



## **Cheboygan County Board of Commissioners**

### **MISSION STATEMENT**

*Cheboygan County officials and staff will strive to provide public services in an open and courteous manner and will responsibly manage county resources.*

### **Committee of the Whole Meeting**

**February 26, 2019**

**9:30 a.m.**

### **Agenda**

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation/Pledge of Allegiance**
- 4. Approve Agenda**
- 5. CITIZENS COMMENTS**
- 6. SCHEDULED VISITORS/DEPARTMENT REPORTS**
  - A. 5G and other Wireless Concerns – Chuck Leaday**
- 7. ADMINISTRATOR'S REPORT**
- 8. OLD BUSINESS**
- 9. NEW BUSINESS**
  - A. Marina Engineering Service Agreement (Fuel Tank/Dock Replacement) – Gourdie-Fraser, Inc.**
- 10. BOARD MATTERS FOR DISCUSSION**
- 11. CITIZENS COMMENTS**
- 12. BOARD MEMBER COMMENTS**
- 13. ADJOURN TO THE CALL OF THE CHAIR**



# Cheboygan County

## Board of Commissioners' Meeting

February 26, 2019

**Title:** Engineering Services - Marina Fuel Tank/ Dock Replacement

**Summary:** The County received a grant from the State of Michigan to remove and replace the fuel tanks and fuel dock at the Marina. The grant project estimate was \$800,000 with \$400,000 from the State and \$400,000 from the County. In July of 2017, the County requested bids from engineering companies to submit design proposal cost. The proposals were placed in the paper, online, in the state plan rooms and sent to various engineering firms. No proposals were received. The County was contacted by Gourdie-Fraser, Inc. of Traverse City, MI that they were interested in the project and would provide the County with a proposal. The State of Michigan, Waterways Division was notified and indicated that this process would meet state grant requirements. The engineer's design would relocate the fuel dock from its current location to the northeast area of the Marina.

**Financial Impact:** \$131,000 to complete final engineering drawings, bid documents, environmental review, Army Corps permits, construction inspection and construction administration.

**Recommendation:** Motion to award Marina Engineering Services to Gourdie-Fraser, Inc. and authorize the Chair to sign Agreement for Services in the amount of \$131,000 contingent on final legal counsel review and authorize any necessary budget adjustments.

**Prepared by:** Jeffery B. Lawson

**Department:** Administration



Cheboygan County  
870 South Main Street  
Cheboygan, MI 49721

February 22, 2019

Attn. Jeffrey B. Lawson, County Administrator

RE: Engineering Services for Cheboygan County Marina Fuel System and Service Dock Replacement

Dear Mr. Lawson:

Thank you for the opportunity to submit this proposal for engineering services for the referenced project. In addition to GFA staff, our project team also includes Granger & Associates (Survey Services), R.W. Mercer, Co. (Fuel Tank and System Design), and Otwell Mawby, P.C. (Environmental/Geotechnical Services). Our entire team has extensive experience working in the communities of Cheboygan County and we believe very well positioned to complete this project. This proposal letter presents our scope of services, fee, time schedule, and "Standard Terms and Conditions." Should you have any questions regarding the information contained herein please do not hesitate to contact us.

### **Project Description**

It is our understanding Cheboygan County wishes to pursue improvements at the existing Marina facility in the City of Cheboygan. A key improvement desired for the project includes replacement of the existing fuel tanks (two tanks 6,000 gallons each) with a single 20,000 tank with separate compartments for gasoline and diesel fuels. In addition, the project is to include relocation of the fuel service dock and service dock building from the existing floating pier to a landward location on the north side of the Marina adjacent to the fuel tank location (see attached concept sketch). This relocation would also require improvements to inland features such as concrete revetments, vehicle access, walkways, greenbelt areas which may be disturbed by the fuel system replacements, as well as new fuel, electrical, water supply and wastewater collection lines to the new service dock location. Through preliminary discussions with the MDEQ and U.S. Army Corps of Engineers permitting agencies, they have indicated support for the proposed relocation and a preference for implementing the new service dock location as a floating pier. Therefore, the project will include ramping to connect the floating piers with land, flexible fuel and utility connections, and installation of an ice suppression system around the new fuel service floating dock.

It is our understanding that the County desires to pursue the project in a phased approach, where the new fuel tanks and system components would be completed first followed by removal of the existing tanks. The existing fuel and service dock on the floating pier could be utilized while funding availability is confirmed for the second phase which would include the service dock relocation to the north and associated site improvements. This approach has advantages of allowing for the necessary replacement of fuel system components and constructing the new service dock facility, while not disrupting service to boaters.



In preparation of this proposal, we have made site visits to the Marina as well as reviewed resources such as the Preliminary Engineering Study materials previously prepared by United Design Associates, Inc. in 2008. Team partner R.W. Mercer, Co. has also been consulted as they have provided input into past study materials and cost estimates on the Marina fuel tank and other system components. The following sections describe our recommended scope of services and approaches to complete the project. In addition to the design and construction services for the improvements, we have also included environmental services which believe to be required as part of the de-commissioning of the existing Marina fuel tank and system components.

### **Scope of Services**

#### ***Design Phase Services***

GFA services would include investigations with the County to verify limits and scope of Marina site, dock and fuel system components to be replaced, relocated, or improved. GFA team member R.W. Mercer, Co. will be providing the primary consulting services (designs and specifications) regarding the new Marina fuel tank and fuel delivery system components. Being the current vendor for fuel operations at the Marina, R.W. Mercer, Co. is particularly well qualified with its knowledge of the existing system, the current issues with the old tanks and delivery systems to be resolved, and ideas to make the most of this opportunity for improvements.

Once the scope is verified, the GFA team will proceed with topographic mapping/surveys, soil borings, preliminary and final designs. Project design plans, profiles, typical cross-sections, details (including items such as new fuel tank, foundation, ballast, electrical and mechanical components), will be prepared for all components to be constructed relative to the fuel delivery system, site improvements (walk ways, revetments, water supply, sewer, ramps, grading around fuel tank), service dock, and service dock building. In addition, construction quantities, opinions of probable construction cost, and the specification packages will be completed for bidding of the project. It is understood that the County desires to prepare bid packages for the fuel system and dock/site improvements as separate phases.

The GFA team would make application for permits required for project construction, as necessary. These are anticipated to include MDEQ/Army Corps joint permit, MDNR, State of Michigan Licensing and Regulatory Affairs (LARA) for the fuel system work, City of Cheboygan and Cheboygan County.

As applicable, design document development would proceed in accordance with MDNR Waterways guidelines and schedules. Documents will be provided in quantities as specified. Attendance at meetings and associated documentation will also be provided as may be needed over the course of the design process.



### ***Construction Phase Services***

During the construction phase, the GFA Team will provide services to monitor that the project is constructed in accordance with the plans, contract documents, and applicable permits. Construction phase services will be provided in the follow sub-categories:

#### Construction Staking/Layout

Construction staking and layout will include survey crew services to field locate the project features to be constructed in accordance with the final engineering plans. Survey stakes will provide the contractor with instructions regarding, location, alignment and grade of the components to be constructed.

#### Fuel Tank Closure Environmental Assessment

The GFA team member Otwell Mawby, P.C. will complete a required closure assessment of the two existing underground storage tanks (USTs) and associated fuel supply lines that are being removed at the Marina. The present USTs are a 6,000 gallon gasoline and a 6,000 gallon diesel fuel which are being replaced with one 20,000 gallon two chamber UST.

This work will include preparation and submission of the Intent of Removal, Closure or Change-In-Service of Underground Storage Tanks form [(BFS-3824 (Rev 6/15))] with the State of Michigan Department of Licensing and Regulatory Affairs (LARA), Bureau of Fire Services (BFS), Storage Tank Division (STD) in Lansing, Michigan.

Otwell Mawby will be on site during the removal of the two 6,000 gallon USTs and the plumbing lines to collect soil samples for the completion of the site assessment as required by the Department of Licensing and Regulatory Affairs (LARA), Bureau of Fire Services (BFS), Storage Tank Division (STD), in accordance with the Instructions for Form EQP 3881 Site Assessment Procedures [(BFS-3881 (Rev 6/15))]. Soil samples will be collected from underneath both ends of the two USTs after their removal. Assessment will include field screening soils for potential evidence of a release, soil sampling with laboratory analysis, State of Michigan reporting requirements, and summary report.

The collected soil samples will be provided to laboratory for analysis of benzene, toluene, ethylbenzene and xylene (BTEX) for the gasoline UST and poly-nuclear aromatics (PNAs) for the diesel UST as designated in the instructions for BFS-3881 Form. Upon the receipt of the analytical laboratory data, Otwell Mawby will prepare a Summary Report with sample location map summarizing the completed site activities. Based upon the laboratory results, and information obtained during the removal activities a determination can be made if any additional assessment is needed or warranted. In conjunction with the Summary Report, the Underground Storage Tank System Site Assessment Report and Closure or Change-In-Service Registration Form [(BFS-3881 (Rev 6/15))] will be completed and submitted to the Department of Licensing and Regulatory Affairs (LARA), Bureau of Fire Services (BFS), Storage Tank Division (STD) in Lansing, Michigan.

If analytical laboratory results indicate the presence of a release, Otwell Mawby will prepare and submit the Release Report Form [(BFS-3826 (Rev 9/2))] with the Department of Licensing and Regulatory Affairs (LARA), Bureau of Fire Services (BFS), Storage Tank Division (STD) in Lansing, Michigan, on behalf of the Cheboygan County.



### Construction Observation/Materials Testing

On-site observation services will be provided during construction of the project. Construction observation services will be crucial to assure that construction is completed in accordance with the approved plans, contract documents and permits. As part of the work scope, in accordance with the contract documents, observation staff will be responsible for performing the following general tasks:

- Track construction quantities and document construction through the use of County approved daily reports.
- Review project materials delivered to the construction site to ensure compliance with design documents and/or contractor submittals and “shop drawings”.
- Maintain day to day contact and communication with the County and contractor personnel.
- Effectively address concerns or questions regarding the project as they may arise.
- Perform testing on construction materials associated with the utilities project such as concrete, asphalt, aggregates, and compaction of granular materials for trench backfills.
- Observe and/or evaluate possible utility, subgrade, or other conditions that may differ from information available during design. If such conditions are exposed during construction, construction observation staff will consult with construction engineering personnel to make appropriate recommendations.
- Perform soil erosion and sedimentation control inspections as may be required. A MDEQ certified storm water operator will be provided to complete these inspections.

This proposal and associated fee estimate includes an allowance of 300 construction observation hours between the two for the duration of the project construction. However, we note that the actual time required for construction will be highly dependent upon the final scope of the construction and the contractor (unknown at this time) staff ability to complete the work in a reasonable and timely manner. As a result, construction time required may exceed the hours assumed in this proposal. In this event, GFA would provide construction services on an hourly as-needed basis for completion of the work.

### Contract Administration/Construction Engineering

Contract administration and construction engineering (CA/CE) includes services to be provided by GFA engineering and/or project management staff during the construction process. General CA/CE duties for the project will include:

- Obtain and review of final executed contracts, bonds and insurance documents from the selected contractor on behalf of the County.
- Coordination and attendance at a pre-construction meeting.
- Progress meetings and site visits by project management or construction engineering staff. A regular progress meeting schedule will be developed with the County and contractor once construction activities commence. It is anticipated that construction engineering staff (in addition to construction observation) will be on-site once per week, or as-needed, during construction.
- Review of ‘shop drawing’ and material submittals by the contractor for conformance with construction components identified in the design documents.



- Document preparation for change orders (contract modifications) as applicable.
- Respond to contractor requests for information in accordance with the contract documents.
- Prepare supplemental design materials as may be necessary.
- Interpret and apply conditions in the contract documents as it relates to circumstances which may arise during the construction process.
- Prepare 'punch list' documentation for the applicable construction components and coordinate final inspections.
- Prepare construction certification documents as required by the County, MDNR and permitting agencies.
- Preparation of construction record drawings at the conclusion of construction.
- Provide assistance with final project close out documents and file review process.
- Perform wage interviews of contractor employees for compliance with wage rate requirements as may be required.
- Review contractor certified pay rolls for compliance with wage rate requirements associated with the project.

#### **Clarifications and Assumptions**

The project fee budget is based on the following assumptions drawn through our understanding of the project requirements. Specific work items listed in this section will not be included in the scope of services:

- Wetland location, determination, mitigation, and permitting.
- Boundary survey work.
- Right of way or easement acquisitions.
- Design, permitting, and construction phase services for dredging.
- Payment of Agency Permit fees.
- Landscape and irrigation plans.
- Environmental Reviews, Impact Statements, or Reports, other than as described in the above scope of services.
- Re-design or additional services due to changes to the original scope of services as outlined in the request for proposals and described above. Any requirements for a more extensive construction program will require a re-evaluation of the above design services work scope and fee proposal.

#### **Responsibilities of Client/Owner**

The Client/Owner shall furnish the following minimum information as necessary in reference to the Project:

- Electronic files (if any) of previous survey or design work for the subject property.
- Property description where the Project lies outside public rights-of-way or similar lands where creation of this information is not part of the Consultants Services as specifically stated herein or previously provided.
- Deed or other land use restriction information where the Project lies outside public rights-of-ways unless the Consultant's services include research and/or preparation of such information as specifically stated herein or previously provided.



- Property boundary, easement, right-of-way or other information associated with the Project and not part of the Consultants Services as specifically stated herein or previously provided.
- All information available for the Project regarding explorations, tests, subsurface conditions, environmental assessments/audits/impact statements, and any interpretations thereof not part of the Consultants Services as specifically stated herein or previously provided.
- All information, as the Client/Owner becomes aware of, with regard to hazardous environmental conditions or materials that might affect the Project or Project site.
- Current title work that will identify any existing easements, restrictions or other encumbrances that could impact the work Proposed.
- Application fee(s) are not included in this proposal and will be the responsibility of the Client/Owner.

#### **Additional Services**

Any work or materials desired by the County in addition to the work scope, described above, can be completed by GFA on an hourly time and material basis in accordance with the current billing rates or as a revision to this proposal with written approval from the County.

#### **Time Schedule**

The GFA team can commence services immediately. Design services and permit application shall proceed for anticipated completion and Phase I bid package by May 31, 2019 for potential 2019 start of Phase I construction, and completion ahead of 2020 boating season.

#### **Fee**

The GFA team will perform the services under this agreement on an hourly basis with the following budgets estimated based on the above scope discussion, and not to be exceeded without authorization from Cheboygan County:

#### **Phase I (Includes new fuel tank design/construction and existing fuel tank removal)**

Topographic Survey	\$5,000.00
Soil Borings/Fuel Tank Geotechnical Evaluation	\$7,500.00
Fuel Tank and System Components Design and Specification	\$15,500.00
Fuel Tank Closure Environmental Assessment	\$7,500.00
Construction Engineering	\$7,500.00
Construction Survey (Layout/Staking)	\$3,500.00
Construction Observation (Assumes 150 hours plus per diem)	\$13,500.00
Contract Administration and Project Close-Out	\$7,500.00
<b>Phase I Services Subtotal</b>	<b>\$67,500.00</b>



**Phase II (Includes design/construction of new service dock and site improvements)**

Site Plan Design and Specification	\$9,500.00
Dock Component/Ice Suppression Design and Specification	\$12,500.00
Service Pier Building Design and Specification	\$7,500.00
Construction Engineering	\$7,500.00
Construction Survey (Layout/Staking)	\$5,500.00
Construction Observation (Assumes 150 hours plus per diem)	\$13,500.00
Contract Administration and Project Close-Out	\$7,500.00
<b>Phase II Services Subtotal</b>	<b><u>\$63,500.00</u></b>
<b>Project Services Total</b>	<b><u>\$131,000.00</u></b>



**Contract Terms and Conditions**

Exhibit 1 (attached), "Standard Terms and Conditions," dated September 2017 is incorporated into this proposal by reference.

**Acceptance**

If this proposal is acceptable to you, please sign where indicated below, initial page 3 of Exhibit 1 "Standard Terms and Conditions" and return a copy, of both, to our attention. Receipt of this signed proposal will serve as our authorization to proceed. Thank you for giving us the opportunity to be of service. We look forward to working with you in the very near future on this project.

**GFA**  
CONSULTANT

**Cheboygan County**  
CLIENT/OWNER

\_\_\_\_\_  
Brian M. Boals, PE

(Signature)  
(Name)

\_\_\_\_\_  
Project Manager

(Title)

\_\_\_\_\_  
February 22, 2019

(Date)

\_\_\_\_\_  
Craig Goodrich

(Signature)  
(Name)

\_\_\_\_\_  
Municipal Specialist

(Title)

\_\_\_\_\_  
February 22, 2019

(Date)

Attachments: Exhibit 1 – Standard Terms and Conditions  
Exhibit 2 – 2018 GFA Billing Rate Schedule  
Preliminary Project Construction Opinion of Cost  
Concept Sketch for Fuel/Service Dock Relocation

CHEBOYGAN COUNTY MARINA  
 FUEL SYSTEM AND SERVICE DOCK RELOCATION (NORTH SIDE ON-SHORE ADJACENT TO FUEL TANK)  
 PRELIMINARY OPINION OF PROJECT COSTS  
 November 9, 2018

Item No.	Item	Est. Quantity	Unit	Unit Price	Unit Cost
1	Mobilization	1	LS	\$80,000.00	\$80,000.00
2	Removals	1	LS	\$60,000.00	\$60,000.00
3	Site Work (Excavation, Concrete, Roadwork, Restoration for new service dock, fuel tank and access)	1	LS	\$100,000.00	\$100,000.00
<b>SERVICE DOCK RELOCATION/REPLACEMENT</b>					
4	Shore Abutment and Connection	1	EA	\$5,500.00	\$5,500.00
5	ADA Accessible Floating Ramp	400	SF	\$55.00	\$22,000.00
6	Floatation for Floating Ramp and Floating Pier Service Building	1	LS	\$5,000.00	\$5,000.00
7	Floating Service Pier	1,900	SF	\$50.00	\$95,000.00
8	Fenders (Large Craft)	10	EA	\$500.00	\$5,000.00
9	Cabinet with Fire Extinguisher and Life Ring	2	EA	\$500.00	\$1,000.00
10	Fire Protection System	1	EA	\$15,000.00	\$15,000.00
11	Service Pier Building	1	LS	\$40,000.00	\$40,000.00
12	Sanitary Sewer Line (with new connection to City Sewer)	525	LF	\$30.00	\$15,750.00
13	Water Service Line (with new connection to City Water Supply)	525	LF	\$25.00	\$13,125.00
14	Electrical/Communication Service Line (from Harbor Master Building)	610	LF	\$20.00	\$12,200.00
15	Potable Water Stanchion	2	EA	\$1,500.00	\$3,000.00
16	Sanitary Pump-Out	2	EA	\$15,000.00	\$30,000.00
17	Pump-out Stanchion	2	EA	\$1,500.00	\$3,000.00
18	Service Pier Light Poles	2	EA	\$3,000.00	\$6,000.00
19	Service Pier Signage	1	LS	\$1,000.00	\$1,000.00
20	Ice Suppression System	1	LS	\$25,000.00	\$25,000.00
<b>FUEL SYSTEM REPLACEMENT</b>					
21	New Fuel Tank (20,000 gallon total volume)	1	LS	\$150,000.00	\$150,000.00
22	New Fuel Lines (Tanks to Abutment at new Service Dock Location)	200	LF	\$75.00	\$15,000.00
23	Fuel Monitor Sensor Wiring Replacement at Tank	1	LS	\$8,000.00	\$8,000.00
24	Fuel Electrical at Tank	1	LS	\$4,000.00	\$4,000.00
25	Fuel Lines at Tank	1	LS	\$4,000.00	\$4,000.00
26	Emergency Shut-off on Service Pier	1	LS	\$5,000.00	\$5,000.00
26	Transition Sump at Abutment	1	LS	\$5,000.00	\$5,000.00
27	Overflow Alarm at Fuel Tank	1	LS	\$5,000.00	\$5,000.00
28	Fuel Dispensers with Rewinds	4	EA	\$12,000.00	\$48,000.00
29	Fuel Monitor System on Service Dock	1	LS	\$6,000.00	\$6,000.00
30	Fuel System Monitor Panel	1	LS	\$6,000.00	\$6,000.00
<b>Construction Subtotal</b>					<b>\$793,575.00</b>
<b>Construction Contingencies 10%</b>					<b>\$79,357.50</b>
<b>Construction Total</b>					<b>\$872,932.50</b>

**NOTES:**

1. These costs are based on information from previous preliminary engineering study. The actual site conditions may result in variations of unit prices or items.
2. This cost estimate is approximate. Actual construction bids may vary significantly from this statement of probable costs due to timing of bidding, construction, changed conditions, labor rate, changes, or other factors beyond the control of the Engineer.

*Fuel / Service Dock Relocation  
Conceptual Sketch  
November 2018*

DRAWN: CAD  
DATE: 4/2007  
PRELIM:  
ISSUED: 2/2008  
REVISIONS:  
2/2008

PRELIMINARY   
CONSTRUCTION   
FINAL RECORD

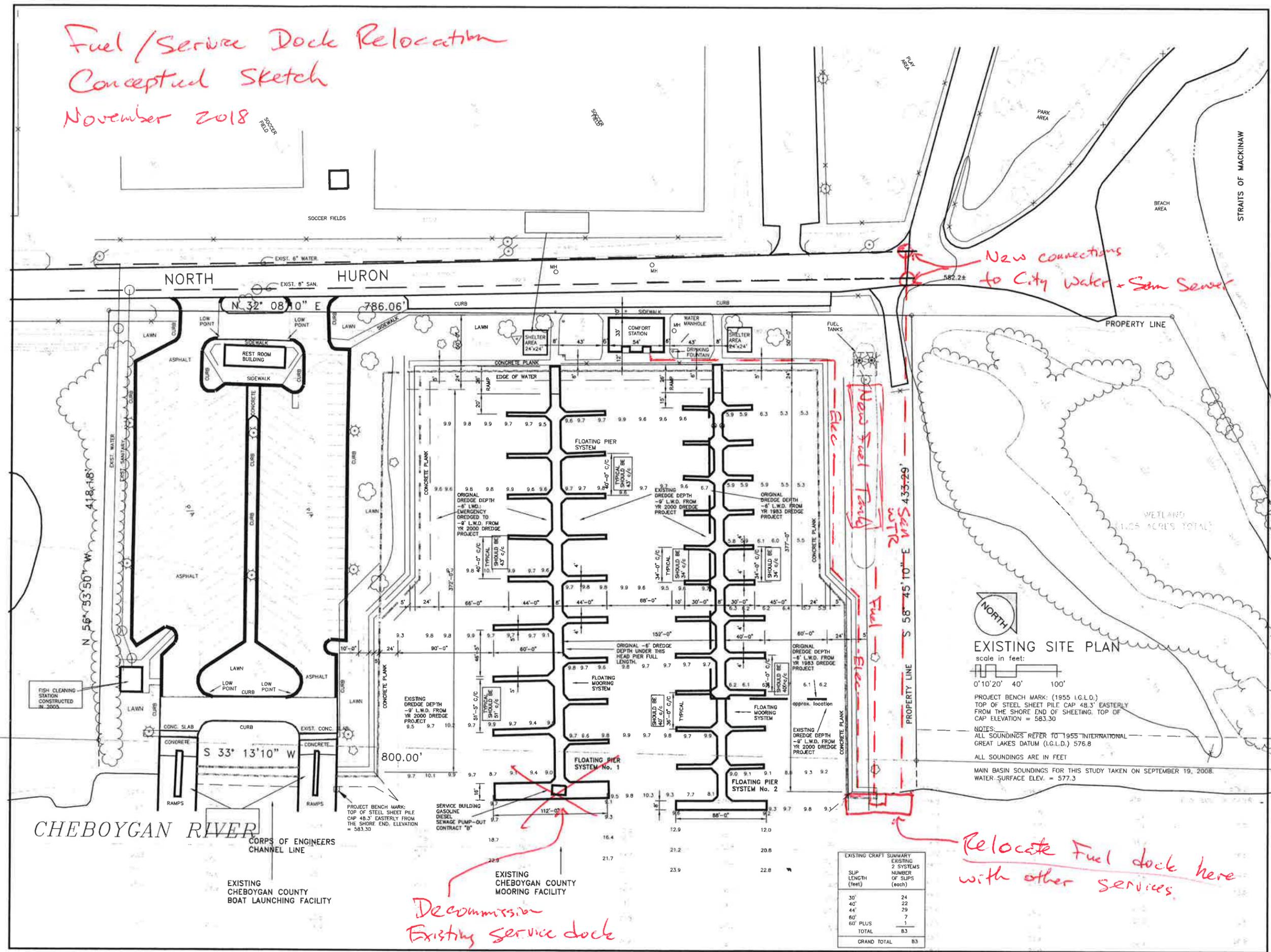
PRELIMINARY ENGINEERING STUDY  
FOR REPAIRS AND UPGRADE  
AT THE CHEBOYGAN COUNTY  
MOORING AND LAUNCHING FACILITY  
1080 NORTH HURON STREET  
CHEBOYGAN, MI 49721

SHEET TITLE:  
EXISTING FACILITY  
SITE PLAN  
SCALE: AS SHOWN

111 NORTH MAIN STREET  
CHEBOYGAN  
MICHIGAN 49721  
231-627-2268  
231-627-5431  
FAX 231-627-9377



JOB NO: 2006-35  
SHEET NO: 2



**EXISTING SITE PLAN**  
scale in feet:  
0' 10' 20' 40' 100'  
PROJECT BENCH MARK: (1955 I.G.L.D.)  
TOP OF STEEL SHEET PILE CAP 48.3' EASTERLY  
FROM THE SHORE END OF SHEETING, TOP OF  
CAP ELEVATION = 583.30  
NOTES:  
ALL SOUNDINGS REFER TO 1955 INTERNATIONAL  
GREAT LAKES DATUM (I.G.L.D.) 576.8  
ALL SOUNDINGS ARE IN FEET  
MAIN BASIN SOUNDINGS FOR THIS STUDY TAKEN ON SEPTEMBER 19, 2008.  
WATER SURFACE ELEV. = 577.3

SLIP LENGTH (feet)	EXISTING 2 SYSTEMS NUMBER OF SLIPS (each)
30'	24
40'	22
44'	29
60'	7
60' PLUS	1
<b>TOTAL</b>	<b>83</b>
<b>GRAND TOTAL</b>	<b>83</b>

*Decommission Existing service dock*

*Relocate Fuel dock here with other services.*