

January 27, 2026

Mayor Guy Titus
Board of Public Works and Safety
10 South State Street
Greenfield, IN 46140

Re: Wessler Engineering, Inc. – Task Order #1: 2026 Plan Review Services

Mayor and Board Members,

I am requesting approval of Task Order #1: 2026 Plan Review Services with Wessler Engineering, Inc. in the total amount, not to exceed \$27,000. This is for the review of development plans and technical drainage reports for 2026. I have included the Task Order for your review. Please let me know if there are any questions or if any other information is needed at this time.

Best Regards,

A handwritten signature in blue ink, appearing to read "Nicholas Dezelan".

Nicholas Dezelan, CHMM, ASP
Wastewater Utility Manager

TASK ORDER

Project: **ON-CALL PROFESSIONAL SERVICES**

TASK ORDER No.: **NO. 1 – 2026 PLAN REVIEWS**

Date: **JANUARY 21, 2026**

Issued To: **WESSLER ENGINEERING, INC.**

All work shall be performed in accordance with the PROFESSIONAL SERVICES AGREEMENT between City of Greenfield by and through it's Board of Public Works and Safety, 10 South State Street, Greenfield, Indiana, 46140 (OWNER) and Wessler Engineering, Inc. (ENGINEER) executed _____, 2026. This Task Order shall expire on December 31, 2026

I. PROJECT DESCRIPTION

On-Call Technical Plan Reviews. Herein referred to as PROJECT.

II. SCOPE OF SERVICES

ENGINEER shall provide the following Professional Services:

A. Technical Plan Review

1. Complete a technical review of pertinent information submitted for each development, including construction drawings and specifications, drainage calculations, operation and maintenance manual, etc. to ensure that the proposed development has been designed in accordance with City ordinances and design standards for drainage, erosion control and post-construction water quality.
2. Prepare a written response identifying deficiencies where the proposed development does not meet applicable standards. Coordinate with the designer or applicant to address review comments.
3. Complete a final review of the proposed development once all required information is submitted and deficiencies are corrected. After final review, a letter indicating that the development appears to be in conformance with applicable standards shall be prepared and submitted to the OWNER.
4. ENGINEER shall track the time spent per plan review and send individual invoices to the OWNER per plan review, so that the review fees may be charged to the permit applicant. Plan review time will vary depending on the size and complexity of the development, the completeness and accuracy of the submittal, the organization of calculations and other supporting information, and coordination with the designer/applicant.

III. KEY STAFF AND SUBCONTRACTORS OF ENGINEER

Mary Atkins shall serve as the Principal Engineer for this PROJECT.

Kasey Marley shall serve as the Project Manager for this PROJECT.

There will be no subconsultants or subcontractors.

IV. KEY STAFF OF OWNER

Nicholas Dezelan, Wastewater Utility Manager – (317) 477-4360

Savannah Riley, MS4 Coordinator/Floodplain Administrator – (317) 326-1327

Glen Morrow, City Engineer – (317) 325-1322

Scott Evans, Sewer Collection System Foreman – (317) 477-4360

V. INFORMATION PROVIDED BY OWNER TO ENGINEER

OWNER is to provide information submitted per each plan review and other documents requested by ENGINEER to complete technical plan review. Documents might include development plans, plat documents, drainage reports, stormwater pollution prevention plans and operation and maintenance manuals.

VI. COMPENSATION

In accordance with the Agreement, ENGINEER shall provide the Professional Services for which OWNER shall compensate ENGINEER as follows:

- A. Compensation for Professional Services described in Article II.A shall be on a time and materials basis according to the ENGINEER's current hourly rate and reimbursement expense schedule included as Attachment No. 1 and in the not-to-exceed amount of \$27,000.00. The total not-to-exceed fee shall not be exceeded without prior written approval of the OWNER.

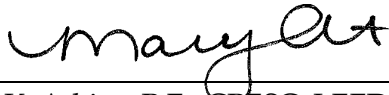
<u>Article II.A – 2026 Plan Reviews Phase</u>	<u>\$27,000.00</u>
Total Estimated Fee:	\$27,000.00

Compensation shall not be exceeded without prior written approval from OWNER.

VII. SCHEDULE

ENGINEER and OWNER shall agree upon a timeline per each plan review. ENGINEER's goal is to review and provide written response within 2 weeks of receiving a submittal from OWNER.

Accepted By:
ENGINEER
WESSLER ENGINEERING, INC.



Mary K. Atkins, P.E., CPESC, LEED AP
Vice President

Attest: _____
Kasey Marley, PE
Project Manager

Date: 1/21/2026

ADDRESS FOR GIVING NOTICE:
Wessler Engineering, Inc.
6219 S. East Street
Indianapolis, IN 46227

Authorized By:
OWNER
CITY OF GREENFIELD
BOARD OF PUBLIC WORKS AND SAFETY

Guy Titus, Mayor

Katherine Locke

Larry Breese

Brent Robertson

Glenna Shelby

Date: _____

ADDRESS FOR GIVING NOTICE:
City of Greenfield
10 South State Street
Greenfield, IN 46140

MKA:jmw/Clients:/Greenfield/Proposals/P#90065/TO#001 2026 Plan Reviews

Attachments: No. 1 – 2026 Hourly Rate and Reimbursement Expense Schedule

“ATTACHMENT 1”

COMPENSATION TO ENGINEER

Compensation shall be based on the Engineer's Hourly Rate and Reimbursable Expense Schedule in effect at the time the services are rendered. The annual estimated fee to provide the services as outlined in ATTACHMENT A is \$27,000.00 including reimbursable expenses. This amount shall not be exceeded without prior written approval from the OWNER.

2026 HOURLY RATE and REIMBURSABLE EXPENSE SCHEDULE

<u>Position</u>	<u>Hourly Rate*</u>
Principal Engineer I/II	\$275/\$295
Senior Project Manager I/II	\$230/\$260
Senior Project Engineer I/II	\$230/\$260
Project Manager I/II	\$180/\$200
Project Engineer I/II/III/IV	\$150/\$165/\$180/\$200
Engineer	\$130
Environmental Services Senior Project Manager I/II	\$180/\$195
Environmental Services Project Manager I/II	\$155/\$165
Environmental Services Assistant Project Manager	\$120
Environmental Scientist I/II/III/IV	\$95/\$105/\$125/\$135
Senior Project Analyst	\$150
Project Analyst I/II	\$115/\$130
Project Coordinator	\$95
Project Administrator	\$75

Reimbursable Expenses

<u>Item and Unit</u>	<u>Unit Cost</u>
Mileage (per mile)	At current IRS published rate
Copies:(each) Black & 8.5"x11" / 11"x17"	\$0.20
White 24"x36"	\$1.00
Color 8.5"x11" / 11"x17"	\$0.25/\$0.50
Plots-Bond: (each) 12"x18" / 24"x36"	\$0.50/\$1.00
GPS Survey Equipment/Robotic Total Station/ GPS Map Kit	\$30.00 per hour
Drone Equipment	\$30.00 per hour
Sewer CCTV Camera	\$50.00 per hour
Postage/shipping/freight, Lodging and Per Diems	At Cost Subcontractor/Subconsultant fees Cost + 10%
eCommunication Construction Software License through Eastern Engineering (per project)	At Cost

This Schedule is subject to change.

Effective Date: January 1, 2026