

Grand Ledge City Council Resolution #08 of 2023

A Resolution to Approve a Proposal From Hubbell, Roth & Clark, Inc., for a Clean Water State Revolving Fund Wastewater Treatment Plant Design Review.

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 13 February 2023, in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended.

Whereas, the City of Grand Ledge, Michigan (“City”) is a municipal corporation organized under the provisions of the Home Rule City Act, Public Act 279 of 1909, as amended, and is governed by the provisions of the Grand Ledge City Charter adopted 07 August 2018, as amended (“Charter”); and

Whereas, Charter §13.1A provides:

“The power to make and to authorize the making of contracts on behalf of the City is vested in the City Council and shall be exercised in accordance with the provisions of law”; and

Whereas, the City desires to review the Clean Water State Revolving Fund Wastewater Treatment Plant design as prepared by Fishbeck; and

Whereas, Hubbell, Roth & Clark, Inc., submitted a proposal for a Clean Water State Revolving Fund Wastewater Treatment Plant design review; and

Whereas, staff recommends approving the proposal for a Clean Water State Revolving Fund Wastewater Treatment Plant Design Review from Hubbell, Roth & Clark, Inc.;

Now, Therefore, It Is Resolved:

1. The City approves a proposal from Hubbell, Roth & Clark, Inc., for a Clean Water State Revolving Fund Wastewater Treatment Plant design review, as attached.
2. The City directs the City Manager and Finance Director / Treasurer to appropriate the funds necessary to implement said proposal.
3. The City Manager, or their duly authorized agent or representative, is authorized and directed to implement said proposal on behalf of the City; to do any other act(s) or thing(s) which shall be necessary to implement said proposal on behalf of the City; to preserve and protect the rights, duties and obligations of the City thereunder; and to do any act or thing required by statute, Charter, ordinance, rule, regulation or other provision of law in order to implement said proposal.

Motion by Gillespie

Second by MacDowell

Ayes: Gillespie, Jancek, Lantz, Logel, MacDowell, Willems

Nays: None

Absent: Mulder

Approved:

Rick Lantz



Rick Lantz, Mayor Pro-Tem

I, Gregory L. Newman, Grand Ledge City Clerk, certify this is Resolution #08 of 2023, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 13 February 2023; in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended.

Gregory L. Newman



Gregory L. Newman, City Clerk

February 9, 2023

City of Grand Ledge
310 Greenwood St.
Grand Ledge, MI 48837

Attn: David Gutchess, Public Services Superintendent **Via e-mail – dgutchess@cityofgrandledge.com**

Re: WWTP Design Review
HRC Project 20221119

Dear Mr. Gutchess:

Thank you for requesting a proposal from Hubbell, Roth and Clark, Inc. (HRC) to assist the City with the review of options for implementing improvements at the City's Wastewater Treatment Plant (WWTP). We understand, based on our discussions, that Fishbeck (the City's Design Engineer) has been engaged to prepare design documents for improvements to the City's WWTP and that it is desired to perform an independent review of the design with the intent of identifying potentially fatal flaws and other potential pitfalls that the City may want to question so that the design can be a more improved product and reflect input from other organizations.

RELEVANT EXPERIENCE:

HRC's experience includes numerous projects, studies, designs and innovation on various wastewater treatment projects. We can provide further details upon request but understand that you are familiar with our experience based on your previous experience at the City of Hastings.

SCOPE OF SERVICES

Based on your request and our understanding, we propose the following scope of services:

PRELIMINARY AND FINAL DESIGN REVIEW

1. Project Start Meeting and Site Visit

- ≡ Upon authorization, we will meet with you and any other appropriate staff to discuss the following:
 - ≡ Gain a better understanding of what the overall goals of the project are.
 - ≡ Review potential alternatives that have been proposed.
- ≡ We will make this one site visit in order to orient ourselves to the arrangement of the site and to assess any difficulties that might arise during construction sequencing as well as to determine the difficulties of constructing improvements on the site with an eye towards the validity of any cost opinions offered by the City's Design Engineer.

2. Review Preliminary Design Documents. It is assumed that the City can have its Design Engineer provide us with the following documents:

- ≡ 30% Design Drawings (in PDF format) including:
 - ≡ Supporting calculations of hydraulic profile
 - ≡ Preliminary Sequence of Construction (while maintaining plant operations)
 - ≡ Preliminary Cost Opinion Breakdowns.

Bloomfield Hills
555 Hulet Drive
Bloomfield Hills, MI 48302
248-454-6300

Delhi Township
2101 Aurelius Rd. Ste. 2A
Holt, MI 48842
517-694-7760

Detroit
535 Griswold Street
Buhl Building Suite 1650
Detroit, MI 48226-3698
313-965-3330

Howell
105 W. Grand River
Howell, MI 48843
517-552-9199

Jackson
401 S. Mechanic St.
Suite B
Jackson, MI 49201
517-292-1295

Kalamazoo
834 King Highway
Suite 107
Kalamazoo, MI 49001
269-665-2005

Lansing
215 S. Washington SQ
Suite D
Lansing, MI 48933
517-292-1488

- ≡ Equipment alternatives and likely manufacturers (including any intended sole sourcing)

- 3. Based on our review of the Preliminary Design, we will prepare a Letter Report
 - ≡ Our report may include sketches of any proposed alternative solutions or ideas and information and cut sheets obtained from Equipment Manufacturers if alternate suggestions are included.
 - ≡ We will review any cost opinions developed by the City's Design Engineer and provide comments if the intended bottom lines appear understated or inadequate but we will not likely develop an independent opinion unless specifically requested. Independent cost opinions would likely require additional fee.
 - ≡ We will offer alternative design ideas for consideration if appropriate.
 - ≡ If approved, we may discuss any additional needs directly with the City's Design Engineer.
 - ≡ Submit report to the City in Electronic Form

- 4. Conference Call to discuss the report.
 - ≡ Review Letter Report and Findings
 - ≡ Discuss Pros and Cons of the various design options.
 - ≡ Discuss Next steps. If a review of the final design is warranted or desired, we could entertain that request closer to when it is anticipated and determine an appropriate fee for that review if additional funds are needed.

- 5. Review Final Design Drawings and Specifications (in PDF format) including:
 - ≡ Final Design Drawings (in PDF format) including:
 - ≡ Supporting calculations of hydraulic profile
 - ≡ Final Sequence of Construction (while maintaining plant operations) adjusted after preliminary review comments.
 - ≡ How comments from preliminary review may have impacted the Final Documents

- 6. Review Final Letter Report and any recommendations.

DELIVERABLES:

- ≡ **Study Findings and Recommendations**
 - ≡ Preliminary Report including any sketches and alternative design ideas
 - Letter Report (PDF)
 1. Alternative Ideas
 2. Cost Opinion commentary.
 3. Sketches as appropriate.
 4. Review of the general accuracy of the hydraulic calculations with the intent of determining whether major flaws are present in the design.
 5. Comments on sequencing as it may relate to the costs developed.
 6. Comments on equipment options being considered and whether competition could help with final project costs.
 7. Special Conditions
 - ≡ Report on Final Document Review
 1. Letter Report (PDF)
 2. Sketches as appropriate.
 3. Review how preliminary comments were addressed.
 4. Comments on sequencing as it may relate to the costs developed.
 5. Special Conditions

Study Effort

HRC proposes a fee of \$14,000 for this scope of services. These services will be invoiced on the basis of our normal hourly rates plus reimbursable expenses. The maximum authorized amount will not be exceeded without your prior authorization. A breakdown of the effort required is included below. If you are in agreement with the proposed scope and fee, please sign and return a copy of this letter, which will serve as our formal authorization to proceed.

ASSUMPTIONS, AND WORK NOT PRESENTLY INCLUDED IN OUR SCOPE

- ≡ Meetings beyond the number indicated above.
- ≡ Detailed design or redesign is not included as are formal cost opinion summaries. We will utilize calculations and drawings provided, measurements and photos taken during our visit in order to develop our opinions.
- ≡ Providing a summary of independent Cost Opinions (other than reviewing the information provided and providing a summary of potential discrepancies or understatements of value)

PROJECT TEAM

Dennis J. Benoit, PE, Senior Project Engineer will perform the work of this study with the assistance of **Michael Roskelley, PE, Douglas Urquhart, PE and Joshua Cole, EIT**. The HRC team has worked on numerous similar projects. Resumes with relevant project information for Mr. Benoit, Mr. Roskelley and Mr. Urquhart are available upon request.

SCHEDULE

We intend to provide the preliminary letter report study within 4 weeks of receipt of the 30% design submittal from the City (or directly from the City's Design Engineer at your option). The actual timing of our report will depend on the completeness of the information received. A more aggressive may be possible if needed but our ability to deliver early may be somewhat limited by input from the City's Design Engineer. The final review will also be provided within 4 weeks of the receipt of the final documents.

We greatly appreciate this opportunity to be of service to the City of Grand Ledge on this project. Please feel free to contact Dennis Benoit at (616) 826-5400 if you have any questions or would like to discuss any details of this proposal.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Todd Sneathen, PE
Vice President



Dennis J. Benoit, PE
Senior Project Engineer

HOURS AND COST BREAKDOWN			
WWTP Design Review Study			
	Avg. Billable Rate	Hours	Amount
Labor Cost:			
Sr. Project Engineer	\$160.00	50	\$8,000
Project Engineer	\$130.00	23	\$2,990
Graduate Engineer	\$90.00	33	\$2,970
TOTAL HOURS AND FEE		106	\$13,960
Rounded Off			\$14,000

Proposal Authorized by:   _____
 CITY OF GRAND LEDGE

Date: 02/15/2023
09:14 AM EST _____