



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Date: November 15, 2021



To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager
Robert C. Maleszyk, Chief Financial Officer
Lisa Burnham, Controller
Kurt Bovensiepe, Public Works Director
Brian Varney, Fleet Operations Manager
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 5: Approval to Expend Budgeted Funds – Fuel Island Renovations – Department of Public Works and City Hall Locations

History

- The City's on-site fueling facilities are critical to our daily operations and emergency response and are used daily by the City's fleet.
- The fuel islands at the Department of Public Works were constructed in 1974 and the City Hall fuel island was constructed in 1979.
- The two (2) 12,000-gallon fuel tanks at the DPW and the one (1) 12,000-gallon tank at City Hall have reached their end of life cycle and must be replaced.
- Replacement of these fuel facilities will ensure dependable storage, delivery and management for the City's fleet for the next generation.
- The City has engaged OHM Advisors (OHM) of Livonia, MI, which is one of the City's professional service engineering firms, to complete the design and necessary engineering documents for the fuel island renovations. It is anticipated that the design will take place in 2022 and the project to be bid and installed in 2023.

Purchasing

The current contract with OHM Advisors (OHM) was adopted by City Council in 2017 for engineering and design services (Resolution #2017-06-105-J-4a). Under the current contract pricing, OHM proposes a fee of \$153,000.00 per the attached detailed proposal.

Financial

Funds are budgeted and available in the Public Works Capital Fund under Project Number 2022C0101 for the 2022 fiscal year. Expenditures will be charged to account number 661.549.565.7975.900.

Recommendation

City Management recommends granting the authority to expend budgeted capital funds to *OHM Advisors (OHM) of Livonia, MI*, which is one of the City's professional service engineering firms (Resolution #2017-06-105-J-4a), for the design of fuel island renovations at the Department of Public Works and City Hall locations for a total estimated cost of \$153,000.00.

November 5, 2021

Mr. Brian Varney
City of Troy
Fleet Operations Manager
4693 Rochester Rd.
Troy, MI 48085

RE: Proposal for Professional Design Services
Fuel Island Replacement Project

Dear Mr. Varney:

Thank you for the opportunity to submit this proposal for professional design services for the fuel island replacements project at the Department of Public Works Facility and Civic Center. We have prepared this letter proposal based on the information provided and discussions with you and other City of Troy (Troy) staff on September 27, 2021. This letter presents our understanding of the project and proposed scope of services, time schedule, fee, and Terms and Conditions.

PROJECT UNDERSTANDING

Troy desires to replace the current underground fuel storage tanks (USTs) and dispensing islands with above ground storage tanks (ASTs) and new dispensers, canopy, and associated controls/infrastructure. Replacement of the USTs is desired because the systems are aging. ASTs are preferred as it eliminates the need to meet UST Operator Training requirements. Troy has \$1.5M programmed in their capital budget for construction of both islands.

The department of public works facility design is to provide two islands, with each island contain 1 dispenser for unleaded and 1 for diesel – with 2 hoses each per dispenser. Additionally, both islands are to have diesel exhaust fluid (DEF) in proximity to the diesel. Two 12,000-gallon above ground storage tanks, one diesel and one unleaded, will service the islands. This sizing is consistent with current UST sizing and Troy expects it will suit future demands. A 1,000-gallon underground storage tank will be provided for DEF per Troy's expected consumption rate. A standby generator will be included and be run by natural gas. Troy desires for the generator to be located to the west of the 4695 Building. A canopy is to be provided to cover both islands (estimated 25'x50'x15' High). The final location of the islands will need to take into consideration a functional dispensing island during construction of the new facility, vehicle circulation to allow access for up to 4 vehicles to fuel at any given time, and take into existing site condition improvements needed. Current island design limits access to one of the lanes. These aspects will be evaluated for consideration during the feasibility and concept phase.

The police station design is to provide a single island with 2 dispensers for unleaded and canopy coverage. A single 12,000 gallon above ground storage tank is to be provided.

Both fueling islands will need to integrate with the current card readers and fueling system. The current card reader is an EJ Ward system – located at each fueling terminal and consists of HID Cards/readers in vehicles. This system will be re-used with the new dispensing islands. The fleet fuel management system is a Veeder-Root TLS-350 system. Troy seeks to upgrade to a TLS-450 system. The new equipment will need to tie into existing system.



SCOPE OF SERVICES

With this understanding, our proposed scope of design services for this project are as follows:

Task 1: Schematic Design Phase

Working closely with Troy, we will develop up to three (3) initial concepts for locations of the ASTs and islands. This initial review will consider tank setback and clearance requirements, vehicular turning and access studies, and impact to site conditions (ie fencing, structures, utilities). One dispensing system shall be selected as a basis of design for the project.

Concept design will be completed through the following tasks:

Kickoff Meeting (Design Meeting 1 – Completed September 27, 2021)

Initial meeting to review project goals, initial data gather and review existing conditions.

Design Meeting 2

Design meeting review project conditions with design team. Review of existing information provided by City and initial findings by design team of initial information to be reviewed. (ie AST information, required clearances, and overall processes for project implementation). Discussion of additional system detail needs or operational criteria to be reviewed for development of Basis of design document and operational narratives for system. Existing equipment and operation systems to be further investigated.

Design Meeting 3

Design meeting to review initial site plan layout studies incorporating vehicle access to islands, initial locations for possible AST locations, and required clearances noted to structures. Discussion of additional system detail needs or operational criteria to be reviewed for development of Basis of design document and operational narratives for system.

Design Meeting 4

Design meeting to review final schematic layout and basis of design document. An opinion of probable construction cost to be developed for selected schematic layout.

Task 1 Deliverables

- Meeting Minutes
- Schematic Design Package including
 - Site plan defining scope of work, AST and required clearances, island/canopy locations, and associated utility needs. Additional pavement work to be identified depending on final location of islands and squaring off parking lot/fencing to be included.
 - Fuel Island Schematic floor plans and Canopy Elevations
 - Vehicle circulation and access studies
 - Basis of design and operational narratives for system.
- Opinion of Probable Construction Cost

Task 2: Survey

- Topography will be provided within the project areas as noted in attached drawing and within the surrounding right of way. This includes:
 - Existing features visible without excavation will be obtained within the limits of the survey. Utility structures within the survey area will be inventoried, where visually observed from grade. Rim elevations, pipe size and invert elevation will be provided for sanitary and storm structures.
 - Existing utilities will be added to the survey based on Owner-provided utility maps and record drawings. A third-party locations service for underground utilities for on-site electrical, fuel piping, conduits, etc. can



be utilized if needed, however not included in this scope.

Task 3: Design Documents

During this task, OHM will work closely with the Owner to develop and finalize the design for bidding and construction. Design Documents to be based on a delegated design fuel tank system, with drawing and specification criteria developed from basis of design information gathered from Task 1.

Construction Documentation (Design Meeting 4)

Using feedback from Troy, our team will finalize construction documents and review documents during design meeting 4. During this meeting we will review decommission and commissioning of new tanks requirements to provide specifications to be included in final bid package. This will include the following scope:

- ▼ General
 - Existing Conditions Plan
- ▼ Civil Design
 - Soil Erosion and Sedimentation Plan
 - Site Layout and Materials
 - Site Grading
 - Site Utilities
 - Site Details
- ▼ Fuel Island/Tank Design
 - Fuel island plan layout and associated details
 - Foundation plans and details
 - Island Canopy elevations and coverage requirements – Design of canopy to be delegated design.
 - Suppression system performance specification – Suppression system to be delegated design.
 - Tank layouts and associated details
 - Electrical branch circuits to equipment will be detailed.
 - Control cables and raceways will be detailed between equipment based on the “basis of design” system.
 - Canopy lighting will be designed and detailed for the two islands.
 - Control diagrams
 - A standby generator will be sized and the electrical distribution system will be designed for the generator to provide standby power to the DPW island.
 - The electrical distribution system will be reviewed at the police station and modifications will be designed as necessary so that the generator provides backup power to the fuel island.
- ▼ Technical Specifications

100% Construction Documents

We will finalize the drawing set and project manual in accordance with Troy’s comments to the level of detail necessary for construction. We assume one round of written comments will be provided.

Task 2 Deliverables and Meetings

- ▼ 95% completion submittal and progress meetings
- ▼ Provide permit package (100% stamped) for submittal to City for plan review and LARA, Storage tank division;

Task 3: Bidding Assistance

OHM will provide the following during this phase:

- ▼ Assist Troy with development of bid package for public posting
- ▼ Attendance of Pre-bid meeting



- ▶ Response to one round of Contractor RFIs during bidding
- ▶ Issuance of up to one Addendum for items requiring clarification
- ▶ Assist City with review of proposals and recommendation.

COMPENSATION & SCHEDULE

OHM Advisors will perform the outlined services above based on hourly basis, in accordance with our current contract with the City. The following are the estimated costs for the project:

TASK	FEE	SCHEDULE
Task 1: Schematic Design	\$ 39,000	12 Weeks
Task 2: Survey	\$17,000	3 Weeks
Task 3: Design Documentation	\$ 90,000	8 Weeks
Task 4: Bidding Assistance	\$7,000	5 Weeks
TOTAL	\$ 153,000	25 Weeks

Potential schedule related items that may impact task durations are as follows:

- Client review times
- Permit/regulator review times (if applicable)

Notes:

1. Fees were determined based on the noted assumptions. Execution of this proposal via Contract issuance confirms those assumptions.
2. The cost associated with each task assumes full authorization and execution of Tasks 1-4.
3. Items under the Additional Services will only be performed upon receiving written authorization from Troy.
4. The task fee breakdown represents our best estimate and the total fee will be the cost basis for the services proposed.
5. Task 2: Survey, to be concurrent with Task 1 or 2 once concepts finalized.

ASSUMPTIONS, EXCLUSIONS & OWNER RESPONSIBILITIES

OHM Advisors is prepared to complete the work as outlined above per our understanding of the project, which includes the following assumptions, exclusions and identified Owner responsibilities.

- ▶ Any additional reviews/processes that might be required not specifically noted in this proposal.
- ▶ Construction phase professional services are not included in this proposal, including but not limited to, administration or oversight of installation of new USTs and sampling/reporting for UST removal.
- ▶ Fire suppression is assumed to be by hand extinguishers (only) that will be specified and noted on our drawing set.
- ▶ Existing USTs are assumed to be registered and up-to-date on fees.
- ▶ Owner Division 0 requirements will be utilized for front end contract, OHM to provide Division 1 requirements.
- ▶ Design meetings to be assumed 2 hours and will include Project Manager and Civil and MEP technical leads.
- ▶ The existing generator at the police station is assumed to be able serve the additional load of the proposed island.
- ▶ No changes to site lighting are required.
- ▶ No environmental testing of areas surrounding the USTs are included.
- ▶ No civil design for the removal of any contaminated soil or restoration design is included in this proposal
- ▶ Owner to provide existing site utility information.

ADDITIONAL SERVICES (EXCLUDED FROM PROPOSAL)

- ▶ Modification or development of Spill Pollution Control and Countermeasure Plan (SPCC), Pollution Incident Prevention Plan (PIPP), and or MS4 permit



- Re-bidding, bid extension.
- Additional drawings, renderings, or exhibits, schedule extension beyond listed task duration, additional or repeated deliverables beyond what is listed and described above.
- Environmental Testing and Abatement
- Planning/Zoning review meetings
- Title search.
- Re-design work including but not limited to additional design plans and details, re-issue of bid drawings or specifications requested by the owner for changes in the scope.
- Additional regulatory submittals or coordination
- Additional meetings or coordination (billed hourly)
- GIS data collection, interpretation, and/or delivery

ACCEPTANCE

Work will be done in accordance with the terms and conditions of the current Continuing Services Agreement between OHM and Troy. If this proposal is acceptable to you, please sign below and return this complete proposal to us via email.

Thank you for giving us the opportunity to be of service. We look forward to working with you on this project. This proposal is valid for 60 days from the date of this letter.

Sincerely,
OHM Advisors
(CONSULTANT)

Christopher Ozog, AIA, Project Manager
(name - title)

November 5, 2021
(date)

Acceptance:
City of Troy
(CLIENT and OWNER)

(signature)

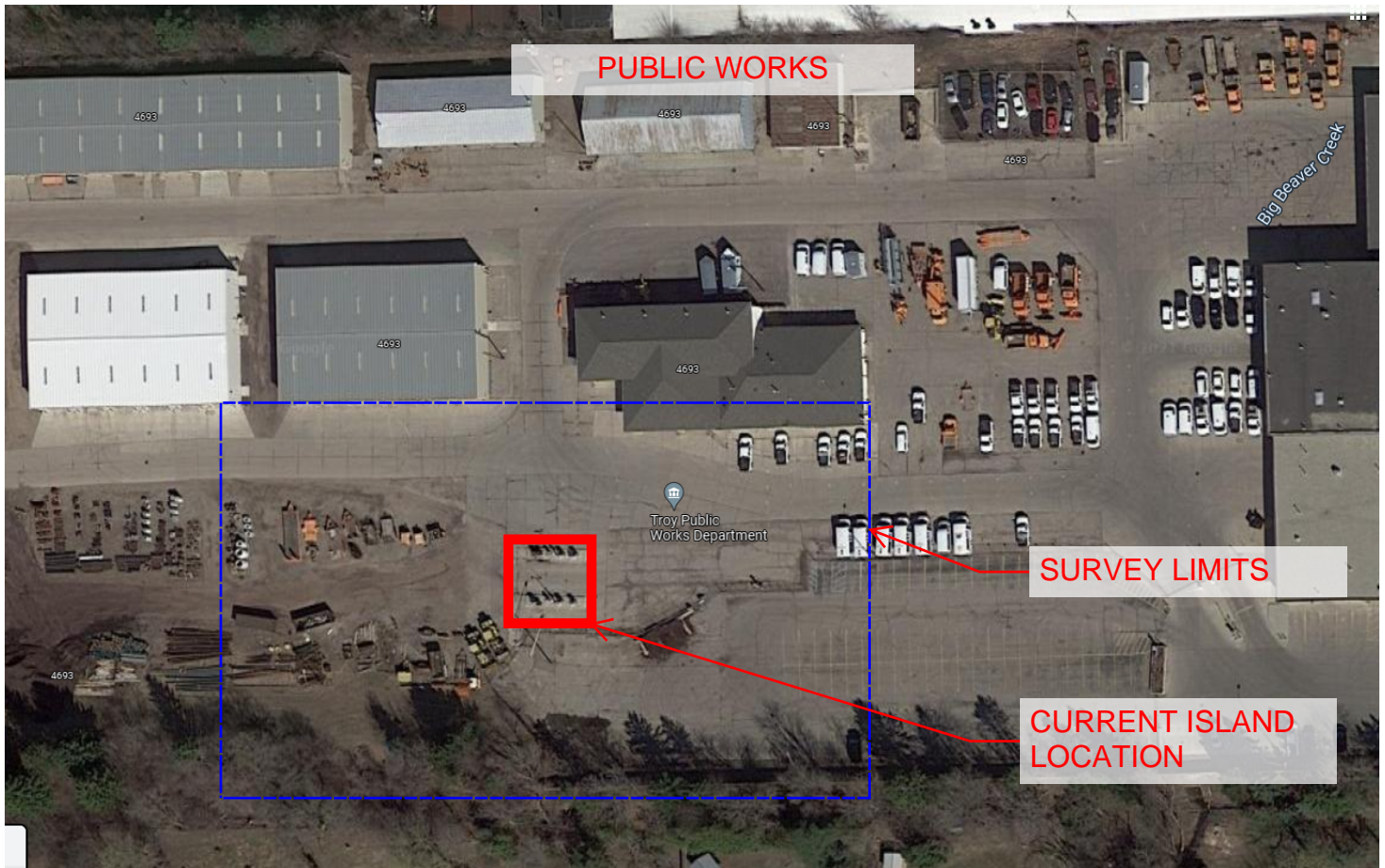
(name - title)

(date)

Cc: Rhett Gronevelt, Principal, OHM Advisors

Encl: SiteLocations.PDF

SITE LOCATIONS



FUEL ISLAND REPLACEMENT PROJECT - EXISTING LOCATIONS
INDICATED SURVEY LIMITS TO BE CONFIRMED ONCE CONCEPT PLAN FINALIZED