



# Detroit Water and Sewerage Department

735 Randolph Street  
Detroit, Michigan 48226  
(313) 224-4704 Office  
dwsd.legistar.com

## Legislation Text

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**File #:** 18-0103, **Version:** 1

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The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to **grant an increase of \$725,000.00 in the contract price and an extension of one (1) year for DWSD Contract No. CS-1831 “Drainage Charge Program Support” with Tetra Tech of Michigan, P. C. (Consultant)**, and also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

### **Agenda of May 16, 2018**

#### **Item No. 18-0103**

#### **DWSD Contract No. CS-1831**

#### **Proposed Amendment No. 2**

#### **Time Extension: One (1) Year**

#### **Amendment Amount: \$725,000.00**

**TO:** The Honorable  
Board of Water Commissioners  
City of Detroit, Michigan

**FROM:** Gary Brown, Director  
Water and Sewerage Department

**RE:** **DWSD Contract No. CS-1831, Amendment No. 2**  
**“Drainage Charge Program Support”**  
**Consultant: Tetra Tech of Michigan, P. C.**

### **MOTION**

Upon recommendation of Lisa Wallick, Stormwater Management Group (SMG) Manager, the Board of Water Commissioners for the City of Detroit, Water and Sewerage Department, authorizes the Director to **grant an increase of \$725,000.00 in the contract price and an extension of one (1) year for DWSD Contract No. CS-1831 “Drainage Charge Program Support” with Tetra Tech of Michigan, P. C. (Consultant)**, and also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

### **JUSTIFICATION**

The Detroit Water and Sewerage Department (DWSD) procured the consulting services of Tetra Tech of Michigan, under Contract CS-1831 to provide technical and engineering support for its Drainage Charge and Credit Program (a/k/a Drainage Program) launched in FY17. The original contract was amended (Amendment No. 1) to add more money and time to continue having the support services necessary for the successful transition of the new impervious acre (IA) based drainage charge and credit system developed under the Drainage Program. As the transition is not yet complete for all class of DWSD customers, this Amendment No. 2 is requested for additional funding for Tetra Tech to continue providing the support for the Drainage Program

for an additional year. Tetra Tech's continued support is vital to the Drainage Program implementation as a number of critical program elements are in process. In particular, Tetra Tech will continue providing required technical and engineering support for green credit applications review, credit consultation meetings with customers, GIS data, technical outreach, Green Stormwater Infrastructure (GSI) plan review, and customer service support. The current contract with Amendment No. 1 was intended to fund the consultant support services to the end of June 2018. However, funding under the current contract is nearly exhausted, and thus further funding of \$725,000 and extension of the contract is necessary. It is estimated that the requested additional funding will be sufficient for FY19, depending upon the pace of transitioning the work to the newly formed Stormwater Management Group (SMG) staff.

## **BACKGROUND**

DWSD Contract No. CS-1831 was awarded to Tetra Tech of Michigan, by the Board of Water Commissioners (BOWC), on November 16, 2016 for a not to exceed amount of \$725,000 to provide drainage program support services to DWSD. Amendment No. I approved by the BOWC on June 21, 2017 added \$725,000 and extended the contract to June 30, 2018. Under the current contract, Tetra Tech has provided technical expertise and support for Drainage Program related tasks. Tetra Tech's role has included many facets of the program from credit system development and review to data management to outreach and customer interactions.

## **PROJECT TASKS**

The scope of work for the contract includes a wide range of support efforts including technical/engineering support, credit consultation, plan reviews, customer service support, and data development and tracking/implementation.

**The budget is established for the support services as a whole, these activity descriptions will be used for tracking purposes only.**

**Activity 1. Customer Service and Technical Support:** This activity includes a broad array of services associated with customer intake, customer disputes, customer impervious area adjustment requests and credit applications. It may include: site visits (for verification of impervious surface), customer meetings, review of applications, engineering reviews (site plans, calculations, determination of credit amount, documentation for credits, and tracking of storm water practices implemented). As part of the "site assessment process" it includes initial consultation with customers (a/k/a step 2 of the site assessment process "credit consultation"). Provide training to DWSD customer service staff under this task, as requested.

**Activity 2. Credit System Development and Support:** Development of program documentation for the drainage charge system and the credit system. Specific products include: drainage program administrative rules and policies; forms; drainage program guide; drainage charge web material; standardized tools; calculation. Additional efforts that may be included in this task include development of monitoring/ tracking programs for recertification of GSI practices and other technology-based or document-based foundational program elements.

**Activity 3. Customer Property Data/GIS Support:** This activity includes GIS data support for customer; support for DWSD's effort toward new impervious aerial photography and mapping; miscellaneous GIS analysis to evaluate a variety of data issues; provide training as needed in helping put into place the long term GIS management activities.

**Activity 4. Drainage Program Team Meetings/ Project Management:** Attend weekly drainage charge steering committee meetings, IT/billing team meetings, and various other coordination meetings as requested by DWSD. This task will also be used for project management and status reporting.

**Activity 5. Drainage Program Technical Outreach:** This activity includes preparation for and participation in various technical outreach activities including drainage charge workshops and outreach to specific customer groups.

**Activity 6. Supplemental Resources:** Provide supplemental staff or other resources to support Stormwater Management Group (SMG) work, as requested.

**Activity 7. Plan Reviews:** Conduct plan reviews for the determination of green credit or compliance with stormwater regulations to support the Stormwater Management Group (SMG) work, as requested.

## **PROJECT MANAGEMENT STATUS**

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|----|--|-------------------|
| A. | Original Start Work Date:                            | September 1, 2016 |
| B. | Current Completion Date:                             | June 30, 2018     |
| C. | Revised Completion Date:                             | June 30, 2019     |
| D. | Current Contract Amount:                             | \$1,450,000.00    |
| E. | Amendment No. 2 Amount:                              | \$725,000.00      |
| F. | Revised Contract Price (NTE):                        | \$2,175,000.00    |
| G. | Contract account strings:                            |                   |
|    | 1. 5820-20178-492401-616100-900195-15956-0000-000000 |                   |
| H. | Contract Purchase Agreement Number:                  | 6000941           |

CS-1831 Amendment No. 2 was presented to the Finance Committee on May 2, 2018. CS-1831 is an Operations and Maintenance (O&M) funded project.