



January 27, 2026

Charlestown Redevelopment Commission  
Attn: Mayor Hodges, City of Charlestown  
Jill Saegesser, Economic Dev. Consultant

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## PROPOSAL FOR CHARLESTOWN GATEWAY

Mayor Hodges and Jill,

Thank you for contacting Taylor Siefker Williams Design Group (TSWDG) regarding the Charlestown Gateway project. Based on our understanding of your needs, we have outlined the following tasks and associated compensation to best fit your needs.

### Project Understanding

The City of Charlestown has worked with TSWDG to create a concept for a community gateway sign at the corner of IN-3 (Market street) and IN-62 (10th street) Streets. While the concept has been defined, the design needs to be finalized to comply with required regulations and fabrication for construction. The city has requested finalized design, construction documents, assistance with bidding, and construction oversight services. There is also a potential need for topographic and boundary survey services. It is anticipated that the design and bidding would be completed by the end of 2026.

If this project does not need to go thru a public bid process, then TSWDG shall provide an updated scope for services to adjust the contract drawings necessary to supply to a vendor/fabricator for installation.

### Scope of Services

Survey – If available, the city shall provide a topographic and boundary survey of the area identified for the gateway design. The design work for the proposed gateway elements would be adjacent to recent sidewalk reconstruction and this survey would serve as a basis for the design to abut this recent construction. If no survey exists, TSWDG can contact a local company to prepare.

Task 1: Final Design, Construction Documents, and Bidding – The TSWDG team will work with the city to finalize the design of the gateway to create the necessary construction documents for a public bid. This will also include up to 2 review or coordination meetings with city representatives. This task will also include addendums, RFIs, attendance at a pre-bid meeting, and attendance at the bid-opening as well as a recommendation to the city after bid opening. *This task does not include state design release (if required), utility relocation/coordination, and INDOT encroachment permit (not anticipated since city believes we are outside of INDOT right-of-way).*

Task 1: Deliverables:

- Site construction drawings, including layout and materials plan for the sign, sign details and landscape plan. Drawings to include two full sized hard copy sets, two half sized hard copy sets, and one digital set in pdf format.
- Facilitation of two (2) city coordination meetings
- Meeting summary and drawing adjustments

Task 2: Construction Administration- It is our understanding that the city does not need someone on-site daily but does need assistance with RFIs, submittals, and mockup that will occur during construction, contractor coordination, design overview/site visits at key milestones, and potentially assistance with pay apps. This task is proposed as an hourly fee where work will be performed as required by the city.

Upon completion of the construction drawings and procurement of a contractor, TSWDG will assist the city by reviewing submittals, shop drawings, mock-ups, and up to three site visits to confirm layout of exterior spaces and plantings.

Task 2 Deliverables:

- Review and response to shop drawings and submittals
- Review mock-ups
- Up to three site visits to coordinate layout and installation with the Contractor

**Compensation**

The fee for completing the tasks is outlined below. This includes all labor and expenses associated with the outlined tasks. The fee breakdown for this includes:

*Site Survey (with as-built new sidewalk edge)*

Topographic  
Boundary/ROW

*Provided by City*

*Task 1: Design, Construction Documents, Bidding*

Layout and materials plan, planting plan, sign details,  
technical specifications, bidding assistance & management

*Task Total* *\$14,425.00*

*Task2: Construction Administration*

Review shop drawings, site visits, pre-construction mtg.

*Task Total* *\$ 8,645.00*

**PROJECT TOTAL** **\$23,070.00**

We sincerely appreciate you contacting us about this project and are excited to continue our relationship with the city. If there is a need to adjust our scope and not provide the complete documentation for public bidding purposes, we can update the proposal to respond to that request. As always, please do not hesitate to contact me if you have any questions or would like additional information.

Sincerely,

**TAYLOR SIEFKER WILLIAMS DESIGN GROUP LLC**



Amy M. Williams, AICP  
Partner/Principal



Isaac Reinhoehl  
Project Designer