

**AMENDED AGENDA**  
**Huron-Clinton Metropolitan Authority**  
**Board of Commission Meeting**  
**June 11, 2015 – 10:30 a.m.**  
**Stony Creek Metropark – Nature Center**

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1. Chairman's Statement
2. Public Participation
3. Minutes – May 14, 2015 Regular Meeting and Closed Session
4. Approval – June 11, 2015 Agenda

**Consent Agenda**

5. **Approval – June 11, 2015 Consent Agenda**
  - a. Vouchers – May 2015
  - b. Financial Statements – May 2015
  - c. Approval – 2015/2016 Tax Levy Report **pg. 1**
  - d. Purchases
    1. Glow Works Products, Lake St. Clair, Stony Creek, Kensington, Hudson Mills, Willow and Lake Erie Metroparks **pg. 5**
    2. Mower, Indian Springs Metropark **pg. 7**
    3. Mower, Lake St. Clair Metropark **pg. 9**
  - e. Update – Purchases over \$10,000 **pg. 11**
  - f. Approval – Letter of Support, Washtenaw County Border-to-Border Trail **pg. 13**
  - g. Update – Roof Repairs, Wolcott Mill Historic Center and Farm Center **pg. 25**
  - h. Update – Professional Services Agreement, Roofing Repairs, various locations **pg. 27**
  - i. Approval – Professional Services Agreement, Seawall Replacement, Lake St. Clair **pg. 41**

**Regular Agenda**

6. Legislative Report **pg. 91**
7. **Reports**
  - A. *Wolcott Mill*
    1. Approval – Engineering Services Proposal, Parking Lot Redevelopment **pg. 93**
  - B. *Stony Creek Metropark*
    1. Bids – Main Park Road Reconstruction Phase VIII **pg. 143**
  - ~~C. *Oakwoods*~~
    - ~~1. Approval – Claremont Development Easement **pg. 147**~~
  - D. *Administrative Office*
    1. Report – 2014 Audited Financial Statements **pg. 159**
    2. Update – Development Activities **pg. 161**
    3. Approval – Updated Freedom of Information Act Procedure and Guidelines **pg. 163**
    4. Approval – Blue Cross Blue Shield Rate Stabilization Surplus **pg. 187**

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**Page 2**

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8. Election of Board Officers
9. **Closed Session** – To consider a written legal opinion from outside counsel within the Attorney-Client privilege. *Section 8 (h) of the Michigan Open Meetings Act. M.C.L. 15.268 (h)*
10. Staff Officer Update
11. Other Business
12. Commissioner Comments
13. Motion to Adjourn

<p style="text-align:center">The next regular Board of Commissioners meeting will take place: <i>Thursday, July 9, 2015 – <b>10:30 a.m.</b></i> Indian Springs Metropark at the Environmental Discovery Center</p>
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# HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
 From: Rebecca Franchock, Controller  
 Subject: Approval – 2015/2016 Tax Levy Report  
 Date: June 2, 2015

## Action Requested: Motion to Approve 2015 Tax Rate

That the Board of Commissioners approve (1) the 2015 Tax Rate Request forms at .2146 mills; and (2) the inclusion of “net” tax revenues of \$29,021,861 in the 2016 Budget as recommended by Controller Franchock and staff.

**Summary:** Final 2015 Taxable Value figures used for the calculation of the Metroparks’ 2016 tax revenues have been received from the county treasurer’s offices. At this time, it is necessary for the Board of Commissioners to certify the requested tax levy rate of .2146 mills for each county.

**Background:** The calculation of the Metroparks’ tax levy millage rate is controlled by the “Headlee” Millage Reduction Formula (Michigan Compiled Law 211.34d) and Proposal A (1994 Public Act 415). Once the Metroparks’ tax levy rate is calculated, it is applied to the “taxable values” throughout the five counties of Livingston, Macomb, Oakland, Washtenaw and Wayne.

The Metroparks’ “taxable value” figure for the five counties for 2015 is \$135.823 billion, an increase of \$923 million (0.7 percent) from the 2014 level of \$139.630 billion. Overall, the Metroparks’ tax base has begun to slowly gain value. All five counties are showing a modest increase in taxable value. Macomb and Oakland values saw increases in the 3 percent range, Washtenaw increased 2.9 percent, Wayne finally showed an increase of just under 1 percent and Livingston showed the largest increase with a 4.2 percent increase in value.

In applying the 2015 taxable value figures to the Headlee Millage Reduction Factor calculation formula, with the permitted inflation rate multiplier of 1.016, the Metroparks will be permitted to again levy .2146 mills for 2016. This is the eleventh consecutive year at the same tax rate, with the Metroparks levying 86 percent of the original authorized millage of .2500 mills. It should be noted though that our reduction factor was just over 1.000 and the Metroparks’ will most likely be in a rollback situation for next tax year.

In applying the .2146 millage rate against the district’s 2015 “taxable value” figures, anticipated “gross” tax revenues for 2016 will be \$29,956,861. The breakdown by county is as follows:

	2015/2016 Levy	%	2014/2015 Levy	%	Change
Livingston	\$ 1,728,299	5.8%	\$ 1,656,383	5.7%	4.2%
Macomb	5,462,583	18.2%	5,266,972	18.1%	3.6%
Oakland	11,116,960	37.1%	10,721,459	36.6%	3.6%
Washtenaw	3,201,874	10.7%	3,109,765	10.8%	2.9%
Wayne	8,447,144	28.2%	8,393,130	28.3%	0.6%
<b>Total</b>	<b>\$ 29,956,860</b>	<b>100.0%</b>	<b>\$ 29,147,709</b>	<b>100.0%</b>	<b>2.7%</b>

As the Authority has done for the last seven years, staff recommends that the Metroparks estimate the amount of “captured” tax revenues and potential tax refunds and adjust the anticipated gross tax revenues down at the start of the budget year. This is due to (1) the number of tax abatement programs which include Downtown Development Authorities (DDA), Local Development Finance Authorities (LDFA), Tax Incremental Finance Authorities (TIFA), Brownfield, and Neighborhood Enterprise Zones; (2) the large number of communities that are utilizing them; and (3) the amounts of Metroparks’ tax revenue that is being captured and refunded.

By booking this adjustment at the beginning of the budget year, we are able to have a more accurate picture of the actual amount of tax revenue that should ultimately be collected in 2016. Based on trends from the last five years of data from the amount of Metroparks’ tax revenue captured and refunded, the following breakdown details the “net” tax revenues recommended to be used for the 2016 Budget.

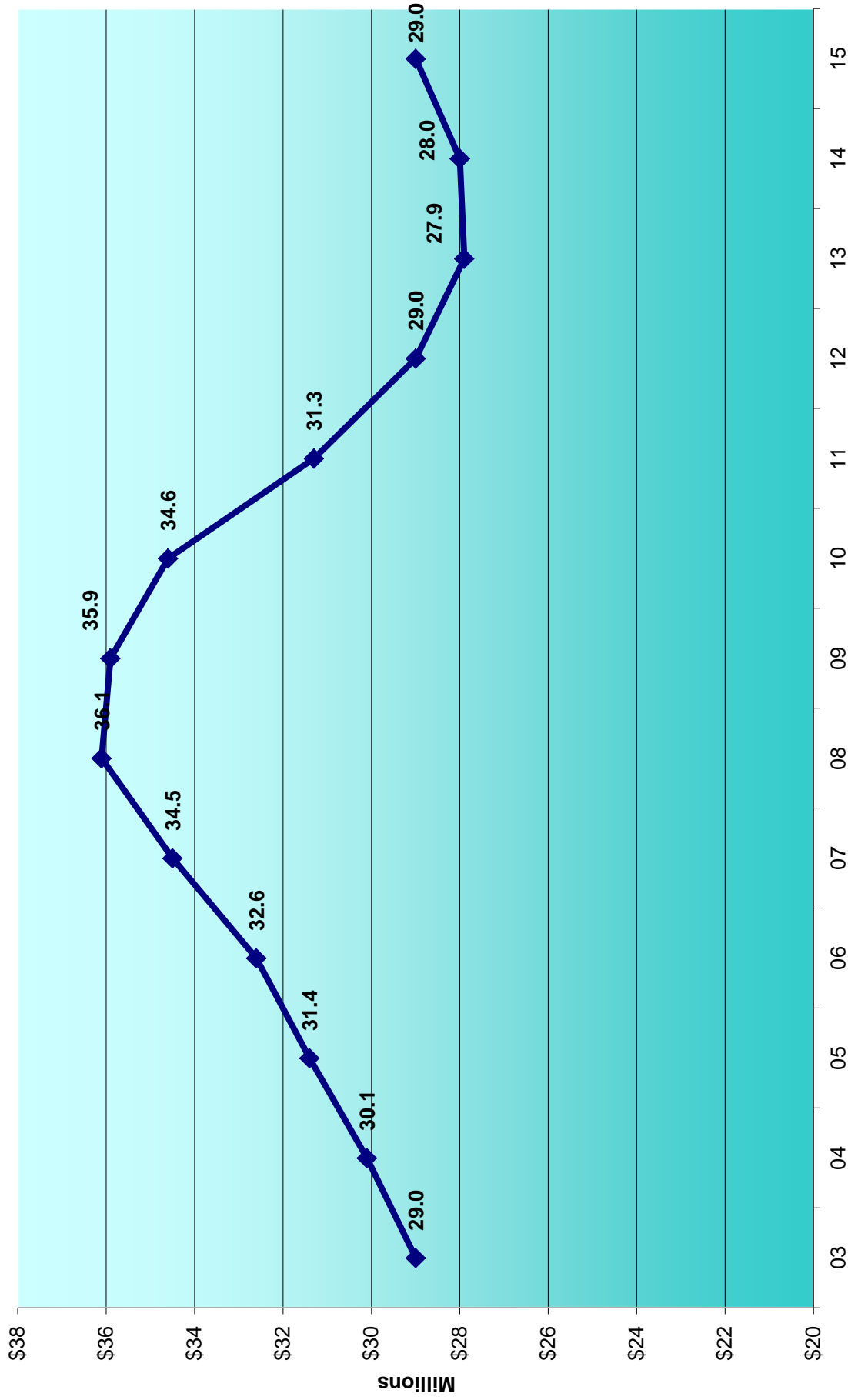
		2015/16		Estimated Captured Taxes	2015/16
		Gross Tax Levy			Net Tax Levy
<b>Livingston</b>		\$ 1,728,299		\$ (35,000)	\$ 1,693,299
<b>Macomb</b>		5,462,583		(25,000)	5,437,583
<b>Oakland</b>		11,116,960		(350,000)	10,766,960
<b>Washtenaw</b>		3,201,874		(75,000)	3,126,874
<b>Wayne</b>		8,447,144		(450,000)	7,997,144
<b>Total</b>		\$ 29,956,860		\$ (935,000)	\$ 29,021,860

The 2015 Budget was prepared based on anticipated net tax revenues of \$28,137,709. The recommended net tax revenue for 2016 is \$29,021,860, an increase of \$884,151. Again for 2016, the Metroparks budgeted revenue remains very close to the amount of tax revenues that were received in 2003.

The Metroparks have received confirmation of the calculations of the 2015 tax millage rate and revenues from the State Department of Treasury, Assessment and Certification Division. At this time it is necessary for the Board to certify the 2015 tax levy rate for each county.

**Attachment: 2003 – 2015 Tax Revenue Trends**

# Huron-Clinton Metropolitan Authority Tax Revenues - 2003 to 2015



2002 to 2013 are actual tax collections.

2014 are budgeted tax revenues.





# HURON-CLINTON METROPOLITAN AUTHORITY

**To:** Board of Commissioners  
**From:** Maria van Rooijen, Purchasing Agent  
**Project No:** RFP-15-028A  
**Project Title:** Glow Works Products  
**Location:** Lake St. Clair, Stony Creek, Kensington, Hudson Mills, Willow and Lake Erie  
**Date:** June 2, 2015

## Action Requested: Motion to Approve

That the Board of Commissioners' award RFP-15-028A to Global Glow Toys, LLC to sell glow products during Metroparks fireworks at Stony Creek (June 26), Lake Erie (June 27), Kensington (June 28), Lake St. Clair (June 30), Hudson Mills (July 1) and Willow (July 2). Global Glow Toys, LLC will pay Metroparks \$1,100 commission per firework show and pay an additional 25 percent for revenue made over \$4,000.

**Fiscal Impact:** None

**Scope of Work:** The vendor will sell a variety of glow products with pricing starting as low as \$1. The vendors will be clearly identifiable for Metroparks staff. In addition, Metroparks staff will be able to count and verify products prior to the start of selling and remove any products that are not appropriate.

<u>Vendor</u>	<u>Price</u>
Global Glow Toys, LLC	\$1,100 per show 25% over \$4,000
Glowworks, Inc.	\$1,000 per show

INVITATION FOR BIDS WERE POSTED ON MICHIGAN INTER GOVERNMENTAL WEBSITE AND METROPARKS WEBSITE, THE BID WAS SENT TO 42 REGISTERED SUPPLIERS.







# HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
 From: Maria van Rooijen, Purchasing Agent  
 Project No: State of Michigan Contract 071B0200329  
 Project Title: Grounds and Roadside Equipment  
 Location: Indian Springs Metropark, Oakland County  
 Date: June 2, 2015

## Action Requested: Motion to Approve

That the Board of Commissioners' (1) award to the low responsive, responsible bidder, Spartan Distributors State of Michigan Contract 071B200329 in the amount of \$60,296.11 and (2) approve the transfer of \$7,000 each from the Indian Springs and Huron Meadows Capital Equipment accounts and \$16,296.11 from the Fund Balance (of which, \$5,000 of the Fund Balance amount is provided by the Pepsi Support Fund).

**Fiscal Impact:** The item is over budget by \$30,296.11.

**Scope of Work:** Furnish and deliver a Toro Groundsmaster 4000-D 11-foot mower.

**Background:** This item was budgeted in the 2015 as a used piece of equipment at \$30,000. After much internal review with staff, it was determined a new mower would better serve maintenance staff needs and last longer. Due to vast improvements to the powertrain and smart power traction, this unit should use less fuel, thus saving money. Spartan Distributors is the only local supplier for Toro equipment.

<u>Vendor</u>	<u>Location</u>	<u>Price</u>
Spartan Distributors	Sparta	\$60,296.11





# HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
 From: Maria van Rooijen, Purchasing Agent  
 Project No: RFQ-15-028 and State of Michigan Contract 071B0200328  
 Project Title: Mower  
 Location: Lake St. Clair Metropark, Macomb County  
 Date: June 2, 2015

## Action Requested: Motion to Approve

That the Board of Commissioners' (1) award RFQ-15-028 to the low responsive, responsible bidder, Weingartz of Farmington Hills, State of Michigan Contract 071B0200328 in the amount of \$10,124.00 and (2) approve the transfer of \$10,124.00 from the Fund Balance to the Lake St. Clair Capital Equipment account as recommended by Purchasing Agent Maria van Rooijen and staff.

**Fiscal Impact:** The item is unbudgeted.

**Scope of Work:** Furnish and delivered a Lazer S Series 72-inch zero turn mower.

**Background:** In the original Parkway and Bike Path Maintenance joint agreement with Macomb County, Harrison and Clinton Townships, a zero turn mower was requested for both Stony Creek and Lake St Clair Metroparks. However, only one zero turn mower was ordered.

In order to meet and fulfill our obligation with the above listed parties, staff is requesting to order one additional mower. Lake St Clair did receive their large mower for the main pathway, but the smaller mower is used for maintenance of the trails and it is greatly needed. All three agencies have made their annual payments to HCMA and the funds have been deposited into the Fund Balance account.

This equipment will be assigned to Lake St. Clair Metropark to meet our obligations under the Board approved maintenance agreements with the above listed parties.

<u>Vendor</u>	<u>Location</u>	<u>Price</u>
Weingartz	Farmington Hills	\$10,124.00
Weingartz	Utica	\$14,861.99





# HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
 From: George Phifer, Director  
 Subject: Purchases over \$10,000  
 Date: June 2, 2015

## Action Requested: Motion to Receive and file

That the Board of Commissioners' receive and file the update for purchases over \$10,000, up to, and including \$25,000 as submitted by Director Phifer and staff.

**Background:** On May 9, 2013, the Board approved the updated financial policy requiring the Director to notify the Board of purchases exceeding \$10,000, up to, and including \$25,000.

The following list is purchases exceeding the \$10,000 threshold:

<u>Vendor</u>	<u>Description</u>	<u>Price</u>
Recreonics, Inc.	Aquatic Track	\$12,003.52
Wilson Sporting Goods Company	51 Dozen-Golf Gloves	\$10,963.57
Accuform Printing and Graphics	2016 Annual Permits	\$10,989.00





## HURON-CLINTON METROPOLITAN AUTHORITY

**To:** Board of Commissioners  
**From:** Nina Kelly, Manager of Planning  
**Subject:** Letter of Support – Washtenaw County Border-to-Border Trail Alignment Study and Engineering  
**Location:** Dexter-Huron Metropark, Washtenaw County  
**Date:** June 2, 2015

### **Action Requested: Motion to Approve**

That the Board of Commissioners' approve the Letter of Support for Washtenaw County's application for funding through the Iron Belle Trail initiative to conduct an alignment study and engineering for a section of the Border-to-Border Trail as recommended by Manager of Planning Nina Kelly and staff.

**Fiscal Impact:** None

**Background:** The Border-to-Border (B2B) Trail is a 10- to 12-foot wide paved, non-motorized pathway that generally follows the Huron River from Livingston to Wayne County. Where possible, the trail is located off-road to create a safe and fun experience. The B2B broke ground in 2001 and is approximately 67 percent complete (23.5 of the proposed 35 miles). In 2015, it was incorporated into the statewide Iron Belle Trail project. The B2B is largely complete in Ypsilanti, Ann Arbor, and the Dexter area; these segments are receiving significant use and have garnered a great deal of community support.

One of the remaining gaps in the B2B is the section between the Village of Dexter and the city of Ann Arbor. This 7.6-mile corridor contains the most challenging segments to construct. Construction costs for this area are estimated to average approximately \$1 million per mile.

Grant funding is sought for two purposes. First, a route evaluation study of the entire distance between Dexter-Huron Metropark and the city of Ann Arbor will determine a single, preferred trail route. Once the preferred route is identified, remaining grant funding will be used to design and engineer trail segments (i.e., D2, E1, etc.) with "shovel ready" construction documents beginning in Dexter-Huron Metropark and working east. Information generated by this project will be used apply for grants to assist with construction funding.

At its meeting on March 12, 2015, the HCMA Board of Commissioners approved a letter of intent outlining the general terms and conditions of any prospective memoranda of understanding or intergovernmental agreement with Washtenaw County Parks and Recreation for the planning, design, funding, construction, and maintenance of the B2B trail segments connected to Huron-Clinton Metroparks.

**Attachments:** **Draft Letter of Support**  
**Route Overview**  
**Design and Engineering Overview**  
**Iron Belle Trail project map**





June 11, 2015

Mark Mandenberg  
Michigan Department of Natural Resources  
Parks and Recreation Division  
PO Box 30257  
Lansing, MI 48909

Re: **Michigan's Iron Belle Trail Project Proposal**  
*Border-to-Border Trail Alignment and Engineering*

Dear Mr. Mandenberg:

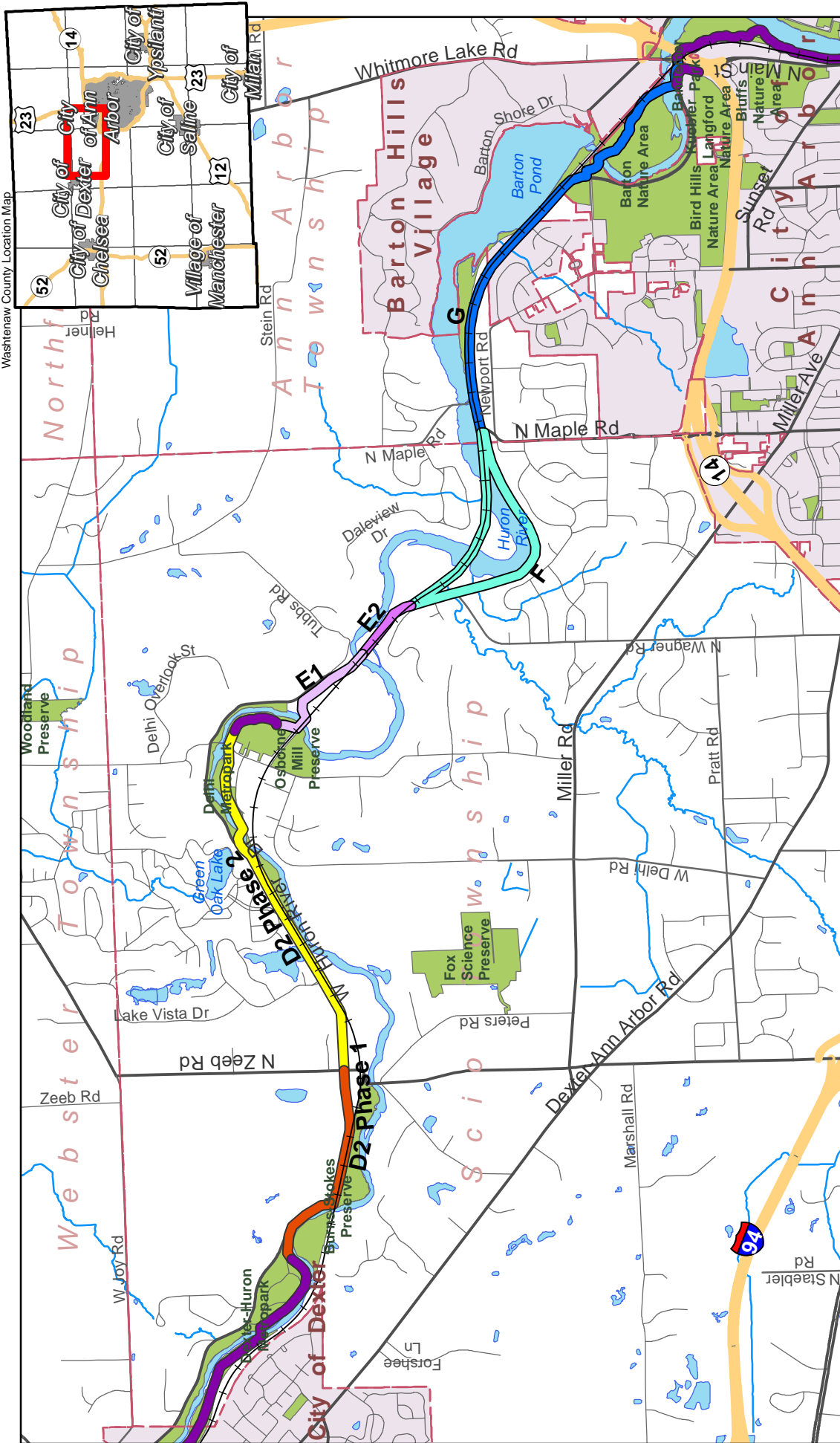
On behalf of the Board of Directors of the Huron-Clinton Metroparks Authority, I would like to express our hearty support for the grant application submitted by the Washtenaw County Parks and Recreation Commission (WCPARC) to continue building the Border-to-Border Trail (B2B) between the cities of Dexter and Ann Arbor. This project focuses on the 7.6 mile non-motorized trail corridor comprising a critical connection in the B2B that links two major population centers in Washtenaw County. Once complete, the trail will also connect three Metroparks (Hudson Mills, Dexter-Huron, and Delhi) along the Huron River with the City of Dexter.

The B2B is more than a recreational amenity that caters to a broad range of users; it is green infrastructure along a commuter corridor and an economic engine that stimulates job growth, redevelopment, and recreational tourism in our local communities. We believe that completion of the B2B to connect Dexter and Ann Arbor is important, valuable, and timely. Please join with the Washtenaw County Parks and Recreation Commission to complete this vital trail link that enhances non-motorized connectivity southeast Michigan and beyond.

Yours sincerely,

George Phifer  
Director





# Border to Border Trail Alignment Study Route Overview

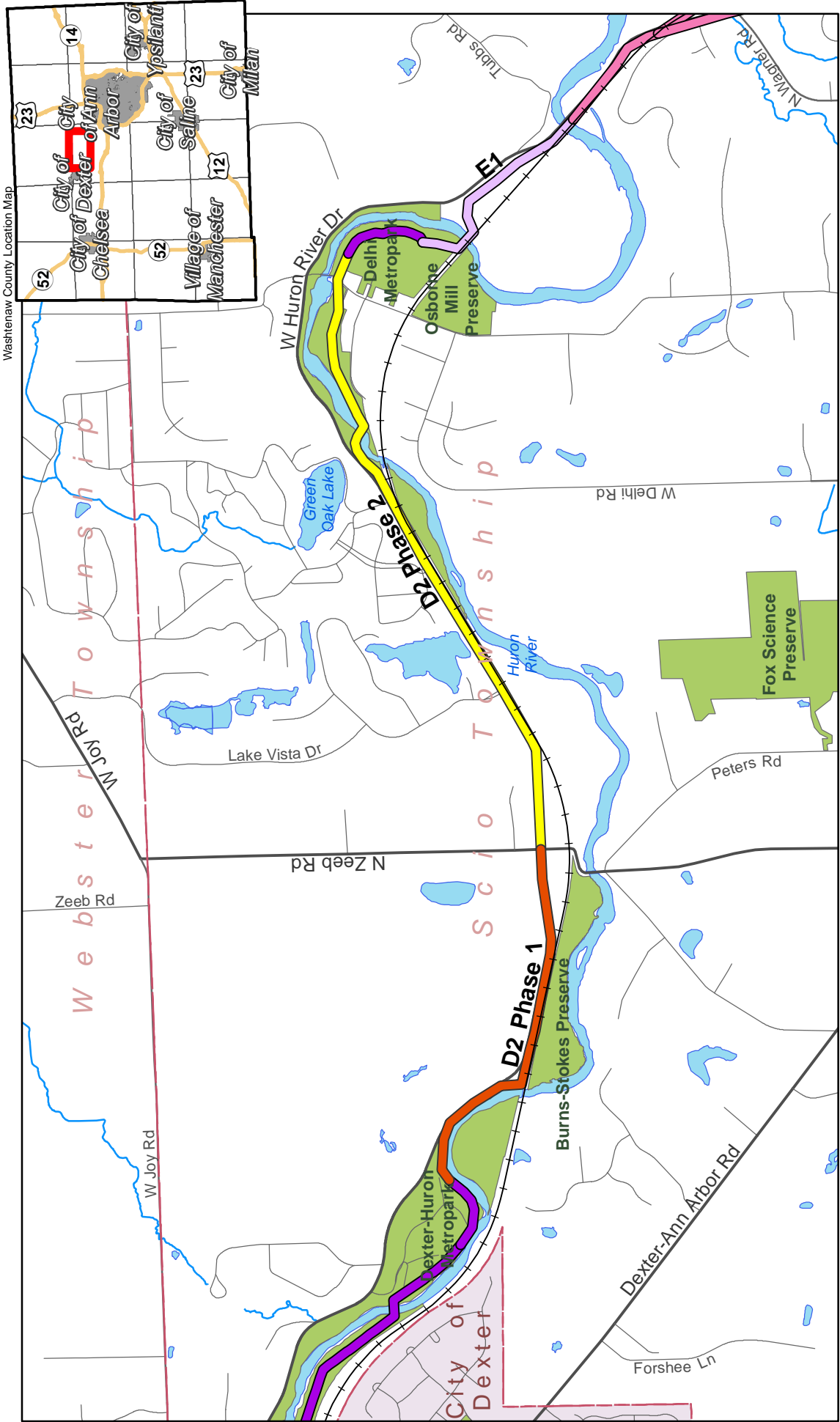
- Municipal Boundary
- City or Village

- |                                       |                           |                 |
|---------------------------------------|---------------------------|-----------------|
| <b>B2B Trail Segment &amp; Status</b> | F, Conceptual             | Local           |
| Existing Trail                        | G, Conceptual             | Railroad        |
| D2 Phase 1, Proposed                  | <b>Other Map Features</b> |                 |
| D2 Phase 2, Proposed                  | Freeway                   | Water Body      |
| E1, Conceptual                        | Major Arterial            | Stream          |
| E2, Conceptual                        | Minor Arterial            | Parks/Preserves |

Data Source:  
Washtenaw County GIS  
Date: 5/27/2015







# Border to Border Trail Areas for Design and Engineering



Data Source:  
Washtenaw County GIS  
Date: 5/27/2015



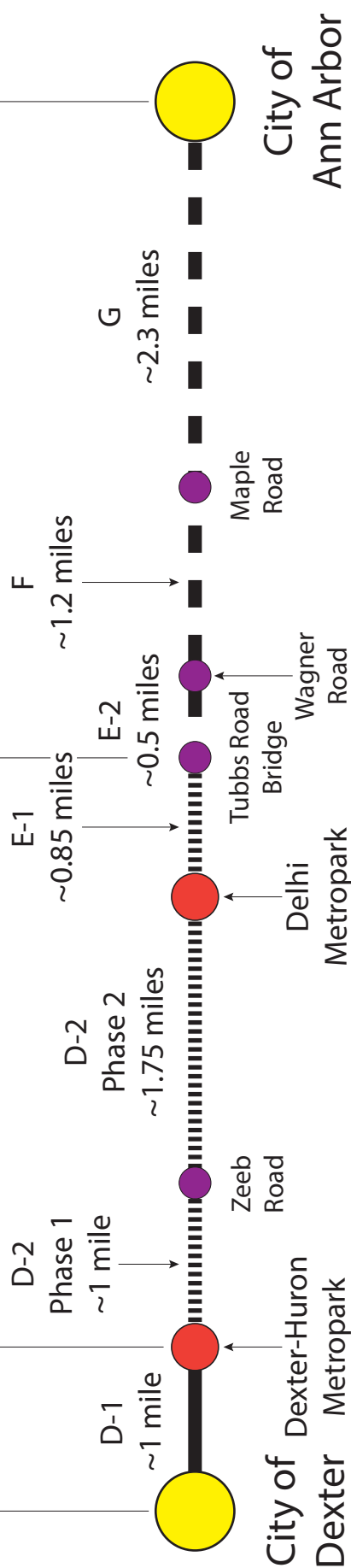
B2B Trail Segment & Status		Transportation		Other Map Features	
	Existing Trail		Major Arterial		Water Body
	D2 Phase 1, Proposed		Minor Arterial		Stream
	D2 Phase 2, Proposed		Local		Parks/Preserves
	E1, Proposed		Railroad		Municipal Boundary
	Conceptual Trail				City or Village



~8.6 miles total distance (Dexter to Ann Arbor)

~7.6 mile study corridor

~3.6 miles  
(Design and Engineering)



## Legend

- Completed Trail
- Current Project
- Future Project
- City
- Park
- Important Junction

## Key Project Steps

- Part A: Determination of Preferred Alignment with stakeholder groups (includes long term maintenance negotiations)
- Part B: Survey, Design, and Engineering
- Part C: Construction

For implementation purposes, the B2B trail has been broken down into segments (A-M). This project focuses on segments D-2 and E-1 which connect the HCMA metroparks along the Huron River. The project has been further broken down into phases for budgetary reasons (i.e. D-2 Phase 1).

## Timeline

- RFP issued - April 2, 2015
- Mandatory Pre-Bid Meeting - April 28, 2015
- Deadline for Proposals - May 19, 2015
- Contract Award - June 9, 2015
- Part A completion - December 18, 2015
- Part B completion - May 27, 2016
- Grant funding applications\* - Early 2016
- Part C initiation - 2016

\*Transportation Alternatives Program (TAP), Michigan Natural Resources Trust Fund (MNRTF), Iron Belle Trail, Others



## RFP #6834 Border-to-Border Trail Alignment and Engineering

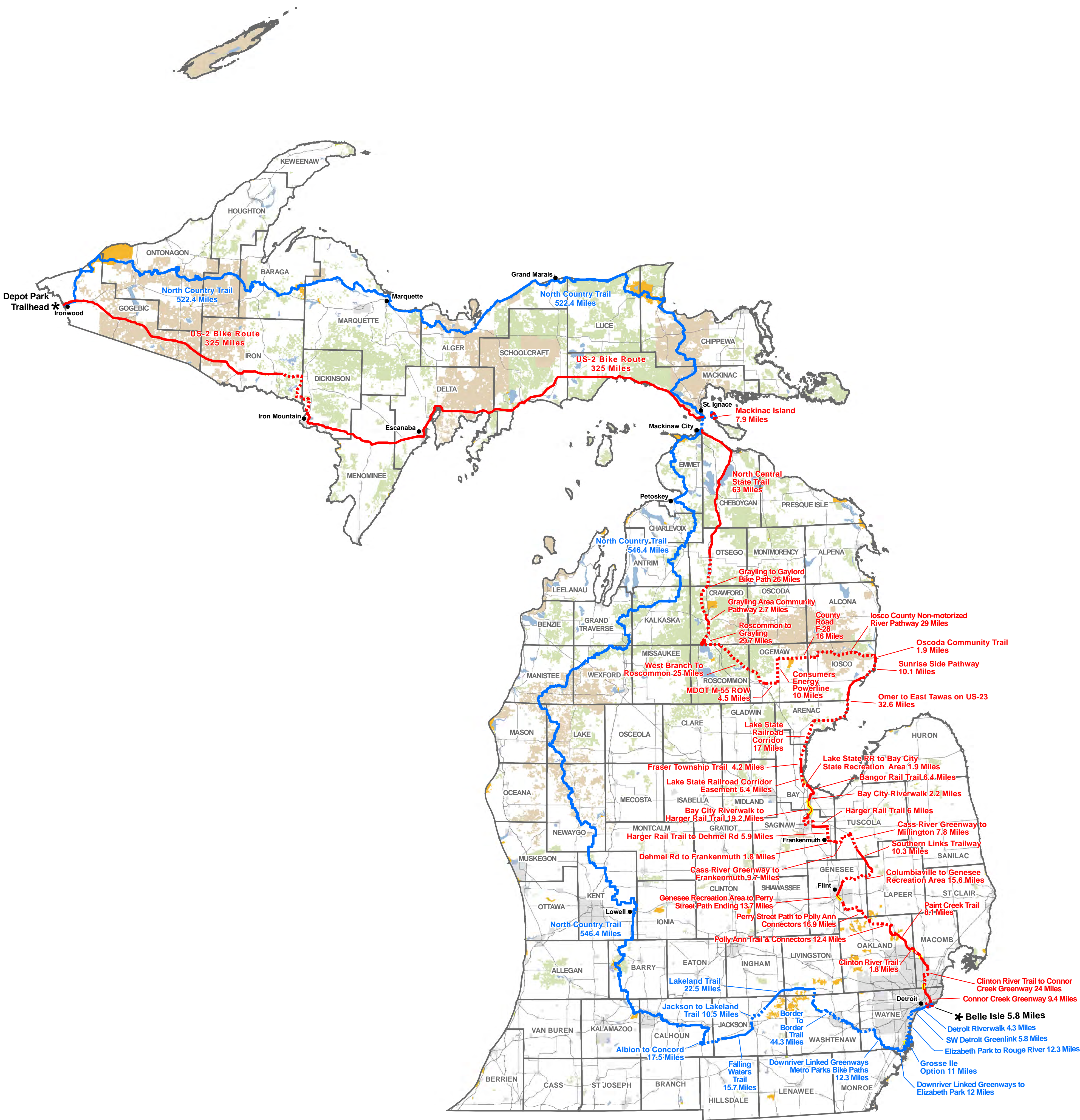
May 2015





# DRAFT - Michigan's Iron Belle Trail

## Belle Isle to Ironwood - Two Routes, One Trail



**Legend**

**Biking Trail**

- Biking - Existing Trail
- Biking - Approved For Construction
- Biking - Proposed Trail

**Possible Hiking or Biking**

- Existing Trail

**Hiking Trail**

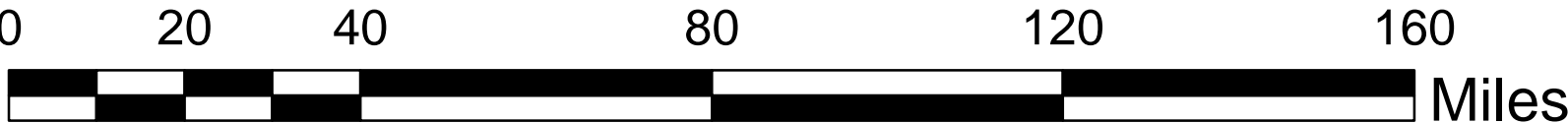
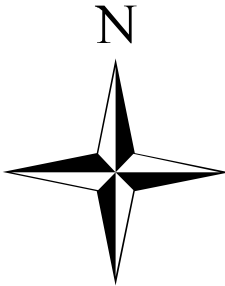
- Hiking - Existing Trail
- Hiking - Approved for Construction
- Hiking - Proposed Trail

- Highways
- Lakes and Rivers
- City
- County Boundary
- State Park Boundary
- State Land
- Federal Land

**\*\* The illustrated hike and bicycle trail connections will rely upon partnership opportunities. \*\***



January 29, 2015  
Michigan Department of Natural Resources  
Forest Resources Division  
Resource Assessment Section









# HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
 From: Mike Brahm-Henkel, Manager of Assets and Development  
 Project No: 713-15-032  
 Project Title: Update – Historic Center and Farm Center Roof Repairs  
 Project Type: Major Maintenance  
 Location: Wolcott Mill, Macomb County  
 Date: June 2, 2015

Quotes Received: Thursday, May 12, 2015 by 4:00 p.m.

## Action Requested: Motion to Receive and File

That the Board of Commissioners' receive and file the Update on Wolcott Mill Historic Center and Farm Center Roof Repairs as submitted by Manager of Assets and Planning Mike Brahm-Henkel.

**Fiscal Impact:** Project is under budget by \$19,700.00

**Background:** Quotes were received for roofing repairs for Wolcott Mill Metropark. Meridian Contracting Group, LLC was the low responsible bidder in the amount of \$10,230.00. Work will completed as stipulated by Contract 713-15-032.

**Scope of Work:** Work includes roof repairs at the Historic Center, Farm Center Office, Dairy Barn, Sheep Barn and Chicken Coop. Work for the Historic Center portion has funding support from the Metroparks Foundation.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Meridian Contracting	Washington	\$ 10,230.00
Weatherseal Home Imp. Co. Inc.	Shelby Twp.	\$ 29,700.00
Total 2013 Budgeted Amount for Contract Services and Administration		\$34,000.00
Proposed Work Order Amount		
Contract Amount –		\$ 10,230.00
Contract Administration		\$ 4,000.00
Total Proposed Work Order Amount (Rounded)		\$ 14,300.00

*This project was reported and publicly advertised in the following construction reporting outlets: MITN, Construction Association of Michigan, Reed Construction Data, Construction News Corporation, Construction News Service, HCMA Website, Builders Exchange of Michigan, McGraw Hill Dodge, Builders Exchange of Lansing and Central Michigan.*





## HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
From: Mike Brahm-Henkel, Manager of Assets and Development  
Subject: Update – Proposal Engineering/Design Services for Roofing Repairs  
Location: Stony Creek, Indian Springs, Kensington, Huron Meadows, Hudson Mills, Lake Erie Metroparks  
Date: June 2, 2015

### **Action Requested: Motion to Receive and File**

That the Board of Commissioners' receive and file Proposed Engineering and Design Services for Roofing Repairs at Stony Creek, Indian Springs, Kensington, Huron Meadows, Hudson Mills and Lake Erie as submitted by Manager of Assets and Planning Mike Brahm-Henkel.

**Fiscal Impact:** Funds were budgeted and are available in the Engineering Professional Service Account.

**Background:** At the request of staff, proposals were requested from Roofing Technology Associates LTD (RTA) to provide consulting for \$14,900. In accordance with the current procurement policy, Board approval is not required, however it is being reported since it is over the \$10,000 threshold.

RTA of Livonia submitted a proposal to develop engineering drawings and specifications for roofing repair design services for various park locations. Services will evaluate and provide associated drawings and specifications for future roofing work to specific buildings at Stony Creek, Indian Spring, Hudson Mills, Huron Meadows, Kensington, and Lake Erie Metroparks.

Three proposals are included in the total amount of \$14,900 from RTA. Projects were grouped by locality for bidding purposes. RTA has been providing roofing inspections services for HCMA as part of our Roof Management Program, which was approved by the Board at its April 2013 meeting. As a result of that program, RTA is familiar with the background and deficiencies of the current roofing systems and is being recommended for this project.

### **Attachments: RTA Proposals**





## ROOFING TECHNOLOGY ASSOCIATES, LTD.

38031 SCHOOLCRAFT  
LIVONIA, MICHIGAN 48150-1065  
(734) 591-4444 • FAX (734) 591-1660 • E-MAIL: rta@rtaltd.com  
Web site www.rtaltd.com

May 15, 2015

Ms. Laura L. Martin, P.E.  
Huron-Clinton Metropolitan Authority  
13000 High Ridge Drive  
Brighton MI 48114-9058  
laura.martin@metroparks.com

RE: REMEDIAL ROOFING WORK SPECIFICATIONS  
Indian Springs and Stony Creek Metroparks

- Park Office (INDI02)
- Golf Maintenance West (INDI05)
- Park Services Building (INDI06)
- Nature Center (STON05)
- Golf Maintenance Building (STON12)

Metropolitan Detroit, Michigan

Dear Ms. Martin:

In accordance with your request, we are pleased to submit this proposal to provide roof consulting services for this roof remediation program. This proposal has been prepared based upon information obtained during our recent conversations with you, previous visits to the subject site and our previous experience on similar projects. The purpose of our proposed roof consulting services will be to prepare plans, technical specifications and details for roof replacement on the Indian Springs Golf Maintenance Building; roof repair specifications, plans and details will be prepared for Indian Springs Park Office and Park Services Building. Roof repair specifications, plans and details will be prepared for Stony Creek Nature Center and Golf Maintenance Building (sheet metal panels).

The proposed scope of work for this project will include the following buildings:

<u>PARK</u>	<u>BUILDING ID</u>	<u>BUILDING NAME</u>	<u>SERVICE PROPOSED</u>
Indian Springs	INDI02	Park Office	Repairs
Indian Springs	INDI05	Golf Maintenance West	Replacement
Indian Springs	INDI06	Park Services Building	Repairs



<b><u>PARK</u></b>	<b><u>BUILDING ID</u></b>	<b><u>BUILDING NAME</u></b>	<b><u>SERVICE PROPOSED</u></b>
Stony Creek	STON05	Nature Center	Repairs
Stony Creek	STON12	Golf Maintenance Building	Repairs

With the exception of the Stony Creek Golf Maintenance Building, these roofs are steep-sloped and are covered with asphalt shingles. It is understood that the existing shingle roof coverings will either be removed and replaced or repaired.

The purpose of this correspondence is to outline our proposed scope of work and to provide you with a fee for our services. We trust you will find this proposal acceptable and will retain our firm to perform the desired professional roof consulting services.

In order to meet project requirements, we propose to provide the personnel and expertise necessary to complete the following phase of work.

#### **PHASE I – PLANS AND TECHNICAL SPECIFICATIONS**

Roofing remediation specifications will be formulated based upon pertinent information gathered during a site visit to determine specific existing conditions. The technical documents will include plans, specifications and details necessary to clearly define the scope of the remedial roof work. The items of work will include:

- Review of any available construction plans and details and compiling any other available information regarding the details of existing construction.
- Visit the project site to examine and evaluate the roof areas designated for remedial roof work. Perform sampling of the existing roof systems at walls and curbs to determine the existing details of construction. Repair samples immediately after our visual examination.
- Preparation of technical specification sections, including roof plans and details for the required remedial work. The technical specification sections will establish the types and quality of the materials to be used and the manner in which the materials are to be applied.

We understand that the technical specification sections and drawings will be incorporated into the HCMA typical administrative specifications and bidding documents to provide a complete bid package. We further understand that the incorporation of the specifications prepared by RTA will be handled by HCMA.





## GENERAL

Mr. Ronald D. Kinne, RRC, will serve as Project Manager for this project. Other staff members will be assigned once the project schedule is formalized.

We will commence our services within two to three weeks after receiving your written authorization to proceed. The technical specifications will be available for bidding by the selected Roofing Contractor(s) approximately two to three weeks thereafter, providing weather conditions allow for the timely completion of our field work.

## PROFESSIONAL FEES

Professional fees for the work and personnel required to complete the above outlined Phase I roof consulting services will be billed on a lump sum basis. The total fees for the Phase I services as outlined herein will be:

**LUMP SUM – PHASE I . . . . . \$ 5,500**

Should you require other roof consulting services during this phase of the project which are in addition to the stated scope, additional charges will be based upon the fees and rates which have been previously agreed upon with your organization. Such additional services may include any additional authorized project-related meetings and/or site visits in addition to those stated above. No work requiring additional fees will be performed unless authorized by your office.

We appreciate this opportunity to submit our proposal for your consideration and look forward to working with you on this project. Following your review of this proposal, please do not hesitate to call us should you have any questions regarding this submittal.

Please indicate your acceptance of this proposal by submitting to us written authorization to perform the above outlined roof consulting services. Thank you for the opportunity to submit this proposal.

Sincerely,

ROOFING TECHNOLOGY ASSOCIATES, LTD.

Ronald D. Kinne, RRC  
Project Manager

Michael V. Mathers, RRC  
President

RDK/MVM/lab





## ROOFING TECHNOLOGY ASSOCIATES, LTD.

---

38031 SCHOOLCRAFT  
LIVONIA, MICHIGAN 48150-1065  
(734) 591-4444 • FAX (734) 591-1660 • E-MAIL: rta@rtaltd.com  
Web site www.rtaltd.com

May 15, 2015 (Revised 5/19/15)

Ms. Laura L. Martin, P.E.  
Huron-Clinton Metropolitan Authority  
13000 High Ridge Drive  
Brighton MI 48114-9058  
laura.martin@metroparks.com

RE: REMEDIAL ROOFING WORK SPECIFICATIONS  
Hudson Mills, Huron Meadows and Kensington Metroparks

- Wood Shop/Warehouse/Storage (HUDS02)
- Golf Starter (HURO02)
- Golf Course - Maintenance (KENS18)

Metropolitan Detroit, Michigan

Dear Ms. Martin:

In accordance with your request, we are pleased to submit this proposal to provide roof consulting services for this roof remediation program. This proposal has been prepared based upon information obtained during our recent conversations with you, previous visits to the subject site and our previous experience on similar projects. The purpose of our proposed roof consulting services will be to prepare plans, technical specifications and details for roof replacement on the Indian Springs Golf Maintenance Building; roof repair specifications, plans and details will be prepared for Indian Springs Park Office and Park Services Building. Roof repair specifications, plans and details will be prepared for Stony Creek Nature Center and Golf Maintenance Building (sheet metal panels).

The proposed scope of work for this project will include the following buildings:

<u>PARK</u>	<u>BUILDING ID</u>	<u>BUILDING NAME</u>	<u>SERVICE PROPOSED</u>
Hudson Mills	HUDS02	Wood Shop/Warehouse/Storage	Replacement
Huron Meadows	HURO02	Golf Starter	Replacement
Kensington	KENS18	Golf Course - Maintenance	Repairs



These roofs are steep-sloped and are covered with asphalt shingles. It is understood that the existing shingle roof coverings will either be removed and replaced or repaired.

The purpose of this correspondence is to outline our proposed scope of work and to provide you with a fee for our services. We trust you will find this proposal acceptable and will retain our firm to perform the desired professional roof consulting services.

In order to meet project requirements, we propose to provide the personnel and expertise necessary to complete the following phase of work.

## **PHASE I – PLANS AND TECHNICAL SPECIFICATIONS**

Roofing remediation specifications will be formulated based upon pertinent information gathered during a site visit to determine specific existing conditions. The technical documents will include plans, specifications and details necessary to clearly define the scope of the remedial roof work. The items of work will include:

- Review of any available construction plans and details and compiling any other available information regarding the details of existing construction.
- Visit the project site to examine and evaluate the roof areas designated for remedial roof work. Perform sampling of the existing roof systems at walls and curbs to determine the existing details of construction. Repair samples immediately after our visual examination.
- Preparation of technical specification sections, including roof plans and details for the required remedial work. The technical specification sections will establish the types and quality of the materials to be used and the manner in which the materials are to be applied.

We understand that the technical specification sections and drawings will be incorporated into the HCMA typical administrative specifications and bidding documents to provide a complete bid package. We further understand that the incorporation of the specifications prepared by RTA will be handled by HCMA.

## **GENERAL**

Mr. Ronald D. Kinne, RRC, will serve as Project Manager for this project. Other staff members will be assigned once the project schedule is formalized.

We will commence our services within two to three weeks after receiving your written authorization to proceed. The technical specifications will be available for bidding by the selected Roofing Contractor(s) approximately two to three weeks thereafter, providing weather conditions allow for the timely completion of our field work.



## PROFESSIONAL FEES

Professional fees for the work and personnel required to complete the above outlined Phase I roof consulting services will be billed on a lump sum basis. The total fees for the Phase I services as outlined herein will be:

**LUMP SUM – PHASE I . . . . . \$ 4,700**

Should you require other roof consulting services during this phase of the project which are in addition to the stated scope, additional charges will be based upon the fees and rates which have been previously agreed upon with your organization. Such additional services may include any additional authorized project-related meetings and/or site visits in addition to those stated above. No work requiring additional fees will be performed unless authorized by your office.

We appreciate this opportunity to submit our proposal for your consideration and look forward to working with you on this project. Following your review of this proposal, please do not hesitate to call us should you have any questions regarding this submittal.

Please indicate your acceptance of this proposal by submitting to us written authorization to perform the above outlined roof consulting services. Thank you for the opportunity to submit this proposal.

Sincerely,

ROOFING TECHNOLOGY ASSOCIATES, LTD.

Ronald D. Kinne, RRC  
Project Manager

Michael V. Mathers, RRC  
President

RDK/MVM/rdk





## ROOFING TECHNOLOGY ASSOCIATES, LTD.

38031 SCHOOLCRAFT  
LIVONIA, MICHIGAN 48150-1065  
(734) 591-4444 • FAX (734) 591-1660 • E-MAIL: rta@rtaltd.com  
Web site www.rtaltd.com

May 15, 2015

Ms. Laura L. Martin, P.E.  
Huron-Clinton Metropolitan Authority  
13000 High Ridge Drive  
Brighton MI 48114-9058  
laura.martin@metroparks.com

RE: REMEDIAL ROOFING WORK SPECIFICATIONS

Lake Erie Metropark

- Food Bar (LAKE10)
- Pool Mechanical Building (LAKE12)
- Boat Launch Comfort Station (LAKE13)
- Tot Lot Control Building (LAKE23)

Brownstown Township, Michigan

Dear Ms. Martin:

In accordance with your request, we are pleased to submit this proposal to provide roof consulting services for this roof remediation program. This proposal has been prepared based upon information obtained during our recent conversations with you, previous visits to the subject site and our previous experience on similar projects. The purpose of our proposed roof consulting services will be to prepare plans, technical specifications and details for roof replacement on the Pool Mechanical Building and Boat Launch Comfort Station and roof repairs on the Food Bar and Tot Lot Control Building.

The proposed scope of work for this project will include the following buildings:

<u>PARK</u>	<u>BUILDING ID</u>	<u>BUILDING NAME</u>	<u>SERVICE PROPOSED</u>
Lake Erie	LAKE10	Food Bar	Repairs
Lake Erie	LAKE12	Pool Mechanical Building	Replacement
Lake Erie	LAKE13	Boat Launch Comfort Station	Replacement
Lake Erie	LAKE23	Tot Lot Control Building	Repairs



These roofs are steep-sloped and are covered with asphalt shingles. It is understood that the existing shingle roof coverings will either be removed and replaced or repaired.

The purpose of this correspondence is to outline our proposed scope of work and to provide you with a fee for our services. We trust you will find this proposal acceptable and will retain our firm to perform the desired professional roof consulting services.

In order to meet project requirements, we propose to provide the personnel and expertise necessary to complete the following phase of work.

## **PHASE I – PLANS AND TECHNICAL SPECIFICATIONS**

Roofing remediation specifications will be formulated based upon pertinent information gathered during a site visit to determine specific existing conditions. The technical documents will include plans, specifications and details necessary to clearly define the scope of the remedial roof work. The items of work will include:

- Review of any available construction plans and details and compiling any other available information regarding the details of existing construction.
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## **GENERAL**

Mr. Ronald D. Kinne, RRC, will serve as Project Manager for this project. Other staff members will be assigned once the project schedule is formalized.

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Should you require other roof consulting services during this phase of the project which are in addition to the stated scope, additional charges will be based upon the fees and rates which have been previously agreed upon with your organization. Such additional services may include any additional authorized project-related meetings and/or site visits in addition to those stated above. No work requiring additional fees will be performed unless authorized by your office.

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Please indicate your acceptance of this proposal by submitting to us written authorization to perform the above outlined roof consulting services. Thank you for the opportunity to submit this proposal.

Sincerely,

ROOFING TECHNOLOGY ASSOCIATES, LTD.

Ronald D. Kinne, RRC  
Project Manager

Michael V. Mathers, RRC  
President

RDK/MVM/lab





## HURON-CLINTON METROPOLITAN AUTHORITY

**To:** Board of Commissioners  
**From:** Mike Brahm-Henkel, Manager of Assets and Development  
**Subject:** Approval – Proposal Services Agreement, Seawall Replacement  
**Location:** Lake St. Clair Metropark, Macomb County  
**Date:** June 2, 2015

### **Action Requested: Motion to Approve**

That the Board of Commissioners' approve the Proposal from Anderson, Eckstein, and Westrick, Inc. in the amount of \$59,850 for engineering design and construction services as recommended by Manager of Assets and Development Mike Brahm-Henkel staff.

**Fiscal Impact:** Funds were budgeted for design services in the 2015 approved budget. The actual construction cost, which are separate from the design costs are budgeted for 2015 for \$740,000.00.

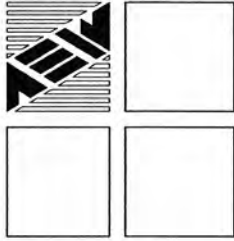
**Background:** In response to staff's request, AEW of Shelby Township submitted a proposal dated May 15, 2015 for engineering services to address the replacement of the failing seawall between the south and north Marina's at Lake St. Clair Metropark.

AEW's design proposal was requested due to their experience and successful completion of the 2009 project to rehabilitate the South Marina. The South Marina project included the replacement of approximately 1,460 lineal feet of seawall, piers, sidewalk, electrical and water service, comfort station and site furnishings. The total cost of the rehabilitation project was \$3,081,271 with a design cost of \$160,000 and \$24,500 for construction services.

The current proposal will replace approximately 700 lineal feet of failing seawall, which will continue north from the 2009 South Marina project. AEW's existing construction details that they developed during the South Marina project will be used to facilitate the continuation of the seawall replacement. As such, AEW is familiar with much of the background and site conditions used for the basis of designs.

**Attachment:** AEW Proposal  
 LSC Seawall Aerial Photo





## ANDERSON, ECKSTEIN AND WESTRICK, INC.

51301 Schoenherr Road, Shelby Township, Michigan 48315  
Civil Engineers • Surveyors • Architects 586-726-1234

May 18, 2015

Jason Kulongowski, PE  
Huron-Clinton Metroparks  
13000 High Ridge Drive  
Brighton, MI 48114-9058

Reference: Terms and Conditions for Seawall Replacement  
Lake St. Clair Metro Park

Dear Mr. Kulongowski:

The following are the terms and conditions for the proposed seawall replacement project at Lake St. Clair Metro Park. This information supplements the proposal dated May 15, 2015 for the Seawall Replacement at Lake St. Clair Metro Park.

### **Basis of Payment**

Work in progress will be invoiced every four weeks (billing cycle) based upon hourly charges to date. Payment is due within twenty-eight days of invoice date, after which a time price differential charge of 1% per billing cycle (13% annually) will be added to the outstanding balance. There are no mileage expenses required. Travel time is charged portal to portal. Failure to pay invoices promptly can result in suspension of the work and revision of the completion schedule by the Engineer.

Please note that the fees quoted are for services completed within one year. If time beyond one year is required, an adjustment to the fees for the remaining portion may be made to reflect changes in cost of living, based on the Consumer's Price Index.

### **Other Terms of Service**

Services provided by AEW under this contract will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Upon notice to AEW and by mutual agreement between the parties, AEW will correct those services not meeting such standard without additional compensation.

If the Client fails to make payment when due or is otherwise in breach of this contract, AEW may suspend performance of services upon five (5) calendar days notice to the Client. AEW shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this contract by the Client.

No party to this agreement shall transfer, sublet or assign any rights under or interest in this agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party(s).





Jason Kulongowski  
May 18, 2015  
Page 2

In recognition of the relative risks, rewards, and benefits of the project to both the Client and AEW, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, AEW's total liability to the Client for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this agreement from any cause or causes, shall not exceed the greater of Fifty Thousand Dollars (\$50,000) or the compensation received by AEW under this agreement.

The Client or his authorized agent may terminate this agreement within five days written notice. The Client must pay for any unpaid work and expenses incurred prior to termination.

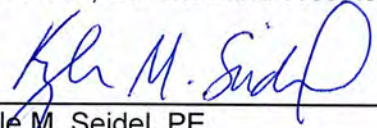
#### **Opinions of Probable Cost**

Opinions of probable construction cost provided represent AEW's best judgment as a design professional familiar with the industry. However, it is recognized that AEW has no control over the cost of labor, materials, equipment or services provided by others, or over the contractor's methods of determining prices, or over competitive bidding or market conditions. Therefore, AEW does not guarantee that proposals, bids, or actual construction cost will not vary from the opinions of probable cost prepared in any manner by our firm.

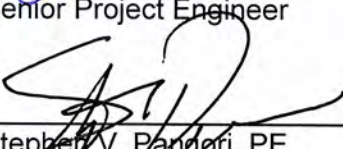
Sincerely,

Anderson, Eckstein and Westrick, Inc.

Accepted By

  
\_\_\_\_\_  
Kyle M. Seidel, PE  
Senior Project Engineer

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Stephen V. Pandori, PE  
Executive Vice President

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Date

**PROPOSAL TO PROVIDE  
SEAWALL REPLACEMENT AT  
LAKE ST. CLAIR METROPARK**  
*RFP No. 502-15-662 RFP*



*Engineering Strong Communities  
for those who  
**GET OUT and play***

**Prepared for:**  
**HURON-CLINTON METROPOLITAN AUTHORITY**  
Engineering Department  
13000 High Ridge Drive  
Brighton, Michigan 48114

May 15, 2015

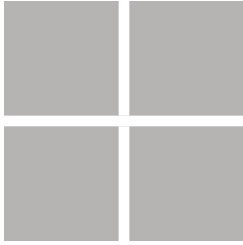
Civil Engineers  
Surveyors  
Architects

**Anderson, Eckstein and Westrick, Inc.**









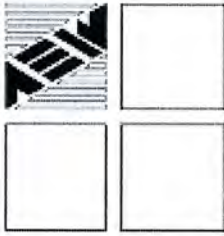
*Proposal for Huron-Clinton Metropolitan Authority*

***Seawall Replacement at  
Lake St. Clair Metropark***

***RFP No. 502-15-662 RFP***

*Prepared by Anderson, Eckstein and Westrick, Inc.  
May 15, 2015*





## ANDERSON, ECKSTEIN AND WESTRICK, INC.

51301 Schoenherr Road, Shelby Township, Michigan 48315  
Civil Engineers • Surveyors • Architects 586-726-1234

May 15, 2015

Huron-Clinton Metropolitan Authority  
Engineering Department  
13000 High Ridge Drive  
Brighton, Michigan 48114

Reference: Request for Proposal - Seawall Replacement  
RFP No. 502-15-662 RFP

Honorable Review Committee:

Thank you for considering Anderson, Eckstein and Westrick, Inc. (AEW) for the Seawall Replacement at the Lake St. Clair Metropark. Our enduring pledge to the Huron-Clinton Metropolitan Authority (HCMA) is evidenced through decades of service dedicated to building, maintaining, and enhancing your recreation areas. As such, it is with great interest and sincere commitment, that we submit our qualifications and proposal.

Our team, lead by Kyle M. Seidel, PE, CFM, with Stephen V. Pangori, PE serving as the secondary contact, offers unique understanding of HCMA's standards and preferences.

We pride ourselves on the long term relationships we have with our clients, which have developed through trust and quality services that have been provided for more than 47 years. AEW strives to provide the best option for each client, according to their specific needs and goals. Therefore, we understand the importance of using every dollar wisely, and strive for cost effective options that result in responsible and dependable solutions.

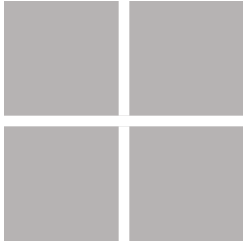
This submittal is an overview of our abilities to meet your service needs, as detailed in the Request for Proposals document. We believe our team of qualified professionals is the best choice for this project and commit that we will serve with honesty, integrity, and dedication. We look forward to the opportunity of further discussing our ability to assist you, and the prospect of continuing our relationship.

Sincerely,

  
\_\_\_\_\_  
Kyle M. Seidel, PE, CFM  
Senior Project Engineer

  
\_\_\_\_\_  
Stephen V. Pangori, PE  
Executive Vice President





## ***Table of Contents***

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<b><i>Understanding of Project and Tasks</i></b>	<b><i>Page 3</i></b>
<b><i>Management Summary, Work Plan and Schedule</i></b>	<b><i>Page 6</i></b>
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## **HURON-CLINTON METROPOLITAN AUTHORITY NOTICE OF REQUEST FOR PROPOSALS (RFP)**

**Design Project Title:** Seawall Replacement

**Park Name:** Lake St. Clair Metropark

**Park Address:** 31300 Metro Parkway, Harrison Township, MI 48045

**RFP No.:** 502-15-662 RFP

**Issue Date:** May 5, 2015

**Response Date:** May 15, 2015

**PROPOSAL DUE TIME:** By 4:00 PM (local time)

**LOCATION:** Huron-Clinton Metropolitan Authority  
Engineering Department  
13000 High Ridge Drive  
Brighton, Michigan 48114  
(810) 227-2757

**DESCRIPTION:** The Huron-Clinton Metropolitan Authority is issuing a Request for Proposal (RFP) to qualified professional consulting firms to perform services as detailed in Attachment A, Statement of Work.

**INDEX:** Included in this RFP are the following:

- RFP Form (this form)
- Attachment A – Statement of Work (and attachments, if any)
- Attachment B – Standard Authority Professional Services Agreement form (for information only)
- ☐ A copy of the complete RFP is available from the Michigan Inter-governmental Trade Network (MITN) website: [www.mitn.info](http://www.mitn.info)
- ☐ A copy of the complete RFP is available from the Authority's Engineering Department, 13000 High Ridge Drive, Brighton, Michigan 48114.
- ✓ A copy of the complete RFP has been provided to qualified professional consulting firm

Proponents responding to this RFP are strongly encouraged to carefully read the entire RFP

Direct inquiries regarding this RFP to Jason Kulongowski, Project Representative,

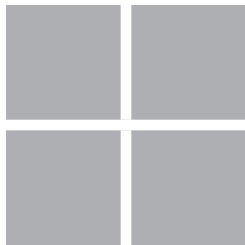
of the Engineering Department, at (Phone) 810-494-6018 Email: [Jason.kulongowski@metroparks.com](mailto:Jason.kulongowski@metroparks.com)

This Proposal is Offered By: Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



## ***General Information and Project Team***

---

### ***Firm Name, Address and Federal Identification:***

Name: Anderson, Eckstein and Westrick, Inc. (AEW)  
Address: 51301 Schoenherr Road, Shelby Township, Michigan 48315  
Federal I.D.: 38-1904829

### ***Office Locations:***

To better serve our clients, in addition to our corporate office referenced above, we maintain two (2) field offices at the following locations:

28351 Gratiot, Suite 10, Roseville, Michigan 48066  
17322 Farmington Road, Livonia, Michigan 48152

### ***Subconsultants:***

AEW is fully capable of completing all requested services associated with this proposal request. Therefore, subconsulting services will not be utilized. If additional soil borings and recommendations are required, we will coordinate these efforts with the owner.

### ***Organization of the firm:***

AEW is a Corporation licensed to operate in the State of Michigan.





## ***Understanding of Project and Tasks***

---

Huron-Clinton Metropolitan Authority (HCMA) is requesting proposals for Engineering Design Services associated with the Seawall Replacement, construction of a floating dock system, and site improvements at the Lake St. Clair Metropark.

Anderson, Eckstein and Westrick, Inc. (AEW) has a long standing relationship with the HCMA. Past experience of note includes the design and construction of the adjacent Lake St. Clair South Marina. This project included approximately 2,000 linear feet of new seawall, a new 15 foot wide sidewalk promenade, replacement of 25 finger piers, new boat slip electrical and water service pedestals, a new harbor master station, a new comfort station, site furnishings, and landscaping.

AEW has reviewed the Request for Proposals document, and understands that the scope of services is anticipated to include, but may not be limited to the following items:

### ***Project Scope***

The selected consultant will provide the design, drawings, and technical specifications for replacement of the existing seawall, site improvements, and construction of a floating dock system. The design efforts include the following components:

- Preliminary site investigation / meeting with HCMA staff
- Site evaluation for construction conflicts
- Evaluation of existing record drawings, compliance regulations, geotechnical tests, topographic survey, and other relevant documents
- Preparation of drawings for construction of the proposed reconstruction
- Preparation of technical specifications and cost estimates for construction
- Submission of plans for the appropriate permits to construct

### ***Anticipated Roles***

Based upon the information presented in the Request for Proposals (RFP) document, AEW also understands that the following roles are anticipated during the design, bidding, and construction phases.



## *Understanding of Project and Tasks*

---

### **Design Phase**

- AEW will
  - » Attend periodic (monthly or as necessary) design progress meetings
  - » Prepare drawings and technical specifications
  - » Provide signed and sealed drawings by an Engineer licensed in the State of Michigan.
  - » Prepare preliminary and pre-bidding cost estimates
  - » Provide reproducible copies of construction documents to HCMA, hard copy and electronic.
  - » Maintain notes or minutes of design progress meetings
  - » Coordinate, prepare, and submit the necessary MDEQ, USACE, local agency, and SESC permit. HCMA will pay for agency fees required for permitting.
- HCMA will:
  - » Provide the topographic survey and utility locations, geotechnical consultant services (as required)
  - » Provide record drawings, as-builts as available
  - » Provide its standard specifications and drawing details where applicable, (e.g. civil details and specifications, landscape architectural specifications, certain plumbing and mechanical fixtures and equipment, etc.)
  - » Provide design and construction documents for other site development items and utilities for incorporation into construction documents
  - » Coordinate necessary local site plan approvals.
  - » Prepare front-end documents, including advertisement, general conditions, supplemental GCs, Division 1 documents, bond forms and related items

### **Bidding Phase**

- AEW will
  - » Prepare addenda and answer bidder's technical questions as necessary
  - » Review low bidder's qualifications and provide recommendation for award, if requested



## *Understanding of Project and Tasks*

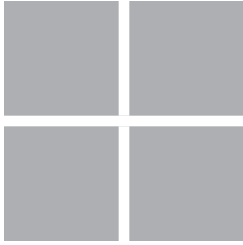
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- HCMA will:
  - » Coordinate public advertisement for bids through several construction reporting outlets
  - » Assemble contract documents and prepare them for distribution
  - » Coordinate the distribution of bidding documents to bidders, and to coordinate the maintenance of plan holder lists
  - » Coordinate the distribution of addenda to plan holders
  - » Receive sealed bids, publicly open bids, read them aloud, and prepare bid tabulation

### **Construction Phase**

- AEW will
  - » Provide design office support: prepare bulletins, respond to RFIs, review submittals, review change orders and contractor pricing.
  - » Attend periodic (monthly or as necessary) construction progress meetings
  - » Assist in preparation of pre-approval punch lists and final walk-through
- HCMA will:
  - » Provide contract administration/ resident engineer/ daily construction inspection services
  - » Prepare construction pay estimates

In subsequent sections of this submittal, we elaborate on our approach to complete this project. We believe our professional team, experience, project approach and communication plan are the right combination to ensure the project is successful. As an example of our abilities, we have included several samples of similar work within the “References” section for your consideration. Each profile details project information and includes client contact information.



## ***Management Summary and Work Plan***

---

Having provided professional engineering services for over 47 years, Anderson, Eckstein and Westrick, Inc. (AEW) understands that successful project development and implementation is accomplished with proper planning, effective communication and realistic objectives. This requires taking a proactive look at the “whole picture” while making provisions to accommodate changes.

Above all, AEW fully understands that the success of any project is predicated upon a thorough understanding of the client’s expectation through all facets of the project, particularly effective communication at all levels. We are confident that our approach to project design and management will effectively address the HCMA’s consulting engineering needs, with quality, cost effective results. In response to HCMA’s request, and in conjunction with our understanding of HCMA’s needs, AEW proposes the following approach to service delivery.

### ***Project Kick-off Meeting***

AEW will meet with key HCMA personnel to confirm the scope, schedule, and expectations, as well as review available documentation, introduce the project team, and establish a project communication plan. The kick-off meeting provides an opportunity to have an in-depth discussion regarding the project goals, pertinent construction issues and scheduling considerations. Additionally, while at Lake St. Clair Metropark, the project team can visit the site to observe and discuss areas of concern.

### ***Preliminary Investigation and Research***

AEW will visit the site and meet with key HCMA personnel to collect the following information:

- Record plans and reports for the existing site, including utilities and franchise utilities.
- Interview personnel regarding current operations and user needs.
- Consult regulatory guidelines for ADA compliance for boating facilities.
- Verify topographical survey data and confirm design concepts.

### ***Topographic Survey***

AEW understands that HCMA intends to provide the topographical surveying services associated with this project. Once available, AEW will field verify



## ***Management Summary and Work Plan***

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the survey, and if needed, request additional survey measurements. The topographical survey will be the basis for developing the design.

### ***Preliminary Design***

Utilizing the data collected, including the geotechnical tests and topographical surveys, AEW will develop a preliminary design incorporating the following:

- Geometric plan for site improvements
- Cross-section of improvements
- Sheet pile and structural schematics
- ADA accessibility
- Preliminary grading
- Pier and foundation schematics
- Construction staging sequence

The preliminary design will be submitted to HCMA for comments and concurrence prior to AEW continuing with the final design.

### ***Final Design***

After review of the preliminary plans with HCMA, AEW will prepare the project construction plans, incorporating comments received during the preliminary review process. The final plans will incorporate the following:

- HCMA comments from the preliminary plan review.
- Details needed to meet local requirements.
- Details and notes needed to construct the project.
- Construction staging and sequencing
- Soil Erosion and Sedimentation Controls needed to obtain a construction permit.
- Quantities of work items.
- Restoration of the project area.

The final plans will be submitted to HCMA for a 90% complete review.



## ***Management Summary and Work Plan***

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### ***Final Construction Documents***

Following the 90% review meeting, the final plans, specifications, and cost estimate will be finalized. All review comments will be incorporated into the plans.

Final plans will be submitted to the appropriate local agencies for review and approval. All review fees will be paid by AEW and submitted to HCMA as a reimbursable expense. Final permit fees will be the responsibility of the contractor.

Special provisions will be drafted, for inclusion in the contract documents, detailing specific pay items and work. An engineer's estimate of cost will be prepared based upon the items of work quantified on the plans.

### ***Constructability Review***

At various stages, AEW will review the plans and contract documents for conformance with the project scope, staging, and completeness. Issues that will be reviewed include, but are not limited to:

- *Check of Topographic Survey:* While evaluating each of the project sites, AEW will visually check the location of the utilities and other features to ensure they will not present significant conflicts with the proposed construction.
- *Staging and Sequencing:* Throughout the course of the project design effort review process, we will ensure that the staging and construction sequencing is manageable, and conducted with minimal disruption to the facilities. We will consider vehicular traffic, pedestrians, and maintenance operations.
- *Overall Consistency and Completeness:* The plans and specifications will be checked against each other for consistency, completeness, work quantities, correct use of pay items, and constructability. Any discrepancies will be corrected prior to bidding.
- *Quality Control:* To achieve quality control efforts, an independent team, not involved with the project, will review the plans and specifications for consistency with company standards and governing agency guidelines, consistency, completeness, and constructability.



## ***Management Summary and Work Plan***

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### ***Bidding***

While the project is being publicly bid, AEW will be available to answer bidder questions regarding the project. We will review the significant questions with HCMA for concurrence on any items requiring issuance of an addendum. All addenda will be prepared by AEW, and forwarded to HCMA for concurrence. Additionally, we will review the bidders qualifications and make recommendations for a contract award.

### ***Construction Phase***

AEW's role during the construction phase will be to provide assistance and support to HCMA staff, including:

- Attend the preconstruction and progress meetings
- Review submittals and prepare bulletins
- Respond to requests for information
- Review proposed contract modifications
- Make periodic site visits including a final walk through

### ***Record Drawings***

AEW will prepare final record drawings based upon information and measurements recorded by HCMA inspectors, as well as survey data collected by HCMA crews. Hard copies will be provided to the HCMA engineering staff for final records. An electronic copy, in PDF format, will be provided as well.

## Schedule

The project schedule is a key component in the successful completion of every project.

A full understanding of the schedule, from the initial design to placing the facility into service, allows us to accelerate or adjust our efforts to achieve various project milestones. Such milestones will be confirmed at the initial project kick-off meeting.

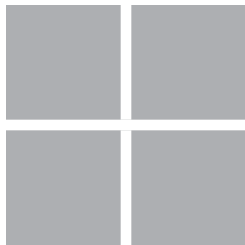
In an effort to achieve the project schedule outlined in the Request for Proposals (RFP), we have developed the following timeline:

Task Description	Estimated Timeframe									
	Week 0	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
Authorization	X									
Pre-Design Meeting										
Schematic/Concept Design Complete; Submit to HCMA										
Owner Approval Schematic/Concept Design										
50% Design Complete; Submit to HCMA										
Owner 50% Review Comments to AEW										
90% Design Complete; Submit to HCMA										
Owner 90% Review Comments to AEW										
Drawings and Technical Specifications to HCMA										

X = 1 day

■ = 1 week





## Key Personnel

AEW assigns primary and secondary contacts for client and project management. These contacts are key employees and principal engineers authorized to represent AEW, with experience commensurate with the needs of the community. Together, they ensure effective communication, quality control and uninterrupted service.

AEW Contacts	
<b><i>Client Manager and Primary Contact:</i></b> <b>Kyle M. Seidel, PE, CFM</b> <i>Senior Project Engineer</i> <b>kseidel@aewinc.com</b> <b>Cell: (586) 914-4354</b>	<b><i>Principal in Charge and Secondary Contact:</i></b> <b>Stephen V. Pangori, PE</b> <i>Executive Vice President</i> <b>spangori@aewinc.com</b> <b>Cell: (586) 855-9551</b>
51301 Schoenherr Road, Shelby Township, Michigan 48315 (586) 726-1234 Telephone (586) 726-8780 Fax www.aewinc.com	



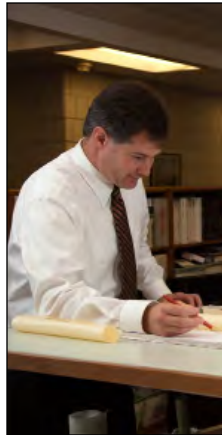
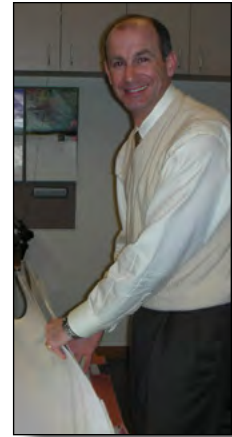
**Kyle M. Seidel, PE, CFM**, a senior project engineer with responsibilities including design, layout and management for municipal, commercial, as well as residential projects. With more than 17 years of experience, Kyle is skilled in the design of water mains, sanitary/storm sewers, detention facilities, pump stations, road improvements and drain modifications, and hydrologic and hydraulic studies.

But more than that is his dedication to the preservation and quality of our water resources. As such, he has been involved in the analysis, design and construction of numerous recreation areas and their amenities, such as bike paths, marinas, streambank stabilization, athletic tracks and fields, along with community parks. His current involvement with HCMA includes the design and construction of ADA accessible floating piers at the Lake St. Clair Metropark. With this extensive knowledge and experience, Kyle will serve as the Project Manager, providing project oversight for the team. He will coordinate the work of AEW personnel in accordance with expertise, experience and cost effective solutions.

## *Key Personnel*

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**Stephen V. Pangori, PE**, is a principal engineer with over 27 years at AEW. Steve has extensive experience with MDOT projects, a strong municipal engineering background, and represents our firm as municipal engineer for several of our client communities. Projects have consisted of road resurfacing/replacement, water main/sewer replacements and drain enhancements. With this knowledge, Steve will oversee quality assurance and control measures.

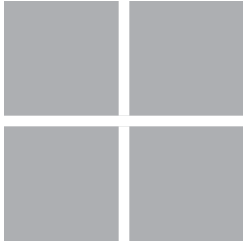


**Kevin E. Zael, PE**, leads our structural engineering department with 22 years of experience. His expertise plays a critical role in combining aesthetic designs with public safety and site restrictions. With professional experience that includes design and analysis of both building and non-building structures for a diverse clientele, Kevin is a valuable member of our structural team. In fact, he has lead each inspection team for the 70 bridges our firm inspects. His specialized knowledge will be utilized to assure safe, accurate, and dependable inspections in accordance with regulatory compliance.

**Jason R. Arlow, AIA, LEED AP**, provides personalized architectural design, documentation preparation, and construction administration services for recreational facilities and areas, including amphitheaters, along with municipal buildings, fire stations, police stations, libraries, schools, churches, and more. With 15 years of experience, and LEED accreditation, Jason brings creativity, considerations for a natural and healthy environment, as well as a track record of successful projects to the team.

**Matthew A. Kolis, PE**, is a licensed engineer with a background in infrastructure maintenance and repair. Responsible for the design and permitting of public/private projects. Additional abilities encompass parks, pathways, and traffic studies.

**Brandy L. De Benedetti**, is a graduate architect with six years of CAD experience. Her knowledge includes MDOT compliance bridge inspections, as well as designs for educational buildings, and layout of stage designs for



## ***Key Personnel***

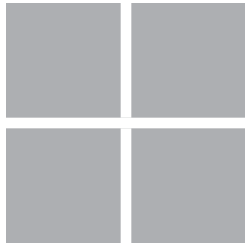
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live performance events. This program experience will allow her to effectively assist the team.

**Christopher C. Birkett**, offers more than 10 years of field technician experience, with a focus on land surveying, wastewater metering and control instrumentation, confined space entry, and more. This knowledge will be utilized to assist with field inspections on an as needed basis.

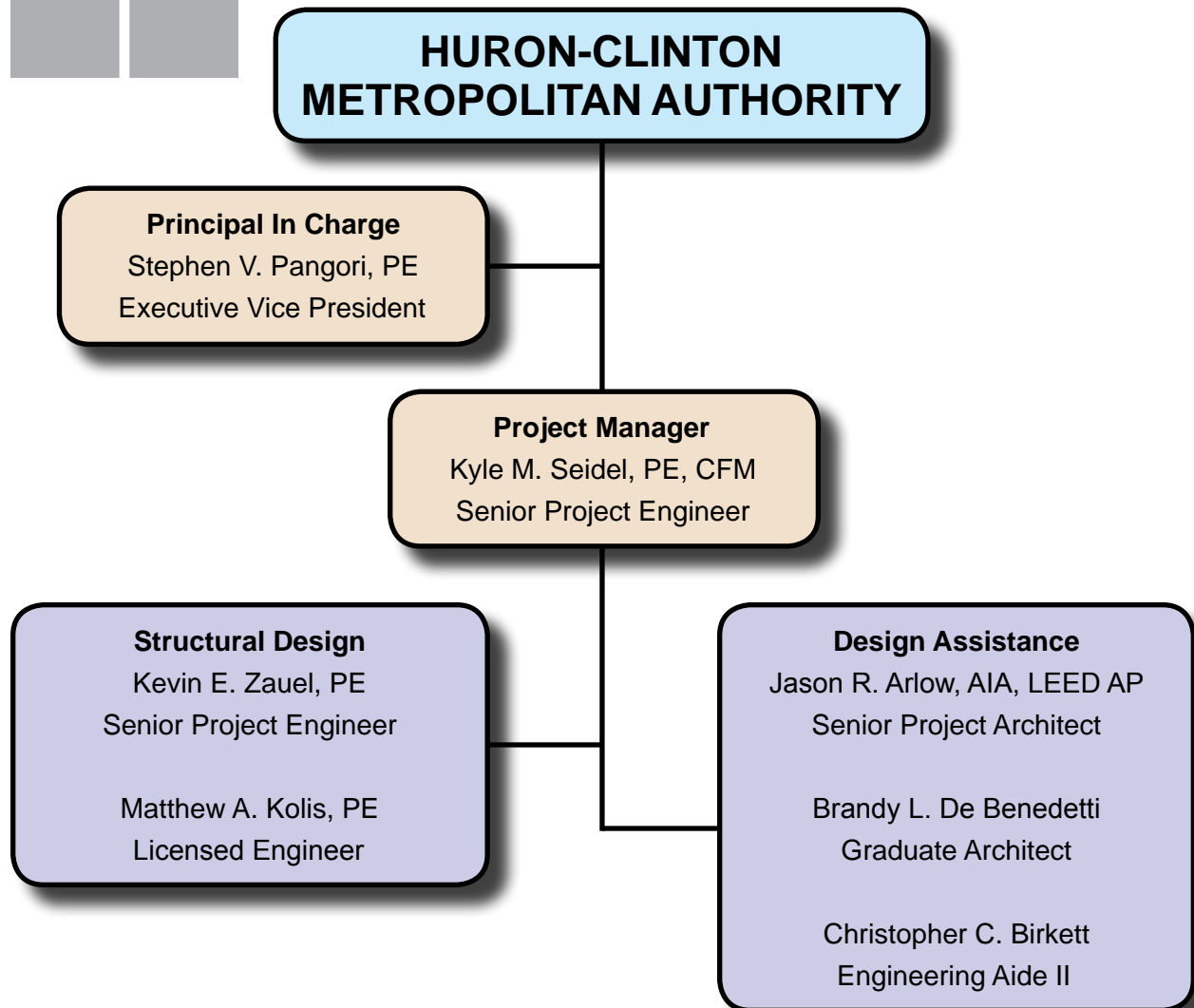
### ***Communication***

On the following page, we have provided an organization chart, which shows team relationships and offers a visual of the intended communication plan for this project.



## *Team Organization and Communication*

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## *Kyle M. Seidel, PE, CFM - Senior Project Engineer*

### **Education:**

B.S. Civil Engineering,  
1997  
Michigan Technological  
University

### **Professional Registration:**

Professional Engineer  
Michigan, 2001

### **Professional Certification:**

Certified Floodplain  
Manager

### **Professional Membership:**

Michigan Stormwater  
Floodplain Association

Association of State  
Floodplain Managers

### **Professional Development:**

Mike SWMM Workshop  
Danish Hydraulic Institute

Road Stream Crossings:  
Environmental and  
Hydraulic Consideration  
for Bankfull Design  
Michigan Local Technical  
Assistance Program

Leadership Macomb XVI



Joining our firm in 1997, Mr. Seidel concentrates on municipal engineering and the study of hydraulics/hydrology. With focus on site development and design, current responsibilities include design, layout, and management for municipal, commercial, as well as residential projects. More than 17 years of experience includes the design of water mains, sanitary/storm sewers, detention facilities, pump stations, marinas, road improvements, drain modifications and water/sewer rate studies, as well as QA/QC and oversight for ground water sampling and reporting.

Kyle has also participated in the hydraulic design of bridges, culverts, levees, floodwalls, reservoirs, pump stations, along with drain modifications including improvements, relocations and enclosures. Furthermore, he is accomplished in the preparation of elevation certificates, hydraulic reports, in addition to numerous Letters of Map Revisions (LOMR).

Software capabilities include the use of TR-20, TR-55, the Michigan SCS Method, HEC-2, HEC-RAS, HEC-HMS, WMS StormCAD, SWMM, along with Autodesk Land Desktop.

Additional knowledge and experience consists of water quality sampling, data analysis, project estimating, utility rate and feasibility studies, contract documents, as well as contract administration.

### **SPECIALTY AREAS:**

**Engineering Design:** Accomplished in all aspects of site design for municipal and private projects. Provides multiple services, including site design, site infrastructure feasibility studies, project cost estimates and engineer plan reviews.

**Hydraulics/Hydrology:** Completed numerous studies for floodplain mitigation and streambank stabilization projects. Skilled in the hydraulic design of bridges, culverts, floodwalls plus other structures utilized to increase development compatibility with bodies of water. Also a certified floodplain manager, Kyle is knowledgeable in the processes related to building construction within the floodplain and required permits associated with Federal Emergency Management Association (FEMA), Michigan Department of Environmental Quality (MDEQ) and the U.S. Army Corps of Engineers.

## ***Stephen V. Pangori, PE - Principal Engineer***

### **Education:**

B.S. Civil Engineering, 1987  
Michigan State University

### **Professional Registration:**

Professional Engineer  
Michigan, 1992  
Wisconsin, 1994

### **Professional Membership:**

American Society of  
Civil Engineers

ACEC Risk Management  
Committee Chairman  
April 2008 - Present

ACEC-MI  
Board of Directors - Member  
July 1, 2011 - Present

### **Professional Development:**

Principals Bootcamp  
PSMJ Resources, Inc.

Project Manager Bootcamp  
PSMJ Resources, Inc.

HEC-2 Floodplain Hydraulics  
Pennsylvania State University

HEC-1 Floodplain Hydrology  
University of Texas

Hydraulics of Bridges and  
Culverts, Michigan DNR

Roadside Design Guide  
Michigan Technological  
University

Leadership Macomb XVII

### **Community Involvement:**

ACE Mentor - Michigan  
Board of Directors

ACE Mentor - Michigan  
(Oakland Team)  
October 2008 - June 2011

ACE Mentor - Michigan  
(Mount Clemens Team)  
January 2014 - Present



Upon his graduation from Michigan State University in 1987, Mr. Pangori joined AEW. In the five years preceding his licensure in 1992, Stephen's experience included construction observation; retail, health care and industrial site design; hydraulic studies for bridge replacements, drain improvements and Letters of Map Amendments/Revisions (LOMA/LOMR); bridge condition inspections, reinforced concrete bridge design, along with various municipal engineering projects such as parks/recreation developments, water main/sewer replacement, storm water management and street repairs/resurfacing/replacement projects.

Shortly after becoming licensed in 1992, Mr. Pangori became a shareholder in the firm and became the client manager for the City of Eastpointe. The City of Harper Woods was added to his management duties in 1994, the City of Grosse Pointe in 2002, the City of St. Clair in 2004 and the City of Marysville in 2008. As a client manager, Stephen is responsible for providing sound engineering advice to these municipalities, day-to-day engineering duties and quality assurance for the services provided by the firm.

Mr. Pangori was elected to the Board of Directors in 2001, and is currently an Executive Vice President who shares the responsibility for management and oversight of AEW's Municipal Engineering Services with two other Executive Vice Presidents.

### **SPECIALTY AREAS:**

***Municipal Engineering:*** With over 27 years of experience in municipal engineering, Mr. Pangori has broad knowledge and experience in managing infrastructure, master planning, review/approval/permitting of developments, design/construction administration of water main, sewer and road rehabilitation/reconstruction projects, development of capital improvement programs, and project funding through the Transportation Improvement Program, Enhancement Grants, Safety Grants, Community Development Block Grant Program, State Revolving Fund, Michigan Department of Environmental Quality, Michigan Department of Natural Resources, Environmental Protection Agency and Michigan Department of Transportation.



## Kevin E. Zael, PE - Senior Project Engineer

### Education:

B.S. Civil Engineering, 1991  
Michigan Technological  
University

### Professional Registration:

Professional Engineer  
Michigan, 1997

### Professional Membership:

American Institute of  
Steel Construction

American Concrete Institute  
Greater Michigan Chapter

Structural Engineers  
Association of Michigan

### Professional Development:

Bridge Element Inspection  
and Annual Conference  
(2014) LTAP

Confined Space Entry  
Training (2012) OSHA

ACI 318-11 Building Code  
Seminar - ACI/PCA

2011 MDOT Bridge Load  
Rating Workshop

Local Concrete Seminar  
(2011) MCA

Designing and Retrofitting  
Bridges for Active  
Transportation (2011) APBP

Engineered Masonry Joint  
Design (2010) SEAMI

Fracture Critical Inspection  
Techniques for Steel Bridges  
(2009) FHWA and NHI

LRFR Load Rating (2008)  
FHWA and MDOT

Safety Inspection of  
In-Service Bridges (2007)  
FHWA and NHI

LRFD Highway Bridge  
Design (2007)  
University of Wisconsin



Mr. Zael leads our structural engineering department with 24 years experience and serves as lead engineer and project manager for both private and public clients on a broad range of projects. In addition to stand-alone consulting services, Kevin provides essential internal support to other AEW project managers leading architectural and civil-focused projects as well.

Responsibilities include the preparation of proposals, estimates, investigations/reports and contract documents/specifications, along with construction administration services. As a valuable member of our team since 2006, Kevin incorporates knowledge of both AutoCAD Civil/Architectural and MicroStation CAD platforms, with a wide range of industry standard design software, in the plan development process.

Experience includes various structures consisting of concrete, steel, timber and masonry materials and foundations ranging from shallow spread and wall footings, to deeper drilled pier and driven pile foundations. Previous project experience consists of the design, analysis and/or rehabilitation of commercial/educational/industrial buildings, vehicular/pedestrian bridges and boardwalks, waste treatment plants, municipal infrastructure projects, as well as equipment support structures.

### SPECIALTY AREAS:

**Bridge Inspection/Design:** Certified in the safety inspection of in-service bridges, Kevin performs bridge inspections, scour analysis, and load rating for several local agencies in accordance with Michigan Department of Transportation (MDOT) and federal requirements. Kevin has assisted communities with receiving funding through the MDOT Local Bridge Program, as well as designing and administering other replacement or rehabilitation projects. **Throughout his career, Kevin has overseen hundreds of bridge inspection, reconstruction and rehabilitation projects.**

**Automotive/Industrial Facilities:** Having over 15 years of experience in the Automotive/Industrial market, Kevin has completed numerous projects for several leading manufacturers ranging from process changeovers to complete design services for new facilities or additions. Additional proficiency includes steel truss design and reinforcement, crane runway upgrades, conveyor/slab loading analysis, and stamping press, pit and floor replacement.

## *Jason R. Arlow, AIA, LEED AP - Senior Project Architect*

### **Education:**

Masters of Architecture, 2004  
Lawrence Technological  
University

B.S. Architecture, 2000  
Lawrence Technological  
University

A.S. Applied Science  
Architectural and Construction  
Technology, 1997  
Baker College

### **Professional Registration:**

Registered Architect  
Michigan, 2007

NCARB Certified  
Registered Architect  
Michigan, 2005

### **Professional Membership:**

American Institute of Architects  
(AIA)

### **Professional Certification:**

Leadership In Energy and  
Environmental Design (LEED)

### **Professional Development:**

AutoDesk Architectural Desktop  
AEC Cadcon

Autodesk Revit Architecture  
Fundamentals  
IMAGiNiT Technologies

Masonry Techniques  
Masonry Institute of Michigan

Project Management  
Bootcamp, 2008  
PSMJ Resources, Inc.

Leadership Macomb

Adobe Photoshop CS5

Pipeline Emergency Response  
and Awareness for Excavator  
Operations



Mr. Arlow provides architectural design for new buildings and renovations on public and private developments. Since joining our firm in 1999, Jason has been an active participant in the development and design of municipal, commercial, industrial, educational as well as religious facilities. These projects have included the renovation of schools, municipal buildings, development of office/shopping centers along with operation/maintenance facilities. As a LEED accredited professional, Jason promotes the idea of "green design" to minimize the use of resources for a healthier environment.

Experienced in numerous facets of design work, such as schematic, design, development, construction documents/details, in addition to shop drawing reviews. Attends progress meetings to ensure effective communication throughout the construction process while focusing on meeting client needs and requirements. Jason has also constructed scale replicas and created three-dimensional computer generated models for such projects as office buildings, libraries, recreational buildings and churches, which brings a better understanding and perspective to the design process and final product.

With 16 years of experience, and as a skilled draftsman, who has worked directly with civil and structural engineers on buildings, site and bridge projects, he has a strong understanding of how these principles combine with architectural design to create a functional and aesthetically pleasing structure and site. Having studied classic and modern architectural design in Paris, France, this knowledge is applied to professional designs, as well as volunteer efforts with Habitat for Humanity. Also actively serves as a Chairman of the Zoning Board of Appeals in Cottrellville Township, Michigan.

### **SPECIALTY AREAS:**

**Building Design:** Performs studies which evaluate program, circulation, elevation and massing requirements. These studies allow for development of detailed bidding and construction plans.

**Construction Documents and Administration:** Provides this service to schools, office buildings, municipal facilities and commercial structures. Experienced in contractor coordination, as well as pay application review, also performs field visits and attends progress meetings to ensure that project requirements are being provided.

**Structural Drafting / Bridge Inspection:** Experienced as a structural draftsman on building and civil engineering projects, as well as providing technical and field assistance on bridge inspections.



## *Matthew A. Kolis PE- Licensed Engineer*

### **Education:**

B.S. Civil Engineering, 2006  
Pennsylvania State University

Master in Business  
Administration (MBA), 2014  
University of Pittsburgh

### **Professional Registration:**

Professional Engineer  
Michigan, 2014

Professional Engineer  
Pennsylvania, 2013

### **Professional Membership:**

American Society of Civil  
Engineers (ASCE)

### **Professional Development:**

Empirical to Mechanistic-  
Empirical (M-E)  
Approaches to Pavement  
Design (2015) Michigan State  
University Department of  
Engineering

MCA 2015 Winter  
Conference (2015) Michigan  
Concrete Association

Guidelines for Analysis and  
Construction Engineering of  
Curved and Skewed Girder  
Bridges (2013)  
International Bridge  
Conference (IBC)

International Bridge  
Conference (IBC) (2012)



Mr. Kolis offers nine years of experience and a diverse engineering background with an emphasis on traffic engineering, bridge, and road design.

Joining AEW in 2015, he continues to gain exposure to all facets of project development with a primary focus on municipal projects involving engineering plan review, design and specifications.

Experience includes the preparation, revision, and delivery of preliminary and final roadway plans and specs for local agencies and the design and analysis of bridges and culverts for the Pennsylvania Department of Transportation (PennDOT). Previous project experience consists of traffic impact studies, warrant analyses, and data collection.

Software capabilities include AutoCAD Civil 3D, MicroStation, MERL, AutoTurn, Synchro, Virtis/Opis, BRADD, and PennDOT's Engineering Assistant.

### **SPECIALTY AREAS:**

**Bridge Design & Analysis:** Conducted load ratings for the Virginia Department of Transportation (VDOT), approved shop drawings, and developed cost estimates, plans, and specs for numerous bridge projects. Project experience includes bearings, girder, deck, superstructure, and culvert design.

**Municipal Engineering:** Designs projects involving sedimentation basins, water main, sewer, parking lot and road reconstruction, resurfacing, and rehabilitation projects.

**Roadway Design:** Prepares engineering plans and specifications for Local Agency road projects, in accordance with MDOT and Federal Highway Administration standards.



## *References*

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The decision process surrounding the selection of a qualified and capable consultant can be complicated, confusing and difficult. Each firm may appear to be as qualified as the next. However, Anderson, Eckstein and Westrick, Inc. (AEW) has specific advantages over the competition. During your review and evaluation, please consider the following:

- **47 years of engineering experience**
- **Committed to maintaining the HCMA's timeline**
- **Professionally licensed structural and site civil engineers dedicated to evaluation, design and administration**
- **Comprehensive understanding of regulatory compliance and strong working relationships with local regulatory agencies**
- **Award winning designs from state and national agencies for our ability to perform the work quickly, cost effectively, and with minimal disruption to residents, and businesses**
- **Strong working relationships with local regulatory agencies**
- **Project experience for HCMA includes South Marina reconstructions, HCMA bridge inspections, North Marina ADA Floating Docks, Farm Learning Center Study, and much more.**

Above all, we pride ourselves on the long term relationships we have with our clients, which have developed through trust and quality service. Because AEW strives to provide the best option for each client, according to their specific needs, the Huron-Clinton Metropolitan Authority can rest assured that we will continue to have your best interest at the forefront of our services. Our experience as a firm, along with our staff's professional abilities, affords us with the knowledge and experience necessary to provide accurate, dependable and cost effective results.

AEW's vested interest in the advancement and success of your project guarantees the highest level of design and engineering excellence with a focus on building, maintaining, and enhancing the Lake St. Clair Metropark.

# South Marina Redevelopment – Lake St. Clair

Harrison Township, Michigan

## Key Staff:

Project Manager  
Stephen V. Pangori, PE

Quality Assurance  
Roy C. Rose, PE, EXW

Engineering  
Kyle M. Seidel, PE

Structural Engineering  
Kevin E. Zauel, PE

Architectural  
Jason R. Arlow, AIA, LEED AP

## Contact:

Huron Clinton Metropolitan Authority  
13000 High Ridge Drive  
Brighton, MI 48114

Jason Kulongowski, PE  
Design Engineer  
(810) 227-2757, ext 5176  
jason.kulongowski@metroparks.com

## Project Highlights:

Original Budget  
\$4,477,500

Final Budget  
\$3,089,450

Started  
October 2007

Completed  
June 2010

AEW Project No.  
0215-0016



The South Marina, along the Black Creek, in Harrison Township, Michigan was originally constructed in the 1950's. Approximately 1,600 LF of new seawall will replace the extensively corroded existing steel sheet pile seawall in the marina with another 415 LF of seawall replacement along the channel. A new 15 ft. wide promenade is supported by a dual purpose pile supported grade beam and deadman providing lateral anchorage to the seawall. Replacement

of over 60 existing 3 ft. wide finger piers (boat docks) is included with an 8 ft. wide dock provided for marine sheriff operations. A walkway lighting system along the promenade and an extensive upgrade to utilities is provided. Replacement of the Harbor Master building and Boaters' Bath House, and site renovations including landscaping complete the redevelopment plans.

Partial funding for this project is provided through a Waterways Grant from the Michigan Department of Natural Resources.



## Neff Park Marina

Grosse Pointe, Michigan



Project entails complete demolition of the interior docks of a 160 slip municipal marina, 10,500 cu. yd. of dredging, construction of 7,500 sq. ft. of galvanized steel seawall, 12,000 LF of 5 in. and 7 in. pipe piling, 900 LF of 8 ft. and 10 ft. wide steel/wood main piers, 82 - 22 ft. through 38 ft. steel/wood finger piers, 84 power pedestals, complete

electrical and mechanical system, floating kayak launch pad, navigation lights and miscellaneous appurtenances.

Once the project was underway, the City decided to fund additional work which was outside the scope in the original contract. Construction was completed on time by Usztan Construction.



### Key Staff:

Project Manager  
Stephen V. Pangori, PE

Quality Assurance  
Roy C. Rose, PE, EXW

Mechanical/Electrical  
BCF Engineering, Inc.

### Contact:

City of Grosse Pointe  
17147 Maumee Avenue  
Grosse Pointe, MI 48230

Gary Huvaere  
Public Services Director  
(313) 885-5800  
ghuvaere@grossepointecity.org

### Project Highlights:

Started  
September 2003

Completed  
May 2004

AEW Project No.  
0155-0007



# Brandenburg Park

Chesterfield Township, Michigan

## Key Staff:

Project Manager  
Gordon B. Wilson, PE, CFM

Quality Assurance  
Roy C. Rose, PE, EXW

Engineering  
Jennifer L. Chehab, PE  
Lyle L. Winn, PE

Architecture  
Jason R. Arlow, AIA, LEED AP

- Picnic Pavilions
- Playscape
- Comfort Station/Picnic Pavilion
- Horseshoe Pits
- Concession Building Re-roofing
- Tennis and In-line Skating Court
- Basketball Court
- 10 ft. wide Bituminous Bike Path
- Beach Design (not constructed)

## Contact:

Charter Township of Chesterfield  
Department of Public Works  
52216 Sierra Drive  
Chesterfield Township, MI 48047

Donald Coddington  
Superintendent  
(586) 949-0400  
[cmeyers@chesterfieldtp.org](mailto:cmeyers@chesterfieldtp.org)

## Project Highlights:

Original Budget  
Varied by Project

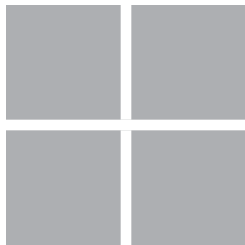
Final Budget  
Varied by Project

Started  
Varied by Project

Completed  
Varied by Project

AEW Project No.  
0126-0254





## Senior Center Walking Path

Chesterfield Township, Michigan

### Key Staff:

Project Manager  
Gordon B. Wilson, PE, CFM

Quality Assurance  
Roy C. Rose, PE, EXW

Engineering  
Aseel A. Putros, PE, CFM

Construction Services  
Performed by the Township

This 10 ft. wide, 7,000 ft. bituminous path was designed and constructed to accommodate senior citizen fitness needs.

Located within the municipal complex property, this path features six different colored bench/waste can areas. This unique color system provides easily identifiable locations along the path route, thereby improving response time during emergencies.

The project was funded entirely through the Community Development Block Grant program. Although construction inspection was performed by the Township, AEW performed wage rate interviews and coordinated with Macomb County to ensure grant compliance.

### Contact:

Charter Township of Chesterfield  
Department of Public Works  
52216 Sierra Drive  
Chesterfield Township, MI 48047

Donald Coddington  
Superintendent  
(586) 949-0400  
cmymers@chesterfieldtp.org

### Project Highlights:

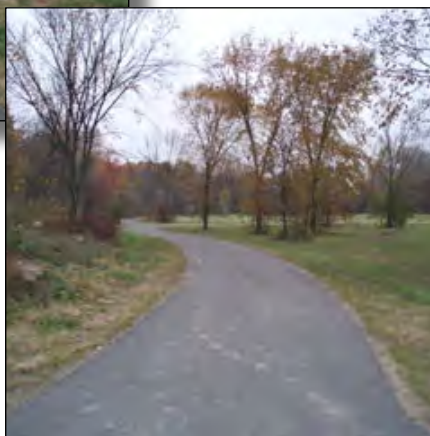
Original Budget  
\$304,200

Final Budget  
\$304,200

Started  
April 2007

Completed  
June 2007

AEW Project No.  
0126-0842



# Brandenburg Splash Pad

Chesterfield Township, Michigan

## Key Staff:

Project Manager  
Gordon B. Wilson, PE, CFM

Quality Assurance  
Roy C. Rose, PE, EXW

Architectural Design  
Jason R. Arlow, AIA, LEED AP

Engineering  
Jeffrey L. Allegoet

Construction Services  
Performed by the Township

## Contact:

Charter Township of Chesterfield  
Department of Public Works  
52216 Sierra Drive  
Chesterfield Township, MI 48047

Donald Coddington  
Superintendent  
(586) 949-0400  
cmeyers@chesterfieldtp.org

## Project Highlights:

Original Budget  
Not Applicable

Final Budget  
\$320,000

Started  
July 2012

Completed  
May 2013

AEW Project No.  
0126-1043



This 3,500 sq. ft. splash pad was generously donated by the Wayne and Joan Webber Foundation, residents of Chesterfield Township for nearly 40 years. AEW was pleased to aid the Webber Foundation with the design of the equipment, building, and initial layout, along with state and local permitting.

All 16 nautical themed water features were custom designed and built in-house by The Webber Group. The stainless steel tubing features were powder coated to ensure sustainability. As an added benefit, the water is heated for comfort during cooler Michigan summer days.



The 400 sq. ft. equipment building houses a 3,000 gallon water tank, multiple pumps, a chemical feeder and control equipment. The water used by the features is collected, chlorinated, filtered, and then recycled by the splash pad, cutting down on water consumption and treatment.





**Corporate Office:**  
51301 Schoenherr  
Shelby Twp, MI 48315  
(586) 726-1234  
(586) 726-8780 (fax)



Anderson, Eckstein and Westrick, Inc.





**COST PROPOSAL TO PROVIDE  
SEAWALL REPLACEMENT AT  
LAKE ST. CLAIR METROPARK**  
*RFP No. 502-15-662 RFP*



*Engineering Strong Communities  
for those who  
**GET OUT and play***

**Prepared for:**  
**HURON-CLINTON METROPOLITAN AUTHORITY**  
Engineering Department  
13000 High Ridge Drive  
Brighton, Michigan 48114

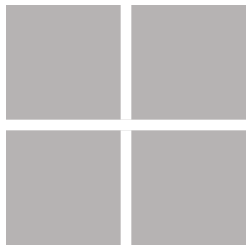
May 15, 2015

Civil Engineers  
Surveyors  
Architects

**Anderson, Eckstein and Westrick, Inc.**







*Cost Proposal for Huron-Clinton Metropolitan Authority*

***Seawall Replacement at  
Lake St. Clair Metropark***

***RFP No. 502-15-662 RFP***

*Prepared by Anderson, Eckstein and Westrick, Inc.*

*May 15, 2015*





**ANDERSON, ECKSTEIN AND WESTRICK, INC.**

51301 Schoenherr Road, Shelby Township, Michigan 48315

Civil Engineers • Surveyors • Architects 586-726-1234

May 15, 2015

Huron-Clinton Metropolitan Authority  
Engineering Department  
13000 High Ridge Drive  
Brighton, Michigan 48114

Reference: Request for Proposal - Seawall Replacement  
RFP No. 502-15-662 RFP

Honored Review Committee:

Thank you for considering Anderson, Eckstein and Westrick, Inc. (AEW), for the Seawall Replacement at Lake St. Clair Metropark.

As directed in the Request for Proposals, we have placed our Cost Proposal in a separate sealed envelope. We do not charge for mileage, faxes, telephone calls, or duplicating cost of plans and specifications. Our hourly charge rates are the same for straight time and overtime.

If you or any other review committee member have any questions concerning our pricing information, you may contact either Kyle M. Seidel, PE, CFM, or Stephen V. Pangori, PE.

Sincerely,

Kyle M. Seidel, PE, CFM  
Senior Project Engineer

Stephen V. Pangori, PE  
Executive Vice President



# Cost Proposal

## Cost Proposal

Anderson, Eckstein and Westrick, Inc. (AEW) has thoroughly reviewed the Request for Proposals (RFP) document. As such, our cost for proposed services has been estimated based upon the HCMA's requested scope of services, our billable hourly rates for assigned staff, and an estimate of hours to complete each work plan task.

## Reimbursable Expenses and Other Costs

Please note that AEW does not charge for reimbursable expenses for mileage, faxes, telephone calls, or duplicating cost of plans and specifications. If additional soil borings are required, AEW will coordinate these services with a consultant approved by HCMA. AEW will mark up invoices by 10% for reimbursement by HCMA. Our hourly charge rates are all inclusive, and are the same for straight time and overtime.

## Compensation Information

*Anderson, Eckstein and Westrick, Inc.*

Team Member	Classification	Hourly Rate
Kyle M. Seidel, PE, CFM	Senior Project Engineer	\$132.00
Stephen V. Pangori, PE	Principal Engineer	\$144.00
Kevin E. Zauel, PE	Senior Project Engineer	\$132.00
Jason R. Arlow, AIA, LEED AP	Senior Project Architect	\$ 119.00

## Staffing Pool - Inspection Assistant Services

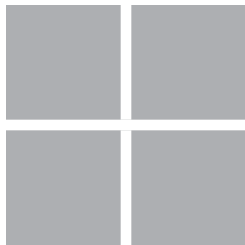
Matthew A. Kolis, PE	Licensed Engineer	\$132.00
Brandy L. De Benedetti	Graduate Architect	\$97.00
Christopher C. Birkett	Engineering Aide II	\$73.00

## Professional Services Fee

	Estimated Cost
Design Phase	\$48,350.00
Bidding Phase	\$2,000.00
Construction Phase	\$9,500.00
<b>Total</b>	<b>\$59,850.00</b>







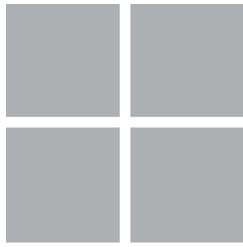
## *Hourly Charge Rates*

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### **EXHIBIT "A"**

<b><u>EMPLOYEE CLASSIFICATION</u></b>	<b><u>HOURLY CHARGE RATE</u></b>
PRINCIPAL ENGINEER / SURVEYOR / ARCHITECT	\$ 144.00
SENIOR PROJECT ENGINEER / SURVEYOR / ARCHITECT	132.00
LICENSED ENGINEER / SURVEYOR / ARCHITECT	119.00
GRADUATE ENGINEER / SURVEYOR / ARCHITECT	97.00
TEAM LEADER	97.00
ENGINEERING AIDE III	81.00
ENGINEERING AIDE II	73.00
ENGINEERING AIDE I	65.00
ENGINEERING AIDE TRAINEE	48.00
SECRETARIAL (Special Projects)	40.00
SURVEY FIELD (3 PERSON CREW)	196.00
SURVEY FIELD (2 PERSON CREW)	165.00
SURVEY FIELD (1 PERSON CREW)	128.00
CONFINED SPACE ENTRY CREW (2 PERSON)	189.00
CONFINED SPACE ENTRY (EACH ADDITIONAL PERSON)	63.00
DATA COLLECTOR (SURVEY CREW)	27.00
GPS SURVEY EQUIPMENT	68.00

EFFECTIVE JANUARY 2014



**Corporate Office:**  
51301 Schoenherr  
Shelby Twp, MI 48315  
(586) 726-1234  
(586) 726-8780 (fax)



Anderson, Eckstein and Westrick, Inc.





SEAWALL REPLACEMENT  
LAKE ST. CLAIR, METROPARK





## HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
From: George Phifer, Director  
Subject: Legislative Report  
Date: June 2, 2015

Legislative Consultant George Carr will give a verbal update at the June 11, 2015 meeting.





# HURON-CLINTON METROPOLITAN AUTHORITY

**To:** Board of Commissioners  
**From:** Mike Brahm-Henkel, Manager of Assets and Development  
**Subject:** Approval – Engineering Services Proposal RFP 513-15-122  
**Project Title:** Wolcott Historic Center Parking Lot Development  
**Location:** Wolcott Mill, Macomb County  
**Date:** June 2, 2015

**Bids Opened:** May 20, 2015 at 2:00 p.m.

## **Action Requested: Motion to Approve**

That the Board of Commissioners' accept the proposal from DLZ Michigan, Inc. dated May 20, 2015 in the amount of \$24,858 as recommended by Manager of Assets and Development, Mike Brahm-Henkel and staff.

**Fiscal Impact:** The Design Phase of the project is unbudgeted and funds will be transferred from the Engineering Professional Services budget.

**Background:** In order to improve the connectivity between the Wolcott Historic Center, Farm Center and Camp Rotary, an additional parking lot was proposed which would allow visitors the convenience of being able to access each of the three locations within close proximity to one another. Currently, visitors to the Historic Center need to drive more than 3.5 miles in order to visit Wolcott Farm. With the proposed parking lot location, this distance is reduced to less than a mile and located along the same route to the Farm. In addition, the proposed lot will aid in event parking and is adjacent to the proposed trail that will connect Wolcott Farm and the Historic Center. The existing lot will still be used for parking as needed for park activities.

Due to the targeted timing of the project, Requests for Proposals (RFPs) were sent to outside Engineering firms for the development of the site plan, lot design, contract specifications, and permit applications. The firm, DLZ, is recommended based on their understanding of the project, associated fees, experience with similar projects and the availability of multidisciplinary in-house staff to implement the design. In staff's analysis of the associated costs between firms, some reimbursable costs were noted as *'to be determined'* and were not estimated in their final cost. However, reimbursable line items were compared between the proposals and considered in the evaluation. While not all respondents listed the amount of staff hours associated with their proposals, the approximated design hours listed ranged from 283 to 446.

Requests for Proposals were received from to the following:

- |                                |  |
|--------------------------------|--|
| • Huron Consultants – \$24,625 | • Metro Consulting Associates – \$29,800   |
| • OHM – \$40,000               | • Rowe Professional Service Co. – \$47,812 |
| • PEA – \$53,170               | • AEW – Withdrew Proposal                  |

**Attachment: DLZ Proposal**





Response to Request for Proposal  
May 5, 2015



Project

Wolcott Mill Grist Mill Parking Lot Development  
Wolcott Mill Metropark

Issuing Office

Huron-Clinton Metropolitan Authority  
13000 High Ridge Drive  
Brighton, Michigan 48114

Submitted By

DLZ Michigan, Inc.  
1425 Keystone Avenue  
Lansing, Michigan 48911  
Telephone: (517) 393-6800  
Fax: (517) 272-7390  
E-mail: [lansing@dlz.com](mailto:lansing@dlz.com)

May 20, 2015

**HURON-CLINTON METROPOLITAN AUTHORITY  
NOTICE OF REQUEST FOR PROPOSALS (RFP)**

**Design Project Title:** Wolcott Mill Grist Mill Parking Lot Development

**Park Name:** Wolcott Mill Metropark

**Park Address:** 63841 Wolcott Road

**RFP No.:** 513-15-122

**Issue Date:** May 5, 2015

**Response Date:** May 20, 2015

**PROPOSAL DUE TIME:** By 2:00 PM (local time)

**LOCATION:** Huron-Clinton Metropolitan Authority  
Engineering Department  
13000 High Ridge Drive  
Brighton, Michigan 48114  
(810) 227-2757

**DESCRIPTION:** The Huron-Clinton Metropolitan Authority is issuing a Request for Proposal (RFP) to qualified professional consulting firms to perform services as detailed in Attachment A, Statement of Work.

**INDEX:** Included in this RFP are the following:

- RFP Form (this form)
- Attachment A - Statement of Work (and attachments, if any)
- ☐ A copy of the complete RFP is available from the Michigan Inter-governmental Trade Network (MITN) website: [www.mitn.info](http://www.mitn.info)
- ☐ A copy of the complete RFP is available from the Authority's Engineering Department, 13000 High Ridge Drive, Brighton, Michigan 48114.
- ☐ A copy of the complete RFP has been provided to qualified professional consulting firms

Proponents responding to this RFP are strongly encouraged to carefully read the entire RFP

Direct inquiries regarding this RFP to Andrew Caulk, Project Representative,

of the Engineering Department, at (Phone) 810-494-6054 Email [andrew.caulk@metroparks.com](mailto:andrew.caulk@metroparks.com)

This Proposal is Offered By: Name: DLZ Michigan, Inc.  
Address: 1425 Keystone Avenue  
City, State: Lansing, Michigan Zip: 48911  
Phone: (517) 393-6800 Email: msethi@dlz.com



## Table of Contents

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Cost Included Under Separate Cover

Appendix A – Project Profiles

Appendix B – Key Staff Resumes



## A. GENERAL INFORMATION AND PROJECT TEAM

### *DLZ Michigan, Inc.*

Contact .....Manoj Sethi, P.E., President  
E-Mail .....msethi@dlz.com

Contact ..... Vicki L. Briggs, CPA, Vice President  
E-Mail ..... vbriggs@dlz.com

Type of Company .....Corporation, Licensed and  
Incorporated to Operate in the State of Michigan

Certified Minority-Owned Business Enterprise (MBE)  
Federal I.D. # 35-1291652

### *Firm Introduction*

DLZ is a full-service, multidisciplinary, Minority-Owned Business Enterprise (MBE) that has been providing complete engineering, architectural, environmental, planning, and construction services to both public and private sector clients since 1916. DLZ has grown to be one of the most reliable and experienced professional consulting firms in the Midwest. DLZ is an American success story, having graduated in 1984 from the 8(a) Small Disadvantaged Business Program.

### *Office Locations*

DLZ operates five full-service offices in Michigan—Lansing, Kalamazoo, Saint Joseph, Detroit, and Melvindale. DLZ also has offices in Indiana, Ohio, Illinois, Kentucky, Wisconsin, and Pennsylvania. This project will be managed from our office in Lansing, Michigan. Each of these offices is equipped with intranet services, e-mail capabilities allowing for real-time transfer of data and project information, in addition to communication systems to enable production and transfer of documents between offices.

Lansing Office  
1425 Keystone Avenue  
Lansing, Michigan 48911  
Phone ..... (517) 393-6800  
Fax..... (517) 272-7390

Kalamazoo Office  
535 S. Burdick Street, Suite 248  
Kalamazoo, Michigan 49007  
Phone ..... (269) 553-0640  
Fax..... (269) 553-0641

Detroit Office  
155 W. Congress, Suite 605  
Detroit, Michigan 48226  
Phone ..... (313) 961-4040  
Fax..... (313) 961-4086

Melvindale Office  
4041 Martel, P.O. Box 3059  
Melvindale, Michigan 48122  
Phone ..... (313) 383-3216  
Fax..... (313) 383-3256

St. Joseph Office  
505 Pleasant Street, Suite 204  
St. Joseph, Michigan 49085  
Phone ..... (269) 281-0744  
Fax..... (269) 281-0766





### *Firm History*

DLZ's Michigan operation was founded in 1955 by Dr. John R. Snell (Snell Environmental Group, Inc.). In 1998, to supplement and expand our engineering capabilities, Cole Associates (founded in 1916) joined with Snell Environmental Group as a separate corporation (Cole Associates of Michigan). In January 2000, the Michigan operation assumed the DLZ corporate name to form DLZ Michigan, Inc. Our firm has been performing engineering services for nearly 100 years.

DLZ's staff provides comprehensive engineering, architecture, planning, and environmental services. DLZ's multidisciplinary staff includes civil, structural, mechanical, electrical, environmental, geotechnical, sanitary, chemical, and construction engineers; planners; landscape architects; architects; hydrogeologists; biologists; ecologists; asbestos and lead-based paint specialists; industrial hygienists; land and community planners; Information Technology/Geographic Information System specialists; surveyors; drillers; geologists; and specification writers. Complementing this group are drafters, cartographers, clerical personnel, accountants, and purchasing specialists.



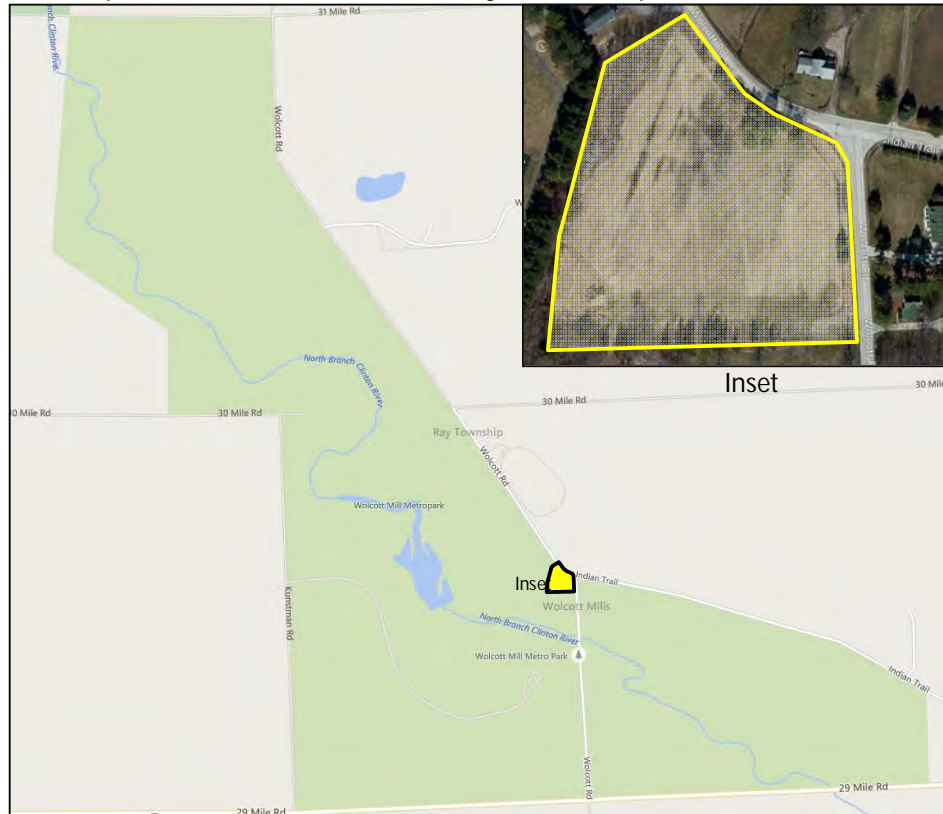




## B. UNDERSTANDING OF PROJECT AND TASKS

It is our understanding that the Huron-Clinton Metropolitan Authority (HCMA) intends to make improvements at Wolcott Mill Metropark. These improvements include construction of a new 150 car parking lot at the southwest quadrant of Wolcott Road and Indian Trail (see map and aerial inset below), including stormwater management design and approval by entities with jurisdiction for the improvements. Based on the information contained within the Request for Proposals (RFP) and by DLZ in discussions with both HCMA and the Macomb County Department of Roads (MCDR) planning and permitting staff, we have developed our detailed understanding and work plan. We have identified some key issues and challenges, including:

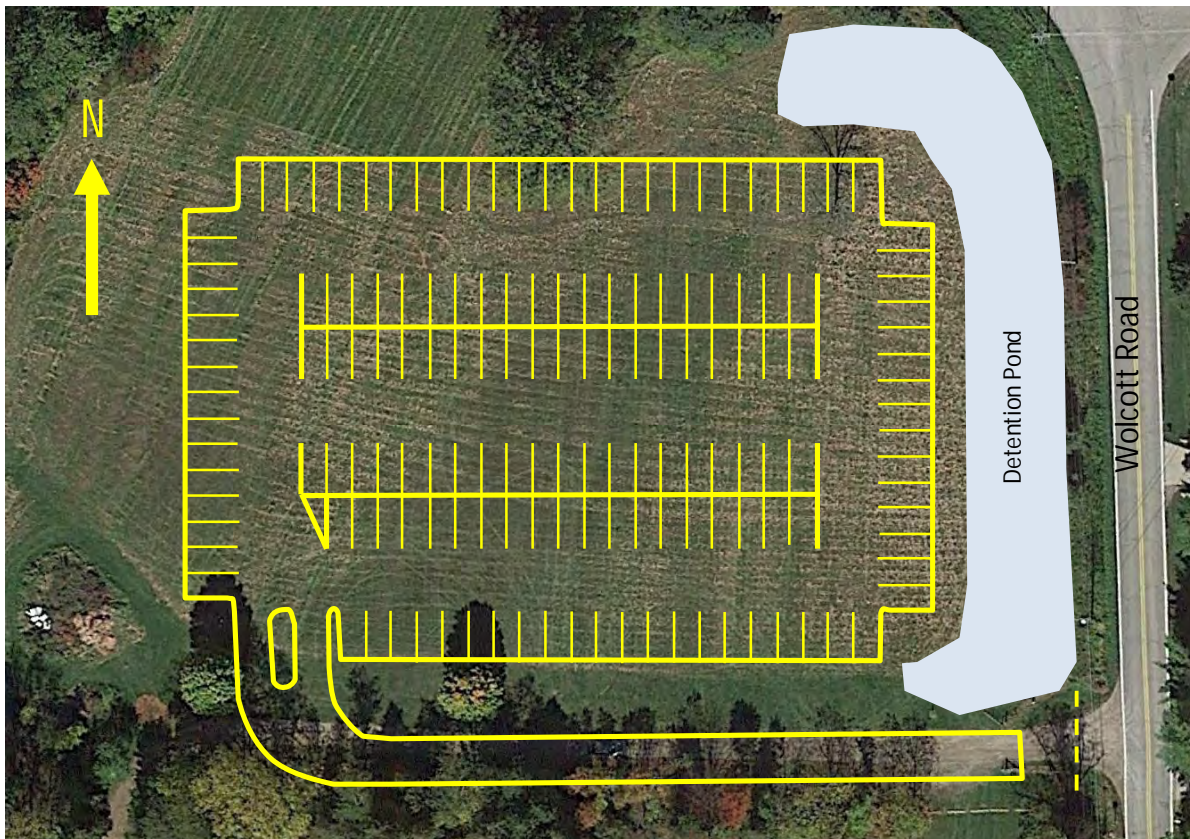
- **Permits/Approvals** – The project will require review and approval by a number of entities, including Ray Township for site planning, Macomb County Department of Public Works (MDPW) for drainage design, and MCDR for work within the public right-of-way (ROW).
- **Drainage Design** – The geotechnical and topographic survey information included with the RFP show that the site has a groundwater table that is near the surface, and the lowest portion of the property is in the southeast corner. This information is very important to consider in the layout of the site to verify that adequate detention is provided and the outlet properly restricted to meet Ray Township and MDPW requirements. The permanent water elevation in any excavated ponds is likely to be fairly high, and not considering this during the design phase could cause issues following construction.
- **Minimize Work in ROW** – Minimizing work within the ROW is essential to avoid having to do extensive improvements on Wolcott Road, including construction of turning and passing lanes, acceleration/deceleration lanes, relocation of utilities and utility poles, etc. It is our understanding that an agreement has been reached between HCMA and MCDR in regards to requirements for the access drive between the new parking lot and Wolcott Road. In discussions with MCDR's Director of Permits, this agreement includes no paved connection to Wolcott Road with the access drive, which would not require additional lanes be added to Wolcott Road. The existing gated drive on the south border of the project site is to be widened to the south to better align with the residential driveway on the opposite





side. A new culvert is to be installed under the widened driveway to facilitate passage of stormwater from the new detention area to an existing culvert under Wolcott Road south of the driveway, which conveys water via roadside ditch to the North Branch of the Clinton River to the south.

- Provide a Safe and Efficient Design – A preliminary layout of a 150 space parking lot revealed that a 200 x 300 foot area in the center of the site will provide the desired parking count and provide areas for stormwater detention. We envision the widened driveway providing access to the new lot as far west as possible to allow for vehicle storage for entering and exiting vehicles. We also anticipate the need to allow for a toll booth to be placed at the parking lot entrance at some point. One possible layout option is shown below.



The layout will also have to consider the walkway connection and lighting needs for the improvements. Providing safe pedestrian circulation from the parking lot to the amenities at Wolcott Mill Metropark will be an important design consideration. Providing lighting that gives the necessary illumination levels without spilling onto adjacent properties will be important to maintain the rural character of the area.

DLZ has extensive experience and expertise designing parking facilities for a variety of public sector clients. Our designs are efficient and cost-effective, as we understand the need to control costs to the extent possible. We recognize that each project has unique challenges that need to be addressed, and our experience will allow us to recognize these challenges early and address them before they have an impact on the project schedule. A detailed discussion of these project challenges, and our understanding of the proposed project, is included in our Work Plan describing the specific tasks that we propose in order to complete a successful project.



### *Past Involvement with Similar Projects*

The DLZ team's experience matches up well with the key elements of the work required for this project. DLZ has performed similar services for parking lots of various sizes for many clients. In addition, DLZ has an excellent working relationship with MCDR, which will be of great assistance in permitting the work within their ROW for this project. Our multidisciplinary team that has been assembled can also provide all support needed for plan preparation, site plan approval, and field construction services. In this section of our proposal, we are providing a variety of information that demonstrates our team's unique and specialized involvement with similar work. The table below summarizes the work elements that were the same as the key elements for this project for representative similar projects completed by our team. A short description for these projects is included below, with Project Profiles for the projects in the table below included in *Appendix A*.

Summary of Work Elements for Similar Projects

Project Name and Client	Parking Lot Design	Local Approval/Permits	Lighting/Electrical Design	Stormwater Design	Multi-Use Pathway/ Sidewalk Design	Construction Documents/Report	Bidding Assistance	Construction Oversight Assistance
Wolcott Mill Grist Mill Parking Lot Development Project	✓	✓	✓	✓	✓	✓	✓	✓
FireKeepers Casino, Battle Creek, Michigan	✓	✓	✓	✓	✓	✓		✓
Lansing Community College Campus-Wide Parking Lot Repairs, Lansing, Michigan	✓	✓	✓		✓	✓	✓	✓
Lansing School District Sinking Fund Projects, Lansing, Michigan	✓	✓	✓		✓	✓	✓	✓
Three Rivers Redevelopment Project, Three Rivers, Michigan	✓	✓	✓		✓	✓	✓	✓
Fox Park Improvements, Eaton County Parks & Recreation, Pottersville, Michigan	✓	✓	✓	✓	✓	✓	✓	✓
Flint Park Lake Improvements, Flint, Michigan	✓	✓	✓		✓	✓	✓	✓
Macatawa Area Express Transportation Facility, Holland, Michigan	✓	✓	✓	✓	✓	✓	✓	✓
Hayes Road Traffic Study, Environmental Assessment, and Noise Study, Macomb and Shelby Township, Michigan						✓		

FireKeepers Casino, Battle Creek, Michigan

Perez, APC, 317 Burgundy Street, Suite 11, New Orleans, Louisiana 70112 (Architectural Consultant)

Ms. Angela O'Byrne, FAIA, NCARB, LEED AP, President

Telephone: (504) 584-5100, Budget: \$235,000,000 (Entire Project)

DLZ provided design and construction oversight in for *site/civil engineering and landscape architecture* for the development of utilities, several customer parking lots (totaling over 600 spaces), bus parking lot (12 bus spaces), and two employee parking lots (totaling more than 600 spaces). Design included both *concrete curbing and asphalt edging with enclosed stormwater conveyance system design and*







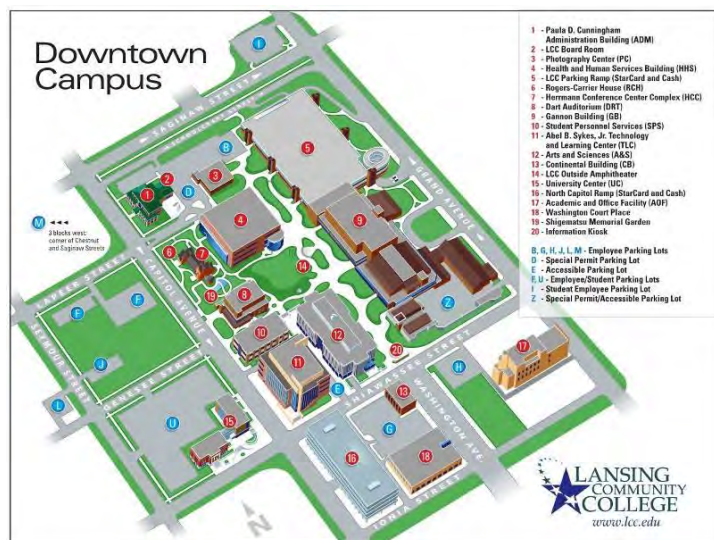
## Response to Request for Proposal Wolcott Mill Grist Mill Parking Lot Development Wolcott Mill Metropark

Americans with Disabilities Act (ADA) compliance. Included all on-site circulation on entry drives to the main entrance, bus entrance, parking lots, and 2,000 space parking structure used by patrons and valet parking. DLZ also developed pedestrian circulation plans and sidewalks to connect parking areas to entry doors. DLZ prepared *landscape plans for the entire site*, including a variety of turf grass (sod) and landscape planting beds that included irrigation, along with extensive areas of native wildflowers that were not irrigated. The project began with an intense, two-day project team charrette to develop options for locating the building and parking structure on the property, followed by development of numerous concepts for vehicle and pedestrian circulation and parking areas. DLZ was ultimately requested to provide additional design plans prior to the casino opening for several other parking lots and a building addition.



Campus-Wide Parking Lot Repairs, Lansing, Michigan  
Lansing Community College, 7401-Auxiliary Services, Lansing, Michigan 48910  
Mr. Timothy Martz, Manager of Field Operations  
Telephone: (517) 483-1808, Budget: \$650,000 (Construction Cost)

DLZ was selected by Lansing Community College (LCC) to evaluate the condition of their numerous parking lots and make recommendations for repairs and maintenance. A total of *14 parking lots* were reviewed visually and a report prepared of findings and recommendations. The initial evaluation was completed in early 2010 and DLZ was retained to prepare construction documents for *bidding in four separate packages*, three in 2010 and one during 2011 summer recesses. A key component of the design was verifying that all work could be done during summer recess and that staging of the parking lot construction provided adequate notice of lot closures and adequate space for summer staff and students. DLZ staff assisted LCC during *construction through project close-out* by monitoring the work of the Contractors, responding to new work required during construction that was not visually evident previously, reviewing pay applications, and all necessary inspections for compliance with the construction documents.





Response to Request for Proposal  
Wolcott Mill Grist Mill Parking Lot Development  
Wolcott Mill Metropark

Site Sinking Fund Improvement Projects, Lansing, Michigan  
Lansing School District, 519 West Kalamazoo Street, Lansing, Michigan 48933  
Mr. Todd Coe, Physical Plant Supervisor  
Telephone: (517) 755-3818, Budget: \$850,000 (Construction Cost)

The Lansing School District retained DLZ in 2012 to provide engineering and landscape architectural design services for *parking and circulation improvements at 11 school facility sites*. The District requested that DLZ evaluate the existing pavement condition of all parking lots and driveways at each facility and make recommendations for required improvements. The district had limited funding so DLZ prepared construction documents to address the primary areas of concern in each area within budgetary limitations. DLZ also assisted the district with *Contractor oversight*, including all site reviews, inspections, and close-out.



East Downtown Redevelopment Project, Three Rivers, Michigan  
City of Three Rivers, 333 West Michigan Avenue, Three Rivers, Michigan 49093  
Mr. Joe Bippus, City Manager  
Telephone: (269) 273-1845, Budget: \$ 1,430,950 (Construction Cost)

The City of Three Rivers contracted with DLZ to study options for *improving parking conditions and access to downtown* from behind the buildings, which were significantly lower in elevation. The existing parking areas were numerous but also small, unconnected, and several were across the connector street. DLZ developed options, with the City selecting one that included construction of an elevated, single large parking lot connected to the downtown via elevated walkways. The parking lot was elevated by the use of special retaining walls. It was critical to maintain access for employees and deliveries at the rear of the businesses, as well as provide a new water main to serve their needs. The final project included relocation of the existing street to provide a single, 138 car public parking lots and a total of 450 feet of elevated walkways connecting the lot to the downtown.







Fox Memorial Park Improvements, Pottersville, Michigan  
Eaton County Parks and Recreation Department, 133 Fitzgerald Park, Grand Ledge, Michigan 48837  
Mr. Daniel Patton, Former Director

Telephone: (269) 945-3775, Extension 103; Budget: \$402,000 (Construction Cost)

DLZ assisted Eaton County with development of a concept plan and cost estimates for submittal to the Michigan DNR during the annual call for projects as part of the Natural Resources Trust Fund Grant. Fox Park gets extensive use by residents southwest of Lansing and the park improvements had exceeded their life expectancy. The County also desired to provide additional recreational opportunities at the park, which included a lake and beach. The County received a grant and DLZ prepared construction documents for a combined restroom/picnic shelter/concessions/storage building, well and septic field, barrier-free paths to the beach and into the lake, playground, and an accessible fishing pier/observation deck, with associated drives, parking, and sidewalks. DLZ prepared and submitted site plan review documents and represented the department at the Planning Commission meeting.



Flint Park Lake Improvements – Phase II (Completion Year: 2006)

Flint Department of Parks and Recreation, 120 East Fifth Street, 2nd Floor, Flint, Michigan 48502

Mr. Bob Cook, Director

Telephone: (810) 766-7463; Budget: \$202,383 (Construction Cost)

DLZ assisted the City of Flint by performing a site analysis of the northeast side of Flint Park Lake to determine opportunities and constraints to implementation of various improvements. DLZ identified a number of issues to consider and coordinated with the local neighborhood to hear their vision for park improvements. DLZ ultimately assisted with submittal of a DNR Natural Resources Trust Fund Grant application, with all the necessary submittals and cost estimates. The City was awarded the grant and DLZ was retained to prepare construction documents for installation of a parking lot, picnic pavilion, hand boat launch, floating fishing pier, and sidewalks/pathways to connect the amenities.





### New Transportation Facility

Macatawa Area Express Transportation Authority (MAX), 171 Lincoln Avenue, Suite 20, Holland, Michigan 49423

Ms. Linda LeFebre, Director

Telephone: (616) 928-2494; Budget: \$3,900,000 (Construction Cost)

DLZ provided professional architectural and engineering services to design and construct a new operations facility to meet MAX's projected future transportation system demands. MAX's projected growth requires sufficient space to expand the dispatch area and operate 27 buses from a central location.

In an effort to reduce maintenance and operational costs and increase operational efficiencies, the new facility was designed to accommodate multiple environments under one building structure. These environments include the following:



- Administration (dispatch, scheduling, transit drivers, and maintenance staff)
- Vehicle maintenance and repair (future phase)
- Vehicle storage
- Indoor vehicle wash bay
- Paved parking lot for employees and customers



## C. MANAGEMENT SUMMARY, WORK PLAN, AND SCHEDULE

This section of our proposal provides a description of how we intend to provide the requested technical services to HCMA. At DLZ, we take great pride in providing the highest level of service to our clients. Simply put, our internal structure, procedures, and priorities are set up primarily to facilitate client service. Our foremost corporate priority is to produce a quality product. This is clearly understood by every DLZ employee, and this affects how we deliver services to our clients.

DLZ utilizes a “matrix management” approach that establishes a Project Manager/Project team for each unique assignment. With this matrix-organizational structure, the Project Manager draws specialists from each discipline required to address the specific needs of your project (our organizational chart illustrates key staff members for these discipline). Each project team reports directly to the Project Manager who maintains communication with the client throughout the project, as well as follows up with the project after completion. The Project Manager oversees project criteria, cost controls, scheduling, and the handling of contracts. This matrix structure accomplishes the following objectives:

- Promotes client satisfaction and confidence that project goals are being met.
- Provides an efficient flow of communication through the system with the Project Manager completing a two-way liaison and administration between client and the project team.
- Delivers a well-organized and planned process that correlates with anticipated goals and schedules, while avoiding delivery obstacles.
- Verifies adherence to established priorities and schedules, giving the Project Manager the ability to accurately monitor project progress.
- Verifies the achievement of standards of excellence in the technical and professional quality of services provided.

### OBJECTIVES

- *Satisfied Client*
- *Efficient Flow of Communication*
- *Adherence to Priorities and Schedules*
- *Achievement of Standards of Excellence*
- *Delivery of Quality Project On Time and Within Budget*

DLZ has successfully implemented the matrix management approach on a variety of projects ranging in scale, construction value, and complexity. These projects include single project designs (where DLZ performed the design of a singular project for a client) and as-needed contracts (where DLZ performed design for multiple individual task orders). This allows our project delivery to be tailored to our clients' unique needs to consistently deliver the most cost effective and successful solution.

### *Contract Management*

The process of planning, designing, phasing, and constructing facilities takes time, capital, teamwork, and commitment. It also requires consideration of how the logistics of constructing and/or renovating facilities can be performed with the least inconvenience to staff, visitors, and other users of the facilities.

DLZ has a proven project management approach that is rooted in a strong proactive project management philosophy that begins with listening to the client's needs, assessing anticipated needs, and development of a logical implementation plan. DLZ's management approach centers on our commitment to form a partnership with our clients. DLZ believes this fundamental philosophy promotes





a cooperative working environment centered on open communication and the exchange of ideas that will establish a shared vision of your projects. This partnering begins at the project Kickoff Meeting where project scope and objectives are established, and continues through construction and project closeout.

DLZ will utilize project teams that have clearly defined roles and responsibilities for each team member. Having completed numerous projects with federal, state, and local government agencies, DLZ's experience provides you with the comfort and confidence that the work will be successfully implemented.

Specific planning and management tasks are used to monitor project progress:

- **Resource Allocation** – Personnel and support staff will be dedicated to the project for the entire project duration. DLZ's Project Manager will monitor the workload of the assigned team members and evaluate the schedule to determine if additional staffing is needed. The Project Manager leads and directs the development of each project with the specific project design team. Their ability to monitor the progress of project development and the completion of the work assignments provides real-time insight into staffing needs of the project. The availability to draw upon the technical expertise and resources within DLZ's corporate organization, provides a powerful workforce to meet the demands of the project.
- **Team Meetings** – DLZ conducts an internal Project Kickoff Meeting at the start of each project, with subsequent biweekly progress meetings with assigned project personnel to review assignments, project parameters, project progress, anticipated needs, and overall schedule. Meeting minutes are prepared and distributed to all team members.

#### *Quality Management/Quality Control (QM/QC) Process*

Architecture and engineering projects require flexibility and collaboration throughout the process to verify the success of the project. We have developed a proven process that capitalizes on our vast experience with park and recreation projects, including extensive experience in new construction as well as renovation projects.

Our team's QM/QC program is based on four principles:

1. ***Strong Leadership*** – Top management is committed to the highest quality in all the services we provide.
2. ***Everyone is Responsible*** – Every member of the team is a respected contributor to the quality management effort. They are each responsible for the quality of their own work and for the overall quality of the project as a whole. We build project teams to support these concepts and emphasize dedication to the good of the project.
3. ***Constant Improvement*** – We learn from every completed project. By dedicating our project team members throughout the entire project, we are able to enhance our knowledge and experience. This allows each member to expand their knowledge and verify increased quality controls on subsequent projects.





4. *Client Orientation* – Our efforts, our services, and our projects are tailored to satisfy our client's needs. Our team's primary guiding principle has always been to carefully identify and understand our client's current requirements, and thoughtfully anticipate their future needs.

We are committed to QM/QC in all of our work. For all projects, quality control becomes the responsibility of all team members. We utilize a multiple tiered level of project review, including reviews beyond the project engineers and architects. Detailed reviews are also performed by the Project Manager, who verifies the project goals and objectives are met; by the Department Manager(s), who review the technical design calculations of the discipline system design; by the Division Manager who reviews all aspects of the project for compliance to DLZ's high standards; and finally by the Project Principal, who reviews the final submission for overall professional quality and delivery of the project. This creates an integrated effort that produces a technically sound project that will meet your overall goals and objectives.

Interdisciplinary coordination is the most important aspect of quality management, involving coordination checking, error and omission detection, and the development of consistent levels of quality throughout the project.

Scheduled project coordination meetings are conducted on a regular basis throughout the development of the project's design. In addition, at the completion of the design phase an intensive multi-day coordination and constructability review is conducted by independent senior technical professional staff to provide an additional level of check and balance for the project documents.

#### *Cost Estimating*

We are extremely proud of our record of budgeting, cost estimating, and controlling construction costs. Our success is based on a commitment for accuracy and from our thorough development of project designs. The best method to controlling the cost of a project is to perform regular estimates at the established design intervals to verify that the project remains within the targeted budget. That means that at the concept stage a square foot cost should be developed, at the design development stage an assembly price cost estimate be developed, and at the construction document stage a detailed unit price cost estimate be developed.

Quality construction documents are based on communication and coordination. We have unparalleled experience in the preparation of developing initial cost estimates. Cost estimates and project parameters are established during the conceptual design phase of development and refined throughout the project as additional information becomes available and as the project design is refined.

We will utilize our experience in the design and development of similar facilities and construction delivery methods, RSMeans National Cost Estimating Guidelines, and accumulated historical data on the local bidding climate, in developing opinions of probable construction cost and will use this data to validate proposed design solutions.

#### *Staff Availability, Staff Location, and Short Lead Time Requests*

DLZ currently employs nearly 600 personnel. We have sufficient depth of staff to work on contracts and complete them within the agreed-upon time frame. At any given time, our Architectural/Engineering





(A/E) design team can work on more than 100 projects of varying scales, complexities, and budgets. What this means for you is that many project assignments can be absorbed without straining our resources.

DLZ will commit the necessary personnel and equipment resources to complete services of each project successfully, on time, and within budget. If ever staff availability were limited, we would integrate new staff into our talented team to further increase our capacity to deliver the highest quality projects.

A full support system for this contract currently is in place at DLZ. The support system includes the following: (1) a large resource pool of multidisciplinary staff with expertise in all of the services; (2) business management, management information, and financial reporting teams; (3) A/E design groups; (4) CAD and drafting support; and (5) extensive computer systems and libraries.

DLZ strives to maintain a balanced workload for our A/E staff. Division Managers in each office meet on a weekly basis to monitor and coordinate workloads to maintain a balanced approach and also develop comprehensive workload projections that forecast upcoming workload for up to 12 months in advance. DLZ has a solid track record of planning for flexible schedules allowing us to be responsive even on short notice. With our deep pool of resources we are able to absorb multiple work assignments without straining resources. DLZ is committed to making our staff available for all work assignments anticipated under this contract. We do not anticipate any conflicts with completing your project on schedule, and we are prepared to begin immediately upon notice to proceed.

The majority of our key staff people are located in our Lansing office. Our staff at this location will be able to respond to short lead requests to attend meetings with HCMA. In today's age of advanced technology, our team members are well accustomed to working together without always being physically located in the same place. All of our staff members are used to working on contracts that require quick turnaround on short lead time requests – this is a normal expectation of our team members.

### *Work Plan*

This section of our proposal outlines our proposed work plan. This section is based on the parameters outlined in the RFP provided by HCMA and our understanding of the project based on our experience with projects of similar scope. Where appropriate, we have added additional information, assumptions, and details so that our approach can be clearly defined and communicated. The RFP outlines specifics phases to address in the work plan. Below is a detailed explanation of DLZ's work plan for the following steps or phases for the project:

- Project Kickoff
- Conceptual Design Phase
- Site Plan Approval
- Contract Documents Phase
- Bidding Phase
- Construction Phase
- Project Closeout







#### Task 1: Project Kickoff

The first task upon project award will be to schedule a project Kickoff Meeting. The purpose of the project Kickoff Meeting will be to verify specifics of the project scope and schedule, and to exchange information in an interactive process. The agenda for the Kickoff Meeting will allow for a review of the project scope, an exchange of information available to assist DLZ with becoming more familiar with the project and goals of HCMA, schedule discussion, communication protocols, develop project contact list, and other information that is required to make the project efficient and effective. The agenda will include discussions specific to all phases of the project, from initial research and preliminary concept development to preparation of construction documents, bidding, and construction. We will also discuss other approvals needed, such as site plan approval and stormwater, along with being updated on any interaction with the MCDR and final resolution on that issue. It is anticipated that HCMA will provide DLZ with existing concepts, sketches, or other documentation at the meeting. Following the meeting, a field inspection will be scheduled to review and discuss specific problem areas so that agreement can be reached on how each will be treated. We anticipate the Kickoff Meeting to occur within one week of contracting. A summary of the discussion and action items from the Kickoff Meeting will be provided to attendees.

#### Task 2: Conceptual Design Phase

Following the Kickoff Meeting, we will commence with data review and additional information gathering. DLZ will prepare three options for the layout of the parking and drives at the site at a scale to allow an understanding of the concepts and submit them to HCMA for review. DLZ will also develop one preliminary cost estimate, which will be similar for all options. The options will be submitted, and a telephone conference will be scheduled to review the concepts and have an interactive discussion to arrive at a final concept to be further developed into construction documents. DLZ will not proceed to the next task until written approval of a final concept has been provided by HCMA.

#### Task 3: Site Plan Approval Phase

DLZ will utilize the selected site layout plan and advance this in detail as required by Ray Township for site plan submittal. These preliminary drawings will include all site improvements and information included on the site plan review checklist. DLZ will utilize these same preliminary drawings for other approvals that are required, specifically drainage reviews by Ray Township, MDPW, and MCDR. The preliminary plans will be submitted to HCMA for review and approval prior to submittal. HCMA will be responsible for all permit application fees from review authorities. If desired, DLZ can submit preliminary plans and review fees, which would be considered a reimbursable expense and is not included in our cost proposal. DLZ will have a representative attend the Planning Commission meeting to represent the project and make the presentation and respond to any questions. It is assumed that only one Planning Commission meeting will be necessary.

#### Task 4: Contract Documents Phase

Following receipt of all required approvals, DLZ will prepare final documents necessary to bid the project. The design services requested will conform to current standards and specifications for the various design components. Plans and specifications will be prepared by DLZ and submitted to HCMA for review and comment prior to the finalization of any plan documents. All plans will be prepared using AutoCAD, and HCMA will provide DLZ with any standard drawings or details required to be used. A final



preliminary set of construction drawings and specifications will be delivered for review and comment by HCMA, along with an estimated cost of construction based on the design. DLZ will meet with HCMA following review of the final preliminary plans to discuss comments and resolve any final issues that may remain. DLZ anticipates up to two meetings with HCMA throughout the contract documents phase to address issues and discuss various topics, with additional coordination done via telephone and e-mail. HCMA will be responsible for preparing front-end documents for the contract documents, with DLZ providing technical specifications.

It is anticipated that the plans will include, at a minimum:

- Title sheet
- Note sheet
- Soil erosion and sedimentation control sheet
- Demolition plan
- Site improvements, with necessary enlargements
- Grading plan
- Utility plan
- Electrical plan
- Landscaping plan (assumed no irrigation)
- Details

A key goal for DLZ will be to balance the site grading to not require excess soil to be removed from the site. DLZ will prepare the final construction documents suitable for bidding based on comments/changes requested at the final preliminary plan review meeting. We will submit a complete set of final plans (in the formats and numbers required), proposal, permits (if any), and estimate to HCMA for letting.

#### Task 5: Bidding Phase

The project will be let by HCMA, who will coordinate the advertisement and distribute contract documents. DLZ will assist HCMA throughout the bidding period, which will include attendance at a pre-bid meeting and site walk with prospective Contractors. DLZ will assist HCMA throughout the bidding period by preparing any addenda and responding to requests for information from prospective bidders. DLZ will assist HCMA in the review of bids and qualifications of bidders and make a recommendation of award to the lowest qualified bidder.

#### Task 6: Construction Phase

Once the project has been awarded and contracts executed with the successful Contractor by HCMA, DLZ and HCMA will schedule a pre-construction meeting with the Contractor. The agenda will include a review of the construction schedule, phasing, staging areas, access points, restrictions on use, etc. This will also be an opportunity to obtain contact information for the site superintendent. DLZ will coordinate with the Contractor to schedule site inspections and materials testing at key points in the project to monitor progress, answer questions, and verify adequate progress is being made in compliance with the contract documents. We anticipate part-time inspections to be performed only at key points during construction and that full-time inspection is not required. We would expect inspections to occur following mass grading and balancing of the site, following placement of aggregate base, and following completion of all paving and pavement marking (three site visits). DLZ will review applications for payment from the Contractor, as well as change orders if needed, and submit our recommendations for



disposition to HCMA based on our assessment of accuracy compared to project progress. DLZ's inspections and work of the Contractor, will be documented by our field staff in the form of field reports, photographs, and plan markups for as-builts. In addition, materials testing is assumed to be performed by an independent firm hired by DLZ (as an allowance and not included in our cost proposal) or contracted directly by HCMA.

#### Task 7: Project Closeout Phase

At the conclusion of the project construction, DLZ will perform a punchlist inspection, noting items that require corrective action by the Contractor prior to demobilization. A copy of our report will be provided to HCMA. Once the Contractor has confirmed that the punchlist items have been addressed, DLZ will perform the final inspection. DLZ will also provide HCMA with mark ups of the construction documents in AutoCAD that will document the "as-built" condition of the project that deviated from the original plans. At this point, the project will be complete.

#### *HCMA Responsibilities*

HCMA will be responsible for the following:

- Identifying one Owner representative as a primary contact for the project.
- Provide electronic topographic survey.
- Provide required geotechnical information requested.
- Participation in development of the site plan and providing existing information developed for the existing master plan.
- Payment of all application fees for permits or other approvals.
- Providing full access to the site and facility for the duration of the project.
- Provide front-end documents for the bidding package.
- Preparing advertisement and distributing construction documents for bidding purposes.
- Coordinate distribution of addenda.
- Receive bids and prepare bid tabulation.
- Manage the construction phase, provide contract administration, and approve applications for payment to the contractor.
- Provide an allowance for materials testing or hire a testing firm.

#### *Additional Services*

Additional services will be performed, as requested, upon prior written approval from HCMA. These services will be scoped and cost negotiated before performance commences. Additional services are those services not specifically listed herein under "Project Understanding." These services may include, but are not necessarily limited to, the following:

- Architectural design services.
- Surveying services unless authorized.
- Geotechnical services.
- Any major modification to site utilities (required if roadway improvements are needed).
- Design of roadway improvements within the ROW (per agreement with MCDR and HCMA, passing and turn lanes will not be needed if specific conditions are met).
- Design outside of the limits as shown in the RFP.





- Permits from Michigan Department of Environmental Quality (MDEQ) for wetlands or floodplains.
- Materials testing.
- Irrigation design.
- Utility design other than electrical required for lighting and providing power to future location of toll booth and storm drainage.
- Property acquisition services of any kind.
- Structural engineering design.
- Full-time construction observation.
- Other permits or approvals not specifically mentioned in the scope (tree ordinance, rezoning, etc.).

### *Schedule*

The specific schedule milestones and deliverable dates will be discussed in greater detail at the Kickoff Meeting. DLZ has developed an approach that allows for development of construction documents and bidding in late summer 2015 for construction in the fall 2015. This schedule assumes that there are no delays attributable to approvals of local agencies or HCMA approvals at various stages of the project that are outside of DLZ's control. The September 25, 2015, project completion desired will be challenging given the Planning Commission deadlines for Ray Township as shown below and typical durations for bidding and contracting. The first Planning Commission meeting that could have deadlines met and be attended would likely be August 11, which has a deadline for submittals of July 14. We do not advise bidding the project without site plan approval and have presented our schedule accordingly, which extends construction into November. DLZ would like to discuss our concerns related to bidding the project during the peak of the construction season when most contractors are already committed to other projects. There may be significant cost savings if bidding is done in winter 2015 for early spring 2016 construction, but we are committed to the schedule below. In addition, we are committed to working with HCMA regarding how a September 25, 2015, completion date could be met, if the schedule below is not acceptable.

Notice to Proceed.....	June 1, 2015
Kickoff Meeting .....	week of June 1, 2015
Submit Conceptual Layouts .....	June 10, 2015
Teleconference to Discuss Concepts/Select Final Concept .....	June 12, 2015
Develop Final Concept for Approval.....	June 17, 2015
HCMA Approval to Proceed to Construction Documents .....	June 19, 2015
Prepare and Submit Preliminary Plans to Ray Township for Site Plan Review .....	prior to July 14, 2015
Planning Commission Meeting for Site Plan Approval .....	August 11, 2015
Submit Final Preliminary Documents to HCMA .....	August 21, 2015
Review Meeting with HCMA .....	August 31, 2015
Final Construction Documents.....	week of September 7, 2015
Bid Advertisement and Letting .....	September 14, 2015
Pre-Bid Conference .....	September 17, 2015
Bids Due .....	September 29, 2015
Construction.....	early October-November 2015
Project Closeout .....	November 2015



### Ray Township Meeting Dates and Deadlines for 2015

Planning Commission		Zoning Board of Appeals	
Planning Commission Meetings	Deadline for Submissions	Z.B.A. Meetings	Deadline for Submissions
January 13, 2015	December 16, 2014	January 27, 2015	December 30, 2014
February 10, 2015	January 13, 2015	Scheduled if needed	At least 28 days prior
March 10, 2015	February 10, 2015	March 24, 2015	February 25, 2015
April 14, 2015	March 24, 2015	April 28, 2015	March 31, 2015
May 12, 2015	April 14, 2015	May 26, 2015	April 28, 2015
June 9, 2015	May 12, 2015	June 23, 2015	May 26, 2015
July 14, 2015	June 16, 2015	July 28, 2015	June 30, 2015
August 11, 2015	July 14, 2015	August 25, 2015	July 28, 2015
September 8, 2015	August 11, 2015	September 22, 2015	August 26, 2015
October 13, 2015	September 15, 2015	October 27, 2015	September 29, 2015
November 10, 2015	October 13, 2015	November 24, 2015	October 27, 2015
December 8, 2015	November 10, 2015	Scheduled if needed	At least 28 days prior





## D. PERSONNEL

DLZ has reviewed the experience and expertise needed to complete the various components of the project and assembled a multi-disciplinary team of highly qualified staff. Based on our understanding of the project from both the RFP and the pre-proposal on-site meeting, we believe that our team can perform all tasks effectively and efficiently to meet, or exceed, the HCMA goals for the project.

DLZ has assigned Stephen G. Metzger, AICP, PWS, as the Project Manager. Mr. Metzger is well suited to this role given his diverse experience over the past 25 years. Mr. Metzger not only manages a wide variety of project types but is also a key team member for specific work tasks on many other projects. Mr. Metzger will be responsible for overall project management, oversight of work by DLZ staff, client coordination, and be the point-of-contact for HCMA. Mr. Metzger will attend all project meetings and provide HCMA with regular updates on project progress. He will also represent the project with HCMA staff at the Ray Township Planning Commission. Mr. Metzger's specific experience and expertise that is relevant to the Wolcott Mill Grist Mill Parking Lot Development project includes:

- Project Management
- Parking Lot Design and Reconstruction
- Site Design (Conceptual through Construction Documents)
- Soil Erosion and Sedimentation Control (SESC)
- Land Use Planning/Site Plan Approval
- Permitting
- Landscape Design
- Bidding Assistance
- Construction Administration and Oversight

Mr. Metzger has vast experience with facility planning and a variety of planning-related project types. He has worked with numerous communities and park departments on various projects that included concept development, planning studies, land use and zoning analysis, and natural features evaluation, and also served as a consulting naturalist. He has assisted a number of DLZ's public sector clients with various parking lot improvement projects.

Assisting Mr. Metzger will be a diverse team of DLZ staff with the necessary expertise to provide the required design components for the project. Key staff and their qualifications include:

Sean P. Riley, P.E., QM/QC Engineer. Mr. Riley is one of our experts in the preparation of design plans as a part of various projects, including service roads and parking lots. Mr. Riley has over the last 18 years prepared dozens of designs for various road improvements. These have included parking lots, service roads, road widenings, traffic signal intersections, non-motorized facilities, ADA compliance, and roundabouts. With a strong background in field services, his technical knowledge helps us solve challenging design problems, often resulting in significant cost savings to our clients. Mr. Riley will assist with performing all independent plan reviews for quality assurance purposes.

Robert M. Sherman, RLA, Landscape Architect. Mr. Sherman's more than 21 years of experience has included a wide variety of design projects for parking lots, non-motorized facilities, landscape



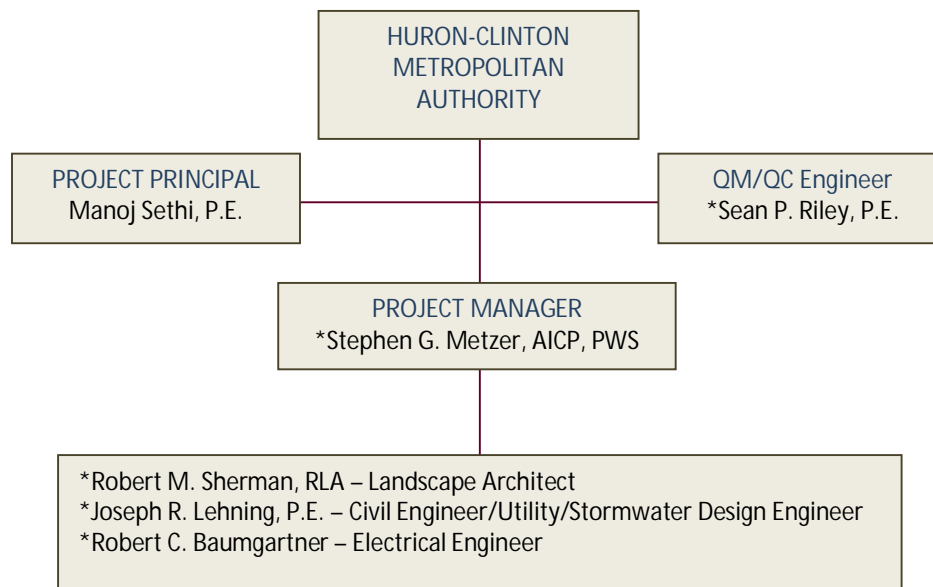
architecture, and aesthetic enhancements. These have included trails, parks, local agency projects, Michigan Department of Transportation (MDOT) projects, streetscape projects, transit facilities, and athletic facilities. These projects have typically required special attention to client-defined design constraints, focus upon the context of the design, and stakeholder visioning sessions. Mr. Sherman commonly works as a part of an interdisciplinary team and coordinates with engineers, architects, planners, and stakeholders. Mr. Sherman has extensive experience working with park departments on a variety of projects and will assist with site design, including concept development and construction oversight.

Joseph R. Lehning, P.E., Civil Engineer/Utility/Stormwater Design Engineer. Mr. Lehning has more than 11 years of experience in the consulting field serving clients in Michigan. He has designed and inspected projects involving streets, water, wastewater, and stormwater, including the design of grading and parking lots. Mr. Lehning has worked on numerous projects involving the layout and design of parking lots and site circulation and will be primarily responsible for design of the project and assisting with construction oversight.

Robert C. Baumgartner, Electrical Engineer. Mr. Baumgartner has more than 17 years of experience in the engineering consulting industry and has extensive experience in the design of lighting systems for a variety of project types, including parking lot and other exterior lighting. Mr. Baumgartner will be responsible for electrical engineering and lighting design.

#### *Organizational Chart*

The organizational chart below shows how we propose to organize our team structure. Resumes for key staff (indicated with an asterisk below) are included in *Appendix B*.





## E. BUDGET REVIEW

No budget was provided in the RFP for construction of the project. Typically, surface parking lots can be constructed for a cost of \$3,000-4,000 per space, though this can vary based on specific site conditions. Elimination of improvements to Wolcott Road and relocation of utilities required will reduce project costs substantially.





## F. REFERENCES

The project work provided for the references below is included in the Project Profile section in Appendix A.

Mr. Fred Sible, General Manager of Facilities & Grounds  
Capital Area Transportation Authority (CATA)  
(517) 367-7241

Mr. Terry Black, Manager of Maintenance  
Ann Arbor Area Transportation Authority (AATA)  
(734) 794-1750

Ms. Linda LeFebre, Director  
Macatawa Area Express Transportation Authority (MAX)  
(616) 928-2494

Mr. John Crumm, Planner  
Macomb County Department of Roads (MCDR)  
(586) 463-1982

# FireKeepers Casino Battle Creek, Michigan

*CLIENT*  
Perez, APC  
Architectural Consultant  
New Orleans, Louisiana

*COMPLETION DATE*  
October 2009

*PROJECT COST*  
\$235,000,000

*KEY STAFF*  
Stephen G. Metzger, AICP, PWS –  
Site/Civil/LA Manager  
Mark A. Mattson, P.E. – Civil Engineer  
Robert M. Sherman, RLA – Landscape Architect

The Nottawaseppi Huron Band of Potawatomi Indians controls a 79-acre parcel of land in trust near the I-94 freeway in Emmett Township, Calhoun County, Michigan and constructed a gaming facility at the site. The project location is on Michigan Avenue near the exit 104 interchange of I-94. Non-gaming development was a consideration of the total area-wide development. DLZ performed professional services for Survey, Geotechnical Investigation, Site/Civil/ Landscape Architecture and specialty engineering (Mechanical/Electrical/Plumbing) to address the following project scope:

- **Stormwater:** Plans to include the utilization of on-site storm water control and conveyance structures to reduce impacts from storm water runoff from the site, stormwater pretreatment features, infiltration structures, and landscape elements. DLZ designed a stormwater collection system consisting of pipes and bio-swales for a 10-year return, and retention/infiltration system for a 100-year, 24-hour storm event. Native plantings were incorporated throughout the design.
- **Parking Lot Design:** Provided design and construction oversight for the development of four public parking lots (totaling over 600 spaces), bus parking lot (12 bus spaces), and two employee lots (totaling over 600 spaces). Design included both concrete curbing and asphalt edging with enclosed stormwater conveyance system design and ADA compliance. Included all on-site circulation on entry drives to the main entrance, bus entrance, parking lots, and 2000 space parking structure used by patrons and valet parking.
- **Landscape Design:** DLZ prepared landscape plans for the entire site, including a variety of turf grass (sod) and landscape planting beds that included irrigation, along with extensive areas of native wildflowers that were not irrigated.

DLZ coordinated all design efforts with the owner and general contractor. DLZ developed construction documents, coordinated all construction efforts of the contractor, responded to RFIs, reviewed pay applications, issued change orders, and reviewed the work for compliance with the construction documents. Costs of project-specific items are not available.



# Lansing Community College Campus-Wide Parking Lot Engineer Lansing, Michigan

## CLIENT

Lansing Community College  
7401-Auxiliary Services  
P.O. Box 40010  
Lansing, Michigan 48910

## CONTACT

Mr. Timothy Martz, Manager of Field  
Operations  
(517) 483-1808

COMPLETION DATE  
2011

CONSTRUCTION COST  
\$650,000

## KEY PARTICIPANTS

Stephen G. Metzger, AICP, PWS – Project  
Manager

Robert M. Sherman, RLA – Landscape  
Architect

Lansing Community College (LCC) retained DLZ to provide technical assistance to evaluate all parking facilities on the main and west campuses and the Aviation Technology Center to determine condition and necessary actions for repairs and maintenance. DLZ performed a visual inspection of each of the 14 lots and identified areas of concern that were in need of attention. Various repairs were recommended and cost estimates provided for each individual parking lot. Recommendations included:

- Asphalt sealing
- Milling and resurfacing
- Curb repair/replacement
- Overband crack cleanout/filling
- Overlay
- Partial reconstruction
- Restriping
- Sidewalk repairs

A detailed report was prepared that included the methodology for the investigation and photographs of each area of concern in each lot. Following the report delivery, we assisted LCC by preparing three bid packages in 2010 and one in 2011 for contractors to implement the repairs in selected lots, with the remaining lots to be completed in subsequent construction seasons. Our staff members attended pre-bid meetings and walk-throughs for all the lots, issued addenda, reviewed bids and provided recommendations for award, and performed oversight of the repairs through project closeout by the contractor. One of the most challenging aspects of this project was coordinating all the work during the summer recess of LCC and staging the work to prevent excessive loss of parking on the days the lots were under construction.



Before



After

# Lansing School District Site Sinking Fund Improvement Projects Lansing, Michigan

## CLIENT

Lansing School District  
519 West Kalamazoo Street  
Lansing, Michigan 48933

## CONTACT

Mr. Todd Coe  
(517) 755-3800

## COMPLETION DATE

2012

## CONSTRUCTION COST

\$850,000

## KEY PARTICIPANTS

Stephen G. Metzger, AICP – Project  
Manager

Robert Sherman, RLA – Landscape  
Architect

The Lansing School District (LSD) retained DLZ to provide engineering design services for parking lot and drive improvements at 11 school sites as part of the Sinking Fund Improvement Projects in the summer of 2012. DLZ performed reviews of the pavements at all 11 schools and made recommendations for the various rehabilitation and reconstruction efforts needed. DLZ performed all field measurements and quantities included in the construction documents prepared on behalf of LSD for bidding of separate two bid packages. DLZ's assistance during the bidding process included pre-bid walk-throughs at each site, bid review, and recommendation of award. Following selection of the contractor's, DLZ assisted with construction administration, holding a pre-construction meeting with the contractor's, performing site inspections at key phases, processing of change orders to manage allowances for each bid package, punch list walk-through, and project close-out.

The work performed, including restriping, included:

### KEY ELEMENTS

- Pavement Rehabilitation and Reconstruction
- Contract Documents
- Cost Estimates
- Construction Drawings
- Bidding Documents
- Periodic Construction Oversight

- Averill Elementary – reconstruction of 600 SY and mill/resurfacing of 1,700 SY
- Cavanaugh Elementary – reconstruction of 1,365 SY
- Forest View Elementary – reconstruction of 5,820 SY
- Gardner Elementary – reconstruction of 7,164 SY
- Gier Park Elementary – reconstruction of 2,100 SY and mill/resurfacing of 900 SY
- North Elementary – 6,875 SY mill/resurfacing
- Reo Elementary – reconstruction of 1,400 SY and mill/resurfacing of 2,780 SY
- Sheridan Elementary – mill/surfacing of 5,400 SY
- Wexford Elementary – reconstruction of 1,800 SY
- Beekman Center – reconstruction of 4,700 SY
- Lansing Eastern High School – reconstruction of 1,900 SY and mill/resurfacing of 1,360 SY





# East Downtown Redevelopment Project

## Three Rivers, Michigan

### CLIENT

City of Three Rivers  
333 W. Michigan Avenue  
Three Rivers, MI 49093

### CONTACT

Mr. E. Merritt Brown  
(269) 273-1845

### CONSTRUCTION COST

\$1,430,950 (Actual)  
\$1,352,470 (Estimated)

### ENGINEERING FEE

Design: \$57,210  
Construction: \$42,220

DLZ provided design and construction engineering services for the construction of the East Downtown Redevelopment Project. The main goal of the project was to provide additional parking for downtown Three Rivers and to provide access to a number of the downtown shops and restaurants. The project included the design and detailing of three new parking lots, a storm sewer system to drain the area, an elevated walkway using precast concrete hollow core panels, a Mechanically Stabilized Earth (MSE) retaining wall, and a new water main to service a number of the businesses within the project limits.

DLZ began the project by studying several different alternatives to accomplish the main goals of the project. This included taking borings, investigating various walkway and retaining wall options, and developing a parking lot layout that would both create the maximum number of new parking spots and service the downtown businesses. The result was a project that added 138 new parking spots, approximately 650 feet of MSE retaining wall with a maximum height of 18'-6", and approximately 450 feet of elevated walkway that provided access to a number of downtown shops and restaurants.



*Before Construction*



*After Construction*

### KEY ELEMENTS

- Parking Lot Design
- Elevated Precast Concrete Walkway
- MSE Retaining Wall
- Drainage Design
- Water Main Design
- Landscaping

# Fox Memorial Park Improvements Potterville, Michigan

## CLIENT

Eaton County Parks and  
Recreation Department  
133 Fitzgerald Park Drive  
Grand Ledge, Michigan 48837

## CONTACT

Mr. Daniel Patton, Former Director  
(269) 945-3775 x 103

## DNR GRANT APPLICATION

Total Project Cost: \$402,000

Year of Award: 2006

The Eaton County Parks and Recreation Department retained DLZ to provide conceptual design and Michigan Department of Natural Resources (MDNR) Trust Fund Grant preparation services for park improvements at Fox Memorial Park, north of Potterville, Michigan. The initial park improvements were over 20 years old, and the planned improvements were focused on updating the park facilities to current standards as a result of the increasing recreation demands of the park property. The grant program being pursued was the Michigan Natural Resources Trust Fund Recreation Grant. DLZ worked cooperatively with the Parks Department to develop an improvement plan that met the needs of the park system and the MDNR grant application requirements.

## GRANT ELEMENTS

- Restroom/Picnic Shelter
- Water Supply System
- Septic System
- Improved Barrier-Free Parking
- Barrier-Free Beach and Playground Access
- Accessible Fishing Pier/Observation Deck
- Site Plan Approval

DLZ prepared the conceptual plans, including plan views and elevations, to graphically communicate the intent of the improvements to the MDNR. DLZ coordinated with state and local agencies to define the permit requirements. The design components of the improvements included:

- Parking lot
- Modern restroom facility with attached picnic shelter, concessions and storage
- Water supply system to meet the needs of the new facility
- Septic system size to County Health Department Standards
- Barrier-free pathways to the beach and playground
- Accessible fishing pier/observation deck

The County was awarded a MDNR Trust Fund Grant for this project and construction was completed. DLZ assisted with preparation and submittal of site plan review documents and represented the Parks Department at the Planning Commission meeting.



# Flint Park Lake Development – Phase II Flint, Michigan

## CLIENT

City of Flint  
Department of Parks and Recreation  
120 East Fifth Street, 2<sup>nd</sup> Floor  
Flint, Michigan 48502

## CONTACT

Mr. Bob Cook, Director (retired)

## CONSTRUCTION COST

Total Project Cost \$202,383

## KEY STAFF

Stephen G. Metzger, AICP – Project  
Manager

Robert M. Sherman, RLA – Landscape  
Architect / Construction Observation

The City of Flint Department of Parks and Recreation retained DLZ to provide conceptual design and prepare a recreation grant application for Phase II improvements at Flint Park Lake. The grant program being pursued was the Michigan Natural Resources Trust Fund Recreation Grant, which was successful in Flint being awarded a grant. DLZ assisted the City by performing a site analysis, which identified numerous constraints to development of the facilities. DLZ also coordinated with the local neighborhood group on improvements they would like considered for the project. Following award of the grant for Phase II, DLZ was retained by the City of Flint to provide landscape architectural and engineering services for development of Flint Park Lake Phase II.

DLZ prepared the conceptual plans through Construction and Bid Documents. The design components of the improvements included:

### PROJECT ELEMENTS

- Fishing Pier
- Boat Ramp
- Picnic Shelter
- Non-Motorize Path
- Parking Lot
- Landscaping and Site Improvements

- New parking lot
- Floating fishing pier
- Creative design solutions to address extensive peat soils and balance budget concerns
- Boat ramp for launching non-motorized boats
- Barrier free pathways connecting the project elements
- Improved parking facilities





# New Transportation Facility Holland, Michigan

## CLIENT

Macatawa Area Express Transportation  
Authority (MAX)  
171 Lincoln Ave. Suite 20  
Holland, Michigan 49423

## CONTACT

Ms. Linda LeFebvre, MAX Director  
(616) 928-2494

## COMPLETION DATE

2013

## CONSTRUCTION COST

\$3,900,000

## KEY STAFF

Stephen G. Metzger, AICP, PWS – Transit  
Planning and Project  
Administration/Site/Civil

Robert M. Sherman, RLA – Site Designer

Mark A. Mattson, P.E. – Civil Engineer



DLZ provided professional architectural and engineering services to design and construct a new operations facility to meet MAX's projected future transportation system demands. MAX's projected growth requires sufficient space to expand the dispatch area and operate 27 buses from a central location.

DLZ worked with a local realtor to identify eight potential sites with either an existing facility that could be renovated for use or underdeveloped sites ready for new construction. Following selection of the most advantageous site for the Owner, DLZ conducted a Phase I Environmental Site Assessment for the selected property. DLZ subsequently coordinated on a property appraisal and its acquisition.



In an effort to reduce maintenance and operational costs and increase operational efficiencies, the new facility was designed to accommodate multiple environments under one building structure. These environments include the following:

- Administration (dispatch, scheduling, transit drivers, and maintenance staff)
- Vehicle maintenance and repair (future phase)
- Vehicle storage
- Indoor vehicle wash bay
- Paved parking lot for employees and customers

## KEY ELEMENTS

- Phased Project Development
- Multiple Site Design/Selection

The facility maintenance functions located internally in this facility should increase efficiency, lower operating costs, and provide the capacity for maintenance staff to service additional municipal vehicles.



# Hayes Road Traffic Study, Noise Study and Environmental Assessment Macomb County, Michigan

**CLIENT**  
Macomb County Department of Roads  
117 South Groesbeck Highway  
Mount Clemens, Michigan 48043

**CONTACT**  
Mr. John Crumm  
(586) 463-8671

**PROJECT COST**  
\$33,600

**COMPLETION DATE**  
2014

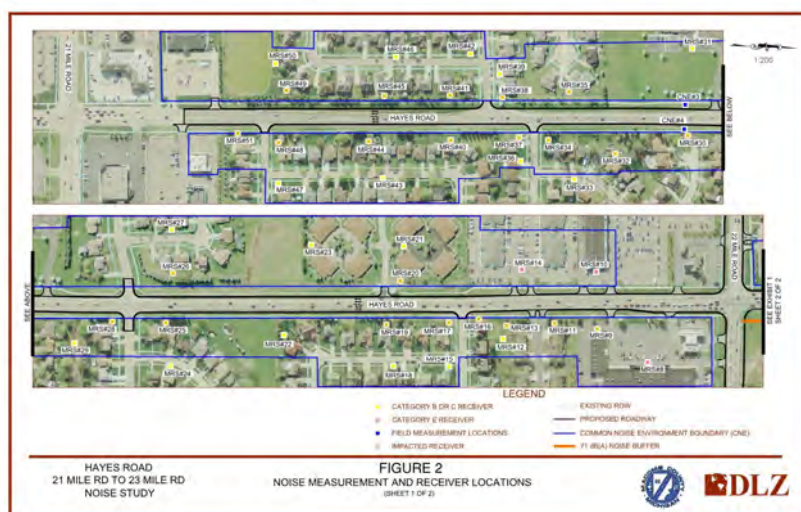
The Hayes Road project included a traffic study, noise study and Environmental Assessment (EA) for a 2-mile segment of Hayes Road (from 21 Mile Road to 23 Mile Road) through Macomb and Shelby Townships. Currently, the Hayes Road cross-section between 21 Mile Road and 23 Mile Road is not consistent with Hayes Road south of 21 Mile Road and north of 23 Mile Road. As a result, this segment acts as a “bottle neck” within the existing road network, leading to increased congestion, delays, and crashes.

DLZ was contracted by the Macomb County Department of Roads (MCDR) to perform traffic analysis. DLZ developed existing and future turning movements and conducted traffic modeling for the road segments and the 22 Mile Road/Hayes Road intersection. The traffic analysis was conducted for existing and future conditions and three different road improvement alternatives. A Left-Turn Lane Warrant Analysis using MDOT Traffic and Safety Note 604A was also conducted to determine the need for a continuous center left-turn lane. The safety and traffic analysis conducted by DLZ helped demonstrate the need for the proposed project.

As a part of the EA assistance, DLZ reviewed the crash summary developed by MCDR and evaluated alternative improvements against each other based on Crash Modification Factors (CMFs) as described by the Highway Safety Manual (HSM). This analysis helped assess how a center left-turn lane could affect safety performance along the corridor.

DLZ also conducted a noise study for the proposed improvements and assisted with preparing the EA.

In addition, DLZ developed a comparative matrix for analyzing alternatives and provided guidance in response to Federal Highway Administration (FHWA) and Michigan Department of Transportation (MDOT) comments pertaining to the EA.





## STEPHEN G. METZER, AICP, PWS

### PROJECT MANAGER

Mr. Metzger has more than 25 years experience in a variety of situations, from state and local government to private consulting. This experience has led to participation and/or management of many different project types. Mr. Metzger's experience also includes design and oversight of the preparation of construction plans for wide variety of site activities, including parking lots and drives, sidewalks/multi-use pathways, wetland mitigation design, grading, soil erosion control, drainage, stormwater management, and cultural and native landscaping. He is able to manage projects and project teams to meet the client's goals and expectations, within their budget. A number of his projects have been successfully constructed with excellent results consistent with the design intent.

#### EDUCATION

B.S. Biology, Central Michigan University, 1986

#### CONTINUING EDUCATION

Post-Graduate Coursework:  
Vascular Plant Taxonomy,  
Freshwater Algae Taxonomy,  
Environmental Law, Aquatic  
Insect Taxonomy, & Limnology,  
Central Michigan University,  
1987-89

Wetland Soils & Hydrology  
Course, Wetland Training  
Institute, 1992

CEC Management Training  
Course, Lawrence Technological  
Institute, 1996

Creating and Using Wetlands for  
Wastewater Disposal and Water  
Quality Improvements,  
University of Wisconsin-  
Madison, College of Engineering,  
1997

NEPA and the Transportation  
Decision Making Process,  
National Highway Institute,  
Kansas, 1999

Modern Roundabout Design, R.  
Barry Crown (Rodel Software),  
2002

Reducing Traffic Congestion and  
Improving Traffic Safety Through  
Access Management, MDOT and  
Michigan Society of Planning,  
2002

#### PROJECT EXPERIENCE

- Lansing School District Site and Sinking Fund Parking Lot Improvements, Lansing, Michigan. Project Manager. Provided assessment of pavement conditions, recommendations for rehabilitation/reconstruction, and engineering design services for parking lot and drive improvements at 11 school sites as part of the Sinking Fund Improvement Projects in the summer of 2012. DLZ performed reviews of the pavements at all 11 schools and made recommendations for the various rehabilitation and reconstruction efforts needed. DLZ performed all field measurements and quantities included in the construction documents prepared on behalf of LSD for bidding of separate two bid packages. DLZ's assistance during the bidding process included pre-bid walk-throughs at each site, bid review, and recommendation of award. Following selection of the contractor's (2 bid packages), DLZ assisted with construction administration, holding a pre-construction meeting with the contractor's, performing site inspections at key phases, processing of change orders to manage allowances for each bid package, punch list walk-through, and project close-out.
- Campus Parking Engineering Services, Lansing Community College, Lansing, Michigan. Project Manager. Assisted Lansing Community College (LCC) by evaluating condition of all parking facilities on the main and west campuses and the Aviation Technology Center to determine condition and necessary actions for repairs and maintenance. Performed a visual inspection of each of the 14 lots and identified areas of concern that were in need of attention. Various repairs were recommended and cost estimates provided for each individual parking lot. A detailed report was prepared that included the methodology for the investigation and photographs of each area of concern in each lot. Assisted LCC by

#### CERTIFICATIONS

American Institute of Certified Planners, 2001, #172270

Professional Wetland Scientist  
Society of Wetland Scientists,  
1995, #000473

Certified Construction Site  
Stormwater Operator, MDEQ,  
#01525

#### ADA WEBINARS/TRAINING

National ADA Symposium, San  
Antonio, Texas, 2013

National ADA Symposium,  
Indianapolis, Indiana, 2012

Proposed Guidelines for  
Pedestrian Facilities in the  
Public Right-of-Way, 2011

Special Session - "Notice of  
Proposed Rulemaking on  
Accessibility Guidelines for  
Public Rights of Way", 2011

DOJ's 2010 Americans with  
Disabilities Act (ADA)  
Accessibility Standards, ADA  
National Network and the U.S.  
Access Board, 2010

Accessibility in the Public ROW,  
MDOT Transportation Bonanza  
2, 2010

#### SPECIAL TRAINING

PSMJ Project Management  
Bootcamp, 2007

Ohio Department of  
Transportation - NEPA Training  
Course, 2008

- Categorical Exclusion Training  
Course, 2009

- Purpose & Need Training  
Course, 2011

- Ecological Training, 2012

- Waterways Permits, 2012

Context Sensitive Solutions,  
MDOT and Michigan Chapter  
APA, 2009

preparing three bid packages in 2010 and one in 2011 for contractors to implement the repairs in selected lots. One of the most challenging aspects of this project was coordinating all the work during the summer recess of LCC and staging the work to prevent excessive loss of parking on the days the lots were under construction.

- Campus Parking Engineering Services Year 2, Lansing Community College, Lansing, Michigan. Project Manager. Assisted Lansing Community College (LCC) by prepared two bid packages in 2011 for contractors to implement repairs in selected parking lots on the main campus as a follow-up to work the previous year. One of the most challenging aspects of this project was coordinating all the work during the summer recess of LCC and staging the work to prevent excessive loss of parking on the days the lots were under construction.
- FireKeepers Casino, Emmett Township, Perez APC, Calhoun County, Michigan. Site/Civil/Landscape Architecture Manager. Proposed design of a new gaming facility on a 79-acre parcel of land owned by the Nottawaseppi Huron Band of Potawatomi Indians. Project included extensive coordination with team members located throughout the U.S. Fast-track schedule required preparation of full construction documents for site work and utilities within 7 weeks of project kickoff meeting. Project included low impact development techniques to reduce or eliminate off site impacts of stormwater, lighting, noise, visual clutter, etc.
- Flint Park Lake Site Development, City of Flint, Michigan. Project Manager. Developed Master Plan and design for improvements at Flint Park Lake. Planning included site inventory, opportunities and constraints analysis, design of boat launch facilities, nature trail, picnic pavilion, access drives, and parking. The project required coordination between the City of Flint and a neighborhood advisory committee to determine how best to develop the site, which included several presentations to the group of various site plan options. The project also required grant coordination between the state and the City of Flint.
- Upper Peninsula Gateway Discovery Center Master Plan, MDOT, Saint Ignace, Michigan. Deputy Project Manager. Responsible for development and preparation of graphic site analysis, conceptual site layout plans, presentation plans, public meetings, and preliminary estimates of probable construction cost. The State of Michigan contracted DLZ to develop a comprehensive master plan for a new museum/rest area facility in Saint Ignace. The project Steering Committee included representatives of MDOT, MDNR, Welcome Michigan, and Department of History, Arts, and Libraries. The goal for this project was to create a facility that would serve as both a Welcome Center and a facility to promote tourism and

#### SPECIAL TRAINING

Complete Streets, MDOT and Michigan Chapter APA, 2010

Airport Wildlife Hazard Management, Embry Riddle Aeronautical University, 2010

#### AFFILIATIONS

American Institute of Certified Planners

Society of Wetland Scientists

American Planning Association Michigan

Association of State Wetland Managers

American Planning Association Michigan Wetland Association

visitor awareness of the natural and historic features that exist in the Upper Peninsula.

- Downtown Revitalization Study, Shipshewana, Indiana. Project Manager. Development of concepts to improve the town of Shipshewana, a major tourist destination located in northern Indiana. DLZ worked collaboratively with the committee by distributing questionnaires and holding public meetings to determine priorities and needs for various improvements in the project area. Major issues addressed included inadequate sidewalks, parking, drainage, traffic, and non-compliance with ADA.
- Campus Parking Engineering Services Year 2, Lansing Community College, Lansing, Michigan. Project Manager. Assisted Lansing Community College (LCC) by prepared two bid packages in 2011 for contractors to implement repairs in selected parking lots on the main campus as a follow-up to work the previous year. One of the most challenging aspects of this project was coordinating all the work during the summer recess of LCC and staging the work to prevent excessive loss of parking on the days the lots were under construction.
- Architecture and Engineering Services, Capital Area Transportation Authority (CATA), Lansing, Michigan. Site Design and Landscape Architect. Preliminary design and contract documents for the facility renovations. Projects include existing storage facility renovation, new storage facility expansion, parking and traffic flow, and short and long-term planning. The development of the project includes establishing priorities of work within the identified tasks.
- Saginaw Transit Authority Regional Services (STARS), Saginaw Michigan. Site Design and Landscape Architect. Preliminary design, contract documents and bidding, and construction observation/oversight for the facility renovations. Projects include parking lot renovation and administration office addition and renovations.
- Allegan County Public Transit Facility, Allegan County Transportation, Allegan, Michigan. Senior Planner. Design of a new transportation facility with sufficient space to maintain, dispatch, and operate 18 (with a maximum of 30) buses from a central location and will total approximately 21,000 S.F. The new facility design must accommodate multiple environments, including but not limited to the following; (1) administration (scheduling, transit drivers, maintenance staff); (2) vehicle maintenance and repair for all county vehicles (approximately 200); and (3) vehicle storage all under one roof in an effort to reduce maintenance and operational costs and increase operational efficiencies.
- Alma Transportation Facility, Alma, Michigan. Planner. Responsible for development of conceptual and preliminary site design and cost estimating. This work also included concrete sidewalk, grading and drainage, car and bus parking improvements and planting design.





## SEAN P. RILEY, P.E.

QUALITY MANAGEMENT/QUALITY CONTROL ENGINEER

Mr. Riley is one of our experts in the preparation of road designs as part of various projects, including service roads and parking lots. These have included service roads, road widenings, traffic signal intersections, non-motorized facilities, ADA compliance, and roundabouts. With a strong background in field services, his technical knowledge helps us solve challenging design problems, often resulting in significant cost savings to our clients. Mr. Riley was DLZ's Project Manager and Lead Road Designer for the recently constructed roundabout at the intersection of State Road and Ellsworth Road. Mr. Riley performed conceptual engineering for the Fuller Road/E. Medical Center Drive/Maiden Lane intersection study and design. Finally, he has extensive knowledge of ADA requirements.

### EDUCATION

B.S. Civil Engineering,  
 Michigan State University,  
 1996

### REGISTRATIONS

Professional Engineer  
 Minnesota, 2010, #48436  
 Wisconsin, 2008, #39794-6  
 Michigan, 2001, #48143

### CERTIFICATIONS

LPA Project Development  
 Training, Indiana Department  
 of Transportation, 2012  
 Designing Pedestrian Facilities  
 for Accessibility, American  
 Council of Engineering  
 Companies-Michigan, 2009  
 Wisconsin Department of  
 Transportation (WisDOT) Level  
 II Roundabout Design  
 Certification, 2008

### SKILLS/TRAINING

Nuclear Gauge Safety Class,  
 2004  
 Pavement Design Class, MDOT,  
 2004  
 Right-of-Way Class, MDOT,  
 2001 and 2002  
 EPE Seminar, MDOT, 2001  
 Roadside Safety, MDOT, 2001  
 Roadside Design, MDOT, 2001

## PROJECT EXPERIENCE

### ROAD AND HIGHWAY

- Fuller Road/Maiden Lane/East Medical Center Drive Intersection Improvements – City of Ann Arbor, Michigan. Lead Road Designer. Intersection study and roundabout design for high traffic volume intersection located at the main entrance to University of Michigan Medical Center. DLZ services included review of prior studies, traffic studies, concept design, detailed assessment of non-motorized operations/facilities, community engagement, transit planning elements, funding assistance, and eventual preparation of plans/bid documents.
- State Road at Ellsworth Road Roundabout Design, Ann Arbor, Michigan, City of Ann Arbor and Washtenaw County Road Commission. Project Manager, Lead Engineer. Traffic analysis, concept design, preparation of plans/bid documents, municipal utility design, construction assistance, and comprehensive community engagement program for multi-lane roundabout. Project involved a complex maintenance of traffic operation in a heavy traffic location. Extensive updates to site drainage and relocation of utilities, including a large section of transmission watermain. Complete street elements and context-sensitive solutions included on-street bike lanes, non-motorized pathways, lighting, and access management.
- State Road Improvement Project Early Preliminary Engineering Study, Pittsfield Township, Michigan, Washtenaw County Road Commission. Lead Road Designer. Engineering study and environmental clearance for a 3-mile segment of State Road (from Ellsworth Road to Michigan Avenue). DLZ services included traffic studies, development of multi-modal road improvement alternatives, preparation of

Rodel Roundabout Design  
Training Class, 2001  
Highway Construction Work  
Zones, 2000  
Pavement Rehabilitation Class,  
2000  
HAZWOPER 40-Hour Training,  
2000

Environmental Assessment documentation and studies, and community engagement. Complete street elements and context-sensitive solutions included identifying potential bus routes and stops, on-street bike lanes, non-motorized pathways, boulevards, bio-swales, lighting, wetland impact minimizations, and access management. Preferred alternative was a four-lane boulevard cross section with bicycle lanes, a multi-use path, and roundabout intersections.

- 9<sup>th</sup> Street Road Reconstruction and 11<sup>th</sup> Street Traffic Signals, Kalamazoo, Michigan. Design Engineer. This project consisted of 1.1 miles of HMA crushing and sharpening, roadway widening, new sanitary sewer, traffic signals, maintenance-of-traffic, proposed grading, permits, right-of-way appraisals, modification of two retention ponds, and coordination with the 9<sup>th</sup> Street Bridge replacement project.
- US-127 Business Route Connections Study, Mt. Pleasant, Michigan. Project Engineer. Feasibility study for road improvements along US-127 BR and US-127. Project included traffic studies, EPE, public involvement, and report.
- I-94 Jackson EPE Study, Jackson, Michigan, MDOT. Highway Engineer. Responsible for alternative designs.
- Eastman Avenue, Joe Mann Boulevard, and Jefferson Avenue intersections, Midland, Michigan. Project Engineer. Road design concept for multi-lane modern roundabouts at seven intersections.
- IPACE Road Improvement Study, Lansing, Michigan. QM/QC. Study of the I-96 interchange on the south side of Lansing including Pennsylvania Avenue, American Road, Cedar Street, and Edgewood Boulevard (IPACE). I-96 is a major freeway that connects Lansing to the metropolitan areas of Detroit and Grand Rapids. Cedar Street and Pennsylvania Avenue are major roads within the City connecting the north and south sides of Lansing. Accommodating existing and future projected traffic, as well as business access and the unusual geometry of interchange were the main problems addressed as a part of this study.
- Huron Parkway/Nixon Road Roundabout, Ann Arbor, Michigan. Roundabout Designer/Cost Estimator. Worked on design and cost estimate for roundabout concepts.
- Superior Road/Geddes Road, Washtenaw County, Michigan. Project Engineer. Preliminary design and cost estimation for a roundabout intersection.
- Willis Road Widening Project Willis Road, Augusta Township, Washtenaw County, Michigan. Project Engineer. DLZ was contracted to provide construction documents for Willis Road in front of the Lincoln Consolidated Schools (LCS) complex. DLZ designed the roadway widening in an effort to minimize right-of-way impacts. The project drainage was designed in close coordination between DLZ, the WCRC, and the Washtenaw County Drain Commissioner with many new innovative designs considered. The final drainage design utilized geotextile permeable runoff structures along the ditchlines.

- Blackman Township Park and Ride, Jackson County, Michigan. Project Manager. Design of a MDOT park and Ride facility. Design included geometric analysis, drainage design, utility coordination, cost estimation, and maintenance-of-traffic.
- Ishpeming Sewer Separation, Marquette County, Michigan, U.S. Army Corps of Engineers. Project Engineer. Work involved extensive quality control of project.



#### EDUCATION

B.S., Civil Engineering,  
Michigan State University,  
2001

B.S., Horticulture, Michigan  
State University, 2002

#### REGISTRATION

Professional Engineer,  
Michigan, 2006, #6201053614

#### TRAINING

Fundamentals of Engineering  
Examination, 2000

Moving to MicroStation, 2004

GEOPAK for MDOT  
Consultants, October, 2004

\*Work for previous employer.

## JOSEPH R. LEHNING, P.E

CIVIL ENGINEER/UTILITY/STORMWATER DESIGN ENGINEER

Mr. Lehning has 11 years of experience in design engineering and drafting of construction plans for site development and municipal work, reviewing design plans and engineering calculations, estimating project costs, project construction management, land surveying, wetland delineation, and construction inspection. As a Civil Engineer, he is responsible for the design and plan preparation of civil/environmental engineering projects. Mr. Lehning is proficient in AutoCAD and AutoCAD LDD and has experience using AutoCAD Civil 3D and MicroStation software. In addition, Mr. Lehning has a degree in horticulture and a considerable knowledge of plant identification and plant ecosystems, including the role of plants in the environment and their use in the built world.

### PROJECT EXPERIENCE

- Aunt Millie's Bakery, Site Design, Saginaw, Michigan.\* Civil Engineer. Designed circulation drives, parking areas, and truck docks for warehouse. Provided grading and designed storm water management for the site. Prepared construction drawings for bid. The project consisted of building a new warehouse/retail outlet onsite with new public utilities, public sidewalk and site landscaping.
- Buffalo Wild Wings, Site Design, St Clair Shores, Michigan.\* Civil Engineer. Designed site layout, proposed grading and storm water management for project. Construction work consisted of demolishing existing buildings and associated structures onsite, cold-milling and resurfacing an existing parking lot, new paved parking areas, and new restaurant and retail space.
- Meridian Central Fire Station No. 91, Charter Township of Meridian, Okemos, Michigan. Civil Engineer. Designed proposed grading and new underground utilities, including storm sewer, sanitary sewer, and water service. Provided stormwater management for the site and assisted with construction documents. DLZ provided full service architecture and engineering design associated with a new five-bay, 15,000 square-foot fire station in Okemos, Michigan. Project space program includes apparatus bays, administrative offices, living quarters, locker rooms, fitness room, and a community training classroom. Project includes complete site development of a new site including parking, vehicular site circulation, stormwater management, site utilities, landscaping, site lighting, and other site improvements.
- USPS Great Lakes FSO, Grand Rapids Carrier Annex-AQ, U.S. Postal Service, Grand Rapids, Michigan. Civil Engineer. Designed asphalt parking areas and drives with curb and gutter for site. Design included providing proposed grading and storm water management design for the site. Assisted with perimeter fence and landscaping layout and design. Professional A/E design services included preparation of a feasibility study including schematic site plans and building floor plans; 100% design drawings and specifications to complete interior remodeling, exterior parking and circulation, truck dock, storm water design, and site remediation.

- Saganing Eagle's Landing Casino, Saginaw Chippewa Indian Tribe, Standish, Michigan. Civil Engineer. Responsible for design of new asphalt parking areas for proposed casino expansion and new hotel. Provided grading and storm sewer design and calculated storm water management needs for site. Project included design and site circulation plans for over 1,000 new surface parking spaces, stormwater and utility design, and landscape plans.
- Aisin, Automotive Track Construction Permit Design, Fowlerville, Michigan.\* Performed topographic survey over selected areas of site. Assisted with wetland delineation in areas to be impacted by proposed construction. Prepared permit drawings to MDEQ to review for approval. Project consisted of construction of new automotive test tracks.
- Ohio Canal Interceptor Tunnel (OCIT), City of Akron, Akron, Ohio. Civil Engineer. Responsible for above ground site work around shafts that access tunnel. Design and plan preparation included demolition, proposed grading and site restoration. The purpose of the DLZ scope of work is to design the Ohio Canal Interceptor Tunnel (OCIT), drop shafts, diversion structure, and storage basin, and the OCIT-2 and OCIT-3 area diversion and consolidation sewers. The OCI Tunnel will be receiving, storing, and conveying CSO overflow into the Ohio Canal and the Little Cuyahoga River.
- Riverview Subdivision, Road and Utility Reconstruction Design, Milan, Michigan.\* Civil Engineer. Inspected the installation of new water main being placed. Included the connection of new water services from the main to residences. Project consisted of repair and replacement of storm sewer and water main and full depth reconstruction of subdivision streets.



**ROBERT M. SHERMAN, RLA**  
 LANDSCAPE ARCHITECT

Mr. Sherman has more than 21 years of site design and construction inspection experience on various projects for municipalities, institutions, and private developers. He has provided design from conceptual layout through final construction documents. Throughout the course of his career, he has designed and managed many types of projects including streetscapes, educational facilities, college campuses, public transit facilities, community parks, and highway landscaping. He has extensive experience coordinating with local planning departments on site plan submittal requirements.

**PROJECT EXPERIENCE**

**EDUCATION**

B.L.A. Landscape Architecture,  
 Michigan State University,  
 1994

**REGISTRATIONS**

Registered Landscape Architect  
 Michigan, 2002, #3901001337

**CERTIFICATIONS**

Council of Landscape  
 Architectural Registration  
 Boards (Clarb), Council Record  
 # 40449, 2012

MCA Concrete Technician,  
 Level 1, 1997

Troxler Certified, 1995

MDOT Office Technology  
 Course, 1995

MDEQ Stormwater Technician,  
 1995

- Engineering Building Parking Modifications, Michigan State University, East Lansing, Michigan. Landscape Architect. Responsible for preparation and development of the conceptual site layout plans, construction documents, and estimates of probable construction cost. The University's goals for this project were to provide convenient accessible parking dedicated to the Engineering Building, formalize delivery vehicle circulation, integrate parking into campus setting, visually define pedestrian areas, and minimize pedestrian/vehicle conflicts. Site improvements included heated and accessible sidewalks, accessible parking stalls, detectable warnings, university service vehicle parking, parcel loading/unloading area, concrete pavement, curb and gutter, site lighting, and site furniture. This project was completed in conjunction with the road improvement project at the intersections of Red Cedar and Wilson Roads.
- Saginaw Transit Authority Regional Services (STARS), Saginaw Michigan. Site Design and Landscape Architect. Preliminary design, contract documents and bidding, and construction observation/oversight for the facility renovations. Projects include parking lot renovation, garage/inventory area renovations, drivers/mechanics area relocations, and administration office addition and renovations.
- FireKeepers Casino, Emmett Township, Perez APC, Calhoun County, Michigan. Landscape Architect. Site design for a new gaming facility on a 79-acre parcel of land owned by the Nottawaseppi Huron Band of Potawatomi Indians. Project included extensive coordination with team members located throughout the United States. Fast-track schedule required preparation of full construction documents for site work and utilities within 7 weeks of project kickoff meeting. Project included low impact development techniques to reduce or eliminate off site impacts of stormwater, lighting, noise, visual clutter, etc. A key component of the

landscape plans was to utilize native plantings on a majority of the site to eliminate the need for watering and maintenance.

- Campus-Wide Parking Lot Repairs, Lansing Community College, Lansing, Michigan. Landscape Architect. Assisted with the evaluation and inventory of all 11 main campus and three west campus parking lots including a comprehensive assessment of the condition of the asphalt in each parking lot in addition to a review of any concrete curb, pavement markings, and signage. This work also included preparing a summary report and recommending a multi-year work plan to complete the recommended repairs, which range from routine pavement maintenance to full depth reconstruction of the parking facility.
- Lansing School District Site and Sinking Fund Parking Lot Improvements, Lansing, Michigan. Landscape Architect. Provided assessment of pavement conditions, recommendations for rehabilitation/reconstruction, and engineering design services for parking lot and drive improvements at 11 school sites as part of the Sinking Fund Improvement Projects in the summer of 2012. DLZ performed reviews of the pavements at all 11 schools and made recommendations for the various rehabilitation and reconstruction efforts needed. DLZ performed all field measurements and quantities included in the construction documents prepared on behalf of LSD for bidding of separate two bid packages. DLZ's assistance during the bidding process included pre-bid walk-throughs at each site, bid review, and recommendation of award. Following selection of the contractor's (2 bid packages), DLZ assisted with construction administration, holding a pre-construction meeting with the contractor's, performing site inspections at key phases, processing of change orders to manage allowances for each bid package, punch list walk-through, and project close-out.
- Architectural and Engineering Projects, Lansing School District, Lansing, Michigan. Lead Landscape Architect. Responsible for inspection/evaluation, conceptual design, contract documents, bid assistance and construction observation for site circulation and parking improvements at seven sites. Additional work included fencing and landscape improvements.
- East Parking Lot Expansion Design, Three Rivers, Michigan. Responsible for schematic design of new parking lot as a part of Phase II of the downtown development project. This work includes site preparation, HMA pavement, sidewalks, and landscaping.
- Ann Arbor Bike Share Station Design, Ann Arbor, Michigan, Ann Arbor Area Transportation Authority. Project Manager, Designer. This was a pilot project for the development of an innovative urban bike sharing system. Services provided by DLZ include topographic survey and site mapping, conceptual site layout plans, engineering design and construction documents, obtaining City of Ann Arbor Right-of-Way Encroachment License Agreements' bid documents, estimates of probable construction cost, and construction administration. Worked cooperatively with a coalition of local partners.
- Ann Arbor Station Concept Site Design and Environmental Review, City of Ann Arbor, Michigan. Site Designer. Conceptual planning study for a new multi-modal train station. DLZ is responsible for performing all site design work consistent with applicable site design criteria, participating in the public engagement process, assisting with the preparation of an Environmental Assessment, and ecological/environmental studies.
- Fox Park Improvement Project and Fox Memorial Park MDNR Grant Application, Eaton County Parks, Pottsville, Michigan. Lead Landscape Architect. Responsible for preparing design and construction documents for park improvements, including prefabricated restroom/concession building, parking areas,

fishing pier/overlook, ADA beach access, and non-motorized paths. Infrastructure improvements were also included. Responsible for preparing and submitting a recreation grant application for park improvements.

- Lansing School District, Mt. Hope Elementary Site Circulation and Parking Evaluation, Lansing, Michigan. Landscape Architect. Assisted in performing on-site assessment and documentation of the current parking, parent drop-off, bus and vehicular circulation conditions. Responsible for development of conceptual level alternatives, together with preliminary estimates of probable construction cost, to assist the District in developing a plan for improving the traffic flow and increasing safety for the students, staff and parents.
- Transportation Authority (MAX), Holland, Michigan. Landscape Architect. Professional architectural and engineering services to design and construct a new operations facility. The scope of improvements included in the site design work includes schematic site drawings, site analysis and recommendation for site location, site design and construction documents.
- Architecture and Engineering Services, Capital Area Transportation Authority (CATA), Lansing, Michigan. Site Design and Landscape Architect. Preliminary design and contract documents for the facility renovations. Projects include existing storage facility renovation, new storage facility expansion, parking and traffic flow, and short- and long-term planning. The development of the project includes establishing priorities of work within the identified tasks.
- Maintenance/Replacement and Federal Stimulus Building Renovations, Lansing Community College, Lansing, Michigan. Lead Site Designer/Landscape Architect. Provided site design and construction documents for facility-wide renovations and replacement of existing site improvements at their campus and campus extension facilities. This work included the repair and replacement of concrete walks, ramps and stairways to improve access for disabled persons; and replacement of other failing site elements.



## ROBERT C. BAUMGARTNER

ELECTRICAL ENGINEER

Mr. Baumgartner has more than 17 years of experience in the engineering consulting industry and has extensive experience in the design and specifications of industrial machine control and process control systems for industrial wastewater facilities and municipal water systems, power distribution and lighting, and custom software development. His projects range in complexity from simple stormwater diversion stations to complete industrial wastewater treatment facilities.

Mr. Baumgartner's responsibilities have consisted of project management duties including cost estimating and scheduling, procurement, contracts, and client/contractor interaction. Other duties have included design and implementation of PLC ladder logic, computer network layout, computer system interface design, and complete specification of computer system components including networking hardware, operating systems and communication systems.

### EDUCATION

B.S. Electrical Engineering,  
University of Toledo, 1997

B.S. Mechanical Engineering,  
University of Toledo, 1997

### AFFILIATIONS

Institute of Electrical and  
Electronics Engineers (IEEE)

American Society of  
Mechanical Engineers (ASME)

\* Work for Previous Employer

### PROJECT EXPERIENCE

- Ann Arbor Service Center Renovation, DTE Energy, Ann Arbor, Michigan. Electrical Engineer. Provided construction administrative services for renovation of existing service center facility consisting of general and emergency lighting, interior power distribution, interior datacom, and fire alarm system for renovation of portions of existing facility such as shop drawing reviews, requests for information, and design modifications.\*
- Fuel Supply Building and Power Plant Administration Building Renovation, DTE Energy St. Clair Power Plant, New China, Michigan. Electrical Engineer. Designed general and emergency lighting, interior power distribution, and interior datacom and fire alarm for renovation of portions of existing facility.\*
- Ford Dearborn Engine and Fuel Tank Plant I4/I5 Wastewater Treatment Plant (WWTP), Dearborn, Michigan. Mechanical/Electrical Engineer. Designed water distribution, compressed air supply piping, natural gas heating system and building ventilation, steam sparging for external aboveground oil/water separation tank, power distribution and lighting, circuit protection, motor control, and ultrasonic tank level monitoring for solids dewatering facility. Produced ACAD design drawings.\*
- United States Army Corp of Engineers, Louisville District. Electrical Engineer. Project consisted of an addition to the CJ Brown Visitor Center at the CJ Brown Reservoir and Buck Creek State Park in Springfield, OH. Designed electrical site utilities and coordinated with local electrical utility, interior and exterior power and lighting, grounding and lightning protection, and updates/expansion of the security alarm and detection, fire alarm and detection, and telephone/data systems.\*



- United States Army Corp of Engineers, Louisville District. Electrical Engineer. Project consisted of development of conceptual design report for the construction of a two-part facility consisting of a Regional ISO Maintenance Hanger and a C-5 Aircraft Maintenance Shop at the Westover ARB, MA. Provided conceptual design input for electrical site utilities, backup power generation, interior and exterior power and lighting, grounding and lightning protection, fire alarm and detection, mass notification, public address system, CATV, and telephone/data systems.\*
- United States Army Corp of Engineers, Louisville District. Electrical Engineer. Project consisted of development of conceptual design report for the construction of a C-130 Flightline Operations Facility at the Niagara Falls ARS, New York in two phases. Provided conceptual design input for electrical site utilities, backup power generation, interior and exterior power and lighting, grounding and lightning protection, security access, fire alarm and detection, mass notification, public address system, and telephone/data systems.\*
- United States Army Corp of Engineers, Huntington District. Electrical Engineer. Project consisted of the Periodic Levee Inspection of the Huntington, West Virginia, Point Pleasant, West Virginia, Williamson, West Virginia, Ceredo-Kenova, West Virginia, Catlettsburg, West Virginia, Parkersburg, West Virginia, and South Williamson, Kentucky levee systems including 39 pump stations, medium voltage substations and transmission lines, medium voltage synchronous pump motors with DC motor/generator excitation, low voltage asynchronous pump motors, standby generators, motorized gate closure structures, lighting and power distribution, motor control centers and switchgear, trash rakes, motorized valves, ventilation and heating components, bridge cranes and hoists. Review of design criteria against current USACE standards, training and operating records, operating instructions and O&M manuals.\*
- United States Army Corp of Engineers, Chicago District. Electrical Engineer. Project consisted of the Periodic Levee Inspection of the North Libertyville Estates (Libertyville), Illinois, Gary, Indiana, and Highland, Indiana levee systems including 10 pump stations, medium voltage substations and transmission lines, low voltage asynchronous pump motors, standby generators, lighting and power distribution, motor control centers and switchgear, trash rakes, motorized valves, ventilation and heating components, bridge cranes and hoists. Review of design criteria against current USACE standards, training and operating records, operating instructions and O&M manuals.\*
- United States Army Corp of Engineers, Huntington District. Electrical and Mechanical Engineer. Project consisted of the Levee Certification Inspection of the Massillon, Ohio levee system including 4 pump stations, low voltage asynchronous pump motors, lighting and power distribution, motor control centers and switchgear, trash rakes, ventilation and heating components, bridge cranes and hoists, sluice gates, valves and flap gates, trash racks, gatewell and gate closure structures. Review of design criteria against current USACE standards, training and operating records, operating instructions and O&M manuals. (2009) \*
- United States Army Corp of Engineers, Fort Campbell, Kentucky. Electrical Engineer. Project included facility survey and scope development, and design for the renovation of several facilities on a military reserve. These facilities included a barracks, indoor pool, outdoor pool, and two warehouse facilities. The barracks design included the addition of two kitchenettes and a shower facility, additional emergency exit signage, rerouting exterior CATV to the interior, replacement of obsolete panelboards, and general



removal of abandoned electrical elements and refurbishment of damaged elements. Design of the indoor pool facility included upgrading interior raceway and wiring devices to NEMA 4X, general fluorescent lighting fixtures to damp location fixtures, GFCI protection for receptacle circuits, emergency and exit lighting, exterior security lighting, and HVAC. Design of the outdoor pool facility included exterior perimeter and security lighting, and GFCI protected receptacle circuits. Design of the warehouse facilities, which was a repair by replacement project, included upgrading the utility service transformers, new electric unit heaters, ventilation fans and automatic dampers, distribution panels and lighting panelboards, fluorescent highbay lighting, emergency lighting, and heat tracing. (2009) \*

- Florida Department of Corrections, Lowell, Florida. Electrical Engineer. Designed site power distribution and communications infrastructure, exterior site lighting, and site lightning protection and grounding infrastructure. Design elements included HID lighting for roadway/parking/perimeter/compound areas including high mast systems, electrical and communications manholes and ductbanks, self-supporting lightning protection towers and counterpoise system for a correctional institution. \*
- New Building Construction, Randolph Air Force Base, San Antonio, Texas. Electrical Engineer. Developed conceptual engineering and conceptual cost estimates for the staged renovation and construction of the electrical systems of a 408,000 plus square foot multi-winged administration building, and new utility building. The five winged administration building conceptual design included substantial replacement of the existing wiring, lighting, power distribution, alarm and public address systems. Other design development engineering utilities included replacement of one of three paralleled standby generators, and complete electrical, alarm, and public address systems for the new utility building housing fire and potable water booster pumps, and chilled water systems for the multi-winged administration building. \*
- Wastewater Treatment Facility Headworks, St. Croix Falls, Wisconsin. Electrical Engineer. Design included a sizing and selection of pad-mounted transformer, standby natural gas generator set with sound attenuating weather enclosure, automatic transfer switch, interior and exterior power and lighting. \*
- Toho Lift Station Upgrades, Toho Water Authority, Kissimmee, Florida. Electrical Engineer. Design included multiple sanitary vault lift stations, coordination with local electric utility, secondary power distribution, PLC based telemetry panels, pump panels with backup generator receptacles, radio antenna towers and 900MHz telemetry equipment, grounding and lightning protection, and site lighting. \*
- Southwest Water Treatment Facility, Detroit, Michigan. Electrical Engineer. Designed lighting, power distribution, security, and data acquisition systems for new Residuals Facility and upgrades to existing water treatment facility. Design elements included HID lighting, double ended electrical substation, motor control centers, secondary power distribution, DeviceNet controls and monitoring, variable frequency drives, building access and security camera systems, 10MVA main transformer replacement, fluid and sludge level monitoring, sludge density monitoring, and flow monitoring. \*
- School of Information Walkway Reconstruction, The University of Michigan, Ann Arbor, Michigan. Electrical/Mechanical Engineer. Designed walkway lighting and circuit modifications including the relocation of existing fixture and circuit extension to accommodate two additional fixtures, and review of architectural and mechanical systems. \*

**DLZ MICHIGAN, INC.**  
**STANDARD FEE STRUCTURE - ENGINEERING/ARCHITECTURAL**  
**2015**

<b>Activity Code</b>	<b>Employee Classification</b>	<b>2015 Hourly Rate</b>
1	Principal	\$220.00
49	Division Manager	\$190.00
50	Department Manager	\$165.00
55	Registered Land Surveyor	\$130.00
21	Project Manager	\$140.00
214	Senior Right-of-Way Engineer	\$140.00
330	Electrical Engineering Specialist	\$155.00
555/565/ 214	Engineer V/Architect V/Landscape Architect V/ Planner V/Scientist V/Geologist V / Surveyor V	\$145.00
554/564	Engineer IV/Architect IV/Landscape Architect IV/ Planner IV/Scientist IV/Geologist IV	\$140.00
53/58	Engineer III/Architect III/Landscape Architect III/Planner III/Scientist III/Geologist III	\$130.00
52/57	Engineer II/Architect II/Landscape Architect II/ Planner II/Designer III/Scientist II/Geologist II	\$120.00
51/56	Engineer I/Architect I/Landscape Architect I/ Planner I/ Designer II/Scientist I/Geologist I	\$90.00
28	Designer I	\$85.00
29	Technician	\$65.00
147	Construction Administrator	\$110.00
152	Construction Observer	\$90.00
43	Clerical	\$60.00
<b>Crew Classification</b>		
143/99	3 – person Survey Crew	\$200.00
142/99	Topographic Survey Crew (straight time)	\$145.00
142/99	Topographic Survey Crew (over time)	\$220.00
63	1 – person Field Crew	\$110.00
63	1 – person Field Crew (over time)	\$150.00
GPS	1 – person GPS/RTK Field Crew	\$160.00
13	Field Survey Technician	\$65.00
<b>Reimbursable Expenses</b>		<b>Rate</b>
Mileage		\$0.575/mile
Travel Expenses		@ Cost
Living Expenses		@ Cost
Reproduction		Cost plus 10%
Subconsultants		Cost plus 10%
Equipment Rental		Cost plus 10%

Rates are subject to revision on January 1, 2016.

Cost of living/inflation increases of 3 to 7% per annum can be anticipated.



# HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
 From: Mike Brahm-Henkel, Manager of Assets and Development  
 Project No: 509-15-523  
 Project Title: Bids - Main Park Road Reconstruction Phase VIII  
 Project Type: Capital Improvement  
 Location: Stony Creek Metropark, Macomb County  
 Date: June 2, 2015

Bids Opened: March 12, 2015 at 2:00 p.m.

## Action Requested: Motion to Approve

That the Board of Commissioners' (1) award Contract No. 509-15-523 to the low responsive, responsible bidder, James P Contracting, Inc., in the amount of \$754,244.40 and (2) transfer \$114,300 from the Capital Fund Balance to cover the cost between the budgeted amount of \$670,000 and bid amount as recommended by Manager of Assets and Development Mike Brahm-Henkel and staff.

**Fiscal Impact:** The project is over budget by \$114,300.

**Background:** In 2014, this project was budgeted and approved by the Board as part of the 2015 budget. The project scope was expanded to include additional deteriorated roadway (see attached), which includes additional reconstruction that was originally planned to be conducted with future bridge work. Further work also includes the exit to 26 Mile Road, toll service drive and more extensive work by Eastwood Beach. The project will include bituminous crushing and shaping, concrete curb and gutter, and reconstruction of approximately 5,900 linear feet of park roadway with 4-inch bituminous mixture, pavement markings, traffic control and restoration.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
James P Contracting	Washington	\$754,244.40
Pro-Line Asphalt Paving Corporation	Washington	\$797,995.70
Ajax Paving Industries	Troy	\$816,188.88
Cadillac Asphalt, LLC	Wixom	\$824,668.10
Florence Cement Company	Shelby Township	\$851,760.00
Pavex Corporation	Trenton	\$896,453.30
Budget Amount for Contract Services and Administration		\$670,000.00
Work Order Amount		
Contract Amount-James P Contracting		\$ 754,244.40
Contract Administration		<u>\$ 30,000.00</u>
Total Proposed Work Order Amount (Rounded)		\$ 784,300.00

The following contractors obtained bidding documents but did not submit a bid: Al's Asphalt Paving, Anderzack-Pitzen Construction, Asphalt Specialists, Commerce Construction & Landscaping, Don's Restoration, Eastern Asphalt, Erth-Con Excavating, GM & Sons, Hutch Paving, Johnson & Anderson, JSS-Macomb, P.K. Contracting, Pamar Enterprises, State Barricades, Tranquility Springs.

*This project was reported and publicly advertised in the following construction reporting outlets: Construction Association of Michigan, Reed Construction Data, Construction News Corporation, Construction News Service, HCMA Website, Builders Exchange of Michigan, McGraw Hill Dodge, Builders Exchange of Lansing and Central Michigan.*

**Attachment: Construction Aerial View**







STONY CREEK METROPARK  
MAIN PARK ROAD RECONSTRUCTION PHASE VIII







## HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
 From: Mike Brahm-Henkel, Manager of Assets and Development  
 Subject: Approval – Claremont Development Easement  
 Location: Oakwoods Metropark, Wayne County  
 Date: May 6, 2015

### **Action Requested: Motion to Approve**

That the Board of Commissioners' approve the sanitary sewer easement request from DRG-Huron for a residential development in Huron Township to connect to the South Huron Valley Utility Authority (SHVUA) interceptor sewer which runs through Oakwoods Metropark recommended by Manager of Assets and Development Mike Brahm-Henkel and staff.

**Fiscal Impact:** Associated fees to HCMA

**Background:** At the May 14 Board meeting, Commissioner Marrocco requested action on the item be postponed until further evaluation could be completed.

DPG-Huron, L.L.C. of Bloomfield Hills is planning a residential development adjacent to Oakwoods Metropark. Their proposed development will be located south of Oakwoods', east of Romine Road and north of Will Carlton Road. DPG-Huron has requested that the Authority grant a permanent easement to the township and a temporary construction easement to DPG-Huron for the construction of a sanitary sewer across Authority property to serve the development. The proposed easement, along with survey and property description, is attached.

The proposed permanent sanitary sewer easement will be 40-feet wide and approximately 161-feet in length, extending from DPG-Huron's northern property line to the South Huron Valley Utility Authority (SHVUA) interceptor sewer, which runs through Oakwoods Metropark.

The Authority has granted approval for similar easements in the past, most recently Romine development (July 13, 2006) near Oakwoods, (July 14, 2005) to Van Buren Township in support of the Landmarc Development near Lower Huron Metropark, and to Huron Township for the Grant Perry development near Oakwoods (July 8, 2004). Normally the Authority requires, as a condition of granting easements, that: (1) the developer pay a fee to cover Authority administrative costs; and (2) the Authority reserves the right to tap into the sanitary sewer within the easement without tapping fees.

Miller Canfield has reviewed the agreement.

**Attachment: Easement Agreement  
 Drawing and Description of Easement**





## EASEMENT AGREEMENT FOR SANITARY SEWER

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**THIS AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_, 2015, by and between the **HURON-CLINTON METROPOLITAN AUTHORITY** (“Authority”), a Public Body Corporate of the State of Michigan, 13000 High Ridge Drive, Brighton, MI 48114 and **DPG-HURON LLC**, a Michigan Limited Liability Company, (“DPG”), 1668 S. Telegraph Rd., Suite 200, Bloomfield Hills, Michigan 48302, and **CHARTER TOWNSHIP OF HURON**, a Michigan charter township (“Township”), a Michigan Municipal Corporation, 22950 Huron River Drive, New Boston, MI 48164-9791:

### RECITALS

WHEREAS, the Authority is the owner of certain real property commonly known as Oakwoods Metropark located in the Charter Township of Huron (“Township”), County of Wayne, State of Michigan, which is more particularly described on Exhibit A; and

WHEREAS, DPG is owner of real property west of Oakwoods Metropark and obtained Conceptual Site Plan Approval from the Township at its regular meeting of \_\_\_\_\_, 2015 for DPG’s proposed Claremont West residential development; and,

WHEREAS, DPG has requested permission from the Authority to construct a public sanitary sewer system on a portion of the real property within the Oakwoods Metropark, as more particularly described herein; and,

WHEREAS, DPG intends to submit plans to the South Huron Valley Utility Authority (“SHVUA”) and the Township for a public sanitary sewer to connect to the SHVUA interceptor sewer to be constructed within the Easement area granted herein by the Authority on a portion of real property within the Oakwoods Metropark as more particularly described herein;

NOW THEREFORE, upon the consideration provided herein, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Permanent Easement. For good and valuable consideration, the Authority hereby grants to the Township, its successors and assigns, a 40-foot wide Permanent Easement (“Easement”) for the installation, use, maintenance, repair and replacement of a public sanitary sewer line in, on, over, under and through a parcel of land in Oakwoods Metropark situated and described as follows, to wit:

See Attached Exhibit B – “Easement Area”

Including the right of access to go over and upon the land of the Authority for the purpose of installing, repairing and maintaining said public sanitary sewer. The granting of this Easement does not vest in the Township the authority to use any portion of the land for purposes other than herein designated. However, the Authority shall allow Township maintenance vehicle access into Oakwoods Metropark on an as-needed basis by the Township for emergencies and on a mutually agreeable basis for routine maintenance.

2. The Authority hereby grants to DPG a 20 foot wide Temporary Construction Easement over, across and through the area identified and described on Exhibit B for the purpose of installing the sanitary sewer line identified in Paragraph 1 above.

3. DPG shall be responsible for installing the sanitary sewer line. DPG agrees to comply with all Township ordinances, rules, regulations and policies applicable to the matters addressed in this Agreement including obtaining Township design and construction approvals and bonding requirements.
4. In the use of the Easement, DPG in connection with the installation of the sewer line, and the Township in connection with the operation, maintenance and repair of the sanitary sewer line following the completion of the sewer line and its acceptance by the Township, shall take all reasonable steps to minimize any inconvenience to the use or operation of the Authority's property (i.e. Oakwoods Metropark). Accordingly, except in the case of an emergency, prior to the commencement of any construction, maintenance, repair or replacement of the public sanitary sewer connection, DPG or Township, as the case may be, and/or their assigns, shall provide the Authority with at least five (5) business days' written notice to the Director of the Authority indicating the work to be undertaken pursuant to the Easement rights granted herein. DPG and/or the Township, as the case may be, and any contractor performing work within the Easement Areas shall be liable for any Loss caused by such party associated with construction, maintenance, repair or replacement of the sanitary sewer connection. A "Loss" is defined as an amount or amounts that DPG, the Township, their respective successor and assigns, are legally responsible to any third party for, and can arise from bodily injury, property damage or other causes; can be based on tort, breach of contract, or any other theory of recovery; and includes, incidental, direct and consequential damages (if available). Any construction, maintenance, repair or replacement of the sanitary sewer shall be accomplished in such a manner that any improvements existing within the Easement Area shall not be disturbed or damaged, or in the event they are disturbed or damaged, such shall be restored or replaced in as good a condition as they were immediately before the property was entered upon by DPG and/or the Township, their respective successor or assigns.
5. DPG agrees to indemnify and hold the Authority, its officers, agents, representatives, servants, employees, boards, commissioners and appointed officials, harmless for any and all losses, damages, injuries to persons and/ or property, claims, costs, expenses and actual attorney fees, causes of action or other liabilities arising from the exercise by DPG of its rights or the performance by DPG of its obligations under this Agreement. DPG agrees to provide the Authority with certificates of insurance in form and coverages reasonably acceptable to the Authority. Certificates of insurance shall name the Authority as additional insured.
6. The Authority reserves the right to tap into said public sanitary sewer within the described Permanent Easement without charge or connection fee, if permitted by the Township.
7. DPG shall, in consideration of the Authority granting to DPG and the Township the Easements described herein, pay to the Authority a fee of \$36.00 per lineal foot for a total fee of \$5,773.00 to be paid prior to the start of construction of the sewer line.
8. The Easements granted herein are non-exclusive; the Authority shall retain the right to use and enjoy the above-described premises, including the right to use the surface of said Easement and grant additional easements, provided such use does not interfere with the operation, repair, inspection, maintenance or replacement of the public sanitary sewer.
9. The Easements granted herein and the covenants and restrictions contained in this Agreement shall constitute easements, covenants and restrictions running with and binding on the property described herein. This Agreement is binding on and shall inure to the benefit of the parties hereto and their respective successors and assigns.

10. The Permanent Easement shall terminate upon the following, whichever occurs first:

- a. upon two years from the Agreement's execution date, should construction of the sanitary sewer not been commenced;
- b. at such time as the sanitary sewer is abandoned or otherwise not used for the purposes set forth herein;
- c. The easement is released or abandoned by the Township.

The Authority, DPG and the Township have caused these presents to be signed on the day and year first above written.

HURON-CLINTON METROPOLITAN AUTHORITY  
A Public Body Corporate,

\_\_\_\_\_  
John E. La Belle, Chairman

\_\_\_\_\_  
Robert Marans, Secretary

STATE OF MICHIGAN       )  
  ) ss  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2015, by John La Belle, Chairman, and Robert Marans, Secretary, of the Huron-Clinton Metropolitan Authority.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, MI  
Acting in \_\_\_\_\_ County, MI  
My Commission expires:

CHARTER TOWNSHIP OF HURON, a  
Michigan Charter Township

\_\_\_\_\_  
David A. Glaab, Supervisor

\_\_\_\_\_  
Kathleen Van Wasshnova, Clerk

STATE OF MICHIGAN       )  
  ) ss  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2015, by David A. Glaab, Supervisor, and Kathleen Van Wasshnova, Clerk, of the Charter Township of Huron.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_County, MI  
Acting in \_\_\_\_\_, MI  
My Commission expires:

DPG-HURON LLC, a  
Michigan Limited Liability Company

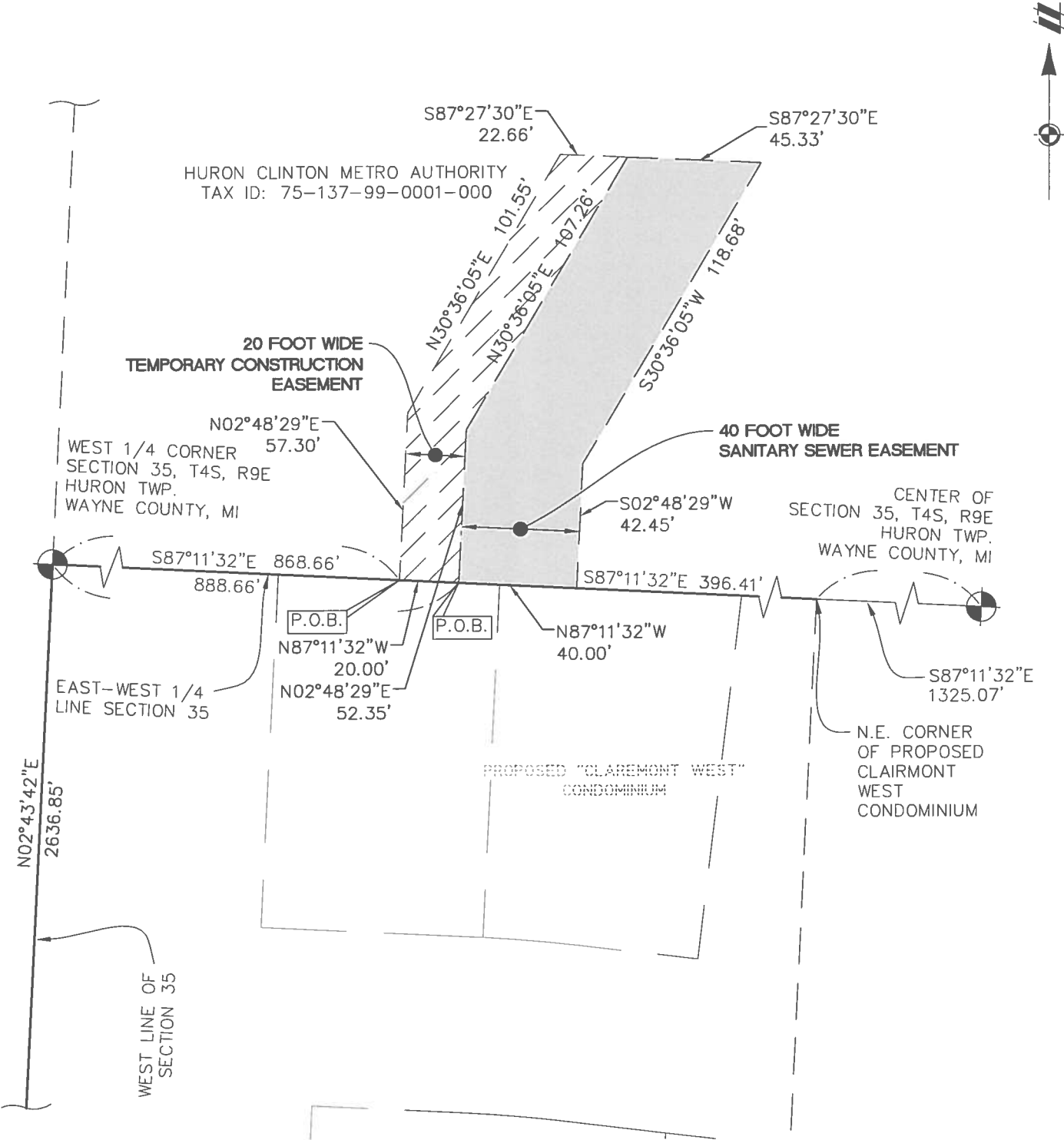
\_\_\_\_\_  
\_\_\_\_\_  
Print Name and Title

STATE OF MICHIGAN        )  
  ) ss  
COUNTY OF \_\_\_\_\_)



The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2015, by \_\_\_\_\_, \_\_\_\_\_, of the DPG-Huron LLC.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_County, MI  
Acting in \_\_\_\_\_, MI  
My Commission expires:

When recorded return to:  
  
Huron Township Clerk  
Huron Township Hall  
22950 Huron River Drive  
New Boston, MI 48164



LEGEND	
	SECTION CORNER
	PLACE OF BEGINNING
	LINE CONTINUES
	PROPOSED EASEMENT

CLIENT <b>PINNACLE HOMES</b>	JOB: 300797/12002157	CAD: 300797EA-02
	DR. TRP	CH. LMD
	BOOK	PG.
	SHEET 1 OF 3	DATE: 03-21-2014
SKETCH & DESCRIPTION OF A 40 FOOT WIDE SANITARY SEWER EASEMENT & A 20 FOOT WIDE TEMPORARY CONSTRUCTION EASEMENT LOCATED IN	FILE CODE: EA-02	
	 <b>ATWELL</b> 866.850.4200   www.atwell-group.com TWO TOWNE SQUARE, SUITE 700 SOUTHFIELD, MI 48076 248.447.2000	
SECTION 35 TOWN 4 SOUTH, RANGE 9 EAST HURON TOWNSHIP WAYNE COUNTY, MI	Land Development & Real Estate Power & Energy Infrastructure & Transportation Environmental & Solid Waste Water & Natural Resources	
SCALE: 1 INCH = 50 FEET		

05/21/14-REV. SAN EASE (JTL)  
05/28/14-REV. SAN EASE (TRP)




EXHIBIT A

DESCRIPTION OF A PARCEL OF LAND LOCATED IN THE NORTH 1/2 OF SECTION 35 AND THE SOUTHEAST 1/4 OF SECTION 26, TOWN 4 SOUTH, RANGE 9 EAST, HURON TOWNSHIP, WAYNE COUNTY, MICHIGAN(PER TAX DESCRIPTION FOR PARCEL WITH TAX ID 75-137-99-0001-000)

PT OF THE NE 1/4 SEC 35 AND SE 1/4 SEC 26 T4S R9E DESC AS BEG AT E 1/4 COR SEC 35 TH N0DEG 26M 55S W 1433.45 FT TH N39DEG 36M 45S W 1651.18FT TH N80DEG 45M 20S W 935.91FT TH S74DEG 47M W 639.10FT TH S1DEG 25M E 77.98FT TH N89DEG 44M 50S E 1226.50FT TH S0DEG 26M 51S E 2713.83FT TH N89DEG 35M 40S E 1055.05FT TO POB ALSO W 1224.96FT OF NE 1/4 SEC 35 ALSO NW 1/4 SEC 35 313.00 AC

\*\*EASEMENT ONLY AFFECTS PART OF TAX ID 75-137-99-0001-000 ABOVE, BEING THE "NW 1/4 OF SECTION 35".

CLIENT	PINNACLE HOMES	JOB: 300797/12002157	CAD 300797EA-02
SKETCH & DESCRIPTION OF A 40 FOOT WIDE SANITARY SEWER EASEMENT & A 20 FOOT WIDE TEMPORARY CONSTRUCTION EASEMENT LOCATED IN	DR.	TRP	CH. LMD
	BOOK		PG.
	SHEET 2 OF 3		DATE: 03-21-2014
	FILE CODE:	EA-02	
SECTION 35 TOWN 4 SOUTH, RANGE 9 EAST HURON TOWNSHIP WAYNE COUNTY, MI	<div><b>ATWELL</b> <small>866.858.4280   www.atwell-group.com TWO TOWNE SQUARE, SUITE 700 SOUTHFIELD, MI 48076 248.447.2500</small></div> <div><small>Land Development &amp; Real Estate Power &amp; Energy Infrastructure &amp; Transportation Environmental &amp; Solid Waste Water &amp; Natural Resources</small></div>		

05/21/14-REV. SAN EASE (JTL)  
05/28/14-REV. SAN EASE (TRP)


EXHIBIT B

DESCRIPTION OF A 40 FOOT WIDE SANITARY SEWER EASEMENT LOCATED IN THE NORTHWEST 1/4 OF SECTION 35, TOWN 4 SOUTH, RANGE 9 EAST, HURON TOWNSHIP, WAYNE COUNTY, MICHIGAN

Commencing at the West 1/4 Corner of Section 35, Town 4 South, Range 9 East, Huron Township, Wayne County, Michigan; thence S87°11'32"E 888.66 feet along the East–West 1/4 line of said Section 35 for a PLACE OF BEGINNING; thence N02°48'29"E 52.35 feet; thence N30°36'05"E 107.26 feet; thence S87°27'30"E 45.33 feet; thence S30°36'05"W 118.68 feet; thence S02°48'29"W 42.45 feet; thence N87°11'32"W 40.00 feet along the East–West 1/4 line of said Section 35 to the Place of Beginning.

DESCRIPTION OF A 20 FOOT WIDE TEMPORARY CONSTRUCTION EASEMENT LOCATED IN THE NORTHWEST 1/4 OF SECTION 35, TOWN 4 SOUTH, RANGE 9 EAST, HURON TOWNSHIP, WAYNE COUNTY, MICHIGAN

Commencing at the West 1/4 Corner of Section 35, Town 4 South, Range 9 East, Huron Township, Wayne County, Michigan; thence S87°11'32"E 868.66 feet along the East–West 1/4 line of said Section 35 for a PLACE OF BEGINNING; thence N02°48'29"E 57.30 feet; thence N30°36'05"E 101.55 feet; thence S87°27'30"E 22.66 feet; thence S30°36'05"W 107.26 feet; thence S02°48'29"W 52.35 feet; thence N87°11'32"W 20.00 feet along the East–West 1/4 line of said Section 35 to the Place of Beginning.

CLIENT  PINNACLE HOMES  SKETCH & DESCRIPTION OF A 40 FOOT WIDE SANITARY SEWER EASEMENT & A 20 FOOT WIDE TEMPORARY CONSTRUCTION EASEMENT LOCATED IN  SECTION 35 TOWN 4 SOUTH, RANGE 9 EAST HURON TOWNSHIP WAYNE COUNTY, MI	JOB: 300797/12002157	CAD 300797EA-D2
	DR. TRP	CH. LMD
	BOOK	PG.
	SHEET 3 OF 3	DATE: 03-21-2014
	FILE CODE: EA-02	
<div><b>ATWELL</b> <small>666.850.4200   www.atwell-group.com TWO TOWNE SQUARE, SUITE 700 SOUTHFIELD, MI 48076 248.447.2000</small></div> <div><small>Land Development &amp; Real Estate Power &amp; Energy Infrastructure &amp; Transportation Environmental &amp; Solid Waste Water &amp; Natural Resources</small></div>		

05/21/14-REV. SAN EASE (JTL)  
05/28/14-REV. SAN EASE (TRP)



FINAL SITE PLAN - PHASE I (90 LOTS - BUILDABLE)

# CLAREMONT WEST

A RESIDENTIAL SUBDIVISION

HURON TOWNSHIP, WAYNE COUNTY, MICHIGAN



SITE MAP

SCALE 1" = 200'





## HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
From: Rebecca Franchock, Controller  
Subject: Report – 2014 Audited Financial Statements  
Date: June 2, 2015

### **Action Requested: Motion to Receive and File**

That the Board of Commissioners' receive and file the 2014 Audited Financial Statements as recommended by Controller Franchock and staff.

**Summary:** The Authority's auditing firm, Abraham and Gaffney, has completed their audit of our accounting records, pension plan, retiree health care trust and related financial statements for 2014. Together with Abraham and Gaffney's Audited Financial Statements, staff compiled the Authority's 2014 Comprehensive Annual Financial Report, which is enclosed for review. Mr. Alan Panter will review the 2014 Audited Financial Statements with the Board at the June meeting.

**Background:** Staff is pleased to report that Abraham and Gaffney has issued an unqualified opinion, meaning the Audited Financial Statements present fairly the financial position of the governmental activities and each major fund of the Authority as of Dec. 31, 2014 in conformity with generally accepted accounting principles. Abraham and Gaffney conducted their audit following generally accepted auditing standards in order for them to obtain reasonable assurance that the Authority's financial statements are free of any material misstatements.

As reflected on the Balance Sheet, the Authority's total net position at \$237.6 million increased by \$3.6 million from 2013. Total General Fund Balance is reported at \$36,680,000, an increase of \$786,000. The increase to Fund Balance is a result of timing delays with anticipated use of Fund Balance for Capital and Major Maintenance projects.

The 2014 Committed Fund Balance is at \$9,402,000 (\$12,908,000 in 2013). The 2014 Assigned Fund Balance is at \$11,846,000 (\$11,990,000 in 2013). The 2014 Unassigned Fund Balance stands at \$14,747,000 (\$10,323,000 in 2013). This level of Unassigned Fund Balance represents 33.2 percent of General Fund expenditures. The Statement of Revenues and Expenditures shows 2014 General Fund expenditures at \$44.4 million against revenues of \$45.1 million producing a surplus of \$0.7 million.

The Authority intends to submit this 2014 Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association Certificate of Excellence in Financial Reporting program. The Authority has received a Certificate of Achievement for the last 13 years and staff believes this 2014 report will continue to conform to the program requirements. This achievement would not be possible without the dedicated work efforts of the entire Finance Department.

### **Separate Attachment: 2014 Audited Financial Statements**







## HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
From: Molly Bell, Director of Development  
Subject: Update – Development Activities  
Date: June 2, 2015

### **Action Requested: Motion to Receive and file**

That the Board of Commissioners' receive and file the Development Activities Update as recommended by Development Director Molly Bell.

### **Update on the Development Support Specialist position:**

- Introduction of Mara Wolke, Development Support Specialist.

### **Update on development results:**

- Friends of the Metroparks membership update – 2015 year to date results and plans.
- Sponsored Bench update – New gifts and requests for sponsored items.
- Wolcott Mill Funding update – Gifts from Americana Foundation, First State Bank and Jim Nicholson have arrived and a grant from Four County Community Foundation is anticipated to arrive shortly. A total of \$70,000 was raised for this project.
- Other new revenue received





# HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
 From: George Phifer, Director  
 Subject: Approval – New Freedom of Information Act (FOIA) Procedure and Guidelines  
 Date: June 2, 2015

## Action Requested: Motion to Approve

That the Board of Commissioners' approve the Freedom of Information Act Procedures and Guidelines recommended by Director Phifer and staff.

**Fiscal Impact:** None

**Background:** In December 2014, the Michigan Legislature revised the FOIA law, PA 563 of 2014 (HB 4001), which goes into effect July 1, 2015. The following is a summary of changes required beginning July 1.

- All public bodies must establish procedures and guidelines to implement FOIA.
- Must create a written public summary of the specific procedures and guidelines regarding how to submit written requests and how to understand responses, deposit requirements, fee calculations and avenues for challenge and appeals.
- Must include a standard form for detailed itemization of any fee in responses to written requests.
- Must provide free copies of procedures and guidelines and its summary upon request to the public office. Must provide free copy with responses to written requests or include the website link to the documents.
- Must post the procedures and guidelines on the public body's website.
- The public body may not charge a fee or deposit if it has not established procedures and guidelines, created a summary, made those items publicly available without charge, or fails to follow the procedures and guidelines.

Miller Canfield has provided staff with updated FOIA procedures and guidelines, replacing the outdated material. General Counsel Steve Mann will be at the June 11 meeting to answer questions regarding the FOIA changes.

**Attachments:** FOIA Procedures and Guidelines  
 Written Public Summary  
 Fee Itemization Form  
 Internal Metroparks FOIA Policy



## HURON-CLINTON METROPARKS AUTHORITY

### **FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES**

#### I. INTRODUCTION

The Michigan Freedom of Information Act, 1976 P.A. 442, MCL §15.231 *et seq.*, (“FOIA” or the “Act”) was enacted by the Michigan Legislature to provide for public access to certain public records of public bodies with the express intent “that all Persons, ... are entitled to full and complete information regarding the affairs of the government and the official acts of those who represent them as public officials and public employees...”.

FOIA sets requirements for the disclosure of public records by public bodies upon written request by a requester. The Public Body is a public body under the Act, and shall comply with its requirements. The Public Body’s Commission shall designate a FOIA Coordinator to accept, process, track, grant, and/or deny requests in writing as required by the Act.

Terms not defined herein shall have the meaning given under FOIA.

#### II. THE FOIA COORDINATOR

- a. Designation of the FOIA Coordinator: The FOIA Coordinator shall be the Administrative Office Support Specialist, or his or her designee. Requests for public records maintained by the police department shall be handled by the Police Support Specialist, as an assistant FOIA Coordinator. The FOIA Coordinator is authorized to designate other employees to act on his or her behalf.
- b. Receiving and Processing Requests. The FOIA Coordinator shall be responsible for accepting and processing all FOIA requests. The FOIA Coordinator shall make all determinations regarding whether the FOIA requests are granted or denied, and whether the response time should be extended. If the FOIA Coordinator issues a notice extending the period to respond, he or she shall specify a reason and the date by which the Public Body will respond.
- c. Determination of Exempt Material. The FOIA Coordinator shall determine whether any of the information in the requested public records is exempt from disclosure. The FOIA Coordinator shall also determine whether there is a Public Body employee capable of redacting the necessary information. If there is no such employee, the FOIA Coordinator shall arrange for a person or firm of the FOIA Coordinator’s choosing to provide this service.

- d. Determination of Cost and Fees. The FOIA Coordinator shall determine the costs of complying with each FOIA request by completing the Fee Itemization Form in compliance with the cost guidelines provided in Section IX. The FOIA Coordinator shall also determine whether each FOIA request would result in an unreasonably high cost to the Public Body and whether a fee may be charged for the request. The FOIA Coordinator shall also determine if a deposit shall be required in accordance with Section X herein.
- e. Revising Forms. The FOIA Coordinator is authorized to make reasonable revisions to and create necessary forms to implement these Procedures and Guidelines and administer the FOIA Program.
- f. Compliance. All actions taken by the FOIA Coordinator or his or her designee under this section shall be consistent with the requirements of FOIA and these Procedures and Guidelines.

### III. RIGHT TO INSPECT, COPY, OR RECEIVE PUBLIC RECORD

A requester has a right to inspect, copy, or receive copies of requested public records. If a person requests to inspect public records without having the public records duplicated, the following shall apply:

- a. The requester shall make an appointment with the FOIA Coordinator, who shall provide the requester a reasonable opportunity for inspection and examination of the public records during usual business hours. If requester arrives without an appointment the FOIA Coordinator shall endeavor to accommodate the public records inspection.
- b. The Public Body shall make reasonable accommodations to a person requesting the opportunity to inspect public records, but at all times shall protect public records from loss, unauthorized alteration, mutilation, or destruction, and shall also prevent the excessive and unreasonable interference with the discharge of its functions. To this extent, any person requesting to inspect the public records shall be under the direct supervision of the FOIA Coordinator or his or her designee at all times.
- c. If the requested public records contain exempt information, the FOIA Coordinator will make copies for inspection with the exempt material redacted.

### IV. PROCEDURES AND GUIDELINES

- a. Procedures and Guidelines Available at No Cost. The Public Body will keep copies of these Procedures and Guidelines, including a written public summary, available at its public office and will provide a copy, at no cost, to any person requesting the Procedures and Guidelines.
- b. Maintaining Procedures and Guidelines on Website. The public body shall post and maintain these Procedures and Guidelines on its website.
- c. Responses to Written Requests. A copy of these Procedures and Guidelines, including a written public summary, shall be included with all responses. If the Procedures and



Guidelines are maintained on the Public Body's website, a link to the documents may be provided in lieu of providing paper copies.

## V. WRITTEN REQUESTS

- a. Submit in Writing. All requests for public records must be submitted in writing to the FOIA Coordinator. The writing may be submitted by mail, fax, electronic mail, or other electronic transmission. Requests for public records should be as specific as possible and must describe the public record sufficiently to enable the Public Body to find the public record.
- b. Subscription. A Person may subscribe to future issuances of public records that are created, issued, or disseminated on a regular basis. A subscription shall remain valid for up to six (6) months, at the request of the subscriber, and shall be renewable.
- c. Record Retention. The FOIA Coordinator will retain a copy of all written requests for public records for no less than one (1) year.

## VI. TIME TO RESPOND

- a. When a Request is Considered Received. Requests submitted by mail are considered received on the day they arrive at the Public Body. A request made by fax, electronic mail, or other electronic transmission is not considered received until one (1) business day after the electronic transmission is made. If the electronic mail is delivered to the Public Body's spam or junk folder, the request is not considered received until one (1) day after the Public Body becomes aware of the request. The Public Body shall keep a record of when the request is delivered to the spam or junk mail folder and when the Public Body first becomes aware of the request.
  - i. The FOIA Coordinator shall review the spam and/or junk mail folders for public record requests at reasonably frequent intervals, but in any event not less frequently than once every fourteen (14) calendar days.
  - ii. Employees of the Public Body who maintain email addresses through the Public Body are required to review the spam and/or junk mail folders for public record requests at reasonably frequent intervals, but in any event not less frequently than once every fourteen (14) calendar days. Public Body Employees must promptly forward all FOIA requests to the FOIA Coordinator.
- b. Response within Five Business Days; Extension. Unless otherwise agreed to in writing by the requester, the Public Body shall respond to the request within five (5) business days after receipt. However, the Public Body may issue a notice extending the time to respond for not more than ten (10) business days, which shall include the reason for the extension and the date by which the Public Body will respond. The Public Body shall not issue more than one (1) notice of extension for a particular request.

## VII. FORM OF RESPONSE

- a. Within five (5) business days after the Public Body receives a request, the FOIA Coordinator shall respond to the request by:

- i. Granting the request;
  - ii. Issuing a written notice denying the request;
  - iii. Granting the request in part and issuing a written notice denying the request in part; or
  - iv. Issuing a notice extending the time to respond by ten (10) business days.
- b. Failure to respond to a request shall only constitute a final determination to deny the request if:
  - i. Failure was willful and intentional; OR
  - ii. Written request included language requesting information within first 250 words of body of request or the envelope or subject line of the email, letter, or fax included the following words, characters or abbreviations, or recognizable misspellings: “Freedom of Information”, “Information”, “FOIA”, “Copy”.
- c. Denial of Request. To the extent a request, or any portion thereof, is denied, the written response shall be signed by the FOIA Coordinator and shall contain all of the following:
  - i. An explanation of the basis for denial under FOIA or another statute, if that is the reason for denying the request;
  - ii. A certificate that the public record does not exist under the name given or by another name reasonably known, if that is the reason for denying the request;
  - iii. A description of a public record or information on a public record that is separated or deleted, if such separation or deletion is so made;
  - iv. A full explanation of the requestor’s right to appeal to the Director or to seek judicial review of the denial; and
  - v. Notice of the right to receive attorney’s fees and damages if the court determines the Public Body has not complied.

#### VIII. EXEMPTIONS and PROTECTION OF CONFIDENTIAL INFORMATION

- a. Exempt Material Policy. In order to protect individuals from an invasion of privacy, to ensure there is no interference with the safety of the public, and to ensure the safe and efficient operations of the Public Body, it is the policy of the Public Body to exempt from disclosure all information that may be exempted in accordance with FOIA.
- b. Mandatory Exemptions. The Public Body must exempt information that, if released, would prevent the Public Body from complying with the Family Educational Rights and Privacy Act of 1974, 20 USC 1232g.

#### IX. COSTS

It shall be the policy of the Public Body to recover all costs associated with responding to FOIA requests, which exceeds \$50 to the extent permitted by FOIA. The Public Body

hereby establishes the following fee schedule and rules relating to the collection of fees in connection with the processing and fulfillment of FOIA requests:

a. Cost Components Associated With Requests Resulting In Unreasonably High Costs.

The FOIA Coordinator may only charge a fee for the costs involved with searching for, locating and examining a public record, and the deletion and separation of exempt from non-exempt information when it results in unreasonably high costs to the Public Body. In determining what is an unreasonably high cost to the Public Body the FOIA Coordinator shall consider each request on a case-by-case basis to determine how the nature of the particular request differs from the usual request received by the Public Body. If the request would result in a cost that is unreasonably high relative to the requests the Public Body usually receives, the Public Body may charge for completing the request. *See Bloch v Davison Community Schools*, 2011 WL 1564645 (Mich Ct App). The FOIA Coordinator shall also consider the following factors to determine whether the cost is unreasonably high:

1. Volume of public records requested;
2. The estimated hours of labor required to complete the request;
3. The complexity of searching for, examining, and reviewing, a public record, and the deletion and separation of exempt from non-exempt information;
4. The need to search for, examine, and review public records from different departments, commissions, boards, or committees for the City;
5. The available staffing for responding to the request; and
6. Any other similar factors designated by the FOIA coordinator.

i. Labor Costs – Search, Location, and Examination of Records. The labor costs of searching for, locating, and examining public records.

1. This cost shall not exceed the hourly wage plus a fringe benefit multiplier of 50% of the hourly wage (but not to exceed the actual fringe benefit costs) of the lowest-paid employee capable of performing these tasks, regardless of whether that employee is available or who actually performs these tasks.
2. This fee shall be charged in increments of 15 minutes or more. All partial time increments must be rounded down.
3. Overtime wages shall not be included unless overtime is specifically stipulated by the requester.

ii. Labor Costs – Redacting Records. The labor costs directly associated with separating and deleting exempt information from non-exempt information.

1. Performed by Public Body Employee. If this tasks is performed by an employee, the cost shall not exceed the hourly wage plus a fringe benefit multiplier of 50% of the hourly wage (but not to exceed the actual fringe

benefit costs) of the lowest-paid employee capable of performing these tasks in the particular instance, regardless of whether that person is available or who actually performs the tasks.

2. Contracted Labor. If the Public Body does not employ a person capable of separating and deleting exempt from non-exempt information in the particular instance as determined by the FOIA Coordinator on a case-by-case basis, it may treat necessary contracted labor costs in the same manner as employee labor costs, if it clearly notes the name of the contracted person or firm on the Fee Itemization Form. The total labor costs under this subsection for contracted labor shall not exceed an amount equal to six (6) times the state minimum hourly wage.
  3. Labor costs shall be estimated and charged in increments of 15 minutes or more. All partial time increments must be rounded down.
  4. Overtime wages for employees shall not be included unless overtime is specifically stipulated by the requester.
  5. The Public Body shall not charge for the costs of redaction if it knows or has reason to know that it previously redacted the public record and the redacted version is still in the Public Body's possession.
- b. Cost Components Applicable to All FOIA Requests. The Public Body will charge for the actual cost of processing and fulfilling a FOIA request. The fee charged by the Public Body shall not exceed the sum of the following components:
- i. Non-paper Physical Media.
    1. Non-paper physical media may be used in lieu of paper copies, and the requester may stipulate that the public records be provided on non-paper physical media, electronically mailed, or otherwise electronically provided in lieu of paper copies.
    2. If the Public Body provides the public records on non-paper physical media, the Public Body shall charge the actual and most reasonably economical cost of the computer discs, computer tapes, or other digital or similar media.
    3. If the Public Body does not have the technological capability necessary to provide the requested record on non-paper physical media, this subsection does not apply.
    4. In order to ensure the integrity and security of the Public Body's technological infrastructure, the Public Body will procure any requested non-paper physical media and will not accept non-paper physical media from the requestor.
  - ii. Paper Copies. The actual total incremental cost of necessary duplication or publication, not including labor.

1. The total cost per sheet of paper and the number of sheets used shall be itemized.
  2. The fee shall not exceed \$0.10 per sheet of paper for copies made on 8 ½ by 11-inch paper or 8 ½ by 14 inch paper.
  3. The fee for other sized paper shall be charged at the actual total incremental cost.
  4. The Public Body shall utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.
- iii. Labor Costs – Duplication or Publication of Public records. The cost of labor associated with duplication or publication of the public records, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media through the internet or other electronic means as stipulated by the requestor.
1. This cost shall not exceed the hourly wage plus a fringe benefit multiplier of 50% of the hourly wage (but not to exceed the actual fringe benefit costs) of the lowest-paid employee capable of performing these tasks, regardless of whether that person is available or who actually performs these tasks.
  2. This fee shall be charged in increments of 1 (one) minute. All partial time increments must be rounded down.
  3. Overtime wages shall not be included unless overtime is specifically stipulated by the requester.
- iv. Mailing. The actual cost of mailing the public records in a reasonably economical and justifiable manner.
1. Expedited shipping or insurance costs shall not be included unless specifically stipulated by the requester.
  2. The Public Body may charge for the least expensive form of postal delivery confirmation.
- c. Public Records May Be Provided Without Charge or at Reduced Cost. A search for public records may be conducted or copies of public records may be furnished without charge or at a reduced charge if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public records can be considered as primarily benefiting the general public.
- d. Fee Waiver. A public record search shall be made and a copy of the public record shall be furnished without charge for the first \$20.00 of the fee for each request made that satisfies either of the following:

- i. Indigence.
  - 1. An individual who is entitled to information under FOIA and who submits an affidavit stating the individual is not requesting the information in conjunction with any outside parties who are offering the individual payment or other compensation for making the request, and:
    - A. Certifying the individual is indigent and receiving public assistance; OR
    - B. Stating facts showing inability to pay the cost because of indigency.
  - 2. If the requestor is eligible for this discount, it shall be noted on the Fee Itemization Form.
  - 3. If the requestor is ineligible for the discount, the Public Body shall inform the requester specifically of the reason for ineligibility in the Public Body's written response. A requester is ineligible if the individual has previously received discounted copies of public records based on indigency from the Public Body twice during that calendar year.
- ii. Non-Profit Organization. A nonprofit organization formally designated by the state to carry out activities under Subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, and the Protection and Advocacy for Individuals with Mental Illness Act, Public Law 99-319, or their successors, if the request:
  - 1. Is made directly on behalf of the organization or its clients;
  - 2. Is made for a reason wholly consistent with the mission and provisions of the above referenced statutes; AND
  - 3. Is accompanied by documentation of its designation by the State.
  - 4. If the requestor is eligible for this discount, it shall be noted on the Fee Itemization Form.
- e. Fee Reduction for Untimely Responses. For each day the Public Body exceeds the five business day response requirement, the Public Body will reduce the labor costs charged by 5% per day up to a maximum 50% reduction, if:
  - i. The late response was willful and intentional; OR
  - ii. Written request included language requesting information within first 250 words of body of request or the envelope or subject line of the email, letter, or fax included the following words, characters or abbreviations, or recognizable misspellings: "Freedom of Information", "Information", "FOIA", "Copy".
- f. Statutorily Determined Cost of Records. If a statute expressly provides for the sale of or fee for providing the requested public records the statute shall govern the cost and in such case the fees and costs provided herein, to the extent they conflict with the statute, shall not apply.



## X. DEPOSIT

- a. Good Faith Deposit. If the FOIA Coordinator estimates that the costs associated with responding to a specific FOIA request will exceed \$50.00, the FOIA Coordinator may request a good faith deposit, not to exceed fifty-percent (50%) of the total cost, prior to compiling the public records.
  - i. The response requesting the deposit must include a non-binding best efforts estimate regarding the time it will take to comply with the request, and a detailed estimate of cost for complying with the request using the Fee Itemization Form.
- b. Deposit Due to Unpaid Balance. If a requester has not paid in full for a previously completed request, the FOIA Coordinator may take the following actions:
  - i. Require a deposit of up to 100% of the estimated fee before it begins a full search for an subsequent request from the requester if:
    1. The final fee for the prior request was not more than 105% of the estimated fee;
    2. Records made available contained the information being sought in the prior written request and are still in public body's possession;
    3. Public records were made available to the requester subject to payment within the time frame estimate;
    4. 90 days have passed since notifying the requester the records were available;
    5. Requester is unable to show proof of prior payment to public body; AND
    6. Public body provides a detailed itemization calculating the cost of the current request.
  - ii. The FOIA Coordinator shall no longer require a deposit under this subsection if:
    1. Individual can show proof of prior payment in full;
    2. Public body is subsequently paid in full; or
    3. Three hundred sixty-five (365) days have passed since the written request for which full payment was not remitted.
- c. Best Efforts Time Estimate. All responses requiring a deposit shall also include a best efforts estimate of the time it will take to comply with the request. This estimate is not binding, but shall be provided in good faith.

## XI. FEE ITEMIZATION FORM

- a. Itemization. All fees, charges, fee waivers, fee reductions, and deposit requests must be individually itemized using the attached Fee Itemization Form.

## XII. PUBLIC RECORDS AVAILABLE ON WEBSITE

- a. Written Requests for Public Records Available on Website. There will be no charge for records which are available on the Public Body's website if the FOIA Coordinator knows or has reason to know they are available on the website. Instead, the FOIA Coordinator will notify the requester in writing that all or a portion of the requested public records are available on the website. This notification will also provide the specific webpage address, to the degree practicable, of these public records and will include a detailed itemization of the estimated cost (using the Fee Itemization Form) to the requester if that person chooses to have the documents provided in another format, such as paper format or non-paper physical media.
  - i. If, after receiving the above referenced written notification and itemization, the requester requests the documents to be provided in another format, the requester shall be charged for the cost of providing these documents, which cost shall include the actual cost of fringe benefits of the lowest paid employee capable of providing the requested public records and shall not be subject to the 50% multiplier limitation.
- b. Verbal Requests for Information Available on Website. Any verbal request for information that the Public Body employee knows or has reason to know is available on the website shall be responded to where practicable by informing the requester about the website address.

## XIII. APPEALS

- a. Appealing a Denial of Public Records.
  - i. If the Public Body makes a final determination to deny all or a portion of a request, the requester may:
    1. Submit a written appeal to the Director specifically stating the word "appeal" and the reasons for reversal; OR
    2. File a civil action in circuit court to compel disclosure. This action must be filed within 180 days after the Public Body's final determination to deny the request.
  - ii. If the requester appeals to the Director, within ten (10) business days after receiving a written appeal, the Director shall do one of the following:
    1. Reverse the denial;
    2. Issue a written notice to the requester upholding the disclosure denial;
    3. Reverse the denial in part and issue a written notice to the requester upholding the denial in part; OR
    4. If either of the following apply, issue a notice extending for up to 10 business days, the period during which the Director shall respond to the written appeal:

- A. The need to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to a single request; or
    - B. The need to collect the requested public records from numerous field offices, facilities, or other establishments which are located apart from the particular office receiving or processing the request.
  - iii. Within 180 days after receiving a final determination from the Director, the requester may commence a civil action.
- b. Appealing an Excessive Fee.
  - i. If the Public Body requires a fee that exceeds the amount permitted, the requester may:
    - 1. Submit to the Director a written appeal for a fee reduction that specifically states the word “appeal” and identifies how the fee exceeds the amount permitted; OR
    - 2. Commence civil action. This action must be filed within 45 days after notice of the fee is received, or determination of an appeal to the Director is received. If a civil action is commenced, the Public Body will not complete the request until the action is resolved. Such action shall not be filed unless:
      - A. The Director failed to respond to the written appeal; OR
      - B. The Director issued a determination to a written appeal.
  - ii. If the requester submits an appeal to the Director, within ten (10) business days of receiving the written appeal, the public body shall do one of the following:
    - 1. Waive the fee;
    - 2. Reduce the fee and issue a written determination indicating the specific basis supporting the remaining fee, with a certification from the Director that the statements are accurate and the fee amount complies with these publicly available procedures and guidelines;
    - 3. Uphold the fee and issue a written determination indicating the specific basis that supports the fee with a certification from the Director that the statements are accurate and the fee amount complies with publicly available procedures and guidelines; OR
    - 4. Issue notice extending for up to ten (10) days the period during which the Director must respond to the written appeal. The notice must detail why the extension is necessary, and the Public Body may only issue one (1) notice of extension.
  - iii. Within 45 days after receiving a final determination from the Director, the requester may commence a civil action.



## HURON-CLINTON METROPOLITAN AUTHORITY WRITTEN PUBLIC SUMMARY OF FOIA PROCEDURES AND GUIDELINES

Consistent with the requirements of the Michigan Freedom of Information Act, Act 442, Public Acts of Michigan, 1976, as amended (“FOIA”), the following is the Written Public Summary of the Authority’s FOIA Procedures and Guidelines. This document is meant to provide a summary of the FOIA procedures, but all persons submitting a request for public records are encouraged to review the full Procedures and Guidelines. If you have any questions about submitting a request or the FOIA process, please contact Shawn Athayde, the FOIA Coordinator at [shawn.athayde@metroparks.com](mailto:shawn.athayde@metroparks.com) or via telephone at 810-494-6033.

### 1. How do I submit a FOIA request to the Huron-Clinton Metropolitan Authority?

- a. Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Authority must be submitted in writing.
- b. A request must sufficiently describe a public record so as to enable the Authority to find it.
- c. No specific form to submit a written request is required. However a FOIA Request form for your use and convenience is available on the Authority’s website at [www.metroparks.com](http://www.metroparks.com).
- d. Written requests can be made by delivery to any Authority office in person or by mail, and should be addressed to the attention of the FOIA Coordinator.
- e. Requests can also be made by facsimile to 810-225-6212 for non-Police records and to 810-534-0107 for records related to Police incidents.
- f. A request may also be submitted by e-mail to [shawn.athayde@metroparks.com](mailto:shawn.athayde@metroparks.com). To ensure a prompt response, e-mail requests should contain the term "FOIA" or "FOIA Request" in the subject line and be sent to Shawn Athayde.

*Note: If you are serving a sentence of imprisonment in a local, state or federal correctional facility, you are not entitled to submit a request for a public record.*

### 2. When and how will the Authority respond to my request?

- a. Within five (5) business days of receipt of a FOIA request the Authority will issue a response. If a request is received by facsimile or e-mail the request is deemed to have been received on the following business day.
- b. If the request is emailed and goes to the spam or junk mail folder, it will not be considered “received” until one (1) day after the Authority becomes aware of the request.
- c. The Authority will respond to your request in one of the following ways:
  - i. Grant the request- This means the Authority will make the requested public records available for inspection or will provide copies of the requested public records.
  - ii. Issue a written notice denying the request- This notice will contain an explanation as to why the Authority has denied the request. A request will be denied if the information requested is exempt from disclosure under FOIA or another statute, or if the requested public record does not exist.

- iii. Grant the request in part and issue a written notice denying in part the request - If some of the requested public record is exempt from disclosure, the Authority will make the non-exempt portions of the public record available for inspection or will provide copies.
- iv. Issue a notice indicating that due to the nature of the request the Authority needs an additional 10 business days to respond- The Authority may issue one 10-day extension.
- v. Issue a written notice indicating that the public record requested is available at no charge on the Authority's website - If the requested public records are posted on the Authority's website, the Authority will provide with reasonable specificity the location of these public records.
- d. If the request is granted, or granted in part, the Authority will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available. If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the Authority will require a deposit before processing the request.

### **3. What are the Authority's deposit requirements?**

- a. If the Authority has made a good faith calculation that the total fee for processing the request exceeds \$50.00, the Authority will require that you provide a deposit in the amount of 50% of the total estimated fee. When the Authority requests the deposit it will provide you a non-binding best efforts estimate of how long it will take to complete your request following receipt by the Authority of your deposit.
- b. If you have not paid the Authority for copies of public records made in fulfillment of a previously granted written request, the Authority will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when certain conditions exist.

### **4. How does the Authority calculate the fee for completing a FOIA request?**

- a. There are six (6) fee components the Authority will charge for, and which are provided in more detail in the Procedures and Guidelines and the Fee Itemization Form:
  - i. Labor costs for searching for, locating, and examining public records;
    - 1. Cost will be charged in 15 minute increments with all partial time rounded down.
    - 2. Cost will be the hourly wage of the lowest-paid employee capable of performing the tasks, regardless of who actually performs the task, and will also include a charge to cover or partially cover the cost of fringe benefits.
  - ii. Labor costs for redacting public records;
    - 1. Cost will be charged in 15 minute increments with all partial time rounded down.
    - 2. Cost will be the hourly wage of the lowest-paid employee capable of performing the tasks, regardless of who actually performs the task, and will also include a charge to cover or partially cover the cost of fringe benefits.
    - 3. If the FOIA Coordinator determines there is no employee capable of redacting the exempt information, the FOIA Coordinator may contract for the labor and treat the contracted labor costs in the same manner as employee labor costs, but the hourly rate charged may not exceed six times the State's minimum hourly wage rate.
  - iii. Copies provided on non-paper physical media;
    - 1. The fee charged will be the actual and most reasonably economical cost of the non-paper physical media, such as computer discs, computer tapes, or other digital or similar media.
  - iv. Copies provided on paper;
    - 1. The Authority will charge \$0.10 per sheet of paper for copies made on 8½ by 11-inch or 8½ by 14-inch paper.
    - 2. The fee for all other sized paper will be the actual and total incremental cost.

- v. Labor costs for duplication or publication of the public records;
  - 1. Cost will be charged in one (1) minute increments with all partial time rounded down.
  - 2. Cost will be the hourly wage of the lowest-paid employee capable of performing the tasks, regardless of who actually performs the task, and will also include a charge to cover or partially cover the cost of fringe benefits.
- vi. Mailing the public records.
  - 1. The fee charged shall be the actual cost of mailing the public records in a reasonably economical and justifiable manner.
  - 2. The Authority may charge for the least expensive form of postal delivery confirmation.
- b. The portion of the labor costs related to searching for, locating and examining a public record, and deleting and separating exempt from non-exempt information will only be charged if the cost to the Authority is unreasonably high. The Authority will determine whether completing a FOIA request results in an unreasonably high cost on a case-by-case basis, based on the nature of the particular request.

**5. How do I challenge the denial of a public record?**

- a. If your FOIA request was denied in whole or in part and you believe this denial was improper, you may file an appeal with the Director. The appeal must be in writing, must specifically include the word “appeal” and must identify the reason or reasons you believe the denial was improper.
- b. Within 10 business days of receiving the appeal, the Director will respond in writing to do one of the following:
  - i. Reverse the denial;
  - ii. Issue a written notice upholding the denial;
  - iii. Reverse the denial in part and issue a written notice to uphold the denial in part; or
  - iv. Issue a notice extending the response period for up to 10 business days.
- c. Within 180 days after receiving a final determination from the Director or the Authority has failed to respond, you may commence a civil action.

**6. How do I challenge an excessive fee?**

- a. If you are charged a fee that you believe exceeds the amount permitted under FOIA and the Procedures and Guidelines, you may submit a written appeal for a fee reduction to the Director. This written appeal must include the word “appeal” and identify how the fee exceeds the amount permitted. The Authority will respond within 10 business days of receiving the appeal and shall do one of the following:
  - i. Waive the fee;
  - ii. Reduce the fee and issue a written determination of the specific basis supporting the remaining fee, with a certification from the Director that the statements are accurate and the fee amount complies with the Procedures and Guidelines and FOIA;
  - iii. Uphold the fee and issue a written determination indicating the specific basis supporting the fee, with a certification from the Director that the statements are accurate and the fee amount complies with the Procedures and Guidelines and FOIA; or
  - iv. Issue notice extending the response period for up to 10 business days and detailing why the extension is necessary.
- b. Within 45 days after a determination of an appeal to the Director is received or the Authority has failed to respond, you may commence a civil action.





## HURON-CLINTON METROPOLITAN AUTHORITY

### FOIA Fee Itemization Form (Effective July 1, 2015)

Component	Cost Calculations	Total
<b>1. Labor Costs – Search, Location, and Examination of Records*</b>	<p>Enter the hourly wage of lowest paid employee capable of performing the search, location and examination \$_____ per hour</p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) _____%</p> <p>Multiply the hourly wage times the fringe benefit multiplier \$_____ x 1.____ = \$_____</p> <p>If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) \$_____ + _____ = \$_____</p> <p>Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment \$_____ / 4 = \$_____</p>	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate _____ x \$_____ = \$_____</p>	\$_____
<b>2. Employee Labor Costs – Redaction*</b>	<p>If performed by the public body's employee:</p> <p>Enter the hourly wage of lowest paid employee capable of performing the redaction \$_____ per hour</p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) _____%</p>	



	Type of Paper: _____ number of sheets ____ x \$ _____ = \$ _____	\$ _____
	(NOTE: Must print double-sided if available and costs less.)	
<b>5. Labor Cost – Duplication Copying, and transferring records to non-paper physical media</b>	<p>Enter the hourly wage of lowest paid employee capable of performing the duplication, copying, or transferring digital records to non-paper physical media</p> <p style="text-align: right;">\$ _____ per hour</p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost)</p> <p style="text-align: right;">_____ %</p> <p>Multiply the hourly wage times the fringe benefit multiplier</p> <p style="text-align: right;">\$ _____ x 1. _____ = \$ _____</p> <p>If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs)</p> <p style="text-align: right;">\$ _____ + _____ = \$ _____</p> <p>Divide the resulting hourly wage by _____ to determine the charge per _____ (____) minute increment</p> <p style="text-align: right;">\$ _____ / 4 = \$ _____</p> <p>(NOTE: May use any time increment for this category)</p>	
	Number of ____ minute increments (partial time increments must be rounded down) multiplied by the permitted rate	
	_____ x \$ _____ = \$ _____	\$ _____
<b>6. Mailing</b>	<p>Actual cost of mailing records in a reasonable and economical manner:</p> <p style="text-align: right;">Cost of mailing: \$ _____</p> <p>Cost of least expensive form of postal delivery confirmation:</p> <p style="text-align: right;">\$ _____</p> <p>Cost of expedited shipping or insurance only if specifically stipulated by the requestor:</p> <p style="text-align: right;">\$ _____</p>	\$ _____
	<b>Subtotal</b>	\$ _____
<b>Waivers and Reductions</b>	<p>Subtract any Fee Waiver or Reduction:</p> <p>\$20.00 for indigency or nonprofit organization as further described in the Public Body's procedures and guidelines.</p> <p>Any amount determined by the Public Body due to the search and furnishing of the Public Record determined to be in the public interest. \$ _____</p>	

	The reduction amount due to the late response of the Public Body. 5% of fee x ____ days late = ____% reduction (maximum reduction is 50%)	-\$_____
<b>Deposit</b>	Subtract any good-faith deposit received: \$_____	-\$_____
	<b>Total Due</b>	\$_____

\*Note: Labor costs for search, location, examination and redaction (categories 1 and 2 on the itemization form) may not be charged unless the failure to charge a fee would result in unreasonably high costs to the public body because of the nature of the request in the particular instance, and the public body specifically identifies the nature of these unreasonably high costs.

The Court of Appeals has interpreted this provision to require that the determination be made relative to the usual or typical costs incurred by the public body in responding to FOIA requests. The key factor in determining whether the costs are "unreasonably high" is the extent to which the particular request differs from the usual request. *Bloch v Davison Cmty Schools*, (Mich.App. Apr. 26, 2011), 2011 WL 1564645.



<b>HURON-CLINTON METROPOLITAN AUTHORITY ADMINISTRATIVE EXECUTIVE ORDER</b>	EFFECTIVE DATE: 7/1/2015	<b>EO AD F 1</b>
	SUPERCEDES POLICY DATED: 7/1/2003	
<b>FREEDOM OF INFORMATION ACT COMPLIANCE</b>	PREPARED BY: George Phifer, Director	

In accordance with the Freedom of Information Act, Public Act 442 of 1976 (FOIA), the Huron-Clinton Metropolitan Authority (Authority) Board of Commissioners has designated the Secretary to the Board of Commissioners (Secretary) as the Freedom of Information Act Coordinator. The Secretary maintains a central file on FOIA requests as required by the Act.

FOIA requests must be written, which includes telefax, e-mail, or electronic requests. A response to a request must be issued within five (5) working days. Requests may be for copies of information or to personally examine a specific file(s). Most Authority files and records are of the type that would be made available to the public.

Requests submitted by mail are considered received on the day they arrive at the Authority. A request made by fax, electronic mail, or other electronic transmission is not considered received until one (1) business day after the electronic transmission is made. If the electronic mail is delivered to the Authority's spam or junk folder, the request is not considered received until one (1) day after the Authority becomes aware of the request. The Authority shall keep a record of when the request is delivered to the spam or junk mail folder and when the Authority first becomes aware of the request.

The FOIA Coordinator shall review the spam and/or junk mail folders for public record requests at reasonably frequent intervals, but in any event not less frequently than once every fourteen (14) calendar days.

Employees of the Authority who maintain email addresses through the Authority are required to review the spam and/or junk mail folders for public record requests at reasonably frequent intervals, but in any event not less frequently than once every fourteen (14) calendar days. Authority Employees must promptly forward all FOIA requests to the FOIA Coordinator.

Any verbal request for information that Authority employee knows or has reason to know is available on the website shall be responded to where practicable by informing the requester about the website address.

Protection is afforded under the Act regarding sensitive material primarily relating to personnel and regulatory.

Park Superintendents/Department Heads who receive a FOIA request must contact the Administrative Office Support Specialist for non-police requests and the Police Support Specialist for Police Department related incidents and follow up with a copy of the request. The FOIA Coordinator will determine who will make the written response and the information to be provided or not provided.

As required by the Act, the central file will keep track of:

1. The date the request is received
2. The person/agency making the request
3. The HCMA person responding
4. The date of the response
5. FOIA Procedures and Guidelines
6. Written Public Summary
7. Fee Itemization Form

In the event it is determined inappropriate to provide the requested information, the denial must be made by the FOIA Coordinator within the five (5) day period.

HCMA shall conduct its business openly and exhibit a high level of cooperation and response to public inquiries.

Approved by Director: George Phifer

Signature: \_\_\_\_\_ Date: \_\_\_\_\_







# HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
 From: George Phifer, Director  
 Subject: Blue Cross Blue Shield of Michigan Rate Stabilization Surplus  
 Date: June 2, 2015

## Action Requested: Motion to Approve

That the Board of Commissioners' commit the 2014 Blue Cross Blue Shield of Michigan (BCBSM) Rate Stabilization Surplus (\$580,711) for future rate stabilization of Metroparks employee benefit costs and potential distribution to employees to offset the impact of high deductible benefit plans.

**Fiscal Impact:** Total amount of \$580,711

**Background:** Each year our medical/prescription insurance carrier, BCBSM, estimates our premium rates based on our current claims and the current claim trends for groups of similar size. This rate includes a Rate Stabilization Reserve Account, used as a cushion for large claims.

For the 2014 rate year the total premium paid by the Metroparks was higher than the actual claims filed, leaving an excess total amount in our Rate Stabilization Reserve Account of \$1,161,421. BCBSM will keep 50 percent of the reserve account balance for our 2015 claims and either apply the excess 50 percent, \$580,711, to our 2016 premiums or refund the amount as a lump sum payment.

Recently we have taken this excess amount as a lump sum payment. Staff recommends that we take the lump sum payment. We are proposing that the lump sum payment be committed for future rate stabilization and employee benefit costs in Fund Balance.

In 2012, HCMA employee's agreed to move to a high deductible health plan saving the Metroparks nearly \$500,000 annually. The increased cost to employees (\$2,600 for family and \$1,300 for single) has been significant. HCMA has an opportunity to utilize the surplus to both stabilize future HCMA costs as well as mitigate future employee costs. Currently, single coverage costs \$5,039.16 and family coverage costs the Metroparks \$15,060.72. In 2014, the employee association agreed to pay 50 percent of any increase in health care costs in excess of 8 percent.

Staff is proposing that the 67 percent (\$389,076) be used as a distribution to employees' over a four-year period. This is subject to an annual evaluation of plan rates and would only be disbursed if the annual rate increase from BCBSM remains below the pre-established 8 percent rate increase amount. Otherwise, the funds will be used for rate stabilization.





## HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
From: George Phifer, Director  
Subject: Board of Commission – Officer Elections  
Date: June 2, 2015

### **Requested Action: Motion to Elect Board Officers**

That the Board of Commissioners' elect a Chairman, Vice-Chairman, Secretary and Treasurer at the June 2015 Board meeting.

**Background:** The Huron-Clinton Metropolitan Authority Bylaws read in part:

*The Board of Commissioners shall elect a Chairman, a Vice-Chairman, a Secretary, and a Treasurer, who shall be elected by the Commissioners at the annual meeting of the Board of Commissioners.*

The regular monthly meeting held in the month of June constitutes the annual meeting of the Board of Commissioners.



PARK	MONTHLY VEHICLE ENTRIES			
	Current	Previous	Prev 3 Yr Avg	Change
Lake St Clair	43,360	41,547	47,375	-8%
Wolcott Mill	5,610	4,371	4,161	35%
Stony Creek	63,138	67,706	68,661	-8%
Indian Springs	11,309	10,971	11,815	-4%
Kensington	92,667	91,561	92,121	1%
Huron Meadows	9,333	9,256	9,723	-4%
Hudson Mills	23,242	26,928	27,228	-15%
Lower Huron/Willow/Oakwoods	54,993	60,812	56,420	-3%
Lake Erie	12,890	18,298	20,607	-37%
Monthly TOTALS	316,542	331,450	338,112	-6%

MONTHLY TOLL REVENUE			
Current	Previous	Prev 3 Yr Avg	Change
\$ 211,107	\$ 214,515	\$ 191,823	10%
\$ 310,562	\$ 348,749	\$ 299,500	4%
\$ 37,605	\$ 43,205	\$ 38,035	-1%
\$ 313,523	\$ 314,032	\$ 253,708	24%
\$ 4,753	\$ 5,834	\$ 4,449	7%
\$ 64,526	\$ 69,638	\$ 60,279	7%
\$ 106,612	\$ 135,821	\$ 112,067	-5%
\$ 69,022	\$ 81,863	\$ 68,291	1%
\$ 1,117,710	\$ 1,213,656	\$ 1,028,153	9%

PARK	Y-T-D VEHICLE ENTRIES			
	Current	Previous	Prev 3 Yr Avg	Change
Lake St Clair	114,284	106,047	117,756	-3%
Wolcott Mill	17,499	14,773	13,703	28%
Stony Creek	148,561	153,075	158,249	-6%
Indian Springs	26,773	22,625	27,249	-2%
Kensington	263,194	246,090	258,280	2%
Huron Meadows	30,239	31,728	28,061	8%
Hudson Mills	63,821	68,488	76,086	-16%
Lower Huron/Willow/Oakwoods	166,299	165,112	171,492	-3%
Lake Erie	46,953	49,888	55,354	-15%
Monthly TOTALS	877,623	857,826	906,230	-3%

Y-T-D TOLL REVENUE			
Current	Previous	Prev 3 Yr Avg	Change
\$ 425,403	\$ 418,198	\$ 378,423	12%
\$ 744,633	\$ 778,283	\$ 661,480	13%
\$ 105,001	\$ 105,312	\$ 97,643	8%
\$ 806,635	\$ 782,434	\$ 664,932	21%
\$ 39,114	\$ 37,166	\$ 24,385	60%
\$ 188,781	\$ 208,922	\$ 184,030	3%
\$ 255,020	\$ 276,351	\$ 238,929	7%
\$ 210,984	\$ 218,055	\$ 190,594	11%
\$ 2,775,571	\$ 2,824,721	\$ 2,440,416	14%

PARK	MONTHLY PARK REVENUE			
	Current	Previous	Prev 3 Yr Avg	Change
Lake St Clair	\$ 372,493	\$ 266,712	\$ 241,707	54%
Wolcott Mill	\$ 68,098	\$ 54,261	\$ 64,398	6%
Stony Creek	\$ 539,183	\$ 563,575	\$ 513,981	5%
Indian Springs	\$ 153,763	\$ 168,685	\$ 158,426	-3%
Kensington	\$ 528,684	\$ 547,010	\$ 465,771	14%
Huron Meadows	\$ 101,874	\$ 110,750	\$ 112,926	-10%
Hudson Mills	\$ 141,397	\$ 140,401	\$ 127,261	11%
Lower Huron/Willow/Oakwoods	\$ 249,159	\$ 302,103	\$ 279,318	-11%
Lake Erie	\$ 206,856	\$ 237,826	\$ 223,326	-7%
Y-T-D TOTALS	\$2,361,507	\$ 2,391,322	\$ 2,187,115	8%

Y-T-D PARK REVENUE			
Current	Previous	Prev 3 Yr Avg	Change
\$ 720,818	\$ 512,930	\$ 477,531	54%
\$ 160,447	\$ 134,093	\$ 145,499	10%
\$ 1,137,518	\$ 1,200,205	\$ 1,091,588	4%
\$ 288,618	\$ 302,014	\$ 303,330	-5%
\$ 1,255,277	\$ 1,222,125	\$ 1,073,465	17%
\$ 201,562	\$ 216,883	\$ 207,612	-3%
\$ 330,164	\$ 365,389	\$ 329,723	0%
\$ 482,297	\$ 534,347	\$ 493,723	-2%
\$ 421,268	\$ 478,201	\$ 466,230	-10%
\$ 4,997,968	\$ 4,966,187	\$ 4,588,701	9%

District	Y-T-D Vehicle Entries by Management Unit			
	Current	Previous	Prev 3 Yr Avg	Change
Eastern	280,344	273,895	289,708	-3%
Western	384,027	368,931	389,675	-1%
Southern	213,252	215,000	226,846	-6%

Y-T-D Total Revenue by Management Unit			
Current	Previous	Prev 3 Yr Avg	Change
2,018,783	1,847,228	1,714,618	18%
2,075,621	2,106,411	1,914,130	8%
903,565	1,012,548	959,953	-6%

GOLF THIS MONTH	MONTHLY ROUNDS			
	Current	Previous	Prev 3 Yr Avg	Change
Wolcott Mill	2,060	1,676	2,278	-10%
Stony Creek	4,348	4,287	5,149	-16%
Indian Springs	3,335	3,463	3,722	-10%
Kensington	4,327	4,332	4,747	-9%
Huron Meadows	3,548	3,085	3,491	2%
Hudson Mills	2,659	2,395	2,237	19%
Willow	3,376	2,470	2,938	15%
Lake Erie	3,571	3,298	3,465	3%
Total Regulation	27,224	25,006	28,026	-3%
LSC Par 3	642	1,136	1,688	-62%
LSC Foot Golf	102	0	0	-
L. Huron Par 3	719	684	895	-20%
L. Huron Foot Golf	79	0	0	-
Total Golf	28,766	26,826	30,610	-6%

MONTHLY REVENUE			
Current	Previous	Prev 3 Yr Avg	Change
\$ 47,811	\$ 29,937	\$ 44,704	7%
\$ 141,550	\$ 124,228	\$ 146,580	-3%
\$ 79,365	\$ 96,316	\$ 100,460	-21%
\$ 108,922	\$ 97,646	\$ 114,249	-5%
\$ 84,295	\$ 91,682	\$ 102,217	-18%
\$ 51,220	\$ 45,072	\$ 41,669	23%
\$ 77,022	\$ 60,190	\$ 78,825	-2%
\$ 76,299	\$ 77,980	\$ 82,147	-7%
\$ 666,482	\$ 623,051	\$ 710,852	-6%
\$ 4,053	\$ 7,168	\$ 9,528	-57%
\$ 712	\$ -	\$ -	-
\$ 4,888	\$ 4,555	\$ 5,365	-9%
\$ 575	\$ -	\$ -	-
\$ 676,710	\$ 634,774	\$ 725,744	-7%

GOLF Y-T-D	GOLF ROUNDS Y-T-D			
	Current	Previous	Prev 3 Yr Avg	Change
Wolcott Mill	2,749	1,941	2,987	-8%
Stony Creek	6,454	5,777	7,546	-14%
Indian Springs	4,857	4,551	5,572	-13%
Kensington	6,566	6,165	7,561	-13%
Huron Meadows	5,144	4,587	5,700	-10%
Hudson Mills	3,683	3,213	3,024	22%
Willow	4,988	3,655	4,327	15%
Lake Erie	5,165	4,282	5,068	2%
Total Regulation	39,606	34,171	41,785	-5%
LSC Par 3	642	1,497	2,305	-72%
LSC Foot Golf	107	0	0	-
L. Huron Par 3	911	978	1,171	-22%
L. Huron Foot Golf	101	0	0	-
Total Golf	41,367	36,646	45,261	-9%

GOLF REVENUE Y-T-D			
Current	Previous	Prev 3 Yr Avg	Change
\$ 63,050	\$ 41,414	\$ 62,138	1%
\$ 194,980	\$ 215,272	\$ 256,732	-24%
\$ 114,237	\$ 130,826	\$ 149,401	-24%
\$ 162,148	\$ 153,385	\$ 186,437	-13%
\$ 125,841	\$ 135,412	\$ 155,313	-19%
\$ 67,892	\$ 84,036	\$ 77,665	-13%
\$ 114,701	\$ 113,676	\$ 126,623	-9%
\$ 105,941	\$ 138,501	\$ 153,060	-31%
\$ 948,790	\$ 1,012,522	\$ 1,167,369	-19%
\$ 8,486	\$ 9,260	\$ 12,702	-33%
\$ 747	\$ -	\$ -	-
\$ 6,149	\$ 6,614	\$ 7,072	-13%
\$ 719	\$ -	\$ -	-
\$ 964,891	\$ 1,028,396	\$ 1,187,143	-19%

AQUATICS THIS MONTH	PATRONS THIS MONTH			
	Current	Previous	Prev 3 Yr Avg	Change
Lake St. Clair	1,688	4,002	2,843	-41%
KMP Splash	1,384	3,787	2,962	-53%
Lower Huron	2,514	5,904	4,509	-44%
Willow	462	1,422	1,136	-59%
Lake Erie	964	3,830	2,721	-65%
TOTALS	7,012	18,945	14,171	-51%

MONTHLY REVENUE			
Current	Previous	Prev 3 Yr Avg	Change
\$ 6,693	\$ 15,964	\$ 10,077	-34%
\$ 8,865	\$ 16,769	\$ 11,419	-22%
\$ 20,939	\$ 50,856	\$ 34,266	-39%
\$ 1,641	\$ 5,247	\$ 4,123	-60%
\$ 5,339	\$ 18,516	\$ 13,856	-61%
\$ 43,477	\$ 107,352	\$ 73,741	-41%

AQUATICS Y-T-D	PATRONS Y-T-D			
	Current	Previous	Prev 3 Yr Avg	Change
Lake St. Clair	1,688	4,002	2,843	-41%
KMP Splash	1,384	3,787	2,962	-53%
Lower Huron	2,514	5,904	4,509	-44%
Willow	462	1,422	1,136	-59%
Lake Erie	964	3,830	2,721	-65%
TOTALS	7,012	18,945	14,171	-51%

REVENUE Y-T-D			
Current	Previous	Prev 3 Yr Avg	Change
\$ 6,693	\$ 15,964	\$ 10,077	-34%
\$ 10,915	\$ 17,769	\$ 12,102	-10%
\$ 20,939	\$ 50,856	\$ 34,266	-39%
\$ 1,641	\$ 5,247	\$ 4,123	-60%
\$ 5,339	\$ 18,516	\$ 13,856	-61%
\$ 45,527	\$ 108,352	\$ 74,424	-39%



PARK	Seasonal Activities this Month			
	Current	Previous	Prev 3 Yr Avg	Change
Lake St. Clair				
Welsh Center	6	2	6	6%
Shelters	64	26	26	149%
Boat Launches	606	711	824	-26%
Marina	271	515	401	-32%
Mini-Golf	586	957	728	-20%
Wolcott				
Activity Center	14	12	10	35%
Stony Creek				
Disc Golf Daily	3,427	3,946	4,605	-26%
Disc Golf Annual	31	11	16	94%
Total Disc Golf	3,458	3,957	4,621	-25%
Shelters	65	41	69	-6%
Boat Rental	1,990	2,307	1,822	9%
Boat Launches	179	407	381	-53%
Indian Springs				
Shelters	13	11	12	8%
Event Room	1,032	1,426	914	13%
Kensington				
Disc Golf Daily	5,690	5,896	6,112	-7%
Disc Golf Annual	27	26	26	4%
Total Disc Golf	5,717	5,922	6,138	-7%
Shelters	74	79	77	-4%
Boat Rental	1,656	2,425	1,805	-8%
Huron Meadows				
Shelters	7	0	3	110%
Hudson Mills				
Disc Golf Daily	1,863	2,483	2,849	-35%
Disc Golf Annual	32	28	21	50%
Total Disc Golf	1,895	2,511	2,871	-34%
Shelters	20	21	26	-22%
Canoe Rental	278	340	367	-24%
Lower Huron / Willow / Oakwoods				
Shelters	31	52	64	-51%
Lake Erie				
Shelters	13	7	12	5%
Boat Launches	1,755	2,072	2,351	-25%
Marina	5	10	4	29%

Monthly Revenue			
Current	Previous	Prev 3 Yr Avg	Change
\$ 4,600	\$ 2,600	\$ 1,700	171%
\$ 14,525	\$ 12,080	\$ 12,410	17%
\$ -	\$ -	\$ -	-
\$ 1,641	\$ 2,736	\$ 2,207	-26%
\$ 1,774	\$ 3,466	\$ 2,347	-24%
\$ 4,450	\$ 3,020	\$ 2,087	113%
\$ 10,281	\$ 7,877	\$ 9,237	11%
\$ 1,330	\$ 530	\$ 677	97%
\$ 11,611	\$ 8,407	\$ 9,914	17%
\$ 13,100	\$ 14,600	\$ 14,817	-12%
\$ 19,550	\$ 20,301	\$ 16,002	22%
\$ 2,700	\$ 3,300	\$ 2,633	3%
\$ 1,250	\$ 1,750	\$ 2,033	-39%
\$ 7,756	\$ 6,560	\$ 5,627	38%
\$ 12,984	\$ 11,791	\$ 12,251	6%
\$ 1,227	\$ 1,304	\$ 1,208	2%
\$ 14,211	\$ 13,095	\$ 13,459	6%
\$ 16,450	\$ 17,675	\$ 15,208	8%
\$ 19,297	\$ 28,992	\$ 21,305	-9%
\$ 1,400	\$ -	\$ 567	147%
\$ 5,589	\$ 4,966	\$ 5,699	-2%
\$ 1,580	\$ 1,240	\$ 973	62%
\$ 7,169	\$ 6,206	\$ 6,672	7%
\$ 4,000	\$ 4,200	\$ 4,683	-15%
\$ 1,740	\$ 1,460	\$ 1,662	5%
\$ 6,750	\$ 11,250	\$ 11,717	-42%
\$ 2,700	\$ 1,800	\$ 2,283	18%
\$ -	\$ -	\$ -	-
\$ 28,577	\$ 29,127	\$ 27,798	3%

PARK	Seasonal Activities Y-T-D			
	Current	Previous	Prev 3 Yr Avg	Change
Lake St. Clair				
Welsh Center	27	16	21	31%
Shelters	179	26	26	588%
Boat Launches	616	776	1,028	-40%
Marina	271	515	402	-33%
Mini-Golf	586	957	728	-20%
Wolcott				
Activity Center	52	47	38	38%
Stony Creek				
Disc Golf Daily	5,980	6,294	8,030	-26%
Disc Annual	100	48	65	55%
Total Disc Golf	6,080	6,342	8,094	-25%
Shelters	222	166	229	-3%
Boat Rental	1,990	2,307	1,822	9%
Boat Launches	334	473	456	-27%
Indian Springs				
Shelters	29	23	27	7%
Event Room	1,282	2,693	1,739	-26%
Kensington				
Disc Golf Daily	7,978	8,843	9,718	-18%
Disc Annual	180	90	96	87%
Total Disc Golf	8,158	8,933	9,814	-17%
Shelters	288	260	268	7%
Boat Rental	1,656	2,425	1,805	-8%
Huron Meadows				
Shelters	19	6	16	21%
Hudson Mills				
Disc Golf Daily	3,992	4,333	5,637	-29%
Disc Annual	144	100	110	31%
Total Disc Golf	4,136	4,433	5,747	-28%
Shelters	70	62	76	-7%
Canoe Rental	278	340	367	-24%
Lower Huron / Willow / Oakwoods				
Shelters	142	159	192	-26%
Lake Erie				
Shelters	40	41	53	-25%
Boat Launches	4,406	4,068	4,983	-12%
Marina	5	10	5	0%

Seasonal Revenue Y-T-D			
Current	Previous	Prev 3 Yr Avg	Change
\$ 21,450	\$ 6,600	\$ 9,150	134%
\$ 38,950	\$ 33,805	\$ 38,802	0%
\$ -	\$ -	\$ -	-
\$ 1,641	\$ 2,814	\$ 2,238	-27%
\$ 1,774	\$ 3,466	\$ 2,347	-24%
\$ 15,432	\$ 10,120	\$ 9,437	64%
\$ 17,940	\$ 12,571	\$ 16,061	12%
\$ 4,520	\$ 2,300	\$ 2,853	58%
\$ 22,460	\$ 14,871	\$ 18,915	19%
\$ 44,400	\$ 42,600	\$ 44,613	0%
\$ 19,550	\$ 20,301	\$ 16,002	22%
\$ 24,725	\$ 25,200	\$ 27,000	-8%
\$ 3,950	\$ 4,350	\$ 4,867	-19%
\$ 23,966	\$ 25,060	\$ 24,397	-2%
\$ 23,935	\$ 17,685	\$ 19,368	24%
\$ 7,721	\$ 4,240	\$ 4,493	72%
\$ 31,656	\$ 21,925	\$ 23,861	33%
\$ 64,650	\$ 58,445	\$ 51,648	25%
\$ 19,297	\$ 28,992	\$ 21,305	-9%
\$ 3,800	\$ 1,400	\$ 2,800	36%
\$ 11,976	\$ 8,666	\$ 11,273	6%
\$ 6,980	\$ 4,640	\$ 5,193	34%
\$ 18,956	\$ 13,306	\$ 16,467	15%
\$ 14,000	\$ 12,400	\$ 13,667	2%
\$ 1,740	\$ 1,460	\$ 1,662	5%
\$ 31,250	\$ 33,950	\$ 35,480	-12%
\$ 8,600	\$ 9,600	\$ 9,475	-9%
\$ -	\$ -	\$ -	-
\$ 51,438	\$ 54,088	\$ 55,423	-7%

INTERPRETIVE FACILITIES									
PARK	Monthly Patrons Served					YTD Patrons Served			
	(total program participants and non-program visitors)					(total program participants and non-program visitors)			
	Current	Previous	Prev 3 Yr Avg	Change		Current	Previous	Prev 3 Yr Avg	Change
Lake St Clair	22,214	19,338	21,476	3%		47,731	46,397	48,475	-2%
Wolcott Mill	3,102	3,688	3,846	-19%		7,909	10,114	10,324	-23%
Wolcott Farm	11,391	12,601	12,198	-7%		32,664	40,630	39,523	-17%
Stony Creek	19,753	20,224	19,962	-1%		62,771	51,965	56,492	11%
Indian Springs	15,154	15,029	15,254	-1%		35,316	39,163	38,964	-9%
Kens NC	35,044	34,544	37,206	-6%		107,715	101,032	113,745	-5%
Kens Farm	45,230	44,945	45,689	-1%		99,396	107,396	112,052	-11%
Mobile Center	4,032	2,662	3,398	19%		15,584	9,427	12,328	26%
Hudson Mills	4,721	5,053	5,080	-7%		20,756	20,014	19,443	7%
Oakwoods	15,123	14,127	14,512	4%		45,533	52,882	52,076	-13%
Lake Erie	5,759	14,918	11,361	-49%		14,763	53,977	40,324	-63%
Totals	181,523	187,129	189,983	-4%		490,138	532,997	543,747	-10%

PARK	Monthly Revenue				YTD Revenue			
	Current	Previous	Prev 3 Yr Avg	Change	Current	Previous	Prev 3 Yr Avg	Change
Lake St Clair	\$ 6,830	\$ 4,274	\$ 4,307	59%	\$ 12,218	\$ 11,182	\$ 10,128	21%
Wolcott Mill	\$ 1,364	\$ 394	\$ 910	50%	\$ 5,648	\$ 4,770	\$ 4,221	34%
Wolcott Farm	\$ 9,784	\$ 8,094	\$ 7,194	36%	\$ 48,430	\$ 27,309	\$ 28,208	72%
Wagon Rides	\$ 781	\$ 294	\$ 163	379%	\$ 1,362	\$ 3,248	\$ 2,143	-36%
Livestock/Produce	\$ 1,543	\$ 2,927	\$ 2,350	-34%	\$ 14,911	\$ 24,719	\$ 23,254	-36%
FARM TOTAL	\$ 12,108	\$ 11,315	\$ 9,708	25%	\$ 64,703	\$ 55,276	\$ 53,605	21%
Stony Creek	\$ 3,343	\$ 3,871	\$ 3,709	-10%	\$ 10,495	\$ 9,823	\$ 11,732	-11%
Indian Springs	\$ 9,765	\$ 5,063	\$ 6,395	53%	\$ 16,218	\$ 16,525	\$ 18,085	-10%
Kens NC	\$ 4,640	\$ 3,751	\$ 3,871	20%	\$ 10,122	\$ 9,556	\$ 9,258	9%
Kens Farm	\$ 4,766	\$ 5,977	\$ 6,697	-29%	\$ 28,160	\$ 26,412	\$ 27,209	3%
Wagon Rides	\$ 2,436	\$ 4,067	\$ 3,469	-30%	\$ 10,766	\$ 11,798	\$ 10,293	5%
Livestock/Produce	\$ 494	\$ 682	\$ 698	-29%	\$ 10,065	\$ 8,257	\$ 7,391	36%
FARM TOTAL	\$ 7,696	\$ 10,726	\$ 10,864	-29%	\$ 48,991	\$ 46,467	\$ 44,892	9%
Mobile Center	\$ 851	\$ 3,085	\$ 2,330	-63%	\$ 10,765	\$ 9,578	\$ 8,033	34%
Hudson Mills	\$ 1,654	\$ 1,524	\$ 2,189	-24%	\$ 8,354	\$ 8,395	\$ 8,737	-4%
Oakwoods	\$ 3,534	\$ 3,223	\$ 2,867	23%	\$ 6,785	\$ 6,778	\$ 7,036	-4%
Lake Erie	\$ 1,403	\$ 1,683	\$ 2,002	-30%	\$ 6,391	\$ 3,641	\$ 4,250	50%
Totals	\$ 53,188	\$ 48,909	\$ 49,152	8%	\$ 200,690	\$ 181,990	\$ 179,977	12%

BREAKDOWN OF ATTENDANCE	ON-SITE Programs and Attendance			
	CURRENT YEAR		PREVIOUS YEAR	
	Programs	Attendance	Programs	Attendance
Lake St Clair	166	7,100	227	6,755
Wolcott Mill	5	214	18	685
Wolcott Farm	89	2,867	81	3,059
Stony Creek	103	3,015	114	3,299
Indian Springs	101	6,586	104	6,802
Kens NC	100	3,984	108	4,697
Kens Farm	193	4,102	191	3,859
Mobile Center				
Hudson Mills	24	659	39	1,212
Oakwoods	107	2,432	74	1,861
Lake Erie	103	1,765	87	1,830
Totals	991	32,724	1,043	34,059

BREAKDOWN OF ATTENDANCE	OTHER VISITORS (Non-programs)	
	Current	Previous
Lake St Clair	14,784	12,334
Wolcott Mill	888	3,003
Wolcott Farm	4,844	7,872
Stony Creek	16,695	16,707
Indian Springs	7,752	7,548
Kens NC	30,744	29,280
Kens Farm	41,128	41,086
Mobile Center		
Hudson Mills	3,500	3,500
Oakwoods	12,443	11,684
Lake Erie	3,994	12,863
Totals	136,772	145,877

OFF-SITE Programs and Attendance			
CURRENT YEAR		PREVIOUS YEAR	
Programs	Attendance	Programs	Attendance
9	330	10	249
2	2,000	-	-
2	3,680	3	1,670
1	43	4	218
18	816	18	679
9	316	15	567
-	-	-	-
87	4,032	83	2,662
15	562	9	255
6	248	8	582
-	-	6	225
149	12,027	156	7,107

"ON-SITE" - Statistics includes both programs offered to the public and programs offered to school and scout groups.

"OFF-SITE" - Statistics includes outreach programs at schools, special events such as local fairs, or outdoor related trade shows.

"OTHER VISITORS" - Represents patrons to interpretive centers who visit to view exhibits, walk trails, and generally just enjoy the outdoors.