



City of Hartford
County of Van Buren, State of Michigan

Special Commission Business Meeting Agenda

Monday, September 08, 2025 at 3:30 PM

CALL TO ORDER

ROLL CALL

NEW BUSINESS

- [1.](#) Discuss & Consider - Certified Grant Administrator for the WRI West Main Street Project
- [2.](#) Discuss & Consider - Environmental Review Consultant for the WRI West Main Street Project
- [3.](#) Discuss & Consider - Section 106 Consultant for the WRI West Main Street Project

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

- [4.](#) Discuss & Consider - Resolution 2025 - 063 Award Certified Grant Administrator Agreement
- [5.](#) Discuss & Consider - Resolution 2025 - 064 Award Environmental Review Consultant Agreement
- [6.](#) Discuss & Consider - Resolution 2025 - 065 Award Section 106 Consultant Agreement

ADJOURNMENT



City of Hartford * County of Van Buren * State of Michigan

TO: Mayor Hall and the Hartford City Commission

FROM: Nicol Pulluam, City Manager

DATE: September 8, 2025

RE: **APPROVALS OF A BID AWARD AND AGREEMENT WITH A
CERTIFIED GRANT ADMINISTRATOR (CGA)**

ITEM BEFORE THE COMMISSION:

The item before the Commission approves the bid award for a Certified Grant Administrator (CGA).

DISCUSSION:

The MEDC has invited the city to continue with the application process for \$2,491,110 in grant funding toward infrastructure improvements on W. Main Street. The City committed \$307,890 in matching funds toward the \$2.799M project. Due to the federal funds involved, the City was required to issue a Request for Proposals (RFP) for Certified Grant Administrator (CGA) services. The MEDC distributed the RFP on August 8, 2025, and proposals were due August 26, 2025. The city received two proposals.

Carter Consulting, LLC scored 80 points out of 100, and the bid price was \$24,500. Northern Consultant, Inc. scored 59.7 out of 100; the bid price was \$29,775.00.

Wightman's scored the proposals in accordance with the criteria established in the RFP, and Carter Consulting, LLC submitted the most favorable proposal. The MEDC will reimburse the city for 100% of the costs of these services.

RECOMMENDATION:

The City of Hartford City Commission approves the bid award to Carter Consulting, LLC for \$24,500 as the Certified Grant Administrator (CGA). Authorizes the city manager to sign the Certified Grant Administrator agreement.

BID TAB**PROJECT:** W. Main Street Improvements**OWNER:** City of Hartford**SERVICES:** Certified Grant Administrator**PROPOSALS DUE:** August 26, 2025

No.	Description	Max. Points Possible	Carter Consulting, LLC Coldwater, MI		Northern Consultants, Inc. Hancock, MI	
			Value Submitted	Points Awarded	Value Submitted	Points Awarded
1	Estimated Hours	N/A		N/A		
I.	General Tasks		100		40	
II.	Financial Management		60		115	
III.	Environmental Review		20		10	
IV.	Procurement		50		46	
V.	Construction and Labor Compliance		100		114	
VI.	Monitoring and Close Out		20		18	
	<i>Subtotal Estimated Hours</i>		350		343	
2	Hourly Rate Submitted	N/A	\$70.00	N/A	\$95.00	
3	Price	30	\$24,500.00	30	\$29,775.00	24.7
4	No. of CDBG projects administered in last 4 years	20		20		10
	0 CDBG projects	0				
	1-4 CDBG projects	10			3	
	5 or more CDBG projects	20	20			

BID TAB

No.	Description	Max. Points Possible	Carter Consulting, LLC Coldwater, MI		Northern Consultants, Inc. Hancock, MI	
			Value Submitted	Points Awarded	Value Submitted	Points Awarded
5	Firm's proximity to project site	20		10		0
	2.0+ hours or more drive	0			9 hr	
	Within 1.0 - 2.0 hours' drive	10	1 hr, 20 min.			
	Under 1-hour drive	20				
6	Length of time firm has been in business	20	8	20	25	20
	Less than 1 year	0				
	1 to 5 years	10				
	Over 5 years	20				
7	Certified Section 3 business	5	No	0	Yes	5
8	Minority Business Enterprise	5	No	0	No	0
	Total Points	100		80		59.7



City of Hartford * County of Van Buren * State of Michigan

TO: Mayor Hall and the Hartford City Commission

FROM: Nicol Pulluam, City Manager

DATE: September 8, 2025

RE: **APPROVAL OF A BID AWARD AND AGREEMENT WITH AN ENVIRONMENTAL REVIEW CONSULTANT**

ITEM BEFORE THE COMMISSION:

The item before the Commission to approve the bid award for an Section 106 onsultant.

DISCUSSION:

The MEDC has invited the city to continue with the application process for \$2,491,110 in grant funding toward infrastructure improvements on W. Main Street. The City committed \$307,890 in matching funds toward the estimated \$2.799M project. Due to the federal funds involved, the City was required to issue a Request for Proposals (RFP) for Environmental Review services. The RFP was distributed to pre-qualified consultants via email on August 12, 2025, and proposals were due August 29, 2025.

The city received four responsive proposals from SES Environmental, with a bid amount \$2,500 (there was an typing error in the proposal that was clarified with the consultant via email regarding they do NEPA in Michigan and Indiana); Environmental Consulting Services, with a bid amount \$3,500 - \$5,750; Triterra, with a bid amount of \$4,250 -\$5,000; and The Mannik & Smith Group, with a bid amount \$6,220. The proposals were tabulated. Wightman's scored the proposals in accordance with the criteria established in the RFP, and all consultants submitted a favorable proposal. Staff recommends SES Environmental because they were the lowest bidders. The MEDC will reimburse the city for 100% of the costs of these services.

RECOMMENDATION:

The City of Hartford City Commission approves the bid award to SES Environmental as the Environmental Review Consultant for \$2,500. Authorizes the city manager to sign the Environmental Review agreement.

PROJECT: W. Main Street Improvements

OWNER: City of Hartford

SERVICES: Environmental Review

PROPOSALS DUE: August 29, 2025

Description			SES Environmental Grandville, MI	Env. Consulting Solutions Royal Oak, MI	Triterra Lansing, MI	The Mannik & Smith Group Canton, MI			
Envrionmental Review Fees			\$3,000.00	\$3,500 - \$5,750	\$4,250 - \$5,000	\$6,220.00			
Duration to Complete			2 weeks following Section 106 approval	45-60 days, completion following Section 106 approval	N/A		December 29, 2025		
Voluntary Section 106 Review			N/A	N/A	\$3,950.00	N/A			
Voluntary Phase I Env. Site Assessment			\$2,500.00	N/A	N/A	\$3,000.00			
Other info			Proposal referenced Indiana Dept. of Environmental Mgmt.						



City of Hartford * County of Van Buren * State of Michigan

TO: Mayor Hall and the Hartford City Commission

FROM: Nicol Pulluam, City Manager

DATE: September 8, 2025

RE: **APPROVAL OF THE BID AWARD FOR SECTION 106 SERVICES**

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve the bid award for the Section 106 Services.

DISCUSSION:

The MEDC has invited the city to continue with the application process for \$2,491,110 in grant funding toward infrastructure improvements on W. Main Street. The city committed \$307,890 in matching funds toward the estimated \$2.799M project. Due to the federal funds involved, the city was required to issue a Request for Proposals (RFP) for Section 106 services. The RFP was distributed to pre-qualified consultants via email on August 12, 2025, and proposals were due August 29, 2025.

The city received four responsive proposals from Orbis Environmental Consulting, bid amount \$2,150; Stantec, bid amount \$4,150 - \$9,251; Past Perfect, bid amount \$3,500; and Chronicle Heritage, bid amount \$4,000.

The proposals were tabulated. Wightman's scored the proposals in accordance with the criteria established in the RFP, and all consultants submitted a favorable proposal. Staff recommends Orbis Environmental because they were the lowest bidders. The MEDC will reimburse the city for 100% of the costs of these services. The MEDC will reimburse the City for 100% of the costs of these services.

RECOMMENDATION:

The City of Hartford City Commission approves the bid award for the Section 106 Services to Orbis Environmental Consulting for \$2,150. Authorizes the city manager to sign the Section 106 Services agreement.

BID TAB

PROJECT: W. Main Street Improvements

OWNER: City of Hartford

SERVICES: Section 106 Review

PROPOSALS DUE: August 29, 2025

Description			Orbis Env. Consulting South Bend, IN		Stantec Okemos, MI		Past Perfect Grand Rapids, MI		Chronicle Heritage Dexter, MI			
Section 106 Review Fees			\$2,150.00		\$3,150.00		\$3,500.00		\$4,000.00			
Duration to Complete			4 weeks after completion of research		October 22, 2025		October 22, 2025		15 bus. days for research, 25 bus. days for draft report, and 5 bus. days for final report			
Supplemental Information					History / Architecture Identification & Evaluation for \$9,251		\$1,500 for below ground investigation					
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At a Special meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Richard A. Hall on September 8, 2025

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the MEDC has invited the City to continue with the application process for \$2,491,110 in grant funding toward infrastructure improvements on W. Main Street. The City committed \$307,890 in matching funds toward the \$2.799M project; and

WHEREAS, federal funds are involved, requiring the City to issue a Request for Proposals (RFP) for a Certified Grant Administrator (CGA) service. The MEDC distributed the RFP on August 8, 2025, and proposals were due August 26, 2025; and

WHEREAS, the City received two proposals by the due date. Carter Consulting, LLC scored 80 points out of 100, at a cost of \$24,500 and Northern Consultant, Inc. scored 59.7 out of 100 at a cost of \$29,775.00; and

WHEREAS, Wightman’s scored the proposals in accordance with the criteria established in the RFP, and Carter Consulting, LLC submitted the most favorable proposal. The MEDC will reimburse the City for 100% of the costs of these services; and

NOW THEREFORE, BE IT RESOLVED, the City Commission approves the award to Carter Consulting, LLC for \$24,500 as the Certified Grant Administrator (CGA) of the WRI West Main Street Project and authorizes the city manager to execute the Certified Grant Administrator agreement.

YEAS: Commissioners'

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: September 8, 2025

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true and complete copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on September 8, 2025 and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

DATE: September 8, 2025

RoxAnn Rodney-Isbrecht, City Clerk
City of Hartford, 19 West Main Street, Hartford MI 49057

CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2025– 064



ENVIRONMENTAL REVIEW CONSULTANT AGREEMENT – WRI WEST MAIN STREET
PROJECT

At a Special meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Richard A. Hall on September 8, 2025

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City submitted a Letter of Intent for a Water-Related Infrastructure Grant of \$2,491,110 from the Michigan Economic Development Corporation (MEDC) and the Michigan Strategic Fund (MSF); and

WHEREAS, the MEDC has invited the City to continue with the application process for \$2,491,110 in grant funding toward infrastructure improvements on W. Main Street. The City committed \$307,890 in matching funds toward the \$2.799M project; and

WHEREAS, federal funds are involved, requiring the City to issue a Request for Proposals (RFP) for an environmental review consultant service. The RFP was distributed to pre-qualified consultants via email on August 12, 2025, and proposals were due August 29, 2025; and

WHEREAS, the City received four proposals by the due date. SES Environmental at a cost of \$3,000; Environmental Consulting Services at a cost of \$3,500-\$5,750; Triterra at a cost of \$4,250-\$5,000; The Mannik & Smith Group at a cost of \$6,220; and

WHEREAS, Wightman’s scored the proposals in accordance with the criteria established in the RFP, and all consultants submitted a favorable proposal. Staff recommends the lowest bidder, SES Environmental at a cost of \$3,000. The MEDC will reimburse the City for 100% of the costs of these services; and

NOW THEREFORE, BE IT RESOLVED, the City Commission approves the award to SES Environmental as the Environmental Review Consultant at a cost of \$3,000 for the WRI West Main Street Project and authorizes the city manager to execute the Environmental Review Consultant agreement.

YEAS: Commissioners’

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: September 8, 2025

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true and complete copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on September 8, 2025 and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

DATE: September 8, 2025

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City of Hartford
19 West Main Street
Hartford MI 49057



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