



**TETRA TECH**

March 1, 2024

Mr. Tim Watterson  
Madison Township DPW Supervisor  
3804 S. Adrian Highway  
Adrian, MI 49221

**Re: Beecher Street Area Smoke Testing**

Dear Mr. Watterson:

Tetra Tech appreciated the opportunity to prepare a report on the Beecher Street area sanitary sewer needs. That report identified that sewer flow rates responded strongly to rainfall. This wet weather flow can require capacity increases to accommodate the high flow. Furthermore, the higher volume costs more to convey and treat. As a result of these impacts, the Township Board of Trustees expressed interest in performing smoke testing to identify suspected sources of infiltration/inflow. This letter serves as our proposal to lead the smoke testing.

### **SCOPE OF SERVICES**

We propose the following scope of services:

1. Hold a kickoff meeting with Madison Township and City of Adrian.
2. Provide a door hanger flyer that Township and City staff can distribute to affected parcels ahead of the work so that homes can be prepared (primarily adding water to floor drain traps)
3. Contact MDOT and inform them of the work to be completed in the M-34 right-of-way.
4. Conduct smoke testing for the Marvin Drive sewer area, the sewer along M-34, Maple Woods manufactured homes, the Industrial Drive area and the sewer area north of Tayer Road.
5. Tabulate the data in GIS and prepare a short report (perhaps 2 to 5 pages in addition to accompanying tables) documenting our findings.
6. Present the report results to the Township Board of Trustees.

### **ASSUMPTIONS**

Work not identified in this proposal will not be performed.

Tetra Tech, Inc.

10000 W. Grand Ave., Suite 1000, Grand Rapids, MI 49508  
Tel: 616.346.0000 [www.tetra-tech.com](http://www.tetra-tech.com)



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Follow-up work such as investigations on private property will be authorized separately, if desired

**SCHEDULE**

We propose conducting work in late May or early June when the ground is generally dry. The work should be performed during dry weather, so the work will be scheduled around the forecast.

**COMPENSATION**

We will invoice based on our standard hourly rates. We suggest a budget of \$21,800. This budget will not be exceeded without your prior written authorization. Our Standard Terms and Conditions are attached and considered a part of this proposal.

This contract will perform work within both Adrian and Madison Township and both entities use the sewer. We estimate approximately 50% of our effort will be within the City and 50% within the Township.

**EXECUTION**

If you agree with the work outlined in this proposal, please sign in the space provided to indicate your acceptance. Tetra Tech appreciates our long history of service to Madison Township.

Sincerely;

Brian M. Rubel, PE  
Sr. Vice President

**PROPOSAL ACCEPTED BY** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



**TETRA TECH**

April 15, 2024

Mr. Tim Watterson  
Madison Township DPW Supervisor  
3804 S. Adrian Highway  
Adrian, MI 49221

**RE: Water and Sewer Design Standards**

Dear Mr. Watterson:

During recent efforts to facilitate extensions of water and sewer utilities, we discussed that the Township having written material and design standards would both reduce staff time and improve the quality of added infrastructure. You subsequently requested Tetra Tech to prepare a proposal to assist Madison Township prepare a standards document. This letter serves as that proposal.

#### **SCOPE OF SERVICES**

To reduce cost, we propose to model a standards document after documents Tetra Tech has prepared for other communities. We can and will make minor revisions to tailor the document to Madison's needs. We propose the following scope of services:

1. Copy and transmit two or three documents to Madison Township for review and discussion.
2. Modify the standard documents for the specific needs of Madison. We have assumed approximately 24 hours of time to modify the documents inclusive of details and figures.
3. Prepare a draft Madison Township Engineering Standards document in paper and PDF formats.
4. Hold one review meeting with Madison Township to receive comments on the draft document.
5. Prepare ten paper copies and one PDF copy of the final document.

#### **ASSUMPTIONS**

Development of submission and review flow charts and private road standards (including stormwater standards) are not included, but the scope and budget can be modified to include these items



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**SCHEDULE**

We envision a draft document prepared within four to six weeks of holding our kickoff call.

**COMPENSATION**

Compensation will be based on our standard hourly rates. We suggest a budget of \$7,600 for the work described. This budget will not be exceeded without the Township's prior written permission.

Our Standard Terms and Conditions are attached and considered a part of this proposal.

**EXECUTION**

Should the Township agree with this proposal, please sign in the space provided to indicate your acceptance. Tetra Tech appreciates our long history of service to Madison Township and looks forward to this project which will assist the Township establish a foundation for its future.

Sincerely,

Brian M. Rubel, PE  
Vice President

**PROPOSAL ACCEPTED BY** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



March 4, 2024

Mr. Tim Watterson  
Madison Township DPW Supervisor  
3804 S. Adrian Highway  
Adrian, MI 49221

**Re: Sanitary Sewer and Cemetery GIS**

Dear Mr. Watterson:

Tetra Tech has appreciated our long history of service with the Township's water and sewer infrastructure. Through prior projects, Tetra Tech has created a geographic information system (GIS) file for the water system. However, no prior project has allowed us to create the same for the sanitary sewer system.

Furthermore, the Township Clerk has the responsibility to manage the plots at the Township Cemeteries. These records are currently in paper form. By creating GIS files for the cemeteries, the records can be digitized and managed within the Township's existing BS&A accounting software.

Tetra Tech has prepared this proposal to assist in creating GIS files for sanitary and the two cemeteries.

### **SCOPE OF SERVICES**

We propose the following scope of services:

1. Hold an electronic kickoff meeting with Madison Township. We previously held an in-person meeting to scope this project.
2. Prepare a GIS layer of the sanitary sewer. The base of this file will be the AutoCAD mapping prepared in the 1990s. We will add pipe material and sewer invert elevations from record drawings. We will digitize extensions added to the system as depicted in the scans recently transmitted to Tetra Tech. We estimate approximate 7 developments in 56 sheets will be added.
3. Prepare a GIS layer of the three cemeteries showing the plot layout. We will include polygons for lots, blocks, and plots as well as a line layer to allow visualization of dimensions. Block IDs or numbering will be included for linkage to BS&A.
4. Transmit the electronic versions of the above to Madison Township.



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**ASSUMPTIONS**

Work not identified in this proposal will not be performed.

The Township will use the GIS files in existing asset management software and assistance with establishing standalone GIS software is not needed.

Integration of the cemetery files with BS&A software is not requested of Tetra Tech.

Field verification of the data is not requested. Tetra Tech recommends this occur in the future, but it is also a very time consuming task.

**SCHEDULE**

We are prepared to begin work immediately upon receiving your authorization. We estimate the above services will take approximately 4 to 6 weeks to complete.

**COMPENSATION**

We will invoice based on our standard hourly rates. We suggest a budget of \$14,900. This budget will not be exceeded without your prior written authorization. Our Standard Terms and Conditions are attached and considered a part of this proposal.

For internal tracking, approximately \$6,000 is attributable to the cemetery work and \$8,900 to the sanitary sewer work.

**EXECUTION**

If you agree with the work outlined in this proposal, please sign in the space provided to indicate your acceptance. Tetra Tech appreciates our long history of service to Madison Township.

Sincerely;

Brian M. Rubel, PE  
Sr. Vice President

**PROPOSAL ACCEPTED BY** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_