

**CITY OF ELKHART
BOARD OF PUBLIC WORKS MEETING
AGENDA**

**Common Council Chambers
9:00 A.M., Tuesday, July 02, 2024**

<https://signin.webex.com/join>

Meeting Number (access code): 2316 878 4229 Meeting password: BOW24

Join by phone: 1-415-655-0319

- I. Roll Call**
- II. Approve Agenda**
- III. Open Bids**
 - Bids for Sale of Property at 28864 W County Road 16
- IV. Claims & Allowance Docket**
- V. Minutes Regular Meeting June 18, 2024**
- VI. Utilities**
 - a.) Administration
 - Change Order #1 for Bid #24-06 Public Works Reroof Project
 - b.) Pretreatment
 - Notice of Violation: McDowell Enterprises Permit #85-01
- VII. Engineering**
 - a.) Administration
 - ADEC Minor Subdivision Acceptance of Plat & Right of Way Dedication
 - Marked Loading Zone on Division Street
 - Request Quote # 24-21 Hunters Pond to Brookwood Drive Drainage Improvements
 - Request Quote #24-22 Worthmore Ave. Drainage Improvements
 - Change Order #1 & Final for Bid #24-05 Grace Lawn Cemetery Bank Restoration Phase II
 - b.) Utility
 - Oakland Avenue Project A PER Amendment
 - Oakland Avenue Project B PER Amendment
 - Change Order #7 for Bid #21-13 Elkhart WWTP Capacity Upgrades Phase II- QA7634
 - Change Order #8 for Bid #21-13 Elkhart WWTP Capacity Upgrades Phase II- QA7634
 - Change Order #895.1 for Bid #21-13 Elkhart WWTP Capacity Upgrades Phase II- QA7634 Collections and Distribution Garage
 - BOW Resolution 24-R-16 Appropriation: Oakland Avenue Project B

VIII.

New Business

- Letter of Engagement- Abonmarche Consultants-GIS Migration and Upgrades
- Project Scope Change: On-call GIS & CMMS Service Agreement
- Request Bid #24-15 Woodland Crossing Shopping Center Roofing Project
- Purchase of Transit: Quote #24-19 Correction

IX.

Use & Event Permits

- Saint Thomas Church Picnic 7/14- Temporary Street Closure

X.


Public Participation

XI.

Adjournment

Board of Public Works
CLAIM AND ALLOWANCE DOCKET

I HEREBY CERTIFY THAT EACH OF THE ABOVE LISTED VOUCHERS AND INVOICES OR BILLS ATTACHED THERETO ARE TRUE AND CORRECT AND I HAVE AUDITED SAME IN ACCORDANCE WITH IC 5-11-10-1.6. I ALSO HEREBY CERTIFY THAT THESE VOUCHERS AND INVOICES REPRESENT GOODS AND/OR SERVICES THAT ARE FOR THE BENEFIT OF THE CITY OF ELKHART AND THAT APPROPRIATIONS FOR THESE EXPENDITURES HAVE BEEN DULY MADE OR OTHERWISE AUTHORIZED BY THE CITY COUNCIL AND OTHER APPROPRIATE AUTHORITY.

June 25th _____, 2024  _____
JAMIE ARCE - CITY CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF **\$5,852,101.47** AS LISTED ON THE REGISTER ATTACHED HERETO **CONSISTING OF 29 PAGES**, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 2ND DAY OF JULY 2024 BY:

PRESIDENT _____
MICHAEL C. MACHLAN

VICE PRESIDENT _____
JAMIE ARCE

MEMBER _____
RON DAVIS

MEMBER _____
ROSE RIVERA

MEMBER _____
ANDY JONES

ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE

Board of Public Works

Accounts Payable Summary 7.2.24

Individual Claims Over \$25,000 each:

Fund	Vendor	Description	Amount
6201	XYLEM VUE INC	CSO MONITORING SERVICES	\$ 25,123.27
2203	RIETH-RILEY CONSTRUCTION CO, INC.	Asphalt- 386.18 tons for Dearborn, Baldwin to Erwi	\$ 26,067.22
2203	RIETH-RILEY CONSTRUCTION CO, INC.	410.13 tons, Baldwin and Lilac St	\$ 27,683.82
2203	RIETH-RILEY CONSTRUCTION CO, INC.	Asphalt- 421.27 tons- Erwin and Conn Ave	\$ 28,435.82
2201	PREMIUM CONCRETE SERVICES, INC.	Johnson Street project- Emergency repair	\$ 28,895.88
7704	RELIANCE STANDARD LIFE INSURANCE CO	RSL - LIFE & ANCILLARY	\$ 30,357.08
2203	RIETH-RILEY CONSTRUCTION CO, INC.	Asphalt- 475.51 tons, Erwin and Rose	\$ 32,097.01
7739	ONB BENEFITS ADMINISTRATION LLC	WC Claims Funding	\$ 33,920.75
6103	GREEN IMPROVEMENTS LLC	REROOF ADMIN AND DEWATERING	\$ 45,425.80
4650	C & E EXCAVATING	HIVELY DEMO CONTRACTS 1&2	\$ 46,306.93
1101	AUSTIN PAPARELLA	soffit repair RR depot	\$ 52,485.00
4650	C & E EXCAVATING	HIVELY DEMO CONTRACTS 1&2	\$ 56,856.79
2203	RIETH-RILEY CONSTRUCTION CO, INC.	Asphalt- 890.97 tons- Baldwin, Johnson to Lilac	\$ 60,140.64
1101	R & B SALES	EQUIPMENT FOR K9 SQUADS	\$ 66,393.16
2500	SAMSARA INC	GPS MONITORING CITY OF ELKHART	\$ 69,375.30
6203	GREEN IMPROVEMENTS LLC	REROOF ADMIN AND DEWATERING	\$ 76,818.59
6103	SEVEN BROTHERS PAINTING INC	PAINTING FILTERS NNWF	\$ 166,500.00
4450	PREMIUM CONCRETE SERVICES, INC.	Cassopolis St Improvements	\$ 303,358.57
4436	TOLSON CENTER INC	Leasel Payment #2 - Due July 15, 2024	\$ 350,000.00
1101	AXON ENTERPRISE, INC.	AXON MAINTENANCE	\$ 679,031.20
Total Claims over \$25,000			\$2,205,272.83
Regular Claims under \$25,000:			\$ 776,087.40
Total Regular Departmental Claims:			\$2,981,360.23
Pre-Approved Claims Over \$25,000 each: (a)			
7704	ANTHEM INSURANCE COMPANIES INC	CLAIMS - MEDICAL	\$ 30,014.41
1101	INDIANA MICHIGAN POWER COMPANY	04994485706 229 S 2ND ST	\$ 31,621.66
7704	ANTHEM INSURANCE COMPANIES INC	ADMINISTRATIVE FEES - MEDICAL	\$ 40,540.69
7704	ANTHEM INSURANCE COMPANIES INC	CLAIMS - PHARMACY	\$ 73,716.60
7704	ANTHEM INSURANCE COMPANIES INC	SPECIFIC STOP LOSS MEDICAL	\$ 89,396.04
Total Pre-Approved over \$25,000:			\$ 265,289.40
Total Pre-Approved Claims under \$25,000:			\$ 97,080.27
Total Pre-Approved Claims:			\$ 362,369.67
American Rescue Plan Claims:			
2474	HRP CONSTRUCTION COMPANY	Benham Ave Water & Sewer	\$ 474,088.00
Total American Resuce Plan Claims:			\$ 474,088.00
			\$ 1,473.81
UTILITY REFUNDS			
Payroll and Pension Payments:			
Police & Fire Clothing Allowance			
Police & Fire Pension			
Bi-weekly Payroll			
			\$ 2,032,809.76
Total Payroll:			\$ 2,032,809.76
Total All Claims, Internal Payments, and Payroll:			\$ 5,852,101.47

(a) Claims with rigid payment deadlines. As provided for in the Elkhart Municipal Code §33.415, certain payments may be made prior to review and approval by the Board of Public Works. Typically such payments include utility bills, credit card bills, central services, association dues, employer-paid benefits, training, and employee reimbursements. Unusual items in excess of \$25,000 are noted in detail.

BOARD OF PUBLIC WORKS
Tuesday, June 18, 2024

President Michael Machlan called a regular meeting of the Board of Public Works to order at 9:00 a.m., Tuesday, June 18, 2024. Clerk of the Board Nancy Wilson called the roll. Michael Machlan, Andy Jones, Jamie Arce, Ronnie Davis and Rose Rivera attended in person. Mike noted the time was after 9:00 a.m. and no more bids would be accepted.

1. Approve Agenda

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the agenda was amended by adding the rejection of Bids 24-09, 24-10, and 24-11, and granting permission to advertise Bid 24-14 2024 Paving Contract. The amended agenda was approved 4-0.

2. Open Bids

Bids for Sale of Property at 28864 W CR 16

Proof of Publication was presented which appeared in the Elkhart Truth on April 27 and May 4, 2024. No bids were received.

3. Claims & Allowance Docket

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the Board approved the claims and allowance docket in the amount of \$6,021,717.70, consisting of 31 pages as prepared on June 11, 2024 at 10:11 a.m.

4. Minutes Regular Meeting June 4, 2024

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the Board approved the minutes from the regular meeting on June 4, 2024.

5. Utilities

(A.) Administration

Water Utility MRO for May 2024

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the Board accepted and placed on file the Water Utility MRO for May 2024.

(B.) Pretreatment

FOG Variance Ellwood's 115 East Lexington Avenue

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the Board approved a FOG Variance request for Ellwood's at 115 East Lexington Avenue allowing him to open on June 18, 2024 and install two grease control devices within ninety days. Steve Brown explained the Variance to the Board. They only serve pre-packaged foods. Later when they install a baking oven, he will install the required grease traps. Dave Osborne explained they are not cooking anything. They are not putting anything in the drain. Ellwood was the Architect of the Green Block and they named the place after him.

Conn Selmer North Permit #85-06 Industrial Wastewater Discharge Five-year Permit Renewal

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the Board approved the five-year Industrial Wastewater Discharge Permit renewal for Conn Selmer North Permit #85-06.

Maverick Packaging LLC Permit #2024-01 Industrial Wastewater Discharge Permit

On motion by Jamie Arce, seconded by Ron Davis and carried 4-0, the Board approved the five-year Industrial Wastewater Discharge Permit renewal for Maverick

BOARD OF PUBLIC WORKS
Tuesday, June 18, 2024

Packaging LLC Permit #2024-01. Steve Brown explained the newly permitted industry and why they are now getting a permit.

Note for the record: Member Rose Rivera joined the meeting.

6. Engineering

(A.) Administration

316 State Street Non-Compliant Driveway Approach (tabled)

On motion by Jamie Arce, seconded by Ron Davis and carried 5-0, the Board took the 316 State Street Non-Compliant Driveway Approach item off the table. A motion was made by Jamie Arce and seconded by Andy Jones to approve the findings in the memorandum dated June 4, 2024 related to the driveway at 316 State Street, require the driveway be brought into compliance per said memorandum, and direct the Engineering staff and Street Department to take action per said memorandum should the driveway not be brought into compliance. Asst. City Engineer Jeff Schaffer explained the latest development from the property. They did receive their Zoning release. It is a gravel driveway that goes right up to the brick-paved street. The current requirement gives the owner 35 days to install the concrete driveway. Mike asked if they could give them 60 days since it is hard to get concrete people to do the work. Jeff had no problem with that since the owners have been making progress. On motion by Jamie Arce, seconded by Rose Rivera and carried 5-0, the Board gave the owner 60 days to install the concrete. The owner was not present. The amended motion carried 5-0.

BOW Resolution 24-R-15 in Support of an Amendment to the Illicit Discharge Ordinance Number 5283

On motion by Jamie Arce, seconded by Ron Davis and carried 5-0, the Board approved Board of Works Resolution 24-R-15, a Resolution of the Board of Works of the City of Elkhart, Indiana recommending that the Common Council of the City of Elkhart, Indiana authorize and approve an Amendment to Ordinance number 5283, an Ordinance Regulating Illicit Discharges and Connections to the City of Elkhart's Storm Water System. Stormwater Manager Joe Foy explained the need for the amendment to the Ordinance to comply with new regulations.

Parkway Avenue Pedestrian Signals

On motion by Jamie Arce, seconded by Ron Davis and carried 5-0, the Board approved the Revocable Permit Application from EW Marine for pedestrian signals in the right-of-way of Parkway Avenue. Matt Schuster of JPR, Inc. was available for questions.

Parking for Moyer Avenue Electric in Fieldhouse Avenue Right-of-Way

On motion by Jamie Arce, seconded by Ron Davis and carried 5-0, the Board approved the Revocable Permit Application from Moyer Investments LLC for perpendicular parking that is in the right-of-way of Fieldhouse Avenue. Matt Moyer of Moyer Electric came forward to speak. He said they have been working on this project since they moved their business to this area of Elkhart in 2015. They have been making improvements to the area. They are not adding any parking. They are bringing what was already there into compliance.

Acceptance of Plat and Right-of-Way Dedication for Legacy Park

On motion by Jamie Arce, seconded by Ron Davis and carried 5-0, the Board approved the Plat and Right-of-Way Dedication for Legacy Park.

BOARD OF PUBLIC WORKS
Tuesday, June 18, 2024

Reject All Bids for #24-09 Paving Contract A, #24-10 Paving Contract B, and #24-11 Paving Contract C and Grant Permission to Advertise Bid #24-14 2024 Paving Contract

On motion by Jamie Arce, seconded by Ron Davis and carried 5-0, the Board rejected all bids for Bid #24-09 Paving Contract A Northwest Industrial Parks.

On motion by Jamie Arce, seconded by Ron Davis and carried 5-0, the Board rejected all bids for Bid #24-10 Paving Contract B east Industrial Parks.

On motion by Jamie Arce, seconded by Ron Davis and carried 5-0, the Board rejected all bids for Bid #24-11 Paving Contract C West Beardsley Ave.

On motion by Jamie Arce, seconded by Ron Davis and carried 5-0, the Board approved plans and specifications and granted permission to advertise Bid #24-14 2024 Paving Contract.

Accept Plans for the Hively Avenue Overpass Project

On motion by Jamie Arce, seconded by Ron Davis and carried 5-0, the Board accepted the Plans for the Hively Avenue Overpass Project.

(B.) Utility

Ratify SRF Disbursement #27 to Kleinpeter Consulting Group for Oakland Avenue Forcemain Phase A SA7878

On motion by Jamie Arce, seconded by Ron Davis and carried 5-0, the Board ratified SRF Disbursement #27 in the amount of \$8,500.00 to Kleinpeter Consulting, LLC from the allocated SRF loan #WW22162005 for labor services on the Oakland Avenue Forcemain- Phase A project.

7. New Business

PSA with Abonmarche Consultants for Staffing in the Planning Department

On motion by Jamie Arce, seconded by Ron Davis and carried 5-0, the Board approved a Professional Services Agreement between the City of Elkhart and Abonmarche Consultants in an amount not to exceed \$23,000.00 to provide additional staffing capacity in the Planning Department.

Request Quote #24-20 Tree Removal Southeast Project

On motion by Jamie Arce, seconded by Ron Davis and carried 5-0, the Board granted permission to Quote #24-20 Tree Removal Southeast Project.

8. Use & Event Permits

On motion by Jamie Arce, seconded by Ron Davis and carried 5-0, the Board approved the following Use & Event permits:

- McKnight Graduation 8/31- Special Exception from Noise, Temporary Street Closure
- 2024 Quilt Garden Bicycle Ride 8/17- Public Assembly, Plaza Sign
- Faith Mission Turkey Stampede 11/28- Public Assembly, Special Exception from Noise, ESS, EMS, EPD, Temporary Street Closures, Plaza Sign
- Hispanic Heritage Festival 9/28- Public Assembly, Special Exception from Noise, EMS, EPD, Temporary Street Closures, Golf Cars, Trailers, Plaza Sign
- EPL Curbside Concerts 8/30-9/20- Special Exception from Noise, Plaza Sign

BOARD OF PUBLIC WORKS

Tuesday, June 18, 2024

- EPL Curbside Concert- Juneteenth 6/19- Special Exception from Noise, Plaza Sign
- Gilbert Summer Party- 7/13- Special Exception from Noise

9. Adjournment


On motion by Jamie Arce, seconded by Ron Davis and carried 5-0, the Board of Works adjourned at 9:58 a.m.

_____ Mike Machlan, President

Attest: _____ Nancy Wilson, Clerk of the Board



M E M O R A N D U M

Date June 25, 2024
To Mike Machlan, Board of Works President
From Laura Kolo, Utility Services Manager 
RE Request to Award Bid #24-06 – Public Works Reroof Project

Public Works is respectfully requesting the Board of Works to ratify the attached change order for Green Improvements in the amount of \$5,860.00.

On April 16, 2024, the Board of Works awarded Bid #24-06 to Green Improvements. Green Improvements began work on the Administration Building on Monday, June 17. On Thursday, June 20, fumes from the first of three epoxy coatings were so strong, the building had to be closed at 1 pm and vacated for the duration of the day. On Friday, June 21, the Billing Office roof mounted air conditioner was turned off prior to applying the second coat. As a result, the fumes were manageable, but temperatures in the Billing Office reached 90 degrees. Despite the conditions, the Billing Office remained open, serving customers from the Public Works office. Arrangements with Green Improvements were made for the third coat to be applied outside of normal business hours.



GREEN IMPROVEMENTS, LLC

• Service Driven • Relationship Focused

Goshen-Bristol, IN

(574) 231-7026

Change Order Form

06-24-24

By signing below, an authorized agent of City Of Elkhart is giving permission to Green Improvements to continue to perform the following work:

Complete all urethane coating work and product application for the Admin Building (located at 1201 S Nappanee St. - Elkhart, IN 46516) on Friday afternoons and Saturdays. (the new estimated completion date is July 13th)

Customer agrees to pay the **sum of \$5,860.00 in addition to** the original contract price of \$89,369.00.

Customer, Authorized Agent:

Signature: Tony Irwin Date: 6/24/24
Print: Tony Irwin Title: PW Director

--

Green Improvements, Authorized Agent:

Signature: Benjamin C. Schlabach Date: 6-24-24
Print: Benjamin C. Schlabach Title: Owner



M E M O R A N D U M

Date June 25, 2024
To Mike Machlan, Board of Works President
From Steve Brown, Pretreatment Manager *SB*
RE McDowell Enterprises – Permit # 85-01

McDowell Enterprises Inc. collected a composite sample on March 26-27, 2024. The sampling results from this sampling event resulted in a monthly average exceedance for zinc.

McDowell Enterprises Inc.'s end of process monthly average limit for zinc is 1.48 mg/L. The analytical result for zinc from the sample collected on March 26-27, 2024 is 2.50 mg/L.

Reference from EPA's "Industrial User Inspection and Sampling Manual" states the following:

3.9.3 Compliance with Monthly Average Limitations

There has been some confusion on the part of some POTWs as to how many samples are required to demonstrate a violation of a monthly average. At a minimum, the POTW needs only one valid sample from the month to assess compliance with the monthly average. If an industrial user is in violation of its limit, the violation continues until there is a sample showing the facility is in compliance (see the POTW Enforcement Response Policy).

The new Enforcement Response Plan recommends the following penalties for such cases:

- \$250 for first offense of "*Discharging wastewater containing parameters in excess of established limits (per parameter)*"
- "*Violation more than 20% above established limits shall be assessed an additional \$250 penalty...*"
- The analytical result of 2.50 mg/L resulted in a 69% increase from the established monthly avg limit of 1.48 mg/L.
- For a total combined recommended penalty of \$500.


Please find McDowell Enterprises in violation of its Industrial Wastewater Discharge Permit and assign penalties. Per the City of Elkhart Enforcement Response Plan, a total combined penalty of \$500 to McDowell Enterprises - Permit # 85-01 is recommended.



MEMORANDUM

DATE: July 2, 2024

TO: Board of Public Works

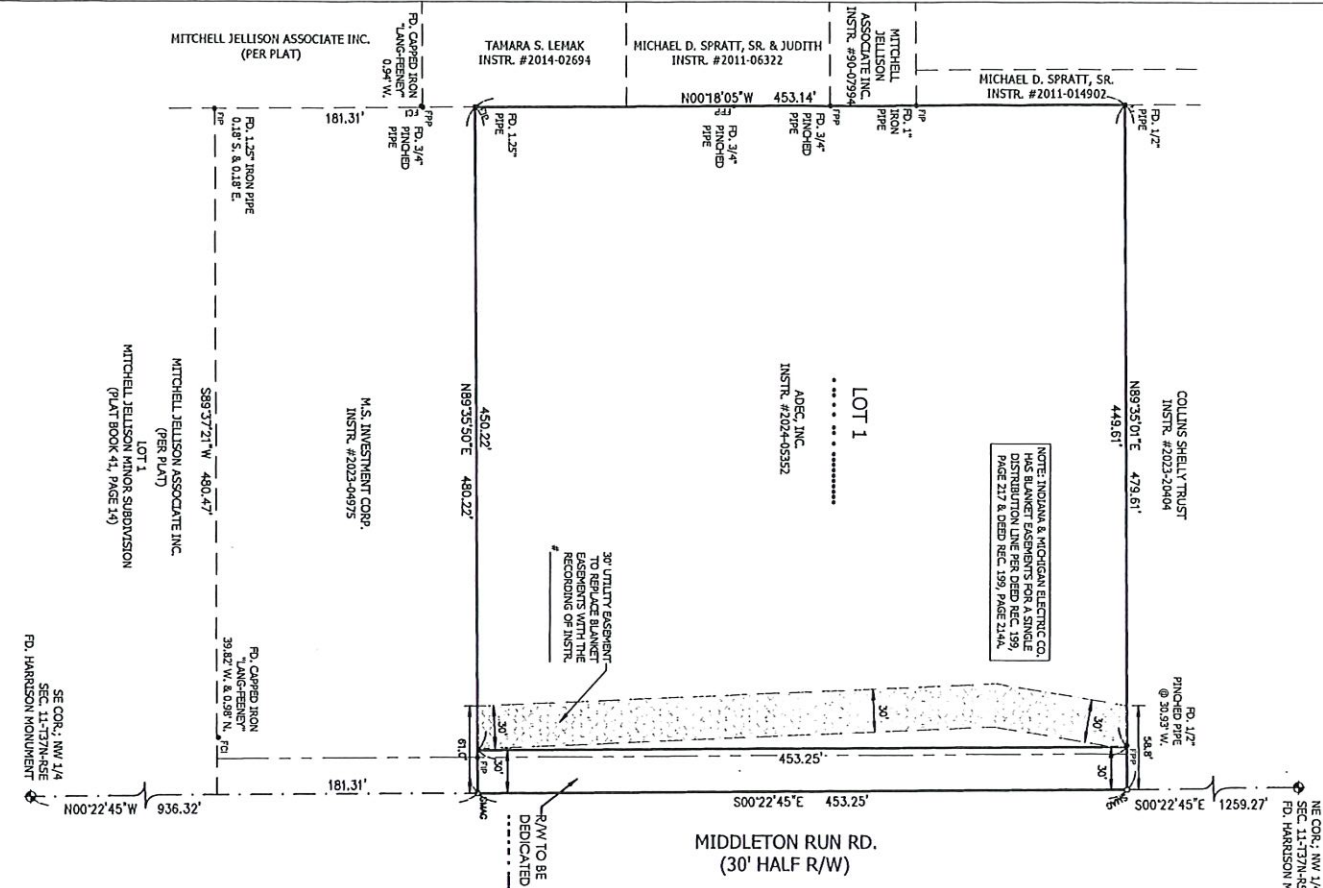
FROM: Jeffrey Schaffer, Engineering 

RE: **Acceptance of Plat and Right-of-Way Dedication for ADEC Minor Subdivision**

The developer of ADEC Minor Subdivision has prepared the recorded plat for the one-lot minor subdivision. This plat includes dedication of previously apparent right-of-way of Middleton Run Road. After acceptance by the Board, the plat will be reviewed and approved by the Plat Committee.

The action requested by the Board of Public Works is as follows:

Accept the Plat and Right-of-Way Dedication for ADEC Minor Subdivision.



ADCC MINOR SUBDIVISION

A PART OF THE NORTHWEST QUARTER OF SECTION 11, TOWNSHIP 37 NORTH, RANGE 5 EAST, CONCORD TOWNSHIP, ELKHART COUNTY, INDIANA.
 ADDRESS: 1205 MIDDLETON RUN ROAD, ELKHART, IN 46516

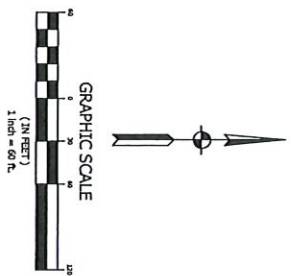
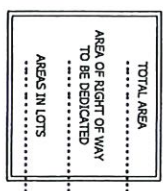
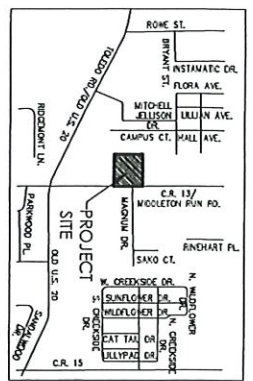
LEGAL DESCRIPTION-PER INSTR. #2024-05352

A PART OF THE NORTHWEST QUARTER OF SECTION 11, TOWNSHIP 37 NORTH, RANGE 5 EAST, CONCORD TOWNSHIP, ELKHART COUNTY, INDIANA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

SECTION: THENCE NORTH 00 DEGREES 12 MINUTES EAST ALONG THE EAST LINE OF THE NORTHWEST QUARTER OF SAID SECTION 935.38 FEET TO A SET P.K. NAIL AND THE BEGINNING POINT OF THIS DESCRIPTION; THENCE NORTH 89 DEGREES 42 MINUTES 47 SECONDS WEST, A DISTANCE OF 480.40 FEET TO A 1-1/2\"/>

FLOOD NOTE

THIS PARCEL IS NOT WITHIN 1% ANNUAL CHANCE FLOOD (SPECIAL FLOOD HAZARD AREA) AS SCALED AND DEDICATED ON THE FEMA/FIRM COMMUNITY PANEL NUMBER 18039C01410 WITH AN EFFECTIVE MAP DATE OF AUGUST 2, 2011.



SE COR. NW 1/4
 SEC. 11-37N-45E
 FD. HARRISON MONUMENT

JOB NO.: 24-0154
 DATE: APRIL 2024
 SHEET 1 OF 2

ABONMARCHÉ

303 Silver Reed Drive, Unit 206
 Goshen, IN 46526
 772-2232-9913
 17722232-9913
 abonmarche.com

OWNER
 ADCC, INC.
 1671 WEST VISTULA STREET
 BRISTOL, IN 46507

Engineering - Architecture - Land Surveying



MEMORANDUM

DATE: July 2, 2024
TO: Board of Public Works
FROM: Jeffrey Schaffer, Engineering *JDS*
RE: **Marked Loading Zone on Division Street**

The Street Department, Traffic Division, and Engineering are requesting that the Board consider the following traffic control recommendations:

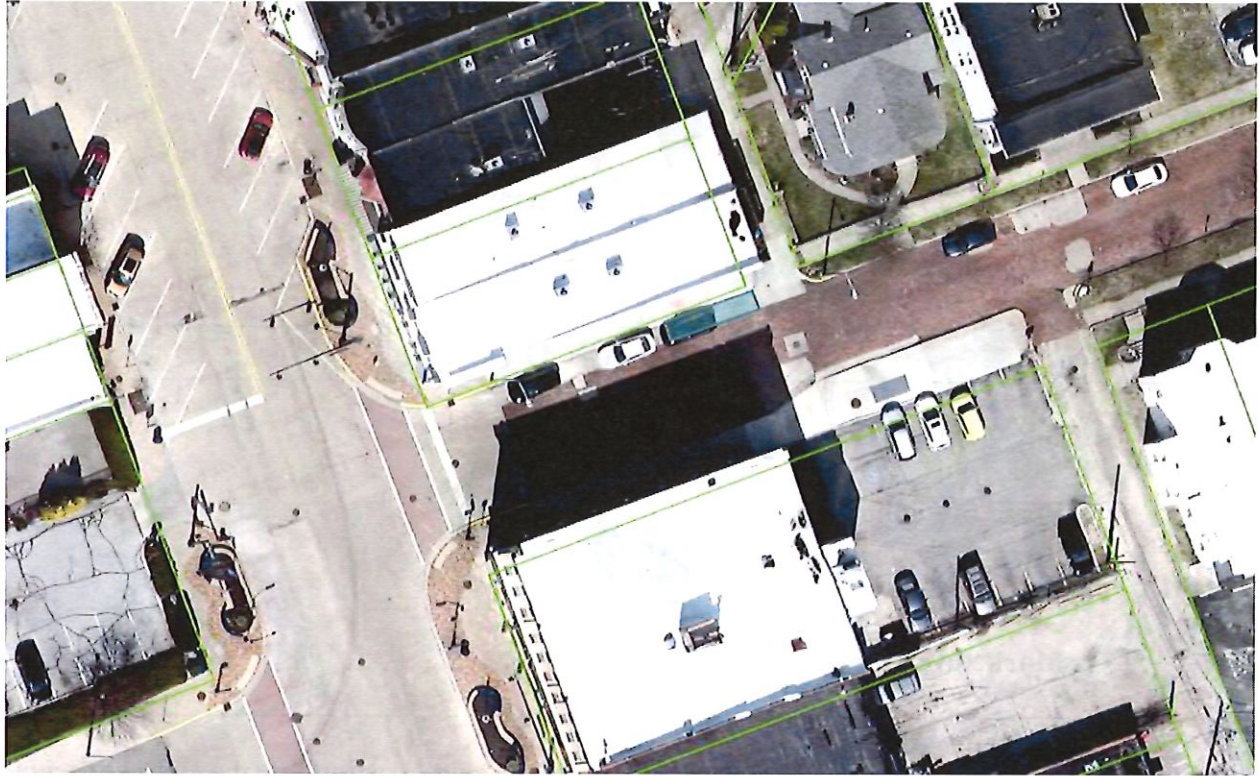
Marked Loading Zone on Division Street at Main Street

Olive Branch Holdings LLC, which owns the building and operates the business at 534 South Main Street, is requesting a marked "Loading Zone" on the north side of Division Street, east of Main Street, and just west of the north-south alley. While the other businesses on the east side of the 500 block of Main Street can use the Jauriet Lot for loading and unloading, that is not available to 534 South Main Street. If loading was done from the alley on the east side of the building, it would completely block the alley. As such, a small, marked loading zone would be useful in this situation. The location is shown on the next page.

The business owner understands that this loading zone would be open for any other business or resident to use.

The action requested by the Board of Public Works is as follows:

Approve the marked loading zone on the north side of Division Street, east of Main Street.






MEMORANDUM

DATE: July 2, 2024

TO: Board of Public Works

FROM: Jeffrey Schaffer, Engineering 
Alex Huxhold and Alex Lefever, Engineering Interns

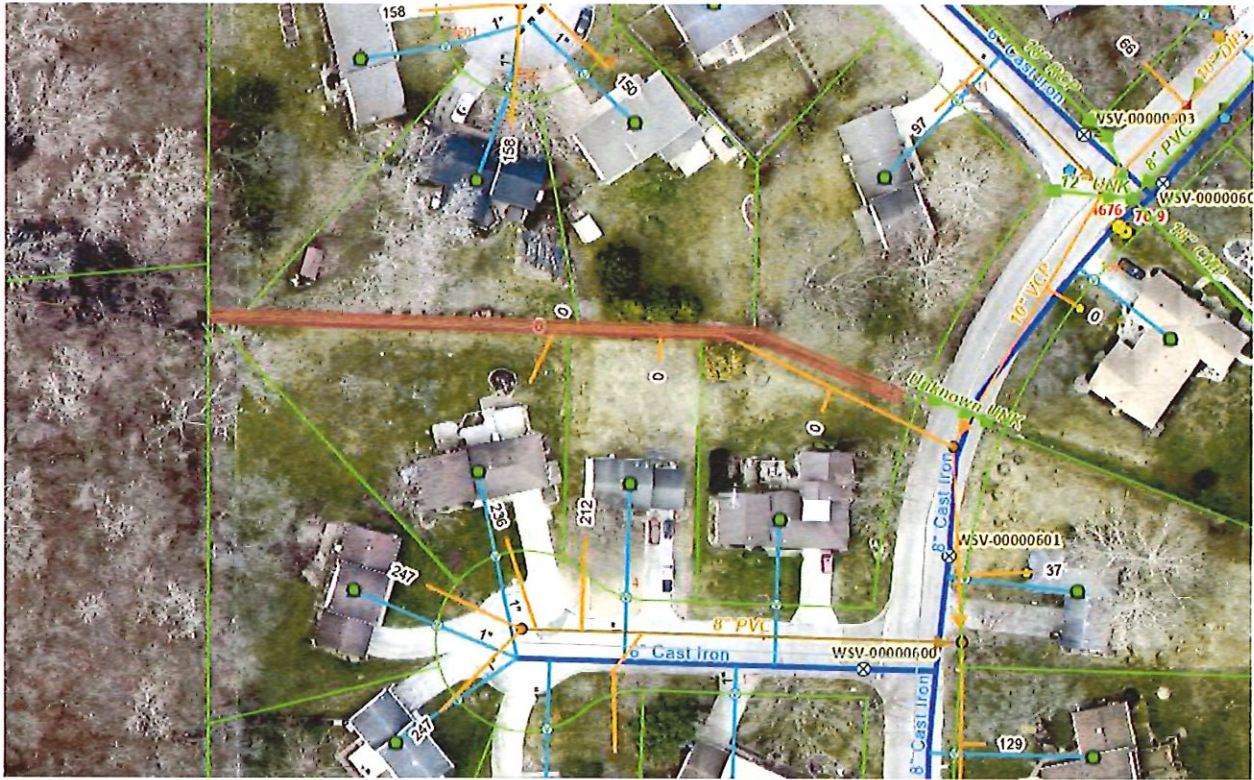
RE: **Permission to Request Quote #24-21, Hunters Pond to Brookwood Drive Drainage Improvements**

The Engineering Staff requests approval of quote documents for Quote #24-21, Hunters Pond to Brookwood Drive Drainage Improvements. This project will replace the open, concrete lined channel which conveys water from Hunters Pond to Brookwood Drive (and eventually to Puterbaugh Creek) with a perforated pipe system and stone bed. This new system will make the drainage way easier to maintain; the current open channel holds water and the adjoining crash is difficult to mow.

Funding for this project will be from the Common Council appropriation for stormwater improvements.

The action requested by the Board of Public Works is as follows:

Grant Permission to Request Quote #24-21, Hunters Pond to Brookwood Drive Drainage Improvements.





MEMORANDUM

DATE: July 2, 2024

TO: Board of Public Works

FROM: Jeffrey Schaffer, Engineering *JSS*
Mark Lucas, Stormwater Inspector
Alex Huxhold and Alex Lefever, Engineering Interns

RE: **Permission to Request Quote #24-22, Worthmore Avenue Drainage Improvements**

The Engineering Staff requests approval of quote documents for Quote #24-22, Worthmore Avenue Drainage Improvements. The midpoint of Worthmore Avenue is a small, endorheic drainage basin; there is no realistic outfall. The existing drainage includes two drywells that are in disrepair. This project will repair the drywells, regrade driveway approaches, and add perforated piping.

Funding for this project will be from the Common Council appropriation for stormwater improvements.

The action requested by the Board of Public Works is as follows:

Grant Permission to Request Quote #24-22, Worthmore Avenue Drainage Improvements.






MEMORANDUM

DATE: July 2, 2024

TO: Board of Public Works

FROM: Jeffrey Schaffer, Engineering 

RE: **Change Order #1 and Final for Bid #24-05, Grace Lawn Cemetery – Bank Restoration Phase II**

Change Order #1 and Final for Bid #24-05, Grace Lawn Cemetery – Bank Restoration Phase II, is a removal of the \$25,000.00 contingency line and an adjustment to final quantities.

The net total increase in the contract price due to the Change Order is \$8,223.55, which is 3.5% of the original contract price of \$237,502.99.

The action requested by the Board of Public Works is as follows:

Approve Change Order #1 and Final for Bid #24-05, Grace Lawn Cemetery – Bank Restoration Phase II, increasing the contract value by \$8,223.55, resulting in a contract price of \$245,726.54.

CITY OF ELKHART

PUBLIC WORKS & UTILITIES

Change Order No. One and Final
Dated 6/26/2024

Project: Grace Lawn Cemetery - Bank Restoration Phase II Contract No. 24-05

To: John Boettcher Sewer & Excavating
Contractor

You are required to make the changes noted below in the subject Contract:

City of Elkhart

By _____
President, Board of Public Works

Dated _____

Nature of Changes

Remove contingency (\$25,000.00)
Adjust final quantities \$33,223.55

TOTAL \$ 8,223.55

These changes result in the following adjustment of Contract Price and Contract Time:

Original Contract Price	\$ 237,502.99
Contract Price Prior to this Change Order	\$ 237,502.99
Net change resulting from this Change Order	\$ 8,223.55
Current Contract Price including this Change Order	\$ 245,726.54
Current Contract Price % Change from Original Price	3.5%
Contract Time prior to this Change Order	NO CHANGE (Days or Time)
Net Time change resulting from this Change Order	NO CHANGE (Days)
Current Contract Time including this Change Order	NO CHANGE (Days or Time)

The above changes are approved:

Public Works & Utilities

BY: 
Engineer

06/26/2024

DATE

The above changes are accepted:

By: _____
Contractor

DATE



M E M O R A N D U M

DATE: June 26, 2024
TO: Board of Public Works
FROM: Paul Wunderlich, Utility Engineer *PW*
RE: **Oakland Avenue Project A – PER Amendment**

The Oakland Avenue Project A is actively under construction.

This project is funded through the Clean Water State Revolving Fund (CWSRF) in the form of a loan from the Indiana Finance Authority.

Per the request of the Indiana Finance Authority, a Public Notice was issued in the Elkhart Truth that today July 2, 2024, the City of Elkhart, Board of Public Works is revising the 2024 Preliminary Engineering Report to include a brick manhole replacement, and the design of Oakland Project C and D. This structure is at the end of its useful lifetime and should be replaced in order to avoid structural failure in the future. The addition of one brick manhole replacement and the cost to design these remaining phases of the Oakland project will be included in the project amendment. This manhole was not originally included in the project's PER and the IFA is requiring that an amendment be approved in order to pay for this manhole replacement and the project design costs with the loan.

It is requested the Board of Public Works:

Approve the amendment revising the 2023 Oakland Preliminary Engineering Report to include brick manhole replacement and the design of Oakland Projects C and D.



M E M O R A N D U M

DATE: June 26, 2024

TO: Board of Public Works

FROM: Paul Wunderlich, Utility Engineer *PW*

RE: **Oakland Avenue Project B – PER Amendment**

The Oakland Avenue Project B is fully designed and plans are now in final review.

This project will be funded through the Clean Water State Revolving Fund (CWSRF) in the form of the Oakland B construction loan from the Indiana Finance Authority.

Per the request of the Indiana Finance Authority, a Public Notice was issued in the Elkhart Truth that today July 2, 2024, the City of Elkhart, Board of Public Works is revising the 2024 Preliminary Engineering Report to include brick manhole replacements, totaling 10 structures. These structures are at the end of their useful lifetime and should be replaced in order to avoid structural failure in the future. With this amendment, the replacement of these structures will be included in the scope of the project.

These manholes were not originally included in the project's PER and the IFA is requiring that an amendment be approved in order to pay for these replacements with the loan.

It is requested the Board of Public Works:

Approve the amendment revising the 2024 Preliminary Engineering Report to include brick manhole replacements for the Oakland Avenue Project B.



M E M O R A N D U M

DATE: June 26, 2024

TO: Board of Public Works

FROM: Paul Wunderlich, Utility Engineer *PW*

RE: **Elkhart WWTP Capacity Upgrades - Phase 2 - Bid #21-13 - QA7634:
Approval of Change Order #7**

Attached is change order request #7 for the Elkhart WWTP Capacity Upgrades – Phase 2 project. This change order is for a number of updates that were made to ensure maintenance and operation of the facility will be easier and more efficient after construction. These changes incur a cost increase to the contract price. A list of 15 Change Order items are listed in the attached document as part of Change Order #7.

All work and prices have been deemed acceptable by Donohue, our consulting firm, and this change order request is for an increase of \$148,955.00 to the current contract price. Approval of change order #7 would increase the current contract price of \$27,346,047.96 to \$27,495,003.00 resulting in a 2.55% increase from the original contract price of \$26,811,000.00. This project is being funded through SRF funds.

SRF review of this change order is pending.

It is requested the Board of Public Works approve Change Order #7 for the Elkhart WWTP Capacity Upgrades – Phase 2 project in the amount of \$148,955.00, bringing the Contract price to \$27,495,003.00

CHANGE ORDER NO. 7

CHANGE ORDER
DATE OF ISSUANCE 07/02/2024

COMMENCEMENT OF
CONTRACT TIME 09/23/2021

OWNER City of Elkhart, Indiana

CONTRACTOR Bowen Engineering Corporation

PROJECT Wastewater Treatment Plant Capacity Upgrades - Phase 2 OWNER PROJ. NO. QA 7634

ENGINEER Donohue and Associates, Inc. SRF PROJ. NO. WW18262004

The Contract Documents are modified as follows upon execution of this Change Order and approval by SRF:

Item #	References Attached	Description	Quantity Change	Units	Cost/Unit	Total Increase/ (Decrease)
1.	Rev. 1 PCO 018	Supply and install seal-off fittings for four 4" control/fiber/communication conduits within the 310 primary tunnel.	1	LS	\$2,905.52	\$2,905.52
2.	Rev. 1 PCO 022	8" CFS reroute to avoid interference with staircase.	1	LS	\$20,062.00	\$20,062.00
3.	PCO 036	Structure 370 OIT Power Feed.	1	LS	\$1,006.78	\$1,006.78
4.	PCO 049	Added Heat Trace Panels.	1	LS	\$19,980.37	\$19,980.37
5.	PCO 056, Refer to Note 5A, below	Stone removal, dowel and concrete placement for PC-6 where finish not depicted in drawings.	1	LS	\$1,882.92	\$1,882.92
6.	PCO 057	Removing process fluid from Aeration Tank 4 on 7/24 & 7/27/2023, "Plant intake exceeded maximum capacity causing area to overflow in multiple locations".	1	LS	\$3,453.16	\$3,453.16
7.	PCO 058a, Refer to Note 7A, below	Additional excavation around existing flume.	1	LS	\$11,279.81	\$11,279.81
8.	PCO 058b, Refer to Note 8A, below	Subcontractor wire saw existing flume into removable sections.	1	LS	\$19,446.71	\$19,446.71
9.	PCO 058c, Refer to Note 9A, below	Removal of abandoned process pipe that impeded installation of Structure 395 foundation.	1	LS	\$2,022.03	\$2,022.03
10.	Rev. 1 PCO 062	New bathroom counter tops.	1	LS	\$6,400.99	\$6,400.99



May 23rd, 2024

Donohue and Associates Inc
209 North Main Street, Suite 206
South Bend, IN 46601
Attn: Jeremy Roschyk – Area Manager

RE: Elkhart Wastewater Treatment Plant Capacity Upgrades- Phase II Project
Agreement Number 00 52 16-2 – Project No. 13476
Rev. 1 PCO-018: Added Seal Off Fittings (FO-26)

Dear Mr. Roschyk,

As requested in response to RFI-078, BEC has provided the following cost proposal.

The pricing for this proposal includes the following:

- Supply and Install seal-off fittings for four 4” control/fiber/communication conduits within the 310 primary tunnel.

Clarifications:

- Anything not specifically listed in this letter is not included in the proposed change of scope.
- This proposal is valid for fifteen (15) days.

The total cost for this work is:
\$2,905.52 – Two Thousand Nine Hundred and Five Dollars and Fifty Two Cents

Please review the information provided and forward your approvals through change order or similar instrument.

If you have any questions or require additional information, please call me at (317) 518-7597.

Should you have any questions, please do not hesitate to contact me.

Respectfully,

Matt Dunfee
Sr. Project Engineer

Cc: 15-21-069 Project File

CONTRACTOR OF CHOICE

355 E Campus View Blvd., Suite 110 – Columbus, Ohio 43235 – 317-842-2616 phone – 317-841-4257 fax – www.bowenengineering.com





M E M O R A N D U M

DATE: June 26, 2024

TO: Board of Public Works

FROM: Paul Wunderlich, Utility Engineer *PW*

RE: **Elkhart WWTP Capacity Upgrades - Phase 2 - Bid #21-13 - QA7634:
Rejection of Change Order #8**

Attached is change order request #8 for the Elkhart WWTP Capacity Upgrades – Phase 2 project. This change order includes a number of items that Donohue has reviewed and recommended for rejection. We are requesting that the Board formally reject these items. The rejection of this change order will result in no change to the contract price. A list of all Change Order items to be rejected are listed in the attached document.

The rejection of this change order is recommended by Donohue, our consulting firm, and rejection of this change order request #8 will result in no change to the current contract price.

This project is being funded through SRF funds.

SRF review of this change order is pending.

It is requested the Board of Public Works reject Change Order #8 for the Elkhart WWTP Capacity Upgrades – Phase 2 project

CHANGE ORDER NO. 8

CHANGE ORDER
DATE OF ISSUANCE 07/02/2024

COMMENCEMENT OF
CONTRACT TIME 09/23/2021

OWNER City of Elkhart, Indiana

CONTRACTOR Bowen Engineering Corporation

PROJECT Wastewater Treatment Plant Capacity Upgrades - Phase 2 OWNER PROJ. NO. QA 7634

ENGINEER Donohue and Associates, Inc. SRF PROJ. NO. WW18262004

The Contract Documents are modified as follows upon execution of this Change Order and approval by SRF:

Item #	References Attached	Description	Quantity Change	Units	Cost/Unit	Total Increase/ (Decrease)
1.	FO 037 Response	Structure 395 Relocation	1	LS	\$196,632.51	\$196,632.51
2.	PCO 023	COE Use of PSD Pump 2	1	LS	\$10,644.10	\$10,644.10
3.	PCO 056, Refer to Note 3A, below	Draining and cleaning PC-6 on 7/27/2023	1	LS	\$5,731.24	\$5,731.24
4.	PCO 056, Refer to Note 4A, below	Draining PC-6 on 7/31 & 8/1/2023	1	LS	\$6,185.93	\$6,185.93
5.	PCO 056, Refer to Note 5A, below	Draining & cleaning PC-6 on 8/2/2023	1	LS	\$4,228.71	\$4,228.71
6.	PCO 059a	Remove backfed primary effluent from the structure 360 CMDF meter vault structure	1	LS	\$2,920.11	\$2,920.11
7.	PCO 059b	Sawcut structure 360 deck opening for pipe installment into structure	1	LS	\$4,234.05	\$4,234.05
8.	PCO 060	Temporary Chlorine feed line installation per 1/4/24 progress meeting direction	1	LS	\$9,576.71	\$9,576.71
9.	PCO 061	Primary Clarifier 2 cleaning on 1/3/2024	1	LS	\$3,042.03	\$3,042.03
10.	PCO 063	RAS Piping orientation	1	LS	\$58,309.53	\$58,309.53
11.	PCO 064	CMDF control wiring changes	1	LS	\$13,654.78	\$13,654.78
12.	PCO 065	Structure 360 roof hatch modification	1	LS	\$18,660.41	\$18,660.41
13.	PCO 066	Structure 370 exterior lighting relocation	1	LS	\$7,703.40	\$7,703.40

CHANGE ORDER NO. 8

CHANGE ORDER _____ COMMENCEMENT OF
 DATE OF ISSUANCE 07/02/2024 CONTRACT TIME 09/23/2021

OWNER City of Elkhart, Indiana

CONTRACTOR Bowen Engineering Corporation

PROJECT Wastewater Treatment Plant Capacity Upgrades - Phase 2 OWNER PROJ. NO. QA 7634

ENGINEER Donohue and Associates, Inc. SRF PROJ. NO. WW18262004

14.	PCO 069	PC No. 2 downtime	1	LS	\$18,295.30	\$18,295.30
15.	PCO 070	Sitewide flood impacts claims	1	LS	\$52,896.04	\$52,896.04
16.	PCO 075	PC 5 downtime claims	1	LS	\$11,359.71	\$11,359.71
17.	RFP 012 Cost Proposal	Addition of PSD variable frequency drives	1	LS	\$72,183.01	\$72,183.01
18.	RFP 013 Cost Proposal	Structure 380 drain addition	1	LS	\$3,893.36	\$3,893.36
19.	May 3, 2024 Claim	Interest for Late Payment Claim (received May 3, 2024)	1	LS	\$442,349.16	\$442,349.16
20.	June 6, 2024 Claim	Interest for Late Payment Claim (received June 6, 2024)	1	LS	\$36,461.10	\$36,461.10
NET CHANGE						\$978,961.19

Legend for Referenced and Attached Supporting Documents:

- RFI Contractor Request for Information with Engineer's Response
- RFP Request for Proposal to Contractor
- FO Field Order
- PCO Contractor Proposed Change Order, generally in response to an RFI, RFP, or FO.

Notes:

- 3A Submitted PCO 056 included several costs for multiple tasks/components (including Item #'s 3, 4 & 5 of this Change Order No. 8). The attached PCO 056 has been modified accordingly, to reflect those items germane to this Change Order No. 8.
- 4A Submitted PCO 056 included several costs for multiple tasks/components (including Item #'s 3, 4 & 5 of this Change Order No. 8). The attached PCO 056 has been modified accordingly, to reflect those items germane to this Change Order No. 8.
- 5A Submitted PCO 056 included several costs for multiple tasks/components (including Item #'s 3, 4 & 5 of this Change Order No. 8). The attached PCO 056 has been modified accordingly, to reflect those items germane to this Change Order No. 8.

CHANGE ORDER NO. 8

CHANGE ORDER DATE OF ISSUANCE 07/02/2024 COMMENCEMENT OF CONTRACT TIME 09/23/2021

OWNER City of Elkhart, Indiana

CONTRACTOR Bowen Engineering Corporation

PROJECT Wastewater Treatment Plant Capacity Upgrades - Phase 2 OWNER PROJ. NO. QA 7634

ENGINEER Donohue and Associates, Inc. SRF PROJ. NO. WW18262004

CHANGE IN CONTRACT PRICE	
Original Contract Price	\$26,811,000.00
Net Change from Previously Approved Change Orders:	\$535,047.78
Contract price Prior to this Change Order:	\$27,346,047.78
Net increase/(decrease) of this Change Order:	\$978,961.19
Contract price with all approved Change Orders:	\$28,325,008.97
Percentage of increase/(decrease) with Change Orders:	5.647 %

CHANGE IN CONTRACT COMPLETION TIME	
Original completion time (days)	09/23/2023 Substantial (730), 11/22/2023 Final (790)
Net Change from Previous Change Order:	18 Substantial, 18 Final
Completion time prior to this Change Order (days):	10/11/2023 Substantial (748), 12/10/2023 Final (808)
Net increase/decrease of this Change Order	0 Substantial, 0 Final
Completion time with all approved Change Orders (days):	10/11/2023 Substantial (748), 12/10/2023 Final (808)

CONTRACTOR agrees that this Change Order includes any and all costs associated with or resulting from the change ordered herein, including all impacts, delays, and accelerated costs. Other than the dollar amount and time allowance listed above, there shall be no other dollar or time compensation as a result of this Change Order.

THIS DOCUMENT SHALL BECOME AN AMENDMENT TO THE CONTRACT AND ALL STIPULATIONS AND COVENANTS OF THE CONTRACT SHALL APPLY HERETO.

RECOMMENDED: *Donohue & Assoc.* APPROVED: *City of Elkhart Board of Public Works* ACCEPTED: *Bowen Engineering Corp.*

By: _____
ENGINEER (signature)

By: _____

By: _____
CONTRACTOR (signature)

Date: _____

By: _____

Date: _____

By: _____

By: _____

By: _____
OWNER (signatures)

Date: _____



March 4th, 2024

Donohue and Associates Inc
209 North Main Street, Suite 206
South Bend, IN 46601
Attn: Jeremy Roschyk – Area Manager

**RE: Elkhart Wastewater Treatment Plant Capacity Upgrades- Phase II Project
Agreement Number 00 52 16-2 – Project No. 13476
FO 37 – 395 Structure Relocation**

Dear Mr. Roschyk,

In the response to FO 37 directing relocation of the 395 structure, increasing the size and complexity of construction of 395, modifying piping material/sizing, and adding requirements to form around existing 54” Concrete piping; please see attached for cost proposal associated with this additional work.

For reference, relocation of the 395 structure was required due to the following:

1. Upon review of the existing 54” piping location where a concrete wye was to be installed, it was discovered an existing 45 bend and adjacent pipes appeared to be smaller in diameter than hydraulically required. Upon further investigation, the 54” piping was found to be of an unknown corrugated steel piping encapsulated in concrete. Due to required removal of hydraulically insufficient piping and the material characteristics of the existing pipe, it was determined the scoped contract drawing showing a concrete wye joining to the existing easternmost piping would not be possible.
2. The original location of 395 on the contract drawings was directly North of the existing EMH-6B structure and showed a small section of 54” piping to be removed. Upon excavating the work area, it was discovered a concrete reinforced structure of approximately 8’ wide, 15’ deep, fully filled with concrete, traversed the entire north south distance between existing structures EMH-6B and 550. Due to the existence of this structure it was determined by the Donohue Project Manager to be impossible to construct the 395 structure at its originally scoped location.
3. The contract drawing location of the existing 54” concrete pipe east west run showed a wye in which the pipe then branched at a 45 to the 550 structure while the straight run continued due east into the original contract location. The centerline of the existing 54” was discovered to be approximately a 1’ further south than shown on the contract drawings, conflicting with current location of the existing EMH-6B and requiring a new structure be constructed to enable EMH-6B to stay in service and the piping to be routed around this discovered conflict.

As noted in the field with Donohue management, a cost proposal incorporating additions and deletions from the original scope would be prepared and forwarded for approval. This discussion was confirmed via email on November 9th, 2023

Please see attached cost summary delineating the additional costs and credits between the new 395 structure and the original scope 395 structure.

CONTRACTOR OF CHOICE






M E M O R A N D U M

DATE: June 26, 2024

TO: Board of Public Works

FROM: Paul Wunderlich, Utility Engineer 

RE: **Elkhart WWTP Capacity Upgrades - Phase 2 - Bid #21-13 - QA7634:
Approval of Change Order 895.1 – Collections and Distribution Garage**

Attached is change order request 895.1 for the Collections and Distribution Garage as part of the Elkhart WWTP Capacity Upgrades – Phase 2 project. This change order is for a number of updates that were made to ensure maintenance and operation of the facility will be easier and more efficient after construction. These changes incur a cost increase to the contract price. The two items within this change order are listed below. Additional information can be found in the attachment.

Garage Foundation Modifications	\$13,342.62
Addition of a Quanzite Box	\$2810.90
TOTAL	\$16,153.52

All work and prices have been deemed acceptable by Donohue, our consulting firm, and this change order request is for an increase of \$16,153.52 to the current contract price.

It is requested the Board of Public Works approve Change Order 895.1 for the Elkhart WWTP Capacity Upgrades – Phase 2 project in the amount of \$16,153.52.



M E M O R A N D U M

DATE: June 14, 2024
TO: Board of Public Works
FROM: Paul Wunderlich, Utility Engineer
RE: **Oakland Avenue Project B - Property Acquisition - Appropriation Request**

The Oakland Avenue Project B has reached a design level of 95% and is planned to bid later this year. DLZ Corporation has been coordinating with associated land owners to secure the necessary properties and easements for the new tank and connecting utilities. For construction to begin, these parcels must be acquired.

Attached are the legal descriptions, showing the four parcels and that are needed for the project. After a period of negotiation, agreements were reached with the two owners of these four parcels. The amounts for each are as follows:

Parcel IDs:	20-06-07-282-001.000-012	\$48,900.00
	20-06-07-282-002.000-012	
	20-06-07-282-003.000-012	
A portion of	20-06-07-285-001.000-012	\$30,000.00

The funds for this property purchase must be appropriated.

This appropriation request has been approved by the Controller's Office and the Assistant PW Director.

It is requested the Board of Public Works:
appropriate \$78,900.00 to the Sewer Project Coordination Fund 6203-5-999-7999999 for the Oakland Avenue Project B - Property Acquisitions



City of Elkhart
Public Works and Utilities

BOW Public Works Appropriation & Transfer Request Form

Date: 06/14/2024

BOW Meeting Date: 07/02/2024

Requesting Division:

Engineering: Operations: Maintenance: Administration: Lab: Aquatics:

Distribution: Collections: Service:

Requesting Manager: Paul Wunderlich

Important: Completed form due to the Controller's Office NO LATER THAN Noon on Monday the week prior to the Board of Public Works meeting.

Fund Information:

Which fund is this appropriation being requested from?

Wastewater: Water: Stormwater: Aquatics: Other: Specify: _____

Description: FUNDS TO PURCHASE PROPERTIES FOR THE OAKLAND B PROJECT

Line # _____ Line Name: _____ Amount: \$ _____
 Line # _____ Line Name: _____ Amount: \$ _____
 Line # _____ Line Name: _____ Amount: \$ _____

Transfer Details:

Does request include a budget transfer? N (Y/N)

For transfer requests, enter affected account lines and amounts below:

Transfer #1:	From Line # _____	From Line Name: _____	Amount \$ <u>78,900.00</u>
	To Line # <u>6203-5-999-7999999</u>	To Line Name: <u>Sewer Coordination</u>	
Transfer #2:	From Line # _____	From Line Name: _____	Amount \$ _____
	To Line # _____	To Line Name: _____	
Transfer #3:	From Line # _____	From Line Name: _____	Amount \$ _____
	To Line # _____	To Line Name: _____	

Controller's Office Reassignment of Account if Necessary:

Fund # _____ Fund Name _____
 Acct # _____ Acct Name _____ Amount \$ _____

Fund # _____ Fund Name _____
 Acct # _____ Acct Name _____ Amount \$ _____

Approval: Eidson
 Controller _____

Date: 6/17/24

Resolution 24-R-16

**A RESOLUTION OF THE BOARD OF PUBLIC WORKS OF THE
CITY OF ELKHART, INDIANA, APPROPRIATING FUNDS FOR
OAKLAND AVENUE PROJECT B**

WHEREAS, the City of Elkhart, Indiana, is a municipal corporation; and

WHEREAS, the Board of Public Works ("Board") is the body authorized to manage the municipal utilities; and

WHEREAS, the City of Elkhart's Wastewater Utility is currently working on Oakland Avenue Project B as part of our Long Term Control Plan; and

WHEREAS, the Wastewater Utility had certain funds available that need to be appropriated; and

WHEREAS, the Wastewater Utility is requesting funds be appropriated in order to pay for the purchase of additional property; and

WHEREAS, the Wastewater Utility is requesting an appropriation in the following amount in order to pay for the for the real property needed to for this project: 6203-5-999-7999999 in the amount of \$78,900; and

WHEREAS, the Board deems it proper and in the best interests of the City of Elkhart and its citizens to appropriate the funds necessary to cover the additional cost of the additional land acquisition for the Oakland Avenue Project B.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PUBLIC WORKS OF THE CITY OF ELKHART, INDIANA:

1. The Board approves the funding request in order pay for the real property acquisition for Oakland Avenue Project B.

2. The Board appropriates the following appropriations:

6203-5-999-7999999 in the amount of \$78,900.00 to the Sewer Project Coordination Fund.

RESOLVED this _____, 2024.

Michael Machlan, President

Jamie Arce, Vice President

Ronnie Davis, Member

Rose Rivera, Member

Andy Jones, Member

ATTEST:

Nancy Wilson, Clerk

Rod Roberson
Mayor

James Gerald
Department Head



Information Technology
131 Tyler Ave.
Elkhart, IN 46516
574.218.7865

June 17, 2024

RE: Acceptance of Scope of Work from Abonmarche for GIS migration and upgrades

Board of Works Members,

The IT department has been working on upgrading the City's datacenters with new servers, switches and connectivity. One piece of this project is moving all users and software into a new, unified domain which allows for improved network performance and easier administration.

Part of this project necessitates evaluating and modifying the GIS and asset management systems used by Public Works. These systems were implemented with the assistance of outside contractors. Currently the City has a contract with Abonmarche for these tasks.

Jeff Weaver of Abonmarche has presented us with the attached Scope of Work that covers evaluating the current GIS and Lucity software and servers, migrating our data to new servers in the new data center and upgrading the software to the latest production version. They will also assist us with optimizing the applications for improved performance.

The attached Scope of Work has been approved by the City's legal department and the funding for this project is included in the IT Department's current budget. I would like to present the Scope of Work from Abonmarche to the Board of Public Works for your final approval.

Thank you,

Scott A. Bowers

Systems Administrator

City of Elkhart, Indiana

February 21, 2024

Mr. Tory Irwin, PE
Director of Public Works
City of Elkhart
1201 S. Nappanee St.
Elkhart, IN 46516

RE: **GIS Enterprise Migration
Letter of Engagement**

Dear Mr. Irwin,

Attached for your review and approval is our proposal to provide engineering and information technology services for Elkhart Public Works & Utilities. These services include the upgrade and migration of your GIS servers, data, and ancillary systems utilizing GIS.

Thank you for this opportunity and we look forward to working with the City on this project. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Abonmarche Consultants, Inc.

Jeffrey Weaver, GISP
Director of Digital Solutions

John Linn, P.E.
Principal, Chairman of the Board

Work Plan

The City of Elkhart and Elkhart Public Works and Utilities (EPW) uses the Esri Geographic Information System (GIS) to support effective work order management and asset management for their water and wastewater horizontal and vertical infrastructure. The scope of this project is to ensure that EPW's Enterprise GIS is migrated to the new City domain and all data and process from the current GIS are migrated to the new GIS with limited interruption for users.

Upgrading a GIS architecture involves careful planning and understanding not only of the GIS software and IT environment, but also all other solutions that utilize a GIS-centric environment. Our Team has comprehensive experience in deploying the latest GIS and GIS related tools and software. Services provided in this project include strategic planning, updates to all maintenance and backup practices, updates to all third-party systems that utilize the GIS, system upgrades and full installations of comprehensive GIS solutions.

We have tailored our scope of services pursuant to our meeting with your office and our understanding of the services generally necessary to support the tasks outlined by your Asset management, GIS, and IT team. We have assigned Mr. Jeff Weaver, GISP, to serve as the project manager for this project and to ensure the services are efficiently delivered and the goals of the City are met. Our proposed services for the above-described project are outlined in the tasks as follows:

Task #1 – Project Management

Project management includes project staffing, budget and schedule management over the duration of this project. Abonmarche will keep the City informed of the status of the project and coordinate invoicing related to the project.

- A. A 1-hour kickoff meeting will be scheduled with EPWU and Abonmarche staff to review the project intent, scope of services, project schedule, project contacts and communications, site access and invoicing procedures.

Task #2 – GIS Enterprise System Migration

Prior to providing any recommendations, our System Architect will perform a complete and thorough system inspection and review to identify the current state of servers and applications.



Testing will be performed on servers to identify server utilization, issues and downtime, network latency, and performance of services. Similar testing will be performed on databases to validate database design and confirm execution plans are optimized and that the data meets best practices standards for capacity and architecture.

A full system "Health Check" will be performed that will analyze system logs, run performance evaluations, and identify other key performance indicators to identify where high and low utilization occurs. Review and evaluation of hosting setups, multi-versioned editing scenarios, data refresh and update processes, database setup, application requirements, back up schedules and scheduled tasks will be performed. The data gathered will be pulled together into a Recommendations Technical Memorandum.

The Team will aid in the development and Python scripting for automation of any data maintenance routines, including evaluating and implementing geodatabase compression. An additional evaluation of how EPW utilizes ArcGIS Online and ArcGIS for Server will be performed to help determine the benefits of incorporating ArcGIS Enterprise, including Portal and Data Store, into EPW's business practices. The evaluation will consider corporate IT data sharing and security requirements, accessibility of map and data services, and user licensing scenarios. Tools such as Geo Jobe Admin Tools and Python scripting will be used to migrate objects between ArcGIS Online and Portal.

Upon final approval by EPW and City IT of server architecture, hardware configurations, type of site deployment, and hosting considerations, we will begin the process of performing the system upgrade and migration support and installations. To minimize impact, special consideration will be given to total downtime allowed and schedule. Our Team has extensive experience doing in-system upgrades and installations. We will utilize this knowledge to support EPW and provide best practices and approaches to upgrading systems.

Upon completion of the environment enhancements, our System Architect will have provided GLWA with the following:

- Recommendations Technical Memorandum, including
 - Updated system architecture design
 - System health check results
 - Recommendations
- Scripting tools for database maintenance and automation
- ArcGIS Online versus Enterprise evaluation
- Failover\disaster recovery and backup policy and support update
- ArcGIS for Server / Database (Enterprise) upgrade
- Portal (Enterprise) upgrade



Deliverables

- 1-Hour Kickoff Meeting
- Status updates as required by EPW
- Recommendations Technical Memorandum
- Scripting tools for database maintenance and automation
- Failover\disaster recovery and backup policy and support updates
- ArcGIS for Server / Database (Enterprise) upgrade
- Portal (Enterprise) upgrade

Assumptions

- Meetings will be done remotely, whenever possible, via use of Microsoft Teams
- The City will provide Abonmarche access to all necessary servers and software

Schedule

Abonmarche is prepared to begin work immediately upon written authorization to proceed. This contract will begin with a Kickoff meeting upon authorization from EPW, and end on or prior to December 31st, 2024, based on EPW and City schedules.

	Commencement	Estimated Completion
Kickoff Meeting		April 2024
GIS Infrastructure Assessment	April 2024	May 2024
GIS Enterprise Migration	May 2024	July 2024

Summary of Fees

Abonmarche shall receive, as payment for the work performed under this contract, a not to exceed amount of **\$34,800** unless a supplement is executed by the parties, which increases the maximum amount payable. Payment will be made based on the number of hours worked on a monthly basis.



Standard Hourly Rates

Engineering	
Firm Principal	\$240-275
Senior Project Engineer/ Manager/ Group Director	\$180-210
Project Engineer / Project Manager	\$125-195
Staff Engineer	\$90-135
Landscape Architect	\$90-135
CADD Technician	\$80-120
Senior Construction Technician/Construction Technician/ Office Technician	\$70-110
Structural Engineer	\$180-210
Senior Urban Planner	\$130-140
Engineering Intern	\$40-55
Architecture	
Lead Architect	\$180-200
Senior Licensed Architect/Project Manager	\$130-180
Project Architect/Project Manager	\$115-150
Architectural Draftsman/Designer	\$90-120
Architectural Intern	\$40-55
Surveying	
Senior Surveyor/Project Manager/Group Director	\$120-160
Project Surveyor	\$110-140
Survey Crew Manager	\$105-125
Survey Crew Chief	\$80-115
Survey Technician	\$65-110
CADD Technician	\$70-105
Digital Services	
Group Director	\$210
GIS Specialist/Analyst	\$110-125
Auxiliary Services	
IT Support Technician/Manager	\$140-185
Administrative/Executive Assistant/Graphic Designer/Grant Specialist	\$70-95
Development Services Professionals	\$100-200
Effective 01/01/2023 Rates Subject to Change	





M E M O R A N D U M

DATE: June 21th, 2024
TO: Board of Public Works
FROM: Matt Heineman, GIS Manager *MH*
RE: **Project Scope Change: On-call GIS & CMMS Service Agreement - Abonmarche**

The Department of Public Works is requesting a project scope change to an existing PSA with Abonmarche for On-call GIS & CMMS Services.

The IT Department is in the process of migrating servers to a new Domain. Part of that process would incorporate select items from Task 1 of the existing PSA for On-call GIS & CMMS Services. These items will be part of a separate contract held by the IT Department. The removal of these items equates to an \$8,000 decrease. The new not to exceed amount will be reduced from \$35,000 to \$27,000.

This scope change has been submitted to legal for review.

Task 1. GIS & CMMS Tasks

- GIS Enterprise software upgrades - REMOVED
- GIS & CMMS database backups
- Database maintenance plan


Task 2. Other GIS Tasks

- Program implementation
- Data Governance - Portal and Hub Rollout Plan
- ArcGIS Solutions Implementation

It is requested the Board of Public Works:

Approve the Project Scope Change to the Professional Service Agreement between the City and Abonmarche for on-call GIS & CMMS Services for a decrease of \$8,000 bringing the not to exceed to \$27,000.

Project Scope Change Directive No. 1

Date of Issuance: 6/4/2024		Effective Date: 6/17/2024	
Owner: City of Elkhart		Owner's Contract No.:	
Engineer: Abonmarche Consultants, Inc.		Abonmarche Project No.: 24-0135	
Project: GIS & CMMS Services		Phase of Contract: 100	
Contract: Service Agreement			
Abonmarche is directed to proceed promptly with the following change(s):			
Description: Contract will be reduced by \$8,000, from a not to exceed amount of \$35,000 to a not to exceed amount of \$27,000.			
Reason for Change:			
<input checked="" type="checkbox"/> Client Request <input type="checkbox"/> Unknown/Unforeseen Issue			
Explanation/Supporting Documentation: Client requested an additional contract to support migration of GIS to new servers. This eliminates the need for \$8,000 of work to be performed (select work pertaining to Task 1) on this contract and will be added to new contract. Clients' IT department will be funding the new contract.			
Estimated Change in Professional Fees/Times:			
Professional Service Fees:	\$ 8,000		[decrease].
Est. Impact on Schedule:		5 days	[decrease].
Est. Impact to Regulatory or Administrative Requirements, including schedule:			
None			
Basis of change in Professional Fees:			
<input type="checkbox"/> Lump Sum		<input checked="" type="checkbox"/> Time and Materials	
<input type="checkbox"/> % of Construction		<input type="checkbox"/> Other:	
Estimated Change in Construction Cost/Times (preliminary):			
Est. Construction Cost Change:	\$ 0		[increase] [decrease].
Est. Construction Contract Time Change:		0 days	[increase] [decrease].
Basis of estimated change in Contract Cost:			
<input type="checkbox"/> Lump Sum		<input type="checkbox"/> Unit Price	
<input checked="" type="checkbox"/> Cost of the Work		<input type="checkbox"/> Other:	
SUBMITTED BY:		AUTHORIZED BY:	
PM: Jeff Weaver, GISP Abonmarche (Signature)		By: Client (Authorized Signature)	
Title: Director of Digital Solutions		Title:	
Date: 6/17/2024		Date:	
Approved by/Signature: 			



M E M O R A N D U M

DATE: June 25, 2024

TO: Board of Public Works

FROM: Mary K. Kaczka, Assistant Director, and Community Development, Development Services

RE: **Permission to Bid Roofing Replacement, Bid # 24-15**

The City of Elkhart, Department of Redevelopment became the owner of Woodland Crossing Shopping Center on January 18, 2024. The roofs have been inspected and an assessment of the roofs have been provided by a building maintenance professional and leaks are occurring in tenant's space.

The project consist of roofing replacement of four roofs at Woodland Crossing Shopping Center.

The specifications for this project were developed by city staff. Funding for the project is pending approval of the Redevelopment Commission utilizing Tax Increment Financing funds.

It is requested that the Board of Public Works:

Allow Development Services to solicit bids for roof replacement of Woodland Crossing Shopping Center.



M E M O R A N D U M

From: Josh Holt, City of Elkhart Fleet Manager

Date: June 26th, 2024

To: Elkhart Board of Works

RE: Correction of Transit Purchase Request Memo *Quote 24-19*

Dear Members of the Board,

I am writing to bring to your attention an error in the memo I submitted during the meeting earlier this month on the 4th, where I requested approval to purchase three Transits for Public Works.

In the memo, I mistakenly sent a memo requesting the purchase of three Transits for Public Works. I mistakenly put the wrong amount on the memo. The total amount listed was \$158,136 instead of the correct amount of \$158,535.

I kindly request your approval to correct this mistake and change the original memo to reflect the correct amount of \$158,535.

Thank you for your attention to this matter. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

Joshua J. Holt, City of Elkhart Fleet Manager