



June 19, 2017

Mr. Jason Lawson
Public Works Director
Town of Whitestown
6210 Veterans Drive
Whitestown, IN 46075

Re: Proposal for Engineering Services
Maintenance Building Expansion

Dear Mr. Lawson:

Thank you for allowing Midwestern Engineers, Inc. (MEI) the opportunity to provide the Town of Whitestown with a proposal to do the Engineering Services for the construction of an expansion to your existing Maintenance Building. The expansion will consist of three (3) additional maintenance bays with one (1) office, breakroom, and restroom. The building will be a pre-engineered structure with concrete foundation and floor slab, insulated metal cladding walls and insulated roof panels with a standing seam roof.

MEI will bid the expansion project as a three (3) bay addition but will include an alternative bid deduction for a two (2) bay addition.

Engineering Services will consist of design, bidding, construction engineering and construction inspection. Based on our discussion with you, MEI offers the following Scope of Work.

1. Provide the Town with regular design progress updates. Meet with the Town as needed during design for coordination to discuss requirements for the Maintenance Building expansion.
2. Perform Design Services to include:
 - a. Existing Utilities Investigation;
 - b. Perform Engineering and Architectural Calculations;
 - c. Prepare Project Construction Plans;

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- d. Prepare Project Specifications; and
 - e. Obtain necessary permits
3. Assist the Town in bidding the construction project by:
- a. Preparing Bid Documents;
 - b. Advertising the project and distributing the Bid Documents;
 - c. Respond to Contractor Requests for Information (RFI);
 - d. Attend the Pre-Bid Conference;
 - e. Prepare addendum/addenda as needed;
 - f. Attend the Bid Opening;
 - g. Prepare a Bid Tabulation;
 - h. Review the Bids and make a recommendation to the Town
4. Perform Construction Engineering services to include:
- a. Review Shop Drawings;
 - b. Respond to Contractor RFI;
 - c. Attend Construction Progress Meetings; and
 - d. Process Pay Requests.

Time of Completion and Project Schedule

The following schedule is proposed for the project:

MEI begins Design	June, 2017
Submit 50% Design for Review	July, 2017
100% Design Complete	August, 2017
Advertise	September, 2017
Receive/Review Bids	October, 2017
Award Construction Contract	October, 2017
Begin Construction	October, 2017
Complete Construction	April, 2018

Engineering Fees

Midwestern Engineers will complete the engineering services for the construction of the Maintenance Building expansion, including all public meetings, as follows:

1. Design Services – Midwestern Engineers will complete the design services for a lump sum of \$29,500
2. Bidding Services – Midwestern Engineers will complete the bidding services for a lump sum of \$5,000
3. Construction Engineering Services – Midwestern Engineers will complete the C.E. Services for a lump sum of \$9,000

4. Inspection Services – As needed and requested by the Town. Midwestern Engineers would provide inspection services as requested per the “per diem” rate schedule attached.
5. Additional Services – The following additional services can be provided if requested and authorized by the Town
 - a. Site Survey – Not to exceed \$3,500

MEI is prepared to give this project our full attention and begin work right away. If you have any questions or would like to meet and discuss this proposal, MEI is at your full disposal. Please do not hesitate to contact me.

Sincerely,



Andrew T. Miller, P.E.

Project Engineer

Attachment I
MIDWESTERN ENGINEERS, INC.
PER DIEM FEES FOR
ENGINEERING AND SURVEYING SERVICES
JANUARY 2017

RATES PER HOUR

Engineering and Surveying

Senior Project Engineer	-----	\$195.00
Project Engineer II	-----	165.00
Project Engineer I	-----	140.00
Assistant Project Engineer	-----	105.00
Senior Project Designer	-----	150.00
Senior Land Surveyor	-----	135.00
Land Surveyor	-----	85.00

Computer Aided Design

Designer	-----	95.00
Drafter	-----	75.00
Drafter Intern	-----	35.00

Field Personnel

Project Representative	-----	85.00
Staff Environmentalist	-----	105.00
Environmental/Safety Administrator	-----	105.00
Project Representative for Water Storage Tanks	-----	105.00

Administrative

Administrative Assistant II	-----	65.00
Administrative Assistant I	-----	55.00

Information Systems

Network Administrator	-----	95.00
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All work over eight hours per day or work performed on Saturday, Sunday or holidays is considered overtime work and will be billed at 1.5 times above listed rates.

Direct & Reimbursable Costs

Direct project costs shall be reimbursed with a 10% handling charge. Direct project costs shall include, but not be limited to, the following:

1. **Project Travel Subsistence:**
Mileage shall be billed at \$0.54/mile.
Subsistence of \$120/day/employee shall be billed whenever it is necessary for the employee to travel more than 50 miles to the job site and to be present for a minimum of two consecutive days.
2. **Archaeological Surveys.**
3. **Site Services:** Fees for legal land surveys.
4. **Sub-surface Investigation and Lab Testing.**
5. **Permit Filing Fees.**
6. **Other Contract Services:** Fees for other specialized services as may be required and approved by Owner.
7. **Other Direct Expenses:**
As may be required and approved by Owner such as legal advertising, reproduction, lab testing, etc.
8. **Per Diem Fees** pertaining to contractor and/or third party disputes, potential litigation, litigation, arbitration and/or mediation shall be 2 times the above listed rates.

NOTE: Per Diem rates shall be subject to annual modification unless stated otherwise in the Contract or when attached to a Rural Development Contract.