



Greenfield Engineering & Planning

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June 10, 2025

Board of Public Works and Safety
10 S. State Street
Greenfield, IN 46140

Re: Agreements of Inspection Consultants for Sanitary, Water, Streets, and Stormwater
Christopher B. Burke, LLC and The Etica Group, Inc.

Dear Members,

On September 18, 2024, the Board directed Staff for the implementation of hiring consulting firms to inspect private developments who are installing public infrastructure. Since that time, Staff developed protocols for inspection services and draft agreements. Consultants were solicited and seven firms responded:

1. American Structurepoint, Inc.
2. Christopher B. Burke, LLC
3. The Etica Group, Inc.
4. First Group Engineering, Inc.
5. Intertek PSI (Professional Service Industries, Inc.)
6. Resolution Group, Inc.
7. TERRA Site Development, Inc.

Staff carefully reviewed all of the submittals and shortlisted three firms. The three firms, Christopher B. Burke, Etica Group, and Intertek PSI were shortlisted primarily on the sample of daily inspection reports that were submitted. Those three firms were asked to provide resumes for the staff that would realistically provide the inspection services in Greenfield and associated all-inclusive loaded rates.

- Burke provided two individuals with rates of \$125 per hour, and each having 30 and 40 years of experience respectively.
- Etica supplied four individuals with rates of \$112.44/ hour and five, ten, forty, and forty years of experience.
- PSI supplied three individuals of rates from \$70-\$95 /hour and five, five, and twenty-one years of experience.

Reviewing the detailed resumes for the three short-listed firms, Staff is recommending that Burke and Etica be the selected firms primarily because of the seasoned experience of the

inspectors. These individuals will need to represent the City when talking to construction crews and using sound judgement based on acceptable construction products.

Staff then talked to Burke and Etica about blended rates and both agreed to provide inspection services at \$118.00/hour with 30 miles distance to and from the Greenfield jobsites (60 miles round trip) at current IRS mileage rates. The rates are valid throughout the term of the agreements (December 31, 2026).

Working with the City Attorney, the City's standard professional services agreement has been modified as applicable for this work. Language in the modified agreements for both firms are identical.

This concept has been discussed with the Greenfield Common Council, and they have authorized \$50,000 in 2025 budget to start this effort. Some changes are needed to the Unified Development Ordinance and those efforts are underway, however, consulting firms may be hired, and no services will be requested until a developer has committed to reimburse the City.

Staff recommends a **motion to execute agreements with Christopher B. Burke, LLC and The Etica Group, Inc. to provide Private Development Inspection Services as presented in the attached professional services agreements.**

Glen E. Morrow, PE
City Engineer