

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: 4th^l Quarter 2023 (October 1-December 31, 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>
<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>
	Also see attached Task list and Gantt Chart for work in progress and planned schedule going forward	

Match / Grant Spend Overview

Category/General Description	Match Funds	NLT Funds
<i>Land Acquisition – Title Search</i>		\$900
<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
	<u>Total</u>	<u>\$ 85,925.00</u>

Above services have been paid by the Town, out of Town funds and DNR draw down funds of \$150,804.34 received to be used for professional services.

No other invoices received at this time.

Narrative Section

Progress since last report: Construction in a Floodway and DHPA submitted, Owner and committee plan review of ongoing and final plans, DNR appraisal review, Buyer negotiation and closing for 6 out of 7 easements, documents uploaded to town website.

Anticipated work next quarter (next steps):

Month 1: January DNR review, submit for INDOT, Rule 5 and State Building permits
Month 2: February Receive all reviews and permits, advertise for bidding, issue final plans and specs
Month 3: March Pre Bid, Open bids and evaluate, recommend and award

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. Table follows.

Name	AppraisalAmount	Minimum Offer	Closed & Recorded
DEANN J. JACKSON	\$ 215.00	\$ 750.00	X
DONALD R. OLMSTEAD	\$ 250.00	\$ 750.00	X
ROBERT L. CLAGHORN and NANETTE R. CLAGHORN	\$ 655.00	\$ 750.00	X
TIFFANY HORNBACK	\$ 575.00	\$ 750.00	X
EUGENE R. LILLY and EVELYN M. LILLY, et al	\$ 1,430.00	\$ 1,430.00	X
BILL GOSMAN	\$ 825.00	\$ 825.00	X
NICOLAS LEE MASCHINO	\$ 1,300.00	\$ 1,300.00	
	\$ 5,250.00	\$ 6,555.00	\$ 5,255.00

Permitting/Environmental summary: Due to the time lag for 2 review agencies, DHPA and CIF were submitted in October ahead of final plans. Awaiting final responses..

Design/Engineering summary: Final Plans and details, specs and cost estimate developed.

Obstacles or hardships: One easement parcel of 7 is still in negotiations, we hope to have resolution soon.

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 final plans and specs.

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 9 months ago.

We have met the schedule for final 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		Complete			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		Complete			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		Complete			28d
19 Trail Engineering & Structure Final Plans		10/02/23	12/01/23		Complete			45d
20 Final Plans, Specs, Cost Est to DNR & Review		12/04/23	12/18/23		Complete			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		Complete			15d
28 Offers / Negotiate		09/15/23	11/01/23			85%		34d
29 Closing / Recording		11/01/23	12/15/23			85%		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								