



27 December 2023

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

Re: Approval of Donohue Task order #13

Mayor and Board Members,

As part of our SRF requirements we must provide an asset management plan in a prescribed format to the IFA for approval. Once this assess management format is complete, we would then focus on integrating this completed format into a new work and asset management platform designed to meet the methods and means used by the water utility to meet current anticipated federal and state requirements.

As part of our General Services Agreement with Donohue and Associates, INC., we are requesting the board approve Task Order #13 that covers the collection, formatting, and valuation methods needed to complete this requirement for our 20-year asset management plan. This task order if approved would have a not to exceed lump sum amount of \$ 39,900 and shall be delivered within 16 weeks of the execution of this task order. We will be paying for this through our SRF funding once the task order information is reviewed and approved by the IFA.

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

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill".

Charles Gill
Manager
Water Utility

cc: Jane Webb, Utility Coordinator
Lori Elmore, Clerk-Treasurer



TASK ORDER NO. 13 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

Asset Management Plan Development

The purpose of this Task Order is to provide professional engineering services for preparation and assembly of an Asset Management Plan (AMP) in conformance with Indiana Finance Authority (IFA) guidance documents as part of State Revolving Fund (SRF) requirements.

A. SCOPE OF SERVICES

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

A. Technical Phase Asset Management Services

1. Prepare introductory documentation describing the information in the technical section.
2. Incorporate existing system assets with estimated value over \$5,000 in the asset inventory matrix, as provided by the Indiana Finance Authority (IFA) State Revolving Fund (SRF) in Appendix A – Table 1. Assets will include water mains, booster stations, water towers, water treatment plant components, utility buildings, vehicles and equipment dedicated to the water utility. The matrix identifies asset, size or capacity, material, manufacturer as appropriate, age as available, estimated useful life, current condition, and the probability and consequence of failure for the various asset types. Donohue will utilize data provided from the Owner's Geographical Information System (GIS) for populating the asset inventory matrix. In addition, Donohue will incorporate GIS Mapping of the distribution system that needs to be included in the Asset Management Plan.
 - a. The Owner will provide guidance in writing regarding size or capacity, material, manufacturer as appropriate, age as available, condition and probability of failure where such information is not readily apparent to Donohue. Donohue will document needed information to the Owner and Owner shall provide the information or provide guidance on how to incorporate the information in the AMP document.
3. Identify the estimated useful life of various assets based on general information typically applied to those assets.

4. Develop general replacement costs for various assets or asset classes as appropriate, and include that information in the IFA SRF Appendix A – Table 1 by way of a lookup table for repetitive items and/or direct entry for unique items.
5. Identify water distribution system performance ratings for consequence of failure by identifying the various asset items.
 - a. Distribution system mapping will be skeletonized and color coded by Donohue based on consequence ratings, and will be entered into the IFA SRF Appendix A - Table 1 data related to distribution system pipe segments under the corresponding pipe segment.
 - b. Booster and tower components will be rated, and entered into the IFA SRF Appendix A – Table 1 data.
 - c. Water tanks, structures, pumps, chemical feed systems, treatment plant sediment removal and disposal, other support systems, and vehicles will be rated, and the information filled in on the IFA SRF Appendix A – Table 1 data.
6. Review criticality of each asset, and prepare a list of the top 25 critical assets for the distribution system (mains, towers, booster stations), and the top 25 critical assets for the water treatment plants. Identify if any patterns are noted which can be monitored in the future.
7. Determine how to integrate the functions of the IFA SRF Appendix A – Table 3 (20-year time period funding) into IFA SRF Appendix A – Table 1 to automate this tabular function for the numerous assets listed, and then summarize the maintenance cost, reserve costs and capital costs as appropriate.
8. Develop an annual fiscal need based on the information collected in the IFA SRF Appendix A tables, and other items that may relate to annual funding levels.
9. Incorporate a discussion of water and energy efficiency based primarily on the PER and other relevant sources.
10. Prepare brief written descriptions of the approach used to develop the useful life and cost information.
11. Perform an internal quality control review of the technical portions of the Plan, and revise as required.

B. Managerial Phase Asset Management Services

A majority of the information in the Managerial section will need to be provided, identified and/or developed by Owner staff. Owner will provide this information to Donohue who will then supplement/document the information, as needed, to provide sufficient information in the Plan for future use.

1. Prepare a brief introduction describing the information in the managerial section.
2. Describe where property deeds and easement documents for towers, booster stations, water treatment plants, and distribution mains are located and retained and how they are

documented. Describe vehicle and equipment leases or titles and where they are retained or documented. Identify shared equipment between departments. Identify documents that are known to be missing and how the information will be obtained.

3. Obtain from Owner table with Names, License Numbers, Issuance Dates, Expiration Dates, Type of Classification for Each Certified Operator, and License Status or all license holders. Identify where list is maintained and who is responsible for its upkeep.
4. Obtain from Owner the continuing education requirements for each operator, license, or certification holder and where that information can be checked (reference to state codes or licensing agency).
5. Prepare a description of the type of treatment facility (Treatment Class and list of treatment plant components) and the distribution system facilities, including:
 - a. Description to include average daily treatment
 - b. Minimum and maximum daily and peak flow/demand
 - c. Number of connections/customers
 - d. Population served
 - e. Water sources
 - f. Storage capacity
 - g. Water treatment water quality
 - h. Water losses
 - i. Permits for operation
6. Obtain from Owner operational information and prepare descriptions of the information, including:
 - a. Organizational chart including legal entity responsible (City Council)
 - b. License requirements associated with positions indicated on the organizational chart
 - c. A listing of on-call services that the utility uses
7. Obtain job descriptions for each employee/position listed on the Owner's organizational chart, including:
 - a. Certifications/licenses required
 - b. Continuing education requirements
 - c. Job performance requirements and working conditions
 - d. Typical tasks performed
 - e. Position job reports to
8. Obtain listing of daily, weekly, monthly and annual tasks/activities water staff typically perform. Include work order samples and reporting if a work order system used.
9. Obtain list of operation and maintenance manuals available for water staff to consult on various types of equipment and indicate where the manuals are located, including:
 - a. Pumps of any kind

- b. Any treatment equipment/devices
 - c. Any vehicles or construction equipment
 - d. Supervisory Control and Data Acquisition (SCADA) systems or other control/operation software
 - e. Control panels
 - f. Testing and sampling equipment
10. Obtain copies of written internal procedures describing the following and incorporate into the plan for future reference:
- a. Treatment facility, tower, booster station site access and security procedures.
 - b. Cyber-security procedures including data files, customer files, SCADA systems and personnel authorized to access the information.
 - c. Customer complaint procedures and authority for resolution of the complaints.
 - d. Purchasing authority (who is authorized, dollar limits, approval process, and follow-up procedures including enforcement for violations).
 - e. Customer deposit/payment procedures including who is authorized to receive payments, how the payments are recorded, and deposit procedures).
 - f. Past due payment collection procedures and utility disconnection procedures describing how to define when a payment is delinquent, when disconnection is authorized, how service is restored and how delinquent accounts are recovered.
 - g. Identify location where new connection charges are described and the value established, what inspections may be needed, and any other restrictions on connections.
 - h. Identify location where the routine billing procedure is set out by ordinance and details of that procedure.
 - i. Identify any Water Use ordinances.
 - j. Identify any additional training and safety requirements, including accident and injury reporting and any other workplace safety requirements to be followed (emergency evacuations from structures or buildings, MSDS requirements, and personal protective equipment required).
11. Obtain from Owner listing of external contact information including all utilities, emergency contacts, regulatory compliance contacts, media contacts, bus and transit companies, schools and other appropriate agencies.
12. Obtain a copy of the current annual budget and identify who is responsible for the initial drafting of all or portions of the budget and who approves the budget.

C. Financial Phase Asset Management Services

- 1. Provide a copy of the cost information developed in the technical phase to the financial consultant retained by the Owner under separate contract. The financial consultant will assemble the financial plan and provide a print ready copy in Microsoft Word and PDF format for incorporation into the overall Asset Management Plan.

D. Document Assembly Services

1. Assemble the various sections of the project elements together into the completed Asset Management document in PDF format. Previous reports, studies, procedures and other lengthy information referred to as reference documents within the Plan (generally exceeding 5-10 pages in length) will not be reprinted in the document. The Owner will provide documents to be included or referenced in the Plan in PDF format, assembled into stand-alone package(s) referred to in the text.
2. The completed documents are intended to be retained on the Owner's server system and in the physical locations described in the document. Editing and format revisions of documents submitted to Donohue is not included.

B. KEY STAFF

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

Donohue & Associates:

Emily Wehmeyer, PE
Paul Elling
Adam Beaver
Chris Safford

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 Donohue and delivered to the GREENFIELD DEPARTMENT OF ENGINEERING (Owner) according to the schedule below.

- Asset Management Plan shall be delivered within sixteen (16) weeks of the execution of this Task Order.

Achievement of this completion date is dependent on the Owner providing various documents and information to Donohue in a timely manner. Therefore the Owner is advised that due diligence in addressing information requests from Donohue is critical to meeting the completion date.

D. COMPENSATION

- A. Compensation for the work as defined in the Scope of Services of this Task Order shall be a lump sum of \$39,900.
- 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

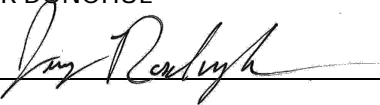
By: _____

Printed Name: _____

Title: _____

Date: _____

APPROVED FOR DONOHUE

By:  _____

Printed Name: Jeremy Roschyk, PE

Title: Area Manager

Date: December 14, 2023