

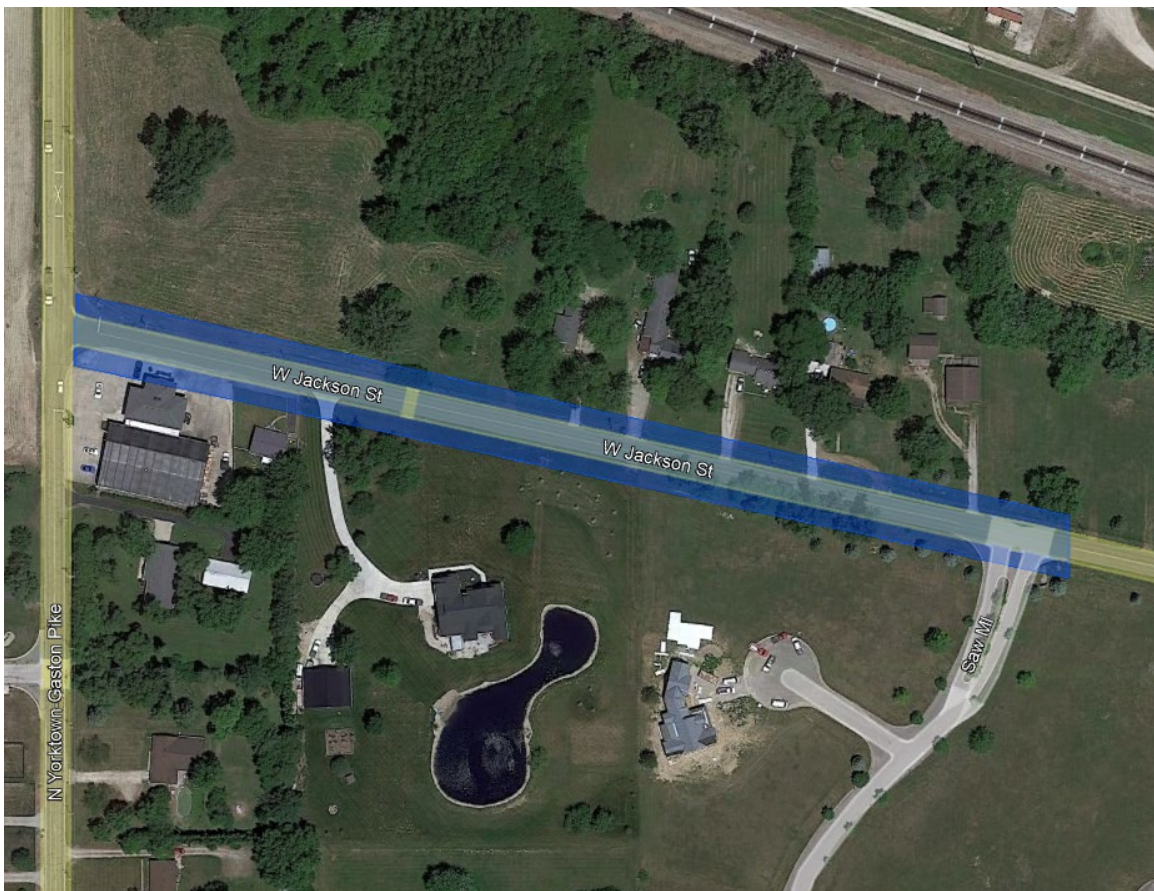
August 14, 2024

Town of Yorktown
Town Council
9312 W. Smith Street
Yorktown, IN 47396

RE: Jackson Street Drainage Improvements

Dear Council Members:

Butler, Fairman, & Seufert (BF&S) appreciates the opportunity to assist the Town of Yorktown with drainage improvements along the W Jackson St corridor. BF&S understands that the project area routinely experiences flooding, particularly on the north side of W Jackson St. This submittal includes provisions for preparation of a Study Report. Provisions for Final Design and Bidding may be included as a supplement following the Study Report. The project area will include from the intersection of North Yorktown Gaston Pike and W Jackson St to approximately 1,150 feet east along with W Jackson St corridor, as shown below, though improvements may only be necessary to the north or south side of W Jackson St.



STUDY REPORT

INITIAL UTILITY COORDINATION SERVICES

BF&S will perform initial Utility Coordination which shall include the following:

1. Utility Coordination Project Management, project meetings, and monthly reports.
2. Submit Indiana 811 tickets via the Exactix software to get existing utilities located throughout the project scope limits to be surveyed by topographic survey crews once onsite. Scope includes monitoring utility responses through phone calls and emails to ensure locates get completed onsite, and escalating to established project utility coordination contacts if necessary to get onsite locates completed.
3. Review survey 811 tickets, complete design 811 ticket, and perform area research to determine utilities in the area of the project.
4. Send out Initial Notice Letters for preliminary contact to all utilities, both public and private, to establish: a point of contact, the location of the utilities facilities within the field survey limits, and documentation of reimbursable property interests if any.
5. Follow-up with non-responders via email, phone, etc. to confirm Initial Notice responses and obtain easements if/where necessary.
6. Send out Verification of Existing Facility Letters and plans to all utilities, review response information as they are obtained and update / coordinate the update of the project topographical information.
7. Site visit to areas where utilities are highly impacted.
8. Contact high risk utilities for potential relocation costs, or construction requirements over/across/under their facilities.
9. Prepare utility section of report.

TOPOGRAPHIC SURVEY

BF&S will complete a topographic survey focused on the W Jackson St corridor. The field work will include mapping the location of features such as stormwater and sanitary sewer lines, water lines, culverts, trees, buildings, fences, and drives. The work will also include obtaining elevations of culvert inverts, sewer inverts, tops-of-castings, edge-of-pavement, and ground.

ADMINISTRATION

BF&S will prepare for and attend kick-off and progress meetings as requested by the Town and will perform project management as necessary.

STUDY REPORT

BF&S will complete a Study Report of the project area that will include a narrative description of the project area and contributing factors resulting in the identified drainage issues, an evaluation of potential alternative solutions with cost estimates, schematics of the proposed alternatives, and a recommended solution to help alleviate the identified drainage issues within the project area. To aid in the completion of the report, BF&S requests access the following items from the Owner,

if available: drainage reports for adjacent developments including the Heritage Place development, plan sets showing storm sewer or right-of-way in the vicinity of the project, and any mapping of utilities and topography in the vicinity of the project.

FINAL DESIGN AND BIDDING – TO BE DETERMINED (TBD)

FINAL UTILITY COORDINATION SERVICES

BF&S will perform final Utility Coordination which may include construction phase utility coordination, inspection and staking of utility relocations, SUE coordination and survey, and SUI investigation.

RIGHT-OF-WAY ENGINEERING

BF&S will perform Right-of-Way Engineering to research and establish property lines and prepare AutoCAD files for design purposes.

ADMINISTRATION

BF&S will prepare for and attend kick-off and progress meetings as requested by the Town and will perform project management as necessary.

WATER RESOURCES DESIGN

BF&S will prepare Contract Drawings for construction of the Town's preferred solution as identified in the Study Report. Contract Drawings will include a title sheet, plan and profile sheets, and detail sheets.

CONTRACT DOCUMENTS

BF&S will prepare Contract Documents from standard EJCDC based documents and incorporate appropriate Owner Standards requirements into the plans and specifications.

BIDDING ASSISTANCE

BF&S will assist in making the Contract Documents available to Bidders, manage questions from the Owner and Bidders, and issue Addenda as required. BF&S will review the Bids and make a recommendation as to the lowest, responsive, and responsible Bidder.

CONSTRUCTION OBSERVATION

BF&S will assist the Owner following the Bid Recommendation, issue the Notice of Award, review Contracts, Performance Bonds, Payment Bonds, and Certificate of Insurance, issue the Notice to Proceed, and attend the preconstruction conference if requested.

BF&S will consult with and advise the Owner as to the acceptability of subcontractors, suppliers, and other persons and organizations proposed by the prime contractor(s) for those portions of the work as to which such acceptability is required by the Bidding Documents.

BF&S will make Engineers available to assist in the interpretation of plans and specifications during construction. BF&S will assist in the review of shop drawings.

CONSTRUCTION INSPECTION

BF&S will act as the liaison between the contractor and the Owner on a part-time basis. All contractor questions will be filtered through BF&S Personnel during the construction phase of the contract. BF&S also responds to public questions and concerns about the project. BF&S will conduct meetings as necessary with prepared agendas. BF&S will generate and distribute meeting summaries. BF&S will review the progress of the work and verify compliance with Owner's Standards. A final walkthrough of the project will be completed with the Owner where a punch list will be generated. BF&S will verify that the contractor has completed the punch list prior to final acceptance of the project.

BF&S will consult with the Owner concerning the acceptability of substitute materials and equipment proposed by Contractor(s) when substitution prior to the award of contracts is allowed by the Bidding Documents.

BF&S will assist in interpretation of the plans and specifications and review shop drawings and working drawings submitted by the Contractor(s).

BF&S will review and evaluate Contractor proposals for contract changes and make recommendations to the Owner as to acceptance or rejection.

SCHEDULE

BF&S will provide a draft Study Report for the Town's review within 90 days of the Notice to Proceed. BF&S shall provide final Contract Drawings and Contract Documents within 180 days of the Notice to Proceed.

FEE

We propose to perform the noted engineering services for a total amount that will not exceed \$24,425.00 based on the fee schedule below. Our work will be subject to the terms of the General Services Contract dated August 15, 2022.

The Engineer will be paid for the following work on a lump sum basis:

Study Report:

Initial Utility Coordination Services	\$	6,100.00
Topographic Survey	\$	9,840.00
Administration	\$	1,990.00
Study Report	\$	6,495.00

Final Design and Bidding:

Final Utility Coordination Services	\$	TBD
Right-Of-Way Engineering	\$	TBD
Administration	\$	TBD
Water Resources Design	\$	TBD
Contract Documents	\$	TBD
Bidding Assistance	\$	TBD
Construction Observation	\$	TBD

The Engineer will be paid for the following work on an hourly not-to-exceed basis:

Construction Inspection	\$	TBD
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FORT WAYNE | PLAINFIELD | SOUTH BEND | LOUISVILLE

We appreciate the opportunity to work with you on this important endeavor. Should there be any questions, please contact the undersigned.

Sincerely,

BUTLER, FAIRMAN, & SEUFERT, INC.

A handwritten signature in black ink, appearing to read 'Mark Chmeliwskyj'. The signature is fluid and cursive, with a large, stylized 'J' at the end.

Mark Chmeliwskyj, PE
Vice President

AGREEMENT AND AUTHORIZATION TO PROCEED

Approval Date_____

TOWN OF YORKTOWN

Jackson Street Drainage Improvements

Approved By: