



27 September 2023

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

Re: Task order #12 Southside Water Improvements Construction Phase Services

Mayor and Board Members,

This task order is designed to provide professional engineering services for the construction phase of the Southside Water Improvements Project. This includes project management, Construction relates services, On-site construction observation, and Application Engineering. There will be a subcontractor engaged for this project to ensure Davis Bacon Compliance as required by the SRF.

The project was designed as three (3) bid packages. Bids for Package Nos. 1 and 2 were opened in September 2023. Bid Package 3 is expected to bid in March 2024. The scope of services is based on the following conditions:

Bid Package 1 will have an eighteen (18) month construction time.

Bid Package 2 will have a twelve (12) month construction time.

Bid Package 3 will have a twelve (12) month construction time.

Construction on all projects will be completed by October 2025.

I request Board approve Task Order #12 as presented in the not to exceed amount of \$ 679,600 to be completed with the final completion and final submission requirements met for SRF compliance.

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
Greenfield Water Utility

cc: Jane Webb, Utility Coordinator
Gregg Morelock, City Attorney
Lori Elmore, Clerk-Treasurer



**TASK ORDER NO. 12 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

SOUTHSIDE WATER IMPROVEMENTS CONSTRUCTION PHASE SERVICES

The purpose of this Task Order is to provide professional engineering services for the construction phase of the Southside Water Improvements Project. The project was designed as three (3) bid packages. Bids for Package Nos. 1 and 2 were opened in September 2023. Bid Package 3 is expected to bid in March 2024.

- Bid Package 1 – Southside Water Storage Tower and Improvements
 - General construction of 2 MG water storage tower (South) and bulk water filling stations including: associated sitework, yard piping, structural, architectural, process piping and equipment, plumbing, heating, ventilation, air conditioning, electrical and instrumentation and control; decommissioning and demolition of a 0.5 MG water storage tower (Weston) and associated other site work; and raising of a 0.5 MG spheroid style water storage tower (Hospital).

- Bid Package 2 – Southside Water Main Extension and Replacement
 - The Work of this Contract is generally described as a water main replacement and installation project. The following project locations are part of this Bid Package:
 - Construction of approximately 2,250 linear feet of 8-inch water main along North Street, from Howard Street to Spring Street, to replace an existing water main.
 - Construction of approximately 2,700 linear feet of 8-inch water main along W Osage Street, from West Street to Pennsylvania Street, to replace an existing water main.
 - Construction of approximately 5,500 linear feet of 12-inch water main along Franklin Street and David Road.

- Bid Package 3 – Morristown Pike Water Main Extension
 - The Work of this Contract is generally described as a water main extension project. The following project locations are part of this Bid Package:
 - Construction of approximately 2,700 linear feet of 12-inch water main along Davis Road and Morristown Pike.

A. SCOPE OF SERVICES

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

1. Project Management

- 1.1. Provide monthly progress reports to Owner to document services performed and schedule status. This is typically performed as part of the monthly Project invoicing routine.
- 1.2. Coordinate as needed with the Indiana Finance Authority and prepare additional submittals as are required for SRF Loan.

2. Construction Related Services

- 2.1. Compile conformed to contract construction documents and distribute to Owner and Contractor. For each bid package, furnish to Contractor up to five (5) printed copies of the Project Manual, two (2) full-scale Drawings, and three (3) half-scale drawings plus one copy of the Project Manual and Drawings in electronic portable document format (PDF). Additional printed copies will be furnished to Contractor upon request at the cost of reproduction. These sets of contract documents are in addition to the set to be given to Contractor to be annotated with record document information. Print and furnish up to another two (2) sets of the Project Manual and half-scale Drawings plus one PDF copy of the Project Manual and Drawings for use by the Owner.
- 2.2. For each project, conduct a pre-construction conference to describe contract and answer any Contractor questions. Prepare and issue meeting notes.
- 2.3. Review shop drawings submitted by Contractor for conformance with design intentions. This scope includes review of up to eighty five (85) shop drawings in total for the three bid packages.
- 2.4. Review and respond to requests for information (RFIs) submitted by Contractor for clarification of design intentions. This scope includes review of up to sixty (60) RFIs in total for the three bid packages.
- 2.5. Generate and submit to Owner for approval up to six (6) change orders, if required, in total for the three bid packages.
- 2.6. Attend up to twenty-four (24) days of monthly progress meetings conducted by Contractor and review meeting notes issued by Contractor. It is anticipated that Progress Meetings for all bid packages will be on the same day.
- 2.7. Review Contractor's applications for payment and accompanying supporting documentation in conjunction with the on-site construction observer. Verify Davis Bacon wage compliance for certified payrolls and pay applications. Prepare reports to send to the Indiana Finance Authority. This scope includes review of up to forty (40) pay applications in total for the three bid packages.

- 2.8. Perform one (1) site visit with appropriate designers for each bid package to generate punch list prior to substantial completion.
- 2.9. Prepare substantial completion certificate for each bid package for signature by the Owner, Engineer and Contractor.
- 2.10. With Owner's input, certify final construction payment by recommending release of retainage to the Contractor from the Owner for each bid package.
- 2.11. Receive and review annotated record documents from Contractor, which are to be assembled by Contractor in accordance with the Contract Documents to obtain final payment. Prepare record drawings showing appropriate record information based on the project annotated record documents received from Contractor. The completed record drawing deliverables shall include up to two (2) one-half size printed-paper sets of the drawings and an electronic set in PDF format for each bid package.

3. On-Site Construction Observation

- 3.1. Provide part-time on-site observation of construction up to substantial completion of Work to observe and document the progress and quality of the Work. Observation will be provided for up to 192 work days (3 days per week for 64 weeks of active construction).
- 3.2. Based on observations, determine in general if a Contractor's work is proceeding in accordance with the Contract Documents and keep Owner informed of the progress of the work.
- 3.3. Prepare and forward to Owner a copy of the field and inspection reports. Reports shall include items such as, but not limited to, date of observation, contractors on-site, construction activities, discussions of and decisions made concerning construction, observations made, testing witnessed, and information relative to questions of extras or deductions, and photos taken.
- 3.4. Digitally record actual construction. Deliver to Owner a copy of construction photos in digital format.
- 3.5. Recommend to Owner that Contractor's work be disapproved and rejected while it is in progress if that work will not produce a completed Project that conforms generally to the Contract Documents.
- 3.6. Conduct site visits by appropriate designers to observe the progress and quality of the Work. Such visits and observations are not intended to be exhaustive or to extend to every aspect of a Contractor's work in progress or to involve detailed inspections of a Contractor's work in progress beyond the responsibilities specifically assigned to the Engineer in the Contract Documents. The number of site visits by appropriate designers shall be up to forty two (42) equivalent days.

4. Application Engineering

- 4.1. Provide up to fifteen (15) days of Application Engineering (Programming) services to integrate the new water storage tower, demolition of the Weston Tower and modifications to the Hospital Tower into the existing Water Department SCADA system.

B. PROJECT SCOPE CONDITIONS

1. Scope of Services is based on the following conditions:
 - 1.1 Bid Package 1 will have an eighteen (18) month construction time.
 - 1.2 Bid Package 2 will have a twelve (12) month construction time.
 - 1.3 Bid Package 3 will have a twelve (12) month construction time.
 - 1.4 Construction on all projects will be completed by October 2025.

C. KEY STAFF

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

Donohue & Associates:

Emily Wehmeyer, PE
Chris Safford, PE
Nate Winter
Kris Ransberger, PE
Adam Beaver
TJ Bates, PE
Chase Benton, PE
Jeremy Farrer, PE
Peter Larson
Jim Miller
David Porter

Sub consultants:

NV Grant Services, LLC (Davis Bacon Compliance)

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).

- Record Drawings for all Bid Packages.

E. COMPENSATION

Compensation for the work as defined in the Scope of Services of this Task Order shall be in accordance with Donohue’s standard chargeout rates in effect at the time the Services are performed. Routine expenses will be billed at cost and subconsultant costs will include a 10% markup. The total cost for these Services and expenses will not exceed \$679,600.

APPROVED FOR OWNER

By: _____

Printed Name: _____

Title: _____

Date: _____

APPROVED FOR DONOHUE

By: Craig W. Brunner

Printed Name: Craig W. Brunner

Title: President

Date: September 19, 2023