

VILLAGE OF GRAYSLAKE
DESIGN ENGINEERING SERVICES WORK ORDER
GHA PROJECT NO. 4990.025

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

www.gha-engineers.com

Project: Burton Street Drainage Improvements

Project Understanding

Residents along Burton Street between School Street and Harvey Avenue in the Village of Grayslake have experienced ponding and icing within the driveway aprons following installation of curb and gutter in 2015. The Village requested that GHA prepare design drawings to install underdrain along the west side of Burton Street as well as the north side of Harvey Street to alleviate this condition. The intent of the Village is to complete the improvements as soon as possible.

As the subject site is less than half an acre, we anticipate that the scope of the project will not trigger the need for detention. 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 and construction engineering services for the proposed parking lot 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, estimates of cost, bid documents.
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 & Boundary Survey, Base Plan Preparation

GHA will prepare a complete existing conditions topographic and boundary survey and prepare base plans of the existing site.

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 parking lot 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. Site Plan indicating the proposed drainage improvements. Our plans will be prepared at 1" = 20' scale.
 - e. General Notes and Standard Detail and Project Detail sheets incorporating Village of Grayslake standards and details.
 - f. Special Provisions booklet for the overall project will be prepared in accordance with Village procedures and design criteria.
 - g. GHA will prepare a detailed engineer's opinion of probable construction cost based upon the completed final engineering plans.
 - h. 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.
 - i. It is anticipated that the only approval will be by the Village of Grayslake and no other permits will be required.

Proposed Schedule

GHA anticipates the following schedule:

Date	Task / Milestone
October 23, 2017	Authorization to Proceed
October 27, 2017	Topographic & Boundary Survey
November 6, 2017	Provide Final PS&E & Advertise Bids
November 21, 2017	Village of Grayslake Bid Opening

Estimate of Manhours and Fee

Phase of Service:

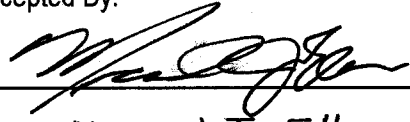
A. Project Management (8 hours):	\$ 1,088.00
B. Topographic & Boundary Survey, Base Plan Preparation (16 hours):	\$ 1,616.00
C. Design Phase – Final Engineering (20 hours):	<u>\$ 2,272.00</u>
Total Services (44 hours):	\$ 4,976.00

Note: Proposed upper limit of compensation is \$ 4,976.00.
This fee will not be exceeded without prior written approval of the Village.

Gewalt Hamilton Associates, Inc.
Submitted By:


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

Village of Grayslake
Accepted By:

UBK 

Name: Michael J. Ellis
Title: Village Manager
Date: 10-26-17