

November 4, 2024

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

RE: County Road 600 W Watermain Extension

Dear Council Members:

Butler, Fairman, & Seufert (BF&S) appreciates the opportunity to assist the Town of Yorktown with the extension of watermain along County Road 600 W from the intersection of West Jackson Street north to serve a proposed Development for TK Constructors, Inc. The project will include the construction of approximately 1,500 feet of 12-inch diameter watermain and will cross under the Railroad. The watermain will be designed to include the availability for adjacent services in the future. BF&S proposes the following scope of Engineering Services:

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.

TOPOGRAPHIC SURVEY

BF&S will complete a topographic survey. 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.

PERMITTING

BF&S will prepare and submit all required permits required for the Railroad Crossing and the Indiana Department of Environmental Management (IDEM) new Watermain Construction. Fees associated with Permit submittals will be passed through this agreement with no mark up.

WATER RESOURCES DESIGN

BF&S will prepare Contract Drawings and Specifications for construction of the Watermain. Contract Drawings will include a title sheet, plan and profile sheets, detail sheets, and the Town Standards.

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 Preliminary Design Drawings 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 \$42,000.00 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:

Water Resources Design:

Utility Coordination Services	\$	2,600
Administration	\$	2,200
Topographic Survey	\$	9,000
Permitting	\$	6,500
Water Resources Design	\$	18,500
Construction Observation	\$	3,200

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

Construction Inspection	\$	TBD
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INDIANAPOLIS | LAFAYETTE | MERRILLVILLE
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, sweeping 'J' at the end.

Mark Chmeliwskyj, PE
Vice President

AGREEMENT AND AUTHORIZATION TO PROCEED

Approval Date_____

TOWN OF YORKTOWN

County Road 600 Watermain Extension

Approved By: