



DATE: SEPTEMBER 16, 2019

EXPIRATION DATE: 30 DAYS

PAYMENT TERMS: Due upon receipt

NOTE: Price is based on 2 crew members for 1 day. Price will be adjusted if less time is required.

To accept this quotation, sign here and return: _____

Rejected 10/14/19 TC meeting

QUOTATION



Layne Christensen Company
1301-15 E. Main Street
Louisville, Kentucky 40206
Phone: 502/585-1241
Fax: 502/585-4169

Date	9/26/2019
Terms	Net 30 Days
F.O.B.	Job Site
Delivery	2-4 Weeks
Quotation Expires	60 days

COMPLETE MUNICIPAL & INDUSTRIAL WATER SYSTEMS

TO: City of Sellersburg
316 E Utica St.
Sellersburg, IN 47172
ATTN: Shannon Strulson

Reference: **Control Valve Replacement**

Taxes: any sales, use or other tax, which may be imposed on this transaction is not included in the price quoted and shall be paid by the purchaser.

QUANTITY	DESCRIPTION	PRICE
	Layne proposes to provide the necessary labor, equipment, and materials to replace the control valve at the water tower near Highway 60. This project will involve confined space entry and will require a three man crew because of this.	
	<u>Pricing:</u>	
1	Cla-Val 6" 43-01BCY control valve	\$8,838.00
9 hr (estimated)	Three man crew and service truck @ \$259/hr	\$2,331.00
	Total:	\$11,169.00

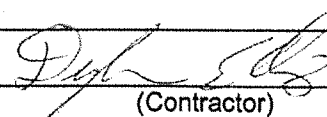
ACCEPTANCE: The undersigned accepts the above proposal at the prices shown, subject to any necessary revision in the list of estimated quantities and hereby authorizes and instructs Contractor to proceed with the described work. Purchaser's pumps, motors, parts and/or accessories may be stored by Contractor for thirty (30) days from date of invoice or other written notice from Contractor. After thirty (30) days, disposal of equipment may be made by Contractor without incurring any liability.

Purchaser _____

Address _____

By _____

Date _____



(Contractor)

approved 10/14/19 TC meeting

BigTex

TRAILER WORLD

Replacement TS

TS Inv#: _____
Date: 09/25/19
Slsp: Jacob Warren

Quote: _____ Order: _____
(Quotes good for 30 days)

Phone: 812-246-8066

Contact:

Email: _____

Zip: 47172 County:

Zip: _____ County: _____

Color: Black	Year: 2020	Make: Big Tex	Body Style:	Equipment
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Photo ID #			ID Type:		ST:		Sub Total	\$7,371.00
Trade In-Information	Year:		VIN#:				Less Trade	
	Make:		Model:				Sub Total	\$7,371.00
Payment Type & Amount	Cash Amt.		Credit Card Type				Vehicle Tax	7.000%
	Check#		Credit Card -last 4				Federal Excise Tax	
	Check Amt.		Credit Card Amt.					

Doc Prep Fee	\$0.00
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Trailer Prep	\$0.00
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Labor	
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Payoff (on Trade)	
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Less Deposit	
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Balance Due		\$7,371.00
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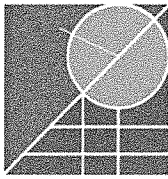
Received By: _____

Approved 10/14/19 TC meeting Jake said we do not need additional quotes.

BigTex
TRAILER WORLD

[illegible]

TAYLOR
SIEFKER
WILLIAMS
design group



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10 S. New Jersey Street Suite 220
Indianapolis, IN 46204
p. 317.608.5004

LOUISVILLE
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Louisville, KY 40202
p. 502.276.8812

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October 9, 2019

Jake Elder
Sellersburg Attorney
316 E. Utica Street
Sellersburg, IN 47172

RE: PROPOSAL FOR COMPREHENSIVE PLAN & ORDINANCE UPDATE

Mr. Elder,

Thank you for reaching out to Taylor Siefker Williams Design Group (TSWDG) with regards to updating Sellersburg's Comprehensive Plan and Zoning & Subdivision Control Ordinances. For this project, we have included GRW Engineering as our partner who will support TSWDG in completing the utility element of comprehensive plan and assistance on the ordinances.

Based on our recent conversation, we have provided the attached proposal that outlines a two phased approach to completing these projects: Phase 1: Comprehensive Plan & Phase 2: Zoning & Subdivision Control Ordinance Updates. Each phase identifies a base scope of services (Tasks 1 – 6) as well as optional scope items that can be added, if desired (Tasks A –I). We are happy to further tailor the attached scope of service and corresponding fee with you and the Town Council as needed.

Thank you again for contacting us regarding this exciting project. As a Clark County resident, I am excited about the potential of assisting the town with this important project. Please let me know if you have any questions or comments regarding our proposal.

Sincerely,

Amy M. Williams, AICP
Partner/Principal

PHASE 1: COMPREHENSIVE PLAN - SCOPE OF SERVICES

TASK 1: EXISTING CONDITIONS

Task 1.1 – Creation of a Comprehensive Plan Steering Committee

The consultant will provide a suggested list of citizen stakeholders for a Steering Committee. The Town will determine the members, including their name, title, occupation, community involvement, and primary interest in the project. With the assistance of the consultant, the Town shall appoint members to a Comprehensive Plan Steering Committee. The committee should consist of 12-15 people and be representative of the community and local government.

Task 1.2 – Data Collection and Analysis

Task 1.2.a – Collection of Base Data – Consultant will collect, identify and analyze of existing base data from Town of Sellersburg. This includes previous studies, plans and other documents provided by the Plan Commission.

Task 1.2.b – Demographic and Economic Data and Analysis – Consultant will collect and analyze demographic, housing and economic data for Town of Sellersburg. Data for the Town will be compared to the communities in the surrounding region or other comparable communities and Indiana. Data used will be from the US Census of Population and Housing, US Economic Census, and other reputable data sources. The consultant will summarize the findings in a presentation to the Steering Committee and the appropriate section of the plan document.

Task 1.2.c – Population Projections – Consultant will develop population projections for use in determining the amount of future growth needed in the community. These projections will come from sources such as the US Census Bureau and the consultant's own projections if needed.

Task 1.2.d – Mapping – Consultant will create a base map of Town of Sellersburg for use with all mapping. All maps will be produced in ArcGIS and Adobe Creative Suite. This task includes graphic formatting and analysis but does not include digitizing or creating any new GIS layers. If existing GIS files are available from the Town, the consultant will create the following maps:

1. Existing Land Use
2. Existing Zoning
3. Existing Transportation Network
4. Existing Environmental Constraints
5. Existing Parks and Recreational Facilities
6. Existing Infrastructure & Utilities

Task 1.3 – Steering Committee Meeting #1

Consultant will facilitate one (1) Steering Committee Kick-off Meeting to discuss their role, the plan and process, update the members on the work to date (data collection and analysis), and solicit input from the members on the key issues that need to be considered in the plan. The consultant will provide the Town with a template of an initial letter that will invite individuals to serve on the committee and outline the responsibilities of Steering Committee members, including attending public meetings.

The Owner shall provide a location for the Steering Committee meeting and advertise the meeting date, time, and location in a manner consistent with Indiana Code. TSWDG will summarize the meeting in the Public Participation section of the plan document.

Task 1.4 – Public Meeting #1 (Visioning Charrette Workshop)

Consultant will draft a press release and create a flyer that can be reproduced and distributed to local organizations and businesses to promote the meeting for the Community. Consultant will facilitate one (1) public visioning workshop to educate the public about the plan and process, present information collected to date, and identify issues and big ideas to be considered in the plan. These workshops will use a variety of exercises and input opportunities to determine the desires and dreams of citizens for how the community should grow and function.

The Owner shall provide a location for the public meeting and advertise the meeting date, time, and location in a manner consistent with Indiana Code. TSWDG will summarize the meeting in the Public Participation section of the plan document.

TASK 2: VISION & PLAN DEVELOPMENT

Task 2.1 – Vision, Goals, and Strategies

Based on the information collected in earlier tasks, consultant will develop a draft vision statement as well as goals and objectives/strategies for each of the plan topic areas identified. The consultant will also develop a presentation of the vision, goals, and strategies to be presented to and refined by the Steering Committee.

Task 2.2 – Steering Committee Meeting #2

Consultant will facilitate one (1) Steering Committee meeting to present and discuss concepts and discussion from the public meeting as well as present the draft vision, goals and strategies. The meeting will also include exercises designed to gain feedback on future land uses and other plan elements as needed.

The Owner shall provide a location for the Steering Committee meeting and advertise the meeting date, time, and location in a manner consistent with Indiana Code. TSWDG will summarize the meeting in the Public Participation section of the plan document.

Task 2.3 – Draft Plan Elements

Consultant will develop the analysis and recommendations for the various sections of the plan that were identified in the outline and through public input that formulate the plan elements. The draft plan elements could include at a minimum: Land Use, Transportation, Community Facilities and other elements as identified through the visioning tasks previously.

Task 2.4 – Steering Committee Meeting #3

Consultant will facilitate one (1) Steering Committee meeting to present and discuss the future land use, community facilities, transportation and other plan elements. Based on input from this meeting, revisions will be made to the future land use, community facilities and a transportation in addition to refinements to the concepts in each section/plan element.

The Owner shall provide a location for the Steering Committee meeting and advertise the meeting date, time, and location in a manner consistent with Indiana Code. TSWDG will summarize the meeting in the Public Participation section of the plan document

Task 2.5 – Public Meeting #2 (Plan Recommendations)

Consultant will facilitate one (1) public open house to present the vision, goals, and strategies as well as the draft plan elements. Public buy-in and feedback is important at this stage in order to gain support for the plan. The activities and exercises for this workshop will be tailored to fit the unique needs and desired outcomes of Town of Sellersburg while allowing for the maximum feedback from the public. The consultant will set up the open house with interactive methods for gaining input and will seek public input on each element to make refinements. All input will be summarized in the Public Participation section of the plan document.

The Owner shall provide a location for the public meetings and advertise the meeting date, time, and location in a manner consistent with Indiana Code. TSWDG will summarize the meeting in the Public Participation section of the plan document.

TASK 3: IMPLEMENTATION & FINAL PLAN

Task 3.1 – Plan Action Steps

Based on the information collected in earlier tasks, the consultant will develop action steps for each of the strategies identified. All recommendations will be presented in at least five-year increments over the 20-year plan horizon with short, mid and long-range action steps.

Task 3.2 – Draft Document

Consultant will create a draft of the comprehensive plan document for the Town in accordance with the requirements of Indiana Code regarding comprehensive plans. The consultant will provide the draft document prior to the final Steering Committee Meeting.

Task 3.3 – Steering Committee Meeting #4

Consultant will facilitate one (1) Steering Committee meeting to review the draft comprehensive plan document. The implementation or action plan will also be discussed in detail during this meeting.

The Owner shall provide a location for the Steering Committee meeting and advertise the meeting date, time, and location in a manner consistent with Indiana Code. TSWDG will summarize the meeting in the Public Participation section of the plan document.

Task 3.4 – Final Plan Document

Consultant will revise the Draft Plan Document based on feedback from the Town and Steering Committee. This document will be used as the adoption draft that is forwarded to the Plan Commission and Town Council for adoption. It can also be placed on the Town's website for review by the public prior to the hearings. If any edits arise from either adoption meeting, they will be made accordingly.

Task 3.5 – Plan Adoption

Consultant will attend one (1) meeting of the Plan Commission and one (1) meeting of the Town Council to adopt the comprehensive plan. These adoption hearings will serve as the official public comment required by Indiana Code.

The Owner shall advertise the meeting date, time, and location in a manner consistent with Indiana Code and document any public comments in the official meeting minutes of the governing body holding the hearing. TSWDG will summarize the meeting in the Public Participation section of the plan document.

Task 3.6 – Final Deliverables

Consultant will provide the Plan Commission with five (5) copies and three (3) digital PDFs on CD-ROM of the adopted plan document. The plan document will also be provided in PDF format for website posting. All electronic files will be provided on an additional CD-ROM(s), including the final Word Document, graphic files (InDesign, Illustrator, Photoshop), ArcGIS files (.mxd files), shape files or layers (.shp or .lyr files), etc.

OPTIONAL COMPREHENSIVE PLAN TASKS

The following optional tasks may be added to the base scope outlined above.

Task A – Create Project Website & Craft Social Media Content

TSWDG will create a website and basic content (posts) for social media for the Town of Sellersburg. This content will educate the public about the process and explain the elements of a Comprehensive Plan, announce meeting dates, provide opportunity for input, and present the draft and final plan.

Task B – Online Survey

TSWDG will develop an online survey that aims to identify the issues and ideas from community members. The data gathered in this survey will be used to develop the vision, goals and strategies as well as the plan elements. The survey will be placed online (through Survey Monkey). The survey will not be a statistically valid survey. The results of the survey will be documented in the Public Participation section of the plan document.

Task C – Meeting in a Box

TSWDG will provide a “Meeting in a Box” toolkit that allows the Steering Committee, staff and/or local officials to facilitate additional public input through additional meetings. This box includes a set of presentations, facilitator guides and participant exercises.

The Owner shall provide a pick-up location for the meetings in a box. Owner shall provide all comments and input to TSWDG following the meeting in a box. TSWDG will then summarize the meeting in the Public Participation section of the plan document.

Task D – Key Person Interviews & Focus Group Meetings

Consultant will conduct eight (8) key person interviews with individuals determined by the Town with input from members of the Steering Committee. Key persons could include, but are not limited to: Plan Commission members, Town staff or departments, fire and police departments, school district and members of the local business community. These interviews will focus on identifying issues that need to be addressed by the plan. The Town will provide the consultant with contact information for the key individuals and will provide a meeting space for the interviews. The consultant will summarize the outcome of the key person interviews in the Public Participation section of the plan document.

PHASE 2: ZONING & SUBDIVISION CONTROL ORDINANCES UPDATE – SCOPE OF SERVICES

TASK 4: EXISTING ORDINANCE DEFICIENCIES & ISSUES

Task 4.1 – Creation of Technical Committee

The Owner will provide TSWDG with a list of candidates willing and capable of serving on a Technical Committee. Unlike a Comprehensive Plan Steering Committee, members of a Technical Committee should be relatively well versed in the day-to-day interpretation, administration, and/or enforcement of local and/or state development regulations and land use controls. Included in the list of candidates should be each individual's name, title, occupation, degrees and certifications/area of expertise, other community involvement, and primary interest in this project. With the assistance of TSWDG, the Owner shall appoint members to the Zoning & Subdivision Control Technical Committee. Membership of the committee should be approximately six (6) to eight (8) people.

Task 4.2 – Development of Annotated Outline

TSWDG will create an annotated outline for the Town of Sellersburg Zoning & Subdivision Control Ordinance to be discussed during Technical Committee Meeting #1. The purpose of the annotated outline is to list the proposed sections and subsections, by title, along with a paragraph describing the extent or reach of the intended standards and/or regulations related to a given segment or sub-segment.

Task 4.3 – Technical Committee Meeting #1

TSWDG will prepare for and facilitate one (1) Technical Committee meeting for the purposes of presenting and discussing the contents of the annotated outline. TSWDG will solicit feedback from the Technical Committee to determine the appropriateness of each proposed section of the ordinance as well as the level of treatment that will further determine the appropriateness of the anticipated standards and regulations for Town of Sellersburg. The Owner shall provide a location for the Technical Committee meeting.

Task 4.4 – Identification of Deficient Ordinance Sections

This task will focus on identifying specific sections of the zoning & subdivision control ordinance that need to be resolved based on the vision and direction of the comprehensive plan as well as issues identified from an ordinance review and previous meetings. The consultant will provide a Summary of Deficiencies in Existing Ordinances report.

TASK 5: DRAFT ORDINANCE & REVIEW MEETINGS

Task 5.1 – Draft Ordinance Sections

TSWDG will create a zoning and subdivision control ordinance in Microsoft Word format based on feedback and direction from Technical Committee Meeting #1, supplemented by industry-wide best practices and/or model ordinances. The Zoning & Subdivision Control Ordinance will be drafted in sections and reviewed in detail with the Technical Committee during nine meetings in Task 5.2. Any additional changes or modifications to each section will be discussed during Task 5.2 and made following these meetings. It is anticipated that this is not a complete ordinance rewrite. If a complete rewrite is needed, this will need to be negotiated between the Town and consultant prior to that work beginning.

This scope does not include updating the zoning map, applications & forms or rules & procedures. If these tasks are desired, the scope and fee for each are outlined in the Optional Tasks below.

Task 5.2 – Technical Committee Meetings #2-#7

TSWDG will hold six (6) Technical Committee meetings to review sections of the draft Zoning Ordinance at each meeting in detail and one (1) Technical Committee meeting to review the Subdivision Control Ordinance. Each section of the draft ordinance will be thoroughly discussed at a meeting and feedback will be documented. Any additional revisions to each section resulting from these meetings will be made using the tracked changes feature of Microsoft Word and distributed to the committee members.

Task 5.3 – Applications & Forms

Based on the draft Zoning & Subdivision Control Ordinance, TSWDG will create the needed applications and forms. These forms will be created in Microsoft Word so that they can be updated by the Town as needed in the future. Rules of Procedure will also be drafted for both the Plan Commission & Board of Zoning Appeals.

Task 5.4 – Technical Committee Meeting #8

TSWDG will hold one (1) Technical Committee meeting to discuss the entire draft Zoning & Subdivision Ordinance, Rules and Procedures, and applications/forms. Any final changes or comments will be document and made accordingly, resulting in the Adoption Draft of the Zoning & Subdivision Control Ordinance.

TASK 6: ORDINANCE ADOPTION

Task 6.1 - Plan Commission Adoption Hearing

The consultant will present at one meeting of the Plan Commission to seek adoption of the ordinance on behalf of the Town. The purpose of this meeting is to fulfill requirements Indiana Code (IC 36-7-4) and allow the public a platform for official comments. The Town will be responsible for advertisement of this meeting.

Task 6.2 – Town Adoption Hearing #1 and #2

The consultant will present at two meetings of the Town Council to seek adoption of the ordinance. The purpose of this meeting is to fulfill requirements of Indiana Code (IC 36-7-4) and allow the public a platform for official comments. The Town will be responsible for advertisement of these meetings.

Task 6.3 - Final Deliverables

The consultant will provide the Town with three (3) bound copies and one (1) unbound copy of the ordinance documents. In addition, consultant will provide one (1) electronic copy in Adobe .PDF format and one (1) electronic copy in Microsoft Word format on a CD-ROM.

OPTIONAL ORDINANCE TASKS

The following optional tasks may be added to the base scope outlined above.

Task E – Applications & Forms

TSWDG will create the necessary applications and forms that correspond with the updated ordinances. This could include applications and forms for Concept Plan, Primary Plat, Secondary Plat, Development Plan, Administrative Development Plan, Zone Map Change, Variance, Special Exception, Use Variance, Use Classification and Appeals. The documents will be provided as PDFs for placing on the Town's website as well as Word documents.

Task F – Rules & Procedures

TSWDG will create the Rules & Procedures for both the Plan Commission and Board of Zoning Appeals. This would include the jurisdiction and authority; membership; duties and powers; actions and decisions; meeting schedule; petition hearing procedures; general meeting conduct and procedures; filing of petitions; public notice; docketing of cases; officers, plan commission records; and amendment procedures.

Task G – Zoning Map Updates

TSWDG will update the existing zoning map to reflect any rezoning that occurred or were requested during the ordinance rewrite. TSWDG will utilize the current GIS mapping from the Town and will not create shapefiles. A table of any parcels that had a zoning change will also be provided.

Task H – Staff & Local Officials Training

TSWDG will hold a training workshop with Town staff, Plan Commission Members, Board of Zoning Appeals Members, and Town Council Members. This session is intended to provide a detailed overview of the ordinance and how it should be used in various applications or requests.

Task I – Fee Schedule

TSWDG will review the current fee schedule in order to identify ways to make the department operate self-sufficiently when possible.

COMPENSATION

TSWDG has based our fee on the labor hours anticipated for the completion of this work. In consideration of the services and products, the fee for performing the tasks as outlined in this proposed scope of work is broken down as follows:

TASKS 1-3: COMPREHENSIVE PLAN	\$40,000.00
TASKS 4-6: ZONING & SUBDIVISION CONTROL ORDINANCE	\$50,000.00
TOTAL:	\$90,000.00

Optional tasks are identified in the Scope of Services and can be added, if desired, to the above base fee:

Task A: Website / Social Media	\$3,000.00
Task B: Online Survey	\$ 960.00
Task C: Meeting in a Box	\$ 730.00
Task D: Key Person Interviews & Focus Groups	\$2,600.00
Task E: Applications & Forms	\$2,400.00
Task F: Rules & Procedures	\$1,450.00
Task G: Zoning Map Updates	\$7,000.00
Task H: Staff & Local Officials Training	\$1,800.00
Task I: Fee Schedule	\$1,200.00

SCHEDULE

TSWDG anticipates completing the Comprehensive Plan (Tasks 1-3) within 8-10 months and completing the zoning and subdivision control ordinance (Tasks 4-6) within an additional 6-8 months. The precise timing of the schedule and each phase or task will be determined with the Town upon approval.

