

**CITY OF SOUTH BEND  
BOARD OF PUBLIC WORKS  
AGENDA REVIEW SESSION  
January 18, 2018 – 10:30 a.m.**



Location: 1308 County-City Building  
South Bend, Indiana 46601

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**1. REVIEW OF MINUTES**

- A. Agenda Review, Regular Meeting, and Claims Review Meeting of January 2, January 4, January 9, and January 16, 2018

**2. OPENING OF QUOTATIONS**

- A. FLIR Traffic Camera Replacements – Project No. 118-006
  - 1. Funding: LRSA (251.0608.431.36.67)
- B. Morris Bistro Renovation
  - 1. Funding: Joint Licensing Fund
- C. Palais Royale Awnings
  - 1. Funding: Morris Capital (101.0405.453.43.08)

**3. OPENING OF PROPOSALS**

- A. Utility Billing System
  - 1. Funding: Support Services for Software Implementation (620.0640.657.31.06/641.0630.793.39.10)

**4. AWARD BIDS AND APPROVE CONTRACTS**

- A. Venues, Parks, and Arts 2018 Chemical Supply
  - 1. Company:
    - a) Harrell's LLC
      - (1) Item Nos. 1-15, 17, 18, 19, 21, 25, 28, 30, 32, 33, 34, 40, 41, 42, 43, 45, 48, 50, 51, 52, 53, 55, 56, 59, 61, 62, 63, 64, 66, 70, 73, 74, 75, 81 and 82
    - b) SiteOne Landscape Supply
      - (1) Item Nos. 16, 20, 22, 23, 24, 26, 27, 31, 35, 36, 37, 38, 39, 44, 46, 47, 49, 54, 57, 58, 60, 65, 67, 68, 69, 71, 72, 76, 77, 78, 79 and 80
    - c) Spear Corporation
      - (1) Item Nos. 83, 84, and 85
  - 2. Amount: Unit Prices
  - 3. Funding: Various VPA Maintenance Funds

**5. CHANGE ORDERS**

- A. Wastewater Treatment Plant Secondary Improvements – Project No. 114-053
  - 1. Company: Thieneman Construction, Inc.
  - 2. Change Order No.: 17
  - 3. Increase Amount: \$9,051
  - 4. Percent of Increase: 0.08%
  - 5. Total Percent of Change: 17.36%
  - 6. Revised Contract Amount: \$13,948,269.47

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7. Funding: Wastewater Capital (642.0630.415.43.66)

**6. PROJECT COMPLETION AFFIDAVIT**

- A. Newman Center Window & Door Repair – Project No. 117-001
  - 1. Company: J. W. Wertz & Son, Inc.
  - 2. Final Contract Amount: \$130,600
  - 3. Funding: REDA TIF (429.1050.460.42.02)
- B. Century Center Masonry Restoration – Project No. 117-037
  - 1. Company: Ziolkowski Construction, Inc.
  - 2. Final Contract Amount: \$170,454
  - 3. Funding: Hotel/Motel Tax (7304.42010.000.0099)

**7. REQUEST TO ADVERTISE FOR THE RECEIPT OF BIDS AND TITLE SHEETS**

- A. Ironwood Drive Pavement Rehabilitation – Project No. 117-071
  - 1. Funding: TBD
- B. Fire Station No. 9 – Project No. 116-002
  - 1. Funding: EMS Capital

**8. AGREEMENTS/CONTRACTS/PROPOSALS/ADDENDA**

- A. Professional Services Agreement – St. Joseph County Board of Commissioners
  - 1. Description: Operations of the Special Victims Unit in Conjunction with St. Joseph County Prosecutor's Office
  - 2. Amount: \$40,000 Annually for Five (5) Years
  - 3. Funding: COIT (404.0401.415.37.03)
- B. Professional Services Agreement – Creative Financial Services, LLC
  - 1. Description: Water Works Financial Assistance
  - 2. Amount: Weekly Billing Based on Hours Performed; NTE \$14,000
  - 3. Funding: Water Works Operating Fund (620.0640.658.31.06)
- C. Master Service Agreement – Barada Associates, Inc.
  - 1. Description: Updated Agreement for Employee Background Checks
  - 2. Amount: Varies by Service
  - 3. Funding: General Fund (101.0401.415.39.89)
- D. Statement of Work – Crowe Horwath LLP
  - 1. Description: Assistance with Issuing Bonds for Fire Station No. 9
  - 2. Amount: \$50,000
  - 3. Funding: 2018 Bonds Proceeds
- E. Insurance Services Agreement – Gibson Insurance Agency, Inc.
  - 1. Description: Advisory and Brokerage Property and Casualty Insurance
  - 2. Amount: \$59,500; Quarterly Installments

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- 3. Funding: Liability Insurance Reserve (226.0417.672.31.06)
- F. Community View Use Agreement – Michiana Health Information Network, Inc.
  - 1. Description: Access to MHIN Clinical Data Repository for Ambulance Billing
  - 2. Amount: \$2,400
  - 3. Funding: Other Professional Service (288.0902.422.31.06)
- G. QPA Renewal – CDW Government
  - 1. Description: Renewal of Adobe Licensing
  - 2. Amount: \$19,697.38
  - 3. Funding: IT Operating (279.0672.415.36.04)
- H. Professional Services Agreement – MicroIntegration
  - 1. Description: Tier 1 and Tier 2 Help Desk
  - 2. Amount: \$126,727.20 Annually for Three (3) Years, Plus a One Time Fee of \$2,375
  - 3. Funding: IT Operating (279.0672.415.36.04)
- I. Amendment No. 1 to Contract - Department of Community Investment
  - 1. Description: Increase Contract Amount to allow Expended CDBG Activity Delivery Costs from 2017 to be Drawn
  - 2. Amount: Additional \$100,081; New Total \$174,868
  - 3. Funding: CDBG (212.1001.460.39.30)
- J. Professional Services Agreement – ETC Institute
  - 1. Description: Develop a Resident Survey to Provide Feedback to provide Statistically Significant Results at a Council District Level
  - 2. Amount: \$19,180
  - 3. Funding: Innovation & Technology (279.0672.415.31.06)
- K. Consulting Agreement - EnFocus
  - 1. Description: Cross Portfolio IT Project Management
  - 2. Amount: \$76,500
  - 3. Funding: COIT (404.0672.415.31.06)
- L. Professional Services Agreement – Howard E. Nyhart Company, Inc.
  - 1. Description: Assistance with Annual Audit and CAFR
  - 2. Amount: \$7,500 for 2017; \$8,600 for 2018
  - 3. Funding: General Fund (101.0401.415.31.06)
- M. Professional Services Agreement – Pathfinders Advertising and Marketing Group, Inc.
  - 1. Description: Design and Build of a Redesigned southbendin.gov
  - 2. Amount: \$40,000
  - 3. Funding: COIT (279.0672.415.31.06)
- N. Software Agreement – MicroIntegration
  - 1. Description: Replacement of Kaspersky Anti-Virus Endpoint with SOPHOS Cloud Endpoint Protection within COSB Desktop Environment

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- 2. Amount: \$17,398.75; Total for Three (3) Years
- 3. Funding: IT Operating (279.0672.415.36.04)
- O. Professional Services Agreement – KIL Architecture & Planning
  - 1. Description: Engineering Assistance for New Maintenance Storage Building
  - 2. Amount: NTE \$32,400
  - 3. Funding: Park Bond (751.1101.452.39.89)
- P. Professional Services Contract – Indiana Housing and Community Development Authority
  - 1. Description: Mortgage Foreclosure Counseling
  - 2. Amount: Fee for Service Paid to the City
- Q. Professional Services Agreement – Donohue & Associates, Inc.
  - 1. Description: Engineering Services for the Wastewater Treatment Plant Belt Filter Press No. 4 Project
  - 2. Amount: \$9,000
  - 3. Funding: Utilities, Sewage Works/Wastewater, Engineering (641.0630.793.31.02)
- R. Proposal Agreement – Culligan Water
  - 1. Description: Water Softening System for the Morris Performing Arts Center
  - 2. Amount: \$10,405
  - 3. Funding: (416.0404.453.36.01)
- S. Amendment No. 1 to Contract – Department of Community Investment
  - 1. Description: Increase Contract Amount to allow Expended CDBG Activity Delivery Costs from 2017 to be Drawn
  - 2. Amount: \$17,337; New Total \$20,375
  - 3. Funding: ESG (212.1001.460.39.30)
- T. Access Agreement – Indiana and Michigan Power Company
  - 1. Description: Access to City Owned Land for Field Surveys and Geotechnical Investigations at Boland Park, Boehm Park and Parcels along Boland Drive

**9. LICENSES AND PERMITS**

- A. Block Party – Non-Residential
  - 1. Applicant: City of South Bend Venues, Parks, and Arts
    - a) Event: Bike and Hike
    - b) Location: Gertrude St. from Ewing Ave. to Chippewa Ave.
    - c) Date/Time: February 17, 2018; 8:00 a.m. to 4:00 p.m.
    - d) Favorable Recommendations
- B. Long Term Occupancy Permit
  - 1. Company: KRG Eddy Street Land II, LLC
  - 2. Location: Eddy St. between Napoleon Blvd. and Howard St.; St. Vincent St. between Georgiana Ave. and Alley West of Eddy St.

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3. Dates: March 2018 - October 2019
4. Comments: Occupancy Limited to Street(s) immediately in Front of Construction Site

**10. INDUSTRIAL WASTEWATER DISCHARGE PERMITS**

- A. Company: Transfer Ownership from Noble America South Bend Ethanol to Mercuria Investments, Inc.
  1. Location: 3201 W. Calvert Street

**11. RATIFY BONDS**

- A. Contractor Bonds
  1. Temple Contractors, LLC, Approved Effective July 19, 2017
  2. Ward Custom Homes, LLC, Approved Effective April 27, 2017
- B. Excavation Bonds
  1. Waterman Plumbing, Inc., Approved Effective May 9, 2017
- C. Occupancy Bonds
  1. Jon Freeman, Approved Effective October 30, 2017

**12. IRREVOCABLE LETTER OF CREDIT**

- A. Mutual Bank on behalf of Cleveland Woods Development Co., LLC
  1. Location: Fernwood Phase III, Section 2A
  2. Amount: \$61,870
  3. Improvements: Sanitary Sewer and Municipal Water

**13. CLAIMS**

**14. PRIVILEGE OF THE FLOOR**

**15. ADJOURNMENT**

**NOTICE**  
**FOR HEARING AND SIGHT IMPAIRED PERSONS**  
**Auxiliary Aid or Other Services are Available upon Request at No Charge.**  
**Please Give Reasonable Advance Request when Possible.**