



# Board of Public Works and Safety

## Agenda Item

## Cover Sheet

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**MEETING DATE:** February 13, 2024

- Consent Agenda Item
- New Item for Discussion
- Previously Discussed Item
- Miscellaneous

**ITEM #:** 14

**INITIATED BY:** Jim Hellmann

- Information Attached
- Bring Paperwork from Previous Meeting
- Verbal
- No Paperwork at Time of Packets

**AMENDMENT NO. 1 TO SERVICES AGREEMENT**

1. Background Data:

- a. **Effective Date of Services Agreement:** January 23, 2024
- b. **City:** City of Noblesville, Indiana, a municipal corporation
- c. **Contractor:** WSP USA Inc.
- d. **Project:** On-Call Agreement

2. Nature of Amendment

- Modifications to Payment to Contractor
- Modifications to other terms and conditions of the Agreement

3. Description of Modifications

Attachment 1, "Modifications"

**City and Contractor hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.**

**Signature Page Follows**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates subscribed below.

\_\_\_\_\_  
("Contractor")

By: Kelli McNamara

Date: 1/23/2024

Printed: Kelli McNamara

Title: Local Business Leader

City of Noblesville

By: Chris Jensen

Date: 02/07/2024

Printed: Chris Jensen

Title: Mayor

## **Modifications**

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1. City shall pay Contractor the following additional or modified compensation. Section IV. Compensation and Appendix D, Paragraph A are modified to read as follows:

### SECTION II. DUTIES OF CONTRACTOR

2.1 Contractor shall provide services as specified in **Exhibits A and B**, attached hereto and incorporated into this Agreement.

### SECTION IV. COMPENSATION

4.1 Contractor proposes to furnish all labor, materials and supplies in accordance with the conditions of this Agreement necessary to complete the work as defined in Section 2.1. Compensation shall not exceed ~~\$35,000.00~~ **\$50,000.00**.



# SERVICES AGREEMENT EXHIBIT B

## GRANT DEVELOPMENT SERVICES

**January 22, 2023**

**City of Noblesville, IN**

### **SCOPE OF WORK / WORK PLAN / COST PROPOSAL**

#### **OBJECTIVE**

The purpose of this work plan is to support the City of Noblesville (City) with grant development services targeting the US DOT RAISE FY24 program. The intent of the engagement is to provide the City with complete application package for a RAISE Planning Grant in the FY24 cycle.

#### **SCOPE OF WORK**

The purpose of this Scope of Work is to provide the scope elements and WSP USA's for grant strategy development, project planning and development activities, and grant management and closeout.

#### **TASK 2 – RAISE FY24 PLANNING GRANT - APPLICATION DEVELOPMENT**

The Consultant will prepare a draft Project Narrative for a Planning grant application subject to the current USDOT requirements. The Project Narrative will highlight how the project contributes to local, regional and national significance under the NOFO criteria. The Project Narrative will include content that provides the context for the project, drawing on existing material and graphics whenever possible, and assist in the editing and assembly of the draft and final grant application.

In addition, the Consultant will monitor USDOT direction on grant application requirements, criteria, and procedures to help the Client remain well positioned for grant award. This may include participating in USDOT webinars, asking questions of USDOT staff on behalf of the Client, and assisting the Client with identifying project supporters that will provide letters of support (e.g., US senators, representatives, other elected officials, freight industry and facility partners, and other key stakeholders).

#### **DELIVERABLES:**

- Draft and Final Project Narrative (Planning Grant)
- All necessary forms and attachments



SCHEDULE:

Milestone	Schedule	Lead
Task Order Management & Administration	Ongoing	WSP
Kickoff call, weekly meeting cadence begins	Week of 1/29	WSP
First Draft	2/8/2024	WSP
First Draft Comments Due to WSP	2/13/2024	City of Noblesville
Second Draft	2/16/2024	WSP
Second Draft Comments Due to WSP	2/22/2024	City of Noblesville
Final Application Package Due to City of Cedar Rapids	2/23/2024	WSP
2025 Deadline – Applications must be submitted by 11:59 PM EST	2/28/2024	City of Noblesville

**Anticipated Total Fee for RAISE Planning Grant (No BCA): \$35,000**

WSP will dedicate up to \$20,000 from the previously authorized Grant Strategy scope described in Exhibit A of this agreement toward the completion of the RAISE FY24 Planning Grant development effort.

**Anticipated New Incremental Fee for Planning Grant (No BCA): \$15,000**

**PURCHASE ORDER  
CITY OF NOBLESVILLE  
16 SOUTH 10TH STREET STE 270**

**INDIANA RETAIL TAX EXEMPT  
CERTIFICATE NO. 0031216070010**

**FEDERAL EXCISE TAX EXEMPT  
356001141**

**NOBLESVILLE IN 46060  
PHONE: 317-776-6328  
FAX: 317-776-6369**

**PURCHASE ORDER NO. 240084**

**THIS NUMBER MUST APPEAR ON INVOICES, A/P  
VOUCHER, DELIVERY MEMO, PACKING SLIPS,  
SHIPPING LABELS AND ANY CORRESPONDENCE.**

**SHIP TO:**

**TO**  
**VENDOR # 6706  
 WSP USA INC  
 PO BOX 732476  
 DALLAS TX 75373-2476**

**ATTN:**

<b>DATE</b> 02/02/2024	<b>DEPARTMENT</b> STREET/IMPROV&REHAB		<b>SHIP TO ARRIVE BY</b>			
<b>APPROPRIATION NUMBER</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>PROJECT #</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>
101026313.100	1.0		AMENDMENT TO ON CALL AGREEMENT		15000.00	15000.00

<b>SHIP VIA</b>	<b>TOTAL</b> 15000.00
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**SHIPPING INSTRUCTIONS**

- \* SHIP PREPAID
- \* C.O.D. SHIPMENTS CANNOT BE ACCEPTED
- \* PURCHASE ORDER NUMBER MUST APPEAR ON ALL SHIPPING LABELS.
- \* THIS ORDER ISSUED IN COMPLIANCE WITH CHAPTER 99, ACTS 1945 AND ACTS AMENDATORY THEREOF AND SUPPLEMENTAL THERETO.

**PAYMENT**

- \* A/P VOUCHER CANNOT BE APPROVED FOR PAYMENT UNLESS THE P.O. NUMBER IS MADE A PART OF THE VOUCHER AND EVERY INVOICE AND VOUCHER HAS THE PROPER SWORN AFFIDAVIT ATTACHED.
- \* I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN THIS APPROPRIATION SUFFICIENT TO PAY FOR THE ABOVE ORDER.

**ORDERED BY** \_\_\_\_\_

**TITLE** \_\_\_\_\_ **CONTROLLER** \_\_\_\_\_

**ORIGINAL - VENDOR'S COPY**



FINANCE & ACCOUNTING

Funding Verification/Encumbrance Request Form

Date to be submitted to BoW/Park Board: 2/13/24 (put N/A if not submitting to BoW/Park Board)

Vendor name: WSP, USA 6706

Vendor Address: 115 W. Washington St., Ste. 1270S, Indianapolis 46204

Brief description of purchase: Amendment to On Call Agreement (EN-381-01)

Source of Funding:

- Current Year Operational Budget
Subsequent Year Operational Budget
Funding not yet finalized (attach explanation)
Loan or debt proceeds
Non-Appropriated Fund

Table with columns: Fund #, Department #, Project #, Expense Object #, Amount. Row 1: Fund # 101, Department # 026, Project # N/A, Expense Object # 313.100, Amount \$ 15,000.00

- 1) This option may only be selected AFTER the adoption of the subsequent year budget.
2) This option may only be selected in unusual circumstances.
3) These funds are not appropriated through the annual budget process.

Are you requesting that a Purchase Order (PO) be created for this expenditure?

- Yes Select for all purchases/contracts that will not be paid immediately
No Select ONLY if department plans to initiate payment immediately

The Department certifies that sufficient appropriation authority exists in the stated fund and expense series to obligate the expense for future payment.

ASST Department Director (Signature)

JAMES HEUMANN 2/2/24 (Printed Name) (Date)

Please email completed form to OFAbudget@noblesville.in.us

FOR OFFICE OF FINANCE AND ACCOUNTING USE ONLY

OFA Action Taken

- Purchase Order Created PO # (if applicable): 240084
Reviewed Availability of funds (Contract/Purchase of over \$50k or paid with debt proceeds only)

OFA Signature (Signature)

- No Action Taken (Department should still include this form in purchase/contract approval submission)

Comments:

Initials: CM Date: 2/2/24



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\_\_\_\_\_ (“Contractor”)

By: Kelli McNamara

Date: 1/23/2024

Printed: Kelli McNamara

Title: Local Business Leader

City of Noblesville

By: \_\_\_\_\_

Date: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

This is **Attachment 1**, consisting of 1 page, to Amendment No. 1.

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