

## AGENDA RESERVATION REQUEST

### CITY OF FRANKLIN BOARD OF PUBLIC WORKS AND SAFETY

Please type or print

|                                                                         |                                         |                      |                |
|-------------------------------------------------------------------------|-----------------------------------------|----------------------|----------------|
| <b>Date Submitted:</b>                                                  | September 1, 2011                       | <b>Meeting Date:</b> | Sept. 6, 2011  |
| <b>Contact Information:</b>                                             |                                         |                      |                |
| <b>Requested by:</b>                                                    | Todd Wilkerson, Project Supervisor      |                      |                |
| <b>On Behalf of Organization or Individual:</b> CrossRoad Engineers, PC |                                         |                      |                |
| <b>Telephone:</b>                                                       | (317) 780-1555                          |                      |                |
| <b>Email address:</b>                                                   |                                         |                      |                |
| <b>Mailing Address:</b>                                                 | 3417 Sherman Dr., Beech Grove, IN 46107 |                      |                |
| <b>Describe Request:</b>                                                |                                         |                      |                |
| Request Approval of Fee Proposal for the Hurricane Road Project.        |                                         |                      |                |
| <b>List Supporting Documentation Provided:</b>                          |                                         |                      |                |
| Copy of Fee Proposal                                                    |                                         |                      |                |
| <b>Who will present the request?</b>                                    |                                         |                      |                |
| <b>Name:</b>                                                            | Todd Wilkerson                          | <b>Telephone</b>     | (317) 736-3631 |

*The Franklin Board of Works meets on the 1st and 3rd Tuesday of each month at 9:00 a.m. in the Council Chambers of City Hall located at 70 E. Monroe Street. In order for an individual and/or agency to be considered for new business on the agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 12:00 p.m. on the Wednesday prior to the Board of Works meeting.*

April 21, 2011

Mr. Todd Wilkerson  
City of Franklin Planning/Engineering Department  
71 E. Court Street  
Franklin, IN 46131



RE: Fee Proposal  
Hurricane Road  
Franklin, Indiana

Dear Todd:

CrossRoad Engineers is pleased to present this Scope of Services and Fee Proposal to provide professional services associated with the widening and overlay of Hurricane Road from Arvin Drive and going north to the subdivision on the west side of Hurricane Road. The total length of this project is approximately 0.3 miles. Per our discussions, we are assuming that no right of way will be required for this work and no major drainage improvements will be necessary. This section of Hurricane Road is approximately 20 ft wide and the intent of this project is to widen to 12 ft lanes plus shoulders to increase safety.

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 site. 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, sidewalks, drainage structure improvements, 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

The design will include the following elements:

- Evaluation and recommendation for the slope of the roadway through the curve section including super-elevation if applicable and posted speed limit
- Evaluation and recommendation of base repair areas
- Road widening and overlay
- Minimal roadside drainage and grading if necessary

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

- Profiles, Grading & Construction Details
- 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 assist with the bidding of the project.

#### E. CONSTRUCTION STAKING, INSPECTION & AS-BUILT PLANS

Once design is complete, CrossRoad Engineers can perform construction staking, inspection, and as-built plans if requested by the City of Franklin. This work will include all office work and field work to complete the construction and final record drawings of the project.

## 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 5<sup>th</sup> of each month and will become due by the 30<sup>th</sup> 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.  
Vice-President

Please signify your acceptance by signing below:

  
 City of Franklin Date

# ATTACHMENT “A”

## FEE SCHEDULE

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

|    |                                                                               |               |
|----|-------------------------------------------------------------------------------|---------------|
| A. | TOPOGRAPHIC SURVEY                                                            | \$ 3,500      |
| B. | PRELIMINARY PHASE                                                             | \$ 1,000      |
| C. | DESIGN & CONSTRUCTION DRAWINGS                                                | \$ 8,500      |
| D. | REGULATORY SUBMITTALS & BIDDING PHASE                                         | \$ 3,500      |
| E. | CONSTRUCTION STAKING, INSPECTION & AS-BUILT PLANS<br><i>Only if Requested</i> | <i>Hourly</i> |

**TOTAL LUMP SUM FEE**  
(Not Including Item E above)

**\$ 16,500**