



14 March 2023

Mayor Chuck Fewell
Board of Works and Public Safety
10 South State St.
Greenfield, IN 46140

Re: Task order #11 Davis and Morristown ROW and Easements

Mayor and Board Members,

This task order covers the legal description preparation of properties on Davis Road to N. Morristown Pike for the Southside Water Improvement Project. These descriptions will be used to acquire ROW and easements necessary for the installation of the new 12" water mains to complete the two (2) Southside water main loops necessary for the system improvement. The funds expended for this work will be recovered when the SRF Loan closes later this year.

I request Board approve Task Order #11 in the not to exceed amount of \$202,000 to be completed within 20 weeks after execution of the task order.

I welcome any questions the Board may have on this recommendation.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill".

Charles Gill
Manager
Water Utility

cc: Jane Webb, Utility Coordinator
Jason Koch, City Engineer
Lori Elmore, Clerk-Treasurer

*451 Meek Street: Greenfield, Indiana 46140
Phone 317-477-4350 Fax 317-477-4351*



TASK ORDER NO. 11 TO
CONTINUING PROFESSIONAL SERVICES AGREEMENT
Between City of Greenfield (Owner) and
Donohue & Associates, Inc. (Donohue)
Date of Original Executed Agreement: June 9, 2020

TASK ORDER NAME/DESCRIPTION

EASEMENT AND RIGHT OF WAY ENGINEERING

The Southside Water Improvements Project requires the acquisition of an approximately two (2) additional easements at Franklin Street and Davis Road; and right of way engineering for approximately forty one (41) parcels, and right of way engineering for approximately four (4) parcel suffixes for the water main on Davis Road heading north on Morristown Pike. The easement descriptions and right of way documents will be used by the City to purchase the easements or property.

A. SCOPE OF SERVICES

Donohue's tasks under this scope of services are as follows:

1. Project Management

- 1.1. Assign a Project Manager who will coordinate Project activities and will be the principal liaison between the Owner and Donohue.
- 1.2. Prepare a subcontract for the easement plat, legal description, and right of way engineering preparation.

2. Easement Plat and Legal Description

- 2.1. Prepare easement plat and legal descriptions for parcels on an as needed basis if authorized by the OWNER for a fee per parcel as set out below. The total number of easement plat and legal descriptions required is approximately two (2).

3. Right of Way Engineering Services

- 3.1. Perform right of way engineering on parcels on an as needed basis if authorized by the OWNER for a fee per parcel as set out below. The total number of parcels needing right of way engineering is approximately forty one (41).

- 3.2. Perform right of way engineering on parcel suffixes on an as needed basis if authorized by the OWNER for a fee per parcel as set out below. The total number of parcels needing right of way engineering is approximately four (4).

B. PROJECT SCOPE CONDITIONS

1. Scope of services does not include ancillary consultation services, including:
 - 1.1. Property acquisition services.

C. KEY STAFF

ENGINEER shall include all of its Project staff and subconsultants relevant to the scope of services in this task order below. ENGINEER may not remove or otherwise substitute subconsultants indicated herein without consent of OWNER. A failure by ENGINEER to provide the subconsultants as required by this Article shall be considered a material breach of the Agreement.

Donohue & Associates:

Emily Wehmeyer, PE
Chris Safford, PE

Subconsultants:

SJCA, Inc. (Survey)

Note: Donohue reserves the right to assign additional staff as needed to complete Work of the Project.

D. PROJECT TIMING

Task Order shall be completed by the ENGINEER and delivered to the GREENFIELD DEPARTMENT OF ENGINEERING (OWNER) according to the schedule below.

- Submittal of Easement Plat and Legal Description: 8 weeks after execution of Task Order.
- Submittal of Right of Way Engineering for parcels and parcel suffixes: 20 weeks after execution of Task Order.

E. COMPENSATION

Compensation for the work as defined in the Scope of Services of this Task Order shall be billed per the following:

- Easement Preparation \$2,750 per parcel
- Right of Way Parcel Engineering \$4,500 per parcel
- Right of Way Parcel Suffix Engineering \$2,800 per parcel suffix

APPROVED FOR OWNER

By: _____

Printed Name: _____

Title: _____

Date: _____

APPROVED FOR DONOHUE

By: Steven P. Gress

Printed Name: Steven P. Gress, PE

Title: Vice President

Date: 02-17-2023