
D. Soil & Material Consultants, Inc (pavement cores):	\$ 1,110.00
Total Phase II Services (300 hours):	\$ 34,310.00

Note: Proposed upper limit of compensation is \$ 34,310.00.  
This fee will not be exceeded without prior written approval of the Village.

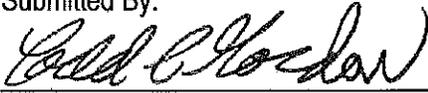
**Proposed Schedule**

GHA anticipates the following schedule:

Date	Task / Milestone
November 23, 2015	Authorization to Proceed
December 2015	Topographic Survey
January 14, 2016	Provide Pre-Final Plan to Village of Grayslake
February 4, 2016	Provide Final PS&E (Advertise Park Avenue Project)
February 18, 2016	Village of Grayslake Bid Opening

Gewalt Hamilton Associates, Inc.

Submitted By:



Todd P. Gordon P.E.

Director of Transportation Services

Village of Grayslake

Accepted By:

BK 

Name: Mike Ellis

Title: Village Manager

Date: 11-30-15