

**WORK ORDER FORM
DEPOT STREET SURVEY**

WORK ORDER NO. R2022-02

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 _____

CONSULTANT:

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

By _____
Stephen L. Marshall, PE, PLS

Witness _____

Or

By _____
Authorized Representative

Printed Name _____

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SECTION A – DESCRIPTION OF THE WORK

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

1. A Retracement Boundary Survey (the “Survey”) in accordance with the Indiana Minimum Standards for Land Surveying as defined by IAC 865. The surveyed property is located near Depot Street and is inclusive of fifteen tax parcels generally described by Instrument 201923924. The Survey will include courthouse research for current deeds of record, deed review, field reconnaissance for corner monuments, field measurements and mapping of basic above ground improvements (buildings, drives, parking, utilities, etc.), data analysis, property line resolution and preparation of a drawing/plat of the surveyed property.
2. In addition to this work, JTL will coordinate with Aristocrat Title to perform title searches on each of the fifteen parcels. Easements revealed by this search will be reviewed and depicted on the survey plat if applicable.
3. Also, JTL will coordinate with PinPoint Utility Protection to have located and mapped all traceable utilities on the surveyed property.

Information for the title searches and the utilities locates will be included on the survey drawing/plat.

SECTION B – SCHEDULE

Delivery of the survey plat drawing is anticipated within 90 days after receipt of approved agreement, pending the Title companies availability to identify title documents in a timely fashion and the Utility Location company’s ability to access the site and identify utilities. Should either or both of these external subconsultants not be able to complete their tasks due to circumstances beyond their control, a draft document may be submitted within the identified time frame until such time as the title documents and utility locates may be provided.

SECTION C – PAYMENT TERMS

Payment to the **CONSULTANT** for these services shall be as identified below:

1. Retracement Boundary Survey – a lump sum fee of \$24,500.00
2. Title Search for 15 Parcels – an initial not-to-exceed budget of \$5,000.00
3. Private Utility Locate – an initial not-to-exceed budget of \$6,000.00

Items 2 & 3 are identified as “initial not-to-exceed budgets” based on the unknown information at the time of this Work Order. If Items 2 & 3 approach the not-to-exceed budgets, **CONSULTANT** will notify the **OWNER** in writing and request an amendment.

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