

**AMENDED AGENDA**  
**Huron-Clinton Metropolitan Authority**  
**Board of Commission Meeting**  
**September 10, 2015 – 10:30 a.m.**  
**Willow Metropark – Food Bar**

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1. Chairman's Statement
2. Public Participation
3. Minutes – August 13, 2015 Regular Meeting and Closed Session
4. Approval – September 10, 2015 Agenda

**Consent Agenda**

5. **Approval – September 10, 2015 Consent Agenda**
  - a. Financial Statements and Payment Register (Vouchers) – August 2015
  - b. Purchases
    1. Computer Network Storage, Administrative Office and Indian Springs **pg. 1**
  - c. Update – Purchases over \$10,000 **pg. 5**
  - ~~d. Approval – Professional Services Agreement, Wolcott Mill Historic Center Parking Lot Development **pg. 7**~~
  - e. Approval – Professional Services Agreement, North Branch of the Clinton River Habitat Restoration, Wolcott Mill Metropark **pg. 57**
  - f. Bids – Boat Dry Storage Lot Construction, Stony Creek Metropark **pg. 139**
  - g. Bids – Service Garage EPDM Roof Repairs, Kensington Metropark **pg. 141**
  - h. Bids – Farm Barn Siding Replacement, Kensington Metropark **pg. 143**
  - i. Update – Service Yard AST Installation/UST Removal, Hudson Mills Metropark **pg. 145**
  - j. Approval – Hawk Watch Interpretive Kiosk, Lake Erie Metropark **pg. 147**
  - k. Update – MMRMA Member Self Insured Retention Fund Payment **pg. 163**

**Regular Agenda**

6. Legislative Report **pg. 165**
7. **Reports**
  - A. Lake St. Clair Metropark
    1. Report – West Beachfront/Playground Development Project **pg. 167**
    2. Approval – Property Donation **pg. 187**
  - B. Kensington Metropark
    1. Splash-N-Blast Rubber Surface Replacement **pg. 191**

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**8. Other Business**

1. Approval – Volunteer Services Supervisor **pg. 193**
2. Discussion regarding scheduling a Board Study Session **pg. 199**

**9. Staff Officer Update**

**10. Commissioner Comments**

**11. Motion to Adjourn**

The next regular Board of Commissioners meeting will take place:  
Thursday, Oct. 8, 2015 – **10:30 a.m.**  
Wolcott Mill Metropark – Camp Rotary



# HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
 From: Maria van Rooijen, Purchasing Agent  
 Project No: RFQ-15-043  
 Project Title: Purchase – Expansion of Storage Array for Computer Servers  
 Location: Administrative Office and Indian Springs, Oakland County  
 Date: September 2, 2015

Bids Opened: Friday, August 7, 2015 at 11:00 a.m.

## Action Requested: Motion to Approve

That the Board of Commissioners' award RFQ-15-043 to the low responsive, responsible bidder, Great Lakes Computer in the amount of \$89,630 as recommended by Purchasing Agent Maria van Rooijen and staff.

**Fiscal Impact:** The purchase is budgeted and funds are available.

**Scope of Work:** Furnish, deliver and install two (2) ES1-H45 Nimble Storage Area Network hard drive unit upgrades for the Administrative Office and the Indian Spring disaster recovery backup site. The pricing also includes a service agreement for the new and existing Nimble Storage hard drives, which includes a four-hour response time, around the clock and software support for the next three years.

**Background:** In 2014, the Metroparks invested in a high availability virtualized server system, which is essentially a private cloud based server system housed at the Administrative Office with a backup system at the Indian Springs Metropark Environmental Discovery Center. The first application that was maintained in this system is the ERP for the Metroparks, the new financial software. The IT department plans to transition many older servers into the private (on premise) cloud to increase capability and availability as well as productivity.

The cloud system allows for expansion and growth on an as needed basis. The new Nimble Storage array will allow for the transition of older servers into the private (on premise) cloud. It will also allow for data growth in areas such as Geographic Information Systems (GIS) and imaging for Engineering and Planning.

<u>Vendor</u>	<u>Location</u>	<u>Price</u>
Great Lakes Computer	Grand Rapids	\$ 89,630.00
Insight Public Sector	Tempe, AZ	\$148,062.50
Netsolutions, LLC*	Detroit	\$ 72,153.54

*\*Netsolutions, LLC is not an authorized dealer and cannot provide this product per Nimble Storage.*

INVITATION FOR BIDS WERE POSTED ON MICHIGAN INTER GOVERNMENTAL WEBSITE AND WAS SENT TO 166 REGISTERED SUPPLIERS.

**Attachment: Letter from Nimble Storage**





**From:** [Maria VanRooijen](#)  
**To:** [Shawn Athayde](#)  
**Subject:** FW: Metroparks  
**Date:** Friday, August 28, 2015 1:31:51 PM

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**From:** CJ Baldwin [<mailto:cj@nimblestorage.com>]  
**Sent:** Monday, August 24, 2015 10:36 AM  
**To:** Maria VanRooijen  
**Cc:** Shakib Obeidy  
**Subject:** RE: Metroparks

Hi Maria,

Nice to talk to you this morning. I just verified with our Channel Manager, Alex Miller, that Netsolutions LLC is NOT an authorized dealer for Nimble. Therefore, they can't sell our support services either.

Best regards,

CJ



Clarke (C.J.) Baldwin | Sr. Account Executive – Michigan  
Mobile: 734-634-3991 | [cbaldwin@nimblestorage.com](mailto:cbaldwin@nimblestorage.com)  
Nimble Storage | 211 River Oaks Parkway | San Jose, CA 95134





# HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
 From: George Phifer, Director  
 Subject: Update – Purchases Over \$10,000  
 Date: September 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>
Weingartz Supply Company	Stadium vacuum for Lake St. Clair; used to pick up litter on the grass and beach. Unit can also be mounted on the back of a Gator or Utility Vehicle.	\$13,450.00
Sound Planning Communications, Inc.	One 8-channel and one 4-channel digital wireless microphone system to be used for monthly commission meetings.	\$19,044.00





# HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
 From: Mike Brahm-Henkel, Manager of Assets and Development  
 Subject: Engineering Services Proposal RFP 513-15-122  
 Project Title: Wolcott Mill Historic Center Parking Lot Development  
 Location: Wolcott Mill Metropark, Macomb County  
 Date: September 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 for \$24,858 as recommended by Manager of Assets and Development Mike Brahm-Henkel and staff.

**Fiscal Impact:** This is an unbudgeted project; however, funds are available in the Engineering Professional Services budget.

**Background:** In order to improve parking for staff and special events at the Wolcott Mill Historic Center staff is proposing adding an additional parking. The existing parking lot will still be used for parking as needed for park activities.

Requests for Proposals (RFP) were sent to engineering firms for the site development plans, lot design, contract specifications and permit applications. Staff is recommending DLZ 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.

DLZ has estimated 283 hours will be needed to complete the project and has listed their standard hourly rates for those services. Huron Consultants has given an estimate of hours for project tasks but has used time and materials for particular sub-consultant elements of work. In addition, Huron Consultants has required that any cost for plan revisions beyond one per jurisdiction would have to be negotiated with HCMA. 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 hours.

*Requests for Proposals were received from the following:*

- Huron Consultants – \$24,625.00
- DLZ Michigan, Inc. – \$24,858.00
- Metro Consulting Associates – \$29,800.00
- OHM – \$40,000.00
- Rowe Professional Service Co. – \$47,812.00
- PEA – \$53,170.00
- 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





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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.

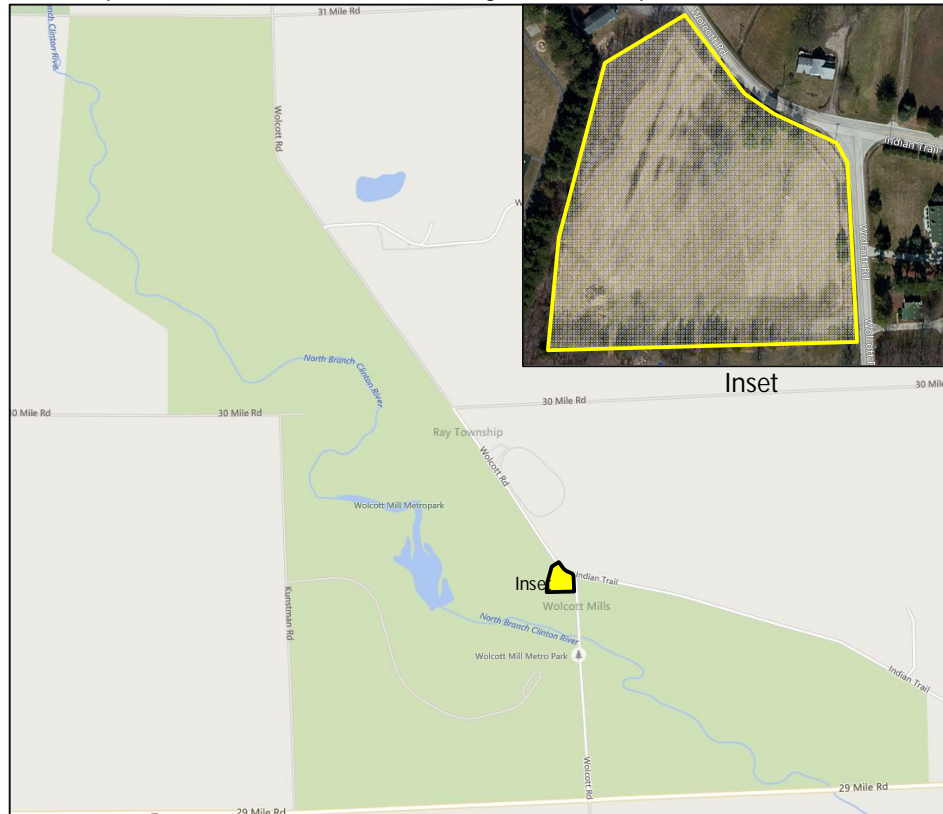
DLZ's staff provides comprehensive engineering, architecture, planning, and environmental services. DLZ's multidisciplinary staff includes civil, structural, mechanical, electrical, environmental, geotechnical, sanitary, chemical, and construction engineers; planners; landscape architects; architects; 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

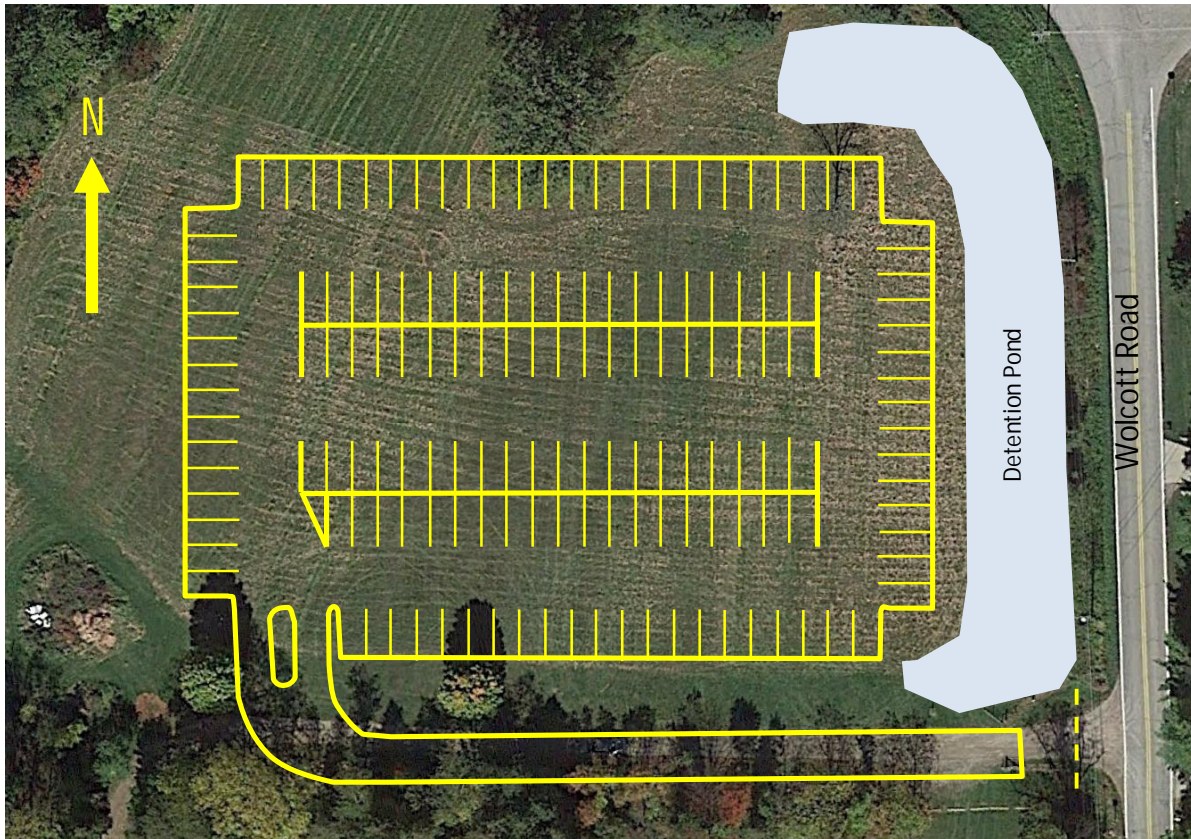






side. A new culvert is to be installed under the widened driveway to facilitate passage of stormwater from the new detention area to an existing culvert under Wolcott Road south of the driveway, which conveys water via roadside ditch to the North Branch of the Clinton River to the south.

- 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.







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

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



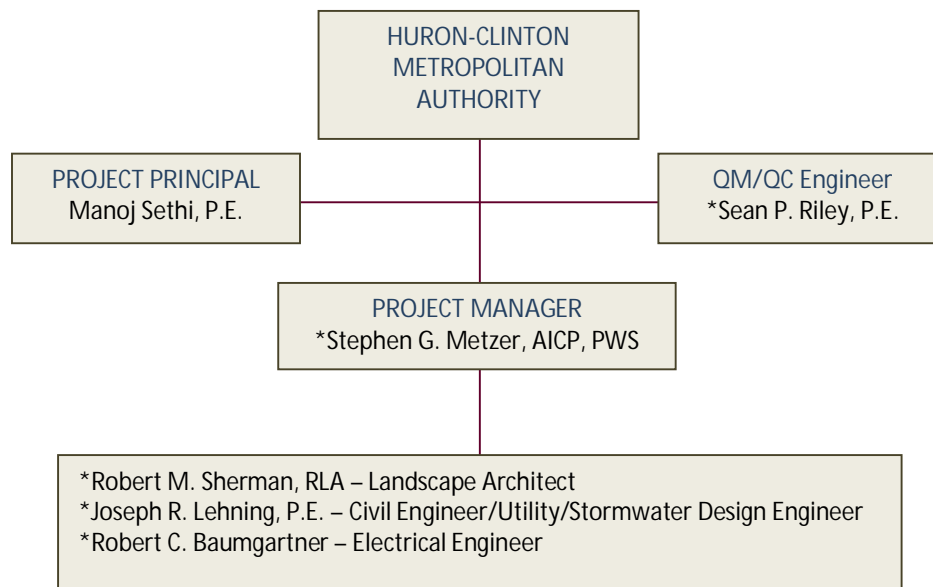
architecture, and aesthetic enhancements. These have included trails, parks, local agency projects, Michigan Department of Transportation (MDOT) projects, streetscape projects, transit facilities, and athletic facilities. These projects have typically required special attention to client-defined design 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

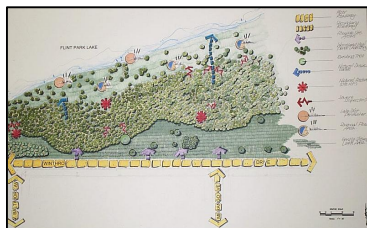
The City of Flint Department of Parks and Recreation retained DLZ to provide conceptual design and prepare a recreation grant application for Phase II improvements at Flint Park Lake. The grant program being pursued was the Michigan Natural Resources Trust Fund Recreation Grant, which was successful 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 LeFebre, 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

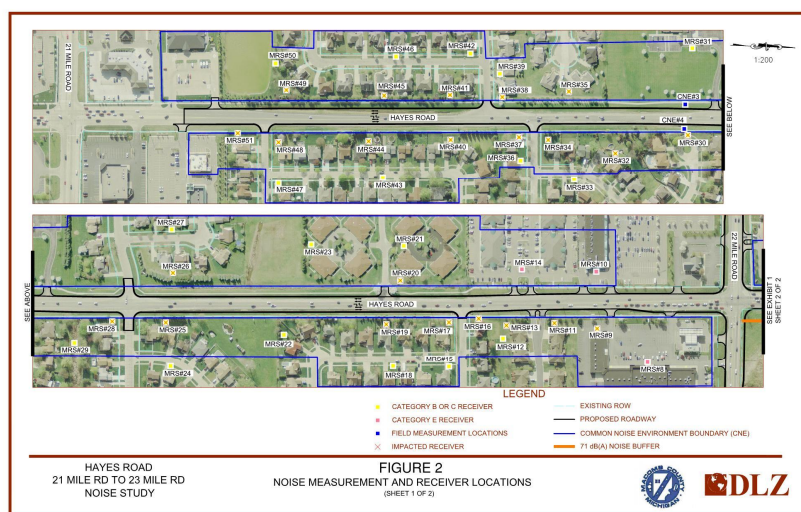
The Hayes Road project included a traffic study, noise study and Environmental Assessment (EA) for a 2-mile segment of Hayes Road (from 21 Mile Road to 23 Mile Road) through Macomb and Shelby Townships. Currently, the Hayes Road cross-section between 21 Mile Road and 23 Mile Road is not consistent with 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.



#### 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

## 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.

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## 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.

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**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:** Paul Muelle, Natural Resources and Environmental Compliance Manager  
**Subject:** Approval – Professional Design Services  
**Project Title:** North Branch of the Clinton River Habitat Restoration  
**Location:** Wolcott Mill Metropark, Macomb County  
**Date:** September 2, 2015

Proposals Received: July 28, 2015

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

That the Board of Commissioners' accept the proposal from ASTI Environmental in the amount not to exceed \$45,000 pending review by Miller Canfield as recommended by Paul Muelle, Natural Resources and Environmental Compliance Manager and staff.

**Fiscal Impact:** The project will be reimbursed through an EPA administered GLRI grant.

**Scope of work:** The consultant will provide engineering design services, which include drawing, specifications, permit applications and construction oversight services.

**Background:** The Clinton River Watershed is a designated Area of Concern (AOC) under the Great Lakes Water Quality Agreement, the boundary of which includes the North Branch of the Clinton River (NBCR), which runs through Wolcott Mill Metropark. Current MDEQ guidance for developing Beneficial Use Impairment (BUI) delisting targets for the AOC includes the need to restore degraded fish and wildlife populations and loss of habitat.

As reported in October 2014, the Metroparks have been collaborating with the Macomb County Public Works Office (MCPWO) in a floodplain/wetland restoration project at Wolcott Mill Metropark, through a MDEQ 319 Grant awarded to MCPWO in the amount \$274,198. The project will restore historic hydrologic conditions to approximately 64 acres of floodplain wetlands that were previously in agricultural use. The project is currently underway and should be completed in the spring of 2016.

In an effort to continue habitat improvements along the North Branch, the Metroparks submitted additional habitat restoration proposals to the EPA and the Clinton River Public Action Council (CRPAC) for approval. On January 27, 2015, the CRPAC approved a list of projects in the Watershed, including work at Wolcott Mill Metropark. The EPA has since approved funding of \$335,374, awarded to the Metroparks for an additional 60 acres of restoration work, pending final approval of the Restoration Work Plan submitted to the EPA in July 2015.

Both projects are part of a strategy to improve water quality of the NBCR, restore native forested and grassland habitat and improved recreational and educational opportunities. Native wetland and grasslands will be established to reduce runoff, capture sediment and facilitate water infiltration from adjacent agriculture and will benefit wildlife species currently in decline such as pollinators and grassland birds. Re-forested areas will increase connectivity between forest patches improving habitat for species reliant on large forest tracts to complete their life cycle and promoting both plant and animal genetic diversity. Improved water quality is targeted to improve fish and macro invertebrate habitat. All phases of the project are intended to result in increased recreational opportunities within Wolcott Mill Metropark and the Clinton River system.

Request for proposals for Design and Construction Management for the new EPA funded project were sent to seven environmental consulting firms. ASTI Environmental was the only responsive bidder. Consultant fees for design construction management are set at \$45,000 as detailed in the EPA approved grant budget.

ASTI Environmental will provide professional services including data collection, site investigations, hydrologic analysis, securing of permits, development of final design, construction documents, contract documents, and administration of contracts for construction services.

Request for Proposals sent in July 2015.

<b><u>Consultant</u></b>	<b><u>City</u></b>
Fishbeck,Thompson Car & Huber	Troy, MI
Streamside Ecological Services	Harrison Twp., MI
AEW	Shelby Twp., MI
Limnotech	Ann Arbor, MI
Hubbell Roth and Clark	Bloomfield Hills, MI
ASTI Environmental	Brighton, MI
Stantec	Farmington Hills, MI

**Attachments:**      **ASTI Environmental Proposal**  
                             **North Branch Habitat Restoration Budget**  
                             **Restoration Diagram**  
                             **RFP – NBCR Habitat Restoration**  
                             **NBCR Work Plan**



*Investigation • Remediation  
Compliance • Restoration*

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P.O. Box 2160  
Brighton, MI 48116-2160

800 395-ASTI  
Fax: 810.225.3800

[www.asti-env.com](http://www.asti-env.com)

July 28, 2015

Mr. Paul Muelle  
**Huron-Clinton Metropolitan Authority**  
13000 High Ridge Drive  
Brighton, MI 48114

*RE: North Branch Clinton River Habitat Restoration Proposal  
(ASTI File DCM071715-2)*

Dear Paul:

ASTI Environmental is pleased to present our proposal for restoring 60 acres of agricultural land at Wolcott Mill Metropark.

Please consider the following highlights of the ASTI team:

- ASTI wetland ecologists have been successfully restoring and designing wetlands for over 30 years.
- All team members routinely provide construction management and oversight services for the projects they design.
- ASTI has a solid working relationship with HCMA that will form the basis of excellent client coordination and communication.
- Our Team routinely works on grant-funded projects; thus, we understand the reporting requirements and budgetary limitations associated with them.

Thank you for your careful consideration. As a Vice President and an owner of ASTI, I have the ability to negotiate a contract with HCMA for this project. If you have any questions or comments, please do not hesitate to call me, the prime contact for this contract at **800.395.ASTI**. We greatly appreciate the opportunity to work with you on this project.

Sincerely yours,

ASTI ENVIRONMENTAL

A handwritten signature in blue ink that reads 'Dianne C. Martin'.

Dianne C. Martin, PWS #1313  
Director, Resource Assessment & Management  
Vice President

**Proposal for  
NBCR Habitat Restoration  
Wolcott Mill Metropark**

Huron-Clinton Metropolitan Authority

July 28, 2015

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## **NBCR Habitat Restoration**

Huron-Clinton Metropolitan Authority

July 28, 2015

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## Part I-A. General Information & Project Team

### ASTI ENVIRONMENTAL

ASTI Environmental (ASTI) is pleased to provide this response to the Huron-Clinton Metropolitan Authority's (HCMA) Request for Proposal for the NBCR Habitat Restoration project. ASTI is a full-service environmental consulting firm with offices in Brighton and Grand Rapids. Formed in 1985, ASTI has successfully completed over 9,000 environmental projects, primarily in Michigan. Our staff is currently involved in a wide range of ecological projects and other environmental services for municipalities, government agencies, private landowners/developers, and HCMA.

Wetland creation is one of ASTI's core services. ASTI has extensive experience with wetland restoration, natural features permitting, wetland and stream mitigation design, and habitat restoration and management plans. ASTI has four experienced wetland scientists on staff, two of whom are certified Professional Wetland Scientists and all of whom have recently managed the design and overseen the construction of wetland restoration projects in Michigan. Furthermore, ASTI project managers are adept at managing small- to large-scale projects, including those involving construction, and are well versed in grant administration, project presentations, and client communication.

ASTI's Brighton office is located at 10048 Citation Drive in the Eagle Business Center. ASTI was incorporated in the State of Michigan in 1985, and our federal ID number is 38-2567197.

As a full-service environmental consulting firm, ASTI does not propose the use of any subconsultants for this project.



## Part I-B. Understanding of Project & Tasks

### ASTI ENVIRONMENTAL

As a member of the Clinton River Area of Concern Public Advisory Council, ASTI is aware of the importance of this project's role in delisting the Clinton River from its habitat beneficial use impairment.

#### Project Understanding

ASTI understands that HCMA received funding through the Great Lakes Restoration Initiative and administered through the EPA to restore 60 acres of agricultural land in the North Branch of the Clinton River subwatershed at Wolcott Mill Metropark, as part of the Clinton River Area of Concern's Delisting Target for Habitat. The goals of the project include: continuing HCMA's restoration program for the park, improving the hydrological functioning of the North Branch of the Clinton River, improving wildlife habitat, creating



connectivity between forest patches within the park, buffering agricultural usage of the park, and creating additional recreational space for the park.

ASTI understands that our consultant fees for our portion of the work cannot exceed \$45,000, since the funding amount for this project is fixed, and that the restoration plans must be designed to the amount of budget planned for construction and that adjustments may have to be made after bidding to re-adjust to meet the construction budget.

It is ASTI's understanding that HCMA will be responsible for grant management and for the pre- and post-construction monitoring requirement, including development of the project Quality Assurance Project Plan. ASTI understands that, as the project consultant, we would be in charge of all other aspects of the project, including design, permitting, and construction oversight and ensuring that the project schedule is maintained.



## Work Plan Summary

ASTI understands that the following tasks must be completed, generally in the order provided to achieve HCMA's goals for the project and grant:

- Data collection and information gathering from HCMA's knowledge of the sites
- Preliminary design with HCMA coordinated input
- Final design and DEQ permitting
- Bid plans, specifications and bidding
- Contractor selection
- Construction permitting (including soil erosion)
- Construction and oversight

ASTI understands that we will need to be available for grant administration reporting and monitoring efforts undertaken by HCMA staff, during the course of the project.

## Experience with Similar Projects

ASTI has managed many wetland creation and restoration projects for the Michigan Department of Environmental Quality, local road commissions, industry, and private developers during the past 30 years. As you know, ASTI was the lead consultant on the EPA-funded 500-acre wetland restoration project completed at Lake St. Clair Metropark this year and on the 19-acre wetland mitigation completed at Stony Creek Metropark by the Macomb County Department of Roads.



For the EPA-funded wetland restoration project at Lake St. Clair Metropark, ASTI was also in charge of project administration and grant management, including EPA grant reporting.

We also recently completed a 40-acre wetland mitigation plan for Waste Management in Lenox Township, Macomb County and are finishing up construction management of a

two-acre forested wetland in Salem Township, Washtenaw County, which we designed for a private developer. In addition, ASTI is in the process of monitoring five wetland mitigation or restoration projects for various clients throughout Michigan, including the Michigan Department of Natural Resources, Fremont Public Schools, Great Lakes Aggregates, and Shelby Township (Macomb County). And, finally, ASTI has been involved in corrective actions to fix or improve failed wetland construction projects which were designed by others for Waste Management, Hartland Schools, and numerous private land developers.

Other notable wetland design and construction projects completed in the past 10 years include:

- 1.5 acres of wetland for Waste Management's People's Landfill in Saginaw County, Michigan
- 8.0 acres of wetland for Lowe's Home Improvement Centers in Canton, Michigan
- 4.1 acres of wetland for Great Lakes Aggregates in Rockwood, Michigan
- 1.2 acres of wetland for ITC in Novi, Michigan
- 12.3 acres of wetland for Washtenaw County Road Commission in Dexter, Michigan
- 1.0 acre of wetland for Macomb County Department of Roads in Washington Township, Michigan
- 1.2 acres of wetland for Macomb County Department of Roads in Lenox Township, Michigan
- 2.3 acres of wetland for Livingston County Road Commission in Brighton, Michigan
- 1.8 acres of wetland for DP Partners in Flint, Michigan
- 2.6 acres of wetland for Fremont Public Schools, in Fremont, Michigan





## **Part I-C. Management Summary, Work Plan & Schedule**

### **ASTI ENVIRONMENTAL**

ASTI Environmental is committed to satisfying HCMA's (and the EPA's) expectations for both the technical content of our work and for the way that the project is managed. As an integral team member, we will hold ourselves to the highest standards of quality for all aspects of the project. We recognize that public projects require thoughtful work from start to finish to maintain public support. We have assigned staff according to both expertise and availability to keep the project on time, on budget, and fully supported by the EPA.

#### **Management Summary**

The project team at ASTI Environmental, under Dianne Martin's direction, will hold weekly group meetings and will use this venue to discuss the status of the project, share expertise for complex assignments, and keep the budget and schedule on track. We will use Microsoft Project and project staff calendars to maintain the project schedule and make sure that all deadlines are met.

To maintain schedule and budget, ASTI Directors sign weekly staff timesheets, allowing them to review time spent on each project and review project progress. Directors also receive weekly budgetary updates for all open projects. These updates allow the Project Managers to see how each project stands in terms of budget used/budget remaining on a weekly basis.

ASTI will prepare and submit a monthly progress report to all pertinent members of the



project team (to be determined at the kick-off meeting); the report will discuss progress made during the previous month, any problems or variations in Scope of Work, how these issues were resolved, and the tasks which will be completed during the next month. The monthly progress reports will be accompanied by a detailed invoice describing the work previously accomplished and

invoiced, the work done during the current month for each task, and the amount remaining that is unbilled within each task.

The QA/QC process will be reviewed and finalized during the kick-off meeting. All products and graphics will be reviewed by Dianne Martin, the Principle-in-Charge, prior to being sent to the project team.

## Work Plan

ASTI anticipates the following tasks and deliverables will be performed to achieve the desired restoration:

Task	Items	Deliverables, Completion Date, and Notes
Studies and Reports	<ol style="list-style-type: none"> <li>1. Host kick-off meeting with HCMA</li> <li>2. Gather all compiled information</li> <li>3. Conduct site investigation with HCMA staff to discuss site constraints and design intent</li> <li>4. Produce concept sketches for each site with gross cost estimate</li> <li>5. If necessary, conduct additional studies (topo survey, test pits, soil borings)</li> </ol>	<p>Conceptual drawings with gross cost estimate</p> <p>September 2015</p> <p>Note: ASTI would like to reserve the discussion of cost of additional studies.</p>

Task	Items	Deliverables, Completion Date, and Notes
Preliminary Design	6. Produce preliminary plans with cost estimate 7. Meet with HCMA to review plans 8. Address HCMA review comments	Preliminary Plan Set with Cost Estimate  December 2015
Final Design	9. Produce final design drawings 10. Seek and obtain DEQ permits 11. Make any changes to final drawings based on permit reviews 12. Prepare for HCMA full set of bid drawings and specifications and final cost estimate 13. Meet with HCMA to review bid documents 14. Make any necessary changes to bid documents based on HCMA review 15. Furnish five copies of project documents to HCMA	Final Design and MDEQ Permit Application  May 2016  Note: ASTI would like to reserve the right to discuss the payment of permit application fees.
Bidding	16. Advertise for bid 17. Produce construction bid documents for bidders 18. Obtain bids 19. Assist HCMA with contractor selection	Construction Bid Documents  June 2016  Notes: ASTI suggests bidding the project as one compiled bid in MITN.



Task	Items	Deliverables, Completion Date, and Notes
Construction	<ul style="list-style-type: none"> <li>20. Provide construction oversight and construction management services</li> <li>21. Compile as-built changes to plans</li> <li>22. Review applications for payment and provide recommendations</li> <li>23. Perform project closeout activities</li> <li>24. Make recommendations for corrective actions and short- and long-term management</li> <li>25. Provide follow-up inspections, including final inspection prior to grant completion</li> </ul>	<p>As-built Plans</p> <p>December 2016</p> <p>Note: The as-builts will be annotated from the final plans, and will not likely include survey, due to budget. In addition, ASTI will need to discuss with HCMA any soil erosion inspections to occur outside the active construction oversight period.</p>

### Project Schedule

ASTI has reviewed the project schedule as detailed in the Request for Proposals. ASTI can commit to the project schedule, as currently proposed in the Request for Proposals and reiterated above in the Work Plan.



## Part I-D. Personnel

### ASTI ENVIRONMENTAL

ASTI has been restoring and constructing wetlands and habitat for over 30 years. ASTI's experienced wetland professionals have been recognized by Michigan DEQ and the Michigan Department of Transportation for their highly successful wetland creation and restoration projects.

#### Key Staff Assigned to This Project



Ms. Dianne Martin  
*Director  
Resource Assessment  
and Management*



Mr. Kyle Hottinger  
*Wetland Ecologist*

**Kyle Hottinger will serve as the HCMA's point of contact and Project Manager** for this project. Kyle has 17 years of wetland mitigation, restoration, construction, and professional surveying experience. Kyle has successfully designed and constructed large-scale mitigation wetlands for Lowe's and Waste Management. The Michigan Department of Environmental Quality took US EPA staff on a tour of Kyle's wetland mitigation project for Lowe's in Canton, using it as an example of a successful, large-scale, forested mitigation wetland.

**Dianne Martin will serve as the Principle-in-Charge for the project, and will ensure that HCMA's expectations for the project are being met.** Dianne holds a Master's degree in aquatic ecology and is certified by the Society of Wetland Scientists as a Professional Wetland Scientist. She has worked with municipalities on wetland projects since 1998 and is the Client Representative for the City of Orchard Lake Village,



Oakland Township, and Putnam Township. She was responsible for administering a \$1.5 million GLRI wetland habitat restoration grant at Lake St. Clair Metropark and for securing another \$700,000 in GLRI funding recently for additional restoration work, as well as being the project manager for several large-scale wetland construction projects throughout Michigan.

**Wetland ecologists Paul Rentschler and Dana Knox** will provide auxiliary wetland services. Paul will prepare water budgets for each of the wetland restoration areas, and Dana will assist with DEQ permitting. The certifications of the Dana and Paul include Professional Wetland Scientist, Certified Arborist, Michigan Certified Natural Shoreline Professional, Michigan Certified Storm Water Operator for Construction Sites, Certified Pesticide Applicator, and HAZWOPER Certification.

**Licensed Professional Engineer Bruce Bawkon** will provide engineering and design support services, including review and identification of design issues and plan review as needed. His design and permitting experience includes park and storm water facilities, and associated site analysis. He is a Certified Storm Water Operator for industrial and construction sites.

Additional staff is available to assist on projects on an as-needed basis, including GIS and CAD specialists, and field staff experienced in forestry and fisheries.

The table below shows the team proposed for this project. Their resumes are included at the end of the document. Other ASTI staff will be available on an as-needed basis.

Name	Project Role	Education and Certifications	Years Experience
<b>Dianne Martin,</b> Director and Vice President	Principal-in-Charge, Wetland Specialist	<b>MS – Aquatic Ecology</b> Professional Wetland Scientist; Endangered Species Permit; Treatment Wetland Operator; HAZWOPER	20

<b>Name</b>	<b>Project Role</b>	<b>Education and Certifications</b>	<b>Years Experience</b>
<b>Paul Rentschler,</b> Associate III	Wetland Ecologist	<b>BS – Forestry</b> Storm Water Operator; Arborist; Pesticide Applicator; Natural Shoreline Professional	28
<b>Dana Knox,</b> Associate III	Wetland Ecologist	<b>MS – Hydrogeology</b> Professional Wetland Scientist; HAZWOPER	28
<b>Kyle Hottinger,</b> Associate II	Wetland Ecologist	<b>BS – Resource Ecology</b> Wetland Plant Identification Certification; Pesticide Applicator; Storm Water Operator	17
<b>Bruce Bawkon,</b> Director	Professional Engineer	<b>MS – Engineering</b> <b>BS – Natural Resources</b> Storm Water Operator	32
<b>Chelsea Rozek,</b> Associate I	GIS Specialist	<b>BA – Environment</b> <b>Graduate Certificate in GIS for Professionals</b>	2
<b>Jeremy Dague,</b> Associate I	CAD Specialist		14

ASTI does not intend to use any subconsultants for this project. All lines of communication will be between Kyle Hottinger of ASTI and Paul Muelle of HCMA. Dianne Martin will attend all milestone meetings and be quality control officer for all components of the project. Kyle and Dianne will meet weekly during the course of the project to review project budget and any issues that have arisen.

## Part I-E. Budget Review

### ASTI ENVIRONMENTAL

ASTI understands that this is an EPA grant-funded project and, as such, the budget is limited to the funded amount. Thus, ASTI is dedicated to working with HCMA to ensure that the restoration activities, as planned, can be completed to HCMA's and EPA's satisfaction.

From ASTI's detailed budgetary review, some concern over the ability to fully complete all the potential tasks as described in the Request for Proposal arise. ASTI would like to reserve the ability to discuss ASTI's role in the following tasks, upon our selection as HCMA's consultant for this project:

- Topographic survey
- Earthwork investigation to determine if fields are tiled
- Soil borings
- As-built topographic surveys
- Endangered species survey issue that may arise during permitting
- Permit application fees
- Cost of bidding, if other than as one complete bid project on MITN
- Soil erosion inspections outside the active construction period



Although the budget will be extremely tight, ASTI believes it can complete design, permitting and construction oversight within the proposed \$45,000. However, it is our opinion that the budget will not accommodate any of the items above or any unforeseen issues that may arise.

If selected, ASTI proposes to sit down with HCMA representatives and come up with a detailed budgetary plan that addresses all items to HCMA's satisfaction.



## Part I-F. References

### ASTI ENVIRONMENTAL

ASTI has successfully designed, constructed, and monitored wetland creation and restoration project across Michigan. Three of the projects are described below with references for your use.

#### Lake St. Clair Metropark Coastal Restoration

Macomb County, Huron-Clinton Metropolitan Authority, Clinton River Watershed Council, and Wayne State University received a Great Lakes Restoration Initiative Grant to restore nearly 500 acres of coastal Great Lakes Marsh along Lake St. Clair at Lake St. Clair (Metro Beach) Metropark in Harrison Township, Michigan. This imperiled ecosystem has been severely degraded over time by hydrological manipulation, sediment accumulation, and invasive species infestation, which have led to monocultures of invasive *Phragmites* and narrow-leaved cattail and reduced populations of rare flora and fauna.



ASTI Environmental was retained to manage the restoration project, act as fiduciary for the grant, oversee the monitoring team, including Quality Assurance Project Plan development, and lead the consulting design team (Applied Science and Hamilton Anderson Associates) on restoration planning, site master planning, permitting, and construction oversight. Natural area improvements focused on hydrology restoration to pre-settlement condition to the greatest extent possible, restoration of breeding habitat for shorebirds and rare species of snake and turtle, and restoration of native plant populations. Construction activities included a viewing platform and boardwalk in upland and previously-degraded parts of the wetland, and interpretive signage to engage the public. Wetland monitoring systems and a management plan were also developed for long-term stewardship of the site.



As a follow-up to the initial U.S. EPA Grant, ASTI Environmental obtained a \$700,000 grant for additional site assessment and restoration work to further enhance the Lake St. Clair wetlands.

Project Cost: \$1,492,000      Completion Date: June 30, 2015  
Client Reference: Gerry Santoro, Macomb County, 586-469-5285

### **Wetland Mitigation for Waste Management's Pine Tree Acres**

As part of landfill expansion planning, ASTI Environmental developed a wetland permit application and mitigation plan that required negotiation of a conservation easement through other existing easements and long-term management plan for 200 acres of preserved wetland. Since the existing permitted Pine Tree Acres landfill footprint was surrounded by forested wetland, ASTI knew that the project would require a top-notch alternatives analysis and mitigation plan.

ASTI conducted the wetland delineation, MiRAM functional assessment, and endangered species survey on the landfill property, negotiated a successful wetland permit with both the Michigan Department of Environmental Quality and the Environmental Protection Agency, and developed a wetland mitigation plan, which entailed both creation and preservation components on a site within a mile of the Pine Tree Acres Landfill property. For mitigation, approximately 40 acres of mitigation wetland will be created and nearly 200 acres will be preserved, including high quality forested upland and forested wetland, several tributaries to the Salt River, and significant upland buffer.

ASTI oversaw completion of the conservation easement, developed the wetland construction plan, and will oversee construction which is planned for 2016.

*Project Cost:* \$300,000

*Completion Date:* Ongoing

*Client Reference:* Rich Paajanen, Waste Management of Michigan, 248-640-8292

### **Wetland Mitigation for Lowe's Home Improvement Centers**



When Lowe's constructed a store in Canton, Michigan, regulated wetland was impacted which required mitigation. The plan impacted some of the last remaining wetland in a highly developed area of Canton Township. ASTI located a site with the required acreage approximately 1 mile from the site of the Canton Lowe's construction. This vacant land was adjacent to and surrounded by residential properties and the North Branch Fellows Creek, both of which were deterrents for

the previous consultant due to limited access to this site.

ASTI delineated, mapped, and assessed the quality of exiting wetlands on the mitigation site, developed grading and planting plans and specifications for 8 acres of compensatory mitigation wetland. ASTI developed a mitigation plan to temporarily cross the North Branch Fellows Creek with only temporary impacts and to improve the ecological conditions of two low-quality wetlands within the mitigation site, both of which required permits from the Michigan Department of Environmental Quality (MDEQ), Wayne County, and Canton Township. Additionally, ASTI addressed concerns of a sensitive residential community that immediately surrounds the site by conducting multiple neighborhood conferences and on-site meetings. A Soil Erosion and Sedimentation Control permit, a conservation easement and ingress/egress easement



were also procured from Wayne County and the MDEQ. In total, 680 large trees were planted as part the completed forested wetland mitigation plan. ASTI completed the fifth year of monitoring in 2014, and the DEQ has used this project to showcase successful wetland mitigation in Michigan.

*Project Cost:* \$826,000      *Completion Date:* 2014  
*Client Reference:* Paul Bohn, Fausone Bohn LLP, 248-380-0000

ASTI has also designed and constructed large-scale wetland mitigation project for MDOT, the Macomb County Department of Roads (including the mitigation wetland at Stony Creek Metropark), Oakland County Road Commission, Washtenaw County Road Commission, and Great Lakes Aggregates. And, finally, ASTI has designed and constructed many small scale wetland mitigation projects across Michigan. To date, ASTI has not had an unsuccessful wetland creation/restoration project.





## Part 2 A-F. Cost Proposal

ASTI ENVIRONMENTAL

ASTI proposes the following staff rate schedule for the duration of this project:

<u>Staff Category</u>	<u>Staff</u>	<u>Rate</u>
Director/Principal	Dianne Martin, Bruce Bawkon	\$160 hr
Associate III	Paul Rentschler, Dana Knox	\$109 hr
Associate II	Kyle Hottinger	\$ 89 hr
GIS/CAD Specialists	Chelsea Rozek, Jeremy Dague	\$ 72 hr
Clerical Staff		\$ 52 hr

These hourly rates include:

1. Overhead costs;
2. General expenses (including insurance, interest, legal and accounting, licenses, meals, office equipment, office supplies, postage [except overnight mail/delivery service], rent, taxes, telephone, facsimile, and e-mail);
3. Printing costs including full-size plan sets.



These hourly rates do not include costs for the following expenses, which are reimbursable to Consultant:

1. Direct expenses not included in the general expenses listed above;
2. Project-specific subcontractors' fees;
3. Permit application fees and other fees paid by Consultant on behalf of HCMA; and,
4. The rental of any equipment necessary to complete project-specific tasks.

However, please note that neither hiring of subcontractors nor equipment rental is anticipated for the general activities listed in the scope of work section of the RFP.

There is no multiplier for staff; the rates as shown above include all overhead costs, as indicated above. There is a 10% markup for direct expenses that are not included in staff rates as discussed above, and a 15% mark up for any subconsultants or rental equipment; subconsultants and rental equipment are not anticipated for this project.

ASTI offers the following additional information regarding the proposed budget for this project:

- ASTI understands that HCMA has non-reimbursable expenses for this project, as listed in the Request for Proposals.
- ASTI will not propose any rate changes during the course of the project.
- All “other costs” as defined in the Request for Proposals have been included in the hourly billable rates provided in this response.
- The cost proposal for each phase or task includes all services associated with that task or phase, necessary to achieve the intent of the Project, unless specified in Section I-E Budget Review of this proposal.



A detailed budget is provided on the following page for your review.

**Wolcott Mill  
Wetland Restoration  
DCM071715-2**

Professional Services											Expenses	
Level of Effort Estimate (Hours)												
Staff Name	Martin	Rentschler	Knox	Hottinger	Deague	Staff						
Project Position	Dir	Assoc III	Assoc III	Assoc II	Drafting	Admin						
Unit Cost	\$160	\$109	\$109	\$89	\$72	\$52						
Units	hr	hr	hr	hr	hr	hr						Task Costs
<b>Task - Studies and Reports</b>								Labor Cost		Exp Cost		
Kick off meeting with HCMA	2.00			3.00								
Site investigation	6.00			10.00								
Topographical surveys												
Floodplain determination		4.00										
Conceptual plans	1.00			10.00	6.00							
Task Units	9.00	4.00	0.00	23.00	6.00	0.00						
Task Cost	\$1,440	\$436	\$0	\$2,047	\$432	\$0		\$4,355.00		\$178.25		\$4,533.25
<b>Task - Preliminary Design</b>												
Design	1.00			20.00	20.00							
Water budget		10.00			8.00							
Costing	2.00			8.00								
Meeting with HCMA	2.00			2.00								
Task Units	5.00	10.00	0.00	30.00	28.00	0.00			10			
Task Cost	\$800	\$1,090	\$0	\$2,670	\$2,016	\$0		\$6,576.00		\$5.75		\$6,581.75
<b>Task - Final Design</b>												
Final design	10.00			16.00	10.00							
Final costing	2.00			8.00								
Permitting	2.00		2.00	45.00	20.00							
Contract documents	8.00			20.00	10.00							
Meeting with HCMA	2.00			6.00								
Task Units	24.00	0.00	2.00	95.00	40.00	0.00						
Task Cost	\$3,840	\$0	\$218	\$8,455	\$2,880	\$0		\$15,393.00		\$0.00		\$15,393.00
<b>Task - Bidding</b>												
Advertise bid	1.00			8.00		4.00						
Manage and evaluate bids	5.00			20.00								
Task Units	6.00	0.00	0.00	28.00	0.00	4.00						
Task Cost	\$960	\$0	\$0	\$2,492	\$0	\$208		\$3,660.00		\$0.00		\$3,660.00
<b>Task - Construction</b>												
Kick off meeting	2.00			6.00								
Construction oversight	2.00			55.00								
As-builts (annotated)	1.00			12.00	4.00							
Invoices and project close out	2.00			20.00								
Soil erosion inspections (incl. in oversight)												
Task Units	7.00	0.00	0.00	93.00	4.00	0.00						
Task Cost	\$1,120	\$0	\$0	\$8,277	\$288	\$0		\$9,685.00		\$1,897.50		\$11,582.50
<b>Subtotal Units</b>	51.00	14.00	2.00	289.00	78.00	4.00		\$39,669.00				
<b>Subtotal Costs</b>												
Contingency										\$2,081.50		\$41,750.50
Bid Price											1.08	\$44,881.79



# RESUME

ASTI ENVIRONMENTAL



## DIANNE C. MARTIN

Director of Resource Assessment and Management

### PROFILE

#### Certifications

Professional Wetland Scientist #1313, Society of Wetland Scientists, 2001  
Michigan DEQ Wastewater Treatment Operator for Classification C-2f, Constructed Wetlands  
Michigan Department of Natural Resources Endangered Species Permit # 1553  
HAZWOPER Certification and 8 Hour Refresher  
United States Army Corp of Engineers Wetland Delineation Training

#### Education

Eastern Michigan University, M.S., 1996, Aquatic Ecosystem Biology  
Western Michigan University, B.S., 1993, Biology and Environmental Studies

#### Experience History

Director, ASTI ENVIRONMENTAL  
Ecologist, ASTI ENVIRONMENTAL  
Field Supervisor, Missouri Department of Conservation  
Teaching Assistant, Eastern Michigan University

#### Professional Memberships

Society of Wetland Scientists  
Michigan Wetland Association

#### Professional Background

Ms. Martin has significant experience in ecological assessment, with an emphasis on aquatic ecosystems. Her practice focuses on wetland mitigation design, wetland restoration, habitat management plans, endangered species surveys, natural features inventories, and environmental assessments and impact statements, as part of the NEPA compliance process.

#### Years Experience:

17—ASTI ENVIRONMENTAL  
3—other firms, government

### WETLAND MANAGEMENT

#### Wetland Inventories

Oversaw ASTI staff in conducting wetland inventories for the City of East Lansing and for the Charter Township of Clinton, using GIS and field assessment.

#### City/Township Wetland/Environmental Consultant

Acts as environmental consultant for the City of Orchard Lake Village (Oakland County), Oakland Township (Oakland County), City of East Lansing (Ingham and Clinton Counties), and Putnam Township (Livingston County). Verifies delineations, reviews site plans, permits and mitigation plans, and resolves violations. Has also provided expert testimony and contested case support.

### Wetland Delineations

Performed wetland delineations on parcels from 1 acre to over 900 acres in size throughout Michigan, Indiana, and Ohio.

### Wetland Mitigation

Designed mitigation wetlands in Oakland, Washtenaw, Macomb, St. Clair and Jackson Counties up to 40 acres in size. Located mitigation sites, oversaw construction, including seeding and planting of vegetation, and developed monitoring criteria.

### Wetland Permits, Commercial and Residential Development

Wrote wetland permit applications for small and large sites in southern Michigan.

### Phytoremediation - Treatment Wetland

Operated and maintained a 5-acre constructed treatment wetland for the cleansing of VOC-contaminated ground water for 13 years, as part of a Michigan DEQ pilot study.

## **WETLAND MITIGATION DESIGN**

### Wetland Mitigation Bank, Washtenaw County Road Commission and MDOT

Conducted a county-wide property search for a site for a wetland mitigation bank to be used by the County Road Commission and MDOT for various road and bridge projects. Selected site, designed the 13-acre mitigation wetland, oversaw construction, and monitored the site for 10 years.

### Wetland Mitigation Bank, Macomb County Road Commission and MDOT

Designed a 19-acre wetland mitigation bank to be used by the Road Commission of Macomb County and MDOT for various road and bridge projects. Oversaw construction and monitored the site for 10 years.

### Wetland Mitigation Design, MDOT, Blue Water Bridge Freeway, St. Clair County

Provided wetland delineation, wetland permitting, and mitigation design services for the Blue Water Bridge Freeway project in St. Clair County.

## **THREATENED AND ENDANGERED SPECIES**

Survey, Belle River at Weber Road, Macomb County  
Surveyed project area for all state and federally protected freshwater mussels.

### Survey, Huron-Clinton Metropolitan Authority, Hudson Mills Bike Path

Surveyed project area for all known threatened, endangered and special concern species.

## **HABITAT RESTORATION / MANAGEMENT**

### Great Lakes Restoration Initiative: 500 Acre Coastal Wetland Restoration at Metro Beach

Acted as project manager for the restoration of 500 acres of Great Lakes marsh at Metro Beach Metropark in Harrison Township, MI. This \$1.5 million dollar project includes design, construction, and monitoring components (in progress).

### Habitat Management Planning, Rouge Green Corridor, Oakland County, Michigan

Acted as project manager for the habitat inventorying and management planning for riparian lands within the RGC communities of Southfield, Birmingham and Beverly Hills.

### Monguagon Drain Day-Lighting and Treatment Wetland Design, Wayne County Parks and Recreation, Trenton, Michigan

Evaluated the ecological restoration potential of the former Chrysler facility, which serves as the Gateway to the Wildlife Refuge. Developed plans for "daylighting" the Monguagon Drain, restoring emergent wetland, and constructing wetland for stormwater treatment.

## **NATURAL FEATURES INVENTORIES**

### Botanical Inventory, Detroit River International Wildlife Refuge, Humbug Marsh Unit, Wayne County, Michigan

Conducted a comprehensive botanical inventory on the 410-acre site and evaluated the ecological integrity of each habitat type. Provided management recommendations to the USFWS and assisted with site master planning.

### Natural Features Inventory and Zoning Ordinance Development, Grand Haven, Michigan

Acted as project manager for a GIS-based (with ground truthing) natural features inventory and development of zoning language to protect high quality sensitive areas within the City.

### Botanical Inventory and Restoration Planning, Commerce Twp., Oakland County, Michigan

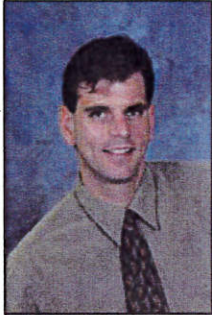
Conducted a comprehensive botanical inventory on a 330-acre site. Both aquatic and terrestrial habitats were surveyed. Performed a floristic quality analysis within each discrete community type and for the entire site. Assisted engineers with site restoration plans, including stream daylighting.

### Survey, Dune Lands, Ottawa County, Michigan

Conducted seasonal vegetation surveys throughout entire 500 acre project area and performed a floristic quality assessment on the various community types.

# RESUME

ASTI ENVIRONMENTAL



**KYLE A. HOTTINGER**  
**Wetland Ecologist**

## PROFILE

### Certifications/Training

40HR-HAZWOPER Certification, June 2004 (current)  
Wetland Plant Identification Certification, Wetland Training Institute, August 2005  
MDEQ Storm Water Management Operator – Construction Site, September 2005 (current)  
Planning for Constructed Wetlands, Wetland Training Institute, September 2007  
Planning Hydrology, Vegetation, and Soils for Constructed Wetlands, Wetland Training Institute, October 2010  
EPA Watershed Management Training Certificate, March, 2011  
Advanced Principles of Wetland Hydrology, Wetland training Institute, June 2011  
Hydric Soils, Michigan Wetlands Association, October 2013  
Wetland Mitigation and Monitoring, Michigan Wetlands Association, September 2014  
Certified Commercial Pesticide Applicator February 2015 (current)

### Education

University of Michigan - Flint, B.S., Resource Ecology

### Experience History

Associate, Resource Assessment and Management Group, ASTI ENVIRONMENTAL  
Staff Scientist, Insight Environmental Services  
Land Surveyor/ Wetland Consultant, Kraft Engineering  
Land Surveyor, Flint Surveying and Engineering

### Professional Memberships

Society of Wetland Scientists  
Michigan Wetlands Association

### Professional Background

Mr. Hottinger has specialized in vegetation assessments and identification, wetland delineation, wetland quality assessment and mitigation design, natural resource permitting, and ecosystem management and planning. Mr. Hottinger has utilized the FQA program extensively to aid in vegetation quality assessments.

### Years Experience

11 years – ASTI ENVIRONMENTAL  
5 years -- other firms



## WETLAND PROJECT EXAMPLES

### Wetland Mitigation Design, Rochester Hills

Obtained wetland permit for Phase III of Hamlin Road improvements. Selected wetland mitigation site by assessing vegetation, soils and hydrology; designed mitigation wetland and developed plans and specifications per MDOT requirements for OHM Engineering.

### Wetland Consultant, City of Rochester Hills

Primary performer of wetland delineations and verifications, wetland use permit reviews, and consultant for various natural resource issues for the City of Rochester Hills based on up-to-date State and City ordinances from 2004 to present.

### Wetland Mitigation Design, Huron Township

Obtained wetland permits for commercial development in Canton, MI; evaluated "mitigation pseudo-bank" and designed mitigation wetland in Huron Township. Currently conducting mitigation wetland monitoring required by MDNRE including annual FQA assessments.

### Wetland Delineations/Wetland, Inland Lakes and Streams Permits/Mitigation Monitoring

Completed numerous wetland delineations and permit applications for commercial and residential development sites of all sizes throughout Michigan, all of which included vegetation identification and assessment.

## ECOLOGICAL INVENTORIES EXAMPLES

### Ecological Assessments for Drilling Permits, Michigan Upper Peninsula

Conducted vegetation and landform assessment inspections (upland and wetland areas) over 8,000 acres. Obtained applicable permits from MDEQ after complex application submittal.

### Tree Survey/Inventory, Livingston County

Identified and tagged trees on 200 acres property to identify developmental constraints present on site based on local, state, and federal regulations, to aid in determining site natural resource value.

### Tree Survey/Inventory, Wayne County

Conducted a tree survey of 20 acres. This evaluation identified the development constraints present on site based on local ordinance.

### Closure of Wetland Mitigation Site - Wayne County

Responsible identifying dominant vegetation communities, assessing hydrology, and assessing soils to determine completeness of wetland

### Wetland Delineation, Cass County

Completed 180 acre wetland delineation on 250 acre property for Nature Conservancy

### Wetland Delineation, St. Clair County

Completed a wetland delineation on 50 acres to determine if wetland size and quality would qualify for wetland preservation credits with the State of Michigan instead of mitigation.

### Wetland Mitigation Design & Construction Oversight

Completed multiple wetland mitigation plans and associated construction oversights throughout Michigan.

### Wetland Delineation and Environmental Assessment

Completed complex wetland delineation and natural resource assessment on 1,700 acres in Michigan's Upper Peninsula.

### Complex Wetland Delineation and Regulatory Review

Completed a wetland delineation on over 200 acres on a former landfill along Lake Erie. Worked with client and state and federal regulators over multiple years over regulatory status due to historical site conditions

### Natural Features Assessment, Cass County, Michigan

Conducted an assessment of ecological health and diversity upland and wetland areas on 250 acres to assist in governmental land acquisition.

### Tree Survey/Inventory, Genesee County

Conducted a tree survey of 125 acres. This evaluation identified the development constraints present on site based on local ordinance.

### Tree Survey/Inventory, Wayne County

Conducted a tree survey of 8 acres. This evaluation identified the development constraint on a proposed wetland mitigation site based on local ordinance.

### Tree Survey/Inventory, Macomb County

Conducted a tree survey of 10 acres. This evaluation identified the development constraint on a proposed wetland mitigation site based on local ordinance.

# RESUME

## ASTI ENVIRONMENTAL



**PAUL E. RENTSCHLER**  
Aquatic/Wetland Ecologist, Arborist

### PROFILE

#### Certifications

Michigan Certified Natural Shoreline Professional #116  
Certified Arborist – # MI-3947A, International Society of Arboriculture  
Michigan Certified Commercial Pesticide Applicator #C006120377 (Forestry and Aquatic)

#### Education and Training

Michigan Technological University, B.S., 1984, Forestry

Natural Shoreline Workshops for Homeowners: A Training for Professionals, 2010, MSU Extension & MDEQ  
Michigan Natural Shoreline Professional Certification, 2010, MSU Extension & MDEQ  
Yale University, Global Institute of Sustainable Forestry, 2005, Forest Stand Dynamics  
MI AFS, 2003, Statistical Aspects of Sampling – Sampling Design for Freshwater Populations and Habitats  
Wetland Training Institute, 2002, Wetland Delineation, Wetland Construction & Restoration, Plant Identification  
Ohio EPA, 2000, Biocriteria and Qualitative [Stream] Habitat Evaluation Index (QHEI)  
Inter-Fluve, Inc., 2000, Process Based [River and Stream] Channel Design  
University of Michigan, 1998, HEC-RAS and HEC-HMS Modeling of River Ecosystems

#### Professional Memberships

Society of Wetland Scientists	Michigan Wetlands Association
Society of American Foresters	International Society of Arboriculture
Arboriculture Society of Michigan	Association of Watershed & Stormwater Professionals
American Fisheries Society	

#### Experience History

Aquatic/Wetland Ecologist, Arborist, ASTI ENVIRONMENTAL  
Senior Aquatic Ecologist and Certified Forester, Tetra Tech MPS  
Executive Director, Huron River Watershed Council  
Graduate Research Assistant, MDNR Institute for Fisheries Research/University of Michigan  
Water Quality Technician, Huron River Pollution Abatement Project, Washtenaw County Health Department  
Wildlife Technician, National Park Service/Utah State University  
Fisheries Technician, National Marine Fisheries Service & National Park Service

#### Professional Background

Mr. Rentschler has over 27 years of experience in ecological assessment, forestry, wildlife and fisheries management, watershed and storm water management, and wetland delineation. His technical expertise includes forest and wetland ecology; the chemical, physical and biological assessment of rivers, lakes, and streams; the ecology, hydrology, and hydraulics of fluvial ecosystems; taxonomy and analysis of fish and macroinvertebrate community assemblages; watershed and storm water management; and aquatic habitat and shoreline restoration including geomorphic design, sediment transport, and bioengineering. Paul previously served as Executive Director of the Huron River Watershed Council and is a co-founder of the Stewardship Network.

#### Years Experience:

11 --- ASTI ENVIRONMENTAL  
17 --- other firms and government





## **AQUATIC ECOLOGY**

Walled Lake Improvement Study, City of Novi., MI  
Part 309 evaluation of Walled Lake; inventoried and determined aquatic plant densities, and assessed water quality, sedimentation and nutrient enrichment.

Lake Level Study, Bush Lake, Oakland Co., MI  
Evaluated forested wetlands flooded by lake level changes. Expert witness in successful court case to establish the range for seasonal lake level fluctuations.

Water Quality Modeling, Commerce Twp., MI  
Modeled Seeley Creek stream dynamics and water quality using QUAL2K to predict impacts of a proposed wastewater treatment plant expansion and protect an endangered fish species.

Lower Rouge Nutrient Assessment, Wayne Co., MI  
Evaluated water quality and periphyton composition and biomass to assess the potential impact of WWTP expansion to the Lower Rouge River.

## **LAKE, RIVER & STREAM RESTORATION**

Wetland/Shoreline Restoration/Bioengineering  
Design, permitting, and construction oversight of shoreline and wetland restoration for Oakland Township and Jackson County Parks, the Cities of Saline and Novi, and private landowner. Utilized natural materials and native plantings to halt shoreline erosion on Clark, Lime, and Vandercook Lakes, Paint and Stony Creeks, and Saline River.

Monguagon Creek Restoration, Wayne County, MI  
Assessed storm water quality and developed plans to day-light 600 feet of the creek and create a storm water treatment wetland at the "Gateway" for the Detroit River International Wildlife Refuge.

Dam Evaluation, Oakland and Wayne Co., MI  
Evaluated feasibility of reducing peak storm flows by changing dam operation and design on four Middle Rouge River impoundments.

Dowagiac River Meander Restoration, Cass Co, MI  
Developed plans/specifications to restore a historic meander on the Dowagiac River and create brown trout spawning/nursery habitat.

Cost-Benefit Analysis, Wauwatosa, WI  
Developed cost-benefit analysis for stream bank stabilization on the Menominee River to determine eligibility for USACE emergency funding.

Stream Relocation, Fowlerville, Livingston Co., MI  
Developed plans/specifications and oversaw construction of 1,500 feet of new stream channel and associated floodplain wetlands. Eliminated headcutting caused by historic dredging.

## **WATERSHED & STORM WATER MANAGEMENT**

Rouge Green Corridor, Oakland Co., MI  
Assessed habitat quality and recreational potential along 15.5 miles of the Rouge River. Developed restoration and management plans for the corridor and 11 parks/preserves.

Watershed Management Planning  
Evaluated watershed condition, modeled pollutant loads, and developed watershed management plans and/or TMDL allocations for the Ecorse, Combined Downriver, Huron, and Upper Grand Watersheds.

Stormwater Permit Compliance, MI  
Oversee MS4 stormwater permit compliance and watershed plan implementation for the City of Jackson, Jackson County, and Blackman, Leoni, and Oakland Townships.

## **PLANNING SERVICES**

Zoning Evaluation, Blue Lake Township, MI  
Mapped habitat, surveyed T/E species, and modeled potential water quality impacts to evaluate proposed rezoning for the 4,765-acre Owasippe Scout Reservation, the nation's oldest operating Boy Scout camp. Expert witness in successful court case.

Natural Features Inventories  
Developed Natural Feature Inventories for Henrietta, Leoni, Nottawa, and Waterloo Townships and the City of Grand Haven. Mapped wetlands, woodlands, dunes, and other natural resources, conducted build-out analyses, and prioritized natural areas in each community. Recommended land use policies to protect green infrastructure and water quality.

Hazard Mitigation Planning  
Developed Hazard Mitigation Plans for Allegan, Oakland, and Wayne Counties, Canton Township, and the City of Kentwood. Plans were among the first in Michigan approved by FEMA and maintain community eligibility for pre-and post- natural, technological, or human-caused disaster funding.

## **WETLAND DELINEATION & MITIGATION**

Wetland Delineation, Michigan, Ohio, and Indiana  
Routinely provide wetland delineation, wetland functional assessment, and permitting services for municipal, private, and industrial clients throughout Michigan, Ohio, and Indiana.

Wetland Mitigation  
Identified potential wetland mitigation sites, developed water budgets, designed and supervised construction of mitigation wetlands and conducted biomonitoring to track wetland establishment in Bay, Ingham, Livingston, Macomb, Monroe, Oakland, Saginaw, and Wayne Counties, Michigan.



# RESUME

## ASTI ENVIRONMENTAL



**DANA R. KNOX**  
Wetland Ecologist

### PROFILE

#### Certifications

Certified Professional Wetland Scientist - #213, Society of Wetland Scientists  
HAZWOPER Certification and 8 Hour Refresher, 1991 to Present  
United States Army Corps of Engineers Wetland Delineation Training

#### Experience History

Wetland Ecologist, ASTI ENVIRONMENTAL  
Principal, Professional Wetland Scientist, Ecological Services LLC  
Senior Project Manager, Professional Wetland Scientist, Insight/BCI Engineers and Scientists  
Senior Wetland Scientist, Tetra Tech MPS  
Project Manager, Professional Wetland Scientist, Insight Environmental Services, Inc.  
President, Professional Wetland Scientist, Ecological Services, Inc.  
Project Scientist, Professional Wetland Scientist, G.R. Kunkle and Associates, Inc.  
Environmental Scientist, Spotts, Steven and McCoy, Inc.  
Environmental Planner, A.D. Marble and Company  
Forest Technician, USDA Forest Service-Morgantown, WV District Office

#### Education and Training

Eastern Michigan University, M.S., 1999, Geology/Geography concentration in Hydrogeology  
University of Rhode Island, B.S., 1986, Natural Resource Management/Wildlife Biology and Management

#### Professional Memberships

Society of Wetland Scientists  
Association of State Wetland Managers  
Michigan Wetland Association

#### Professional Background

Ms. Knox has over 29 years of experience in wetland delineation, permitting, functional assessment, mitigation design and mitigation monitoring. Her technical expertise includes wetland delineations; baseline ecological assessments; and ground water evaluations related to natural and created wetlands.

#### **Years Experience:**

6 --- ASTI ENVIRONMENTAL

23 --- other firms

### WETLAND DELINEATION, PERMITTING & MITIGATION

#### Wetland Delineation, Michigan, Pennsylvania, New Jersey, Delaware and Maryland

Routinely provide wetland delineation and permitting services for municipal, private, and industrial clients throughout Michigan. Completed delineation of sites

from <1 to >400 acres in size in Michigan, as well as throughout the east coast including Pennsylvania, New Jersey, Delaware and Maryland.

#### Wetland Permits, Government, Transportation, Commercial, and Residential Development

Prepared wetland permit applications for small and large sites in southern Michigan including Genesee,



Ingham, Lapeer, Livingston, Macomb, Monroe, Oakland, St. Clair and Wayne Counties, Michigan. Permits were obtained from both the MDEQ and the US Army Corps of Engineers (ACOE). Also prepared permits for sites throughout the Pennsylvania, New Jersey, Delaware, Maryland and North Carolina.

#### Wetland Mitigation

Identified potential wetland mitigation sites, developed water budgets, designed wetland mitigation projects and conducted biomonitoring to track wetland establishment success throughout Michigan and Pennsylvania.

#### DTE, Davidson County Waste Energy Conversion Project, Davidson County, NC

Managed wetland delineation activities required for the installation of utility lines and construction of a substation on a landfill located in North Carolina. Project included the preparation and submittal of an ACOE Pre-Construction Notification (PCN), in addition to a Threatened and Endangered Species (T&E) survey. Activities also included working with DTE engineers to ensure that the project met nationwide permit requirements in order to meet an aggressive six-week schedule. Once submitted, the PCN and T&E clearance were obtained within one week of submittal.

#### Fremont Public Schools, Fremont, MI

Responsible for wetland delineation, permitting, and mitigation on a 138-acre property planned for construction of the new Fremont High School. The permit application was complex due to significant grading and drainage requirements in addition to extensive wetland. Additional complications arose due to construction without benefit of permit requiring negotiation with the state to finalize and eventually receive a wetland permit. Construction of the 3-acre wetland mitigation site is complete and mitigation monitoring has begun.

#### Commercial Development, St. Clair County, MI

Prepared and submitted a permit application, including a conceptual wetland mitigation plan, required for the relocation of 900 feet of county drain and filling of 2.85 acres of wetland required for the commercial development of a property. Due to the impacts, both the State and the EPA had concerns. A permit was granted by the State after EPA concerns were satisfactorily addressed.

#### State Park Redevelopment, Monroe, MI

Finalized a wetland permit application, including wetland design, and obtained approval from the ACOE required for restoration of a former Great Lakes marsh along Lake Erie as part of the MDNR's redevelopment of a state park. The restoration area encompassed approximately 4 acres and required the use of marsh species indigenous to Lake Erie.

## **NATURAL FEATURES INVENTORIES**

#### Ecological Assessment, St. Clair County, MI

Completion of a baseline ecological assessment required for a 38 acre property proposed for preservation in lieu of wetland creation. The project required completion of wetland identification and classification, identification of potential T&E species or suitable T&E habitat, and demonstration that the property met the regulatory requirements for preservation as mitigation. The state accepted the property for preservation, which will be donated to a land conservancy.

#### Ecological Assessment, Huron County, MI

Completion of an ecological assessment and subsequent Baseline Documentation Report (BDR) required for two properties on North Island, Huron County. The purpose of the BDR was to meet the requirements of the Land Trust Accreditation Commission (LTAC) in order to establish a land trust and conservation easement for two, 10-acre properties. An extensive evaluation of existing plant and wildlife communities, as well as historic land uses of the subject properties was completed and made part of the BDR. Required MDNR's Floristic Quality Assessment (FQA) methodology to quantify the habitat value for consideration of conservation.

#### State Park Evaluation, Commerce Twp., MI

Completion of the MDNR's FQA on a 600+/-acre property proposed for divestment by the MDNR. Included identification of all plant communities per the MDNR, Michigan Natural Features Inventory definitions. Historic site plant communities and uses in addition to the FQA findings were presented to the MDNR in an effort to demonstrate that the property should remain under MDNR ownership.

## **ENVIRONMENTAL ASSESSMENTS/PLANNING**

#### Environmental Assessment, Wyandotte, MI

Assisted with the development of an Environmental Assessment according to US Department of Energy requirements and needed for the proposed installation of wind turbines. Potential impacts evaluated included avian and bat flight, noise, and shadow flicker, in addition to land use, soils, vegetation, floodplains, wetlands, T&E species, wildlife, coastal zone management areas, and navigable waters.

#### Environmental Assessment, Orion Twp., MI

Developed the Environmental Assessment required for the expansion of an existing landfill. The Environmental Assessment was required as part of the landfill construction permitting and was accepted by DEQ.





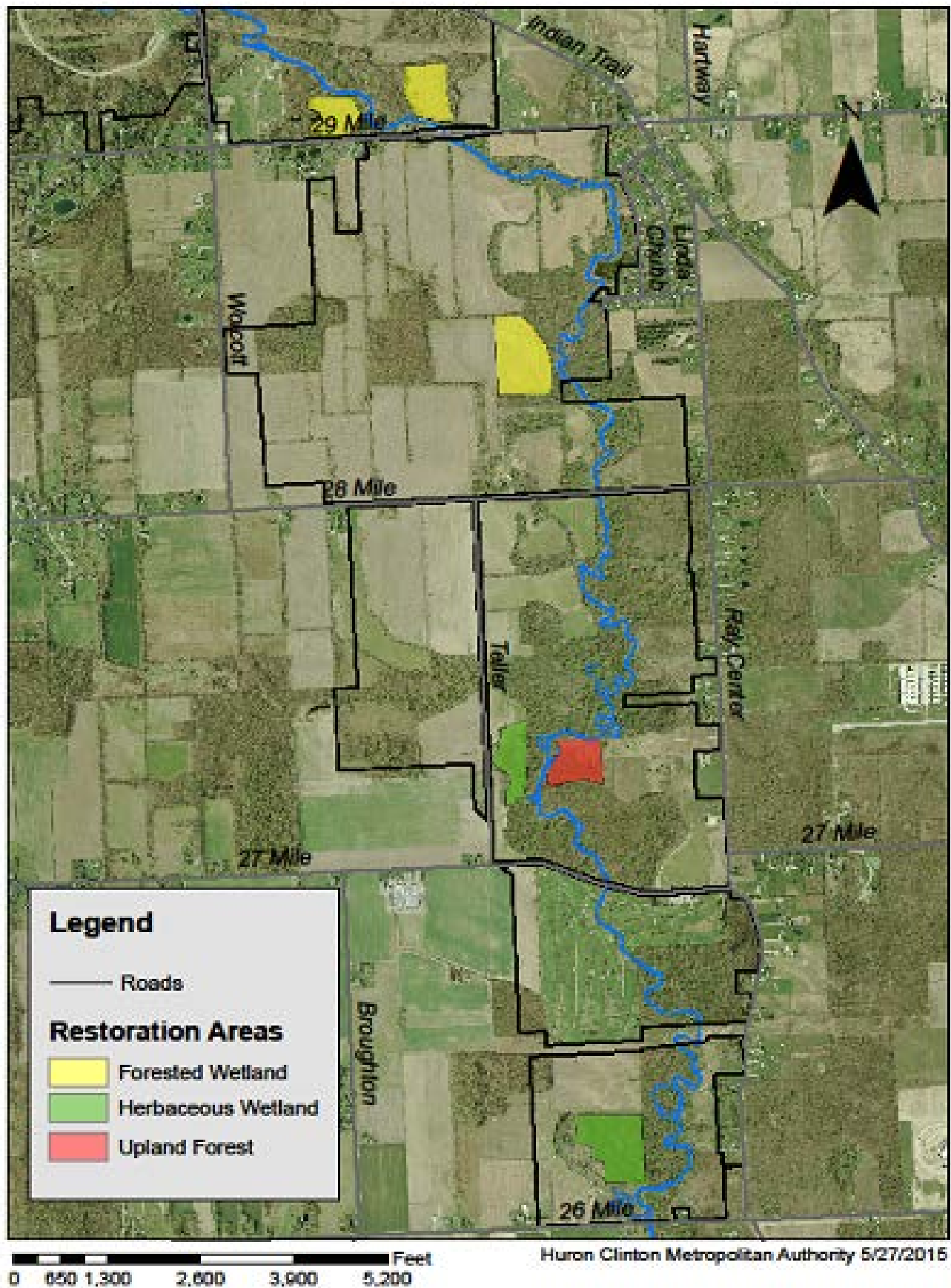
## North Branch Habitat Restoration Budget

Wolcott Mill Metropark - North Branch Habitat Restoration					
ITEM	Position	EPA Funding	Local Match	Total	
<b>1. Staff / Fringes</b>					
a. Project/Grant Management	HCMA	\$ 39,000.00	\$ 10,000.00	\$ 49,000.00	Includes funds for HCMA staff to manage the grant, assist with project management, construction oversight, assist with monitoring, assist with QAPP development and conduct volunteer planting programs
b. Monitoring	HCMA	\$ 3,000.00		\$ 3,000.00	
c. Travel			\$ 1,500.00	\$ 1,500.00	
d. Supplies		\$ 3,500.00	\$ 5,000.00	\$ 8,500.00	
<b>2. Contractual</b>					
a. Plan Development, Bid Documents, Permitting, Project Administration & Construction Management	Professional Engineering Services	\$ 45,000.00		\$ 45,000.00	Includes funds for plan development, construction plans & specifications, permitting, construction supervision, and construction management through completion reports.
b. Construction	Construction Contractor	\$ 235,000.00		\$ 235,000.00	Includes funds for all site work, construction, seeding and other activity outlined in approved construction plans, specifications and documents.
c. Monitoring	Oakland University	\$ 10,000.00		\$ 10,000.00	Hydrological, ecological, and vegetation monitoring over two years including QAPP development.
<b>Total Cost</b>		<b>\$ 335,500.00</b>	<b>\$ 16,500.00</b>	<b>\$352,000.00</b>	



# Wolcott Mill Metropark North Branch Habitat Restoration

5-e-3









**HURON-CLINTON METROPOLITAN  
AUTHORITY**  
Request for Proposal

RFP#:

**DESIGN PROJECT TITLE:** NBCR Habitat Restoration

**ISSUE DATE:** JULY 10, 2015

**PROPOSAL RESPONSE DATE:** JULY 28, 2015 at 2:00 p.m. (prevailing Eastern Time)

**LOCATION:**

Huron-Clinton Metropolitan Authority  
Natural Resources Department  
13000 High Ridge Drive  
Brighton, Michigan 48114  
(810) 227-2757

**DESCRIPTION:** The Huron-Clinton Metropolitan Authority (HCMA) 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)
- X A copy of the complete RFP is available from the Authority's Natural Resources Department, 13000 High Ridge Drive, Brighton, Michigan 48114.
- X 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 all inquiries to:

Paul Muelle, Project Representative, of the Natural Resources Department

(Phone) 810-494-6052

(Email) [paul.muelle@metroparks.com](mailto:paul.muelle@metroparks.com)

THIS BID IS OFFERED BY: \_\_\_\_\_

## INSTRUCTIONS TO PROPONENTS

### 1. PROPOSAL SUBMITTAL

- A. It is the responsibility of the Proponent to insure that the Proposal is received in the Natural Resources Department prior to the designated date and time.
- B. Proposals must be submitted in a sealed envelope with the Project Title, Proponent's name and full address shown on the envelope, and delivered during normal business hours (8:00 AM – 4:00 PM EST, Mon.- Fri.) to the address shown above.
- C. Proposals shall be submitted in duplicate, unless otherwise required herein.
- D. All Proposals submitted in response to this RFP shall become the property of the HCMA and shall be matters of public record available for review.

- 2. **PREPARATION OF PROPOSALS:** The Proposal should be prepared in the format as described in Section 3, "Proposal Format." The Proposal may otherwise be in accordance with Proponent's standard format. The Proposal must be signed by a person authorized to bind and commit the Proponent to provide such services offered to the HCMA.

### 3. PROPOSAL FORMAT

#### Part I - Technical

- A. General Information and Project Team: State the Proponent's full name, address, and federal I.D. number and, if applicable, the branch office, subconsultants or other entities that will provide or assist in providing the service. Indicate whether Proponent operates as an individual, partnership, or corporation. If a corporation, include the state of incorporation, and indicate licensure in the State of Michigan.
- B. Understanding of Project and Tasks: Proponent must understand the Project and the professional services needed to achieve the Authority's goal. State understanding of the Project requirements and summarize the plan for accomplishing the Project. Indicate experience with similar projects, sites, and clients as examples.
- C. Management Summary, Work Plan, and Schedule: Describe proposed methodology for and quality of services and deliverables to be provided. Describe the proposed plan for accomplishing the Project. Describe concisely each professional task, event, and deliverable required for Project completion, in accordance with the attached "Professional Services Agreement" form, "Section A, Professional Services". Avoid reiteration of language and tasks from this RFP. Describe constructability review and quality control plan.
- D. Personnel: Proponent must have sufficiently qualified staff with expertise necessary to undertake the Project. Include the full names of all personnel by classification that will be employed in the Project and resumes of key personnel. Describe lines of communication for personnel, subconsultants and HCMA.
- E. Budget Review: Review the proposed Project budget for adequacy for meeting the Statement of Work for the Project. If in the Proponent's opinion the proposed budget is inadequate, provide the basis for the opinion and offer suggestions for addressing the issue. Such opinion will not adversely affect review of the Proposal.

- F. References: Provide references, with contact information, of previous clients, particularly for similar projects. Provide an outline of experience with similar projects, sites, and clients.

## **Part II – Cost Proposal**

- A. Cost Proposal: The Cost Proposal shall correspond to phases and tasks of the work plan outlined in the Technical Proposal and the RFP. The cost proposed shall be estimated using billable hourly rates and the hours expected to be necessary by staff to complete the phases of work. Include fees of sub-consultants, with applicable markups as a percentage of sub-consultant fees. The Authority is exempt from federal excise and state sales taxes, and such taxes shall not be included in Proponent's costs.
- B. Non-Reimbursable Expenses: The Authority will not reimburse the Professional for the cost of printing and reproduction of Project deliverables such as survey and/or study report and bidding documents (drawings and specifications). The Authority will not reimburse for shipping or postage, soil borings, site surveys and any required laboratory testing as stipulated in the RFP.
- C. Other Costs: All other costs, such as fringe benefits, vacations, sick leave, insurance, meals, lodging, travel, computer time, and clerical/secretarial services (not Project-related), telephone services, miscellaneous travel, reproduction services for other than bidding documents, employees not providing a direct service, other indirect costs, overhead and profit, shall be included in the calculation of the Proponent's billing rates.
- D. Completeness of Proposal: The cost proposal for each phase or task of the work shall include all services required associated with that phase or task, as necessary to achieve the intent of the Project. Any contract issued by the Authority pursuant to this proposal anticipates that the Professional will provide, but shall not seek compensation for, services necessary to respond to and resolve contractor claims arising wholly or in part from the Professional's design errors or omissions or other aspects of the design or for any aspect of the Professional's performance which is inconsistent with the Professional or construction contracts. No task or part thereof may include costs for such efforts.
- E. Compensation Information: Provide compensation information for the Professional, its employees, and for any subconsultants. Provide information by employee name and classification. Identify any hourly billable rate change anticipated during the course of the Project.
- F. Cost of Phase or Task: Identify the estimated cost for each phase or task. The combination of all phases or tasks shall become the maximum not-to-exceed cost for all services provided under the Agreement. Compensation for each phase or task will be in accordance with the attached "Professional Services Agreement" form, "Section C – Compensation for Professional Services".
4. **REQUESTS FOR INFORMATION**
- A. All requests for information shall be made within a reasonable time prior to the date and time fixed for receiving Proposals, in order that a response can be issued.
- B. For minor information or clarifications not requiring written addenda, the Natural Resources Department may provide verbal responses.
- C. For other requests for information the Natural Resources Department will issue addenda as required.

- D. Record drawings or other documents may be attached to the Statement of Work as deemed applicable to the Project. Additional record drawings or documents on file at the Authority's offices are available for inspection upon request and will be made available to Proponents as deemed applicable.
  - E. Proponent is encouraged to inspect the Project site to become familiar with the existing conditions present at the site. By submitting a Proposal the Proponent represents it is sufficiently knowledgeable of the site to achieve the intent of the Project. Proponent may contact the Project Representative to schedule a site inspection.
- 5. **CHANGES AND ADDENDA TO RFP DOCUMENTS:** Changes or addenda issued regarding this RFP will issued to all proponents or firms to which the Authority has issued RFPs; however, it shall be Proponent's responsibility to make inquiry to the natural Resources Department as to changes or addenda issued. All such changes or addenda shall become part of the RFP and Agreement.
  - 6. **REJECTION:** Submittal of terms, conditions or agreements which are in conflict with the RFP is grounds for deeming a Proposal non-responsive and may result in rejection.
  - 7. **WITHDRAWAL:** Proposals may be withdrawn in person by Proponent or its authorized representative, provided their identity as Proponent's representative is verified and a receipt is signed for the Proposal, but only if withdrawal is made prior to the date and time set for receipt of Proposals. After the Response Date and time, Proposals are irrevocable and may not be withdrawn within 90 days of said Date.
  - 8. **RFP AN OFFER TO AGREEMENT:** The Proponent's response to the RFP will be deemed an offer to enter into Agreement with the Authority based upon the terms and conditions of the RFP and the Agreement.
  - 9. **AWARD:** The successful Proponent will be notified of award of Agreement in writing by the Authority, and a duly completed purchase order will be issued by the Authority to the Professional. Services may not commence under the Agreement until the Agreement form is executed by the Professional and returned to the Authority, unless otherwise stipulated in the notification of award. The Authority reserves the right to reject any or all Proposals and to waive any informalities and irregularities in Proposals, and to accept any proposal it deems in the best interest of the Authority.
  - 10. **EQUAL OPPORTUNITY:** The Authority is committed to ensuring that all citizens have the opportunity for the equality of treatment in service and employment.
  - 11. **PROPOSAL RESULTS:** Proponents wishing to receive a tabulation of proposals received may contact the Engineering Department. A tabulation of proposals will be on file and available for review after notification of award has been issued to the successful Proponent.
  - 12. **NOTICE TO PROCEED:** The successful Proponent shall not commence work or services under this Agreement until authorized to do so in writing by the Authority.
  - 13. **DEFINITIONS:** "Agreement" – The agreement or contract the Authority enters into with the Professional to provide the services as stipulated this RFP, which includes RFP Form, Statement of Work, Professional's Proposal, Professional Services Agreement, and any other documents referenced herein.



"HCMA" - The Huron-Clinton Metropolitan Authority, established and operating under Act 147, Michigan Public Acts of 1939 as amended, acting by and through its Natural Resources Department.

"Proponent" - The person or firm submitting the Proposals.

"Project" – The work or services contemplated under the Agreement.

"Professional" – The individual, partnership or corporation undertaking the Services under the terms of the Agreement and acting directly or through agents, employees or subconsultants; the successful Proponent with whom the Authority enters into Agreement for the providing services as stipulated in this RFP.

"Request for Proposals" or "RFP": The request or invitation to qualified professional services firms to submit proposals in accordance with this RFP form, the Statement of Work, Professional Services Agreement form and any other document referred to or attached herein.

## **STATEMENT OF WORK**

### **Attachment 'A'**

**Project Title: NBCR Habitat Restoration**

**Project Number:**

**Park Name: Wolcott Mill HCMA**

**Project Description:**

#### **General**

Approximately 100 acres of potential wetland restoration area has been identified adjacent to the North Branch of the Clinton River (NBCR) within Wolcott Mill HCMA. The HCMAs are interested in restoring wetland habitat within the park in order to improve water quality and increase wildlife habitat. Currently, approximately 40 acres of the identified potential restoration areas are being restored in a separate Section 319-funded project. The proposed follow-on project in this proposal would continue this wetland and associated upland restoration program on additional properties to help address water quality issues by reducing flashiness, and reducing the nutrient and sediment load received in the NBCR. The intent is to address the wetland restoration AOC delisting target for the NBCR watershed, including: Degraded Fish and Wildlife Populations; Loss of Fish and Wildlife Habitat; and Degradation of Benthos BUI's.

#### **General Location**

Wolcott Mill HCMA covers approximately 2800 acres along the banks of the North Branch of the Clinton River in Ray Township, southeast of Romeo, in north central Macomb County. The park has four facilities open to the public, a Historic Grist Mill, and farm Learning Center, Camp Rotary and Wolcott Mill Golf Course as well as providing hiking and equestrian trails throughout the park. Park development

#### **Detailed Statement of Work**

The Huron-Clinton Metropolitan Authority (HCMAs) proposes to restore approximately 60 acres of agricultural field to wetland and associate upland habitat along the NBCR. Areas selected for restoration are identified on accompanying maps (appendix A). The proposed wetland restoration areas will be surveyed for existing agricultural drain tile. If found the drain tile will be broken to facilitate the restoration of the historical hydrological regime. Topography and soils will be evaluated to determine the best course of action for restoration activities, which may include the installation of earthen berms to block or change current overland runoff, excavating shallow depressions to capture water and create a variation of habitat within the wetland areas and/or other mitigating activities. Native vegetation and trees will be chosen based on soil and moisture suitability and appropriate varieties for restoration goals based on historic conditions. Forested areas will be restored to increase connectivity between forest patches along the corridor of the NBCR which will improve habitat for species reliant on large forest tracts to

complete their life cycle. Areas for reforestation will be planted with cool season grasses to decrease weed competition with tree plantings and grassland areas will be treated with herbicide to control weeds before planting. Native grassland areas will be established adjacent to forested tracts to reduce runoff, capture sediment and facilitate water infiltration from adjacent agriculture. A diverse mix of native wildflowers and forbs will be planted in these grasslands. This work will be completed during the first year of the project and will be monitored for a period of two growing seasons. When needed and feasible, non-native invasive plants will be removed from the sites or adjacent sites to a reasonable extent and appropriate native species reintroduced.

The Consultant will be responsible for certifying accuracy of existing conditions including topography, soils, utilities, existing habitat and native fauna communities, hydrologic and hydraulic conditions of the wetland systems, developing design alternatives, coordinating with proper agencies having jurisdiction and obtaining permits as required, developing a final approved design, developing construction documents and specifications, assisting in the selection of a construction contractor, construction oversight, and construction contract administration and reporting. Monitoring and the preparation of the Quality Assurance Project Plan (QAPP), will be the responsibility of the HCMA and will be performed by HCMs Staff with the assistance of Oakland University. Project/Grant oversight will be the responsibility of the HCMA.

**General Statement of Services.**

The Professional shall provide professional and other services for the HCMA in all phases of the Project, shall serve as the HCMA's professional representative for the Project as set forth below, and shall give professional consultation and advice to the HCMA during the performance of the services. The services shall be coordinated with HCMA's Project team members, including representatives of Oakland University and US Fish and Wildlife Service. The professional services shall include but not necessarily be limited to appropriate data collection and mapping, soils and site investigations, hydrologic analysis, securing of permits, development of final design, construction documents and contract documents, securing and administration of contracts for restoration and construction services, grant administration, Project communication and other incidental services.

**Project Goals**

- To continue a wetland and associated upland restoration program currently underway through a separate Section 319-funded project.
- To restore floodplain hydrological functions of the North Branch of the Clinton River, to the extent reasonably feasible, in order to improve water quality on the NBCR by reducing flashiness, peak flows, and the overall volume of water discharged to the stream, and reducing the nutrient and sediment load.
- To improve wildlife habitat along the river corridor of the NBCR.
- To increase connectivity between forest patches along the corridor of the NBCR.
- To re-vegetated existing agriculture fields with native grassland species to serve as a buffer from runoff from adjacent agricultural activity.
- To create additional recreational opportunities at Wolcott Mill Metropark.

**Suggested Project Sequence and Timeline:**

- Site Evaluation and Information Gathering
- Preliminary Design
- Quality Assurance Project Plan (QAPP) and obtain EPA approval
- Pre-restoration investigation and monitoring,
- Final Design,
- Obtain required permits,
- Prepare bid plans & specifications/contract documents,
- Select contractor,
- Construct improvements/construction oversight,
- Perform post-construction monitoring



**Timeline**

	2015				2016				2017			
	Jan - Mar	April - June	July - Sept	Oct - Dec	Jan - Mar	April - June	July - Sept	Oct - Dec	Jan - Mar	April - June	July - Sept	Oct - Dec
<b>Grant Administration</b>												
Administration & Planning												
Consultant Selection												
Project Close Out												
<b>Pre-Implementation / Planning</b>												
Base Information												
Site Evaluation												
Site Selection & Prioritization												
MDEQ Approval												
<b>Restoration Design</b>												
Supplemental Information												
Survey / Mapping												
Geotechnical												
Preliminary Design												
Final Design												
MDEQ Approval												
Permitting												
<b>Restoration Construction</b>												
Contractor Selection												
Contract Documents												
Construction												
Vegetation Establishment												
Vegetation Monitoring												
Construction Oversight												
<b>Monitoring &amp; Evaluation</b>												
QAPP Development and Approval												
Pre & Post Documentation												
Pre & Post Hydrologic Assessment												
Pre & Post Vegetation Assessment												

**Objectives / Deliverables / Outcomes**  
*Studies and Reports*

1. Perform all grant related tasks and provide information as required by EPA and the HCMA in order to fulfill successful grant award.
2. Coordinate with the HCMA as to the providing or obtaining from others data or services required in this Agreement, and act as the HCMA's representative in connection with any such services.
3. Provide an analysis of HCMA's needs, planning surveys, site evaluations and studies of prospective alternatives and solutions.
4. Coordinate with appropriate agencies and agencies having jurisdiction, including the Michigan Department of Environmental Quality, U.S. Fish and Wildlife Service and the Macomb County Public Works Commissioner.
5. Provide a general budgetary review of the HCMA's requirements applicable to various alternatives.
6. Perform appropriate and necessary investigations, including collection of data from available historic and archival sources, topographical mapping, soil and geotechnical investigations, site investigations, investigation of existing habitat and native fauna communities, hydrologic and hydraulic analyses.
7. Prepare a report containing schematic layouts, sketches, and conceptual design criteria with appropriate exhibits to indicate clearly the considerations involved and the alternative solutions available to the HCMA and stating Professionals findings and recommendations with opinions of probable costs for the Project, including costs of investigations, surveys, design services, construction, restoration services and other improvements, contingencies, professional services and related costs (all of which are hereinafter called "Project Costs").

*Preliminary Design*

1. In consultation with the HCMA and on the basis of the accepted Report, determine the extent and scope of the Project.
2. Prepare preliminary design documents consisting of final design criteria, preliminary drawings, outline specifications and statements of work.
3. Based on the information contained in the preliminary design documents, submit a revised opinion of probable Project Costs.
4. Furnish copies of the above preliminary design documents and present and review them in person with the HCMA and the advising committee.

### *Final Design*

1. On the basis of the accepted preliminary design documents, the revised opinion of probable Project Costs and HCMA's comments, prepare for incorporation into the Project documents, final drawings, specifications and statements of work to show the character and extent of the Project.
2. Apply for and obtain approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
3. Advise the HCMA of any adjustments to the latest opinion of probable Project Cost caused by changes in extent or design requirements of the Project or Project Costs and furnish revised opinion of probable Project Cost based on the Project documents.
4. Prepare for review and approval by the HCMA, its legal counsel and other advising committee members, contract agreement forms, general conditions and supplementary conditions, bid forms, invitations to bid and instructions to bidders, drawings, specifications, statements of work and related documents (all referred to as "Contract Documents").
5. Incorporate into all Contract Documents and assure compliance with HCMA contracting and procurement policies and standard documents.
6. Furnish five copies of Project documents and present and review them in person with the HCMA and advising committee.

### *Bidding*

1. Place advertisement for bids at Professionals expense in appropriate publications and/or other media as the HCMAs requests
2. Print up to five copies of the construction bidding documents for the HCMA review and use during the Project and copies for distribution to review agencies. Additional copies for prospective bidders shall be made available to the bidders and paid for by the bidders
3. Obtain bids for each separate contract for construction, restoration services, materials, equipment, and services. Prepare addenda as required during bidding phase to clarify Contract Documents.

4. Consult with and advise the HCMA as to the acceptability of construction contractor(s), subcontractors, suppliers, and other persons and organizations proposed to be engaged by the HCMA or Professional.
5. Consult with and advise the HCMA as to the acceptability of substitute materials and equipment proposed by contractor(s) when substitution prior to the award of contracts is allowed by the bidding documents.
6. Assist HCMA in evaluating bids or proposals and in awarding contracts.

### *Construction*

1. Upon award of Construction Contracts by the HCMA, the Professional shall:
2. Furnish a Project Representative for the entire construction period. The Project Representative will act as directed by the Professional to assist in observing performance of the work of contractors and subcontractors
3. Prepare for HCMA, reproducible record Drawings showing those changes made during the construction process, based on the marked-up prints, drawings, tracings and other data furnished by contractor(s) to the Professional.
4. In conjunction with the HCMA, manage and provide quality assurance of all contractor services in accordance with their respective subcontracts. Provide appropriate on-site oversight and inspection of contractors as necessary to assure performance of contracts. The Professional shall be responsible to assure contractor's means, methods, techniques, sequences, procedures, safety precautions and programs incidental to the Work as necessary to secure completion of the Work in accordance with applicable subcontracts. The Professional shall keep HCMA informed of the progress of the Work. The Professional shall promptly inform the HCMA of work failing to conform to the applicable contracts and the HCMA can take such action as is necessary for the necessary remedy.
5. In conjunction with the HCMA, the Professional shall review of applications for payment by the contractor(s) and with HCMA's concurrence, determine the amounts owed and recommend in writing payments to contractors in such amounts; such recommendations of payment will constitute a representation to HCMA, based on such observations and review, that the Work has progressed to the point indicated, and that the quality of such work is in accordance with the respective contracts.

6. Perform Project closeout activities to ensure that Project records, including Professional's notes, Project reports, Project Manual, and Drawings, are archived and maintained for future reference when HCMA requests Project information.
7. Together with HCMA, visit the Project to observe any apparent defects in the Work, assist HCMA in consultations and discussions with contractors concerning correction of any such defects, and make recommendations as to replacement or correction of defective Work, if present.
8. In company with HCMA, provide an inspection of the Project within one month before the end of the Correction Period to ascertain whether any portion of the Work is subject to correction.
9. The Professional shall make a final inspection with HCMA and contractors or subcontractors to determine if the Work has been completed in accordance with the respective contracts. The Professional shall recommend, in writing, final payment to contractors and subcontractors and shall give written notice to HCMA that work is acceptable.

#### *Monitoring*

1. Pre and post ecological and functional monitoring of the Project will be the responsibility of the HCMA. The Professional shall cooperate with the HCMA and its partners in the monitoring process.



### Budget

Wolcott Mill Metropark - North Branch Habitat Restoration					
ITEM	Position	EPA Funding	Local Match	Total	
1. Staff / Fringes					
a. Project/Grant Management	HCMA	\$ 39,000.00	\$ 10,000.00	\$ 49,000.00	Includes funds for HCMA staff to manage the grant, assist with project management, construction oversight, assist with monitoring, assist with QAPP development and conduct volunteer planting programs
b. Monitoring	HCMA	\$ 3,000.00		\$ 3,000.00	
c. Travel			\$ 1,500.00	\$ 1,500.00	
d. Supplies		\$ 3,500.00	\$ 5,000.00	\$ 8,500.00	
2. Contractual					
a. Plan Development, Bid Documents, Permitting, Project Administration & Construction Management	Professional Engineering Services	\$ 45,000.00		\$ 45,000.00	Includes funds for plan development, construction plans & specifications, permitting, construction supervision, and construction management through completion reports.
b. Construction	Construction Contractor	\$ 235,000.00		\$ 235,000.00	Includeds funds for all site work, construction, seeding and other activity outlined in approved construction plans, specifications and documents.
c. Monitoring	Oakland University	\$ 10,000.00		\$ 10,000.00	Hydrological, ecological, and vegetation monitoring over two years including QAPP development.
Total Cost		\$ 335,500.00	\$ 16,500.00	\$352,000.00	

**SERVICES AGREEMENT  
BETWEEN  
HURON-CLINTON METROPOLITAN AUTHORITY  
AND  
ASTI ENVIRONMENTAL, INC.**

AGREEMENT EXPIRATION DATE: \_\_\_\_\_

This Services Agreement (the "Agreement") made this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_ between the Huron-Clinton Metropolitan ("HCMA"), a Michigan public body corporate, whose address is 13000 High Ridge Drive, Brighton, Michigan 48114 ("HCMA"), and ASTI Environmental, Inc., a Michigan Corporation whose address is 10448 CITATION DR. SUITE 100, BRIGHTON, MI. 48116 ("Contractor"). In this Agreement, either the Contractor or HCMA may be referred to individually as a "Party" or collectively as the "Parties".

WHEREAS, HCMA desires to retain the Contractor to provide certain services as described herein upon the terms and conditions set forth herein and the Contractor is willing to perform such services.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **CONTACTS:** The following individuals shall be primarily responsible for the administration of this Agreement. The addresses and telephone numbers shall be used for all notices required under the Agreement.
  - a. HCMA  
Huron-Clinton Metropolitan Authority  
13000 High Ridge Drive  
Brighton, MI 48114  
Tel: 810.227.2757  
Fax: 810.225.6212
  - b. Contractor  
ASTI ENVIRONMENTAL, INC.  
10448 CITATION DR. SUITE 100  
BRIGHTON, MI. 48116  
Tel: 810-225-2800  
Tax Id. No.: 38-2567197
2. **SCOPE OF CONTRACTOR'S SERVICES:** To plan and implement a habitat restoration project located at Wolcott Metropark, Ray Twp., Macomb County, MI. including, design and implementation pursuant to the Great lakes Restoration Initiative (GLRI) Grant, as more fully described in Exhibit A, attached hereto (the "Services").
3. **COMPENSATION AND INVOICING:**
  - a. Compensation. Not to Exceed \$45,000.00 as outlined in the EPA approved GLRI grant and Work Plan
  - b. Invoices. Contractor shall submit to HCMA invoices for Services provided. Contractor shall attach sufficient information to each invoice to enable HCMA to be able to identify the Services performed, the individuals performing the Services, and the agreement

under which the Services were performed for the applicable invoice period. Invoices shall be submitted to HCMA at the address listed in section 1, Attention: Accounts Payable. HCMA shall pay invoices for Services satisfactorily performed within forty-five (45) days after receipt of a complete invoice from Contractor. In the event that HCMA reasonably disputes any amount that appears on an invoice from Contractor, the Parties shall work together in good faith to resolve the dispute. HCMA shall not be required to pay the disputed portion until the dispute is resolved; provided, however, that (i) HCMA continues to pay any undisputed amounts consistent with this Agreement, (ii) Contractor shall continue to provide all of the Services and otherwise perform its obligations under the Agreement, and (iii) HCMA shall provide a written explanation for any disputed amount with specific remedies it believes needs to be taken. Nonpayment by HCMA of disputed amounts shall not constitute a breach of HCMA's obligations regarding payment to Contractor or otherwise be considered a basis for termination of this Agreement.

#### **4. TERM, TERMINATION, NOTICE AND AMENDMENTS**

- a. Term. This Agreement shall become effective on the later date each of the following have occurred: (i) the Board of Commissioners of the HCMA or its lawful designee has approved this Agreement; (ii) the governing body of the Contractor or its lawful designee has approved this Agreement; (iii) a lawful agent of the HCMA has executed the Agreement; (iv) a lawful agent of the Contractor has executed the Agreement; and (v) all conditions precedent to the effectiveness of the Agreement have occurred. The Agreement shall expire with no further act or notice on \_\_\_\_\_, 201\_\_\_\_, and unless otherwise terminated or canceled as provided below. The Parties are under no obligation to renew or extend this Agreement after the expiration date. This Agreement may be extended by written, mutual agreement of the Parties.
- b. Termination. HCMA may terminate and/or cancel this Agreement (or any part thereof) at any time during the term, any renewal, or any extension of this Agreement, upon thirty (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. HCMA may immediately terminate this Agreement for cause upon notice to Contractor if Contractor is in breach of this Agreement. The notice of breach shall include a statement of the facts that cause HCMA to believe Contractor is in breach of the Agreement. The effective date for termination or cancellation shall be clearly stated in the written notice.

HCMA's sole obligation in the event of termination is for payment for actual Services rendered by the Contractor before the effective date of termination. Under no circumstances shall the HCMA be liable for any future loss of income, profits, any consequential damages or any loss of business opportunities, revenues, or any other economic benefit Contractor may have realized but for the termination and/or cancellation of this Agreement. HCMA shall not be obligated to pay Contractor any cancellation or termination fee if this Agreement is cancelled or terminated as provided herein.

Contractor may terminate and/or cancel this Agreement (or any part thereof) at any time upon ninety (90) days written notice to HCMA, if HCMA defaults in any obligation contained herein, and within the ninety (90) notice period the HCMA has failed or has not attempted to cure any such default. The effective date of termination and/or cancellation and the specific alleged default shall be clearly stated in the written notice.

- c. Notice. Notices given under this Agreement shall be in writing and shall either be personally delivered, sent by express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed in Section 1. Notice will be deemed given on the earlier of: (1) the date of actual receipt; (2) the next business day when notice is sent express delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.

Either Party may change the address or individual to which notice is sent by notifying the other party in writing of the change.

- d. Agreement Modifications or Amendments. Any modifications, amendments, recessions, waivers, or releases to this Agreement must be in writing and agreed to by the Parties. Unless otherwise agreed, the modification, amendment, recession, waiver, or release shall be signed by a lawfully authorized employee of Contractor and HCMA.

## **5. CONTRACTOR'S REPRESENTATIONS, WARRANTIES AND COVENANTS**

- a. Organization and Good Standing. The Contractor is duly organized, validly existing and in good standing under the laws of the State of Michigan, has all requisite power and authority to own, operate and lease its properties and is duly authorized to do business in the state of Michigan.
- b. Power and Authority. The Contractor has all requisite power to enter into this Agreement and to carry out and perform its obligations hereunder. All action required on the part of the Contractor and its officers, and agents for the authorization, execution and delivery of this Agreement and the performance by the Contractor of its obligations hereunder have been taken. This Agreement when executed and delivered, shall constitute the legal and binding obligations of the Contractor in accordance with its terms, subject to (a) judicial principles respecting election of remedies or limiting the availability of specific performance, injunctive relief and other equitable remedies and (b) bankruptcy, insolvency, reorganization, moratorium or other similar laws now or hereafter in effect generally relating to or affecting creditors' rights.
- c. No Conflict or Breach. The execution, delivery and performance by the Contractor of its obligations under this Agreement will not result in any violation of, be in conflict with or constitute a default under, in any material respect, any material instrument, mortgage, deed of trust, loan, contract, commitment, judgment, decree, order or obligation binding upon the Contractor or result in the creation of any mortgage, pledge, lien, encumbrance or charge upon any of its properties or assets.
- d. No Debarment, Pending Governmental Action or Record of Violations. The Contractor has not been debarred by either the federal, state or any local unit of government from providing services, nor is it currently the subject of any debarment or similar proceedings. The Contractor has no record of violation of any federal, state or local government's procurement, contracting or ethics rules.
- e. Conflicts; No Undue or Improper Influence or Inducement. The Contractor represents and warrants that it has disclosed in writing any existing conflicts of interest involving HCMA, and that it will disclose in writing to HCMA any conflicts that arise during the term of this Agreement. The Contractor represents and warrants that it has not, and will not, offer to HCMA or any of HCMA's employees any unlawful inducement,

prohibited benefit, or improper incentive to enter into this or any other agreement with HCMA.

- f. Performance of Services; Compliance with Law. The Services will be performed in a diligent manner in accordance with industry practices, by individuals of suitable training, skill, and licensure if appropriate. The Contractor's actions and performance of the Services throughout the term of this Agreement shall be in full compliance with all applicable federal, state and local laws, rules, regulations and standards, including all laws applicable to HCMA's operations or to which HCMA is otherwise bound. The Contractor has, and will maintain throughout the term of this Agreement, all licenses, permits, authorizations and approvals necessary for the lawful conduct of its business. No representation or warranty of the Contractor contained in this Agreement contains any untrue statement of material fact or omits to state a material fact necessary to make the statements and facts contained herein not misleading.
- g. Equipment and Supplies. The Contractor is responsible for providing equipment and supplies not expressly required to be provided by the HCMA herein.
- h. Taxes. The Contractor shall pay its own local, state and federal taxes, including without limitation, social security taxes, and unemployment compensation taxes. HCMA shall not be liable to or required to reimburse the Contractor for any federal, state and local taxes or fees of any kind.
- i. Contractor's Incidental Expenses. Except as otherwise expressly provided in this Agreement, the Contractor shall be solely responsible and liable for all costs and expenses incident to the performance of all Services for the HCMA including, but not limited to, any professional dues, association fees, license fees, fines, taxes, and penalties.
- j. Contractor Employees. Contractor shall solely control, direct, and supervise all Contractor Employees with respect to all Contractor obligations under this Agreement. Contractor will be solely responsible for and fully liable for the conduct and supervision of any Contractor's Employee. All employees of Contractor assigned to work under this Agreement may, at the HCMA's discretion, be subject to a security check and clearance by HCMA.
- k. Contractor Employee-Related Expenses. All employees of Contractor shall be employed at the Contractor's sole expense (including employment-related taxes and insurance) and the Contractor warrants that all of Contractor's Employees shall fully comply with and adheres to all of the terms of this Agreement. Contractor shall indemnify and hold the HCMA harmless for all Claims (as defined in this Agreement) against the HCMA by any Contractor Employee, arising out of any Agreement for hire or employer-employee relationship between the Contractor and any Contractor Employee, including, but not limited to, Worker's Compensation, disability pay or other insurance of any kind.
- l. Full Knowledge of Service Expectations and Attendant Circumstances. Contractor warrants that before entering into this Agreement, it had a full opportunity to review the proposed Services, and review all HCMA requirements and/or expectations under this Agreement. The Contractor is responsible for being adequately and properly prepared



to execute this Agreement. Contractor has satisfied itself in all material respects that it will be able to perform all obligations under the Agreement as specified herein.

- m. Independent Contractor. The Contractor's relationship to the HCMA is that of an Independent Contractor. Nothing in this Agreement is intended to establish an employer-employee relationship between HCMA and either the Contractor or any Contractor Employee. All Contractor Employees assigned to provide Services under this Agreement by the Contractor shall, in all cases, be deemed employees of the Contractor and not employees, agents or sub-Contractor of HCMA.

## **6. INSURANCE, INDEMNIFICATION, AND RELEASE**

### **a. Insurance.**

- i. As a condition precedent to the effectiveness of this Agreement, the Contractor shall obtain and maintain insurance according to the specifications according to the specifications contained in Exhibit B and in compliance with this Agreement. If any insurance required hereunder lapses at any time during the Term of the Agreement, HCMA retains the right to immediately terminate this Agreement.
- ii. General Certificates of Insurance. All Certificates of Insurance shall contain the following clauses:
  - 1. "The insurance company(s) issuing the policy or policies shall have no recourse against the HCMA for payment of any premiums or for assessments under any form of policy".
  - 2. "Any and all deductibles in the above-described insurance policies shall be assumed by and be or the amount of, and at sole risk of, the Contractor."
- iii. The general liability shall be primary and non-contributory. General Liability shall be on a per jobsite basis.
- iv. All Certificates are to provide 30-day notice of material change or cancellation. Certificates of Insurance and insurance binders must be provided no less than ten (10) working days before commencement of work to the HCMA Purchasing Department. Insurance carriers are subject to the approval of the HCMA.
- v. The HCMA shall be named as an additional insured to this coverage in a form no more restrictive than the current ISO form.

### **b. Indemnification, Release, Limitation of Liability and Disclaimer of Warranties.**

- i. Indemnification and Release. Contractor shall indemnify, defend and hold HCMA harmless from any and all Claims (as defined in this Agreement) which are incurred by or asserted against HCMA by any person or entity, alleged to have been caused or found to arise, from the negligent acts, performances, errors, or omissions of Contractor or Contractor's Employees, including, without limitation, all Claims relating to injury or death of any person or damage to any property.

The indemnification rights contained in this Agreement are in excess and over and above any valid and collectible insurance rights/policies. During the term of this Agreement, if the validity or collectability of the Contractor's insurance is disputed by the insurance company, the Contractor shall indemnify HCMA for all

claims asserted against the HCMA and if the insurance company prevails, the Contractor shall indemnify the HCMA for uncollectable amounts. Contractor shall have no rights against HCMA for any indemnification (e.g., contractual, equitable, or by implication), contribution, subrogation, and/or any other right to be reimbursed by HCMA except as expressly provided herein.

Contractor waives and releases all actions, liabilities and damage including any subrogated rights it may have against HCMA based upon any Claim brought against HCMA.

- ii. Limitation of Liability. Neither Party shall be liable to the other for any amounts representing loss or profit, loss of business, or other incidental, consequential or punitive damages of the other Party due to the results of the Research Project.
- iii. Disclaimer of Warranties. THE AUTHORITY MAKES NO REPRESENTATIONS OR WARRANTIES WHATSOEVER, WHETHER EXPRESS OR IMPLIED BY OPERATION OF LAW INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ALL OF WHICH ARE HEREBY EXPRESSLY DISCLAIMED. WITHOUT LIMITING THE GENERALITY OF THE RIGHTS OF THE AUTHORITY, IN NO EVENT SHALL THE AUTHORITY'S AGGREGATE LIABILITY UNDER OR RELATING TO THIS AGREEMENT AT ANY TIME EXCEED THE TOTAL AMOUNT PAID TO THE AUTHORITY AS PROVIDED HEREIN.

## **7. AGREEMENT DOCUMENTS, PRECEDENCE**

- a. Agreement Documents; Precedence. The following documents are incorporated into this Agreement. In the event of a conflict between or among any provisions of any of these documents, the provisions of the document contained in this list shall apply in descending order, such that the provisions contained in section 7.a.i shall take precedence over the provisions of the document contained in section 7.a.ii.

- i. This Services Agreement and the Exhibits hereto;

## **8. DEFINITIONS AND GENERAL TERMS AND CONDITIONS**

- a. Definitions. The following words and expressions when printed with the first letter capitalized as shown herein, whether used in the singular or plural, possessive or non-possessive, and/or either within or without quotation marks, shall be defined and interpreted as follows:
  - i. "Contractor Employee" means without limitation, any employees, officers, directors, members, managers, trustees, volunteers, attorneys, and representatives of Contractor, and also includes any licensees, concessionaires, associate researcher, independent sub-Contractor, Contractor's suppliers, subsidiaries, joint ventures or partners, and/or any such persons, successors or predecessors, employees, (whether such persons act or acted in their personal, representative or official capacities), and/or any and all persons acting by, through, under, or in concert with any of the above. "Contractor Employee" shall also include any person who was a Contractor Employee at any time during the term of this Agreement but, for any reason, is no longer employed, appointed, or elected in that capacity.

- ii. "Claims" means any alleged losses, claims, complaints, demands for relief or damages, suits, causes of action, proceedings, judgments, deficiencies, liability, penalties, litigation, costs, and expenses, including, but not limited to, reimbursement for reasonable attorney fees, witness fees, court costs, investigation expenses, litigation expenses, amounts paid in settlement, and/or other amounts or liabilities of any kind which are imposed on, incurred by, or asserted against HCMA, or for which the HCMA may become legally and/or contractually obligated to pay or defend against, whether based upon any alleged violation of the federal or the state constitution, any federal or state statute, rule, regulation, or any alleged violation of federal or state common law, whether any such claims are brought in law or equity, tort, contract, or otherwise, and/or whether commenced or threatened.
  - iii. "Day" means any calendar day, which shall begin at 12:00:01 a.m. and end at 11:59:59 p.m.
  - iv. "HCMA" means the Huron-Clinton Metropolitan Authority, a Michigan public body corporate, its respective appointed officers, official employees, committees, and "HCMA Agent" as defined below.
  - v. "HCMA Agent" means all appointed HCMA officials, officers, directors, board members, commissioners, HCMA employees, volunteers, representatives, and/or any such persons' successors (whether such person act or acted in their personal representative or official capacities), and/or any persons acting by, through, under, or in concert with any of them. "HCMA Agent" shall also include any person who was a "HCMA Agent" anytime during the term of this Agreement but, for any reason, is no longer employed, appointed, or serving as an Agent.
  - vi. "Services" means the obligations Contractor shall provide or perform pursuant to this Agreement.
- b. General Terms and Conditions. The following general terms and conditions shall apply to this Agreement.
- i. Cumulative Remedies. A Party's exercise of any remedy shall not preclude the exercise of any other remedies, all of which shall be cumulative. A Party shall have the right, in its sole discretion, to determine which remedies are to be exercised and in which order.
  - ii. Survival of Terms and Conditions. The following terms and conditions shall survive and continue in full force beyond the termination and/or cancellation of this Agreement (or any part thereof) until the terms and conditions are fully satisfied or expire by their very nature:
    - "CONTRACTOR'S ASSURANCES AND WARRANTIES";
    - "CONTRACTOR PROVIDED INSURANCE AND INDEMNIFICATION";
    - "Damage Clean Up To HCMA Property and/or Premises";
    - "Audit";
    - "Severability";
    - "Governing Law/Consent To Jurisdiction And Venue"; and
    - "Survival of Terms And Conditions".

- iii. **HCMA Right to Suspend Services.** Upon written notice, HCMA may suspend performance of this Agreement if Contractor has failed to comply with Federal, State, or Local laws, or any requirements contained in this Agreement. The right to suspend Services is in addition to the HCMA's right to terminate and/or cancel this Agreement. The HCMA shall incur no penalty, expense, or liability to Contractor if HCMA suspends Services under this Section.
- iv. **No Third Party Beneficiaries.** Except as provided for the benefit of the Parties, this Agreement does not and is not intended to create any obligation, duty, promise, contract right or benefit, right to be indemnified, right to be subrogated to the Parties' rights in this Agreement, and/or any other right, in favor of any other person or entity.
- v. **Permits and Licenses.** Contractor shall be responsible for obtaining and maintaining throughout the term of this Agreement all licenses, permits, certificates, and governmental authorizations necessary to perform all of its obligations under this Agreement and to conduct business under this Agreement. Upon request by HCMA, Contractor shall furnish copies of any permit, license, certificate or governmental authorizations necessary to provide Services under this Agreement.
- vi. **Discrimination.** Contractor shall not discriminate against any employee or applicant for employment because of sex, race, religion, color, national origin, or handicap in violation of State and Federal law.

Contractor shall promptly notify the HCMA of any complaint or charge filed and/or determination by any Court or administrative agency of illegal discrimination by Contractor.

HCMA, in its discretion, may consider any illegal discrimination described above as a breach of this Agreement and may terminate or cancel this Agreement immediately with notice.

- vii. **Reservation of Rights.** This Agreement does not, and is not intended to impair, divest, delegate, or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the HCMA.
- viii. **Force Majeure.** Notwithstanding any other term or provision of this Agreement, neither Party shall be liable to the other for any failure of performance hereunder if such failure is due to any cause beyond the reasonable control of that Party and that Party cannot reasonably accommodate or mitigate the effects of any such cause. Such cause shall include, without limitation, acts of God, fire, explosion, vandalism, any law, order, regulation, direction, action, or request of the United States government or of any other government, national emergencies, insurrections, riots, wars, strikes, lockouts, work stoppages, or other labor difficulties. Reasonable notice shall be given to the affected Party of any such event. The Contractor is expected, through insurance or alternative temporary or emergency service arrangements, to continue its obligations under this

Agreement in the event of a reasonably anticipated, insurable business risk such as business interruption and/or any insurable casualty or loss.

- ix. **Conflict of Interest and Warranty.** Pursuant to Public Act 317 and 318 of 1968, as amended (MCL 15.321, et seq.), no Agreements shall be entered into between the HCMA, including all agencies and departments thereof, and any HCMA Agent. To avoid any real or perceived conflict of interest, Contractor shall identify any Contractor Employee or relative of Contractor's Employees who are presently employed by the HCMA. Contractor shall give HCMA notice if there are any HCMA Agents or relatives of HCMA Agents who are presently employed by Contractor.

Contractor warrants that before submitting its Proposal and/or entering into this Agreement it has performed an inquiry within its firm to determine whether the Services to be provided under this Agreement may pose a conflict of interest. For purposes of this Agreement, a conflict of interest occurs when the Services to be provided conflict, are adversarial to, may influence Contractor's judgment or appear to influence Contractor's judgment or quality of Services under the Agreement with the Contractor's representation of other clients. Except as provided herein Contractor shall certify, to the best of its knowledge, to the HCMA that there are no Conflicts of Interest by providing the Services under this Agreement.

If at any time Contractor determines that there is a Conflict of Interest or potential Conflict of Interest then the Contractor shall disclose such Conflict of Interest(s) to the HCMA. The HCMA may request that the Contractor obtain a waiver or acknowledgment of the conflict from its client(s).

In the event that a Conflict of Interest arises in the course of providing Services under this Agreement, Contractor may be required to withdraw from its representation of the HCMA and may be liable for incremental costs, if any, associated with HCMA having to engage another consulting firm to perform the Services under this Agreement.

- x. **Damage Clean up to HCMA or HCMA Property and/or Premises.** Contractor shall be responsible for any unexpected and/or unnecessary damage to any HCMA property, its premises, that is caused by Contractor or Contractor's Employees. If damage occurs, Contractor shall make necessary repairs and/or replacements to the damaged property to the satisfaction of HCMA. If the damage cannot be completed to the HCMA's satisfaction, Contractor shall reimburse HCMA the actual cost for repairing or replacing the damage property. The Contractor shall be responsible for assuring that all HCMA sites are restored to their original condition.
- xi. **Contractor Use of Confidential Information.** The Contractor and/or Contractor Employees shall not reproduce, provide, disclose, or give access to Confidential Information to any third party, or to any Contractor Employee not having a legitimate need to know any such information and data, and shall not use the Confidential Information for any purpose other than performing its Services under this Agreement. Notwithstanding the foregoing, Contractor may disclose the



Confidential Information if required by law, statute or other legal process; provided that Contractor (i) gives HCMA prompt written notice of an impending disclosure, (ii) provides reasonable assistance to HCMA in opposing or limiting the disclosure, and (iii) makes only such disclosure as is compelled or required.

This Agreement imposes no obligation upon Contractor with respect to any Confidential Information which Contractor can establish by legally sufficient evidence: (i) was in the possession of, or was known by Contractor prior to its receipt from HCMA, without an obligation to maintain its confidentiality; or (ii) is obtained by Contractor from a third party having the right to disclose it, without an obligation to keep such information confidential.

As used in this Agreement, Confidential Information means all information that HCMA is required or permitted by law to keep confidential.

- xii. Contractor Use of HCMA Licensed Software. In order for the Contractor to perform its Services under this Agreement, HCMA may permit Contractor or Contractor Employees to access certain copyrighted Software licensed to HCMA. Contractor or Contractor Employees shall not transfer, remove, use, copy, or otherwise provide or make available any such copyrighted Software or Documentation to any other person or entity, for any purpose, without the prior written consent of HCMA and/or the licensor. Furthermore, neither the Contractor nor any Contractor employee shall produce a source listing, decompile, disassemble, or otherwise reverse Contractor any copyrighted Software. Neither the Contractor nor Contractor Employee shall use any copyrighted software contrary to the provisions of any applicable Software license agreement or state or federal law.
- xiii. Grant Compliance. If any part of this Agreement is supported or paid for with any state or federal funds granted to HCMA, the Contractor shall comply with all applicable grant requirements.
- xiv. Project Managers. Each Party shall designate an employee or agent to act as a Project Manager. The Project Managers shall serve as a contact point for all matters related to the Services to be performed under this Agreement. The Contractor's Project Manager shall coordinate with HCMA's Project Manager; the Contractor shall provide the name and qualifications of its Project Manager and an alternate.
- xv. Agreement Administrator. Each Party may designate an employee or agent to act as Agreement Administrator. The HCMA's Agreement Administrator shall be responsible for such activities as monitoring deliverables and funding, addressing the quality of Services provided by the Contractor, reviewing invoices and submitting requests to the HCMA's procurement authority for any Agreement modification in accordance with this Agreement.
- xvi. Dispute Resolution. Unless the Parties agree otherwise, any claims, disputes or other matters in controversy arising out of or related to this Agreement shall be subject to mediation as provided herein as a condition precedent to litigation:

1. The Party bringing a claim shall give notice to the other Party and, in writing, propose a meeting within fourteen (14) days after the claim arises in which to discuss and attempt to resolve the claim.
  2. In the event the meeting between the Parties to resolve the claim does not resolve the dispute or does not take place within said fourteen (14) day period, the Parties shall designate, by mutual agreement, an independent mediator who shall convene a meeting of the parties within a period of fourteen (14) days of the later of the initial meeting between the parties or the date notice was given pursuant to subparagraph (1) above. The mediator shall render his or her decision within fourteen (14) days of said meeting. The Parties may, by mutual written agreement, extend the time periods required under this subparagraph.
  3. The purpose of mediation is to attempt to resolve the dispute between the Parties. The mediator shall not be empowered with the authority to render a binding opinion or award.
  4. In the event the independent mediator's attempt to resolve the dispute between the Parties fails, then each Party will be free to any claims at law in a court of competent jurisdiction.
  5. During the pendency of this alternative dispute resolution process, the Parties agree that any statute of limitations applicable to all claims that are the subject of this process shall be tolled.
- xvii. Access and Records. Contractor will maintain accurate books and records in connection with the Services provided under this Agreement for 36 months after end of this Agreement, and provide the HCMA with reasonable access to such book and records.
- xviii. Audit. Contractor shall allow HCMA's auditing division, or an independent auditor hired by the HCMA, to perform finance compliance audits with the authority to access all pertinent records and interview any Contractor Employee throughout the term of this Agreement, and for a period of three years after final payment.
- Contractor shall explain any audit finding, questionable costs, or other Agreement compliance deficiencies to the HCMA within forty-five (45) days of receiving the final audit report. Contractor's response shall include all necessary documents and information that refute the final audit report. Failure by Contractor to respond in writing within 45 days shall be deemed acceptance of the final audit report.
- xix. Delegation, Sub-Contract Agreement and Assignment. Contractor shall not delegate, assign, or sub-contract any obligations or rights under this Agreement without the prior written consent of HCMA. The rights and obligations under this Agreement shall not be diminished in any manner by assignment, delegation or sub contract. Any assignment, delegation, or sub contract by Contractor and approved by HCMA, must include a requirement that the assignee, delegee, or sub-Contractor will comply with the rights and obligations contained in this Agreement. The Contractor shall remain primarily liable for all work performed by

any sub-Contractor. Contractor shall remain liable to HCMA for any obligations under the Agreement not completely performed by any Contractor delegatee or sub-Contractor. Should a sub-Contractor fail to provide the established level of service and response, the Contractor shall Agreement with another agency for these Services in a timely manner. Any additional costs associated with securing a competent sub-Contractor shall be the sole responsibility of the Contractor. This Agreement cannot be sold. In the event that a Petition in Bankruptcy is filed and there is an assignment of this Agreement by a Court, HCMA may declare this Agreement null and void.

- xx. Non Exclusive Agreement. No provision in this Agreement limits, or is intended to limit, in any way the Contractor's right to offer and provide its Services to the general public, other business entities, municipalities, or governmental agencies during or after the term of this Agreement. Similarly, this Agreement is a non-exclusive agreement and the HCMA may freely engage other persons to perform the same work that the Contractor performs. Except as provided in this Agreement, this Agreement shall not be construed to guarantee the Contractor or any Contractor Employee any number of fixed or certain number or quantity of hours or Services to be rendered to HCMA.
- xxi. No Implied Waiver. Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any right or remedy under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.
- xxii. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original and all of which together shall constitute one and the same instrument. The exchange of copies of this Agreement and of signature pages by facsimile or PDF transmission shall constitute effective execution and delivery of this Agreement as to the parties hereto and may be used in lieu of the original Agreement for all purposes. Signatures of the Parties hereto transmitted by facsimile or PDF shall be deemed to be their original signatures for all purposes.
- xxiii. Severability. If a court of competent jurisdiction finds a term, condition, or provision of this Agreement to be illegal or invalid, then the term, condition, or provision shall be deemed severed from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force and effect. Notwithstanding the above, if Contractor's promise to indemnify or hold the HCMA harmless is found illegal or invalid, Contractor shall contribute the maximum it is permitted to pay by law toward the payment and satisfaction of any Claims against HCMA.
- xxiv. Rules of Construction. The Parties hereto agree that they have been represented by counsel during the negotiation and execution of this Agreement and, therefore, waive the application of any law, regulation, holding or rule of construction

providing that ambiguities in an agreement or other document will be construed against the party drafting such agreement or document.

- xxv. Captions. The section and subsection numbers, captions, and any index to such sections and subsections contained in this Agreement are intended for the convenience of the reader and are not intended to have any substantive meaning and shall not be interpreted to limit or modify any substantive provisions of this Agreement. Any use of the singular or plural number, any reference to the male, female, or neuter genders, and any possessive or non-possessive use in this Agreement shall be deemed the appropriate plurality, gender or possession as the context requires.
- xxvi. Governing Laws/Consent to Jurisdiction and Venue. This Agreement shall be governed, interpreted and enforced by the laws of the state of Michigan.
- xxvii. Entire Agreement. This Agreement represents the entire Agreement and understanding between the Parties. This Agreement supersedes all other prior oral or written understandings, communications, agreements or Agreements between the Parties. The language of this Agreement shall be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.

**(Signature page follows)**

The undersigned executes this Agreement on behalf of Contractor and HCMA, and by doing so legally obligates and binds Contractor and the HCMA to the terms and conditions of this Agreement.

**CONTRACTOR:**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_ appeared in person before me this day and executed this Agreement on behalf of Contractor and acknowledged to me under oath that he/she has taken all actions and secured any and all necessary approvals and authorizations and has the requisite authority from Contractor to fully and completely obligate and bind Contractor to the terms and conditions of this Agreement and any and all other documents incorporated by reference and also acknowledged to me under oath having been provided with copies and having read and reviewed all Agreement documents including all documents incorporated by reference.

Subscribed and sworn to before me on this _____ day of _____, 20____.
Notary Public
_____ County, Michigan
Acting in _____ County, Michigan
My Commission Expires: _____

**HURON-CLINTON METROPOLITAN AUTHORITY:**

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



**SERVICES AGREEMENT  
BETWEEN  
HURON-CLINTON METROPOLITAN AUTHORITY  
AND  
ASTI ENVIRONMENTAL, INC  
AGREEMENT EXPIRATION DATE: \_\_\_\_\_**

**EXHIBIT A**

**Services**

It is agreed that Contractor will provide the following in conjunction with NBCR Habitat Restoration, Wolcott Mill Metropark, Ray Twp., MI.

In addition, the Contractor agrees to provide the following:

**STATEMENT OF WORK**

**General Statement of Services.**

The Contractor shall provide professional and other services for the HCMA in all phases of the Project, shall serve as the HCMA's professional representative for the Project as set forth below, and shall give professional consultation and advice to the HCMA during the performance of the services. The services shall be coordinated with HCMA's Project team members, including representatives of Oakland University and US Fish and Wildlife Service. The professional services shall include but not necessarily be limited to appropriate data collection and mapping, soils and site investigations, hydrologic analysis, securing of permits, development of final design, construction documents and contract documents, securing and administration of contracts for restoration and construction services, grant administration, Project communication and other incidental services.

**Project Goals**

- To continue a wetland and associated upland restoration program currently underway through a separate Section 319-funded project.
- To restore floodplain hydrological functions of the North Branch of the Clinton River, to the extent reasonably feasible, in order to improve water quality on the NBCR by reducing flashiness, peak flows, and the overall volume of water discharged to the stream, and reducing the nutrient and sediment load.
- To improve wildlife habitat along the river corridor of the NBCR.
- To increase connectivity between forest patches along the corridor of the NBCR.

- To re-vegetated existing agriculture fields with native grassland species to serve as a buffer from runoff from adjacent agricultural activity.
- To create additional recreational opportunities at Wolcott Mill Metropark.

**Suggested Project Sequence and Timeline:**

- Site Evaluation and Information Gathering
- Preliminary Design
- Quality Assurance Project Plan (QAPP) and obtain EPA approval
- Pre-restoration investigation and monitoring.
- Final Design
- Obtain required permits,
- Prepare bid plans & specifications/contract documents,
- Select contractor,
- Construct improvements/construction oversight,
- Perform post-construction monitoring

**Timeline**

	2015				2016				2017			
	Jan - Mar	April - June	July - Sept	Oct - Dec	Jan - Mar	April - June	July - Sept	Oct - Dec	Jan - Mar	April - June	July - Sept	Oct - Dec
<b>Grant Administration</b>												
Administration & Planning												
Consultant Selection												
Project Close Out												
<b>Pre-Implementation / Planning</b>												
Base Information												
Site Evaluation												
Site Selection & Prioritization												
MDEQ Approval												
<b>Restoration Design</b>												
Supplemental Information												
Survey / Mapping												
Geotechnical												
Preliminary Design												
Final Design												
MDEQ Approval												
Permitting												
<b>Restoration Construction</b>												
Contractor Selection												
Contract Documents												
Construction												
Vegetation Establishment												
Vegetation Monitoring												
Construction Oversight												
<b>Monitoring &amp; Evaluation</b>												
QAPP Development and Approval												
Pre & Post Documentation												
Pre & Post Hydrologic Assessment												
Pre & Post Vegetation Assessment												

**Objectives / Deliverables / Outcomes**  
*Studies and Reports*

1. Perform all grant related tasks and provide information as required by EPA and the HCMA in order to fulfill successful grant award.
2. Coordinate with the HCMA as to the providing or obtaining from others data or services required in this Agreement, and act as the HCMA's representative in connection with any such services.
3. Provide an analysis of HCMA's needs, planning surveys, site evaluations and studies of prospective alternatives and solutions.
4. Coordinate with appropriate agencies and agencies having jurisdiction, including the Michigan Department of Environmental Quality, U.S. Fish and Wildlife Service and the Macomb County Public Works Commissioner.
5. Provide a general budgetary review of the HCMA's requirements applicable to various alternatives.
6. Perform appropriate and necessary investigations, including collection of data from available historic and archival sources, topographical mapping, soil and geotechnical investigations, site investigations, investigation of existing habitat and native fauna communities, hydrologic and hydraulic analyses.
7. Prepare a report containing schematic layouts, sketches, and conceptual design criteria with appropriate exhibits to indicate clearly the considerations involved and the alternative solutions available to the HCMA and stating Professionals findings and recommendations with opinions of probable costs for the Project, including costs of investigations, surveys, design services, construction, restoration services and other improvements, contingencies, professional services and related costs (all of which are hereinafter called "Project Costs").

*Preliminary Design*

1. In consultation with the HCMA and on the basis of the accepted Report, determine the extent and scope of the Project.
2. Prepare preliminary design documents consisting of final design criteria, preliminary drawings, outline specifications and statements of work.
3. Based on the information contained in the preliminary design documents, submit a revised opinion of probable Project Costs.

4. Furnish copies of the above preliminary design documents and present and review them in person with the HCMA and the advising committee.

### *Final Design*

1. On the basis of the accepted preliminary design documents, the revised opinion of probable Project Costs and HCMA's comments, prepare for incorporation into the Project documents, final drawings, specifications and statements of work to show the character and extent of the Project.
2. Apply for and obtain approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
3. Advise the HCMA of any adjustments to the latest opinion of probable Project Cost caused by changes in extent or design requirements of the Project or Project Costs and furnish revised opinion of probable Project Cost based on the Project documents.
4. Prepare for review and approval by the HCMA, its legal counsel and other advising committee members, contract agreement forms, general conditions and supplementary conditions, bid forms, invitations to bid and instructions to bidders, drawings, specifications, statements of work and related documents (all referred to as "Contract Documents").
5. Incorporate into all Contract Documents and assure compliance with HCMA contracting and procurement policies and standard documents.
6. Furnish five copies of Project documents and present and review them in person with the HCMA and advising committee.

### *Bidding*

1. Place advertisement for bids at Contractors expense in appropriate publications and/or other media as the HCMAs requests
2. Print up to five copies of the construction bidding documents for the HCMA review and use during the Project and copies for distribution to review agencies. Additional copies for prospective bidders shall be made available to the bidders and paid for by the bidders

3. Obtain bids for each separate contract for construction, restoration services, materials, equipment, and services. Prepare addenda as required during bidding phase to clarify Contract Documents.
4. Consult with and advise the HCMA as to the acceptability of construction contractor(s), subcontractors, suppliers, and other persons and organizations proposed to be engaged by the HCMA or the Contractor.
5. Consult with and advise the HCMA as to the acceptability of substitute materials and equipment proposed by contractor(s) when substitution prior to the award of contracts is allowed by the bidding documents.
6. Assist HCMA in evaluating bids or proposals and in awarding contracts.

### *Construction*

1. Upon award of Construction Contracts by the HCMA, the Contractor shall:
2. Furnish a Project Representative for the entire construction period. The Project Representative will act as directed by the Professional to assist in observing performance of the work of contractors and subcontractors
3. Prepare for HCMA, reproducible record Drawings showing those changes made during the construction process, based on the marked-up prints, drawings, tracings and other data furnished by contractor(s) to the Professional.
4. In conjunction with the HCMA, manage and provide quality assurance of all contractor services in accordance with their respective subcontracts. Provide appropriate on-site oversight and inspection of contractors as necessary to assure performance of contracts. The Contractor shall be responsible to assure contractor's means, methods, techniques, sequences, procedures, safety precautions and programs incidental to the Work as necessary to secure completion of the Work in accordance with applicable subcontracts. The Contractor shall keep HCMA informed of the progress of the Work. The Contractor shall promptly inform the HCMA of work failing to conform to the applicable contracts and the HCMA can take such action as is necessary for the necessary remedy.
5. In conjunction with the HCMA, the Contractor shall review of applications for payment by the contractor(s) and with HCMA's concurrence, determine the amounts owed and recommend in writing payments to contractors in such amounts; such recommendations of payment will constitute a representation to HCMA, based on



such observations and review, that the Work has progressed to the point indicated, and that the quality of such work is in accordance with the respective contracts.

6. Perform Project closeout activities to ensure that Project records, including Contractor's notes, Project reports, Project Manual, and Drawings, are archived and maintained for future reference when HCMA requests Project information.
7. Together with HCMA, visit the Project to observe any apparent defects in the Work, assist HCMA in consultations and discussions with contractors concerning correction of any such defects, and make recommendations as to replacement or correction of defective Work, if present.
8. In company with HCMA, provide an inspection of the Project within one month before the end of the Correction Period to ascertain whether any portion of the Work is subject to correction.
9. The Contractor shall make a final inspection with HCMA and contractors or subcontractors to determine if the Work has been completed in accordance with the respective contracts. The Contractor shall recommend, in writing, final payment to contractors and subcontractors and shall give written notice to HCMA that work is acceptable.

## Budget

Wolcott Mill Metropark - North Branch Habitat Restoration					
ITEM	Position	EPA Funding	Local Match	Total	
<b>1. Staff / Fringes</b>					
a. Project/Grant Management	HCMA	\$ 39,000.00	\$ 10,000.00	\$ 49,000.00	Includes funds for HCMA staff to manage the grant, assist with project management, construction oversight, assist with monitoring, assist with QAPP development and conduct volunteer planting programs
b. Monitoring	HCMA	\$ 3,000.00		\$ 3,000.00	
c. Travel			\$ 1,500.00	\$ 1,500.00	
d. Supplies		\$ 3,500.00	\$ 5,000.00	\$ 8,500.00	
<b>2. Contractual</b>					
a. Plan Development, Bid Documents, Permitting, Project Administration & Construction Management	Professional Engineering Services	\$ 45,000.00		\$ 45,000.00	Includes funds for plan development, construction plans & specifications, permitting, construction supervision, and construction management through completion reports.
b. Construction	Construction Contractor	\$ 235,000.00		\$ 235,000.00	Includeds funds for all site work, construction, seeding and other activity outlined in approved construction plans, specifications and documents.
c. Monitoring	Oakland University	\$ 10,000.00		\$ 10,000.00	Hydrological, ecological, and vegetation monitoring over two years including QAPP development.
<b>Total Cost</b>		<b>\$ 335,500.00</b>	<b>\$ 16,500.00</b>	<b>\$352,000.00</b>	

The Huron-Clinton Metropolitan Authority agrees to provide:

### Monitoring

1. Pre and post ecological and functional monitoring of the Project will be the responsibility of the HCMA. The Professional shall cooperate with the HCMA and its partners in the monitoring process.
2. Prepare the Quality Assurance Project Plan for EPA Approval

**SERVICES AGREEMENT**  
BETWEEN  
**HURON-CLINTON METROPOLITAN AUTHORITY**  
AND  
**ASTI ENVIRONMENTAL, INC.**  
AGREEMENT EXPIRATION DATE:

EXHIBIT B

Huron-Clinton Metropolitan Authority  
Insurance Rider

The Contractor, or any of their sub-Contractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to HCMA. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIR's are the responsibility of the Contractor.

The Contractor and any sub-Contractor shall procure and maintain the following insurance coverage:

1. **Worker's Compensation Insurance** including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. **Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included.
3. **Automobile Liability** including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
4. **Liquor Liability Insurance** for events where alcohol is served, coverage with limits of liability not less than \$4,000,000 per occurrence and aggregate.
5. **Professional Liability** for contracts where professional services are rendered, in an amount not less than \$2,000,000 per occurrence and \$2,000,000 aggregate. If this policy is claims made form, then the contractor shall be required to keep the policy in force, or purchase "tail" coverage, for a minimum of 3 (three) years after the termination of this agreement.

6. **Limits of Liability** referenced above may be obtained with primary policies or by the use of primary policies and umbrella coverage.
7. **Additional Insured:** Commercial General Liability, Automobile Liability, and Liquor Liability as described above, shall include an endorsement stating the following shall be **Additional Insureds:** HCMA, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming HCMA as additional insured, coverage afforded is considered to be primary and any other insurance HCMA may have in effect shall be considered secondary and/or excess.
8. **Cancellation Notice:** All policies, as described above, shall include an endorsement stating that it is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: HCMA, attention Executive Director.
9. **Proof of Insurance Coverage:** The Contractor shall provide HCMA, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.
10. **Commercial Property Insurance:** The Contractor shall be responsible for obtaining and maintaining insurance covering their equipment and personal property against all physical damage.
11. **General Insurance Conditions:** The aforementioned insurance shall be endorsed, as applicable, and shall contain the following terms, conditions:
  - a. The insurance company(s) issuing the policy(s) shall have no recourse against the HCMA for subrogation, premiums, deductibles, or assessments under any form.
  - b. All policies shall be endorsed to provide a written waiver of subrogation in favor of HCMA.
  - c. If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to HCMA at least ten (10) days prior to the expiration date.





## **Work Plan**

**1. Project Title:** North Branch Clinton River Riparian Corridor Restoration

**2. Total Funding Request:** \$335,374.00

**3. Name and Address of the Organization:**

Huron-Clinton Metropolitan Authority  
Administrative Office  
13000 High Ridge  
Brighton, MI 48114

**4. Point of Contacts:**

Name: Paul Muelle  
Title: Manager of Natural Resources and  
Environmental Compliance  
Organization: Huron-Clinton Metropolitan  
Authority  
Address: 13000 High Ridge Drive  
City, State: Brighton, MI  
Zip Code: 48114  
Phone: 810-494-6052  
E-mail: [paul.muelle@metroparks.com](mailto:paul.muelle@metroparks.com)

Name: Ryan Colliton  
Title: Stewardship Coordinator  
Organization: Huron-Clinton  
Metropolitan Authority  
Address: 13000 High Ridge Drive  
City, State: Brighton, MI  
Zip Code: 48114  
Phone: 810-494-6019  
E-mail: [ryan.colliton@metroparks.com](mailto:ryan.colliton@metroparks.com)

**5. Project Location**

Ray Township  
Macomb County  
48096  
10<sup>th</sup> Congressional District  
Michigan  
Latitude 42°45'57.75", Longitude -82° 55' 36.18"

**6. Project Duration:**

The project will begin by Jan 2015 and all requirements will be completed by December 2017.

**7. Project Abstract:**

There is approximately eight (8) miles of shoreline along the North Branch of the Clinton River (NBCR) within Wolcott Mill Metropark. Current land use consists of agriculture, passive recreation and natural areas. This project will restore sections of floodplain along the NBCR currently in agricultural use, back to native grassland and forested systems. The projects are part of a long-term strategy by the Metroparks to buffer the potential negative impacts of agriculture, increase storm water retention along the floodplain by increasing vegetative buffers, reconnect fragmented forested systems and restore native grasslands that will benefit wildlife species currently in decline such as pollinators and grassland birds. These improvements also create improved recreational and educational opportunities for the citizens of Southeast Michigan.

## **8. Problem Statement:**

The North Branch of the Clinton River (NBCR) is a 43-mile long tributary to the Clinton River extending from Bruce and Almont Townships to its confluence with the Clinton River in Clinton Twp. According to the MDEQ (2010), as much as 72 percent of the wetlands in the North Branch have been lost. The recognition of this significant loss initiated efforts by MDEQ to perform landscape level wetland functional assessments and identify and prioritize potential restoration sites. According to the NBCR watershed management plan the catchments in the identified potential restoration areas suffer from sediment loading, nutrient loading and flooding.

Approximately 100 acres of potential wetland restoration area has been identified adjacent to NBCR frontage within Wolcott Mill Metropark. The Metroparks are interested in restoring wetlands within the park in order to improve water quality and increase wildlife habitat. Currently, approximately 40 acres of the identified potential restoration areas are being restored in a separate Section 319-funded project. The proposed follow-on project in this proposal would continue this wetland associated upland restoration program on additional parcels to help address water quality issues by reducing flashiness, peak flows, and the overall volume of water discharged to the stream, and thus reducing the nutrient and sediment load received in the NBCR and will begin to address the wetland restoration AOC delisting target for the NBCR watershed, including: Degraded Fish and Wildlife Populations; Loss of Fish and Wildlife Habitat; and Degradation of Benthos BUI's.

## **9. Proposed Work:**

The HCMA proposes to restore approximately 60 acres of agricultural field to wetland and associate upland habitat along the NBCR. Areas selected for restoration are identified on accompanying maps (appendix A). The proposed wetland restoration areas will be surveyed for existing agricultural drain tile. If found the drain tile will be broken to facilitate the restoration of the historical hydrological regime. Topography and soils will be evaluated to determine the best course of action for restoration activities, which may include the installation of earthen berms to block or change current overland runoff, excavating shallow depressions to capture water and create a variation of habitat within the wetland areas and/or other mitigating activities. Native vegetation and trees will be chosen based on soil and moisture suitability and appropriate varieties for restoration goals based on historic conditions. Forested areas will be restored to increase connectivity between forest patches along the corridor of the NBCR which will improve habitat for species reliant on large forest tracts to complete their life cycle. Areas for reforestation will be planted with cool season grasses to decrease weed competition with tree plantings and grassland areas will be treated with herbicide to control weeds before planting. Native grassland areas will be established adjacent to forested tracts to reduce runoff, capture sediment and facilitate water infiltration from adjacent agriculture. A diverse mix of native wildflowers and forbs will be planted in these grasslands. This work will be completed during the first year of the project and will be monitored for a period of two growing seasons. When needed and feasible, non-native invasive plants will be removed from the sites or adjacent sites to a reasonable extent and appropriate native species reintroduced.

The Metroparks will secure the services of a consultant for site design and engineering services. The consultant will be responsible for certifying accuracy of existing conditions including topography, soils, utilities, existing habitat and native fauna communities, hydrologic and hydraulic

conditions of the wetland systems, developing design alternatives, coordinating with proper agencies having jurisdiction and obtaining permits (MDEQ , Macomb County- Soil Erosion, Township) as required, developing a final approved design, developing construction documents and specifications, assisting in the selection of a construction contractor, preparation of the Quality Assurance Project Plan (QAPP), construction oversight, and contract administration and reporting. Project administration and oversight will be the responsibility of the Metropark's Natural Resources and Engineering Departments. The Natural Resources and Engineering Department Field Engineering and Natural Resources Staff will be present for major project activities to ensure they are completed satisfactorily.

Monitoring will be the responsibility of the Metroparks and will be performed by Metroparks Staff with the assistance of Oakland University as described below in 10.A. – 10.D. All documentation for the project will be stored both as hard copy and digital copy to expedite reporting. Hard copy will be maintained in a secure area at the Metropark's Administrative Office where both the Natural Resources and Engineering Departments are housed. Digital copies will be maintained on the Metropark's secure network and servers.

#### **10. Project Results and Measuring Progress:**

It is anticipated that over 60 acres of property currently utilized as crop land will be re-vegetated with native plants. Hydrologic conditions will be investigated and altered where feasible to mimic natural floodplain wetland conditions to approximately 30 acres of property, much of which will be planted with native trees. Approximately 20 acres of upland area will be re-vegetated with native grassland species and will serve as a buffer from runoff of adjacent agricultural property. Re-forested areas will be established to increase connectivity between forest patches along the corridor of the NBCR improving habitat for species reliant on large forest tracts to complete their life cycle and promoting both plant and animal genetic diversity. Overall, the newly restored areas will contribute to improving water quality on the NBCR by reducing flashiness, peak flows, and the overall volume of water discharged to the stream, and thus reducing the nutrient and sediment load. This project will have both local and regional benefits. Locally it will improve water quality in the eight miles of riparian zone located within Wolcott Mill Metropark. The project is part of a long term strategy by the Metroparks to buffer the potential negative impacts of agriculture or other uses along the river and restoring native systems that will benefit various wildlife species currently in decline. Regionally, the improved water quality of the NBCR will lead to improved water quality downstream from Wolcott Mill Metropark. This will potentially help improve fish and macro invertebrate habitat downstream resulting in increased recreational opportunities within the Clinton River system.

Monitoring will include the following components; vegetation, hydrology, and nutrients and will be conducted for a minimum of two years from the project start date.

##### **10-A. Vegetation monitoring:**

Vegetation Monitoring will consist of two components. First, permanent sampling points will be established in each restoration area. At these points a ½ meter quadrat will be placed and vegetation within the quadrat will be sampled. Data collected from the quadrat will include species richness and coverage using Daubenmire cover classes. This data will be collect twice annually. Once in the spring/summer and again in summer/fall to cover the entire

growing season. Photomonitoring will also be used to show vegetation coverage at restoration. At the established points, photos will be taken using a geographical referenced camera, which will allow the monitor to repeat photos from the same location, the same cardinal direction, and angle. These photos will be taken at the same time that quadrat data is collected. Any invasive species found during monitoring will be treated at the most effective time by Metropark staff. Vegetation monitoring will continue through the duration of the grant. Invasive species monitoring and treatment will take place annually to ensure project success through the life of the restored areas. Vegetation monitoring will be performed by Metroparks staff with assistance from faculty and students at Oakland University.

**10-B. Hydrology monitoring:**

Hydrological monitoring will be conducted using submersible pressure transducers. Transducers will measure surface water pressure, temperature, and water level. These transducers will provide information throughout the year and for the duration of the project. This aspect of the monitoring will be conducted by faculty and students at Oakland University.

**10-C. Nutrient monitoring:**

Nutrient monitoring will be conducted for biologically available phosphorous and nitrogen. These measurements will be conducted three times during the growing season spring, summer, and fall and for the duration of the grant. This aspect of the monitoring will be conducted by faculty and students at Oakland University.

**10-D. Reporting:**

Monitoring will be conducted consistent with the QAPP that will be developed for this project. Reports will be submitted periodically with a final comprehensive report completed at the end of the grant term and submitted to the EPA.

**10-E. Programmatic Capability:**

The HCMA has extensive experience managing large restoration projects. This includes the necessary staff expertise, financial resources, and administrative capabilities to administer federal grants. The natural resources department of the HCMA employs 12 staff whose expertise include landscape architecture, ecological restoration, forestry, wildlife management, civil engineering, and heavy equipment operation. The following examples are of projects of a similar or larger size and scope that HCMA has completed:

**1. Lake St. Clair Stormwater Impact Reduction:**

Grant total \$1.5 million from two GLRI grants, which impacted 65 acres of Metropark property for improved stormwater management. Highlights of this project include reconstructing 42 acres of parking lot with eco-friendly areas and vegetative swales that, along with nearby wetlands, collect and filter 99 percent of the storm water generated from the parks parking lot, as part of a natural storm water management system.

**2. Lake St. Clair Restoration of Coastal Marsh:**

Grant total \$1.2 million from GLRI. This project, in cooperation with Macomb County, Wayne State University, and the Clinton River Watershed Council, restored 400 acres of

coastal wetland by restoring natural hydrology, eradicating invasive plants, re-creating habitat components for native fauna, and educating public on the importance of Great Lakes coastal wetlands.

**3. Lake St. Clair Great Lakes Marsh Phragmites Control:**

Grant total \$371,000. This project was a partnership with Michigan Department of Natural Resources, Southeast Michigan Council of Governments, Ducks Unlimited, Macomb County and Michigan Sea Grant, for the mapping and treatment of 400 acres of phragmites. The HCMA continues to monitor and treat the small amounts of phragmites remaining in the coastal marshes at Lake St. Clair Metropark.

**4. Lake Erie Great Lakes Marsh Restoration:**

Grant total \$534,689 for phragmites control in Lake Erie coastal marshes. This project was a joint application with the Nature Conservancy, U.S. Fish and Wildlife Service, and Michigan Department of Natural Resources through the development of a Cooperative Weed Management Area for Western Lake Erie. The Partnership was awarded an additional \$211,000 in 2015 for continued monitoring and treatment of phragmites, flowing rush and European frogbit in the affected western Lake Erie coastal marshes.



## 11. Project Milestones:

	2015				2016				2017			
	Jan - Ma r	April - Jun e	July - Sep t	Oct - De c	Jan - Ma r	April - Jun e	July - Sep t	Oct - De c	Jan - Ma r	April - Jun e	July - Sep t	Oct - De c
<b>Grant Administration</b>												
Administration & Planning												
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Construction Oversight												
<b>Monitoring &amp; Evaluation</b>												
QAPP Development and Approval												
Pre & Post Documentation												
Pre & Post Hydrologic Assessment												
Pre & Post Vegetation Assessment												

## 12. Project Budget:

Wolcott Mill Metropark - North Branch Habitat Restoration							
Personnel							
Name	Position	Project Title	Hours	Rate	EPA Funding	Local Cost-Share	Total
Paul Muelle	Natural Resource Manager	Project Manager	400	47.28	\$ 18,912.00		\$ 18,912.00
Ryan Colitan	Stewardship Coordinator	Assist. Proj. Manager	250	25.23	\$ 6,307.50		\$ 5,046.00
Kris Myslinski	Eng/Planning Secretary	Proj. Secretary	40	26.54		\$ 1,061.60	\$ 1,062.00
Tim Phillips	Park Planner	Project Planner	40	37.73		\$ 1,509.20	\$ 1,509.00
Andrew Caulk	Design Engineer	Design Engineer	20	37.73		\$ 754.60	\$ 755.00
Jim Soraghan	Field Engineer	Inspector	80	37.73		\$ 3,018.40	
Staff	Nat. Resource Tech	Project Staff	100	12	\$ 1,200.00		\$ 1,200.00
Staff	Volunteer Coordinator	Volunteer Coordinator	100	12	\$ 1,200.00		\$ 1,200.00
		Sub Total			\$ 27,619.50	\$ 6,343.80	
Fringes							
Name	Position	Project Title	Hours	Rate	EPA Funding	Local Cost-Share	Total
Paul Muelle	Natural Resource Manager	Project Manager	400	21.61	\$ 8,644.00		\$ 8,644.00
Ryan Colitan	Stewardship Coordinator	Assist. Proj. Manager	250	21.61	\$ 5,402.50		\$ 4,322.00
Kris Myslinski	Eng/Planning Secretary	Proj. Secretary	40	21.61		\$ 864.40	\$ 864.00
Tim Phillips	Park Planner	Project Planner	40	21.61		\$ 864.40	\$ 864.00
Andrew Caulk	Design Engineer	Engineer Review	20	21.61		\$ 432.20	\$ 432.00
Jim Soraghan	Field Engineer	Field Inspector	80	21.61		\$ 1,728.80	\$ 1,729.00
Staff	Nat. Resource Tech	Project Staff	100	1.04	\$ 104.00		\$ 104.00
Staff	Volunteer Coordinator	Volunteer Coordinator	100	1.04	\$ 104.00		\$ 104.00
		Sub Total			\$ 14,254.50	\$ 3,889.80	
Travel							
Project Manager and Staff: 800 miles/mo for 6 months @ .55/mile						\$ 1,540.00	\$ 1,540.00
Supplies							
Herbicide					\$ 1,000.00		\$ 1,000.00
Trees					\$ 2,500.00	\$ 5,000.00	\$ 7,500.00
Contractual							
TBD	Engineering Services	Design Engineer			\$ 45,000.00		\$ 45,000.00
TBD	Construction Contractor	Construction Contractor			\$235,000.00		\$235,000.00
Dr. David Szlag	Oakland University	Monitoring			\$ 10,000.00		\$ 10,000.00
TOTAL					\$335,374.00	\$ 16,773.60	\$ 346,787.00

### 12-A. Fringe Benefits:

The Metropark fringes will account for 34% of the total wages paid for the project. Total wages for the project equals \$41,874.00 with \$14,254 of the total covering fringes. Metropark wages and fringes account for 12% of EPA funded budget.

### 12-B. Travel:

Cost estimates for travel for project manager and staff was calculated at the current IRS rate of \$0.55/mile. The Metroparks estimates that a total of 800 miles will be traveled to complete this project. Total cost of travel for the duration of the project is \$1,540.00.

### 12-C. Equipment:

The Metroparks does not anticipate the need to purchase equipment to complete the project.

**12-D. Supplies:**

The Metroparks will purchase approximately \$1,000 of herbicide, which will be used for site preparation and maintenance, and \$2,500 for trees for re-forestation. Cost share of \$5,000 will be provided by the Metroparks and the Metroparks Foundation which plans on promoting community volunteer tree planting events at Wolcott Mill Metropark.

**12-E. Contractual:**

The majority of the Metroparks budget is from contractual services. These services include the hiring of an outside design engineer costing \$45,000 and a construction contractor costing 235,000. Other contractual costs include monitoring done by Oakland University. This monitoring will cost \$10,000 over the duration of the project. In total, the Metroparks is seeking \$290,000 to cover the cost of contractual services. This is 86% of the total EPA funded budget of \$335,374.

**13. Education and Outreach:**

A mission of the Metroparks is to provide environmental education to the citizens of Southeast Michigan by maintaining one of the largest interpretive staffs in the United States and actively partnering with local universities. These restoration areas will be used as environmental education sites to teach about ecological restoration, agriculture, and aquatic and terrestrial ecosystems. For this project, the Metroparks will be working with David Szlag PhD. of Oakland University to complete monitoring of the site. Students from Oakland University will develop a monitoring plan that will include vegetation, hydrological, and nutrient monitoring. The Metroparks is not seeking funds from the EPA for an educational and outreach component but all Metropark properties are available to staff for education and universities for academic research.



# HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
 From: Mike Brahm-Henkel, Manager of Assets and Development  
 Project No: 509-15-526R  
 Project Title: Bids – Boat Dry Storage Lot Construction  
 Project Type: Capital Improvement  
 Location: Stony Creek Metropark, Macomb County  
 Date: September 2, 2015

Bids Opened: August 18, 2015 at 2:00 p.m.

## Action Requested: Motion to Approve

That the Board of Commissioners' (1) approve issuance of Contract No. 509-15-526R to the low responsive, responsible bidder, Ile Excavating, Inc., in the amount of \$364,820; and (2) approve the transfer of \$375,000 from the Kensington Unallocated Capital account to the Stony Creek Unallocated account as recommended by Manager of Assets and Development Mike Brahm-Henkel and staff.

**Fiscal Impact:** This is an unbudgeted project. Funding for the project will be accomplished by delaying the current \$500,000 project to demolish the Maple Beach Bathhouse. Staff is discussing opportunities for Maple Beach, which will not start this year. Funding for the Maple Beach project can be reestablished in a subsequent year.

**Scope of Work:** The project will include site clearing, grading, fencing, culvert installation, earth excavation, erosion control, aggregate surfacing, traffic control, demolition of the existing lot, and restoration.

**Background:** At the March 12, 2015 Board meeting, staff was authorized to obtain pricing for the relocation of the existing boat storage facility. The existing boat storage lot occupies valuable lake frontage, which can be better utilized for park visitors and events. The existing lot, constructed in 1972, currently needs fencing and lighting upgrades.

The project was identified in the Five-Year-Plan and scheduled for design and construction in 2018 with an estimated cost of \$400,000. The proposed lot will be located across the road, no longer block views of the lake and will also provide the opportunity for future redevelopment of the area.

<b><u>Contractor</u></b>	<b><u>City</u></b>	<b><u>Amount</u></b>
Ile Excavating, Inc.	Canton	\$364,820.00
Ahern Contracting, Inc.	Chesterfield	\$369,303.25
James P. Contracting, Inc.	Washington	\$380,032.20
Erie Construction, LLC	Woodhaven	\$392,769.00
Cedroni Associates, Inc.	Utica	\$431,576.11
Carlo Construction, LLC	Pontiac	\$431,879.50

## Bids – Boat Dry Storage Lot Construction

### Page 2

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#### Budget Amount for Contract Services and Administration

Kensington Maple Beach Demolition & Comfort Station

(Budgeted \$500,000)

\$375,000.00

#### Work Order Amount

Contract Amount- Ile Excavating

\$365,000.00

Contract Administration

\$ 10,000.00

Total Proposed Work Order Amount

\$375,000.00

The following contractors obtained bidding documents but did not submit a proposal:

Brock & Associates, Novi

Catskill Remedial Contracting, Otsego

Davenport Brothers, Highland

Merlo Construction, Milford

Nationwide Construction Group, Chesterfield

Pavex Corporation, Trenton

RVP Construction, South Rockwood

STE Construction, Mt. Clemens

Tranquility Springs, Washington

Hutch Paving, Warren

Price and Company, Wixom

Paradigm 2000, Detroit

*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, Washtenaw Contractors Association, Michigan.*



# HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
 From: Mike Brahm-Henkel, Manager of Assets and Development  
 Project No: 704-15-323  
 Project Title: Service Garage EPDM Roof Repairs  
 Project Type: Major Maintenance  
 Location: Kensington Metropark, Oakland County  
 Date: September 2, 2015

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

## Action Requested: Motion to Approve

That the Board of Commissioners' (1) approve and award of Contract No. 704-15-323 to the low responsive, responsible bidder, LaDuke Roofing and Sheet Metal Corporation in the amount of \$31,640; and (2) transfer \$5,640 from the Kensington Unallocated Capital account to cover the difference between the bid and budgeted amount as recommended by Manager of Assets and Development Mike Brahm-Henkel and staff.

**Fiscal Impact:** This is a budgeted item; however, it will be over budget by \$5,640.

**Scope of Work:** Project includes the installation of new Ethylene Propylene Diene Monomer (EPDM) Membrane Roof System on two sections of the service garage roof. Work also includes flashing, counter flashing, and the installation of isocyanurate insulation with 60 mil EPDM membrane.

**Background:** The original garage was built in 1948 and the roofing system has had numerous repairs. The current work is to address flashing and insulation issues on the roof. The existing membrane is old and starting to pull away from the flashing.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
LaDuke Roofing and Sheet Metal Corporation	Oak Park	\$31,640.00
Bloom Roofing Systems, Inc.	Brighton	\$40,523.00
Budget Amount for Contract Services and Administration		\$28,000.00
Work Order Amount		
Contract Amount- LaDuke Roofing		\$31,640.00
Contract Administration		<u>\$ 2,000.00</u>
Total Proposed Work Order Amount		\$33,640.00

*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, Washtenaw Contractors Association, Michigan*







# HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
 From: Mike Brahm-Henkel, Manager of Assets and Development  
 Project No: 704-15-325  
 Project Title: Farm Barn Siding Replacement  
 Project Type: Major Maintenance  
 Location: Kensington Metropark, Oakland County  
 Date: September 2, 2015

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

## Action Requested: Motion to Approve

That the Board of Commissioners' (1) approve and award of Contract No. 704-15-325 to the low responsive, responsible bidder, Cross Renovation, Inc., in the amount of \$79,777; and (2) transfer \$2,000 from the Kensington Unallocated Capital account to cover the difference between the bid and budgeted amount as recommended by Manager of Assets and Development Mike Brahm-Henkel and staff.

**Fiscal Impact:** This is a budgeted item; however, it will be over budget by \$2,000.

**Scope of Work:** Project includes the removal of existing Masonite siding and replacing with vinyl siding, installation of vinyl soffit, installation of metal wrapping on existing wood trim, re-flashing and sealing existing windows and doors, re-hanging sliding doors, repainting and re-staining doors and shutters.

**Background:** The barn was constructed in 1995. The existing siding was installed with the construction of the barn. The siding is a Masonite type product that is currently deteriorating, failing and no longer provides protection to the structure.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Cross Renovation, Inc.	Livonia	\$79,777.00
J.T. Maurer Building Company, Inc.	Plymouth	\$93,560.00

Budget Amount for Contract Services and Administration	
Work Order Amount	\$80,000.00
Contract Amount- Cross Renovation	\$79,777.00
Contract Administration	<u>\$ 2,000.00</u>
Total Proposed Work Order Amount (Rounded)	\$82,000.00

*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, Washtenaw Contractors Association, Michigan.*





# HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
 From: Mike Brahm-Henkel, Manager of Assets and Development  
 Project No: 508-14P  
 Project Title: Update – Service Yard AST Installation and UST Removal  
 Project Type: Capital Improvement  
 Location: Hudson Mills Metropark, Washtenaw County  
 Date: September 2, 2015

## Action Requested: Motion to Approve

That the Board of Commissioners' approve the transfer of \$32,115 from the unallocated Kensington Capital Account to Work Order 508.05-206H for the Hudson Mills service Yard AST installation and UST removal as submitted by Manager of Assets and Development Mike Brahm-Henkel and staff.

**Fiscal Impact:** Added contract cost of \$32,115.04. Funds are available from the Kensington Maple Beach demolition and comfort station project, which will not be constructed this year.

**Background:** The work to install an aboveground fuel storage tank and remove the existing underground tanks at the Hudson Mills service yard is complete and the project is in the process of being closed out and staff wanted to update the Board on the final cost of the project.

The original project was budgeted for \$84,000 in 2014. Based on bids received the contract amount approved by Board on Sept. 11, 2014 was for \$107,349. Funds in the amount of \$25,400 were approved from the Capital Reserves to cover the cost between the bid and budgeted amount. However, during the removal of the existing underground tanks a release was detected in the surrounding soils. Additional excavation was necessary to achieve a clean close of the site and was reported to the Board at the Jan. 8, 2015 meeting.

A cost of \$22,059 was incurred as a result of the additional excavation, pavement removal, fill material and the disposal of contaminated material. During the course of the project it was also necessary to upgrade the existing Veeder root leak detection firmware, install an additional probe, as well as provide additional electrical work in the panel. Note, this tank was originally used at the Wolcott Mill Golf Course and moved to Hudson Mills to be reused at the service area. Additional asphalt was also needed due to the larger excavation. The final items of work listed increased the cost by \$10,056.04; with the final total project cost at \$139,464.04.

Original budgeted amount	\$84,000.00	
Contract amount	\$107,349.00	Board Approved 9-11-2014
Additional cleanup cost	\$ 22,059.00	Board Update 1-8-2015
Additional upgrades to system	\$ 10,056.04	Final added costs
<b>Total</b>	<b>\$139,464.04</b>	<b>Total Project Cost</b>





## HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
 From: Jennifer Hollenbeck, Interpretive Services Manager  
 Subject: Approval – Hawk Watch Interpretive Kiosk  
 Location: Lake Erie Metropark, Wayne County  
 Date: September 2, 2015

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

That the Board of Commissioners' approve and authorize staff to issue a Request for Proposal (RFP) for the development of a Hawk Watch Interpretive Kiosk pending review by Miller Canfield as recommended by Interpretive Services Manager Jennifer Hollenbeck and staff.

**Fiscal Impact:** There are multiple donors to fund the project. The total project cost will be determined based on the RFP. The project will be funded through the Metroparks Foundation; however, staff anticipates donations from several donors to assist with funding for this project over several years. To date, \$26,000 has been received in donations for the project.

**Background:** This project evolved from a conversation between Molly Bell, Director of Development and a donor wanting to purchase a bench in honor of a friend. The bench was to be placed along the shore where the annual Hawk Watch takes place at Lake Erie Metropark (boat launch). However, multiple donors became interested and contributed to sponsor a larger project: an interpretive kiosk in memory of dedicated Detroit River Hawk Watch volunteers.

This project has multiple partners including donors from Detroit River Hawk Watch Organization, International Wildlife Refuge and the Metroparks.

Staff is seeking an outside vendor to provide a turnkey project which includes: the design, interpretive signs (design, proofing, fabrication and shipping of high pressure laminate signs), construction, shipping and installation of an interpretive kiosk/panel for Lake Erie Metropark.

The consultant will provide the design of interpretive kiosk/panels that will include a recognition piece or component. Designs shall include an Art/Sculpture element, powder coated steel preferred. Themes to include: prime fall hawk/birds of prey migration. Project should include natural materials, preferably treated wood or cedar, requiring little maintenance. The design of the kiosk/panel will be an open concept to appreciate the landscape, which is on the shore of the Detroit River.

**Attachments: Project Location  
 Hawk Watch Interpretive Kiosk RFP**











**HURON-CLINTON METROPOLITAN  
AUTHORITY**  
Request for Proposal

**RFP#:** \_\_\_\_\_

**TITLE:** Interpretive Kiosk/Panels

**ISSUE DATE:** August 4, 2015

**PROPOSAL DUE DATE:** **August 17, 2015 2:00 p.m.** (prevailing Eastern Time)

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

**PUBLIC OPENING:** **2:00 p.m.** (prevailing Eastern Time)

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

**DESCRIPTION:** The Huron-Clinton Metropolitan Authority ("HCMA") is soliciting bids for Interpretive Kiosk/Panels at Lake Erie Metropark.

A copy of the complete Invitation for Bids (RFP) document may also be obtained from the Purchasing Department, 13000 High Ridge Drive, Brighton, Michigan 48114.

**RESPONSE TO BID CAN BE MADE ONLINE AT BIDNET. Your completed bid can be uploaded back onto bidnet. Any problems contact BIDNET.**

The Huron Clinton Metropolitan Authority (HCMA) is committed to an affirmative Action Program to ensure that all citizens have the opportunity for the equality of treatment in service and employment.

**BIDDERS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE REQUEST FOR BIDS DOCUMENT.**

Direct all inquiries to Maria Van Rooijen, Purchasing Agent

Email [maria.vanrooijen@metroparks.com](mailto:maria.vanrooijen@metroparks.com)

THIS BID IS OFFERED BY: \_\_\_\_\_

## INSTRUCTIONS TO BIDDERS

### 1. GENERALLY:

- A. All entities submitting a Proposal to this RFP (each a "Bidder" or collectively, the "Bidders") must carefully read and thoroughly comply with this Request for Proposals, these Instructions to Bidders, the HCMA Standard Agreement form, and the Specifications (together, the "Invitation to Bid"). The Invitation to Bid and the Bidder's proposal, including all attachments and accompanying documents, shall become part of the contractual agreement entered into with the successful bidder (the "Contract").
- B. Proposals shall include all applicable licensing, permitting, regulatory, import and other fees and costs applicable to the contract.
- C. The Bidder's proposal shall not contain any condition purporting to limit the Bidder's liability for damages, actual, consequential or otherwise, to the price of the contract, and any such condition shall be null, void, and of no force or effect.
- D. The Bidder and its subcontractors shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, marital status or handicap. The Bidder shall take affirmative action to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, age, national origin, marital status or handicap. Such action shall include, but not be limited to, the following: employment, promotion, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection of training, including apprenticeship. Breach of this covenant may be regarded as a material breach of contract.
- E. Bidder shall comply with all Federal, State, and municipal laws, rules and regulations in the performance of the contract and in the employment of persons, and shall obtain all necessary licenses and permits and pay all fees, taxes and other charges required thereby, and furnish, upon the HCMA's request, evidence of compliance with any law and the payment of any fee, tax or charge. Bidder will defend, indemnify and hold harmless the HCMA against any and all claims, charges, liens, garnishments and levies arising out of Bidder's failure to comply as required by this paragraph.
- F. By submitting its proposal, the Bidder shall be deemed to have certified that it is not an "Iran-Linked Business" as defined in Act 517, Public Acts of Michigan, 2012, being MCL 129.311 et. seq.

### 2. BID SUBMISSION:

- A. Bids received after the day and time designated will not be accepted and will be returned to the Bidder.
- B. All bids submitted in response to this invitation shall become the property of the HCMA and be a matter of public record available for review.
- C. Submit bids on [www.govbids.com](http://www.govbids.com) then MITN.
- D. Each bid shall include a description of the Bidder, the state in which it is licensed to do business (if other than Michigan), and shall include the names, resumes, and experience of the personnel to be assigned to this project. HCMA at its reasonable discretion may require further information from the Bidder, including detailed financial information, which information shall be promptly provided.
- E. Any alternate bids that are submitted may be considered, in the sole discretion of HCMA.
- F. \_\_\_\_\_. If checked, bids must be accompanied by a bid deposit in the amount of \_\_\_\_% of the bid price. The bid deposit of the successful Bidder will be held until the contract has been duly executed by HCMA. The amount of the bid deposit may be forfeited to HCMA as liquidated damages upon the refusal or neglect of the Bidder to proceed. Bid deposits of unsuccessful bidders will be returned by HCMA within forty-five (45) days after the date set for bid opening.
- G. Bidders are advised that after the date and time set for the opening of bids, all proposals and information submitted with their bid will constitute public records subject to disclosure under the Michigan Freedom of Information Act.
- H. Bidders are solely responsible for any and all costs to prepare their bid, including any site visits and engineering analysis.

3. **PREPARATION OF BIDS:** The bid shall be signed on the OFFER TO CONTRACT page and Bidder shall include the full name and address of the Bidder. HCMA is exempt from Federal Excise and State Sales Taxes, and such taxes shall not be included in bid prices.
4. **SIGNATURES:** All bids, notifications, claims and statements must be signed by an individual authorized to bind the Bidder. Any individual signing certifies, under penalty of perjury, that he or she has the legal authorization to bind the Bidder.
5. **REJECTION OR WITHDRAWAL:** Submission of additional terms, conditions or agreements with the bid document is grounds for deeming a bid non-responsive and may result in bid rejection. The HCMA reserves the right to reject any or all bids and to waive any informalities and minor irregularities defects in bids. Bids may be withdrawn by giving written notice to HCMA, attention Purchasing Department prior to the date and time set for bid opening. Bids are an irrevocable offer and may not be withdrawn within 90 days after opening date.
6. **AWARD:** Unless otherwise specified in this RFP, the HCMA reserves the right to accept a bid in whole or in part, and to award by item or by group, whichever is deemed to be in the best interest of the HCMA. Any Bidder who is in default to the HCMA at the time of submittal of the bid shall have his bid rejected. The HCMA reserves the right to clarify any contractual terms with the concurrence of the Bidder; however, any substantial non-conformity in the offer, as determined by the HCMA, shall be deemed non-responsive and the offer rejected.

In evaluating bids, the HCMA shall consider the qualifications of the Bidders, and where applicable, location, operating costs, delivery time, maintenance requirements, performance data, and guarantees of materials and equipment. In addition, the HCMA may conduct such investigations, as deemed necessary to assist in the evaluation of a Bid and to establish the responsibility, qualifications and financial ability of the Bidders to fulfill the Contract.
7. **CONTRACT:** A response to an RFP is an offer to contract with the HCMA based upon the terms, conditions, and specifications contained in the HCMA bid document and HCMA Standard Agreement form. All of the terms and conditions of the Contract are contained in the Invitation to Bid unless any of the terms and conditions is modified by an RFP Amendment, a Contract Amendment, or by mutually agreed terms and conditions in the Contract documents.
8. **CONTRACT COMPLIANCE/AFFIRMATIVE ACTION PROGRAM:** The HCMA is committed to a Contract Compliance/Affirmative Action Program to ensure that all citizens have the opportunity for the equality of treatment in service and employment.
9. **BID RESULTS:** Bidders interested in receiving a tabulation of this RFP must include a self-addressed stamped envelope with bid. A bid tabulation will be on file and available for review after Contract award in the Purchasing Department.
10. **CHANGES AND ADDENDA TO BID DOCUMENTS:** Each change or addendum issued in relation to this bid document will be on file in the HCMA Purchasing Department. In addition, to the extent possible, copies will be mailed to each person registered as having received a set of bid documents. It shall be the Bidder's responsibility to make inquiry as to changes or addenda issued. All such changes or addenda shall become part of the Contract and all Bidders shall be bound by such addenda. Information on all changes or addenda issued will be available at the Purchasing Department.
11. **SPECIFICATIONS:** Unless otherwise stated by the Bidder, the bid will be considered as being in accordance with the HCMA applicable standard specifications, and any special specifications outlined in the Bid document. References to a particular trade name, manufacturer's catalogue, or model number are made for descriptive purposes to guide the Bidder in interpreting the requirements of the HCMA, and should not be construed as excluding bids on other types of materials, equipment and supplies. However, the Bidder, if awarded a Contract, will be required to furnish the particular item referred to in the specifications or description unless departure or substitution is clearly noted and described in the bid. The HCMA reserves the right to determine if equipment/product being bid is an acceptable alternate. All goods shall be new unless otherwise so stated in the bid. Any unsolicited alternate bid, or any changes, insertions, or omissions



to the terms and conditions, specifications, or any other requirements of this bid, may be considered non-responsive. The HCMA reserves the right to disregard any conflicting terms and conditions submitted by the Bidder and hold the Bidder to the submitted bid price. The HCMA strongly discourages the submittal of anything that is not specifically requested in this solicitation.

- 12. DELIVERY:** Bids shall include all charges for delivery, packing, crating, containers, etc. Prices bid will be considered as being based on F.O.B. Delivered, freight included, if applicable.
- 13. INTERPRETATION OF BID AND/OR CONTRACT DOCUMENTS:** All inquiries shall be made within a reasonable time prior to the date and time fixed for the bid opening in order that a written response in the form of an addendum, if required, can be processed before the bids are opened. (Inquiries received that are not made in a timely fashion may or may not be considered).
- 14. CURRENCY:** Prices calculated by the Bidder shall be stated in U.S. dollars.
- 15. PRICING:** Prices shall be stated in units of quantity specified in the RFP Document. In case of discrepancy in computing the amount of the bid, the unit price bid will govern.
- 16. VENDOR EVALUATION:** Experience with the HCMA shall be taken into consideration when evaluating responsibility of the vendor
- 17. NOTICE TO PROCEED/PURCHASE ORDER:** The successful Bidder may not commence work under this Contract until authorized to do so by the Purchasing Department.
- 18. CERTIFICATION:** By signature in the offer section of the Offer and Acceptance page, Bidder certifies:
  - A. The submission of the offer did not involve collusion or other anti-competitive practices.
  - B. The Bidder has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.
  - C. The Bidder hereby certifies that the individual signing the bid is an authorized agent for the Bidder and has the authority to bind the Bidder to the Contract.
  - D. The Bidder hereby certifies that the firm will abide by the COPELAND ANTI-KICKBACK ACT, Title 18, U.S.C. June 25, 1948, Section 874, and Kickbacks from Public Employees.
- 19. VENDOR EVALUATION:** Experience with the HCMA shall be taken into consideration when evaluating responsibility of the vendor.

## SPECIAL TERMS AND CONDITIONS

1. **PAYMENT:** Payment shall be made monthly, or at the end of each project, within 30 days of the submittal of a correct invoice for work performed. Some payments will be by p card/procurement card. Or as stated in proposal.
2. **TERM AND RENEWAL:** The term of the Contract shall commence on the first of the month following award, unless otherwise identified herein or a different date is required. The Contract shall remain in effect for a period of one (1) year, unless terminated, canceled or extended as otherwise provided herein. The Bidder agrees that the HCMA shall have the right, upon mutual consent, to renew the Contract for up to two (2) additional one-year periods. In the event that the HCMA exercises such right, all terms, conditions and provisions of the original Contract shall remain the same and apply during the renewal period with the exception of price.
3. **PRICE ADJUSTMENT:** The HCMA may review a fully documented request for a price increase only after the Contract has been in effect for one (1) year. A price increase adjustment shall only be considered at the time of a Contract renewal and shall be a factor in the renewal review process. The HCMA shall determine whether the requested price increase or an alternate option is in the best interest of the HCMA.
4. **QUANTITIES:** In the case of Annual Requirements Contracts, the HCMA reserves the right to increase or decrease the estimated quantity as best fits its needs, and the HCMA does not guarantee maximums or minimums. The HCMA also reserves the right to spot-bid unusually large one-time quantities or to buy outside of this Contract if extenuating circumstances exist.
5. **BIDDER'S INSURANCE:**
  - A. The Bidder shall at the time of execution of this Contract, file with the Authority the Certificate of Insurance, which shall cover all of his insurance as required herein, including evidence of payment of premiums thereon, and the policy or policies or insurance covering said Authority and their officers, agents and employees. Each such policy and certificate shall be satisfactory to the Authority. Nothing contained in these insurance requirements is to be construed as limiting the extent of the Bidder's responsibility for payment of damages resulting from his operations under this Contract. No work shall commence on the site of the Contract until such Insurance is received and approved by the Authority.
  - B. The Bidder and each Sub-Bidder shall maintain insurance in force at all times during the term of this agreement at the minimum amounts and types as indicated.
  - C.

<u>Coverage Afforded</u>	<u>Limits of Liability</u>		
Workers' Compensation:		\$	100,000 or statutory limit
Commercial General Liability: (including XCU if appropriate)	Bodily Injury	\$	1,000,000 each occurrence
	Property Damage	\$	1,000,000 each occurrence
	or Combined Single Limit	\$	1,000,000
Automobile Liability:	Bodily Injury	\$	300,000 each person
	Liability	\$	500,000 each occurrence
	Property Damage	\$	500,000
	or Combined Single Limit	\$	500,000

The Bidder and each Sub Bidder shall name the Authority as an Additional Named Insured on their **Commercial General Liability** coverage, and shall provide the Authority with a Certificate of Insurance that reflects this additional insured status. A 30-day notice of cancellation or material change shall be provided to the Authority and so noted on the Certificate of Insurance. All certificates and notices shall be sent to Huron-Clinton Metropolitan Authority, 13000 High Ridge Drive, Brighton, Michigan 48114.

## INSTRUCTIONS TO PROPONENTS

### 1. PROPOSAL SUBMITTAL

- A. It is the responsibility of the Proponent to insure that the Proposal is received in the Interpretive Services Department prior to the designated date and time.
- B. Proposals must be submitted in a sealed envelope with the Project Title, Proponent's name and full address shown on the envelope, and delivered during normal business hours (8:00 AM – 4:00 PM EST, Mon.- Fri.) to the address shown above.
- C. Proposals shall be submitted in duplicate, unless otherwise required herein.
- D. All Proposals submitted in response to this RFP shall become the property of the Authority and shall be matters of public record available for review.

2. **PREPARATION OF PROPOSALS:** The Proposal should be prepared in the format as described in Section 3, "Proposal Format." The Proposal may otherwise be in accordance with Proponent's standard format. The Proposal must be signed by a person authorized to bind and commit the Proponent to provide such services offered to the Authority.

### 3. PROPOSAL FORMAT

#### Part I - Technical

- A. General Information and Project Team: State the Proponent's full name, address, and federal I.D. number and, if applicable, the branch office, sub-consultants or other entities that will provide or assist in providing the service. Indicate whether Proponent operates as an individual, partnership, or corporation. If a corporation, include the state of incorporation, and indicate licensure in the State of Michigan.
- B. Understanding of Project and Tasks: Proponent must understand the Project and the professional services needed to achieve the Authority's goal. State understanding of the Project requirements and summarize the plan for accomplishing the Project. Indicate experience with similar projects, sites, and clients as examples.
- C. Management Summary, Work Plan, and Schedule: Describe proposed methodology for and quality of services and deliverables to be provided. Describe the proposed plan for accomplishing the Project. Describe concisely each professional task, event, and deliverable required for Project completion. Avoid reiteration of language and tasks from this RFP. Include a Project sequence and timeline for meeting the Project schedule.
- D. Personnel: Proponent must have sufficiently qualified staff with expertise necessary to undertake the Project. Include the full names of all personnel by classification that will be employed in the Project and resumes of key personnel. Describe lines of communication for personnel, sub-consultants and Authority.
- E. Budget Review: Review the proposed Project budget for adequacy for meeting the Statement of Work for the Project. If in the Proponent's opinion the proposed budget is inadequate, provide the basis for the opinion and offer suggestions for addressing the issue. Such opinion will not adversely affect review of the Proposal.
- F. References: Provide references, with contact information, of previous clients, particularly for similar projects. Provide an outline of experience with similar projects, sites, and clients.

#### Part II – Cost Proposal

- A. Cost Proposal: The Cost Proposal shall correspond to phases and tasks of the work plan outlined in the Technical Proposal and the RFP. The cost proposed shall be estimated using billable hourly rates and the hours expected to be necessary by staff to complete the phases of work. Include an hourly rate

sheet and fees of sub-consultants, with applicable markups as a percentage of sub-consultant fees. The Authority is exempt from federal excise and state sales taxes, and such taxes shall not be included in Proponent's costs.

- B. Other Costs: All other costs, such as fringe benefits, vacations, sick leave, insurance, meals, lodging, travel, computer time, and clerical/secretarial services (not Project-related), telephone services, miscellaneous travel, reproduction services for other than bidding documents, employees not providing a direct service, other indirect costs, overhead and profit, shall be included in the calculation of the Proponent's billing rates.
- C. Completeness of Proposal: The cost proposal for each phase or task of the work shall include all services required associated with that phase or task, as necessary to achieve the intent of the Project. Any contract issued by the Authority pursuant to this proposal anticipates that the Professional will provide, but shall not seek compensation for, services necessary to respond to and resolve contractor claims arising wholly or in part from the Professional's design errors or omissions or other aspects of the design or for any aspect of the Professional's performance which is inconsistent with the Professional or construction contracts. No task or part thereof may include costs for such efforts.
- D. Compensation Information: Provide compensation information for the Professional, its employees, and for any sub-consultants. Provide information by employee name and classification. Identify any hourly billable rate change anticipated during the Project.
- E. Cost of Phase or Task: Identify the estimated cost for each phase or task. The combination of all phases or tasks shall become the maximum not-to-exceed cost for all services provided under the Agreement. Compensation for each phase or task will be in accordance with the attached "Professional Services Contract".

#### **4. REQUESTS FOR INFORMATION**

- A. All requests for information shall be made within a reasonable time prior to the date and time fixed for receiving Proposals, in order that a response can be issued.
- B. For minor information or clarifications not requiring written addenda, the Interpretive Services Department may provide verbal responses.
- C. For other requests for information the Interpretive Services Department will issue addenda as required.
- D. Record drawings or other documents may be attached to the Statement of Work as deemed applicable to the Project. Additional record drawings or documents on file at the Authority's offices are available for inspection upon request and will be made available to Proponents as deemed applicable.
- E. Proponent is encouraged to inspect the Project site to become familiar with the existing conditions present at the site. By submitting a Proposal the Proponent represents it is sufficiently knowledgeable of the site to achieve the intent of the Project. Proponent may contact the Project Representative to schedule a site inspection.

## STATEMENT OF WORK

**DESIGN PROJECT TITLE:** Interpretive Kiosk/Panels  
**PARK NAME:** Lake Erie Metropark  
**PARK ADDRESS:** 32481 West Jefferson  
Brownstown, MI 48173

**PROJECT DESCRIPTION:** The Consultant shall provide a turnkey project which includes: the design, interpretive signs (design, proofing, fabrication and shipping of high pressure laminate signs), construction, shipping and installation of an interpretive kiosk/panel for Lake Erie Metropark. Plans and specifications shall provide for a complete turnkey project for all items. Consultant shall work with Park Staff to collaborate and refine the interpretive kiosk/panel. Design options shall be presented with an estimated cost for each. The Consultant shall provide all drawings and data created during the design of the interpretive signs and will become the property of the Owner and turned over to the Owner for their use, including electronic files. The Owner will provide construction management and oversight as outlined below.

**THEME:** Bird of Prey Migration  
**AUDIENCE:** General  
**RESOURCES:** Text and graphic design template  
**BUDGET:** \$24,000

### DETAILED STATEMENT OF WORK:

#### A. Design Phase

- Consultant shall provide the design of interpretive kiosk/panels that will include a recognition piece or component. Designs shall include an Art/Sculpture element, powder coated steel preferred. Themes to include: prime fall hawk/birds of prey migration. Proposal for interpretive panels will include costs break down for individual components including drawings/paintings/photos and their specifications. Project should include some natural materials, preferably treated wood or cedar, requiring little maintenance). The design of the kiosk/panel will be an open concept to appreciate the landscape, which is on the shore of the Detroit River. The location can accommodate a piece about nine feet wide. The kiosk/panel will be situated on a concrete pad. See attachment A(1) for examples.
- Consultant shall provide examples of previous work
- Consultant shall provide footing design, frame design and specify materials used.
- Consultant selection will be based on creativity, understanding of project and experience.
- Consultant shall provide an itemized list of all components and associated costs for a turnkey project.
- Consultant shall provide the illustrations in jpg, tiff or esp format.
- Consultant to attend periodic (monthly or as necessary) design progress meetings.
- Consultant to provide reproducible of design documents to HCMA, hard copy and electronically.
- Consultant to maintain notes or minutes of design progress meetings.
- HCMA to provide text and graphic design template for interpretive signs.
- Consultant shall provide construction/fabrication, shipping and final installation of interpretive kiosk/panel(s).

### PROPOSED SCHEDULE (Example)

- |   |         |
|---|---------|
| • Authorization                                       | Week 0  |
| • Pre-Design Meeting                                  | Week 1  |
| • Schematic/ Concept Design Complete; Submit to Owner | Week 3  |
| • Owner Approval Schematic/ Concept Design            | Week 4  |
| • 50% Design Complete; Submit to Owner                | Week 5  |
| • Owner 50% Review Comments to Professional           | Week 6  |
| • 90% Design Complete; Submit to Owner                | Week 7  |
| • Owner 90% Review Comments to Professional           | Week 8  |
| • Drawings and Technical Specifications to Owner      | Week 9  |
| • Fabrication, shipping and installation              | Week 10 |



Attachment A (1): Design Examples of artwork in image B, use of natural materials in image A and C.

Image A



Image B



Image C





**OFFER AND AGREEMENT FORM**

**TO THE HURON-CLINTON METROPOLITAN AUTHORITY:**

The undersigned hereby offers and agrees to furnish the material or service in compliance with all terms, scope of work, conditions, specifications, and amendments in the Contract.

The undersigned hereby states, under penalty of perjury, that all information provided is true, accurate, and complete and states that he/she has HCMA to submit this proposal, which will result in a binding Contract if accepted by the Huron-Clinton Metropolitan HCMA.

We acknowledge receipt of the following addendum(s): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

**I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Signature of Person Authorized to Sign

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

For clarification of this offer, contact:

Name: \_\_\_\_\_

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

Fax: \_\_\_\_\_

**VENDOR REGISTRATION SHEET**

Project Name: \_\_\_\_\_

Product Trade Name: \_\_\_\_\_

1. \_\_\_\_\_  
Firm Name

\_\_\_\_\_

Contact Name	Phone
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2. \_\_\_\_\_  
Address/City/State/Zip

\_\_\_\_\_

Telephone	Fax Number	County
-----------	------------	--------

3. \_\_\_\_\_  
Name and address of Headquarters/Home Office, if different from above.

4. What is main function of your business? (Be specific.)  
\_\_\_\_\_

5. Year established \_\_\_\_\_

6. Company ownership (if any) \_\_\_\_\_

7. Personnel in development and support, full time and total. \_\_\_\_\_

8. Is the firm Minority Owned? \_\_\_\_\_

9. Please include a copy of your current business license.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Position Title

**BIDDER DISCLOSURE STATEMENT**

***Disclosure of Familial Relationship***

The Bidder hereby represents and warrants, except as provided below, that no familial relationship exists between the owner(s) or any employees of the Bidder and any HCMA official or HCMA employee.

List and describe any familial relationships:

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***Disclosure of Substantial Interest in Business***

The Bidder hereby represents and warrants, except as provided below, that no HCMA official or HCMA employee or their immediate family has any substantial interest in the Bidder's business.

List and describe any substantial interest held by a HCMA official, City employee, or their immediate family in Bidder's business:

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I certify and swear that to the best of my knowledge, information and belief the above information is true, accurate, and complete.

Signed: \_\_\_\_\_  
Title: \_\_\_\_\_  
Bidder: \_\_\_\_\_  
Dated: \_\_\_\_\_



## HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
From: Rebecca Franchock, Controller  
Subject: Update – MMRMA Member Self Insured Retention Fund Payment  
Date: September 2, 2015

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

That the Board of Commissioners' receive and file report regarding the Michigan Municipal Risk Management Authority Member's Self Insured Retention (SIR) Fund.

**Background:** The Metroparks have been members of the Michigan Municipal Risk Management Authority (MMRMA) since December 2012. The Member Financial Responsibilities Policy governing document requires that every Member's Retention Fund Balance equal, at a minimum 50 percent of their Reported Reserves within the Members Self Insured Retention (SIR) Fund at all times.

As of July 22, 2014, the Metroparks Reported Reserves was at \$308,153.18. The SIR at this time was \$114,545.08 resulting in a shortage from the required 50 percent minimum of \$39,531.51. As a result, the Metroparks were invoiced and paid \$40,000 to the MMRMA to cover the shortage.



**GEORGE M. CARR, P.C.**

ATTORNEY AND COUNSELOR

121 W. ALLEGAN  
LANSING, MICHIGAN 48933(517) 371-2577  
Fax (517) 482-9934  
gmccarr@carrlawfirm.com

Mr. John Hertel, Chairman  
Huron-Clinton Metropolitan Authority  
13000 High Ridge Drive  
Brighton, Michigan 48114-9058

September 1, 2015

Dear Chairman Hertel:

After a summer recess interrupted by session days without attendance or voting the Legislature will reconvene after Labor Day. The road funding debate simmering all summer has grown into a wholesale search for a state solvency solution. Driving the expansion are the state general fund contributions common to both House and Senate transportation plans. Their nonspecific general fund diversions to transportation now have been shown to require cuts in core state programs if implemented without new non-road revenue.

The cause for this potential state budget deficit is more like a "perfect storm" of factors all converging on the transportation issue;

1. The state budget is rebounding from the recession but business tax credits are being cashed in reducing revenues over \$500 million per year. Real state revenue is now little more than pre-recession levels.
2. The cost sharing of expanded Medicaid under the Affordable Care Act (Obama Care/ADA) will begin to kick next year. The extra state contribution will begin in 2017 at \$160 million and increase every year through 2020.
3. The state's Use Tax on Medicaid plans is scheduled for elimination by the federal government. This will leave a potential \$407 million hole in next year's budget and beyond.
4. The state's hospital and nursing home tax, known as the QAAP, received a one-time \$93 million supplement for 2016 only. This equates to an annual \$93 million cut in Medicaid funding for 2017 and beyond.
5. The Health Insurance Claims Assessment (HICA Tax) is a tax on health insurers to fund the Medicaid match for federal funds. The rate is now set at 0.75% and is collected through assessments by health insurers to their customers. HCMA pays this tax through Blue Cross. The HICA tax currently generates \$233 million and is scheduled to sunset in 2018. The Governor has proposed nearly doubling the rate as part of any solution.

As a result of these state budget factors most local governments and their associations are reevaluating support for the current transportation plans. In most cases it's a simple matter of math, will the potential increased transportation revenues exceed the state budget cuts? This is the situation faced by the Authority in the current debate.



HCMA does not receive state transportation or revenue sharing funding from the state so the potential cuts or increases are zero. The Authority currently pays the QAAP and HICA Taxes hidden in health insurance rates from Blue Cross so the potential for increased costs are real. Working out the actual number is difficult since there is no direct tax bill or state assessment. By aggregating transportation funding into the state's general fund the HCMA, and other local units of government, are now faced with increased state taxes to replenish the necessary state program cuts. As the transportation debate develops we will be working with Director Phifer and staff to prevent HCMA from becoming a "donor" in the transportation solution. The best option would be for a clean and direct transportation revenue increase without reliance on the state's general fund for funding.

Respectfully submitted,



George M. Carr



# HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
 From: Nina Kelly, Manager of Planning  
 Subject: West Beachfront/Playground Redevelopment Project  
 Location: Lake St. Clair Metropark, Macomb County  
 Date: September 2, 2015

## Action Requested: Motion to Receive and File

That the Board of Commissioners' receive and file West Beachfront/Playground Redevelopment Report as recommended by Manager of Planning Nina Kelly and staff.

**Fiscal Impact:** The total amount allocated for this project in the 2015 budget was \$1,160,000, comprising \$1 million under Capital Improvements for the playground and beachfront area and \$160,000 under Major Maintenance for the redevelopment of the tennis courts. Design consultant Johnson Hill Land Ethics Studio (JHLE) of Ann Arbor estimates the cost of the project to be \$1,477,526 in total, which is \$317,526 greater than originally anticipated. Actual costs will be clearer after construction bids are received. If necessary, the project will be scaled back and/or other projects will be deferred in the forthcoming 2016 budget in order to close this gap.

**Background:** At the Dec. 11, 2014 meeting, the Board of Commissioners accepted a proposal by JHLE to provide landscape architectural design services for the proposed playground redevelopment for Lake St. Clair Metropark in the amount of \$44,890. A kick-off meeting with retained design with JHLE was held on Jan. 29, 2015 for the redevelopment of the Lake St. Clair west beachfront and playground ("Tot Lot") area. JHLE has since met regularly with Metroparks administrative and operations staff for the purpose of developing the design concept.

The recent playground redevelopment at Stony Creek was identified by staff as a starting point, with a design focus highlighting water/beach, light, and wind components of the site.

Due to budget constraints, the project scope has evolved to focus primarily on redevelopment of the playground and tennis courts (including surrounding pathways, landscaped areas and adult fitness/play equipment) and removal of the existing deteriorated boardwalk. Proposed future phases of this project include improvements to the sand volleyball courts, a paved pathway to the day sail area, pavement and accessibility improvements to the food bar/bath house area and artistic/architectural features at the entryway from the parking lot.

### Estimated Project Timeline

Fall 2015:	Demolition begins (in-house)
November 2015:	RFP issued for construction
December 2015:	Selected contractor presented to Board of Commissioners for approval
January 2016:	Contract presented to Board of Commissioners for execution
April/May 2016	Construction

**Attachments: The Johnson Hill Land Ethics Studio Cost Estimate**





516 East Washington Street • Ann Arbor, Michigan 48104  
 t: 734.668.7416 f: 734.668.2525  
 www.jhle-studio.com

## C O S T E S T I M A T E

August 19, 2015  
 Lake St. Clair Metropark

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Item Cost</u>
<b>Demolition</b>			
Concrete	38,500 SF	\$1.50/SF	\$57,750
Concrete Edging	413 LF	\$1/LF	413
Concrete Wall-12"	88 LF	\$2/LF	176
Play Surface-PIP	7,344 SF	\$0.35/SF	2,570
Play Surface-Wood Chips	3,748 SF	\$0.25/SF	937
On-Grade Decking	352 SF	\$0.50/SF	176
Boardwalk:			
Decking	13,945 SF	\$10,000 LS	10,000
Electrical	1 System	\$500 LS	500
Cut Posts	Unknown	\$6,000 LS	6,000
Viewer-Salvage	1	\$100 LS	100
Railings	1,026 LF	\$1/LF	1,026
Shade Structures	3	\$1,500 EA	4,500
Chain Link Fence-5'	587 LF	\$5/LF	2,935
Chain Link Fence-10'	646 LF	\$10/LF	6,460
Play Equipment:			
Spring Riders	4	\$50 EA	200
Swing Pairs	4	\$150 EA	600
Huts	3	\$50 EA	150
Wood Boat	1	\$500 LS	500
Adventure Ship	1	\$500 LS	500
Misc. Play Structures	3	\$500 LS	500
Benches	42	\$20 EA	840
Bench Donation Plaques	Unknown	\$300 LS	300
Trees-Remove	7	\$500 EA	3,500
Light Posts	11	\$300 EA	3,300
Siren Post	1	\$300 EA	300
Masonry Walls	1	\$2,000 LS	2,000
Bulletin Board	1	\$50 EA	50
Shuffleboard Locker-Relocate	1	\$400 LS	400
Scorekeeping Units	10	\$25 EA	250
Drinking Fountain	1	\$250 EA	250
Wood Timber Wall	1	\$200 LS	200
Existing Plantings	1	\$200 LS	200

**Sub-Total: \$107,583**

OFFICES IN ANN ARBOR and TRAVERSE CITY, MICHIGAN

landscape architecture • natural resource conservation • community master planning • open space planning  
 community visioning • land use planning • historic preservation • cultural resource planning

**New Construction – Core Area**

Sedimentation/Erosion Control	1	\$5,000 LS	\$5,000
Storm Drainage	1	\$50,000 LS	50,000
Grading	1	\$62,500 LS	62,500
Water Line Relocation	750 LF	\$12/LF	9,000
Concrete Walks	23,839	\$7.50/SF	178,793
Courts	1	\$160,000 LS	160,000
Observation Terrace	1	\$30,000	30,000
Safety Surfaces:			
PIP	2,233 SF	\$12.50/SF	27,913
Synthetic Turf-Mounds	3,454 SF	\$13/SF	44,902
Eng. Wood Chips	1,040 CY	\$32/CY	33,280
Wear Matting	1	\$6,000 LS	6,000
Concrete Edging	1,170 SF	\$7.50/SF	8,775
Benches-Observation Terrace	40 LF	\$175/LF	7,000
Benches-Dumor Donor Bench	30	\$720 EA	21,600
Play Structures:			
2-5 Structure	1	\$67,345 LS	67,345
5-12 Structure	1	\$211,660 LS	211,660
Net Tower	1	\$80,000 LS	80,000
Zipkrooz	1	\$25,135 LS	25,135
Misc. Free Standing Units	9	\$30,753 LS	30,753
Custom Beach Ball Toppers	4	\$1,280 EA	5,120
Adult Fitness Units	6	\$3,000 EA	18,000
Play Structures Installation	1	\$94,275 LS	94,275
Shipping	1	\$12,000 LS	12,000
Hypar Shade Structures-Additional	3	\$2,075 EA	6,225
Drinking Fountain	1	\$5,000 LS	5,000
Planting	1	\$10,000 LS	10,000
Lawn Establishment	1	\$4,000 LS	4,000
Irrigation	1	\$10,000 LS	10,000
Fence Gate Repair	1	\$750 LS	750
Fence Gate Add	1	\$400 LS	400
Signs	1	\$2,700 LS	2,700
Shuffleboard Resurfacing	1,248 SF	\$2/SF	2,496
Site Engineering/Layout	1	\$5,000	<u>5,000</u>

**Sub-Total: \$1,235,622**

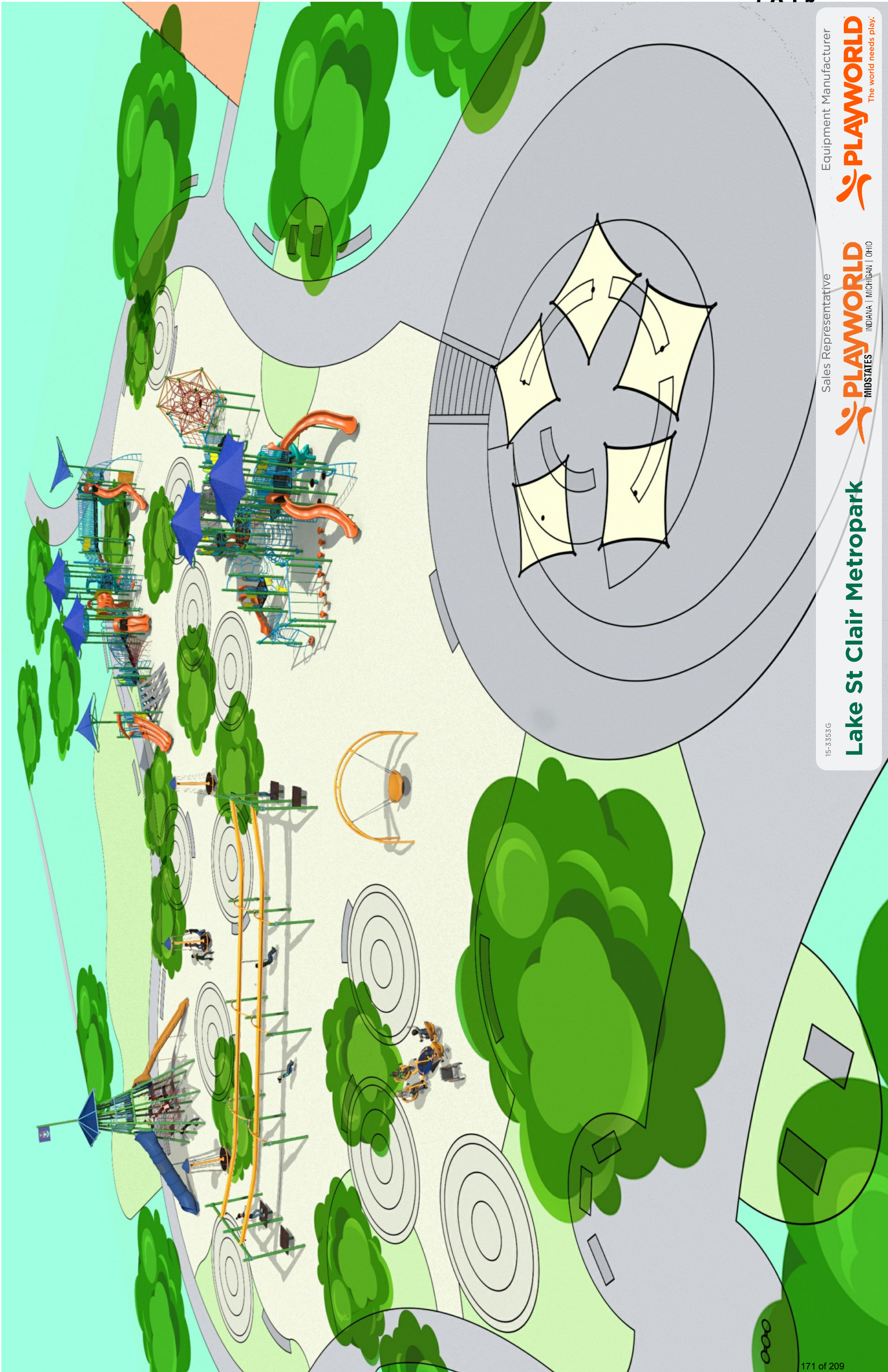
**Demolition: \$107,583**

**Sub-Total: \$1,343,205**

**Contingency-10%: \$134,321**

**Total: \$1,477,526**





15-3353G

Sales Representative

Equipment Manufacturer



**PLAYWORLD**  
MIDSTATES  
INDIANA | MICHIGAN | OHIO

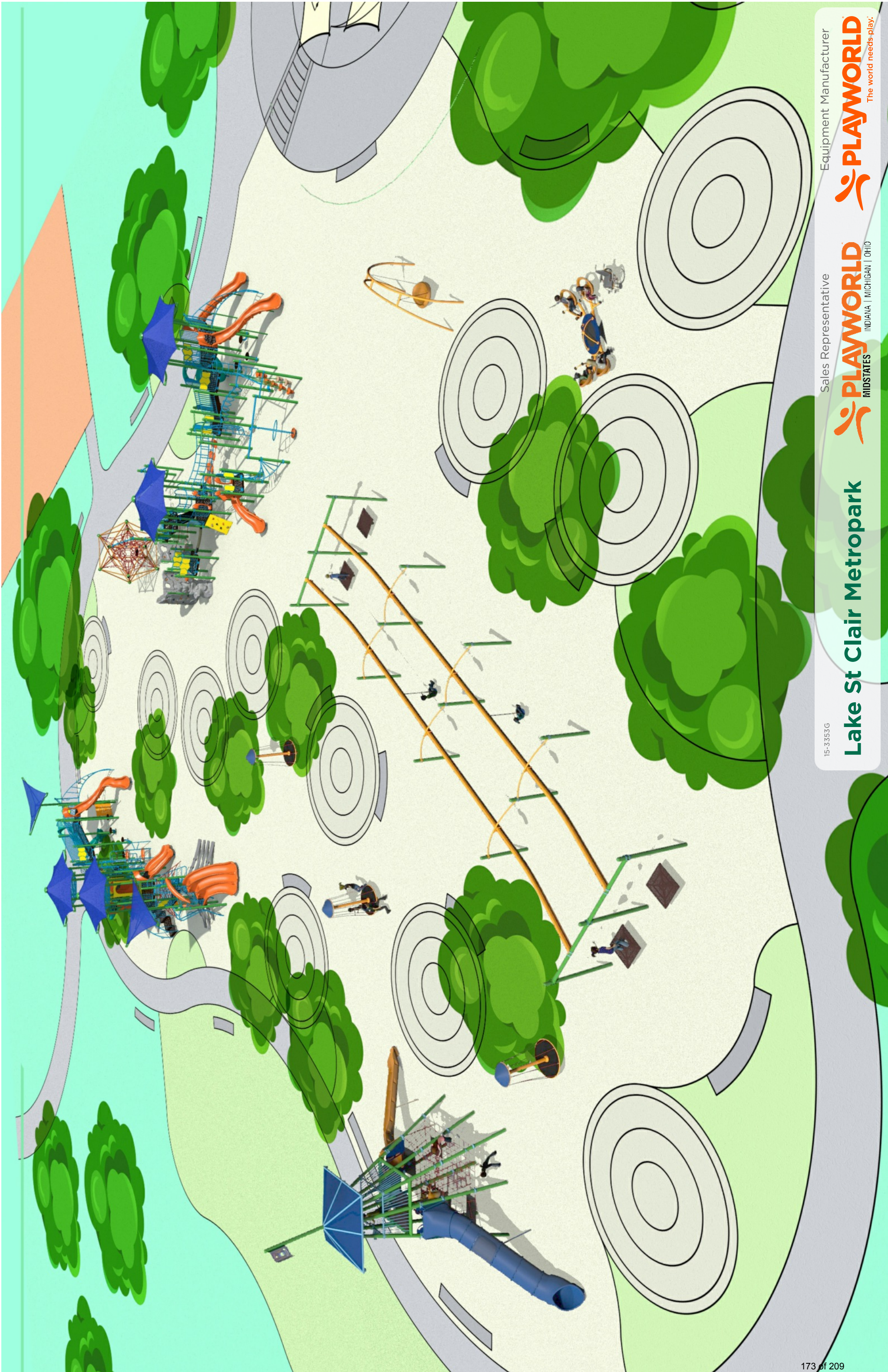
**PLAYWORLD**  
The world needs play.

**Lake St Clair Metropark**









15-3353G

Sales Representative

Equipment Manufacturer



The world needs play.

Lake St Clair Metropark

INDIANA | MICHIGAN | OHIO









15-33553G

Sales Representative

Equipment Manufacturer



## Lake St Clair Metropark









15-3353G

## Lake St Clair Metropark

Sales Representative



INDIANA | MICHIGAN | OHIO

Equipment Manufacturer

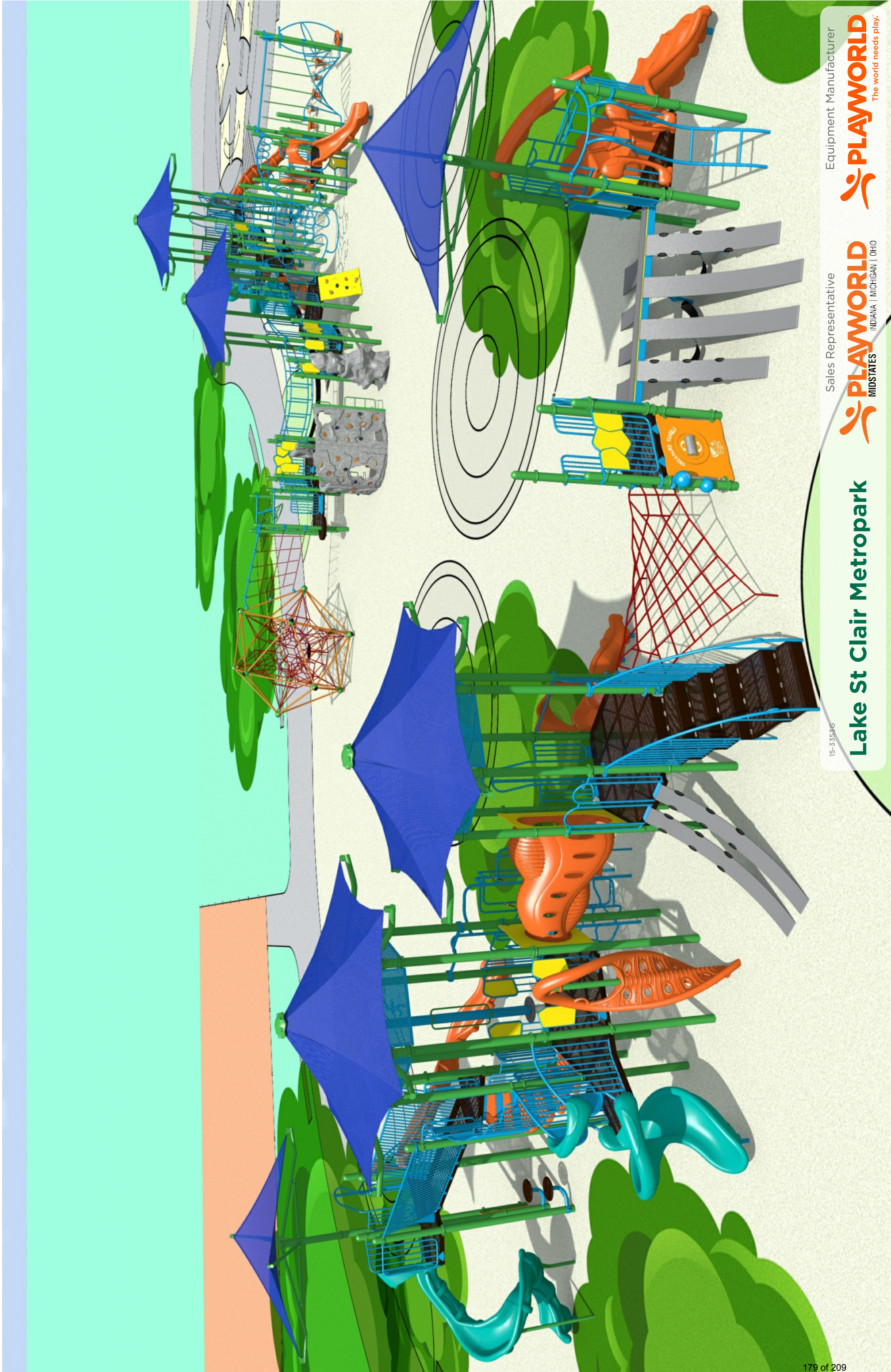


The world needs play.









15-33536

Sales Representative

Equipment Manufacturer



## Lake St Clair Metropark







15-3353G

Sales Representative

Equipment Manufacturer



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## Lake St Clair Metropark







15-33553G

Sales Representative

Equipment Manufacturer

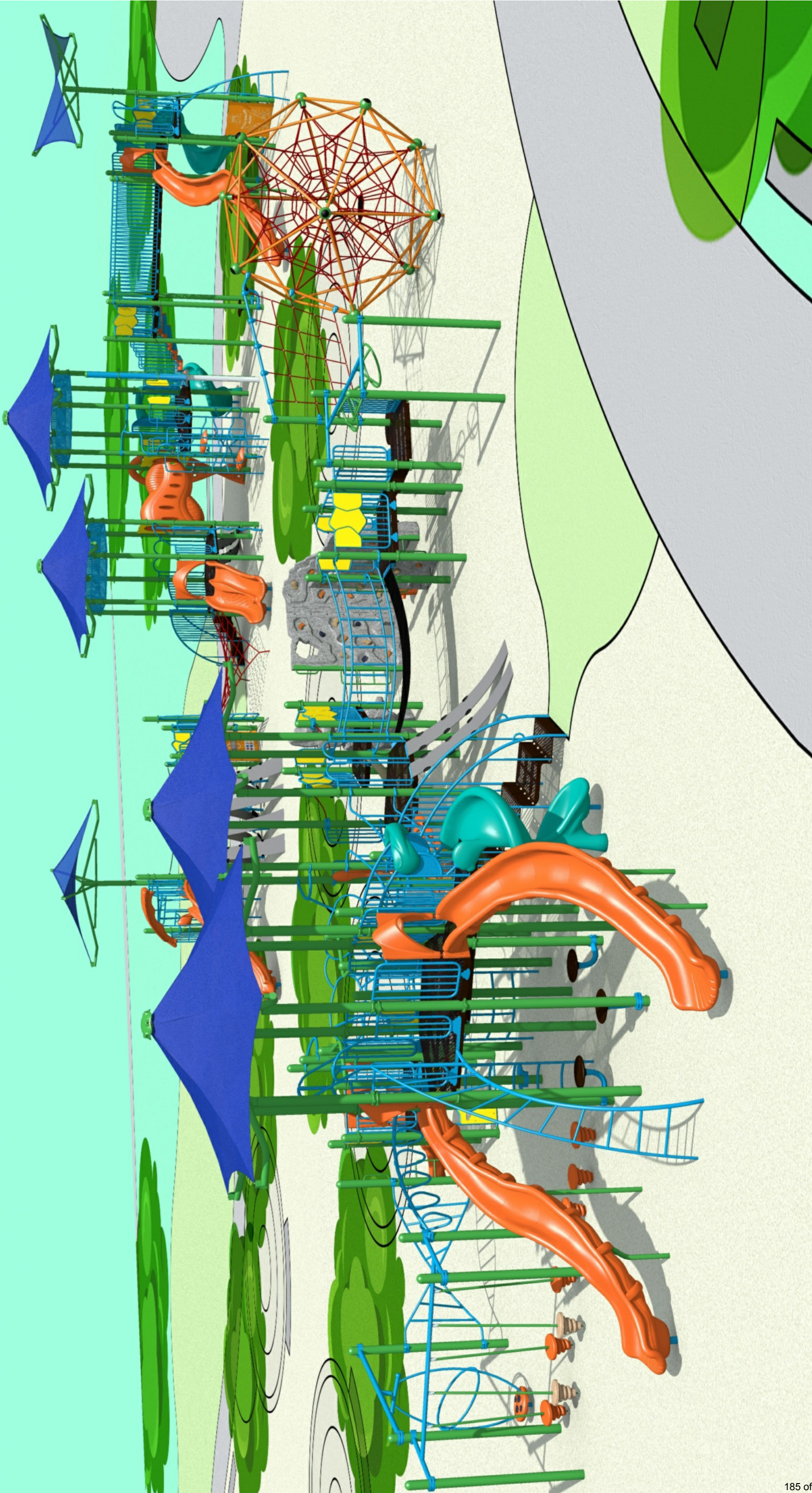


## Lake St Clair Metropark









15-3353G

Sales Representative



INDIANA | MICHIGAN | OHIO

Equipment Manufacturer



The world needs play.

## Lake St Clair Metropark





**HURON-CLINTON METROPOLITAN AUTHORITY**

To: Board of Commissioners  
From: Paul Muelle, Natural Resources and Environmental Compliance Manager  
Subject: Approval – Property Donation  
Location: Lake St. Clair Metropark, Macomb County  
Date: September 2, 2015

**Action Requested: Motion to Approve**

That the Board of Commissioners' (1) approve staff to initiate an appraisal and environmental investigation for the property; and (2) direct staff to continue discussions with the property owner and report back to the Board as recommended by Paul Muelle, Natural Resources and Environmental Compliance Manager and staff.

**Fiscal Impact:** and estimated \$7,500 is needed for an appraisal, Phase I and Phase II Environmental Investigation and closing costs.

**Background:** Director of Development Molly Bell was recently contacted regarding the donation of property to the Metroparks located directly adjacent to Lake St. Clair Metropark.

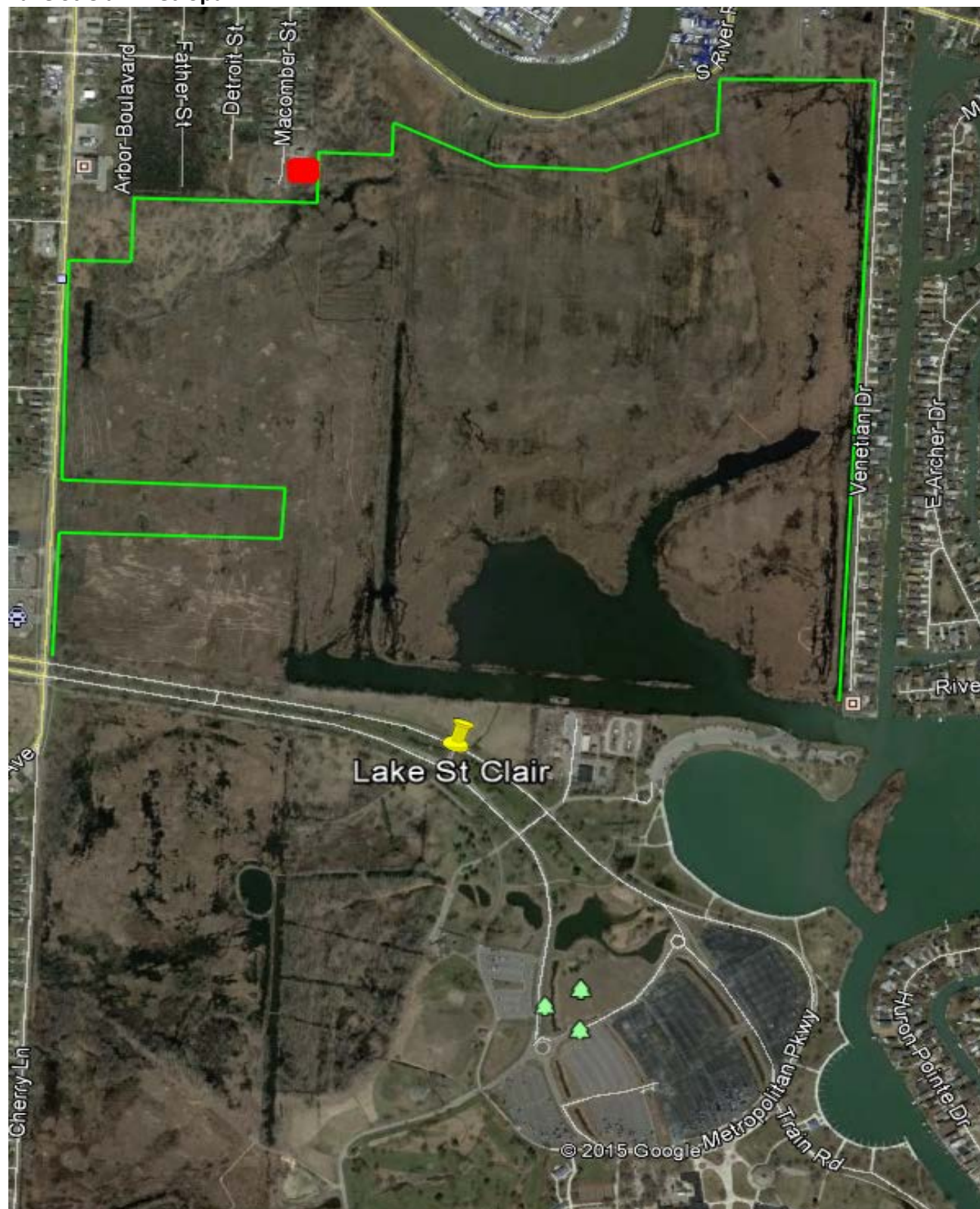
The donor is a longtime user of the Metroparks system and wishes to be supportive of our efforts. The two lots, totaling one-third of an acre, are located on the east side of Macomber Street, adjacent to property recently purchased from Rita Lozon through a National Oceanic and Atmospheric Administration (NOAA) and Michigan Natural Resources Trust Fund (MNRTF) grant. The property is a mixture of upland and wetland and would add value as a buffer between residential development and the marsh. The current SEV of the property is \$12,600 and was purchased by the current owner in 2010 for \$36,000.

**Attachment: Property Location Map**





# Lake St Clair Metropark



Land Donation Location

Property Line





## HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
 From: Mike Brahm-Henkel, Manager of Assets and Development  
 Project No: 704-15-326  
 Project Title: Bids – Splash-N-Blast Rubber Surface Replacement  
 Project Type: Major Maintenance  
 Location: Kensington Metropark, Oakland County  
 Date: September 2, 2015

Bids Opened: August 18, 2015 at 2:00 p.m.

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

That the Board of Commissioners' (1) approve award of Contract No. 704-15-326 to the low responsive, responsible bidder, SlideCare, LLC in the amount of \$155,762; and (2) transfer \$160,000 from the Unallocated Major Maintenance account for Indian Springs to Kensington as recommended by Manager of Assets and Development Mike Brahm-Henkel and staff.

**Fiscal Impact:** Budgeted funds are available from the Indian Spring Spray and Play Surfacing and toy repairs.

**Scope of Work:** Project includes removal of existing Poured-In-Place (PIP) surface, placement of proposed surface and related work.

**Background:** Lake St. Clair, Kensington, and Indian Springs all have squirt zone facilities that need surface repairs. Lake St. Clair will have minor repairs this year and Indian Springs is planned to have surfacing and spray toys repairs next year.

The existing surfaces at the three locations are thinning and delaminating from the concrete substrate and require different levels of repairs. The companies listed below carry three different products. Game Time's product is a rubber tile that is glued to the concrete surface. Staff made a site visit for one of Game Time's clients and made inquiries about the products. Upon investigation, the Game Time product allows children the ability run and slide across the surface, which potentially can lead to other issues.

The two other products are poured in place, chemically cured and adheres to the concrete. In addition, the SlideCare product also has an antifungal property. As part of the price from SlideCare \$9,845, is for cleaning and repainting the existing toys at the facility as requested in the proposal. The other two companies did not provide a cost for this work and were not responsive. In addition, the SlideCare product carries a five-year warranty compared to a three-year warranty offered by the other two companies.

## Splash-N-Blast Rubber Surface Replacement

### Page 2

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Item	SlideCare, LLC	MI Recreational Construction	Game Time
Installation and Removal Cost	\$144,917.00	\$145,957.00	\$118,700.00
Cleaning and Painting Existing Features	\$9,845.00	Non Responsive	Non Responsive
Warranty	5	3	3
Cost for (1) additional Color	\$1,000.00	-	\$5,610.00

#### Budget Amount for Contract Services and Administration

##### Work Order Amount

Kensington Splash and Blast Painting and Surface Repairs	\$160,000.00
Contract Amount- SlideCare	\$155,762.00
Contract Administration	<u>\$ 4,000.00</u>
Total Proposed Work Order Amount (Rounded)	\$160,000.00

The following contractors obtained bidding documents but did not submit a proposal:

Cross Renovation, Garden City	Hermes Painting, Troy
Meridian Contracting Group, Washington	WCI Contractors, Detroit
North American Procurement, Grand Junction, CO	Kennedy Sales, Clinton Township

*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, Washtenaw Contractors Association, Michigan.*

**HURON-CLINTON METROPOLITAN AUTHORITY**

To: Board of Commissioners  
From: George Phifer, Director  
Subject: Approval – Volunteer Services Supervisor  
Date: September 2, 2015

**Action Requested: Motion to Approve and Appoint**

That the Board of Commissioners' approve and appoint the hiring of Katie Kowalski as the Metroparks' Volunteer Services Supervisor as recommended by Director Phifer.

**Fiscal Impact:** This is a budgeted position.

**Background:** For the past several months, staff has been engaged in a search for a Volunteer Services Supervisor. Candidates were identified and selected for interviews.

Based on a combination of experience and education, Director Phifer recommends Ms. Katie Kowalski for the position of Volunteer Services Supervisor.

**Attachments:** Volunteer Services Supervisor Job Description  
Park Agencies Salary Survey  
Candidate Resume (Separate Attachment)







# HURON CLINTON METROPOLITAN AUTHORITY

## POSITION DESCRIPTION

### **Volunteer Services Supervisor** Supervisory Bargaining Unit - Level 8

**GENERAL STATEMENT OF DUTIES:** This position performs a variety of professional, technical and managerial duties related to volunteer services and operation of nature centers, farms, museums and anywhere volunteers are utilized within the Metroparks.

**SUPERVISION RECEIVED:** This position works under the general direction of the Director and Deputy Director. Required to work independently and exercise judgment.

**SUPERVISION EXERCISED:** In collaboration with Interpretive Services Manager, Natural Resources, Park Managers and Superintendents, supervises all volunteers.

**ESSENTIAL DUTIES:** The list below is intended to describe the general nature of duties only. Employee shall perform other duties as assigned.

- Coordinate activities between volunteers and the various park managers and staff for various events.
- Develop marketing tools and strategies for recognizing and increasing volunteer recruitment.
- Responsible for ensuring year-round cultivation, training and mentoring of current and potential volunteers.
- Work with Director/Deputy Director to write regular E-Newsletters to the public.
- Provide coaching emails to communicate relevant and timely information, keeping participants informed and engaged.
- Responsible for the strategic planning and development of events that involves volunteers.
- Responsible for the transparency and maintenance of accurate records, including hours worked, budget etc.
- Responsible for incorporating mission awareness in all activities and ensuring our core values are evident and guide all our actions.
- Engage volunteers, effectively communicating and facilitating meaningful opportunities across all functions.
- Identify volunteers, seeking and providing feedback and sharing opportunities for reciprocal growth and learning.
- Recognize the contributions of all volunteers & organize volunteers for special events throughout HCMA.

### **NON-ESSENTIAL DUTIES:**

- May serve on committees such as strategic planning.
- May assist Park Operations with special events.
- Providing volunteer support for Metroparks events.
- Aiding with volunteer support, such as organizing and staffing for the purpose of HCMA sponsored events and activities.
- May recruit corporate volunteers from companies for various Metroparks activities and events.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university in business or a related field.
- Five years of progressively responsible experience in a related field.
- Proven experience in volunteer management, working with a Board and strategic planning.
- An equivalent combination of education and experience sufficient to demonstrate the ability to perform the job may be substituted for the degree requirement.

### **GENERAL QUALIFICATIONS:**

- Ability to perform essential duties.
- Thorough knowledge of the principles and practices used in developing and carrying out a diversified volunteer program.
- Ability to plan, organize, coordinate and direct the activities and personnel involved in a well-rounded volunteer program.
- Ability to speak effectively before large groups.
- Ability to operate listed tools and equipment.
- Demonstrate initiative, integrity, problem solving and be self-starting.
- Ability to establish and maintain positive working relationships with the Board, the public, outside agencies, volunteers and employees. Maintaining a highly professional response at all times.
- Must be able to demonstrate creativity and the ability to implement new initiatives.

**TOOLS and EQUIPMENT USED:** Personal computer including data base, scheduling, publishing, spreadsheet, power point, and word processing software; calculator, copy and fax machines; phone, radios, automobile.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to finger, hands or feet to operate objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee generally performs work within an office or classroom environment. The noise level is usually quiet. Occasionally, the employee will be required to work in outdoor environments and will be subject to weather conditions to include heat, rain, and snow.

**SELECTION GUIDELINES:** Selection process may include, but is not limited to, any or all of the following: formal application, rating of education and experience, oral interviews, reference check, job related tests, psychological exam, and physical exam to include drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employee and Huron Clinton Metropolitan Authority and is subject to change by HCMA based on the needs and requirements of the organization.

# Volunteer Services Coordinator - Salary Survey August 2015 Parks Only

Job Title	Park	Location	Min	Median	Max
Volunteer Coordinator	Cleveland Metroparks	Cleveland Ohio	\$ 39,700	\$ 54,650	\$ 69,600
Volunteer Coordinator	Columbus and Franklin County Metro Parks	Columbus Ohio	\$ 34,000	\$ 42,480	\$ 50,960
Volunteer Coordinator	King County Parks	Issaquah, Washington	\$ 68,425	\$ 72,795	\$ 77,165
Program Coordinator	Maricopa County Regional Park System	Phoenix, Arizona	\$ 38,771	\$ 50,586	\$ 62,400
Volunteer Program Manager	Midpeninsula Regional Open Space District	Los Altos, California	\$ 68,700	\$ 77,244	\$ 85,788
Parks Volunteer Coordinator	Santa Clara County Parks	Santa Clara, California	\$ 64,257	\$ 71,010	\$ 77,762
Volunteer Resources Coordinator	Three Rivers Park District	Minneapolis, Minnesota	\$ 45,574	\$ 56,662	\$ 67,750
<b>Average Range Director</b>			<b>\$ 60,775</b>		





**HURON-CLINTON METROPOLITAN AUTHORITY**

To: Board of Commissioners  
From: George Phifer, Director  
Subject: Discussion Regarding Scheduling Board Study Session  
Date: September 2, 2015

Attached is a document provided by Commissioner Parker to be considered as an agenda item, as part of a future proposed Board Study Session.



## Board and Administrator Roles

Responsibility	Board of Directors	Administrator
<u><b>Policies, Planning &amp; Operations</b></u> <b>Application &amp; Budget</b>  <b>Policies &amp; Goals</b>  <b>Long Term Goals (2-5yrs)</b>  <b>Short-Term Goals (1yr)</b>  <b>Day-to-day operations</b>  <b>Oversight of operational benchmarks</b>	<ul style="list-style-type: none"> <li>• Approves</li> <li>• Sets policies and goals</li> <li>• Approves/monitors/organizational direction</li> <li>• Approves/monitors/organizational direction</li> <li>• No Role</li> <li>• Monitor/requests corrective action</li> </ul>	<ul style="list-style-type: none"> <li>• Prepares/ submits (after board approval)</li> <li>• Recommends and administer</li> <li>• Recommends and provides input</li> <li>• Carries Out</li> <li>• Makes all management decisions</li> <li>• Monitors and recommends action</li> </ul>
<u><b>Personnel</b></u> <b>Personnel Policies</b>  <b>Organizational chart/ staffing plan</b>  <b>Staff Salaries</b>  <b>Staff Evaluation</b>  <b>Hiring/firing of administrator</b>  <b>Hiring/Firing of staff (other than administrator)</b>  <b>Communication with Staff</b>  <b>Staff Development and assignment</b>  <b>Staff management</b>  <b>Staff Grievances</b>	<ul style="list-style-type: none"> <li>• Adopts</li> <li>• Adopts</li> <li>• Approves wage scale/approves line item for salaries in budget</li> <li>• Evaluates only the administrator</li> <li>• Hires/Fires</li> <li>• No role/delegates authority to hire/fire</li> <li>• None/channeled through admin.</li> <li>• No Role</li> <li>• No Role</li> <li>• Dependent on policy/can override administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Recommends and administers</li> <li>• Recommends</li> <li>• Approves salaries w/ recommendations from supervisory staff</li> <li>• Evaluates all other staff</li> <li>• No role</li> <li>• Approves all hiring, makes final termination decisions</li> <li>• Communicates directly</li> <li>• Establishes</li> <li>• Manages all staff</li> <li>• Makes final decision prior to board</li> </ul>

## Board and Administrator Roles

<b><u>Finance</u></b>		
<b>Financial Policies</b>	<ul style="list-style-type: none"> <li>Adopts</li> </ul>	<ul style="list-style-type: none"> <li>Recommends and Administers</li> </ul>
<b>Financial need</b>	<ul style="list-style-type: none"> <li>Assess/make plans for future</li> </ul>	<ul style="list-style-type: none"> <li>Develops and Recommends</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>Approves/monitors</li> </ul>	<ul style="list-style-type: none"> <li>Develops/recommends expenditures and controls</li> </ul>
<b>Capital purchase/financing capital assets</b>	<ul style="list-style-type: none"> <li>Approves</li> </ul>	<ul style="list-style-type: none"> <li>Prepare Requests</li> </ul>
<b>Financial Oversight</b>	<ul style="list-style-type: none"> <li>Reviews financial and performance audits</li> </ul>	<ul style="list-style-type: none"> <li>Prepare and present audits</li> </ul>
<b>Decisions re: building renovation, leasing</b>	<ul style="list-style-type: none"> <li>Makes decision, assumes responsibility</li> </ul>	<ul style="list-style-type: none"> <li>Recommends(could also sign contracts if given authority)</li> </ul>
<b>Supply purchase</b>	<ul style="list-style-type: none"> <li>Establish policy and budget for supplies</li> </ul>	<ul style="list-style-type: none"> <li>Purchase according to board policy and maintains adequate audit trail</li> </ul>
<b>Major repairs</b>	<ul style="list-style-type: none"> <li>Approves</li> </ul>	<ul style="list-style-type: none"> <li>Obtains estimates and prepares recommendation</li> </ul>
<b>Minor Repairs</b>	<ul style="list-style-type: none"> <li>Policy should include amount which can be spent without board approval</li> </ul>	<ul style="list-style-type: none"> <li>Authorizes repairs up to prearranged amount</li> </ul>
<b>Cleaning and maintenance</b>	<ul style="list-style-type: none"> <li>No role</li> </ul>	<ul style="list-style-type: none"> <li>Sets up schedule</li> </ul>
<b>Fees</b>	<ul style="list-style-type: none"> <li>Adopts policy</li> </ul>	<ul style="list-style-type: none"> <li>Develops fee schedule</li> </ul>
<b>Billing, credit and collections</b>	<ul style="list-style-type: none"> <li>Adopts policy</li> </ul>	<ul style="list-style-type: none"> <li>Proposes policy and implements</li> </ul>

**HURON-CLINTON METROPARKS MONTHLY STATISTICS**

**August, 2014**

PARK	MONTHLY VEHICLE ENTRIES			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	63,357	58,682	60,433	5%
Wolcott Mill	6,216	5,999	4,942	26%
Stony Creek	88,341	78,839	77,932	13%
Indian Springs	11,151	13,356	13,633	-18%
Kensington	106,952	95,094	97,675	9%
Huron Meadows	12,231	9,449	10,718	14%
Hudson Mills	31,470	27,875	28,645	10%
Lower Huron/Willow/Oakwoods	68,330	67,221	69,498	-2%
Lake Erie	32,788	21,091	23,050	42%
Monthly TOTALS	420,836	377,606	386,526	9%

MONTHLY TOLL REVENUE			
Current	Previous	Prev 3 Yr Avg	Change from Average
\$ 181,347	\$ 160,541	\$ 133,710	36%
\$ 226,164	\$ 193,692	\$ 162,461	39%
\$ 28,727	\$ 25,233	\$ 21,686	32%
\$ 227,017	\$ 200,693	\$ 167,176	36%
\$ 1,542	\$ 2,692	\$ 4,032	-62%
\$ 53,293	\$ 43,515	\$ 34,704	54%
\$ 144,149	\$ 141,621	\$ 125,436	15%
\$ 49,327	\$ 41,175	\$ 37,963	30%
\$ 911,566	\$ 809,162	\$ 687,167	33%

PARK	Y-T-D VEHICLE ENTRIES			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	302,198	284,572	309,380	-2%
Wolcott Mill	28,751	33,681	29,014	-1%
Stony Creek	397,669	400,298	408,499	-3%
Indian Springs	61,355	64,030	67,789	-9%
Kensington	572,897	537,862	555,254	3%
Huron Meadows	56,526	60,056	58,894	-4%
Hudson Mills	146,628	153,668	163,070	-10%
Lower Huron/Willow/Oakwoods	368,773	371,076	377,182	-2%
Lake Erie	130,913	118,737	134,345	-3%
Monthly TOTALS	2,065,710	2,023,980	2,103,428	-2%

Y-T-D TOLL REVENUE			
Current	Previous	Prev 3 Yr Avg	Change from Average
\$ 1,074,086	\$ 1,052,279	\$ 937,889	15%
\$ 1,580,918	\$ 1,585,652	\$ 1,369,704	15%
\$ 212,698	\$ 207,819	\$ 184,211	15%
\$ 1,623,189	\$ 1,522,970	\$ 1,308,273	24%
\$ 44,392	\$ 44,962	\$ 34,575	28%
\$ 361,174	\$ 378,647	\$ 322,815	12%
\$ 726,583	\$ 749,953	\$ 665,952	9%
\$ 408,152	\$ 408,212	\$ 366,513	11%
\$ 6,031,192	\$ 5,950,493	\$ 5,189,931	16%

PARK	MONTHLY PARK REVENUE			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	\$ 315,230	\$ 315,941	\$ 256,519	23%
Wolcott Mill	\$ 88,054	\$ 75,316	\$ 80,517	9%
Stony Creek	\$ 521,939	\$ 467,542	\$ 399,108	31%
Indian Springs	\$ 187,179	\$ 163,093	\$ 143,143	31%
Kensington	\$ 604,084	\$ 521,305	\$ 453,473	33%
Huron Meadows	\$ 151,964	\$ 140,835	\$ 120,191	26%
Hudson Mills	\$ 153,039	\$ 125,897	\$ 114,762	33%
Lower Huron/Willow/Oakwoods	\$ 717,353	\$ 556,096	\$ 518,697	38%
Lake Erie	\$ 280,735	\$ 233,057	\$ 220,807	27%
Y-T-D TOTALS	\$ 3,019,577	\$ 2,599,082	\$ 2,307,219	31%

Y-T-D PARK REVENUE			
Current	Previous	Prev 3 Yr Avg	Change from Average
\$ 1,740,952	\$ 1,501,023	\$ 1,386,641	23%
\$ 384,992	\$ 366,432	\$ 375,605	2%
\$ 2,928,454	\$ 2,848,483	\$ 2,552,383	15%
\$ 850,597	\$ 825,825	\$ 754,368	13%
\$ 3,159,739	\$ 2,872,177	\$ 2,581,762	22%
\$ 587,906	\$ 604,342	\$ 556,518	6%
\$ 797,090	\$ 783,640	\$ 714,941	11%
\$ 2,369,658	\$ 2,270,499	\$ 2,181,884	9%
\$ 1,325,225	\$ 1,301,765	\$ 1,283,350	3%
\$ 14,144,612	\$ 13,374,185	\$ 12,387,452	14%

District	Y-T-D Vehicle Entries by Management Unit			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Eastern	728,618	718,551	746,894	-2%
Western	837,406	815,616	845,008	-1%
Southern	499,686	489,813	511,527	-2%

Y-T-D Total Revenue by Management Unit			
Current	Previous	Prev 3 Yr Avg	Change from Average
5,054,398	4,715,938	4,314,629	17%
5,395,332	5,085,984	4,607,589	17%
3,694,883	3,572,264	3,465,234	7%



**HURON-CLINTON METROPARKS MONTHLY STATISTICS****August, 2014**

GOLF THIS MONTH	MONTHLY ROUNDS			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Wolcott Mill	3,173	2,608	3,019	5%
Stony Creek	5,774	5,783	6,249	-8%
Indian Springs	4,933	4,347	4,419	12%
Kensington	5,701	5,122	5,437	5%
Huron Meadows	5,169	4,397	4,378	18%
Hudson Mills	3,480	2,554	2,775	25%
Willow	4,816	3,921	3,732	29%
Lake Erie	5,164	3,805	3,692	40%
Total Regulation	38,210	32,537	33,701	13%
LSC Par 3	1,756	1,865	2,316	-24%
LSC Foot Golf	434	0	0	-
L. Huron Par 3	1,144	1,151	1,350	-15%
L. Huron Foot Golf	207	0	0	-
Total Golf	41,751	35,553	37,366	12%

MONTHLY REVENUE			
Current	Previous	Prev 3 Yr Avg	Change from Average
\$ 73,546	\$ 53,310	\$ 60,318	22%
\$ 181,965	\$ 128,668	\$ 128,990	41%
\$ 120,053	\$ 99,137	\$ 97,301	23%
\$ 138,134	\$ 123,824	\$ 124,328	11%
\$ 132,495	\$ 118,117	\$ 107,808	23%
\$ 70,156	\$ 51,039	\$ 51,961	35%
\$ 107,442	\$ 86,343	\$ 82,643	30%
\$ 135,675	\$ 77,792	\$ 71,294	90%
\$ 959,466	\$ 738,231	\$ 724,643	32%
\$ 10,728	\$ 11,622	\$ 13,211	-19%
\$ 3,059	\$ -	\$ -	-
\$ 7,494	\$ 6,886	\$ 7,443	1%
\$ 1,331	\$ -	\$ -	-
\$ 982,078	\$ 756,739	\$ 745,296	32%

GOLF Y-T-D	GOLF ROUNDS Y-T-D			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Wolcott Mill	11,226	10,124	11,967	-6%
Stony Creek	23,190	23,054	25,820	-10%
Indian Springs	19,100	18,098	18,633	3%
Kensington	23,378	20,726	23,538	-1%
Huron Meadows	20,100	16,853	18,350	10%
Hudson Mills	13,619	11,695	11,532	18%
Willow	17,173	15,976	15,290	12%
Lake Erie	19,533	17,199	16,993	15%
Total Regulation	147,319	133,725	142,123	4%
LSC Par 3	6,442	6,955	9,161	-30%
LSC Foot Golf	1,214	0	0	-
L. Huron Par 3	3,833	4,329	5,002	-23%
L. Huron Foot Golf	529	0	0	-
Total Golf	159,337	145,009	156,285	2%

GOLF REVENUE Y-T-D			
Current	Previous	Prev 3 Yr Avg	Change from Average
\$ 261,866	\$ 205,176	\$ 237,104	10%
\$ 715,279	\$ 617,184	\$ 662,046	8%
\$ 454,020	\$ 444,299	\$ 448,142	1%
\$ 555,271	\$ 506,173	\$ 563,189	-1%
\$ 442,059	\$ 458,691	\$ 469,717	-6%
\$ 267,567	\$ 238,254	\$ 234,681	14%
\$ 381,467	\$ 386,522	\$ 374,499	2%
\$ 394,227	\$ 383,449	\$ 387,858	2%
\$ 3,471,755	\$ 3,239,749	\$ 3,377,237	3%
\$ 40,121	\$ 42,844	\$ 51,839	-23%
\$ 7,760	\$ -	\$ -	-
\$ 24,778	\$ 26,970	\$ 28,662	-14%
\$ 3,581	\$ -	\$ -	-
\$ 3,547,995	\$ 3,309,563	\$ 3,457,738	3%

AQUATICS THIS MONTH	PATRONS THIS MONTH			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair	16,126	11,180	10,992	47%
KMP Splash	11,821	14,695	14,391	-18%
Lower Huron	27,725	27,205	28,680	-3%
Willow	4,923	4,145	3,736	32%
Lake Erie	9,735	9,750	9,672	1%
TOTALS	70,330	66,975	67,471	4%

MONTHLY REVENUE			
Current	Previous	Prev 3 Yr Avg	Change from Average
\$ 64,279	\$ 44,006	\$ 38,942	65%
\$ 62,911	\$ 63,787	\$ 57,397	10%
\$ 227,035	\$ 222,400	\$ 206,192	10%
\$ 18,218	\$ 15,464	\$ 13,471	35%
\$ 68,392	\$ 47,033	\$ 46,248	48%
\$ 440,835	\$ 392,690	\$ 362,249	22%

AQUATICS Y-T-D	PATRONS Y-T-D			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair	51,637	39,735	43,664	18%
KMP Splash	41,916	44,701	47,378	-12%
Lower Huron	87,548	85,674	98,005	-11%
Willow	18,934	17,134	17,930	6%
Lake Erie	34,861	38,687	39,300	-11%
TOTALS	234,896	225,931	246,277	-5%

REVENUE Y-T-D			
Current	Previous	Prev 3 Yr Avg	Change from Average
\$ 205,872	\$ 157,783	\$ 154,583	33%
\$ 225,538	\$ 196,406	\$ 188,423	20%
\$ 702,434	\$ 702,383	\$ 698,503	1%
\$ 66,822	\$ 60,961	\$ 62,186	7%
\$ 248,309	\$ 186,472	\$ 195,112	27%
\$ 1,448,975	\$ 1,304,004	\$ 1,298,807	12%

**HURON-CLINTON METROPARKS MONTHLY STATISTICS**

**August, 2014**

PARK	Seasonal Activities this Month			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair				
Welsh Center	5	4	6	-21%
Shelters	63	133	137	-54%
Boat Launches	1,413	1,499	1,628	-13%
Marina	934	975	890	5%
Mini-Golf	3,141	2,702	3,058	3%
Wolcott				
Activity Center	20	11	8	140%
Stony Creek				
Disc Golf Daily	3,251	3,439	3,335	-3%
Disc Golf Annual	0	0	0	-
Total Disc Golf	3,251	3,439	3,336	-3%
Shelters	27	17	36	-25%
Boat Rental	5,092	4,137	4,266	19%
Boat Launches	250	363	409	-39%
Indian Springs				
Shelters	3	5	3	-10%
Event Room	1,355	1,761	1,598	-15%
Kensington				
Disc Golf Daily	3,679	4,214	4,402	-16%
Disc Golf Annual	1	0	0	-
Total Disc Golf	3,680	4,214	4,402	-16%
Shelters	25	25	30	-17%
Boat Rental	6,752	5,770	4,845	39%
Huron Meadows				
Shelters	0	2	2	-
Hudson Mills				
Disc Golf Daily	1,520	1,809	1,994	-24%
Disc Golf Annual	1	1	1	50%
Total Disc Golf	1,521	1,810	1,995	-24%
Shelters	11	5	9	18%
Canoe Rental	2,047	2,050	1,774	15%
Lower Huron / Willow / Oakwoods				
Shelters	14	16	20	-30%
Lake Erie				
Shelters	4	6	4	-8%
Boat Launches	2,032	1,843	2,178	-7%
Marina	8	14	13	-34%

Monthly Revenue			
Current	Previous	Prev 3 Yr Avg	Change from Average
\$ 3,000	\$ 1,100	\$ 1,833	64%
\$ 3,789	\$ 3,505	\$ 3,938	-4%
\$ -	\$ -	\$ -	-
\$ 5,606	\$ 8,333	\$ 7,411	-24%
\$ 11,065	\$ 9,162	\$ 9,488	17%
\$ 1,500	\$ 500	\$ 760	97%
\$ 9,747	\$ 6,906	\$ 6,624	47%
\$ -	\$ -	\$ 10	-
\$ 9,747	\$ 6,906	\$ 6,634	47%
\$ 5,400	\$ 3,400	\$ 5,018	8%
\$ 46,054	\$ 33,602	\$ 34,687	33%
\$ -	\$ -	\$ -	-
\$ 150	\$ 400	\$ 417	-64%
\$ 9,120	\$ 10,290	\$ 10,686	-15%
\$ 10,939	\$ 8,429	\$ 8,804	24%
\$ 50	\$ -	\$ -	-
\$ 10,989	\$ 8,429	\$ 8,804	25%
\$ 5,525	\$ 5,425	\$ 5,658	-2%
\$ 77,199	\$ 63,266	\$ 54,198	42%
\$ -	\$ 400	\$ 283	-
\$ 4,560	\$ 3,618	\$ 3,988	14%
\$ 50	\$ 50	\$ 33	50%
\$ 4,610	\$ 3,668	\$ 4,021	15%
\$ 2,200	\$ 1,000	\$ 1,650	33%
\$ 8,975	\$ 9,284	\$ 7,912	13%
\$ 2,950	\$ 3,450	\$ 3,717	-21%
\$ 800	\$ 1,200	\$ 783	2%
\$ -	\$ -	\$ -	-
\$ 24,595	\$ 27,474	\$ 28,568	-14%

**HURON-CLINTON METROPARKS MONTHLY STATISTICS**

**August, 2014**

PARK	Seasonal Activities Y-T-D			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair				
Welsh Center	47	32	43	9%
Shelters	398	338	395	1%
Boat Launches	4,485	4,637	5,645	-21%
Marina	2,499	2,798	2,613	-4%
Mini-Golf	9,013	8,928	9,494	-5%
Wolcott				
Activity Center	77	48	59	31%
Stony Creek				
Disc Golf Daily	15,386	17,066	19,555	-21%
Disc Annual	105	54	70	51%
Total Disc Golf	15,491	17,120	19,624	-21%
Shelters	335	325	377	-11%
Boat Rental	15,133	15,170	15,502	-2%
Boat Launches	1,365	1,645	1,795	-24%
Indian Springs				
Shelters	61	64	50	23%
Event Room	1,355	1,761	1,598	-15%
Kensington				
Disc Golf Daily	19,645	23,594	24,778	-21%
Disc Annual	199	96	106	87%
Total Disc Golf	19,844	23,690	24,884	-20%
Shelters	422	386	415	2%
Boat Rental	20,997	17,744	14,851	41%
Huron Meadows				
Shelters	22	16	24	-8%
Hudson Mills				
Disc Golf Daily	8,482	10,016	11,842	-28%
Disc Annual	160	110	119	34%
Total Disc Golf	8,642	10,126	11,961	-28%
Shelters	97	100	123	-21%
Canoe Rental	4,700	5,778	5,317	-12%
Lower Huron / Willow / Oakwoods				
Shelters	228	229	290	-21%
Lake Erie				
Shelters	67	64	82	-18%
Boat Launches	10,578	9,825	11,997	-12%
Marina	31	46	41	-25%

Seasonal Revenue Y-T-D			
Current	Previous	Prev 3 Yr Avg	Change from Average
\$ 30,750	\$ 11,850	\$ 14,700	109%
\$ 61,599	\$ 56,025	\$ 60,548	2%
\$ -	\$ -	\$ -	-
\$ 17,364	\$ 20,506	\$ 22,101	-21%
\$ 32,034	\$ 31,424	\$ 30,043	7%
\$ 14,050	\$ 12,620	\$ 11,768	19%
\$ 50,862	\$ 34,125	\$ 37,493	36%
\$ 4,710	\$ 2,550	\$ 3,063	54%
\$ 55,572	\$ 36,675	\$ 40,556	37%
\$ 67,000	\$ 65,000	\$ 67,392	-1%
\$ 161,212	\$ 128,593	\$ 129,859	24%
\$ -	\$ -	\$ -	-
\$ 6,900	\$ 8,800	\$ 7,883	-12%
\$ 50,172	\$ 47,090	\$ 48,981	2%
\$ 58,403	\$ 47,189	\$ 49,492	18%
\$ 6,571	\$ 4,478	\$ 4,905	34%
\$ 64,974	\$ 51,667	\$ 54,398	19%
\$ 94,900	\$ 86,720	\$ 79,257	20%
\$ 218,892	\$ 205,772	\$ 174,144	26%
\$ 4,400	\$ 3,200	\$ 4,233	4%
\$ 25,446	\$ 20,032	\$ 23,684	7%
\$ 7,780	\$ 5,100	\$ 5,633	38%
\$ 33,226	\$ 25,132	\$ 29,317	13%
\$ 19,400	\$ 20,000	\$ 22,217	-13%
\$ 20,906	\$ 25,250	\$ 23,531	-11%
\$ 49,750	\$ 50,200	\$ 53,163	-6%
\$ 14,200	\$ 14,500	\$ 14,708	-3%
\$ -	\$ -	\$ -	-
\$ 133,238	\$ 144,537	\$ 149,851	-11%

PARK	Winter Sports this Month			
	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair				
XC Skiers	0	0	0	-
Ice Skaters	0	0	0	-
Sledders	0	0	0	-
Ice Fishermen	0	0	0	-
Stony Creek				
XC Skiers	0	0	0	-
Ice Skaters	0	0	0	-
Sledders	0	0	0	-
Ice Fishermen	0	0	0	-
Indian Springs				
XC Skiers	0	0	0	-
Sledders	0	0	0	-
Kensington				
XC Skiers	0	0	0	-
Ice Skaters	0	0	0	-
Sledders	0	0	0	-
Ice Fishermen	0	0	0	-
Huron Meadows				
XC Skiers	0	0	0	-
Ice Fishermen	0	0	0	-
Hudson Mills				
XC Skiers	0	0	0	-
Lower Huron				
Ice Skaters	0	0	0	-
Willow				
XC Skiers	0	0	0	-
Ice Fishing	0	0	0	-
Sledders	0	0	0	-
Lake Erie				
XC Skiers	0	0	0	-
Sledders	0	0	0	-
Ice Fishing	0	0	0	-

Winter Sports Y-T-D			
Current	Previous	Prev 3 Yr Avg	Change from Average
33	103	52	-37%
385	488	279	38%
582	525	175	233%
4,708	5,609	4,607	2%
3,053	4,007	2,190	39%
1,074	0	355	202%
5,650	4,031	4,030	40%
731	748	567	29%
223	272	188	19%
307	373	373	-18%
1,941	4,663	2,161	-10%
1,161	1,204	589	97%
0	0	0	-
296	2,417	941	-69%
4,990	8,060	4,313	16%
203	592	245	-17%
1,515	3,325	1,295	17%
1,201	479	266	352%
110	570	258	-57%
170	166	74	129%
2,484	2,900	1,804	38%
102	47	25	314%
263	140	89	194%
1,667	1,169	933	79%

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 from Average		Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	16,456	17,529	15,511	6%		97,820	96,336	95,867	2%
Wolcott Mill	7,184	9,133	7,256	-1%		23,762	28,813	26,967	-12%
Wolcott Farm	18,044	15,467	16,348	10%		66,937	77,472	82,058	-18%
Stony Creek	17,090	14,551	16,354	5%		115,910	101,884	107,549	8%
Indian Springs	9,767	9,414	9,748	0%		65,440	71,693	70,848	-8%
Kens NC	30,115	26,206	30,453	-1%		187,376	180,070	197,961	-5%
Kens Farm	29,741	32,169	31,484	-6%		193,890	206,061	209,025	-7%
Mobile Center	3,265	2,657	2,265	44%		25,105	16,286	19,166	31%
Hudson Mills	3,639	3,719	3,664	-1%		33,248	31,822	31,472	6%
Oakwoods	15,804	15,529	14,501	9%		89,670	96,081	93,570	-4%
Lake Erie	10,335	15,128	12,900	-20%		38,507	96,242	76,344	-50%
Totals	161,440	161,502	160,484	1%		937,665	1,002,760	1,010,826	-7%

PARK	Monthly Revenue				YTD Revenue			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	\$ 1,358	\$ 510	\$ 583	133%	\$ 20,677	\$ 15,623	\$ 14,774	40%
Wolcott Mill	\$ 348	\$ 130	\$ 338	3%	\$ 10,900	\$ 5,729	\$ 5,500	98%
Wolcott Farm	\$ 1,873	\$ 3,071	\$ 3,029	-38%	\$ 50,403	\$ 38,262	\$ 40,210	25%
Wagon Rides	\$ 364	\$ 383	\$ 151	141%	\$ 3,393	\$ 4,476	\$ 2,719	25%
Livestock/Produce	\$ 2,292	\$ 5,519	\$ 7,127	-68%	\$ 22,254	\$ 36,159	\$ 36,306	-39%
FARM TOTAL	\$ 4,529	\$ 8,973	\$ 10,308	-56%	\$ 76,050	\$ 78,897	\$ 79,234	-4%
Stony Creek	\$ 1,401	\$ 413	\$ 756	85%	\$ 19,695	\$ 16,075	\$ 18,292	8%
Indian Springs	\$ 4,308	\$ 4,909	\$ 4,460	-3%	\$ 29,771	\$ 28,660	\$ 30,841	-3%
Kens NC	\$ 1,801	\$ 826	\$ 769	134%	\$ 18,113	\$ 16,941	\$ 15,865	14%
Kens Farm	\$ 3,742	\$ 1,996	\$ 2,011	86%	\$ 45,739	\$ 37,116	\$ 36,564	25%
Wagon Rides	\$ 2,428	\$ 3,626	\$ 3,473	-30%	\$ 15,544	\$ 19,521	\$ 17,902	-13%
Livestock/Produce	\$ 2,133	\$ 2,283	\$ 952	124%	\$ 14,384	\$ 12,212	\$ 9,968	44%
FARM TOTAL	\$ 8,303	\$ 7,905	\$ 6,436	29%	\$ 75,667	\$ 68,850	\$ 64,434	17%
Mobile Center	\$ 275	\$ 1,293	\$ 1,270	-78%	\$ 13,617	\$ 13,681	\$ 13,120	4%
Hudson Mills	\$ 531	\$ 338	\$ 414	28%	\$ 10,834	\$ 9,881	\$ 10,981	-1%
Oakwoods	\$ 2,357	\$ 2,306	\$ 2,743	-14%	\$ 12,693	\$ 12,452	\$ 12,774	-1%
Lake Erie	\$ 527	\$ 217	\$ 467	13%	\$ 8,058	\$ 5,389	\$ 7,256	11%
Totals	\$ 25,738	\$ 27,819	\$ 28,543	-10%	\$ 296,075	\$ 272,176	\$ 273,071	8%



BREAKDOWN OF ATTENDANCE	ON-SITE Programs and Attendance			
	CURRENT YEAR		PREVIOUS YEAR	
	Programs	Attendance	Programs	Attendance
Lake St Clair	86	3,700	51	3,320
Wolcott Mill	9	458	4	402
Wolcott Farm	24	375	28	885
Stony Creek	31	540	21	312
Indian Springs	51	1,520	72	639
Kens NC	39	1,415	46	3,489
Kens Farm	197	2,976	220	3,211
Mobile Center				
Hudson Mills	8	139	5	105
Oakwoods	75	892	60	1,183
Lake Erie	28	442	41	571
Totals	548	12,457	548	14,117

OFF-SITE Programs and Attendance			
CURRENT YEAR		PREVIOUS YEAR	
Programs	Attendance	Programs	Attendance
2	36	-	-
8	3,000	21	4,750
712	5,500	21	9,500
2	230	1	52
-	-	4	147
4	97	3	115
-	-	2	847
16	3,265	21	2,657
-	-	1	38
1	23	3	134
-	-	1	147
745	12,151	78	18,387

BREAKDOWN OF ATTENDANCE	OTHER VISITORS (Non-programs)	
	Current	Previous
Lake St Clair	12,720	14,209
Wolcott Mill	3,726	3,981
Wolcott Farm	12,169	5,082
Stony Creek	16,320	14,187
Indian Springs	8,247	8,628
Kens NC	28,603	22,602
Kens Farm	26,765	28,111
Mobile Center		
Hudson Mills	3,500	3,500
Oakwoods	14,889	14,212
Lake Erie	9,893	14,410
Totals	136,832	128,922

"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.