

**VILLAGE OF GRAYSLAKE**  
**ENGINEERING SERVICES**  
**WORK ORDER**  
**GHA PROJECT NO. 4990.014**

**Project: 2017 Downtown Streetscape Improvements Design**

The Project consists of streetscape enhancements for Center Street from Whitney Street to Seymour Avenue, for Whitney Street from Center Street to Hawley Street, and Hawley Street from Whitney Street to Center Street. The improvements include sidewalk removal, placement of stamped concrete and standard concrete sidewalk, curb and gutter, landscape restoration, and associated improvements.

**Scope of Services**

The scope of services consists of providing design engineering services for the 2017 Downtown Streetscape 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. GHA will assist the Village in coordinating with the restaurant at the corner of Center & Hawley so that the proposed streetscape improvements are tied into the site improvements for the restaurant.

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.

B. Topographic Survey, ROW Survey & Base Plan Preparation

GHA will prepare a complete existing conditions topographic survey for Center Street, Whitney Street, and Hawley Street within the project limits, a total of approximately 900'.

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, site grading and parking lot improvements:

1. Preparation of preliminary engineering plans and a preliminary EOPC.
2. Preparation of final engineering plans for the proposed streetscape improvements, to include the following:
  - a. Title Sheet, including Vicinity Map.
  - b. Existing Conditions and Demolition Plan showing the existing site conditions from topographic survey, and any site items requiring removal and/or abandonment.
  - c. Site Plan indicating parking lot improvements, pavement limits, curb and gutter, sidewalk and site dimensions, etc. Our plans will be prepared at 1" = 20' scale.
  - d. Construction Detail Drawings of site work items such as pavement, curbs, walks, manholes/inlets, handicap-parking signage etc.
  - e. 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 an IEPA NPDES permit will not be required.
  - f. General Notes and Standard Detail and Project Detail sheets incorporating Village of Grayslake standards and details.
  - g. Special Provisions booklet for the overall project will be prepared in accordance with Village procedures and design criteria.
  - h. GHA will prepare a detailed engineer's opinion of probable construction cost based upon the completed final engineering plans.
  - i. 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.
  - j. It is anticipated that the only approval will be by the Village of Grayslake and no other permits will be required.

**Estimate of Manhours and Fee**

**Phase of Service:**

A. Project Management, Initiation, Coordination (36 hours):	\$ 4,600.00
B. Topographic Survey, Base Plan Preparation (40 hours):	\$ 4,500.00
C. Design Phase – Final Engineering (88 hours):	\$ 9,600.00
D. Reimbursable Expenses:	<u>\$ 300.00</u>
Total Phase II Services (164 hours):	\$ 19,000.00

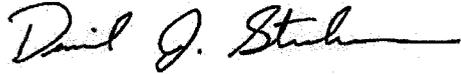
Note: Proposed upper limit of compensation is \$ 19,000.00.  
This fee will not be exceeded without prior written approval of the Village.

### Proposed Schedule

GHA anticipates the following schedule:

Date	Task / Milestone
November 2016	Authorization to Proceed
November 2016	Topographic Survey
December 23, 2017	Provide Pre-Final Plan to Village of Grayslake
January 24, 2017	Provide Final PS&E & Bid Advertisement
February 9, 2017	Village of Grayslake Bid Opening

Gewalt Hamilton Associates, Inc.  
Submitted By:



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

Village of Grayslake  
Accepted By:

VBK 

Name: Mike Ellis  
Title: Village Manager  
Date: 10-27-16