

CITY OF BERKLEY PUBLIC NOTICE
REGULAR CITY COUNCIL MEETING
Monday, October 21, 2024
7:00 P.M. – City Hall
248-658-3300

CALL 40th COUNCIL TO ORDER
APPROVAL OF AGENDA
MAYOR-LED MOMENT OF REFLECTION
PLEDGE OF ALLEGIANCE
PUBLIC COMMENT
ORDER OF BUSINESS

Consent Agenda

1. **APPROVAL OF THE MINUTES:** Matter of [approving the minutes](#) of the 40th Regular City Council meeting on Monday, October 7, 2024 and City Council Special meetings on Tuesday, October 1, 2024 and Monday, October 7, 2024.
2. **WARRANT:** Matter of approving Warrant No.1403.
3. **MOTION NO. M-92-24:** Matter of [approving the appointments](#) to various boards and commissions.
4. **MOTION NO. M-93-24:** Matter of [approving the quote from CDW-G](#) to purchase the renewal of Google Workspace for three years at a cost of \$26,374.50 annually. Funding for the purchase would come from account 101-228-760-000 (Computer Software).
5. **MOTION NO. M-94-24:** Matter of [authorizing the Interim City Manager](#) to execute a contract for Senior Home Chore Snow Removal Service with Yard Guyz, 46036 Michigan Ave., Ste 146, Canton, Michigan, 48188 for the 2024-25 winter season. This is a budgeted item that is paid for using Community Development Block Grant funds.
6. **PROCLAMATION NO. P-26-24:** Matter of [proclaiming November 2024](#) as Native American Heritage Month.
7. **PROCLAMATION NO. P-27-24:** Matter of [proclaiming November 2024](#) as Men's Health Awareness Month.
8. **PROCLAMATION NO. P-28-24:** Matter of [proclaiming October 28, 2024](#) as National First Responders Day.

Regular Agenda

1. **RECOGNITIONS/PRESENTATIONS:** Matter of receiving any recognitions or presentations from the Consent Agenda.
2. **MOTION NO. M-95-24:** Matter of approving the City Manager Employment Agreement and authorizing the Mayor to execute the document.
3. **MOTION NO. M-96-24:** Matter of [approving a proposal from Hubbell, Roth, and Clark "HRC"](#) for Design Engineering Services as it relates to the Bacon Avenue Water Main and Road Reconstruction Project in the amount of \$282,421.72 as approved in the 2024-25 budget.
4. **MOTION NO. M-97-24:** Matter of [approving the proposal from Hubbell, Roth, and Clark "HRC"](#) for assistance with items related to the EGLE Technical, Managerial, and Financial "TMF" Grant in the amount of \$242,000.
5. **MOTION NO. M-98-24:** Matter of discussing the Boards and Commissions policy and procedures.

COMMUNICATIONS

ADJOURN

Note: The City of Berkley will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon four working days' notice to the City. Individuals with disabilities requiring auxiliary aids or services should contact the City by writing or calling: Victoria Mitchell, ADA Contact, Berkley City Hall, 3338 Coolidge Highway, Berkley, MI 48072 (1-248-658-3310).

Note: Official minutes of City Council Meetings and supporting documents for Council packets are available for public review in the City Clerk's Office during normal working hours. Anyone wishing to submit correspondence for the meeting may send an email to clerk@berkleymich.net or call 248-658-3310 by 5 p.m. on the day of the meeting.

THE REGULAR MEETING OF THE FORTIETH COUNCIL OF THE CITY OF BERKLEY, MICHIGAN WAS CALLED TO ORDER AT 7:00PM ON MONDAY, OCTOBER 7, 2024 IN COUNCIL CHAMBERS BY MAYOR DEAN

PRESENT: Councilmember Steve Baker
Councilmember Clarence Black
Mayor Pro Tem Ross Gavin
Councilmember Dennis Hennen
Councilmember Gregory Patterson
Councilmember Jessica Vilani
Mayor Bridget Dean

OTHER STAFF PRESENT:

Interim City Manager Nate Geinzer
City Attorney Ann Christ
City Clerk Victoria Mitchell
Community Development Director Kristen Kapelanski
Interim Parks & Recreation Director Dan McMinn
DDA Executive Director Mike McGuinness

APPROVAL OF AGENDA

Mayor Pro Tem Gavin moved to approve the Agenda
Seconded by Councilmember Black
Ayes: Black, Gavin, Hennen, Patterson, Vilani, Baker, and Dean
Nays: None
Motion Approved.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

None

Consent Agenda

Councilmember Baker moved to approve the following Consent Agenda, seconded by Councilmember Patterson:

APPROVAL OF THE MINUTES: Matter of approving the minutes of the 40th Regular City Council meeting on Monday, September 16, 2024 and City Council Work Session on Monday, September 9, 2024.

MOTION NO. M-86-24: Matter of approving the proposal from Assa Abloy to provide and install new automatic entry doors at the Community Center in the amount of \$22,000 and \$4,500 in construction contingencies. This project is being funded by the Fiscal Year 2024 Special Grant from the State of Michigan.

PROCLAMATION NO. P-24-24: Matter of proclaiming October 14, 2024 as Indigenous Peoples Day.

PROCLAMATION NO. P-25-24: Matter of proclaiming November as Family Court Awareness Month.

Ayes: Gavin, Hennen, Patterson, Vilani, Baker, Black, and Dean
Nays: None
Motion Approved.

Regular Agenda

RECOGNITIONS/PRESENTATIONS: Matter of receiving any recognitions or presentations from the Consent Agenda.

None.

PRESENTATION: Matter of receiving a presentation on the 2023-24 Community Development Department Annual Report.

- Director Kapelanski stated the report is required by state law.
- She gave credit to her team.
- The Planning Commission had the opportunity to approve several improvements to previously approved site plans. The main projects they approved this year were the Columbia project and the J on Woodward.
- The Zoning Board of Appeals held eight meetings, approving dimensional and use variances or, in some cases, denying requests. They also made one mural determination. She said they will keep an eye on things as the new ordinance progresses to see if anything needs to be addressed as variances come before the Zoning Board of Appeals.
- Building and trade permits were generally on par with previous years, and most code violations were for debris, grass, and weeds. There have been several code amendments this year, including requiring construction fencing on all sites, allowing for DPW inspection of sewers, which provides better customer service since those can be done five days a week instead of just two, and we adopted an ordinance for parklets.
- They have collaborated with other departments on street parking updates, the annual parking permit, the launch of the social district, and the expansion of public parking. Their big project for the year, which continues into the next fiscal year, has been the zoning ordinance rewrite. We have a fairly solid draft at this point, which we'll be rolling out to the public later this month. We'll also be at the Bley celebration on October 26th to share it with the public, including interactive opportunities.
- Another big accomplishment this year was engaging BS&A to create the BS&A online platform for Berkley. They've also brought the City's building official in-house.
- Next fiscal year, they're hoping to roll out an interactive GIS map for all residents and potential investors to use. In terms of the zoning ordinance, there are a number of implementation items that will come back to Council as part of that. They're also working with the Department of Public Works on developing engineering design standards to ensure we're addressing stormwater and other needs.

MOTION NO. M-87-24: Matter of approving an applicant for issuance of an on-premise liquor license under Section 521a (1) (b) of 2006 PA 501 (MCL 436.1521a (1) (b)). Applicant: Berkley Brasserie, LLC, 3180 Coolidge Highway, Berkley, MI.

Councilmember Vilani moved to approve Motion No. M-87-24

Seconded by Mayor Pro Tem Gavin

Ayes: Patterson, Vilani, Baker, Black, Gavin, and Dean

Nays: Hennen

Motion No. M-87-24 Approved.

MOTION NO. M-88-24: Matter of approving the creation of a new Community Field #1 Enterprise Fund, authorizing an interfund loan, and awarding a bid for Community Field #1 improvements to Worry Free Outdoor Services, Inc. in the amount of \$179,580.

Councilmember Patterson moved to approve Motion No. M-88-24

Seconded by Councilmember Hennen

Ayes: Patterson, Vilani, Baker, Black, Gavin, Hennen, and Dean

Nays: None
Motion No. M-88-24 Approved.

Dave Schmidt, President of the Dads' Club, spoke in favor of M-88-24.

Jeff Nowakowski, Berkley, spoke in favor of M-88-24.

MOTION NO. M-89-24: Matter of authorizing the City Manager to approve the contract with ParkNav to develop a parking portal to monitor parking occupancy rates and analyze the impacts of potential adjustments to municipal parking supply and policy throughout and near the Downtown Development Authority's boundaries.

Councilmember Baker moved to approve Motion No. M-89-24

Seconded by Mayor Pro Tem Gavin

Ayes: Vilani, Baker, Black, Gavin, Hennen, Patterson, and Dean

Nays: None

Motion No. M-89-24 Approved.

ORDINANCE NO. O-08-24: Matter of approving the second reading and adoption of an ordinance of the City Council of the City of Berkley, Michigan, to amend Section 30-186 through 30-189 of Article V, Rental Property, of Chapter 30, Businesses, of the Berkley City Code to allow for the regulation, licensing, and collection of fees associated with Short Term Rentals, prescribe a penalty for violations, and repeal conflicting ordinances with the following amendments: 1) a property requires two off street parking spaces to be eligible as a Short-Term Rental Unit and properties licensed as Short Term Rentals are ineligible for annual parking permits as defined in Sec 122-94.2, as amended. Temporary permits are allowed.

Councilmember Hennen moved to approve Ordinance No. O-08-24

Seconded by Councilmember Black

Ayes: Baker, Black, Gavin, Hennen, Patterson, Vilani, and Dean

Nays: None

Ordinance No. O-08-24 Approved.

MOTION NO. M-90-24: Matter of considering the addition of a staff position and related budget amendments.

Councilmember Vilani moved to approve Motion No. M-90-24

Seconded by Councilmember Hennen

Ayes: Black, Gavin, Hennen, Patterson, Vilani, Baker, and Dean

Nays: None

Motion No. M-90-24 Approved.

Public Comment:

Laurie Fielder, Berkley, spoke in opposition to M-90-24.

MOTION NO. M-91-24: Matter of considering the disposition of surplus property.

Mayor Pro Tem Gavin moved to approve Motion No. M-91-24

Seconded by Councilmember Vilani

Ayes: Baker and Black

Nays: Gavin, Hennen, Patterson, Vilani and Dean

Motion No. M-91-24 Failed.

COMMUNICATIONS

COUNCILMEMBER HENNEN

- The Tree Board did not have a quorum for their last meeting; their next meeting will be on Monday, October 28th.

- The Zoning Board of Appeals will meet on October 14th at 7 p.m. to hear three cases.
- Talk with Dennis office hours are coming up on Tuesday, October 15th at the Library from 6 – 8 p.m.
- Called out the pancake breakfast fundraiser for the Berkley Cares Food Pantry; he said he was very happy to help and was really pleased with the turnout.

COUNCILMEMBER BLACK

- Committee for Technology and Engagement talked about plans for the group to help assist with communications.
- Thanked Councilmember Patterson and his group; he said it was awesome. He thanked everyone for giving him the opportunity to make 18 scrambled eggs in one pan.
- He said he lost his Mom in 2018 to breast cancer and it is Breast Cancer Awareness Month; he said he had an opportunity to go to Bras for a Cause in Royal Oak and encouraged everyone to do something to raise awareness this month.

COUNCILMEMBER PATTERSON:

- The Planning Commission met last Thursday; they discussed rezoning ordinance comments received from the Redevelopment Ready Community's review of the draft ordinance rewrite. Their next meeting is on October 22nd in Council Chambers at 7 p.m.
- The Beautification Committee also met, they are working with the football boosters to help gather volunteers and plant a tree as well as their ideas of a garden and getting the community involved. They are planning an October cleanup. They also discussed a luminary fundraiser where the luminaries would be placed along Coolidge.
- Thanked Councilmembers Black and Hennen as well as Mayor Dean for helping with the food pantry pancake breakfast fundraiser. Thanked his students who were excited to volunteer; he said they provided stroke education as well as helping flip pancakes.

COUNCILMEMBER VILANI

- The Environmental Advisory Committee will next meet will be on Thursday, October 17th at 6:30 p.m. in the second-floor conference room of the Public Safety building.
- The State of the Cities and Best of Berkley awards are coming up on October 23rd from 9 to 11 a.m. at the American Legion. Tickets are \$30 so get your tickets now because you won't want to miss that!
- Today is actually the last day that you can nominate a business for the Best of Berkley Awards so get those nominations in before midnight tonight.
- Congratulated the Berkley Bears football team on their homecoming win and also to the band, the cheer and dance teams. She said that we have so many students with so much talent who put so much hard work into that night.
- Most importantly, she said Berkley won the Catalpa sign back from our nemesis, Royal Oak.
- She said what was really amazing about the night is that there were four Public Safety officers who were also Berkley High School graduates helping to keep the areas safe.

MAYOR PRO TEM GAVIN

- The next Library Board meeting will be on Wednesday, October 16th at 7 p.m. at the Library.
- Parks & Recreation Advisory Board's will meet next on October 10th at 7 p.m. at the Community Center.

COUNCILMEMBER BAKER

- Historical committee meets on Tuesday, October 15th at 7 p.m.; new holiday mugs are on their way! Please visit them at the Museum or online at berkeleyhistory.com
- In addition to its being Breast Cancer Awareness Month, it is also Boo!kley month. The Witches Night Out is coming up on Thursday October 10th from 5-9 p.m. He said it's been a terrific event; he attended last year as one of the familiars that went along with the witches. Additional events coming up include the ghost chase on October 18th from 5-9 p.m., the trick-

or-treat stroll from 12-3pm and the Monster Mash from 2-5 p.m. on October 26th. For more information visit downtownberkeley.com

- Erica Lanes once said, “At the heart of leadership is a desire to serve and a dedication to helping others become great”. Earlier Council met to share their thoughts and highlight their preferred candidates to fill the open city manager position, he said that hopefully Council will be able to see and receive a contract that they can vote on. He thanked the subcommittee, Mr. Vettriano and Mr. Geinzer; he said he believes we will finish the calendar year on an amazing note.
- Please hug somebody you love.

INTERIM CITY MANAGER NATE GEINZER

- He said the conversation has already started with the city manager candidate and they are working on getting a draft contract in front of the candidate and a meeting scheduled for next week.

CITY ATTORNEY ANN CHRIST

- No updates

MAYOR DEAN

- She said she had the opportunity to attend the public safety graduation this past Thursday. She had never attended one of those before, and Thursday is the day that she spends with her grandson, so she had a little friend with her. She thought they'd stay as long as they could—he's four—and when they had to leave, they'd leave. But he made it through the whole thing!
- She welcomed Public Safety Officer Chris Fettes; she said that in addition to having all the character traits that are valued in a public safety officer, he has 10 years in the Marine Corps, plus a year and a half between police, fire, and medical training. This is a large investment, and all Public Safety Officers undergo that kind of extensive training. She said they have two incoming Public Safety Officers who are leaders in their classes, and she knows they'll be leaders here as well.
- The pub crawl was brought back and she volunteered on one of the shuttles. She said it was great and overall vibe was people were glad the crawl is back. She said it was great to see old friends and make new ones, and overall, the vibe was fantastic. People were really happy the pub crawl was back, and she looks forward to continuing that tradition.
- She designated October as Berkley Cares month and invited all of Council to collaborate with Councilmember Patterson and her on this. It was such a great experience. First of all, Councilmember Patterson—any day, any time, she said she'll be on his team! They worked well together, and with the addition of Councilmembers Hennen and Black, it rounded out the morning beautifully. She said It was also great to see the nursing students there, pitching in and educating the community. Leading up to this past Saturday, Mayor Dean was a little concerned about the lack of pre-registration for the event. They had about 10 people registered, and she thought, “10? We could just do this in my kitchen!” So, she called her good friend Bridget Mahrle and asked for a favor; Bridget made a Facebook post offering to donate \$5 to the food pantry for every share it got. Because of her creativity and efforts, she raised an extra \$140 for the pantry! Another resident, Allison Dillon, volunteered Saturday morning and did whatever was needed. It was great to see that resident participation. She said she would be remiss if she didn't recognize Zack Dunlap for always saying yes. Whenever there's a community need, he shows up and supports however he can. He stayed the whole time and helped out with any questions they had, like turning on the overhead fan when “pancake mania” was happening. He's a great community partner, and she's honored to have Berkley First as part of the Berkley community. She said they had a fantastic group of volunteers, participation from Council, and they raised \$965 for the food pantry. That's pure donation to them. Councilmembers Patterson, Black, and Mayor Dean covered the food costs, so all of the proceeds went directly to the pantry. She said that this collaboration between the pantry and the church is a great example of community partners coming together and sharing resources.

ADJOURNMENT:

Councilmember Patterson moved to adjourn the Regular Meeting at 8:50 p.m.
Seconded by Councilmember Vilani
Ayes: Patterson, Vilani, Baker, Black, Gavin, Hennen and Dean
Nays: None.
Motion Approved.

Bridget Dean, Mayor

ATTEST:

Victoria Mitchell, City Clerk

DRAFT

THE SPECIAL MEETING OF THE FORTIETH COUNCIL OF THE CITY OF BERKLEY, MICHIGAN WAS CALLED TO ORDER AT 5:30 PM ON MONDAY, OCTOBER 7, 2024 BY MAYOR DEAN

PRESENT: Councilmember Steve Baker
Councilmember Clarence Black
Mayor Pro Tem Ross Gavin
Councilmember Dennis Hennen
Councilmember Gregory Patterson
Councilmember Jessica Vilani
Mayor Bridget Dean

OTHER STAFF PRESENT:

Interim City Manager Nate Geinzer
City Clerk Victoria Mitchell
City Attorney Ann Christ
Finance Director Carl Johnson
Interim Parks & Recreation Director Dan McMinn
DDA Executive Director Mike McGuinness
Assistant to the City Manager Charlaine Stevenson

APPROVAL OF AGENDA

Mayor Pro Tem Gavin moved to approve the Agenda
Seconded by Councilmember Vilani
Ayes: Black, Gavin, Hennen, Patterson, Vilani, Baker, and Dean
Nays: None
Motion Approved.

PUBLIC COMMENT

None

REGULAR AGENDA

MOTION NO. M-85-24: Matter of authorizing the Mayor, to work with staff and/or labor attorney, to negotiate an offer of employment with Crystal VanVleck, subject to the successful completion of a background check, with final terms and conditions, consistent with those set forth by City Council in the position profile, presented to City Council for final approval.
Councilmember Patterson moved to approve Motion No. M-85-24
Seconded by Councilmember Black

Jaymes Vettrains, GovHR, opened the meeting and thanked councilmembers for their diligence during the city manager search and interview process.

Mr. Vettrains advised Council to speak to the positive traits of each candidate during their deliberations. He recommended being straight forward and if someone preferred a specific candidate, that would be a good start.

Mr. Vettrains stated if necessary, then councilmembers could discuss pros and cons. He stated that has gone well in the past.

Mayor Dean stated she was thrilled with the applicants who submitted resumes to be part of the process. She said the decision was not an easy one. She took input from staff, community, and residents.

Mayor Dean recommended Crystal VanVleck.

Councilmember Baker echoed the mayor's sentiments toward the candidates. He also thanked Mr. Vettrains and Interim City Manager Nate Geinzer. He said they couldn't go wrong with any of the candidates, but his recommendation was Crystal VanVleck.

Councilmember Hennen echoed his colleagues' sentiments and stated his choice was Crystal VanVleck. He stated she has worked side-by-side with a city manager and is a rising star. He said she is on the rise and it's time to pull her in.

Councilmember Black stated it was not an easy choice. He said it is splitting hairs at this point. He stated he looked at this from two standpoints. 1 – leadership; 2 – team management. He said he also looked at the feedback he received from department heads and staff. His recommendation was Crystal VanVleck.

Councilmember Patterson echoed his colleagues' sentiments and said he too is voting for Crystal VanVleck.

Councilmember Vilani said after looking at a few different things, and knowing we are at a pivotal turning point, she was impressed with all candidates, and the candidate she felt most strongly about is Crystal VanVleck. She stated Ms. VanVleck could look to the future and create a path.

Mayor Pro Tem Gavin echoed his colleagues and said he feels the same way about Crystal VanVleck. He said she knows Berkley and is passionate about teamwork and breaking down silos.

Mayor Dean added Ms. VanVleck emphasized the words "we" and "team" and that is another indicator she is the right fit.

Mr. Vettrains said the agreement would now be discussed and then the final employment agreement would come before Council.

Ayes: Hennen, Patterson, Vilani, Baker, Black, Gavin, and Dean
Nays: None
Motion Approved.

ADJOURNMENT:

Councilmember Patterson moved to adjourn the Special Meeting at 5:42 p.m.

Seconded by Councilmember Baker

Ayes: Patterson, Vilani, Baker, Black, Gavin, Hennen, and Dean

Nays: None.

Motion Approved.

Bridget Dean, Mayor

ATTEST:

Victoria Mitchell, City Clerk

THE SPECIAL MEETING OF THE FORTIETH COUNCIL OF THE CITY OF BERKLEY, MICHIGAN WAS CALLED TO ORDER AT 6:00 PM ON TUESDAY, OCTOBER 1, 2024 BY MAYOR DEAN

PRESENT: Councilmember Steve Baker
Councilmember Clarence Black
Mayor Pro Tem Ross Gavin
Councilmember Dennis Hennen
Councilmember Gregory Patterson
Councilmember Jessica Vilani
Mayor Bridget Dean

OTHER STAFF PRESENT:
City Clerk Victoria Mitchell

APPROVAL OF AGENDA

Councilmember Patterson moved to approve the Agenda
Seconded by Councilmember Baker
Ayes: Black, Gavin, Hennen, Patterson, Vilani, Baker, and Dean
Nays: None
Motion Approved.

PUBLIC COMMENT

None

REGULAR AGENDA

Interviews: Matter of interviewing city manager candidates:
a. Khalfani Stephens
b. Crystal VanVleck
c. M. Jon Dean

Jaymes Vettraino, GovHR, opened the meeting.

Mr. Vettraino said he appreciates the opportunity to facilitate the interviews.

Mr. Vettraino explained the questions were created in advance. All interviewees would be asked the same questions. He provided the questions to Council and described the order the questions would go in.

Mr. Vettraino stated that all three candidates would be brought in one by one. He stated that the interviews would be for one hour. An equitable amount of time must be offered to each candidate.

Mr. Vettraino assigned the question numbers to each councilmember. He then gave them time to review their questions.

Mr. Vettraino stated Council would conduct the interviews and then subsequently receive feedback from the public meet-and-greet and the roundtable interviews conducted during the day with the department directors.

The interviews took place in the order as listed on the agenda.

Members of Council introduced themselves to each candidate and asked the same question during each interview.

Before the questions began, Mr. Vettraiino asked each candidate to cite their three- to five-minute presentation describing themselves and saying why they would be the best fit for Berkley city manager. They were asked to prepare this in advance.

The candidates all discussed their past working history, experience, and personal attributes.

The candidates were offered the opportunity to recite closing comments and ask a question or two to Council.

Mr. Vettraiino wrapped up the meeting. He said the next meeting would be October 7, 2024 at 5:30 p.m. He told Councilmembers to reach out to him if they have any questions.

Councilmember Baker thanked Mr. Vettraiino for his service throughout the search process.

ADJOURNMENT:

Mayor Pro Tem Gavin moved to adjourn the Special Meeting at 9:07 p.m.

Seconded by Councilmember Patterson

Ayes: Gavin, Hennen, Patterson, Vilani, Baker, Black, and Dean

Nays: None.

Motion Approved.

Bridget Dean, Mayor

ATTEST:

Victoria Mitchell, City Clerk

October 21, 2024 City Council Meeting

Moved by Councilmember _____ and seconded by Councilmember _____ to approve the following appointments to various boards and commissions:

Downtown Development Authority

Shawn Heath-Lee - Coolidge Seat - Term Ending July 2028

Anna Grace - At-Large Seat - Term Ending July 2028

Todd Schaefer - Twelve Mile Seat - Term Ending July 2028

Beautification Advisory Committee

David Deradoorian - Term Ending July 2027

Ayes:

Nays:

Motion:



Charlaine Stevenson <cstevenson@berkleymi.gov>

Re: Berkley Boards and Commissions Application - David Deradoorian

1 message

'David Deradoorian' via Boards and Commissions <boards@berkleymi.gov>

Sun, Sep 22, 2024 at 3:00 PM

Reply-To: dave [REDACTED]

To: boards@berkleymich.net

Berkley Boards and Commissions Application

Full Name	David Deradoorian
Pronouns:	He/Him/His
Current Address	Street Address: [REDACTED] Harvard Road
Email Address	[REDACTED]
Cell Phone Number	[REDACTED]
How many years have you lived in Berkley?	4
Indicate which Board/Commission committee this application is for:	Beautification Advisory Committee
Are you reapplying to a Board/Commission?	No
Current Employer:	West Bloomfield Public Schools
Current Occupation:	Teacher
Are you applying as a Berkley High school student?	No
Please outline your specific qualifications for this appointment:	Proud homeowner and lover of gardening, and seeing the care that the city and its residents take in making it beautiful.

October 21, 2024 City Council Meeting

Moved by Councilmember _____ and seconded by Councilmember _____ to approve the quote from CDW-G to purchase the renewal of Google Workspace for three years at a cost of \$26,374.50 annually. Funding for the purchase would come from account 101-228-760-000 (Computer Software).

Ayes:

Nays:

Motion:



MEMORANDUM

To: Mayor Dean and City Council
From: Stan Lisica, Chief Innovation Officer
Date: October 21, 2024
Subject: Google Workspace Subscription Renewal

Madam Mayor and Members of City Council,

Background

Last year, the City of Berkley switched from monthly to a yearly subscription renewal for Google Workspace. Over the past year, Harrison and I calculated the working number of licenses needed for active and archived users for email retention.

Summary

- Approval of quote from CDW-G for Google Workspace for three years billed annually
- Purchase is through CDW-G under the MiDeal purchasing program (071B6600110)
- Active users include all City employees, City Council, Planning Commission and Zoning Board of Appeals members
- Archive users are inactive users for email retention

Recommendation

Matter of approving the quote from CDW-G to purchase the renewal of Google Workspace for three years at a cost of \$26,374.50 annually. Funding for the purchase would come from account 101-228-760-000 (Computer Software).



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

STAN LISICA,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PCPQ686	9/24/2024	GOOGLE WORKSPACE BUS 3YR	9448626	\$79,123.50

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Google Workspace Business Plus - subscription license (1 month) - 1 user Mfg. Part#: GAPPS-BUS-PLUS-1USER-1MO Year 1 Google - GAPPS-BUS-PLUS-1USER-1MO Start Date: 09/05/2024 End Date: 09/04/2025 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MiDEAL (071B6600110)	150	6713914	\$156.09	\$23,413.50
Google Workspace Business Plus - subscription license (1 month) - 1 archive Mfg. Part#: GAPPS-AU-BUS-PLUS-1USER-1MO Year 1 Google - GAPPS-AU-BUS-PLUS-1USER-1MO Start Date: 09/05/2024 End Date: 09/04/2025 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MiDEAL (071B6600110)	100	6807760	\$29.61	\$2,961.00
Google Workspace Business Plus - subscription license (1 month) - 1 user Mfg. Part#: GAPPS-BUS-PLUS-1USER-1MO Year 2 Google - GAPPS-BUS-PLUS-1USER-1MO Start Date: 09/05/2025 End Date: 09/04/2026 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MiDEAL (071B6600110)	150	6713914	\$156.09	\$23,413.50
Google Workspace Business Plus - subscription license (1 month) - 1 archive Mfg. Part#: GAPPS-AU-BUS-PLUS-1USER-1MO Year 2 Google - GAPPS-AU-BUS-PLUS-1USER-1MO Start Date: 09/05/2025 End Date: 09/04/2026 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MiDEAL (071B6600110)	100	6807760	\$29.61	\$2,961.00
Google Workspace Business Plus - subscription license (1 month) - 1 user	150	6713914	\$156.09	\$23,413.50

QUOTE DETAILS (CONT.)

Mfg. Part#: GAPPS-BUS-PLUS-1USER-1MO

Year 3

Google - GAPPS-BUS-PLUS-1USER-1MO

Start Date: 09/05/2026

End Date: 09/04/2027

Electronic distribution - NO MEDIA

Contract: Michigan Master Computing-MiDEAL (071B6600110)

[Google Workspace Business Plus - subscription license \(1 month\) - 1 archive](#)

100

6807760

\$29.61

\$2,961.00

Mfg. Part#: GAPPS-AU-BUS-PLUS-1USER-1MO

Year 3

Google - GAPPS-AU-BUS-PLUS-1USER-1MO

Start Date: 09/05/2026

End Date: 09/04/2027

Electronic distribution - NO MEDIA

Contract: Michigan Master Computing-MiDEAL (071B6600110)

SUBTOTAL \$79,123.50

SHIPPING \$0.00

SALES TAX \$0.00

GRAND TOTAL **\$79,123.50**

PURCHASER BILLING INFO

Billing Address:

CITY OF BERKLEY
STAN LISICA
3338 COOLIDGE HWY
BERKLEY, MI 48072-1690

Phone: (248) 546-2445

Payment Terms: Net 30 Days-Govt State/Local

DELIVER TO

Shipping Address:

CITY OF BERKLEY
STAN LISICA
3338 COOLIDGE HWY
BERKLEY, MI 48072-1690

Phone: (248) 546-2445

Shipping Method: ELECTRONIC DISTRIBUTION

Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515



Sales Contact Info

Dave Engmark | 800.808.4239 | davieng@cdwg.com

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October 21, 2024 City Council Meeting

Moved by Councilmember _____ and seconded by Councilmember _____ to authorize the Interim City Manager to execute a contract for Senior Home Chore Snow Removal Service with Yard Guyz, 46036 Michigan Ave., Ste 146, Canton, Michigan, 48188 for the 2024-25 winter season. This is a budgeted item that is paid for using Community Development Block Grant funds

Ayes:

Nays:

Motion:



MEMORANDUM

To: Mayor Dean and City Council
From: Dan McMinn, Interim Director of Berkley Parks and Recreation
Date: October 21, 2024
Subject: 2024 – 2025 Senior HomeChore Services

Madam Mayor and Members of City Council,

Background

The Parks and Recreation Department believes that the Senior HomeChore Services for snow removal are invaluable to our senior residents and we wish to continue in the 2024 – 2025 winter season. A bid went on via MITN, the Oakland Press and the Royal Oak Tribune with bids due on October 9, 2024. The City received three bids for services this year and are recommending utilizing the Yard Guyz as our contractor this season.

Summary

- Approval on contract with Yard Guyz for snow removal services for November 2024 to May 2025. Reference checks for the Yard Guyz were extremely positive and they came highly recommended.
- Yard Guyz provided a variety of cost options for snow removal this season. The option decided on is a single lot will be \$45 for any snow under 6 inches which will have snow removed from the porch, walkway, city sidewalk, driveway and driveway apron. For a double or corner lot, the cost will be \$65 for the same service.
- Due to carry over funds in CDBG, seniors will not be paying a co-pay this year. In the past, seniors have paid \$5, \$10 or \$15 based on HUD income limits.

Recommendation

Matter of authorizing the Interim City Manager to execute a contract for Senior Home Chore Snow Removal Service with Yard Guyz, 46036 Michigan Ave., Ste 146, Canton, Michigan, 48188 for the 2024 – 2025 winter season. This is a budgeted item that is paid for using CDBG funds.



Yard Guyz

46036 Michigan Ave., Ste 146
Canton, Michigan 48188
www.yardguyz.com
Federal ID: 46-1784801
Duns: 07-875-4395

Bid

Berkley Residential Snow Removal

Standard Lot-Snow Removal

2024-2025

<u>Job Specifications:</u>	Snow Accumulation Range	Price Per Event
Snow removal to include porch, walkway, and city sidewalk	1.5" to 6.0"	\$35.00
Snow removal to include porch, walkway, and city sidewalk	6.1" and Over	\$50.00
Snow removal to include porch, walkway, city sidewalk, driveway and driveway apron	1.5" to 6.0"	\$45.00
Snow removal to include porch, walkway, city sidewalk, driveway and driveway apron	6.1" and Over	\$60.00

Additional Optional Services
<p>\$5.00-Rock Salt/without Driveway \$10.00 -Ice Melt/without Driveway</p> <p>\$10.00 -Rock Salt/with Driveway \$15.00 -Ice Melt/with Driveway</p>



Yard Guyz

46036 Michigan Ave., Ste 146
Canton, Michigan 48188
www.yardguyz.com
Federal ID: 46-1784801
Duns: 07-875-4395

Bid

Berkley Residential Snow Removal

Corner or Double Lot-Snow Removal

2024-2025

<u>Job Specifications:</u>	<u>Snow Accumulation Range</u>	<u>Price Per Event</u>
Snow removal to include porch, walkway, and city sidewalk	1.5" to 6.0"	\$50.00
Snow removal to include porch, walkway, and city sidewalk	6.1" and Over	\$65.00
Snow removal to include porch, walkway, city sidewalk, driveway and driveway apron	1.5" to 6.0"	\$65.00
Snow removal to include porch, walkway, city sidewalk, driveway and driveway apron	6.1" and Over	\$80.00

Additional Optional Services
<p>\$10.00-Rock Salt/without Driveway \$15.00 -Ice Melt/without Driveway</p> <p>\$15.00 -Rock Salt/with Driveway \$20.00 -Ice Melt/with Driveway</p>


**CITY OF BERKLEY, MICHIGAN
RESIDENTIAL SNOW REMOVAL SERVICE
PROGRAM YEARS 2024 - 2025 BID PROPOSAL FORM**

The undersigned hereby proposes to deliver the following described service and certifies that this proposal is in accordance with the terms and specifications, as prepared by the City of Berkley, subject only to those exceptions as noted below. The City reserves the right to accept or reject any part or this entire proposal. The right is further reserved to accept a bid higher than the low bid, when in the opinion of the City Council, the public interest will be better served. The undersigned declares that this proposal is made in good faith and without collusion or affiliation with any other person or persons bidding on the same service. **BIDS ARE TO BE FIRM FOR SIXTY (60) DAYS.**

SNOW REMOVAL	
LOT SIZE	UNIT PRICE per HOME
Standard Lot	\$35.00 - See attached for additional details
Corner or Double Lot	\$50.00 - See attached for additional details
EXCEPTIONS/VARIATIONS	\$10.00 - Rock Salt See attached for additional details \$15.00 - Ice Melt
ABILITY TO PROVIDE THE INSURANCE COVERAGE REQUIRED IN THE SPECIFICATIONS:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
NUMBER OF YEARS PROVIDING THIS SERVICE:	11

REFERENCES:

1	Adam Bonomo	iStorage	[REDACTED]
	Contact Person	Organization	Phone
2	James Rucker	(Residential Customer)	[REDACTED]
	Contact Person	Organization	Phone
3	Lorna Braxton	(Residential Customer)	[REDACTED]
	Contact Person	Organization	Phone

NAME: Harold L. Graham SIGNED: 

COMPANY: Yard Guyz

ADDRESS: 46036 Michigan Ave., Ste. 146

CITY: Canton STATE: MI ZIP: 48188

PHONE: (313) 617-1707 FAX: (734) 895-8716 DATE: October 8, 2024



CITY OF BERKLEY
OFFICE OF THE CITY CLERK
 3335 COLLEGE HAVY BERKLEY, MICHIGAN 48072

**CITY OF BERKLEY BID OPPORTUNITY
 CONFLICT OF INTEREST DISCLOSURE FORM**

BID OPPORTUNITY: Residential Snow Removal Services - Winter 2024/2025

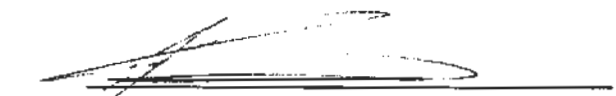
Name:	Harold L Graham	Company:	Yard Guyz
Title:	President	Address:	46036 Michigan Ave., Ste. 146 Canton, MI 48188

Please describe any relationships, transactions, positions you hold (as owner, director or volunteer of a for-profit or nonprofit organization) or other circumstances you believe could contribute to an actual or perceived conflict of interest between the City of Berkley and your personal interest. (Use additional paper if necessary.)

<input type="checkbox"/>	I have the following conflict of interest to report.

<input type="checkbox"/>	I have the following potential conflict of interest to report.

<input checked="" type="checkbox"/>	I have no circumstances that I believe could contribute to an actual or perceived conflict of interest.
-------------------------------------	--



 Signature
 October 8, 2024

 Date



CITY OF BERKLEY
OFFICE OF THE CITY CLERK
1855 FORD ROAD • BERKLEY, MICHIGAN 48007

CITY OF BERKLEY BID OPPORTUNITY
CONTRACTOR REFERENCES

BID OPPORTUNITY:	Residential Snow Removal Services - Winter 2024/2025
-------------------------	--

REFERENCE 1:

COMPANY NAME	iStorage -Warren
ADDRESS	20979 Groesbeck Hwy Warren, Michigan 48089
TELEPHONE	██████████
CONTACT PERSON	Adam Bonomo
CONTRACT DATES	2021-Present
DESCRIPTION OF WORK	Snow plowing, salting and de-icing

REFERENCE 2:

COMPANY NAME	iStorage - Centerline
ADDRESS	6775 E. 10 Mile Rd. Centerline, Michigan 48015
TELEPHONE	██████████
CONTACT PERSON	Adam Bonomo
CONTRACT DATES	2021-Present
DESCRIPTION OF WORK	Snow plowing, salting, and de-icing

REFERENCE 3:

COMPANY NAME	iStorage - Ferndale
ADDRESS	181 W. Marshall St Ferndale, Michigan 48220
TELEPHONE	██████████
CONTACT PERSON	Dave Mays
CONTRACT DATES	2021-Present
DESCRIPTION OF WORK	Snow plowing, salting, and de-icing



CITY OF BERKLEY
OFFICE OF THE CITY CLERK
 3335 LOCKRIDGE HWY BERKLEY, MICHIGAN 48071

**CITY OF BERKLEY BID OPPORTUNITY
 HOLD HARMLESS & INDEMNITY FORM**

BID OPPORTUNITY: Residential Snow Removal Services - Winter 2024/2025

PURPOSE:

To the fullest extent permitted by law, the CONTRACTOR expressly agrees to indemnify and hold harmless the City of Berkley (City), its elected and appointed officials, its employees and volunteers and others working on behalf of the City, from and against all loss, cost, expense, damage, liability or claims (whether groundless or not) arising out of bodily injury, sickness or disease (including death resulting at anytime there from) which may be sustained or claimed by any person or persons.

This includes damage or destruction of any property (including loss of use) based on any act or omission (negligent or otherwise) of the CONTRACTOR or anyone acting on its behalf in connection with or incident to this agreement.

The CONTRACTOR shall, at its own cost and expense, defend any such claim and any suit, action, or proceeding which may be commenced hereunder. In the event of any suit, action or proceeding, the CONTRACTOR shall pay:

- Any and all judgments which may be recovered.
- Any and all expenses including, but not limited to, costs, attorneys' fees and settlement expenses which may be incurred.

The CONTRACTOR shall not be responsible to the City on indemnity for damages caused by or resulting from the City's sole negligence.

PLEASE PRINT:

Yard Guyz

Contractor Name

46036 Michigan Ave., Ste. 146

Contractor Street Address

Canton, MI 48188

City, State, Zip Code

(313) 617-1707

Telephone

Harold L. Graham

Authorized Representative

Signature

October 8, 2024

Date

Witness



CITY OF BERKLEY
OFFICE OF THE CITY CLERK
 3331 COLLEGE HWY, BERKLEY, MICHIGAN 48072

CITY OF BERKLEY BID OPPORTUNITY
IRAN BUSINESS RELATIONSHIP AFFIDAVIT

BID OPPORTUNITY: Residential Snow Removal Services-Winter 2024/2025

THIS AFFIDAVIT SHALL BE SUBMITTED AND MADE A PART OF EACH AND EVERY BID PROPOSAL TO THE CITY OF BERKLEY, MICHIGAN

STATE OF MICHIGAN
 COUNTY OF OAKLAND

Harold L. Graham, BEING DULY SWORN
 deposes and says that:

1. Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, the respondent certifies, under civil penalty for false certification, that it is not an "Iran linked business," as that term is defined in the Act.
2. The undersigned is duly authorized to execute this affidavit on behalf of the bidder.

Subscribed and sworn to before me this
7 day of October, 2024
 a notary public in and for said County,

[Signature]
 Notary Public

My Commission expires: 7/2/2028

[Signature]

Authorized Signature
Harold L. Graham

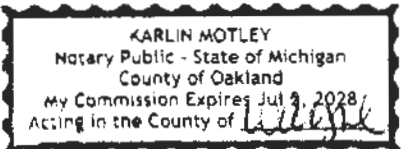
Printed Name of Signatory
Yard Guyz

Company Name
 46036 Michigan Ave., Ste 146

Address
 Canton, Michigan 48188

City, State, Zip Code
313-617-1707

Area Code & Phone Number



PLEASE NOTE: City of Berkley employees cannot notarize this document.



CITY OF BERKLEY
OFFICE OF THE CITY CLERK
 3300 COLIDGE HWY, BERKLEY, MICHIGAN 48070

CITY OF BERKLEY BID OPPORTUNITY
NON-COLLUSIVE AFFIDAVIT

BID OPPORTUNITY: Residential Snow Removal Services-Winter 2024/2025

THIS AFFIDAVIT SHALL BE SUBMITTED AND MADE A PART OF EACH AND EVERY BID PROPOSAL TO THE CITY OF BERKLEY, MICHIGAN

STATE OF MICHIGAN
 COUNTY OF OAKLAND

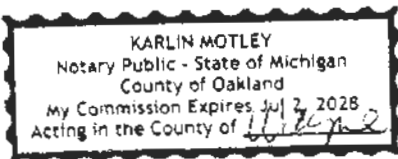
Harold L. Graham, BEING DULY SWORN
 deposes and says that:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vender of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition; and
2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid and will not be communicated to any such person prior to the official opening of the bid.
3. The undersigned is duly authorized to execute this affidavit on behalf of the bidder.

Subscribed and sworn to before me this
7 day of October, 2024
 a notary public in and for said County,

K. Motley
 Notary Public

My Commission expires: 7/2/2028



[Signature]
 Authorized Signature

Harold L. Graham
 Printed Name of Signatory

Yard Guyz
 Company Name

46036 Michigan Ave., Ste 146
 Address

Canton, Michigan 48188
 City, State, Zip Code

313-617-1707
 Area Code & Phone Number

PLEASE NOTE: City of Berkley employees cannot notarize this document.



CITY OF BERKLEY
OFFICE OF THE CITY CLERK
 3535 COLLEGE HWY, BERKLEY, MICHIGAN 48077

CITY OF BERKLEY BID OPPORTUNITY
NON-DISCRIMINATION AFFIDAVIT

BID OPPORTUNITY: Residential Snow Removal Services - Winter 2024/2025

THIS AFFIDAVIT SHALL BE SUBMITTED AND MADE A PART OF EACH AND EVERY BID PROPOSAL TO THE CITY OF BERKLEY, MICHIGAN

STATE OF MICHIGAN
 COUNTY OF OAKLAND

Harold L. Graham, BEING DULY SWORN
 deposes and says that:

1. In compliance with the City of Berkley Non-Discrimination Policy, the Contractor shall not discriminate against an employee or an applicant for employment in hiring, any terms and conditions of employment or matters related to employment regardless of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status or any other reason, that is unrelated to the person's ability to perform the duties of a particular job or position, in accordance with applicable federal and state laws.
2. The undersigned is duly authorized to execute this affidavit on behalf of the bidder.

Subscribed and sworn to before me this
7 day of October, 2024
 a notary public in and for said County,

 Authorized Signature

Harold L. Graham

 Printed Name of Signatory

Yard Guyz

 Company Name

46036 Michigan Ave., Ste 146

 Address

Canton, Michigan 48188

 City, State, Zip Code

313-617-1707

 Area Code & Phone Number

 Notary Public

My Commission expires: 7/2/2028



PLEASE NOTE: City of Berkley employees cannot notarize this document.

A PROCLAMATION
of the Council of the City of Berkley, Michigan
Proclaiming November 2024 as Native American Heritage Month

P-26-24

- WHEREAS,** the state of Michigan is home to more than 240,000 American Indian or Alaska Native residents and twelve federally recognized Indian tribes, each a sovereign government with an inherent right to self-governance and self-determination; these federally recognized tribes are Bay Mills Indian Community, Grand Traverse Band of Ottawa and Chippewa Indians, Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians, Hannahville Indian Community, Keweenaw Bay Indian Community, Lac Vieux Desert Band of Lake Superior Chippewa Indians, Little River Band of Ottawa Indians, Little Traverse Bay Bands of Odawa Indians, Nottawaseppi Huron Band of the Potawatomi, Pokagon Band of Potawatomi, Saginaw Chippewa Indian Tribe, and Sault Ste. Marie Tribe of Chippewa Indians; and
- WHEREAS,** between 1795 and 1842, these 12 tribes ceded most of the land of which the state of Michigan is now comprised through treaties with the United States; and
- WHEREAS,** Berkley residents have a responsibility to learn about the history of tribal governments, the unique challenges Native people have faced historically and continue to face today, including the Missing and Murdered Indigenous Women and People epidemic, and the abhorrent history and trauma that exists as the result of the Indian Boarding School system; and
- WHEREAS,** Berkley residents are encouraged to celebrate and honor Native American history and culture; and
- WHEREAS,** we celebrate the rich, diverse cultures, traditions, and histories of Native Americans while acknowledging the significant contributions they make to the government, education, economics, art, science, literature, and more in Michigan and the United States; and
- WHEREAS,** we recognize and honor the achievements of tribal governments and Native Americans and continue our efforts to ensure the State of Michigan and the City of Berkley recognizes and honor tribal sovereignty and collaborate fully with tribal governments; and
- WHEREAS,** the City of Berkley endeavors to be anti-racist and inclusive of citizens of all races and ethnicities.

NOW, THEREFORE, THE CITY OF BERKLEY HEREBY PROCLAIMS

SECTION 1: That the month of November 2024, is hereby proclaimed *Native American Heritage Month* in the City of Berkley.

Proclaimed this 21st day of October 2024 at a Regular Meeting of the Berkley City Council.

Attest:

Bridget Dean, Mayor

Victoria Mitchell, City Clerk

A PROCLAMATION
of the Council of the City of Berkley, Michigan
Proclaiming November 2024 as Men’s Health Awareness Month

P-27-24

WHEREAS, each year during the month of November, men across the globe are encouraged to band together and grow mustaches to promote and raise awareness of men’s health issues; and

WHEREAS, since 2003, the Mustaches in November (or “Movember”) campaign has generated a global health movement and raised thousands of dollars to fund more than 1,250 men’s health projects around the world including prostate and testicular cancer research, mental health initiatives, and suicide prevention; and

WHEREAS, the newly grown mustaches of the Movember Men’s Health Awareness Movement prompt conversations, create a greater understanding of the health risks men face, and motivate them to take action for their health since men are 24% less likely than women to have an annual visit with a physician; and

WHEREAS, representatives from the City of Berkley, including public safety officers, have abandoned shaving for the month of November to “Gro a Mo” and show their support for the Movember Men’s Health Awareness Month cause.

NOW, THEREFORE, THE CITY OF BERKLEY HEREBY PROCLAIMS

SECTION 1: That the month of November 2024, is hereby proclaimed November 2024 as *Men’s Health Awareness Month* in the City of Berkley.

SECTION 2: The City of Berkley urges men to learn about their risks for prostate cancer, testicular cancer, and mental health issues, to undertake screenings for early detection, talk to health care providers about treatment options if diagnosed, and to motivate their fellow men to take care of their health.

Proclaimed this 21st day of October 2024 at a Regular Meeting of the Berkley City Council.

Bridget Dean, Mayor

Attest:

Victoria Mitchell, City Clerk

A PROCLAMATION
of the Council of the City of Berkley, Michigan
Designating October 28, 2024, as National First Responders Day

WHEREAS, first responders—including public works professionals, firefighters, police officers, emergency medical technicians, 911 operators, paramedics, and other emergency personnel—stand on the front lines of our communities, selflessly serving and protecting the citizens of Berkley in times of crisis; and,

WHEREAS, first responders respond swiftly and courageously to emergencies, often putting their own lives at risk to ensure the safety and well-being of others, whether in natural disasters, accidents, medical emergencies, or public health and safety threats; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the City of Berkley to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and other first responder efforts in their respective communities; and,

WHEREAS, the year 2024 marks the 6th annual National First Responders Day sponsored by bipartisan resolutions in the US Senate and House.

NOW, THEREFORE, THE CITY OF BERKLEY PROCLAIMS:

SECTION 1: That the City Council, on behalf of all local residents, designates October 28, 2024, as National First Responders Day; and,

SECTION 2: The City Council invites the Berkley community to join representatives of the American Public Works Association and government agencies in activities, events, and ceremonies paying tribute to our public works first responders alongside law enforcement, firefighters, paramedics, emergency medical technicians, 911 operators, and other emergency personnel, to recognize the substantial contributions they make to protecting our national health, safety, and advancing the quality of life for all.

Introduced and passed at a Regular City Council Meeting on Monday, October 21, 2024.

Bridget Dean
Mayor

Attest:

Victoria Mitchell
City Clerk

October 21, 2024 City Council Meeting

Moved by Councilmember _____ and seconded by Councilmember _____ to approve the City Manager Employment Agreement and authorizing the Mayor to execute the document.

Ayes:

Nays:

Motion:

October 21, 2024 City Council Meeting

Moved by Councilmember _____ and seconded by Councilmember _____ to approve a proposal from Hubbell, Roth, and Clark "HRC" for Design Engineering Services as it relates to the Bacon Avenue Water Main and Road Reconstruction Project in the amount of \$282,421.72 as approved in the 2024-25 budget.

Ayes:

Nays:

Motion:



MEMORANDUM

To: Mayor Dean and City Council
From: Shawn Young, Deputy City Manager of Public Services
Date: October 21st, 2024
Subject: HRC Proposal for Engineering Services as they relate to the Bacon Ave Water Main and Road Reconstruction Project

Background

Over the past year the City of Berkley has been investigating the next potential road project. There were several factors used such as Paser Ratings, Current Water Main Size, Water Main Break History, the amount of “Known Lead” or “Unknown Presumed as Lead” Water Services, and other Third-Party Utility Conditions.

Using this criteria Bacon Ave from 11 Mile to 12 Mile was selected to be the next candidate for Water Main and Road Replacement. HRC has presented a proposal for Engineering Design Services related to this work

Summary

- Due to the size of the project it has been split into two separate divisions. The proposed scope of work for each division entails the complete removal and replacement of existing pavement, curbs, driveway approaches and sidewalks and replacement of the existing water main. All right-of way trees will be evaluated by the City's arborist, and any trees with health concerns or conflicts with the proposed construction will be removed and replaced with new trees following construction.
- Improvements include new concrete curbs, aggregate base, HMA pavement, storm drainage cover adjustments, concrete driveway approaches, concrete sidewalks, ADA ramp and new landscaping. The existing water main will be abandoned in place and new 8” water main will be installed along with new public water services and stop boxes. Existing water services and hydrants will be connected to the new 8” water main. Any private lead water service lines that are encountered will be replaced.

- Project also includes the construction of a new asphalt parking area along the east side of Bacon, in front of the DPW building and the replacement of the existing concrete on street parking lot along the east side of Bacon along Oxford Park with a new asphalt parking area.
- HRC will assist with items such as Third-Party Utility Coordination, Topographical Survey, Public Engagement Efforts, Preparation of Preliminary and Final Design, Cost Estimates, Permitting through various agencies, Bid documents, Bid Reviews, and a Final Recommendation of Award.
- Contract and Design work is expected to be completed in early 2025 with an anticipated bid date of early 2025. A Construction start of the spring of 2026 would be targeted.
- The not to exceed price cost for this proposal is \$282,421.72 is budgeted between funds 202-464-821-010, 592-536-821-000, and 443-901-821-000.

Recommendation

It is my recommendation that City Council approves the Proposal for Design Services as submitted by HRC in the not to exceed amount of \$282,421.72.



October 04, 2024

City of Berkley
3338 Coolidge Highway
Berkley, Michigan 48072

Attn: Mr. Shawn Young, Director of Public Works
Mr. Nate Geinzer, Interim City Manager

Re: Proposal for **Design Engineering Services**
Bacon Avenue Water Main Replacement and Road Reconstruction
(12 Mile Road to 11 Mile Road)

HRC Job No. 20240449

Dear Mr. Young and Mr. Geinzer:

Thank you for the opportunity to allow Hubbell, Roth & Clark, Inc. (HRC) to submit this proposal for professional design engineering services. We understand that the City wishes to move forward with the next phase of the Infrastructure Millage program. For the 2026 construction year, the City desires to complete a road reconstruction and water main replacement project similar in size and scope to the 2022 Kenmore/Cornwall and 2023 Wiltshire Road and Watermain Reconstruction projects. It is HRC's understanding that the Contract/Design Documents will be completed in early 2025 and the project will be bid at a later date, most likely early 2026.

Berkley Public Works and HRC staff(s) have been closely working together to identify candidates for the next significant road/watermain reconstruction project based on a combination of the City's Pavement Surface Evaluation Ratings (PASER) ratings, water main break frequency maps, and probable/known lead/galvanized water service line locations. In addition, the City considered which of the highest priority roads are scheduled to have the gas main and services replaced in the near future and which have already been replaced. In August 2022, HRC completed a PASER roadway rating survey for all City owned roadways. Utilizing this PASER Rating data along with watermain age/break information, we developed the attached Figure A which identifies 5 of the highest priority roadway sections. Each segment is approximately 0.5 mile in length (similar to the Kenmore/Cornwall and Wiltshire projects).

The section of Bacon Avenue between 12 Mile Road and 11 Mile Road has been identified, by the above factors, as the current highest priority candidate. It should be noted that this section has had a high number of water main breaks over the last 5 years and has a 2022 PASER rating of primarily 2 with a few blocks rated as a 3. The PASER system rates the condition of a roadway from 1 (failed) to 10 (excellent). The northernmost block of Bacon also regularly experiences high and heavy vehicular traffic from DPW vehicles.

Due to the potential for budgetary constraints, the Bacon Avenue Water Main Replacement and Road Reconstruction project will be presented in two (2) divisions; however, each division will essentially entail the same scope of work.

1. **Division I - 12 Mile Road to Catalpa Drive** – Approximately 2,600 lft in length.
2. **Division II - Catalpa Drive to 11 Mile Road** – Approximately 2,600 lft in length.

Scope of Proposed Construction:

As mentioned above, the two (2) divisions will essentially entail the same proposed scope of work.

Proposed Overall Scope:

The proposed scope of work for each division entails the complete removal and replacement of existing pavement, curbs, driveway approaches and sidewalks and replacement of the existing water main. All right-of-way trees will be evaluated by the City's arborist, and any trees with health concerns or conflicts with the proposed construction will be removed and replaced with new trees following construction. Improvements include new concrete curbs, aggregate base, HMA pavement, storm drainage cover adjustments, concrete driveway approaches, concrete sidewalks, ADA ramp and new landscaping. The existing water main will be abandoned in place and new 8" water main will be installed along with new public water services and stop boxes. Existing water services and hydrants will be connected to the new 8" water main. Any private lead water service lines that are encountered will be replaced.

Additional Scope Notes:

- ≡ **Division I - 12 Mile Road to Catalpa Drive** – Project also includes the construction of a new asphalt parking area along the east side of Bacon, in front of the DPW building. Further, the section of existing 12" water main in the northernmost block will be replaced, in kind, while the remaining water main sections in Bacon will be replaced with a new 8" main.

- ≡ **Division II - Catalpa Drive to 11 Mile Road** – Project includes the replacement of the existing concrete front-in street parking lot along the east side of Bacon along Oxford Park with a new asphalt parking area.

Preliminary cost estimates for each project division are attached to this Proposal letter. The estimated engineering fees are also provided in an attached table which indicate the total fees for topographic survey, and administrative services while the design (plans, specs, permits) will be shown per division.

Scope of Design Engineering Services:

1. Notify/coordinate this project with Utility Agencies to assist in avoiding future conflicts.
2. Complete a topographic survey of the proposed section of Bacon Avenue will be completed to collect field data on the existing road, utilities, and topographic information necessary to prepare construction drawings. City DPW staff will locate and mark stop boxes prior to the topo survey.
3. Assist City staff with the planned public engagement effort, including flyer creation and distribution and attendance of one (1) on-site meeting with residents and City staff.
 - a. HRC suggests conducting the initial public engagement event in late November 2024 prior to the completion of the 60% design plans. This early engagement will allow residents to express their thoughts prior to the final design being completed.
4. Prepare preliminary Construction Documents and Cost Estimates at the 60%, 90% and Final completion levels and provide them to the City for review.
5. Conduct Design Coordination Meetings at the beginning of the project and at the 60% and 90% Construction Document Completion Stages.

6. Prepare permit applications for EGLE Water Supply (Act 399), Oakland County Soil Erosion Control, Drain and Tap Permits, RCOC ROW and Michigan Department of Transportation (MDOT) permits (as required).
7. HRC will prepare and provide Final Plans, Specifications, Engineer's Estimate and Bid Documents and assist with advertising for bidding.
8. HRC will assist in the bidding process, make recommendation of award and prepare the Contract Documents for execution by the selected Contractor.

Schedule:

October 21, 2024	City Council Authorizes HRC to proceed with project
November 2024	Complete topographic survey and soils investigation
November 2024	Public Engagement Meeting
February 2025	60% Design Review Meeting
March 2025	90% Design Review Meeting
April 2025	Final Review Meeting
May 2025	Final Bid Documents Delivered
Early 2026	Project Let for Bidding
March/April 2026	Award of Project to Lowest Responsible Bidder

Clarifications:

1. Pavement and sub-base investigation will be completed as part of a Citywide geotechnical investigation which will help identify future road rehabilitation projects. This work was previously approved by the City, therefore costs for geotechnical investigations are not included in this scope of services.
2. Construction Engineering services are not included in this proposal and will be outlined after the bid opening. HRC will provide an additional proposal to include construction engineering, construction administration, survey layout, materials testing, progress meetings, record drawing preparation, and full-time construction observation.
3. Grading easement acquisition services are not included in this proposal but can be provided on a time and material basis if needed.

Design Engineering Fees (See detailed breakdown of costs attached):

Task 1 – Topographic Survey	\$ 34,106.90
Task 2a – Completion of Design and Bid Documents (Division I)	\$ 105,521.14
Task 2b – Completion of Design and Bid Documents (Division II)	\$ 97,397.66
Task 3 – Public Engagement	\$ 11,552.44
Task 4 – Bidding Assistance	\$ 3,569.90
Task 5 – Project Management and Meetings	<u>\$ 30,273.68</u>
Total Not-to-Exceed Fee	\$ 282,421.72



Fees will be invoiced monthly and shall be based on our cost times a 2.9 multiplier in accordance with our current agreement with the City.

If this proposal is deemed acceptable to the City, please sign and return one copy to this office. Thank you for this exciting opportunity to serve the City on this project. If you have any questions or require any additional information, please feel free to contact our office at 248-454-6300.

Very truly yours,

Accepted By:

HUBBELL, ROTH & CLARK, INC.

City of Berkley

Roland N. Alix, P.E.
Vice President

Signature: _____

Edward Zmich
Civil Department/Project Manager

Written Name: _____

Title: _____

Date: _____

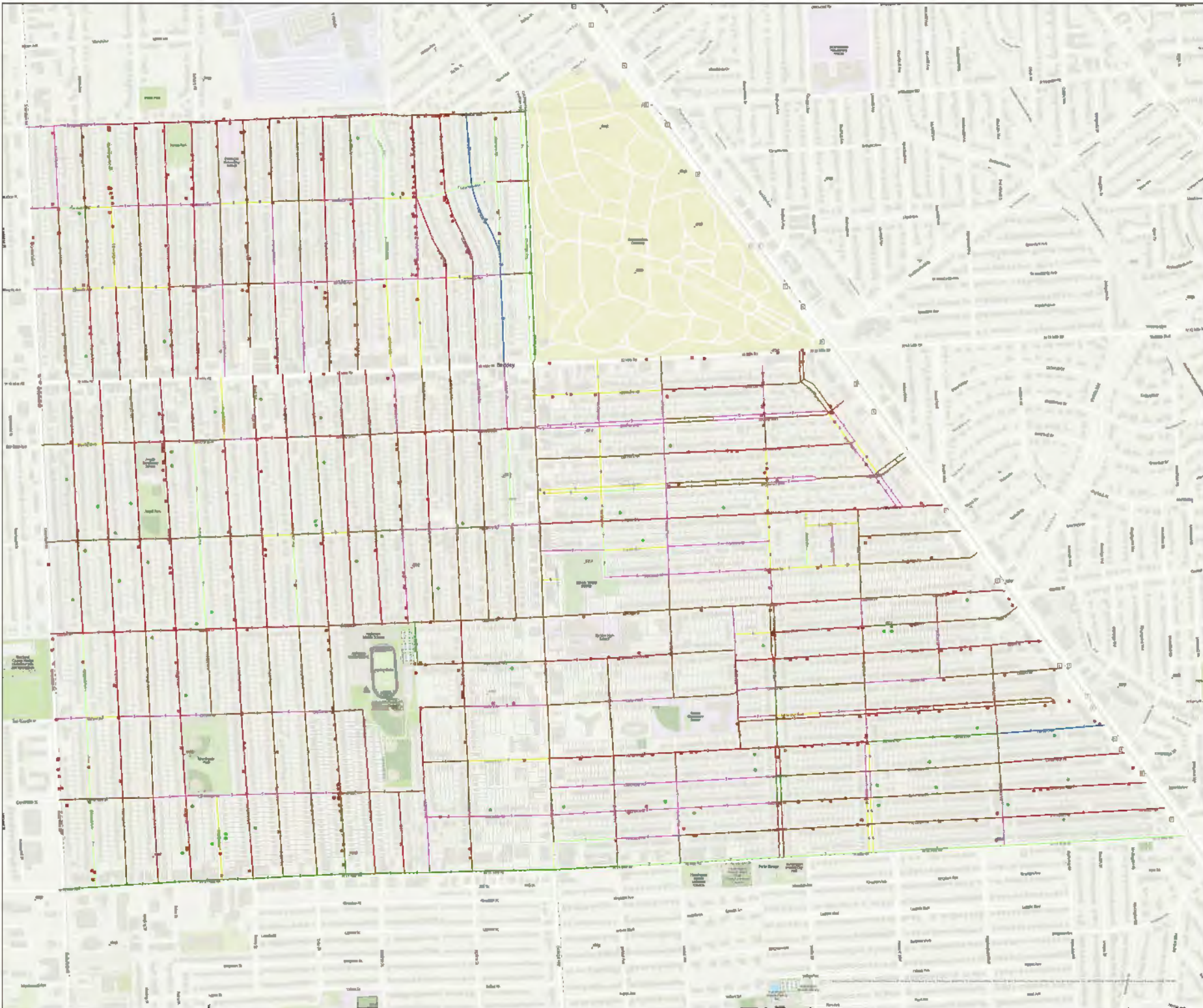
Cc: HRC; Business Office, File

Attachments: 2022 PASER Rating & WM Break Location Map (with lead line service information)
Preliminary Cost Estimate: Bacon Avenue Water Main Replacement and Road Reconstruction
Detailed breakdown of HRC Fees

**Berkeley Watermain
Breaks With 2022
PASER Ratings
and DSM1 locations;
Material
Lead or Galvanized**

Legend

- Layer
2022 PASER Rating
— 9 - 10
— 8
— 7
— 6
— 5
— 4
— 1 - 3
■ Water_Main_Breaks
■ Material Verification
● Complete
● Incomplete
▲ Not Doing





HUBBELL, ROTH & CLARK, INC
CONSULTING ENGINEERS SINCE 1915

555 Hulet Dr., Bloomfield Hills, MI 48302 ph. (248) 454-6300

Bacon Ave Water Main & Pavement Replacement

Engineer's Opinion of Probable Cost

Location: Bacon Ave (12 Mile to 11 Mile)

Date: 6/13/2024

Basis for Estimate: PRELIMINARY FINAL

Project No: 20240449

Estimator: MAS

Checked By: EDZ

Description: Project includes two (2) divisions of work on Bacon Ave. Division I is from 12 Mile to Catalpa and Division II is from Catalpa to 11 Mile. Both divisions include construction of new water main, abandonment of existing water main, misc. storm sewer and drainage structures, pavement, curbs, driveway approaches and sidewalks in the City right-of-way.

DIVISION I - BACON AVE (12 MILE TO CATALPA)

	Description	Quantity	Unit	Unit Price	Total Cost
1	Mobilization Division I (Max. 5%)	1	Lsum	\$ 132,100.00	\$ 132,100.00
2	Erosion Control, Inlet Protection, Fabric Drop	40	Ea	\$ 150.00	\$ 6,000.00
3	Tree Protection Fence	2,100	Lft	\$ 4.00	\$ 8,400.00
4	Exploratory Excavation & Utility Location	1	Lsum	\$ 10,000.00	\$ 10,000.00
5	Traffic Maintenance, Incl. Flag Control	1	Lsum	\$ 40,000.00	\$ 40,000.00
6	Color Audio-Video Route Survey	1	Lsum	\$ 5,000.00	\$ 5,000.00
7	Pavt, Rem, MOD	8,050	Syd	\$ 22.00	\$ 177,100.00
8	Driveway, Rem	700	Syd	\$ 15.00	\$ 10,500.00
9	Sidewalk, Rem	2,870	Syd	\$ 15.00	\$ 43,050.00
10	Dr Structure, Rem	4	Ea	\$ 800.00	\$ 3,200.00
11	Storm Sewer, Rem	50	Lft	\$ 30.00	\$ 1,500.00
12	Tree, Rem, Less than 19-inch (if needed)	3	Ea	\$ 1,500.00	\$ 4,500.00
13	Tree, Rem, 19-inch to 36-inch (if needed)	3	Ea	\$ 2,500.00	\$ 7,500.00
14	Station Grading, MOD	25.6	Sta	\$ 3,000.00	\$ 76,800.00
15	Subgrade Undercutting, Type 1, MOD	270	Cyd	\$ 65.00	\$ 17,550.00
16	Maintenance Gravel, Special	800	Ton	\$ 38.00	\$ 30,400.00
17	Hand Patching, HMA	190	Ton	\$ 250.00	\$ 47,500.00
18	Aggregate Base, MDOT 21AA, 8 inch	3,220	Ton	\$ 40.00	\$ 128,800.00
19	Aggregate Base, 1"x3", 8 inch	2,150	Ton	\$ 40.00	\$ 86,000.00
20	Tensar TX150L Triaxial Geogrid	8,050	Syd	\$ 6.00	\$ 48,300.00
21	Void Reducing Asphalt Membrane (Spray, J-Band Type)	2,560	Lft	\$ 6.00	\$ 15,360.00
22	2-inch MDOT 5EML, MOD Mix (Wearing)	980	Ton	\$ 148.00	\$ 145,040.00
23	2.5-inch MDOT 4EML, MOD Mix (Leveling/Base)	1,220	Ton	\$ 148.00	\$ 180,560.00
24	Conc Pavt, Nonreinf, Misc, 8 inch	100	Syd	\$ 90.00	\$ 9,000.00
25	Driveway, Nonreinf Conc, 6-inch (incl. sand base)	700	Syd	\$ 70.00	\$ 49,000.00
26	Curb, Conc, MDOT Det F4	5,120	Lft	\$ 30.00	\$ 153,600.00
27	Sidewalk, Conc, 4-inch, Special (incl. sand base)	22,900	Sft	\$ 9.00	\$ 206,100.00
28	Sidewalk, Conc, 6-inch, Special (incl. sand base)	2,700	Sft	\$ 12.00	\$ 32,400.00
29	Sidewalk Ramp, Conc 6". Special (Incl. Sand Base)	200	Sft	\$ 12.00	\$ 2,400.00
30	Detectable Warning Surface (5-foot x 2-foot)	4	Ea	\$ 400.00	\$ 1,600.00
31	Underdrain, Subgrade, 6-inch, Special	5,120	Lft	\$ 18.00	\$ 92,160.00
32	12-inch C76 CL-IV Sewer, Tr. Det "B"	50	Lft	\$ 100.00	\$ 5,000.00
33	4-foot Diameter Manhole	2	Ea	\$ 5,000.00	\$ 10,000.00
34	4-foot Diameter Catch basin	2	EA	\$ 4,000.00	\$ 8,000.00
35	2-foot Diameter Catch Basin	2	Ea	\$ 2,500.00	\$ 5,000.00
36	Drainage Structure Tap, 12-inch	12	Ea	\$ 1,000.00	\$ 12,000.00
37	Dr Structure Frame & Cover, EJ 1040	2	Ea	\$ 800.00	\$ 1,600.00
38	Dr Structure Frame & Cover, EJ 5000	4	Ea	\$ 800.00	\$ 3,200.00
39	Dr Structure Cover, Adjust	40	Ea	\$ 750.00	\$ 30,000.00
40	Water Structure Cover, Adjust	6	Ea	\$ 750.00	\$ 4,500.00
41	Sanitary Sewer Lead Repair (if needed)	5	Ea	\$ 1,250.00	\$ 6,250.00
42	Hydrant Assembly, Rem	6	Ea	\$ 900.00	\$ 5,400.00
43	Gate Valve and Well, Rem	4	Ea	\$ 800.00	\$ 3,200.00
44	Water Main, 6-inch, Rem	50	Lft	\$ 30.00	\$ 1,500.00
45	Water Main, 12-inch, Rem	30	Lft	\$ 50.00	\$ 1,500.00
46	Abandon 6-inch Water Main in Place & Grout	1,980	Lft	\$ 5.00	\$ 9,900.00

47	Abandon 12-inch Water Main in Place & Grout	580	Lft	\$	8.00	\$	4,640.00
48	Water Main, 6-inch, Cut & Plug	4	Ea	\$	1,000.00	\$	4,000.00
49	Water Main, 12-inch, Cut & Plug	2	Ea	\$	2,000.00	\$	4,000.00
50	Water Main Break Repair (12-inch & Less) (if needed)	2	Ea	\$	5,500.00	\$	11,000.00
51	Water Main, 8-inch Dia., CL 54 DI, Open Cut	1,980	Lft	\$	160.00	\$	316,800.00
52	Water Main, 12-inch Dia., CL 54 DI, Open Cut	580	Lft	\$	220.00	\$	127,600.00
52	Water Main Connection, 10-inch	1	Ea	\$	6,000.00	\$	6,000.00
53	Water Main Connection, 12-inch	1	Ea	\$	7,500.00	\$	7,500.00
54	Gate Valve & Well, 8-inch	3	Ea	\$	7,500.00	\$	22,500.00
55	Gate Valve & Well, 12-inch	2	Ea	\$	9,000.00	\$	18,000.00
56	Water Structure Cover, EJIW No. 1040	5	Ea	\$	900.00	\$	4,500.00
57	Short Water Service Lead to New Main, Polyethylene, 1-inch, Open Cut	25	Ea	\$	1,500.00	\$	37,500.00
58	Long Water Service Lead to New Main, Polyethylene, 1-inch, Directional Drill	30	Ea	\$	2,500.00	\$	75,000.00
59	Lead Line Water Service Replacement (Private) (if needed)	2	Ea	\$	5,000.00	\$	10,000.00
60	Water Service Stop Box	55	Ea	\$	500.00	\$	27,500.00
61	Hydrant Assembly, 5BR250 Model	6	Ea	\$	8,500.00	\$	51,000.00
62	4-inch Topsoil	1,710	Syd	\$	5.00	\$	8,550.00
63	Sodding (incl. 14-day watering)	1,710	Syd	\$	14.00	\$	23,940.00
64	Seed & Mulch Blanket (Incl. 14-day watering)	180	Syd	\$	14.00	\$	2,520.00
65	Sign, Type III, Erect, Salv	22	Ea	\$	220.00	\$	4,840.00
66	Sign, Type III, Rem	32	Ea	\$	22.00	\$	704.00
67	Sign, Type IIIA	72	Sft	\$	16.50	\$	1,188.00
68	Sign, Type IIIB	3	Sft	\$	20.00	\$	60.00
69	Sign, Type VB	8	Sft	\$	35.00	\$	280.00
70	Reflective Panel for Permanent Sign Support, 6 foot	10	Ea	\$	35.00	\$	350.00
71	Sign, Type III, Rem, Salv	22	Ea	\$	65.00	\$	1,430.00
72	Ground Mtd Sign Support, Rem	21	Ea	\$	250.00	\$	5,250.00
73	Steel Post System	21	Ea	\$	550.00	\$	11,550.00
74	Pavt Mrkg, Waterborne, 4 inch, White	240	Lft	\$	2.00	\$	480.00
75	Pavt Mrkg, Waterborne, 4 inch, Blue	160	Lft	\$	2.00	\$	320.00
76	Pavt Mrkg, Preformed Thermopl, Accessible Sym	2	Ea	\$	400.00	\$	800.00
77	Permit Allowance	1	Dlr	\$	10,000.00	\$	10,000.00
78	Observation Crew Days	120	Day	\$	800.00	\$	96,000.00
	Subtotal - Division I						\$ 2,774,272.00

DIVISION II - BACON AVE (CATALPA TO 11 MILE)

	Description	Quantity	Unit	Unit Price	Total Cost
1	Mobilization Division I (Max. 5%)	1	Lsum	\$ 138,200.00	\$ 138,200.00
2	Erosion Control, Inlet Protection, Fabric Drop	40	Ea	\$ 150.00	\$ 6,000.00
3	Tree Protection Fence	2,100	Lft	\$ 4.00	\$ 8,400.00
4	Exploratory Excavation & Utility Location	1	Lsum	\$ 10,000.00	\$ 10,000.00
5	Traffic Maintenance, Incl. Flag Control	1	Lsum	\$ 40,000.00	\$ 40,000.00
6	Color Audio-Video Route Survey	1	Lsum	\$ 5,000.00	\$ 5,000.00
7	Pavt, Rem, MOD	9,340	Syd	\$ 22.00	\$ 205,480.00
8	Driveway, Rem	860	Syd	\$ 15.00	\$ 12,900.00
9	Sidewalk, Rem	2,890	Syd	\$ 15.00	\$ 43,350.00
10	Dr Structure, Rem	4	Ea	\$ 800.00	\$ 3,200.00
11	Storm Sewer, Rem	50	Lft	\$ 30.00	\$ 1,500.00
12	Tree, Rem, Less than 19-inch (if needed)	3	Ea	\$ 1,500.00	\$ 4,500.00
13	Tree, Rem, 19-inch to 36-inch (if needed)	3	Ea	\$ 2,500.00	\$ 7,500.00
14	Station Grading, MOD	25.6	Sta	\$ 3,000.00	\$ 76,800.00
15	Subgrade Undercutting, Type 1, MOD	320	Cyd	\$ 65.00	\$ 20,800.00
16	Maintenance Gravel, Special	800	Ton	\$ 38.00	\$ 30,400.00
17	Hand Patching, HMA	220	Ton	\$ 250.00	\$ 55,000.00
18	Aggregate Base, MDOT 21AA, 8 inch	3,740	Ton	\$ 40.00	\$ 149,600.00
19	Aggregate Base, 1"x3", 8 inch	2,500	Ton	\$ 40.00	\$ 100,000.00
20	Tensar TX150L Triaxial Geogrid	9,340	Syd	\$ 6.00	\$ 56,040.00
21	Void Reducing Asphalt Membrane (Spray, J-Band Type)	2,560	Lft	\$ 6.00	\$ 15,360.00
22	2-inch MDOT 5EML, MOD Mix (Wearing)	1,140	Ton	\$ 148.00	\$ 168,720.00
23	2.5-inch MDOT 4EML, MOD Mix (Leveling/Base)	1,420	Ton	\$ 148.00	\$ 210,160.00
24	Conc Pavt, Nonreinf, Misc, 8 inch	100	Syd	\$ 90.00	\$ 9,000.00
25	Driveway, Nonreinf Conc, 6-inch (incl. sand base)	860	Syd	\$ 70.00	\$ 60,200.00
26	Curb, Conc, MDOT Det F4	5,120	Lft	\$ 30.00	\$ 153,600.00
27	Sidewalk, Conc, 4-inch, Special (incl. sand base)	22,200	Sft	\$ 9.00	\$ 199,800.00
28	Sidewalk, Conc, 6-inch, Special (incl. sand base)	3,400	Sft	\$ 12.00	\$ 40,800.00
29	Sidewalk Ramp, Conc 6". Special (Incl. Sand Base)	400	Sft	\$ 12.00	\$ 4,800.00
30	Detectable Warning Surface (5-foot x 2-foot)	8	Ea	\$ 400.00	\$ 3,200.00
31	Underdrain, Subgrade, 6-inch, Special	5,120	Lft	\$ 18.00	\$ 92,160.00
32	12-inch C76 CL-IV Sewer, Tr. Det "B"	50	Lft	\$ 100.00	\$ 5,000.00
33	4-foot Diameter Manhole	2	Ea	\$ 5,000.00	\$ 10,000.00
34	4-foot Diameter Catch basin	2	EA	\$ 4,000.00	\$ 8,000.00
35	2-foot Diameter Catch Basin	2	Ea	\$ 2,500.00	\$ 5,000.00
36	Drainage Structure Tap, 12-inch	12	Ea	\$ 1,000.00	\$ 12,000.00
37	Dr Structure Frame & Cover, EJ 1040	2	Ea	\$ 800.00	\$ 1,600.00
38	Dr Structure Frame & Cover, EJ 5000	4	Ea	\$ 800.00	\$ 3,200.00
39	Dr Structure Cover, Adjust	40	Ea	\$ 750.00	\$ 30,000.00
40	Water Structure Cover, Adjust	6	Ea	\$ 750.00	\$ 4,500.00
41	Sanitary Sewer Lead Repair (if needed)	5	Ea	\$ 1,250.00	\$ 6,250.00
42	Hydrant Assembly, Rem	5	Ea	\$ 900.00	\$ 4,500.00
43	Gate Valve and Well, Rem	3	Ea	\$ 800.00	\$ 2,400.00
44	Water Main, 6-inch, Rem	50	Lft	\$ 30.00	\$ 1,500.00
45	Abandon 6-inch Water Main in Place & Grout	2,560	Lft	\$ 5.00	\$ 12,800.00
46	Water Main, 6-inch, Cut & Plug	6	Ea	\$ 1,000.00	\$ 6,000.00
47	Water Main Break Repair (12-inch & Less) (if needed)	2	Ea	\$ 5,500.00	\$ 11,000.00
48	Water Main, 8-inch Dia., CL 54 DI, Open Cut	2,560	Lft	\$ 160.00	\$ 409,600.00
49	Water Main Connection, 12-inch	1	Ea	\$ 7,500.00	\$ 7,500.00
50	Gate Valve & Well, 8-inch	5	Ea	\$ 7,500.00	\$ 37,500.00
51	Water Structure Cover, EJIW No. 1040	5	Ea	\$ 900.00	\$ 4,500.00
52	Short Water Service Lead to New Main, Polyethylene, 1-inch, Open Cut	32	Ea	\$ 1,500.00	\$ 48,000.00
53	Long Water Service Lead to New Main, Polyethylene, 1-inch, Directional Drill	32	Ea	\$ 2,500.00	\$ 80,000.00
54	Lead Line Water Service Replacement (Private) (if needed)	3	Ea	\$ 5,000.00	\$ 15,000.00
55	Water Service Stop Box	64	Ea	\$ 500.00	\$ 32,000.00
56	Hydrant Assembly, 5BR250 Model	5	Ea	\$ 8,500.00	\$ 42,500.00
57	4-inch Topsoil	1,710	Syd	\$ 5.00	\$ 8,550.00
58	Sodding (incl. 14-day watering)	1,710	Syd	\$ 14.00	\$ 23,940.00
59	Seed & Mulch Blanket (Incl. 14-day watering)	180	Syd	\$ 14.00	\$ 2,520.00

60	Sign, Type III, Erect, Salv	22	Ea	\$	220.00	\$	4,840.00
61	Sign, Type III, Rem	32	Ea	\$	22.00	\$	704.00
62	Sign, Type IIIA	72	Sft	\$	16.50	\$	1,188.00
63	Sign, Type IIIB	3	Sft	\$	20.00	\$	60.00
64	Sign, Type VB	8	Sft	\$	35.00	\$	280.00
65	Reflective Panel for Permanent Sign Support, 6 foot	10	Ea	\$	35.00	\$	350.00
66	Sign, Type III, Rem, Salv	22	Ea	\$	65.00	\$	1,430.00
67	Ground Mtd Sign Support, Rem	21	Ea	\$	250.00	\$	5,250.00
68	Steel Post System	21	Ea	\$	550.00	\$	11,550.00
69	Pavt Mrkg, Waterborne, 4 inch, White	920	Lft	\$	2.00	\$	1,840.00
70	Pavt Mrkg, Waterborne, 4 inch, Blue	280	Lft	\$	2.00	\$	560.00
71	Pavt Mrkg, Preformed Thermopl, Accessible Sym	4	Ea	\$	400.00	\$	1,600.00
72	Permit Allowance	1	Dlr	\$	10,000.00	\$	10,000.00
73	Observation Crew Days	120	Day	\$	800.00	\$	96,000.00
	Subtotal - Division II						\$ 2,903,482.00
Subtotal - Construction Cost							\$ 5,677,754.00
Contingencies (15%)							\$ 851,663.10
Subtotal - Construction Cost w/ Contingencies							\$ 6,529,417.10
TOTAL CONSTRUCTION BUDGET - Bacon Ave							\$ 6,529,417.10

#REF!

JOB NUMBER: **20240449**

PROJECT NAME: **Bacon Avenue Water Main Replacement and Road Reconstruction**

PRINCIPAL: **Roland Alix**

PROJECT MANAGER: **Eddie Zmich**

DATE: **October 4, 2024**

TASK	HRC STAFF POSITION																TOTAL				
	PRINCIPAL		MANAGER		STAFF ENGINEER		SENIOR CONSTRUCTION SUPERVISOR		ASSOCIATE		GRADUATE ENGINEER		TESTING TECHNICIAN		SR. SURVEY OFFICE TECH		SURVEY PARTY CHIEF		HRS	FEE	
	HRS	FEE	HRS	FEE	HRS	FEE	HRS	FEE	HRS	FEE	HRS	FEE	HRS	FEE	HRS	FEE	HRS	FEE			
Pavement Cores and Subgrade Investigation																					
To be completed under previously approved 2024 Design Proposal																					
1 Topographic Survey																					
Field Topographic Survey																200	\$23,200.00	200	\$23,200.00		
Office Work & Coordination			10	\$1,545.70	10	\$1,067.20			10	\$1,595.00	20	\$2,059.00			40	\$4,640.00			90	\$10,906.90	
																					\$34,106.90
2a Completion of Design and Bid Documents																					
Division I																					
Utility Coordination			2	\$309.14	4	\$426.88					4	\$411.80							10	\$1,147.82	
60% Design Documents			40	\$6,182.80	200	\$21,344.00					160	\$16,472.00							400	\$43,998.80	
90% Design Documents			40	\$6,182.80	80	\$8,537.60					60	\$6,177.00							180	\$20,897.40	
Final Bid Documents			20	\$3,091.40	60	\$6,403.20					40	\$4,118.00							120	\$13,612.60	
Specifications			40	\$6,182.80	80	\$8,537.60			8	\$1,276.00	40	\$4,118.00							168	\$20,114.40	
Submit Dwg for EGGLE, OCWRC & RCOC Permits			4	\$618.28	12	\$1,280.64					4	\$411.80							20	\$2,310.72	
QA/QC	4	\$580.00					12	\$1,583.40	8	\$1,276.00									24	\$3,439.40	
																					\$105,521.14
2b Completion of Design and Bid Documents																					
Division II																					
Utility Coordination			2	\$309.14	4	\$426.88					4	\$411.80							10	\$1,147.82	
60% Design Documents			40	\$6,182.80	200	\$21,344.00					160	\$16,472.00							400	\$43,998.80	
90% Design Documents			40	\$6,182.80	100	\$10,672.00					80	\$8,236.00							220	\$25,090.80	
Final Bid Documents			20	\$3,091.40	56	\$5,976.32					20	\$2,059.00							96	\$11,126.72	
Specifications			20	\$3,091.40	40	\$4,268.80			8	\$1,276.00	20	\$2,059.00							88	\$10,695.20	
Submit Dwg for EGGLE, OCWRC & RCOC Permits			4	\$618.28	12	\$1,280.64													16	\$1,898.92	
QA/QC	4	\$580.00					12	\$1,583.40	8	\$1,276.00									24	\$3,439.40	
																					\$97,397.66
3 Public Engagement																					
"Upcoming Construction" Flyer Creation & Distribution			4	\$618.28	40	\$4,268.80					8	\$823.60							52	\$5,710.68	
One (1) On-Site Meeting with Residents incl. Prep	6	\$870.00	12	\$1,854.84	16	\$1,707.52	6	\$791.70			6	\$617.70							46	\$5,841.76	
																					\$11,552.44
4 Bidding Assistance																					
Pre-Bid Meeting	2	\$290.00	2	\$309.14	4	\$426.88					2	\$205.90							10	\$1,231.92	
Questions During Bidding			2	\$309.14	4	\$426.88					2	\$205.90							8	\$941.92	
Addendum			2	\$309.14	2	\$213.44					2	\$205.90							6	\$728.48	
Bid Tab & Recommendations	1	\$145.00	2	\$309.14	2	\$213.44													5	\$667.58	
																					\$3,569.90
5 Project Management and Meetings																					
Administration	16	\$2,320.00	80	\$12,365.60	16	\$1,707.52													112	\$16,393.12	
Engineering Award Council Meeting	2	\$290.00	2	\$309.14															4	\$599.14	
Initial Kickoff Meeting	4	\$580.00	4	\$618.28	4	\$426.88	4	\$527.80			4								20	\$2,152.96	
60% & 90% Design Review Mtgs	4	\$580.00	8	\$1,236.56	8	\$853.76					4	\$411.80							24	\$3,082.12	
60%, 90% & Final Cost Estimates			10	\$1,545.70	20	\$2,134.40					10	\$1,029.50							40	\$4,709.60	
Finalize Docs & Prepare Bid Package			4	\$618.28	16	\$1,707.52					4	\$411.80							24	\$2,737.60	
Construction Award Council Meeting	2	\$290.00	2	\$309.14															4	\$599.14	
																					\$30,273.68
TOTAL NOT-TO-EXCEED DESIGN ENG. FEE	45	\$6,525.00	416	\$64,301.12	990	\$105,652.80	34	\$4,486.30	42	\$6,699.00	654	\$66,917.50			40	\$4,640.00	200	\$23,200.00	2,421	\$282,421.72	

October 21, 2024 City Council Meeting

Moved by Councilmember _____ and seconded by Councilmember _____ to approve the proposal from Hubbell, Roth, and Clark "HRC" for assistance with items related to the EGLE Technical, Managerial, and Financial "TMF" Grant in the amount of \$242,000.

Ayes:

Nays:

Motion:



MEMORANDUM

To: Mayor Dean and City Council
From: Shawn Young, Deputy City Manager of Public Services
Date: October 21st, 2024
Subject: HRC Proposal for professional engineering services related to the TMF Grant Program

Madam Mayor and Members of City Council,

Background

In January of 2024 the City of Berkley applied for and ultimately received an EGLE TMF Grant in the amount of \$570,900 for further verification of suspected or “likely lead” water service lines. This grant will help us identify locations for potential new lead service line location projects as well as help us educate our residents through outreach and education. Hubbell, Roth, and Clark “HRC” has prepared a proposal in the amount of \$242,000 to assist us with administering this program.

Summary

- HRC will assist in both interior and exterior service line verification work including all grant status updates and reimbursement requests.
- HRC will create an online platform for residents to check their “known or presumed” service material type. This online platform will also allow residents to self-report their interior water service line material. A sample of this can be found here [City of Ferndale Water Service Line Material Public Viewer \(arcgis.com\)](#)
- HRC will reviews the data and make recommendations for future Lead Service Line Replacement and Capital Improvement Plan Updates.
- HRC will assist in the research and application of future funding opportunities based on this data
- HRC will assist with the creation and distribution with the EGLE required informational packets that are required to be sent to residents with and water services in the “known or presumed lead” or the “Unknown” categories.

Recommendation

It is my recommendation that City Council approved the proposal from HRC for TMF Grant Assistance in the not to exceed amount of \$242,000.



September 24, 2024

City of Berkley
3238 Bacon Avenue
Berkley, MI 48072-1100

Attn: Shawn Young, Director of Public Works

Re: Proposal for Professional Engineering Services
TMF Support for Lead Line Replacement Grant Administration

HRC Job No. 20240280

Dear Mr. Young:

Thank you for the opportunity to submit a proposal for professional engineering services to assist you with developing and administering the City's Technical, Managerial, and Financial (TMF) Support for Lead Line Replacement Grant. We propose to complete this work in accordance with our current Agreement for Professional Engineering Services. Our understanding of the work and scope of services is based on the TMF Grant application and work plan that our office helped prepare for the City in January 2024 and our continued support of the City's water system operations.

The City has applied for and was selected to receive a **\$570,900** TMF Grant for verification of suspected or likely lead service lines, to help identify locations, plan, and educate for lead service line replacement programs. The work eligible under the TMF grant includes suspected or likely lead water service line verifications, lead service line replacement project planning document development, and lead service line replacement outreach and education. A more detailed description of the scope of services is as follows:

Scope of Services

1. Lead Service Line Material Verification

According to the EPA's proposed Lead and Copper Rule Improvement (LCRI), the City is required to replace all lead service lines by 2037. This is an acceleration of the timeline previously put forward by the State of Michigan Department of Environment, Great Lakes and Energy (EGLE) which required all lead service lines to be replaced in 20 years. HRC is currently assisting the City with completing their minimum service line materials verification (MSLMV) and will continue with developing the Complete Distribution System Materials Inventory (CDSMI). The TMF grant will provide resources to verify the service line material at locations where lead is likely or suspected in the CDSMI, but not yet confirmed.

Our proposal includes the following assistance of the City's lead service line material verifications:

- ≡ Exterior service line verifications –
 - HRC will develop a bid package (specifications) for service line verifications for acquiring a competitively bid Contractor (as required by the TMF Grant).
 - HRC will provide field observation staff to witness each exterior service line verification and document each exterior service line material with photos in a format to include in the City's GIS database. We will also distribute lead notification materials to each residence where lead is found. HRC will also update the City's water service line material database with verification records.
- ≡ Interior service line verification – HRC will develop a resident service line self-reporting tool on the City's ArcGIS Online account and provide information to residents in targeted areas to encourage use of the self-reporting tool. After residents submit information, we will review the data to verify the service line determination by the photos provided and communicate with residents to provide additional information as needed.
- ≡ Grant Management – HRC will submit quarterly status updates and reimbursement requests to EGLE for the duration of the grant. In addition, upon completion of the project, a brief report summarizing the work will be submitted to EGLE, as required under the grant.

2. LSLR Project Planning Document Development

HRC will develop planning documents to further service line verification efforts, following the information obtained through the proposed verification effort. HRC will perform the following activities:

- ≡ Capital Improvement Planning for LSLR – HRC will review the existing data to develop/update capital improvement plans for future lead service line replacement. This will include activities such as reviewing and analyzing updated known lead areas, identifying the number of lead service line replacements to complete each year, and updating overall capital improvement plans.
- ≡ DWSRF (or alternative funding) Application Development – HRC will research, investigate and secure opportunities for and apply for funding, such as Drinking Water State Revolving Fund (DWSRF) or other financial assistance programs which may become available for lead service line replacements. Activities will include developing project plans or other application materials necessary, public meetings, engineering economic analysis, and construction cost estimates.

3. LSLR Outreach/Education

HRC will assist with outreach to and education for the City Water System customers to support lead service line replacements and verifications stemming from the verifications completed with the TMF Grant. This will include the following activities:

- ≡ Develop and Distribute Information for Found Lead and LSLR – HRC will revise and update public information packets based on recent experience and new EGLE and EPA Lead and Copper Rule Improvement (LCRI) requirements, such as disturbance requirements, foreign language notification requirements, annual notification, etc. Information developed and distributed may also include instructions and education on sampling, aerator cleaning, flushing, and participation in replacement programs.
- ≡ Develop and Distribute Information for Lead Awareness and Material Verification – HRC will develop information for customers with unknown suspected lead service lines to promote awareness of best practices and of the tools developed for resident self-reporting of service line materials. This task also includes preparing and mailing information to residents targeted for additional lead awareness materials.

An estimate of hours and associated fees for this task are detailed in the attached Table 1. As shown, the total proposed cost for the planning, administration, coordination and reporting necessary to complete these tasks through September 15, 2026, is **\$242,000** which will not be exceeded without prior authorization. The full amount of the proposed cost is considered Grant eligible.

Other Grant Associated Costs (Not included in this Proposal)

Other costs associated (not included in the above amounts) with the TMF Grant are noted below for reference:

1. HRC was previously approved for the Grant Application work which is considered Grant eligible and is fully reimbursable. The cost allocated in the Grant to that service is estimated at \$4,940.
2. The Contractor Costs for doing the exterior verifications is also considered Grant eligible and is fully reimbursable. The cost allocated in the Grant to that service is estimated at \$326,960.



Thank you for the opportunity to submit this proposal. We look forward to working with City on this project. If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

Roland Alix, P.E.
Vice President

Nicole Selais
Project Engineer

NRS/
Attachment
Enclosure
pc: HRC; File

Accepted By: City of Berkley

Signature: _____

Written Name: _____

Title: _____

Dated: _____

CITY OF BERKLEY
PROFESSIONAL ENGINEERING SERVICES FOR
PROGRAM MANAGEMENT SERVICES FOR SERVICE LINE MATERIALS INVESTIGATION

TABLE 1
ESTIMATED HOURS AND FEES

9/17/2024

HRC Job Number

20240280

Task Description	Rate Classification & Estimated Hours					Total Hours	Estimated Fees
	Associate/ Managing Engineer	Staff Engineer	GIS Analyst	Field Rep	Support		
	\$ 175.00	\$ 134.00	\$ 120.00	\$ 90.00	\$ 80.00		
1 Lead Service Line Verifications							
B. Exterior Service Line Verifications							
1 Plans and specifications for Verification Contract	4	45			12	61	\$ 7,690
2 Data Collection	-	29	19	380	-	428	\$ 40,300
C. Interior Service Line Verifications							
1 Develop webpage for resident SL reporting	3	10	30	-	-	43	\$ 5,470
2 Provide info on self-reporting tool	-	24	15	-	279	318	\$ 27,310
3 Review data submitted	5	163	65	-	-	233	\$ 30,450
4 Request additional resident information	5	127	20	-	-	151	\$ 20,200
D. Grant Management	23	52	10	-	5	90	\$ 12,600
2 LSLR Project Planning Document Development Cost							
A. Capital Improvement Planning for LSLR	17	91	50	-	-	158	\$ 21,190
B. DWSRF (or alternative funding) Application Development	8	69	23	-	11	111	\$ 14,290
3 LSLR Outreach/Education Costs							
A. Develop and distribute information for found lead and LSLR	5	35	14	-	11	65	\$ 8,130
B. Develop and distribute information for LSL awareness and participation	6	75	53	-	186	320	\$ 32,370
PROJECT TOTAL	75	719	299	380	504	1,978	\$ 220,000

ESTIMATED FEE SUMMARY

Other Associated Fee Mailers - Task 1.C.2 \$ 13,260
 Mailers - Task 3.B. \$ 8,160

TOTAL ESTIMATED FEE \$ 242,000



October 21, 2024 City Council Meeting

Moved by Councilmember _____ and seconded by Councilmember
_____ to discuss the Boards and Commissions policy and procedures.

Ayes:

Nays:

Motion: