

**Department of  
Public Works**

**19-013**

# **CITY OF FLINT MICHIGAN**



# **CONTRACT**

**Rowe Professional Services  
Project Management Services –  
FAST Start Program – Phase VI  
\$2,138,735.00  
Approved by City Council on 3/11/19  
Resolution #190075**



# CITY OF FLINT

## Department of Purchases & Supplies

Dr. Karen Weaver  
Mayor

Bryan D. Bond  
Interim Purchasing Manager

March 15, 2019

**TO:** Robert Bincsik, Director  
Public Works & Utilities

**FROM:** Bryan D. Bond *BBB*  
Interim Purchasing Manager

**SUBJECT:** NOTICE TO ENTER INTO A CONTRACT – ROWE PROFESSIONAL SERVICES

Please be advised that the abovementioned vendor has been approved by City Council on March 11, 2019 for program management services for FAST Start Program – Phase VI, in an amount not to exceed \$2,138,735.00. You are now authorized to enter into a contract with Rowe Professional Services for said services.

If you have any questions, please feel free to give me a call.

Attachment

190075

(Proposal 1900555)

SUBMISSION NO.: \_\_\_\_\_

PRESENTED: 3-6-19

ADOPTED: 3-11-2019

RESOLUTION TO ROWE PROFESSIONAL SERVICES COMPANY FOR PROJECT MANAGEMENT SERVICES FOR FAST START PROGRAM – PHASE VI

BY THE CITY ADMINISTRATOR


RESOLUTION

The Department of Purchases and Supplies solicited a proposal for project management services for FAST Start Program – Phase VI; and


Rowe Professional Services Co., 540 S. Saginaw St., Suite 200, Flint, Michigan was the low bidder from seven solicitations for said requirements based on highest score and lowest price. Funding for said services will come from the following account: 496-551.000-801.051; and

IT IS RESOLVED, that the Proper City Officials, upon City Council's approval, are hereby authorized to enter into a contract with Rowe Engineering Inc. for project management services for FAST Start Project – Phase VI in an amount not to exceed \$2,138,735.00. (Water Infrastructure Improvements for the Nation (WIIN) grant)

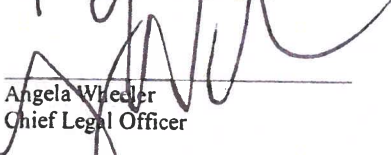
APPROVED PURCHASING DEPT.:

  
Bryan D. Bond  
Interim Purchasing Manager

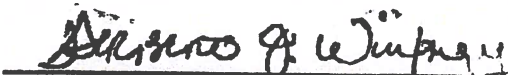
APPROVED AS TO FINANCE:

  
Hughley Newsome  
Chief Financial Officer

APPROVED AS TO FORM:

  
Angela Wheeler  
Chief Legal Officer

  
Steve Branch, City Administrator

  
Herbert J. Winfrey, President  
City Council

**Professional Services Agreement  
Rowe Professional Services Company**

The purpose of this agreement is to enter into a contract pertaining to project management services for FAST Start Program – Phase VI by and between the City of Flint (hereinafter called “City”) and Rowe Professional Services Company, 540 S. Saginaw St., Suite 200, Flint, Michigan 48502 (hereinafter “Contractor”).

1. **Applicable Law:** This contract shall be governed by and interpreted according to the laws of the State of Michigan pertaining to contracts made and to be performed in this state.
  
2. **Arbitration:** Contractor agrees that for all claims, disputes, and other matters arising out of or relating to this agreement, Contractor must request the City’s consent to arbitrate within 30 days from the date the Contractor knows or should have known the facts giving rise to the claim, dispute or question.
  - (a) Notice of a request for arbitration must be submitted in writing by certified mail or personal service upon the City Attorney.
  
  - (b) Within 60 days from the date a request for arbitration is received by the City, the City shall inform Contractor whether it agrees to arbitrate. If the City does not consent, Contractor may proceed with an action in a court of competent jurisdiction within the State of Michigan. If the City does consent, then within 30 days of the consent each party shall submit to the other the name of one person to serve as an arbitrator. The two arbitrators together shall then select a third person, the three together shall then serve as a panel in all proceedings. Any unanimous decision of the three arbitrators shall be a final binding decision. The City’s failure to respond to a timely, conforming request for arbitration is deemed consent to arbitration.
  
  - (c) The costs of the arbitration shall be split and borne equally between the parties and such costs are not subject to shifting by the arbitrator.
  
  - (d) Contractor’s failure to comply with any portion (including timeliness) of this provision shall be deemed a permanent waiver and forfeiture of the claim, dispute, or question.
  
  - (e) These provisions shall survive the termination or expiration of this agreement.
  
3. **City Income Tax Withholding:** Contractor and any subcontractor engaged in this contract shall withhold from each payment to his employees the City income tax on all of their compensation subject to tax, after giving effect to exemptions, as follows:
  - (a) Residents of the City:



At a rate equal to 1% of all compensation paid to the employee who is a resident of the City of Flint.

(b) Non-residents:

At a rate equal to ½ % of the compensation paid to the employee for work done or services performed in the City of Flint.

These taxes shall be held in trust and paid over to the City of Flint in accordance with City ordinances and State law. Any failure to do so shall constitute a substantial and material breach of this contract.

**4. Compensation:** The City shall pay for such services as have been set forth herein, a contract price not to exceed \$2,138,735.00 upon submission of proper invoices, releases, affidavits, and the like.

1. Contractor shall submit itemized invoices by the 14<sup>th</sup> of each month for all work performed in the previous month under this Agreement identifying:

- (a) The date of service
- (b) The name of person providing the service and a general description of the service provided.
- (c) The unit rate and the total amount due.
- (d) Addresses where work is performed

Invoices shall be submitted to:

**City of Flint  
Accounts Payable  
P.O. Box 246  
Flint, MI 48501-0246  
accountspayable@cityofflint.com**

It is solely within the discretion of the City as to whether Contractor has provided a proper invoice. The City may require additional information or waive requirements as it sees fit. The City will notify the Contractor of any errors or lack of sufficient documentation within 14 days of receipt of the invoice.

**5. Contract Documents:** The invitation for bids, instructions to bidders, proposal, affidavit, addenda (if any), statement of bidder's qualifications, general conditions, special conditions, performance bond, labor and material payment bond, insurance certificates, technical specifications, and drawings, together with this agreement, form the contract, and they are as fully a part of the contract as if attached hereto or repeated herein.

6. **Disclaimer of Contractual Relationship With Subcontractors:** Nothing contained in the Contract Documents shall create any contractual relationship between the City and any Subcontractor or Sub-subcontractor.
7. **Effective Date:** This contract shall be effective upon the date that it is executed by all parties.
8. **Certification, Licensing, Debarment, Suspension and Other Responsibilities:** Contractor warrants and certifies that Contractor and/or any of its principals are properly certified and licensed to perform the duties required by this contract in accord with laws, rules, and regulations, and is not presently debarred, suspended, proposed for debarment or declared ineligible for the award of any Federal contracts by any Federal agency. Contractor may not continue to or be compensated for any work performed during any time period where the debarment, suspension or ineligibility described above exists or may arise in the course of Contractor contractual relationship with the City. Failure to comply with this section constitutes a material breach of this Contract. Should it be determined that contractor performed work under this contract while in non-compliance with this provision, Contractor agrees to reimburse the City for any costs that the City must repay to any and all entities.
9. **Force Majeure:** Neither party shall be responsible for damages or delays caused by Force Majeure or other events beyond the control of the other party and which could not reasonably have been anticipated or prevented. For purposes of this Agreement, Force Majeure includes, but is not limited to, adverse weather conditions, floods, epidemics, war, riot, strikes, lockouts, and other industrial disturbances; unknown site conditions, accidents, sabotage, fire, and acts of God. Should Force Majeure occur, the parties shall mutually agree on the terms and conditions upon which the services may continue.
10. **Good Standing:** Contractor must remain current and not be in default of any obligations due the City of Flint, including the payment of taxes, fines, penalties, licenses, or other monies due the City of Flint. Violations of this clause shall constitute a substantial and material breach of this contract. Such breach shall constitute good cause for the termination of this contract should the City of Flint decide to terminate on such basis.
11. **Hold Harmless and Indemnification:** To the fullest extent permitted by law, Contractor agrees to defend, pay on behalf of, indemnify, and hold harmless the City, its elected and appointed officials, employees, volunteers and others working on behalf of the City, against any and all claims, demands, suits, or losses, including all costs connected therewith, and for any and all damages which may be asserted, claimed, or recovered against or from the City, its elected and appointed officials, employees, volunteers or others working on behalf of the City, arising out of this Agreement, including but not limited to those by reason of personal injury, including bodily injury or death and/or property damage,

including loss of use thereof, including those which may arise as a result of Contractor's acts, omissions, faults, and negligence or that of any of his employees, agents, and representatives. Should the Contractor fail to indemnify the City in the above-mentioned circumstances, the City may deduct the cost that it incurs from amounts owing under the Agreement without prior notice. These provisions shall survive the termination on expiration of this agreement.

**12. Independent Contractor:** No provision of this contract shall be construed as creating an employer-employee relationship. It is hereby expressly understood and agreed that Contractor is an "independent contractor" as that phrase has been defined and interpreted by the courts of the State of Michigan and, as such, Contractor is not entitled to any benefits not otherwise specified herein.

**13. Insurance/Worker's Compensation:** Contractor shall not commence work under this contract until he has procured and provided evidence of the insurance required under this section. All coverage shall be obtained from insurance companies licensed and authorized to do business in the State of Michigan unless otherwise approved by the City's Chief Financial Officer or his or her designee. Policies shall be reviewed by the City's Chief Financial Officer or his or her designee for completeness and limits of coverage. All coverage shall be with insurance carriers acceptable to the City of Flint. Contractor shall maintain the following insurance coverage for the duration of the contract.

(a) Commercial General Liability coverage of not less than one million dollars (\$1,000,000) combined single limit with the City of Flint, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers, named as "Additional Insureds." This coverage shall be written on an ISO occurrence basis form and shall include: Bodily Injury, Personal Injury, Property Damage, Contractual Liability, Products and Completed Operations, Independent Contractors; Broad Form Commercial General Liability Endorsement, (XCU) Exclusions deleted and a per contract aggregate coverage. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether said other available coverage be primary, contributing, or excess.

(b) Workers Compensation Insurance in accordance with Michigan statutory requirements, including Employers Liability coverage.

(c) Commercial Automobile Insurance in the amount of not less than \$1,000,000 combined single limit per accident with the City of Flint, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers, named as "Additional Insureds." This coverage shall be written on ISO business auto forms covering Automobile Liability, code "any auto."

(d) Professional Liability - Errors and Omissions. All projects involving the use of Architects, civil engineers, landscape design specialists, and other professional services must provide the City of Flint with evidence of Professional Liability coverage in an amount not less than one million dollars (\$1,000,000). Evidence of this coverage must be provided for a minimum of three years after project completion. Any deductibles or self-insured retention must be declared to and approved by the City. In addition, the total dollar value of all claims paid out on the policy shall be declared. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retention with respect to the City, its officials, employees, agents and volunteers; or Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim, administration, and defense expenses.

Contractor shall furnish the City with two certificates of insurance for all coverage requested with original endorsements for those policies requiring the Additional Insureds. All certificates of insurance must provide the City of Flint with not less than 30 days advance written notice in the event of cancellation, non-payment of premium, non-renewal, or any material change in policy coverage. In addition, the wording "Endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" must be removed from the standard ACORD cancellation statement. These certificates must identify the City of Flint, Finance Department, as the "Certificate Holder." Contractor must provide, upon request, certified copies of all insurance policies. If any of the above policies are due to expire during the term of this contract, Contractor shall deliver renewal certificates and copies of the new policies to the City of Flint at least ten days prior to the expiration date. Contractor shall ensure that all subcontractors utilized obtain and maintain all insurance coverage required by this provision.

14. **Laws and Ordinances:** Contractor shall obey and abide by all of the laws, rules and regulations of the Federal Government, State of Michigan, Genesee County and the City of Flint, applicable to the performance of this agreement, including, but not limited to, labor laws, and laws regulating or applying to public improvements.
15. **Modifications:** Any modifications to this contract must be in writing and signed by the parties' authorized representative to make such contractual modifications under State law and local ordinances.
16. **No Third-Party Beneficiary:** No contractor, subcontractor, mechanic, materialman, laborer, vendor, or other person dealing with the principal Contractor shall be, nor shall any of them be deemed to be, third-party beneficiaries of this contract, but each such person shall be deemed to have agreed (a) that they shall look to the principal Contractor as their sole source of recovery if not paid, and (b) except as otherwise agreed to by the principal Contractor and any such person in writing, they may not enter any claim or bring any such action against the City under any circumstances. Except as provided by law, or as otherwise agreed to in writing between the City and such person, each such person shall be deemed to



have waived in writing all rights to seek redress from the City under any circumstances whatsoever.

17. **Non-Assignability:** Contractor shall not assign or transfer any interest in this contract without the prior written consent of the City provided, however, that claims for money due or to become due to Contractor from the City under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City.
18. **Non-Disclosure/Confidentiality:** Contractor agrees that the documents identified herein as the contract documents are confidential information intended for the sole use of the City and that Contractor will not disclose any such information, or in any other way make such documents public, without the express written approval of the City or the order of the court of appropriate jurisdiction or as required by the laws of the State of Michigan.
19. **Discrimination:** The Contractor shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 et seq., the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 et seq., and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, color, creed, religion, ancestry, national origin, age, sex, height, weight, disability or other physical impairment, marital status, status with respect to public assistance, physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position or status with respect to public assistance. A breach of this covenant is a material breach of this Agreement.
20. **Anti-Lobbying:** The Contractor shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "Lobbying" means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Contractor shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the City or State. Further, the Contractor agrees to require that language of this assurance be included in the award documents of all sub awards.
21. **Notices:** Notices to the City of Flint shall be deemed sufficient if in writing and mailed, postage prepaid, addressed to **Robert Bincsik** and **Inez Brown, City Clerk, City of Flint, 1101 S. Saginaw Street, Flint, Michigan 48502**, or to such other address as may be designated in writing by the City from time to time. Notices to Contractor shall be deemed sufficient if in writing and mailed, postage


prepaid, addressed to Rowe Professional Services Company, 540 S. Saginaw St., Suite 200, Flint, Michigan 48502, or to such other address as may be designated in writing by Contractor from time to time.

22. **Records Property of City:** All documents, information, reports and the like prepared or generated by Contractor as a result of this contract shall become the sole property of the City of Flint and shall be provided to the City on request.
23. **Scope of Services:** Contractor shall provide all of the materials, labor, equipment, supplies, machinery, tools, superintendence, insurance and other accessories and services necessary to complete the project in accordance with Proposal #19000555, dated February 21, 2019 (see attached proposal). Contractor shall perform the work in accordance with the Standard General Conditions and any Special Conditions provided for in this contract and warrants to the City that all materials and equipment furnished under this contract will be new unless otherwise specified, and that all work will be of good quality, free from faults and defects and in conformance with the contract documents. All work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. In addition to any other remedies the City may have, if, within one year of the date of substantial completion of work, or within one year after acceptance by the City, or within such longer period of time as may be prescribed by law, any of the work is found to be defective or not in accord with the contract documents, Contractor shall correct promptly after receipt of a written notice from the City to do so, unless the City has previously given Contractor a written acceptance of such condition.
24. **Severability:** In the event that any provision contained herein shall be determined by a court or administrative tribunal to be contrary to a provision of state or federal law or to be unenforceable for any reason, then, to the extent necessary and possible to render the remainder of this Agreement enforceable, such provision may be modified or severed by such court or administrative tribunal so as to, as nearly as possible, carry out the intention of the parties hereto, considering the purpose of the entire Agreement in relation to such provision. The invalidation of one or more terms of this contract shall not affect the validity of the remaining terms.
25. **Standards of Performance:** Contractor agrees to exercise independent judgment and to perform its duties under this contract in accordance with sound professional practices. The City is relying upon the professional reputation, experience, certification, and ability of Contractor. Contractor agrees that all of the obligations required by him under this Contract shall be performed by him or by others employed by him and working under his direction and control. The continued effectiveness of this contract during its term or any renewal term shall be contingent upon Contractor maintaining his certification in accordance with the requirements of State law.

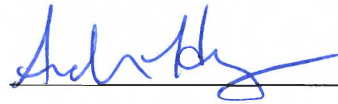
26. **Subcontracting:** No subcontract work, if permitted by the City, shall be started prior to the written approval of the subcontractor by the City. The City reserves the right to accept or reject any subcontractor.
27. **Termination:** This contract may be terminated by either party hereto by submitting a notice of termination to the other party. Such notice shall be in writing and shall be effective 30 days from the date it is submitted unless otherwise agreed to by the parties hereto. Contractor, upon receiving such notice and prorated payment upon termination of this contract shall give to the City all pertinent records, data, and information created up to the date of termination to which the City, under the terms of this contract, is entitled.
28. **Time of Performance:** Contractor's services shall commence immediately upon receipt of the notice to proceed and shall be carried out forthwith and without reasonable delay.
29. **Union Compliance:** Contractor agrees to comply with all regulations and requirements of any national or local union(s) that may have jurisdiction over any of the materials, facilities, services, or personnel to be furnished by the City. However, this provision does not apply if its application would violate Public Act 98 of 2011.
30. **Waiver:** Failure of the City to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement shall not be deemed a waiver of any term, covenant, or condition. Any waiver or relinquishment of any right or power hereunder at any one or more times shall not be deemed a waiver or relinquishment of that right or power at any other time.
31. **Whole Agreement:** This written agreement and the documents cited herein embody the entire agreement between the parties. Any additions, deletions or modifications hereto must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have executed this contract this \_\_\_\_ day of \_\_\_\_\_, 2019.


**CONTRACTOR:**  
**Rowe Professional Services Company**

  
\_\_\_\_\_  
Its Principal / Vice-President

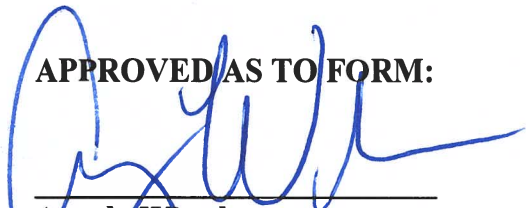
**WITNESS(ES):**

  
\_\_\_\_\_  
\_\_\_\_\_

**CITY OF FLINT, a Michigan Municipal Corp.:**

  
\_\_\_\_\_  
**Dr. Karen W. Weaver**  
**Mayor**

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
**Angela Wheeler**  
**Chief Legal Officer**





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/19/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Professional Concepts Insurance Agency, Inc. 1127 South Old US Highway 23 Brighton MI 48114-9861	<b>CONTACT NAME:</b> certs@pciaonline.com <b>PHONE (A/C, No, Ext):</b> (800) 969-4041 <b>E-MAIL ADDRESS:</b> certs@pciaonline.com	<b>FAX (A/C, No):</b> (800) 969-4081
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Rowe Professional Services, Co 540 S Saginaw St Ste 200 Flint MI 48502	<b>INSURER A:</b> The Phoenix Insurance Co	<b>NAIC #</b> 25623
	<b>INSURER B:</b> Charter Oak Fire Ins. Co.	25615
	<b>INSURER C:</b> Travelers Indemnity Co	25658
	<b>INSURER D:</b> Travelers Indem. Co of America	25666
	<b>INSURER E:</b> AXA XL	37885
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER: 19-20 ALL**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			6805H96008619	1/1/2019	1/1/2020	EACH OCCURRENCE \$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000	
	<input checked="" type="checkbox"/> X,C,U						MED EXP (Any one person) \$ 10,000	
	<input checked="" type="checkbox"/> Contractual Liability						PERSONAL & ADV INJURY \$ 1,000,000	
GEN'L AGGREGATE LIMIT APPLIES PER:	GENERAL AGGREGATE \$ 2,000,000							
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000	
	OTHER:						\$	
B	AUTOMOBILE LIABILITY			BA5C42450319	1/1/2019	1/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000	
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$	
	<input type="checkbox"/> ALL OWNED AUTOS						<input type="checkbox"/> SCHEDULED AUTOS	BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						<input checked="" type="checkbox"/> NON-OWNED AUTOS	PROPERTY DAMAGE (Per accident) \$
				Hired & Non-Owned \$ 1,000,000				
C	<input checked="" type="checkbox"/> UMBRELLA LIAB			CUP5C49442519	1/1/2019	1/1/2020	EACH OCCURRENCE \$ 5,000,000	
	<input type="checkbox"/> EXCESS LIAB						<input checked="" type="checkbox"/> OCCUR	AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$						<input type="checkbox"/> CLAIMS-MADE	\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			UB9J09513819	1/1/2019	1/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000	
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000	
E	Professional Liability			DPR9936068	1/1/2019	1/1/2020	Per Claim 2,000,000	
	Contractor's Pollution						Aggregate 4,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Preventative maintenance bridge inspections

The City of Flint and including all elected and appointed officials, all employees and volunteers, all boards, commissions and /or authorities and their board members, employees and volunteers are considered additional insured as respects to General Liability only when required within a written contract.

<b>CERTIFICATE HOLDER</b> kneumann@cityofflint.com  City of Flint DPW/Maintenance Waste Collection/Purchasing 1101 S. Saginaw St., Rm. N102 Flint, MI 48502	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Mike Cosgrove/KATHRY <i>Michael Cosgrove</i>
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**Dr. Karen Weaver**  
Mayor

## **CITY OF FLINT**

### **Department of Purchases & Supplies**

**Bryan D. Bond**  
Interim Purchasing Manager

#### **REQUEST for PROPOSAL**

#### **OWNER:**

THE CITY OF FLINT  
DEPARTMENT OF PURCHASES AND SUPPLIES  
1101 S. SAGINAW ST., 3RD FLOOR  
FLINT, MI 48502

**PROPOSAL NO.: 19000555**

#### **SCOPE OF WORK:**

The City of Flint (The City), Department of Purchases & Supplies, is soliciting sealed proposals for the following:

#### ***Project Management Services for FAST Start Program – Phase 6***

If your firm is interested in providing the requested services, please submit 1 original (**unbound**), a digital .pdf file on DVD or flash drive media, and 6 copies of your detailed proposal in a clear typed format to the City of Flint, Department of Purchases and Supplies, 1101 S. Saginaw St. Rm. 203, 2nd Floor, Flint, MI, 48502, by **February 21, 2019 @ 3:00 PM (EST)**. Please note: all detailed proposals received after 3:00 PM (EST) will not be considered. Faxed proposals into the Purchasing Department are not accepted.

A mandatory pre-proposal meeting will be held on **Monday, February 11, 2019 @ 10:00 AM (EST)** at City Hall (1101 S. Saginaw Street, Flint, MI 48502) in the McKenzie Conference Room located on the second floor of City Hall. This will be the only venue that potential vendors will be able to have face-to-face conversations with City staff concerning this project. The relevant documents for the FASTSTART project will be available for review at this meeting including:

- Draft contract documents and specifications for Phase 6
- Data management templates and related documents
- Documents from previous FASTSTART phases

The City of Flint may hold proposals for a minimum period of 120 days from opening, for the purpose of reviewing the results and investigating the qualifications of proposals prior to making an award. Contract may be awarded anytime between March 5, 2019 and March 12, 2019 and prior to award of construction contracts. The City of Flint reserves the right to waive any irregularities and accept or reject any or all proposals submitted.

The City is an equal opportunity employer.

Pursuant to the requirements of 1976 P.A. 453 (Michigan Civil Rights Act) and 1976 P.A. 220 (Michigan Persons with Disabilities Civil Rights Act), the local unit and its agent agree not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, marital status or because of a handicap that is unrelated to the person's ability to perform the duties of a nondiscrimination provision identical to this provision and binding upon any and all contractors and subcontractors. A breach of this covenant shall be regarded as a material breach of this contract.

Bidder shall protect against expense of any nature, shall bear costs of any suits which arise, and shall pay all damages which may be awarded against the City for the use, under this specification, of any patented device, process, apparatus, material or invention.

Bidder is not permitted to take advantage of any obvious errors or omissions in specifications.

The City reserves the right to reject any or all bids, or split awards by items, unless otherwise stipulated, or to accept any bid which will best serve its interests.

The Director shall not knowingly accept a proposal from a vendor/contractor who is in default on the payment of taxes, licenses, fees or other monies due the City. Purchase agreements with bidders who are found to have been in default at the time of award of such agreement shall be voided.

The bidder acknowledges that by signing this document that he/she is duly authorized to make said offer on behalf of the company he/she represents and that said proposal is genuine and not sham or collusive and not made in the interests or on behalf of any person not therein named, and that he/she and said bidder have not directly induced or solicited any other person(s) or corporation to refrain from responding to this solicitation and that he/she and said bidder have not in any manner sought by collusion to secure to himself/herself and said bidder any advantage over any other bidder.

Any questions regarding this proposal should be submitted by fax (810-766-7240) or e-mail [bdbond@cityofflint.com](mailto:bdbond@cityofflint.com) by February 13, 2019 by 5:00 PM. Responses to any questions will be posted to the City's website under this proposal number no later than February 15, 2019.

Sincerely,



Department of Purchases & Supplies

Enclosure

**All additional proposal documents, requirements, addendums, specifications and plans/drawings (if utilized) are available on the Purchasing page of the City of Flint's web site at [www.cityofflint.com/purchasing](http://www.cityofflint.com/purchasing) under "open bids" and the specific bid or proposal number assigned to this notice.**

## INSTRUCTIONS TO VENDORS

### General

- 1) **PRE-PROPOSAL INFORMATION AND QUESTIONS:** Each proposal that is timely received will be evaluated on its merit and completeness of all requested information. In preparing proposal, Bidders are advised to rely only upon the contents of this Request for Proposal (RFP) and accompanying documents and any written clarifications or addenda issued by the City of Flint. If a Bidder finds a discrepancy, error or omission in the RFP package, or requires any written addendum thereto, the Bidder is requested to notify the Purchasing contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Bidders. **THE CITY OF FLINT IS NOT RESPONSIBLE FOR ANY ORAL INSTRUCTIONS.**
- 2) **RFP MODIFICATIONS:** The City of Flint has the right to correct, modify or cancel the RFP, in whole or in part, or to reject any proposal, in whole or in part, within the discretion of the City of Flint, or their designee. If any such changes are made, all known recipients of the RFP will be sent a copy of such changes. If any changes are made to this RFP document by any party other than the City of Flint, the original document in the City of Flint's files takes precedence.
- 3) **PROPOSAL SUBMISSION:**
  - a) The Bidder must include the following items, or the proposal may be deemed non-responsive:  
All forms contained in this RFP, fully completed.
  - b) Proposals must be submitted to the Purchasing Department, City of Flint, 1101 S. Saginaw Street – Room 304, Flint, Michigan 48502 by the date and time indicated as the deadline. The Purchasing Department's time stamp will determine the official receipt time. It is each Bidder's responsibility to insure that its proposal is time stamped by the Purchasing Department by the deadline. This responsibility rests entirely with the Bidder, regardless of delays resulting from postal handling or for any other reasons. Proposals will be accepted at any time during the normal course of business only, said hours being 8:00 a.m. to 5:00 p.m. Local Time, Monday through Friday, legal holidays as exception.
  - c) Proposals must be enclosed in a sealed opaque envelope, box or package, and clearly marked on the outside with the following: RFP Title, RFP Number, Deadline and Bidder's name.
  - d) Submission of a proposal establishes a conclusive presumption that the Bidder is thoroughly familiar with the Request for Proposals (RFP), and that the Bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein.
  - e) All prices and notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person(s) signing the proposal.
  - f) Bids sent by telegraph, facsimile or other electronic means will not be considered unless specifically authorized in this RFP.
  - g) All costs incurred in the preparation and presentation of the proposal is the Bidder's sole responsibility; no pre-proposal costs will be reimbursed to any Bidder. All documentation submitted with the proposal will become the property of the City of Flint.
  - h) Proposals must be held firm for a minimum of 120 days. For contracts awarded after the 120 day hold period, price adjustments will be considered prior to contract award.
  - i) Term - Contract and/or all other procurement documents shall be effective until completed to the satisfaction of the City of Flint. The City of Flint reserves the right to cancel or not renew all or any part of the procurement agreement/contract at any time.



- 4) **EXCEPTIONS:** Bidder shall clearly identify any proposed deviations from the Terms or Scope in the Request for Proposal. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the Bidder's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the Bidder's bid, the City of Flint will assume complete conformance with this specification and the successful Bidder will be required to perform accordingly. Proposals not meeting all requirements may be rejected.
- 5) **DUPLICATE BIDS:** No more than one (1) proposal from any Bidder, including its subsidiaries, affiliated companies and franchises will be considered by the City of Flint. In the event multiple bids are submitted in violation of this provision, the City will have the right to determine which bid will be considered, or at its sole option, reject all such multiple bids.
- 6) **WITHDRAWAL:** Proposals may only be withdrawn by written notice prior to the date and time set for the opening of bids. No proposal may be withdrawn after the bid opening.
- 7) **REJECTION/GOOD STANDING:** The City of Flint reserves the right to reject any or all proposals, or to accept or reject any bid in part, and to waive any minor informality or irregularity in bids received if it is determined by the City of Flint, or their designee, that the best interest of the City will be served by doing so. No proposal will be considered from any person, firm or corporation in arrears or in default to the City on any contract, debt, taxes or other obligation, or if the Bidder is debarred by the City of Flint from consideration for a contract award.
- 8) **PROCUREMENT POLICY:** Procurement for the City of Flint will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the City. The City of Flint and their officials have the vested authority to execute a contract, subject to City Council and Mayoral approval where required.
- 9) **PROPOSAL SIGNATURES:** Proposals must be signed by an authorized official of the Bidder. Each signature represents binding commitment upon the Bidder to provide the goods and/or services offered to the City of Flint if the Bidder is determined to be the lowest Responsive and Responsible Bidder.
- 10) **CONTRACT AWARD/SPLIT AWARDS:** The City of Flint reserves the right to award by item, group of items, or total bid to the lowest responsive, responsible Bidder. The Bidder to whom the award is made will be notified at the earliest possible date. Tentative acceptance of the proposal, intent to recommend award of a contract and actual award of the contract will be provided by written notice sent to the Bidder at the address designated in the proposal if a separate Agreement is required to be executed. After a final award of the Agreement by the City of Flint, the Contractor/Vendor must execute and perform said Agreement. All proposals must be firm for at least 120 days from the due date of the proposal.
- 11) **NO RFP RESPONSE:** Bidders who receive this RFP but who do not submit a proposal should return this RFP package stating the reason(s) for not responding. Failure to return this form may result in removal of the Bidder's name from all bidder lists.
- 12) **FREEDOM OF INFORMATION ACT REQUIREMENTS:** Proposals are subject to public disclosure after the deadline for submission in accordance with state law.

- 13) **ARBITRATION:** Contractor/Vendor agrees to submit to arbitration all claims, counterclaims, disputes and other matters in question arising out of or relating to this agreement or the breach thereof. The Contractor's agreement to arbitrate shall be specifically enforceable under the prevailing law of any court having jurisdiction to hear such matters. Contractor's obligation to submit to arbitration shall be subject to the following provisions:
- (a) Notice of demand for arbitration must be submitted to the City in writing within a reasonable time after the claim, dispute or other matter in question has arisen. A reasonable time is hereby determined to be fourteen (14) days from the date the party demanding the arbitration knows or should have known the facts giving rise to his claim, dispute or question. In no event may the demand for arbitration be made after the time when institution of legal or equitable proceedings based on such claim dispute or other matters in question would be barred by the applicable statute of limitation.
  - (b) Within fourteen (14) days from the date demand for arbitration is received by the City, each party shall submit to the other the name of one person to serve as an arbitrator. The two arbitrators together shall then select a third person; the three together shall then serve as a panel in all proceedings. Any decision concurred in by a majority of the three shall be a final binding decision.
  - (c) The final decision rendered by said arbitrators shall be binding and conclusive and shall be subject to specific enforcement by a court of competent jurisdiction.
  - (d) The costs of the arbitration shall be split and borne equally between the parties and such costs are not subject to shifting by the arbitrator.
- 14) **PROPOSAL HOLD:** The City of Flint may hold proposals for a minimum period of 120 days from opening, for the purpose of reviewing the results and investigating the qualifications of bidders prior to making an award.
- 15) **NONCOMPLIANCE:** Failure to deliver in accordance with specifications will be cause for the City of Flint and they may cancel the contract or any part thereof and purchase on the open market, charging any additional cost to the Contractor/Vendor.
- 16) **DISCLAIMER OF CONTRACTUAL RELATIONSHIP:** Nothing contained in these documents shall create any contractual relationship between the City and any Subcontractor or Sub-subcontractor.
- 17) **ERRORS AND OMISSIONS:** Bidder is not permitted to take advantage of any obvious errors or omissions in specifications.
- 18) **INTERPRETATION:** In the event that any provision contained herein shall be determined by a court of competent jurisdiction or an appropriate administrative tribunal to be contrary to the provision of law or to be unenforceable for any reason, then, to the extent necessary and possible to render the remainder of this Agreement enforceable, such provision may be modified or severed by such court or administrative tribunal having jurisdiction over this Agreement and the interpretation thereof, or the parties hereto, so as to, as nearly as possible, carry out the intention of the parties hereto, considering the purpose of the entire Agreement in relation to such provision.
- 19) **LAWS AND ORDINANCES:** The bidder shall obey and abide by all of the laws, rules and regulations of the Federal Government, State of Michigan, Genesee County and the City of Flint, applicable to the performance of this agreement, including, but not limited to, labor laws, and laws regulating or applying to public improvement, local government, and its operational requirements.
- 20) **MATERIAL WORKMANSHIP AND STANDARDS OF PERFORMANCE:** The bidder agrees

to exercise independent judgment and to complete performance under this Agreement in accordance with sound professional practices. In entering into this Agreement, the City is relying upon the professional reputation, experience, certification and ability of the bidder. The bidder agrees that all of the obligations required by him pursuant to this Agreement shall be performed by him or by other employed by him and working under his direction and control. The continued effectiveness of this Agreement during its term or any renewal term shall be contingent, in part, upon the bidder maintaining his operating qualifications in accordance with the requirements of federal, state and local laws. All materials furnished must be new, of latest model and standard first grade quality, or best workmanship and design, unless otherwise expressly specified. Bidder, if required, must furnish satisfactory evidence of quality materials; offers of experimental or unproven equipment may be disregarded.

- 21) **MODIFICATIONS/CHANGES/PRICE VARIATIONS:** With exception to paragraph 32, any modification to this agreement must be in writing and signed by the authorized employee, officer, board or council representative authorized to make such modifications pursuant to the State law and local ordinances. Commodities subject to market price variation shall be considered on all term agreements subject to a 30-day advance written notification from the vendor. Such notice must be substantiated by a written price change from the manufacturer and shall be required for both price increases and decreases.
- 22) **NON-COLLUSION:** The bidder acknowledges that by signing this document that he/she is duly authorized to make said offer on behalf of the company he/she represents and that said bid is genuine and not sham or collusive and not made in the interests or on behalf of any person not therein named, and that he/she and said bidder have not directly induced or solicited any other person(s) or corporation to refrain from responding to this solicitation and that he/she and said bidder have not in any manner sought by collusion to secure to himself/herself and said bidder any advantage over any other bidder.
- 23) **NON-DISCRIMINATION:** Pursuant to the requirements of 1976 P.A. 453 (Michigan Civil Rights Act) and 1976 P.A. 220 (Michigan Persons with Disabilities Civil Rights Act), the local unit and its agent agree not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, marital status or because of a handicap that is unrelated to the person's ability to perform the duties of a nondiscrimination provision identical to this provision and binding upon any and all contractors and subcontractors. A breach of this covenant shall be regarded as a material breach of this contract.
- 24) **SUBCONTRACTING:** No subcontract work shall be started prior to the written approval of the subcontractor by the City. The City reserves the right to accept or reject any subcontractor.
- 25) **UNION COMPLIANCE:** Contractor agrees to comply with all regulations and requirements of any national or local union(s) that may have jurisdiction over any of the materials, facilities, services or personnel to be furnished by the City.
- 26) **WAIVER:** Failure of the City to insist upon strict compliance with any of the terms, covenants or conditions of this Agreement shall not be deemed a waiver of that term, covenant or condition or of any other term, covenant or condition. Any waiver or relinquishment of any right or power hereunder at any one or more times shall not be deemed a waiver or relinquishment of that right or power at any other time.
- 27) **JURISDICTION OF OMBUDSMAN:** Any person, business or other entity submitting a proposal or proposal in response to a request by the City consents to be subject to the jurisdiction of the Ombudsman of the City of Flint and to comply with the respective Charter provisions governing the Ombudsman's duties, jurisdiction and powers.

- 28) **CITY INCOME TAX WITHHOLDING:** Contractor and any subcontractor engaged in this contract shall withhold from each payment to his employees the City income tax on all of their compensation subject to tax, after giving effect to exemptions, as follows:
- (a) Residents of the City:  
At a rate equal to 1% of all compensation paid to the employee who is a resident of the City of Flint.
  - (b) Non-residents:  
At a rate equal to 1/2% of the compensation paid to the employee for work done or services performed in the City of Flint.

**These taxes shall be held in trust and paid over to the City of Flint in accordance with City ordinances and State law. Any failure to do so shall constitute a substantial and material breach of this contract.**

- 29) **CONTRACT/PROCUREMENT DOCUMENTS:** The invitation for proposals, instructions to bidders, proposal, affidavit, addenda (if any), statement of bidder's qualifications (when required), general conditions, special conditions, performance bond, labor and material payment bond, insurance certificates (if required), technical specifications, and drawings, together with this agreement, will be attached to and be part of the contract to be awarded.
- 30) **DISCLAIMER OF CONTRACTUAL RELATIONSHIP WITH SUBCONTRACTORS:** Nothing contained in the Contract Documents shall create any contractual relationship between the City and any Subcontractor or Sub-subcontractor.
- 31) **EFFECTIVE DATE:** Any agreement between the City and the contractor shall be effective upon the date that it is executed by all parties hereto.
- 32) **FORCE MAJEURE/PUBLIC HEALTH:** Neither party shall be responsible for damages or delays caused by Force Majeure nor other events beyond the control of the other party and which could not reasonably have anticipated the control of the other party and which could not reasonably have been anticipated or prevented. For purposes of this Agreement, Force Majeure includes, but is not limited to, adverse weather conditions, floods, epidemics, war, riot, strikes, lockouts, and other industrial disturbances; unknown site conditions, accidents, sabotage, fire, and acts of God. Should Force Majeure occur, the parties shall mutually agree on the terms and conditions upon which the services may continue. Notwithstanding this paragraph, the City reserves the right to unilaterally modify the scope of services to address any public health emergency that may arise during the course of this contract.
- 33) **INDEMNIFICATION:** To the fullest extent permitted by law, Contractor agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Flint, its elected and appointed officials, employees and volunteers and other working on behalf of the City of Flint, including the Program Manager, against any and all claims, demands, suits, or losses, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Flint, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Flint, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which may arise as a result of Contractor's acts, omissions, faults, and negligence or that of any of his employees, agents, and representatives in connection with the performance of this contract. Should the Contractor fail to indemnify the City and other designated parties in the above-mentioned circumstances, the City may exercise its option to deduct the cost that it incurs from the contract price forthwith.
- 34) **INDEPENDENT CONTRACTOR:** No provision of this contract shall be construed as creating an employer-employee relationship. It is hereby expressly understood and agreed that Contractor is an "independent contractor" as that phrase has been defined and interpreted by the courts of the State of Michigan and, as such, Contractor is not entitled to any benefits not otherwise specified herein.



- 35) **NO THIRD-PARTY BENEFICIARY:** No contractor, subcontractor, mechanic, material man, laborer, vendor, or other person dealing with the principal Contractor shall be, nor shall any of them be deemed to be, third-party beneficiaries of this contract, but each such person shall be deemed to have agreed (a) that they shall look to the principal Contractor as their sole source of recovery if not paid, and (b) except as otherwise agreed to by the principal Contractor and any such person in writing, they may not enter any claim or bring any such action against the City under any circumstances. Except as provided by law, or as otherwise agreed to in writing between the City and such person, each such person shall be deemed to have waived in writing all rights to seek redress from the City under any circumstances whatsoever.
- 36) **NON-ASSIGNABILITY:** Contractor shall not assign or transfer any interest in this contract without the prior written consent of the City provided, however, that claims for money due or to become due to Contractor from the City under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City.
- 37) **NON-DISCLOSURE/CONFIDENTIALITY:** Contractor agrees that the documents identified herein as the contract documents are confidential information intended for the sole use of the City and that Contractor will not disclose any such information, or in any other way make such documents public, without the express written approval of the City or the order of the court of appropriate jurisdiction or as required by the laws of the State of Michigan.
- 38) **RECORDS PROPERTY OF CITY:** All documents, information, reports and the like prepared or generated by Contractor as a result of this contract shall become the sole property of the City of Flint.
- 41) **SEVERABILITY:** In the event that any provision contained herein shall be determined by a court or administrative tribunal to be contrary to a provision of state or federal law or to be unenforceable for any reason, then, to the extent necessary and possible to render the remainder of this Agreement enforceable, such provision may be modified or severed by such court or administrative tribunal so as to, as nearly as possible, carry out the intention of the parties hereto, considering the purpose of the entire Agreement in relation to such provision. The invalidation of one or more terms of this contract shall not affect the validity of the remaining terms.
- 42) **TERMINATION:** This contract may be terminated by either party hereto by submitting a notice of termination to the other party. Such notice shall be in writing and shall be effective 30 days from the date it is submitted unless otherwise agreed to by the parties hereto. Contractor, upon receiving such notice and prorated payment upon termination of this contract shall give to the City all pertinent records, data, and information created up to the date of termination to which the City, under the terms of this contract, is entitled.
- 43) **TIME OF PERFORMANCE:** Contractor's services shall commence immediately upon receipt of the notice to proceed and shall be carried out forthwith and without reasonable delay.
- 44) **EVALUATION OF BIDS/BIDS:** The City's evaluation of these proposals will be based on the criterion that is disclosed in this document.

## ADDITIONAL VENDOR INSTRUCTIONS FOR FEDERAL FUNDED PROJECTS

*Periodically, selected vendor may be involved with projects that could be either partially or fully funded by federal dollars from a branch of the federal government. The selected vendor agrees to comply with all applicable federal requirements from respective government agency, along with state and local laws and all other regulations governing the funds. If selected, vendor must comply with the following federal guidelines:*

### **Employment Restrictions**

The Selected vendor is prohibited from using funds provided herein or personnel employed in the administration of the program for political activities; sectarian or religious activities; lobbying, political patronage, and nepotism activities.

Where employees are engaged in activities not covered under the Occupational Safety and Health Act of 1970, they shall not be required or permitted to work, be trained, or receive services in buildings or surroundings or under working conditions which are unsanitary, hazardous or dangerous to the participants' health or safety.

Participants employed or trained for dangerous occupations, e.g., fire or police jobs, shall be assigned to work in accordance with reasonable safety practices. The Selected vendor will comply with the Michigan Right to Know Act.

### **Copeland "Anti-Kickback" Act (U.S.C. 874)**

The selected vendor shall comply with the Copeland Anti-Kickback Act as supplemented by Department of Labor regulations (29 CFR Part 3, Contractors and Subcontractors on Public Building or public Work Financed in Whole or in Part by Loans or Grants from the United States.) The Act provides that contractors or subcontractors shall be prohibited from inducing by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. All suspected or reported violations must be reported to HUD.

### **Davis-Bacon Act (40 U.S.C. 276A-7)**

The selected vendor shall comply with the Davis-Bacon Act, as supplemented by Department of Labor regulations (29 CFR Part 5, Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, selected vendors shall be required to pay wages not less than once a week. All suspected or reported violations must be reported to HUD.

### **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)**

The selected vendor shall comply with the Contract Work Hours and Safety Act, as supplemented by Department of Labor regulations (29 CFR Part 5). Under the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than 1½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The Act also provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

The selected vendor shall maintain documentation, which demonstrates compliance with hour and wage requirements. Such documentation shall be made available to the City for review upon request.

The selected vendor agrees that, except with respect to the rehabilitation or construction of residential property of less than eight (8) households, all selected vendors engaged under contracts in excess of \$2,000.00 for construction, renovation or repair of any building or work

financed in whole or in part with assistance provided under this contract, shall comply with federal requirements adopted by the City pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR, Parts 3, 1, 5 and 7 covering the payment of wages and ratio of apprentices and trainees to journeymen; provided, that if wage rates higher than those required under the regulations are imposed by state or local law, nothing is intended to relieve the Selected vendor of its obligation, if any, to require payment of the higher wage. The Selected vendor shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph, for such contracts in excess of \$ 10,000.00.

**Conduct**

The Selected vendor agrees that no funds provided, nor personnel employed under this contract, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V United States Code.

The Selected vendor agrees to abide by the provisions of 24 CFR 570.611 with respect to conflicts of interest, and covenants that it presently has no financial interest and shall not acquire any financial interest, direct or indirect, which would conflict in any manner with the performance of services required under this contract. The Selected vendor further covenants that in the performance of this contract no person having such a financial interest shall be employed or retained by the Selected vendor. These conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the City, or of any designated public agencies or Selected vendors which are receiving funds under the CDBG Entitlement program.

The Selected vendor hereby certifies that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

It will require that the language of paragraph (d) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all Selected vendors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Equal Employment Opportunity**

The Selected vendor agrees that it shall be committed to carry out pursuant to the Federal Government's specifications an Affirmative Action Program in keeping with the principles as provided in the President's Executive Order 11246 of September 24, 1965.

### **Civil Rights**

The Selected vendor agrees to comply with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and with Executive Order 11246 as amended by Executive Orders 11375 and 12086. (24 CFR 85.36(I)(3))2.

The Selected vendor shall not discriminate against any employee or applicant for employment with respect to hiring or tenure; terms, conditions, or privileges of employment or any matter directly or indirectly related to employment because of race, color, creed, religion, ancestry, national origin, age, sex, height, weight, disability or other physical impairment, marital status, or status with regard to public assistance.

The Selected vendor will take Federally Regulated affirmative action to insure that all employment practices are free from such discrimination. The Selected vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting agency setting forth the provisions of this nondiscrimination clause.

This contract is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and 24 CFR 570.601 and 602. In regard to the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this contract, the Selected vendor shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the City and the United States are beneficiaries of and entitled to enforce such covenants. The Selected vendor, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant.

The Selected vendor agrees to comply with any federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 706) which prohibits discrimination against the handicapped in any federally assisted program.

### **Rights to Inventions, Copyrights, Patents and Data**

If this contract results in any materials that can be copyrighted, HUD and the City of Flint reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize to use, the work or materials for government purposes. Should this contract result in any discovery or invention, HUD and the City of Flint shall retain any and all patent rights which arise or is developed in the course of or under said contract.

### **Clean Air Act, 42 U.S.C., 1857, et seq.**

Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251, et seq., as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.

### **CLEAN WATER ACT, 32 U.S.C., 1368, ET SEQ AND EPA REQUIREMENTS**

The Selected vendor shall comply with all applicable standards, orders, or requirements issued under Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 1738, and Environmental Protection Agency regulations (40 CFR Part 15).

### **Other federal regulations for this program include:**

<http://www.whitehouse.gov/omb/circulars/>

<b>Type of recipient</b>	<b>Must comply with</b>
State, unit of local government or Indian tribal government	<p>OMB Circular A-102, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments</p> <p>OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments</p> <p>OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations</p>

## I. Background

Flint, Michigan is located in Genesee County and it comprises the fourth largest metropolitan area in the State. Beginning in 2014, the City experienced several water quality related issues in its water system. These issues have been addressed through a number of operational enhancements. In addition, the City has identified a number of capital projects required to reliably secure its long term water source and improve the water systems infrastructure. The majority of these projects will be funded through Federal WIIN (Water Infrastructure Improvement for the Nation) grants.

The cornerstone project associated with addressing the Flint lead contamination issues is the FAST (Flint Action and Sustainability) Start program. The mission of the FAST Start program is to remove and replace lead and galvanized steel water service lines throughout the City of Flint. The program was initiated in March, 2016 and has been divided into six (6) phases. As January 10, 2019, Phase 5, the City of Flint has completed excavation at 20,463 homes and replaced the service lines at 7,957 homes which were identified as having a lead or galvanized steel service line.

Funding for the FAST Start program has been derived from multiple sources. Phase 1 through 3 was funded with \$25M from the State of Michigan. The remaining phases are being funded by up to \$50M of WIIN funds and an additional \$47M resulting from the *Concerned Pastors for Social Action v. Khouri* case settlement.

Removal and replacement of lead and galvanized water service lines (LSLs) have been prioritized by household risk of exposure and internal assessments regarding the likelihood of lead and galvanized steel service lines in a given area. High risk households include those with children under age 6, children with elevated blood levels, pregnant women, senior citizens, residential day care facilities, immune compromised residents and households where water testing indicates high levels of lead in tap water. With this prioritized approach, each progressive phase has discovered/replaced fewer LSLs. During Phase 5, as lines were excavated and inspected, less than 20 percent of the service lines required replacement.

The City estimates that total number of homes that may need to be explored to determine service line material content will be between 24,700 and 28,400. As 20,463 excavations have been completed as of the time of this RFP, the City estimates that 4,569 to 8,269 homes may require excavation and/or service line replacement in 2019. In addition, current estimates are that, at most, approximately 2,000-3,000 lead or galvanized steel service lines remain to be identified and replaced.

The City of Flint is in the process of completing the contract documents and specifications for Service Line Replacement (“SLR”) construction in Phase 6. Prior to awarding the Project Management contract, The City will complete the following tasks:

- Develop Construction Groupings - At the completion of Phase 5, 4,000 to 8,000 water service line could still need inspection throughout the City. Construction work groupings will be developed to allow for efficient execution of the lead or galvanized service line replacement construction work. These groupings are being developed to include common geography and are being coordinated with the replacement of water mains in the same areas and potential replacement of the water meters to reduce additional/redundant construction efforts.

The City will prioritize work groupings based on a list of addresses (no more than 5,200 addresses) assessed by third parties to have the highest probability for lead service lines. With limited exceptions, addresses not on that list will only be excavated after the initial addresses are complete.

- Prepare SLR Construction Bid Packages –The City is preparing construction bid packages that include sufficient information for the contractors to understand and price the project work for the grouping of homes included in Phase 6. Construction bids are being segregated into multiple geographic areas. Information from the initial inspections of the homes will be included, along with the specific construction requirements that the contractor will need to meet. The method of excavation shall be the approved method chosen by the City and consistent with public health and safety. In the event that a public health concern arises during the course of the Phase 6 contract, the City may unilaterally exercise its authority to modify the scope of services as needed to protect the public health, safety and welfare.
- Pre-Qualify Contractors for the SLR construction contracts.
- Advertise and Receive Bids – The City will advertise the bid packet, conduct the pre-bid conference and issue any addenda required for the project.
- Contact homeowners/residents, by mail, to request permission for excavation and/or service line replacement.

## II. Requested Services

The City of Flint seeks to enter into a contract with one (1) prime consultant/contractor (“consultant”) to provide project management services to implement and oversee Phase 6 of the FAST Start program. At a minimum, this work assignment will include the following activities:

- Review the work completed during Phase 5 to assure that there is an efficient and effective transition to Phase 6. Since Phase 6 is the final phase of the project, all remaining tasks associated with the LSL replacement program must be identified and completed in Phase 6.



- Evaluate submitted construction bid packages and recommend selection of the construction contractor(s) based on developed evaluation methodology. Submit recommendations to the City's Purchasing Department for final review and approval. The Purchasing Department will process appropriate paperwork for approval and submittal to City of Flint's governing body. Selected consultant may have to attend City Council meeting(s) to answer any questions concerning contract award recommendations.

It is anticipated that Phase 6 will be completed by the end of 2019. To achieve this schedule, construction contracts should be awarded during March, 2019. The City of Flint will provide all historical data, any predictive modeling data that may be available, addresses and operational details from prior project construction work at time of contract award. Upon completion of contract award, the consultant shall perform the following activities:

- Assist in compiling new addresses based upon contact by City of Flint of additional homeowners/residents, by mail, to request permission for excavation and/or service line replacement, maintain records of these contacts, and provide regular reports on these in-person contact efforts.
- Conduct follow up contacts to all remaining replacement-eligible addresses who have affirmatively responded to the previous mailing (estimated not to exceed 6,000 based on a projected 25% response rate), by March 31, 2019, to inform and seek resident consent to service line replacement.
- Coordinate Construction Scheduling — Coordinate construction scheduling for the work activities for the multiple construction contractors involved in the work.
- Review Contractor Submittals — Receive and review construction contractor shop drawing submittals and provide responses. Respond to contractor's requests for information related to the construction documents and addenda issues during the bidding phase.
- Conduct Inspections— Perform on-site inspections of the construction activities that will include daily and weekly reports from the field. The consultant shall be responsible for inspection of the excavations, service line material inspections, and LSL replacements.

In addition, consultant shall be responsible for conducting post-replacement verification of faucet filter installation. At least three attempts must be made within 72 hours of LSL replacement. Consultant shall report to City weekly on post-service line replacement faucet filter verification activities.

The City will be responsible for the inspection of all site restoration activities.

- Develop summary information of all activities on a weekly, monthly, and as-otherwise-needed basis and submit reports in a form acceptable to the City.
- Documentation - Maintain documentation of the lead service line replacements including the permission forms from residents/owners, photographs before and after construction, the documentation of restoration work and property owner records certifying work completion.
- Evaluate and Recommend Contractor Payment - Based on the contractor performance and the method of payment approach, make recommendations for payment based on completed work including all certified payrolls in compliance with DOL and Davis- Bacon requirements for both prime and any subcontractors
- Facilitate the timely submission to the City of Flint of all approved payment invoicing and supporting documentation. A 30-day payment cycle will be utilized from the date of receipt of invoicing for all work in the preceding month submitted by no later than the 14<sup>th</sup> day of the following month.
- Collect Homeowner Feedback - Collect homeowner feedback on the construction activities/disruptions and obtain performance ratings for the construction contractor and program manager. This feedback information will be used to evaluate construction procedures and identify needed improvements to systems and processes.
- Conduct Progress Meetings - Conduct weekly progress meetings with the City. Conduct progress meeting with the construction contractors, as needed. The contractor will not be authorized to otherwise rent, lease or purchase as part of this proposal any additional office or work space for the purpose of administering the performance of this proposal. Contractor may request and coordinate such additional meeting/work space within City of Flint offices as might be deemed necessary.
- Update Lead Service Database - Identify the candidate water service lines that are utilizing either galvanized or lead service line materials and update the database consisting of the location and condition of service lines.
- Financial records and procedures – Properly manage all financial records and related paperwork in compliance with the funding grant programs. Work with the City and State supporting their invoice reimbursement procedures.

- Data management – The City has developed templates and processes to process and record financial and asset information from the FASTSTART project. Cityworks is being used as the asset management platform. The consultant input all data associated with the Phase 6 cost, asset and field activities.
- Flint Registry/GLHC Community Referral Platform Data Services Agreement- Enter into an agreement to provide data to Flint Registry/GLHC as prescribed in the Data Services Agreement, i.e. obtaining, recording, formatting and reporting Data and preparing the Data for transmission to GLHC.

When a service line is identified as copper through the outside excavation, an in-house inspection of service line materials will be performed. These inspections shall be coordinated with the property owner. Given the high percentage of copper service lines anticipated in Phase 6 and challenges gaining access to some residences, several inspection crews will be required for this task. Approximately 2,000 to 5,000 in-house inspections should be remaining from the Phase 5 portion of the overall. These inspections will be the responsibility of the Phase 6 consultant plus any new homeowner/resident addresses that my result from additional on-going notifications. When these inspections are performed, they shall include a review of the existing water meter and documentation of any space or access constraints associated with replacement of the water meters.

### III. Minimum Requirements

To be considered for award of this project, the consultant must meet the following minimum requirements:

- (1) Complete the RFP requirements and submit response, including forms, by deadline
- (2) The firm shall be a registered engineering firm within the State of Michigan with a minimum of five (5) documented years of comparable experience in the past 10 years.
- (3) The team shall have demonstrated experience in using technology and data management to provide project status and management.
- (4) The team shall have demonstrated successful experience in planning and executing projects and other services similar to those delineated within this solicitation.

### IV. Submissions

#### A. Requirements

Qualified vendors should submit one (1) original (**unbound**), a digital .pdf file on DVD or flash drive media, and six (6) copies of their proposal on 8 1/2 by 11 paper. Submittals should be kept to a maximum of 25 double sided pages (not including forms, attachments and resumes). Responses must be clear and may be subject to disqualification, if illegible. Each copy of the submittal should be complete and include the following minimum requirements:

- Cover letter- one page informational cover letter
- Table of Contents for its submittal.
- Firm information
- Qualifications and experience
- Project Organizational Chart
- Resumes
- Project approach including number of inspectors anticipated for LSL and in-house inspection
- Based on the project organization and staffing (including field inspectors), the estimated cost of the Phase 6 project management. Pursuant to the mail notification of additional remaining homeowner/resident addresses and an anticipated approximate response rate of 25%, the proposal should prepare for a variable amount. Pricing ranges shall be presented that reflect 4,000 to 8,000 remaining service line inspections, 1,000 to 2,000 service line replacements and 3,000 to 6,000 in-house inspections. Price ranges shall reflect both fixed Project Management costs and unit costs for field inspection and data management.
- An itemized Gantt chart or similar timeline detailing the anticipated number of task hours and professional fee rates applied to each task from start to anticipated completion of the project. These charts shall reflect the low and high range of inspections/replacements and PM costs.
- Reference contacts for at least 2 similar projects.

#### B. Completeness of Submission

The vendor must provide the following required forms with each submittal:

- Attachment A
- Gantt (or similar) Task Timeline Chart
- City of Flint appropriate affidavit

Forms must be signed by a representative of the company authorized to bind the firm contractually.

#### V. Evaluation Process and Criteria

##### A. Evaluation Procedures

The submittals will be initially reviewed and evaluated by a Project Selection Committee appointed by the City. Each submittal should be as complete and accurate as possible. The City reserves the right to request additional information or clarifications, oral discussions, or presentations in support of the submittal. The City also reserves the right to allow corrections of errors or omissions.

#### B. Evaluation Criteria

The City will first select the most highly qualified provider of the services required based upon demonstrated competence, qualifications and preliminary costs and then negotiate a contract with that vendor for final acceptance and approval. If the City is unable to reach an agreement then the City will select the next highest qualified provider and attempt to negotiate a contract with them. This process will be followed until a satisfactory contractor and negotiated agreement are determined and contract award can be made. The following criteria will be used to evaluate the submittals:

##### **Experience and Performance of the Prime Firm - 15%**

Discuss the experience and qualifications of the prime firm in providing comparable program management services on programs of similar size, scope, budget, and complexity. For experience listed, please provide:

- Owner
- Description of the program
- Services provided
- Contract dates

Reference information (two current client names with telephone numbers and email information for each experience)

##### **Experience of Key Personnel and sub-consultants - 30%**

Discuss the experience and qualifications of the specific program team members on projects of comparable size, scope, budget and complexity (particularly the Project Manager and staff responsible for the schedule, budget, design support and construction management) including sub-consultant experience. Describe your approach to overall team formation and coordination of team members and provide an organizational chart. For each key person identified, list their length of time with the firm and at least two comparable programs in which they have played a primary role. Also include:

- Project Owner
- Description of program
- Role of person
- Project dates
- Reference information (client name with telephone number and email information for each experience)

##### **Project Understanding and Approach - 30%**

- Discuss the major issues your team has identified in providing the services required under this contract and how you intend to address those issues
- Describe your firm's program management approach and team organization during this program management contract. Describe systems and processes used for planning, scheduling, estimating, quality assurance/quality control, data management, public transparency, etc.

**Overall evaluation of the firm, labor rates, estimate PM costs, local presence & its ability to provide the service – 25%**

- To be determined by the Project Selection Committee

**D. Employee Cost Information**

The City recognizes that proponents may propose various organizational approaches to accomplish the work listed in this RFP. The City also recognizes that the final scope of work will be negotiated. Therefore, some final levels of effort are potentially unknown at this time. However, for the basis of comparison only, please provide billing rates for the following key positions:

- Project Manager
- Construction Manager (if different)
- Program Support Personnel (by title)
- Field Inspector(s)

The City recognizes that there may be more than one Project Manager or Field Inspector, so in that case, please provide an average rate. Please include this information in a table format and label it as Attachment A and extend these to the Gantt or total project timeline chart. An example table is shown at the end of this section. This table will not be included in the 25-page page count.

**E. Final Selection**

Based on all information reviewed and presentations/interviews (if conducted), the selection committee shall establish the final ranking of the vendors.

**F. Contact Award and Execution**

The final contract must be approved by the Flint City Council. The contract may be executed by the City Administrator or designated representative.

**ATTACHMENTS**

Attachment A - Labor Chart

Affidavits — Complete and include with submission

**Attachment A**

<b>Labor Category</b>	<b>Billing Rate, \$/hr.</b>
Project Manager	
Construction Manager	
Project Support Personnel (by title)	
Field Inspectors	
Other Costs:	
<b>Project Total (per Project Task Chart)</b>	<b>\$</b>

- **Gantt (or similar) Project Task Charts reflecting the number of total labor hours by category and per task extended out over the course of the anticipated timeline for project completion.**

**THIS PAGE MUST BE COMPLETED AND INCLUDED WITH SUBMITTAL:**

The undersigned hereby certifies, on behalf of the respondent named in this Certification (the "Respondent"), that the information provided in this offer submitted to the City of Flint is accurate and complete, and that I am duly authorized to submit same. I hereby certify that the Respondent has reviewed all documents and requirements included in this offer and accept its terms and conditions.

Cash Discounts will be computed from the date of receipt of invoice. Prices firm unless stated otherwise by bidder. Delivery can be made in ( ) days ARO (after receipt of order).

Payment Terms: \_\_\_\_\_ Delivery Dest.: \_\_\_\_\_ Fed. ID #: \_\_\_\_\_  
 (All Freight Terms are considered F.O.B., Prepaid unless otherwise noted by seller)

COMPANY NAME (Respondent): \_\_\_\_\_  
 (Printed)

ADDRESS : \_\_\_\_\_

CITY/STATE/ZIP : \_\_\_\_\_

PHONE : \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL : \_\_\_\_\_

PRINT NAME and Title : \_\_\_\_\_  
 (Authorized Representative)

SIGNED : \_\_\_\_\_ DATE: \_\_\_\_\_

(Authorized Representative)

**Please submit original unbound documents plus required copies.**

Bid results may be viewed next business day online at  
<https://www.cityofflint.com/finance/purchasing/results/> under "bid results".



CITY OF FLINT, MICHIGAN

AFFIDAVIT

AFFIDAVIT FOR INDIVIDUAL

STATE OF \_\_\_\_\_

S.S.

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and says that he is the person making the above bid; and that said bid is genuine and not sham or collusive, and is not made in the interest of or on behalf of any person not therein named, and that he has not directly or indirectly induced or solicited any bidder to put in a sham bid; that he has not directly or indirectly induced or solicited any other person or corporation to refrain from bidding, and that he has not in any manner sought by collusion to secure himself any advantage over other bidders.

Subscribed and sworn to before me at \_\_\_\_\_, in said County and State,

this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_,

\_\_\_\_\_  
\*Notary Public, \_\_\_\_\_ County, \_\_\_\_\_

My Commission expires \_\_\_\_\_, 20\_\_\_\_

FOR CORPORATION

STATE OF \_\_\_\_\_

S.S.

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and says that he

is \_\_\_\_\_ of \_\_\_\_\_  
(Official Title) (Name of Corporation)

a corporation duly organized and doing business under the laws of the State of \_\_\_\_\_ the corporation making the within and foregoing bid; that he executed said bid in behalf of said corporation by authority of its Board of Directors; that said bid is genuine and not sham or collusive and is not made in the interests of or on behalf of any person not herein named, and that he has not and said bidder has not directly or indirectly induced or solicited any other person or corporation to refrain from bidding; that he has not and said bidder has not in any manner sought by collusion to secure to himself or to said corporation an advantage over other bidders.

Subscribed and sworn to before me at \_\_\_\_\_, in said County and State,

this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_,

\_\_\_\_\_  
\*Notary Public, \_\_\_\_\_ County, \_\_\_\_\_

My Commission expires \_\_\_\_\_, 20\_\_\_\_

FOR PARTNERSHIP

STATE OF \_\_\_\_\_

S.S.

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and says that he is a member of the firm of \_\_\_\_\_, a co-partnership, making the above bid; that he is duly authorized to make said bid on behalf of said co-partnership; that said bid is genuine and not sham of collusive, and is not made in the interest of or on behalf of any person not therein named, and that he has and said bidder has not directly or indirectly induced or solicited any other person or corporation to refrain from bidding, and that he has not and said bidder has not in any manner sought by collusion to secure to himself or to said bidder any advantage over other bidders.

Subscribed and sworn to before me at \_\_\_\_\_, in said County and State,

this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20 \_\_\_\_\_,

\_\_\_\_\_  
\*Notary Public, \_\_\_\_\_ County, \_\_\_\_\_

My Commission expires \_\_\_\_\_, 20 \_\_\_\_\_

FOR AGENT

STATE OF \_\_\_\_\_

S.S.

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and says that he executed the within and foregoing bid in behalf of \_\_\_\_\_, the bidder therein named, he having been theretofore lawfully authorized, as the agent of said bidder, so to do; that said bid is genuine and not sham or collusive and not made in the interests of or on behalf of any person not therein named, and that he has not and said bidder has not directly or indirectly induced or solicited any bidder to put in a sham bid; that he has not and said bidder has not directly or indirectly induced or solicited any other person or corporation to refrain from bidding, and that he has not and said bidder has not in any manner sought by collusion to secure to himself or to said bidder any advantage over other bidders.

Subscribed and sworn to before me at \_\_\_\_\_, in said County and State,

this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20 \_\_\_\_\_,

\_\_\_\_\_  
\*Notary Public, \_\_\_\_\_ County, \_\_\_\_\_

My Commission expires \_\_\_\_\_, 20 \_\_\_\_\_

**CITY OF FLINT**  
**FINANCE DEPARTMENT - DIVISION OF PURCHASES AND SUPPLIES**

City Hall  
1101 S. Saginaw Street, M203 – Flint, Michigan 48502  
(810) 766-7340 FAX (810) 766-7240 [www.cityofflint.com](http://www.cityofflint.com) TDD 766-7120



**Dr. Karen W. Weaver**  
Mayor

**Bryan Bond**  
Interim Purchasing Manager

February 11, 2019

**TO:** All Proposers

**FROM:** Bryan D. Bond, Interim Purchasing Manager  
Finance Department - Division Dept. Purchases & Supplies

**SUBJECT:** Addendum #1 – Proposal #19000555 - "Project Management Services for FAST Start Phase 6" – Due Thursday, February 21, 2019 @ 3:00 p.m. (EST)

This addendum has been issued in response to clarify the requested services outlined currently in the RFP documents and to address some of the questions raised in the mandatory pre-proposal meeting held on 2/11/19 @ 10:00 AM (EST).

1. The City of Flint has invested in a data management software system that will be utilized to assist in all phases of record keeping, contractor billing, and contractor performance tracking. This will be accomplished using City Works, a GIS-centric system for public asset management software incorporating the power of Esri® ArcGIS® to assist in data management for this project. A link has been provided in the Purchasing Viewing Room of the City's website at <https://www.cityofflint.com/finance/purchasing/viewing-room/> of the City Works integration process shown in the pre-proposal meeting of 2/11/19. Service line replacement contracts will be available and posted for download or viewing on the Purchasing page of the City's website <https://www.cityofflint.com/finance/purchasing/bids-2/> under "open bids" by 2/15/19. RFP number to be determined.
2. The first bullet point on the top of page 15 has been updated to read as follows:

**Evaluate submitted construction bid packages and recommend in writing selection of the construction contractor(s) based on developed evaluation methodology. Submit recommendations to the City's Purchasing Department for final review and approval. The Purchasing Department will process appropriate paperwork for approval and submittal to City of Flint's governing body. Selected consultant may have to attend City Council meeting(s) to answer any questions concerning contract award recommendations.**

3. The third bullet point on page 15 has been updated to read as follows:

**Conduct one physical contact to all remaining replacement-eligible addresses who have not affirmatively responded to the previous mailing (estimated not to exceed 6,000 based on a projected 25% response rate), within 30 days of contract award, to inform and seek resident consent to service line replacement. Documentation of this follow-up must be made either with a successful authorized signature of the property owner/water account holder and/or**

property landlord or a written refusal. A door tag or other appropriate contact information must be left at the residence if no contact can be made (photo of door tag hanging with address number indicated).

4. The sixth bullet point on page 15 has been updated to read as follows:

**Conduct Inspections— Perform on-site inspections of the construction activities that will include daily and weekly reports from the field. The consultant shall be responsible for inspection of the excavations, service line material inspections including in home at meter verification, and LSL replacements. In home inspections must verify at least one functioning water faucet filtration device with working filter cartridge. Post any service line replacement work, this will be performed by the consultant's inspector. Filters are provided through the State of Michigan filter availability program.**

**All pre-flushing protocol and procedures will be followed in new filter or new cartridge installs. Service line replacement contractor (s) shall report thru City Works weekly on post-service line replacement faucet filter verification activities.**

The data records from prior program management record keeping is voluminous. The directory of tabled data has been posted in the Purchasing Viewing Room of the City's website at <https://www.cityofflint.com/finance/purchasing/viewing-room/>. If specific data tables are requested or samples of tabled data fields are required, please send an email request to [bdbond@cityofflint.com](mailto:bdbond@cityofflint.com) and a partial electronic data sharing can be created.

Any additional questions regarding the bid/proposal process may be addressed to this office in writing by no later than 5:00 PM (EST) February 15, 2019.

Thank you.



\_\_\_\_\_  
Bryan D. Bond  
Finance Department - Division of Purchases and Supplies

**A SIGNED COPY OF THIS ADDENDUM MUST ACCOMPANY INITIAL REQUIRED SUBMITTAL DOCUMENT(S) PORTION(S) OF THE ORIGINAL PROPOSAL.**

Proposing Vendor : \_\_\_\_\_

Name of Vendor's Agent : \_\_\_\_\_  
Printed

Signed : \_\_\_\_\_

Date: : \_\_\_\_\_



Proposal for:

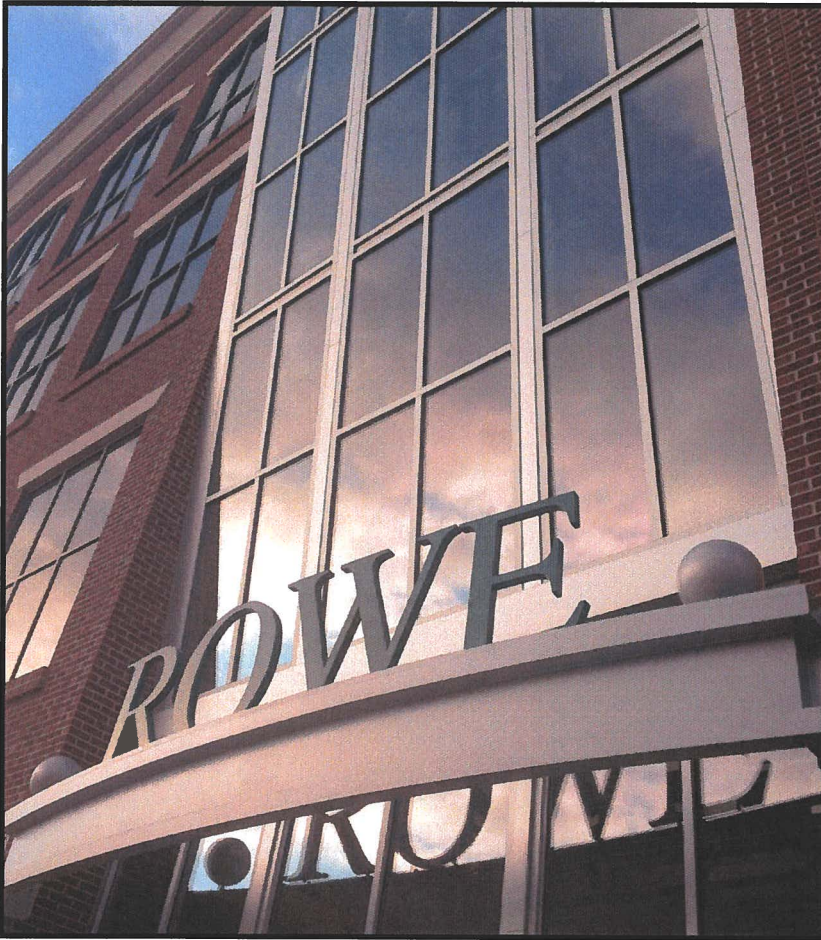
City of Flint, Michigan

# Project Management Services for FAST Start Program-Phase 6

Proposal No.: 19000555

Submitted on:

February 21, 2019



Submitted by:



ROWE PROFESSIONAL  
SERVICES COMPANY

540 S. Saginaw Street, Suite 200

Flint, MI 48502

810.341.7500

[www.rowepsc.com](http://www.rowepsc.com)







# ROWE PROFESSIONAL SERVICES COMPANY

*Large Firm Resources. Personal Attention.*<sup>sm</sup>

February 21, 2019

City of Flint  
Department of Purchases and Supplies  
1101 S. Saginaw Street, 3<sup>rd</sup> Floor  
Flint, MI 48502

RE: Project Management Services for FAST Start Program-Phase 6 - Proposal No.: 19000555  
*Addendum #1 received, February 11, 2019*

ROWE Professional Services Company appreciates the opportunity to submit this proposal for the above-referenced project. Our staff has enjoyed working with the City of Flint on a variety of projects, including the pilot program for FAST Start.

ROWE's historical experience working with the City of Flint makes us the ideal firm for this project and all challenges that can be anticipated. We will draw upon our wealth of water service line replacement and inspection experience to work closely with the city to resolve all issues during inspection or construction.

Benefits of the ROWE Team include the following.

- A corporate office consisting of 100 percent of our project team located in the heart of the city
- Familiarity with city staff and the Flint community
- Understanding of the city's policies and procedures
- Extensive experience with similar projects for clients throughout Michigan, including Flint
- Established communication and quality control methods
- Large, experienced staff with the ability to complete projects quickly and efficiently

The success we have enjoyed with our municipal clients has been the result of our service philosophy, "*our client's needs come first.*" Our team carefully monitors client needs through frequent communication and face-to-face contact; this process ensures a prompt response to all inquiries and the highest quality work product, resulting in the ultimate success of each project.

Our familiarity with the program will allow us to hit the ground running. We are fully committed to this project's success and meeting the city's expectations. Please feel free to call either of us at (810) 341-7500 should you have any questions.

Sincerely,  
**ROWE Professional Services Company**

**Jeffrey B. Markstrom, PE**  
Senior Project Manager

**Rick A. Freeman, PE**  
Principal / Vice President



*Proposal for:*

**Project Management Services for FAST Start Program –  
Phase 6**

**Proposal No.: 19000555**

*Presented to:*

**City of Flint, Michigan**

<b>I.</b>	<b>Firm Information .....</b>	<b>Page 3</b>
<b>II.</b>	<b>Project Organizational Chart .....</b>	<b>Page 5</b>
<b>III.</b>	<b>Project Understanding and Approach .....</b>	<b>Page 7</b>
<b>IV.</b>	<b>Qualifications and Experience.....</b>	<b>Page 10</b>
<b>V.</b>	<b>References .....</b>	<b>Page 14</b>
<b>VI.</b>	<b>Appendix</b>	
	• Resumes	
	• Attachment A	
	• Project Task Chart / Hours and Rates	
	• City of Flint Affidavit	





ROWE Professional Services Company (a Michigan corporation) is a professional engineering consulting firm, with large-firm resources, broad expertise, and the personal service and attention you deserve. Our staff of more than 150 professionals in Michigan and South Carolina strives for 100 percent client satisfaction. Specialties include:

**ENGINEERING ■ SURVEYING ■ AERIAL PHOTOGRAPHY/MAPPING  
LANDSCAPE ARCHITECTURE ■ PLANNING**

After more than five decades of service, our satisfied clients include large and small municipalities, corporations, private individuals, and governmental bodies alike. Our approach is simple: we listen to our clients. We then tailor project teams to meet the specifics of each job. Our clients can rely on their project manager for the technical skills, experience, and education necessary to successfully complete the job on time, within budget, and to their satisfaction. Our corporate résumé continually grows as challenging projects present new opportunities.

**Office Locations**

**Corporate**

The ROWE Building  
540 S. Saginaw Street  
Ste. 200  
Flint, MI 48502  
Ph. (810) 341-7500  
Fax (810) 341-7573  
[www.rowepsc.com](http://www.rowepsc.com)

**Branches**

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Fax (810) 664-3451

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127 S. Main Street  
Mt. Pleasant, MI 48858  
Ph. (989) 772-2138  
Fax (989) 773-7757

**FARMINGTON HILLS**  
27260 Haggerty Road  
Suite A-7  
Farmington Hills, MI 48331  
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**GRAYLING**  
2342 Industrial Street  
Suite A  
Grayling, MI 49738  
Ph. (989) 348-4036  
Fax (989) 348-5416

**MYRTLE BEACH, SC**  
511 Broadway Street  
Myrtle Beach, SC 29577  
Ph. (843) 444-1020  
Fax (843) 448-3936

**Aerial Division**

**AIR-LAND SURVEYS**  
540 S. Saginaw Street  
Suite 200  
Flint, MI 48502  
Ph. (810) 762-6800  
Fax (810) 762-6801  
[www.airlandsurveys.com](http://www.airlandsurveys.com)

**Our Specific Capabilities**

**Civil Engineering**

Our 42 licensed professional engineers are experienced in design and construction engineering for:

- Bridges
- Roads
- Parks & Recreation Facilities
- Land Development
- Grants and Project Financing
- Demolition
- Parking Lots
- Water Systems
- Utility Rates
- Traffic Signals
- Storm Water Management
- Sewer Systems
- Wastewater Treatment
- Pumping Stations
- Transportation Planning

**Surveying**

Eleven licensed professional surveyors and 16 field crews use state-of-the-art equipment to provide:

- Topographic Mapping
- Right-of-Way
- Construction Staking
- Aerial Control
- Retracement
- Government Corners
- Control
- Aerial Mapping
- ALTA
- Cadastral / Boundary
- Remonumentation
- LiDAR Data Extraction



**Planning**

Our planner, certified by the American Institute of Certified Planners (AICP), and planning staff work closely with community representatives to provide:

- Master/Land Use Plans
- Parks & Recreation Plans
- Downtown Development Plans
- Tax Increment Finance Plans
- Strategic Plans
- Zoning Ordinances
- Urban Design
- Feasibility Studies
- Capital Improvement Programs
- Neighborhood Plans

**Landscape Architecture**

Respect for natural resources enhances every facet of our designs, with creativity and imagination the only rules. Our licensed, professional landscape architect and staff provide design services including:

- Streetscapes
- Parks
- Historic Landscapes
- Transportation Corridors
- Recreation Areas
- Walkways and Trails
- Waterfronts
- Residential Development
- Planting Plans
- Site Enhancements
- Campus Planning
- Sensitive Environments

**Aerial Photography/Mapping**

Using a variety of airborne sensors and cameras we can provide:

- Vertical & Oblique Photography
- Photo Reproductions
- Analytical Aerial Triangulation
- DTM-DEM Surface Modeling
- Volumetrics
- Airport Surface Analysis
- Digital Orthophotography
- GIS Base-Mapping
- UAS Imaging & Mapping\*

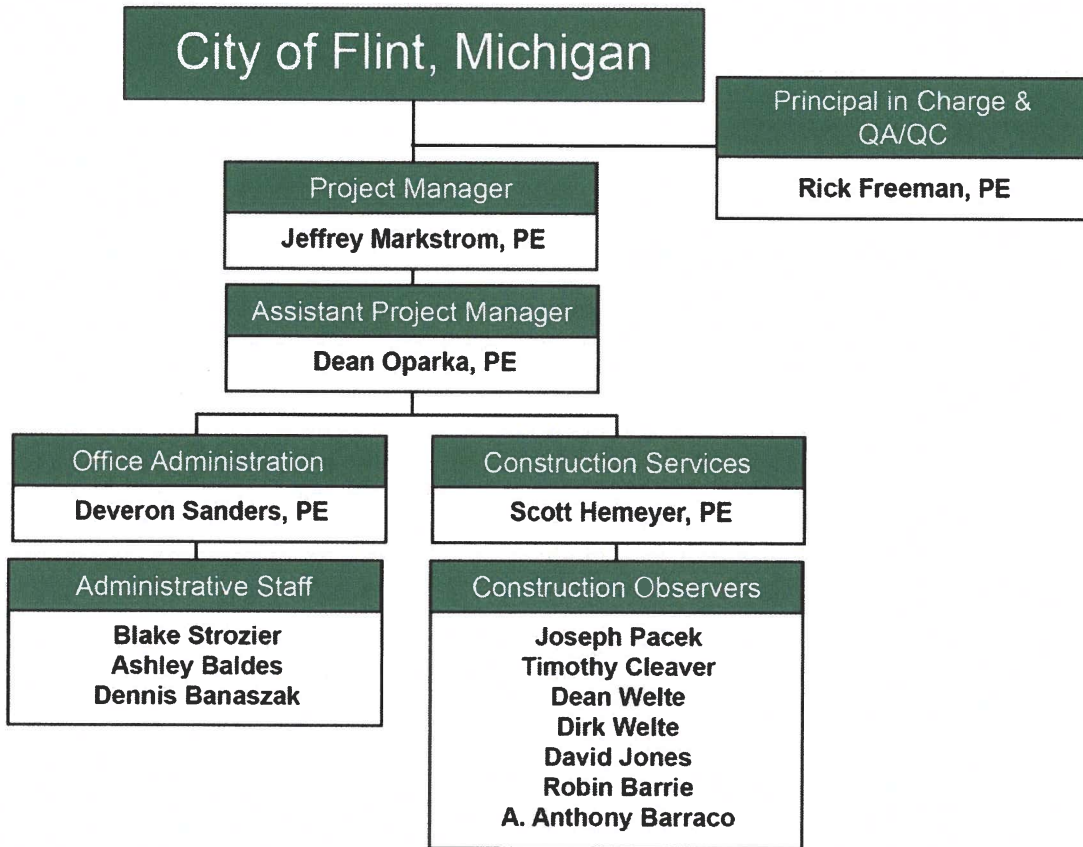
\* ROWE employs three FAA-licensed DRONE pilots.

ROWE's MDOT Prequalification Categories		
Construction Engineering	Design	Design
Assistance	Bridges	Utilities: Municipal
Bridges & Ancillary Structures	Bridges: Load Rating	Landscape Architecture
Roadway	Bridges: Safety Inspection	Surveying
Roadway – LAP	Bridges: Scoping	Construction Staking
Construction Inspection	Hydraulics I	Hydraulics
Bridge Painting	Hydraulics II	Right-of-Way
Bridges & Ancillary Structures	Roadway	Road Design
HMA Pavement	Roadway: Complex	Structure
Roadway	Roadway: Intermediate	
Traffic & Safety	Traffic: Capacity & Geometric Analysis	
Construction Services	Traffic: Pavement Markings	
Office Technician	Traffic: Safety Studies	
Construction Testing	Traffic: Signal	
Aggregates	Traffic: Signing – Freeway	
Concrete	Traffic: Signing – Non-Freeway	
Density	Traffic: Work Zone Maintenance of Traffic	



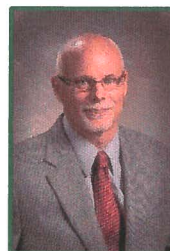
## Key Staff

We have selected a project team experienced with project management and inspections for the type of work that would be required in this contract. The following descriptions highlight how each team member contributes to the achievement of a quality project; their resumes are located in the *Appendix*.



**Project Manager Jeffrey Markstrom, PE**, has worked for ROWE since 2008 and has 26 years' civil engineering experience. As project manager, he will track and coordinate project efforts. Jeff will manage the ROWE team members assigned to the project

and ensure all project tasks are completed. He will facilitate project kick-off meetings, hold internal (ROWE) progress meetings as well as the progress meetings with the City of Flint, oversee project work hours, and schedule/attend all meetings.



**Assistant Project Manager Dean Oparka, PE**, has 16 years' experience working for ROWE and 29 years' experience working in this industry. As assistant project manager, he will assist Jeff with the day-to-day activities to maintain the project scheduled related to the

homeowner contact/data collection/reporting and construction activities . Dean will facilitate progress meetings with contractors and schedule/attend all meetings.





**Principal in Charge and QA/QC Manager Rick Freeman, PE**, will facilitate coordination of project tasks and ensure the project remains on schedule for delivery. Rick has worked for ROWE for 20 years and is currently the director of engineering. While working at

ROWE, Rick has managed and provided QA/QC on several underground utility projects, so we intend to utilize his strengths for this project. As the former acting City of Flint engineer, Rick will ensure the project is completed in accordance with the city's standards, permitting agency requirements, and state and federal guidelines. In addition, Rick will be available to assist with coordination of staffing requirements for this project, working closely with Jeff Markstrom and Dean Oparka as project demands change.

and in-house inspections. Their workload allows them the time necessary for this project.



Deveron

**Project Engineers Deveron Sanders, PE, and Scott Hemeyer, PE**, will be key staff members assisting Jeff Markstrom and Dean Oparka with daily office administration and construction administration respectively as required of this project. Deveron and Scott will have the necessary staff available to them to successfully complete this project for the City of Flint. Both Deveron and Scott will keep Dean Oparka informed daily about the work and data collection completed.



Scott

Assisting Deveron and Scott will be three engineers who have experience working with the City of Flint as well as data entry and as-built documentation.

ROWE has assembled a group of seven field observers for this project. All of these individuals have several years of experience with completing underground construction observation and detailed paperwork requirements as it relates to this project. These observers will perform all lead service lead



ROWE Professional Services Company has completely reviewed the City of Flint's Request for Proposals No.: 19000555 and the issued addendum No. 1. The following is ROWE's understanding of the project and our approach to successfully accomplishing Phase 6 of the City of Flint's FAST Start Program.

## Project Understanding

It is our understanding that prior to awarding the project management contract, the City of Flint will complete the following tasks.

- **Develop Construction Groupings** – At the completion of Phase 5, 4,000-8,000 water services could still need inspection throughout the City of Flint. Construction work groupings will be developed to allow for efficient execution of the lead or galvanized service line replacement construction work. These groupings are being developed to include common geography and are being coordinated with the replacement of water mains in the same areas and potential replacement of water meters to reduce the additional/redundant construction efforts.

The City of Flint will prioritize work groupings based on a list of addresses (no more than 5,200 addresses) assessed by third parties to have the highest probability for lead service lines. With limited exceptions, addresses not on that list will only be excavated after the initial addresses are complete.

- **Prepare Service Line Replacement (SLR) Construction Bid Packages** – The City of Flint will be finalizing the preparation of construction bid packages that include sufficient information for the contractors to understand and price the project work for the groupings of homes included in Phase 6. Construction bids are being segregated into multiple geographic areas. Information from the initial inspections of the homes will

be included, along with the specific construction requirements the contractor will need to meet. The method of excavation will be the approved method chosen by the City of Flint and consistent with public health and safety. If a public health concern arises during the course of the Phase 6 contract, the City of Flint may unilaterally exercise its authority to modify the scope of services as needed to protect the public's health, safety, and welfare.

- **Prequalify Contractors** – The City of Flint will prequalify contractors for the SLR construction contracts.
- **Advertise and Receive Bids** – The City of Flint will advertise the bid packet, conduct the pre-bid conference, and issue addenda required for the project.
- **Contact Homeowners/Residents** – The City of Flint will contact homeowners/residents by mail to request permission for excavation and/or service line replacement.

## Project Approach

If selected for this contract with the City of Flint, ROWE will schedule a kick-off meeting with key City of Flint personnel and the key ROWE personnel to review the information/data that the city has completed as mentioned above. ROWE will not undertake any required tasks until all of this information is provided.

During the kick-off meeting, a key item to be discussed/determined is the desired completion date for Phase 6. This will be instrumental in the success of this phase.

ROWE will complete the following as directed by the City of Flint.

Tasks No. 1 and 2 will be completed prior to the award of contract(s) for construction.



- **Task 1** – ROWE will review the work completed during Phase 5 to ensure there is an efficient transition to Phase 6. Since Phase 6 is the final phase of the project, all remaining tasks associated with the lead service lead (LSL) replacement program must be identified and completed in Phase 6. Since ROWE has not been involved up to this point, this task will be key to truly identify the level of effort needed by ROWE personnel to complete Phase 6 and therefore, the LSL replacement program. In the fee matrix for this proposal, this task will be on a time-and-materials basis without a not-to-exceed contract amount.
  - **Task 2** – ROWE will evaluate the submitted construction bid packages and recommend selection of the construction contractor(s) based on a previously-developed evaluation methodology. ROWE will submit recommendations to the City of Flint's Purchasing Department for final review and approval. The purchasing department staff will process the appropriate paperwork for approval and submittal to City of Flint's governing body. If required, ROWE will attend city council meeting(s) to answer any questions concerning contract award recommendations.
- The following tasks are to be completed during the SLR onsite construction activities. For the purposes of this proposal, ROWE will use between 4,000 and 8,000 SLRs to be completed as part of this final phase.
- **Task 3** – ROWE will assist with compiling new addresses based the information provided by the City of Flint's mailings to additional homeowners/residents requesting permission for excavation and/or service line replacement. We will maintain records of these contacts and provide regular reports about in-person contact efforts.
  - **Task 4** – ROWE will follow up with all remaining replacement-eligible addresses who affirmatively responded to the previous mailing (estimated not to exceed 6,000 based on a projected 25 percent response rate) by March 31, 2019, to inform and seek resident consent to service line replacement.
  - **Task 5** – ROWE will coordinate construction scheduling for the work activities for the multiple construction contractors involved in the work.
  - **Task 6** – ROWE will review contractor submittals such as, but not limited to, shop drawing submittals and provided responses, request for information from the contractors related to the construction documents, and addenda issued during the bidding phase.
  - **Task 7** – ROWE will provide one onsite inspector for each of the contractor's sites during all construction activities (excavations, service line material inspections, and LSL replacements). These individuals will provide daily/weekly reports from the field. ROWE's onsite personnel will also conduct post-replacement verification of faucet filter installation. At least three attempts will be made within 72 hours of the LSL replacement. We will provide weekly reports of this post-service line replacement faucet filter verification to the City of Flint. ROWE personnel will not be responsible for oversight of site restoration activities beyond temporary measures completed at time of LSL replacement.
  - **Task 8** – ROWE will provide a summary of all activities on a weekly, monthly, and as-needed basis and submit reports in a form acceptable to the City of Flint.
  - **Task 9** – ROWE will maintain documentation of the LSL replacements including the permission forms from residents/owners, photographs before and after construction, the documentation of





restoration work and property owner records certifying work completion.

- **Task 10** – ROWE will evaluate and recommend payment to the contractor based on completed work including certified payrolls in compliance with U.S. Department of Labor and Davis-Bacon requirements for both prime and any subcontractors.
- **Task 11** – ROWE will facilitate the timely submission to the City of Flint of all approved payment invoicing and supporting documentation.
- **Task 12** – ROWE will collect homeowner/resident feedback about the construction activities/disruptions and obtain performance ratings for the construction contractor and program manager.
- **Task 13** – ROWE will conduct weekly progress meetings with the City of Flint and on an as-needed basis with the construction contractors. These meetings will be conducted at ROWE's corporate office located at 520 S. Saginaw Street, Suite 200, Flint, MI 48502.
- **Task 14** – ROWE will update the lead service database as directed by the City of Flint.
- **Task 15** – ROWE will manage all financial records and related paperwork in compliance with the funding grant programs associated with the LSL program.

ROWE will work with and coordinate all data management and data entry into Cityworks® as it is related to the FAST Start project, including transmission of such data to Flint Registry / Great Lakes Health Connect Community Referral Platform Data Service Agreement.

As previously stated, ROWE understands there may be numerous in-house inspections still remaining from Phase 5 (2,000-5,000). For the purpose of this proposal's pricing, ROWE assumes a range of 4,000-8,000 inspections/installations for this project.





## SMITH VILLAGE, Flint, MI

**Client:** City of Flint  
**Professional Fees:** \$555K  
**Construction:** \$25M  
**Completed:** 2014

**Client Manager:** Rick Freeman, PE  
**Project Manager:** Jeffrey Markstrom, PE

Assisted the City of Flint in various roles since 2000. Provided an overall transportation and utility reconstruction plan and budget for the entire area. Completed design and construction administration/observation services for the rebuilding of most of the streets, sanitary sewer, water main, and all service leads to the new homes utilities within the development area.

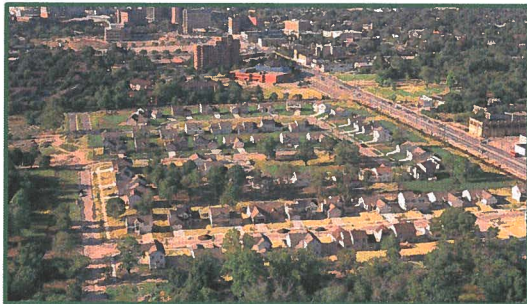
In addition, in October 2012, the City of Flint contracted with ROWE to provide construction management services for the ongoing housing development, which includes 39 home sites. ROWE (with Rick Freeman, PE, as client manager) has provided coordination/facilitation between the City of Flint personnel, MSHDA, HUD, the developer, the builder, and infrastructure contractor for successful use of Neighborhood Stabilization Program (NSP)2, NSP3, and Community Development Block Grant funds to complete the project.



## UNIVERSITY PARK ESTATES, Flint, MI

**Client:** City of Flint  
**Professional Fees:** \$1.2M  
**Construction:** \$25M  
**Completed:** 2008

**Project Manager:** Rick Freeman, PE



Provided a variety of services for this 83.6-acre, 155-lot development since its conception in the mid 1990s. Completed boundary/platting survey services, infrastructure design and construction administration/observations services for all the internal roadway and utility construction, and oversight/facilitation to the developers/builders for the individual lot house construction and lot finishing. Provided "trouble shooting" insight to problems with finished houses, sidewalk/drive construction, sprinkler systems, lot drainage, and coordination with City of Flint departments such as the Department of Community and Economic Development

(DCED), Transportation, Utilities, Building and Demolition, and Purchasing. Also facilitated the coordination of additional grants from various local organizations that supplemented the original construction with additional landscaping for the park areas and perimeter. Staff worked closely with DCED staff and Michigan Department of Environmental Quality (MDEQ) on remediation of the environmental concerns of the overall site. Provided as-built information to the City of Flint after completion of the entire site in 2008.

## PROSPECT/CORINTH STREET RECONSTRUCTION, St. Louis, MI

**Client:** City of St. Louis  
**Professional Fees:** \$60K  
**Construction:** \$750K  
**Completed:** 2017

**QA/QC:** Jeffrey Markstrom, PE

Design and construction engineering services for 0.3 mile of road reconstruction, including drainage improvements, curb and gutter, water main, sanitary sewer, storm sewer, HMA pavement, sidewalk, and restoration. Design and construction completed utilizing MDOT Local Agency Program.



## ALMONT AVENUE RECONSTRUCTION (Fourth Street to Capac Road), Imlay City, MI

**Client:** City of Imlay City  
**Professional Fees:** \$155K  
**Construction:** \$946K  
**Completed:** 2016

**Construction Observer:** Deveron Sanders, PE

Reconstruction of Almont Avenue from Fourth Street north to Capac Road, totaling 1,950 feet. Project included removing existing curb and gutter and pavement; constructing new storm sewer and sanitary sewer; replacing existing older water services and hydrants; installing new curb and gutter and sidewalk; and paving with HMA. New road section includes two travel lanes and two dedicated bike lanes. Awarded 2016 Merit Award, Urban Street Projects Category, Asphalt Pavement Association of Michigan



## TRANSMISSION MAIN REPLACEMENT, Flint, MI

**Client:** City of Flint  
**Professional Fees:** \$200K  
**Construction:** \$14M  
**Completed:** 2015

**Project Manager:** Jeffrey Markstrom, PE  
**Project Engineer:** Dean Oparka, PE  
**QA/QC:** Rick A. Freeman PE

Developed plans and specifications for the replacement of a major water transmission main connecting key pumping and storage facilities. The existing main is a steel pipe which has experienced a number of failures resulting from its age and corrosion; its replacement has been a priority by the city and MDEQ for system reliability. The 30,000-foot-long replacement main has been designed utilizing 24-inch and 30-inch ductile iron pipe. The design provides for construction phasing to allow the existing main to remain in service during construction of the replacement main. Design challenges included fitting the new main within the right-of-way of existing streets with the existing main and other utilities. New connections have been designed for interconnection with the distribution system at each crossing.

## FOOTING DRAIN DISCONNECT, Grand Blanc Township, MI

**Client:** Grand Blanc Charter Township  
**Design/Construction Fee:** \$149K  
**Total Project Cost:** \$500K  
**Completed:** ongoing

**Project Team Members:** Jeffrey Markstrom, PE, Dean Oparka, PE, & Scott Hemeyer, PE

Development of a footing drain disconnection project. During this project, worked with the township to identify the area within the township that had significant surcharging during rain events. From that data, the project area was identified and then approved by the MDEQ.

Planning was performed through an S2 grant to study the entire township sewer system. The township was able to obtain for \$980K in grand funds for the study phase. A SWQIF project was approved by the MDEQ for the first phase of footing drain disconnection with construction beginning in 2011 and continuing into 2012. Goal of the project is to remove inflow to the sewer system.





## **NORTH SHELDON STREET PHASE 2 RECONSTRUCTION, Charlotte, MI**

*Client:* City of Charlotte  
*Professional Fees:* \$54K  
*Construction:* \$894K  
*Completed:* 2016

*Project Manager:* Jeffrey Markstrom, PE

Design engineering services for road reconstruction of three residential city blocks, including drainage improvements, replacement of curb and gutter, water main replacement, and HMA pavement. Project funded through the MDOT Local Agency Program.

## **2014 WATER METER REPLACEMENT, Saginaw, MI**

*Client:* City of Saginaw  
*Professional Fees:* \$51K  
*Construction:* \$500K  
*Completed:* 2014

*Senior Project Engineer:* Dean Oparka, PE  
*Senior Project Engineer:* Jill Bauer, PE, PTOE

Prepared bid/construction package, including performing field inspection at 48 meter locations throughout the city ranging in size from 2 inches to 10 inches and documenting existing conditions. Prepared documents including developing a map illustrating meter locations, specifications, details, and a bid form listing all existing proposed meter types, sizes, structure type, in addition to any applicable construction requirements with reference to any necessary traffic control, security access requirements, or preliminary shut down notifications.

## **W. GENESEE AVENUE RESURFACING & UTILITY IMPROVEMENTS, Saginaw, MI**

*Client:* City of Saginaw  
*Professional Fees:* \$65K  
*Construction:* \$1.5M  
*Completed:* 2013

*Senior Project Engineer:* Dean Oparka, PE  
*QA/QC:* Rick A. Freeman, PE

Design and preparation of plans, special provisions, and estimate per MDOT Local Agency guidelines for the resurfacing of Genesee Avenue, from Harold Street to Hess Street. Project included pavement and joint repairs and widening at the Fulton Street intersection to meet minimum lane widths. Utility improvements included new water main for a portion of the project length and new service leads for the remainder and some improvements to combined sewer structures. ADA-compliant ramps were added at all intersections and bus pads were provided at all bus stops.



## **CLIO ROAD REHABILITATION (Stewart Avenue to Pierson Road), Flint, MI**

*Client:* City of Flint  
*Professional Fees:* \$200K  
*Construction:* \$1.15M  
*Completed:* 2010

*Project Manager:* Rick Freeman, PE

Project included 0.47 mile of pavement repairs, HMA resurfacing, new curb and gutter, ADA sidewalk ramps, and replacement of a 12-inch water main. Clio Road has many commercial businesses that required access during construction; therefore all work completed utilized part-width construction. Provided coordination between public and private utilities and coordinated all permit applications. Water main connections and shutdowns were scheduled with local business including a dialysis clinic that without water could not provide services to their patients. Project utilized STU funds and was coordinated through MDOT Local Agency Programs.



### FOOTING DRAIN DISCONNECTION, Davison, MI

**Client:** City of Davison  
**Professional Fees & Construction:** \$1.7M  
**Completed:** 2008

**Project Engineer:** Dean Oparka, PE  
**QA/QC:** Rick A. Freeman, PE



Assisted the city with applying for and obtaining S2 funding, performing design and construction engineering for the footing drain disconnection program resulting in review of more than 500 properties and the successful disconnection of more than 300 homes. Disconnections funded through the Surface Water Quality Initiatives Fund and constructed over a two-year period. Awarded 2009 *Public Works Project of Year, Environment Category*, <\$1 Million, American Public Works Association

### CHEVROLET AVENUE RECONSTRUCTION (Chevrolet Avenue Bridge to University Avenue), Flint, MI

**Client:** City of Flint  
**Professional Fees:** \$440K  
**Construction:** \$1.2M  
**Completed:** 2010

**Project Manager:** Rick A. Freeman, PE

Project included 0.24 mile of pavement reconstruction including curb and gutter, water main, sanitary and storm sewer upgrades, and sidewalk ramp and drive approach construction. Project required significant coordination with Kettering University to maintain water service and site access during construction. Scheduling of water main connections required daily meetings between engineer, city, Kettering University, and the contractor to adjust shutdown times to minimize disruption to students. ROWE provided construction administration utilizing onsite inspection provided by ROWE. Project included a force account to handle contaminated soil discovered adjacent to General Motors property. Project utilized STP funds and was coordinated through MDOT Local Agency Programs.





Beth London, PE, City Engineer

**City of Saginaw**

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[blondon@saginaw-mi.com](mailto:blondon@saginaw-mi.com)

Robert Bincsik, Public Works Director

**City of Flint**

1101 S, Saginaw Street

Flint, MI 48502

(810) 766-7346

[rbincsik@cityofflint.com](mailto:rbincsik@cityofflint.com)

Pam Reid, Public Works Director

**City of Lapeer**

576 Liberty Park

Lapeer, MI 48446

(810) 664-4711

[preid@ci.lapeer.mi.us](mailto:preid@ci.lapeer.mi.us)



# Appendix

Jeff joined ROWE in 2008 with 15 years of experience with other firms. He is the manager of the Design Services Division, where he oversees staff in that division corporate-wide. Jeff specializes in feasibility studies, estimating, design, preparation of contract drawings and specifications, project management, and construction management. Jeff was named an associate (company shareholder) and an engineering division manager in 2015.

### **Education**

B.S., Civil Engineering (Michigan Technological University, 1993)

### **Registration**

*Professional Engineer*

Michigan: 1999 (no. 45653)

### **Affiliations**

- National Society of Professional Engineers
- American Public Works Association (APWA) of Michigan

### **References for Projects Similar to the FAST Start Program**

- Robert Bincsik, City of Flint Public Works Director, (810) 766-7346, rbincsik@cityofflint.com
- Kurt Giles, City of St. Louis City Manager, (989) 681-2137, kgiles@stlouismi.com

### **Relevant Project Experience**

#### **City of Flint, MI**

- *DWRF Project Plan*: Project manager for the development of project plan that met MDEQ requirements for potential funding. Project consisted of replacement of water service lines, water main distribution lines, and water main transmission lines (2016).
- *Sanitary Sewer Evaluation Study (SSES)*: Project manager for the evaluation of the city's sanitary sewer system to identify sources of inflow and infiltration (I/I). A 2010 project consisted of evaluating a 10-square-mile area consisting of more than 35 miles of pipe. Duties included directing multiple smoke testing crews, analyzing test results, and assembling reports. The City of Flint is currently using this information to systematically eliminate cross connections between the storm and sanitary sewers. In 2011, the city has received an S2 grant to perform a city-wide SSES study. This will include additional sewer cleaning and videotaping, manhole inspections, and flow monitoring (2015).
- *Interim City Engineering Services*: Assisted Rick Freeman, PE, (ROWE) as acting city engineer for professional oversight of planning and development projects (2016).
- *24-inch Water Main Replacement*: Project manager for the design phase of five miles of transmission main replacement. Project involved research of existing utility drawings and field visits to assist in the development of construction documents for the replacement of a 24-inch diameter transmission main that provides service to the west and southwest portions of the city (2015).
- *SRF Project Plan*: Project manager for the development of a project plan for potential SRF funding. The project consisted of smoke testing, flow testing, and sewer manhole investigations to identify sources of inflow into the city's sewer system (2009-13).
- *Water Reliability Study*: Project manager for the development of a water reliability study. Project consisted of the development of a GIS-based water model, conversion of water base map from paper to electronic format, and development of a CIP program (2011).
- *Smith Village Redevelopment - Chippewa, Root, and Wood/Williams Streets Reconstruction*: Project manager for the planning, design, and bidding phases for this redevelopment project. Tasks included replacement of all public utilities (water main, sanitary sewer, storm sewer) and road reconstruction, along with coordination with





private utilities as a result of road widening. Project also involved coordination with the developer for phasing of utility and road improvements to match phasing of redevelopment (2011).

- *DWRF Project Plan*: Project manager for the development of project plan that met MDEQ requirements for potential funding. Project consisted of upgrades to the Cedar Street and Torrey Road Booster Stations along with replacement of five miles of 16-, 24-, and 30-inch water transmission main (2009).
- *Torrey Road Water Booster Station*: Project manager for design and specifications for a new multi-pump water booster station to replace the existing booster station (2008).
- *Smith Village – Williams Street Reconstruction*: Project manager for the design and bidding phases for this street reconstruction project. Tasks included replacement of all public utilities (water main, sanitary sewer, storm sewer), along with coordination with private utilities as a result of road widening (2008).
- *Holly Avenue*: Project manager for the one-block sanitary sewer, water main, and road replacement project (2008).

#### **City of St. Louis, MI**

- *Prospect/Corinth Road Reconstruction*: Project manager for the design phase of this road/utility reconstruction project, including new curb and gutter, sanitary sewer, water main, storm sewer, and sidewalk improvements (MDOT Local Agency project; 2017).
- *Retaining Wall*: QA/QC for the design and construction of the replacement of a retaining wall on the downstream side of the city dam (2013).
- *Main Street Reconstruction*: Project manager for the construction phase of a road reconstruction project including concrete curb and gutter, concrete sidewalk, ADA sidewalk ramps, concrete and HMA driveway approaches, HMA paving, guardrail, sanitary sewer, storm sewer and water main replacement (MDOT Local Agency Project; \$630K construction; 2013).

#### **City of Cadillac, MI**

- *Water Reliability Study*: Project manager for an update to the city's reliability study. Project included calibrating water model and composing water reliability report, including recommended improvements and estimated costs for addressing identified deficiencies (2016).

#### **City of Ithaca, MI**

- *Center Street Water Main*: Provided QA/QC for the installation of 1,985 feet of new water main to extend water service to the existing ethanol manufacturing site. Project included permits from the MDEQ, GCDC, GCRC, and MDOT. Project was paid for with city funds (2014).
- *ZFS Sanitary Sewer and Water Main*: Provided QA/QC for the installation of sanitary sewer pump station, gravity sewer, water main and force main. Project included permits from the MDEQ, Gratiot County Drain Commissioner, Gratiot County Road Commission, and MDOT. Project was paid for with city funds (2014).
- *Water Treatment Facility*: Project engineer for preliminary engineering services for the submittal of a USDA Rural Development Water and Waste Program funding application for the construction of a new water treatment plant in the city. Project was paid for with local funds (2014).
- *Elm Street Water Main Extension*: Senior project manager providing QA/QC for the installation of approximately 1,100 feet of 8-inch water main to provide new water service to the southwestern side of the city. Project was paid for with local funds (2013).

#### **City of Port Huron, MI**

- *Water Street Reconstruction*: QA/QC for the reconstruction of 2,825 feet of Water Street, from the western city limits of the City of Port Huron to 13<sup>th</sup> Street. Project involved removal of the existing four lanes of concrete pavement and replacement of the existing water main with 1,624 feet of 16-inch diameter main and 2,061 feet of eight-inch diameter water main on Water, Arch, and 13<sup>th</sup> Streets. The water main work included new water services, fire hydrants, and connections. Arch and 13<sup>th</sup> Streets were milled and resurfaced after the water main work was completed. The proposed road was constructed as four lanes of concrete pavement, including new signs and pavement markings. The project also included new driveway approaches, ADA ramps, and some sidewalk replacement (\$155K design, \$2.1M construction; 2013).



**City of Charlotte, MI**

- *West Lovett Street Reconstruction*: Project manager for design and reconstruction of three city blocks of roadway, including replacement of sanitary sewer, water main, and storm sewer improvements. Project is funded through the MDOT Local Agency Program (2018).
- *100 Block East Lovett*: Project manager for design and construction of one block of road reconstruction, including water main, sanitary sewer, and storm sewer improvements (2017).
- *N. Sheldon Street Phase 2*: Project manager for the design and reconstruction of three city blocks of roadway, including water main and storm sewer improvements. Project is funded through the MDOT Local Agency Program (2016).
- *Well No. 7 Connection*: Project manager for the design and construction engineering for water main and well house improvements (2014).
- *Shepherd Street (Awarded 2009 Public Works Project of Year, Transportation Category, <\$5 Million, American Public Works Association-Michigan Chapter)*: Project manager for the reconstruction of approximately one mile of three-lane roadway. Included vertical alignment improvements over existing railroad, HMA pavement, concrete curb and gutter, water main and storm sewer improvements, and sidewalk ramp and driveway upgrades. Prepared plans and specifications for roadway construction, staging, maintaining traffic, pavement markings, and signing. Sidewalk ramps were designed to meet current ADA guidelines. Project utilized MDOT Economic Development Grant (\$1.8M construction; 2008).

Dean was a project engineer at ROWE from 1996-2000; he rejoined the firm in 2007, contributing 17 years' professional experience. He regularly completes water and wastewater facility planning and design at ROWE's corporate office.

### **Education**

B.S., Civil Engineering (Michigan Technological University, 1990)

### **Registration**

#### **Professional Engineer**

Michigan: 1997 (no. 42651)

Wisconsin: 2001 (no. 34583)

### **Certifications / Continuing Education**

- Transmission Pipeline Design and Construction Practices (Gas Technology Institute)

### **Affiliations**

- Michigan Society of Professional Engineers
- American Water Works Association (AWWA)

### **References for Projects Similar to the FAST Start Program**

- Robert Bincsik, City of Flint Public Works Director, (810) 766-7346, rbincsik@cityofflint.com
- Beth London, PE, City of Saginaw City Engineer, (989) 759-1413, blondon@saginaw-mi.com

### **Relevant Project Experience**

#### **City of Flint, MI**

- **Sanitary Sewer Evaluation Study (SSES):** Project engineer for the evaluation of the city's sanitary sewer system to identify sources of inflow and infiltration (I/I). A 2010 project consisted of evaluating a 10-square-mile area consisting of more than 35 miles of pipe. Duties included directing multiple smoke testing crews, analyzing test results, and assembling reports. The City of Flint is currently using this information to systematically eliminate cross connections between the storm and sanitary sewers. In 2011, the city has received an S2 grant to perform a city-wide SSES study. This will include additional sewer cleaning and videotaping, manhole inspections, and flow monitoring (2015).
- **Water Transmission Main Replacement:** Senior project engineer for design of 5.5 miles of 24-inch and 30-inch water main to replace riveted steel transmission main. Modeling of the city's distribution system was conducted to evaluate options for replacement of the transmission main. Design included coordinating details for making connections to the existing distribution system and maintenance of service. Oversaw analyses, the development of plans and specifications, and permitting (2015).

#### **City of Saginaw, MI**

- **Bay Street Water Main Replacement:** Senior project engineer for the replacement of 2,897 feet of 6-inch ductile iron water main and full-depth pavement repairs on Bay Street, from Genesee Avenue to Weiss Street. (2018).
- **Williamson Street Rehabilitation:** Senior project engineer for the resurfacing design and concrete pavement repairs on Williamson Street, from Thayer Street to Treanor Street. Project includes curb and gutter, HMA pavement, concrete pavement, concrete driveways, ADA sidewalk ramps, water main crossing replacement and combined sewer system improvements. Project was funded through MDOT STP funds (2016).
- **Water Meter Replacement:** Lead engineer responsible for developing program for replacing 48 meters at locations throughout the city. Work included performing field inspection at each meter site and documenting existing conditions, and preparing bid documents, including developing a map illustrating meter locations,





specifications, details, and a bid form listing all existing proposed meter types, sizes, structure type, in addition to any applicable construction requirements regarding any necessary traffic control, security access requirements, or preliminary shut down notifications (\$500K construction; 2014).

- *Niagara Street*: Design engineering for three phases of MDOT-Local Agency Program (LAP) road reconstruction with water service replacements, minor storm sewer work, and sidewalk upgrades, from Davenport Street south to the railroad crossing. All phases will be funded with MDOT STP funds and constructed in three separate years. Project includes coordination with local business owners regarding access management and MDEQ permitting for work within the floodplain (Phase I construction 2014; Construction Budget [all phases] \$1.8M).
- *W. Genesee Avenue Resurfacing*: Senior project engineer for the design and construction of this rehabilitation project, from Harold Street to Hess Street, including pavement and joint repairs, cold-milling and resurfacing. Utility work included water main replacement and modifications, storm sewer repairs, and structure adjustments (2013).
- *Remington Street Reconstruction*: Senior project engineer for the design and construction of this total reconstruction project, from Michigan Avenue to Houghton Avenue, reducing cross-section from three one-way lanes to two lanes. Construction included new curb, full-depth HMA pavement, ADA ramp upgrades, new drive approaches, and modifications to the combined sewer system. Water main was also upgraded for the entire project length and all new hydrants and services placed (2013).
- *Michigan Avenue Resurfacing*: Project engineer for the resurfacing and partial reconstruction of Michigan Avenue from State Street to Stephens Street, and Genesee Avenue from Michigan to Schaefer. Responsible for design engineering of 8,500 feet of 12-inch water main replacement on Michigan Avenue from Genesee Avenue to Congress Avenue, and Houghton Avenue to Stephens Street (2011).

#### **City of Davison, MI**

- *Footing Drain Disconnection (Awarded 2009 Public Works Project of Year, Environment Category, <\$1 Million, American Public Works Association)*: Project engineer assisting the city in applying for and obtaining S2 funding, performing design and construction engineering for the footing drain disconnection program resulting in review of more than 500 properties and the successful disconnection of more than 300 homes. Disconnections funded through the Surface Water Quality Initiatives Fund (SWQIF) and constructed over a two-year period (2007-08).

#### **Grand Blanc Charter Township, MI**

- *SWQIF*: Project engineer for the development of a footing drain disconnection project. During this project, worked with the township to identify the area within the township that had significant surcharging during rain events. From that data, the project area was identified and then approved by the MDEQ (2016).

#### **City of Clio, MI**

- *Water Main Extension*: Project engineer responsible for design of 2,100 feet of 12-inch water main. Oversaw development of plans, specifications, and permitting (2008).

#### **City of Port Huron, MI**

- *Pump Station Upgrades*: Project engineer for design and construction engineering services on a multi-fiscal-year basis for the following projects being funded with local sewer funds (2015-2017).
  - » *Stone Street Pump Station Rehabilitation*: Evaluated the existing concrete pump station to recommend upgrades to submersible pumps. Recommended improvements include submersible pumps, new electrical and SCADA equipment, and new hatches to provide fall prevention measures. Bypass pumping was required to maintain flows in the system (2017).
  - » *Water Street Pump Station*: Emergency replacement of existing four submersible pumps. Project included an evaluation of the existing components and recommendations for replacement. All components within the wet well were completely replaced, including pumps, rails, chains, slide gates, safety rails, platforms, etc. A phasing plan was required to maintain service during the entire project (2016).
  - » *Gratiot Avenue Pump Station Rehabilitation*: Designed modifications to convert flooded suction-style pump station for installation of submersible pumps by utilizing existing wet well (nearly 50 feet deep) and

constructing a new valve vault. Project included installing new electrical and SCADA equipment with a new electrical source. Bypass pumping was required for the duration of the project (2015).

**Taymouth Township, MI**

- *Water Reliability Study*: Project manager for WaterCAD model creation and comprehensive report on the water system's current conditions and potential improvements (2011).

**City of Vassar, MI**

- *E. Huron Avenue*: Senior project engineer for design and preparation of plans, special provisions, and estimate per MDOT Local Agency guidelines for the rehabilitation of Huron Avenue, from the railroad tracks to Norman Street. Project included the placement of curb and gutter and construction of an enclosed storm sewer system throughout the project to eliminate roadside ditches. All driveway approaches were replaced and the road contour milled and resurfaced to meet cross-slope guidelines. Project also included pavement and joint repairs and the total replacement of the railroad crossing. Utility improvements included new water main and service leads for the project length and new service leads only from Norman Street to Enterprise Drive. Portions of the sanitary sewer were repaired and the sewer was totally replaced from Lynn Street to Norman Street. ADA-compliant ramps were added at the rail crossing and Andy Street. The final cross-section will provide for two-way traffic and on-street bike lanes (\$1.32M construction; 2013).
- *Water and Sanitary Sewer Improvements*: Prepared planning and preliminary engineering report for Rural Development funding for improvements to the city's water and sanitary infrastructure (2013).
- *Oak Street Reconstruction and North Parking Lot Improvements*: Project engineer providing design engineering services for complete reconstruction of Oak Street, from Cass Avenue to Main Street, and the resurfacing of adjacent parking lot. Project included storm sewer upgrades and resurfacing of adjacent parking lot (2010-2012).
- *E. Huron Avenue*: Project engineer for design and construction of street rehabilitation from M-15 to the railroad tracks east of Sherman Street. Project included water main and storm sewer upgrades (Rural Task Force Funding; 2010-11).
- *Cass Avenue Reconstruction and Moore Drain Wall Repair*: Design and construction engineering for reconstruction of Cass Avenue, from M-15 to Oak Street, with concrete curb and gutter, HMA pavement, and new sidewalks. Includes storm sewer system improvements and the design and construction engineering for repair of the western retaining wall along the Moore Drain north of M-15. Project utilized CDGB funding obtained through the Cool Neighborhoods program (ongoing).
- *Heritage Trail*: Project engineer providing surveying and design engineering services for 0.78-mile-long, 10-foot-wide pedestrian trail, from M-15 at Proctor Street west across DTE and city property to Water Street, following Water Street back to terminus at M-15. This trail completed a portion of the 94-mile M-15 Heritage Route Trail (MDOT funds; 2007).

**City of Bay City, MI**

- *Euclid Avenue Water Main*: Project engineer for design and construction of new water mains and the removal of duplicate water mains on Euclid Avenue, from Salzburg Road south to Backus Street, and Morton Street from Salzburg Road to Kelton Street. The existing mains were cast iron and had a long history of breakage. Euclid Avenue is a state highway requiring close coordination MDOT regarding the location of new mains, staging of construction, and provisions for maintaining traffic. The project was funded by the DWRF program (2013).

**Village of Port Sanilac, MI**

- *Water System Improvements*: Project engineer for planning, design, and construction engineering services for Rural Development-funded water system improvements, including water main replacement and extension on M-25 (Goldman Avenue) and two alleys. Project included water tower painting, treatment plant filter media replacement, and installation of residential meters (2018).



**Principal in Charge and Quality Assurance / Quality Control**

Rick joined ROWE as a project manager in 1998 with 12 years' experience. He was promoted to deputy director of engineering in 2000, named an associate (owner) in 2002, a principal in 2006, and director of engineering in 2018. He utilizes his extensive experience on various planning and infrastructure projects, including site design, hydraulics and hydrology, drain, sanitary and storm sewer, and water main. Rick is the principal in charge for ROWE's energy projects. He also works extensively with MDOT and local agencies on highway and bridge projects.

**Education**

B.S., Civil Engineering (Michigan State University, 1986)

**Registration****Professional Engineer**

Michigan: 1990 (no. 36056)

Wisconsin: 1998 (no. 33034)

Indiana: 1998 (no. PE19800455)

Minnesota: 1998 (no. 26195)

South Carolina: 2008 (no. 26486)

North Dakota: 2015 (no. 9903)

**Continuing Education**

Graduate of Community Leadership Program for Flint and Genesee County

**Affiliations**

- Michigan Society of Professional Engineers, Flint Chapter (Past-President)
- National Society of Professional Engineers
- Society of American Military Engineers, Detroit Post
- Community Foundation, Greater Flint (Member of former Energy Committee)

**References for Projects Similar to the FAST Start Program**

- Robert Bincsik, City of Flint Public Works Director, (810) 766-7346, rbincsik@cityofflint.com
- Beth London, PE, City of Saginaw City Engineer, (989) 759-1413, blondon@saginaw-mi.com

**Relevant Project Experience****City of Flint, MI**

- **City Engineering Services:** ROWE served as "acting city engineer" for 14 years. Rick assisted city personnel with securing project funding, consulting on construction practices and planning and zoning issues, and performing site plan reviews, engineering design, surveying services, and financial administration. Rick was also responsible for coordinating activities and projects related to and affecting the 2001 Saginaw Street streetscape project. He was responsible for the review and approval of several downtown development projects that have required incorporation into the original streetscaping project, including gateway arches, sidewalk ramps, traffic signals, etc. (2002-16).
- **Torrey Road Booster Pump Station:** Project manager for analysis and design of upgrades to water pump station (\$1.1M construction estimate; 2014).
- **Buick City Redevelopment:** Coordinated engineering analysis on the redevelopment study for this large industrial site within the City of Flint (2001-15).
- **Smith Village Neighborhood Redevelopment:** Project facilitator and project manager coordinating redevelopment of this turn-of-the-century neighborhood just north of Downtown Flint (2016).
- **Harrison Street Enhancements:** QA/QC for 0.45 mile of roadway cold milling and resurfacing, pedestrian island installation, decorative concrete border, and restriping of Harrison Street, from Fourth Street to the bridge over the Flint River. The restriping will convert the three one-way lanes with parking to two one-way lanes with parking and a protected bike lane. Design was completed in 2015; awaiting additional funding for construction (2016).



- *Harrison Street*: QA/QC for pavement rehabilitation from Second Street to First Street. Project included full-depth pavement repairs, cold milling and resurfacing of the roadway, and reinstallation of the traffic signal at Harrison Street and First Street (2015).
- *Dupont Street*: QA/QC for 1.5 miles of roadway cold milling and resurfacing, intermittent curb and gutter replacement, storm sewer repairs, and sidewalk and driveway repairs along Dupont Street, from Stewart Avenue to Carpenter Road. This project was a "Priority Road Improvement Project" (2015).
- *Genesee Valley Trail*: QA/QC for developing a successful TIP application and modifying preliminary concepts prepared by a previous consultant. Managed a fast-track (three-month) survey and design for 1.5 miles of trail within an urban setting, connecting existing trails and key destinations. Negotiated easements required for two HAWK signal pedestrian crossings (\$656K construction; 2014).
- *Pierson Road CMAQ Phases I and II*: QA/QC for the design of traffic signal modernization at 12 intersections along the Pierson Road corridor in the City of Flint. Nine of the intersections were converted from existing diagonal-span configurations to box-span configurations. The existing signals at the other three locations were removed after determining they were no longer warranted. Signal design included wireless vehicle detection systems and ADA ramp upgrades. Wireless radio interconnect was utilized for signal coordination. Phase I of construction was completed in the spring of 2012 and phase II was completed in the summer of 2014 following MDOT Local Agency Program's construction requirements and methods (2011-14).
- *Category A Grant Application*: Completed the application for Category A funds to complete roadwork along the route to the proposed American Pipe manufacturing site (2014).
- *Stewart Avenue Rehabilitation*: Design engineering for the rehabilitation of Stewart Avenue, from Clio Road to Dupont Street. Project included milling and resurfacing of the roadway, curb replacement, cross-slope and profile modifications, as well as ADA ramp upgrades (2012).
- *Kearsley Street Streetscape*: QA/QC for developing a successful TIP application, survey and design for Complete Street improvements, including bollard / decorative lighting, sharrow application, decorative pavers, mid-block crossings, and traffic calming within an urban campus setting (\$580K construction; MDOT TAP funding; 2011).
- *Flint River Trail Extension*: Project manager for design and construction engineering for development of the continuation of the trail, from the University of Michigan – Flint campus to Ballenger Highway (\$1M construction; 2011).
- *Hamilton Dam Reconstruction*: Project manager currently assisting the city Utilities Department in coordinating design concepts and cost estimates to reconstruct this nearly 90-year-old dam on the Flint River (\$6M construction; 2010).
- *ADA Evaluation Project*: As acting city engineer, worked with city traffic engineering staff to develop an implementation plan for future projects (both public and private). Plan addressed sidewalks, ramps, and parking requirements (2007).
- *University of Michigan-Flint*: Assisted in developing conceptual plans for reconnection of Kearsley Street across the university campus. Completed site topographical survey for new student housing complex (2007).
- *University Park Estates (Awarded 2000 Eminent Conceptor Award for Surveying Excellence, American Council of Engineering Companies-Michigan)*: Project manager for utility design and construction management for 90-acre, renaissance-zone subdivision project (\$3.5M construction; 1999-2007).
- *Street Program*: Project manager assisting the city in developing a local street repaving program. Worked closely with city personnel on the initial rating of street conditions, construction oversight, and financial administration. Completed design and bidding document preparation within one month of receiving notice to proceed. This was the first time the city undertook a project of this type in 20+ years (\$2.4M construction; 2004-05).
- *Kearsley Park (Phases I & II)*: Project manager for design and construction engineering for improvements to recreational complex. Project included design of college baseball facility, construction of a playground, pedestrian trail and bridge, extensive grading, irrigation, safety lighting, and drainage. Restoration of historical Kearsley Park pavilion included reconfiguring basement with storage space and washrooms, repairs to roof (including new tongue-and-groove ceiling), repairs to concrete exterior, and painting new doors and light fixtures (\$400K construction; 2004).
- *Flint River Trail Extension (University of Michigan-Flint)*: Project manager for design and construction administration services for 10-foot-wide bituminous trail extension across the university campus. Included





design and construction engineering of 10-foot-wide pedestrian bridge over Flint River (\$675K construction; 2004).

- *Flint River Trail Extension (Dayton/Kearsley Park)*: Project manager for design and construction engineering for development of barrier-free, 10-foot wide asphalt trail extending the Flint River Trail from Dayton Park through Kearsley Park, to Mott Community College. Project included repairs to existing pedestrian bridge and tunnel, construction of safety railing and concrete staircase, and safety signage installation (\$550K construction; 2002).
- *Flint River Trail Extension (Riverside Park)*: Project manager for design and construction engineering for 10-foot-wide bituminous trail extension in Riverside Park, connecting to Mott Lake existing trail system (\$355K construction; 2002).
- *Flint Park Lake*: Project manager assisting the city's Department of Community and Economic Development in studying this north-side neighborhood for potential redevelopment. Completed a roads and utilities inventory and provided preliminary cost estimates for reconstruction. Also worked with the Neighborhood Citizens District Council in developing a plan for the neighborhood's redevelopment (2002).
- *Van Slyke / Bristol Roads Reconstruction*: Senior project manager for survey and design services for road reconstruction, milling, and resurfacing. Project was initiated by construction of new General Motors L-6 Engine Plant (\$12M construction; 2000).

#### **City of Bay City, MI**

- *Uptown Bay City (Awarded 2015 Engineering Merit Award, American Council of Engineering Companies-Michigan)*: Principal in charge for design of the infrastructure, road, and river walk redevelopment of the 40-acre Uptown at River's Edge Site on the west side of the Saginaw River, south of the Veteran's Memorial Bridge. Project included site grading, water supply, sanitary sewer, storm sewer, storm sewer outfalls, storm sewer retention basins, swirl chamber storm water treatment units, sheet piling, shoreline stabilization, riverside park, riverside bike path, fishing pier overlooks, repurposed railroad abutment overlook, concrete retaining walls with cultured stone, segmental block retaining walls, floating docks, day dock basin. Also included brick pavers, site lighting, streetscaping, interior roads, and parking lots. Project required coordination and permitting through the MDEQ, FEMA, USACE, and City of Bay City (TIFF, local, MDOT TEDF, MDEQ Grant, and EPA grant funding, \$15M engineer's estimate; 2015).

#### **Genesee County, MI**

- *McCree Courts & Human Services Building Restoration (Flint)*: Project manager for construction management services for the repairs/renovation of the McCree Courts and Human Services Building. Services were required because the basement and first floor the building flooded after a water main break. Files and furniture were damaged, the building's foundations were undermined in some areas, walls and flooring were damaged, as well as electrical and electronics used throughout the building. Coordinated the temporary move of all county and state agencies affected to new locations. This included identifying the location and the condition of their files and property that was moved out of the building. Also coordinated with the various contractors onsite that were "drying" out the building, moving files and furniture, storing property, insurance company investigators and adjusters identifying the potential claims, and the contractors responsible for completing all the necessary repairs to the building itself (foundation contractor and building contractor). Worked closely with the purchasing agent and the risk management agent for Genesee County throughout the project recommending payment to contractors, change orders, and receiving approvals from the insurance company (\$1M fee, 2012).

#### **City of Flint, MI / Michigan Department of Transportation**

- *Clio Road Reconstruction (Stewart Avenue to Pierson Road)*: Project manager for 0.47 mile of pavement repairs, HMA resurfacing, new curb and gutter, ADA sidewalk ramps, and replacement of a 12-inch water main. Clio Road has many commercial businesses that required access during construction; therefore, all work completed utilized part-width construction. Provided coordination between public and private utilities and coordinated all permit applications. Water main connections and shutdowns were scheduled with local business including a dialysis clinic that without water could not provide services to their patients. Project utilized STU funds and was coordinated through MDOT Local Agency Programs (2010).



## **Deveron Q. Sanders, PE**

### **Project Engineer – Office Administration**

Deveron joined ROWE in 2012 as an assistant project engineer with 10 years of experience and was promoted to project engineer in 2014. Background includes extensive work with inspection and management of general site construction and development, including paving, grading, and underground utility installation. He is very familiar with interpretation and enforcement of construction specifications and standard on behalf of public and private interests. Deveron has also performed research, study, and design-related tasks across other engineering disciplines, such as transportation, land development, and municipal consultation.

#### **Education**

B.S. Civil Engineering (University of Michigan, 2000)

#### **Registration**

Professional Engineer

Michigan: 2005 (no. 52642)

#### **Continuing Education**

- MDOT Density Technology Certification
- MCA Concrete Field Testing Technician - Level 1
- MDOT Concrete Paving Inspection
- ACI Concrete Field Testing Technician – Grade 1
- Constructing Pedestrian Facilities for Accessibility
- Portable Nuclear Gauge Safety Certification
- MDEQ Storm Water Management – Construction Site

#### **Affiliations/Awards**

- Conference of Minority Transportation Officials (COMTO), Michigan Chapter
- National COMTO Emerging Leader Award, 2016

#### **Relevant Project Experience**

##### **City of Flint, MI**

- *Sanitary Sewer Evaluation Study and State Revolving Fund Plan:* Project engineer and field coordinator for the evaluation of the city's sanitary sewer system to identify sources of inflow and infiltration (I/I). Project consisted of evaluating a 10-square-mile area consisting of more than 35 miles of pipe. Duties included field investigation and survey coordination; manhole location, inventory, and evaluation; smoke testing; CAD input; and final evaluation and logging of repairs. The City of Flint is currently using this information to systematically eliminate cross connections between the storm and sanitary sewers (2015).
- *Water Main Replacement:* Project engineer for the design phase of five miles of 24-inch transmission main replacement. Project involved research of existing utility drawings and field visits to assist with the development of construction documents for the replacement of a 24-inch diameter transmission main that provides service to the west and southwest portions of the city (2015).
- *Smith Village Neighborhood Redevelopment:* Lead field technician for municipal project that included water main and sanitary sewer installation, road base construction, paving, and sidewalk placement. In addition, coordinated construction efforts with local utility companies to facilitate project completion. Collected quantity information and measurements for pay estimate preparation and kept records and construction notes. Performed density and concrete testing as needed for paving and sidewalk placement. Also was responsible for resolving complaints/issues from residents during construction (\$1.2M construction; 2013).
- *Water Transmission Main Replacement:* Assistant project engineer for design of 5.5 miles of 24-inch and 30-inch water main. Performed CAD work including pipe layout and editing (2012).
- *City Engineering Services:* Obtained federal, state and local permitting for construction of a city 911 communications tower (2013).



- **DWRF Project Plan – Euclid WM:** Assisted with DWRF application by obtaining project clearance through several state and local agencies. Responsible for acquiring requested information and corresponding as necessary with these agencies (2013).

**City of Flint, MI / Michigan Department of Transportation**

- **Stewart Avenue Reconstruction:** Lead field technician for 0.50 mile of HMA roadway reconstruction including concrete paving, curb, gutter, sidewalk and ramps, grading, drainage, traffic signals, and signing on Stewart Avenue from James P. Cole Boulevard to M-54 and on Andrews Street from Stewart Avenue to Wager Avenue (\$2.5M construction; 2016).
- **Genesee Valley Trail:** Project engineer performing initial site recon/walkthrough, CAD entry, trail alignment/design, and bid preparation. Project also included developing a successful TIP application and modifying preliminary concepts prepared by a previous consultant. Project included a fast-track (three-month) survey and design for 1.5 miles of trail within an urban setting, connecting existing trails and key destinations. Two HAWK signal pedestrian crossings were also installed as part of the project (\$656K construction; 2014).
- **Stewart Street and Lippincott Street Rehabilitation:** Field technician on MDOT LAP contract that included 1.98 miles of hot mix asphalt cold milling and resurfacing, concrete pavement repairs, miscellaneous concrete curb and gutter removal and replacement, concrete sidewalk and ramps, and earthwork on Lippincott Boulevard, from Burr Boulevard to Averill Avenue, and on West Stewart Avenue, from Clio Road to Dupont Street (\$995K construction; 2013).

**Specific Water Main Construction Observation Experience**

- Installation of various diameter mains, up to 72-inch diameter; materials including ductile iron, prestressed concrete, spiral-welded steel, HDPE and copper service leads. Sites have included new and existing residential developments, commercial developments, public streets, and other property.
- Repairs, live taps, tie-ins
- Thrust block construction (block, poured)
- Mechanical joint/locking rubber installation, HDPE fusing
- Lead installation (open cut/pneumatic boring)
- Valves, hydrants and appurtenances
- Polyethylene wrap
- Pipe deflections, bends and lowering
- Trenching and backfill techniques
- Temporary services
- Shop drawing review
- Live water main breaks (emergency repair/management)
- Poly pigging, chlorination and pressure testing
- Abandonment or physical removal of existing pipe
- Performed and observed density testing of trenches
- Marine installation (open trench) of large-diameter pipe within lake bed
- Jack and bore operations
- Pneumatic boring of service lines

**City of Bay City, MI**

- **DWRF Project Plan – Euclid Water Main:** Assisted with DWRF application by obtaining project clearance through several state and local agencies. Responsible for acquiring requested information and corresponding as necessary (2013).

**Genesee County Drain Commissioner, various locations, MI**

- **Water Supply Intake (Awarded 2016 Engineering Merit Award, American Council of Engineering Companies-Michigan):** Field technician during marine installation of 60-inch and 72-inch diameter concrete water main under Lake Huron (\$30.8M construction; 2015).

**Karegnondi Water Authority, Flint, MI**

- **KWA Water Main Installation:** Provided as-needed assistance for the resident engineer, resident project representative, and construction observer during water main installation. Tasks included contract administration (claims, daily report reviews, correspondence, etc.); providing project updates to owner; complaint management; site condition monitoring; and daily project observation (2015).





## **Blake D. Strozier** **Administration Staff**

Blake joined ROWE in 2013 and is responsible for preparing color renderings, concept drawings, construction documentation, and planting plans while aiding in overall site development, design, and construction observation and testing.

### **Education**

B.S., Landscape Architecture (North Carolina Agricultural and Technical State University, 2011)

### **Certifications / Continuing Education**

- Certified Concrete Field-Testing Technician (Michigan Concrete Association)
- Certified Density Technician (2014-2019) (Michigan Department of Transportation)

### **Affiliations**

- Alpha Phi Alpha Fraternity, Inc. – Epsilon Upsilon Lambda Chapter
- Eureka Lodge No. 16 Prince Hall Affiliated (F&AM)
- Gamma Delta Kudos Alumni Mentor
- Tabernacle Missionary Baptist Church, Saginaw, MI (Senior Pastor)
- NAACP – Flint Chapter
- Flint Community Schools – Board of Education (Trustee)

### **Relevant Project Experience**

#### **City of Flint, MI**

- *Harrison Street Enhancements*: Graduate landscape architect for 0.45 mile of roadway cold milling and resurfacing, pedestrian island installation, decorative concrete border, and restriping of Harrison Street, Fourth Street to the bridge over the Flint River. Restriping will convert the three one-way lanes with parking to two one-way lanes with parking and protected bike lane (2017).
- *Grand Traverse Trail*: Graduate landscape architect assisting with data collection necessary for property acquisition for potential development of trailway (2013).

#### **City of Flint, MI / Michigan Department of Transportation**

- *Genesee Valley Trail*: Graduate landscape architect for developing a successful TIP application and modifying preliminary concepts prepared by a previous consultant. Managed a fast-track (three-month) survey and design for 1.5 miles of trail within an urban setting, connecting existing trails and key destinations. Completed materials testing during construction (\$656K construction; 2014).

#### **City of Bay City, MI**

- *Uptown Development Infrastructure* (Awarded 2015 Engineering Merit Award, American Council of Engineering Companies-Michigan): Graduate landscape architect working with the city and a private developer to design concept plans for a streetscape. The overall project includes road, parking, sanitary sewer, storm sewer, and water main design for a 40-acre brownfield site on the Saginaw River in downtown Bay City (2015).

#### **C.S. Mott Community College, Flint, MI**

- *Prahl College Center*: Storm drainage study, scoping, and design to resolve flooding issues at student services building and renovation of exterior courtyard. Fast-track design included tight construction area due to central location on campus. Staging required maintenance of pedestrian and vehicles. Design included pump station and decorative plaza area for student functions (2015).
- *Kearsley Park Softball Complex*: Fast-track scoping, concept, survey, design, permitting, and construction of



NCAA softball field. The college prepared a use agreement with the City of Flint to utilize an existing softball field and needed to upgrade the facility to meet NCAA standards and Title 9 co-ed play by spring of 2015. The project included an MDEQ joint permit due to location within a floodplain, dugouts, fencing, scoreboard, and coordination of existing lighting. Included coordination with the city and a master plan for future concessions building (2015).

**Kettering University, Flint, MI**

- *Climbing Wall*: Preliminary concept and owner's representative / project management for design/ build climbing wall installation in an existing squash court (2013).

**Keep Gnesee County Beautiful, Flint, MI**

- *Neighborhood Concept Master Plans*: Graduate landscape architect developing neighborhood concept master plans for various park locations, based on engagement with 'park tender' stakeholder groups in each neighborhood surrounding the park locations. Successive updates have been completed yearly since 2012 (2014).

**Flint Cultural Center Corporation, Flint, MI**

- *Sarvis Center Repurposing*: Graduate landscape architect for implementation of master plan recommendations for removal of a 43,000-square-foot conference center and refining concepts for redefining the entry sequence into the Flint Cultural Center Campus. Concepts reinforce connections to facilities and provide a master plan as the basis for stakeholder facility planning within the campus. Services included survey, demolition contract documents, coordination with AKT Environmental for abatement survey and construction administration (\$256K construction; 2016).

**Diplomat Specialty Pharmacy, Flint, MI**

- *Civic Park Site Plan*: Development of site plan for St. Luke N.E.W. Life Enterprises, light industrial facility on former Civic Park school site. Coordinated with owner, architect and city staff to meet historic district requirements for fast track site plan approval (2014).
- *MDNR Grant Applications*: Grant applications for the City of Flint to acquire 11-acre Racer Trust property at Atherton Road and Saginaw Street and improvements at McKinley Park. Partial funding by Flint Area Reinvestment Organization. Project included redevelopment of brownfield to an active sports park and community gateway and rejuvenation of an urban lakefront park (2013).

**H2A, Flint, MI**

- *Pathways Global Institute Permit Package*: Graduate landscape architect for preparing state site plan permit application for parking lot, building addition, and playground improvements (2014).

**Five-Year Community Recreation Plans**

- City of Dearborn Heights, 2014
- City of Flushing, Flushing Charter Township, Flushing Schools, 2015
- City of Livonia, 2017
- City of Northville, Northville Township, in progress
- City of Omer, 2013, 2018 in progress
- City of Swartz Creek, 2018 in progress
- Fenton Township amendment, 2017
- Meridian Township, 2017
- Mills Township, in progress
- Mundy Charter Township, 2016
- Imlay Township, 2015
- Shiawassee County Parks and Recreation Commission, 2016
- Southern Lakes Parks and Recreation, 2014
- Village of Port Sanilac, in progress

Ashley joined ROWE fulltime in 2017 after working as a bridge inspection co-op for the Michigan Department of Transportation. She is a graduate engineer in the Design Division, where she has performed field and material testing technician services for a variety of projects.

### **Education**

B.S., Environmental Engineering (Michigan Technological University, 2017)

### **Continuing Education / Certifications**

- MCA Concrete Field Testing Technician – Level 1
- ACI Concrete Field Testing Technician – Grade 1
- MDOT Density Technology Certification

### **Relevant Project Experience**

#### **Michigan Department of Transportation – Davison TSC**

- *M-53 HMA Overlay*: Field technician for 7.64 miles of ultra-thin HMA overlay, aggregate shoulder, concrete curb, gutter, sidewalks, ramps, joint repairs, overband crack filling, drainage structure repairs, and pavement markings on M-53 from north of the Macomb/Lapeer county line to I-69 in the Village of Almont, Lapeer County (\$1.8M construction; 2017).
- *I-75 at Holly Road*: Material testing technician for 0.68 mile of HMA reconstruction of two ramps and one new loop ramp including retaining wall, signal, drainage, and safety improvements on I-75 northbound at Holly Road, Genesee County. (\$3.2M construction; 2017).

#### **Michigan Department of Transportation – Huron TSC**

- *M-25 over Mill Creek* (Awarded 2017 Lansing-Jackson Branch Outstanding Civil Engineering Achievement Award, American Society of Civil Engineers-MI and 2018 Concrete Award – Structural-Transportation Category, Michigan Concrete Association): Field technician for bridge removal and replacement with prestressed, concrete box beam, precast deck, scour countermeasures, water main, and approach work on M-25 over Mill Creek, Sanilac County (\$2.66M construction; 2017).

#### **City of Burton, MI**

- *Center Road Improvements*: Graduate engineer for preliminary engineering for improvements on Center Road, from Lippincott Boulevard to Lapeer Road (ongoing).

#### **Genesee County Road Commission, MI**

- *Hill and Belsay Roads Intersection Improvements*: Graduate engineer for intersection reconstruction with a proposed roundabout (\$800K construction; 2018).



Dennis joined ROWE full-time in 2018 after working five summers as a ROWE intern. He is a member of the Design Services Division, where he assists with the design and analysis of various road and infrastructure projects.

### **Education**

B.S., Civil Engineering (Western Michigan University, 2018)

### **Affiliations**

- Bay City Lions Club, Past President
- Habitat for Humanity of Bay County, Michigan
- Bay City Housing Corporation, Board of Directors

### **Relevant Project Experience**

#### **City of Charlotte, MI**

- *Parking Lot No. 1, 100 Block West Lovett:* Assistant project engineer for design and construction of a municipal parking lot reconstruction, including new drive approaches and sidewalks, water main, sanitary sewer, and storm drainage and sewer improvements (2019).
- *Parking Lot No. 4 and 10, 100 Block East Lovett:* Assistant project engineer for design and construction of a municipal parking lot reconstruction, including new drive approaches and sidewalks, water main, sanitary sewer, storm drainage, and sewer improvements (2017).

#### **City of Clio, MI**

- *Paving Improvements:* Local street paving improvements on Clay, E. Johnson, Bluff, Elm, Fuller, and the city hall parking lot (2014).

#### **City of Burton, MI**

- *Atherton Road Improvements:* Design engineering for the milling and resurfacing of Atherton Road, from Dort Highway to Center Road (2013).

#### **City of Saginaw, MI**

- *19th Street and Lapeer Avenue:* Project design engineering for two separate projects encompassing the area of Lapeer Avenue, from Veterans Memorial Parkway to the east city limits, and 19th Street, from Lapeer Avenue to Janes Avenue. One project will be funded through MDOT Local Agency Program and the other will be funded through the Community Development Block Grant Program. Both projects include full reconstruction with new curb and gutter, HMA pavement, concrete driveways, ADA sidewalk ramps and concrete drive approaches. Minor improvements to the storm sewer system will also be constructed (\$444K construction; 2014).
- *E. Genesee Avenue Rehabilitation:* Design engineering for the rehabilitation of East Genesee Avenue, from Harold Street to Hess Avenue, including replacement of existing water main and sidewalk ramps utilizing STP funds (2013).

#### **City of Mt. Pleasant, MI / Charter Township of Union / Friends of the Dog Park**

- *Mission Creek Dog Park / Hannah's Bark Park:* Designer for the completion of construction plans for a three-acre off-leash dog park that offers residents and their canine friends a place to have fun, socialize, and exercise. The park is fully fenced and includes separate areas for large and small dogs. Other amenities include a safe double-gated key fob entry system, potable water service, benches, waste receptacles, a pavilion shelter, signage, concrete sidewalk, and concrete curb and gutter (\$117,600 construction; 2015).



**City of Ithaca, MI**

- *Sidewalk Improvement Plan*: Assisted with the creation of a sidewalk improvement plan including exhibits and cost opinions (2015).

**Genesee County Parks and Recreation Commission, MI**

- *Elba Equestrian Complex (Lapeer, MI)*: Assisted in the design and earthwork computations for an 18-lot rustic equestrian campground development as part of a 4,540-acre horse riding trail system (2015).

**Oakland County Parks and Recreation, MI**

- *Groveland Oaks Sections A/B Utilities*: Assisted with plans for providing individual sanitary hook-ups for 52 campsites, including a pump station and force main, modifying five sites to a pull-through configuration, and water and electrical utility improvements at Groveland Oaks Campground (2019).

**Washtenaw County Parks and Recreation, MI**

- *Staebler Farm Implementation Plan (Ann Arbor, MI)*: Assisted with the preparation of a Development Implementation Plan for Staebler Farm County Park, located at 7734 / 7735 Plymouth Road, consisting of a new parking lot, entrance road, and a bioswale to accept stormwater runoff (2019).

**Rhoads & Johnson, Fenton, MI**

- *The Horizon Building (Fenton, MI)*: Assistant project engineer for survey and site plan to transform the former Fenton Collision building into a 23,500-square-foot, three-story, mixed-use building with associated parking (\$6.3M construction; 2018).
- *The Fenton Beanery (Fenton, MI)*: Assisted with the civil and landscaping design services to develop a site plan and construction plans for renovations to the historic Fenton Beanery grain elevator, including a pervious concrete parking lot shared with the city (2015).

**Three Rivers Corporation, Midland, MI**

- *McAllister Equipment Building (Midland, MI)*: Assisted with the site design for a new 20,000 square foot pre-engineered metal building, parking lots and site water detention (2015).

**Hobbs & Black Architects, Mt. Pleasant, MI**

- *Mid Michigan Community College Tech Center (Mt. Pleasant, MI)*: Assisted with the site plan design for a new tech center building and associated parking on the Summerton Mt. Pleasant Campus site (2014).

**E & L Construction Group, Flint, MI**

- *Lear Corporation – Flint Facility (Flint, MI)*: Assisted with design engineering for new industrial building. Site is part of the Buick City brownfield area and scope includes site plan and construction drawings (2018).

**Consumers Energy, Jackson, MI**

- *IRA 201 Well Pad Design (Ira Township, St. Clair County, MI)*: Assisted with AFC drawings for new well pad site, including preparing the SESC permit (2018).

Scott joined ROWE in 2006 as an assistant project engineer, was promoted to project engineer in 2008, senior engineer in 2012, and project manager in 2015. Prior to joining ROWE, he gained experience with two firms, serving as a field surveyor and construction observer from 1997-2002 and a design engineer from 2003-06. Scott is responsible for design engineering for municipal projects.

#### Education

B.S., Civil Engineering (University of Michigan, 2003)

#### Registration

Professional Engineer  
Michigan: 2007 (no. 54592)

#### Affiliations

Fenton Township Planning Commission

#### Relevant Project Experience

##### Grand Blanc Charter Township, MI

- *Water Distribution System Improvements:* Project manager for design engineering for improvements to the township's water distribution system at three locations: Saginaw Street Water Main Extension (Pepperwood Drive to City of Grand Blanc Limits); Trillium Theater/Laird Technologies Water Main Loop; and Saginaw Street Water Main Loop (Woodfield Parkway to Dixie Lodge) (2018).
- *Wildwood Water Main Improvements:* Project engineer for replacement of water main through a residential area to provide a loop in the system and better water pressure. Project included approximately 5,200 feet of 8-inch water main and 90 service lead transfers (\$668K construction; 2009).

##### City of Charlotte, MI

- *N. Sheldon Street Reconstruction:* Project engineer for 0.25 mile of N. Sheldon Street reconstruction design, special provisions, and construction permit preparation. Project included reconstruction of the existing curb and gutter HMA roadway, storm sewer repairs, and replacement of the existing water main through the project limits (MDOT-LAP; \$635K construction; 2011 design, 2012 construction).

##### City of Davison, MI

- *Main Street Resurfacing:* Project engineer for design of 1.0 mile of Main Street improvements, preparation of special provisions, and construction permits. Project included HMA cold milling and resurfacing, pavement removal, bike lane, storm sewer, concrete curb and gutter, sidewalk, sidewalk ramps, driveway approaches, water main replacement, and earthwork on Main Street, from Clark Street to Mill Street (MDOT-LAP; \$1.2M construction; 2012 design; 2013 construction).

##### City of Mt. Morris, MI

- *Saginaw Street Water Main Improvements:* Project manager for 4,000 feet of 6-inch water main replacement with 12-inch water main along Saginaw Street, from Helen Street to Roosevelt Avenue. The project scope included preparation of the preliminary engineering report and assistance with securing USDA Rural Development grant/loan to fund the project (\$1.4M construction; 2017).

##### City of Bay City, MI

- *Johnson Street Reconstruction:* Project manager for design engineering services for the reconstruction of Johnson Street, from Woodside Avenue to Water Street. The project includes complete reconstruction of the HMA roadway, replacement of the existing 15-inch sanitary sewers, replacement of the existing storm sewers, replacement of the existing water mains, and new concrete curb and gutter. An alternate will be included for cutting and capping the existing 20-inch water main at the intersection of Johnson Street and Water Street,

flowable filling a section of the existing 20-inch water main and providing a new water main connection to the existing 16-inch water main in Water Street at the wastewater treatment facility (2018).

- *Euclid Avenue Water Main Replacement Phase 1 and Phase 2:* Project engineer for two miles of water main replacement on Euclid Avenue, from Salzburg Avenue to N. Union Street. Project included abandoning the existing problematic 6-inch water main under the northbound travel lane, constructing new 12-inch water main from Salzburg Avenue to Fisher Street, constructing new 8-inch water mains up side streets from Fisher Street to N Union Street, and resurfacing the northbound travel lane. Prepared the project plan and assisted the city with securing the MDEQ DWRF loan for the project (\$4M construction; 2015).
- *Harrison Street Reconstruction:* Project engineer for 0.15 mile of Harrison Street reconstruction design, special provisions, and construction permit preparation. Project included reconstruction of the existing curb and gutter HMA roadway, concrete sidewalks, sanitary sewer replacement, water main replacement, and storm sewer replacement on Harrison Street, from McGraw Street to 38<sup>th</sup> Street (local funds, \$380K construction; 2011 design, 2013 construction).
- *Johnson Street Reconstruction:* Project engineer for 0.52 miles of Johnson Street reconstruction design, special provisions, and construction permit preparation. Project included reconstruction of existing curb and gutter HMA roadway, separating the existing combined sanitary sewer system, and replacement of existing eight-inch water main through the project limits (MDOT-LAP; \$1.9M construction; 2009 design, 2012 construction).
- *Walnut Street Reconstruction:* Project engineer for 0.63 miles of Walnut Street reconstruction design, special provisions, and construction permit preparation. Project included reconstruction of the existing curb and gutter HMA roadway, concrete sidewalks, ADA ramp upgrades, decorative lighting, separating the existing combined sanitary sewer system, and replacement of the existing water main through the project limits (local funds, \$1.9M construction; 2010 design, 2011 construction).
- *Lincoln Street Reconstruction:* Project engineer for 0.7 miles of road reconstruction design, special provisions, and construction permit preparation. Project included reconstruction of existing curb and gutter HMA roadway, concrete sidewalks, ADA ramp upgrades, separating the existing combined sanitary sewer system, and replacement of the existing water main through the project limits (MDOT-LAP; \$1.6M engineer's estimate; 2010 design).

#### **City of Clio, MI**

- *Water Main Extension:* Construction observer and contract administration for water main extension to Clio High School to increase school water pressure. Project involved construction of 1,585 linear feet of new 12-inch ductile iron water main, abandonment of the existing 6-inch main, and 22 water service transfers (\$195K construction; 2009 construction).

#### **Village of Kingston, MI**

- *Water Main Improvements:* Construction observation and contract administration for water main improvements. Project included approximately 1.5 miles of 8-inch and 12-inch ductile iron water main, approximately 60 water service transfers, and pavement and turf restoration (USDA Rural Development Funds, \$1M construction; 2010).

#### **Village of Vernon, MI**

- *Main Street Improvements (Awarded 2012 Public Works Project of Year, Transportation Category, <\$5 Million, American Public Works Association):* Project engineer for Community Development Block Grant (CDBG) Downtown Infrastructure Grant (DIG) application, design, construction permitting, easement acquisition, and funding agency coordination of 0.64 mile of road rehabilitation and reconstruction. Project included full HMA road reconstruction through the downtown area with HMA road rehabilitation on the remaining road sections within the village limits. Project also included sanitary sewer replacement, storm sewer improvements, concrete sidewalk ramp upgrades, curb planters, concrete stairs and handrails, curb and gutter replacement, and on street angle parking reconfiguration. The project was funded by CDBG DIG and Shiawassee County Small Urban Task Force Grant Funding. The project was bid through the MDOT-Local Agency Program (\$864K construction; 2011 design, 2012 construction).



Joe works with contractors in the field, observing construction to ensure job specifications are followed. He joined ROWE in 2000, with 24 years' experience as the public works superintendent for the Village of Chesaning.

### **Certifications / Continuing Education**

- MDOT Density Technology Certification
- Portable Nuclear Gauge Safety Certification
- DEQ Storm Water Management – Construction Site ACI
- Concrete Field Testing Technician – Grade 1
- MDOT HMA Paving Operations
- MCA Concrete Field Testing Technician Level 1
- MCA Concrete Construction Inspector

### **Relevant Project Experience**

#### **Karegnondi Water Authority, Port Huron, MI**

- *Water Transmission Main:* Lead field technician for the construction of approximately 15 miles of 60-inch transmission main. Responsibilities included oversight of contractor's operations to verify compliance with contract documents. Completed daily reports and obtained photo documentation. Maintained correspondence log, worked with engineering team to address constructability issues, and reviewed onsite materials for acceptance (\$16.8M construction; 2016).

#### **City of Saginaw, MI**

- *Davis Road Water Main Replacement:* Lead field technician for water main replacement. Project included 5,500 feet of 36-inch PCCP concrete water main and associated road items for connections and crossings (\$2.7M construction; 2008).

#### **City of Bay City, MI**

- *Adams Street Reconstruction:* Lead field technician for 0.37 mile of reconstruction of Adams Street with pavement removal, earthwork, subbase, aggregate base, HMA paving, curb and gutter, ADA sidewalk ramps, storm sewer, pavement marking and restoration (\$459K construction; 2011).

#### **City of Charlotte, MI**

- *Shepherd Street Reconstruction:* Lead field technician for 0.98 mile of road reconstruction. Project constructed utilizing MDOT Economic Development Grant. Completed inspection, materials testing, and documentation according to MDOT and AASHTO standards and procedures. Project included HMA pavement, concrete curb and gutter, storm sewer improvements, sidewalk ramp upgrades, and MOT items (MDOT funds; \$1.8 M construction; 2008).

#### **City of Alma, MI**

- *North Charles Avenue Pathway:* Lead field technician for 0.67 mile of concrete shared-use path, storm sewer, ADA ramps, railroad crossing, signing, and restoration (\$462K construction; 2014).

#### **City of St. Louis, MI**

- *Main Street Reconstruction:* Observation of the construction phase of a road reconstruction project including concrete curb and gutter, concrete sidewalk, ADA sidewalk ramps, concrete and HMA driveway approaches, HMA paving, guardrail, sanitary sewer, storm sewer and water main replacement restoration (MDOT Local Agency Project; \$630K construction; 2013).

#### **City of Ithaca, MI**

- *Water Main Phase D:* Provided construction observation for the construction of approximately 5,643 linear feet of new eight-inch PVC water main including new gate valves, water services, and fire hydrants. Project funded by a local infrastructure bond (\$337,052 construction; 2009).



- **Water Main Phases B&C:** Provided construction observation for the construction of 18,414 linear feet of new eight-inch PVC water main including new gate valves, water services, and fire hydrants. Project funded by a local infrastructure bond (\$1M construction; 2009).
- **Water Main Phase A:** Provided construction observation for the construction of 10,802 linear feet of new eight-inch PVC water main including new gate valves, water services, and fire hydrants. Project was funded by a local infrastructure bond (\$573,823 construction; 2008).
- **Pump Station Replacement:** Field technician for construction of new triplex pump station to replace two aging systems. Included new force main from station to lagoon inlet. Responsibilities included coordination with contractor and city representatives and general construction administration duties. Challenges included a very tight working space, high ground water, and the necessity of keeping existing stations in service (2008).
- **Wastewater Stabilization Valve Rehabilitation:** Field technician for control structure valve replacement/rehabilitation. Included removing and replacing outlet piping and valves from existing concrete control structures in the lagoon cells. Challenges included coordination with the city's NPDES discharge permit and moving water between cells to provide a clean and safe working environment (2008).

#### **City of Ithaca, MI / Michigan Department of Transportation**

- **Pine River Road Reconstruction:** Lead field technician providing construction observation and materials testing for this local agency project. Included 0.74 mile of hot mix asphalt road reconstruction including pavement removal, earthwork, aggregate base, concrete curb and gutter, and drainage improvements on Pine River Road, from Fillmore Road northerly to the Great Lakes Railroad tracks (MDOT STP funds; 2009).
- **Center Street Streetscape:** Construction observation for streetscape, from Main Street west to North Pine River Street. Performed control and topographic surveys, prepared improvement plans to MDOT local agency standards, and completed construction staking and observation. Project included coordinating and facilitating multiple public meetings during design and construction, to involve the business owners and other stakeholders in the design development and construction timing. Main project features included stamped and colored concrete in multiple colors and patterns, raised speed table for traffic calming in the downtown business district and pedestrian safety, new lighting and plantings, resurfacing of road, on-street and off-street parking, angle parking safety study, and development of a downtown park area for public gathering. This was a local agency project with construction engineering done to MDOT's requirements with Field Manager software. Construction staging was developed to maintain pedestrian access to businesses at all times, along with 50% of the on-street parking during construction (Transportation Enhancement grant, MEDC, and city funds; 2007).

#### **City of Ovid, MI**

- **Raw Waterline:** Lead field technician providing inspection and material testing on 4,500 feet of raw waterline to feed the city well house. Oversaw SESC measures and improvements to well house (\$275K construction; 2007).

#### **Village of Birch Run, MI**

- **Main Street Streetscape (2002 Outstanding Achievement Award, Michigan Municipal League):** Field technician for streetscape and corridor enhancements along two miles of Main Street. Project included new sidewalks, curb and gutter, 4,000 linear feet of water main, and storm sewer. Project constructed in busy commercial area, and coordination of traffic and business access was critical (2001).

#### **Green Oak Charter Township, MI**

- **Sanitary Sewer System (Awarded 2005 Public Works Project of Year, Environmental Category, \$2-\$10M Category, American Public Works Association):** Resident construction engineer responsible for overall construction activities of 11 miles of sanitary sewer construction, including five pump stations and 610 grinder pumps. Responsibilities included shop drawing reviews, coordination of obtaining easements for grinder pump stations, and general construction administration duties. Project included several thousand feet of gravity and low pressure sewer and force mains. New sewers were constructed in developed, residential areas around lakes. Challenges included maintaining access through narrow roads, high groundwater table and steep topography. Construction was completed over a two-year period (\$6M construction; 2005).





## **Timothy E. Cleaver** **Construction Observer**

Timothy joined ROWE in 2017 with 26 years' experience working for a road commission. He performs lead field technician duties, including construction observation and materials testing, on a variety of road and bridge projects.

### **Certifications / Continuing Education**

- Advanced Bituminous Laboratory Technician
- Bituminous Paving Operations
- MDEQ Storm Water Management - Construction Site
- MDEQ Soil Erosion & Sedimentation Control – Comprehensive
- MDOT Bridge Paint School Certification
- MDOT Density Technology Certification
- Portable Nuclear Gauge Safety Certification
- ACEC Material Acceptance Process Training
- MDOT Prevailing Wage Training
- MDOT Bridge Construction & Rehabilitation

### **Relevant Project Experience**

#### **Consumers Energy Company, various locations, MI**

- *Saginaw Valley Pipeline (Phase 3):* Construction manager / operator qualified technician providing daily oversight and detailed documentation related to 24 miles of natural gas transmission main located in southern Saginaw County and northern Genesee County. Daily responsibilities include contractor progress, installation practices, and as-built details (ongoing).

#### **Isabella County Road Commission, MI**

- *Shared-Use Pathway:* Lead field technician for 70 miles of HMA and concrete shared-use pathway, drainage, timber boardwalk, pavement markings, signing, and restoration along various routes in Isabella County (\$1.7M construction; 2018).

#### **Saginaw County Road Commission, MI**

- *Hart Road Rehabilitation:* Lead field technician for 2.42 miles of HMA crushing, shaping and resurfacing, earthwork, drainage, driveway replacement, signing and restoration on Hart Road, from Miller Road to Willing Road (\$1.3M construction; 2018).

#### **City of Mt. Pleasant, MI / Michigan Department of Transportation**

- *Pickard Avenue Bridge over the Chippewa River:* Lead field technician for removal and replacement of bridge deck, sidewalk, railings, and approach work on Pickard Road over the Chippewa River in the City of Mt. Pleasant (\$637K construction; 2017).

#### **City of Swartz Creek, MI**

- *Daval Street Reconstruction, Elms Road to Miller Road:* Lead field technician for construction engineering for water main replacement and street reconstruction (2018).

#### **Following is Experience with Other Firms**

##### **Clinton County Road Commission, MI**

- *Schavey Road Resurfacing:* Field technician / office technician for 3.84 miles of HMA shared-use path, cold milling and resurfacing, concrete curb, gutter, sidewalk and ramps, signal work and pavement markings on Schavey Road, from Clark Road to Herbison Road, and from West Herbison Road to south of Howe Road (\$1.4M construction; 2016).
- *State Road Resurfacing:* Field technician / office technician for 2.93 miles of HMA base crushing, shaping and resurfacing, trenching, aggregate shoulders, and pavement markings on State Road, from Little Lake Drive east to M-100 (\$557K construction; 2016).



- **Wecousta Bridge Reconstruction:** Field technician / office technician for 2.02 miles of HMA cold milling and overlay, shoulder paving, aggregate base, bridge railing, concrete deck patching, guardrail, joint replacement, deck waterproofing, approach work, and pavement markings on Wacousta Road, from Clark Road northerly to Howe Road and over the Looking Glass River (\$725K construction; 2015).
- **Pratt Road Bridge Replacement:** Field technician / office technician for bridge removal and replacement with a precast culvert and approach work on Pratt Road over Morris Creek (\$414K construction; 2015).
- **Findlay Road Bridge Replacement:** Field technician / office technician for bridge removal and replacement with 21-inch, prestressed beams, guardrail, and HMA approach on Findlay Road over the Hayworth Creek (\$682K construction; 2015).
- **Island Road Resurfacing:** Field technician / office technician for 2.04 miles of HMA base crushing, shaping, and resurfacing, trenching, aggregate shoulder, and pavement marking on Island Road, from Watson Road easterly to Shepardsville Road (\$530K construction; 2015).
- **Upton Road Resurfacing:** Field technician / office technician for 2.0 miles of HMA overlay, trenching, and aggregate shoulders on Upton Road, from Herbison Road northerly to Cutler Road (\$395K construction; 2015).
- **Turner Road Resurfacing:** Field technician / office technician for 2.20 miles of HMA cold milling and resurfacing, shoulders for shared-use path, tree removal, drainage, and pavement markings on Turner Road, from Stoll Road north to Herbison Road in DeWitt Charter Township (\$1M construction; 2015).
- **Clintonia Road Resurfacing:** Field technician / office technician for 1.50 miles of HMA surfacing, culvert replacement, guardrail upgrades, and aggregate shoulder on Clintonia Road, from Price Road to north of Centerline Road (\$382K construction; 2015).
- **East Townsend Road Resurfacing:** Field technician / office technician for 1.20 miles of HMA resurfacing, concrete curb and gutter, lane widening, drainage structures, and pavement markings on East Townsend Road, from US-127BR to US-127 in the City of St. Johns (\$300K construction; 2014).
- **South Airport Road Resurfacing:** Field technician / office technician for 3.25 miles of HMA overlay, pavement removal, earth excavation, aggregate base, and aggregate shoulders on South Airport Road, from south of Cutler Road northerly to Pratt Road (\$531K construction; 2013).
- **East Colony Road Bridge Replacement:** Field technician / office technician for bridge removal and replacement with 48-inch prestressed concrete box beams, foundation excavation, structure backfill, slope restoration, approach work, and maintaining traffic on East Colony Road over Maple River (\$758K construction; 2013).

Dean rejoined ROWE in 2015 after 20 years with a local road commission. He had worked for ROWE from 1988 to 1995 as a field technician and member of a survey crew. While at the road commission, he was the supervisor of the field inspectors as well as the office technician for federal aid projects under the direction of a licensed professional engineer. He was responsible for the road commission's soil erosion and sedimentation control plan and working with the Michigan Department of Environmental Quality to keep the road commission in compliance with their requirements. Dean reviewed all consultant-designed projects to confirm they met county standards, coordinated utility relations, and was responsible for all right-of-way acquisitions.

### Education

A.S., Construction Engineering (Ferris State University, 1988)

### Certifications / Continuing Education

- MDEQ Storm Water Management – Comprehensive
- MDEQ Storm Water Management – Construction Site
- MDOT Computerized Office Technician
- MDOT Density Technology Certification
- Portable Nuclear Gauge Safety Certification
- Michigan Certified Aggregate Technician Level 1
- MCA Concrete Field Testing Technician – Level 1
- MEA OQ Certification
- ACI Concrete Field Testing Technician – Grade 1
- MDOT Concrete Paving Inspection
- MDOT Bridge Paint School
- MDOT Bridge Construction/Rehabilitation Course
- NASSCO – PACP/LACP/MACP
- MEA OQ Certifications
- Constructing Pedestrian Facilities for Accessibility

### Relevant Project Experience

#### Genesee County Road Commission, MI

- *Farrand Road Bridge*: Lead field technician for the placement of precast concrete bridge, concrete return walls, guardrail and other miscellaneous items of work on Farrand Road over the Pine Run Creek, Vienna Township (2016).
- *Hill Road and Elms Road Roundabout*: Lead field technician for 0.30 mile of roundabout / intersection reconstruction, including pavement removal, grading, concrete pavement, curb and gutter, HMA paving, aggregate base and shoulders, and storm sewer on Hill Road and Elms Road, Genesee County (\$680K construction; 2015).

#### City of Mt. Morris, MI / Michigan Department of Transportation

- *Saginaw Street Improvements*: Lead field technician for 1.0 mile of HMA cold milling and resurfacing, concrete cold milling, drainage, concrete pavement repairs, concrete curb, gutter, sidewalk and ramps, and water main on North Saginaw Street, from the south city limits to the north city limits (\$2.7M construction, 2017).

#### Lapeer County Road Commission, MI

- *Imlay City Road Construction*: Lead field technician for 2.0 miles of HMA base crushing, shaping and resurfacing, concrete box beams, concrete curb and gutter, sewer, culvert, drainage, bridge replacement, signing, cofferdams, steel pile, guardrail, slope restoration and pavement markings on Imlay City Road, from the Imlay City east city limits east to Dorrow Road (\$2.7M construction; 2017).
- *Water Transmission Main*: Lead field technician serving as the road commission representative for the construction of approximately 15 miles of 60-inch transmission main. Responsibilities included oversight of contractor's operations to verify compliance with contract documents. Completed daily reports and obtained





photo documentation. Maintained correspondence log, worked with engineering team to address constructability issues, and reviewed onsite materials for acceptance (\$16.8M construction; 2016).

- *Lake Pleasant Road Improvements*: Field technician for 0.55 mile of HMA crushing, shaping and resurfacing, concrete curb and gutter and spillway, aggregate base, machine grading, high friction surface, drainage, signs, and pavement markings on Lake Pleasant Road and Newark Road (\$632K construction; 2015).
- *Washburn Road Improvements*: Field technician for 0.35 mile of HMA crushing, shaping and resurfacing, concrete curb, gutter and driveway, aggregate base, machine grading and pavement markings on Washburn Road (\$420K construction; 2015).

#### **Saginaw County Road Commission, MI**

- *Inspection and Testing Services*: Field technician on Shattuckville, Bishop, Tuscola, Burt, Hospital, and Norton roads (\$24K service budget; 2016).

#### **Michigan Department of Transportation – Davison TSC**

- *I-69 Reconstruction*: Field technician for 10.5 miles of mainline and ramp reconstruction, bridge replacement, bridge widening and rehabilitation of five structures, storm sewer, concrete joint repair, crack sealing, diamond grinding and grooving, freeway lighting, traffic signals, signing, and pavement markings on I-69, from M-54 easterly to Center Road, from I-475 easterly to Center Road, and from Center Road easterly to M-15 in the cities of Flint and Burton, Genesee County (\$34.7M construction; 2015).

#### **Michigan Department of Transportation – Gaylord TSC**

- *North Region Traffic Signal Modernization*: Field technician for traffic signal modernization and concrete curb, gutter, sidewalk and ramp upgrades at seven locations on I-75BL, M-32, M-55, M-119, US-23, and US-31, Alcona, Emmet, Otsego, and Roscommon counties. (\$1.1M construction; 2017).

#### **Michigan Department of Transportation – Bay Region**

- *Bay Region Bridge Scoping*: Assistant field scoping engineer for 16 bridge scopings along I-475 in Genesee County. Structures ranged from one to three spans. The bridges included grade separations, a creek crossing, and a railroad structure. Work performed included in-depth bridge inspections and development of bridge repair alternative documents for upcoming 2023 construction projects. Scoping inspections included sounding the deck surface and underside, fascia, soffits, and substructures for delaminated and spalling concrete, and measuring beam-end deterioration. Due to the complex location of the bridges and traffic-control restrictions, extensive maintaining traffic control planning was required. Coordination with MDOT permitting engineers, railroads, and MDOT reach-all crews was necessary throughout the project (\$232K service budget; 2018).

#### **Michigan Department of Transportation – Metro Region**

- *Metro Region Bridge Detailed Inspections/Scopings*: Assistant field scoping engineer for 11 bridge detailed inspections/scopings along I-75 in Oakland County. Structures ranged from two to five spans. The bridges included grade separations and a railroad structure. Work performed included in-depth bridge inspections and development of bridge repair alternative documents for upcoming 2019 construction projects. Scoping inspections included sounding the deck surface and underside, fascia, soffits, and substructures for delaminated and spalling concrete, and measuring beam-end deterioration. Due to the complex location of the bridges and traffic-control restrictions, extensive maintaining traffic control planning was required. Coordination with MDOT permitting engineers, railroads, and MDOT reach-all crews was necessary throughout the project (\$124K service budget; 2018).

#### **Consumers Energy Company, various locations, MI**

- *Saginaw Valley Pipeline (Phase 3)*: Construction manager / operator qualified technician providing daily oversight and detailed documentation related to 24 miles of natural gas transmission main located in southern Saginaw County and northern Genesee County. Daily responsibilities include contractor progress, installation practices, and as-built details (ongoing).

Dirk joined ROWE in 2017 after nearly 30 years as a lead technician and construction manager in the utility communications construction business. He was responsible for coordinating construction relocations, repairs, and new construction of aerial and underground utilities, with a majority of the construction being fiber-optic cables and related materials. Dirk coordinated projects with several municipalities, state and county agencies, fiber underground and aerial utility contractors, power companies' contractors, and worked directly with energy companies and several county road commission engineers during hundreds of road and utility construction projects throughout the State of Michigan. He was also an outside plant utility inspector for two communications companies. The process of these inspections required him to follow strict NESC safety guidelines. Dirk was responsible for measuring, inspecting, and documenting all utility results, and any related materials, and promptly delivering them to the proper power companies' utility coordinators.

### **Certifications**

- MDOT Density Technology Certificate
- MCA Concrete Field Testing Technician – Level 1
- ACI Concrete Field Testing Technician – Level 1

### **Relevant Project Experience**

#### **Consumers Energy Company, various locations, MI**

- *Saginaw Valley Pipeline (Phase 3)*: Construction manager / operator qualified technician providing daily oversight and detailed documentation related to 24 miles of natural gas transmission main located in southern Saginaw County and northern Genesee County. Daily responsibilities include contractor progress, installation practices, and as-built details (ongoing).

#### **City of Swartz Creek, MI**

- *Local Street Paving*: Engineering technician for construction engineering of paving improvements to two city parking lots, an alley, and a local street. Construction involves pavement repair, milling, and curb replacement with asphalt overlay. Concrete sidewalk adhering to ADA guidelines will be incorporated to improve pedestrian access. Project funding was obtained through the MDEQ Scrap Tire Market Development Program (2018).

#### **Michigan Department of Transportation – Jackson TSC**

- *I-96BL (Michigan Avenue) Reconstruction*: Field technician for 1.75 total miles of roadwork with 0.93 miles of concrete reconstruction including storm sewer, water main, sanitary sewer, sidewalk, non-motorized path, signal modernization, street lighting, pavement marking, and permanent signing on Michigan Avenue from Brown Street to Washington Avenue/Louis Glick, 0.82 miles of roadway improvements including intersection radius improvements, water main, sidewalk, signal modernization, pavement marking, and permanent signing on Louis Glick from Michigan Avenue to Cooper Street, and 0.85 miles of roadway improvements including intersection radius improvements, signal modernization, pavement marking, and permanent signing on Washington Avenue from Michigan Avenue to Cooper Street in the City of Jackson, in Jackson County (\$14.3M construction; 2018).

#### **Michigan Department of Transportation – Oakland TSC**

- *I-696 Freeway Sign Upgrades*: Engineering technician for 20.23 miles of freeway signing upgrade, concrete gutter, shoulder, sidewalk, barrier, glare screen, guardrail, sheet piling, and sign truss along I-696 from Meadowbrook Road to Dequindre Road, Oakland County (\$7.9M construction; 2018).





**Michigan Department of Transportation – Taylor TSC**

- *Old M-14 Mill and Resurface*: Field technician for 4.78 miles of HMA cold milling and resurfacing, sidewalk ramp upgrades, pedestrian signals, concrete pavement repairs, and pavement markings on Old M-14 (Plymouth Road), from Farmington Road to Telegraph Road in the City of Livonia, Wayne County (\$6.2M construction; 2017).

**Michigan Department of Transportation – Huron TSC**

- *Region-Wide Crack Treatment*: Field technician for up to 80.40 miles of HMA crack treatment on various routes, Shiawassee, Tuscola, Huron, Sanilac, and Lapeer counties (\$306K construction; 2017).



Dave joined ROWE in 2016 with nearly 30 years of experience in the construction / contractor industry. At ROWE, he performs field technician responsibilities, including construction observation and materials testing, for a variety of road and utility projects for public and private sectors.

#### **Certifications / Continuing Education**

- MDEQ Storm Water Operations Certificate
- OSHA 30-Hour Occupational Safety Course
- 40-Hour HAZWOPER Certification (OSHA/MIOSHA)

#### **Affiliations**

- Boy Scouts of America (2003-10)
- Local Laborers Union, 1191

#### **Relevant Project Experience**

##### **City of Port Huron, MI**

- *Stone Street Pump Station Refurbishment:* Lead field technician for removal of existing equipment and abandonment of existing dry well; installation of two new submersible pumps in existing wet well; relocation and upgrade of electrical equipment above ground; and replacement of top of concrete vault and hatches (2017).

##### **Michigan Department of Transportation / Village of Leonard, MI**

- *Elmwood Street Rehabilitation:* Field technician for 0.57 mile of HMA cold milling, base crushing, shaping and resurfacing, concrete curb and gutter, storm sewer, signing and pavement markings on Elmwood Street, from the west village limits to the east village limits of Leonard, Oakland County (\$530K construction; 2017).

##### **City of Imlay City, MI**

- *Capac and North Fairgrounds Roads Rehabilitation (Awarded 2018 Quality of Life Award, Less than \$1M Category, American Public Works Association-Michigan):* Lead field technician for milling, resurfacing, and adding designated bike lanes to Capac Road and North Fairgrounds Road. Project also included reducing Capac Road from four to three lanes. Assisted the city with a successful MEDC Scrap Tire Market Development Program grant application (\$285K construction; 2017).

##### **Michigan Department of Transportation – Taylor TSC**

- *Old M-14 Mill and Resurface:* Field technician for 4.78 miles of HMA cold milling and resurfacing, sidewalk ramp upgrades, pedestrian signals, concrete pavement repairs, and pavement markings on Old M-14 (Plymouth Road), from Farmington Road to Telegraph Road, in the City of Livonia, Wayne County (\$6.2M construction; 2017).

##### **City of Lapeer, MI**

- *DeMille Street Rehabilitation:* Field technician for street rehabilitation with scrap tire HMA including structure adjustments and/or replacements, limited curb work, pavement markings and signage (\$440K construction; 2017).

##### **Michigan Department of Transportation – Oakland TSC**

- *I-75 HMA Overlay and Concrete Patching:* Field technician for 4.71 miles of HMA overlay and pavement repairs on I-75, from Giddings Road to Clintonville Road in the City of Auburn Hills, Oakland County. *Project received the 2016 Excellence Award, Single Course Overlay Projects Category, from the Asphalt Pavement*



ROWE PROFESSIONAL  
SERVICES COMPANY

***David P. Jones continued***

*Association of Michigan and the 2016 Quality Construction Award from the National Asphalt Pavement Association (\$7M construction; 2016).*

**Grand Blanc Charter Township, MI**

- *Genesys Senior Living Village Phase 1:* Field technician for private storm sewer construction and private road construction in the Genesys Senior Living Village development in the Charter Township of Grand Blanc, Genesee County (2016).
- *Hill Road Development:* Field technician for underground storm detention system for new retail space in the Charter Township of Grand Blanc, Genesee County (2016).

Robin joined ROWE's Construction Services Division in 2015. He primarily performs field technician services for department of transportation and municipal clients. Robin works on projects ranging from utility replacement to bridge reconstruction.

### **Education**

B.S., Civil Engineering (University of Michigan, 2008)

### **Certifications / Continuing Education**

- MDOT Bridge Construction/Rehabilitation
- MDOT Density Technology Certification
- MCA Concrete Field Testing Technician – Level 1
- ACI Concrete Field Testing Technician – Grade 1
- Portable Nuclear Gauge Safety Certification

### **Relevant Project Experience**

#### **City of St. Clair, MI**

- *Local Street Improvement Project:* Field technician for local street paving program on Hawthorne Avenue, Orchard Street, South Ninth Street, and the skate park parking lot utilizing a MEDQ Scrap Tire Grant. Work included pavement reconstruction, repairs, and milling and resurfacing (\$400K construction; 2016).
- *Scrap Tire Paving Project:* Field technician for local street paving program on Troon and Vine streets. Work included HMA, curb and gutter, and ADA ramps (\$255K construction; 2016).

#### **Kimball Township, MI**

- *Smiths Creek Sanitary Sewer and Force Main:* Field technician for two miles of force main gravity sewers and lift stations (\$1.2M construction; 2016).

#### **City of Lapeer, MI**

- *DeMille Road / Whitney Drive Rehabilitation:* Field technician for curb repair, driveway entrance replacement, ADA ramps, signage, removal of existing HMA, new HMA, and pavement markings (\$980K construction; 2015).
- *Lincoln Street Rehabilitation:* Field technician for construction of water main, and replacement of sanitary service and HMA pavement (\$800K construction; 2015).

#### **Michigan Department of Transportation – Metro Region**

- *Detailed Bridge Inspections/Scoping:* Assistant field scoping engineer for 11 bridge detailed inspections/scopings along I-75 in Oakland County. Structures ranged from two to five spans. The bridges included grade separations and a railroad structure. Work performed included in-depth bridge inspections and development of bridge repair alternative documents for upcoming 2019 construction projects. Scoping inspections included sounding the deck surface and underside, fascia, soffits, and substructures for delaminated and spalling concrete, and measuring beam-end deterioration. Due to the complex location of the bridges and traffic-control restrictions, extensive maintaining traffic control planning was required. Coordination with MDOT permitting engineers, railroads, and MDOT reach-all crews was necessary throughout the project (\$124K service budget; 2018).
- *Bridge Scoping:* Assistant field scoping engineer for 24 bridge scopings along I-96 and M-39 in Wayne County. Structures ranged from 2 to 26 spans. The bridges included grade separations, multi-level freeway to freeway interchange structures, some with fracture critical elements and railroad structures. Work performed included in-depth bridge inspections and development of bridge repair alternative documents for upcoming 2022 construction projects. Scoping inspections included sounding the deck surface and underside, fascia,





soffits, and substructures for delaminated and spalling concrete, and measuring beam end deterioration. Due to the complex location of the bridges and traffic-control restrictions, extensive maintaining traffic control planning was required. Coordination with MDOT permitting engineers, railroads, MDOT engineers for fracture critical inspections, and MDOT reach-all crews was necessary throughout the project (\$305K service budget; 2017).

- *Bridge Inspections:* Field technician for development of bridge repair alternative scope of work and estimates for bridges situated in various locations in Wayne County, within the Metro Region. Most bridges located along I-96 and M-39 (\$249 service budget; 2016).

#### **Michigan Department of Transportation – Bay Region**

- *Bridge Scoping:* Assistant field scoping engineer for 16 bridge scopings along I-475 in Genesee County. Structures ranged from one to three spans. The bridges included grade separations, a creek crossing, and a railroad structure. Work performed included in-depth bridge inspections and development of bridge repair alternative documents for upcoming 2023 construction projects. Scoping inspections included sounding the deck surface and underside, fascia, soffits, and substructures for delaminated and spalling concrete, and measuring beam-end deterioration. Due to the complex location of the bridges and traffic-control restrictions, extensive maintaining traffic control planning was required. Coordination with MDOT permitting engineers, railroads, and MDOT reach-all crews was necessary throughout the project (\$232K service budget; 2018).

#### **Michigan Department of Transportation – Oakland TSC**

- *I-75BL Resurfacing:* Field technician for 5.02 miles of HMA cold milling and resurfacing, modernizing traffic signal, installation of pedestal, pushbutton, traffic loop vehicle detection system, Detail 7 joint repairs, drainage structure repairs, signal work, and pavement markings on I-75 BL at various locations in the cities of Pontiac and Auburn Hills, Oakland County (\$5.8M construction; 2018).
- *I-69 Rehabilitation:* Field technician for 28.12 miles of concrete shoulder and ramp inlay, concrete patching, bridge repair work, and drainage improvements on I-696, from I-275 to I-94, mainline. Project is in the cities of Southfield, Farmington Hills, Madison Heights, Warren, Center Line, Hazel Park, Ferndale, Pleasant Ridge, Royal Oak, Novi, Oak Park, and Roseville, Oakland and Macomb counties (\$89.8M construction; 2018).
- *I-75 Ramps:* Field technician for 6.77 miles of transverse and longitudinal detail 7 joint repairs on all ramps along I-75, from 11 Mile Road to Big Beaver Road in the cities of Madison Heights, Royal Oak and Troy, Oakland County (\$1M construction; 2017).
- *Grand River Mill and Resurface:* Field technician for 4.45 miles of HMA cold milling and resurfacing, concrete pavement, curb, gutter, sidewalk and ramps, drainage structure repairs, and pavement markings on Grand River Avenue, from Sinicola Street to Colgate Street in the cities of Farmington and Farmington Hills, Oakland County (\$3.8M construction; 2017).

#### **Michigan Department of Transportation – Davison TSC**

- *Five Lakes Rest Area:* Lead field technician for 0.10 mile of installation of a portable intermittent truck weigh station on I-69 eastbound at the Five Lakes Rest Area, Lapeer County (\$171K construction; 2018).
- *I-69 Reconstruction:* Field technician for two miles of concrete roadway reconstruction, concrete curb, gutter, sidewalks, and ramps, barrier, grading, sewer, drainage, traffic signals, signing, pavement markings, lighting, guardrail, bridge deck rehabilitation, pedestrian bridge removal, and culvert headwall extensions along I-69 and Hammerberg Road ramps in the City of Flint, Genesee County (\$34.4M construction; 2017).
- *M-15 and M-53 HMA Resurfacing:* Field technician for 2.61 miles of HMA and concrete cold milling with HMA resurfacing and joint repairs on M-15, from north of Lippincott Road to south of Lapeer Road, and on M-53, from north of Imlay City Road to south of Bowers Road, Genesee and Lapeer counties (\$681K construction; 2017).

Tony joined ROWE's Construction Services Division in 2015 with three years' engineering technician experience as well as several years of experience in the construction industry. He provides technical assistance and project administration for construction engineering projects, ensuring projects are built to plans and specifications, testing and inspecting materials for conformance, and tracking project items.

### **Education**

B.S., Business Administration (Oakland University, 1996)

### **Registration**

*Builder, Residential*

Michigan: (no. 21001207577)

### **Certifications / Continuing Education**

- MDOT Density Technology Certification
- MDOT Bridge Construction/Rehabilitation Course
- ASHE Certified-American Society of Engineering
- ISO-9000 Certified
- 30 Hour OSHA
- Hazardous Waste Certified – Naval Engineer Corps
- LEED® Green Associate – Certified
- Confined Space Entry Certified – USMC

### **Relevant Project Experience**

#### **City of Davison, MI**

- *Collingwood Pump Station Replacement:* Field technician for the replacement of the existing Collingwood Drive pump station. Project included topographical survey, design, and construction observation (\$257K construction; 2018).
- *Lapeer Street Pump Station Replacement:* Field technician for demolition of existing pump station and installation of 5-foot-diameter pre-cast wet well. Oversaw the installation of submersible pumps including, rails, bases, floats, electrical control panels, pump controller, and SCADA system (\$235K construction; 2016).

#### **City of Flint, MI / Michigan Department of Transportation**

- *Preventative Bridge Maintenance:* Field technician for bridge preventative maintenance included HMA overlay, concrete patching, curb and gutter, and guardrail replacement on Kearsley Creek Boulevard over Gilkey Creek and Barton Street over Thread Creek (\$252K construction; 2016).

#### **Village of Holly, MI**

- *Street Paving:* Field technician for hot in place paving project on Cogshall Street, Holly Bush Drive, and Hartner Street (2017).

#### **Kimball Township, MI**

- *Smith's Creek Sanitary Sewer and Force Main:* Field technician for preliminary and final design and construction services for two miles of force main gravity sewers and lift stations (2012).

#### **City of Lapeer, MI**

- *Luder Road Bridge Maintenance:* Field technician for joint replacement, beam end repairs, concrete sealants and HMA approach work on Luder Road over Huron and Eastern Railroad, (\$194K construction; 2018).



- *Baldwin Road Rehabilitation*: Field technician for reconstructing Baldwin Road, from the south city limits to approximately 1,000 feet north, including new storm sewer, sand and aggregate base, curb and gutter, and HMA. Also included milling and resurfacing from the reconstruction section north to the MDOT M-24 right-of-way (2018).

**City of Swartz Creek, MI**

- *Park Ridge and Yarmy Street Improvements*: Field technician for curb and gutter repairs within Park Ridge Subdivision and Yarmy Street. Repairs included full HMA removal and resurfacing for both locations (\$228K construction; 2016).

**Michigan Department of Transportation – Oakland TSC**

- *I-696 Rehabilitation*: Field technician for 28.12 miles of concrete shoulder and ramp inlay, concrete patching, bridge repair work, and drainage improvements on I-696 from I-275 to I-94, mainline. Project is in the cities of Southfield, Farmington Hills, Madison Heights, Warren, Center Line, Hazel Park, Ferndale, Pleasant Ridge, Royal Oak, Novi, Oak Park and Roseville, Oakland and Macomb counties \$89.8M construction; 2018).
- *I-696 Freeway Sign Upgrades*: Lead field technician for 20.23 miles of freeway signing upgrade, concrete gutter, shoulder, sidewalk, barrier, glare screen, guardrail, sheet piling, and sign truss along I-696, from Meadowbrook Road to Dequindre Road (\$7.9M construction; 2017).
- *I-75 HMA Overlay and Concrete Patching*: Field technician for 4.10 miles of HMA overlay, concrete pavement patching, Detail 7 joint and crack repair, and pavement markings on I-75, from Clintonville Road to M-15 in Oakland County (\$4.6M construction; 2015).

**Michigan Department of Transportation – Taylor TSC**

- *I-94 HMA Paving, Concrete Paving, and Concrete Patching*: Field technician for 11.10 miles of HMA cold milling and resurfacing, concrete pavement repairs, concrete paving, crack treatment, drainage structure cleaning and pavement markings on I-94, from Wayne Road to Beech Daly Road in the City of Romulus (\$252K construction; 2016).

**Michigan Department of Transportation – Davison TSC**

- *I-69 HMA and Concrete Improvements*: Field technician for 5.21 miles of concrete cold milling, joint repairs, HMA resurfacing, and drainage structure repairs on I-69, from west of I-75 to M-54 in the City of Flint (\$2.3M construction; 2016).
- *I-69 Reconstruction*: Field technician for bridge work associated with 10.50 miles of mainline and ramp reconstruction, bridge replacement, bridge widening, rehabilitation of five structures, storm sewer, concrete joint repair, crack sealing, diamond grinding and grooving, freeway lighting, traffic signals, signing, and pavement markings on I-69, from M-54 to M-15 in the cities of Flint and Burton in Genesee County (\$34.7M construction; 2015).

**Genesee County Division of Water and Waste Services, Genesee County, MI**

- *Karegnondi Water Supply Lake Huron Intake (Awarded 2016 Engineering Merit Award, American Council of Engineering Companies-Michigan)*: Field technician for the construction of a water supply intake that included a 78-inch diameter pipeline installed by tunneling and underwater marine construction into Lake Huron a distance of 8,000 feet (\$30.8M construction; 2015).

**Saginaw Chippewa Indian Tribe, Mt. Pleasant, MI**

- *Saganing Eagles Landing Casino Offsite Parking Lot (Standish)*: Field technician for construction phase of an offsite parking lot, including construction staking and construction observation (2017).



**CITY OF FLINT**  
**FINANCE DEPARTMENT - DIVISION OF PURCHASES AND SUPPLIES**

City Hall  
1101 S. Saginaw Street, M203 – Flint, Michigan 48502  
(810) 766-7340 FAX (810) 766-7240 [www.cityofflint.com](http://www.cityofflint.com) TDD 766-7120



**Dr. Karen W. Weaver**  
Mayor

**Bryan Bond**  
Interim Purchasing Manager

February 11, 2019

**TO:** All Proposers

**FROM:** Bryan D. Bond, Interim Purchasing Manager  
Finance Department - Division Dept. Purchases & Supplies

**SUBJECT:** **Addendum #1 – Proposal #19000555 - “Project Management Services for FAST Start Phase 6” – Due Thursday, February 21, 2019 @ 3:00 p.m. (EST)**

This addendum has been issued in response to clarify the requested services outlined currently in the RFP documents and to address some of the questions raised in the mandatory pre-proposal meeting held on 2/11/19 @ 10:00 AM (EST).

1. The City of Flint has invested in a data management software system that will be utilized to assist in all phases of record keeping, contractor billing, and contractor performance tracking. This will be accomplished using City Works, a GIS-centric system for public asset management software incorporating the power of Esri® ArcGIS® to assist in data management for this project. A link has been provided in the Purchasing Viewing Room of the City's website at <https://www.cityofflint.com/finance/purchasing/viewing-room/> of the City Works integration process shown in the pre-proposal meeting of 2/11/19. Service line replacement contracts will be available and posted for download or viewing on the Purchasing page of the City's website <https://www.cityofflint.com/finance/purchasing/bids-2/> under "open bids" by 2/15/19. RFP number to be determined.
2. The first bullet point on the top of page 15 has been updated to read as follows:  
**Evaluate submitted construction bid packages and recommend **in writing** selection of the construction contractor(s) based on developed evaluation methodology. Submit recommendations to the City's Purchasing Department for final review and approval. The Purchasing Department will process appropriate paperwork for approval and submittal to City of Flint's governing body. Selected consultant may have to attend City Council meeting(s) to answer any questions concerning contract award recommendations.**
3. The third bullet point on page 15 has been updated to read as follows:  
**Conduct one physical contact to all remaining replacement-eligible addresses who have not affirmatively responded to the previous mailing (estimated not to exceed 6,000 based on a projected 25% response rate), within 30 days of contract award, to inform and seek resident consent to service line replacement. Documentation of this follow-up must be made either with a successful authorized signature of the property owner/water account holder and/or**



property landlord or a written refusal. A door tag or other appropriate contact information must be left at the residence if no contact can be made (photo of door tag hanging with address number indicated).

4. The sixth bullet point on page 15 has been updated to read as follows:

**Conduct Inspections— Perform on-site inspections of the construction activities that will include daily and weekly reports from the field. The consultant shall be responsible for inspection of the excavations, service line material inspections including in home at meter verification, and LSL replacements. In home inspections must verify at least one functioning water faucet filtration device with working filter cartridge. Post any service line replacement work, this will be performed by the consultant's inspector. Filters are provided through the State of Michigan filter availability program.**

**All pre-flushing protocol and procedures will be followed in new filter or new cartridge installs. Service line replacement contractor (s) shall report thru City Works weekly on post-service line replacement faucet filter verification activities.**

The data records from prior program management record keeping is voluminous. The directory of tabled data has been posted in the Purchasing Viewing Room of the City's website at <https://www.cityofflint.com/finance/purchasing/viewing-room/>. If specific data tables are requested or samples of tabled data fields are required, please send an email request to [bdbond@cityofflint.com](mailto:bdbond@cityofflint.com) and a partial electronic data sharing can be created.

Any additional questions regarding the bid/proposal process may be addressed to this office in writing by no later than 5:00 PM (EST) February 15, 2019.

Thank you.




Bryan D. Bond  
Finance Department - Division of Purchases and Supplies

**A SIGNED COPY OF THIS ADDENDUM MUST ACCOMPANY INITIAL REQUIRED SUBMITTAL DOCUMENT(S) PORTION(S) OF THE ORIGINAL REQUEST FOR PROPOSAL.**

**Proposing Vendor** : ROWE Professional Services Company

**Name of Vendor's Agent** : Rick A Freeman, PE

**Signed** :  Printed

**Date:** : February 21, 2019

**Attachment A**

Labor Category	Billing Rate, \$/hr.
Project Manager	\$150
Construction Manager(Assistant Project Manager)	\$140
Project Support Personnel (by title)	Project Engineers: \$135 / Engineers: \$115
Field Inspectors	\$100
Other Costs:	
Administrative Staff:	\$75
Miscellaneous Expenses:	\$20,000 (mileage, cameras, etc.)
<b>Project Total (per Project Task Chart)</b>	<b>\$ 2,138,735</b>

- **Gantt (or similar) Project Task Charts reflecting the number of total labor hours by category and per task extended out over the course of the anticipated timeline for project completion.**

**THIS PAGE MUST BE COMPLETED AND INCLUDED WITH SUBMITTAL:**

The undersigned hereby certifies, on behalf of the respondent named in this Certification (the "Respondent"), that the information provided in this offer submitted to the City of Flint is accurate and complete, and that I am duly authorized to submit same. I hereby certify that the Respondent has reviewed all documents and requirements included in this offer and accept its terms and conditions.

Cash Discounts will be computed from the date of receipt of invoice. Prices firm unless stated otherwise by bidder. Delivery can be made in ( NA ) days ARO (after receipt of order).

Payment Terms: NA Delivery Dest.: NA Fed. ID #: 38-1867099  
(All Freight Terms are considered F.O.B., Prepaid unless otherwise noted by seller)

COMPANY NAME (Respondent): ROWE Professional Services Company  
(Printed)  
 ADDRESS : 540 S. Saginaw Street, Suite 200  
 CITY/STATE/ZIP : Flint, MI 48502  
 PHONE : (810) 341-7500 FAX: (810) 341-7573  
 EMAIL : RFreeman@rowepsc.com  
 PRINT NAME and Title : Rick A. Freeman, PE, Principal / Vice President  
(Authorized Representative)  
 SIGNED : *Rick A. Freeman, P.E.* DATE: Feb. 21, 2019

(Authorized Representative)

**Please submit original unbound documents plus required copies.**

Bid results may be viewed next business day online at <https://www.cityofflint.com/finance/purchasing/results/> under "bid results".

# Project Task Chart

Task	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
1	2 wks.									
2	1 wk.									
3	1-2 wks.									
4	4 wks.									
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

An outline of hours by task for each staff member, billing rates, and project total follows this page.





<b>Task One - (2 weeks)</b>	<b>Hours</b>	<b>Rate</b>	<b>Subtotal</b>
Principal in Charge (QA/QC)	8	\$160.00	\$1,280.00
Senior Project Manager	16	\$150.00	\$2,400.00
Assistant Project Manager	40	\$140.00	\$5,600.00
Project Engineer - Office	60	\$135.00	\$8,100.00
<b>Task Two - (1 week)</b>			
Senior Project Manager	4	\$150.00	\$600.00
Assistant Project Manager	8	\$140.00	\$1,120.00
<b>Task Three (1-2 weeks)</b>			
Assistant Project Manager	8	\$140.00	\$1,120.00
Project Engineer - Office	24	\$135.00	\$3,240.00
Administration Staff	40	\$75.00	\$3,000.00
<b>Task Four (4 weeks)</b>			
Assistant Project Manager	24	\$140.00	\$3,360.00
Project Engineer - Office	100	\$135.00	\$13,500.00
Engineers	600	\$115.00	\$69,000.00
Observers	1,000	\$100.00	\$100,000.00
<b>Task Five (9 months)</b>			
Assistant Project Manager	36	\$140.00	\$5,040.00
Project Engineer - Office	72	\$135.00	\$9,720.00
Project Engineer - Field	144	\$135.00	\$19,440.00
<b>Task Six (9 months)</b>			
Assistant Project Manager	9	\$140.00	\$1,260.00
Project Engineer - Office	18	\$135.00	\$2,430.00
Project Engineer - Field	36	\$135.00	\$4,860.00
<b>Task Seven (9 months)</b>			
Principal in Charge (QA/QC)	60	\$160.00	\$9,600.00
Senior Project Manager	90	\$150.00	\$13,500.00
Assistant Project Manager	180	\$140.00	\$25,200.00
Project Engineer - Field	400	\$135.00	\$54,000.00
Observers	12,000	\$100.00	\$1,200,000.00
Miscellaneous Expenses	1	\$20,000.00	\$20,000.00
<b>Task Eight (9 months/36 weeks)</b>			
Assistant Project Manager	72	\$140.00	\$10,080.00
Project Engineer - Office	216	\$135.00	\$29,160.00
Administration Staff	864	\$75.00	\$64,800.00
<b>Task Nine (9 months/36 weeks)</b>			
Assistant Project Manager	1	\$140.00	\$140.00
Project Engineer - Office	72	\$135.00	\$9,720.00
Administration Staff	864	\$75.00	\$64,800.00
<b>Task Ten (9 months)</b>			
Senior Project Manager	18	\$150.00	\$2,700.00
Assistant Project Manager	72	\$140.00	\$10,080.00
Project Engineer - Field	180	\$135.00	\$24,300.00
Observers	360	\$100.00	\$36,000.00
<b>Task Eleven (9 months)</b>			
Principal In-Charge (QA/QC)	45	\$160.00	\$7,200.00
Senior Project Manager	60	\$150.00	\$9,000.00
Assistant Project Manager	80	\$140.00	\$11,200.00
Project Engineer - Field	135	\$135.00	\$18,225.00
<b>Task Twelve (9 months/36 weeks)</b>			
Assistant Project Manager	60	\$140.00	\$8,400.00
Project Engineer - Office	90	\$135.00	\$12,150.00
Project Engineer - Field	180	\$135.00	\$24,300.00
Observers	360	\$100.00	\$36,000.00





<b>Task Thirteen (9 months)</b>	<b>Hours</b>	<b>Rate</b>	<b>Subtotal</b>
Senior Project Manager	36	\$150.00	\$5,400.00
Assistant Project Manager	72	\$140.00	\$10,080.00
Project Engineer - Office	90	\$135.00	\$12,150.00
Project Engineer - Field	90	\$135.00	\$12,150.00
<b>Task Fourteen (9 months/36 weeks)</b>			
Senior Project Manager	8	\$150.00	\$1,200.00
Assistant Project Manager	40	\$140.00	\$5,600.00
Project Engineer - Office	60	\$135.00	\$8,100.00
Administration Staff	750	\$75.00	\$56,250.00
<b>Task Fifteen (9 months)</b>			
Principal in Charge (QA/QC)	18	\$160.00	\$2,880.00
Senior Project Manager	36	\$150.00	\$5,400.00
Assistant Project Manager	90	\$140.00	\$12,600.00
Project Engineer - Office	180	\$135.00	\$24,300.00
Administration Staff	360	\$75.00	\$27,000.00
<b>Total Fee</b>			<b>\$2,138,735.00</b>

CITY OF FLINT, MICHIGAN

AFFIDAVIT

AFFIDAVIT FOR INDIVIDUAL

STATE OF \_\_\_\_\_ S.S.  
COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and says that he is the person making the above bid; and that said bid is genuine and not sham or collusive, and is not made in the interest or on behalf of any person not therein named, and that he has not directly or indirectly induced or solicited any other person to put in a sham bid; that he has not directly or indirectly induced or solicited any other person or corporation to refrain from bidding, and that he has not in any manner sought by collusion to secure himself any advantage over other bidders.

Subscribed and sworn to before me at \_\_\_\_\_, in said County and State,

this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_.

\_\_\_\_\_  
\*Notary Public, \_\_\_\_\_ County, \_\_\_\_\_

My Commission expires \_\_\_\_\_, 20\_\_\_\_\_

FOR CORPORATION

STATE OF Michigan S.S.  
COUNTY OF Genesee

Rick A Freeman, PE Rick A. Freeman PE being duly sworn, deposes and says that he is Principal / Vice President of ROWE Professional Services Company  
(Official Title) (Name of Corporation)

a corporation duly organized and doing business under the laws of the State of Michigan the corporation making the within and foregoing bid; that he executed said bid in behalf of said corporation by authority of its Board of Directors; that said bid is genuine and not sham or collusive and is not made in the interests of or on behalf of any person not herein named, and that he has not and said bidder has not directly or indirectly induced or solicited any other person or corporation to refrain from bidding; that he has not and said bidder has not in any manner sought by collusion to secure to himself or to said corporation an advantage over other bidders.

Subscribed and sworn to before me at ROWE Professional Services Company, in said County and State,

this 20<sup>th</sup> day of February, A.D. 2019.

Jody Reamer  
\_\_\_\_\_  
\*Notary Public, Genesee County, Michigan

My Commission expires 3-17, 2020

