

# Metro Engineering Solutions

## RFP # 22-24

### Architect/Engineering for the Ann Arbor Ypsilanti Broadband Conduit Project

#### Professional Qualifications

##### A-1 Company Name and Address

Metro Engineering Solutions, LLC, 33900 Schoolcraft Livonia, MI 48150 is licensed and insured in the State of Michigan based in Livonia, MI. MES is owned by Corby Energy Services, Inc.

##### A-2 Executive and Professional Personnel

**Cherri Helsel**, CEO and majority owner has been actively shaping and growing our company for over 30 years. In 2011, Cherri successfully had CES certified as a Woman-Owned Business by the WBENC.

**Mark Helsel, Jr.**, President of Corby Energy Services, Inc., has served the company in multiple capacities over the past 20 years and manages daily construction operations.

**Jim Moskal**, Compliance Manager/Secretary, has been with CES for over 17 years and serves as corporate counsel for CES. He also oversees the HS&E and Information Technology departments.

**Marte Neumeyer**, Vice-President of MES, will be responsible for overall project management and directing efforts to identify value engineering items. Marte has over 25 years of experience in large project design and construction.

**Bob Carson**, EPC Project Manager, is a certified CI Black Belt and certified PMP and has over 20 years of experience in utility project management and has a strong operational background in supply chain management and continuous improvement.

**Chris Zanotti**, General Manager, will be taking the lead on managing the multiple parallel paths for conduit routing and design. Chris has 34 years of experience in the Telcom industry and project management.

**Jeff Bush**, General Manager, will be responsible for the overall engineering and permitting teams

**Greg Smith**, Design Manager, will be responsible for route verification and design

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**Darrel Clute**, Planning Manager, will be responsible for route creation, verification, and design

**Michael Bickel**, Professional Engineer, will be responsible for plan and permit conformance

**Michael Dennis**, CAD Manager, will be responsible for all CAD drafting

**Ryan Jaylinski**, GIS Analyst, will be responsible for building and maintaining all collector applications and attribute lists.

#### A-3 Profile of Contractor

**Metro Engineering Solutions, LLC (MES)** is a *Certified Woman-Owned Enterprise (WBENC 2005121585)* that specializes in large scale Fiber OSP planning and design, sub-surface utility design and conflict resolution, conduit design, large scale road re-location projects, utility pole surveying, pole loading, and NESC violation resolution, ESRI ArcGIS, streetlighting design and program management, traffic control, and construction management/support services. MES provides these services to DTE Energy, AT&T, Verizon, ITC, the Public Lighting Authority of Detroit, Comcast, WOW, Exelon, and other utility clients and customers serving the Midwest.

MES has created a uniquely qualified team of professionals for fiber route planning and design. We specialize in creating a cost-effective plan using the following tools and process:

- ESRI ARC GIS, this suite of tools allows us to attach multiple fields of data in both mapping and CSV format. Allowing our team to develop cost effective routes, potential customer data, and incorporating existing utility data to support the project decision making process.
- ESRI ARC Map, data collection tools allow MES to create custom data collection services to capture key details for pole attachment, direct buried conduit, existing utility structures, tree locations and type, and any other critical information. This tool allows MES to capture and organize critical data in support of the design and permitting process for pole attachment and the City of Ann Arbor.
- AutoCAD Civil, our primary drafting program allows us to move files between ESRI and AutoCAD freely.
- PMP Certified Project Management, our team of project managers are well versed in process management and creating critical path milestone dates that meet the needs of our client and deliver a design product that can be constructed in the most efficient manner.

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- Dedicated Fiber Network Design Team, 19 design professionals providing design and permit plans for over 1000 miles of fiber design in last 2 years.

#### B Past Involvement with Similar Projects

- Henkel & McCoy / Verizon Fiber Project Ann Arbor and Detroit
- ATT Light Gig Project
- ITC Fiber Network Project

#### Henkel & McCoy / Verizon

MES is currently providing fiber routing, engineering, and permitting for a large-scale (700 mile) fiber network in the Detroit and Ann Arbor markets. Tasks include:

- Identifying and mapping potential routes in both aerial and direct buried environments
- Utilizing proprietary software in a GIS format displaying route, splice locations, and network elements
- Submitting routes for customer approval
- Creating scaled construction drawings
- Submitting permits for construction
- Providing As-Built Construction Updates in customer system

This project is an ongoing project based on unit pricing. The project is managed and scheduled based on Core projects within the market, with additional ODN related projects associated with the Core projects. To date, MES has met or exceeded all delivery expectations.

Current Contract Value      \$1,960,000

Ryan Devries

Henkels & McCoy

Project Manager

42180 Ford Rd.

**Metro Engineering Solutions**  
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**Conduit Project**

Canton, MI 48187

734-725-0205

### **ATT Light Gig**

MES supplied engineering and permitting services for a large-scale fiber network in the Metro Detroit Market. Tasks included

- Identifying and mapping potential routes in both aerial and direct buried environments
- Utilizing proprietary software in a GIS format displaying route, splice locations, and network elements
- Submitting routes for customer approval
- Submitting drawings and data for customer fiber manufacturing review
- Creating scaled construction drawings
- Submitting permits for construction

This project consisted of hundreds of projects between 3 to 10 miles projects throughout Metro Detroit and did not involve planning the network routing.

Final Contract Value            \$4,200,000

Michael Henderson

Area Manager OSP Engineering & Design

100 S. Main St.

Mt. Clemens, MI 48043

248-622-8142

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### **ITC Fiber Network**

MES supplied route planning, engineering, and permitting services for a large-scale fiber connecting electric substations for monitoring power use, consistent voltage, and multiple level alarm data services. Tasks include:

- Identifying and mapping potential routes in both underground conduit and direct buried environments
- Utilizing ESRI ARC GIS format displaying route, splice locations, and network elements
- Submitting routes for customer approval
- Submitting Plan and Profile drawings and data for customer engineering review
- Creating scaled and stamped construction drawings
- Submitting permits for construction
- Providing As-Built construction drawings in ESRI format

This contract is primarily an Engineer, Procure, and Construct contract with ITC with projects ranging from 3 to 35 miles in Detroit, Wayne County, and Oakland County. All projects have met the design completion and construction completion dates.

Current Contract Value        \$3,600,000

Andrea Blank

ITC Project Manager

27175 Energy Way

Novi, MI 48377

248-946-3355

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#### Proposed Work Plan

##### Project Management and Initial Action

Our project management team will meet with the City and create a defined set of action steps to begin the data gathering process:

- Identify each Ann Arbor Spark, City of Ann Arbor, and city of Ypsilanti stakeholder
- Determine preferred communication method
- Determine schedule of project meetings and identify key attendants
- Identify key milestone dates, deliverables, and document control expectations with the City of Ann Arbor
- Obtain Existing city utility data (ESRI Shape File) to identify above and below ground facilities
- Determine route mapping requirements
- Create project schedule draft
- Establish project controls, communication, reporting, RFI and Change Notice Approval process, Invoicing approval, and pay milestones

##### Conduit Route Planning

The MES team is very familiar with the City of Ann Arbor, City of Ypsilanti, Washtenaw County, and MDOT. We currently perform engineering and construction services on large projects for DTE and large-scale fiber projects for telecommunication clients. MES has completed thousands of pole attachment requests to DTE and ATT. In addition, MES currently provides pole attachment review services to DTE and ATT as part of the structure access process.

Our design team utilizes ESRI ARC Mapping to capture all field data which updates a customized Sequel database that will be created for this project. This process allows us to capture data, pictures, videos, existing

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structures, and ground conditions and attach them to an accurate coordinate. This technology allows us to create an accurate design that is properly dimensioned within right of way. The following steps will be applied

- Submit Miss Dig design tickets for each street within the proposed route area to obtain all buried facility information.
- Submit a separate request for facility data to the UM facility management team if necessary.
- Create a map demonstrating the proposed route while identifying potential conflicts with other utilities and construction obstacles.
- Review proposed routes and viable options with all stakeholders and gain approval to proceed with detailed design.
- Complete detailed design following all Corning specs to ensure warranty is upheld.
- Provide detailed design drawings utilizing ESRI ArcGIS software including coordinate points compliant with NAD 1983.

#### Engineering Design and Permit Submission

When the route is approved, the following tasks will take place:

- Create design sections using the route map
- Set design section priority with the City of Ann Arbor
- Assemble existing utility data by section
- Prepare CAD template for each section
- Overlay R/W and existing utility information
- Field survey to verify utility information & existing conditions along route
- Capture tree location data
- Identify proposed path
- Identify any potential conflicts with other utilities or municipal structure
- Resolve conflicts
- Engineer route to meet municipal requirements for horizontal & vertical utility clearance
- Finalize design
- Create permit packages
- Submit permit application to the City of Ann Arbor, Washtenaw County, MDOT & any other jurisdictional municipality

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- Based on the RFP document, we'll be submitting the design in CAD format and creating an ESRI version with task detailing (not defined at time of bid). We anticipate the following steps to meet this expectation:
- Convert the CAD file to an ESRI Shape File
- Create task detail attributes for the following
  - Hand hole location
  - Conduit location
  - Locator Tube location
  - Fiber Marker location

We would like to meet with the Stakeholder to create a clearly defined list of attributes to be included in our final design delivery.

**Exclusions**

1. All utility information is based on records received through the Miss Dig Design Ticket process and may not be to scale or in some cases may not be placed as identified in their records
2. Geotechnical services (soil bore, wetland survey, hydrology reports) are not included in the estimate.



**ATTACHMENT B  
LEGAL STATUS OF OFFEROR**

(The Respondent shall fill out the provision and strike out the remaining ones.)

The Respondent is:

- A corporation organized and doing business under the laws of the state of \_\_\_\_\_, for whom \_\_\_\_\_ bearing the office title of \_\_\_\_\_, whose signature is affixed to this proposal, is authorized to execute contracts on behalf of respondent.\*

\*If not incorporated in Michigan, please attach the corporation's Certificate of Authority

- A limited liability company doing business under the laws of the State of Michigan, whom Chris Zanotti bearing the title of General Manager whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.
- A partnership organized under the laws of the State of \_\_\_\_\_ and filed with the County of \_\_\_\_\_, whose members are (attach list including street and mailing address for each.)
- An individual, whose signature with address, is affixed to this RFP.

Respondent has examined the basic requirements of this RFP and its scope of services, including all Addendum (if applicable) and hereby agrees to offer the services as specified in the RFP.

Chris Zanotti Date: 4/7/22  
Signature

(Print) Name Chris Zanotti Title General Manager

Firm: Metro Engineering Solutions

Address: 33900 Schoolcraft Rd, Livonia, MI, 48150

Contact Phone (734)-730-3732 Fax \_\_\_\_\_

Email czanotti@metroes.net

**ATTACHMENT C  
CITY OF ANN ARBOR DECLARATION OF COMPLIANCE**

**Non-Discrimination Ordinance**

The "non discrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

The Contractor agrees:

- (a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy.
- (b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.
- (c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.
- (d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

Metro Engineering Solutions

Company Name

  
Signature of Authorized Representative

4/7/22  
Date

Chris Zanotti

Print Name and Title

33900 Schoolcraft Rd, Livonia, MI, 48150

Address, City, State, Zip

(734)-730-3732/ czanotti@metroes.net

Phone/Email address

**Questions about the Notice or the City Administrative Policy, Please contact:**

Procurement Office of the City of Ann Arbor

(734) 794-6500

Revised 3/31/15 Rev. 0

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**ATTACHMENT D  
CITY OF ANN ARBOR  
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE**

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

*Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here  No. of employees*

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$14.05/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$15.66/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

**Check the applicable box below which applies to your workforce**

Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits

Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

Metro Engineering Solutions LLC	33900 Schoolcraft Rd
Company Name	Street Address
	Livonia, MI, 48150
Signature of Authorized Representative	City, State, Zip
Date	(734)-730-3732/ czanotti@metroes.net
Chris Zanotti	Phone/Email address
Print Name and Title	

**ATTACHMENT E**



**VENDOR CONFLICT OF INTEREST DISCLOSURE FORM**

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Conflict of Interest Disclosure*	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee
	<input type="checkbox"/> Interest in vendor's company
	<input type="checkbox"/> Other (please describe in box below)
None	

\*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

<b>I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:</b>		
Metno Engineering Solutions	734-730-3732	
<b>Vendor Name</b>	<b>Vendor Phone Number</b>	
	4/7/22	Chris Zanotti
<b>Signature of Vendor Authorized Representative</b>	<b>Date</b>	<b>Printed Name of Vendor Authorized Representative</b>