

Grand Ledge City Council Resolution # _____ of 2025

A Resolution to Approve a Proposal with Hubbel, Roth, and Clark, Inc., for Wastewater Treatment Plant Construction Engineering Services, Clean Water State Revolving Fund Project 5825-01.

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 14 April 2025, 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, Hubbell, Roth, and Clark, Inc., has provided a proposal for Wastewater Treatment Plant construction engineering services, Clean Water State Revolving Fund Project 5825-01; and

Whereas, staff recommends approving a proposal with Hubbell, Roth, and Clark, Inc., for Wastewater Treatment Plant construction engineering services, Clean Water State Revolving Fund Project 5825-01

Now, Therefore, It Is Resolved:

1. The City approves a proposal with Hubbel, Roth, and Clark, Inc., for Wastewater Treatment Plant Construction Engineering Services, Clean Water State Revolving Fund Project 5825-01, 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 authorizes and directs the City Manager, or their duly authorized agent or representative, to act as agent on behalf of the City 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 Charter, ordinance, regulation, rule, statute, or other provision of law in order to implement said proposal, and to execute a formal exhibit to the Engineers Joint Contract Documents Committee (EJCDC) Agreement between the City and Hubbell, Roth and Clark, Inc., for professional services, dated 09 September 2024.

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

Keith O. Mulder, Mayor

I, Gregory L. Newman, Grand Ledge City Clerk, certify this is Resolution #_____ of 2025, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 14 April 2025; 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, City Clerk



April 11, 2025

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

Attn: Adam Smith, City Manager **Via e-mail – asmith@cityofgrandledge.com**

Re: Wastewater Treatment Plant Improvements and West River PS Improvements Project
Proposal for Construction Engineering Services HRC Project 20221119

Dear Mr. Smith:

We are pleased to provide this proposal for construction engineering services for the Wastewater Treatment Plant (WWTP) CWSRF #5825-01 and West River Pump Station (WRPS) Improvements Project.

We understand that HRC will provide construction engineering for this project including construction administration, shop drawing review, and on-site observation. We have based our understanding of the services on the design plans which are to be prepared by HRC, discussions with your office, providing these same services to the City on previous projects and anticipating a total of 36 months to construct the proposed WWTP Improvements and 18 months to construct the proposed WRPS Improvements. Below we have provided more detail regarding the services HRC will provide and we have included the estimated fees.

CONSTRUCTION ADMINISTRATION

HRC will provide management services for this construction project. These tasks will be overseen by Doug Urquhart, PE, who will act as the Project Manager at the Wastewater Treatment Plant and Mike Romkema, PE, who will act as the Project Manager at the West River Pump Station. The construction administration tasks includes maintaining field records, reviewing pay estimates, preparing reimbursement requests with the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Davis-Bacon payroll review, providing design assistance to the field staff and other construction management items. Additional HRC design staff will be available to assist in situations that occur during the construction of this project. For a project of this nature and scale at the WWTP, we estimate approximately 10 hours per month for each discipline including civil, process, electrical and instrumentation, structural, mechanical, and architectural design equating to a total of approximately 60 hours per month over the 36 month construction period. We estimate approximately 20 hours per month for each discipline including civil and process equating to a total of approximately 40 hours per month over the 18 month construction period.

PREVAILING WAGE REVIEW

The WWTP Improvements Project will be funded through EGLE CWSRF funds and the West River Pump Station Improvements project will be funded through EPA Community Grant funds which both require payroll review requirements. Our on-site observers will document, daily, the number of on-site workers, contractors, and types of work performed. Our observer will also conduct wage-rate interviews. This information will be used to review the Contractor's certified payroll. Throughout construction, HRC will require weekly certified payroll from the contractor per EGLE requirements. HRC will review the information against the wage rate decision and wage-rate interviews. If documentation is found to be incomplete or discrepancies discovered, HRC will immediately notify the contractors and require the discrepancies be immediately rectified. Payroll documentation will be provided to the City regularly once it has been reviewed and found to be satisfactory.

HRC has assumed the payroll review will require an office technician to work an average of 1 hour per week throughout the duration of each project. Additional time may be required if the Contractor is required to make corrections or issue restitution.

SHOP DRAWING SUBMITTAL REVIEW

HRC will review the shop drawings required to be submitted by the Contractor. We estimate that 200 submittals will need to be reviewed for the WWTP Improvements project and up to 40 submittals for the West River Pump Station. The efficiency of reviewing the submittals is dependent on the thoroughness of the information provided by the Contractors. These reviews will also ensure the submittals meet the funding requirements of the CWSRF program for the WWTP Improvements and the EPA Community Grant for the West River Pump Station Improvements. The CWSRF funding requires compliance with American Iron and Steel (AIS). The EPA Community Grant requires compliance with AIS and Build America, Buy America (BABA) provisions.

HRC's subcontractor Century AE will provide submittal review of the mechanical and architectural shop drawings and HRC will provide submittal reviews of the instrumentation and controls shop drawings with assistance from ICS.

ON SITE CONSTRUCTION OBSERVATION

An HRC construction observer will be on site for the WWTP improvements and another will be provided for the WRPS project. The observers will be onsite full-time and part-time dependent on the construction activities. The observers will receive and respond to questions and concerns from the Contractors and City Staff. For the WWTP project, HRC will chair and schedule one (1) preconstruction meeting and 36 progress meetings with the Contractor and City Staff. For the WRPS project, HRC will chair and schedule one (1) preconstruction meeting and up to 18 progress meetings with the Contractor and City Staff. Additional HRC staff will attend as appropriate.

The role of the construction observation personnel is three-fold: to monitor the construction methods of the contractor at key milestones, to keep an accurate record of the construction activities and to openly communicate with the City Staff operating the wastewater treatment plant. The HRC observer will also monitor the contractor's activities and materials to ensure that the work is done in accordance with the plans and specifications. If instances of deviations are found, the Project Engineers will be contacted so that the situation can be reviewed with and corrected. The observer will maintain records, including logs and sketches, of construction activities for use in determining quantities and for records. The observer will provide quality control and confirm substantial conformance with the Specifications, Plans and Proposal and organize the final acceptance walk through with all appropriate personnel. At the WWTP Improvements project, we estimate full time observation for 34 months at up to 40 hours per week onsite and part time observation for the initial mobilization and final completion of up to 30 hours per week. At the West River Pump Station, we do not anticipate construction during the full 18 months of the construction contractor. We estimate full time observation for approximately 6 months at up to 40 hours per week onsite and part time observation for the initial mobilization and final completion of up to 20 hours per week.

FACILITY START UP/COMMISSIONING AND TRAINING

HRC will provide coordination assistance for the facility startup and commissioning. This will include coordination and planning meetings with the WWTP staff, contractors, equipment manufacturer, and other relevant parties to ensure the unit processes are installed and tested properly before final commissioning and handover to the owner for their operation. At the WWTP, for this effort we assume approximately 40 hours of staff support over 8 weeks. At the West River PS for this effort we assume approximately 40 hours of staff support over 2 weeks.

FINALIZING PROJECT DOCUMENTATION

At the completion of the project, HRC will deliver to the City any original diaries, logs, notebooks, accounts, records, reports, and other documents prepared during the performance of this project. Record drawings for any work that deviates from the construction drawings will be provided by the Contractor.

OPERATIONS AND MAINTENANCE MANUAL

Throughout the construction, HRC will work with the City to prepare an updated O&M manual. This manual will provide the operating procedures for the WWTP and pump station and incorporate the operating procedures of the major unit process equipment. The maintenance requirements and associated asset inventory will be updated to allow the City to use with their asset management system.

FUNDING ASSISTANCE

HRC has included time for assisting the City with preparing reimbursement requests and correspondence with the CWSRF and the EPA Community Grant program.

TASKS NOT INCLUDED IN THIS PROPOSAL

- Construction Layout (to be provided by Contractor)
- Material Testing
- Structural Reviews & Observation
- Record Drawing Creation (to be provided by Contractor)

PROPOSED FEE

HRC has based costs to perform this work on the complexity of the project and our experience with similar projects. If the availability of materials or contractor's operation or schedule varies from the bid documents, then HRC may request additional compensation at that time. HRC proposes to perform the construction engineering for the two projects as outlined in this proposal as follows:

Wastewater Treatment Plant Improvements:	\$1,700,000.00
<u>West River Pump Station Improvements:</u>	<u>\$200,000.00</u>
Total Construction Engineering:	\$1,900,000.00

HRC will only invoice the City for the actual time spent on this project and will not exceed this amount nor the total construction engineering fee without authorization. If you have any questions or require any additional information, please contact the undersigned.

DELIVERABLES

- ≡ Submittal Reviews in PDF format for submittals provided for review.
- ≡ Field Reports in PDF format within one week after any site visits.
- ≡ Marked up Record Drawings.

ASSUMPTIONS AND WORK NOT PRESENTLY INCLUDED IN OUR SCOPE

- ≡ Meetings in addition to those identified.
- ≡ Construction scheduling with property owners (assumed by the Contractor).
- ≡ Extended schedule due to the delays caused by the Contractor or other conditions that prevent the completion of work in a timely manner.
- ≡ Materials testing (We will review the reports provided by others as necessary).
- ≡ We will report directly to City Staff and interact with City Staff when additional information is required.

We appreciate this opportunity to be of service to the City of Grand Ledge. Please feel free to contact us if you have any questions.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Todd Sneathen, PE
Vice President



Douglas Urquhart, PE
Associate

TJS/diu

Cc: City: Dave Gutches, Public Services Superintendent via email - dgutches@cityofgrandledge.com
HRC: Dennis Benoit, File.

Proposal Authorized by: _____
CITY OF GRAND LEDGE

Date: _____

CITY OF GRAND LEDGE
NOTICE OF PUBLIC HEARING

The City Council will hold a public hearing during its regular meeting at 7:30 p.m., on Monday, 14 April 2025, to consider and receive public input on an Eaton County Parks Community Grant Program application to support the development of a universally designed, ADA Inclusive Playground at Jaycee Park. The grant application information is available for review on the City's website at www.cityofgrandledge.com and at the City Clerk's office, 310 Greenwood St., Grand Ledge, Michigan, between 8:00 a.m. and 5 p.m., Monday through Friday.

The meeting will be held in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended, and will also be livestreamed via Zoom for informational purposes only. The online stream can be accessed at <https://www.zoom.us> with the Meeting ID: 867 8571 7372, or by calling +1 309 205 3325 US, +1 312 626 6799 US (Chicago), +1 646 876 9923 US (New York), +1 646 931 3860 US, +1 301 715 8592 US (Washington DC), +1 305 224 1968 US, +1 669 444 9171 US, +1 669 900 6833 US (San Jose), +1 689 278 1000 US, +1 719 359 4580 US, +1 253 205 0468 US, +1 253 215 8782 US (Tacoma), +1 346 248 7799 US (Houston), +1 360 209 5623 US, +1 386 347 5053 US, +1 408 638 0968 US (San Jose), +1 507 473 4847 US, +1 564 217 2000 US with Meeting ID: 867 8571 7372.

The City Council invites anyone interested to attend in person and offer comments at the public hearing. Written comments can be mailed or delivered to Elected or Appointed Officials at 310 Greenwood St., Grand Ledge, MI 48837, placed in the drop box in front of City Hall, or emailed to cityhall@cityofgrandledge.com. All written comments will be considered if received by 5:00 p.m. the day of the hearing. Please call (517) 627-2149 or email cityhall@cityofgrandledge.com for further information or to request accommodations for disabilities.

Gregory Newman, City Clerk

CP#25-098