




500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

Date: August 15, 2022 

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Robert C. Maleszyk, Chief Financial Officer  
Dee Ann Irby, Controller  
Kurt Bovensiepe, Public Works Director  
Peter Hullinger, Fire Chief  
Shawn Hugg, Deputy Fire Chief  
Dennis Trantham, Facilities and Grounds Operations Manager  
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 5 – Approval to Expend Budgeted Funds -  
Fire Station 2 Roof Ventilation Repair Assessment and Design Services

---

### **History**

- The original Fire Station #2 was constructed in 1977.
- In 1993 Fire Station 2 was renovated and additions added to the north and south side along with a conversion from a flat roof to the gabled roof that exists today.
- City Council authorized replacement of the roof at Fire Station 2 on August 24, 2020 (Resolution #2020-08-119-J-4e). At that time, efforts were made to improve the ventilation of the attic space to reduce or eliminate the heat loss through the attic space.
- The Winter of 2021 revealed there were still ice damming issues at Fire Station 2 that would require investigation by an engineer to address design issues that stem from the renovation that occurred during the 1993 renovation and expansion project.

### **Purchasing**

The current contract for engineering and design services with OHM Advisors was renewed by City Council on May 23, 2022 (Resolution #2022-05-071-J-4b). Under the current contract pricing, OHM proposes a repair assessment fee of \$1,500 and design services fee of \$9,000 per the attached proposals.

### **Financial**

Funds are budgeted and available in the Fire Capital Fund under Project Number 2023C0024 for the 2023 fiscal year. Expenditures will be charged to account number 401.336.344.7975.060.

### **Recommendation**

City Management recommends granting the authority to expend budgeted funds to *OHM Advisors, of Livonia, MI*, for Fire Station 2 Roof Ventilation Repair Assessment and Design Services for an estimated cost of \$10,500.

July 6, 2022

Mr. Dennis Trantham  
City of Troy  
Facilities and Grounds Operations Manager  
4693 Rochester Rd.  
Troy, MI 48085

RE: Proposal for Professional Services  
Fire Station #2 – Roof Ventilation Assessment

Dear Mr. Trantham:

Thank you for the opportunity to submit this proposal for assessment of the Fire Station #2, roof ventilation and associated ice dam issues. This letter presents our understanding of the project and proposed scope of services, time schedule, fee, and Standard Terms and Conditions.

### **PROJECT UNDERSTANDING**

Fire Station #2 has had issues with Ice Damming. The City is looking to provide corrective measures to remediate this issue. The original building had a flat roof, and has had an insulated attic space added as part of a previous building improvement project. Some areas have had heat trace applied to the roof to provide some relief to ice damming.

### **SCOPE OF SERVICES**

Our Scope of Services for this work will be completed as one task:

#### **TASK 1: Condition Assessment**

We will review existing information such as original design documents or other information made available to the design team. With initial information gathered, our team will walk the facility and provide a visual evaluation of the condition of the building, including walkthrough of accessible roof attic spaces. As part of this walkthrough, OHM will meet with City staff to identify and discuss any past and current issues.

#### **Assessment Report**

Based on information gathered during the walk-through and existing information provided, OHM Advisors will provide a report on findings and recommendations.

### **COMPENSATION AND SCHEDULE**

OHM Advisors will perform the outlined services above based for a lump-sum fee of \$1,500, in accordance with our current contract with the City. OHM is able to begin work upon written authorization by the client with an estimated project schedule of 4 weeks.

No reimbursable expenses are expected or included in the fee. Neither the fee nor the schedule reflects unforeseen conditions that may arise. If unforeseen conditions are determined OHM will immediately notify owner if there is an impact to our fee.



### 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.

- OHM Advisors point of contact for this project is Dennis Trantham
- Detailed analyses, testing (destructive or otherwise) or perform system calculations (be it structural, mechanical, plumbing or otherwise) are not included in scope. Opinions and conclusions are based solely upon on visual observations and, as such, should be considered preliminary. The Owner must have these opinions and conclusions verified by detailed analysis where necessary. No warranty, either express or implied, is made or intended.

### ACCEPTANCE

Work will be done in accordance with the terms and conditions of the Continuing Services Agreement between OHM and the City. If this proposal is acceptable to you, please provide signature below or e-mail confirming us to proceed on the project.

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 30 days from the date of this letter.

**Orchard, Hiltz, & McCliment, Inc.**  
CONSULTANT

  
\_\_\_\_\_  
(Signature)

Christopher Ozog  
\_\_\_\_\_  
(Name)

Project Architect  
\_\_\_\_\_  
(Title)

July 6, 2022  
\_\_\_\_\_  
(Date)

Cc: Rhett Gronevelt

**City of Troy**  
OWNER

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

August 2, 2022

Mr. Dennis Trantham  
City of Troy  
Facilities and Grounds Operations Manager  
4693 Rochester Rd.  
Troy, MI 48085

RE: Proposal for Professional Services  
Fire Station #2 – Roof Ventilation Repairs

Dear Mr. Trantham:

Thank you for the opportunity to submit this proposal for design services for repairs at Fire Station #2. This letter presents our understanding of the project and proposed scope of services, time schedule, fee, and Standard Terms and Conditions.

### **PROJECT UNDERSTANDING**

The project work consists of construction documents for work identified as part of assessment of current conditions, including:

- Replace existing soffit panels to increase free area at perimeter.
- Remove apparatus bay gypsum board at East/West end and provide necessary air space per original design.
- Enclose, where possible, end gables to provide more balanced ventilation. Existing mechanical exhaust should be reviewed further.
- Seal gaps in existing gypsum board joints or roof deck at underside of roof.
- Insulate mechanical ductwork.

### **SCOPE OF SERVICES**

Our Scope of Services for this work will be completed as two tasks:

#### **TASK 1: Construction documents**

During this task, the assessment report sketches will be advanced to construction documents. Building plans and associated details will be developed to identify scope of work. Technical specifications will be developed and included on the drawing set. Attend one owner review meeting to review final scope of work and details.

#### **TASK 2: Bid Assist**

- ▶ Assist with City of Troy to develop bid package for distribution.
- ▶ Conduct pre-bid meeting.
- ▶ Manage RFI's and Addendum development during bidding.
- ▶ Respond to field contractor questions in writing during the bidding process.
- ▶ Assist City with review of proposals and recommendation.

### **COMPENSATION AND SCHEDULE**

OHM Advisors will perform the outlined services above based for a lump-sum fee of \$9,000, in accordance with our current contract with the City. OHM is able to begin work upon written authorization by the client with an



estimated project schedule of 4 weeks.

No reimbursable expenses are expected or included in the fee. Neither the fee nor the schedule reflects unforeseen conditions that may arise. If unforeseen conditions are determined OHM will immediately notify owner if there is an impact to our fee.

### **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.

- ▼ OHM Advisors point of contact for this project is Dennis Trantham
- ▼ Any additional reviews/meetings that might be required not specifically noted in this proposal will be billed on an hourly basis.
- ▼ Construction phase professional services are not included in this proposal.

### **ACCEPTANCE**

Work will be done in accordance with the terms and conditions of the Continuing Services Agreement between OHM and the City. If this proposal is acceptable to you, please provide signature below or e-mail confirming us to proceed on the project.

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 30 days from the date of this letter.

**Orchard, Hiltz, & McCliment, Inc.**  
CONSULTANT

  
\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Christopher Ozog  
(Name)

\_\_\_\_\_  
Project Architect  
(Title)

\_\_\_\_\_  
August 2, 2022  
(Date)

Cc: Rhett Gronevelt

**City of Troy**  
OWNER

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)