

WORK ORDER FORM
INDOT CCMG 2022-2 PAVING BID PACKAGE AND ON-CALL SUPPORT

WORK ORDER NO. 2023-04

Date: _____

In accordance with the General Services Agreement between the **City of Charlestown, Indiana**, acting thru its duly appointed **Board of Public Works & Safety (OWNER)**, and **Jacobi, Toombs and Lanz, Inc. (CONSULTANT)**, dated 01/06/20, 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:

City of Charlestown, Indiana
Charlestown, Indiana
304 Main Cross Street
Charlestown, Indiana 47111

By _____


Witness _____

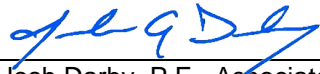
Or

By _____
Authorized Representative

CONSULTANT:

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

By  _____
Michael C. Harris, P.E.
President

Witness  _____
Josh Darby, P.E., Associate

Printed Name _____

WORK ORDER NO. 2023-04

SECTION A – DESCRIPTION OF THE WORK

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

In December 2022, with the support of JTL, the City of Charlestown was awarded \$727,076.79 by the Indiana Department of Transportation (INDOT) as a part of their Community Crossing Matching Grant program for paving and sidewalk construction within the City of Charlestown. In July 2022, a grant application was submitted to INDOT outlining the requested funds and identifying specific roads that the City would improve in 2023. To utilize these funds, the City will be required to prepare project specifications and contract bid documents and provide a 25% match. Therefore, the total project construction cost will be in the amount of \$974,435.75, with 75% coming from INDOT and 25% being funded locally by the City of Charlestown. This Work Order is to be used to prepare these bid documents as well as provide on-call support to City Staff during the construction, project administration with INDOT, and close-out of the project.

SECTION B – SCHEDULE

Project Bid Documents - Through this Work Order, JTL will prepare the project bid documents and place the project out for bid so that contracts can be awarded, executed and sent to INDOT by March 3, 2023 to stay within the required INDOT schedule for utilization of funds. To accomplish this, the following bid and award schedule is proposed:

- 1st Bid Advertisement – January 18, 2023
- 2nd Bid Advertisement – January 25, 2023
- Open Bids – February 8, 2023
- Award Bids at BOPWS Meeting – February 15, 2023

Construction Administration and On-Call Support – It is anticipated that construction on the project will begin in late May and continue for approximately 120 days, dependent on weather and scheduling with the selected contractor.

SECTION C – PAYMENT TERMS

Payment to the **CONSULTANT** for Project Bid Documents shall be on a Lump Sum Basis with a fixed fee of Twelve Thousand and Five Hundred Dollars (\$12,500.00).

Payment to the Consultant for Construction Administration and On-Call Support shall be on a Time and Materials Basis with an initial not-to-exceed amount of Ten Thousand Dollars (\$10,000.00)

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