

**WORK ORDER NO. 2022-1**

**Date: 2/16/2022**

In accordance with the General Services Agreement between the **City of Charlestown, Indiana**, acting thru its duly appointed **Board of Public Works (OWNER)**, and **Jacobi, Toombs and Lanz, Inc. (CONSULTANT)**, dated January 6, 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**. shall furnish all labor, materials, supplies, equipment, supervision and services necessary for and incident to the performance of the Work. 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**. 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 the terms and conditions required to be included in it by the General Services Agreement.

**OWNER:**

**CONSULTANT:**

**City of Charlestown  
Charlestown, Indiana  
304 Main Cross Street  
Charlestown, Indiana 47111  
(812) 256-3422**

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

By \_\_\_\_\_

By  \_\_\_\_\_  
Joshua N. Hillman, PE, PLS – VP Eng.

Witness \_\_\_\_\_

Witness  \_\_\_\_\_  
Josh DARBY, P.E., ASSOCIATE

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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:

**Monroe Street Culvert Replacement**

- Topographic survey of the existing culvert, stream, and street
- Resolve Existing Right-of-Way / Property Boundaries
- Preparation of no more than three (3) easement plats and descriptions, fee simple documents.
- Prepare construction plans for the replacement of the existing culvert
- Prepare and submit a IDNR construction in a Floodway Permit, ACOE 404 Permit, and IDEM 401 Permit
- Utility Coordination
- Prepare bid documents and assist with soliciting bids for this project.
- Assist the Owner in obtaining appraisals for the sidewalk easements. **Negotiating acquisition with property owners is not included as part of this agreement and shall be added, if desired, by separate contract with a Buying Agency. Similarly, a separate proposal shall also be submitted at a later date for appraisal services.**
- Geotechnical Engineering Investigation is not included in the scope of work for the culvert replacement. It is included below in the scope of work for the Add Alternate Design Option – Pedestrian Bridge Crossing with School Bus Covered Structure.
- No Construction Administration / Inspection is included in this scope of work.

It is our understanding that the intent for this project is for the City to apply for Community Crossings Matching Grant Funding for the 2022-2 call for projects later this summer. In order for the project to be eligible, it must be ready for construction – meaning all right-of-way/easements have been acquired, utilities have been relocated, and regulatory permits have been approved. If Community Crossings Matching Grant Funding is applied for, the project can not be bid until after Notice of Award of Grant Funding by the State.

**Add Alternate Design Option – Pedestrian Bridge Crossing with School Bus Covered Structure**

- Design and prepare construction plans for a wooden pedestrian bridge with a covered structure utilizing the top of a school bus as the roof.
- Provide a Geotechnical Engineering Investigation in order to provide the required information necessary to design foundations for the proposed covered bridge structure.

The Pedestrian Bridge Crossing with School Bus Covered Structure is not eligible for Community Crossings Matching Grant Funding. It is anticipated that funding for this structure will need to come from local sources.

## SECTION B – SCHEDULE

All bid documents shall be completed within the required timeline for 2022-2 Community Crossing Matching Grant Funded Project, unless modified in writing by the OWNER and the CONSULTANT.. Typically, grant award notifications are released at the end of the year, at which point bid solicitations can be advertised for. Bids typically are needed to be awarded February/March, with contracts and funding requests sent to INDOT at the beginning of April. The estimated final deliverable date is June 2022.

Topographic survey is anticipated to be completed within 30 days of the NTP.

Permits are anticipated to be submitted within 60 days of the NTP (within 30 days after completion of the topographic survey). It is anticipated that permits take between 90 and 180 days to acquire.

Right-of-Way Acquisition will begin once design is completed (within 60 days of the NTP) and be concurrent with the schedule for the permit application/approval.

Once right-of-way has been acquired, utility relocation can commence. It is anticipated that utility relocations will begin late Summer/Fall 2022.

The project will be advertised for bids upon receipt of all permits and Notice of Award of Community Crossings Matching Grant Funding by the State.

## SECTION C – PAYMENT TERMS

Payment to the **CONSULTANT** for the Monroe Street Culvert Replacement shall be on a time and materials basis, based on the hourly billing rates shown in Attachment C of the General Services Agreement and incorporated herein for reference, with a not-to-exceed amount of \$ 35,000.00. The **CONSULTANT** may submit monthly invoices for payment for work completed to date.

**Appraisal work and buying services, if required, will be approved by the Owner in the form of an amendment to this contract or under separate contracts.**

If the Add Alternate Design Option is selected payment to the **CONSULTANT** for the Pedestrian Bridge Crossing with School Bus Covered Structure shall be on a time and materials basis, based on the hourly billing rates shown in Attachment C of the General Services Agreement and incorporated herein for reference, with an additional not-to-exceed amount of \$ 12,500.00, resulting in a total not-to-exceed fee in the amount of \$47,500. The **CONSULTANT** may submit monthly invoices for payment for work completed to date.