

December 12, 2023

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

RE: 2024-1 Community Crossings Match Grant (CCMG) Program Assistance

Dear Council Members:

Butler Fairman & Seufert (BF&S) appreciates the opportunity to assist the Town of Yorktown with their 2024 Roadway Resurfacing Program. The Program could potentially include the following roadways:

- Broadway Street (from SR 32 South to Town Limits)
- CR 600 West (from River Road to SR 332)

SCOPE

CCMG ADMINISTRATION

BF&S will provide assistance in administering the program including coordination of various departments and management of technical issues.

CCMG PLANNING ASSISTANCE

BF&S will assist the Owner with programmatic options and strategies for improvements to roadway segments as identified by the Owner and recommended by the Engineer. BF&S will assist the Owner with planning and prioritizing roadway segments and work types for inclusion within a CCMG application. We will provide scoping and assessment of accessibility requirements and available existing Right-of-Way for the proposed improvements.

CCMG APPLICATION CONSTRUCTION COST ESTIMATES

BF&S will generate detailed construction cost estimates for the projects to be included in the CCMG application. The estimates will be itemized by each road with “to” and “from” points clearly defined. BF&S will then verify the scope of the proposed improvements with the Owner prior to inclusion in the CCMG application.

TOPOGRAPHIC SURVEY

The scope for Topographic Survey will be determined based upon the recommendations from the CCMG Planning Assistance Phase.

UTILITY COORDINATION

The scope for Utility Coordination will be determined based upon the recommendations from the CCMG Planning Assistance Phase.

ROADWAY RESURFACE DESIGN

BF&S will generate Construction Drawings depicting the beginning and end of construction for each roadway segment to be resurfaced including a key map sheet. A summary of quantities will be generated and included within the final set of Construction Drawings. BF&S will ensure that the design meets the requirements of the CCMG program.

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. Review the Bids and make a recommendation as to the lowest, responsive, and responsible Bidder.

ENGINEERING ASSISTANCE DURING CONSTRUCTION

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.

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

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.

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

Construction Cost Estimates will be ready for inclusion with the 2024-1 CCMG Application prior to January 31, 2024.

FEE

We propose to perform the noted engineering services for a total amount that will not exceed \$10,300.00 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:

CCMG Administration	\$	2,000.00
CCMG Planning Assistance	\$	3,800.00
CCMG Construction Cost Estimates	\$	4,500.00
Topographic Survey	\$	TBD
Utility Coordination	\$	TBD
Roadway Resurface Design	\$	TBD
Contract Documents	\$	TBD
Bidding Assistance	\$	TBD
Engineering Assistance During Construction	\$	TBD

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

Construction Inspection	\$	TBD
-------------------------	----	-----

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.



Michael D. Eichenauer, PE
Executive Vice President

AGREEMENT AND AUTHORIZATION TO PROCEED

Approval Date _____

TOWN OF YORKTOWN

2024-1 Community Crossings Match Grant (CCMG) Program Assistance

Approved By: