



09 July 2024

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

Re: Task order #15 Donohue & Associates.

Mayor and Board Members,

As part of the Southside Water Improvement Project (SWIP) we have been working with United Consultants to acquire easements for the installation of a 12 inch water main to complete the south side loop of the water system. After review with Board of Works, City Attorney, City Engineer, Donohue, and United Consultants, we found it desirous to revise the title searches an additional 10 years for the 10 of the 12 easements not yet presented to the Board for acceptance. The remaining 6 outstanding easements that have not had offers accepted yet will have the same 30 year search included. United Consultants will be providing an additional 3 parcels with easement descriptions that were going to be right of way acquisition that is now unnecessary.

I request the Board approve Task order 15 as presented today in the total amount of \$4,500.

Respectfully Submitted,

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

Charles Gill  
Water Utility Manager

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



TASK ORDER NO. 15 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

*UPDATE OF TITLE SEARCHES AND TITLE & ENCUMBARENCE (T&E) REPORTS*

The Southside Water Improvements Project requires the acquisition of easements along Morrystown Pike, north of Davis Road. The Owner has requested that the ten (10) parcels not yet presented to the Board of Works have the title searches extended from the originally requested 20 years to 30 years. This work will also involve updates to the T&E Reports.

A. SCOPE OF SERVICES

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

1. Project Management

1.1. Assign a Project Manager who will coordinate Project activities and will be the principal liaison between the Owner and Donohue.

1.2. Prepare a subcontract for the addition title searches and T&E revisions.

2. Title Search and T&E Update

2.1. Perform a modified title search to a period of 30 years on ten (10) parcels and update the T&E reports for each parcel.

B. PROJECT SCOPE CONDITIONS

1. Scope of services does not include ancillary consultation services, including:

1.1. Property acquisition services.

C. KEY STAFF

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

Donohue & Associates:

Emily Wehmeyer, PE

Subconsultants:

SJCA, Inc. (Survey)

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

D. PROJECT TIMING

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

- Submittal of Revised T&E Reports with Title Search: 6 weeks after execution of Task Order.

E. COMPENSATION

Compensation for the work as defined in the Scope of Services of this Task Order shall be billed per the following:

- Revised Title Search and T&E Report \$450 per parcel, for a total of \$4,500

APPROVED FOR OWNER

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED FOR DONOHUE

By:  \_\_\_\_\_

Printed Name: Jeremy Roschik

Title: Vice President

Date: July 2, 2024