

1 **BILL NO. S-24-08-20**

2 **SPECIAL ORDINANCE NO. S-\_\_\_\_\_**

3  
4 **AN ORDINANCE** approving a Professional Services  
5 Agreement for Design and Engineering Services  
6 between the City of Fort Wayne Community  
7 Development Division and Engineering Resources Inc.  
8 for the Urban Trail Streetscape Project.

9 **WHEREAS**, on May 23, 2023, the Fort Wayne Common Council unanimously  
10 approved R-23-05-04 allocating \$1,200,000 of ARPA funds for Urban Trails;

11 **WHEREAS**, the City of Fort Wayne Community Development Division  
12 ("Community Development") desires to use a portion of the allocated ARPA funds to  
13 engage Engineering Resources Inc. ("ERI") for design and engineering services for  
14 a segment of the Urban Trail extending along Washington Blvd, from Calhoun to  
15 Broadway, and along Broadway, from Washington Blvd to Lavina Street;

16  
17 **NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE**  
18 **CITY OF FORT WAYNE, INDIANA:**

19  
20  
21 **SECTION 1.** That the Professional Services Agreement for Design and  
22 Engineering Services between Community Development and ERI for the Urban Trail  
23 Streetscape Project (the "Agreement"), attached hereto as Exhibit A, involving a total  
24 cost of not to exceed TWO HUNDRED THIRTY-NINE THOUSAND DOLLARS  
25 (\$239,000), is hereby confirmed and approved.

26  
27 **SECTION 2.** Funding for the Agreement shall be drawn from ARPA funds.  
28  
29  
30

**SECTION 3.** That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.

Council Member

APPROVED AS TO FORM AND LEGALITY

Malak Heiny, City Attorney

**COMMUNITY DEVELOPMENT***Vibrant. Prosperous. Growing.*

Thomas C. Henry, Mayor

**PROFESSIONAL SERVICES  
AGREEMENT****Urban Trail Streetscape Project**

This Professional Services Agreement ("Agreement") is entered into by and between:

**Engineering Resource Inc. ("Consultant")**

Project Manager: Diane Reynolds  
Address: 4175 New Vision Dr.  
Fort Wayne, IN 46845  
Phone: 260-490-1025  
Email: [diane@eri.consulting](mailto:diane@eri.consulting)

and

**CITY OF FORT WAYNE COMMUNITY DEVELOPMENT DIVISION ("Community Development")**

Project Manager: Hayley Bondi, Urban Designer and Landscape Architect  
Address: Department of Redevelopment  
200 East Berry Street, Suite 320  
Fort Wayne, Indiana 46802  
Phone: 260-427-2184  
Email: [hayley.bondi@cityoffortwayne.org](mailto:hayley.bondi@cityoffortwayne.org)

**1. SCOPE OF SERVICES, CONSULTANT**

- A. Consultant will complete the work described in this Agreement, in Community Development's Request for Proposals with a due date of August 13, 2024, attached hereto as Exhibit A, and in Consultant's response dated August 13, 2024, attached hereto as Exhibit B (collectively the "Services"), for design of Pontiac Streetscape (the "Project").

**2. SCOPE OF SERVICES, COMMUNITY DEVELOPMENT**

- A. Community Development will provide the services identified in this Agreement and those services, if any, outlined in attached Exhibit A and Exhibit B.

**3. NOTICE TO PROCEED; PROJECT COMPLETION**

- A. Community Development's approval of this Agreement constitutes notice to Consultant to proceed with the Services.
- B. Consultant's Design Services under this Agreement are to be completed not later than February 14, 2025.

**4. TERM OF AGREEMENT; MODIFICATIONS; TERMINATION**

- A. Community Development and Consultant will advise each other as to any amendments to this Agreement that may be desirable to improve Consultant's or Community Development's services, or that may be required pursuant to regulatory revisions.
- B. This Agreement may be modified only by a written instrument signed by Community Development and Consultant.
- C. Except as permitted by the attached Proposal, Consultant will obtain Community Development's written approval prior to authorizing work by any sub-contractors.
- D. Consultant shall maintain accounting records of its costs in accordance with generally accepted accounting practices, and shall provide Community Development access to such records during normal business hours with reasonable notice during the term of this Agreement and for three (3) years after completion of the Project.

**5. COMPENSATION**

- A. Community Development will compensate Consultant for work actually performed and expenses actually incurred pursuant to the terms of the attached Proposal, in the not-to-exceed amount of Two Hundred Thirty-Six Thousand and <sup>00</sup>/<sub>100</sub> Dollars (\$236,000.00) and an additional Three Thousand (\$3,000.00) for additional meetings and site visits above and beyond those specified in the project scope. These additional meetings and site visits shall be approved by Community Development in writing prior to the meeting or site visit. Each additional meeting or site visit shall be compensated at a rate of Five Hundred and <sup>00</sup>/<sub>100</sub> Dollars (\$500.00). The entire contract with additional serviced If needed, shall not exceed \$239,000.00.

**6. INVOICES AND PAYMENT**

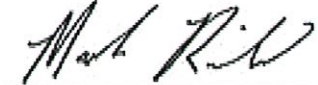
- A. Consultant shall invoice Community Development not more often than monthly for services completed, together with an itemized list of work completed and costs to the date of the invoice.
- B. Invoices will be in a form and supported by documentation as Community Development may reasonably require.
- C. Community Development will pay Consultant within thirty (30) days of receipt of an approved invoice.

[Signatures appear on following page]

**APPROVALS**

**ENGINEERING RESOURCES INC.**

By



Mark Reinheard

ATTEST



Signature

Diane Reynolds

Printed Name

August 14, 2024

Date

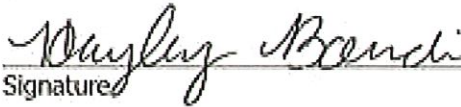
**CITY OF FORT WAYNE COMMUNITY DEVELOPMENT**

By



Jonathan Leist, Director

ATTEST



Signature

Hayley Bondi

Printed Name

8/14/2024

Date

*Prepared by Hayley Bondi, Urban Designer and Landscape Architect, City of Fort Wayne  
Department of Redevelopment, 200 East Berry Street, Suite 320, Fort Wayne, Indiana 46802.*

## STANDARD TERMS AND CONDITIONS

1. **STANDARD OF CARE.** Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. No warranty or guarantee, express or implied, are provided, including warranties or guarantees contained in any uniform commercial code.

2. **CHANGE OF SCOPE.** The scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by Consultant and Community Development. Consultant will promptly notify Community Development of any perceived changes of scope in writing and the parties shall negotiate modifications to this Agreement.

3. **SAFETY.** Consultant shall establish and maintain programs and procedures for the safety of its employees. Consultant specifically disclaims any authority or responsibility for general job site safety and safety of persons other than Consultant employees.

4. **DELAYS.** If events beyond the control of Consultant, including but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be extended for a period equal to the delay. In the event such delay exceeds ninety (90) days, Consultant will be entitled to an equitable adjustment in compensation.

5. **TERMINATION/SUSPENSION.** Either party may terminate this Agreement upon thirty (30) days written notice to the other party in the event of substantial failure by the other party to perform in accordance with its obligations under this Agreement through no fault of the terminating party. Community Development shall pay Consultant for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination. Consultant or Community Development, for purposes of convenience, may at any time by written notice terminate the services under this Agreement. In the event of such termination, Consultant shall be paid for all authorized services rendered prior to termination including reasonable profit and expenses relating thereto.

6. **REUSE OF PROJECT DELIVERABLES.** Reuse of any documents or other deliverables, including electronic media, pertaining to the Project by Community Development for

any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaptation by Consultant for the specific purpose intended, shall be at Community Development's sole risk.

7. **OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by Consultant is supplied for the general guidance of Community Development only. Since Consultant has no control over competitive bidding or market conditions, Consultant cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Community Development.

8. **PROPRIETARY INFORMATION.** Information relating to the Project, unless in the public domain, shall be kept confidential by Consultant and shall not be made available to third parties without the written consent of Community Development.

9. **INSURANCE.** Consultant will maintain insurance coverage for Professional, Comprehensive General, Automobile, Worker's Compensation and Employer's Liability in amounts in accordance with legal requirements and Consultant business requirements. Certificates evidencing such coverage will be provided to Community Development upon request. For projects involving construction, Community Development agrees to require its construction contractor, if any, to include Consultant as an additional insured on its policies relating to the Project. Consultant coverages referenced above shall, in such case, be excess over contractor's primary coverage.

10. **INDEMNITIES.** To the fullest extent permitted by law, Consultant shall indemnify and save harmless the City of Fort Wayne and Community Development from and against any and all claims against Community Development for damages, injuries, losses, demands or costs arising out of or in any manner associated with Consultant's services, except for claims arising as a result of Community Development's own negligent or intentional acts.

11. **LIMITATIONS OF LIABILITY.** No employee or agent of Consultant shall have individual liability to Community Development. Community Development agrees that, to the fullest extent permitted by law, Consultant's total liability to Community Development for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the Project or this Agreement from any causes including, but not limited to, Consultant's negligence, error, omissions, strict liability, or breach of

contract shall not exceed the total compensation received by Consultant under this Agreement except for personal injury or property damage which shall be limited to the extent of Consultant insurance coverage (minimum \$250,000.00). If Community Development desires a limit of liability greater than that provided above, Community Development and Consultant shall include in this Agreement the amount of such limit and the additional compensation to be paid to Consultant for assumption of such additional risk.

12. ASSIGNMENT. The rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and insure to the benefit of any permitted assigns.

13. ACCESS. Community Development shall provide Consultant safe access to any premises necessary for Consultant to provide the Services.

14. PREVAILING PARTY LITIGATION COSTS. In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs from the other party.

15. NO WAIVER. No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate another section of this Agreement or operate as a waiver of any future default, whether like or different in character.

16. SEVERABILITY. The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

17. AUTHORITY. The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

18. STATUTE OF LIMITATION. To the fullest extent permitted by law, the parties hereto agree that, except for claims for indemnification, the time period for bringing claims regarding Consultant's performance under this Agreement shall expire one (1) year after Project Completion.

19. E-VERIFY AFFIDAVIT. Pursuant to Indiana Code 22-5-1.7, Consultant agrees and shall enroll in and verify the work eligibility status of all newly hired employees through the E-Verify program. E-Verify means the electronic verification of work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s.403(a), as amended, operated by the United States Department of

Homeland Security or a successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and Control Act of 1986 (P.L. 99-603). Consultant is not required to verify the work eligibility status of all newly hired employees through the E-Verify program if the E-Verify program no longer exists. The undersigned, on behalf of Consultant, being first duly sworn, deposes and states that Consultant does not knowingly employ an unauthorized alien.

**City of Fort Wayne**  
**Sharon Tucker, Mayor**  
**Purchasing Department**  
**REQUEST FOR PROPOSAL**



**Request for Proposal (RFP) Information**

RFP .....#9230596  
Description.....Design and Engineering Services for The Urban Trail:  
Washington Blvd and Broadway  
RFP Due Date .....August 13, 2024, at 11:00 a.m.

Any and all questions are required to be in writing and submitted via email to the following address: [Hayley.Bondi@cityoffortwayne.org](mailto:Hayley.Bondi@cityoffortwayne.org)

All questions must be submitted by August 2, 2024, at 5:00 p.m.

Questions and answers will be documented and posted as an addendum on Quest to all planholders by August 5, 2024, at 5:00 p.m.

Proposals must be submitted via Quest Online Bidding. Bidding Information can be downloaded at <http://bidding.cityoffortwayne.org/city.php> and/or [www.questcdn.com](http://www.questcdn.com). There is a \$5.00 fee to download documents. To submit a proposal through Quest, a non-refundable charge of \$15.00 is required. Contact QuestCDN Customer Support at 952-233-1632 or [info@questcdn.com](mailto:info@questcdn.com) for assistance in membership registration and downloading digital project information.

**Information Resources:**

Purchasing:

Michelle Metzger: (260) 427-1103

[Michelle.Metzger@cityoffortwayne.org](mailto:Michelle.Metzger@cityoffortwayne.org)

Community Development:

Hayley Bondi: (260) 427-2184

[Hayley.Bondi@cityoffortwayne.org](mailto:Hayley.Bondi@cityoffortwayne.org)

**Instructions for Bidders**

1. Proposals must be submitted via Quest Online Bidding.
2. Proposals received after the posted RFP Due Date above will not be accepted.
3. Proposal F.O.B. (Freight on Board) Destination if applicable.
4. If Bidder/Proposer has any proprietary information that cannot be disclosed, the proprietary information should be submitted as a separate package. Bidder/Proposer must understand that all information submitted is subject to public records request after award is made. If proprietary information is requested, bidder/proposer will be contacted and given an opportunity to defend its position that the information is proprietary.
5. If you are not willing to accept a split award (partial order), your submission must include the statement: "Bidding all or none."

6. Clearly detail in writing any deviation to the stated specifications or terms and conditions (Request for Proposals only)

**Documents Required**

The following documents must be completed, endorsed, and submitted with each proposal via Quest Online Bidding. Failure to upload all documents requested will make your proposal incomplete and may result in rejection of your proposal by the City of Fort Wayne. Click "Online Bid" when viewing the ad to access these forms and submit your proposal (as one single PDF named as vendor's name).

**Document(s) required with each proposal:**

1. Vendor Submission Form
2. Non-Collusion Affidavit
3. PDF of the Proposal

**Notice to Bidders**

1. The legal document, "Standard Terms & Conditions," may be obtained on the City's website at: [Cityoffortwayne.org](http://Cityoffortwayne.org), Finance & Administration, Purchasing, and Standard Terms.
2. The City of Fort Wayne has the right and option to terminate the agreement upon written notice.
3. Quantities indicated are estimates only. City reserves the right to buy additional units of commodity specified at the quoted price.
4. Any exceptions to the specifications must be clearly set forth in the proposal and may result in rejection of proposal. It is the bidder's responsibility to show proof that goods being offered are of equal quality to those that were specified. If a specific brand is stated in the specification, a substitution will not be considered unless indicated.
5. Bidder shall understand and comply with the City of Fort Wayne Drug Policy as listed on the City of Fort Wayne website at: [www.cityoffortwayne.org](http://www.cityoffortwayne.org), Finance and Administration, Purchasing, Drug Policy.
6. Indiana Business Preference: If Bidder wants to claim local preference per Indiana Code 5-22-15-20.5, Bidder must indicate Indiana Business status as part of their Bid. No claims for local preference will be allowed by Owner after Proposal opening.
7. Price Preferences (for Supplies Only): If Bidder wants to claim **price preferences** per Indiana Code 5-22, such as Local Indiana Business, Bidder must indicate the preference on their Vendor Submission Form. No claims for preference will be allowed by Owner after Bid opening.
8. Indiana Code allows procurement agents to consider giving preference to purchasing commodities manufactured in the United States that meet the conditions and specifications defined in the statute. This category includes the U.S. Manufactured and Steel Products Preferences: IC 5-22-15-25 and IC 5-22-15-21. Bidder must indicate the desired preference on their Vendor Submission form. No claims for preference will be allowed by Owner after Bid opening.
9. All equipment which runs on electricity will carry the energy star rating whenever possible. Computer equipment, etc., may be selected because it meets this specification over competitors that do not.
10. The owner reserves the right to waive any and all formalities and informalities or to reject any and all Bids. The Owner shall accept Bids which, in their judgment, are deemed in the City's best interest. Bids received after the time set are rejected.
11. All expenses incurred in the preparation of a response to this Proposal shall be borne by the bidder.
12. All submitted proposals shall become the property of the City of Fort Wayne.
13. The City is exempt from the payment of state sales and federal taxes.
14. The City reserves the right to reject any proposals. The City's intent is to award to the lowest

## **RFP #9230596**

responsive, responsible bidder.

### **15. Mercury Free Specification**

- a. Bidders must offer mercury-free alternatives to all products which contain intentionally added mercury (mercury added products) where such alternatives exist.
- b. Should such alternatives not be available, bidders must submit with their response a list of products without mercury-free alternatives and an explanation of why alternatives are not available. City reserves the right to reject any and all bids that do not provide mercury-free alternatives or an adequate explanation which city deems acceptable.



City of Fort Wayne

**Design and Engineering Services for Urban Trail Streetscape: Washington Blvd.: Calhoun St. to Broadway, and Broadway: Washington Blvd. to Lavina St. located in Fort Wayne, Indiana**

## **REQUEST FOR PROPOSALS**

### **Project Site Background:**

The Fort Wayne Urban Trail is a multi-use pathway situated between the sidewalk and the street built at the same elevation as the sidewalk. It currently extends along portions of Superior Street and Harrison Street. Future segments of this project will extend down Washington Boulevard and Broadway to terminate at Electric Works. This ten-foot-wide path is comprised of decorative pavers and bordered by landscaping and other amenities.

Currently, sections along Superior Street (historical Wells St Bridge to Calhoun Street) and along Harrison Street (Harrison Street bridge to Main Street) have been completed. Currently, design is underway for the completion of the trail on Superior Street (Calhoun Street to Lafayette Street) and Harrison Street (Main Street to Washington Boulevard)

This project shall include streetscape design for the north side of Washington Boulevard from Calhoun Street to Broadway and both sides of the street along Broadway from Washington Boulevard to Lavina Street. See Attachment A for approximate limits of work illustrated with a yellow line.

### **Proposal Objectives:**

The Fort Wayne Community Development Division, hereinafter referred to as the "City", is soliciting proposals for professional design and engineering services for the improvement of Washington Boulevard from Harrison Street to Broadway; and Broadway from Washington Boulevard to Lavina.

All proposals shall include costs to complete schematic design concepts, design development drawings, construction documents, specifications, cost estimates, as well as responsibility for certain duties during construction for the project area.

The proposal should contain the following sections:

1. Letter of transmittal
  - Statement indicating an understanding of the work to be performed;
  - The primary contact person and his/her information (email and telephone);
2. Qualifications/Project Portfolio
  - Company history;
  - Areas of specialization;
  - Practice philosophy;
  - Information highlighting at least three (3) similar projects.
3. Methodology
  - Describe the approach to project;

- Express how the above-mentioned components reflect your qualifications for this project;
4. Work Recommendations
    - The proposal must include detailed descriptions of the procedures and methods you propose to use to complete all tasks within the scope of work;
    - Discuss tasks, timeline, and anticipated deliverables.
  5. Project Management
    - Introduction to the team (educational background, relevant experience, and organizational charts);
    - Services/functional role to be performed by each team member;
    - Technical Resources;
    - Consultant/sub-consultant experience.
  6. References
    - List of at least three (3) project references completed within the last 2-4 years within the Midwest region;
    - Indicate project names and firm's role;
    - Client contact information (email and telephone).
  7. Fees
    - Consultant hourly rates;
    - Allowance for reimbursable expenses;
    - If sub-consultants are proposed, include separate schedule of expenses. For subconsultant, indicate the work and estimated percentage of the total project to be performed by each participant.
  8. Schedule
    - A proposed project work schedule;
    - Time frames for work elements;
    - Target dates for various stages in project.

## SELECTION CRITERIA EVALUATION FORM

| EVALUATION CRITERIA                                                       | MAXIMUM POINTS | SCORE | COMMENTS |
|---------------------------------------------------------------------------|----------------|-------|----------|
| Company & Staff Qualifications                                            | 15             |       |          |
| Firm's years in business                                                  | 5              |       |          |
| Experience in Similar Projects                                            | 10             |       |          |
| Clarity of Proposal and identification and understanding of project scope | 10             |       |          |
| Proposed Fees                                                             | 40             |       |          |
| Schedule of work                                                          | 20             |       |          |
| Resources available to complete work on schedule                          | 15             |       |          |
| Designed completed sections of the urban trail                            | 5              |       |          |

**Selection of Consultant:**

The RFP Selection Committee will review, evaluate and rank respondents according to the above criteria.. After review of written proposals, the Committee will choose a finalist. Once the choice has been made, the City of Fort Wayne will finalize the scope of work and execute a contract with the selected consultant.

In addition to the selection criteria, consideration is also given to the following factors:

1. Performance evaluations on similar projects, if applicable.
2. Familiarity with the particular project and area.
3. Key staff personnel available locally for this project.
4. Special or unique expertise.
5. Ability to complete the work in the time period and the firm's existing workload.
6. Firm's proximity to the project.
7. Extent of work experience in construction administration and observation.
8. The Fort Wayne Community Development Division encourages all certified Minority Business Enterprises (MBE's), Women Business Enterprises (WBE's), and Emerging Business Enterprises (EBE) to submit proposals and will not discriminate against any individual or firm on the grounds of race, color, sex, physical abilities or national origin in the selection process.

**Project Objective:**

- A. The design of this streetscape shall achieve the following:
  - 1 The Urban Trail will replace the north travel lane along Washington Boulevard from Broadway to Harrison Street and add on-street parking and bump-outs from Harrison Street to Calhoun Street, and a curb bump-out at the northwest corner of Washington Boulevard and Broadway.
  - 2 The Urban Trail will continue along the west side of Broadway from Washington Boulevard to Lavina Street, incorporate on-street parking throughout this section. Reconstruction of sidewalks on both sides of the road will be necessary for this section.
  - 3 Reconstruct the southwest curb at the intersection of Jefferson and Broadway to accommodate large delivery trucks that turn from Jefferson Boulevard onto Broadway.
  - 4 Reconstruct all drive approaches.
  - 5 Incorporate various streetscape elements such as: tree grates, additional tree planting, green infrastructure, benches, trash cans, etc.
  - 6 Update stormwater drainage to facilitate possible changes in street design.
  - 7 Incorporate new streetlights and new foundations as necessary due to possible changes in streetscape design.
  - 8 Site survey along Washington from Broadway to Harrison and Broadway from Washington to Lavina was completed in early 2023 and will be provide in AutoCAD format for use. Survey data may be needed in some areas and may require field verification.
  - 9 Typical cross sections, details and materials for the Urban Trail will be provided by the City.
  - 10 Incorporate pedestrian push buttons at all intersections.

**General Consultant Requirements:**

- A. Landscape architect shall be the project lead and shall enlist the services of a licensed professional engineer(s) to complete electrical, stormwater, drainage, and/or other required civil and/or structural plans as needed for complete construction documents and all other submittals as required.
- B. Consultant is responsible for and required to complete a professional topographic and site survey.
- C. It is anticipated that the consultant will work closely with the Community Development Division on this project for review and recommendations of design.

**Scope of Work:**

- A. Consultant shall provide design and construction documents for the area within the project boundary.
- B. Consultant shall split the construction documents into Seven (7) phases. Phase I from Calhoun St. to Ewing St., Phase II from Ewing to Fairfield Ave., Phase III Fairfield Ave. to Fulton St., Phase IV from Fulton St. to Broadway., Phase V from Washington Blvd. to Jefferson Blvd., Phase VI Jefferson to Wilt St., and Phase VII from Wilt St. to Lavina. See Attachment B.
- C. Consultant shall prepare design, construction documents, specifications, and cost estimate for all phases.

**Preliminary Design and Design Development:**

## **RFP #9230596**

- A. Initial Kick-off Meeting – meet with City staff to ensure complete understanding of project, review anticipated schedule, and receive details and other pertinent information from City.
- B. Site Inventory and Analysis – Conduct site inventory and analysis to field-check the survey (provided by City) and determine any red flags with the proposed conceptual design.
- C. Preliminary Construction Documents – Based on information received at initial kick-off meeting and site inventory and analysis, prepare drawings and preliminary cost estimate of proposed project improvements. Preliminary drawings should contain enough information for routing review and cost estimating purposes.
  - 1. City will provide conceptual design for replacing walk. Consultant to confirm survey/elevations and prepare grading and stormwater drainage plans.
  - 2. City will provide standard details for Urban Trail, walk, tree grates, curb ramps, etc. for use.
  - 3. Meet to review preliminary construction documents with City.
  - 4. City will route for comments from other City departments and utility companies.
- D. Consultant shall verify that preliminary designs meets all applicable local, state and federal codes and regulations.

### **Construction Documents:**

- A. Once the City has approved the preliminary design the Consultant can prepare the final design plans for the project site. Final design plans shall include:
  - 1. Existing conditions/survey
  - 2. Demolition plan
  - 3. Site layout plan
  - 4. Grading and drainage
  - 5. Utility plan and profile
  - 6. Site details
  - 7. Landscape plan and details
  - 8. Electrical plan and details
  - 9. Photometric plan
  - 10. Traffic signal plan
  - 11. Written specifications
  - 12. Itemized bid form
  - 13. Updated cost estimate
- B. Submit Construction Documents to the City at 75% and 95% for routing. Conduct meeting with City to review 75% and 95% Construction Documents. Final Construction Documents to include design plans, specifications, product data, material samples, and cost estimates.
- C. Submit Final Design plans for review by permitting agencies.
  - 1. City shall obtain required permits or written approvals.
  - 2. Ensure the Project will conform with Federal, State and local building codes/fire regulations and ADA regulations.

## **RFP #9230596**

- D. Modify Final Plans in accordance with review comments from client, utilities and permitting agencies.
- E. Consultant shall meet with city staff at least three (3) times. Consultant shall prepare minutes for these meetings and distribute to all participants.
- F. Submit Phase I of the project to the City for public bidding.
  - 1. Included complete written technical specifications in word format, unit cost bid form in excel format, and all CAD files.
  - 2. Submit drawings to City for Public Bidding in PDF and two (2) printed sets.
  - 3. Attend pre-bid meeting
  - 4. Assist City in in answering questions for addendum

### **Construction Administration for Phase I Only:**

Following award of contract, provide the following Construction Administration services for construction: (City will serve as Construction Manager and will review and process all payment requests and inspect site regularly)

- A. Attend Pre-Construction Meeting with City and Contractor.
- B. Assist City in review of Change Orders required by City or by Contractor for field changes.
- C. Review and approve shop drawings and all other submittals.
  - 1. The Consultant will review and approve all submittals in a timely manner so as not to hinder the progress of construction.
- D. Prepare color/material selections for approval by Client.
- E. Consultant shall be available for observation to ensure compliance with Contract Documents as needed per City request throughout the construction process.
- F. Consultant is to provide as-built drawings.
  - 1. Furnish reproducible record/as-built drawings to Client.
    - a. Record drawings will be required. These drawings will be marked "Record". The Consultant will use the contractor's as-built drawings and mark-up the AutoCad file to incorporate all field changes.

### **Special Clauses:**

- A. Minimum of \$1,000,000 Professional Liability Insurance will be required.
- B. All drawings, specifications, computations, AutoCad drawings, sketches, test data, survey results, models, photographs, renderings and other material relating to the project, developed in the performance of this Agreement or prepared in connection therewith, are the property of the City and shall be delivered to the City upon completion of this service or upon termination of this Agreement.

## RFP #9230596

### Pre-Proposal Meeting:

Attendance to the Pre-Proposal Meeting is not required.

DATE & TIME: July 31, 2024, at 2:00 PM

LOCATION: Citizens Square  
Conference Room #324  
200 E Berry St.  
Fort Wayne, IN 46802

### Teams Link:

[Join the meeting now](#)

Meeting ID: 243 405 595 991

Passcode: 4os7rw

### Questions:

All questions must be submitted in writing to project manager by August 2, 2024, at 5:00 PM and written responses to all questions will be documented and posted as an addendum via Quest to all planholders by August 5, 2024, at 5:00 PM.

**Contact:** Hayley Bondi, Urban Designer and Landscape Architect

**Email:** [Hayley.Bondi@cityoffortwayne.org](mailto:Hayley.Bondi@cityoffortwayne.org)

**Phone:** (260) 427-21884

### Address:

City of Fort Wayne  
Community Development  
Attn: Hayley Bondi  
200 East Berry Street, Room 320  
Fort Wayne, IN 46802

### Award Process and Procedures:

The City will evaluate all proposals received in response to this RFP. The following is an *anticipated* selection process schedule; please note the City of Fort Wayne and/or the RFP selection committee reserves the right to adjust stated dates. However, in the event changes do occur, all interested parties will be notified in a timely fashion.

|                                               |                              |
|-----------------------------------------------|------------------------------|
| Issue of Request for Proposals                | July 22 & July 29, 2024      |
| Pre-Proposal Meeting                          | July 31, 2024, at 2:00 PM    |
| Questions Due                                 | August 2, 2024, at 5:00 PM   |
| Questions Answered                            | August 5, 2024, at 5:00 PM   |
| Proposals Due                                 | August 13, 2024, at 11:00 AM |
| Scope of Work and Contract Negotiation Period | August 19 – 23, 2024         |
| Project Kick-Off Meeting                      | TBD                          |
| Completion of Construction Documents          | February 14, 2025            |
| Start Construction                            | Spring of 2025               |

## Proposal Form

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_

### Proposed Fees (Hourly - not to exceed)

Design and Engineering Services .....\$ \_\_\_\_\_

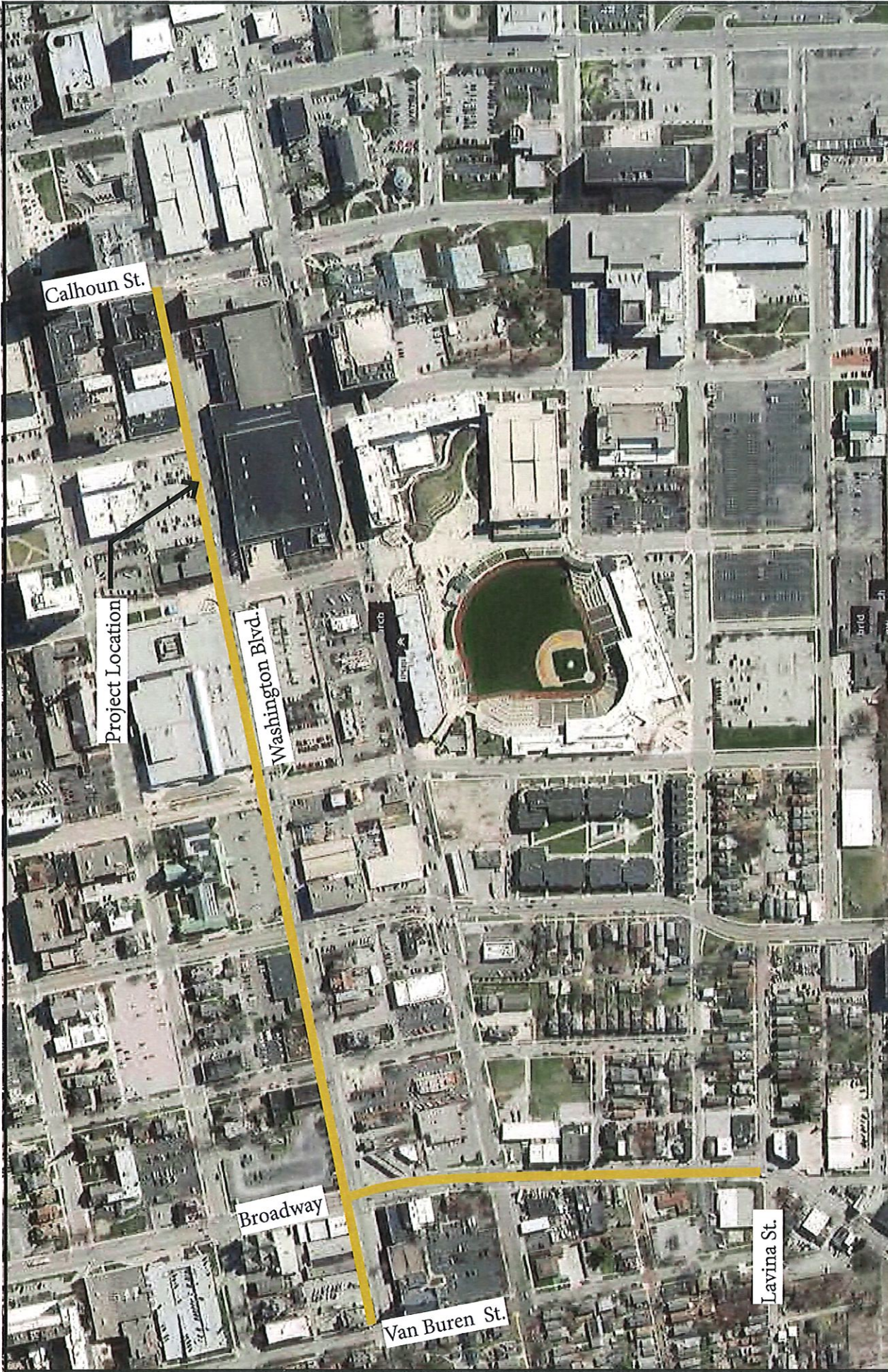
Estimated Reimbursable Costs ..... \$ \_\_\_\_\_

**Total Fee (including estimated reimbursable costs) .....\$ \_\_\_\_\_**

Additional Meetings as Needed (Each) .....\$ \_\_\_\_\_

Additional Site Visits as Needed (Each).....\$ \_\_\_\_\_

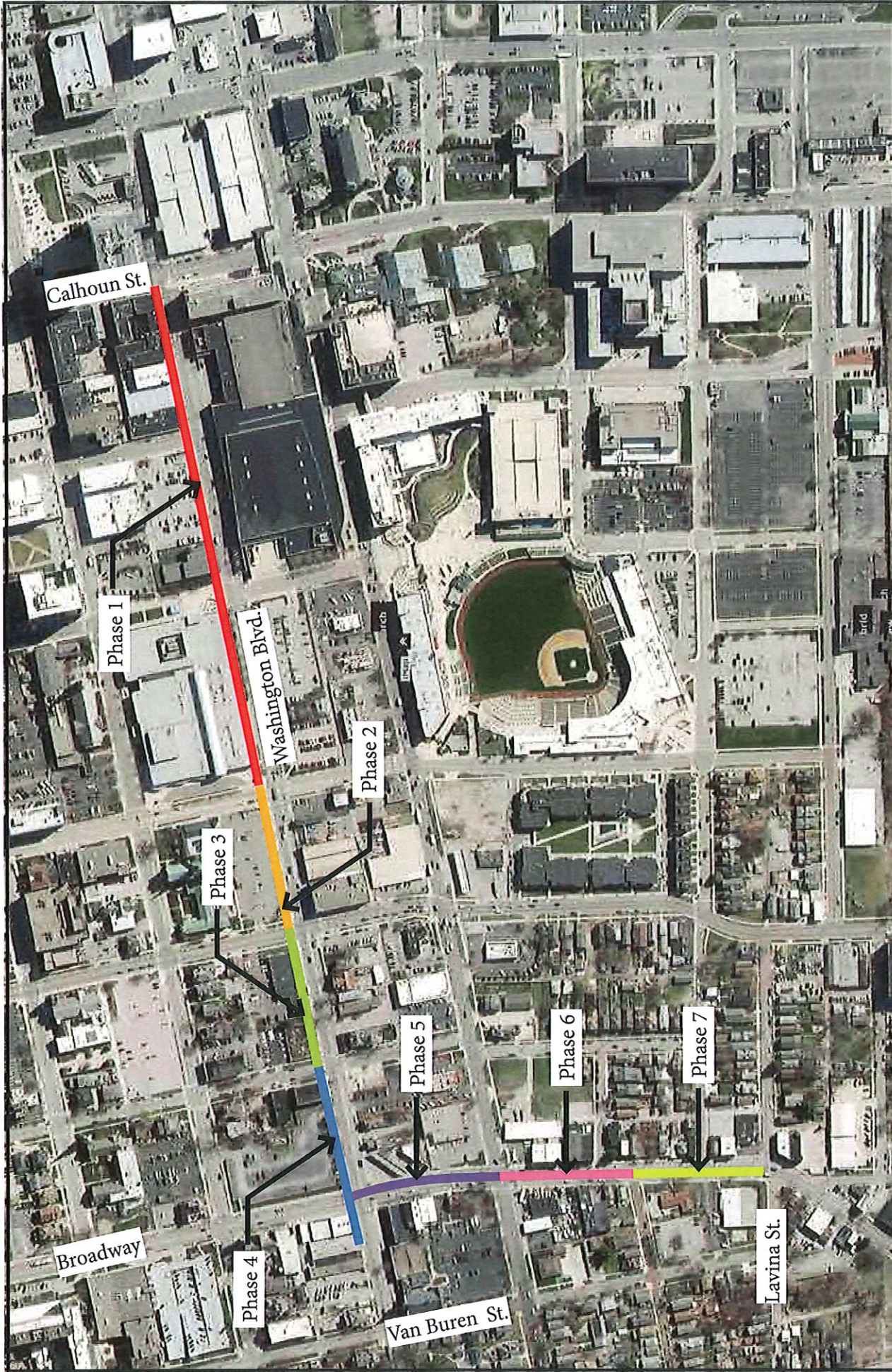
**Please submit hourly rates for you team including any sub-consultants.**



City of Fort Wayne - Community Development

Attachment A





# City of Fort Wayne - Community Development

Attachment B



Exhibit B

**City of Fort Wayne**

**Sharon Tucker, Mayor**

**Purchasing Department**

200 East Berry Street, Ste. 490

Fort Wayne, Indiana 46802-1804

Telephone (260) 427-1103 Fax (260) 427-1393

**Vendor Submission**

RFP..... #9230596

Description..... Design and Engineering Services for The Urban Trail: Washington Blvd  
and Broadway

RFP Due Date..... August 13, 2024, at 11:00 a.m.

**Quotes will be received electronically through QuestCDN vBid Online Bidding ONLY. The  
online bid portal is open for vBid through the listed due date/time.**

By mutual agreement between the City of Fort Wayne and the supplier, the contract period may  
be extended for an additional like or lesser period. The agreement to extend must be completed  
in written form at the original price and under the original conditions governing the contract.

This Request for Quote is issued to establish a contract to supply the City of Fort Wayne with a  
service in accordance with accompanying specifications. The execution hereof by the bidder is  
acceptance of all terms and conditions herein and in that regard the bidder agrees to be bound by  
same and be bound to the amount of the bid for a period of ninety (90) days.

Company: Engineering Resources, Inc.

Address: 4175 New Vision Drive

City/State/Zip: Fort Wayne, IN 46845

Printed Name: Mark Reinhard

Email: mark@eri.consulting



**City of Fort Wayne**

**Design and Engineering Services for Urban Trail Streetscape: Washington Blvd.: Calhoun St. to Broadway, and Broadway: Washington Blvd. to Lavina St. located in Fort Wayne, Indiana**

**REQUEST FOR PROPOSALS**

**Project Site Background:**

The Fort Wayne Urban Trail is a multi-use pathway situated between the sidewalk and the street built at the same elevation as the sidewalk. It currently extends along portions of Superior Street and Harrison Street. Future segments of this project will extend down Washington Boulevard and Broadway to terminate at Electric Works. This ten-foot-wide path is comprised of decorative pavers and bordered by landscaping and other amenities.

Currently, sections along Superior Street (historical Wells St Bridge to Calhoun Street) and along Harrison Street (Harrison Street bridge to Main Street) have been completed. Currently, design is underway for the completion of the trail on Superior Street (Calhoun Street to Lafayette Street) and Harrison Street (Main Street to Washington Boulevard)

This project shall include streetscape design for the north side of Washington Boulevard from Calhoun Street to Broadway and both sides of the street along Broadway from Washington Boulevard to Lavina Street. See Attachment A for approximate limits of work illustrated with a yellow line.

**Proposal Objectives:**

The Fort Wayne Community Development Division, hereinafter referred to as the "City", is soliciting proposals for professional design and engineering services for **the improvement of Washington Boulevard from Harrison Street to Broadway; and Broadway from Washington Boulevard to Lavina.**

All proposals shall include costs to complete schematic design concepts, design development drawings, construction documents, specifications, cost estimates, as well as responsibility for certain duties during construction for the project area.

The proposal should contain the following sections:

1. Letter of transmittal
  - Statement indicating an understanding of the work to be performed;
  - The primary contact person and his/her information (email and telephone);
2. Qualifications/Project Portfolio
  - Company history;
  - Areas of specialization;
  - Practice philosophy;
  - Information highlighting at least three (3) similar projects.
3. Methodology
  - Describe the approach to project;

- Express how the above-mentioned components reflect your qualifications for this project;
4. Work Recommendations
    - The proposal must include detailed descriptions of the procedures and methods you propose to use to complete all tasks within the scope of work;
    - Discuss tasks, timeline, and anticipated deliverables.
  5. Project Management
    - Introduction to the team (educational background, relevant experience, and organizational charts);
    - Services/functional role to be performed by each team member;
    - Technical Resources;
    - Consultant/sub-consultant experience.
  6. References
    - List of at least three (3) project references completed within the last 2-4 years within the Midwest region;
    - Indicate project names and firm's role;
    - Client contact information (email and telephone).
  7. Fees
    - Consultant hourly rates;
    - Allowance for reimbursable expenses;
    - If sub-consultants are proposed, include separate schedule of expenses. For subconsultant, indicate the work and estimated percentage of the total project to be performed by each participant.
  8. Schedule
    - A proposed project work schedule;
    - Time frames for work elements;
    - Target dates for various stages in project.

### SELECTION CRITERIA EVALUATION FORM

| EVALUATION CRITERIA                                                       | MAXIMUM POINTS | SCORE | COMMENTS |
|---------------------------------------------------------------------------|----------------|-------|----------|
| Company & Staff Qualifications                                            | 15             |       |          |
| Firm's years in business                                                  | 5              |       |          |
| Experience in Similar Projects                                            | 10             |       |          |
| Clarity of Proposal and identification and understanding of project scope | 10             |       |          |
| Proposed Fees                                                             | 40             |       |          |
| Schedule of work                                                          | 20             |       |          |
| Resources available to complete work on schedule                          | 15             |       |          |
| Designed completed sections of the urban trail                            | 5              |       |          |

**Selection of Consultant:**

The RFP Selection Committee will review, evaluate and rank respondents according to the above criteria.. After review of written proposals, the Committee will choose a finalist. Once the choice has been made, the City of Fort Wayne will finalize the scope of work and execute a contract with the selected consultant.

In addition to the selection criteria, consideration is also given to the following factors:

1. Performance evaluations on similar projects, if applicable.
2. Familiarity with the particular project and area.
3. Key staff personnel available locally for this project.
4. Special or unique expertise.
5. Ability to complete the work in the time period and the firm's existing workload.
6. Firm's proximity to the project.
7. Extent of work experience in construction administration and observation.
8. The Fort Wayne Community Development Division encourages all certified Minority Business Enterprises (MBE's), Women Business Enterprises (WBE's), and Emerging Business Enterprises (EBE) to submit proposals and will not discriminate against any individual or firm on the grounds of race, color, sex, physical abilities or national origin in the selection process.

**Project Objective:**

- A. The design of this streetscape shall achieve the following:
  - 1 The Urban Trail will replace the north travel lane along Washington Boulevard from Broadway to Harrison Street and add on-street parking and bump-outs from Harrison Street to Calhoun Street, and a curb bump-out at the northwest corner of Washington Boulevard and Broadway.
  - 2 The Urban Trail will continue along the west side of Broadway from Washington Boulevard to Lavina Street, incorporate on-street parking throughout this section. Reconstruction of sidewalks on both sides of the road will be necessary for this section.
  - 3 Reconstruct the southwest curb at the intersection of Jefferson and Broadway to accommodate large delivery trucks that turn from Jefferson Boulevard onto Broadway.
  - 4 Reconstruct all drive approaches.
  - 5 Incorporate various streetscape elements such as: tree grates, additional tree planting, green infrastructure, benches, trash cans, etc.
  - 6 Update stormwater drainage to facilitate possible changes in street design.
  - 7 Incorporate new streetlights and new foundations as necessary due to possible changes in streetscape design.
  - 8 Site survey along Washington from Broadway to Harrison and Broadway from Washington to Lavina was completed in early 2023 and will be provide in AutoCAD format for use. Survey data may be needed in some areas and may require field verification.
  - 9 Typical cross sections, details and materials for the Urban Trail will be provided by the City.
  - 10 Incorporate pedestrian push buttons at all intersections.

**General Consultant Requirements:**

- A. Landscape architect shall be the project lead and shall enlist the services of a licensed professional engineer(s) to complete electrical, stormwater, drainage, and/or other required civil and/or structural plans as needed for complete construction documents and all other submittals as required.
- B. Consultant is responsible for and required to complete a professional topographic and site survey.
- C. It is anticipated that the consultant will work closely with the Community Development Division on this project for review and recommendations of design.

**Scope of Work:**

- A. Consultant shall provide design and construction documents for the area within the project boundary.
- B. Consultant shall split the construction documents into Seven (7) phases. Phase I from Calhoun St. to Ewing St., Phase II from Ewing to Fairfield Ave., Phase III Fairfield Ave. to Fulton St., Phase IV from Fulton St. to Broadway., Phase V from Washington Blvd. to Jefferson Blvd., Phase VI Jefferson to Wilt St., and Phase VII from Wilt St. to Lavina. See Attachment B.
- C. Consultant shall prepare design, construction documents, specifications, and cost estimate for all phases.

**Preliminary Design and Design Development:**

- A. Initial Kick-off Meeting – meet with City staff to ensure complete understanding of project, review anticipated schedule, and receive details and other pertinent information from City.
- B. Site Inventory and Analysis – Conduct site inventory and analysis to field-check the survey (provided by City) and determine any red flags with the proposed conceptual design.
- C. Preliminary Construction Documents – Based on information received at initial kick-off meeting and site inventory and analysis, prepare drawings and preliminary cost estimate of proposed project improvements. Preliminary drawings should contain enough information for routing review and cost estimating purposes.
  - 1. City will provide conceptual design for replacing walk. Consultant to confirm survey/elevations and prepare grading and stormwater drainage plans.
  - 2. City will provide standard details for Urban Trail, walk, tree grates, curb ramps, etc. for use.
  - 3. Meet to review preliminary construction documents with City.
  - 4. City will route for comments from other City departments and utility companies.
- D. Consultant shall verify that preliminary designs meets all applicable local, state and federal codes and regulations.

**Construction Documents:**

- A. Once the City has approved the preliminary design the Consultant can prepare the final design plans for the project site. Final design plans shall include:
  - 1. Existing conditions/survey
  - 2. Demolition plan
  - 3. Site layout plan
  - 4. Grading and drainage
  - 5. Utility plan and profile
  - 6. Site details
  - 7. Landscape plan and details
  - 8. Electrical plan and details
  - 9. Photometric plan
  - 10. Traffic signal plan
  - 11. Written specifications
  - 12. Itemized bid form
  - 13. Updated cost estimate
- B. Submit Construction Documents to the City at 75% and 95% for routing. Conduct meeting with City to review 75% and 95% Construction Documents. Final Construction Documents to include design plans, specifications, product data, material samples, and cost estimates.
- C. Submit Final Design plans for review by permitting agencies.
  - 1. City shall obtain required permits or written approvals.
  - 2. Ensure the Project will conform with Federal, State and local building codes/fire regulations and ADA regulations.

- D. Modify Final Plans in accordance with review comments from client, utilities and permitting agencies.
- E. Consultant shall meet with city staff at least three (3) times. Consultant shall prepare minutes for these meetings and distribute to all participants.
- F. Submit Phase I of the project to the City for public bidding.
  - 1. Included complete written technical specifications in word format, unit cost bid form in excel format, and all CAD files.
  - 2. Submit drawings to City for Public Bidding in PDF and two (2) printed sets.
  - 3. Attend pre-bid meeting
  - 4. Assist City in in answering questions for addendum

**Construction Administration for Phase I Only:**

Following award of contract, provide the following Construction Administration services for construction: (City will serve as Construction Manager and will review and process all payment requests and inspect site regularly)

- A. Attend Pre-Construction Meeting with City and Contractor.
- B. Assist City in review of Change Orders required by City or by Contractor for field changes.
- C. Review and approve shop drawings and all other submittals.
  - 1. The Consultant will review and approve all submittals in a timely manner so as not to hinder the progress of construction.
- D. Prepare color/material selections for approval by Client.
- E. Consultant shall be available for observation to ensure compliance with Contract Documents as needed per City request throughout the construction process.
- F. Consultant is to provide as-built drawings.
  - 1. Furnish reproducible record/as-built drawings to Client.
    - a. Record drawings will be required. These drawings will be marked "Record". The Consultant will use the contractor's as-built drawings and mark-up the AutoCad file to incorporate all field changes.

**Special Clauses:**

- A. Minimum of \$1,000,000 Professional Liability Insurance will be required.
- B. All drawings, specifications, computations, AutoCad drawings, sketches, test data, survey results, models, photographs, renderings and other material relating to the project, developed in the performance of this Agreement or prepared in connection therewith, are the property of the City and shall be delivered to the City upon completion of this service or upon termination of this Agreement.

**Pre-Proposal Meeting:**

Attendance to the Pre-Proposal Meeting is not required.

DATE & TIME: July 31, 2024, at 2:00 PM

LOCATION: Citizens Square  
Conference Room #324  
200 E Berry St.  
Fort Wayne, IN 46802

**Teams Link:**

[Join the meeting now](#)

**Meeting ID:** 243 405 595 991

**Passcode:** 4os7rw

**Questions:**

All questions must be submitted in writing to project manager by August 2, 2024, at 5:00 PM and written responses to all questions will be documented and posted as an addendum via Quest to all planholders by August 5, 2024, at 5:00 PM.

**Contact:** Hayley Bondi, Urban Designer and Landscape Architect

**Email:** [Hayley.Bondi@cityoffortwayne.org](mailto:Hayley.Bondi@cityoffortwayne.org)

**Phone:** (260) 427-21884

**Address:**

City of Fort Wayne  
Community Development  
Attn: Hayley Bondi  
200 East Berry Street, Room 320  
Fort Wayne, IN 46802

**Award Process and Procedures:**

The City will evaluate all proposals received in response to this RFP. The following is an *anticipated* selection process schedule; please note the City of Fort Wayne and/or the RFP selection committee reserves the right to adjust stated dates. However, in the event changes do occur, all interested parties will be notified in a timely fashion.

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| Start Construction                            | Spring of 2025               |

**Proposal Form**

Company Name: Engineering Resources, Inc.

Street Address: 4175 New Vision Drive

City: Fort Wayne State: IN Zip Code: 46845

Telephone: ( 260) 451-9742

Primary Contact Person: Diane Reynolds

Primary Contact Email: diane@eri.consulting

**Proposed Fees (Hourly - not to exceed)**

Design and Engineering Services .....\$ 235,000

Estimated Reimbursable Costs .....\$ 1,000

**Total Fee (including estimated reimbursable costs) .....\$ 236,000**

Additional Meetings as Needed (Each) .....\$ 500

Additional Site Visits as Needed (Each).....\$ 500

**Please submit hourly rates for you team including any sub-consultants.**

## Non-Collusion Affidavit

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

### OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID ARE TRUE AND CORRECT.

Engineering Resources

Name of Company

Mark Reinhard

Printed Name of Person Signing

Vice President

Title



Signature

August 13, 2024

Date

## Civil Design Services Proposal

### City of Fort Wayne

Hayley Bondi  
200 East Berry Street, Room 320  
Fort Wayne, IN 46802

#### REGARDING:

### The Urban Trail: Washington Blvd. and Broadway

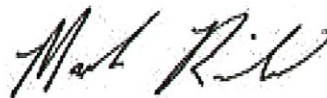
August 13, 2024

We are pleased to submit for your consideration our proposal to design the construction documents for the proposed Urban Trail Streetscape located in downtown Fort Wayne. The improvements include a multi-use path and a concrete sidewalk including amenities such as planter beds and street lighting along the north side of Washington Boulevard and the west side of Broadway. We will provide individual sets of design documents in order to separate the project into the seven desired phases as outlined in the RFP. We will also assist the city with public bidding and construction administration services for Phase I.

The following proposal will outline the anticipated design process for this project as well as our overall fee. Diane Reynolds, RLA will be the Primary Contact for this project. Her phone number is (260) 451-9742 and her email is [diane@eri.consulting](mailto:diane@eri.consulting).

We are honored to have been a part of previous sections of the Urban Trail. We are looking forward to the possibility of completing the design documents in order to provide this finished amenity to the citizens of Fort Wayne! Thank you for the opportunity to submit this proposal.

Sincerely,



Mark Reinhard, P.E., LEED AP BD+C  
Vice-President of Civil/Site Group  
Principal in Charge



**ENGINEERING**  
RESOURCES, INC.  
4175 New Vision Drive  
Fort Wayne, IN 46845  
[www.eri.consulting](http://www.eri.consulting)



## TABLE OF CONTENTS

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## QUALIFICATIONS / PROJECT PORTFOLIO





### Company History/Specialization:

Engineering Resources is a multi-disciplined engineering firm established in 1997. Since its inception, the company has maintained steady and consistent growth to a current staff of 50 employees. Our team of qualified professionals offers our clients many years of experience as corporate leaders, engineers, and designers. The certifications of our staff communicate our commitment to quality service: over twenty Registered Professional Engineers, 12 Engineers in Training, 2 Registered Landscape Architects, and 4 certified for INDOT Construction Inspection Services. We specialize in:

- **Transportation** including roads, trails, signals, and vehicular and pedestrian bridges.
- **Building Structures.**
- **Site Development** including permitting through local, state, and federal agencies.
- **Traffic Impact Studies.**
- **Storm Water Management and Flood Control** including storm network analysis and modeling, FEMA flood studies, permitting, and detention.
- **Landscape Architecture** including, parks, plaza's, streetscapes, and public outdoor spaces.
- **Construction Inspection.**
- **Water/Wastewater Treatment Planning and Design – Industrial & Municipal**
- **Wastewater Collection and Water Distribution System Planning & Design**
- **Sustainable Design** including LEED requirements and pervious paving.

### Company Practice Philosophy:

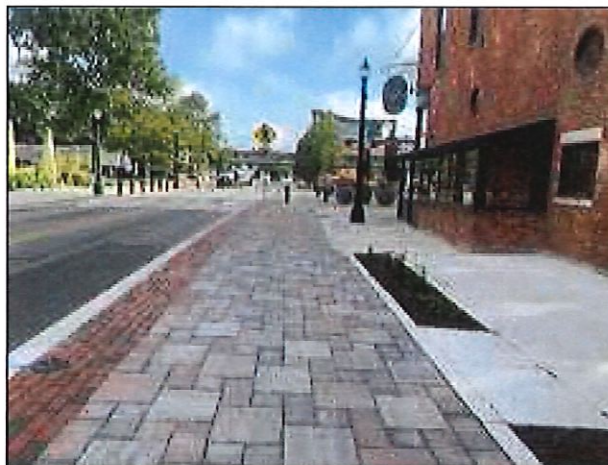
In addition to quality service, our clients appreciate the responsive and service minded staff at Engineering Resources. We understand that the client is the most important member of the team, and strive to provide a superior service at exceptional value that exceeds expectations. Our company's mission statement is: "Our corporate purpose is to maintain an environment for design professionals and related experts to provide engineering services to the best of their abilities, for the purpose of serving humanity, fulfilling professional goals, and providing for our families and communities."



## URBAN TRAIL – HARRISON STREET

- *Location:* East side of Harrison Street in Fort Wayne, Indiana
- *Year Services Provided:* 2018-2019 (Section from Superior Street to W. Columbia St.-completed)
- *Year Services Provided:* 2023-2024 (Section from W. Columbia St. to Main St.-completed)
- *Year Services Provided:* 2023 to present (Section from Main St. to Washington Blvd. – in design)

Engineering Resources has been involved in the design of three phases of the Urban Trail. The three phases are located along the east side of Harrison Street between Superior Street and Washington Boulevard. The Urban Trail is an expansion of the existing concrete sidewalk system in place along Harrison Street. Existing on-street parking spaces were removed and a 10-foot-wide urban trail comprised of concrete pavers is built along the street edge with a concrete sidewalk installed up to the existing right-of-way line. Tree plantings and or planter beds with perennial plantings separate out the active trail section from the more passive concrete walk section. Other elements included ornamental street lighting along the path and pedestrian pushbuttons designed at the intersections. The proposed grading considered ADA accessibility while also ensuring that there was positive drainage along the streetscape. To maintain positive drainage, improvements to city storm sewers were necessary along the path. Design Collaborative provided Electrical Design Services for two sections of the Urban Trail.





## WEBSTER AND WAYNE STREETScape PROJECT

City of Fort Wayne

- *Location:* Fort Wayne, Indiana
- *Year Services Provided:* 2017-2019

Engineering Resources was involved in the design of the streetscape for Webster Street from Wayne to Main Streets, and also at the southeast corner of Wayne Street in front of the Skyline Towers building. Construction of Streetscape improvements included brick banding sidewalks, tree plantings, outdoor dining areas with decorative fencing and ornamental street lighting. The proposed grading considered ADA accessibility while also ensuring that there was positive drainage along the streetscape. As part of this project, the sidewalk geometry was modified to promote pedestrian safety which necessitated improvements to city storm sewers. Design Collaborative provided Electrical Design Services for this project.





## WEST JEFFERSON STREETScape

City of Fort Wayne

- *Location:* Fort Wayne, Indiana
- *Year Services Provided:* 2011-2013

The West Jefferson Streetscape Project area consisted of 6-blocks along West Jefferson Boulevard from Broadway to Calhoun, and 1-block of Webster Street from Jefferson to Washington Boulevard. Engineering Resources was part of the Design Team that prepared Conceptual Design studies for the entire project area, and contract documents for the south side of Jefferson Boulevard between Ewing and Calhoun. The contract documents included widening the sidewalks along Jefferson Boulevard, which required the removal of one vehicular travel lane. Concrete sidewalks with brick banding, street trees, and ornamental lighting were designed. Truck delivery areas, street parking spaces, and plaza areas were also part of the finished design. Utility design included modifications to the existing storm sewers and water mains in the area to accommodate the sidewalk renovations. Design Collaborative provided Electrical Design Services for this project.





## METHODOLOGY



## **METHODOLOGY:**

The Urban Trail Streetscape consists of removing the north drive lane along Washington Boulevard to expand the streetscape to create a multi-use pathway from Harrison Street to Broadway Avenue. It will continue south along the west side of Broadway until it reaches Electric Works.

Adjacent to the multi-use pathway will be a concrete sidewalk that will extend to the road right-of-way. Amenities such as planter beds, tree grates, benches, trash receptacles and ornamental streetlights will all be part of this project. On-street parking spaces will be designed on the north side of Washington Boulevard in between Harrison and Calhoun Streets and along Broadway. Reconstruction of sidewalks along both sides of Broadway, new drive approaches for businesses along the route and corner bump outs are all elements of this project.

Expanding the streetscape can be quite challenging, and we have been honored to have been a part of three previous sections of the Urban Trail and know the challenges that arise with these types of projects.

Based on our knowledge of these projects, we will begin the project by understanding the existing conditions and site constraints along the proposed corridor. Before beginning any design layouts, we want to have a good understanding of the Community Development's goals for the project. Understanding their project goals is vital to our design. During this phase, we will meet with the city to discuss the design goals for each street and walk the path of the proposed Urban Trail to help visualize the project.

Design Collaborative, the site electrical sub-consultant who have also been a part of previous Urban Trail phases, will meet with the City Street Lighting Department to discuss the possible lighting layouts along Washington and Broadway before any design work ensues.

Once we have a thorough understanding of the design elements for the area, our team will prepare a conceptual layout. This layout will be driven not only by the goals of the city, but also by the site conditions along the corridor. We will meet with the city to review the intended conceptual layout.

Once the conceptual layout has been approved, we will begin the design of the Urban Trail. We will review proposed grades to ensure positive drainage and ADA accessibility requirements. We will work through conflicts with existing utilities if encountered, and we will design a solution that will work with the goals established for the project to provide a safe and enjoyable trail system for all its users.



## WORK RECOMMENDATIONS





## **PRELIMINARY DESIGN AND DESIGN DEVELOPMENT METHODOLOGY:**

We will begin the project by having an Initial Kick-off Meeting with City staff to ensure a complete understanding of the project. We recommend walking the project's path at this meeting to help visualize the project site.

We anticipate at least three (3) meetings between the design team and the City during the design phase of the project. We will be available to meet more if deemed necessary to ensure the success of the project.

### **A. Site Survey:**

The city is providing a survey for the majority of the project area. There are two blocks along Washington Boulevard that still need to be surveyed. We are teaming with Miller Land Surveying to conduct a topographical survey of these two blocks. Miller Land Surveying is who performed the survey on the remaining portions of the project site. This will help ensure that the two new portions will align properly with the survey that will be provided to us by the city.

### **A. Site Inventory and Analysis:**

The first step for this portion will be to perform a site inventory and analysis of the streets in question utilizing the existing survey and site visits to evaluate any issues that we may encounter as we begin to design the project.

Design Collaborative, the site electrical sub-consultant, will also meet with the City Street Lighting Department to discuss the possible lighting layouts along Washington and Broadway.

Once we have a thorough understanding of the design elements for the area, our team will prepare a conceptual layout. This layout will be driven not only by the goals of the city, but also by the site conditions along the corridor. We will meet with the city to review the intended conceptual design.

### **B. Preliminary Construction Documents:**

Once the full site survey has been completed and the conceptual layout has been approved, we will progress into the preliminary design phase of the project. At this time, we will also begin to establish the seven phases for this project.

We will use the approved conceptual design layout and begin investigating the proposed grading along the corridor. We will fine tune the project design elements to ensure positive drainage along the pedestrian and vehicular paths as well as maintaining ADA requirements for the Urban Trail. At the completion of this phase, we will provide preliminary construction documents and begin the itemized bid cost for the proposed improvements. We anticipate this phase being completed by November 1, 2024.



**C. Final Construction Documents:**

Once the City has signed off on the preliminary design, our team will work to finalize the drawings, itemized bid tab and any specifications required for the project. We plan on having the final drawings completed by January 17, 2025.

Once the plans are completed, we will submit to the city for their use in routing the project through the city departments and utility providers for their review of the intended design. We will pick up all comments and incorporate them into the set. We estimate a completion date of February 14, 2025, pending receipt of all comments from the reviewing agencies.

The Phase I section of the project will move into the bidding phase once final design is completed. The remaining phases will be packaged up and submitted to the city for them to bid on a later date.

**D. Bidding for Phase I Only:**

During this phase the design team will assist the city in obtaining bids for the Phase I portion of the project. The team will answer any contractor questions during this phase and will clarify the bid documents and issue any addendum required.

**E. Construction Administration for Phase I only:**

We will assist the city during the construction of Phase I. We will attend the Pre-construction meeting and assist the city with any change orders required. We will review shop drawings and help select color/material selections as necessary for the first phase. The city will be the Construction Manager, but we will be available for observation to ensure compliance of the documents if requested by the city. The last item we will assist with will be to provide Record drawings for the project.



## PROJECT MANAGEMENT



## PROJECT TEAM:

The staff at Engineering Resources will be the prime consultant for the Urban Trail Streetscape project. Mark Reinhard will be the Principal In-Charge, Diane Reynolds will be the Project Landscape Architect and Scott Karst will be the Project Engineer. Having completed 3 former phases of the Urban Trail, Engineering Resources brings valuable knowledge on how to proceed with the design for the remaining sections of the Urban Trail.

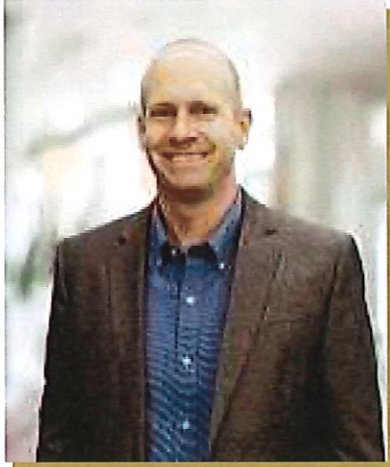
We will be teaming with Miller Land Surveying for the topographical survey to pick up the remaining sections required for this project. Miller Land Surveying provided the original survey that the city provided for this project.

Design Collaborative will be teaming up with us for the site electrical portion of the project. They have been a part of two other sections of the Urban Trail and have extensive experience with designing downtown site lighting projects.

We have built our team with knowledgeable, experienced, and local personnel. Detailed resumes of our key personnel are included for your review. These resumes include their educational background and noteworthy experience.



**URBAN TRAIL LOOKING NORTH TO SUPERIOR STREET**



Civil / Site Engineering Group

## **Mark Reinhard, P.E., LEED AP BD+C**

**VICE PRESIDENT**

### **Background and Qualifications**

Mr. Reinhard joined Engineering Resources in May of 2005 and is the Director of the Site Design Group. Mark embraces the challenge of meeting the needs of his clients while being sensitive to project budgets and schedules. As a Principal of the firm, Mark focuses on collaboration, communication, and integrity for every project. Land Development projects typically involve extensive coordination with local reviewing agencies. Mark is skilled working with reviewing agencies to obtain the needed permits with respect and professionalism.

Mark is experienced managing both conventional Design/Bid/Build and Design/Build projects. Additionally, Mark has experience with LEED projects and has implemented sustainable design into multiple site plans.

### **Relevant Experience**

*Promenade Park Riverfront Development:* Principal-In-Charge of the civil engineering design for Phase-I of the City of Fort Wayne's riverfront development. The project included extensive coordination with City of Fort Wayne Redevelopment and Park's Department. The project includes rain gardens, elaborate hardscape design, Harrison Street reconstruction, and floodplain compensatory cut and fill.

*Electric Works:* Principal-In-Charge of civil engineering to completely renovate and revitalize the west portion of the old GE campus in downtown Fort Wayne. The project included new utilities, hardscaping, and parking lots. The project also included a new building along Broadway and a new Parking Garage just north of the existing railroad tracks.

*Parkview Southwest:* Principal-In-Charge of the civil engineering design of a new Parkview facility located in the southwest quadrant of the City of Fort Wayne. The facility provides multiple medical services including emergency and urgent care needs. The project included new parking, landscaping, pedestrian space, and a back of house service space.

### **Additional Professional History**

*Joint Transportation Research Project (JTRP):* As an intern Mark worked for both Purdue University and INDOT to model and study traffic patterns on interstate highways.

**Experience:** 19 years

### **Professional Expertise:**

- Project Management and plan development for site development projects
- Traffic analysis and studies per INDOT guidelines
- Stormwater master planning, conveyance, and regional detention facilities
- Sustainable site design
- Design/Build participation
- INDOT, DNR, IDEM, USACE, County, and Local agency permitting for site development projects

### **Education:**

Bachelor of Science in Civil Engineering, 2005, Purdue University

### **Registration and Certifications:**

- Professional Engineer, Indiana
- LEED AP BD+C

### **Professional Society / Affiliations:**

- ASCE



Civil / Site Group

## **Diane Reynolds, R.L.A.**

### **LANDSCAPE ARCHITECT**

#### **Background and Qualifications**

Ms. Reynolds came to Engineering Resources in 2001 and brought with her a diverse Professional Resume spanning over 25 years. In addition to offering landscape architectural services, her land planning experience with municipalities, universities, commercial establishments, and residential property owners compliments our Site Development Team.

Diane prepares design solutions that are site appropriate, aesthetically pleasing, functional, and provide the end user many years of enjoyment with proper care and maintenance. This experience is utilized for creative interpretation of outdoor space planning needs, project and program management services, and quality control at Engineering Resources. Additionally, Diane has a thorough understanding of the American with Disabilities Act related to accessibility, and is fluent in local, state, and federal permitting requirements.

#### **Relevant Experience:**

*PFW Projects:* Design responsibilities have included layout design for multiple projects on the PFW campus including working on the last two phases of their existing student housing facilities. Project oversight and design for numerous landscape design projects throughout the campus, including several rain gardens to help assist with stormwater management.

*Parkview PRMC Campus Core Tower Expansion:* This project entailed a 180,000 SF building expansion to the existing Core Tower. Also included with this project were several patient drop-off areas as well as existing parking lot renovations. Design responsibilities included project management, site layout and landscape design for the site which is located on the PRMC campus in Fort Wayne Indiana.

*Fort Wayne Community Schools Projects:* Projects included: Designing new parent drop-off lanes and parking lot expansions for several schools, ADA entry improvements for multiple schools, and designing improvements to Northrop High Schools football / track stadium to update drainage and improve hardscaping around the stadium. Design responsibilities have included project management and coordination with the design team, layout design and demolition plan preparation, specification writing, and permitting with local agencies.

#### **Additional Professional History**

*Bonar Group:* Diane was responsible for the design and management of trailway projects, parks, and sport facility projects, as well as landscape design for site development projects.

**Experience:** 31 years

#### **Professional Expertise:**

- Landscape Architecture
- Site Master Planning
- Trailways and Parks
- Courtyards and Plazas
- Athletic Play Fields
- Streetscapes

#### **Education:**

Bachelor of Science in Landscape Architecture, 1993, Purdue University

#### **Registration and Certifications:**

Registered Landscape Architect, Indiana

#### **Professional Society / Affiliations:**

- American Society of Landscape Architects
- Indiana Chapter of the ASLA



Civil / Site Engineering Group

## **Scott Karst, P.E.**

**PROJECT MANAGER / ENGINEER**

### **Background and Qualifications**

Mr. Karst joined Engineering Resources in November of 2006 and is a Project Manager/Engineer with the Civil/Site Group. His responsibilities include project management and design for site development and municipal infrastructure projects.

Scott is experienced in storm water master planning and hydraulic modeling for large and small watersheds, traffic studies, design of sanitary sewer pumping systems and infrastructure, and water main facilities. Additionally, his background in construction provides the skill set needed to evaluate the constructability of a proposed solution before the project begins.

**Experience:** 27 years

### **Professional Expertise:**

- Flood studies, design of storm water detention, best management practices, and storm sewer network design
- Water main design, sanitary sewer lift station, force main, and gravity sewer design
- Transportation projects include local roadway, trail, and private runway design
- Feasibility studies and project financial evaluation
- INDOT, DNR, IDEM, USACE, County, and Local agency permitting for site development and municipal infrastructure projects

### **Education:**

Bachelor of Science in Civil Engineering, 1996, Purdue University

### **Registration and Certifications:**

Professional Engineer, Indiana

### **Professional Society / Affiliations:**

American Society of Civil Engineers

### **Relevant Experience**

#### *Indiana University-Purdue University Fort Wayne Campus Improvements:*

Master planning, construction sequencing, permitting, management, and preparation of construction documents for multiple projects on campus. Design responsibilities included: regional storm water detention, emergency storm pump systems, chilled water supply and return facilities, water main and fire protection facilities, irrigation well, sanitary sewer extensions and lift stations, cured in place pipe lining of aging gravity and pressure systems, realignment of roadways, intersection improvements, pavement resurfacing/restoration projects, parking lots, finish grades and erosion control, rain garden, pedestrian trail system, pedestrian underpass, sports facilities, and other infrastructure required to support four new residence halls, commons building, student services complex, and parking garage. Management responsibilities included preparation of the general conditions and bid documents, coordination, opinion of probable cost analysis, construction administration including submittal reviews, field engineering to address unknown conditions, pay application review, and final punch list reporting.

*BAE Systems:* Layout, design, permitting for a 42 acre, \$32 million industrial facility in Fort Wayne. Work included mass earthwork, gravity sanitary sewer collection system, water main and fire protection facilities, storm sewer, and regional detention basin analysis.

### **Additional Professional History**

*Earth Construction, Inc.:* Responsible for administration, design, and plan preparation of site development and utility projects. Services provided include site surveying, earthwork analysis, and project estimation.

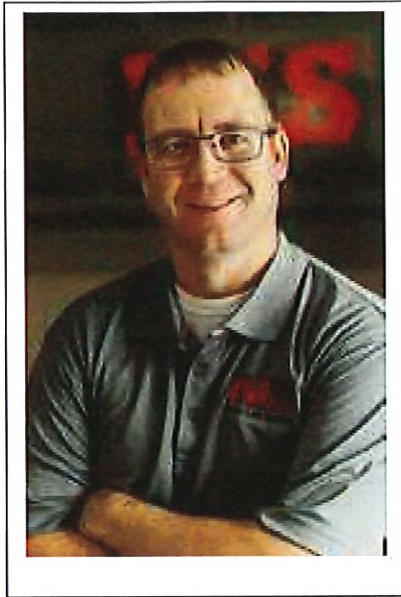


# Miller Land Surveying, Inc.

Precision and Professionalism is  
Where We Draw the Line.

Brett R. Miller, PS, President  
Robert J. Marucci, PS

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## **BRETT R. MILLER, PS** PROFESSIONAL LAND SURVEYOR, PRESIDENT

### **EDUCATION:**

Purdue University at Fort Wayne, Indiana

Bachelor of Science Degree in Civil Engineering Technology (May 1997)

**REGISTRATION:** Professional Land Surveyor: Indiana

### **PROFESSIONAL AFFILIATIONS:**

NE Chapter of the Indiana Society of Professional Land Surveyors

Indiana Society of Professional Land Surveyors

### **8/1/05 – Present**

### **MILLER LAND SURVEYING, INC. - President**

- Project management
- Project review
- Topographic survey drawings
- ALTA/NSPS Land Title Survey drawings
- Writing of legal descriptions
- Boundary survey drawings
- Easement documents
- GPS Services
- Construction staking calculations

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**Corporate Office:** 221 Tower Drive - Monroe, IN 46772 - Phone: 260-692-6166

**Fort Wayne Office:** 10060 Bent Creek Blvd. - Fort Wayne, IN 46825 - Phone: 260-489-8571



**KELSEY ROWE** PE, CLD  
Senior Electrical Engineer | Partner  
Design Collaborative

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"Every project is a new challenge and a new problem to solve, with really unique parameters. Because the parameters are the users—the people!"

Kelsey Rowe is a leader in Design Collaborative's Education Studio. DC's in-house and in-studio engineering team allows the firm to provide cohesive solutions and a seamless experience. Kelsey is energized by DC's commitment to innovation—but recognizes and appreciates that it all starts with people. The firm's think tank-style, people-first approach allows her to show off her interpersonal skills and creative and artistic side—while still being math- and science-based. Kelsey keeps a watchful eye on trends in education, especially trends surrounding the technology that supports each aspect of learning—with a particular focus on instructors and students. As Director of Engineering, she is helping guide the future of Design Collaborative. And the future is bright.

### **EDUCATION & REGISTRATION**

Bachelor of Science in Architectural Engineering,  
University of Kansas; Professional Engineer: Indiana;  
Certified Lighting Designer

### **SIGNIFICANT PROJECTS**

**City of Fort Wayne** Riverfront Development  
**Surack Enterprises** Pearl Streetscape  
**City of Fort Wayne** Calhoun Street Urban Trail  
**City of Bluffton** Pathways Alleyway Improvements  
**AEP** Muncie Site Lighting  
**FW Parks & Rec** Johnny Appleseed Park Electrical  
Modifications



## REFERENCES



## PROJECT REFERENCES:

Please see below three (3) project references:

### A. Pearl Street:

We worked on the Pearl Street project for Surak Enterprise and the City of Fort Wayne. The project involved streetscape and roadway plaza designs for a section of Pearl Street in downtown Fort Wayne. The project began in 2023 and is still under construction today.

Mandy Bordeaux, Architect  
Surak Enterprises  
7100 W. Jefferson Boulevard  
Fort Wayne, IN 46804  
(260) 432-0370 x 1175 (office)  
[mandy.bordeaux@surack.com](mailto:mandy.bordeaux@surack.com)

### B. Music Building Addition Purdue Fort Wayne:

We worked on a project for Purdue Fort Wayne for a building addition to their existing Music Building. The project included a building addition, extensive utility relocations, and hardscape elements for pedestrian sidewalk connectivity. The project began in 2023 and is scheduled for construction this year.

Greg Justice  
Associate Vice Chancellor of Facilities Management  
Purdue Fort Wayne  
2101 E. Coliseum Boulevard  
Fort Wayne, IN 46805  
(260) 481-6787 (office)  
[justiceg@pfw.edu](mailto:justiceg@pfw.edu)

### C. Parkview Kosciusko Hospital Expansion:

We worked with Parkview Health Systems on their hospital expansion project for their existing Kosciusko Hospital. The project involved designing the site for a new 44,000 sf building addition. Hardscape elements for the project included sidewalks, helipad relocation and two parking lots. We designed site utilities including stormwater drainage, sanitary and water services. The project ran from June of 2021 through April of 2024.

Mark Hisey  
Vice President Planning | Design and Construction | Real Estate  
Parkview Health Systems  
1450 Production Drive  
Fort Wayne, IN 46808  
(260) 266-9317 (office)  
[Mark.Hisey@parkview.com](mailto:Mark.Hisey@parkview.com)



## PROJECT FEE





## DETAILED FEES

| CONSULTANT<br>FEE<br>BREAKDOWN |  |  |  |          |                      |
|--------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------|----------------------|
|                                | FEES                                                                              | FEES                                                                               | PHASE                                                                               | FEES     | PHASE                |
| SUBTOTALS                      | \$201,560                                                                         | \$7,500                                                                            | Survey<br>Phase Only                                                                | \$25,940 | Electrical<br>Design |
| GRAND TOTAL: \$235,000 TOTAL   |                                                                                   |                                                                                    |                                                                                     |          |                      |

## REIMBURSABLE EXPENSES

The following expenses are considered reimbursable: postage, and printing / copying of project document plans and specification manuals.

ALLOWANCE: \$1,000

## CONSULTANTS HOURLY FEES

Please find the hourly fees for each consultant on the following pages.



## ENGINEERING RESOURCES HOURLY RATES

### 1. STANDARD BILLING RATES

Compensation to be made on a time basis shall be according to the number of hours expended on a project times the appropriate billing rate shown below. Descriptions for the billing categories listed below can be provided upon request:

- a. Senior Engineering / Project Management Services .....\$175/hr.
- b. Project Engineering / Management Services .....\$147/hr.
- c. Design Engineering Services .....\$125/hr.
- d. Design / Document Preparation Services .....\$108/hr.
- e. Standard AutoCAD Drafting Services .....\$85/hr.
- f. Senior Construction Observation.....\$102/hr.
- g. Construction Observation / Field Data Collection Services .....\$89/hr.
- h. Intern AutoCAD Drafting / Construction Observation .....\$74/hr.
- i. Clerical /Administration Services.....\$77/hr.
- j. Forensic Engineering.....\$250/hr.

### 2. REIMBURSABLE EXPENSES

- a. Automobile Transportation ..... Allowable IRS Rate/Mile
- b. Subconsultant Services..... cost + 10%
- c. Other Reimbursable Expenses..... cost + 10%



### 3. BILLING CATEGORY DESCRIPTIONS:

- a. **Senior Engineering / Project Management Services:** These services are provided by a senior member of the staff for: specialized design requirements, project reviews, coordination and administration. Depending on the degree of advanced engineering knowledge required for a project, the items described in the Project Engineering/Management Services shown below may be completed under this service item.
- b. **Project Engineering / Management Services:** These services are provided by the project manager or project engineer. Project tasks completed under this service item would include: site visits, project research, design calculations, plan development, coordination, project reviews, attending meetings and construction administration.
- c. **Design Engineering Services:** These services include: routine design calculations, document reviews and other standard tasks that are completed by a member of the staff other than the Project Engineer/Manager.
- d. **Design / Document Preparation Services:** These services include: Permit preparation and production of project documents and AutoCAD/Revit design and plan development beyond standard drafting procedures.
- e. **Standard AutoCAD Drafting Services:** These services include: basic AutoCAD drafting tasks necessary to develop plans and other required documents.
- f. **Senior Construction Observation:** These services are provided by a senior member of the staff for project oversight during construction to review, approve, observe, or document the actual construction for a project.
- g. **Construction Observation / Field Data Collection Services:** These services are the basic tasks during construction to review, approve, observe, or document the actual construction for a project. Services also includes any field data time that is completed within the design or construction timeline.
- h. **Intern AutoCAD Drafting / Construction Observation:** These services are provided by entry level staff that work under the direct supervision of the Construction Observer and assist them with the basic tasks during construction to review, approve, observe, or document the actual construction for a project. Services also includes any AutoCAD drafting time that is completed within the design or construction timeline.
- i. **Clerical /Administration Services:** These services are the basic tasks necessary to accomplish any project or other required documents that are completed by a member of the clerical staff. This includes word documentation, permits/form preparation, filing/submittal of documents, and other office duties.
- j. **Forensic Engineering:** Provided by a highly qualified senior member of the staff for specialized services. Involves the investigation of failures in facilities and infrastructure to interpret and determine the cause of the damage or failure that may lead to legal activity.

# 2024 Fee Schedule



Miller Land Surveying

Precision and Professionalism  
is Where We Draw the Line

## Corporate Office

221 Tower Drive  
Monroe, IN 46772  
Phone: 260-692-6166

## Fort Wayne Office

10060 Bent Creek Blvd.  
Fort Wayne, IN 46825  
Phone: 260-489-8571

## Office Fee Schedule

|                                 |       |                              |
|---------------------------------|-------|------------------------------|
| Office Personnel (unlicensed)   | ----- | \$75.00/hr.                  |
| Office Administrative Personnel | ----- | \$65.00/hr.                  |
| AutoCad Drafting Services       |       |                              |
| Level 1                         | ----- | \$100.00/hr. (Ben)           |
|                                 | ----- | \$110.00/hr. (Ben - Staking) |
| Level 2                         | ----- | \$88.00/hr. (Jobey)          |
| Level 3                         | ----- | \$83.00/hr. (Jordan)         |
| Project Management (licensed)   | ----- | \$135.00/hr. (Brett)         |
| Project Management (unlicensed) | ----- | \$75.00/hr. (John)           |

## Survey Field Crew Fee Schedule

### Boundary Survey Services:

|                 |       |              |
|-----------------|-------|--------------|
| One-Person Crew | ----- | \$155.00/hr. |
| Two-Person Crew | ----- | \$195.00/hr. |

### Topographic Survey Services:

|                 |       |              |
|-----------------|-------|--------------|
| One-Person Crew | ----- | \$165.00/hr. |
| Two-Person Crew | ----- | \$205.00/hr. |

### Construction Staking Services

|                 |       |              |
|-----------------|-------|--------------|
| One-Person Crew | ----- | \$200.00/hr. |
| Two-Person Crew | ----- | \$240.00/hr. |

## Reimbursable Expenses

|                                  |       |               |
|----------------------------------|-------|---------------|
| Blue Print                       | ----- | \$2.00/Sheet  |
| Vellum Print                     | ----- | \$3.00/Sheet  |
| Mylar Print                      | ----- | \$10.00/Sheet |
| Photocopies (black & white)      | ----- | \$0.10/Sheet  |
| Photocopies (color)              | ----- | \$0.20/Sheet  |
| Auto Transportation              | ----- | \$0.67/Mile   |
| (When applicable)                |       |               |
| Special Stakes, Express Delivery | ----- | COST + 10%    |
| Charges and Non-Standard Items   |       |               |





People-first places.

## 2024 Billing Rates

### Position

Principal \$260

Department Head \$230

Senior Project Manager \$230

Project Manager \$195

Project Manager Assistant \$175

Project Administrator \$115

Architect- Level 6 \$215

Architect- Level 5 \$195

Architect- Level 4 \$175

Architect- Level 3 \$155

Architect- Level 2 \$140

Architect- Level 1 \$125

Engineer- Level 6 \$220

Engineer- Level 5 \$205

Engineer- Level 4 \$185

Engineer- Level 3 \$165

Engineer- Level 2 \$150

Engineer- Level 1 \$135

Building Envelope Specialist \$215

Cost Estimator \$205

Graphic Designer \$150

### Position

Interior Designer 5 \$190

Interior Designer 4 \$170

Interior Designer 3 \$150

Interior Designer 2 \$130

Interior Designer 1 \$120

Engineering Intern 2 \$105

Engineering Intern 1 \$90

Architectural Intern 2 \$100

Architectural Intern 1 \$85

Interiors Intern 2 \$80

Interiors Intern 1 \$70



## SCHEDULE



## **PROPOSED PROJECT SCHEDULE:**

### **THE URBAN TRAIL**

**(NORTH SIDE OF WASHINGTON BOULEVARD AND WEST SIDE OF BROADWAY)**

- **August and September:**
  1. Topographical Survey for the section along Washington between Calhoun and Harrison Streets and in between Broadway to Van Buren Street.
  2. Kick-off Meeting.
  3. Start Preliminary Design.
- **October:**
  1. Continue Preliminary Design of Urban Trail.
- **November:**
  1. Preliminary Design to City on November 1, 2024
  2. Owner Review Meeting TBD.
  3. Work on Final Design Documents for Urban Trail.
- **December:**
  1. Work on Final Design Documents for Urban Trail.
- **January:**
  1. Final Design of Urban Trail to City on January 17, 2025
  2. City to submit project to City departments and Utility Providers.
  3. Revise drawings per comments submitted during review period.
- **February:**
  1. Revise drawings per comments submitted during review period.
  2. Project ready to bid per receipt of all comments by February 14, 2025.
- **March / April:**
  1. Bid Phase I portion of the project.
- **May:**
  1. Begin Construction on Phase I.

## **DIGEST SHEET**

**TITLE OF RESOLUTION.** An Ordinance Approving a Professional Services Agreement for Design and Engineering Services between the City of Fort Wayne Community Development Division and Engineering Resources Inc. for the Urban Trail Streetscape Project.

**DEPARTMENT REQUESTING RESOLUTION.** Community Development

**SYNOPSIS OF RESOLUTION.** This Ordinance encumbers a portion of the ARPA funds that were previously allocated to the Urban Trail in May 2023. Specifically, it approves a Professional Service Agreement with Engineering Resources Inc. (ERI) for design and engineering services for a specific segment of the Urban Trail. This segment will extend along Washington Blvd from Calhoun to Broadway, and continue along Broadway from Washington Blvd to Lavina Street / Electric Works, essentially completing the design and engineering work for the segment of the Trail that will connect Harrison Street, which serves as the primary north-south spine of the Trail, to the Electric Works development. Actual construction of this section of the Trail would be carried out in phases over the coming years as funding becomes available.

**EFFECT OF PASSAGE.** If passed, the Community Development department would be authorized to enter into the Professional Service Agreement with ERI.

The development of the Urban Trail will significantly enhance pedestrian and bicycle safety in downtown Fort Wayne by creating a grade-separated pathway. This project is expected to greatly benefit residents in nearby neighborhoods. Additionally, proximity to a feature like the Urban Trail has been shown to attract new businesses and investments, as well as increase property values and leasing rates in the surrounding area. The Trail will also serve as a universal form of wayfinding, helping to guide visitors and tourists through downtown Fort Wayne.

**EFFECT OF NON-PASSAGE.** Pursuant to federal guidelines, ARPA funds must be encumbered by the end of 2024, so it is important to use these funds before using other potential sources. Failure to pass this ordinance could result in a forfeiture of these funds. In addition, failure to pass this ordinance would delay implementation of this project, and almost certainly result in a higher future cost.

**MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS).** \$239,000 of ARPA funds.

**ASSIGNED TO COMMITTEE (PRESIDENT).** \_\_\_\_\_



## COMMUNITY DEVELOPMENT REDEVELOPMENT

Sharon Tucker, Mayor

City of Fort Wayne  
Community Development  
200 E Berry Street, Suite 320  
Fort Wayne, IN 46802  
260-427-2150 [fwcommunitydevelopment.org](http://fwcommunitydevelopment.org)

### MEMO

**To:** City of Fort Wayne Common Council

**Copy:** City of Fort Wayne Community Development Division

**From:** Joe Giant, Community Development Administrator, 427-2144

**Subject:** Approving a Professional Services Agreement for Design and Engineering Services with ERI for the Urban Trail Streetscape Project.

**Date:** August 22, 2024

Community Development hereby requests Common Council approval for a Professional Service Agreement between Community Development and Engineering Resources Inc. (ERI) for design and engineering services for the Urban Trail along Washington Blvd between Calhoun and Broadway, and along Broadway from Washington to Lavina St.

The Urban Trail is a multi-use pathway situated between the sidewalk and street. It is comprised of decorative pavers and bordered by landscaping and other amenities such as public art, seating, decorative lighting, and bike facilities. The entire Urban Trail will span 34 blocks and will primarily extend along Superior Street and Harrison Street, connecting key downtown locations such as Promenade Park, Parkview Field, the Arts Campus, and the Rivergreenway. It is being constructed in segments as funding becomes available and as projects adjacent to the Trail are undertaken. Completed sections of the Urban Trail already exist along Harrison north of Main Street and along Superior between Promenade Park and Calhoun Street.

The project was publicly bid, and ERI was the sole bidder. ERI has designed other sections of the Urban Trail, so not only do they have direct experience with this type of project, but they were also able to submit a lower bid due to their familiarity with the scope of the project.

Please find attached the Professional Service Agreement with ERI and a Digest Sheet summarizing the request.

Please feel free to contact me directly if you have any questions.

**Joe Giant**

Community Development Administrator

O: 260.427.2144

[Joe.Giant@cityoffortwayne.org](mailto:Joe.Giant@cityoffortwayne.org)

