



Legislation Details (With Text)

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**Title:** Resolution to Approve a Professional Services Agreement with Hubbell, Roth & Clark, Inc to Develop an Asset Management Program for the Wastewater Treatment Plant and Sanitary Lift Stations, RFP No. 20-12 (\$389,595.00)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. HRC AMP PSA\_Final\_2020.pdf, 2. Executed Agreement

Date	Ver.	Action By	Action	Result
5/4/2020	1	City Council	Approved	Pass

Resolution to Approve a Professional Services Agreement with Hubbell, Roth & Clark, Inc to Develop an Asset Management Program for the Wastewater Treatment Plant and Sanitary Lift Stations, RFP No. 20-12 (\$389,595.00)

Your approval is requested for a Professional Services Agreement with Hubbell, Roth & Clark, Inc. (HRC) in the amount of \$389,595.00 for professional engineering services to develop an Asset Management Program (AMP) for the City’s Wastewater Treatment Plant (WWTP) and six sanitary sewage lift stations.

The City’s WWTP has been operating under a 2007 National Pollutant Discharge Elimination System (NPDES) permit issued by the State of Michigan Department of Environment, Great Lakes and Energy (EGLE) that does not require an AMP. Subsequent NPDES permits issued to other plants have included a requirement for communities to prepare and implement an AMP. A new permit for the Ann Arbor WWTP is pending and will require an AMP. To proactively fulfill this pending requirement, WWTP staff issued RFP #20-12 for professional engineering services to develop an AMP.

The City’s WWTP consists of an East and West Plant that were originally constructed at different times. The West Plant reached obsolescence in 2009 and was demolished, replaced and placed back into service in 2015. The East Plant was renovated by the installation of new pumps, blowers, and ancillary treatment components in 2017. Additional capital improvements at the WWTP include the biosolids management equipment, systems and building that were renovated in 2012. All these assets will be part of this AMP.

WWTP staff also operate and maintain eight lift stations at seven locations that raise sewage for

gravity flow through the sanitary sewer system to the City’s WWTP. Five of the lift stations are in the process of being replaced due to their age and condition. Two stations are scheduled to be replaced in 2020, two stations in 2021 and the last station in 2022. A seventh lift station is scheduled to be eliminated. These six City-owned lift stations will be part of this AMP. The other two lift stations are not included as one is scheduled to be eliminated and the other is owned by Scio Township.

The AMP will address the five core elements identified by EGLE including:

- The current state of the assets,
- The required sustainable level of service,
- The assets critical to sustained performance,
- The minimum life-cycle costs, and
- The best long-term funding strategy.

Through RFP No. 20-12, the WWTP solicited proposals for professional engineering services to develop an AMP for the WWTP and six lift stations. WWTP staff evaluated proposals submitted by five professional engineering firms using a quality-based selection process that is used by many municipalities, including the City, for procurement of professional engineering services. Each of the proposals was evaluated based on the following selection criteria listed in RFP No. 20-12:

Professional Qualifications	25 Points
Past Involvement with Similar Projects	25 Points
Proposed Work Plan	40 Points
Fee Proposal	10 Points

The top three firms were selected to be interviewed and their fee proposals were opened prior to the interviews. The remaining firms were neither interviewed nor their fee proposals opened. The ranking of the top three firms following interviews with WWTP staff was:

HRC	\$389,595.00
OHM Michigan, Inc.	\$595,671.00
Donohue & Associates, Inc.	\$370,700.00

HRC’s experience with developing AMPs to meet EGLE’s requirements for WWTPs and sewage lift stations in Michigan and their cost-effective work plan to perform the services described in RFP No. 20-12 were significant factors considered in their selection. WWTP staff reviewed HRC’s detailed proposed scope of services, schedule and fees and determined that they are reasonable.

WWTP staff is requesting your approval of a contract with HRC in the amount of \$389,595.00 and a contingency in the amount of \$40,000.00 to fund additional necessary services as approved by the City Administrator.

HRC received Non-Discrimination and Conflict of Interest Compliance approval on October 21, 2019 and Living Wage Compliance approval on March 19, 2020.

Budget/Fiscal Impact: Funds to finance the work to be performed under this contract are included in the approved FY 20 WWTP Operation and Maintenance Budget for the Sewage Disposal System. Funds and FY21 expected expenses are included in the FY21 WWTP Operation and Maintenance Budget for the Sewage Disposal System which is pending Council approval.

Prepared by: Christopher J. Englert, P.E., WWT Services Engineer  
Reviewed by: Craig Hupy, Public Services Area Administrator  
Approved by: Tom Crawford, Interim City Administrator

Whereas, The City's Wastewater Treatment Plant (WWTP) has been operating under a 2007 National Pollutant Discharge Elimination System (NPDES) permit issued by the State of Michigan Department of Environment, Great Lakes and Energy (EGLE) that does not require an Asset Management Program (AMP);

Whereas, Subsequent NPDES permits issued to other plants have included a requirement for communities to prepare and implement an AMP and a new permit for the Ann Arbor WWTP is pending and will require an AMP;

Whereas, The City's WWTP and six sanitary sewage lift stations are assets that need to be evaluated to determine the current state of the assets, evaluate their life cycle costs, and determine the appropriate funding strategy to support their future operation;

Whereas, Through RFP No. 20-12, WWTP staff solicited proposals for professional engineering services to develop an AMP for the WWTP and lift stations and received proposals from five firms;

Whereas, WWTP staff determined that Hubbell, Roth & Clark, Inc. (HRC) is the best qualified firm to provide the requested professional engineering services and HRC's proposed fee of \$389,595.00 is reasonable to perform this work;

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

Whereas, Sufficient funds for the work are included in the WWTP Operation and Maintenance Budget for the Sewage Disposal System and future funding is subject to budget approval by Council;

RESOLVED, That Council approve a Professional Services Agreement with HRC in the amount of \$389,595.00 to provide professional engineering services to develop an AMP for the WWTP and lift stations as requested in RFP No. 20-12;

RESOLVED, That Council approve a contingency of \$40,000.00 to fund additional necessary services as approved by the City Administrator;

RESOLVED, That the Mayor and City Clerk be authorized to sign the agreement after approval as to substance by the City Administrator and approval as to form by the City Attorney; and

RESOLVED, That the City Administrator be authorized to take all necessary actions to implement this resolution.