

# Town of Vernon

March 9, 2023

To: Butler, Fairman and Seufert, Inc. Christopher B. Burke Engineering, LLC  
CrossRoad Engineers, PC FPBH, Inc.  
Hannum, Wagle and Cline Jacobi Toombs and Lanz  
Strand Associates United Consulting Engineers, Inc.

## **Request for Letters of Qualifications**

Your firm is invited to submit your Letter of Qualifications for services related to:

### **Vernon Historic Trail to Muscatatuck County Park DNR NLT 02-08**

**Project description:** DNR partially funded a Next level Trail per the attached map, for a total anticipated project amount of \$1,359,605. The project was awarded in March 2021 with the expectation that design services be completed in March 2023. Per the attached revised schedule, the owner has applied for a project extension for letting of March 2024 and construction to April of 2025.

Enclosed are the following:

1. A list of information to be included with your Letter of Qualification.
2. A general definition of the preliminary scope of services and schedule
3. A schedule of dates and requirements for the selection process.

No tours or interviews are planned during the selection process.

Your Letter of Qualifications must be received no later than March 24, 2023 and shall be addressed to:

Town of Vernon, PO Box 233, Vernon, Indiana, 47282

The proposal can be hand delivered to the:

Office of the Clerk Treasurer, 260 East Brown Street, Vernon, IN 47282, between the hours of Noon to 2:00 pm, March 24, 2023.

P.O. Box 233

Vernon, IN 47282  
Founded 1815

Phone: (812)346-7438

Listed on the National Register of Historic Places since 1976

# Town of Vernon

## Services Required

- Topographic Survey
- Right of Way Plan Development for location of existing Right of Way, and 8 Easement Plats and Descriptions for acquisition
- Environmental Services for SEPA, and 401/404 and Construction in a Floodway Permitting
- Archaeological Assessment
- Design Engineering for Trail and Structures including permit submittal and revisions
- Geotechnical Investigation
- Utility Coordination
- Easement Acquisition services and documentation
- Quantities and Technical Specifications

(Utilize Subconsultants as needed to supply all listed services)

It is imperative that the selected firm commit to comply with the attached schedule.

Monthly written updates and monthly deliverables are required from the selected firm for submission to the Town committee.

Owner will provide front end bidding docs, advertising and assembly for a Unit Price contract.

Selected firm will need to be available for pre-bid, addenda, and questions during construction.

# Town of Vernon

## Requirements for Letters of Qualifications

Please include the following information in your Letter of Qualifications:

1. Name, address, brief history and description of firm.
2. Résumés of key personnel to be assigned to this project.
3. Related projects / areas of expertise / experience.
  - a) Description of other projects designed by this firm similar to this project.
  - b) Include reference contact information.
4. Description of budgeting, cost and quality control procedures.
5. A brief description of the firm's approach to planning, designing and implementing the project.
6. Capacity of the firm and the ability to perform the work in a timely manner relative to present workload and proposed schedule

You are invited to include a maximum of one page of information not covered above, which you feel may be useful

Proposals will be scored based on experience, expertise with similar projects, and commitment to meeting the attached schedule.

Submit 4 bound hard copies, limited to 12 pages.

In order to expedite the project, provide fees for the respective items and a total fee, within a **separate sealed envelope** only to be opened after scoring for selection. Owner reserves the right to negotiate final fee to accommodate their budget.

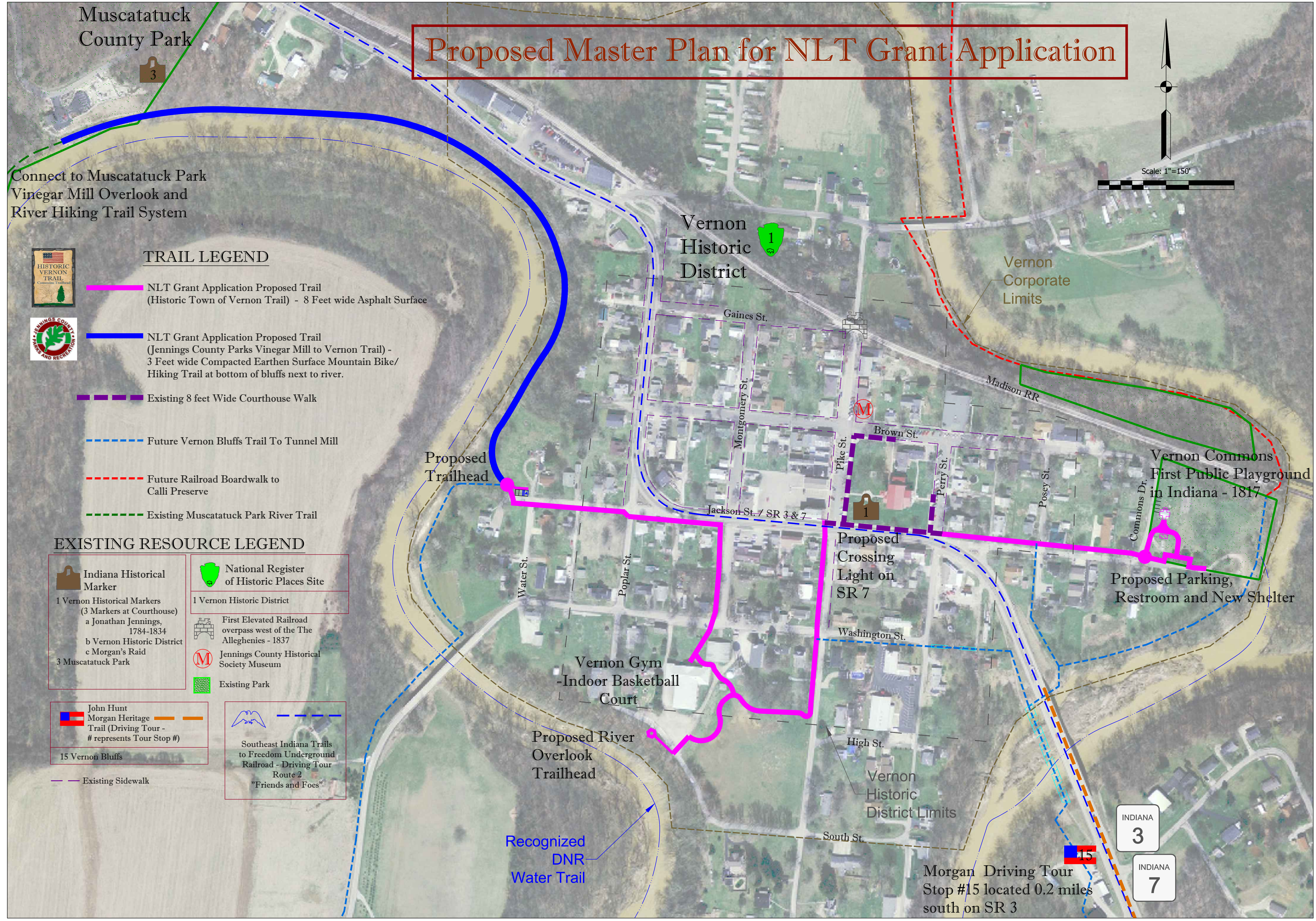
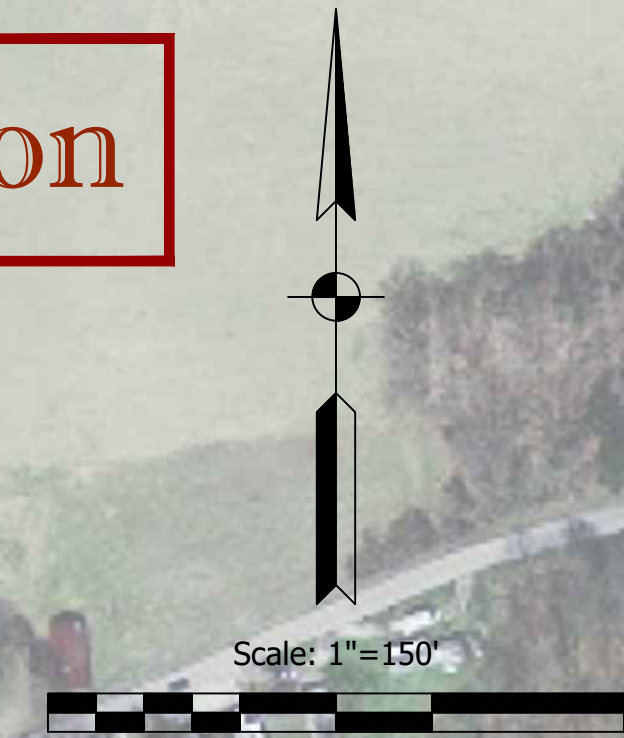
# Town of Vernon

## Schedule of Activities

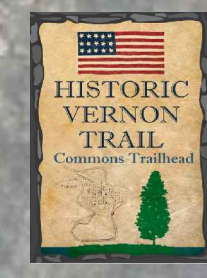
- March 9                      A request for Letters of Qualifications is presented.
- March 24                     Letters of Qualifications due
- March 31                     Proposals Reviewed
- April 5                        Scope of services and fee is reviewed jointly with the committee and the highest ranked firm
- April 13                      Notice to Proceed with the project and to prepare an agreement will be issued at the Town Board Meeting. Formal contract execution between the parties will follow.
- April 14                      Memo is mailed to all firms indicating the results of the selection process and expressing appreciation for their involvement.
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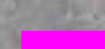
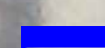
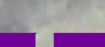

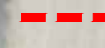
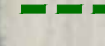
# Proposed Master Plan for NLT Grant Application





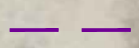
Connect to Muscatatuck Park  
Vinegar Mill Overlook and  
River Hiking Trail System



## TRAIL LEGEND

-  NLT Grant Application Proposed Trail  
(Historic Town of Vernon Trail) - 8 Feet wide Asphalt Surface
-  NLT Grant Application Proposed Trail  
(Jennings County Parks Vinegar Mill to Vernon Trail) -  
3 Feet wide Compacted Earthen Surface Mountain Bike/  
Hiking Trail at bottom of bluffs next to river.
-  Existing 8 feet Wide Courthouse Walk
-  Future Vernon Bluffs Trail To Tunnel Mill
-  Future Railroad Boardwalk to  
Calli Preserve
-  Existing Muscatatuck Park River Trail

## EXISTING RESOURCE LEGEND

- |   |  |
|---|--|
|  Indiana Historical Marker<br>1 Vernon Historical Markers<br>(3 Markers at Courthouse)<br>a Jonathan Jennings,<br>1784-1834<br>b Vernon Historic District<br>c Morgan's Raid<br>3 Muscatatuck Park |  National Register<br>of Historic Places Site<br>1 Vernon Historic District                                     |
|  First Elevated Railroad<br>overpass west of the The<br>Alleghenies - 1837   |  Jennings County Historical<br>Society Museum   |
|  Existing Park   |  Southeast Indiana Trails<br>to Freedom Underground<br>Railroad - Driving Tour<br>Route 2<br>"Friends and Foes" |
|  John Hunt<br>Morgan Heritage<br>Trail (Driving Tour -<br># represents Tour Stop #)<br>15 Vernon Bluffs  |  Existing Sidewalk  |

Vernon Commons  
First Public Playground  
in Indiana - 1817

Proposed Parking,  
Restroom and New Shelter

Morgan Driving Tour  
Stop #15 located 0.2 miles  
south on SR 3

