

**VILLAGE OF GRAYSLAKE
ENGINEERING SERVICES
WORK ORDER
GHA PROJECT NO. 4990.004**



625 Forest Edge Drive, Vernon Hills, IL 60061
TEL 847.478.9700 ■ FAX 847.478.9701

www.gha-engineers.com

Project: Seymour Avenue - Park Improvements

Project Understanding

The Village of Grayslake would like to move forward with improving the approximate 1.1-acre property, located at the southeast corner of Center Street and Seymour Avenue in Grayslake. The improvements includes the partial removal of an existing parking lot and the construction of a new active and passive spaces that includes proposed hardscape and landscaping. Gewalt Hamilton Associates Inc. (GHA) services include the design of the site demolition, pedestrian walkways and sidewalks, curb and gutter, parking lot, crosswalks, grading and landscaping. The south portion of the parking lot will remain and curb and gutter will be added to the north end of the parking lot. The Village is also proposing a water feature (i.e. fountain), curved arbor located near the existing clock tower and fencing with pillars to be located on the north, east and south side of the park with a gated arch located at the northeast corner of the site to be designed by Kluber Architects + Engineers.

It is anticipated that there will not be a need for detention due to the reduction of impervious area. Sediment and erosion control measures in accordance to the Lake County Watershed Development Ordinance (WDO) will be adhered to.

Scope of Services

The scope of services consists of providing design engineering services for the Seymour Avenue park 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 activities included in the scope to successfully complete the project including topographic survey, base plan preparation, final plans, special provisions, and estimates of cost. Representatives from GHA will attend an initial kick-off meeting with the Village and Project Architect. GHA will prepare meeting minutes and distribute to all attendees.

A total of (2) additional meetings with the design team and Village staff are included. Additional meetings will be considered an additional service and invoiced separately.

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 Kluber Architects + Engineers

GHA will coordinate with Kluber Architects + Engineers between the respective improvements being designed on the proposed park site. It is understood that the primary architectural features to be designed by Kluber Architects + Engineers (fountain, arbors, archway, and fence) will be bid separately from the civil site package.

B. Topographic Survey, Base Plan Preparation

GHA will prepare a complete existing conditions topographic survey and preparation of base plans of the park site. The services does not include a boundary survey. The Village will provide a copy of an existing boundary survey of the subject parcel.

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.

C. Design Phase – Final Engineering

GHA will provide the following Design Phase services for the preparation of the final engineering plans for site demolition, proposed sidewalk, curb and gutter, crosswalks, site grading and parking lot improvements:

1. Preparation of final engineering plans for the onsite improvements, to include the following:
 - a. Title Sheet, including Vicinity Map.
 - b. Site Plan indicating parking lot improvements, pavement limits, curb and gutter, sidewalk and site dimensions etc.
 - c. Existing Conditions and Demolition Plan showing the existing site conditions from topographic survey, and any site items requiring removal and/or abandonment.
 - d. Grading and Drainage Plan showing proposed grades, elevations, site contours in turf areas, storm sewers (if needed), and overflow routes. Our plans will be prepared at 1" = 20' scale. If more detailed plans are required to convey design concepts, it will be provided by the Architect.
 - e. Utility Plan illustrating water service line for the water feature (design provided by architect). If requested by the Client, the location of dry utilities, such as electric, gas, telephone, cable T.V., etc., will be shown on the civil drawings for information purposes only. Any design of such public utilities is beyond the scope of our services.
 - f. Construction Detail Drawings of site work items such as pavement, curbs, walks, manholes/inlets, handicap-parking signage etc.
 - g. Soil Erosion and Sediment Control (SE/SC) Plan with erosion control details. Since the area of disturbance is anticipated to be less than one acre and IEPA NPDES permit will not be required.
 - h. General Notes and Standard Detail and Project Detail sheets incorporating Village of Grayslake standards and details.

- i. Special Provisions booklet for the overall project will be prepared in accordance with IDOT and Village procedures and design criteria.
 - j. GHA will prepare a detailed engineer's opinion of probable construction cost based upon the completed final engineering plans.
 - k. 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.
 - l. It is anticipated that the only approval will be by the Village of Grayslake and no other permits will be required.
2. GHA will contract with JSC Associates, Inc. to design the electrical service for all lighting associated with the park, including service to the proposed water feature.
 3. Subsequent to the

Estimate of Manhours and Fee

Phase of Service:

A. Project Management (38 hours):	\$ 4,752.00
B. Topographic Survey, Base Plan Preparation (20 hours):	\$ 2,080.00
C. Design Phase – Final Engineering (120 hours):	<u>\$ 18,440.00*</u>
Total Services (178 hours):	\$ 25,272.00

Note: Proposed upper limit of compensation is \$ 25,272.00.
 Design Phase- Final Engineering includes \$3,500 for JSC Associates design services.
 This fee will not be exceeded without prior written approval of the Village.

Proposed Schedule

GHA understands that the civil site package will be prepared in time for bid advertisement on February 4, 2016, with bids due on February 18, 2016. The primary architectural features will be bid separately at a later date.

Gewalt Hamilton Associates, Inc.
 Submitted By:

 Daniel J. Strahan, P.E., CFM
 Associate/Senior Engineer

Village of Grayslake
 Accepted By:

VBK 

Name: MICHAEL J. ELLIS

Title: VILLAGE MANAGER

Date: 3-8-16

JSC ASSOCIATES, INC.

MECHANICAL
ELECTRICAL
PLUMBING
DESIGN CONSULTANTS

January 28, 2016

Mr. Daniel Strahan
Gewalt Hamilton Associates, Inc.
625 Forest Edge Drive
Vernon Hills, Illinois 60061

Re: **Park at Center Street & Seymour Avenue**
Village of Grayslake
Grayslake, Illinois

Dear Mr. Strahan:

We are pleased to submit our proposal to prepare electrical improvements bid/construction documents, as indicated on the 1-13-16 concept sketch by Kluber Architects and owners comments, from our 1-27-16 meeting for the above captioned location.

I. SCOPE OF WORK

JSC Associates, Inc. shall prepare electrical bid/construction documents, including specifications and details, based upon the following criteria:

1. The electrical drawings will include:
 - Power to new water feature for pump(s) and lighting.
 - Five (5) ground mounted seasonal receptacles for trees.
 - Electrical power at new arbors including: receptacles for seasonal use; LED general down lighting; monument plaque lighting; highlighting for the "south" arbor.
 - Design of new lighting & seasonal receptacle control system.
 - Specifications on plans.
 - Coordination with the owners' requirements and **Gewalt Hamilton Associates, Inc.**
 - All drawings shall be prepared in strict compliance with the Village of Grayslake, IL codes and ordinances.
2. One field visit to observe existing conditions.
3. Shop drawing submittal review.
4. One field visit for punch list.

II. CLIENT'S RESPONSIBILITY

Gewalt Hamilton Associates, Inc. shall provide electronic background drawings in AutoCAD format for the proposed area of work.

III. OWNER'S RESPONSIBILITY

The owner shall provide **JSC Associates, Inc.** access to all existing electrical systems, during normal business hours, for the purpose of observing the "existing conditions". None of the electrical systems will be deactivated during any phase of our jobsite investigations.

8632 N. Oketo Avenue
Niles, Illinois 60714

Phone: 847/814-9993
Email: jsc.engr@yahoo.com

IV. PROFESSIONAL FEE

For the services described within Section I, **Gewalt Hamilton Associates, Inc.** shall compensate **JSC Associates, Inc.**, the lump sum amount of *Three Thousand Five Hundred Dollars (\$3,500.00)*, plus reimbursable expenses.

V. SERVICES BEYOND SCOPE OF WORK

Any additional work, not described within Section I, deemed necessary can be performed upon **Gewalt Hamilton Associates, Inc.**'s written approval and billed at an hourly rate of *ninety dollars (\$90.00)* plus expenses.

VI. REIMBURSABLE EXPENSES

JSC Associates, Inc. shall be reimbursed at actual cost for the following:

1. Reproduction of contract documents for review meetings, bidding and construction purposes.
2. Delivery Services.

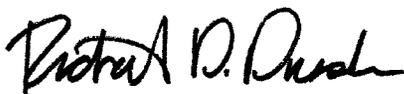
VII. INVOICING/PAYMENTS

Invoicing will be issued on a monthly basis as services are performed. **Gewalt Hamilton Associates, Inc.**, agrees to pay all charges within 30 days of receipt of a **JSC Associates, Inc.** invoice.

If, upon your review, this proposal evidences a mutual understanding of **JSC Associates, Inc.** participation in the project, please sign below and return a copy to our office.

Thank you for the opportunity to submit this proposal. We look forward to being of service.

Sincerely,



Richard D. Dresden
Electrical Design Leader
JSC Associates, Inc.
Branch Office:
120 Manor Avenue
Fox Lake, IL 60020
847/420-0002
rich@jgwinc.com

File: 16-01 Seymour Park - Grayslake.doc

Accepted by: _____
Title: _____
Gewalt Hamilton Associates, Inc.
Date: _____