



**GOSHEN REDEVELOPMENT COMMISSION
AGENDA FOR THE REGULAR MEETING OF July 12, 2022**

To access online streaming of the meeting, go to <https://us02web.zoom.us/j/81223011833>

The Goshen Redevelopment Commission will meet on July 12, 2022 at 3:00 p.m. in the City Court Room/ Council Chambers at the Goshen Police & Court Building, 111 East Jefferson Street, Goshen, Indiana.

1. CALL TO ORDER/ROLL CALL

2. CHANGES TO THE AGENDA

3. APPROVAL OF MINUTES

4. NEW BUSINESS

Resolution 42-2022 – Partial Forgiveness of Loans to Goshen Theater, Inc.

Resolution 43-2022 – Request to Negotiate and Execute an Agreement for Construction Inspection Services for the East College Avenue Project

5. DISCUSSION – Main Street Decorative Lights

6. APPROVAL OF REGISTER OF CLAIMS

7. MONTHLY REDEVELOPMENT STAFF REPORT

8. OPEN FORUM

The open forum is for the general discussion of items that are not otherwise on the agenda. The public will also be given the opportunity at this time to present or comment on items that are not on the agenda.

9. ANNOUNCEMENTS

Next Regular Meeting – August 9, 2022 at 3:00 p.m.

GOSHEN REDEVELOPMENT COMMISSION

Minutes for the Regular Meeting of June 14, 2022

The Goshen Redevelopment Commission met in a regular meeting on June 14, 2022 at 3:00 p.m. in the City Court Room/Council Chambers at the Goshen Police & Court Building, 141 East Jefferson Street, Goshen, Indiana.

CALL TO ORDER/ROLL CALL

The meeting was called to order by President Vince Turner. On call of the roll, the members of the Goshen Redevelopment Commission were shown to be present or absent as follows:

Present: Brianne Brenneman, Brian Garber, Andrea Johnson, Vince Turner, Brett Weddell and Bradd Weddell

Absent: None

Commission President Turner stated that the meeting is also available via Zoom.

CHANGES TO THE AGENDA

Commission President Turner stated there is a request to add Resolution 39-2022 Request to Negotiate and Execute an Agreement with Roberts Environmental Services for Soil Gas Screening at 410 West Pike Street and Resolution 40-2022 Amending Declaratory Resolution of the Goshen Redevelopment Commission Amending the Consolidated River Race/US33 Allocation to Create a New Allocation area within the Consolidated River Race/US33 Economic Development Area and Amending the Economic Development Plan to the agenda.

A motion was made by Commissioner Weddell and seconded by Commissioner Garber to add Resolution 39-2022 and Resolution 40-2022 to the agenda.

The motion was adopted unanimously.

APPROVAL OF MINUTES

A motion was made by Commissioner Weddell and seconded by Commissioner Johnson to approve the minutes of the May 10, 2022 regular meeting.

The motion was adopted unanimously.

PRESENTATION

Housing Market Study – Phillip Roth, American Structurepoint, stated that they were about half way through the study but wanted to share what they have so far.

Paige of American Structurepoint presented a power point to the Commission along with a hard copy of the presentation. She talked of what type and amount of housing that Goshen will need in the future.

NEW BUSINESS

Resolution 30-2022 – Request to Authorize Execution of an Agreement with NuWay Construction for the New Parks Maintenance Facility Building Construction

(21:30) Becky Hutsell, Redevelopment Director, provided the Commission with updated cash balances for the River Race TIF. The amount for the parks facility is included in those totals. Bids were received last winter but were rejected. The project was rebid with some alternations and minor changes. Received two bids this time. In the past, the Commission has stated they would support part of this

project, but now asking the Commission for full project funding. Updated cost estimates for multi-use pavilion have risen and will be removed from the project list for now and that money shifted to the parks building. Project cost is 2.47 million with a completion schedule of September 2023.

(24:49) Commissioner Weddell asked Tanya Heyde, Parks Superintendent, regarding the parks department budget and their participation in this project. He also asked who would be covering project overages. Ms. Heyde also talked of the need for the new facility.

(30:15) Mayor Stutsman, when this project started it was going to be split funding between departments. Have been looking at city budgets to see how to shift money to keep big projects moving and keeping the balances where they need to be. Talked about possible project overages and funding for those. Stated he would appreciate the Commission's support on this.

(34:19) Commissioner Weddell stated that he would like to see the park department have money earmarked for this. He stated that in this rare instance, that he would support this as asked and hopefully the commission will not be asked to cover any overages.

(34:05) Commissioner Turner stated that he agreed with Commissioner Weddell and the parks department having participation in this but understands that the Redevelopment Commission is in a position to have flexibility in funding. Also added that he would like to see this as the exception and not the rule.

A motion was made by Commissioner Weddell and seconded by Commissioner Brenneman to amend the Redevelopment Commission commitment to 100% funding of this project.

A motion was made by Commissioner Weddell and seconded by Commissioner Garber to approve Resolution 30-2022.

The motion was adopted unanimously.

Resolution 31-2022 – Request to Authorize Purchase Agreement for 1689 Reliance Road

(39:00) Becky Hutsell, Redevelopment Director, as part of the County Courthouse Roadway Improvement Project, the City will be purchasing parcels and acquiring portions of others. Two appraisals were completed with an average price of the two of \$222,500. A formal offer was provided to the owners. The terms of the agreement are in the memo in the packet.

A motion was made by Commissioner Weddell and seconded by Commissioner Johnson to approve Resolution 31-2022.

The motion was adopted unanimously.

Resolution 32-2022 – Request for Approval for a Bond Issuance to Fund New South Fire Station in the Southeast TIF

(42:00) Becky Hutsell, Redevelopment Director, at the meeting last month, BKV Group provided a brief presentation of the New South Fire Station study. As part of the study, a preliminary plan with construction estimates totaling 7 million dollars. The Commission had originally committed 4.2 million dollars towards the construction. The construction estimate is closer to 7 million dollars. The next step is a Request for Proposals for the design of the station. In order to keep this process moving, Baker Tilly stated this would qualify a bond. Would be able to pay off in time before the TIF expires.

(43:55) Dan Sink, Fire Chief, stated that they started looking at call volumes about four years ago and looking to relocate the College Avenue station due to overlap in coverage. Talked about why there is a need for a new station and ISO ratings.

Questions and discussion regarding new stations, funding and staffing.

A motion was made by Commissioner Johnson and seconded by Commissioner Weddell to approve Resolution 32-2022.

The motion was adopted unanimously.

Resolution 33-2022 – Request for Permission to Issue an RFP for Design of the New South Fire Station (59:00) Becky Hutsell, Redevelopment Director, this is the next step in the process for the New South Fire Station.

A motion was made by Commissioner Weddell and seconded by Commissioner Brenneman to approve Resolution 33-2022.

The motion was adopted unanimously.

Resolution 34-2022 – Request for Approval of an Amended Development Agreement with Last Dance, LLC

(60:00) Becky Hutsell, Redevelopment Director, provided the Commission with a hard copy of an agreement with blue lined changes so can see what has been changed. At the time this project was originally developed, it was anticipated the overall project cost would be approximately 15 million. Bids were opened in April of this year and were substantially higher than anticipated at over 25 million. A map was provided showing the full development plans. Explained the changes in the development agreement. Ms. Hutsell explained each of the three contracts.

Commissioner Turner asked Dustin Sailor how this project is beneficial to the city and Mr. Sailor responded that this plan does manage the stormwater in a comprehensive way and makes land available for development that would not be accessible without this project.

(1:14:20) Ryan Thwaites, Last Dance, stated that when this project began, thought they would be bonding for 10 million dollars in addition to the 5.3 million from the city. The bond amount is now 24 million which is 2.5 times what was originally thought. This is a big commitment and is happy for the partnership with the city. He is requesting that Project 1 be capped at what the bid came in with the 5%. For project 2 & 3 would like the authority to approve any additional costs above what is bonded for. If everything goes as planned and the assessments are correct, in 25 years we will still be 9 million dollars short.

1:20:16 Commissioner Turner asked Dustin Sailor, Director of Public Works, his position and he responded that there is a concern about this and is happy to have this discussion during construction. Will have a full time construction inspection trying to minimize overruns.

(1:22:20) Mark Brinson, Deputy Mayor, stated that these requests were made during negotiations and stated the administration would not support this change. This puts the city at risk since this is being built as a public project.

(1:23:45) Mayor Stutsman, first of all this is a good project and we support it and are excited about it. As with every negotiation, I understand why they are making this request but our job is to protect the taxpayer. Goshen has a history of bonding with repayments and we do that with the contingencies so we don't get stuck paying higher costs. We are in weird times and this is why we are going further that we have gone before, going from a 20 to 25 year bond repayment. Before 25 years, the road will need to be redone. The city also is responsible for fire/police coverages. With moving the College Avenue project to a LPA MACOG project, it will save the developer 3.2 million dollars.

Commissioner Turner asked the Commission if they wanted to add these requests to the agreement and no one responded that they did.

Commissioner Weddell stated that any changes made to the development agreement would need to go to City Council for approval and if any changes are made by them, the agreement then comes back to Redevelopment for approval.

Mayor Stutsman commented that the Redevelopment Commission is taking 5.3 million from the Southeast TIF and do not have money for overages. The money would have to come from civil city. Please think about where the money is coming from.

A motion was made by Commissioner Weddell and seconded by Commissioner Brenneman to amend the Agreement in the packet to the version handed out at the meeting.

After discussion, on call of the roll, the motion was carried by the following vote:

Ayes: Brianne Brenneman, Brian Garber, Andrea Johnson, Vince Turner, Brett Weddell

Nays: None

A motion was made by Commissioner Brenneman and seconded by Commissioner Johnson to approve Resolution 34-2022 as amended.

After discussion, on call of the roll, the motion was carried by the following vote:

Ayes: Brianne Brenneman, Brian Garber, Andrea Johnson, Vince Turner, Brett Weddell

Nays: None

Resolution 35-2022 – Request to Authorize Execution of an Agreement with HRP Construction, Inc. for Contract #1

(1:29:00) Becky Hutsell, Redevelopment Director, two bids were received on May 9, 2022 and the lowest bid was from HRP Construction for \$5,354,383.00. The bids were structured to allow for a material contingency line within the base bid and a 5% contingency from the developer. Substantial completion date is September 1, 2023 and is subject to material availability. Requesting approval contingent upon City Council approval of the Amended Development Agreement and the bond closing.

A motion was made by Commissioner Weddell and seconded by Commissioner Garber to approve Resolution 35-2022.

The motion was adopted unanimously.

Resolution 36-2022 – Request to Authorize Execution of an Agreement with Niblock Excavating, LLC for Contract #2

(1:32:34) Becky Hutsell, Redevelopment Director, requesting authorization for Contract #2 with Niblock Excavating, LLC in the amount of \$11,779,850.00 with a substantial complete date of

December 31, 2022 and is also subject to material availability. Additional 5% contingency from the developer be placed in escrow as part of the bond to cover project overages if they arise. Requesting approval contingent upon City Council approval of the Amended Development Agreement and the bond closing.

A motion was made by Commissioner Weddell and seconded by Commissioner Brenneman to approve Resolution 36-2022.

The motion was adopted unanimously.

Resolution 37-2022 – Request to Authorize Execution of an Agreement with HRP Construction, Inc. for Contract #3

(1:34:00) Becky Hutsell, Redevelopment Director, three bids were received and the lowest bid of \$7,270,000.00 received from HRP Construction. Additional 5% contingency from the developer be placed in escrow as part of the bond to cover project overages if they arise. A substantial completion date of September 1, 2023 subject to material availability. Requesting approval contingent upon City Council approval of the Amended Development Agreement and the bond closing.

The motion was adopted unanimously.

Resolution 38-2022 – Request to Authorize Execution of an Agreement with Elkhart County Gravel for No. 53 Compact Aggregate

(1:34:00) Becky Hutsell, Redevelopment Director, typically we do not bid aggregate material separately but contractors are being limited on the quantity they can purchase. Due to the fact that this project required 22,000 tons, the bids were solicited directly from the supplier. Requesting approval contingent upon City Council approval of the Amended Development Agreement and the bond closing.

A motion was made by Commissioner Weddell and seconded by Commissioner Garber to approve Resolution 38-2022.

The motion was adopted unanimously.

Resolution 39-2022 – Request to Negotiate and Execute an Agreement with Roberts Environmental Services for Soil Gas Screening at 410 West Pike Street

(1:38:20) Becky Hutsell, Redevelopment Director, Phase 1 and Phase II have been completed and the due diligence requirements are satisfied. As preparing for demolition, it has been recommended that a series of samples be taken below the slab to ensure we are not exposing anything beneath the concrete once removed. A cost of \$5700.00

A motion was made by Commissioner Weddell and seconded by Commissioner Brenneman to approve Resolution 39-2022.

Resolution 40-2022 – Amending Declaratory Resolution of the Goshen Redevelopment Commission Amending the Consolidated River Race/US 33 Allocation to Create a New Allocation Area within the Consolidated River Race/US 33 Economic Development Area and Amending the Economic Development Plan

(1:40:00) Becky Hutsell, Redevelopment Director, part of the process for the Indiana Avenue Apartments which is now part of the River Race TIF. These parcels will be carved out and will create a new allocation area called the Indiana Avenue Allocation Area.

A motion was made by Commissioner Johnson and seconded by Commissioner Garber to approve Resolution 40-2022.

The motion was adopted unanimously.

APPROVAL OF REGISTER OF CLAIMS

A motion was made Commissioner Weddell and seconded by Commissioner Brenneman to amend the register of claims to \$236,813.74.

The motion was adopted unanimously.

A motion was made by Commissioner Weddell and seconded by Commissioner Garber to approve the Register of Claims as amended.

MONTHLY REDEVELOPMENT STAFF REPORT

Redevelopment Director Becky Hutsell offered to answer any questions about the monthly report: however the Commission did not have any questions.

OPEN FORUM

Commissioner Weddell stated that there are interested parties in the building at 233 South Main Street and suggested to start the Request for Proposal process for the property.

ANNOUNCEMENTS

It was announced that the next regular meeting is scheduled for July 14, 2022 at 3:00 p.m.

ADJOURNMENT

A motion was made by Commissioner Garber and seconded by Commissioner Johnson to adjourn the meeting.

The motion was adopted unanimously.

The regular meeting was adjourned at 4:48 p.m.

APPROVED on July 14, 2022

GOSHEN REDEVELOPMENT COMMISSION

Vince Turner, President

Andrea Johnson, Secretary

RESOLUTION 42-2022

Partial Forgiveness of Loans to Goshen Theater, Inc.

WHEREAS, Goshen Theater, Inc., (Theater, Inc.) and the City of Goshen acting through the Goshen Redevelopment Commission (Redevelopment) entered into an agreement dated March 1, 2019 to fund a portion of the repair and renovation of the theater.

WHEREAS, Redevelopment provided Theater, Inc. loans to acquire the theater and partially fund the repair and renovation of the theater.

WHEREAS, Redevelopment agreed to forgive the loans if Theater, Inc. met certain terms and conditions.

WHEREAS, Theater, Inc. has completed the repairs and renovations described in Exhibit A attached to the agreement dated March 1, 2019, and continues to use the theater for performances, concerts, shows, and exhibitions which are open to the general public.

WHEREAS, as of July 2022, Redevelopment has forgiven Five Hundred Ten Thousand Dollars (\$510,000) of the loan of Eight Hundred Fifty Thousand Dollars (\$850,000).

WHEREAS, as of July 2022, Redevelopment has forgiven Thirty Thousand Dollars (\$30,000) of the loan of One Hundred Fifty Thousand Dollars (\$150,000).

BE IT THEREFORE RESOLVED, that Redevelopment forgives Eighty-five Thousand Dollars (\$85,000) of the loan of Eight Hundred Fifty Thousand Dollars (\$850,000) given to Theater, Inc. to partially fund the repair and renovation of the theater. The remaining Two Hundred Fifty-five Thousand Dollars (\$255,000) of that loan will be forgiven in the amount of Eighty-Five Thousand Dollars (\$85,000) a year provided that the theater is maintained as a public venue for arts and entertainment open to the general public and owned by a nonprofit entity. The next loan forgiveness will occur on July 1, 2023. The final forgiveness should occur on July 1, 2025.

BE IT FURTHER RESOLVED, that Redevelopment forgives all accrued interest plus Thirty Thousand Dollars (\$30,000) of the loan of One Hundred Fifty Thousand Dollars (\$150,000) given to Theater, Inc. to acquire the theater. The remaining Ninety Thousand Dollars (\$90,000) of that loan will be forgiven in the amount of Thirty Thousand Dollars (\$30,000) a year provided that the theater is used at least sixty percent (60%) of the time for performances, concerts, shows, and exhibitions open to the general public. The next loan forgiveness will occur on July 1, 2023. The final forgiveness should occur on July 1, 2025.

PASSED and ADOPTED by the Goshen Redevelopment Commission on July _____, 2022.

Vince Turner, President

Andrea Johnson, Secretary

RESOLUTION 43-2022

Request to Negotiate and Execute an Agreement for Construction Inspection Services for the East College Avenue Project

WHEREAS the Commission has approved a request to issue an RFP for Construction Inspection Services for the East College Avenue project.

WHEREAS the RFP was issued and responses are due Monday, July 11, 2022 and a recommendation will be brought to the meeting for award.

NOW, THEREFORE, BE IT RESOLVED that Becky Hutsell, Redevelopment Director is authorized to negotiate and execute an Agreement with _____ for Construction Inspection Services for the East College Avenue Project on behalf of the City of Goshen and Goshen Redevelopment Commission.

PASSED and ADOPTED on July 12, 2022

Vince Turner, President

Andrea Johnson, Secretary



**Department of Community Development
CITY OF GOSHEN**

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Memorandum

TO: Redevelopment Commission

FROM: Becky Hutsell, Redevelopment Director

RE: Request to Negotiate and Execute an Agreement for Construction Inspection Services
 for the East College Avenue Project

DATE: July 12, 2022

Earlier this year, the Commission had approved a request to issue an RFP for Construction Inspection Services for the East College Avenue project. Once all final approvals were in place for the project to proceed, the RFP was issued and responses are due Monday, July 11th. We will be bringing a recommendation for award to Tuesday's meeting.

A copy of the RFP is attached. The initial request will be for the agreement to extend through the end of 2022. With the supply chain delays, we're not yet clear on how much of the project can be completed this year and how much will extend into 2023. We've crafted the RFP to allow for us to extend the agreement once we have a better idea on how much work will remain for next construction season.



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Request for Proposals (RFP)

**Construction Inspection for the East College Avenue
Infrastructure Extension Project
Job Number: 2020-0036**

PROJECT SUMMARY

The City of Goshen Redevelopment Commission is requesting proposals for Construction Inspection Services to provide oversight for three (3) construction contracts associated with the public infrastructure extension for the East College Avenue Project. All three (3) projects have been bid and contracts have been awarded. The three (3) projects are broken down as follows:

1. Construction of a new water main loop extending from the west side of the railroad tracks on College Avenue east to CR 31, south to CR 38 and back west to connect to the existing water main at Century Drive. Project will include two bore and jacks beneath the Norfolk Southern rail line as well as a bore beneath county regulated drain, Lateral K.
2. Construction of all stormwater detention ponds for the industrial subdivision, including creation of two (2) new signification ponds, construction of a series of swales and piping to direct storm water into the ponds and installation of outfalls to the Elkhart County regulated drainage system. Total earthwork to be relocated is approximately 1.1 million cubic yards.
3. Construction of a new public roadway loop within the industrial subdivision on the north side of College Ave/CR 36, including installation of public water main, sewer main and storm sewer connecting to the drainage system. Includes installation of a new lift station to serve the development.

Work is anticipated to begin in July 2022 and will extend until work is complete. The overall timeline for construction inspection services will be dependent on several factors, including availability of materials, timing for railroad permits, etc., but contract completion dates are currently set for September 2023. Because of the existence of unknowns, the City is seeking proposals to complete the necessary construction inspection services through December 31, 2022 with the expectation of extending the contract into 2023 once the duration of construction continuing into 2023 is better understood. It is anticipated that the same terms will be carried into the extended agreement with the selected firm.

While the City completes the public infrastructure contracts, it is also expected that NIPSCO will be extending gas and electric services into the industrial subdivision. The Industrial Developer will also have contractors onsite completing the construction of three (3) buildings and grading of the remainder of the development sites.

A copy of the bid specifications and plans is available upon request due to file size.

SCOPE OF SERVICES

For the duration of the Agreement, Consultant shall observe, track and document all construction activities, decisions, correspondence, reports and other communications related to its responsibilities under this Agreement and per the following scope of services:

SECTION 1 – General Overview

It shall be the responsibility of the Consultant to administer, monitor, and inspect the Construction Contracts such that the project is constructed in reasonable conformity with the plans, specifications and special provisions for the Construction Contract.

Consultant shall observe the Contractor’s work to determine the progress and quality of work, identify discrepancies, report significant discrepancies to the City, and direct the Contractor to correct such observed discrepancies.

Consultant shall report Field Change Order requests by Contractor to the City. Provide a recommendation regarding requested changes to City staff.

Inform the City of any significant omissions, substitutions, defects and deficiencies noted in the work of the Contractors and the corrective action that has been directed to be performed by the Contractor.

Definitions

The following definitions will be used in this RFP:

Construction Superintendent – Person in the field responsible for all activities of the Contractor.

Contract Information Book (CIB) – The contract book with all City’s project requirements including the bid front end documents, technical specifications and plans.

Design Engineer – Engineer who prepared the technical specifications and plans for the project.

Inspection Consultant – Consulting engineering firm responsible for the construction inspection services during the project.

Inspection Manager – Person in the consultant’s office responsible for construction inspection of the project, The Resident Project Representative and all Inspectors.

Inspector – Person responsible for inspecting the contractor’s work activities under the direction of the RPR.

Project Manager (PM) – City’s employee directly responsible for monitoring the construction and inspection of the project.

Resident Project Representative (RPR) – Lead Inspector responsible for all field inspection operations.

A **Levels of Inspection** table is included at the end of the Scope of Services providing additional information to consultants interested in submitting a response.

SECTION 2 – Project Initiation

2.1 Project Review

Consultant shall obtain all project documents required for the construction and inspection. Such documents include the Contract Documents for all three (3) components of the public infrastructure project, which are: plans, specifications and any issued addenda. In addition, Consultant will gather all documents referenced in the plans and specifications and thoroughly review the information. The following is a partial listing of necessary documents:

1. Geotechnical Report
2. Pavement Cores (if available)
3. INDOT Standard Specifications, as referenced in the Contract Documents
4. INDOT Supplemental Specifications

5. Utility Relocation Plans

Consultant should become completely familiar with all documents necessary for the inspection and construction of the project prior to commencement of construction.

The following are documents that the Consultant should obtain from the City and become more familiar with. The Documents will be available after the opening of bids:

1. Contractor's Bid
2. Contractor's Post-Bid
3. Contractor's executed Agreement with the City
4. Bid tabulation for the project
5. Notice to Proceed (NTP)

Consultant shall notify City, in writing, as soon as possible if any problems or discrepancies are found during review of all of the project documents.

2.2 Project Contact List

Consultant shall develop a list containing the name, address, telephone number and email of all contact persons involved in the project. Consultant is to ensure that this list remains current throughout the project.

The list should contain, at a minimum, the following:

1. Consultant's Primary Construction Inspector
2. City's Project Inspector
3. City's Project Manager
4. City Engineer
5. Design Engineer
6. Construction Superintendents for each company awarded a contract
7. Construction Foremen for each company awarded a contract
8. Utility Company Representatives
9. Utility Company Emergency Numbers
10. City of Goshen Communications Coordinator
11. Emergency numbers for Police, Fire and Medical
12. Contractors' 3 emergency contact persons with phone numbers (Must be available 24 hours a day/7-days a week)
13. Goshen Community Schools Transportation Director
14. Fairfield Community Schools Transportation Director
15. Directors of Transportation for any Paratransit or Other Impacted Transportation Services
16. Operations Supervisors/Managers of All Residential Trash Services
17. Operations Supervisors/Managers of All Commercial Trash Services
18. Goshen Post Office Postmaster / Manager
19. Goshen City Hall Switchboard;
20. Elkhart County 911 Dispatch
21. Goshen Chief of Police
22. Elkhart County Sheriff's Office
23. Goshen Fire Chief
24. Managers of nearby Lippert and Forest River plants
25. Elkhart County Fairgrounds

2.3 Project Status Checklist

After all documents are gathered and reviewed, and well in advance of construction, Consultant shall review the status of all required permits and approvals necessary for the successful execution of construction. The following is a partial list of items that should be determined:

1. All right-of-way has been cleared.
2. All utility agreements, easements and work plans are executed.
3. All City permits and approvals are obtained.
4. Indiana Department of Natural Resources (IDNR) Construction in a Floodway Permit is obtained (if required).
5. Stormwater Quality Control Plan is approved by the Elkhart County Soil & Water Conservation District.
6. Notice of Intent Letter is approved by the Indiana Department of Environmental Management (IDEM).
7. Section 404 Floodway Permit is obtained from the Army Corps of Engineers (if required).
8. Indiana Department of Environmental Management (IDEM) construction permit (if required).
9. Independent Assurance Testing Schedule is in place.
10. Contractors' staging and storage site locations are identified.
11. Dump site with City approval (inclusion in SWQCP/SWPPP, if required)
12. Right-of-Entry Agreements (if required).
13. Bore and Jack permits from Norfolk Southern.

2.4 Submittals

Consultant shall make a list of all submittals and shop drawings required for the project. This list shall be all-inclusive and clearly state the approving authority for each submittal except products that are previously approved or only need a certification. Note: City's Project Manager will be approving authority for most submittals and shop drawings. The list should be in standard form. Consultant shall receive, log, review and forward all submittals/shop drawings to the proper approving authority for review and approval; then distribute accordingly after receipt from approving authority. Consultant shall refer to this list during the course of construction to make certain property submittals have been made and approved prior to the commencement of work.

2.5 Field Visit

After the Contract Documents have been reviewed, and prior to the commencement of construction, Consultant shall visit the project site and become familiar with existing site conditions. Consultant shall perform an onsite field check of the entire project with the project plans, note locations of key elements of the project, and become familiar with possible interferences with existing residences, businesses, pedestrian traffic or the motoring public prior to the contractor starting work.

Consultant shall provide the City's Project Manager with a written inventory of damage observed during the survey. Still photographic or video records shall be required. Contractor will be responsible for performing their own separate survey and video prior to commencement of construction activities.

2.6 Inspection Kick-Off Meeting

After the documents and project status are reviewed and the field visit is complete, the Inspection Manager, RPR and Inspectors shall meet with the City to discuss the project. The meeting should include a discussion of the following:

1. Construction Inspection Agreement Review
2. Levels of authority of Inspectors, RPR and City's Project Manager
3. Work Directive Changes and Change Order approval limits and procedures
4. Project Status Checklist
5. Alternate Bid Items (if applicable)
6. Contractors' past performance
7. Procedure for dispute resolution
8. Procedure for dealing with complaints from the public
9. Forms to be used and timing of report submittals to City's Project Manager
10. Project and Final Construction Records Filing System (See Section 4)
11. Organization and number of field notebooks

12. Special funding requirements
13. Format for Construction Inspection Consultant’s applications for payment
14. Attendees, location, date and notices for Pre-Construction Meeting
15. Frequency (bi-weekly is strongly recommended) and expected attendees for progress meetings
16. Overview of Contract Documents
17. Submittal schedule and Submittal log
18. Oversight of record drawings (paper and electronic)
19. Inspector/RPR responsibilities for Contractor Traffic Control
20. Daily Report documentation
21. Notification requirements for upcoming utility acceptance testing, water main flushing and connections,
22. Notification requirements for construction problems, utility conflicts, accidents or emergencies
23. RPR/Inspectors shall have a mobile telephone with them at all times and the number shall be made available to Contractors’ Superintendent/Foreman and Project Manager in order to respond quickly to questions concerning the project
24. Post-construction activities (See Section 10)
25. Billing and invoicing procedures for the Contractors
26. Additional forms to be utilized

Minutes of the meeting shall be prepared by the RPR and distributed to all attendees within one week of the meeting.

SECTION 3 – Pre-Construction Meeting

Prior to the start of any work, a mandatory Pre-Construction Meeting will be conducted. The Inspection Consultant RPR and City’s Project Manager will conduct the meeting.

At a minimum, attendees of this meeting should include: Contractors, Project Manager, all City departments involved with the project, Design Engineer, affected Utilities, Inspection Consultant RPR and PM. A typical agenda for this meeting will include, but not be limited to, the following items:

1. Introductions
2. State of Contracts (Bonds, Insurance, Notice to Proceed)
3. Completion Dates (Substantial and Final Completion) for each Contract with details regarding what defines each type of completion
4. Liquidated Damages
5. Contractor & subcontractor emergency contacts, phone numbers, and email addresses
6. City emergency and after-hours contacts
7. Schedule of Construction Operations
8. Schedule of Values
9. Right-of-Way (clear?)
10. Utility Information/Coordination
11. Subcontractors/Suppliers lists (Post-bid submittal)
12. Submittal of Shop Drawings & other materials
13. Contractors’ Supervisory Personnel
14. OSHA and other Safety Regulations
15. Public Relations/Coordination with residents/property owners
16. Safety #1 (hard hats, safety shoes & vests/excavation, trench safety, dust control)
17. Contractor responsibilities prior to work (notification to property owners; notification of road closures to City, schools, trash collection, and mail delivery; existing conditions photos and/or video)
18. Material and testing requirements
19. Work Change Directive and Change Order procedures
20. Discussion of required permits and where displayed at job site
21. SWQCP/SWPPP Self Inspection Requirements

22. Prior written notification of non-regular work hours (weekend, holidays, overtime, etc.)
23. Progress Meetings
24. Transition to Operations/CEG (if applicable)
25. Review of specific City standards and specifications
26. Erosion and sediment control concerns

Prior to the Pre-Construction Meeting, Consultant shall send notices to City’s representatives, Contractors, Design Engineer and all applicable Utilities. The notice to the Contractor shall list all items the Contractor is required to bring to the meeting, such as their construction schedule, schedule of values, and emergency/after hour contact information. The RPR shall prepare a project specific agenda to distribute to all attendees at the Pre-Construction Meeting.

After the Pre-Construction Meeting, several procedural items should be completed by the Consultant:

1. A copy of the sign-in sheet should be distributed to all attendees.
2. Minutes of the meeting shall be prepared by the RPR and distributed to all invitees/attendees within one week of the conference.
3. Contact should be made with all the invitees that failed to attend the conference to see if they have any pertinent information.

SECTION 4 – Project Filing System

A separate project filing system shall be used for each of the three (3) construction projects associated with this overall project. During the project kick-off meeting, the City’s Project Manager and RPR will discuss and determine the specific number of files to be used and the specific method to be employed for the project. The filing system directory is included at the end of this section.

All files shall be kept with the RPR or at their office. RPR will be responsible for keeping all project files current, in an orderly condition, and available for inspection at any time by the City’s Project Manager.

Current record drawings must be kept and maintained by the RPR. A set of current record drawings shall be available for the City’s Project Manager at any time.

Project & Final Construction Records Filing System Detail

1) Correspondence

- a) Oversight Agencies & Permitting
 - i) *City of Goshen*
 - ii) *IDEM*
 - iii) *IDNR*
 - iv) *US ACE*
 - v) *INDOT*
 - vi) *Norfolk Southern Railroad*
 - vii) *ECSWCD*
 - viii) *Other – Add folders for specific oversight agency*
- b) Utility Coordination
 - i) *NIPSCO Electric*
 - ii) *NIPSCO Gas*
 - iii) *Water*
 - iv) *Sewer*
 - v) *Fiber*
 - vi) *Elkhart County Drainage Board*
 - vii) *Other - Add folders for specific utilities*
- c) Public Coordination
 - i) *Businesses*
 - ii) *Residents*

- iii) *City Communication’s Coordinator*
- iv) *Services (School Busing, Private Busing, Trash, Mail)*
- d) **Construction Engineering**
 - i) *Design Engineer*
 - ii) *Construction Inspection Consultant*
 - iii) *Sub-consultants*
- e) **Contractors**
 - i) *Prime*
 - ii) *Other – Add folders for specific subcontractors*

2) Project Initiation

- a) **Project Information**
 - i) *Contract*
 - ii) *Plans*
 - iii) *Addenda*
 - iv) *Permits*
 - v) *Design Computations*
 - vi) *Rights-of-Entry*
 - vii) *Geotechnical Report*
 - viii) *Stormwater Pollution Prevention Plan*
 - ix) *Pavement Coring Reports (if available)*
 - x) *Sewer Assessment*
 - xi) *Other Utility Assessments (if applicable)*
 - xii) *Pre-Construction Televising Reports (if applicable)*
 - xiii) *Easement and Right-of-Way Information*
- b) **Pre-Bid Meeting**
 - i) *Meeting Materials*
- c) **Pre-Construction Meeting**
 - i) *Meeting Materials – From Inspection*
 - ii) *Meeting Materials – From Contractor*

3) Construction

- a) **Contractor’s Information**
 - i) *Insurance Certificate*
 - ii) *Bid, Payment, Performance, and Maintenance Bonds*
 - iii) *Bid Tab*
 - iv) *Post-bid Documents*
 - v) *Notice to Proceed for Construction & Inspection*
 - vi) *Initial Construction Schedule*
- b) **Submittals**
 - i) *Shop Drawings*
 - ii) *Testing Reports*
 - iii) *O&M Submittal*
- c) **Field Orders**
- d) **Work Directive Changes**
 - i) *Working Documents*
 - ii) *Executed Documents*
- e) **Change Orders & Amendments**
 - i) *Working Documents*
 - ii) *Executed Documents*
 - iii) *Executed Final Balancing Change Order*
- f) **Claims**

4) Inspection

- a) **Daily Reports**

- b) Progress Records
- c) Weekly Progress Report including Photos & Daily Work Reports
 - i) *Insert Folder Names for Weekly Period (ex. 07-01-2018 to 07-08-2018)*
- d) Preconstruction Photos & Video
- e) Post-Construction Photos & Video
- f) Progress Meetings
 - i) *Agendas*
 - ii) *Minutes*
 - iii) *Schedules*
- g) Materials Management
 - i) *Certifications*
 - ii) *Delivery Tickets*
 - iii) *Unsuitable / Excess Soil Tickets / Documentation (if required)*
- h) Record Drawings
- 5) Financials**
 - a) Pay Applications
- 6) Operations & Maintenance**
 - a) Data Submittals
 - b) Start-Up / Commissioning Inspection Report
 - c) Commissioning Attendees
 - d) Initial Operating Parameters
 - e) Final Plan of Operations
 - f) Final O&M Manuals
 - g) Maintenance Documents
- 7) Construction Close Out**
 - a) Pre-Final Walkthrough
 - i) *Sign-in Sheet*
 - ii) *Punch List*
 - b) Final Inspection
 - i) *Sign-in Sheet*
 - ii) *Punch List with dates of completion*
 - c) Final Certificates
 - i) *Substantial Completion*
 - ii) *Property Releases with corresponding Right-of-Entry Agreements*
 - iii) *Consent of Surety to Final Payment with Power of Attorney*
 - iv) *Maintenance Bond with Power of Attorney*
 - v) *Prime Contractor's Waiver of Lien*
 - vi) *Subcontractors & Suppliers Waiver of Lien(s)*
 - vii) *Final Subcontractor/Supplier Payment Report*
 - d) Contractor Evaluation

SECTION 5 – Field Reports, Records and Daily Work

5.1 Field Observation

The RPR shall inform Contractor as soon as possible of any observed deficiency in the Contractor's work. The RPR nor any Inspectors shall NOT at any time, recommend, suggest or direct the means or methods of construction of any portion of the Contractor's work. The RPR nor any Inspectors shall NOT authorize substitutions of material; changes in alignment, location, or elevation; nor any other deviation from the project specifications and plans without prior authorization from the City.

The RPR and Inspectors shall be familiar with all current safety regulations, and all construction inspection activities shall be conducted in accordance with such pertinent regulations. Neither the RPR nor Inspector(s) shall be responsible for the safety procedures of the Contractor; however, they are

responsible for reporting instances of unsafe practices to the City’s Project Manager and the Contractor. Such observations and to whom these observations are reported to shall be indicated in the Inspector’s Daily Work Report.

5.2 Progress Meetings

The RPR shall conduct regular project Progress Meetings on-site or at the City’s office. The meetings shall be planned ahead for a regular day and interval not exceeding one per month and are to be scheduled in Microsoft Outlook. Attendees shall include the RPR, City’s Project Manager, Construction Superintendent and any Superintendents for all major construction subcontractors, any appropriate utility company representatives and the Design Engineer, if needed.

Each meeting should focus on the status of the major work elements of the project with respect to the construction schedule. The Construction Superintendent should submit at the meeting an updated progress schedule for the completion of construction of the project. The RPR shall keep minutes of the progress meetings and distribute the minutes to all attendees.

5.3 Inspectors Daily Report and other Project Forms

Each Inspector shall complete an Inspectors Daily Work Report (DWR) for each day’s work using the current standard set for by City or an approved equal by the City’s Project Manager.

At the end of each workday, all reports should be reviewed for accuracy, signed by the Inspector, and submitted to the RPR for incorporation into the Project Daily Work Report.

Each Inspector shall record on the Inspectors Daily Work Report the location and quantities of each material installed or delivered to the project site each day. This information will be used by the RPR to update the Daily Progress Record and ultimately to verify the Contractor’s application for payment. **The accuracy of this information is extremely important and shall be reviewed and agreed upon with the contractor on a daily basis.**

The Inspectors Daily Work Report shall include, but not be limited to, record of the following:

- Contractor’s personnel and all equipment on-site and whether each piece of equipment is being utilized
- The day’s weather
- The controlling construction operation
- Any occasion the Contractor failed to work, whether it be on their own account or due to an outside influence such as a utility. (If it’s not the Contractor’s fault that they cannot work, place 0/8 in the “fraction of day workable” section.)
- Any sign(s) down or other deficiency(s) in traffic control devices, person(s) notified, and when repaired
- Detail of work performed that day and point out any problems encountered
- On projects having concrete curb, concrete pavement, concrete driveways, concrete sidewalk or concrete ramps, Inspectors shall measure the depth of the proposed pour prior to placement of concrete and shall record those depth measurements on the Daily Report giving the station number and/or home address of each depth measurement. Depth measurements shall be taken at a predetermined interval as agreed upon between RPR and City’s Project Manager. Spacing between depth measurements shall not be more than 50 feet or at each pour location.
- Depth measurements of compacted HMA courses during paving operations, with station number and/or home address of each measurement, and stage of compaction. Spacing between depth measurements shall not be more than 200-feet.
- General subsurface soil conditions, including any significant changes and relative elevation of any groundwater.

- Inspectors shall take date/time stamped digital photographs of key elements of work and all problems when they arise. Such photographs shall be electronically filed with a described location, date, name of Inspector, and the corresponding daily report number.
- Asphalt temperatures shall be taken and recorded on the Daily Work Report, as well as the delivery ticket of the load which the temperature was taken and location the load was placed.
- Discussions with Contractor personnel and topic discussed should be documented.
- Phone conversations and text messages of significance shall be documented.
- Visitors to the site with a summary of topics discussed shall be documented.
- Any accidents that occurred within the project limits shall be documented.

If filling out the last daily report for the job, make a note of it. Typically, the last report will be the day all construction signs come down.

DAILY REPORTS ARE TO BE DETAILED, BUT CONCISE. Details noted in the reports will likely be extremely important when trying to determine whether or not time extensions are justified, clarifying the cause of an accident or needing to be utilized for legal purposes.

Dailies are to be submitted Monday thru Friday whether or not the Contractor works (once work begins) and on weekends when work takes place, until the day of the last report. An exception to this is when a contract is suspended for a long length of time. In this situation, note on the last active Daily work is suspended. Dailies will resume the day work starts again.

All completed Inspector Daily Work Report forms shall be maintained in the project files by the RPR and available for review by the City's Project Manager upon request.

5.4 Daily Work Report

The Project Daily Work Report is an extremely important document in the event a time extension or non-performance of the contractor is to be determined. The RPR shall record on the Project Daily Work Report, at a minimum, the following:

- Controlling Operation(s)
- Fraction of day workable on Controlling Operation(s) (fraction must never be ½)
- Non-work day and work day data
- Information relating to delays and/or Contractors' progress

All information gathered from the Inspectors Daily Work Report is to be consolidated into the Project Daily Work Report. This report will track project progress and conditions for that particular day should there be more than one project operation being performed on the same day at multiple locations with multiple inspectors.

5.5 Daily Progress Record

The Daily Progress Record is a daily accounting of the quantities and locations of materials placed relative to each pay item of the construction contract. Each day, Inspectors submit to the RPR their daily reports showing the location and quantities of materials placed. From this information, the RPR updates the Progress Record.

The Daily Progress Record contains a separate listing of each pay item of the Construction Contract.

The Progress Record will be maintained on a daily basis and inspected by the City's Project Manager at progress meetings.

5.6 Weekly Construction Reports

The RPR shall submit to the Project Manager a report outlining progress that has occurred on the project over the past week and a projection of work for the upcoming week. The reporting interval shall be weekly and discussed at the kick-off meeting.

Weekly reports shall cover a one-week period beginning on Sunday and ending on Saturday. The Weekly Construction Report shall identify the work in progress, controlling operation(s), projection of work for the upcoming week and the fraction of each workday that is workable.

Weekly reports shall be submitted to the City’s Project Manager no later than the morning of the Tuesday following the weekly reporting period.

Weekly reports shall also include photos of the project progress, Daily Work Reports for the week, testing reports received and any other documentation crucial to the project.

Weekly reports shall highlight any testing anticipated for the upcoming week, including any water main flushing.

5.7 Field Notebooks

The RPR may maintain a series of Field Notebooks to record all information that cannot be shown on the Daily Work Reports. Each Field Notebook should be marked with the project name and number and should be sequentially numbered. The type of notebook and information to be recorded in the notebooks should be discussed at the kick-off meeting with the City’s Project Manager.

Field notebooks are an important part of the Inspector’s information recording system for the project. The following are typical recorded applications:

1. Structures as they are placed
2. Field survey which may be necessary
3. Record drawing information
4. Depth checks for subbase, forms, asphalt, etc.
5. Signage checks
6. Photo log
7. Field measurements, sketches for quantity computations

** All field notebooks shall be retained as part of the permanent final construction records for the project.*

SECTION 6 – Testing

Material testing, sampling or material certification for all delivered and accepted materials is required for this project. Refer to project plans and specifications for additional information. The Contractor is responsible for all required sampling and testing.

The RPR shall perform the following contractual requirements:

1. Verify the required sampling and testing has been accomplished and the Contractor has provided materials certification for all delivered and accepted materials used in the project’s construction.
2. Review the Contractor’s test/certification results for accuracy and retain in the project file.
3. Questionable testing methods or results from the Contractor may warrant additional measures by the City to confirm compliance.

The RPR shall maintain a log showing required tests and dates these tests have been performed by Contractor. This log will become part of the Final Construction Record.

The RPR shall coordinate with the City’s Project Manager and Contractor to ensure that access is available for City televising of sections of storm and sanitary sewers as soon as possible after completion.

SECTION 7 – TRAFFIC CONTROL

7.1 Checking of Construction Signs and Barricades

All signs and barricades on the project should be visually checked by the Consultant at the beginning and end of every day and within 4 hours after a major storm event. Any deficiencies in signage or barricades should IMMEDIATELY be addressed with the City’s selected Traffic Control contractor and followed up to ensure the situation has been corrected.

7.2 Notification of Road Closure or Restriction

The Consultant shall notify the City’s Project Manager of any additional road closures or restrictions required beyond the approved Traffic Control Plan. Notification shall be provided to the City no later than 4:00 pm on a Thursday for approval of closures or restrictions by the Board of Public Works & Safety the following Monday afternoon. The earliest closures or restrictions could begin is 5:00 pm the day of the Board of Public Works & Safety meeting. Details are required when notification is provided including the duration of closure or restrictions and additional detours being implemented during the approved timeframe. Notification is to be provided in writing and, while not required to be to scale, drawings should adequately represent the intent of the traffic control modifications.

SECTION 8 – Contractor Application for Payment

The RPR and Contractor will agree on a daily basis to all pay item quantities prior to the Contractor submitting an application for payment.

The Contractor’s application for payment shall consist of one original supported with a Contractor’s Pay Estimate Form. Also included with each pay application shall be a partial lien waiver. The signature block and project information portion need only to appear on the last sheet.

The Contractor submits to the RPR their monthly quantities. RPR verifies the quantities for the Contractor’s application for payment, signs and dates it and submits one original to the City’s Project Manager for approval and processing.

The quantities shown on the Contractor’s Pay Application **must** match the Progress Record.

SECTION 9 – Change Order Procedures

9.1 Introduction

The statutory and regulatory constraints that govern the City of Goshen construction, as well as the uncertainties of the construction process, make it necessary that City contracts remain flexible to accommodate project needs.

The RPR and City’s Project Manager are responsible for implementation of a fair and effective change order and claims mitigation process. The RPR must be completely familiar with this process as stated herein and in the Contract Documents. The RPR must react promptly to requests and potential claims made by the Contractor to minimize unnecessary cost and time. The RPR must also promptly notify the Contractor of City-driven changes or City’s claims to minimize unnecessary cost and time. The RPR shall keep the City’s Project Manager fully aware of the status of all issues regarding changes in cost and/or time and copy the City’s Project Manager on all pertinent paperwork.

During the course of the project the Contractor may request information from the RPR. A Request for Information (RFI) or a Request for Clarification (RFC) is a written request issued by Contractor to the RPR requesting information or an interpretation relative to the project. The RPR should promptly respond in writing to such requests and have the City’s Project Manager approve all correspondence prior to sending to the Contractor. RPR shall keep a log of all RFI’s and RFC’s on the project.

A Field Order (FO) is a written instruction on a City-approved form issued by the RPR or the City’s Project Manager to the Contractor which orders minor changes in the work but does not involve a change in project cost or time. A Field Order is not a part of a Change Order as it does not involve changes in cost and/or time.

9.2 Changes Involving Cost and/or Time

Any modification to a construction contract that involves an increase or decrease in cost and/or time must be presented to the Board of Public Works for approval as a Change Order. Change Order procedures shall be discussed at the Pre-Construction Meeting.

The RPR shall maintain a current CO Summary Sheet showing the net effect on project cost and time and if the change is foreseen or unforeseen.

SECTION 10 – Project Close-Out

The Following procedures shall be used for Close-Out of projects or Close-Out of a portion of a project, as approved by the City’s Project Manager. Final project close-out shall be discussed with all parties at the Pre-Construction Meeting.

10.1 Substantial Completion

After Substantial Completion for each project has been achieved, the RPR shall notify the City’s Project Manager and Contractor to schedule a Pre-Final walk-through inspection. Prior to the Pre-Final Inspection, the RPR shall complete a comprehensive inspection of the entire project and compile a pre-final punch list. The RPR shall also compile a list of items that need to be corrected, but may fall outside of the contractor’s responsibility and provide these to the City’s Project Manager. The RPR shall prepare minutes of the Pre-Final walk-through inspection. At the Pre-Final Inspection, the RPR will take notes of issues discussed, including all attendees and any additional punch list items identified, and provide the Certificate of Substantial Completion form, to be signed by all parties. Following the walk-through, the RPR will send minutes of the inspection and an electronic copy of the Certificate of Substantial Completion with attached Pre-Final Inspection Punch List to all attendees.

10.2 Punch List

The Contractor shall complete or make all necessary corrections of all Pre-Final Punch List items before requesting a Final Inspection. The Final Inspection of the work with the City shall be scheduled as soon as schedules permit. The RPR shall prepare minutes of this inspection and notify the Contractor in writing of all particulars in which this inspection reveals work that remains incomplete or defective (Final Punch List). All Final Punch List items shall be completed to the City’s satisfaction, prior to the release of retainage but not later than the Final Completion date as amended by the Change Orders.

10.3 Final Quantities / Balancing Change Order

The project’s final quantities should be discussed at the Pre-Final Inspection. It is desirable for the RPR to have a draft of the Final Balancing Change Order for the Contractor’s review to begin the process of final closeout. When final quantities have been agreed upon, the RPR will prepare the Final Balancing Change Order for the project.

10.4 Project Record Drawings

The project red line Record Drawings (hard copy and electronic format compatible with AutoCAD 2020), O&M Manuals, Field Notebooks and any other deliverables required by the Contract Documents shall all become part of the Final Construction Record files assembled by the RPR.

During construction, the RPR shall oversee and verify that the Contractor is recording field measurements and conducting field surveys, as needed, to progressively prepare the red line markup record drawings. The red line mark ups shall be for any modification to the plans as bid. The RPR shall oversee Contractor’s “record drawing” mark ups throughout the project duration. Following receipt of final drawings from the Contractor(s), the RPR shall review the Final Record Drawings for accuracy.

1. Geometric revisions (additions or deletions) to the as-bid plans
2. Type of pipe installed from the specified Class
3. Changes in the size of pipe
4. Changes in the structure or casting type
5. Revisions to planned invert elevations

6. Existing infrastructure discovered during construction (i.e. field tile, storm sewers, manholes, etc.) that remain in place as well as any connections to the new construction
7. Revisions to planned drainage swales or ditches
8. Changes in the pavement thickness, composition, type or limits
9. Revisions to permanent right-of-way or easements that will remain after the project
10. Traffic signal conduit/wiring revisions
11. Added sidewalks and ADA ramps
12. Shoulder widening, added turn lanes, pavement widening or narrowing
13. Changes to dimensions or thicknesses of walks, drives and/or ADA ramps

10.5 Contractors Final Completion and Payment

Final Completion is achieved when all Final Punch List items are complete and all project documentation is received by the RPR from the Contractor. Below is a list of final documents required by the Contractor.

1. Certificate of Substantial Completion
2. Request for Release of Retainage Letter with separate invoice
3. Final Pay Application with separate invoice and subcontractor payment report
4. Property Release(s)
5. Consent of Surety to Final Payment with Power of Attorney
6. Maintenance Bond with Power of Attorney
7. Comparison of Original and Final Quantities

Contractor shall submit a pay application for all final quantities including all additional monies approved on the final Change Order.

Contractors shall request a separate invoice for final release of retainage.

All payment applications must include a partial/final waiver of lien and subcontractor payment report.

10.6 Final Construction Records

The RPR shall assemble the following documents in hard copy form and electronically with a CD/DVD disc or flash drive and submit to the City's Project Manager a maximum of forty-five (45) calendar days after final completion. The following shall become part of the Final Construction Record:

1. Final Construction Records Checklist
2. Certificate of Substantial Completion
3. Final Change Order Summary Sheet
4. Final Change Order
5. Contractor Request for Retainage Letter
6. Contractors Final Application for Payment
7. Contractors Maintenance Bond with Power of Attorney
8. Contractors Consent of Surety to Final Payment with Power of Attorney
9. Property Release(s) (if applicable)
10. List of all Subcontractors, Major Suppliers & Manufacturers
11. Project Personnel Sheet
12. Contract Specifications, Plans, and Addenda
13. Contractors Bid Documents
14. Contractors Post-Bid Submittals
15. Bid Tabulation
16. Contractors Notice to Proceed
17. Contractors Submittals and Approvals
18. Inspection Kick-Off Meeting Minutes
19. Pre-Construction Meeting Minutes
20. Progress Meeting Minutes

21. Daily Work Reports
22. Weekly Construction Reports
23. Pay Estimates
24. Testing Reports
25. Construction Schedules
26. Correspondence
27. Requests for Information / Requests for Clarification
28. Executed Change Orders with all backup documentation
29. Work Directive Change(s)
30. Request(s) for Proposal
31. Explanation of Overruns and Underruns
32. Contractor Evaluation
33. Material Tickets (concrete, B-Borrow, pipe, structure, aggregate, etc.). Each placed in separate manila envelope marked with the specific pay item no. and description material was used for.
34. “Red Line” Record Drawings in hard copy and electronic format compatible with AutoCAD 2019.
35. In addition to the above hard copies, a copy of all final construction records, “record drawings”, and Contract Documents scanned and submitted in PDF format.

PERSONNEL

General Requirements

Provide qualified personnel necessary to efficiently and effectively carry out its responsibilities under this Agreement. Requests for overtime shall be submitted in writing to the City’s Project Manager in advance unless required to address unforeseen issues.

Personnel Qualifications

Provide competent personnel qualified by experience and education. Submit to the City’s Project Manager the names of personnel proposed for assignment to the project, including a detailed resume for each containing, at a minimum, salary, education and experience.

Staffing

Consultant shall establish and maintain appropriate staffing throughout the duration of construction and completion of the final approvals. Responsible personnel, thoroughly familiar with all aspects of construction and final measurements of the various pay items, shall be available to resolve disputed final pay quantities until the City has received deemed the project complete. It is anticipated that one (1) full-time inspector will be needed beginning in July to oversee Contract 2. Depending on timing of material availability, there may be periods of time when more than one (2) inspector will be needed on-site prior to the end of 2022. Further details will be available as the project progresses for the staffing needed in 2023.

Selected Consultant will be expected to minimize any overtime required for the project. Strategic scheduling is expected to avoid overtime in all instances. It is reasonable that unforeseen issues may arise but care should be taken to avoid overtime and, as much as possible, notice shall be given to the City’s Project Manager if overtime is anticipated.

In the event that the suspension of Contractor operations requires the removal of Consultant forces from the project, the Consultant will be allowed seven (7) days maximum to demobilize, relocate or terminate such forces. If Contractor operations remobilize due to the season or other factors, Consultant forces shall be given adequate time to remobilize to the site but no less than ten (10) days.

ITEMS PROVIDED BY THE CONSULTANT

Office Automation

Provide all software and hardware necessary to efficiently and effectively carry out the responsibilities under this Agreement. At a minimum, a printer will be needed. Neither wired telephone or internet are required, but Consultant will be responsible for provided service to their on-site employees.

Ownership and possession of computer equipment and related software, which is provided by the Consultant, shall remain at all times with the Consultant. The Consultant shall retain responsibility for risk of loss or damage to said equipment during performance of the Agreement. Field office equipment should be maintained and operational at all times.

Field Office

Provide a field office with sufficient room and furnishing to effectively carry out their responsibilities under this Scope of Services. Field office shall be approved by the City.

Field Office shall be included in the Agreement as a per day pay item. The Consultant shall obtain all necessary permits for setting up the field office. The cost of such permits shall be included in the pay item along with the costs associated with heating, electricity and on-site restroom facilities.

Vehicles

Vehicles will be equipped with appropriate safety equipment and must be able to effectively carry out requirements of this Agreement. Vehicles shall have the name and phone number of the consulting firm visibly displayed on both sides of the vehicle.

Field Equipment

Supply inspection and testing equipment essential to perform services under this Agreement; such equipment includes non-consumable and non-expendable items.

Hard hats shall have the name of the consulting firm visibly displayed.

Equipment described herein and expendable materials under this Agreement will remain the property of the Consultant and shall be removed at completion of work.

Retain responsibility for risk of loss or damage to said equipment during performance of this Agreement. Field office equipment shall be maintained and in operational condition at all times.

Licensing for Equipment Operations

Obtain proper licenses for equipment and personnel operating equipment when licenses are required. The license and supporting documents shall be available for verification by the City, upon request.

LEVELS OF INSPECTION		
Task	Description	Inspection
1	General RPR Duties	
	Schedule and conduct meetings, including taking minutes and distribution to others	Expected
	Track project schedules, including any changes	Expected
	Receive and file Material Certifications	Expected
	Inspection of materials to be installed (contractor’s yard or on-site prior to installation)	Expected
	Check drainage problems	Expected
	Traffic Control & Temporary Pavement Markings	Expected
	Check for any utility and structure conflicts	Expected
	Load Tickets: Check each load, information, temperature	Expected
	Collect tickets at end of day, total, compare to plan	Expected
	Check completed work after placement	Expected
	Measure Payment Quantities	Expected
	Oversee Red Line “Record drawing” progress	Expected
2	Pre-Construction Meeting	
	Conduct meeting/record minutes, distribute to attendees, file	Expected
3	Paving	
	Intermediate Course	Primary
	Surface Course	Primary
	Observe proof rolls of compacted subgrade and mark areas to be undercut / treated	Primary
	Observe subbase compaction testing and verify testing method, spacing	Primary
	Verify widths, lengths, joint locations and yield	Secondary
	Paving area cleanliness	Secondary
	Base Course	Secondary
	Tack: Coverage, temperature, material during Intermediate & Surface Courses	Secondary
	Thickness, segregation	Secondary
	Verify castings to be adjusted and contractor has contacted utilities	Secondary
	Inspect layout of widening area, mark base repair	Secondary
	Measure widening & base repair area	Secondary
	Check equipment on hand	Secondary
	Monitor dig-out	Secondary
	Check depth (slope)	Secondary
	Inspect sub-base compaction	Secondary
	Review quality control testing results completed at asphalt plant	Secondary
	Monitor Placement: Correct # of lifts, compaction	Secondary

	Material yield and thickness	Secondary
	Check final surface vs casting elevation	Secondary
4	Striping Layout	
	Final layout and placement of pavement markings	Secondary
5	Concrete (Sidewalk, Ramps and Curb Installation	
	Check load batch time, material and segregation	Primary
	Monitor contractor’s concrete tests	Primary
	Check Finishing: contraction and expansion joints, curing compound at time of placement	Primary
	Check installation of concrete protection, as needed – concrete blankets, plastic, etc.	Primary
	Check sidewalk ADA ramps for slope spec compliance	Primary
	Check for incorrect concrete placements to be replaced at no cost to City (ie – incorrect slope, batter, etc.)	Primary
	Check removal & layout. Before concrete pour, check forms for depths, widths, reinforcing steel, etc.	Primary
	Verify Clean Up: Form removal, backfilling, seeding, etc.	Secondary
	Check work the following day for any damage (vandalism)	Secondary
6	Milling	
	Check limits and paint additional areas, as required and authorized	Primary
	Verify removal of castings in milling areas	Secondary
	Monitor milling operation (check depth)	Secondary
7	Structures (Pipes, Manhole/Inlet Reconstruction, New Structures)	
	Check plans with field condition	Primary
	Verify pipe sizes, structure types, etc.	Primary
	Alignment, slope, joint sealing, connection to existing, etc.	Primary
	Existing soil conditions, bedding, backfilling and restoration	Primary
	Positive Drainage	Primary
	Verify flow, drainage and elevations	Primary
	Observe any required abandonments (if applicable)	
	Observe structure and pipe testing, verify methods, and record results	Primary
8	Adjust/Remove & Reset Castings, Furnish Casting	
	Verify locations	Primary
	Verify removal is plated to prevent any accident	Primary
	Inspect condition of existing casting and chimneys	Secondary
	Check casting exposure to allow for surface placement or possible traffic hazard	Secondary
9	Water Main	
	Check plans with field condition	Primary
	Verify pipe sizes, structure types, etc.	Primary

	Alignment, elevation, joint sealing, connection to existing, etc.	Primary
	Existing soil conditions, bedding, backfilling and restoration	Primary
	Observe structure and pipe testing, verify methods, and record results	Primary
	Observe filling and flushing operations	Primary
	Monitor flushing operations and record unaccountable water loss during	Primary
10	Project Documentation, Close-Out & Final Construction Record	
	Inspector Daily Reports	Expected
	Weekly Reports (to be submitted to the PM by Tuesday at 10:00 am for the previous week)	Expected
	Progress Record will be turned in with each contractor invoice	Expected
	Progress Meeting Minutes	Expected
	Review Pay Estimates	Expected
	Respond to RFIs / RFCs	Expected
	Field Orders	Expected
	Draft Work Directives for City approval	Expected
	Request for Proposals on City’s behalf	Expected
	Prepare Change Orders for City approval with Change Order Log	Expected
	Project Photographs (before/during/after)	Expected
	Document Red Line “Record Drawings”	Expected
	Obtain and review contractor’s O&M manuals	Expected
	Review contractor’s Final Construction Record Drawings for accuracy	Expected
<i>The Final Construction Record will include all of the above plus:</i>		
	Final Balancing Change Order	Expected
	Reports, Verification of all Installed Quantities and Ticket Summary	Expected
	Materials Certifications	Expected
11	Culvert Extension	
	Layout	Primary
	Verify Reinforcing Steel Layout	Primary
	Setting of New Structure	Primary
	Monitor backfilling	Primary
	Monitor Structure Removal	Secondary
	Check forms before concrete pour	Secondary
	Inspect subgrade before setting new structure for compaction	Secondary

* Each line represents a single task in the overall project. This list may not be all inclusive.

1. **Expected** tasks are required to be completed in full and are pertinent to project performance.
2. **Primary** tasks represent tasks that require inspection throughout the **ENTIRE** duration of the task.
3. **Secondary** tasks represent tasks that require inspection **INTERMITTENTLY** throughout the duration of the task.

PROPOSAL REQUIREMENTS

Firms wishing to be considered in the consultant selection process must submit three (3) copies of their technical proposal along with one (1) copy of the proposal electronically and one (1) separate sealed compensation package **no later than July 11, 2022, 10:00 a.m. EDT.**

The complete proposal package shall be plainly marked as shown in the box below. A complete proposal package shall consist of two individual packages (envelopes) that are both placed within a single complete proposal package. The **first package** (three copies) shall contain the proposal transmittal letter and the firm's technical and qualification proposal, without the proposed compensation. A **second sealed** (one copy) shall also include the proposal transmittal letter, and the proposed compensation for the project. The single complete proposal package and each of the two individual packages shall be marked as shown in the box below.

<p>Becky Hutsell Redevelopment Director City of Goshen Redevelopment Department 204 East Jefferson Street, Suite 6 Goshen, Indiana 46528</p> <p>(Label as appropriate: COMPLETE PACKAGE, TECHNICAL AND QUALIFICATION PACKAGE, OR COMPENSATION PACKAGE)</p> <p>Project Name: _____</p> <p>Project No.: _____</p> <p>Submittal Date: _____</p> <p>Firm Name: _____</p>
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The proposal transmittal letter shall be on company letterhead signed by a person authorized to submit and sign a proposal, the firm name, address, telephone number, the name of the person authorized to submit/sign the proposal, and his/her title, telephone number and e-mail address.

Proposals received after the designated time will not be considered in the selection process and will be retained unopened until after award. The City reserves the right to accept or reject any or all proposals and to waive informalities or irregularities in the selection process.

If it becomes necessary to revise any part of the Request for Proposal (RFP) or otherwise provide additional information, an addendum will be issued by the City and furnished to all firms that have received copies of the original Request for Proposal.

The City will not be liable for any costs incurred by the respondents in replying to this RFP. The City is not liable for any costs for work or services performed by the selected consultant prior to a written Notice to Proceed.

Requests for further information or questions regarding this Request for Proposal should be addressed only to the individual listed below. **UNAUTHORIZED CONTACT REGARDING THIS REQUEST FOR PROPOSAL WITH ANY CITY EMPLOYEE MAY RESULT IN DISQUALIFICATION.** Any oral communication will be considered unofficial and non-binding. Proposers shall rely only on written addenda issued by the individual listed below.

Becky Hutsell
Goshen Redevelopment Director
204 East Jefferson Street, Suite 6
Goshen, IN 46528
E-mail: beckyhutsell@goshencity.com

SELECTION PROCESS AND SCHEDULE

The proposals considered in the selection process will be evaluated by a Consultant Selection Advisory Committee (CSAC) according to the criteria and point system presented below. The committee members who evaluate the proposals will not be disclosed until after the recommendation for award is made and requires that consultants direct any questions to the aforementioned Redevelopment Director.

The CSAC will preliminarily evaluate and rank the proposals utilizing the non-compensation evaluation criteria described below. The compensation proposals will then be opened and combined with the preliminarily ranked proposals and scored using the following methodology:

- a. The highest scoring proposal on the non-compensation scoring will be given twenty-five (25) points, the second highest twenty (20) points, and the third highest fifteen (15) points. Any additional quotes or proposals selected for final consideration will be given twelve (12) points or established criteria for scoring less by the scoring committee.
- b. The proposal will then be scored according to cost with the lowest cost proposal being awarded seventy-five (75) points. The proposal with the next lowest cost will be awarded seventy (70) points, unless the proposal exceeds the lowest proposal by more than five percent (5%). The proposal will lose one (1) point for each percent (rounded to the nearest whole percent) that the cost of the proposal exceeds the lowest proposal. For example, if the second lowest proposal exceeds the lowest by eleven percent (11%), the second lowest proposal will receive sixty-four (64) points. Each subsequent quote will be given points based on the percentage that its cost exceeds the cost of the lowest quote or proposal, but the points given shall not exceed seventy (70) points.

Following selection of the highest rated Consultant, the City will negotiate contractual terms, level of effort and scope of services, and upon successful negotiations an award recommendation will be made to the Redevelopment Commission. Contract award will be made to the offeror whose proposal is determined in writing to be the most advantageous to the governmental body, taking into consideration price and the other evaluation factors set forth in the request for proposals. The City, because of time constraints and depending upon the thoroughness of the proposals, may at its sole option award a contract based upon the initial proposal submittal. Do not assume there will be an opportunity for submittal of additional information. Submit your proposal as if it were your “best and final offer”. The City will inform all Respondents of the City’s selection and the date of the anticipated Redevelopment Commission meeting to award the contract.

SCHEDULE

The following is the proposed schedule for this project:

June 24, 2022	Distribute RFP
July 11, 2022	Deadline for Receipt of Proposals
July 12, 2022	Redevelopment Commission Award
July 15, 2022	Notice to Proceed

PROPOSAL EVALUATION CRITERIA

The following information must be included in each Proposal and will form the basis of the evaluation (unless noted otherwise). The point number is the weight of each criterion. Interviews may be conducted to obtain additional information regarding the proposal.

Generally, when scoring proposals, the City intends to use the entire point range for each category. For example, the highest ranked proposal for “Project Management/Key Personnel” will receive 20 points, while the lowest ranked proposal for that category will receive 0 points. All other proposals will be scored between 0 and 25 points, based on their relative rank. The points are not intended to reflect the qualifications of the Consultant for that criterion, rather it is reflective of relative ranking. Zero points does not mean the firm is unqualified, rather it means they were lowest ranked.

DISCLAIMERS

This Request for Proposals does not commit the City to award a contract. The City reserves the right to accept or reject part of a proposal, any or all proposals received, to negotiate with qualified Respondents, or to cancel the RFP. The City reserves the right to alter, amend, or modify any provision of this RFP or the consultant selection process, or waive irregularities in procedures related to the RFP, at any time prior to the award of a Contract, if it is in the best interest of the City of Goshen to do so. The City reserves the right to evaluate proposals for a period of sixty (60) days before deciding which proposal, if any, to accept. Proposal prices shall be maintained through the evaluation period.

The City of Goshen reserves the right to make inquiries as deemed necessary of Respondents and their references and clients regarding qualifications and information submitted as part of their responses. The City may require the Respondent to submit additional data or information the City deems necessary to substantiate the costs presented by the Respondent. The City may also require the Respondent to revise one or more elements of its proposal in accordance with contract negotiations.

The City will not be liable for any costs incurred by the respondents in replying to this Request for Proposal. The City is not liable for any costs for work or services performed by the selected Respondent prior to award of the Contract. Total liability of the City of Goshen is limited to the terms and conditions of this request and any resulting Contract.

In the event the selected Respondent does not enter into the required agreement to carry out the purposes described in this RFP, the City of Goshen may commence negotiations with another Respondent.

PROJECT MANAGEMENT/KEY PERSONNEL – 20 Points

1. Provide the name and qualifications of the team proposed for the project, including the Resident Project Representative (RPR), Inspection Manager and any additional Inspectors. The RPR will be the primary contact for the City’s Project Manager. Include the RPR’s prior similar experiences on projects which best illustrate his/her expertise to perform the requested services. For any projects listed include the name and phone number of the owner’s representative in charge of the project.
2. Provide an organizational chart illustrating the relationship between the RPR, Inspection Manager, additional Inspectors and City’s Project Manager.

PROJECT APPROACH – 25 Points

The proposed project approach should include the following:

- A statement of project understanding.
- A proposed schedule for critical path elements.
- A proposed level of effort document which includes:
 1. A listing of all major tasks.
 2. A detailed inventory of all proposed project personnel by task.

3. Proposed hours for all project personnel by task.
 4. QA/QC effort.
 5. Modifications or expansions of tasks should be clearly delineated.
- The Consultant must list and describe all assumptions used in developing the level of effort document.

The City will closely scrutinize the proposed level of effort portion of the proposal. It is crucial that Consultants submit proposals that contain ample time and effort to perform adequate inspection as defined under this RFP. If, in review of the proposed level of effort, the City believes the Consultants have not submitted adequate time and effort, Consultants will be significantly penalized in terms of points received.

OVERALL QUALIFICATIONS OF FIRM/TEAM – 15 Points

Provide a brief description of the overall qualifications of your firm and project team. Provide examples (not more than three) of similar projects performed by your team within the last five (5) years. The examples should include the nature of your involvement in the project, any special environmental, political or technical problems involved in the project, how the problems were resolved, the name and phone number of the owner’s representative in charge of the project, the fee for the project, the total project cost, and when the project was performed.

PREVIOUS EXPERIENCE WITH THE CITY– 10 Points

These firms will be evaluated according to (1) Quality of Work, (2) Performance Against Schedule, and (3) Performance Against Budget. A maximum of five points will be awarded to firms based on these evaluations. If a firm has no previous experience with the City, five (5) points will be awarded. Firms with previous experience should provide a list of the City projects they have worked on.

COMPENSATION REQUIREMENTS – 20 Points

Present a **separate sealed package** with the proposal that is plainly marked, “Compensation Proposal to Accomplish General Scope of Services.” The compensation proposal shall include the complete package of the proposed inspection services.

Compensation proposals should include the following:

- Hourly rates for all expected staff to be provided for the project
- Overtime rates for all expected staff to be provided for the project
- Per diem construction trailer rates

CONSULTANT LOCATION – 10 Points

Provide the location of the office where the staff assigned to the project will be working

GENERAL FORMAT

All proposals shall contain concise written material and illustrations. Legibility, clarity, and completeness are essential. All submittals must use 8-1/2” by 11” portrait format, but may be supplemented using 8- 1/2” by 11” landscape or 11” by 17” illustrations. Twelve-point font shall be used. All submittals must have the following tabbed headings and be limited to the length indicated.

- Proposal transmittal letter
- Project Management/Key Personnel (6-page maximum)
- Project Approach (unlimited pages, recognizing that brevity and focus on the Approach to this project will be highly valued by the reviewers)
- Overall Qualifications of Firm/Team (5-page maximum)
- Previous Experience with the City (1-page maximum)

And in a second, sealed package:

- Compensation Requirements

The RFP, and the successful Consultant’s proposal will become part of the contract. In the event of any conflict between the RFP and the Proposal, the RFP will govern. The successful Proposer is expected to enter into a contract with the City.

Thank you for your time and effort on this proposal. If you have any questions, please feel free to call me at beckyhutsell@goshencity.com.

Sincerely,

CITY OF GOSHEN

A handwritten signature in blue ink that reads "Becky Hutsell". The signature is written in a cursive style with a large, looped initial 'B'.

Becky Hutsell
Redevelopment Director

GOSHEN REDEVELOPMENT COMMISSION

Register of Claims

The Goshen Redevelopment Commission has examined the entries listed on the following itemized Expenditure Report for claims entered from **June 15, 2022 through July 8, 2022** and finds that entries are allowed in the total amount of **\$453,905.05**

APPROVED on July 12, 2022

Vince Turner, President

Andrea Johnson, Secretary

GOSHEN REDEVELOPMENT COMMISSION

Expenditure Report - by Budget Line and Payee

Claims from 06/15/22 through 07/08/22

406-560-00-431.0502		RDV NON-RVRT OP/Contractual Services	
6/27/2022	Barkes, Kolbus, Rife & Shuler, LLP (00311)		\$4,487.00
7/7/2022	Yarkshark, LLC		\$1,100.00
Line Total for Period:			\$5,587.00
473-560-00-439.0930		SOUTHEAST TIF/Other Services & Charges	
7/7/2022	Abonmarche (05859)		\$1,000.00
7/8/2022	American Structurepoint, Inc. (03093)		\$3,696.27
7/8/2022	American Structurepoint, Inc. (03093)		\$8,592.40
Line Total for Period:			\$13,288.67
473-560-00-442.0000		SOUTHEAST TIF/Capital Projects	
7/7/2022	NIPSCO (00014)		\$154,715.27
Line Total for Period:			\$154,715.27
480-560-00-431.0502		RR/US 33 TIF/Contractual Services	
6/27/2022	A & Z Engineering, LLC		\$39,104.37
Line Total for Period:			\$39,104.37
480-560-00-439.0930		RR/US 33 TIF/Other Services & Charges	
6/22/2022	Sherwin Williams Company		\$296.55
6/27/2022	Sherwin Williams Company		\$636.17
7/7/2022	Abonmarche (05859)		\$1,000.00
7/7/2022	City of Goshen Utilities		\$23.64
7/7/2022	John Hall's True Value Hardware (00081)		\$3.38
7/8/2022	Elko Title Corporation (04462)		\$1,200.00
Line Total for Period:			\$3,159.74
480-560-00-441.0001		RR/US 33 TIF/Property Acquisition	
7/5/2022	Barkes, Kolbus, Rife & Shuler-FID ACCT (05080)		\$149,000.00
Line Total for Period:			\$149,000.00

480-560-00-442.0000

RR/US33 TIF/Capital Projects

6/27/2022	Douglas A Price	\$1,950.00
6/27/2022	Richard A Miller	\$2,100.00
6/28/2022	City of Goshen (0200)	\$85,000.00

Line Total for Period: **\$89,050.00**

Total Expenditures for Period: **\$453,905.05**



July 2022 Redevelopment Staff Report

PROJECT: RAILROAD QUIET ZONE FROM KERCHER ROAD TO LINCOLN AVENUE

PROJECT DESCRIPTION

Establishment of a Quiet Zone along the Norfolk Southern Railroad Marion Branch from Washington Ave to Kercher Ave.

PROJECT UPDATE

- The City continues to work with INDOT and Norfolk Southern for the design of the Madison Street railroad Crossing. Based a discussion with Norfolk Southern in November of 2021, NS has not begun their design work yet. The quiet zone schedule is being driven by this work. Activities to be completed to implement the Quiet Zone are: – Installation of signs and delineators at the railroad crossings.
- – Traffic counts to be done at each of the railroad crossings.
- – Madison Street will have flasher and gates installed which is anticipated to cost approximately \$400,000. INDOT has agreed to pay 90% of the project. INDOT is improving the crossing as a part of the Crossing Safety Improvement funds. The project is expected to be completed in TBD.
- – Submit the Public Authority Application (PAA) to Federal Railroad Administration (FRA) for review, which typically takes 2 months.
- – Railroad Quiet Zone is anticipated to be “in-service”.

The City met with the Federal Railroad Administration (FRA) and INDOT at the end of July 2019 to review the plan’s implementation status and finalize the proposed changes. An addendum to the Notice of Intent with the proposed changes have been submitted to FRA, INDOT, and Norfolk and Southern for comment.

A review of the Madison Street railroad crossing occurred with INDOT and Norfolk Southern (NS) on February 19, 2020. NS noted the design would take 12 to 18 months to complete, but that timeline was established before COVID. Contact was made with INDOT on August 4, 2021, and they will assist by having an invoice sent to initiate the work.

PROJECT: STEURY AVENUE RECONSTRUCTION AND STORMWATER DETENTION AREA

PROJECT DESCRIPTION

This project has grown out of the recent improvements along the Lincoln Avenue and Steury Avenue corridor with the expansion of GDC, Lions Head, the Goshen Street Department, Goshen Police Department’s Training facility and the Goshen Central Garage. This corridor no longer supports the additional vehicle loads and has been chip and sealed to extend the service life of the current pavement. The intersection of Steury Avenue and Lincoln has small turning radiuses, which causes semi-traffic serving the corridor to make wide swings onto and off of Steury Avenue and Lincoln. Drainage is effectively non-existent along the roadway corridor and there are limited opportunities to improve the drainage without looking outside the corridor. In addition to the functionality of the roadway, the roadway’s appearance does not reflect the investment the adjoining companies have made on their properties. The overall plan is to reconstruct both roadways, adding turning lanes and improving intersections while also addressing utility needs.

PROJECT UPDATE

Phase I of the project has been completed which was construction of the pond at the old salvage yard. The next phase of the project will include new water main and storm sewer installation for both Lincoln Avenue from the creek to just past Troyer Carpets and Steury Avenue from Lincoln to the “S” curves. The water main project, which was a Water Utility project, east of Steury Avenue, was completed in December 2020, with successful improvement

of fire flow capability in East Goshen. The plan is to bid the remaining work for East Lincoln and Steury Avenue this to allow for construction to begin in 2022. NIPSCO has recently completed the relocation of the electric lines. We intend to bid yet this year but likely will not begin construction until 2023 due to material availability.

PROJECT: KERCHER ROAD RETENTION AREA

PROJECT DESCRIPTION

Development of a plan for a stormwater retention area on the north side of Kercher Road, just east of the railroad tracks. This project will address some of the flooding problems in the Goshen Industrial Park

PROJECT UPDATE

All work has been completed on the first phase of this project. An easement needs to be acquired from Benteler, and then the project can be bid. Goshen Engineering continues to work towards bidding this project. Construction will likely be delayed until 2023 due to material and contractor availability.

PROJECT: PLYMOUTH AVENUE AREA STORMWATER PROJECT

PROJECT DESCRIPTION

The city owns an existing stormwater facility located on the south side of State Road 119 and east of Lighthouse Lane. This facility does not adequately address the stormwater issues in the area. The project will supplement existing public stormwater facilities by constructing additional interconnecting detention areas in partnership with the developer of The Crossing, a residential subdivision. The project will also include the extension of Lighthouse Lane to connect to The Crossing.

PROJECT UPDATE

Agreements are in place with all three property owners to allow the drainage improvements to proceed for this area. To avoid loss of the collected TIF funds, Civil City is partnering with the Redevelopment Commission to fund the stormwater design. Bids were received on December 6. HRP was awarded a contract in December to complete the construction work work is underway. All work is to be complete by November of this year.

PROJECT: FORMER WESTERN RUBBER SITE

PROJECT DESCRIPTION

The Western Rubber site went through an extensive demolition and environmental remediation process and is now considered a buildable site. The vacant parcel contains approximately 170,000 square feet and is located east of the Norfolk Railroad, north of the Plymouth Avenue.

PROJECT UPDATE

A Request for Proposals (RFP) was issued in April, 2021, with the initial round of proposals due May 11. A development proposal was received from Anderson Partners LLC to build a mixed-use project consisting of approximately 138 apartments and 1,000 square feet of commercial space. The Redevelopment Commission and City Council have approved a development agreement with the developer and the rezoning has been completed. The developers are currently working on their application for READI grant funding and construction is anticipated beginning in 2023.

PROJECT: MULTI-USE PAVILION AND ICE RINK

PROJECT DESCRIPTION

A market analysis/feasibility study was completed in October 2017 to evaluate the ice rink/multi-use pavilion project on the west side of the Millrace Canal and the results were favorable. The concept is to have a parks' department operated facility that will function year-round for programming and events. Public feedback was

incorporated into the study and all interviewed community members are in support of the idea. The City has received a \$300,000 grant from the Regional Cities initiative and \$1,000,000 from the Elkhart County Community Foundation. Mayor Stutsman has received a \$1,000,000 anonymous private commitment and he continues to talk with other potential donors to fulfill the costs of the project. The Commission has pledged \$2,500,000 as part of the approval of our 5 Year Capital Plan.

PROJECT UPDATE

This project has been tabled indefinitely. Updated cost estimates have confirmed that the project costs have continued to rise and proceeding at this time is not feasible.

PROJECT: RIVER ART

PROJECT DESCRIPTION

A Development Agreement is currently in place with InSite Development for development of an apartment complex (River Art) at the northwest corner of 3rd and Jefferson. The renovation of the north end of the Hawks building was part of the same agreement and this portion of the work is now complete.

PROJECT UPDATE

Per the agreement amendment approved in April, InSite is to provide updated plans for approval by August of this year with a commitment to commence construction by June 1, 2023.

PROJECT: DOWNTOWN VAULT ASSESSMENT

PROJECT DESCRIPTION

Downtown vaults have been discussed for many years as a public safety concern. Since the incident in 2012, effort and resources have been committed to identify, assess, and eliminate vaults. Many vaults have removed, but there are approximately 26 vaults remaining. Work through the next steps, staff determined a vault assessment by a structural engineer was necessary. The Commission agreed to fund the assessment, and a contract was awarded to Clear Creek & Associates.

PROJECT UPDATE

The vault assessments are complete, and assessments have been forwarded to each property owner for consideration. There were two vaults deemed immediate concerns and there are other vaults that were identified as needing repairs or closure. At the May Redevelopment meeting, Goshen Redevelopment agreed to provide partial financial support for vault closures. Goshen Engineering has sent out notices to all property owners with vaults, and applications to participate were to be submitted by December 17, 2021. The next step will be to solicit quotes to perform the public portion of the vault closures. Once a contractor is under contract, property owners can begin their work. For those that did not sign-up for the 2022 vault closure program, the City will need to implement an ordinance to compel further action.

PROJECT: MILLRACE TOWNHOME SITE

PROJECT DESCRIPTION

The Redevelopment Commission issued an RFP for the Millrace Townhome site on River Race Drive and received two proposals. A committee was established to review both proposals and make a recommendation to the board. The committee, which included members of the Redevelopment Commission, the Mayor and City staff, recommended that the Commission select the proposal from Insite Development as the preferred project. The proposed project includes 16 town homes, ranging in size from 2,500 to 3,000 square feet. All homes would feature

private garages, decks and courtyards. Total private investment is projected to be \$4.2 million, with construction being completed in 2020.

At the December Redevelopment meeting, the Commission authorized staff to negotiate a development agreement with Insite Development.

PROJECT UPDATE

Per the agreement amendment approved in April, InSite is to provide updated plans for approval by August of this year with a commitment to commence construction by June 1, 2023.

PROJECT: COLLEGE AVE FROM US 33 TO RAILROAD XING

PROJECT DESCRIPTION

This federally funded project consists of adding a center turn lane and a 10 foot multi-use path on the north side of College Ave from US 33 to the railroad crossing. The project is expected to be under construction in 2025.

The City selected American Structurepoint to complete the design.

PROJECT UPDATE

The City and American Structurepoint continue to work out the final professional services design fee.

PROJECT: WATERFORD MILLS PARKWAY FROM SR 15 TO CR 40

PROJECT DESCRIPTION

The next phase of the Waterford Mills Parkway project will be to extend the road to the west and connect to CR 40, east of the existing bridge. The City of Goshen and Elkhart County will be working together to design and build this project, with the County taking the lead role.

PROJECT UPDATE

The County has prepared preliminary analysis of possible alignments, including a “no build” option. The County hired Lochmueller Group to conduct a traffic study, to further evaluate the options and prepared an interlocal agreement, which defined the roles and responsibilities of both parties in the design and construction of this roadway. At this time, no action is triggered by the traffic study but will be amended if circumstances change with further development within the Southeast TIF.

PROJECT: SOUTH FIRE STATION STUDY

PROJECT DESCRIPTION

The Five-Year Capital Plan includes the construction of a new south fire station. There is \$200,000 allocated for design and an additional \$4 million earmarked for construction. The new fire station was originally intended to replace the College Avenue station and but recent negotiations with Elkhart Township have instead led to the decision to instead plan for a fourth station near the Goshen Airport.

PROJECT UPDATE

The study has been completed and the Redevelopment Commission has approved issuance of an RFP for design services for a new south fire station facility.

PROJECT: WEST JEFFERSON STREETScape

PROJECT DESCRIPTION

The Five-Year Capital Plan include the reconstruction of West Jefferson Street between Third Street and Main Street. The project will incorporate the use of brick pavers to address stormwater restrictions in this area. The project will also include the reconfiguration of parking, decorative street lighting, and street trees. The estimated cost of the project is \$500,000, plus and an additional cost of \$100,000 for design fees.

PROJECT UPDATE

The Commission approved the issuance of RFP for design of the street improvements but issuance was delayed until the RDC was able to acquire the property at 113 W Jefferson Street. A contract has been executed with A&Z Engineering to complete necessary survey work for this area. As of December 2021, the survey work is complete and the geotechnical engineer is scheduling the soil borings for the first part of February. The design will be completed this year, but staff is cautiously watching the material prices and contractor availability.

PROJECT: ELKHART COUNTY COURT COMPLEX

PROJECT DESCRIPTION

Elkhart County has selected a site located on Reliance Road to construct the new Court Complex. Due to the projected increase in traffic that will be generated by the new complex, several road improvements are required to increase capacity. Since this project is located in the River Race/US 33 TIF area, the Redevelopment Commission has pledged \$1.5 million in TIF revenue to fund the improvements. The County has pledged an additional \$500,000 to assist in paying for these improvements. This project will be designed and constructed through the City of Goshen and is expected to start construction in 2023.

PROJECT UPDATE

The City and County worked with JPR to complete a Traffic Impact Study (TIS) for the area based upon the new court complex and the changes in traffic patterns that can be expected. The report is now complete and has been approved by INDOT. Elkhart County has confirmed their funding commitment for the overall project and A&Z Engineering has been hired to complete the design. It's anticipated that the project will be ready to bid in 2022 or early 2023. The Commission granted permission to begin the process of obtaining appraisals for the impacted properties and more information will be provided once appraisals are complete.

PROJECT: KERCHER WELLFIELD LAND PURCHASE

PROJECT DESCRIPTION

The Kercher Wellfield located in the Goshen Industrial Park requires the replacement of one of its three wells. Because the wellfield is sitting on a postage stamp property, the site is unable to support the development of another well without the purchase of additional land.

PROJECT UPDATE

Goshen Utilities is in negotiation of for the additional land purchase, but is working through the due diligence process to verify potential environmental concerns in the soil and groundwater. At the Board of Works meeting on March 1, 2021, agreements with Roberts Environmental and Peerless Midwest were approved to complete the due diligence process. A meeting with the Indiana Department of Environmental Management occurred, and the Water Utility will be hiring a consultant to assist with planning and design for water system improvements.

PROJECT: FIDLER POND CONNECTOR PATH

PROJECT DESCRIPTION

This project will create a pedestrian path connecting the College Avenue path to Fidler Pond Park. The path will be constructed in two phases. Initially, the Oak Lane roadway will act as the pathway while the trail is constructed

from the north end of the road to the park. Sharrows will be added to Oak Lane during Phase One and Phase Two will include reconstructing Oak Lane with curb and gutter and the installation of a separated pedestrian trail.

PROJECT UPDATE

Engineering has prepared preliminary drawing and engineer's estimates for both phases. After the final alignment is determined a neighborhood meeting will be scheduled to receive comments. Final design may be completed in-house. If not, a RFP for design services will be issued. Optimistically, construction is anticipated to occur in 2022.

PROJECT: EAST COLLEGE AVENUE INDUSTRIAL DEVELOPMENT

PROJECT DESCRIPTION

Last Dance, LLC has purchased 313 acres of farmland on East College Avenue just east of the railroad tracks. A portion of the land was previously annexed by Lippert for development but the project never came to life. Last Dance has now purchased additional land and is partnering with the City on the infrastructure. They've hired Abonmarche to complete the design of a new water main loop from College to CR 31 to CR 38 to connect at Century Drive, extension of sewer mains beneath the railroad to serve the new industrial area, a new public water/sewer/roadway loop within the first phase of the development and substantial stormwater improvements. The project is being funded by a combination of existing TIF funds and by a city-issued bond that will be purchased by the developer and repaid through future TIF revenues. Annexation of the additional land has been completed.

PROJECT UPDATE

Construction contracts have been awarded to HRP Construction for Contracts 1 and 3 and Niblock Excavating for Contract 2. A preconstruction meeting will be held this month to better determine construction timing for the various phases. Completion deadlines for the project are currently set for September 2023, subject to material availability.

PROJECT: PARK DEPARTMENT MAINTENANCE BUILDING

PROJECT DESCRIPTION

The Goshen Parks Department needs to relocate its existing maintenance building which is located in a floodway in Shanklin Park. The Redevelopment Commission has offered the property between Plymouth Avenue and Jackson Street, adjacent to the east side of the railroad. The Commission has also allocated \$1.0 million toward the cost of designing and constructing the new facility.

PROJECT UPDATE

A construction contract has been awarded to Nuway Construction for the new facility. It's anticipated that site work will be completed this fall with building construction occurring over the winter months. Material availability is a key component to final completion for this project.