

# PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is made by and between CrossRoad Engineers, PC ("Professional"), and The Town of McCordsville, Indiana ("Owner"), \_\_\_\_\_, 2024.

## PROFESSIONAL

CrossRoad Engineers, PC  
115 N. 17<sup>th</sup> Ave.  
Beech Grove, Indiana 46107  
317-780-1555

## OWNER

The Town of McCordsville  
6280 W 800 N  
McCordsville, Indiana 46055  
317-335-3151

Project Name: Carroll Road Path project

Location: McCordsville, IN

## AGREEMENT

For and in consideration of the mutual promises contained in this Agreement, Professional and Owner agree as follows:

1. **Scope of Services.** Professional shall provide Owner with services in connection with the Project as described in the Scope and Fee Proposal dated September 3, 2024 (Exhibit 1). Professional shall use the standard of care typically exercised in conducting professional practices outlined in the Scope and Fee Proposal.
2. **Schedule of Services.** Professional shall start and complete work as set forth in the Scope and Fee Proposal. Professional shall conduct the work in an expeditious manner subject to limitations such as weather, information acquisition, communications and other factors outside of Professional's control. Both parties recognize that the schedule of services is subject to factors that may be unknown at the time of this Agreement. If modifications, changes or adjustments of these terms and conditions become necessary, such modifications shall be made in accordance with Paragraph No. 9 below.
3. **Authorizations to Proceed.** Unless specifically provided otherwise in the Scope and Fee Proposal, Owner shall give Professional authorizations to proceed for each phase of the Basic Services and for each Additional Service prior to Professional commencing work. Authorizations may be in writing or may be verbal.
4. **Owner's Responsibilities:** Owner shall do the following in a timely manner so as not to delay the services of Professional: (1) Designate in writing a person to act as Owner's representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions and receive information with respect to Professional's services for the Project. Professional may rely fully on information and instructions provided by Owner's representative. Hereinafter, all references in this Agreement to "Owner" mean Owner or Owner's Representative. (2) Provide all criteria and full information as to Owner's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations, and furnish copies of all design and construction standards which Owner will require to be included in the Drawings and Specifications. (3) Assist Professional by placing at Professional's disposal all available information pertinent to the Project including previous reports and any other data relative to design or construction of the Project; all of which the Professional may use and rely upon in performing the services under this Agreement. (4) Give prompt written notice to Professional whenever Owner observes or otherwise becomes aware of any development that affects the scope or timing of Professional's services, or any defect or nonconformance in the work of any contractor.
5. **Payment for Services.** Owner shall compensate Professional for services rendered according to Scope and Fee Proposal (Exhibit 1). These rates are agreed to in anticipation of the orderly and continuous progress of the Project through completion.
6. **Payment Terms.** Owner agrees to pay all fees within 30 days of the date of the approved invoice. Balances due over 30 days will be assessed an interest rate of  $\frac{2}{3}\%$  per month (8% per year). Owner agrees to pay for any costs of collection including, but not limited to lien costs, court costs or attorney's fees involved in or arising out of collecting any unpaid or past due balances.
7. **Invoicing.** Detailed billings will be provided on a monthly basis.
  - A. **Fixed Fee** - The invoices will be based on Professional's estimate of the proportion of time spent on each phase of the project at the time of billing relative to the total fee for those phases.
  - B. **Time and Materials** – The invoices will be based on Professional's time spent on each phase of the project at the time of billing.

8. **Insurance.** Professional shall maintain professional liability insurance for the duration of this Agreement and provide to the Owner a certificate of insurance annually no later than December 15<sup>th</sup> for the duration of the contract. Professional shall maintain professional liability insurance from an "A" rated insurer in the amount of not less than \$1,000,000 per claim and \$1,000,000 per policy period.
9. **Modifications and Adjustments.** If specific periods of time for rendering services set forth in the Scope and Fee Proposal are exceeded through no fault of Professional, or if Owner has requested significant modifications or changes in the general scope, extent or character of the Project, all rates, measures and amounts of compensation, as well as the time of performance, shall be equitably adjusted. The Scope and Fee Proposal related to the Project may be revised, or modified to include supplementary service for any reason, upon agreement of Professional and Owner. Owner may modify the scope, extent or character of the Project, necessitating modifications to the Scope and Fee Proposal. In each case, the Scope and Fee Proposal will be modified in a manner mutually acceptable to the Professional and the Owner, and the fees presented in the Scope and Fee Proposal will be equitably adjusted to accommodate the changes. Any change to the Scope and Fee Proposal will be documented in a Contract Change Order. Should the Professional and Owner be unable to agree on modifications to the Scope and Fee Proposal, Professional shall have the right to terminate this Agreement as outlined in Paragraph No. 10.
10. **Term and Termination.** Professional's obligation to render services under this Agreement will extend for a period, which may reasonably be required for the services to be provided, including extra work and required extensions. If payment is not received within 45 days of the date of invoice, Professional reserves the right, after giving thirty days notice to Owner, to suspend services to the Owner or to terminate this Agreement. Professional shall not be liable to Owner or any third parties for any damages caused by the suspension or termination of work for non-payment. Should the Professional and Owner be unable to agree on modifications to the Scope and Fee Proposal as outlined in Paragraph No. 9, Professional shall have the right to terminate this Agreement upon thirty days written notice to Owner. Owner may terminate this Agreement for any reason or without cause upon thirty days written notice to Professional. If any work covered by this Agreement is suspended, terminated or abandoned, the Owner shall compensate the Professional for services rendered to the date of written notification of such suspension, termination or abandonment.
11. **Construction Costs.** Professional has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor's methods of determining prices, or over competitive bidding or market conditions. Professional's opinions of probable total Project costs and construction costs are made on the basis of Professional's experience and qualifications and represent Professional's best judgment as an experienced and qualified Professional, familiar with the construction industry. Professional cannot and does not guarantee that proposals, bids or actual costs will not vary from opinions of probable costs prepared by Professional.
12. **Limitation of Liability and Responsibilities.** The Owner shall hold harmless and indemnify Professional from all loss, damage, costs and expenses which Professional may suffer or sustain which results from acts or omission or any contractor, subcontractor, supplier, or any of their agents, employees or any other persons (except Professional's own employees and agents) at the site or otherwise furnishing or performing any of the contractor's work. Nothing contained in this paragraph, however, shall be construed to release Professional from liability for failure to properly perform duties and responsibilities assumed by Professional under this Agreement.
13. **Assignment.** Neither Professional nor Owner shall assign, sublet or transfer any rights under or interest in this Agreement without prior written consent of the other party. Any assignments shall be of all rights, obligations, interest and responsibilities hereunder. Nothing in this paragraph shall prevent Professional from employing independent professional associates and consultants to assist in the performance of the services hereunder.
14. **Rights and Benefits.** Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than Owner and Professional, and all duties and responsibilities pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Professional and not for the benefit of any other party. The Engineer shall provide to Owner hard copies and in electronic media format all drawings, designs, specifications, reports, field notes, correspondence, or any other document of whatever nature that does not contain trade secrets either created by Engineer and Engineer's employees, consultants, agents, contractors, or subcontractors pertaining to any aspect of the project(s) which is the subject of this agreement. All documents prepared or furnished by Engineer are instruments of service. Subject to the following limitations, Engineer signs ownership including copyright to Owner upon payment for services rendered except engineer retains copyright in its standard systems, sections, details and specifications. Engineer grants Owner a license to use engineer standard systems, sections, details and specifications. Owner acknowledges that such documents are not intended or represented to be suitable for use on the project unless completed by Engineer or for use or reuse by owner or others on extensions of the project or in any other project or for any other use or purpose, without written verification or adaptation by Engineer.

15. **Successors.** This Agreement is binding on the partners, successors, executors, administrators, heirs and assigns of both parties.
16. **Applicable Law.** The terms and conditions of this Agreement are subject to the laws of the State of Indiana.
17. **Compliance with Laws.** Both parties agree that, in performance of the Agreement, they will comply with any and all state and federal laws, as well as local ordinances and regulations.
18. **Non-Discrimination.** Professional agrees that it, and any subcontractors, will not discriminate against any employee or applicant for employment to be employed in the performance of this Agreement, with respect to the employee's hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of the employee's race, religion, color, sex, disability, national origin, or ancestry. Breach of this covenant may be regarded as a material breach of the Agreement.
19. **E-Verify.** Pursuant to Ind. Code § 22-5-1.7-11, Professional, by entering into this Agreement with Owner, is required to enroll in and verify the work eligibility status of all of its newly hired employees through the E-Verify program. Professional is not required to verify the work eligibility status of all newly hired employees through the E-Verify program if the E-Verify program no longer exists. By executing this Agreement, Professional affirms that it does not knowingly employ an unauthorized alien. Professional further affirms that it will enroll in the E-Verify program, and agrees to verify the work eligibility status of all its newly hired employees through the E-Verify program.
20. **Waiver.** The Parties agree that the failure to enforce any provision or obligation under this Agreement shall not constitute a waiver thereof, or serve as a bar to the subsequent enforcement of any such provision or obligation under this Agreement.
21. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties. No understanding, agreements, or representations, oral or written, not specified within this Agreement will be valid provisions of this Agreement. This Agreement may not be supplemented or amended, except by written agreement signed by both Parties.
22. **Non-Appropriation.** The Parties acknowledge that Owner is a governmental entity whose funds are subject to appropriation by its fiscal body. Therefore, if at any time during the term of this Agreement, Owner's fiscal body should fail to appropriate sufficient funds to continue this Agreement, it will become null and void. Professional shall not be obligated to perform unless and until sufficient funds are appropriated. Owner agrees to seek funding for the continuation of this Agreement during each budget cycle during the term(s) of this Agreement. Owner agrees to inform Professional in writing of any such non-allocation of funds at the earliest possible date, and shall pay for all Services provided prior to exhaustion of the appropriated funds.
23. **Severability.** The invalidity of any section, clause, or provision of this Agreement shall not affect the validity of the remaining sections, subsections, clauses, or provisions of this Agreement.
24. **Survival of Obligations.** All representations, indemnifications, warranties, and guarantees made in, required by, or given in accordance with the Agreement, as well as all continuing obligations indicated in the Agreement, will survive final payment, completion, and acceptance of the Work or termination or completion of the Agreement or termination of the services of Contractor.

This Agreement, consisting of three pages together with the Attachments identified above, constitutes the entire Agreement between Owner and Professional and supersedes all prior written or oral understandings related thereto. IN WITNESS WHEREOF, the parties hereto have executed this Agreement, or caused this Agreement to be executed by their duly authorized official or agent.


**OWNER**

**The Town of McCordsville, Indiana**

By: \_\_\_\_\_  
Print: Greg Brewer  
Title: Town Council President  
Date: \_\_\_\_\_

**PROFESSIONAL**

**CrossRoad Engineers, PC**

By:   
Print: Mark A. Beck  
Title: Vice-President  
Date: September 3, 2024

# EXHIBIT 1



September 3, 2024

Mr. Ryan Crum, Director of Planning & Building  
Town of McCordsville  
6280 W 800 N  
McCordsville, IN 46055

RE: Proposal for Civil Engineering Services  
Carroll Road Sidewalk improvement  
McCordsville, Indiana

Dear Ryan:

CrossRoad Engineers is pleased to present this proposal to provide professional services associated with the design of path on the east side of Carroll Road between Pine Vail Boulevard and Enclave Drive. This approximately 310 feet of new path will complete the path segment in this location.

The following scope of services is designed to assist you in the potential development of this project:

## **A. TOPOGRAPHIC SURVEY**

CrossRoad Engineers will perform the field work and office work necessary to complete a Topographic Survey for this project. Included will be information such as one-foot contouring, existing street elevations, existing sanitary and storm structures, and verification of existing utilities. Edge of pavement and ground shots on the east side of Carroll Road will be gathered to understand drainage through this section of roadway and to confirm room for the proposed path. Upon completion of the field work, CrossRoad shall establish all section lines, right-of-way lines, and property lines per deeds and platted subdivisions; complete all survey line work; generate the TIN surface model and add all relative survey notes to the drawings. We assume right-of-way take can be performed utilizing strip descriptions; therefore, no route survey should be required.

## **B. ROAD DESIGN, PLAN PREPARATION, PERMITTING, AND UTILITY COORDINATION**

After the survey is complete, we will prepare a preliminary set of construction drawings, showing a layout that will identify the existing site amenities and will identify proposed project features including the path and any grading required to provide positive drainage. This work will also include utility coordination in general conformance with 105 IAC-13 for the designed improvements. No potholing of facilities is anticipated.

Once preliminary plans have been completed, we will meet with you to discuss and make any necessary adjustments. This plan will then be used to complete the design of the project and to coordinate any necessary utility relocations for the project.

Construction drawings will be prepared in accordance with all state and local laws and ordinances and will include the following:

- Path profiles, including Grading and Construction Details as necessary.
- Erosion Control Plans

It is anticipated the construction of the project will not disturb more than one acre of ground; therefore, no IDEM CSGP permit is required. No other permits are anticipated.

#### **C. RIGHT-OF-WAY ENGINEERING SERVICES**

CONSULTANT shall perform Right of Way Engineering work consisting of researching existing properties and preparing property plats, and legal descriptions for those right of way parcels that need to be acquired for the project. This effort also includes a 20-year title research for the permanent right of way to be acquired. All of this work will be completed in accordance with the Right of Way Engineering Procedure Manual, hereinafter called the MANUAL, 865 I.A.C. 1-12. An estimated 5 parcels of right-of-way will be required.

#### **D. RIGHT-OF-WAY ACQUISITION SERVICES**

This work includes the management and all the activities necessary to procure the required parcels of right-of-way. These activities include the appraisals, buying of right of way, right of way management, and RW staking. Also, transfer documents will be prepared and recorded. If requested, the proposed right of way will be field staked.

#### **E. METHOD FOR PAYMENT OF ENGINEERING FEES**

During this work, progress invoices will be prepared for the portions of the work completed to date based on the Fee Schedule included with this document as Attachment "A". These invoices will be submitted by the 5<sup>th</sup> of each month and will become due thirty days thereafter.

#### **F. UNDERSTANDINGS**

For additional services not covered herein, the work will be performed as authorized by you at a mutually agreed upon rate. Also, should the Town decide to cancel the project at any time, all work completed up until that time will be invoiced.

Items not included within this scope are acquisition of building permits, sanitary sewer connection permits, regulatory fees to accompany permit applications, and permits normally obtained by contractor(s). Coordination and/or payment for these items will not be the responsibility of CrossRoad Engineers. Due to the scope of the project, it is anticipated that less than 1 acre of land will be disturbed, and a CSGP permit will not be

required. No other permits are anticipated. It is anticipated the Town will prepare all bid documents for this project.

We are ready to begin this work and appreciate your allowing CrossRoad Engineers to assist you with the design of this project. If you have any questions, please call me at 780-1555 ext. 111.

Sincerely,

CrossRoad Engineers, PC

A handwritten signature in black ink that reads "Mark A. Beck". The signature is written in a cursive, flowing style.

Mark A. Beck, P.E.  
Vice President

**ATTACHMENT "A"**

**FEE SCHEDULE**

<b>A.</b>	<b>TOPOGRAPHIC SURVEY</b>	<b>\$ 5,000</b>
<b>B.</b>	<b>DESIGN PLANS &amp; COST ESTIMATE</b>	<b>\$ 15,500</b>
	<b>TOTAL DESIGN FEE (LUMP SUM)</b>	<b>\$ 20,500</b>
<b>C.</b>	<b>RIGHT-OF-WAY ENGINEERING SERVICES</b>	<b>\$ 6,300</b>
<b>D.</b>	<b>RIGHT-OF-WAY ACQUISITION SERVICES</b>	<b>\$ 14,160</b>
	<b>TOTAL RIGHT-OF-WAY COSTS (UNIT PRICE)</b>	<b>\$ 20,460</b>
	<b>TOTAL CONTRACT</b>	<b>\$ 40,960</b>

Our total lump sum proposed fee is divided into the above work components for billing purposes.

**Carroll Rd. Path Project**  
**Town of McCordsville**

**Fee Justification For**

R/W ENGINEERING			
Work Item	Est. Quantity	Unit Fee	Total Fee
R/W Plan Development & Title Research <sup>(1)</sup>	2	\$2,580.00	\$5,160.00
R/W Legal Descriptions -- Permanent	2	\$580.00	\$1,160.00
R/W Legal Descriptions -- Temporary	0	\$580.00	\$0.00
ESTIMATED TOTAL FEE			\$6,320.00
USE FOR R/W ENGINEERING <sup>(2)</sup>			\$6,300.00

<sup>(1)</sup> This includes the R/W Engineering, Plats, and Preliminary T & E Reports.

**CrossRoad Engineers, PC**

**115 N. 17th Ave., Beech Grove, Indiana 46107**



**Carroll Road Path Project**  
**Town of McCordsville**

Fee Justification for

R/W ACQUISITION SERVICES			
Work Item	Est. Quantity	Unit Fee	Total Fee
Value Finding Appraisal <sup>(1)</sup>	2	\$2,360.00	\$4,720.00
Negotiations -- Permanent Acquisition <sup>(1)</sup>	2	\$2,480.00	\$4,960.00
R/W Management	2	\$1,510.00	\$3,020.00
Payment Processing & Deed Recordation	2	\$150.00	\$300.00
Staking Legal Descriptions	2	\$580.00	\$1,160.00
ESTIMATED TOTAL FEE			\$14,160.00
USE FOR R/W ACQUISITION SERVICES BUDGET			\$14,160.00
<p><sup>(1)</sup> These tasks may be performed by subconsultants. The fees shown here are estimated and based upon the 2024 INDOT Real Estate Services Fee Schedule. For those services performed by other than the CONSULTANT, the CONSULTANT will be reimbursed for the actual amount invoiced by the subconsultant plus a 10% mark-up for task coordination and administrative efforts, provided that each such invoices shall be subject to the approval as reasonable by the OWNER prior to any reimbursement thereof.</p>			



# HOURLY BILLING RATES

## PERSONNEL CLASSIFICATION

## HOURLY RATE

### DESIGN

Director	\$ 182.00
Senior Project Manager	160.00
Project Manager	143.00
Project Engineer	127.00
Assistant Project Engineer	110.00
CADD Manager	127.00
CADD Technician	110.00
Assistant CADD Technician	94.00
R/W Manager	160.00
R/W Appraiser	160.00
R/W Buyer	160.00

### INSPECTION

Director	\$ 182.00
Senior Project Manager	160.00
Senior Resident Project Representative	152.00
Resident Project Representative	143.00
Asst Resident Project Representative	132.00
Project Inspector	127.00
Assistant Project Inspector	90.00

### SURVEY

Survey Manager	\$ 160.00
Assistant Survey Manager	135.00
Survey Crew – 1 Person	132.00
Crew Chief	110.00
Field Person	88.00
Researcher	99.00
Survey Technician	110.00

### MISCELLANEOUS

Mileage (per mile)	Current IRS Rate
Other Direct Costs	at cost +15%

**Rates Effective through December 2024**

# CROSSROAD ENGINEERS, PC

115 N. 17<sup>th</sup> AVE, BEECH GROVE, IN 46107 // 317.780.1555 // CROSSROADENGINEERS.COM