

The Board of Public Works and Safety of Plymouth, Indiana, met in Regular Session on April 28, 2014, at 6:00 p.m. in the Council Chambers of the City Building, 124 N. Michigan St., Plymouth, IN.

Mayor Senter presided for Board Members Culp, Ecker, Grobe and Smith. City Engineer Gaul and City Attorney Surrisi were also present. Deputy Clerk-Treasurer Xaver was present in the absence of Clerk-Treasurer Hutchings.

Board Members Ecker and Culp moved and seconded to approve the minutes of the last regular session of the Board of Public Works and Safety on April 14, 2014, as presented since they have been reviewed and found to be correct. The motion carried.

Utility Superintendent Davidson addressed the board members regarding a proposal from Midwestern Engineers, Inc for engineering services on the Ledyard Water Treatment Plant Improvements. He reviewed the proposal with the members:

March 24, 2014

Mr. Donnie Davidson, Utility Superintendent  
900 Oakhill Avenue  
Plymouth, IN 46563

Re: Proposal for Engineering Services – Ledyard Water Treatment Plant Improvements and Water Mains

Dear Donnie:

Midwestern Engineers, Inc. is pleased to submit a proposal to you for Engineering Services for the Ledyard Water Treatment Plant Improvements and the Water Main extension Projects. The Engineering Services shall consist of Design, Bidding, Construction Engineering, Inspection and other miscellaneous services described below including hydraulic modeling of your water distribution system. Based on our multiple meetings with you and our site visit to tour the water treatment facilities, we would propose the following scope of work:

**Design Services** – The design services shall be based on the following description of project improvements.

1. Replacement of the existing horizontal pressure filters. Filter size will allow the plant to maintain its current capacities. Sizing options (diameters and length of tanks) will be reviewed with the City to address concerns such as fitting tanks through existing openings versus installing new openings in the existing building; adjusting the size to potentially accommodate horizontal pump configurations (similar to Pine WTP) versus vertical pump configurations. All new panels and controls will be included in this work.
2. Replacement of coated media for water treatment including manganese and iron removal. Consider air and water backwash capabilities in the new filters. Replace backwash water waste pumps.
3. Replace all filter operational valves and associated piping including sampling lines.
4. Replace four (4) high service pumps with variable frequency controls (VFD). Consideration will be given to horizontal versus vertical design of pumps.
5. Replace existing flow meters with new magnetic flow meters.
6. Relocate Sodium Permanganate and Fluoride feed facilities to existing standby generator room. Consider potential divider partition. Modify chemical feed piping.
7. Convert existing Permanganate and fluoride feed room to new laboratory and testing facilities.
8. Modify finished water effluent piping and install new chlorine feed vault. Modify existing chlorine feed piping and solenoid valves per the new vault location.
9. Rework Detention tanks to modify draw off configuration and baffling. Consider reconfiguring chemical addition locations to tanks.
10. New “Pole Barn” type building approximately 60’ X 100’ in size, located east of existing filter building.

11. Paint internal building components including floor, walls, exposed metallic components, piping and process equipment. Review and include repair to existing roofs.
12. Building modifications to existing garage and administration building for improved employee areas.
13. New standby Generator. Generator sizing to be coordinated with the City.
14. New driveway circling around the south side of existing filter building and new employee parking areas. Also, look at new concrete areas around detention tanks.
15. Electrical work including panels and controls to all new equipment. Bury and relocate existing electrical service entrance.
16. Water main extension including valves and hydrants, from West Laporte Street under the Yellow River to Oakhill Avenue.
17. All other ancillary work including grading and seeding, piping modifications, painting and associated appurtenances to the above described work. This would also include permits such as erosion control, IDNR, IDEM and any other local permitting required by the City of Plymouth.

**Bidding Assistance of the Project** – Due to the scope of work described above, bidding the project in multiple contract divisions may be advantageous to the City of Plymouth. For each contract division, the Engineer will assist Plymouth in the public bidding process including distribution of plans and specifications, answering questions and issuing necessary Addendums. Also included in this phase would be attendance of a pre-bid conference held in Plymouth. The Engineer will assist with the bid opening and will assemble bid tabulations and make recommendations for the low, responsive, responsible Contractor to the City following the bid opening. Engineer will assist and prepare Contractor/City Contract documents.

**Construction Engineering** – Engineer will provide supervision during the construction of the project including reviewing and approving shop drawings, answering questions and interpreting plans and specifications and overseeing / approving monthly pay claims from the Contractor(s). Engineer will attend monthly construction progress meetings and monthly pay meetings with the Board of Works.

**Inspection Services** – Engineer will furnish a Resident Project Representative to oversee the construction of the project and to report to the Engineer and the City of Plymouth. It is assumed for the purposes of this project that the construction period will be 365 days for the Treatment plant division and 90 days for the water main division, running concurrently with the water treatment plant construction. The budget identified assumes one (1) full time inspector, including all expenses and subsistence, to cover all contract divisions.

**Additional Services** – Additional services may be required and for the purposes of budgeting total estimated fees, we have included those costs as follows:

1. Easements – Easements may be required for the water main extension. A budget cost of Five Thousand dollars (**\$5,000.00**) is included in this proposal to make the City aware of potential costs.
2. Geotechnical Services – Geotechnical services may be required for the water main extension and design work at the water treatment plant site. A budget cost of (**\$15,000.00**) is included in this proposal to make the City aware of potential costs.

**Engineering Fees (Additional Services above are separate of the Fees noted below)**

1. The Engineer will perform all Design services described above for the not to exceed Lump Sum fee of Two Hundred Twenty-Six Thousand Dollars (**\$226,000.00**).
2. The Engineer will perform all Bidding services described above for the not to exceed Lump Sum of Fourteen Thousand Dollars (**\$14,000.00**).
3. The Engineer will perform all Construction Engineering services described above for the not to exceed Lump Sum of Seventy-Eight Thousand Dollars (**\$78,000.00**).
4. The Engineer will provide Inspection Services on an hourly basis, plus expenses, for the not to exceed budget of Two Hundred Eight Thousand Dollars (**\$208,000.00**). The fee for this service will only be incurred when authorized by the City of Plymouth. A copy of the current per diem schedule is attached for review.

**Project Schedule**

Plymouth selects Midwestern Engineers, Inc. and executes contract	May, 2014
Midwestern begins Design	June, 2014
Design is completed	Dec, 2014
Obtain Permits	Feb, 2015

Open Project Bids	May, 2015
Begin Construction	July, 2015
Complete Construction	June, 2016
Project Close-out	July, 2016

If you have any questions or would like to meet and discuss this proposal, we are available any time. Please do not hesitate to contact us.

Sincerely,

**MIDWESTERN ENGINEERS, INC.**

S/Mark M. Sullivan, P.E.  
Sr. Project Engineer

Attachment: Midwestern Engineers per Diem Fees Schedule

ATTACHMENT

MIDWESTERN ENGINEERS, INC.  
PER DIEM FEES FOR  
ENGINEERING AND SURVEYING SERVICES  
JANUARY 2014

<u>PERSONNEL</u>	<u>RATES PER HOUR</u>
<u>Engineering and General Supervisor</u>	
501 Senior Project Engineer .....	\$160.00
502 Project Engineer .....	145.00
503 Assistant Project Engineer .....	80.00
516 Engineer Intern .....	35.00
518 Senior Land Surveyor .....	95.00
<u>Design and Drafting</u>	
505 Design .....	75.00
506 Drafter .....	60.00
514 Drafter Intern .....	25.00
<u>Field Personnel</u>	
507 Project Representative .....	65.00
508 Land Surveyor .....	70.00
511 Staff Environmentalist .....	90.00
519 Environmental/Safety Administrator .....	90.00
520 Project Representative for Water Storage Tanks .....	90.00
<u>Clerical</u>	
510 Secretary .....	55.00
515 Secretary Intern .....	20.00
<u>Information Systems</u>	
517 Network & Computer Technician .....	80.00

All work over eight hours per day or work performed on Saturday, Sundays 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:

- Project Travel Subsistence:
  - Mileage shall be billed at \$0.56/mile.
  - Subsistence of \$105/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.
- Archaeological Surveys.
- Site Services: Fees for legal land surveys.
- Sub-surface Investigation and Lab Testing.
- Permit Filing Fees.
- Other Contract Services: Fees for other specialized services as may be required and approved by Owner.
- Other Direct Expenses:
  - As may be required and approved by Owner such as legal advertising, reproduction, lab testing, etc.
- 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 shall be subject to annual modifications unless stated otherwise in the Contract or when attached to a Rural Development Contract.

Davidson noted that engineer's estimate is \$3.3 million for the construction costs. He said that he reviewed the proposal and contacted previous clients as to their satisfaction; and recommended proceeding with Midwestern Engineers' proposal. He asked the board's approval to authorize Midwestern Engineers to prepare a contract for the May 12th meeting.

Board Members Smith and Culp moved and seconded to accept the proposal and approve Davidson's request. The motion carried.

Street Superintendent Marquardt asked approval proceed with requesting an additional appropriation in the amount of \$300,000 for additional street paving projects.

Members Ecker and Culp moved and seconded to approve the request. The motion carried.

City Engineer Gaul requested the board to prohibit parking on the following streets:

- Garro Street - River Street to Michigan
- LaPorte Street - Michigan Street to Water Street
- South Michigan Street - Corporate Limits to Nursery Street

Gaul said that the no parking will be for the day of milling, the day of HMA placement, and the day of pavement marking placement at separate times from May 5, 2014 thru May 23, 2014. The contractor will post No Parking Signs 24 hours prior to the No Parking Enforcement. The press and residents will be notified; times and notifications will be coming from the contractor.

Members Smith and Grobe moved and seconded to approve the request. The motion carried.

City Attorney Surrisi presented Resolution No. 2014-605, A Resolution of the Board of Public Works and Safety Designating a Motor Vehicle as Surplus Property of the Plymouth Fire Department and Authorizing its Transfer to the Plymouth Wastewater Department.

Superintendent Davidson said that the vehicle will allow the wastewater department to keep the pumps, power packs, etc. in one unit to take out to the job site.

Board Members Grobe and Culp moved and seconded to adopt Resolution No. 2014-605, A Resolution of the Board of Public Works and Safety Designating a Motor Vehicle as Surplus Property of the Plymouth Fire Department and Authorizing its Transfer to the Plymouth Wastewater Department. The motion carried by roll call vote.

AYES: Senter, Culp, Ecker, Grobe and Smith  
NAYS: None

Deputy Clerk-Treasurer Xaver presented the following requests:

4/14/14 - Vacate alley E. of Douglas St. and W. of S. Michigan St. on Sat. May 31 from 6 AM to 6 PM. Also vacate Douglas St. behind (W. of) 322 S. Michigan St. and 326 S. Michigan St. on Sat. May 31 from 6 AM to 6 PM. S/ Sam Goebel, Auctioneer, PO Box 395, Plymouth, IN 574-936-7616.

Mr. Goebel said that this will allow him to conduct a public auction for the Holzwart Estate.

Members Smith and Ecker moved and seconded to approve the request; the motion carried.

4/24/14 - The Plymouth Farmer's Market will be opening its 10th season on May 10, 2014. Due to the possibility that the newly laid sod in the area may not be totally ready for normal use, the vendors will be flipped and selling their wares toward the street instead of the sidewalk. I am requesting that the Board of Public Works & Safety approve the closing of Water Street (from Garro to LaPorte) on the dates of May 10, 17, 24 & 31. All of these dates may not be necessary,

but we should be prepared if they are. Thank you for this consideration. S/ Mark Senter, Mayor, 124 N. Michigan Street, Plymouth, IN, 574-936-6717

Senter said that the ribbon cutting for River Park Square has been changed to June 21st.

Members Culp and Smith moved and seconded to approve the request; the motion carried.

4/24/14 - We are requesting permission to park on South Michigan Street in front of 315 S. Michigan St. for delivery of drywall. The delivery should only take 2 hours at most and would occur during the week of April 28, 2014. Thank you. S/ Jeff & Angie Birchmeier, Birchmeier Rentals, LLC, 11100 Shadylane Dr., Plymouth, IN 574-780-1309

Board Member Ecker encouraged the use of safety cones. Members Ecker and Culp moved and seconded to approve the request. The motion carried.

Members Smith and Ecker moved and seconded to allow the salaried payroll for April 1-15, 2014 and the claims for April 28, 2014, as entered in Claim Register #2014. The motion carried.

There being no further business to discuss, Board Members Grobe and Culp moved and seconded to adjourn the meeting. Motion carried. The meeting was declared adjourned at 6:18 p.m.

S/Jeanine Xaver  
Deputy Clerk-Treasurer

APPROVED:

S/Mark Senter, Mayor