

Next Level Trails Quarterly Report Template

Project Name: Historic Vernon to Muscatatuck Park
Grant #: NLT-02-08
Contact Information: Brad Bender – Project Manager - brbender@benderprojects.net
Report Date: 4th¹ Quarter 2024 (September 30, 2024 to December 31, 2024)

Progress Report

(provide additional detail in Narrative Section below)

Timeline	Task	Status
<i>February and March 2023</i>	New Town Administration	<i>Completed</i>
“	Committee Meetings	<i>Completed</i>
“	Download NLT Guidance	<i>Completed</i>
“	Establish New Schedule	<i>Completed</i>
“	Letter and Conference to DNR	<i>Completed</i>
“	RFP sent to Design Firms	<i>Completed</i>
	Receive, review and score RFP from Design Firms	<i>Completed</i>
<i>April to June 2023</i>	Compile Past Project Documents	<i>Completed</i>
	LOI to property Owners	<i>Completed</i>
	Funding Documentation & Stakeholder Contact	<i>Completed</i>
	Select and Contract Design Firm	<i>Completed</i>
	Topographic Survey	<i>Completed</i>
	Title Searches	<i>Completed</i>
	Select Appraisal and Buying Firm	<i>Completed</i>
	Preliminary Plan and Profile Sheets	<i>Completed</i>
	Easement Plats and Descriptions	<i>Completed</i>

<i>July to Sept 2023</i>		
	Geotechnical Investigation & Report	<i>Completed</i>
	Appraisal Process	<i>Completed</i>
	Appraisal Submit to DNR for Review	<i>Completed</i>
	50% Plans for Review	<i>Completed</i>
<i>October to December 2023</i>		
	DNR Appraisal Review	<i>Completed</i>
	Archaeological Submitted to DHPA	<i>Completed</i>
	Construction in a Floodway Submittal	<i>Completed</i>
	75% Owner Review Plans	<i>Completed</i>
	Offers and Negotiation for Easements	<i>85% - (6 of 7 Completed)</i>
	Closing and Recording of Easements	<i>85% - (6 of 7 Completed)</i>
	Trail Engineering & Final Structure Plans	<i>Completed</i>
	Final Plans, Specs & Cost Estimate to DNR for Review	<i>Completed</i>
<i>January to March 2024</i>	DNR Review complete & Comments Incorporated to Plans	<i>Completed</i>
	Final Owner Review & Comments to Plans	<i>Completed</i>
	Town Request for Contract Extension to DNR	<i>Completed</i>
	Town begins eminent domain process for final easement	<i>Completed</i>
	DNR provides authority to go to bid	<i>Completed</i>
	Final Plan Issue & Bidding dates established	<i>Completed</i>
	Town files eminent domain process with court system	<i>Completed</i>
	Quotes opened and awarded for early tree clearing	<i>Completed</i>
	Legal Notice to Bidders & Plans & Specs Issued	<i>Completed</i>

<i>April to June 2024</i>	Pre Bid Held, Addenda Issued	<i>Completed</i>
	Bids Opened, Analyzed for Alternates, and Awarded	<i>Completed</i>
	Pre Construction Conference, Notice to Proceed Issued	<i>Completed</i>
	Ground Breaking held	<i>Completed</i>
	Town establishes Sewer, Water, Electric & Building Permits	<i>Completed</i>
	Construction Funding received from DNR	<i>Completed</i>
	Limited construction site work and staking	<i>Completed</i>
<i>July to Sept. 2024</i>		
	Full time Construction on site, Trail through town Roughed in	<i>Completed</i>
	Secured funding process for County & County Park	<i>Completed</i>
	Paid First Construction Application for Payments	<i>Completed</i>
	Approved Change Order 001	<i>Completed</i>
	Asphalt Paving of Trail & Parking in last week of September	<i>Completed</i>
<i>Oct to Dec 2024</i>	Concrete Construction onsite for Walls, Ramps, Drives	<i>Ongoing</i>
	Mulched Seeding	<i>Completed</i>
	Issued Notice to Proceed for Maschino Parcel	<i>Completed</i>
	Approved Change Order 002 and 003	<i>Completed</i>
	Received INDOT Permit	<i>Completed</i>
	Issued Notice to Proceed for work in INDOT Right of Way	<i>Completed</i>
	Received match funds from County and Park	<i>Completed</i>
	Met with Volunteers to review work on Unimproved Trail	<i>Completed</i>
	Paid Second Construction Application for Payments	<i>Completed</i>

Match / Grant Spend Overview

Category/General Description	Match Funds	NLT Funds
<i>Land Acquisition – Title Search</i>		\$800
<i>Design – Surveying</i>		\$18,300
<i>Design – Geotechnical and Engineering</i>		\$56,200
<i>Appraisal Fees</i>		\$4,375
<i>Buyer Fees</i>		\$6,000
<i>Recording Fees</i>	\$150.00	
<i>Design - Engineering</i>		\$31,200
<i>Tree Clearing</i>		\$5,600
<i>Design – Final Plans and Specs</i>		\$21,050
<i>Easement Acquisition</i>	\$6,555.00	
<i>Local Sewer, Water, Building Permits</i>	\$1,414.84	
<i>State Design Release</i>	\$629.72	
<i>State Permits</i>	\$1,019.62	
<i>Legal Notices</i>	\$234.80	
<i>Easement Damage Compensation</i>	\$7,200.00	
<i>Mediation Services</i>	\$1,500.00	
<i>Construction Payment 001</i>		\$93,843.00
<i>Construction Observation Payment 001</i>		3,383.58
<i>Construction Payment 002</i>		\$102,294.00
<i>Construction Observation Payment 002</i>		\$3,604.72
<u>Total</u>	<u>\$ 18,703.98</u>	<u>\$ 346,650.30</u>

Above services have been paid by the Town, out of Town funds, \$5,000.00 match funds, and DNR draw down funds of \$150,804.34 received to be used for professional services, and Second DNR Funding in the amount of \$844,784.86 received in mid June to be used for Construction, and local match funds of \$251,000.00 transferred from the County to the Town.

Narrative Section

Progress since last report: On site construction in earnest of sections through the Town. Owner and committee review meetings. Documents uploaded to town website, including daily reports, pay applications, and change orders.

Anticipated work next quarter (next steps):

Month 1:	January	Construction Phase
Month 2:	February	Construction Phase
Month 3:	March	Construction Phase and Substantial Completion

Land Acquisition summary (attach parcel table if necessary): Owner had determined minimum offers. Offers made and accepted for 6 of 7 parcels and closed and recorded. Monies paid for easements paid 100% from other Town funds, not part of the project budget. Town began eminent domain process for final easement in February, formal court filing in March. Initial court hearing set for June moved to mediation in early August. Mediation resulted in increased offer and some plan changes. Revised easement prepared and submitted to Grantor for signature. Signed form returned and separate Notice to Proceed for work on pedestrian bridge issued after easement was recorded in October. This allows continuous access for volunteer forces.

Permitting/Environmental summary: DHPA review complete and comments incorporated. Rule 5 review completed. 4 State Design Releases completed and received. Local building permits in place. DNR CIF review complete, final permit issued July 1, under new state law that does not require property ownership by the Town. Final permits passed on to contractors as they are issued. INDOT application made in January 2024, received final release in November 2024, separate Notice to Proceed issued for that work.

Design/Engineering summary: All work complete except follow up on submittal review.

Obstacles or hardships: One easement parcel of 7 was under court action, revised easement submitted following mediation for signature. Work in this area was bid, but no entry, or notice to proceed was be issued until the court provides the final resolution and recording. Delay in INDOT permit slowed slow down contractor for work in Right of Way in October and November, and final asphalt placement may not be available until after March 30. All other work is still ontrack to be complete by March 30.

Potential scope or budget changes: The bid contained accepted alternates in order to meet the budget. A time extension for grant closeout was submitted to DNR and granted as a contract modification. Work items have been addressed in the project allowance, and also three change orders to date to meet existing site modifications and owner requests. Contract

amount is currently 1% above awarded bid amount, but all work stands at 3% under overall budget. Due to some site constraints, additional items to meet compliance are still being required.

Information needed from DNR or external stakeholders? None at this time. All of local match funds have been drawn down.

Soundbite (How would you describe the current status of the project to local media or elected official in a few sentences?):

Project has continued to stay on track and meet the revised schedule targets as set out 12 months ago.

We have met the schedule for final plans and specs in order to meet Spring 2024 bidding and construction.

Construction began with a slow start, but accelerated in early August, with much work performed, and a large crew on site for paving much of the trail began in late September. Contractor did not have much onsite presence in October or November as they finished other projects and waited on the INDOT permit, but has brought in full time crews to work from December to March. Contractor will plan to shut down from December 20 to January 2, though subcontractors will still be on site.

Many field changes made to accommodate existing conditions, and meet compliance.

Updates presented and discussed in Town meetings, the project is transparent and available to all on the Town website.

The general public and stakeholders have stated they are glad to see progress and continuing to move forward.

Construction has made a big impact on the Town, and now residents see the vision and the outcome, and are very pleased and looking forward to using the improvements.

Attach photos of any progress on the ground (DNR may use for promotional purposes as well as for monitoring progress).



