



March 20, 2025

Tim Gropp
Town Manager
Town of McCordsville
6280 W CR 800
McCordsville, IN 46055

Re: Asset Inventory
Wastewater Plant & Lift Stations
2025-064.000

Dear Tim:

We are pleased to submit this Proposal of Services for an asset inventory and assessment of the Town of McCordsville's wastewater plant and lift stations.

SCOPE OF THE PROJECT

The Town of McCordsville has a wastewater plant and associated lift stations that will be inventoried and assessed as part of this project. The inventory and visual assessment will help inform future investments in the system and provide the necessary information for the business needs of the town (insurance, asset management, reporting, etc.)

SCOPE OF THE SERVICES

Waypoint Strategies will lead the development of an asset inventory and maintenance plan for the town's wastewater treatment plant and associated lift stations. This project will include comprehensive data collection, evaluation, and planning efforts to ensure a structured and sustainable approach to asset management.

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Project Components

- **Site Assessments & Data Collection**
 - Conduct site visits to the primary wastewater treatment plant and nine (9) lift stations.
 - Meet with key staff members to gather insights on existing asset conditions, maintenance practices, and operational challenges.
 - Review any available documentation related to asset inventory, maintenance history, and capital planning.
- **Asset Inventory Development**
 - Identify and document key assets, including mechanical, electrical, and structural components of the plant and lift stations.
 - Compile a detailed inventory that includes asset type, location, manufacturer, model, and relevant specifications.
- **Condition Assessment & Useful Life Analysis**
 - Assess the current condition of assets based on field observations, staff input, and available maintenance records.
 - Estimate the remaining useful life of critical components.
 - Identify assets requiring immediate attention, short-term replacement, or long-term capital planning.
- **Preventative Maintenance Planning**
 - Develop a structured approach for ongoing maintenance activities.
 - Provide recommendations for routine inspections, servicing schedules, and lifecycle management.
- **Workbook Development & Reporting**
 - Create a set of worksheets documenting the asset inventory, condition data, remaining useful life, and other key asset indicators.
 - Structure the workbook in alignment with the preventative maintenance and asset inventory framework previously developed by Waypoint Strategies for the town's police station.
 - Present findings and recommendations in a format that supports long-term asset management planning.

Waypoint Strategies will ensure that the final deliverable provides the town with a clear and actionable strategy for managing its wastewater infrastructure effectively.

DELIVERABLES

Waypoint Strategies will provide the following deliverables as part of the asset inventory and maintenance plan for the wastewater treatment plant and associated lift stations:

- **Site Assessment Report**
 - Summary of site visits conducted at the wastewater treatment plant and nine (9) lift stations.
 - Key observations regarding asset conditions and operational challenges.



- Documentation of staff discussions and relevant insights on current maintenance practices.
- Comprehensive Asset Inventory Workbook
 - A detailed, structured inventory of all critical assets within the wastewater treatment plant and lift stations.
 - Asset information including type, location, manufacturer, model, and specifications.
 - Categorization of assets based on function, criticality, and maintenance needs.
- Condition Assessment & Lifecycle Analysis
 - Condition ratings for each asset based on field inspections and available maintenance records.
 - Estimated remaining useful life for key assets.
 - Identification of assets requiring immediate attention, short-term replacement, or long-term capital investment.
- Preventative Maintenance Plan
 - A recommended maintenance schedule for routine inspections and servicing.
 - Guidelines for optimizing maintenance practices to extend asset life and reduce unplanned failures.
 - Best practices for tracking maintenance activities and asset performance.
- Final Asset Management Plan & Presentation
 - A consolidated report summarizing findings, key insights, and recommendations.
 - Integration of the workbook into an accessible, user-friendly format for ongoing asset management.
 - A final presentation of findings and recommendations to key stakeholders, including an overview of the developed tools and guidance on their implementation.

SCHEDULE OF ACTIVITIES

Activity	Estimated Timeframe
Project Kick-off	April
Site Assessments & Data Collection	April - May
Asset Inventory Development	May – June
Condition Assessment & Useful Life Analysis	June – July
Preventative Maintenance Planning	June-July
Workbook Development & Reporting	July-August



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Waypoint Strategies is committed to an ongoing and structured communication process to ensure Owners remain updated and knowledgeable on project status and progress. Through the life of the project, Waypoint Strategies will provide weekly project updates and meet with the owner on a bi-weekly basis.

OWNER-PROVIDED ITEMS

Owner will provide access to all available building and construction plan, specifications, and related system information. Owner will also provide access to appropriate personnel and the associated buildings to complete the project.

ASSUMPTIONS/CLARIFICATIONS

Information furnished by others is assumed to be true, correct, and reliable. A reasonable effort has been made to verify such information; however, Waypoint Strategies assumes no responsibility for its accuracy.

New information or unforeseen conditions that require services beyond those indicated in this Letter will be identified as Additional Services and may be subject to an adjustment in the schedule and/or fee. Written authorization from the Owner is required prior to performing any Additional Services.

FEE

We propose a fee of \$25,000. We recommend an allowance for reimbursed expenses in the amount of \$500.

Please let me know if there are any questions or you would like additional information. Upon acceptance of this Proposal, I will prepare a Letter of Agreement.

Thank you for this opportunity to be of service.

Sincerely,

WAYPOINT STRATEGIES
A Division of Schmidt Associates

Handwritten signature of Audra Blasdel in cursive.

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Handwritten signature of Sarah Hempstead in cursive.

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