

City of Flint, Michigan

*Third Floor, City Hall
1101 S. Saginaw Street
Flint, Michigan 48502
www.cityofflint.com*



Meeting Agenda - Final

Wednesday, January 5, 2022

5:00 PM

Council Chambers

FINANCE COMMITTEE

*Tonya Burns, Chairperson, Ward 6
Judy Priestley, Vice Chairperson, Ward 4*

*Eric Mays, Ward 1
Quincy Murphy, Ward 3
Allie Herkenroder, Ward 7*

*Ladel Lewis, Ward 2
Jerri Winfrey-Carter, Ward 5
Dennis Pfeiffer, Ward 8*

Eva Worthing, Ward 9

Inez M. Brown, City Clerk

Davina Donahue, Deputy City Clerk

ROLL CALL

READING OF DISORDERLY PERSONS CITY CODE SUBSECTION

Section 31-10, Disorderly Conduct, Assault and Battery, and Disorderly Persons, and will be subject to arrest for a misdemeanor. Any person who prevents the peaceful and orderly conduct of any meeting will be given one warning. If they persist in disrupting the meeting, that individual will be subject to arrest. Violators shall be removed from meetings.

PUBLIC SPEAKING

Per the amended Rules Governing Meetings of the Council (as adopted by the City Council on Monday, June 12, 2017), two (2) minutes per speaker. Only one speaking opportunity per speaker.

COUNCIL RESPONSE

Per the amended Rules Governing Meetings of the Council (as adopted by the City Council on Monday, June 12, 2017), Councilpersons may respond to any public speaker, but only one response and only when all public speakers have been heard. Individual council response is limited to two minutes.

SPECIAL ORDERS

210278 Special Order/Flint Water Crisis Criminal Cases/Former Special Prosecutor Todd Flood

A Special Order as requested by Councilperson Mays to discuss Flint water crisis criminal cases with Former Special Prosecutor Todd Flood.

RESOLUTIONS

210540 Contractual Agreement/Ernst & Young/Management Services/American Rescue Act Plan (ARPA) Funds

Resolution resolving that the appropriate city officials, upon City Council's approval, are hereby authorized to do all things necessary to enter into and manage a contractual agreement with Ernst & Young for management services for the city's American Rescue Act Plan (ARPA) funds, including but not limited to compliance and implementation, in an amount NOT-TO-EXCEED \$3,994,074.00 for FY2022 through FY2027 [FUSDT-CSLFRF Professional Services Acct. No. 287-171.716-801.000.]

210575 Three-Year Contract Extension/Innovative Software Services, Inc./Income Tax Services

Resolution resolving that the appropriate city officials, upon City Council's approval, are authorized to do all things necessary to extend the contract with Innovative Software Services, Inc. for income tax processing, collection of income taxes, account reconciliation, compliance programs and issuance of refund checks for the City of Flint in an amount NOT-TO-EXCEED \$611,287.00 for FY2022, \$672,415.98 for FY2023, and \$739,657.58 for FY2024, pending adoption of each year's bud-

get, as requested by Customer Service.

210580 CO#1/Contract/Sorensen Gross Construction Co./Dort Pump Station Rehabilitation

Resolution resolving that the appropriate city officials, upon City Council's approval, are authorized to do all things necessary to enter into change order #1 with Sorensen Gross Construction Co. for the Dort Pump Station rehabilitation, in an amount NOT-TO-EXCEED \$420,547.47, and a total contract amount NOT-TO-EXCEED \$4,069,944.47 as requested by DPW [Water Infrastructure Improvements for the Nation (WIIN) Fund Acct. No. 496-552.000-801.076].

210581 Contract/Spalding DeDecker/Construction Engineering Services/Miller Road Rehabilitation

Resolution resolving that the appropriate city officials, upon City Council's approval, are to do all things necessary to enter into a contract with Spalding DeDecker for construction engineering services for the Miller Road rehabilitation [from Hammerburg Road to Ballenger Highway], in an amount NOT-TO-EXCEED \$276,591.00, as requested by Transportation [Major Street Fund Acct. No. 202-441.702-801.000.]

220000 Change Order No. 1/Badger Meter/AMI Water Meters/System Upgrades

Resolution authorizing the Division of Purchases and Supplies, upon City Council's approval, to issue Change Order No. 1 to the purchase order to Badger Meters, for the purchase and service of water meter replacements, as requested by the Water Service Center, in an amount NOT-TO-EXCEED \$182,856.30 [Water Infrastructure Improvements for the Nation (WIIN) Grant Fund Acct. No. 496-556.000-801.050.]

OUTSTANDING DISCUSSION ITEMS

210563 Discussion Item/Ordinance No. 210495/Service Charge in Lieu of Taxes/901 Flats Limited Dividend Housing Association, LLC

A Discussion Item as requested by Councilperson Mays: re, he would like to discuss Ordinance No. 210495 a Service Charge in Lieu of Taxes for 901 Flats Limited Dividend Housing Association, LLC. [Referral Action Date: 11/15/2021 @ City Council Meeting.]

ADJOURNMENT



RESOLUTION NO.: 210540

PRESENTED: NOV - 3 2021

ADOPTED: _____

PROPOSAL# 22-512

BY THE CITY ADMINISTRATOR:

RESOLUTION TO ERNST & YOUNG FOR MANAGEMENT OF THE ARPA FUNDS

The City of Flint Department of Purchases & Supplies solicited proposals for the American Rescue Plan Act Coronavirus Local Fiscal Recovery Funds as requested by the Finance Department in 2021. After thorough review of the eight proposals received by the Finance and Economic Development teams, the Finance team recommends awarding the contract for compliance and implementation of the ARPA funds to Ernst & Young. The contract with Ernst & Young would not exceed \$3,994,074 for FY2022 to FY2027.

The ARPA CLFRF grant budget was adopted with resolution 210280 for \$94,726,664. Per the US Treasury, "funds used in a manner consistent with the Interim Final Rule while the Interim Final Rule is effective will not be subject to recoupment."

This contract will use grant code FUSDT-CSLFRF and account 287-171.716-801.000 Professional Services.

Year	Amount
Year 1	\$ 1,150,650
Year 2	884,380
Year 3	738,025
Year 4	627,494
Year 5	593,525
Aggregate Total	\$3,994,074

IT IS RESOLVED, that the appropriate City officials are hereby authorized to do all things necessary to enter into and manage a contractual agreement with Ernst & Young for management services for the City's ARPA funds, including but not limited to compliance and implementation, in the amount not-to-exceed \$3,994,074.00 for the FY2022 to FY2027.

APPROVED AS TO FORM:

Angela Wheeler
Angela Wheeler (Oct 27, 2021 15:21 EDT)
Angela Wheeler, Chief Legal Officer

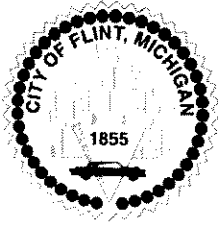
APPROVED AS TO FINANCE:

Robert J. F. Widigan
Robert Widigan, Interim Chief Financial Officer

FOR THE CITY OF FLINT:

CLYDE D EDWARDS
CLYDE D EDWARDS (Oct 27, 2021 17:08 EDT)
Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:



RESOLUTION NO.: _____

PRESENTED: _____

ADOPTED: _____

APPROVED AS TO PURCHASING:

Lauren Rowley

Lauren Rowley, Purchasing Manager



CITY OF FLINT

STAFF REVIEW FORM

TODAY'S DATE: 10/26/2021

PREPARED BY: Vickie Foster, Dept. of Finance

AGENDA ITEM TITLE: Management of ARPA Funds

VENDOR NAME: Ernst & Young

BACKGROUND/SUMMARY OF PROPOSED ACTION:

After thorough review of the eight proposals received for RFP22-512, the Finance team recommends awarding the contract for compliance and implementation of the ARPA funds to Ernst & Young. The contract with Ernst & Young would not exceed \$3,994,074 for FY2022 to FY2027.

BUDGETED EXPENDITURE? YES

Table with 5 columns: Dept., Name of Account, Account Number, Grant Code, Amount. Row 1: Finance, Professional Services, 287-171.716-801.000, FUSDT-CSLFRF, 3,994,074. Row 2: GRAND TOTAL, 3,994,074.

PRE-ENCUMBERED? YES [] NO [x] REQUISITION NO:

ACCOUNTING APPROVAL: Martita Moffett-Page (Oct 27, 2021 13:37 EDT) Date: Martita Moffet-Page, Grants Administrator

WILL YOUR DEPARTMENT NEED A CONTRACT? YES (see attached)

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal)

Year 1 \$1,150,650 Year 2 \$884,380 Year 3 \$738,025 Year 4 \$627,494 Year 5 \$593,525

STAFF RECOMMENDATION: (PLEASE SELECT): [x] APPROVED [] NOT APPROVED

DEPARTMENTAL APPROVAL: Jennifer Ryan (Oct 27, 2021 11:19 EDT) Date: Jennifer Ryan, Deputy Finance Director



Sheldon A. Neeley
Mayor

CITY OF FLINT Department of Finance

Clyde Edwards
City Administrator

Robert J.F. Widigan
Interim Chief Financial Officer

Jennifer Ryan
Deputy Finance Director

MEMORANDUM

TO: Lauren Rowley
Purchasing Manager

FROM: Robert J.F. Widigan
Interim Chief Financial Officer

DATE: October 21, 2021

SUBJECT: Management of American Rescue Plan Act (ARPA) Funds – Proposal #22000512

The proposals received for RFP #22-512 were reviewed and discussed with Jennifer Ryan, Lottie Ferguson, Khalfani Stephens, Martita Moffett-Page, and Robert J.F. Widigan. Below is a summary of the results.

From our original Management of American Rescue Plan Act (ARPA) Funds RFP, we received eight (8) proposals (attached is a summary of all eight responses, titled "Flint ARPA Proposal Summary - FINAL"). The (8) proposal were from the following firms:

1. Witt O'Brien's, LLC - Washington, DC
2. Accutrak Consulting and Accounting Services PLLC - Chesterfield, MI
3. Ernst & Young LLP - Detroit, MI
4. Montgomery & Company, PLLC - Southfield, MI
5. MGT of America Consulting, LLC - Tampa, FL
6. Guidehouse, Inc. - Falls Church, VA
7. BLN Emergency Management - Wixom, MI
8. Tidal Basin Government Consulting, LLC - Utica, NY

From those eight (8) proposals, we focused on four (4). They were selected based on all of the following factors: total cost; subcontracting; proximity to Flint, MI or Genesee County, MI; experience working with other Michigan communities; and overall experience managing federal grants.

The four (4) selected were BLN, E&Y, Montgomery, and Tidal Basin. Jenn and I reached out to these companies with the following request:

"We would like to focus on Compliance and Implementation. Could you please provide the following information for both compliance and implementation separately?"

Management Of American Rescue Plan Act (ARPA) Funds – Proposal #22000512 (continued)

- Can you describe how you see your firm defining and handling compliance/implementation?
- Can you refine your estimated cost for compliance/implementation (feel free to break it down by hourly and then a not to exceed rate)?
- Can you provide your estimated time spent on compliance/implementation?
- Can you provide an estimated team size for compliance/implementation?
- Can you describe your estimated presence in Flint and/or City Hall?"

Two of the four firms, E&Y and Montgomery, replied by the deadline of Monday (10/18); one of the four firms, BLN, replied on Tuesday (10/19) at 4:45 PM. These responses are attached.

- The response from BLN Emergency Management did not answer most of the questions sent. They did include a breakdown of their costs, with a lower total than their original proposal.
- The response from Montgomery & Company answered our questions and included a cost breakdown. Their proposed services, though, seem to be focused on project management and training.
- The response from Ernst & Young LLP answered our questions and included a cost breakdown. In addition to project management and training, as offered by Montgomery, E&Y offer a more hands-on approach. E&Y's cost breakdown included more hours and a lower average cost per hour. Additionally, E&Y has more relevant experience and extensive resources. Although we had limited the updated information to implementation and compliance, E&Y includes a leveraging component as part of their engagement; their team includes resources to check for related funding for projects.

Based on our review, we have selected Ernst & Young LLP as the vendor for the Management of ARPA RFP #22-512.



SEALED PROPOSALS RECEIVED IN THE DIVISION OF PURCHASES & SUPPLIES
For Management of American Rescue Plan Act (ARPA) Funds
 Proposal# 22000512
 Approximate Annual Quantities – Not Guaranteed
 Furnish as requested for the period 7/1/21 – 6/30/22

Bidder# 1: Witt O'Brien's, LLC
Washington, DC

Professional Services Estimate \$513,300.00
Travel / On-Site Support \$77,610.00

Bidder# 2: Accutrak Consulting and Accounting Services PLLC
Chesterfield, MI

Proposed Fee

Job Title	Fully Burdened Hourly Rate
Subject Matter Expert	\$250
Project Manager	\$215
Senior Project Analyst	\$185
Project Analyst	\$135
Administrative Support	\$75

Bidder# 3: Ernst & Young LLP
Detroit, MI

Total Cost:

Year 1: \$1,414,500.00

Year 2: \$ 884,380.00

Year 3: \$ 738,025.00

Year 4: \$ 627,494.00

Year 5: \$ 593,525.00

TOTAL: \$4,247,924.00

A SPECIAL NOTE FROM THE PURCHASING DIVISION

Bid results posted are before evaluation team review and award recommendation.



Bidder# 4: Montgomery & Company, PLLC
Southfield, MI

Total Cost:

Year 1: \$ 829,080.00

Year 2: \$ 829,080.00

Year 3: \$ 829,080.00

Year 4: \$ 829,080.00

Year 5: \$ 829,080.00

TOTAL: \$4,145,400.00

Bidder# 5: MGT of America Consulting, LLC
Tampa, FL

Total Cost:

Year 1: \$ 201,916.00

Year 2: \$ 207,292.00

Year 3: \$ 213,436.00

Year 4: \$ 220,540.00

Year 5: \$ 226,492.00

TOTAL: \$1,069,676.00

A SPECIAL NOTE FROM THE PURCHASING DIVISION

Bid results posted are before evaluation team review and award recommendation.



Bidder# 6: Guidehouse, Inc.
Falls Church, VA

Proposed rates are based on a time and materials fee arrangement.

Rate Card Sheet

Team Guidehouse Rate Sheet					
Position	Year 1 Hourly Rate	Year 2 Hourly Rate	Year 3 Hourly Rate	Year 4 Hourly Rate	Year 5 Hourly Rate
Partner/Leader	\$325	\$335	\$345	\$355	\$366
Director	\$295	\$300	\$315	\$324	\$334
Manager	\$235	\$245	\$250	\$258	\$266
Senior Consultant	\$180	\$185	\$190	\$196	\$202
Consultant	\$150	\$155	\$160	\$165	\$170
Recovery Analyst III	\$125	\$130	\$135	\$136	\$143
Recovery Analyst II	\$65	\$70	\$75	\$77	\$79
Recovery Analyst I	\$45	\$50	\$55	\$57	\$59
Analyst	\$35	\$40	\$45	\$46	\$47

Bidder# 7: BLN Emergency Management
Wixom, MI

Total Cost:

Year 1: \$1,836,318.25

Year 2: \$1,737,618.25

Year 3: \$1,745,514.25

Year 4: \$1,479,447.25

Year 5: \$ 765,811.00

TOTAL: \$7,564,709.00

A SPECIAL NOTE FROM THE PURCHASING DIVISION

Bid results posted are before evaluation team review and award recommendation.



**Bidder# 8: Tidal Basin Government Consulting, LLC
Utica, NY**

Total Cost:

Year 1: \$1,255,450.00

Year 2: \$1,282,950.00

Year 3: \$1,282,950.00

Year 4: \$1,282,950.00

Year 5: \$1,282,950.00

TOTAL: \$6,387,250.00

A SPECIAL NOTE FROM THE PURCHASING DIVISION

Bid results posted are before evaluation team review and award recommendation.



RESOLUTION NO.: 210280

PRESENTED: JUN 14 2021

ADOPTED: JUN 14 2021

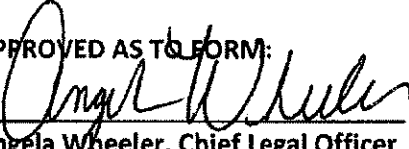
RESOLUTION AUTHORIZING THE AMENDMENT OF THE FY2020-21 BUDGET TO INCLUDE \$94,726,664 OF FUNDING FOR THE AMERICAN RESCUE PLAN ACT; CORONAVIRUS LOCAL FISCAL RECOVERY FUND FROM THE UNITED STATES DEPARTMENT OF TREASURY


BY THE MAYOR:

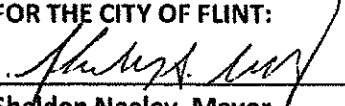
As part of the American Rescue Plan Act, the City of Flint was awarded grant funding from the Coronavirus Local Fiscal Recovery Fund through the US Department of Treasury. The City's allocation of the funds totals \$94,726,664. The City received the first of two payments on May 19, 2021 for \$47,363,332.00; the second payment is expected in May 2022.

The period of performance for this award ends on December 31, 2026, and the City may use the award to cover eligible costs incurred during the period that begins on March 3, 2021 and ends on December 31, 2024. This grant is to address public health and economic impacts of the COVID-19 public health emergency and invest in infrastructure. The City will not expend funds until final rules have been issued by the U.S. Department of Treasury.

IT IS RESOLVED that the appropriate City officials are hereby authorized to do all things necessary to appropriate grant funding and abide by terms and conditions of the grant from the United States Department of Treasury for addressing the Public Health and Economic Impacts of the COVID-19 Public Health Emergency under grant code FUSDT-CSLFRF in the amount of \$94,726,664, and to make available in subsequent fiscal years any remaining funds that are still available from the grantor.

APPROVED AS TO FORM:

Angela Wheeler, Chief Legal Officer

APPROVED AS TO FINANCE:

Shelbi Frayer, Chief Financial Officer

FOR THE CITY OF FLINT:

Sheldon Neeley, Mayor

APPROVED BY CITY COUNCIL:

Kate Fields, City Council President

More Information on the Conclusion of the Public Comment Period and the Interim Final Rule on the Coronavirus State and Local Fiscal Recovery Funds

The American Rescue Plan provides \$350 billion through the Coronavirus State and Local Fiscal Recovery Funds for eligible state, local, territorial, and Tribal governments to respond to the COVID-19 emergency and bring back jobs. This funding is subject to the requirements specified in the [Interim Final Rule](#) adopted by Treasury, which describes whether a program, project, or service is an eligible use.

The Interim Final Rule took effect on May 17, 2021 and was open for public comment until July 16, 2021. Treasury welcomes the robust stakeholder feedback that was provided, with nearly 1,000 unique comments submitted. Treasury is committed to a prompt and thorough review of the comments and plans to adopt a final rule, which will respond to comments received. Treasury expects its review of comments to continue into the fall.

Until Treasury adopts a final rule and the final rule becomes effective, the Interim Final Rule is, and will remain, binding and effective. This means that recipients can and should rely on the Interim Final Rule to determine whether uses of funds are eligible under this program. Treasury encourages recipients to use funds to meet needs in their communities.

Funds used in a manner consistent with the Interim Final Rule while the Interim Final Rule is effective will not be subject to recoupment.

As noted above, the Interim Final Rule implements the four categories of eligible uses established under the American Rescue Plan Act, including by establishing criteria and considerations for recipients to determine whether a use is consistent with the Interim Final Rule. To provide clarity regarding eligible uses and help support recipients in responding to urgent needs, the Interim Final Rule includes a non-exclusive list of programs or services that are eligible as responding to the public health emergency and its negative economic impacts and a non-exclusive list of government services that may be funded to the extent of a government's reduction in revenue. At the end of this statement are examples that recipients may consider. Please note that not every eligible use is listed below, and recipients may use the Interim Final Rule to interpret whether their use of fund meet the criteria of what is eligible. It is possible for recipients to use funds in a manner that is not on the list below as long as it is consistent with guidance in the Interim Final Rule.

Additionally, recipients can use State and Local Fiscal Recovery Funds, up to their amount of revenue loss due to COVID-19, with broad discretion to provide government services. Some examples of government services include police, fire, and other public safety services, school or educational services, health services, environmental services, and maintenance or pay-go funded building of infrastructure including roads.

Finally, recipients may also consider FAQs issued by Treasury to help assess whether a project or service would be an eligible use of Coronavirus State and Local Fiscal Recovery Funds.

If recipients have interpretive questions regarding the Interim Final Rule, they may contact Treasury at slfrp@treasury.gov. Treasury does not pre-approve specific uses of these funds.

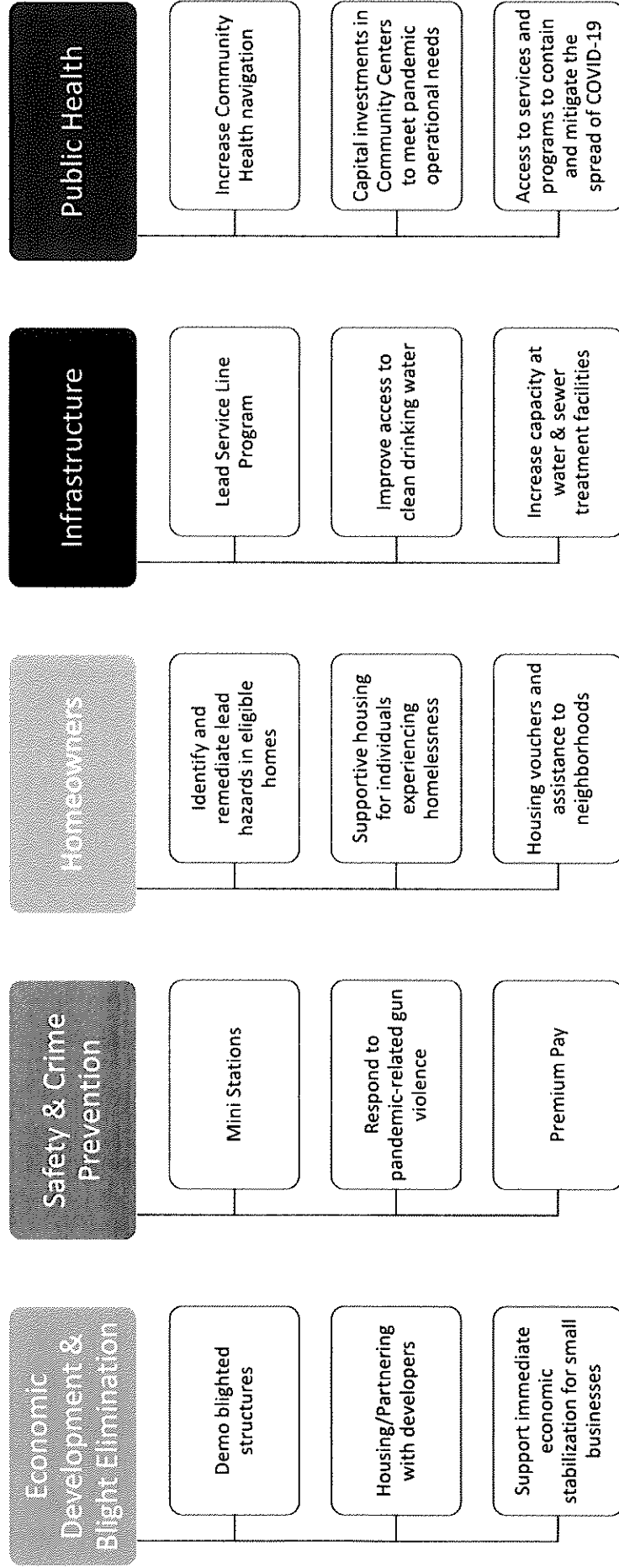
Treasury is committed to supporting recipients in helping to ensure a strong and equitable recovery and recipients are encouraged to use this relief to support urgent needs, including pandemic response efforts and supporting the immediate needs of households and businesses.

Non-Exhaustive Examples of Funding Uses Eligible as Responding to the COVID-19 Public Health Emergency and Its Negative Economic Impacts

- Expenses related to COVID–19 vaccination programs and sites
- Costs of providing COVID–19 testing and monitoring, contact tracing, and monitoring of case trends and genomic sequencing for variants
- COVID–19 related expenses in congregate living facilities, including skilled nursing facilities, long-term care facilities, incarceration settings, homeless shelters, residential foster care facilities, residential behavioral health treatment, and other group living facilities
- COVID–19-related expenses of public hospitals, clinics, and similar facilities
- Expenses of establishing temporary public medical facilities and other measures to increase COVID–19 treatment capacity
- Emergency medical response expenses, including emergency medical transportation, related to COVID–19
- Mental health treatment, substance misuse treatment, and other behavioral health services
- Assistance to unemployed workers, including services like job training to accelerate rehiring of unemployed workers
- Assistance to households or populations facing negative economic impacts, including food assistance; rent, mortgage, or utility assistance; counseling and legal aid to prevent eviction or homelessness; internet access or digital literacy assistance.
- Assistance to small businesses facing negative economic impacts, including to address financial hardship; implement COVID–19 prevention or mitigation tactics; or provide technical assistance, counseling, or other services to assist with business planning needs.
- For state, local, or Tribal governments, payroll and covered benefit expenses for public safety, public health, health care, human services, and similar employees responding to the COVID–19 public health emergency.
- Payroll, covered benefits, and other costs associated with rehiring public sector staff, up to the pre-pandemic staffing level of the government.
- When provided in a qualified census tract, to households living in a qualified census tract, by a Tribal government, or to other households, businesses, or populations disproportionately impacted by COVID–19, including programs or services that:
 - Facilitate access to health and social services, including assistance accessing public benefits or community violence intervention programs
 - Address housing insecurity, including support for individuals who are homeless and development of affordable housing
 - Address COVID– 19 impacts on education, including: new or expanded early learning services and services to address the academic, social, emotional, and mental health needs of students
 - Address the impacts of the COVID– 19 public health emergency on childhood health or welfare, including new or expanded childcare or home visiting programs.

DRAFT

ARPA Spending Categories



***Subject to change based on community input and US Department of the Treasury Interim Final Rules**

DRAFT

ARPA - FISCAL RECOVERY FUNDS INDIRECT DOLLARS - SPENDING PLAN

■ Compliance ■ Leverage Other Dollars ■ Implementation



Compliance: A third party firm to be our “watch dog” on these Federal funds. Responsible for all reporting, monitoring, and identifying justification for allowable costs.

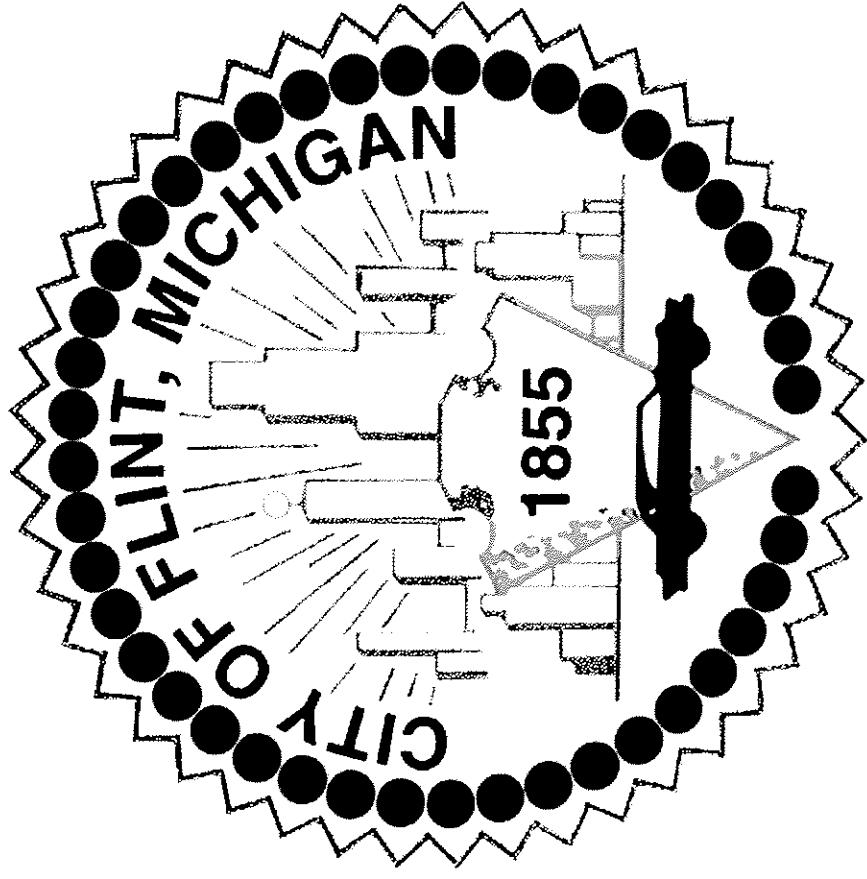
Implementation: Additional staff/contractors to assist with daily implementation of these dollars. Be the project manager for all identified projects.

Leverage other Dollars: A third party firm to go after other ARPA dollars for the city. This could be matching grants, leveraging other foundations, etc.

We Want To Hear From You!

Residents can weigh in until **December 1, 2021**, with their thoughts in many ways:

- Vote in this poll: surveymonkey.com/r/FlintFundingPriorities
- Send an email to input@cityofflint.com
- Mail comments to:
 - City of Flint Budget Input
 - 1101 S. Saginaw St. Room 203
 - Flint, Michigan 48502
- Write comments and drop them off at Flint City Hall in the red drop box in front of the City Hall entrance.
- Call (810) 237-2000





RESOLUTION NO.: 210575

PRESENTED: DEC - 8 2021

ADOPTED: _____

BY THE CITY ADMINISTRATOR:

RESOLUTION FOR PROFESSIONAL SERVICES AGREEMENT WITH INNOVATIVE SOFTWARE SERVICES, INC.

The City of Flint Customer Service Center uses Innovative Software for Income tax processing, collection of income taxes, account reconciliation, compliance programs and issuance of refund checks for the City of Flint, making it a sole source for the listed services. A Resolution was adopted in 2013 to enter into a professional services agreement with Innovative Software Services, Inc.

On July 1, 2021, Innovative Software Services, Inc., P.O. Box 70, Eaton Raids, MI 48827 provided the city with an updated quote for the next three (3) years based on 2020 Calendar year tax data.

Whereas, The Customer Service Department requests that we continue the contract with Innovative Software Services at for the next three (3) Years. Amounts to come from accounts as show below:

Account Number	Account Name	Amount
101-253.201-801.000	Customer Service Income Tax- Professional Services	FY22 TOTAL \$611,287.25
101-253.201-801.000	Customer Service Income Tax- Professional Services	FY23 TOTAL \$672,415.98
101-253.201-801.000	Customer Service Income Tax- Professional Services	FY24 TOTAL \$739,657.58
	(3) YEAR GRAND TOTAL	\$2,023,360.81

IT IS RESOLVED, that the appropriate city officials are to do all things necessary to extend their contract with Innovative Software Services Inc. for income tax processing, collection of income taxes, account reconciliation, compliance programs and issuance of refund checks for the City of Flint in the amount not-to-exceed \$611,287.00 for Fiscal Year 2022 (07/01/21-06/30/22), an amount not-to-exceed \$672,415.98 for Fiscal Year 2023 (07/01/22-06/30/23) pending budget adoption, and an amount not-to-exceed \$739,657.58 for Fiscal Year 2024 (07/01/23-06/30/24) pending budget adoption.

APPROVED AS TO FORM:

Angela Wheeler
Angela Wheeler (Nov 29, 2021 11:24 EST)
Angela Wheeler, Chief Legal Officer

APPROVED AS TO FINANCE:

Robert J.F. Widigan
Robert J.F. Widigan (Nov 29, 2021 10:40 EST)
Robert J.F. Widigan, Chief Financial Officer

FOR THE CITY OF FLINT:

CLYDE D. EDWARDS
CLYDE D. EDWARDS (Nov 29, 2021 16:32 EST)
Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:

Eric Mays
Eric Mays, City Council President

APPROVED AS TO PURCHASING:

Lauren Rowley
**Lauren Rowley
Purchasing Manager**



CITY OF FLINT

RESOLUTION STAFF REVIEW FORM

TODAY'S DATE: 10/12/21

BID/PROPOSAL#

AGENDA ITEM TITLE: INCOME TAX PROCESSING FOR CITY OF FLINT

PREPARED BY: Patrice Ellison, Finance/Customer Service Center
(Please type name and Department)

VENDOR NAME: INNOVATIVE SOFTWARE

BACKGROUND/SUMMARY OF PROPOSED ACTION:

To continue to pay Innovative Software for processing and collection of income taxes, receipt of payments, account reconciliation, compliance programs and issue refund checks for the City of Flint. Innovative Software is compatible with our city income tax system and is set to our specifications making them a necessary sole source for the city's income tax processing needs.

FINANCIAL IMPLICATIONS: \$2,023,360.81

BUDGETED EXPENDITURE? YES NO IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
FY'22				
FIN/ CSC	CUSTOMER SERVICE INCOME TAX - PROFESSIONAL SERVICES	101.253-201.801.000		\$611,287.25
FY'23				
FIN/ CSC	CUSTOMER SERVICE INCOME TAX - PROFESSIONAL SERVICES	101.253-201.801.000		\$672,415.98
FY'24				
FIN/ CSC	CUSTOMER SERVICE INCOME TAX - PROFESSIONAL SERVICES	101.253-201.801.000		\$739,657.58
GRAND TOTAL				\$2,023,360.81



CITY OF FLINT

PRE-ENCUMBERED? YES NO REQUISITION NO: 210004140

ACCOUNTING APPROVAL: _____ Date: _____

WILL YOUR DEPARTMENT NEED A CONTRACT? YES NO
(If yes, please indicate how many years for the contract) Continuous Agreement 3 YEARS

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal) ADD %10 MORE EACH YEAR

BUDGET YEAR 1 \$611,287.25

BUDGET YEAR 2 \$672,415.98

BUDGET YEAR 3 \$739,657.58

OTHER IMPLICATIONS (i.e., collective bargaining):

STAFF RECOMMENDATION: (PLEASE SELECT): APPROVED NOT APPROVED

DEPARTMENT HEAD SIGNATURE: Amanda Trujillo

AMANDA TRUJILLO
CITY TREASURER



Innovative Software Services, Inc.

P.O. Box 70 Eaton Rapids, MI 48827 Phone (517) 663-5710 Fax (517) 663-6141

July 1, 2021

Mr. Sheldon Neeley
1101 S Saginaw St.
Flint, Michigan 48501

Dear Mr. Neeley:

I have prepared the estimate for continued income tax processing for the next three years. The estimate is based upon 2020 calendar year tax data.

Innovative Software Services, Inc. in working with City of Flint staff has resulted in an increase in collections over the years and we look forward to increasing collections even more. All cities are unique, but in one case we achieved revenue growth from 8 million in 2008 to over 17 million 2020 and we are still growing that revenue stream even larger today.

Innovative Software Services utilizes advanced Windows® technology in the development of software designed for state and local governments and private industry. Among our products is CityTax™, the most flexible and modern income tax processing software on the market today.

Enclosed you will find several CityTax Processing™ documents for your review:

1. Description of Service Options
2. Processing Proposal
3. Revised CityTax Service Agreement.
4. References

Please let me know your thoughts. If you have questions or concerns, please contact me at 517-663-5710.

Sincerely,

Rick Carpenter, President

Enclosures (2)



Innovative Software Services, Inc.

P.O. Box 70 Eaton Rapids, MI 48827 Phone (517) 663-5710 Fax (517) 663-6141

CityTax Processing City of Flint Description of Services

• • • • •
“The Local Income Tax Solution”

July 1, 2021

Introduction

The following is an outline that describes each function contained within the proposal that Innovative Software Services, Inc. will provide to the City of Flint.

Preface

If the City of Flint decides to retain staff of their own and to have the mail delivered directly to the City of Flint, then an average of two days each week a certified courier will pick up and deliver all documents received by the City of Flint. If it is agreed upon that all mailings will be delivered directly to a PO Box supplied by Innovative Software Services, Inc. the courier service will not take place and federal express will be used for minor mailing quantities, such as tax related documents dropped off directly to the City of Flint by taxpayers.

With exception of payments, all processing will be completed within two weeks of the date of delivery. Payments will be processed and deposited into the City of Flint's bank account within two days of receipt; except in very rare cases such as bank holidays, tax filing deadline day, withholding deadline day, etc.

Innovative Software Services, Inc. will not represent the City of Flint for disputes of tax payers who have appealed to board of review, tax tribunal, or state tax commission or any other municipal matters. Innovative Software Services, Inc. will supply all required documentation and aid in advising city personnel in these matters.

Innovative Software Services, Inc. will not respond to press inquiries concerning the income tax operation. Innovative Software Service, Inc. will supply all required documentation requested by the City of Flint.

The audit criteria used in all facets of income tax processing must be defined and provided by the City of Flint.

The City of Flint will be responsible for designing and distributing all tax forms. Innovative Software Services, Inc. will provided any data required for the printing process such as names, addresses, etc.

Entering Tax Returns

This process covers entry of all basic tax return form information and a general review of the returns. This process does include the opening of mail, sorting and batching of returns.

Auditing of Resident/Non Resident Tax Returns

This process covers all audit procedures for Resident and Non Resident Tax Returns as defined by the City of Flint.

Auditing of Corporate Tax Returns

This process covers all audit procedures for all Corporate, Partnership, and Business Tax Returns as defined by the City of Flint.

Refunds (All Types)

This process covers all refund processing for the City of Flint. This does include the actual printing of checks.

1099 Processing

This process covers all printing and electronic submission of 1099s.

Letters and Invoice Processing

This process covers all printing and mailing of the City of Flint defined letter and invoice procedures. This also includes the State tape process and any additional interface methods defined by the City of Flint.

Payment Processing

This procedure covers entry of all payments into the CityTax system. In addition, this covers the daily deposits.

W2 Posting

This process covers all posting of all W2 information as specified by the City of Flint received via Employers or Employees.

W3 Reconciliation

This process covers the reconciliation of Employer W3 submissions.

Annual Employee Staffing

If the City of Flint decides to outsource all functions of the Local Income Tax Processing and elects not to retain at least one (1) staff member qualified as a Tax Administrator, then an Annual staffing charge will be imposed.

Annual Administration Cost

The annual administration cost covers all hardware and software upgrades, telephone and administration. This fee is imposed if the City of Flint decides to outsource all facets of the Local Income Tax Processing operation including the scenario whereas the City of Flint retains an income tax administrator of their own.

Mailing Costs

All mailing costs shall be covered by the City of Flint and will be charged back to the City of Flint on an as incurred basis. An estimated mailing cost based upon all processes is outlined in this proposal.

Data Backups

Database snapshots are performed throughout the day and also a full backup is performed every business night. Backups are stored in a secure environment.

Duties/Issues that must be conducted by the City of Flint include

- Make the final determination concerning non-routine audit adjustments.
- Pursue the final stages of collections of amounts due.
- Waiver of penalty and interest.
- Conduct Board of Review Cases.
- Design and update tax forms.
- Determine all income tax policies.
- Answer all inquiries concerning income tax revenue.
- Approve payment plans not determined to be standard as defined by the City of Flint
- Make determination concerning accounts receivable write offs.

If the City of Flint elects to retain one (1) income tax employee with local tax administration qualifications the following duties will be conducted by that employee:

- Make the final determination concerning non-routine audit adjustments.
- Pursue the final stages of collections of amount due (including NSF replacement).
- Deal with taxpayer phone calls and visits.
- Reconcile payment information received daily from Innovative Software Services, Inc with Accounting/Treasury.
- Conduct annual compliance testing.
- Register new employers.
- Waive penalty and interest.
- Conduct Board of Review Cases.
- Design and update tax forms.

Annual Software Support

The Annual Software Support will be reduced by the amount shown in the proposal.

CityTax Processing

“The Local Income Tax Solution”

City of Flint
Proposal

Process	Quantity	Price	Discount	Extended Price
Entering Returns (All Types)	25,702	\$1.65	\$0.00	\$42,408.30
Auditing Resident / Non Resident Returns	42,960	\$1.30	\$0.00	\$55,848.00
Auditing Corporate Returns	1,468	\$3.35	\$0.00	\$4,917.80
Refunds (All Types)	9,000	\$0.60	\$0.00	\$5,400.00
1099 Processing	9,549	\$0.60	\$0.00	\$5,729.40
Letters and Bills Processing	50,000	\$0.60	\$0.00	\$30,000.00
Payment Processing	42,914	\$0.45	\$0.00	\$19,311.30
W2 Posting	99,829	\$0.45	\$0.00	\$44,923.05
Bad Address Changes	7,500	\$0.75	\$0.00	\$5,625.00
W3 Reconciliation	4,000	\$12.35	\$0.00	\$49,400.00
Imaging - 1040 and Corporate Forms per page	290,391	\$0.20	\$0.00	\$58,078.20
State Tape Processing	1	\$17,500.00	\$0.00	\$17,500.00
CityTax Annual Maintenance Costs	1	\$28,858.00	\$17,314.80	\$11,543.20
Annual Admin (Tel, Fax, Systems, Courier)	1	\$64,500.00	\$0.00	\$64,500.00
E-Filing	17,258	\$3.50	\$0.00	\$60,403.00
Estimated Processing Total				\$475,587.25
Annual Employee Staffing Cost	1	\$92,700.00	\$0.00	\$92,700.00
Printed Forms-1040 & 1099 & Refund Checks	1	\$9,500.00	\$0.00	\$9,500.00
Envelopes/Paper/Checks	1	\$3,500.00	\$0.00	\$3,500.00
Mailing Cost as Incurred	1	\$30,000.00	\$0.00	\$30,000.00
Total Estimate				\$611,287.25

****Proposal valid for 60 days****



RESOLUTION NO.: 210580

PRESENTED: DEC - 8 2021

ADOPTED: _____

PROPOSAL# 21-572

BY THE CITY ADMINISTRATOR:

RESOLUTION TO SORENSON GROSS FOR CHANGE ORDER #1 FOR DORT PUMP STATION REHABILITATION

On March 3, 2021, Flint City Council approved Resolution #210103 to enter into an agreement with Sorenson Gross to complete rehabilitation work on the Dort Pump Station at the Water Treatment Plant in an amount not-to-exceed \$3,649,397.00.

Whereas, completion of the work at the Dort Pump Station is requiring additional services to the rehabilitation project including secondary water interconnect, isolate pumps, sandblasting and repainting, electrical materials, reinforcing steel material and masonry repairs at an additional cost of \$420,547.47.

Whereas, the Water Treatment Plant is requesting an authorization to enter into Change Order #1 with Sorenson Gross, 3407 Torrey Rd., Flint, MI., 48507 to come from the following WINN account:

Account Number	Account Name	Grant Code	Amount
496-552.000-801.076	Dort -Cedar Pump Station	FEP18WIIN-1	\$420,547.47
		FY22 GRAND TOTAL	\$420,547.47

IT IS RESOLVED, that the Appropriate City Officials are to do all things necessary to enter into Change Order #1 with Sorenson Gross for the Dort Pump Station Rehabilitation project, in a Change Order amount for additional services not-to-exceed \$420,547.47, with a total contract amount not-to-exceed \$4,069,944.47 for FY22 (07/01/21-06/30/22).

APPROVED AS TO FORM:

Angela Wheeler
Angela Wheeler (Nov 29, 2021 11:28 EST)

Angela Wheeler, Chief Legal Officer

APPROVED AS TO FINANCE:

Robert J.F. Widigan
Robert J.F. Widigan (Nov 29, 2021 10:40 EST)

Robert J.F. Widigan, Chief Financial Officer

FOR THE CITY OF FLINT:

Clyde D Edwards
CLYDE D EDWARDS (Nov 29, 2021 16:24 EST)

Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:

Eric Mays, City Council President

APPROVED AS TO PURCHASING:

Lauren Rowley

**Lauren Rowley
Purchasing Manager**



CITY OF FLINT

RESOLUTION STAFF REVIEW FORM

TODAY'S DATE: November 11, 2021

BID/PROPOSAL#

AGENDA ITEM TITLE: Resolution Authorizing Appropriate City Officials to Enter Into a Change Order#1 Contract with Sorensen Gross for the Dort Pump Station Rehabilitation

PREPARED BY: Yolanda Gray, Department of Public Works Accounting Supervisor

VENDOR NAME: Sorensen Gross

BACKGROUND/SUMMARY OF PROPOSED ACTION:

On March 3, 2021, Flint City Council approved Resolution #210103 to enter into an agreement with Sorensen Gross to complete rehabilitation work on the Dort Pump Station at the Water Treatment Plant in an amount not to exceed \$3,649,397.00. In order to complete the rehabilitation additional services are required: secondary water interconnect, isolate pumps, sandblasting and repainting, electrical material, reinforcing steel material, and masonry repairs. These additional services are not to exceed \$420,547.47 with a total contract price not to exceed \$4,069,944.47. Funding is available in WIIN account 496-552.000-801.076 FEPA18 WIIN-1

FINANCIAL IMPLICATIONS:

BUDGETED EXPENDITURE? YES NO IF NO, PLEASE EXPLAIN:

Table with 5 columns: Dept., Name of Account, Account Number, Grant Code, Amount. Row 1: 496, Dort-Cedar Pump Station, 496-552.000-801.076, FEPA18WIIN-1, \$420,547.47. Row 2: FY22 GRAND TOTAL, \$420,547.47

PRE-ENCUMBERED? YES x NO REQUISITION NO: 220005196

ACCOUNTING APPROVAL: Yolanda Gray Date: 11/11/21

WILL YOUR DEPARTMENT NEED A CONTRACT? YES [x] NO (If yes, please indicate how many years for the contract) YEARS change order services should be complete by 6/30/22

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal)

BUDGET YEAR 1



CITY OF FLINT

BUDGET YEAR 2

BUDGET YEAR 3

OTHER IMPLICATIONS (i.e., collective bargaining):

STAFF RECOMMENDATION: (PLEASE SELECT): **APPROVED** **NOT APPROVED**

DEPARTMENT HEAD SIGNATURE:

Scott Dungee 11/11/2021
(PLEASE TYPE NAME, TITLE)

CHANGE ORDER NO.: 1

Owner: City of Flint
Engineer: DLZ
Contractor: Sorensen Gross
Project: Dort Pump Station Rehabilitation
Contract Name: Dort Pump Station Rehabilitation
Date Issued: 11/9/21
Owner's Project No.: 21000572
Engineer's Project No.: 1949-018800
Contractor's Project No.: 88101
Effective Date of Directive: 11/9/21

The Contract is modified as follows upon execution of this Change Order:

Description:

This Change Order includes cost for Field Bulletin #1, Field Bulletin #2, and increases in costs for electrical materials due to the COVID-19 pandemic from Bid time until Contract Award. The following is a breakdown of each cost:

1. Field Bulletin #1 – Additional scope for the Secondary Water Interconnect at the 36" PCCP water main. Changes include:
 - a. The removal of the 36"x36"x24" tapping sleeve
 - b. Addition of a 36"x36"x24" FLxFLxFL tee
 - c. Revise connection including PCCP to DIP adaptor on both sides of the 36" solid sleeve couple to the west of the tee
 - d. And a 36" AWWA butterfly valve added to the east of the tee
 - e. Total increase in cost equals **\$80,836.00**.
2. Field Bulletin #2 – Additional scope to isolate pumps #7 & #8 on the discharge header due to the existing butterfly valve in the yard not existing or being incased in concrete. Changes include:
 - a. The removal of existing concrete, hatch, and stairs at entrance to dry well
 - b. Installation of line-stop with restraint on the 42" discharge header in dry well
 - c. Installation of new 42" butterfly valve upstream of line-stop
 - d. Installation of small ladder inside dry well between levels
 - e. Installation of concrete lid for dry well, installation of ladder with fall arrest system and access hatch, and replacement of stairs at entrance door.
 - f. Total increase in cost equals **\$223,151.00**.
3. Field Bulletin #3 – Additional scope for sandblasting and repainting the 42" discharge header for pumps #1 & #2 in the dry well north of the main building. Changes include:
 - a. Sandblast and cleanup of discharge header
 - b. Painting of discharge header at all sandblasted areas
 - c. Replacement of corroded nipples and fittings connected to the discharge header
 - d. Replacement of corroded bolts and nuts on the butterfly valve for the interconnect.
 - e. Total increase in cost equals **\$50,722.00**.
4. Electrical material cost increases (see attached breakdown in backup.zip). Material costs for all industries vary from week to week or month to month. There were significant cost increases for electrical materials from the time of bid to when the project commenced.
 - a. Total increase in cost equals **\$46,722.47**.
5. Reinforcing steel material cost increases.
 - a. Total increase in cost equals **\$9,169.00**.
6. Masonry repairs additional scope. The masons (DC Byers) requested a review of the scope of work on the project as they found additional brick mortar joint repair, limestone panel joint repair, and patching of limestone at the top of the walls. DLZ concurred with their extra

EJCDC® C-941, Change Order.

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scope as the extra freeze/thaw cycle since our initial inspection caused additional damage to the existing structure.

a. Total increase in cost equals \$9,947.00.

The total cost increase via this Change Order is \$420,547.47.

Attachments:

Backup.zip

Change in Contract Times
[State Contract Times as either a specific date or a number of days]

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>3,649,397.00</u>	Original Contract Times: Phase I Substantial Completion: <u>11/9/2021</u> Phase II Substantial Completion: <u>3/6/2022</u> Ready for final payment: <u>4/6/2022</u>
No previously approved Directives: \$ <u>0</u>	Increase/Decrease from previously approved Directives: Phase I Substantial Completion: <u>31 Working Days</u> Phase II Substantial Completion: <u>31 Working Days</u> Ready for final payment: <u>29 Working Days</u>
Contract Price prior to this Directive: \$ <u>3,649,397.00</u>	Contract Times prior to this Directive: Phase I Substantial Completion: <u>12/28/2021</u> Phase II Substantial Completion: <u>4/19/2022</u> Ready for final payment: <u>5/17/2022</u>
Increase this Directive: \$ <u>420,547.47</u>	Increase/Decrease this Directive: Phase I Substantial Completion: <u>0</u> Phase II Substantial Completion: <u>0</u> Ready for final payment: <u>0</u>
Contract Price incorporating this Directive: \$ <u>4,069,944.47</u>	Contract Times with all approved Directive: Phase I Substantial Completion: <u>12/28/2021</u> Phase II Substantial Completion: <u>4/19/2022</u> Ready for final payment: <u>5/17/2022</u>

Recommended by Engineer (if required)

By: Brian Bachler, PE Brian Bachler, PE
10000 10th Street, Suite 100
Denver, Colorado 80231
303.733.1111

Title: Project Construction Manager

Date: 11/9/2021

Authorized by Owner

Authorized by Owner

By: _____

Title: _____

Date: _____

Approved by Funding Agency (if applicable)



CITY OF FLINT

210103

PROPOSAL #21000572

RESOLUTION NO: _____

PRESENTED: MAR - 3 2021

ADOPTED: MAR 15 2021

BY THE CITY ADMINISTRATOR:

RESOLUTION TO SORENSEN GROSS COMPANY FOR THE DORT PUMP STATION REHABILITATION

The Finance Department - Division of Purchases and Supplies solicited proposals for the Dort Pump Station Rehabilitation, a project for the Water System Infrastructure Improvements for the Nation (WIIN); and

Sorensen Gross Company, 3407 Torrey Road, Flint, Michigan 48507, was the low bidder from twenty (20) solicitations for said requirements based on highest score and lowest price.

Funding for said services are available in the following account for FY21 (07/01/20 - 06/30/21):

Account Number	Account Name	Amount
496-552.000-801.076 FEPA18WIINI	Dort Pumping Station	\$ 3,649,397.00
FY21 (07/01/20 - 06/30/21) Total		\$ 3,649,397.00

IT IS RESOLVED that the appropriate City officials are authorized to do all things necessary to issue a contract to Sorensen Gross Company for Dort Pump Station Rehabilitation in the amount not to exceed for FY21 (07/01/20 - 06/30/21) \$3,649,397.00.

APPROVED AS TO FORM:


Angela Wheeler, Chief Legal Officer

APPROVED AS TO FINANCE:


Amanda Trujillo, Acting Chief Financial Officer

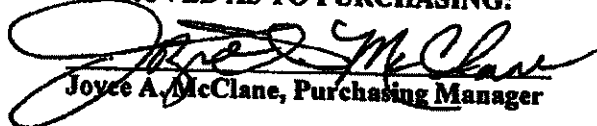
FOR THE CITY OF FLINT:


Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:


Kate Fields, City Council President

APPROVED AS TO PURCHASING:


Joyce A. McClane, Purchasing Manager



RESOLUTION NO.: 210581

PRESENTED: DEC - 8 2021

ADOPTED: _____

PROPOSAL# 22-509

BY THE CITY ADMINISTRATOR:

RESOLUTION TO SPAULDING DEDECKER FOR MILLER RD. CONSTRUCTION ENGINEERING SERVICES

The Finance Department- Division of Purchases & Supplies solicited proposals for qualified engineers for the Construction Engineering services to rehabilitate Miller Road from Hammerburg to Ballenger Highway. This will include the resurfacing of the road along with sidewalk replacements.

Spaulding DeDecker, 905 South Blvd, Rochester, Michigan, 48307 was selected as the lowest responsive bidder from the three (3) solicitations received.

Whereas, The City of Flint Department of Transportation is requesting a contract be awarded to Spaulding DeDecker for construction engineering services in an amount not-to-exceed \$276,591.00 for FY22 (07/01/21-06/30/22). Funding for said services will come from the following account:

Account Number	Account Name	Amount
202-441.702-801.000	Major Street Fund	\$ 276,591.00
	FY22 GRAND TOTAL	\$276,591.00

IT IS RESOLVED, that the appropriate city officials are to do all things necessary to enter into a contract with Spaulding DeDecker for construction engineering services, for Miller Road rehabilitation in the amount not-to-exceed \$276,591.00 for FY22 (07/01/21-06/30/22).

APPROVED AS TO FORM:

Angela Wheeler
Angela Wheeler (Nov 29, 2021 11:26 EST)

Angela Wheeler, Chief Legal Officer

APPROVED AS TO FINANCE:

Robert J.F. Widigan
Robert J.F. Widigan (Nov 29, 2021 10:46 EST)

Robert J.F. Widigan, Chief Financial Officer

FOR THE CITY OF FLINT:

CLYDE D. EDWARDS
CLYDE D. EDWARDS (Nov 29, 2021 16:31 EST)

Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:

Eric Mays, City Council President

APPROVED AS TO PURCHASING:

Lauren Rowley

**Lauren Rowley
Purchasing Manager**



CITY OF FLINT

RESOLUTION STAFF REVIEW FORM

TODAY'S DATE November 10, 2021

BID/PROPOSAL# 22-509

AGENDA ITEM TITLE: CE Services Miller Rd.

PREPARED BY Mark Adas, City Engineer, for John Daly, Director of Transportation

VENDOR NAME: Spalding DeDecker

BACKGROUND/SUMMARY OF PROPOSED ACTION:

The purpose of this resolution is to award a contract to Spalding DeDecker for the Construction Engineering (CE) services to rehabilitate Miller Rd. from Hammerberg to Ballenger Hwy. Miller Rd. will be resurfaced, along with sidewalk replacements.

FINANCIAL IMPLICATIONS:

BUDGETED EXPENDITURE? YES [X] NO [] IF NO, PLEASE EXPLAIN:

Table with 5 columns: Dept., Name of Account, Account Number, Grant Code, Amount. Row 1: 202, Major Street Fund, 441.702-801.000, \$276,591.00. Row 2: FY22 GRAND TOTAL, \$ 276,591.00

PRE-ENCUMBERED? YES [X] NO [] REQUISITION NO: 220005186

ACCOUNTING APPROVAL: _____ Date: _____

WILL YOUR DEPARTMENT NEED A CONTRACT? YES [X] NO [] (If yes, please indicate how many years for the contract) YEARS

OTHER IMPLICATIONS (i.e., collective bargaining):

STAFF RECOMMENDATION: (PLEASE SELECT): [X] APPROVED [] NOT APPROVED

DEPARTMENT HEAD SIGNATURE: _____ John H. Daly III (Nov 10, 2021 09:28 EST) (John H. Daly, III, Transportation Director)



CITY OF FLINT, MICHIGAN
Department of Public Works


Clyde Edwards
City Administrator

Sheldon Neeley
Mayor

Michael J Brown
Director

November 10, 2021

TO: Lauren Rowley
Purchasing Manager

FROM: Mark Adas 
City Engineer

SUBJECT: RECOMMENDATION –CE SERVICES FOR MILLER RD. REHABILITATION,
PROPOSAL #22-509

A committee carefully reviewed the bids received for the CE Services for Miller Rd. Rehabilitation. I am recommending the lowest responsive bidder with the highest score – Spalding DeDecker, in the amount not to exceed \$276,591.00. I have attached a copy of the staff review to requisition #220005186.

If you have any questions or concerns, feel free to give me a call at ext. 2801.

/km



SEALED PROPOSALS RECEIVED IN THE DIVISION OF PURCHASES & SUPPLIES
MILLER ROAD CONSTRUCTION ENGINEERING
PROPOSAL# 22000509

Bidder #1: Spaulding DeDecker Rochester Hills, MI.

Grand Total	\$276,591.00
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*Tabulations done by City of Flint Purchasing Department

Bidder #2: Wade Trim, Inc. Flint, MI.

Grand Total	(Fixed Fee Estimates) \$338,000.00
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*Tabulations done by City of Flint Purchasing Department

Bidder #3: DLZ Lansing, MI

Grand Total	\$271,642.60
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*Tabulations done by City of Flint Purchasing Department

A SPECIAL NOTE FROM THE PURCHASING DIVISION

Bid results posted are before evaluation team review and award recommendation.

❖ EXHIBIT A - SUBMITTAL WITH DETAILED SUMMARY OF PRICING**PROPOSAL NO. 22000509
MILLER ROAD-CONSTRUCTION ENGINEERING****SECTION I****1.1 INTRODUCTION**

The City of Flint has procured the Miller Road Rehabilitation project through MDOT's Local Agency Program (LAP). The project limits are Miller Road from Ballenger Highway to Hammerberg Road. The project is an MDOT 3R roadway rehabilitation project including curb and gutter replacement, HMA resurfacing, ADA sidewalk ramps and storm catch basin and storm sewer replacement. The project is planned for an August (October) bid opening with fall and spring construction.

1.2 SCOPE OF WORK

Consultant should provide all work necessary to administer a construction contract through MDOT'S LAP program guidelines including the following:

Provide construction surveying and layout

- Curb and gutter stakes every fifty (50) feet or less.
- Curb and gutters high and low points to be staked
- Storm Sewer Structure offset stakes
- Storm Sewer Pipe grade stakes as needed.
- Sidewalk stakes every fifty (50) feet or less.
- All changes in sidewalk grades shall be staked.
- Driveway stakes if needed.
- ADA sidewalk ramp stakes.
- All additional grade staking required for Construction of the project.
- All underground structures or utilities uncovered during construction will be surveyed (X, Y and Z at the point of location).

Construction Administration Services in accordance with MDOT requirements for Federal Aid including, but not limited to, the following:

- Bi-weekly pay estimates
- Contract modifications
- Shop drawings review
- Material source list review
- Prevailing wage rate interviews and wage rate reviews
- All MDOT reports for this project
- Verify that contractor has all permits needed before starting, including Genesee County SESC Permits.

- Coordinate, lead and provide meeting minutes for the pre-construction meeting as well as bi-weekly progress meetings onsite.
- The engineering firm will inspect, keep records and notify Contractor and City of Flint of any issues with the SESC.

Comprehensive Photographic documentation with the following:

- Pre-construction digital photographic documentation of the construction site and at selected milestones
- Documentation inclusive of electronic indexing, navigation, hosting, storage, and remote access, as applicable, throughout construction;
- Security of information

Construction Inspection Services

- Full-time inspection based on a 30-week construction duration
- Inspection based on 60 hours per week on-site
- Mileage shall be included in the hourly rates for the Construction Engineering for this project including inspection
- Inspector will ensure construction plans and specifications are followed unless changes are approved by City Engineer
- Construction materials testing in accordance with MDOT frequency guidelines
All testing results will be reported to the City Engineer within a week of receiving test results including the location of the test

As-built Record Documentation

- GPS accuracy shall be within 4 cm
- All sanitary sewer covers, storm cover, water main valve boxes/vaults covers and private utility covers disturbed within the project limits shall be identified and surveyed or GPS in X & Y coordinates to the center of the cover and noted on as-builts
- Storm sewer inverts, location, and length to be GPS in X, Y, & Z coordinates
- All changes from original plans must be noted on the as-builts
- Contractors names, addresses, and type of work done shall be added within the first three sheets with the starting date and the date of completion
- Listing of all GPS points and identification shall be digitally submitted to the City in a form that is compatible with ArcGIS
- As-built records and drawings shall be sent in hard copy and digital form that is compatible with the City Works program
- As-built records shall be given to City within thirty (30) days of completion of the Project
- Consulting Construction Engineer will verify that As-builts records are accurate
- Electronic copies of all digital photos from the project shall be indexed with time and location and sent to the City within thirty (30) days of completion of the project.

***PLEASE CAREFULLY REVIEW AND INSPECT THE DOCUMENTATION IMMEDIATELY FOLLOWING THIS RFP INCLUDING PROJECT SPECS, MAPS, SCORING GUIDELINE, BID SHEETS AND PLANS PROVIDED.**



RESOLUTION NO.: 220000

PRESENTED: JAN - 5 2022

ADOPTED: _____

Proposal: #19000551

BY THE CITY ADMINISTRATOR:

**RESOLUTION FOR CHANGE ORDER #1
TO BADGER METER FOR AMI WATER METERS/SYSTEM UPGRADES**

The Department of Purchases and Supplies solicited proposals in 2019 for AMI water meters/system upgrades as requested by Water Service Center, and Badger Meter, Milwaukee, Wisconsin was the lowest responsive bidder.

WHEREAS, The City Council adopted Resolution #190074 on March 11, 2019, to approve a purchase order in an amount not-to-exceed \$7,000,000.00 from the WINN grant fund.

WHEREAS, the Water Service Center is now requesting Change Order #1 for the Purchase Order to Badger Meter, for additional needed funding, as the Meter Replacement project as part of the Water Infrastructure Improvements, resulted in higher costs than anticipated.

WHEREAS, The Water Service Center is requesting Change Order #1 to Purchase order #19-001297 in an amount not-to-exceed \$182,856.30 for FY22(07/01/21-06/30/22). The Funds will come from the following account(s):

Account Number	Account Name/ Grant Code	Amount
496-556.000-801.050	Meter Replacement/FEPA18WIIN	\$ 182,856.30
	FY22 GRAND TOTAL	\$ 182,856.30

IT IS RESOLVED, That the Division of Purchases and Supplies, upon City Council's approval, is hereby authorized to issue a Change Order to the Purchase Order to Badger Meters, for the purchase and service of water meter replacements in an amount not-to-exceed \$182,856.30 for FY22 (07/01/21-06/30/22).

APPROVED AS TO FORM:

Angela Wheeler
Angela Wheeler (Dec 20, 2021 16:24 EST)
Angela Wheeler, Chief Legal Officer

APPROVED AS TO FINANCE:

Robert J.F. Widigan
Robert J.F. Widigan (Dec 16, 2021 13:59 EST)
Robert J.F Widigan, Chief Financial Officer

FOR THE CITY OF FLINT:

Clyde D. Edwards
Clyde D. Edwards (Dec 21, 2021 11:59 EST)
Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:

Eric Mays, City Council President

APPROVED AS TO PURCHASING:

Lauren Rowley
Lauren Rowley, Purchasing Manager



ADMINISTRATIVE REVIEW

Clyde D. Edwards
City Administrator

Title:

**RESOLUTION FOR CHANGE ORDER #1
TO BADGER METER FOR AMI WATER METERS/SYSTEM UPGRADES**

Originator:

Department of Public Works

Part I (Decision Response)

- **30 – 45 Day response required.**

Part II (Historical Approvals)

- **05/12/2011 – PO 11-000523**
- **09/19/2016 – PO 16-000808**
- **03/22/2019 – PO 19-001297**

Part III (Notes)

- **See Staff resolution**



CITY OF FLINT

RESOLUTION STAFF REVIEW FORM

TODAY'S DATE: December 6, 2021

BID/PROPOSAL# 19000551

AGENDA ITEM TITLE: Request to provide additional funding to Purchase Order #19-001297 for Badger Meters

PREPARED BY: Yolanda Gray, DPW Accounting Supervisor

VENDOR NAME: Badger Meter

BACKGROUND/SUMMARY OF PROPOSED ACTION:

Badger Meter was the lowest bidder to provide AMI meter/system upgrades for the Meter Replacement project a part of the Water Infrastructure Improvements for the Nation (WIIN) grant and was issued a purchased order #19-001297 in the amount not to exceed \$7,000,000.00. Badger Meter submitted its last invoice for services rendered in the amount of \$344,974.00. The current purchase order #19-001297 is insufficient by \$182,856.30 to pay invoice #1448337 in the amount of \$344,974.00. A request to add \$182,856.30 to PO #19-001297 should be processed so that Badger Meter will be paid for services rendered related to invoice #1448337

FINANCIAL IMPLICATIONS:

BUDGETED EXPENDITURE? YES NO IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
496	Meter Replacement	556.000-801.050	FEPA18WIIN	\$182,856.30
FY22 GRAND TOTAL				\$182,856.30

PRE-ENCUMBERED? YES NO **REQUISITION NO:** 220005266

ACCOUNTING APPROVAL: Yolanda Gray **Date:** 12-7-21

WILL YOUR DEPARTMENT NEED A CONTRACT? YES NO
(If yes, please indicate how many years for the contract) YEARS

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal)



CITY OF FLINT

BUDGET YEAR 1

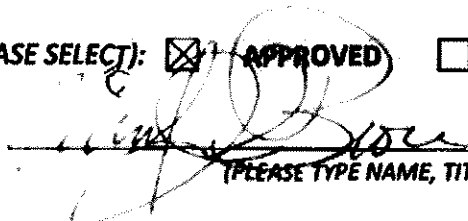
BUDGET YEAR 2

BUDGET YEAR 3

OTHER IMPLICATIONS (i.e., collective bargaining):

STAFF RECOMMENDATION: (PLEASE SELECT): **APPROVED** **NOT APPROVED**

DEPARTMENT HEAD SIGNATURE:


(PLEASE TYPE NAME, TITLE)

ORIGINAL INVOICE

INVOICE



4545 W Brown Deer Rd, P.O. Box 245036
 Milwaukee, WI 53224-9536 (414) 355-0400
 Credit Inquiries - credit@badgermeter.com

MATT MITT remittances to:
 Bill Number: 10 000000000

INVOICE NUMBER	DATE
1448337	07/23/21
D-U-N-S 00-606 9710	
NET 30 DAYS	

FED I.D. #39 0143280
 GST# 123746141

SOLD TO CUSTOMER: 211104
 CITY OF FLINT
 1101 S SAGINAW STREET
 P O BOX 246
 FLINT, MI 48501-1900

SHIP TO CUSTOMER: 2
 CITY OF FLINT
 WATER SERVICE CENTER
 3310 E COURT ST
 FLINT, MI 48506

CUSTOMER PO#	SHIPPING TERMS	FREIGHT CARRIER
19-001297	FREIGHT PREPAID	Sala
ORDER DATE	INCO TERMS	TRACKING NUMBER
04/01/21	CPT DESTINATION	104000001304
PROPOSAL #	FINAL DESTINATION	WAREHOUSE / ORDER#
Quote >Quote	UNITED STATES	MM 984658

LINE	PRODUCT DEFINITION	UNIT PRICE	EXTENDED PRICE USD
1	Badger Meter Item: 103-9955 EP-EAC-PXTX-E5-AM-19FD-AZYX-ACTH-AA-80A Ordered: 1400.000 Shipped: 1400.000 6530 Mark wright PRODUCT TYPE EP - E-SERIES ULTRASONIC POLYMER (NSF-61-372) METER TYPE EAC - 5/8" X 3/4" (3/4 X 7-1/2) WATER APPLICATION P - POTABLE CONNECTIONS/GASKETS XT - NONE -THICK WASHERS ACCESSORIES X - NONE REGISTRATZON E5 - ENCODER TECHNOLOGY AM - ORION CELLULAR C REGISTRATION FACE I - STANDARD UNIT OF MEASURE/DIAL RES 9F - 9 DIAL - 0.001 CUBIC FEET VISUAL BILLING UNITS D - 100 TESTING A2 - BADGER STD (YS-420) SERIALIZATION METER YX - YR MFG 80 & P88 APPLICATION AC - PIT/REMOTE, WALL BRACKET ORION LTE/INTL WIRING METHOD TH - TWIST TIGHT - 10 FT (MTR, ASSY) ENDPOINT SHIPMENT MODE AA - GROUND/OCEAN (PAUSED) CUSTOMER ID B0A - BADGER METER STANDARD (ID=B0A)	170.8100	239134.00
2	Badger Meter Item: 68886-104 Description: ORION CELLULAR LTE SERV UNIT Ordered: 168000.000 Shipped: 168000.000 6530 Mark wright	0.6300	105840.00
	Sub Total		344974.00

This Invoice is made subject to the terms & conditions found on our web-site: <https://www.badgermeter.com/terms-and-conditions>
 Goods covered by this invoice were produced in compliance with the provisions of the Fair Labor Standards Act of 1938 as amended.

ORIGINAL INVOICE

INVOICE



MATT ATT REFERENCES TO:
 INV. 03120
 04/23/21, 01 23055-0220

4545 W Brown Deer Rd. P.O. Box 245036
 Milwaukee, WI 53224-9536 (414) 355-0400
 Credit Inquiries - credit@badgermeter.com

INVOICE NUMBER	DATE
1448337	07/23/21
D-U-N-S 00-606-9710	
NET 30 DAYS	

FED I.D. #39-0143280
 GST# 123746141

SOLD TO CUSTOMER: 211104
 CITY OF FLINT
 1101 S SAGINAW STREET
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19-001297	FREIGHT PREPAID	Saia
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LINE	PRODUCT DEFINITION	UNIT PRICE	EXTENDED PRICE USD
	Total		344974.00

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(Proposal #19000551)

190074

SUBMISSION NO.: _____

PRESENTED: 3-6-19

ADOPTED: 3-11-2019

BY THE CITY ADMINISTRATOR:

RESOLUTION TO BADGER METER FOR AMI WATER METERS/SYSTEM UPGRADES

RESOLUTION

The Department of Purchases & Supplies has solicited proposals for AMI water meters/system upgrades as requested by Water Service Center; and

Badger Meter, 4545 W. Brown Deer Rd., Milwaukee, Wisconsin was the lowest responsive bidder from three solicitations for said requirements. Funding for said services will come from the following account 496-551.000-801.050; and

IT IS RESOLVED, that the Department of Purchases and Supplies is authorized to issue a purchase order to Badger Meter for AMI water meters/system upgrades in an amount not to exceed \$7,000,000.00 (Water Infrastructure Improvements for the Nation (WIIN) grant)

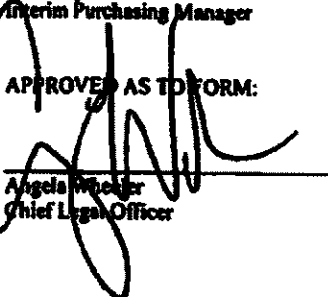
APPROVED PURCHASING DEPT.:

APPROVED AS TO FINANCE

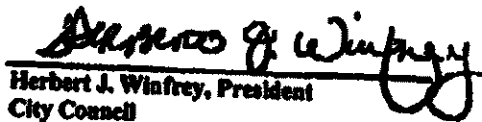

Bryan D. Bond
Interim Purchasing Manager


Hughie Newsome
Chief Financial Officer

APPROVED AS TO FORM:


Angela Wheeler
Chief Legal Officer


Steve Branch, City Administrator


Herbert J. Winfrey, President
City Council