



Board of Public Works and Safety

Agenda Item

Cover Sheet

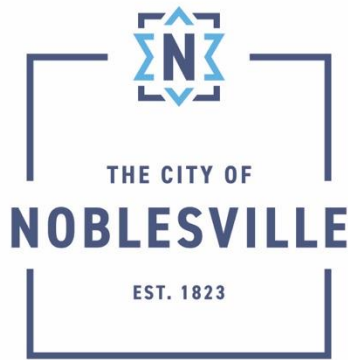
MEETING DATE: June 25, 2024

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

ITEM #: 12

INITIATED BY: Andrew Rodewald

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



TO: NOBLESVILLE BOARD OF PUBLIC WORKS AND SAFETY
FROM: ANDREW RODEWALD, PROJECT MANAGER, ENGINEERING
SUBJECT: SUPPLEMENTAL AGREEMENT #2 WITH RESOLUTION GROUP, INC.
LOGAN STREET DRAINAGE PROJECT
DATE: JUNE 25, 2024

Attached is a supplement to a professional services agreement with Resolution Group, Inc (RGI), originally signed in July 2023 to complete the design for the Logan Street Drainage Project.

RGI completed a planning level study to determine what was needed to provide storm sewer where drainage is currently lacking and/or is underserved, with the intent to allow development and improve conditions. Due to the lack of drainage, property could not be developed and existing development could not expand. While the study was occurring, the trolley line was to be abandoned which made it the perfect alignment because it was contiguous to all the areas being studied and already City-owned.

This supplement was necessary as further utility conflicts have created a need for additional design in a portion of the project. In addition, the project limits were marked in field prior to construction by RGI survey team.

I recommend the Board of Public Works approve the Supplemental Agreement #2 with Resolution Group, Inc. for Logan Street Drainage Project.

In advance, I greatly appreciate your consideration of this request.

AMENDMENT NO. 2 TO SERVICES AGREEMENT

1. Background Data:

- a. Effective Date of Services Agreement: July 11, 2023
- b. City: City of Noblesville, Indiana, a municipal corporation
- c. Contractor: Resolution Group, Inc.
- d. Project: Logan Street Storm Sewer Outfall & Trail Design

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

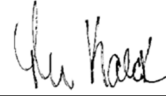
Approved by the Board of Public Works and Safety of the City of Noblesville this _____ day of _____, 2024.

CITY:

CONTRACTOR:

Jack Martin, President

By:



John Ditslear, Member

Printed: Nicole Kalek, P.E.

Title: Director of Transportation Services

Laurie Dyer, Member

Date Signed: 6.2.2024

Robert J. Elmer, Member

Rick L. Taylor, Member

Attest:

Evelyn L. Lees, Clerk
City of Noblesville, Indiana

Modifications

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

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 ~~137,800 Thousand Dollars and 00/100 (\$137,800.00)~~ ~~187,900 Thousand Dollars and 00/100 (\$187,900)~~ 200,700 Thousand Dollars and 00/100 (\$200,700) in accordance with Appendix C.

Appendix A is modified as follows:

SCOPE OF WORK

See Scope and Fee letter dated June 26, 2023, and below.

As part of this Amendment the following scope of work items will be completed:

- Staking for tree clearing along proposed trail alignment. Staking shall occur every 50 linear feet.

Appendix C, Paragraph A is modified as follows:

A. AMOUNT OF PAYMENT

1. The City agrees to pay the Contractor a Lump Sum amount for the following Work:

	Original	Amendment 1	Amendment 2
Topographic Survey	\$38,300	\$41,000	
Construction Documents	\$68,500	\$97,600	
SCGP Permit	\$5,600	\$6,900	
Utility Coordination	\$4,700	\$8,700	\$12,500
Geotechnical Services	\$11,300		
Arboricultural Services	\$9,400		
Right of Way Engineering		\$7,000	
Construction Phase Services		\$1,000	\$10,000
Tree Clearing Staking			\$5,000
TOTAL LUMP SUM FEE	\$137,800	\$182,900	\$200,700

Funding Verification/Encumbrance Request Form

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

Vendor name: _____

Vendor Address: _____

Brief description of purchase: _____

Source of Funding:

- Current Year Operational Budget
- Subsequent Year Operational Budget ¹
- Loan or debt proceeds
- Non-Appropriated Fund
- Funding not yet finalized (attach explanation) ²:

Fund #	
Department #	
Project # (NA if no project #)	

	Expense Object #	Amount
#1		
#2		
#3		
#4		
#5		

1) Note: **This option may only be selected AFTER the adoption of the subsequent year budget.** OFA will create a PO after the start of the next year. If contract details change in between form submission and the start of the year, contact OFA Staff.

2) This option may only be selected in unusual circumstances. An additional FVF will need to be submitted to OFA once funding source has been determined. OFA will not create a PO until this follow-up form has been submitted.

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.

Department Director

(Signature)

(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): _____

Reviewed Availability of funds (Contract/Purchase of over \$50k or paid with debt proceeds only)

OFA Signature _____

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

Comments: _____

Initials: _____ Date: _____

Instructions

When should this form be completed?

1. All agreements reviewed or purchases submitted for approval by the Mayor's Office, Board of Works, or Park Board must be accompanied by a Funding Verification Form (FVF). This form should be completed and reviewed by OFA *prior* to submission of purchase or agreement to the Mayor's Office.
 - Therefore, OFA must receive this form **no later** than 4:00 PM on the Friday prior to the Mayor's Office's submission deadline. *Note: To ensure OFA has sufficient time to review and approve the FVF, please submit as early as possible.*
 - For items to be reviewed by the Park Board, please ask OFA for FVF submission deadline.
2. The FVF is also the tool for encumbering funds for agreements with vendors that are not reviewed by the BoW or Park Board. Submitting this form to OFA will initiate the creation of a Purchase Order (PO) when appropriate.
 - *Note: For agreements that do not require review by the BoW or Park Board, it is still advantageous for departments to encumber the funds as soon as an agreement with the vendor is reached.*

Completing the Form

1. Fill out information related to the vendor agreement and the source of payment.
 - Check one of the options for funding source; if funding is not yet in place (or it is based on next year's budget), a PO will not be created until funding is finalized.
 - Individual PO's can only be associated with only one (1) project, department, and fund. Therefore, if the cost of a contract is going to be split among multiple projects, departments, or funds, a separate FVF must be submitted for each.
 - An individual PO/encumbrance, however, may be split between multiple expense codes. Fill in each expense code associated with the agreement, as well as the cost associated with each expense code.
2. Along with vendor information and funding source, please indicate whether payment of the expense will be made in full on the next claims docket/billing cycle.
 - If you select "Yes", then no PO number will be created. Selecting "No" will initiate the PO creation process.
3. The department director (or designee) must sign the form certifying that funding exists to pay for the full annual cost of the agreement. *Note: The availability of existing appropriation authority can be checked by using the 'Budget vs. Actual' reports in OpenGov.*
 - For agreements with costs exceeding \$50,000, OFA Staff will also review the department's available appropriation authority to certify that funding is available.
 - For agreements with costs funded from debt or loan proceeds, OFA Staff will also review available resources to certify that funding is available.
4. Once completed, transmit the form to OFABudget@noblesville.in.us. Please name the file as follows: Year, Month, Day, Fund #/Department #, brief description.
 - *Example: "2020 02 25 – 101003 – OpenGov Contract"*
5. After receiving the FVF, OFA Staff will review the submission, take whatever action is relevant, and will then transmit a copy back to the department. If a PO will be created, the PO number will be listed at the bottom of the form, and the PO will itself will be attached.