

December 4, 2019

Mr. Mark Witsman, PE
Town Engineer
Town of McCordsville
6280 W. 800 N.
McCordsville IN 46055



RE: Scope and Fee Proposal
Mill, Resurface and Curb Placement on CR 750 North, from SR 67 to Kensington Way.
McCordsville, Indiana

Dear Mark:

CrossRoad Engineers is pleased to present this Scope of Services and Fee Proposal to provide professional services associated with this CR 750 N project, which is utilizing Community Crossing funding. Per your email dated 11/01/2019 and included attachments (including the attached project area map), the project entails mill and resurface of CR 750 N from CR 700 W to Kensington Way. The project also includes placement of approximately 1,930 lft of curb and gutter from SR 67 to Kensington Way. It is our understanding it is this curb and gutter section for which the Town requires design services.

We have based our Fee Proposal on the aforementioned assumptions. The following Scope of Services is designed to assist you in the 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 ditch shots will be gathered to ensure positive drainage through this section of roadway. It is assumed that no ditch grading will be necessary. It is also assumed that there is right-of-way present to place the curb and gutter and associated curb turn outs; therefore, no right-of-way research is included.

B. DESIGN & CONSTRUCTION DRAWINGS

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 curb and gutter, curb turnouts, and any ditch grading required to provide positive drainage.

Once this has 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 all 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:

- Curb and gutter profiles, including Grading & Construction Details
- Erosion Control Plans

Spread calculations will be performed to ensure adequate spacing of curb turnouts. Quantities and Cost estimates will be generated for the project based on the finalized plan set. This work will also include utility coordination in general conformance with 105 IAC-13 for the designed improvements.

C. REGULATORY SUBMITTALS & BIDDING PHASE

Due to the scope of the project, it is anticipated that less than 1 acre of land will be disturbed, and a Rule 5 permit will not be required. No other permits are anticipated. It is anticipated the Town will prepare all bid documents for this project.

D. CONSTRUCTION STAKING AND CONSTRUCTION ADMINISTRATION

If requested, CrossRoad Engineers will provide construction staking in conjunction with a Contractor of your choice, and efforts will be coordinated directly through you. CrossRoad Engineers will also provide construction administration services as necessary once the design and submittal phases are complete. The Construction Administration will include coordination with the contractor, subcontractors, utilities, and general coordination during the construction of the project as it relates to the plans developed within this contract. This work will be performed on an hourly basis.

E. METHOD FOR PAYMENT OF ENGINEERING FEES

During the course of this work, progress invoices will be prepared for the portions of the work done to date based on the Fee Schedule included with this document. These invoices will be submitted by the 5th of each month and will become due by the 30th of that same month. Invoices not paid within 30 days after submission to you will accrue interest at a rate of 1% per month.

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 are acquisition of building permits, sanitary sewer connection permits, regulatory fees to accompany permit applications, and permits normally obtained by the contractor(s). Payment for these items will not be the responsibility of CrossRoad Engineers.

The Town anticipates issuing a Notice to Proceed by December 10, 2019. Assuming that, CrossRoad Engineers anticipates having the design completed by January 31, 2020.

We are ready to begin and appreciate your allowing CrossRoad Engineers to design this project for you. If you have any questions, please call me at 780-1555 ext. 114.

Sincerely,

CrossRoad Engineers, PC



Mark A. Beck, PE
Vice-President

Please signify your acceptance by signing below:

Town of McCordsville

Date

FEE SCHEDULE

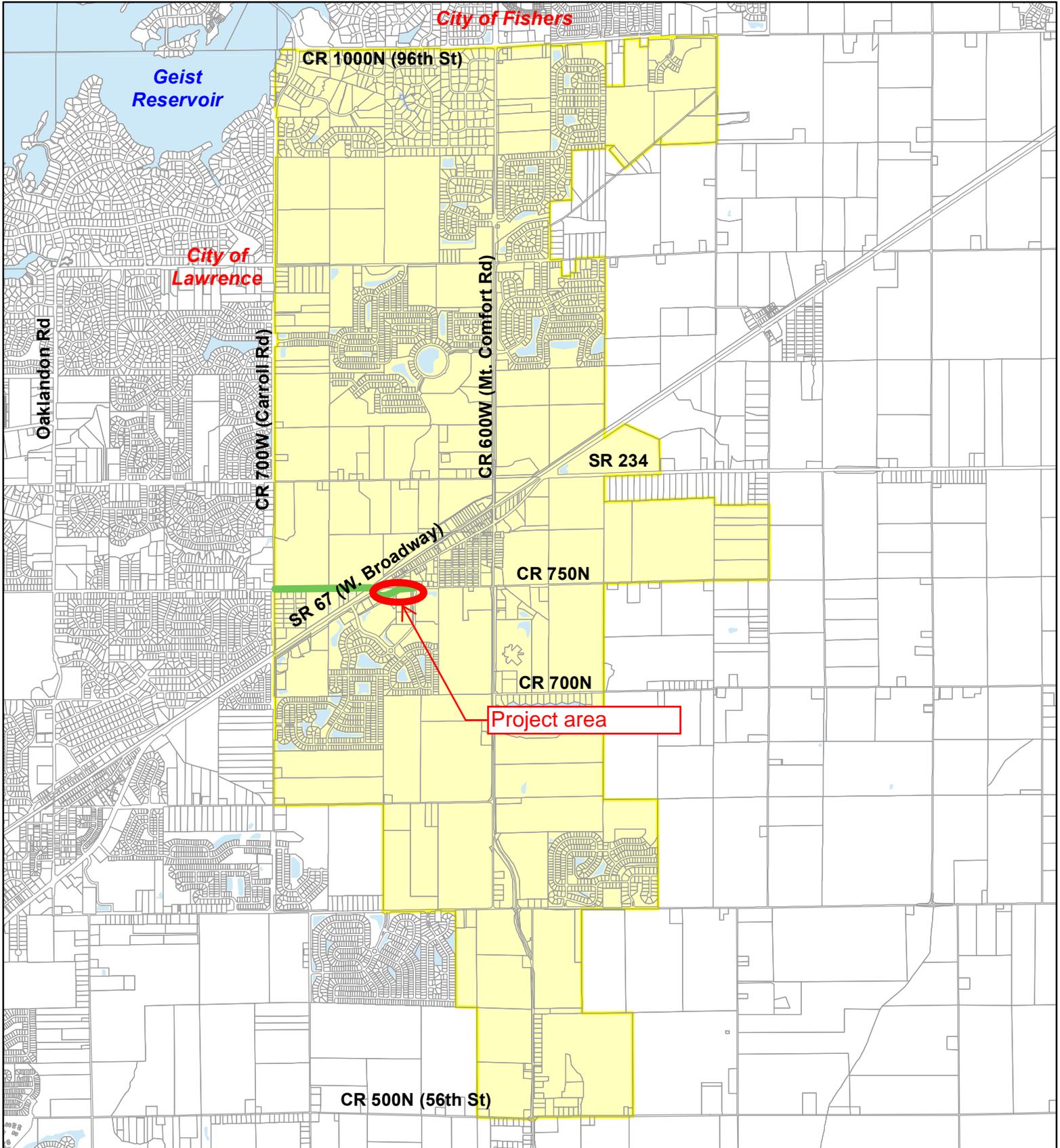
The total lump sum fee is divided into the following work components for billing purposes:

A.	TOPOGRAPHIC SURVEY	\$ 2,000
B.	DESIGN & CONSTRUCTION DRAWINGS	\$10,000
C.	REGULATORY SUBMITTALS & BIDDING PHASE	\$ n/a
D.	CONSTRUCTION STAKING AND CONSTRUCTION ADMINISTRATION (as requested)	HOURLY

TOTAL LUMP SUM FEE **\$ 12,000**
(not including Item D)

Project Location Map

Application 7420 - CR 750N



- Project Location
- Town of McCordsville Corporate Limits





HOURLY BILLING RATES

PERSONNEL CLASSIFICATION

HOURLY RATE

DESIGN

Director	\$	160.00
Senior Project Manager		140.00
Project Manager		120.00
Project Engineer		105.00
Assistant Project Engineer		90.00
CADD Manager		105.00
CADD Technician		90.00
Assistant CADD Technician		75.00
R/W Manager		155.00
R/W Appraiser		155.00
R/W Buyer		155.00

INSPECTION

Director	\$	160.00
Resident Project Representative		125.00
Asst Resident Project Representative		115.00
Project Inspector		105.00
Assistant Project Inspector		85.00

SURVEY

Survey Manager	\$	130.00
Assistant Survey Manager		95.00
Survey Crew - 1 Man		115.00
Crew Chief		95.00
Field Man		70.00
Researcher		85.00
Survey Technician		90.00

MISCELLANEOUS

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

Rates Effective through December 2020

CROSSROAD ENGINEERS, PC

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