



**Greenfield Engineering & Planning**

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September 18, 2024

Board of Public Works and Safety  
10 S. State Street  
Greenfield, IN 46140

Re: Discussion of Inspection Consultants for Sanitary, Water, Streets, and Stormwater

Dear Members,

The City of Greenfield currently inspects large developments with City Staff. When there are multiple subdivisions and developments occurring, inspectors from different departments must prioritize when each site is visited and no sites are fully inspected for the full day that the contractor is working and installing sanitary, water, streets, and stormwater infrastructure.

After some discussions with Mayor Titus and applicable department heads copied on this letter, I am asking the Board to consider the development of a program where the City would hire consultants to do the daily inspections. City Staff would transition from limited supervision of contractors to supervision of consultants providing full time inspection services of contractor's work.

I propose this program to work as follows:

1. City signs contracts with multiple inspection consultants for a 2-year contract.
  - a. Hourly rates and mileage to/from the site are normalized for all consultants so that a developer cannot complain about getting the expensive inspector.
  - b. Contracts would include specific inspectors who the City feels are qualified to inspect the infrastructure in accordance with City specifications.
2. Developers of subdivisions and projects that involve public infrastructure would have the development agreement include language that they understand that they will pay for the services, as needed, plus 5% for City administration.
3. Staff would delegate each project to consultants based on workload, adjacent projects in the area, etc.
4. Consultants would take the project from preconstruction meeting to closeout inspection and acceptance of project.
5. Consultants would be present on site, as needed, to inspect critical installation on public infrastructure, including, but not limited to sanitary, water, streets, sidewalks, and stormwater infrastructure. They would also be present as needed for other needed inspection services such as erosion and sediment control inspections, progress meetings, etc.

6. Nothing would prevent City Staff from visiting and/or inspection of the project sites at anytime. City Staff would also be on call if the inspector has any specific questions or concerns.
7. Inspectors would submit daily inspection reports to the City and developer.
8. Each month, Staff would review consultant invoices, compare with activity on each site, and send an invoice to developer with an added 5% to cover administrative oversight.

To implement this new policy, the following steps are needed:

- Discuss concept with Board of Works.
- If approved by Board of Works, solicit inspection firms.
- If approved by Board of Works, discuss with Plan Commission and approve template language for development agreements.
- If approved by Board of Works and Plan Commission, discuss with Common Council and approve budget amendments. \$300,000 is a good placeholder once the program is in full implementation. Perhaps \$200,000 is sufficient for 2025 and all expenditures would be fully compensated plus 5% on the anticipated revenue budget.
- If approved by all above, Board of Works can execute contracts with inspection firms.
- Once inspection contracts are executed, future development agreements will include provisions for this inspection process.
- It is likely that minimal inspections would under this process occur in 2024.

If the Board is agreeable to the above concept, I am requesting a **motion to direct Staff to proceed with the implementation of inspection consultants as outlined herein.**



Glen E. Morrow, PE  
City Engineer

Copy: Mayor Guy Titus  
Tyler Rankins, Street Commissioner  
Nicholas Dezelan, Wastewater Utility Manager  
Charles Gill, Water Utility Manager  
Greg Roland, Public Works Inspector  
Daniel Miller, Stormwater Coordinator  
Joan Fitzwater Planning Director  
Gregg Morelock, City Attorney  
Lori Elmore, Clerk Treasurer