

Bender Projects LLC

PO Box 546 Vernon, IN 47282

February 27, 2023

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

Re: Project Management Services
 Next Level Trail – Historic Vernon to Muscatatuck Park

Per our discussions, this letter serves as a proposal for services for this specific project.

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 Project Manager and Point of Contact with the Town, the Committee, the Grantee, Design professionals, and other involved parties.

The project was awarded in March 2021 with the expectation of March 2023 bidding. Little work has been done thus far, and is currently one to two years behind schedule. At this time it is imperative that in order to go forward that a solid plan be put forth and followed. It is intended that these project management services in this proposal run for about one year until bidding occurs in March 2024.

The following services will be offered on a Project Management basis.

- Collect all information on actual work performed to date
- Ensure the town has copies of all documents and correspondence to date
- Attend all 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
- Assist with formal letter from the Town to DNR requesting extension and modification for submission by Town
- Send Request for Proposal to qualified professional firms for services
- Present firm responses to committee
- Gather scoring and recommendations for Town action
- Contact selected firms for agreements and Town execution
- Hold a kickoff meeting with firms

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- Hold Monthly or Bi-Weekly committee meetings
- Provide and Attend Monthly town meetings with updates
- Prepare and submit Quarterly Reports to grantee
- Track and Coordinate work between selected firms
- Hold recurring meetings with firms
- Follow up on status and execution for permits and right of way documents
- Monitor work to adhere to schedule and QCQA compliance
- Review firms pay applications, make recommendations for Town payment
- Assemble front end contract documents to go with technical specifications
- Send review plans and specifications to DNR
- After DNR approval for letting coordinate Final set of Issue with Town
- Prepare and schedule Bid Advertisement
- Submit Plans and Specs to Plan Houses
- Assist Town with Distribution of Contract documents, Track Plan Holders
- Schedule and attend Pre Bid meeting for interested Contractors
- Answer questions, Prepare and issue Addenda as needed
- Attend Bid Opening, Prepare Certified Bid Tabulation
- Assist with Bid Analysis & Recommendation of Town Award

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 \$10,000.00 in the project budget for these services.

In order to assist with this project, we propose to provide these services, at **NO COST**. 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 reimburseables.

This proposal does not include any work after Notice of Award to the contractor, nor any construction administration or onsite construction observation services. I retain the right to apply for and be compensated for that portion of the work at a later date, under a wholly separate agreement.

I have served many clients with these services such as these listed in the past, my resume is attached for verification.

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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 _____

BRADLEY R. BENDER

BENDER PROJECTS LLC

Total Years of Professional Experience

46

Current Responsibilities

Brad offers consultant services based on his career experience in surveying and site, road, and highway engineering for public and private works along with a strong background in administration, project management, supervision and construction.

Expertise

- Right of Way Acquisition
- Project Management
- EJCDC Contracts
- CSI Specifications
- AIA documents
- AutoCAD
- Word, Excel, Outlook
- Bluebeam PDF
- Cost Estimating
- Inspection

Organizations

Past Board Member & President

- Jennings County Historical Society
- Jennings County
Community Foundation
- Muscatatuck Recreation Corporation

- Elected to Jennings County Economic
Development Hall of Fame - 2006

Throughout his career, he has worked closely with public and private clients and stakeholders from project inception and planning through analysis and public presentation to final design and construction in order to assist owners in pursuing their goals

Previous Professional Experience

1976 - Route and Aerial Control surveys for cross country power and pipeline projects

1978 - 43-mile 750kva power line from Marble Hill Nuclear Power Plant to Columbus, Indiana, in Coordination with Public Service Right of Way Department.

1981 - Project Engineer City of Bloomington, Indiana. Implemented the transfer of public projects from out-sourced services, to in house. Established cost savings for both public works and redevelopment projects. Obtained an INDOT Project Engineer/Supervisor certificate

1983 – Project Engineer for Bynum Fanyo & Associates – Survey, schematic and design development responsibilities for site plans and subdivisions

1986 – Manager for B & B Groundworks –DBE Certified Landscaping & Light Construction Corporation

1991 - Fewell, Pettitt & Associates manager. Pursued new avenues of work and clients.

1993 –Fewell Pettitt Bender. Became owner/partner. Established company upgrades and development.

2000 – 2021 FPBH – Oversaw company expansion, firm pre-qualification in all aspects of public services.

Assisted in the development of a corporation that has wide ranging experience in the public process for projects; from programming and funding through grant submittal, preliminary design, public comment, final design, Right of Way and Easement Acquisition, Bid Letting and Analysis, Construction, Inspection and Final close-out and Compliance.

Serving as General Manager for FPBH, responsible for both the day to day operations of a small business - and over 12,000 projects in 31 years.