



April 11, 2012

Honorable Dennis Buckley, Mayor
City of Beech Grove
806 Main Street
Beech Grove, IN 46107

RE: Fee Proposal
ADA Transition Plan for Transportation Facilities
Beech Grove, Indiana

Mayor,

CrossRoad Engineers is pleased to present this Scope of Services and Fee Proposal to provide professional services associated with the required ADA Transition Plan as stipulated in the Americans with Disabilities Act (ADA) of 1990. As a necessary step to a program access plan to provide accessibility under the ADA, state and local government, public entities or agencies are required to perform self-evaluations of their current facilities, relative to the accessibility requirements of the ADA. The agencies are then required to develop a Program Access Plan, which can be called a Transition Plan, to address any deficiencies. The Plan is intended to achieve the following:

1. Identify physical obstacles that limit the accessibility of facilities to individuals with disabilities.
2. Describe the methods to be used to make the facilities accessible.
3. Provide a schedule for making the access modifications.
4. Identify the public officials responsible for implementation of the Transition Plan.

Therefore, this proposal is broken into two categories: Field Investigation and Transition Plan Report. The following Scope of Services is designed to provide these services:

A. FIELD INVESTIGATION

CrossRoad Engineers will perform the necessary field investigation to collect ADA data throughout the City limits. Our field investigation scope of work will concentrate on the

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existing pedestrian facilities located within public road right-of-ways, in City owned parks, and on City owned property; but will not include inside any building structures. We understand that these investigations will be made by City employees and information will be provided to CrossRoad Engineers for inclusion into the Transition Plan Report.

B. TRANSITION PLAN REPORT

CrossRoad Engineers will prepare the ADA Transition Plan per the “ADA Transition Plans: A Guide to Best Management Practices” prepared for the National Cooperative Highway Research Program. As per these guidelines, this Transition Plan will a list of the deficient areas (and corresponding maps), a description of the required work to remedy the deficient areas, a proposed schedule for this work, and cost estimates/budgets required to perform this work. We will meet with the appropriate City staff once our Field Investigation is complete in order to discuss our findings and the costs associated. These discussions will result in a timeline and established budgets to meet the goals outlined in the Transition Plan. Also during these discussions, we will collect any data retrieved by the City relative to the ADA deficiencies in any public owned buildings. This information will be included in the final Transition Plan Report.

C. METHOD FOR PAYMENT OF FEES

During the course of this work, progress invoices will be prepared for the portions of the work done to date based on the Fee Schedule included with this document as Attachment “A”. Prior to preparing these invoices, we will contact you to discuss the amount of work that is complete and, therefore, the dollar amount that each invoice will be. These invoices will be submitted by the 5th of each month and will become due by the 30th of that same month. Invoices not paid within 30 days after submission to you will accrue interest at a rate of 1.5% per month.

D. UNDERSTANDINGS

For additional services not covered herein, the work will be performed as authorized by you at a mutually agreed upon rate.

Items not included are acquisition of building permits, sanitary sewer connection permits, regulatory fees to accompany permit applications, and permits normally obtained by the contractor(s). Payment for these items will not be the responsibility of CrossRoad Engineers.

We understand that the Transition Plan is required to be completed by the end of 2012.
Therefore, this proposal is based upon that completion date.

We are ready to begin and appreciate your allowing CrossRoad Engineers to design this project
for you. If you have any questions, please call me at 780-1555 ext. 114.

Sincerely,

CrossRoad Engineers, PC



Trent E. Newport, P. E., L. S.
Vice-President

Please signify your acceptance by signing below:

City of Beech Grove

Date

ATTACHMENT “A”
FEE SCHEDULE

The total lump sum fee is divided into the following work components for billing purposes:

A.	FIELD INVESTIGATION	\$ 14,500
B.	TRANSITION PLAN REPORT	\$ 14,000
TOTAL LUMP SUM FEE		\$ 28,500