

MONROE COUNTY STORMWATER MANAGEMENT BOARD
Wednesday September 13, 2023, at 3:00 PM
County Courthouse Building, 3rd Floor – Nat U Hill Meeting Room
Hybrid Meeting with Virtual Attendance via Zoom

AGENDA

1. Call to Order
2. Public Input for Items not on the Agenda
3. Approval of Minutes for July 19, 2023 +*
4. Stormwater Expenditure Report for July and August 2023 +
5. Business
 - a. HNTB Proposal for Bean Blossom Stabilization Feasibility Study +*
 - b. Stipp Road and Moore’s Creek Road Improvements Project – Lochmueller Proposal for Project Management, Construction Inspection, and Utility Coordination +*
6. Staff Reports
7. Adjournment
 - a. Date of Next Meeting: Wednesday October 11, 2023, at 3:00 PM

+ Attachment Included

* Action Required to Approve/Deny

Zoom Meeting Information:

<https://monroecounty-in.zoom.us/j/81213756148?pwd=bWcrOEhJQzd1WklaSUo1U2lSNDhVdz09>

Meeting ID: 812 1375 6148

Password: 264969

Dial by your location

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Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Monroe County, should contact Monroe County Title VI Coordinator Angie Purdie, (812)349-2550, apurdie@co.monroe.in.us, as soon as possible but no later than forty-eight (48) hours before the scheduled event.

Individuals requiring special language services should, if possible, contact the Monroe County Government Title VI Coordinator at least seventy-two (72) hours prior to the date on which the services will be needed.

The meeting is open to the public.

MONROE COUNTY STORMWATER MANAGEMENT BOARD

Wednesday, July 19, 2023, at 3:00 PM
County Courthouse Building, 3rd Floor – Nat U Hill Meeting Room
Hybrid Meeting with Virtual Attendance via Zoom

MINUTES

MEMBERS PRESENT: Lee Jones (President), Penny Githens, Julie Thomas (attending virtually), Trohn Enright-Randolph

MEMBERS ABSENT: none.

STAFF: Kelsey Thetonia (Stormwater), Donna Barbrick (Secretary), Lynnette Tavernier (Stormwater), Lisa Ridge (Highway), Adam Rickert (Stormwater), Charlie Moore, Charlotte McFerran

OTHERS: Martha Miller (Soil & Water Conservation District-SWCD Manager), TSD, CATS-TV

Public Input for Items not on the Agenda: none

Approval of Minutes for June 14, 2023: Motion to approve by Penny Githens; second by Trohn.

VOTE BY ROLL CALL: TROHN ENRIGHT-RANDOLPH, JULIE THOMAS, and PENNY GITHENS -- YES. Motion carried 4-0.

Stormwater Expenditure Report for June 2023

Lynette Tavernier gave the reports. She noted expenditures for items such as office supplies, fleet maintenance, backfill, pavement repair, training and travel for conferences, on call contract services for flagging, disposal fees for street sweepings, cleaning out culverts, hydroseeding fees, professional fees for drainage plan reviews, public education and participation for Monroe County fair booth, gas/oil/lube for county vehicles, and equipment rental. She also noted an expenditure for the Baby Creek project, for surveying and land acquisition services. Jones asked if there were questions; there were none.

Thetonia asked if we could add an item before moving to Board business. She said Martha Miller would like to give a 5-minute update. Jones said yes.

Martha Miller, attending virtually, spoke. She shared the screen and talked about the SWCD site homepage with an interactive watershed map. She said you can see the various watersheds in the county, and you can click on them and find out more information about each one. She said if you go to Lake Monroe/Salt Creek it tells about the watershed plan. She said we will be adding details and adding links. She said we took this to the county fair, and we had 6x6 vinyl map. She showed photos from the county fair booth. She said more than 250 people responded. She said we have not heard anything yet about our 319 grants. She said Hannah Martin had accepted another position, so we are in the process of trying to fill that grant-funded position. She asked if there were any questions.

Trohn said he had a question about how many people had no idea about where their watershed drains or that they were part of the Beanblossom watershed instead of the Lake Monroe watershed. He said he would like to hear more about what type of services Hannah was providing and about review processes for the general permit.

Martha said we are not regulatory by state code. She said we can oversee or review things that can then be handed off to regulatory or enforcement agencies. She said Hannah would take the stormwater plans that come to the District that are owned by the City of Bloomington, Indiana University, Town of Ellettsville, Ivy Tech, or the County of Monroe. She would take those plans and review them against IDEM's checklist to make sure that everyone is on the same page as far as good housekeeping. She said we will go back to working closer with IDEM as those plans come in. She said we get technical requests frequently. She said prior to Hannah's arrival, I did the best I could. She said I am knowledgeable and confident in those areas, but there are not enough hours in my day for me to do it. She said that is the reason the SWCD went after that grant money, also so we could promote this more and more. She said Hannah told me how many people thanked her for at least being there to listen, because they had called other places and felt like they had gotten minimal to no response. Trohn said a lot of that I am familiar with. He said one reason I asked the question was to provide a platform for you to share what we have been able to accomplish by having additional staff at the SWCD. He said as an MS4 we can evaluate what we can do to make sure that position is solidified moving forward. He said I think there is value in expanding how we support efforts of the SWCD and having another full-time person there. He said listening does go far because a lot of times we are asking people to manage infrastructure on private property and if we are not even able to listen to them from a stormwater perspective or an SWCD perspective, it's going to be hard for us to ask them to maintain stuff as well. He said thanks for being here today.

Business

a. Approval of the 2024 Budget for Stormwater 1197

Kelsey Thetonia said we discussed our budget in the June meeting. She said there have been a few small changes. She said she could go through those changes briefly and then take questions. She said we increased Training & Travel to \$12,000 because of Trohn's feedback. She said we added a line for Copying; she said there is nothing in there but if we get charged for something we would have a line to put it under. She said I adjusted some of the funding for Capital Projects. She said we have another addition for a single axle dump truck. She said we have a vehicle purchase quote for \$215,000 and it would replace one of the older trucks that the stormwater crew has been borrowing from Highway. She said this will allow us to have our own new truck. She said another thing is confined entry equipment. She said I researched and found out things are more expensive than they used to be. She asked if there were any questions.

Thomas said I just want to make sure that it looks like our revenues are coming in at about \$2.5 million. Thetonia said yes, I matched this as close as I could to our estimated revenue for 2024.

Trohn asked is this vehicle going to be used exclusively for Stormwater or will it serve dual purposes. Lisa Ridge said every dump truck is set up to plough snow and that way we can utilize all areas of the department. She said a lot of time we loan trucks to each other, among the departments, and it's a good partnership. She said when it comes to things like snow removal, tornadoes, flooding -- we use all resources. Trohn said that's great; we are moving in the right direction. He said I think working collaboratively is essential and it goes back to what I said previously about SWCD and helping to secure another position in that office. He said also knowing that the Stormwater crew helps Highway with snow removal in the winter, we are moving in the right direction. He said I would like to see what Stormwater

can do to help SWCD's initiative to create a more permanent position. He said this is my opportunity to express my thoughts and opinions on working collaboratively across the board. Ridge said we have been working collectively with SWCD, under the commissioners, and we completely support a new position. She said it is not anything that would come from Stormwater; it would be from the County General fund. She said so it would be more under their realm, but we are involved in helping create the position, creating MOUs, setting up a job description and then we have to go through the proper process with the Commissioners' administrative assistant, Legal and SWCD. She said everyone has been very supportive so I can only see it going forward. Trohn said that's great; I just wanted to express my thoughts on the subject, due to some of the assistance with the review process and such. He said if you have a process that does not put any more burden on the Stormwater fund, that is excellent. He said I would be supportive of a cost-share initiative, if that is the only way that it can get done. He said thank you so much.

Githens said I appreciate that you are going out and doing the seedings and plantings. She had a comment about the line for seeding/mulch/compost/plants and whether a \$1,000 increase was enough. Thetonia noted that the budget also increased hydroseeding to \$30,000. Thetonia said large sections are being hydroseeded now, which is more expensive, but we have been covering a lot of ground with it and seeing good success. Githens said I didn't know if there were times when trees had to be removed and whether those were being replaced. Thetonia said if there are any county stormwater facilities that need tree replacement, I could look into that. She said I know we love trees for stormwater, but sometimes we do need to remove trees for drainage or safety.

Motion by Trohn to approve the 2024 Stormwater budget as presented, with a bottom dollar amount of \$2,483,555.00. Second by Githens. VOTE BY ROLL CALL: GITHENS, JONES, THOMAS, and ENRIGHT-RANDOLPH, YES. Motion carried 4-0.

b. Agreement with Christopher Burke Engineering for MS4 Audit Preparation (not to exceed \$5,000)

Thetonia said I spoke with someone from Christopher Burke Engineering, and they have been assisting MS4s all summer with their IDEM audits. She said it would be well worth it to have their assistance over the next few months. She said they can do virtual site visits with us. She said it is a small amount of money to help us get our program in compliance and make sure we are ready for the audit.

Thomas said I will motion to approve the Professional Services proposal for MS4 audit assistance with Christopher Burke Engineering for an amount not to exceed \$5,000. Second by Trohn. Githens asked when the audit would take place. Thetonia said it was scheduled for October 24; it will be a full day event. She said I will report back on how it goes. She said we have not been audited since 2016 or 2017.

Trohn said it would be interesting to see if we could add board reports or comments to the agenda along with staff reports. He said it would be interesting to see what it would take to be a Community Rating System (CRS) community and what costs might be involved in getting someone to help us put that together. He said it is something we have discussed over the years. He said it could be a minimal fee to get us going and something that we could maintain going forward. He talked about the CRS and the national flood insurance program. He said some of the audit could then be points to help us move forward with that program. He said it could be maybe a parallel effort; we could potentially get a two-for-one.

Roll call vote: JONES, ENRIGHT-RANDOLPH, GITHENS and THOMAS -- YES. Motion carried 4-0.

Staff Reports

Thetonia said I want to thank Martha Miller for presenting earlier in the meeting. She introduced the stormwater summer interns. She said they have been helping us with updating the mapping for our stormwater system and managing our assets in Cartegraph as well as working on other projects. She said now that Erica Penna has returned to work, they would also be working with her on BMP mapping. She said I want to thank Charlotte and Charlie for their hard work so far. Trohn invited the interns to introduce themselves. They each spoke at the podium.

Thetonia mentioned a conflict with the September SWMB meeting and said she planned to cancel it unless agenda items come up. She said she would notify SWMB if we need to schedule a different meeting date.

Trohn said he wanted to plug a landscape education workshop on July 26. He said the number for more information is (812) 349-2565.

Ridge said she had a comment about the 2024 budget. She said if we have to adjust the budget, we will stay under the budget that SWMB approved and then if we have to come back for additional appropriations, we will.

There being no further business, the meeting adjourned at 3:47 pm.

Approved:

Signed:

President

Secretary

Stormwater Fund 1197 Appropriation Balance as of July 31, 2023

Appropriation	Line Item	Yr. Beginning Appr.	Encumbrances	Adjust./Transfers	Additional	Expenditures	Total Appr.	Appr. Balance	% Unexpended
20s Supplies									
21170	Field Crew Supplies	\$5,000.00				\$443.08	\$5,000.00	\$2,238.60	45%
23411	Fleet Maintenance	\$30,000.00				\$1,753.67	\$90,000.00	\$56,349.83	63%
23960	Backfill/Pavement Repair Mater	\$60,000.00		\$1,000.00		\$2,572.48	\$59,870.89	\$44,826.16	75%
30s Other Services and Charges									
30028	Training/Travel	\$6,500.00				\$193.95	\$6,500.00	\$4,213.74	65%
30061	On Call Contract Services	\$75,000.00				\$3,720.00	\$82,721.02	\$49,578.67	60%
30219	Disposal Fees	\$20,000.00				\$2,339.38	\$20,921.34	\$8,249.47	39%
30321	Professional Fees	\$40,000.00				\$1,402.50	\$31,992.97	\$26,575.47	83%
30330	Public Educ & Participation	\$38,000.00				\$500.00	\$38,000.00	\$1,410.75	4%
30500	Printing & Advertising	\$3,000.00				\$2,075.00	\$3,000.00	\$925.00	31%
30700	Gas Oil & Lube	\$100,000.00				\$5,386.98	\$100,000.00	\$61,909.58	62%
38230	Rental of Equipment	\$5,000.00				\$250.32	\$5,000.00	\$4,110.68	82%
40s Capital Outlays									
40001	Equipment	\$50,000.00				\$203,096.00	\$253,096.00	\$23,452.75	9%

Stormwater Fund 1197 July 2023 Expenditures by Date

Check Date	Appropriation	Line Item	Vendor	Amount	Notes
05-Jul-23					
	30321	Professional Fees	Christopher B Burke	\$1,182.50	Drainage Plan Review
	38230	Rental of Equipment	Sunbelt Rental Inc	\$250.32	Stump Grinder Rental
19-Jul-23					
	30500	Printing & Advertising	Baugh Fine Print & Mailing	\$2,075.00	2024 Stormwater Calendar (500 copies)
	23960	Backfill/Pavement Repair Mater	E&B Paving	\$129.15	Blacktop Surface 9.5
	30028	Training/Travel	First Financial Bank	\$193.95	Envirocert CESSWI Renewal - KT & Late Fee (to be credited)
	21170	Field Crew Supplies	Lowe's Corporation	\$139.12	Perforated Corrugated Pipe & End Caps
	30700	Gas Oil & Lube	Monroe County Highway	\$5,386.98	June 2023 Fuel Usage
	23411	Fleet Maintenance	Monroe County Highway	\$1,753.67	June 2023 Fleet Maintenance & Repair
	30330	Public Educ & Participation	Monroe County Parks & Rec	\$500.00	2023 Bug Fest - Butterfly Level Sponsorship
	21170	Field Crew Supplies	Quality Supply & Tool Co Inc	\$61.53	Wood Lathes
	23960	Backfill/Pavement Repair Mater	Rogers Group Inc	\$1,436.43	Stone - Rev. Rip Rap INDOT, #8, #53 INDOT
	30219	Disposal Fees	Rogers Group Inc	\$30.00	Clean Fill Disposal
	30061	On Call Contract Services	Security Pro 24/7, LLC	\$990.00	Flagging 6/21/23 - 6/22/23
	23960	Backfill/Pavement Repair Mater	Young Trucking Inc	\$414.68	Freight Charges for Stone Hauled to BMP Sand Filter
26-Jul-23					
	30321	Professional Fees	Christopher B Burke	\$220.00	Drainage Plan Review
	23960	Backfill/Pavement Repair Mater	Complete Masonry Supplies	\$126.02	Concrete Blocks & Bricks
	21170	Field Crew Supplies	Industrial Service & Supply Inc	\$24.36	S/S Clamp & Crimp Charge
	40001	Equipment	Palmer Trucks, Inc	\$203,096.00	Tandem Dump Truck
	21170	Field Crew Supplies	Quality Supply & Tool Co Inc	\$95.98	20V Battery
	30219	Disposal Fees	Sycamore Ridge Landfill	\$2,309.38	Street Sweeping Debris Disposal on 7/10/23
	21170	Field Crew Supplies	Richard's Small Engine Inc	\$122.09	Carburetor Kit, Filter, Hose for Cut Off Saw
	23960	Backfill/Pavement Repair Mater	Rogers Group Inc	\$466.20	Stone Revetment Rip Rap INDOT
	30061	On Call Contract Services	Security Pro 24/7, LLC	\$2,730.00	Flagging 7/5/23 - 7/13/23

Stormwater Fund 1197 Appropriation Balance as of August 31, 2023

Appropriation	Line Item	Yr. Beginning Appr.	Encumbrances	Adjust./Transfers	Additional	Expenditures	Total Appr.	Appr. Balance	% Unexpended
20s Supplies									
20001	Office Supplies	\$1,000.00		(\$53.14)		\$53.14	\$1,000.00	\$750.81	75%
21170	Field Crew Supplies	\$5,000.00				\$283.17	\$5,000.00	\$1,955.43	39%
23411	Fleet Maintenance	\$30,000.00				\$3,274.64	\$90,000.00	\$53,075.19	59%
23940	Seed/Mulch/Compost/Plantings	\$5,000.00				\$22.50	\$5,000.00	\$2,824.91	56%
23950	Pipes	\$40,000.00				\$609.62	\$30,000.00	\$17,872.61	60%
23960	Backfill/Pavement Repair Mater	\$60,000.00				\$1,115.20	\$59,870.89	\$43,710.96	73%
30s Other Services and Charges									
30028	Training/Travel	\$6,500.00				\$975.00	\$6,500.00	\$3,238.74	50%
30061	On Call Contract Services	\$75,000.00				\$9,195.00	\$82,721.02	\$40,383.67	49%
30219	Disposal Fees	\$20,000.00		(\$2,835.85)		\$3,030.85	\$20,921.34	\$8,054.47	38%
30321	Professional Fees	\$40,000.00				\$2,200.00	\$31,992.97	\$24,375.47	76%
30700	Gas Oil & Lube	\$100,000.00				\$4,147.41	\$100,000.00	\$57,762.17	58%
32113	Drug Testing	\$500.00				\$55.00	\$500.00	\$390.00	78%
39222	Baby Creek #3 SW	\$500,000.00				\$7,092.83	\$500,000.00	\$487,907.17	98%

Stormwater Fund 1197 August 2023 Expenditures by Date

Check Date	Appropriation	Line Item	Vendor	Amount	Notes
02-Aug-23					
	20001	Office Supplies	Engraving & Stamp Center	\$53.14	SW Engraved Name Tags (Voided - Reissued)
09-Aug-23					
	30321	Professional Fees	Christopher B Burke	\$1,292.50	Drainage Plan Review
	23960	Backfill/Pavement Repair Mater	Complete Masonry Supplies	\$469.90	Concrete Mix & Blocks
	23960	Backfill/Pavement Repair Mater	E&B Paving	\$81.90	Blacktop Surface 9.5
	23960	Backfill/Pavement Repair Mater	Rogers Group Inc	\$228.06	Stone - Rev. Rip Rap INDOT
	30061	On Call Contract Services	Security Pro 24/7, LLC	\$2,010.00	Flagging 7/17/23 - 7/20/23
	39222	Baby Creek #3 SW	Shrewsbury & Associates, LLC	\$7,092.83	Design Ph 2 - Add. Sub Coordination
	30061	Disposal Fees	Sycamore Ridge Landfill	\$2,835.85	Street Sweeping Debris Disposal (Voided-Reissued)
16-Aug-23					
	23940	Seed/Mulch/Compost/Plantings	Bloomington Speedway & Mulch	\$22.50	Straw Bales
	23950	Pipes	Core & Main	\$609.62	Pipes, Coupling, End Section
	21170	Field Crew Supplies	das Manufacturing	\$197.70	Curb Marker Adhesive
	30028	Training/Travel	INAFSM	\$975.00	2023 Annual Conference Reg. & Membership Fees
	32113	Drug Testing	Indiana Testing Inc	\$55.00	Random Drug Screen - M. Boettjer
	21170	Field Crew Supplies	Kleindorfer Hardware & Variety	\$85.47	Manhole Hooks
	30700	Gas Oil & Lube	Monroe County Hwy Dept	\$4,147.41	July 2023 Fuel Usage
	23411	Fleet Maintenance	Monroe County Hwy Dept	\$3,274.64	July 2023 Fleet Maintenance & Repair
	30219	Disposal Fees	Rogers Group Inc	\$15.00	Clean Fill Disposal
	30061	On Call Contract Services	Security Pro 24/7, LLC	\$3,870.00	Flagging 7/24/23 - 8/03/23
23-Aug-23					
	30219	Disposal Fees	Bluestone LLC	\$120.00	Brush Disposal
	30219	Disposal Fees	Rogers Group Inc	\$30.00	Clean Fill Disposal
	30061	On Call Contract Services	Security Pro 24/7, LLC	\$1,860.00	Flagging 8/07/23 - 8/10/23
30-Aug-23					
	30321	Professional Fees	Christopher B Burke	\$907.50	Drainage Plan Review
	30219	Disposal Fees	Rogers Group Inc	\$30.00	Clean Fill Disposal
	23960	Backfill/Pavement Repair Mater	Rogers Group Inc	\$335.34	Stone - #53 INDOT, #8 INDOT, #11
	30061	On Call Contract Services	Security Pro 24/7, LLC	\$1,455.00	Flagging 8/14/23 - 8/17/23



Monroe County Stormwater Services

Located at Monroe County Highway Department:
501 N. Morton Street, Suite 216, Bloomington, IN 47404

Phone: (812) 349-2565

Fax: (812) 349-2959

www.co.monroe.in.us

To: Monroe County Stormwater Management Board

From: Kelsey Thetonia, MS4 Coordinator

Date: September 7, 2023

Re: Task Orders for the September 13, 2023, Stormwater Management Board Meeting

I will be bringing two Task Orders to the Stormwater Management Board for approval at our September 13th meeting.

The first is a Task Order with HNTB for hydrologic/hydraulic modeling of two locations on Bean Blossom Creek. This Task Order will be under our prior-approved on-call contract with HNTB. I wanted to take on this modeling project after we had two roads require bank stabilization repair last year, Woodland Rd. and Old Maple Grove Rd. This study will provide recommendations for practices we can implement in the future to protect the stream banks and in turn protect our roadways. This project will count as in-kind match for the Bean Blossom Creek Watershed Management Plan (WMP), and the outcome of the study will be included in the WMP. I hope to apply to DNR for grant money for a design/build project in the future.

The second Task Order is for project management, construction inspection, and utility coordination with Lochmueller Group for the Stipp Road/Moore's Creek Road Improvements project. The Highway Department has an on-call contract with Lochmueller and has had a positive experience working with this company on other projects. I will have a presentation prepared for the Board, giving an overview and update on the Stipp Road/Moore's Creek Road project.

Monroe County On-Call Hydraulics Contract
Assignment #1
Planning Hydraulic Analysis for Beanblossom Creek Erosion Prevention
DRAFT Scope and Fee Proposal
(Prepared by HNTB August 3rd, 2023)

Two river bend locations along Beanblossom Creek in northwestern Monroe County, Indiana are adjacent to gravel county roads. The stream is eroding away the banks at the outside of the bends, which is undermining the existing gravel roads. The two locations are:

- Along North Maple Grove Road, 0.51 miles west of its intersection with North Bottom Road
- Along West Woodland Road, 0.46 miles west of its intersection with North Woodall Road

Objective

The objective of this task is to perform two-dimensional hydraulic analysis at the two specified locations to assess the risks to the roadway from Beanblossom Creek and summarize erosion countermeasure options to reduce the risks of erosion of the road.

Coordination

Coordination will occur between HNTB and Monroe County.

Activity

Activities are as follows:

1. A site visit to each location to obtain site photographs and measurements of the channel bottom relative to the roadway elevation.
2. Utilize best available LiDAR terrain data to build out the 2D model.
3. Estimate 0.2%, 1%, 2%, 4%, 10% and 50% AEP peak flow rates for the hydraulic analysis.
4. Develop a 2D hydraulic model of each site to assess the risk of erosion of the channel banks and roadway embankment.
5. Research and provide up to 3 countermeasure alternatives with estimated unit costs.
6. Prepare planning hydraulic analysis report with results of hydraulic analysis and summary of countermeasure alternatives.

Deliverables to Client:

1. 2D HEC-RAS model
2. Planning Hydraulic Analysis Report

Schedule: Hydraulic Report and 2D HEC-RAS model will be submitted to the Client 90 days after receiving notice to proceed.

Assumptions:

1. Hydraulic analysis will be performed using HEC-RAS version 6.0 or newer.

2. Perform hydrologic and hydraulic analysis in accordance with local regulations.
3. LiDAR will be utilized for the 2D model.
4. No structures will be included in the 2D model.

Exclusions:

1. Specifications and plans.
2. No permits will be obtained.

Fee Estimate: \$19,000

Monroe County Water Resources & Plan Review On-Call

HNTB PROJECT: 83916-DS-010
 DESCRIPTION: Monroe County On-Call - Task Order 1 Beanblossom Creek Planning Analysis

Labor Classification	PERSONHOURS BY CLASSIFICATION						TOTAL HOURS / TASK	TOTAL DOLLARS / TASK
	5	4	3	2	1			
Labor Category	Vice President	Project Manager	Senior Project Engineer	Project Engineer/Senior Project Analyst	Assistant Project Engineer			
Management and Coordination								
1) Project Management	2	2		4	2	10	\$1,946	
Hydraulic Analysis								
1) Perform Site Visit and Gather Field Measurements				8	8	16	\$2,104	
2) Gather LiDAR					2	2	\$238	
3) Determine Hydrologic Conditions (2 Sites)				2	4	6	\$764	
4) Develop Existing Conditions 2D Model (2 Sites)				10	32	42	\$5,247	
5) Recommend Countermeasures and Unit Cost Summary				6	8	14	\$1,816	
5) Planning Analysis Results Report				4	16	20	\$2,480	
9) QAQC		6	6			12	\$2,544	
HOURS:	2	8	6	34	72			
NEGOTIATED LABOR RATES *	\$341.00	\$225.00	\$199.00	\$144.00	\$118.97			
LABOR COSTS:	\$682	\$1,800	\$1,194	\$4,896	\$8,566	122	\$17,138	
DIRECT EXPENSES								
Mileage (Round trip Indy to Project)	1	Trips x	110	Mi./Trip x	\$0.655		\$72.05	
Meals	0	Persons x	0	Days x	\$41.00		\$0.00	

Expenses	\$80
Contingency	\$1,730
TOTAL	\$19,000
USE	\$19,000



Stipp Road & Moores Creek in Monroe County

Construction Inspection Fee Proposal

PHASE 1 - TREE CLEARING WINTER 2023/2024

	Duration(mon)	NLR	No. of Hours	Extension
Project Supervisor	2	\$156.28	100	\$15,628.00

PHASE 2 - 2024 STIPP ROAD INSPECTION

	Duration(mon)	NLR	No. of Hours	Extension
Project Supervisor	6	\$161.75	540	\$87,345.00

PHASE 3 - 2025 MOORE'S CREEK ROAD INSPECTION

	Duration(mon)	NLR	No. of Hours	Extension
Project Supervisor	6	\$167.41	540	\$90,401.40

Total Direct Salary Cost: \$193,374.40

Direct Expenses:

Mileage:	Commute Miles/day	On-Site Miles/Day	No. of Trips	\$/miles	
Phase 1:	90	20	10	0.58	\$638.00
Phase 2:	90	20	50	0.58	\$3,190.00
Phase 3:	90	20	50	0.58	\$3,190.00

*Mileage estimate based on commute mileage from Supervisor Home (Cloverdale) to Jobsite

Sub-Total (expenses): \$7,018.00

Phase 1 Sub-Total Fee: \$16,266.00

Phase 2 Sub-Total Fee: \$90,535.00

Phase 3 Sub-Total Fee: \$93,591.40

TOTAL FEE:	\$200,400
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*This fee justification is based 1 PE/PS for a 6 month duration, 90 hours/month

Construction Inspection Scope

Provide one part-time Resident Project Representative (RPR) for up to 1,180 hours through the completion of the construction project and required documentation. Specific tasks for construction inspection include the following:

1. Review the construction schedule prepared by the Contractor for compliance with the Contract and give the County detailed documentation concerning its acceptability.
2. Attend and record minutes of the pre-construction conference, progress meetings, and coordination meetings, as directed by the County, as required for the timely and acceptable conduct of the job.
3. Serve as the County's liaison with the contractor and utilities, working principally through the contractor's field superintendent or such other person in authority as designated by the contractor. RPR shall be thoroughly familiar with the plans and specifications applicable to the project to ensure that all provisions therein are complied with.
4. Furnish all equipment necessary to sample and test materials in accordance with INDOT procedures.
5. Receive shop drawings and falsework drawings, coordinate with the Design team, provide the review comments to the contractor, and maintain a file of all drawings and submissions, and check for compliance with the Contract Documents.
6. Conduct periodic on-site inspections for the County of the work in progress as a basis for determining the project is proceeding in accordance with the contract documents.
7. Provide periodic on-site acceptance testing of materials generally in the manner and extent prescribed by the latest edition of the INDOT Testing Frequency Manual, and verify that required testing has been accomplished.
8. Consider and evaluate the Contractor's suggestions for modifications in drawings and/or specifications and report them with recommendations to the County.
9. Prepare and maintain at the job site orderly files of correspondence, reports of job conferences, shop drawings and other submissions, reproductions of original Contract Documents, change orders, progress reports, and other related documents.
10. Keep a diary or log book to record hours on the job site, weather conditions, list of visiting officials, decisions, general observations, and specific observations, and track and document pay quantities.
11. Prepare progress estimates for periodic partial payments to the Contractor and deliver to the County for review and processing. The payments to the Contractor shall be based on estimates of the value of work performed and materials complete in place.

Services not provided by the CONSULTANT include, but are not limited to, the following:

1. Full-time Construction Inspection
2. Advising or assuming control over any aspect of the means, methods, techniques, sequences, or procedures of Contractor's work.

Monroe Co Stipp Road ad Moores Creek Road

3. Advising or assuming control over security of safety practices, precautions, and programs in connection with the activities or operations of the County or Contractor.
4. Daily inspections of utility relocation including material inspections.

Utility Coordination

DES. NO.: Local-Monroe Co
 DESCRIPTION: Stip Road and Moores Creek Road
 DATE: August 11, 2023

ITEM DESCRIPTION	APPROX. NO. OF SHEETS	PERSON HOURS BY CLASSIFICATION									TOTAL HOURS PER TASK	TOTAL DOLLARS PER TASK
		9	8	7	6	5	4	3	2	1		
		Sr. PM / Tech. Expert	Project Manager	Sr. Engineer	Project Liaison	Engineer / Sr. Tech.	Office Support	Graduate Engineer	Tech. / Scientist	Intern		
General Requirements												
Research Utility Facilities within Project					4						4	\$ 609
Create and Maintain Utility Files and Correspondence Records					12						12	\$ 1,828
Input Data and Maintain INDOT UMS											0	\$ -
Prepare and Distribute INDOT Letter of Project Initial Notice											0	\$ -
Prepare and Distribute Utility Letter of Facility Verification Phase											0	\$ -
Prepare and Distribute Utility Letter of Facility Conflict Identification											0	\$ -
Prepare and Distribute Utility Letter of Utility Work Plan Development					8						8	\$ 1,218
Develop, Coordinate, and Submit Utility Risk Assessments											0	\$ -
	SUBTOTAL:	0	0	0	24	0	0	0	0	0	24	\$ 3,655
Project Utility Meetings (including travel)												
Initial Kick off Meeting and Goal Establishment											0	\$ -
Utility On-site Needs Assessment for Design and Construction					8						8	\$ 1,218
Progress Reports and Progress Meetings					8						8	\$ 1,218
Preparation of Utility Exhibits for Meetings					4						4	\$ 609
Prepare and Attend Preliminary Field Check											0	\$ -
Internal Project Team Meetings											0	\$ -
Prepare and Attend Final Field Check											0	\$ -
Prepare and Attend Conflict Resolution Meetings					8						8	\$ 1,218
Coordinate Utility Work Plans with Railroad											0	\$ -
	SUBTOTAL:	0	0	0	28	0	0	0	0	0	28	\$ 4,265
Utility/Design Integration												
Evaluate Potential Utility Impacts for Design Alternatives					4						4	\$ 609
Coordinate Utility Records and Collect One Call with Survey											0	\$ -
Integrate, Review, and Update Utility Information into Design Files											0	\$ -
Develop and Update Utility Plan Sheets											0	\$ -
Identify and Coordinate SUE services											0	\$ -
Develop, Maintain, and Update Utility Conflict Matrix					8						8	\$ 1,218
Develop and Coordinate Design Alternatives to Minimize Utility Impacts											0	\$ -
	SUBTOTAL:	0	0	0	12	0	0	0	0	0	12	\$ 1,828
Utility ROW Integration												
Identify and Obtain all Utility Property Interest Documents					4						4	\$ 609
Integrate, Review, and Update Easement information into ROW Engineering					8						8	\$ 1,218
Identify and Coordinate Acquisition of Parcels containing Utility Easements					8						8	\$ 1,218
Coordinate Execution of Subordination or Similar Agreements					8						8	\$ 1,218
Coordinate Acquisition of Utility ROW with Acquisition					8						8	\$ 1,218
	SUBTOTAL:	0	0	0	36	0	0	0	0	0	36	\$ 5,483
Receive, Review, and Develop Reimbursement Documents												
Coordinate and Obtain Utility Cost Estimates					8						8	\$ 1,218
Coordinate Completed Execution of Reimbursement Agreements					8						8	\$ 1,218
Coordinate to Receive, Review, and Approve Invoices					8						8	\$ 1,218
Coordinate and Issue Letter for Final Invoice											0	\$ -
	SUBTOTAL:	0	0	0	24	0	0	0	0	0	24	\$ 3,655
Receive, Review, and Develop Contract Documents												
Coordinate and Conduct Utility Constructability Reviews					6						6	\$ 914
Coordinate, Review, and Approve Utility Work Plans					8						8	\$ 1,218
Develop Utility Relocation Schedule and Constructability Risk Assessment					4						4	\$ 609
Develop Utility Special Provisions and Contract Deliverables					8						8	\$ 1,218
	SUBTOTAL:	0	0	0	26	0	0	0	0	0	26	\$ 3,960
Construction Phase Utility Coordination												
Distribute Utility Relocation Notice to Proceeds					4						4	\$ 609

Coordinate, Monitor, and Track Utility Relocations					24						24	\$	3,655
Attend Construction Progress Meetings					8						8	\$	1,218
Issue Letter Completion of Work Plans											0	\$	-
Submit Utility Records for State Retention											0	\$	-
SUBTOTAL:	0	0	0		36	0	0	0	0	0	36	\$	5,483
TOTAL HOURS:	0	0	0		186	0	0	0	0	0	150	\$	28,330
SALARY PER HOUR:					\$ 152.31								
DIRECT SALARY COSTS:	\$ -	\$ -	\$ -	\$ -	\$ 28,330	\$ -	\$ -	\$ -	\$ -	\$ -		\$	28,330
TOTAL DIRECT COSTS:												\$	28,400
DIRECT EXPENSES													
Mileage	4	Trips x	200	Miles / Trip x	\$0.58	per Mile	=					\$	464
Meals		Persons x		Days x		per Meal	=					\$	-
Lodging		Nights x		per Night	=							\$	-
Prints (Misc. Supplies)		Sets x		Sheets x		per Sheet	=					\$	-
Miscellaneous Expenses		Dollars										\$	-
Sub-Consultant Fees		Dollars										\$	-
TOTAL DIRECT EXPENSES:												\$	464
TOTAL FOR UTILITIES:												\$	28,900

UTILITY COORDINATION

The CONSULTANT shall have an INDOT certified Utility Coordinator perform utility coordination services in accordance with 105 IAC 13, IDM Chapter 104, and INDOT Accommodation Policy. Utility coordination is included for coordination with up to five utilities. Specific tasks for this utility coordination include the following:

1. Perform the requirements of IAC 13-3-1, including the identification and documentation of utility stakeholders within the Project Limits; and prepare and distribute all required utility correspondence.
2. Prepare and maintain utility coordination records and database.
3. Send each utility a set of preliminary final plans and request revised utility work plans, assist in the development of the work plans, and review the work plans for the identified facilities within the project area.
4. Recommend work plans for approval including narrative portion and relocation drawing.
5. Draft utility reimbursable agreements and submit to the utility and County for approval. Review and verify easement documentation. Review and approve utility cost estimates. Draft subordination agreements and submit to the utility and County for approval.
6. Present all project reports necessary for project delivery such as status reports and risk reports.
7. Lead or facilitate any meetings involving utility specific activities such as kick-off meetings, conflict resolution meetings and reimbursement eligibility meetings.
8. Develop a Utility Master Relocation Plan and prepare a Utility Relocation Schedule if relocations are required.
9. Prepare and sign utility special provisions, utility certification, and all other required contract letting documents.
10. Conduct post letting coordination services to include monitoring and tracking utility relocations, answering utility related questions, and in person or virtual attendance at construction progress meetings.

The CONSULTANT has made the following assumptions for performing the above services and phases to complete the project development:

1. No more than 5 utilities are anticipated to be within the project area.
2. There are utilities existing in the project limits that will be affected by the project and the project will require full coordination services.
3. Relocations will be necessary, and relocations may be concurrent with construction and will require post letting utility coordination services.

Services not provided by the CONSULTANT include, but are not limited to, the following:

1. SUE services or coordination of SUE services.
2. Daily inspections of utility relocation including material inspections.

Lochmueller Group, Inc.

Billing Rate Schedule

Stripp Road/Moore's Creek Road CI

Classification	2023 Straighttime Billing Rates	2023 Overtime Billing Rates	2024 Straighttime Billing Rates	2024 Overtime Billing Rates	2025 Straighttime Billing Rates	2025 Overtime Billing Rates
Senior Project Manager I (ESM1)	\$210.43	\$210.43	\$220.32	\$220.32	\$230.68	\$230.68
Construction Project Supervisor II (CB2)	\$156.28	\$181.23	\$163.62	\$189.75	\$171.31	\$198.67
Construction Inspector II (CI2)	\$110.24	\$127.84	\$115.42	\$133.85	\$120.84	\$140.14
Project Liason (EPL)	\$171.72	\$199.13	\$179.79	\$208.49	\$188.24	\$218.29