



**Proposal to Provide Professional Limited Engineering During Construction Assistance for  
the Village of Wellington Tennis Center Expansion**

**A. Project Description:**

The Village of Wellington has entered into a contract with Burkhardt Construction for the installation of six additional tennis courts and related facilities at the Wellington Tennis Center located at 3100 Lyons Road. Mock•Roos will provide the following civil and electrical engineering during construction services:

**Task 1** – Attend pre-construction meeting with the Village and Burkhardt at the offices of the Village. Burkhardt will prepare and distribute the pre-construction agenda and meeting minutes.

**Task 2** – Perform review of Burkhardt-submitted shop drawings.

**Task 3** – Provide a Mock•Roos field representative to perform site observations of the Work during the construction period. Up to 1 visit per week with up to 3 hours per visit for the estimated for the anticipated seven-month construction period. Prepare, review and transmit Mock•Roos field observation reports to the Village on a weekly basis.

**Task 4** – Perform one “substantial completion walkthrough” with the Burkhardt and the Village. Prepare a punchlist of outstanding items to be completed for the Village’s distribution.

**Task 5** – Perform one “final completion walk-through” with the Burkhardt and the Village.

**Task 6** – Perform ongoing project coordination between Burkhardt and the Village. Tasks may include Requests for Information (RFIs), interpretations and/or clarifications, reviews of schedules and budget, and work quality goals for the project.

**Task 7** – Prepare additional design as requested by the Village. Prepare updated construction drawings and provide to Burkhardt.

**Task 8** – Provide the services of an electrical engineer.


**B. Fee and Rates:**

The total fee to provide the Scope of Services outlined above is \$61,900. Mock•Roos will complete the Scope of Services for a lump sum fee. See Attachment A for estimate of hours.

**C. Acceptance and Authorization to Proceed:**

This proposal is acceptable and Mock•Roos has authorization to proceed with the Scope of Services upon Mock•Roos receiving a Purchase Order for these services.

**MOCK•ROOS**

Signed:   
Name: Garry G. Gruber, P.E.  
Title: Senior Vice President  
Date: September 23, 2025

**Mock, Roos & Associates, Inc.**

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**Village of Wellington  
Tennis Center Expansion  
Limited Engineering During Construction Assistance**

Task Description	Labor Categories					
	Principal Director	Senior Professional Engineer	Senior Field Representative	Project Coprdinator	Subconsultant	Subtotal
Labor Hourly Billing Rate	\$275.00	\$225.00	\$150.00	\$95.00		
1 Attend Pre-Construction Meeing		4	4			\$ 1,500
2 Review Shop Drawings		16		2		\$ 3,790
3 Construction Field Observation and Reports		32	124	16		\$ 27,320
4 Substantial Completion Walk-Through / Punchlist		2	8	2		\$ 1,840
5 Final Completion Walk-Through		2	8			\$ 1,650
6 Project Coordination	4	16				\$ 4,700
7 Requested Design Additions	8	16		8		\$ 6,560
8 Electrical Subconsultant	2	8		2	\$12,000	\$ 14,540
Subtotal	\$ 3,850.00	\$ 21,600.00	\$ 21,600.00	\$ 2,850.00	\$ 12,000.00	
Subtotal						\$ 61,900.00

**Total \$ 61,900.00**