



DOWNTOWN DEVELOPMENT AUTHORITY
SEPTEMBER 14, 2016 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL

- I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE
- II. APPROVAL OF AGENDA
- III. BOARD OF DIRECTORS MINUTES
 - A. Approval of the regular minutes for August 10, 2016 [Action Item]
- IV. PUBLIC COMMENT
- V. COMMITTEE REPORTS
- VI. STAFF REPORTS
 - A. Finance transactions and bills [Action Item]
- VII. OLD BUSINESS
 - A. E. River Street Reconstruction Update [Information Item]
 - B. Fountains by Island Park [Information Item]
 - C. Mural presentation Ledge Craft Lane [Information Item]
- VII. NEW BUSINESS
 - A. Library Parking Lot Engineering Services [Action Item]
- IX. PUBLIC COMMENT
- X. BOARD OF DIRECTORS COMMENTS
- XI. ADJOURNMENT

DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES

AUGUST 10, 2016, 6:00 PM

COUNCIL CHAMBERS, CITY HALL

- I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE** – The meeting was called to order at 6:03 p.m. Members present: Chairman Bruce MacDowell, Keith Mulder, Dave Jonas, Lise Mitchell, Bob Brown, Jason Barclay, Michael Fredericks, Chris Fata. Others Present: City Administrator Adam Smith and Assistant City Administrator Ameer King. Members Absent: Karl Glarner, Terrance Augustine, and Mayor Kalmin Smith.
- II. APPROVAL OF AGENDA** – Mrs. King asked to have an item added under VI. Staff reports B. Monthly Financial Statement. Mr. Mulder made a motion to approve the agenda as amended. Mr. Barclay supported the motion. Motion carried 8 to 0.
- III. BOARD OF DIRECTORS MINUTES** –
- A. Approval of the regular minutes for July 13, 2016 regular meeting** – Mr. Brown made a motion to approve the regular meeting minutes of July 13, 2016. Mr. Fredericks supported the motion. Motion carried 8 to 0.
- IV. PUBLIC COMMENT** –
- V. COMMITTEE REPORTS** – Mr. Mulder reported that the Organization Committee met with Mr. Gentilozzi to discuss the outdoor smoker and possible property swap. This will be discussed later on the agenda.
- VI. STAFF REPORTS**
- A. Financial transactions and bills** – Mr. Smith reviewed the financial transactions. Mrs. King asked the board for feedback on the layout of the report. The board requested additional detail be added and a total. Ms. Mitchell made a motion to approve the bills in the amount of \$4,342.35. Mr. Mulder supported the motion. Motion carried 8 to 0.
- B. Monthly financial statements** - Mr. Smith reviewed the financial statements. Our Finance Director is finalizing fiscal year 2016. The auditors will be in for a week beginning August 22, 2016. We will provide you the year end financials once they are completed. Mr. Mulder thanked the DDA board for its continued support of Music in The Park and Movies in The Park.
- VII. OLD BUSINESS** –
- A. 223. S. Bridge Street** – Property Appraisal – Chairman MacDowell turned the meeting over to Vice Chairman Keith Mulder. Mr. Mulder indicated that at the Organization Committee meeting, a possible property swap with Mr. Gentilozzi was discussed. Mr. Gentilozzi was interested in swapping property and tearing down a portion of the drive through. We have an estimate for \$3,000 to complete an appraisal with 4 components for the proposed property swap. Mr. Gentilozzi added he was not sure what he wanted to do at this point, however, he is moving the smoker under the drive through area. Mr. Jonas moved to table discussion on 223 S. Bridge Street property swap. Mr. Fredericks supported the motion. Motion passed 7 to 0 with Chairman MacDowell abstaining.
- Vice Chairman Mulder turned the meeting over to Chairman MacDowell.
- B. E. River Street Reconstruction** – Mrs. King indicated that there is an update in the packet on the E. River Street reconstruction. Mr. Smith added that there was a delay in the second trench drain assembly in the entrance of the library parking lot as Frontier Communications had not moved their utility lines. Work has begun on Phase II. The boat launch project has begun as well. The river will be lowered for that project.
- C. Parking Lot #10 (Preston’s Lot – W. Front St.) Entrances** – Mr. Smith reviewed the estimates that Public Service Director LaHaie put together. We budgeted \$25,000 in parking lot maintenance this year. The estimate is \$40,000. The unit prices are based on bids for projects we have going on right now. If the board would like to proceed with the project, we would ask our current contractors for prices. Mr. Brown moved to request staff move forward with installing drains and repaving all 3 entrances to Preston’s Parking lot at a not to exceed price of \$40,000. Mr. Barclay supported the motion. A roll call vote was taken. Motion carried 8 to 0.

Mr. Fata

Yes

Mr. Jonas

Yes

Ms. Mitchell

Yes

Mr. Brown	Yes	Mr. Mulder	Yes	Mr. Fredericks	Yes
Mr. Barclay	Yes	Mr. MacDowell	Yes		

D. Fountains by Island Park – Mr. Smith indicated that the City conducted a park and recreation survey as a component of updating the 5 year park and recreation master plan. One of the items that was identified in the community survey was the unacceptable appearance of the island. We assigned city staff to make the island a top priority to clean up. Our team did a phenomenal job. We now receive tenfold the amount of positive comments, which lead us to look into what more we could do. The water is very stagnant by the island and adding in a fountain on each end would help with weeds, algae and be aesthetically pleasing. We sought out a quote that’s included in your packet. The estimate is \$13,213. We brought this to you for consideration. Mr. Fredericks added that he likes the idea of a fountain on each side of the bridge. The board would like the Design Committee to review.

VIII. NEW BUSINESS –

IX. PUBLIC COMMENT – None

X. BOARD OF DIRECTORS COMMENTS – Mr. Brown asked why the art project was set so far back from the sidewalk. Mr. Smith indicated that we wanted to ensure room for a landscaped area that would not interfere with the art itself.

Mr. Fredericks apologized for missing the last 2 meetings. While in Pennsylvania every intersection is signed that you have to stop for pedestrians. Is that something we can do here in Michigan? Mr. Smith indicated that he will check with the police chief, but does not believe that it’s a state law here as in other states.

Mr. Brown further added that his wife is the Vice Chairman of the historical committee and they are in jeopardy of not having a home tour this year. We have no homes yet. If you know neighbors or someone that might be available to be on the home tour, send him an e-mail.

XI. ADJOURNMENT – Mr. Mulder made a motion to adjourn the meeting at 7:41 p.m. Mr. Fredericks supported the motion. Motion carried 8 to 0.

Robert Brown, Secretary

Date Minutes Approved

09/07/2016 GL ACTIVITY REPORT FOR CITY OF GRAND LEDGE DDA
 TRANSACTIONS FROM 08/01/2016 TO 08/31/2016

Date	Vendor / Source	Description	Debits	Credits
Fund 248 DDA FUND				
<u>248-170.173-741.000 OPERATING SUPPLIES</u>				
08/05/2016	SUMMARY PR 08/05/2016	phone stipend	8.80	
08/19/2016	SUMMARY PR 08/19/2016	phone stipend	8.80	
<u>248-170.173-830.003 LANDSCAPE MAINTENANCE</u>				
08/09/2016	PRECISION LAWN & SNOW		1,437.14	
<u>248-170.173-830.004 ELECTRIC LIGHTS / POLES</u>				
08/01/2016	UTILITY ACCRUALS FOR JUNE PD IN AUGUST	utilities		502.32
08/09/2016	CRAIG ELECTRIC	street light pole painting	6,850.00	
08/31/2016	CONSUMERS ENERGY PD IN AUG 2016	utilities	1,036.49	
08/31/2016	CREDIT CARD CHARGES AUGUST 2016	light gaskets	241.75	
<u>248-170.173-830.005 TRASH PICKUP</u>				
08/19/2016	PUB SVC CHGS JULY 2016	trash pickup	430.62	
<u>248-170.173-830.008 OPERATIONAL EXPENSE</u>				
08/23/2016	GRANGER		36.12	
<u>248-170.173-997.101 INDIRECT COST CHARGES</u>				
08/19/2016	INDIRECT COSTS FY17	annual payment	62,131.00	

Total 71,678.40

Fund 248 DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH	85,670.27
Total Assets		85,670.27
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
248-000.000-390.000	Fund Balance	194,553.68
Total Fund Balance		194,553.68
Beginning Fund Balance - 15-16		194,553.68
Net of Revenues VS Expenditures - 15-16		(31,290.42)
*15-16 End FB/16-17 Beg FB		163,263.26
Net of Revenues VS Expenditures - Current Year		(77,592.99)
Ending Fund Balance		85,670.27
Total Liabilities And Fund Balance		85,670.27

* Year Not Closed

Fund 394 DDA DEBT FUND

GL Number	Description	Balance
*** Assets ***		
394-000.000-001.000	CASH	7,293.60
Total Assets		7,293.60
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
394-000.000-390.000	Fund Balance	7,195.55
Total Fund Balance		7,195.55
Beginning Fund Balance - 15-16		7,195.55
Net of Revenues VS Expenditures - 15-16		89.61
*15-16 End FB/16-17 Beg FB		7,285.16
Net of Revenues VS Expenditures - Current Year		8.44
Ending Fund Balance		7,293.60
Total Liabilities And Fund Balance		7,293.60

* Year Not Closed

Fund 494 DDA CAPITAL PROJECTS FUND

GL Number	Description	Balance
*** Assets ***		
494-000.000-001.000	CASH	276,694.42
Total Assets		276,694.42
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
494-000.000-390.000	FUND BALANCE	175,640.13
Total Fund Balance		175,640.13
Beginning Fund Balance - 15-16		175,640.13
Net of Revenues VS Expenditures - 15-16		100,734.00
*15-16 End FB/16-17 Beg FB		276,374.13
Net of Revenues VS Expenditures - Current Year		320.29
Ending Fund Balance		276,694.42
Total Liabilities And Fund Balance		276,694.42

* Year Not Closed

User: cgrice
DB: Grand Ledger

PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17 AMENDED BUDGET	YTD BALANCE 08/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDDT USED
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Fund 248 - DDA FUND							
Revenues							
248-000.000-GENERAL	CURRENT PROPERTY TAXES	679,000.00	679,000.00	0.00	0.00	679,000.00	0.00
248-000.000-403.001	PRIOR YR PROP TAX ADJUSTMENTS	(5,619.00)	(5,619.00)	0.00	0.00	(5,619.00)	0.00
248-000.000-628.000	OPERATIONAL REVENUES	0.00	0.00	0.00	(40.00)	0.00	0.00
248-000.000-628.001	INSURANCE DIVIDENDS	1,298.00	1,298.00	0.00	0.00	1,298.00	0.00
248-000.000-665.001	INTEREST	500.00	500.00	164.97	24.61	335.03	32.99
Total Dept 000.000-GENERAL		675,179.00	675,179.00	164.97	(15.39)	675,014.03	0.02

TOTAL Revenues		675,179.00	675,179.00	164.97	(15.39)	675,014.03	0.02
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Expenditures

Dept 170.173-ECONOMIC DEVELOPMENT							
248-170.173-703.000	SALARIES/WAGES	27,117.00	27,117.00	1,739.66	1,123.08	25,377.34	6.42
248-170.173-719.000	FRINGE BENEFITS	7,368.00	7,368.00	197.48	81.57	7,170.52	2.68
248-170.173-731.004	PROMOTIONS & MARKETING	10,000.00	10,000.00	3,000.00	0.00	7,000.00	30.00
248-170.173-741.000	OPERATING SUPPLIES	1,000.00	1,000.00	32.12	17.60	967.88	3.21
248-170.173-801.004	ADMINISTRATIVE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
248-170.173-802.000	LEGAL FEES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
248-170.173-811.000	CONTRACTUAL	900.00	900.00	0.00	0.00	900.00	0.00
248-170.173-817.000	PROFESSIONAL SERVICES	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
248-170.173-830.001	PROPERTY OPERATING EXPENSE	0.00	0.00	39.12	0.00	(39.12)	100.00
248-170.173-830.002	SNOW REMOVAL	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
248-170.173-830.003	LANDSCAPE MAINTENANCE	12,000.00	12,000.00	1,437.14	1,437.14	10,562.86	11.98
248-170.173-830.004	ELECTRIC LIGHTS / POLES	25,000.00	25,000.00	7,805.92	7,625.92	17,194.08	31.22
248-170.173-830.005	TRASH PICKUP	7,000.00	7,000.00	430.62	430.62	6,569.38	6.15
248-170.173-830.006	CHRISTMAS DECORATIONS	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
248-170.173-830.007	PARKING LOT MAINTENANCE	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
248-170.173-830.008	OPERATIONAL EXPENSE	5,000.00	5,000.00	36.12	36.12	4,963.88	0.72
248-170.173-840.000	INSURANCE	3,132.00	3,132.00	908.78	0.00	2,223.22	29.02
248-170.173-960.001	FACADE/RENOVATION GRANTS	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
248-170.173-997.101	INDIRECT COST CHARGES	62,131.00	62,131.00	62,131.00	62,131.00	0.00	100.00
Total Dept 170.173-ECONOMIC DEVELOPMENT		304,648.00	304,648.00	77,757.96	72,883.05	226,890.04	25.52

Dept 905.906-DEBT SERVICE							
248-905.906-999.394	TRANSFER TO DDA DEBT SVC FUND	264,160.00	264,160.00	0.00	0.00	264,160.00	0.00
248-905.906-999.397	TRANSFER TO ISLAND DEBT FUND	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
Total Dept 905.906-DEBT SERVICE		276,160.00	276,160.00	0.00	0.00	276,160.00	0.00

Dept 966.001-TRANSFERS OUT							
248-966.001-999.494	TRANSFER TO DDA CAP PROJ	150,000.00	150,000.00	0.00	0.00	150,000.00	0.00
Total Dept 966.001-TRANSFERS OUT		150,000.00	150,000.00	0.00	0.00	150,000.00	0.00

TOTAL Expenditures		730,808.00	730,808.00	77,757.96	72,883.05	653,050.04	10.64
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Fund 248 - DDA FUND:

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 User: cgrice
 DB: Grand Ledger

PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 08/31/2016	ACTIVITY FOR MONTH 08/31/16	AVAILABLE BALANCE	% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 248 - DDA FUND		675,179.00	675,179.00	164.97	(15.39)	675,014.03	0.02
TOTAL REVENUES		730,808.00	730,808.00	77,757.96	72,883.05	653,050.04	10.64
TOTAL EXPENDITURES				(77,592.99)	(72,898.44)	21,963.99	139.48
NET OF REVENUES & EXPENDITURES		(55,629.00)	(55,629.00)				

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 User: cgrice
 DB: Grand Ledge

PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 08/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/16		AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET		INCR (DECR)			
Fund 394 - DDA DEBT FUND								
Revenues								
Dept 905.906-DEBT SERVICE		1,000.00	1,000.00	8.44	2.06		991.56	0.84
394-905.906-665.001 INTEREST		264,160.00	264,160.00	0.00	0.00		264,160.00	0.00
394-905.906-699.248 TRANSFER FROM DDA								
Total Dept 905.906-DEBT SERVICE		265,160.00	265,160.00	8.44	2.06		265,151.56	0.00
TOTAL Revenues		265,160.00	265,160.00	8.44	2.06		265,151.56	0.00
Expenditures								
Dept 905.906-DEBT SERVICE		205,000.00	205,000.00	0.00	0.00		205,000.00	0.00
394-905.906-991.000 DEBT-PRINCIPAL		58,610.00	58,610.00	0.00	0.00		58,610.00	0.00
394-905.906-995.000 DEBT-INTEREST		550.00	550.00	0.00	0.00		550.00	0.00
394-905.906-998.000 DEBT-PAYING AGENT FEES								
Total Dept 905.906-DEBT SERVICE		264,160.00	264,160.00	0.00	0.00		264,160.00	0.00
TOTAL Expenditures		264,160.00	264,160.00	0.00	0.00		264,160.00	0.00
Fund 394 - DDA DEBT FUND:								
TOTAL REVENUES		265,160.00	265,160.00	8.44	2.06		265,151.56	0.00
TOTAL EXPENDITURES		264,160.00	264,160.00	0.00	0.00		264,160.00	0.00
NET OF REVENUES & EXPENDITURES		1,000.00	1,000.00	8.44	2.06		991.56	0.84

PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 08/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/16		AVAILABLE BALANCE		% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET		INCR (DECR)	NORM (ABNORM)			
Fund 494 - DDA CAPITAL PROJECTS FUND									
Revenues									
Dept 900.901-CAPITAL OUTLAY - PUBLIC IMPROV		0.00	0.00	320.29	78.31	(320.29)	100.00		
494-900.901-665.001 INTEREST		150,000.00	150,000.00	0.00	0.00	150,000.00	0.00		
494-900.901-699.248 TRANSFER FROM DDA									
Total Dept 900.901-CAPITAL OUTLAY - PUBLIC IMPROV		150,000.00	150,000.00	320.29	78.31	149,679.71	0.21		
TOTAL Revenues		150,000.00	150,000.00	320.29	78.31	149,679.71	0.21		
Expenditures									
Dept 966.001-TRANSFERS OUT		196,100.00	196,100.00	0.00	0.00	196,100.00	0.00		
494-966.001-999.305 TRANSFER TO 2016 DEBT SVC FUND									
Total Dept 966.001-TRANSFERS OUT		196,100.00	196,100.00	0.00	0.00	196,100.00	0.00		
TOTAL Expenditures		196,100.00	196,100.00	0.00	0.00	196,100.00	0.00		
Fund 494 - DDA CAPITAL PROJECTS FUND:									
TOTAL REVENUES		150,000.00	150,000.00	320.29	78.31	149,679.71	0.21		
TOTAL EXPENDITURES		196,100.00	196,100.00	0.00	0.00	196,100.00	0.00		
NET OF REVENUES & EXPENDITURES		(46,100.00)	(46,100.00)	320.29	78.31	(46,420.29)	0.69		
TOTAL REVENUES - ALL FUNDS									
TOTAL EXPENDITURES - ALL FUNDS		1,090,339.00	1,090,339.00	493.70	64.98	1,089,845.30	6.53		
NET OF REVENUES & EXPENDITURES		1,191,068.00	1,191,068.00	77,757.96	72,883.05	1,113,310.04	6.53		
		(100,729.00)	(100,729.00)	(77,264.26)	(72,818.07)	(23,464.74)	76.71		

Amee King

From: Mike Dyer <dym@engdot.com>
Sent: Friday, September 9, 2016 11:13 AM
To: Amee King
Subject: East River Street / Franklin Street Reconstruction Progress Update

Amee,

Despite the recent rainy weather, the contractor remains on schedule for substantial completion of the project by October 31, 2016, as required by the contract.

Below is a summary of progress as of 9/9/16:

- Most of the asphalt and concrete removals are complete. Roughly half of the trees slated for removal have been removed.
- The new 18" sanitary sewer has been installed and is in service.
- Water main installation is complete. Testing of the main will start next week.
- The storm sewer "first flush" basin has been rough graded.
- Filling and rough grading for the new parking area has been started.
- Access to properties continues to switch between Franklin and Russell Streets, depending where the work is being performed.

The items of work installed and approved to date represent about 30% of the total contract amount.

Work for the next couple of weeks will include storm sewer construction, water main pressure testing and disinfection, and service lead installations.

If you have any questions or need additional information, please contact our office.

Michael J. Dyer, PE
Vice President



4063 Grand Oak Drive, A109
Lansing, MI 48911

p. 517.887.1100

www.engdot.com

TO: DDA Board of Directors
FROM: DDA Economic Restructuring Committee
RE: Engineering Services for Library Parking Lot
DATE: September 9, 2016

A Request for Proposals for the design and construction engineering services for the Library Parking lot – 200 block of Bridge Street was sent out on July 12, 2016 to seven engineering firms. Three firms responded by the August 12, 2016 deadline. Below is the scope of work taken directly from the RFP.

Scope of Work

Proposals should be based on performing the specific engineering services as outlined below:

Design Phase:

1. Perform field survey services, which would include soil testing and boring.
2. Prepare the base project design and submit to utility companies for comment and location of facilities.
3. Complete preliminary design drawings, specifications, and an opinion of probable construction cost. Submit preliminary drawings and specifications for review and comment by the City of Grand Ledge.
4. Revise plans and specifications as required.
5. Submit final plans, specifications, opinion of probable cost, and other material required to advertise and bid the project.
6. Design phase engineering work will be required to be completed no later than December 1, 2016.

The project will proceed to the construction phase contingent on availability of funding in the City's 2017 operating budget. Construction is expected to take place during an approximate 10-week period beginning late March 2017. Engineering services to be provided in the construction phase will include the following:

Construction Phase:

1. Schedule and conduct a pre-construction meeting.
2. Provide construction surveying and layout.
3. Provide a full-time inspector for the project assuming that the duration of the project will be eight weeks at ten hours per day, five days per week or 400 hours.
4. Provide office administration to develop pay estimates, change orders, and additional documentation as required.

5. Provide material testing to include soil densities, HMA testing, concrete testing, and all other tests in accordance with MDOT requirements.
6. Review and approve shop drawings.
7. Prepare record drawings in accordance with City of Grand Ledge standards and submit copies of the drawings in AutoCad and PDF formats on flash drive and on Mylars.
8. Upon project completion, the engineer should anticipate 40 hours of work to complete project close-out which would include, but is not limited to such activities as; material review, project audit, develop a punch list of uncompleted items, and final review.

Here is a breakdown of the costs provided by the three firms.

	TOTAL
Eng.	\$156,965.00
c2ae	\$108,369.00
ZFE	\$94,200.00

The Economic Restructuring Committee met on September 9, 2016. The bids were reviewed and the Committee was in consensus to recommend to the Board of Directors to enter into a contract with c2ae for a not to exceed amount of \$108,369.00 for the design and construction engineering services for the Library Parking Lot; staff concurs with the recommendation.



REQUEST FOR PROPOSALS

2016 CITY OF GRAND LEDGE
DESIGN AND CONSTRUCTION ENGINEERING SERVICES
LIBRARY PARKING LOT – 200 BLOCK OF BRIDGE STREET

DATE:	July 12, 2016
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PROPOSAL DUE DATE: **Friday, August 12, 2016 at 12:00 P.M.**

PROPOSAL DELIVERY LOCATION: City of Grand Ledge
ATTN: Larry LaHaie, Public Service Director
310 Greenwood Street, Grand Ledge, Michigan
48837

CONTACT: Larry LaHaie, Public Service Director
517-627-2144
llahaie@grand-ledge.com
310 Greenwood Street, Grand Ledge, Michigan 48837

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Scope of Work.....	8

Request for Proposal (RFP)

2016 CITY OF GRAND LEDGE DESIGN AND CONSTRUCTION ENGINEERING SERVICES FOR LIBRARY PARKING LOT

Introduction

The City of Grand Ledge is seeking proposals from engineering firms capable of designing a municipal parking lot.

Professional engineering consultants must submit statements of experience and qualifications to the City of Grand Ledge in regards to providing design and construction engineering services for the Library Parking Lot Reconstruction project located in the 200 block of Bridge Street. This request for engineering proposals is for both design and construction services and must be in compliance with current City of Grand Ledge construction standards. The submitted proposals will be used as a basis for awarding the work.

A biddable plan and specification set are to be produced by November 1, 2016. The budget for the project is \$1.5MM and will include construction of dumpster enclosures. Construction is expected to take place during an eight-week period beginning late March 2017. A map of the existing facilities can be found in Attachment A.

Companies with demonstrated experience in parking lot design with an interest in making their services available to the City of Grand Ledge are invited to respond to this RFP.

Selection Timetable

Release RFP	Tuesday, July 12, 2016
Deadline for RFP Questions	Friday, July 29, 2016 at 5:00 P.M.
RFP Due Date	Friday, August 12, 2106 at 12:00 P.M.
Bid Opening	Friday, August 12, 2016 at 12:00 P.M.
Tentative Bid Award	August 22, 2016

Submittal of Proposal

Deadline: Friday, August 12, 2106 at 12:00 P.M.

Respondents shall submit three (3) paper copies of RFP response. Proposals shall be sealed and clearly labeled "RFP – 2016 Design and Construction Engineering Services for Library Parking Lot."

Proposals, and any questions related to the RFP, may be directed to:

Larry LaHaie, Public Service Director
310 Greenwood Street, Grand Ledge, Michigan 48837
517-627-2144
Lahaie@grand-ledge.com

The bid price shall not include an allowance for State Sales Taxes or Federal Excise Tax. The City, upon request, will provide the successful bidder with properly executed tax exemption certificates or tax exemption numbers. All other taxes required by law shall be paid by the successful Contractor.

Any proposal may be withdrawn or modified by written request, provided such request is received by the City at the above address prior to the date and time established for receipt of proposals. Proposals not so withdrawn shall constitute a firm offer to provide the services contained therein and shall remain firm for acceptance for sixty (60) days.

The cost of preparing a response to this RFP, including site visits, are the Contractor's sole responsibility and will not be reimbursed by the City of Grand Ledge.

The City reserves the right to reject any or all proposals, to award the contract to other than the low bidder, to accept any or all alternatives, to waive irregularities and/or informalities and, in general, to make the award in any manner deemed by it, in its sole discretion, to be in the best interest of the owner.

Minimum Qualifications:

1. **Corporate Profile:** Describe on one page the background of your company and why it is qualified to provide the requested services for the City of Grand Ledge.
2. **Understanding of the Project:** Describe in two pages or less your understanding of the project including a brief overview of your plan on accomplishing the services being requested by the City of Grand Ledge.
3. **Project Team:** A list of all personnel within your organization who will be involved with the project, in what capacity, the geographic office location of each, and an estimate of the number of hours of involvement each will have. A summary of the qualifications of those individuals, including years of experience, must be included. Resumes for key person(s) are required.
4. **Experience:** Provide evidence of similar, past experience that demonstrates your ability to successfully provide the services being requested in this RFP. Include names and contact information from three (3) past projects for reference purposes.
5. **Cost:** A fee structure must be submitted with a not-to-exceed amount for the design and engineering services as indicated above. The proposals should include the proposed terms and conditions for all engineering services which could reasonably be expected to be required for this project and must include a rate schedule sheet for all personnel and services to be provided. Please provide separate costs for the design and construction engineering phases.

The City of Grand Ledge reserves the right to investigate the qualifications of all firms under consideration including any information furnished by potential candidates.

In addition, the City of Grand Ledge reserves the right to:

- reject any or all proposals
- modify the proposal
- establish evaluation criteria determined to be in the best interest of the city
- issue a subsequent RFP
- approve or disapprove the use of a particular manufacturer's equipment, supplies, or subcontractor's services
- conduct interviews of potential firms and their listed subcontractors prior to selection

Note: This RFP does not commit the City of Grand Ledge to negotiate a contract, nor does it obligate payment for any cost incurred in the preparation and submission of the proposal.

Evaluation Process

All proposals will be evaluated by a committee composed of City representatives. The evaluation committee may schedule interviews with finalists to clarify information provided in the proposals. The City Council will make a final selection based upon the evaluation committee recommendations and such other factors as the City Council deems to be in its best interest of the City of Grand Ledge.

Proposals will be evaluated on the basis of the following criteria:

- Qualification of the respondent
- Technical approach
- Financial projections
- Track record and references
- Other offerings and services

Contractors will be required to verify and ensure that employees and sub-contractors providing services are using environmentally sound cleaning products wherever practical and reserves the right to inspect products on demand.

The Contractor must demonstrate its ability to deliver very competitive rates for the noted services. Demonstrated familiarity with local building codes and construction techniques and materials is essential.

Subcontracting

In the execution of the Contract it may be necessary for the selected firm to sublet part of the work to others. The selected firm will be fully responsible to the City of Grand Ledge for the acts and omissions of subcontractors and of all persons whether directly or indirectly employed by the selected firm. Nothing in the contract shall create any contractual relationship between any subcontractor and the City of Grand Ledge. The selected firm shall not assign, transfer, convey, or otherwise dispose of the contract, or any part thereof, or the firm's right, title, or interest in the same or any part thereof, without the previous written consent of the City of

Grand Ledge. The selected firm shall not assign any, of the moneys due or to become due and payable under the contract, without previous written consent of the City of Grand Ledge.

Labor Laws and Equal Employment Opportunity

The selected firm and subcontractors must abide by Federal, State and local regulations pertaining to equal employment, and shall obey and abide by all the laws of the State of Michigan relating to the employment of labor and public work and all ordinances and requirements of the City of Grand Ledge regulating or applying to public improvements.

Indemnification and Hold Harmless

The selected firm agrees to indemnify and hold harmless the City of Grand Ledge and their officers, employees, and agents from any and all liability, loss, or damage as a result of claims, actions, suits, causes of action, proceedings, costs, expenses, judgments and liabilities of any kind whatsoever arising out of selected firm's performance of the contractual work. It is further agreed that the selected firm shall have the responsibility to the City of Grand Ledge for the proper performance of its professional services in conformity with the customary and usual result of the failure of such performance, provided such damages suffered by the City of Grand Ledge as a result of the failure of such performance, provided such damages are caused by the selected firm's error, omission or negligent act, or the error, omission or negligent act of its officers, agents, or employees. No compensation will be paid to the selected firm for services required to correct work arising out of the selected firm's errors or omissions; however, the selected firm shall be responsible for any payment to other consultants/Contractors to correct work arising from RFP Building Maintenance Services for the City Hall the selected firm's errors and omissions. A representative of the selected firm shall sign and submit Hold Harmless Agreement as evidence prior to commencement of the contractual work.

Insurances

The selected firm shall procure and maintain during the life of the contract the following insurance coverage from a company or companies licensed to sell insurance in Michigan with an A+ A.M. Best rating, or equivalent: Workers Compensation in compliance with Michigan law; Comprehensive General Liability Insurance in the amount of \$1,000,000 each occurrence for Bodily Injury Liability and Property Damage Liability. In addition, the successful Contractor will procure and maintain an Umbrella Liability policy in the amount of \$2,000,000. Such insurance will protect the Contractor and shall name the City of Grand Ledge and the Project site(s) as additional or co-insured's, but only to the extent of any negligence of Contractors and consistent with the terms and conditions of Contractors' insurance policies.

The insurance required shall be written for the greater of limits not less than the limits of liability specified or required by the law OR primary coverage of \$1,000,000 per occurrence on an occurrence basis coverage shall be maintained without interruption from date of commencement of operations under the contract until the date herein specified that coverage is no longer required.

All certificates of insurance must be forwarded to the City of Grand Ledge prior to commencement of any work. Required insurance policies shall not be changed or canceled without ninety (90) days prior written notice to the City of Grand Ledge.

General Notes

1. Contractor's personnel are expected to maintain a high quality professional attitude while on site. Contractors and subcontractors shall be subject to such rules and regulations for the conduct of the work as the City of Grand Ledge may establish. Possession or consumption of alcoholic beverages or drugs or noxious behavior on site is strictly prohibited. Violations of any of the above will result in removal of the individual and employer from the project and they will be held liable for any damages which may result due to their actions.
2. All personnel will be required to provide identifying information and wear an identification badge at all times while on site.

Type of Contract

The City of Grand Ledge contemplates award of a firm, a fixed-price contract.

Project Description

The project is expected to consist of the following specific improvements:

1. Create a design for the reconstruction of the parking lot which will provide the maximum number of parking spaces while allowing access for both vehicles, pedestrians, and including aesthetic design components.
2. Demolition and removal of the existing parking lot surface and replacement with appropriate sand and aggregate base, and application of a new asphalt surface in conformance with City of Grand Ledge standards. The construction of drainage improvements and installation of 4" perforated under drains should be expected to be included in the lot reconstruction. The estimated total area of the lot to be reconstructed is approximately 250 feet by 200 feet.
3. Verify property boundaries and secure easements with adjacent property owners for construction of improvements on private property bordering the parking lot.
4. Co-ordinate with electric and telecommunications providers to design and implement the replacement of existing overhead utility lines in the parking lot with underground electric and telecommunication lines.
5. Design and construct landscape elements to conform with and complement the themes used in other City parking lots. These elements should include design and construction of a dumpster enclosure for the use of local businesses.
6. Provide adequate lighting in the parking lot.
7. Design and construct sidewalk connectivity from within the parking lot to the Library, East Jefferson Street, East River Street, and Bridge Street Plaza.
8. Incorporate improvements within the parking lot design to facilitate and complement the use of Bridge Street Plaza for scheduled events. These events will include the Farmer's Market, Music in the Park, and Yankee Doodle Days. Improvements would include access to water, electricity, and drainage.

Scope of Work

Proposals should be based on performing the specific engineering services as outlined below:

Design Phase:

1. Perform field survey services, which would include soil testing and boring.
2. Prepare the base project design and submit to utility companies for comment and location of facilities.
3. Complete preliminary design drawings, specifications, and an opinion of probable construction cost. Submit preliminary drawings and specifications for review and comment by the City of Grand Ledge.
4. Revise plans and specifications as required.
5. Submit final plans, specifications, opinion of probable cost, and other material required to advertise and bid the project.
6. Design phase engineering work will be required to be completed no later than December 1, 2016.

The project will proceed to the construction phase contingent on availability of funding in the City's 2017 operating budget. Construction is expected to take place during an approximate 10-week period beginning late March 2017. Engineering services to be provided in the construction phase will include the following:

Construction Phase:

1. Schedule and conduct a pre-construction meeting.
2. Provide construction surveying and layout.
3. Provide a full-time inspector for the project assuming that the duration of the project will be eight weeks at ten hours per day, five days per week or 400 hours.
4. Provide office administration to develop pay estimates, change orders, and additional documentation as required.
5. Provide material testing to include soil densities, HMA testing, concrete testing, and all other tests in accordance with MDOT requirements.
6. Review and approve shop drawings.
7. Prepare record drawings in accordance with City of Grand Ledge standards and submit copies of the drawings in AutoCad and PDF formats on flash drive and on Mylars.
8. Upon project completion, the engineer should anticipate 40 hours of work to complete project close-out which would include, but is not limited to such activities as; material review, project audit, develop a punch list of uncompleted items, and final review.



725 Prudden Street
Lansing, MI 48906
O: 517.371.1200
www.c2ae.com

August 12, 2016

Mr. Larry LaHaie
Public Service Director
City of Grand Ledge
310 Greenwood Street
Grand Ledge, MI 48837

Re: Proposal for Design and Construction Engineering Services - Library Parking Lot - 200 Block of Bridge Street

Dear Mr. LaHaie,

C2AE is pleased to submit our proposal for engineering services associated with the design and reconstruction of the Library Parking Lot in the 200 block of Bridge Street in downtown Grand Ledge. We have structured our proposal to include a project understanding, our team's experience, and our estimated fees for services.

In recent years C2AE has completed over 50 municipal and private parking lot projects on behalf of our public and private development clients. Each project presented unique opportunities, challenges and constraints. Our research, planning, and design process encourages collaboration with community leaders to identify these characteristics early, providing for a design that thoroughly considers key needs of the user and is consistent with the long range community goals and current physical context of the surrounding environment.

Relevant to the City of Grand Ledge's immediate needs, C2AE was the lead engineer for the design and construction of a one hundred space parking lot on a redeveloped site in the City of Lansing. The design of this project was consistent with the owner's adopted goals for environmental stewardship as well as local storm water regulations. This award winning project included the largest pervious concrete parking lot in the State of Michigan, in addition to storm water pretreatment, electric charging stations, LED lighting and sustainable landscaping. This is only one example of our many successful projects.

We appreciate the opportunity to submit this proposal for consideration and are looking forward to the potential of working again with your City.

Sincerely,

C2AE

A handwritten signature in black ink, appearing to read 'Charles R. Owens', written over a horizontal line.

Charles R. Owens, RLA, ASLA
Project Manager



TEAM ORGANIZATION CHART

PUBLIC SERVICE DIRECTOR

Larry LaHaie
City of Grand Ledge



PROJECT MANAGER
Rusti Owens, RLA, ASLA
C2AE

KEY PROJECT TEAM



CIVIL ENGINEER
Tyler Ruel, EIT
C2AE



SURVEYOR
Brett Dodge, PS
C2AE



LANDSCAPE ARCHITECT
Erik Cronk, PLA, LEED® AP
C2AE



ELECTRICAL ENGINEER
Matt Jarvi, PE
C2AE



PROJECT ENGINEER
Cory Davis, PE
C2AE



RESIDENT PROJECT REPRESENTATIVE
Jesse Reynolds
C2AE



GEOTECHNICAL
Soil and Materials Engineers, Inc.



ESTIMATED HOURS

<u>Staff Member</u>	<u>Hours</u>	<u>Geographic Office Location</u>
Rusti Owens, RLA, ASLA, Project Manager	57	Lansing, MI
Bill Kimble, PE, QA/QC Engineer	6	Lansing, MI
Tyler Ruel, EIT, Civil Engineer	208	Lansing, MI
Mike Seling, Civil Engineer	25	Lansing, MI
Gary Fedewa, PE, Civil Engineer	8	Lansing, MI
Brett Dodge, PS, Surveyor	20	Lansing, MI
Randy Hardy, Office Survey Technician	22	Lansing, MI
Rich Adams, Field Survey Technician	52	Lansing, MI
Matt Jarvi, PE, Electrical Engineer	26	Lansing, MI
Erik Cronk, PLA, LEED® AP, Landscape Architect	12	Grand Rapids/Lansing, MI*
Cory Davis, PE, Project Engineer	8	Grand Rapids/Lansing, MI*
David Kalmbach, PE, Construction Administrator	70	Lansing, MI
Jesse Reynolds, Resident Project Representative	440	Lansing, MI
Beth Dillsworth, Administrative Assistant	25	Lansing, MI
Total	979	

*Even though these staff members are based in Grand Rapids, they split their time between the Lansing and Grand Rapids offices.



CHARLES "RUSTI" OWENS, RLA, ASLA

PROJECT MANAGER, LANDSCAPE ARCHITECT

Rusti's experience includes municipal, educational, recreational, commercial, residential and transportation master planning and design, circulation and siting studies and analysis, streetscape design, site development and recreational facilities development.



YEARS OF EXPERIENCE

39

EDUCATION



Ball State University, BLA
Landscape Architecture, 1986



Ball State University, BS
Environmental Design, 1985

REGISTRATIONS

Registered Landscape Architect: MI - 2003

CERTIFICATIONS

Ohio Department of Transportation
Environmental Documentation Process,
2004

Project Management/Leadership,
American Society of Professional
Engineers, 1999

PROFESSIONAL AFFILIATIONS

American Planning Association, Division
of Transportation Planning (APA)

American Society of Landscape Architects
(ASLA)

Michigan Recreation and Park Association
(MRPA)

Michigan Society of Planning Officials
(MSPO)

RELEVANT PROJECT EXPERIENCE

McCormick Park, City of Williamston, MI

Project manager for creation of the McCormick Park Master Plan, and implementation design; including restroom/concessions/storage building, parking and circulation, non-motorized pathways and sidewalks, signage, landscaping and storm water management.

Parking Lot Nos. 2 and 6 Improvements, City of Eaton Rapids, MI

Project manager for design and construction services for improvements to parking lots 2 and 6. Both lots were built on unsuitable soils, requiring structural improvements, and are within the 100-year floodplain, requiring an MDEQ Joint Permit.

Former Library Site Study, City of Hastings, MI

Conceptual site layout of property, including reconfiguration as a small pocket park or expanded parking lot for the downtown. Cost opinions for all options were developed.

Pointe Parking Lot, Saginaw Investments Group, East Lansing, MI

Project manager for planning, design and construction services for development of additional parking.

Spectrum Health Gerber Memorial North Parking Lot, Fremont, MI

Site development including 208 space parking lot and drainage study.

Middle Street Parking Lot Study, City of Williamston, MI

Conceptual site layout of parking lot property including implementation of site amenities such as fencing, landscaping, and other vegetative buffers; consolidation of trash containers; creation of expanded parking area by reconfiguring the current lot; and review and recommending of lighting improvements.

Emergency Department and Operating Room Renovations, Gerber Memorial Hospital, Fremont, MI

Presentation of parking concepts in conjunction with building renovations.

Downtown Enhancement, City of Lansing, MI

Landscape Project Manager for streetscape work in conjunction with combined sewer overflow project. Conducted presentation of streetscape rendering to business owners along the project limits.

Water Street Streetscape, City of Sault Ste. Marie, MI

Coordinated concept design and final presentation documents and conducted design charrette for stakeholders. Streetscape theme complements the historic heritage of the area.



BRETT A. DODGE, PS

PROFESSIONAL SURVEYOR

Brett has over 17 years of architectural, engineering, boundary, topographic and construction surveying experience and is familiar with new data collection trends evolving in the civil/survey fields. Brett is well acquainted with 3D laser scanning technology and the various applications of its use. In addition, he has coordinated and managed many horizontal and vertical control surveys.



YEARS OF EXPERIENCE

17

EDUCATION



Bachelor in Science in
Land Surveying, Michigan
Technological University, 2004

REGISTRATIONS

Professional Land Surveyor: MI - 2006

AFFILIATIONS

National Society of Professional Surveyors

American Association for Geodetic
Surveying

Geographic and Land Information Society

Michigan Society of Professional
Surveyors, Chair, Legislative Committee

RELEVANT PROJECT EXPERIENCE

Fairview Elementary School, Lansing School District, Lansing, MI

Provided ALTA survey of the Fairview Elementary School (PK-3) site for conversion to Pattengill Academy (PK-8). The conversion adds 12 classrooms, support spaces, and a new main entry; enlarges the cafeteria and kitchen; and revises the site layout for parent and bus drop offs, parking, and playground.

West Capitol and Ferris Parking Lots Rehabilitation, The Christman Company, Lansing, MI

Provided ALTA/ACSM survey for Capitol Building area and topographic survey for West Capitol Parking Lot and Ferris Parking Lot.

West Parking Lot and Pathway, City of Durand, MI

Provided topographic field survey for proposed parking lot and pathway improvements, locating manholes, catch basins, water valves and underground utilities.

Miller Road Survey, City of Lansing, MI

Provided right-of-way survey for the construction of approximately 1,100 feet of new sidewalk on the south side of Miller Road, from Beechfield Drive to Scotmar Drive.

Safe Routes To School, City of Eaton Rapids, MI

Provided topographic survey and construction survey for sidewalk for safe routes to school project.

Non-Motorized Trail North Connector, Delhi Township, MI

Provided as needed pick-up topo, provide horizontal & vertical control, stake the alignment geometry of the trail for clearing limits, right-of-way, easements, and provide slope stakes where directed. Data was prepped from existing CAD drawings to layout the trail alignment.

Old US-27 Non-Motorized Trail, DeWitt, MI

Topographic survey for non-motorized trail along Old US-27.

Major Streets FY2015, City of Lansing, MI

Provided topographic survey for major street rehabilitation including, Martin Luther King Jr. Blvd., Mt. Hope Avenue, Cedar Street, Willow (Aurelius) Street. Rehabilitation includes ADA-compliant upgrades to sidewalk ramps, review of sewer videotaping, and sanitary sewer repairs.

Independence Green Apartments, Farmington Hills, MI

Completed ALTA/ACSM Land Title survey for Independence Green Apartment Complex, approximately 100 acres.



M. TYLER RUEL, EIT

CIVIL DESIGN ENGINEER

As civil design engineer, Tyler provides civil and transportation design utilizing AutoCAD software for a variety of municipal and Michigan Department of Transportation roadway and utility projects. Recently joining C2AE, Tyler's previous experience includes working as a co-op student in the Facilities Department of the Michigan Department of Transportation.



YEARS OF EXPERIENCE

4

EDUCATION



Bachelor of Science, Civil Engineering, Michigan State University, 2011

REGISTRATIONS

Engineer In Training: MI

RELEVANT PROJECT EXPERIENCE

Professional and Graduate Studies Building, Cornerstone University, Grand Rapids, MI

Building renovation including parking lot layout and design, storm water retention and mitigation, site earthwork and grading.

Emergency Department Renovation, Spectrum Health Gerber Memorial Hospital, Fremont, MI

Parking lot layout and design, storm water retention and mitigation, site earthwork and grading as part of emergency department renovations.

Emergency Department Renovation, Sparrow Clinton Hospital, St. Johns, MI

As part of renovations to the emergency department, Elm Street was closed and reconfigured for additional parking and patient drop-off.

Fuller Avenue Parking Lot, Michigan Blood, Grand Rapids, MI

New 40 space parking lot including screening, interior landscape, concrete curbs, pavement delineation, storm water management and outdoor lighting.

Major Streets FY2015, City of Lansing, MI

Design engineer for major street rehabilitation including, Martin Luther King Jr. Blvd., Mt. Hope Avenue, Cedar Street, Willow Street. Rehabilitation includes ADA-compliant upgrades to sidewalk ramps, review of sewer videotaping, and sanitary sewer repairs.

Combined Sewer Overflow Phase C-3, City of Sault Ste. Marie, MI

Design services including roadway design, ADA ramp design and layout, and storm sewer design.

Turner Road Rehabilitation, Clinton County Road Commission, MI

Transportation Improvement Program (TIP) for fiscal years 2012-2015. Includes: 1-mile per year of overlay rehabilitation of Turner Road, including trenching and widening for added six-foot shoulders and drainage improvements.

Fairview Road Reconstruction, Otsego County Road Commission, MI

Reconstruction of 0.5 mile section of Fairview Road, from N. Ohio Avenue to N. Center Avenue. Improvements include crushing and shaping and aggregate base strengthening, lane widening and shoulder paving.



ERIK E. CRONK, PLA, LEED AP

LANDSCAPE ARCHITECT

Erik is a landscape architect providing site development, recreation facility design and planning documents, planting design and selection, river trail development, urban streetscape and park improvements, grant writing, irrigation design coordination, as well as construction drawings, details and inspection.



YEARS OF EXPERIENCE

8

EDUCATION



Master of Science, Environmental Design: Michigan State University, 2010



Bachelor of Science in Landscape Architecture: Michigan State University, 2008

REGISTRATIONS

Professional Landscape Architect:
Michigan - 2016

LEED® Accredited Professional
(U.S. Green Building Council)

Certified Storm Water Operator

RELEVANT PROJECT EXPERIENCE

Fairview Elementary School, Lansing School District, Lansing, MI

As part of the School District's \$120 million bond issue, this project includes additions and renovations to convert the Fairview Elementary School (PK-3) to Pattengill Academy (PK-8). The conversion adds 12 classrooms, support spaces, and a new main entry; enlarges the cafeteria and kitchen; and revises the site layout for parent and bus drop offs, parking, and playground.

Parking Lots No. 2 and 3, City of Lansing, MI

Design services for reconstruction of two parking lots.

Parking Lot A, Lansing Community College, Lansing, MI

Landscape design for a new 115-space pervious concrete parking lot including electric car charging stations, wireless security cameras, and landscaping.

Emergency Department Renovation, Spectrum Health Gerber Memorial Hospital, Fremont, MI

Parking lot layout and design, storm water retention and mitigation, site earthwork and grading as part of emergency department renovations.

Parking Lot Nos. 2 and 6 Improvements, City of Eaton Rapids, MI

Landscape designer for design and construction services for improvements to parking lots 2 and 6. Both lots were built on unsuitable soils, requiring structural improvements, and are within the 100-year floodplain, requiring an MDEQ Joint Permit.

North Parking Lot, Spectrum Health Gerber Memorial, Fremont, MI

Site development including 208 space parking lot and drainage study.

Pointe Parking Lot, Saginaw Investments Group, East Lansing, MI

Landscape designer for planning, design and construction services for development of additional parking.

Safe Routes to Schools, Williamston Community Schools, Williamston, MI

Project included sidewalks, crosswalk improvements, landscaping, lighting, and pavement marking.

Saginaw Street Reconstruction, City of Durand, MI

0.25 mile of HMA cold milling and resurfacing, drainage improvements, concrete curb, gutter and sidewalk, signing, pavement markings, street lights, landscaping and streetscape on Saginaw Street, from Main Street to Tuscola Street.

Eastwood Towne Centre, Lansing Charter Township, MI

Landscape plan/pedestrian study, conceptual planning of hotel/office/retail facility expansion.



MATHEW J. JARVI, PE

ELECTRICAL ENGINEER

Matt is responsible for leading electrical design work. His experience includes the design and construction administration of medium and low voltage electrical distribution systems; indoor and outdoor lighting; process control systems; fire alarm systems; emergency power systems; communication systems and security systems for both new and renovated facilities.



YEARS OF EXPERIENCE

37

EDUCATION



Master in Business Administration, Eastern Michigan University, 1992



Bachelor of Science in Electrical Engineering, University of Michigan, 1978

REGISTRATIONS

Professional Engineer: MI - 1983, IN, KY, NV, OH, SC, TN

PROFESSIONAL AFFILIATIONS

Construction Specifications Institute (CSI)

Institute of Electrical and Electronics Engineers (IEEE)

Instrument Society of America (ISA)

National Fire Protection Association (NFPA)

Society of American Military Engineers (SAME)

RELEVANT PROJECT EXPERIENCE

M-231 Over the Grand River, Michigan Dept. of Transportation, Ottawa County, MI

Lead electrical engineer for design of pedestrian lighting in conjunction with roadway rehabilitation project. Subconsultant to TranSystems Corporation

Streetscape Lighting, City of Sault Ste. Marie, MI

QA/QC electrical engineer for streetscape enhancements along the historic district corridor: Water Street, from Johnston Street to Gov. Osborn Blvd. and Gov. Osborn Blvd., from Water Street to Portage Avenue.

Streetscape Lighting, City of Corunna, MI

QA/QC electrical engineer for non-motorized path and streetscape enhancement application and design on M-71, from Hastings to Woodworth and McCurdy Park.

I-96 Freeway Lighting Replacement, Michigan Dept. of Transportation, MI

Lead electrical engineer for freeway lighting replacement on I-96, from Melvin to Newburgh.

Building and Site Lighting, City of Gaylord, MI

Lead electrical engineer. Pursuant to an Energy Efficiency and Conservation Block Grant through the DELEG Bureau of Energy, provided design and construction administration for the selection, specification, procurement and installation of high efficiency LED street lighting throughout the downtown area and replacement of existing lighting in several wastewater treatment facility and Dept. of Public Works garage buildings with high efficiency fluorescent and LED fixtures.

Gateway Completion Project, Michigan Dept. of Transportation, Detroit, MI

QA/QC electrical engineer for Truck Road connecting I-75 to the Cargo Inspection Facility. Electrical design included roadway lighting and toll booth relocation. Subconsultant to TranSystems Corporation

Street Lighting, City of Ionia, MI

Design of street lighting for Adams Street, Steel Street, and several side streets in the downtown area.



CORY S. DAVIS, PE

CONSTRUCTION ADMINISTRATOR

Cory coordinates and schedules the various phases of project construction including estimating, bidding, inspections and project administration. He manages C2AE's construction services staff and has performed construction material testing, site observation and inspection and laboratory analysis of construction materials and soil samples. He has specialized in the use of geotechnical methods and applications for a variety of projects for both building and site development projects.



YEARS OF EXPERIENCE

13

EDUCATION



Master Of Business Administration, University of Michigan, 2010



Bachelor of Construction Engineering, Western Michigan University, 2003

REGISTRATIONS

Professional Engineer: MI - 2007

PROFESSIONAL AFFILIATIONS

MDOT Office Technician

MDOT Field Manager

MDEQ Storm Water Operator, Construction Site

ACEC Materials Acceptance Process Training

Troxler Nuclear Gauge Safety

Troxler Radiation Safety Training

MDOT Prevailing Wage Training

MCA Concrete Field Testing Technician Level I

RELEVANT PROJECT EXPERIENCE

West Parking Lot and Pathway Improvements, City of Durand, MI

Project includes utilities improvements, green infrastructure and storm water management, streets and streetscape beautification, and sidewalks to connect to the pathway to link the downtown area with City Hall, U.S. Post Office and Riverside Market.

Safe Routes to Schools, City of Eaton Rapids, MI

Project manager for design and construction of sidewalks, ADA compliant sidewalk ramps, crosswalk improvements, and pavement markings. MDOT LAP

Lenawee, Granary and Stratford Street Improvements, City of Lansing, MI

Project manager for the 2015 and 2016 street improvements for various streets in the City of Lansing including milling and pavement overlay.

State Street Reconstruction, City of Eaton Rapids, MI

Project manager for the construction of 0.22 mi of HMA removal and resurfacing, concrete curb, gutter, sidewalk and ramps, storm sewer, pavement markings, and permanent signs on State Street, from Greyhound Drive east to the east city limits. MDOT LAP

Genesee/Clinton Roadway Reconstruction, City of Durand, MI

Project manager for the construction of Genesee Street from Oak Street to Fitch Street and Clinton Street from Genesee Street to Mercer Street: Roadway reconstruction including HMA cold milling and resurfacing, stabilized base course, concrete curb, gutter, sidewalks and ramps. MDOT LAP

South Putnam Street Reconstruction, City of Williamston, MI

South Putnam Street, from Grand River Avenue to Industrial Park Drive: Roadway reconstruction including HMA cold milling and resurfacing, concrete curb, gutter, sidewalks and ramps.

Doyle Road Reconstruction, City of Laingsburg, MI

Project manager for design and construction of approximately 2,300 feet of bituminous pavement and drainage improvements on Doyle Road, from Elm Road to Woodbury Road. MDOT LAP

Pine and Gasper Streets Reconstruction, Village of Chesaning, MI

Project manager for the design and construction of Pine and Gasper Streets including subbase, aggregate base, storm sewer, water main and ADA ramps.

Old US-27 Non-Motorized Trail, DeWitt Township/Clinton County Road Commission, MI

Project engineer for non-motorized trail along Old US-27. MDOT LAP



JESSE M. REYNOLDS

RESIDENT PROJECT REPRESENTATIVE

Jesse is an engineering technician providing design and construction services for a variety of municipal, industrial and commercial projects.



YEARS OF EXPERIENCE

10

EDUCATION

LCC Associate Degree, Civil Technology, Lansing Community College, 2008

CERTIFICATIONS

Density Technology Certification

Nuclear Gauge Safety Training

American Concrete Institute (ACI) Field Testing Certification-Grade I

Michigan Concrete Association (MCA) Concrete Field Testing Technician Level I

Hot Mix Asphalt Paving Operations

MCA Certified Aggregate Technician Level One

MDEQ Certified Storm Water Operator

MDEQ Part 91 Soil Erosion Sedimentation Control

*Project completed while with another firm

RELEVANT PROJECT EXPERIENCE

State Street Reconstruction, City of Eaton Rapids, MI

On-site observation and testing for the construction of 0.22 mi of HMA removal and resurfacing, concrete curb, gutter, sidewalk and ramps, storm sewer, pavement markings, and permanent signs on State Street, from Greyhound Drive east to the east city limits. MDOT LAP

Shared Use Path, DeWitt Township, MI

1.8 miles of HMA shared-use path, concrete retaining wall, driveway, curb, gutter, sidewalk and ramps, aggregate base, drainage and pavement markings on Old US-27, from Sheridan Road north to Northcrest Road. Project utilized MDOT Local Agency Program funding.

Roadway Reconstruction, Michigan Dept. of Transportation, Van Buren County, MI*

Construction project that included cold-milling existing freeway, and HMA overlay on US-31/I-196. Responsibilities on this project included the inspection of daily field operations, marking QA sample locations; measurement and reporting quantities for payment, and verifying the Contractor's conformance to the contract documents.

M-59 Rehabilitation, Michigan Dept. of Transportation, Livingston County, MI*

Construction project included 9.14 mi of widening to construct a center left-turn lane, hot mix asphalt cold milling, and single course overlay on M-59 from west of Botsford Rd. to east of April Couth and from west of Oakway Dr. to west of Old US-23. Construction engineering oversight services were as follows: PWL sampling and inspection; density testing on sand and aggregate materials using nuclear density gauge, performing moisture determinations using a "Speedy", and pounding Michigan Cones to determine the maximum density. Firm also performed inspection and testing on all concrete items, as well as assisting on general site inspection. Due to high traffic volumes on M-59, HMA paving operations were limited to work on the weekends, of which the contractor was only allowed to work ten. Firm's daily responsibilities on this project included the inspection of daily field operations, quality assurance testing and reporting; measurement, computation and documentation of quantities; reporting and record keeping and verifying the Contractor's conformance to the contract documents.



RELEVANT PROJECT EXPERIENCE

Direct Benefits

C2AE's experience with parking lot engineering projects directly benefits the City of Grand Ledge:

- Design focus consistent with City goals
- Meeting City timelines
- Engineering and landscape architecture that is compatible with and enhances the urban environment
- Sound project management
- Unparalleled regulatory and utility coordination for "fast track" schedule compliance
- Context sensitive design and coordination
- Respect for local heritage
- Process engages and considers local business needs
- ADA and universal accessibility design
- Innovative and sustainable storm water management techniques

Experience

In addition to the three project profiles included on the following pages, C2AE employees have performed work on over 50 parking facilities ranging in size and usage for a variety of client types. Below are some examples.



CITY OF WILLIAMSTON, MI

- Study and conceptual design of Middle Street parking lot, a 0.25 acre City-owned lot.
- Design and construction engineering services for an improved parking lot along as well as a rain garden at McCormick Park.
- Design engineering services for parking lot reconstruction for Spartan Stores.



CITY OF LANSING, MI

- Design and construction engineering services for the Grand Avenue parking lot six, which serves a major office building in the central business district.
- Design and construction engineering services for parking lots serving the Lansing Center and Oldsmobile Park minor league baseball stadium.
- Reconstruction of the North Grand River parking lot to accommodate residential/commercial development in Lansing's Old Town district.
- New design for 400-space parking lot adjacent to baseball stadium.



CITY OF EATON RAPIDS, MI

- Reconstruction of Hamlin Street located in the downtown business district including parking lot and street beautification.



CAPITAL REGION INTERNATIONAL AIRPORT, LANSING, MI

- Prepared traffic control plan for terminal area resulting in roadway expansion and modifications, relocated employee lot, doubled public lot capacity to about 1200-spaces, control and ticket gates, signage and area lighting.



CITY OF OTSEGO, MI

- Work for phase II of the City's streetscape project included redesign of the City Hall and Fire Station parking lot, consolidation of one City and two private parking lots and renovation of another parking lot to include truck delivery and better traffic flow.

STATE OF MICHIGAN DEPT. OF NATURAL RESOURCES

Reconstruction and new parking lots at the following state park locations:

- Rochester-Utica Recreation Area (720-spaces)
- Pontiac Lake Recreation Area (270-spaces)
- Interlochen State Park (250-spaces)
- Bay City State Park (225-spaces)
- Highland Recreation Area (150-spaces)
- Pontiac Lake Recreation Area (270-spaces)
- Parking lot for Gerald Eddy Geology Center at Waterloo Recreation Area (40-spaces)
- Reconstruction of Canoe Livery parking lot at Proud Lake State Park (30-spaces)
- Reconstruction and new Boat Launch parking lot at Burt Lake State Park (50-spaces)
- Reconstruction and new Day Use parking lot at Young State Park (70-spaces)
- Boat Launch/Day Use Parking Lots at North Higgins Lake State Park (150-spaces)
- Reconstruction and new parking lot for Marl Lake Boat Launch at South Higgins State Park (40-spaces)
- Reconstruction of Day Use parking at Rochester-Utica Recreation Area (640-spaces at Bloomer 2 unit and 80-spaces at Utica unit)
- Boat Launch/Day Use Parking at Ortonville Recreation Area (420-spaces)
- Parking lot at Lake Hudson Recreation Area (200-spaces)
- Campground parking lot resurfacing at Grand Haven State Park (190-spaces)
- Reconstruction and new parking lot for Yankee Springs State Park Boat Launch (45-spaces)
- Reconstruction of Boat Launch (160-spaces) and Day Use (375-spaces) parking lots for South Higgins State Park



SERVICES PROVIDED



CIVIL ENGINEERING

SCOPE

Multiple gravel/grass parking lot upgrades.

CONTACT

Amy Roddy
City Manager/Clerk
215 West Clinton St.
Durand, MI 48429
989.288.3113



CITY OF DURAND
PARKING LOT UPGRADES

Durand, Michigan

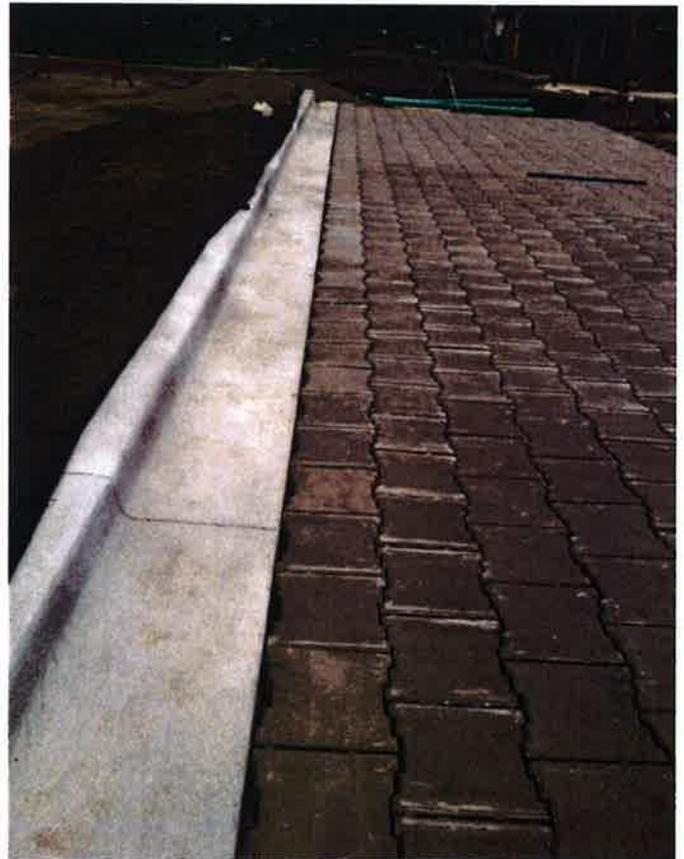
The City of Durand, a.k.a. Railroad City, USA, developed a 'master plan' to document its vision for revitalizing the downtown and adjacent areas, including economic growth and a walkable/livable and sustainable community. Durand boasts two unique railroad features: a beautifully restored historic Depot, which headquarters Durand Union Station, Inc. and houses an active Amtrak Station and the Michigan Railroad History Museum, and a 'railroad diamond'. Additionally, Durand hosts numerous events during the year, including Railroad Days, End of Summer Cruzin' (car show), Wednesday Nite Live - Concerts in the Park, Fall Festival, Winter Fest, and Farmers Market.

The master plan identified parking improvements as a priority. As such, the City secured/utilized a \$250,000 MDOT Rail Passenger Program Grant to upgrade the gravel/grass parking area at the Depot. The parking area along the front of the Depot was reconstructed using a permeable paver system with brick pavers and a stone reservoir with underdrains, thus enhancing the Depot entrance. The site improvements also included a larger HMA parking area with stormwater management via bioretention cells and greenspace/landscape areas. Throughout construction, communication was key to maintaining daily and event (i.e., a wedding) access and day/overnight parking. Future improvements for the 55,000 square foot parking area will include decorative lighting, site furnishings, and trails.



CITY OF DURAND PARKING LOT UPGRADES

(Continued)



More recently, the City was awarded a \$750,000 MEDC grant to improve an existing gravel parking lot behind the 100 block of North Saginaw Street near the center of downtown and to replace a deteriorated pathway, which connects downtown and the City's Administrative Offices. The project included an approximately 30,000 square foot parking area with conventional HMA and permeable paver surface with storm water detention underneath the parking lot, overhead utility relocation (to underground), a 750-foot concrete pathway, themed decorative lighting, site furnishings, and wayfinding, and greenspace/landscaping to buffer the adjacent railroads and at the same time frame much-in-demand Depot and train photos.



SERVICES PROVIDED

 CIVIL ENGINEERING

 CONSTRUCTION ADMINISTRATION

 LIGHTING DESIGN

 LANDSCAPE ARCHITECTURE

 STRUCTURAL ENGINEERING



SCOPE

New pervious concrete parking lot.

AWARDS

2012 Michigan Concrete Award Winner for Pervious Concrete

CONTACT

Eric Glohr
Director of Auxiliary Services
309 N. Washington Sq.
Suite 214
Lansing, MI 48901
(517) 483-1797

LANSING COMMUNITY COLLEGE PERVIOUS PARKING LOT

Lansing, Michigan

To help alleviate an increased demand for parking on the campus of Lansing Community College (LCC), LCC sought to construct a new conventional parking lot on recently acquired land, which had several abandoned homes that were set to be demolished. C2AE recommended an alternative to construct a pervious concrete parking lot – a relatively new-to-Michigan parking lot system.

In line with its sustainability policy, LCC hired C2AE and chose to move forward with the pervious concrete. This is the first pervious parking lot in the City of Lansing and is now the largest one in the State of Michigan. The pervious pavement chosen is specifically designed to drainage water through it.

Storm water drains through the pervious concrete pavement into an open graded aggregate storage reservoir layer, which has 40% void space, which infiltrates into the existing subgrade soils. The subgrade is guarded from very large flows with an underdrain system that outlets to the existing City storm sewer. The materials and contractor means/methods were critical to the successful completion and operation of the parking lot. When completed, the parking lot will also include several key elements: pervious concrete pavement, wireless emergency phones, LED lot lighting, wireless camera security, and an electrical vehicle charging station.



LANSING COMMUNITY COLLEGE PERVIOUS PARKING LOT

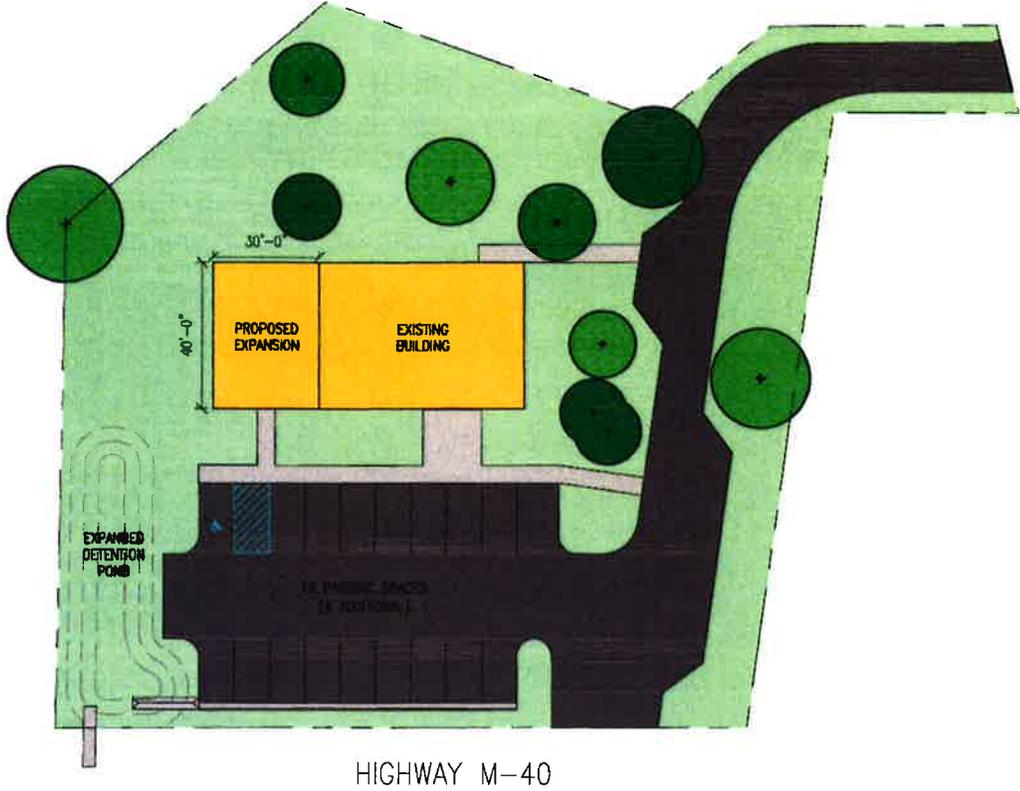
(Continued)





SERVICES PROVIDED

-  CIVIL ENGINEERING
-  STRUCTURAL ENGINEERING
-  CONSTRUCTION ADMINISTRATION
-  LIGHTING DESIGN
-  LANDSCAPE ARCHITECTURE



SCOPE

Full site planning for new facilities in Schoolcraft, Alma, and Ann Arbor, Michigan.

CONTACT

Clint Huhn
Facilities Manager
3515 West Road
East Lansing, MI 48823
(517) 324-1292

GREENSTONE FARM CREDIT SERVICES SITE PLANNING

Various Locations, Michigan

C2AE directed the site planning process for three new branch office facilities in Michigan. Our team provided complete survey work, civil/site engineering, landscape architecture, and site lighting services for one to two acre properties. C2AE coordinated all land development activities and community development processes, as well as secured all agency entitlements. Services were provided from early concept planning through design and construction. All projects were completed on time and within prescribed budget constraints.



SERVICES PROVIDED



CIVIL ENGINEERING



CONSTRUCTION
ADMINISTRATION



LANDSCAPE ARCHITECTURE



LIGHTING DESIGN

SCOPE

New 208 space parking lot.

CONTACT

Rick Becker
Director of Maintenance
and Facilities
212 S. Sullivan St.
Fremont, MI 49412
(231) 924-1372



GERBER MEMORIAL HOSPITAL NORTH PARKING LOT

Fremont, Michigan

This project consisted of a new 208 space parking lot for Gerber Memorial Hospital in Fremont, Michigan. The approximately 2 acre parcel was previously developed with vacated residential structures and a smaller service parking lot for the hospital. The new use required demolition of existing structures and pavement and consolidation of separate parcels to facilitate the new parking lot which is a remote facility with parking predominantly for hospital staff and spillover patient parking.

The new lot consists of an asphalt parking surface with curb and gutter edge treatments to control traffic circulation and drainage. Although the impervious surface increased by more than 50% between existing and proposed conditions, storm water discharge rates were reduced from the site by employing an innovative vegetated infiltration basin that also functioned to filter the attenuated storm water flows prior to release into the City storm water system.

The property serves as a visual focal point for virtually all users as they approach the Hospital. C2AE resolved challenging grades on the property by employing visually attractive block retaining walls, ground effect lighting and Hospital Campus signing.

GERBER MEMORIAL HOSPITAL NORTH PARKING LOT

(Continued)



Landscaping and screening were introduced into the design to mitigate static and vehicle lighting beyond the property boundaries in consideration of adjacent residential land uses. Landscaped islands were employed into the design to provide safe pedestrian movements through the parking lot as well as to improve overall aesthetics and increase opportunities for greenspace development. Sight lighting included energy efficient LED lighting and a security camera system was accommodated to expand the protected boundary of the Hospital.



FEES FOR SERVICES

We propose to provide the services, as outlined herein, in accordance with the following:

<u>Description</u>	<u>Fee</u>	<u>Basis</u>
Topographic and Boundary Survey	\$ 8,950	Lump Sum
Geotechnical Exploration	5,400	Lump Sum
Design Engineering	31,290	Lump Sum
Bidding	2,000	Lump Sum
Construction Administration*	9,850	Time & Materials, Estimated
Construction Observation	35,574	Time & Materials, Estimated
Construction Staking	3,225	Lump Sum
Construction Testing	10,780	Lump Sum
Reimbursable Expenses	<u>1,300</u>	Time & Materials, Estimated
Total	\$108,369	

*Includes preparation of Record Drawings as requested.

C2AE will forward invoices on a monthly basis reflecting the level of work completed. Invoices are due upon receipt.

ZIEMNICK FOSTER ENGINEERING, LLC
12350 Oneida Road
Grand Ledge, MI 48837
517.627.8086
www.zfengineering.com



8/11/2016

Re: City of Grand Ledge
Library Parking Lot Reconstruction
ZFE Proposal No: 2016-18

City of Grand Ledge
Attn: Larry LaHaie, Public Service Director
310 Greenwood Street
Grand Ledge, MI 48837

Dear Larry:

This letter and the enclosed proposal materials are submitted to you in response to your request for proposal for Design and Construction Engineering Services for the Library Parking Lot - 200 Block of Bridge Street project in downtown Grand Ledge, MI. This proposal is submitted by Ziemnick Foster Engineering, LLC (ZFE) under the leadership of Tammy Z. Foster, P.E. in professional association with Boardman Area Surveying and Mapping, Matrix Consulting Engineers, Inc., and SME, Inc.

The ZFE Team is committed to efficiently designing a project with your goals at the center of focus. We believe that Client participation in the design process coupled with strong project management and thorough design are key ingredients to a successful project that is constructed within schedule and budget.

We appreciate the opportunity to showcase our abilities to perform this work for the City of Grand Ledge and look forward to delivering a successful project for you if we are selected. If you have further questions on any of the information we have presented herein, please call.

Sincerely,
ZIEMNICK FOSTER ENGINEERING, LLC

A handwritten signature in black ink, appearing to read 'Tammy Z. Foster'. The signature is written in a cursive, flowing style.

Tammy Z. Foster, P.E., LEED AP BD+C

Enc.: Proposal Document and Supplemental Materials
Delivered by: Hand Delivery

City of Grand Ledge

Library Parking Lot - 200 Block of Bridge Street

Proposal for Design and Construction Engineering Services



PROJECT STAFFING AND ORGANZATIONAL CHART

Ziemnick Foster Engineering, LLC + Boardman Area Surveying and Mapping +Matrix Consulting Engineers, Inc. + SME

We will be utilizing three (3) sub-consultants for this Parking Lot Development project. Below is a description of each sub-consultants contact information, project manager and role in this project.

Boardman Area Surveying and Mapping, LLC (BASM) will be the project surveyor. Licensed Surveyor and company owner, David P. Gillette, P.S. will use his over 24 years of experience to perform the site topographic survey and construction staking for the project. BASM is a small business, specializing in land survey needs including topographic survey, ALTA surveys, property surveys and construction staking. Together with our current companies and with previous companies, BASM and ZFE staff have been teaming on projects for nearly 20 years.

Boardman Area Surveying and Mapping Contact Information:

6421 North Shippy Road
South Boardman, MI 49680
p: 231-984-2762; email dpgillette@boardmansurveying.com
www.boardmansurveying.com

Matrix Consulting Engineering, Inc. (Matrix) will be the electrical engineer for this project. Matrix offers a wide variety of expertise in the engineering field and are committed to providing the highest level of engineering performance on their projects. They offer electrical engineering design services such as site lighting, lighting control systems, life safety lighting, generator system design, and power quality design.

On this project the Matrix staff will be led by Joe Sovis, P.E. He will lead his team of engineering staff to evaluate the existing site lighting for the project, and subsequently detail the information necessary for light pole replacements to integrate the new parking lot into the existing environment.

Matrix Contact Information:

Matrix Consulting Engineering, Inc.
1601 E. Grand River Avenue
Lansing, MI 48906
p: 517-487-2511; f 517-487-2544; email jsovis@matrixceinc.com
www.matrixceinc.com

SME is one of the Midwest's leading multi-disciplinary consulting engineering firms in the geosciences, materials and environment. With over 230 professionals and 7 offices in the State of Michigan, SME is geared to provide expertise in drilling, pavement evaluation, pavement design, and ground improvements.

The SME Lansing, Michigan offices will participate in this project team under the direction of Brad Ewart, P.E. and Kevin Glupker, P.E.. SME will coordinate the geotechnical soil boring

City of Grand Ledge

Library Parking Lot - 200 Block of Bridge Street

Proposal for Design and Construction Engineering Services



samples taken from the parking lot area. SME will analyze the results of the soil samples and summarize their findings in a report. SME will also propose a pavement structure design for the parking lot pavement surface based on input from the Client as to the appropriate level of service life desired.

During the construction phase, Megan Jacobs, P.E., will be the project manager for the coordination of construction material testing.

SME Contact Information:

SME

2663 Eaton Rapids Road

Lansing, MI 48911-6395

p: 517-887-9181; f 517-887-2666

ewart@sme-usa.com

jacobs@sme-usa.com

Our project specific, team organizational chart follows.

**Grand Ledge Library Parking Lot Design
Project Design Team Organization Chart**



ZIEMNICK FOSTER ENGINEERING, LLC
 Tammy Z. Foster, P.E.**
 Owner, Project Manager
 Civil Engineer

zfe

James W. Foster, P.E.**
 Civil Engineer
 Construction Manager

**Key Personnel
(Resume included)

Boardman Area Surveying and Mapping, LLC
 David Gillette, P.S.**
 Owner, Surveyor

Matrix Consulting Engineering, Inc.
 Joe Sovis, P.E.**
 Project Manager

SME, Inc.
 Brad Ewart, II, P.E.**
 Project Manager

Kevin Glupker, P.E.**
 Geotechnical Engineer

Megan Jacobs, P.E.**
 Construction Material Testing Project Manager

City of Grand Ledge

Library Parking Lot - 200 Block of Bridge Street
Proposal for Design and Construction Engineering Services



EXPERIENCE

Collectively, the ZFE Team has been providing engineering design services to university, municipal, corporate and private developer clients for decades. We have a proven track record for establishing trusted long-term relationships with our clients. Keeping our clients engaged in the design process and pleased with the end result is our top priority.

We have design experience in numerous large and small-scale parking lot design and reconstruction projects. We designed the complete pavement reconstruction of Auto-Owners Insurance Company's (Auto-Owners) South Campus Renovations where three (3) parking lot areas totaling 474 spaces were reconstructed based on a 20-year pavement service life. See Appendix B for a detailed project overview.

We designed another parking reconstruction project for Auto-Owners at their S. Creyts Road Warehouse facility. Here, ZFE designed the renovation of nearly 92,000 square feet of asphalt pavement and 14,000 square feet of reinforced concrete loading dock area.

Project Summaries Exemplifying our Qualifications

We would like to draw your attention to three (3) projects which, we feel, best illustrate our design abilities as they relate to this project. We can provide additional project examples upon request.

Project 1 - Auto-Owners Insurance Company Creyts Road Warehouse Renovations

The original warehouse building was built in segments beginning in the 1980's. The parking lot has largely remained untouched, except for expansion areas, since the original building construction. ZFE designed a complete reconstruction of the parking lot facility, maintaining original grading, unless it was no longer functional, and upgrading components of the site stormwater facilities. A stormwater treatment unit was designed and installed on site.

Project At-A-Glance	
Project Type:	Parking Lot Reconstruction
Project Size:	92,000 square feet of parking lot; 14,400 square feet of concrete loading dock
Project Location:	Delta Township, Lansing, Michigan
Construction Timeframe:	March 2012 - December 2012
Project Reference:	Mr. Dan Keefe, Director of Real Estate

Project 2 - Eaton Rapids First United Methodist Church Parking Lot Reconstruction

The First United Methodist Church of Eaton Rapids hired ZFE to help them with the renovation of their parking lot adjacent to their downtown building, school and daycare. The church had purchased additional property, previously residential, removing the existing buildings to make room for needed additional on-site parking. Within the downtown district, underground storage of the stormwater runoff from the site was required, and ZFE designed detention basin units that

City of Grand Ledge

Library Parking Lot - 200 Block of Bridge Street

Proposal for Design and Construction Engineering Services



could store a 100-year storm event below the parking lot facility. We assisted the owner with recommended Contractors for the project and with the bidding, contract and award process. Site observation was performed by the Church, however, ZFE provided on site observations during key site installation procedures to verify compliance with our developed technical specifications.

Project At-A-Glance	
Project Type:	Parking Lot Reconstruction
Project Size:	74 spaces, Accessible Spaces: 8
Project Location:	Eaton Rapids, Michigan
Project Cost:	Engineer's Estimate: \$406,300; Construction Cost: \$410,588
Construction Timeframe:	July 2014-April 2015
Project Reference:	Mr. Andy Dietz - Project Committee Member

Project 3 - Auto-Owners Insurance Company South Campus Renovations

Auto-Owners Insurance purchased a large-scale previously developed property for corporate expansion. The campus consists of two (2) buildings totaling 120,000 square feet and three (3) parking areas totaling 474 spaces together with connecting roads. The property was over 20-years old and the infrastructure had reached their service life and needed replacement. ZFE, in a collaborative team, designed the renovations to the sitework, landscape and utility infrastructure. The parking lot areas were removed to the sub-grade level and completely reconstructed. The parking lot pavement structure was redesigned for a service life of 20-years.

Project At-A-Glance	
Project Type:	Parking Lot Reconstruction
Project Size:	474 spaces, Accessible Spaces: 14
Project Location:	Delta Township, Lansing, Michigan
Project Cost:	Overall Project Cost: \$12 Million; Site Project Cost: \$2 Million
Construction Timeframe:	March 2012 - December 2012
Project Reference:	Mr. Brian Hiesrodt, Director of Real Estate

PROJECT KEY PERSONNEL

Tammy Z. Foster, P.E.

Project Manager and Civil Engineer

Tammy owns ZFE and brings over 20 years of professional engineering experience to this design project. She is a licensed engineer and has been a LEED accredited professional since 2006, having been a part of multiple "Green" projects that have been certified at various levels by the United States Green Building Council. Her career experience includes being a team member for the design of small scale projects to multi-million dollar lock and dam projects for the Army Corp. of Engineers. She has hands-on experience in the planning, design and construction coordination of various site work, road, and utility extension projects for university, municipal, corporate and private developers.

City of Grand Ledge

Library Parking Lot - 200 Block of Bridge Street

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PROPOSED FEE

ZFE proposes to perform the services outlined above for a lump sum, fixed fee of **Ninety Four Thousand Two Hundred Dollars (\$94,200)**. This fee can be broken down into the following components:

Design Development	\$ 19,350
Contract Documentation	\$ 17,500
Reimbursable Project Expenses†	\$ 500
<u>Bidding or Negotiation</u>	<u>\$ 3,100</u>
Total Design Phase Proposed Fee:	\$ 40,450
On-Site Construction Observation	\$ 36,750
Construction Administration	\$ 7,000
<u>Construction Material Testing Allowance†</u>	<u>\$ 10,000</u>
Total Construction Phase Proposed Fee	\$ 53,750
TOTAL PROFESSIONAL FEE	\$ 94,200

†Allowance and Reimbursable Expenses will be detailed in all ZFE invoices and billed as a direct expense without markup.

A construction material testing allowance budget of \$10,000 was estimated for work performed by SME during the construction phase of the project. If additional testing is required due to project specific conditions, ZFE will request payment of additional expenses incurred invoiced as a direct expense without markup.

Furthermore, ZFE has assumed a total of 400 man-hours for construction observation time over an anticipated 8-week construction window. This results in an average of 50 hours of site observation during a 8-week construction period. If additional man-hours are required to allow for project completion, and our observation services are required, ZFE will bill for the additional hours at the Engineering Technician rate published in the provided Hourly rate schedule supplied in this proposal.

This fee includes all time, materials, overhead, mileage, postage and project costs outlined above. In addition to professional fees, ZFE expects to be reimbursed for expenses related to printing and photographic reproduction of documents, permits and approvals secured on behalf of the Owner, express mail and courier services and any other expenses related to a particular job. We have included an allowance within our fixed fee above to allow for these reimbursable expenses, however, should the project require fees totaling greater than the allowance noted above, ZFE will bill for these expenses as a direct expense.

The quoted fees and scope of services constitute the best estimate of the fees and tasks required to perform the services as defined. This agreement, upon execution by both parties,

City of Grand Ledge

Library Parking Lot - 200 Block of Bridge Street

Proposal for Design and Construction Engineering Services



may be amended only by written instrument signed by both parties. As the project progresses, facts uncovered may reveal a change in direction which may alter the scope. ZFE will inform the Owner, in writing, of such situations so that changes in this agreement may be made as required. In addition, if the Owner requests significant modifications or changes in the scope of the project, the time of performance of ZFE's services and the associated fees shall be adjusted before ZFE undertakes the additional work. Compensation for changes in scope shall be based on the hourly rates when the services are performed, unless otherwise stipulated.

Modification to the proposed scope of services for any items not included in the original work scope detailed above will be reviewed and either a supplemental quote be provided for the additional work, or the work will be completed based on the standard ZFE hourly fee according to the hourly rates below listed on the following page.

Auto-Owners Insurance Company Creyts Road Warehouse Renovations Lansing, Michigan

Project Snapshot

Design Timeframe
October 2013-February 2014

Constructed
April 2014 - September 2014

Construction Manager
The Christman Company
Lansing, Michigan

Owner
Auto-Owners Insurance
Company
Mr. Dan Keefe, Director of
Real Estate
517-323-1200

Design Team Members
MAYOTTEgroup Architects
Boardman Area Surveying and
Mapping
Soil and Materials Engineers,
Inc. (SME)

Unique Project Attributes
Design of stormwater treatment
unit for 80% TSS Removal.

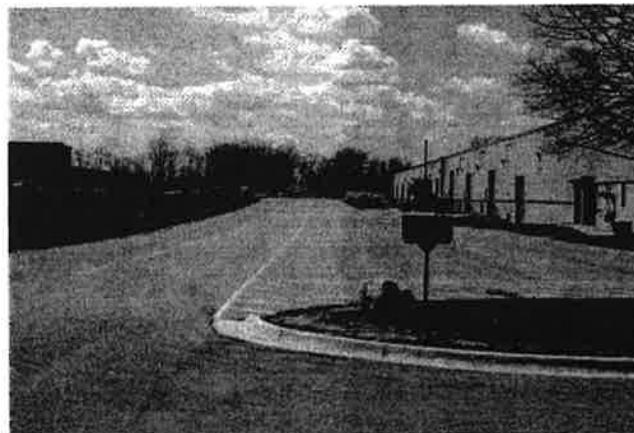
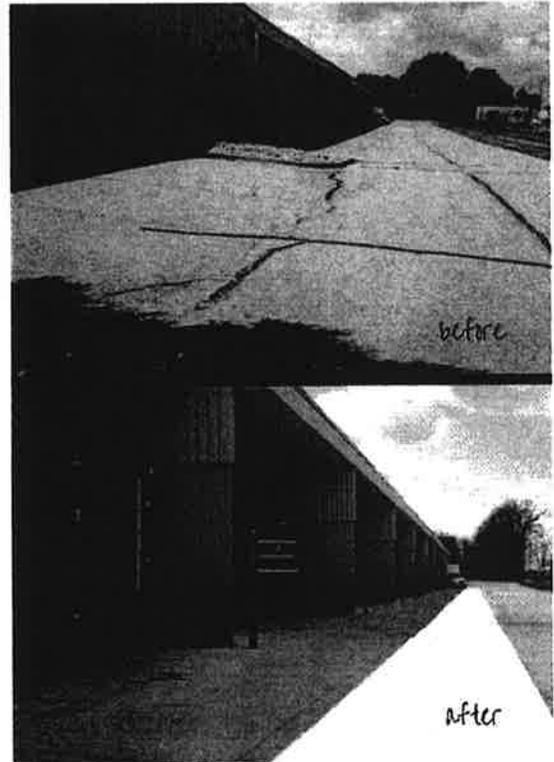
In a collaborative design team, Ziemnick Foster Engineering, LLC (ZFE) partnered to design the renovations of sitework, regrading, loading dock and storm sewer modifications for Auto-Owners Insurance Company in Delta Township, Michigan at their Creyts Road Warehouse Facility.

The original site parking lot, constructed in different stages starting in the early 1980's, had deteriorated. Severe cracking of the pavement was present. Storm water drainage was not working properly.

ZFE worked to redesign a 20-year service life, nearly 92,000-sf parking lot with approximately 14,400-sf of concrete loading dock area.

Storm sewer improvements included design of an in-line stormwater treatment unit capable of treating approximately 5.5 cfs with removal of 80% of the Total Suspended Solids (TSS) per the Eaton County Drain Commissioner requirements.

The total treatment area covered roughly 6.6 acres which was 38% impervious.



Eaton Rapids First United Methodist Church Parking Lot Reconstruction

Project Snapshot

Design Timeframe
January 2014-June 2014

Constructed
July 2014-April 2015

Contractor
Carol's Excavating, Inc.

Owner
Eaton Rapids United
Methodist Church
Andy Dietz, Project
Committee Member
517-745-6939

Project Development Costs
Engineer's Estimate: \$406,300
Construction Cost: \$410,588

Design Team Members
Boardman Area Surveying and
Mapping, LLC
Matrix Consulting Engineers, Inc.
SME

Unique Project Attributes
Design of underground
stormwater detention system.

Ziemnick Foster Engineering, LLC (ZFE) was hired by the Eaton Rapids First United Methodist Church to design a reconstructed parking lot for their church and school facility.

The original parking lot had a cracking and drainage issues and had outlived its service life. ZFE was hired to redesign parking lot upgrades.

No stormwater detention existed on the site. To meet City of Eaton Rapids stormwater requirements, ZFE designed an underground stormwater detention system capable of retaining the 100-year storm event.

Additional barrier free parking was detailed adjacent to a prominent church and school site entrance.

Existing site landscaping was evaluated and inventoried prior to construction and many existing trees were preserved after construction.



Additional and enhanced site lighting was designed to provide safe lighting levels within the parking lot. This was of particular importance for the church's school and daycare facility users.

Auto-Owners Insurance Company South Campus Renovations Lansing, Michigan

Project Snapshot

Design Timeframe
December 2011 - Nov.2012

Constructed
March 2012-December 2012

Construction Manager
The Christman Company
Lansing, Michigan

Owner
Auto-Owners Insurance
Company
Mr. Brian Hiesrodt, Director
of Real Estate
517-323-1352

Project Development Costs
Overall Project Cost: \$12 Million
Site Project Cost: \$2 Million
Road Construction Project Cost:
\$450,000

Design Team Members
MayotteGroup Architects
P.M. Blough, Inc.
R. A. Duthler Land Surveyors
Soil and Materials Engineers,
Inc. (SMFE)

Unique Project Attributes
Design of a new 1,400 lineal foot
road connecting the main
campus to Mt. Hope Highway

Design of heated sidewalks

In a collaborative design team, Ziemnick Foster Engineering, LLC (ZFE) partnered to design the renovations of sitework, landscape and utility infrastructure for a multi-building corporate campus for Auto-Owners Insurance Company in Delta Township, Michigan.

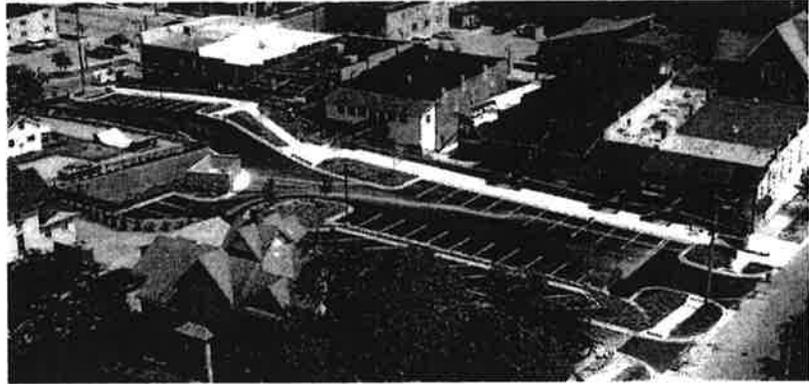
The original site, constructed over 20 years ago, was purchased by Auto-Owners to expand their presence in Delta Township to a separate corporate campus. The multi-building development includes two (2) buildings totaling over 120,000 square feet of building space, 3 parking areas, and road infrastructure connecting the parking areas to the building and nearby roads. Renovations to the site infrastructure were designed to improve functionality and bring the existing site up to current design standards.

Three (3) parking lot areas totalling 474 spaces, together with connecting roads, were completely reconstructed in order to obtain a service life of 20 years.

Only one ingress/egress road existed onto the site, therefore, ZFE designed 1,400 lineal feet of new two (2) lane road providing a second means of ingress and egress to the site. ZFE worked with the Owner, Township and County Road Commission to build the private road to design standards in case the road is at

some future date made public. Utility upgrades were designed for water and storm sewer to accommodate building renovations.





Tammy Z. Foster, P.E.
Owner, Senior Civil Engineer
Professional Engineer, LEED AP

Ms. Foster's over 20 years of civil engineering experience includes planning, design and construction coordination on numerous site work, road, and utility extension projects for university, municipal and private developer clients.

Her career experience includes owning her own firm, team member at a multi-discipline firm and engineer for a construction company building a multi-million dollar large scale lock and dam project for the Army Corp of Engineers.

In addition to her engineering expertise, Tammy is a LEED AP where she has been a member of the design team for projects which have reached certified, silver and gold levels of recognition from the United States Green Building Council (USGBC).

Background Education

Michigan Technological University, B.S. in Civil Engineering, *cum laude*, 1996

Registrations/Affiliations

- Licensed Professional Engineer in Michigan - #49309
- Society of Women Engineers (SWE)
 - West Michigan Chapter President, 2008-2011
 - West Michigan Chapter Secretary, 2006-2008
- American Business Women's Association (ABWA)
 - Publicity Chair, 2013-present
 - Sunshine Chair, 2015-2016
 - Membership Chair, 2016-present
- Chi Epsilon, Civil & Environmental Engineering Honor Society

Selected Project Experience

Site Work

City of Grand Ledge, Michigan

West Front Street Parking Lot

Auto-Owners Insurance Company

- Home Office Cafeteria Expansion
- Creyts Road Warehouse Renovations
- South Campus Renovations
- Information Technologies and Office Services Building
- Home Office Addition

Lansing Community College - Mason Aviation Center New Parking Lot

Dart Bank Headquarters - Mason, Michigan

Government

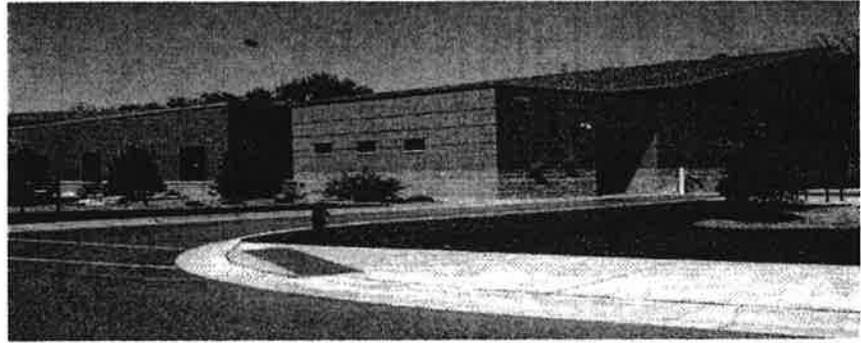
- U.S. Army Corps of Engineers, Huntington District, W.Virginia*
- Winfield Lock & Dam Project, Kanawha River

Transportation

City of Grand Ledge, Michigan

- Jenne Street Reconstruction Phase I & II
- Edwards and Tulip Streets Reconstruction
- Madison Street Reconstruction





James W. Foster, P.E.
Senior Civil Engineer
Professional Engineer

Mr. Foster has over 20 years of professional experience as a civil engineer. He has experience in the design of roadways, sanitary sewers, storm drainage, water mains, site development, utility master planning and GIS mapping with municipalities and private developers.

Mr. Foster works closely with municipalities in the review of site plans, city master plans and current design projects. He has spent considerable time planning with City officials' ways and means of dealing with SSO and CSO problems. He also has field construction experience which includes site topographic surveys, construction staking and inspection services for numerous engineering projects.

Background Education

B.S. in Civil Engineering, Michigan Technological University

Registrations / Affiliations

Licensed Professional Engineer in Michigan - #49803
American Society of Civil Engineer (ASCE)
Water Environment Federation (WEF)
Oneida Township Planning Commission (2011-2014)
Oneida Township Zoning Board of Appeals (2006-present)

Selected Project Experience

Site Work

City of Grand Ledge, Michigan
West Front Street Parking Lot
Willis Industrial Park
Blocks 2, 3 and 4 Parking Lots

Charter Township of Delta, Michigan
Delta Township District Library
Central Fire Station

Michigan State University, East Lansing, Michigan
University Village Apartments
Breslin Student Events Center
Spartan Stadium Field Renovation

Transportation

Michigan Department of Transportation (MDOT)
M-37, Village of Caledonia
US-31 from Winston Road to M-20 Oceana County, MI
I-94 from M-51 to Kalamazoo County Line

City of Grand Ledge, Michigan
Jenne Street Reconstruction Phase I & II
Edwards and Tulip Streets Reconstruction
Madison Street Reconstruction
McMillan and Park Streets
M-43 Wide Walk
Kent, South and Green Streets

