

BURGESS & NIPLE

251 North Illinois Street | Capital Center Suite 920 | Indianapolis, IN 46204 | 317.237.2760

September 28, 2023

Mr. Ryan Crum
Assistant Town Manager
Town of McCordsville
6280 W 800 N
McCordsville, IN 46055

Re: Town of McCordsville Project
Carroll Road Trail at Enclave at Deer Crossing;
Hancock County
Project Development Fees

Dear Mr. Crum:

Burgess and Niple (B&N) is submitting our proposed scope of work and fees for the referenced project.

This submittal includes the following attachments:

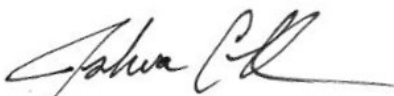
1. Scope of Service and schedule of deliverables.
2. Man-Hour Justifications for each element.

We understand all services provided will be paid lump sum basis.

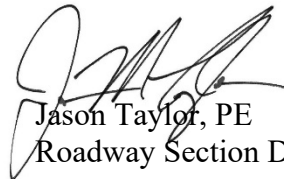
Thank you for the opportunity to serve you on this project. Do not hesitate to call Josh Cook or Jason Taylor with any questions or concerns (317) 237-2760.

Sincerely,

BURGESS & NIPLE, INC.



Josh Cook, PE
Vice President, District Director



Jason Taylor, PE
Roadway Section Director

SCOPE OF WORK

Trail Project, Carroll Road at Enclave at Deer Crossing

I. INTRODUCTION

Trail Project on Carroll Road at Enclave at Deer in McCordsville, Indiana. The project will be designed following the design recommendations of the Town of McCordsville Design Standards and Specifications, Indiana Design Manual (IDM) and AASHTO Design Guide for the Planning, Design, and Operation of Pedestrian Facilities.

Burgess & Niple, Inc. (B&N) will provide the following work to complete this project:

- Plan Development
- Permitting; CSGP (as needed)
- Utility Coordination
- Topographical Survey
- R/W Engineering

All other work will be completed by others or that is not required includes:

- R/W Acquisition Services
- Pavement Design
- Geotechnical Engineering

II. TOPOGRAPHICAL SURVEY

All physical features will be located as well as any underground utilities as located by others within the designated project limits. Cross section shots will be taken at 50' intervals. Existing R/W will be determined from available information or field verified from property line markers.

III. PLAN DEVELOPMENT

The project will be designed using the Town of McCordsville Design Standards as well as Indiana Design Manual (IDM) and AASHTO Design Guide for the Planning, Design, and Operation of Pedestrian Facilities. The design scope and fee have been developed using the assumptions below:

1. The intent of this project is to construct a trail along the east side of Carroll Road between W. Winding Bend and 500ft north of Pine Vail Boulevard.
2. Plans will be in 22" x 34" page size format.
3. Plat No. 1/Right-of-way Detail will be prepared.
4. A Maintenance of Traffic (MOT) Plan will utilize a typical detail and no roadway closure of Carroll Road is anticipated.
5. The separation of the roadway from the trail will be a minimum of 5ft to negate the need for guardrail and guardrail end treatments.
6. Preliminary Plans provided as a CAD submission and for an Over-the Shoulder Review Meeting, and Final Tracing submittals are assumed.
7. Cross sections will be created at 50' intervals and at each drive and public road approach.
8. Hydraulic analysis will not be a part of the project. The project will match the existing drainage patterns and the existing roadside swale/ditch.

9. It's anticipated that the project will have no detention of water and storm water will be conveyed through ditches. No storm sewer or water clarifying unit will be provided at the project outfall.
10. Pavement design will be per the Town of McCordsville Standard Construction Details.
11. B&N will prepare a Contract Information Book (CIB). The Town will provide a copy of their standard CIB for B&N to modify/amend for the project.
12. B&N will follow Town of McCordsville Standards for erosion control details and submit to the City of Fishers for approval.

IV. UTILITY COORDINATION

B&N will complete the Utility Coordination for this project. The coordination will be completed in accordance with the Indiana Design Manual. B&N assumes a maximum of three utilities will require coordination with three utilities requiring relocation. B&N will prepare and send out Initial Notification, Facility Verification, Conflict Analysis, and Work Plan Request letters to each identified Utility. We will also meet with Utilities with concerns or questions. We anticipate one (1) meeting with Utilities. B&N will develop a master relocation plan showing all existing utilities and proposed utility relocations along with a relocation schedule from information received from approved relocation work plans.

V. PERMITS AND COORDINATION FOR HAMILTON COUNTY LEGAL DRAIN

There are not any legal drains or environmental permits included in this scope of work.

VI. CONSTRUCTION STORM WATER GENERAL PERMIT

This task includes the completion of the Construction Storm Water General Permit to be sent to Hancock County Soil and Water Conservation District of review. This task is assumed only for the north side of the roadway.

VII. TITLE RESEARCH

Dodd Title Corporation will complete the title research for this project. Title research will be billed per parcel. Copy cost will be billed at actual cost. See Attachment from Dodd Title Corporation.

VIII. RIGHT-OF-WAY ENGINEERING

See Attachment from Surveying and Mapping, Inc

This item includes the following:

- QC of Draft LCRS
- Sign and Seal Final LCRS
- Right-of-way Engineering for Two (2) Parcels

IX. CONSTRUCTION PHASE SERVICES

This task includes: attendance of the preconstruction meeting, answering questions after the bid letting from the inspection staff, attend construction progress meetings (if requested).

X. PROJECT SCHEDULE

The anticipated notice to proceed will be June 1, 2024 and current letting for this project is a date to be determined in October 2024, but is anticipated to be in December 2024.

The anticipated schedule of deliverables is as follows:

Submittals	Date
------------	------

Notice to Proceed (NTP)	June 2024
Preliminary/Schematic Review (OTS Meeting)	July 2024
Preliminary Field Check	August 2024
Final Plans	November 2024
Bid Project	December 2024

XI. PROJECT COSTS

The fee breakdown for these services will be as follows:

Description	Fee
Topographical Survey	\$23,881.00
Title Research (2 Parcels @ \$870 ea.)	
Right-of-way Engineering (2 Parcels)	
CSG Permit	\$4,600.00
Utility Coordination	\$5,500.00
Plan Development	\$22,700.00
Construction Phase Services	\$2,000.00
TOTAL =	\$58,681.00

XII. ASSUMPTIONS AND EXCLUSION

It is assumed all services for this project will utilize a lump sum fee form of agreement except for the following:

1. It's anticipated that no Public Information or Stakeholder Meetings will be held.
2. Construction Phase Services will be paid as a lump sum not to exceed amount.
3. Noise analysis will **not** be required for this project.
4. All traffic data will be furnished by Town, if necessary.
5. No railroad exists within the project limits, so no railroad coordination will be required.
6. No Acquisition Services are included in this proposal. The Town will secure the required parcels.
7. Utility Coordination fees do not include any staking or preparation of utility easement documents.
Costs associated with staking or preparation of utility easements will be in addition to this proposal.
8. It is assumed **no** MOT for pedestrians will be designed for this project.
9. B&N will incur no direct costs for public meetings.

XIII. CONCLUSION

Burgess & Niple, Inc. will commence work after execution of the contract and receiving written notice to proceed from a Town of McCordsville representative.

Trail Exhibit



Project Design Fee Summary
Carroll Road Trail at Enclave at Deer Crossing

Description	Rounded Fee
North Side Trail	
Topographic Survey/RW Engineering/T&E Research	\$23,881.00
CSGP Permit	\$4,600.00
Utility Coordination	\$5,500.00
Roadway Design	\$22,700.00
Construction Phase Services	\$2,000.00
Total=	\$58,681.00

FEE JUSTIFICATION

Carroll Road Trail at Enclave at Deer Crossing

Carroll Road Trail at Enclave at Deer Crossing

Topographic Survey/RW Engineering/T&E Research		TOTAL
Subconsultant Work		
Lump Sum		23,881
Topographic Survey/RW Engineering/T&E Research		\$23,881.00

[illegible]

Direct Cost	Unit Cost	Quantity	Cost
Travel Mileage	\$0.49/mile	0	\$ -
Lodging (Per Person/Day)	\$90/person	0	\$ -
Per Diem (Per Person/Day)	\$28/person	0	\$ -
Newspaper Publication	LS	1	\$ 300.00
		Total	\$ 300.00

FEE JUSTIFICATION
Carroll Road Trail at Enclave at Deer Crossing
Carroll Road Trail at Enclave at Deer Crossing

Utility Coordination- North	PROJECT MANAGER	SENIOR ENGINEER	JUNIOR ENGINEER	TOTAL
Project set up			1	1
Initial Notification			1	1
Response track/file			1	1
Facility Verification			1	1
Response track/file			1	1
UC Meeting w/Utilities (1 Total)	4			4
Conflict Analysis	1			1
Response track/file			1	1
Work Plan Request			1	1
Response track/file			1	1
Work Plan Review	2			2
Master Relocation Plan	1			1
Relocation Schedule			1	1
Utility information in CIB			1	1
Relocation Work Review	4		8	12
				0
Utility Coordination				30
Total Hours	12	0	18	30
Hourly Rate	\$256.23	\$232.17	\$134.95	
Total Labor Cost	\$3,074.76	\$0.00	\$2,429.10	\$5,503.86
Direct Costs				\$ 19.60
Total				\$ 5,523.46
Utility Coordination Fee				\$5,500.00

Direct Cost	Unit Cost	Quantity	Cost
Travel Mileage	\$0.49/mile	40	\$ 19.60
Lodging (Per Person/Day)	\$100/person	0	\$ -
Per Diem (Per Person/Day)	\$28/person		\$ -
Reproductions/Copies/Materials/Postage	LS	0	\$ -
		Total	\$ 19.60

FEE JUSTIFICATION
Carroll Road Trail at Enclave at Deer Crossing
Carroll Road Trail at Enclave at Deer Crossing

Road Design- North	PROJECT	SR.	JR.	DESIGNER	TOTAL
	MANAGER	ENGINEER	ENGINEER		
Preparation of Index and Title Sheet			1		1
Preparation of Typical Cross Sections	1		2		3
Preparation of Plan and Profile Sheets			6		6
Culvert Hudraulic Model	1	4			5
Preliminary Quantity Calculations and Cost Estimate			3		3
Prepare MOT Plan			2		2
Erosion Control details	1		2		3
grading side ditches			2		2
Schematic Detail Submission Review (QAQC)	1	4			5
Submittal Package Preparation	4	4	4		12
Preliminary McCordsville Review Submittal					42
Over the Shoulder (OTS) Schematic Review Meeting	1	1			2
Address comments from OTS Meeting			4		4
Sidewalk and Curb ramp details			4		4
Finalize typical cross sections			1		1
Finalize ditch location/drainage			4		4
Finalize Plan Profile Sheets	1		4		5
Finalize and annotate Cross Sections (incl/Earthwork and Benching)	1		2		3
Update Design Calculations	1		2		3
Finalize MOT Plan	1		2		3
Finalize Erosion Control Details	1		4		5
Preparation of Miscellaneous Tables			2		2
Prepare Earthwork Summary Table			1		1
Finalize Quantity Calculations and Cost Estimate	1		4		5
Prepare Special Provisions	1				1
Prepare Draft Construction Information Book (CIB)	2	8			10
Tracings Submission Review (QAQC)	1	2			3
Address Comments and Finalize	1	1	2		4
Submittal Package Preparation	1	4			5
Tracings Submittal					63
Advertise and Publish Letting Documents	8		8		16
Bid analysis and award	2	2			4
Begin Construction					20
Total Hours	31	30	66	0	127
Hourly Rate	\$246.39	\$216.73	\$128.15	\$161.34	
Total Labor Cost	\$7,638.09	\$6,501.90	\$8,457.90	\$0.00	\$22,597.89
Direct Costs					\$ 153.60
Total					\$22,751.49
Road Design Fee					\$22,700.00

Direct Cost	Unit Cost	Quantity	Cost
Travel Mileage	\$0.67/mile	80	\$ 53.60
Lodging (Per Person/Day)	\$90/person		\$ -
Per Diem (Per Person/Day)	\$28/person		\$ -
Reproductions/Copies/Materials/Postage	LS	1	\$ 100.00
		Total	\$ 153.60

FEE JUSTIFICATION

Carroll Road Trail at Enclave at Deer Crossing

Carroll Road Trail at Enclave at Deer Crossing

Construction Phase Services	PROJECT	SR.	TOTAL
	MANAGER	ENGINEER	
			0
Lump sum Not to Exceed			0
			0
			0
Construction Phase Services			\$2,000.00