



Greenfield Engineering & Planning

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August 26, 2025

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

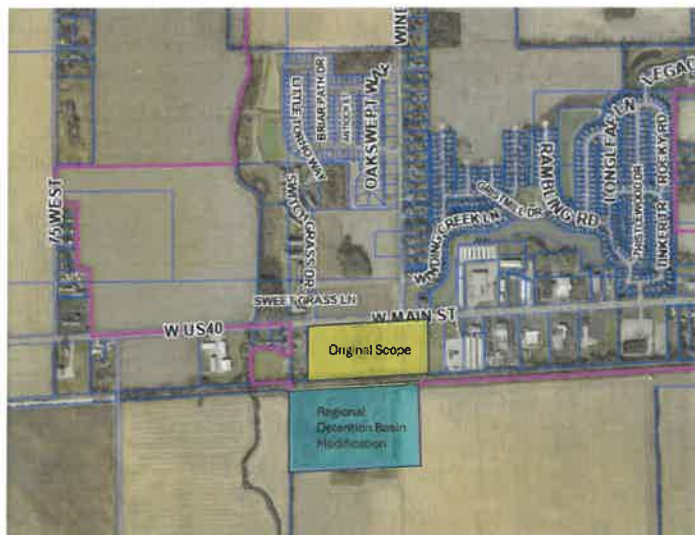
Re: Amendment 1 to Utility Site Evaluation
Burgess & Niple

Dear Members,

On April 23, 2024, the Board approved a \$206,550.00 professional services agreement with Burgess & Niple, Inc. for the Utility Site Evaluation for a 20 +/- acre site at 823 W. US 40 for the intended use of moving the greenfield Power and Light (GPL) offices & warehouse/storage as well as building a new water treatment plant to replace the aging Baldwin plant. Since that time, some complications and needs have changed for the purpose of this study. Some of the changes include the capacity of the receiving wastewater sewers and overall stormwater needs. There are also some questions as to the portion, if any, of the site would be used by the GPL and Water Utilities.

Regardless, Staff would like to shift Burgess & Niple's efforts to provide useful and needed information. Specifically address a regional detention basin that would serve this site and other upstream properties. The regional detention basin is located on the southern side of the Pennsy Trail, immediately south of the 20-acre site.

The attached Amendment 1 addresses stopping efforts on unneeded items in the original agreement (attached for reference and notes are added for status of items) and adds efforts to accomplish the regional detention basin. The savings from the



original contract is \$25,100 and the additional efforts for the regional detention basin are \$52,200 resulting in an increase of \$27,100.00. An additional \$15,100 for permitting would be an additional amendment when this drainage project is ready for construction.

The funding for this work is paid from the North Economic District Tax Increment Financing district (TIF construction account 4445100590.000).

A recommended motion to execute Amendment 1 to an April 23, 2024 agreement with Burgess & Niple, Inc. for a net increase of \$27,100.00 for a total contract of \$233,650.00.

A handwritten signature in black ink, appearing to read "Glen E. Morrow".

Glen E. Morrow, PE
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 26th day of April 2024, by and between the Board of Public Works and Safety of the City of Greenfield (OWNER) and Burgess & Niple, 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 Utility Site Evaluation (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:

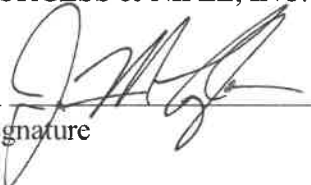
1. "Attachment A" is incorporated to this Amendment for additional scope of work definition and fee justification. The general scope of the amended work is for the Regional Detention Basin Modification.
2. ENGINEER's Compensation as called for in ARTICLE 8 of the original AGREEMENT shall be increased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

Original	+	Amend. #1	=	Total
\$206,550	+	\$27,100	=	\$233,650

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.
5. The AGREEMENT, as amended, shall expire upon the successful completion and final acceptance of ENGINEER's services, as set forth in this Agreement or "Attachment A", and OWNER's payment therefore.

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

ENGINEER:
BURGESS & NIPLE, INC.



Signature

Jason M. Taylor, PE

Printed

Vice President

Title

August 13, 2025

Date

OWNER:
GREENFIELD BOARD OF PUBLIC
WORKS AND SAFETY

Mayor Guy Titus, Chair

Katherine Locke

Larry Breese

Brent Robertson

Glenna Shelby

ATTEST:

Lori Elmore
Clerk-Treasurer

Date

“Attachment A”

Amendment No. 1

City of Greenfield - Greenfield Regional Detention Basin Modification Hancock County, Indiana

I. INTRODUCTION

Burgess & Niple, Inc. (B&N) is submitting Amendment No. 1 in response to the City of Greenfield's request to reduce the original scope of work under the existing contract and to add new work per the revised scope provided. This amendment reflects the elimination of a portion of the site plan development and related tasks, and the addition of the regional detention basin modification study and related deliverables.

II. SCOPE OF WORK COMPLETED

The following tasks from the original contract are recognized as fully or substantially completed. No further work will be provided under this contract for these items:

- Topographical Survey
- Site Improvement Plan (80% complete)
- Environmental Phase 1
- Sanitary Planning Study

III. SCOPE OF WORK CHANGES

Reduction of Original Site Plan Development

Per the Client's request, approximately 20% of the original site plan development scope will be eliminated. This includes select tasks and components marked as "not completed" or indicated as no longer needed in the original scope document. The majority of the original site plan development, storm drainage design, grading, and related tasks are considered complete and no further work will be performed based on the original scope of work.

IV. SCOPE OF WORK ADDED

The goal of the Greenfield Regional Detention Basin Modification is to assess and enhance the capacity of the existing regional detention basin in order to support planned development north of the basin and along the Meridian Road corridor. This work will determine how much new impervious area the basin can serve following proposed modifications and will provide engineering recommendations for grading and stormwater management. The focus is on design and technical solutions—such as maximizing storage capacity, providing positive drainage, and incorporating water quality features—that will meet current regulatory and development needs. Ongoing maintenance and long-term operation of the detention facility and related features are not included in this scope; final management of these assets will be the responsibility of the City of Greenfield.

The following services will be provided:

- Gather and review existing data, maps, and available survey or as-built records for the existing regional detention system and outlet.
- Establish limits and calculate areas for the Meridian Road sites; collect available topographic information for the detention basin.
- Develop a grading plan for the basin to maximize its storage capacity, including a paved low-flow channel and positive drainage slopes.
- Build existing and proposed detention basin models in Civil 3D (or other modeling software) to analyze available storage.
- Calculate storage requirements for full development (assuming maximum impervious area) of the planned development north of the basin, the Leo's Gas Station parcel, and four adjacent parcels north of Leo's on Meridian Road.
- If projected storage needs exceed the expanded basin's capacity, identify the maximum level of impervious development the basin can accommodate.
- Perform hydrologic analysis, including delineation of drainage areas, design storm modeling, and curve number development.
- Determine the regulatory allowable release rate for the basin and design an updated outlet structure to meet these criteria.
- Design a water quality best management practice (BMP) within the basin to treat runoff from the planned development north of the basin and Meridian Road parcels.
- Prepare and submit a summary report, including:
 - Topographic exhibit
 - Grading plan and detention volume calculation
 - Cross-section details of the basin, outlet structure, and storage elevations
 - Water quality volume calculation and summary of BMP
 - Recommendations regarding potential site environmental constraints
- Coordinate with the City during the project for progress updates and review of deliverables.
- If so requested, field investigations, a Waters of the U.S. Report (if necessary), and all necessary permits can be completed for clearance of the site

ASSUMPTIONS AND APPROACH

- It is assumed areas outside of the topographic survey that was previously obtained, B&N will utilize GIS Contours from either the City or Hancock County.
- To ensure clarity and establish a shared understanding for the Greenfield Regional Detention Basin Modification scope, the following assumptions and approach will guide the project execution:
- The evaluation and design efforts will focus solely on the regional detention basin's capacity to support development on the planned development north of the basin, the Leo's gas station parcel, and the four adjacent parcels north of Meridian Road.
- The basin's existing physical and hydrologic conditions will be based on available survey, as-built records, and existing site information provided by the City.
- It is assumed the planned development north of the basin and Meridian Road parcels will be developed with maximum impervious surfaces (100% impervious area) for calculation purposes.
- The detention basin modifications will include grading improvements and installation of a new outlet structure designed to match allowable release rates consistent with applicable stormwater regulations.

- A water quality best management practice (BMP) sized to treat runoff from the planned development north of the basin and Meridian Road parcels will be included in the design.
- Modeling efforts will focus on the basin and immediate contributing drainage areas; comprehensive watershed modeling is outside the scope.
- If required detention storage exceeds the maximum capacity of the modified basin, recommendations will be provided regarding the allowable level of impervious development to remain in compliance.
- Site features such as potential wetlands will be identified and addressed with recommendations to avoid or minimize impacts.
- The engineering services do not include maintenance, operation, or long-term monitoring of the basin or BMPs; these responsibilities will rest with the City of Greenfield.
- Coordination and communication with City staff will occur throughout to review findings and ensure alignment with City requirements.
- Should it be requested that field investigations occur, it is assumed that this will be requested during the active growing season, typically April to October.
- It is assumed that sufficient design plans will be available for development of any necessary permits identified and requested to be obtained.
 - Permits assumed to be required include: A Section 404 and/or a Section 401, a Construction Stormwater General Permit (CSGP), and/or a State Isolated Wetland Permit
 - It is assumed that a Construction in Floodway (CIF) permit from the Indiana Department of Natural Resources (IDNR) will not be required
- It is assumed that no mitigation will be required from IDEM or USACE
- It is assumed that no federal or state funding will be applied to the project and trigger the need for clearance under federal or state NEPA laws.

V. ENVIRONMENTAL ANALYSIS AND PERMITTING

In order to identify potential environmental constraints that may be present on the site including but not limited to potential wetlands and streams the following services will be provided:

- Conduct a site visit to document existing conditions, identify potential environmental constraints, and capture site photographs
- Develop a written summary of the necessary environmental permits required and the design information needed to obtain these permits

Should it be requested that B&N develop and obtain permits the following services will be provided:

- Conduct site investigation and perform a Wetland Delineation (If Requested);
- Develop a Limited Waters of the U.S. Report (If Requested);
- Coordinate with necessary regulatory agencies over permitting requirements;
- Develop and submit the following anticipated permits:
 - Section 404 and/or Section 401 (if needed)
 - IDEM CSGP (if needed)
 - State Isolated Wetland Permit (if needed)

VI. DELIVERABLES

B&N will provide the following deliverables:

- Draft Hydraulics Report

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- Existing Survey
- Preliminary Grading plan of regional detention basin
- Preliminary Detention volume calculations
 - Planned development north of the basin
 - Meridian Road Sites
- Preliminary Cross section detail of existing and proposed regional detention basin with outlet structure and storage elevations.
- Final Hydraulics Report
 - Existing Survey
 - Grading plan of regional detention basin
 - Detention volume calculations
 - Planned development north of the basin
 - Meridian Road Sites
 - Cross section detail of existing and proposed regional detention basin with outlet structure and storage elevations.
 - Include language about how to address potential existence of a wetland

VII. PROJECT SCHEDULE

The anticipated notice to proceed will be August 5, 2025 with the anticipated schedule of deliverables is as follows:

Submittal	Date	Days
Notice to Proceed(<i>anticipated</i>)	August 5, 2025	0 Days
Environmental Summary	September 19, 2025	45 Days from NTP
Draft Hydraulics Report	September 19, 2025	45 Days from NTP
Final Hydraulics Report	November 3, 2025	45 Days from receiving Review Comments

It is assumed that the City of Greenfield will provide comments within 2 weeks of submittal to the City.

If requested to perform and obtain environmental permitting, the following schedule will be followed:

Submittal	Date	Days
Field Work	October 4, 2025	60 Days from NTP
CSGP	December 3, 2025	60 Days from Field Work/Final Hydraulics Report Complete
404/401 Permit	January 1, 2026	90 Days from Field Work/Final Hydraulics Report Complete
State Isolated Wetland Permit	January 1, 2026	90 Days from Field Work/Final Hydraulics Report Complete

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VIII. PROJECT COSTS

The following tables summarize the contract values for the City of Greenfield Utility Site Evaluation and Wastewater Study, including both the original contract and the revised amendment for the Greenfield Regional Detention Basin Modification.

The remaining funds breakdown based on the completed services is as follows:

Description	Fee
Original Contract Amount	\$206,550.00
Original Contract Expenditure for Completed Work	\$181,450.00
Value of Uncompleted/Eliminated Work =	\$25,100.00

The fee breakdown for the amended services will be as follows:

Description	Fee
Hydraulics Report	\$46,200.00
Environmental Summary	\$6,000.00
SUBTOTAL =	\$52,200.00
Amendment to Existing Contract (Increase)	
TOTAL=	\$27,100.00

It is assumed all services for this project will utilize a lump sum fee form agreement.

IX. ADDED SERVICES

If requested to perform and obtain environmental permitting, the fee breakdown will be as follows:

Description	Fee
Permits (WOTUS/404/401/CSGP/State Isolated)	\$15,100.00
TOTAL =	\$15,100.00

It is assumed all services for this project will utilize a lump sum fee form agreement.

X. CONCLUSION

Burgess & Niple, Inc. will commence work after execution of the amended contract and receiving written notice to proceed from a City representative.