

**WORK ORDER FORM  
2022 CHARLESTOWN REDEVELOPMENT COMMISSION  
GENERAL ON-CALL SERVICES**

**WORK ORDER NO. R2022-01**

**Date: \_\_\_\_\_, 2022**

In accordance with the General Services Agreement between the **City of Charlestown, Indiana**, acting thru its duly appointed **Redevelopment Commission (OWNER)**, and **Jacobi, Toombs and Lanz, Inc. (CONSULTANT)**, dated February 4, 2020, this **WORK ORDER** is the written authorization to the **CONSULTANT** to provide the work described herein, in accordance with the attached schedule, and not-to-exceed fee.

**Work:** The Work shall be as described in Section A of this **WORK ORDER**. **CONSULTANT** shall furnish all labor, materials, supplies, equipment, supervision and services necessary for and incident to the performance of the Work. **CONSULTANT** represents that it has thoroughly reviewed the Work and the General Services Agreement and that it accepts the Work and the conditions under which the Work is to be performed.

**Schedule:** The Schedule shall be set forth in Section B of this **WORK ORDER**. **CONSULTANT** represents that the Schedule is reasonable and achievable.

**Payment Terms:** Payments to the **CONSULTANT** shall be as described in Section C of this **WORK ORDER**.

**Terms and Conditions:** The terms and conditions of the General Services Agreement referenced above shall apply to this **WORK ORDER**. This **WORK ORDER** also incorporates all of the terms and conditions required to be included in it by the General Services Agreement.

**OWNER:**

**Charlestown Redevelopment Commission  
Charlestown, Indiana  
304 Main Cross Street  
Charlestown, Indiana 47111**

By \_\_\_\_\_

Witness \_\_\_\_\_

Or

By \_\_\_\_\_  
Authorized Representative

**CONSULTANT:**

**Jacobi, Toombs, and Lanz, Inc.  
1829 East Spring Street, Suite 201  
New Albany, IN 47150  
(812) 945-9585**

By \_\_\_\_\_  
Joshua N. Hillman, PE, PLS

Witness \_\_\_\_\_

Printed Name \_\_\_\_\_

## **WORK ORDER NO. R2022-01**

### **SECTION A – DESCRIPTION OF THE WORK**

Jacobi, Toombs and Lanz, Inc. (**CONSULTANT**) shall provide the Professional services for the project as described as follows:

This Work Order is intended to allow Staff (Redevelopment Commission) to contact JTL to provide services for minor projects throughout the year on an as needed basis. Projects may include surveying, engineering, construction observation/inspection or other tasks that may be necessary to support Staff with redevelopment related needs throughout the Town.

### **SECTION B – SCHEDULE**

As needed and discussed with Staff and Redevelopment representatives.

### **SECTION C – PAYMENT TERMS**

Payment to the **CONSULTANT** for these services shall be on a time and material basis with an initial not-to-exceed budget of Thirty Thousand Dollars (\$30,000.00).

The **CONSULTANT** may submit monthly invoices for payment for work completed to date.