

# Next Level Trails Quarterly Report Template

Project Name: Historic Vernon to Muscatatuck Park

Grant #: NLT-02-08

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Report Date: 4th<sup>q</sup> Quarter 2025 (October 1, 2025 to December 31, 2025)

## Progress Report

(provide additional detail in Narrative Section below)

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

<b><i>July to Sept 2023</i></b>		
	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>
<b><i>October to December 2023</i></b>		
	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>
<b><i>January to March 2024</i></b>		
	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>

<b>April to June 2024</b>	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>
<b>July to Sept. 2024</b>		
	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>
<b>Oct to Dec 2024</b>	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>
<b>January to March 2025</b>	Construction onsite for Wall Venner, Ramps, Drives, Restroom, Pedestrian Bridge	<i>Ongoing</i>
	Approved Change Order 004	<i>Completed</i>
	Paid 3 and for Construction Application for Payments	<i>Completed</i>
	Volunteers worked on Unimproved Trail	<i>Ongoing</i>

<b>April to June 2025</b>	Construction onsite for Wall Venner, Ramps, Drives, Restroom, Amenities, Overlook	<i>Completed</i>
	Ribbon Cutting Ceremony	<i>Completed</i>
	Pre Punchlist	<i>Completed</i>
	Certificate of Substantial Completion	<i>Completed</i>
	Final Walk Through with DNR	<i>Completed</i>
	Punchlist	<i>Ongoing</i>
	Pay Applications	<i>Completed</i>
	Change Order Work to Date and Time Extension	<i>Completed</i>
	Additional Amenities Per DNR Request	<i>Ongoing</i>
<b>July to Sept 2025</b>	Pricing, Ordering and Construction onsite for Added Amenities, and finishing punchlist	<i>Ongoing</i>
<b>Oct to December 2025</b>	Begin Close out Process with DNR	<i>Ongoing</i>
	Install added amenities	<i>Ongoing</i>
	Final Change Orders	<i>Completed</i>
	Final Payment Applications	<i>Completed</i>
	Finish Punchlist	<i>Ongoing</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
<b><i>Design – Geotechnical and Engineering</i></b>		\$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
<i>Construction Payment 003</i>		\$163,377.09
<i>Construction Observation Payment 003</i>	\$50.00	\$5,811.55
<i>Construction Payment 004</i>		\$172,672.56
<i>Construction Observation Payment 004</i>		\$6,147.70
<i>Construction Payment 005</i>		\$417,778.65
<i>Construction Observation Payment 005</i>		\$14,874.26
<i>Construction Payment 006</i>		\$76,015.71
<i>Construction Payment 006 Subcontract Signs</i>		\$3,000.00
<i>Construction Observation Payment 006</i>		\$1,532.99

<i>Construction Payment Application 007 – Retainage – Check not Written until closeout</i>		\$113,997.89
<i>Construction Observation Payment Application 007 Retainage – Check not Written until closeout</i>		\$4,445.20
<b><u>Total</u></b>	<b><u>\$ 18,753.98</u></b>	<b><u>\$ \$1,326,303.90</u></b>

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 and completed of sections through the Town by Contractor, and on River section by Volunteer forces, along with completion of restrooms and overlook. Documents uploaded to town website, including daily reports, pay applications, and change orders. Ribbon Cutting ceremony for the trail, and Substantial Completion Achieved. Final walk through with DNR representatives.

Per their request, currently looking into added amenities in order to close out the budget.

Added amenities installed, punchlist still being completed, closeout discussion and documentation underway.

**Anticipated work next quarter (next steps):**

Month 1:	January	Complete Punchlist and Added Amenities
Month 2:	February	Complete Document and Funding Closeout
Month 3:	March	Complete Document and Funding Closeout

**Land Acquisition summary (attach parcel table if necessary):** Parcels secured in March and October of 2024. See previous reports.

**Permitting/Environmental summary:** See prior reports. Separate Notice to Proceed issued November 2024 for final work in INDOT right of way.

**Design/Engineering summary:** All work completed.

**Obstacles or hardships:** Initially 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 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 was not be available until after March 30, 2025.

Due to some challenges and changes, Contractor could not be complete by March 30, and requested date change extension for substantial completion from March 30 to April 24, and Final Completion from April 24 to May 23. All work was on track at this time to meet those revised deadlines from Change Order 4. Restrooms and overlook were finished past that date, but town accepted Certificate of substantial completion after that date without liquidated damages.

Contractor ran behind on installation of added amenities, and final punchlist completion, forcing them into 2026.

**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 five 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, drainage and safety are still being required. A final change order 5 is being prepared to cover additions and deductions for the project, but the projection is to remain under budget.

Change order 5 included a time extension to October 1, in order to complete the additional amenities as requested by DNR.

Change order 6 will be the final in order to close out the budget and funding.

**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 mostly 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 2024, with much work performed, and a large crew on site for paving much of the trail began in late September 2024. Contractor did not have much onsite presence in October or November 2024 as they finished other projects and waited on the INDOT permit, but did bring in full time crews to work from December 2024 to March 2025. Contractor was shut down from December 20 to January 2. Weather in January and February did not provide for allow for much onsite work. A different crew was brought in March 2025 to stay until finished.

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

Contractor could not be complete by March 30, and requested date change extension for substantial completion from March 30 to April 24, and Final Completion from April 24 to May 23, 2025.

Volunteer forces from the Boy Scout Troops have been working on the River portion of the trail since February, and making good progress on clearing and improvements and finished in April 2025.

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 final product.

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

Now we will work on some final features and amenities per DNR request and project closeout.

Extra amenities were identified with local constituents and partner funding. Amenities that are being added include additional benches, companion spaces, signage, trash cans, safety and security identification, and connections to existing facilities. Final change orders for all items completed.

Began looking into closeout process in October in order to meet December 2025 deadline.

**Contractor ran behind on installation of added amenities and punchlist completion, now running into 2026, and may create the need to revisit and assess liquidated damages.**

**Attach photos of any progress on the ground (DNR may use for promotional purposes as well as for monitoring progress).  
None new at this time.**