

**VILLAGE OF GRAYSLAKE
CONSTRUCTION ENGINEERING SERVICES
WORK ORDER
GHA PROJECT NO. 4990.322**

**Project: Village of Grayslake
Public Works Building Demolition
Phase III Services**

The Project consists of removal of an existing building, removal of a concrete pad, and associated work at the Public Works Department Site located at 585 Berry Avenue. The project also includes haul-off of the associated building materials and restoration of the disturbed areas.

Scope of Services

The scope of services consists of providing construction engineering services to the Village of Grayslake for the referenced project. The work 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 demolition 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 are anticipated to be part-time in April or May (approximately 4 weeks anticipated). Based on the Village request for part time observation, we propose 5-10 hrs/week of on-site observation, quantity measurements, and 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 prepare a weekly summary report over the duration of the project.
- 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.

C. 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.

Task	Estimated Fee
Construction Engineering Services (36 hours)	\$ 4,900.00
Estimated Reimbursable Expenses	\$ 100.00
Total Hourly Not-to-Exceed Fee	\$ 5,000.00

Note: Proposed upper limit of compensation is \$5,000.00.
 This fee will not be exceeded without prior written approval of the Village.

Project Schedule

GHA anticipates the following schedule:

Date	Task / Milestone
May 2019	Contractor mobilization
June 14, 2019	Project Completion Date


Gewalt Hamilton Associates, Inc.

Submitted By:


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

Village of Grayslake

Accepted By:


 Name: MICHAEL J. ELLIS
 Title: VILLAGE MANAGER
 Date: 04/23/19