



# City of Hartford \* County of Van Buren \* State of Michigan

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**TO:** Mayor Hall and the Hartford City Commissioners

**FROM:** Nicol Brown, City Manager ~~NS~~

**DATE:** September 23, 2024

**RE:** **ENGINEERING SERVICES FOR THE DWSRF PROJECT**

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## **ITEM BEFORE THE COMMISSION:**

The item before the Commission is to approve Wightman Association as the city's engineer for the Drinking Water State Revolving Fund (DWSRF) project.

## **DISCUSSION:**

The city was identified to receive a total of \$11,760,000. \$4,704,00 in grant funding and \$7,056,00 in a 1.00% loan through the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Drinking Water State Revolving Fund (DWSRF) Draft Intended Use Plan (IUP). The city scored #7 on the DWSRF project priority list. The EGLE process will be fast-paced once they send out letters of intent to proceed. One of the first steps is to enter into a contract with an engineering company such as the Wightman Association. Due to the nature of the DWSRF program, an aggressive schedule for engineering design will be required to meet funding deadlines. The preliminary work is essential for meeting the design and bidding phase schedules. Wightman priority will be the fieldwork and design.

The city does not have the financial funding to pay the engineering fees for the fieldwork and design phase; therefore, we can apply for a Bond Anticipation Note (BAN). The city could be reimbursed for the costs incurred from engineering services. The BAN would be paid off at closing with EGLE.

Wightman has proposed to do the following:

- Design Engineering
  - Topographic Survey of project locations for plan preparation. A copy of the project location map was submitted with the FY25 DWSRF Project Plan.
  - Collection of pavement boring information. This includes approximately 23 pavement borings to a depth of about 6'.
  - Design replacement of water service lines containing lead or previously connected to lead system-wide according to state and local regulations
  - Design improvements at the IRP as identified in the FY25 DWSRF Project Plan according to state and local regulations. These improvements include:
    - Add a plant bypass valve
    - Relocate the backwash force main
    - Update system controls

- Design improvements to the water distribution system as identified in the FY25 DWSRF Project Plan according to state and local regulations. These improvements include:
  - Marion Avenue from W. Main Street to Prospect Street
  - Railroad Street from Michigan Avenue to Hillsborough Street
  - Michigan Avenue from Railroad Street to N. Maple Street
  - Tower Drive from N. Maple Street to N. Center Street
  - E. Olds Street from N. Center Street to N. Haver Street
  - Hilliard Street from N. Maple Street to N. Center Street
  - Hart Street from N. Center Street to Edwin Street
  - Washington Street from N. Haver Street to Edwin Street
  - Bernard Street from Mary Street to S. Center Street
  - Dunbar Street from existing dead-end south to W. Main Street to create a loop
- Prepare construction specifications
- Review plans and specifications with the City and Authorities having jurisdiction and revise, as necessary
- Coordinate with utility companies
- Assist with easement acquisition, including obtaining title work, preparing easement sketches and descriptions, and discussing with the property owner. The city will pay for appraisals and the actual land cost if necessary.
- Bidding
  - Advertise for construction bids (publication fee to be paid directly by the City)
  - Respond to bidders' questions
  - Conduct bid opening(s)
  - Tabulate bids and provide recommendations for award to the City
- Prepare and submit all necessary permit applications for the project (permit application fees to be paid directly by the City). Permits anticipated for this project include:
  - EGLE Part 399 Community Water Supply Construction Permit
  - Soil Erosion and Sedimentation Control Permit
  - Railroad Right-of-Way Permit
- Construction Engineering
  - Conduct pre-construction meeting
  - Review contractor submittals
  - Supply full-time, on-site construction observation to document progress for an assumed duration of 40 weeks
  - Provide engineering support to address conflicts or questions that arise
  - Provide construction staking and testing
  - Conduct monthly progress meetings on-site with the City and Contractor
  - Prepare pay applications and assist City personnel with DWSRF disbursement requests
  - Prepare change orders, as necessary

- Preparation of record drawings

The city will be responsible for expenses related to permit application fees (e.g., railroad crossing) and publication fees (e.g., advertisements or notices), which will be paid directly by the city. Wightman can pay for those items, and the city can reimburse them.

Design Engineering	\$671,000
Right-of-Way Acquisition (Estimated Fee)	10,000
Pavement Borings	9,500
Railroad Permitting	15,000
Construction Engineering	754,000
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<b>Total Project Fees:</b>	<b>\$1,459,500</b>

**RECOMMENDATION:**

The Hartford City Commission approves Wightman Association as the City's engineer for the Drinking Water State Revolving Fund (DWSRF) project. The commission also approves the proposed engineering cost of \$1,459,500, contingent on the city's application approval and receipt of a Bond Anticipation Note (BAN).