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## Memorandum

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**To: The Honorable  
Board of Directors**

**From: Navid H. Mehram, P.E., Chief Operating Officer, Wastewater Operating  
Services**

**CC: GLWA Executive Leadership**

**Date: July 8, 2026**

**RE: CIP 260802 and 260803 - 2200443 – TOES 29T – WRRF Roofing Improvements**

This memorandum serves to notify the Board of an amendment to the existing WRRF Roofing Improvements design project to provide additional design dollars and extend the contract period to allow for construction-phase assistance during the upcoming phase two roof repairs.

### **Background**

GLWA initiated the WRRF Roofing Improvements design project to address aging roofing systems across multiple buildings at the WRRF that required upgrades for long-term asset protection. The original design scope included condition assessments, development of design documents for Phase 1 – Roof Replacement and Phase II – Roof Repairs, and construction support services for Phase 1 work only. The original scope of work prioritized replacement of roofs that were in the worst condition. The construction phase for those replacements has been completed. The upcoming phase is primarily to repair other roofs as required. The culmination of this scope of work has approached the \$500,000 limit for TOES tasks.

To ensure fully coordinated construction documents and to support the upcoming construction phase, additional design services beyond the originally authorized level of effort are required.

## Additional Scope

The proposed amendment provides the necessary funding and time extension to support:

- Revisions to design drawings and specifications to incorporate differences related to roofing repairs as compared to roofing replacements
- Supplemental coordination meetings with internal stakeholders and external permitting agencies
- Construction-assistance services during Phase II, including bidding and construction, including submittal review, RFI response, site clarifications, and field visits
- Extended project management, documentation, and quality assurance activities
- Support to mitigate construction risks and reduce potential change orders during installation
- Submission of plans to Detroit Building Environment for review

These added efforts ensure the roofing improvements are constructible, compliant with GLWA standards, and aligned with long-term facility reliability goals.

The additional design services and construction support are expected to extend the contract completion date by approximately 1,330 days, through December 30, 2028. The contract amount will be increased by \$95,200.00, resulting in a revised total contract value of \$595,200.00.

## Summary

The expanded scope is necessary to complete the design to GLWA standards and to provide adequate engineering support during construction. The additional design investment is expected to reduce construction risk, improve project quality, and minimize change orders.

Approval of this amendment will allow the project to proceed into the construction phase with the appropriate level of engineering support and oversight.