

# 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:** 1st Quarter 2024 (January 1, 2024 to March 31, 2024)

## Progress Report

(provide additional detail in Narrative Section below)

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

<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>
	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>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
	<b><u>Total</u></b>	<b><u>\$ 85,925.00</u></b>

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:** Final Plan Review comments from DNR, Contract Extension filed with DNR, Eminent domain process began for final easement, Authority to go to bid from DNR, follow up on all permits, Final Plans and Specs prepared, Notice to Bidders to local paper, Final Plans and specs issued, Owner and committee plan review of ongoing and final plans, documents uploaded to town website.

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

<b>Month 1:</b>	<b>April</b>	<b>Pre Bid, Open bids and evaluate, recommend and award, DNR Review</b>
<b>Month 2:</b>	<b>May</b>	<b>Issue Notice to Proceed, Pre Construction Conference and begin construction</b>
<b>Month 3:</b>	<b>June</b>	<b>Submittal process and early Construction</b>

**Land Acquisition summary (attach parcel table if necessary):** Owner had determined minimum offers. Offers made and accepted for 6 of 7 parcels and closed and recorded. Monies paid for easements paid 100% from other Town funds, not part of the project budget. Town began eminent domain process for final easement in February, formal court filing in March.

**Permitting/Environmental summary:** DHPA review complete and comments incorporated. Rule 5 review completed. 4 State Design Releases completed and received. Local building permits in process. INDOT application made in January, awaiting final release. Final permits will be passed on to contractors as they are issued. DNR CIF review complete, but final permit issue may go on hold until eminent domain action is complete.

**Design/Engineering summary:** All review comments incorporated, dates established, Final Bidding Plans and specifications issued.

**Obstacles or hardships:** One easement parcel of 7 is under court action. Work in this area can be bid, but no entry, CIF permit, or notice to proceed can be issued until the court provides the final resolution.

**Potential scope or budget changes:** As advised by DNR, separate early tree clearing quote awarded for \$5,600.00 in order to remove trees in the right of way prior to April 1. The bid will contain alternates in order to meet the budget. A time extension for grant closeout was submitted to DNR for their action.

**Information needed from DNR or external stakeholders?** None at this time. Coordination continues for draw down procedure for local match.

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

Project has continued to stay on track and meet the revised schedule targets as set out 12 months ago. We have met the schedule for final plans and specs in order to meet Spring 2024 bidding and construction. 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

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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	08/08/24					346d
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		Complete			139d
13 Geotechnical		06/01/23	08/15/23		Complete			54d
14 Utility Coordination		05/01/23	12/01/23		Complete			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	08/08/24		In Progress			220d
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		12/19/23	02/15/24		Complete			43d
21 Permit App and Submit - Building, Rule 5 & INDOT		12/19/23	05/06/24		In Progress			100d
22 Final Plans for Bidding		01/02/24	03/21/24		Complete			58d
23 <input type="checkbox"/> Easement Acquisition		04/13/23	08/08/24					346d
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		Complete			34d
29 Closing / Recording		11/01/23	12/15/23		Complete			33d
30 Legal - Condemnation		02/08/24	08/08/24		In Progress			131d
31 <input type="checkbox"/> Bidding		03/21/24	04/26/24					27d
32 Notice to Bidders / Legal Ad		03/21/24	04/04/24		Complete			11d
33 Pre Bid		04/02/24	04/02/24					1d
34 Addenda		04/05/24	04/05/24					1d
35 Open Bids		04/11/24	04/11/24					1d
36 Review and Award		04/11/24	04/26/24					12d
37 <input type="checkbox"/> Construction		05/06/24	04/30/25					258d
38 Begin Construction		05/06/24	05/06/24					1d
39 Substantial Completion		03/31/25	03/31/25					1d
40 Final Completion		03/31/25	04/30/25					23d
41 Opening Ceremony		04/26/25	04/26/25					0

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