



Department of Engineering

April 25, 2023

Board of Public Works & Safety
10 South State Street
Greenfield, IN 46140

Dear Members,

In April 2022, we contracted with EMCS, Inc. to create a Road Impact Fee Study in accordance with Indiana Code to allow City Council to consider implementation of a Road Impact Fee. This fee would be assessed to any new development build within the impact zone, which in our case would be within the 10-year growth boundary for the City.

During the course of the study, we ended up adding more intersections and road segments to the study and we needed to collect more data due to some bad assumptions about the quality of public data from INDOT/MPO. We also created a more accurate travel demand model by increasing the number of zones (i.e. similar parcel groupings) from 50 to 95. Finally, we've added a few more meetings with the consultant to make sure our steering committee and the City staff are all in agreeance with the proposed impact fee amount and how it was calculated.

Therefore, I would like to ask for approval of the professional services amendment #1 with EMCS, Inc. in the amount of \$20,830.00 for a total not to exceed \$205,430.00 with an extension of the expiration to August 1, 2023.

Contract Summary	
Original Contract Amount	\$ 184,600.00
Amendment #1	\$ 20,830.00
Total Revised Contract	\$ 205,430.00

Sincerely,

A handwritten signature in black ink that reads "Jason Koch".

Jason A. Koch, P.E.
City Engineer

CITY OF GREENFIELD
BOARD OF PUBLIC WORKS AND SAFETY
AGREEMENT BETWEEN CITY AND ENGINEER

AMENDMENT #1

THIS AMENDMENT IS TO THE AGREEMENT made and entered into the 25th day of April, 2023, by and between the Board of Public Works and Safety of the City of Greenfield (OWNER) and EMCS, Inc. (ENGINEER).

WITNESSETH

WHEREAS, circumstances have arisen which necessitate changes in the original AGREEMENT; and,

WHEREAS, such changes are directly related to the designated project as described in the original AGREEMENT as Engineering Services related to Road Impact Fee Study (Project); and,

WHEREAS, ENGINEER is willing to perform said services.

NOW THEREFORE, for and in consideration of the above representation, OWNER and ENGINEER agree that the AGREEMENT should be amended as follows:

- 1. "Attachment A" is incorporated to this Amendment for additional scope of work definition and fee justification
- 2. ENGINEER's Compensation as called for in ARTICLE 8 of the original AGREEMENT shall be increased as follows:

Original	+	Amend. #1	=	Total
\$184,600.00	+	\$20,830.00	=	\$205,430.00

- 3. All other terms and conditions of the AGREEMENT shall remain in full force and effect.
- 4. This AMENDMENT shall become effective on the latest date of execution by a required party.
- 6. The AGREEMENT, as amended, shall expire August 1, 2023.

IN WITNESS WHEREOF, the Parties hereto have executed this AMENDMENT as set out below.

ENGINEER:
EMCS, Inc.

OWNER:
GREENFIELD BOARD OF PUBLIC
WORKS AND SAFETY

Signature

Mayor Chuck Fewell, Chair

Printed

Katherine Locke

Title

Larry Breese

Date

Kelly McClarnon

Glenna Shelby

ATTEST:

Lori Elmore
Clerk-Treasurer

Date

Statement of Scope and Fee

April 19, 2023

Mr. Jason Koch
City of Greenfield, IN
10 S State Street
Greenfield, IN 46140

Re: Road Impact Fee Study

Dear Mr. Koch:

This letter documents all design changes (from the original scope and fee dated March 2022) made during the road impact fee traffic analysis for the City of Greenfield, Indiana.

DESIGN CHANGES TO DATE

The following changes have been made during the course of the study:

Traffic Data

- Traffic data collection at roundabout intersections cost more per hour than traditional (non-roundabout) intersections. Turning movement counts were collected at 6 roundabout intersections.
- After initial data was collected, the City asked for the intersection of US 40 & Stonemason Dr to be included in the analysis.
- The original fee included up to 12 segments for data collection. The actual was 24 due to less than expected usable data on INDOT/MPO website and inability to utilize Streetlight Data.

Zone Identification

- The original fee included up to 50 zones. The actual number of zones after coordination with the City and advisory committee was 95.

Meetings

- The original scope and fee included up to 4 in person meetings. To date, 6 have been held in person. This number includes both advisory meetings and in person meetings with the City.

SCHEDULE

EMCS will deliver the final report by April 30, 2023.

COORDINATION

This proposal includes coordination and meetings between EMCS and the City of Greenfield, all subconsultants, legal council, the Impact Fee Advisory Board and all others including up to 3 additional in person meetings, including public meetings.

COMPENSATION

Compensation for services rendered will be hourly with a not-to-exceed amount as shown below:

Design Changes to Date.....	\$17,490
Additional Meetings.....	\$3,340
TOTAL.....	\$20,830

ADDITIONAL ITEMS

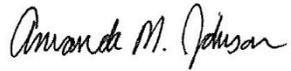
Although not expected at this time, EMCS can provide the following services if they arise:

- Additional study intersections or study scenarios outside of the scope description above
- Additional traffic data collection

- Safety Analysis
- Attendance at additional meetings not described above

EMCS, Inc. is very pleased to provide this scope and fee and we look forward to working with you on this exciting project. Please contact me if you have any questions.

Regards,



Amanda M. Johnson, PE, PTOE
Traffic Services Manager
EMCS, Inc.

ATTACHMENT A

Project Changes



Fee Estimate

Impact Fee Analysis	Project Manager	Senior Engineer	Staff Engr	Admin	Summary	EXPENSES
Project Management & Meetings						
<i>Project Management and Admin</i>					0	
<i>Coordinate with Greenfield</i>					0	
<i>Coordinate with Modeler</i>					0	
<i>Coordinate with Advisory Committee</i>					0	
<i>Meetings</i>	6	6			12	
Data Collection					0	
<i>Coordinate with sub</i>					0	
<i>Turning movement counts</i>					0	\$5,664
<i>Compile existing segment counts</i>					0	
<i>Collect new segment counts/site visit</i>			40		40	
					0	
Trip Generation					0	
<i>Parcel Identification</i>					0	
<i>Trip Generation</i>		10	45		55	
					0	
Capacity Analysis					0	
<i>Segment existing</i>					0	
<i>Intersection existing</i>					0	
<i>Segment 10-year</i>					0	
<i>Intersection 10-year</i>					0	
					0	
					0	
					0	
					0	
Cost Estimates					0	
<i>Estimate of probable cost existing</i>					0	
<i>Estimate of probable cost 10-Year</i>					0	
					0	
					0	
					0	
Report					0	
<i>Report</i>					0	
	6	16	85	0	107	\$5,664
					107	\$5,664
	\$ 176.93	\$ 153.86	\$ 97.70	\$ 77.06		\$0.00
	\$1,061.57	\$2,461.70	\$8,304.16	\$0.00	\$11,827.42	\$5,664.00
Total Hours					Total Labor	\$11,827.42
					Expenses	\$ 5,664.00
					Total	\$17,490.00

ATTACHMENT A

<i>Item</i>	<i>Cost</i>	<i>Note</i>
Additional fee for roundabout counting	\$ 4,710.00	
New Counts at additional intersection US 40	\$ 960.00	
Additional segment count locations	\$ 3,910.00	Assumed 12, actual 25
Zone Increase	\$ 5,930.00	Assumed 50 zones, actual 95+
Meetings	\$ 1,980.00	Included up to 4 in person meetings, actual 6
Total	\$ 17,490.00	

ATTACHMENT A

Additional Meetings

Fee Estimate

Impact Fee Analysis	Project Manager	Senior Engineer	Staff Engr	Admin	Summary	EXPENSES
Project Management & Meetings						
<i>Project Management and Admin</i>					0	
<i>Coordinate with Greenfield</i>	4				4	
<i>Coordinate with Modeler</i>					0	
<i>Coordinate with Advisory Committee</i>					0	
<i>Meetings</i>	9	6			15	\$117.00
<i>Report</i>					0	
	13	6	0	0	19	\$117
					19	\$117
	\$ 176.93	\$ 153.86	\$ 97.70	\$ 77.06		\$0.00
	\$2,300.06	\$923.14	\$0.00	\$0.00	\$3,223.20	\$117.00
<i>Total Hours</i>				<i>Total Labor</i>	\$3,223.20	
				<i>Expenses</i>	\$ 117.00	
				<i>Total</i>	\$3,340.00	