

ADDENDUM No. 1

RFP No. 25-41

High-Level Sewer Capacity Improvement Project Construction Engineering Services

Due Date: October 28, 2025, by 11:00 a.m. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes seven (7) pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposal:

- **Attachment D - City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment E - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment F - Vendor Conflict of Interest Disclosure Form of the RFP Document**

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

I. CORRECTIONS/ADDITIONS/DELETIONS

Changes to the RFP documents which are outlined below are referenced to a page or Section in which they appear conspicuously. Offerors are to take note in their review of the documents and include these changes as they may affect work or details in other areas not specifically referenced here.

Section/Page(s)	Change
<u>Section II.4.B</u>	Remove Section B. "Construction Surveying".

II. QUESTIONS AND ANSWERS

See attached Pre-proposal Meeting minutes.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.



Pre-Proposal Meeting Minutes

High-Level Trunkline Capacity Improvements Project Construction Engineering RFP No. 25-41

Wednesday, October 8, 2025
Ann Arbor City Hall, Basement Conference Room
Microsoft Teams

1. Introductions / Sign-In Sheet

Attached

2. Project Description

Approximately 1,600 feet of 36-inch microtunneled sanitary sewer will be installed along Washington St. and First St. to intercept flow from the high-level sewer trunkline and route it to the low-level sewer trunkline. This will free some capacity in the high-level sewer for the University of Michigan housing complex south of the project.

The City has never contracted a microtunneling project, so expertise is needed for the inspection and construction engineering. The construction administration will be performed by the City Project Manager.

Schedule is critical! The proposed sewer must be active by August 22, 2026. The selected firm shall anticipate possible project delays and work with the City to prevent and minimize delays.

3. Administrative Procedures

- A. Respondents are not required to attend Pre-Proposal Meeting in order to submit a proposal.
- B. Questions will be answered and the minutes and sign-in sheet from this meeting will be shared in an addendum during the week of October 20, 2025.
- C. Indicate in a cover letter that you received all addenda.
- D. The following documents must be included with the Proposals:
 - 1) One (1) original proposal
 - 2) One (1) digital copy of the proposal preferably on a USB/flash drive as one file in PDF format
 - 3) Separate sealed envelope with fee proposal
- E. A proposal may be disqualified if the following required forms are not included with the proposal:
 - 1) Attachment D - Non-Discrimination Declaration of Compliance
 - 2) Attachment E - Living Wage Declaration of Compliance
 - 3) Attachment F - Vendor Conflict of Interest Disclosure Form

F. Proposal Format (100 points):

- 1) Professional Qualifications – 10 Points
- 2) Past Involvement with Similar Projects – 40 Point
 - i. This is scored higher because of the importance of past microtunneling experience.
- 3) Proposed Work Plan – 30 Points
- 4) Fee Proposal – 20 Points

G. Schedule:

Activity	Date
Pre-Proposal Meeting	Wednesday, October 8, 2025 @ 1:00 p.m.
Final day for Consultant written questions	Friday, October 17, 2025 @ 5:00 p.m.
Addendum Posted	Week of October 20, 2025
Proposals due	Tuesday, October 28, 2025 @ 11:00 a.m.
Selection/Negotiations	November 2025
Expected City Council Authorizations	December 15, 2025
Contract Execution	January 2026
Anticipated Notice to Proceed Issued	January 12, 2026
Substantial Completion	October 8, 2026

4. Scope of Work

- A. Construction of approximately 1,600 LF of FRP sanitary sewer (30" & 36") installed by microtunneling, and 200 LF of SDR 26 PVC sanitary sewer (8", 10", 18", & 24") including associated structures, leads and abandonment/removal of existing sanitary sewers.

Construction of approximately 40 LF of CL IV RCP storm sewer (24") including associated structures, storm sewer taps and abandonment/removal of existing storm sewers. This is relocation work to accommodate the required shafts.

Construction of approximately 200 LF of PC 350 DIP water main (12") including associated fittings, structures, and removal of existing water mains. This is relocation work to accommodate the required shafts.

Approximately 1,600 SY of pavement removal and HMA paving, including associated curb & gutter removal and replacement, sidewalk and sidewalk ramp removal and replacement, machine grading, 21AA aggregate base placement, grading and compaction and pavement markings.

B. City Roll:

- 1) Construction Administration:
 - i. Project set up
 - ii. Host meeting with CE consultant about pay item funding source
 1. There are two funding sources – UM and City funds
 - iii. Pay apps
 1. Consultant shall review with contractor and resolve any pay item disputes
 - iv. Prepare change orders
 1. Consultant shall help prepare

v. Attend meetings

1. Consultant shall facilitate meetings and record and distribute minutes

C. Schedule and Phasing:

- 1) Note **Project Schedule and Payment** Detailed Specification for schedule and phasing information for basis of proposal.
- 2) Anticipated Notice to Proceed: January 12, 2026
- 3) Work north of Huron Street must be completed by June 20, 2026
- 4) Sewer connections on Washington Street must be complete with flow shift by August 22, 2026.
- 5) Project completion by October 8, 2026

D. Construction Engineering:

- 1) Work as a supportive role for project manager.
- 2) List personnel that will be on project.
- 3) Manage progress to keep project on schedule
- 4) Facilitate preconstruction and progress meetings, prepare and distribute minutes.
- 5) Review and approve shop drawings
- 6) Answer RFIs
- 7) Provide technical engineering input and support for plans and specification modifications
- 8) Review contractor's claims for extras
- 9) Help prepare and review change orders
- 10) Review monthly pay apps with contractor
- 11) Review contractor's certified payroll
- 12) Provide environmental consulting services for contamination concerns

E. Public Engagement

- 1) Communicate with residents and businesses about closures
- 2) Plan and hold one educational event onsite with the UM and the City.
- 3) Update project websites
- 4) Send out weekly email progress updates.

F. Construction Surveying

- 1) This will be removed from the RFP and made contractor's responsibility.
- 2) Check cut sheets
- 3) Relay and design discrepancies to City Project Manager.

G. Inspection

- 1) Full time inspection will be needed for duration of project
- 2) List personnel that will be on project.
- 3) Maintain a copy of plans and specs onsite at all times
- 4) Communicate with:
 - i. Contractor
 - ii. City Project Manager
- 5) Use Appia to record IDRs
 - i. A license will be provided
 - ii. Attend Appia training as requested.
 - iii. Post items per funding source
- 6) Monitor microtunneling procedures

- 7) Observe and record daily tunnel operations and review daily tunnel construction form
- 8) Observe and record returns from slurry plant to confirm the ground conditions are as expected
- 9) Manage City utility testing of water main, sanitary sewer and storm sewer.
- 10) Inspect and document (Contractor's responsibility):
 - i. Dewatering
 - ii. Contamination testing
 - iii. Vibration and settlement monitoring
 - iv. Bypass pumping

H. Project Coordination:

- 1) City staff including but not limited to: Signs and Signals, Forestry, Solid Waste, Public Works, WWTP, WTP
- 2) YMCA for parking and delivery needs
- 3) Ann Street Improvements Project
- 4) Other downtown city/DDA projects
- 5) Permits:
 - i. EGLE Part 41 – *Submitted to EGLE*
 - ii. EGLE Part 327 Groundwater Use – *Submitted to EGLE, complete*
 - iii. Washtenaw County Water Resources Commission (WCWRC) Drain Use – *Approved*
 - iv. MDOT Right-of-Way – For Huron Street crossing – *Submitted to MDOT*
 - v. Ann Arbor Railroad – *Submitted, Contractor must submit also*
 - vi. City of Ann Arbor: *To be submitted by contractor*
 1. Lane Closure
 2. No Parking Sign
 3. Right-of-way
 4. SESC
 5. Dewatering;

I. As-built Drawings

- 1) Markup as-builts during project
- 2) Provide mark-up plans to city for GIS use within 30 days of utility put into service
- 3) Develop CAD drawing as-builts after project for city's use
- 4) CAD files will be provided

J. Refer to Construction project documents for:

- 1) Instrumentation and Monitoring Plan
- 2) Geotechnical Baseline Report
- 3) Due Care Compliance Plan
- 4) Bypass pumping Specification

K. Refer to RFP for:

- 1) IDR Guidelines
- 2) As-built procedure

5. Questions and Answers

- A. Who owns the railroad?
 - i. Ann Arbor Railroad is owned by WATCO. RailPros runs their permit process.
- B. Is there room for office space for the consultant at City hall?
 - i. Yes, there is available for desk space at City Hall. A temporary badge would have to be assigned for access. The badges are assigned per person. Indicate whether your firm would utilize this in your proposal.
- C. How does the fee incorporate into the score?
 - i. The proposals will be opened and scored without the fee. The top firms' fees will be opened and scored. If the scores are still close after the fees are added, interviews will be held to determine the chosen firm.
- D. Does the contractor have to use a specific scheduling software?
 - i. No, the contractor will be responsible for submitting a schedule, but no specific software is required. The City will use Appia to track all milestone dates in the project.
- E. Will all permits be obtained before the Notice to Proceed?
 - i. The City has applied for permits as stated above. It is assumed all will be obtained before the project. The Contractor must apply for some permits after the project is awarded. The Railroad Permit must be applied for first, since that is anticipated to be the longest lead time.
- F. Is the prevailing wage requirement a state or federal mandate?
 - i. No, there is no federal or state funding for this project; the prevailing wage requirement is a City mandate. The consultant is required to pay a living wage; however, payroll is not verified. The contractor is required to pay Davis Bacon wages and submit certified payroll. It will be the consultant's responsibility to check the payroll to verify workers are being paid appropriately and file all necessary paperwork if they are not.

Project Title:	High-Level Trunkline Capacity Improvements Construction Engineering	Project Number: RFP# 25-41
Meeting Date and Time:	Wednesday, October 8, 2025 at 1:00 pm	Meeting Location: Ann Arbor City Hall, Basement Conf. Room, and Microsoft Teams

PRE-PROPOSAL MEETING SIGN IN SHEET

Name	Contractor/Representing	Email	Phone
Tracy Anderson	City of Ann Arbor	Tanderson@a2gov.org	734.794.6410 (O) Ext. 43639
Larry Gilbert	NTH Consultants, LTD	LGilbert@nthconsultants.com	313-304-0822
Abdulnasser Almadhoun	NTH Consultants, LTD	aalmadhoun@nthconsultants.com	248-662-2721
Chris Elenbaas	OHM Advisors	Chris.Elenbaas@OHMAdvisors.com	734-466-4405
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Joshua Mailoux	Spalding DeDecker	jmailloux@sda-eng.com	
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Alex Fields	Fishbeck	afields@fishbeck.com	
Albert Ruiz	Stantec	Albert.Ruiz@stantec.com	