



Department of Engineering

March 12, 2019

Board of Public Works & Safety
10 South State Street
Greenfield, IN 46140

Dear Members,

In December 2018, the Board approved a planning study with Hitchcock Design Group for the second (and possibly third) phase of the I-70/SR 9 gateway that would consist of the landscaping of the interchange and the landscaping of the new medians that INDOT is planning along SR 9 between McKenzie and I-70 as a part of their 2020 access control project.

As I mentioned in December, the agreement with Hitchcock was a planning/scoping document and that engineering would be done in a future. The time for engineering has come... INDOT needs preliminary plans for the SR 9 medians by late April and final plans by August for inclusion in their plan set.

I've attached the amendment for the work to this letter. TIF funding has been set aside to fund the planning, design, and construction of this and future phases.

Contract Summary	
Original Contract Amount	\$ 29,000.00
Amendment #1	\$ 21,500.00
Total Revised Contract	\$ 50,500.00

I would like to ask for approval of the professional services agreement amendment #1 with Hitchcock Design Group in the not-to-exceed amount of \$21,500.00 for a new total of \$50,500.00 with no change in the contract expiration date of 12/31/2019.

Sincerely,

A handwritten signature in black ink that reads "Jason Koch".

Jason A. Koch, P.E.
City Engineer

**Project: Greenfield Gateway
Phase II – Scoping Study**

CITY OF GREENFIELD
BOARD OF PUBLIC WORKS AND SAFETY
AGREEMENT BETWEEN CITY AND ENGINEER

AMENDMENT #1

THIS AMENDMENT IS TO THE AGREEMENT made and entered into the 12th day of March, 2019, by and between the Board of Public Works and Safety of the City of Greenfield (OWNER) and Hitchcock Design Group (ENGINEER).

WITNESSETH

WHEREAS, circumstances have arisen which necessitate changes in the original AGREEMENT; and,

WHEREAS, such changes are directly related to the designated project as described in the original AGREEMENT as Engineering Services related to Greenfield Gateway Phase II – Scoping Study (Project); and,

WHEREAS, ENGINEER is willing to perform said services.

NOW THEREFORE, for and in consideration of the above representation, OWNER and ENGINEER agree that the AGREEMENT should be amended as follows:

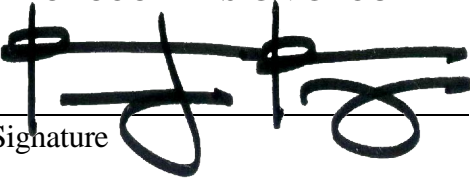
1. “Attachment A” is incorporated to this Amendment for additional scope of work definition and fee justification
2. ENGINEER's Compensation as called for in ARTICLE 8 of the original AGREEMENT shall be increased as follows:

Original	+	Amend. #	=	Total
\$29,000.00	+	\$21,500.00	=	\$50,500.00

3. All other terms and conditions of the AGREEMENT shall remain in full force and effect.
4. This AMENDMENT shall become effective on the latest date of execution by a required party.
6. The AGREEMENT expiration date of 12/31/2019 remains unchanged.

IN WITNESS WHEREOF, the Parties hereto have executed this AMENDMENT as set out below.

ENGINEER:
HITCHCOCK DESIGN GROUP


Signature

Randy Royer
Printed

Senior Principal

Title

02.22.19

Date

OWNER:
GREENFIELD BOARD OF PUBLIC
WORKS AND SAFETY

Mayor Chuck Fewell, Chair

Katherine Locke

Larry Breese

Kelly McClarnon

Glenna Shelby

ATTEST:

Lori Elmore
Clerk-Treasurer

Date



February 8th, 2019

Jason Koch
City Engineer
City of Greenfield
10 South State Street
Greenfield, IN 46140

**RE: Greenfield Gateway Phase II – SR 9 Median Planting Plan
Landscape Architecture Services**

Dear Jason,

Thank you for asking Hitchcock Design Group (HDG) to submit this proposal to provide landscape architectural services for the planned SR 9 Corridor improvements that are current being planned by INDOT through CHA engineers.

Project Understanding

Based on our conversation this week we understand that the City would like to incorporate plant material in the median islands being planned as part of the SR 9 improvements. Landscape irrigation will be included in the design. The landscape drawings will be incorporated into the drawings CHA is preparing and must meet INDOT requirements. Final landscape drawings need to be completed by May 1, 2019.

Scope of Services

HDG will prepare preliminary and final design drawings and special provisions for landscape plant material and landscape irrigation in the planned median islands along SR 9. An estimate of probable costs is included for each stage of the design process. We have anticipated 3 meetings in this proposal.

See attached for a detailed scope of work.

Schedule

We propose the following schedule for the scoping study:

Preliminary Design	3 Weeks
Final Design:	4 Weeks

Assumptions

This proposal is based on the following assumptions:

- The Owner will provide the project base information.
- The civil engineer for SR-9 will provide vehicular hardscape design drawings.
- MEP, civil and structural engineering are not included in this scope of work.

Fees

Based on our understanding and assumptions, we propose the following fees to complete the services described above and described in greater detail in the attached Scope of Services.

Preliminary Design	\$11,500 Fixed fee
<u>Final Design</u>	<u>\$9,500 Fixed fee</u>
Total Professional Services:	\$21,000 Fixed fee
 Anticipated Reimbursable Expenses	 \$500

363 N. Illinois Street,
Suite 2
Indianapolis, Indiana 46204
317.536.6161

hitchcockdesigngroup.com



Additional Services requested beyond those listed above will be provided at the attached hourly rates. Reimbursable expenses (printing, mileage and courier) will be invoiced at 115% in addition to the professional service fees. We anticipate the reimbursable expenses for this project to be less than **\$500**.

We can begin this work immediately upon your authorization and complete our work within your scheduled timeframe. Thank you again for the opportunity to work with you again. If you have any questions or wish to discuss this proposal further, please do not hesitate to call.

Sincerely,
Hitchcock Design Group

Randy Royer, ASLA
Senior Principal

Encl: Scope of Services
 Billing Rates

APPROVED BY:

Name and Title

Date



Scope of Services

Greenfield Gateway Phase II – Median Planting Design

A. Preliminary Design

Objective: Based on the information provided, reach consensus with the Project Team (City of Greenfield, INDOT and CHA) on the organization, scale, character, and intensity of the landscape improvements to be installed in the median islands along the SR9 corridor. An estimate of probable costs will be prepared based on the preliminary design.

Process: Hitchcock Design Group will:

1. **(Mtg. #1)** Project Kick-off Meeting with the project team.
2. Review the available information for the planned improvements to the SR9 corridor. Visit the site to assess existing conditions, function and character of the project area.
3. Prepare preliminary landscape and irrigation plans for review.
4. **(Mtg. #2)** Present and review the preliminary design with the project team.

Deliverable: **Preliminary Design Plans** (PDF) for your use and reproduction

B. Final Design

Objective: Based on the approved Preliminary Plan, and in close collaboration with the Project Team, finalize the design of the median landscape. Prepare final documents including drawings and special provisions that will be incorporated into the documents prepared for INDOT by CHA for the SR 9 improvements. An estimate of probable costs will be prepared based on the final design.

Process: Hitchcock Design Group will:

1. In close collaboration with the Project Team, revise the preliminary design for the median landscape based on owner and INDOT comments and prepare final documents including drawings and special provisions
2. Prepare estimate of probable costs for the final median landscape design.
3. **(Mtg #3)** Present and review the final design drawings and special provisions with the project team.

Deliverable: **Final Plans and Special Provisions** (PDF) for use, reproduction and submittal



Standard Billing Rates and Expenses

Effective April 28, 2018

Billing Rates

Senior Principal	\$255
Principal	\$185
Senior Associate	\$145
Associate	\$120
Junior Associate	\$100

Expenses

In addition to our standard hourly rates, we invoice qualified sub-consultant fees, travel and reproduction expenses at 115% of our cost. We will invoice mileage in personal or company-owned cars at 115% of the current IRS reimbursement rate.