
RULE OF THE CHAMBER

Any person wishing to address City Council shall step up to the lectern, state their name and address in an audible tone of voice for the record, and unless further time is granted by the presiding officer, shall limit their address to three (3) minutes.

A person may not give up or relinquish all or a portion of their time to the person having the floor or another person in order to extend a person's time limit in addressing the Council.

Any person who does not wish to address Council from the lectern, may print their name, address and comment/question which he/she would like brought before Council on a card provided by the Clerk/Treasurer and return the card to the Clerk/Treasurer before the meeting begins. The Clerk/Treasurer will address the presiding officer at the start of Citizen Comments on the Agenda, notifying him of the card comment, and read the card into the record for response.

Those who want to use audio and image recording equipment in Council Chambers that requires a monopod, tripod or other auxiliary equipment for the audio and image devices shall notify the City Clerk before the meeting begins. Arrangements will be made to accommodate the request in a manner that minimizes the possibility of disrupting the meeting. No additional illuminating lights may be used in Council Chambers unless a majority of City Council members consent. Additionally, cell phones and pagers should be set to vibrate or silent mode when inside Council Chambers.

Should any person fail or refuse to comply with any Rules of the Chamber, after being informed of such noncompliance by the presiding officer, such a person may be deemed by the presiding officer to have committed a breach of the peace by disrupting the public meeting, and the presiding officer may then order such person excluded from the public meeting under Section 3 (6) of Open Meetings Act, Act 267 of 1976.

You will notice a numbering system under each heading. There is significance to these numbers. Each agenda item is numbered consecutively beginning in January and continues through December of each calendar year.

The City of Monroe will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon one week's notice to the City Clerk/Treasurer. Individuals with disabilities requiring auxiliary aids or services should contact the City of Monroe by writing or calling: City of Monroe, City Clerk/Treasurer, 120 E. First St., Monroe, MI 48161, (734) 384-9136. The City of Monroe website address is www.monroemi.gov.

AGENDA - CITY COUNCIL REGULAR MEETING MONDAY, MARCH 16, 2009

- I. CALL TO ORDER.
- II. ROLL CALL.
- III. INVOCATION/PLEDGE OF ALLEGIANCE.
- IV. PRESENTATION.

Presentation by City Staff regarding recent flooding conditions.

- V. PROCLAMATIONS.

41 The Big Read – April 2008.

- VI. COUNCIL ACTION.

- VII. CONSENT AGENDA. (All items listed under the Consent Agenda are considered to be routine by Mayor and Council and will be approved by one motion, unless a Council member or citizen requests that an item be removed and acted on as a separate agenda item)

- A. Approval of the Minutes of the Regular Meeting held on Monday, March 2, 2009.

- B. Approval of payments to vendors in the amount of \$_____.
Action: Bills be allowed and warrants drawn on the various accounts for their payment.

42 Annual Fair Parade.

- 1. Communication from the City Manager's Office, reporting back on a request from the Monroe County Fair Association for permission to hold the annual Fair Parade on August 2, 2009, and recommending that Council approve this request contingent upon items being met as outlined by the administration and that the City Manager be granted the authority to alter/amend the event due to health and/or safety reasons.

2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 43 YMCA Banner Request.
1. Communication from the City Manager's Office, reporting back on a request from the Monroe Family YMCA for permission to display a banner across Monroe Street from August 10 through September 7, 2009 announcing the Corporate Cup on September 18-20, 2009, and recommending that the request be approved.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 44 Earth Day Banner Request.
1. Communication from the City Manager's Office, reporting back on a request from the Earth Day Committee for permission to display a banner across Monroe Street from April 6 – 25, 2009 announcing Earth Day on April 25, 2009, and recommending that the request be approved with the modified street location of East Front Street.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 45 Appointment – Director of Engineering and Public Services.
1. Communication from the City Manager's Office, submitting the full-appointment of Patrick Lewis as Director of Engineering and Public Services effective as of March 15, 2009, at an annual salary of \$85,000, and recommending that the Mayor and City Council confirm and approve the appointment.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 46 Appointment – Director of Water and Waste Water Utilities.
1. Communication from the City Manager's Office, submitting the full-appointment of Barry LaRoy as Director of Water and Waste Water Utilities effective as of March 15, 2009, at an annual salary of \$85,000, and recommending that the Mayor and City Council confirm and approve the appointment.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 47 Vehicle Equipment Changeover.
1. Communication from the Police Department, reporting back on a bid for the equipment changeover from a 2004 Dodge Intrepid into the new replacement vehicle, a 2009 Ford Crown Victoria Police Interceptor, and recommending that the bid be awarded to Herkimer Radio Service, the low and only bidder, in the amount of \$6,178,41.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.

- 48 Command Officers Ratification.
1. Communication from the Human Resources Director, submitting the negotiated settlement between the City of Monroe and the Command Officers Association of Michigan (representing the Command Officers), and recommending that the Council formally approve the ratification of the COAM/Command Officers 2008 – 2011 Collective Bargaining Agreement and authorize Signatures of City Officials.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 49 AT & T Above-Ground Utility Structure – Request for Permit Approval – Location #25.
1. Communication from the Director of Engineering and Public Services, submitting a request for approval of AT & T Above Ground Utility Structure Location #25, located in the west terrace of Wadsworth Street approximately 100 feet south of East First Street, and recommending that the cabinet at location #25 be approved contingent on no objections from the reviewing departments, and that the Engineering Department be authorized to issue a right-of-way permit for the work, subject to minor relocation for any conflicting utilities.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 50 2007/08 ADA Ramp Replacement Program – Change Order for 2009 Work.
1. Communication from the Director of Engineering and Public Services, submitting a change order to the 2007/08 ADA Ramp Replacement Program, and recommending that Council award a change order to the 2007/08 ADA Ramp Program to the Andrews Construction Company, Inc. in the amount of \$280,000 for approximately 175 additional ramps, and further recommending that the Director of Engineering and Public Services be authorized to sign the change order on behalf of the City of Monroe.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 51 Water Distribution System Improvements – Phase 2 Financing Notice of Intent Resolution.
1. Communication from the Director of Finance, submitting a proposed Water Distribution System Improvements – Phase 2 Financing Notice of Intent Resolution, and recommending that the Mayor and City Council approve the attached Notice of Intent Resolution related to the 2009 Capital Improvement Bonds.
 2. Supporting documents.
 3. Action: Accept, place on file and the resolution be adopted.
- 52 2009 Construction Projects - Consultant Inspection Award Recommendation.
1. Communication from the Director of Engineering and Public Services, submitting the 2009 Construction Projects Consultant Inspection Proposals, and recommending that the City Council award a contract to TTL Associates for “as needed” services up to \$100,000, award a contract to the Mannik and Smith Group for “as needed” services up to \$50,000,

award a contract to Dietrich, Bailey and Associates for "as needed" services up to \$50,000, and award a contract to David Arthur Consultants, Inc. for "as needed" services up to \$50,000, and further recommending that the City Engineer be authorized to sign the contracts on behalf of the City of Monroe, and to direct the scheduling of these inspection activities during 2009 in the best interest of the City.

2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

53 Purchase of Mosquito Control Supplies.

1. Communication from the Director of Engineering and Public Services, submitting a request to purchase (10) cases of Altosid XR briquettes, a mosquito larvicide product, and recommending that City Council approve the purchase at a total cost of \$6,446.00 from the sole source, Clarke Mosquito Control Products, Inc.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

54 Professional Services Award – 2010 Drinking Water Revolving Fund (DWRP).

1. Communication from the Director of Engineering and Public Services, reporting back on proposals received for the 2010 drinking water revolving fund for surveying and design services and recommend that City Council award a contract to The Mannik and Smith Group for surveying an design services up to \$170,840 according to the attached proposal, and further recommending that the City Engineer be authorized to sign the contract on behalf of the City of Monroe.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

55 Professional Services Award – Custer Airport Runway Rehabilitation.

1. Communication from the Director of Engineering and Public Services, submitting a request for a service agreement for survey and design services for the Custer Airport Runway Rehabilitation project up to \$101,000, and recommending that the contract be awarded to Reynolds, Smith, and Hills, Inc., and further recommending that the City Manager, Director of Engineering and Public Services, or their designee be authorized to sign the contract on behalf of the City of Monroe, after it is reviewed by the appropriate City staff.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

VIII. MAYOR'S COMMENTS.

IX. CITY MANAGER COMMUNICATION.

X. COUNCIL COMMENTS.

XI. CITIZEN COMMENTS

XII. ADJOURNMENT.

P R O C L A M A T I O N

WHEREAS, **The Big Read** is an initiative of the National Endowment for the Arts, designed to restore reading to the center of American culture; and

WHEREAS, the program is designed to revitalize the role of literature and inspire people around the country to pick up a good book and to just read for pleasure; and

WHEREAS, a study conducted by the independent Federal agency, the National Endowment for the Arts, found that there is a national decline in literary reading, with less than half of the American adult population that reads literature; and

WHEREAS, **The Big Read Monroe** has selected the classic *The Great Gatsby* by F. Scott Fitzgerald for the 2009 **Big Read** and Monroe County Community College will officially kick off a month-long celebration of reading, book club discussions, and a film series on March 30th at the La-Z-Boy Center; and

WHEREAS, Monroe County Community College is to be commended for recognizing this unfortunate national decline in appreciation of literature and is to be saluted for taking a leadership role in organizing the month-long celebration of reading and literature known as **The Big Read**.

NOW, THEREFORE, I, Mark G. Worrell, Mayor of the City of Monroe, with the full support of City Council, do hereby proclaim the month of April 2009 as "The Big Read Month" in Monroe and we encourage all residents young and old to celebrate the joy of reading and participate in one of the many activities celebrating **The Big Read**.

IN WITNESS WHEREOF, We have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 16th day of March 2009.

Council Members:

Mark G. Worrell, Mayor

Robert E. Clark, Precinct 1

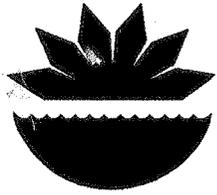
Edward F. Paisley, Precinct 2

Kelvin McGhee, Precinct 3

Jeremy J. Molenda, Precinct 4

Mary V. Conner, Precinct 5

Brian P. Beneteau, Precinct 6



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE COUNTY FAIR ASSOCIATION FOR PERMISSION TO HOLD THE ANNUAL FAIR PARADE ON AUGUST 2, 2009

DISCUSSION: The City received a request from the Monroe County Fair Association for permission to hold the 2009 Fair Parade on August 2, 2009 at 1:00 p.m. Specifically the request is to close the affected streets (Monroe Street from Jones Avenue to Elm Avenue and Elm Avenue from Monroe Street to Roessler Street. A few floats and marchers will proceed across the railroad tracks to their buses) and for assistance from the City Police Department.

The request was reviewed by the administrative staff and there were no objections to the request subject to insurance requirements being met, parade permit, and that the use of fire or emergency sirens and horn honking be kept to a minimum.

Therefore, it is recommended, that City Council approve this request contingent upon items being met as outlined by the administration and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Manager's Office

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: D.P.S., Police, Attorney, Engineering, Fire, Finance, Planning, and Manager

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$
Cost of This Project Approval	\$
Related Annual Operating Cost	\$
Increased Revenue Expected/Year	\$

<u>SOURCE OF FUNDS:</u>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
			\$
			\$
			\$
			\$
			\$
	<u>Other Funds</u>		\$
			\$
			\$
			\$

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 3/19/09

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 3/16/09



Monroe County Fair Association
3775 S. Custer Rd. • Monroe, Michigan 48161
(734) 241-5775 • Fax: (734) 241-2663
www.monroecountyfair.com
info@monroecountyfair.com

February 25, 2009

Mayor Worrell
City Council of Monroe
120 E. First St
Monroe, MI 48161

Dear Mayor Worrell

We are asking for permission to hold our annual Monroe County Fair Parade which will be held August 2, 2009 at 1pm sharp.

It will start at the corner of Jones Ave and Monroe St. The parade then heads north on Monroe St to Elm, and west to Roessler. A few floats and marchers will proceed across the railroad tracks to their busses.

Please send any regulations for the participants to our office as soon as possible. Please return by April 1, 2009.

Thanks once again for your support.

Sincerely,

Warren Siebarth
Fair Manager

amm

RECEIVED

FEB 26 2009

MAYOR'S OFFICE



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE FAMILY YMCA FOR PERMISSION TO DISPLAY A BANNER ACROSS MONROE STREET FROM AUGUST 10 – SEPTEMBER 7, 2009

DISCUSSION: The City received a request from the Monroe Family YMCA for permission to display a banner across Monroe Street from August 10 – September 7, 2009 announcing the Corporate Cup on September 18-20, 2009.

The request has been sent to the various departments for their review and there were no objections. After Council approval, advance notification will be sent to MDOT.

Manager: The City Manager recommends approval of the request.

CITY MANAGER RECOMMENDATION:

- For *[Signature]*
 For, with revisions or conditions
 Against
 No Action Taken/Recommended

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$
Cost of This Project Approval	\$
Related Annual Operating Cost	\$
Increased Revenue Expected/Year	\$

<u>SOURCE OF FUNDS:</u>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
			\$
			\$
			\$
			\$
			\$
	<u>Other Funds</u>		\$
			\$
			\$
			\$

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 3/10/09

REVIEWED BY:

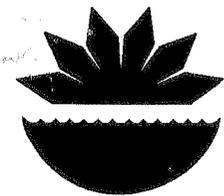
DATE:

COUNCIL MEETING DATE: 3/16/09

conditions or limitations on any banner(s) which may be approved, or may at any time alter, amend, modify, rescind or revoke any approval, all without recourse or remedy by the Applicant, or liability of the City.

Applicant Kellyn Kait Date 3/5/09

- * Banner Being used was approved in 2008 for The Corporate Cup. (Sept. 18-20)
- * It was made by Tiger Quill Images
Jennie Burt Contact



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE EARTH DAY COMMITTEE FOR PERMISSION TO DISPLAY A BANNER ACROSS MONROE STREET FROM APRIL 6 - 25, 2009 ANNOUNCING EARTH DAY

DISCUSSION: The City received a request from the Earth Day Committee for permission to display a banner across Monroe Street from April 6 - 25, 2009 announcing Earth Day on April 25, 2009.

The request has been sent to the various departments for their review. **The Engineering Department has indicated that the Monroe Street location is not available but the applicant's second choice of E. Front Street is available and they have agreed to the modified location.** After Council approval, advance notification will be sent to MDOT.

Manager: The City Manager recommends approval of the request with the modified street location of E. Front Street.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$
Cost of This Project Approval	\$
Related Annual Operating Cost	\$
Increased Revenue Expected/Year	\$

SOURCE OF FUNDS:

City

Account Number

Amount

\$
\$
\$
\$
\$
\$
\$
\$

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 3/10/09

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 3/16/09



CITY OF MONROE, MICHIGAN BANNER APPLICATION

Name of Applicant Jamie Dean - c/o Earth Day 2009 Committee

Name of Organization Monroe County Solid Waste Department

Applicant's Affiliation with Organization Coordination

Applicant's Home Address 7077 Payne Rd Day Phone 734-915-1293
Petersburg, MI 49270

Mailing Address (if different) 2353 S. Custer Rd Evening Phone 734-915-1293
Monroe, MI 49161

Type of Banner Overhead Banner (\$50) Vertical Pole Banner (\$25/banner)

Overhead Banner Locations: (List as 1 for first choice, 2 for second...)

2 E. Front St. Dates Requested 3 weeks (April 25)
W. First St. (new location) (April 6 - April 25th)

Monroe St. near First St.

****4/25/08 – W. Front Street location is broken and no requests will be taken until the pole has been repaired.**

Vertical Pole Banner Locations: (List the total number of banners to be displayed and choice of placement location.)

No. of Banners: 10 Monroe St. (42)

 Elm St. (8)

 First St. (8)

 Macomb St. (8)

→ these for non-profit groups
 Spring (March-May)
 Summer (June-Aug.)
 Fall (Sept.-Nov.)
 Winter (Dec.-Feb.)

Company Fabricating Banners: Al Marks Signs

Please provide a sketch complete with banner specifications and message to be displayed for City Council Review. Applications will be accepted up to eleven (11) months in advance and no later than four (4) weeks prior to proposed installation date.

On behalf of the organization listed above, I, as applicant, hereby acknowledge receipt of the Banner Policy of the City of Monroe.

Applicant covenants and agrees to hold harmless from, indemnify and defend the City, its agents, officers and employees against all suits, demands, claims, judgments, liens, cost of repair or replacement of any damaged poles or electrical equipment, costs, attorney fees and expenses which may arise out of, result from or be caused by Applicant's banner installation.

Applicant covenants and agrees to strictly comply with all terms and conditions of the Banner Policy, and further understands and agrees that the City Council, in its sole and absolute discretion, may approve, deny or set any

conditions or limitations on any banner(s) which may be approved, or may at any time alter, amend, modify, rescind or revoke any approval, all without recourse or remedy by the Applicant, or liability of the City.

Applicant Jamie R Dean

Date Feb. 26, 2009

RECEIVED

MAR - 2 2009

CITY MANAGER'S OFFICE



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Appointment – Director of Engineering and Public Services

DISCUSSION: Among other things, the 2007 City Operations Assessment recommended that the management and oversight of the Department of Engineering and Department of Public Services (DPS) be consolidated, with one person directing both departments. The operations consultant's recommendation asserted that "...a combined public works/engineering operation could provide the basis for more efficient utilization of personnel, as well as technological upgrades, improved management controls and more streamlined reporting".

After the retirement of the former DPS Director in June of 2008, I appointed Engineering Director Patrick Lewis as Interim Director of Engineering and Public Services. Following, (in some cases going beyond) the recommendations of the Assessment and the Implementation Plan adopted by the City Council, Mr. Lewis has proceeded to reorganize the Engineering and Public Services Departments including reductions in overall staffing, spreading supervisory responsibilities to fewer people, cross-training for cross-assignments and improvements in the use of technology among other things. Achievement of identified objectives is being accomplished under Mr. Lewis's leadership with the indispensable participation and cooperation of staff members of both departments and former DPS Director Scott Davidson, who was retained to assist with the transition. Mr. Davidson's temporary employment with the City will end this month.

A classification and comparables review for the Director of Engineering and Public Services position has been completed by Human Resource Director Peggy Howard. Using the results of that analysis she has recommended that the salary for this position could justifiably be set at just over \$87,000.

I am respectfully requesting that the Mayor and City Council confirm and approve my full-appointment of Patrick Lewis as Director of Engineering and Public Services effective as of March 15, 2009, at an annual salary of \$85,000.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: City Manager

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Departments of Engineering and Public Services

FINANCES

COST AND REVENUE PROJECTIONS:		
	Cost of Total Project	\$ N/A
	Cost of This Project Approval	\$ N/A
	Related Annual Operating Cost	\$ 5,905
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	City	Account Number	Amount
	Engineering Wage Budget	101-40.449-702.000	\$ 2,060
	DPS Wage Budget	101-60.441-702.000	\$ 2,060
	Engineering Fringe Budget	101-40.449-7xx.xxx	\$ 892
	DPS Fringe Benefit Budget	101-60.441-7xx.xxx	\$ 893
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: George A. Brown, City Manager

DATE: March 11, 2009

REVIEWED BY: N/A

DATE:

COUNCIL MEETING DATE: March 16, 2009



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Appointment – Director of Water and Waste Water Utilities

DISCUSSION: Among other things, the 2007 City Operations Assessment recommended that the management and oversight of the Water Department and the Waste Water Department be consolidated, with one person directing both departments. The operations consultant's recommendation asserted that consolidated leadership would be advantageous to enhance coordination of capital project oversight, accelerated implementation of technological improvements, and the streamlining of the management team, among other things

After the retirement of the former Director of the Waste Water Department in the spring of 2008, I appointed Water Department Director Barry LaRoy as Interim Director of Water and Waste Water Utilities. Following the recommendations of the Assessment and the Implementation Plan adopted by the City Council, Mr. LaRoy has proceeded to reorganize some parts of the Water and Waste Water Departments including revision of supervisory and management assignments, strategic reductions in staffing and significant strides in the uses of beneficial technology, among other things. As has happened in some other departments within the City organization, Mr. LaRoy has led the accomplishment of the Utility Departments' goals and objectives with the able assistance of his staff and former Waste Water Department Director, Connie Ochs, who was temporarily retained to assist with the transition and capital project planning and management.

A classification and comparables review for the Director of Water and Waste Water Utilities position has been completed by Human Resource Director Peggy Howard. Using the results of that analysis she has recommended that the salary for this position could justifiably be set at just over \$87,000.

I am respectfully requesting that the Mayor and City Council confirm and approve my full-appointment of Barry LaRoy as Director of Water and Waste Water Utilities effective as of March 15, 2009, at an annual salary of \$85,000.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: City Manager

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Departments of Water and Waste Water

FINANCES

COST AND REVENUE PROJECTIONS:		
	Cost of Total Project	\$ N/A
	Cost of This Project Approval	\$ N/A
	Related Annual Operating Cost	\$ 9,354
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	City	Account Number	Amount
	Wastewater Wage Budget	590-75.521-702.000	\$ 3,394
	Water Wage Budget	591-40.521-702.000	\$ 3,395
	Wastewater Fringe Budget	590-75.521-7xx.xxx	\$ 1,283
	Water Fringe Budget	591-40.521-7xx.xxx	\$ 1,282
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: George A. Brown, City Manager

DATE: March 11, 2009

REVIEWED BY: N/A

DATE:

COUNCIL MEETING DATE: March 16, 2009



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Vehicle Equipment Changeover

DISCUSSION: The Monroe Police Department has replaced one vehicle at this time and needed to have the police equipment transferred from the old vehicle, a 2004 Dodge Intrepid into the new replacement vehicle a 2009 Ford Crown Victoria Police Interceptor. Bids requests were requested from four previous changeover bidders with the following results:

Code 5 Emergency Vehicle Outfitters

28601 Hildebrandt

Romulus, MI 48174

Did not return a bid

Jim's Towing

1012 Franklin Dr.

Monroe, MI 48161

Did not return a bid.

Herkimer Radio Service

2708 N. Telegraph Rd.

Monroe, MI 48162

\$6,178.41, bid deposit included

Cruisers Corporation

988 Rickett Rd

Brighton, MI 48116

Did not return I bid

Due to an unintended oversight, the Support Services Lieutenant authorized this work to be completed by the low (and only) bidder, Herkimer Radio Service. The work has been completed to the department's satisfaction, however without the proper procedural presentation and the approval of the Mayor and City Council.

I am respectfully requesting that the Mayor and Council approve this expenditure for \$6,178.41.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Monroe Police Department

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 6,178.41
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

City	Account Number	Amount
General Fund, Police Dept. - Vehicles	101-50.301-981.000	\$ 6,178.41
		\$ N/A
<u>Other Funds</u>		\$ N/A
		\$ N/A
		\$ N/A
		\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: Lt. Charles Abel, Monroe Police Department

DATE: Feb.16, 2009

REVIEWED BY: John Michrina, Chief of Police

DATE: Feb. 16, 2009

COUNCIL MEETING DATE: March 2, 2009



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: COMMAND OFFICERS/RATIFICATION

DISCUSSION: The City of Monroe and the Command Officers Association of Michigan (representing the Command Officers) have reached a tentative agreement.

Based on a favorable ratification vote by the Association on Thursday, March 12, 2009, I wish to recommend that City Council approve the COAM/Command Officers 2008 - 2011 Collective Bargaining Agreement.

The highlights of the tentative agreement (which will be incorporated in the final draft of the contract) along with a financial analysis is attached.

CITY MANAGER RECOMMENDATION:

- For *J. H. Stone*
 For, with revisions or conditions
 Against
 No Action Taken/Recommended

APPROVAL DEADLINE: 3-16-09

REASON FOR DEADLINE: Expiration of the Collective Bargaining Agreement

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Peggy A. Howard, Human Resources Director

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Command Officers

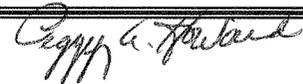
FINANCES

COST AND REVENUE PROJECTIONS:	
Cost of Total Project	\$ N/A
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	<u>City</u> Amount	Account	Number
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: Peggy A. Howard, Human Resources Director



DATE: 3-12-09

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 3-16-09

HIGHLIGHTS OF THE TENTATIVE AGREEMENT
BETWEEN THE CITY OF MONROE
AND THE COAM (COMMAND OFFICERS)

The new collective bargaining agreement has been restructured to enhance clarity and eliminate obsolete provisions, but otherwise incorporates most of the provisions of the former agreement between the City and the POLC (former bargaining agent of the Command Officers). Highlights of the major changes from the former agreement are as follows:

1. Duration. Three Years, 7/01/08 through 12/30/11.
2. Compensation.

Wages: 2008 - 0% Base Wage Adjustment
2009 - 0% Base Wage Adjustment
2010 - 0% Base Wage Adjustment
*2011 - 0% Base Wage Adjustment

*Employees who retire between 7/01/11 through 12/31/11 shall receive a 0% base wage adjustment through the date of their retirement. Employees who are eligible and do not retire and employees who are not eligible to retire between 7/01/11 through 12/31/11 shall receive a base wage adjustment based on negotiated wages for the Patrol Officers (Sgt. @ 115%, Lt. @ 110% above Patrol)

Longevity: New employees who are hired on or after July 1, 2008, shall not be eligible for longevity pay.

3. Appointments, Bid Assignments and Promotions. A new evaluation process has been established for promotion to the rank of Lieutenant (Testing: 70%, Experience and Education = 20%; and Chief's Assessment = 10%)
4. Retirement Bonus Payments. Effective 12/31/08, employees will no longer be eligible to earn a retirement bonus payment based upon sick leave bonuses received throughout their careers with the City. Amounts earned through 12/31/08 will be paid within 90 days of ratification.
5. Health, Dental, Life and General Liability Benefits.

Employees hired prior to 7/01/08 shall have his/her choice of coverage under one of the following plans:

- PPO1 Plan (current plan), w/\$250 preventative services per member per year and \$5/\$12 co-pay (mail order \$3 co-pay);

- PPO1 Plan (Option 1), w/\$500 preventative services per member per year and \$10/\$20/\$30 Rx co-pay (mail order \$20/\$40/\$60);
- PPO6 Plan (Base Plan-Option 2), w/\$500 preventative services per member per year and \$10/\$20/\$30 Rx co-pay (mail order \$20/\$40/\$60); or
- Flexible Blue PPO-3 High Deductible Health Care Plan (Option 3), with a Health Savings Account (HSA), \$2,000 individual/\$4,000 family in-network deductible and a \$4,000 individual, \$8,000 family out-of-network deductible.

The City will make an annual contribution to the HSA in the amount of \$1,500 for employee coverage and \$3,000 for employee and spouse, employee and child(ren), and family coverage. Employee contributions shall be made on a bi-weekly basis, through automatic payroll withholdings.

Employees shall pay the difference between the illustrated premium cost of the plan selected and the PPO6 (Base Plan -Option 2).

The illustrated premium costs for the above plans are subject to adjustment each calendar year.

Employees hired on or after 7/01/08 will not have a choice of plans. Those employees who desire health care benefits will be provided the Flexible Blue PPO-3 High Deductible Health Care Plan (Option 3), with a Health Savings Account (HSA), as described above.

Spousal Coverage Limitations - If an employee's spouse works for an employer (other than the City of Monroe) who provides medical coverage, the spouse shall be required to take medical coverage through his/her own employer so long as the spouse's monthly contribution to the premium does not exceed one-third (1/3) of the total premium cost of employee only coverage. In such circumstance, the City of Monroe will provide only secondary coverage. If the spouse's required contribution will exceed one-third (1/3) of the total cost of employee only coverage, the spouse will not be required to participate in his/her employer's plan. In that event, the City will provide primary coverage.

Health Care Waiver Incentives. An employee who waives all health care benefits will receive a cash payment of \$1,000 per year. Employees who waive coverage for their spouse and dependent children will receive a cash payment of \$750 per year. Employees who waive coverage for only his/her spouse will receive a cash payment of \$500 per year.

6. Retirement.

Employees hired on or after July 1, 2008, who later retire from the City's Retirement Ordinance System shall receive a pension multiplier of 2.5% and a 2% COLA (employees hired before 7/1/08 currently receive a multiplier of 2.65% and a 3% COLA).

Retiree Health Care. Employees who were hired before 7/01/08 and retire on or after January 1, 2012 will be provided the same health care benefits in retirement that the City provides its active employees until the retiree becomes eligible for Medicare; provided, however, for that period preceding the retiree and his/her spouse becoming eligible for Medicare, the City's contribution, in combination with any state or federal subsidy, will not be less than the amount it contributed to the illustrated premium cost of coverage under the City's Base Health Care Plan at the time of the retiree's retirement.

For each year of service (up to a maximum of 25 years service) the City will pay 4% of the cost of coverage under its Base Health Care Plan. The retiree will be required to pay the remaining portion of all costs, if any, of the Health Care Plan selected.

Employees hired on or after 7/01/08 are excluded from retiree health care coverage. In lieu of such benefits, employees shall participate in the City's Retirement Health Savings Plan (RHS). Employees will contribute 3% of the average annualized base wages of all full-time employees of the City, which amount will be calculated based upon the wages paid on June 30th of each year. The employee's contribution shall be paid through automatic payroll deduction. The City will contribute an equal amount to the RHS plan.

Voluntary Early Retirement Program. Employees with twenty-five (25) or more years of credited service as of October 1, 2009, who retires on or before November 1, 2009, and employees with twenty-five (25) or more years of credited service as of November 1, 2011, who retire on or before December 31, 2011. Participation in the Program is entirely voluntary and will not prohibit, restrict or limit the City's right to reduce staff or otherwise exercise of any of its management rights under the parties' collective bargaining agreement and applicable law.

7. Education Reimbursement. Department Head's must obtain funding for the reimbursement before making a positive recommendation. Employees seeking education reimbursement may be reimbursed only for courses of study which the City determines are directly related to the employee's present job or which enhance the employee's potential for promotion within the City. Employees who terminate their employment within two (2) years after reimbursement, are required to re-pay all costs.

PLEASE REFER TO THE ATTACHED PRO-FORMA OUTLINING THE PROJECTED

COST OF THE PROPOSED AGREEMENT.

**Financial Impact Analysis
POAM Command Officers Settlement
March 9, 2009**

Base Wages (Current): (10 Employees)	\$ 734,588	
Fringe Benefits (Current):	<u>500,088</u>	68.08% *
Total Wage and Fringe Benefit Cost (Current):	<u>\$ 1,234,676</u>	

* - 22.91% Retiree Health Care, 25.56% Pension

Analysis of Changes Made to Contract: Note: All costs include associated fringe benefit cost changes	Year of Contract				Long Term	Footnotes
	1	2	3	4		
1 Wages (0%, 0%, 0%, 0%) 3.5 Year Contract Differential in place for active employees on 7/1/11	-	-	-	-		W
2 Eliminate Longevity - New Hires	-	-	-	-	11,721	**/A
3 Eliminate Retirement Termination Bonus equivalent to sick pay bonuses paid during employees career	-	(15,342)	(15,342)	(7,671)		
4 Health Care Plan Change	-	(14,736)	(14,736)	(7,368)		
5 Pension multiplier reduced from 2.65% to 2.5% and Pension COLA reduced from 3% to 2%	-	-	-	-		P
6 Mirroring of retiree health care with the active workforce for those employees who retire after January 1, 2012	-	-	-	-	1,200,000	Y
7 Eliminate Retiree Health Care Defined Benefit Plan for New Hires and replace it with a Retirement Health Savings Plan (3% employee contribution/3% employer contribution)	-	-	-	-	(136,494)	X/A
8 Voluntary Early Retirement Program - See Summary			3,396	1,698		
Total Cost/(Savings)	-	(30,078.00)	(26,682.00)	(13,341.00)		
	0.00%	-2.44%	-2.16%			

W - YEAR 4 COST DEPENDS ON PATROL CONTRACT SETTLEMENT IN 2011

P - COST SAVINGS WHEN CALCULATED FOR PATROL WAS \$68,299. NO NEW VALUATION HAS BEEN DONE FOR THIS CHANGE.

X - ULTIMATE BUDGET REDUCTION IF ALL EMPLOYEES WERE ON RETIREE HEALTH SAVINGS PLAN. REDUCES CURRENT CONTRIBUTION RATE OF 22.91% TO 3%.

Y - SAVINGS ESTIMATED AT \$300,000 PER RETIREE OVER 30 YEARS OF RETIREMENT

A - LONG TERM COST/(SAVINGS) REPORTED ON ANNUAL BASIS

** - CURRENT AMOUNT BUDGETED FOR LONGEVITY



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: AT & T Above-Ground Utility Structure – Request for Permit Approval – Location #25

DISCUSSION: As per the City's policy on above-ground utility cabinets, the Engineering and Planning Department has reviewed the location of a proposed above-ground cabinet from AT & T. Location #25 is in the west terrace of Wadsworth Street approximately 100 feet south of East First Street. This site has been reviewed with respect to the location criteria set forth in the City's policy on location of these structures. In accordance with this policy, the proposed drawings have been submitted to the relevant City departments for review, and this review is currently pending. The City's original Utility Placement Policy has been attached for information, and this policy was adopted by the City Council in December 2006.

Normally, the City would encourage AT & T to locate their cabinet in the east terrace adjacent to the parking lot, however, the existence of a gas main in this terrace makes placement of the cabinet problematic. Therefore, the proposed location meets the intent of the policy, as it is located in a side yard not visible from the house and adjacent to a hedge row.

IT IS RECOMMENDED that the cabinet at location #25 be approved contingent on no objections from the reviewing departments, and that the Engineering Department be authorized to issue a right-of-way permit for the work, subject to minor relocation for any conflicting utilities.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Engineering Department permit issuance depends on Council approval of cabinet location.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, adjacent property owners, telecommunications users at large.

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$N/A
Cost of This Project Approval	\$N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

<u>SOURCE OF FUNDS:</u>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	<u>Other Funds</u>		

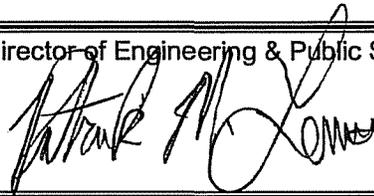
Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering & Public Services **DATE:** 03/11/09

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: March 16, 2009



City of Monroe
Utility Cabinet Placement Policy in Public Rights of Way
Approved by City Council - December 18, 2006

Location Criteria:

Whenever possible, ground-mounted cabinets should be placed in commercial or industrial areas prior to consideration in residentially zoned or used districts. Cabinets shall not be placed in commercial or industrial areas in such a fashion as to block visibility of business signs or any other identifying features. Public facilities, including City-owned facilities, should also be considered whenever possible. All above-ground utility cabinets that cannot be placed in commercial and industrial areas must be placed in alleys, rear yards, or side yards. Cabinets may not be placed within the extension of any clear vision zone as defined by the City of Monroe Zoning Ordinance. In all cases, the City of Monroe reserves the right to request that a cabinet be moved a reasonable distance to allow placement in a location that most closely matches the intent of the above criteria. The City of Monroe also shall reserve the right to request alternate locations along streets that the Water Department identifies as a corridor for relocation of an existing main outside of the pavement area, based on the 2006 Fire Flow study.

In no case shall the overall footprint of any cabinet, pad, or associated permanent fixtures occupy more than ten percent (10%) of the available right-of-way width of any particular street, in order to accommodate the needs of all public utilities.

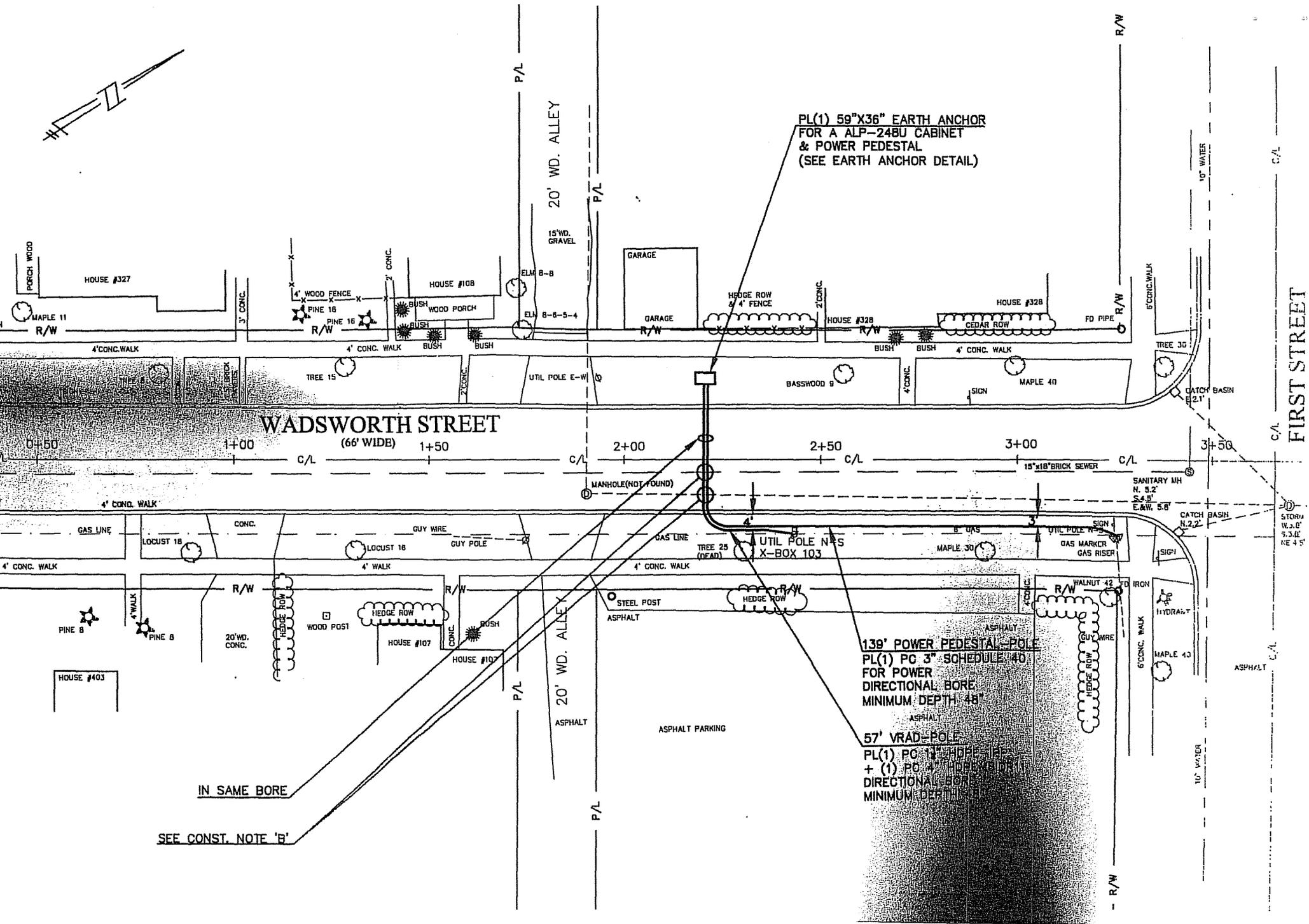
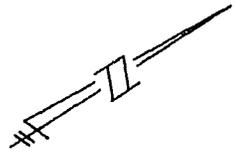
Landscaping and Color Standards:

Cabinets shall be painted a beige, camouflage green, or similar color and / or shall be screened with acceptable landscaping meeting the requirements of the City of Monroe Zoning Ordinance, except for the front access. This landscaping shall be maintained in perpetuity by the requesting agency. Where available, existing City trees may be used to fulfill a portion of the landscaping requirements.

Review Process:

Permit requests should be routed to the City of Monroe Engineering Department, on the typical right-of-way permit form. The following procedure will then be implemented:

1. The Engineering Department will review permit to ensure that the placement of the cabinet itself and any associated hardware is consistent with the location criteria listed above.
2. The Engineering Department will then forward the plans to the Planning Department, who will follow the procedures of an administrative site plan review as set forth in the City of Monroe Zoning Code. The plans will be routed to, at a minimum, the Water, Wastewater, Police, Fire, and Building Departments, as well as the Historic Preservation Office for sites that may be adjacent to a designated historic district. This process may take up to three (3) weeks.
3. Upon review, the comments will be forwarded to the City Council for approval at the next available meeting. Regular City Council meetings are held on the First and Third Monday of each month. The City Council reserves the right to forward it to any other review bodies they deem necessary prior to approval.
4. Once approved by the City Council, the Engineering Department shall review the permit for utility conflicts and technical requirements. Once acceptable, the permit shall be approved by the City Engineer. If the City Council determines that the permit shall be denied, reasons for denial shall be stated, and will be conveyed to the requesting party by the City Engineer.



PL(1) 59"x36" EARTH ANCHOR
FOR A ALP-248U CABINET
& POWER PEDESTAL
(SEE EARTH ANCHOR DETAIL)

139' POWER PEDESTAL-POLE
PL(1) PG 3" SCHEDULE 40
FOR POWER
DIRECTIONAL BORE
MINIMUM DEPTH 48"

57' VRAD-POLE
PL(1) PG 1" SCHEDULE 40
+ (1) PG 3" SCHEDULE 40
DIRECTIONAL BORE
MINIMUM DEPTH 48"

IN SAME BORE
SEE CONST. NOTE 'B'

FIRST STREET



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: 2007/08 ADA RAMP REPLACEMENT PROGRAM – CHANGE ORDER FOR 2009 WORK

DISCUSSION: The City Council awarded a contract on April 2, 2007 to Andrews Construction Company for the replacement of at least 177 ADA Ramps at street intersections through the City, but mostly north of the River Raisin. As you are aware, the City is responsible for the replacement of at least 828 ADA ramps between 2004 and 2012 as a part of a Consent Judgment in our Federal Lawsuit, 611 of which are now complete, in addition to many more not on the Consent Judgment listing that were completed in order to create fully compliant intersections, or to create proper “answering” across an intersection for those on the listing. Essentially, all ramps, whether on the listing or not, have been completed north of the River, and south of the River west of Monroe Street. We have been attempting to accelerate this program as much as possible, as it is funded through the Community Development Block Grant Program (CDBG), and this is always subject to Federal budgetary limitations or outright elimination of our entitlement status from year to year. Aside from ramps that will be done with street projects in 2010 or 2011, funding has now been set aside that should allow us to complete all ramps within 2009.

We have been exceptionally pleased with the work of Andrews Construction Company, as they have required almost no training in proper ADA standards and have completed all work in a timely fashion. Their original bid in 2007 was 29.1 percent below the Engineer’s Estimate and was 26.6 percent below the second low bid. As a result, the City awarded a change order to the original 2007 contract for both the 2008 ADA Ramps (awarded October 1, 2007) and the 2008 Sidewalk Replacement Program (awarded July 7, 2008), as they performed this work for what amounted to an overall 4% increase in the pricing per ramp from 2007. Andrews Construction Company has indicated that they would again be willing to perform this work for the City in 2009 as well, in exchange for only a modest increase in unit prices for four of the ten primary pay items used in ramp construction, in order to compensate for rising labor and material costs. “Typical” costs per corner are shown below, with the requested change in unit prices from 2008:

Pay Item	Units	2008 Typical	2008 Price	2008 Total	2009 Price	2009 Total	Percent Incr.
1. Remove & Dispose Concrete	Sq.ft.	216	\$0.85	\$183.60	\$0.85	\$183.60	0.0%
2. Remove & Dispose Curb & Gutter	Lin.ft.	20	\$7.00	\$140.00	\$7.00	\$140.00	0.0%
3. Furnish & Install 4” Conc. Flatwork	Sq.ft.	96	\$2.91	\$279.36	\$3.12	\$299.52	7.2%
4. Furnish & Install Curb & Gutter	Lin.ft.	20	\$20.00	\$400.00	\$20.42	\$408.40	2.1%
5. Extra Grading (if necessary)	Each	0*	\$250.00		\$250.00		0.0%
6. Furnish & Install 4” ADA Ramp	Sq.ft.	120	\$3.61	\$433.20	\$3.82	\$458.40	5.8%
7. Earth Excavation (if necessary)	Sq.yd.	0*	\$10.00		\$10.00		0.0%
8. Furnish & Install Bit. Hand Patch	Ton	1	\$150.00	\$150.00	\$150.00	\$150.00	0.0%
9. Adjust Structure	Each	0*	\$200.00		\$200.00		0.0%
10. Furnish & Install 6” Concrete	Sq.ft.	0*	\$3.90		\$4.14		6.2%
Total for “typical” ramp corner				\$1,586.16		\$1,639.92	3.4%

*These items are specialty items that do not apply to most ramps but are used occasionally.

It is our conclusion that this represents a very fair negotiated increase, and it is to the benefit of the City that we are able to secure a quality contractor that can complete this work beginning in April 2009, at a price that is only slightly higher than already exceptional prices from 2008. As before, all work, including engineering costs, are completely covered by the City’s Annual Community Development Block Grant (CDBG) funds, with roughly \$150,000 available to be spent prior to June 30, 2009, and another \$200,000 that is requested from fiscal year 2009-10 through this year’s Capital Improvements Program. The United States Department of Housing and Urban Development has approved of this change order, as the original work was publicly bid, and all Federal requirements were met as a part of the original bidding. It is estimated that there are roughly 175 ramps that can be undertaken by this contract, for a total of \$280,000, with the remaining \$70,000 allocated for project inspection by the City. As per Council discussions during the Capital Improvements Program work sessions in January, the contractor has provided a quote for a solid “tile” for the detectable warnings in lieu of the stamped colored concrete pattern used previously, but this will cost \$280 additional per corner, or an additional \$49,000 in total for this contract. The Engineering Department will coordinate with the City Manager to determine if this is in our best interest, and if so, the number of ramps will need to be reduced by 30.

IT IS RECOMMENDED that the City Council award a change order to the 2007/08 ADA Ramp Program to Andrews Construction Company Inc. in the amount of \$280,000, for approximately 175 additional ramps. **IT IS FURTHER RECOMMENDED** that the Director of Engineering and Public Services be authorized to sign the change order on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

For
 For, with revisions or conditions
 Against
 No Action Taken/Recommended

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE:

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, disabled individuals, adjacent property owners and residents, pedestrians at large

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$350,000
Cost of This Project Approval	\$350,000
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

*\$70,000 to be set aside for Engineering Department inspection

SOURCE OF FUNDS:

City	Account Number	Amount
ADA Sidewalk Improvements	401-95.449-818.020 05C05	\$280,000.00
ADA Sidewalk Improvements	401-95.449-825.005 05C05	\$70,000.00

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 03/11/09

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: March 16, 2009



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Water Distribution System Improvements-Phase 2 Financing Notice of Intent Resolution

DISCUSSION: A capital project was approved for fiscal year 2010 for the Water Department for phase 2 of the improvements to the city water distribution system. The project was approved to be financed with either a capital improvement bond issue, as was done with phase 1, or financing through the Drinking Water Revolving Fund (DWRF) of the State of Michigan. The DWRF funds did get awarded to the City of Monroe and that will be the method of financing. The primary benefit of the DWRF program is a substantially reduced interest rate on the borrowing as compared to a general obligation bond. The interest rate for the borrowing will be 2.5%. Additionally, the federal stimulus funding may allow for some of the principal borrowed to be forgiven. The purpose of the expenditure as it was described in the submittal for the capital improvements program budget request is as follows:

“To replace all 4 inch diameter and smaller sized unlined water mains, replace several 6 inch diameter unlined water mains, construct multiple lined water main loops, and rehabilitate several 8 inch and larger unlined water mains, and to replace all lead water services and upgrade all water meters to the radio reading system within each respective project limit.”

The not to exceed amount recommended for this bond issue is \$6.5 million. The final amount of the bond issue will be determined closer to the time that bids are received on the project. In order to get the process started for the issuance/sale of the bonds, a notice of intent resolution that sets a 45-day referendum notice period needs to be adopted. This will not be the final action taken by the Mayor and City Council on this bond sale. A bond authorizing resolution will also need to be adopted at a future City Council meeting for the sale of the bonds to proceed. Additional details regarding the bond issue are included in an attached letter from the city's bond counsel.

It is recommended that the Mayor and City Council approve the attached Notice of Intent Resolution related to the 2009 Capital Improvement Bonds.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Edward Sell, Finance Director

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Water Department

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ N/A
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

City

Account Number

Amount

\$ N/A
\$ N/A
\$ N/A
\$ N/A
\$ N/A

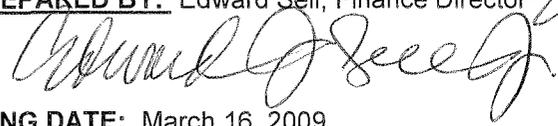
Other Funds

\$ N/A
\$ N/A
\$ N/A
\$ N/A

Budget Approval: 

FACT SHEET PREPARED BY: Edward Sell, Finance Director 

DATE: 3/11/2009

REVIEWED BY: 

DATE: 3-11-09

COUNCIL MEETING DATE: March 16, 2009

Founded in 1852
by Sidney Davy Miller

MILLER CANFIELD

PATRICK F. MCGOW
TEL (313) 496-7684
FAX (313) 496-8450
E-MAIL mcgow@millercanfield.com

Miller, Canfield, Paddock and Stone, P.L.C.
150 West Jefferson, Suite 2500
Detroit, Michigan 48226
TEL (313) 963-6420
FAX (313) 496-7500
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March 11, 2009

Via email and U.S. Mail

Mr. Edward J. Sell, Jr.
Finance Director
City of Monroe
120 East First Street
Monroe, MI 48161-2169

Re: Notice of Intent Resolution for City of Monroe Capital Improvement
Bonds for Water Projects

Dear Ed:

As we discussed, I have enclosed a Notice of Intent Resolution for consideration by the City Council at its meeting on March 16th. This Resolution authorizes the publication of a Notice of Intent relating to the City's bonds to be issued through the Michigan Municipal Bond Authority's Drinking Water Revolving Fund Program.

The enclosed Resolution and notice indicates the City's intent to issue full faith and credit Capital Improvement Bonds in an amount not to exceed \$6,500,000 to pay part of the cost of acquiring, constructing, furnishing and equipping water supply system improvements, including rehabilitation and replacement of water mains and looping of water mains, together with related appurtenances and attachments (the "Project").

The Resolution authorizes the City Clerk to publish a notice of intent to issue Bonds in the *Monroe Evening News* indicating the City's intent to issue bonds for the project in an amount not to exceed \$6,500,000. The proceeds of the Bonds may be used to pay for the construction of the Project as well as reimburse the City for the engineering, design and other preliminary costs related to the Project. The Bonds will also be used to pay issuance costs related to the bonds. The Notice provides that the City will pledge its limited tax full faith and credit as security for the Bonds, although the City intends to pay the debt service from the user charges of the City's water distribution system.

Mr. Ed Sell

-2-

March 11, 2009

The not to exceed amount was selected by the City's staff as a conservatively high estimate based on the current cost estimates plus contingencies. The size of the Bond issue will be reduced at the time of issuance to whatever amount is required based on the actual bids and final costs. The City can reduce the amount of the Bonds for this project from the amount indicated in the notice, but the City would not be able to increase the size of the Bonds for this project over the amount in the notice without republishing a new notice for the increased amount. The MDEQ will require the bonds to be sized based on the actual bids and costs after the bids have been received.

The Revised Municipal Finance Act requires the City to notify the electors of the City of its intent to issue the bonds by publishing a notice which gives the voters a referendum right on the issuance of the bonds. The bonds can be issued without a vote of the City electors unless a petition is filed with the City Clerk within 45 days of publication of the notice signed by at least 10% of the registered electors of the City. The form of Notice of Intent is included in the Resolution on page 4. **The Notice of Intent must be published as a display advertisement at least one-quarter (1/4) page in size in a newspaper of general circulation in the City.**

Paragraph 4 of the Resolution contains language required by the Internal Revenue Code which authorizes the City to reimburse itself from bond proceeds for certain costs relating to the project incurred prior to issuance of the bonds, including costs for engineering and design. The language of the Resolution is taken from the IRS regulations and, not surprisingly, it therefore reads as tax jargon. This is intended to provide you with flexibility relating to the use of the Bond proceeds.

If approved by Council and the Notice of Intent is published shortly thereafter, the 45 day referendum period will expire in early May. After the referendum period expires, we will need to have the City Council adopt a resolution to authorize the issuance of the Bonds. The City is currently included in the DWRF 4th Quarter Financing Pool which requires construction bids to be received in July in anticipation of MDEQ approval by late August with a loan closing on or about September 21st.

As we discussed, this project is expected to qualify for "principal forgiveness" using federal stimulus funds to reduce the amount of the principal loan that the City is required to pay back. At this point, MDEQ has not indicated how much that will be. The initial documents will be prepared assuming the City will be borrowing the full amount and it is expected that a revised debt schedule will be delivered to the City at or prior to closing in September, reflecting the actual repayment amounts.

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

Mr. Ed Sell

-3-

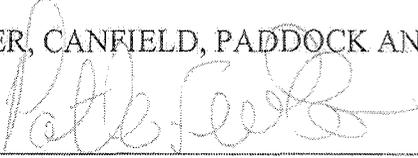
March 11, 2009

We would appreciate receiving three (3) certified copies of the Resolution upon adoption by the City Council as well as three (3) Affidavits of Publication from the newspaper in which the Notice of Intent is published. **Please remind the newspaper that the Notice must be a quarter page ad.**

If you have any questions, please do not hesitate to contact me.

Very truly yours,

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

By: 

Patrick F. McGow

Enclosures

Cc: (w/ Encl.)

George Brown, City Manager

Barry LaRoy, Water Department Director

Kari Blanchett

Thomas Ready, Esq.

DELIB:3067891.1\061967-00048

**NOTICE OF INTENT RESOLUTION
2009 CAPITAL IMPROVEMENT BONDS
(DRINKING WATER REVOLVING FUND PROJECT)**

CITY OF MONROE
County of Monroe, State of Michigan

Minutes of a regular meeting of the City Council of the City of Monroe, County of Monroe, State of Michigan, held on the 16th day of March, 2009, at 7:30 p.m., Eastern Standard Time.

PRESENT: Members _____

ABSENT: Members _____

The following preamble and resolution were offered by Member: _____ and supported by Member: _____:

WHEREAS, the City of Monroe, County of Monroe, State of Michigan (the "City") intends to issue general obligation limited tax bonds pursuant to Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), in an aggregate principal amount of not to exceed Six Million Five Hundred Thousand Dollars (\$6,500,000) (the "Bonds"), in one or more series, for the purpose of paying part of the costs of acquiring, constructing, furnishing and equipping water supply system improvements, including rehabilitation and replacement of water mains and looping of water mains, together with all appurtenances and attachments (the "Project"); and

WHEREAS, the City has been advised by the Michigan Department of Environmental Quality that financial assistance to accomplish the acquisition and construction of all or a portion of the Project is available through the Drinking Water Revolving Fund ("DWRP") loan program administered by the Michigan Municipal Bond Authority; and

WHEREAS, the City has made application for participation in the DWRP loan program; and

WHEREAS, a notice of intent to issue the Bonds must be published before the issuance of the Bonds in order to comply with the requirements of Section 517 of Act 34; and

WHEREAS, the City intends at this time to state its intentions to be reimbursed from proceeds of the Bonds for any expenditures undertaken by the City for the Project prior to issuance of the Bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Clerk is authorized and directed to publish a notice of intent to issue bonds in the *Monroe Evening News*, a newspaper of general circulation in the City.

2. The notice of intent shall be published as a display advertisement not less than one-quarter (1/4) page in size in substantially the form attached to this resolution as Exhibit A.

3. The City Council does hereby determine that the foregoing form of Notice of Intent to Issue Bonds and the manner of publication directed is the method best calculated to give notice to the City's electors and taxpayers residing in the boundaries of the City of the City's intent to issue the Bonds, the maximum amount of the Bonds, the purpose of the Bonds, the source of payment for the Bonds and the right of referendum relating thereto, and the newspaper named for publication is hereby determined to reach the largest number of persons to whom the notice is directed.

4. The City makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:

- (a) As of the date hereof, the City reasonably expects to reimburse itself for the expenditures described in (b) below with proceeds of debt to be incurred by the City.
- (b) The expenditures described in this paragraph (b) are for the costs of acquiring the Project which were paid or will be paid subsequent to sixty (60) days prior to the date hereof from the general funds of the City.
- (c) The maximum principal amount of debt expected to be issued for the Project, including issuance costs, is \$6,500,000.
- (d) A reimbursement allocation of the expenditures described in (b) above with the proceeds of the borrowing described herein will occur not later than 18 months after the later of (i) the date on which the expenditure is paid, or (ii) the date the related Project are placed in service or abandoned, but in no event more than three (3) years after the original expenditure is paid. A reimbursement allocation is an allocation in writing that evidences the City's use of the proceeds of the debt to be issued for the Project to reimburse the City for a capital expenditure made pursuant to this resolution.
- (e) The expenditures described in (b) above are "capital expenditures" as defined in Treas. Reg. § 1.150-1(b), which are any costs of a type which are properly chargeable to a capital account (or would be so chargeable with a proper election or with the application of the definition of placed in service under Treas. Reg. § 1.150-2(c)) under general Federal income tax principles (as determined at the time the expenditure is paid).
- (f) No proceeds of the borrowing paid to the City in reimbursement pursuant to this resolution will be used in a manner described in Treas. Reg. § 1.150-2(h) with respect to abusive uses of such proceeds, including, but not limited to, using funds corresponding to the proceeds of the borrowing in a manner that results in the creation of replacement proceeds (within Treas. Reg. § 1.148-1) within one year of the reimbursement allocation described in (d) above.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Members: _____

NAYS: Members: _____

RESOLUTION DECLARED ADOPTED.

City Clerk

I hereby certify that the attached is a true and complete copy of a resolution adopted by the City Council of the City of Monroe, County of Monroe, State of Michigan, at a regular meeting held on the 16th day of March, 2009, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976 and that minutes of the meeting were kept and will be or have been made available as required by said Act.

City Clerk

EXHIBIT A

NOTICE TO TAXPAYERS AND ELECTORS
OF THE CITY OF MONROE
OF INTENT TO ISSUE BONDS
AND THE RIGHT OF REFERENDUM RELATING THERETO

PLEASE TAKE NOTICE that the City of Monroe, County of Monroe, State of Michigan (the "City"), intends to issue and sell its general obligation limited tax bonds pursuant to Act 34, Public Acts of Michigan, 2001, as amended, in an aggregate principal amount of not to exceed Six Million Five Hundred Thousand Dollars (\$6,500,000), in one or more series, for the purpose of paying part of the costs of acquiring, constructing, furnishing and equipping water supply system improvements, including rehabilitation and replacement of water mains and looping of water mains, together with all appurtenances and attachments.

SOURCE OF PAYMENT OF BONDS

THE PRINCIPAL OF AND INTEREST ON SAID BONDS SHALL BE PAYABLE from the general funds of the City lawfully available for such purposes including property taxes levied within applicable constitutional, statutory and charter tax rate limitations. The City expects to pay principal of and interest on the bonds primarily from the revenues of the City's water supply system.

BOND DETAILS

SAID BONDS will be payable in annual installments not to exceed twenty (20) in number and will bear interest at the rate or rates to be determined at a public or private sale but in no event to exceed the maximum rate permitted by law on the balance of the bonds from time to time remaining unpaid.

RIGHT OF REFERENDUM

THE BONDS WILL BE ISSUED WITHOUT A VOTE OF THE ELECTORS UNLESS A PETITION REQUESTING SUCH A VOTE SIGNED BY NOT LESS THAN 10% OF THE REGISTERED ELECTORS RESIDING WITHIN THE BOUNDARIES OF THE CITY IS FILED WITH THE CITY CLERK WITHIN FORTY-FIVE (45) DAYS AFTER PUBLICATION OF THIS NOTICE. IF SUCH PETITION IS FILED, THE BONDS MAY NOT BE ISSUED WITHOUT AN APPROVING VOTE OF A MAJORITY OF THE QUALIFIED ELECTORS RESIDING WITHIN THE BOUNDARIES OF THE CITY VOTING THEREON.

THIS NOTICE is given pursuant to the requirements of Section 517, Act 34, Public Acts of Michigan, 2001, as amended.

Charles Evans
City Clerk, City of Monroe

DELIB:3065648.1\061967-00048



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: 2009 CONSTRUCTION PROJECTS – CONSULTANT INSPECTION AWARD RECOMMENDATION

DISCUSSION: The City-wide Operational Assessment report identified inspection of construction projects as a particular area where it was felt that the City could utilize the private sector to assist with spikes in workload, particularly during the Summer months. Besides the usual construction spike that occurs from May through November each year, the huge increase in water main replacement and rehabilitation projects that is occurring in 2009 and 2010 has brought an even further challenge to the City's Engineering Department in staffing all of its required projects. While the City maintains an in-house Engineering staff that is capable of meeting a wide variety of surveying, design, inspection, and project management needs on our typical projects, this staff is down from eleven (11) employees in 2004 to five (5) plus a shared Department Head at present. Even with a heavy overtime load, it is physically impossible to cover all needs in 2009 in-house.

The Engineering Department utilized three (3) consulting firms last year for various inspection activities, and have been generally pleased with the performance of their employees on our projects. While last year we did not formally solicit a comprehensive request for proposals, it was felt that given the present state of the economy, the City should consider soliciting proposals from other firms with a Monroe County presence and available capacity to provide some degree of flexible project inspection and testing during 2009. A total of six (6) firms were sent the attached Request for Proposals (RFP), and all responded. While the City generally wishes to select firms based on a variety of factors, including professional qualifications and past experience with City and other similar projects, cost is taken into consideration as well. The following are the rates supplied by the various firms, along with an overtime rate based on their supplied multiplier:

<u>Firm</u>	<u>Straight Time Rates</u>	<u>Overtime Rates</u>
Arcadis – Toledo, OH	\$66.00/hour	\$99.00/hour
David Arthur Consultants – Dundee, MI	\$52.00-\$55.00/hour	\$67.60-\$71.50/hour
Dietrich, Bailey, & Associates – Monroe and Plymouth, MI	\$60.00/hour	\$66.00/hour
Mannik and Smith Group – Frenchtown Twp., MI	\$65.07-\$69.66/hour	Not specified but not charged in 2008
Poggemeyer Design Group – Frenchtown Twp., MI	\$53.50-\$62.50/hour	Not specified
TTL Associates – Plymouth, MI	\$48.00/hour	\$60.00/hour

All firms provided resumes for personnel that appeared to meet our qualifications requirements. Arcadis (2008 Water Main Rehabilitation program), TTL (2008 Water Main Replacement Program), and Mannik and Smith (South County Water Interconnect, Front Street Reconstruction, Michigan Avenue Bridge) provided inspection services for the City last year, and Dietrich, Bailey, & Associates has served as Monroe Township's engineering firm for some time, making them very familiar with our water main installations. In addition to the inspection requested in the RFP, the City requested qualifications from firms for managing Federal-Aid roadway projects through the use of a specialized software program, and Mannik and Smith seemed to have by far the most experience in this area, which they utilized on our behalf in 2008.

Since the Engineering Department likely has continuous need for multiple inspectors at one time throughout the construction season, particularly on the water main projects, it is recommended that we enter into contracts with four (4) of the above firms, and be able to schedule their personnel according to our needs and the strengths of their available personnel. One particular individual from TTL has been continually assisting us since June 2008, and it is our recommendation that they be given the largest contract to account for employing this individual as our lead inspector on this year's water main contracts. The other firms would be tapped to supplement our operations when we require multiple inspectors. At this point, we are recommending awarding a contract for water main projects only, but will utilize this existing selection process should further needs arise later in the year on other types of projects.

While we were satisfied with Arcadis' performance on the 2008 Water Main Rehabilitation Program, their straight time rates are at the top end of all firms considered, and their overtime rate is by far the highest of all firms considered. Given the fact that most projects will require overtime, their prices appear to be above the norm, and thus we have not selected them at this time. Poggemeyer Design Group did offer a listing of qualified individuals, but they have no experience on projects in Michigan at this time, and most individuals appear to be based in Ohio. Again, while they appear qualified in general, they do not have any familiarity with local projects.

(DISCUSSION CONTINUED ON NEXT PAGE)

(DISCUSSION CONTINUED)

In general, we would like to primarily continue to utilize the City's own staff on inspection for our street and sidewalk projects, and other non-specialty work. We will likely utilize the Mannik and Smith Group for Federal Aid projects this year where necessary, particularly to ensure conformance with all MDOT requirements, especially given the large number of Federal stimulus projects that we will be undertaking this year. Also, we will plan to tap them to inspect and manage the contract for the rehabilitation to the Winchester Street bridge as we do not possess the appropriate level of expertise in this area. Both of these contracts will be awarded at a later date.

Due to the large volume of paperwork associated with these proposals, they have not been attached but are available upon request.

IT IS RECOMMENDED that the City Council award a contract to TTL Associates for "as needed" services up to \$100,000, award a contract to the Mannik and Smith Group for "as needed" services up to \$50,000, award a contract to Dietrich, Bailey, and Associates for "as needed" services up to \$50,000, and award a contract to David Arthur Consultants, Inc. for "as needed" services up to \$50,000. **IT IS FURTHER RECOMMENDED** that the City Engineer be authorized to sign the contracts on behalf of the City of Monroe, and to direct the scheduling of these inspection activities during 2009 in the best interest of the City.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: 2008 Water Main Program is continuing, 2008 Water Main Rehabilitation Program is expected to commence within two weeks, and the 2009 Water Main Program is likely to commence within one month.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, Water Department, residents and property owners within project areas.

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$250,000
	Cost of This Project Approval	\$250,000
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Water System Upgrades	591-40.538-818.020 08W12	\$250,000.00
	<u>Other Funds</u>		

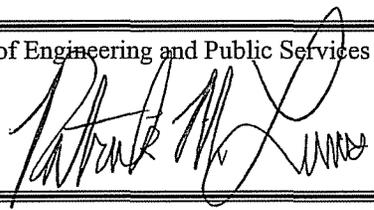
Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 03/11/09

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: March 16, 2009



**CITY OF MONROE
REQUEST FOR PROPOSALS
2009 "AS-NEEDED" INSPECTION AND TESTING SERVICES**

1. Purpose of Work:

The City of Monroe is soliciting a Request for Proposals for the purpose of obtaining the services of one or more consulting firms for "as needed" inspection and testing services on multiple projects of various types throughout the 2009 construction season. Consultant personnel will be utilized to supplement the City of Monroe's existing full-time staff to meet peak season demands, and to assist on other projects where specialized skills are needed.

2. Work to be Performed by Consultant:

In general, consultant must be able to provide services on an on-call basis, with the understanding that employees will generally be utilized to cover specific projects from start to finish, though the projects may vary in length from a few days to multiple months. For most projects, the City Engineering Department will handle project management and surveying duties, and consultant inspector will report daily to a City Project Manager (Engineering Technician). Expected project types requiring consultant services during the 2009 construction season may include water main replacement, water main rehabilitation (re-lining), sanitary sewer replacement, sanitary sewer relining, bituminous roadway resurfacing, concrete pavement reconstruction, bituminous bicycle pathway installation, and other typical municipal construction types. For some specific projects, various testing may be required and should be provided by the consultant, including aggregate density, bituminous density, concrete slump, concrete air content, and concrete strength testing, and others. Employees to be used should have the appropriate certifications in all testing that may be required on these types of projects.

3. Optional Work to be Performed by Consultant:

The City of Monroe may, depending on availability of its own personnel, wish to utilize consultant personnel for management of Federal Aid projects utilizing Field Manager. Consultants should indicate which, if any, personnel, have been trained to utilize this software.

4. Proposal Submission:

The proposal shall consist of as few pages as possible, and shall include, at a minimum, a listing of available project personnel with resumes and listing of qualifications, certifications, and general experience, description of staff availability, statement of experience on similar projects, and any other relevant information. A complete listing of all fees for service shall be provided, including hourly employee rates (including overtime if applicable), mileage charges, testing equipment rates, and a description of any additional fees. As the City plans to use the respective professional services agreements forms provided by the consultant(s) in lieu of a standard form of its own, consultant shall provide this with the submittal as well. Liability insurance must be provided by the consultant, and evidence of this should be submitted in the proposal. Consultants should indicate any minimum number of hours (i.e. "show up" time in case

of contractor cancellation). Hourly rates should include as many incidental charges as possible in order to show a true comparison between firms, but those that cannot be included should be specifically called out with costs listed. Fuel surcharges should not be included, but should be considered a part of the mileage rate that will be charged.

One (1) original submittal is due by 3:00 P.M. on Monday, March 9, 2009. The Engineering Department plans to award a contract to one or more firms at its March 16, 2009 City Council meeting.

Proposal should be submitted to:
Patrick M. Lewis, P.E.
Director of Engineering and Public Services
City of Monroe
120 East First Street
Monroe, MI 48161
(734) 243-0700, ext. 2124
(734) 384-9108 (fax)
patrick.lewis@monroemi.gov

5. Costs:

All prices shall be quoted in U.S. dollars. If any uncertainty exists, quote estimated costs or a range of costs. Unless respondents specifically note otherwise, any and all quoted prices will be considered firm through December 31, 2009.

6. Selection Process:

Selection of the consultant(s) shall be based on the qualifications and past experience of all firms submitting proposals for the work, availability of staff, and costs, where a substantial difference exists. Past experience with City of Monroe construction projects will be considered as well.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Purchase of Mosquito Larvicide Product

DISCUSSION: The Department of Public Services has traditionally conducted mosquito control efforts for the City. An essential component of the mosquito control plan is larvicide application in storm sewer catch basins throughout the City, and there are over 2,000 of these within the City storm sewer system. The product which we have utilized in the past and has proven to be effective is the Altosid XR briquette. This product, placed in the catch basin sump, has an effective life of 150 days and therefore provides larvicide control for the entire spring/summer mosquito season. The product is distributed exclusively in the Midwest by Clarke Mosquito Control Products, Inc. of Roselle, Illinois and is a sole source item. The briquettes cost is \$644.60 per case of 220 briquettes and we will require ten (10) cases for a total cost of \$6,446.00.

It is recommended that City Council approve the purchase of ten (10) cases of Altosid XR briquettes at a total cost of \$6,446.00 from the sole source, Clarke Mosquito Control Products, Inc.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: Earliest convenience

REASON FOR DEADLINE: Application is planned for late April

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City wide

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 6,446.00
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

City	Account Number	Amount
General Fund	101-60.441-750000	\$ 6,446.00
		\$ N/A
<u>Other Funds</u>		\$ N/A
		\$ N/A
		\$ N/A
		\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: Scott Davidson, Coordinator Public Services

DATE: 3/12/09

REVIEWED BY: Patrick M. Lewis, Director of Engineering & Public Services

DATE: 3/12/09

COUNCIL MEETING DATE: March 16, 2009



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: 2010 DRINKING WATER REVOLVING FUND (DWRP) – PROFESSIONAL SERVICES AWARD

DISCUSSION: As you know, the Water Department has been embarking upon a large-scale main replacement and rehabilitation program, and this process started in 2008 with the issuance of general obligation bonds for the replacement of 2.4 miles of water main, and rehabilitation (cleaning and lining) of another 2.6 miles, some of which has already been completed. 2008 was intended to be the first of a three-year program through the State of Michigan’s Drinking Water Revolving Fund (DWRP) program, where low-interest bonds (roughly 2.5%) are obtained through the State. The City of Monroe barely missed the cutoff for funding in 2008, but was funded through this program for the State’s Fourth Quarter of the 2009 Fiscal Year (July-September 2009). Design plans were submitted to the Michigan Department of Environmental Quality (MDEQ) on February 20, 2009, and it is expected that contracts will be awarded sometime in early August for this work.

We have been informed that the State will be funneling any monies for water projects from the American Recovery and Reinvestment Act (ARRA, also known as the Federal economic stimulus bill) through the DWRP program in the form of principal forgiveness of up to 25-30% of the project amount. In the City’s case, the 2009 (second year) program cost estimate is slightly larger than \$4 million, which could mean roughly \$1 million or more in what is essentially a Federal grant to the Water System. Since our project is already programmed and designed, it is a near certainty that these funds will be provided. The third year of our submittal under this program was also tentatively scheduled for the Fourth Quarter (July-September 2010), which would require the completion of design plans by February 2010. However, on March 5, the Water Department was notified that First Quarter 2010 projects (essentially October-December 2009) would be eligible for the same principal forgiveness terms, if funding still remained in the State’s allocation of the ARRA. If the water main replacement portion of this were to be moved into the First Quarter of Fiscal Year 2010, the City could again stand to gain close to \$1 million. In order for this to potentially happen, an extremely quick turnaround is necessary, as the MDEQ is insisting upon submission of draft (80% complete) plans and specifications to their office by May 8, 2009. Needless to say, with more than 2 miles of surveying, data processing, and design, the Engineering Department staff is insufficient to meet this demand in the time frame required. As a result, the Engineering Department issued a request for proposals (RFP) on Sunday, March 8 via email, which was revised on Tuesday, March 10. The revised version of this document, along with the distribution emails and draft MDEQ schedule, is attached to this fact sheet.

Of seven (7) firms believed to have the capabilities of completing this work in a timely fashion and with which the City has at least some recent experience, four (4) submitted proposals. Barry LaRoy, City Utilities Director, and Patrick Lewis, City Engineering and Public Services Director, reviewed the proposals and rated them on several factors, without regard to proposed price. The highest-scoring consultant, The Mannik and Smith Group, performed some of the surveying and all of the design work on the our Year 2 replacement project, and we were very satisfied with their work. Of particular note, they also employ key City retirees that are familiar with our standards and have good working relationships with Engineering and Water Department staff. Donald A. Link, P.E., will be the project manager for the overall project, and was the Director of Engineering for the City from 1981 through 2004. Steven Petty, former Engineering Supervisor with the City from 1969 through 2001, will be coordinating the quality control. In addition to these individuals, there are a variety of other staff engineers and technicians that have performed well in the past for the City of Monroe. As such, we are recommending that they be awarded this design contract, and we are confident in their abilities to complete all work on time and in a highly professional manner.

The fee envelope from The Mannik and Smith Group was the only one opened as per the revised RFP. The proposal is set up as a “time and material” contract and they have proposed a total fee not to exceed \$170,840 and charges based on the employee rate schedule. This documentation has been attached in lieu of the much larger full proposal. Based on the expected project cost of around \$3 million, their fee represents less than 6% of the cost, and this is well within industry standards, particularly for a project with this short turnaround.

IT IS RECOMMENDED that the City Council award a contract to The Mannik and Smith Group for surveying and design services up to \$170,840 according to the attached proposal. **IT IS FURTHER RECOMMENDED** that the City Engineer be authorized to sign the contract on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: March 16, 2009

REASON FOR DEADLINE: It is virtually impossible to meet the required schedule by delaying even one week.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, Water Department, residents and property owners within project areas.

FINANCES

COST AND REVENUE PROJECTIONS:		
	Cost of Total Project	\$3,000,000*
	Cost of This Project Approval	\$170,840
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

*Estimated cost of replacement portion of the 2010 DWRP Program.

SOURCE OF FUNDS:	City	Account Number	Amount
	Water System Upgrades	591-40.538-818.020 08W12	\$170,840.00**

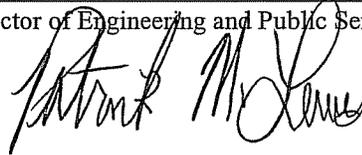
**Sufficient funds for 2009 activities are available within the 2008 project account from General Obligation bond sale proceeds, these funds can either be charged to this account or transferred to 09W08 project code.

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 03/13/09

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: March 16, 2008

City of Monroe - Water Main Design Proposals Summary

Proposals due March 12, 2009

City Rating Summary

	Possible	David Arthur Consultants	Mannik and Smith Group	Poggemeyer Design Group	URS
Overall Experience of Firm	20	15	16	14	16
Familiarity with Urban Projects	10	5	8	8	8
Familiarity with City projects & standards	10	7	10	3	5
Staff Capacity and Redundancy - Design	10	9	9	9	9
Staff Capacity and Redundancy - Survey	10	9	9	9	9
Completeness of Proposal	20	16	18	14	18
Understanding of Service	20	20	20	15	12
Total	100	81	90	72	77

Lewis, Patrick

From: Lewis, Patrick
Sent: Sunday, March 08, 2009 1:16 PM
To: Denise.Plummer@arcadis-us.com; Jan Hauser (jan_hauser@urscorp.com); mbailey@dbapc.com; ORourkeP@pogemeyer.com; dac@cass.net; Robert Hamilton (rhamilton@manniksmithgroup.com); Tmetcalf@jheng.com
Cc: Laroy, Barry; goerge.brown@monroemi.gov; Lewis, Patrick
Subject: City of Monroe RFP - Water Main Design

All,

As per each of your discussions with Barry LaRoy on Friday, attached is the City of Monroe's RFP for Water Main Design services. I apologize for the quick turnaround, but we just became aware of this possibility and we need to work around both our City Council schedule and the very short time frame. You can probably tell from the above email addresses as to the number of firms we are soliciting from, but just in case, they are as follows:

Arcadis, David Arthur Consultants, Dietrich Bailey and Associates, Jones and Henry, Mannik and Smith, Pogemeyer, and URS.

I have also attached the map referenced in the RFP, and the (very) draft milestone schedule for the project from the MDEQ.

Please let Barry or I know if you have any questions, and thank you all for your interest.

Patrick M. Lewis, P.E.
Director of Engineering and Public Services
City of Monroe
734-384-9124

Lewis, Patrick

From: Lewis, Patrick
Sent: Tuesday, March 10, 2009 4:51 PM
To: Lewis, Patrick; Denise.Plummer@arcadis-us.com; Jan Hauser (jan_hauser@urscorp.com); mbailey@dbapc.com; ORourkeP@poogemeyer.com; dac@cass.net; Robert Hamilton (rhamilton@manniksmithgroup.com); TMetcalf@jheng.com
Cc: Laroy, Barry; Brown, George
Subject: City of Monroe RFP - Water Main Design - REVISIONS

All,

Based on your comments, the City has made some changes to the RFP, which is attached now in revised form. New information (and there is a fair amount) is listed in BOLD font, and one or two passages have been eliminated in strikethrough font. Of particular note are new sections detailing more explicitly what is required at the 80% and 100% submittals, and a section on penalty for failure to complete the 80% set on time. This was deemed necessary by the City's management due to the risk of losing what could be 7 figures in Federal grants if work cannot be completed as planned. I apologize if this results in anyone deciding not to pursue this project but we felt it was imperative.

I am sorry that we cannot provide any further answers to questions tomorrow, as both Barry LaRoy and I are fully booked but we wanted to be able to make these appropriate revisions with enough time to allow them to be appropriately taken into consideration when preparing your proposals. One last question that was raised but was not changed in the RFP is that the City does indeed use AutoCAD 2004, but I believe some of you may have submitted in the past in AutoCAD 2005, which must mean the conversion is not difficult.

Lastly, some of you were looking for a sample of a final drawing, and I have attached one as submitted to the MDEQ for this year's (2009 program) DWRF program. This drawing is the property of the Mannik and Smith Group for use by the City of Monroe, and they reserve any appropriate copyrights they may have by law.

Hopefully that takes care of everything. Thank you all again for your interest.

Sincerely,
Patrick M. Lewis, P.E.
Director of Engineering and Public Services
City of Monroe
734-384-9124
patrick.lewis@monroemi.gov

From: Lewis, Patrick
Sent: Sun 3/8/2009 1:16 PM
To: Denise.Plummer@arcadis-us.com; Jan Hauser (jan_hauser@urscorp.com); mbailey@dbapc.com; ORourkeP@poogemeyer.com; dac@cass.net; Robert Hamilton (rhamilton@manniksmithgroup.com); TMetcalf@jheng.com
Cc: Laroy, Barry; goerge.brown@monroemi.gov; Lewis, Patrick
Subject: City of Monroe RFP - Water Main Design

All,

As per each of your discussions with Barry LaRoy on Friday, attached is the City of Monroe's RFP for Water Main

3/13/2009

CITY OF MONROE REQUEST FOR PROPOSALS WATER MAIN DESIGN

1. Purpose of Work:

The City of Monroe is soliciting a Request for Proposals for the purpose of obtaining the services of one or more consulting firms for surveying and design of approximately 2.6 miles of water main replacement along a total of fourteen (14) different roadways within the City limits (map attached). This work is to be performed on an extremely accelerated schedule due to the City's desire to advance its previously-planned improvements intended to be funded through the State of Michigan's Drinking Water Revolving Fund (DWRF) program from the Fourth Quarter funding cycle of 2010 to the First Quarter funding cycle of 2010 (October-December 2009 funding). This advancement is desired as officials from the State of Michigan Department of Environmental Quality (MDEQ) have indicated that Federal Stimulus dollars may be available in grant form to projects where funds are obligated prior to March 2010. In order to meet the MDEQ Draft Milestone Schedule (attached), the City of Monroe must submit draft plans and specifications prior to May 8, 2009, which in turn will require the consultant(s) to submit all plans by May 1, 2009. Note, final MDEQ approval has not been received to change funding cycles, however it is the City's intention to survey and design the project limits in any event if approval is not granted.

2. Work to be Performed by Consultant:

No work has yet been undertaken by the City of Monroe, except that the project locations have been identified via the approved Project Plan. Therefore, consultant will be responsible for the following for all of the project areas:

- a) Establishment of control points, benchmarks, as necessary for full topographic survey of entire project area between right-of-way lines. The City of Monroe can provide adjacent benchmarks as necessary.
- b) Collection of full topographic survey for all project areas, including up to 150 feet in any direction from the ends of the project areas for tie-in purposes. **Consultant should tie in all available control points, including roadway monument boxes, and property irons, particularly at intersections, as necessary to establish reasonable right-of-way boundaries of the roadway under design.**
- c) Processing of survey data as necessary for preparation of base drawings used for design.
- d) Completion of all design for replacement of the water mains as detailed in the scope of work, including plan and profile, quantities summaries, and cost estimates for each geographic division separately, and for the contract as a whole.
- e) Conversion of drawings to AutoCAD 2004 compatible format if drawings are prepared in a different format. **As an example of a typical water main design project, a sample of the 2009 DWRF project plans is being attached with the revised RFP. The City does not have a**

- specific, organized set of drawing standards, and will entertain minor formatting deviations, but not content deviations.**
- f) Preparation of any unique plan details, plan notes, and supplemental specifications necessary for inclusion into the bid package. The City of Monroe will provide our standard specifications and standard detail sheets for use, and will assist with the preparation of the final contract documents as necessary to place them into the City's standard contract form.
 - g) All of the above must be completed and submitted to the City of Monroe Engineering and Water Departments by Friday, May 1, 2009, 3:00 P.M. Plans are to be in "draft" **(or approximately 80% complete)** format by this time, which shall essentially mean that they must be in a form easily reviewable by the MDEQ. A similar parallel would be a "Grade Inspection" set of plans on a project let through the Michigan Department of Transportation (MDOT) on Federally-funded work. **See Section 6 below for a full description of what is expected with a "draft" or 80% complete set of plans.**
 - h) Following submission to the MDEQ by May 8, 2009, consultant shall continue to develop the plans into a 100% **(or "final")** submittal, taking into account any comments that might be added by the City of Monroe and / or MDEQ review for typical projects. **See Section 6 below for a full description of what is expected with a "final" or 100% complete set of plans.**
 - i) Consultant shall prepare mylar drawings and final electronic plans to be used by the City of Monroe for bidding.
 - j) Construction administration, inspection, and other construction-related services will be determined at a later date.
 - k) **On each geographic project location, at least one set of rock borings shall be performed to determine the depth of rock for design purposes. This shall be figured into the final price.**
 - l) **The City of Monroe will prepare any required MDEQ Act 399 water main permits, Soil Erosion and Sedimentation Control permits, Act 31 Floodplain permits, and / or MDOT right-of-way permits. Any railroad permits will be submitted for by the City, but the consultant will need to provide certain assistance with design aspects of this permit.**
 - m) **The City of Monroe will commence Friday, March 13, 2009 with field marking existing water services, mains, and valves, where known. City will contact MISS DIG by March 16, 2009 so that the proposed routes utilities are all marked. All City work will be completed as soon as possible, but no later than March 20, 2009.**

3. Proposal Submission:

The proposal shall consist of as few pages as necessary to convey the required information, but shall include, at a minimum:

- a) A listing of available project personnel with resumes and listing of qualifications, certifications, and general experience
- b) Description of staff availability, through the use of the tabular schedule or other clear exhibit illustrating that sufficient staff capacity exists to reasonably complete the work in the necessary time frame
- c) Statement of experience on similar projects, and any other relevant information that supports the ability of the consultant to complete the work satisfactorily.
- d) A complete listing of all fees for service shall be provided, including estimated number of hours, hourly employee rates (including overtime if applicable), mileage charges, equipment rates, and a description of any additional fees. Evidence of the existence of liability insurance.
- e) Hourly rates should include as many incidental charges as possible in order to show a true comparison between firms, but those that cannot be included should be specifically called out with costs listed.
- f) Work will be paid on a force account or "time and material" contract, and consultant shall provide a "not to exceed" total price based on the submitted fee schedules. **The total price shall be enclosed in a separate envelope to be opened only if the consultant is selected as the most qualified vendor, or in the case where the most qualified vendor's price exceeds the available budget, to the next most qualified vendor until a satisfactory price is obtained.**
- g) **Proposals shall provide a proposed organizational chart identifying the Professional Engineer and firm's organization by position, name and professional status including sub-consultants. The proposed staffing shall be subject to the reasonable objections of the City made prior to the award of an agreement. The assigned key professionals shall not be reassigned by the Professional Engineer during the course of the Project without the permission of the City.**

One (1) original submittal is due by 12:00 P.M. on Thursday, March 12, 2009, and can be submitted via hard copy, email, or fax, with original signed copy to follow prior to Monday, March 16 at 3:00 P.M.

The Engineering Department plans to award a contract to one or more firms at its March 16, 2009 City Council meeting, and consultant should plan on holding a kick-off meeting with the City of Monroe on Tuesday, March 17 in order to proceed as quickly as possible with all work. The City will notify all consulting firms of its recommendation to City Council on Friday, March 13 by 3:00 P.M.

Proposal should be submitted to:
Patrick M. Lewis, P.E.
Director of Engineering and Public Services, City of Monroe
120 East First Street
Monroe, MI 48161

(734) 384-9124
(734) 384-9108 (fax)
patrick.lewis@monroemi.gov

4. Selection Process:

Selection of the consultant(s) shall be based on the qualifications and past experience of all firms submitting proposals for the work, **and** availability of staff, ~~and costs, where a substantial difference exists.~~ Past experience and performance with City of Monroe will be considered as well. Consultant must clearly demonstrate the ability to complete this work within the desired time frame. **Final price will be considered only once the most qualified vendor(s) is selected.**

5. Penalty:

Due to the distinct possibility of the City being able to obtain a large sum of Federal grant money, but only if the above time frames are met, schedule is of critical importance, particularly in the draft plan deadline of May 1, 2009 to the City of Monroe. Should the consultant be unable to complete draft plans as detailed herein by this date, \$10,000 per working day (Mondays through Friday) may be withheld by the City as penalty for failure to perform. Should the draft plans not be available to the MDEQ by May 8, 2009 (required MDEQ submittal date), this penalty will reach a maximum of 25% of the total contract price. The City of Monroe reserves the right, but not necessarily the obligation, to voluntarily extend this deadline should the MDEQ in turn extend the draft plan submittal date. All penalties are non-refundable, and shall be considered as liquidated damages.

6. Plan Content Requirements:

a) "Draft" plan requirements (80% complete submittal) – due May 1, 2009 by 3:00 P.M.

- 22" x 34" sheet size on all sheets
- One inch to twenty foot horizontal and one inch to two foot vertical scale.
- Waterline Routing must be coordinated, reviewed and approved by City of Monroe prior to draft plan submittal
- Plan sheets required
 1. Title Sheet
 2. Quantity Sheet prepared
 3. Special notes Sheet(s) prepared
 4. Plan & Profile Sheets prepared
 5. Detail Sheet(s) prepared
 6. City Standard Detail Sheets
- Plan and Profile level of detail required

- Plans and profiles shall be prepared to City of Monroe standards and drafting conventions (see sample sheet attached).
- All existing services shall be located, labeled and reflect current City tap information.
- All existing utilities shall appear in both Plan and Profile
- Existing utility information shall be based on field survey and coordinated with City of Monroe record drawings to verify accuracy.
- Bench Marks on City Datum (NGVD 1929) shall appear on each sheet
- Proposed fitting to fitting linear footage in profile
- Proposed waterline material type and linear footage in profile
- Vertical and horizontal clearances between critical utilities in plan and profile
- Stationing and offsets of all fittings, bends, valves, fire hydrants, etc.
- Pavement and/or sidewalk removals
- Water Main trench details for street crossings shall be noted on the plan sheet.
- The plans shall indicate the water services to be replaced from the new main to the curb stop utilizing City Water Department standards.
- The plans shall indicate where the existing water main will be abandoned in place and where the main will need to be cut and plugged to accomplish the abandonment. All existing fire hydrants, valve boxes and valve manholes on the existing main to be abandoned in place will be called out to be removed with appropriate details shown on the plans.
- Existing water mains shall be left in service until testing is satisfactorily completed, and all services are tied over to the new main.
- Provide preliminary sequence of construction and testing
- Provide supplemental specifications
- Plan Quantities Required:
 - Waterline (linear feet and materials)
 - Valving
 - Fire Hydrants
 - Fittings
 - Bends and Tees
 - Services
 - Testing Quantities (Chlorination Taps, Blow-offs, etc.)
 - Drive Approaches, Sidewalk, Pavement, Curb, Backfill/Trenching, Removals

- Quantities shall appear on each sheet – tabulated to General Summary and Cost Estimate
- Preliminary Cost Estimate – above quantities only

b) “Final” Construction Plans (100% complete) – Due Friday, July 10, 2009 at 3:00 P.M.

- Final plan set will include:
 1. Title Sheet
 2. Quantity Sheet
 3. Special notes Sheet(s)
 4. Plan & Profile Sheets
 5. Detail Sheet(s)
 6. City Standard Detail Sheets
 7. Traffic Control supplemental specifications
- Soil Erosion and Sedimentation Control supplemental specifications
- Final Supplemental Specifications for all other pertinent items of work
- Final Construction and Testing Sequencing
- Final Waterline Quantities Required:
 - All quantities including drive approaches, sidewalk, pavement, curb, backfill/trenching, removals
- Incorporate all MDEQ plan review comments into final plans
- Incorporate City of Monroe plan review comments into final plans
- Final Cost Estimate

7. Approximate length of project areas:

The estimated length, in feet, of each project area listed in the previously-submitted map, is as follows:

Michigan Avenue – Elm to Noble	1243 feet
Michigan Avenue – north of Lorain to Mason Run	1747 feet
St. Mary’s Avenue	1038 feet
Godfroy Avenue	414 feet
Victor Street	292 feet
Nims Avenue	374 feet
Wolverine Street	1888 feet
Humphrey Street	358 feet
Franklin Street	574 feet
S. Monroe Street	2239 feet
Peters Street	914 feet
Almyra Avenue	719 feet
Fernwood Avenue	741 feet
Eastchester Street	432 feet
Kentucky Avenue	761 feet

**Michigan Department of Environmental Quality (MDEQ)
 Drinking Water Revolving Fund (DWRF) Project Milestone Schedule
 for 1st Quarter Financing in Fiscal Year 2010
 Anticipated Loan Closing on DECEMBER 18, 2009**

Applicant Name: CITY OF MONROE
 Project Number: 7228-01
 Project Description: WATER MAIN UPGRADES

<u>Milestone</u>	<u>By No Later Than</u>
MDEQ Comments on Project Plan Submittal	<u>DONE</u>
Submittal of Answers to MDEQ Comments	<u>DONE</u>
Correction of All Remaining Planning Deficiencies (including submittal of EA distribution list)	<u>DONE</u>
Publication of Environmental Assessment (EA)	<u>DONE</u>
Public Notice Clearance	<u>DONE</u>
MDEQ Approval of Project Plan	<u>DONE</u>
Submittal of Draft User Charge System and Legal Documents	<u>6-05-09</u>
MDEQ Comments on Draft User Charge System and Legal Documents	<u>7-10-09</u>
Submittal of Final User Charge System and Legal Documents	<u>8-07-09</u>
MDEQ Approval of User Charge System and Legal Documents	<u>9-25-09</u>
Submittal of Draft Plans & Specifications	<u>5-08-09</u>
MDEQ Comments on Draft Plans & Specifications	<u>6-12-09</u>
Submittal of Final Plans & Specifications	<u>7-10-09</u>
Issuance of Construction Permit	<u>9-18-09</u>
MDEQ Approval of Plans & Specifications	<u>9-25-09</u>
Submittal of DWRF Application Part I	<u>9-04-09</u>
Submittal of DWRF Application Part II	<u>9-25-09</u>
Submittal of DWRF Application Part III (including Resolution of tentative contract award)	<u>11-06-09</u>
Publication of Bid Advertisement	<u>9-21-09</u>
Opening of Bids	<u>10-23-09</u>
Resolution of Tentative Contract Award by Governing Body	<u>11-06-09</u>
MDEQ Order of Approval	<u>11-19-09</u>

- FUNDABLE RANGE PROJECT
- CONTINGENCY PROJECT

(The acceptance block and signature lines will appear on the final version produced by the database or your Unit secretary.)

The Mannik & Smith group, Inc.
1771 North Dixie Highway
Monroe, MI 48162

CITY OF MONROE DWRF PHASE 3 – TOTAL PRICE QUOTATION

<u>TASK</u>	<u>HRS</u>	<u>RATE</u>	<u>COST</u>
120 Meetings – Project Manager			
Internal	12	\$115	\$1,380
With City	12	\$115	\$1,380
752 Field Survey	248	\$95	\$23,560
Office Survey			
Surveyor III	80	\$105	\$8,400
Surveyor I	16	\$76	\$1,216
Processing (Tech III)	220	\$76.50	\$16,830
Meetings w/City	2	\$105	\$210
100 Project Administration/Mngmt			
Project Manager	86	\$115	\$11,270
PIC/CSR	12	\$115	\$1,380
592 Plan Development			
Engineer IV	630	\$89	\$56,070
Technician III	610	\$53	\$32,330
130 Clerical	8	\$38	\$304
150 QA/QC (Engineer V)	102	\$105	\$10,710
SUB TOTAL	1852		\$165,040
Rock borings (10)			\$3,000
Reimbursable Expenses			<u>\$2,800</u>
TOTAL PRICE			\$170,840

The total price quoted is “time and materials” and a not to exceed amount.

HOURLY RATES

Engineer VI \$115
 Engineer V \$105
 Engineer III \$92
 Surveyor III \$105
 Surveyor I \$76
 Technician III \$53
 Survey Crew \$95

Note: The above rates represent all of The Mannik & Smith group, Inc. direct salary costs, overhead and profit. Travel costs from the Monroe office shall be considered as work time. Long distance telephone calls, materials, supplies, printing, other direct costs, and out of pocket expenses will be charged at cost. An estimate of these costs is included in the reimbursable expenses above.



Dedicated Project Staff & Man Hours

City of Monroe DWRF Watermain Design - Phase III



PRELIMINARY PLAN DEVELOPMENT

		Hours Committed to Project (Dates are week ending)							
Name	Role in Project	20-Mar	27-Mar	3-Apr	10-Apr	17-Apr	24-Apr	1-May	TOTAL
Barry A. Buschmann, PE	Partner in Charge	3	1				2		6
Steven M. Petty	QA/QC			10	20	20	20	12	82
Donald A. Link, PE	Project Manager	18	12	10	10	12	14	8	84
James Broadway, PS	Survey Manager	24	24	20	14				82
Surveyor I	Research	8	8						16
Survey Crew	Field Survey	48	80	80	40				248
Data Processing	Data Processing		50	50	60	60			220
Jeff Myers	Lead Designer		32	40	40	40	40	8	200
Tucker Fredericksen	Lead Designer		32	40	40	40	40	8	200
Cadd/Adiminstration	Drafting & Support	32	72	80	80	80	80	40	464
TOTAL		133	311	330	304	252	196	76	1602



Dedicated Project Staff & Man Hours

City of Monroe DWRF Watermain Design - Phase III



FINAL PLAN DEVELOPMENT

		Hours Committed to Project (Dates are week ending)				
Name	Role in Project	19-Jun	26-Jun	3-Jul	10-Jul	TOTAL
Barry A. Buschmann, PE	Partner in Charge	2	1	1	2	6
Steven M. Petty	QA/QC		8	8	4	20
Donald A. Link, PE	Project Manager	6	6	6	8	26
Professional Surveyor	Survey Manager					
Surveyor I	Research					
Survey Crew	Field Survey					
Data Processing	Data Processing					
Jeff Myers	Lead Designer	32	28	40	15	115
Tucker Fredericksen	Lead Designer	32	28	40	15	115
Cadd/Adminstration	Drafting & Support	40	40	40	34	154
TOTAL		112	111	135	78	436



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: CUSTER AIRPORT RUNWAY REHABILITATION – PROFESSIONAL SERVICES AWARD

DISCUSSION: The City of Monroe owns and maintains Monroe Custer Airport, which is considered a General Aviation airport by the Michigan Department of Transportation (MDOT). As such, in the Federal Aviation bill, we are entitled to \$150,000 per year in capital grant monies, which can be used on a capital project as delineated in our annual plan submitted to MDOT. These funds can be banked up to three years, such that we now have available to us a sum of \$450,000, consisting of monies for the 2007, 2008, and 2009 fiscal years. The next major need as identified in the plan is the rehabilitation of the 5000-foot long runway, which last had major work in the late 1980s. Preliminary cost estimates by the City's standing airport consulting firm, Reynolds, Smith, and Hills, Inc. indicate the cost of this work to be \$1,561,000, obviously well above even our 3-year entitlement funding.

We have previously received approval from MDOT to place this project in the 2010 construction schedule, and MDOT was originally intending to match the balance with state discretionary funds through the aviation bill. However, we were informed on March 12 that it is very likely that funds from the American Recovery and Reinvestment Act (ARRA, also known as the Federal economic stimulus bill) can be used on this project, but MDOT needs to place this project in the June bid letting for this to occur. This will necessitate commencement of survey layout and design immediately. Attached please find a professional services agreement approval from MDOT, which indicates that they will support awarding of a design contract of \$101,000 to Reynolds, Smith, and Hills, Inc. in this amount. As with the construction costs, the City is liable for 2.5% of the cost, or in this case \$2,525.

Due to this turnaround time, a full contract form is not yet available, however, we have used Reynolds, Smith, and Hills, Inc. in the past, and they were selected several years ago through a Quality-Based review. We are comfortable with their past performance, fees, and contract form.

IT IS RECOMMENDED that the City Council award a contract to Reynolds, Smith, and Hills, Inc. for surveying and design services up to \$101,000. **IT IS FURTHER RECOMMENDED** that the City Manager, Director of Engineering and Public Services, or their designee be authorized to sign the contract on behalf of the City of Monroe, after it is reviewed by appropriate City staff.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: March 16, 2009

REASON FOR DEADLINE: It is virtually impossible to meet the required schedule by delaying beyond this Council meeting.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering and Public Services Department, Port of Monroe, airport users at large.

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$1,662,000
	Cost of This Project Approval	\$2,525*
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

*City share of \$101,000 design project.

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Airport General Contractual	295-60.442-818.020	\$2,525.00*

*Only \$1,356 remains in account for FY 2008-09, these costs were requested for 2009-10 budget, recommend Finance Director be authorized to allocate remainder from Airport Fund Balance for FY 2008-09.

<u>Other Funds</u>	
Federal and State grant monies	\$98,475.00

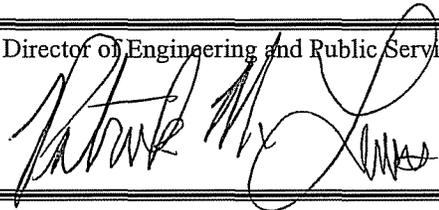
Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 03/13/09

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: March 16, 2008



**MICHIGAN DEPARTMENT OF TRANSPORTATION
AIRPORTS DIVISION**

**PROFESSIONAL SERVICES AGREEMENT
APPROVAL**

Date: March 12, 2009	Airport: Monroe Custer Airport
To: Scott Davidson	Location: Monroe, Michigan
From: Carol Aldrich	Project No.: -26-0067-09
Contract No.: FM 58-04-C17	Amendment No.:
Subject: Design Approval	
Work Description: Design of reconstruction of runway 3/21	

Consultant: RS&H

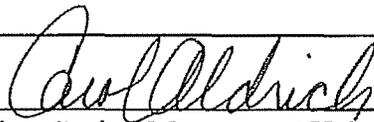
Agreement Amount: \$ 101,000.00	Estimated Construction Cost: \$ 1,561,000.00
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PHASE	COST	L.S.	COST	PROGRAM
Preliminary	\$	<input type="checkbox"/>	<input type="checkbox"/>	AIP <input checked="" type="checkbox"/>
Design	\$ 101,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	S/L <input type="checkbox"/>
Construction	\$	<input type="checkbox"/>	<input type="checkbox"/>	
Property Survey	\$	<input type="checkbox"/>	<input type="checkbox"/>	

The referenced agreement includes all mandatory clauses per FAA APP-510 Contract Writing Program through Version 2, dated 04/23/90. An independent cost analysis has been performed. The cost was found to be reasonable for the services to be provided.

This agreement is recommended to be approved for state and federal participation subject to the following conditions.

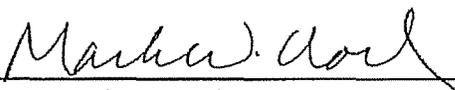
Need subconsultant contracts prior to any payments
--



 Supervisor, Project Management Unit

The referenced agreement is approved for state participation when a sponsor contract has been executed by the sponsor and MDOT and the Federal grant has been executed. This agreement is recommended for federal participation at such time as appropriate grants are executed with the airport sponsor and rates of participation established.

7% RU5
DBE Liaison



 Manager, Project Development Section