

ATTACHMENT Q – STATEMENT OF WORK

TOWN SERVICES COMPLEX

TOWN OF WHITESTOWN, INDIANA

This Statement of Work is executed as of the _____ day of _____, 2021 by and between the Town of Whitestown ("Whitestown") and ms consultants, inc. ("Contractor"). Whitestown and Contractor agree that all of the Services authorized by this Statement of Work shall be subject to the terms and conditions set forth within the Uniform Contract for Services for General Engineering Services between Whitestown and Contractor dated September 14, 2016 (the "Master Agreement"). Upon execution of this Statement of Work, the Master Agreement shall be incorporated into and be considered a part of this Statement of Work as if set forth herein in its entirety. Any capitalized terms which are not defined herein shall have the meanings defined in the Master Agreement.

1. Description of Project. The Project which is covered by this Statement of Work is described as follows:
 - a. Town Services Complex Site Design
 - i. Survey, Engineering, Bidding
 - ii. Construction Admin
2. Contractor's Scope of Services. The Services to be performed by Contractor under this Statement of Work includes all of the following: Contractor will provide design, bidding and construction administration services that include:

Design Services:

- A) **ms consultants** shall complete topographic survey of project area.
- B) **ms consultants** shall coordinate Geotechnical Services for the Town (actual Geotechnical Services are not part of this Contract).
- C) **ms consultants** shall utilize the preliminary site layout and survey for use in the development of the final site layout. Site layout plan will be submitted for approval with any comments incorporated into the site layout to be utilized in development of the site civil plans for the subsequent design phases. Additional/alternate design scenarios will not be required, and have been excluded from this scope of services.
- D) **ms consultants** will provide the following drawing sheets:
 - a. Site Civil Cover Sheet
 - b. Site Dimension Plan

- c. Site Detail Sheet(s)
 - d. Site Utility Plan
 - e. Site Grading & Drainage Plan
 - f. Storm Water Pollution Prevention Plan
 - g. Storm Water Pollution Prevention Notes and Details
- E) **ms consultants** shall size the required onsite system for the proposed project. Calculations will include detention requirements, volume requirements, and outlet sizing. Proposed detention systems will be shown in plan-view along with cross sections and all design data. Storm sewer profiles are excluded from the scope of work.
- F) Minimal plan revisions generated from review comments by jurisdictional agencies shall be incorporated into the drawing set.
- G) It is assumed all utilities are available on or adjacent to the site. Any utility extension designs or coordination are not included in this scope of work.
- H) **ms consultants** will prepare Storm Water Pollution Prevention Plan, Details and Notes to be included for Indiana Department of Environmental Management (IDEM) Construction Stormwater General Permit.
- I) **ms consultants** shall provide necessary specifications.
- J) Any necessary rezoning or platting for the project will be by others and is excluded from the project scope.

Bidding Services:

- A) Provide all documents for bidding per Town Standards
- B) Distribute all documents to all Plan Holders
- C) Maintain Plan Holders' list
- D) Coordinate Bid Advertisement
- E) Conduct pre-bid meeting, issue Addendum(s)
- F) Assist the Whitestown in bid evaluations and provide Recommendation of Award letter.
- G) Prepare contract documents

Construction Services:

- A) Attend and manage pre-construction meeting
- B) Review shop drawings
- C) Respond to all Contractor RFIs
- D) Provide weekly interaction to Whitestown's inspector
- E) Attend and manage monthly progress meetings
- F) Provide review and approval of Contractor pay claims
- G) Conduct Substantial Completion walk through and Prepare Punchlist

H) Prepare record drawings

3. Contractor's Deliverables. As part of the Services to be performed by Contractor, Contractor shall provide to Whitestown the following Deliverables:

1. Preparation of construction drawings for bidding purposes that include:
 - a. Site Civil Cover Sheet
 - b. Site Dimension Plan
 - c. Site Detail Sheet (s)
 - d. Site Utility Plan
 - e. Site Grading & Drainage Plan
 - f. Storm Water Pollution Prevention Plan
 - g. Storm Water Pollution Prevention Notes and Details
2. Preparation of Project Manual for bidding purposes
3. Preparation of opinion of probable construction cost
4. Preparation of construction contract documents
5. Applicable reports during construction
6. Final record drawings and digital GIS submission

4. Contractor's Schedule. Contractor shall perform the Services in accordance with the attached Schedule for the Services or in accordance with the following time limits (if any):

75% Submission	75 days after NTP
Advertisement for Bids	60 days after review of 75% Submission
Construction schedule	Substantial Completion: 120 days from NTP
	Final Completion: 30 days after SC

5. Contract Documents. The following Contract Documents are incorporated into and shall be a part of this Statement of Work as if fully stated herein:

- A. This Statement of Work;
- B. The Master Agreement;

6. Method of Payment. Contractor shall be paid for satisfactory performance of the Work related to the Project on the following basis:

A) Survey, Engineering, Bidding:	\$90,000
B) Construction Admin:	\$10,000
Total lump sum amount of	<u>\$ 100,000.00</u>

7. Effective Date. The Effective Date for this Agreement shall be the date as stated at the top of the Attachment A to the Uniform Contract for Services.

IN WITNESS WHEREOF, the parties hereto have executed this Statement of Work to be effective as of the Effective Date.

WHITESTOWN:

Town of Whitestown

By: _____

Name: Danny Powers

Title: Public Works Director

CONTRACTOR:

ms consultants, inc.

By:  _____

Name: Daniel R. Cutshaw, P.E.

Title: Vice President - Indiana