



**Cheryl Porter**  
Chief Operating Officer  
Water and Field Services  
735 Randolph Street, Suite 1900  
Detroit, Michigan 48226  
Phone: 313-964-9390

## Memorandum

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**To:** Honorable Board of Directors

**Thru:** Cheryl Porter, COO – Water and Field Services

**From:** Biren Saparia, Systems Control Center Manager  
Todd King, Field Services Director

**cc:** Executive Leadership Team

**Date:** September 16, 2021

**RE:** Contract No. GLWA-CON-158 Proposed Change Order No. 4 “Specialized Services Contract”

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This memorandum is in response to discussion regarding Contract No. GLWA-CON-158 Proposed Change Order No. 4 “Specialized Services Contract” during the September 8, 2021, Operations and Resources Committee Meeting.

The purpose of this contract is to provide supplemental specialized services to GLWA, in terms of equipment and staff, to address various specialized tasks outside of the core, day-to-day operations and maintenance tasks of GLWA. Examples include dismantling and installing large (500 horsepower and above) pumps and motors as periodically required for maintenance, repair, and replacement. GLWA is in the process of procuring a replacement contract for this work and has received bids on RFB-2004889. However, recent events require an extension to this existing contract to provide continuity of services and allow for some priority improvements at the Connors Creek, Freud, and Bluehill sanitary/storm pump stations.

GLWA-CON-158 was originally awarded as a two-year contract in July 2017 with an upper limit of \$10,092,799.90. There were two option years which were approved by the Board in 2019 and 2020, with each adding one year of time and \$5,046,399.95 to the upper limit. In May 2021, the Board approved Change Order No. 3 which provided additional funds and time to allow the replacement contract to be advertised, bid, and awarded. Based on recent events, several projects, such as power monitoring improvements, and supplemental staffing for wet weather watches, were added to this contract and are being requested under Change Order No. 4. In addition, given the recent frequency of wet weather events, additional services are necessary to support GLWA operations during those events. If approved, the total work under this contract will amount to \$25,827,804.80 over 5 years which is near the original, estimated contract spend rate of \$5,000,000 per year.

During the meeting, the Committee requested the following issues be addressed:

***1) What were the GLWA procedures and staffing for managing wet weather events prior to June 25, 2021?***

Prior to June 25, 2021, GLWA reviewed National Weather Service predictions and initiated wet weather staffing procedures when there was a greater than 50% chance of a 0.5-inch precipitation event or the possibility of thunderstorms.

GLWA stationed staff at the Freud and Connors Creek pump stations with one operator and one electrician to cover both facilities.

***2) What are the current GLWA procedures and staffing for managing wet weather events?***

After June 25, 2021, GLWA revised its decision criteria to initiate wet weather staffing procedures when there is any chance of a 0.1-inch precipitation event or the possibility of thunderstorms.

GLWA now staffs Bluehill with one operator and one electrician, and Freud and Connors Creek with an operator, electrician, and maintenance technician at each facility for an increase in staff of six employees.

**3) What is the additional cost per event at Connors Creek and Freud Pump Stations?**

The additional costs per event are difficult to estimate as the expected duration, intensity, and number of events are unknown. Assuming a typical event/staff wet-weather duration of 8-16 hours per event, at six additional FTE per event for all three stations, a minimum estimate of \$8,000 to \$16,000 per predicted weather event is incurred to staff at this enhanced level. If staffed with contracted personnel, the cost could be as high as \$16,000 to \$32,000 utilizing CON-158.

**4) Please confirm that we are not staffing any other lift stations and why?**

Bluehill is experiencing power fluctuations from the external power feed. Therefore, an operator and electrician have been added during wet weather protocols. The remaining pump stations are sufficiently automated and reliable, such that staff are only dispatched when alarms occur at the remaining pump stations.

Please advise if the Committee wishes any additional information relative to this response.