

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: 3rd^d Quarter 2023 (July. 1-September 30, 2023)

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>
	Also see attached Task list and Gannt Chart for work in progress and planned schedule going forward	

Match / Grant Spend Overview

Category/General Description	Match Funds	NLT Funds
<i>Phase 1: Land Acquisition – Title Search</i>		\$900
<i>Phase 1: Design – Surveying</i>		\$18,300

Above services have been paid by the Town, and submitted to DNR for reimbursement. DNR is processing payment and setting up a draw down account for the remainder of the Design services less 20% match. No other invoices received at this time.

Narrative Section

Progress since last report: Geotechnical, appraisals completed and submitted to DNR for review, ongoing committee plan and project review, documents uploaded to town website

Anticipated work next quarter (next steps):

Month 1: October Submit and Receive for DHPA clearance, submit for CIF permit, Begin Buying,

Month 2: November Complete Utility Coordination, Owner Review Plans

Month 3: December Final Plans Specs Cost Estimate to DNR, Submit for Permits, Buyer Closing & Recording

Land Acquisition summary (attach parcel table if necessary): Appraisal Process Complete, Submitted to DNR for Review. Due to small parcel size, Appraisal values are low, Owner may determine minimum offers.

Permitting/Environmental summary: Received clarification from DNR on necessary documents. Due to the time lag for 2 review agencies, DHPA and CIF being submitted ahead of final plans. DHPA only meets Quarterly, submittal was required by September 15 to make October meeting. CIF for the pedestrian bridge in the floodway can take as much as 4 months for response.

Design/Engineering summary: Plans and details continue to be developed

Obstacles or hardships: None at this time.

Potential scope or budget changes: A time extension for grant closeout, and modification to the budget for bid alternates has been discussed and will be needed

Information needed from DNR or external stakeholders? Awaiting review of appraisal documents in order to start the buying process

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 6 months ago.

We are beginning to enter a critical path for acquisition timing, but continue with plans and specs for late 2023 review, in order to meet Spring 2024 bidding and construction.

Committee meetings continue to be held, 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.

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

Vernon NLT

	Tasks	Assigned To	Start Date	End Date	Health	Status	Notes	Predecessors	Duration
1	Funding Documentation		03/09/23	05/25/23		Complete			56d
2	<input type="checkbox"/> Engineering Selection		03/24/23	05/25/23		Complete			45d
3	RFQ Due		03/24/23	03/24/23		Complete			1d
4	RFQ Review		03/30/23	03/30/23		Complete			1d
5	RFQ Scope & Fee Negotiations		04/05/23	04/05/23		Complete			1d
6	Award and Notice to Proceed		04/13/23	04/13/23		Complete			1d
7	Appraisal & Buyer Selection		05/11/23	05/25/23		Complete			11d
8	<input type="checkbox"/> Design Services		04/13/23	02/15/24					221d
9	Topographic Survey		04/13/23	05/25/23		Complete			31d
10	Easement Plat & Description		05/25/23	06/12/23		Complete			13d
11	Archaeological - Submit to DHPA		04/13/23	09/15/23					112d
12	Environmental - Approval form DHPA		04/13/23	10/24/23					139d
13	Geotechnical		06/01/23	08/15/23		Complete			54d
14	Utility Coordination		05/01/23	12/01/23					155d
15	Construction in a Floodway - Permit App Submit		09/29/23	10/06/23					6d
16	Construction in a Floodway Review & Approval		10/06/23	02/07/24					89d
17	50% Plans - Committee review		05/01/23	08/24/23		Complete			84d
18	75% Plans - Grade, Alignment, Structure Design - Owner Review		08/24/23	10/02/23					28d
19	Trail Engineering & Structure Final Plans		10/02/23	12/01/23					45d
20	Final Plans, Specs, Cost Est to DNR & Review		12/04/23	12/18/23					11d
21	Permit App and Submit - Building, Rule 5 & INDOT		12/19/23	01/01/24					10d
22	Final Plans for Bidding		01/02/24	02/15/24					33d
23	<input type="checkbox"/> Easement Acquisition		04/13/23	12/15/23					177d
24	Letter of Intent		04/13/23	05/05/23		Complete			17d
25	Title Search		04/24/23	05/11/23		Complete			14d
26	Appraisal / Waiver		06/19/23	08/28/23		Complete			51d
27	DNR Appraisal Review		08/28/23	09/15/23					15d
28	Offers / Negotiate		09/15/23	11/01/23					34d
29	Closing / Recording		11/01/23	12/15/23					33d
30	<input type="checkbox"/> Bidding		02/01/24	04/01/24					43d
31	Notice to Bidders / Legal Ad		02/01/24	02/15/24					11d
32	Pre Bid		03/01/24	03/01/24					1d
33	Addenda		03/08/24	03/08/24					1d
34	Open Bids		03/15/24	03/15/24					1d
35	Review and Award		03/15/24	04/01/24					12d
36	<input type="checkbox"/> Construction		04/01/24	03/31/25					261d
37	Begin Construction		04/01/24	04/01/24					1d
38	Substantial Completion		02/28/25	02/28/25					1d
39	Final Completion		03/01/25	03/31/25					22d
40	Opening Ceremony		04/19/25	04/19/25					0
41									