



## NOTICE OF CITY COMMISSION MEETING

June 24, 2024 | 7:30p.m.

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Royal Oak residents, visitors to the city and vendors with business before the city commission are welcome to attend all public meetings of the city commission or remotely through viewing options listed below.

Individuals attending the meetings may participate in public comment when a public hearing is opened for comment; and/or when the member of the public has an agenda item. All individuals wishing to speak will raise their hand and after being recognized by the meeting chair, shall proceed to the lectern unless a physical impairment requires adaptive alternative. They shall state their full name (providing accurate spelling) and state the topic(s) to be discussed.

Public comment is welcome for items appearing on the agenda or any matter of city concern. Public comment is made in-person during this portion of the meeting. An individual shall be allowed to speak only once during the public comment portion of a meeting agenda or a public hearing. Speakers shall be limited to a presentation of three minutes. \*

### **View or Listen Live**

**Broadcast from City Commission Chambers 121**  
**WROK WOW Channel 10 | Comcast Channel 17**

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### **Additional Information**

Members of the public shall be allowed exhibits, displays and visual aids which will be used in connection with presentations of agenda items coming before the city commission at their meeting. Any member of the public desiring to distribute support materials shall *submit these to the city manager's office the Friday prior meeting*.

*\*Speakers requesting more than three minutes must have such period of time extended by a vote of the city commission. Any member of the public recognized by the meeting chair whose time to comment, or present has expired will be directed by the meeting chair to cease speaking. Should a second request from the meeting chair be required, the speaker shall immediately cease and failing to do so will cause removal of this individual from the meeting.*



**Agenda**  
**Royal Oak City Commission Meeting**

**Monday, June 24, 2024, 7:30 p.m.**  
**City Hall Commission Chambers Room 121**  
**203 South Troy Street**  
**Royal Oak, MI 48067**

Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the city clerk's office at 248-246-3050 at least two (2) business days prior to the meeting.

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**Pages**

1.	Call to Order by Mayor Fournier	
2.	Invocation by Commissioner Macey	
3.	Pledge of Allegiance	
4.	Introduction of New Staff Members	
	a. Assistant Fire Chief Mike Gladieux	
	b. Information Technologies Manager Christopher Gomez	
5.	Approval of Agenda	
6.	Public Comment	
7.	Consent Agenda	
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	Aaron Filipski	
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9.	Adjournment	



# Royal Oak

Minutes

## Royal Oak City Commission Meeting

June 10, 2024, 7:30 p.m.  
City Hall Commission Chambers Room 121  
203 South Troy Street  
Royal Oak, MI 48067

Present: Mayor Fournier  
Commissioner Cheezum  
Commissioner Douglas  
Commissioner Herzog  
Mayor Pro Tem Hunt  
Commissioner Kolo  
Commissioner Macey

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### 1. Call to Order by Mayor Fournier

The meeting was called to order by Mayor Fournier at 7:41 p.m.

### 2. Invocation by Commissioner Kolo

### 3. Pledge of Allegiance

### 4. Approval of Agenda

Commissioner Douglas removed item 11 from the agenda.

Moved by: Commissioner Douglas

Seconded by: Commissioner Cheezum

Be it resolved that the city commission hereby approves the amended agenda for the June 10, 2024 meeting.

Motion Adopted

### 5. Public Comment

Rich Hetrick, 1002 Genesee, spoke against item 10.

Patrick McGee, 4524 Elmhurst, hoped the commission would approve item 6k and also approve a stop sign at Normandy and the alley.

A resident who lives on 14 Mile spoke against item 10.

Katie WOOCK, 1623 North Pleasant, spoke in support of item 10.

Jane Kocsis, 3909 North Blair, spoke about pollinators and wanted to know why the shrubbery was cut to the ground along Vinsetta.

Trish Oliver spoke on special interest money and the project at 4704 Rochester Road.

Charles Semchena spoke against item 10.

A resident spoke about hypocrites and pay to play.

Tom Hallock, North Center Street, spoke against item 10.

Bill Harrison, 2729 Trafford, spoke about items 10 and 11.

Nancy Proprafsky spoke against item 10.

Bob Stuglin, 4404 Rochester Rd, spoke against item 10.

Thomas Hoermann, 914 Genesee, spoke against item 10.

Phyllis Salter spoke against item 10.

Frank Stuglin spoke against item 10.

Brian Herman, 1402 Genesse, spoke against item 10.

Alan Shnaider, Knowles, spoke about political contributions and asked that the commission listen to the neighborhood.

Brett Tillander, CEO Metro Detroit Youth Club, recognized the ROPD and the Chief for an incident that they handled this weekend. He spoke about item 6m and the history of the Boys and Girls Club and the MDYC.

Rudy Stuglin, 1319 Genesse, spoke against item 10.

## **6. Consent Agenda**

Commissioner Cheezum pulled 6l off the consent agenda

Moved by: Commissioner Cheezum

Seconded by: Commissioner Macey

Be it resolved that the city commission hereby approves the consent agenda as follows:

Motion Adopted

### **6.a City Commission Meeting Minutes May 20, 2024**

Be it resolved, the city commission meeting minutes of May 20, 2024 are hereby approved.

### **6.b Appointment Committee Recommendations**

Be it resolved, the city commission hereby approves to fill the following vacancies:

Building Authority Board of Commissioners – Bradley Pierce – 06/30/2030

Environmental Advisory Board – Jill Robinson – 12/31/2025

Traffic Committee – Michael Tash – 12/31/2024

Traffic Committee – Clyde Esbri – 12/31/2025

Zoning Board of Appeals – Michael Leinweber - 12/31/2026

#### **6.c Claims**

##### **6.c.1 May 28 2024**

Be it resolved, the claims of May 28 2024 are hereby approved.

##### **6.c.2 May 31 2024**

Be it resolved, the claims of May 31 2024 are hereby approved.

##### **6.c.3 June 11 2024**

Be it resolved, the claims of June 11 2024 are hereby approved.

#### **6.d Purchase Orders**

Be it resolved, the city commission approves the following requisition/purchase orders for fiscal year 2023-24:

Requisition #	R007677 change order
Vendor:	JH Hart Urban Forestry
Requesting approval for:	\$50,000 additional for a total of \$550,000
Price Source:	estimation
Budgeted:	\$550,000
Department / Fund:	solid waste / solid waste
Description:	tree trimming, removal & forestry issues
Requisition #	R007963 change order
Vendor:	Miller, Canfield, Paddock, and Stone
Requesting approval for:	\$11,010 additional for a total of \$75,170
Price Source:	estimation
Budgeted:	\$75,170
Department / Fund:	attorney / general

Description:	services for a class action lawsuit
Requisition #	R007828 change order
Vendor:	Motor City Electric Co.
Requesting approval for:	\$4,680 additional for a total of \$69,870
Price Source:	in multi-year contract
Budgeted:	\$69,870
Department / Fund:	information systems & manager /
	information systems & general
Description:	electrical work for the summer concert
series	
Requisition #	R007842 change order
Vendor:	First Choice Services
Requesting approval for:	\$5,000 additional for a total of \$60,000
Price Source:	estimation (all individual purchases are
less than \$3,000)	
Budgeted:	\$60,000
Department / Fund:	community promotion & court / general
Description:	coffee services
Requisition #	R007755 change order
Vendor:	Grand Blanc Printing Co. Inc.
Requesting approval for:	\$14,000 additional for a total of \$52,000
Price Source:	estimation
Budgeted:	\$52,000
Department / Fund:	community promotion / publicity tax
Description:	printing for 4 issues of Insight
magazine/fall, winter, spring, summer	
Requisition #	R007859 change order

Vendor: AIS Construction Equipment  
Requesting approval for: \$5,490 additional for a total of \$50,890  
Price Source: MiDeal pricing (contract #071B7700090)  
Budgeted: \$50,890  
Department / Fund: motor pool / motor pool  
Description: parts/labor needed for repairs

Requisition # R007701 change order  
Vendor: Jordan Zupke  
Requesting approval for: \$5,000 additional for a total of \$45,000  
Price Source: estimation / bid by Royal Oak  
Budgeted: \$45,000  
Department / Fund: indigent defense  
Description: contracted legal / advisory counsel

Requisition # R008298  
Vendor: The Dent Shop  
Requesting approval for: \$45,000  
Price Source: estimation  
Budgeted: \$45,000  
Department / Fund: motor pool / motor pool  
Description: repairs for vehicles

Requisition # R007678 change order  
Vendor: Printing Systems Inc.  
Requesting approval for: \$17,200 additional for a total of \$42,200  
Price Source: estimation  
Budgeted: \$42,200  
Department / Fund: elections / general  
Description: election supplies

Requisition # R007952 change order  
Vendor: Community Publishing  
Requesting approval for: \$5,000 additional for a total of \$40,000  
Price Source: sole source  
Budgeted: \$40,000  
Department / Fund: multiple / multiple  
Description: ads for Royal Oak Today

Requisition # R007818 change order  
Vendor: Sonitrol Great Lakes  
Requesting approval for: \$10,000 additional for a total of \$40,000  
Price Source: estimation (all individual services are less than \$10,000)  
Budgeted: \$40,000  
Department / Fund: multiple / multiple  
Description: building security services

Requisition # R007793 change order  
Vendor: Bianco Travel & Tours Inc.  
Requesting approval for: \$5,000 additional for a total of \$35,000  
Price Source: sole source  
Budgeted: \$35,000  
Department / Fund: senior center / senior citizen services  
Description: travel costs for senior center trips

Requisition # R008101 change order  
Vendor: Interior Environments  
Requesting approval for: \$1,010 additional for a total of \$34,550

Price Source: quote (all individual purchases have been less than \$10,000)

Budgeted: \$34,550

Department / Fund: multiple / multiple

Description: office furniture

Requisition #: R007994

Vendor: Joseph Phillips

Requesting approval for: \$30,000

Price Source: estimation / bid by Royal Oak

Budgeted: \$30,000

Department / Fund: indigent defense

Description: contracted legal / advisory counsel

Requisition #: R007728

Vendor: Thomson Reuters - West

Requesting approval for: \$30,000

Price Source: MIDeal pricing

Budgeted: \$30,000

Department / Fund: district court & attorney / general

Description: books & subscriptions

Requisition #: R007713

Vendor: James Orr

Requesting approval for: \$30,000

Price Source: estimation (in the process of reviewing multiple quotes from other vendors)

Budgeted: \$30,000

Department / Fund: parks & forestry / general

Description: bathing cleaning at Normandy Oaks & Starr Jaycee

## **6.e Declaration and Disposal of Surplus Property**

BE IT RESOLVED, the city commission declares the above property surplus and authorizes the disposal of the items by auction. Any net proceeds from the sale of items listed under "ice arena" will be deposited into the general fund miscellaneous revenue account 598.000.67100 and any net proceeds from the sale of items listed under "motor pool" will be deposited into the motor pool fund miscellaneous revenue account 661.000.67100 or gain on sale of fixed assets 661-000-69301.

## **6.f Approval of Third Amendments to Fiscal Year 2023-24 Budgets**

Be it resolved; the city commission hereby approves the fiscal year 2023-2024 amended budgets for the following funds:

	<u>Amended Budget</u>	<u>Proposed Budget Amendment</u>	<u>Final Amended Budget</u>
<b><u>General fund</u></b>			
General government	\$17,486,764	(\$482,980)	\$17,003,784
Community and economic development	686,932	44,500	731,432
Health and welfare	-0-	-0-	-0-
Public safety	425,416	57,000	482,416
Public works	1,868,361	-0-	1,868,361
Recreation and culture	3,297,511	-0-	3,297,511
Transfers out	30,061,358	1,401,487	31,462,845
Increase in fund balance	-0-	-0-	-0-
<b>Expenditures and transfers total</b>	<b>\$53,826,342</b>	<b>\$1,020,007</b>	<b>\$54,846,349</b>
Taxes	\$26,814,100	\$244,900	\$27,059,000
Licenses, charges, and fines	9,449,500	565,800	10,015,300
Grants	11,491,908	191,490	11,683,398
Interest and contributions	1,312,750	108,000	1,420,750
Other revenues	318,050	-0-	318,050
Transfers in	777,000	445,315	1,222,315
Use of fund balance	3,663,034	(535,498)	3,127,536

<b>Revenues, transfers, and use of fund balance total</b>	<b>\$53,826,342</b>	<b>\$1,020,007</b>	<b>\$54,846,349</b>
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	<u>Amended Budget</u>	<u>Proposed Budget Amendment</u>	<u>Final Amended Budget</u>
<b><u>Major Streets fund</u></b>			
Maintenance, traffic control, and signal services	\$1,891,822	\$499,821	\$2,391,643
Administration	842,741	2,461,284	3,304,025
Construction	6,491,539	750,000	7,241,539
<b>Expenditures total</b>	<b>\$9,226,102</b>	<b>\$3,711,105</b>	<b>\$12,937,207</b>
Licenses, charges, and fines	\$257,000	\$-0-	\$257,000
Grants	6,324,821	(404,821)	5,920,000
Interest and contributions	141,190	61,300	202,490
Other revenues	10,000	-0-	10,000
Transfers in	40,000	798,521	838,521
Use of fund balance	2,453,091	3,256,105	5,709,196
<b>Revenues, transfers, and use of fund balance total</b>	<b>\$9,226,102</b>	<b>\$3,711,105</b>	<b>\$12,937,207</b>
<b><u>Local Streets fund</u></b>			
Maintenance, traffic control, and signal services	\$3,168,600	(\$400,000)	\$2,768,600
Administration	1,789,360	-0-	1,789,360
Construction	10,324,610	-0-	10,324,610
<b>Expenditures total</b>	<b>\$15,282,570</b>	<b>(\$400,000)</b>	<b>\$14,882,570</b>
Taxes	\$7,716,600	-0-	\$7,716,600
Licenses, charges, and fines	-0-	-0-	-0-
Grants	2,133,600	-0-	2,133,600
Interest and contributions	49,230	225,610	274,840
Other revenues	-0-	-0-	-0-
Transfers in	974,800	2,349,833	3,324,633
Use of fund balance	4,408,340	(\$2,975,443)	1,432,897
<b>Revenues, transfers, and use of fund balance total</b>	<b>\$15,282,570</b>	<b>(\$400,000)</b>	<b>\$14,882,570</b>
<b><u>Public Safety fund</u></b>			
<b>Expenditures total</b>	<b>\$56,023,230</b>	<b>\$1,105,975</b>	<b>\$57,129,205</b>
Sources of funds	44,135,715	1,443,625	45,579,340
Use of fund balance	11,887,515	(\$337,650)	11,549,865
<b>Revenues, transfers, and use of fund balance</b>	<b>\$56,023,230</b>	<b>\$1,105,975</b>	<b>\$57,129,205</b>
<b><u>Publicity Tax fund</u></b>			
Expenditures	\$72,672	\$12,500	\$85,172

Contribution to fund balance	4,498	-0-	4,498
<b>Expenditures and contribution to fund balance</b>	<b>\$77,170</b>	<b>\$12,500</b>	<b>\$89,670</b>
<b>Revenues and transfers total</b>	<b>\$77,170</b>	<b>\$12,500</b>	<b>\$89,670</b>

	<u>Amended Budget</u>	<u>Proposed Budget Amendment</u>	<u>Final Amended Budget</u>
<b><u>Solid Waste fund</u></b>			
<b>Expenditures total</b>	<b>\$8,737,021</b>	<b>\$190,000</b>	<b>\$8,927,021</b>
Sources of funds	\$8,315,120	\$40,000	\$8,355,120
Use of fund balance	421,901	150,000	571,901
<b>Revenues, transfers, and use of fund balance</b>	<b>\$8,737,021</b>	<b>\$190,000</b>	<b>\$8,927,021</b>

<b><u>Brownfield Redevelopment Authority fund</u></b>			
<b>Expenditures total</b>	<b>\$589,560</b>	<b>(\$151,600)</b>	<b>\$437,960</b>
Sources of funds	\$482,760	(\$137,200)	\$345,560
Use of fund balance	106,800	(14,400)	92,400
<b>Revenues, transfers, and use of fund balance</b>	<b>\$589,560</b>	<b>(\$151,600)</b>	<b>\$437,960</b>

<b><u>DDA Development fund</u></b>			
<b>Expenditures total</b>	<b>\$7,417,957</b>	<b>\$-0-</b>	<b>\$7,417,957</b>
Sources of funds	\$6,940,720	\$140,250	\$7,080,970
Use of fund balance	477,237	(\$140,250)	\$336,987
<b>Revenues, transfers, and use of fund balance</b>	<b>\$7,417,957</b>	<b>\$-0-</b>	<b>\$7,417,957</b>

<b><u>Library Millage fund</u></b>			
Expenditures	\$3,333,634	\$22,000	\$3,355,634
Contribution to fund balance	591,806	-0-	591,806
<b>Expenditures and contribution to fund balance</b>	<b>\$3,925,440</b>	<b>\$22,000</b>	<b>\$3,947,440</b>
<b>Revenues and transfers total</b>	<b>\$3,925,440</b>	<b>\$22,000</b>	<b>\$3,947,440</b>

<b><u>State Construction Code fund</u></b>			
Expenditures	\$2,421,064	\$2,500	\$2,423,564
Contribution to fund balance	210,136	629,400	\$839,536
<b>Expenditures and contribution to fund balance</b>	<b>\$2,631,200</b>	<b>\$631,900</b>	<b>\$3,263,100</b>
<b>Revenues and transfers total</b>	<b>\$2,631,200</b>	<b>\$631,900</b>	<b>\$3,263,100</b>

**Senior Citizen Services fund**

		<u>Amended Budget</u>	<u>Proposed Budget Amendment</u>	<u>Final Amended Budget</u>
<b><u>Animal Shelter fund</u></b>				
Expenditures	\$1,273,983	\$405,200	\$1,679,183	
Contribution to fund balance	-0-	81,547	81,547	
<b>Expenditures and contribution to fund balance</b>	<b>\$1,273,983</b>	<b>\$486,747</b>	<b>\$1,760,730</b>	
Sources of funds	\$1,125,530	\$635,200	\$1,760,730	
Use of fund balance	148,453	(148,453)	-0-	
<b>Revenues and transfers total</b>	<b>\$1,273,983</b>	<b>\$486,747</b>	<b>\$1,760,730</b>	
<b><u>Police Grants fund</u></b>				
Expenditures	\$311,133	(\$150,000)	\$161,133	
Contribution to fund balance	30,847	-0-	30,847	
<b>Expenditures and contribution to fund balance</b>	<b>\$341,980</b>	<b>(\$150,000)</b>	<b>\$191,980</b>	
<b>Revenues and transfers total</b>	<b>\$341,980</b>	<b>(\$150,000)</b>	<b>\$191,980</b>	
<b><u>Miscellaneous Grants fund</u></b>				
Expenditures	\$136,400	\$39,700	\$176,100	
Contribution to fund balance	-0-	197,100	197,100	
<b>Expenditures and contribution to fund balance</b>	<b>\$136,400</b>	<b>\$236,800</b>	<b>\$373,200</b>	
<b>Revenues and transfers total</b>	<b>\$136,400</b>	<b>\$236,800</b>	<b>\$373,200</b>	

**6.g 2024 Courts and Law Enforcement Management Information Systems (CLEMIS) Information Technology Services Agreement**

Be it resolved, the city commission hereby approves the 2024 CLEMIS I.T. Services Agreement; and

Be it further resolved, the city commission authorizes the mayor and city clerk to execute the agreement on behalf of the city.

**6.h Approval of Appointment to the Southeastern Oakland County Resource Recovery and Water Authority Boards of Trustees**

BE IT RESOLVED, the Royal Oak City Commission hereby approves the appointment of Aaron Filipski, director of public services and recreation as its representative to the Southeastern Oakland County Resource Recovery Authority (SOCRRA) Board of Trustees and the Southeastern Oakland

County Water Authority (SOCWA) Board of Trustees, effective July 1, 2024 and;

BE IT FURTHER RESOLVED, the Royal Oak City Commission hereby approves the appointment of Jaynmarie Hubanks, city treasurer, as its alternate representative to the Southeastern Oakland County Resource Recovery Authority Board of Trustees and the Southeastern Oakland County Water Authority Board of Trustees, effective July 1, 2024.

**6.i Approval of New Sidewalk Ramps at Webster and Marywood Intersection**

BE IT RESOLVED, the Royal Oak City Commission hereby approves the installation of new sidewalk ramps at the intersection of Webster Road and Marywood Drive on the northwest and southwest corners.

**6.j Approval of Oakland County Local Road Improvement Program Cost Participation Agreement**

BE IT RESOLVED, the Royal Oak City Commission hereby authorizes the City Engineer to execute the construction funding agreement with the Oakland County Board of Commissioners for the 2024 Oakland County Local Road Matching Fund Improvement Program on behalf of the city.

**6.k Request to Install Streetlight on Normandy Road**

Be it resolved, the Royal Oak City Commission hereby approves the installation of one streetlight on the south side of Normandy Road between Elmhurst Avenue and Linwood Avenue and directs staff to coordinate installation with DTE Energy.

**6.l Consideration for Approval of the Older Adults Advisory Board Bylaws**

Commissioner Cheezum removed this item from the consent agenda.

Moved by: Commissioner Cheezum  
Seconded by: Commissioner Herzog

BE IT RESOLVED, the Royal Oak City Commission hereby approves the bylaws of the Older Adults Advisory Board.

Motion Adopted

**6.m Approval of Lease Agreement with Metro Detroit Youth Clubs**

BE IT RESOLVED, that the Royal Oak City Commission hereby approves the proposed lease agreement between the City and the Metro Detroit Youth Clubs for the Jack and Patti Salter Community Center; and

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized to execute the proposed lease agreement between the City

and the Metro Detroit Youth Clubs for the Jack and Patti Salter Community Center.

**6.n Approval of 2024-2026 Tentative Agreement Between the City of Royal Oak and Technical, Professional, and Officeworkers Association (TPOAM)**

BE IT RESOLVED, the Royal Oak City Commission hereby approves the tentative agreement with the Technical, Professional & Officeworkers Association of Michigan (TPOAM) dated May 15, 2024.

**6.o Receive and File**

6.o.1 April 2024 Investment Report

6.o.2 Third Quarter 2024 Southeastern Oakland County Resource Recovery Authority and Water Authority Reports

**7. Public Hearing of Assessment Special Assessment Paving of East Parent Avenue**

Mayor Fournier opened the public hearing. With no one wishing to speak, Mayor Fournier closed the public hearing.

Moved by: Commissioner Macey

Seconded by: Commissioner Kolo

NOW, THEREFORE BE IT RESOLVED that the following Budget Amendment for water main replacement on E. Parent Avenue between Longfellow Avenue and Parent Avenue using competitively bid contract pricing or other due diligence in accordance with the City's purchasing policy and/or under the following Agreements is authorized:

**FUND IMPACTED: ARPA**

**INCREASE (DECREASE)**

**APPROPRIATIONS:**

**ARPA (transfer to water/sewer fund) \$66,000 (FY24/25)**

**ARPA (transfer to water/sewer fund) \$66,000 (FY25/26)**

**TOTAL APPROPRIATIONS \$132,000**

Motion Adopted

**8. May 2024 Traffic Committee Resolutions**

Moved by: Commissioner Kolo

Seconded by: Commissioner Macey

Be it resolved, the city commission hereby rejects the traffic committee's recommendation to deny the request for a stop sign within the public alley at the intersection of Normandy Road and the public alley located east of Woodward Avenue.

Ayes (6): Mayor Fournier, Commissioner Cheezum, Commissioner Herzog, Mayor Pro Tem Hunt, Commissioner Kolo, and Commissioner Macey

Nays (1): Commissioner Douglas

Motion Adopted (6 to 1)

Moved by: Commissioner Kolo

Seconded by: Commissioner Macey

Be it resolved, the city commission hereby denies the traffic committee's recommendation to reschedule the July committee meeting to be on Tuesday July 30, 2024 rather than July 23, 2024.

Motion Adopted

Moved by: Commissioner Macey

Seconded by: Commissioner Douglas

Be it resolved, the city commission hereby approves the traffic committee's recommendation to install "Dead End" and "No Parking" signs at the dead of E. Parent Avenue, east of Longfellow Avenue.

Motion Adopted

Moved by: Commissioner Kolo

Seconded by: Commissioner Macey

Be it resolved, the city commission moves that the city engineer gather more information on costs and alternative programming/timing options for both intersections.

Motion Adopted

Moved by: Commissioner Kolo

Seconded by: Commissioner Douglas

Be it resolved, the city commission hereby approves the traffic committee's recommendation to replace the north/south yield signs on Glendale Avenue at Woodlawn Avenue with stop signs (R1-1).

Motion Adopted

Moved by: Commissioner Macey  
Seconded by: Commissioner Herzog

Be it resolved, the city commission hereby approves the traffic committee's recommendation to amend the Royal Oak Citizens Traffic Committee Bylaws as outlined in Attachment 2, including designation of the police department representative as an ex-officio member, and to stop the practice of appointing an alternate member to the committee.

Motion Adopted

**9. Resolution to Amend Composting Ordinance Section 633-13 of the Code of Ordinances, Second Reading**

Commissioner Kolo left the table at 9:15 p.m. He returned to the table at 9:18 p.m.

\*\*\*\*\*

**ORDINANCE NO. 2024-07**  
**CITY OF ROYAL OAK,**  
**OAKLAND COUNTY, MICHIGAN**

**AMENDMENT TO THE CODE OF ORDINANCES**

An Ordinance to amend the 2004 Ordinance Adopting the Royal Oak Code of Ordinances, codifying and adopting a new Code of the City of Royal Oak by amending Section 633-13, Composting, of Chapter 633, Solid Waste, of the Code of Ordinances, City of Royal Oak, Michigan, to add provisions incorporating, by reference, the Royal Oak Composting Guide and to prohibit commercial composting at private residences in the City.

**THE CITY OF ROYAL OAK ORDAINS:**

**SECTION 1. Amendment.**

That Section 633-13, Composting, of Chapter 633, Solid Waste, of the Code of Ordinances, City of Royal Oak, Michigan, is hereby amended, to read as follows:

**Sec. 633-13.**

Composting is permitted subject to the following conditions:

- A. All compost shall be adequately and properly contained within a compost bin such as a manufactured composter or approved homemade structure. Approved homemade and manufactured compost bins are outlined in the Royal Oak Composting Guide, which is hereby incorporated by reference. All future amendments and revisions to the Royal Oak Composting Guide, when they become effective, are likewise incorporated, and adopted by reference. Notwithstanding any provision in this section, when there is a conflict between this section and the Royal Oak Composting Guide, this section controls.
- B. Composting shall be conducted in a manner that does not create a nuisance by reason of unsightliness, odor, or attraction of rodents or other pests.
- C. Compost bins shall be located in a rear yard, at least 15 feet from any dwelling on adjacent property and at least five feet from the property line.
- D. Compost shall not include meat, fish, dairy products, vegetable or animal oils, animal fats, bones, or pet waste. Plastics, synthetic products, or other nonbiodegradable materials are also prohibited.
- E. Compost bins are not permitted in drainage easements.
- F. Commercial composting is prohibited at private houses or residential buildings.

#### **SECTION 2. Repealer.**

All ordinances, or parts of ordinances, in conflict with this ordinance are repealed only to the extent necessary to give this ordinance full force and effect.

#### **SECTION 3. Severability.**

Should any section, subdivision, clause, or phrase of this ordinance be declared by the courts to be invalid, the validity of the ordinance as a whole, or in part, shall not be affected other than the part invalidated.

#### **SECTION 4. Savings.**

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect, are saved, and may be consummated according to the law in force when they were commenced.

#### **SECTION 5. Effective Date.**

This ordinance as ordered shall take effect ten (10) days after its adoption and upon publication.

#### **SECTION 6. Inspection.**

A copy of this ordinance may be inspected or purchased at the city clerk's office between the hours of 8:00 a.m. and 4:30 p.m. on regular business days and between the hours of 8:00 a.m. and 12:00 p.m. on Fridays.

Moved by: Commissioner Douglas  
Seconded by: Commissioner Herzog

BE IT RESOLVED, the Royal Oak City Commission hereby approves and adopts on second reading, Ordinance 2024-07 entitled an Ordinance to amend the 2008 Ordinance Adopting the Royal Oak Code of Ordinances, codifying and adopting a new Code of the City of Royal Oak, by amending Section 633-13, Composting, of Chapter 633, Solid Waste, of the Code of Ordinances, City of Royal Oak, Michigan; and

BE IT FURTHER RESOLVED, the Royal Oak City Commission hereby approves and adopts the Royal Oak Composting Guide as presented.

Ayes (6): Mayor Fournier, Commissioner Cheezum, Commissioner Douglas, Commissioner Herzog, Mayor Pro Tem Hunt, and Commissioner Macey

Motion Adopted (6 to 0)

**10. Consideration of Ordinance to Rezone 4704 Rochester Road to Planned Unit Development, Second Reading**

Moved by: Commissioner Douglas  
Seconded by: Commissioner Herzog

Whereas the Royal Oak Planning Commission held a public hearing April 9, 2024, and recommends approval of an amendment to the Zoning Map for the purpose of rezoning 4704 Rochester Road (parcel number 25-03-201-023) from "Mixed Use 2" to "Planned Unit Development," along with approval of a final planned unit development site plan (SP 24-04-04) to construct a multiple-family building with three to three-and-a-half stories and 42 multiple-family dwellings at 4704 Rochester Road (parcel number 25-03-201-023); and

Whereas the Royal Oak City Commission has determined that the planned unit development will result in a recognizable and material benefit to the residents of the project and to the community, where such benefit would otherwise be unfeasible or unlikely to be achieved without application of the planned unit development regulations; and

Whereas the City Commission has determined that the proposed multiple-family dwellings will not result in an unreasonable increase in the need for or burden upon public services, facilities, streets, and utilities; and

Whereas the City Commission has determined that the proposed development will be consistent with the public health, safety, and welfare of the city, and will not result in an unreasonable negative economic impact upon surrounding properties; and

Whereas the City Commission has determined that the proposed development is under single ownership and/or control such that there is a single entity having

responsibility for completing the project in conformity with the Zoning Ordinance; and

Whereas the City Commission has determined that the Zoning Map amendment to "Planned Unit Development" and associated final planned unit development site plan are consistent with the goals and objectives of the city's Master Plan and received the record of public comments taken at the public hearing held at the Planning Commission meeting of April 9, 2024.

Therefore, be it resolved, that Ordinance 2024-08, entitled an ordinance to amend the Zoning Map of the City of Royal Oak is hereby adopted on second reading.

The City of Royal Oak ordains:

Section 1 Ordinance. Pursuant to the provisions of the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended, and pursuant to all applicable provisions of law, the Zoning Map of the City of Royal Oak is hereby amended to rezone 4704 Rochester Road (parcel number 25-03-201-023) from "Mixed Use 2" to "Planned Unit Development," and the final planned unit development site plan (SP 24-04-04) to construct a multiple-family building with three to three-and-a-half stories and 42 multiple-family dwellings at 4704 Rochester Road (parcel number 25-03-201-023), is hereby approved, subject to the associated "development agreement."

Section 2 Severability. If any section, subsection, clause, phrase, or portion of this ordinance is for any reason held invalid or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent portion of this ordinance, and such holding shall not affect the validity of the remaining portions of this ordinance.

Section 3 Savings. As proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force when they are commenced.

Section 4 Repeal. All ordinance or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this ordinance full force and effect.

Section 5 Effective Date. A summary of this ordinance shall be published in a newspaper of general circulation in the City of Royal Oak and shall become effective ten (10) days after publication, as provided by law.

Be it further resolved that the associated development agreement required under Article VIII of the Zoning Ordinance is hereby approved, pending any final revisions from the City Attorney, and that the Mayor and City Clerk are hereby authorized to execute the development agreement.

Motion Adopted

## **11. Approval of Mutual Non-Disclosure and Exclusivity Agreement**

This item was removed from the agenda.

**12. Adjournment**

Motion to adjourn at 9:25 p.m.

Moved by: Commissioner Macey

Seconded by: Commissioner Cheezum

Motion Adopted

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Melanie Halas, City Clerk

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Michael C. Fournier, Mayor

**PAYROLL #599**PAYROLL DATE: 06/14/24**HUNTINGTON - PAYROLL**

DIRECT DEPOSIT	\$865,948.14
PAPER CHECK	
ADJUSTMENTS	
	<b><u>\$865,948.14</u></b>

**ELECTRONIC MONEY TRANSFER - ACH**

## IRS

FED. W/H	119,337.32
SOC SEC	87,075.20
MEDICARE	35,834.74
	<b><u>242,247.26</u></b>

STATE OF MICHIGAN TREASURY	<b><u>46,397.01</u></b>
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FRIEND OF THE COURT	<b><u>2,957.70</u></b>
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MISSIONSQUARE	<b><u>110,093.47</u></b>
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NATIONWIDE	<b><u>38,916.78</u></b>
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MERS	<b><u>27,540.97</u></b>
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TASC	<b><u>10,245.80</u></b>
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**ACCOUNTS PAYABLE - CHECKS**

MICHIGAN EDUCATION TRUST	<b><u>-</u></b>
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MISC DEDUCTIONS	<b><u>154.66</u></b>
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## UNION DUES

PSA	528.00
POA	3,233.00
Command	1,200.00
Detectives	490.00
DPS	3,062.40
Fire	6,254.61
TPOAM	1,540.00
Parking	132.00
	<b><u>16,440.01</u></b>

UNION DUES	<b><u>16,440.01</u></b>
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<b>GRAND TOTAL</b>	<b><u>\$ 1,360,941.80</u></b>
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Vendor Code	Vendor Name	Description	Amount
	Invoice		
19360	14A-2 DISTRICT COURT R02441	BOND RECEIPT/ANDERSON, P	500.00
	TOTAL FOR: 14A-2 DISTRICT COURT		500.00
19367	200X85 HOLDINGS 31555	2012 RO EAGLES 2024 CCM NATIONS CUP DEPOSIT	1,000.00
	TOTAL FOR: 200X85 HOLDINGS		1,000.00
11029	21C ADVERTISING 2604652 2605059	ZBA JUNE MEETING NOTICE CLERK SPECIAL ASSESSMENT HEARING NOTICE	710.39 586.91
	TOTAL FOR: 21C ADVERTISING		1,297.30
13854	3C PAYMENT CORP 336489	CREDIT AND DEBIT CARD PROCESSING FEES MAY 2024	1,581.88
	TOTAL FOR: 3C PAYMENT CORP		1,581.88
07707	A&F WATER HEATER WO-3631	FIRE 3 PLUMBING REPAIR SERVICE	347.00
	TOTAL FOR: A&F WATER HEATER		347.00
08233	ABR ALPINE DESIGN 2903 6/13/24 FINAIHOUSING REHAB		9,295.00
	TOTAL FOR: ABR ALPINE DESIGN		9,295.00
02044	ACTION MAT & TOWEL RENTAL 610860	MAT RENTALS	288.11
	TOTAL FOR: ACTION MAT & TOWEL RENTAL		288.11
00044	AJAX MATERIALS CORPORATION 300135	ASPHALT SUPPLIES	7,061.60
	TOTAL FOR: AJAX MATERIALS CORPORATION		7,061.60
04745	ALLIED PRINTING 74404	WATER BILLS - MAY 2024	4,120.57
	TOTAL FOR: ALLIED PRINTING		4,120.57
RBOND	ALL-NU CONSTRUCTION LLC 00263729	BD Payment Refund	352.00
	TOTAL FOR: ALL-NU CONSTRUCTION LLC		352.00
17165	AMAZON CAPITAL SERVICES 16KK-HN37-NHJ1 197Y-RWDQ-RL3N 1CVD-HQD4-7KLM 1GRQ-N449-1JPT 1LQK-FYL3-LLH9 1MJG-YKWW-KL4C 1P3P-WQ9W-NQJW 1QXT-VFFJ-YJ3Y 1X7M-WLQH-Q7QW	LIBRARY SUPPLIES LIBRARY SUPPLIES LIBRARY SUPPLIES LIBRARY SUPPLIES LIBRARY SUPPLIES LIBRARY SUPPLIES LIBRARY SUPPLIES LIBRARY SUPPLIES LIBRARY SUPPLIES LIBRARY SUPPLIES	18.78 49.98 114.71 22.88 115.08 109.99 19.99 9.99 373.82
	TOTAL FOR: AMAZON CAPITAL SERVICES		835.22
00057	AMERICAN FLAG & BANNER 5368	AMBASSADOR SASH	25.00
	TOTAL FOR: AMERICAN FLAG & BANNER		25.00

Vendor Code	Vendor Name	Description	Amount
Invoice			
00060	AMERICA'S FINEST PRINTING		
	50766	BUSINESS CARDS/WOLLENWEBER	60.15
	50803	BUSINESS CARDS/FREDERICK, GRANT	122.37
	TOTAL FOR: AMERICA'S FINEST PRINTING		182.52
18972	LANCE ANTROBIUS		
	06172024	HOCKEY REFEREE	287.00
	TOTAL FOR: LANCE ANTROBIUS		287.00
07191	ARTS, BEATS & EATS		
	ABE24-037	2024 FESTIVAL DDA SPONSORSHIP 2ND PAYMENT	50,000.00
	ABE24-039	2024 SPONSORSHIP	25,000.00
	TOTAL FOR: ARTS, BEATS & EATS		75,000.00
15753	ASCENSION MI EMPLOYER SOLUTIONS		
	540878	MEDICAL SERVICES	126.00
	540917	MEDICAL SERVICES	88.00
	541496	MEDICAL SERVICES	286.00
	TOTAL FOR: ASCENSION MI EMPLOYER SOLUTIONS		500.00
08268	ASPEN DOOR SUPPLY		
	4400	DPS GARAGE DOOR	1,400.00
	TOTAL FOR: ASPEN DOOR SUPPLY		1,400.00
09939	ASSA ABLOY ENTRANCE SYSTEMS US		
	SEI 1745275	FARMERS MKT REPAIR SLIDING DOOR MECHANISM	299.00
	TOTAL FOR: ASSA ABLOY ENTRANCE SYSTEMS US		299.00
02449	AUDIA CONSTRUCTION		
	CAP2405 PE2	2024 CONCRETE STREET IMPROVEMENTS	403,681.00
	TOTAL FOR: AUDIA CONSTRUCTION		403,681.00
00117	BAKER & TAYLOR COMPANIES		
	2038358533	LIBRARY VIDEO & AUDIO RESOURCES	43.96
	TOTAL FOR: BAKER & TAYLOR COMPANIES		43.96
17085	SUSAN BARKMAN		
	06102024	REIMBURSE FAMILY PRIDE CANDY GIVEAWAY SUPPLIES	77.96
	TOTAL FOR: SUSAN BARKMAN		77.96
12700	BASIC		
	IN3127995	JUNE 2024 COBRA ADMINISTRATION FEE	254.87
	TOTAL FOR: BASIC		254.87
14833	BIG BELLY SOLAR, LLC.		
	52088	HIGH CAPACITY REFUSE/RECYCLING STATION6/10-7/9 2024	690.24
	TOTAL FOR: BIG BELLY SOLAR, LLC.		690.24
00145	BILLINGS LAWN EQUIPMENT		
	467307	P&F LINE TRIMMER	351.00
	467309	P&F LINE TRIMMER PARTS	229.24
	467370	EQUIPMENT REPAIR/ MAINTENANCE SUPPLIES FIRE DEPT.	319.92
	TOTAL FOR: BILLINGS LAWN EQUIPMENT		900.16
00153	BLUE CROSS AND BLUE SHIELD		
	JUL 2024	BC PAYMENT	398,387.66
	TOTAL FOR: BLUE CROSS AND BLUE SHIELD		398,387.66

Vendor Code	Vendor Name	Description	Amount
Invoice			
07807	BOOMER CONSTRUCTION MATERIALS 1071866-00	CONCRETE SUPPLIES	271.50
	TOTAL FOR: BOOMER CONSTRUCTION MATERIALS		271.50
01032	BOUND TREE MEDICAL LLC 70351678 70352518 85369180 85371144	CREDIT - FIRE & EMS SUPPLIES CREDIT - FIRE & EMS SUPPLIES FIRE & EMS SUPPLIES FIRE & EMS SUPPLIES	(62.77) (581.55) 71.94 2,044.02
	TOTAL FOR: BOUND TREE MEDICAL LLC		1,471.64
13917	BOYNTON FIRE SAFETY SERVICE 52824-1009	ARENA FIRE ALARM SYSTEM REPAIR	150.00
	TOTAL FOR: BOYNTON FIRE SAFETY SERVICE		150.00
05729	JAMES PATRICK BRENNAN 24-00093 FNL	MIDC COUNSEL	300.00
	TOTAL FOR: JAMES PATRICK BRENNAN		300.00
03586	C & G NEWSPAPERS 0020037-IN 0020045-IN	FARMERS MKT DIGITAL 300X600 METRO FARMERS MKT 1/3 - WT	100.00 348.20
	TOTAL FOR: C & G NEWSPAPERS		448.20
07427	LEAH CASTILLO 6793 6794 6795 6796 6797	ROSES ROSES ROSES ROSES ROSES	90.00 150.00 150.00 150.00 120.00
	TOTAL FOR: LEAH CASTILLO		660.00
14419	CHARDON LABORATORIES, INC 015647 019885 I0285296 I0287217	ARENA COOLING TOWER CHEMICALS & SERVICE ARENA COOLING TOWER CHEMICALS & SERVICE ARENA COOLING TOWER CHEMICALS & SERVICE ARENA COOLING TOWER CHEMICALS & SERVICE	270.00 270.00 250.00 270.00
	TOTAL FOR: CHARDON LABORATORIES, INC		1,060.00
19297	REBECCA CHEEZUM CHEEZUM 74600	REISSUE - REIMBURSE CAPCON CONF. LODGING, MILEAGE	746.00
	TOTAL FOR: REBECCA CHEEZUM		746.00
03756	ELIZABETH CHIAPPELLI 2MAY024 3MAY024	MIDC COUNSEL MIDC COUNSEL	720.00 720.00
	TOTAL FOR: ELIZABETH CHIAPPELLI		1,440.00
06036	SUSAN CHRZANOWSKI COLE 20R003151 FNL 23R-02008 FNL 23R-02136 FNL 23R007941 FNL 24BE00001 FNL 24BE00704 FNL 24R000764 FNL	MIDC COUNSEL MIDC COUNSEL MIDC COUNSEL MIDC COUNSEL MIDC COUNSEL MIDC COUNSEL MIDC COUNSEL	180.00 510.00 540.00 450.00 390.00 270.00 180.00
	TOTAL FOR: SUSAN CHRZANOWSKI COLE		2,520.00

Vendor Code	Vendor Name	Description	Amount
	Invoice		
13864	MARINA CHUPAC PLLC 1MAY SCH24	MIDC COUNSEL	1,080.00
	TOTAL FOR: MARINA CHUPAC PLLC		1,080.00
06649	CINTAS CORPORATION LOC 031 4183792369 4186691981 4192447213 4194285100 4195014080 4195272533 4195274889 4195419003 4196035741 5214894492 5215521594	ARENA MAT CLEANING ARENA MAT CLEANING ARENA MAT CLEANING COURT MAT CLEANING CITY HALL MAT CLEANING SENIOR CTR MAT CLEANING LIBRARY MAT CLEANING DPS MAT CLEANING SENIOR CTR MAT CLEANING FIRST AID SUPPLIES SALTER CTR GLOVES	77.07 77.07 77.07 62.75 261.69 44.14 25.00 197.92 44.14 74.12 237.74
	TOTAL FOR: CINTAS CORPORATION LOC 031		1,178.71
02754	CITY OF BERKLEY 0000025746 MAY 2024 MAY 24	JUNE 2024 ANIMAL CONTROL SERVICES FEES COLLECTED BY THE COURT LEGACY FEES COLLECTED BY THE COURT	4,452.43 9,123.16 59.40
	TOTAL FOR: CITY OF BERKLEY		13,634.99
17799	LEVI COLLICK 2023-24	BOOT ALLOWANCE	250.00
	TOTAL FOR: LEVI COLLICK		250.00
00310	CONTRACTOR'S CLOTHING CO 7-121430 7-121553 7-121584	UNIFORMS UNIFORMS UNIFORMS	49.43 26.06 24.39
	TOTAL FOR: CONTRACTOR'S CLOTHING CO		99.88
00311	CONTRACTORS CONNECTION INC 7184783	SAFETY CLOTHING & GEAR	322.90
	TOTAL FOR: CONTRACTORS CONNECTION INC		322.90
14414	CORE & MAIN U759077 U839653 V003806	CURB STOP/BOX, COPPER, BRICKS, BLOCK, MORTAR, PIPES CREDIT - RETURN CLAMPS & COUPLINGS CURB STOP/BOX, COPPER, BRICKS, BLOCK, MORTAR, PIPES	141.80 (571.40) 551.04
	TOTAL FOR: CORE & MAIN		121.44
19364	CORITECH SERVICES 19187-24083-4	ARENA GAS DETECTION CALIBRATION SERVICE	912.00
	TOTAL FOR: CORITECH SERVICES		912.00
13359	COSTAR REALTY INFORMATION, INC 120879162	DUES & MEMBERSHIPS COSTAR SUITE 6/1-30 2024	937.42
	TOTAL FOR: COSTAR REALTY INFORMATION, INC		937.42
10057	COSTELLO LAW OFFICE PLLC 1APRVOP24 1MAYARR24	MIDC COUNSEL MIDC COUNSEL	600.00 2,160.00
	TOTAL FOR: COSTELLO LAW OFFICE PLLC		2,760.00
17716	CROWN CASTLE FIBER LLC 1584334	31000 WOODWARD DEDICATED INTERNET ACCESS 6/1-30 202	821.14
	TOTAL FOR: CROWN CASTLE FIBER LLC		821.14

06/20/2024 11:01 AM

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF ROYAL OAK

Page: 5/22

User: JudyG

EXP CHECK RUN DATES 06/25/2024 - 06/25/2024

DB: Royal Oak

JOURNALIZED

PAID

Vendor Code	Vendor Name	Description	Amount
	Invoice		
19262	DEAF C.A.N.! 6679	INTERPRETER SERVICES	680.00
	TOTAL FOR: DEAF C.A.N.!		680.00
12321	MICHAEL DEAN 2MAYSCH24	MIDC COUNSEL	360.00
	TOTAL FOR: MICHAEL DEAN		360.00
00370	DELTA DENTAL PLAN OF MICH JUL 2024 JULY 2024	PAYROLL RETIREMENT	25,478.62 24,604.63
	TOTAL FOR: DELTA DENTAL PLAN OF MICH		50,083.25
19368	DETROIT HITCH CO. 650561	P&F HITCH FOR 718 TRUCK	194.10
	TOTAL FOR: DETROIT HITCH CO.		194.10
00843	DETROIT METRO TIMES 208157	FARMERS MKT 1/2 PG DMT AD	450.00
	TOTAL FOR: DETROIT METRO TIMES		450.00
12678	DETROIT SPORTSMEN'S CONGRESS 2024/048	RIFLE RANGE RENTALS 5/21, 22 2024	700.00
	TOTAL FOR: DETROIT SPORTSMEN'S CONGRESS		700.00
06690	DETROIT TIGERS INC DTI29602-AUG/SEPT	SENIOR CTR GAME TICKETS AUG 15 & SEPT 12	1,050.00
	TOTAL FOR: DETROIT TIGERS INC		1,050.00
18600	JAMES DICK 23R003567 FNL 23R004762 FNL	MIDC COUNSEL MIDC COUNSEL	240.00 150.00
	TOTAL FOR: JAMES DICK		390.00
19350	KAREN DICKSON 06012024	LIBRARY KIDS READER'S THEATRE WORKSHOP JUNE 17 & 24	200.00
	TOTAL FOR: KAREN DICKSON		200.00
16743	DAVID DINELLO 06122024	REFUND YOUTH SPORTS CLASS PAYMENT LOW ENROLLMENT	438.00
	TOTAL FOR: DAVID DINELLO		438.00
04126	DMC TECHNOLOGY GROUP INC 44228	COURT FALL 2024 DCS UPGRADE	275.00
	TOTAL FOR: DMC TECHNOLOGY GROUP INC		275.00
00380	DTE ENERGY 10254 06/24 11245 06/24 11401 06/24 5903 06/24	260 W 7TH ST # PK EQUIP 351 W 7TH ST # PK EQUIP 260 E UNIVERSITY AVE # PK EQUIP 90-O-450 STREETLIGHTS 5/1-31 2024	100.69 114.00 80.99 70,064.53
	TOTAL FOR: DTE ENERGY		70,360.21
13350	DU ALL CLEANING 17071 17074	CLEANING SERVICES COURT 5/1-31 2024 CLEANING SERVICES, SUPPLIES LIBRARY 5/1-31 2024	3,315.00 3,826.39
	TOTAL FOR: DU ALL CLEANING		7,141.39

Vendor Code	Vendor Name Invoice	Description	Amount
00434	EJ USA INC 110240036085 110240036912 110240039834	VALVES, FIRE HYDRANTS, SEWER RINGS & COVERS VALVES, FIRE HYDRANTS, SEWER RINGS & COVERS VALVES, FIRE HYDRANTS, SEWER RINGS & COVERS	168.72 33.12 33.12
	TOTAL FOR: EJ USA INC		234.96
08391	DAVID ELHERT 2023-24 #2	BOOT ALLOWANCE	104.95
	TOTAL FOR: DAVID ELHERT		104.95
RBOND	ELITE WOOD FENCING 00268387	BD Payment Refund	30.00
	TOTAL FOR: ELITE WOOD FENCING		30.00
07636	FRANK EVERINGHAM 06142024	ELECTRICAL INSPECTOR 6/3-14 2024	1,170.00
	TOTAL FOR: FRANK EVERINGHAM		1,170.00
13801	FERGUSON WATERWORKS #3386 0180932-4 0198955 0198963	WATER METERS & PARTS WATER METERS & PARTS WATER METERS & PARTS	95,904.00 13,900.00 54,488.00
	TOTAL FOR: FERGUSON WATERWORKS #3386		164,292.00
14742	FERNDALE FRIENDS 13351 13397 13419	FARMERS MKT 1/2 PG COLOR AD FARMERS MKT 1/4 PG COLOR AD FARMERS MKT 1/4 PG COLOR AD	525.00 185.00 185.00
	TOTAL FOR: FERNDALE FRIENDS		895.00
13756	PAULINA FINNEY 06122024	REIMBURSE CERTIFIED COURT MGR CONFERENCE EXPENSES	153.30
	TOTAL FOR: PAULINA FINNEY		153.30
06960	FIRST CHOICE SERVICES 001158 001764 002445 002446 984130 984131	COFFEE SERVICES FIRE 3 COURT MONTHLY PURIFICATION UNIT RENTAL CITY HALL POD BREWER JUNE RENTAL DPS ICE DISPENSER RENTAL COFFEE SERVICES FIRE 2 COFFEE SERVICES SENIOR CTR	449.80 135.00 75.00 165.00 509.52 450.69
	TOTAL FOR: FIRST CHOICE SERVICES		1,785.01
19348	FOUNDATION SYSTEMS OF MICHIGAN INC PB23-01580	REFUND OVERPAYMENT	40.00
	TOTAL FOR: FOUNDATION SYSTEMS OF MICHIGAN INC		40.00
14775	FRAIBERG & PERNIE, PLLC. 24R001155 FNL 24R002284 FNL	MIDC COUNSEL MIDC COUNSEL	180.00 240.00
	TOTAL FOR: FRAIBERG & PERNIE, PLLC.		420.00

Vendor Code	Vendor Name	Description	Amount
	Invoice		
00507	FRENTZ AND SONS HARDWARE CO		
	B46705	DISC. SUPPLIES	7.05
	H418827	DISC. SUPPLIES	20.48
	H419580	DISC. SUPPLIES	21.76
	H421158	DISC. SUPPLIES FIRE & EMS	8.99
	N3476	DISC. SUPPLIES PARKING	117.99
	N3491	DISC. SUPPLIES FIRE & EMS	165.60
	N3523	DISC. SUPPLIES COURT	12.82
	N3529	DISC. SUPPLIES P&F	36.44
	N3536	DISC. SUPPLIES TOOLS	19.17
	N3542	DISC. SUPPLIES TOOLS	21.04
	N3560	DISC. SUPPLIES WATER REPAIR	0.72
	N3561	DISC. SUPPLIES WATER REPAIR	11.15
	N3564	DISC. SUPPLIES WATER MAINTENANCE	4.45
	P4384	DISC. SUPPLIES CAP2410	10.51
	P4495	DISC. SUPPLIES TOOLS	16.53
	P4497	DISC. SUPPLIES SENIOR CTR	85.56
	P4499	DISC. SUPPLIES TOOLS	3.77
	P4513	DISC. SUPPLIES CAP2440	4.40
	P4514	DISC. SUPPLIES MEMORIAL PARK	22.30
	P4536	DISC. SUPPLIES MEMORIAL PARK	0.90
TOTAL FOR: FRENTZ AND SONS HARDWARE CO			591.63
00513	GABRIEL ROEDER SMITH & CO		
	486813	ACTUARIAL SERVICES JAN 1-MAR 31 2024	4,120.00
TOTAL FOR: GABRIEL ROEDER SMITH & CO			4,120.00
05461	GALE/CENGAGE LEARNING		
	84469661	BOOKS	163.95
	84480714	BOOKS	78.72
TOTAL FOR: GALE/CENGAGE LEARNING			242.67
18547	JESSICA GIBBS		
	06062024	LIBRARY FIT, PLAY & READ JUNE	50.00
TOTAL FOR: JESSICA GIBBS			50.00
10408	THE GOALPOST		
	74	ADULT LEAGUE JERSEYS	1,050.00
TOTAL FOR: THE GOALPOST			1,050.00
09839	JUAN M. GONZALEZ		
	1MAYARR24	MIDC COUNSEL	1,440.00
	1MAYSCH24	MIDC COUNSEL	360.00
	1MAYVOP24	MIDC COUNSEL	600.00
	23R008204 FNL	MIDC COUNSEL	390.00
	2MAYVOP24	MIDC COUNSEL	600.00
TOTAL FOR: JUAN M. GONZALEZ			3,390.00
11178	PATRICK T. GRADY P.C.		
	06172024	HOCKEY REFEREE	82.00
TOTAL FOR: PATRICK T. GRADY P.C.			82.00
00541	GRAINGER		
	9136403533	TOOLS & HARDWARE	32.10
TOTAL FOR: GRAINGER			32.10
09983	KEITH GRANT		
	2023-24	BOOT ALLOWANCE	250.00
TOTAL FOR: KEITH GRANT			250.00

Vendor Code	Vendor Name Invoice	Description	Amount
00029	GREAT LAKES ACE HARDWARE 2706/86	OPERATING SUPPLIES	82.27
	TOTAL FOR: GREAT LAKES ACE HARDWARE		82.27
13298	GREAT LAKES ELECTRIC SUPPLY CO, INC 1721688-00 1721691-00	ELECTRICAL AND LIGHTING SUPPLIES ELECTRICAL AND LIGHTING SUPPLIES	468.00 581.40
	TOTAL FOR: GREAT LAKES ELECTRIC SUPPLY CO, INC		1,049.40
15446	GREAT LAKES RECREATION COMPANY 3177	NORMANDY OAKS PARK REPAIR WORK	656.00
	TOTAL FOR: GREAT LAKES RECREATION COMPANY		656.00
15489	GREENCO SERVICES 2903 6/6/24	LBP CLEARANCE EXAMS	250.00
	TOTAL FOR: GREENCO SERVICES		250.00
19349	GUARDIAN PLUMBING & HEATING INC. PM23-001034	REFUND OVERPAYMENT	165.00
	TOTAL FOR: GUARDIAN PLUMBING & HEATING INC.		165.00
00571	HALL SIGNS INC 91872	SIGNS MATERIALS	3,410.00
	TOTAL FOR: HALL SIGNS INC		3,410.00
15295	HAYES PRECISION, INC 18520	ZAMBONI ICE KNIFE SHARPENED	90.00
	TOTAL FOR: HAYES PRECISION, INC		90.00
00577	HEALTH ALLIANCE PLAN 100010792247	JULY 2024 PREMIUM	55,433.74
	TOTAL FOR: HEALTH ALLIANCE PLAN		55,433.74
RBOND	Henkels & McCoy, Inc BENG-220078 BENG-220088 BENG-220107 BENG-220275 BENG-220290	BD Bond Refund BD Bond Refund BD Bond Refund BD Bond Refund BD Bond Refund	2,000.00 2,000.00 2,000.00 10,000.00 2,000.00
	TOTAL FOR: Henkels & McCoy, Inc		18,000.00
04579	THE HENRY FORD RES #324083101	2024 SUMMER CAMP JUNE 28 FIELD TRIP	636.00
	TOTAL FOR: THE HENRY FORD		636.00
15609	HMC LLC S1903 PE17	S1903 SPOT SEWER REPAIRS - 2019 PROJECT	118,942.52
	TOTAL FOR: HMC LLC		118,942.52
15477	HOME CITY ICE COMPANY 6793242488	FARMERS MKT 25 BAGS OF ICE	137.75
	TOTAL FOR: HOME CITY ICE COMPANY		137.75

Vendor Code	Vendor Name	Description	Amount
Invoice			
00599	HOME DEPOT		
	13728	SAW TRUCK SUPPLIES	5.94
	31938	WATER SERVICE REPAIR PARTS	127.58
	3350772	WATER & SEWER REPAIR PARTS	45.90
	372932	PARKING DEPT SUPPLIES	9.96
	5033432	WATER DEPT TOOLS & HARDWARE	109.95
	7510366	COURT BUILDING REPAIR & MAINTENANCE SUPPLIES	45.74
	7513060	WATER & SEWER REPAIR PARTS	28.50
	8033379	ARBORETUM SUPPLIES	23.02
	9033328	HIGHWAY CONCRETE	41.15
			<hr/>
	TOTAL FOR: HOME DEPOT		437.74
RBOND	HUTCH PAVING INC		
	BENG-240080	BD Bond Refund	2,000.00
			<hr/>
	TOTAL FOR: HUTCH PAVING INC		2,000.00
00608	HYDROCORP		
	CI-00804	CROSS CONNECTION CONTROL PROGRAM INSPECTION/REPORT	17,515.00
			<hr/>
	TOTAL FOR: HYDROCORP		17,515.00
17957	IAN KINDER LLC		
	6-8-24	BABYSITTER, PET SITTER 6/8/24	945.75
			<hr/>
	TOTAL FOR: IAN KINDER LLC		945.75
15749	IDUMESARO LAW FIRM, PLLC		
	24B00790 FNL	MIDC COUNSEL	1,022.00
			<hr/>
	TOTAL FOR: IDUMESARO LAW FIRM, PLLC		1,022.00
19088	IMPERIAL DADE		
	90042617-01	CLEANING & JANITORIAL SUPPLIES FIRE 3	122.53
	90044029-00	CLEANING & JANITORIAL SUPPLIES FIRE 3	1,995.56
	90047604-00	CLEANING & JANITORIAL SUPPLIES SENIOR CTR	244.88
	90047694-00	CLEANING & JANITORIAL SUPPLIES FARMERS MKT	707.16
			<hr/>
	TOTAL FOR: IMPERIAL DADE		3,070.13
15802	INGRAM LIBRARY SERVICES		
	82085458	BOOKS	211.98
	82127054	BOOKS	1,393.79
	82127055	BOOKS	436.41
	82157979	BOOKS	144.44
	82168452	BOOKS	271.58
	82175371	BOOKS	1,003.79
	82197240	BOOKS	786.35
	82197241	BOOKS	222.99
	82197242	BOOKS	448.19
	82220725	BOOKS	598.25
	82220726	BOOKS	637.11
	82220727	BOOKS	144.05
	82225871	BOOKS	208.93
	82278181	BOOKS	266.22
	82285752	BOOKS	909.82
	82305294	BOOKS	717.27
			<hr/>
	TOTAL FOR: INGRAM LIBRARY SERVICES		8,401.17
13483	INTEGRITY BUSINESS SOLUTIONS		
	2586728-0	PAPER FOR POLICE	391.92
			<hr/>
	TOTAL FOR: INTEGRITY BUSINESS SOLUTIONS		391.92
16136	INVOICE CLOUD		
	1816-2024_5	MAY 2024 FEES	2,709.60
			<hr/>
	TOTAL FOR: INVOICE CLOUD		2,709.60

Vendor Code	Vendor Name	Description	Amount
Invoice			
01179	IRON MOUNTAIN RECORDS MGT JMPM341	DT407 STORAGE FEES ATTORNEY 6/1-30 2024	45.69
	TOTAL FOR: IRON MOUNTAIN RECORDS MGT		45.69
05459	JANWAY 145462	LIBRARY ADULT SUMMER READING PROGRAM PRIZES	491.00
	TOTAL FOR: JANWAY		491.00
RBOND	JAY'S PLUMBING AND SEWER BENG-230255	BD Bond Refund	1,000.00
	TOTAL FOR: JAY'S PLUMBING AND SEWER		1,000.00
03979	JAY'S SEPTIC TANK SERVICE I156211	HAND SANITIZER1300 LONGFELLOW 6/12-7/9 2024	830.00
	TOTAL FOR: JAY'S SEPTIC TANK SERVICE		830.00
17298	JCR SUPPLY INC 180645	OPERATING SUPPLIES HIGHWAY	115.82
	TOTAL FOR: JCR SUPPLY INC		115.82
01915	JH HART URBAN FORESTRY 103594 103806	TREE TRIMMING, REMOVAL & FORESTRY ISSUES 5/20-24 20 TREE TRIMMING, REMOVAL & FORESTRY ISSUES 5/27-31 20	8,989.84 14,486.55
	TOTAL FOR: JH HART URBAN FORESTRY		23,476.39
00680	JOE'S AUTO PARTS INC 150090 154841 156579	CREDIT - VEHICLE REPAIR & MAINTENANCE PARTS VEHICLE REPAIR & MAINTENANCE PARTS MISC WATER & SEWER REPAIR & MAINT PARTS	(12.89) 52.31 31.48
	TOTAL FOR: JOE'S AUTO PARTS INC		70.90
10526	JOHNSON & WOOD LLC 35022 35028 35069	FARMERS MKT MAINTENANCE BILLING 2 OF 12 LIBRARY MAINTENANCE INVOICE 2 OF 12 DPS A/C REPAIR	275.00 933.33 998.72
	TOTAL FOR: JOHNSON & WOOD LLC		2,207.05
11272	K & Q LAW, LLC 1JUNARR24MK 1JUNOD24MK 1MAYVOP24MK 2OCTOD23MK2	MIDC COUNSEL MIDC COUNSEL MIDC COUNSEL MIDC COUNSEL	360.00 600.00 540.00 180.00
	TOTAL FOR: K & Q LAW, LLC		1,680.00
17927	K MILLER LAW PLLC 1MAYARR24	MIDC COUNSEL	2,520.00
	TOTAL FOR: K MILLER LAW PLLC		2,520.00
07719	LYNNE KALEITA 5423 6220 6223	ROSES ROSES ROSES	45.00 52.50 67.50
	TOTAL FOR: LYNNE KALEITA		165.00
18610	PETER KALINOWSKI 06172024	HOCKEY REFEREE	82.00
	TOTAL FOR: PETER KALINOWSKI		82.00

06/20/2024 11:01 AM

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF ROYAL OAK

Page: 11/22

User: JudyG

EXP CHECK RUN DATES 06/25/2024 - 06/25/2024

DB: Royal Oak

JOURNALIZED

PAID

Vendor Code	Vendor Name	Description	Amount
	Invoice		
15142	KANOPIY LLC 401516-PPU	DOWNLOADABLES-AUDIO, VIDEO	568.65
	TOTAL FOR: KANOPIY LLC		568.65
14320	ROBIN KAUFMAN RK29601-SPRING	BEGINNER MAJ JONGG CLASS	320.00
	TOTAL FOR: ROBIN KAUFMAN		320.00
15444	KENT COMMUNICATIONS 335920	CLERK - PRINT FUTURE VOTER STICKERS	420.00
	TOTAL FOR: KENT COMMUNICATIONS		420.00
RBOND	KEVIN S HOLLANDER 00268098	BD Payment Refund	56.00
	TOTAL FOR: KEVIN S HOLLANDER		56.00
03704	MIKE KINASZ 06172024	HOCKEY REFEREE SCHEDULING FEE	60.00
	TOTAL FOR: MIKE KINASZ		60.00
00112	THE KITCHEN INC 81678	PRISONER MEALS	317.13
	TOTAL FOR: THE KITCHEN INC		317.13
14822	L. ANTHONY INC CAP2402 PE1	2024 SIDEWALK IMPROVEMENT PROGRAM	203,761.35
	TOTAL FOR: L. ANTHONY INC		203,761.35
15537	LA GRASSO, ABDO & SILVERI PLLC 15R003379 FNL 20R005247 FNL 23R-02259 FNL 24B-00071 FNL 24BE00821 FNL 24R000025 FNL 24R001141A FNL 24R001459 FNL 24R001480 FNL 24R001486 FNL 24R001507 FNL 24R001660 FNL	MIDC COUNSEL MIDC COUNSEL	125.00 150.00 570.00 690.00 90.00 420.00 150.00 210.00 120.00 150.00 150.00 60.00
	TOTAL FOR: LA GRASSO, ABDO & SILVERI PLLC		2,885.00
12663	LANGUAGE LINE SERVICES, INC. 11308739	INTERPRETER SERVICES	315.03
	TOTAL FOR: LANGUAGE LINE SERVICES, INC.		315.03
15971	LARDNER ELEVATOR 201463	COURT ELEVATOR MAINTENANCE MAY 2024	600.00
	TOTAL FOR: LARDNER ELEVATOR		600.00
07928	DOROTHY LASURE 06122024	REIMBURSE MILEAGE 1/10-6/12 2024	88.44
	TOTAL FOR: DOROTHY LASURE		88.44
13308	LAW OFFICE OF DARYL NAFSU 24R000563 FNL	MIDC COUNSEL	410.00
	TOTAL FOR: LAW OFFICE OF DARYL NAFSU		410.00

Vendor Code	Vendor Name	Description	Amount
Invoice			
06075	LAW OFFICES OF CHARESA D. JOHNSON 1MAYARR24	MIDC COUNSEL	1,080.00
	TOTAL FOR: LAW OFFICES OF CHARESA D. JOHNSON		1,080.00
10468	LAW OFFICES OF RANDALL J. SECONTINE 2MAYVOP24	MIDC COUNSEL	450.00
	TOTAL FOR: LAW OFFICES OF RANDALL J. SECONTINE		450.00
13055	LAW OFFICES OF STEVEN P. LYNCH 1MAYARR24 1MAYVOP24	MIDC COUNSEL MIDC COUNSEL	1,080.00 600.00
	TOTAL FOR: LAW OFFICES OF STEVEN P. LYNCH		1,680.00
04678	LEXISNEXIS RISK SOLUTIONS 1126950-20240531	COMPUTER/TELECOM EQUIP LEASES & RENTALS MAY 2024	200.00
	TOTAL FOR: LEXISNEXIS RISK SOLUTIONS		200.00
14825	LIBRARY IDEAS 114152	FREADING PAY AS YOU GO MAY USAGE	22.50
	TOTAL FOR: LIBRARY IDEAS		22.50
18179	LINCOLN TRIANGLE LLC 070124-1	JULY 2024 MONTHLY RENT VACANT LAND E OF RR TRACKS O'	1,750.00
	TOTAL FOR: LINCOLN TRIANGLE LLC		1,750.00
00766	LOOMIS 13491912	ARMORED CAR SERVICE MAY 2024	465.83
	TOTAL FOR: LOOMIS		465.83
18808	MADISON HEIGHTS PLUMBING 192756	MISC WATER & SEWER REPAIR & MAINT PARTS	50.34
	TOTAL FOR: MADISON HEIGHTS PLUMBING		50.34
06188	MADISON HEIGHTS TIRE & AUTO 145666	PURCHASE OF TIRES AS NEEDED	1,098.16
	TOTAL FOR: MADISON HEIGHTS TIRE & AUTO		1,098.16
09590	MANOOGIAN LAW, PLLC 17R004479 FNL 19R007360 FNL 1JUNSCH24 1JUNVOP24 23BE04052 FNL 24BE00286 FNL 24BE00879 FNL 24BE01136 FNL 24R-00146 FNL 24R-00413 FNL 24R000865 FNL 24R002277 FNL 24R002295 FNL 24R002320 FNL 24R003301 FNL	MIDC COUNSEL MIDC COUNSEL	90.00 150.00 360.00 510.00 120.00 180.00 60.00 90.00 300.00 210.00 210.00 270.00 90.00 180.00 30.00
	TOTAL FOR: MANOOGIAN LAW, PLLC		2,850.00
07293	MARCEL BENAVIDES LAW OFFICE 24R001544 FNL	MIDC COUNSEL	240.00
	TOTAL FOR: MARCEL BENAVIDES LAW OFFICE		240.00

Vendor Code	Vendor Name Invoice	Description	Amount
19351	ANNA MARCK 07092024	LIBRARY WOMEN OF THE WATCH PERFORMANCE	175.00
	TOTAL FOR: ANNA MARCK		175.00
17693	JINA MATTI 05302024	INTERPRETER SERVICE	90.00
	TOTAL FOR: JINA MATTI		90.00
09063	MATZKA INC 478500 478512	VEHICLE REPAIR & MAINTENANCE PARTS VEHICLE REPAIR & MAINTENANCE PARTS	52.12 506.43
	TOTAL FOR: MATZKA INC		558.55
08339	MAZUR MARKET MANAGEMENT LLC 240617	CONTRACTED WORKER SERVICES 2023-24 MMM6/3-16 2024	13,048.00
	TOTAL FOR: MAZUR MARKET MANAGEMENT LLC		13,048.00
03556	TIMOTHY P MC GLINCHEY 23-01246 FNL2	MIDC COUNSEL	440.00
	TOTAL FOR: TIMOTHY P MC GLINCHEY		440.00
08871	MICHAEL MCGHEE 2023-24	BOOT ALLOWANCE	129.95
	TOTAL FOR: MICHAEL MCGHEE		129.95
17939	CHASE MCINTOSH 2024-25	BOOT ALLOWANCE	250.00
	TOTAL FOR: CHASE MCINTOSH		250.00
10945	DEBORAH MCKELVY 23-00969 FNL 24-00141 FNL	MIDC COUNSEL MIDC COUNSEL	1,890.00 750.00
	TOTAL FOR: DEBORAH MCKELVY		2,640.00
00834	MCNAUGHTON - MCKAY ELECTRIC 24694518-00	SENIOR CTR LIGHTING	92.70
	TOTAL FOR: MCNAUGHTON - MCKAY ELECTRIC		92.70
06782	MEDTOX LABORATORIES INC 052024502559	MEDICAL SERVICES	25.00
	TOTAL FOR: MEDTOX LABORATORIES INC		25.00
11553	METRO DETROIT REFEREES ASSOC ROA-Y_061524	SCHEDULING FEES & HOCKEY REFEREES 6/1-15 2024	450.00
	TOTAL FOR: METRO DETROIT REFEREES ASSOC		450.00
05953	MICHIGAN ASSOC OF PLANNING 2429	PLANNING MICHIGAN 2024 CONF FEE/WOLLENWEBER, DOUGLA	880.00
	TOTAL FOR: MICHIGAN ASSOC OF PLANNING		880.00
16512	MICHIGAN FARM NEWS 052461569	FARMERS MKT FV DIRECTORY 5/15/24	100.00
	TOTAL FOR: MICHIGAN FARM NEWS		100.00
00876	MICHIGAN JOINT SEALING INC CAP2425 PE3	2024 JOINT SEALING IMPROVEMENTS	22,034.05
	TOTAL FOR: MICHIGAN JOINT SEALING INC		22,034.05

Vendor Code	Vendor Name	Description	Amount
	Invoice		
17820	MICHIGAN SCIENCE CENTER		
	50742 BALANCE	JULY 12 SUMMER DAY CAMP FIELD TRIP BALANCE	522.00
	TOTAL FOR: MICHIGAN SCIENCE CENTER		522.00
00899	MIDWEST TAPE		
	505557588	HOOPLA & MEDIA	42.24
	505557610	HOOPLA & MEDIA	167.96
	505557611	HOOPLA & MEDIA	50.97
	505560091	HOOPLA & MEDIA	9,129.76
	505571878	HOOPLA & MEDIA	234.47
	505571879	HOOPLA & MEDIA	734.95
	505582369	HOOPLA & MEDIA	82.71
	505582520	HOOPLA & MEDIA	28.49
	505591481	HOOPLA & MEDIA	794.62
	505591482	HOOPLA & MEDIA	55.97
	TOTAL FOR: MIDWEST TAPE		11,322.14
11035	MILLER CANFIELD PADDOCK AND		
	1653804	EISENBERG CLASS ACTION LAWSUIT	7,226.00
	1653805	HARRISON V HALAS ET AL	270.00
	TOTAL FOR: MILLER CANFIELD PADDOCK AND		7,496.00
10401	MICHAEL MITCHELL		
	1MAYARR24	MIDC COUNSEL	1,800.00
	TOTAL FOR: MICHAEL MITCHELL		1,800.00
03594	MICHIGAN MUN RISK MGMT AUTH ECP		
	MMRMA-D24051003	MAY 2024 ELECTRIC CHOICE PROGRAM	12,627.97
	TOTAL FOR: MICHIGAN MUN RISK MGMT AUTH ECP		12,627.97
17066	MOBILE HEALTH RESOURCES, LLC		
	24430	MAILED SURVEYS FIRE DEPT MAY 2024	580.25
	24440	MAILED SURVEYS FIRE DEPT APRIL 2024	580.25
	TOTAL FOR: MOBILE HEALTH RESOURCES, LLC		1,160.50
05865	NAPA AUTO PARTS MADISON HEIGHTS		
	122570	PURCHASE OF PARTS AS NEEDED	186.95
	122675	PURCHASE OF PARTS AS NEEDED	319.51
	4323-892126	P&F SHOP SUPPLIES	60.27
	4323-892216	PURCHASE OF PARTS AS NEEDED	10.68
	TOTAL FOR: NAPA AUTO PARTS MADISON HEIGHTS		577.41
12042	OSCAR NATAG-OY		
	NATAG-OY 8509	REIMBURSE MILEAGE 4/1-5/4 2024	85.09
	TOTAL FOR: OSCAR NATAG-OY		85.09
11407	NATURAL COMMUNITY SERVICES		
	4012	NORMANDY OAKS MAINTENANCE PLAN 2024	6,300.00
	TOTAL FOR: NATURAL COMMUNITY SERVICES		6,300.00
19212	NATURE'S BRUSH STUDIO		
	60624	PAINT LIKE BOB ROSS CLASS	624.00
	TOTAL FOR: NATURE'S BRUSH STUDIO		624.00
07664	JOHN NELLIS		
	6874	ROSES	40.00
	6875	ROSES	40.00
	6898	ROSES	60.00
	6902	ROSES	75.00
	TOTAL FOR: JOHN NELLIS		215.00

Vendor Code	Vendor Name	Description	Amount
	Invoice		
16869	ERIC NISSANI		
	NISSANI 5/24/24	INTERPRETER SERVICE	90.00
	NISSANI 5/30/24	INTERPRETER SERVICE	90.00
	NISSANI 5/31/24 DE	INTERPRETER SERVICE, MILEAGE	190.19
	NISSANI 5/3124 MUN	INTERPRETER SERVICE	90.00
			<hr/>
	TOTAL FOR: ERIC NISSANI		460.19
12632	NORTHWESTERN UNIVERSITY		
	21433	STAFF & COMMAND SCHOOL/HEPPNER	4,500.00
			<hr/>
	TOTAL FOR: NORTHWESTERN UNIVERSITY		4,500.00
04675	NOWAK & FRAUS, PLLC		
	122115	2021-2024 ASPHALT RESURFACING IMPROVEMENTS	54,673.15
	122124	2024 CROOKS ROAD RESURFACING CAP2407	37,234.71
	122125	2021-2024 ASPHALT RESURFACING IMPROVEMENTS	20,420.76
	122126	2024 CONCRETE STREET REPAIR IMPROVEMENTS CAP2405	17,106.23
	122139	2025 ROAD IMPROVEMENT PROJECTS	44,270.83
	122140	2025 ROAD IMPROVEMENT PROJECTS	12,681.25
	122141	2025 ROAD IMPROVEMENT PROJECTS	17,937.73
			<hr/>
	TOTAL FOR: NOWAK & FRAUS, PLLC		204,324.66
00993	OAKLAND CO REGISTRAR OF DEED		
	2739 6/18/24 DISC	RECORDING FEES	30.00
	G-2586 6/5/24 DISC	RECORDING FEES	30.00
			<hr/>
	TOTAL FOR: OAKLAND CO REGISTRAR OF DEED		60.00
06178	OAKLAND COUNTY		
	CI039975	SEWAGE TREATMENT - MAY 2024	1,198,905.08
			<hr/>
	TOTAL FOR: OAKLAND COUNTY		1,198,905.08
00996	OAKLAND COUNTY TREASURER		
	MAY 2024	LIBRARY FUND	6,694.24
			<hr/>
	TOTAL FOR: OAKLAND COUNTY TREASURER		6,694.24
08249	O'REILLY AUTO		
	3327-147336	VEHICLE REPAIR & MAINTENANCE PARTS	35.99
			<hr/>
	TOTAL FOR: O'REILLY AUTO		35.99
17762	JAMES ORR		
	380445	BATHROOM CLEANING NORMANDY OAKS, STARR JAYCEE 5/21-	1,820.00
			<hr/>
	TOTAL FOR: JAMES ORR		1,820.00
01802	OTIS ELEVATOR COMPANY		
	CVD18808001	514 S LAFAYETTE EMG BATTERIES	762.35
	F10000172515	LIBRARY ELEVATOR EQUIPMENT LOGISTICS/FUEL FEE	380.00
			<hr/>
	TOTAL FOR: OTIS ELEVATOR COMPANY		1,142.35
09095	PARK RITE WAYNE, LLC		
	2474	MONTHLY MGMT FEE FOR PARKING STRUCTURES MAY 2024	44,160.23
			<hr/>
	TOTAL FOR: PARK RITE WAYNE, LLC		44,160.23
11416	DANIEL PELLETIER		
	06122024	REIMBURSE FUEL FOR TASK FORCE TRAVEL	40.00
			<hr/>
	TOTAL FOR: DANIEL PELLETIER		40.00
02075	PHOENIX STONE CO		
	85836	P&F BASEBALL FIELD DRYING AGENT	1,425.00
			<hr/>
	TOTAL FOR: PHOENIX STONE CO		1,425.00

Vendor Code	Vendor Name	Description	Amount
	Invoice		
01051	PIONEER MANUFACTURING CO <a href="#">INV-204231</a>	P&F VOLLEYBALL NETS	611.85
	TOTAL FOR: PIONEER MANUFACTURING CO		611.85
06886	PLAYAWAY PRODUCTS LLC <a href="#">464299</a> <a href="#">464487</a> <a href="#">465503</a>	DOWNLOADABLES - AUDIO, VIDEO, ETC. DOWNLOADABLES - AUDIO, VIDEO, ETC. LIBRARY VIDEO & AUDIO RESOURCES	271.95 467.94 69.99
	TOTAL FOR: PLAYAWAY PRODUCTS LLC		809.88
16248	LELAND POIRIER <a href="#">5953</a> <a href="#">6010</a> <a href="#">6019</a> <a href="#">6066</a> <a href="#">6081</a> <a href="#">6740</a>	ROSES ROSES ROSES ROSES ROSES ROSES	20.00 20.00 20.00 20.00 20.00 20.00
	TOTAL FOR: LELAND POIRIER		120.00
19366	AUSTIN POTTER <a href="#">06172024</a>	OPEN SWIM LIFEGUARD 15 HRS	255.00
	TOTAL FOR: AUSTIN POTTER		255.00
11305	PREMISE HEALTH EMPLOYER SOLUTIONS <a href="#">242382</a> <a href="#">242387</a>	MILIFE ROYAL OAK STAFFING & EXPENSES 5/1-31 2024 13 MILE MEDICATIONS/LAB FEES 5/1-31 2024	15,011.74 769.33
	TOTAL FOR: PREMISE HEALTH EMPLOYER SOLUTIONS		15,781.07
18474	PRIORITY DISPATCH CORP. <a href="#">SIN370353</a>	POLICE DISPATCH SYSTEM LICENSE RENEWAL	4,200.00
	TOTAL FOR: PRIORITY DISPATCH CORP.		4,200.00
01074	PROFESSIONAL SERVICE INDUSTRIES INC <a href="#">00932119</a> <a href="#">00932121</a> <a href="#">00932122</a> <a href="#">00932123</a>	CAP2506 - 13 MILE ROCHESTER TO CAMPBELL CAP2514 - WILLIAMS ST & SIXTH ST CAP2507 - COOLIDGE-14 MILE CAP2509 - 13 MILE WOODWARD TO CROOKS	1,846.50 1,098.00 1,877.00 2,085.50
	TOTAL FOR: PROFESSIONAL SERVICE INDUSTRIES INC		6,907.00
00371	PROGRESSIVE PLUMBING SUPPLY <a href="#">2630985</a>	MAINTENANCE PARTS	89.83
	TOTAL FOR: PROGRESSIVE PLUMBING SUPPLY		89.83
15797	THE PUBLIC GROUP <a href="#">1636294</a> <a href="#">1648235</a>	APR 2024 AUCTIONS (FILE CABINET, CHAIRS, BALLOT CON MAY 2024 AUCTIONS (COMPUTER EQUIPMENT)	0.21 53.97
	TOTAL FOR: THE PUBLIC GROUP		54.18
17619	QUENCH USA, INC. <a href="#">INV07585066</a>	DPS CHUNGH0700ICE 6/13-7/12 2024	50.60
	TOTAL FOR: QUENCH USA, INC.		50.60
14899	RAPID GROUP, LLC <a href="#">221532</a> <a href="#">221576</a> <a href="#">221626</a>	COURT SECURITY TOTERS POLICE SECURITY TOTERS ATTORNEY CONSOLE	260.00 120.00 55.00
	TOTAL FOR: RAPID GROUP, LLC		435.00

Vendor Code	Vendor Name	Description	Amount
	Invoice		
17503	CHARLES REDDIE SR.		
	6022	ROSES	45.00
	6023	ROSES	50.00
	6024	ROSES	50.00
	6025	ROSES	40.00
	6026	ROSES	75.00
	6027	ROSES	20.00
	6028	ROSES	40.00
	6031	ROSES	30.00
	6032	ROSES	50.00
	6141	ROSES	50.00
	6142	ROSES	50.00
	6144	ROSES	40.00
	6145	ROSES	50.00
	6146	ROSES	40.00
	6147	ROSES	40.00
	6148	ROSES	25.00
	6149	ROSES	34.00
	6150	ROSES	40.00
	6153	ROSES	20.00
	6892	ROSES	40.00
	6895	ROSES	65.00
	TOTAL FOR: CHARLES REDDIE SR.		894.00
19279	ANDREW REID		
	06172024	HOCKEY REFEREE	205.00
	TOTAL FOR: ANDREW REID		205.00
15212	JONATHON RHIND		
	06172024	HOCKEY REFEREE	205.00
	TOTAL FOR: JONATHON RHIND		205.00
RBOND	RIASHI CONTRACTING INC		
	00267636	BD Payment Refund	40.00
	TOTAL FOR: RIASHI CONTRACTING INC		40.00
18243	ROBINSON CAPITAL MANAGEMENT		
	425707	MAY 2024 MANAGEMENT FEES	853.06
	TOTAL FOR: ROBINSON CAPITAL MANAGEMENT		853.06
05305	ROCKET ONE STOP OFFICE		
	82073	ENGINEERING - GRID PAPER NOTEPADS	97.50
	TOTAL FOR: ROCKET ONE STOP OFFICE		97.50
16760	ROSATI SCHULTZ JOPPICH & AMTSBUECHL		
	1081577	EMPLOYEE RELATIONS COMMITTEE INVESTIGATION	2,722.50
	1081578	QUALITY ROOTS CLAIM OF APPEAL	2,712.50
	TOTAL FOR: ROSATI SCHULTZ JOPPICH & AMTSBUECHL		5,435.00
01157	ROSE PEST SOLUTIONS		
	31128930	300 S LAFAYETTE PEST CONTROL	55.00
	31129991	300 S LAFAYETTE PEST CONTROL	58.00
	31130285	CBD PEST CONTROL	186.00
	31132177	COURT COMMERCIAL APPLICATION	187.00
	31136705	FARMERS MKT PEST CONTROL COMMERCIAL APPLICATION	348.00
	TOTAL FOR: ROSE PEST SOLUTIONS		834.00

Vendor Code	Vendor Name	Description	Amount
Invoice			
02742	ROWERDINK INC		
	02HB7986	VEHICLE REPAIR & MAINTENANCE PARTS	457.70
	02HB7999	VEHICLE REPAIR & MAINTENANCE PARTS	137.69
	02HC0682	VEHICLE REPAIR & MAINTENANCE PARTS	23.62
	02HC1502	VEHICLE REPAIR & MAINTENANCE PARTS	9.98
	02HC1523	CREDIT - VEHICLE REPAIR & MAINTENANCE PARTS	(107.96)
	02HC3785	VEHICLE REPAIR & MAINTENANCE PARTS	67.55
	05HB8661	VEHICLE REPAIR & MAINTENANCE PARTS	107.96
			<hr/>
	TOTAL FOR: ROWERDINK INC		696.54
05435	ROWLEYS BROS INC		
	2356603-00	PURCHASE OF LUBRICANTS AND SOLVENTS AS NEEDED	1,321.80
	2356645-00	PURCHASE OF LUBRICANTS AND SOLVENTS AS NEEDED	2,017.28
	2356646-00	PURCHASE OF LUBRICANTS AND SOLVENTS AS NEEDED	2,649.01
			<hr/>
	TOTAL FOR: ROWLEYS BROS INC		5,988.09
08650	ROYAL OAK FORD		
	410791	VEHICLE REPAIR & MAINTENANCE PARTS	519.76
	410806	VEHICLE REPAIR & MAINTENANCE PARTS	193.32
	410817	VEHICLE REPAIR & MAINTENANCE PARTS	8.73
			<hr/>
	TOTAL FOR: ROYAL OAK FORD		721.81
07697	ROYAL OAK RESTAURANT ASSOC		
	06112024	DDA SPONSORSHIP 2024 RESTAURANT WEEK	10,000.00
			<hr/>
	TOTAL FOR: ROYAL OAK RESTAURANT ASSOC		10,000.00
01178	SABISTON BUILDERS SUPPLY		
	9621	BRICKS, BLOCKS, MORTAR, & CEMENT	915.00
			<hr/>
	TOTAL FOR: SABISTON BUILDERS SUPPLY		915.00
13609	ROB SCOTT		
	06172024	HOCKEY REFEREE	123.00
			<hr/>
	TOTAL FOR: ROB SCOTT		123.00
16343	SEDWICK		
	116636	FMLA/ADAAA ADMINISTRATION SERVICES JUNE 2024	1,016.71
			<hr/>
	TOTAL FOR: SEDGWICK		1,016.71
14337	SEIZERT CAPITAL PARTNERS		
	06182024	JAN-MAR 2024 RETIREE HEALTH CARE TRUST MGMT FEE	24,986.00
			<hr/>
	TOTAL FOR: SEIZERT CAPITAL PARTNERS		24,986.00
01222	SEOC WATER AUTHORITY		
	MAY 2024	WATER - MAY 2024	373,923.38
			<hr/>
	TOTAL FOR: SEOC WATER AUTHORITY		373,923.38
18694	SERRA BRIGHTON AUTOMOTIVE M LLC		
	71306	COLLISION REPAIR CLAIM #2303173 ROSENBAUER AERIAL V	2,306.27
			<hr/>
	TOTAL FOR: SERRA BRIGHTON AUTOMOTIVE M LLC		2,306.27
02645	SHERWIN WILLIAMS		
	2177-2	PAINT TRUCK SUPPLIES	262.99
			<hr/>
	TOTAL FOR: SHERWIN WILLIAMS		262.99
03783	SHERWIN WILLIAMS		
	9686-1	WATER DEPT PAINT	231.82
			<hr/>
	TOTAL FOR: SHERWIN WILLIAMS		231.82

Vendor Code	Vendor Name	Description	Amount
Invoice			
05628	SHIFMAN FOURNIER, PLC		
16600	LABOR ATTORNEY JUNE 2024	8,000.00	
16650	LABOR ATTORNEY JULY 2024	8,000.00	
TOTAL FOR: SHIFMAN FOURNIER, PLC		16,000.00	
04513	SHORELINE TOURS		
22405	SENIOR CTR UTAH EXTENDED TRIP 9/13-21 2024	19,032.00	
TOTAL FOR: SHORELINE TOURS		19,032.00	
14360	SIMBOL AUTO GLASS		
00096588	VEHICLE REPAIR & MAINTENANCE SERVICES	320.00	
TOTAL FOR: SIMBOL AUTO GLASS		320.00	
12695	SIMPLY TECHNOLOGY LLC		
BV5523	BUSINESS VOIP STANDARD SERVICE 6/1-30 2024	81.21	
TOTAL FOR: SIMPLY TECHNOLOGY LLC		81.21	
01177	SLC METER LLC		
277587	FIRE HYDRANT MATERIALS	1,186.44	
TOTAL FOR: SLC METER LLC		1,186.44	
19365	TREY SOBOLEWSKI		
001	COACHING APRIL & MAY 2024	1,200.00	
TOTAL FOR: TREY SOBOLEWSKI		1,200.00	
01221	SOCRRA		
S-INV108078	REFUSE, RECYCLING, YARD WASTE COLLECTION/DISPOSAL M	247,114.00	
S-INV108128	MAY 2024 SPECIAL WASTE	2,025.01	
TOTAL FOR: SOCRRA		249,139.01	
01220	SONITROL GREAT LAKES		
556988	SALTER CTR INTRUSION SYSTEM MONTHLY FEE 7/1-9/30 20	466.29	
TOTAL FOR: SONITROL GREAT LAKES		466.29	
16979	SOUTH OAKLAND CITIZENS FOR HOMELESS		
06062024	CDBG-FUNDED OPERATIONAL COSTS JULY 1 2023-JUNE 30 2	30,000.00	
TOTAL FOR: SOUTH OAKLAND CITIZENS FOR HOMELESS		30,000.00	
01228	SPARTAN DISTRIBUTORS INC		
11897933	EQUIPMENT REPAIR & MAINTENANCE SUPPLIES	363.84	
TOTAL FOR: SPARTAN DISTRIBUTORS INC		363.84	
16920	SRM CONCRETE		
1080275807	CONCRETE	970.50	
1080277585	CONCRETE	895.00	
1080278093	CONCRETE	638.00	
1080278285	CONCRETE	1,248.00	
1080278286	CONCRETE	1,617.00	
1080278287	CONCRETE	1,285.00	
1080278288	CONCRETE	1,172.50	
TOTAL FOR: SRM CONCRETE		7,826.00	
15920	ANDREW STACER, PLC		
1MAYARR24	MIDC COUNSEL	1,080.00	
1MAYVOP24	MIDC COUNSEL	780.00	
2MAYVOP24	MIDC COUNSEL	720.00	
TOTAL FOR: ANDREW STACER, PLC		2,580.00	

Vendor Code	Vendor Name	Description	Amount
Invoice			
01259	STATE OF MICHIGAN		
	2024 ESCHEATS	2024 ESCHEATS	7,208.00
	MAY 2024	FEES/LEGACY FEES COLLECTED BY THE COURT	64,721.01
	TOTAL FOR: STATE OF MICHIGAN		71,929.01
07643	SUBURBAN ARENA MNGMT ROYAL OAK		
	1540	ARENA MANGEMENT	14,663.91
	1541	ARENA MANGEMENT W/E 6/9/24	29,128.25
	TOTAL FOR: SUBURBAN ARENA MNGMT ROYAL OAK		43,792.16
15344	SUPERIOR GROUNDCOVER INC		
	69206	95 YARDS ENGINEERED WOOD FIBER PLAYGROUND MULCH	3,087.50
	69207	130 YARDS ENGINEERED WOOD FIBER PLAYGROUND MULCH	4,225.00
	69251	85 YARDS ENGINEERED WOOD FIBER PLAYGROUND MULCH	2,762.50
	69252	100 YARDS ENGINEERED WOOD FIBER PLAYGROUND MULCH	3,250.00
	69253	70 YARDS ENGINEERED WOOD FIBER PLAYGROUND MULCH	2,275.00
	69254	75 YARDS ENGINEERED WOOD FIBER PLAYGROUND MULCH	2,437.50
	69255	50 YARDS ENGINEERED WOOD FIBER PLAYGROUND MULCH	1,625.00
	69294	240 YARDS ENGINEERED WOOD FIBER PLAYGROUND MULCH	7,800.00
	69376	95 YARDS ENGINEERED WOOD FIBER PLAYGROUND MULCH	3,087.50
	69564	60 YARDS ENGINEERED WOOD FIBER PLAYGROUND MULCH	1,950.00
	TOTAL FOR: SUPERIOR GROUNDCOVER INC		32,500.00
12607	SUPPLYDEN		
	522879-00	ARENA CLEANING & JANITORIAL SUPPLIES	213.53
	523200-00	ARENA CLEANING & JANITORIAL SUPPLIES	24.26
	TOTAL FOR: SUPPLYDEN		237.79
18434	TARGET SOLUTIONS LEARNING		
	INV96684	FIRE DEPT. ONLINE TRAINING PLATFORM	7,982.53
	TOTAL FOR: TARGET SOLUTIONS LEARNING		7,982.53
19277	POOWANAT JOSEPH TASMA		
	TASMA 6/6/24	INTERPRETER SERVICE, MILEAGE	119.48
	TOTAL FOR: POOWANAT JOSEPH TASMA		119.48
11100	TECHRADIUM, INC		
	21424	FIRE IRIS CREDIT USAGE 5/1-31 2024	36.35
	TOTAL FOR: TECHRADIUM, INC		36.35
01318	TENNANT SALES & SERVICE CO		
	920451286	VEHICLE REPAIR & MAINTENANCE PARTS	572.80
	920460565	VEHICLE REPAIR & MAINTENANCE PARTS	86.05
	TOTAL FOR: TENNANT SALES & SERVICE CO		658.85
14433	ANAMARIA TET		
	04012024	INTERPRETER SERVICE	90.00
	TOTAL FOR: ANAMARIA TET		90.00
03545	THOMSON REUTERS - WEST		
	850251513	COURT ONLINE/SOFTWARE SUBSCRIPTION CHARGES	283.80
	850251514	ATTORNEY ONLINE/SOFTWARE SUBSCRIPTION CHARGES	1,775.45
	850271988	COURT ONLINE/SOFTWARE SUBSCRIPTION CHARGES	496.75
	TOTAL FOR: THOMSON REUTERS - WEST		2,556.00
19370	TLT LAW, PLLC		
	24BE00897 FNL	MIDC COUNSEL	459.00
	24R-00906 FNL	MIDC COUNSEL	812.00
	24RO00015 FNL	MIDC COUNSEL	532.00
	TOTAL FOR: TLT LAW, PLLC		1,803.00

User: JudyG

EXP CHECK RUN DATES 06/25/2024 - 06/25/2024

DB: Royal Oak

JOURNALIZED

PAID

Vendor Code	Vendor Name Invoice	Description	Amount
16756	T-MOBILE 969796655 06/24	ROPL HOTSPOTS	430.50
	TOTAL FOR: T-MOBILE		430.50
17689	T-MOBILE USA, INC. 9570289959	POLICE TIMING ADVANCE 5/13-22 2024	50.00
	TOTAL FOR: T-MOBILE USA, INC.		50.00
03255	TRANS-TEK TRANSPORT 13284 13289	REFUSE HAUL OUT FROM DPS YARD & MATERIAL FOR DPS OP REFUSE HAUL OUT FROM DPS YARD & MATERIAL FOR DPS OP	5,619.96 7,091.93
	TOTAL FOR: TRANS-TEK TRANSPORT		12,711.89
19347	TRESNAK CONSTRUCTION INC. PB24-00479	REFUND OVERPAYMENT	100.00
	TOTAL FOR: TRESNAK CONSTRUCTION INC.		100.00
17545	TURF TANK 73531	WHITE READY TO SPRAY PAINT	2,376.04
	TOTAL FOR: TURF TANK		2,376.04
01369	TWI TIRE WHOLESALERS 8368744-00 8373400-00	PURCHASE OF TIRES AS NEEDED PURCHASE OF TIRES AS NEEDED	2,249.16 1,329.84
	TOTAL FOR: TWI TIRE WHOLESALERS		3,579.00
19369	U.S. GREEN BUILDING COUNCIL ORDER 0013082352	ORGANIZATIONAL LEVEL MEMBERSHIP/FOX	750.00
	TOTAL FOR: U.S. GREEN BUILDING COUNCIL		750.00
01389	UNIVERSAL PLUMBING SUPPLY 2406-054132	FIRE HYDRANT MATERIALS	224.50
	TOTAL FOR: UNIVERSAL PLUMBING SUPPLY		224.50
19087	VERDETERRE CONTRACTING, INC. CAP2410 PE1	2024 WATER MAIN IMPROVEMENTS	375,669.18
	TOTAL FOR: VERDETERRE CONTRACTING, INC.		375,669.18
13620	VERITIV OPERATING COMPANY 579-75686883 579-75696068	JANITORIAL SUPPLIES COURT JANITORIAL SUPPLIES COURT	512.40 7.95
	TOTAL FOR: VERITIV OPERATING COMPANY		520.35
01407	VULCAN INC R46577	DPS SIGN SHOP SUPPLIES	598.80
	TOTAL FOR: VULCAN INC		598.80
01429	WEST SHORE FIRE REPAIR INC 32825	PURCHASE OF PARTS AS NEEDED	30.89
	TOTAL FOR: WEST SHORE FIRE REPAIR INC		30.89
09794	WOLVERINE FREIGHTLINER 726953 732426 CM732426	VEHICLE REPAIR & MAINTENANCE PARTS VEHICLE REPAIR & MAINTENANCE PARTS CREDIT - VEHICLE REPAIR & MAINTENANCE PARTS	82.99 980.80 (93.75)
	TOTAL FOR: WOLVERINE FREIGHTLINER		970.04

Vendor Code	Vendor Name	Description	Amount
Invoice			
05315	WORRY FREE INC		
	24-78557	FLOWER PLANTING, MAINTENANCE CENTENNIAL COMMONS WAR	700.00
	24-78567	CBD SUMMER MAINTENANCE JUNE 3-9 2024	13,200.00
	24-78591	REPAIR SERVICE CALLS TROY ST, LIBRARY	523.00
	24-78600	GROUNDS MAINTENANCE VARIOUS LOCATIONS	1,500.00
	24-78601	GROUNDS MAINTENANCE VARIOUS LOCATIONS	1,775.00
	24-78602	CBD SUMMER MAINTENANCE JUNE 10-16 2024	13,200.00
			<hr/>
	TOTAL FOR: WORRY FREE INC		30,898.00
15921	JORDAN ZUPPKE, PLLC		
	23-01575 FNL	MIDC COUNSEL	937.00
	23BE00509 FNL	MIDC COUNSEL	1,050.00
	23RO02468 FNL	MIDC COUNSEL	120.00
	24RO00058 FNL	MIDC COUNSEL	90.00
	24RO00269 FNL	MIDC COUNSEL	480.00
	24RO00940 FNL	MIDC COUNSEL	150.00
	24RO01938 FNL	MIDC COUNSEL	150.00
	24RO02106 FNL	MIDC COUNSEL	90.00
	2MAYSCH24	MIDC COUNSEL	360.00
	SP4320970 FNL	MIDC COUNSEL	150.00
			<hr/>
	TOTAL FOR: JORDAN ZUPPKE, PLLC		3,577.00
	TOTAL - ALL VENDORS		4,667,214.54

**Request for Purchase Order Approval**

June 13, 2024

 The Honorable Mayor Fournier and  
 Members of the City Commission:

If the city commission is in agreement, the following resolution to approve purchase orders is recommended:

**Be it resolved**, the city commission approves the following requisition/purchase orders for fiscal year 2023-24:

Requisition #	R007677 change order
Vendor:	JH Hart Urban Forestry
Requesting approval for:	\$50,000 additional for a total of \$600,000
Price Source:	estimation
Budgeted:	\$600,000
Department / Fund:	solid waste / solid waste
Description:	tree trimming, removal & forestry issues
Requisition #	R007684 change order
Vendor:	Ferguson Waterworks
Requesting approval for:	\$140,000 additional for a total of \$390,000
Price Source:	bid by another entity/Oakland County contract #008704
Budgeted:	\$390,000
Department / Fund:	meter services / water & sewer
Description:	water meters & parts
Requisition #	R007752 change order
Vendor:	NYE Uniform
Requesting approval for:	\$5,000 additional for a total of \$160,000
Price Source:	estimation
Budgeted:	\$160,000
Department / Fund:	police & fire / public safety
Description:	uniforms for police & fire
Requisition #	R007723 change order
Vendor:	Ingram Library Services
Requesting approval for:	\$10,000 additional for a total of \$120,000
Price Source:	estimation
Budgeted:	\$120,000
Department / Fund:	library / library
Description:	purchase books
Requisition #	R008160 change order
Vendor:	South Oakland Citizens for Homeless

Requesting approval for:	\$30,000 additional for a total of \$80,000
Price Source:	CDBG funded
Budgeted:	\$80,000
Department / Fund:	community development / community development block grant
Description:	operational costs
Requisition #	R007763 change order
Vendor:	D'Angelo Brothers Inc.
Requesting approval for:	\$8,000 additional for a total of \$60,000
Price Source:	bid by another entity (Oakland County/contract #008856)
Budgeted:	\$60,000
Department / Fund:	water maintenance / water & sewer
Description:	lead water line replacements
Requisition #	R007768 change order
Vendor:	Otis Elevator Company
Requesting approval for:	\$1,640 additional for a total of \$60,000
Price Source:	Omnia Partners/contract # 2019001563
Budgeted:	\$60,000
Department / Fund:	library & auto parking & fire / library & auto parking & public safety
Description:	service for elevators
Requisition #	R008373
Vendor:	LifeFitness
Requesting approval for:	\$45,010
Price Source:	Omnia Partners/contract #2021003109
Budgeted:	\$45,010
Department / Fund:	senior building maintenance / senior citizen services
Description:	exercise equipment for senior center
Requisition #	R007794 change order
Vendor:	Cintas Corporation
Requesting approval for:	\$5,000 additional for a total of \$40,000
Price Source:	Omnia Partners/contract #222886
Budgeted:	\$40,000
Department / Fund:	multiple / multiple
Description:	cleaning service for floor mats at city hall and other various city buildings
Requisition #	R007769 change order
Vendor:	Kone Inc.
Requesting approval for:	\$5,000 additional for a total of \$40,000
Price Source:	Omnia Partners/contract #2019001564
Budgeted:	\$40,000

Department / Fund:	multiple / multiple
Description:	elevator repair & maintenance services
Requisition #	R008101 change order
Vendor:	Interior Environments
Requesting approval for:	\$3,580 additional for a total of \$38,130
Price Source:	quote (all individual purchases have been less than \$10,000)
Budgeted:	\$38,130
Department / Fund:	multiple / multiple
Description:	office furniture
Requisition #	R007893 change order
Vendor:	Fire Defense Equipment
Requesting approval for:	\$7,470 additional for a total of \$37,470
Price Source:	estimation (all individual purchases are less than \$6,000)
Budgeted:	\$37,470
Department / Fund:	motor pool / motor pool
Description:	building repair & maintenance services as needed
Requisition #	R007716 change order
Vendor:	TWI Tire Wholesalers
Requesting approval for:	\$5,000 additional for a total of \$35,000
Price Source:	estimation (all individual purchases are less than \$3,000)
Budgeted:	\$35,000
Department / Fund:	motor pool / motor pool
Description:	tires as needed
Requisition #	R007950
Vendor:	21 <sup>st</sup> Century Media
Requesting approval for:	\$35,000
Price Source:	sole source
Budgeted:	\$35,000
Department / Fund:	multiple / multiple
Description:	advertising & legal notices for The Daily Tribune
Requisition #	R007992
Vendor:	Shoreline Tours
Requesting approval for:	\$30,000
Price Source:	sole source
Budgeted:	\$30,000
Department / Fund:	senior center / senior citizen services
Description:	travel costs for senior center trips
Requisition #	R008299
Vendor:	Royal Oak Restaurant Association



Finance Department  
203 South Troy Street  
Royal Oak, MI 48067

Requesting approval for: \$30,000  
Price Source: approved by the DDA on August 16, 2023  
Budgeted: \$30,000  
Department / Fund: DDA/TIFA / DDA development  
Description: beer & wine stroll/restaurant week

Respectfully submitted,

Tony DeCamp  
Interim Finance Director

Approved,

Mark Wollenweber  
Interim City Manager



## Disposal of Surplus Property

June 13, 2024

The Honorable Mayor Fournier and  
Members of the City Commission:

Please find below, city property that the administration is requesting to be declared as surplus and allowed for sale at auction. As a general procedure, any property that is not sold at auction will be recycled or thrown out.

### **Parks & Forestry:**

- (3) push mowers
- (2) little wonder walk behind leaf blowers
- (3) two stage snowblowers
- (16) 23x8.5r12 groundmaster tires and rims
- Aer-way tractor implement
- Rear blade tractor implement
- Leaf blower tractor implement
- Disc harrow tractor implement
- Honda Generator
- Myers Sprayer trailer 20-3es
- Myers Sprayer trailer (unknown model)
- Olathe turf sweeper
- Post hole digger tractor Implement
- Simplicity Garden rototiller
- (4) Single stage snow blowers
- Smithco utility vehicle
- Seeder tractor implement (unknown brand)
- Gator utility vehicle(ga971)
- Toro groundsmaster 345 (gm031)
- Toro groundsmaster 345 (gm061)
- Toro groundsmaster 328D (gm071)

If the city commission is in agreement, the following resolution is recommended for approval:

**BE IT RESOLVED**, the city commission declares the above property surplus and authorizes the disposal of the items by auction. Any net proceeds from the sale of items listed under "parks & forestry" will be deposited into the general fund miscellaneous revenue account 101.000.67100.

Respectfully submitted,

Tony DeCamp  
Interim Finance Director

Approved,

Mark Wollenweber  
Interim City Manager

ROMI

[www.romi.gov](http://www.romi.gov)



## CITY COMMISSION AGENDA ITEM

<b>TITLE</b>	<b>2024 Park Rite Agreement Amendment</b>	
<b>SUBMITTING DEPARTMENT</b>	<b>Police Department</b>	
<b>PRESENTER</b>	<b>Deputy Chief Spencer</b>	
<b>MEETING DATE</b>	<b>June 24, 2024</b>	
<b>SECOND READING REQUIRED</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>CERTIFIED RESOLUTION</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### **EXECUTIVE SUMMARY** (include history of previous Commission action/discussion, background, scope of work, etc.):

In 2012, the city issued an RFP to manage its three existing parking structures. Park Rite, Inc. was selected, and a five-year agreement was signed. It was later extended in 2017 and 2020. The most recent extension, approved in June 2023, is set to expire in June 2024 and includes the new 11 Mile parking structure. A subsequent RFP was issued in the fall of 2023 for parking services management for the city's four (4) parking structures.

City staff is currently engaged in a comprehensive review of the responses from the RFP and examining the city's parking needs holistically. Considerations include the aging portion of the original Center Street parking structure and reviewing the impacts of recent proposals on the city's parking inventory. The additional time will also allow staff to review how potential changes in parking inventories would impact the scope of the current RFPs, in addition to exploring necessary technological improvements to the outdated and aging gate systems in the older structures. Although gate systems are not part of the existing management agreement, the aging infrastructure directly affects the management of the parking structures, and the additional time is necessary to complete a comprehensive review of potential improvements to enhance the public's experience in the city's parking assets.

Staff has met with Park Rite, Inc., and they have agreed to enter into an additional one-year extension. The proposed extension would maintain the level of service needed to complete the review of the city's parking needs and continue to provide efficient management of the city's parking structures. The agreement would be effective from the date of approval to June 30, 2025.

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### **Fiscal Impact**

<b>BUDGET SUMMARY</b>	
<b>EXPENDITURE REQUIRED</b>	<b>Budgeted Amount</b>
<b>AMOUNT CURRENTLY BUDGETED</b>	
<b>BUDGET AMENDMENT REQUIRED</b>	<b>\$0.00 (BA between dept; net -0- effect on FB)</b>
<b>FUNDING SOURCE/ GL NUMBER</b>	
<b>WAS THIS A BUDGETED EXPENSE?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**OTHER FISCAL IMPACTS:** (Select all that apply.)

No fiscal impact       Revenue impact (details below)  
 Workload impact (details below)       Operations Impact (details below)

**REVENUE IMPACT:** *Provide a description of how this item will impact revenue. (Is this item expected to create additional/new revenue? Will this item have a negative impact on revenue? Which funds would be impacted? Provide additional details, as necessary.)*

N/A

**WORKLOAD IMPACT:** *If this item will require staff time to implement, operate or maintain, provide a description of the workload impact. (Will more staff be needed? Is this workload able to be absorbed by existing staff? If new FTE(s) are needed, provide details of position classification and duties. Provide additional details, as necessary.)*

N/A

**OPERATIONS IMPACT:** *If the item requires a budget adjustment, please identify source of additional funds and any proposed cuts to other operations, programs and services.*

N/A

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**ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS**

*Provide a description of how this item aligns with the strategic plan, aging in place plan, and sustainability and climate action plans. Include any specific goals or action steps it supports.*

N/A

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**COMMUNITY ENGAGEMENT**

*Provide a description of any community engagement efforts made for this item. Include information on tools used, participation information, and general sentiments.*

N/A

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**BOARD AND COMMISSION FEEDBACK**

*Was an advisory board or commission engaged in discussion on this item? If yes, please provide a summary of feedback received:*

N/A

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**LEGAL COMMENTS**

**PROPOSED COMMISSION RESOLUTION:**

**Be it resolved**, the city commission approves the Fourth Amendment to Parking Management Agreement between the City and Park Rite, Inc. for the management of the city's parking garages to extend the term to June 30, 2025.

**ATTACHMENTS:**

**2024 Park Rite Agreement Amendment**

## **FOURTH AMENDMENT TO PARKING MANAGEMENT AGREEMENT**

This Fourth Amendment to Parking Management Agreement is entered into this \_\_\_\_\_ day of June, 2024, by and between the City of Royal Oak, a Michigan Municipal Corporation with offices at 203 S. Troy Street, Royal Oak, Michigan 48068 (the "CITY") and Park Rite, Inc., a Michigan Corporation with offices at 27801 Harper, St. Clair Shores, Michigan 48081 ("PARK RITE").

WHEREAS, on November 19, 2012, the CITY and PARK RITE entered into a five-year Parking Management Agreement, effective February 17, 2013, with the option to extend for two (2) additional one (1) year periods; and

WHEREAS, on October 23, 2017, the CITY and PARK RITE entered into a First Amendment to the original Parking Management Agreement to extend the Agreement for a period of three (3) years, from February 2018 to February 2021, with two (2) additional one-year options to extend; and

WHEREAS, on December 7, 2020, the CITY and PARK RITE entered into a Second Amendment to the original Parking Management Agreement to extend the Agreement for a period of one (1) year, with one (1) additional one-year option to extend; and

WHEREAS, on July 10, 2023, the CITY and PARK RITE entered into a Third Amendment to the original Parking Management Agreement to extend the Agreement for a period of one (1) year, and to incorporate the management of the new 11 Mile parking structure into the Agreement, which expires June 30, 2024; and

WHEREAS, the Parties desire to extend the Parking Management Agreement for a period of one (1) additional year to June 30, 2025.

THEREFORE, the CITY and PARK RITE agree as follows:

1. Paragraph 3 of the existing Parking Management Agreement shall be amended to read as follows:

3. Term. The term of this Agreement shall be extended from June 30, 2024, and expires on June 30, 2025.
2. All other terms and conditions of the Parking Management Agreement and all Amendments thereto are hereby restated and reaffirmed and shall remain in full force and effect.

CITY OF ROYAL OAK

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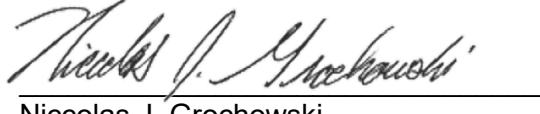
Michael Fournier, Mayor

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Melanie Halas, City Clerk

Approved as to form:

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Niccolas J. Grochowski  
City Attorney

PARK RITE, INC.

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Kevin Bopp, CEO



## CITY COMMISSION AGENDA ITEM

<b>TITLE</b>	<b>Approval of Fleet Purchases</b>	
<b>SUBMITTING DEPARTMENT</b>	<b>Department of Public Service</b>	
<b>PRESENTER</b>	<b>Aaron Filipski</b>	
<b>MEETING DATE</b>	<b>June 24, 2024</b>	
<b>SECOND READING REQUIRED</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>CERTIFIED RESOLUTION</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### **EXECUTIVE SUMMARY** (include history of previous Commission action/discussion, background, scope of work, etc.):

The Department of Public Services requests approval for the purchase of two utility vehicles for the parks and forestry division, as published in the attached FY 23-24 vehicle and equipment replacement plan and described in further detail below.

#### **Toro Grounds Master 345 - # GM031**

Equipment # GM031 is a 2003 Toro Grounds Master 345 used primarily by the parks and forestry department for park and sidewalk maintenance. It is an enclosed 4-season utility vehicle capable of connecting to multiple attachments including snow plows, snow blowers, salt hoppers/spreaders, rotary brushes and mower decks.

The proposed replacement is a Toro Groundsmaster 7210. Similar to #GM031, it is an enclosed, multi-functional unit that can attach to accessories which the city currently owns. The cost proposal a snowblower attachment. The replaced unit and its snowblower attachment will be sold at public auction.

Total cost for the unit, which includes a new snowblower unit, is \$71,667.68, as detailed on the attached quotation. Pricing was obtained through the OMNIA cooperative purchasing contract #2017025.

#### **John Deere Gator Flatbed Utility - # GA971**

Equipment # GA971 is a 1997 John Deere Gator 4-season flatbed utility vehicle used by the parks and forestry division for park/property maintenance and special event support. Unlike the fleet's Groundsmaster units' variety of attachments, this equipment's functionality is limited to material hauling and dumping.

The proposed replacement is a Kubota RTV-X1100 multi-function utility vehicle, which features a hydraulic dump bed and is capable of connecting to a variety of accessories, including a snow plow and salt spreader. The fleet currently maintains one equivalent RTV-X1100 which has performed well for the department's functions. The cost proposal includes a snowplow and salt spreader attachment.

Total cost for the unit, including the snow-related accessories, is \$33,659.89, as detailed on the attached quotation. Pricing was obtained through the Sourcewell cooperative purchasing contract #031121. The replaced unit will be sold at public auction.

Note: Equipment # GA972, an equivalent model, was originally designated for replacement on the replacement schedule, however staff reevaluated the condition of each unit and determined that # GA971 should be prioritized.

### **EV Alternatives**

As part of the review process, staff evaluated several electric alternatives for both of the above-listed replacements and determined that the available options would not meet the division's performance requirements. The use of accessory attachments, particularly in cold weather, is a significant drain on batteries and would negatively impact operations by requiring more frequent downtime to charge. Typical operation requires this equipment to be operated uninterrupted for extended time periods.

As previously reported, the FY 24-25 replacement schedule identified several vehicles which will be replaced with EV equivalents upon installation of the required charging hardware. An update on the progress of that initiative will be provided under separate cover.

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### **Fiscal Impact**

<b>BUDGET SUMMARY</b>	
<b>EXPENDITURE REQUIRED</b>	<b>\$105,327.57</b>
<b>AMOUNT CURRENTLY BUDGETED</b>	<b>\$102,600.00 as estimated in published replacement plan</b>
<b>BUDGET AMENDMENT REQUIRED</b>	<b>None; total estimated value of published replacement plan not exceeded – sufficient balance in capital outlay account</b>
<b>FUNDING SOURCE/ GL NUMBER</b>	<b>661.442.97000</b>
<b>WAS THIS A BUDGETED EXPENSE?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**OTHER FISCAL IMPACTS:** (Select all that apply.)

No fiscal impact  Revenue impact (details below)  
 Workload impact (details below)  Operations Impact (details below)

**REVENUE IMPACT:** *Provide a description of how this item will impact revenue. (Is this item expected to create additional/new revenue? Will this item have a negative impact on revenue? Which funds would be impacted? Provide additional details, as necessary.)*

None.

**WORKLOAD IMPACT:** *If this item will require staff time to implement, operate or maintain, provide a description of the workload impact. (Will more staff be needed? Is this workload able to be absorbed by existing staff? If new FTE(s) are needed, provide details of position classification and duties. Provide additional details, as necessary.)*

None.

**OPERATIONS IMPACT:** *If the item requires a budget adjustment, please identify source of additional funds and any proposed cuts to other operations, programs and services.*

None.

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## **ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS**

*Provide a description of how this item aligns with the strategic plan, aging in place plan, and sustainability and climate action plans. Include any specific goals or action steps it supports.*

This request was included in the FY 23-24 vehicle and equipment replacement plan.

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## **COMMUNITY ENGAGEMENT**

*Provide a description of any community engagement efforts made for this item. Include information on tools used, participation information, and general sentiments.*

n/a

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## **BOARD AND COMMISSION FEEDBACK**

*Was an advisory board or commission engaged in discussion on this item? If yes, please provide a summary of feedback received:*

n/a

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## **LEGAL COMMENTS**

### **PROPOSED COMMISSION RESOLUTION:**

**BE IT RESOLVED**, the Royal Oak City Commission hereby approves the purchase of a Kubota RTV-X1100 series utility vehicle and related snow removal accessories from Weingartz Supply Co. in an amount not to exceed \$33,659.89 and authorizes staff to issue a purchase order in that amount, and;

**BE IT FURTHER RESOLVED**, the Royal Oak City Commission hereby approves the purchase of a Toro Groundsmaster 7210 series utility mower and related snowblower attachment from Spartan Distributors in an amount not to exceed \$71,667.68 and authorizes staff to issue a purchase order in that amount.

### **ATTACHMENTS:**

- Vehicle Replacement Plan
- Vendor Quotations

**VEHICLE REPLACEMENT**  
**2023/2024**

<u>VEH#</u>	<u>YEAR</u>	<u>MAKE &amp; MODEL</u>	<u>ESTIMATED REPLACEMENT COSTS</u>	<u>STATUS</u>	<u>ACTUAL COST</u>
		<b>HIGHWAY</b>			
234	15	Ford F-250	\$58,000.00	Purchased; Approved CC 12.11.2023	\$52,146.00
		<b>MOTOR POOL</b>			
682	98	Tennant Sweeper	\$59,000.00	Purchased; Approved CC 12.11.2023	\$48,793.94
		<b>PARKS &amp; FORESTRY</b>			
703	02	Bobcat L 773	\$180,000.00	Remove	\$0.00
742	15	Ford F-350		Defer	\$0.00
1768	01	Bandit Tree Stumper	\$85,000.00	Purchased; Approved CC 12.11.2023	\$62,427.90
GA972	97	Gator		Defer	
GM031	03	Toro Groundsmaster 345	\$67,600.00	<b>Current Request</b>	<b>\$71,667.68</b>
GA971	97	Gator	\$35,000.00	<b>Current Request; alternate for GA972</b>	<b>\$33,659.89</b>
		<b>POLICE</b>			
815	20	Ford Explorer	\$65,000.00	Purchased; Approved CC 02.12.2024	\$52,681.50
819	13	BMW Motorcycle	\$35,000.00	Purchased; Approved CC 02.12.2025	\$27,687.60
820	13	BMW Motorcycle	\$35,000.00	Purchased; Approved CC 02.12.2026	\$27,687.60
821	13	BMW Motorcycle	\$35,000.00	Purchased; Approved CC 02.12.2027	\$27,687.60
822	13	BMW Motorcycle	\$35,000.00	Purchased; Approved CC 02.12.2028	\$27,687.60
843	19	Ford Explorer	\$45,400.00	Purchased; Approved CC 02.12.2029	\$43,475.00

845	15	Ford Taurus	\$45,400.00	Purchased; Approved CC 12.11.2023	\$38,829.00
861	17	Chevy Traverse		Defer	\$0.00
812	21	Chevy Tahoe	\$65,000.00	Purchased; Approved CC 02.12.2029	\$52,681.50
817	19	Ford F-150 Police Patrol	\$65,000.00	Purchased; Approved CC 02.12.2029	\$47,821.88
<b>WATER MAINTENANCE</b>					
417	15	Ford F-450		Defer	\$0.00
663	01	GMC Sierra 2500	\$52,000.00	Purchased; Approved CC 12.11.2023	\$54,868.00
743	8	Ford F-450	\$68,400.00	Purchased; Approved CC 12.11.2023	\$79,385.00

Total as Published	\$910,400.00	<b>Current Request Total</b>	<b>\$105,327.57</b>
Projected FY 23-24 'Pending' Total			\$0.00
Actual FY 23-24 Total			\$749,187.69

Status Key:      Current Request --> Purchases requested as part of the current request.  
 Defer --> Vehicle/equipment will be reevaluated for future years; will not be purchased in current fiscal year  
 Pending --> Request for purchase to be presented before the end of the current fiscal year.  
 Remove --> Fleet analysis recommends removing vehicle from inventory and disposing at surplus auction.

May 30, 2024

City of Royal Oak Parks  
487 W Division Street  
PO Box 246  
Sparta, MI 49345  
616.887.7301  
Fax: 616.887.6288

1050 Opdyke Road  
Auburn Hills, MI 48326  
248.373.8800  
Fax: 248.373.8899

We are pleased to provide a quote on the following equipment:

(1) <b>TORO Groundsmaster 7210 No Deck (T4) (#30695)</b>	\$ 60,727.68
• (1) 72" Side Discharge Deck (#30481)	
• (1) 12V Power Port/Electrical Accessory Kit (#30382)	
• (1) Polar Trac Cab (#30474)	
• (1) Polar Trac Kit (#30675)	
(1) <b>Erskine T1600x52 Snowblower (#900450)</b>	\$ 10,940.00
• (1) Snowblower Mount for TORO 7210 (#315600)	
• (1) 1600 Crate (#320613)	
<b>TOTAL</b>	<b>\$ 71,667.68</b>

The above TORO pricing is based on OMNIA Contract #2017025

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**Pricing is subject to change at time of shipment.**

---

DELIVERY: As Arranged  
TERMS: Net 30 Days

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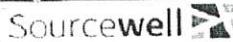
Thank you for your interest in our line of equipment. If you have any questions, please feel free to call me at 800-822-2216.

Sincerely,

*Tom Gill*

Tom Gill  
Commercial Sales

*TG/jgm*



Utility Tractors & Mowers - 031121  
CE and AG - 040319  
Utility Vehicles 122220  
NJPA Arkansas 4500041718  
NJPA Delaware GSS-17673  
Nebraska 14777 (OC)  
Mississippi 8200067336

RTV-X1100CWL-H WEB QUOTE #2783244

Date: 5/30/2024 7:50:41 AM

— Customer Information —

lafrate, Zach

109617

City of Royal Oak Parks Dept

lafratez@romi.gov

2482463320

Quote Provided By  
WEINGARTZ SUPPLY CO.

Steve Strnad  
46061 VAN DYKE AVE.  
UTICA, MI 48317  
email: sstrnad@weingartz.com  
phone: 5862550758

— Custom Options —

-- Standard Features --



# Kubota

V Series

RTV-X1100CWL-H

\*\*\* EQUIPMENT IN STANDARD MACHINE \*\*\*

DIESEL ENGINE

Model Kubota D1105  
3 Cyl. 68.5 cu in  
+24.8 Gross Eng HP  
75 Amp Alternator

KEY FEATURES

Factory Cab w/ A/C, Heater,  
Defroster  
Fully opening roll-down door  
windows  
Digital Multi-meter  
Speedometer

TRANSMISSION

VHT-X  
Variable Hydro Transmission  
Forward Speeds:  
Low 0 - 15 mph  
High 0 - 25 mph  
Reverse 0 - 17 mph  
Limited-slip Front Differential  
Rear differential lock

Pre-wired w/ speakers/antenna for  
stereo

Front Independent Adjustable

Suspension

Rear Independent Adjustable

Suspension

Brakes - Front/Rear Wet Disc

Rear Brake Lights / Front

Headlights

HYDRAULICS

Hydrostatic Power Steering  
with manual tilt-feature  
Hydraulic Cargo Dump  
Hydraulic Oil Cooler

2" Hitch Receiver, Front and Rear  
Deluxe 60/40 split bench seats  
with driver's side seat adjustment  
Underseat Storage Compartments  
Deluxe Front Guard  
(radiator guard, bumper, and lens  
guard)

FLUID CAPACITY

Fuel Tank 7.9 gal  
Cooling 8.3 qts  
Engine Oil 4.3 qts  
Transmission Oil 1.8 gal  
Brake Fluid 0.4 qts

SAFETY EQUIPMENT

SAE J2194 & OSHA 1928 ROPS  
Horn  
Dash-mounted Parking Brake  
Spark Arrestor Muffler

Retractable 2-point Seat Belts

CARGO BOX

Width 57.7 in  
Length 40.5 in  
Depth 11.2 in  
Load Capacity 1102 lbs  
Vol. Capacity 15.2 cu ft

DIMENSIONS

Width 63.2 in  
Height 79.5 in  
Length 120.3 in  
Wheelbase 80.5 in  
Tow Capacity 1300 lbs  
Ground Clearance 10.4 in  
Suspension Travel 8 in  
Turning Radius 13.1 ft

+ Manufacturer Estimate

Factory Spray-on Bedliner  
"L" Models Only

Bright Alloy Wheels (Silver-painted)  
Silver-painted with machined  
surface  
"S" Models only

TIRES AND WHEELS

Heavy Duty Worksite 25 x 10 - 12, 6 ply

RTV-X1100CWL-H Base Price: \$26,399.00

(1) RADIO FOR CAB \$189.00  
A-77700-04753A-RADIO FOR CAB

(1) FRONT WORKLIGHTS / FOR RTV-X1100 \$230.08  
K7731-99620-FRONT WORKLIGHTS / FOR RTV-X1100

(1) TURN SIG/HAZARD LGT KIT/RTV-X1100C \$377.17  
K7731-99610-TURN SIG/HAZARD LGT KIT/RTV-X1100C

(1) STROBE LIGHT MOUNT KIT \$205.01  
77700-VC5058-STROBE LIGHT MOUNT KIT

(2) STANDARD EXTERNAL MIRROR KIT CAB PNF \$204.12  
77700-V5059-STANDARD EXTERNAL MIRROR KIT CAB PNF

(1) REAR WINDOW UTY NET/GUARD/RTV1100 \$324.64  
K7711-99280-REAR WINDOW UTY NET/GUARD/RTV1100

(1) REAR WORK LIGHTS / FOR RTV-X1100 \$167.05  
K7731-99630-REAR WORK LIGHTS / FOR RTV-X1100

(1) WIRE HARNESS KIT / MULTIPLE ACCESY \$243.00  
77700-VC5080-WIRE HARNESS KIT / MULTIPLE ACCESY

Configured Price: \$28,339.07

Sourcewell Discount: (\$6,234.60)

SUBTOTAL: \$22,104.47

Dealer Assembly: \$531.67

Freight Cost: \$881.25

PDI: \$400.00

Total Unit Price: \$23,917.39

Quantity Ordered: 1

Final Sales Price: \$23,917.39

Final pricing will be based upon pricing at the time of  
final delivery to Sourcewell members.  
Purchase Order Must Reflect Final Sales Price.

To order, place your Purchase Order directly with the quoting  
dealer

Total

\$ 33,659.89

\*Some series of products are sold out for 2022. All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.

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### QUOTATION

To: **CITY OF ROYAL OAK**  
 FINANCE DEPARTMENT  
 P.O. BOX 64  
 ROYAL OAK, MI 48068-0064

Quote #: **10937853-00**  
 Date: 05/29/24  
 Exp Date:

Attn: \_\_\_\_\_  
 Phone: (248) 246-3322  
 Email: \_\_\_\_\_

Prepared By: **Steve Strnad**  
 Phone: (586) 262-5878  
 Email: sstrnad@weingartz.com

Product number	Product and Description	Qty	Sale Price	Total
BOMSC12480	6'6" Utv V Plow Blade Crate List Price: \$4,372.50	1	\$4,372.50	\$4,372.50
BOMSC12060	Boss Plow Box 6'6" Utv V List Price: \$3,500.00	1	\$0.00	\$0.00
BOMSC09601	Handheld Controller V-Blade List Price: \$360.00	1	\$0.00	\$0.00
BOMSC13171	Power/Ground Ext Kit 90" 4-Gauge List Price: \$141.00	1	\$141.00	\$141.00
BOMSC13099	Snow Deflector - 6'6 UTV V XT List Price: \$258.00	1	\$249.00	\$249.00
BOLTA12549	UC/UTV Kubota RTV '14+ List Price: \$350.00	1	\$0.00	\$0.00
BOVBS19300B	Boss UTV VBX3000 V-Box Spreader List Price: \$5,990.00	1	\$4,980.00	\$4,980.00
BOVBS11060	Control Kit - VBX3000 List Price: \$840.00	1	\$0.00	\$0.00
BOMSC25007	Wiring Kit, UTV-Full Size List Price: \$260.00	1	\$0.00	\$0.00
			Total	\$9,742.50
			Invoice Total	\$9,742.50

Approved By

Customer	Date	Weingartz Representative	Date
----------	------	--------------------------	------

Page 1 of 1  
 Weingartz, 46061 Van Dyke Ave, Utica, MI 48317.

City of Royal Oak  
Royal Oak, Michigan

Account # 109617

## Sourcewell Contact

If this is your organization and you need assistance, please contact:

**Autumn Bungum**

Email: [autumn.bungum@sourcewell-mn.gov](mailto:autumn.bungum@sourcewell-mn.gov)

## Is this your organization?

Great news—your organization is already a Sourcewell participating agency! Using the account number provided on this page, you can immediately utilize Sourcewell awarded contracts by providing this number to the supplier you wish to purchase from.

[Update your organization's information](#)

[Add a contact for your organization](#)

## Need help?

Contact our dedicated Client Relations Team at [service@sourcewell-mn.gov](mailto:service@sourcewell-mn.gov) or 877-585-9706.



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[Contact](#)

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## CITY COMMISSION AGENDA ITEM

<b>TITLE</b>	Consideration for Approval - Parks and Recreation Advisory Board Bylaws	
<b>SUBMITTING DEPARTMENT</b>	Department of Public Service - Recreation	
<b>PRESENTER</b>	Aaron Filipski	
<b>MEETING DATE</b>	June 24, 2024	
<b>SECOND READING REQUIRED</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>CERTIFIED RESOLUTION</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### EXECUTIVE SUMMARY (include history of previous Commission action/discussion, background, scope of work, etc.):

As part of the city commission's initiative to develop bylaws for the city's various boards and committees, the Parks and Recreation Advisory Board reviewed and discussed a proposed draft at its May 2, 2024. At its June 6, 2024 meeting, the board further reviewed the draft revisions and voted unanimously to approve the attached text and submit to city commission for further review and approval.

The draft largely follows the standard template, with modifications to reflect the particulars of the board and the related ordinance language. Reference to an 'Officer-at-Large' position was removed by request of the board.

---

### Fiscal Impact

BUDGET SUMMARY	
<b>EXPENDITURE REQUIRED</b>	<b>None</b>
<b>AMOUNT CURRENTLY BUDGETED</b>	n/a
<b>BUDGET AMENDMENT REQUIRED</b>	<b>\$0.00 (BA between dept; net -0- effect on FB)</b>
<b>FUNDING SOURCE/ GL NUMBER</b>	
<b>WAS THIS A BUDGETED EXPENSE?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### OTHER FISCAL IMPACTS: (Select all that apply.)

No fiscal impact  Revenue impact (details below)  
 Workload impact (details below)  Operations Impact (details below)

**REVENUE IMPACT:** Provide a description of how this item will impact revenue. (Is this item expected to create additional/new revenue? Will this item have a negative impact on revenue? Which funds would be impacted? Provide additional details, as necessary.)

Not applicable.

**WORKLOAD IMPACT:** *If this item will require staff time to implement, operate or maintain, provide a description of the workload impact. (Will more staff be needed? Is this workload able to be absorbed by existing staff? If new FTE(s) are needed, provide details of position classification and duties. Provide additional details, as necessary.)*

None.

**OPERATIONS IMPACT:** *If the item requires a budget adjustment, please identify source of additional funds and any proposed cuts to other operations, programs and services.*

None.

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## **ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS**

*Provide a description of how this item aligns with the strategic plan, aging in place plan, and sustainability and climate action plans. Include any specific goals or action steps it supports.*

This initiative supports the strategic goal of encouraging a welcoming, engaged, and livable community by providing opportunities for volunteerism as well as the commission's directive to review the various boards and committees.

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## **COMMUNITY ENGAGEMENT**

*Provide a description of any community engagement efforts made for this item. Include information on tools used, participation information, and general sentiments.*

The review and revision process was included on two Parks and Recreation Advisory Board agendas, providing opportunity for public input and participation.

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## **BOARD AND COMMISSION FEEDBACK**

*Was an advisory board or commission engaged in discussion on this item? If yes, please provide a summary of feedback received:*

The Parks and Recreation Advisory Board unanimously approved the draft bylaws at its June 6, 2024 meeting.

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## **LEGAL COMMENTS**

### **PROPOSED COMMISSION RESOLUTION:**

**BE IT RESOLVED**, the Royal Oak City Commission hereby approves the bylaws of Parks and Recreation Advisory Board.

### **ATTACHMENTS:**

- Parks and Recreation Advisory Board Bylaws



**CITY OF ROYAL OAK**  
**PARKS AND RECREATION ADVISORY BOARD BYLAWS**

Approved by the Parks and Recreation Advisory Board on 6/6/2024

**I. NAME**

The name of this board is the Parks and Recreation Advisory Board.

**II. PURPOSE**

As established by Chapter 142 of City of Royal Oak Code of Ordinances, the purpose of the Parks and Recreation Advisory Board shall be to function in the following capacities:

1. In an advisory capacity to the City Manager and City Commission in all matters affecting City parks and grounds.
2. In an advisory capacity to the City Manager and City Commission regarding the administration of the recreation program of the City.
3. In an advisory capacity to the City Manager and City Commission regarding the leased recreational facilities of the City.
4. In an advisory capacity to the City Manager and City Commission regarding all matters concerning the operations of the Royal Oak Farmer's Market.

**III. MEMBERSHIP AND VACANCIES**

- a. The Parks and Recreation Advisory Board shall be made up of 9 total members, one of which shall include a member of the City Commission, of which shall possess voting rights.
- b. The Director of Recreation and Public Service, or his or her designee, shall serve as an ex-officio non-voting member of the board.
- c. The board, at its desire and pursuant to Chapter 12 of the City Code of Ordinances may appoint non-voting student members.
- d. Appointed members shall serve a term of three (3) years, or until his or her successor is appointed, and appointments will be made in such a manner that the terms of office of three members will expire on December 31 of each year.
- e. All members shall be appointed by the City Commission consistent with Chapter 12, Appointments to Advisory Boards, Commissions and Committees, of the City of Royal Oak Code of Ordinances, also known as the Appointments Ordinance.
  - i. The staff ex-officio member shall notify the City Clerk of any vacancies on the Commission who will forward any vacancies to the City Commission for consideration to fill any vacancies.
  - ii. The Parks and Recreation Advisory Board members shall keep the City Clerk's office informed of changes in their names, addresses,

- iii. phone number, email address or other basic contact information or anything that might change their status as a commission member.
- iv. Members appointed to fill a vacancy shall hold office for the original term of the vacancy as set by the City Commission and/or the Appointments Ordinance.
- iv. Members shall comply with ordinances relating to attendance as described in Chapter 12.

#### **IV. OFFICERS**

The Parks and Recreation Advisory Board shall elect a chair, vice chair, and any other officers deemed necessary.

- a. Chair: The chair shall preside over the meeting and serve as a voting member
- b. Vice-Chair: The vice-chair shall perform the duties of chair in their absence.
- c. Staff Ex-Officio: The staff ex-officio member, who is appointed by the City Manager or their designee, shall serve as the secretary and record the minutes.

Term: All officers, except for the staff ex-officio member, shall serve a one (1) year term.

The Parks and Recreation Advisory Board has the authority to remove a member from being an officer of the Parks and Recreation Advisory Board but does not have the authority to remove them from the Parks and Recreation Advisory Board. The Board may remove a member from being an officer, by motion, second, and the concurring affirmative vote of 5 members of the board, or, in the case of existing vacancies, 51% of appointed members.

#### **V. NOMINATIONS AND ELECTIONS OF OFFICERS**

The Parks and Recreation Advisory Board shall hold the election of officers annually at its first meeting in the calendar year, nominations for which shall be accepted at the same. Voting members may nominate themselves or any other appointed voting member of the Parks and Recreation Advisory Board for an officer position.

The affirmative vote of 51% of members present for the election shall be required to be elected as an officer.

#### **VI. CODE OF CONDUCT**

In general, the use of good judgment, based on high ethical principles, will guide the officers and members of Parks and Recreation Advisory Board with respect to lines of acceptable conduct. The successful operation and reputation of Royal Oak boards and commissions is built upon the principles of fair dealing and ethical conduct of members.

Integrity and excellence require careful observance of the spirit and letter of all applicable laws and personal integrity. Failure to abide by these basic principles may result in removal from the Parks and Recreation Advisory Board by the City Commission.

## **VII. MEETINGS**

### **a. Meeting Schedule**

**Regular Meetings.** The Parks and Recreation Advisory Board shall adopt a schedule of regular meetings for the next year no later than the final meeting of the calendar year.

**Special Meetings.** Special meetings of the Parks and Recreation Advisory Board may be called by the chair or by two members of the Parks and Recreation Advisory Board in accordance with the Michigan Open Meetings Act. The Parks and Recreation Advisory Board shall notify the staff liaison of all special meetings reasonably in advance of the scheduled meeting so that the notice of the meeting shall be timely published as required by the Open Meetings Act.

All meetings of the Parks and Recreation Advisory Board shall be subject to the Michigan Open Meetings Act, Act 267 of the Public Acts of 1976, MCL 15.261 et seq.

### **b. Order of Business.** All meeting agendas shall include, at a minimum, the following items:

1. Call to order
2. Roll Call
3. Agenda Approval
4. Public Comment
5. Approval of Minutes
6. Business Items
7. Adjournment

### **c. Quorum.** A minimum of the majority of members (50% plus one) of the Parks and Recreation Advisory Board shall constitute a quorum.

### **d. Minutes.** The staff ex-officio member shall be responsible for taking minutes and act as the records custodian for the Parks and Recreation Advisory Board.

### **e. Action.** All action by the Parks and Recreation Advisory Board shall be made by motion adopted by the concurring affirmative vote of majority of members present unless otherwise required by ordinance or state ordinance.

- f. Public Comment. The board shall follow the city commission's standard procedure for public comment. The chair has the ability to extend the three minutes per person limit.

## **VIII. PARLIAMENTARY AUTHORITY**

Parliamentary authority for the Parks and Recreation Advisory Board is governed by Robert's Rules of Order. In case of conflict between these bylaws and the Robert's Rules of Order, these bylaws control. In case of conflict between these bylaws and any city ordinance, the city ordinance controls. In case of conflict between city ordinance and state law, the state law controls.

## **IX. ADOPTION OR AMENDMENT OF BYLAWS**

- a. The Parks and Recreation Advisory Board makes a recommendation to adopt the bylaws to the Royal Oak City Commission. A recommendation to adopt, modify or repeal the bylaws shall be approved by two-thirds of the entire membership of the Parks and Recreation Advisory Board.
- b. The Royal Oak City Commission has the authority to approve, amend, or repeal these bylaws.
- c. The Parks and Recreation Advisory Board shall review these bylaws annually at its second meeting of the calendar year. If there are no proposed amendments then no action is needed.

## **X. GENERAL PROVISIONS**

No member of the board shall order or instruct city staff members to perform any service or duty. If a board feels that they are inadequately supported they can address that through the staff liaison and the city manager.

## **XI. MICHIGAN FREEDOM OF INFORMATION ACT COMPLIANCE MANDATORY**

The Parks and Recreation Advisory Board shall comply with the Michigan Freedom of Information Act (FOIA) [Public Act 422 of 1976, MCL § 15.231 et seq.] and the city's current FOIA policy. The City Clerk and Human Resource Director shall assist the Parks and Recreation Advisory Board in compliance.

## **XII. MICHIGAN OPEN MEETINGS ACT COMPLIANCE MANDATORY**

The Parks and Recreation Advisory Board shall comply with the Michigan Open Meetings Act (OMA) [Public Act 267 of 1976, MCL § 15.261 et seq.].

## **XIII. ACCESSIBILITY**

Anyone planning to attend a public meeting of the Parks and Recreation Advisory Board who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's office at 248-246-3050 or email [CityClerk@romi.gov](mailto:CityClerk@romi.gov) at least two (2) business days prior to the meeting so that the city can support the full participation of members of the community.



## CITY COMMISSION AGENDA ITEM

<b>TITLE</b>	<b>Award of General Engineering Consulting Services</b>	
<b>SUBMITTING DEPARTMENT</b>	<b>Community Development - Engineering</b>	
<b>PRESENTER</b>	<b>Holly Donoghue, P.E.</b>	
<b>MEETING DATE</b>	<b>June 24, 2024</b>	
<b>SECOND READING REQUIRED</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>CERTIFIED RESOLUTION</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### EXECUTIVE SUMMARY

The city currently has three pre-approved consulting engineering firms under contract to provide general consulting engineering services to supplement the needs of the engineering division. The three contracts are set to expire at the end of June 2024, and staff wishes to exercise the contract option to extend the contracts for Nowak and Fraus Engineers and OHM Advisors for an additional three years.

Staff wished to retain a new firm for the remaining consultant position, and prepared a statement of qualifications (SOQ) to seek out a qualified civil engineering firm to perform general consulting engineering services for survey, design, project management and construction engineering for the various infrastructure improvements listed in the city's capital improvement plan as well as the ability to provide engineering studies, geographic information services, and traffic analysis.

Engineering received nine (9) proposals from qualified local engineering firms in early May. The proposals were reviewed and graded utilizing Quality Based Selection (QBS) criteria, resulting in interviews with three of the nine responding firms. The interviewed firms were again graded based on their responses to specific interview questions as well as their general pricing structure and staff experience and availability. Based on this detailed analysis, staff recommends that the city execute a contract with Hubbell, Roth & Clark, Inc. (HRC) to provide general engineering services to the city.

Each firm has indicated their willingness to provide services with a new expiration date of June 30, 2027. Engineering services for specific projects will be presented to the commission individually for approval, based on detailed proposals from the city's three consultants. The funding sources for individually awarded projects can vary, but are most commonly funded by the major road fund, local road fund, or water and sewer fund.

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### Fiscal Impact

<b>BUDGET SUMMARY</b>	
<b>EXPENDITURE REQUIRED</b>	<b>\$0</b>
<b>AMOUNT CURRENTLY BUDGETED</b>	<b>\$0</b>
<b>BUDGET AMENDMENT REQUIRED</b>	<b>\$0</b>

<b>FUNDING SOURCE/ GL NUMBER</b>	n/a
<b>WAS THIS A BUDGETED EXPENSE?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

These contracts do not have a monetary value. Work will be awarded to individual consultants on a project-by-project basis, subject to the city commission's approval.

**OTHER FISCAL IMPACTS:** (Select all that apply.)

No fiscal impact  Revenue impact (details below)  
 Workload impact (details below)  Operations Impact (details below)

**ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS**

This will vary from project to project, but these consultants will be helping city staff with many of the goals for reliable infrastructure within the Strategic Plan and S-CAP.

**COMMUNITY ENGAGEMENT**

Not applicable.

**BOARD AND COMMISSION FEEDBACK**

Not applicable.

**LEGAL COMMENTS**

**PROPOSED COMMISSION RESOLUTION:**

**BE IT RESOLVED**, the Royal Oak City Commission hereby approves extension of the current general consulting engineering services contracts with Nowak & Fraus Engineers of Pontiac, Michigan (Contract GCES 1801A), and OHM Advisors of Livonia, Michigan (Contract GCES 1801C) until June 30, 2027; and

**BE IT FURTHER RESOLVED**, that the Royal Oak City Commission hereby approves the general consulting engineering services Contract GCES 2401B with Hubbell, Roth & Clark, Inc. of Bloomfield Hills, Michigan, effective until June 30, 2027, and authorizes the mayor and city clerk to execute the agreement.

**ATTACHMENTS:**

1. Contract GCES1801 A with Nowak and Fraus Engineers
2. Contract GEES1801C with OHM Advisors
3. Contract GCES2401B with Hubbell, Roth & Clark, Inc.

**EXTENSION OF AGREEMENT FOR CONSULTING ENGINEERING SERVICES**  
**CONTRACT NO. GCES 1801A**

This Extension of Agreement for Consulting Engineering Services, Contract No. GCES 1801A, is entered into this \_\_\_\_\_ day of June, 2024, by and between the City of Royal Oak, a Michigan Municipal Corporation with offices at 203 S. Troy Street, Royal Oak, Michigan 48068 (the "City") and Nowak & Fraus Engineers with principal offices located at 46777 Woodward Avenue, Pontiac, Michigan 48342 ("Consultant").

WHEREAS, on June 11, 2018, the City and Consultant entered into an Agreement for Consulting Engineering Services, Contract No. GCES 1801A, on a project-by-project basis for an indefinite term and at fees established by Consultant's Proposal for General Consulting Engineering Services from April 11, 2012, and Agreement therefrom; and

WHEREAS, on May 25, 2021, the City and Consultant entered into an extension of the Agreement for Consulting Engineering Services, Contract No. GCES 1801A, on the same terms, conditions and fees for a period of three (3) years to expire on June 30, 2024; and

WHEREAS, the Parties desire to extend Agreement for Consulting Engineering Services, Contract No. GCES 1801A, on the same terms, conditions and fees for a period of three (3) years to expire on June 30, 2027.

THEREFORE, the Parties agree as follows:

1. The parties agree to extend the Agreement for Consulting Engineering Services, Contract No. GCES 1801A, on the same terms, conditions and fees for a period of three (3) years to expire on June 30, 2027.
2. The Parties agree that projects will be individually awarded, based on detailed proposals to be formally submitted when requested by the City.
3. All other terms and conditions of the Agreement for Consulting Engineering Services, Contract No. GCES 1801A, and any Amendments thereto are hereby restated and reaffirmed and shall remain in full force and effect.

CITY OF ROYAL OAK

NOWAK & FRAUS ENGINEERS

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Michael Fournier, Mayor

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Melanie Halas, City Clerk

*Brad Brickel*

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By: Brad W. Brickel  
Principal

Approved as to form:

*Niccolas J. Grochowski*

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Niccolas J. Grochowski  
City Attorney



May 25, 2021

Notice of Award

To: Mr. Timothy Germain, P.E.  
Nowak and Fraus Engineers  
46777 Woodward Avenue  
Pontiac, Michigan 48342

**Project Description:** General Consulting Engineering Services, GCES Contract 1801A

The city has considered the work performed by Nowak and Fraus under GCES Contract 1801A and has opted to extend the general services contract for an additional three years. Projects will be individually awarded, based on detailed proposals to be formally submitted when requested by the city.

If you have not already done so, please provide proof of insurance coverage. Please also sign and return this notice to confirm your agreement.

Future work is to be performed under consultant engineering services contract GCES 1801A with the City of Royal Oak, now effective through June 30, 2024.

**CITY OF ROYAL OAK**

A handwritten signature in blue ink that reads "Holly J. Donoghue".

Holly J. Donoghue, P.E.  
City Engineer

**Acceptance of Award**

Receipt of the above Notice of Award is hereby acknowledged:

Firm: Nowak and Fraus Engineers

this the 25th day of May, 2021

Digitally signed by Timothy L. Germain, PE  
DN: cn=Timothy L. Germain, PE, o=Nowak & Fraus Engineers, ou=Engineering,  
email=tgermain@nfe-engr.com, c=US  
Date: 2021.05.25 10:49:53 -04'00'

A handwritten signature in blue ink that reads "T.L. Germain".

Signature  
**Timothy L. Germain, PE**  
**Managing Partner Principal**

Printed name and title

## **CITY OF ROYAL OAK**

### **AGREEMENT FOR CONSULTING ENGINEERING SERVICES**

#### **CONTRACT No. GCES 1801A**

Pursuant to City Commission Resolution from the June 11, 2018 commission meeting, the City of Royal Oak (City) and Nowak & Fraus Engineers (Consultant) whose principal offices are located at 46777 Woodward Avenue, Pontiac, Michigan 48342 based on the Consultant's Proposal for General Consulting Engineering Services received on April 11, 2012 (copy attached), agree as follows:

- A. The Consultant shall perform the tasks as stated in the Proposal, attached. The City shall pay the Consultant for specific work performed for the fees stated in the Proposal.
- B. This Agreement shall be effective as of the date of this Contract and remain in effect until the project is complete or the agreement is terminated in accordance with Paragraph F.
- C. All files, records, documents, reports, materials, and computer generated word processing data resulting from the services to be performed under this Agreement shall at all times be considered the property of the City. No changes or modifications shall be made to plans or other documents without the express written consent and approval of the Consultant. It is agreed and understood that should the City choose to use the documents for any purpose other than the construction of the elements detailed and described within the Contract Documents for the project, the City shall hold harmless and indemnify the Consultant from any claim arising out of their use.
- D. The Engineers shall not assign or transfer this Agreement to any other individual, partnership, corporation, joint venture, or other entity without the written consent of the City.
- E. The Consultant shall conform to all applicable laws, ordinances, City standards and statutes of the Federal Government, State of Michigan and City of Royal Oak, including but not limited to, the following:
  - Civil Rights Act of 1964, as amended
  - Davis Bacon Act, as amended (40 USC 327-330)
  - Copeland "Anti-Kickback" Act (18 USC 874), as supplemented in the Department of Labor Regulations (20 CFR - Part 3)
  - 2003 Rules and Regulations (24 CFR - Part 85.220)
- F. The City reserves the right to terminate the contract at any time with the assurance that the contractor shall be entitled to reimbursement for any services rendered prior to the date of termination.
- G. Provide a statement that the Consultant will not perform any services for the City in which there is a conflict of interest, or the appearance of a conflict of interest, with any

builder, developer, contractor or private client who is or might be expected to be active in the City.

If the Consultant is currently performing services for a builder, developer, contractor or private client who is or might be expected to be active in the City, the consulting engineer shall provide a detailed listing of this work, as well as the anticipated date of completion.

- H. The Consultant will be held responsible for additional costs resulting from negligence, mismanagement, delays or improper guidance. When it can be established that the Consultant is clearly at fault, these additional costs will be borne by the Consultant.
- I. The Consultant shall not commence work under this agreement until it has obtained the following required insurance. All coverage shall be with insurance carriers acceptable to the City. All insurance carriers shall be licensed and admitted to do business in the State of Michigan. The Consultant shall require each of its sub-consultants, if any, to maintain the following required insurance. If any insurance is written with a deductible or self-insured retention, the Consultant shall be solely responsible for said deductible or self-insured retention. The purchase of insurance and the furnishing of a certificate of insurance shall not constitute satisfaction of the Consultant's indemnification of the City.

The Consultant and its subcontractors, if any, shall procure and maintain during the life of the agreement the following coverage and produce valid certificates of insurance upon request by the City:

- 1. Workers compensation insurance in accordance with all applicable statutes of the State of Michigan. Coverage shall include a minimum \$250,000 employers liability coverage.
- 2. Commercial general liability insurance on an "occurrence" basis with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury and property damage. Coverage shall include the following extensions:
  - a. Per Contract Aggregate (Annual Aggregate Contract Limit)
  - b. Contractual liability
  - c. Products and completed operations
  - d. Independent contractors coverage
  - e. Broad form general liability extensions or equivalent
- 3. Motor vehicle liability coverage, including Michigan no-fault coverage for all vehicles used in the performance of the contract. Coverage shall include all owned vehicles, all non-owned, scheduled and hired vehicles. Limits of liability shall not be less than \$1,000,000 per occurrence combined single limit bodily injury and property damage.
- 4. Professional liability coverage, issued on an "claims made basis", with limits of liability of not less than \$1,000,000 per occurrence/aggregate. The policy shall include:
  - a. per contract aggregate and

- b. deletion of all contractual liability exclusions and/or provisions.
- c. Required limits are to be maintained for 3 years after substantial completion of each project.
5. Additional insured endorsements on both the commercial general liability insurance and motor vehicle liability coverage, as described above, shall include an endorsement stating the following shall be additional insured's:

"The City of Royal Oak, all elected and appointed officials, all employees and volunteers, boards, commissions and/or authorities and their board members, employees and volunteers are additional insured." (On an ISO form B or broader.).

6. Cancellation notice. Worker' compensation insurance, commercial general liability insurance, motor vehicle liability insurance and professional liability insurance, as described above, shall include an endorsement stating that thirty (30) days' advance written notice of cancellation, non-renewal, reduction and/or material change shall be sent to:

Matthew J. Callahan, City Engineer  
City of Royal Oak  
211 Williams Street  
Royal Oak, MI 48067

7. Indemnification, except professional liability.

- a. To the fullest extent permitted by law, the Consultant expressly agrees to indemnify and hold the City harmless against all losses and liabilities arising out of personal injury, bodily injury or property damages, based upon any negligent act, grossly negligent act or omission, or willful or wanton misconduct, by the Consultant or anyone acting on the Consultant's behalf, in connection with, or incidental to, the contract or the work to be performed, except that the Consultant shall not be responsible to indemnify the City for losses or damages caused by or resulting from the City's gross negligence.

8. Indemnification, professional liability.

- a. The Consultant expressly agrees to indemnify and hold the City harmless against all losses and liabilities arising out of personal injury, bodily injury or property damages to the extent of any negligent act, grossly negligent act, error or omission of the Consultant or anyone acting on the Consultant's behalf, in connection with, or incidental to, the contract or work to be performed, except that the Consultant shall not be responsible to indemnify the City for any losses or damages to the extent that same are caused by or result from the gross negligence of the City or any other person or entity.

- b. To the extent of the Consultant's actual degree of fault, the Consultant's obligation to indemnify and hold the City harmless shall include:

- i. The obligation to defend the City from any such suit, action or proceeding, and;

ii. The obligation to pay any and all judgments which may be recovered in any such suit, action or proceeding and/or any reasonable expenses including, but not limited to costs, attorney fees and settlement expenses which may be incurred, but only to the extent that such judgments and expenses are attributable to the Consultant's actual fault.

9. The Consultant agrees that it will not settle or resolve any claim or action against the Consultant based upon its acts which includes, or may include, a claim or count against the City or its employees without obtaining a full and complete release in favor of the City with respect to any and all claims or counts against the City except those based upon the gross negligence or willful or wanton misconduct of the City or its employees.

10. For the purpose of indemnity clauses in the agreement, "City" shall mean City of Royal Oak, its elected and appointed officials, employees and volunteers working on behalf of the City; losses and liabilities shall mean loss, cost, expense, damage, liability or claims, whether groundless or not; personal injury shall mean false arrest, erroneous service of civil papers, false imprisonment, malicious prosecution, assault and battery, libel, slander, defamation of character, discrimination, mental anguish, wrongful entry or eviction, violation of property, or deprivation of any rights, privileges or immunities secured by the constitution and laws of the United States of America or the State of Michigan, for which the Consultant may be held liable to its injured party in an action-at-law or a suit in equity or other proceedings for redress; bodily injury shall mean bodily injury, sickness or disease and mental injury which may be sustained or claimed by any person or persons; and property damage shall mean the damage and destruction of any property including the loss of use thereof.

11. The Consultant and the City may agree to arbitrate any disputes with respect to the application of this indemnification clause.

This agreement is hereby made and entered into this 14th day of June, 2018, by and between the City of Royal Oak (City) and Nowak & Fraus Engineers (Consultant).

**CITY OF ROYAL OAK:**

By: Michael Fournier  
Title: Mayor

Melanie Halas  
By: Melanie Halas  
Title: City Clerk

**CONSULTANT:**

Timothy Germain  
By: Timothy Germain  
Title: Managing Partner

APPROVED AS TO FORM:  
S. J. Germain  
CITY ATTORNEY



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/26/2018

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER		RECEIVED		CONTACT NAME: Cyndi Armstrong	
Moore Insurance Services, Inc. 67 N. Howell P.O. Box 207 Hillsdale		RECEIVED JUL 09 2018 MI 49242		PHONE (A/C, No, Ext): (517) 439-9345 FAX (A/C, No): (517) 439-5536	
				E-MAIL: info@mooreinsuranceservices.com	
				ADDRESS:	
				INSURER(S) AFFORING COVERAGE	
				INSURER A: RLI Insurance Company NAIC # 13056	
				INSURER B: Accident Fund National Insurance Company 12305	
				INSURER C:	
				INSURER D:	
				INSURER E:	
				INSURER F:	

COVERAGES		CERTIFICATE NUMBER:		CL1862602152		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	ADD'L SUBR INSD	WVD	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y		PSB0001130	06/30/2018	06/30/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC OTHER:						
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS Hired AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PSA0001122	06/30/2018	06/30/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE						
A	DED <input type="checkbox"/> RETENTION \$			PSE0001047	06/30/2018	06/30/2019	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						
B	<input checked="" type="checkbox"/> N	Y / N	N / A	WCV6092232	06/30/2018	06/30/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH- ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability w/ Pollution Incident			RDP0033122	06/30/2018	06/30/2019	Per Claim Aggregate \$ 2,000,000 \$ 4,000,000

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

City of Royal Oak, all its elected & appointed officials, volunteers, boards, agents, commissions and/or authorities and board members, including all employees and volunteers are listed as additional insured with respect to general liability only as required by written contract on a primary and non-contributory basis. 30 day notice of cancellation for nonrenewal and 10 days notice for nonpayment of premium.

CERTIFICATE HOLDER		CANCELLATION	
City of Royal Oak 211 Williams Street  Royal Oak MI 48068		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  <i>Eric J. Moore</i>	

**EXTENSION OF AGREEMENT FOR CONSULTING ENGINEERING SERVICES**  
**CONTRACT NO. GCES 1801C**

This Extension of Agreement for Consulting Engineering Services, Contract No. GCES 1801C, is entered into this \_\_\_\_\_ day of June, 2024, by and between the City of Royal Oak, a Michigan Municipal Corporation with offices at 203 S. Troy Street, Royal Oak, Michigan 48068 (the "City") and OHM Advisors with principal offices located at 34000 Plymouth Road, Livonia, Michigan 48150 ("Consultant").

WHEREAS, on June 11, 2018, the City and Consultant entered into an Agreement for Consulting Engineering Services, Contract No. GCES 1801C, on a project-by-project basis for an indefinite term and at fees established by Consultant's Proposal for General Consulting Engineering Services from April 11, 2012, and Agreement therefrom; and

WHEREAS, on May 25, 2021, the City and Consultant entered into an extension of the Agreement for Consulting Engineering Services, Contract No. GCES 1801C, on the same terms, conditions and fees for a period of three (3) years to expire on June 30, 2024; and

WHEREAS, the Parties desire to extend Agreement for Consulting Engineering Services, Contract No. GCES 1801C, on the same terms, conditions and fees for a period of three (3) years to expire on June 30, 2027.

THEREFORE, the Parties agree as follows:

1. The parties agree to extend the Agreement for Consulting Engineering Services, Contract No. GCES 1801C, on the same terms, conditions and fees for a period of three (3) years to expire on June 30, 2027.
2. The Parties agree that projects will be individually awarded, based on detailed proposals to be formally submitted when requested by the City.
3. All other terms and conditions of the Agreement for Consulting Engineering Services, Contract No. GCES 1801C, and any Amendments thereto are hereby restated and reaffirmed and shall remain in full force and effect.

CITY OF ROYAL OAK

Michael Fournier, Mayor

OHM Advisors



By: Matthew D. Parks, PE

Melanie Halas, City Clerk

Approved as to form:



Niccolas J. Grochowski  
City Attorney



**May 25, 2021**

**Notice of Award**

To: Mr. Matthew Parks, P.E.  
OHM Advisors  
34000 Plymouth Road  
Livonia, Michigan 48150

**Project Description:** General Consulting Engineering Services, GCES Contract 1801C

The city has considered the work performed by OHM Advisors under GCES Contract 1801C and has opted to extend the general services contract for an additional three years. Projects will be individually awarded, based on detailed proposals to be formally submitted when requested by the city.

If you have not already done so, please provide proof of insurance coverage. Please also sign and return this notice to confirm your agreement.

Future work is to be performed under consultant engineering services contract GCES 1801C with the City of Royal Oak, now effective through June 30, 2024.

**CITY OF ROYAL OAK**

A handwritten signature in blue ink that reads "Holly J. Donoghue".

Holly J. Donoghue, P.E.  
City Engineer

**Acceptance of Award**

Receipt of the above Notice of Award is hereby acknowledged:

Firm: OHM Advisors

this the 25<sup>th</sup> day of May, 2021

Matthew Parks

Digitally signed by Matthew Parks  
DN: C=US, E=matt.parks@ohm-advisors.com,  
O=Principal In Charge, OU=OHM Advisors,  
CN=Matthew Parks  
Date: 2021.05.25 08:09:47-04'00'

Signature

Matthew D. Parks, Principal

Printed name and title

**CITY OF ROYAL OAK  
AGREEMENT FOR  
CONSULTING ENGINEERING SERVICES**

Pursuant to City Commission Resolution from the June 11, 2018 commission meeting, the City of Royal Oak (City) and OHM Advisors, formerly Orchard, Hiltz & McCliment, Inc. (Consultant) whose principal offices are located at 34000 Plymouth Road, Livonia, Michigan 48150 based on the Consultant's Proposal for General Consulting Engineering Services received on April 11, 2012 (copy attached), agree as follows:

- A. The consultant shall perform the tasks as stated in the Proposal, attached. The city shall pay the consultant for specific work performed for the fees stated in the Proposal.
- B. This Agreement shall be effective as of the date of this Contract and remain in effect until the project is complete or the agreement is terminated in accordance with Paragraph F.
- C. All files, records, documents, reports, materials, and computer-generated word processing data resulting from the services to be performed under this Agreement shall at all times be considered the property of the city. No changes or modifications shall be made to plans or other documents without the express written consent and approval of the consultant. It is agreed and understood that should the city choose to use the documents for any purpose other than the construction of the elements detailed and described within the Contract Documents for the project, the city shall hold harmless and indemnify the consultant from any claim arising out of their use.
- D. The Engineers shall not assign or transfer this Agreement to any other individual, partnership, corporation, joint venture, or other entity without the written consent of the city.
- E. The consultant shall conform to all applicable laws, ordinances, city standards and statutes of the Federal Government, State of Michigan and City of Royal Oak, including but not limited to, the following:
  - Civil Rights Act of 1964, as amended
  - Davis Bacon Act, as amended (40 USC 327-330)
  - Copeland "Anti-Kickback" Act (18 USC 874), as supplemented in the Department of Labor Regulations (20 CFR - Part 3)
  - 2003 Rules and Regulations (24 CFR - Part 85.220)
- F. The city reserves the right to terminate the contract at any time with the assurance that the contractor shall be entitled to reimbursement for any services rendered prior to the date of termination.
- G. Provide a statement that the consultant will not perform any services for the city in which there is a conflict of interest, or the appearance of a conflict of interest, with any builder, developer, contractor or private client who is active in the city.

If the consultant is currently performing services for a builder, developer, contractor or private client who is or might be expected to be active in the city, the consulting engineer shall provide a detailed listing of this work, as well as the anticipated date of completion.

- H. The consultant will be held responsible for additional costs resulting from negligence, mismanagement, delays or improper guidance. When it can be established that the consultant is clearly at fault, these additional costs will be borne by the consultant.
- I. The consultant shall not commence work under this agreement until it has obtained the following required insurance. All coverage shall be with insurance carriers acceptable to the city. All insurance carriers shall be licensed and admitted to do business in the State of Michigan. The consultant shall require each of its sub-consultants, if any, to maintain the following required insurance. If any insurance is written with a deductible or self-insured retention, the consultant shall be solely responsible for said deductible or self-insured retention. The purchase of insurance and the furnishing of a certificate of insurance shall not constitute satisfaction of the consultant's indemnification of the city.

The consultant and its subcontractors, if any, shall procure and maintain during the life of the agreement the following coverage and produce valid certificates of insurance upon request by the city:

- 1. Workers compensation insurance in accordance with all applicable statutes of the State of Michigan. Coverage shall include a minimum \$250,000 employers liability coverage.
- 2. Commercial general liability insurance on an "occurrence" basis with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury and property damage. Coverage shall include the following extensions:
  - a. Per Contract Aggregate (Annual Aggregate Contract Limit)
  - b. Contractual liability
  - c. Products and completed operations
  - d. Independent contractors coverage
  - e. Broad form general liability extensions or equivalent
- 3. Motor vehicle liability coverage, including Michigan no-fault coverage for all vehicles used in the performance of the contract. Coverage shall include all owned vehicles, all non-owned, scheduled and hired vehicles. Limits of liability shall not be less than \$1,000,000 per occurrence combined single limit bodily injury and property damage.
- 4. Professional liability coverage, issued on a "claims made basis", with limits of liability of not less than \$1,000,000 per claim/aggregate. The policy shall include:
  - a. per contract aggregate and
  - b. deletion of all contractual liability exclusions and/or provisions.
  - c. Required limits are to be maintained for 3 years after substantial completion of each project.

5. Additional insured endorsements on both the commercial general liability insurance and motor vehicle liability coverage, as described above, shall include an endorsement stating the following shall be additional insured's:

"The City of Royal Oak, all elected and appointed officials, all employees, boards, commissions and/or authorities and their board members and employees are additional insured." (On an ISO form B or broader.).

6. Cancellation notice. Worker' compensation insurance, commercial general liability insurance, motor vehicle liability insurance and professional liability insurance, as described above, shall include an endorsement stating that thirty (30) days' advance written notice of cancellation, non-renewal, reduction and/or material change shall be sent to:

Matthew J. Callahan, City Engineer  
City of Royal Oak  
211 Williams Street  
Royal Oak, MI 48067

7. Indemnification, except professional liability.

- a. To the fullest extent permitted by law, the consultant expressly agrees to indemnify and hold the city harmless against losses and liabilities arising out of personal injury, bodily injury or property damages, based upon negligent act, grossly negligent act or omission, or willful or wanton misconduct, by the consultant or anyone acting on the consultant's behalf, in connection with, or incidental to, the contract or the work to be performed, except that the consultant shall not be responsible to indemnify the city for losses or damages caused by or resulting from the city's negligence.

8. Indemnification, professional liability.

- a. The consultant expressly agrees to indemnify and hold the city harmless against all losses and liabilities arising out of personal injury, bodily injury or property damages to the extent of negligent act, grossly negligent act, error or omission of the consultant or anyone acting on the consultant's behalf, in connection with, or incidental to, the contract or work to be performed, except that the consultant shall not be responsible to indemnify the city for any losses or damages to the extent that same are caused by or result from the negligence of the city or any other person or entity.

- b. To the extent of the consultant's actual degree of fault, the consultant's obligation to indemnify and hold the city harmless shall include:
  - i. The obligation to pay for the cost of defense, including reasonable attorney fees the city incurs from any such suit, action or proceeding, and;

- ii. The obligation to pay any and all judgments which may be recovered in any such suit, action or proceeding and/or any reasonable expenses including, but not limited to costs, attorney fees and settlement expenses which may be incurred, but only to the extent that such judgments and expenses are attributable to the consultant's actual fault.
- 9. The consultant agrees that it will not settle or resolve any claim or action against the consultant based upon its acts which includes, or may include, a claim or count against the city or its employees without coordinating with the city with respect to any and all claims or counts against the city except those based upon the gross negligence or willful or wanton misconduct of the city or its employees.
- 10. For the purpose of indemnity clauses in the agreement, "city" shall mean City of Royal Oak, its elected and appointed officials, employees working on behalf of the city; losses and liabilities shall mean loss, cost, expense, damage, liability or claims, whether groundless or not; personal injury, violation of property, or deprivation of any rights, privileges or immunities secured by the constitution and laws of the United States of America or the State of Michigan, for which the consultant may be held liable to its injured party in an action-at-law or a suit in equity or other proceedings for redress; bodily injury shall mean bodily injury, sickness or disease and mental injury which may be sustained or claimed by any person or persons; and property damage shall mean the damage and destruction of any property including the loss of use thereof.
- 11. The consultant and the city may agree to arbitrate any disputes with respect to the application of this indemnification clause.

This agreement is hereby made and entered into this 1 day of July, 2018, by and between the City of Royal Oak (City) and OHM Advisors. (Consultant).

**CITY OF ROYAL OAK:**

By: Michael Fournier  
Title: Mayor

Melanie Halas

By: Melanie Halas  
Title: City Clerk

**APPROVED AS TO FORM:**

L. J. Sch

**CITY ATTORNEY**

**CONSULTANT:**

Matthew D. Parus  
By: MATTHEW D. PARUS  
Title: PRINCIPAL

By:  
Title

**CITY OF ROYAL OAK  
AGREEMENT FOR  
CONSULTING ENGINEERING SERVICES  
CONTRACT GCES-2401B**

Pursuant to City Commission Resolution approved at the June 24, 2024 meeting, the City of Royal Oak (City) and Hubbell, Roth & Clark, Inc. (consultant) whose principal offices are located at 555 Hulet Drive, Bloomfield Hills, Michigan 48302, based on the consultant's Proposal for 2024 Consulting Engineering Services received on May 3, 2024 (copy attached), agree as follows:

- A. The consultant shall perform the tasks as stated in the attached Proposal, which is incorporated as part of this agreement. The City shall pay the consultant for specific work performed for the fees stated in the Proposal.
- B. This Agreement shall be effective as of the date of this Contract and remain in effect until the project is complete or the agreement is terminated in accordance with Paragraph F.
- C. All files, records, documents, reports, materials, and computer-generated word processing data resulting from the services to be performed under this Agreement shall at all times be considered the property of the City. No changes or modifications shall be made to plans or other documents without the express written consent and approval of the consultant. It is agreed and understood that should the City choose to use the documents for any purpose other than the construction of the elements detailed and described within the Contract Documents for the project, the City shall hold harmless and indemnify the consultant from any claim arising out of their use.
- D. The consultant shall not assign or transfer this Agreement to any other individual, partnership, corporation, joint venture, or other entity without the written consent of the City.
- E. The consultant shall conform to all applicable laws, ordinances, City standards and statutes of the Federal Government, State of Michigan and City of Royal Oak, including but not limited to, the following:
  - Civil Rights Act of 1964, as amended
  - Davis Bacon Act, as amended (40 USC 327-330)
  - Copeland "Anti-Kickback" Act (18 USC 874), as supplemented in the Department of Labor Regulations (20 CFR - Part 3)
  - 2003 Rules and Regulations (24 CFR - Part 85.220)
- F. The City reserves the right to terminate the contract at any time with the assurance that the consultant shall be entitled to reimbursement for any services rendered prior to the date of termination.

G. Provide a statement that the consultant will not perform any services for the City in which there is a conflict of interest, or the appearance of a conflict of interest, with any builder, developer, contractor or private client who is active in the City.

If the consultant is currently performing services for a builder, developer, contractor or private client who is or might be expected to be active in the City, the consulting engineer shall provide a detailed listing of this work, as well as the anticipated date of completion.

H. The consultant will be held responsible for additional costs to the City resulting from negligence, mismanagement, delays or improper guidance. When it can be established that the consultant is clearly at fault, these additional costs will be borne by the consultant.

I. The consultant shall not commence work under this agreement until it has obtained the following required insurance. All coverage shall be with insurance carriers acceptable to the City. All insurance carriers shall be licensed and admitted to do business in the State of Michigan. The consultant shall require each of its sub-consultants, if any, to maintain the following required insurance. If any insurance is written with a deductible or self-insured retention, the consultant shall be solely responsible for said deductible or self-insured retention. The purchase of insurance and the furnishing of a certificate of insurance shall not constitute satisfaction of the consultant's indemnification of the City.

The consultant and its subcontractors, if any, shall procure and maintain during the life of the agreement the following coverage and produce valid certificates of insurance and required endorsements:

1. Workers compensation insurance in accordance with all applicable statutes of the State of Michigan. Coverage shall include a minimum \$250,000 employers liability coverage.
2. Commercial general liability insurance on an "occurrence" basis with limits of liability not less than \$1,000,000 per occurrence aggregate. Coverage shall include the following extensions:
  - a. Per Contract Aggregate (Annual Aggregate Contract Limit)
  - b. Contractual liability
  - c. Products and completed operations
  - d. Independent contractors coverage
  - e. Broad form general liability extensions or equivalent
  - f. Explosion, Collapse, and Underground, if applicable
3. Automobile liability insurance, including Michigan no-fault coverage, for all vehicles used in the performance of the contract. Coverage shall include all owned vehicles, all non-owned, and all hired vehicles. Limits of liability shall not be less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
4. Commercial General Liability and Automobile Liability Required liability limits may be obtained by using an Excess/Umbrella Liability policy in addition to the primary liability policy(ies). If coverage limits are satisfied by an Excess and/or Umbrella policy, coverage must follow form of the primary liability policy(ies), including but not limited to additional insured and primary/non-contributory coverage.

Professional liability coverage with limits of liability of not less than \$1,000,000 per claim/aggregate. If this policy is claims made form, then the contractor shall be required to keep the policy in force, or purchase "tail" coverage, for a minimum of 3 years after the termination of this contract.

5. Additional insured endorsement on the commercial general liability insurance coverage, as described above, shall include an endorsement stating the following shall be **Additional Insured's**:

"The City of Royal Oak, all elected and appointed officials, all employees and volunteers, boards, commissions and/or authorities and their board members, employees and volunteers are additional insured." (On an ISO form B or broader or its equivalents.). Coverage afforded is considered primary and any other insurance the City of Royal Oak may have in effect shall be considered secondary and/or excess.

6. Cancellation notice. Policies, as described above, shall include an endorsement stating that thirty (30) days, ten (10) days for non-payment of premium, advance written notice of cancellation or non-renewal shall be sent to the Certificate Holder:

Holly J. Donoghue, PE, City Engineer  
City of Royal Oak  
203 S. Troy Street  
Royal Oak, MI 48067

7. If any of the above coverages expire during the term of this contract, the consultant shall deliver renewal certificates, endorsements, and/or policies to City of Royal Oak at least ten (10) days prior to the expiration date. Copies of all policies mentioned above shall be furnished, if so requested.

8. Indemnification, except professional liability.

- a. To the fullest extent permitted by law, the consultant expressly agrees to indemnify and hold the City harmless against losses and liabilities arising out of personal injury, bodily injury or property damages, based upon negligent act, grossly negligent act or omission, or willful or wanton misconduct, by the consultant or anyone acting on the consultant's behalf, in connection with, or incidental to, the contract or the work to be performed, except that the consultant shall not be responsible to indemnify the City for losses or damages caused by or resulting from the City's negligence.

9. Indemnification, professional liability.

- a. The consultant expressly agrees to indemnify and hold the City harmless against all losses and liabilities arising out of personal injury, bodily injury or property damages to the extent of negligent act, grossly negligent act, error or omission of the consultant or anyone acting on the consultant's behalf, in connection with, or incidental to, the contract or work to be performed, except that the consultant shall not be responsible to indemnify the City for any losses or damages to the extent that same are caused by or result from the negligence of the City or any other person or entity.

- b. To the extent of the consultant's actual degree of fault, the consultant's obligation to indemnify and hold the City harmless shall include:

- i. The obligation to pay for the cost of defense, including reasonable attorney fees the City incurs from any such suit, action or proceeding, and;
- ii. The obligation to pay any and all judgments which may be recovered in any such suit, action or proceeding and/or any reasonable expenses including, but not limited to costs, attorney fees and settlement expenses which may be incurred, but only to the extent that such judgments and expenses are attributable to the consultant's actual fault.

10. The consultant agrees that it will not settle or resolve any claim or action against the consultant based upon its acts which includes, or may include, a claim or count against the City or its employees without coordinating with the City with respect to any and all claims or counts against the City except those based upon the gross negligence or willful or wanton misconduct of the City or its employees.

11. For the purpose of indemnity clauses in the agreement, "City" shall mean City of Royal Oak, its elected and appointed officials, employees working on behalf of the City; losses and liabilities shall mean loss, cost, expense, damage, liability or claims, whether groundless or not; personal injury, violation of property, or deprivation of any rights, privileges or immunities secured by the constitution and laws of the United States of America or the State of Michigan, for which the consultant may be held liable to its injured party in an action-at-law or a suit in equity or other proceedings for redress; bodily injury shall mean bodily injury, sickness or disease and mental injury which may be sustained or claimed by any person or persons; and property damage shall mean the damage and destruction of any property including the loss of use thereof.

12. This agreement shall be construed in accordance with the laws of the State of Michigan, without regard to any conflicts of law principles. The parties agree that any action with respect to this agreement shall be brought in the courts of the State of Michigan and each party hereby submits itself to the exclusive jurisdiction of such courts.

This agreement is hereby made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Royal Oak (City) and Hubbell, Roth & Clark, Inc. (consultant).

**CITY OF ROYAL OAK:**

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By: Michael Fournier  
Title: Mayor

---

By: Melanie Halas  
Title: City Clerk

**CONSULTANT:**

---

By: Nancy MD Faught  
Title: Executive Vice President

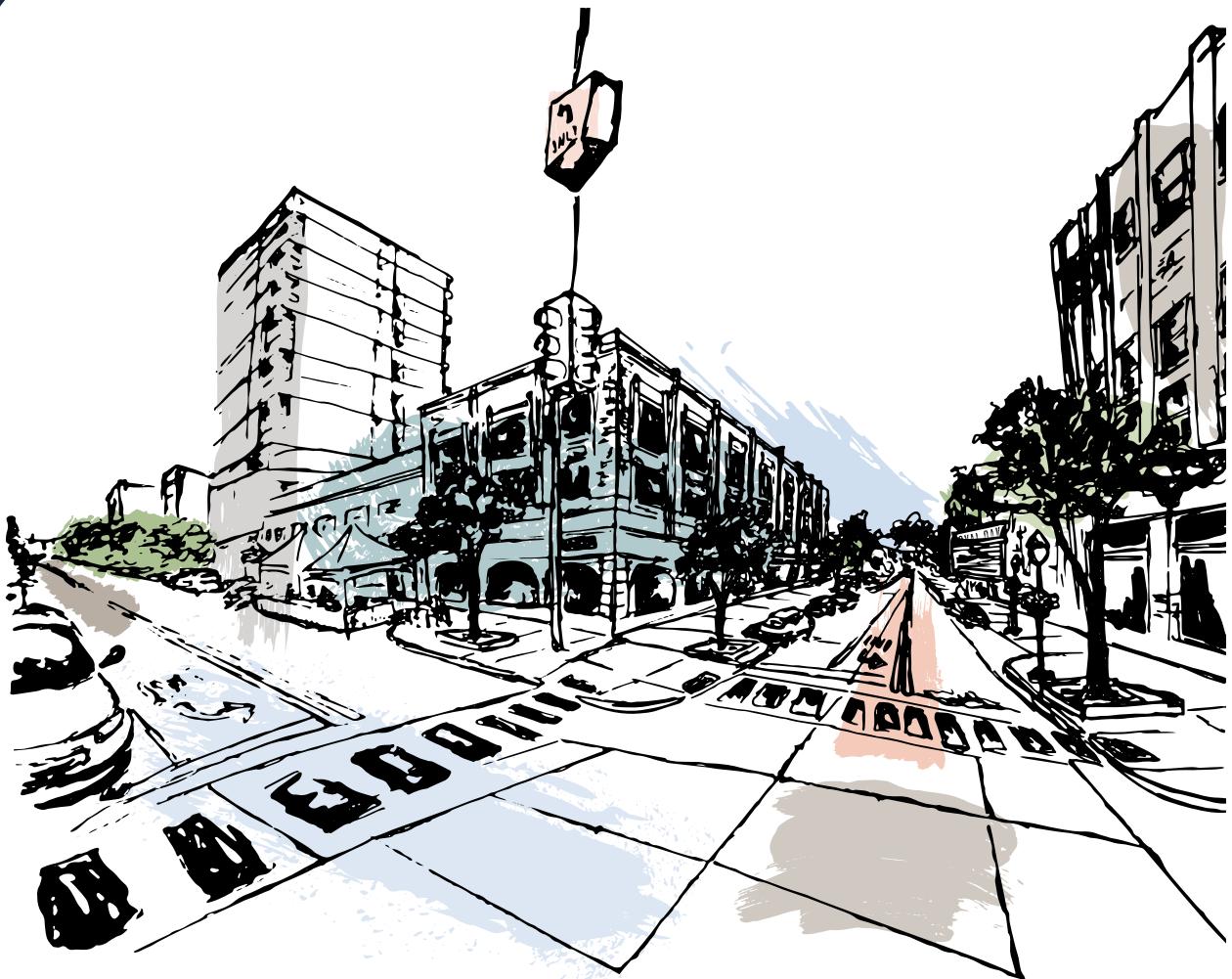
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By:  
Title

SUBMITTAL OF QUALIFICATIONS

**2024 General Consulting  
Engineering Services**  
FOR THE CITY OF ROYAL OAK

RFP-RO-24-107  
Due: May 3, 2024  
By 12:00 P.M.



**SUBMITTED TO:**

City of Royal Oak  
Engineering Division  
203 S. Troy Street  
Royal Oak, Michigan 48067  
P: (248) 246-3260  
F: (248) 246-3008



**PREPARED BY:**

Hubbell, Roth & Clark, Inc.  
Nancy M.D. Faught  
(248) 454-6390  
[nfaught@hrcengr.com](mailto:nfaught@hrcengr.com)  
555 Hulet Drive  
Bloomfield Hills, MI 48302



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May 3, 2024

City of Royal Oak  
Engineering Division  
203 S. Troy Street  
Royal Oak, Michigan 48067

Attn: Holly Donoghue, PE, City Engineer and  
Melanie Halas, City Clerk

HRC Job No. 20240288

Re: 2024 General Consulting Engineering Services  
RFP-RO-24-107

Dear Proposal Selection Committee:

We are honored to have the opportunity to submit a proposal for 2024 General Consulting Engineering Services to the City of Royal Oak. Hubbell, Roth & Clark, Inc. (HRC) is a multi-disciplinary engineering firm that offers a vast array of capabilities to meet the needs of our municipal clientele. We can provide all the primary services identified in the Request for Qualifications (RFQ).

For over 105 years, HRC has provided comparable services to southeast Michigan communities, and we continue to refine our structure and approach to best match the needs of each community we serve. We have included a listing of other communities where we provide consulting engineering services with populations in excess of 50,000 people. We encourage you to contact our list of references to learn more about the services we provide our existing clients.

We believe our firm will prove to be a highly qualified, ethical, and valuable partner with the City. Our primary goal would be to serve as an extension of your existing engineering department. There are several key elements in the proposal that we would like to draw your attention to:

- Our **depth of experience and wide range of technical expertise** allows us to provide professional and cost-effective services for virtually any type of civil engineering project you might encounter, including, but not limited to general services, municipal parks, road projects, sanitary sewers, storm sewers, water mains, surveying, traffic, construction, asset management, plan reviews, easement preparation and GIS assistance.
- Our **record of long-time service** with numerous communities in Michigan, specifically southeast Michigan, highlights the trust we have developed with our clients over decades of projects.
- Our **highly qualified staff** who will be available to meet a variety of engineering needs that may arise in the City. Our staff would be available to serve on short notice and an as-needed basis. Our proposed team regularly provides engineering services to a variety of communities requiring services, which are comparable to the City of Royal Oak. We understand the need to deliver our services efficiently, responsively, and cost-effectively.
- Our **knowledge of Oakland County and state agencies** such as the Road Commission for Oakland County, Oakland County Water Resources Commissioner, EGLE, and MDOT gives us the ability to interface seamlessly with those entities to support projects in the city.
- Our **commitment to individual attention**. Every client of HRC has a principal of the firm assigned to monitor the activities of the account and to be available for participation on a particular assignment. This provides the community with direct access to someone with an interest in the firm. Also, as members of the HRC project team are assigned to the City account, every effort possible is made to keep the team intact. We believe this to be critical in terms of continuity of services, building of relationships, and trust.



City of Royal Oak General Consulting Engineering Services  
May 3, 2023  
HRC Job Number 20240288  
Page 2 of 2

Nancy M.D. Faught, PE will serve as Principal in Charge and represents the firm, including the authority to bind HRC into a contract with the City. Lia M. Michaels, PE, PTOE, RSP1 will serve as the Client Representative and be the primary point of contact for day-to-day activities. Should you have any questions or require additional information, please do not hesitate to contact either Nancy or Lia.

Thank you for this opportunity to provide services to the City of Royal Oak. We eagerly await the chance to meet with you and discuss our services in more detail through an interview. We hope we can be part of the City's team in the future.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

A handwritten signature in blue ink that reads "Nancy M.D. Faught".

Nancy M.D. Faught, PE  
Executive Vice President  
[nfaught@hrcengr.com](mailto:nfaught@hrcengr.com)  
(248) 535-3317

A handwritten signature in black ink that reads "Lia Michaels".

Lia M. Michaels, PE, PTOE, RSP1  
Associate  
[lmichaels@hrcengr.com](mailto:lmichaels@hrcengr.com)  
(586) 634-6211

## B. VENDOR QUESTIONNAIRE



### General Information:

<b>Firm Name:</b>	Hubbell, Roth & Clark, Inc.
<b>Firm Address (headquarters):</b>	555 Hulet Drive Bloomfield Hills, MI 48302-0360  Mailing Address: PO Box 824 Bloomfield Hills, MI 48303-0824
<b>Firm Address (local office, if applicable):</b>	Below is a list of local offices to the City of Royal Oak:  Bloomfield Hills 555 Hulet Drive Bloomfield Hills, MI 48302 248.454.6300  Detroit 535 Griswold Street Buhl Building, Suite 1650 Detroit, MI 48226 313.965.3330  Troy 629 Elmwood Drive Troy, MI 48083 248.454.6300
<b>Year Established:</b>	HRC was established January 3, 1915.
<b>Type of Organization:</b>	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other: _____
<b>Previous Firm Names(s) &amp; Years in Business:</b>	HRC began in 1915 as Clarence W. Hubbell Engineering.  In 1922, Hubbell, Hartgering and Roth (HHR) was formed.  The firm was re-incorporated as Hubbell, Roth & Clark (HRC) in 1937.

**Detailed Questions:**

**1. How many years has your company been registered to practice in the State of Michigan and have been providing General Engineering Services?  
(Explain if necessary)**

For 109 years, HRC has provided general consulting engineering services to communities and governmental agencies in Michigan. While HRC has designed large and complex public works and industrial projects, the firm's principal interest remains, as it has for 109 years, to provide and offer its engineering services to local municipalities. These services include bridges, surveys, roadway rehabilitation and reconstruction, traffic, stormwater, wastewater, water systems, construction administration, pedestrian facilities, materials testing, easement/right of way acquisition, permits/grant applications, and numerous others.

HRC is organized as an S-Corporation headquartered and licensed in Michigan since January 30, 1932. There are 9 principals and 23 associates at the firm, all licensed professional engineers. Our staff of close to 300 engineers, designers, surveyors, and technical support members is a critical resource, offering you a team of highly skilled professionals dedicated to the achievement of high-quality, timely, and cost-efficient infrastructure projects.

**2. List municipal clients with a population of 50,000 or greater that your company serves:**

HRC currently represents over 50 Michigan counties, cities, villages, and townships. Of these agencies, 14 are municipalities similar in nature to Royal Oak with populations in excess of 50,000 people. We have historically concentrated our efforts on serving clients within southeast Michigan, and all of our current municipal clients are within one and one-half hours of our offices. HRC is capable of handling almost any public works challenge that confronts the administrators of municipal government. Following is a list of communities, with our years of service, that HRC serves in southeast Michigan that we believe are most like Royal Oak.

- City of Farmington Hills (Population: 84,004) – 50 years
- City of Pontiac (Population: 61,601) – 16 years
- City of Southfield (Population: 76,604) – 64 years
- City of Troy (Population: 87,300) – 66 years
- City of Sterling Heights (Population: 134,344) – 55 years
- City of Warren (Population: 137,107) – 25 years
- City of Rochester Hills (Population: 76,308) – 53 years
- City of Ann Arbor (Population: 122,216) – 12 years

**3. How many employees does your company employ that can do the type of work specified?**

HRC currently has 297 employees, and approximately 220 can perform the type of work specifically outlined in the RFP.

**4. Personnel of the firm who would be assigned to this account:**

Please list the primary personnel here and provide resumes which include degrees, certifications, and years of experience.

Project Manager:	<b>Lia Michaels, PE, PTOE, RSP1.</b> As a senior manager at HRC, Lia has the full array of HRC staff at her disposal to assemble a team required to meet any assigned tasks, including general engineering work and studies.
Engineers:	<ul style="list-style-type: none"> <li>Andrea Pike, PE – Roads</li> <li>Jack Nagle, PE – Water systems</li> <li>James Surhigh, PE – Sanitary, storm and combined systems</li> <li>Chris Bauer, PE – Traffic signals</li> <li>Nicholas Nicita, PE, PTOE, PTP – Traffic studies</li> <li>Karyn Stickel, PE – Asset management</li> <li>Kevin Surhigh, PE – Construction engineering</li> <li>Remington Koch, PE – Plan reviews</li> </ul>
Surveyor(s):	<ul style="list-style-type: none"> <li>Steve Jacobi, PS</li> <li>William Wonnacott, PS</li> </ul>
Drafter(s):	<ul style="list-style-type: none"> <li>Ian Nolan</li> <li>Hans Austermann</li> <li>Karl Buchman</li> </ul>
Office Technician:	<ul style="list-style-type: none"> <li>Rebecca McNulty</li> <li>Theresa Schuster</li> </ul>
Field Inspectors:	<ul style="list-style-type: none"> <li>Gino Santia</li> <li>Tom Crouse</li> <li>Tom Valentine</li> <li>Matt Scapini</li> </ul>
Other:	<ul style="list-style-type: none"> <li>Michael Donnellon, LLA, ASLA – Park improvements, landscape architect</li> <li>Emmett Mercier – GIS</li> <li>David Hebert – Easement preparation</li> <li>James Aiello, PE, SR/WA – ROW acquisition</li> <li>Sarah Plumer, PTP – Asset management of roads, planner</li> <li>Adrianna Melchior, AIA, LEED AP BD+C – Asset management of facilities, architect</li> <li>Christa Crist, PE – Asset management of facilities, structural engineer</li> <li>Michael Roskelly, PE – Asset management of facilities, electrical engineer</li> </ul>

## 5. What is your company's experience relative to municipal design projects?

Since 1915, HRC has provided general consulting engineering services to communities and governmental agencies throughout the State of Michigan. While HRC has more than a century of experience designing large, complex public works and industrial projects, the firm's principal interest lies in serving the needs of the public by providing first-rate engineering services to local municipalities. HRC has proudly impacted the quality of life for generations of Michiganders by designing and constructing bridges, managing roadway rehabilitation and reconstruction, and providing countless other services that make life better for municipalities and their residents. Services include the design and construction of water systems, stormwater and wastewater facilities, and pedestrian facilities, along with materials testing, easement/right-of-way acquisition, permits/grant applications, and more.

HRC may be new to Royal Oak, but we know a lot about the needs of Michigan residents. One of the many advantages of working with HRC is our local angle – our employees live and work in Michigan and have a personal stake in the health of our local economy and the prosperity of our state.

The staff at HRC is highly educated, exceptionally qualified, and extremely experienced in the planning, design, and construction administration of a wide variety of projects designed to improve and upgrade public services. We have a proven record of success and a history of meeting challenges using innovative problem-solving tactics. Therefore, we feel capable of handling any public works challenge that may confront your municipal government administrators.

The matrix below details HRC's relevant project experience for Michigan communities like Royal Oak. We have long-term, established partnerships and rock-solid relationships with all the listed entities. In Question 12, you will find contact information for community representatives and repeat clients who are happy to provide references. They will tell you why you should hire HRC to provide municipal engineering services. We look forward to having a conversation with you and sharing more about what it means when a municipality chooses to partner with HRC.

### Sample of HRC's Client Experience Matrix

Community	Population (2023)	Years of Service	Bridge Design and Inspection	Road, Storm Sewer and Culvert Design	Annual Road Program	Wastewater Collection System Design	Wastewater Collection System Rehabilitation	Water Distribution System Design	Water Distribution System Rehabilitation	Topographic & Construction Surveying	Construction Engineering	Observation of Municipal Design Projects	Construction Testing Services	Master Planning	Special Studies	DWRF and SRF Projects	Grant/Funding Assistance (i.e. CDBG, TIF, Parity)	Non-Motorized Pathways	Storm Water Management	Permitting Activities	Right of Way/Easement Preparation	Traffic/Transportation Engineering	Asset Management Development and Implementation	Slope Stabilization and Engineering	Water and Sewer System Modeling	Energy/Pump Optimization Studies	Water System Leak Detection Testing	System Troubleshooting/Failure Analysis	Public Education/Involvement	Environmental Services*	Green Infrastructure	Park Improvements
City of Detroit	636,787	105	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
City of Southfield	76,107	64	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
City of Troy	87,170	66	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
City of Sterling Heights	134,350	55	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
West Bloomfield Township	65,890	55	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
City of Farmington Hills	83,562	50	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
City of Livonia	94,928	45	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
City of Rochester Hills	75,041	53	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Waterford Township	70,486	28	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
City of Warren	138,586	25	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
City of Grand Rapids	198,096	18	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
City of Ann Arbor	122,216	12	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
City of Pontiac	61,853	16	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
City of Flint	81,863	5	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		

Our multi-disciplinary team has experience in a broad range of general engineering specialties specified in this RFP, but we provide particularly relevant expertise in roadway, water, and sewer design, traffic signal design and traffic studies, park improvements, surveying, construction inspection, the formulation of Master Plans, GIS assistance, and right-of-way/easement preparation.

## 6. What is your company's experience relative to construction administration and inspection?

HRC typically provides construction inspection on projects we have designed. While each year is different, we generally provide construction inspection services to our clients on over 50 projects just in southeast Michigan. Our large construction and surveying departments have staff with varying levels of experience to provide the best fit for the project. For onsite inspection, it is typical for HRC to staff projects for those requiring two inspectors with a seasoned and a less experienced person. This allows for a more cost-efficient approach and mentoring opportunities, which is fundamental to HRC's culture. HRC's vast experience in construction inspection services includes all the anticipated items of work outlined in the RFP. Each region of southeast Michigan is overseen by a field supervisor who regularly visits all projects, checks in with the onsite inspector, and is an additional highly experienced inspector. While we have only listed four personnel in response to Question 4, please note that these are just a few of our senior inspectors and that we have an overall staff of over 30 full-time inspectors in southeast Michigan. These onsite inspectors are supplemented with four supervisors, and during the summer we hire engineering students to assist. HRC's onsite inspectors:

- Are professional and polite and know that an important part of their job is interacting with the public.
- Can provide newsletters to each home or business as needed.
- Have cell phones and laptops to communicate efficiently and quickly.
- Provide daily early morning emails to the client so everyone knows the plan for the day.

HRC's Surveying Department provides construction layout and clearly understands that their services are often needed immediately. Most layout is done by a single surveyor, allowing for a quick response to any need. The Survey Department and the onsite inspector are in regular communication so that needs can be scheduled versus reacted to.

Our experience includes MDOT LAP and locally funded projects. We have experienced inspectors, engineers, surveyors, and office technicians to handle any type of funded project. For example, this month (April), we are providing construction inspection services (inspections, layout, office technician, and administration) for 11 federally funded and 11 locally funded projects.

## 7. What is your company's experience relative to plan review?

As part of a blueprint for growth, HRC reviews site plans and construction drawings for subdivisions, condominium developments, apartment complexes, and commercial and industrial developments. We will help ensure that all plans are in compliance with City of Royal Oak requirements and consistent with engineering standards and overall planning for utilities, drainage, and roads in the community.

HRC's typical turnaround for municipal plan review is seven to 10 days. We are fully staffed and can provide faster review service when required to meet specialized schedules. HRC also has the in-house capacity to provide technical reviews for commercial and residential structures under the Michigan Building Codes. We have recently increased our capabilities to provide City Building Departments with code compliance reviews for commercial facilities. We currently provide this service to Bloomfield Township and the City of Bloomfield Hills for both commercial and residential structures to ensure code compliance.

**8. What is your company's experience relative to report writing and studies? What types of reports and studies do you regularly prepare?**

HRC has over 100 years of experience writing special reports and studies. Examples of the types of reports and studies HRC regularly prepares include the following:

Utility Master Plans	Water and Sewer Rate Studies
Project Performance Certifications (PPC)	Water Loss Studies
Roadway Condition Assessments	Right-of-Way Studies
Traffic Impact Studies	Traffic Signalization
Feasibility Studies	SAD Studies
Sewer System Evaluation Surveys	Sewer Infiltration-Inflow Analysis
Facility Plans	Fire Protection Analysis
Bridge Studies/Inspections	GIS Development
Downtown Development Authorities (DDA)	Lighting Studies
Safety Path Studies	Drainage Studies
Wetland Delineations	FEMA Flood Plain Map Revision Studies
Environmental Regulatory Compliance Guidance	Planning and Environmental Linkage Studies
Flood Plain Studies	Environmental Assessments

**9. Please list software that your company uses for civil engineering projects.**

HRC's software suite includes both Bentley Corporation's MicroStation and Autodesk's AutoCAD. HRC can utilize various software applications for its computer-aided design (CAD). This software includes but is not limited to the following.

- AutoCAD Civil 3D
- AutoCAD
- AutoDesk BIM 360 Docs
- Bentley ORD
- Bentley MicroStation
- Bentley Power GEOPAK
- Bentley InRoads Survey
- Bentley Power InRoads
- Bentley WaterGEMS
- Bluebeam
- CAiCE Visual Transportation
- Certainty3D TopoDOT Point Cloud Extraction Software
- HEC-RAS and EPA-SWMM
- Leica Geosystems Cyclone 2020 (3D Laser Scanning software)
- Leica Cyclone Register360
- Leica Geosystems Cloudworx Pro (3D Laser Scanning data extraction and modeling software)
- Leica Infinity (GPS, TPS processing software)
- Leica Geo Office (LGO)
- Leica Digilev (Electronic Level Adjustment Software)
- Leica Lev Pac (Windows-based downloading software)
- MicroSurvey STAR\*NET Pro—Least Squares Adjustment Software

HRC has in-house GIS and CAD application development capabilities and has developed field data collection techniques integrating GPS, GIS, and hand-held computer technologies.

HRC is an authorized Esri Business Partner, using its full suite of GIS software products to meet a client's database and GIS needs. HRC's area of expertise with regards to GIS also includes the following topics.

- Parcel and Utility Mapping
- Field Data Collection
- Geodatabase Design
- Asset Management
- LiDAR Data Extraction

HRC uses the complete Microsoft 365 suite of applications and Adobe Creative Cloud.

HRC makes use of many different software packages to analyze traffic data, including VISSIM, Rodel, Synchro Studio 11, and Highway Capacity Software (HCS).

For construction inspections, HRC uses MDOT's FieldManager and Project Wise software as needed. HRC is currently working on a pilot program for new construction inspection software.

HRC uses Microsoft Teams and Zoom for remote meetings and collaboration. For file and data sharing HRC uses Microsoft One Drive for Business, Basecamp and Dropbox Business.

**10. What is your company's experience relative to green infrastructure, ecological/environmental design and sustainability projects?**

HRC has a rich history of providing planning, architectural design, site/civil engineering, innovative stormwater design, ADA compliance, surveying, and construction administration services to Michigan communities and Downtown Development Authorities for parks, recreation facilities, and municipal entities. Projects have included the design of streetscapes, paths, trails, pedestrian bridges, marinas, picnic pavilions, restrooms, maintenance garages, and parking lots.

HRC's LEED-accredited professional staff focuses on environmentally sensitive solutions that provide innovative and sustainable site design and engineering for parks and recreation projects and stormwater management. HRC has in-house expertise in architectural, civil, electrical, mechanical, structural, surveying, transportation, and environmental engineering.

HRC understands that the scope of projects represented by this RFQ can encompass anything from study to design/construction projects, with costs ranging from thousands to millions of dollars. We feel that our reputation speaks for itself – more than 100 years of strong client relationships and successful projects underscore that we are ideally suited to provide this type of service.

Project experience profiles included in this proposal show that our knowledgeable professionals offer value and expertise for a wide range of projects. HRC assisted the Village of Beverly Hills in obtaining CMI grant funding to implement its park Master Plan and incorporated a bio-retention swale into the improvements for Beverly Park in conjunction with resurfacing the existing parking lot. We provided design services for the City of Wixom Habitat Park, including natural walking trails, boardwalks, a parking lot, and landscape design. HRC also provided the design for the ADA Park Improvements Project for the West Bloomfield Parks and Recreation Community Sports Park.

HRC designed, bid, and provided construction administration for the Michigan Department of Natural Resources Dodge Park #4 Connection to the Municipal Water Main project for the Michigan Department of Technology, Management, and Budget; we successfully focused on saving costs while reducing environmental impact. HRC provided site/civil engineering services for the Huron-Clinton Metropolitan Authority's Family Aquatic Center, which included a beach-style pool, two water slides, and a large splash area with water toys and a 300-gallon tipping bucket.

Through long-standing relationships, HRC provides client communities with comprehensive code reviews for construction plans, performing over 250 building code reviews in the last 10 years. Projects ranged from small renovations to large residential, commercial, and institutional developments, which were reviewed to verify meeting the requirements of ANSI A117.1 and the Michigan Building Code. This process with Bloomfield Township has spanned the progression from the 2000 Michigan Building Code through the 2003, 2006, 2009, and 2012 versions. This example demonstrates our commitment to staying current with code updates to ensure professional service that is consistent, accurate, and seamless.

### **GREEN ROOF INSPECTION, ANALYSIS AND DESIGN**

Installing Green Roofs as part of sustainable design continues to be important to building owners. Green Roofs provide an ecologically sensitive way to maximize roof efficiency and favorably utilize the largest exposed area of a building. Green Roofs excel when you can solve a stormwater management problem, address concerns with a site's lack of vegetation and soil or create a high level of environmental design on a new building.

**10. What is your company's experience relative to green infrastructure, ecological/environmental design and sustainability projects?**

### **ALTERNATE ENERGY ANALYSIS, DESIGN, AND CONSTRUCTION**

HRC has experience with alternative energy generation and use projects, including designing solar array projects for General Motors, LLC, solar powered radar speed displays for municipalities, and providing support services for wind generation projects. Professional services included surveying, construction layout, and electrical engineering, which encompasses power distribution, lighting, and instrumentation and controls, as well as structural evaluations for rooftop placement and other loading considerations.

HRC is experienced with Green Building practices and committed to engaging in environmentally sensitive architectural design, if required on a project. Our Environmental Engineering and Watershed Management Departments can provide environmentally conscious design services for all site/civil and stormwater management aspects of a project.

### **LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED)**

As an early supporter of the LEED philosophy, HRC has vast experience with LEED design, construction, and certification. We are committed to providing third-party verification that a building or community infrastructure was designed and built using LEED strategies to improve performance across all vital metrics, including energy savings, water efficiency, CO2 emissions reduction, improved indoor environmental quality, and stewardship of resources. A large number of our clients have requested LEED reviews with the implementation of sustainability principles on their projects. Our successful involvement with LEED projects is facilitated by our in-house LEED accredited professionals who actively promote and support LEED design principles on construction projects.

## **WHY OUR CLIENTS CHOOSE HRC**



**11. Please explain your firm's approach to meeting project timetables and budget, and include your normal turnaround time for the activities specified.**

HRC employs a well-defined and time-honored process to identify and closely follow key issues that affect a project's scope, schedule, and budget. This starts with fully understanding project goals, including a client's "must-haves," and equally as important, "must NOT haves." To ensure success, it is imperative to have a dependable, knowledgeable, and continuous Project Manager. HRC's Project Manager is experienced and accessible; they will respond immediately to all requests.

HRC has developed procedures that ensure projects are completed with the highest level of competency. These include:

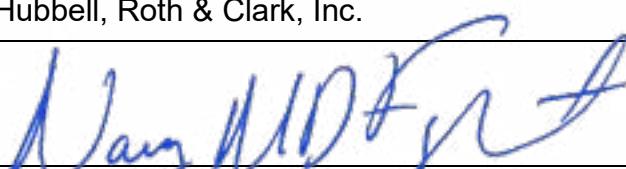
- **Client Interview** – HRC professionals meet with clients early in the process to ensure full understanding of the project scope, schedule, financial/technical goals, and potential issues or risks. Ongoing open communication helps HRC function as a trusted extension of client staff, providing the diverse knowledge base that sets us apart from the competition.
- **Project Manager Function** – The Project Manager will function as a single point of contact, draw upon previous experience with similar initiatives, offer continuity of service, and oversee day-to-day functions. A detailed schedule and project work plan will be provided for HRC staff, and a designated HRC Principal will be copied on all correspondence.
- **Cost Controls** – To ensure client expectations are met, HRC will provide a comprehensive analysis and early confirmation of project costs. HRC has more than a century of experience successfully balancing client budgetary constraints with a business model that rewards and retains our employees.
- **Detailed Schedules** – A detailed schedule will be provided, including deliverable dates for client reviews, relevant studies, and plan review/permit application submittals. Regular status reports and a monthly Account of Project Standing, with tracking spreadsheets provided upon request, will ensure transparency while keeping the client well informed.
- **Quality Assurance/Quality Control** – Our QA/QC process incorporates sound project management as the foundation. Key project risks are identified and mitigated as they arise, with periodic audits to minimize impacts on the project budget, schedule, safety, and public perception. A critical independent review ensures that deliverables comply with design standards and client expectations.

HRC takes pride in working effectively with City management to provide any needed services that may exceed the workload of municipal staff. HRC's history and experience in municipal engineering, depth and diverse knowledge base, and commitment to excellence set us apart from our competition. HRC's single point of contact and principal involvement provide consistency in day-to-day functions essential to effective communication. We have worked diligently to refine our approach to municipal services, complement City staff, and focus our considerable efforts on completing assignments to the client's expectation, within budget, and on time.

**12. References – please list at least three (3) Michigan municipal clients with projects completed by your firm that are similar in scope to the type of work described in this proposal.**

Municipality, Name, Title	Phone:	E-Mail
<b>City of Farmington Hills</b> Karen Mondora, PE Assistant City Manager	(248) 871-2500	<a href="mailto:kmondora@fhgov.com">kmondora@fhgov.com</a>
<b>City of Troy</b> Scott Finlay, PE City Engineer	(248) 524-3386	<a href="mailto:finlaysq@ci.troy.mi.us">finlaysq@ci.troy.mi.us</a>
<b>City of Sterling Heights</b> Brent Bashaw, PE City Engineer	(586) 446-2720	<a href="mailto:bbashaw@sterling-heights.net">bbashaw@sterling-heights.net</a>
<b>City of Warren</b> Tina Gapshe, PE City Engineer	(586) 759-9300	<a href="mailto:tgapshe@cityofwarren.org">tgapshe@cityofwarren.org</a>
<b>SOCWA</b> Jeff McKeen, PE General Manager	(248) 288-5150	<a href="mailto:jmckeen@socwa.org">jmckeen@socwa.org</a>

**I affirm that the responses to this questionnaire are a true statement of facts:**

Firm Name (as registered on SAM.GOV):	Hubbell, Roth & Clark, Inc.
Signature of Authorized Firm Representative:	
Representative's Name and Title:	Nancy M.D. Faught, PE Executive Vice President
Date:	05/03/2024
Address:	555 Hulet Drive Bloomfield Hills, MI 48302
Phone Number:	(248) 454-6390
E-mail(s):	<a href="mailto:nfaught@hrcengr.com">nfaught@hrcengr.com</a>
DUNS Number:	046070223
CAGE code:	5RSP2

## C. STATEMENT: LEGAL STATUS OF BIDDER



**The Bidder shall fill out the appropriate form section and strike out the other two:**

---

**Firm Name:** Hubbell, Roth & Clark, Inc.  
*(as registered on SAM.GOV)*

A corporation duly organized and doing business under the laws of the State of Michigan  
for whom Nancy M.D. Faught, PE (name), bearing the office title of Executive  
Vice President whose signature is affixed to this proposal, is duly authorized to execute  
contracts.

---

**Firm Name:** \_\_\_\_\_  
*(as registered on SAM.GOV)*

A partnership, all members of which, with addresses, is:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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**Name:** \_\_\_\_\_  
*(as registered on SAM.GOV)*

An individual, whose signature is affixed to the proposal:

\_\_\_\_\_  
*(name)*

\_\_\_\_\_  
*(title)*

## D. AFFIDAVIT OF NON-COLLUSION



TO WHOM IT MAY CONCERN:

Nancy M D Faught, PE \_\_\_\_\_, being duly sworn deposed, states that he/she is  
(Print Full Name)  
Executive Vice President \_\_\_\_\_ of Hubbell, Roth & Clark, Inc.  
(Title) \_\_\_\_\_ (Firm)

The party making the foregoing proposal or bid, that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, concerted, or agreed, directly or indirectly with any bidder or person to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affidavit or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Royal Oak or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

A handwritten signature in blue ink that reads "Nancy M D Faught".

SIGNATURE OF PERSON SUBMITTING BID

Janice Strine  
NOTARY'S SIGNATURE

Subscribed and sworn to before me this 2nd day of May, 2024 in and  
for Oakland County.

My commission expires:

4/14/2030

JANICE STRINE  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF OAKLAND  
My Commission Expires 4/14/2030  
Acting in the County of Oakland

## E. RFP EXCEPTIONS FORM



### City of Royal Oak, Michigan Engineering Division

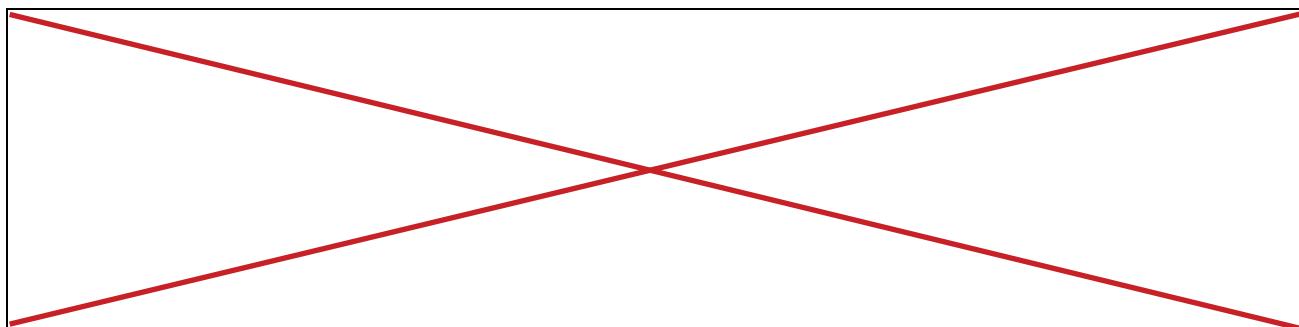
#### Request for Proposals 2024 General Consulting Engineering Services

RFP-RO-24-107

**TO: ENGINEERING DIVISION, CITY OF ROYAL OAK, MI**

The undersigned hereby offers to furnish to the City of Royal Oak all materials and/or services at the prices quoted in conformance with the city's specifications described herein:

The firm certifies that this proposal is in complete compliance with all specifications except as specifically listed on the following lines (use additional sheet if necessary):



Firm Name:	Hubbell, Roth & Clark, Inc.
Company Address:	555 Hulet Drive, Bloomfield Hills, Michigan 48302-0360
Phone Number:	(248) 454-6300
Proposal Prepared By:	Nancy M.D. Faught, PE
E-mail(s):	<a href="mailto:nfaught@hrcengr.com">nfaught@hrcengr.com</a>
Date Submitted:	May 3, 2024
Authorized Signature:	A handwritten signature in blue ink that reads "Nancy M.D. Faught".

## F. INSURANCE AND INDEMNIFICATION FORM



Insurance shall be in accordance with the requirements provided in the Sample Contract. The required insurance certificate must be submitted within 5 days of the verbal / electronic request before the final contract is submitted for review; and pending approval of the Royal Oak City Commission. The insurance certificate may be e-mailed or delivered to the Engineering Division at [hollyd@romi.gov](mailto:hollyd@romi.gov).

**Firm Name:** Hubbell, Roth & Clark, Inc.

- We can meet the specified insurance requirements.
- We cannot meet the specified insurance requirements.
- We do not carry the specified limits but can obtain the additional insurance coverage of \$ \_\_\_\_\_ at the cost of \$ \_\_\_\_\_.
- Our negotiated price will be reduced by \$ \_\_\_\_\_ or \_\_\_\_% if we lower the insurance requirement to \$ \_\_\_\_\_.

*NOTE: Please note the amendments on a sample insurance certificate and attach it to your SOQ.*

**IMPORTANT:** A Certificate of Insurance on an ACORD Form showing present coverage or a letter from your insurance agent or carrier that the insurance to be supplied will meet specifications **SHOULD** be attached to the SOQ document at the time of submission of the SOQ.

**NOTE:** Failure on the part of any firm to contact his/her insurance carrier to verify that the insurance carried by the firm meets City of Royal Oak specifications may result in this SOQ being disqualified.

**OTHER:** Sole proprietors must execute a certificate of exemption from Worker's Compensation requirements or provide proof of Worker's Compensation Insurance. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan and acceptable to the City of Royal Oak.

### **Insurance Verification:**

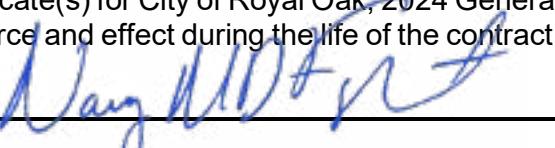
A firm shall complete the above portion that details additional costs that may be incurred for specified coverage's without purchasing the additional coverage prior to SOQ submission.

### **Final Insurance Certificate Submission:**

During the contract negotiation phase, the City of Royal Oak will provide verbal / electronic notification to submit the final insurance certificate within 5 days in accordance with specifications. If the selected firm cannot provide the specified insurance, the company will be disqualified, and the city reserves the right to start negotiations with the next highest rated firm.

Nancy M.D. Faught, PE (Print Full Name(s)) being duly authorized to execute contracts

for Hubbell, Roth & Clark, Inc. (Firm Name) hereby acknowledges that once accepted and approved by the city, the specified insurance certificate(s) for City of Royal Oak, 2024 General Consulting Engineering Services, shall remain in full force and effect during the life of the contract.

**Signature of Authorized Company Representative:** 

# SAMPLE INSURANCE FORM



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/10/2024

<p>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.</p> <p><b>IMPORTANT:</b> 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).</p>					
<b>PRODUCER</b> <b>Professional Concepts Insurance Agency, Inc.</b> 1127 South Old US Highway 23  <b>Brighton MI 48114-9861</b>			<b>CONTACT NAME:</b> certs@pciaonline.com <b>PHONE (A/C, No, Ext):</b> (800) 969-4041 <b>FAX (A/C, No):</b> (800) 969-4081 <b>E-MAIL ADDRESS:</b> certs@pciaonline.com  <b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b> <b>INSURER A:</b> The Phoenix Insurance Company      25623 <b>INSURER B:</b> The Phoenix Insurance Company      25623 <b>INSURER C:</b> Travelers Property Casualty Co of Am      31194 <b>INSURER D:</b> XL Specialty Insurance Company      37885 <b>INSURER E:</b> <b>INSURER F:</b>		
<b>INSURED</b> Hubbell, Roth & Clark, Inc. 555 Hulet Drive  <b>Bloomfield Hills MI 48303-0824</b>					

<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b> 23-24		<b>REVISION NUMBER:</b>				
<p>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.</p>								
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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liability <input checked="" type="checkbox"/> X, C, U	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6808W161421	06/30/2023      06/30/2024	EACH OCCURRENCE      \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence)      \$ 1,000,000 MED EXP (Any one person)      \$ 10,000 PERSONAL & ADV INJURY      \$ 1,000,000 GENERAL AGGREGATE      \$ 2,000,000 PRODUCTS - COMP/OP AGG      \$ 2,000,000 \$		
	GEN'L AGGREGATE LIMIT APPLIES PER:							
	POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC							
	OTHER:							
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BA8W177025	06/30/2023      06/30/2024	COMBINED SINGLE LIMIT (Ea accident)      \$ 1,000,000 BODILY INJURY (Per person)      \$ BODILY INJURY (Per accident)      \$ PROPERTY DAMAGE (Per accident)      \$ Hired & Non-Owned      \$ 1,000,000		
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CUP008W246103	06/30/2023      06/30/2024	EACH OCCURRENCE      \$ 8,000,000 AGGREGATE      \$ 8,000,000 \$		
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y/N <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/>	UB008W224891	06/30/2023      06/30/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT      \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE      \$ 1,000,000 E.L. DISEASE - POLICY LIMIT      \$ 1,000,000		
D	Professional Liability			DPR5014395	07/01/2023      07/01/2024	Each Claim      \$ 5,000,000 Aggregate      \$ 10,000,000		
<p>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</p> <p>SEMCOG, all elected and appointed officials, all employees and volunteers, agents, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof are considered additional insured's with respects to general liability, auto liability and Umbrella liability coverages as long as required within a written contract. Coverage is considered primary and non-contributory on the general liability coverage. 30 day written notice provided to certificate holder and additional insured's for cancellation of coverages listed. 10 day notice for nonpayment of listed policies.</p>								

<b>CERTIFICATE HOLDER</b>  SEMCOG Attn: Glenda Marks, 1001 Woodward Ave., Suite 1400 Detroit, MI 48226	<b>CANCELLATION</b>  <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> <p>Mike Cosgrove/KATHRY</p>
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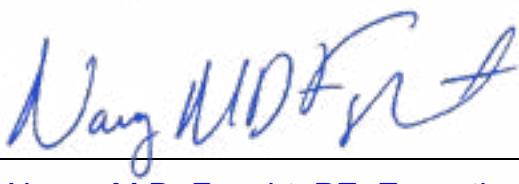
## G. ACKNOWLEDGMENT OF CONTRACT FORM



The contract(s) will remain firm until contract completion.

Acknowledgement:

I certify that I have read the instructions provided in Section 1 of this Request for Proposals and that the Statement of Qualification documents contained herein were obtained directly from the city's engineering division or MITN website, [www.mitn.info](http://www.mitn.info) and is an official copy of the Authorized Version.

Authorized Signature:	
Name & Title:	Nancy M.D. Faught, PE, Executive VP
Firm Name:	Hubbell, Roth & Clark, Inc.
Company Address:	555 Hulet Drive Bloomfield Hills, Michigan 48302-0360
Date Submitted:	May 3, 2024
Phone Number:	(248) 454-6390
DUNS Number:	046070223
CAGE Number:	5RSP2

Note:

The City of Royal Oak, at their discretion, may require the firm to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

Currency:

Contract prices will be in U.S. Funds.

## H. ADDITIONAL ATTACHMENTS

### 1. PERSONNEL RESUMES

#### Education

BS, Civil Engineering  
Michigan State University, 1987

#### Experience

With HRC since 1988, 35 years of total experience

#### Professional Registration/ Certification

Professional Engineer,  
Michigan No. 6201037690

#### Affiliations

American Society of Civil Engineers

American Public Works Association

Transportation Research Board

Michigan State University – Department of Civil and Environmental Engineering  
Professional Advisory Board



### Nancy M.D. Faught, PE

#### EXECUTIVE VICE PRESIDENT | PRINCIPAL IN CHARGE

Nancy Faught has over 30 years of experience in infrastructure design for public transportation clients. She has dedicated her career to providing clients with hands-on leadership and high-quality project outcomes. Her expertise enables her to assess, identify and provide innovative solutions for project challenges and opportunities. She takes pride in her ability to listen to her clients and truly understand the various stakeholder priorities and concerns. She is skilled at engaging directly with stakeholder and decision-maker audiences and can convey complex design details in simplified terms to meet the technical experience of diverse audience members. This ability allows all participants to grasp and understand the available project options and the impacts of the various scenarios. Nancy sees herself and her team as an extension of her client's staff and holds the value of public works and its importance to the health, safety, and welfare of the public paramount. She is a conscientious steward of taxpayer dollars, effectively seeking to balance needs with limited public budgets and timelines.

### Select Project Experience

#### ROADS/BRIDGES

- Tienken Road Reconstruction and EPE & PE – Road Commission for Oakland County
- US-24 (Dixie Highway) Rehabilitation – Michigan Department of Transportation
- Williams Lake Road Rehabilitation, Cooley Lake Road to Elizabeth Lake Road – Road Commission for Oakland County
- Cooley Lake Road Rehabilitation, Williams Lake Road to Cass Elizabeth Lake Road – Road Commission for Oakland County
- Williams Lake Road, M-59 to Gale Road – Road Commission for Oakland County
- Sashabaw Road, Maybee Road to Waldon Road – Road Commission for Oakland County
- Rochester Road, Torpey Road to Barclay Road – City of Troy
- Farmington Road Rehabilitation, 13 Mile to 14 Mile – City of Farmington Hills
- Drake Road 3R 13 Mile Road to 14 Mile Road – City of Farmington Hills
- Union Lake Road Widening – Road Commission for Oakland County
- Northline Road Reconstruction – Wayne County Airport Authority
- Abbott Road Reconstruction – City of East Lansing
- Geddes Avenue Improvement Project and Reconstruction Project – City of Ann Arbor
- D-19 Reconstruction and Roundabout – City of Howell
- Eleven Mile Road Reconstruction – Cities of Berkley, Oak Park and Huntington Woods
- John R Road Reconstruction, South Boulevard and Auburn Road – City of Rochester Hills
- Big Beaver Road Reconstruction, Livernois Road to Rochester Road – City of Troy
- Long Lake Road Reconstruction, Carnaby Road to Dequindre Road – City of Troy
- Wixom Road Bypass – City of Wixom
- Franklin Road Reconstruction, 13 Mile Road to 14 Mile Road – Village of Franklin

- Fifteen Mile Reconstruction, Cathedral Drive to West of Utica Road – City of Sterling Heights
- Twelve Mile Reconstruction from Halsted Road to Drake Road – City of Farmington Hills
- Seventeen Mile Road Reconstruction, Dequindre Road to Mound Road – City of Sterling Heights
- Tamworth Street Bridge Replacement – Road Commission for Oakland County
- East Sibley Street Reconstruction – City of Howell
- West Stadium Boulevard Reconstruction – City of Ann Arbor
- 44th/Breton, Kalamazoo, Fulton Monroe Signal Modernization – City of Grand Rapids
- North Street and Wisner Street Reconstruction – City of Jackson
- M-37 and Lake Eastbrook Intersection – Michigan Department of Transportation
- Silver Lake Road Reconstruction – City of Fenton
- I-696/M-10 Interchange Modification – City of Southfield/MDOT
- National Street Extension – City of Howell

#### **AIRPORTS AND TRANSPORTATION FACILITIES**

- Forensic and Architectural Services – Wayne County Airport Authority
- Airport West Service Drive Reconstruction – Wayne County Airport Authority
- Airport East Service Drive and Runway 22L Service Road Reconstruction – Wayne County Airport Authority
- Detroit Metropolitan and Willow Run Airports – Wayne County Airport Authority
- Central Campus Transit Center – University of Michigan

#### **WATER TREATMENT/DISTRIBUTION**

- M-39 Pump Station Rehabilitation – Michigan Department of Transportation Detroit TSC
- Beal Avenue Reconstruction, Water Main, and Storm Relief Sewer – University of Michigan, Ann Arbor

#### **PARKING, PAVEMENT, AND STREET LIGHTING**

- Parking Lot No. 1 Reconstruction – City of Howell
- Paving Parking Lots and Parking Ramps – City of Lansing

#### **WASTEWATER COLLECTION/TREATMENT**

- Sanitary Sewer North Extension Study – City of Jackson
- Sanitary Sewer Cleaning Video Program – Independence Township
- Phase 1 WWTP Influent Relief Sewer, Kalamazoo Street Interceptor – City of East Lansing

#### **PARKS AND RECREATION**

- Kalamazoo Bike Lanes – City of Lansing

## Education

MS, Civil & Environmental Engineering,

Transportation

Wayne State University, 2008

BS, Civil & Environmental Engineering,

Michigan State University, 2006



## Experience

With HRC since 2008

16 years of total experience

## Professional Registration/ Certification

Professional Engineer

Michigan No. 6201058922

Professional Traffic Operations

Engineer No. 3347

National Highway Institute Training Program,  
2017 – Road Safety Audits/ Assessments  
(NHI-380069)

Road Safety Professional, No. 300

## Affiliations

American Public Works Association

American Society of Civil Engineers

Institute of Transportation Engineers

## Lia Michaels, PE, PTOE, RSP1

### ASSOCIATE

Lia Michaels is an Associate for Hubbell, Roth & Clark, Inc. in our Transportation Department. She is responsible for overseeing traffic and civil engineering staff, managing transportation projects, and providing consulting services to several Michigan communities. Lia is experienced in traffic engineering, including designing traffic signals, pavement markings, and signs and performing traffic and safety studies. She is proficient in Highway Capacity Software, Synchro/SimTraffic, HCS, RODEL, and VISSIM. She has used these programs to analyze individual signalized, unsignalized, and roundabout locations, as well as corridors with a combination of all three intersection types.

## Select Project Experience

### TRAFFIC ENGINEERING

#### Traffic Studies

- Transportation Master Plan – City of Rochester Hills
- Strategic Highway Safety Plan – Michigan Department of Transportation
- Highway Safety Improvement Program – Michigan Department of Transportation
- Land Use Master Plan Update – City of Novi
- Speed Studies – City of Rochester Hills

#### Parking Studies

- GVSU and Spectrum Health Parking Garage Study – City of Grand Rapids
- Milford Proving Grounds Parking Study – General Motors Corporation
- Site Circulation and Traffic Impact Assessment – Yeshiva Beth Yehuda Schools
- Warren Technical Center Parking Study – General Motors Corporation

#### Safety Studies

- Twenty Statewide Road Safety Audits – Michigan Department of Transportation Safety
- Adams Road Review – RCOC/Oakland University/Rochester Hills
- School Crossing Review – Shelby Township Police Department
- Dixie Highway Safety Study – Charter Township of Springfield
- Traffic Movement and Safety Study – MAHLE Industries, Inc.

#### Traffic Signal Operations

- Michigan Avenue Corridor Optimization – City of Kalamazoo
- Albert Avenue and Grand River Avenue Corridor Optimization and Upgrades – City of East Lansing
- Auburn Road Corridor Optimization – City of Pontiac
- Orchard Lake Corridor Optimization – City of Pontiac
- Phase XIV Signal Optimization of 82 signals – City of Grand Rapids

**ROADS/BRIDGES**

- M-99 Rehabilitation – Michigan Department of Transportation
- I-75BL (Woodward) and South Boulevard – Michigan Department of Transportation
- M-59 from US-24 (Telegraph) to Elizabeth Lake Road – Michigan Department of Transportation
- Waterview Drive – City of Rochester Hills
- Rathmor and West Valley Water Main Replacement and Road Rehabilitation – City of Bloomfield Hills
- Mound Road Reconstruction, I-696 to M-59, Owners Representative on Design-Build – Macomb County Department of Roads

**Traffic and Pedestrian Signal Design**

- Cedar Run at Long Lake and Garfield at Hammond Modernizations – Grand Traverse County Road Commission
- Airport Road at Silver Lake Road Signal Modernization – Grand Traverse County Road Commission
- Hammond Road at Three Mile Road Signal Modernization – Grand Traverse County Road Commission
- Eleven Mile Road Signal Staging – City of Warren
- Masonic Boulevard Signal Staging – City of Warren
- Thirteen Mile Road Signal Staging – City of Warren
- Hoover Road Signal Design – City of Warren
- Cedar Street and Delhi Commerce Drive – Delhi Township Downtown Development Authority
- Canal Road Signal Upgrades and Staging – City of Sterling Heights

**Traffic Signing and Pavement Marking Plans**

- Ann Street Bike Lanes – City of Grand Rapids
- Monroe Bikeway Upgrades – City of Grand Rapids
- Greenwood Avenue Reconstruction – City of Jackson
- Hamlin Road Reconstruction – City of Rochester Hills
- Livernois Road Reconstruction – Road Commission for Oakland County
- Realize Cedar Reconstruction – Delhi Charter Township/Ingham County Department of Roads

**Roundabout Analysis and Design**

- Greenfield and Normandy – Road Commission for Oakland County
- Waldon and Clintonville – Road Commission for Oakland County
- Gunn and Adams Roundabout – Road Commission for Oakland County
- Franklin and Eleven Mile Road – City of Southfield
- Scio Church Road and Wagner – Washtenaw County Road Commission
- Burton and Forest Hill – City of Kentwood
- Orchard Lake Road – City of Farmington Hills/Road Commission for Oakland County

**INTELLIGENT TRANSPORTATION SYSTEMS**

- CCTV Camera Installations in Kent County – Michigan Department of Transportation
- Design-Build US-12 at Willow Run Traffic Signals and ITS – Bergmann/Toebe/Michigan Department of Transportation
- University Drive over I-75 Design-Build Project – Bergmann/Michigan Department of Transportation Oakland TSC
- Connected Vehicle Test Bed – City of Detroit
- Design-Build Nine Dynamic Message Signs, Fiber Optic and Related Infrastructure – J. Ranck Electric, Inc./Michigan Department of Transportation
- MDOT Grand Rapids Design-Build, M-6, and I-96 – J. Ranck Electric Inc./Michigan Department of Transportation
- MDOT North and Superior Region Design-Build – J. Ranck Electric Inc./Michigan Department of Transportation
- Howard/Michigan Street Fiber and Signal CMAQ Project – City of Kalamazoo
- Overhead Fiber Optic and Traffic Signal Upgrades for Sprinkle Road – Road Commission of Kalamazoo County
- Drake Road Fiber Communication and Signal Improvements CMAQ Project – City of Kalamazoo
- Burdick Street Fiber Communication and Signal Improvements CMAQ Project – City of Kalamazoo

## Education

BS, Construction Engineering  
Western Michigan University, 2006

## Experience

With HRC since 2006  
16 years of experience

## Professional Registration/ Certification

Professional Engineer  
Michigan No. 6201058860

## Affiliations

American Society of Civil Engineers (ASCE)

American Public Works Association

ACEC Emerging Leaders Program 2019



## Andrea Pike, PE

### ASSOCIATE

Andrea Pike is an associate in the Transportation Department. She manages multidisciplinary roadway design projects and leads the construction administration activities for these projects. Her experience includes managing and designing complex roadways, roundabouts/intersections, bridge and culvert replacement and rehabilitation, and drainage improvement projects.

Andrea manages the transportation group, which is responsible for generating plans, vertical and horizontal alignments, typical sections and details, utility profiles, storm sewer design, detailed grades, construction staging and maintenance of traffic plans, signing and pavement marking plans, and generating special provisions and cost estimates for a variety of road projects for municipal clients. Projects include road, bridge, and culvert reconstructions, roundabout construction, and road rehabilitation/resurfacing. Most of her design and project management work is for federally funded projects following Michigan Department of Transportation (MDOT) guidelines for special provisions and estimates.

## Select Project Experience

### ROADS/BRIDGES

- Fourteen Mile Road Rehabilitation – Drake to Farmington – City of Farmington Hills
- Sashabaw Road over Clinton River Bridge Replacement – Road Commission for Oakland County
- Normandy/Beverly at Greenfield Road Intersection Improvements – Road Commission for Oakland County
- Waldon Road Paving – Clintonville to Baldwin – Road Commission for Oakland County
- Shiawassee Road Reconstruction – Hawthorne to Nine Mile – City of Farmington Hills
- Normandy Hills Subdivision Rehabilitation – City of Farmington Hills
- Pontiac Trail over Norton Creek Culvert Replacement – Road Commission for Oakland County
- Fourteen Mile Road Reconstruction – Farmington to Orchard Lake – City of Farmington Hills
- Farmington Freeway Industrial Park Subdivision Rehabilitation – City of Farmington Hills
- Cass Lake Road over Cass Lake/Otter Canal Culvert Replacement – Road Commission for Oakland County
- Heritage Hills and Wedgwood Commons Subdivision Rehabilitation – City of Farmington Hills
- Union Lake Road over Hayes Drain Culvert Replacement – Road Commission for Oakland County
- Nichols Road Widening and Resurfacing – Road Commission of Kalamazoo County
- Solon Street Resurfacing – Road Commission of Kalamazoo County
- Cranbrook Road Rehabilitation – 14 Mile to Maple – Road Commission for Oakland County
- Park Hill Boulevard Paving – City of Farmington Hills
- W. Maple Road Rehabilitation – Inkster to Franklin – Road Commission for Oakland County
- Fourteen Mile Road Reconstruction – Middlebelt to Inkster – City of Farmington Hills
- N. Holly Road Rehabilitation – Road Commission for Oakland County
- Pontiac Trail and Seven Mile Road Intersection Improvement Project – Washtenaw County Road Commission
- Farmington Road Pedestrian Bridge – City of Farmington Hills
- Hathaway Street Reconstruction – City of Farmington Hills
- Square Lake over Dan Devine Drain Culvert Replacement – Road Commission for Oakland County
- Dixboro Road Paving – Eight Mile Road to Nine Mile Road – Road Commission for Oakland County

- Fuller Road Sidewalk – City of Ann Arbor
- Dhu Varren Sidewalk Gaps – City of Ann Arbor
- Livernois Road Rehabilitation – Avon Road to Walton Boulevard – Road Commission for Oakland County
- Power Road Reconstruction – 10 Mile Road to 11 Mile Road – City of Farmington Hills
- Local Road Rehabilitation Program – Flemings Roseland, Tarabusi Roseland, Farmington Acres – City of Farmington Hills
- Moon Road and Bemis Road – Washtenaw County Road Commission
- Sharon Valley Bridge Replacement – Washtenaw County Road Commission
- Gunn and Adams Intersection Improvement – Road Commission for Oakland County
- Grand River and Washington Intersection Improvements – City of Lansing
- Walton Boulevard Culvert Replacements – Road Commission for Oakland County
- Kalamazoo Street Bike Lanes – City of Lansing
- Thirteen Mile and Inkster Road Rehabilitation – City of Farmington Hills
- Nine Mile and Halsted Road Rehabilitation – City of Farmington Hills
- Flint Street and Miller Street Intersection Improvements – Road Commission for Oakland County
- Eleven Mile Road Rehabilitation – Orchard Lake to Middlebelt – City of Farmington Hills
- Scio Church and Wagner Road Intersection Improvements – Washtenaw County Road Commission
- 2016 Downtown Streets and Parking Lot Rehabilitation – City of Jackson
- Independence Commons Subdivision Road Rehabilitation – City of Farmington Hills
- Colfax Street and Gill Road Reconstruction – City of Farmington Hills
- Drake Road Rehabilitation – 13 Mile to 14 Mile – City of Farmington Hills
- Dodge Park Road – City of Sterling Heights
- Chesterfield Neighborhood Improvements – City of East Lansing
- Geddes Avenue Improvements Project – City of Ann Arbor
- Quarton and Chesterfield Intersection Improvement – City of Birmingham
- Pontiac Trail and Seven Mile Road Intersection Improvement Project – Washtenaw County Road Commission
- Haggerty Road Rehabilitation – Road Commission for Oakland County
- Orion Road Bridge Replacement – Road Commission for Oakland County
- Tamworth Street Bridge Replacement – Road Commission for Oakland County
- Tienken Road Reconstruction – Road Commission for Oakland County

#### **MUNICIPAL CONSULTING**

- As Needed Design Services – Road Commission for Oakland County (RCOC), City of Farmington Hills, City of Ann Arbor, Washtenaw County Road Commission (WCRC)

#### **MISCELLANEOUS**

- As-Needed Technical Assistance – Michigan Department of Transportation Brighton TSC
- Project File Reviews – Michigan Department of Transportation Bay Region

#### **PARKING, PAVING AND STREET LIGHTING**

- Woodward Avenue ADA Ramp Design – Michigan Department of Transportation

#### **PARKS AND RECREATION**

- Ram Trail/Holt Road – Delhi Charter Township

#### **AIRPORTS AND TRANSPORTATION FACILITIES**

- Airport West Service Drive Reconstruction – Wayne County Airport Authority
- Airport East Service Drive and Runway 22L Service Road Reconstruction – Wayne County Airport Authority

## Education

BS, Civil Engineering  
Minor in Municipal Engineering  
Michigan Technological University, 2013



## Experience

With HRC since 2014  
Nine years of experience

## Professional Registration/ Certification

Professional Engineer  
Michigan No. 62010688583

## Affiliations

South Oakland County  
Municipal Engineers (SOCME)

# John T. Nagle, PE

## MANAGER

John (Jack) Nagle is a manager with Hubbell, Roth & Clark, Inc. His primary work experience is for municipalities, including water distribution design, site plan reviews, sanitary and storm sewer condition assessments, asset management, roadway design, construction administration, construction survey/layout, and construction observation. Jack's responsibilities include preparing construction plans and specifications, planning construction cost estimation, drainage system calculations, design, and asset management plans.

## Select Project Experience

### WASTEWATER COLLECTION/TREATMENT

- SAW Grant Project Engineering and Administration – Village of Beverly Hills
- Sewer System Improvement Program – Village of Beverly Hills
- Willow Run East Side Water and Sewer Relocation Project – Wayne County Airport Authority

### WATER TREATMENT/DISTRIBUTION

- 16-Inch Transmission Main Rehabilitation Project (Coolidge Highway) – Southeastern Oakland County Water Authority
- Five Mile Road Water Main Replacement Project – City of Livonia
- Water System Improvement Program – Royal Oak Township/Oakland County Water Resources Commissioner
- Water System Improvement Program (Phase I – IV) – Township of Bloomfield
- System Optimization/Valve Investigation Program – OCWRC/City of Pontiac
- Booster Pump Station #2 Replacement Project – City of Rochester Hills
- Walton Boulevard 12-inch HDD Distribution Main Installation Project – OCWRC/City of Pontiac
- Section 8 and Section 17 Water System Looping Improvements – OCWRC/City of Pontiac
- Stage 2 Disinfection Byproducts Rule (DBPR), Water System Vulnerability Assessment and Emergency Response Planning, UCMR 3/4 Water Sampling – City of Ferndale, City of Sterling Heights, and City of Utica

### WATER RESOURCES/WATERSHED MANAGEMENT

- Erity Dam Spillway Replacement Project – Village of Beverly Hills

### MUNICIPAL CONSULTING

- Infrastructure Improvement Projects (2015 – Present) – Village of Beverly Hills
- Street Improvement Program (2015 – Present) – City of Keego Harbor
- Plan Review Services – City of Keego Harbor, Village of Beverly Hills

## Education

BS, Civil Engineering  
University of Michigan, 1991

## Experience

With HRC since 1997

32 years of experience

## Professional Registration/ Certification

Professional Engineer  
Michigan No. 6201042688

## Affiliations

American Society of Civil Engineers (ASCE)

South Oakland County Municipal Engineers (SOCME) – Past President

American Water Works Association (AWWA)

Water Environment Federation/Michigan Water Environment Association (WEF/MWEA)



# James Surhigh, PE

## SENIOR ASSOCIATE

During his tenure at Hubbell, Roth & Clark, Inc., James Surhigh has been responsible for designing and managing municipal utility and road projects. His professional experience includes master planning and feasibility studies, site plan review, project design, specifications, permitting, and construction contract administration for open-cut and tunneled sewer, open storm drains, culverts, water main, and road reconstruction projects.

Jim served as the Consulting City Engineer for the City of Birmingham from 2020 to 2022. While in this role, duties and responsibilities included day-to-day management of the Engineering Department, capital project planning and budgeting, project development, procurement, and contract administration, and reporting to the City Commission, other Department heads, and the public as spokesperson for the Engineering Department.

Jim has served as project manager and design engineer for various municipal civil engineering projects. He has provided civil engineering services to the Cities of Ann Arbor, Auburn Hills, Birmingham, Grosse Pointe Farms, Livonia, Rochester Hills, Royal Oak, Sterling Heights, Troy, Utica, Warren, Wixom, Townships of Bloomfield and Independence, Villages of Beverly Hills and Romeo, and the University of Michigan in Ann Arbor. Jim has experience working on projects for the Macomb County Public Works Commission, Genesee County Drain Commissioner, Oakland County Water Resources Commissioner, the Road Commission for Oakland County, and the Wayne County Airport Authority. His experience includes detailed design and management of various water main, storm drain, and sewer installation projects with a wide variety of pipe sizes, depths, materials, and methods of construction, including tunneling and trenchless techniques.

## Select Project Experience

### WATER RESOURCES/WATERSHED MANAGEMENT

- Dan Devine Drain – Oakland County Water Resources Commissioner
- EFSDS and COSDS Emergency Stream Bank Repair – Oakland County Water Resources Commissioner
- Beal Avenue Reconstruction, Water Main, and Storm Relief Sewer – University of Michigan, Ann Arbor
- Van Maele Drain Master Plan and Preliminary Design – City of Rochester Hills/Oakland County Water Resources Commissioner
- Rochester Road Reconstruction (I-75 to Torpey and Torpey to Barclay) and Wattles Road Reconstruction – City of Troy, Oakland County Water Resources Commissioner
- Irwin Drain Study and Apportionment – Macomb County Public Works Commissioner

### WATER TREATMENT/DISTRIBUTION

- N. Telegraph Water Main Replacement – Bloomfield Township (MDOT Permitting)
- Dixie Highway Water System Study – Independence Township
- Westchester Village and Bloomfield Village Water Main Replacements (pre-chlorinated pipe bursting method) – Bloomfield Township
- Covington Road Water Main and Road Reconstruction (horizontal directional drilling) – Bloomfield Township
- Quarton Road Water Main (horizontal directional drilling) – Bloomfield Township
- Wattles Road Linear Storage (36-inch Water Transmission Main) – Oakland County Water Resources Commissioner
- KWA Lake Huron Pump Station (66-inch and 48-inch Water Transmission Main) – Genesee County Drain Commissioner
- Water Distribution System Evaluation and Asset Management Planning – City of Birmingham

**ROADS/BRIDGES**

- Walton Boulevard Culvert Replacements (large concrete box culverts, slip lining with CSP arch-pipe) – Road Commission for Oakland County
- Eleven Mile Road Culvert Rehabilitation (slip lining, CIPP lining) – City of Farmington Hills
- Miscellaneous Special Assessment Neighborhood Paving Projects – Bloomfield Township
- Cedar Island Road Culvert Replacement – Road Commission for Oakland County
- Hickory Grove Road Rehabilitation – Bloomfield Township
- Austin Drive Extension and Devondale Road Paving Project – City of Rochester Hills
- Andover Road Reconstruction – Bloomfield Township
- John R Road Reconstruction (South Boulevard to Auburn Road) – City of Rochester Hills

**WASTEWATER COLLECTION/TREATMENT**

- Porters Lane Emergency Sanitary Sewer Replacement (pile-supported sewer) – Bloomfield Township
- Woodward and Square Lake Emergency Sanitary Sewer Replacement (jack-and-bore steel casing for sanitary sewer) – Bloomfield Township (MDOT permitting)
- 2017 and 2020 Sewer CIPP Lining Program – City of Birmingham
- Combined Sewer System Study – City of Berkley
- Footing Drain Disconnection Pilot Program – City of Warren
- Annual Sewer System Study Updates – City of Birmingham
- Grant Street Sanitary Pump Station – City of Rochester Hills
- Geddes Avenue Reconstruction Sanitary Sewer and Storm Improvements – City of Ann Arbor
- Acacia Park Drain Combined Relief Sewer – Phase 1 to 3 (including tunneled segments) – Village of Beverly Hills, City of Birmingham, Oakland County Water Resources Commissioner
- Combined Sewer System Relief Sewer Projects (including tunneled segments) – City of Birmingham
- Maple Road (Eton Drive to Coolidge Highway) Combined Relief Sewer – City of Troy, City of Birmingham
- South Woodward Corridor Combined Relief Sewers – City of Birmingham
- Adams Road Corridor Combined Relief Sewers (Woodward Avenue to Madison Street) – City of Birmingham
- Combined Sewer System Study – Village of Beverly Hills
- GWK North Arm Combined Relief Sewers (Twelve Towns Drain) – Oakland County Water Resources Commissioner, City of Birmingham, City of Royal Oak
- Sewer System Improvement Program – City of Birmingham

## Education

BS, Civil Engineering  
Transportation and Structures  
Michigan State University, 2013



## Experience

With HRC since 2014  
Ten years of experience

## Professional Registration/ Certification

Professional Engineer  
Michigan No. 6201068214

National Highway Institute Training Program,  
2017 – Road Safety Audits/Assessments  
(NHI-380087)

## Affiliations

Institute of Transportation Engineers  
American Society of Civil Engineers (ASCE)

# Christopher Bauer, PE

## STAFF ENGINEER

Christopher Bauer is a staff engineer at Hubbell, Roth & Clark, Inc. His responsibilities include Synchro analysis, traffic signal design, traffic impact, optimization studies, crash analyses, road design, and CAD design work. Chris has experience conducting Road Safety Audits for MDOT, creating road Asset Management Plans for various agencies, preparing traffic control and detour plans, and preparing signing plans following the current AASHTO, MDOT, and MMUTCD guidelines. He is proficient in Highway Capacity Software, Synchro/ SimTraffic, RoadSoft, AutoCAD, MicroStation, OpenRoads Designer, SignCAD, and AutoTurn.

## Select Project Experience

### TRAFFIC ENGINEERING

#### Traffic Studies

- Traffic System Engineering Support – City of Grand Rapids
- East Main Street Safety Project – Road Commission of Kalamazoo County
- South Monroe Street (M-125) Traffic Study – City of Monroe
- Statewide Road Safety Audits – Michigan Department of Transportation Safety
- Realize Cedar Street Study – Delhi Charter Township/Ingham County Department of Roads
- Guardrail Evaluation and Design – City of Ann Arbor
- Traffic Impact Assessment, Expansion of Manufacturing Facility – Circuit Controls Corporation

### ROADS/BRIDGES

#### Road Design

- Golf Drive Rehabilitation and Bagley Street Reconstruction – City of Pontiac
- Parkview Roundabouts – Road Commission of Kalamazoo County
- Waterview Drive Reconstruction – City of Rochester Hills
- M-59 from US-24 (Telegraph) to Elizabeth Lake Road – Michigan Department of Transportation
- M-99 Rehabilitation – Michigan Department of Transportation
- US-223 Rehabilitation from Ogden Highway to High Street in Lenawee County – Michigan Department of Transportation
- Mound Road Reconstruction, I-696 to M-59, Owners Rep or Design-Build – Macomb County Department of Roads
- Rathmor Road and West Valley Road Water Main and Road Project – City of Bloomfield Hills
- Chesterfield Road and Lakewood Drive Water Main and Road Project – City of Bloomfield Hills
- Hannan Road and Northline Road Reconstruction – Wayne County

#### Traffic and Pedestrian Signal Design

- Montcalm Avenue Signal Modernization – City of Pontiac
- Baldwin Avenue and State Street Signal Modernization – City of Pontiac
- Pedestrian Signal Upgrade Project – City of Pontiac
- Folsom and Freedom Road RRFB Design – City of Farmington Hills
- Nine Mile Road Signal Modernization – City of Farmington Hills
- Auburn Road Signal Modernization – City of Pontiac
- Walton Road Signal Modernization – City of Pontiac
- Bay Region Signal Design – Michigan Department of Transportation
- US-131 and Third Street Signal Modernization – Michigan Department of Transportation

- Farmington Road Rehabilitation – City of Farmington Hills
- Palmer and Lotz Signal Modernization – Wayne County
- Hilton and Cambourne Signal Modernization – City of Ferndale
- Plumbrook Road Resurfacing – City of Sterling Heights
- Nine Mile RRFB Design – City of South Lyon
- Grand River Signal Modernization – Road Commission for Oakland County
- US-223 and Ogden Highway Flasher Design – Michigan Department of Transportation
- US-131 and Third Street – Michigan Department of Transportation
- M-15 (Tuscola) and 22nd Street/Youngs Ditch Road – Michigan Department of Transportation
- Walton Boulevard Signal Modernizations and Upgrades – City of Pontiac

#### **Traffic Signing and Pavement Marking Plans**

- Eleven Mile Road Reconstruction – City of Farmington Hills
- North Territorial Resurfacing – Washtenaw County Road Commission
- Heritage Hills Rehabilitation – City of Farmington Hills
- Walton Boulevard Rehabilitation – Road Commission for Oakland County
- Upgrade of Non-Freeway Signing in Grand Traverse County – Michigan Department of Transportation
- Upgrade of Non-Freeway Signing in Osceola County – Michigan Department of Transportation
- Upgrade of Non-Freeway Signing in Wexford County – Michigan Department of Transportation
- Pontiac Trail and Seven Mile Road Intersection Improvement Project – Washtenaw County Road Commission
- Dixboro Road Paving – Eight Mile Road to Nine Mile Road – Road Commission for Oakland County
- University Drive Rehabilitation – City of Pontiac
- Walton Boulevard Rehabilitation – City of Pontiac
- South Boulevard Rehabilitation – City of Pontiac
- Colfax Street and Gill Road Reconstruction – City of Farmington Hills
- University Drive Rehabilitation – City of Pontiac
- Martin Road Reconstruction – City of St. Clair Shores
- Hamlin Road Reconstruction – City of Rochester Hills
- Power Road Reconstruction – Ten Mile Road to Eleven Mile Road – City of Farmington Hills
- Allen Road and Outer Drive Signal Modernization – Wayne County Department of Public Services
- Hoover Road Pavement Rehabilitation – City of Warren
- Drake Road Rehabilitation – City of Farmington Hills
- Square Lake Road Culvert Improvements – Road Commission for Oakland County

#### **Airports and Transportation Facilities**

- DTW Roadway CPM – Wayne County Airport Authority
- Dingell Drive Retaining Wall Inspection – Wayne County Airport Authority
- Smith Terminal Demolition – Wayne County Airport Authority
- McNamara Deck GTC Expansion Joint Repairs – Wayne County Airport Authority

#### **Roadway Asset Management Plans**

- PASER Rating and Asset Management Plan – City of Bloomfield Hills
- PASER Rating and Asset Management Plan – Village of Beverly Hills
- PASER Rating and Asset Management Plan – Royal Oak Township

## Education

MS, Civil & Environmental Engineering,  
Transportation, Wayne State University,  
2011

BS, Civil & Environmental Engineering  
Wayne State University, 2007

## Experience

With HRC since 2017  
15 years of experience

## Professional Registration/ Certification

Professional Engineer  
Michigan No. 6201063628

Professional Traffic Operations Engineer  
No. 4473

Professional Transportation Planner  
No. 713

Leadership in Energy and Environmental  
Design Accredited Professional  
No. 10547641

National Highway Institute Training Program,  
2017 – Road Safety Audits/Assessments  
(NHI-380087)

## Affiliations

Tau Beta Pi, Engineering Honor Society

Institute of Transportation Engineers

American Society of Civil Engineers

Engineering Society of Detroit



# Nicholas Nicita, PE, PTOE, PTP

## PROJECT ENGINEER

Nicholas Nicita is a project engineer at Hubbell, Roth & Clark, Inc. His responsibilities include traffic modeling, traffic impact studies, signal optimization, sign and pavement marking plans, signal design, speed studies, and crash and signal warrant analyses. Nick has developed maintenance of traffic and detour plans, cost estimates, project schedules, and signal timing permits for various agencies and has helped create road asset management plans for cities/townships. He has unique work zone safety expertise, where he has presented at 14 different temporary traffic control plan workshops and developed guidelines to help standardize procedures and best practices. Nick is proficient in Synchro/SimTraffic, Highway Capacity Software, Roadsoft, AutoCAD, MicroStation, SignCAD, AutoTurn, and Rodel.

## Select Project Experience

### TRAFFIC ENGINEERING

#### Traffic Studies

- STOP Sign Application Analyses – City of Ann Arbor
- Plumbrook Road Diet Capacity – City of Sterling Heights
- Priya Living Development – City of Rochester Hills
- Hercules Concrete Traffic Impact Assessment – Crown Enterprises, LLC
- Wixom Meadows Apartment Homes Development – City of Wixom
- Chick-fil-A Traffic Impact Study Review – City of Rochester Hills
- Bebb Oak Mixed-Use Development Traffic Impact Study Review – City of Rochester Hills
- Avon Mixed-Use Development Traffic Impact Study Review – City of Rochester Hills
- Sign Inventory and Recommendations – City of Berkley
- Sign Inventory and Recommendations – Village of Franklin
- National Lime and Stone Traffic Impact Study Review – City of Wixom
- Research and Development Center Traffic Impact Study – Van Buren Township
- UM Wall Street West Parking Structure Traffic Impact Study Review – City of Ann Arbor

#### Safety Studies

- M-11 Corridor (Division to Kalamazoo) Road Safety Audit, City of Wyoming, and Grand Rapids – Michigan Department of Transportation
- M-96 Corridor (I-194 to Michigan Avenue) Road Safety Audit, City of Battle Creek – Michigan Department of Transportation
- M-57 and Ely Highway Road Safety Audit, Fulton Township – Michigan Department of Transportation
- M-32 and I-75 Interchange Road Safety Audit, City of Gaylord – Michigan Department of Transportation
- US-41 and Lakeshore Drive Road Safety Audit, City of Ishpeming – Michigan Department of Transportation

#### **Traffic Signal Operations**

- Orchard Lake Corridor Optimization – City of Pontiac
- Phase XI and XII Signal Optimization – City of Grand Rapids

#### **ROADS/BRIDGES**

##### **Road Design**

- Mound Road Reconstruction, I-696 to M-59, Owners Rep or Design-Build – Macomb County Department of Roads

##### **Traffic and Pedestrian Signal Design**

- Orchard Lake Five Signal Modernizations – City of Pontiac
- Orchard Lake HAWK – Road Commission for Oakland County
- M-59 and Hospital Suburban Ford Signal Design – Suburban Collection
- Nine Mile Road and Halsted Road CMAQ Project – City of Farmington Hills

##### **Traffic Signing and Pavement Marking Plans**

- Michigan Air Line Trail – City of Wixom
- Healthy Streets – City of Ann Arbor
- Hathaway Street Reconstruction – City of Farmington Hills
- Bird Netting – Wayne County Airport Authority
- Cass Lake Road over Cass Lake/Otter Canal Culvert Replacement – Road Commission for Oakland County
- Howard/Michigan Street Fiber and Signal CMAQ Project Pavement Markings – City of Kalamazoo
- Review of Passing Zones – Jackson County Department of Transportation
- Upgrade of 33 Miles Non-Freeway Signing in Traverse City TSC – Michigan Department of Transportation
- Upgrade of 56 Miles Non-Freeway Signing in Cadillac and Traverse City TSC – Michigan Department of Transportation
- Upgrade of 48 Miles Non-Freeway Signing in Grand Rapids and Cadillac TSC – Michigan Department of Transportation

##### **Intelligent Transportation Systems**

- CCTV Camera Installations in Kent County – Michigan Department of Transportation

##### **Roadway Asset Management Plans**

- Road Asset Management Plan – City of Birmingham
- Parking Lot Asset Management Plan – Bloomfield Township
- Road Asset Management Plan – Wayne County Airport Authority
- Parking Lot Asset Management Plan – Wayne County Airport Authority
- Road Asset Management Plan – Village of Beverly Hills
- Road Asset Management Plan – Charter Township of Royal Oak
- Road Asset Management Plan – Village of Clarkston
- PASER Rating – City of Jackson
- PASER Rating – City of Keego Harbor
- PASER Rating – City of Utica
- PASER Rating – Village of Lake Orion
- PASER Rating – Village of Romeo
- PASER Rating – City of Berkley
- PASER Rating – Village of Clarkston
- PASER Rating – Royal Oak Township
- PASER Rating – Grosse Pointe Farms

## Education

BS, Civil and Environmental Engineering  
University of Michigan, 2001



## Experience

With HRC since 2001  
23 years of experience

## Professional Registration/ Certification

Professional Engineer  
Michigan No. 6201052655

Certificate of Training in Asset Management  
CTAM 100-400

Indiana University/Purdue University  
Institute (IUPUI)

## Affiliations

Michigan Water Environment Association

Water Environment Federation

Engineering Society of Detroit

# Karyn Stickel, PE, CFM

## SENIOR ASSOCIATE

As head of HRC's Asset Management Department, Karyn Stickel assists clients with managing their existing infrastructure. Her department seamlessly works with HRC's GIS, civil, process, traffic, structural, and electrical departments to coordinate services for many infrastructure systems. Karyn is also the client representative for multiple municipal clients and handles day-to-day engineering needs, as well as presentations to Councils and Boards. Before heading HRC's Asset Management Department, her work included overseeing sewer evaluation studies to assist clients in becoming or remaining compliant with state orders, managing sewer rehabilitation projects, performing design engineering and construction administration, and public education and outreach. She was also responsible for coordinating stormwater permits for numerous clients.

## Select Project Experience

### ASSET MANAGEMENT

- MDEQ SAW Grant for Developing an Asset Management Program – City of Wixom
- MDEQ SAW Grant for Developing an Asset Management Program – City of Linden
- MDEQ SAW Grant for Developing an Asset Management Program – Delhi Township
- Program Manager for SAW Asset Management Grants – Oakland County Water Resources Commissioner (WRC)
- MDEQ Saw Grant for Developing an Asset Management Program – Bloomfield Township
- Water Asset Management Plan – Bloomfield Township
- Stormwater Asset Management Plan – Bloomfield Township
- Stormwater Asset Management and Wastewater (SAW) Applications – Various Projects
- WWTP AND LIFT STATION Asset Management Program – City of Ann Arbor

### WATER TREATMENT/DISTRIBUTION

- Water Main Replacement Projects – Bloomfield Township
- Miscellaneous Water Main Extensions – Bloomfield Township
- Phase II Long-Term Capital Improvement Program – Bloomfield Township
- DWRF Project Planning – Multiple Municipal Clients

### WASTEWATER COLLECTION/TREATMENT

- Hickory Heights Sanitary Sewer Investigation and Rehabilitation – Bloomfield Township
- CSO District Sewer Rehabilitation – Bloomfield Township
- Sanitary Sewer Capacity Analysis – Independence Township
- Sludge Dewatering and Drying Project – Delhi Township
- Sanitary Sewer Rehabilitation Projects – City of Farmington Hills
- Sanitary Sewer Replacement Projects – Bloomfield Township
- Water and Sewer Rates – Various Communities

**MUNICIPAL CONSULTING**

- Hazard Mitigation Project Planning – Bloomfield Township
- Assists with Municipal Engineering Needs including Design of Water Mains and Sanitary Sewers, Contract Administration, Plan Reviews, Engineering Studies, and Related Engineering Issues – Bloomfield Township, Delhi Township, Oakland County, Romeo
- SRF Project Planning and Administration – Various Projects – Washtenaw County, Southfield, Delhi, Allegan, Hastings, Grosse Pointe Farms, Evergreen Farmington Sanitary Drain, Oakland Township, Oxford Township, Walled Lake, Keego Harbor, Macomb Interceptor Drainage District
- DWRF Projects, Contracts 5a and 5b – Independence Township
- Short-Term Corrective Action Plan – Bloomfield Township
- Short-Term Corrective Action Plan – City of Bloomfield Hills

**Education**

BS, Civil Engineering  
Michigan State University, 1998

**Experience**

With HRC since 2010  
28 years of experience

**Professional Registration/  
Certification**

Professional Engineer  
Michigan No. 6201051157

MDEQ – Certified NPDES Stormwater  
Operator, No. C-13822 (expires 2027)

MDOT Certified Computerized Office  
Technician (expires 2025)



## Kevin Surhigh, PE MANAGER – OBSERVATION DEPARTMENT

Kevin Surhigh has over 25 years of construction experience and currently functions as Project Manager/Engineer for numerous MDOT and Local Agency construction projects, including working directly with all the MDOT Metro Region TSCs, as well as the Cities of Detroit, Warren, and Pontiac. As a Project Manager/Engineer for HRC, Kevin has performed various duties on federally funded construction projects, including supervision, project coordination, contract administration, claim reviews, and inspection. Before this role, Kevin worked for a geotechnical, inspection, and testing firm, providing project oversight and administration, inspection, and testing for numerous public and private projects.

### Select Project Experience

**ROADS/BRIDGES**

- Detroit East Riverwalk (Uniroyal Portion) – MDOT Detroit TSC
- M-153 Resurfacing – MDOT Taylor TSC
- 2023–2024 Various MDOT Local Agency Projects – City of Detroit
- 2022–2023 Various MDOT Local Agency Projects – City of Detroit
- 2021–2022 Various MDOT Local Agency Projects – City of Detroit
- 2020–2021 Various MDOT Local Agency Projects – City of Detroit
- 2019–2020 Various MDOT Local Agency Projects – City of Detroit
- 2018–2019 Various MDOT Local Agency Projects – City of Detroit
- 2017–2018 Various MDOT Local Agency Projects – City of Detroit
- 2016–2017 Various MDOT Local Agency Projects – City of Detroit
- 2015–2016 Various MDOT Local Agency Projects – City of Detroit
- 2015–2017 As Needed Construction Services – MDOT Oakland TSC
- Thirteen Mile Road Resurfacing – City of Warren
- M-59 HMA Resurfacing/Rehabilitation – MDOT Oakland TSC
- Woodside Avenue Resurfacing – City of Essexville
- Walton Boulevard Pavement Repairs – City of Pontiac
- MLK Boulevard Resurfacing – City of Pontiac
- Clinton River Trail Pedestrian Bridge Over US-24 – City of Pontiac
- M-3/Quinn Road Resurfacing/Widening – MDOT Macomb – St. Clair TSC
- M-29 Pavement Repairs – MDOT Macomb – St. Clair TSC
- M-3 Crack Treatment – MDOT Macomb – St. Clair TSC
- I-94 Resurfacing and Structure Rehabilitation, Gratiot to Eight Mile Road – MDOT Detroit TSC
- I-94/Trumbull and I-94/I-75 Bridge Repairs – MDOT Detroit TSC
- I-96/Glendale Bridge Repairs – MDOT Detroit TSC
- Northbound M-10 Retaining Wall – MDOT Detroit TSC
- Detroit Safe Routes to School Program – MDOT Detroit TSC
- Grand River Avenue Reconstruction – City of Farmington Hills
- Freedom Road Resurfacing – City of Farmington Hills
- Rochester Road/Wattles Road Reconstruction – City of Troy
- Austin Road Bridge Replacement – Washtenaw County Road Commission
- Willis, Bemis, Platt and US-23 Ramp Reconstruction – Washtenaw County Road Commission
- Main Street Reconstruction – City of Royal Oak
- Huron Parkway Reconstruction – City of Ann Arbor

#### **Traffic Engineering/Intelligent Transportation Systems**

- 2023–2024 Various MDOT Local Agency Projects – City of Detroit
- 2022–2023 Various MDOT Local Agency Projects – City of Detroit
- 2021–2022 Various MDOT Local Agency Projects – City of Detroit
- 2020–2021 Various MDOT Local Agency Projects – City of Detroit
- 2019–2020 Various MDOT Local Agency Projects – City of Detroit
- 2018–2019 Various MDOT Local Agency Projects – City of Detroit
- 2017–2018 Various MDOT Local Agency Projects – City of Detroit
- 2016–2017 Various MDOT Local Agency Projects – City of Detroit
- 2015–2016 Various MDOT Local Agency Projects – City of Detroit
- I-75 ITS ITC/Trailblazing Signs – MDOT Oakland TSC
- ITS Expansion on I-75, M-14, and M-5 – MDOT Oakland TSC

#### **Parks and Recreation**

- M-15 Heritage Path – MDOT Davison TSC

#### **Water Treatment/Distribution**

- SW — 8a RTF Operations Improvements – Wayne County Department of Public Services
- M-10 Pump Station Rehabilitation – MDOT Detroit TSC

**Education**

BS, Civil Engineering  
Lawrence Technological University, 2017

**Experience**

With HRC since 2017  
10 years of experience

**Professional Registration/  
Certification**

Professional Engineer  
Michigan No. 6201311791

NPDES Certified Storm Water  
Construction Site Operator  
No. C-20014

EGLE Certified SESC Plan Reviewer and  
Designer, No. SE/C 02525

**Affiliations**

Engineering Society of Detroit (ESD)

American Public Works Association  
(APWA)



## Remington Koch, PE

### STAFF ENGINEER

Remington Koch works on a wide variety of projects at Hubbell, Roth & Clark, Inc. in the firm's Environmental Engineering and Asset Management Departments. He performs engineering services through asset inventory, pavement capital improvement plans, soil erosion plan reviews and inspections, municipal plan reviews, land development, master planning, park development, drain projects, and construction administration.

## Select Project Experience

**WATER TREATMENT/DISTRIBUTION**

- 2024 Water Main Replacement Program – City of Ann Arbor
- 2021 Water Main Replacement and Road Reconstruction Project – [City of Bloomfield Hills](#)
- 2019 Chesterfield and Lakewood Water Main Replacement and Road Reconstruction – [City of Bloomfield Hills](#)
- Emergency Connection, Meter/PRV Facility – [Waterford Township](#)
- 2018–2019 Water Main Replacement Program – [City of Bloomfield Hills](#)
- 2018–2019 Water Main Replacement Program – [Village of Lake Orion](#)

**DRAIN AND DRAINAGE IMPROVEMENT**

- Randolph Drain Riverbank Stabilization Project – [Oakland County Water Resources Commissioner](#)
- Augusta Drain Norton Street Innovation Project – [Oakland County Water Resources Commissioner](#)
- 2022 and 2023 State Clean Water Revolving Fund Project Plans – [Oakland County Water Resources Commissioner](#)
- Red Run Drain Freedom Hill Restoration – [Drainage Board for the Red Run Intercounty Drain](#)
- Benz Creek Huron Hills Golf Course 5598.01 Drain Project – [Washtenaw County Water Resources Commissioner](#)
- Sashabaw Regional Drain Maintenance – [Independence Charter Township](#)
- Plum Hollow Golf Course Drainage Improvements – [Plum Hollow Country Club](#)

**PARKS AND RECREATION**

- Lakeside Island Park Bridge Replacement and Shoreline Stabilization – [City of Sterling Heights](#)
- Leslie Science and Nature Center Water Service Improvements – [City of Ann Arbor](#)
- Parker Mill County Park Accessibility Improvements – [Washtenaw County Parks and Recreation](#)
- Veterans Park Shelter Demolition – [City of Ann Arbor](#)
- Innovation Hills Sanitary Sewer Service Extension Study – [City of Rochester Hills](#)
- Innovation Hills Ranger Station – [City of Rochester Hills](#)
- Innovation Hills Parking Lot Expansion – [City of Rochester Hills](#)
- Innovation Hills Kayak Landing – [City of Rochester Hills](#)
- Innovation Hills Vault Restroom – [City of Rochester Hills](#)
- Innovation Hills Boardwalks – [City of Rochester Hills](#)
- Innovation Hills Natural Water Feature Area – [City of Rochester Hills](#)

**MUNICIPAL CONSULTING**

- Ongoing Building Permit, SESC, Site Plan, and As-Built Plan Review Services – City of Bloomfield Hills, City of Birmingham, City of Berkley, City of Farmington Hills, City of Lake Angelus, City of Pontiac, Brandon Township, Holly Township

**ASSET MANAGEMENT**

- 2020 Sidewalk Condition Inventory – City of Berkley
- 2018 Sidewalk Condition Inventory – City of Berkley
- Pavement Capital Improvement Plan – Howell Public Schools

**SITE/CIVIL CONSULTING (PRIVATE DEVELOPMENT)**

- Orchards Community Church Master Planning – H2A Architects
- Gateway Assembly Church Master Planning – H2A Architects
- Salem Spring SE LLC Development – Shostack Brothers
- Smith Consolidated Drain Improvements – Okemos Pointe, LLC
- Kirkham Drain Culvert Replacement – Property 27 LLC

## Education

BS, Survey Engineering  
Ferris State University, 1992

## Experience

With HRC since 2015  
35 years of experience

## Professional Registration/ Certification

Professional Surveyor  
Michigan No. 4001043057

## Affiliations

National Society of Professional Surveyors

Michigan Society of Professional Surveyors

American Congress of Surveying and  
Mapping



# Stephen Jacobi, PS

## SURVEY MANAGER

Stephen Jacobi serves as the Survey Manager within the Bloomfield Hills Survey Department. He is familiar with operating various state-of-the-art field instruments and is proficient in using Leica Total Stations and GPS Receivers. Steve is responsible for project administration, developing and implementing project quality control programs, and verifying field data accuracy before drafting. He has over 30 years of experience in control and design surveys for roads and highways, structure surveys, ground control surveys, hydraulic surveys, right-of-way surveys, and construction surveys. He has been involved in surveys in the field and office, has a proven record of stringent quality control programs, and has been involved with numerous design and construction projects for private and municipal clients.

## Select Project Experience

### PARKS AND RECREATION

- The Detroit Zoo – Detroit Zoological Society/Turner Construction
- Campus Martius Park – City of Detroit/Blaze/TYJT

### COMMERCIAL DEVELOPMENT

- Salem Springs, SE Residential Development – Schostak Brothers & Company
- Briarwood Mall, Sears Redevelopment – Simon Property Group
- Barrington Park Multi-Family Development – M Shapiro Real Estate Group
- Oakland Mall – Mikiezi Properties
- Bavarian Inn Lodge – RC Hendricks/Assemblers
- Detroit Public Schools – City of Detroit/Farbman Group
- Greektown Casino, Hotel, and Parking Garage – Jenkins/Skanska/Assemblers/Blaze
- Campus Base Map and Control Network – Wayne State University
- Comerica Park – City of Detroit/Turner/Milgard
- Joe Lewis Arena Residential – City of Detroit/Assemblers
- Ford Field – City of Detroit/Turner/Milgard
- MGM Casino – City of Detroit/PSI/Blaze

### MUNICIPAL CONSULTING

- City of Warren – Civic Center Survey, ALTA Survey and Parcel Recombinations
- Eaton County Youth Facility – Granger Construction/Assemblers
- MCDoR – Innovate Mound Easement Descriptions and Sketches
- TACOM – Surveys and Parcel Recombinations
- Wayne County Criminal Justice Center – City of Detroit/Barton Malow/Assemblers
- City of Detroit, ADA Ramp Compliance Program – Tucker, Young, Jackson and Tull

### AIRPORTS AND TRANSPORTATION FACILITIES

- Woodward Light Rail – MDOT/URS/SSI

**ROADS/BRIDGES**

- I-75/I-696 Interchange – Michigan Department of Transportation
- Detroit Upper Rouge Tunnel Project – Parsons Brinckerhoff
- US-24 BR (Cesar Chavez Avenue) – Michigan Department of Transportation
- Plumbrook Road Rehabilitation – City of Sterling Heights
- Wiltshire Road and Watermain Replacement – City of Berkley
- Fourteen Mile Road Rehabilitation (Drake to Farmington) – City of Farmington Hills
- US-24 BR (Square Lake Road) – Michigan Department of Transportation
- Detroit Rail Tunnel Project – Michigan Department of Transportation
- Fourteen Mile Road (VanDyke Avenue to Hoover Road) – City of Warren
- Sherwood Village Rehabilitation – City of Southfield
- Innovation Hills Rope Bridge – City of Rochester Hills
- Merriman Road Rehabilitation – City of Livonia
- Seventeen Mile Road Bridge Over Plumbrook Drain – City of Sterling Heights
- Washington Heights Subdivision Utility and Road Rehabilitation – City of Southfield
- Golf and Bagley Reconstruction – Michigan Department of Transportation/Oakland County Water Resources Commissioner/City of Pontiac
- Farmington Road (12 Mile to 13 Mile) – City of Farmington Hills
- Nine Mile Road Bridge Over Rouge River – City of Southfield
- Ambassador Gateway – Michigan Department of Transportation
- City of Detroit ADA Ramp Compliance Program – Tucker, Young, Jackson and Tull

**WATER RESOURCES/WATERSHED MANAGEMENT**

- Franklin River Watershed Study – Oakland County/Applied Science
- Carpenter Lake Study – Environmental Consulting & Technology, Inc
- Inland District Sewer Separation – City of Grosse Pointe Farms
- Flint Transmission System – Detroit Water and Sewerage Department

**WASTEWATER COLLECTION/TREATMENT**

- Inland District Sewer Separation – City of Grosse Pointe Farms
- Flint Transmission System – Detroit Water and Sewerage Department

**EDUCATION**

- Western Michigan University Hilltop Parking Garage – Assemblers
- South Lyon High School Natatorium – Assemblers
- University of Michigan Center Campus Recreation Building – Assemblers
- Michigan State University Student Recreation Center – Assemblers
- University of Michigan Clinical Inpatient Tower – Assemblers
- Wayne State University Basketball Arena – Assemblers
- Kettering University – Assemblers
- Trenton High School Stadium – Assemblers
- University of Michigan Central Power Plant – Assemblers
- Laingsburg High School – Assemblers
- Michigan State University – Grip Parking Garage – Assemblers
- Wayne State University – WSU/Assemblers/Turner/TYIT

**Education**

BS, Land Surveying  
Michigan Technological University, 2002

**Experience**

With HRC since 1989  
35 years of experience

**Professional Registration/  
Certification**

Professional Surveyor  
Michigan No. 4001050459

Professional Surveyor and Mapper  
Florida No. LS6716

**Affiliations**

Michigan Society of Professional Surveyors

National Society of Professional Surveyors



## William Wonnacott, PS

### SURVEY OFFICE SUPERVISOR

William Wonnacott is the Survey Office Supervisor for Hubbell, Roth & Clark, Inc. His experience includes route surveying using NGS control, radial topographic mapping, retracement of roadway alignment and right of way, horizontal and vertical control surveys, aerial photo control and mapping, government corner preservation, and terrain mapping, including the creation of surfaces, contours, and digital terrain models, least squares analysis, and the United States Public Land Survey System. He is knowledgeable in survey law and proficient in coordinate geometry, state plane coordinates use, and working with various data. Bill is highly skilled in using high-definition 3D laser scanning technology, point cloud registration, and data extraction.

### Select Project Experience

#### AIRPORTS AND TRANSPORTATION FACILITIES

- Willow Run Airport Hangar 1 – Wayne County Airport Authority
- Ground Transportation Center, Detroit Metropolitan Airport – Wayne County Airport Authority
- Design/Build Electrical Roadway Lighting, CCTV, and Data Communications for Intermodal and Automotive Rail Terminal Facility – CSX Winterhaven, Florida
- Lots A&B ALTA Survey Detroit Metropolitan Airport – Wayne County Airport Authority

#### INDUSTRIAL FACILITIES

- Petroleum Terminal HDS Laser Scan – Sunoco Logistics Romulus
- Trenton Channel Power Plant – DTE Energy

#### COMMERCIAL DEVELOPMENT

- Salem Springs, SE Residential Development – Schostak Brothers & Company
- Briarwood Mall, Sears Redevelopment – Simon Property Group
- Barrington Park Multi-Family Development – M Shapiro Real Estate Group
- Fillmore Theater – City of Detroit
- Armory Park and Northland Plaza Topographic/Boundary Survey – Schostak Brothers & Company
- Wonderland Mall Redevelopment ALTA/ACSM Survey – City of Livonia
- Maple-Crumb ALTA/ACSM Survey – Commerce Township
- 2401 S. Gulley ALTA/ACSM Survey – City of Dearborn
- St. John Detroit Riverview Center ALTA/ACSM Survey – City of Detroit
- West Hamlin Properties ALTA/ACSM Survey – City of Rochester
- Tower Sites – Sprint Spectrum

#### ROADS/BRIDGES

- Cross Section for Scour Critical Bridges – Michigan Department of Transportation
- M-24 at Burnside Road Signal Modernization – Michigan Department of Transportation
- US-31 Rehabilitation – Michigan Department of Transportation
- I-75 Business Loop (M-1) and South Boulevard Intersection Improvement – Michigan Department of Transportation

Professional Experience | **William Wonnacott, PS**  
**SURVEY OFFICE SUPERVISOR**

- US-131 Signal Design – Michigan Department of Transportation
- Local Agency Bridge Bundling Project – Michigan Department of Transportation
- M-99 Rehabilitation – Michigan Department of Transportation
- Bay Region Signal Design – Michigan Department of Transportation
- US-223 Rehabilitation – Michigan Department of Transportation
- M-102 at M-97 and M-3 Road Design – Michigan Department of Transportation
- Trowbridge Court Design and Row Survey – Michigan Department of Transportation
- Pontiac Weigh Station Scale – Michigan Department of Transportation
- Bunert Road Reconstruction – City of Warren
- Oakland County Intersection Improvements – Michigan Department of Transportation
- I-69 Ballenger Highway to Fenton Road – Michigan Department of Transportation
- Evergreen Road Reconstruction – City of Southfield
- West Service Drive Reconstruction – Wayne County Airport Authority
- M-37 Lake Eastbrook – Michigan Department of Transportation
- Orion Road Bridge Project – Road Commission for Oakland County
- Tamworth Street Bridge Replacement – Road Commission for Oakland County
- Cranbrook Road Bridge – City of Bloomfield Hills
- Abbott Road Reconstruction – City of East Lansing
- Beech Road Bridge Over the Rouge River Replacement Project – City of Southfield
- 2010 Road Improvement Program – City of Bloomfield Hills
- Tienken Road Reconstruction – Road Commission for Oakland County
- Cass Avenue Reconstruction – City of Utica
- Thirteen Mile Road – City of Royal Oak
- Fourteen Mile Road – City of Royal Oak
- Fourth Street – City of Royal Oak
- ITS/AMTS/ATIS Deployment Project – Michigan Department of Transportation
- Fifteen Mile Road Reconstruction – City of Sterling Heights/ Michigan Department of Transportation
- Seventeen Mile Road Reconstruction – City of Sterling Heights/Michigan Department of Transportation

**WASTEWATER COLLECTION/TREATMENT**

- Flint WWTP SAW Asset Management – City of Flint
- Phase I WWTP Influent Relief Sewer, Kalamazoo Street Interceptor – City of East Lansing
- North Huron Valley/Rouge Valley Short-Term Correction Action Plan – Wayne County

**WATER TREATMENT/DISTRIBUTION**

- Force Main Gravity Sewer and Outfall – City of Grosse Pointe Farms
- Raw Water Supply and Pump Station – City of Grosse Pointe Farms
- Inland District Sewer Separation – City of Grosse Pointe Farms
- Beal Avenue Water Main and Storm Relief Sewer – University of Michigan

**MUNICIPAL FACILITIES**

- Bloomfield Township Capital Building Project – Bloomfield Township

**PARKS AND RECREATION**

- Volunteer Park Boundary Survey – City of South Lyon
- Section 35 and 36, 640-Acre Boundary Survey – Commerce Township
- Park Boundary Survey – Brandon Township

**PRIVATE DEVELOPMENT**

- Annexation Area Legal Description – Bloomfield Township

**Experience**

With HRC since 1997  
27 years of experience



## Ian Nolan

### DESIGNER

Ian Nolan is a Designer assisting civil engineers on road and municipal projects. He is knowledgeable and experienced in OpenRoads, AutoCAD, Civil 3D, SignCAD, AutoTurn, and other software. Ian is responsible for training other CAD Technicians and ensuring quality plans are prepared. He is experienced and knowledgeable in all MDOT standards and procedures.

### Select Project Experience

#### ROADS/BRIDGES (INCLUDING MDOT)

- Ten Mile Road Over Rouge River – City of Farmington Hills
- Rochester Road Rehabilitation – City of Troy
- Park Hill Boulevard Paving – City of Farmington Hills
- W. Maple Road Rehabilitation – Inkster to Franklin – Road Commission for Oakland County
- Fourteen Mile Road Reconstruction – Middlebelt to Inkster – City of Farmington Hills
- N. Holly Road Rehabilitation – Road Commission for Oakland County
- Pontiac Trail and Seven Mile Road Intersection Improvement Project – Washtenaw County Road Commission
- Farmington Road Pedestrian Bridge – City of Farmington Hills
- Livernois Road Reconstruction – Road Commission for Oakland County
- Tamworth Road Bridge – Road Commission for Oakland County
- Nine Mile and Halsted Road Rehabilitation – City of Farmington Hills
- Flint Street and Miller Street Intersection Improvements – Road Commission for Oakland County
- Eleven Mile Road Rehabilitation – Orchard Lake to Middlebelt – City of Farmington Hills
- Scio Church and Wagner Road Intersection Improvements – Washtenaw County Road Commission
- 2016 Downtown Streets and Parking Lot Rehabilitation – City of Jackson
- Independence Commons Subdivision Road Rehabilitation – City of Farmington Hills
- Colfax Street and Gill Road Reconstruction – City of Farmington Hills
- Drake Road Rehabilitation, 13 Mile to 14 Mile – City of Farmington Hills
- Dodge Park Road – City of Sterling Heights
- Chesterfield Neighborhood Improvements – City of East Lansing
- Twelve Mile Road Reconstruction – City of St. Clair Shores
- Country Club Drive Road Rehabilitation Project – City of Farmington Hills
- Independence Commons Subdivision Road Rehabilitation Project – City of Farmington Hills
- Orchard Lake Road Rehabilitation, Voorheis to Woodward – City of Pontiac
- Flint Street and Miller Street Roundabout – Road Commission for Oakland County
- Rio Vista Street Reconstruction – City of St. Clair Shores
- Martin Road Reconstruction, I-94 to Rockwood Street LAP Project – City of St. Clair Shores

#### **WASTEWATER COLLECTION/TREATMENT**

- Hill Line Trail Drainage Improvements – Bloomfield Township
- Park Hill Drainage Study – City of Farmington Hills

#### **PARKS AND RECREATION**

- Miller Avenue Cycle Track – City of Ann Arbor

#### **AIRPORTS AND TRANSPORTATION FACILITIES**

- Airport West Service Drive Reconstruction – Wayne County Airport Authority
- Airport East Service Drive and Runway 22L Service Road Reconstruction – Wayne County Airport Authority

#### **PARKING, PAVEMENT AND STREET LIGHTING**

- Green Lot Rehabilitation Project – Wayne County Airport Authority

#### **LANDSCAPE ARCHITECTURE**

- D19 Reconstruction – Landscape Design – City of Howell

#### **MISCELLANEOUS**

- CAD Training Sessions – City of Farmington Hills

**Experience**

With HRC since 2021  
39 years of experience



## Hans Austermann

### SENIOR CAD TECHNICIAN

Hans Austermann is a senior CAD technician with Hubbell, Roth & Clark, Inc. His primary work experience includes road design, traffic safety, maintenance of traffic, signal design, and surveying. His responsibilities include preparing plans using AutoCAD Civil 3D.

#### Select Project Experience

##### ROADS/SIGNALS/PATHWAYS (INCLUDING MDOT)

- South Airport Road Signal Upgrades – Airport Vets/Victoria/Airport/Garfield – Grand Traverse County Road Commission
- Burton Street Signal Upgrades – Clyde Park Avenue to Brenton Road – City of Grand Rapids
- Grandville Signal Upgrades – Diamond/Fountain – City of Grand Rapids
- Waterview Drive Reconstruction – Auburn Road to Adams Road – City of Rochester Hills
- Waldon Road – Clintonville Road to Baldwin Road – Road Commission for Oakland County
- Auburn Road Signal Modernization and Road Diet – Center Street/Hill Street to Carriage Circle Drive – City of Pontiac
- Kenmore Road – 12 Mile to Webster – City of Berkley
- Auburn Road Rehabilitation – Rochester to Culbertson – City of Rochester Hills
- CWSRF Sanitary Sewer Improvements – Gratiot Boulevard and Range Road – City of Marysville
- Golf Drive Reconstruction – West City Limit to Bagley Street – City of Pontiac
- Schoolcraft College General Transportation Services – Schoolcraft College
- Okemos Road Reconstruction – Clinton Street to Methodist Street – Village of Okemos/Ingham County Department of Roads
- Kalamazoo/Battle Creek International Airport (AZO) – Entrance Reconstruction – County of Kalamazoo
- Parkview Mini Roundabouts – 11th Street and 12th Street – Road Commission of Kalamazoo County
- Hilton/Cambourne Signal Modernization – Cambourne Street and Hilton Road – City of Ferndale
- Farmington Road – 12 Mile to 13 Mile – City of Farmington Hills
- Big Blue Deck Surface Exit Reconstruction – Detroit Metropolitan Wayne County Airport
- Orion Road at Stoney Creek and Conklin Road Roundabout – Orion Township
- 2023 Safety Path Program – Charter Township of Bloomfield
- Miller Avenue Cycle Track – Maple Road to Newport and Chapin Street to First Street – City of Ann Arbor
- Hawk Signal – Southfield Road – City of Lathrup Village
- MLK Corridor Reimaged – South Street to Morrell – City of Jackson/MDOT/Federal Highway Administration
- Redding Road Reconstruction – Lake Park to Woodward Avenue – City of Birmingham
- 2023 Road Improvement Program – Hagadorn Street, Orchard Ridge Road Crest Lane – City of South Lyon
- Thunder Bay/Briley Township Spark Grand – Briley Township
- Van Dyke/Greeley Traffic Study – City of Utica

**Education**

BA, Journalism  
Oakland University 2005

**Experience**

With HRC since 2019  
Five years of experience



## Karl Buchman

### CAD TECHNICIAN

Karl Buchman is a CAD Technician for Hubbell, Roth & Clark, Inc. His primary work experience involves working with Civil 3D on projects for road construction, rehabilitation, widening, drainage, and underground utility systems. Karl has experience with writing and editing and helped draft the HRC recruitment page.

### Select Project Experience

#### ROADS/BRIDGES (INCLUDING MDOT)

- Ottawa Hills Water Main Improvement Project – Voorheis Street and Chippewa Road – Oakland County Water Resources Commissioner
- Ten Mile Road Over Rouge River – Road Commission for Oakland County
- Pontiac Trail Over Norton Creek Culvert Replacement – Road Commission for Oakland County
- Hawk Signal Crossing Southfield Road at Margate – Giffels Webster Engineers
- Miller Avenue Cycle Track – Maple to First – City of Ann Arbor
- Commerce Road Over Tributary to Huron River – Road Commission for Oakland County
- Safe Routes to School Grant Project – Village of Beverly Hills
- Rochester Road Rehabilitation – Sylvan Glen to South Boulevard – City of Troy
- Eleven Mile Road Reconstruction – Farmington to Orchard Lake Road – City of Farmington Hills
- Drexelgate Parkway Pathway Design – City of Rochester Hills
- Waldon Road Paving and Culvert Replacements – Clintonville to Baldwin – Road Commission for Oakland County
- Heritage Hills and Wedgwood Commons Subdivision Rehabilitation – City of Farmington Hills
- Shiawassee Road Reconstruction – Hawthorne to Nine Mile Road – City of Farmington Hills
- Franklin Road – Friendly to Woodward Avenue – City of Pontiac
- Rochester Road – Barclay to Trinway – City of Troy
- Avon Industrial Drive – City of Rochester Hills
- Farmington Freeway Industrial Park Rehabilitation – City of Farmington Hills
- Golf Drive Reconstruction – West City Limit to Bagley Street – City of Pontiac
- Leach Road Paving – Auburn to Waterview – City of Rochester Hills
- Auburn Road Rehabilitation – Rochester to Culbertson – City of Rochester Hills

#### WRITING

- HRC Business Development Website – Employment Page – Hubbell, Roth & Clark, Inc.

**Education**

General Course Studies  
Mott Community College, 1997

**Expertise**

With HRC since 2014  
28 years of experience

**Professional Registration/  
Certification**

MDOT Certified Computerized Office  
Technician, 2023 Recertification

MDOT Materials Acceptance Process  
Training, 2023



## Rebecca L. McNulty

### MDOT OFFICE TECHNICIAN

Rebecca McNulty joined HRC in 2014, working as an MDOT Office Technician. Rebecca is responsible for conducting all wage and payroll compliance reviews for all HRC MDOT consultant oversight and local agency projects. She also performs as Lead Office Technician for MDOT and Local Agency projects. Rebecca came to HRC with 18 years of experience in the financial industry, having served as a payroll and accounts receivable specialist, a mortgage loan assistant, and a loss mitigation customer service team leader. She also has experience using MDOT ProjectWise e-construction project documentation.

### Select Project Experience

#### CONSTRUCTION INSPECTION/OFFICE TECHNICIAN

- Detroit East Riverwalk – Uniroyal Portion – MDOT Detroit TSC
- Traffic Signal Modernization on Nevada and Tireman – City of Detroit
- Traffic Signal Modernization at 14 Locations – City of Detroit
- Traffic Signal Modernization in New Center Area – City of Detroit
- Traffic Signal Modernization on Hubbell and Puritan – City of Detroit
- Traffic Signal Modernization at 13 Locations – City of Detroit
- Traffic Signal Modernization on Rosa Parks Boulevard and Russell Street – City of Detroit
- Outer Drive Traffic Signal Upgrades – City of Detroit
- MI Air Line and Huron Valley Trail – City of Wixom
- Walton Boulevard Concrete Pavement Repairs, west city limits to Baldwin Road – City of Pontiac
- Traffic Signal Modernization on Orchard Lake Road from Berwick Boulevard to Bagley Street – City of Pontiac
- Traffic Signal Upgrades at 7 locations on Baldwin Road and MLK Boulevard – City of Pontiac
- Traffic Signal Modernization on Baldwin Avenue and MLK Boulevard – City of Pontiac
- Nineteen Mile Road Reconstruction – City of Sterling Heights
- Franklin Road Reconstruction, Northwestern Highway to north city limits – City of Southfield
- University Drive Reconstruction – City of Pontiac
- South Boulevard HMA Resurfacing – City of Pontiac
- M-25 over Howe Drain – MDOT Huron TSC
- Center Road Signal Upgrades – City of Burton
- Joslyn Road HMA Resurfacing – City of Pontiac
- 2017 Safety Upgrades – City of Detroit
- HMA Mill and Resurface on Hoover Road – City of Warren
- Project file reviews for the MDOT Bay Region – MDOT Bay Region
- I-75 HMA Repairs – MDOT Oakland TSC
- I-696 Landscaping Revisions – MDOT Oakland TSC
- Drainage Structure Repairs – MDOT Oakland TSC
- US-24 Thermal Bond Repairs – MDOT Oakland TSC
- M-1, US-24, and Square Lake Longitudinal Joint Microsurfacing – MDOT Oakland TSC
- 2015–2020 CE&I and As-Needed Services – City of Detroit
- Project file reviews for the MDOT Bay Region – MDOT Bay Region

**Education**

Bachelor of Arts  
Oakland University 1989

**Expertise**

With HRC since 2020  
Four years of experience

**Professional Registration/  
Certification**

MDOT Computerized Office Technician,  
expires on 02/19/2025

MDOT Prevailing Wage Training



## Theresa Schuster

### CONSTRUCTION OFFICE TECHNICIAN

Theresa Schuster is working for HRC in the Observation Department as a Construction Office Technician after four months of working as a Construction Observer. She is well-versed in all aspects of construction field activities. Her background includes road reconstruction and rehabilitation, large underground utilities, and numerous other civil projects.

Theresa's experience includes the use of FieldManager, ProjectWise Explorer, LCP Tracker, Microsoft Office, and Outlook.

### Select Project Experience

#### CONSTRUCTION OFFICE TECHNICIAN

- Office Technician – Michigan Street – [City of Algonac](#)
- Office Technician – 2021 HMA Speed Hump Installation – [City of Detroit](#)
- Office Technician – Citywide Deployment of RTSMS – [City of Detroit](#)
- Office Technician – Vanguard Road CCP Project – [City of Pontiac](#)
- Payroll Technician – Bay Region Interim Payroll Reviews 2021
- Payroll Technician – 2020 Pavement Markings Construction Engineering and Inspection Services – [City of Detroit](#)
- Payroll Technician – 2020 HMA Federal Aid Construction Engineering and Inspection Services – [City of Detroit](#)
- Payroll Technician – 2019 Safety Upgrades Construction Engineering and Inspection Services – [City of Detroit](#)
- Payroll Technician – 12 Mile Road – Harper to Jefferson – [City of St Clair Shores](#)
- Payroll Technician – 13 Mile Road Rehabilitation – [City of Southfield](#)
- Payroll Technician – Baldwin Avenue Traffic Signal Optimization and Design – [City of Pontiac](#)
- Payroll Technician – Franklin Road Reconstruction – [Village of Franklin](#)
- Payroll Technician – Martin Road – [City of St Clair Shores](#)
- Payroll Technician – Orchard Lake Road Traffic Signal Optimization and Design – [City of Pontiac](#)
- Payroll Technician – Walton Road Rehabilitation – [City of Pontiac](#)
- Payroll Technician – 19 Mile Road Resurfacing – [City of Sterling Heights](#)
- Payroll Technician – Rosa Parks Boulevard Resurfacing – [City of Detroit](#)

#### ROADS/BRIDGES (INCLUDING MDOT)

##### Construction Observation

- Sanitary Sewer Separation – [City of Southfield](#)
- 2019–2020 Sidewalk Program – [City of Berkley](#)
- Pontiac Trail Industrial Park – [Milford Township](#)
- Anthony Condo, Unit B – [City of Wixom](#)
- Villa at Bloomfield Groves – [City of Bloomfield Hills](#)
- Lake Street Condos – [City of South Lyon](#)

## **Education**

BS, Construction Management  
Eastern Michigan University, 2008

## **Experience**

With HRC since 1999  
23 years of experience

## **Professional Registration/ Certification**

MCA Qualified Concrete Technician, Level II

MCA/ACI Certified Concrete Field Testing  
Technician, Level I

Nuclear Density & Radiation Safety Course

Michigan Certified Density Technology  
Technician

Michigan Certified Aggregate Technician

Michigan Certified Bituminous Technician

Bituminous Paving Operations

Inspection of Coatings for Industrial  
Structures

MDEQ Certified NPDES Stormwater  
Operator



## **Gino Santia**

### **GRADUATE CONSTRUCTION ENGINEER**

Gino Santia has been with Hubbell, Roth & Clark, Inc. since 1999 and has extensive experience in all types of construction inspection, including underground utilities, HMA cold milling and resurfacing, large-scale multi-lane concrete paving, concrete pavement repairs, steel reinforced concrete structures, concrete and steel beam bridges, bridge redecking, guardrail, ITS, and electrical. Gino has extensive experience in the quality control and quality assurance field and laboratory sampling and testing of soils, aggregates, concrete, and HMA. Gino is proficient in using FieldManager/Fieldbook and has experience using MDOT ProjectWise e-construction project documentation.

## **Select Project Experience**

### **ROADS/BRIDGES**

- I-75 Resurfacing through Flint – Michigan Department of Transportation
- M-21 HMA Mill and Resurface – M-13 to Morrish Road – Michigan Department of Transportation
- M-59 HMA Resurfacing/Rehabilitation – Michigan Department of Transportation
- M-29 Concrete Pavement Repairs – Michigan Department of Transportation
- M-15 Heritage Path – Michigan Department of Transportation
- Lakeshore Road Resurfacing – City of Grosse Pointe Shores
- I-94 Resurfacing and Structure Rehabilitation – Gratiot to 8 Mile – Michigan Department of Transportation
- M-53 Resurfacing from Macomb County line northerly to I-69 – Michigan Department of Transportation
- M-53 Resurfacing through the City of Almont – Michigan Department of Transportation
- Adelaide and North Road Improvements – City of Fenton
- Rochester Road Reconstruction – City of Troy
- HMA Mill and Resurface Group One and Group Two – City of Detroit

### **TRAFFIC ENGINEERING/INTELLIGENT TRANSPORTATION SYSTEMS**

- Traffic and Safety Upgrades – City of Detroit

### **PARKS AND RECREATION**

- M-15 Heritage Path – Michigan Department of Transportation

### **PARKING, PAVEMENT AND STREET LIGHTING**

- Northpoint Boulevard Pavement Repairs – City of Utica

**Experience**

With HRC since 2015  
Eight years of experience

**Professional Registration/  
Certification**

Certified Michigan Density Control  
Technician

MCA Concrete Field Testing Technician,  
Level I

**Professional Development**

MDOT Construction Quality of Asphalt  
Paving Workshop



## Thomas Crouse

### CONSTRUCTION OBSERVER II

Thomas Crouse has been employed at HRC since 2015, performing construction observation and materials testing. He has experience with concrete paving, HMA paving, underground utility installation, concrete curb and gutter, sidewalks, ADA sidewalk ramps, traffic signals, permanent signing, permanent pavement markings, and restoration. Tom has extensive experience in underground trenchless pipe installation, including both directional boring and pipe bursting. He is certified in both concrete and density testing of construction materials.

### Select Project Experience

#### ROADS/BRIDGES (INCLUDING MDOT)

- 2021 Road Resurfacing Project – Oakland Hills Subdivision Association
- 2021 Road Improvement Program – City of Grosse Pointe Farms
- Bloomfield Village Covington Road Reconstruction – Bloomfield Township
- I-69 Reconstruction – Michigan Department of Transportation Davison TSC
- M13 Chip and Seal, M21 to M57, 201297CON – Michigan Department of Transportation Davison TSC
- Oakwood Boulevard Reconstruction – City of Detroit
- Pickering Road Culvert Replacement – Bloomfield Township
- West Service Drive Rehabilitation – Wayne County Airport Authority (WCAA)
- Walnut Ridge – Township of Hartland
- 2017 Safety Upgrades – City of Detroit
- HMA Resurfacing, Group 1 2 3, 132506CON – City of Detroit
- Dodge Park Resurfacing and Widening, 129073A – City of Sterling Heights

#### PARKING, PAVEMENT AND STREET LIGHTING

- 2021 HMA Speed Humps – City of Detroit
- 2021 Safety Path Repair Program II – Bloomfield Township

#### WASTEWATER COLLECTION/TREATMENT

- Manhole Inspections Bloomfield Township Manhole Inspections – Bloomfield Township
- Section 25 Area 8 Sewer Separation – City of Southfield
- 2019 Retaining Wall Repair Program – Bloomfield Township

#### WATER TREATMENT/DISTRIBUTION

- Cranbrook Road Water Main Replacement – Bloomfield Township
- Westchester Village Water Main Replacement Phase II – Bloomfield Township
- Section 34 Water Main and Road Improvements – City of Southfield
- Westchester Village Water System Enhancement Program Phase 3 – Bloomfield Township
- Forest Hill Watermain Replacement Westchester Village Water Main Replacement Phase II – Bloomfield Township
- Harvard Street Watermain and Pavement Replacement – City of Berkley
- Five Mile Road 12-Inch Watermain Replacement Inkster to Merriman – City of Livonia
- Water Main Replacement Program, Phase I – Village of Lake Orion
- 2020 Water Main Replacement Program Berkshire Villas – Bloomfield Township
- Bloomfield Village Watermain Replacement Phase 4a Construction Engineering – Bloomfield Township

**WATER RESOURCES/WATERSHED MANAGEMENT**

- Storm Condition Assessment Saw Grant – City of Howell, Department of Public Service
- GIS Data Collection Storm Saw Grant AMP – City of Troy
- Storm MH Condition Assessment BLH Stormwater Saw Administration – City of Bloomfield Hills
- Bloomfield Village RTB DD Saw Grant App II – Oakland County Water Resources Commissioners Office
- Condition Assessment Saw Grant Application Proposal – City of Southfield
- Storm Water Manhole Inspection Saw Grant AMP – City of Troy

**ASSET MANAGEMENT**

- Sanitary Condition Assessment Saw Asset Management – City of Utica

**PARKS AND RECREATION**

- Pier Park Marina Dock Replacement – City of Grosse Pointe Farms

**SITE/CIVIL CONSULTING (PRIVATE DEVELOPMENT)**

- Anthony Condo Unit B – City of Wixom
- Legacy Hills – Bloomfield Township

**Education**

Civil Engineering Tech  
Michigan Technological University, 1980

**Experience**

With HRC since 2015  
28 years of experience

**Professional Registration/  
Certification**

Construction Management Certification,  
University of Wisconsin

Project Management Certification,  
University of Wisconsin

Course Completion Certification,  
Dale Carnegie Institute



## Thomas R. Valentine

### SENIOR CONSTRUCTION OBSERVER

Thomas Valentine has been in the Observation Department with Hubbell, Roth & Clark since 2015. His work experience includes airfield construction inspection, road reconstruction, rehabilitation/resurfacing, underground water/storm and wastewater installations, and facilities. Tom brings with him 19 years of construction experience. He has inspected, supervised, and managed projects for commercial, residential, and municipal design-build projects. He is proficient with all MEP system installation and modification aspects, including schedule sequencing, quality control focus points, system start-up, commissioning, and troubleshooting.

Tom emphasizes the importance of building effective relationships with customers, design teams, subcontractors, suppliers, and user groups that reflect and support the company's core values and strives to meet or exceed customers' expectations.

### Select Project Experience

#### ROADS/BRIDGES (INCLUDING MDOT)

- Our Lady of Hope Cemetery – Archdiocese of Detroit

#### WASTEWATER COLLECTION/TREATMENT

- Sanitary Sewer Investigation – City of St. Clair Shores
- Sewer Rehabilitation Program – City of Birmingham
- Section 25 Area 9 Water Main, Sanitary Sewer, and Road Replacement – City of Southfield
- Tricon Water Main – City of Wixom
- Water Main Roads and Sewer – City of Southfield
- Cleaning and Televising Observation SAW Grant – City of Troy
- Macomb County Wastewater Disposal District (MCWDD) Meter Pit Evaluations – Macomb County Public Works

#### WATER TREATMENT/DISTRIBUTION

- Maple Drive Water Main Extension Well Contamination Issue – Independence Township
- Construction Engineering Services – City of Detroit Department of Public Works

#### COMMERCIAL DEVELOPMENT

- Village of Bloomfield – City of Pontiac

#### AIRPORTS AND TRANSPORTATION FACILITIES

- DTW Structure 13365 Rehabilitation – Wayne County Airport Authority
- Task X Construction Administration Services – Wayne County Airport Authority
- Package B Task North Employee Lot Near Building 703 – Wayne County Airport Authority
- Package C Task X Decorative Fence Rehabilitation – Wayne County Airport Authority
- Package C Task McNamara Terminal Departure Level ADA Compliance Review – Wayne County Airport Authority
- Parking Lot Four and Five Alpha Tech Hampton Inn – Wayne County Airport Authority
- Parking Lot for Building 607 and Approach to Big Blue Deck – Wayne County Airport Authority

**PARKING, PAVEMENT AND STREET LIGHTING**

- Stoney River Steakhouse and Grill City – [City of Troy](#)

**MISCELLANEOUS**

- Deerhill Highlands – [Independence Township](#)

**Education**

MA, History  
University of Alabama, Tuscaloosa

BA, History  
University of Michigan, Ann Arbor

**Experience**

With HRC since 2022  
Two years of experience

**Certifications**

HMA Bituminous Paving Operations

Density Technology

MCA Concrete Field Technician



## Matthew Scapini

### CONSTRUCTION OBSERVER II

Matthew Scapini performs construction observation and materials testing. He has experience with concrete paving, HMA paving, concrete curb and gutter, sidewalks, ADA sidewalk ramps, permanent signing, permanent pavement markings, and restoration. Matt is certified in both concrete and density testing of construction materials.

## Select Project Experience

### ROADS/BRIDGES (INCLUDING MDOT)

- 2022 Road Improvement Plan – Grosse Pointe Farms
- 2022 Oxford Road Rehabilitation – City of Grosse Pointe Shores
- Our Lady of Hope Cemetery 2021 Pavement Repair – Brownstown Township
- 2022 HMA Federal Aid – City of Detroit
- I-75 HMA Milling and Rehabilitation (M-54 to US-23) – Michigan Department of Transportation
- Citywide Sidewalk Replacement Program – City of Detroit

### TRAFFIC

- Traffic Signal Modernization, Tireman and Nevada – City of Detroit

### WASTEWATER COLLECTION/TREATMENT

- Kilbrennan Road Sanitary Sewer Extension – City of Bloomfield Hills

### WATERMAIN

- Lakeshore Water Main Replacement – City of Grosse Pointe Shores
- Lead Service Line Verification – Bloomfield Township

### MISCELLANEOUS

- Detroit Traffic Safety Upgrades – City of Detroit

## Education

BLA, Landscape Architecture  
Michigan State University

Associate of Liberal Arts,  
Oakland Community College

## Experience

With HRC since 2023  
31 years of experience

## Professional Registration/ Certification

Registered Landscape Architect  
State of Michigan (RLA#1265)

## Affiliations

Groveland Township  
Board of Zoning Appeals

Knights of Columbus  
(1st–4th Degree)

Member, American Society  
of Landscape Architecture

Member, American Society of Landscape  
Architecture



# Michael J. Donnellon, Jr., LLA, ASLA

LANDSCAPE ARCHITECT | SENIOR PROJECT ENGINEER

Michael Donnellon, Jr. recently joined HRC with over 30 years of experience in asset management of facilities, design, and planning, including capital improvement project identification, budgeting, and implementation. He is a skilled project manager who analyzes the size and scope of projects and determines the expenditure in staffing and funding necessary for project execution. He is well-versed in strategic planning, design, and construction for preserving and renovating parks, buildings, trails, landscapes, natural areas, and related recreational facilities and infrastructure. He served as the Chief of Park Facilities Maintenance and Development for Oakland County Parks and Recreation from 2008–2022 and as their Architectural Engineer from 1996–2008. He joined the County with several years of experience in the residential and commercial landscape design and design-build phases.

## Select Project Experience

### PARKS AND RECREATION

#### Golf Courses

- Golf Maintenance Building Addition – Glen Oaks, Farmington Hills
- Park and Golf Course Development – Lyon Oaks, Lyon Township
- Golf Maintenance Building Addition – Lyon Oaks, Lyon Township
- Front and Back Nine Golf Restrooms and Site Improvements – Lyon Oaks, Lyon Township
- Golf Course and Park Redevelopment – Red Oaks, City of Madison Heights
- Clubhouse and Conference Center Replacement and Site Improvements – White Lake Oaks, White Lake Township
- Front and Back Nine Restroom and Site Improvements – Springfield Oaks, Davisburg
- Front and Back Nine Restroom and Site Improvements – White Lake Oaks, White Lake Township
- South Parking Lot Replacement – White Lake Oaks, White Lake Township
- Clubhouse and Site Replacement – Red Oaks, Madison Heights
- Golf Bag Drop and Entrance Improvements – Glen Oaks, Farmington Hills
- Pro Shop/Grill Room Renovation – Glen Oaks, Farmington Hills

#### Conference/Banquet Centers

- Buhl Estate Interior Renovations – Addison Oaks, Leonard
- Conference Center Interior Renovation – Glen Oaks, Farmington Hills
- Formal Garden Design and Installation – Glen Oaks, Farmington Hills

#### Campgrounds

- Boathouse Rental Building and Site – Addison Oaks, Leonard
- Campground Recreational Pavilion – Addison Oaks, Leonard
- Section C Restroom Renovation – Groveland Oaks, Holly
- Campground Site and Road Renovation – Groveland Oaks, Holly
- Campground Site and Road Renovation – Addison Oaks, Leonard
- Contact Station/Office and Site Development – Addison Oaks, Holly
- Pines Restroom Renovation and Laundry Building – Groveland Oaks, Holly

**Waterparks**

- Splash Pad and Family Restroom Development – Red Oaks, Madison Heights
- Bathhouse Family Restroom Remodeling – Red Oaks, Madison Heights
- Waterpark Entrance Relocation and Queuing Improvements – Red Oaks, Madison Heights
- Waterpark Parking Lot and Overflow Lawn Parking Area Improvements – Red Oaks, Madison Heights
- Bathhouse Improvement – Waterford Oaks, Waterford
- Children's Waterplay Pool Bottom Rehabilitation – Waterford Oaks, Waterford

**Parks and Nature Centers**

- River Loop Trail and Boardwalk – Independence Oaks, Clarkston
- Accessible Trails, Docks, and Boardwalks – Rose Oaks, Rose Township
- Accessible Trails, Docks, and Boardwalks – Highland Oaks, Rose Township
- Connector Trail – Red Oaks, Madison Heights
- Connector Trail – Addison Oaks, Leonard
- Buhl Lake Trail – Addison Oaks, Leonard
- Lakeshore Trail Accessible Improvements – Independence Oaks, Clarkston
- Thread Creak Trail Paving – Groveland Oaks, Holly
- Twin Chimneys Accessible Site and Building Improvements – Independence Oaks, Clarkston
- Universally Accessible Paradise Peninsula Playground – Waterford Oaks, Waterford
- Disc Golf Course Renovation – Addison Oaks, Leonard
- Group Campsite Conversion – Addison Oaks, Leonard
- Park Road Repaving and Stormwater Improvement – Independence Oaks, Clarkston
- Interpretive and Interior Renovations – Red Oaks, Madison Heights
- Interpretive and Interior Renovations – Independence Oaks, Clarkston
- Outdoor Interpretive Tent and Site Area – Red Oaks, Madison Heights
- Sensory Garden Improvements and Pond Installation – Independence Oaks, Clarkston

**Education**

BS, Geographic Information Science  
Central Michigan University, 2013

**Experience**

With HRC since 2021  
Over ten years of GIS experience

**Affiliations**

Improving Michigan's Access to Geographic Information Networks (IMAGIN)

ESRI Business Partner



## Emmett Mercier

### GIS DEPARTMENT MANAGER

Emmett Mercier joined Hubbell, Roth & Clark, Inc. in 2021 as a GIS Project Analyst. His primary work experience includes data creation and conversion, application development, geodatabase database design and management, GIS project management, and enterprise deployment and administration.

Emmett has over ten years of experience in both the public and private sectors, leveraging the ESRI ArcGIS Suite of products to provide solutions tailored to organizational needs. Using the ArcGIS Online and Enterprise systems, he has facilitated seamless collaboration, data sharing, and analysis, empowering teams to harness the full potential of their spatial data in the decision-making process.

## Select Project Experience

### ASSET MANAGEMENT

- MDEQ SAW Grant, GIS Development – Bloomfield Township, City of Algonac
- Sanitary Sewer Rehabilitation – Bloomfield Township, City of Farmington Hills
- Sanitary Sewer Manhole Inspections – Bloomfield Township
- Storm System Asset Management Plan – Bloomfield Township
- Stormwater Apportionment Study – City of St. Clair Shores
- GIS Support – Bloomfield Township, City of Algonac
- ArcGIS Online and GIS Support – Waterford Township
- Sanitary System Flow Model and Master Plan – City of Troy
- Confined Space Hazard Assessment – Wayne County Airport Authority
- CMMS Configuration and Support – City of Birmingham

### WATER TREATMENT/DISTRIBUTION

- Water Distribution System Materials Inventory Collection Planning – City of Pontiac, Royal Oak Township
- Lead Service Line Verification and Replacement – Multiple Communities

### WATER RESOURCES/WATERSHED MANAGEMENT

- IDEP Stormwater Outlet Inspections – City of Troy
- Swift Run Watershed Study – City of Ann Arbor
- Section 197 Drainage District Delineations – Washtenaw County Water Resources Commissioner
- Right of Way Drainage Assessment – Village of Franklin, City of Ann Arbor

### TRANSPORTATION

- Citywide Drainage Analysis for Gravel Roads – City of Ann Arbor
- Safe Streets and Roads for All Action Plan – Road Commission of Kalamazoo County
- Pedestrian Signal Upgrades – City of Pontiac
- Bicycle Action Plan – City of Grand Rapids
- Miller Avenue Cycle Track Public Comment Application – City of Ann Arbor

#### PARKS AND RECREATION

- Musketawa Trail Reconstruction – Michigan Department of Technology, Management and Budget

#### CUSTOM DEVELOPMENT

- Meter Replacement Business Process Development – SLC Meter, Inc.
- Water Treatment Quality State Reporting Tool – Waterford Township
- Backflow Device Program Technology Development – Oakland County Water Resources Commissioner

**Education**

BA, Anthropology  
Western Michigan University, 1988

**Experience**

With HRC since 1997  
37 years of experience



## Dave Hebert

### SENIOR OFFICE TECHNICIAN – SURVEY

David Hebert has worked in the survey field since 1988. He is experienced in using electronic survey equipment for boundary topographic and construction layout survey services. He is also experienced as a CAD operator for computer-aided survey drawings. Since 1998, Dave has worked in the survey office, specializing in researching property descriptions and preparing easement documents.

#### Select Project Experience

##### ROADS/BRIDGES (INCLUDING MDOT)

- Fourteen Mile Road Rehabilitation – City of Farmington Hills
- Holcomb Road – Road Commission for Oakland County
- Wixom Road Bypass – City of Wixom
- Hawkens Drive – City of Sterling Heights
- Livernois Road – City of Troy
- West Stadium Boulevard – City of Ann Arbor

##### WASTEWATER COLLECTION/TREATMENT

- Combined Sewer Tunnel Survey – Oakland County Water Resources Commissioner's Office

##### WATER TREATMENT/DISTRIBUTION

- OMI Due Diligence Survey – Macomb County Drain Commissioner
- Multi-Year Street and Infrastructure Survey – City of Howell

##### RIGHT OF WAY/EASEMENT ACQUISITION

- Union Lake Road Rehabilitation – Road Commission for Oakland County
- Cooley Lake Road Widening – Road Commission for Oakland County
- Abbott Road Reconstruction – City of East Lansing
- Oxbow Lake Road Rehabilitation – Road Commission for Oakland County
- Williams Lake Road Relocation at M-59 – Road Commission for Oakland County
- 2012 Safety Path Program – Bloomfield Township
- Tienken Road Reconstruction, Livernois to Sheldon – Road Commission for Oakland County
- D-19 – City of Howell
- Silver Lake Road – City of Fenton
- I-696/Franklin Road – City of Southfield
- Long Lake Road – City of Troy
- Dixie Highway – Road Commission for Oakland County
- Southfield Pollution Control Facilities – City of Southfield

Professional Experience | **David Hebert**  
SENIOR OFFICE TECHNICIAN – SURVEY

- Ryan Road – City of Sterling Heights
- Transmission Main – City of Wixom
- Telegraph Road MOT – Bloomfield Township
- Sidewalk Connector Program – City of Beverly Hills
- Commerce Road Culvert – Road Commission for Oakland County
- Lemon Drain – Eaton County Drain Commission
- Van Dyke Avenue – City of Sterling Heights

**PARKS AND RECREATION**

- Volunteer Park – City of South Lyon

**PARKING, PAVEMENT AND STREET LIGHTING**

- Parking Lot 6 – City of Birmingham

**SITE/CIVIL CONSULTING (PRIVATE DEVELOPMENT)**

- Section 35 and 36 – 640 Acre Boundary Survey – Private Development in Commerce Township
- Section 24 – 69 Acre Boundary Survey – Private Development in Commerce Township
- Section 36 – 347 Acre Boundary Survey – Private Development in Salem Township
- Section 6 – 76 Acre Boundary Survey – Private Development in Van Buren Township

**MISCELLANEOUS**

- Corporate Line Survey – City of Sterling Heights

**Education**

BS, Civil Engineering, 1989  
Lawrence Technological University

**Experience**

HRC 2024 and Current

Commonwealth Associates  
2009–2024

HRC 1989–2008

35 Years Experience

**Professional Registration/  
Certification**

Professional Engineer  
Michigan 62010039986

Real Estate Broker  
Michigan No. 6502383952

SR/WA, International  
ROW Association No. 6105

Notary Public, State of MI

**Professional Development**

MDOT Approved ROW

International ROW Association

Michigan Society of Professional Engineers

**James J. Aiello, PE, SR/WA****MANAGER, RIGHT OF WAY DEPARTMENT**

Jim Aiello has more than 20 years of experience in land services, including project management and the acquisition of many easements, right-of-way in-fee, relocations, and temporary permits and licenses for local municipalities, county and state governmental agencies, and other organizations. Projects have included airports, roadway improvements, utility, wind energy, and relocation projects. His extensive background includes more than 18 years of experience in design, management, and construction administration for various civil engineering projects. In addition to his contract management experience, Jim's managerial experience includes departmental personnel management, consisting of full and part-time staff.

**Select Project Experience**

- Land and Right-of-Way Acquisitions
- Fee Purchases and Relocation Initiatives
- Easement Acquisitions including Airport, Roadway, Utility, and Renewable Energy
- Temporary Permits and Licenses for Municipalities, Counties, State Governments, and Organizations
- Civil Engineering Design
- Construction Administration
- Project Management
- Client Relations
- Department and Personnel Management
- Compliance with Uniform Act
- Compliance with MDOT Regulations

**PARTIAL CLIENT LIST (EXPERIENCE PRIOR TO HRC EMPLOYMENT)**

- Lansing Board of Water and Light
- Consumers Energy
- OHM Advisors
- State of Michigan
- Oakland and Wayne Counties
- Michigan Municipalities including Huntington Woods, Berkley, and Oak Park

## Education

MS, Urban Planning  
Eastern Michigan University, 2012

BS, Geography, Wayne State University,  
2007

## Experience

With HRC since 2023  
10 years of additional experience

## Professional Registration/ Certification

Professional Transportation Planner (PTP)  
Michigan Reg. No. 1090267, 2022

## Affiliations

Transportation Asset Management Council  
  
Michigan Transportation Planning  
Association  
  
Institute of Transportation Engineers



# Sarah Plumer, PTP

## SENIOR TRANSPORTATION PLANNER AND PROJECT ANALYST

Sarah Plumer, PTP, is a Senior Transportation Planner at Hubbell, Roth & Clark, Inc. (HRC) and a certified Professional Transportation Planner (PTP) through the Transportation Professional Certification Board. Sarah has been in the Transportation Planning field for over 10 years and has worked at a Metropolitan Planning Organization, Transit Agencies, Advocacy Groups, and Local Road Agencies. She has experience with grant writing and administration, multi-agency coordination, public engagement, asset management planning, and local, state, and federal policy and funding program analysis.

## Select Project Experience

### ASSET MANAGEMENT

- PASER Ratings
- Transportation Asset Management Plan – Road Commission for Oakland County
- Transportation Asset Management Council (TAMC) Coordinator
- Regional Planning Agency and Metropolitan Planning Agency Asset Management Work Programs

### ROAD SAFETY

- Road Safety Audits – Road Commission for Oakland County
- Safety Review Committee – Road Commission for Oakland County
- Intersection Safety Studies – Road Commission for Oakland County
- Safety Studies and Crash Report Analysis

### FUNDING AND GRANTS

- TIGER Grant – North Holly Road, Holly Township, Michigan
- BUILD Grant – Adams Road, Rochester Hills, Michigan
- Congressional Appropriations – Silverbell Road, Orion Township; Livingston County Trail Connector, Livingston County
- DNR Trust Fund, Land and Water Trust Fund, SPARK Grants, Erb Foundation
- State Transportation Economic Development Category A, B, and C Grant Funds
- Oakland County Federal Aid Committee Administrator/Coordinator
- Highway Safety Improvement Program
- Safe Streets and Roads for All
- Reconnecting Neighborhoods and Communities
- Labor and Economic Office Community Center Grants
- RAISE Grants
- TAP Grant

### INTERAGENCY COORDINATION

- Oakland County Federal Aid Committee
- Transportation Asset Management Council
- Huron-Clinton Metroparks and Partners
- Biennial Strategic Plan – Road Commission for Oakland County
- MPO Board and Support Committees – Collier County, Florida

#### **PUBLIC TRANSPORTATION**

- Transportation Development Plan
- National Transit Database Reporting
- Corridor and Bus Stop Studies
- Surveys and Public Inquiries

#### **PUBLIC INVOLVEMENT AND ENGAGEMENT**

- Public Involvement Plan – Collier County MPO
- Public Engagement Meetings and Presentations
- Public Surveys
- In-Person Education and Feedback
- Ann Arbor Gravel Roads Drainage Study
- Adams Road Planning and Environmental Linkage Study

## Education

MA, Architecture  
University of Detroit Mercy, 2004

BA, Architecture  
University of Detroit Mercy, 2000



## Experience

With HRC since 2012  
22 years of experience

## Professional Registration/ Certification

Registered Architect  
Michigan No. 51959

US Green Building Council Leadership  
in Energy & Environmental Design  
Accredited Professional Building Design and  
Construction (LEED AP BD+C)

Registered Plan Reviewer  
Michigan No. INSP01005

## Affiliations

American Institute of Architects  
International Code Council

# Adrianna Melchior, AIA, LEED AP BD+C

## ASSOCIATE

As head of Hubbell, Roth & Clark's Architectural Department, Adrianna Melchior conceptualizes, designs, and orchestrates functional and aesthetically pleasing architectural solutions for commercial, industrial, municipal, and private clients. With a talent for exceeding client expectations, her responsibilities include space planning and design, construction documents, bid management, construction administration, shop drawing review, cost estimating, code compliance reviews, 3D modeling and renderings, material finish selections and coordination, and project closeouts. She places a high priority on attention to detail and problem-solving on every project. Her work is showcased at HRC's corporate headquarters, where she was responsible for renovating its Bloomfield Hills office.

## Select Project Experience

### PARKS AND RECREATION

- Gunner Mettala Park Improvements – City of Wixom
- Township Park Building Improvements – Briley Township
- Greenmead Park Newburgh School ADA Study – City of Livonia
- Wiegand Park Splash Pad Improvements – City of Warren
- Halmich Park Concession Building Improvements – City of Warren
- Greenmead Park Pavilion and Ice Rink Study – City of Livonia

### MUNICIPAL FACILITIES

- Depot Park Pavilion and Ice Rink – City of Howell
- Township Hall Needs Assessments and Planning – Milford Township
- DPW Sign Shop Roofing Replacement – Ingham County
- DPW Water Garage Exterior Improvements – City of Warren
- Spicer House Roof Replacement – City of Farmington Hills
- Senior Center Improvements – City of Pontiac

### WASTEWATER COLLECTION/TREATMENT

- UV Building New Construction – City of Caro
- Incinerator C-II Freight Lifting Building Improvements – Great Lakes Water Authority
- WWTP New Construction and Miscellaneous Building Improvements – City of Mason Water Authority
- WWTP Miscellaneous Building Improvements – South Huron Valley Utility Authority
- Emergency and Evacuation Maps for WRRF and CSO Sites – Great Lakes Water Authority Treatment Facility
- Allegan Wastewater Treatment Plant, UV Enclosure Building New Construction – City of Allegan

### WATER TREATMENT/DISTRIBUTION

- WTP Building Renovations and New Construction – City of Cheboygan
- Filtration Building Improvements – City of Algonac
- Emergency Water Meter Vault New Construction – Waterford Township
- WTP Building Renovations – City of Howell
- Booster Pumping Station #2 New Construction – City of Rochester Hills

**AIRPORTS AND TRANSPORTATION FACILITIES**

- LET Monroe Transit Center Tenant Build Out – Suburban Mobility Authority for Regional Transportation (SMART)
- Blue Deck Steam Line Replacement Project – Wayne County Airport Authority
- Blue Deck Parking Lot Entrance Canopy New Construction – Wayne County Airport Authority
- LC Smith Terminal Demolition Coordination – Wayne County Airport Authority
- Package D, Forensic Design, Engineering and Related Services for the Repairs and Maintenance of Existing Facilities – Wayne County Airport Authority – Assessments at Buildings 348, 356, 357, 705 and 738; North Terminal Public Area Restroom Improvements; North Terminal Skycap Station Radiant Heater & Drainage Improvements; North Terminal Miscellaneous Assessments and Decorative Wall Panel Designs; McNamara Terminal Parking Garage Improvements; Ground Transportation Center Circulation Study; Willow Run Airport Hanger 1 IR Heater Renovations; McNamara Terminal Pre-Cast Panel Assessment; Roof Repairs/Replacements at Buildings 354, 403, 455, 509, 530, 802, 737, 821, and 831; Blue Deck Steam Line Renovations

**MISCELLANEOUS**

- Irrigation Pump Station New Construction – Plum Hollow Country Club
- Main Restroom Renovations – Salem Lutheran School
- Stilwell Manor Senior Apartments Roof Replacement – City of Warren
- Northland Mall Demolition Project – City of Southfield
- Design of New Addition and Interior Renovations – Lakeshore Residence
- Building Assessments at Multiple Cemetery Facilities – Archdiocese of Detroit
- Code Compliance Reviews for New Construction and Renovations – Beau's Restaurant; St. Regis Church; Willow Run Hangar 2 Reuse; Kirk in the Hills; New Lifetime Fitness Premier Facility; Target Rightsizing; Multiple Bloomfield Township School Renovations; Senior Living Center; Ellen's Bakery Café; Marian High School; Erhard BMW; At Home Store; Victory Indian Motorcycle Warehouse; Starbucks New Building; New High-End Office Building; Muslim Unity Center Renovations; Shell Gas Station; Birmingham Country Club; Costco Fueling Station Expansion; The Butchery Restaurant; Golling Dealership Addition; Urgent Care Buildout; Sylvan Lake Parking Deck Structural Renovation; Jimmy John's New Building; Oakland Veterinary Addition, MDOT Five Lakes Rest Area New Construction

**COMMERCIAL DEVELOPMENT**

- Office and Warehouse Building Renovations – Peco Car Wash Systems
- Interior Finish Selection and Millwork Designs – Multiple Orthodontic and Dental Offices
- Troy Location Lab and Office Improvements – Hubbell, Roth & Clark, Inc.
- Industrial Office Building Roof Framing Repairs – Lautrec, Ltd.

**INDUSTRIAL FACILITIES**

- Design-Build Ash Handling Building New Construction – DTE Trenton Channel Power
- Office Renovation – US Ecology Belleville
- Locker Room Addition/Renovation and Electrical Building New Construction – US Ecology, Romulus
- Parking Canopy Study, Milford Proving Ground Campus – General Motors Corporation
- Well House 8 Building New Construction, Milford Proving Ground Campus – General Motors Corporation
- Multiple Renovation Projects in Existing Automobile Manufacturing Facilities – MAHLE Industries

**Education**

BS, Civil Engineering  
Lawrence Technological University, 1999

BS, Architecture  
Lawrence Technological University, 1998

**Experience**

With HRC since 1999  
25 years of experience

**Professional Registration/  
Certification**

Professional Engineer  
Michigan No. 6201063747

**Affiliations**

AISC – American Institute of Steel  
Construction, 2016–Current



## Christa Crist, PE

### PROJECT ENGINEER

As a member of HRC's Structural Department, Christa Crist is responsible for structural analysis, design, and development of contract plans and specifications for various projects, including concrete, steel, and masonry construction. Her project focus includes new construction and rehabilitation work for water and wastewater treatment facilities and bridge design for the Michigan Department of Transportation and local agencies.

As part of her department role, she frequently performs structural inspections and detailed field condition surveys, concluding with preparing detailed assessment reports incorporating recommendations and estimates of cost for addressing items noted in the inspections.

### Select Project Experience

#### PARKING, PAVEMENT AND STREET LIGHTING

- Howell Parking Lots #2 and #4 Reconstruction – City of Howell

#### WASTEWATER COLLECTION/TREATMENT

- Warren Wastewater Treatment Plant Secondary Clarifier Rehabilitation – City of Warren
- Warren Water Recovery Facility Grit Chamber Improvements – City of Warren
- Warren Wastewater Treatment Plant Secondary Clarifier Rehabilitation – City of Warren
- Warren Wastewater Treatment Plant Primary Clarifiers 5 and 6 Effluent Trough Rehabilitation – City of Warren
- Warren Wastewater Treatment Plant Aeration Tanks 5 & 6 Fall Protection Improvements – City of Warren
- Warren Wastewater Treatment Plant Asset Management Plan Structural Inspections – City of Warren
- Warren Water Recovery Facility Pumping Station Repairs – City of Warren
- Wixom Wastewater Treatment Plant Aeration Basin Inspection – City of Wixom

#### WATER TREATMENT/DISTRIBUTION

- SOCWA 12 Mile/Southfield Roads Hatch Replacement Project – Southeastern Oakland County Water Authority
- PRV No. 7 Rehabilitation – City of Troy
- Emergency Connection Meter/PRV Facility – Waterford Township
- The Crossings Well House Generator Room Wall Reconstruction – Oakland County Water Resources Commissioner
- 2021 PRV Rehabilitation – Bloomfield Township
- West Long Lake Road and Woodward PRV Vault – City of Bloomfield Hills
- Long Lake PRV Project – Bloomfield Township
- 2019 PRV Rehabilitation Project – Bloomfield Township
- Nine Mile Road and Halsted and Eleven Mile Road and Farmington PRVs – City of Farmington Hills
- OF2 Task 20 Inkster CSO RTB Basin Deck Opening and Wall Investigation – Wayne County Department of Public Services
- OF2 Task 25 Dearborn Heights CSO RTB Basin Deck Opening and Wall Investigation – Wayne County Department of Public Services
- Connor Creek RTB Emergency Procurement Work Launder/Emergency Relief Gate Inspection – Great Lakes Water Authority

## INDUSTRIAL FACILITIES

- Howell Pepsi Plant Evaluation of Equipment Mezzanine Modifications – Linker Equipment Corporation
- Troy Transfer Station Facility Fire Damage Evaluation – Southeastern Oakland County Resource Recovery Authority
- Linden Grist Mill Condition Assessment – City of Linden
- DTE Trenton Channel Power Plant Improvements – City of Trenton

## MUNICIPAL FACILITIES

- Warren Police Headquarters Evidence Lab Renovation – City of Warren Police Headquarters Building Roof Slab Structural Assessment – City of Warren
- Community Center Pool Waterslide Structural Assessment – City of Warren
- Community Center Bleacher and Storage Facility Inspection – City of Warren
- DPW Facility Paint and Finish Maintenance Project – City of Farmington Hills
- Linden Grist Mill Condition Assessment – City of Linden
- Delhi Charter Township POTW Nitrification Tower Inspection – Delhi Charter Township
- Howell City Offices Wall Repair Project – City of Howell
- Warren Police Headquarters Building Roof Slab Structural Assessment – City of Warren

## COMMERCIAL DEVELOPMENT

- Oakland Community College, Farmington Hills Campus Community Activities Building Structural Assessment – Barton Malow Company
- Cemetery Building Structural Inspections – Archdiocese of Detroit

## LANDSCAPE ARCHITECTURE

- Our Lady of Hope Catholic Cemetery Main Entrance and Corner Monument Landscape Improvements – Archdiocese of Detroit

## MISCELLANEOUS

- Bay City RTB #4 Odor Control Room Slab Replacement – City of Bay City

## ROADS/BRIDGES

- East High Street Bridge Rehabilitation Project – City of Jackson
- Nine Mile Road Bridge and Road Reconstruction – City of Southfield
- Sharon Valley Road Over River Raisin – Washtenaw County Road Commission
- South Avenue Flooding Reconstruction – Road Commission of Kalamazoo County
- W G Rogell Drive to John D Dingell Drive Connector Ramp – Wayne County Airport Authority
- AOA Decorative Fence Repairs Phase 3 – Wayne County Airport Authority
- Dingell Drive Concrete Retaining Wall Inspection – Wayne County Airport Authority
- Franklin Road Bridge over I-696 Freeway – City of Southfield
- Eleven Mile Road Bridge over Rouge River – City of Southfield
- Orion Road Bridge over Paint Creek – Road Commission for Oakland County
- MDOT Bridge Inspections and Appraisals – Village of Beverly Hills, City of Bloomfield Hills, City of Rochester, City of Rochester Hills, City of Southfield, City of Sterling Heights, City of Utica
- MDOT Rawsonville Sound Wall Rehabilitation – Michigan Department of Transportation

## PARKS AND RECREATION

- Township Park Foot Path Bridges – Plymouth Township

## WATER RESOURCES/WATERSHED MANAGEMENT

- Sylvan Lake Seawall Project – City of Sylvan Lake

## Education

BS, Electrical Engineering, Electric Power Engineering Certificate  
Michigan Technological University, 2014

## Experience

With HRC since 2014  
10 years of experience

## Professional Registration/ Certification

Professional Engineer  
Michigan No. 6201067429  
Arizona No. 78720  
Illinois No. 062.075082  
Indiana No. PE12300258  
Ohio No. PE.89073



# Michael Roskelley, PE

## MANAGER

Michael Roskelley is the manager of HRC's Electrical Department and has over 10 years of experience within the Electrical Department. His responsibilities include project management and electrical design and specification, focusing on power distribution systems, backup power generation systems, instrumentation, and controls. He has experience in lighting design and construction administration. He has experience on multiple projects conforming to MDOT, AASHTO, NEC, OSHA, Federal/State Codes, Standards, Specifications, Procedures, and Guidelines. He has experience managing multi-disciplinary projects, including electrical, mechanical, civil, architectural, and structural engineering.

## Select Project Experience

### WASTEWATER COLLECTION/TREATMENT

- Water Resource Recovery Facility Electrical Investigation and Substation Replacement – Great Lakes Water Authority
- Lake Orion Pump Station Evaluation – Oakland County Water Resources Commissioner
- South Huron Valley Capital Improvement Project Assessment – South Huron Valley Utility Authority

### PARKS AND RECREATION

- Lake St. Clair Metropark Electrical Evaluation and Upgrades – Huron-Clinton Metropolitan Authority

### COMMERCIAL DEVELOPMENT

- Building Inspections for Cemetery Buildings – Archdiocese of Detroit

### AIRPORTS AND TRANSPORTATION FACILITIES

- SMART Terminal Assessment – SMART Procurement Department

### MUNICIPAL CONSULTING

- Grand Blanc Office Building Assessment – Ascension Health
- Portable Generator Analysis and Specification – Delhi Charter Township
- City Hall Campus Electric Vehicle Study and Design – City of Farmington Hills
- Grand Rapids Water Resource Recovery Facility Headworks Evaluation – City of Grand Rapids
- Marina Evaluation – City of Grosse Pointe Park
- Linden Grist Mill Assessment – City of Linden
- Pontiac Youth Center Assessment – City of Pontiac
- Phoenix Center Lighting Study – City of Pontiac
- Cellular Tower Metering Study – City of Southfield
- 50th District Court Evaluation – City of Pontiac
- City Hall Assessment – City of Pontiac
- Police Station Assessment – City of Pontiac
- Youth Center Assessment – City of Pontiac

## 2. PROJECT SHEETS

HRC is proud of its many engineering achievements and numerous awards from the American Council of Engineering Companies (ACEC), American Society of Civil Engineers (ASCE), American Public Works Association (APWA), and other professional organizations for innovative and cost-effective projects. A notable example is the selection by ASCE/Michigan of the HRC designed upgrade of the Detroit Wastewater Treatment Plant as one of Michigan's Top Ten Civil Engineering Projects of the 20th Century.



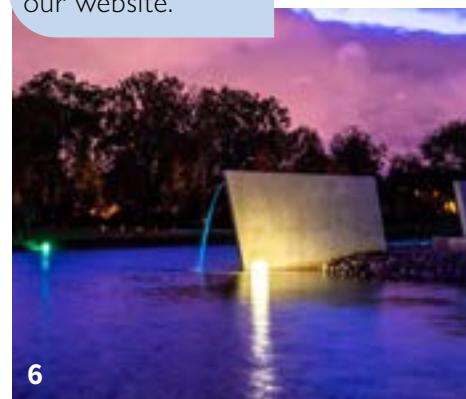
1. Macomb County Public Works Sterling Relief Drain Daylighting and Green Infrastructure Retrofit project earned the APWA/Michigan 2021 Project of the Year in the Quality of Life category (\$1M–\$5M) the Michigan Association of County Drain Commissioners 2022 Innovation and Engineering Award, the ACEC/Michigan Chapter 2022 Engineering Honorable Conceptor Award, and ACEC 2022 National Recognition.

2. City of Troy Section 25 Relief Drain project earned the ACEC Engineering 2023 Merit Award and the APWA/Detroit Metro Branch 2022 Project of the Year in the Environment category (\$5M–\$25M).

3. Road Commission of Kalamazoo County Parkview Roundabouts project won the 2024 Southwest APWA Branch in the Transportation category (\$1M–\$2M).

4. City of Ann Arbor Geddes Avenue and Sanitary Improvement project was awarded the ACEC/Michigan 2019 Engineering and Surveying Excellence Merit Award.

HRC was named a 2024 Top Workplace USA for the fourth year of the program. We also were recognized by the Detroit Free Press as a Top Workplace for a fifth consecutive year. Other accolades include being a Top 50 Trenchless Technology Design Firm and an ENR Top 500 Design Firm. HRC also received the honor of being named one of the Cool Places to Work in Michigan by Crain's Detroit Business magazine. Additional awards can be found on our website.



5. Road Commission of Kalamazoo County East Michigan Avenue Emergency Repair earned both the APWA/Michigan Chapter 2021 Project of the Year in the Emergency Response category (Less than \$1M) and the ASCE/Michigan Quality of Life 2021 Award.

6. City of Rochester Hills Innovation Hills project earned the APWA/Michigan Chapter 2021 Project of the Year in the Quality of Life category (\$5M–\$25M), the 2021 ACEC/Michigan Chapter Engineering and Surveying Excellence Merit Award, the ASCE/Michigan 2021 Quality of Life Merit Award, and the MCA Award in the Innovation category for 2020.

**OWNER**

City of Sterling Heights  
40555 Utica Road  
PO Box 8009  
Sterling Heights, MI 48311

Brent Bashaw  
City Engineer  
(586) 446-2580

Frank Bayer  
Building Official  
(248) 446-2360

**COMPLETION DATE**

Ongoing

**PROJECT DESCRIPTION:**

In 2019 HRC began providing the City of Sterling Heights Building and Engineering Departments Structural Reviews for all proposed commercial and industrial buildings within the City. Our assistance to the City began during our project for the Building Department to review a roof deck construction issue on the City's new Recreation Facility. HRC visited the site to observe and document the issues and provided recommendations on methods to remediate the noted deficiencies to ensure the intended and expected roof deck and structure life span would be met. In addition, HRC assisted the City staff in resolving the matter between the general contractor and the structural engineer of record to meet the required useful life while also providing the aesthetics of the exposed interior roof deck. Following this assistance, staff determined that although the reviews were previously completed entirely by City staff, their workload and staffing shortages could not keep up with the increased number of building plan submittals.

For all non-residential building plans, HRC provides a structural review of the proposed building to be sure the plans are prepared per the Michigan Building Code (MBC). Our review letter outlining our comments is prepared and sent directly to the developer and structural engineer of record for their use in revising the plans as required to meet the MBC. HRC also reviews subsequent reviews of revised plans. Upon meeting the comments, a final letter is issued to note the plans meet the MBC so that the City Building Department can issue a permit to allow construction to commence.

# DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY & INGHAM COUNTY ROAD DEPARTMENT

## OWNER

Delhi Charter Township Downtown  
Development Authority  
4410 Holt Road  
Holt, MI 48842

Howard Haas, Executive Director  
(517) 699-3866

Ingham County Road Department  
301 Bush Street  
Mason, MI 48854

Kelly Jones, PE  
Executive Director  
(517) 676-7200, extension 2000

## HRC PROJECT NUMBER

20161043

## DESIGN START DATE

July 2017

## CONSTRUCTION START DATE

May 2018

## SERVICE BUDGET

\$1,100,200

## CONSTRUCTION COST

\$5,381,715

## CONTRACTOR

Leavitt & Starck Excavating, Inc.

## AWARDS

2018 Transportation Achievement Award  
by the Michigan Section of the Institute of  
Transportation Engineers



## ROADS AND BRIDGES Realize Cedar

### PROJECT DESCRIPTION:

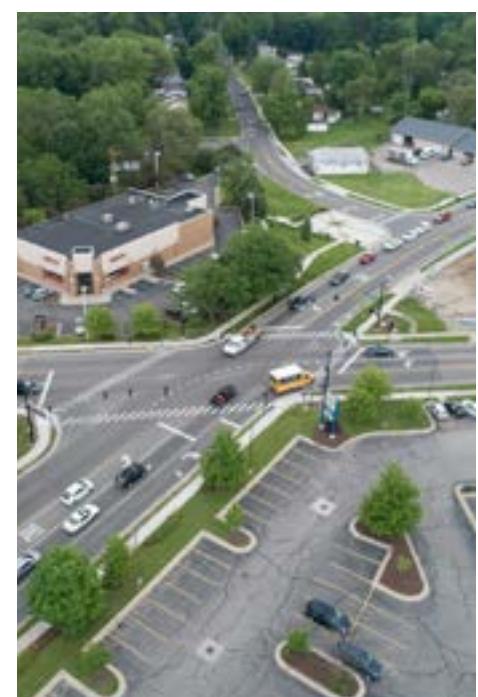
Cedar Street is the embodiment of Delhi Township's unique and diverse community. The Realize Cedar project will lay the foundation for its evolution into a beautiful civic space that successfully and equitably meets the needs of vehicle traffic, bicyclists, transit, and pedestrians.

The Realize Cedar project will re-allocate the existing road ROW to better balance user needs and reflect the Complete Street philosophy. The project will:

- Convert the existing four-lane road used exclusively by vehicles to three vehicle lanes, one in each direction with a center turn lane. Given the number of driveways in the segment, a dedicated left turn lane is expected to improve safety and traffic flow.
- Realign Keller Road so that it is no longer a fifth leg at the Cedar and Aurelius intersection, which will improve operations and safety at the intersection.
- Reassign additional road ROW to five-foot wide bicycle lanes on both sides and on-street parking in limited locations for both businesses and residences.
- Create a greater physical separation between moving vehicles and pedestrians there by improving the walking environment and allowing for streetscaping and landscaping.
- Encourage pedestrian circulation by creating three new mid-block crossings with protective curbed islands near the popular locations such as the Holt Farmers Market, Senior Center and future development.

Cedar Street is the embodiment of Delhi Township's unique and diverse community. The Realize Cedar project will lay the foundation for its evolution into a beautiful civic space that successfully and equitably meets the needs of vehicle traffic, bicyclists, transit, and pedestrians.

- Which design standards apply to the project regardless of funding sources.
- Given that there is no federal or state funding involved, which road agency should review and approve the Design Exception request.
- Can the design speed for a non-freeway, NHS urban arterial be less than 35 mph as proposed by the Realize Cedar Framework.
- Can NACTO criteria be utilized on an NHS route.



### OWNER

City of Howell  
611 E. Grand River  
Howell, MI 48843

Ervin Suida  
DPS Director  
(517) 546-3502

### COMPLETION DATE

2019

### CONSTRUCTION COST

\$2,184,000

### AWARDS

2020 ASCE/Michigan Quality of Life Award

2020 ASCE Lansing-Jackson Branch, Quality of Life Award

2020 APWA Michigan Chapter Project of the Year

2020 Michigan Concrete Association Award, Parking Lots Category



### PROJECT DESCRIPTION:

Hubbell, Roth & Clark, Inc. (HRC) prepared plans and specifications and provided construction administration services for this infrastructure, road, and alley project for the City of Howell. This project received a Community Development Block Grant (CDGB) from the State of Michigan.

This project consisted of taking an existing tired area and updating it to fit the vibrant downtown scene. Two alleys were renovated by replacing the sanitary and storm systems, placing overhead utilities underground, minimizing utility facilities hanging off the walls, and providing a permeable center brick area. State Street was reconstructed into a “festival,” which provides a place where the City can eliminate cars and provides a walkable area for events like their weekly Farmers Market and annual Melon Festival. HRC designed a zero clearance from the street to the walk while also providing positive drainage. Also, electrical services were provided throughout the corridor for vendor needs, as well as new streetlights and two electric vehicle charging stations. State Street also included many landscape features, such as new trees, annual and perennial plantings, trash receptacles, benches, and bicycle racks.

There were many challenges that needed to be overcome, and they included the construction of deep sewers within a nine-foot alley; construction adjacent to buildings that are over 100 years old; maintaining access to the residents and businesses to the alleys; communication during construction when situations onsite demanded changes that affected living and working conditions; coordination with DTE, Comcast, and AT&T® to relocate their facilities; and meeting the administration requirements of the CDBG Grant.

HRC's responsibilities included:

- Topographic survey
- Preparation of construction plans, specifications, and estimates
- Utility coordination
- Maintaining access and traffic plan
- Permitting for sanitary and water systems
- Power and lighting and specifications
- Construction administration, construction observation, and material testing

# CITY OF WARREN

## ROADS AND BRIDGES Greenbriar Street Reconstruction and Water Main Replacement

### OWNER

City of Warren  
Tina Gapshe, PE  
City of Warren City Engineer  
(586) 759-9300

### HRC PROJECT NUMBER

20190358

### DESIGN START DATE

May 2019

### DESIGN COMPLETION

July 2021

### CONSTRUCTION START DATE

September 2019

### CONSTRUCTION COMPLETION

December 2019

### CONSTRUCTION COST

\$1,150,000

### CONTRACTOR

Boddy Construction Co, Inc.

### SERVICES PROVIDED

Survey, water main design, permit applications, construction layout, and construction administration

### PROJECT DESCRIPTION:

Hubbell, Roth & Clark, Inc. (HRC) was tasked to provide preliminary engineering (PE) and construction engineering (CE) for the Greenbriar Street reconstruction and Water Main Replacement project in the City of Warren, Michigan.

HRC was asked to expedite the design so construction would be complete by winter. HRC began survey in May 2019 and provided final contract documents by the end of July 2019. In addition, HRC secured a Part 399 permit from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) before construction commenced.

The water main replacement included 2,000 feet of 12-inch and 8-inch diameter ductile iron water main, eleven connections to side street water mains, and 19 residential water service connections.

Greenbriar is a residential local road and one-way traffic, and construction staging was established to maintain access during construction

HRC's responsibilities included:

- Topographic survey
- Construction plans and specifications
- Water main design
- MDEQ permit application
- Cost estimate
- Construction traffic control
- Construction staging plans
- Utility coordination
- Permitting
- Preparation of pay estimates

### Construction Engineering

HRC also provided construction engineering services including construction layout and administration.



**OWNER**

City of Warren  
Tina Gapshe, PE  
City of Warren City Engineer  
(586) 759-9300

**HRC PROJECT NUMBER**

20200856

**DESIGN START DATE**

November 2018

**DESIGN COMPLETION DATE**

May 2019

**DESIGN AND CONSTRUCTION  
ENGINEERING COST**

\$199,700

**CONSTRUCTION COST**

\$1,667,000

**PROJECT DESCRIPTION:**

This federally funded project involved preliminary engineering and construction engineering for the rehabilitation of 0.92 miles of an existing composite pavement five-lane road with expensive concrete curb and gutter replacement, concrete base repairs and HMA pavement, joint repairs, and HMA milling and overlay. The project also replaced old cast iron water mains that crossed under the road and ADA upgrades (sidewalk ramps). The project also included minor drainage improvements and driveway replacement. Preliminary engineering included road design, pavement markings, signing, and topographic survey. This project also included utility coordination, construction staging/traffic maintenance, and acquiring all necessary permits. Construction engineering included project inspection and full construction administration through MDOT LAP.

HRC's responsibilities included:

- Topographic survey
- Construction plans and specifications
- Preliminary cost estimate
- Pavement marking plans
- Signing plans
- Water main plans
- Pavement cores
- Pavement design
- Utility coordination
- Maintaining traffic plans
- Permitting
- Construction administration



# ROAD COMMISSION FOR OAKLAND COUNTY

## OWNER

Road Commission for Oakland County  
31001 Lahser Road  
Beverly Hills, Michigan 48025

Jeff O'Brien, PE  
Design Manager  
(248) 645-2000

## HRC PROJECT NUMBER

20210095

## RCOC PROJECT NUMBER

56031

## DESIGN START DATE

August 2021

## DESIGN COMPLETION DATE

January 2023

## CONSTRUCTION COMPLETION

### DATE

August 2023

## CONSTRUCTION COST

\$1,513,516.00

## CONTRACTOR

DiPonio Contracting, LLC

## ROADS AND BRIDGES

### Greenfield Road at Normandy/Beverly Roads Royal Oak and Beverly Hills, Oakland County, Michigan

## PROJECT DESCRIPTION:

This project involved improving the intersection of Greenfield Road and Normandy Road/Beverly Road from a two-way stop to a roundabout in the City of Royal Oak and the Village of Beverly Hills, while keeping all the required roadwork within the existing right-of-way.

The project required the following:

- Intersection study
- Roundabout design at the Greenfield Road and Normandy/Beverly Roads intersection
- Drainage improvements
- Upgraded horizontal and vertical alignments
- ADA-compliant sidewalks and crossings

HRC's responsibilities included:

- Preliminary engineering design services, including typical sections, details, horizontal and vertical alignment upgrades, and ADA-accessible sidewalk design
- Utility coordination
- Maintenance of Traffic (MOT) plans
- Permanent pavement marking plans
- Prepare plans, special provisions, and estimates for a local bid letting
- Prepare permit applications for OCWRC and MDOT
- Attend design and progress meetings
- Attend community and public meetings

The construction of the roundabout has proven to be a successful traffic calming measure at this intersection, which in turn has improved safety for motorists and pedestrians alike. The roundabout forces vehicles entering the intersection to reduce their speed and yield to vehicles and pedestrians utilizing the roundabout. The nature of roundabouts typically reduces collisions that are more likely to cause serious injuries and fatalities, such as left-hand, right-angle (T-bone), and head-on collisions. Pedestrian safety has also improved at this intersection. Coupled with the reduced vehicle speeds, the addition of ADA-compliant sidewalks on all four roundabout quadrants, including pedestrian refuges in all its islands, has made it easier and safer for pedestrians to cross Greenfield Road and Normandy/Beverly Roads.



# CITY OF FARMINGTON HILLS

## OWNER

City of Farmington Hills  
31555 Eleven Mile Road  
Farmington Hills, Michigan 48336

James Cubera, PE  
City Engineer  
(248) 871-2560

## HRC PROJECT NUMBER

20210572

## MDOT JOB NUMBER

210731

## DESIGN START DATE

February 2022

## DESIGN COMPLETION DATE

November 2022

## CONSTRUCTION COMPLETION DATE

October 2023

## PROJECT DESIGN BUDGET

\$181,470

## ESTIMATED CONSTRUCTION COST

\$4,950,000

## CONTRACTOR

Pro-Line Asphalt Paving Corp.

## ROADS AND BRIDGES

### Farmington Road Rehabilitation from 12 Mile Road to 13 Mile Road

#### PROJECT DESCRIPTION:

This project involved one mile of roadway rehabilitation that included HMA cold milling, HMA paving, road widening, HMA and gravel shoulders, concrete curb and gutter, drainage improvements, new concrete sidewalk, traffic signal modernization, pedestrian signal upgrades, ADA ramps, pavement markings, permanent signs, and restoration.

The project required the following:

- Mill and overlay with road widening as needed to accommodate construction of a continuous center left turn lane.
- Full-depth reconstruction of Farmington Road from 12 Mile to approximately 500 feet north of 12 Mile to improve road profile and drainage.
- Identification of existing draining areas, replacement of storm sewer structures based on evaluations, and ditch grading where needed.
- New sidewalk along the west side of Farmington Road to connect the longstanding gap between 12 Mile and Bayberry Roads (approximately 2,200 feet).
- Signal modernization at the Bayberry Road and Hearthstone Road intersections.
- ADA sidewalk ramp improvements.
- Drainage improvements, including enclosed storm sewer and open channels.
- Maintenance of local traffic throughout construction.

HRC's responsibilities included:

- Topographic survey
- Preliminary engineering (plans, specifications, and engineer's estimate for MDOT LAP bid)
- Maintenance of Traffic (MOT) plans
- Traffic signal design
- Utility coordination and relocations
- Preparing permit applications
- NEPA, program application, and crash analysis
- Construction engineering, including layout and testing



**OWNER**

City of Farmington Hills  
31555 Eleven Mile Road  
Farmington Hills, Michigan 48336

James Cubera, PE  
City Engineer  
(248) 871-2560

**HRC PROJECT NUMBER**

20150386

**DESIGN START DATE**

September 2015

**DESIGN COMPLETION DATE**

February 2016

**CONSTRUCTION****COMPLETION DATE**

June 2017

**CONSTRUCTION COST**

\$6.9 Million

**KEY TEAM MEMBERS**

Nancy Faught, PE  
Andrea Pike, PE  
Marshall Grazioli, PE  
Sean Walsh  
Suzanne Elliott

**PROJECT DESCRIPTION:**

This project entailed a full-depth reconstruction of 4.4 miles of local concrete roadways in the Independence Commons subdivision in the City of Farmington Hills. The horizontal alignment for all the streets was to match the existing alignment. Vertical alignment changes were made where possible to improve drainage throughout the subdivision. Hubbell, Roth & Clark, Inc. (HRC) analyzed storm sewer televising completed by Pipeline Management Company, and it was determined that approximately 1,700 feet of storm sewer rehabilitation/lining was needed. Underdrain was included throughout the subdivision, as well as adding approximately 3,700 feet of new storm sewer in areas where existing drainage problems were apparent.

Also, included in the project were new ADA-compliant ramps to HMA pathways that lead to common areas within the subdivision, detailed grades for all intersections and cul-de-sacs, utility coordination, driveway replacement, structure adjustments, and new mailbox posts for every residence. The project included bid alternatives of concrete and asphalt.

**Innovative Design** saved time and money while ensuring access to the residents.

A key factor to the success of this project was developing a construction staging plan that balanced the needs of the residents with those of the contractor. In addition, the budget could not be exceeded and access had to be maintained to 350 homes. The plan included:

- No existing sidewalks for residents to use during construction
- One lane of traffic, in one direction, was maintained through the pavement removal and base construction
- Full width concrete pavement was allowed to the contractor to save money
  - Extensive communication was needed
  - To save time and money, most driveways were removed until final drive replaced, i.e. no temporary driveways
  - It was determined which residents had special requirements, i.e. needed daily dialysis, could not walk safely over grass and construction wear to their car. These situations were dealt with including providing a driver and golf cart to transport those residents to their car from home and back again.

HRC's responsibilities included:

- Road design – both concrete and asphalt, alternatives were bid to compare costs. The City decided to go with concrete.
- Utility coordination
- Storm sewer rehabilitation design
- Construction management and testing



# ROAD COMMISSION OF KALAMAZOO COUNTY

## OWNER

Road Commission of Kalamazoo County  
3801 E Kilgore Road  
Kalamazoo, MI 49001

Ryan Minkus, PE  
County Engineer  
(269) 207-2570

Jim Hoekstra, PE  
Assistant County Engineer  
(269) 254-4562

## HRC PROJECT NUMBER

20210368

## START DATE DESIGN

March 2023

## COMPLETION DATE

September 2023

## CONSTRUCTION COST

\$1,950,000.00

## SUBCONSULTANT SERVICES

Material Testing

## AWARD

2023 APWA/Midwest Branch Project of the Year, Transportation (\$1 to \$2 million)

## ROADS AND BRIDGES Eleventh Street to Twelfth Street

### PROJECT DESCRIPTION:

The Road Commission of Kalamazoo County selected Hubbell, Roth & Clark, Inc. (HRC) to provide professional engineering services for the preliminary and final design of this federally funded project built in the summer of 2023. HRC also provided construction engineering services during the construction phase of the project. The project involved crushing and shaping the existing pavement to construct the roundabouts at and between the Parkview Avenue and 11th Street intersection and the Parkview Avenue and 12th Street intersection. A new curb and gutter and decorative concrete were placed at each intersection. The design implemented all applicable standards to ensure proper alignments within the roundabouts. Coordination with Oshtemo Township was involved in designing and constructing a new sanitary sewer system within the project limits and grading for a future non-motorized pathway on the north side of the road. Grading easements were attained in the project's design to allow for the new roundabout alignment at each intersection and the future non-motorized pathway. Storm sewer improvements were included in the project to match the new curb and gutter alignment and prepare for the future non-motorized pathway. The project also included the design of ADA-compliant sidewalk ramps. Utility companies were coordinated to relocate existing facilities due to the change in the roadway alignment.

HRC tracked and managed project documents utilizing FieldManager and ProjectWise software and attended public meetings to address project needs in support of the project.

HRC responsibilities include the following tasks:

- Road design plans and special provisions
- Utility coordination
- Topographical survey
- Pavement markings and signage
- SHPO clearance
- Program application
- Crash analysis
- Preparation of exhibits for and participation in a public meeting to present the design
- Cost estimate
- Video inspection of the storm and sanitary sewer
- Construction engineering and observation
- Materials testing coordination (by subconsultant)
- Construction layout



### OWNER

City of Ann Arbor  
301 East Huron Street  
Ann Arbor, Michigan 48104

*City of Ann Arbor  
Transportation Department*

### COMPLETION DATE

2017 – Current

### TRAFFIC SERVICES

- Traffic Study Reviews
- Data Collection (Volume, Speed, Vehicle Gaps)
- Speed Studies
- Roadway Design
- Traffic Modeling and Simulation
- Access Management (Sight Distance)

### KEY PERSONNEL

- Lia Michaels, PE, PTOE, RSP1
- Nicholas Nicita, PE, PTOE, PTP
- Christopher Bauer, PE
- Gentjan Heqimi, PE, PTP
- Cole Villalobos, PE, PTOE, RSP2I

### PROJECT DESCRIPTION:

Hubbell, Roth & Clark, Inc. (HRC) has provided the City of Ann Arbor with support in reviewing various traffic impact studies. Each review has included verifying if the site conditions, traffic volumes, trip generation and assignment, and traffic models are correct and if the capacity analysis (delay and level of service) seems reasonable. HRC would then provide the City with a Letter Report indicating any findings from the study that are incorrect or need further clarification. A thorough review was provided by HRC on the following traffic impact studies:

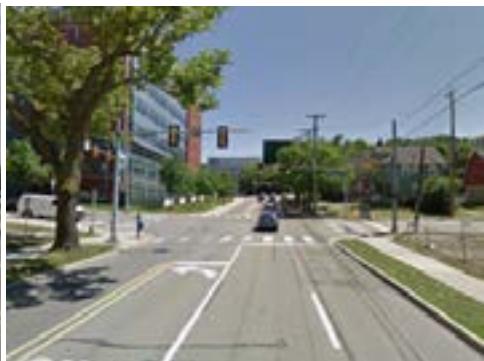
- 1140 Broadway (Project No. SP17-009)
- The Cottages at Barton Green (Project No. SP17-014)
- Broadway Park (Project No. AP18-003)
- University of Michigan Wall Street West Parking Structure (Project No. UM18-003)
- The Standard at Ann Arbor (Project No. SP19-004)
- 616 East Washington (Project No. SP19-010)

HRC has also assisted the City in providing the scope of work for traffic impact studies, such as Broadway Park and Plymouth Green Crossings. Providing the scope of work includes reviewing the site location and recommending what adjacent intersections should be included in the study area that may be impacted from the proposed development.

Another notable traffic study HRC had reviewed was the First, Ashley, and Williams Streets Transportation Feasibility Study. This was a challenging study to review due to the size of the study being so large and the request by the City for an expedited review. Despite the challenges though, the City was pleased HRC was able to provide a thorough review of the existing conditions and proposed design within the given timeline.

HRC is also capable of performing other tasks, such as traffic modeling, roadway design, collecting data (volume, speed, vehicle gaps), and evaluating intersection sight distance. HRC performed a traffic study to determine the potential impacts for a two-way conversion of Ann Street associated with the proposed Glen Mixed-Use Development. This study required HRC to perform traffic modeling and develop conceptual design drawings for the intersection of Glen Avenue and Ann Street. Another notable study HRC performed was the Huron Parkway Speed Study. This study required HRC to conduct 24-hour speed counts, review the intersection sight distance at various access points, and evaluate the design speed at various horizontal and vertical curves.

HRC has also provided the City support staff for public engagement to attend various planning commission and city council meetings. HRC has also assisted with answering and responding to requests for information from residents leading up to a public meeting.



**OWNER**

City of Grand Rapids  
Mobile GR Department  
50 W Ottawa Avenue NW  
Grand Rapids, MI 49503

John Bartlett, PE  
City Transportation Engineer  
(616) 456-4313

**PROJECT DESCRIPTION:**

Hubbell, Roth & Clark, Inc. (HRC) has provided engineering assistance to the City of Grand Rapid's Mobile GR Department on various studies and projects, which have included the following:

- Traffic signal design plans for signal modernization and pedestrian upgrades for safety-funded and locally funded projects.
- Rapid Flashing Beacon (RFB) design plans.
- Pedestrian Hybrid Beacon (PHB) design plans.
- Construction engineering on traffic signals and road projects.
- Program applications for various projects.
- SHPO applications for LAP projects.
- Grant applications for TAP, CMAQ, and HSIP.
- Signal Optimization projects.
- Updates to Bicycle Action Plan and CIP for bike projects.
- Developed Dynamic Dashboard for Bicycle Facilities.
- Crash analysis for road rehabilitation and reconstruction projects.
- Road Diet studies.
- Mid-block crossing location and treatment reviews.
- Traffic Signal warrant studies.
- GPS, fiber, and other intersection upgrade design.
- Pavement marking and sign plans to accommodate bikes.
- Cost estimates for future signal and non-motorized improvements.
- Review traffic impact studies from developers.
- Conducted volume counts for assistance in speed management program.



### OWNER

City of Rochester Hills  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309

Mr. Ken Elwert, CPRE  
Director of Parks and Natural Resources  
(248) 656-4640

### HRC PROJECT NUMBER

20170822

### COMPLETION DATE

August 2019

### PROJECT BUDGET

\$3.5 million

### PROJECT TEAM

Hubbell, Roth & Clark, Inc.  
T.R. Pieprzak  
Scott Sherman Nurseries

### KEY PERSONNEL

Roland Alix, PE  
Albert Mickalich, PE

### NOTABLE FEATURES

- Universal Design Boardwalk
- Universal Design Pathway
- Kayak Landing
- Vault Restroom
- Rain Garden
- Stormwater Ponds

### AWARDS

- 2021 ACEC Michigan Engineering Merit Award Winner
- 2021 APWA Michigan Project of the Year — Quality of Life \$5 Million to \$25 Million
- 2021 ASCE Michigan Quality of Life Merit Award Winner

### PROJECT DESCRIPTION:

The City of Rochester Hills retained Hubbell, Roth & Clark, Inc. (HRC) to provide engineering, structural design, surveying, material testing, and construction oversight for recreation, stormwater, and habitat enhancements at Innovation Hills, which is owned by the City. The location along the Clinton River, access from regional trails, and onsite natural resources made this park prime for improvement.

The HRC Team provided design, site plan development, MDEQ Joint permit application and SESC permit administration, and construction oversight for the design-build project.

The project's focal point was a stormwater detention pond designed to be a water feature with waterfalls. Trails and boardwalks were designed to be Universal Design compliant pedestrian pathways throughout the park and wetlands. Tree tagging and surveying were done to ensure minimal tree removal and to allow the path and boardwalk to meander naturally within the park.

Electrical service was designed and coordinated with DTE, and water lead extensions were designed to meet current and future park needs. A kayak landing is being constructed as well as a mounded sundial and gazebo. Additional amenities include rain gardens, interpretive signage, seating, Universal Design approved restrooms and drinking fountains, and landscape areas, thus establishing a sense of place and destination.

### THIS PROJECT PROVIDED:

- Reductions in soil erosion and sedimentation
- Enhanced aquatic and terrestrial habitat
- Enhanced access to the water
- A multi-generational attraction to the City
- Demonstration of the City's sustainable parks and recreational development
- Water quality enhancement initiatives



**OWNER**

City of Warren  
5460 Arden Avenue  
Warren, MI 48092

Dino Turcato  
Parks & Recreation Director  
(586) 268-8400

**HRC PROJECT NUMBER**

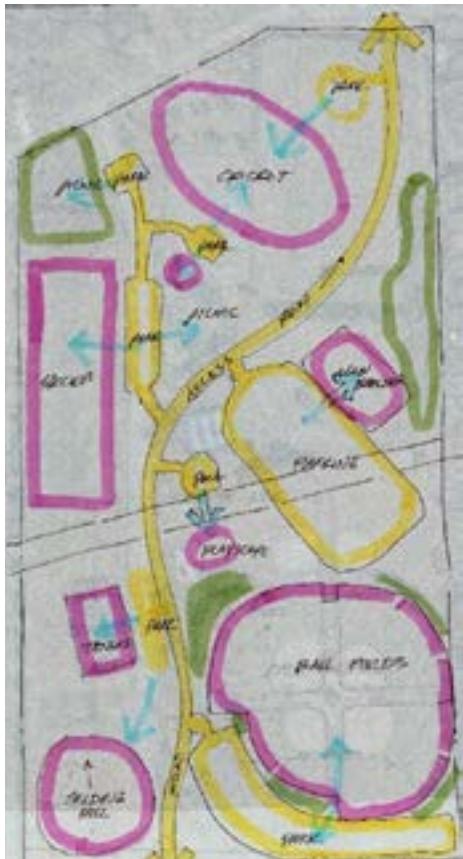
20190799

## PROJECT DESCRIPTION:

In cooperation with the City of Warren, Hubbell, Roth & Clark, Inc. developed a Master Plan for Halmich Park, the City's largest and most important park. The purpose of the Master Planning effort was to generate plans that the City Parks and Recreation Department could utilize to identify needed amenities, plan for future phased improvements, and determine necessary budgets for the various proposed improvements.

### Improvements included:

- New cricket field with dugouts
- Demolition of existing antiquated restroom buildings and pavilion structures
- New larger pavilions with restroom buildings
- Renovate existing concessions/restroom building
- New maintenance storage building
- New pickleball and volleyball courts
- Resurface existing tennis courts
- Replace play structure
- Parking lot rehabilitation – includes changes to the main drive to slow traffic down
- New ADA-compliant pathways throughout the park
- New site and sports field lighting
- New baseball score boards, dugouts, and fencing
- New site monument and wayfinding signage



**OWNER**

City of Sterling Heights  
40555 Utica Road  
PO Box 8009  
Sterling Heights, MI 48311

Brent Bashaw  
City Engineer  
(586) 446-2580

**HRC PROJECT NUMBER**

20220137

**DESIGN START DATE**

March 2022

**DESIGN COMPLETION DATE**

November 2022

**DESIGN ENGINEERING COST**

\$238,000

**PROJECT DESCRIPTION:**

This project involved Preliminary and Construction Engineering for approximately 2.75 miles of road reconstruction and rehabilitation of an existing HMA and composite pavement on Plumbrook Road from Utica Road to Van Dyke Avenue with minor geometric improvements. The project also included traffic signal improvements, completion of sidewalk gaps, ADA upgrades (sidewalk ramps), landscaping improvements, minor drainage improvements and driveway replacement. This project also included utility coordination, construction staging/traffic maintenance, and acquisition of all necessary permits.

During the project design phase Sterling Heights asked Hubbell, Roth & Clark, Inc. to review the feasibility of adding bike lanes in place of the center left-turn lane. HRC completed a Road Diet Traffic Study that included the following roadway and major intersections:

- Plumbrook Road from Utica Road to 17 Mile Road
- Plumbrook Road at 17 Mile Road
- Plumbrook Road at Dodge Park Road
- Plumbrook Road at Schoenherr Road
- Plumbrook Road at Utica Road

Guidance on non-motorized facilities was reviewed from the Federal Highway Administration (FHWA), American Association of State Highway and Transportation Officials (AASHTO), and the National Association of City Transportation Officials (NACTO). State-of-the-art design practices for pedestrian and bicycle facilities, such as bike lanes and bicycle signage, were taken from the following manuals and guides:

- 2011 Michigan Manual on Uniform Traffic Control Devices (MMUTCD)
- AASHTO 2012 Fourth Edition Guide for the Development of Bicycle Facilities
- NACTO Second Edition Urban Bikeway Design Guide
- Michigan Department of Transportation (MDOT) Best Design Practices for Walking and Bicycling

The findings from this study showed that it was feasible to install the bike lanes and eliminate the center turn lanes while with no significant negative impacts on the roadway network.

Project is to be bid in December 2022 for spring 2023 construction.



### OWNER

City of Jackson  
161 W. Michigan Avenue  
Jackson, MI 49201

Jon Dowling, PE  
City Engineer  
(517) 788-4160

### HRC PROJECT NUMBER

20201016

### DESIGN START DATE

January 2021

### DESIGN COMPLETION

September 2021

### CONSTRUCTION START DATE

April 2022

### ANTICIPATED COMPLETION

November 2022

### SERVICES PROVIDED

Survey, water main design, traffic signal design, MDOT coordination, permit applications, construction layout, construction observation, and construction administration

### PROJECT DESCRIPTION:

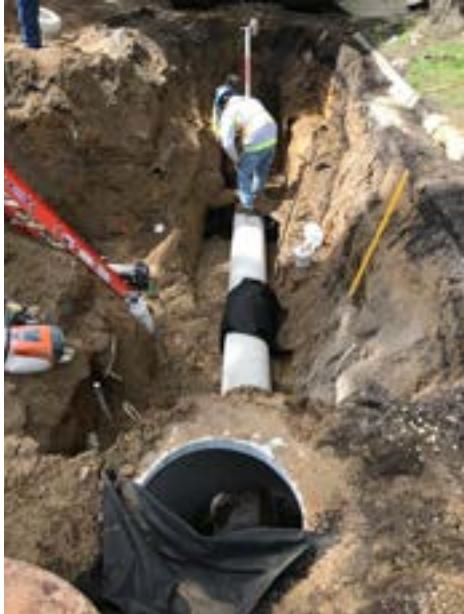
Hubbell, Roth & Clark, Inc. (HRC) was selected to provide preliminary engineering (PE) and construction engineering (CE) for the West Avenue Water Main Replacement and Street Improvements project in the City of Jackson Michigan. The project involved water main replacement with full water service replacement, traffic signal modernization at three intersections, street lighting, storm sewer improvements and intersection realignment. Construction was separated into two contracts: water main replacement and street improvements with signal modernization. Water main work was funded by the City's water fund and road work was partially funded through STP funds.

The project included replacement of non-copper water services. Water service records were incomplete, so HRC conducted preconstruction walk-throughs of all properties within the project limits to document water service size and material and identified 36 lead service lines for replacement. HRC worked closely with property owners and the contractor to schedule times for water service replacement. HRC was also tasked with verifying the proper plumbing and electrical permits were obtained for each property.

One intersection was realigned which resulted in a reduction of the road width. This resulted in catch basins to longer within the curb line so HRC developed design drawings to remove old catch basins and install new ones in the proper location. New storm sewer was also installed to accommodate the new catch basins.

HRC prepared drawings for signal modernization at three locations. Two locations included Type 1 mast arms and the third location included a box span configuration with strain poles. Numerous overhead utilities were present at the intersection. HRC worked with the utility companies to minimize conflicts and relocate utilities when necessary.

At the request of the City, signs were added during construction to alert motorists of their speed. HRC work closely with the contractor to identify available products and rework conduit layouts to provide power to the signs.



# SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY (SOCWA)

## OWNER

Southeast Oakland County Water Authority (SOCWA)

Jeff McKeen  
General Manager  
(248) 288-5150

## HRC PROJECT NUMBER

20150365

## START DATE

2018

## DESIGN COMPLETION DATE

March 2018

## CONSTRUCTION COMPLETION DATE

November 2018

## DESIGN COST

\$59,680

## CONSTRUCTION AMOUNT

\$1,248,950

## CONSTRUCTION ENGINEERING COST

Ongoing

## NOTABLE FEATURES

- First project of its kind in the State of Michigan
- Reviewed and coordinated standard project details with SOCWA staff to improve operations, maintenance and constructability.
- Developed special project details for the interconnection of the lined host pipe through open excavations and to the existing system
- Closely worked with Contractor to solve intricate engineering and construction related issues

## AWARD

2020 ACEC/Michigan Engineering Merit Award

## WATER TREATMENT/DISTRIBUTION 16-Inch Transmission Main Rehabilitation on Coolidge Highway

### PROJECT DESCRIPTION:

The Southeastern Oakland County Water Authority (SOCWA) retained the services of Hubbell, Roth & Clark, Inc. (HRC) to provide a study/budget phase, final design, bid documents, construction phase engineering services and field observation for the rehabilitation of an existing 16-inch cast iron water main along Coolidge Highway between 13 Mile Road and 14 Mile Road in Royal Oak, Michigan. Installation of the 16-inch cast iron mechanical-joint (MJ) water main pipe occurred in the mid-1950s. Field observations and past repairs indicated that the bolts of the MJs were corroding, causing the joints to leak. The main project goals included the following: reduce the water loss from leaking joints, utilize the strength of the existing pipeline, avoid costly and disruptive construction typically caused by replacing the existing pipe, and minimize the disruption of traffic as Coolidge Highway can see upwards of 20,000 vehicles per day.

### Study/Design/Procurement

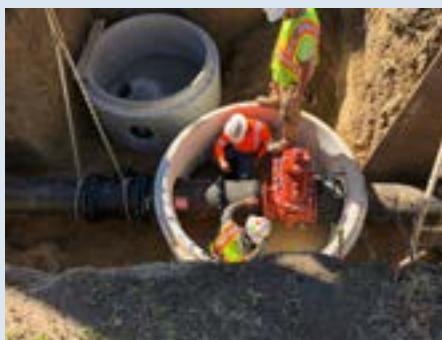
The study/budgeting phase analysis focused on sizing the rehabilitated pipe, reviewing available construction methods and estimating cost comparisons. Upon conclusion of the study phase, SOCWA and HRC determined it was prudent to proceed with the design phase under the strategy to develop the contract documents for rehabilitation utilizing cured-in-place pipe (CIPP) lining and compression-fit sliplining. Key elements for project design included coordinating with existing utilities (a separate 16-inch water main and 16-inch high-pressure gas main are both located within 10 feet and run parallel to this water main), scheduling of project construction during late summer/fall to maintain customer level of service, connecting the existing mains at each end of the project, and minimizing roadway/traffic disruptions.

Designed originally as a rehabilitation project, a Request for Proposal (RFP) went out to the open market for construction bids. This method allowed for competitive and innovative construction ideas without prejudice. Qualified bidders proposed options, which included structural and non-structural pipe rehabilitation alternatives for compression-fit sliplining and CIPP, plus pipe-bursting, horizontal directional drilling, and open cut alternatives. SOCWA and HRC determined the criteria for selecting bidders based on the apparent most significant benefit to SOCWA. We used the following criteria during the review process: the project work plan and design submittal, experience and qualifications, the cost proposal and the project schedule. We determined the compression-fit sliplining rehabilitation method with an entirely structural liner pipe to have the highest perceived benefit to SOCWA for this project.

### Construction

Murphy Pipeline Contractors from Jacksonville, Florida was awarded the contract for the 16-inch Transmission Main Rehabilitation Project. The contractor rehabilitated 5,350 linear feet of 16-inch cast iron water main through four access pit locations utilizing the compression-fit sliplining method. Since Coolidge Highway is a boulevard roadway, the existing water main is located just inside the back of the curb in the median. The contractor strategically positioned these access pits throughout the mile-long corridor, so they could excavate these access pits, which averaged in size from 10 feet wide to 50 feet long, while only blocking one lane of southbound Coolidge Highway traffic.





## **WATER TREATMENT/DISTRIBUTION 16-Inch Transmission Main Rehabilitation on Coolidge Highway**

The contractor averaged 1,750 linear feet per liner installation and completed the project in three separate “pulls.” The existing 16-inch cast iron pipe had an internal diameter of 15.875 inches and was lined with a 16-inch HDPE IPS SDR 13.5 pipe. The 16-inch HDPE pipe was symmetrically reduced through a static reduction dye to approximately 14.5 inches before being pulled through the existing cast iron pipe. The average duration of the “pulls” was eight hours, and the pipe was required to relax for one week, which provided the time for the HDPE pipe to revert to its original outside diameter and compress against the interior of the existing cast iron pipe. The compression-fit sliplining process was able to line through system valves and holes/gaps along the pipeline. The connections of the liner pipe to new and existing iron pipe were made with fused on MJ adapters and mechanical restraining joint systems.

### **Construction Engineering**

HRC provided full-service construction engineering services for this project. Due to specific scheduling constraints for the project, HRC held both pre-construction and pre-mobilization meetings. This adaptation assured that the contractor understood the contracting requirements well before mobilization. They had all long lead time items ready for the proposed mobilization date and reviewed the proposed schedule and all traffic impacts with affected stakeholders immediately before construction. HRC provided a full-time Resident Project Representative to observe construction activities, track quantities, process pay requests, and keep the Owner and Project Engineer apprised of field conditions and decisions. HRC also provided full materials testing services for compaction and concrete pavement needed to restore the access pit areas.

During construction, HRC worked closely with the contractor to work through many differing site conditions. We provided a number of engineering solutions to confirm the installations met contracting requirements and offered the quality product to meet the Owner's expectations.

HRC responsibilities included:

- Feasibility study/planning
- Topographic survey
- Construction plans, details and specifications
- Preliminary cost estimate
- Utility coordination
- Maintenance of traffic
- Permitting
- Advertising and procurement services
- QBS proposal review
- Shop drawing review
- Contract administration
- Construction engineering
- Materials testing
- Preparation of pay estimates
- Record drawings

## VARIOUS HRC CLIENTS

### COLLECTION SYSTEMS Sanitary Sewer Capital Improvement Plans and Rehabilitation Projects



#### CONTACT INFORMATION

##### **City of Farmington Hills**

Karen Mondora

##### **HRC Project Number**

20210570

##### **Year Completed**

2022

##### **City of Birmingham**

Melissa Coatta

##### **HRC Project Number**

20210825

##### **Year Completed**

2022

##### **City of Marysville**

Barry Kreiner

##### **HRC Project Number**

20201050

##### **Year Completed**

2022

##### **EFSD South Evergreen Interceptor Rehabilitation**

Evans Bantios (OCWRC)

##### **HRC Project Number**

20200195

##### **Year Completed**

2022

##### **Bloomfield Township**

Olivia Olsztyn-Budry

##### **HRC Project Number**

20190385/20210299

##### **Year Completed**

2020/2022

##### **Royal Oak Township**

Drew Sandahl (OCWRC)

##### **HRC Project Number**

20210192

##### **Year Completed**

2022

#### PROJECT DESCRIPTION:

Hubbell, Roth & Clark, Inc. (HRC) has many years of experience in sanitary sewer rehabilitation and replacement projects, including CCTV inspection and assessment, slip lining, cured-in-place pipe (CIPP), and point sewer repairs. These include both emergency/high priority repair projects and developing and implementing multiyear capital improvement projects to reduce overall risk in the system by prioritizing rehabilitation of assets that have the greatest probability and consequence of failure.

HRC also has extensive design experience with underground trenchless technologies including, but not limited to, large diameter tunnel boring operations (up to 12 feet in diameter); pipe bursting; cured in place pipe relining systems (CIPP); and directional boring projects. We currently provide trenchless technology engineering services to over 40 satisfied communities throughout southeastern Michigan. We have staff certified by the National Association of Sewer Service Companies (NASSCO) in their Pipeline Assessment Certification Program (PACP®), Lateral Assessment Certification Program (LACP®), Manhole Assessment Certification Program (MACP®), and Inspector Training for Cured-In-Place Pipe Program (ITCP-CIPP®).

**HRC HAS BEEN RECOGNIZED BY  
TRENCHLESS TECHNOLOGY AS ONE  
OF THE NATION'S TOP 50 TRENCHLESS  
TECHNOLOGY DESIGN FIRMS SINCE 2007**

#### RECENT KEY PROJECTS:

##### **Five-Year Capital Improvement Plan and 2021 Sanitary Sewer Rehabilitation Farmington Hills, Oakland County**

HRC provided engineering assistance related to the development and implementation of a sanitary sewer rehabilitation program for the City of Farmington Hills' sewage disposal system, which is operated and maintained by the office of the Oakland County Water Resources Commissioner. The project included reviewing existing recommendations for rehabilitation of the system and prioritizing specific projects based on risk and coordination with other infrastructure, such as planned road, storm sewer, and drinking water projects. HRC developed a Five-Year Capital Improvement Plan that included rehabilitation projects to be implemented with a budgetary goal of approximately \$1M to \$2M per year.

HRC then developed project documents and assisted with bidding and construction administration for a Sanitary Sewer Rehabilitation project that included approximately 17,000 lineal feet of CIPP lining and open-cut pipe replacement for sewers ranging between 8 inches and 15 inches in diameter. A key aspect of this project was communicating with residents and managing quality control and styrene levels for the CIPP work.

## COLLECTION SYSTEMS

### Sanitary Sewer Capital Improvement Plans and Rehabilitation Projects

#### ADDITIONAL RECENT SEWER LINING AND REHABILITATION PROJECTS

- City of Bay City
- City of Battle Creek
- City of Bloomfield Hills
- City of Brighton
- City of East Lansing
- City of Grosse Pointe Farms
- City of Howell
- City of Jackson
- City of South Lyon
- City of Southfield
- City of Sterling Heights
- City of St. Clair Shores
- City of Troy
- City of Traverse City
- Village of Grosse Pointe Shores
- Delhi Township
- Downriver Utility Authority
- General Motors
- Southern Clinton County Municipal Utilities Authority
- Wayne County

#### 2021 Sewer Rehabilitation Project

##### City of Birmingham, Oakland County

This project included cleaning and televising of approximately 94,000 linear feet of 8-inch to 72-inch diameter combined and sanitary sewers and sewer laterals in the City of Birmingham. Using the data collected, the Contractor was then approved to perform localized rehabilitation of the sewers including root removal, grinding mineral deposits and protruding taps, spot repairs with epoxy liner or stainless-steel internal sleeve, and grouting of joints. Many of the sewers were located in the pavement section of Old Woodward Avenue, which required strict traffic control requirements and coordination with local residents and businesses. The scope of work also includes prioritizing additional sewers for future and rehabilitation.

#### CWSRF Sanitary Sewer Improvements

##### City of Marysville, St. Clair County

HRC provided project planning to secure funding through the Clean Water State Revolving Fund (CWSRF) program for improvements to the City's sanitary collection system and wastewater treatment plant. The goal of the sanitary sewer rehabilitation project was to address areas of high inflow and infiltration (I/I) and address structural sewer and manhole defects. It included approximately 14,500 lineal feet of CIPP lining, grouting of 420 pipe segments, 10 segments of open-cut replacement, and 120 spot liners for sanitary sewers ranging from 8-inch to 24-inch diameter. The project also included lining and rehabilitation of sanitary manholes.

#### South Evergreen Interceptor Rehabilitation

##### Village of Beverly Hills, Bloomfield Township and City of Birmingham, Michigan

HRC assisted the office of the Oakland County Water Resources Commissioner with assessment and design and construction administration of rehabilitation of a portion of the Evergreen-Farmington Sanitary Drain (EFSD) sanitary interceptor located along the Evergreen Arm near 14 Mile Road. Rehabilitation work on the 54-inch diameter sanitary sewer included: fracture repairs, reinforcement repairs, chemical grouting, and spin-cast geopolymer lining. As part of the project, the design and construction included bypass pumping, a diversion of the Birmingham Tunnel Sewer, internal sewer inspection before and after rehabilitation, manhole lining, odor control, surface restoration, traffic control and securing all permits and coordination with other utilities and local agencies. The construction contract amount was approximately \$1.86M.

#### Multi-Year Sanitary Sewer Rehabilitation

##### Bloomfield Township, Oakland County

HRC provided engineering assistance related to the development and implementation of a multi-year sanitary sewer rehabilitation program for Bloomfield Township. The work included review of the system to prioritize areas of highest risk, developing project documents for bidding, and construction administration. The 2019 project included approximately 21,000 lineal feet of CCTV assessment, 6,500 lineal feet of CIPP lining, and several spot liners for 8-inch to 12-inch diameter sanitary sewers. The 2021 project included 6,500 lineal feet of CCTV assessment, 13,000 lineal feet of CIPP lining, two dig-up repairs, and several spot liners for 8-inch to 12-inch diameter sanitary sewers.

#### Multi-Year Sanitary Sewer Rehabilitation

##### Royal Oak Township, Oakland County

HRC provided project planning to secure funding through the Clean Water State Revolving Fund (CWSRF) program for development and implementation of a rehabilitation program for the Royal Oak Township sanitary sewer system, which is operated and maintained by the office of the Oakland County Water Resources Commissioner. The work included review of the system to prioritize areas of highest risk, developing project documents for bidding, construction administration, and managing the CWSRF funding. The FY2022 project included approximately 3,175 lineal feet of CIPP lining, and several spot liners and point repairs for 8-inch to 30-inch diameter sanitary sewers. HRC is currently assisting with the development of a project plan amendment to secure additional funding for FY2024.

**OWNER**

City of Troy

G. Scott Finlay, PE

City Engineer

(248) 524-3386

Paul Trosper

Water & Sewer Operations Manager

(248) 524-3395

**HRC PROJECT NUMBER**

20170762

**START DATE**

2017 (Study Phase)

**DESIGN COMPLETION DATE**

October 2020

**CONSTRUCTION COMPLETION DATE**

Ongoing (Approximately December 2021)

**STUDY/DESIGN COST**

\$178,845

**CONSTRUCTION AMOUNT**

\$6,012,822 (Bid Price)

**CONSTRUCTION ENGINEERING COST**

Ongoing

**NOTABLE FEATURES**

- Provided the City of Troy with a relief sewer to help mitigate capacity concerns during larger rain events.
- Relief sewer crossed the Henry Graham Drain. The contractor cored holes through the reinforced walls of the 14-foot box drain to install the pipe.

**PROJECT DESCRIPTION:**

The City of Troy retained the services of Hubbell, Roth & Clark, Inc. (HRC) to provide study, design, construction engineering, field observation, and contract administration services to install a 36-inch relief sewer south of Big Beaver Road between John R Road and Dequindre Road.

During recent studies, it was determined that a relief sewer would be required to relieve the burden of the existing and future development on the existing 48-inch Interceptor that runs north and south through the center of Section 25 (between John R Road and Dequindre Road). It was anticipated that future development of the upstream areas and the larger sanitary flows would result in potential capacity exceedances in the existing 48-inch Interceptor. The relief sewer would also allow flows to be rerouted for future inspection and maintenance work in the existing 48-inch Interceptor without needing to bypass the pump.

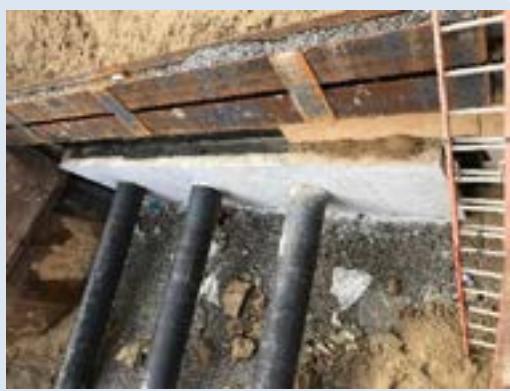
**Study/Design**

Preliminary engineering included reviewing previously conducted sanitary sewer studies for the project area, analyzing the City's historic metering results, and evaluating potential route alternatives for the relief sewer. Previous sewer studies conducted by HRC determined that a 36-inch diameter relief sewer would provide the needed capacity to provide relief for the existing 48-inch Interceptor, given the proposed future developments and flows measured in the existing system during larger rain events. The relief sewer would extend south approximately one-half mile from Big Beaver to a junction chamber that connects existing 42-inch and 48-inch influent Interceptors with a 60-inch effluent Interceptor (at Milverton Drive, just south of Paris Drive). The 60-inch Interceptor was determined to have the capacity to convey existing and predicted future sanitary flows.

A Route Study was conducted to select the relief sewer route that best addressed the project's needs, mitigated construction risks, reduced social impacts, and was cost-effective for the City. Three separate routes were mapped, analyzed, and costed and then vetted with City engineering and DPW staff. The selected route for the relief sewer connects to the existing Big Beaver Relief Sewer (located on Big Beaver Road just west of the existing 48-inch Interceptor) runs parallel to the existing 48-inch Interceptor (along the west side) until Paris Drive, where it turns west, crosses the Henry Graham Drain and continues west until it reaches the junction chamber on Milverton Drive just south of Paris Drive.

The key elements of the project design included connections to existing Interceptors at the inlet and outlet of the relief sewer, uniquely cast-in-place structures to serve specific purposes within the system, a way to allow flow to cross the Henry Graham Drain and an equalization pipe between the 48-inch Interceptor and proposed 36-inch relief sewer.

Cast-in-place structures were designed at the relief sewer inlet (Big Beaver Interceptor) and outlet (60-inch Interceptor), the Henry Graham Drain crossing inlet and outlet and over top of the 48-inch Interceptor (In-Line Weir Structure). The relief sewer inlet (Big Beaver Interceptor) structure was designed with removable stop-log weirs to ensure the relief sewer was only used when necessary (during larger rain events and higher flow volumes). The weirs kept the flow in the 48-inch Interceptor until flow volumes were high enough at which point the water would spill over the weir and into the relief sewer. The "In-Line Weir Structure" was designed with the intent to be able to isolate the 48-inch Interceptor for future inspection and maintenance work. This structure was designed with a gate that could be opened and closed from above-ground. When isolating the 48-inch Interceptor, the removable stop-log weirs would be removed from the relief sewer inlet and the gate in the 48-inch Interceptor closed so that flows would back-up into the relief sewer.



## AWARDS

2023 ACEC/Michigan Engineering Merit Award

2023 APWA Detroit Metro Branch Project of the Year, Environment (\$5–\$25 million)

The design for this relief sewer was complex and included multiple constraints. The elevation constraints of the inlet (Big Beaver Interceptor) and outlet (60-inch Interceptor) made it impossible for the relief sewer to pass, by gravity, under the Henry Graham Drain at Paris Drive; therefore, a siphon (similar to the existing siphon in the 48-inch Interceptor) was included in the original design. Stop-log weirs were also installed at the relief sewer outlet (60-inch Interceptor) to ensure the flow would not flow backwards from the outlet into the siphon.

HRC developed full civil/site, traffic control, bypass pumping and structural drawings for the project. HRC worked closely with the City of Troy Engineering Department and Department of Public Works staff to design a relief sewer that met their needs for future operation and maintenance. The project was publicly bid and HRC assisted the City with the review of proposals, schedules bidders' qualifications and proposed work plan per the contracting requirements.

## Construction

Pamar Enterprises, Inc. from New Haven, Michigan was awarded the contract for the project. During construction it was discovered that there are various existing pipes that are cored through the Henry Graham Drain. Given the extensive work necessary to maintain a siphon, the City requested that HRC apply for the required permits in order to extend the relief sewer through the drain instead of installing a siphon. HRC requested permission from and applied for the necessary permits through the Oakland County Water Resources Commission (OCWRC) and the Michigan Department of Environment, Great Lakes and Energy (EGLE). The work included reinforcing the walls of the Henry Graham Drain and installing the relief sewer pipes through the drain instead of installing a siphon. Permission was granted and the permits approved by OCWRC and EGLE.

The contractor completed the installation of 36-inch relief sewer, the six unique structures, 24-inch equalization pipe and the Henry Graham Drain reinforcement and crossing. HRC provided full-service construction engineering services for this project. A pre-construction meeting and bi-weekly progress meetings were held to ensure consistent coordination and interaction between all parties involved throughout the duration of the construction work. HRC provided a full-time Resident Project Representative to observe construction activities, track quantities, and keep the Owner and Project Engineer apprised of field conditions and decisions. HRC also provided survey and layout services and full materials testing services for compaction, concrete pavement, and structural concrete used to complete the work detailed in the contract documents.

During construction, HRC worked closely with the contractor to work through many differing site conditions. HRC provided a number of engineering solutions to confirm the installations met contracting requirements and offered the quality product to meet the Owner's expectations.

HRC responsibilities included:

- Feasibility study/planning
- Construction plans, details and specifications
- Topographic survey
- Preliminary cost estimate
- AHJ/utility coordination
- Maintenance of traffic
- Permitting
- Advertising and procurement services
- Bids review
- Shop drawing review
- Contract administration
- Construction engineering
- Survey/layout
- Materials testing
- Preparation of pay estimates
- Record drawings



## OUR OFFICES



### **Bloomfield Hills**

555 Hulet Drive  
Bloomfield Hills, MI 48302  
248-454-6300 | Fax: 248.454-6312

### **Delhi Township**

2101 Aurelius Road, Suite 2  
Holt, MI 48842  
517-694-7760

### **Detroit**

Buhl Building  
535 Griswold Street, Suite 1650  
Detroit, MI 48226  
313-965-3330

### **Grand Rapids**

1925 Breton Road SE, Suite 100  
Grand Rapids, MI 49506  
616-454-4286



### **Howell**

105 W. Grand River Avenue  
Howell, MI 48843  
517-552-9199

### **Jackson**

401 S. Mechanic Street, Suite B  
Jackson, MI 49201  
517-292-1295

### **Kalamazoo**

834 King Highway, Suite 107  
Kalamazoo, MI 49001  
269-665-2005

### **Traverse City**

1501 Cass Street  
Traverse City, MI 49684  
231-714-5007

### **Troy**

629 E. Elmwood Drive  
Troy, MI 48083  
248-454-6300



**REACH OUT TO US**

248-454-6300

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



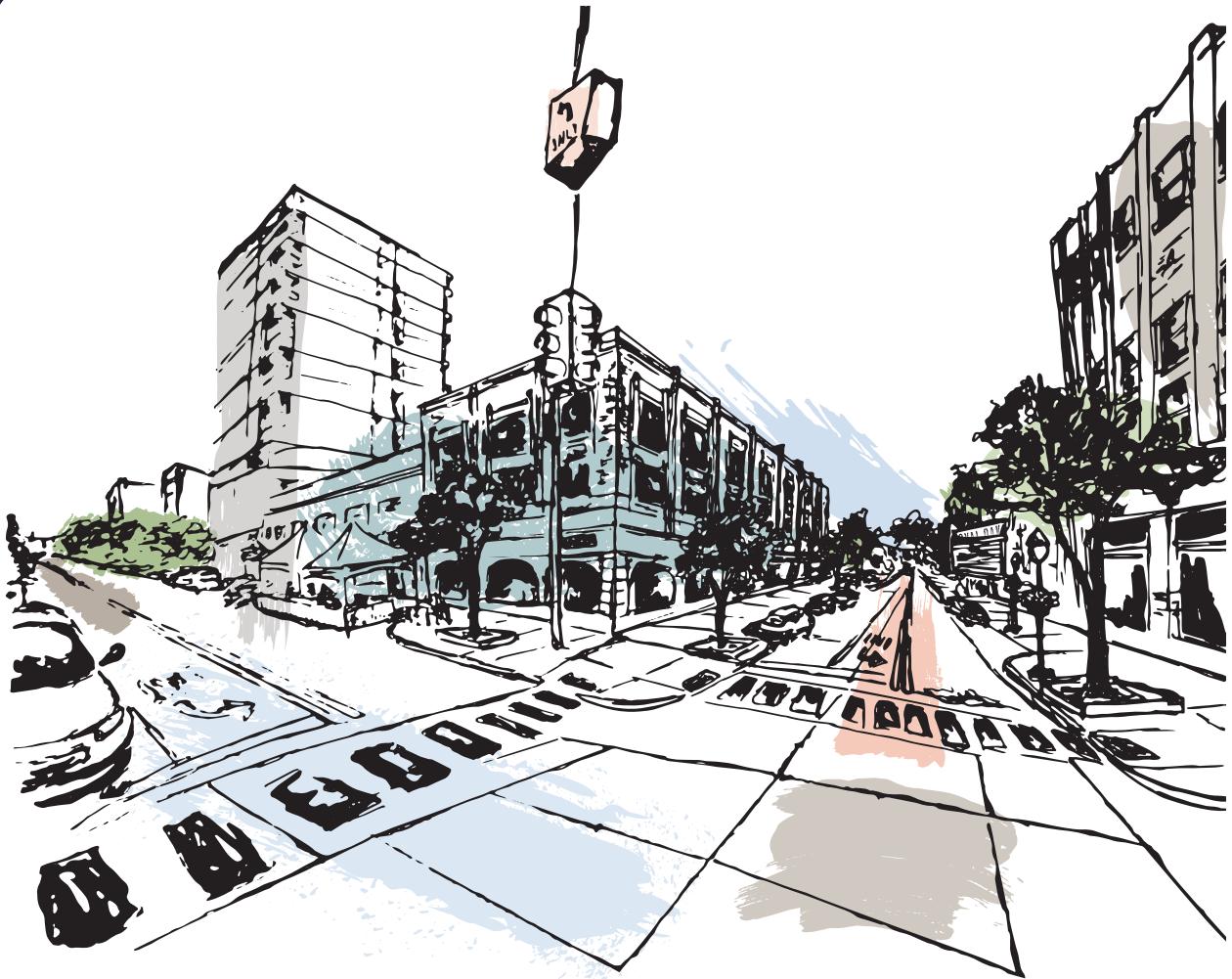
SUBMITTAL OF QUALIFICATIONS

**2024 General Consulting  
Engineering Services**

FOR THE CITY OF ROYAL OAK

PHASE 4 –  
DETAILED PROPOSAL

RFP-RO-24-107  
Due: May 31, 2024



**SUBMITTED TO:**

City of Royal Oak  
Engineering Division

203 S. Troy Street  
Royal Oak, Michigan 48067  
P: (248) 246-3260  
F: (248) 246-3008

**PREPARED BY:**

Hubbell, Roth & Clark, Inc.

Nancy M.D. Faught  
(248) 454-6390  
[nfaught@hrcengr.com](mailto:nfaught@hrcengr.com)

555 Hulet Drive  
Bloomfield Hills, MI 48302



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May 31, 2024

City of Royal Oak  
Engineering Division  
203 S. Troy Street  
Royal Oak, Michigan 48067

Attn: Holly Donoghue, PE, City Engineer and  
Melanie Halas, City Clerk

HRC Job No. 20240288

Re: 2024 General Consulting Engineering Services (RFP-RO-24-107)  
Phase 4 – Detailed Proposal

Dear Proposal Selection Committee:

Hubbell, Roth & Clark is very excited to provide you with this Detailed Proposal. As requested, it includes an organizational chart of personnel, staff availability, a time frame for completing various work tasks, and a rate table.

The City of Royal Oak is the type of client we are seeking, and working with you:

- Will provide **opportunities** to our staff because of the variety of tasks needed by a city like Royal Oak.
- Will allow HRC to immediately **respond** due to our proximity to the City.
- Will provide better service to the City by utilizing our vast **knowledge** of the agencies that serve your community, i.e. OCWRC, SOCWA, RCOC, and the surrounding communities we serve.
- Is **personal** because we have numerous employees that live in the City.

Our designated project manager, Lia Michaels, is highly experienced, attentive, knowledgeable, and a willing team member for the City, who will propel assignments to completion with good results. She is passionate about assisting her clients and you will find her to be of the highest caliber of professional you will work with.

We look forward to assisting the City in the future. If you have any questions or require additional information, please contact the undersigned:

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Nancy M.D. Faught, PE  
Executive Vice President  
[nfaught@hrcengr.com](mailto:nfaught@hrcengr.com)  
(248) 535-3317



Lia M. Michaels, PE, PTOE, RSP1  
Associate  
[lmichaels@hrcengr.com](mailto:lmichaels@hrcengr.com)  
(586) 634-6211

## B. Key Personnel Involved

HRC's organizational structure, or tree, illustrates the key staff identified to assist the City of Royal Oak depending on assigned tasks and expertise required. HRC has over 30 engineers, 40 inspectors, and several office technicians just in our Bloomfield Township office. We would like to say we are big enough to handle almost any project but small enough to be immediately responsive and adaptable to serve our clients at the highest level. If you haven't, we encourage you to contact our references, provided here again, to understand better how we serve our clients.

### **City of Farmington Hills**

Karen Mondora, PE  
Assistant City Manager  
(248) 871-2500

### **City of Sterling Heights**

Brent Bashaw, PE  
City Engineer  
(586) 446-2720

### **City of Troy**

Scott Finlay, PE  
City Engineer  
(248) 524-3386

### **City of Warren**

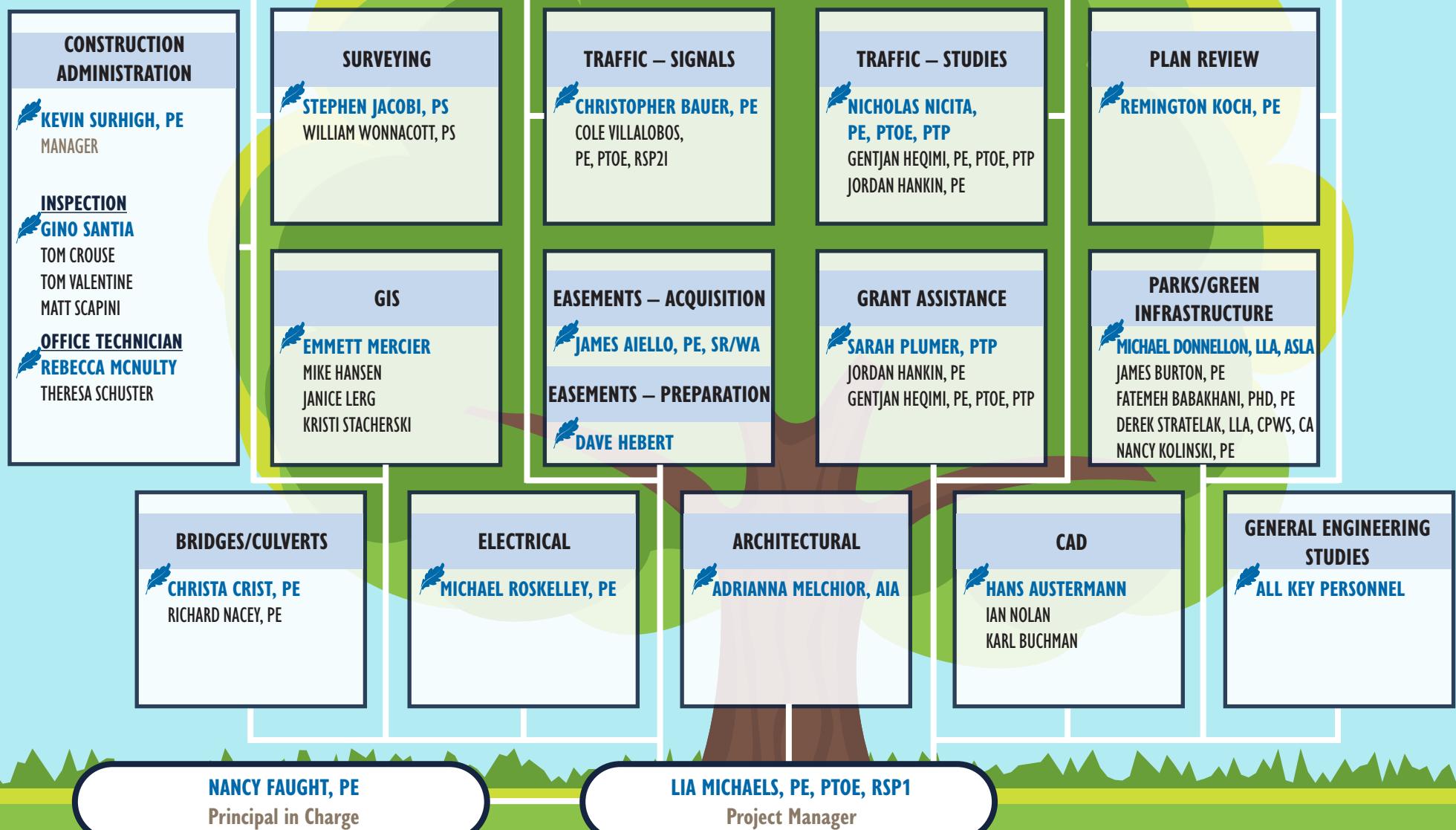
Tina Gapsches, PE  
City Engineer  
(586) 759-9300

### **SOCWA**

Jeff McKeen, PE  
General Manager  
(248) 288-5150

### **City of Bloomfield Hills**

David Hendrickson  
City Manager  
(248) 530-1404



## C. STAFF AVAILABILITY AND TIMEFRAMES

Hubbell, Roth & Clark, Inc. (HRC), like all businesses, need to balance the number of personnel with the overall health of the company. We believe bigger isn't always better; growing in a smart way is part of our business model, for many reasons, but most importantly so we can maintain our ability to serve our clients and to maintain our culture. Just like municipalities choose their consultants carefully, HRC thoroughly reviews potential opportunities so that we find the right fit. Our internal processes have led us to grow at a pace that is comfortable, meets our goals and provides opportunities for our personnel.

Based on our internal review it was determined that Lia Michaels will be the City's Project Manager for HRC for numerous reasons including her outstanding experience and skill set, but also for her current capacity. HRC limits the number of clients, especially as-needed municipalities, managers oversee to assure quality attention to the client will always be maintained. Lia's current workload is below her working capacity. Because of this, she can manage the City of Royal Oak while managing existing projects, clients, and staff.

The staff listed in our SOQ, and included in our organizational chart, have capacity for any project the City assigns to us. It should be noted that HRC strategies staffing for projects into the future. For example, a road design and construction project have numerous tasks. The survey will need to be done immediately but inspection and office technician tasks are months into the future. Managers at HRC regularly gather to discuss workload, schedules, capacity, and availability of staff. It is a collaborative process to ensure all clients and projects are staffed with the most appropriate and available personnel.

The City of Royal Oak can be assured that just because you will be a new client to HRC, we will treat you the same as the client we have been assisting for decades.

### TIMEFRAME TO COMPLETE TASKS

The details of a project will typically determine costs and the time to complete the work.

- What are your goals of the project? Are budgets, schedule or some other factor driving it?
- Does the scope have an opportunity to change during the project?
- Is there a diverse group of stakeholders that will require numerous discussions to identify a final scope that satisfies all?

There are numerous details that affect the project, but HRC has a proven project management process that:

- Quickly identifies the desired goals (often these are non-technical) and include the must NOT haves.
- Creates a roadmap to meet these goals.
- Early identifies the risks that could impact the goals.
- Monitors the project constantly to ensure the goals are being met.

During the kickoff, or scoping, meeting of a project HRC will ask numerous questions to clearly understand the goals. Many of these questions are not engineering related but focus on costs, schedule, and other non-technical topics. Once this meeting is concluded HRC will develop, if appropriate, project schedules and budgets. Many times, we develop an early confirming construction cost, even before design has begun. This important step can quickly identify projects goals that may be in jeopardy and mitigation can begin at once. These are just some examples of what HRC does to ensure the project is a success.

We have provided some very general ideas about the time it takes for HRC to complete various types of work. Keep in mind that many projects require permits from multiple agencies.

Design of collector road, ½ mile long	5–8 months
Design of residential street (½ mile total length over multiple streets) including improvement or watermain	5–8 months
Study of neighborhood speeds or pedestrian movements	1–2 months
Plan reviews	7–10 days turnaround on all submittals
Design of new turn-lane	3–4 months
Design of traffic signal	4–6 months
Design of non-motorized project, restriping existing pavement	3–4 months
Design of park improvements, rehabilitate shelters, play structures, ball field, and green restoration	6–8 months

HRC would be happy to further discuss any of these topics with you. We believe that once you sit with us you will realize we have the people, processes, and culture to meet, and often exceed, the City's engineering expectations.

## D. FEE SCHEDULE

Attached you will find our proposed hourly rate table. We have provided a range of costs vs. one billable rate because it is the fairest way to invoice our clients. For example, we have numerous employees who are Graduate Engineer I/II and their rates differ due to their experience level. We will bill the City based on the employee's pay rate plus overhead and profit.

HRC will work with Royal Oak to provide the invoicing process that best serves the City.

### 2024 HOURLY RATE SCHEDULE | PREPARED FOR THE CITY OF ROYAL OAK

CATEGORY	BILLABLE RATES		
Principal	150.00	–	197.00
Senior Associate/Managing Engineer	182.00	–	184.00
Associate/Managing Engineer	144.00	–	166.00
Manager	126.00	–	151.00
Supervisor	116.00	–	152.50
Senior Project Engineer/Architect/Surveyor	140.00	–	162.00
Project Engineer/Architect/Surveyor	125.00	–	131.00
Staff Engineer/Architect/Surveyor	111.00	–	121.00
Senior Project Analyst	114.00	–	146.00
Project Analyst	108.00	–	110.00
Graduate Analyst	89.00	–	96.00
Graduate Engineer/Architect I/II	96.00	–	112.00
Technical Specialist	120.00	–	120.00
Designer	129.00	–	130.00
CADD Technician	66.00	–	112.00
Senior Survey Office Technician	120.00	–	120.00
Survey Party Chief	74.00	–	125.00
Project Representatives	111.00	–	125.00
Senior Construction Observer	84.00	–	105.00
Construction Observer I/II	72.00	–	84.00
Construction – Office Technician	79.00	–	92.00
Administrative Support**	69.00	–	143.00

Wage rates shown above are for 2024.

Billable rates for Hubbell, Roth & Clark, Inc. include Unemployment and Payroll taxes, contributions for Social Security, Retirement benefits, Medical and Life insurance benefits, normal printing cost, telephones, fax, computer time, mileage, other overhead costs, and profit.

Allowable Reimbursable expenses will be invoiced at our cost, which is defined as the direct costs plus 10%.

\*\* This Category includes Computer, Reproduction, and Administrative Staff.

## OUR OFFICES



### **Bloomfield Hills**

555 Hulet Drive  
Bloomfield Hills, MI 48302  
248-454-6300 | Fax: 248.454-6312

### **Delhi Township**

2101 Aurelius Road, Suite 2  
Holt, MI 48842  
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### **Detroit**

Buhl Building  
535 Griswold Street, Suite 1650  
Detroit, MI 48226  
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1925 Breton Road SE, Suite 100  
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### **Jackson**

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Jackson, MI 49201  
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### **Kalamazoo**

834 King Highway, Suite 107  
Kalamazoo, MI 49001  
269-665-2005

### **Traverse City**

1501 Cass Street  
Traverse City, MI 49684  
231-714-5007

### **Troy**

629 E. Elmwood Drive  
Troy, MI 48083  
248-454-6300



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## CITY COMMISSION AGENDA ITEM

<b>TITLE</b>	Approval of 2024-2026 Tentative Agreement between the City of Royal Oak and ProTech	
<b>SUBMITTING DEPARTMENT</b>	Human Resources	
<b>PRESENTER</b>	Dennis Van de Laar	
<b>MEETING DATE</b>	June 24, 2024	
<b>SECOND READING REQUIRED</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>CERTIFIED RESOLUTION</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### EXECUTIVE SUMMARY *(include history of previous Commission action/discussion, background, scope of work, etc.):*

Attached is a copy of the tentative agreement reached between the City of Royal Oak and Professional and Technical Employees Association (ProTech). It is a two (2) year agreement. The current agreement will expire on June 30, 2024. The new agreement will be in effect through June 30, 2026.

The agreement provides, amongst other things, wage increases reflective of the market. This includes a market adjustment with a 4% effective July 1, 2024 and an additional increase of 3% effective July 1, 2025.

The discussion with the association was open, and we much appreciate the association's willingness to be outspoken about the issues that are important to them.

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### Fiscal Impact

BUDGET SUMMARY	
<b>EXPENDITURE REQUIRED</b>	<b>As per ratified agreement</b>
<b>AMOUNT CURRENTLY BUDGETED</b>	
<b>BUDGET AMENDMENT REQUIRED</b>	<b>TBD (BA between dept; net -0- effect on FB)</b>
<b>FUNDING SOURCE/ GL NUMBER</b>	
<b>WAS THIS A BUDGETED EXPENSE?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### OTHER FISCAL IMPACTS: (Select all that apply.)

No fiscal impact

Revenue impact (details below)

Workload impact (details below)

Operations Impact (details below)

**REVENUE IMPACT:** *Provide a description of how this item will impact revenue. (Is this item expected to create additional/new revenue? Will this item have a negative impact on revenue? Which funds would be impacted? Provide additional details, as necessary.)*

**WORKLOAD IMPACT:** *If this item will require staff time to implement, operate or maintain, provide a description of the workload impact. (Will more staff be needed? Is this workload able to be absorbed by existing staff? If new FTE(s) are needed, provide details of position classification and duties. Provide additional details, as necessary.)*

None.

**OPERATIONS IMPACT:** *If the item requires a budget adjustment, please identify source of additional funds and any proposed cuts to other operations, programs and services.*

None.

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### **ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS**

*Provide a description of how this item aligns with the strategic plan, aging in place plan, and sustainability and climate action plans. Include any specific goals or action steps it supports.*

This aligns with the city's goals of being a safe, healthy and just city, as well as the priority of being an employer of choice.

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### **COMMUNITY ENGAGEMENT**

*Provide a description of any community engagement efforts made for this item. Include information on tools used, participation information, and general sentiments.*

N/A

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### **BOARD AND COMMISSION FEEDBACK**

*Was an advisory board or commission engaged in discussion on this item? If yes, please provide a summary of feedback received:*

N/A

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### **LEGAL COMMENTS**

### **PROPOSED COMMISSION RESOLUTION:**

**BE IT RESOLVED**, the Royal Oak City Commission hereby approves the tentative agreement with the Professional and Technical Employees Association (ProTech) dated May 29, 2024.

**ATTACHMENTS:**

**(1) PROTECH 2024-2026 TA – Signed.PDF**

**CITY OF ROYAL OAK**

**AND**

**PROFESSIONAL TECHNICAL EMPLOYEES  
ASSOCIATION (ProTech)**

**EMPLOYER'S INITIAL PROPOSAL**

**May 29, 2024**

*The Employer reserves its right to add to, amend or delete its proposal during the course of negotiations, mediation and the arbitration process.*

**CITY OF ROYAL OAK**  
**AND**  
**PROFESSIONAL TECHNICAL EMPLOYEES ASSOCIATION**

**EMPLOYER'S INITIAL PROPOSAL**

**May 29, 2024**

*The Employer reserves its right to add to, amend or delete its proposal during the course of negotiations, mediation and the arbitration process.*

1. **Duration.** Two years, July 1, 2024 – June 30, 2026.
2. **Pay Plan.**
  1. All classifications will receive a \$1.00 an hour increase effective July 1, 2024.
  2. Effective July 1, 2024, all classifications will receive a 4% pay raise after rolling the dollar in noted above.
  3. Effective July 1, 2025, all classifications will receive a 3% pay raise.
  4. Effective upon ratification of this agreement and as soon as practical thereafter, all members of the bargaining unit will receive a \$1000 check which reflects a lump sum payment for the additional dollar an hour noted above reflecting the adjustment to approximately January, 2024.
3. **Sick Leave.** Effective upon ratification of the agreement, the City will agree to eliminate the second tier for the accrual of sick leave on a monthly basis and will return to eight (8) hours accruing each month for service. That Tier eliminated prospectively all language.

4. **Dental Insurance.** The City will review its Dental and get back to the Union and discuss – this is a citywide issue and the City agrees if improved, the dental benefits for the bargaining units in the City, ProTech will also receive.

5. **Parental Leave.** The City is working to develop a citywide policy and will continue to discuss this issue with the Union.

6. **Amend Section 35, Bereavement.** Add, “In loco parentis.” Include the aforementioned as well as possible domestic partner.

The City would also propose that if any improvements are provided to Bereavement policy on an across-the-board basis throughout the City, members of this bargaining unit would also receive this additional item.

7. **Section 38, Tuition Reimbursement.** The City is developing a citywide policy for non-public safety groups. Will continue to discuss with Union.

8. **Insurance.**

A. The City will continue the existing Healthcare provision for the term of the Agreement and continue to opt out of PA 128.

B. BCN option already declined, delete from contract.

9. **Personal Business Days.** Effective July 1, 2024, the City will agree to eliminate the second tier of personal business leave.

10. The positions of Accountant III, Appraiser III, Civil Engineer III, Engineering Assistant IV, Planner III, will be renamed to Senior Accountant, Senior Appraiser, Senior Civil Engineer, Senior Engineering Assistant, and Senior Planner.

The position of Civil Engineer IV will be eliminated from ProTech.

11. Effective July 1, 2025, increase the Employer's contribution to the employees' 401a DC by one percent (1%) effective on the first full pay period following the employees' seventh anniversary.

CITY OF ROYAL OAK

PRO TECH



06/06/2024

By Dennis Van de Laar, HR Director Date



By Date

By Date

By Date



By Date



## CITY COMMISSION AGENDA ITEM

<b>TITLE</b>	Approval of 2024-2026 Tentative Agreement between the City of Royal Oak and the Foremen and Supervisors Association	
<b>SUBMITTING DEPARTMENT</b>	Human Resources	
<b>PRESENTER</b>	Dennis Van de Laar	
<b>MEETING DATE</b>	June 24, 2024	
<b>SECOND READING REQUIRED</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>CERTIFIED RESOLUTION</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### EXECUTIVE SUMMARY (include history of previous Commission action/discussion, background, scope of work, etc.):

Attached is a copy of the tentative agreement reached between the City of Royal Oak and the Foremen and Supervisors Association. It is a two (2) year agreement. The current agreement will expire on June 30, 2024. The new agreement will be in effect through June 30, 2026.

The agreement provides, amongst other things, wage increases reflective of the market. This includes a market adjustment with 4% effective July 1, 2024, and an additional increase of 3% effective July 1, 2025.

We greatly appreciate the union's expediency and cooperation in working with the city.

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### Fiscal Impact

BUDGET SUMMARY	
<b>EXPENDITURE REQUIRED</b>	<b>As per ratified agreement</b>
<b>AMOUNT CURRENTLY BUDGETED</b>	
<b>BUDGET AMENDMENT REQUIRED</b>	<b>TBD (BA between dept; net -0- effect on FB)</b>
<b>FUNDING SOURCE/ GL NUMBER</b>	
<b>WAS THIS A BUDGETED EXPENSE?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### OTHER FISCAL IMPACTS: (Select all that apply.)

No fiscal impact  Revenue impact (details below)  
 Workload impact (details below)  Operations Impact (details below)

**REVENUE IMPACT:** Provide a description of how this item will impact revenue. (Is this item expected to create additional/new revenue? Will this item have a negative impact on revenue? Which funds would be impacted? Provide additional details, as necessary.)

None

**WORKLOAD IMPACT:** *If this item will require staff time to implement, operate or maintain, provide a description of the workload impact. (Will more staff be needed? Is this workload able to be absorbed by existing staff? If new FTE(s) are needed, provide details of position classification and duties. Provide additional details, as necessary.)*

None

**OPERATIONS IMPACT:** *If the item requires a budget adjustment, please identify source of additional funds and any proposed cuts to other operations, programs and services.*

None

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### **ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS**

*Provide a description of how this item aligns with the strategic plan, aging in place plan, and sustainability and climate action plans. Include any specific goals or action steps it supports.*

This aligns with the city's goals of being a safe, healthy and just city, as well as the priority of being an employer of choice.

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### **COMMUNITY ENGAGEMENT**

*Provide a description of any community engagement efforts made for this item. Include information on tools used, participation information, and general sentiments.*

N/A

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### **BOARD AND COMMISSION FEEDBACK**

*Was an advisory board or commission engaged in discussion on this item? If yes, please provide a summary of feedback received:*

None

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### **LEGAL COMMENTS**

### **PROPOSED COMMISSION RESOLUTION:**

**BE IT RESOLVED**, the Royal Oak City Commission hereby approves the tentative agreement with the Foremen & Supervisors Association dated June 10, 2024.

**ATTACHMENTS:**

**(1) \_Supervisors 2024-2026 TA – SIGNED.PDF**

**CITY OF ROYAL OAK**  
**AND**  
**FOREMEN & SUPERVISORS ASSOCIATION**  
  
**TENTATIVE AGREEMENT**

**June 10, 2024**

**CITY OF ROYAL OAK**  
**AND**  
**FOREMEN & SUPERVISORS ASSOCIATION**  
**TENTATIVE AGREEMENT**

**June 10, 2024**

1. **Duration.** Two years, July 1, 2024 – June 30, 2026.
2. **Sick Leave.** Effective upon ratification of the agreement, the City will agree to eliminate the second tier for the accrual of sick leave on a monthly basis and will return to eight (8) hours accruing each month for service.
3. **Personal Business Days.** Effective July 1, 2024, the City will agree to eliminate the second tier of personal business leave.
4. **Dental Insurance.** The City will review its Dental and get back to the Union and discuss – this is a citywide issue, and the City agrees if improved, the dental benefits for the bargaining units in the City, DPS will also receive.
5. **Uniform.** The City would agree to increase the annual uniform allowance from \$300 to \$400 and would agree to increase safety shoes from \$250 to \$300.
6. **Parental Leave.** The City is working to develop a citywide policy and will continue to discuss this issue with the Union.
7. **Pensions, Annuity Withdrawal.** Pension system has adopted a provision calculating that annuity withdrawal utilizing the PGBC rate formula which was made available to the public delete contrary language.
8. **Injury Leave.** Increase injury leave pay to 360 hours.
9. **Bereavement.** Add, “In loco parentis.” Include the aforementioned as well as possible domestic partner.

If any improvements are provided to the Bereavement policy on an across-the-board basis throughout the City, members of this bargaining unit will also receive this additional item.

10. **Tuition Reimbursement.** The City is developing a citywide policy for non-public safety groups. Should it develop such a policy, it will be provided to the Union for discussion purposes and possible inclusion.

11. The parties agree to meet and discuss the City's Efficiency and Operational Study upon its completion.

12. **Life Insurance.** The City is continuing to review the issue of life insurance and will further discuss this issue with the Union.

13. **Pay Plan.**

- A. 1. All classifications will receive a \$1.00 an hour increase effective July 1, 2024.
2. Effective July 1, 2024, all classifications will receive a 4% pay raise after rolling the dollar in noted above.
3. Effective July 1, 2025, all classifications will receive a 3% pay raise.
4. Following ratification of this agreement and as soon as practical thereafter, all members of the bargaining unit will receive a \$1000 check which reflects a lump sum payment for the additional dollar an hour noted above reflecting the adjustment to approximately January, 2024.

CITY OF ROYAL OAK

FOREMEN & SUPERVISORS ASSOCIATION

By  Dennis Van de Laar, HR Director Date 06/14/2024

By  6-14-24 Date

By \_\_\_\_\_ Date \_\_\_\_\_

By  6-17-24 Date

 DUANE DIXON 06/14/24



## CITY COMMISSION AGENDA ITEM

<b>TITLE</b>	<b>National Opioid Settlement Update and Approval of Opioid Remediation Project Amendment</b>	
<b>SUBMITTING DEPARTMENT</b>	<b>City Manager</b>	
<b>PRESENTER</b>	<b>Carol Schwanger</b>	
<b>MEETING DATE</b>	<b>June 24, 2024</b>	
<b>SECOND READING REQUIRED</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>CERTIFIED RESOLUTION</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**EXECUTIVE SUMMARY** (*include history of previous Commission action/discussion, background, scope of work, etc.):*

The city commission has not received any updates regarding the National Opioid Settlement since the June 10, 2023, meeting. I am pleased to report since the last update, the city has received the latest distribution of payments just over \$100,000.00, bringing our total received to \$213,217.96.

The total projected amount the city is to receive under the current four settlements by the year 2038 is approximately \$584,000.00. This amount will increase as a settlement has recently been reached with a fifth defendant and the city will opt in later this summer.

Previously, the city commission had approved allocating funds totaling \$103,226.00 for these listed programs:

- Upgrade to software for the emergency medical dispatch (EMD) (\$74,836.00)
- Partnership with the Royal Oak Community Coalition to develop educational programming for students (\$2,500.00)
- Partnership with the Royal Oak Community Coalition to develop programs for pregnant and postpartum women (\$2,500.00)
- Support and expand the police department's quick response team (QRT) (\$2,500.00)
- Sobriety Court Testing (\$20,000.00)

The emergency medical dispatch has been implemented and the first year of maintenance and support paid as scheduled. The Quick Response Team and the Community Coalition funds remain unspent.

The Sobriety Court Testing began in September of 2023 and through January 2024, has spent \$19,600.00 of the allocation. When this program was added, 44<sup>th</sup> District Court Judges Meinecke and Kowalkowski explained the importance of testing is key to maintaining lower recidivism rates and keeping clients clean and sober. When grant funds expire and clients do not have the ability to pay for testing, the percentage of clients who return to abusing controlled substances rises. This has a direct correlation to crime rates, endangering the safety of the individual and the community at large. Therefore, it would be in the best interest of these individuals and community to continue this program and allocate additional funds to be used to alleviate the financial burdens

and support the continued recovery of individuals on probation through the court's sobriety court program.

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## Fiscal Impact

BUDGET SUMMARY	
EXPENDITURE REQUIRED	\$50,000.00
AMOUNT CURRENTLY BUDGETED	\$0.00
BUDGET AMENDMENT REQUIRED	\$50,000.00
FUNDING SOURCE/ GL NUMBER	207-344-96800.OPIOID
WAS THIS A BUDGETED EXPENSE?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**OTHER FISCAL IMPACTS:** (Select all that apply.)

No fiscal impact  Revenue impact (details below)  
 Workload impact (details below)  Operations Impact (details below)

**REVENUE IMPACT:** *Provide a description of how this item will impact revenue. (Is this item expected to create additional/new revenue? Will this item have a negative impact on revenue? Which funds would be impacted? Provide additional details, as necessary.)*

Revenue will be received through the settlement agreements.

**WORKLOAD IMPACT:** *If this item will require staff time to implement, operate or maintain, provide a description of the workload impact. (Will more staff be needed? Is this workload able to be absorbed by existing staff? If new FTE(s) are needed, provide details of position classification and duties. Provide additional details, as necessary.)*

Workload is impacted minimally. Receipt and recording of payments; request payments to vendors when invoices received; and completion of application to opt-in to the fifth settlement agreement.

**OPERATIONS IMPACT:** *If the item requires a budget adjustment, please identify source of additional funds and any proposed cuts to other operations, programs and services.*

Operations are not impacted as this money supports programs which currently have no funding.

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## ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS

*Provide a description of how this item aligns with the strategic plan, aging in place plan, and sustainability and climate action plans. Include any specific goals or action steps it supports.*

Creates a healthy and safe community by supporting members of the community who are recovering from addiction and positively impacts the community by keeping crime rates lower.

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## COMMUNITY ENGAGEMENT

*Provide a description of any community engagement efforts made for this item. Include information on tools used, participation information, and general sentiments.*

No community engagement is required.

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## BOARD AND COMMISSION FEEDBACK

*Was an advisory board or commission engaged in discussion on this item? If yes, please provide a summary of feedback received:*

No advisory volunteer boards or commission engaged in discussion.

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## LEGAL COMMENTS

### PROPOSED COMMISSION RESOLUTION:

**Be it resolved**, the city commission approves a budget amendment for fiscal year ending June 30, 2025 to allocate \$50,000.00 of opioid settlement funds to the 44<sup>th</sup> District Court for sobriety court testing; and

**Be it further resolved**, the city commission will be provided with an update when the fifth settlement agreement is completed or by the second meeting in September 2024, whichever date is first.

<b>FUND IMPACTED: 207</b>	
	<b>INCREASE (DECREASE)</b>
<b>APPROPRIATIONS:</b>	
<b>207-344-96800. OPIOID</b>	<b>\$50,000.00</b>
{dept/ACCT. #/ACCT. name}	\$
{dept/ACCT. #/ACCT. name}	\$
<b>TOTAL APPROPRIATIONS</b>	<b>\$50,000.00</b>
<b>NET INCREASE (DECREASE) TO FUND BALANCE</b>	<b>(\$50,000.00)</b>

**ATTACHMENTS:** None



## CITY COMMISSION AGENDA ITEM

<b>TITLE</b>	<b>2023 Water System Consumer Confidence Report</b>	
<b>SUBMITTING DEPARTMENT</b>	<b>Department of Public Service</b>	
<b>PRESENTER</b>	<b>Aaron Filipski</b>	
<b>MEETING DATE</b>	<b>June 24, 2024</b>	
<b>SECOND READING REQUIRED</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>CERTIFIED RESOLUTION</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### **EXECUTIVE SUMMARY** (include history of previous Commission action/discussion, background, scope of work, etc.):

Annually, the City of Royal Oak in collaboration and consultation with the Southeastern Oakland County Water Authority (SOCWA) compiles and publishes a Consumer Confidence Report – formerly referred to as the ‘Water Quality Report’ – for the city’s water distribution system.

This report is required to be made publicly available and distributed to all water customers. The report was included in the summer 2024 edition of the city’s Insight magazine and is available for download at <https://www.romi.gov/1500/Water-Quality>. As an additional good-faith effort to publicize the report’s availability, it is included as part of this meeting’s agenda as a ‘receive and file’ item; no additional commission action is required.

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### Fiscal Impact

<b>BUDGET SUMMARY</b>	
<b>EXPENDITURE REQUIRED</b>	<b>\$0</b>
<b>AMOUNT CURRENTLY BUDGETED</b>	<b>n/a</b>
<b>BUDGET AMENDMENT REQUIRED</b>	<b>\$0.00 (BA between dept; net -0- effect on FB)</b>
<b>FUNDING SOURCE/ GL NUMBER</b>	
<b>WAS THIS A BUDGETED EXPENSE?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### **OTHER FISCAL IMPACTS:** (Select all that apply.)

No fiscal impact  Revenue impact (details below)  
 Workload impact (details below)  Operations Impact (details below)

**REVENUE IMPACT:** Provide a description of how this item will impact revenue. (Is this item expected to create additional/new revenue? Will this item have a negative impact on revenue? Which funds would be impacted? Provide additional details, as necessary.)

None.

**WORKLOAD IMPACT:** If this item will require staff time to implement, operate or maintain, provide a description of the workload impact. (Will more staff be needed? Is this workload able

*to be absorbed by existing staff? If new FTE(s) are needed, provide details of position classification and duties. Provide additional details, as necessary.)*

None.

**OPERATIONS IMPACT:** *If the item requires a budget adjustment, please identify source of additional funds and any proposed cuts to other operations, programs and services.*

None.

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### **ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS**

*Provide a description of how this item aligns with the strategic plan, aging in place plan, and sustainability and climate action plans. Include any specific goals or action steps it supports.*

n/a

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### **COMMUNITY ENGAGEMENT**

*Provide a description of any community engagement efforts made for this item. Include information on tools used, participation information, and general sentiments.*

n/a

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### **BOARD AND COMMISSION FEEDBACK**

*Was an advisory board or commission engaged in discussion on this item? If yes, please provide a summary of feedback received:*

n/a

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### **LEGAL COMMENTS**

#### **ATTACHMENTS:**

- City of Royal Oak 2023 Water System Consumer Confidence Report

## CITY OF ROYAL OAK

### 2023 CONSUMERS ANNUAL REPORT ON WATER QUALITY

#### **ATTENTION: THIS IS AN IMPORTANT REPORT ON WATER QUALITY AND SAFETY**

The City of Royal Oak, The Southeastern Oakland County Water Authority (SOCWA) and the Great Lakes Water Authority (GLWA) are proud of the fine drinking water they supply and are honored to provide this report to you. The 2023 Consumers Annual Report on Water Quality shows the sources of our water, lists the results of our tests, and contains important information about water and health. We will notify you immediately if there is ever any reason for concern about our water. We are pleased to show you how we have surpassed water quality standards as mandated by the Environmental Protection Agency (EPA) and the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

#### **About the System**

The City of Royal Oak purchases water from the Southeastern Oakland County Water Authority (SOCWA) at thirteen locations. SOCWA provides GLWA water through its member distribution systems to a population of 210,000 within a 56 square mile area. Current members are Berkley, Beverly Hills, Bingham Farms, Birmingham, Clawson, Huntington Woods, Lathrup Village, Pleasant Ridge, Royal Oak, Southfield, and Southfield Township.

Your source water comes from the Detroit River, situated within the Lake St. Clair, Clinton River, Detroit River, Rouge River, Ecorse River, watersheds in the U.S. and parts of the Thames River, Little River, Turkey Creek and Sydenham watersheds in Canada. The Michigan Department of Environmental Quality in partnership with the U.S. Geological Survey, the Detroit Water and Sewerage Department, and the Michigan Public Health Institute performed a source water assessment in 2004 to determine the susceptibility of GLWA's Detroit River source water for potential contamination. The susceptibility rating is based on a seven-tiered scale and ranges from very low to very high determined primarily using geologic sensitivity, water chemistry, and potential contaminant sources. The report described GLWA's Detroit River intakes as highly susceptible to potential contamination. GLWA's water treatment plants Northeast and Springwells that draw water from the Detroit River has historically provided satisfactory treatment and meets drinking water standards.

And/or

Your source water comes from the lower Lake Huron watershed. The watershed includes numerous short, seasonal streams that drain to Lake Huron. The Michigan Department of Environmental Quality in partnership with the U.S. Geological Survey, the Detroit Water and Sewerage Department, and the Michigan Public Health Institute performed a source water assessment in 2004 to determine the susceptibility of potential contamination. The susceptibility rating is a seven-tiered scale ranging from "very low" to "very high" based primarily on geologic sensitivity, water chemistry, and contaminant sources. The Lake Huron source water intake is categorized as having a moderately low susceptibility to potential contaminant sources. The Lake Huron water treatment plant has historically provided satisfactory treatment of this source water to meet drinking water standards.

GLWA has initiated source-water protection activities that include chemical containment, spill response, and a mercury reduction program. GLWA participates in the National Pollutant Discharge Elimination System permit discharge program and has an emergency response management plan. GLWA has an updated Surface Water Intake Protection plan for the Lake Huron water intake. The plan has seven elements that include: roles and duties of government units and water supply agencies, delineation of a source water protection areas, identification of potential sources of contamination, management approaches for protection, contingency plans, siting of new water sources, public participation, and public education activities. If you would like to know more

information about the Source Water Assessment Report, please, contact GLWA at (313 926-8127).

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline (800-426-4791).

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it can dissolve naturally occurring minerals and, in some cases, radioactive materials, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

Inorganic contaminants, such as salts and metals, which can be naturally occurring or result from urban storm water runoff, industrial or domestic wastewater discharge, oil and gas production, mining, or farming.

Pesticides and herbicides, which may come from a variety of sources such as agriculture, urban storm water runoff, and residential uses.

Organic chemical contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff and septic systems.

Radioactive contaminants, which can be naturally occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, EPA prescribes regulations, which limit the amount of certain contaminants in the water provided by public water systems. The Food and Drug Administration (FDA) regulations establish limits for contaminants in bottled water, which must provide the same protection for public health.

## Key to the Detected Contaminants Table

Symbol	Abbreviation	Definition/Explanation
AL	Action Level	The concentration of a contaminant, which, if exceeded, triggers treatment or other requirements which a water system must follow.
°C	Celsius	A scale of temperature in which water freezes at 0° and boils at 100° under standard conditions.
>	Greater than	
HAA5	Haloacetic Acids	HAA5 is the total of bromoacetic, chloroacetic, Dibromoacetic, dichloroacetic, and trichloroacetic acids. Compliance is based on the total.
Level 1	Level 1 Assessment	A study of the water system to identify potential problems and determine (if possible) why total coliform bacteria have been found in the water system.
LRAA	Locational Running Annual Average	The average of analytical results for samples at a particular monitoring location during the previous four quarters.
MCL	Maximum Contaminant Level	The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
MCLG	Maximum Contaminant Level Goal	The level of contaminant in drinking water below which there is no known or expected risk to health.
MRDL	Maximum Residual Disinfectant Level	The highest level of disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
MRDLG	Maximum Residual Disinfectant Level Goal	The level of a drinking water disinfectant below which there is no known or expected risk to health. MRLDG's do not reflect the benefits of the use of disinfectants to control microbial contaminants.
n/a	not applicable	
ND	Not Detected	Below the detection limit of the method
NTU	Nephelometric Turbidity Units	Measures the cloudiness of water.
pCi/L	Picocuries Per Liter	A measure of radioactivity
ppb	Parts Per Billion (one in one billion)	The ppb is equivalent to micrograms per liter. A microgram = 1/1000 milligram.
ppm	Parts Per Million (one in one million)	The ppm is equivalent to milligrams per liter. A milligram = 1/1000 gram.
RAA	Running Annual Average	The average of analytical results for all samples during the previous four quarters.
SMCL	Secondary Maximum Contaminant Level	An MCL which involves a biological, chemical or physical characteristic of water that may adversely affect the taste, odor, color or appearance (aesthetics), which may thereby affect public confidence or acceptance of the drinking water.
TT	Treatment Technique	A required process intended to reduce the level of a contaminant in drinking water.
TTHM	Total Trihalomethanes	Total Trihalomethanes is the sum of chloroform, bromodichloromethane, dibromochloromethane and bromoform. Compliance is based on the total.
umhos	Micromhos	Measure of electrical conductance of water

## 2023 Springwells Regulated Detected Contaminants Table

2023 Inorganic Chemicals - Annual Monitoring at Plant Finished Tap								
Regulated Contaminant	Test Date	Unit	Health Goal MCLG	Allowed Level MCL	Highest Level Detected	Range of Detection	Violation	Major Sources in Drinking Water
Fluoride	04-11-2023	ppm	4	4	0.86	n/a	no	Erosion of natural deposit; Water additive, which promotes strong teeth; Discharge from fertilizer and aluminum factories.
Nitrate	04-11-2023	ppm	10	10	0.63	n/a	no	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits.

## 2023 Disinfection Residual - Monitoring in the Distribution System

Regulated Contaminant	Test Date	Unit	Health Goal MRDLG	Allowed Level MRDL	Highest Level RAA	Range of Quarterly Results	Violation	Major Sources in Drinking Water
Chlorine Residual	2023	ppm	4	4	0.74	0.67-0.81	no	Water additive used to control microbes

## 2023 Turbidity - Monitored Every 4 Hours at the Plant Finished Water Tap

Highest Single Measurement Cannot Exceed 1 NTU	Lowest Monthly % of Samples Meeting Turbidity Limit of 0.3 NTU (minimum 95%)	Violation	Major Sources in Drinking Water
0.09 NTU	100%	no	Soil Runoff

Regulated Contaminant	Treatment Technique	Typical Source of Contaminant
Total Organic Carbon ppm	The Total Organic Carbon (TOC) removal ratio is calculated as the ratio between the actual TOC removal and the TOC removal requirements. The TOC is measured each quarter and because the level is low, there is no requirement for TOC removal.	Erosion of natural deposits

## 2023 Special Monitoring

Contaminant	Test Date	Unit	MCLG	MCL	Highest Level Detected	Source of Contaminant
Sodium	04-11-2023	ppm	n/a	n/a	7.0	Erosion of natural deposits

These tables are based on tests conducted by GLWA in the year 2023 or the most recent testing done within the last five calendar years. GLWA conducts tests throughout the year only tests that show the presence of a substance or require special monitoring are presented in these tables. The State allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. The data is representative of the water quality, but some are more than one year old.

## 2023 Springwells Tap Water Mineral Analysis

Parameter	Units	Max.	Min.	Avg.	Parameter	Units	Max.	Min.	Avg.
Turbidity	NTU	1.08	0.03	0.14	Phosphorus	ppm	0.61	0.37	0.49
Total Solids	ppm	153	115	138	Free Carbon Dioxide	ppm	11.6	4.4	8.4
Total Dissolved Solids	ppm	156	102	129	Total Hardness	ppm	146	90	116
Aluminum	ppm	0.077	0.018	0.038	Total Alkalinity	ppm	94	70	77
Iron	ppm	0.4	0.2	0.3	Carbonate Alkalinity	ppm	ND	ND	ND
Copper	ppm	0.003	ND	0.001	Bi-Carbonate Alkalinity	ppm	94	70	77
Magnesium	ppm	8.4	7.2	7.9	Non-Carbonate Hardness	ppm	66	10	39
Calcium	ppm	28.5	25.3	26.9	Chemical Oxygen Demand	ppm	11.1	ND	4.5
Sodium	ppm	7.0	4.6	5.3	Dissolved Oxygen	ppm	20.0	7.2	11.4
Potassium	ppm	1.3	1.0	1.0	Nitrite Nitrogen	ppm	ND	ND	0.0
Manganese	ppm	0.001	ND	ND	Nitrate Nitrogen	ppm	0.63	0.32	0.38
Lead	ppm	ND	ND	ND	Fluoride	ppm	0.86	0.10	0.59
Zinc	ppm	0.003	ND	0.001	pH		7.52	7.09	7.28
Silica	ppm	2.9	1.1	2.1	Specific Conductance @ 25 °C	µmhos	219	180	191
Sulfate	ppm	32.3	22.5	25.0	Temperature	°C	23.4	3.4	13.2
Chloride	ppm	11.5	9.5	10.4					

## 2023 Northeast Regulated Detected Contaminants Table

2023 Inorganic Chemicals - Annual Monitoring at Plant Finished Tap								
Regulated Contaminant	Test Date	Unit	Health Goal MCLG	Allowed Level MCL	Highest Level Detected	Range of Detection	Violation	Major Sources in Drinking Water
Fluoride	04-11-2023	ppm	4	4	0.65	n/a	no	Erosion of natural deposit; Water additive, which promotes strong teeth; Discharge from fertilizer and aluminum factories.
Nitrate	04-11-2023	ppm	10	10	0.64	n/a	no	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits.

### 2023 Disinfection Residual - Monitoring in the Distribution System

Regulated Contaminant	Test Date	Unit	Health Goal MRDLG	Allowed Level MRDL	Highest Level RAA	Range of Quarterly Results	Violation	Major Sources in Drinking Water
Chlorine Residual	2023	ppm	4	4	0.69	0.55-0.76	no	Water additive used to control microbes

### 2023 Turbidity - Monitored Every 4 Hours at the Plant Finished Water Tap

Highest Single Measurement Cannot Exceed 1 NTU	Lowest Monthly % of Samples Meeting Turbidity Limit of 0.3 NTU (minimum 95%)	Violation	Major Sources in Drinking Water
0.11 NTU	100%	no	Soil Runoff

Turbidity is a measure of the cloudiness of the water. We monitor it because it is a good indicator of the effectiveness of our filtration system

Regulated Contaminant	Treatment Technique	Typical Source of Contaminant
Total Organic Carbon ppm	The Total Organic Carbon (TOC) removal ratio is calculated as the ratio between the actual TOC removal and the TOC removal requirements. The TOC is measured each quarter and because the level is low, there is no requirement for TOC removal.	Erosion of natural deposits

### 2023 Special Monitoring

Contaminant	Test Date	Unit	MCLG	MCL	Highest Level Detected	Source of Contaminant
Sodium	04-11-2023	ppm	n/a	n/a	7.3	Erosion of natural deposits

These tables are based on tests conducted by GLWA in the year 2023 or the most recent testing done within the last five calendar years. GLWA conducts tests throughout the year only tests that show the presence of a substance or require special monitoring are presented in these tables. The State allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. The data is representative of the water quality, but some are more than one year old.

## 2023 Northeast Tap Water Mineral Analysis

Parameter	Units	Max.	Min.	Avg.	Parameter	Units	Max.	Min.	Avg.
Turbidity	NTU	3.00	0.03	0.30	Phosphorus	ppm	0.66	0.36	0.47
Total Solids	ppm	157	113	133	Free Carbon Dioxide	ppm	16.4	6.7	10.0
Total Dissolved Solids	ppm	159	101	129	Total Hardness	ppm	138	98	113
Aluminum	ppm	0.071	0.018	0.038	Total Alkalinity	ppm	94	68	81
Iron	ppm	0.4	0.2	0.3	Carbonate Alkalinity	ppm	ND	ND	ND
Copper	ppm	0.003	0.001	0.001	Bi-Carbonate Alkalinity	ppm	94	68	80
Magnesium	ppm	8.3	6.7	7.7	Non-Carbonate Hardness	ppm	48	8	32
Calcium	ppm	28.6	24.9	26.6	Chemical Oxygen Demand	ppm	9.2	ND	4.6
Sodium	ppm	7.3	4.6	5.4	Dissolved Oxygen	ppm	13.5	7.3	10.2
Potassium	ppm	1.3	0.9	1.0	Nitrite Nitrogen	ppm	ND	ND	0.0
Manganese	ppm	ND	ND	ND	Nitrate Nitrogen	ppm	0.64	0.30	0.38
Lead	ppm	ND	ND	ND	Fluoride	ppm	0.86	0.50	0.63
Zinc	ppm	0.003	ND	ND	pH		7.35	7.03	7.21
Silica	ppm	2.8	1.6	2.1	Specific Conductance @ 25 °C.	µmhos	262	177	213
Sulfate	ppm	34.9	22.3	25.8	Temperature	°C	23.2	6.7	15.0
Chloride	ppm	14.0	7.5	10.4					

## 2023 Lake Huron Regulated Detected Contaminants Table

2023 Inorganic Chemicals - Annual Monitoring at Plant Finished Tap								
Regulated Contaminant	Test Date	Unit	Health Goal MCLG	Allowed Level MCL	Highest Level Detected	Range of Detection	Violation	Major Sources in Drinking Water
Fluoride	04-11-2023	ppm	4	4	0.70	n/a	no	Erosion of natural deposit; Water additive, which promotes strong teeth; Discharge from fertilizer and aluminum factories.
Nitrate	04-11-2023	ppm	10	10	0.38	n/a	no	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits.

### 2023 Disinfection Residual - Monitoring in the Distribution System

Regulated Contaminant	Test Date	Unit	Health Goal MRDLG	Allowed Level MRDL	Highest Level RAA	Range of Quarterly Results	Violation	Major Sources in Drinking Water
Total Chlorine Residual	2023	ppm	4	4	0.76	0.68 – 0.84	no	Water additive used to control microbes

### 2023 Turbidity - Monitored Every 4 Hours at the Plant Finished Water Tap

Highest Single Measurement Cannot Exceed 1 NTU	Lowest Monthly % of Samples Meeting Turbidity Limit of 0.3 NTU (minimum 95%)	Violation	Major Sources in Drinking Water
0.14 NTU	100 %	no	Soil Runoff

Turbidity is a measure of the cloudiness of water. We monitor it because it is a good indicator of the effectiveness of our filtration system.

Regulated Contaminant	Treatment Technique	Typical Source of Contaminant
Total Organic Carbon ppm	The Total Organic Carbon (TOC) removal ratio is calculated as the ratio between the actual TOC removal and the TOC removal requirements. The TOC is measured each quarter and because the level is low, there is no requirement for TOC removal.	Erosion of natural deposits

### 2023 Special Monitoring

Contaminant	Test Date	Unit	MCLG	MCL	Highest Level Detected	Source of Contaminant
Sodium	04-11-2023	ppm	n/a	n/a	4.8	Erosion of natural deposits

These tables are based on tests conducted by GLWA in the year 2023 or the most recent testing done within the last five calendar years. GLWA conducts tests throughout the year only tests that show the presence of a substance or require special monitoring are presented in these tables. The State allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. The data is representative of the water quality, but some are more than one year old.

### 2023 Lake Huron Tap Water Mineral Analysis

Parameter	Units	Max.	Min.	Avg.	Parameter	Units	Max.	Min.	Avg.
Turbidity	N.T.U.	0.09	0.05	0.07	Phosphorus	mg/L	0.56	0.40	0.45
Total Solids	mg/L	146	61	122	Free Carbon Dioxide	mg/L	8.4	4.4	6.2
Total Dissolved Solids	mg/L	153	103	123	Total Hardness (3), (4), (5)	mg/L	140	96	113
Aluminum	mg/L	0.071	0.018	0.042	Total Alkalinity (3)	mg/L	92	74	81
Iron	mg/L	0.4	0.2	0.3	Carbonate Alkalinity (3)	mg/L	ND	ND	ND
Copper	mg/L	0.001	ND	ND	Bi-Carbonate Alkalinity (3)	mg/L	92	74	81
Magnesium	mg/L	7.9	7.0	7.7	Non-Carbonate Hardness (3)	mg/L	58	16	31
Calcium	mg/L	27.2	25.0	25.9	Chemical Oxygen Demand	mg/L	12.8	ND	4.7
Sodium	mg/L	5.5	4.5	4.9	Dissolved Oxygen	mg/L	13.3	8.5	10.8
Potassium	mg/L	1.1	0.9	1.0	Nitrite Nitrogen	mg/L	ND	ND	ND
Manganese	mg/L	ND	ND	ND	Nitrate Nitrogen	mg/L	0.55	0.33	0.38
Lead	mg/L	ND	ND	ND	Fluoride	mg/L	0.79	0.59	0.73
Zinc	mg/L	0.008	ND	0.002	pH		7.56	7.34	7.43
Silica	mg/L	2.5	2.0	2.2	Specific Conductance @ 25 °C.	µmhos	210	166	197
Sulfate	mg/L	21.0	17.9	19.2	Temperature	°C	23.7	2.7	15.1
Chloride	mg/L	10.0	8.5	9.3					

**CITY OF ROYAL OAK**

**2023 Microbiological Contaminants – Monthly Monitoring in Distribution System**

Regulated Contaminant	MCLG	MCL	Highest Number Detected	Violation yes/no	Major Sources in Drinking Water
<b>Total Coliform Bacteria</b>	0	Presence of Coliform bacteria > 5% of monthly samples	0	no	Naturally present in the environment
<b>E. coli Bacteria</b>	0	A routine sample and a repeat sample are total coliform positive, and one is also E.coli positive.	0	no	Sanitary defects

**2023 Disinfection By-Products - Stage 2 Disinfection By-Products Monitoring in the Distribution System**

Regulated Contaminant	Test Date	Unit	Health Goal MCLG	Allowed Level MCL	Highest Level LRAA	Range of Quarterly Results	Violation	Major Sources in Drinking Water
(TTHM) Total Trihalomethanes	2023	ppb	n/a	80	32	15 - 54	no	By-product of drinking water chlorination
(HAA5) Haloacetic Acids	2023	ppb	n/a	60	19	11 - 21	no	By-product of drinking water chlorination

**Lead and Copper Monitoring at the Customer's Tap in 2023**

Regulated Contaminant	Unit	Year Sampled	Health Goal MCLG	Action Level AL	90 <sup>th</sup> Percentile Value*	Range of Individual Samples Results	Number of Samples Over AL	Major Sources in Drinking Water
Lead	ppb	2023	0	15	12	0 - 30	2	Lead services lines, corrosion of household plumbing including fittings and fixtures; Erosion of natural deposits.
Copper	ppm	2023	1.3	1.3	0.1	0.0 - 0.2	0	Corrosion of household plumbing systems; Erosion of natural deposits

\* The 90<sup>th</sup> percentile value means 90 percent of the homes tested have lead and copper levels below the given 90<sup>th</sup> percentile value. If the 90<sup>th</sup> percentile value is above the AL additional requirements must be met.

**2022 Number of Water Service Connections by Service Line Material**

Number of Lead Service Lines	Number of Service Lines of Unknown Material	Total Number of Service Lines
1184	1294	23561

### About Unregulated Contaminant Monitoring

Unregulated contaminants are those for which EPA has not established drinking water standards. Monitoring helps EPA to determine where these contaminants occur and whether it needs to regulate those contaminants.

In 2023 The city of Royal Oak participated in the Fifth Unregulated Contaminant Monitoring Rule. During this monitoring period 29 per – and polyfluoroalkyl substances and lithium were analyzed. For the four quarters of monitoring all 29 per – and polyfluoroalkyl substances and lithium sampling results reported as non-detect. All systems are required to report their data to the EPA. The analytical results from the UCMR are stored in the National Contaminant Occurrence Database for drinking water. For a summary of the UCMR results, please refer to the UCMR Occurrence Data webpage.

## Important Health Information

### Lead

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The City of Royal Oak is responsible for providing high quality drinking water but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using the water for drinking or cooking. If you have a service that is lead, galvanized previously connected to lead, or unknown but likely to be lead, it is recommended that you run your water for at least 5 minutes to flush water from both your home plumbing and lead service line. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline 1-800-462-4791 or at <http://www.epa.gov/safewater/lead>.

Infants and children who drink water containing lead could experience delays in their physical or mental development. Children could show slight deficits in attention span and learning abilities. Adults who drink this water over many years could develop kidney problems or high blood pressure.

### People with Special Health Concerns

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline at (800) 426-4791.

### \*IMPORTANT ADDENDUM\* - 6.10.2024 – Re: Springwells Water Treatment Plant

Great Lakes Water Authority (GLWA) is required to notify water users of any unresolved significant deficiencies identified by the Michigan Department of Environment, Great Lakes, and Energy, Drinking Water and Environment Health Division (EGLE). Below is the status of significant deficiencies in the GLWA water system identified by EGLE:

Date Identified by EGLE	Description	Compliance Agreement Deadline	Status
05-25-2022	Inoperable rapid mixing equipment at the Springwells 1930's water plant	12-31-2023	Completed in December 2023.
05-25-2022	Inoperable flocculation equipment at the 1958 Springwells water plant	11-11-2027	Phase I - Construction phase in progress and is scheduled to be completed in 2025

### Questions:

- Local Distribution: City of Royal Oak (248) 246-3300
- Southeastern Oakland County Water Supply System – Water Authority offices: (248) 288-5150. Visit our web site at [www.socwa.org](http://www.socwa.org)
- Great Lakes Water Authority – [www.glwwater.org](http://www.glwwater.org)
- Michigan Department of Environment, Great Lakes, and Energy (EGLE) - (586) 753-3755 – [www.michigan.gov/egle](http://www.michigan.gov/egle)
- U.S. Environmental Protection Agency – Safe Drinking Water Hotline: (800) 426-4791.
- Water quality data for community water systems throughout the United States is available at [https://www.epa.gov/wqs-tech](http://www.epa.gov/wqs-tech)



## CITY COMMISSION AGENDA ITEM

<b>TITLE</b>	<b>Resolution of Authorization: Oakland County/Oakland Livingston Humane Service Agency ARPA Senior Chore Program Grant Program</b>	
<b>SUBMITTING DEPARTMENT</b>	<b>City Manager</b>	
<b>PRESENTER</b>	<b>Jill Martin</b>	
<b>MEETING DATE</b>	Click or tap to enter a date.	
<b>SECOND READING REQUIRED</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>CERTIFIED RESOLUTION</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### **EXECUTIVE SUMMARY** (include history of previous Commission action/discussion, background, scope of work, etc.):

Oakland County announced a Senior Chore Grant Program through the Oakland Livingston Human Service Agency, utilizing the county's American Rescue Plan Act (ARPA) funds to assist senior centers with lawn care and snow removal services.

In May 2023 the Royal Oak Leo Mahany / Harold Meininger Senior Community Center applied for funding and has been awarded \$100,000 to supplement its existing chore services program.

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### **Fiscal Impact**

<b>BUDGET SUMMARY</b>	
<b>EXPENDITURE REQUIRED</b>	<b>0</b>
<b>AMOUNT CURRENTLY BUDGETED</b>	<b>0</b>
<b>BUDGET AMENDMENT REQUIRED</b>	<b>\$0.00 (BA between dept; net -0- effect on FB)</b>
<b>FUNDING SOURCE/ GL NUMBER</b>	<b>NA</b>
<b>WAS THIS A BUDGETED EXPENSE?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### **OTHER FISCAL IMPACTS:** (Select all that apply.)

No fiscal impact  Revenue impact (details below)  
 Workload impact (details below)  Operations Impact (details below)

**REVENUE IMPACT:** Provide a description of how this item will impact revenue. (Is this item expected to create additional/new revenue? Will this item have a negative impact on revenue? Which funds would be impacted? Provide additional details, as necessary.)  
We will receive a revenue of \$100,000 in supplementing funds for senior chore services.

**WORKLOAD IMPACT:** If this item will require staff time to implement, operate or maintain, provide a description of the workload impact. (Will more staff be needed? Is this workload able

*to be absorbed by existing staff? If new FTE(s) are needed, provide details of position classification and duties. Provide additional details, as necessary.)*

Grant administration and oversight for Grant Coordinator in City Manager's Office and Director of Senior Services Yolonda Botella and minimal administrative support staff.

**OPERATIONS IMPACT:** *If the item requires a budget adjustment, please identify source of additional funds and any proposed cuts to other operations, programs and services.*

This grant will enable the program to both address those qualified seniors and families with members who have a disability and who are on the existing wait list for services. It is anticipated that there will be additional residents who are reached through the promotion of the program.

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## **ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS**

*Provide a description of how this item aligns with the strategic plan, aging in place plan, and sustainability and climate action plans. Include any specific goals or action steps it supports.* This grant supports the Aging in Place Plan through the provision of supporting resources and programs that allow residents to remain in their homes, addressing needs that include home chore services. It makes additional funding available to pay contractors a reasonable service fee, enabling the city to acquire and maintain quality and qualified vendors.

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## **COMMUNITY ENGAGEMENT**

*Provide a description of any community engagement efforts made for this item. Include information on tools used, participation information, and general sentiments.*

A large group of residents, including those age 50+ participated in a needs assessment through focus groups, a community survey and special events. The results from the needs assessment process were compiled and presented in a report which is the basis for the Royal Oak's Aging in Place Plan. To develop concrete action items, the Senior Services | Aging in Place Task Force continued to engage multiple stakeholders: convening domain-specific workgroups and reengaging the community.

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## **BOARD AND COMMISSION FEEDBACK**

*Was an advisory board or commission engaged in discussion on this item? If yes, please provide a summary of feedback received:*

Presented opportunity at regular Older Adults Advisory Board with favorable support.

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## **LEGAL COMMENTS**

Reviewed and approved by City Attorney.

## **PROPOSED COMMISSION RESOLUTION:**

If the City Commission agrees, the following resolution is offered for adoption via the attached contract and approved by the city's attorney:

Whereas, the City of Royal Oak supports the grant award for the Oakland County Seniors Grant Program, to provide general senior chore services and will consist of regular lawn care maintenance, shrub trimming, edging and yard clean up.

Whereas, the proposed project meets the Royal Oak Strategic Plan, the Aging in Place Plan, and the Sustainability and Climate Action Plan; and,

Whereas, the grant requires that the City of Royal Oak certify compliance with requirements, and project costs.

Therefore be it resolved that, the Royal Oak City Commission hereby approves participation in the Oakland County/ARPA Senior Chore Program in the amount of \$100,000 with no required match; and,

Be it further resolved, that the grants coordinator is authorized to sign and submit all grant-related documents on behalf of the City of Royal Oak relative to the ARPA Senior Chore Program.

<b>FUND IMPACTED:</b>	
	<b>INCREASE (DECREASE)</b>
<b>APPROPRIATIONS:</b>	
{dept/ACCT. #/ACCT. name}	\$
{dept/ACCT. #/ACCT. name}	\$
{dept/ACCT. #/ACCT. name}	\$
<b>TOTAL APPROPRIATIONS</b>	\$
<b>NET INCREASE (DECREASE) TO FUND BALANCE</b>	\$

## **ATTACHMENTS:**

ARPA Chore Grant Agreement (Oakland County)



## Grant Agreement

### ARPA Senior Chore Program

This master agreement establishes terms between the following parties:

Grantor:

Oakland Livingston Human Service Agency  
196 Cesar E. Chavez Avenue  
Pontiac, MI 48342

Grantee:

City of Royal Oak  
203 South Troy Street  
Royal Oak, MI 48067

**Source of Funding:** US Department of Treasury through Oakland County, Michigan

**Unique Federal Award Identification Number (FAIN):** SLFRP2640

**ALN/CFDA Number/Name:** 21.027; CORONAVIRUS LOCAL FISCAL RECOVERY FUND

**Project Title:** Oakland Senior Chore Program

**Pass Through Entity:** Oakland Livingston Human Service Agency

Overview:

On March 11, 2021, the President of the United States signed the American Rescue Plan Act of 2021 ("ARPA") into law. Section 9901 of ARPA amended Title VI of the Social Security Act to add section 603, which establishes the Coronavirus Local Fiscal Recovery Fund. Oakland County has been allocated \$244,270,949 in Local Fiscal Recovery Fund ("LFRF") dollars under ARPA.

The United States Department of Treasury has issued a final rule, and other guidance for qualified uses of LFRF. Those qualified uses include responding to the COVID-19 public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.

Oakland County has determined that this grant program is a qualified use of LFRF funds pursuant to the final rule and other applicable Department of Treasury guidance. On October 17, 2023, the Oakland County Board of Commissioners appropriated up to \$3,000,000 in LFRF funds for OLHSA and the Senior Chore Program.

The Grantee, through a grant application and review process, has been selected as a subaward recipient of the LFRF funds appropriated by the Oakland Grantor Board of Commissioners. This grant agreement sets terms to accomplish the disbursement, use, and reporting of these funds.

The parties agree:

1. **Grant Funding:** Subject to the terms and conditions of this Contract, and in reliance upon the Grantee's affirmations set forth below, the Grantor agrees to make, and the Grantee agrees to accept, the grant funds.
  - a. Grantor will distribute \$100,000 in grant funds to Grantee.
  - b. Grantee Federal EIN: 38-6004646
  - c. Grant Award Date: June 3, 2024
  - d. Period of Performance Start and End Date: June 3, 2024 to July 30, 2026
  - e. INDIRECT COST RATE FOR FEDERAL AWARD: Indirect Costs are not eligible for this Contract.
  - f. Primary Contact Person for Grantor: Marie Verheyen, Program Manager [mariev@olhsa.org](mailto:mariev@olhsa.org), 248-895-4273
  - g. Primary Contact Person for Grantee: Jill Martin, Management Analyst
  - h. Phone Number and Email of Primary Contact Person for Grantee: 248-246-3202, [jill.martin@romi.gov](mailto:jill.martin@romi.gov)
  - i. DEFINED USE OF FUNDS: All grant funds must be expended in accordance with the guidelines for ARPA funds. Exhibit A

2. **Grantee Affirmations:**

- a. Grantee affirms that any and all representations made to Grantor in connection with this grant were accurate, truthful and complete and remain so. Grantee acknowledges that all representations and information provided have been relied on by the Grantor to provide funding under this Contract. Grantee shall promptly notify Grantor, in writing, of the occurrence of any event or any material change in circumstances which would make any Grantee representation

or information untrue or incorrect or otherwise impair Grantee's ability to fulfill its obligations under this Contract.

- b. Grantee will comply with any federal, state, or local public health orders or mitigation recommendations regarding the COVID-19 pandemic which are in effect as of the date this Contract is signed by both Parties.
- c. Grantee may not use grant funds for expenses for which the Grantee has received any other federal funds or emergency COVID-19 supplemental funding, whether it be state, federal, or private in nature, for the same expense. No portion of grant funds may be used for the purpose of obtaining additional Federal funds under any other law of the United States, except if authorized by law. Grantee shall promptly notify Grantor if it receives insurance proceeds or other disaster assistance (public or private) that duplicates the funding received under this Contract. Grant funds may not be used to cover expenses that were reimbursed by insurance.
- d. Grantee shall not carry out any activities under this Contract that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155) and in accordance with Section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115–254; 132 Stat. 3442), which amended Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155). If the Grantee receives duplicate benefits from another source for projects related to this disaster, the Grantee must refund the benefits provided by the Grantor to the Grantor. Duplication of benefits occurs when Federal financial assistance is provided to a person or entity through a program to address losses resulting from a Federally-declared emergency or disaster, and the person or entity has received (or would receive, by acting reasonably to obtain available assistance) financial assistance for the same costs from any other source (including insurance), and the total amount received exceeds the total need for those costs.
- e. Grantee shall use all grant funds it receives under this Contract by July 30, 2026. Any grant funds not used by that date must be returned to Grantor.
- f. Grantee understands that the grant funds it receives under this Contract are a subaward of Grantor's LFRF funds, and that Grantor is required to manage and monitor any subrecipient of LFRF funds. Therefore, Grantee agrees to comply with any subrecipient monitoring requirements established by Grantor or by Federal law.

3. **Repayment/Remedies:** Grantee is subject to repayment to the Grantor of an amount equal to the grant funds received by Grantee in the event Grantee has made material misrepresentations to the Grantor in its Application, voluntary bankruptcy or insolvency

proceedings are commenced against the Grantee and not set aside within sixty (60) days, or the Grantee fails to otherwise comply with the requirements of this Contract. In the event Grantor later determines the information Grantee provided in conjunction with this Contract, or that Grantee was ineligible for the grant funds, or that Grantee's use of the grant funds following receipt was contrary to this Contract, Grantee agrees to repay the grant funds to Grantor in full. Grantor further retains all rights and remedies allowed in law or equity, including seeking payment of its reasonable costs and expenses incurred enforcing its rights and remedies. Any grant funds not retained for administrative costs or used for established senior chore program goals at the conclusion of the Contract/grant shall be returned to Grantor within 30 days.

4. **Grantee Indemnification:** Grantee shall indemnify, defend, and hold the Grantor harmless from all Claims, incurred by or asserted against the Grantor by any person or entity, which are alleged to have been caused directly or indirectly from the acts or omissions of Grantee or Grantee's Employees. Grantee further agrees to indemnify and hold Grantor harmless for the payment of any tax or withholding payments, including any penalty assessed it may owe under this Contract as described in Section 6.
5. **No Indemnification from Grantor:** Grantee shall have no rights against Grantor for indemnification, contribution, subrogation, or any other right against Grantor unless expressly provided herein.
6. **Tax Liability:** Grantor and Grantee agree that to the extent that any part of the aforementioned funds are deemed to be taxable, that Grantee agrees to be fully responsible for the payment of any taxes, including withholding payments, social security, or other funds which are required to be withheld. Grantee acknowledges that Grantee will consult with a tax professional regarding the tax implications, if any, of the grant funds, and/or hereby waives the option to do so.
7. **Conflict of Interest:** Pursuant to Public Act 317 and 318 of 1968, as amended (MCL 15.301, *et seq.* and MCL 15.321, *et seq.*), to avoid any real or perceived conflict of interest, Grantee shall disclose to Grantor the identity of all Grantee Employees and all relatives of Grantee Employees who: a) are employed by the Grantor or are elected or appointed officials of the Grantor, on the date this Contract is executed; and b) becomes employed or appointed by the Grantor or becomes an elected official of Grantor during the term of the Contract.
8. **Access to Records and Audit:** Payments from ARPA funds are subject to 2 C.F.R. 200.303 regarding internal controls, 2 C.F.R. 200.331-333 regarding subrecipient monitoring and management, and 2 C.F.R. Part 200 Subpart F regarding audit requirements. Where applicable, these requirements are considered legally binding and enforceable under this Contract. Grantor reserves the right to use any legal remedy at its disposal including, but not limited to, disallowance of costs, withholding of funds or recoupment as may be necessary to satisfy requirements. Subawards or subcontracts, if any, shall contain a provision making them subject to all of the provisions in this exhibit.

Grantee shall maintain all records pertinent to the Contract and any Amendments, including backup copies, for a period of five (5) years. The records shall be kept in accordance with generally accepted accounting practices, utilize adequate internal controls and shall maintain necessary documentation for all costs incurred, including documentation and an inventory of all equipment purchased with grant funds. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

In addition to Grantor, the U.S. Department of Treasury, or their authorized representatives, shall be provided the right to audit all records pertaining to the expenditure and use of grant funds. All records with respect to any matters covered by this Contract shall be made available to Grantor, the Federal awarding agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by Grantee within 30 days after receipt by the Grantee. Failure of Grantee to comply with the audit requirements will constitute a violation of this Contract.

Fund payments are considered "other federal financial assistance" under Title 2 C.F.R. 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance") and are subject to the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507 or program specific audit pursuant to 2 C.F.R. 200.501(a) when Grantee spends \$750,000 or more in federal awards during their fiscal year.

Fund payments are subject to 2 C.F.R. 200.303 regarding internal controls. Subrecipient must establish and maintain effective internal control over the Federal award that provides reasonable assurance that the Subrecipient is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the award.

Fund payments are subject to 2 C.F.R. 200.330 through 200.332 regarding Grantee monitoring and management. Fund payments are subject to Subpart F regarding audit requirements. Failure of Grantee to comply with the audit requirements will constitute a violation of this Contract. Grantee may be required to submit a copy of that audit to the Grantor in accordance with the Uniform Guidance.

9. **Reporting:** Grantee shall provide quarterly reports that are due to Grantor according to the below schedule:

Performance Report Period	Due Date
June 3, 2024 to June 30, 2024	July 10, 2024

July 1, 2024 to September 30, 2024	October 10, 2024
October 1, 2024 to December 31, 2024	January 10, 2025
January 1, 2025 to March 31, 2025	April 10, 2025
April 1, 2025 to June 30, 2025	July 10, 2025
July 1, 2025 to September 30, 2025	October 10, 2025
October 1, 2025 to December 31, 2025	January 10, 2026
January 1, 2026 to March 31, 2026	April 10, 2026
April 1, 2026 to June 30, 2026	July 10, 2026
Final Report July 1, 2026 to July 30, 2026	August 10, 2026

The following reporting information related to senior chore services has been identified by Oakland County as data to be reported on a quarterly basis:

- a. Recipient demographics – including race, age, ability status, and ethnicity
- b. Services Provided- the number of households served during the quarter and the type of service delivered
- c. Progress report- narrative on activities performed

**See Exhibit B 1 & 2**

**10. Compensation:** Grantee shall be reimbursed on a quarterly basis for actual expenses and shall submit an expense report with a detailed general ledger supporting the expenses according to the below schedule.

Expense Report Period	Due Date
June 3, 2024 to June 30, 2024	July 10, 2024
July 1, 2024 to September 30, 2024	October 10, 2024
October 1, 2024 to December 31, 2024	January 10, 2025
January 1, 2025 to March 31, 2025	April 10, 2025
April 1, 2025 to June 30, 2025	July 10, 2025
July 1, 2025 to September 30, 2025	October 10, 2025
October 1, 2025 to December 31, 2025	January 10, 2026
January 1, 2026 to March 31, 2026	April 10, 2026
April 1, 2026 to June 30, 2026	July 10, 2026
Final Report July 1, 2026 to July 30, 2026	August 10, 2026

**See Exhibit C**

**11. Compliance with Laws:** Grantee shall comply with all federal, state, and local laws, statutes, ordinances, regulations, and all requirements applicable to its activities under the Contract and grant. This includes the following:

- a. Grantee must comply with 2 C.F.R. 200.303(e) and take reasonable measures to safeguard protected personally identifiable information, as defined in 2 C.F.R. 200.82, and other information Grantor designates as sensitive or the Grantee

considers sensitive consistent with applicable Federal, state, and local laws regarding privacy and obligations of confidentiality.

- b. Grantee must comply with Title VI of the Civil Rights Act of 1964, and any implementing regulations, which prohibits entities receiving Federal financial assistance from excluding from a program or activity, denying benefits or services, or otherwise discriminating against a person on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity). All applicable U.S. Department of Treasury Title VI regulations are incorporated into this Contract and made a part of this Contract.
12. **Assignment.** Grantee may not assign any of its rights or obligations under this Contract to any person or entity.
13. **Electronic Signatures.** This Contract may be signed in counterparts with the use of facsimile and electronic signatures, which shall be considered valid and binding on the Parties.

The Parties agree to the above terms and conditions:

**FOR THE GRANTEE:**

Signature: \_\_\_\_\_

Name:

Title:

Date:

**FOR THE GRANTOR:**

Signature: \_\_\_\_\_

Name: Susan Harding

Title: Chief Executive Officer

Date:

## EXHIBIT A: ALLOWABLE ACTIVITIES AND USE OF FUNDS

- A. **Planning Activities**- Mini-grant funds may be used for research, needs assessment, technical assistance engagement, and program design activities.
- B. **Direct Services**: Mini-grant funds must be used on yard services for residents who are at least 62 years of age with an income at or under 80% of HUD area median income. CVTs may also elect to serve income eligible residents who are younger than 62 with a physical disability. If the number of qualifying households exceeds the amount of available funds, CVTs may establish stricter eligibility criteria based on priorities designed to serve those most in need such as the oldest or lowest income residents.

Through staffing or contractors, CVTs will provide some or all of the following yard services:

- Snow removal\*
- Lawn mowing\*
- Yard Clean Up
- Bush Trimming
- Gutter Cleaning

CVTs may use written self-declaration of age and income and are not required to collect proofs. CVTs must establish written policies on eligibility, prioritization processes, and enrollment procedures. CVTs must create and maintain a waiting list of eligible applicants once capacity has been reached. CVTs must comply with non-discrimination practices in their outreach and enrollment. CVTs must engage in outreach to make those most in need aware of the services.

Mini-grant funds may be used for program promotion and outreach, enrollment, and ongoing program coordination activities.

NOTE: CVTs may allocate 15% of their award to OLHSA to provide the following activities:

- Promote and perform outreach to recruit seniors for the senior yard program
- Send enrollment packets and correspondence prior to each season to existing participants
- Assist new prospective participants with application procedures
- Collect eligibility documentation
- Certify and enroll applicants
- Provide a list of eligible clients to municipality within established timeline.
- Continue to collect applications, certify eligibility, maintain a waiting list, and move people off the waiting list as vacancies in the program occur

- Provide referrals and linkages to enrolled clients, ineligible applicants, and those on the waiting list

#### **C. Program Administration**

- Reporting- fiscal and performance reporting activities
- Contractor Oversight
- Evaluation- review of program successes and course corrections; analyzing consumer input and satisfaction
- Sustainability – researching and securing long term funding