

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JULY 6, 2021 AGENDA

Subject:	Type:	Submitted By:
EAST LA VISTA SEWER & PAVEMENT REHABILITATION – FINAL DESIGN AMENDMENT No.2	◆ RESOLUTION ORDINANCE RECEIVE/FILE	PAT DOWSE CITY ENGINEER

SYNOPSIS

A resolution has been prepared authorizing the execution of Amendment No. 2 to a Professional Services Agreement with HGM Associates, Inc. for additional engineering services associated with the east La Vista sewer and pavement rehabilitation project in an additional amount of \$334,087.20. Total agreement not to exceed \$511,218.88.

FISCAL IMPACT

The FY21/FY22 Biennial Budget provides funding for this project.

RECOMMENDATION

Approval

BACKGROUND

The City's current agreement with HGM Associates Inc. is to study the conditions of the existing sanitary sewer and pavement conditions on the original east side of La Vista, from east of 72nd Street to 69th Avenue, from south of Harrison Street to 69th Street. This amendment, or Phase 2 of the design work, is needed to complete remaining design work, provide public outreach, prepare final plans, specifications, and estimates, and to complete any right-of way work necessary to carry out the construction of the rehabilitation project. A detailed scope of services is identified in the amendment, and a not-to-exceed fee was agreed upon for the work in this 2nd amendment. The proposed agreement is available for review.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE EXECUTION OF AMENDMENT NO. 2 TO A PROFESSIONAL SERVICES AGREEMENT WITH HGM ASSOCIATES INC. FOR ADDITIONAL SERVICES RELATED TO THE EAST LA VISTA SEWER AND PAVEMENT REHABILITATION PROJECT IN AN ADDITIONAL AMOUNT NOT TO EXCEED \$334,090.

WHEREAS, the Mayor and City Council of the City of La Vista Nebraska have determined the East La Vista Sewer and Pavement Rehabilitation Project is necessary; and that

WHEREAS, The FY21/FY22 Biennial Budget provides funding for this project; and

WHEREAS, Subsection (C) (9) of Section 31.23 of the La Vista Municipal Code requires that the City Administrator secure Council approval prior to authorizing any expenditure over \$5,000.00.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and City Council of La Vista, Nebraska, authorizing the execution of Amendment No. 2 to a professional services agreement with HGM Associates Inc. for additional services related to the East La Vista Sewer and Pavement Rehabilitation project in an additional amount not to exceed \$334,090.

PASSED AND APPROVED THIS 6TH DAY OF JULY 2021.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk



June 24, 2021

Mr. Pat Dowse, P.E
City Engineer
City of La Vista
Public Works Department
9900 Portal Road
La Vista, Nebraska 68128

Subject: East La Vista Sewer and Pavement Rehabilitation
Phase 2-Final Design
Amendment No. 2
HGM Project No. 702619

Dear Pat:

HGM Associates Inc. is pleased to provide additional services as requested on the above project. This letter shall serve as Amendment Number Two (2) to the original agreement for this project dated June 4, 2019.

The scope of additional services includes the following:

- Final Design and Construction Documents for completion of the East La Vista Sanitary Sewer & Roadway Rehabilitation Project.

These services are more specifically defined in the attached Scope of Services, Exhibits A through F.

HGM will provide these additional services on an hourly basis with our total estimated cost to be \$334,087.20.

City of La Vista

June 24, 2021

Page 2 of 2

If you have any questions or require additional information, please contact me at your earliest convenience. HGM sincerely appreciates the opportunity to provide these additional services to you.

Yours very truly,
HGM ASSOCIATES INC. - CONSULTANT



Stephen W. Moffitt, P.E.
Vice-President



William J. Glismann, P.E
Project Manager

Acceptance of Proposal:
CITY OF LA VISTA - CLIENT

Authorized Signature

Printed Name & Title

Date of Acceptance

This is an exhibit attached to and made part of Amendment No. 2 to the letter agreement dated June 4, 2019 between: CITY OF LA VISTA (CLIENT) and HGM ASSOCIATES INC. (CONSULTANT).

Project Description: East La Vista Sewer and Pavement Rehabilitation
Phase 2- Final Design
Amendment No. 2
HGM Project No. 702619

Complete final design documents for the sanitary sewer and roadway rehabilitation as outlined in the Sewer & Pavement Rehabilitation Assessment Report. See attached Map of recommended repairs Exhibit B.

- Emiline & 69th Street will be removed and replaced with new roadway pavement.
- All other roadways will be milled, damaged areas of roadway repaired and overlayed with asphalt.
- New ADA compliant curb ramps will be constructed at all intersections.
- Damaged Sanitary Manholes and Pipe will be repaired. A liner will be installed in all sanitary sewers pipes. Sanitary Sewer Laterals will be replaced to back of curb of roadway.

The Basic Services to be provided by the CONSULTANT under this agreement are further described as follows:

1. PROJECT ADMINISTRATION

A. Project Management & Coordination.

1. Attend the following meetings: Pre-design, 2 submittal review and 2 progress meetings.

B. Prepare Funding Application.

C. Utility Coordination.

1. Coordinate with Utility companies to assess any conflicts within the project limits to include providing to the utilities the following drawings:
 - Topographic survey plan
 - Preliminary plans

D. Public Involvement.

1. Coordination of Public Involvement.
2. Prepare Construction Plans & Displays for Public Meeting & Mailers.
3. Conduct Public Meeting.

2. SURVEYING

- A. Provide topographic survey of Emiline & 69th Streets.
- B. Provide topographic survey all other intersections in East La Vista.
- C. Utility locate request and survey marked utilities.
- D. Locate and survey property pins.

3. ROADWAY AND CURB RAMP DESIGN

- A. Field Investigation of Project Site to access roadway repair locations and curb ramp layouts. Includes final plan walk-through.
- B. Complete design and Final Construction Plans & Details for the following:
 1. Removal and Reconstruction of Emilie and 69th Streets roadway.
 2. Design of ADA Compliant Curb Ramps at all intersections within the neighborhood.
 3. Pavement Repairs and Overlay for remaining roadways within the neighborhood.
 4. Construction Phasing.
 5. ROW / Easement Design.
 6. Develop Storm Water Pollution Prevention Plan (SWPPP) Drawings.
 7. Anticipated Drawings are indicated in Exhibit C.
- C. Prepare Legal Descriptions for ROW Acquisitions or Temporary Easements. ROW or easement descriptions are estimated for 15 tracts.
- D. Prepare Special Provisions. Specification will refer to the City of Omaha Standard Specifications for Public Works Construction.
- F. Develop quantities and opinion of probable cost at each submittal.
- H. Address any review comments and finalize contract documents for bid.

4. PERMITTING

The CONSULTANT will prepare submittal documentation for the following permits:

- A. Nebraska Dept. of Environment & Energy - NPDES Notice of Intent.
- B. Papillion Creek Watershed Partnership - SWPPP / Grading Permit.

5. BID PERIOD SERVICES

- A. Answer contractor questions and requests for information.
- B. Issue an Addendum as needed.

6. SANITARY SEWER REHABILITATION DESIGN

TREKK Design Group will provide the design services for the Sanitary Sewer lining and repairs and replacement of the sewer laterals. Scope of work is attached as Exhibit D.

7. PUBLIC OUTREACH

Emspace + Lovgren will provide Public Outreach services for the project. Scope of work is attached as Exhibit E.

8. ROW APPRAISAL & ACQUISITION

Midwest ROW will provide ROW Appraisal and Acquisition services for the project. Scope of work is attached as Exhibit F.

CLIENT'S RESPONSIBILITIES:

In order for the CONSULTANT to perform these services, the CLIENT agrees to furnish the following information:

- A. City of La Vista will prepare front end documents for bidding of the project and will solicit bids for the construction of the project.
- B. Provide electronic sign board for public meeting announcements, if desired.

Harrison St.

EXHIBIT B



NO SCALE

RECOMMENDATIONS

LEGEND

- 2" Overlay
- Remove and Replace Pavement (Full Depth)
- Concrete Pavement (For Information Only)
- Sewer Remove and Replace
- Sanitary Sewer - CIPP
- Curb and Gutter Repair
- Project Limits

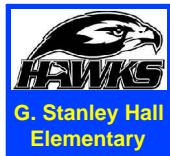
* All Curb Ramps to be
Removed and Replaced

SEWER REMOVE AND REPLACE			
NO.	SIZE	LENGTH	MH - MH
1	8"	-	A7140 - A7100
2	8"	20'	A7090 - A7080
3	8"	20'	A6580 - A6570
4	8"	85'	A6540 - A6530
5	8"	20'	A6510 - A6500

James Ave.



East LaVista Study
Pavement Assessment Ratings Map
City of LaVista, Nebraska



72nd St.
71st Ave.

G. Stanley Hall
Elementary

1

2

71st St.
La Vista Dr.

69th St.



EXHIBIT C
MAN HOURS AND TOTAL FEES

Project Name	East La Vista Sewer & Pavement Rehabilitation						Date:	6/16/2021
	Phase II - Final Design							
HGM Project No:	702619							
HGM		Project Mgr/ PE Civil	EI Civil	CADD Tech	Registered Surveyor	Survey Crew	Admin	TOTAL PER CATEGORY
1	Project Coordination and Administration	60					8	68
2	Meetings							
	Pre-Design, 2 Review & 2 Progress Meetings	12	8					20
3	Funding Application							
	Assist City with engineering requirements for the Application	20						20
4	Utility Coordination							
	Provide Plans for Utility Company Review	1	8	8				17
	Utility Coordination Meeting	3	2					5
	Address conflicts / prepare Status of Utilities Report	4	8					12
5	Public Involvement							
	Coordination- TREKK, Emspace + Lovgren	12	4					16
	Prepare information for Public Meeting & Outreach	12	6	20				38
	Conduct Public Meeting	4	4					8
6	Topographic Survey							
	Control & Property Corners				2	16		18
	Topographic Survey Emilene/69th Streets				4	52		56
	Topo Survey 12 Intersections				2	43		45
	Drafting Topo			40				40
	Utility Locate & Survey			8		16		24
	Property/ROW Research & Drafting			26	6			32
7	Field Investigation							
	Roadway Repair Assessment	8	24					32
	Curb Ramp site Investigation	8	8					16
8	Final Roadway Design							
	Develop Final Construction Drawings:							
	Cover	1	6					7
	General Notes / Estimate of Quantities	1	6	8				15
	Typical Section & Misc Details	4	16	24				44
	Roadway Improvement Phasing Plans	4	12	20				36
	Roadway Repair & Overlay Plans	8	32	40				80
	Roadway Alignment & Control	1	4	8				13
	Roadway Plan & Profile (3 shts)	2	12	20				34
	Geometric & Spot Elevation Plans (7 Shts)	8	42	40				90
	Removal Plans (7 Shts)	10	24	32				66
	Construction Plans (7 Shts)	16	36	40				92

Curb Ramp Plans & Details (18 intersections)	16	54	48				118
ROW Design & Map	8	20	24				52
SWPPP Drawings	4	16	20				40
Cross Sections (16 Shts)	12	20	40				72
Drawing Plan Prep & Coordination with TREKK			16				16
Legal Descriptions (15 Tracts)		8		32			40
Special Provisions	20						20
Quantities & Cost Estimate	8	24					32
9 Permitting							
NE Dept Of Environment & Energy NPDES Permit	1	4					5
Papillion Watershed Partnership SWPPP Permit	1	16					17
9 Bid Period Services							
Address Contractor RFI's and Prepare Addendums	6	2	4				12
TOTAL HOURS	274	421	492	46	127	8	1,368
LABOR COST	\$ 195.00	\$ 126.00	\$ 109.00	\$ 175.00	\$ 225.00	\$ 70.50	
HGM TOTAL FEE	\$ 53,430.00	\$ 53,046.00	\$ 53,628.00	\$ 8,050.00	\$ 28,575.00	\$ 564.00	\$ 197,293.00

TREKK

Sanitary Sewer Rehabilitation Design (See Attached Scope & Fee Exhibit D)					\$ 65,258.20	
TREKK TOTAL FEE						\$ 65,258.20

EMSPACE + LOVGREN

Public Involvement (See Attached Scope & Fee Exhibit E)					\$ 12,811.00	
EMSPACE + LOVGREN TOTAL FEE						\$ 12,811.00

MIDWEST ROW

ROW Acquisition Services (See Attached Scope & Fee Exhibit F)					\$ 58,725.00	
MIDWEST ROW TOTAL FEE						\$ 58,725.00

TOTAL PROJECT FEE

\$ 334,087.20



EXHIBIT 1
SCOPE OF SERVICES FOR
LA VISTA SEWER REHABILITATION
CITY OF LA VISTA, NEBRASKA
HGM ASSOCIATES, INC.

Professional services to be provided by TREKK shall include sewer rehabilitation evaluation, construction plan preparation, and bid phase services for sewer rehabilitation improvements in the area southeast of the intersection of 72nd and Harrison Street. Hereinafter, TREKK Design Group, LLC will be defined as the CONSULTANT and HGM Associates, Inc., will be defined as the CLIENT.

TASK 1 – PROJECT ADMINISTRATION:

1. The CONSULTANT will attend a project kickoff meeting with CLIENT.
2. The CONSULTANT will provide Project Management and Administration including in-house project management, administration, budget tracking, and monthly billing.
3. The CONSULTANT will attend up to four (4) progress meetings, two (2) review meetings and two (2) progress meetings to track progress and discuss any project issues with the CLIENT and City of La Vista.

TASK 2 – PRELIMINARY DESIGN

1. The CONSULTANT will review previously completed manhole inspection data, CCTV data and rehab recommendations.
2. The CONSULTANT will review road improvement plans completed by CLIENT.
3. The CONSULTANT will coordinate with CLIENT on conceptual sewer rehabilitation with road improvements.
4. The CONSULTANT will complete preliminary conceptual sewer rehabilitation design.
5. The CONSULTANT will perform internal quality control/quality assurance on the preliminary conceptual sewer rehabilitation design prior to submittal to CLIENT.
6. The CONSULTANT will attend up to one (1) public meeting with the residents to discuss the preliminary conceptual sewer rehabilitation after approved by the City of La Vista.
7. The CONSULTANT will prepare a Conceptual Estimates of Probable Cost based on the preliminary conceptual sewer rehabilitation design.

TASK 3 – PRELIMINARY PLANS (60% SUBMITTALS)

1. The CONSULTANT will prepare Preliminary Sewer Rehabilitation Plans based using CLIENT completed topographic survey data and data collected at the public meeting.
2. The CONSULTANT will prepare preliminary (60%) sanitary sewer rehabilitation design plans including: cover sheet, general legend/layout, plan sheets(s), rehabilitation schedule sheets(s), and detail sheet(s).
3. The CONSULTANT will perform internal quality control/ quality assurance on plans and estimate prior to review submittal.
4. The CONSULTANT will prepare estimate of probable cost for the 60% submittal.
5. The CONSULTANT will conduct utility coordination.



- 6. The CONSULTANT will coordinate with CLIENT on 60% sewer rehabilitation plans and road improvements completed by CLIENT.
- 7. The CONSULTANT will submit preliminary plan set to CLIENT in electronic format.

TASK 4 – FINAL PLANS (100% SUBMITTAL)

- 1. The CONSULTANT will prepare 100% sanitary sewer rehabilitation design plans including: cover sheet, general legend/layout, plan sheets(s), rehabilitation schedule sheets(s), and detail sheet(s) based on 60% review comments.
- 2. The CONSULTANT will prepare final construction plans and specifications for bidding; including any required technical specifications not already covered under the latest edition of the City of Omaha's Standard Specifications for Public Works Construction.
- 3. The CONSULTANT will perform internal quality control/ quality assurance on plans, specifications, and estimate prior to review submittal.
- 4. The CONSULTANT will prepare estimate of probable cost for the 100% submittal.
- 5. The CONSULTANT will perform a plan in hand field check to verify field conditions for final design.
- 6. The CONSULTANT will coordinate with CLIENT on 100% sewer rehabilitation plans and road improvements completed by CLIENT.
- 7. The CONSULTANT will attend up to one (1) public meeting with the residents to discuss the sewer rehabilitation plans.
- 8. The CONSULTANT will submit final plan set and project manual to CLIENT in electronic format.

TASK 5 – BID PHASE SERVICES

- 1. The CONSULTANT will attend Pre-Bid Meeting.
- 2. The CONSULTANT will respond to bidders' questions and prepare up to one (1) addenda.

ADDITIONAL SERVICES (ITEMS NOT INCLUDED IN THIS SCOPE):

All additional work requested by the CLIENT will be billed on an hourly basis according to the rate schedule attached or a negotiated lump sum fee. Extra work will include, but not be limited to:

- 1. Engineering services during the Construction Phase.
- 2. Additional Bid Phase services not outlined in Task 5.
- 3. Changes in Scope of Services
- 4. Changes required due to contractor error during construction.
- 5. Design modifications requested by CLIENT after Preliminary Plan Approval
- 6. Topographic/boundary survey, construction staking, and project control
- 7. Easement Preparation
- 8. Construction Inspection
- 9. Certified payroll reports and labor interviews
- 10. Review of schedule of values, payment applications, and retainage
- 11. Any additional permitting or easements



ESTIMATE

Emspace + Lovgren
105 N. 31st Ave., Ste. 100
Omaha, NE 68131
emspacegroup.com

TEL. 402-398-9448

Bill Glismann, P.E.
HGM Associates Inc.
5022 S. 114th St., Suite 200
Omaha, NE 68137

Date: Jun 11 2021**Title:** HGM - East La Vista 2021 Design Estimate **Estimate #:** 6105**Prepared By:** Brian Kaminski**Job Description:**

This scope assumes we are using the remaining budget from phase 1 for a public meeting in July. A second public meeting at the conclusion of design is part of this scope.

6 Months of Public Outreach to the neighborhood includes:

1 Public Meeting at the conclusion of design

2 Postcards

Yard Signs

Website Content

Project Overview Sheet

Estimated Printing

Estimated Postage

Scope Of Work	Amount
Project Management and Administration	\$2,970.00
6 months from July 2021 through December 2022:	
Internal coordination and project management	
Billing and tracking	
Public Involvement and Neighborhood Coordination	\$8,000.00
Public meeting location & logistics	
Assist with PPT, agenda, sign-in sheets, meeting notes & other materials as needed	
Facilitate public meeting-Presentations/discussions	
Design location signage to alert residents to meetings	
Design yard signs	
Create project flyer	
Develop meeting handouts	
Coordinate electronic signage	
Communication with stakeholders	

ESTIMATE

Emspace + Lovgren
105 N. 31st Ave., Ste. 100
Omaha, NE 68131
emspacegroup.com

TEL. 402-398-9448

Scope Of Work	Amount
Expenses	\$1,841.00
Miscellaneous Expenses, copies, mileage, etc.	
2 mailings to approximately 350 households.	
Estimated Postage & Fulfillment	
Yard Signs	
Total	\$12,811.00

Terms & Conditions

Estimates do not include sales tax. Shipping is additional unless noted. Post-approval changes, excessive changes and/or changes in project scope may result in revised estimates. This estimate will be honored for 30 days.

signature _____ printed name _____ date _____
Approved to proceed. I have read and agreed with the terms and conditions.



June 17, 2021

Bill Glismann, P.E.

hgm ASSOCIATES INC.

5022 S. 114th Street, Ste 200

Omaha, NE 68137-2329

RE: Proposal for Right of Way Services
Sarpy County, Nebraska
East La Vista Rehabilitation ROW Services

Dear Mr. Glisman:

Midwest Right of Way Services, Inc. is pleased to provide this proposal for right of way services for the above-referenced project in Sarpy County, Nebraska.

CONSULTANT AND KEY PERSONNEL

Consultant Midwest Right of Way Services
13425 "A" Street
Omaha, Nebraska 68144
(402) 955-2900

Key Personnel Jack Borgmeyer, President
John E. Borgmeyer, Chief Operations Officer

PROJECT UNDERSTANDING

This project involves the acquisition of right of way and temporary easements from approximately fifteen (15) tracts of land for Sanitary Sewer & Roadway Rehabilitation project. The project site is located near 72nd Street, South of Harrison Street in La Vista, Nebraska. The right of way and easements will be used for the construction of an ADA compliant sidewalk ramps project.

PROJECT MANAGEMENT

This task will involve coordination of all project elements so that work is initiated as it should be, appropriate progress is made, and schedules are met. Coordination and scheduling of the title work, waiver valuations, and the acquisition will be the responsibility of the project manager.

TITLE SEARCHES

Title searches will be ordered for the property to be acquired in order to determine fee ownership and any liens and encumbrances which will affect the title. Midwest Right of Way Services will contract with Nebraska Title Company in Omaha, Nebraska to provide these services and pass the cost through to the City of La Vista, Nebraska at no additional cost.

COMPENSATION ESTIMATES & APPRAISAL

This task involves preparation of fifteen (15) compensation estimate reports for the properties adjacent to the existing sidewalk ramps, which have a small, uncomplicated acquisitions. These reports will provide values for the land and easements to be acquired. The reports will be submitted to the City of La Vista, Nebraska for their determination of Just Compensation. Midwest Right of Way Services will prepare the waiver valuations in house and delivery to HGM Associates, Inc.

* In the event that an appraisal is required, Midwest will contract with an appraiser that is approved by the State of Nebraska Department of Transportation to provide appraisal report for right of way purposes and pass the cost through to Sarpy County at no additional cost.

ACQUISITION

Midwest Right of Way Services' acquisition agents will make every effort to understand the project's objective before meeting with the property owners. We will prepare all documents, present and explain the offer, answer all acquisition-related questions, and secure signatures from all interested parties. Our acquisition agents will obtain tenant information from property owners and proceed to obtain signed a leasehold contract, if applicable. We will negotiate in good faith and keep records of all calls made.

ECONOMIC EQUITY AND INCLUSION PROGRAM

Midwest Right of Way Services, Inc. is a participant in the City of Omaha Economic Equity and Inclusion Program.

SMALL EMERGING BUSINESS TIER II

Midwest Right of Way Services, Inc. is certified by the City of Omaha as a Small Emerging Business Tier II.

VETERAN-OWNED BUSINESS

Midwest Right of Way Services is a veteran-owned business.

TEAM MEMBERS

Jack Borgmeyer, SR/WA, R/W-RAC, is President of Midwest Right of Way Services, Inc. He is qualified to complete all aspects of the right of way process. He has over 35 years of experience relating to real estate and right of way. His experience includes right of way title searches, land and easement acquisition, relocation, condemnation testimony, and project management.

John Borgmeyer, RWA-GN, Right of Way Agent, is the Chief Operations Officer for Midwest Right of Way Services, Inc. He has performed acquisition negotiations for state, local and federally funded projects in Nebraska, Iowa and Kansas, and relocation assistance for local and federally funded projects in Nebraska. His experience includes roadway, airport, drainage and sewer projects.

Stacey A. Kroeger, SR/WA, R/W-RAC, Right of Way Agent, has worked for Midwest Right of Way Services since February 2001. She has performed acquisition negotiations and relocation assistance since May, 2005. Her experience includes right of way title searches, acquisition negotiations, and relocation assistance for state, local, and federally funded projects.

Maria Rodriguez, Right of Way Agent, has worked for Midwest Right of Way Services since October, 2013. She performed several years of acquisition negotiations and relocation assistance in Phoenix, Arizona. Her experience includes right of way title searches, acquisition negotiations, and relocation assistance for state, local, and federally funded projects. Maria speaks and writes the Spanish language fluently.

Denny Bliss, Right of Way Agent, has worked for Midwest Right of Way Services since July, 2011. He has performed acquisition negotiations for state, local and federally funded projects. His experience includes preparation and review of legal descriptions, review of land title reports, as well as the ability to read, interpret, and draw engineering plans. He has experience with airport, roadway, drainage, sewer, and utility projects. He is also an experienced CADD technician.

Jim Abbott, Right of Way Agent, has worked for Midwest Right of Way Services since January of this year. He has performed acquisition negotiations for sewer and roadway projects in Omaha, Lincoln, Sarpy County and Douglas County in Nebraska and roadway projects in Iowa. His experience includes twenty years of real estate management of commercial and investment properties in the Midwest working for a management company throughout Nebraska, Iowa, and South Dakota.

Chris Wayne, SR/WA, Right of Way Agent, is the newest member of the Midwest Right of Way Services team starting in May of 2020. His experience includes over 30 years of urban planning and redevelopment experience working for the City of Omaha. Chris has extensive knowledge in the real estate, right of way acquisition, and relocation assistance service field.

Molly Frederickson, Administrative Assistant, is the newest member of our team beginning in January 2019. She provides administrative support and document preparation for Midwest Right of Way's acquisition and relocation agents. She has experience as a document specialist for a local law firm and has experience as an escrow assistant for a real estate title company.

PAYMENT FOR SERVICES

Midwest Right of Way Services proposes the right of way services detailed above for the following hourly fees:

<u>Hourly Salary Rates</u>	
Project Manager	\$ 125.00
Right of Way Agent/Relocation Agent	\$ 115.00
Document Preparation and Administrative Services	\$ 65.00
Mileage at Standard IRS Rate	\$ 0.56 per mile

The maximum fees for each task will be as follows:

Task		Maximum Fee
Project Management	15 tracts @ \$250.00 each	\$ 3,750.00
Acquisition Negotiations	15 tracts @ \$2,875.00 each	\$43,125.00
Document Prep. & Admin. Fees	30 hours @ \$65.00 Each	\$ 1,950.00
Compensation Estimates	15 Reports @ \$460.00 each	\$ 6,900.00
Title Services	15 title reports @ \$200.00 each	\$ 3,000.00
Total Maximum Fee		\$58,725.00

Condemnation court testimony and consultation will be billed at our standard hourly rate plus expenses, if needed. Invoices will be sent on an approximate monthly basis for services rendered.

If the above-described items are satisfactory to you, please sign and date the original and duplicate original of this letter in the space provided. Keep one executed copy of this letter for your files and return the duplicate copy to us for our files. Receipt of this letter contract will be considered our formal notice to proceed with the work.

Sincerely,

MIDWEST RIGHT OF WAY SERVICES, INC.



John E. Borgmeyer
Chief Operations Officer

ACCEPTANCE OF PROPOSAL AND AUTHORIZATION TO PROCEED

Authorized Rep. – HGM, Associates, Inc. _____ Date: _____