

AGENDA REPORT

TO: Mayor Pat Humphrey & the Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: February 3, 2022
RE: Sole Source – Local Limits Study

For the Agenda of February 7, 2022

Background. Recently EGLE contacted the City of Clare Wastewater Treatment Facility and has let us know that they are now requiring us to do a “Local Limits Study” in the City of Clare. This study, though expensive, will allow the city to accurately set limits on concentration levels and discharges being sent to the plant and provide us with information on our ability to continue to accept new industry and write permits. As you can see in the memo from Dale Clark, Water/ Wastewater Superintendent, he has requested authority to contract with Williams and Works and Trace Analytical Laboratories (*see copy of att’d memo & price quote*) as a sole source contracts. Both of these companies have been used by the City of Clare for many years and we have been very happy with their service.

I am also asking for the City Commission to approve any and all budget amendments necessary for this project to be completed by the City Treasurer/Finance Director Shannon Sirpilla. We are moving some money from the current Wastewater CIP and moving some items to next fiscal year so that funding will be used to pay for this unplanned expense. As reflected on the attached quotations, the cost of the study will hopefully be \$39,439.55, however, we are asking for approval of a Not To Exceed amount of \$45,000 for possible unforeseen contingencies. The funds for this purchase were not budgeted this fiscal year as this is a new requirement by EGLE so we are moving some money from the current Wastewater CIP and moving some items to next fiscal year so that funding will be used to pay for this unplanned expense.

Issues & Questions Specified. Should the City Commission approve the request to contract with Williams and Works and Trace Analytical Laboratories for the completion of a Local Limits Study?

Alternatives.

1. Approve the request to contract with Williams and Works and Trace Analytical Laboratories for the completion of a Local Limits Study.
2. Disapprove the request to contract with Williams and Works and Trace Analytical Laboratories for the completion of a Local Limits Study.
3. Set aside decision regarding this matter to a later date.

Financial Impact. As reflected on the attached quotations, the cost of the study will hopefully be \$39,439.55, however, we are asking for approval of a Not To Exceed amount of \$45,000 for possible unforeseen contingencies. The funds for this purchase were not budgeted this fiscal year as this is a new requirement by EGLE so we are moving some money from the current Wastewater CIP and moving some items to next fiscal year so that funding will be used to pay for this unplanned expense.

Recommendation. I recommend that the City Commission approve the requested sole source contracts as requested for the Local Limits Study by adoption of Resolution 2022-014 (*copy att'd*).

Attachments.

1. Memo from Dale Clark.
2. Williams and Works Quote.
3. Trace Analytical Laboratories Quote.
4. Resolution 2022-014.

INTEROFFICE MEMORANDUM

TO: JEREMY HOWARD
FROM: DALE CLARK
SUBJECT: LOCAL LIMIT STUDY
DATE 1/25/22
CC:

Jeremy,

Because of the addition of a septage receiving facility to the waste water treatment system, EGGLE is requiring us to complete a local limit study. There are several benefits of the requirement:

- This study will help us set discharge limits for POCs like PFAS and 1,4 Dioxane from industrial users that discharge to the WWTP
- Establishes new concentrations for levels of nutrients/contaminants that are being discharged to the WWTP
- The study also demonstrates the ability to accept new industries
- Local limits are also used as a basis for writing industrial pretreatment permits

I am requesting approval of a Not To Exceed amount of \$45,000 with a likely expense amount of \$39,439.55 to conduct this study barring any additional requirements by EGGLE or any incidents with testing. This will cover the engineering and lab costs. The quotes are attached. Williams and Works conduct these studies and has been working with the city for the past 26 years. GL 590-536.001.970.000. Thanks.

williams&works

engineers | surveyors | planners

January 11, 2022

Mr. Dale Clark, Director of Water Treatment
Clare Water Treatment Facility
11175 S. Eberhart Ave.
Clare, MI 48617

[via Email: DClark@cityofclare.org]

**Re: 2022 Industrial Pretreatment Program
Local Limits Determination**

Dear Mr. Clark:

The city desires to proceed with the development of Maximum Allowable Headworks Loading (MAHL) at their wastewater treatment plant (WWTP) to determine local limits for wastewater pollutants during the current fiscal year, which ends on June 30, 2022. This letter presents our proposed services to the City of Clare for the necessary professional services to accomplish that task.

Project Scope

The primary scope of the proposed professional services includes calculating MAHL to determine local limits for the following wastewater pollutants, or as directed by the Michigan Department of Environment, Great Lakes, and Energy (EGLE):

Pollutants of Concern (POCs)

Antimony, Arsenic, Benzene, Beryllium, Cadmium, Chromium, Copper, Cyanide, Ethylbenzene, Lead, Mercury, Methylene chloride, Molybdenum, Nickel, PFOS, PFOA, Phenol, Phosphorus, Selenium, Silver, Thallium, Toluene, Xylene, Zinc, 1,1,1 Trichloroethane, and 1,4, Dioxane.

Compatible Pollutants

Carbonaceous Biochemical Oxygen Demand (CBOD5)
Total Suspended Solids
Ammonia Nitrogen
Total Kjeldahl Nitrogen (TKN)
Phosphorus

It is understood that samples will be collected by the City of Clare in the following locations; WWTP Influent, WWTP Effluent, and Lift Station #2. The results of the testing at Lift Station #2 will be used as the basis of the residential loading. Samples of the biosolids will also be collected by the city. Samples will be tested by Trace Analytical Laboratories in Muskegon, Michigan. The costs for testing have previously been submitted by Trace, and are not included in this proposal. The cost of sample collection is also not included in this proposal, as it will be performed by the city or others.

Work Plan

- **Data Compiling and Review** – Sampling data will be compiled by date and location and reviewed. Data that doesn't make sense will be highlighted and discussed. We will work closely with EGLE in this phase to make a final determination of what pollutants require a local limit.
- **Calculate Plant Removal Efficiency** – The effluent sample results will be compared to the influent sample results to calculate the WWTP removal efficiency for applicable pollutants. Removal efficiency is one of the factors used in determining the MAHL and subsequent local limits.
- **Maximum Allowable Headworks Loading and Local Limits Calculation** – Using the sampling data, calculated WWTP removal efficiencies, permit limits, sludge limits and total maximum daily loads (TMDLs) provided by EGLE for the South Branch of the Tobacco River, the MAHL for each pollutant into the WWTP will be calculated. The MAHL will then be used to calculate local limits for industrial users using the uniform allocation method. Once complete, we will review the limits with the city. After review, we will submit the calculations and limits to EGLE for review.

Schedule

Williams & Works can begin work on this project immediately upon authorization. It is assumed the necessary sampling and laboratory testing will be completed and all results submitted electronically by March 4, 2022. That will allow us to submit the MAHL and local limits calculations by April 22, 2022 to the City of Clare and later to EGLE for review.

Proposed Fee

We propose to provide the engineering services as defined above for the following fees: Seven Thousand One Hundred Sixty dollars and No cents (\$7,160.00).

Thank you for this opportunity to be of service and please feel free to contact us should you have any questions.

Respectfully,

Williams & Works

Brandon Mieras, P.E.
Principal

Cc: Dan Whalen P.E., Williams & Works
File

[via Email whalen@williams-works.com]

Trace Analytical Laboratories, Inc.
2241 Black Creek Road
Muskegon, MI 49444-2673



231-773-5998 Phone
888-979-4469 Fax
www.trace-labs.com

Analytical Price Quotation

Quote #: City of Clare WWTP Local Limits Study 21-1130 REVISED 2-1-2022

Please reference the quote number on the chain of custody to ensure correct billing.

Attention: Dale Clark	Trace Contacts:
Client: City of Clare WWTP	Senior Project Manager: Jon Mink Ext. 224
Address: 202 W. Fifth St.	Email: jmink@trace-labs.com
Clare, MI 48617	Cell: 231-578-2687
Phone: 989-386-2321	Project Manager: Tim Brewer Ext 238
Email: dclark@cityofclare.org	Email: tbrewer@trace-labs.com
Project Name: Local Limits Study	Cell: 231-215-0932
Matrix: Wastewater / Biosolids	Business Development Specialist: Dan Sroka
	Email: dsroka@trace-labs.com
	Cell: 231-215-4561
TAT: *5-10 Days	Quote Date: REVISED 2/1/2022
	Expiration Date: 12/31/2022

Line Item	Description	Method	Unit Price	# Sample Points	Quantity (days)	Total
<u>C.W.A. Organics, Compatibles, & Other Analysis</u>						
1	1,4, Dioxane	EPA 8270	\$79.00	3	7	\$1,659.00
2	# 2,3,7,8-TCDD TICK Scan	EPA 625	Incl.	3	7	\$0.00
3	Ammonia Nitrogen	EPA 350.1	\$17.60	3	7	\$369.60
4	Benzidines	EPA 625SIM	\$188.00	3	7	\$3,948.00
5	BOD5	SM 5210B	\$26.80	3	7	\$562.80
6	Chlorinated Hydrocarbons	EPA 612	\$109.25	3	7	\$2,294.25
7	Cyanide, Total	ASTM D7511	\$26.80	3	7	\$562.80
8	PCBs	EPA 608	\$79.00	3	7	\$1,659.00
9	Pesticides	EPA 608/8081	\$129.40	3	7	\$2,717.40
10	PFAS 28 Cmp. W/ Isotope Dil.	Subcontract	\$400.00	3	7	\$8,400.00
11	Phenolics, Total	EPA 420.4	\$40.00	3	7	\$840.00
12	Mercury, Low Level	EPA 1631E	\$55.00	3	7	\$1,155.00
13	Mercury, Low Level - Field Blank	EPA 1631E	\$55.00	3	7	\$1,155.00
14	Metals Digestion	EPA 200.2	\$7.00	3	7	\$147.00
15	## Metals, Total (14)	EPA 200.7/8	\$84.00	3	7	\$1,764.00
16	SVOCs- Full List	EPA 625	\$110.00	3	7	\$2,310.00
17	TKN	EPA 351.2	\$26.80	3	7	\$562.80
18	TSS- Total Suspended Solids	SM 2540D	\$13.40	3	7	\$281.40
19	VOCs- Full List	EPA 624	\$60.00	3	7	\$1,260.00
<u>Biosolids</u>						
20	PFAS- Biosolids 28 Cmp.	Subcontract	\$400.00	1	1	\$400.00
21	Metals Digestion	EPA 3051	\$7.00	1	1	\$7.00
22	MI 10 Metals	Various	\$100.00	1	1	\$100.00
23	Percent Solids	EPA 24	\$11.50	1	1	\$11.50
Analytical Total:						\$32,166.55
<u>Misc. Fees</u>						
24	** Std. Sample Pickup Services, per Pickup		\$15.00		7	\$105.00
25	Sample H,S,&D Fee, per INVOICE		\$8.00		1	\$8.00
GRAND TOTAL:						\$32,279.55

NOTES:

- Sampling will be handled by the City of Clare WWTP Staff. Samples will be 24 Hr. Composites representing each day of the week at 3 locations (WWTP Influent, WWTP Effluent, & Lift Station #2), completed over a few weeks time.
- Project Manager Contact is Brandon Mieras, P.E from Williams & Works. 616-644-8520

A charge of \$8.00 for Sample Handling, Storage & Disposal is applied to each invoice.

* The standard turnaround time is 5-10 business days. Shorter turnaround times are available with prior approval and may incur a surcharge per sample. Please contact a Trace Project Manager for scheduling.

Tick Scan only, included in EPA 625 Scan at no additional charge.

Metals Included (EPA Priority Pollutants List & Molybdenum, & Phosphorus): Antimony, Arsenic, Beryllium, Cadmium, Chromium, Copper, Lead, Molybdenum, Nickel, Phosphorus, Selenium, Silver, Thallium, Zinc.

Sample containers, coolers, labels, chain-of-custody forms and shipment to the client via normal freight are included in Trace's fees. Additional fees may apply for expedited shipments via Fed Ex, UPS or USPS.

**Samples must be returned to the laboratory on ice and in a timeframe that meets EPA Hold Time Requirements. To assist in meeting these requirements, Trace Labs offers a \$15 Sample Pickup fee. Sample Pickups must be scheduled in advance. Additional fees may apply for expedited shipments via Trace Labs, Fed Ex, UPS or USPS.

Payment Terms - Net 30 Days - If not paid within 30 days, the invoice shall be subject to 1.5% per month service charge effective as of the date of delivery. In the event it is necessary to commence collection proceedings, buyer shall pay all collection costs incurred including reasonable attorney's fees.

Pricing is subject to change after the expiration date of this quote.

RESOLUTION 2022-014

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE SOLE SOURCE CONTRACTS WITH WILLIAMS AND WORKS AND TRACE ANALYTICAL LABORATORIES FOR THE COMPLETION OF A LOCAL LIMITS STUDY AND APPROVE THE ASSOCIATED BUDGET AMENDMENTS.

WHEREAS, EGLE is requiring the City of Clare to conduct a Local Limits Study; and

WHEREAS, City Staff has recommended that the city enter into sole source contracts with Williams and Works and Trace Analytical Laboratories for the completion of a Local Limits Study; and

WHEREAS, the City of Clare has successfully worked with both companies for many years; and

WHEREAS, the City Commission has reviewed and considered said recommendations and determined approval of sole source contracts with Williams and Works and Trace Analytical Laboratories for the completion of a Local Limits Study is reasonable, and in the best interests of the City.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Clare hereby approves the sole-source contracts for a Local Limits Study to be conducted by Williams and Works and Trace Analytical Laboratories for a likely cost of \$39,439.55 with a Not To Exceed cost of \$45,000.

BE IT FURTHER RESOLVED THAT the City Commission approves a budget amendment to facilitate the unplanned expense and directs its Treasurer/Finance Director to take all actions necessary to execute said budget amendment.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INSOFAR AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

The Resolution was introduced by Commissioner _____ and supported by Commissioner _____. The Resolution declared adopted by the following roll call vote:

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 7th day of February, 2022.

Diane Lyon, City Clerk