



*Department of Engineering*

**February 26, 2019**

Board of Public Works & Safety  
10 South State Street  
Greenfield, IN 46140

Dear Members,

In February 2018, a sinkhole was discovered on 5<sup>th</sup> Street near the Potts Ditch crossing. It was found that the brick arch structure has started to fail. Our sewer department did a temporary fix. In May 2018, the Board entered into a design agreement with Clark Dietz to design two replacement culverts along Potts Ditch, one on 5<sup>th</sup> Street and one south of the Penny Trail for access to our sanitary sewer easement.

When we applied for regulatory permits in the late summer, we received a letter from IDNR in the late fall that required additional study and mitigation of the impacts of removing this structure that was included as a contributing resource in the 2011 National Register of Historic Places registration application for downtown.

The attached amendment request will allow Clark Dietz to continue coordination with IDNR & the State Historic Preservation Office (SHPO). They require that we submit:

1. An engineer's report to define why the structure was being replaced and its current condition
2. Alternatives analysis including no action, re-facing the new structure with the existing reclaimed brick, and/or using an arch structure instead of a box shape
3. Short report on the structure itself (the history, any historic plans or photos, etc.)
4. A Memorandum of Agreement (MOA) among the consulting parties will be required (the USACE typically takes the lead on these)

Attached is the scope change request and the manhour justification. The possible changes noted in 2 above could add about \$30,000 to \$50,000 to the construction cost of this project.

I would like to ask for approval of the design agreement amendment with Clark Dietz, Inc. in the increased amount of \$24,500.00 for a new contract total not to exceed \$116,835.00.

<b>Contract Summary</b>	
Original Contract Amount	\$ 92,335.00
Amendment #1	\$ 24,500.00
Total Revised Contract	\$ 116,835.00

Sincerely,

Jason A. Koch, P.E.  
City Engineer

**PROFESSIONAL SERVICES AGREEMENT**

**AMENDMENT No. 1**

**Project Name (“Project”)**

Potts Ditch Culvert Replacements in Greenfield

This Amendment to the Professional Services Agreement dated May 22, 2018 is by and between:

**City of Greenfield (“Client”)**

*10 South State Street  
Greenfield, IN 46140*

and,

**Clark Dietz, Inc. (“Clark Dietz”)**

*8900 Keystone at the Crossing  
Suite 475  
Indianapolis, IN 46240*

Who agree as follows:

**Whereas;** On December 6, 2018, correspondence was received from the Indiana State Historic Preservation Officer (SHPO) of the Indiana Department of Natural Resources, Division of Historic Preservation and Archaeology (DHPA) stating the replacement of the 5<sup>th</sup> Street culvert will have an “Adverse Effect” pursuant to Section 106 of the National Historic Preservation Act, and further stating that the c. 1900 brick arched bridge is a contributing resource to the Greenfield Residential Historic District which was listed in the National Register of Historic Places on December 15, 2011, and

**Whereas;** SHPO has requested documentation regarding evaluation of other measures considered, but rejected, to avoid or minimize the undertaking’s adverse effects, and additionally, if rehabilitation of the historic bridge is found to be imprudent, that the City explore the possibility of salvaging and reusing the historic brick and limestone (or utilizing new) to imitate the architectural details of the c. 1900 arched brick bridge and limestone retaining walls along with the tubular metal railings.

**Now Therefore;** this Amendment engages Clark Dietz to perform Services described in Part I - Services and Clark Dietz agrees to perform these Services for the compensation set forth in Part III - Compensation. Clark Dietz shall be authorized to commence Services upon execution of this Amendment by both parties and receipt of written or verbal authorization to proceed from the Client. Client and Clark Dietz agree that this signature page, together with Parts I - III of this Amendment and the original Agreement, incorporated and made a part herewith, constitute the entire agreement between them relating to this project.

**Agreed to by Client**

By: \_\_\_\_\_  
Chuck Fewell

Title: Mayor

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

**Agreed to by Clark Dietz**

By: Hans Peterson  
Hans Peterson

Title: Sr. Vice President

Date: 01/08/2019

**PART I**  
**SERVICES BY CLARK DIETZ**

**A. Amendment Description**

This Amendment No. 1 is for additional services to address comments and requests for information resulting from an Army Corps of Engineers Section 106 review of the proposed replacement of the existing arched brick structure that crosses Potts Ditch at 5<sup>th</sup> Street, which has been identified as being a contributing resource to a National Register of Historic Places.

**B. Scope**

1. Meet with Greenfield staff to discuss SHPO findings and request for additional information.
2. Complete a brief Historic Properties Report in accordance with Section 106 requirements.
3. Complete a condition assessment/inspection of the existing arched brick structure.
4. Prepare a brief condition assessment report (includes research and field review).
5. Complete an Alternatives Analysis Report.
6. Coordinate with U.S. Army Corps of Engineers.
7. Coordinate with State Historic Preservation Officer.
8. Complete project administration tasks.

**C. Schedule**

The initial inspection and alternatives analysis will be completed within approximately 60 to 75 days from notice to proceed. The total turnaround time for the Section 106 review/approval process typically varies from 120 to 180 days, depending on review time and consulting party involvement.

**D. Assumptions/Conditions**

The services will be completed in accordance to and compliance with the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation (48 FR 44706), the current Guidebook for Indiana Historic Sites and Structures inventory – Archaeological Sites issued by the IDNR, DHPA, and any recent amendments to the Indiana Historic Preservation Act (IC 14-21-1). All field work, assessments, and recommendations will be completed under the supervision of a Principal Investigator meeting the standards set forth in 36 CFR 61 of the national Historic Preservation Act and 312-IAC-21 of the Indiana Administrative Code.

Additional services may be required following initial presentation of Historic Properties Report and Alternatives Analysis reports to the U.S. Army Corps of Engineers, SHPO and other consulting parties. If additional work is required, including additional alternatives and/or changes to the design plans and specifications of the culvert resulting from the Section 106 approval process, a scope and fee will be prepared for approval prior to proceeding.

**PART II**  
**CLIENT'S RESPONSIBILITIES**

Client shall, at its expense, do the following in a timely manner so as not to delay the Amended services:

**NO CHANGE**

**PART III  
COMPENSATION**

**A. Compensation**

The services in this Amendment No. 1 will be completed on an hourly basis with a not to exceed amount of \$24,500.00 in accordance with our Schedule of General Billing Rates attached to this agreement.

**B. Billing and Payment**

**NO CHANGE**

**SCHEDULE OF GENERAL BILLING RATES**

**CLARK DIETZ, INC.**

January 1, 2019

<b><u>TITLE</u></b>	<b><u>HOURLY RATE</u></b>
Principal	\$240.00
Engineer 8	220.00
Engineer 7	200.00
Engineer 6	190.00
Engineer 5	170.00
Engineer 4	150.00
Engineer 3	135.00
Engineer 2	120.00
Engineer 1	110.00
Technician 6	170.00
Technician 5	145.00
Technician 4	135.00
Technician 3	115.00
Technician 2	95.00
Technician 1	90.00
Clerical	85.00

**Notes:**

The rates in this schedule will be reviewed and adjusted as necessary but not sooner than six months after the date listed above. Rates include actual salaries or wages paid to employees of Clark Dietz plus payroll taxes, FICA, Worker's Compensation insurance, other customary and mandatory benefits, and overhead and profit.

**CLARK DIETZ FEE ESTIMATE**  
**Potts Ditch Culvert Replacement Design Services**  
**Additional Services to Address SHPO Comments on 5th Street Arched Brick Structure Replacment**  
**Greenfield, Indiana**

Scope Tasks	Sr. Mgr P-7	Sr. Engr P-6	Proj. Engr. P-4	Sr. Tech T-4	P-2	Subconsultant NS Services	Expenses	Task Total
1. Meet with Greenfield staff to discuss SHPO findings	2		2				\$50	\$750
2. Complete a brief Historic Properties Report	1		2			\$3,900		\$4,400
3. Complete a condition assessment/inspection of the existing arched brick structure	1		8	8			\$200	\$2,680
4. Prepare brief condition assessment report	1	2	12	4			\$25	\$2,945
5. Complete an alternatives analysis report	1	4	12			\$2,190		\$4,950
6. Coordinate with US COE	2	1	8			\$1,540	\$50	\$3,380
7. Coordinate with SHPO	2	1	8			\$1,540	\$50	\$3,380
8. Complete project administration tasks	4		4			\$560	\$50	\$2,010
<b>TOTAL HOURS</b>	14	8	56	12				
<b>RATE/HR</b>	\$200.00	\$190.00	\$150.00	\$135.00	\$120.00			
<b>TOTAL COST</b>	\$2,800	\$1,520	\$8,400	\$1,620		\$9,730	\$425	<b>\$24,495</b>

**SAY \$24,500**