

## ***MEMORANDUM***

**DATE:** May 1, 2024  
**TO:** Melissa R. Marsh, City Manager  
**FROM:** Sean P. Ballantine, Director of Public Services  
**SUBJECT:** 2024-25 Stormwater Services Proposal

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The City of Madison Heights is required by EGLE (the department of Environment, Great Lakes, and Energy) to maintain a municipal separate stormwater permit (MS-4) for the discharge of our stormwater to the waters of the state. As with the majority of municipalities and other nested jurisdictions, we have engaged the services of a consulting engineering firm in order to maintain compliance with our permit requirements.

Since 2012, these services have been performed by our stormwater consultant has been Laura Gruzowski, who started our application for the MS-4 while working for Hubbell, Roth, and Clark, later moving to Johnson and Anderson, which became DLZ. Services have been provided on an ongoing year-to-year basis, resulting in a clear familiarity with the City's stormwater systems, processes and best management practices, and regulatory compliance measures. Due to a general increase in costs, increases in the amount of activity required to remain compliant, as well as the significantly increased hours required for our next permit application, which is due in April, the overall budgetary requirement in the service proposal now exceeds the bid threshold as established under the city's purchasing ordinance.

Based on the successful long-term working relationship the City has had with Johnson and Anderson, the institutional knowledge of our stormwater consultant which has been curated over the last 12 years, as well as the significant and cumulative amount of work which has gone into the initial permit application and subsequent compliance, Staff strongly feels that it is in the City's best interest to continue utilizing the services of DLZ for our stormwater consulting.

Staff therefore recommends that Council waive the formal bid process, and award the 2024-25 Stormwater Services Proposal to DLZ Michigan, of Waterford, for a total amount of \$17,600, and authorize the City Manager to sign on behalf of the City. Funds are budgeted in the upcoming fiscal year.

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**Department of Public Services**

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