



LORISHIPMAN
Consulting, LLC

Lori
Shipman
5-30-2024

Company Overview

Lori Shipman Consulting, LLC is a boutique company that specializes in grant writing and grant administration services for rural communities. We offer expertise in multiple federal funding sources, including USDA, US EPA, and OCRA (HUD). In addition to grant writing, Lori Shipman Consulting provides related administration services such as labor standards, environmental review, land acquisition and income surveys. Our business philosophy is to work exclusively with a small number of clients so that we may offer individualized attention and high-quality, personal oversight for projects. We are strictly focused on project funding for infrastructure and community development projects; therefore, we work daily with the rules and regulations associated with federal funding such as Davis Bacon, Section 106, Uniform Relocation Act, and environmental review.

Our President, Lori Shipman, has been a certified Grant Administrator since October 2009. To maintain this certification, Lori regularly completes continuing education classes in such topics as federal contracting, Davis Bacon, and labor standards review, to ensure the most up to date guidelines and regulations are being met for our clients.

Our Team

Lori Shipman, President– Lori began her career working in the nonprofit sector as a fundraising and grant writing professional. In 2008, after moving to a rural community and realizing the challenges rural communities face in accessing state and federal funding resources for infrastructure and community development projects, she opened Lori Shipman Consulting. Since that time, she has worked with city, town and county governments, as well as economic development organizations, on a variety of federal and state funded projects. Lori has a BS in Public Affairs from Indiana University and is a certified grant administrator.

Kenneth Baker – Kenneth is retired from Eli Lilly and Company where he worked in Industrial Maintenance for 32 years. He began his career as Trades Helper and was quickly promoted to a “C” Level Pipe Fitter and then into supervisory and management roles. As the Department Head of General Maintenance for both the Technology and the Manufacturing facilities of Eli Lilly in Indianapolis, Kenneth was responsible for hiring and training skilled-trades personnel, establishing construction and maintenance programs and ensuring contractor compliance. As a contractor for Lori Shipman Consulting, he offers general construction knowledge; skilled trades program knowledge; certified payroll review; and on-site employee interviews. Kenneth has 36 credit hours of Industrial Engineering credits from IUPUI and an Indiana real estate license.

Related Labor Standards Project Experience

Columbia City-SDI Sewer Replacement (2019) – Lori Shipman Consulting worked with the City of Columbia City on an SRF funded construction project to replace distribution lines to SDI from Columbia City. Services included: wage determination; review and approval of all bid documents and contract documents; Davis Bacon briefing during pre-bid meeting; Davis Bacon training for contractors and subcontractors at pre-construction meeting; verification of all contractors and subcontractors through sam.gov; placement of relevant Davis Bacon posters at the job site; collection of all employee fringe benefit enrollment documentation; collection of all apprenticeship program enrollment documentation; collection and review of weekly certified payrolls; and, on-site employee interviews.

Reference: Mayor Ryan Daniel
112 South Chauncey Street
Columbia City, IN 46725
260.248.5111

South Whitley Drinking Water Improvement Program (2017-2019) – Lori Shipman Consulting worked with South Whitley County to obtain grant funding from OCRA totaling \$550,000, for construction of a drinking water filtration system to remove iron and manganese from the Town's water supply. The remainder of the project was funded by SRF. In addition to grant writing and administration services, Lori Shipman Consulting provided wage determination; weekly certified payroll collection and review; collection of employee fringe benefit enrollment documentation; collection of all apprenticeship program enrollment documentation; and, on-site employee interviews.

Reference: Mr. Randy Cokl, Town Council President
PO Box 372
South Whitley, IN 46787
260.723.5312

Lagrange County Regional Utility District (2017-present) – Lori Shipman Consulting provided labor standards services during multiple phases of construction, including collection systems, lift stations and treatment plant upgrades. All monitoring services were completed to satisfaction with the funding entity, SRF.

Scope of Services

Below is the scope of services, basic approach and designated team member with respect to Labor Standards Administration:

Labor Standards Administration for
Bristol Municipal Utility
Water Improvement Project

- A. Determine applicable wage decision for the project with approval from IFA/SRF (Lori Shipman);
- B. Review all bid documentation and contract documentation for compliance with Davis Bacon (Lori Shipman);
- C. Conduct Davis Bacon and certified payroll training at pre-bid and pre-construction meetings (Lori Shipman);
- D. Establish designated point of contact person for general contractor (Lori Shipman);
- E. Work with general contractor and subcontractors to ensure proper enrollment in the federal contractor database: sam.gov (Lori Shipman);
- F. Verify general contractor and all subcontractors (Kenneth Baker);
- G. Provide and post all applicable Davis Bacon wage related posters on construction site (Kenneth Baker);
- H. Participate in monthly progress meetings as needed (Lori Shipman);
- I. Obtain employee fringe benefit enrollment documentation and verify that paid fringes qualify as eligible benefits under Davis Bacon (Kenneth Baker);
- J. Obtain any apprenticeship program enrollment documentation for approved apprentices (Kenneth Baker);
- K. Obtain all certified payrolls (both for the general contractor and the subcontractors), for all applicable hours worked, during the project period from the general contractor (Kenneth Baker);
- L. Review certified payrolls for compliance with the applicable wage decision and report any errors to Lori Shipman (Lori Shipman);
- M. Conduct employee interviews ensuring that 10%, or more, of workers for each contractor are interviewed, based on each contractors risk of non-compliance (Kenneth Baker and Lori Shipman);

- N. Review any non-compliance and make a report to the general contractor, engineer and the Utility Service Board (Lori Shipman);
- O. Collect documentation of any restitution paid as a result of non-compliance (Lori Shipman);
- P. Provide all appropriate forms and documents to IFA/SRF in a timely manner (Lori Shipman);
- Q. Maintain file of all documents at the Utility Service Board office and the office of Lori Shipman Consulting for a period of three years from the project completion date (Lori Shipman).

A – Q are collectively referred to herein as the “Services”. LSC warrants and represents that the Services will be performed in a diligent, professional and workman like manner. LSC shall indemnify the Tippecanoe Chapman Regional Sewer District (“District”) for any damages it sustains due to the negligent performance of Services.

Schedule of Fees

Lori Shipman Consulting proposes to provide the above services for the following fees:

Labor Standards Administration

Factors: Approximately 24-month submission period for certified payrolls, estimated 2 general contractors, 8 subcontractors, an estimated 520 payrolls to be reviewed, up to 10 site visits and SRF documentation completion. Provided however, the District may terminate LSC at any time. If the District terminates LSC it shall pay LSC for all work performed through the date of termination.

Total payable to Lori Shipman Consulting, not to exceed: **\$28,250**

Respectfully submitted by:



Lori Shipman, President

May 30, 2024

Authorization to Proceed: _____

Printed Name and Title: _____

Authorization Date: _____