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Title: Resolution to Approve a Professional Services Agreement with Tetra Tech of Michigan, PC for Water Treatment Professional Engineering Services (\$200,000.00), RFP-963

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Attachments: 1. PSA_RFP963_for resolution_TetraTech, 2. RFP_963_Document.pdf

Date	Ver.	Action By	Action	Result
6/6/2016	2	City Council	Approved	Pass

Resolution to Approve a Professional Services Agreement with Tetra Tech of Michigan, PC for Water Treatment Professional Engineering Services (\$200,000.00) RFP-963

This memorandum and resolution request approval of a professional services agreement for technical engineering services with Tetra Tech of Michigan, PC (Tetra Tech) for up to \$200,000.00 through FY19.

In April 2016, the City issued a request for proposals to award up to three contracts through FY19 for professional engineering services to support the Water Treatment Services Unit (WTSU) with capital, operation, and maintenance project support for the Water System, dams, and hydroelectric generating stations. On June 30, 2016 the WTSU’s existing professional engineering services contracts are set to expire. At the discretion of the Water Treatment Services Unit, tasks would be assigned to one of the three consultants depending on the qualifications and availability of staff. The City may also request letter proposals from all three consultants prior to assigning work. Each of the contracts shall be structured with not-to-exceed limits of \$200,000.00 over the period of three fiscal years with no minimum required expenditures.

The City received six (6) proposals for this work. After evaluation of the proposals, it was decided that Tetra Tech provided one of the three best proposals and project teams at the most competitive price. It is therefore recommended that City Council approve the professional services agreement with Tetra Tech to provide Professional Engineering Services for FY17, FY18, and FY19.

Tetra Tech complies with the requirements of the City’s non-discrimination and living wage ordinance.

These services are to be funded from the approved FY17 Water Supply System Operations and Maintenance budget, Park Maintenance and Capital Improvement Millage, General Fund (Hydroelectric) operating budgets, and FY17 Capital budget, for which services are rendered. Services for FY18 and FY19 will be funded from the operating budgets or Capital Budgets for these

fiscal years if so approved by Council.

Prepared by: Glen Wiczorek, P.E., Sr. Utilities Engineer, WTP

Reviewed by: Craig Hupy, Public Services Area Administrator

Approved by: Tom Crawford, Interim City Administrator

Whereas, The City issued a Request for Proposal for Water Treatment Professional Engineering Services for the Water Treatment Services Unit for the projects at the Water Treatment and associated facilities, dams, and hydroelectric generating stations;

Whereas, Of the six proposals received, Tetra Tech was selected as one of the three consultants with the most qualified staff and most competitive price;

Whereas, Professional engineering support is required to maintain the aggressive capital improvement project schedule for FY17, FY18, and FY19 for the Water Treatment Services Unit;

Whereas, Funding for this work the Water Treatment Services Unit Professional Engineering Services is available in the approved FY17 Water Supply System Operations and Maintenance budgets, Parks Maintenance and Capital Improvement Millage, the General Fund A(Hydroelectric) operating budgets and the approved FY17 capital budgets;

Whereas, That professional engineering services for FY18 and FY19 will be funded from the appropriate operating budgets for these fiscal years or approved capital budgets if so approved by Council; and

Whereas, Tetra Tech complies with the requirements of the City's Non-Discrimination and Living Wage ordinances;

RESOLVED, That Council accepts the proposal and awards a Professional Services Agreement to Tetra Tech in the amount not to exceed \$200,000.00;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute the contract for services after approval as to substance by the City Administrator and approval as to form by the City Attorney;

RESOLVED, That the City make the following declaration for the purposes of complying with the reimbursement rule of Treasury Regulations 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended, that the City reasonably expect to reimburse itself for expenditures for the costs of the Project with proceeds of Bonds; and

RESOLVED, That the City Administrator be authorized to take the necessary administrative actions to implement this resolution, including authorization of the two one-year renewals.