

September 19, 2024

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

RE: Drinking Water Distribution Improvements

Dear Council Members:

Butler, Fairman, & Seufert (BF&S) appreciates the opportunity to assist the Town of Yorktown with drinking water improvements to its distribution system. The Utility provides fire protection and clean drinking water to its residents, businesses, and schools through a combination of six groundwater wells. The system utilizes liquid and gas Chlorine for disinfection. A means of boosting the residual Chlorine to the far northeast portion of the distribution system is needed. In addition, the Utility is considering switching from gas Chlorine to liquid Sodium Hypochlorite at points of entry to the distribution system. The reason for potentially switching to liquid is that gas Chlorine is inherently dangerous and difficult to contain if there is a failure of the equipment leaking to the atmosphere and is inhaled.

STUDY REPORT

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 for the drinking water system that will include a narrative description of the project scope, an evaluation of potential alternative solutions with cost estimates, schematics of the proposed alternatives, and a recommended solution to address the disinfection in the drinking water system. To aid in the completion of the report, BF&S requests access to historical water testing, pumping, and chemical usage records.

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.

PERMITTING

Provide technical criteria, written descriptions, and design data for **OWNER's** use in filing applications for permits from or approvals of governmental authorities having jurisdiction to review or approve the final design of the project and assist **OWNER** in consultations with appropriate authorities.

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.

FEE

We propose to perform the noted engineering services for a total amount that will not exceed \$28,500.00 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:

<u>Study Report:</u>	
Administration	\$ 2,500.00
Study Report	\$ 26,000.00

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

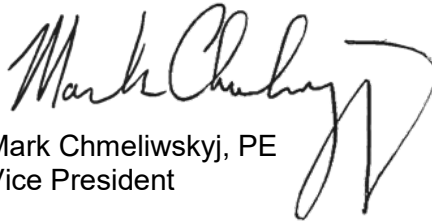
The Engineer will be paid for the following work on an hourly not-to-exceed basis:

Construction Inspection	\$	TBD
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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.



Mark Chmeliwskyj, PE
Vice President

AGREEMENT AND AUTHORIZATION TO PROCEED

Approval Date _____

TOWN OF YORKTOWN

Drinking Water Disinfection Improvements

Approved By: