

November 11, 2020

Mr. Pete Olson, Town Manager
Town of Yorktown
P.O. Box 518
Yorktown, IN 47396

RE: Additional Services Related to Nebo Road and River Road Roundabout Project

Dear Pete,

We appreciate the opportunity to work with the Town of Yorktown on the above-referenced project. BF&S will provide additional services as follows:

- 1) Services for acquisition of an approximate 40-foot half right-of-way across the tract currently owned by The Players Club, Inc. The acquisition will terminate to the east at the previously described right-of-way for the roundabout project and to the west at the platted right-of-way of Woodland Trails Boulevard, approximately 3000 linear feet. The Town desires to acquire property from The Players Club for both the roundabout project and the scope covered herein at one time. Because the roundabout project is a Federal Aid project, our approach will be to make two distinct offers, but settling on both at a single closing. This way, negotiation for and fees associated with each project will be accounted for appropriately.
- 2) Services for the final design of architectural elements in the roundabout.

ANTICIPATED SCOPE

SUPPLEMENTAL SURVEY

- Provide field and office work that will include extending an alignment to Woodland Trails Boulevard, recording a Location Control Route Survey Plat, locating topographic features required for design conceptuels and right-of-way engineering, and right-of-way staking.

TRAIL DESIGN

- Provide a sufficient conceptual design to substantiate the purpose and need for acquisition.
- Participate in Project Status meetings

RIGHT-OF-WAY ENGINEERING

- Establish Right-of-Way required for acquisition; coordinate Right-of-Way efforts with Yorktown, design, and subconsultants.
- Provide legal description and land plat.

RIGHT-OF-WAY SERVICES

- Provide Right-of-Way Management
- Provide Appraising Services.
- Provide a Second Appraisals if required by value.
- Provide Buying Services

ARCHITECTURAL SERVICES

- Detailed in the attached proposal from Context Design

TOTAL ESTIMATED FEE

We propose to perform the engineering services described herein on a lump sum basis in the amount of \$55,780.00. Services will be invoiced per the General Services Contract, BF&S Job Number 403300.

Headquarters:

8450 Westfield Blvd., Suite 300
Indianapolis, IN 46240-5920
T 317.713.4615
F 317.713.4616
E bfs@BFSEngr.com
www.BFSEngr.com

Branch Locations:

Fort Wayne
Jeffersonville
Lafayette
Merrillville
Plainfield

Founded 1961



SURVEY	\$4,000.00
STAKING (IF REQUIRED)	\$2,500.00
DESIGN SERVICES	\$4,500.00
RIGHT-OF-WAY ENGINEERING	\$3,950.00
RIGHT-OF-WAY SERVICES	\$15,530.00 **
ARCHITECTURAL DESIGN DEVELOPMENT	\$8,800.00
ARCHITECTURAL CONSTRUCTION DOCUMENTS	\$10,100.00
ARCHITECTURAL BIDDING/CONSTR. PHASE	\$6,400.00

** Right-of-Way Services to be invoiced per task as shown on attached Exhibit "A"

Please sign below to indicate approval and return one copy of this letter to our office.

Sincerely,

BUTLER, FAIRMAN & SEUFERT, INC.



Brent Friend, P.S.

AGREEMENT AND AUTHORIZATION TO PROCEED

Mr. Pete Olson



EXHIBIT "A"
The Player's Club, Inc. Additional Acquisition
The Town of Yorktown
RIGHT-OF-WAY SERVICES SUMMARY

Parcel Number	Property Owners	APR Type	Appr. Fee	2nd Appr. Fee	Buyer Fee	ROW Management
		RW SERVICES				
1	The Players Club, Inc.	SF ANY	\$ 4,425.00	\$ 4,425.00	\$ 1,985.00	\$ 1,200.00
1	Total Parcels		\$4,425	\$4,425	\$1,985	\$1,200
RW Services						
Total Appraising-----					\$	4,425.00
Total Review Appraising-----					\$	4,425.00
Total Buyer Fee-----					\$	1,985.00
Total Relocation Fee-----						NA
ROW Management (Lump Sum)-----					\$	1,200.00
Direct Expenses & Fees (Cost-to-Cure, Mortgage Release Fees, etc.)-----					\$	1,500.00
Appraisal & Buying Parcel Scope Changes-----					\$	1,000.00
Additional Services-----					\$	1,000.00
Total Right-of-Way Services -----					\$	15,530.00

September 29, 2020

Mr. Doug Valmore, P.E.
Butler, Fairman & Seufert, Inc.
8450 Westfield Blvd., Suite 300 | Indianapolis, IN 46240-8302



RE: **Nebo Road / River Road Roundabout Enhancements**
Design Development, Construction Documents, Construction Phase Support

Doug,

Thank you for the opportunity to present this proposal to Butler, Fairman & Seufert (BF&S) for design services in support of the Nebo Road/ River Road roundabout. We are excited to engage in this process with your team and the Town. Below is our project understanding and approach, followed by scope and professional fees.

Project Understanding

We understand the following:

1. A new roundabout is being designed for the Nebo Road/ River Road intersection. This connects to the BF&S/ Context separate project to the south involving bridge work and enhancements.
2. Context worked with BF&S and the Town to design bridge enhancements in a previous contract. Context applied the approved bridge material vocabulary to the conceptual/ schematic roundabout art features.
3. Context has completed conceptual/ schematic design phase work for this project and has been given approval to advance this design into design development and construction documentation, based on the submitted plans, details, and cost opinion. These documents are attached as exhibits. Context will advance the design plans and details for all schematic plan elements including the Art Features.
4. BF&S will continue to lead the project and coordinate with the Owner and regulatory agencies. Context's work will be in support of those efforts and we will continue to coordinate with BF&S and review progress with BF&S and the Town as directed by BF&S.
5. The Town provided comments regarding the art feature graphic content during the schematic design phase. The Town and Context agreed that additional input from the community will be needed to solidify an approved direction. Context will work with BF&S and the Town to identify a "committee" of 2-3 residents to provide input during design development. Context will hold 2 meetings to present content and receive feedback. A final pdf of graphic content will be provided for written approval. This content will then be outlined in the construction plans/ details and specifications, as needed for bidding.
6. BF&S shall support Context's plans, details, and specs with Civil and Site Electrical drawings related to any power and lighting needs, and water if the Owner chooses to add quick couplers or irrigation. Context shall coordinate and recommend lighting effects for the art features and landscape lighting.
7. BF&S will provide all base information and technical details on the roundabout layout. Context's scope of work is inside the concrete curb (keynote #9) indicated on our schematic plan.
8. BF&S and Context will update cost opinions once during design development and again at 50% construction documents. These will be reviewed with the Town and direction will be provided to Context on plan/ detailing adjustments according to the Town's budget.
9. The project will be bid through a similar process to the bridge phase and will follow INDOT standards.
10. BF&S will assist Context in formatting design plans, details, and specifications for INDOT coordination and review, and bidding/ construction.
11. Planting plans shall consider a plant palette that is not irrigated, unless directed by the Owner. Irrigation design will

require additional professional fees and written approval prior to proceeding.

12. Schedule: Context shall follow BF&S' INDOT submittal timeline. Context shall submit final documents to BF&S on or before December 10, 2020 to meet the INDOT deadline of December 31, 2020.

Scope of Services

Design Development

- a) Advance Schematic plans and details.
- b) Develop and review art feature graphic content – see item #5, above.
- c) Advance planting schemes and review with the Town for approval to proceed into construction plans.
- d) Coordinate with vendors and materials suppliers as needed.
- e) Generate refined graphics and plans / details for 50% and 95% BF&S/ Owner review and approval.
- f) Provide cost opinion update at 95%.
- g) Review of plans, details and draft special provisions at 95% complete shall include discussion with BF&S and the Town on approach to preliminary bid alternates and other means of managing the budget.
- h) Provide draft special provisions (specifications) for materials related to the plans/ details.
- i) Meetings: assuming 2 meetings for BF&S/ Owner coordination and review, and 2 meetings related to the art feature graphic content.

Construction Documents

- a) Advance Design Development plans, details, and special provisions.
- b) Advance art feature graphic content for bidding.
- c) Coordinate with vendors and materials suppliers as needed.
- d) Plans, details, and special provisions shall be reviewed at 50% and 95% completion.
- e) Provide cost opinion update at 50%.
- f) Review of plans, details and special provisions at 50% complete shall include discussion with BF&S and the Town on approach to bid alternates and other means of managing the budget.
- g) Context will provide 100% complete cd's for bidding, upon written approval from BF&S.
- h) Provide final special provisions (specifications) for materials related to the plans/ details.
- i) Meetings: assuming 2 meetings for BF&S/ Owner coordination and review.

Bidding

- a) Attend the Pre-Bid meeting.
- b) Assist in preparation of addenda.
- c) Assist in analyzing bids.

Construction Phase Support

- a) Attend the Pre-Construction meeting.
- b) Routine clarifications of the Construction Documents.
- c) Respond to contractor requests for clarification.
- d) Review of shop drawings and submittals related to our scope of work, including those related to art feature graphic content.
- e) Attend up to (4) construction progress meetings during construction.
- f) Construction observation visits and field report productions, as needed.
- g) Assist with a punch list for our scope of work.

Fee Schedule

The following fees correspond with our Project Understanding and Scope, as outlined above:

A. Design Development	\$ 8,800.00
B. Construction Documents	\$ 10,100.00
C. Bidding and Const. Phase Assistance	\$ 6,400.00
Total	\$ 25,300.00

Fees are lump sum and will be invoiced monthly on a percentage complete basis. Scope beyond what is outlined above will be considered additional services. Context will outline additional services and proposed fees in writing and secure written approval before proceeding with the work.