

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: 2nd^d Quarter 2024 (April 1, 2024 to June 30, 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>

<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>
<i>January to March 2024</i>	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>

<i>April to June 2024</i>	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>
	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>		\$800
<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>	\$150.00	
<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	
<u>Total</u>	<u>\$10,003.98</u>	<u>\$ 143,525.00</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 or construction invoices received at this time.

Second DNR Funding in the amount of \$844,784.86 received in mid June to be used for Construction.

Narrative Section

Progress since last report: Plans were out for bidding at the start of the Quarter. Pre bid held and addenda issued, Bids Opened, analyzed, alternates selected, and bid awarded. Pre Construction conference held and Notice to Proceed issued. Ground breaking ceremony held. Owner and committee review meetings. Documents uploaded to town website. Limited construction and site staking performed.

Anticipated work next quarter (next steps):

Month 1:	July	Construction Phase
Month 2:	August	Construction Phase
Month 3:	September	Construction Phase

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. Initial court hearing set for June moved to mediation in early August.

Permitting/Environmental summary: DHPA review complete and comments incorporated. Rule 5 review completed. 4 State Design Releases completed and received. Local building permits in place. INDOT application made in January, awaiting final release, will issue separate Notice to Proceed for that work. DNR CIF review complete, final permit expected to be issued July 1, under new state law that does not require property ownership by the Town. Final permits passed on to contractors as they are issued.

Design/Engineering summary: All work complete except follow up on INDOT permit, CIF permit, and submittal review.

Obstacles or hardships: One easement parcel of 7 is under court action. Work in this area was bid, but no entry, CIF permit, or notice to proceed can be issued until the court provides the final resolution. Contractor is off to a slow start do to other heavy workload, and will be submitting a new schedule, changing Superintendents to begin in earnest after July 4th.

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.

**Information needed from DNR or external stakeholders?
procedure for local match.**

None at this time. Coordination continues for draw 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 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 is off to a slow start, but should be accelerated after week of July 4th.

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).





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	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

