

BOARD OF PUBLIC WORKS AND SAFETY (Form B-01-2012)
Agenda Request Form

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	3-15-16	Meeting Date:	3-21-16
Contact Information:			
Requested by:	Travis Underhill		
On Behalf of Organization or Individual:	Planning & Engineering		
Telephone:	317-736-3631		
Email address:	tunderhill@franklin.in.gov		
Mailing Address:	70 E Monroe St., Franklin, IN 46131		
Describe Request:			
Professional Services Contract – Wayne Street Design			
List Supporting Documentation Provided:			
Contract			
Who will present the request?			
Name:	Travis Underhill	Telephone:	317-736-3631

In order for an individual and/or agency to be considered for new business on the Board of Works agenda, this reservation form and supporting documents must be received in the Mayor’s office no later than 4:00 p.m. on the Wednesday before the meeting.

PROFESSIONAL SERVICES AGREEMENT

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) dated _____ is made by and between the **City of Franklin**, acting by and through its Board of Public Works and Safety (“OWNER”) and **CrossRoad Engineers, PC**, (“CONSULTANT”) an Indiana corporation organized under the laws of the State of Indiana.

RECITALS

WHEREAS, OWNER wishes to hire CONSULTANT to provide certain professional services with respect to **Wayne Street Reconstruction from South Main Street eastward to Home Avenue and the construction of a new public parking area on the south side of Wayne Street just east of South Main Street** (“Project”); and

WHEREAS, CONSULTANT has extensive experience, knowledge and expertise relating to these services and has expressed a willingness to furnish the services in connection therewith, subject to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the promises, the mutual covenants and undertakings herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

Section I – Services by CONSULTANT

The engineering services to be performed by CONSULTANT are described in the Fee Proposal letter dated March 16, 2016 and presented as Appendix “A”, which is attached hereto, and made a part hereof, and are referred to herein as the “Services”.

Section II – Information and Services to be furnished by OWNER

The information and services to be furnished by OWNER are as set out in Appendix “B”, which is attached to this Agreement, and incorporated herein by reference.

Section III – Commencement of Services and Schedule

CONSULTANT shall commence performance under this Agreement and shall provide the Services hereunder in accordance with the Schedule contained in Appendix “C”, which is attached to this Agreement, and incorporated herein by reference.

Section IV – Compensation

For all Services rendered by CONSULTANT under this Agreement, OWNER agrees to pay CONSULTANT on the basis of fees and charges established in Appendix “D”, which is attached to this Agreement, and incorporated herein by reference.

Section V – Term and Termination

1. Term

This Agreement shall commence upon execution by the parties and shall continue until completion of the Services and deliverables as set forth in Appendix “C” or unless terminated as set forth below.

2. Termination

OWNER reserves the right to terminate or suspend this Agreement upon five days advance written notice to CONSULTANT. Upon termination of this Agreement, CONSULTANT shall deliver all Work Product (as defined herein) to OWNER. The dollar amount for any earned but unpaid Services performed by CONSULTANT shall be based upon an estimate of the portions of the total Services completed by CONSULTANT through the effective date of termination, which estimated shall be as made by OWNER in the exercise of its honest and reasonable judgment for all Services to be paid for on a lump sum basis and shall be based upon an audit by OWNER of those Services to be paid for on a cost basis or a cost plus fixed fee basis as described in Section IV hereof.

Section VI – General Provisions

1. Subcontracting

It is recognized that CONSULTANT may engage subconsultants to perform a portion of the work under this Agreement. The engagement of subconsultants by CONSULTANT shall not relieve CONSULTANT of any responsibility for the fulfillment of this Agreement. No subconsultant shall subcontract any portion of its work under this Agreement.

2. Ownership of Documents

All reproducible materials prepared by CONSULTANT or its subconsultants in connection with this Agreement, alone or in combination with others, on any and all media, in whole or in part, and all copies thereof, whether created before, during, or after the term of this Agreement (collectively, the “Work Product”) will be the property of the OWNER.

CONSULTANT shall be allowed to retain copies of all documents included in the Work Product, unless prohibited for reasons of security and as mutually agreed by both parties.

CONSULTANT agrees that written agreements with any and all subconsultants used by CONSULTANT to fulfill CONSULTANT’s obligations hereunder shall contain language substantially similar to that of this Subsection to assign OWNER all Work Product by such subconsultants, and to require cooperation with CONSULTANT on the same terms and conditions as set forth herein.

The provisions of this Subsection shall survive the expiration, suspension, abandonment, termination, or completion of this Agreement.

3. **Access to Records**

Full access to the work during the progress of the Services shall be available to the OWNER. CONSULTANT and its subconsultants shall maintain all books, documents, papers, accounting records and other evidence pertaining to the cost incurred under this Agreement and shall make such materials available at its respective offices at all reasonable times during the period of this Agreement and for three (3) years from the date of final payment for Services is made by OWNER to CONSULTANT.
4. **Liability for Damages**

CONSULTANT assumes all risk of loss, damage or destruction to the Work Product, to all of its materials, tools, appliances and property of every description, and for injury to or deaths of its employees or agents arising out of or in connection with the performance of this Agreement, excluding that which occurs due to the acts or failure to act of any third party, and excluding that which is caused by the OWNER.
5. **General Liability Insurance**
 - a. Amounts of Coverage. CONSULTANT shall procure and maintain at its expense insurance of the kind and in the amounts set forth in Appendix "E" by companies authorized to do such business in the State of Indiana covering all Services and related activities performed by CONSULTANT.
 - b. Evidence of Insurance. Before commencing its Services, CONSULTANT shall furnish to OWNER a certificate, or certificates, showing that it has complied with this Section VI.5.b, which certificate or certificates, shall also designate OWNER as an additional named insured. The policies shall not be changed or canceled unless thirty (30) days prior written notice has been given to OWNER.
6. **Worker's Compensation**

CONSULTANT shall be responsible for providing all necessary unemployment and Worker's Compensation Insurance for its employees. CONSULTANT shall provide the OWNER with a certificate of insurance indicating that it has complied with this requirement.
7. **Changes in Work**
 - a. Prior Approval. CONSULTANT shall not commence any additional services or change of scope until authorized by OWNER.
 - b. Additional Services. Additional services may include, but not be limited to:
 - i. Services associated with significant changes in the scope, extent, or character of the portions of the Project required by, but not limited to, changes in scope, complexity or schedule and revisions required by changes in applicable laws and regulations or due to any other causes beyond CONSULTANT's control.

- ii. Preparing to serve or serving as a consultant or witness for OWNER in any litigation or other dispute resolution process related to the Project that does not involve a claim against CONSULTANT or a claim that is based on an alleged act of negligence or breach of contract by CONSULTANT.
- iii. Subject to other provisions of this Agreement, additional or extended services during the Project made necessary by (1) emergencies or Acts of God endangering the Project site, (2) an occurrence of a hazardous environmental condition, (3) damages to OWNER's facilities caused by fire, flood or other cause, (4) acceleration or deceleration of the Schedule involving services beyond normal working hours, (5) significant delays, changes, or price increases occurring as a direct or indirect result of materials, equipment, or energy shortages and (6) default or failure to perform by other consultants.

8. Non-Discrimination

CONSULTANT and its subconsultants, if any, shall not discriminate against any employee or applicant for employment, to be employed in the performance of the Services under this Agreement, with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of race, color, religion, sex, handicap, national origin or ancestry. Breach of this covenant may be regarded as a material breach of the Agreement.

9. Safety

- a. Responsibility. CONSULTANT shall be directly responsible for the safety requirements and programs applicable to its own employees, its subconsultants and other parties with whom it has contracted to perform Services with respect to the Project.
- b. Compliance. CONSULTANT's safety program shall comply with applicable federal, state and local statutes, rules, regulations and ordinances. CONSULTANT shall report to OWNER, in writing, any injury or accident at the Project site involving its employees, its subconsultants or other parties for which it is responsible, within forty-eight (48) hours or a shorter period of time if required by law.
- c. Notification. CONSULTANT shall not be responsible for the safety requirements or programs applicable to any other person or entity involved with the Project other than CONSULTANT and its subconsultants.

10. Independent Contractor

OWNER and CONSULTANT are acting in an individual capacity in the performance of this Agreement and will not act as agents, employees, partners, joint venturers or associates of one another. The employees or agents of one party shall not be deemed or construed

to be the employees or agents of the other party for any purpose whatsoever. Neither party will assume any liability for any injury (including death) to any persons, nor damage to any property, arising out of the acts or omissions of the agents, employees, or subconsultants of the other party. CONSULTANT shall be responsible for providing all necessary unemployment and worker's compensation insurance for its employees.

11. Indemnification

CONSULTANT agrees to indemnify OWNER, its officials, and employees, and to hold each of them harmless from claims and suits, including court costs, attorney's fees, and other expenses caused by any negligent act, effort or omission of, or by any recklessness or willful misconduct by CONSULTANT, its employees, or subconsultants. CONSULTANT's indemnification and defense obligations hereunder shall extend to Claims occurring after this Agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated.

12. Notification

All written notices required by this Agreement shall be sent to the parties at the following addresses by certified mail, return receipt:

To OWNER; **City Engineer**
 70 East Monroe Street
 Franklin, Indiana 46124

To CONSULTANT: **CrossRoad Engineers, PC**
 3417 Sherman Drive
 Beech Grove, Indiana 46107

13. Authority to Bind Consultant

CONSULTANT warrants that it has the necessary authority to enter into this Agreement. The signatory for CONSULTANT represents that he/she has been duly authorized to execute this Agreement on behalf of CONSULTANT and has obtained all necessary or applicable approval to make this Agreement fully binding upon CONSULTANT when his/her signature is affixed hereto.

14. Successors and Assignees

This Agreement is binding upon and shall inure to the benefit of OWNER and CONSULTANT and their respective successors and permitted assigns. CONSULTANT shall not assign this Agreement without the written consent of OWNER.

15. Entire Agreement; Amendments

This Agreement and its Appendices, each of which is incorporated herein by reference and made a part of this Agreement, constitutes the entire Agreement of the parties with regard to the subject matter hereof and supersedes all prior discussions or agreements concerning any subject matter related hereto. This Agreement may only be amended,

supplemented or modified by a written document executed in the same manner as this Agreement.

16. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana, without giving effect to principles respecting conflicts of laws. Subject to Section 19, any action pursuant to this Agreement shall be brought and tried in a court of competent jurisdiction in Johnson County, Indiana, and each party hereby irrevocably consents to the personal and subject matter jurisdiction of any such court and waives any objection to such jurisdiction and venue.

17. Non-Waiver

It is agreed and acknowledged that no action or failure to act by OWNER or CONSULTANT as to a breach, act or omission of the other shall constitute a waiver of any right or duty afforded either of them under this Agreement, as to any subsequent breach, act or omission of the other nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereof, except as may be specifically agreed in writing. No right conferred on either party under this Agreement shall be deemed waived and no breach of this Agreement excused unless such a waiver or excuse shall be in writing and signed by the party claimed to have waived such right.

18. Invalid Provisions

If any part of this Agreement is later found to be contrary to, prohibited by, or invalid under applicable law, rules or regulations, that provision shall not apply and shall be omitted to the extent so contrary, prohibited or invalid, but the remainder of this Agreement shall not be invalidated and shall be given full force and effect insofar as possible.

19. Dispute Resolution

Any dispute arising out of this Agreement that cannot be resolved through informal discussions between the parties, shall be subject to this Section.

- a. The parties agree that the existence of a dispute notwithstanding, the parties shall continue without delay to carry out all of their respective responsibilities under this Agreement.
- b. Should any dispute arise with respect to this Agreement that cannot be resolved through informal discussions between the parties, a party shall serve written notice to the other party outlining the details of the dispute and demanding mediation. No later than twenty (20) days from the date of the notice demanding mediation, the parties shall confer to discuss the selection of the mediator and agree upon other mediation procedures.

- c. Submission of a dispute under this Agreement to a mediation procedure shall be a condition precedent to filing litigation. No litigation shall be initiated by either party unless the mediation has been completed (unsuccessfully) or a party has failed to participate in a mediation procedure.

20. Employment Eligibility Verification

CONSULTANT affirms under the penalties of perjury that it does not knowingly employ an unauthorized alien.

CONSULTANT shall enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program as defined in IC 22-5-1.7-3. CONSULTANT is not required to participate should the E-Verify program cease to exist. Additionally, CONSULTANT is not required to participate if CONSULTANT is self-employed and does not employ any employees.

CONSULTANT shall not knowingly employ or contract with an unauthorized alien. CONSULTANT shall not retain an employee or contract with a person that CONSULTANT subsequently learns is an unauthorized alien.

CONSULTANT shall require its subconsultants, who perform work under this Agreement, to certify to CONSULTANT that the subconsultant does not knowingly employ or contract with an unauthorized alien and that the subconsultant has enrolled and is participating in the E-Verify program. CONSULTANT agrees to maintain this certification throughout the duration of the term of an agreement with a subconsultant.

OWNER may terminate for default if CONSULTANT fails to cure a breach of this provision no later than thirty (30) days after being notified by OWNER.

21. No Investment in Iran

As required by IC 5-22-16.5, CONSULTANT certifies that it is not engaged in investment activities in Iran. Providing false certification may result in the consequences listed in IC 5-22-16.5-14, including termination of this Agreement and denial of future agreements, as well as an imposition of a civil penalty.

[Signature page follows]

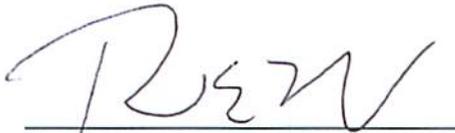
Non-Collusion.

The undersigned attests, subject to the penalties for perjury, that he/she is the CONSULTANT, or that he/she is the properly authorized representative, agent, member or officer of the CONSULTANT, that he/she has not, nor has any other member, employee, representative, agent or officer of the CONSULTANT, directly or indirectly, to the best of his/her knowledge, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he/she has not received or paid, any sum of money or other consideration for the execution of this Agreement other than that which appears within this Agreement.

In Witness Whereof, the CONSULTANT and the OWNER have, through duly authorized representatives, entered into this Agreement. The parties having read and understand the forgoing terms of this Agreement do by their respective signatures dated below hereby agree to the terms thereof.

CROSSROAD ENGINEERS, PC
BEECH GROVE, INDIANA
(CONSULTANT)

CITY OF FRANKLIN
BOARD OF PUBLIC WORKS AND SAFETY
FRANKLIN, INDIANA
(OWNER)



Signature

Trent E. Newport, President
(Print or type name and title)

Signature

Joseph McGuinness, Mayor
(Print or type name and title)

Attest:



Signature

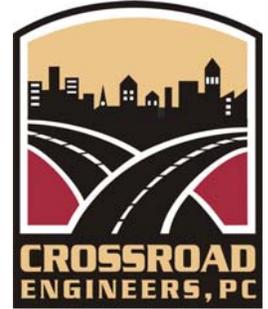
Walter E. Charles, CEO
(Print or type name and title)

Attest:

Signature

Jayne Rhoades, Clerk-Treasurer
(Print or type name and title)

APPENDIX "A"



March 16, 2016

Mr. Travis Underhill, P.E.
City Engineer
City of Franklin
70 E. Monroe Street
Franklin, IN 46131

RE: Fee Proposal
Wayne Street
Franklin, Indiana

Dear Travis:

CrossRoad Engineers is pleased to present this Scope of Services and Fee Proposal to provide professional services associated with the reconstruction of Wayne Street from South Main Street going east to Home Avenue and the construction of a new public parking area on the south side of Wayne Street just east of South Main Street. This project will include new pavement, storm sewers, curbs, curb ramps, sidewalks, and lighting. The typical street section will include a mixture of both parallel parking and angled parking as directed by the City and the parking lot will match previous projects in the downtown area constructed by the City.

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. This survey will also all research, office work, and field work necessary to re-establish the existing Right-of-Way throughout the length of the project.

B. PRELIMINARY PHASE

After the survey is completed, we will prepare a preliminary layout that will identify the existing site amenities and will identify proposed project features such as the proposed street improvements, parking area layout, sidewalks, drainage structure improvements, lighting, etc. Once the layout 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.

C. DESIGN & CONSTRUCTION DRAWINGS

We will design all of the elements of the development necessary to insure the workability of:

- Street and parking lot improvements
- Sidewalk, path, ramps, crosswalks
- Storm and structures as necessary
- Drainage and grading
- Street lighting and parking lot signage

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

- Storm structures & drainage
- Profiles, Grading & Construction Details
- Lighting and signage plans
- Erosion control plans
- Maintenance of Traffic Details

D. REGULATORY SUBMITTALS & BIDDING PHASE

We will prepare the necessary applications for submittal and review and/or approval of the construction plans prepared as part of this agreement. This task will include engineer's estimates as well as the necessary administration services for preparing the submittals as well as time associated with the coordination efforts with the local regulatory agencies. This work will also include the services necessary to facilitate bidding of the project.

E. CONSTRUCTION STAKING, INSPECTION & AS-BUILT PLANS

Once design is complete, CrossRoad Engineers will perform construction staking, inspection, and as-built plans for this project. This work will be provided on an hourly basis with a Not-to-Exceed amount as indicated herein.

During the 2016 construction season (estimated 3 months), we have budgeted 8 hours per week for the Director and 50 hours per week for a Project Inspector and then oversight (8 hours per week) by a Resident Project Representative for the duration of the project. We will also be providing construction staking services and provide as built plans once the project is completed. All of this will be performed on an hourly basis in accordance with the attached schedule of hourly rates.

APPENDIX "A"

F. 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 as Attachment "A". Prior to preparing these invoices, we will contact you to discuss the amount of work that is complete and, therefore, the dollar amount that each invoice will be. 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 1.5% per month.

G. 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 City decide to cancel the project at any time on the phases worked on 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.

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



Trent E. Newport, P. E., L. S.
President

Please signify your acceptance by signing below:

City of Franklin

Date

APPENDIX "B"

SERVICES BY OWNER

OWNER shall furnish CONSULTANT with the following:

1. Guarantee access to enter upon public and private lands as required for CONSULTANT to perform work under this Agreement.
2. Criteria for design and details for signs, signals, lighting, highway and structures such as grades, curves, sight distances, clearances, design loading, etc.
3. Standard Specifications and standard drawings applicable to the Project.
4. Plans of existing facilities within the limits of the Project.
5. Existing traffic data, traffic assignments, traffic volume projections, traffic signal warrants, and traffic lighting warrants.
6. Necessary permit forms and permit processing, and payment of any permit applications fees, advertisements, etc.
7. Utility plans available to OWNER for utility facilities throughout the limits of the Project.
8. All legal services as may be required for the development of the Project.
9. Utility relocation design and plans for City owned utilities.

APPENDIX "C"

SCHEDULE

All work by CONSULTANT under this Agreement shall be completed and delivered to OWNER for review and approval within the following time periods:

- A. The Supplemental Topographic Survey shall be completed within 15 days after receipt of Notice to Proceed.
- B. The Preliminary Phase shall be completed within 30 days after receipt of Notice to Proceed.
- C. The Design & Construction Drawings shall be completed within 60 days after approval by OWNER of the Preliminary Phase.
- D. The Regulatory Submittals & Bidding Phase shall be completed within 60 days after approval by OWNER of the Preliminary Phase.
- E. The schedule for the Construction Staking, Inspection & As-Built Plans shall be determined in conjunction with OWNER after the previous phases of work are complete.

APPENDIX "D"

FEE SCHEDULE

I. AMOUNT OF PAYMENT –

1. CONSULTANT shall receive as payment for the work performed under this Agreement the total fee not to exceed \$178,500 unless a modification of the Agreement is approved in writing by OWNER.

2. CONSULTANT shall be paid for the following work tasks performed under this Agreement on a lump sum basis in accordance with the following schedule:

A.	SUPPLEMENTAL TOPOGRAPHIC SURVEY	\$ 6,500
B.	PRELIMINARY PHASE	\$ 3,500
C.	DESIGN & CONSTRUCTION DRAWINGS	\$ 65,000
D.	REGULATORY SUBMITTALS & BIDDING PHASE	<u>\$ 3,500</u>
	TOTAL LUMP SUM	\$ 78,500

3. CONSULTANT shall be for the following work task performed under this Agreement on an hourly basis at the not-to-exceed amount listed using the attached Hourly Billing Rates schedule.

E. CONSTRUCTION STAKING, INSPECTION & AS-BUILT PLANS \$ 100,000

TOTAL HOURLY (not-to-exceed) \$ 100,000

4. CONSULTANT shall not be paid for any service performed by OWNER or services not required to develop this Project. Costs for routine photocopy and paper reproduction, cellular phone costs, and computer time costs will not be paid as a reimbursable as these are included in the above fees and overhead costs.

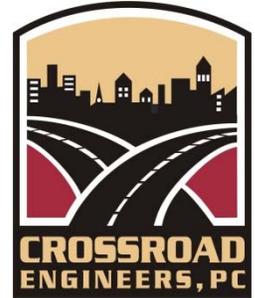
5. Any permit application fees, public notice fees, or other such expenses that may be incurred by CONSULTANT in the performance of the Work under this Agreement shall be reimbursed as Other Direct Costs in accordance with the attached Hourly Billing Rates schedule.

APPENDIX "D"

II. METHOD OF PAYMENT –

1. CONSULTANT may submit a maximum of one invoice voucher per calendar month for work covered under this Agreement. The invoice voucher shall be submitted to OWNER. The invoice voucher shall represent the value, to the OWNER, of the partially completed work as of the date of the invoice voucher. CONSULTANT shall attach thereto a summary of each pay item in Section I.2. of this Appendix, percentage completed and prior payments.
2. OWNER, for and in consideration of the rendering of CONSULTANT's services provided in Appendix "A", agrees to pay CONSULTANT for rendering such services the fee established above upon completion of the work thereunder and acceptance thereof by OWNER.
3. In the event of a substantial change in the scope, character or complexity of the Work on the Project, the maximum fee payable and the specific fee shall be adjusted in accordance with Item 7. – Changes in Work of Section VI – General Provisions, set out in this Agreement.

HOURLY BILLING RATES



PERSONNEL CLASSIFICATION

HOURLY RATE

DESIGN

Principal	\$	150.00
Director		140.00
Senior Project Manager		125.00
Project Manager		115.00
Project Engineer		95.00
Assistant Project Engineer		80.00
CADD Manager		95.00
CADD Technician		85.00
R/W Manager		95.00
R/W Buyer		150.00

INSPECTION

Director	\$	140.00
Resident Project Representative		110.00
Asst Resident Project Representative		100.00
Project Inspector		90.00
Assistant Project Inspector		70.00

SURVEY

Survey Manager	\$	120.00
Assistant Survey Manager		85.00
Survey Crew – 1 Man		105.00
Crew Chief		85.00
Field Man		65.00
Researcher		80.00
Survey Technician		80.00

MISCELLANEOUS

Mileage (per mile)	\$	0.52
Other Direct Costs		at cost +15%

CrossRoad Engineers, PC

3417 Sherman Drive

Beech Grove, Indiana 46107

Rates Effective through December, 2016