



Land Surveying · Civil Engineering · Planning · Architecture · Project Funding · GIS · Environmental · Renewable Energy · Landscape Architecture

September 6, 2023

Town of Bristol
303 E Vistula St
Bristol, IN 46507

Attn: Mr. Mike Yoder

RE: PROPOSAL FOR ARCHITECTURAL & CIVIL DESIGN SERVICES FOR OFFICE AND GARAGE SPACES TO SERVICE WASTEWATER TREATMENT PLANT.

Dear Mr. Yoder:

Thank you for contacting Jones Petrie Rafinski Corp (JPR) regarding the construction of a new office space and garages for Bristol's Wastewater Treatment Plant.

Project Understanding:

The Town of Bristol would like JPR to provide construction documents for the construction of a new building to house offices, workstations, and restrooms to service Bristol's Wastewater Treatment Plant as well as a 5 bay garage.

Scope of Services:

Provide Construction Documents for bidding and construting the Office Space and Garage.

JPR will utilize the list of program items discussed in the meeting with Tim McCandless and Mike Yoder on August 23, 2023.

Program items:

Office area

+/- 42 x 42 pole barn office building metal panel outside with wainscot Split faced block drywall inside
(2) rest rooms and showers with 4 lockers and bench
(1) office with (2) work stations in it
(1 office area with (4) work stations in it
Conference room for 8-10 people
Office area to be sound proofed.
Lab area current lab is 17' x 18' and is working ok
(1)Utility closet and sink
Washer
Storage area for lab materials
Office windows fixed

Garage Area

5 bay pole barn garage metal panel outside with wainscot split faced block metal panel inside
12' x 12' overhead doors
14' bearing height attached to office if possible (may be a level change do to site elevation variation)
(1) Wash sink
220 for compressor
No garage windows

SCOPE OF SERVICES:

Task 1 Schematic Design:

JPR shall prepare the following for review and approval:

- Four (4) Elevations
- Floor plan with dimensions and square footages for each room.
- Site Plan
- Overall building sections

Task 2 Design Development:

JPR will prepare design drawings and outline specifications utilizing the approved schematic design. A preliminary estimate of probable construction costs will be provided. The design development drawings will be approximately 50% of the final set and will serve as the basis for Construction Documents. The drawings will be presented to the Owner to obtain input and make necessary changes and submit as necessary to local governments for preliminary project review. JPR will attend up to two (2) meetings with the Owner and any other related parties to discuss plans and obtain input. Additional revisions to the drawings based upon these meetings will be completed. Once final approval of the design is obtained, construction documentation will be prepared.

Task 3 Construction Documents & Specifications

JPR will prepare detailed architectural, mechanical, plumbing, and electrical working drawings and final specifications for permitting and bidding. In addition, we will prepare a final construction cost estimate (specifications may be on drawings and not a separate spec book).

Task 4 Bidding and Negotiations

JPR will assist in the bidding and negotiation phase of the project. This will include, but not be limited to, incorporating agency comments, production and distribution of plan sets and bid specifications, conducting the pre-bid conference, answering contractor questions, issuing addendums, and reviewing product specifications and substitutions, attendance at bid opening, review and award recommendation.

Task 5 Construction Administration

JPR will provide basic construction administration services including periodic reviews (up to one (1) site visit every other week, assuming a 52 week construction schedule) of construction to ensure the contractor(s) is providing the

level of quality that is required for the project, assistance to the client in determining the amounts due to the Contractor based upon the on-site observations and evaluations and the Contractor's Applications of Payment, interpretations of the Contract Documents if such interpretations are necessary for the proper execution or progress of work, written recommendations on claims, disputes and other matters in question between the owner and contractor relating to the execution or progress of the project as provided by the Contract Documents, review of contractor's submittals such as Shop Drawings, Product Data and Samples with respect to Contract Documents, prepare responses to Requests for Information (RFI) provided by the contractor, prepare Change Orders for the Owner's approval and execution, provide field reports describing observations, problems and recommended solutions, provide punch lists based on site observations, conduct inspections to determine the dates of Substantial Completion and Final Completion, review and approve, or take other appropriate action on the contractor's list of items to be complete or corrected.

Task 6 Structural

JPR will design the structural systems needed to bid and construct the office and garage pole barn.

Task 7 Geotechnical

JPR will provide geotechnical services to aid in the design of the structural foundations of the office and garage pole barn

Task 8 Survey

JPR will perform a topographic survey within the attached project limits to facilitate full and accurate site design. This work will include:

- Establishing both horizontal and vertical control throughout the project limits utilizing both GPS survey grade equipment as well as conventional survey equipment.
- Requesting utility locates per the Indiana 811 call before you dig call center. Please note that the utilities that will be marked by this company do not include any private utilities. Should private utilities exist within the project limits it may be necessary to contact a private utility locating company to have these lines marked on-site. Fees associated with a private utility locating company are not a part of this proposal.
- Correspondence with utility companies to facilitate the locate process. This may include requesting record utility information, so the location of the utilities may be graphically depicted on the drawings.
- Collecting the topographic information within the project limits, including but not limited to, water, sanitary and storm structures, edges of pavement and curb lines, building corners, observed utilities, trees and spot elevations
- Collecting invert information for the sanitary and storm structures within the project limits. Invert measurements made on storm and sanitary structures will be made from above ground only, utilizing methods that do not require confined space entry apparatus, such as ventilation and extraction equipment.
- Preparing a CAD drawing of the existing site conditions that will include a surface model with contours for design purposes.

Our procedure for underground utilities is to call for locates by IUPPS. They will mark public underground utilities with flags or paint. We will locate their markings and show them on the drawings. We have no control over the adequacy or accuracy of IUPPS's markings.

Task 9 Site Design & Civil Engineering

Upon survey completion the JPR team will develop a preliminary conceptual site plan to accommodate the new office building and integrate with the existing and new waste water treatment plant infrastructure. This preliminary layout will be utilized to coordinate with the owner as well as the various reviewing agencies.

With the approved conceptual site plan as a foundation, design development and preliminary engineering plans will be created to establish utility service routing along with grading and stormwater management strategies.

Upon completion of the design development plans our staff will develop the construction documents. This effort will include:

- Complete detailed design of the new site development and the subsequent creation of a complete and certified plan set;
- Site Demolition Plan
- Dimensional Plan
- Grading Plan
- Utility and Stormwater Management Plans
- Landscape Plan
- Lighting Plan
- Erosion Control Plan
- Construction Stormwater General Permit
- Plan attached specifications and construction details
- Final site plan submittal to the reviewing agency

Task 10 Environmental Permitting Scoping Services

An initial review identifies wetlands, the river floodway and the floodplain being present within the anticipated area of improvements. In order to establish the required environmental permitting scope, the design team will complete the following:

- Wetland Delineation
- Identify the Ordinary high water mark
- Identify the base flood elevation

Once the above items are complete and the site plan is established to understand the full environmental impacts, a separate proposal for environmental permitting will be submitted.

Task 11 Plumbing, Mechanical and Electrical

JPR will provide Plumbing, Mechanical, and Electrical design including lighting for the office and garage pole barn.

Deliverables:

- (1) Set of construction documents PDF format for bidding, permitting and construction purposes.

Schedule:

JPR estimates the time to complete the scope within **10– 12 weeks** from Notice to Proceed pending ownership decisions and approvals.

Project Fees

1 Schematic Design	\$3,000.00
2 Design Development	\$5,000.00
3 Construction Documents	\$10,000.00
4 Bidding and Negotiation	\$4,000.00
5 Construction Administration	\$7,000.00
6 Structural	\$7,000.00
7 Geotechnical	\$4,000.00
8 Survey	\$9,000.00
9 Site Design & Civil Engineering	\$25,500.00
10 Environmental Permitting Scoping Services	\$6,000.00
11 Plumbing Mechanical and Electrical	\$13,000.00
Total	\$93,500.00

Out of Scope Services:

Any Federal or Grant approvals or requirements for drawings or specifications

We will invoice for all work on a monthly basis.

JPR appreciates the opportunity to be of service on this project. Upon execution of this contract JPR will begin work immediately. Should you have any questions or require additional information, please feel free to contact me at (574) 232-4388. If acceptable, please execute the Proposal by signature where indicated, and return a copy by email to ekowalczyk@jpr1source.com.

We appreciate this opportunity and look forward to working with you on this project.

Sincerely,



Ed Kowalczyk
Senior Architect

PROPOSAL ACCEPTANCE

This proposal for Bristol Wastewater Treatment Plant Office and Garage Building is hereby accepted and authorization to proceed is hereby granted:

Accepted By: _____ Date: _____

Printed name and title: _____

Business name: _____

Billing address: _____

Billing/account manager: _____

Phone No.: _____ E-mail: _____

Would you prefer your invoice by mail _____, e-mail _____ or both _____