



GREENFIELD WATER UTILITY

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10 Feb 2026

Mayor Guy Titus
Board of Works and Public Safety
10 South State St.
Greenfield, IN 46140

Re: North Plant Improvements Task order 18

Mayor and Board Members,

Today I am asking the Board's approval of task order 18 for the engineering work for design for the North Plant Improvements. This work will get the project through survey, 30-50% plans, ready for Bowen Engineering to work in coordination with Donohue to get final plans and begin the project.

I welcome any questions the Board may have on this request.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill".

Charles Gill
Water Utility Manager

cc: Jane Webb, Utility Coordinator
Gregg Morelock, City Attorney
Lori Elmore, Clerk-Treasurer



TASK ORDER NO. 18 TO
CONTINUING PROFESSIONAL SERVICES AGREEMENT
Between City of Greenfield (Owner) and
Donohue & Associates, Inc. (Donohue)
Date of Original Executed Agreement: June 9, 2020

TASK ORDER NAME/DESCRIPTION

NORTH WATER TREATMENT PLANT IMPROVEMENTS

The City of Greenfield would like to use money left in its current State Revolving Fund Loan to increase the capacity of the North WTP from 4 MGD to 6 MGD. The proposed improvements for this capacity increase generally include:

- Installation of two wells with new well houses, piping, and access roads
- New aerator/detention structure
- New 2 MGD pressure filter
- New high service pump with a VFD
- Related chemical system improvements
- Associated site, process piping, electrical, HVAC, I&C, and plumbing improvements

This work will be constructed as part of a Build, Operate, Transfer arrangement with the City's preselected Contractor.

A. SCOPE OF SERVICES

Donohue's proposed task under this scope of services are as follows:

1. Project Management

- 1.1. Assign a Project Manager who will coordinate Project activities and will be the principal liaison between the Owner and Donohue.
- 1.2. Draft a Project plan for design that addresses the Project background and location; the Project purpose and description; Owner and Project team member information and roles; a work outline; Project schedule; Project budget by work task; and additional information that may be appropriate.
- 1.3. Provide monthly progress reports to Owner to document services performed and schedule status. This is typically performed as part of the monthly Project invoicing routine.

- 1.4. Conduct a project kick-off meeting with the Owner's representatives to review project goals, objectives, proposed project schedule, and conduct a site visit. During this meeting, perform preliminary water storage tank designer selection based on Engineer's recommendations
- 1.5. Conduct virtual monthly progress meetings to review work on the designs and discuss any issues/questions that have arisen.
- 1.6. Prepare a scope of services for detailed topographic survey and subcontract with a survey subconsultant to obtain critical design information. Ground survey will identify where utilities are located in the field, fences, roadways, poles, trees and brush, curbs, sidewalks, driveways and other miscellaneous features relevant to design. Survey subconsultant shall also provide construction benchmarks along the project alignment at appropriate intervals for horizontal and vertical control for construction.
- 1.7. Prepare a scope of services for a detailed geotechnical investigation and subcontract with a geotechnical subconsultant. The scope shall include three (3) soil borings at 25-foot depth.
2. State Revolving Fund Loan Preliminary Engineering Report (PER) Amendment
 - 2.1. Prepare and submit an Amendment to the 2023 Southside Water Improvements PER to add the North WTP Improvements site work. Amendment shall include:
 - Current Conditions
 - Utility Needs
 - Evaluation of Alternatives
 - Proposed Project
 - Evaluation of Environmental Impacts
 - 2.2. Respond to questions/comments from the Indiana Finance Authority regarding the Amendment.
 - 2.3. Coordinate with the Indiana Finance Authority to gain approval of the Amendment.
3. Process Design and Layout Phase
 - 3.1. Review applicable available studies, reports, WTP monthly reports of operations, drawings, design summaries, and other existing facility information regarding existing facilities.
 - 3.2. Prepare unit process design calculations and determine sizing requirements for proposed equipment.
 - 3.3. Perform preliminary equipment selection based on preferences of Owner's staff, Donohue recommendations, and vendor coordination.
 - 3.4. Prepare flow sheets and operational strategies for the proposed improvements and conduct an internal flow sheet review meeting.

- 3.5. Prepare preliminary process and instrumentation diagrams (P&IDs) based on the internal flow sheet meeting.
- 3.6. Develop a process motor list and other electrical loads for the North WTP Improvements.
- 3.7. Prepare overall electrical one-line drawings.
- 3.8. Utilizing available facility drawings and mapping, field visit observations and discussions with the Owner, prepare Preliminary Layout Submittal for Project facilities. Preliminary Layout Submittal will include Design Parameters, Operational Strategies, and Preliminary Layout Drawings.
- 3.9. Perform an internal quality control check of the Preliminary Layout Submittal and incorporate any necessary changes.
- 3.10. Submit the Preliminary Layout Submittal to the Owner for review. The submittal shall include covers, legends, site plan, one-line diagrams, preliminary process and instrumentation diagrams, and preliminary layouts.
- 3.11. Conduct a Preliminary Layout Submittal review meeting during one of the regularly scheduled virtual monthly progress meetings to get review comments and input on necessary modifications for the project design. Prepare review meeting notes documenting proposed modifications to the drawings or design.
4. Final Layout Design Phase
 - 4.1. After incorporation of the comments from the Preliminary Layout Submittal.
 - 4.2. Develop final layout drawings with designer notes and conduct internal final layout meeting.
 - 4.3. Develop P&IDs and conduct internal P&ID Critique Meeting.
 - 4.4. Develop specifications for long lead time items. Possible items include pressure filter and high service pump.
 - 4.5. Perform an internal quality control check of the Final Layout Submittal and incorporate any necessary changes.
 - 4.6. Submit the Final Layout submittal to the Owner and Contractor for review. The submittal shall include covers, legends, site plan, one-line diagrams, process and instrumentation diagrams, and final layouts.
 - 4.7. Conduct a Final Layout Design Submittal Meeting with the Owner and Contractor.
5. Final Design Documents
 - 5.1. Incorporate comments from Final Layout Design Submittal Meeting.

- 5.2. Prepare and distribute base sheet drawings to design disciplines to develop construction drawings.
- 5.3. Prepare final P&ID drawings.
- 5.4. Prepare construction specifications utilizing the Engineer's master specifications. Technical specifications will be prepared using the Construction Specifications Institute (CSI) 3-part format.
- 5.5. Perform an internal designer review of the prepared final design construction drawings and specifications and then incorporate review comments.
- 5.6. Perform an internal quality review check of the final construction drawings, specifications, and cost opinion after designer review comments are incorporated.
- 5.7. Submit the final design submittal including drawings and specifications. Prepare meeting notes documenting proposed changes in the final design.
- 5.8. Conduct a Final Design Submittal Meeting with the Owner and Contractor.
- 5.9. Incorporate the final design construction drawings and specifications meeting review comments in documents.
- 5.10. Prepare and file for permits or approvals of governmental authorities having jurisdiction to review or approve the final design of the project. Coordinate with appropriate authorities as required to secure permits or approvals. The City shall pay the cost for submitting all regulatory agency permit applications.
- 5.11. Incorporate review comments received from the City and from the government agencies to which construction permit applications were submitted to finalize the drawings and specifications for guaranteed maximum price preparation. The final documents will be signed and sealed by registered professional engineers in the State of Indiana.
- 5.12. Submit the Final Documents to the Owner and Contractor.

B. KEY STAFF

Donohue shall include all subcontractors relevant to the scope of services in this task order. Donohue may not remove or otherwise substitute subcontractors indicated on without consent of Owner. A failure by Donohue to provide the subcontractors as required by this Article shall be considered a material breach of the task order.

Donohue & Associates:

Emily Wehmeyer, PE
Chris Safford, PE
TJ Bates, PE

Jon-Lanari Jutton, PE
Jeremy Farrer, PE

Subconsultants:

SJCA, Inc. (Survey)
Alt & Witzig (Geotechnical)

Note: Donohue reserves the right to assign additional staff as needed to complete Work of the Project.

C. PROJECT TIMING

Task Order shall be completed by Donohue and delivered to the GREENFIELD DEPARTMENT OF ENGINEERING (Owner) according to the schedule below.

- Submittal of PER Amendment: 3 weeks after execution of Task Order
- Submittal of Preliminary Layout Design Submittal: 13 weeks after execution of Task Order
- Submittal of Final Layout Design Submittal: 5 weeks after Preliminary Layout Review Workshop
- Submittal of Final Design Submittal: 9 weeks after Final Layout Design Workshop
- Bid Ready Documents: 2 weeks after Final Design Review Workshop

D. COMPENSATION

- A. Compensation for the work as defined in the Scope of Services of this Task Order shall be a lump sum of \$391,500.
- B. Donohue will bill Owner monthly, with net payment due in 30 days.
- C. Donohue will notify Owner if Project scope changes require modifications to the above-stated contract value. Services relative to scope changes will not be initiated without written authorization from Owner.

APPROVED FOR OWNER


By: _____

Printed Name: _____

Title: _____

Date: _____

APPROVED FOR DONOHUE

By:  _____

Printed Name: Jeremy J. Roschyk

Title: Vice President

Date: January 27, 2026