



# MADISON *Indiana*

## Board of Public Works and Safety Agenda

**MEETING DATE:** Monday, March 3, 2025, at 11:30 AM

**MEETING PLACE:** Madison City Hall- Council Chambers

- A. Calling of roll and notice of absentees.
- B. Approval of minutes
- C. Claims
  - General
  - Payroll
- D. Adjustments
- E. New business
  - Utilities Superintendent Brian Jackson
    - CEI Memo: Wells Dr. Lift Station Improvements Phases 1-3
    - CEI Task Order 2025-01: Wells Dr. Lift Station Sub-Basin Flow Metering Phase 1
    - CEI Certificate of Substantial Completion Storage Tanks Rehabilitation Division B
    - INDOT Culvert Project Water/Sewer Line Relocation SR 7
  - Planning Preservation & Design Nicole Schell
    - Professional Services with OHM
  - Resolution 2025-4B: CASA Rumble on the River Car Show
  - Resolution 2025-5B: Summer Farmers Market
  - Resolution 2025-6B: Riverfront Wine Stein & Barrel
  - Resolution 2025-7B: MMS Music in the Park
  - Resolution 2025-8B: Riverfront Poker Run
- F. Unfinished business
- G. Mayor's comments
- H. Public comments
- I. Next Meeting: **Monday, March 17, 2025**
- J. Motion to adjourn.

*City of Madison acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. To assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to City sponsored public programs, services and/or meetings, the City requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and/or meeting. To plan, contact ADA Coordinator at 812-265-8300.*



# MADISON *Indiana*

## Board of Public Works and Safety Minutes

**MEETING DATE:** Tuesday, February 18, 2025, at 11:30 AM

**MEETING PLACE:** City Hall- Council Chambers

The Board of Public Works and Safety, City of Madison, Indiana, met at 11:30 AM in the Council Chamber, City Hall.

**Calling of roll and notice of absentees:** Eaglin, Courtney, and Carlow were present (3-0).

**Approval of Minutes:** Eaglin moved to approve the February 4, 2025, minutes, seconded by Carlow. All in favor, motion carried (3-0).

**Claims—General/Payroll:** Carlow moved to approve the general and payroll claims as submitted, seconded by Eaglin. All in favor, motion carried (3-0).

**Adjustments: 524 East Street – Utilities Superintendent Brian Jackson:** Rick Grote, owner of the property, explained that there was a leak in the water main on the house side of the meter. The water main has been replaced, along with the sidewalk, the wall, and the fencing. Rick is asking for the sewer bill to be waived totaling \$1,363.40. **Motion:** Courtney moved to approve the sewer adjustment for 524 East Street, seconded by Eaglin. All in favor, motion carried (3-0).

### **New business:**

**Agreement with Reedy Financial Group – Director Econ. Dev. Tony Steinhardt:** Reedy Financial Group has worked with the Redevelopment Commission for years, providing valuable guidance on various projects. As conversations around special taxing districts and state statutes have come up, it's become clear that their expertise could be helpful beyond just the Redevelopment Commission. Tony is asking the board to approve an hourly contract with Reedy Financial Group, similar to the one already in place with the Redevelopment Commission. This would also allow the Mayor and Tony to access their advice and guidance without needing separate agreements. **Motion:** Eaglin moved to approve the Agreement with Reedy Financial Group, seconded by Carlow. All in favor, motion carried (3-0).

**Temple & Temple Traffic Control – Director Econ. Dev. Tony Steinhardt:** This agreement establishes the traffic control operations and guidelines for Phase One of the Madison Hanover Connector Trail construction. Traffic control measures are necessary to ensure the safety of both workers and motorists within the work zone. Three methods will be implemented: signalization, flaggers, and a lane shift plan. Construction along this roadway is expected to last approximately 90 days. Tony is asking the board for approval of the plans. **Motion:** Courtney moved to approve the traffic control plans, seconded by Carlow. All in favor, motion carried (3-0).

**American Legal Publishing Agreement – Clerk-Treasurer Shirley Rynearson:** The city should codify the code book at least once a year to review newly passed ordinances and ensure consistency with existing regulations. This process would include reviewing ordinances, updating binders, and incorporating the changes into the online version of the code. **Motion:** Courtney moved to approve the American Legal Publishing Agreement estimates, seconded by Eaglin. All in favor, motion carried (3-0).

**Madison Police Department Report – Chief of Police Shawn Scudder:** Chief Scudder provided the board with updates on various police department matters, including potential new hires, policy and procedure changes, training sessions, and captains' meetings. He also presented a comparative spreadsheet of 2024 and 2023 call data and addressed board members' questions as needed. For a more detailed overview, the full update is available on the City of Madison YouTube channel.

**Resolution 2025-2B: Donut NV Parking Restriction 02/28/2025:** Becky Pyles, on behalf of DonutNV, has requested the closure of four parking spaces in front of the James Dell clothing store at 108 West Main Street to allow the food truck to park and operate during Madison's Girls Weekend. The proposed closure would take place from 10:00 p.m. to midnight on Friday, February 28, 2025. DonutNV plans to detach its tow vehicle after setup, leaving two parking spaces open for public use. **Motion:** Eaglin moved to approve Resolution 2025-2B, seconded by Carlow. All in favor, motion carried (3-0).

**Resolution 202-3B: Winter Farmers Market Street Closure:** Brittany Demaree and Austin Sims, on behalf of the Madison Farmers Market, have requested street and sidewalk closures for the Winter Farmers Market on select Saturdays in 2025, including February 1, March 1, April 5, April 12, April 19, April 26, October 4, October 11, October 18, October 25, November 1, November 8, November 15, November 22, November 29, and December 6. The proposed closures, from 8:00 a.m. to 1:00 p.m. on these dates, include the southbound lane of Broadway Street from the north side of Main Street to the south side of Third Street, as well as sidewalks on the north side of Main Street from Main Street to Trinity United Methodist Church and 408 Broadway Street. **Motion:** Eaglin moved to approve Resolution, seconded by Carlow. All in favor, motion carried (3-0).

**PACE Final: 215 East Street – Historic Preservationist Brenna Haley:** 215 East Street was a rehabilitation grant, but the owner did not receive the full amount because the project was not worth that much. He was approved for \$4,417.50 and is the disbursement amount he is requesting. Work included the removal of the overhang, full replacement of the front porch, replacement of the side door, metal trim with some painting, and new fascia boards. **Motion:** Courtney moved to approve the PACE Final for 215 East Street, seconded by Eaglin. All in favor, motion carried (3-0).

**Paul Bruhn Grant Applications (6) – Director PPD Nicole Schell:** There were six applications approved by the review committee in October 2024. The applicants included 317 East First Street, 407 Mill Street, 129 Mulberry Street, 608 Mulberry Street, 405 Mill Street, and 1028/1030 West Second Street. **Motion:** Eaglin moved to approve the six Paul Bruhn Grant Applications, seconded by Carlow. All in favor, motion carried (3-0).

**Mayor's Comments:** The State of the City event is scheduled for next week, February 27, 2025, at 6:00 p.m. The Mayor has invited Chris Hale, the Director of Streets, Facilities, & Solid Waste, to provide an update on preparations for the next 24 hours in light of the anticipated weather this week. A portion of Vaughn Drive has been blocked off due to the flooding of the Ohio River.

**Public comment:** None.

**Next meeting:** Monday, March 3, 2025, at 11:30 AM.

**Adjourn:** Courtney moved to adjourn, seconded by Carlow. All in favor, motion carried (3-0).

Attested:

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**Shirley Rynearson, Clerk-Treasurer**

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**Mayor Bob Courtney**

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**Karl Eaglin**

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**David Carlow**





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## MEMORANDUM

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**TO:** Brian Jackson, Utility Manager  
City of Madison, IN

**FROM:** Commonwealth Engineers, Inc.

**DATE:** February 18, 2025

**SUBJECT:** Wells Drive Lift Station Sub-Basin Flow Metering

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### **BACKGROUND:**

The City of Madison (City) is classified as a Combined Sewer Wastewater Utility. The City currently maintains three (3) active / permitted Combined Sewer Overflow (CSO) locations within its existing wastewater collection system. The CSOs discharge untreated sewage into local waterways during precipitation events that exceed the hydraulic capacity of the City's wastewater collection and treatment facilities. These locations are more specifically described as follows:

- CSO 002 – Vaughn Drive Lift Station (Ohio River Discharge)
- CSO 004 – Wells Drive Lift Station (Deans Branch Discharge)
- CSO 010 – State Road 7 (Crooked Creek Discharge)

The State of Indiana requires the City to demonstrate ability to contain a 10-year 1-hour Design Storm Level of Control (LOC). This LOC requires containment of a wet weather event with intensity equivalent to 2-inches per hour without discharging through a permitted CSO location. The City developed a Long Term Control Plan (LTCP) in 2002 which established a program to achieve the required LOC at each of the above noted CSO locations. IDEM eventually approved the City's LTCP in 2006. The City also entered into a Judicial Agreement with the State of Indiana in 2007 which memorialized a capital project implementation schedule as described in the approved LTCP.

The City's LTCP outlined a phased implementation schedule to achieve overall compliance. Previously completed phases included a capacity upgrade at the City's wastewater treatment plant (WPCF); construction of relief sewers within the collection system; installation of flow meters at the CSO locations; and construction of wet weather storage facilities adjacent to the City's

million gallon drinking water ground storage tanks on the Hilltop and at the City's WPCF. This projects have allowed the City to achieve LOC compliance at CSO 002 and CSO 010.

As the City continues to grow, focus is now shifted to CSO 004 located at the Wells Drive Lift Station (LS). This LS carries a significant amount of flow from the Hilltop region down toward the City's WPCF. A graphical depiction of the sewer sub-basin associated with the Wells Drive LS is presented in **Exhibit "A"** of this Memorandum (reference area hatched in **RED**). This station was constructed using a dry pit pump configuration. The pumps are currently located in the basement of the lift station control building with the control panels and electrical gear located on the first floor of the same structure. The wet well is open to the atmosphere and is located along the east wall outside of the control building.

The Wells Drive LS has far exceeded its useful life expectancy. The concrete wall separating the wet well from the control building has deteriorated over time. This deterioration allows wastewater to leak from the wet well into the first floor electrical and control room. A significant amount of trash and debris is discharged into the wet well which could damage the pumping equipment. Utility staff has also expressed a desire to convert this station into a more conventional submersible pumping style station.

The intent of this memorandum is to present a phased implementation approach for upgrading the Wells Drive LS in support of the City's commitment to achieve and maintain LOC compliance at the last remaining CSO location (004).

## **PROJECT APPROACH:**

### **PHASE 1 – Wells Drive LS Sub-basin Flow Metering**

- **Phase 1 Scope Includes the Following:**
  - Installation of seven (7) temporary flow meters immediately upstream of the Wells Drive LS. Specific locations for each flow meter are presented in **Exhibit "B"** of this Memorandum.
    - Flow metering is necessary to evaluate both dry weather and wet weather flows into the existing lift station in order to properly size future upgrades to the lift station wet well and pumping equipment.
    - Strategic placement of the temporary flow meters within the sewer sub-basin also affords the ability to isolate sections of the basin to pinpoint areas where significant infiltration / inflow (I/I) may be entering the collection system.
    - It is assumed the temporary flow meters will be installed for two (2) months in an effort to capture a significant rain event.
    - Access to real-time flow data via the cloud will be available to Utility Staff for the duration of the meter installation period.
    - A complete flow data file covering the entire monitoring period will be provided to Utility Staff.
    - Scope includes meter installation, routine maintenance, programming, calibration, battery replacement, and removal.
  - Assembly of a Technical Memorandum inclusive of the following:
    - Summary analysis of the flow monitoring data.

- Identify a recommended firm pumping capacity for the Wells Drive LS.
- Identify alternative solutions for mechanical screening upstream of the Wells Drive LS.
- Develop alternative solutions for upgrades to the Wells Drive LS, inclusive of estimated total project costs.
- Identify areas for supplemental smoke testing within the flow metering sub-basin; inclusive of costs associated with performing smoke testing and assembly of an incident summary report.

**PHASE 2 – Smoke Testing and Assembly of Preliminary Engineering Report & Asset Management Plan**

➤ **Phase 2 Scope Includes the Following:**

- Perform smoke testing at strategic locations within the Wells Drive LS sub-basin as identified in the Technical Memorandum assembled under Phase 1.
  - Assemble a summary incident report, inclusive of locations, photographs, and recommended remediation action items.
- Assemble a Preliminary Engineering Report (PER) suitable for solicitation of funding from the Indiana Finance Authority State Revolving Loan Fund Program (SRF).
  - The PER will identify and evaluate alternative solutions to address needed upgrades to the Wells Drive LS; including but not limited to:
    - Potential increase of firm pumping capacity;
    - Conversion from a “dry-pit” configuration to a “submersible” configuration;
    - Construction of a new mechanical screening structure immediately upstream of the LS;
    - Recommendations for electrical and controls upgrades;
  - The PER will also identify alternative solutions for collection system rehabilitation based upon the results from the flow metering and smoke testing efforts.
- Assemble a Wastewater Utility Asset Management Plan (AMP) as required for solicitation of SRF Financing.
  - Includes assembly of Technical and Managerial Sections of the AMP document.
  - Provide as-needed coordination with the City’s Financial Advisor (FA) for their effort associated with assembly of the AMP Financial Components.
- Assemble SRF Funding Application for submission on or before March 31, 2026.
  - Includes coordination and participation in a public meeting as required by the SRF funding application process along with assembly of meeting minutes.
  - Includes assembly of required SRF “PER Acceptance” & “Authorized Signatory” Resolutions.
  - Includes assembly of required SRF “AMP Certification” document.

**PHASE 3 – Design / Bidding / Construction Engineering / Inspection Services Associated with the Wells Drive Wastewater Utility Improvements**

➤ **Phase 3 Scope Includes the Following:**

- Perform preliminary design, final design, field work (survey / soil borings), assemble updated opinion of probable construction costs, and obtain all required permits to assemble a set of Contract Documents (plans and specifications), complete and ready for transition to bidding phase activities.
  - Anticipated project will be set up using separate contract divisions; (1) for the Wells Drive LS Upgrades and (1) for collection system rehabilitation.
- Bidding phase services including but not limited to:
  - Assemble legal notice bid advertisement;
  - Coordination with the local newspaper for publication of legal notice;
  - Coordinate and attend pre-bid meeting with prospective bidders;
  - Respond to questions submitted by prospective bidders through assembly of necessary addenda;
  - Attend bid opening;
  - Assemble certified bid tabulation and tentative award recommendation letter;
  - Present recommendation for tentative award to the Board of Public Works and Safety.
- Construction phase services including but not limited to:
  - Construction Engineering for all divisions of work.
    - Coordinate and attend pre-construction meeting;
    - Review and process shop drawing submittals;
    - Issue, review and process engineering and contractor requests for Information (RFIs);
    - Coordinate and attend monthly onsite construction progress meetings;
    - Assemble and distribute meeting minutes for the pre-construction meeting and monthly progress meetings;
    - Review and process contractor requests for monthly partial payments;
    - Assemble and process Field Orders, Work Change Directives, and Contract Change Orders as needed throughout the duration of construction phase activities;
    - Maintain open communication and provide regular updates to City staff regarding construction schedules and onsite work activities;
    - Assemble and process substantial completion documentation upon receipt of request from the contractor(s); Includes assembly of a punch list identifying items / areas of deficient work;
    - Assemble final project closeout documentation including coordination and compilation of all funding agency documents.



- Resident Project Representative (RPR – Inspection) for all divisions of work.
  - Provide full-time / onsite inspection services (while the contractor is onsite working) for the duration of construction phase activities.
  - RPR staff will maintain daily logs / reports which document onsite work activities, inclusive of photographic documentation.
  - RPR daily logs are accessible by the City using Commonwealth's cloud based data management system (PROCORE).
  - Serve as the Engineer's onsite representative during construction.
  - Maintain accurate documentation of work completed each month and review Contractor requests for partial payment.
  - Review contractor change order requests and provide the Engineer and Owner with input, documentation, and supplemental information as needed to determine validity of the request.
  - Assist the Engineer and Owner with developing a punch list for inclusion on the Certificate of Substantial Completion.
  - Assist the Engineer and Owner with collection and assembly of all funding agency required project closeout documentation.

### **FEE ESTIMATE:**

- **Phase 1 – Well Drive LS Sub-basin Flow Metering**
  - Temporary Flow Meters = \$23,350 / mo. (assume 2 mos.)
    - Total Flow Metering Cost – \$46,700
  - Technical Memorandum Assembly = \$16,400
    - **Total Fee Estimate for Phase 1 = \$63,100**
  - Refer to **Exhibit “C”** attached to this memorandum for a breakdown of tasks and associated estimated manhours.
- **Phase 2 – Smoke Testing and Assembly of PER & AMP**
  - Smoke Testing = T.B.D. based upon recommendations presented in the Phase 1 Technical Memorandum
  - Preliminary Engineering Report – \$40,000
  - Asset Management Plan (Technical & Managerial Sections) – \$30,000
  - SRF Funding Application – \$6,200
- **Phase 3 – Wells Drive Lift Station Upgrades (Design / Bid / CE / RPR / Additional Services)**
  - Prelim / Final Design = T.B.D.
    - Will be based upon recommended alternative presented in the Phase 2 Preliminary Engineering Report
  - Bidding Assistance = T.B.D.
  - Construction Engineering / RPR (Inspection) = T.B.D.
  - Additional Services in Support of Design / Construction Phase Activities = T.B.D.

TASK ORDER

This is CEI Task Order No. 2025-01,  
consisting of 4 pages.

**Task Order**

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In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated February 22, 2013 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

- A. Title: City of Madison – Wastewater Utility Improvements
- B. Description: Wells Drive Lift Station Sub-Basin Flow Metering. The scope of which is further described as Phase 1 of the attached Memorandum dated February 18, 2025.
- C. Number of Construction Contracts

The Specific Project is anticipated to be constructed under N/A Construction Contracts.

2. Services of Engineer

- Study and Report Services
- ~~Design Services~~
- ~~Bidding or Negotiating Services~~
- ~~Construction and Commissioning Services~~
- ~~Resident Project Representative Services~~
- Other Services

As described in the attached Memorandum dated February 18, 2025

- ~~Additional Services~~

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, subject to the following: N/A

TASK ORDER

4. Times for Rendering Services

<u>Phase</u>	<u>Completion Date</u>
<u>Flow Metering</u>	<u>Two (2) Months from the Date of Flow Meter Installation</u>
<u>Technical Memorandum</u>	<u>Within thirty (30) days of Flow Meter Removal</u>

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Lump Sum, or Estimate of Compensation for Services</i>
<b>Wells Drive Lift Station Sub-Basin Flow Metering</b>		
Basic Services (Exhibit A)		
Study and Report – Technical Memo	Lump Sum	\$16,400.00
Other Services – Flow Metering	Standard Hourly Rates	\$46,700.00
	<b>Total</b>	<b>\$63,100.00</b>

B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

6. Consultants: Gripp, Inc.

7. Other Modifications to Agreement:

A. Article 8.04.A., “Engineer’s Certifications”, of the Agreement is hereby amended to include the following:

“4. Pursuant to Indiana Code 22-5-1.7-11, the Engineer entering into this Agreement with the Owner is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program. The Engineer is not required to verify the work eligibility status of all its newly hired employees through the E-Verify program if the E-Verify program no longer exists.

The Engineer hereby certifies to the Owner that the Engineer does not knowingly employ an unauthorized alien. The Engineer further affirms that, prior to entering into its Agreement with the Owner, the Engineer has enrolled in and agrees to verify the work eligibility status of all its newly hired employees through the E-Verify program.

The Engineer shall provide to Owner a sworn affidavit on an annual basis or as requested by the Owner.

## TASK ORDER

5. Pursuant to Executive Order 13846, the Engineer hereby certifies to Owner that Engineer is not engaged in Investment Activities in Iran.”
  
8. Attachments:
  - Commonwealth Engineers, Inc., Standard Hourly Rates and Reimbursable Expenses Schedule, July 1, 2024 – June 30, 2025
  - Memorandum dated February 18, 2025
  
9. Documents Incorporated By Reference: Exhibits A, B, and C
  
10. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

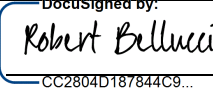
TASK ORDER

The Effective Date of this Task Order is \_\_\_\_\_, \_\_\_\_\_.

OWNER  
CITY OF MADISON, INDIANA

ENGINEER  
COMMONWEALTH ENGINEERS, INC.

By: \_\_\_\_\_

By:   
DocuSigned by:  
CC2804D187844C9...

Name: Bob Courtney

Name: Robert M. Bellucci, P.E.

Title: Mayor

Title: Vice President

Engineer License or  
Firm's Certificate No. 10000127  
State of: Indiana

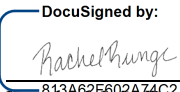
Date Signed: \_\_\_\_\_

Date Signed: 2/27/2025

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

By: \_\_\_\_\_

By:   
DocuSigned by:  
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Title: Shirley Rynearson

Title: Rachel M. Runge, P.E.

Title: Clerk-Treasurer

Title: Partner / Project Manager

CFO/Accounting  
Approval:   
DocuSigned by:  
8F6D23C207094E8...

DESIGNATED REPRESENTATIVE FOR  
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK  
ORDER:

Name: Brian Jackson

Name: Robert M. Bellucci, P.E.

Title: Utility Superintendent

Title: Senior Project Manager

Address: 101 W. Main Street

Address: 7256 Company Drive

Madison, IN 47250

Indianapolis, IN 46237

E-Mail  
Address: utilitymanager@madison-in-gov

E-Mail  
Address: rbellucci@contactcei.com

Phone: (812) 265-8312

Phone: (317) 888-1177

Fax: (812) 273-6089

Fax: (317) 887-8641

**COMMONWEALTH ENGINEERS, INC.**  
**STANDARD HOURLY RATES AND REIMBURSABLE EXPENSES SCHEDULE**  
**July 1, 2024 – June 30, 2025**

<b>Billing Class</b>	<b>Rate Per Hour</b>	<b>Billing Class</b>	<b>Rate Per Hour</b>
Principal III	\$ 120.77	Environmental Scientist II	\$ 36.98
Principal II	\$ 110.81	Environmental Scientist I	\$ 33.31
Principal I	\$ 101.29		
		Construction Manager	\$ 63.38
Project Manager IV	\$ 100.25		
Project Manager III	\$ 93.79	Resident Project Representative IV	\$ 50.02
Project Manager II	\$ 76.49	Resident Project Representative III	\$ 41.79
Project Manager I	\$ 68.86	Resident Project Representative II	\$ 37.72
		Resident Project Representative I	\$ 33.64
Senior Electrical Engineer	\$ 93.79		
		Clerical III	\$ 41.80
Senior Process Engineer	\$ 82.97	Clerical II	\$ 31.45
		Clerical I	\$ 23.07
Project Engineer IV	\$ 77.87		
Project Engineer III	\$ 62.41	Reproduction Processor	\$ 28.84
Project Engineer II	\$ 58.82		
Project Engineer I	\$ 54.54	Trainee	\$ 22.41
Engineering Intern III	\$ 48.48	CADD Specialist IV	\$ 47.43
Engineering Intern II	\$ 45.59	CADD Specialist III	\$ 43.09
Engineering Intern I	\$ 41.12	CADD Specialist II	\$ 36.85
		CADD Specialist I	\$ 29.51
Designer IV	\$ 60.37		
Designer III	\$ 55.28	Chief Technology Officer	\$ 70.17
Designer II	\$ 49.88	IT Tech	\$ 32.92
Designer I	\$ 40.26	Multimedia Coordinator	\$ 55.69
Operations Specialist	\$ 49.10	Survey Manager	\$ 64.58
		Surveyor	\$ 50.86
		Project Surveyor	\$ 45.69
		Field Technician	\$ 38.87
Environmental Compliance Manager	\$ 59.51		
Compliance Specialist	\$ 33.31	Grants Manager	\$ 63.49

In order to arrive at the total billing rate, the above direct payroll rates shall be multiplied by factors of 55.0437% and 87.1271% to account for payroll and general overhead costs respectively. In addition, a 15% profit level is then added to arrive at total labor costs. This is a total multiplier factor of 3.3365 times direct payroll rates.

**Reimbursable Expenses**

1. Travel: Starts at the office and shall be at the then approved rate by the U.S. Internal Revenue Service, plus 15% profit.
2. Subsistence and Lodging: Actual Cost, plus 15% profit.
3. Express Charges and Postage, other than first class mail: Actual Cost, plus 15% profit.
4. Paper Prints: \$0.75 per square foot, plus 15% profit.
5. Special Tests and Services of Special Consultants: Actual Costs, plus 15% profit.

It is agreed that the Owner will make payment of each invoice presented by Commonwealth within thirty (30) days from the date of the invoice. Payments received after this time shall be subject to an interest charge of 1% per month.



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## MEMORANDUM

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**TO:** Brian Jackson, Utility Manager  
City of Madison, IN

**FROM:** Commonwealth Engineers, Inc.

**DATE:** February 18, 2025

**SUBJECT:** Wells Drive Lift Station Sub-Basin Flow Metering

---

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The intent of this memorandum is to present a phased implementation approach for upgrading the Wells Drive LS in support of the City's commitment to achieve and maintain LOC compliance at the last remaining CSO location (004).

## **PROJECT APPROACH:**

### **PHASE 1 – Wells Drive LS Sub-basin Flow Metering**

- **Phase 1 Scope Includes the Following:**
  - Installation of seven (7) temporary flow meters immediately upstream of the Wells Drive LS. Specific locations for each flow meter are presented in **Exhibit "B"** of this Memorandum.
    - Flow metering is necessary to evaluate both dry weather and wet weather flows into the existing lift station in order to properly size future upgrades to the lift station wet well and pumping equipment.
    - Strategic placement of the temporary flow meters within the sewer sub-basin also affords the ability to isolate sections of the basin to pinpoint areas where significant infiltration / inflow (I/I) may be entering the collection system.
    - It is assumed the temporary flow meters will be installed for two (2) months in an effort to capture a significant rain event.
    - Access to real-time flow data via the cloud will be available to Utility Staff for the duration of the meter installation period.
    - A complete flow data file covering the entire monitoring period will be provided to Utility Staff.
    - Scope includes meter installation, routine maintenance, programming, calibration, battery replacement, and removal.
  - Assembly of a Technical Memorandum inclusive of the following:
    - Summary analysis of the flow monitoring data.



- Identify a recommended firm pumping capacity for the Wells Drive LS.
- Identify alternative solutions for mechanical screening upstream of the Wells Drive LS.
- Develop alternative solutions for upgrades to the Wells Drive LS, inclusive of estimated total project costs.
- Identify areas for supplemental smoke testing within the flow metering sub-basin; inclusive of costs associated with performing smoke testing and assembly of an incident summary report.

## **PHASE 2 – Smoke Testing and Assembly of Preliminary Engineering Report & Asset Management Plan**

### **➤ Phase 2 Scope Includes the Following:**

- Perform smoke testing at strategic locations within the Wells Drive LS sub-basin as identified in the Technical Memorandum assembled under Phase 1.
  - Assemble a summary incident report, inclusive of locations, photographs, and recommended remediation action items.
- Assemble a Preliminary Engineering Report (PER) suitable for solicitation of funding from the Indiana Finance Authority State Revolving Loan Fund Program (SRF).
  - The PER will identify and evaluate alternative solutions to address needed upgrades to the Wells Drive LS; including but not limited to:
    - Potential increase of firm pumping capacity;
    - Conversion from a “dry-pit” configuration to a “submersible” configuration;
    - Construction of a new mechanical screening structure immediately upstream of the LS;
    - Recommendations for electrical and controls upgrades;
  - The PER will also identify alternative solutions for collection system rehabilitation based upon the results from the flow metering and smoke testing efforts.
- Assemble a Wastewater Utility Asset Management Plan (AMP) as required for solicitation of SRF Financing.
  - Includes assembly of Technical and Managerial Sections of the AMP document.
  - Provide as-needed coordination with the City’s Financial Advisor (FA) for their effort associated with assembly of the AMP Financial Components.
- Assemble SRF Funding Application for submission on or before March 31, 2026.
  - Includes coordination and participation in a public meeting as required by the SRF funding application process along with assembly of meeting minutes.
  - Includes assembly of required SRF “PER Acceptance” & “Authorized Signatory” Resolutions.
  - Includes assembly of required SRF “AMP Certification” document.

**PHASE 3 – Design / Bidding / Construction Engineering / Inspection Services Associated with the Wells Drive Wastewater Utility Improvements**

➤ **Phase 3 Scope Includes the Following:**

- Perform preliminary design, final design, field work (survey / soil borings), assemble updated opinion of probable construction costs, and obtain all required permits to assemble a set of Contract Documents (plans and specifications), complete and ready for transition to bidding phase activities.
  - Anticipated project will be set up using separate contract divisions; (1) for the Wells Drive LS Upgrades and (1) for collection system rehabilitation.
- Bidding phase services including but not limited to:
  - Assemble legal notice bid advertisement;
  - Coordination with the local newspaper for publication of legal notice;
  - Coordinate and attend pre-bid meeting with prospective bidders;
  - Respond to questions submitted by prospective bidders through assembly of necessary addenda;
  - Attend bid opening;
  - Assemble certified bid tabulation and tentative award recommendation letter;
  - Present recommendation for tentative award to the Board of Public Works and Safety.
- Construction phase services including but not limited to:
  - Construction Engineering for all divisions of work.
    - Coordinate and attend pre-construction meeting;
    - Review and process shop drawing submittals;
    - Issue, review and process engineering and contractor requests for Information (RFIs);
    - Coordinate and attend monthly onsite construction progress meetings;
    - Assemble and distribute meeting minutes for the pre-construction meeting and monthly progress meetings;
    - Review and process contractor requests for monthly partial payments;
    - Assemble and process Field Orders, Work Change Directives, and Contract Change Orders as needed throughout the duration of construction phase activities;
    - Maintain open communication and provide regular updates to City staff regarding construction schedules and onsite work activities;
    - Assemble and process substantial completion documentation upon receipt of request from the contractor(s); Includes assembly of a punch list identifying items / areas of deficient work;
    - Assemble final project closeout documentation including coordination and compilation of all funding agency documents.

- Resident Project Representative (RPR – Inspection) for all divisions of work.
  - Provide full-time / onsite inspection services (while the contractor is onsite working) for the duration of construction phase activities.
  - RPR staff will maintain daily logs / reports which document onsite work activities, inclusive of photographic documentation.
  - RPR daily logs are accessible by the City using Commonwealth's cloud based data management system (PROCORE).
  - Serve as the Engineer's onsite representative during construction.
  - Maintain accurate documentation of work completed each month and review Contractor requests for partial payment.
  - Review contractor change order requests and provide the Engineer and Owner with input, documentation, and supplemental information as needed to determine validity of the request.
  - Assist the Engineer and Owner with developing a punch list for inclusion on the Certificate of Substantial Completion.
  - Assist the Engineer and Owner with collection and assembly of all funding agency required project closeout documentation.

**FEE ESTIMATE:**

- **Phase 1 – Well Drive LS Sub-basin Flow Metering**
  - Temporary Flow Meters = \$23,350 / mo. (assume 2 mos.)
    - Total Flow Metering Cost – \$46,700
  - Technical Memorandum Assembly = \$16,400
    - **Total Fee Estimate for Phase 1 = \$63,100**
  - Refer to **Exhibit “C”** attached to this memorandum for a breakdown of tasks and associated estimated manhours.
- **Phase 2 – Smoke Testing and Assembly of PER & AMP**
  - Smoke Testing = T.B.D. based upon recommendations presented in the Phase 1 Technical Memorandum
  - Preliminary Engineering Report – \$40,000
  - Asset Management Plan (Technical & Managerial Sections) – \$30,000
  - SRF Funding Application – \$6,200
- **Phase 3 – Wells Drive Lift Station Upgrades (Design / Bid / CE / RPR / Additional Services)**
  - Prelim / Final Design = T.B.D.
    - Will be based upon recommended alternative presented in the Phase 2 Preliminary Engineering Report
  - Bidding Assistance = T.B.D.
  - Construction Engineering / RPR (Inspection) = T.B.D.
  - Additional Services in Support of Design / Construction Phase Activities = T.B.D.

**EXHIBIT "A"**

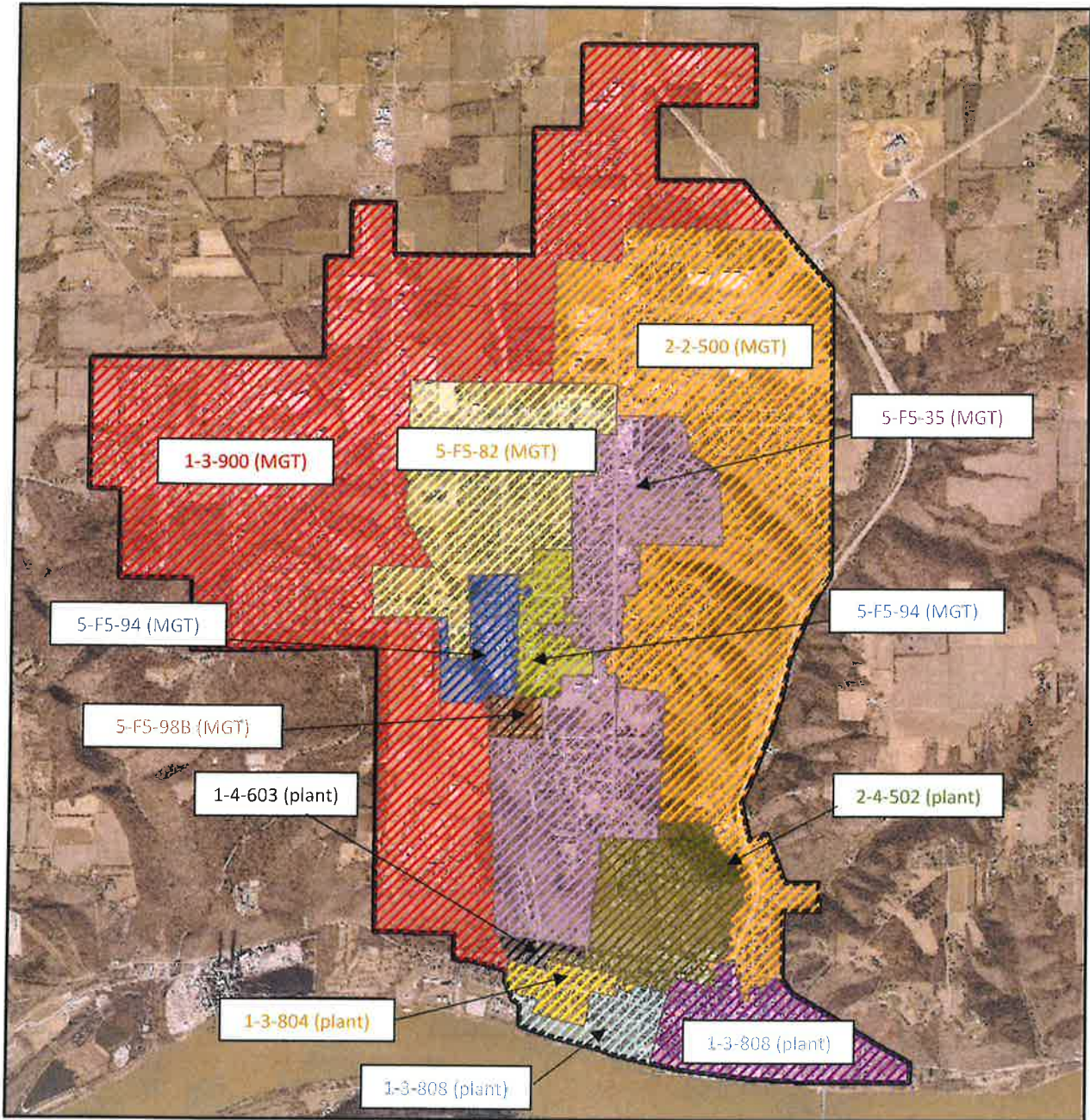
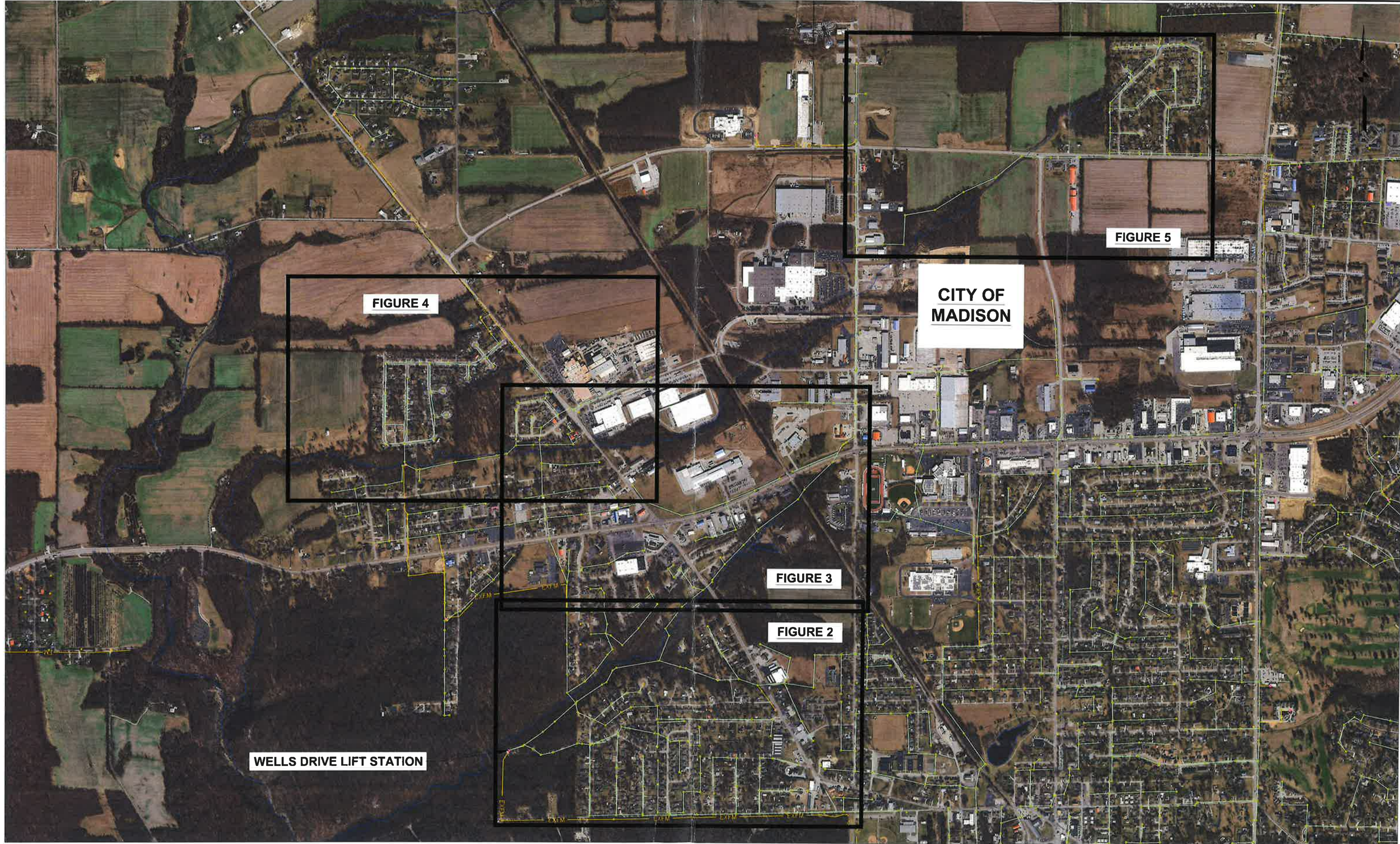


Figure 2-2 – Sub-basin and Associated Flow Meter

# EXHIBIT "B"



WELLS DRIVE LIFT STATION

FIGURE 4

FIGURE 5

CITY OF  
MADISON

FIGURE 3

FIGURE 2

PLAN VIEW  
NOT TO SCALE



CITY OF MADISON  
JEFFERSON COUNTY, INDIANA  
FLOW METERING  
OVERALL INDEX MAP  
FIGURE 1



WELLS DRIVE LIFT STATION

SENECA DR.

RABBIT LN.

SR7 / LANTER DR.

WELLS DR.

METER #2  
16" SEWER

METER #4  
16" SEWER

METER #3  
18" SEWER

METER #5  
18" SEWER  
(EFFLUENT ONLY)

METER #1  
10" SEWER

PLAN VIEW

SCALE: 1"=300'-0"  
0 300 600'



CITY OF MADISON  
JEFFERSON COUNTY, INDIANA

FLOW METERING

SEWER SYSTEM MAP  
FIGURE 2

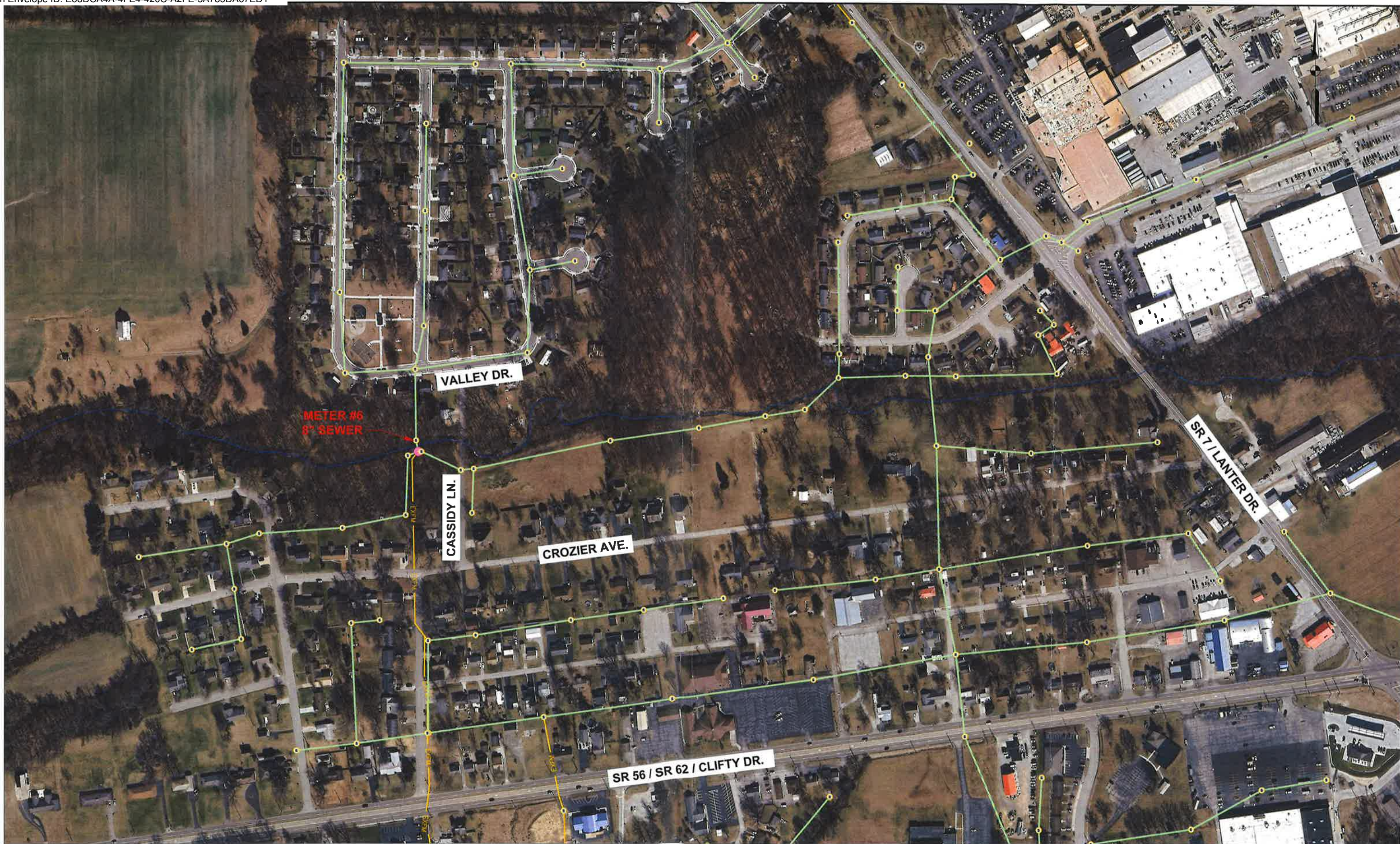




**PLAN VIEW**  
 SCALE: 1"=300'-0"  
 0 300' 600'



CITY OF MADISON  
 JEFFERSON COUNTY, INDIANA  
 FLOW METERING  
 SEWER SYSTEM MAP  
 FIGURE 3



**PLAN VIEW**  
 SCALE: 1"=300'-0"  
 0 300' 600'



CITY OF MADISON  
 JEFFERSON COUNTY, INDIANA  
 FLOW METERING  
 SEWER SYSTEM MAP  
 FIGURE 4



**METER #7  
12" SEWER**

**PLAN VIEW**  
SCALE: 1"=300'-0"  
0 300' 600'



CITY OF MADISON  
JEFFERSON COUNTY, INDIANA  
FLOW METERING  
SEWER SYSTEM MAP  
FIGURE 5

11/17/2017

11/17/2017

# EXHIBIT "C"





17322 Westfield Park Rd.  
 P.O. Box 405  
 Westfield, IN 46074  
 • Phone (317) 896-3700 • Fax (317) 896-9267

PROPOSAL FOR
COMMONWEALTH ENGINEERS INC: INDIANAPOLIS JOSH WHEATLEY 7256 COMPANY DR. INDIANAPOLIS, IN 46237 317-753-9963

PROPOSAL	
Proposal #	13338
Proposal Date	Thu Jan 16, 2025
Proposed By	Matt ZurSchmiede
Ship Via	

**PROJECT NAME**

**MADISON TEMPORARY FLOW STUDY MONITORING SYSTEM - MONTHLY RATE  
 NORTH AND NORTHWEST COLLECTION SYSTEM**

Qty	Part #	Name	Description	Rate	Amount
1		FLST 01	GRIPP FLOW STUDY - Monthly rate for seven flow metering systems  Meter #1 - 10" sewer Meter #2 - 16" sewer Meter #3 - 16" sewer Meter #4 - 16" sewer Meter #5 - 16" sewer Meter #6 - 8" sewer Meter #7 - 12" sewer  This includes the equipment lease, professional installation, programming, batteries, calibration, maintenance (as required), maintenance reports, site sheets, removal, equipment cleaning and flow data file.	\$17,325.00	\$17,325.00

Proposal valid for 30 days from date of issue. Please send P/O number upon acceptance of this proposal to: <a href="mailto:orders@grippinc.com">orders@grippinc.com</a> UPS Ground Shipment Quoted - Overnight Service Available Major Credit Cards Accepted	<b>Sub-Total</b>	\$17,325.00
	<b>Sales Tax</b>	\$0.00
	<b>Total</b>	\$17,325.00

**NOTES**

**CERTIFICATIONS**

- Teledyne/Isco Factory Trained Technicians • Confined Space Entry
- CCS • ARSC • ISN • AVETTA • OSHA 10

## CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner: City of Madison  
Engineer: Commonwealth Engineers, Inc.  
Contractor: MW Cole Construction, LLC  
Project: Water Utility Improvements  
Contract Name: Division "B" – Storage Tanks Rehabilitation

Owner's Project No.:  
Engineer's Project No.: W19120  
Contractor's Project No.:

This  Preliminary  Final Certificate of Substantial Completion applies to:

All Work  The following specified portions of the Work:

Date of Substantial Completion: March 6<sup>th</sup>, 2025

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be Substantially Complete. The Date of Substantial Completion of the Work designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work must be as provided in the Contract, except as amended as follows:

Amendments to Owner's Responsibilities:  None  As follows:

Amendments to Contractor's Responsibilities:  None  As follows:

**Warranty Period\*, Insurance\*\***

\* One year warranty inspection to be completed on February 4<sup>th</sup>, 2026.

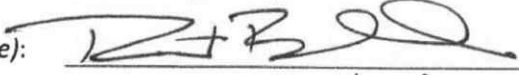
\*\* CONTRACTOR shall maintain insurance coverage through the 30-day period until FINAL completion to allow the OWNER to establish their coverage's and policies.

The following documents are attached to and made a part of this Certificate:

Punch List, Request for Substantial Completion Letter

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.


Engineer: Commonwealth Engineers, Inc.

By (signature):   
Name (printed): ROBERT BELLUCCI  
Title: PROJECT MANAGER

Owner: City of Madison

By (signature): \_\_\_\_\_  
Name (printed): \_\_\_\_\_  
Title: \_\_\_\_\_

Contractor: MW Cole Construction, LLC

By (signature):   
Name (printed): MICHAEL W COLE  
Title: PRESIDENT





**MW Cole Construction**

**MW Cole Construction**  
2989 Bonifay Path  
The Villages, FL.32163  
Phone: 618-593-6879

This is to certify that **MW Cole Construction LLC** has substantially completed the construction of **City of Madison, Indiana – Water Utility Improvements Division “B” – Storage Tanks Rehabilitation** located in Madison, Indiana on March 3, 2025.

This project has been completed in accordance with the terms and conditions of the Construction Contract and as directed by **City of Madison, Indiana**, and the Contractor has performed all required duties as set forth in the Contract.

**SUBSTANTIAL COMPLETION DEFINITION:**

The stage of construction where, in the opinion of the OWNER, all items of the Work necessary to enable the asset to be utilized without significant restrictions for the purpose for which the asset was intended. All pay items shall be completely installed and all necessary testing as required by the Laws Regulations and/or Contract Documents shall be completed.

Therefore, this certificate certifies that the Project is complete and all work required by the Construction Contract has been completed except for Punch List items, which shall be completed at a later date.

This Certificate of Substantial Completion is issued in lieu of an Occupation Certificate.

**Date: March 3, 2025**

**Contractor:** *Michael W. Cole*  
Michael W. Cole, President  
MW Cole Construction LLC

**Owner:** [N/A - REFER TO PRIOR CERTIFICATE](#)

**Service-Disabled Veteran Owned Small Business (SDVOSB)**

ATTACHMENT TO CERTIFICATE OF SUBSTANTIAL COMPLETION  
FOR  
MADISON - WATER UTILITY IMPROVEMENTS DIV. B - STORAGE TANKS REHABILITATION  
-  
COMMONWEALTH ENGINEERS, INC. PROJECT NO. W19120-B  
PUNCH LIST  
MW COLE CONSTRUCTION LLC

February 27, 2025

ITEM #	LOCATION	ISSUE	STATUS	ASSIGNED VALUE (\$)
<b>Hilltop Ground Storage Tanks</b>				
1	Between Tanks	Existing Gate Valves Collars Require Repair	Incomplete	\$5,000.00
2	Sitewide	Trash Removal	Incomplete	\$1,250.00
3	Sitewide	Grading, seeding, and surface restoration	Incomplete	\$4,000.00
4	Tank No. 1	Paint Touchup at Adjacent to Drain Valve	Incomplete	\$1,500.00
5	Tank No. 1	Drain Valve Coating	Incomplete	\$1,500.00
6	Tank No. 2	Paint Touch Up at Manway Bracket (above manway)	Incomplete	\$1,500.00
7	Tank No. 2	Repair/Replace Manual Tank Gauge	Incomplete	\$2,000.00
<b>Hilltop North Elevated Tank</b>				
8	Sitewide	Trash Removal	Incomplete	\$1,250.00
9	Sitewide	Grading, seeding, and surface restoration	Incomplete	\$4,000.00
10	Sitewide	Equipment Removed from Site	Incomplete	\$1,497.62
11	Riser	Drain Valve Leaking at the Thread	Incomplete	\$1,500.00
12	Riser	Drain Valve Paint Touchup	Incomplete	\$1,000.00
<b>Hilltop South Elevated Tank</b>				
13	Sitewide	Trash Removal	Incomplete	\$1,250.00
14	Sitewide	Drain Valve Needs to be Painted	Incomplete	\$1,000.00
15	Sitewide	Grading, seeding, and surface restoration	Incomplete	\$4,000.00
<b>SR 62 Elevated Tank</b>				
16	Sitewide	Trash Removal	Incomplete	\$750.00
17	Sitewide	Grading, seeding, and surface restoration	Incomplete	\$4,000.00
18	Sitewide	Existing Culvert is Damaged and Needs to be Repaired	Incomplete	\$4,000.00
19	Tank Leg - Ladder	Metering Wire from panel needs to be tied back onto ladder.	Incomplete	\$500.00
20	Riser	Drain Valve Coating	Incomplete	\$1,000.00
<b>Hillside In-Ground Storage Tank</b>				
21	Sitewide	Trash Removal	Incomplete	\$1,250.00
22	Sitewide	Grading, seeding, and surface restoration	Incomplete	\$4,500.00
<b>Complete Project</b>				
23		Submit American Iron and Steel Documentation	Incomplete	Full Retainage
24		Final waiver of Lien	Incomplete	Full Retainage
25		O&M Manuals (Cathodic Protection)	Incomplete	Full Retainage
26		Provide a Complete Set of Record Drawings (DS-00)	Incomplete	Full Retainage
			SUB TOTAL	Full Retainage
			<b>TOTAL (x 200%)</b>	<b>\$96,495.24</b>



November 20, 2024

Nicole Schell, AICP  
Director of Planning, City of Madison  
101 W. Main St.  
Madison, Indiana 47250

**RE: Proposal for Professional Services - 2025**  
Madison, IN Stormwater Program Support

Dear Ms. Schell,

OHM Advisors (OHM) appreciates this opportunity to submit a proposal for professional services related to Madison's Stormwater Program Support needs. Our staff have served Madison, as well as surrounding communities throughout southern Indiana, for several years, on a variety of stormwater program and project-related efforts. OHM Advisors, comprised of over 750 professionals companywide, understands communities and strives to partner with them to develop and implement efficient, effective solutions. Our staff understand the challenges of stormwater program management, planning and financing strategies, GIS services, and capital improvement project designs and construction observation.

This letter provides an overview of the anticipated services, time schedule, fees, and Standard Terms and Conditions. For the purposes of this proposal, the term "Client" shall be the City of Madison. All work proposed will be on a time and materials basis unless otherwise indicated. This will allow OHM to collaboratively address activities with the client and interested parties throughout these services supporting the Stormwater Program.

### **Stormwater Program Background & Overview**

The MS4 Program was promulgated through amendments to the Clean Water Act and is based on the National Pollutant Discharge Elimination System (NPDES), the same system used to regulate wastewater plants, industrial sites, and other "point sources" discharging to rivers, lakes, and streams. Since 2003, it has been a requirement for Madison to address these state and federal regulations through the Phase II MS4 Program. The focus of the MS4 Program is addressing nonpoint source pollution in urban areas – essentially what is on the ground that is washed into our streams, creeks, rivers, and lakes every time it rains. On December 18th, 2021, IDEM approved and signed the new MS4 General Permit (INR040000), which contains the first major regulation changes since the original language was developed nearly two decades ago; we are currently in the fourth year of this five-year permit.

The MS4 Program requires the implementation of six minimum control measures (MCMs), including public education and outreach, public participation, illicit discharge detection/elimination, management of construction site runoff, management of post-construction site runoff, and good housekeeping of municipally owned facilities. Program performance is measured through periodic reporting and MS4 audits conducted by regulatory agencies. The MS4 Program can best managed through proactive approaches like partnerships and efficient enhancements to existing activities.



Though Madison staff have been working to address many MS4 Program requirements, support of an outside specialist is beneficial to support new regulatory challenges, framework development, and implementation strategies. Such support may include MS4 Program audit support with regulatory agencies, investigation and response to illicit discharges, problems at construction sites, assistance with annual reports, employee training, lessons learned from other similar communities, or other issues. Tasks that have already been completed in response to the new permit include: development and submittal of the Notice of Intent (NOI), Water Quality Characterization Report (WQCR), and Stormwater Quality Management Plan (SWQMP), and development of the draft Stormwater Management Ordinance. Tasks expected to be the focus of this upcoming year will be the finalization of Stormwater Technical Design Standards, employee training, training for developers/contractors, assistance with the MS4 annual report, development of educational materials, providing technical review of upcoming permit details and continued GIS support.

**Scope of Services**

**MS4 PROGRAM SUPPORT ITEMS**

Because of the dynamic nature of the MS4 Program, OHM will provide support on a time and materials basis and only when requested by Madison. Based on our staff’s past work with Madison, MS4 permit initiatives, and directives announced by the state regulators, the following activities are most reasonably anticipated in the immediate future to support and enhance MS4 Program measures:

- Southern Indiana Stormwater Advisory Committee (SWAC): The SWAC is a regional partnership currently comprised of nine (9) communities, whose goal is to guide stormwater quality programs in a cost-effective, consistent, and efficient manner. Tasks typically include: develop topics/content for and lead four (4) SWAC meetings each year, manage and produce documentation and educational resources (brochures, guidebooks, etc.) developed by the SWAC, develop additional materials and update existing materials to meet new requirements, website management, maintain online social media sites, support public education and outreach initiatives, remain apprised of IDEM priorities and program directives. As part of this partnership, the SWAC will set up a regional training session at least once each year. Costs of programmatic activities that are common to the (9) SWAC communities are shared on prorated population basis, as shown below.

- SWAC Expense Breakdown by membership

#	Community	2020 Census	SWAC %
1	Clarksville, Town of	22,333	11.0%
2	Madison, City of	12,357	6.1%
3	Sellersburg, Town of	9,310	4.6%
4	Floyd County	37,649	18.5%
5	New Albany, City of	37,841	18.6%
6	Oak Park Conservancy District	5,379	2.6%
7	Jeffersonville, City of	44,068	21.7%
8	Georgetown, Town of	3,805	1.9%
9	Clark County	30,582	15.0%
TOTALS		203,324	100.0%



- **MS4 Annual Report Assistance:** A review and summary of Madison’s MS4 Program progress must be submitted to IDEM MS4 regulators by April 1<sup>st</sup>, 2025. OHM will provide language for regional activities, such as the Stormwater Advisory Committee, that Madison can include in their report. OHM will also assist with providing wording, data analysis, and documentation review specific to Madison.
- **MS4 Permit Initiatives:** In addition to regional initiatives through the SWAC, OHM Advisors may assist with Madison -specific activities such as: developing written procedures for construction site inspection tracking, operational and maintenance (O&M) plan for all stormwater structural measures owned/operated by the City, and post-construction BMP inspections; annual employee training; reviewing and updating data of the stormwater system including outfalls; assist with surface visual inspections of at least 15% of the mapped stormwater system; assist with SVAP (stream visual assessment protocols) implementation; provide GIS data and technical equipment support for stormwater data collection efforts; and perform annual facility inspections.
- **Technical Design Standards:** With the new permit requirements for the Indiana MS4 Permit and the Construction Stormwater General Permit (INRA00000), revisions to existing ordinances are currently being finalized. Alongside the new ordinance, the revisions to current stormwater design standards are also required and will be included in this scope of work.
- **GIS Services:** OHM GIS Specialists have already reviewed the existing GIS stormwater database for the city and provided a summary on the findings. Additional data collection of unmapped stormwater systems and revisiting outfalls will be performed by Madison staff. OHM would provide support for data collection equipment setup, merging databases, and data collection cleaning/edits.

## **ADDITIONAL MS4 & STORMWATER PROGRAM SUPPORT SERVICES**

Other situations may arise for Madison that OHM is prepared to support, on a time and materials basis. These efforts could include:

- Additional procedural changes as a result of permit revisions and feedback from IDEM;
- Madison City Council meetings participation and presentations;
- MS4 Program audit preparation, participation, and support;
- Municipal employee training;
- IDEM and other regulatory agency coordination;
- Stormwater program funding sustainability analyses, user fee evaluation, long-term funding strategies, etc.;
- Field investigation support (i.e. illicit discharges, active construction sites, flooding/standing water, etc.);
- Field data collections, conditions assessments, and asset mapping (i.e. stormwater system mapping updates, data for planning, maintenance initiatives, and conceptual design, etc.)
- Stormwater quantity management support (i.e. drainage capacity issues, etc.);
- Conceptual plan development, project cost projections, alternatives analyses, value engineering;
- Permitting assistance – state and federal permits (401/404, etc.);
- Improvement project design, bidding support, contractor coordination, construction observation, etc.
- Other services when requested and agreed upon by both parties.

### **Responsibilities of Client**

The CLIENT will provide historical materials and documentation on activities currenting being implemented to support stormwater program measures and develop materials for designs and related services.



### **Additional Services**

The CLIENT may request additional services that are not included with the original Scope of Services. OHM Advisors will provide an Amendment to this Letter Proposal outlining the specific Scope of Services to be added. Compensation and schedule for the Additional Services will be detailed within the Amendment.

### **Schedule**

OHM is available immediately upon approval and execution of this Letter Proposal. Services will be provided, when requested, throughout the remainder of 2024 and entirety of 2025, as available budget allows.

### **Fee**

We will perform the above services on a time and materials basis, per the attached Hourly Rate Schedule (Exhibit 1). The contract limit is \$20,000. We will not exceed the contract limit without the CLIENT's prior approval. Invoicing will be performed monthly and include a summary of activities performed during the billing period.



**Acceptance**

If this proposal is acceptable to you, a signature on this letter of acceptance will serve as our authorization to proceed. If you have any questions or require additional information, please do not hesitate to contact Steve Emly by email at [steve.emly@ohm-advisors.com](mailto:steve.emly@ohm-advisors.com) or by phone at (502) 693-1437. Thank you allowing us to continue to be of service., and we look forward to working with you on this project.

**Orchard, Hiltz, & McCliment, Inc.**

**City of Madison, Indiana**

CONSULTANT

CLIENT

Signature: \_\_\_\_\_

\_\_\_\_\_  
Steve W. Emly, PE

Name: \_\_\_\_\_

\_\_\_\_\_  
Principal

Title: \_\_\_\_\_

\_\_\_\_\_  
11/20/2024

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

Attachments: 2023 KY/IN Rate Schedule

Cc: D. O'Neal , Madison MS4 Coordinator  
C. Cunningham, OHM

**RESOLUTION 2025-4B**

**A RESOLUTION OF THE BOARD OF PUBLIC  
WORKS AND SAFETY OF THE CITY OF  
MADISON, INDIANA REGARDING STREET AND  
PARKING LOT CLOSINGS FOR RUMBLE ON THE RIVER CAR SHOW**

WHEREAS, there has been a request filed by Whitney Roberts on behalf of CASA of Jefferson County for street and parking lot closings for said group in connection with their Rumble on the River Car Show to be held on Saturday, May 24, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF MADISON, INDIANA that the following streets and parking lot shall be closed from 6:00 a.m. to 6:00 p.m. on Saturday, May 24, 2025:

1. Vaughn Drive from the east side of Broadway Street to the west side of Walnut Street;
2. Poplar Street, Central Avenue, Mulberry Street, and Jefferson Street from Vaughn Drive north to First Street;
3. West Street south of the entrance to the Heritage Apartment parking lot to Vaughn Drive; and
4. The City parking lot between Poplar Street and Central Avenue.

BE IT FURTHER RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF MADISON, INDIANA that said streets and parking lot as closed shall be under the supervision and control of CASA of Jefferson County at the times noted above for the year 2025.

ADOPTED this 3rd day of March, 2025.

\_\_\_\_\_  
Bob G. Courtney, Mayor

\_\_\_\_\_  
Karl Eaglin, Member

\_\_\_\_\_  
David Carlow, Member

(SEAL)

ATTEST:

\_\_\_\_\_  
Shirley Rynearson, Clerk-Treasurer



**RESOLUTION 2025-5B**

**A RESOLUTION OF THE BOARD OF PUBLIC  
WORKS AND SAFETY OF THE CITY OF MADISON, INDIANA  
REGARDING STREET AND SIDEWALK CLOSINGS FOR THE  
2025 SUMMER FARMERS MARKET**

WHEREAS, there has been a request filed Brittany Demaree and Austin Sims on behalf of the Madison Farmers Market for street and sidewalk closings for said group in connection with its Summer Farmers Market to be held every Saturday from May 3, 2025, through September 27, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF MADISON, INDIANA, that the following street and sidewalks shall be closed from 7:00 a.m. to 1:00 p.m. every Saturday from May 3, 2025, through September 27, 2025:

- 1) Southbound and northbound lanes of Broadway Street from the north side of Main Street to the south side of Third Street; and
- 2) Sidewalks on the north side of Main Street from Main Street to Trinity United Methodist Church and 408 Broadway Street.

BE IT FURTHER RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF MADISON, INDIANA, that said street and sidewalks as closed shall be under the supervision and control of the Madison Farmers Market at the times noted above for 2025.

ADOPTED this 3<sup>rd</sup> day of March 2025.

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Bob G. Courtney, Chairman

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Karl Eaglin, Member

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David Carlow, Member

(SEAL)

ATTEST:

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Shirley Rynearson, Clerk-Treasurer

**RESOLUTION 2025-6B**

**A RESOLUTION OF THE BOARD OF PUBLIC  
WORKS AND SAFETY OF THE CITY OF MADISON, INDIANA  
REGARDING A STREET CLOSING FOR THE  
WINE, STEIN & BARRELL**

WHEREAS, there has been a request filed by J. D. Webster on behalf of the Madison Riverfront Development Committee for a street closing in connection with its Wine, Stein & Barrel event to be held on Saturday, June 21, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF MADISON, INDIANA, that Vaughn Drive between West Street and Broadway Street shall be closed on Saturday, June 21, 2025, from 3:00 p.m. to 10:00 p.m.

BE IT FURTHER RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF MADISON, INDIANA that said street as closed shall be under the supervision and control of the Madison Riverfront Development Corporation at the times noted above for the year 2025.

ADOPTED this 3<sup>rd</sup> day of March 2025.

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Bob G. Courtney, Chairman

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Karl Eaglin, Member

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David Carlow, Member

(SEAL)

ATTEST:

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Shirley Rynearson, Clerk-Treasurer

**RESOLUTION 2025-7B**

**A RESOLUTION OF THE BOARD OF PUBLIC  
WORKS AND SAFETY OF THE CITY OF MADISON, INDIANA  
REGARDING STREET AND PARKING SPACE CLOSINGS  
FOR THE 2025 MUSIC IN THE PARK**

WHEREAS, there has been a request filed by Lindsay Holley on behalf of the Madison Main Street Program for street and parking space closings for said group in connection with the 2025 Music in the Park events to be held on June 13, 2025, July 11, 2025, August 8, 2025, and September 12, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF MADISON, INDIANA, that Central Avenue between First Street and Vaughn Drive shall be reserved for golf cart parking only, and the parking spaces on the south side of First Street and north of Bicentennial Park shall be reserved for residential parking from 12:00 p.m. to 10:00 p.m. on June 13, 2025, July 11, 2025, August 8, 2025, and September 12, 2025.

BE IT FURTHER RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF MADISON, INDIANA, that the parking spaces located along Bicentennial Park on the north side of Vaughn Drive and south of Bicentennial Park shall be reserved for Food Truck parking only from 12:00 p.m. to 10:00 p.m. on June 13, 2025, July 11, 2025, August 8, 2025, and September 12, 2025.

BE IT FURTHER RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF MADISON, INDIANA, that said street and parking spaces as closed shall be under the supervision and control of the Madison Main Street Program at the times noted above for the year 2025.

ADOPTED this 3<sup>rd</sup> day of March 2025.

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Bob G. Courtney, Chairman

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Karl Eaglin, Member

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David Carlow, Member

(SEAL)

ATTEST:

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Shirley Rynearson, Clerk-Treasurer

**RESOLUTION 2025-8B**

**A RESOLUTION OF THE BOARD OF PUBLIC  
WORKS AND SAFETY OF THE CITY OF MADISON, INDIANA  
REGARDING A STREET CLOSING FOR THE  
GOLF CART/UTV POKER RUN**

WHEREAS, there has been a request filed by J. D. Webster on behalf of the Madison Riverfront Development Corporation for a street closing in connection with its Golf Cart/UTV Poker Run to be held on Saturday, October 4, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF MADISON, INDIANA, that Vaughn Drive between West Street and Broadway Street shall be closed on Saturday, October 4, 2025 from 8:00 a.m. to 6:00 p.m. *At all times the participants will abide by traffic regulations regarding golf carts/UTVs outside of the event footprint.*

BE IT FURTHER RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF MADISON, INDIANA that said street as closed shall be under the supervision and control of the Madison Riverfront Development Corporation at the times noted above for the year 2025.

ADOPTED this 3rd day of March 2025.

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Bob G. Courtney, Chairman

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Karl Eaglin, Member

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David Carlow, Member

(SEAL)

ATTEST:

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Shirley Rynearson, Clerk-Treasurer