



## Monroe Public Schools

Operations and Technology Department

1275 N. Macomb St

Monroe, MI, 48162

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### MEMO

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To: Andrew Shaw

From: David Payne

Date: 4/15/2026

Subject: ARCH Environmental Proposal for MS4 Permit Compliance

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We recommend purchasing the ARCH Environmental proposal in an amount not to exceed \$16,100. Funding for this project will be allocated from the General Fund and the Site and Sinking Fund Budgets.

The district is required to submit an application to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to obtain authorization to discharge stormwater through the district's Municipal Separate Storm Sewer System (MS4) into waters of the State. Compliance with this requirement is essential to meet state and federal environmental regulations.

We have engaged ARCH Environmental to assist with the MS4 permit application process. As part of their scope of work, their team will conduct on-site fieldwork to map each district facility and collect the necessary data required for the application.

Approval of this proposal will ensure that the district remains compliant with regulatory requirements and avoid potential penalties or delays associated with noncompliance.

**Recommendation:** Approve the services of the ARCH Environmental in an amount not to exceed \$16,100 and to be funded by the General Fund and the Site and Sinking Fund Budgets.

Thank you,

David Payne

Executive Director of Operations and Technology



[www.archenvgroup.com](http://www.archenvgroup.com)  
healthAIR - Industrial Hygiene Services  
cleanWATER - Consulting & Testing Services  
safeEARTH - Hazardous Waste & Recycling Services

April 6, 2026

Mr. David Payne  
Executive Director of District Technology  
Monroe Public Schools  
1275 N. Macomb Street  
Monroe, Michigan 48162  
[payne@monroe.k12.mi.us](mailto:payne@monroe.k12.mi.us)

RE: **Proposal #AE260001 MoPS**  
Stormwater Management Program  
Compliance Assistance Services Mapping Work Plan & Budget 2025-2026

Dear Mr. Payne:

Arch Environmental Group, Inc., is pleased to provide Monroe Public Schools with this proposal for the above-referenced services. Our proposal includes the following materials for your review:

- Proposal (Scope of Work & Fee Schedule)
- Acceptance of Proposal
- Terms & Conditions (at <http://archenvgroup.com/terms-and-conditions-htm>)

Arch Environmental Group, Inc., is looking forward to working with you and your team at Monroe Public Schools. If you have any questions regarding our proposal, please feel free to contact me at (248) 426-0165 ext. "328" [office] or (248) 896-4913 [mobile].

Sincerely,

**Arch Environmental Group, Inc.**  
Environmental Services

A handwritten signature in black ink that reads "Kathleen McBride".

Kathleen McBride  
Manager, stormWATER Team

Attachments: Budget Breakdown Table

File: AE260001  
Monroe Public Schools

**Arch Environmental Group, Inc.  
PROPOSAL #AE260001  
SCOPE OF WORK & FEE SCHEDULE**

Arch Environmental Group, Inc. (AEG) is pleased to provide Monroe Public Schools with this budget to provide "Stormwater Management Program Support" throughout the School District. The Scope of Work for this proposal covers work in seven (7) different areas of focus for the Monroe Public Schools Stormwater Management Program. These areas include Administration Activities, Illicit Discharge Activities, Pollution Prevention & Good Housekeeping Activities, Public Participation & Public Education Activities, Training Activities, Construction/Post-Construction Support, and TMDL Compliance. Maintain documentation for progress reporting and Michigan Department of Environment, Great Lakes, and Energy (EGLE) auditing.

**Scope of Work**

Arch Environmental Group, Inc. proposes to provide the following services in conjunction with the Stormwater Management Program during the 2025-2026 fiscal year:

**Illicit Discharge Activities**

**Storm Sewer System Mapping**

**Scope – Task 07**

The Permittee shall maintain storm sewer site maps of the known stormwater point sources (outfall/discharge points) for which coverage is requested and identify the receiving waters these point sources discharge. Additionally, the storm sewer site maps will include a description of the conveyances/stormwater structural controls leading to these point sources and the names and locations of all waters of the State that receive discharges from the drainage system operated by the Permittee.

- AEG shall inventory each stormwater structure onto an aerial map at each facility listed in the "**Facilities & Properties Included**" section. A final aerial map shall be developed from this field map and provided to the district.
- AEG shall post SEMCOG and Illicit Discharge Reporting Posters within each facility listed in the "**Facilities & Properties Included**" section as part of the District's Stormwater Public Education Program (PEP). AEG targets placing posters in the main office, staff lounge, and receiving area.

**Cost – Task 07**

\$16,100.00

**Fee Schedule**

AEG proposes to complete all the identified activities outlined in the Scope of Work at the following rate schedule:

|   |                    |
|---|--------------------|
| <b>Conduct Stormwater Tasks as Listed Estimated Total</b> | <b>\$16,100.00</b> |
| Senior Consultant   | \$127.00 per hour  |
| Consultant 3  | \$101.00 per hour  |
| Consultant 2  | \$101.00 per hour  |
| Consultant 1  | \$91.00 per hour   |
| Technician 4  | \$91.00 per hour   |
| Technician 3  | \$81.00 per hour   |
| Technician 2  | \$81.00 per hour   |
| Technician 1  | \$71.00 per hour   |
| Administrative Assistant                                  | \$57.00 per hour   |
| Travel  | \$0.81 per mile    |
| Support Vehicle   | \$0.99 per mile    |

|                                     |                            |
|-------------------------------------|----------------------------|
| Miscellaneous Field Supplies        | \$35.00 per day            |
| Personal Protective Equipment (PPE) | \$5.00 per day, per person |
| Samples                             | cost + 50%                 |
| Materials                           | cost + 25%                 |

Work in progress will be invoiced on an ongoing four-week billing cycle based upon hourly charges and materials for stormwater work conducted during those four weeks.

**Project Conditions/Exclusions**

The above-referenced Scope of Work and Fee Schedule includes the following Special Project Conditions/Exclusions:

- Please note that the budget and work plan are for services completed during the fiscal year. A budget-work plan will be provided for each fiscal year work is scheduled.
- Invoicing will occur every four weeks, and AEG will invoice only for time and materials accrued during that period.
- The budget and work plan are estimates. Additional time and materials may be required for individual tasks, and the final invoice will reflect the actual costs incurred.
- Under Michigan’s NPDES MS4 permit program, permittees are legally required to follow up on illicit discharges and connections. Failure to comply may result in enforcement actions by the Michigan Department of Environment, Great Lakes, and Energy (EGLE), including potential penalties. To support compliance, AEG is required to investigate any observed illicit discharges or connections at the time they are identified. Investigation activities may require additional time and materials, and any overages will be invoiced on a time and materials basis.
- Under Michigan’s Part 5 Rules—specifically the "Spillage of Oil and Polluting Materials" regulation, any discharge that meets or exceeds the defined Threshold Reporting Quantities (TRQs) must be reported to EGLE or the after-hours PEAS hotline within 24 hours of the discharge. AEG will notify the district prior to reporting an illicit discharge under the Part 5 Rules.
  - Oil: Releases of more than 50 pounds to the ground surface, or any quantity that causes visible sheen, film, or deposits on surface waters.
  - Salt: Releases of more than 50 pounds in solid form or 50 gallons in liquid form to the ground or waters of the state, unless authorized for specific uses like deicing.
  - Other Polluting Materials: Releases of substances listed in Table 1 of R 324.2009, at quantities specified therein, or any amount that causes unnatural turbidity, color, visible sheens, oil films, foams, solids, or deposits in the receiving waterbody.
- TMDL wet weather sampling depends on qualifying rain events, making scheduling and budgeting unpredictable. Field time and short-notice mobilizations will vary with weather, and additional labor and material costs will be invoiced on a time and materials basis.
- Due to weather dependency and mandatory follow-up requirements, dry weather screening (DWS) cannot be precisely scheduled or budgeted in advance. If flow is detected, follow-up investigations—such as site visits, dye tracing, camera inspections, sampling, or drawing reviews—may be required. Additional labor and material costs will be invoiced on a time and materials basis.
- AEG will notify the district as soon as reasonably feasible of any cost changes resulting from modifications to the project scope of work outlined above.
- Any additional activities, such as a permit audit by EGLE, beyond the scope of work provided, will be invoiced on a time and materials basis.

**Schedule**

The above-referenced Scope of Work and Fee Schedule is based on the completion of the project per the following Project Schedule:

- AEG will complete the above scope of services from April 6, 2026, through June 30, 2026.

Alternate schedules and due dates can be discussed, and the information provided above can be changed at the request of Monroe Public Schools.

**Facilities and Properties Included**

The following Monroe Public Schools facilities and properties are included in the Scope of Work:

1. **Administration Facility** (1275 N Macomb St, Monroe, MI 48162)
2. **Cantrick School** (1008 Riverview Ave, Monroe, MI 48162)
3. **Custer Elementary Campus** (5003 West Albain Rd, Monroe, MI 48161)
4. **Hollywood Elementary School** (1135 Riverview Ave, Monroe, MI 48162)
5. **Manor Elementary School** (1731 West Lorain St, Monroe, MI 48162)
6. **Monroe Middle School** (503 Washington St, Monroe, MI 48161)
7. **Monroe High School** (901 Herr Rd, Monroe, MI 48161)
8. **Orchard Center High School** (1750 Oak St, Monroe, MI 48161)
9. **Operations Center** (4920 W Albain Rd, Monroe, MI 48161)
10. **Riverside Learning Center (District operated, but not owned)** (77 N Roessler St, Monroe, MI 48162)
11. **Waterloo Elementary School** (1933 South Custer Rd, Monroe, MI 48161)

The following Monroe Public Schools facilities and properties are not included in the Scope of Work, as they are outside of an urbanized area and are not required to be included in the MS4 NPDES Stormwater Permit:

1. **Knabusch Center (Not owned but responsible for storm sewers)** (6670 Waters Edge Dr, Monroe, MI 48161)
2. **Raisinville Elementary School** (2300 North Raisinville Rd, Monroe, MI 48162)



ACCEPTANCE OF PROPOSAL

Project Summary

Proposal No.: AE260001
Client: Monroe Public Schools
Project Site: Compliance Assistance Services Work Plan & Budget 2025-2026
Project Summary: Stormwater Management Program

Scope-of-Services

Arch Environmental Group, Inc.'s (AEG) proposed Scope of Work and associated Fee Schedule are based on AEG's understanding of the site conditions and Monroe Public Schools's needs and objectives. If, as a result of knowledge gained during an investigation or other information that becomes known, AEG feels that a change in level of effort or direction is warranted, AEG will inform Monroe Public Schools of the proposed changes in the Scope of Work so that negotiation can be accomplished.

Agreement

The undersigned agrees to the attached proposal, in the estimated amount of \$16,100.00, and to the General Terms and Conditions associated with this project that are located at http://archenvgroup.com/terms-and-conditions-htm.

Approval

Signature
Name
Title
Company ("Client")
Date of Acceptance of Proposal
Purchase Order # (If Applicable)

If this proposal and the General Terms and Conditions are acceptable, please return a signed copy (along with a purchase order which references this cost proposal in its entirety, if applicable) to:
via fax to (248) 427-0305 [or]
via email at proposals@archenvgroup.com

If you do not have access to the Internet to review our General Terms and Conditions, please contact our Administrative Support Group at (248) 426-0165 for a hard copy. By signing this document, you are confirming that our General Terms and Conditions have been read and accepted.



| <b>Monroe Public Schools</b>                                      |                    |
|---|--------------------|
| <b>2025-2026 Fiscal Year</b>                                      |                    |
| DESCRIPTION   | BUDGET             |
| <b>Stormwater Management Program Illicit Discharge Activities</b> |                    |
| 07 Storm Sewer System Mapping & Inspection                        | \$16,100.00        |
| <b>Total Budget Estimate</b>                                      | <b>\$16,100.00</b> |