

**VILLAGE OF GRAYSLAKE
ENGINEERING SERVICES
WORK ORDER
JOB NO. 160484.40**

**PROJECT: Pierce Court/IL Route 83 Drainage Improvements
Design Engineering Services**

The Project is located in the rear yards of certain properties in the 600 Block of Pierce Court; more specifically 671, 675, 681, and 687 Pierce Court, as well as 411 Highland Road. The Project also includes the Village-owned parcel at IL Route 83.

I. DESCRIPTION OF SERVICES

The purpose of the Work Order is to provide design engineering services for regrading to improve surface drainage in the rear yards of certain lots fronting on Pierce Court and Illinois Route 83. As described above, the project limits extend from the south lot line of 671 Pierce Court to the north lot line of 411 Highland Road; a distance of approximately 300 feet. The project limits also include the Village-owned parcel at 680 North Illinois Route 83 (Village Parcel).

The scope of services does not include easement acquisition, geotechnical investigation, landscape architecture design, or permit application fees.

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. The limits of the survey will be the rear 10 feet of lots fronting on Pierce Court and on Illinois Route 83, as well as the Village Parcel. State plane coordinates and NAVD 88 will be used for horizontal and vertical controls.
- *Prevailing Wage:* It is not anticipated that the topographic survey services will require Prevailing Wage for Survey Worker to be paid to technicians performing the work. In the event it is determined that the design topographic survey is covered work under the Illinois Prevailing Wage Act (820 ILCS 130), the Engineers will negotiate an equitable increase in compensation with the Village to meet the requirements of the Act.
- *Photos:* Collect photographs along the project route to assist with design drawings and exhibits.
- *Terrain Model:* Download and develop digital terrain model for use in design and plan preparation.
- *Easements:* Field-locate existing property corners and utilize available tax parcel information to establish approximate easement location.

C. PRELIMINARY DESIGN

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

D. MEETINGS

- Attend two meetings with Village to discuss the site 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.

III. ESTIMATE OF MANHOURS AND FEE

A. EARLY COORDINATION	TOTAL HOURS	4
	SUBTOTAL 'A' FEE	\$400
B. TOPOGRAPHIC SURVEY	TOTAL HOURS	22
	SUBTOTAL 'B' FEE	\$2200
C. PRELIMINARY DESIGN	TOTAL HOURS	24
	SUBTOTAL 'C' FEE	\$2300
D. MEETINGS	TOTAL HOURS	4
	SUBTOTAL 'D' FEE	\$600
E. PLAN PREPARATION	TOTAL HOURS	50
	SUBTOTAL 'E' FEE	\$4700
F. QA/QC	TOTAL HOURS	2
	SUBTOTAL 'F' FEE	\$300
G. PERMITS (SMC WDP)	TOTAL HOURS	10
	SUBTOTAL 'G' FEE	\$1000
H. ASSIST BIDDING	TOTAL HOURS	12
	SUBTOTAL 'H' FEE	\$1200
I. MANAGE PROJECT	TOTAL HOURS	6
	SUBTOTAL 'I' FEE	\$700
	TOTAL HOURS	134
	TOTAL FEE	\$13,400

Proposed upper limit of compensation is \$13,400. 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. Notice to Proceed | May 16, 2016 |
| 2. Topographic Survey | May 23, 2016 |
| 3. Preliminary Design Plans Complete | June 17, 2016 |
| 4. Final Plans Complete and Submitted to Village for Review | July 5, 2016 |
| 5. Advertise Plans for Bidding | July 12, 2016 |
| 6. Bid Opening | July 26, 2016 |

Baxter & Woodman, Inc.

Prepared By: Louis D. Hausmann

Submitted By: 

Date: April 29, 2016

Village of Grayslake

Accepted By: 

Title: Village Manager

Date: May 2, 2016