



## SURVEY RECOMMENDATION

August 25, 2025

PROJECT NO.: 0802.04

Tom Lindenman  
Centre Township Fire Department  
19971 Kern Road  
South Bend, Indiana 46614

RE: Topographic Survey Services

Dear Tom,

Quotes for topographic survey services were received by Arkos Design on behalf of the Fire Station. Four proposal requests were sent out, with two firms responding. One quote is from Bertsch-Frank & Associates; they have provided a written proposal attached for reference. The second quote is from Pietrzak Land Surveying. Joe provided a verbal quote; Arkos Design requested a written proposal, which has not been received to date.

The following is a summary of the quotes:

<u>Surveyor</u>	<u>Quote</u>	<u>Approx. Timeframe</u>
Bertsch-Frank & Associates	\$ 7,600.00	5 weeks
Pietrzak Land Surveying	\$ 7,000.00	N/A

We recommend award of the contract for topographic surveying of the existing fire station property to Bertsch-Frank & Associates. They are the highest of the quotes received, but without a written quote from Pietrzak, we believe Bertsch-Frank & Associates to be a responsive and responsible provider.

Note: The time frame may vary depending on the speed and availability of the 811 and other utility locates.

Survey services will be contracted directly with the Fire Department under the AIA C201-2015 & C103-2015 guidelines. Draft of contract attached for reference.

Respectfully,

A handwritten signature in cursive script that reads 'Christopher Eberhardt'.

Christopher Eberhardt, PLA  
Landscape Architect



**BERTSCH-FRANK**  
— & ASSOCIATES —  
LAND SURVEYING & CONSULTING

August 12, 2025

Mr. Tom Lindenman  
Centre Township Fire Department  
19971 Kern Road  
South Bend, IN 46614

Re: Professional Land Surveying Services  
**Centre Township Fire Department**  
South Bend, Indiana

Dear Mr. Lindenman:

Thank you for the opportunity to provide you with a proposal for Professional Surveying services associated with the above-referenced site and illustrated by the enclosed map. Based on the information provided, Bertsch - Frank & Associates, LLC is prepared to offer the following professional services:

### **Professional Land Surveying Services**

#### Topographic Land Surveying Services

- Provide a minimum of three temporary benchmarks on site with an established elevation to the nearest 0.01'. The benchmark shall be established and referenced to NAVD 1988 datum. The description and elevation of the benchmark shall be clearly stated and referenced on the plat of survey.
- Similarly, a minimum of three horizontal control points will be established on site. The description of each control point shall be clearly stated and referenced on the plat of survey.
- Establish existing site contours at 1-foot intervals, with intermediate contours established every five feet.
- Establish spot elevations within the project site to emulate a 50-foot square grid pattern.
- Establish spot elevations of all adjacent roadways and streets, including intersections, in a manner to emulate a 50-foot square grid pattern.
- Elevations on paving or other hard surfaces shall be to the nearest 0.05', on other surfaces to the nearest 0.10'.
- Establish the location of structures, above and below ground, man-made (e.g. paved areas) and natural features, based on visible appurtenances.
- Locate existing buildings and structural improvements on the property and within 5 feet of the property lines. Establish finish floor elevations of the buildings within and adjacent to the survey limits
- Locate existing trees of 2" and over caliper within a 1' tolerance. In thickly wooded the perimeter of the woods will also be established.
- Represent the approximate location of existing property and rights-of-way based on found monumentation and a cursory search of the public records. This effort will not constitute a boundary retracement survey as defined by IAC Title 865.

#### Utility Land Surveying Services

- Establish the location of the watermain systems, including the location of all controls, valves, and hydrants evidenced by above-grade visible appurtenances.
- Establish the location of the telecommunication systems, including the location of all poles, equipment, pads, manholes, and support systems evidenced by above-grade visible appurtenances.
- Establish the location, size, rim elevation, and invert elevation(s) of the sanitary sewer structures, based on the visible location of manholes encountered during the course of this survey.
- Establish the location, size, rim elevation, and invert elevation(s) of the storm sewer structures, based on the visible location of manholes encountered during the course of this survey.

**Bertsch – Frank & Associates, LLC**

Professional Surveying Services

August 12, 2025

Page 2 of 3

- Establish the location of the electrical systems, including the location of poles, equipment, pads, manholes, and support systems evidenced by above-grade visible appurtenances.
- Establish the location of the gas distribution systems, including the location of equipment, pads, valves, and pedestals, evidenced by above-grade visible appurtenances.
- Establish the location of the traffic control devices, including the location of poles, handholes, detectors, and cabinets.

**Survey Deliverables**

- Survey drawings shall be 24" x 36" with North oriented to the top of the sheet wherever practicable.
- (1) PDF of each sheet will be provided.
- Each sheet will be certified by a Professional Land Surveyor licensed in the State of Indiana.
- The CAD file will be completed in accordance with National CAD drafting standards.
- The survey shall be completed in a Civil 3D AutoCAD 2025 platform with the following information:
  - Existing surface
  - Existing point data
  - Existing 3D pipe network for all gravity sewers and drains
  - Standard layers, line weights, line types, and symbols in accordance with National CAD standards

**Clarifications of Professional Services**

- This proposal is valid for 30 days.
- Bertsch - Frank & Associates, LLC will initiate an underground utility locate through Indiana 811 in an effort to have the existing underground utilities in the vicinity delineated. Bertsch - Frank & Associates, LLC will represent the underground utility locations based upon above-grade visible appurtenances and the ground markings and/or record documentation provided by Indiana Underground. This process will establish a majority of the existing utilities of record, but may not locate all utilities and improvements below ground on the project site.
- This proposal does not include any services associated with underground utility investigation such as excavation, pot holing, water jetting, or the use of a private utility locating firm.
- This proposal does not include any services associated with the delineation of determination or wetlands or other possible environmental issues associated with the project site.
- This proposal does not include any services associated with the preparation of a boundary retracement survey nor ALTA/NSPS Land Title Survey.
- This proposal does not include services associated with a title search to discover easements or other encumbrances of public record.
- Questions and/or comments regarding the survey will be submitted to Bertsch-Frank within 30 days of completion.

**Anticipated Project Schedule**

- Bertsch-Frank will commence field operations within two weeks of written notice to proceed.
- Bertsch-Frank will complete this project including all survey deliverables within five weeks of written notice to proceed.

**Fee for Services**

Bertsch - Frank & Associates, LLC proposes to offer the above-described services in accordance with the following fee schedule:

Professional Surveying Services	Fixed Fee
Site Topographic & Utility Survey (per enclosed sketch)	\$7,600.00

**Bertsch – Frank & Associates, LLC**

Professional Surveying Services

August 12, 2025

Page 3 of 3

**Billing and Payment**

- Cost of surveying services will be billed to Centre Township Fire Department at the end of each month based on a percentage of the completed work.
- We require payment of our invoice within 30 days of receipt of invoice. Balances past 30 days will be assessed an 1-1/2 per month interest charge until payment of our invoice is received.
- In the event of the project being stopped or delayed, Centre Township Fire Department will pay Bertsch - Frank & Associates, LLC for all work done up to the notice to stop work.

**Limitation of Liability**

- Centre Township Fire Department agrees that, to the fullest extent permitted by law, Bertsch - Frank & Associates, LLC's total liability to Centre Township Fire Department for all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed \$2,000,000. Such causes include, but are not limited to, Bertsch - Frank & Associates, LLC's negligence, errors, omissions, strict liability, or breach of contract.

This proposal, consisting of three pages, represents the entire understanding between Centre Township Fire Department and Bertsch - Frank & Associates, LLC with respect to the project and can only be modified in writing signed by representatives from both Centre Township Fire Department and Bertsch - Frank & Associates, LLC. If this proposal satisfactorily sets forth your understanding of our involvement and scope of services for this project, I would appreciate your signing of this proposal and returning it to me.

Thank you for considering our company for this project.

Sincerely,

**Bertsch - Frank & Associates, LLC**



Matthew G. Bertsch, PS  
*Principal*

Accepted by:

**Centre Township Fire Department**

By: \_\_\_\_\_ Title \_\_\_\_\_

Date: \_\_\_\_\_