

GRANT ADMINISTRATOR REQUEST FOR PROPOSAL

Saginaw County Public Works Commissioner (“County”) is accepting proposals from Grant Administrators for management and administrative services required by the County for implementation of a Community Development Block Grant Disaster Recovery (CDBG-DR) Infrastructure Grant.

This project will consist of beginning the process of sewer separation for one of the subdistricts of the Center Road District, located in Saginaw Charter Township. Phase 1 of the sewer separation project will consist of the re-establishment of and improvements to approximately 2800 lineal ft of the Gempel Drain which will serve as the stormwater outlet for this area. The project also includes the installation of approximately 1400 lineal ft of new sanitary sewer that will serve the subdistrict. Road replacement or repairs will also be required for the implementation of the project. The proposed grant amount is \$3M. See attached project description.

Qualifications:

Consultant shall have a minimum of three (3) years of experience with grant administration and federal compliance with CDBG programs. Provide a reference list of other communities that you have performed grant administration for including contact information for the community, project scope and your roles and responsibilities.

PART ONE: SCOPE

The scope of work the consultant must be prepared and qualified to provide are as follows:

1. General Tasks

- a. Establish project files in the County’s office and digitally so that file sharing can easily occur between County and MEDC. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure they are complete, and all necessary documentation is being retained in the County’s files.
- b. Assist County in meeting Citizen Participation requirements noted in its Citizen Participation Plan. This can include reviewing public hearing notices to ensure compliance.
- c. Assist in collecting and maintaining applicable Section 3 documentation to meet compliance standards.
- d. Prepare, receive, and submit signed grant metric reports from the County. These reports include, but are not limited to: Progress Reports, Audit Reports, Job Creation Reports and Milestones.
- e. Prepare and submit the semi-annual HUD 2516 and HUD 4710 reports.
- f. Assist in preparing Grant Amendment documents if necessary. Also, assist the County with developing a public hearing notice, if required. If the project scope changes and the Environmental Review level is affected, review and assist in the preparation of Environmental Review amendment documents or administrative paperwork to SHPO.
- g. Other general tasks as related to program compliance.

Total estimated hours for General Tasks: _____Hours

2. Financial Management

- a. Prepare Payment Requests at least quarterly in accordance with CDBG's financial management procedures.
- b. Review the County's financial management processes which includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and conforms to generally accepted principles of municipal accounting.
- c. Make progress inspections and certify private and other match investment each time a payment request is issued.
- d. Review Change Orders submitted by the County.
- e. Assist County with annual Single Audit Certification completion and submission to MEDC.

Total estimated hours for Financial Management: _____Hours

3. Procurement

- a. Provide required procurement reports and assist the County in obtaining approvals from MEDC as appropriate.
- b. Collect and file procurement records including selection process, advertisements, reasons for selections, minutes of bid openings, etc.
- c. Collect file contract agreements between County and the Selected Contractor. Collect and file insurance documentation related to the selected contractor.
- d. Provide SAM and HUD Limited Deniability Checks related to selected contractor.
- e. Collect and File Section 3 documentation.

Total estimated hours for Procurement: _____Hours

4. Construction and Labor Compliance

- a. Assist project engineer in bid document preparation consistent with state and federal regulations.
- b. Secure the Department of Labor's federal wage decision and include it in the bid documents.
- c. Review construction contracts to ensure they comply with state and federal regulations. Examples of regulations include the following: Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 24 CFR 85.36, Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 504, etc.
- d. File contractor clearance(s), specific to applicable Lead and Asbestos Abatement.
- e. Check weekly payrolls and complete Payroll Review Worksheet to ensure compliance with federal wage decision(s) with wage and fringe benefit information. Review documents to ensure the following documents are provided, if applicable: Apprentice Compliance, Independent Contractors, Payroll Restitution.
- f. Conduct on-site interviews and compare the results with the appropriate payrolls.

- g. Monitor administrative paperwork to ensure compliance with equal opportunity, labor standards provisions, and Section 3 requirements.

Total estimated hours for Construction and Labor Compliance: _____ Hours

5. Monitoring and Close Out

- a. Attend and Assist County during the MEDC's monitoring visit(s).
- b. Assist with close-out documentation.

Total estimated hours for Monitoring and Close Out: _____ Hours

TOTAL HOURS FOR ALL TASKS: _____ Hours

HOURLY RATE \$ _____

PROPOSED PROJECT COST \$ _____

PART TWO: PROPOSALS

To be considered, proposals must be received by the County prior to **4:00 PM EST on August 17, 2026**. The County reserves the right to reject any or all proposals. Questions concerning this request should be addressed to **Brian Wendling, Saginaw County Public Works Commissioner** at **989-790-5258** or **bwendling@saginawcountymi.gov**. Proposals can be delivered to Brian Wendling by email at **bwendling@saginawcountymi.gov** or in person or by mail at **111 S Michigan, Saginaw, MI 48602**.

The proposal must include:

1. The proposed fee,
2. The total number of hours for each task,
3. An hourly rate, including fringe benefits plus travel and material costs, if applicable,
4. A brief history of the firm and qualifications of each person in the firm who will be assigned to the project, and
5. A list of other communities, contact information for those community references the firm has been under contract with for CDBG administration during the last three calendar years and the type of CDBG project under contract.

Award of Contract:

The County reserves the right to reject any and all proposals, including without limitation the rights to reject any or all nonconforming, nonresponsive, unbalanced or conditional proposals and to reject the proposal if the County believes that it would not be in the best interest of the Project to make an award to that consultant, whether because the proposal is not responsive or the consultant is unqualified or fails to meet any other pertinent standard or criteria established by the County. The County also reserves the right to waive all informalities not involving price, time or changes in the Work and to negotiate contract terms with the successful consultant.

In evaluating proposals, the County will consider the qualifications of the consultants, whether or not the proposals comply with the prescribed requirements, unit prices and other data, as may be requested.

The County may conduct such investigations as the County deems necessary to assist in the evaluation of any proposal and to establish the responsibility and qualifications of consultants, to perform the work in a timely manner.

If the contract is to be awarded, it will be awarded to the lowest consultant whose evaluation by County indicates to County that the award will be in the best interests of the Project. The County reserves the right to waive any informality in any bid, to reject any or all bids, or accept any bid which is considered most favorable to the County.

Center Rd Sanitary Sewer Separation Project – Phase I

Project Description/Scope of Work

The Center Road Sewer District is one of the four sewer districts in Saginaw Charter Township. The Center Road Sewer District is a combined sewer district that collects sanitary and storm water from a 1288 acre area that serves approximately 5500 people. See attached Center Rd District Map. During the 2020 Flood Event, this area was impacted by the flood event with localized flooding and sanitary sewer back ups. The water that is collected from the system flows to either the Saginaw Charter Township Wastewater Treatment Plant, or during rain events, if the water gets high enough in the system, the water flows to the Center Rd Pump Station and Retention Basin. The Retention Basin collects the excess water and provide partial treatment until it becomes full and overflows to the Tittabawassee River. During the May 2020 event, 181 million gallons of partially treated sewage overflowed from the basin.

In an effort to reduce the number of sewer, basement back ups and basin overflows, while protecting the environment from pollution risks, options for sewer separation were evaluated in a Sewer Separation Study that was funded through a CDBG Planning Grant. This study identified location options for storm water outlets to the Tittabawassee River. Four outlets were identified that would allow the overall district to be broken down into four subdistricts, each discharging to a different Saginaw County drain that ultimately discharges to the Tittabawassee River. By utilizing multiple outlets, pipe sizes can be minimized and the monumental task of separation can be deemed more feasible. The four County drains that could be utilized were identified as the Gempel, Winterstein, Siedel and Center Rd drains. Phase I of the sewer separation will focus on the Gempel district which is in the area most impacted by the 2020 dam break event.

The separation study hydraulically modeled the existing combined sewer pipe network and hydrologically modeled the contributing drainage areas. This produced proposed pipe sizing to contain and convey the 10 year 24 hour storm event. Field measurements confirmed that these County drains would allow for proper gravity drainage of the system to the four proposed storm water outlets. The study determined that it would be more cost effective to utilize the existing combined sewer pipe network for the storm sewer system and that a new sanitary sewers would be constructed for the separate sanitary sewer system. This allowed for the majority of the existing piping system to be utilized as a stormwater collection system with minimum pipe replacements. The new sanitary sewer pipes are much smaller in diameter and therefore is a cost efficient solution.

In the Gempel District, the existing open channel (approximately 1500' in length) which connects to the Tittabawassee River south of W. Michigan Avenue would be cleaned out and widened. The 18" existing storm sewer from W. Michigan Avenue to this open channel would need to be replaced with an 84" diameter pipe to be able to convey the stormwater generated from the 10 year 24 hour design event for this area. At the point where the 84" pipe meets the

open channel, a flood control structure would be installed that would prevent high water levels in the Tittabawassee River from backing up into the system. This would help mitigate future flooding in this area and improve the resilience of the system. The existing storm sewer on W Michigan that collects stormwater from Andrew Street to the east to the Saginaw Charter Township boundary would be connected to the 84" pipe and this storm water would be removed from the combined system providing relief during rain events. Not only will this provide some immediate relief to the combined sewer system, but this outlet is sized to handle the remainder of the storm water flows from the Gempel District. The materials used to construct the storm sewer system consist primarily of concrete which is a durable, resilient building materials to ensure the longevity and resilience of the system. Both concrete pipe and concrete structures will be used.

In addition to a new storm sewer outlet, a portion of the new sanitary sewer system would also be constructed as part of this project. A new 15" sanitary sewer would be constructed on W. Michigan Ave from Center Rd to Joseph. This new larger sanitary sewer would be installed deeper to allow for future sanitary sewer extensions through the rest of the district so that the whole area can be served by gravity and avoid costly pump stations. Separating a combined sewer system has a number of complexities and logistics that have to be accounted for. Both sanitary and storm services need to be maintained to the residents and pipe connections from homes will need to be evaluated to ensure that the sanitary and storm flows are connected to the correct outlet pipes. Pipes that are going to be repurposed from combined to storm only, will need to be cleaned and disinfected to ensure no contamination of the Tittabawassee River. There is limited space within road rights of ways for multiple, new large diameter pipes. So sequencing is extremely important. This first phase of separation establishes the new outlets for both sanitary and storm systems which will serve as the foundations for the rest of the systems to be constructed. The pipes for the sanitary sewer will be PVC which is more resilient to the hydrogen sulfide gases present in sanitary sewage. The manholes will be concrete. The selected materials are durable, long lasting materials to ensure the longevity and resilience of the system.

These mitigation measures being constructed as part of this project address the current and future risks associated with heavy rains and high river levels in this area. The resilience metrics include the number of linear feet of public improvements and number of public facilities constructed. Until more of the system can be separated, the number of residences protected from future flooding and acres no longer vulnerable to flood events cannot be used. Future phases will be better able to quantify these metrics.

Obviously a sewer separation project is a major financial commitment and will have to be approached in phases. New combined sewers are no longer allowed to be constructed, and this combined sewer system is only one of 700 in the whole United States.

Saginaw Charter Township and the Saginaw County Public Works Commission are dedicated to continue the sewer separation efforts for this combined sewer system as financially feasible to help protect the environment, minimize flooding, and protect the health and safety impacts on

their residents without creating financial hardships for this low-mod income area. The report for the planning grant is being finished and will be provided as soon as it is completed.

Phase I of Center Rd Sewer Separation Project



Saginaw GIS



Map Publication:

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Disclaimer: This map does not represent a survey or legal document and is provided on an "as is" basis. Saginaw County expresses no warranty for the information displayed on this map document.