



GREENFIELD WATER UTILITY

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Greenfield, Indiana 46140
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Phone: (317) 477-4350

10 June 2025

Mayor Guy Titus
Board of Works and Public Safety
10 South State St.
Greenfield, IN 46140

Re: Hydraulic Model Task order

Mayor and Board Members,

The last few years the water utility had hoped to maintain an internal modeling capacity in order to predict future demands and developments for the water system. Since the Enterprise GIS conversion process started we have found that our current platform is not suitable for this environment. This combined with increasing staff demands, we feel that the most cost-effective choice is to have our Engineering Consultant maintain the modeling software and model of the water system and work with the Utility as new developments come to the City of Greenfield.

I therefore asking the Board of Public Works and Safety to approve Task Order 17 with a not to exceed amount of \$50,000. This will be a time and materials-based task order and the money that we are not investing in renewing a modeling software will be put toward these costs.

I welcome any questions the Board may have on this recommendation.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill", written over a faint, light blue circular stamp.

Charles Gill
Water Utility Manager

cc: Jane Webb, Utility Coordinator
Gregg Morelock, City Attorney
Lori Elmore, Clerk-Treasurer



TASK ORDER NO. 17 TO
CONTINUING PROFESSIONAL SERVICES AGREEMENT
Between City of Greenfield (Owner) and
Donohue & Associates, Inc. (Donohue)
Date of Original Executed Agreement: June 9, 2020

TASK ORDER NAME/DESCRIPTION

MODEL REBUILD ASSISTANCE PHASE 1

The purpose of this Task Order is to assist the Water Department in WaterGEMS modeling. The preparation work will be done on an as needed basis.

A. SCOPE OF SERVICES

Donohue's proposed task under this scope of services are as follows:

1. Model Assistance as Needed

1.1. Engineering assistance to prepare and maintain the WaterGEMS model.

B. KEY STAFF

ENGINEER shall include all subcontractors relevant to the scope of services in this task order. ENGINEER may not remove or otherwise substitute subcontractors indicated on without consent of OWNER. A failure by ENGINEER to provide the subcontractors as required by this Article shall be considered a material breach of the Agreement.

Donohue & Associates:

Emily Wehmeyer, PE
Chris Safford, PE

Note: Donohue reserves the right to assign additional staff as needed to complete Work of the Project.

C. PROJECT TIMING

Task Order shall be completed by the ENGINEER and delivered to the GREENFIELD DEPARTMENT OF ENGINEERING (OWNER) according to the schedule below.

- The work on this Task Order will take place on an as needed basis.

D. COMPENSATION

- A. Compensation for the work as defined in the Scope of Services of this Task Order shall be in accordance with Donohue's standard chargeout rates in effect at the time the Services are performed. Routine expenses will be billed at cost and subconsultant costs will include a 10% markup. The total cost for these Services and expenses will not exceed \$50,000.
- B. Donohue will bill Owner monthly, with net payment due in 30 days.
- C. Donohue will notify Owner if Project scope changes require modifications to the above-stated contract value. Services relative to scope changes will not be initiated without written authorization from Owner.

APPROVED FOR OWNER

By: _____

Printed Name: _____

Title: _____

Date: _____

APPROVED FOR DONOHUE

By:  _____

Printed Name: Jeremy Roschyk

Title: Vice President

Date: June 4, 2025