

VILLAGE OF GRAYSLAKE
ENGINEERING SERVICES
WORK ORDER
GHA PROJECT NO. 4990.002**Project: 2016 Road Program**

The Project consists of road resurfacing improvements on various streets within the Village of Grayslake (See Exhibit A and Exhibit B). The improvements include HMA resurfacing, micro resurfacing, concrete curb and gutter, concrete sidewalk, minor drainage, and final restoration.

Scope of Services

The scope of services consists of providing Construction Engineering services to the Village of Grayslake for the referenced project.

The work required 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. GHA will provide the Village a summary in the form of Minutes for their records.
3. Provide necessary 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 Mid-April to Mid-July (approximately 12 weeks). Based on the Village request for part time observation, we propose 10 hrs/week of on-site observation, quantity measurements, and 2 hrs a week for project management. Should additional man-hours be required beyond these specified, GHA will notify the Village and request appropriate adjustment.
5. GHA will maintain the project quantity book over the duration of construction.
6. GHA will maintain daily reports for the days that we are on-site and the weekly summary report over the duration of the project.
7. 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.
3. GHA will provide the Village a copy of the daily diary pages and quantity book at project closeout for their files, along with all project load tickets.

C. Material Testing Services

GHA has provided an allowance not to exceed \$2,250.00 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. Please note that these are estimates only and may be subject to change once work has commenced.

Task	Estimated Fee
Construction Engineering Services (144 hours)	\$15,408.00
Material Testing Allowance	\$ 2,250.00
Estimated Reimbursable Expenses	\$ 250.00
Total Hourly Not-to-Exceed Fee	\$17,908.00

Note: Proposed upper limit of compensation is \$ 17,908.00.
This fee will not be exceeded without prior written approval of the Village.

Proposed Schedule

GHA anticipates the following schedule:

Date	Task / Milestone
February 18, 2016	Open Bids
April 2016	Begin Construction
July 2016*	Complete Construction and Project Closeout

*Gewalt Hamilton Associates will enforce the completion requirements as set forth by the contract documents.

Gewalt Hamilton Associates, Inc.

Submitted By:



Todd P. Gordon P.E.
Director of Transportation Services

Village of Grayslake

Accepted By:



Name: Mike Ellis

Title: Village Manager

Date: 3/18/16