

TO: NOBLESVILLE BOARD OF PUBLIC WORKS AND SAFETY
FROM: ANDREW RODEWALD, PROJECT MANAGER, ENGINEERING
SUBJECT: SUPPLEMENTAL #1 WITH SHREWSBERRY FOR
FEDERAL HILL-FOREST PARK TRAIL PROFESSIONAL SERVICES
DATE: NOVEMBER 14, 2023

As part of long-term trail connectivity measures associated with the Noblesville Alternative Transportation (NAT) Plan, and the continued development of both Federal Hill Commons and Forest Park, a trail connection has become increasingly vital. While not yet officially named, we are preliminarily calling this the Federal Hill – Forest Park Trail.

A preliminary design agreement with Shrewsberry & Associates was entered into on February 14, 2023. This preliminary design completed limited survey and prepared various alternatives to consider. From that, a final route was selected. This route generally follows John Street from Logan north, continuing along the Riverplace Center (Kroger) west property line, then contains a tunnel under the existing railroad tracks. From there it will connect into the Forest Park trail network. This supplemental services agreement with Shrewsberry will take off from the preliminary design point and perform final design of the project.

I recommend the Board of Public Works approve the Supplemental Services Agreement with Shrewsberry & Associates for final design of a Federal Hill-Forest Park Trail.

In advance, I greatly appreciate your consideration of this request.

AMENDMENT #1
Professional Services for Federal Hill to Forest Park Trail

This Amendment is to the Agreement made and entered into on February 14, 2023, by and between the **City of Noblesville, Indiana, a municipal corporation** (hereinafter referred to as “City”) and **Shrewsberry & Associates, LLC** (hereinafter referred to as “Contractor”).

WITNESSETH

WHEREAS, the City desires the Contractor to continue the project with final design and plan development services; and,

WHEREAS, in order to provide for completion of the services, it is necessary to amend and supplement the contract in the amount of \$223,500.00.

NOW, THEREFORE, for and in consideration of the above representations, the City and Contractor agree that the Agreement is amended as follows:

1. Section 2.1 is amended to add services as specified in **Attachment A-1**, attached hereto and incorporated into this Amendment.
2. Section 3.1 is amended to extend the Termination Date until December 31, 2024, unless terminated earlier in accordance with the original Agreement.
3. Section 4.1 is amended to increase the Compensation amount as specified in **Attachment B-1**, attached hereto and incorporated into this Amendment, and as follows:

Original	-	Unearned Fee	+	Amend. #1	=	Total
\$108,700.00	-	\$36,835.00	+	\$260,335.00	=	\$332,200.00

4. All other terms and conditions of the Agreement shall remain in full force and effect.

(Remainder of Page Left Intentionally Blank)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates subscribed below.

Shrewsberry & Associates, LLC ("Contractor")

By: 

Date: 10/27/2023

Printed: Anthony Warren

Title: President/CEO

Approved by the Board of Public Works and Safety of the City of Noblesville this _____ day of _____ 2023.

JACK MARTIN, PRESIDENT

JOHN DITSLEAR, MEMBER

LAURIE DYER, MEMBER

ROBERT J. ELMER, MEMBER

RICK L. TAYLOR, MEMBER

ATTEST:

EVELYN L. LEES, CLERK
CITY OF NOBLESVILLE, INDIANA

**ATTACHMENT A-1
SCOPE OF SERVICES**

**City of Noblesville
Federal Hill to Forest Park Trail
October 4, 2023**

PROJECT DESCRIPTION

The project is intended to provide a new multi-use trail connection between Federal Hill Park and Forest Park in the City of Noblesville (OWNER).

The purpose of this scope of services is to provide additional professional services for design and preparation of construction plans and documents for the multi-use trail route recommended by a feasibility study prepared under the initial Services Agreement dated February 14, 2023 (Agreement). The approved feasibility study dated September 13, 2023, and revised on October 3, 2023, recommends advancing Alternative 1, which runs west from Federal Hill Commons along the south side of Logan Street to Nixon Street, continuing north as sidewalk or trail along either the west side or east side of Nixon Street to Allen Street, continuing north along the east side of Nixon Street and the west edge of the Kroger property utilizing the existing pavement on the western edge of the parking lot, installing a three-sided pre-cast concrete structure as a pedestrian tunnel under the Nickel Plate Rail line, and connecting with the existing White River Greenway near the existing Forest Park Drive crossing.

The work will be submitted electronically in .pdf format via OneDrive and e-mail for OWNER review and construction letting. Letting on November 14, 2023, is anticipated.

Shrewsberry shall provide the following services, as specified in the following tasks:

TASK	DESCRIPTION
<i>I.</i>	<i>FEASIBILITY STUDY (completed under initial Agreement)</i>
<i>II.</i>	<i>PRELIMINARY TOPOGRAPHIC SURVEY (completed under initial Agreement)</i>
III.	TOPOGRAPHIC SURVEY & LOCATION CONTROL ROUTE SURVEY
IV.	TRAIL & PEDESTRIAN STRUCTURE DESIGN
V.	UTILITY COORDINATION
VI.	RAILROAD COORDINATION
VII.	GEOTECHNICAL INVESTIGATION
VIII.	RIGHT OF WAY ENGINEERING & ACQUISITION SERVICES
IX.	BIDDING & CONSTRUCTION PHASE SERVICES

GENERAL REQUIREMENTS

1. Prepare stamped and sealed contract bid plans, special provisions for the specifications, contract document book, and final construction cost estimates by quantity and unit price. All work shall be in general accordance with current editions of:

City of Noblesville:

Noblesville Construction Standards

American Association of State Highway and Transportation Officials (AASHTO):

AASHTO A Policy on Geometric Design of Highways and Streets

AASHTO Guide for the Development of Bicycle Facilities

National Association of City Transportation Officials (NACTO):

NACTO Urban Bikeway Design Guide

Indiana Department of Transportation (INDOT):

Indiana Design Manual (IDM)

INDOT Standard Specifications

INDOT Standard Drawings

Hoosier Heritage Port Authority (HHPA) specifications, federal standards, American Railway Engineering and Maintenance-of-Way Association (AREMA) standards, and rail industry general practices.

TASK III. TOPOGRAPHIC SURVEY & LOCATION CONTROL ROUTE SURVEY

To expedite project design development, the initial Agreement included preliminary topographic and Location Control Route Survey so that this task could proceed immediately after OWNER approval of the recommended trail alignment alternative. The preliminary survey area was assumed to be Alternative 2, the shortest and smallest project area option considered. Alternative 1 requires an expanded survey area to be added to initial Agreement scope of services.

1. Provide full topographic route survey of the expanded project area, described as follows:
 - a. The limits of the area for the topographic route survey start at the intersection of Logan St. with John St. and extend eastward along Logan St. for approximately 725 feet to a point approximately 90 feet east of the intersection of Logan St. with the main Kroger shopping center road, extending outward from the roadway centerline as shown on Attachment "B" (Survey Limits).
 - b. Also, the limits of the area for the topographic route survey extend from the intersection of Logan St. with Nixon St. northward approximately 1,200 feet along the east side of the existing Kroger commercial store continuing over the existing railroad tracks to Forest Park Drive as shown on Attachment "B" (Survey Limits).
 - c. Locate all trees 6" in diameter and up in the triangle area between Nixon St., the west edge of the Kroger parking lot and the southern toe of slope of the railroad as shown in the green shaded area on Attachment "B" (Survey Limits).
 - d. The topographic survey data will be combined into an Autodesk Civil 3D drawing with a contoured surface model with one-foot contours, associated break-lines and topographic features.

TASK IV: TRAIL & PEDESTRIAN STRUCTURE DESIGN

1. Mobilize and collect pertinent available project data.
2. Provide design team management under the direction of a Project Manager who shall have overall responsibility for coordination, management, and reporting of the design team activities to OWNER.
 - a. Prepare and execute subconsultant agreements.
 - b. Manage design team.
 - c. Manage and oversee all subconsultant activities performed toward development of the project.
 - d. Provide monthly progress reports and schedule updates to OWNER.
 - e. Supervise quality control processes to address technical quality.
3. Prepare construction documents and drawings in general accordance with INDOT drafting standards for the following submittals and design tasks.
 - a. Stage 3 Plans, Special Provisions, and Engineers Estimate (approximately 95% complete) – submit via OneDrive or e-mail for OWNER review.
 - b. Final Tracings – submit via OneDrive for bid letting by OWNER.
 - c. Perform internal Quality Assurance/Quality Control (QA/QC) review of all submittals.
 - d. Respond to review comments for each review submittal and incorporate revisions as mutually agreed upon between Shrewsbury and OWNER.
4. Assumptions pertaining to this task include:
 - a. Plans are anticipated to include the following sheets:
 - i. Title
 - ii. Index and General Notes
 - iii. Typical Sections
 - iv. Plat No. 1
 - v. Location Control Route Survey
 - vi. Maintenance of traffic plans for intersecting streets
 - vii. Plan and Profile
 - viii. General Plan
 - ix. Soil Boring Location Plan
 - x. Construction Details
 - xi. Temporary Erosion Control Plan
 - xii. Trail Signage Plans, if needed
 - xiii. Approach & Miscellaneous Tables
 - xiv. Structure Data Table, if needed
 - xv. Cross Sections
 - b. The trail will have paved width of 12 feet typical or 10 feet minimum where width is constrained. OWNER will provide trail pavement section.
 - c. The trail will cross the existing Nickel Plate Rail line through a three-sided, pre-cast concrete pedestrian tunnel structure. The Nickel Plate Rail is an active railroad and will require track reconstruction after structure installation. Coordination with railroad owner for crossing approval will be required and performed under another task of this agreement.
 - d. The adjacent railroad bed is an abandoned trolley line owned by the City and will not require crossing approval. Additionally, excavation for trail installation will not require tunnel or embankment replacement or reconstruction.

- e. The trail segment utilizing the western edge of the existing parking lot behind the Kroger will be striped with new pavement markings to delineate the trail on existing pavement.
 - f. Rapid Rectangular Flashing Beacons (RRFB) are anticipated on Logan Street at pedestrian crossing.
 - g. Curb ramp replacements on the north side of Logan Street at Nixon Street are anticipated. New curb ramps will also be required at Nixon Street and Allen Street intersection.
 - h. Curb ramps and sidewalk along the south side of Logan Street will be constructed by others.
 - i. No retaining walls or boardwalk are anticipated.
 - j. Disturbed area will not exceed 1 acre, therefore a Construction Stormwater General Permit (CSGP) will not be required. However, a temporary erosion control plan will be provided.
 - k. Permanent stormwater quantity and quality measures (detention or BMPs) will not be required.
 - l. The project is located within the 100-year flood zone but outside of the regulated floodway of White River. Therefore, a DNR Construction in a Floodway permit is not required.
 - m. Submitting a request for approval from Hamilton County or City of Noblesville for work within the floodplain is not anticipated.
 - n. Most of the green space behind Kroger is an existing floodplain compensatory mitigation storage area. The proposed trail alignment will be designed to remain outside of the mitigation area.
 - o. No airports are within 2 miles of project area, therefore FAA Tall Structure Permit will not be required for construction activities.
 - p. The project will not involve regulated wetlands or waterways, therefore will not require any additional permits.
 - q. Roadway and trail signage plan and details will be limited to regulatory stop signs, pedestrian crossing warning signs, and RRFB. Other trail signs, such as trail identification, mile markers, intersecting street names, trail sharing prioritization, educational or points-of-interest signs are not anticipated.
 - r. Public involvement or public meeting will not be required. Coordination meetings with railroad stakeholders will be performed under another task of this agreement.
 - s. OWNER will provide front-end bid documents, advertisement, and bidding services.
 - t. Drainage design will be limited to grading swales, relocating existing inlets, or installing 12 inch diameter culvert where trail crosses ditch, if necessary. Hydraulic analysis is not anticipated.
5. Exclusions from this task include:
- a. Environmental investigation, Categorical Exclusion document preparation, or Section 106 coordination.
 - b. Formal public involvement or attendance at public meeting.
 - c. Permit applications.
 - d. Pavement design.
 - e. Hydraulic analysis and detention design.
 - f. Traffic signal or pedestrian hybrid beacon (HAWK) design.
 - g. Trail branding and identification graphic design.

TASK V. UTILITY COORDINATION

1. Determine utility conflicts and coordinate utility relocations or adjustments to accommodate the project in accordance with 105 IAC 13.
 - a. Identify utilities in project vicinity and distribute Initial Notice of Proposed Improvement letter.
 - b. Distribute Stage 3 plans with Request Work Plan letter.
 - c. Review utility work plans for reasonableness and for conflicts between utilities.
 - d. Prepare Notice of Approved Work Plan letters and submit with approved utility work plans to City of Noblesville for concurrence.
 - e. Prepare and distribute Notice to Proceed letters with approved utility work plans to utilities which require relocation.
2. Assumptions pertaining to this task include:
 - a. Only minor conflicts, such as guy wire relocation or casting adjustments, or No Conflict work plans are anticipated from all utilities.
 - b. Reimbursable utility relocation agreements will not be required.
3. Exclusions from this task include:
 - a. Preparation of utility relocation reimbursable agreements.
 - b. Utility relocation observation or inspection services.
 - c. Subsurface Utility Engineering (SUE) services.

TASK VI. RAILROAD COORDINATION

1. Perform coordination and attend review meetings with Hoosier Heritage Port Authority (HHPA) or their designated consultant for approval of tunnel structure installation under Nickel Plate Rail line.
 - a. Submit preliminary plans, specifications, and application for review by HHPA consultant.
 - b. Prepare supplemental exhibits and supporting materials in advance of HHPA meetings, as requested or authorized by OWNER.
 - c. Prepare and distribute meeting minutes within one week after meeting.
2. Assumptions pertaining to this task include:
 - a. HHPA will request a maximum of 1 in-person or virtual meetings to coordinate proposed project.
3. Exclusions from this task include:
 - a. Meetings in addition to those specified above or included in other tasks of this agreement.

VII. GEOTECHNICAL INVESTIGATION

1. Perform subsurface investigation to provide geotechnical recommendations for three-sided pedestrian structure and wingwall foundations.
 - a. Make site visit to stake exploratory locations.
 - b. Perform two 50 feet deep borings, one at each end at the proposed three-sided structure.
 - c. Complete a laboratory testing program sufficient to characterize the subsurface conditions.
 - d. Prepare a brief letter providing geotechnical recommendations for the three-sided structure and wingwall foundations.

4. Assumptions pertaining to this task include:
 - b. Tree clearing for drilling equipment access will be performed by others.
5. Exclusions from this task include:
 - b. Tree clearing.

VIII. RIGHT OF WAY ENGINEERING & ACQUISITION SERVICES

1. Title & Encumbrance Reports
 - a. Provide a documented 20-year title search (T&E Report) for each parcel involved in Right of Way or perpetual easement acquisition.
2. Right of Way Engineering
 - a. Prepare legal descriptions for all parcels from which Right of Way or perpetual easement acquisition is required. The legal descriptions will be prepared and certified by an Indiana licensed Professional Surveyor.
 - b. Prepare Right of Way Parcel Plats for each fee simple (permanent) Right of Way or easement acquisition. The Parcel Plats will be prepared and certified by an Indiana licensed Professional Surveyor.
3. Right of Way Staking
 - a. Stake proposed Right of Way or easement in the field, if requested or authorized by OWNER.
4. Right of Way Acquisition Management
 - a. Coordinate and manage subconsultants and land acquisition activities.
 - b. Upon acceptance of an offer, provide conveyance documents and accounts payable voucher to OWNER to issue payment to each property owner.
 - c. Assemble two copies of each of the items necessary to furnish the land acquisition services for each parcel outlined in this agreement. After the completion of all land acquisition activities, one copy for each parcel shall be provided to the OWNER and the CONSULTANT will retain the remaining copy for each parcel.
 - d. In fulfillment of this Agreement, the CONSULTANT shall comply with the appropriate regulations and requirements of the OWNER and other public agencies having a legal jurisdiction over the project.
5. First Appraisal:
 - a. Prepare waiver valuation, value finding appraisal report, short form appraisal report, or long form appraisal report for each parcel to determine the value of the real estate to be acquired.
 - b. Each appraisal report shall be prepared by an appraiser licensed by the State of Indiana who is on the INDOT list of approved appraisers. Each appraisal report shall be prepared in accordance with the INDOT Real Estate Division Manual, August 2021 version, and in compliance with applicable local, state, and federal regulations.
 - a. Prepare 2 copies of appraisal report.
 - b. Prepare a statement of the basis for just compensation (SBJC) for each parcel.

6. Second Appraisal:
 - a. Prepare a second appraisal for each parcel that requires compensation greater than \$25,000.
 - b. Each appraisal report shall be prepared by an appraiser licensed by the State of Indiana who is on the INDOT list of approved appraisers. Each appraisal report shall be prepared in accordance with the INDOT Real Estate Division Manual, August 2021 version, and in compliance with applicable local, state, and federal regulations.
7. Buying:
 - a. Upon receipt of Right of Way Engineering documents, negotiate with each property owner to obtain Right of Entry in advance of appraisal completion.
 - b. Upon receipt of approved SBJC from Owner, extend an offer and negotiate with each property owner to acquire each parcel.
 - c. Each offer shall be extended by a real estate broker licensed in the State of Indiana who is on the INDOT list of approved buyers. Each offer shall be extended in accordance with the INDOT Real Estate Division Manual, August 2021 version, and in compliance with applicable local, state, and federal regulations.
 - d. In the event that a parcel cannot be acquired through negotiations by the buyer, a condemnation report shall be prepared for use by the OWNER in securing the parcel through eminent domain proceedings.
 - e. Secure a partial release of each mortgage or release of sewage lien for each acquisition encumbered by a mortgage or sewage lien, when directed by the OWNER.
 - f. Record Right of Entry instrument obtained in advance of each fee simple or easement acquisition in the office of the Hamilton County Recorder.
 - g. Record the conveyance instrument for each fee simple or easement acquisition in the office of the Hamilton County Recorder.
 - h. Record each partial mortgage release and release of sewage lien, if required, in the office of the Hamilton County Recorder.
8. Assumptions pertaining to this task include:
 - a. T&E reports for a maximum of 2 tax parcels is anticipated.
 - b. Right of Way or perpetual easement acquisition is anticipated to involve a maximum of 2 property owners.
 - c. A separate set of Right of Way Plans will not be prepared.
 - d. Fees assume Short Form appraisal reports will be required, based on no damages to the residue and compensation to the property owner anticipated to be over \$100,000. If compensation is determined to be less than \$100,000 to the property owner, the appraisal types will be converted to Value Findings. If damages to the residue(s) will occur, Commercial Long Form appraisal reports will be required.
9. Exclusions from this task include:
 - a. Staking of pedestrian tunnel structure or trail centerline.

IX. BIDDING & CONSTRUCTION PHASE SERVICES

1. Facilitate a competitive bid process for the project and clarify design intent during construction.
 - a. Review plans and bid documents as advertised by OWNER and notify OWNER of inconsistencies from submitted documents which require correction.
 - b. Respond to bidder questions.
 - c. Issue addenda to interpret, clarify, or expand the plans and bid documents that are not directly related to an error or omission by Shrewsberry.
 - d. Attend pre-construction meeting.
 - e. Respond to contractor questions during construction to clarify design intent.
 - f. Attend a maximum of 2 construction progress meetings, if requested.
 - g. Review shop drawings.
2. Assumptions pertaining to this task include:
 - a. A pre-bid meeting will not be required.
 - b. Utility relocation observation services will not be required or will be performed by others. Verification of utility elevations and horizontal locations are the responsibility of the utility company or others. Preparation of a letter acknowledging completion of utility relocation work, if applicable, will be performed by others.
3. Exclusions from this task include:
 - a. Construction inspection services.
 - b. Utility relocation inspection, observation, status reporting, and completion verification and acknowledgement.

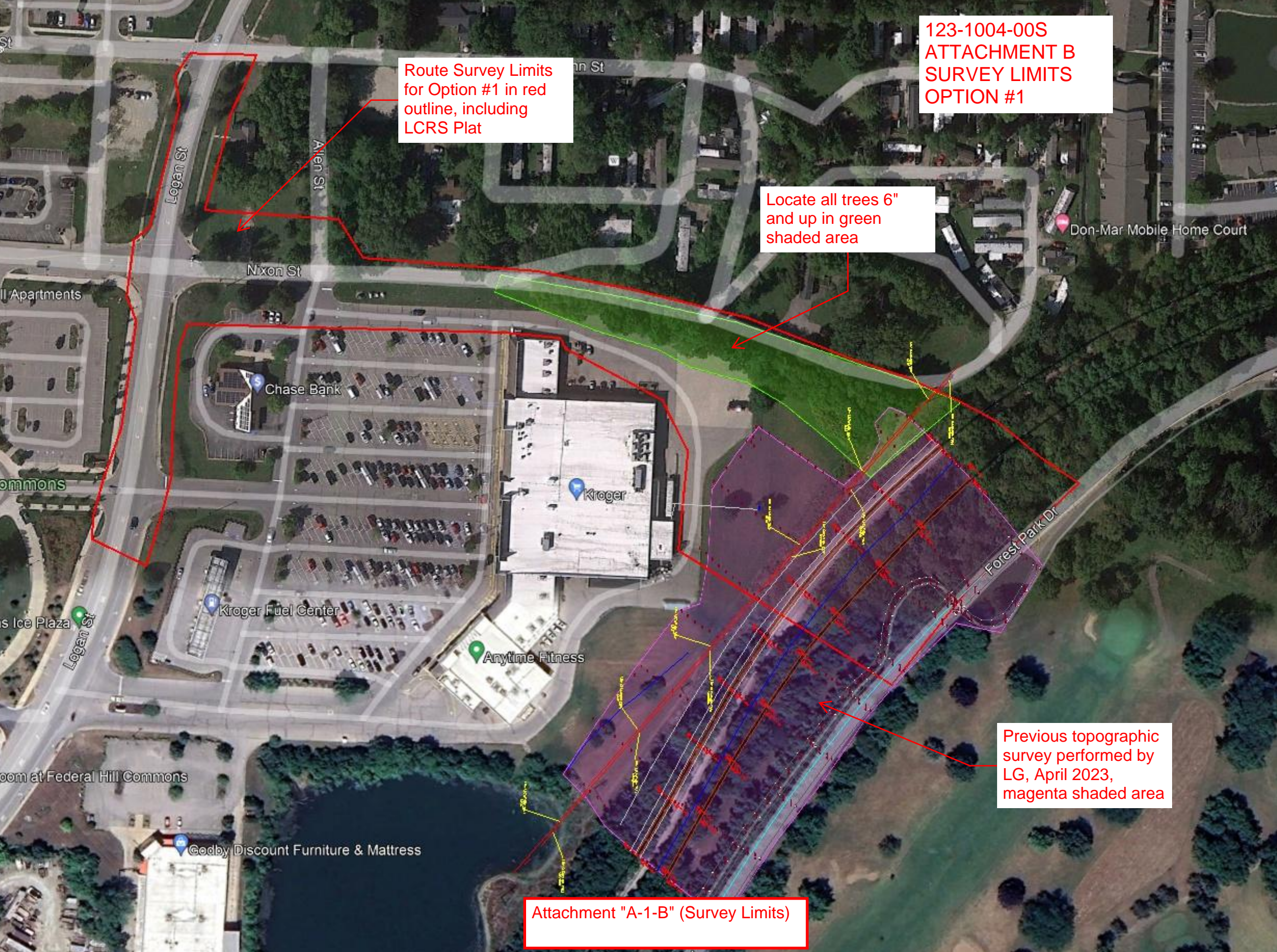
123-1004-00S
ATTACHMENT B
SURVEY LIMITS
OPTION #1

Route Survey Limits
for Option #1 in red
outline, including
LCRS Plat

Locate all trees 6"
and up in green
shaded area

Previous topographic
survey performed by
LG, April 2023,
magenta shaded area

Attachment "A-1-B" (Survey Limits)



Federal Hill to Forest Park Hill

Des. No.:

Project No:

Project Type:

Location: City of Noblesville

Project Manger:

Andrew Rodewald

Const. Est.:

\$ 947,000

Letting:

11/14/2023

RFP:



Fee Justification Summary			
Description	Fee		
TASK III: TOPOGRAPHIC SURVEY & LOCATION CONTROL ROUTE SURVEY (by Lochmueller Group)	\$	32,100.00	Hourly, NTE
TASK IV: TRAIL & PEDESTRIAN STRUCTURE DESIGN	\$	162,000.00	Hourly, NTE
TASK V: UTILITY COORDINATION	\$	8,000.00	Hourly, NTE
TASK VI: RAILROAD COORDINATION	\$	8,000.00	Hourly, NTE
TASK VII: GEOTECHNICAL INVESTIGATION (by Terracon)	\$	13,235.00	Lump Sum
TASK VIII: RIGHT OF WAY ENGINEERING & ACQUISITION SERVICES (by Subconsultants)	\$	26,000.00	Unit Prices
TASK IX: BIDDING & CONSTRUCTION SERVICES	\$	11,000.00	Hourly, NTE
TOTAL	\$	260,335.00	

Federal Hill to Forest Park Hill

Des. No.:
Project No.:
Project Type:
Location: City of Noblesville

Project Manger: Andrew Rodewald
Const. Est.: \$ 947,000
Letting: 11/14/2023
RFP:



Task Description	Estimated Hours and Category Rates									Subconsultant	Expenses	Total
	Eng 5	Eng 4	Eng 3	Eng 2	Eng 1	Des 3	Des 2	Des 1	Intern			
	\$ 239.17	\$ 205.43	\$ 164.43	\$ 136.14	\$ 119.12	\$ 127.42	\$ 89.83	\$ 89.39	\$ 51.85			
TASK VIII: RIGHT OF WAY ENGINEERING & ACQUISITION SERVICES (by Subconsultants)												
T&E Report (by Dodd Title)												\$ -
2 Parcels @ \$425/parcel										\$850.00		\$ 850.00
Copies: 400 est. @ \$1/copy										\$400.00		\$ 400.00
Right of Way Engineering (by Miller)												\$ -
2 Parcels @ \$800/parcel										\$1,600.00		\$ 1,600.00
Right of Way Staking (by Miller)												\$ -
2 Parcels @ \$800/parcel (est.)										\$1,600.00		\$ 1,600.00
Right of Way Acquisition Management (by Hazeltine)												\$ -
2 Parcels @ \$1,310/parcel										\$2,620.00		\$ 2,620.00
First Appraisal (by Hazeltine) - assumes Short Forms (note 1)												\$ -
2 Parcels @ \$3,015/parcel (note 1)										\$6,030.00		\$ 6,030.00
Second Appraisal (by eValuations) - assumes compensation over \$25k												\$ -
2 Parcels @ \$3,015/parcel (note 1, 2)										\$6,030.00		\$ 6,030.00
Buying (by Roadway Services)												\$ -
Buying: 2 Parcels @ \$2,160/parcel										\$4,320.00		\$ 4,320.00
Right of Entry: 2 Parcels @ \$250/parcel										\$500.00		\$ 500.00
Trip Charge for Recording ROE: 2 Parcels @ \$250/parcel										\$500.00		\$ 500.00
Trip Charge for Recording RW or Esmt: 2 Parcels @ \$250/parcel										\$500.00		\$ 500.00
Recording Fees @ Actual Cost: \$250 est.										\$250.00		\$ 250.00
Contingency										\$800.00		\$ 800.00
Subtotal =	0	0	0	0	0	0	0	0	0	\$ 26,000.00	\$ -	\$ 26,000.00
Rounded Subtotal =												\$ 26,000.00
Total =												\$ 26,000.00

Notes:

- Appraisal type are estimated based on current information provided. The fees for Short Form Appraisals are based on no damages to the residue and compensation to the property owner over \$100,000. If compensation to property owner is less than \$100,000, the appraisal type will be converted to Value Findings at a fee of \$2,055 per appraisal. If damages will occur to the residue, a Commercial Long Form appraisal at a fee of \$12,050 per appraisal will be required.
- Second appraisals will only be completed for parcels that have compensation to property owner over \$25,000.



\$DATES | \$TIMES | \$FILES\$

- HMA TRAIL
- CONCRETE TRAIL

RECOMMENDED FOR APPROVAL		3-24-2023	
DESIGN ENGINEER		DATE	
DESIGNED:	SES	DRAWN:	SES
CHECKED:	ACD	CHECKED:	ACD

CITY OF NOBLESVILLE
DEPARTMENT OF ENGINEERING
FEDERAL HILL TO FOREST PARK TRAIL
OPTION 1

HORIZONTAL SCALE 1" = 75'	BRIDGE FILE
VERTICAL SCALE N/A	DESIGNATION NO.
SURVEY BOOK	SHEETS of
CONTRACT	PROJECT NO.

Funding Verification/Encumbrance Request Form

Date to be submitted to BoW / Park Board: _____ (put N/A if not submitting to BoW/Park Board)

Vendor name: _____

Vendor Address: _____

Brief description of purchase: _____

Source of Funding:

Current Year Operational Budget

Subsequent Year Operational Budget ¹

Loan or debt proceeds

Non-Appropriated Fund

Funding not yet finalized (attach explanation) ²:

1) Note: **This option may only be selected AFTER the adoption of the subsequent year budget.** OFA will create a PO after the start of the next year. If contract details change in between form submission and the start of the year, contact OFA Staff.

2) This option may only be selected in unusual circumstances. An additional FVF will need to be submitted to OFA once funding source has been determined. OFA will not create a PO until this follow-up form has been submitted.

Fund #	
Department #	
Project # (NA if no project #)	

	Expense Object #	Amount
#1		
#2		
#3		
#4		
#5		

Are you requesting that a Purchase Order (PO) be created for this expenditure?

Yes Select for all purchases/contracts that will not be paid immediately

No Select ONLY if department plans to initiate payment immediately

The Department certifies that sufficient appropriation authority exists in the stated fund and expense series to obligate the expense for future payment.

Department Director

(Signature)

(Printed Name)

(Date)

Please email completed form to OFAbudget@noblesville.in.us.

FOR OFFICE OF FINANCE AND ACCOUNTING USE ONLY

OFA Action Taken

Purchase Order Created

PO # (if applicable): _____

Reviewed Availability of funds (Contract/Purchase of over \$50k or paid with debt proceeds only)

OFA Signature _____

No Action Taken (Department should still include this form in purchase/contract approval submission)

Comments: _____

Initials: _____ Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/22/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Holmes Murphy & Associates, LLC / CSDZ, LLC 2727 Grand Prairie Parkway Waukegan IA 50263	CONTACT NAME: Beau Murray PHONE (A/C, No, Ext): 608-242-2558 E-MAIL: BMurray@holmesmurphy.com ADDRESS: BMurray@holmesmurphy.com	FAX (A/C, No):
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Valley Forge Insurance Company		20508
INSURER B: The Continental Insurance Company		35289
INSURER C: Continental Casualty Company		20443
INSURER D: Travelers Casualty & Surety of America		31194
INSURER E: Federal Insurance Company		20281
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** 1861491372**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
E	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> OH & WA Stop Gap GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	7040389747	9/25/2023	9/25/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Stop Gap Liability \$ 1,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	7040391773	9/25/2023	9/25/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	7040392244	9/25/2023	9/25/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	Y	7040391207	9/25/2023	9/25/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER See States Below E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Prof & Poli Liability			AEH114132004	9/25/2023	9/25/2024	Per Claim / Aggregate \$ 5,000,000
D	Excess Professional Liability			107423772	9/25/2023	9/25/2024	Deductible \$ 100,000 Excess Policy Limit \$ 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Workers Compensation Insured States: AZ, CO, DC, ID, IN, KY, LA, OR, NC, TN, TX

Project: Federal Hill to Forest Park Trail

Additional Insured only if required by written contract with respect to General Liability, Automobile Liability and Umbrella/Excess Liability applies on a primary basis and the insurance of the additional insured shall be non-contributory: Certificate Holder, Project Owner and Others as required by written contract.

See Attached...

CERTIFICATE HOLDER**CANCELLATION**

City of Noblesville
16 S. 10th Street
Noblesville IN 46060

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

**ADDITIONAL REMARKS SCHEDULE**Page 1 of 1

AGENCY Holmes Murphy & Associates, LLC / CSDZ, LLC		NAMED INSURED Shrewsberry & Associates, LLC 7321 Shadeland Station Suite 160 Indianapolis IN 46256
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,****FORM NUMBER:** 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

Waiver of Subrogation only if required by written contract with respect to General Liability, Automobile Liability, Workers Compensation and Umbrella/Excess Liability applies in favor of: Certificate Holder, Project Owner and Others as required by written contract.

The following supersedes the cancellation wording: Should the above described General Liability, Automobile or Workers' Compensation policies be cancelled before the expiration date, 30 Days written notice (10 Days for Non-Payment) will be delivered to the certificate holder.