

Bender Projects LLC

PO Box 546 Vernon, IN 47282

March 14, 2024

Town of Vernon.
PO Box 233
Vernon, IN 47282
Attn: Mayor and Council

Re: Construction Administration & Observation
 Next Level Trail 02-08 – Historic Vernon to Muscatatuck Park

In the last year this project has moved from being behind schedule, to starting over from the beginning point, to where it is now at the bidding stage.

Earlier I had an agreement with the Town for the first phase of all the project management services, performed at no cost, saving a \$10,000.00 line item in the budget. It was always intended that those project management services in this proposal run for about one year until bidding occurs in March 2024.

Per our previous discussions, this letter serves as a proposal for the next portion of services for this specific project, to cover work over the next 18 months or more.

In order to continue with development of the Trail and put forth a seamless view for current and proposed work we propose to act as Construction Administration & Observation services, and Point of Contact with the Town, the Committee, the Grantee, Design professionals, volunteer forces, and other involved parties.

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The following services will be offered on a Construction Administration & Observations basis.

- Send Notice of Award and bid tab to DNR for funding approval
- Send Notice of Award to contractor
- Review contractor bonding and compliance documents
- Hold a pre construction conference
- Issue Notice to Proceed
- Review contractor schedule of values
- Receive, track, review, forward and return submittals
- Conduct biweekly progress meetings with contractor
- Prepare and distribute minutes from all meetings
- Ensure the town has copies of all documents and correspondence to date
- Attend all monthly trail committee meetings, serve as committee chair
- Develop a revised schedule that consists of all operations, with start, duration and end dates
- Assist with identifying other modifications that may be necessary for budget
- Coordinate construction of unimproved section with volunteer forces
- Follow up on status and execution for permits and right of way documents

- Visit the site(s) as construction occurs
- Observe work for compliance with plans and specs
- Prepare Daily report & Diary for site visit
- Compile contractor testing and safety reports
- Review firms pay applications, make recommendations for Town payment
- Sign off on pay applications and retainage
- Submit pay applications to Town for approval
- Forward pay applications to grantees as needed for draw down

- Prepare field orders and work change directives for no cost changes
- Prepare change orders as needed for Town approval
- Compare changes to schedule of values
- Track Allowance account
- Provide monthly Ledger for all project costs to all grantees
- Attend Monthly Town meetings and provide updates
- Prepare and submit Quarterly Reports to grantee
- Track and Coordinate work between selected sections
- Prepare closeout documents

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Work will be in conformance with grant requirements.

Work will be copied to the Town, you will have final authority on any and all agreements or contractual matters.

This work is shown as a line item of \$48,000.00 in the project budget for these services.

In order to assist with this project, we propose to provide these services, for **\$39,800.00**, a saving of \$8,200.00 in the project budget. Time will be tracked on a single project basis, for verification to the grantee.

Copy fees and fees for postage, recording or permitting will be treated as straight cost reimbursables.

To assist me in the project, I have enlisted the services of Bobby Burns, a local resident who has served in this capacity on other construction projects.

This proposal will take affect upon the preparation of a Notice of Award to the contractor, and run concurrently with their construction services, and into and past grant closeout. Payment will be made in a prorated basis to the contractors payments.

Please consider me to join up and be a part of your team for any enterprise.

Feel free to contact by email at brbender@benderprojects.net or by phone at 812-592-0823.



Bradley R. Bender

Bender Projects LLC

This proposal is valid and in effect for 30 days.

Accepted and Dated

