BIRMINGHAM CITY COMMISSION AGENDA JANUARY 25, 2016 MUNICIPAL BUILDING, 151 MARTIN 7:30 P.M.

| | CALL TO ORDER AND PLEDGE OF ALLEGIANCE |
|--|--|
| | CALL TO ORDER AND PLEDGE OF ALLEGIANCE |

Rackeline J. Hoff, Mayor

II. ROLL CALL

Laura M. Pierce, City Clerk

III. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATION OF OATHS, INTRODUCTION OF GUESTS AND ANNOUNCEMENTS.

Announcements:

Birmingham Restaurant Week will be held January 25th – 29th and February 1st – 5th. For additional information and to preview the menus of the participating restaurants, log on to www.birminghamrestaurantweek.org.

Awards:

 Recognition of Bruce Johnson, Building Official, as the recipient of the 2015 Outstanding Building Official award from the Home Builders Association of Southeastern Michigan.

Introduction of Guest:

State Representative Mike McCready

Appointments:

Ι.

| 1-1 | |
|-----|--|
| A. | Interview for appointment to the Board of Building Trades Appeal. |
| | 1. Benjamin Stahelin, 1832 East Lincoln |
| B. | To appoint to serve the remainder of a three-year term on the Board of |
| | Building Trades Appeals to expire May 23, 2017. |
| C. | Interview for appointment to the Board of Review. |
| | 1. Elicia Katrib, 1832 E. Lincoln |
| D. | To appoint as an alternate member, to the Board of Review to serve the |
| | remainder of a three-year term to expire December 31, 2016. |
| E. | Interviews for appointment to the Planning Board (alternate member). |
| | 1. Corey Jacoby, 1433 Maryland |
| | 2. Lisa Prasad, 622 Vinewood |
| | 3. Kathleen Devereaux, 1019 Rivenoak |
| F. | To appoint as an alternate member to serve the remainder of a three- |
| | year term on the Planning Board to expire November 2, 2017. |
| G. | Interview for appointment to the Ad Hoc Parking Development Committee. |
| | 1. Gordon Rinschler, 959 Oakland |
| H. | To appoint as the resident member with a commercial development |
| | background, to the Ad Hoc Parking Development Committee. |

January 25, 2016

Administration of oath to the appointed board members.

J. To appoint _____ as the City Commission representative on the Birmingham Next Board of Directors.

IV. CONSENT AGENDA

All items listed on the consent agenda are considered to be routine and will be enacted by one motion and approved by a roll call vote. There will be no separate discussion of the items unless a commissioner or citizen so requests, in which event the item will be removed from the general order of business and considered under the last item of new business.

- A. Approval of City Commission Goal Setting Workshop minutes of January 9, 2016.
- B. Approval of City Commission minutes of January 11, 2016.
- C. Approval of warrant list, including Automated Clearing House payments, of January 13, 2016 in the amount of \$559,905.69.
- D. Approval of warrant list, including Automated Clearing House payments, of January 20, 2016 in the amount of \$6,605,446.34.
- E. Resolution approving the federal funds in the amount of \$835.85 in supplemental award for the 2014 Emergency Management Performance Grant. Further, directing the Mayor to sign the agreement on behalf of the City.
- F. Resolution approving the split award of the MITN cooperative bid of unleaded gasoline and diesel fuel for truck transport deliveries to RKA Petroleum Companies, Inc., 28340 Wick Road, Romulus, MI 48174 and Ports Petroleum Co., Inc. 1337 Blachleyville Road, Wooster, OH 44691; and further, approving the award for tank wagon deliveries to RKA Petroleum Companies, 28340 Wick Rd., Romulus, MI, 48174 and Atlas Oil Company, 24501 Ecorse Road, Taylor, MI 48180; based on bid factors included in the respective bids for a two-year period from February 1, 2016 through January 31, 2018, with the option to extend the terms and conditions an additional two years upon mutual consent. Funds for this purchase of gasoline and diesel fuels are budgeted in Auto Equipment Fund Fuel Expense account #641-441.006-737.0000.
- G. Resolution approving a request submitted by the Lungevity Foundation requesting permission to hold Breathe Deep Michigan, a 5K walk, on Saturday, June 4, 2016, contingent upon compliance with all permit and insurance requirements and payment of all fees and, further pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event.
- H. Resolution approving a request from the Birmingham Shopping District to hold Birmingham Farmers' Market May through October, 2016 from 9:00 AM to 2:00 PM, in Municipal Parking Lot No. 6 contingent upon compliance with all permit and insurance requirements and payment of all fees and, further pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event.

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

A. Resolution setting a date of Feb. 22, 2016 to conduct a public hearing to consider the street name change of Millrace Road.

-OR-

Resolution directing staff to develop a policy to consider street name change requests to provide a review by the Historical Museum, the Historic District Study Committee, City Departments, and other agencies as may be necessary to determine its impact on the

- city, along with associated costs, and further, tabling all requests until a street name change policy has been adopted by the City Commission.
- B. Resolution approving the agreement with Luckenbach Ziegelman Gardner for architectural services for the proposed renovation of the Adult Services section of the Baldwin Public Library, contingent upon the approvals required by Section 2-289 of the Birmingham City Code, with funds to be paid by the Library, and further directing the Mayor and City Clerk to sign the agreement on behalf of the City.
- C. Interim-Study Report on the West Maple Road 4 to 3 Lane Trial Reconfiguration Project D. Resolution awarding the Hamilton Ave. Paving Project, Contract #3-16(P), to F.D.M. Contracting, Inc. of Shelby Township, MI, in the amount of \$1,465,332.00, to be funded from the following accounts:

| Sewer Fund | 590-536.001-981.0100 | \$ 477,194.93 |
|--------------------|----------------------|----------------|
| Water Mains Fund | 591-537.004-981.0100 | \$ 230,260.24 |
| Major Streets Fund | 202-449.001-981.0100 | \$ 182,268.84 |
| Local Streets Fund | 203-449.001-981.0100 | \$ 434,324.77 |
| General Fund | | |
| (Sidewalk SAD) | 101-444.001-985.7200 | \$ 137,684.83 |
| APS Fund | | |
| (Parking meters) | 585-305.000-811.0000 | \$ 3,598.39 |
| TOTAL | | \$1,465,332.00 |

And further, approving the appropriation and amendment to the 2015-2016 Major & Local Street Funds, as well as the Sewer and Water Fund budgets as follows:

Major Streets Fund

| Major Streets Fund | |
|--------------------------------------|----------|
| Revenues: | |
| Draw from Fund Balance | |
| 202-000.000-400.0000 | \$42,270 |
| Total Revenue | \$42,270 |
| Expenditures: | |
| EPS-Construction/Public Improvements | |
| 202-449.001-981.0100 | \$42,270 |
| Total Expenditures | \$42,270 |
| Local Streets Fund | |
| Revenues: | |
| Draw from Fund Balance | |
| 203-000.000-400.0000 | \$34,430 |
| Total Revenue | \$34,430 |
| Expenditures: | |
| EPS-Construction/Public Improvements | |
| 203-449.001-981.0100 | \$34,430 |

Sewer Fund

Revenues:

Total Expenditures

| Revenues: | |
|------------------------|-----------|
| Draw from Fund Balance | |
| 590-000.000-400.0000 | \$377,200 |
| Total Revenue | \$377,200 |

3

\$34,430

Expenditures:

Sewer Capital Improvements

590-536.001-981.0100 \$377,200 Total Expenditures \$377,200

Water Fund

Revenues:

Draw from Fund Balance

591-000.000-400.0000 \$200,260 Total Revenue \$200,260

Expenditures:

Water Mains Capital Improvements

591-537.004-981.0100 \$200,260 Total Expenditures \$200,260

- E. Resolution setting a Public Hearing of Necessity on Monday, February 22, 2016, at 7:30 PM, for the installation of lateral sewers within the Hamilton Ave. Paving project area. If necessity is declared on February 22, 2016, setting a Public Hearing of Confirmation on Monday, March 14, 2016, at 7:30 PM to confirm the roll for the installation of lateral sewers in the Hamilton Ave. Paving project area.
- F. Resolution receiving the report prepared by the Engineering Department, and setting a Public Hearing of Necessity on Monday, March 28, 2016 at 7:30 PM, for the installation of sidewalk streetscape adjacent to all properties on Hamilton Ave. from N. Old Woodward Ave. to Woodward Ave., and Park St., from Hamilton Ave. to E. Maple Rd. If necessity is determined on March 28, 2016, setting a Public Hearing of Confirmation on April 11, 2016 at 7:30 PM to review the assessments and confirm the roll.
- G. Resolution setting a special meeting date of the City Commission for Thursday, January 28, 2016, at 6:00 p.m. for the purpose of conducting a follow-up meeting to the City Commission Goal Setting Workshop.

-OR-

Resolution setting a special meeting date of the City Commission for Monday, February 8, 2016, at 8:00 p.m. for the purpose of conducting a follow-up meeting to the City Commission Goal Setting Workshop.

H. Resolution to meet in closed session to discuss an attorney/client privilege communication in accordance with Section 8(h) of the Open Meetings Act.

(A roll call vote is required and the vote must be approved by a 2/3 majority of the commission. The commission will adjourn to closed session after all other business has been addressed in open session and reconvene to open session, after the closed session, for purposes of taking formal action resulting from the closed session and for purposes of adjourning the meeting.)

VII. REMOVED FROM CONSENT AGENDA

VIII. COMMUNICATIONS

A. Michael S. Clawson re: Proposed Charter Amendment

IX. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA

X. REPORTS

- A. Commissioner Reports
 - 1. Notice of Intention to appoint members to the Ad Hoc Rail District Review Committee on February 22, 2016.
- B. Commissioner Comments
- C. Advisory Boards, Committees, Commissions' Reports and Agendas
- D. Legislation
- E. City Staff
 - 1. Quarton Lake Treatment Plan, submitted by DPS Director Wood
 - 2. Demolition Operations Report, submitted by Building Director Johnson
 - 3. Hill School Bell Project Fundraising Report, submitted by Museum Director Pielack.

XI. ADJOURN

NOTICE: Individuals requiring accommodations, such as mobility, visual, hearing, interpreter or other assistance, for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance.

Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al (248) 530-1880 por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).

INFORMATION ONLY



NOTICE OF INTENTION TO APPOINT TO BOARD OF BUILDING TRADES APPEAL

At the regular meeting of Monday, May 11, 2015 the Birmingham City Commission intends to appoint one member to serve the remainder of a three-year term to expire May 23, 2016 and one member to serve the remainder of a three-year term to expire May 23, 2017. Applicants must reside, be employed or do business in the limits of the City of Birmingham.

Interested citizens may submit an application available at the city clerk's office or online at www.bhamgov.org/boardopportunities.. Applications must be submitted to the city clerk's office on or before noon on Wednesday, May 6, 2015. These documents will appear in the public agenda for the regular meeting at which time the City Commission will discuss recommendations, and may make nominations and vote on appointments.

The board deals with matters that pertain to the manner of construction or materials to be used in the erection, alteration or repair of a building or structure relating to building, electrical, mechanical, plumbing and fire prevention codes.

<u>Applicant(s) Presented For City Commission Consideration:</u>

| Applicant Name | Criteria/Qualifications |
|-------------------|---|
| | Applicants must reside, be employed or do business in the |
| | limits of the City of Birmingham. |
| Benjamin Stahelin | Resident – 1832 E. Lincoln |

NOTE: All members of boards and commissions are subject to the provisions of City of Birmingham City Code Chapter 2, Article IX, Ethics and the filing of the Affidavit and Disclosure Statement.

| SUGGESTED ACTION: | |
|-----------------------------------|---|
| To appoint | to serve the remainder of a three-year term on the Board of |
| Building Trades Appeals to expire | e May 23, 2017. |

BOARD OF BUILDING TRADES APPEALS

Chapter 22, Article II, 1972 PA 230, MCL 125.1514

Members shall be qualified by experience or training such as Architect, Engineer, Mechanical Engineer, Building Contractor, Electrical Contractor, Plumbing Contractor, Heating Contractor, and Refrigeration Contractor.

Term: Three years – 6 members Appointed by the City Commission

| Last Name Home Address | First Name | Home Business Fax | | |
|---------------------------|------------|-------------------------|------------------|--------------|
| | | E-Mail | Appointed | Term Expires |
| Force | David | (248) 644-1724 | 12/11/2006 | 5/23/2018 |
| 1099 N. Cranbro | ook | | Building Contrac | tor |
| Bloomfield Hills | 48301 | | | |
| | | force0621@ameritect | h.net | |
| Mando | Dennis | (248) 767-0515 | 1/30/2006 | 5/23/2017 |
| 2225 Ironwood | Dr | (248) 669-4338 | Heating Contrac | tor |
| Clarkston | 48348 | | | |
| | | denny@dennysonline | e.com | |
| Partridge | A. James | (248)642-1739 | 7/8/1996 | 5/23/2018 |
| 3916 Cottontail | Lane | (248) 645-1465 | Mechanical Engi | neer |
| Bloomfield Hills | 48301 | | | |
| | | jim@jpconsulting-llc. | com | |
| VACANT | | | | 5/23/2017 |

VACANT 5/23/2016

| Last Name Home Address | First Name | Home Business Fax | | |
|------------------------|------------|-------------------------|-------------------|--------------|
| | | E-Mail | Appointed | Term Expires |
| White | Ronald | (248) 543-5532 | 7/15/1991 | 5/23/2018 |
| 1898 Tahquame | enon | (810) 543-5532 | Electrical Contra | actor |
| Bloomfield Hills | 48302 | (248) 543-5605 | | |
| | | offices@rdwhiteco.com | | |



| OFFICE USE ONLY |
|------------------------------|
| Meets Requirements Yes No |
| Confirmed Interview Date: |
| Will Attend/Unable to Attend |

APPLICATION FOR CITY BOARD OR COMMISSION

(Please print clearly)

| Position of Interest |
|---|
| |
| Business |
| |
| |
| 1 |
| Occupation Regional Health and Safety Manager |
| assion to keep people safe in any occupation. I have been in the construction trade |
| anding of MIOSHA and EPA regulations. |
| |
| Control- May 2013 to June 2014 on Projects- July 2014 to Feburary 2015 an Inc- Feburary 2015 to Present be in Biology and Chemistry. I have a Masters of Science in Occupational offormation (City Boards, Churches, Civic or Community Groups resume or additional page if necessary): In Industrial Hygiene Society Member, Group Leader for Huron River Watershed Council |
| or a member of your immediate family have any direct financial of er, service provider or contractor of the City of Birmingham from sation or financial benefit? If yes, please explain: the City of Birmingham? Yes 12/8/2015 Date |
| |

NOTE: All members of boards and commissions are subject to the provisions of City of Birmingham City Code Chapter 2, Article IX, Ethics and the filing of the Affidavit and Disclosure Statement. Questions regarding this may be directed to the city clerk - 248.530.1880.

BENJAMIN STAHELIN

1832 E. Lincoln St. • Birmingham, MI 48009 248-210-7764 • stahelinbenjamin@gmail.com

~ INDUSTRIAL HYGIENE & EHS FIELD ~

AN EXPERIENCED PROFESSIONAL with a degree in Occupational and Environmental Health, focusing on Industrial Hygiene and Industrial Toxicology. I have a proven track record for meeting projects on time with accurate data and clear results. Interact with a network of cross-functional professionals to achieve maximum motivation, collaboration and efficiency. Dynamic communication, leadership, problem solving, and relationship management skills. Offer theoretical and applied knowledge in:

Industrial ToxicologyIndustrial HygieneEnvironmental HealthIndustrial NoiseProcess Safety ManagementIndustrial Ventilation

Industrial Control Methods Air Sampling Occupational Health Management

PROFESSIONAL EXPERIENCE

Regional Environmental Health and Safety Manager FM SYLVAN

Jan 2015- Present

Pontiac, MI

- Provide EHS leadership on multiple Industrial and Construction job sites
- Manage all Project Managers Safety Performance
- Audit Company and employees to ensure OSHA and EPA compliance
- Maintain all records, permits and Site Safety Plans
- Provide direction by planning and prioritizing jobs to provide a safe and efficient atmosphere.
- Coordinate and communicate safety related topics through out customers business
- Provide training and safety talks to employees
- Anticipate, Evaluate and Recognize future hazards and create controls to prevent hazards from occurring.
- Head investigation reports to identify root causes and preventable measures
- Create, maintain and initiate all Company Safety Programs

Environmental Health and Safety Coordinator MARINE POLLUTION CONTROL

May 2013- June 2014

Detroit, MI

- Actively develop, implement and update Environmental Health and Safety Programs, ensuring workplace and team safety at all times
- Conduct Field Audits
- Conduct OSHA Compliance Audits
- Coordinate Monthly Safety Meetings
- Write audit reports, Job Safety Analysis reports and root cause analysis reports.
- Develop Site Specific Health and Safety Plans and policies
- Maintain Records
- Maintain International Safety Network compliance

Chemist | Safety Manager PMG REFINERS

July 2012- May 2013

Redford, MI

- Actively develop and implement Environmental Health and Safety Programs, ensuring workplace and team safety at all times.
- Facilitate productive communication between the company, Environmental Quality, chemical companies, and waste disposal firms.
- Oversee a variety of customer jobs, ensuring timely and accurate turn around for each client.

PROFESSIONAL EDUCATION

WAYNE STATE UNIVERSITY 2013

Master of Science in Occupational and Environmental Health and Safety

Concentration in Industrial Hygiene and Industrial Toxicology

EASTERN MICHIGAN UNIVERSITY

Bachelor of Science in Biology and Chemistry

Dean's List Honors

CERTIFICATIONS

2005

ENVIRONMENTAL HEALTH AND HAZARDOUS MATERIALS CONTROL CERTIFICATE
DOT HAZARDOUS MATERIALS SHIPMENTS AND RCRA TRAINING
OSHA 30 HR GENERAL INDUSTRY TRAINING
OSHA 30 HR CONSTRUCTION TRAINING
40HR HAZWOPER TRAINING
COMPETENT PERSON SCAFFOLD TRAINING
CONFINED SPACE TRAINING
CONFINED SPACE RESCUE TRAINING
BASIC FIRST AID AND ADULT/CHILD/INFANT CPR

BENJAMIN STAHELIN

1832 E. Lincoln St • Birmingham, MI 48009 248-210-7764 • stahelinbenjamin@gmail.com

PROFESSIONAL AFFILIATIONS

Member Society of Toxicology

Member America Society of Safety Engineers and Michigan Industrial Hygiene Association

Vice President Wayne State University Industrial Hygiene Student Association

Volunteer Ann Arbor's Community Emergency Response Team

Group Leader Huron River Watershed Council

Volunteer Ann Arbor Hands on Museum



NOTICE OF INTENTION TO APPOINT TO BOARD OF REVIEW

At the regular meeting of Monday, December 7, 2015, the Birmingham City Commission intends to appoint one alternate member to serve the remainder of a three-year term to expire December 31, 2016. Applicants must be property owners and electors of the City of Birmingham.

The board of review, consisting of two panels of three local citizens who must be property owners and electors, is appointed by the city commission for three-year terms. Although a general knowledge of the city is very helpful, more important are good judgment and the ability to listen carefully to all sides of an issue before making a decision. Approximately three weeks in March are scheduled for taxpayers to protest their assessments and one day each in July and December for correcting clerical errors and mutual mistakes of fact. Two training sessions in February are also required.

Interested citizens may submit an application available at the clerk's office or online at www.bhamgov.org/boardopportunities. Applications must be submitted to the city clerk's office on or before noon on Wednesday, December 2, 2015. These documents will appear in the public agenda for the regular meeting at which time the City Commission will interview applicants and may make nominations and vote on appointments.

Board members are paid \$110 per diem.

<u>Applicant(s) Presented For City Commission Consideration:</u>

| Applicant Name | Criteria/Qualifications |
|----------------|--|
| | Applicants must be property owners and electors of the |
| | City of Birmingham. |
| Elicia Katrib | Property Owner – 1832 East Lincoln |
| | Registered Voter |

NOTE: All members of boards and commissions are subject to the provisions of City of Birmingham City Code Chapter 2, Article IX, Ethics and the filing of the Affidavit and Disclosure Statement.

SUGGESTED RESOLUTION:

To appoint_____ as an alternate member, to the Board of Review to serve the remainder of a three-year term to expire December 31, 2016.

BOARD OF REVIEW

City Charter - Chapter III, Section 14

Terms: Three Years

Members: Members must be property owners and electors of the City of Birmingham

Appointed by the City Commission

| Last Name Fir Home Address | st Name | Home Business Fax | | |
|----------------------------|---------|-------------------------|-----------|--------------|
| | | E-Mail | Appointed | Term Expires |
| Chapman | Alex | (313) 475-0275 | 2/24/2014 | 12/31/2016 |
| 1832 Cole | | | | |
| | | alex@chaps-realty.com | | |
| Clevers | Ruth | (248) 644-0069 | 2/9/2009 | 12/31/2018 |
| 635 West Frank | | | | |
| | | rclevers@gmail.com | | |
| Di Placido | Guy | (248) 644-1708 | 1/10/1994 | 12/31/2017 |
| 726 Lakeside Dr. | | | | |
| | | | | |
| Feiste | Leland | (248) 644-3948 | 1/22/2001 | 12/31/2016 |
| 1474 Maryland | | | | |
| | | lwfeiste@yahoo.com | | |
| Richey | Lester | (248) 644-7143 | 2/9/2015 | 12/31/2017 |
| 1690 Stanley | | | | |
| | | lesrichey@yahoo.com | | |

| Last Name Home Address | First Name | Home Business Fax E-Mail | Appointed | Term Expires |
|------------------------|------------|-----------------------------------|------------|--------------|
| | | | ,,, | |
| Rose | Cynthia | (248) 752-2667 | 3/2/2009 | 12/31/2018 |
| 1011 Clark | | | | |
| | | | | |
| | | crose@cbwm.com | | |
| Steinberger | Michael | 248.217.4805 | 8/10/2015 | 12/31/2017 |
| 2849 Buckingha | ım | | alternate | |
| | | | | |
| | | steinberger.michael@ | @gmail.com | |
| Vacant | | | | 12/31/2016 |
| | | | alternate | |

PRINT FORMED BY

DEC - 9 2015

CITY CLERK'S OFFICE



CITY OF BIFARPLICATION FOR CITY BOARD OR COMMISSION

BOARD OR COMMISSION (Please print clearly) Will Attend/Unable to Attend

OFFICE USE ONLY
Meets Requirements? Yes No

Confirmed Interview Date:

| Board of Review Member | | | | | |
|------------------------|------------------|-----------------------------------|---|-----------|--|
| | Board/C | Commission of In | terest Position of Interest | | |
| Name El | ICIA KATRIB | | | | |
| Address | 1832 E Line | coln st. | Business | | |
| | Birmingham | , MI 48009 | | | |
| Phone | 248/379/35 | 577 | | | |
| E-mail | E.katrib@g | mail.com | | | |
| Length of | Residence | 7 years | Occupation Project Management | | |
| Reason fo | or interest | Supporting my community by keepir | oing our city moving forward to incorporate lessons learned and maintain a balance between its residential and business interests. | | |
| Reason re | interest | | | 11 | |
| | | | | | |
| Related E | mplovment E | Experience (Pleas | se indicate dates) | | |
| | | • | levelop solutions to complex problems (2011-present) | | |
| B. Media | ator for civil m | atters in legal disp | putes (2010-present) | | |
| C. Deve | loped and exe | ecuted plans to imp | prove processes and programs (2009-present) | | |
| Education | Bachelor's | degree from Wayne State | te University, Master's degree from Walsh College, Law degree from UDM | | |
| | | | | | |
| Members | hips, Associa | tions, etc. Attack | Information (City Boards, Churches, Civic or Community the resume or additional page if necessary): Alsh College Alumni Association, HAVEN, MI Humane Society | Groups | |
| business | relationships | s with any suppl | u or a member of your immediate family have any direct finalier, service provider or contractor of the City of Birminghansation or financial benefit? If yes, please explain: | ancial or | |
| Are you a | n elector (re | gistered voter) ir | n the City of Birmingham? Yes | | |
| 5 | VHO | | 12/7/2015 | | |
| Signature | of Applicant | | Date | | |

NOTE: All members of boards and commissions are subject to the provisions of City of Birmingham City Code Chapter 2, Article IX, Ethics and the filing of the Affidavit and Disclosure Statement. Questions regarding this may be directed to the city clerk - 248.530.1880.



NOTICE OF INTENTION TO APPOINT TO PLANNING BOARD

At the regular meeting of Monday, January 25, 2016, the Birmingham City Commission intends to appoint one alternate member to serve the remainder of a three-year term to expire November 2, 2017. Members must consist of an architect duly registered in this state, a building owner in the Central Business or Shain Park Districts, and the remaining members shall represent, insofar as possible, different occupations and professions such as, but not limited to, the legal profession, the financial or real estate professions, and the planning or design professions. Members must be residents of the City of Birmingham.

Interested citizens may submit an application available at the city clerk's office or online at www.bhamgov.org/boardopportunites. Applications must be submitted to the city clerk's office on or before noon on Wednesday, January 20, 2016. These applications will appear in the public agenda for the regular meeting at which time the City Commission will discuss recommendations, and may make nominations and vote on the appointments.

PLANNING BOARD DUTIES

The planning board consists of nine members who serve three-year terms without compensation. The board meets at 7:30 P.M. on the second and fourth Wednesdays of each month to hear design reviews, zoning ordinance text amendments and any other matters which bears relation to the physical development or growth of the city.

Specifically, the duties of the planning board are as follows:

- 1. Long range planning
- 2. Zoning ordinance amendments
- 3. Recommend action to the city commission regarding special land use permits.
- 4. Site plan/design review for non-historic properties
- 5. Joint site plan/design review for non-residential historic properties
- 6. Rezoning requests.
- 7. Soil filling permit requests
- 8. Requests for opening, closing or altering a street or alley

NOTE: All members of boards and commissions are subject to the provisions of City of Birmingham City Code Chapter 2, Article IX, Ethics and the filing of the Affidavit and Disclosure Statement.

<u>Applicant(s) Presented For City Commission Consideration:</u>

| Applicant Name | Criteria/Qualifications Must be a resident of Birmingham and Must represent, insofar as possible, different occupations and professions such as, but not limited to, the legal profession, the financial or real estate professions, and the planning or design professions. |
|--------------------|--|
| Corey Jacoby | 1433 Maryland Builder |
| Lisa Prasad | 622 Vinewood Real Estate Development |
| Kathleen Devereaux | 1019 Rivenoak Writer, former Attorney |

| SUGGESTED ACTION: | | |
|---------------------------------|--|---|
| To appoint | as an alternate member to serve the remainder of | a |
| three-year term on the Planning | Board to expire November 2, 2017. | |

PLANNING BOARD

Chapter 82 - Section 82-26 - Nine Members

Job Requirements: An architect duly registered in this state, a building owner in the Central Business or Shain Park Districts, and remaining members, must represent, insofar as possible, different occupations and professions such as, but not limited to, the legal profession, the financial or real estate professions, and the planning or design professions.

Terms: Three Years

Appointment by City Commission

Meeting Schedule: Second and Fourth Wednesday of the month at 7:30 PM.

| Last Name Home Address | First Name | Home Business Fax | | | | |
|---------------------------|------------|--------------------------|--------------------------|--------------------|--|--|
| | | E-Mail | Appointed | Term Expires | | |
| Boyce | Janelle | (248) 321-3207 | 12/10/2007 | 3/28/2017 | | |
| 179 Catalpa | | | | | | |
| | | jlwboyce@hotmail.com | | | | |
| | 5 | | | | | |
| Boyle | Robin | (248) 258-6456 | 4/19/2004 | 3/28/2016 | | |
| 840 Wimbleton | | (313) 577-2702 | Planner/Professor | | | |
| | | robinboyle@ameritech.r. | net | | | |
| Caspersen | Scott | (248) 540-4474 | 2/9/2015 | 12/31/2015 | | |
| 6925 Windham I | _ane | | Student Representative | | | |
| | | scottcaspersen@gmail.c | scottcaspersen@gmail.com | | | |
| Clein | Scott | (248) 203-2068 | 3/22/2010 | 3/28/2016 | | |
| 1556 Yosemite | | | | | | |
| | | s.clein@comcast.net | | | | |
| | | | | | | |
| Jeffares | Stuart | (248) 321-2120 | 12/14/2015 | 3/28/2018 | | |
| 1381 Birminghar | m Blvd | | (served as alternated | l 11/2014-12/2015) | | |
| | | stuartjeffares@gmail.co. | m | | | |

| | First Name | Home Business | | | | |
|---------------------------|------------|-------------------------|---------------------------------------|---------------------------|--|--|
| Home Address | | Fax | | | | |
| | | E-Mail | Appointed | Term Expires | | |
| Koseck 2441 Dorchester | Bert | (248) 302-4018 | 10/12/2009 (Architect) Design | 3/28/2017 Professional | | |
| | | bkoseck@comcast.net | | | | |
| Laverty | Andrea | (248) 310-4418 | 2/9/2015 | 12/31/2015 | | |
| 445 South Cranbr | ook Rd | | Student Represent | tative | | |
| | | andie41698@ail.com | | | | |
| Lazar | Gillian | (248) 613-3400 | 4/10/2006 | 3/28/2018 | | |
| 420 Harmon | | (248) 644-2500 | Building Owner in the Central Busines | | | |
| | | glazar@hallandhunter.c | com | | | |
| Share | Daniel | (248) 642-7340 | 11/24/2014 | 11/2/2017 | | |
| 1040 Gordon Land | е | | Alternate | | | |
| | | dshare@bsdd.com | | | | |
| Vacant | | | | 11/2/2017 | | |
| | | | alternate | | | |
| | | | | | | |
| Williams | J. Bryan | (248) 420-3522 | 4/16/2007 | 3/28/2018 | | |
| 534 Graten Street | t | (248) 433-7289 | attorney | | | |
| | | jwilliams@dickinsonwrig | ght.com | | | |

RECEIVED BY

City of Birmingham

A Walkable Community

OFFICE USE ONLY
Meets Requirement ? Yes No

Confirmed Interview Date:

Will Attend/Unable to Attend

DEC 1 8 2015

Signature of Applicant

APPLICATION FOR CITY BOARD OR COMMISSION

| | LERK'S OFFIC | | (Please print clearly) | |
|------------|---------------------------------|---------------------------|-----------------------------------|---|
| CITY | OF BIRMINGHAM | Bow | A | It Mender |
| | Board/Co | Bow commission of Interes | st | Position of Interest |
| | Corey | - | | |
| Address | 1433 | Maryland Bi | Business | Jews Nes. Corp 25 900 W. 11 Mile Suite 250 |
| | | | | 25900 W. 11 Mile Suite 250 |
| Phone | 248 420 | 7600 Jacoby Dev. | | southfield, MI 48034 |
| E-mail | Corej @ | Jacoby Dev. | Cru | |
| Length of | Residence _ | | | Boilder / Developer |
| Reason fo | r interest | To be Favolve | Lim our Comm | unity, Give back, and |
| to h | all Make | Brungham a | Continues suc | (Se/) |
| | | J | | |
| | erience or Ot | her Relevant Infor | | s, Churches, Civic or Community Groups |
| | W? | Jis, etc. Attacii ies | unie or additional pa | ge ii necessary): |
| | 100 | | I III III III III III III III III | |
| | | | | |
| business ı | relationships voice they derive | with any supplier, s | service provider or o | mediate family have any direct financial ocontractor of the City of Birmingham from it? If yes, please explain: |
| | - | | | |
| Are you ar | n elector (regis | stered voter) in the | City of Birmingham? | · · |
| 1 | // | | 12/1 | 8115 |
| | 4. | | | |

NOTE: All members of boards and commissions are subject to the provisions of City of Birmingham City Code Chapter 2, Article IX, Ethics and the filing of the Affidavit and Disclosure Statement. Questions regarding this may be directed to the city clerk - 248.530.1880.

Date

DEC - 8 2015



| OFFICE USE ONLY |
|---------------------------|
| Meets Requirements? Yes |
| Confirmed Interview Date: |

CITY CLARPLICATION FOR CITY BOARD OR COMMISSION (Will Attend) Unable to Attend (Please print clearly) anning ourc **Board/Commission of Interest** RASAD Name inewood **Address Business** am MI 48009 Phone 241-6092 E-mail **Length of Residence** Occupation \ Reason for interest Related Employment Experience (Please indicate dates) В. Past Experience or Other Relevant Information (City Boards, Churches, Civic or Community Groups, Memberships, Associations, etc. Attach resume or additional page if necessary): Internat To the best of your knowledge, do you or a member of your immediate family have any direct financial or

business relationships with any supplier, service provider or contractor of the City of Birmingham from which you or they derive direct compensation or financial benefit? If yes, please explain:

Are you an elector (registered voter) in the City of Birmingham?

Signature of Applicant

NOTE: All members of boards and commissions are subject to the provisions of City of Birmingham City Code Chapter 2, Article IX, Ethics and the filing of the Affidavit and Disclosure Statement. Questions regarding this may be directed to the

LISA PRASAD

622 Vinewood Avenue Birmingham, MI 48009 Phone: (313) 241-6092 (Cell) Lprasad@fullcircleadvisory.com

WORK EXPERIENCE

FULL CIRCLE ADVISORY

Birmingham, MI

FOUNDER & CEO (April 2013 to present)

Provide strategic and operational support to institutional clients to identify, screen, nurture, develop, commercialize and grow high impact businesses with technology roots in the nation's leading academic and medical centers. Full Circle Advisory also has an economic development mission to create and **foster knowledge economies in urban areas**.

U³ VENTURES, LLC

Philadelphia, PA

CO-FOUNDER AND PRESIDENT (October 2006 to March 2013)

Oversaw all aspects of start-up business dedicated to using real estate development as a tool to create vibrancy and growth around colleges and universities. Defined and implemented the firm's business strategy, oversaw all corporate operations, led advisory client interactions and project delivery, and guided the development of real estate assets. Firm's development line of business invested in real estate around urban universities to create new mixed-use products designed to serve the needs of the campus and their communities. Raised venture fund, identified sites with high investment potential, oversaw acquisitions/dispositions, and guided the predevelopment of assets. Highlights include:

- Served as an architect of the Mid-town Detroit Anchor Strategy, a signature program which serves as the model for attracting residents and businesses to locate in Detroit. The Anchor strategy today serves as a national model for how universities and hospitals can attract capital and drive economic growth and vibrancy in their communities;
- Defined real estate and economic development strategy of major institutions including University of Chicago, Temple University, Ohio Board of Regents, and the University of Maryland;
- Raised investment fund of over \$13 million;
- Owned or controlled real estate assets of over \$20 million.

UNIVERSITY OF PENNSYLVANIA

Philadelphia, PA

ASSOCIATE VICE PRESIDENT, FACILITIES AND REAL ESTATE SERVICES (July 2003 to October 2006)

Responsible for planning and overseeing the \$170 million consolidated operating budget for the Division, as well as monitoring all expenditures to ensure consistency with the **University's long term master plan** and strategic goals. Specific responsibilities included:

- Oversaw budget planning and accounting for the division's \$170 million annual operating expenditures for operations and maintenance, utilities, and real estate (operations, development, acquisition/disposition);
- Oversaw the capital planning and approval process as well as annual capital project expenditures of about \$200 million;
- Oversaw real estate transactions with private sector, including development agreements, long term ground leases, and equity partnerships.

DIRECTOR OF RETAIL DEVELOPMENT, FACILITIES & REAL ESTATE (March 2003 to April 2004)

Responsible for maximizing the annual cash flow and long term value of the University's 350,000 square foot retail portfolio that generated \$75 million in annual revenue. Specific responsibilities included:

- Developed and implement business plan for portfolio and individual assets;
- Led the development of University's retail master plan to guide leasing of 350,000 sf portfolio;
- Managed the leasing team and ensured quality tenants in accordance with leasing guidelines.

ASSOCIATE VICE PRESIDENT, BUSINESS DEVELOPMENT (2000 to March 2003)

Responsible for financial and operational oversight of \$25 million in University lines of business. Specific responsibilities included:

- Directly managed a number of business units including the Penn Bookstore, Creative Communications and Ice Rink with total operating budget of over \$25 million;
- Created the Business Development Office to promote the University's business and cultural venues through marketing and communication strategies.

EXECUTIVE DIRECTOR, OFFICE OF THE EXECUTIVE VICE PRESIDENT (1997 – 2000)

Served as Chief of Staff to University's Chief Operating Officer. Experience highlights included:

- Managed the design and implementation of PenNetWorks, the University affiliated e-business accelerator. Coordinated development of business model, negotiated management services agreement with an outside firm, and helped secure corporate sponsorships.
- Coordinated the landmark outsourcing of the University's facilities management and real estate divisions to a private company, the first initiative of its kind in higher education.

COOPERS & LYBRAND, L.L.P. HIGHER EDUCATION CONSULTING PRACTICE

New York, NY

SENIOR ASSOCIATE (1996 - 1997) ASSOCIATE (1995 - 1996)

Led consulting projects aimed at improved financial management, process efficiency, cost containment, and organizational restructuring at major public and private universities nationally. Conducted institution-wide reviews as well as projects in functional areas including purchasing, facilities management, research administration, student services, and information technology. Relevant experiences included:

- Worked with clients to identify scope of services, formulated approach to the project, lead on-site team of consultants, and presented final findings and recommendations.
- Oversaw the successful, on-time, on-budget completion of multiple consulting engagements.
- Managed day to day client relationships.

UNIVERSITY OF PENNSYLVANIA

Philadelphia, PA

EXECUTIVE OFFICE OF RESOURCE PLANNING AND BUDGET

ACTING DEPUTY DIRECTOR / SENIOR BUDGET ANALYST / ANALYST (1988 - 1995)

Assisted the Executive Director in analyzing issues related to planning, developing, and monitoring the University's operating budget, including revising the central allocated cost distribution algorithms. With primary responsibility in the Budget Office, also performed specific functions for the Office of Planning Analysis. Assisted the Vice President and Director of University Planning in the analysis of school strategic plans, linking of planning and budgeting processes, and coordinating other University-wide planning initiatives.

THE PEW CHARITABLE TRUSTS

Philadelphia, PA

CONSULTANT (1987-1988)

Directed project evaluating the giving patterns of the 50 largest foundations in the country. Developed an assessment of the foundation's grants in education by analyzing giving patterns from 1984 to 1988. Assisted with computer tracking and evaluation of nearly 500 grant proposals in the fields of education, culture, and public policy. Advised prospective grantees on Trusts' grantmaking policies and procedures.

EDUCATION

UNIVERSITY OF PENNSYLVANIA (1986 - 1988)

Philadelphia, PA

Master of Government Administration, Fels Center of Government, 1988. Master of Arts in Political Science, 1988.

UNIVERSITY OF MICHIGAN (1982 - 1986)

Ann Arbor, MI

Bachelor of Arts in Political Science, 1986. Bachelor of Arts in English, 1986.

LONDON SCHOOL OF ECONOMICS (Summer 1983)

London, England

Completed courses in economics and international business.

DETROIT COUNTRY DAY SCHOOL (1978 – 1982)

Beverly Hills, MI

REPRESENTATIVE SPEAKING ENGAGEMENTS

Urban Land Institute
International Economic Development Council
International Council for Shopping Centers (ICSC)
Forward Cities Detroit
Transforming Healthcare with Information Technology

CURRENT VOLUNTEER ACTIVITIES

Grace Centers of Hope, Pontiac, MI Derby Middle School Choir, Birmingham, MI PRINT FORM RECEIVED BY City of Birmingham OFFICE USE ONLY Meets Requirements? Yes Confirmed Interview Date: DFC - 9 2015APPLICATION FOR CITY BOARD OR COMMISSION Will Attend Unable to Attend (Please print clearly) CITY OF BIRMINGHAM Planning Board Regular Member **Board/Commission of Interest Position of Interest** Name Kathleen Devereaux 1019 Rivenoak **Address Business Phone** 248-840-5310 kddevereaux@wowway.com E-mail 36 years **Occupation** Writer **Length of Residence** I would like to bring a longtime resident's perspective to the issues presented to Reason for interest the Planning Board. My qualifications as a former attorney and communicator would enable me, I believe, to help facilitate the Planning Board's interactions with residents and petitioners. **Related Employment Experience (Please indicate dates)** A. Defense attorney, State Appellate Defender Office 1974-1979 В. Instructor, Clinical Law, University of Detroit School of Law 1980-1983 C. Supervising Attorney, UAW-GM Legal Services Plan 1983-1990

To the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the City of Birmingham from which you or they derive direct compensation or financial benefit? If yes, please explain:

Past Experience or Other Relevant Information (City Boards, Churches, Civic or Community Groups,

Are you an elector (registered voter) in the City of Birmingham? $^{
m Yes}$

B.A. Mundelein College, Chicago ILL English/French

Memberships, Associations, etc. Attach resume or additional page if necessary):

Education:

See attached sheet

J.D. University of Detroit School of Law

December 8, 2015

Date

NOTE: All members of boards and commissions are subject to the provisions of City of Birmingham City Code Chapter 2, Article IX, Ethics and the filing of the Affidavit and Disclosure Statement. Ouestions regarding this may be directed to the

ADDENDUM TO APPLICATION

Memberships and Associations: I am an avid participant in arts and music classes at the Birmingham Community House (TCH). I am also a supporter of TCH, WTVS (Detroit Public TV) and WRCJ 90.9 F.M. I am also a member of Birmingham Village Players.

As a 36 year resident I have voted in virtually all city elections, and take an active interest in issues concerning my neighborhood. I attend public hearings and contribute my opinion, and keep up with issues before the planning board and Commission by attending meetings, watching meetings on Public Access TV and also reviewing the complete meeting agendas that are available on line. My legal experience has prepared me for the significant document review and analysis this position would require.

My intention in applying for Planning Board membership:

Although the vacancy notice states that a realtor, attorney, designer or finance professional is sought, I think that in order to be truly representative of the community it serves, the Planning Board should include at least one person who is not in any profession that might stand to benefit, however remotely, from the Board's recommendations. I would strive to represent the point of view of residents who, like myself, primarily seek to live here and experience a decent quality of life.

Kathlen Deverage



At the regular meeting of Monday, December 14, 2015 the Birmingham City Commission intends to appoint one resident member with a commercial development background. The term of the Committee will expire upon completion of a final report to the City

Commission and the Committee will cease functioning unless otherwise directed by the

AD HOC PARKING DEVELOPMENT COMMITTEE

Commission.

Interested citizens may submit an application available at the city clerk's office or online at www.bhamgov.org/boardopportunities. Applications must be submitted to the city clerk's office on or before noon on Wednesday, December 9, 2015. These documents will appear in the public agenda for the regular meeting at which time the City Commission will discuss recommendations, and may make nominations and vote on appointments.

<u>Duties of the Ad Hoc Parking Development Committee</u>

The purpose of the Ad Hoc Parking Development Committee is to develop an implementation strategy for addressing future parking demands in the Central Business District, while considering cost, capacity needs and impacts, master planning concepts, financial alternatives and timelines.

Applicant(s) Presented For City Commission Consideration:

| Applicant Name | Criteria/Qualifications Must be a resident of Birmingham and Must have a commercial development background |
|------------------|---|
| Gordon Rinschler | 959 Oakland Retired Chrysler VP, managed projects yielding both commercial development and finance experience |

NOTE: All members of boards and commissions are subject to the provisions of City of Birmingham City Code Chapter 2, Article IX, Ethics and the filing of the Affidavit and Disclosure Statement.

| SUGGESTED AC | ΓΙΟΝ: | | | | | | | | |
|------------------|------------------|-------|-----|----------|-----------|------|---|------------|-------------|
| To appoint | | as th | ne | resident | member | with | а | commercial | development |
| background, to t | he Ad Hoc Parkir | ng De | vel | opment C | ommittee. | | | | |

AD HOC PARKING DEVELOPMENT COMMITTEE

Resolution No. 03-62-15

The seven member committee shall be composed of the following: two City Commissioners; one member from the Advisory Parking Board; one member from the Planning Board; one member from the Principal Shopping District; one resident member from the general public with a background in finance; and one resident member from the general public with a commercial development background. Board members shall be electors or property owners in the city.

Term: The term of the Committee will expire upon completion of a final report to the City Commission and the Committee will cease functioning unless otherwise directed by the Commission.

The purpose of the Ad Hoc Parking Development Committee is to develop an implementation strategy for addressing future parking demands in the Central Business District, while considering cost, capacity needs and impacts, master planning concepts, financial alternatives and timelines.

| Last Name Home Address | First Name | Home Business Fax E-Mail | Appointed Term Expires |
|--------------------------------|------------|-----------------------------------|--|
| Astrein | Richard | (248) 399-4228 | 5/11/2015 Member of Principal Shapping District |
| 13125 Ludlow Huntington Woo | ods 48070 | (248) 644-7477 (248) 644-7477 | Member of Principal Shopping District |
| Clein | Scott | (248) 203-2068 | 5/11/2015 |
| 1556 Yosemite Birmingham | 48009 | | Member of Planning Board |
| | | s.clein@comcast.net | |
| Hoff | Rackeline | (248) 642-1957 | 5/11/2015 |
| 941 Arden Lane | | (248) 219-5514 | City Commissioner |
| Birmingham | 48009 | | |
| | | rackyhoff@hotmail.co | nm |

| Last Name Home Address | First Name | Home Business Fax E-Mail | Appointed Term Expires |
|-----------------------------|------------|-----------------------------------|---|
| Lang | Terry | (248) 646-7604 | 5/11/2015 |
| 1532 S. Bates Birmingham | 48009 | | Resident Member with Finance Background |
| | | terry.lang@beaumon | t.edu |
| Nickita | Mark | (248) 540-0114 | 5/11/2015 |
| 752 East Lincoln | l | | City Commissioner |
| Birmingham | 48009 | | |
| | | markforbirmingham@yahoo.com | |
| Paskiewicz | Judith | (248) 642-3337 | 6/29/2015 |
| 560 Woodland | | | Advisory Parking Committee member |
| Birmingham | 48009 | | |
| | | judith.paskiewicz@gmail.com | |
| VACANT | | | |
| | | | Resident with Commercial Development Background |

Signature of Applicant



| OFFICE USE ONLY |
|---|
| OFFICE USE ONLY Meets Requirements? Yes No |
| |
| Confirmed Interview Date: |
| |
| |
| Will Attend/Unable to Attend |
| Will Attend/Unable to Attend |

APPLICATION FOR CITY BOARD OR COMMISSION

(Please print clearly) Name Business **Address** Phone E-mail ___ Occupation Pretines **Length of Residence** BSSRSS THE BACKGROUND AND SKIUS TO **Reason for interest** M18510N Related Employment Experience (Please indicate dates) City Commission As CHRYSLER VP MANAGROPS C. **Education:** Past Experience or Other Relevant Information (City Boards, Churches, Civic or Community Groups, Memberships, Associations, etc. Attach resume or additional page if necessary): To the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the City of Birmingham from which you or they derive direct compensation or financial benefit? If yes, please explain: Are you an elector (registered voter) in the City of Birmingham? _

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Cris Braun
Executive Director
CBraun@birmingham.k12.mi.us
248.203.5270

Proudly serving the 50+ population of Birmingham, Bingham Farms, Beverly Hills, Franklin, and surrounding areas.

City of Birmingham Commissioner - Liaison to the Next Board of Directors:

Having a Birmingham City Commissioner on the Next Board is very important for two reasons. First, we are the conduit to many people 50 and older in the community. When information about current news and issues in the city is shared with our Board of Directors, we are able to disseminate that information to our members. Often times, our members rely on us as their only means of gathering local news.

Secondly, it is very helpful for a commissioner to be at our meetings to hear directly about the work we are doing in the community, the progress we are making, and upcoming events. It is much more effective than reading off a document that is forwarded on. It is another way to stay connected to the community and be a voice for the 50 plus population.

The time commitment for a liaison is quite minor. What is most important is to be an advocate for Next and the 50 and better residents of our community.

Briefly:

- 1. Board meetings are held the third Tuesday of the month at 1:00 pm.
- 2. There are no board meetings in August or December.
- 3. Meetings typically last an hour to an hour and a half.
- 4. Board members are welcome to participate in meet and greets, or events we host, but it is optional and certainly not a requirement.

Please contact me if there is any additional information I can provide, or questions I can answer. I am confident a commissioner that serves on our Next board will find it very rewarding.

| confident a commissioner that serves on our Next board will find it very rewarding. | |
|---|--|
| Thank you for your consideration. | |

Cris Braun

Respectfully,

SUGGESTED RESOLUTION:
To appoint _____ as the City Commission representative on the Birmingham Next Board of Directors.



BIRMINGHAM CITY COMMISSION GOAL SETTING WORKSHOP SESSION MINUTES JANUARY 9, 2016 DPS FACILITY, 851 SOUTH ETON

8:00 AM

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Rackeline J. Hoff, Mayor, called the meeting to order at 8:03 AM.

II. ROLL CALL

ROLL CALL: Present, Mayor Hoff

Commissioner Bordman Commissioner Boutros Commissioner DeWeese

Commissioner Harris (arrived at 8:05 AM)

Mayor Pro Tem Nickita Commissioner Sherman

Absent, None

Administration: City Manager Valentine, City Attorney Currier, Clerk Pierce, Assistant to the City Manager Haines, IT Manager Gemmell, Police Chief Studt, Deputy Police Chief Clemence, Museum Director Pielack, DPS Director Wood, BPS Director Heiney, Finance Director Gerber, Building Official Johnson, City Planner Ecker, Fire Chief Connaughton, HR Manager Taylor

III. ITEMS FOR DISCUSSION

A. Goal Setting Discussion

Debbie Macon, Facilitating Connections, directed those present through goal-setting exercises. During the group exercises, the groups reviewed the accomplishments and values of the city and the hopes for the future of the city. The group reviewed the previous set of goals and recommended changes and additions.

Ms. Macon explained the items discussed will be reviewed, refined, and shaped into draft goals for the commission to review. The Commission agreed that another session is needed for further discussion and to finalize the goals.

IV. PUBLIC COMMENT

Kathleen Devereaux, DeAngello Espree, and David Bloom commented on the goal setting process.

V. ADJOURN

The meeting adjourned at 11:51 AM.

Laura M. Pierce City Clerk

BIRMINGHAM CITY COMMISSION MINUTES JANUARY 11, 2016 MUNICIPAL BUILDING, 151 MARTIN

7:30 P.M.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Rackeline J. Hoff, Mayor, called the meeting to order at 7:30 PM.

II. ROLL CALL

ROLL CALL: Present, Mayor Hoff

Commissioner Bordman Commissioner Boutros Commissioner DeWeese Commissioner Harris Mayor Pro Tem Nickita Commissioner Sherman

Absent, None

Administration: City Manager Valentine, City Attorney Currier, Clerk Pierce, City Engineer O'Meara, Planning Director Ecker, Police Chief Studt, Deputy Police Chief Clemence

III. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATION OF OATHS, INTRODUCTION OF GUESTS AND ANNOUNCEMENTS.

01-01-16 APPOINTMENT TO THE PUBLIC ARTS BOARD

Motion by Sherman:

To appoint Linda Wells, 588 Cherry Court, as a resident member to the Public Arts Board to serve a three year term to expire January 28, 2019.

MOTION: Motion by DeWeese:

To appoint Maggie Mettler, 544 Wallace, as a resident member to the Public Arts Board to serve a three year term to expire January 28, 2019.

VOTE ON NOMINATION OF WELLS:

Yeas, 7 Absent, None

VOTE ON NOMINATION OF METTLER:

Yeas, 7 Absent, None

The Clerk administered the oath to the appointed board members.

IV. CONSENT AGENDA

MOTION:

All items listed on the consent agenda are considered to be routine and will be enacted by one

motion and approved by a roll call vote. There will be no separate discussion of the items unless a commissioner or citizen so requests, in which event the item will be removed from the general order of business and considered under the last item of new business.

01-02-16 APPROVAL OF CONSENT AGENDA

The following item was removed from the consent agenda:

• Item A (Minutes of December 14, 2015) by Mayor Hoff

MOTION: Motion by Harris, seconded by Bordman:

To approve the consent agenda as follows:

- B. Approval of warrant list, including Automated Clearing House payments, of December 16, 2015 in the amount of \$719,749.12.
- C. Approval of warrant list, including Automated Clearing House payments, of December 23, 2015 in the amount of \$938,702.42.
- D. Approval of warrant list, including Automated Clearing House payments, of January 6, 2016 in the amount of \$3,091,998.82.
- E. Resolution accepting the resignation of Stuart Jeffares as an Alternate Member on the Planning Board, thanking Mr. Jeffares for his service, and directing the Clerk to begin the process to fill the vacancy.
- F. Resolution setting a Public Hearing for February 8, 2016 to consider the proposed lot rearrangement of 1366 Haynes Ct. and 725 S. Adams.
- G. Resolution confirming the City Manager's emergency expenditure for the repair of the Chester Parking Structure Passenger Elevator with the expenditure in the amount not to exceed \$21,150.00. Cost will be charged to the Chester Street Parking Structure elevator maintenance account #585-538.008-930.0200.

ROLL CALL VOTE: Yeas, Commissioner Bordman

Commissioner Boutros Commissioner DeWeese Commissioner Harris Mayor Pro Tem Nickita Commissioner Sherman

Mayor Hoff

Nays, None Absent, None Abstention, None

V. UNFINISHED BUSINESS

01-03-16 MULTI-MODAL TRANSPORTATION BOARD RECOMMENDATION BUMPOUT (CURB EXTENSION) POLICY

City Planner Ecker explained that the Multi-Modal Transportation Board (MMTB) reviewed the informal City bumpout policy and has recommended that it be increased from four feet to six feet in size. The MMTB also recommended that bumpouts should be installed when the street is reconstructed, when there is a new multi-family residential or commercial building being built, when there is a specific area that has a high pedestrian demand even if it is not set to be reconstructed, or when there is a City street that is measured with high speeds. The suggested design policy for streets with existing parallel parking recommend that the bumpout should be six feet wide and on streets with existing angled parking recommend that the bumpout should be twelve feet wide and streets with parallel parking and a bike lane recommend that the bumpout should be eight feet wide.

Ms. Ecker noted that there are four main documents to review when considering curb bumpouts which include Planning Design and Operation of Pedestrian Facilities, by AASHTO (American Association of State Highway and Transportation Officials), the Urban Street Design Guide by the National Association of City Transportation Officials, Designing Walkable Urban Thorough Fares: A Contact Sensitive Approach by the Institute of Transportation Engineers, and The Best Design Practices for Walking and Bicycling in Michigan by MDOT (Michigan Department of Transportation. She explained the recommended guidelines for bumpouts as recommended by each source. She noted that the proposed policy is in line with these documents. She explained that the City Commission should determine whether they want to adopt the recommended policy or send it back to the MMTB to include a review of the four documents for reference.

Commissioner Bordman suggested that a statement about unique or extenuating circumstances be considered by the MMTB and included in the policy. She also suggested the MMTB consider adding midblock crossings and pinch points to the policy. In addition, she suggested emergency vehicles be added to #5 under features.

Mayor Pro Tem Nickita agreed that the MMTB should review the policy again taking into consideration the other standards. He noted that consideration of the other standards will provide a more thorough evaluation of what has already been done. He suggested that the MMTB review the criteria be clarified as to when the bumpouts are installed and review the criteria for pinch points and where pinch points would be appropriate.

Commissioner Harris agreed that the MMTB should review the professional material to allow them to make a fully informed decision. He noted that the length of the radius should be considered as well.

Commissioner DeWeese noted that the policy does not seem to address anything other than curb bumpouts and corners.

Mayor Hoff commented that the policy states that each project should be considered separately by the MMTB. She noted that it should be incorporated into the policy.

MOTION: Motion by Bordman, seconded by DeWeese:

To request the Multi-Modal Transportation Board review the additional documents addressing this topic, as well as the comments made by the City Commission tonight, and to confirm or modify their recommendation accordingly.

VOTE: Yeas, 7

Nays, None Absent, None

VI. NEW BUSINESS

01-04-16 TEMPORARY PARKING POLICY FOR PARKING LOT #6

City Engineer O'Meara explained that a sewer project will be done by Oakland County which will impact parking in the area of Lot #6 along North Old Woodard. He noted that the Advisory Parking Committee has studied this issue and has recommended that permit parkers in that

3

area park on Vinewood, Woodland and Harmon during the project. Residential permit parking on those streets would be suspended during that time period as well. He confirmed that the residents in that area were notified and he did not receive any comments from the residents.

Mr. O'Meara confirmed for Commissioner Bordman that the Birmingham Shopping District is aware of the project and would delay the Farmers Market opening if the sewer project is delayed.

MOTION: Motion by Sherman, seconded by Nickita:

To accept the recommendation of the Advisory Parking Committee to approve a temporary parking policy for Parking Lot #6, due to the anticipated closure of up to 87 parking spaces during planned sewer construction by the Oakland Co. Water Resources Commissioner's Office during a period in April and/or May, 2016. The policy will encourage the movement of monthly parking permit holders to other areas to improve parking options for daily customer traffic. Residential parking permit requirements will be modified during sewer construction only, allowing all day parking by monthly parking permit holders displaying their hang tag in the rearview mirror, for the following streets:

Vinewood Ave. - Woodland Ave. to N. Old Woodward Ave.

Woodland Ave. - Vinewood Ave. to Harmon St.

Harmon St. – Woodland Ave. to N. Old Woodward Ave.

Further, banning all permit parking in monthly permit areas B and I, and monthly permit parking will be temporarily allowed on Harmon St. parking metered spaces. Once all construction has been completed, all monthly parking permit holders will be asked to return to their normally designated parking areas.

VOTE: Yeas, 7

Nays, None Absent, None

01-05-16 ORDINANCE AMENDMENT, CHAPTER 74 OFFENSES AGAINST PUBLIC SAFETY

Deputy Police Chief Clemence explained that there are state laws that govern a CPL holder who has been drinking and has a firearm in their possession at the time of the arrest. Under the City's current ordinance, the officer must write two citations - one under city ordinance for operating while under the influence and a second citation under state law for carrying a pistol under the influence. This ordinance will avoid having two separate prosecutions by adopting the state law under City ordinance to allow the city attorney to be able to prosecute both charges.

MOTION: Motion by Sherman, seconded by Boutros:

To adopt an ordinance amending Part II of the Birmingham City Code, Chapter 74 Offenses, Article VI. Offenses Against Public Safety, Division 2 Weapons, to add Section 74-218 Carrying Under The Influence.

Commissioner Bordman expressed concern with the language and format of the proposed ordinance. City Attorney Currier confirmed that the language mirrors the state law. City Manager Valentine explained that the intent is to bring the city code into compliance with state law and make it identical to avoid confusion.

VOTE: Yeas, 7

Nays, None Absent, None

01-06-16 ESTABLISHMENT OF AN AD HOC RAIL DISTRICT REVIEW COMMITTEE

City Planner Ecker explained that the Multi-Modal Transportation Board (MMTB) reviewed the parking on South Eton, as well as site distance issues and the addition of sharrows. The City Commission decided to create a new ad hoc review committee that would broaden the perspective, the study and type of input in studying this area of South Eton. The Ad Hoc Committee would consist of one member from the Advisory Parking Committee, one member from the Planning Board, one member from the Multi-Modal Board, one business owner in the Rail District, and three resident members from the that area to look at the parking situation, planning ramifications, and multi-modal ramifications.

In response to a question from Mayor Hoff, Ms. Ecker confirmed that there is no formal definition of the Rail District however the common understanding is that it includes South Eton from Maple to Lincoln and South Eton to the railroad.

Mayor Pro Tem Nickita noted that shared parking is a common part of parking scenarios. He suggested a study be done to identify where there could be opportunities for increased parking and as well to understand how parking in that area works. He commented that long term parking ideas that should be considered for parking consolidation such as a parking deck.

MOTION: Motion by Nickita, seconded by Sherman:

To approve the establishment of an Ad Hoc Rail District Review Committee to provide a coordinated review of the Rail District while considering all of the elements and input needed to formalize an integrated approach to addressing parking, planning and multi-modal considerations within this mixed use district, including the S. Eton corridor:

Whereas, the City of Birmingham is desirous of studying the needs of the Rail District to develop an integrated approach to address parking capacity and demands while incorporating multi-modal and planning concepts in this district, and

Whereas, over time the City of Birmingham has studied individual elements of the Rail District, however, a review of these various elements is now desired in order to integrate parking, planning and multi-modal efforts under a single coordinated approach; and

Whereas, the Eton Road Corridor Plan contemplated a mixed use vision for this district, and

Whereas, the Multi-Modal Transportation Plan contemplated a multi-modal approach, including a bike lane and enhanced pedestrian crossings along S. Eton Road, and

Whereas, the City Commission wishes to establish an Ad Hoc Rail District Review Committee to provide a coordinated review of the Rail District while considering all of the elements and input needed to formalize an integrated approach to addressing parking, planning and multi-modal considerations within this mixed use district, including the S. Eton corridor.

Now Therefore Be It Resolved that an Ad Hoc Rail District Review Committee is hereby established to develop a recommended plan for addressing parking, planning and multi-modal issues in the Rail District and along S. Eton Road, while considering capacity needs and various plan concepts as follows:

- 1. The Committee will be Ad Hoc. The term of the Committee shall continue through December 31, 2016 and the Committee will cease functioning unless otherwise directed by the Commission.
- 2. The City Commission hereby appoints a seven (7) member Ad Hoc Committee to be comprised of the following members. Each respective board shall recommend an appointee for consideration by the City Commission.
 - a) One member from the Advisory Parking Committee
 - b) One member from the Planning Board
 - c) One member from the Multi-Modal Board
 - d) One business owner in the Rail District
 - e) Three resident members from the general public; one living in the neighborhood adjoining S. Eton between Maple and Lincoln; one living in the neighborhood adjoining S. Eton between Lincoln and 14 Mile Road; and one living in the neighborhood adjoining N. Eton between Maple and Derby.

The City Commission also hereby appoints the Planning Director as an ex officio member of the committee and the City Manager may designate respective city staff members to serve as ex officio members of the committee to assist in providing information and assistance as may be required.

- 3. The scope of the Committee shall be to develop a recommended plan on how to best proceed in addressing the current and future parking demands, along with planning goals and multi-modal opportunities for this district in accordance with the following:
 - a. Review the Eton Road Corridor Plan, Multi-Modal Transportation Plan, and previous findings of the Rail District Committee in order to identify and recommend how to best incorporate these elements into an integrated approach for this district.
 - b. Calculate the long-term parking demands for both the north and south ends of the Rail District, while considering on-street and off-street parking, shared parking arrangements, use requirements and other zoning regulations which impact parking.
 - c. Review planning and multi-modal objectives for the Rail District with the findings from the long-term parking calculations and develop recommendations to integrate planning and multi-modal elements with parking solutions. Recommendations should consider:
 - i. Considerations for on-street and off-street parking
 - ii. Road design initiatives
 - iii. Multi-modal uses
 - iii. Neighborhood input
 - iv. Existing plans and findings
 - d. Compile the committee's findings and recommendations into a single report to be presented to the City Commission by the end of the committee's term.
- 4. The Committee may request professional services as may be required in the analysis of parking considerations.
- 5. The Committee is not authorized to expend funds or enter into agreements. All recommendations made by the committee shall be in the form of a report to the City Commission.

6. All meetings of the committee shall be open to the public. Agenda and minutes for all meetings shall be prepared.

VOTE: Yeas, 7

Nays, None Absent, None

01-07-16 STORMWATER CHARGE APPORTIONMENT STUDY

City Attorney Currier explained the proposal to commission a study by Hubbell, Roth, and Clark regarding the permeability of the various portions of the City in conjunction with the zoning ordinance in order to develop an ordinance that would charge stormwater charges on a more proportional basis to the users. In order to accomplish this, a study must be conducted as to the permeable surface throughout the City.

MOTION: Motion by Sherman, seconded by Nickita:

To approve the Stormwater Charge Apportionment Study with Hubbell, Roth and Clark, Inc. and authorizing the Mayor and Clerk to execute the same on behalf of the City.

VOTE: Yeas, 7

Nays, None Absent, None

01-08-16 CLOSED SESSION REQUEST ATTORNEY/CLIENT PRIVILEGE COMMUNICATION

MOTION: Motion by Sherman, seconded by Nickita:

To meet in closed session to discuss an attorney/client privilege communication in accordance with Section 8(h) of the Open Meetings Act.

ROLL CALL VOTE: Yeas, Commissioner Boutros

Commissioner DeWeese Commissioner Harris Mayor Pro Tem Nickita Commissioner Sherman Commissioner Bordman

Mayor Hoff

Nays, None Absent, None Abstention, None

01-09-16 CLOSED SESSION REQUEST PENDING LITIGATION

MOTION: Motion by DeWeese, seconded by Bordman:

To meet in closed session to review pending litigation regarding Wolf v City of Birmingham pursuant to Section 8(e) of the Open Meetings Act.

ROLL CALL VOTE: Yeas. Commissioner DeWeese

Commissioner Harris

Mayor Pro Tem Nickita Commissioner Sherman Commissioner Bordman Commissioner Boutros

Mayor Hoff

Nays, None Absent, None Abstention, None

VII. REMOVED FROM CONSENT AGENDA

01-10-16 CITY COMMISSION MEETING MINUTES OF DECEMBER 14, 2015

Mayor Hoff suggested the following revision to Resolution #12-310-15:

"Commissioner Boutros disclosed that he owns a closed door specialty pharmacy that caters pharmaceutical needs to many facilities, retirement homes, nursing facilities, independent and assisted living facilities. He noted that he does not have any business or economic affiliation with the applicant. He questioned if there are any plans to purchase adjacent property and if there were any plans to expand the licensing to skilled nursing home. The applicant responded that they had no intention to expand to any adjacent property or to change the license to a skilled nursing facility."

Mayor Hoff suggested the following revision to Resolution #12-311-15:

"Mayor Pro Tem Nickita noted that whenever a site condition is designed, one must anticipate the direction people will go. He pointed out that a ramp would encourage individuals to cross at an angle. He suggested the Multi-Modal Transportation Board review the system of how the passage works on these three blocks, <u>Haynes</u>, <u>Bowers</u>, and <u>Hazel</u>, and review the solution in a more global way."

MOTION: Motion by Bordman, seconded by Harris:

To approve the City Commission minutes of December 14, 2015 as amended.

VOTE: Yeas, 6

Nays, None Absent, None

Absention, 1 (Sherman – absent)

VIII. COMMUNICATIONS

01-11-16 COMMUNICATIONS

The Commission received the following communications:

- Ruth Gallagher, 183 Puritan Ave. re: Maple Road changes
- Kenneth Ciszewski, 787 Ridgedale Ave. re: Demolition health hazards

The Commission requested a follow up report regarding the letter submitted by Mr. Ciszewski.

IX. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA

X. REPORTS

01-12-16 COMMISSIONER REPORTS

The Commission intends to appoint an alternate member to the Planning Board on January 25, 2016.

01-13-16 COMMISSIONER COMMENTS

Commissioner Bordman commented that she has heard complaints from residents who did not receive notification on a matter that was considered by the Parks Board. She noted that there were no residential properties within 300 feet of the project. In an effort to be transparent with residents and to make sure that residents that are impacted by different situations in the City receive notice, she suggested the City explore a different way to notify such as notice to the neighborhood association president or expand the 300 feet. She stated that it is disturbing that when there is a development adjoining park land, and there are no houses nearby, the people who live in the area and use the park have no idea that there is something happening.

City Manager Valentine requested more specific direction in terms of Commissioner Bordman's expectation as opposed to just reviewing it as a whole. He noted that there were many different considerations and discussions held in the past in terms of noticing. The response was to enhance the City's means to communication information to the public. The City now has expanded means to encourage people to sign up for public meeting notifications of when agendas are available so they can follow along with what is happening within the City. If the Commission wanted to expand that into a different direction, he requested additional input in terms of their expectation so that staff can formulate something to meet that expectation.

Commissioner Bordman suggested that a 300 foot notice requirement that does not touch a single resident is inadequate.

Commissioner DeWeese suggested that if City property is involved, anyone within 300 feet adjacent should be noticed.

Commissioner Harris agreed that residents feel that they are not noticed and suggested that any measures the City would take to enhance noticing would be beneficial.

Mayor Pro Tem Nickita noted that these situations are directly related to unusual circumstances. He noted that the unusual circumstances may need a varied policy such as notification from the edge of the park or signs around the edge of the park.

The City Manager confirmed for the Mayor that staff will return with suggestions.

The Commission recessed to closed session at 8:59 PM. The Commission reconvened in open session at 9:30 PM.

XI. ADJOURN

The meeting adjourned at 9:30 PM.

Laura M. Pierce City Clerk

City of Birmingham Warrant List Dated 01/13/2016

| Check Number | Check Number Early Release Vendor # Vendor | | Vendor | Amount |
|--------------|--|--------|-----------------------------------|-----------|
| 239523 | | 007012 | ACROSS THE STREET PRODUCTIONS INC | 346.50 |
| 239524 | | 007266 | AETNA BEHAVIORAL HEALTH LLC | 416.16 |
| 239526 | | 007745 | ALL COVERED | 1,192.00 |
| 239527 | * | 007696 | AMERICAN CLEANING COMPANY LLC. | 1,350.00 |
| 239528 | | 007824 | APEX CAPITAL MGMT | 10,849.02 |
| 239529 | | 006859 | ARGUS-HAZCO | 250.00 |
| 239531 | * | 006759 | AT&T | 99.03 |
| 239532 | | 004027 | AUTOMATED BENEFIT SVCS INC | 6,994.60 |
| 239533 | | 006316 | BAHL & GAYNOR, INC | 12,888.80 |
| 239534 | * | 003380 | MATT BALDWIN | 47.56 |
| 239535 | | 001103 | BCI ADMINISTRATORS INC | 629.75 |
| 239536 | | 001282 | BEAR PACKAGING & SUPPLY INC | 1,611.50 |
| 239537 | | 000517 | BEIER HOWLETT P.C. | 38,302.25 |
| 239538 | | 007913 | BLAKE BELSKY | 180.00 |
| 239539 | | 007345 | BEVERLY HILLS ACE | 44.51 |
| 239540 | * | 007737 | CITY OF BIRMINGHAM #208 | 2,003.75 |
| 239542 | | 007624 | BIRMINGHAM OIL CHANGE CENTER, LLC | 26.98 |
| 239544 | | 000546 | KAREN D. BOTA | 3,570.00 |
| 239548 | | MISC | CASS COLLISION CLAWSON | 1,303.68 |
| 239551 | | 002067 | CENTRAL PARKING SYSTEM | 1,040.00 |
| 239552 | | 000603 | CHEMCO PRODUCTS INC | 232.00 |
| 239553 | | 000605 | CINTAS CORPORATION | 45.23 |
| 239554 | | MISC | CITY OF BIRMINGHAM | 237.12 |
| 239555 | | 004026 | COFINITY | 1,296.00 |
| 239556 | * | 007625 | COMCAST | 203.45 |
| 239557 | * | 007774 | COMCAST BUSINESS | 1,246.94 |
| 239559 | | 002668 | CONTRACTORS CLOTHING CO | 48.25 |
| 239560 | | 003923 | CUMMINS BRIDGEWAY LLC | 1,373.73 |
| 239561 | * | 004386 | CYNERGY WIRELESS | 3,250.00 |
| 239562 | | 003825 | DEERE ELECTRIC INC | 364.55 |
| 239563 | | 000177 | DELWOOD SUPPLY | 347.62 |
| 239564 | | 006907 | DENTEMAX, LLC | 143.10 |
| 239565 | * | 000187 | JOHN DONOHUE | 26.40 |
| 239566 | | MISC | DOUG DAWDY | 100.00 |
| 239567 | * | MISC | DOUGLAS G ASHLEY | 300.00 |
| 239568 | | 000190 | DOWNRIVER REFRIGERATION | 11.77 |
| 239570 | * | 006700 | DRV CONTRACTORS, LLC | 38,071.25 |
| 239571 | * | 000179 | DTE ENERGY | 33.58 |
| 239572 | | 007538 | EGANIX, INC. | 720.00 |
| 239573 | | 007399 | EL CENTRAL HISPANIC NEWS | 220.00 |
| 239574 | | 004671 | ELDER FORD | 513.45 |
| 239575 | | 003253 | ESRI, INC | 8,950.00 |
| 239576 | | 000207 | EZELL SUPPLY CORPORATION | 186.36 |

City of Birmingham Warrant List Dated 01/13/2016

| Check Number | k Number Early Release Vendor # Vendor | | Amount | |
|--------------|--|--------|------------------------------------|-----------|
| 239578 | | 007314 | FLEIS AND VANDENBRINK ENG. INC | 1,720.46 |
| 239579 | | 001023 | GABRIEL, ROEDER, SMITH & CO. | 1,400.00 |
| 239580 | | 006384 | GISI | 480.03 |
| 239581 | | 006696 | GRAPHIC TICKETS & SYSTEMS | 2,193.18 |
| 239582 | | 007788 | GRIFFIN INSTALLATIONS | 150.00 |
| 239584 | * | 007908 | HANAN GOLDMAN | 203.20 |
| 239585 | | 000261 | J.H. HART URBAN FORESTRY | 13,590.10 |
| 239586 | | 007458 | HERITAGE - CRYSTAL CLEAN, LLC | 50.00 |
| 239587 | | 005990 | ICC INC | 55.00 |
| 239588 | | 001204 | ICMA | 805.20 |
| 239590 | | 000342 | INTERSTATE BATTERY SYSTEM | 292.85 |
| 239591 | | 002407 | J & B MEDICAL SUPPLY | 586.42 |
| 239592 | | 003458 | JOE'S AUTO PARTS, INC. | 513.64 |
| 239593 | | 000891 | KELLER THOMA | 577.50 |
| 239594 | * | MISC | KEVIN J DUNN | 512.53 |
| 239595 | | 004085 | KONE INC | 2,422.08 |
| 239596 | | 005876 | KROPF MECHANICAL SERVICE COMPANY | 197.50 |
| 239597 | * | 007495 | LACARIA CONCRETE CONSTRUCTION INC. | 6,784.90 |
| 239600 | | MISC | MADISON ELECTRIC COMPANY | 1,864.71 |
| 239601 | | 007797 | MAILFINANCE INC. | 288.63 |
| 239604 | | 006831 | MICHIGAN DEPT. OF TRANSPORTATION | 9,815.10 |
| 239608 | | 001452 | MONTGOMERY & SONS INC | 1,604.85 |
| 239609 | * | 001996 | PAULA MOORE | 325.00 |
| 239610 | | 007665 | NATIONWIDE POWER SOLUTIONS INC. | 1,984.00 |
| 239611 | | 004255 | NETECH CORPORATION | 1,766.25 |
| 239612 | | 007755 | NETWORK SERVICES COMPANY | 1,124.77 |
| 239613 | | 007856 | NEXT | 22,702.50 |
| 239616 | | 001864 | NOWAK & FRAUS ENGINEERS | 44,894.80 |
| 239617 | | 006359 | NYE UNIFORM COMPANY | 1,382.45 |
| 239618 | | 001686 | OAKLAND CO CLERKS ASSOC | 25.00 |
| 239619 | | 001686 | OAKLAND CO CLERKS ASSOC | 25.00 |
| 239620 | * | 000477 | OAKLAND COUNTY | 1,911.80 |
| 239621 | | 000919 | OAKLAND COUNTY TREASURER | 5,861.53 |
| 239622 | | 000675 | OAKLAND SCHOOLS | 4,356.95 |
| 239623 | | 003461 | OBSERVER & ECCENTRIC | 325.80 |
| 239624 | | 004370 | OCCUPATIONAL HEALTH CENTERS | 309.25 |
| 239625 | | 000481 | OFFICE DEPOT INC | 849.23 |
| 239626 | | 006891 | ONLINE STORES INC. | 395.22 |
| 239627 | | 006625 | PACIFIC TELEMANAGEMENT SERVICES | 78.00 |
| 239628 | | 001277 | PHYSIO-CONTROL CORP. | 810.74 |
| 239629 | | 002518 | PITNEY BOWES INC | 195.00 |
| 239630 | | 000486 | PLANTE & MORAN PLLC | 6,450.00 |
| 239631 | * | 000801 | POSTMASTER | 225.00 |

City of Birmingham Warrant List Dated 01/13/2016

| Check Number | Early Release | Vendor # | Vendor | Amount |
|--------------|---------------|----------|------------------------------------|--------------|
| 239633 | | 003447 | RAFT | 250.00 |
| 239636 | | 001181 | ROSE PEST SOLUTIONS | 84.00 |
| 239637 | | 006832 | SAFEWARE INC. | 177.22 |
| 239638 | * | 002806 | SAM'S CLUB/SYNCHRONY BANK | 436.33 |
| 239639 | | 005759 | SCHENA ROOFING & SHEET METAL | 2,050.00 |
| 239640 | | 003785 | SIGNS-N-DESIGNS INC | 360.00 |
| 239641 | * | 000254 | SOCRRA | 59,075.00 |
| 239642 | * | 001097 | SOCWA | 124,059.22 |
| 239644 | | 003760 | UNUM LIFE INSURANCE CO. OF AMERICA | 26,154.62 |
| 239645 | | 007914 | WATERWAY OF MICHIGAN LLC | 336.25 |
| 239647 | | 007278 | WHITLOCK BUSINESS SYSTEMS, INC. | 1,789.97 |
| 239653 | | 007083 | XEROX CORPORATION | 9,184.40 |
| | | | Sub Total Checks: | \$507,130.07 |
| | | | Sub Total ACH: | \$52,775.62 |
| | | | Grand Total: | \$559,905.69 |

All bills, invoices and other evidences of claim have been audited and approved for payment.



Mark Gerber Finance Director/ Treasurer

^{*-}Indicates checks released in advance and prior to commission approval in order to avoid penalty or to meet contractual agreement/obligation.

1/25/2016

City of Birmingham ACH Warrant List Dated 1/13/2015

| Vendor Name | Transfer Date | Transfer Amount |
|----------------------------------|------------------|--------------------|
| Automated Benefit Services, Inc. | 1/11/2015 | 52,775.62 |
| | TOTAL | 52,775.62 |

City of Birmingham Warrant List Dated 01/20/2016

| Check Number Early Release Vendor # Vendor | | Vendor | Amount | |
|--|---|--------|-----------------------------------|-----------|
| 239655 | * | 000819 | 44TH DISTRICT COURT | 927.00 |
| 239656 | * | 000855 | 48TH DISTRICT COURT | 2,000.00 |
| 239657 | * | 000855 | 48TH DISTRICT COURT | 100.00 |
| 239658 | * | 000855 | 48TH DISTRICT COURT | 100.00 |
| 239659 | * | 000855 | 48TH DISTRICT COURT | 100.00 |
| 239660 | * | 000855 | 48TH DISTRICT COURT | 100.00 |
| 239661 | * | 007932 | 73-B DISTRICT COURT | 200.00 |
| 239662 | | 002284 | ABEL ELECTRONICS INC | 98.99 |
| 239664 | | 000157 | BOB ADAMS TOWING INC. | 486.00 |
| 239666 | | 005795 | ALLIE BROTHERS, INC | 74.99 |
| 239667 | | 001148 | AMWAY GRAND PLAZA | 539.55 |
| 239669 | | 000282 | APOLLO FIRE EQUIPMENT | 93.42 |
| 239670 | | 007930 | ANDREA APPEL | 15.00 |
| 239671 | * | 006759 | AT&T | 1,202.94 |
| 239672 | * | 007216 | AT&T | 105.00 |
| 239675 | | 003012 | BATTERIES PLUS | 10.19 |
| 239676 | * | 006894 | DAVID BIANCHETTE | 95.00 |
| 239678 | | 002231 | BILLINGS LAWN EQUIPMENT | 22.67 |
| 239679 | | 006683 | BIRMINGHAM LAWN MAINTENANCE | 1,841.00 |
| 239680 | | 007624 | BIRMINGHAM OIL CHANGE CENTER, LLC | 39.96 |
| 239682 | * | 001086 | CITY OF BIRMINGHAM | 481.00 |
| 239684 | * | MISC | BOGDANSKI, JAMES & | 15.05 |
| 239685 | | 006337 | BRADFORD & MARZEC LLC | 8,406.24 |
| 239686 | | 000431 | BRESSER'S INFORMATION SERVICE | 850.00 |
| 239688 | | 007919 | BRUCE WHITE GALLERIES | 1,043.80 |
| 239689 | * | MISC | CANNARSA, ANTHONY M & | 3,518.26 |
| 239690 | | 007933 | CARDNO | 11,750.00 |
| 239695 | | 002067 | CENTRAL PARKING SYSTEM | 11.00 |
| 239696 | | 002067 | CENTRAL PARKING SYSTEM | 5.00 |
| 239697 | * | MISC | CHECK, NEAL | 582.80 |
| 239698 | | 000603 | CHEMCO PRODUCTS INC | 210.00 |
| 239699 | * | 007835 | SARAH CHUNG | 290.00 |
| 239700 | | 000605 | CINTAS CORPORATION | 36.46 |
| 239701 | | 004188 | COFFEE BREAK SERVICE, INC. | 172.00 |
| 239702 | * | 007625 | COMCAST | 259.44 |
| 239703 | * | 000627 | CONSUMERS ENERGY | 17.50 |
| 239704 | | 001367 | CONTRACTORS CONNECTION | 129.60 |
| 239705 | * | 005108 | CORELOGIC TAX SERVICE | 633.40 |
| 239706 | * | 005108 | CORELOGIC TAX SERVICE | 478.11 |
| 239707 | * | 005108 | CORELOGIC TAX SERVICE | 462.27 |
| 239708 | * | 005108 | CORELOGIC TAX SERVICE | 864.99 |
| 239709 | * | 005108 | CORELOGIC TAX SERVICE | 719.57 |
| 239710 | | 004386 | CYNERGY WIRELESS | 1,407.49 |

City of Birmingham Warrant List Dated 01/20/2016

| Check Number | k Number Early Release Vendor # Vendor | | Amount | |
|--------------|--|--------|----------------------------------|------------|
| 239712 | * | 004232 | DEARBORN LITHOGRAPH INC | 14,747.00 |
| 239713 | | 003825 | DEERE ELECTRIC INC | 4,400.00 |
| 239714 | | 000186 | JACK DOHENY SUPPLIES INC | 78.22 |
| 239716 | | 007399 | EL CENTRAL HISPANIC NEWS | 60.00 |
| 239718 | * | MISC | FLYNN, MICHAEL C | 852.59 |
| 239719 | | 007714 | FRANK'S LANDSCAPE & SUPPLIES LLC | 300.00 |
| 239720 | | 000592 | GAYLORD BROS., INC | 307.13 |
| 239721 | | MISC | GEORGE A DROSIS | 3,000.00 |
| 239722 | | 004604 | GORDON FOOD | 247.11 |
| 239723 | | MISC | GREENTREE INVESTMENT COMPANY | 454.23 |
| 239724 | | 005704 | GREG DAVIS LANDSCAPE | 40,325.00 |
| 239726 | | 000249 | GUARDIAN ALARM | 224.03 |
| 239727 | * | 006799 | NATALIA HAASE | 396.00 |
| 239728 | * | MISC | HACK, JAY & | 269.96 |
| 239729 | | 001447 | HALT FIRE INC | 560.55 |
| 239730 | | 000261 | J.H. HART URBAN FORESTRY | 10,979.69 |
| 239731 | | 001672 | HAYES GRINDING | 30.50 |
| 239732 | | 006869 | PETER J. HEALY III | 280.00 |
| 239733 | * | MISC | HEATHCOCK, ELTON K & | 336.00 |
| 239734 | | 001820 | IIMC | 95.00 |
| 239736 | | 002407 | J & B MEDICAL SUPPLY | 432.50 |
| 239737 | | 007870 | J.C. EHRLICH CO. INC. | 24.00 |
| 239738 | | 000344 | J.T. EXPRESS, LTD. | 1,387.88 |
| 239739 | * | MISC | JANKOWSKI, SARAH ELIZABETH | 1,115.99 |
| 239740 | * | 007244 | CHRISTOPHER JUDKINS | 100.00 |
| 239741 | | 004904 | KONICA MINOLTA-ALBIN | 218.42 |
| 239742 | | 000362 | KROGER COMPANY | 44.30 |
| 239743 | | 005876 | KROPF MECHANICAL SERVICE COMPANY | 3,083.11 |
| 239744 | * | MISC | LERETA | 6,583.02 |
| 239745 | | MISC | LEWAND DEVELOPMENT | 500.00 |
| 239751 | | 007929 | LSL PLANNING | 145.25 |
| 239753 | * | 001669 | MACP | 280.00 |
| 239754 | | 001387 | MICHIGAN MUNICIPAL LEAGUE | 142,478.42 |
| 239756 | * | 002809 | STATE OF MICHIGAN | 200.00 |
| 239757 | | 001228 | STATE OF MICHIGAN-BOILERS | 120.00 |
| 239758 | | 007659 | MICHIGAN.COM | 65.00 |
| 239759 | | 006461 | MID AMERICA RINK SERVICES | 92.77 |
| 239764 | | 007163 | MOBILE HEALTH RESOURCES | 1,307.08 |
| 239765 | | 005986 | MRWA | 350.00 |
| 239766 | | 004876 | NATIONAL LEAGUE OF CITIES | 1,861.00 |
| 239767 | | 007856 | NEXT | 207.00 |
| 239768 | | 006359 | NYE UNIFORM COMPANY | 967.17 |
| 239769 | * | 000477 | OAKLAND COUNTY | 161,216.76 |

City of Birmingham Warrant List Dated 01/20/2016

| Amount | | Vendor | Vendor # | Early Release | Check Number |
|----------------|-------------------|------------------------|----------|---------------|--------------|
| 20.00 | RER'S ASSN. | OAKLAND COUNTY TREASU | 006602 | | 239770 |
| 626.75 | ENTERS | OCCUPATIONAL HEALTH C | 004370 | | 239771 |
| 1,057.32 | | OFFICE DEPOT INC | 000481 | | 239773 |
| 473.21 | | PEPSI COLA | 001753 | * | 239775 |
| 1,622.50 | Ñ | JAMIE CATHERINE PILLO | 003352 | * | 239777 |
| 53.45 | N LLC | PREMIER HOLDING CHAPIN | MISC | * | 239778 |
| 1,451.20 | ANY INC | PREMIUM ELECTRIC COMPA | 007931 | | 239779 |
| 655.59 | | PRINTING SYSTEMS INC | 000897 | | 239780 |
| 120.00 | | QUENCH USA INC | 006729 | | 239781 |
| 7,550.76 | CO | ROAD COMM FOR OAKLAND | 000478 | | 239784 |
| 547.58 | SALES & | ROYAL TRUCK & TRAILER | 007921 | | 239786 |
| 1,822.22 | | SAFEWARE INC. | 006832 | | 239787 |
| 133.83 | INC | MIKE SAVOIE CHEVROLET | 000230 | | 239788 |
| 95.00 | | SHAWN SHILLING | 003895 | * | 239789 |
| 195.92 | INC | SPARTAN DISTRIBUTORS | 000260 | | 239792 |
| 109.00 | | STAR PETROLEUM | 007237 | | 239793 |
| 495.00 | | STEEL EQUIPMENT CO. | 000265 | | 239794 |
| 12.00 | | STOPSTICK, LTD. | 007831 | * | 239795 |
| 33,755.53 | E COMPANY | SYMETRA LIFE INSURANCI | 004355 | | 239796 |
| 325.00 | H INC | TAYLOR FREEZER OF MICH | 001076 | | 239797 |
| 400.60 | | VAN DYKE GAS CO. | 000293 | | 239800 |
| 151.22 | | VERIZON WIRELESS | 000158 | * | 239801 |
| 70.08 | | VERIZON WIRELESS | 000158 | * | 239802 |
| 101.38 | PT. | WATERFORD TWP FIRE DE | 004497 | | 239804 |
| 4,000.00 | | WILCOX BROS. | 001337 | * | 239805 |
| 525.00 | | LAUREN WOOD | 003890 | | 239806 |
| 69.99 | | WOODWARD CAMERA INC | 000837 | | 239807 |
| 53.96 | | XEROX CORPORATION | 007083 | | 239809 |
| \$497,712.46 | Sub Total Checks: | | | | |
| \$6,107,733.88 | Sub Total ACH: | | | | |
| \$6,605,446.34 | Grand Total: | | | | |

All bills, invoices and other evidences of claim have been audited and approved for payment.

Mark Sterler

Mark Gerber

Finance Director/ Treasurer

 $[\]star$ -Indicates checks released in advance and prior to commission approval in order to avoid penalty or to meet contractual agreement/obligation.

1/25/2016

City of Birmingham ACH Warrant List Dated 1/20/2015

| | Transfer | Transfer |
|----------------------------------|-----------|--------------|
| Vendor Name | Date | Amount |
| Birmingham Schools | 1/15/2016 | 4,422,029.60 |
| Oakland County Treasurer | 1/15/2016 | 1,585,776.01 |
| Comerica Bank* | 1/19/2016 | 1,634.43 |
| Automated Benefit Services, Inc. | 1/15/2016 | 98,293.84 |
| | TOTAL | 6,107,733.88 |

^{*}In October 2015, the City Manager's credit card company was changed from Bank of America to Comerica Bank. Comerica Bank requires payment by ACH.



MEMORANDUM

Fire Department

DATE: January 20, 2016

TO: Joseph A. Valentine, City Manager

FROM: John Connaughton, Fire Chief

SUBJECT: 2014 Emergency Management Performance Grant (EMPG)

The City of Birmingham has their own established Emergency Management Program pursuant to Ordinance #986 of the Birmingham City Code and the Michigan Emergency Management Act, Act 390

The purpose of this grant agreement is to provide federal pass-through funds to the City of Birmingham for the development and maintenance of an emergency management program capable of protecting life, property, and vital infrastructure in times of disaster or emergency.

For the fiscal year 2014, the City of Birmingham received \$13,137.00 in federal pass-through funds to administer Emergency Management. The Michigan State Police informed the City of Birmingham, additional available funds for supplemental distribution to local programs under the Fiscal Year 2014 Emergency Management Performance Grant (EMPG) are available.

The initial funding allocation for this grant period was based on 38.0896% of the estimated budget for one program manager. Based on the total amount identified as available funds for distribution, the percentage used for calculating this supplemental funding allocation is 40.5139%. The supplemental amount awarded to the City of Birmingham is an additional \$835.85.

It is recommended that the Commission approves the supplemental award and authorize the Mayor to sign the attached agreement for 2014 Emergency Management Performance Grant supplemental award.

SUGGESTED RESOLUTION:

To approve the federal funds in the amount of \$835.85 in supplemental award for the 2014 Emergency Management Performance Grant. Further, to direct the Mayor to sign the agreement on behalf of the City.



STATE OF MICHIGAN DEPARTMENT OF STATE POLICE LANSING

COL, KRISTE KIBBEY ETUE

DIRECTOR

RICK SNYDER GOVERNOR

December 21, 2015

Mr. Michael Metz Fire Chief Birmingham City 572 South Adams Road Birmingham, Michigan 48009

Re:

Fiscal Year 2014 Emergency Management Performance Grant (EMPG)

Grant Number: EMW-2014-EP-00023

Dear Mr. Metz:

This letter is being sent to inform you that the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) has identified available funds for supplemental distribution to local programs under the Fiscal Year 2014 Emergency Management Performance Grant (EMPG) program.

The initial funding allocation for this grant was based on 38.0896% of the estimated budget submitted by each local program for the salary, overtime and associated fringe benefits for one program manager. In Fiscal Year 2014, the EMPG program had a 50% cost match requirement (cash or in-kind) as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Public Law 93-288), as amended, 42 USC 5121-5207. Specifically, Title VI, sections 611(j) and 614. Unless otherwise authorized by law, federal funds cannot be matched with other federal funds.

Based on the total amount identified as available for distribution, the percentage used for calculating this one-time supplemental funding allocation is 40.5139%. Future allocations will not be based on this percentage. To ensure the local match requirement of 50% is met, the amended percentage of 40.5139% has been applied to the total amount of allowable costs submitted for reimbursement under the FY 2014 EMPG grant. The amount that your local program will receive is the difference between the total amount of actual reimbursements using the initial percentage (38.0896%) and what the total amount of reimbursements would have been using the revised percentage (40.5139%). A table detailing this calculation follows.

| FY 2014 EMPG Program Manager Costs Submitted: | \$34,489.00 |
|--|-------------|
| Funding Allocation at 38.0896%: | \$13,137.00 |
| Revised Funding Allocation at 40.5139%: | \$13,972.85 |
| Total Allowable Costs Submitted for Reimbursement FY 2014 EMPG | \$34,562.18 |
| Actual Reimbursements: (38.0896% up to maximum allocation) | \$13,137.00 |
| Revised Reimbursement Amount: (based on 40.5139% up to maximum allocation) | \$13,972.85 |
| Supplemental Amount Awarded: | \$835.85 |

Mr. Michael Metz Page 2 December 21, 2015

All conditions detailed within the existing grant agreement for the Fiscal Year 2014 EMPG grant program will apply to this supplemental payment.

As part of receiving this supplemental payment, please sign as indicated below and return one copy no later than <u>December 31, 2015</u> as follows:

Michigan State Police, Emergency Management and Homeland Security Division Ms. Michelle Gilsdorf
Grants and Financial Management Section
4000 Collins Road
Lansing, Michigan 48910

The individual or officer signing this letter certifies by his or her signature that he or she is authorized to sign this grant agreement on behalf of the jurisdiction he or she represents

If you have any questions, please do not hesitate to contact Ms. Penny Burger, Grants and Financial Management Section Manager, at 517-333-5046 or by e-mail at burger@michigan.gov.

| For the Chief Elected Official: | |
|--|--|
| Printed Name | Title |
| Signature | Date |
| For the Local Emergency Program Manager: | |
| TOHN CONNAUGHTON Printed Name | EMERGENCY MANAGER- FIRE CHIEF |
| Signature Annual In | <u> 1-20-20/6</u> Date |
| For the Subgrantor (Michigan State Police, Eme | rgency Management and Homeland Security |
| Chris A. Kelenske, Commander Printed Name | Deputy State Director of Emergency Management and Homeland Security Division Title |
| Chris a. Kolonoke | |
| Signature | Date |



MEMORANDUM

Department of Public Services

DATE: January 13, 2016

TO: Joseph A. Valentine, City Manager

FROM: Lauren A. Wood, Director of Public Services

SUBJECT: Award of Cooperative Bid for Gasoline and Diesel Fuel

The City of Sterling Heights was the host municipality for the new MITN cooperative gasoline, diesel and alternative fuels bid that includes 18 communities in the Macomb, Oakland and Wayne County region. Through this cooperative bid, approximately 2,900,000 gallons of gasoline and 1,230,000 gallons of diesel fuel are purchased annually. The current bid pricing expires on February 1, 2016.

Among the governmental entities participating in the bid process through the submission of their respective fuel requirements were Birmingham, Clinton Township, Eastpointe, Farmington Hills, Grosse Pointe Woods, Huron-Clinton Metro Parks, Livonia, Madison Heights, Novi, Oakland County, Rochester Hills, Royal Oak, St. Clair Shores, Southfield, Sterling Heights, Troy, Warren, Waterford, and West Bloomfield. In addition, there are approximately 2-3 additional entities that may be included at a later date.

Gasoline and diesel fuel are purchased and delivered by truck transport for quantities of fuel greater than 5,000 gallons, and by tank wagon for quantities less than 5,000 gallons. The bid is structured so that MITN members pay for fuel based on the per gallon wholesale rack average as published daily by the Oil Price Information Service (OPIS), plus a delivery fee (bid factor) per gallon.

The City of Birmingham purchases approximately 50,000 gallons of gasoline and 34,000 gallons of diesel fuel per fiscal year to power the City's fleet of automobiles, trucks, equipment and generators. Our diesel tank is 6,400 gallons and the gasoline tank is 11,600 gallons. The golf courses both house two tanks for each fuel at 500 gallons each tank. The total annual expenditure costs approximately between \$200,000 and \$245,000.

On October 13, 2015, five bids were received for the cooperative purchase of truck transport and tank wagon deliveries of gasoline and diesel fuel for a two-year period. Upon receipt and review of all bids, the recommendation was made to split the award among three bidders, as follows. This recommendation was approved at the November 17, 2015 Sterling Heights City Council meeting. Please find attached to this report the Invitation to Bid and supporting documentation.

1

- Truck Transport (deliveries of greater than 5,000 gallons) Awarded to the two overall low bidders, RKA Petroleum Inc. and Ports Petroleum Co, Inc. A split bid allows each purchasing entity to leverage its own most favorable pricing based upon the type of fuel being purchased. Additionally, in the event of an emergency, MITN cooperative members will have two truck transport vendors available.
- Tank Wagon (deliveries of less than 5,000 gallons) Awarded to RKA Petroleum, Inc. and Atlas Oil Company, the two low bidders.

Ports Petroleum, based in Wooster, OH, is a new vendor to the City. They utilize the same terminals as all other fuel delivery companies operating in southeastern Michigan. Ports Petroleum is licensed to deliver fuel in 26 states using their own fleet of trucks as well as contracting with local carriers for delivery when needed. RKA is the incumbent tank wagon vendor and its performance has been very good. RKA is also a current vendor for the State of Michigan. References for both vendors were checked and proved acceptable. All vendors receiving the award must agree to indemnify and hold the MITN cooperative members harmless from liability and provide evidence of insurance with acceptable terms and coverage.

The wholesale fuel prices charged to MITN members through the cooperative bid will fluctuate based on market conditions, but are considerably lower than the prices consumers pay at the local gas station, as evidenced in the examples below. The allowable taxes/fees equate to \$0.01165 per gallon and are included in all factors submitted. For comparative purposes, the breakdown below compares the pricing per gallon for truck transport and tank wagon deliveries of fuel available to the City under the low bids as compared to consumer pump pricing. (Wholesale pricing was based on the OPIS Detroit Rack Average on October 6, 2015.)

Truck Transport

| | 10/6/15 | Bid Factor | State & | Total |
|---------------------------|------------|---------------|----------|-----------|
| | OPIS Price | Delivery Fees | Federal | Delivered |
| Fuel Type | Per Gallon | Per Gallon | Fees Per | Price Per |
| | | | Gallon | Gallon |
| | | | | |
| Unleaded Regular Gasoline | \$1.8353 | \$-0.0243** | Included | \$1.8110 |
| | | | | |
| | | | | |
| | | | | |

Comparative Consumer Retail Price on 10/6/15: \$2.428

| ULS Diesel #2 | \$2.0928 | \$-0.0293** | Included | \$2.0635 |
|---------------|----------|-------------|----------|----------|
| | | | | |
| | | | | |

Comparative Consumer Retail Price on 10/6/15: \$2.679

Tank Wagon

| | 10/6/15 | Bid Factor | State & | Total |
|---------------------------|------------|---------------|--------------|-----------|
| | OPIS Price | Delivery Fees | Federal Fees | Delivered |
| Fuel Type | Per Gallon | Per Gallon | Per Gallon | Price Per |
| | | | | Gallon |
| | | | | |
| Unleaded Regular Gasoline | \$1.8353 | \$0.0848 | Included | \$1.9201 |
| | | | | |
| | | | | |
| | | | | |

Comparative Consumer Retail Price on 10/6/15: \$2.428

| ULS Diesel #2 | \$2.0928 | \$0.0995 | Included | \$2.1923 |
|---------------|----------|----------|----------|----------|
| | | | | |
| | | | | |

Comparative Consumer Retail Price on 10/6/15: \$2.679

**For the first time ever, bids were received that reflect negative (-) factors for the truck transport deliveries. This negative factor applies only to the larger truck transport deliveries, not the smaller volume tank wagon deliveries. These negative bid factors can best be explained as the "sharing of a volume discount provided to the vendor from the fuel terminals." The bidders buy a high volume of fuel from the terminals and as a result, have favorable pricing agreements with the terminals. In the hope of being awarded a bid, vendors have made a business decision to pass along savings offered by the terminals in the form of a negative factor. If awarded, the gallons of fuel included in this cooperative bid advances the vendors objective of meeting their threshold of fuel needed to secure favorable pricing from the fuel terminals.

Bid factor pricing for truck transport by the successful vendors follows:

Ports Petroleum Co., Inc.:

Unleaded Regular 87 \$-0.0139/gal Unleaded Mid-Grade 89 \$-0.0026/gal ULS Premium Diesel #2 \$-0.0193/gal ULS Diesel #2 \$-0.0293/gal

RKA Petroleum Companies, Inc.:

Unleaded Regular 87 \$-0.0243/gal Unleaded Mid-Grade 89 \$-0.0208/gal ULS Premium Diesel #2 \$0.0120/gal ULS Diesel #2 \$-0.0108/gal Bid factor pricing for tank wagon transport by the successful vendor follows:

RKA Petroleum Companies, Inc.:

| Unleaded Regular 87 | \$0.0848/gal |
|-----------------------|--------------|
| Unleaded Mid-Grade 89 | \$0.0848/gal |
| ULS Premium Diesel #2 | \$0.0968/gal |
| ULS Diesel #2 | \$0.0848/gal |
| ULS Diesel #2 Dyed | \$0.0848/gal |
| ULS Diesel #1 Dyed | \$0.2202/gal |

Atlas Oil Company:

| 1 - J | |
|-----------------------|--------------|
| Unleaded Regular 87 | \$0.0995/gal |
| Unleaded Mid-Grade 89 | \$0.0995/gal |
| ULS Premium Diesel #2 | \$0.0995/gal |
| ULS Diesel #2 | \$0.0995/gal |
| ULS Diesel #2 Dyed | \$0.0995/gal |
| ULS Diesel #1 Dyed | \$0.0995/gal |
| | |

The bid factor is added to all fuel orders based on the daily OPIS rack rate. So, the OPIS rack rate plus or minus the bid factor equals the final delivery cost of every fuel order. The Department of Public Services recommends participating in the MITN cooperative bid award to purchase gasoline and diesel fuel using the bid pricing secured through the cooperative bid by Sterling Heights for the period beginning February 1, 2016 through January 31, 2018, as specified in the resolution herewith. This cooperative bid extends the terms of the agreement to the City of Birmingham with the lowest available pricing to purchase gasoline and diesel fuel.

SUGGESTED RESOLUTION:

To approve the split award of the MITN cooperative bid of unleaded gasoline and diesel fuel for truck transport deliveries to RKA Petroleum Companies, Inc., 28340 Wick Road, Romulus, MI 48174 and Ports Petroleum Co., Inc. 1337 Blachleyville Road, Wooster, OH 44691; and further, to approve the award for tank wagon deliveries to RKA Petroleum Companies, 28340 Wick Rd., Romulus, MI, 48174 and Atlas Oil Company, 24501 Ecorse Road, Taylor, MI 48180; based on bid factors included in the respective bids for a two-year period from February 1, 2016 through January 31, 2018, with the option to extend the terms and conditions an additional two years upon mutual consent. Funds for this purchase of gasoline and diesel fuels are budgeted in Auto Equipment Fund – Fuel Expense account #641-441.006-737.0000.



Richard J. Notte Sterling Heights City Center City Hall

40555 Utica Rd. | P.O. Box 8009 Sterling Heights, MI | 48311-8009 **City Council**

Mayor Mayor Pro Tem Councilwoman Councilman Councilwoman Councilman Councilwoman

Michael C. Taylor Doug Skrzyniarz Deanna Koski Joseph V. Romano Maria G. Schmidt **Nate Shannon** Barbara A. Ziarko

City Manager Mark D. Vanderpool

TEL 586.446.CITY (2489) FAX 586.276.4077 $city hall @ sterling-heights.net \mid www.sterling-heights.net \\$ facebook.com/cityofsterlingheights | twitter.com/sterling_hts

INVITATION TO BID ITB-SH15-032

The City of Sterling Heights, as the lead agency for a fuel cooperative of at least eighteen governmental entities, is accepting sealed bids for TRUCK TRANSPORT AND TANK WAGON DELIVERIES OF UNLEADED GASOLINE AND DIESEL FUEL until TUESDAY, OCTOBER 13, 2015, at 2:30 P.M. in the Office of the City Clerk, 40555 Utica Road, Sterling Heights, MI 48313. Specifications are attached.

Purchasing Manager

Office of Purchasing 586-446-2740

INVITATION TO BID TRUCK TRANSPORT AND TANK WAGON DELIVERIES OF UNLEADED GASOLINE AND DIESEL FUEL

CITY OF STERLING HEIGHTS 40555 UTICA ROAD Sterling Heights, MI 48313

CONTACT PERSON: JAMES BUHLINGER, PURCHASING MANAGER PHONE: 586-446-2741, FAX: 586-276-4062, E-MAIL: shpurchasing@sterling-heights.net

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- II. CHECK LIST FOR BIDDERS
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- IX. HOLD HARMLESS AND INDEMNITY
- X. NON-IRAN LINKED BUSINESS CERTIFICATION
- XI. REFERENCES
- XII. BID SHIPPING LABEL
- XIII. ATTACHMENTS
 - A Truck Transport Usage Summary
 - A1 Truck Transport Estimated Annual Usage
 - B Tank Wagon Usage Summary
 - B1 Tank Wagon Estimated Annual Usage

I. GENERAL CONDITIONS

All information requested of the vendor shall be entered in the appropriate space on the form. Failure to do so may disqualify your offer.

All information shall be entered in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission of your bid. Corrections shall be initialed in ink by the person signing the bid.

Corrections and/or modifications received after the closing time specified will not be accepted.

Time of delivery/installation shall be stated as the number of calendar days following receipt of the order by the vendor to receipt of the goods or services by the City. Time of delivery/installation may be a consideration in the award.

Prices shall be stated in units of quantity specified in the bid document. In case of a discrepancy in computing the amount of the bid, the unit price shall govern. All quantities stated, unless indicated otherwise, are estimates and the City reserves the right to increase or decrease the quantity at the unit price bid as best fits its needs.

All prices will be bid F.O.B. Destination and remain in effect for at least 90 days to allow for approval by City Council. The successful bidder's prices will remain firm through the length of the contract as designated within these bid specifications.

Bids shall include all charges for delivery, packing, crating, etc. unless otherwise stated in the bid document. General delivery hours are 8:30 a.m. to noon and 1:00 p.m. to 5:00 p.m. Monday – Friday. No deliveries are to be made between noon and 1:00 p.m. The city is not to be held responsible for, and will not pay, any fuel surcharges during the term of the contract. Unit prices bid shall include delivery.

Prices will be considered net if no cash discount is shown.

All bids shall be signed by an authorized officer or employee of the bidder.

To be considered, bids must be submitted and received in the Office of the City Clerk and stamped with the official time/date stamp in the Clerk's Office by the date and at, or prior to, the time specified. No late bids, telegraphic, faxed bids or telephone bids will be accepted.

Submit bids in a sealed envelope, stating item being bid, closing date and time on outside of envelope. Please submit your original bid. No additional copies are necessary.

Bids may be withdrawn in person by a bidder, or authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the stated bid deadline.

The City of Sterling Heights reserves the right to postpone the bid opening for its own convenience.

Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in your bid price. The City will furnish the successful contractor with tax exemption certificates when requested. The following exception shall apply to installation projects. When sales tax is charged to the successful contractor for materials to be installed during the project, that cost shall be included in the bid cost and not charged as a separate item. The City is not tax exempt in this case and cannot issue an exemption certificate. If you are unfamiliar with your sales and use tax obligations, please contact the Michigan Department of Treasury for directions, including any applicable Revenue Administrative Bulletins (i.e. 1999-2 and any subsequent replacements / updates).

The City's normal payment terms are 30 days in connection with any cash discounts specified on this bid. Time will be computed from the date of complete delivery of supplies or equipment as specified, or from the date correct invoices are received in the City's Finance Department, if the latter date is later than the date of delivery.

The City reserves the right: (1) To award bids received on the basis of individual items, or groups of items, or on the entire list of items, (2) To reject any or all bids, or any part thereof, (3) To waive any irregularity in the bids, (4) To accept the bid that is in the best interest of the City, (5) To reduce or eliminate this purchase without prior notice, (6) To split the award to realize the greatest cost savings, (7) To issue Post-Bid Addendums to clarify or request additional information, including pricing, (8) To require one or more selected bidders to perform the requested service on a trial basis, at the unit prices bid, as evidence of a bidders ability to satisfactorily perform the requested service, prior to a formal recommendation and approval by City Administration / City Council.

This invitation to bid and the acceptance of a bid by the City is not a contract for the purchase of services or products. The City will issue a Purchase Order, which will define, make reference to, and incorporate the bid specifications and the pricing bid as accepted by the City. Winning bidder is not to commence with any service or product order without receiving a Purchase Order signed by the Purchasing Manager. Unless otherwise stated, all contracts for services are subject to additions, reductions and/or termination at the sole discretion of the City and without prior notice by the City.

Bid prices submitted by the successful bidder should remain firm for the length of the contract from date of award by City Council.

ALL BIDS MUST INCLUDE MATERIAL SAFETY DATA SHEETS FOR MATERIALS AS REQUIRED BY M.I.O.S.H.A.

The City of Sterling Heights is part of an organization called the Michigan Intergovernmental Trade Network (MITN), a group of agencies that joined forces to create a Regional Bid Notification System to notify companies of new bid opportunities. All bids, quotations and proposals are now being posted online. All vendors are encouraged to visit http://www.mitn.info in order to register their company and gain access to new bids and proposals. If you do not have internet access, please call 1-800-835-4603 to speak to a representative at BidNet®, the technical support group that handles the MITN system.

II. CHECK LIST FOR BIDDERS

All information required by the terms of the bid documents must be furnished.

MISTAKES OR OMISSIONS CAN RESULT IN THE REJECTION OF YOUR BID.

Important items for you to check are included in, but not limited to, those listed below. This checklist is furnished only to assist you in submitting a proper bid. Check as you read.

| | Is your bid properly signed? (refer to bid documents) |
|----------|--|
| | If required, have you entered a unit price for each bid item? |
| - | If required, have you entered the unit price or lump sum price in both words and figures? (unit price or lump sum price in words governs) |
| | Are decimals in unit price in the proper places? Are your figures legible? |
| | Is the envelope containing your bid properly identified that it is a sealed bid and addressed with the bid shipping label? |
| | Will your bid arrive on time? Late bids will not be considered. Bids must be received in the Office of the City Clerk and stamped no later than 2:30 p.m. with the official time stamp in the City Clerk's Office by the date specified. |
| | Are any bid bonds or bid deposits, if required, included in your bid package? |
| | Did you include the Exhibit A, Hold Harmless, Non-Iran Linked Business Certification and References forms and MSDS? |
| | Did you submit your original bid form (no additional copies are required)? DO NOT RETURN COPIES OF OUR SPECIFICATIONS/INSTRUCTIONS. ONLY RETURN THE FORMS REQUIRING YOUR COMPLETION (Pages 15-20). |
| | Did you check the MITN website for any addendums which may have been posted? Addendums may be posted at any time. |

III. BID SUBMISSION INSTRUCTIONS

Please read these instructions carefully. Your bid may be disqualified if it is not submitted as detailed below.

Your bid must be submitted in a sealed envelope or other form of sealed packaging (**NO** fax submissions will be accepted) using the bid shipping label provided.

Vendor Name

ITB-SH15-032: Truck Transport and Tank Wagon Deliveries of Leaded and

Unleaded Gasoline, and Diesel Fuel

Date Due: Tuesday, October 13, 2015 at 2:30 p.m.

If the bid is to be express mailed, "Bid Documents Enclosed" must be conspicuously marked on the package. All bids, regardless of method used for delivery, are to be delivered to the following address:

City of Sterling Heights Office of the City Clerk Attn: Mark Carufel, City Clerk 40555 Utica Road Sterling Heights, MI 48313

Please keep in mind that due to the City's mail safety regulations, if your envelope/package is not labeled as directed, it will not be opened and will be disposed.

DO NOT deliver your bid to the requesting department or to the Office of Purchasing. All bids **must** be delivered to the Office of the City Clerk before the due date and time so they can be stamped received and filed appropriately. Bids are considered received when in the possession of the City Clerk. If your bid is not received before the due date and time, it will be disqualified and will not be opened or considered.

The City of Sterling Heights officially distributes bid documents through the Michigan Inter-governmental Trade Network (MITN). Copies of bid documents obtained from any other source are not considered official copies. Bids or notification of bids issued by members of MITN are to be posted, in whole or in part, **ONLY** on the MITN system. Any other use is prohibited. Only those vendors who obtain bid documents from the MITN system are guaranteed access to receive addendum information, if such information is issued. The City of Sterling Heights cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by information received from alternate sources.

If you received this document from a source other than the sources indicated, please notify us. It is recommended that all vendors register on the MITN website at www.mitn.info to obtain an official copy. All future bids, proposals, quotes and any addenda and tabulations will be posted on the MITN website.

IV. INSTRUCTIONS TO BIDDERS

Attachments A, A1 and B, B1 indicate tank size and location; product required and estimated annual usage in summary and detailed formats. Volumes are estimates only that are based upon previous usage and are not a firm commitment. They are offered as a guide for bidding purposes only.

One price for each product shall apply to all delivery locations and all participants in this cooperative bid. Bids offering different prices for different locations or participants will be rejected. All prices shall be F.O.B. Destination.

Invoices will be paid within thirty (30) days of receipt. Payment discounts offered will be considered in calculations to arrive at the lowest price per gallon. Please indicate on the bid form if purchasing cards are accepted for payment of invoiced amounts, including the types of cards accepted.

Successful vendor must comply with all State of Michigan and local laws and ordinances i.e. frost laws, transportation of flammable liquids, etc. All bidders shall submit material safety data sheets (MSDS) for products included in their bid.

Before award of contract, the vendor must be post-qualified, by the cooperative as awardable to conduct business with the cooperative members. Failure to be post-qualified will result in rejection of vendor's bid.

<u>PRICING</u>

Pricing as indicated on the bid form shall be the final per gallon pricing for the term of the 2-year award and any extensions, and shall include any and all state and federal fees, underground storage taxes, environmental recovery fees, environmental protection fees, etc. No per gallon price increases will be allowed during the term of the award and any extensions.

INVOICES

Separate invoices with each delivery location shall be submitted in duplicate to each cooperative member's Finance Department. Invoices shall state the delivery location (name of using agency), product, quantity delivered and extended price. Each entity is responsible for its own ordering and payment. Vendor must submit verification of OPIS Price Report for date of delivery.

BILL OF LADING

Each delivery location shall receive a metered delivery slip that is metered at point of delivery, stating product and quantity delivered. Any exceptions to this requirement must be noted on your bid and be accepted by the cooperative prior to award of bid.

SALES AND EXCISE TAXES

Each cooperative member is exempt from sales and federal excise taxes. Bid price is to be net, exclusive of taxes. Each cooperative member will issue the necessary exemption certificates, if requested.

STATE AND FEDERAL SURCHARGES

All additional charges, including State and Federal surcharges and MUSTFA, must be computed and included within your unit pricing on your bid form and not broken out separately. Any additional surcharges that come up after award cannot be charged nor will be paid by any entities during the course of the contract. Any surcharges should be included but must be broken out as a line item on the invoice.

DELIVERY REQUIREMENTS

All deliveries shall be made within approximately 24 hours from time of telephone release or no later than 4:00 p.m. the following business day, if ordered prior to the weekend. If an automated ordering system is used, vendor shall place a phone call or fax to confirm delivery. The vendor shall have the right to specify the order cut off time for next day delivery (e.g. all orders for next day delivery to be placed by 3:00 p.m.). The vendor must have personnel available for telephone releases at all times during normal business hours 8:30 a.m. to 4:00 p.m. If a delivery is called in on a Friday, the delivery will occur no later than the following Monday at 4:00 p.m. Please provide an emergency phone number with 24 hours a day/7 days a week availability which will be accessible for all governmental agencies using this contract.

DISASTERS AND DECLARED EMERGENCIES

All participating entities must be given first priority in times of Disaster or Declared Emergencies. Vendors must provide a 24-hour emergency phone number (land line) available 7 days a week. All bidders are requested to include written procedures with their bid to accommodate deliveries during a Disaster or Declared Emergency.

PENALTY FOR LATE DELIVERIES

In the event that fuel is not delivered within 72 hours or the third business day, the cooperative cities reserve the right to obtain gas and or diesel fuel from an alternate source. If the price is higher, the awarded vendor shall be responsible to pay the difference between the price paid at the alternate source and the bid price that would have been paid on the day of the scheduled delivery and deduct the difference from the next invoice issued to that city.

V. INSURANCE REQUIREMENTS

The Contractor shall not commence work under this contract until required insurance within this contract has been obtained. All insurance coverages shall be with insurance carriers acceptable to the cooperative members represented by Sterling Heights. If any insurance is written with a deductible or self-insured retention, the contractor shall be solely responsible for said deductible or self-insured retention. The purchase of insurance and the furnishing of a certificate of insurance shall not be a satisfaction of the contractor's indemnification of the cooperative membership. The contractor is responsible to meet all MIOSHA requirements for on-the-job safety. The contractor and his subcontractor shall procure and maintain during the life of this contract the following coverages:

Workers Compensation Insurance: The contractor shall procure and maintain during the life of this Contract, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable Statutes of the State of Michigan.

Commercial General Liability Insurance: The Contractor shall procure and maintain during the life of this Contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$3,000,000.00 per occurrence and aggregate, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions:

- (1) Contractual Liability
- (2) Products and Completed Operations
- (3) Independent Contractors Coverage
- (4) Broad Form General Liability Extensions or equivalent
- (5) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable

Motor Vehicle Liability: The Contractor shall procure and maintain during the life of this Contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than \$3,000,000.00 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.

Pollution Liability: The Contractor shall procure and maintain during the life of this contract, a Pollution Liability Policy with limits of liability not less than \$3,000,000.00 per occurrence and aggregate, including, but not limited to, the collection, transportation, storage, and removal of all hazardous waste. Each entity of the Cooperative listed above shall be named as additional insured on said coverage.

Additional Insured: Following the official award of bid by City Council, the Commercial General Liability Insurance, Motor Vehicle Liability and Pollution Liability as described above shall include an Additional Insured endorsement as follows:

"Each entity of the Cooperative listed above, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities

and board members, including employees and volunteers thereof. It is understood and agreed by naming each entity of the Cooperative listed above as additional insured, coverage afforded is considered to be primary and any other insurance each entity of the Cooperative listed above may have in effect shall be considered secondary and/or excess."

Cancellation Notice: Workers Compensation Insurance, Commercial General Liability Insurance, Motor Vehicle Liability Insurance and Pollution Liability as described above shall include an endorsement stating that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change shall be sent to:

City of Sterling Heights Reference: ITB-SH15-032 James Buhlinger, Purchasing Manager 40555 Utica Road Sterling Heights, MI 48313

The Contractor shall provide the City of Sterling Heights at the time the Contracts are returned by him for execution, certificates and policies as listed below:

- a. Two (2) copies of Certification of Insurance of contractor's Workers Compensation Insurance;
- b. Two (2) copies of Certification of Insurance for Commercial General Liability Insurance;
- c. Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance;
- d. If so requested, copies of all policies mentioned above will be furnished.

If any of the above coverages expire during the term of this Contract, the Contractor shall deliver renewal certificates and/or policies to the City of Sterling Heights at least ten (10) days prior to the expiration date.

If the required insurance (with the exception of the Additional Insured endorsement) is already in place, please include a copy of the Certificate of Liability Insurance with your bid. However, if required insurance is not already in place when submitting bid, contractors shall include a letter from their insurance agent (labeled Exhibit A) indicating that they will be able to secure a Certificate of Liability Insurance upon award of the contract.

VI. BOND REQUIREMENTS

Bid Bond

Bids must be accompanied by a Bid Bond, Bank Issued Money Order, or Cashier's Check in the amount of five thousand dollars (\$5,000.00) which will be returned to the unsuccessful bidders after the award of the bid. No bid shall be considered unless it is accompanied by the required guaranty. Corporate checks will *not* be accepted as bid security. The successful bidder will be required to enter into an agreement with the Cooperative and the check will be attached thereto and made a part thereof, pending acceptance of the proposal in accordance with City specifications.

VII. SPECIFICATIONS

The governmental entities of Birmingham, Clinton Township, Eastpointe, Farmington Hills, Huron-Clinton Metroparks, Livonia, Madison Heights, Novi, Oakland County, Rochester Hills, Royal Oak, St. Clair Shores, Southfield, Sterling Heights, Troy, Warren, Waterford, and West Bloomfield herein known as the "cooperative" are jointly requesting sealed bid proposals for the purchase of gasoline and diesel fuel, as described below, in truck transport and tank wagon deliveries for the period of **February 1, 2016 through January 31, 2018** with an option to extend for two (2) additional years through mutual consent, under the same terms and conditions. The entities mentioned above have their estimated annual fuel use incorporated into the bid. In addition, there may be approximately 2-3 additional entities that may be included at a later date.

The cooperative reserves the right to extend the contract, exclusively, unless the vendor can show that terms or conditions or their variables within the contract have changed.

TRUCK TRANSPORT ESTIMATED TOTAL ANNUAL REQUIREMENTS

| Unleaded 87 Octane | 2,079,000 | gallons |
|------------------------------|-----------|---------|
| Unleaded Mid-grade 89 Octane | 416,000 | gallons |
| ULS Diesel #2 Premium | 375,000 | gallons |
| ULS Diesel #2 | 624,000 | gallons |

TANK WAGON ESTIMATED ANNUAL REQUIREMENTS

| Unleaded 87 Octane | 185,400 | gallons |
|------------------------------|---------|---------|
| Unleaded Mid-grade 89 Octane | 171,800 | gallons |
| ULS Diesel #2 Premium | 18,500 | gallons |
| ULS Diesel #2 | 88,100 | gallons |
| ULS Diesel #2 – Dyed | 102,000 | gallons |
| ULS Diesel #1 - Dyed | 200 | gallons |

SPECIFICATIONS

| Unleaded gasoline (10% Ethanol) | Minimum octane rating of 87 | (R+M)/2 |
|----------------------------------|-----------------------------|---------|
| Mid-grade gasoline (10% Ethanol) | Minimum octane rating of 89 | (R+M)/2 |
| Ultra Low Sulphur Diesel | Maximum sulphur 15ppm | |

All gasoline shall be free of water, suspended matter and strong obnoxious odors and shall meet the standards as per ASTM, D439-83 and all other recognized minimum standards.

Biodiesel fuel: Although currently not being used by the majority of entities, this bid is requesting pricing for biodiesel due to the ongoing changes in fuel over the past several years. Pricing should be included for B-5, B-10 and B-20 biodiesel that meets or exceeds ASTM D6751 specifications. Splash blending is not acceptable.

Diesel fuel: The following specifications should be considered the minimum acceptable. All diesel fuel must meet or exceed the latest ASTM D975 version of standard specification, be free of water, suspended matter and strong obnoxious odors.

| | <u>NO. 1</u> | PREMIUM NO. 2 | | <u>NO. 2</u> |
|---|--------------|---------------|---------|--------------|
| | | <u>SUMMER</u> | WINTER | |
| Gravity, API, Min (ASTM D287) | 37 | 34 | 36 | 30 |
| Flash, F., P-M, Min. (ASTM D93) | 120-160 | 155 | 145 | 140 |
| Pour Point, F., Max. (ASTM D97) | -25 | -10 | -20 | +10 to -5 |
| Cloud Point, F., Max. (ASTM D2500) | - | 0 | -15 | +15 max |
| Viscosity @ 40 C., (100 F.) MIN. c St. (ASTM D445) MAX. | 1.3 2.1 | 35 - | 33 - | 2.0 3.6 |
| Carbon Residue on 10% Bottoms, % Max. (ASTM D524) | 0.15 | .02 | .02 | 0.35 |
| Ash, % Max. (ASTM D482) | 0.01 | 0.01 | 0.01 | 0.01 |
| Corrosion 3 hrs. @ 122 F., Max. (ASTM D130) | 1 | 1 | 1 | 1 |
| Distillation (ASTM D86) 10% Recovered, F., Max. | 420 | 413 | 413 | Report |
| Color, Min. (ASTM D156) Color, Max. (ASTM D1500) | +14 - | - | - | - 2.5 |
| Cetane No., (Motor), Min. (ASTM D613) or Cetane Index (ASTM D976) | 40.0 | 45.0 | 46.0 | 40.0 |
| Water & Sediment (D96) Max. | trace | 0 | 0 | Clear/Bright |

All No. 1, No. 2 Premium and No. 2 delivered *must* not exceed 0.0015 percent by weight of sulfur.

VENDOR QUALIFICATIONS

Bids will be accepted only from vendors who are licensed by the State of Michigan as a wholesale distributor. Vendors may be required to submit financial data as required for qualification. Please submit all sources of supply and approximate volume of annual business currently transacted in Southeast Michigan where indicated on your bid form.

MISCELLANEOUS

The vendor will be responsible for any spillage. If the governmental entities need to clean or otherwise remedy the results of a spill, the vendor will be responsible for all costs incurred, to notify the Department of Natural Resources and to complete and file all required forms. Proof of all such actions are to be provided to cooperative member concerned. Inasmuch as the fuel to be supplied under this agreement is for Police, Fire and other emergency services, the successful bidder shall agree to designate the members of this cooperative as priority services.

In any case where vehicle performance is poor and fuel quality is suspect, the vendor shall provide the necessary technical assistance and independent testing to determine the cause and/or solution to the problem. Testing would be at vendor's expense, if fuel is determined to be of poor quality.

The vendor is responsible for all expense to remove defective fuel and repair equipment. All defective fuel would be replaced with fuel meeting specifications and priced at original delivery date. If requested by agency, driver to provide fuel sample before fuel is dropped into tank. Agency to provide container and sample.

In the event any member of the cooperative elects to have an additive added to their diesel/gasoline supply, the rate for the next highest grade will be charged. Example: Diesel #2 with additives would be charged at the rate for Premium Diesel #2.

Indicate on the Bid Form additional charges, if any, for a split order of fuel to equal the vendor's minimum order (i.e. 4,000 gallons of diesel and 4,000 gallons of unleaded) at the same address.

METHOD OF AWARD

The Detroit, Michigan Market OPIS Contract - Rack Average will be used as a point of reference in evaluating bid prices and as the method for price adjustments during the term of the agreement. Please submit your bid on the basis of the OPIS for Detroit Michigan Rack Average on prices that are contained in the 10:00:01, **October 6, 2015** publication date. Unit prices and factors prevail and the cooperative will correct any extension errors.

Please base pricing for truck transport on minimum delivery of 8,000 gallons per drop. Indicate any short load charges for quantities between 5,000 and 8,000 gallons. Base pricing for tank wagon on minimum delivery of 250 gallons.

Use Diesel #2 OPIS Index for No. 1 and No. 2 Premium Diesel if *not* shown on the OPIS Index.

Award will be made on a joint basis. However, separate purchase orders will be issued by each member of the cooperative, subject to approval of respective elected officials.

The successful bidder shall have the option to extend the terms of the agreement to other governmental units in the Metropolitan area upon approval of the Purchasing Manager of the City of Sterling Heights.

The members of the cooperative reserve the right to accept or reject any or all bids, waive irregularities or informalities, award to other than the low bidder, to split award and to accept any bid considered to be in the best interests of the members. All bids shall be in accordance with the specifications and shall be submitted on the bid forms contained herein. Any exceptions shall be so noted.

The cooperative members individually reserve the right to withdraw from this contract if their governing body will not approve the contract as awarded and in the event of the abandonment of full storage tanks. The vendor is required to hold prices for the other cooperative members. If more than two (2) members cannot obtain approval from their respective governing body, the cooperative bid will be void.

VIII. BID FORM

The undersigned hereby declares that the instructions and specifications have been carefully examined and that TRUCK TRANSPORT AND TANK WAGON DELIVERIES OF UNLEADED GASOLINE AND DIESEL FUEL will be furnished for the prices set forth in this bid. It is understood and agreed that all bids are F.O.B. DESTINATION and shall remain in effect for at least ninety (90) days from the date of the bid opening to allow for award of bid. Unit prices and factors prevail and the cooperative will correct extension errors. Bid prices shall remain firm for the two-year contract beginning on February 1, 2016 through January 31, 2018 and any extension options that may be agreed upon.

Enclose the written policy you have in place for times of disaster or declared emergencies.

| Realistic delivery time in hours: |
|--|
| List 24/7 emergency contact and number: |
| Indicate split order charges, if any: |
| Indicate if payment by a Purchasing Card is acceptable: |
| List Cards Accepted: |
| MSDS included? |
| How did you receive notification of this bid? |
| How did you obtain the bid specifications? If bid documents were downloaded from a website, please list: |
| The undersigned certifies that he has downloaded all documents/addendums associated with this bid from the MITN website. |
| Company |
| Address |
| City/State/Zip |
| Representative/Title |
| Telephone/Fax |
| E-Mail Address/Website |
| Terms |
| Signature/Date |

This form **must** be completed and returned with your bid.

VIII. BID FORM — TRUCK TRANSPORT

| | | Est. Usage* | Average | ± | Price/gallon | Ext. Total# | | |
|--|--|-------------|---------|---|--------------|-------------|--|--|
| Unlea | nded 87 | 2,079,000 | \$ | | \$ | \$ | | |
| Unlea | nded Mid-Grade 89 | 416,000 | \$ | | \$ | \$ | | |
| ULS I | Premium Diesel #2 | 375,000 | \$ | | \$ | \$ | | |
| ULS I | Diesel #2 | 624,000 | \$ | | \$ | \$ | | |
| | | | | | Total: | \$ | | |
| Please base pricing on minimum delivery of 8,000 gallons per drop. Indicate any short load charges for quantities between 5,000 and 8.000 gallons. Short load charge, if any: | | | | | | | | |
| 1. | Identify all sources of s | upply: | | | | | | |
| 2. | Approximate annual volume in gallons, in Southeast Michigan: | | | | | | | |

^{*} Estimated yearly product usage of cooperative in gallons # Extended total is calculated by multiplying estimated yearly product usage by price per gallon

VIII. BID FORM — TANK WAGON

| | Est. Usage* | Average | ± | Price/gallon | Ext. Total# |
|-----------------------|-------------|---------|---|--------------|-------------|
| Unleaded 87 | 185,400 | \$ | | \$ | \$ |
| Unleaded Mid-Grade | 171,800 | \$ | | \$ | \$ |
| ULS Premium Diesel #2 | 18,500 | \$ | | \$ | \$ |
| ULS Diesel #2 | 88,100 | \$ | | \$ | \$ |
| ULS Dyed Diesel #2 | 102,000 | \$ | | \$ | \$ |
| ULS Dyed Diesel #1 | 200 | \$ | | \$ | \$ |
| · | | | | Total: | \$ |
| | | | | | |
| | | | | | |

| The | erm "tank wagon" is intended to describe delivery in lots of 5,000 or less. Please specify minimum delivery quantity: |
|-----|---|
| 1. | Identify all sources of supply: |
| 2. | Approximate annual volume in gallons, in Southeast Michigan: |

^{*} Estimated yearly product usage of cooperative in gallons # Extended total is calculated by multiplying estimated yearly product usage by price per gallon

IX. HOLD HARMLESS AND INDEMNITY

To the fullest extent permitted by law, the vendor expressly agrees to indemnify and hold the City of Sterling Heights (City), its elected and appointed officials, employees and volunteer and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefrom) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of contractor or anyone acting in its behalf in connection with or incident to this contract or the work to be performed hereunder, except that the contractor shall not be responsible to the City on indemnity for damages caused by or resulting from the City's sole negligence; and the Vendor shall, at its own cost and expense, defend any such claim and any suit, action, or proceeding which may be commenced hereunder, and the Vendor shall pay any and all judgments which may be recovered in any such suit, action or proceeding, and any and all expense, including, but not limited to, costs, attorneys' fees and settlement expenses which may be incurred therein.

| PLEASE PRINT: | |
|---------------------------|--|
| Company Name | |
| Authorized Representative | |
| Signature/Date | |

X. NON-IRAN LINKED BUSINESS CERTIFICATION

Pursuant to Michigan law before accepting any bid or proposal or entering into any contract for goods and services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business".

By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran Linked Business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard."

| PLEASE PRINT: | |
|---------------------------|--|
| Company Name | |
| Authorized Representative | |
| Signature/Date | |

XI. REFERENCES

List at least three references with whom you have had similar contracts during the past three years. Include letters of reference when available.

| 1. | Company or City | |
|-------|------------------|------|
| | Contact Name | |
| | Telephone Number | |
| | E-mail | |
| | | |
| 2. | Company or City | |
| | Contact Name | |
| | Telephone Number | |
| | E-mail | |
| | | |
| 3. | Company or City | |
| | Contact Name | |
| | Telephone Number | |
| | E-mail | |
| | | |
| | | |
| Bidde | er's Signature | Date |
| Comp | nany | |

XII. BID SHIPPING LABEL

Please cut below dotted line and affix to mailing envelope or package

| | Bid Documents Enclosed | | |
|----------------------|--|--------------------------------|--|
| From: | | | |
| Company Name: | | | |
| Contact Person: | | | |
| Phone Number: | | a | |
| Solicitation Title: | TRUCK TRANSPORT AND TANK WAGON DELIVERIES OF UNLEADED GASOLINE AND DIESEL FUEL | and the specific of the second | |
| Solicitation | ITB-SH15-032 | (Same see | |
| Number: Due Date: | OCTOBER 13, 2015 | | |
| Time: | 2:30 p.m. | | |
| | Deliver To: | æ. | |
| | City of Sterling Heights | | |
| | Office of the City Clerk | | |
| | Attn: Mark Carufel, City Clerk | | |
| | 40555 Utica Road | | |
| | Sterling Heights, MI 48313 | | |

XIII. ATTACHMENTS

- A Truck Transport Usage Summary
- A1 Truck Transport Estimated Annual Usage
- B Tank Wagon Usage Summary
- B1 Tank Wagon Estimated Annual Usage

ATTACHMENT A TRUCK TRANSPORT ESTIMATED ANNUAL USAGE

| <u>Location</u> | Tank Size | Above/Below Ground | Type of Product | Annual Est. Usage |
|--|--|--|--|---------------------|
| Birmingham, City of | 11,600 | Below | Regular Unleaded ULS Diesel #2 | 55,000 30,000 |
| 851 S. Eton Road Birmingham, MI 48009 | 6,000 | Below . | ULO Diesei #2 | 30,000 |
| Diffilingifatti, Wi 40000 | | | | |
| Clinton Township Water Dept. | 10,000 | Below | Regular Unleaded | 130,000 |
| 24230 Shook Road | 10,000 | Below | ULS Diesel #2 | 42,000 |
| Clinton Township, MI 48035 | | | | |
| Clinton Township Water Dept. | 2,000 | Below | ULS Diesel #2 | (filled by portable |
| 17825 18 Mile Rd. | | | | tank from Shook |
| Clinton Township, MI 48038 | | | | Road) |
| Eastpointe, City of | 8,000 | Below | Regular Unleaded | 60,000 |
| Department of Public Works | 0,000 | DOIOW | rtogalai omoadod | , |
| 17800 10 Mile Road | | | | |
| Eastpointe, MI 48021 | portugues and an experimental and considerate the constraints of the c | | | |
| | | | | 07.000 |
| Farmington Hills, City of | 10,000 | Below | Regular Unleaded | 87,000 |
| Police Station 31655 Eleven Mile Road | 10,000 | Below | Regular Unleaded | |
| Farmington Hills, MI 48336 | | | | |
| · | | D 1 | D 1 1 | 25.000 |
| Farmington Hills, City of | 8,000 | Below | Regular Unleaded ULS Premium Diesel #2 | 25,000 35,000 |
| DPW 27245 Halsted | 12,000 (20k tank that is com | Below partmentalized) | ULS Plelillulli Diesei #2 | 55,000 |
| Farmington Hills, MI 48331 | (| , | | |
| | | | | |
| Livonia, City of | 10,000 | Below | Regular Unleaded | 160,000 |
| 33000 Civic Center Drive | 10,000 | Below | ULS Diesel #2 | 30,000 |
| Livonia, MI 48154 | | | | |
| Livonia, City of | 10,000 | Below | Regular Unleaded | 80,000 |
| Public Service Division | 10,000 | Below | ULS Diesel #2 | 80,000 |
| 12973 Farmington Road | | | | |
| Livonia, MI 48150 | | | | |
| Madison Heights, City of | 10,000 | Below | ULS Diesel #2 | 34,000 |
| Department of Public Services | 12,000 | Below | Mid-Grade Unleaded | 19,000 |
| 801 Ajax Drive | | | | |
| Madison Heights, MI 48071 | | | | |
| Madison Heights, City of | 10,000 | Below | Mid-Grade Unleaded | 32,000 |
| Police Department | | | | |
| 280 W. Thirteen Mile Road | | | | |
| Madison Heights, MI 48071 | | | | |
| Novi, City of | 10,000 | Below | Regular Unleaded | 115,000 |
| 26300 Delwal | 10,000 | Below | Regular Unleaded | (combined) |
| Novi, MI 48375 | 10,000 | Below | ULS Diesel #2 | 42,000 |
| | | | | |
| Oakland County Central Garage | 20,000 | Below | Regular Unleaded | 450,000 |
| 1200 North Telegraph Road | 20,000 | Below | | |
| Building 38E | 20,000 12,000 | Below Below | | |
| Pontiac, MI 48341 | 12,000 | DCIOW | | |
| Rochester Hills, City of | 15,000 | Below | ULS Premium Diesel #2 | 70,000 |
| Department of Public Services | 15,000 | Below | Regular Unleaded | 60,000 |
| 511 E. Auburn Road | | | | |
| Rochester Hills, MI 48037 | | | | |
| Poyal Oak City of | 20,000 | Below | Mid-Grade Unleaded | 125,000 |
| Royal Oak, City of Motor Pool Garage | 10,000 | Below | ULS Premium Diesel #2 | 55,000 |
| 1600 N. Campbell Road | 10,000 | Below | ULS Premium Diesel #2 | 55,000 |
| Royal Oak, MI 48067 | 72070 1000 00000000000000000000000000000 | NAMES OF THE PROPERTY OF THE P | | |
| | | | | |

ATTACHMENT A TRUCK TRANSPORT ESTIMATED ANNUAL USAGE

| Location St. Clair Shores, City of Department of Public Works 19800 Pleasant St. Clair Shores, MI 48080 | <u>Tank Size</u> 12,000 6,000 | Above/Below Ground Below Below | Type of Product Regular Unleaded ULS Premium Diesel #2 | Annual Est. Usage 105,000 62,000 |
|--|-------------------------------------|--------------------------------|--|--|
| Southfield, City of DPS Facility | 20,000 | Below | Mid-Grade Unleaded ULS Diesel #2 | 60,000 85,000 |
| 25501 Clara Lane Southfield, MI 48034 | 20,000 | Below | OLS Diesei #2 | 85,000 |
| Southfield, City of Public Safety Building 26000 Evergreen Southfield, MI 48076 | 20,000 | Below | Mid-Grade Unleaded | 180,000 |
| Sterling Heights, City of Department of Public Works 7200 Eighteen Mile Road Sterling Heights, MI 48314 | 25,000 20,000 | Below Below | Regular Unleaded ULS Diesel #2 | 190,000 75,000 |
| Troy, City of 500 W. Big Beaver Troy, MI 48084 | 12,000 | Below | Regular Unleaded | 94,000 |
| Troy, City of Department of Public Works 4693 Rochester Road Troy, MI 48098 | 12,000 12,000 | Below Below | Regular Unleaded ULS Diesel #2 | 50,000 76,000 |
| Warren, City of | 10,000 | Below Below | Regular Unleaded Regular Unleaded | 46,000 42,000 |
| Department of Public Works 12801 Stephens Warren, MI 48089 | 10,000 10,000 | Below | ULS Premium Diesel #2 | 78,000 |
| Warren, City of Police Department 29900 Civic Center Blvd. Warren, MI 48093 | 10,000 10,000 | Below Below | Regular Unleaded Regular Unleaded | 65,000 65,000 |
| Warren, City of Sanitation 25601 Flanders Warren, MI 48093 | 12,000 | Above | ULS Diesel #2 | 130,000 |
| Waterford Township | 10,000 | Below | Regular Unleaded | 125,000 |
| 5240 Civic Center Drive Waterford, MI 48239 | 6,000 | Below | ULS Premium Diesel #2 | 20,000 |
| West Bloomfield Township Police Department 4430 Walnut Lake Road West Bloomfield, MI 48323 | 10,000 | Below | Regular Unleaded | 75,000 |

TRUCK TRANSPORT - USAGE SUMMARY ATTACHMENT A1

| | Unleaded | Mid-Grade Unleaded | ULS Premium | |
|------------------|-----------|--------------------|-------------|---------------|
| <u>Location</u> | 87 Octane | 89 Octane | Diesel #2 | ULS Diesel #2 |
| Birmingham | 55,000 | | | 30,000 |
| Clinton Township | 130,000 | | | 42,000 |
| Eastpointe | 60,000 | | | |
| Farmington Hills | 112,000 | | 35,000 | |
| Livonia | 240,000 | | | 110,000 |
| Madison Heights | | 51,000 | | 34,000 |
| Novi | 115,000 | | | 42,000 |
| Oakland County | 450,000 | | | |
| Rochester Hills | 60,000 | | 70,000 | |
| Royal Oak | | 125,000 | 110,000 | |
| St. Clair Shores | 105,000 | | 62,000 | |
| Southfield | | 240,000 | | 85,000 |
| Sterling Heights | 190,000 | | | 75,000 |
| Troy | 144,000 | | | 76,000 |
| Warren | 218,000 | | 78,000 | 130,000 |
| Waterford | 125,000 | | 20,000 | |
| West Bloomfield | 75,000 | | | |
| Totals: | 2,079,000 | 416,000 | 375,000 | 624,000 |

| Location Birmingham, City of Lincoln Hills Golf Course 2666 W. Fourteen Mile Road Birmingham, MI 48009 | <u>Tank Size</u> 500 500 . | Above/Below Ground Below Below | Type of Product Regular Unleaded ULS Dyed Diesel #2 | Annual Est. Usage 1,500 1,000 |
|--|----------------------------------|------------------------------------|--|-------------------------------------|
| Birmingham, City of Springdale Golf Course 316 Strathmore Birmingham, MI 48009 | 500 500 | Below Below | Regular Unleaded ULS Dyed Diesel #2 | 1,500 1,000 |
| Eastpointe, City of Department of Public Works 17800 10 Mile Road Eastpointe, MI 48021 | 2,000 | Above | ULS Premium Diesel #2 | 17,000 |
| Eastpointe, City of Fire & Rescue Department 16370 9 Mile Road Eastpointe, MI 48021 | 560 | Above | ULS Premium Diesel #2 | 3,500 |
| Farmington Hills, City of Parks & Golf Maintenance 38111 Interchange Drive Farmington Hills, MI 48331 | 3,000 500 | Below Above | Regular Unleaded ULS Premium Diesel #2 (in colder months Winter Blend Diesel) | 18,500 3,500 |
| HC Metropark - Lake St. Clair 31300 Metro Parkway Mt. Clemens, MI 48045 | 4,000 2,000 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 11,000 5,000 |
| HC Metropark - Wolcott Mill Farm Center 65775 Wolcott Road Ray, MI 48096 | 500 500 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 2,700 800 |
| HC Metropark - Wolcott Golf Course 21690 27 Mile Road Ray, Ml 48096 | 500 500 | Temporary Above Temporary Above | Regular Unleaded ULS Dyed Diesel #2 | 3,000 1,400 |
| HC Metropark - Stony Creek Golf Course 5140 Main Parkway Shelby Township, Ml 48316 | 1,000 1,000 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 1,100 1,300 |
| HC Metropark - Stony Creek Service Yard 4250 26 Mile Road Shelby Township, MI 48316 | 4,000 2,000 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 20,000 6,500 |
| HC Metropark - Indian Springs Service Area 5200 Indian Trail White Lake, MI 48386 | 3,000 | Under | Regular Unleaded | 3,000 |
| HC Metropark - Indian Springs Golf Course 5100 Indian Trail White Lake, MI 48386 | 1,000 1,000 | Under Under | Regular Unleaded ULS Dyed Diesel #2 | 8,100 3,200 |
| HC Metropark - Kensington Service Yard 2240 W Buno Road Milford, MI 48380 | 4,000 2,000 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 25,000 8,000 |
| HC Metropark - Kensington Golf Course 13760 High Ridge Drive Brighton, MI 48114 | 2,500 1,000 | Under Under | Regular Unleaded ULS Dyed Diesel #2 | 6,000 2,700 |
| HC Metropark - Kensington Boat Rental 2240 West Buno Rd Milford, MI 48380 | 500 | Above | Regular Unleaded | 500 |
| HC Metropark - Huron Meadows Service Yard 8765 Hammel Road Brighton, MI 48116 | 1,000 1,000 | Under Under | Regular Unleaded ULS Dyed Diesel #2 | 3,100 3,500 |

| HC Metropark - Hudson Mills Golf Course 4800 Dexter-Pinckney Road Dexter, MI 48130 | 2,500 1,000 | Under Under | Regular Unleaded ULS Dyed Diesel #2 | 2,900 1,400 |
|---|-------------------------|-------------------------|--|-------------------------|
| HC Metropark - Hudson Mills Service Yard 8801 North Territorial Dexter, MI 48130 | 2,500 1,500 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 9,100 3,100 |
| HC Metropark - Lower Huron Service Yard 17845 Savage Road Belleville, MI 48111 | 4,000 2,500 1,000 | Under Under Under | Regular Unleaded ULS Dyed Diesel #2 Regular Unleaded | 9,000 2,900 3,200 |
| HC Metropark - Willow Service Yard 23140 Interloop Rd New Boston, MI 48164 | 4,000 2,000 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 11,500 7,700 |
| HC Metropark - Willow Golf Course 22900 Huron River Drive New Boston, MI 48164 | 1,000 1,000 | Under Under | Regular Unleaded ULS Dyed Diesel #2 | 5,000 2,900 |
| HC Metropark - Lake Erie Service Yard 32481 West Jefferson Brownstown, MI 48173 | 4,000 2,000 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 12,200 1,700 |
| HC Metropark - Lake Erie Golf Course 14786 Lee Road Browntown, MI 48173 | 4,000 2,000 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 5,000 2,200 |
| | | | | |
| Livonia, City of Fox Creek Golf Course 36000 Seven Mile Road Livonia, MI 48152 | 500 500 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 3,500 2,500 |
| Livonia, City of Idylwyld Golf Course 35786 Five Mile Road Livonia, MI 48150 | 2,000 2,000 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 2,500 2,000 |
| Livonia, City of Whispering Willows Golf Course 20500 Newburgh Road Livonia, MI 48152 | 2,000 2,000 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 4,500 2,500 |
| | | | | |
| St. Clair Shores, City of St. Clair Shores Country Club 22185 Masonic St. Clair Shores, MI 48082 | 1,000 1,000 | Above Above | Regular Unleaded ULS Premium Diesel #2 | 8,000 4,500 |
| Southfield, City of Fire Headquarters 24477 Lahser Road Southfield, MI 48033 | 1,000 | Above | ULS Premium Diesel #2 | 7,500 |
| Station 1 | 1,000 | Above | ULS Diesel #2 | 5,500 |
| Station 2 | 1,000 | Above | ULS Diesel #2 | 6,000 |
| Station 3 | 1,000 | Above | ULS Diesel #2 | 6,000 |
| Station 4 | 1,000 | Above | ULS Diesel #2 | 6,000 |
| | 500 | Above | ULS Diesel #2 | 4,000 |
| Southfield, City of Public Safety Building / Park Services 26000 Evergreen Southfield, MI 48076 | 3,000 | Above | ULS Diesel #2 | 500 |
| Sterling Heights, City of Fire Station #2 12825 Nineteen Mile Road Sterling Heights, MI, 48313 | 1,000 | Above | ULS Diesel #2 | 4,300 |

Sterling Heights, MI 48313

| Sterling Heights, City of Fire Station #3 | 1,000 | Above | ULS Diesel #2 | 4,500 |
|---|---|-------------------------|--|-----------------------|
| 5250 Fifteen Mile Road Sterling Heights, MI 48310 | | | · | · |
| Sterling Heights, City of Fire Station #4 12850 Fifteen Mile Road Sterling Heights, MI 48312 | 1,000 | Above | ULS Diesel #2 | 3,700 |
| Sterling Heights, City of Fire Station #5 41627 Ryan Road Sterling Heights, MI 48314 | generator | Above | ULS Dyed Diesel #2 off-road diesel | 0 |
| Sterling Heights, City of Booster Station 2460 Dobry Drive Sterling Heights, MI 48314 | generator | Above | ULS Dyed Diesel #2 off-road diesel | 300 |
| Sterling Heights, City of Police Department 40333 Dodge Park Sterling Heights, MI 48313 | generator | Above | ULS Dyed Diesel #2 off-road diesel | 400 |
| Troy, City of 500 W. Big Beaver Troy, MI 48084 | 12,000 | Below | Regular Unleaded | 4,000 |
| Troy DPW, City of | 12,000 | Bolow | | .,. |
| 4693 Rochester Road Troy, MI 48098 | 12,000 | Below | ULS Diesel #2 | 3,000 |
| Warren, City of Parks & Recreation 32601 Warkop Warren, MI 48093 | 4,000 2,000 | Above Above | Mid-Grade Unleaded ULS Diesel #2 | 8,000 22,000 |
| Warren, City of Waste Water Treatment Plant 32360 Warkop Warren, MI 48093 | 6,000 (14 Mile) 125 (14 Mile 1,050 (9 Mile) | Below Above Above | ULS Dyed Diesel #2 ULS Dyed Diesel #1 ULS Dyed Diesel #2 | 5,000 200 1,000 |
| Warren, City of Police Department 29900 Civic Center Blvd. Warren, MI 48093 | 6,000 | Below | ULS Diesel #2 - Dyed | 6,000 |
| Waterford Township 5240 Civic Center Drive Waterford, MI 48239 | 1,000 | Above | ULS Premium Diesel #2 | 3,000 |
| Waterford Township Fire Station #3 3435 Elizabeth Lake Road Waterford, MI 48328 | 1,000 | Above | ULS Diesel #2 | 7,000 |
| West Bloomfield Township Fire Station #1 4601 Orchard Lake Road West Bloomfield, MI 48323 | 500 500 | Below Below | Mid-grade Unleaded ULS Diesel #2 | 2,000 2,000 |
| West Bloomfield Township Fire Station #2 6925 West Maple West Bloomfield, MI 48322 | 500 | Below | ULS Diesel #2 | 3,200 |

| | | | | 0.500 |
|--|----------------|----------------|--|------------------|
| West Bloomfield Township Fire Station #3 3340 Green Lake Road West Bloomfield, MI 48324 | 500 | Below | ULS Diesel #2 | 2,500 |
| West Bloomfield Township Fire Station #4 5842 Greer Road West Bloomfield, MI 48324 | 500 500 | Below Below | Mid-grade Unleaded ULS Diesel #2 | 1,500 1,500 |
| West Bloomfield Township Fire Station #5 5425 W. Maple West Bloomfield, MI 48322 | 500 500 | Below Below | Mid-grade Unleaded ULS Diesel #2 | 3,300 3,400 |
| West Bloomfield Township Fire Station #9 3300 Orchard Lake Road West Bloomfield, MI 48324 | 500 | Below | ULS Diesel #2 | 3,000 |
| West Bloomfield Township Police Department 4430 Walnut Lake Road West Bloomfield, MI 48323 | 2,000 | Below | ULS Dyed Diesel #2 | 1,000 |
| West Bloomfield Township Township Hall 4550 Walnut Lake Road West Bloomfield, MI 48323 | 300 | Below | ULS Dyed Diesel #2 | 500 |
| West Bloomfield Township Water and Sewer Department 2400 Haggerty West Bloomfield, MI 48323 | 3,000 5,000 | Below Below | ULS Dyed Diesel #2 Mid-grade Unleaded | 4,000 157,000 |
| | | | | |

TANK WAGON - USAGE SUMMARY ATTACHMENT B1

| <u>Location</u> | Unleaded 87 Octane | Mid-Grade Unleaded 89 Octane | ULS Premium <u>Diesel #2</u> | ULS Diesel #2 | ULS Dyed Diesel #2 | ULS Dyed <u>Diesel #1</u> |
|--------------------------|-----------------------|---------------------------------|---------------------------------|---------------|--------------------|---------------------------|
| Birmingham | 3,000 | | | | 2,000 | |
| Eastpointe | | | | | 20,500 | |
| Farmington Hills | 18,500 | | 3,500 | | | · |
| Huron-Clinton Metroparks | 141,400 | | | | 54,300 | |
| Livonia | 10,500 | | | | 7,000 | |
| St. Clair Shores | 8,000 | | 4,500 | | | |
| Southfield | | | 7,500 | 28,000 | | |
| Sterling Heights | | | | 12,500 | 700 | |
| Troy | 4,000 | | | 3,000 | | |
| Warren | | 8,000 | | 22,000 | 12,000 | 200 |
| Waterford | | | 3,000 | 7,000 | | |
| West Bloomfield | | 163,800 | | 15,600 | 5,500 | |
| Totals: | 185,400 | 171,800 | 18,500 | 88,100 | 102,000 | 200 |

Notification List:

Ports Petroleum Company, Inc. 13347 Blacheyville Road Wooster, OH 44691 Robert Lay, Government Sales roblay@portspetro.com

RKA Petroleum Companies, Inc. 28340 Wick Road Romulus, MI 48174 Michael Calhoon, National Account Rep mcalhoon@rkapetroleum.com

Atlas Oil Company 24501 Ecorse Road Taylor, MI 48180 Sandra Schoenrade, Inside Sales Representative sandras@atlasoil.com

CITY OF STERLING HEIGHTS BID TABULATION - OCTOBER 13, 2015 ITB-SH15-032: TRUCK TRANSPORT AND TANK WAGON DELIVERIES OF UNLEADED GASOLINE AND DIESEL FUEL

| | TRUCK TRANSPORT FACTORS | | | | | | | | | | | | | | | | |
|-----------------------|-------------------------|--------|--------|--------------|----------------|---------|---------------|----------------|--------|-------------|----------------|--------|-----------|------------------|---------|-----------|----------------|
| | | | | Atlas Oil Co | ompany | Ma | nsfield Oil (| Company | Pe | troleum Tra | ders Corp | | Ports Pet | roleum | RKA | Petroleum | Companies |
| Commodity | Est. Gallons | Avg | Factor | Price/gal | Ext Total | Factor | Price/gal | Ext Total | Factor | Price/gal | Ext Total | Factor | Price/gal | Ext Total | Factor | Price/gal | Ext Total |
| Unleaded 87 | 2,079,000 | 1.8353 | +.0148 | \$1.8501 | \$3,846,357.90 | +.01600 | \$1.85130 | \$3,848,852.70 | 0075 | \$1.8278 | \$3,799,996.20 | 0139 | \$1.8214 | \$3,786,690.60 * | 0243 | \$1.8110 | \$3,765,069.00 |
| Unleaded Mid-Grade 89 | 416,000 | 2.0610 | +.0148 | 2.0758 * | 863,532.80 | +.01950 | 2.08050 | 865,488.00 | 0018 | 2.0592 | 856,627.20 | 0026 | 2.0584 | 856,294.40 | 0208 | 2.0402 | 848,723.20 |
| ULS Premium Diesel #2 | 375,000 | 2.1230 | 0154 | 2.1076 | 790,350.00 | 0143 | 2.10870 | 790,762.50 | 0162 | 2.1068 | 790,050.00 | 0193 | 2.1037 | 788,887.50 | +.00120 | 2.1242 | 796,575.00 |
| ULS Diesel #2 | 624,000 | 2.0928 | 0154 | 2.0774_ | 1,296,297.60 | 0193 | 2.07350 | 1,293,864.00 | 0276 | 2.0652_ | 1,288,684.80 | 0293 | 2.0635 | 1,287,624.00 | 0108 | 2.0820_ | 1,299,168.00 |
| Totals | | | | == | \$6,796,538.30 | | | \$6,798,967.20 | | = | \$6,735,358.20 | | : | \$6,719,496.50 | | = | \$6,709,535.20 |

| | TANK WAGON FACTORS | | | | | | | | | | | | | | | | |
|-----------------------|--------------------|--------|--------|-------------|----------------|--------|---------------|----------------|--------|-------------|-----------|--------|------------|----------------|--------|-----------|----------------|
| | | | | Atlas Oil C | ompany | Ma | nsfield Oil C | ompany | Pe | troleum Tra | ders Corp | | Ports Petr | oleum | RKA | Petroleum | Companies |
| Commodity | Est. Gallons | Avg | Factor | Price/gal | Ext Total | Factor | Price/gal | Ext Total | Factor | Price/gal | Ext Total | Factor | Price/gal | Ext Total | Factor | Price/gal | Ext Total |
| Unleaded 87 | 185,400 | 1.8353 | +.0995 | \$1.9348 | \$358,711.92 | +.2928 | \$2.1281 | \$394,549.74 | N/B | | | +.3000 | \$2.1353 | \$395,884.62 | +.0848 | \$1.9201 | \$355,986.54 |
| Unleaded Mid-Grade 89 | 171,800 | 2.0610 | +.0995 | 2.1605 | 371,173.90 | +.2928 | 2.3538 | 404,382.84 | N/B | | | +.3000 | 2.3610 | 405,619.80 | +.0848 | 2.1458 | 368,648.44 |
| ULS Premium Diesel #2 | 18,500 | 2.1230 | +.0995 | 2.2225 | 41,116.25 | +.3133 | 2.4363 | 45,071.55 | N/B | | | +.3000 | 2.4230 | 44,825.50 | +.0968 | 2.2198 | 41,066.30 |
| ULS Diesel #2 | 88,100 | 2.0928 | +.0995 | 2.1923 | 193,141.63 | +.2933 | 2.3861 | 210,215.41 | N/B | | | +.3000 | 2.3928 | 210,805.68 | +.0848 | 2.1776 | 191,846.56 |
| ULS Dyed Diesel #2 | 102,000 | 2.1009 | +.0995 | 2.2004 | 224,440.80 | +.2933 | 2.3942 | 244,208.40 | N/B | | | +.3000 | 2.4009 | 244,891.80 | +.0848 | 2.1857 | 222,941.40 |
| ULS Dyed Diesel #1 | 200 | 2.5016 | +.0995 | 2.6011 | 520.22 | +.9933 | 3.4949_ | 698.98 | N/B | _ | | +.4000 | 2.9016_ | 580.32 | +.2202 | 2.7218_ | 544.36 |
| Totals | | | | : | \$1,189,104.72 | | = | \$1,299,126.92 | | _ | \$0.00 | | == | \$1,302,607.72 | | | \$1,181,033.60 |

| ADDITIONAL TERMS AND CONDITIONS | | | | | | | | |
|--|-------------|--------------|---------------------------------------|----------------------------------|---------------------------------------|--|--|--|
| Atlas Oil Company Mansfield Oil Company Petroleum Traders Corp Ports Petroleum RKA Petroleum Companies | | | | | | | | |
| Short load charge - TRUCK (5,000-8,000 gals) | \$50 | \$70 | \$50 | \$75 | \$50 | | | |
| Short load charge - TANK WAGON | \$0 | \$0 | N/B | \$0 - 500 to 5,000, \$150 < 500 | \$0 - 150 to 5,000, \$100 < 150 | | | |
| Minimum delivery w/no charge - TANK WAGON | No minimum | 500 gallons | N/B | 500 gallons | 150 gallons | | | |
| Volume/Gallons, SE MI | 200,000,000 | 99,955,000 + | 5,200,000 | > 10,000,000 | 100,000,000 | | | |
| Terms | net 30 | net 30 | net 30, or net 10 w/.005 gal discount | net 30 | net 30, or net 15 w/.005 gal discount | | | |
| Split order charge | \$35.00 | \$40.00 | \$40.00 | \$55.00 (if not at same address) | \$35.00 | | | |
| Delivery Time | 24 hours | 24 hours | 24 hours | 24 hours | 24-48 hours | | | |

OPIS Detroit Michigan Rack Average - Purchasing adjusted several to maintain continuity to benchmark.

Bid by Foster Blue Water Oil Co. was received late, unopened.

All factors above include: Federal LUST (Leaking Underground Storage Tank) tax, State UST (Underground Storage Tank) Fee, and Federal Environemntal Recovery Fee.

^{*} Adjusted by Purchasing

N/B - No Bid Submitted



Richard J. Notte Sterling Heights City Center City Hall 40555 Utica Rd. | P.O. Box 8009

Sterling Heights, MI | 48311-8009

City Council Mayor Mayor Pro Tem Councilwoman Councilman Councilwoman Councilman Councilwoman

Michael C. Taylor Doug Skrzyniarz Deanna Koski Joseph V. Romano Maria G. Schmidt Nate Shannon Barbara A. Ziarko

TEL 586.446.CITY (2489) FAX 586.276.4077 cityhall@sterling-heights.net | www.sterling-heights.net facebook.com/cityofsterlingheights | twitter.com/sterling_hts

City Manager Mark D. Vanderpool

INVITATION TO BID ITB-SH15-032

The City of Sterling Heights, as the lead agency for a fuel cooperative of at least eighteen governmental entities, is accepting sealed bids for TRUCK TRANSPORT AND TANK WAGON DELIVERIES OF UNLEADED GASOLINE AND DIESEL FUEL until TUESDAY, OCTOBER 13, 2015, at 2:30 P.M. in the Office of the City Clerk, 40555 Utica Road, Sterling Heights, MI 48313. Specifications are attached.

Purchasing Manager

Office of Purchasing 586-446-2740

VII. SPECIFICATIONS

The governmental entities of Birmingham, Clinton Township, Eastpointe, Farmington Hills, Huron-Clinton Metroparks, Livonia, Madison Heights, Novi, Oakland County, Rochester Hills, Royal Oak, St. Clair Shores, Southfield, Sterling Heights, Troy, Warren, Waterford, and West Bloomfield herein known as the "cooperative" are jointly requesting sealed bid proposals for the purchase of gasoline and diesel fuel, as described below, in truck transport and tank wagon deliveries for the period of **February 1, 2016 through January 31, 2018** with an option to extend for two (2) additional years through mutual consent, under the same terms and conditions. The entities mentioned above have their estimated annual fuel use incorporated into the bid. In addition, there may be approximately 2-3 additional entities that may be included at a later date.

The cooperative reserves the right to extend the contract, exclusively, unless the vendor can show that terms or conditions or their variables within the contract have changed.

TRUCK TRANSPORT ESTIMATED TOTAL ANNUAL REQUIREMENTS

| Unleaded 87 Octane | 2,079,000 | gallons |
|------------------------------|-----------|---------|
| Unleaded Mid-grade 89 Octane | 416,000 | gallons |
| ULS Diesel #2 Premium | 375,000 | gallons |
| ULS Diesel #2 | 624,000 | gallons |

TANK WAGON ESTIMATED ANNUAL REQUIREMENTS

| Unleaded 87 Octane | 185,400 | gallons |
|------------------------------|---------|---------|
| Unleaded Mid-grade 89 Octane | 171,800 | gallons |
| ULS Diesel #2 Premium | 18,500 | gallons |
| ULS Diesel #2 | 88,100 | gallons |
| ULS Diesel #2 – Dyed | 102,000 | gallons |
| ULS Diesel #1 - Dyed | 200 | gallons |

SPECIFICATIONS

| Unleaded gasoline (10% Ethanol) | Minimum octane rating of 87 | (R+M)/2 |
|----------------------------------|-----------------------------|---------|
| Mid-grade gasoline (10% Ethanol) | Minimum octane rating of 89 | (R+M)/2 |
| Ultra Low Sulphur Diesel | Maximum sulphur 15ppm | , |

All gasoline shall be free of water, suspended matter and strong obnoxious odors and shall meet the standards as per ASTM, D439-83 and all other recognized minimum standards.

Biodiesel fuel: Although currently not being used by the majority of entities, this bid is requesting pricing for biodiesel due to the ongoing changes in fuel over the past several years. Pricing should be included for B-5, B-10 and B-20 biodiesel that meets or exceeds ASTM D6751 specifications. Splash blending is not acceptable.

Diesel fuel: The following specifications should be considered the minimum acceptable. All diesel fuel must meet or exceed the latest ASTM D975 version of standard specification, be free of water, suspended matter and strong obnoxious odors.

| | <u>NO. 1</u> | PREMIU | M NO. 2 | <u>NO. 2</u> |
|---|--------------|---------|---------|--------------|
| | | SUMMER | WINTER | |
| Gravity, API, Min (ASTM D287) | 37 | 34 | 36 | 30 |
| Flash, F., P-M, Min. (ASTM D93) | 120-160 | 155 | 145 | 140 |
| Pour Point, F., Max. (ASTM D97) | -25 | -10 | -20 | +10 to -5 |
| Cloud Point, F., Max. (ASTM D2500) | - | 0 | -15 | +15 max |
| Viscosity @ 40 C., (100 F.) MIN. c St. (ASTM D445) MAX. | 1.3 2.1 | 35 - | 33 - | 2.0 3.6 |
| Carbon Residue on 10% Bottoms, % Max. (ASTM D524) | 0.15 | .02 | .02 | 0.35 |
| Ash, % Max. (ASTM D482) | 0.01 | 0.01 | 0.01 | 0.01 |
| Corrosion 3 hrs. @ 122 F., Max. (ASTM D130) | 1 | 1 | 1 | 1 |
| Distillation (ASTM D86) 10% Recovered, F., Max. | 420 | 413 | 413 | Report |
| Color, Min. (ASTM D156) Color, Max. (ASTM D1500) | +14 - | - | - - | - 2.5 |
| Cetane No., (Motor), Min. (ASTM D613) or Cetane Index (ASTM D976) | 40.0 | 45.0 | 46.0 | 40.0 |
| Water & Sediment (D96) Max. | trace | 0 | 0 | Clear/Bright |

All No. 1, No. 2 Premium and No. 2 delivered *must* not exceed 0.0015 percent by weight of sulfur.

VENDOR QUALIFICATIONS

Bids will be accepted only from vendors who are licensed by the State of Michigan as a wholesale distributor. Vendors may be required to submit financial data as required for qualification. Please submit all sources of supply and approximate volume of annual business currently transacted in Southeast Michigan where indicated on your bid form.

MISCELLANEOUS

The vendor will be responsible for any spillage. If the governmental entities need to clean or otherwise remedy the results of a spill, the vendor will be responsible for all costs incurred, to notify the Department of Natural Resources and to complete and file all required forms. Proof of all such actions are to be provided to cooperative member concerned. Inasmuch as the fuel to be supplied under this agreement is for Police, Fire and other emergency services, the successful bidder shall agree to designate the members of this cooperative as priority services.

In any case where vehicle performance is poor and fuel quality is suspect, the vendor shall provide the necessary technical assistance and independent testing to determine the cause and/or solution to the problem. Testing would be at vendor's expense, if fuel is determined to be of poor quality.

The vendor is responsible for all expense to remove defective fuel and repair equipment. All defective fuel would be replaced with fuel meeting specifications and priced at original delivery date. If requested by agency, driver to provide fuel sample before fuel is dropped into tank. Agency to provide container and sample.

In the event any member of the cooperative elects to have an additive added to their diesel/gasoline supply, the rate for the next highest grade will be charged. Example: Diesel #2 with additives would be charged at the rate for Premium Diesel #2.

Indicate on the Bid Form additional charges, if any, for a split order of fuel to equal the vendor's minimum order (i.e. 4,000 gallons of diesel and 4,000 gallons of unleaded) at the same address.

METHOD OF AWARD

The Detroit, Michigan Market OPIS Contract - Rack Average will be used as a point of reference in evaluating bid prices and as the method for price adjustments during the term of the agreement. Please submit your bid on the basis of the OPIS for Detroit Michigan Rack Average on prices that are contained in the 10:00:01, **October 6, 2015** publication date. Unit prices and factors prevail and the cooperative will correct any extension errors.

Please base pricing for truck transport on minimum delivery of 8,000 gallons per drop. Indicate any short load charges for quantities between 5,000 and 8,000 gallons. Base pricing for tank wagon on minimum delivery of 250 gallons.

Use Diesel #2 OPIS Index for No. 1 and No. 2 Premium Diesel if *not* shown on the OPIS Index.

Award will be made on a joint basis. However, separate purchase orders will be issued by each member of the cooperative, subject to approval of respective elected officials.

The successful bidder shall have the option to extend the terms of the agreement to other governmental units in the Metropolitan area upon approval of the Purchasing Manager of the City of Sterling Heights.

The members of the cooperative reserve the right to accept or reject any or all bids, waive irregularities or informalities, award to other than the low bidder, to split award and to accept any bid considered to be in the best interests of the members. All bids shall be in accordance with the specifications and shall be submitted on the bid forms contained herein. Any exceptions shall be so noted.

The cooperative members individually reserve the right to withdraw from this contract if their governing body will not approve the contract as awarded and in the event of the abandonment of full storage tanks. The vendor is required to hold prices for the other cooperative members. If more than two (2) members cannot obtain approval from their respective governing body, the cooperative bid will be void.

VIII. BID FORM

The undersigned hereby declares that the instructions and specifications have been carefully examined and that TRUCK TRANSPORT AND TANK WAGON DELIVERIES OF UNLEADED GASOLINE AND DIESEL FUEL will be furnished for the prices set forth in this bid. It is understood and agreed that all bids are F.O.B. DESTINATION and shall remain in effect for at least ninety (90) days from the date of the bid opening to allow for award of bid. Unit prices and factors prevail and the cooperative will correct extension errors. Bid prices shall remain firm for the two-year contract beginning on February 1, 2016 through January 31, 2018 and any extension options that may be agreed upon.

Enclose the written policy you have in place for times of disaster or declared emergencies.

| Realistic delivery time in hours: |
|--|
| List 24/7 emergency contact and number: |
| Indicate split order charges, if any: |
| Indicate if payment by a Purchasing Card is acceptable: |
| List Cards Accepted: |
| MSDS included? |
| How did you receive notification of this bid? |
| How did you obtain the bid specifications? If bid documents were downloaded from a website, please list: |
| The undersigned certifies that he has downloaded all documents/addendums associated with this bid from the MITN website. |
| Company |
| Address |
| City/State/Zip |
| Representative/Title |
| Telephone/Fax |
| E-Mail Address/Website |
| Terms |
| Signature/Date |

VIII. BID FORM — TRUCK TRANSPORT

| | • | Est. Usage* | Average | ± | Price/gallon | Ext. Total# |
|-------|---|---------------------|-----------------------|---|---------------------------|----------------------|
| Unlea | aded 87 | 2,079,000 | \$ | | \$ | \$ |
| Unlea | aded Mid-Grade 89 | 416,000 | \$ | | \$ | \$ |
| ULS | Premium Diesel #2 | 375,000 | \$ | with the second | \$ | \$ |
| ULS | Diesel #2 | 624,000 | \$ | | \$ | \$ |
| | | | | | Total: | \$ |
| 8.000 | e base pricing on mining gallons. oad charge, if any: | | | Indicate any short le | oad charges for quantitie | es between 5,000 and |
| 1. | Identify all sources of s | upply: | | | | |
| 2. | Approximate annual vo | lume in gallons, in | Southeast Michigan: _ | 1.14 | | · |

^{*} Estimated yearly product usage of cooperative in gallons # Extended total is calculated by multiplying estimated yearly product usage by price per gallon

VIII. BID FORM — TANK WAGON

| , | Est. Usage* | Average | ± | Price/gallon | Ext. Total# |
|-----------------------|-------------|---------|------------------|--------------|-------------|
| Unleaded 87 | 185,400 | \$ | enting | \$ | \$ |
| Unleaded Mid-Grade | 171,800 | \$ | | \$ | \$ |
| ULS Premium Diesel #2 | 18,500 | \$ | | \$ | \$ |
| ULS Diesel #2 | 88,100 | \$ | | \$ | \$ |
| ULS Dyed Diesel #2 | 102,000 | \$ | | \$ | \$ |
| ULS Dyed Diesel #1 | 200 | \$ | and the state of | \$ | \$ |
| | | | | Total: | \$ |

| The t | he term "tank wagon" is intended to describe delivery in lots of 5,000 or less. Please specify minimum delivery quantity: | | | | | | |
|--|---|--|--|--|--|--|--|
| ************************************** | | | | | | | |
| 1. | Identify all sources of supply: | | | | | | |
| 2. | Approximate annual volume in gallons, in Southeast Michigan: | | | | | | |

^{*} Estimated yearly product usage of cooperative in gallons

[#] Extended total is calculated by multiplying estimated yearly product usage by price per gallon

ATTACHMENT A TRUCK TRANSPORT ESTIMATED ANNUAL USAGE

| Location | Tank Size | Above/Below Ground | Type of Product | Annual Est. Usage |
|---|---------------------------------|--------------------------|---|---------------------|
| Birmingham, City of | 11,600 | Below | Regular Unleaded | 55,000 |
| 851 S. Eton Road Birmingham, MI 48009 | 6,000 | Below | ULS Diesel #2. | 30,000 |
| | | | | |
| Clinton Township Water Dept. | 10,000 | Below | Regular Unleaded | 130,000 |
| 24230 Shook Road Clinton Township, MI 48035 | 10,000 | Below | ULS Diesel #2 | 42,000 |
| | 2.000 | Below | ULS Diesel #2 | (filled by portable |
| Clinton Township Water Dept. 17825 18 Mile Rd. | 2,000 | Below | OLS Diesei #2 | tank from Shook |
| Clinton Township, MI 48038 | | | | Road) |
| | 0.000 | D-1 | Devided Interded | 60,000 |
| Eastpointe, City of Department of Public Works | 8,000 | Below | Regular Unleaded | 60,000 |
| 17800 10 Mile Road | | | | |
| Eastpointe, MI 48021 | | | | |
| Farmington Hills, City of | 10,000 | Below | Regular Unleaded | 87,000 |
| Police Station | 10,000 | Below | Regular Unleaded | 0.,000 |
| 31655 Eleven Mile Road | | | | |
| Farmington Hills, MI 48336 | | | | |
| Farmington Hills, City of | 8,000 | Below | Regular Unleaded | 25,000 |
| DPW 27245 Halsted | 12,000 (20k tank that is com | Below partmentalized) | ULS Premium Diesel #2 | 35,000 |
| Farmington Hills, MI 48331 | | , | | |
| | | | | 100.000 |
| Livonia, City of 33000 Civic Center Drive | 10,000 10,000 | Below Below | Regular Unleaded ULS Diesel #2 | 160,000 30,000 |
| Livonia, MI 48154 | 10,000 | DOIOW | OLO BIOSOI IIZ | 00,000 |
| Livonia, City of | 10,000 | Below | Regular Unleaded | 80,000 |
| Public Service Division | 10,000 | Below | ULS Diesel #2 | 80,000 |
| 12973 Farmington Road | | | | |
| Livonia, MI 48150 | | | | |
| Madison Heights, City of | 10,000 | Below | ULS Diesel #2 | 34,000 |
| Department of Public Services | 12,000 | Below | Mid-Grade Unleaded | 19,000 |
| 801 Ajax Drive Madison Heights, MI 48071 | | | | |
| - | 10,000 | Below | Mid-Grade Unleaded | 32,000 |
| Madison Heights, City of Police Department | 10,000 | Delow | Wild-Grade Officaded | 32,000 |
| 280 W. Thirteen Mile Road | | | | |
| Madison Heights, MI 48071 | | | | |
| Novi, City of | 10,000 | Below | Regular Unleaded | 115,000 |
| 26300 Delwal | 10,000 | Below | Regular Unleaded | (combined) |
| Novi, MI 48375 | 10,000 | Below | ULS Diesel #2 | 42,000 |
| Oakland County Central Garage | 20,000 | Below | Regular Unleaded | 450,000 |
| 1200 North Telegraph Road | 20,000 | Below | | , |
| Building 38E | 20,000 | Below | | |
| Pontiac, MI 48341 | 12,000 | Below | | |
| Rochester Hills, City of | 15,000 | Below | ULS Premium Diesel #2 | 70,000 |
| Department of Public Services | 15,000 | Below | Regular Unleaded | 60,000 |
| 511 E. Auburn Road Rochester Hills, MI 48037 | | | | |
| Toologici Tille, Wi Toodi | | | | |
| Royal Oak, City of | 20,000 | Below | Mid-Grade Unleaded | 125,000 |
| Motor Pool Garage 1600 N. Campbell Road | 10,000 10,000 | Below Below | ULS Premium Diesel #2 ULS Premium Diesel #2 | 55,000 55,000 |
| Royal Oak, MI 48067 | 10,000 | DGIOM | OLO I Termium Dieser#2 | 55,000 |
| | | | | |

ATTACHMENT A TRUCK TRANSPORT ESTIMATED ANNUAL USAGE

| Location St. Clair Shores, City of Department of Public Works 19800 Pleasant St. Clair Shores, MI 48080 | Tank Size 12,000 6,000 | Above/Below Ground Below Below | <u>Type of Product</u> Regular Unleaded ULS Premium Diesel #2 | Annual Est. Usage 105,000 62,000 |
|--|------------------------------|--------------------------------------|---|--|
| Southfield, City of DPS Facility | 20,000 | Below | Mid-Grade Unleaded ULS Diesel #2 | 60,000 |
| 25501 Clara Lane Southfield, MI 48034 | 20,000 | Below | OLS Diesei #2 | 85,000 |
| Southfield, City of Public Safety Building 26000 Evergreen Southfield, MI 48076 | 20,000 | Below | Mid-Grade Unleaded | 180,000 |
| Sterling Heights, City of Department of Public Works 7200 Eighteen Mile Road Sterling Heights, MI 48314 | 25,000 20,000 | Below Below | Regular Unleaded ULS Diesel #2 | 190,000 75,000 |
| Troy, City of 500 W. Big Beaver Troy, MI 48084 | 12,000 | Below | Regular Unleaded | 94,000 |
| Troy, City of Department of Public Works 4693 Rochester Road Troy, MI 48098 | 12,000 12,000 | Below Below | Regular Unleaded ULS Diesel #2 | 50,000 76,000 |
| Warren, City of | 10,000 | Below | Regular Unleaded | 46,000 |
| Department of Public Works 12801 Stephens Warren, MI 48089 | 10,000 10,000 | Below Below | Regular Unleaded ULS Premium Diesel #2 | 42,000 78,000 |
| Warren, City of Police Department 29900 Civic Center Blvd. Warren, MI 48093 | 10,000 10,000 | Below Below | Regular Unleaded Regular Unleaded | 65,000 65,000 |
| Warren, City of Sanitation 25601 Flanders Warren, MI 48093 | 12,000 | Above | ULS Diesel #2 | 130,000 |
| Waterford Township | 10,000 | Below | Regular Unleaded | 125,000 |
| 5240 Civic Center Drive Waterford, MI 48239 | 6,000 | Below | ULS Premium Diesel #2 | 20,000 |
| West Bloomfield Township Police Department 4430 Walnut Lake Road West Bloomfield, MI 48323 | 10,000 | Below | Regular Unleaded | 75,000 |

TRUCK TRANSPORT - USAGE SUMMARY ATTACHMENT A1

| | Unleaded | Mid-Grade Unleaded | ULS Premium | |
|------------------|-----------|--------------------|------------------|---------------|
| <u>Location</u> | 87 Octane | 89 Octane | <u>Diesel #2</u> | ULS Diesel #2 |
| Birmingham | 55,000 | | | 30,000 |
| Clinton Township | 130,000 | | | 42,000 |
| Eastpointe | 60,000 | | | |
| Farmington Hills | 112,000 | | 35,000 | |
| Livonia | 240,000 | | | 110,000 |
| Madison Heights | | 51,000 | | 34,000 |
| Novi | 115,000 | | | 42,000 |
| Oakland County | 450,000 | | | |
| Rochester Hills | 60,000 | | 70,000 | |
| Royal Oak | | 125,000 | 110,000 | |
| St. Clair Shores | 105,000 | | 62,000 | |
| Southfield | | 240,000 | | 85,000 |
| Sterling Heights | 190,000 | | | 75,000 |
| Troy | 144,000 | | | 76,000 |
| Warren | 218,000 | | 78,000 | 130,000 |
| Waterford | 125,000 | | 20,000 | |
| West Bloomfield | 75,000 | | | |
| Totals: | 2,079,000 | 416,000 | 375,000 | 624,000 |

| 2,495,000 | 999,000 |
|-----------|---------|
| Gasoline | Diesel |

| Location Birmingham, City of Lincoln Hills Golf Course 2666 W. Fourteen Mile Road Birmingham, MI 48009 | <u>Tank Size</u> 500 500 | Above/Below Ground Below Below | Type of Product Regular Unleaded ULS Dyed Diesel #2 | Annual Est. Usage 1,500 1,000 |
|--|--------------------------------|--------------------------------------|--|-------------------------------------|
| Birmingham, City of Springdale Golf Course 316 Strathmore Birmingham, MI 48009 | 500 500 | Below Below | Regular Unleaded ULS Dyed Diesel #2 | 1,500 1,000 |
| Eastpointe, City of Department of Public Works 17800 10 Mile Road Eastpointe, MI 48021 | 2,000 | Above | ULS Premium Diesel #2 | 17,000 |
| Eastpointe, City of Fire & Rescue Department 16370 9 Mile Road Eastpointe, MI 48021 | 560 | Above | ULS Premium Diesel #2 | 3,500 |
| Farmington Hills, City of Parks & Golf Maintenance 38111 Interchange Drive Farmington Hills, MI 48331 | 3,000 500 | Below Above | Regular Unleaded ULS Premium Diesel #2 (in colder months Winter Blend Diesel) | 18,500 3,500 |
| HC Metropark - Lake St. Clair 31300 Metro Parkway Mt. Clemens, MI 48045 | 4,000 2,000 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 11,000 5,000 |
| HC Metropark - Wolcott Mill Farm Center 65775 Wolcott Road Ray, MI 48096 | 500 500 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 2,700 800 |
| HC Metropark - Wolcott Golf Course 21690 27 Mile Road Ray, MI 48096 | 500 500 | Temporary Above Temporary Above | Regular Unleaded ULS Dyed Diesel #2 | 3,000 1,400 |
| HC Metropark - Stony Creek Golf Course 5140 Main Parkway Shelby Township, MI 48316 | 1,000 1,000 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 1,100 1,300 |
| HC Metropark - Stony Creek Service Yard 4250 26 Mile Road Shelby Township, MI 48316 | 4,000 2,000 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 20,000 6,500 |
| HC Metropark - Indian Springs Service Area 5200 Indian Trail White Lake, MI 48386 | 3,000 | Under | Regular Unleaded | 3,000 |
| HC Metropark - Indian Springs Golf Course 5100 Indian Trail White Lake, MI 48386 | 1,000 1,000 | Under Under | Regular Unleaded ULS Dyed Diesel #2 | 8,100 3,200 |
| HC Metropark - Kensington Service Yard 2240 W Buno Road Milford, MI 48380 | 4,000 2,000 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 25,000 8,000 |
| HC Metropark - Kensington Golf Course 13760 High Ridge Drive Brighton, MI 48114 | 2,500 1,000 | Under Under | Regular Unleaded ULS Dyed Diesel #2 | 6,000 2,700 |
| HC Metropark - Kensington Boat Rental 2240 West Buno Rd Milford, MI 48380 | 500 | Above | Regular Unleaded | 500 |
| HC Metropark - Huron Meadows Service Yard 8765 Hammel Road Brighton, MI 48116 | 1,000 1,000 | Under Under | Regular Unleaded ULS Dyed Diesel #2 | 3,100 3,500 |

| HC Metropark - Hudson Mills Golf Course 4800 Dexter-Pinckney Road Dexter, MI 48130 | 2,500 1,000 | Under Under | Regular Unleaded ULS Dyed Diesel #2 | 2,900 1,400 |
|---|-------------------------|-------------------------|--|-------------------------|
| HC Metropark - Hudson Mills Service Yard 8801 North Territorial Dexter, MI 48130 | 2,500 1,500 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 9,100 3,100 |
| HC Metropark - Lower Huron Service Yard 17845 Savage Road Belleville, Ml 48111 | 4,000 2,500 1,000 | Under Under Under | Regular Unleaded ULS Dyed Diesel #2 Regular Unleaded | 9,000 2,900 3,200 |
| HC Metropark - Willow Service Yard 23140 Interloop Rd New Boston, MI 48164 | 4,000 2,000 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 11,500 7,700 |
| HC Metropark - Willow Golf Course 22900 Huron River Drive New Boston, MI 48164 | 1,000 1,000 | Under Under | Regular Unleaded ULS Dyed Diesel #2 | 5,000 2,900 |
| HC Metropark - Lake Erie Service Yard 32481 West Jefferson Brownstown, MI 48173 | 4,000 2,000 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 12,200 1,700 |
| HC Metropark - Lake Erie Golf Course 14786 Lee Road Browntown, MI 48173 | 4,000 2,000 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 5,000 2,200 |
| | | | | |
| Livonia, City of | 500 | Above | Regular Unleaded | 3,500 |
| Fox Creek Golf Course 36000 Seven Mile Road Livonia, MI 48152 | 500 | Above | ULS Dyed Diesel #2 | 2,500 |
| Livonia, City of Idylwyld Golf Course 35786 Five Mile Road Livonia, MI 48150 | 2,000 2,000 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 2,500 2,000 |
| Livonia, City of Whispering Willows Golf Course 20500 Newburgh Road Livonia, MI 48152 | 2,000 2,000 | Above Above | Regular Unleaded ULS Dyed Diesel #2 | 4,500 2,500 |
| | | | | |
| St. Clair Shores, City of St. Clair Shores Country Club 22185 Masonic St. Clair Shores, MI 48082 | 1,000 1,000 | Above Above | Regular Unleaded ULS Premium Diesel #2 | 8,000 4,500 |
| Gr. Glaii Ghores, Mr. 40002 | | | | |
| Southfield, City of Fire Headquarters 24477 Lahser Road Southfield, MI 48033 | 1,000 | Above | ULS Premium Diesel #2 | 7,500 |
| Station 1 | 1,000 | Above | ULS Diesel #2 | 5,500 |
| Station 2 | 1,000 | Above | ULS Diesel #2 | 6,000 |
| Station 3 | 1,000 | Above | ULS Diesel #2 | 6,000 |
| Station 4 | 1,000 | Above | ULS Diesel #2 | 6,000 |
| | 500 | Above | ULS Diesel #2 | 4,000 |
| Southfield, City of Public Safety Building / Park Services 26000 Evergreen Southfield, MI 48076 | 3,000 | Above | ULS Diesel #2 | 500 |
| Sterling Heights, City of Fire Station #2 12825 Nineteen Mile Road Sterling Heights MI 48313 | 1,000 | Above | ULS Diesel #2 | 4,300 |

Sterling Heights, MI 48313

| Sterling Heights, City of Fire Station #3 5250 Fifteen Mile Road Sterling Heights, MI 48310 | 1,000 | Above . | ULS Diesel #2 | 4,500 |
|---|---|-------------------------|--|-----------------------|
| Sterling Heights, City of Fire Station #4 12850 Fifteen Mile Road Sterling Heights, MI 48312 | 1,000 | Above | ULS Diesel #2 | 3,700 |
| Sterling Heights, City of Fire Station #5 41627 Ryan Road Sterling Heights, MI 48314 | generator | Above | ULS Dyed Diesel #2 off-road diesel | 0 |
| Sterling Heights, City of Booster Station 2460 Dobry Drive Sterling Heights, MI 48314 | generator | Above | ULS Dyed Diesel #2 off-road diesel | 300 |
| Sterling Heights, City of Police Department 40333 Dodge Park Sterling Heights, MI 48313 | generator | Above | ULS Dyed Diesel #2 off-road diesel | 400 |
| Troy, City of 500 W. Big Beaver Troy, MI 48084 | 12,000 | Below | Regular Unleaded | 4,000 |
| Troy DPW, City of | | | - | |
| 4693 Rochester Road Troy, MI 48098 | 12,000 | Below | ULS Diesel #2 | 3,000 |
| Warren, City of Parks & Recreation 32601 Warkop Warren, MI 48093 | 4,000 2,000 | Above Above | Mid-Grade Unleaded ULS Diesel #2 | 8,000 22,000 |
| Warren, City of Waste Water Treatment Plant 32360 Warkop Warren, MI 48093 | 6,000 (14 Mile) 125 (14 Mile 1,050 (9 Mile) | Below Above Above | ULS Dyed Diesel #2 ULS Dyed Diesel #1 ULS Dyed Diesel #2 | 5,000 200 1,000 |
| Warren, City of Police Department 29900 Civic Center Blvd. Warren, MI 48093 | 6,000 | Below | ULS Diesel #2 - Dyed | 6,000 |
| Waterford Township 5240 Civic Center Drive Waterford, MI 48239 | 1,000 | Above | ULS Premium Diesel #2 | 3,000 |
| Waterford Township Fire Station #3 3435 Elizabeth Lake Road Waterford, MI 48328 | 1,000 | Above | ULS Diesel #2 | 7,000 |
| West Bloomfield Township | 500 | Below | Mid-grade Unleaded | 2,000 |
| Fire Station #1 4601 Orchard Lake Road West Bloomfield, MI 48323 | 500 | Below | ULS Diesel #2 | 2,000 |
| West Bloomfield Township Fire Station #2 6925 West Maple West Bloomfield, MI 48322 | 500 | Below | ULS Diesel #2 | 3,200 |

| West Bloomfield Township Fire Station #3 3340 Green Lake Road | 500 | Below | ULS Diesel #2 | 2,500 |
|--|----------------|----------------|--|------------------|
| West Bloomfield, MI 48324 | | | | |
| West Bloomfield Township Fire Station #4 5842 Greer Road West Bloomfield, MI 48324 | 500 500 | Below Below | Mid-grade Unleaded ULS Diesel #2 | 1,500 1,500 |
| West Bloomfield Township Fire Station #5 5425 W. Maple West Bloomfield, MI 48322 | 500 500 | Below Below | Mid-grade Unleaded ULS Diesel #2 | 3,300 3,400 |
| West Bloomfield Township Fire Station #9 3300 Orchard Lake Road West Bloomfield, MI 48324 | 500 | Below | ULS Diesel #2 | 3,000 |
| West Bloomfield Township Police Department 4430 Walnut Lake Road West Bloomfield, MI 48323 | 2,000 | Below | ULS Dyed Diesel #2 | 1,000 |
| West Bloomfield Township Township Hall 4550 Walnut Lake Road West Bloomfield, MI 48323 | 300 | Below | ULS Dyed Diesel #2 | 500 |
| West Bloomfield Township Water and Sewer Department 2400 Haggerty West Bloomfield, MI 48323 | 3,000 5,000 | Below Below | ULS Dyed Diesel #2 Mid-grade Unleaded | 4,000 157,000 |

566,000

TANK WAGON - USAGE SUMMARY ATTACHMENT B1

| Location | Unleaded 87 Octane | Mid-Grade Unleaded 89 Octane | ULS Premium <u>Diesel #2</u> | ULS Diesel #2 | ULS Dyed <u>Diesel #2</u> | ULS Dyed <u>Diesel #1</u> |
|--------------------------|--------------------|------------------------------|------------------------------|---------------|------------------------------|------------------------------|
| Birmingham | 3,000 | | | | 2,000 | · |
| Eastpointe | | | | | 20,500 | |
| Farmington Hills | 18,500 | | 3,500 | | | |
| Huron-Clinton Metroparks | 141,400 | | | | 54,300 | |
| Livonia | 10,500 | | | | 7,000 | |
| St. Clair Shores | 8,000 | | 4,500 | | | |
| Southfield | | | 7,500 | 28,000 | | |
| Sterling Heights | | | | 12,500 | 700 | · |
| Troy | 4,000 | | | 3,000 | | |
| Warren | | 8,000 | | 22,000 | 12,000 | 200 |
| Waterford | | | 3,000 | 7,000 | | |
| West Bloomfield | | 163,800 | | 15,600 | 5,500 | |
| Totals: | 185,400 | 171,800 | 18,500 | 88,100 | 102,000 | 200 |

| 357,200 | 208,800 |
|----------|---------|
| Gasoline | Diesel |



MEMORANDUM

City Clerk's Office

DATE: January 19, 2016

TO: Joseph A. Valentine, City Manager

FROM: Laura M. Pierce, City Clerk

SUBJECT: Special Event Application

Breathe Deep Michigan 5K Walk

Attached is a special event application submitted by the Lungevity Foundation requesting permission to hold Breathe Deep Michigan, a 5K walk, on Saturday, June 4, 2016. The event will begin and end in Booth Park.

The application has been circulated to the affected departments and approvals and comments have been noted.

The following event is planned to be held in June and does not pose a conflict with the proposed event.

| Event Name | Date | Location |
|-------------------|----------|------------|
| Farmers Market | Sundays | Lot 6 |
| Village Fair | June 2-5 | Shain Park |

SUGGESTED RESOLUTION:

To approve a request submitted by the Lungevity Foundation requesting permission to hold Breathe Deep Michigan, a 5K walk, on Saturday, June 4, 2016, contingent upon compliance with all permit and insurance requirements and payment of all fees and, further pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event.

#16-00010603

CITY OF BIRMINGHAM APPLICATION FOR SPECIAL EVENT PERMIT PARKS AND PUBLIC SPACES

I. EVENT DETAILS

FEES:

• Incomplete applications will not be accepted.

FIRST TIME EVENT:

• Changes in this information must be submitted to the City Clerk, in writing, at least three weeks prior to the event

\$200.00

| ANNUAL APPLICATION FEE: \$165.00 |
|--|
| (Please print clearly or type) Date of Application NOVEMBEV 13, 2015 |
| Name of Event Breathe Deep Michigan Detailed Description of Event (attach additional sheet if necessary) 5k walk and fun MN to my funds for lung cancer research. Proceds go to Lungevily Foundation. |
| Location 9000 Pank Date(s) of Event 90000 Hours of Event $9000000000000000000000000000000000000$ |
| Organization Sponsoring Event <u>VUNGEVITY</u> FOUNDATION Organization Address <u>728 S. Wabash Ave., Suite 700 Chicago, 14 6000</u> Organization Phone <u>312-407-6100</u> Contact Person <u>Heather Domaly</u> Contact Phone <u>312-407-6105</u> or 202-695-9115 Contact Email <u>hdomaby</u> @ <u>Lungevity</u> . Org |

| II. | EVENT INFORMATION | | |
|-----|--|--|--|
| 1. | Organization Type NON/PW ft 364433410 (city, non-profit, community group, etc.) | | |
| 2. | Additional Sponsors or Participants (Provide name, address, contact person, status, etc. for a additional organizations sponsoring your event.) | | |
| 3. | Is the event a fundraiser? YES NO List beneficiary Whenty Foundation List expected income | | |
| 4. | First time event in Birmingham? YES NO If no, describe WNV | | |
| 5. | Total number of people expected to attend per day | | |
| 6. | The event will be held on the following City property: (Please list) Street(s) | | |
| | Sidewalk(s) 5k through Surrounding neighburhood | | |
| | Park(s) Booth pane site for speakers and walk tideoff | | |
| 7. | Will street closures be required? YES NO | | |
| 8. | What parking arrangements will be necessary to accommodate attendance? NO VSING PUBLIC PARKING | | |

| 9. | Will staff be provided to assist with safety, security and maintenance? TYES NO Describe Will Utilize Whinteers to direct White set up, tardown and assist in registration |
|-----|--|
| 10. | Will the event require safety personnel (police, fire, paramedics)? YES YO Describe |
| 11. | Will alcoholic beverages be served? YES NO If yes, additional approval by the City Commission is required, as well as the Michigan Liquor Control Commission. |
| 12. | Will music be provided? Live Amplification Recorded Loudspeakers Time music will begin 1200 a M Time music will end 1200 a M Location of live band, DJ, loudspeakers, equipment must be shown on the layout map. |
| 13. | Will there be signage in the area of the event? Number of signs/banners Size of signs/banners Size of signs/banners Submit a photo/drawing of the sign(s). A sign permit is required. |
| 14. | Will food/beverages/merchandise be sold? YES NO Peddler/vendor permits must be submitted to the Clerk's Office, at least two weeks prior to the event. All food/beverage vendors must have Oakland County Health Department approval. Attach copy of Health Dept approval. There is a \$50.00 application fee for all vendors and peddlers, in addition to the \$10.00 daily fee, per location. A background check must be submitted for each employee participating at the event. |

LIST OF VENDORS/PEDDLERS (attach additional sheet if necessary)

| VENDOR NAME | GOODS TO BE SOLD | WATER HOOK- UP REQUIRED? | ELECTRIC REQUIRED? |
|-------------|------------------|-----------------------------|--------------------|
| TAD. | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

III. EVENT LAYOUT

- Include a map showing the park set up, street closures, and location of each item listed in this section.
- Include a map and written description of run/walk route and the start/finish area
- 1. Will the event require the use of any of the following municipal equipment? (show location of each on map)

| EQUIPMENT | QUANTITY | COST | NOTES |
|--|--|------------------------------|--|
| Picnic Tables | | 6 for \$200.00 | A request for more than six tables will be evaluated based on availability. |
| Trash Receptacles | | \$4.00 each | Trash box placement and removal of trash is the responsibility of the event. Additional cost could occur if DPS is to perform this work. |
| Dumpsters | | \$200.00 per day | Includes emptying the dumpster one time per day. The City may determine the need for additional dumpsters based on event requirements. |
| Utilities (electric) | # of vendors requiring utilities | Varies | Charges according to final requirements of event. |
| Water/Fire Hydrant | | Contact the Fire Department. | Applicant must supply their own means of disposal for all sanitary waste water. Waste water is NOT allowed to be poured into the street or on the grass. |
| Audio System | | \$200.00 per day | Must meet with City representative. |
| Meter Bags / Traffic Cones / Barricades | # to be determined by the Police Department. | | |

2. Will the following be constructed or located in the area of the event NO (show location of each on map) NOTE: Stakes are not allowed.

| TYPE | QUANTITY | SIZE |
|---|----------|--------|
| Tents/Canopies/Awnings | 2 | 10×10 |
| (A permit is required for tents over 120 sq ft) | | (OX (V |
| Portable Toilets | 2 | |
| Rides | X | |
| Displays | Х | |
| Vendors | 120 | |
| Temporary Structure (must attach a photo) | X | |
| Other (describe) | X | |

SIGNATURE OF APPLICANT REQUIRED

| EVENT NAME | Breame Deep Mangan |
|--------------|--------------------|
| EVENT DATE _ | June 4,2014 |

The Birmingham City Commission shall have sole and complete discretion in deciding whether to issue a permit. Nothing contained in the City Code shall be construed to require the City Commission to issue a permit to an applicant and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this special event as determined by the City administration and will comply with all local, state and federal rules, regulations and laws.

Signature

Date

IV. SAMPLE LETTER TO NOTIFY ANY AFFECTED PROPERTY/BUSINESS OWNERS

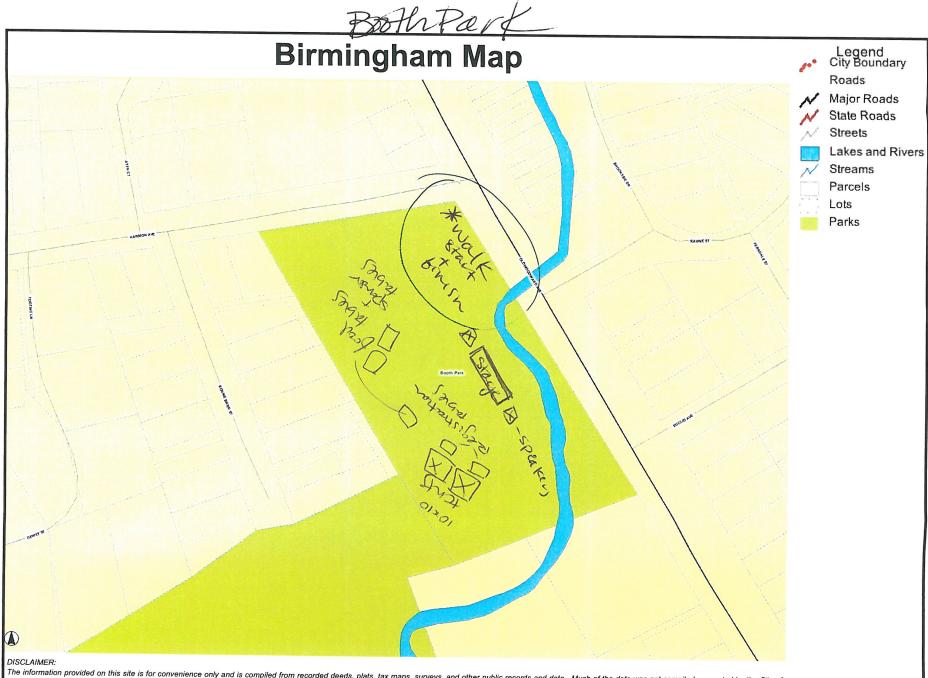
- Organizer must notify all potentially affected residential property and business owners of the date and time this application will be considered by the City Commission. (Sample letter attached to this application.)
- Attach a copy of the proposed letter to this application. The letter will be reviewed and approved by the Clerk's Office. The letter must be distributed at least two weeks prior to the Commission meeting.
- A copy of the letter and the distribution list must be submitted to the Clerk's Office at least two weeks prior to the Commission meeting.
- If street closures are necessary, a map must be included with the letter to the affected property/business owners.



Hold-Harmless Agreement

To the fullest extent permitted by law, the LUNGevity Foundation any entity or person for whom the LUNGevity Foundation is legally liable, agrees to be responsible for any liability, defend, pdy on behalf of, indemnify, and hold harmless the City of Birmingham, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Birmingham against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected there with, and for any damages which may be assessed, claimed or recovered against or from the City of Birmingham, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Birmingham, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this activity/event. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of the City of Birmingham, its elected or appointed officials, employees, volunteers or others working on behalf or the City of Birmingham.

Applicants Signature



The information provided on this site is for convenience only and is compiled from recorded deeds, plats, tax maps, surveys, and other public records and data. Much of the data was not compiled or created by the City of Birmingham. In the preparation of this report, extensive efforts have been made to offer the most current, correct, and clearly expressed information possible. However, inadvertent errors, inaccuracies, and omissions can occur. Official versions should be used as a primary information source for verification of the information provided on these pages. Users are advised that their use of any of this information is at their own risk. The City of Birmingham, its consultants and data providers, do not assume, and hereby disclaim, legal responsibility for the information contained herein which is provided "as is" with no warranties of any kind whether such errors, inaccuracies or omissions result from negligence, accident or any other cause.

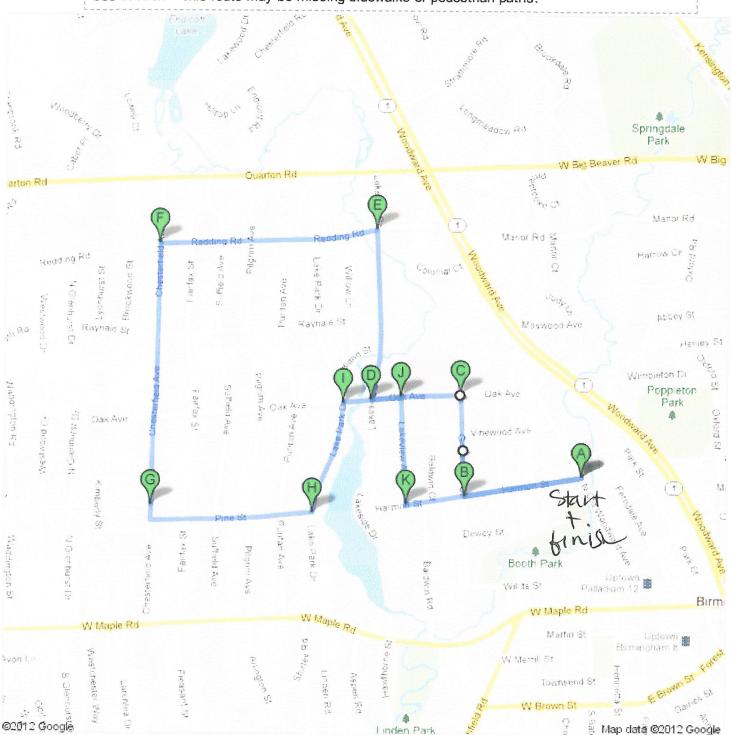


Directions to N Old Woodward Ave & Harmon St, Birmingham, MI 48009 3.4 mi about 1 hour 6 mins



Walking directions are in beta.

Use caution This route may be missing sidewalks or pedestrian paths.





Harmon St

| Y | | | |
|--|---|----------------------|-------------------------------|
| | Head west on Harmon St toward Bonnie Brier St About 5 mins | | go 0.3 mi total 0.3 mi |
| | Harmon Ct & Croopyrood Ct Diveriagh and 141 40000 | Total: 0.3 mi | about 5 mins |
| B | Harmon St & Greenwood St, Birmingham, MI 48009 | 1 | total 0.0 mi |
| | Head north on Greenwood St toward Vinewood Ave About 4 mins | | go 0.2 mi total 0.2 mi |
| | | Total: 0.2 mi | about 4 mins |
| (C) | Oak Ave & Greenwood St, Birmingham, MI 48009 | 1 | otal 0.0 mi |
| 2012.00,0020 | Head west on Oak Ave toward Hazelwood St About 3 mins | | go 0.2 mi total 0.2 mi |
| SERVICE BY THE REST | | Total: 0.2 mi | about 3 mins |
| 9 | Oak Ave & Lakeside Dr, Birmingham, MI 48009 | ţ | otal 0.0 mi |
| | Head north on Lakeside Dr toward Midland St About 7 mins | | go 0.4 mi total 0.4 mi |
| _ | | Total: 0.4 mi | about 7 mins |
| F | Redding Rd & Lakeside Dr, Birmingham, MI 48009 | į | otal 0.0 mi |
| | Head west on Redding Rd toward Willow Ln About 9 mins | | go 0.5 mi total 0.5 mi |
| | | Total: 0.5 mi | about 9 mins |
| F | Redding Rd & Chesterfield Ave, Birmingham, MI 48009 | te | otal 0.0 mi |
| | Head south on Chesterfield Ave toward Raynale St About 11 mins | | go 0.6 mi total 0.6 mi |
| | Charterfold Ave & Dine Ct. Dine inches. But 40000 | Total: 0.6 mi | about 11 mins |
| G) | Chesterfield Ave & Pine St, Birmingham, MI 48009 | to | otal 0.0 mi |
| | 7. Head south on Chesterfield Ave toward Pine St | | go 177 ft total 177 ft |
| 4 | 8. Turn left onto Pine St About 7 mins | | go 0.3 mi total 0.4 mi |
| NO. NO. NO. OF THE PARTY OF THE | | Total: 0.4 mi | about 7 mins |
| H | pine and lakepark | tc | otal 0.0 mi |
| | Head north on Lake Park Dr toward Oak Ave About 5 mins | | go 0.2 mi total 0.2 mi |
| 200 (A 22 A 200 A | | Total: 0.2 mi | about 5 mins |
| | lakepark and oak | to | tal 0.0 mi |
| | | | |



 Head east on Oak Ave toward Lakeside Dr About 3 mins

go 0.1 mi total 0.1 mi

Total: 0.1 mi about 3 mins

Oak Ave & Lakeview Ave, Birmingham, MI 48009

total 0.0 mi

11. Head south on Lakeview Ave toward Vinewood Ave
About 4 mins

go 0.2 mi total 0.2 mi

Total: 0.2 mi about 4 mins

Harmon St & Lakeview Ave, Birmingham, MI 48009

total 0.0 mi

 Head east on Harmon St toward Baldwin Rd About 7 mins

go 0.4 mi total 0.4 mi

Total: 0.4 mi about 7 mins

9

N Old Woodward Ave & Harmon St, Birmingham, MI 48009

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2012 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.



SPECIAL EVENT REQUEST NOTIFICATION LETTER

| DATE: 11/23/16 FO: | |
|---------------------------------------|---|
| Residential Property or Business Owne | r |
| Address | |

The Birmingham City Code requires that we receive approval from the Birmingham City Commission to hold the following special event. The code further requires that we notify any property owners or business owners that may be affected by the special event of the date and time that the City commission will consider our request so that an opportunity exists for comments prior to this approval.

EVENT INFORMATION

NAME OF EVENT: Breathe Deep Michigan

LOCATION: Booth Park DATE(S) OF EVENT: 6/4/16

HOURS OF EVENT: 9AM-11:30AM

BRIEF DESCRIPTION OF EVENT/ACTIVITY: 5K Walk and Fun Run to raise funds for

lung cancer research, support and education.

DATE(S) OF SET-UP: 6/4/16 HOURS OF SET-UP: 7AM-9AM

DATE(S) OF TEAR-DOWN: 6/4/16 HOURS OF TEAR-DOWN: 11:30AM-12:30PM

DATE OF CITY COMMISSION MEETING: TBD

The City commission meets in room 205 of the Municipal Building at 151 Martin at 7:30PM. A complete copy of the application to hold this special event is available for your review at the City Clerk's Office (248/530-1880). Log on to www.bhamgov.org/events for a complete list of special events.

EVENT ORGANIZER: Heather Hermiz and LUNGevity Foundation

ADDRESS: 228 S. Wabash, Suite 700, Chicago, IL 60604

PHONE: 248-930-2845

DEPARTMENT APPROVALS

EVENT NAME Breathe Deep Michigan 5K Walk/Fun Run

LICENSE NUMBER <u>#16-00010603</u>

COMMISSION HEARING DATE January 25, 2016

NOTE TO STAFF: Please submit approval by Dec. 31, 2015

DATE OF EVENT June 4, 2016

| DEPARTMENT | APPROVED | COMMENTS | PERMITS REQUIRED (Must be obtained directly from individual departments) | COSTS (Must be paid two weeks prior to the event. License will not be issued if unpaid.) | ACTUAL COSTS (Event will be invoiced by the Clerk's office after the event) |
|--|-----------|--|--|--|---|
| BUILDING 101-000.000.634.0005 248.530.1850 | Scott L | No building department involvement as proposed. | | None | \$0 |
| FIRE 101-000.000-634.0004 248.530.1900 | FM Bigger | No Smoking in any tents or canopy. Signs to be posted. All tents and Canopies must be flame resistant with certificate on site. No open flame or devices emitting flame, fire or heat in any tents. Cooking devices shall not be permitted within 20 feet of the tents. Tents and Canopies must be properly anchored for the weather conditions, no stakes allowed. Pre-event site inspection required. Cords, hoses, etc. shall be matted to prevent trip hazards. Paramedics will respond from the fire station as needed. Dial 911 for fire/rescue/medical emergencies. | None | \$40 | |

| | | 8. A permit is required for Fire hydrant usage.9. Do Not obstruct fire hydrants or fire sprinkler connections on buildings. | | | |
|---|----------|---|---|--------------------------------------|----------------|
| POLICE 101-000.000.634.0003 248.530.1870 | S. Grewe | Must have sufficient volunteers to assist participates at intersections. Participants must obey all traffic laws and remain on the sidewalk. On duty officers to give extra patrol. | | \$0 | |
| PUBLIC SERVICES 101-000.000-634.0002 248.530.1642 | C. Laird | To cover for trash clean up and trash receptacles if needed. | | \$20 | |
| ENGINEERING 101-000.000.634.0002 248.530.1839 | A.F. | Approved | None | \$0 | |
| INSURANCE 248.530.1807 | CA | Approved | | 0 | 0 |
| CLERK 101-000.000-614.0000 248.530.1803 | LP | Notification letters to be mailed by applicant on 11/23/15. Notification addresses on file in the Clerk's Office. Evidence of required insurance must be on file with the Clerk's Office no later than 5/20/16. | Applications for vendors license must be submitted no later than 5/20/16. | \$165/PAID | |
| | | | | TOTAL DEPOSIT REQUIRED \$60 | ACTUAL COST |
| | | | | | |

FOR CLERK'S OFFICE USE

Domasit maid



MEMORANDUM

City Clerk's Office

DATE: January 19, 2016

TO: Joseph A. Valentine, City Manager

FROM: Laura M. Pierce, City Clerk

SUBJECT: Special Event Request

Farmers Market

Attached is a special event application submitted by the Birmingham Shopping District requesting permission to hold Birmingham Farmer's Market in Municipal Parking Lot #6 (North Old Woodward) on Sundays, May through October, 2016 from 9:00 AM to 2:00 PM.

The application has been circulated to the affected departments and approvals and comments have been noted.

The following events have either been approved by the Commission or are planned to be held May - October and have not yet submitted an application. These events do not pose a conflict with the proposed event.

| Event Name | Date | Location |
|--------------------------------------|------------|-----------------------|
| Art Birmingham | May 7-8 | Shain Park |
| Celebrate Birmingham Hometown Parade | May 15 | Downtown & Shain Park |
| Village Fair | June 2-5 | Shain Park |
| Birmingham Street Art Fair | Sept 17-18 | South Old Woodward |
| Halloween Parade & Pumpkin Patch | Oct 16 | Downtown & Shain Park |

SUGGESTED RESOLUTION:

To approve a request from the Birmingham Shopping District to hold Birmingham Farmers' Market May through October, 2016 from 9:00 AM to 2:00 PM, in Municipal Parking Lot No. 6 contingent upon compliance with all permit and insurance requirements and payment of all fees and, further pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event.

CITY OF BIRMINGHAM APPLICATION FOR SPECIAL EVENT PERMIT PARKS AND PUBLIC SPACES

I. EVENT DETAILS

FEES:

• Incomplete applications will not be accepted.

FIRST TIME EVENT:

• Changes in this information must be submitted to the City Clerk, in writing, at least three weeks prior to the event

\$200.00

| | ANNU | AL APPLICATION FEE: \$165.00 |
|-----------------------|---------------------|---|
| (Please print c | learly or | type) |
| Date of Appli | cation ₋ | January 8, 2016 |
| | | |
| Name of Ever | nt l | Birmingham Farmers Market |
| | | of Event (attach additional sheet if necessary) |
| Fourteenth A | nnual e | event held weekly from May to October. |
| | | |
| | | |
| | | |
| Location | | Municipal Parking Lot #6 on North Old Woodward |
| Date(s) of Eve | ent _St | undays, 5/1/16 through10/23/16 Hours of Event _ 9 am to 2 pm |
| Date(s) of Set | t-up _S | undays, 5/1/16 through 10/23/16 Hours of Set-up 7 am to 9 am |
| Date(s) of Tea | ar-dow | n Sundays, 5/1/16 through 10/23/16 Hours of Tear-down 2 pm to 3:30 pm |
| Organization S | Sponso | ring Event Birmingham Shopping District |
| Organization <i>i</i> | | AEA Mantin Other at |
| Organization I | Phone _ | 248-530-1200 |
| Contac | t Perso | n John Heiney or Lori Rondello |
| Contac | t Phone | 248-530-1200 |
| Contact | t Fmail | JHeiney@bhamgov.org or LRondello@bhamgov.org |

II. EVENT INFORMATION

| 1. | Organization Type Shopping District |
|----|---|
| | (city, non-profit, community group, etc.) |
| 2. | Additional Sponsors or Participants (Provide name, address, contact person, status, etc. for a additional organizations sponsoring your event.) To be determined. |
| | |
| 3. | Is the event a fundraiser? YES NO List beneficiary List expected income Attach information about the beneficiary. |
| 4. | First time event in Birmingham? YES NO If no, describe The 2016 season will be the 14th annual Birmingham Farmers Market. |
| 5. | Total number of people expected to attend per day 3,000 |
| 6. | The event will be held on the following City property: (Please list) Street(s) MUNICIPAL PARKING LOT #6 |
| | Sidewalk(s) |
| | Park(s) |
| 7. | Will street closures be required? YES ✓ NO |
| 3. | What parking arrangements will be necessary to accommodate attendance? Nearby parking deck and street meters are sufficient. |

| 9. | Will staff be provided to assist with safety, security and maintenance? VES NO Describe There will be a market manager on site as well as shopping district staff and community volunteers. |
|-----|--|
| 10. | Will the event require safety personnel (police, fire, paramedics)? YES VO Describe |
| 11. | Will alcoholic beverages be served? YES NO If yes, additional approval by the City Commission is required, as well as the Michigan Liquor Control Commission. |
| 12. | Will music be provided? Live Amplification Recorded Time music will begin after 9:30 am Time music will end 2:00 pm Location of live band, DJ, loudspeakers, equipment must be shown on the layout map. |
| 13. | Will there be signage in the area of the event? Number of signs/banners Two Size of signs/banners 14' x 4' banner on N. Old Woodward parking deck; 10' x 4' sign on south end of parking lot. Submit a photo/drawing of the sign(s). A sign permit is required. |
| 14. | Will food/beverages/merchandise be sold? YES NO Peddler/vendor permits must be submitted to the Clerk's Office, at least two weeks prior to the event. All food/beverage vendors must have Oakland County Health Department approval. Attach copy of Health Dept approval. There is a \$50.00 application fee for all vendors and peddlers, in addition to the \$10.00 daily fee, per location. A background check must be submitted for each employee participating at the event. |

LIST OF VENDORS/PEDDLERS (attach additional sheet if necessary)

| VENDOR NAME | GOODS TO BE SOLD | WATER HOOK- UP REQUIRED? | ELECTRIC REQUIRED? |
|------------------|------------------|-----------------------------|--------------------|
| To be determined | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

III. EVENT LAYOUT

- Include a map showing the park set up, street closures, and location of each item listed in this section.
- Include a map and written description of run/walk route and the start/finish area
- 1. Will the event require the use of any of the following municipal equipment? (show location of each on map)

| EQUIPMENT | QUANTITY | COST | NOTES |
|--|--|------------------------------|--|
| Picnic Tables | | 6 for \$200.00 | A request for more than six tables will be evaluated based on availability. |
| Trash Receptacles | | \$4.00 each | Trash box placement and removal of trash is the responsibility of the event. Additional cost could occur if DPS is to perform this work. |
| Dumpsters | | \$200.00 per day | Includes emptying the dumpster one time per day. The City may determine the need for additional dumpsters based on event requirements. |
| Utilities (electric) | # of vendors requiring utilities | Varies | Charges according to final requirements of event. |
| Water/Fire Hydrant | | Contact the Fire Department. | Applicant must supply their own means of disposal for all sanitary waste water. Waste water is NOT allowed to be poured into the street or on the grass. |
| Audio System | | \$200.00 per day | Must meet with City representative. |
| Meter Bags / Traffic Cones / Barricades | # to be determined by the Police Department. | | |

2. Will the following be constructed or located in the area of the event YES NO (show location of each on map) NOTE: Stakes are not allowed.

| TYPE | QUANTITY | SIZE | |
|---|----------|-----------------------|--|
| Tents/Canopies/Awnings | 1 - 50 | 10' x 10' | |
| (A permit is required for tents over 120 sq ft) | 1 - 50 | | |
| Portable Toilets | 2 | 1 regular/1 special n | |
| Rides | 0 | | |
| Displays | 0 | | |
| Vendors | 1 - 70 | | |
| Temporary Structure (must attach a photo) | | | |
| Other (describe) | | | |

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME BIRMINGHAM FARMERS MARKET

EVENT DATE MAY 1, 2016 THROUGH OCTOBER 23, 2016

The Birmingham City Commission shall have sole and complete discretion in deciding whether to issue a permit. Nothing contained in the City Code shall be construed to require the City Commission to issue a permit to an applicant and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this special event as determined by the City administration and will comply with all local, state and federal rules, regulations and laws.

Signature

Date

IV. SAMPLE LETTER TO NOTIFY ANY AFFECTED PROPERTY/BUSINESS OWNERS

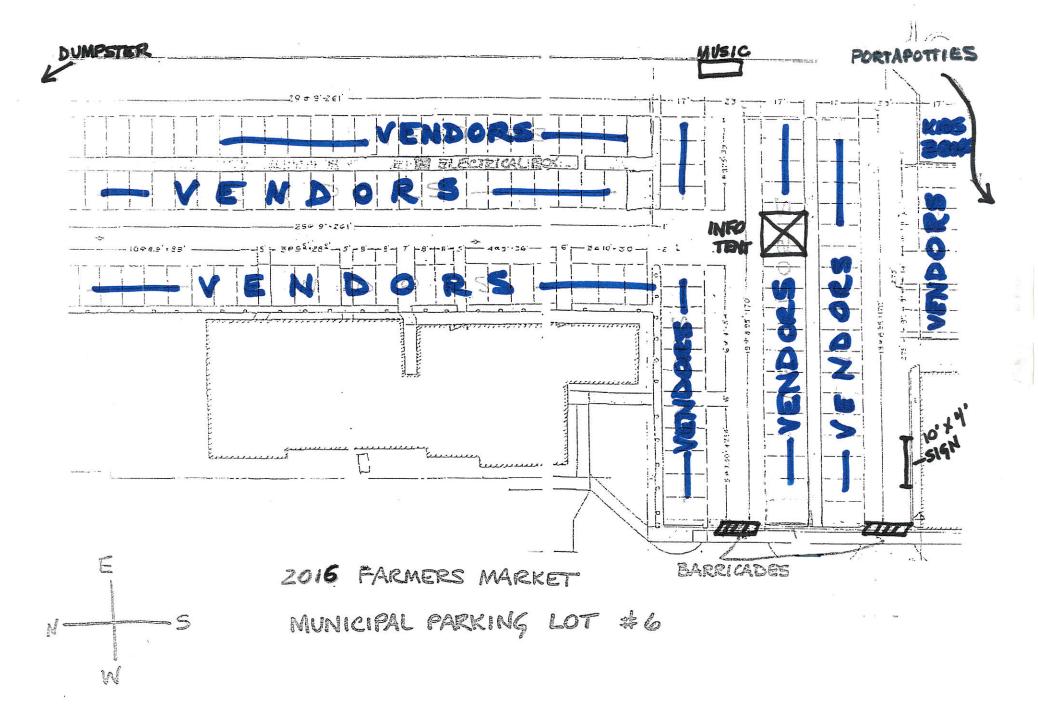
- Organizer must notify all potentially affected residential property and business owners of the date and time this application will be considered by the City Commission. (Sample letter attached to this application.)
- Attach a copy of the proposed letter to this application. The letter will be reviewed and approved by the Clerk's Office. The letter must be distributed at least two weeks prior to the Commission meeting.
- A copy of the letter and the distribution list must be submitted to the Clerk's Office at least two weeks prior to the Commission meeting.
- If street closures are necessary, a map must be included with the letter to the affected property/business owners.



HOLD-HARMLESS AGREEMENT

"To the fullest extent permitted by law, the **Birmingham Shopping District** and any entity or person for whom the **Birmingham Shopping District** is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Birmingham against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Birmingham, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Birmingham, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this activity/event. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of the City of Birmingham, its elected or appointed officials, employees, volunteers or others working on behalf of the City of Birmingham."

Applicant's signature



TO: Birmingham Property Owner

The Birmingham City Code requires that we receive approval from the Birmingham City Commission to hold the following special event. The code further requires that we notify any property owners or business owners that may be affected by the special event of the date and time that the city commission will consider our request so that an opportunity exists for comments prior to this approval.

NAME OF EVENT:

Birmingham Farmers Market

LOCATION:

Parking Lot #6 on N. Old Woodward

DATES/TIMES:

Sundays only, May 1 - October 23, 2016, 9:00 am - 2:00 pm

BRIEF DESCRIPTION OF EVENT/ACTIVITY:

The market offers a hometown experience that's fun for all ages, with fresh prepared foods, live music, a children's craft area and more. Throughout the season more than 70 booths feature a diverse array of Michigan grown produce including vegetables, fruits, flowers and garden plants, plus baked goods, hand-crafted items, soaps and decorative items.

HOURS OF SET-UP 7:00 am to 9:00 am

HOURS OF TEAR-DOWN 2:00 pm to 3:30 pm

DATE OF CITY COMMISSION MEETING:

Monday, January 25, 2016

The City Commission meets in room 205 of the Municipal Building at 151 Martin at 7:30 p.m. A complete copy of the application to hold this special event is available for your review at the city clerk's office (248/530-1880). Log on to www.bhamgov.org/events for a complete list of special events.

EVENT ORGANIZER:

Birmingham Shopping District

ADDRESS:

151 Martin Street, Birmingham, MI 48009

PHONE:

248/530-1200

January 8, 2016

TO: Birmingham Property Owner

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EVENT ORGANIZER:

Birmingham Shopping District

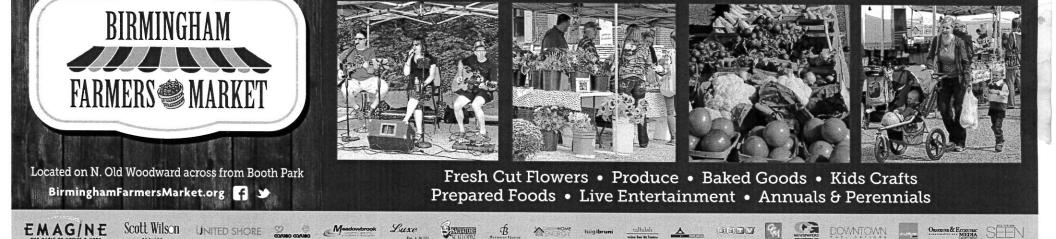
151 Martin Street, Birmingham, MI 48009

ADDRESS:

PHONE:

248/530-1200

14' x 4' BANNER FROM 2015



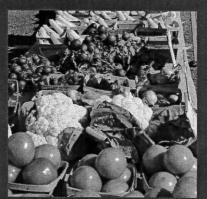
EVERY SUNDAY MAY 3 – OCTOBER 18 • 9am-2pm

10' x 4' SIGN FROM 2015



EVERY SUNDAY MAY 3 – OCT. 18 • 9am-2pm







Fresh Cut Flowers • Produce • Baked Goods • Kids Crafts Prepared Foods • Live Entertainment • Annuals & Perennials







tallulah

































DEPARTMENT APPROVALS

EVENT NAME Farmers Market

LICENSE NUMBER #16-00010618

COMMISSION HEARING DATE 1/25/16

NOTE TO STAFF: Please submit approval by 1/13/16

DATE OF EVENT <u>5/1 – 10/23/16</u>

| DEPARTMENT | APPROVED | COMMENTS | PERMITS REQUIRED (Must be obtained directly from individual departments) | COSTS (Must be paid two weeks prior to the event. License will not be issued if unpaid.) | ACTUAL COSTS (Event will be invoiced by the Clerk's office after the event) |
|--|----------|---|--|--|---|
| BUILDING 101-000.000.634.0005 248.530.1850 | Scott L | Annual safety inspection. All tents and canopies must be weighted down. | | \$127.90 | |
| FIRE 101-000.000-634.0004 248.530.1900 | LKB | No Smoking in any tents or canopy. Signs to be posted. All tents and Canopies must be flame resistant with certificate on site. No open flame or devices emitting flame, fire or heat in any tents. Cooking devices shall not be permitted within 20 feet of the tents. Tents and Canopies must be properly anchored for the weather conditions, no stakes allowed. Clear Fire Department access of 12 foot aisles must be maintained, no tents, canopies or other obstructions in the access aisle unless approved by the Fire Marshal. Pre-event site inspection required. All food vendors are required to have an approved 5lbs. multi- | None | \$80 | |

| | | purpose (ABC) fire extinguisher on site and accessible. 8. Cords, hoses, etc. shall be matted to prevent trip hazards. 9. Paramedics will respond from the fire station as needed. Dial 911 for fire/rescue/medical emergencies. 10. A permit is required for Fire hydrant usage. 11. Do Not obstruct fire hydrants or fire sprinkler connections on buildings. 12. Provide protective barriers between hot surfaces and the public. | | | |
|---|------|---|---|---------------------------------------|----------------|
| POLICE 101-000.000.634.0003 248.530.1870 | SG | Barricades / On duty personnel to give event extra patrol. | | \$520 | |
| PUBLIC SERVICES 101-000.000-634.0002 248.530.1642 | CL | | | \$3,200 Equipment, Labor, Trash | |
| ENGINEERING 101-000.000.634.0002 248.530.1839 | A.F. | No pavement damage to anchor tents or other fixtures. Maintain 5' clear pedestrian walkway on sidewalks. | None | \$0 | |
| INSURANCE 248.530.1807 | CA | | - | | |
| CLERK 101-000.000-614.0000 248.530.1803 | LP | Notification letters mailed by applicant 1/8/16. Notification addresses on file in the Clerk's Office. Evidence of required insurance must be on file with the Clerk's Office no later than 4/15/16. | Applications for vendors license must be submitted no later than 4/15/16. | \$165 | |
| | | | | TOTAL DEPOSIT REQUIRED | ACTUAL COST |

| | | \$4,092.90 | |
|--|--|------------|--|

| FOR CLERK'S OFFICE USE |
|------------------------|
| Deposit paid |
| Actual Cost |
| Due/Refund |
| |

Rev. 1/20/16 h:\shared\special events\- general information\approval page.doc



MEMORANDUM

Office of the City Manager

DATE: December 21, 2015

TO: Joseph A. Valentine, City Manager

FROM: Joellen Haines, Assistant to the City Manager

SUBJECT: Establishing a review process for changing City street names

A petition was received by the City Manager's Office on November 18, 2015, signed by all five of the residents of Millrace Road, requesting that the name of their street (Millrace Road) be changed to Lakeside Court.

The ordinance language provides for the following:

City Charter: Chapter XI. Section 7 under Street Names: "The commission shall have power to change the name of any street or highway, but before doing so shall set a date for hearing any objections thereto and shall give notice thereof at least once by publication in a newspaper circulating in the city, not less than ten days prior to such hearing."

City Charter Comparative Table: Chapter 98 – Streets, Sidewalks and other Public Places, Article V. – Street Names and Building Numbers. Sec. 98-116. – Street names. "All streets shall be known and designated by the names applied thereto on a map of the city filed with the building official. The naming of any new street or the changing of the name of any street shall be done by resolution, adopted pursuant to the City Charter."

There are implications in changing a street name which the Commission may wish to consider prior to making a decision. An example of a consideration is detailed in a brief history of the area in the attached memo from Museum Director Leslie Pielack. The staff recommends introducing a review process whereby a street name can be reviewed, following a review by staff and respective city boards in order to gather information and input regarding the impact, cost and historical relevance of the street name change as part of the consideration by the City Commission. Such a review would include the following:

- 1. City staff review of administrative considerations
- 2. A report from the Historical Museum and/or the Historical District Study Committee, relative to the street's historical significance
- 3. Reports from other agencies impacted relative to the street name change.

All findings are then presented to the Commission prior to consideration of scheduling a public hearing. Two optional actions are being provided for the City Commission's consideration on this issue.

SUGGESTED RESOLUTION A:

To set a date of Feb. 22, 2016 to conduct a public hearing to consider the street name change of Millrace Road.

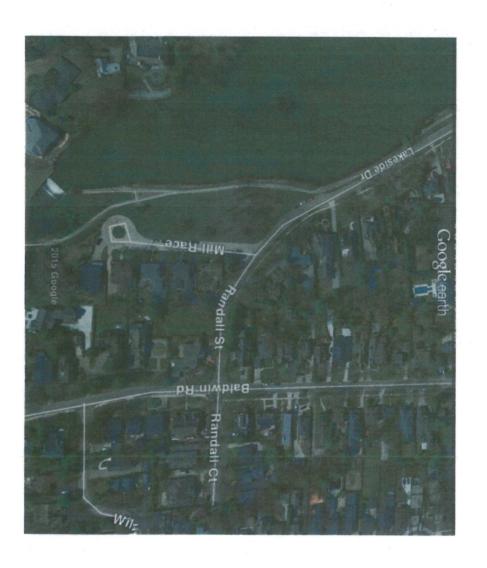
Or,

SUGGESTED RESOLUTION B:

To have staff develop a policy to consider street name change requests to provide a review by the Historical Museum, the Historical District Study Committee, City Departments, and other agencies as may be necessary to determine its impact on the city, along with associated costs, and further, to table all requests until a street name change policy has been adopted by the City Commission.

To City Council Birmingham, Michigan.

confusion for drivers looking to get to Maple Road. to Lakeside Court. Our street is not a road, but a cul-de-sac, and by having it named a "road" creates We the home owners on Millrace Road petition the City of Birmingham to change the name of our street



Jones Dossamins

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To: Joellen Haines

From: Leslie Pielack

RE: Mill Race, Mill Pond, and Associated Historic District

Date: November 25, 2015

The history of the area known as Quarton Lake near Maple Road is connected to the earliest settlement period of Birmingham. The lake is actually a former mill pond, actually called "Mill Pond" for many years and seen on old maps.

Originally, there were two outlets from the **Mill Pond**; a branch of the Rouge River and the **Mill Race**. (A mill race is the swift water channel used to turn the mill.) A saw mill (built in 1835), and a later a grist mill (added slightly later along the mill race), were important for the early success of the community. The grist mill was built by **Roswell T. Merrill**, after whom Merrill Street is named. Actually, Merrill had purchased this valuable tract of land from **Benjamin Pierce**, one of the first four founders of Birmingham (Pierce Street is named for him). When old documents and photos refer to the **'Old Mill**,' it is this grist mill that is pictured.

Flour was milled there into the later 19th century, first producing a flour named *Pioneer Flour*, with the mill referred to as *Birmingham Mills*. Later, the flour produced there was sold as *Moss Rose Brand*.

In 1918, a larger lake was formed by the building of a dam as part of the land development of *Quarton Lake Estates*. The former mill race apparently became a part of the Rouge River's course diverted by the dam. Quarton Lake was named for the Quarton family that owned the land when the property was subdivided.

The role of the mills in the founding of Birmingham and its successful economy for its first 100 years is an important part of our story. The physical place where mill sites were located contributes to Birmingham's sense of place and heritage. The street 'Mill Race,' is named for the mill race, which was in that location, and Birmingham's **Mill Pond Neighborhood** and **Historic District** also reflect this history. Maple Road was also originally named **Mill Road** until the late 19th century.

Respectfully submitted,

Leslie Pielack



MEMORANDUM

Office of City Manager

DATE: January 20, 2016

TO: City Commission

FROM: Joseph A. Valentine, City Manager

SUBJECT: Agreement for Library Renovation Construction Documents

Attached you will find a report from Library Director, Doug Koschik, outlining the selection process and recommended approval of the Library Board to proceed with the selection of Luckenbach Ziegelman Gardner for architectural services for the proposed renovation of the Adult Services section of the Baldwin Public Library. Mr. Koschik will be present at the January 25th City Commission meeting to present the Library Board's recommendation for approval and answer any questions.

SUGGESTED RESOLUTION:

To approve the agreement with Luckenbach Ziegelman Gardner for architectural services for the proposed renovation of the Adult Services section of the Baldwin Public Library, contingent upon the approvals required by Section 2-289 of the Birmingham City Code, with funds to be paid by the Library, and further directing the Mayor and City Clerk to sign the agreement on behalf of the City.

To: Joe Valentine, Birmingham City Manager

From: Doug Koschik, Baldwin Library Director

Date: January 18, 2016

Subject: Approval of Luckenbach Ziegelman Gardner as architect for remainder of proposed project to renovate Adult Services section of Baldwin Public Library

Overview

At its January 14 meeting, the Baldwin Public Library Board of Directors unanimously approved the following resolution:

To accept the proposal of Luckenbach Ziegelman Gardner for architectural services for the proposed renovation of the Adult Services section of the Baldwin Public Library in an amount not to exceed \$162,929 from account #271-970.000-901.0600 and further to recommend approval of the agreement with Luckenbach Ziegelman Gardner to the Birmingham City Commission for execution.

The Library requests that the Birmingham City Commission, at its January 25 meeting, also approve the agreement with Luckenbach Ziegelman Gardner (LZG). The agreement is for the four remaining stages (design development, construction drawings, bidding, and construction administration) of the proposed project to renovate the Adult Services section of the Baldwin Public Library.

History

At the City Commission's January 2012 long-range planning session, I gave a presentation about the shortcomings of the Baldwin Library building, which had last gone through a comprehensive renovation and expansion in the early 1980s. I noted that the Library's recently-adopted strategic plan had called for the development of a building plan, which the Library had accomplished after conducting a community-wide survey and statistically comparing Baldwin to other similar libraries. I listed the following overall goals for the Library building:

- Provide enough space for a library of high caliber to carry out its services
- Arrange the space in a logical, usable manner
- Make the building aesthetically pleasing

I also noted specific space needs:

- More space for Youth Services
- An increase in study and collaboration space and a decrease in space for physical collections

Among the improvements I listed as important were:

- Improved handicapped accessibility
- Enhanced lighting and acoustics
- Better layout and "wayfinding" aids, such as signage
- Improved layout of shelving to improve browsability
- Up-to-date and functional service desks

Finally, I laid out three options for moving forward:

- 1. Continue the current practice of ongoing maintenance and modest, discrete improvements
- Undertake a comprehensive renovation and repurposing of space within the existing footprint
- 3. Plan a full-scale building renovation and expansion, based on the needs of the community

The City Commission did not chose an option at that time, but instead established a Joint Library Building Committee (JLBC), consisting of members from both the Commission and the Library Board, and charged it with determining "which path is most desirable" based on benchmarking and other research. The JLBC conducted further research and hired a consultant to develop a "library program" for a renovated and expanded building.

In 2013 the City Commission agreed to issue an RFP for architectural services to develop a plan that fulfilled the library program. That plan increased the building's size by 16,600 square feet and would have cost \$21.5 million. After acceptance by the Commission and the Library Board, the plan was presented to the voters in May 2014, who defeated it by a large margin.

The extent of the defeat definitively ruled out any prospect of reviving the idea of a complete building renovation and expansion in the foreseeable future. It also guaranteed that the 1981 Birkerts Addition would continue to be a permanent feature of the Library building. The Library was left with two viable options: either do nothing or renovate the existing space. Doing nothing was not desirable since the building problems previously identified still remained and, in some cases, had become more pronounced. In addition, it should be noted that at least some opponents of the \$21.5 million plan came forward to say that the Library had made a good case for building improvements and to request that a more modest project be undertaken.

Therefore, the Library Board approached the Commission at its long-range planning session in January 2015 and stated its desire to move ahead with a modified version of the second option listed above: a renovation and repurposing of the existing space within one section of the Library—Adult Services.

After the Commission favorably received the Library's proposal and directed the Library to proceed without formal Commission involvement in the process, the Library developed an RFP for professional services to design and carry out an interior renovation of the Adult Services section of the Library. The RFP asked for a proposal to develop a conceptual/schematic design for the proposed Adult Services renovation.

The Library issued its RFP in February 2015, received five bids by the March 27 deadline, and selected Luckenbach Ziegelman Gardner (LZG) as the architect to carry out the work. Between May and October, the Library held eleven formal and publicly noticed meetings with LZG, several additional staff meetings, and two community forums.

On October 12, 2015, the Library brought LZG's conceptual/schematic design to the Birmingham City Commission, which approved it. At that meeting, the Commission also asked the Library and the City of Birmingham to develop a Request for Proposals (RFP) for design development, construction drawings, bidding, and construction administration for the proposed renovation. The Baldwin Public Library Board of Directors approved the RFP on November 16, and the Birmingham City Commission approved it on December 7. The RFP was issued on December 8. Bids were due on January 6, 2016.

Only one firm submitted a bid—Luckenbach Ziegelman Gardner. Library Administration and Board members pointed out to LZG that the cost proposal in its January 6 bid was slightly higher than what had been included in the project's cost budget last October. On January 12, LZG issued a revised quote in which they moved their bid downwards by \$3,543, in order to match the architectural fee in October's cost budget. The new cost proposal is \$162,929.

On January 12, the Library's Building Committee met to consider LZG's revised bid, using the selection criteria contained on page 5 of the RFP and then passed this resolution:

To recommend that the Library Board select Luckenbach Ziegelman Gardner as the architectural firm for the completion of the next four phases of architectural work.

On January 14, as I mentioned above, the full Library Board considered LZG's bid and unanimously passed the following resolution:

To accept the proposal of Luckenbach Ziegelman Gardner for architectural services for the proposed renovation of the Adult Services section of the Baldwin Public Library in an amount not to exceed \$162,929 from account #271-970.000-901.0600 and further to recommend approval of the agreement with Luckenbach Ziegelman Gardner to the Birmingham City Commission for execution.

In order for the agreement to be executed, the Birmingham City Commission must also approve it. If it does, then the Library Board intends to move forward with the next two stages (design development and construction drawings), with the goal of completing the work by May, so that construction could conceivably begin by late summer/early fall. The Library would pay \$117,692 out of its own budget for those two stages, while funding strategies are being explored and prepared for presentation at the budget hearing in April. Only if a funding mechanism is agreed on would the last two stages of the project (bidding and construction administration) take place, at a cost of \$45,237.

It should be noted that the City Commission also asked the Library to develop a long-range building vision, which the Library presented to the Commission on January 16. That vision, consisting of three phases, showed that the work done in the Adult Services renovation is independent of Phases 2 and 3

and would not compromise building modifications envisioned in those later phases. The vision also provided cost estimates for later phases.

Conclusion

The Library's proposed Adult Services renovation is Phase 1 of a prospective three-phase project. Since each of the three phases is independent, carrying out Phase 1 will not commit the City to carrying out Phase 2 or Phase 3 if funding turns out not to be available for them.

The City and Library have discussed improvements to the Library building for several years, and the Library has developed the currently proposed project over the past twelve months. The Library has kept the City Commission and City staff informed on progress and has been willing to spend money from its operating budget and fund balance in order to further the project. As work has progressed, the Library Board has been encouraged by the comments of 30 people who attended community forums last year and expressed support for the project and by the comments of other people who spoke in favor of the project at City Commission meetings.

The Library views the proposed Adult Services renovation as a plan that provides good value for the cost. The plan satisfies a number of the needs and wants expressed by the Library's residential and business customers. It will help Birmingham remain competitive with other communities that have upgraded their libraries. And it will improve the aesthetics of downtown Birmingham by installing windows along the Birkerts curve, allowing light to flow into and out of the building.

The Library Board hopes that, on January 25, the City Commission will carry forward the momentum by approving Luckenbach Ziegelman Gardner as the architectural firm for the rest of the proposed Adult Services renovation project. The decision will allow the Library to move ahead with design development and construction drawings, including input from the public. Once the funding mechanism for the rest of the project itself has been decided on, work can then proceed on construction.

Attachments

- RFP issued by the City and Library on December 8, 2015
- Bid submitted by Luckenbach Ziegelman Gardner on January 6, 2016
- Revised Attachment C-Cost Proposal submitted by LZG on January 12, 2016



The Baldwin Public Library will be an essential resource for the community and its first choice for accessing the world's knowledge.

Baldwin Public Library Presentation to Birmingham City Commission

Adult Services Renovation Proposal

October 12, 2015

Why Are We Here?

To ask the Commission to approve this motion:

To authorize the Library Board to proceed with the development of construction drawings as outlined by the concept plans of September 21, 2015 for the Baldwin Public Library building with funding for these drawings to be paid from Library funds.



Phases

- Proposed Phase I
 - Adult Services Department: primarily main floor of Birkerts
- Phases 2 and 3
 - Youth Department
- Circulation Department
- Small Café
- Main entrance
- Interface with Shain Park and TCH

Key Improvements in LZG's Plan

- Shelving in radial design
- "Main street" provides orientation
- Collections in "neighborhoods"
- New reading room off Grand Hall
- Computer lab and makerspace

5

Key Improvements in LZG's Plan

- ▶ Enclosed study rooms
- 22% increased seating for study &collaboration
- New carpet, furnishings, LED lighting;
 raised ceiling
- Celebrates 1927 building
- Installs exterior window bands

Cost Summary

| Base Renovation Project | | |
|------------------------------------|--|------------------------------|
| Construction | | \$ 922,540 |
| Fixtures and furnishings | | 453,730 |
| Stack Lighting | | 50,000 |
| Architectural & Engineering Fees/O | ther | 198,514 |
| Subtotal (Incl. Construction Con- | tingency) | 1,624,784 |
| Owner's Contingency | | 50,000 |
| Total Base Project | | \$ 1,674,784 |
| | . I Thirties | 9 F77 |
| Window Installation | | [/]\/7779 |
| Constuction | | \$ 456,800 |
| Architectural & Engineering Fees/O | ther | 66,588 |
| Subtotal (Incl. Construction Con- | tingency) | 523,388 |
| Owner's Contingency | and the second second | 20,000 |
| Total Windows | | \$ 543,388 |
| | · · · · · · | |
| Total Base Project/Windows | To the | \$ 2,218,172 |
| | 1500 F 100 F | Constitution of the same |

Funding

- Library contributes \$600,000 from fund balance and Trust Fund
- Rest of funding mechanism to be decided jointly by City and Library by spring 2016

Timeline

- ► Fall 2015 Spring 2016: Develop design and construction documents
- Spring 2016: Bid project & order materials
- August 2016: Construction starts
- First quarter 2017: Construction ends

Timeline

- During construction:
 - Building available to public except main floor of Birkerts
 - Programming continues
 - Some of Adult Services collection offsite and unavailable
 - Patron demand met through alternate methods like interlibrary loan

Overall Goal

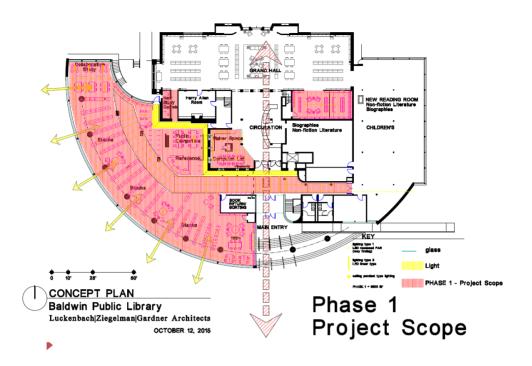
Baldwin and LZG have attempted to modify the Birkerts Addition to make it more suitable for a 21st-century library even while maintaining the architectural integrity of Birkerts' work.

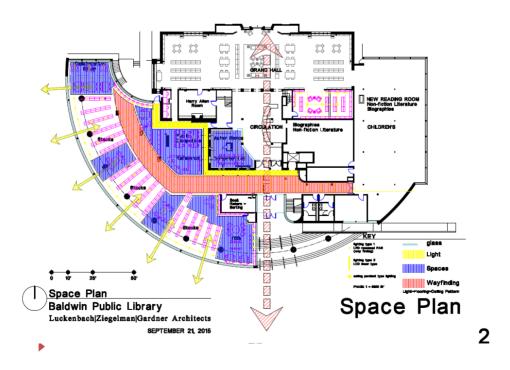
GRAG HALL

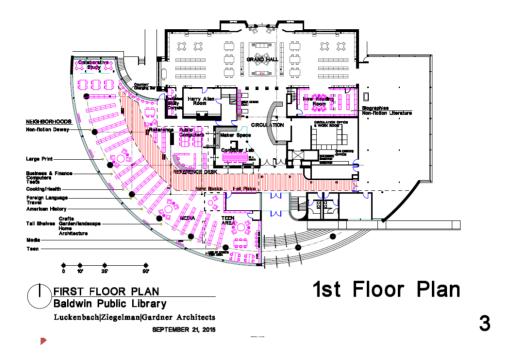
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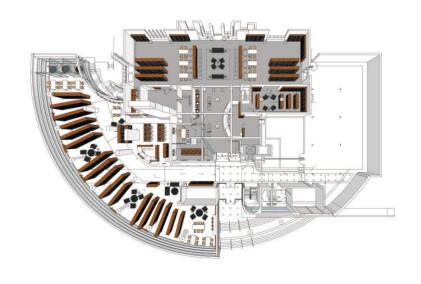
Reference

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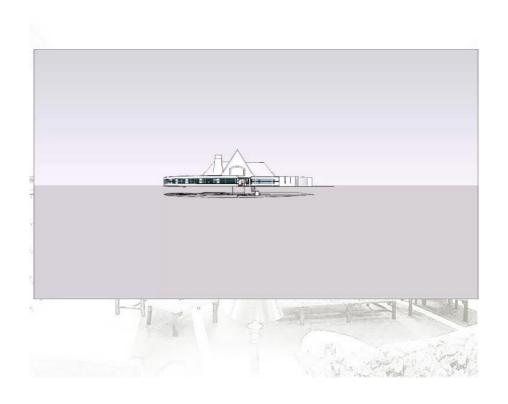
















REQUEST FOR PROPOSALS For RENOVATION OF ADULT SERVICES SECTION OF BALDWIN LIBRARY

Sealed proposals endorsed "RENOVATION OF ADULT SERVICES SECTION OF BALDWIN PUBLIC LIBRARY", will be received at the Administrative Office of the Baldwin Public Library, 300 West Merrill Street, Birmingham, Michigan, 48009; until 3:30 p.m. on Wednesday, January 6, 2016 after which time bids will be publicly opened and read.

Bidders will be required to attend a mandatory pre-bid meeting on <u>Wednesday December 16, 2015 at 1:00 p.m.</u> at the Baldwin Public Library. Bidders must register for the pre-bid meeting by <u>4:00 p.m. on Tuesday, December 14, 2015</u> by contacting Library Director, Doug Koschik at <u>doug.koschik@baldwinlib.org</u>.

The Baldwin Public Library in conjunction with the City of Birmingham, Michigan is accepting sealed bid proposals from qualified professional firms to provide architectural services to carry out design development, construction drawings, provide bid assistance and construction administration for the renovation of the Adult Services section of the Baldwin Public Library. This work must be performed as specified in accordance with the specifications contained in this Request For Proposals (RFP).

The RFP, including the specifications, may be obtained online from the Michigan Intergovernmental Trade Network at http://www.mitn.info or at the Baldwin Public Library, 300 West Merrill St., Birmingham, Michigan, ATTENTION: Doug Koschik, Director.

The acceptance of any proposal made pursuant to this invitation shall not be binding upon the City until an agreement has been executed.

Submitted to MITN: December 8, 2015
Mandatory Pre-Bid Meeting: December 16, 2015
Deadline for Submissions: January 6, 2016

Contact Person: Doug Koschik, Director

300 West Merrill Street Birmingham, MI 48009

Phone: (248) 554-4681

Email: doug.koschik@baldwinlib.org



REQUEST FOR PROPOSALS For RENOVATION OF ADULT SERVICES SECTION OF BALDWIN LIBRARY

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INTRODUCTION

For purposes of this request for proposals the City of Birmingham, Michigan (hereby known as "City") and the Baldwin Public Library (hereby known as "Library") will be referred to as "Client" and the private firm will hereby be referred to as "Architect."

The Client is accepting sealed bid proposals from qualified professional firms to provide architectural services to carry out design development, construction drawings, provide bid assistance and construction administration for the renovation of the Adult Services section of the Baldwin Public Library based on the conceptual/schematic designs of September 21, 2015 included as Attachment E herein. This work must be performed as specified in accordance with the specifications outlined by the Scope of Work contained in this Request For Proposals (RFP).

During the evaluation process, the Client reserves the right where it may serve the Client's best interest to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the Client, firms submitting proposals may be requested to make oral presentations as part of the evaluation.

It is anticipated the selection of a firm will be completed by January 25, 2016. An Agreement for services will be required with the selected Architect. A copy of the Agreement is contained herein for reference. Contract services will commence upon execution of the service agreement by the Client.

The Architect will work with the Library on the Design Development and Construction Drawing phases, with the City in a supportive role. The Architect will then work with the City during the Bidding and Construction Administration phases with the Library in a supportive role.

REQUEST FOR PROPOSALS (RFP)

The purpose of this RFP is to request sealed bid proposals from qualified parties presenting their qualifications, capabilities and costs to provide architectural services to carry out design development, construction drawings, provide bid assistance and construction administration for the renovation of the Adult Services section of the Baldwin Public Library based on the conceptual/schematic designs of September 21, 2015 included as Attachment E herein.

MANDATORY PRE-BID MEETING

Prior to submitting a bid, interested firms are required to attend a pre-bid meeting to conduct an on-site visit of the location and access to the project location to make inquiries about the RFP. The pre-bid meeting is scheduled for December 16, 2015 at 1:00 p.m. at the Baldwin Public Library.

INVITATION TO SUBMIT A PROPOSAL

Proposals shall be submitted no later than 3:30 pm on January 6, 2016 to:

Baldwin Public Library Attn: Doug Koschik 300 W. Merrill St. Birmingham, Michigan 48009

One (1) original and one (1) print copy, and one (1) electronic copy, in PDF format of the proposal shall be submitted. The two print copies along with a CD containing the electronic version of the proposal should be firmly sealed in an envelope, which shall be clearly marked on the outside, "RENOVATION OF ADULT SERVICES SECTION OF BALDWIN LIBRARY". Any proposal received after the due date cannot be accepted and will be rejected and returned, unopened, to the proposer. Proposer may submit more than one proposal provided each proposal meets the functional requirements.

INSTRUCTIONS TO BIDDERS

- Any and all forms requesting information from the bidder must be completed on the attached forms contained herein (see Architect's Responsibilities). If more than one bid is submitted, a separate bid proposal form must be used for each.
- Any request for clarification of this RFP shall be made <u>in writing</u> and delivered to: Doug Koschik, Director, 300 W. Merrill St., Birmingham, MI 48009 or doug.koschik@baldwinlib.org. Such request for clarification shall be delivered, in writing, <u>no later than 5 days prior to the deadline for submissions</u>. Responses will be shared with all bidders who signed in at the Pre-Bid meeting.
- 3. All proposals must be submitted following the RFP format as stated in this document and shall be subject to all requirements of this document including the instruction to respondents and general information sections. All proposals must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the RFP format by the respondent.
- 4. The contract will be awarded by the Client to the most responsive and responsible bidder with the lowest price and the contract will require the completion of the work pursuant to these documents.
- 5. Each respondent shall include in his or her proposal, in the format requested, the cost of performing the work. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. The Baldwin Public Library is a subunit of the City of Birmingham, a tax-exempt municipal government located in Oakland County, Michigan. Do not include such taxes in the proposal figure. The Client will furnish the successful company with tax exemption information when requested.

6. Each respondent shall include in their proposal the following information: Firm name, address, city, state, zip code, telephone number, and fax number. The company shall also provide the name, address, telephone number and email address of an individual in their organization to whom notices and inquiries by the City should be directed as part of their proposal.

EVALUATION PROCEDURE AND CRITERIA

The evaluation panel will consist of members of the Baldwin Public Library Board of Directors and any other person(s) designated by the City who will evaluate the proposals based on, but not limited to 1) the ability to provide services as outlined, 2) related experience with similar projects, Architect background, and personnel qualifications, 3) quality of materials proposed, 4) overall Costs, 5) references. This review will consider the following criteria:

- 1. Experience and qualifications of the proposed team members, including interior design staff and partners, who will be assigned to the project.
- Experience and demonstrated ability in the design of libraries and similar public projects, with priority given to experience and ability in the design of libraries.
- Demonstrated understanding of the expectations of Birmingham and/or similar communities that place high value on aesthetics of public spaces, as well as an understanding of the importance of the Library as part of Birmingham's civic center.
- 4. Bid price for design development, preparation of construction documents, bidding assistance, and construction administration for the project.
- 5. Demonstrated performance in execution of projects on time and within budget.
- 6. Quality and completeness of proposal.

TERMS AND CONDITIONS

- The Client reserves the right to reject any or all proposals received, waive informalities, or accept any proposal, in whole or in part, it deems best. The Client reserves the right to award the contract to the next most qualified Architect if the successful Architect does not execute a contract within ten (10) days after the award of the proposal.
- 2. The Client reserves the right to request clarification of information submitted and to request additional information of one or more Architects.
- 3. The Client reserves the right to terminate the contract at its discretion should it be determined that the services provided do not meet the specifications contained herein. The Client may terminate this Agreement at any point in the process upon notice to Architect sufficient to indicate the Client's desire to do so. In the

- case of such a stoppage, the Client agrees to pay Architect for services rendered to the time of notice, subject to the contract maximum amount.
- 4. Any proposal may be withdrawn up until the date and time set above for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the services set forth in the proposal.
- 5. The cost of preparing and submitting a proposal is the responsibility of the Architect and shall not be chargeable in any manner to the Client.
- 6. Payment will be made within thirty (30) days after invoice has been accepted by the Client. Acceptance by the Client is defined as authorization by the designated Client representative to this project that all the criteria requested under the Scope of Work contained herein have been provided. Invoices are to be rendered each month following the date of execution of an Agreement with the Client.
- 7. The Architect will not exceed the timelines established for the completion of this project.
- 8. The successful bidder shall enter into and will execute the contract as set forth and attached as Attachment A.
- 9. The Client will own the final designs and documents prepared by the Architect as part of this RFP.

ARCHITECT'S RESPONSIBILITIES

Each bidder shall provide the following as part of their proposal:

- 1. Complete and sign all forms requested for completion within this RFP.
 - a. Bidder's Agreement (Attachment B)
 - b. Cost Proposal (Attachment C)
 - c. Iran Sanctions Act Vendor Certification Form (Attachment D)
 - d. Agreement (Attachment A only if selected by the Client).
- 2. Provide a description of completed projects (including Library projects) that demonstrate the firm's ability to complete projects of similar scope, size, and purpose, and in a timely manner, and within budget.
- 3. Include a statement of design philosophy, especially in regards to public libraries in the 21st century.
- 4. Provide a description of the firm, including resumes and professional qualifications of the principals involved in administering the project, as well as,

all others associated with the firm that are assigned to the project and include names, titles, phone numbers, email addresses and assigned role for this project.

- 5. Provide a list of sub-architects and their qualifications, which include names, titles, phone numbers, email addresses and their respective role in this project as applicable.
- 6. Any changes in the staff members assigned to the project (principals, staff and/or others) shall be communicated to the Client in writing within two (2) business days.
- 7. Provide three (3) client references from past projects, include name of contact, title and current phone numbers. At least two (2) of the client references should be for projects of a similar size and scope for a municipal client.
- 8. Provide a project timeline addressing each section within the Scope of Work and a description of the overall project approach. Include a statement that the Architect will be available according to the proposed timeline.
- 9. The Architect will be responsible for any changes necessary for the plans to be approved by the Client.

CLIENT RESPONSIBILITY

- The Client will provide a designated representative to work with the Architect to coordinate both the Client and Architect's efforts and to inspect and verify any work performed by the Architect. During the design development and creation of of construction document phase the lead agency will be the Library and during the bidding and construction administration phase the lead agency will be the City.
- 2. The Client will provide access to the Library building during regular business hours.

SETTLEMENT OF DISPUTES

The successful bidder agrees to certain dispute resolution avenues/limitations. Please refer to paragraph 17 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

INSURANCE

The successful bidder is required to procure and maintain certain types of insurances. Please refer to paragraph 12 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

CONTINUATION OF COVERAGE

The Architect also agrees to provide all insurance coverages as specified. Upon failure of the Architect to obtain or maintain such insurance coverage for the term of the agreement, the Client may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the contract amount. In obtaining such coverage, the Client shall have no obligation to procure the most cost effective coverage but may contract with any insurer for such coverage.

EXECUTION OF CONTRACT

The bidder whose proposal is accepted shall be required to execute the contract and to furnish all insurance coverages as specified within ten (10) days after receiving notice of such acceptance. Any contract awarded pursuant to any bid shall not be binding upon the Client until a written contract has been executed by both parties. Failure or refusal to execute the contract shall be considered an abandoned all rights and interest in the award and the contract may be awarded to another. The successful bidder agrees to enter into and will execute the contract as set forth and attached as Attachment A.

INDEMNIFICATION

The successful bidder agrees to indemnify the Client and various associated persons. Please refer to paragraph 13 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

CONFLICT OF INTEREST

The successful bidder is subject to certain conflict of interest requirements/restrictions. Please refer to paragraph 14 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

EXAMINATION OF PROPOSAL MATERIALS

The submission of a proposal shall be deemed a representation and warranty by the Architect that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. Statistical information which may be contained in the RFP or any addendum thereto is for informational purposes only.

PROJECT TIMELINE

- 1. Mandatory pre-bid meeting will be held at the Library on Wednesday, December 16, 2015, at 1:00 p.m.
- 2. Proposals will be submitted by Wednesday, January 6, 2016 at 3:30 p.m.

- 3. The Library Board will recommend the successful candidate to the Birmingham City Commission, which will make the final decision to execute an agreement at its regularly scheduled meeting on January 25, 2016.
- 4. Architect will have the Design Development and Construction Document elements outlined in the Scope of Work section of this RFP completed by May 9, 2016.
- 5. The Bidding and Construction Administration phases will occur only after funding for those phases has been confirmed.

The Architect will not exceed the timelines established for the completion of this project.

SCOPE OF WORK

The Architect shall perform the following services in accordance with the requirements as defined herein.

<u>Overview</u>

The Baldwin Public Library—located at 300 West Merrill in downtown Birmingham—was built in 1927, with major additions completed in 1960 and 1982. The original building was designed by Marcus Burrowes; the 1960 addition was designed by Linn Smith; and the 1982 building was designed by Gunnar Birkerts.

The main purpose of this RFP is to secure design development, construction drawings, bidding assistance, and construction administration services for the renovation of the Adult Services section of the Baldwin Public Library, based on a concept plan previously developed. That plan is detailed in Attachment E.

The Library has contracted Library Design Associates ("LDA") to consult on shelving requirements and layouts for the Project, and the Architect will be responsible for coordination of shelving requirements, details, and layouts provided by LDA.

Program Confirmation

1) Assist Library in determination of responsibilities, procedures, and schedule requirements. The Architect will be responsible for detailed minutes and other documentation of all meetings associated with the Project.

- 2) Review existing studies, space programming, layouts and designs provided by Library with regard to the Scope of Work of the project. Provide early advice to the Library on possible changes to the objectives to assure feasibility, quality, meeting cost budget, and minimizing reductions in service during construction.
- 3) Confirm with Library the professional fees and the schedule.

PHASE 1

Design Development

- Based on the approved concept plans of September 21, 2015, develop Design Development Documents for the Library's approval. The process will include meetings with Library staff to hear their opinions, meetings with Library administration and the Library Board Building Committee, and a presentation to the Library Board.
- 2) The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents—including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems—to fix and describe the size and character of the Project as to architectural, interior design, structural, mechanical, and electrical systems—including lighting, acoustics, and internal materials and finishes--and such other elements as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.
- 3) The Architect shall update cost estimates (including a line-by-line breakout of all fees, architectural costs, construction costs, furnishings, shelving, technology, and construction and design contingencies) and submit them to the Library.
- 4) The Architect shall update the project phasing plan and construction timeline and submit those to the Library.
- 5) The Architect shall provide renderings of internal and external features suitable for public viewing and preliminary code compliance review by the City's Building Department.

- 6) The Architect shall ensure that all proposed work—including mechanical and electrical—will not compromise possible future modifications and additions to the building.
- 7) The Library will determine, in consultation with the Architect, if a library planning consultant is needed and, if so, the extent of the involvement.

Construction Documents

- 1) Construction documents shall include, but not be limited to, detailed architectural, engineering and shop drawings for the construction of this project.
- 2) Based on the Library's approval of the Design Development Documents and the Library's authorization of any adjustments in the Project requirements and the budget for the cost of work, the Architect shall prepare Construction Documents for the Library's approval.
- 3) The process will include meetings with Library staff and the Library Board Building Committee and the City's Building Department.
- 4) The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of drawings and specifications setting forth in detail the quality levels of materials and systems. Any and all terms and conditions associated with construction documents will be subject to the review and approval of the City.
- 5) The Architect shall provide 4 sets of the completed construction documents to the City's Building Department for code compliance review.
- 6) The Architect shall make any necessary itemized updates to the cost estimates.
- 7) The Architect shall ensure that all work proposed—including mechanical and electrical—will not compromise possible future modifications and additions to the building.

PHASE 2

Bidding Assistance

- 1. The Architect, following the approval of the Construction Documents and the latest preliminary cost estimate of construction cost, shall assist the Client in obtaining bids and shall assist in the bidding process by:
 - a. Assisting the Client in the preparation of the Architectural specifications for the City's bid documents.
 - b. Assisting the Client by participating in a mandatory pre-bid meeting with bidders for construction.
 - c. Assisting the Client in the preparation of responses to questions from prospective bidders and providing clarifications and interpretations of the bidding specification documents to all prospective bidders in the form of addenda.
 - d. Assist in the evaluation of bids for the selection of a construction contractor.

Construction Administration

- The Architect shall assist the City in providing administration of the construction project. The Architect's responsibility to provide assistance under this section of the Scope of Work shall commence upon the award of the initial contract for construction and terminates upon the payment of the final payment to the construction contractor.
- 2. The Architect shall be a representative of and shall advise and consult with the City during the administration of the contract for construction. The Architect shall regularly advise and consult with the City during the construction phase.
- 3. The Architect shall visit the site and may be accompanied by a representative of the City's Building Department at intervals appropriate to the stage of construction, or as otherwise agreed by the City and Architect, to (1) become generally familiar with and to keep the City informed about the progress and quality of the portion of the work completed, (2) to endeavor to guard the City against defects and deficiencies in the work, and (3) to determine in general if the work is being performed in a manner indicating that the work, when fully completed, will be in accordance with the contract documents. However, the Architect shall not be required to make exhaustive continuous on-site inspections to check the quality or quantity of work. The Architect shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work.

- 4. The Architect shall report to the City all known deviations from the contract documents and from the most recent construction schedule submitted by the construction contractor. However, the Architect shall not be responsible for the construction contractor's failure to perform work in accordance with the requirements of the contract documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for acts or omissions of the construction contractor, subcontractors, or their agents or employees, or of any acts of any other persons or entities performing portions of the work.
- 5. The Architect shall, at times outlined in this RFP, have access to the construction site to facilitate its visits.
- 6. Except for code compliance or permit related issues as deemed necessary by the City, the Architect shall serve as the primary contact in communicating with the construction contractor concerning matters arising out of or relating to the construction documents. Communications by and with the Architect's consultants shall be through the Architect.
- 7. The Architect has the authority to reject work that does not conform to the contract documents, following consultation with the City.
- 8. The Architect shall review and respond to requests for information about the contract documents.
- 9. The Architect shall maintain a record of submittals and copies of submittals supplied by the construction contractor.
- 10. The Architect may authorize minor changes in the work that are consistent with the intent of the contract documents and do not involve an adjustment in the contract sum or an extension of the contract time, upon review and approval by the City and Library.
- 11. The Architect shall conduct inspections to determine the date or dates of substantial completion and the date of final completion.
- 12. The Architect shall prepare change orders and construction change directives, with supporting documentation and data if deemed necessary by the City for the City's approval and execution in accordance with the construction documents.
- 13. The Architect shall review and certify the amounts due the construction contractor to the designated City representative.

ATTACHMENT A - AGREEMENT For RENOVATION OF ADULT SERVICES SECTION OF BALDWIN PUBLIC LIBRARY

| This AGREEMENT, made thisday of, 2016, by and between CITY OF BIRMINGHAM, having its principal municipal office at 151 Martin Street, Birmingham, MI (hereinafter sometimes called "City/Library"), and, having its principal office at (hereinafter). |
|--|
| called "Architect"), provides as follows: |
| WITNESSETH: WHEREAS, the City of Birmingham, in conjunction with the Baldwin Public Library, is desirous of having work completed to perform design development, creation of construction drawings, provide bidding assistance and construction administration fo the renovation of the Adult Services section of the Baldwin Public Library, based on the approved concept plan of September 21, 2015. |
| WHEREAS, the City/Library has heretofore advertised for bids for the procurement and performance of services required to perform design development creation of construction drawings, bidding assistance and construction administration for the renovation of the Adult Services section of the Baldwin Public Library, based or the conceptual/schematic designs of September 21, 2015, and in connection therewith has prepared a request for sealed proposals ("RFP"), which includes certain instructions to bidders, specifications, terms and conditions. |
| WHEREAS , the Architect has professional qualifications that meet the project requirements and has made a bid in accordance with such request for cost proposals to perform design development, creation of construction drawings, bidding assistance and construction administration for the renovation of the Adult Services section of the Baldwin Public Library, based on the conceptual/schematic designs of September 21 2015. |
| NOW, THEREFORE, for and in consideration of the respective agreements and undertakings herein contained, the parties agree as follows: |
| 1. It is mutually agreed by and between the parties that the documents consisting of the Request for Proposal to perform design development, creation of construction drawings, bidding assistance and construction administration for the renovation of the Adult Services section of the Baldwin Public Library, based on the approved concept plan of September 21, 2015 and the Architect's cost proposal dated 2016 shall be incorporated herein by reference and shall become a part of this Agreement, and shall be binding upon both parties hereto. If any of the documents are in conflict with one another, this Agreement shall take precedence, then the RFP. |
| 2. The City/Library shall pay the Architect for the performance of this Agreement in amount not to exceed, as set forth in the Architect's, 2015 cost proposal. |

- 3. This Agreement shall commence upon execution by both parties, unless the City/Library exercises its option to terminate the Agreement in accordance with the Request for Proposals.
- 4. The Architect shall employ personnel of good moral character and fitness in performing all services under this Agreement.
- The Architect and the City/Library agree that the Architect is acting as an independent Architect with respect to the Architect 's role in providing services to the City/Library pursuant to this Agreement, and as such, shall be liable for its own actions and neither the Architect nor its employees shall be construed as employees of the City or Library. Nothing contained in this Agreement shall be construed to imply a joint venture or partnership and neither party, by virtue of this Agreement, shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as specifically outlined herein. Neither the City/Library nor the Architect shall be considered or construed to be the agent of the other, nor shall either have the right to bind the other in any manner whatsoever, except as specifically provided in this Agreement, and this Agreement shall not be construed as a contract of agency. The Architect shall not be entitled or eligible to participate in any benefits or privileges given or extended by the City/Library, or be deemed an employee of the City/Library for purposes of federal or state withholding taxes, FICA taxes, unemployment, workers' compensation or any other employer contributions on behalf of the City/Library.
- 6. The Architect acknowledges that in performing services pursuant to this Agreement, certain confidential and/or proprietary information (including, but not limited to, internal organization, methodology, personnel and financial information, etc.) may become involved. The Architect recognizes that unauthorized exposure of such confidential or proprietary information could irreparably damage the City/Library. Therefore, the Architect agrees to use reasonable care to safeguard the confidential and proprietary information and to prevent the unauthorized use or disclosure thereof. The Architect shall inform its employees of the confidential or proprietary nature of such information and shall limit access thereto to employees rendering services pursuant to this Agreement. The Architect further agrees to use such confidential or proprietary information only for the purpose of performing services pursuant to this Agreement.
- 7. This Agreement shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan. The Architect agrees to perform all services provided for in this Agreement in accordance with and in full compliance with all local, state and federal laws and regulations.
- 8. If any provision of this Agreement is declared invalid, illegal or unenforceable, such provision shall be severed from this Agreement and all other provisions shall remain in full force and effect.

- 9. This Agreement shall be binding upon the successors and assigns of the parties hereto, but no such assignment shall be made by the Architect without the prior written consent of the City/Library. Any attempt at assignment without prior written consent shall be void and of no effect.
- 10. The Architect agrees that neither it nor its subarchitects will discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight or marital status. The Architect shall inform the City/Library of all claims or suits asserted against it by the Architect's employees who work pursuant to this Agreement. The Architect shall provide the City/Library with periodic status reports concerning all such claims or suits, at intervals established by the City/Library.
- 11. The Architect shall not commence work under this Agreement until it has, at its sole expense, obtained the insurance required under this paragraph. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with carriers acceptable to the City of Birmingham.
- 12. The Architect shall maintain during the life of this Agreement the types of insurance coverage and minimum limits as set forth below:
 - A. <u>Workers' Compensation Insurance</u>: Architect shall procure and maintain during the life of this Agreement, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
 - B. <u>Commercial General Liability Insurance</u>: Architect shall procure and maintain during the life of this Agreement, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Architects Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.
 - C. Motor Vehicle Liability: Architect shall procure and maintain during the life of this Agreement Motor Vehicle Liability Insurance, including all applicable no-fault coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
 - D. <u>Additional Insured</u>: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be *Additional Insureds*: The City of Birmingham and the Baldwin Public Library, including all elected and appointed officials, all employee and

volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to any other coverage that may be available to the additional insured, whether any other available coverage by primary, contributing or excess.

- E. <u>Professional Liability</u>: Professional liability insurance with limits of not less than \$1,000,000 per claim if Architect will provide service that are customarily subject to this type of coverage.
- F. <u>Pollution Liability Insurance</u>: Architect shall procure and maintain during the life of this Agreement Pollution Liability Insurance, with limits of liability of not less than \$1,000,000, per occurrence preferred, but claims made accepted.
- G. Owners Architects Protective Liability: The Architect shall procure and maintain during the life of this contract, an Owners Architects Protective Liability Policy with limits of liability not less than \$3,000,000 per occurrence, combined single limit, Personal Injury, Bodily Injury and Property Damage. The City of Birmingham and the Baldwin Public Library shall be "Name Insured" on said coverage. Thirty (30) days Notice of Cancellation shall apply to this policy.
- H. <u>Cancellation Notice</u>: Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance (and Professional Liability Insurance, if applicable), as described above, shall include an endorsement stating the following: "Thirty (30) days Advance Written Notice of Cancellation or Non-Renewal, shall be sent to: Finance Director, City of Birmingham, PO Box 3001, 151 Martin Street, Birmingham, MI 48012-3001.
- Proof of Insurance Coverage: Architect shall provide the City of Birmingham at the time the Agreement is returned for execution, Certificates of Insurance and/or policies, acceptable to the City of Birmingham, as listed below.
 - 1) Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance;
 - 2) Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
 - 3) Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance:
 - 4) Two (2) copies of Certificate of Insurance for Professional Liability Insurance:
 - 5) If so requested, Certified Copies of all policies mentioned above will be furnished.
- J. <u>Coverage Expiration</u>: If any of the above coverages expire during the term of this Agreement, Architect shall deliver renewal certificates and/or policies to the City of Birmingham at least (10) days prior to the expiration date.

- K. <u>Maintaining Insurance</u>: Upon failure of the Architect to obtain or maintain such insurance coverage for the term of the Agreement, the City of Birmingham may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the Agreement amount. In obtaining such coverage, the City of Birmingham shall have no obligation to procure the most cost-effective coverage but may contract with any insurer for such coverage.
- 13. To the fullest extent permitted by law, the Architect and any entity or person for whom the Architect is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham and the Baldwin Public Library, its elected and appointed officials, employees and volunteers and others working on behalf of the City/Library against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from and the City of Birmingham and the Baldwin Public Library, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Birmingham and the Baldwin Public Library, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Agreement. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of its elected or appointed officials, employees, volunteers or others working on behalf of the City/Library.
- 14. If, after the effective date of this Agreement, any official of the City or Library, or spouse, child, parent or in-law of such official or employee shall become directly or indirectly interested in this Agreement or the affairs of the Architect, the City/Library shall have the right to terminate this Agreement without further liability to the Architect if the disqualification has not been removed within thirty (30) days after the City/Library has given the Architect notice of the disqualifying interest. Ownership of less than one percent (1%) of the stock or other equity interest in a corporation or partnership shall not be a disqualifying interest. Employment shall be a disqualifying interest.
- 15. If Architect fails to perform its obligations hereunder, the City/Library may take any and all remedial actions provided by the general specifications or otherwise permitted by law.
- 16. All notices required to be sent pursuant to this Agreement shall be mailed to the following addresses:

For the City: For the Library: For the Architect:

City of Birmingham
Attn: City Manager
Attn: Library Director
300 West Merrill St.
Birmingham, MI 48009

Baldwin Public Library
Attn: Library Director
300 West Merrill St.
Birmingham, MI 48009

- 17. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled either by commencement of a suit in Oakland County Circuit Court, the 48th District Court or by arbitration. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators in the event any party's claim exceeds \$1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator's and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL§600.5001 et. seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in the Oakland County Circuit Court or the 48th District Court.
- 18. <u>FAIR PROCUREMENT OPPORTUNITY:</u> Procurement for the City/Library will be handled in a manner providing fair opportunity for all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the City/Library.

IN WITNESS WHEREOF, the said parties have caused this Agreement to be executed as of the date and year above written.

| WITNESSES: | ARCHITECT |
|------------|--|
| | By: Its: |
| | CITY OF BIRMINGHAM |
| | By: Rackeline J. Hoff Its: Mayor |
| | Laura Pierce Its: City Clerk |

Joseph A. Valentine, City Manager (Approved as to substance)

Timothy J. Currier, City Attorney (Approved as to form)

Mark Gerber, Director of Finance (Approved as to financial obligation)

Doug Koschik, Library Director (Approved as to substance)

ATTACHMENT B - BIDDER'S AGREEMENT For RENOVATION OF ADULT SERVICES SECTION OF BALDWIN PUBLIC LIBRARY

In submitting this proposal, as herein described, the Architect agrees that:

- 1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
- 2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

| PREPARED BY | DATE | |
|------------------------|----------------|--|
| (Print Name) | | |
| , | | |
| TITLE | DATE | |
| | 27.1.2 | |
| | | |
| AUTHORIZED CIONATURE | E MAIL ADDDESS | |
| AUTHORIZED SIGNATURE | E-MAIL ADDRESS | |
| | | |
| | | |
| COMPANY | | |
| | | |
| | | |
| ADDRESS | PHONE | |
| 7.55.1.255 | | |
| | | |
| NAME OF BARBANIC | | |
| NAME OF PARENT COMPANY | PHONE | |
| | | |
| | | |
| ADDRESS | | |

ATTACHMENT C - COST PROPOSAL For RENOVATION OF ADULT SERVICES SECTION OF BALDWIN PUBLIC LIBRARY

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work shall be itemized by a dollar amount based on the Phases and elements included in this Request for Proposal as follows:

| COST PROPOSAL | | |
|-----------------------------|------------|--|
| ITEM | Bid Amount | |
| Phase 1 | | |
| Design Development | \$ | |
| Construction Documents | \$ | |
| Phase 2 | | |
| Bidding Assistance | \$ | |
| Construction Administration | \$ | |
| TOTAL BID AMOUNT | \$ | |

| Firm Name | |
|----------------------|------|
| | |
| | |
| Authorized signature | Date |

ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM For RENOVATION OF ADULT SERVICES SECTION OF BALDWIN PUBLIC LIBRARY

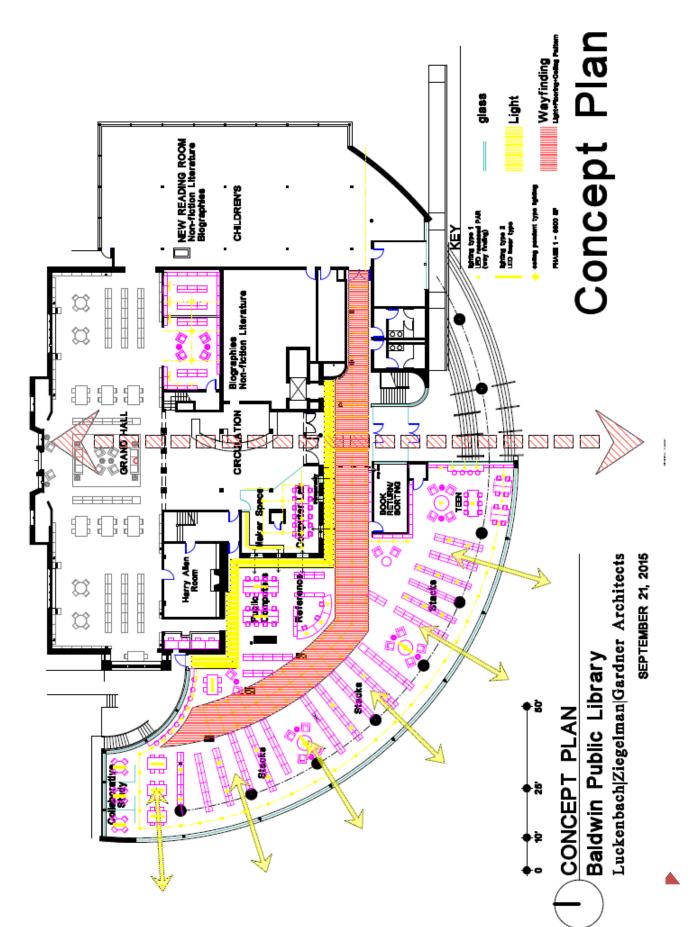
Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 ("Act"), prior to the City accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business", as defined by the Act.

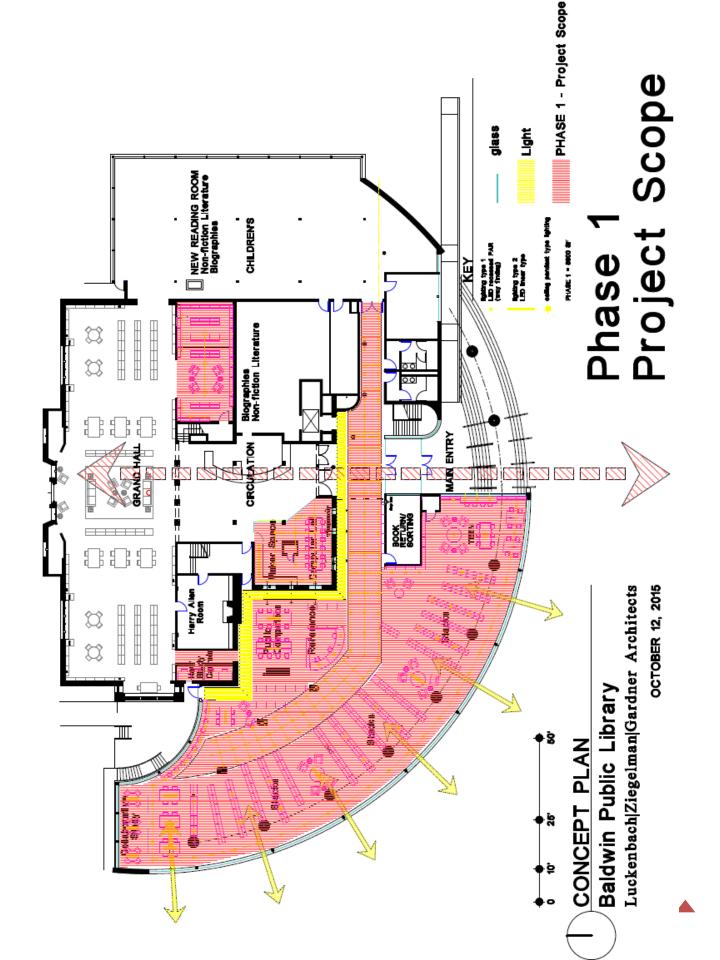
By completing this form, the Vendor certifies that it is not an "Iran Linked Business", as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the Client.

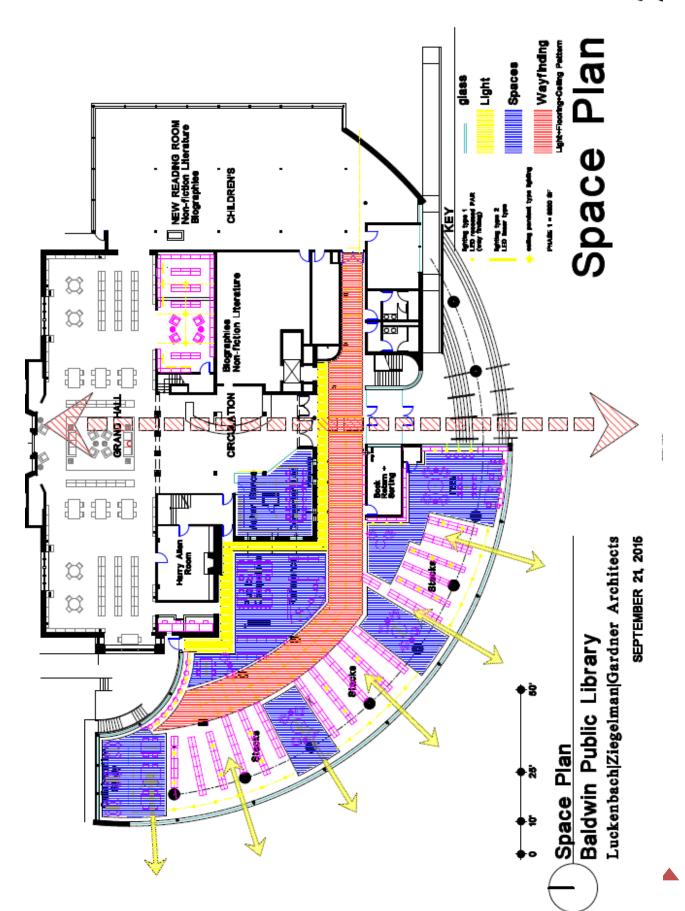
| PREPARED BY (Print Name) | DATE |
|--------------------------|----------------|
| TITLE | DATE |
| AUTHORIZED SIGNATURE | E-MAIL ADDRESS |
| COMPANY | |
| ADDRESS | PHONE |
| NAME OF PARENT COMPANY | PHONE |
| ADDRESS | |
| TAXPAYER I.D.# | |

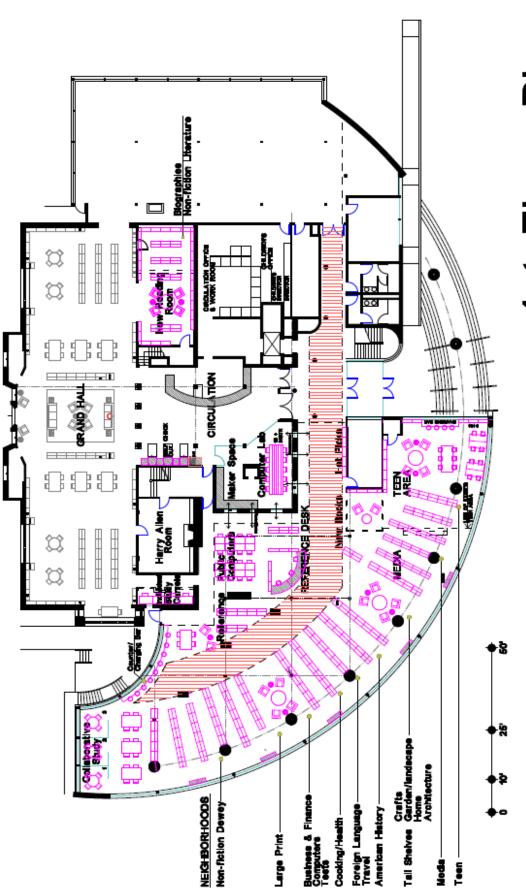
ATTACHMENT E - CONCEPTUAL/SCHEMATIC DESIGNS & ESTIMATES

For Renovation of Adult Services Section of Baldwin Public Library







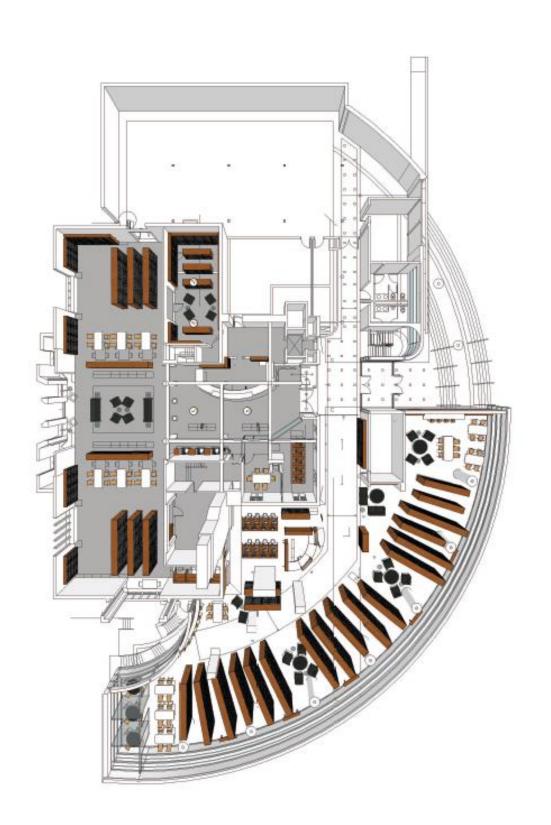


1st Floor Plan

Baldwin Public Library Luckenbach|Ziegelman|Gardner Architects

FIRST FLOOR PLAN

SEPTEMBER 21, 2015

















Cost Summary: Baldwin Library Adult Services Renovation

(October 5, 2015)

| Base Renovation Project | | |
|---|-----------|-----------|
| Construction | \$ | 922,540 |
| Fixtures and furnishings | | 453,730 |
| Stack Lighting | | 50,000 |
| Architectural & Engineering Fees/Other | | 198,514 |
| Subtotal (Incl. Construction Contingency) | | 1,624,784 |
| Owner's Contingency | | 50,000 |
| Total Base Project | \$ | 1,674,784 |
| Window Installation | | |
| Constuction | \$ | 456,800 |
| Architectural & Engineering Fees/Other | | 66,588 |
| Subtotal (Incl. Construction Contingency) | | 523,388 |
| Owner's Contingency | | 20,000 |
| Total Windows | \$ | 543,388 |
| Total Base Project/Windows | <u>\$</u> | 2,218,172 |



| | BALDWIN | LIBRARY | |
|--|-----------------|---|---------------|
| | | 023 | |
| | Interior Re | | |
| | Exterior \ | | |
| | | | |
| | ORIGINAL BUDGET | REVISED BUDGET | |
| | 12/14 Months | 5/6 Months | |
| | 4/5 Phases | All work completed 1 Phase | |
| | 470 1 110303 | An work completed 1 Fitase | |
| GENERAL CONDITION | 414,000 | 295,600 | |
| Interior Renovations | | | |
| Permit Bond Local Fee | 27,500 | 27,500 | |
| Phased Partitions Drywall 15' | 35,000 | 15,000 | |
| Overtime Evening Work | 20,000 | 12,000 | - |
| Relocation of Temp Walls | 7,500 | 2,000 | |
| Site Conditions | 10,000 | 10,000 | |
| Interior Demo | 32,750 | 32,750 | |
| Floor Prep if Required | 8,500 | 8,500 | |
| Blast Painted Brick Wall | 15,300 | 15,300 | |
| Masonry Restoration | 500 | 500 | |
| Restore Windows | 13,500 | 13,500 | |
| New Drywall on Radius Wall | 19,850 | 19,850 | |
| Drywall Patch | 5,500 | 5,500 | |
| Ceilings in Reading Room | 1,800 | 1,800 | |
| Ceiling Repair | 1,000 | 1,000 | |
| Steel Deck Spray | 49,200 | 49,200 | |
| Glass Walls & Doors Study Area | 29,300 | 29,300 | |
| Glass Walls & Doors Computer Area | 17,500 | 17,500 | |
| Wood Ceiling | 16,500 | 16,500 | |
| Paint Walls | 4,840 | 4,840 | |
| Carpentry Reading Room Entry | 8,800 | 8,800 | |
| HVAC Rework Distribution | 20,000 | 20,000 | |
| Plumbing (Roof Drains) | 5,000 | 5,000 | |
| Fire Suppressions | 15,000 | 15,000 | |
| Electric | 195,600 | 195,600 | |
| Contingency -Interior Renovations | 100,000 | 100,000 | |
| | | | |
| Interior Renovation Sub Cost | 1,074,440 | 922,540 | |
| Interior Renovation Architectural FEE | 96,699 | 83,028 | |
| Library Consultant | 20,000 | 20,000 | |
| Mechanical & Electrical Consultant | 20,000 | 20,000 | |
| CONSTRUCTION CM FEE | 48,445 | 36,901 | |
| Library Design | 970 407 | 120 | |
| Library Book & Stack Relocation, Reference Desk | 378,137 | 428,730 | |
| Stacks, Work Stations, Tables & Chairs PL Counters | | 11 - 11 | |
| Carpet & Base Allowance for Stack Lighting | 50,000 | P0 000 | |
| Contingency | 50,000 | 50,000 | |
| Architectural FEE | 15,000 | 25,000 | |
| Aromeoturar 1 LE | 39,882 | 38,585 | |
| TOTAL RENOVATION COST | 1,742,603 | 1,624,784 | |
| Exterior Window Installation 180 LF | | | |
| Exterior Wall Demo | 28,200 | 28,200 | |
| Shore & Pin as required | 25,000 | 25,000 | |
| Exterior Fence Protection | 5,500 | 5,500 | |
| Structural Steel | 218,650 | 218,650 | |
| Glass & Installation | 107,950 | 107,950 | |
| Electrical Allwance | 6,500 | 6,500 | |
| Fire Supprerssion | TBD | TBD | |
| Plumbing | TBD | TBD | |



| | BALDWIN LIBRA | RY |
|------------------------------------|---------------------|-----------|
| | 10023 | |
| | Interior Renovation | |
| | Exterior Windows | |
| Exterior Protection | 10,000 | 10,000 |
| Exterior Window Security | 15,000 | 15,000 |
| Contingency Exterior Glass Windows | 40,000 | 40,000 |
| Exterior Window Sub Cost | 456,800 | 456,800 |
| CM FEE | 17,272 | 17,272 |
| Exterior Window Architectural FEE | 41,316 | 41,316 |
| Exterior Window Structural FEE | 8,000 | 8,000 |
| TOTAL EXTERIOR WINDOW COST | 523,388 | 523,388 |
| COMBINED COST | | |
| INTERIOR RENOVATION w LDA | 1,742,603 | 1,624,784 |
| OWNERS CONTINGENCY INTERIOR | 50,000 | 50,000 |
| EXTERIOR WINDOWS | 523,388 | 523,388 |
| OWNERS CONTINGENCY EXTERIOR | 20,000 | 20,000 |
| TOTAL CONSTRUCTION COST | 2,335,991 | 2,218,172 |

ATTACHMENT F - HVAC REVIEW OF EXTERIOR WALL

For Renovation of Adult Services Section of Baldwin Public Library



Mechanical Electrical Energy Management Communication Technologies Architectural Lighting Design Commissioning

August 17, 2015 (Revised October 12, 2015)

Luckenbach Ziegelman Architects, PLLC 36800 Woodward Ave. Suite 100 Bloomfield Hills, MI 48304

Attention: Mr. Robert Ziegelman, FAIA

Subject: Birmingham Public Library

Proposed Exterior Wall Modification HVAC Review

Dear Robert:

The following report provides a comparative analysis of the heating and cooling requirements of the space due to the proposed modification to the building façade including the addition of bands of glass along the curved wall facing west and south.

GENERAL

Description of the analysis:

The analysis will be specifically for the addition of approximately 180 LF of new insulated glass in the curved wall facing west and south.

PBA will provide recommendations on the glass performance based on the current Michigan Energy Code.

The proposed new glass performance will take into consideration an internal shading device such as vertical blinds.

The analysis will identify the calculated heating and cooling requirements of the existing conditions, the heating and cooling requirements of the proposed façade modifications, and compare them to the original design capacity of the existing system.

The heating and cooling calculations will be based on standard engineering practices using computer programs based on the ASHRAE Handbook.

Review and Identify if the existing system is capable of providing the heating and cooling of the proposed façade modifications.

Provide order of magnitude opinion of probable construction cost associated with increasing or supplementing the existing heating and cooling system if applicable.

SUMMARY (OR FINDINGS)

Based on our analysis of the calculated exposure heating and cooling capacity requirements compared to the original design capacity of the existing system currently serving the space, it was determined that the

PETER BASSO ASSOCIATES, INC.

Birmingham Public Library Proposed Exterior Wall Modification HVAC Review August 17, 2015 (Revised October 12, 2015) Page 2

existing system has the heating and cooling capacity (see summary chart) to condition the space with the proposed renovation of the existing wall to include a band of glass.

| | Heating and Cooling Capa | acity Evaluation Summary | 1 |
|-----------------------|--------------------------|--------------------------|-----------------------|
| | Existing System Design | Calculated Existing | Proposed System |
| | Capacity | System Capacity | Capacity Requirements |
| | | Requirements | |
| Heating Load (Note 1) | -131,040 BTUH | -28,400 | -106,907 BTUH |
| Cooling Load | 85,478 BTUH | 11,023 BTUH | 90,290 BTUH |
| Design Airflow | 6,405 CFM | 913 CFM | 6,832 CFM |

Note 1 The heating load includes the envelope losses and the air terminal unit airside heating requirement of heating the minimum airflow through the unit from the incoming air temperature if 60 °F to the design room temperature of 72 °F.

RECOMMENDATIONS

Recommended glass and frame overall performance:

Assembly Maximum U-value: 0.50.

Assembly Maximum SHGC: <u>0.40</u> (all directions). Include horizontal or vertical blinds to control solar load and glare.

Evaluate the existing air distribution system for proper air distribution with the increased heating and cooling load requirements over the currently operating system. Check for throw characteristics and air pattern and make recommendation for system modifications.

Prior to the start of construction have a test and balance contractor measure the capacity of the existing system to confirm capacity.

DISCUSSION, ANALYSIS OR EVALUATION

Calculation method:

- PBA used TRANE TRACE 700 Load simulation software to calculate the loads.
- The basis of the performance was based on the minimum Envelope Requirements for Michigan which requires the following performance for the vertical glazing with a metal frame assembly of:
 - Assembly Maximum U-value: 0.55.
 - Assembly Maximum SHGC: 0.40 (all directions).
- For cooling, the calculations were based on the 0.4% Annual Cooling, Dehumidification, and Enthalpy Design Conditions for the Detroit area indicating that only 0.4% of the time, based on historical average annual weather conditions, will the actual outside conditions be warmer than the design condition.
- For heating, the calculations were based on the 99.6% Annual Heating and Humidification Design Conditions for the Detroit area indicating that 99.6% of the time, based on historical average annual weather conditions, the actual outside conditions will be equal to or warmer than the design condition.
- The indoor design conditions were based on a space temperature of 72°F in the winter and 72° in the summer.
- The roof and internal loads (people, light, equipment) were discounted as they would be the same
 in both alternatives.

PETER BASSO ASSOCIATES, INC.

Birmingham Public Library Proposed Exterior Wall Modification HVAC Review August 17, 2015 (Revised October 12, 2015) Page 3

Calculation results:

• The following table compares the calculated current exposure against the proposed exposure:

| | Existing Exposure Load | Proposed Exposure Load |
|----------------|------------------------|------------------------|
| Heating load | -11,725 BTUH | -39,459 BTUH |
| Cooling load | 11,023 BTUH | 90,290 BTUH |
| Design Airflow | 915 CFM | 6,835 CFM |

See copy of TRANE TRACE 700 results attached.

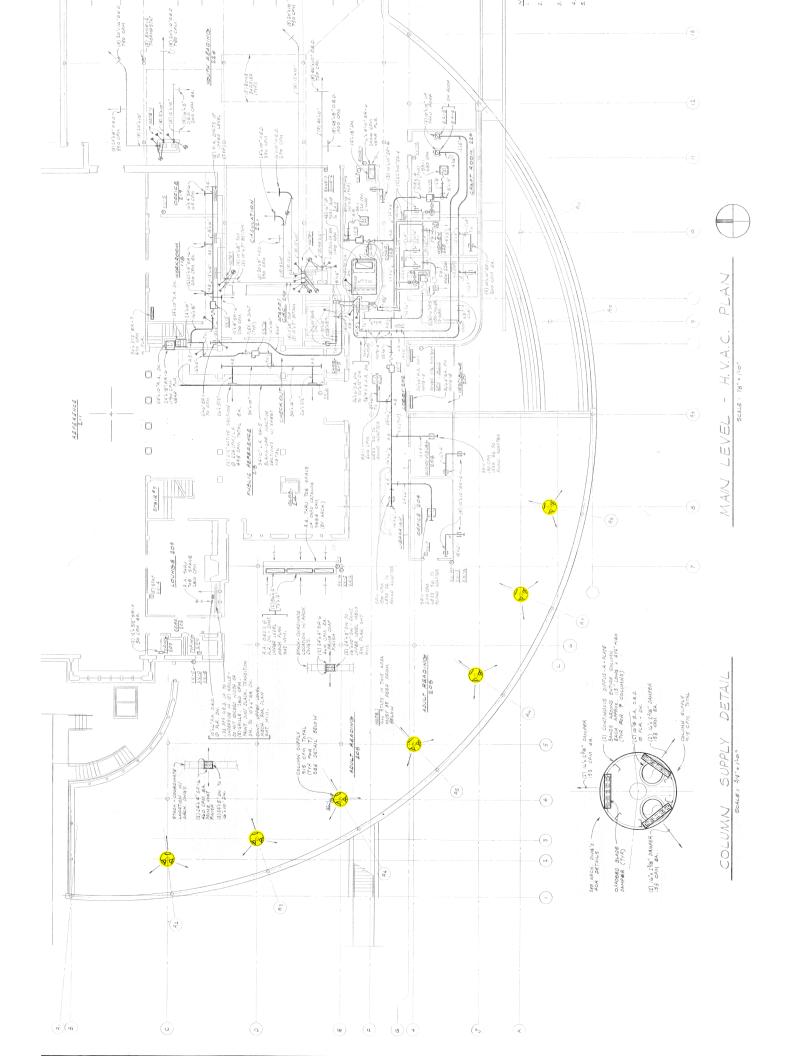
Existing System Capacity:

- The main level is served by a variable air volume air handling system located in the lower level.
- There are 7 architectural column enclosures that run along the outside wall.
- Each column enclosure is supplied by a variable air volume terminal unit.
- Air Terminal Unit Existing Design Information:
 - Each terminal unit has a scheduled capacity of 0 CFM Minimum and 915 CFM Maximum airflow.
 - o A design heating minimum of 645 CFM each.
 - o Winter heating coil capacity of 18.72 MBH each.
 - o The design leaving air temperature from the air handling unit is 60 °F.
 - o The total combined capacity of all 7 boxes is:
 - Total Cooling air flow: 6,405 CFM.
 - Total Heating output in BTUH: 131,040.

ATTACHMENTS

- Existing main level HVAC floor plan from the 1980 Renovation showing the existing airflow.
- Enlarged detail of the column supply detail enclosure.
- Existing Air terminal Unit with Re-Heat Box Schedule.
- Room Checksum results from the TRANE TRACE 700 Load program of the existing exposure condition and of the proposed new glass exposure.

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(2) 16×28× OAMPER 2 4

SEE ARCH, DING'S FOR DETAILS

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EACH APPROX. 113" LONG X 412" HIGH
(TYP. FOR 7 COLUMNS) はオーマーのよう COSTATION CO

(C) 10" 4 5; A. O. E. D.

(2) 16"x 23/8" DAMPER 153 OFM EA. COLOMN BUPPLY (2) 16"x 23/8" DAMPER. 153 CFM, EA.

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SCALE: 3/4"= 1-0"

| | h- | | 2010 - 110333 + 2370201 | Thomas I have to the total | 1 4 C Jan 1 | T. I | - American | | | |
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| 000 00 0 1000 F | 3 8 | EWT - 160° F LWT. | | | | | | | | |
| WAX WOWN WINDOW | 100 | | LVG. 4/R | | | RUNOUT PIPE | 8/288 | WET DUCT | 7777 | MIN INLET & MAX ALLOWABLE |
| | 200 M | 200 | 100 m | E O | 5 | KTddINS | RETURN | 70 BOX | ESV-3000 | O.P. TO OPERATE |
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| 0 | 000 | 09 | 1.78 | 0.9 | 08 | 187 | 1/2// | \$ 16 | 0 | 4 |
| O | 3 | 09 | 8 | 20 | 46, | | 121 | 10"4 | 0 | 4 |
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| | | | | | | | | | | |
| | Assession . | | | | | | Manager Control of Con | | THE RESERVE AND PARTY OF THE PA | |

Room Checksums

By Peter Basso Associates, Inc.

LIBRARY

| ၓ | OFING (| COOLING COIL PEAK | | ๋ | SLG SPACE PEAK | PEAK | | HEATING COIL PEAK | JIL PEAK | | TEMPE | TEMPERATURES | တ |
|---------------------------------|--------------------------------|---|-------------------------------------|-------------------------------|------------------------------------|---------------------|---------------------------------|-----------------------------------|--|---------------------|------------------------------|---|--------------------------|
| Peaked at Time: Outside Air: | ced at Time: Outside Air: | Mo/Hr: 9 / 18 OADB/WB/HR: 80 / 67 / 80 | Mo/Hr: 9 / 18 VB/HR: 80 / 67 / 8 | 30 | Mo/Hr: 9 / 18 OADB: 80 | 9 / 18 30 | | Mo/Hr: He OADB: 0 | Mo/Hr: Heating Design OADB: 0 | | SADB | | Heating 117.4 68.5 |
| ž | Space Sens. + Lat. Btu/h | Plenum Sens. + Lat Btu/h | Net F Total C | Net Percent Total Of Total | Space Percent Sensible Of Total | Percent Of Total | | Space Peak Space Sens Btu/h | Coil Peak Percent Tot Sens Of Total | Percent Of Total | Return Ret/OA Fn MtrTD | 0 0 0 0 0 0 0 0 0 | 68.5 0.0 0.0 |
| Envelope Loads Skylite Solar | 0 | 0 | 0 | 0 | 0 | 0 | Envelope Loads Skylite Solar | 0 | 0 | 0.00 | Fn BldTD Fn Frict | 0.0 | 0.0 |
| Skylite Cond | 00 | 0 (| 0 0 | 0 0 | 00 | 0 | Skylite Cond | 0 (| 00 | 0.00 | | | |
| Glass Solar | 00 | 00 | 00 | 00 | 00 | 00 | Roof Cond Glass Solar | 00 | 00 | 0.00 | AIR | AIRFLOWS | |
| Glass/Door Cond | 0 0 | 0 000 | 0 0 | 0 0 | 0 0 | 0 7 | Glass/Door Cond | 0 10 | 0 0 | 0.00 | | Cooling | Heating |
| wall Cond Partition/Door | 11,023 | 7,960 | 13,983 | 90 | 011,023 | 50 | wall Cond Partition/Door | -11,725 | -14,805 | 82.25 0.00 | Diffuser | 913 | 274 |
| Floor | 0 | , | 0 | 0 | 0 | 0 | Floor | 0 | 0 | 0.00 | Terminal | 913 | 274 |
| Adjacent Floor | 00 | 0 | 00 | 0 0 | 00 | 0 0 | Adjacent Floor | 00 | 0 0 | 00.0 | Main Fan Sec Fan | <u>5</u> C | 4/2 |
| Sub Total ==> | 11,023 | 2,960 | 13,983 | 100 | 11,023 | 9 | Sub Total ==> | -11,725 | -14,805 | 85.25 | Nom Vent | 0 | 0 |
| | | | | | | | | | | | AHU Vent | 0 | 0 |
| Internal Loads | | | | | | | Internal Loads | | | | Infil | 0 | 0 |
| Lights | 0 | 0 | 0 | 0 | 0 | 0 | Lights | 0 | 0 | 0.00 | MinStop/Rh | 274 | 274 |
| People | 0 | 0 | 0 | 0 | 0 | 0 | People | 0 | 0 | 0.00 | Return | 913 | 274 |
| Misc | 0 | 0 | 0 | 0 | 0 | 0 | Misc | 0 | 0 | 0.00 | Exhaust | 0 | 0 |
| Sub Total ==> | 0 | 0 | 0 | 0 | 0 | 0 | Sub Total ==> | 0 | 0 | 0.00 | Rm Exh | 0 | 0 (|
| Coiling Load | 1 070 | 1 070 | c | c | 070 1 | σ | Coiling Load | -2.013 | c | 000 | Auxiliary | 00 | 00 |
| Ventilation Load | <u>,</u> | 000 | 0 | 00 | <u>,</u> | 00 | Ventilation Load | o î | 0 | 0.00 | Leakage Ups | 0 | 0 |
| Adj Air Trans Heat | 0 | | 0 | 0 | 0 | 0 | Adj Air Trans Heat | 0 | 0 | 0 | - | | |
| Dehumid. Ov Sizing | | | 0 | 0 | | | Ov/Undr Sizing | 0 | 0 | 0.00 | | | |
| Ov/Undr Sizing Exhaust Heat | 0 | C | 00 | 00 | 0 | 0 | Exhaust Heat OA Preheat Diff | | 00 | 00.0 | ENGINE | ENGINEERING CKS | KS S |
| Sup. Fan Heat | | • • | 0 | 0 | | | RA Preheat Diff. | | 0 | 0.00 | (| Cooling | Heating |
| Ret. Fan Heat | | 0 0 | 00 | 0 0 | | | Additional Reheat | | -2,561 | 14.75 | % OA | 0.0 | 0.0 |
| Underfir Sup Ht Pkup | 9 | 5 | 00 | 00 | | | Underfir Sup Ht Pkup | - | 0 | 00.0 | cfm/ton | 783.79 | <u>?</u> |
| Supply Air Leakage | <u>.</u> | 0 | 0 | 0 | | | Supply Air Leakage | | 0 | 0.00 | ft²/ton | 1,544.77 | C |
| Grand Total ==> | 12,092 | 1,890 | 13,983 | 100.00 | 12,092 | 12,092 100.00 | Grand Total ==> | -13,738 | -17,365 100.00 | 100.00 | Stu/nr·ft No. People | 0 | 69. 60. |
| | | | | | | | | | | | | | |

| 1,800 | | | | COOLING | COIL SELE | CTION | | | | | AREAS | | | HEAT | HEATING COIL SELECTION | LECTION | |
|--|----------|----------------|----------------|------------------|----------------------------|--------------------|-----------------------|---------------------|----------------|----------|----------|--------------|----|----------|------------------------|--------------------------|------------|
| 1.2 14.0 14.0 913 73.959.6 54.1 60.054.2 54.0 Floor 1,800 Aux Htg 0.0 | | Total C ton | apacity MBh | Sens Cap. MBh | Coil Airflow cfm | Enter DB/ °F °F | WB/HR gr/lb | Leave DB/v °F °F | VB/HR gr/lb | Gros | ss Total | Glass ft² | (% | | CapacityCoil / MBh | Virflow Er cfm | Lvg F°F |
| 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 | Main Clg | 1.2 | 14.0 | 14.0 | 913 | 73.9 59.6 | 54.1 | 60.0 54.2 | 54.0 | Floor | 1,800 | | _ | Main Htg | -17.4 | 274 60.0 | |
| 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 | Aux Clg | 0.0 | 0.0 | 0.0 | 0 | 0.0 0.0 | 0.0 | 0.0 0.0 | 0.0 | Part | 0 | | _ | Aux Htg | 0.0 | 0.0 | 0.0 |
| ExFIr 0 Reheat -3.6 Rehe | Opt Vent | 0.0 | 0.0 | 0.0 | 0 | | 0.0 | 0.0 0.0 | 0.0 | Int Door | 0 | | _ | Preheat | 0.0 | | |
| Roof 0 0 0 Humidif 0.0 Wall 2,084 0 0 Opt Vent 0.0 Ext Door 0 0 0 Total -17.4 | | | | | | | | | | ExFlr | 0 | | | Reheat | -3.6 | | |
| 2,084 0 0 Opt Vent 0 0 0 Total | Total | 1.2 | 14.0 | | | | | | | Roof | 0 | 0 | 0 | Humidif | 0.0 | | |
| 0 0 0 Total | | | | | | | | | | Wall | 2,084 | 0 | 0 | Opt Vent | 0.0 | 0.0 | |
| | | | | | | | | | | Ext Door | 0 | 0 | 0 | Tota/ | -17.4 | | |

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Room Checksums By Peter Basso Associates, Inc.

LIBRARY

| ES | H | 70.9 | | | g Heating 2 2,050 | | 0 0 | | 2,050 | | | | CKS | Heating 0.0 1.14 | 37 36 | |
|-------------------|---|---|---|--------------------------|------------------------------|-------------------------|-------------------------------|-------------------|----------------------|---------|---------------|--|--|---|--|-----------------|
| TEMPERATURES | Cooling 60.0 | 72.3 72.3 0.0 | 0.0 | AIRFLOWS | Cooling 6,832 | 6,832 | | | 2,050 | ĵ | | | ENGINEERING CKS | Cooling 0.0 3.80 | 232.80 51.55 | 0 |
| TEMP | SADB Ra Plenum | Return Ret/OA Fn MtrTD | Fn BldTD Fn Frict | ₹ | Diffuser | Terminal Main Fan | Sec Fan Nom Vent | AHU Vent Infil | MinStop/Rh Refurn | Exhaust | Auxiliary | Leakage Ups | ENGIN | % OA cfm/ft² | ft²/ton Bt.:/bx:ft² | No. People |
| | | ercent of Total (%) | 0.00 | 000 | 12.84 | 000 | 0.00 | | 0.00 | 0.00 | 00.0 | 0.00 | 0000 | 36.58 | 0.00 | 100.00 |
| IL PEAK | Mo/Hr: Heating Design OADB: 0 | Coil Peak Percent Tot Sens Of Total Btu/h (%) | 00 | 000 | -34,011 -8,636 | 000 | 0 -42,647 | | 00 | 000 | o c | 000 | 000 | -24,594 0 0 | 00 | -67,241 100.00 |
| HEATING COIL PEAK | Mo/Hr: He OADB: 0 | Space Peak Space Sens Btu/h | 00 | 000 | -34,011 -5,448 | 000 | 0 -39,459 | | 00 | 000 | 0 -642 | 00 | 0 | | | -40,101 |
| _ | | | Envelope Loads Skylite Solar Skylite Cond | Roof Cond Glass Solar | Glass/Door Cond Wall Cond | Floor Adjacent Floor | Infiltration Sub Total ==> | Internal Loads | Lights People | Misc | Sub Total ==> | Ventilation Load Adj Air Trans Heat | Ov/Undr Sizing Exhaust Heat OA Preheat Diff. | RA Preheat Diff. Additional Reheat System Plenum Heat | Undernir Sup Ht Pkup Supply Air Leakage | Grand Total ==> |
| PEAK | 7 16 | Percent Of Total (%) | , 00 | 0 0 8 | യ ഹ ഠ | 000 | 0 01 | | 00 | 000 | > C | 000 | 0 | | | 100.00 |
| LG SPACE PEAK | Mo/Hr: 9 / 16 OADB: 83 | Space Percent Sensible Of Total Btu/h (%) | 00 | 80,684 | 5,391 4,215 | 000 | 90,290 | | 00 | 000 | 175 0 | 200 | 0 | | | 90,465 100.00 |
| 0 | | Net Percent otal Of Total | , 00 | 87 | 9 / 0 | 000 | 100 | | 00 | 000 |) | 000 | 000 | 0000 | 00 | 100.00 |
| | Mo/Hr: 9 / 16 OADB/WB/HR: 83 / 70 / 89 | Net Percent Total Of Total Btu/h (%) | 00 | 80,684 | 5,391 6,707 | 000 | 92,782 | | 00 | 000 | > | 000 | 000 | 0000 | 00 | 92,782 100.00 |
| COOLING COIL PEAK | Mo/F OADB/WB/HI | Plenum Sens. + Lat Btu/h | 00 | 000 | 0 2,492 | 0 | 2,492 | | 00 | 00 (| 17F U | 20 | 0 | 00 | 0 | 2,317 |
| D SNIT | ime: Air: | Space Sens. + Lat. Btu/h | 00 | 80,684 | 5,391 4,215 | 000 | 0 90,290 | | 00 | 000 | 0 474 77 | 200 | 0 | | | 90,465 |
| 000 | Peaked at Time: Outside Air: | Sen | Envelope Loads Skylite Solar Skylite Cond | Roof Cond Glass Solar | Glass/Door Cond Wall Cond | Floor Adjacent Floor | Infiltration Sub Total ==> | Internal Loads | Lights People | Misc | Sub Iotal ==> | Ventilation Load Adj Air Trans Heat | Dehumid. Ov Sizing Ov/Undr Sizing Exhaust Heat | Sup. Fan Heat Ret. Fan Heat Duct Heat Pkup | Underrir Sup Ht Pkup Supply Air Leakage | Grand Total ==> |

| | | | COOLING | COOLING COIL SELECTION | CTION | | | | | AREA | 'n | | HEATI | HEATING COIL SELECTION | ELECTION | |
|----------|---------------------------|----------------|-------------|----------------------------|--|-----------------------|-------------------------------|----------------------|----------|---------------|--------------|----|----------|--|-------------------|----------|
| | Total Capacity ton MBh | apacity MBh | Sens Cap. C | r Sens Cap. Coil Airflow I | Enter DB/WB/HR n °F °F gr/lb | WB/HR gr/lb | Leave DB/WB/HR °F °F gr/lb | B/HR gr/lb | Gros | Gross Total (| 3lass ft² | | | CapacityCoil Airflow Ent I MBh cfm °F | Airflow Ei cfm | Lvg F |
| Main Clg | 7.7 | 92.8 | 92.8 | 6,832 | 72.3 59.0 | 54.1 | 60.0 54.2 | 54.0 | Floor | 1,800 | | | | -67.2 | 2,050 60.0 | 7.68 (|
| Aux Clg | 0.0 | 0.0 | 0.0 | 0 | 0.0 0.0 | 0.0 | 0.0 0.0 | 0.0 | Part | 0 | | | Aux Htg | 0.0 | 0.0 | 0.0 |
| Opt Vent | 0.0 | 0.0 | 0.0 | 0 | 0.0 0.0 | 0.0 | 0.0 0.0 | 0.0 | Int Door | 0 | | _ | | 0.0 | 0.0 | 0.0 |
| | | | | | | | | | ExFlr | 0 | | _ | Reheat | -27.1 | 2,050 60.0 | |
| Total | 7.7 | 92.8 | | | | | | | Roof | 0 | 0 | 0 | Humidif | 0.0 | 0.0 | |
| | | | | | | | | | Wall | 2,084 | 874 | 42 | Opt Vent | 0.0 | 0.0 | |
| | | | | | | | | | Ext Door | 0 | 0 | 0 | Tota/ | -67.2 | | |
| | | | | | | | | | | | | | | | | |

Project Name: Dataset Name:

BALDWIN.trc

TRACE® 700 v6.3.1 calculated at 12:24 PM on 08/15/2015 Alternative - 2 System Checksums Report Page 2 of 2

City of Birmingham BALDWIN PUBLIC LIBRARY

January 6, 2016

Request for Proposal

Renovation of Adult Services Section

 $Luckenbach | Ziegelman | Gardner Architects\ PLLC$

| 1. Architects Description and Qualifications |
|--|
| |
| |
| |
| |

PROJECT REPRESENTATIVE

Robert L. Ziegelman, FAIA Phone: 248.644.0600 36800 Woodward Avenue, Suite 100 Fax: 248.644.6423

Bloomfield Hills, Michigan 48304 E-mail: rziegelman@lzarch.com

Luckenbach|**Ziegelman Architects PLLC** is a full-service architectural, interiors and planning practice noted for distinctive, responsive and lasting design, environmental responsibility adaptive reuse, historical restoration and innovative solutions for education, corporate and community clients requiring specific program needs.

The firm operates on the basis of bringing the finest design and engineering professionals to bear on each project. Assembled during the initial phase, the team members remain together throughout the duration of the project. The size and organization of the firm provides personal attention by the principals and efficient execution of projects of any size.

The firm has extensive experience in Library design. For the Baldwin Library Renovation of Adult Services, we have brought together most of our team that have worked on our library and civic buildings over the last 20 years, and the same team will continue on Design Development and Construction Documents for the Adult Services of the Baldwin Library.

Luckenbach|Ziegelman Architects PLLC has been in business under the present ownership for 33 years. The present staff of 7 with 5 registered Architects holding licenses in Michigan plus a total of ten other states. The firm is also a member of the USGBC (United States Green Building Council).

Throughout its evolution, the firm has maintained a commitment to the highest standards of professional practice. Perhaps one of the best testimonies to our credentials is the recognition from our peers. Robert Ziegelman, FAIA is a member of the American Institute of Architects' prestigious College of Fellows. He received the Detroit Gold Medal in 1997 and AIA Michigan Gold Medal in 2003. Our work has received over ninety design awards from client and professional organizations, was recognized by AIA Michgian as "Firm of the Year" in 2001 and holds the unique record of the most AIA Michgan 25 Year awards in the State. This is a good indication that our designs are solid after 25 years.

REFERENCES

Beverly Papai, Director (Ret.) Farmington Community Library 248.855.2613

Robert S. Kenning, City Manager (Ret.) City of Birmingham 248.642.6161 Josie Parker, Director Ann Arbor Library 734.327.4200

Luckenbach|Ziegelman|Gardner Architects PLLC 36800 Woodward Avenue, Suite 100 Bloomfield Hills, Michigan 48304

Tel: 248.644.0600 Fax: 248.644.6423

Executive Architect

Aaron Cohen Associates Aaron Cohen 159 Teatown Rd. Croton-on-Hudson, NY 10520 Tel: 914.271.8170

Library Building Consultant + Technology

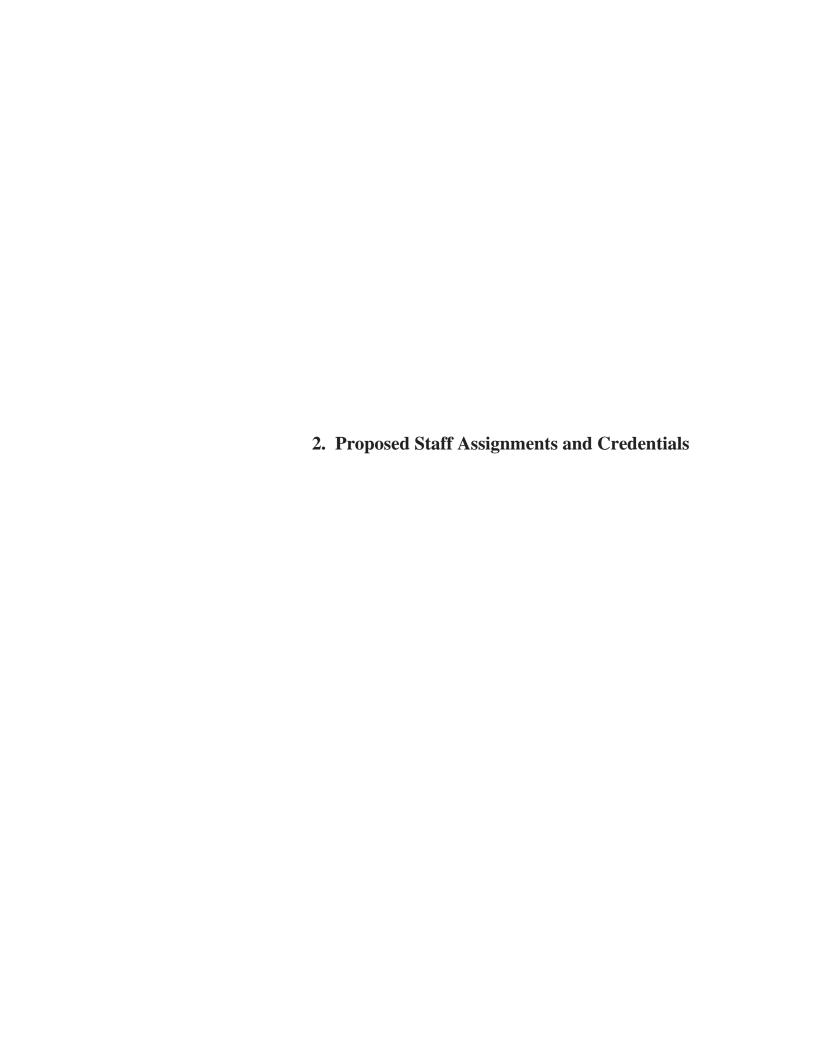
Peter Basso Associates 5145 Livernois, Suite 100 Troy, MI 48098 T | 248.879.5666 Mechanical and Electrical Engineering Consultant

Desai/Nasr Consulting Engineer 6765 Daly Road West Bloomfield, Michigan 48322 Tel: 248.932.2010 Fax: 248.932.3088 Structural Engineering Consultant

Technology Plus, Inc. 6978 Cedarbrook Drive Bloomfield Hills, Michigan 48304

Tel: 720.858.8622

Information Technology and AV Consultant



Luckenbach|Ziegelman|Gardner Architects LLP

Robert L. Ziegelman, FAIA serves as principal and designer in charge. He provides familiarity with the local construction market, successful execution of civic library projects; productive collaboration with and coordination of architects and consultants nationwide; and, a familiarity with the community and its government procedures and personnel. He will lead in all major decision making aspects of the project. Bob will be available to, and maintain on-going communication with the client to make sure that the project is continually progressing to the client's satisfaction. Experience as Project Principal, Project Manager, Project Designer includes the City of Birmingham, Farmington Hills Library, Wayne State University Walter Reuther Library, University of Michgian Ross School of Business (9 Building Complex), and projects as small as a room renovation for the Baldwin Library*.

John Harrison Gardner, AIA will serve as project architect. John will maintain direct day to day communication with the team throughout the course of the project and will be involved in all details including code requirements and government procedures. John will directly oversee all design development and production work and will coordinate the work of all consultants. His 5 years of experience with LZA included the Farmington Hills Library* and Michigan National World Headquarters.

Karen Swanson, AIA *will serve as project interior designer* and assist in programming and space allocation and technical detail development. Karen will develop all interior finshes, furnishings and space planning documents assisted by appropriate staff members and consultants. She had 5 years experience with LZA*.

Credentials on consultant firms are located at the end of this section. Our proposed consultants include:

* Including recently completed schematic design for Adult Services, Baldwin Public Library Birmingham

Aaron Cohen Associates

Library Building Consultant

Aaron Cohen, an accredited Library Building Consultant and library equipment authority with over 44 years of experience providing interior layout and library counseling will be the Principle in Charge of evaluating the Baldwin Librarys' existing layouts and new program.

He will be involved in selected phases of the proposed interior layout, space planning, furniture layout, technology and provide cost estimates for furnishings.

ACA takes a unique approach to design; focusing on service and space first, and design second. It is natural to want to jump in and start designing the library right away, but our decades of experience have taught us that many problems can be anticipated and avoided if the ACA design team is allowed time at the "front end" to explore options beyond traditional design boundaries.

Selected Projects

John F. Germany Public Library -Tampa FL Omondau County Public Library - Syracuse, NY Temple Terrace Public Library, Temple Terrace, FL Desai/Nasr Consulting Engineers, Inc. Structural Engineer

Desai/Nasr Consulting Engineers Inc. has provided engineering services to Luckenbach|Ziegelman Architects for 30 years and is one of the Detroit areas largest, award-winning structural engineering firms. With 13 dedicated engineers on staff, Desai/Nasr is able to take on a greater number of projects than most other structural engineering companies in the region. Established in 1980, Desai/Nasr Consulting Engineers, Inc. is a corporation registered in the State of Michigan and a certified minority business enterprise.

Jay Desi, license #6201020603 will be principal-in-charge and has worked on most of Luckenbach|Ziegelman Architects

Selected Projects

Farmington Hills Community Library Frederick Douglas Library Grosse Pointe Public Library Tappal Hall - Fine Arts LibraryLubavitch Foundation Library

7

Peter Basso Associates

Electrical and Mechanical Engineering

Recognized as a leader in mechanical engineering and electrical engineering, Peter Basso Associates is an MEP Consulting Firm at the forefront of application of new technology, and balancing performance with cost. In fact, a Peter Basso Associates system focuses on cost-effective solutions that pay returns over the life of the facility.

PBA's role on the project will be to provide preliminary assessment of overall electrical and mechanical systems and coordinate with AV and technology systems

Selected Projects

Royal Oak Public Library Detroit Public Library Warren Public Library Howell Public Library Kalamazoo College Upjohn Library

Technology Plus, Inc.

Audio Visual Acoustic and Library Systems

Technology Plus, Inc. is an independent consulting firm specializing in technology solutions for voice, data, video and wireless applications. As an independent consultant, they provide to clients an unbiased analysis and recommendation for their technology solutions. This criterion allows Technology Plus to provide a truly objective, technical opinion that can be utilized for sound, fact-based decision-making. Technology Plus has grown over the past 12 years by specializing in voice data and video systems and keeping abreast of new library technologies as they emerge. Technology Plus is based in Denver, Colorado with a local Birmingham office.

Technology Plus' role on the project will be that of advisor for design and specification of technology cabling and AV infrastructure when required.

Chris deBear

Advisor

Chris has had a long relationship with the Baldwin Public Library. He and Bob Ziegelman have collaborated on civic libraries over the past 13 years culminating in their work together on two of the Farmington Hills Library renovations and addition.



Education
Massachusetts Institute of
Technology, Master of
Architecture
University of Michigan
Bachelor of Architecture

Partner, Principal, Luckenbach|Ziegelman Architects PLLC, Bloomfield Hills, Michigan 1980- Present

Professional Experience

Hills, Michigan 1980- Presen Partner, Principal, Ziegelman and Ziegelman Architects, 1964-79

Minoru Yamasaki, 1963-64 Eero Saarinen and Associates, 1959-62

Teaching Experience

Adjunct Professor, University of Michigan, 1984-1994 Visiting Critic/Lecturer, Massachusetts Institute of Technology, Unv. of Pennsylvania, Unv. of Wisconsin, Lawrence Technological University, University of Detroit

Client Contact

Beverly Papai, Director (Ret.) Farmington Hills Library 248.855.2613

Robert S. Kenning (Ret.) City Manager City of Birmingham 248.642.6161 Mr. Ziegelman has been Principle-In-Charge of more than 300 major buildings including 4 public and 3 university libraries in addition to various civic buildings, such as the Fire Station in Birmingham, Ypsilanti City Hall, and Affirmations Community Center in Ferndale. He has been able to synthesize the design of connecting and integrating historic buildings with contemporary additions that completely relate to their urban environment such as the Bell Townhouses in Birmingham, and the Matilda Wilson Aviary in Detroit and the Art History Library at the University of Michigan. All winning national acclaim. His work on the Farmington Hills Library integrated an existing mid-century modern building with a new annex and incorporating high technology to keep the library efficient and seamless and the combined library improvement flexible and in total harmony.

Few firms or architects enjoy the privilege of exerting such a significant impact on the place where they live and practice. Bob's body of work is matched by the firmly held belief that architects have a responsibility to be active members of their communities, both through individual participation in civic affairs and undertaking commissions that contribute to the quality of the phsical environment which results from a deep understanding of the community's needs and desires.

Bob and Carl Luckenbach were members of the original "Civic Design Commitee" that developed the bassis for Birmingham's 1966 Plan. Over the past 40 years, Bob and later as Luckenbach|Ziegelman Architects, have designed 40 projects in the CBD that have won 29 design awards from AIA Michigan, AIA Detroit, Masonry Institute and the City of Birmingham which has helped to establish Birmingham being recognized as one of the outstanding communities in the country. Bob understands the synergy between the Baldwin Library and its position at the center of civic life.

Bob is the Founding Principal of Luckenbach|Ziegelman Architects PLLC and the firm has completed works that span from coast-to-coast and have been honored with more than 90 design awards from the National, State and Local components of the American Institute of Architects.

Civic and Library Projects (partial list)

- Farmington Hills Library Farmington Hills, Michigan
- Farmington Branch Library, Farmington, Michigan
- •Baldwin Library, Birmingham, Michigan
- Mallets Creek Branch (C. Luckenbach designer), Ann Arbor, Michigan
- Pittsfield Branch Library (C. Luckenbach designer), Ann Arbor, Michigan
- Art History Library, University of Michigan, Ann Arbor, Michigan
- Reuther Library Wayne State University
- Adams Road Fire Station, Birmingham, Michigan
- Police Building, Farmington Hills, Michgian
- Affirmations Community Center Ferndale, Michigan



Education

University of Michgan, Masters of Architecture University of Michigan, Bachelor of Architecture Michigan State University Bachelor of Landscape Architecture

Accredation

American Institure of Architects: Member Registered Architect: State of Michigan

Honors and Awards

AIA Design Awards

As a project architect, John's role is to provide day-to-day leadership on all design, architectural, consultant coordination seamlessly throughout all architectural phases.

With over 30 years of architecture, design and construction experience in the corporate, municipal, retail and residential markets, John has extensive experience in project development, from programming and schematic design through completion of construction. He has been directly responsible for design, production and management for the listed relevant projects while at Gardner + Associates Architects, Luckenbach|Ziegelman Architects and Kevin Roche John Dinkeloo and Associates.

Selected Projects

Gardner+Associates Architects
Mid Med Lofts, Detroit Michigan
1740 Office Building / Livermore Technology Corporation - Troy, MI
Wolverine Carbide Corporate Offices - Troy, MI
Birmingham Athletic Club Renovations/Additions - Bloomfield Hills, MI

Luckenbach/Ziegelman Architects
Michigan National Corporation, Farmington Hills, Michigan
Farmington Hills Community Library
Baldwin Public Library
Kevin Roche John Dinkeloo & Assoc. Hamdon, Connecticut
Central Park Zoo Renovations - NYC, New York
CBS II / E.F. Hutton Building - NYC, New York
Morgan Bank / 60 Wall Street Building - NYC, New York
United Nations Plaza Hotel & Office Towers, NYC, New York
Metropolitan Museum of Art (wing additions/renovations) - NYC, New York



Education

University of Illinois Masters of Architecture University of Michigan, Bachelor of Fine Arts

Accredation

American Institure of Architects: Member Registered Architect: State of Michigan

Honors and Awards

AIA Design Awards

Ms. Swanson concentrates on all interior design aspects of projects including communication between members of the design team, consultants, and the client. She is well versed in the development of complex contract designs and space planning. As a central participant of the design team, she contributes her experience and creativity in programming feasability studies, space planning, furniture selection and specifications and materials and finish selections.

Ms. Swanson began her professional career working with the Chicago firms of Loebl, Schlossman, Hackl Architects. Environ Architects and the world renowned firm of Tigerman, McCury Architects, then onto Luckenbach Ziegelman Architects. In 1992 she formed a partnership with her father, Robert Saarinen Swanson and in 1999 with Glenda Meads. Karen is currently serving as the new Director of Interior Architecture at Lawrence Technological University.

Karen received two AIA Honor Awards from the Detroit Chapter, one for unique mixed use project and a second for a progressive corporate office project. She is currently on the Cranbrook Art Academy Board of Governors and completed the schematic design phase interiors for the Baldwin Public Library.

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**Alex is a second-generation library planning consultant. He has worked at Aaron Cohen Associates (ACA) for ten years, designing services for modern library organizations, their buildings, technology and operations. He has been instrumental in developing master facility planning and ethnographic research, original building programs, space planning assessments, operations efficiencies and special collection/archives management for academic, public, medical, law, corporate and special research libraries.

Before working for ACA, Alex was an Information Technology and Software Development Manager. During his fifteen year career he worked for Red Dot Interactive, Neopost, EDS and USWeb/CKS. His clients included Yahoo, Eurotunnel, Unilever, Toys r us, Paramount Pictures, British Gas and Veterans Administration.

Project Responsibilities:

As Project Manager, Alex Cohen is an active on-site consultant who is responsible for all work of the team. His typical responsibilities include: Service Priorities, Goals and Objectives, Ethnographic Research, Focus Group Meeting Facilitator, Meeting/Interviews with Library, System Staff and Stakeholders, Community Vision Workshop Public Meeting, Visual Scan© of Library, User Needs Assessment Report, Building Program, Schematic Design Layout, Preliminary Cost Estimates for FFE

Professional Affiliations:

Alex has been a member of the American Library Association for 10 years.

- LITA top technology trends committee
- LAMA Buildings for College and University Libraries Committee of BES.
- LAMA LOMS OD Discussion Group.
- Published on LITAblog, and participated in the annual strategic planning.
- \bullet In 2013, he facilitated two workshops at the ALA annual convention.

Special Libraries Association:

International Federation of Library Associations and Institutions.

Publications:

Information Today: How to Hire the Right Consultant For Your Library! Information Outlook: Libraries, Knowledge Management, and Communities of Practice. Public Library Quarterly: The Visual Scan and the Design for Future-Oriented Libraries.

** Aaron Cohen will continue his work on the Baldwin Public Library if retained by the owner

Education

BS, Finance University of Arizona MLS Long Island University

Accredation

American Library Association: Member

Relevant Civic and Library Projects:

University of Arizona University of Central Oklahoma University of California-Davis Stanford University NATO **FDA** National Library of Greece Smithsonian Institution National Library of Ireland Howard University Neumann University Millersville University New England Institute of Technology Pennsylvania Institute of Technology Boston Public Library Las Vegas-Clark County Library District **Teton County Library District** Fort Collins District Library

San Diego County Law Library

New York State Historical Assn.

U.S. Intl. Trade Commission
U.S. Food & Drug Administration

King Abdullah University of Science & Industry

Southeastern Louisiana University Fuller Theological Seminary

Long Island University

LUCKENBACH|ZIEGELMAN|GARDNER ARCHITECTS PLLC

JAYANT P. DESAI, PE, SE, SECB, CBIE Principal, Structural Engineer, President

Jay Desai founded Desai/Nasr Consulting Engineers in 1980 and has been instrumental in the company's evolution to one of the largest and most well respected structural consulting firms in Michigan. Jay's experience includes structural analysis and design of major and award winning structures including educational facilities, recreational facilities, office buildings, parking structures, retail centers, convention centers, healthcare and research facilities, airports, religious facilities, housing complexes as well as major renovation projects.

As Structural Principle in Charge of the project, Jay will coordinate the team and review the structural design. He will provide leadership and coordinate the structural engineering effort fo ensure the quality of design is in line with the project goals. With over 30 years of managing multiple large projects and as President of Desai/Nasr, Jay will use his vast experience to ensure that quality structural design in implemented and the project goals are achieved.

Representative Projects

Zahnow Library - Saginaw Valley University
Farmington Hills Community Library
Veterans Memorial Library — Trenton, Michigan
Grosse Pointe Public Library
Northville Municipal Complex
Northville City Center Upgrade
Grosse Pointe Park — Police, Public Safety
City of Richmond Municipal Offices
Southgate Community Center
Saline City Hall & Police Station
Baldwin Library, Birmingham

Education

Bachelor of Civil Engineering, M.S. University of Baroda, India Master of Science in Civil Engineering, University of Illinois Urbana, Illinois Major - Structural Engineering Minor - Soil Mechanics and Foundations Protective Construction and Investigative Engineering

Licenses and Registrations Registered Professional Engineer

Registered Structural Engineer – Illinois, Arizona

Professional Affiliations

American Society of Civil Engineers
National Society of Professional Engineers
American Concrete Institute
American Welding Society
Precast / Prestressed Institute
International Concrete Repair Institute
American Association of Steel Construction
Structural Engineering Association of Michigan
Structural Engineering Association of Illinois

George A. Hopkins, Principle, Lead Mechanical Engineer

As Lead Mechanical Engineer, George is involved in the mechanical design and layout of HVAC, piping and control systems; the computer analysis of building heating and cooling loads and equipment selection; and central heating, chilled design.

George's work experience of nearly 30 years includes whole building energy simulations using multiple energy software platforms for both new and existing buildings to evaluate potential energy saving strategies. This includes the evaluation of building envelope enhancement, lighting energy reduction and lighting control, HVAC system selection, HVAC energy recovery system, solar heating hot water, solar domestic hot water, etc.

His education includes studies towards an Associate of Science from Macomb Community College and studies towards an Architectural Design Degree from Lawrence Technological University.

He is also a member of ASHRAE (American Society of Heating, Refrigeraing and Air Conditioning Engineers).

Eric M. Graettinger, PE, LEED AP BD+C, Senior Associate, Lead Electrical Engineer

Eric's responsibilities as Lead Electrical Engineer include the technical production of a project, such as system design and layout, product research, documentation and drawing review submittals, and field investigations. He also monitors the budget and schedule throughout the course of a project.

Erichas been involved in the design of specialty infoor and outdoor lighting systems, medium and low-voltage power distribution systems, fire alarm systems, emergency power distribution systems, power system evaluations, studies for existing primary and secondary distribution systems, and facility condition studies.

Eric's 17 years of electrical engineering experiences includes both new construction and renovation of retail, commercial, institutional, government, corporate and prototype facilities.

He holds a Bachelor of Science in Electrical Engineering from the University of Detroit Mercy. In addition, he is a Registered Professional Engineer in Michigan, Arizona and Nevada and is USGBC LEED Accredited.

He is a member and past President of the Detroit Section of IESNA (Illuninating Engineering Society of North America).

Library Projects

Cranbrook Educational Community, Bloomfield Hills, MI

Museum & Library Renovations Commissioning

Ferris State University, Big Rapids, MI

Ferris Library for Information, Technology and Education

"Between Chapters Cafe."

Hillsdale College, Hillsdale, MI

New Archives/Entry for Mossey Library (Electrical Engineering Only)

Jackson Community College, Jackson, MI

Walker Library Lighting Upgrades

Kalamazoo College, Kalamazoo, MI

Upjohn Library and Commons Renovations and Addition

Monroe County Community College, Monroe, MI

Dorsch Library New Air Conditioning

Dorsch Memorial Library Electrical Assessment

Support Space Renovation - Phase 3 Electrical Upgrades

Oakland Community College - Royal Oak Campus, Royal Oak, MI

Campus Library Renovations

Library Lighting Upgrades

Commissioning of Library HVAC Replacement Equipment

Oakland University, Rochester, MI

Library Drive Expansion and Transformer Relocation

Kresge Library e-Learning Center

Kresge Library Remodel and office Renovation

Rochester College, Rochester, MI

Electrical Design for New Library

Electrical Design for Music Addition to Library

Saginaw Valley State University, University Center, MI

Instructional Facility No. 4 Library - Renovation & Addition

Library Space Reconfiguration for Computer Lab

Library Cafeteria Addition Study

Library Food Service Addition Feasibility Study

City of Hackley, Hackley, MI

Hackley Public Library Peer Review for Proposed Upgrades

City of Royal Oak, Royal Oak, MI

Royal Oak Public Library Renovation

City of Warren, Warren, MI

New Library, City Hall, and Parking Lot

City of Waterford, Waterford, MI

Waterford Library

Preliminary Design

City of Howell, Howell, MI

Howell Pubilc Library Lighting Audit

Howell Carnegie Library Pre-Bond Study

City of Monroe, Monroe, MI

Monroe Public Library Site Lighting Study and Design

Monroe Public Library Electrical System Assessment

Dorsch Library Phase 3 Electrical Upgrades

Mary K. Daume Library Services Renovation

Dorsch Library New Air Conditioning

Tuscarora Township, Tuscarora Township, MI

City Hall

Tuscarora Township Library Renovation

Representative Library Projects

City of Ferndale, Ferndale, MI Library Electrical Renovations

Meridian Township, Haslett, MI Haslett Branch Library

City of Spring Lake, Spring Lake, MI Library Lighting Upgrades Lighting Analysis Study

Pima County, Marana, AZ

Wireless Integrated Network Geasa-Marana Library IT Shelter

In addition, PBA has provided mechanical and electrical engineering services on numerous K-12 school district facilities that included libraries and media centers.



Our team's approach to both design and management, especially for civic clients emphasizes collaboration and listening. Each organization's needs and constituencies are special, and require a carefully crafted and tailored project pre-planning approach in order to meet the central goals. At the start of each new project, we would clarify the following objectives:

Program Confirmation

- 1. Assist Library in determination of responsibilities, procedures, and schedule requirements. The Architect will be responsible for detailed minutes and other documentation of all meetings associated with the Project.
- 2. Assist Library by reviewing record drawings, assessing "as built" condition, and providing preliminary feasibility conerns, if any. The Library and the City of Birmingham possess drawings of all three parts of the Library building.
- 3. Review existing studies, space programming, layouts and designs provided by the Library with regard to the Scope of Work of the project. Provide early advice to the Library on possible changes to the objectives to assure feasibility, quality, meeting cost budget, and minimizing reductions in service during construction.
- 4. Confirm with Library the professional fees and the schedule for the design development, construction documents, bidding, and construction administration.

Project Timeline

As a team, we will use project management, quality control, and technological capabilities to insure the smooth flow of critical information and communication throughout the project. We recognize that management has great impact on the project success and have identified the following as critical elements:

Commitment of the Principals in Charge and Project Manager who will have direct contact with the Client.

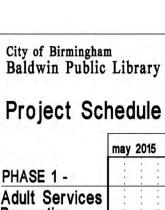
Will consult with the Library Committee and develop a comprehensive work Plan Schedule for all phases of the design process with key milestone dates, to perform all work detailed in Appendix (Program Confirmation), to respond to input from the Baldwin Public Library staff, other relevant City bodies, and the general public, and will complete the design as agreed to by the Library Building Committee. See enclosed schedule - next page.

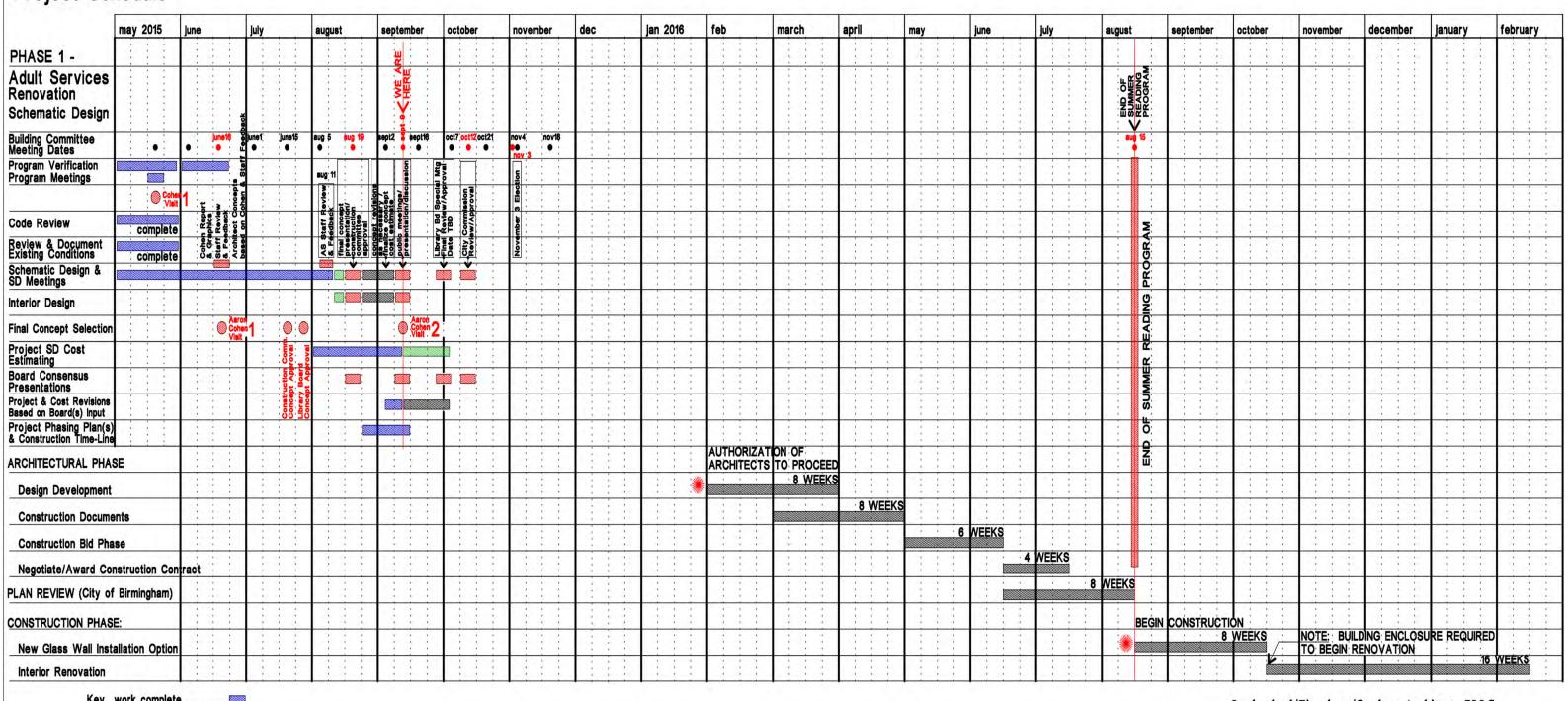
All timelines will be met.

Establish design budget goals, system performance standards and methods of addressing potential scope creep.

Create a Responsibility Matrix that outlines specific tasks and deliverables and defines the responsibilities and expectations of each team member.

Documentation of action items, cost and value analysis decision and various owner and agency approvals.





Work complete.

work ongoing.

work schedule.

benchmark date.

meeting dates.

• 1st & 3rd Wednesdays of each month, unless noted otherwise.

Luckenbach|Ziegelman|Gardner Architects PLLC

4. Assumptions and Deliverables

SCOPE OF WORK

The Architect shall perform the following services in accordance with the requirements as defined herein.

Overview

The Baldwin Public Library—located at 300 West Merrill in downtown Birmingham—was built in 1927, with major additions completed in 1960 and 1982. The original building was designed by Marcus Burrowes; the 1960 addition was designed by Linn Smith; and the 1982 building was designed by Gunnar Birkerts.

The main purpose of this RFP is to secure design development, construction drawings, bidding assistance, and construction administration services for the renovation of the Adult Services section of the Baldwin Public Library, based on a concept plan previously developed. That plan is detailed in Attachment E.

The Library has contracted Library Design Associates ("LDA") to consult on shelving requirements and layouts for the Project, and the Architect will be responsible for coordination of shelving requirements, details, and layouts provided by LDA.

Program Confirmation

1) Assist Library in determination of responsibilities, procedures, and schedule requirements. The owner will be responsible for detailed minutes and other documentation of all meetings associated with the Project.

- 2) Review existing studies, space programming, layouts and designs provided by Library with regard to the Scope of Work of the project. Provide early advice to the Library on possible changes to the objectives to assure feasibility, quality, meeting cost budget, and minimizing reductions in service during construction.
- 3) Confirm with Library the professional fees and the schedule.

PHASE 1

Design Development

- 1) Based on the approved concept plans of September 21, 2015, develop Design Development Documents for the Library's approval. The process will include no more than 4 meetings with Library staff to hear their opinions, meetings with Library administration and the Library Board Building Committee, and a presentation to the Library Board.
- 2) The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents—including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems—to fix and describe the size and character of the Project as to architectural, interior design, structural, mechanical, and electrical systems—including lighting, acoustics, and internal materials and finishes--and such other elements as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.
- 3) The Architect shall update cost estimates (including a line-by-line breakout of all fees, architectural costs, construction costs, furnishings, shelving, technology, and construction and design contingencies) and submit them to the Library.
- 4) The Architect shall update the project phasing plan and construction timeline and submit those to the Library.
- 5) The Architect shall provide a total of 2 renderings of internal and external features suitable for public viewing and preliminary code compliance review by the City's Building Department.

- 6) The Architect shall ensure that all proposed work—including mechanical and electrical—will not compromise possible future modifications and additions to the building.
- 7) The Library will determine, in consultation with the Architect, if a library planning consultant is needed and, if so, the extent of the involvement.

Construction Documents

- 1) Construction documents shall include, but not be limited to, detailed architectural, engineering and shop drawings for the construction of this project.
- 2) Based on the Library's approval of the Design Development Documents and the Library's authorization of any adjustments in the Project requirements and the budget for the cost of work, the Architect shall prepare Construction Documents for the Library's approval.
- 3) The process will include no more than one meeting every two weeks with any of the Library staff, the Library Board Building Committee, and the City's Building Department.
- 4) The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of drawings and specifications setting forth in detail the quality levels of materials and systems. Any and all terms and conditions associated with construction documents will be subject to the review and approval of the City.
- 5) The Architect shall provide 4 sets of the completed construction documents to the City's Building Department for code compliance review.
- 6) The Architect shall make any necessary itemized updates to the cost estimates.
- 7) The Architect shall ensure that all work proposed—including mechanical and electrical by owner—will not compromise possible future modifications and additions to the building.

PHASE 2

Bidding Assistance

- 1. The Architect, following the approval of the Construction Documents and the latest preliminary cost estimate of construction cost, shall assist the Client in obtaining bids and shall assist in the bidding process by:
 - a. Assisting the Client in the preparation of the Architectural specifications for the City's bid documents.
 - b. Assisting the Client by participating in a mandatory pre-bid meeting with bidders for construction.
 - c. Assisting the Client in the preparation of responses to questions from prospective bidders and providing clarifications and interpretations of the bidding specification documents to all prospective bidders in the form of addenda.
 - d. Assist in the evaluation of bids for the selection of a construction contractor.

Construction Administration

- The Architect shall assist the City in providing administration of the construction project. The Architect's responsibility to provide assistance under this section of the Scope of Work shall commence upon the award of the initial contract for construction and terminates upon the payment of the final payment to the construction contractor.
- 2. The Architect shall be a representative of and shall advise and consult with the City during the administration of the contract for construction. The Architect shall regularly advise and consult with the City during the construction phase.
- 3. The Architect shall visit the site and may be accompanied by a representative of the City's Building Department at intervals appropriate to the stage of construction, or as otherwise agreed by the City and Architect, to (1) become generally familiar with and to keep the City informed about the progress and quality of the portion of the work completed, (2) to endeavor to guard the City against defects and deficiencies in the work, and (3) to determine in general if the work is being performed in a manner indicating that the work, when fully completed, will be in accordance with the contract documents. However, the Architect shall not be required to make exhaustive continuous on-site inspections to check the quality or quantity of work. The Architect shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work.

- 4. The Architect shall report to the City all known deviations from the contract documents and from the most recent construction schedule submitted by the construction contractor. However, the Architect shall not be responsible for the construction contractor's failure to perform work in accordance with the requirements of the contract documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for acts or omissions of the construction contractor, subcontractors, or their agents or employees, or of any acts of any other persons or entities performing portions of the work.
- 5. The Architect shall, at times outlined in this RFP, have access to the construction site to facilitate its visits.
- 6. Except for code compliance or permit related issues as deemed necessary by the City, the Architect shall serve as the primary contact in communicating with the construction contractor concerning matters arising out of or relating to the construction documents. Communications by and with the Architect's consultants shall be through the Architect.
- 7. The Architect has the authority to reject work that does not conform to the contract documents, following consultation with the City.
- 8. The Architect shall review and respond to requests for information about the contract documents.
- 9. The Architect shall maintain a record of submittals and copies of submittals supplied by the construction contractor.
- 10. The Architect may authorize minor changes in the work that are consistent with the intent of the contract documents and do not involve an adjustment in the contract sum or an extension of the contract time, upon review and approval by the City and Library.
- 11. The Architect shall conduct inspections to determine the date or dates of substantial completion and the date of final completion. Substantial completion will be upon owner taking temporary occupancy.
- 12. The Architect shall prepare change orders and construction change directives, with supporting documentation and data if deemed necessary by the City for the City's approval and execution in accordance with the construction documents.
- 13. The Architect shall review and verify the amounts due the construction contractor to the designated City representative.

Design of Libraries

For factors that are important in design of libraries, i.e. re-envisioning 21st century libraries - I have turned to the Aspen Institute Study for a concise review highlighting some of the factors I believe are essential and fit the parameters that the Baldwin Library can achieve through design and community outreach. They are:

People - The public library is a hub of civic engagement, fostering new relationships and strengthening the human capital of the community.

Place - The Public library is a welcoming space for a wide range of purposes - reading, communicating, learning, playing, meeting and getting business done. The library is also a virtual space where individuals can gain access to information, resources and ll the rich experiences the library offers. In the creative design of its physical and virtual spaces the public library defines what makes a great public space.

Platform - The Public Library is user-centered. It provides opportunities for individuals and the community to gain access to a variety of tools and resources with which to discover and create new knowledge.

Strategy - Aligning library services in support of community goals and provide access to content in all formats i.e. universal broadband technologies, e-books and other digital content on the same basis as physical versions.¹

The library's ability to embrace change should be reflected in its physical flexibility.²

The public library is a place for the community to experiment and collaborate, to gather and engage, and to explore and confront important community issues.

It must take proactive and sustained steps to brand the library as a platform for community learning and development and the center of civic pride.

This civic pride in Birmingham should be reflected in the libraries recognition that it is an essential part of the Civic Center and attaches itself to it. Andrei Duane expressed the opinion that it should physically relate to the Park and the Community House to create a more visible identity with the Civic Center.

The library should concern itself on how people get there and where they park. Again, Duane indicated developing coffee or cognac bars on terraces overlooking the park to make people happy and like the library but did not face the issues of easing their experience of parking and getting into the library. This presently creates a feeling of stress before entry in the newly remodeled space and diminishes whatever experience is waiting.

^{1.} Aspen Institute Study

^{2.} R.L. Ziegelman

Bring in the Light - both natural and artificial into all parts of the library along with transparency. The feeling of community is enhanced when spaces are open (or divided for sound privacy by glass) and this feels more spacious. Way-finding is easier and less stressful. This includes openings between floors as well. This concept was successfully implemented in the Affirmations Community Center.

Of course, use of color (or lack of), materials and textures are an important factor for both comfort and utility and should consider environmental sustainability.

The projects submitted in this proposal will illustrate some of the ideas put forth above in all or part of what we have designed in the past and I hope illustrates our deep commitment to this community and contributions to its enrichment through design.

The Baldwin Public Library should become the symbol and core of the Birmingham Civic Center and center of the community.

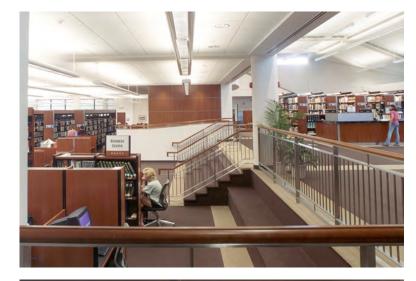
We are presently working on the 555 Building to become the "Gateway" to Birmingham both symbolically and through design while integrating the south end Gateway with the city park.

We have successfully helped transform Birmingham from a village to one of the most desirable communities in the country with our 1966 Master Plan (fully implemented) and 29 award winning architectural and Public Space projects in the CBD.

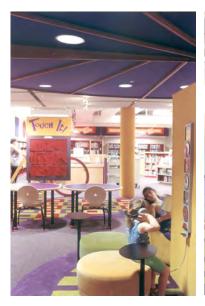
We have designed, built, and created new zoning for the first in-town housing that created the basis for all in-town attached housing while winning National Honors for our work.

We would very much like to bring our unique, award winning, talents and incredible history and understanding of Birmingham and its goals to bear on the future planning and present renovation of the Baldwin Public Library.











Location Farmington Hills, Michigan Firm's Responsibility Complete AE **Principals** Robert L. Ziegelman, FAIA **Library Consultant** Dick deBear (new) 35,000 sq. ft. Area (renovated) 38,000 sq. ft. 73,000 sq. ft. Realized Budget \$12 million Beverly Papai, Director Reference 248.848.4301

The existing cast-in-place concrete structure of 38,000 sq. ft. was to have a 37,000 sq. ft. annex added with a skylighted connector link. The new structure was intended to create a building complex related to but not a copy of the existing library. The existing structure would house children and young adult functions while the annex would accommodate adult, assembly and office activities.

The integrity of the 1970's award winning concrete structure was maintained and visually integrated.

The children's area reclaimed from the basement of the existing structure was enlarged and renovated with a theme of circles, triangles and squares. A hands on Learning Center includes a large pin screen, musical instruments, an obstacle course for cognitive development and a touch screen computer.

The Library has incorporated the technical aspects of library management and materials handling. It was the first library in the nation to merge the three state-of-the-art technology systems which include a Dynix automated circulation system, a checkpoint radio frequency identification security system and a Tech Logic automated book return system.

The construction was staged in 3 phases without interruption of service.

ANN ARBOR DISTRICT LIBRARY - MALLETS CREEK BRANCH









Ann Arbor, Michigan

Firm's Responsibility Complete AE

Principals Carl Luckenbach, FAIA
Robert L. Ziegelman, FAIA

Area 17,000 sq. ft.

Cost - Budget \$4.25 million

Reference Josie Parker Director 734.327.4200

This 17,000 square foot facility is a community-based learning center that delivers superior custome services.

It has a unique sense of place and provides a safe and inviting environment to meet, while providing exhibit space, computers, and internet access, children's services and programming, reference and recreational reading.

The flexible design allows for future program changes and provides modularity in design of the structural, mechanical, electrical and data infrastructures.

This facility incorporates the basic tenants of green architecture to qualify for a gold rating by LEED by incorporating sustainable features such as vegetative roof, convection cooling, radiant heating, native plantings and materials selected on the basis of recycled content recyclability.

Award:

Honor Award for Sustainable Design, AIA Michigan







 Location
 Ann Arbor, Michigan

 Firm's Responsibility Complete AE and Interiors

 Principals
 Carl Luckenbach, FAIA Robert L. Ziegelman, FAIA

 Area
 16,000 sq. ft.

 Cost - Budget
 \$6.2 million

 Reference
 Josie Parker Director 734.327.4200

The Ann Arbor District Library (AADL), has embarked on a program of three new 14,000 SF branches to supplement two existing small ones in strip malls.

The primary library public functions are grouped in a rectangular plan under the principal form of the building. With the strategic placement of the Service desk, a single staff member can have surveillance of all of the public areas of the building without leaving the desk..

The overriding goal has been to provide a stimulating environment that both attracts and rewards patrons and supports the AADL in its deliver of superior service. With its clarity of plan, airy and open main space, lacy structure and generous daylighting, it has been a great success as measured by door counts, circulation figures, and the many patron compliment.



Award:Honor Award for Sustainable Design,
AIA Michigan



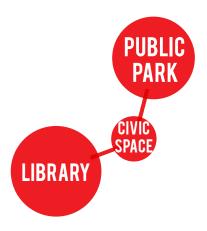
Exterior Civic Space with Transparent Library Wall



Civic Space Connection



Interior Utilizing Glass and Light



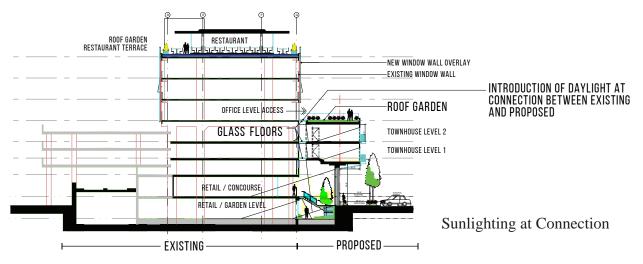




2000 to Present- City of Birmingham Civic Center Improvement

This civic center improvement project was a multi-year, phased project that accomplishes a variety of community goals: links together disparate civic functions into the surrounding community; creates a unified streetscape and a positive image for the city; expands and beautifies the civic square.

The first phase of the project: to develop streetscapes including lighting, sidewalk patterns, landscape and street furniture was adapted by the City of Birmingham as City standards for the Central Business District.

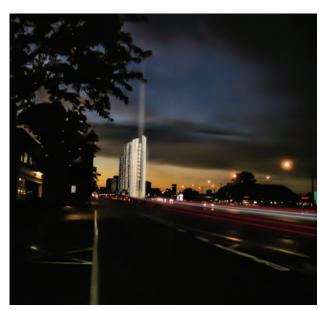


Site Plan -Integrating Public Space with overall design concept for additions





Entry Revitalization



The New Gateway to Birmingham

Munder Building





Awards: AIA Michigan Honor Award Greatest Place to Work Award, City of Birmingham

A "gateway office building, with underground and first level parking tastefully integrated into its design." The front entry is distinguished by a semi-circular public area.

This building solved the unique problem of being constructed around an existing office building on the site allowing the current tenants to work through most of the construction and then move into the new building.

Bank of Birmingham







Awards: AIA Detroit Honor Award AIA Michigan Honor Award

Chester Street Parking Structure



Awards:

AIA Detroit Honor Award AIA Michigan Honor Award National Institutional and Congress Award of Merit

Awards:

Architectural Record
Apartments of the Year
AIA Detroit Honor Award
AIA Michigan Honor Award
AIA National Honor Award
AIA Michigan 25-Year Award
Greatest Place to Live Award - City of Birmingham

William Bell Townhouses





Birmingham Fire Station A 13,000 square foot

A 13,000 square foot facility that replaced an existing station on Adams Road and Bowers. It includes four equipment bays and a dormitory. This building was featured on the cover of the Construction Association of Michigan magazine and received an AIA Michigan/Masonry Institute Honor Award.







University of Michigan School of Business Library



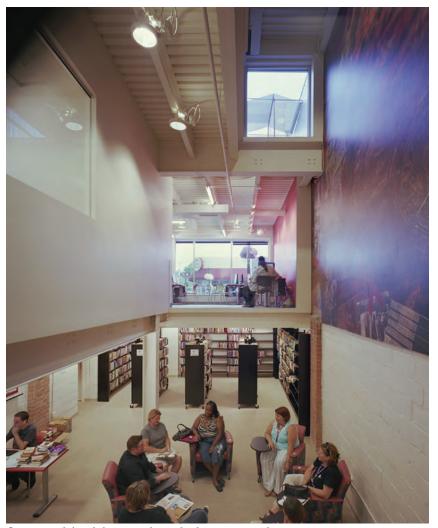
Transparent Entry

Wayne State University Walter P. Reuther Library of Labor



Awards:
Masonry Institute / AIA Michigan Honor Award
Mid Century Modern Historic
Designation for 1st Phase

All glass facade



Open and inviting to the whole community.



Exposed structure and open spaces.

Firm's Responsibility Complete AE and Interiors

Principals Carl Luckenbach, FAIA Robert L. Ziegelman, FAIA

Area 8,300 sq. ft.

Cost - Budget \$2.5 million

Reference Brian Hurtienne 313.887.6333



The 8,300 sq. ft. program is located on three levels. The floor plates are punctured to allow a visual and spatial interaction between various functions to "create a sense of community and interconnectivity of space and light".

Awards:
AIA Detroit Honor Award
AIA Michigan Honor Award



Robert S. Kenning, City Manager (Ret.) Birmingham, Michigan

AIA Detroit 2010 Awards Program 553 East Jefferson Ave. Detroit, MI 48226

Re: Charles Blessing Award

Dear Selection Committee,

I feel honored to recommend Bob Ziegelman for the prestigious Charles Blessing Award. I believe I am uniquely qualified to comment on his commitment, leadership in planning and vision for the future of the City of Birmingham. I served the City from 1965 – 1989 as the City Manager. Recommendations and service by professionally qualified citizens has been one of the keys to Birmingham's success as a place of choice for residents and business owners.

In 1966, Bob Ziegelman, along with several other architects, a landscape architect, and an architect/photographer designed an overall Urban Design plan for Birmingham.

They met for 12 months in the basement of a local Real Estate office and built models and developed visuals to present their ideas to the City and the Public.

The Urban Design Plan was adopted and a Professional Urban Designer/Landscape Architect was hired to complete the documentation.

This Plan included many innovative ideas which were all implemented over the next 35 years.

- A Ring Road servicing truck traffic and thru traffic.
- Restore and design all alleys in the CBD to pedestrian friendly walkways and spaces for backdoor shopping and service.
- Introduced attached and higher density urban housing in the CBD prior to "new urbanism techniques.
- Allocated a hotel site in the midst of the CBD that became only 1 of 2 Preferred Hotels in Michigan and home to most celebrities visiting the Metro – Detroit area (The Townsend). Incidentally, every "expert" at the time, considered the center of Birmingham as a bad location for a commercial hotel.
- Located all 5 City Parking Decks which were all built at strategic locations as indicated on the Master Plan.
- Strengthened the existing street pattern system and avoided one –way and street closings that was a prevalent design pattern of the day.
- Implemented street furniture, the Birmingham street lighting and landscape systems that eventually were completed thru-out the CBD.
- Created vistas thru-out the CBD as part of a pedestrian friendly landscape pattern.
- · Transformed the CBD into a world class, pedestrian friendly community.

Because of the above Master Plan, his Civic Participation and award winning architectural projects in the City of Birmingham over these last forty years, which resulted in extraordinary improvements in our urban environment, I strongly endorse Bob Ziegelman for the Charles Blessing Award.

Sincerely,

Robert S. Kenning, City Manager (Ret.)



Mr. Robert Ziegelman, FAIA Luzkenbach Ziegelman Architects PLLC 36800 Woodward Suite 100 Bloomfield Hills, MI 48304

Dear Bob,

Bob, you should be so proud of the building you designed! I take immense satisfaction in seeing people actually use the facilities that we have discussed/reviewed/changed for the last three years.

At our Library Dedication last Sunday, over 2,000 residents toured the completed library. They checked out over 2,700 items, consumed over 5,000 cookies, and made wonderful comments about how their tax monies were spent on the library.

I made a public comment about this event being the "end of the beginning" for a planning process that was started in 1986. I predict that public use will continue to soar, with our one million plus circulation statistic edging towards two million!

As we close this project, I also want to share with you how personally satisfying it has been for me to associate with you. You have such vision! You are also just fun to be around. I will miss our meetings every two weeks.

I know that we have a few items yet to resolve; however, that time will pass quickly. I hope the amity that evolved with this project will last a lifetime.

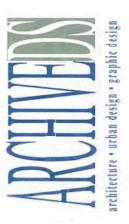
With best regards,

Beverly D. Papai Director

BDP:dls

AIA/Detroit Beaubien House 553 East Jefferson Detroit, MI. 48226 313.965.4100

RE: AIA Detroit 25-Year Award



AIA Detroit Recognition's Committee,

The Bell Townhouses in Downtown Birmingham have been a part of the urban landscape for nearly three decades. During these years, the project has been meticulously maintained and continues to be used as it was initially intended. With the preservation of the historical home on the site, and the addition of the properly scaled multiple housing units, the character of the street and the neighborhood was solidified.

As a walkable community, Birmingham has greatly benefited from this development as it contributes to the pedestrian scale of Brown Street. A few years ago, as a member of the Birmingham Planning Board, I advocated changing the zoning along this street to accommodate similar developments using the Bell Townhouse development as precedent. This significant planning and zoning alteration, with the Bell project setting an example, has allowed for numerous townhouse developments to be constructed over the past decade. This increase in density and diverse dwelling units is consistent with the plan and vision of the downtown and adjacent neighborhoods.

I fully support the William Bell Townhouse project for an AIA 25-Year Award and feel that it will contribute to the landscape of Downtown Birmingham for many years into the future.

Mark Nickita, AIA

President

Archive Design Studio • architects+urbanists

Detroit • Toronto 313.963.6687

www.archiveds.com



6. Bid Price

ATTACHMENT B - BIDDER'S AGREEMENT

For Renovation of Adult Services Section of Baldwin Public Library

In submitting this proposal, as herein described, the Architect agrees that:

- 1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
- 2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

| Robert L. Ziegelman FAIA | January 6, 2016 |
|--|-----------------------|
| PREPARED BY | DATE |
| (Print Name) | |
| Partner in Charge | January 6, 2016 |
| TITLE | DATE |
| Pobert Gregal | rziegelman@lzarch.com |
| AUTHORIZED SIGNATURE | E-MAIL ADDRESS |
| Luckenbach Ziegelman Gardner Architects | |
| COMPANY | |
| | |
| 36800 Woodward Ave, Bloomfield Hills, MI 48304 | 4 248-644-0600 |
| ADDRESS | PHONE |
| | |
| Luckenbach Ziegelman Architects | 248-644-0600 |
| NAME OF PARENT COMPANY | PHONE |
| | |
| 36800 Woodward Ave, Bloomfield Hills, MI 48304 | 4 |
| ADDRESS | |

ATTACHMENT C - COST PROPOSAL For RENOVATION OF ADULT SERVICES SECTION OF BALDWIN PUBLIC LIBRARY

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work shall be itemized by a dollar amount based on the Phases and elements included in this Request for Proposal as follows:

| COST PROPOSAL | | | | |
|-----------------------------|----|--------------------------|--|--|
| ITEM | % | of 9% of 100% Bid Amount | | |
| Phase 1 | | | | |
| Design Development | 25 | \$ 46,242 | | |
| Construction Documents | 40 | \$ 73,988 | | |
| Phase 2 | | | | |
| Bidding Assistance | 5 | \$ 9,248 | | |
| Construction Administration | 20 | \$ 36,994 | | |
| TOTAL BID AMOUNT | 90 | \$ 166,472.00* | | |

^{*} Architects Fee (all consultants & printing paid by owner and coordinated by architect

Architects fee based on total budget (less architects fees) as published in Request for Proposal.

| Firm NameLuchenbach Ziegelman Gardner Architects | | | | |
|--|-------|---------------|----------------|--|
| Authorized sign | ature | Robert Girgal | Date01-06-2016 | |
| 3.13 | | | | |

ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM For Renovation of Adult Services Section of Baldwin Public Library

Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 ("Act") , prior to the Library accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business", as de ned by the Act.

By completing this form, the Vendor certi es that it is not an "Iran Linked Business", as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the Library.

| Robert L. Ziegelman FAIA | 01-06-2016 |
|--|-----------------------|
| PREPARED BY | DATE |
| (Print Name) | |
| Principle | 01-06-2016 |
| TITLE | DATE |
| Pobert Jargal | rziegelman@lzarch.com |
| AUTHORIZED SIGNATURE | E-MAIL ADDRESS |
| Luckenbach Ziegelman Gardner Architects | |
| COMPANY | |
| | |
| 36800 Woodward Ave, Bloomfield Hills, MI 48304 | 4 248-644-0600 |
| ADDRESS | PHONE |
| | |
| Luckenbach Ziegelman Architects | 248-644-0600 |
| NAME OF PARENT COMPANY | PHONE |
| | |
| 36800 Woodward Ave, Bloomfield Hills, MI 48304 | 4 |
| ADDRESS | |
| | |
| 38-3454414 | |

TAXPAYER I.D.#

ATTACHMENT C - COST PROPOSAL For RENOVATION OF ADULT SERVICES SECTION OF BALDWIN PUBLIC LIBRARY

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work shall be itemized by a dollar amount based on the Phases and elements included in this Request for Proposal as follows:

| COST PROPOSAL | | | | | |
|-----------------------------|------|--------------------------|--|--|--|
| ITEM | % | of 9% of 100% Bid Amount | | | |
| Phase 1 | (10) | Completed | | | |
| Design Development | 25 | \$ 45,267 | | | |
| Construction Documents | 40 | \$ 72,425 | | | |
| Phase 2 | | | | | |
| Bidding Assistance | 5 | \$ 9,023 | | | |
| Construction Administration | 20 | \$ 36,214 | | | |
| TOTAL BID AMOUNT | 100 | \$ 162,929* | | | |

^{*} Architects Fee (all consultants & printing paid by owner and coordinated by architect

Architects fee based on total budget (less architects fees) as published in Request for Proposal.

Firm Name Luchenbach|Ziegelman|Gardner Architects

Authorized signature

Date 01-06-2016

01-12-2016 Revised



MEMORANDUM

Police Department

DATE: January 19, 2016

TO: Joseph A. Valentine, City Manager

FROM: Mark H. Clemence, Deputy Police Chief

SUBJECT: Interim-Study Report on the West Maple Road 4 to 3

Lane Trial Reconfiguration Project

On June 1, 2015, the City Commission approved the Multi-Modal Transportation Board's recommendation that West Maple Road, between Cranbrook Rd. and Southfield Rd., be reconfigured from 4 lanes to 3 lanes (4 to 3 lane diet) on a trial basis. The temporary reconfiguration took place on October 3, 2015.

In early January of 2016, the City, with the assistance of Traffic Engineer Mike Labadie of the firm Fleis & Vandenbrink, conducted an interim study covering the six criteria identified to measure the effectiveness of the conversion: crash data, average speeds, traffic volumes, cut-through traffic, level of service and travel time.

The attached document provides a summation of those findings. It should be noted that this is an interim report being used to gauge the status of the project and that a final report will be conducted and the associated findings reported to the City Commission in the spring of 2016.

Before/ After Analysis (Interim Results) West Maple Road 4-Lane to 3-Lane Conversion

| West Maple Road 4-Lane to 3-Lane Conversion | | | |
|--|--|-------------------------------|---------------------|
| Evaluation Criteria | Evaluation Criteria Before Condition After Condition | | Difference |
| Evaluation enteria | (4-Lanes W. Maple Rd.) | (3-Lanes W. Maple Rd.) | Difference |
| Crash Analysis | Crash Analysis Crash Average (3 months) | | |
| | 11.7 | 4.0 | -7.7 |
| Average Speeds ¹ Eastbound 85th Percentile Speed (r | | mph) | |
| W. Maple Road | 41 | 37 | -4 |
| 14 Mile Road | 38 | 40 | 2 |
| Lincoln Street | 31 | 31 | n/c |
| Oak Street | 31 | 31 | n/c |
| Quarton Road | 42 | 44 | 2 |
| | Westbo | ound 85th Percentile Speed (| mph) |
| W. Maple Road | 45 | 37 | -8 |
| 14 Mile Road | 39 | 39 | n/c |
| Lincoln Street | 30 | 31 | 1 |
| Oak Street | 30 | 31 | 1 |
| Quarton Road | 45 | 43 | -2 |
| Traffic Volumes | Average D | aily Traffic Volume (vehicles | per day) |
| W. Maple Road ² | 27,190 | 22,643 | -4,547 |
| 14 Mile Road | 17,917 | 16,717 | -1,200 |
| Lincoln Street | 6,698 | 6,269 | -429 |
| Oak Street | 3,047 | 3,422 | 375 |
| Quarton Road | 19,986 | 19,528 | -458 |
| Cut-Through Traffic | | Vehicles Per Hour | |
| Northbound | 157 | 136 | -21 |
| Southbound | 232 | 172 | -60 |
| Total | 389 | 308 | -81 |
| Level of Service | W | /. Maple Rd. & Chester Street | : |
| AM Peak Hour | В | В | n/c |
| PM Peak Hour | С | С | n/c |
| | W. Maple Rd. & Southfield Road | | d |
| AM Peak Hour | В | В | n/c |
| PM Peak Hour | В | С | B to C ³ |
| Travel Time | | Average Travel Time (min) | |
| Eastbound W. Maple Rd. | 3.5 | 3.2 | -0.3 |
| Westbound W. Maple Rd. | 3.0 | 3.0 | n/c |
| Key | : Decrease | No change/Indiscernible | Increase |

¹ Changes in speed of ± 2 mph are indiscernible.

Crash Analysis: The crash rates on the corridor dropped from a three month average of 11.7 crashes to 4.0 crashes. The crashes that occurred during the interim analysis period were all rear-end type crashes.

Average Speeds: The average speeds on W. Maple Road decreased. The 85th percentile speeds now correspond with the posted speed limit on W. Maple Road. In addition, the conversion did not significantly change the 85th percentile speeds on the parallel routes.

Average Daily Traffic: Overall, the average daily traffic volumes decreased. The exception is on Oak Street, which was recently improved and the increase in traffic volumes can be attributed to more vehicles using this roadway now that traffic has normalized through the area.

Cut-Through Traffic: There was a significant reduction in cut-through traffic; most notably on Arlington Street/Shirley Road and Chesterfield Ave.

Level of Service: There was generally no change in the Level of Service (LOS) along the corridor. All intersections continue to operate acceptably. A LOS D is generally considered the lowest acceptable grade.

Travel Times: There was generally no change in travel time along the corridor; there was a moderate decrease for eastbound traffic (18sec) and no change for westbound traffic.

² Before condition volume is an average of 1999-2002; since these volumes were taken, an overall 20% reduction in traffic volumes occurred, reaching the lowest level in 2008. Volumes are slowly returning to their peak volumes at a growth rate less than 1% annually.

³ Delay increased by 4.7 seconds, which changed the LOS letter grade, however this increase in delay would be indiscognible.



ENGINEERING DEPARTMENT

DATE: January 18, 2016

TO: Joseph A. Valentine, City Manager

FROM: Paul T. O'Meara, City Engineer

SUBJECT: Hamilton Ave. Paving Project, Contract #3-16(P)

Contract Award

On January 15, 2016, the Engineering Department opened bids on the above referenced project. Attached are the bid results. Five companies submitted bids for this project. The low bidder was F.D.M. Contracting, Inc., of Shelby Township, MI, with their bid of \$1,465,332.00. The engineer's estimate for this project was \$1,134,000.

F.D.M. Contracting has done multiple projects for the City of Birmingham over the past four years, including the Oak St. Paving Project last year, and the Pierce St. Paving Project in 2013, which was very similar in scope to this job. Overall, we are confident that they are qualified to perform the work on this contract.

As is required for all of the City's construction projects, FDM has submitted a 5% bid security with their bid which will be forfeited if they do not provide the signed contracts and required bonds and insurance required by the contract following the award by the City Commission.

The project will completely remove and replace the existing underlying concrete pavement and asphalt overlay currently on the full length of Hamilton Ave. from N. Old Woodward Ave. to Woodward Ave., as well as one block of Park St. (Hamilton Ave. to Maple Rd.), with a new concrete pavement, new sewer and water main, new sidewalks, and new street lights. In order to get to an appropriately sized sewer outlet, a new combined sewer will also be installed in the northbound lane of N. Old Woodward Ave. from Willits St. to Hamilton Ave.

The work on this project will be completed in phases as outlined below:

Phase I: Sewer work on N. Old Woodward Ave.

Phase II: Pavement restoration on N. Old Woodward Ave.

Phase III: Sewer and water main installation on Hamilton Ave.

Phase IV: Concrete street paving on Hamilton Ave. and Park St.

Phase V: Removal and replacement of sidewalks on Hamilton Ave. and Park St.

Here are some general notes of interest for the project:

- 1. Two way traffic and southbound angled parking will be maintained on N. Old Woodward Ave. while the sewer is being installed.
- 2. During Phase III, all vehicle traffic will be removed from Hamilton Ave. Park St. will remain open as long as possible, since not much underground work is proposed there.

Access to the alley at the Ferndale St. intersection will remain open the majority of the project so that all businesses in this area can continue to have loading and unloading areas daily.

- 3. Park St. will be closed as needed. Traffic will be detoured to Woodward Ave.
- 4. The Maple Rd. and Park St. intersection will not be changed with this project. The current one-way configuration will remain after this work is done. When Maple Rd. is reconstructed in 2018, this intersection will be modified at that time to support a two-way Park St. traffic pattern.
- 5. Plywood walls will be installed along Hamilton Ave. to help welcome pedestrian traffic to the front of each business during construction, similar to what was done on Pierce St. in 2013.
- 6. All street lights will be renewed on this project. Plans have been submitted to DTE Energy, and they are currently preparing a proposal for this cost, which will be forwarded to the City Commission at a future meeting.

The Contractor is required to submit a preliminary construction schedule within three weeks of the contract award. We will be encouraging them to start early in the season if at all possible. The Engineering Dept. will continue to work with the BSD and the City Manager's office to communicate to the businesses and property owners throughout the construction project.

This contract includes a provision for street closure assessments designed to act as an incentive to complete the project within the allowed time. Using this provision, the contractor will be assessed \$1,500 per day if one of the streets on the project is closed. The City will reimburse the contractor for up to the number of days bid by the contractor. As an early completion incentive, the contractor will be paid for remaining days left in this bid item after the street closure charges have been assessed by the City. If the street closure assessments exceed the number of days bid by the contractor for this item, then the amount assessed will be reduced from other amounts due to the contractor for the work on this project. The substantial completion date for the project is July 1, 2016.

Since this is a complex project that includes improvements to several of the City's systems, the costs for this project will be charged to six different accounts:

| Sewer Fund | 590-536.001-981.0100 | \$ 477,194.93 |
|-----------------------------|----------------------|----------------|
| Water Mains Fund | 591-537.004-981.0100 | \$ 230,260.24 |
| Major Streets Fund | 202-449.001-981.0100 | \$ 182,268.84 |
| Local Streets Fund | 203-449.001-981.0100 | \$ 434,324.77 |
| General Fund (Sidewalk SAD) | 101-444.001-985.7200 | \$ 137,684.83 |
| APS Fund (Parking meters) | 585-305.000-811.0000 | \$ 3,598.39 |
| TOTAL | | \$1,465,332.00 |

We have heard that construction costs will be going up this year, and this bid seems to unfortunately bear that prediction out. Budgeted amounts are insufficient in several categories, which are reflected below in the suggested resolution. On the positive side, the above amounts include \$135,000 in estimated street closure assessments that the City will be charging the Contractor, so the final amount of the contract will be approximately \$135,000 less than shown above.

It is recommended that the Hamilton Ave. Paving Project, Contract #3-16(P), be awarded to F.D.M. Contracting, Inc. of Shelby Township, MI in the amount of \$1,465,332.00.

SUGGESTED RESOLUTION:

To award the Hamilton Ave. Paving Project, Contract #3-16(P), to F.D.M. Contracting, Inc. of Shelby Township, MI, in the amount of \$1,465,332.00, to be funded from the following accounts:

| Sewer Fund | 590-536.001-981.0100 | \$ 477,194.93 |
|-----------------------------|----------------------|----------------|
| Water Mains Fund | 591-537.004-981.0100 | \$ 230,260.24 |
| Major Streets Fund | 202-449.001-981.0100 | \$ 182,268.84 |
| Local Streets Fund | 203-449.001-981.0100 | \$ 434,324.77 |
| General Fund (Sidewalk SAD) | 101-444.001-985.7200 | \$ 137,684.83 |
| APS Fund (Parking meters) | 585-305.000-811.0000 | \$ 3,598.39 |
| TOTAL | | \$1,465,332.00 |

And further; to approve the appropriation and amendment to the 2015-2016 Major & Local Street Funds, as well as the Sewer and Water Fund budgets as follows:

| Major Streets Fund | |
|--------------------------------------|-----------------|
| Revenues: | |
| Draw from Fund Balance | |
| 202-000.000-400.0000 | \$42,270 |
| Total Revenue | \$42,270 |
| Expenditures: | |
| EPS-Construction/Public Improvements | |
| 202-449.001-981.0100 | <u>\$42,270</u> |
| Total Expenditures | <u>\$42,270</u> |
| Local Streets Fund | |
| Revenues: | |
| Draw from Fund Balance | |
| 203-000.000-400.0000 | \$34,430 |
| Total Revenue | <u>\$34,430</u> |
| Expenditures: | |
| EPS-Construction/Public Improvements | |
| 203-449.001-981.0100 | \$34,430 |
| Total Expenditures | \$34,430 |
| • | |

Sewer Fund Revenues: Draw from Fund Balance 590-0000.000-400.0000 \$377,200 **Total Revenue** \$377,200 Expenditures: Sewer Capital Improvements 590-536.001-981.0100 \$377,200 **Total Expenditures** \$377,200 Water Fund Revenues: Draw from Fund Balance 591-0000.000-400.0000 \$200,260 **Total Revenue** \$200,260 Expenditures: Water Mains Capital Improvements 591-537.004-981.0100 \$200,260

Total Expenditures

\$200,260

CITY OF BIRMINGHAM

HAMILTON AVENUE PAVING PROJECT CONTRACT # 3-16(P)

BID SUMMARY

January 15, 2016 - 2:00 PM

| Company Name | Addendums | 5% Bid Security | Base Bid |
|----------------------------|-----------|--------------------|------------------|
| FDM Contracting | No. 1 | Bond | \$1,465,332.00 |
| Pamar Enterprises | No. 1 | Bond | \$1,534,940.00 |
| Merlo Construction Company | No. 1 | Bond | \$1,643,748.00 * |
| V.I.L. Construction | No. 1 | Bond | \$1,711,195.00 |
| DiPonio Contracting | No. 1 | Bond | \$2,452,040.00 |
| | | | |
| * Corrected by Engineer | | | |
| | | | |
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Engineering Dept.

DATE: January 15, 2016

TO: Joseph A. Valentine, City Manager

FROM: Paul T. O'Meara, City Engineer

SUBJECT: Hamilton Ave. Paving Project

Sewer Lateral Special Assessment District

In accordance with current policy, the Engineering Dept. plans to replace all older sewer laterals underneath the new proposed pavement on the above project, which includes the three blocks of Hamilton Ave. between N. Old Woodward Ave. and Woodward Ave.

As recommended under separate cover, it is anticipated that this construction contract will be awarded to FDM Contractors, Inc., with their low bid of \$1,465,332.00. In the past, the City has compared the low bidder's price for this work item with the other bidders, to ensure the price of this work, which will be assessed, reflects the actual value of the work. A list of the sewer lateral bid prices for all the bidders follows below:

| CONTRACTOR | BID PRICE |
|--|------------|
| (in order of lowest to highest bidder based on | (PER FOOT) |
| total price) | |
| FDM Contractors, Inc. | \$75.00 |
| Pamar Enterprises, Inc. | \$99.00 |
| Merlo Construction, Co. | \$145.00 |
| V.I.L. Contracting, Inc. | \$67.00 |
| DiPonio Contracting, Inc. | \$215.00 |

Average Price Per Foot

\$120.20

While the cost is higher than typically seen, FDM's price is lower than that of almost all the other bidders. Further, FDM's price is only 63% of the average bid price when compared to all the bids. If these property owners waited until their sewer lateral failed, repairing these pipes in the downtown area would be both a costly and disruptive process. We believe charging the low bidder's price (\$75), is appropriate.

It is recommended that a public hearing of necessity be scheduled at the Monday, February 22, 2016 City Commission meeting. It is further recommended that the public hearing to confirm the roll be held on Monday, March 14, 2016 at the \$75.00/linear ft. unit price.

SUGGESTED RESOLUTION:

- RESOLVED, that the City Commission shall meet on Monday, February 22, 2016, at 7:30 P.M., for the purpose of conducting a public hearing of necessity for the installation of lateral sewers within the Hamilton Ave. Paving project area. Be it further
- RESOLVED, that the City Commission meet on Monday, March 14, 2016, at 7:30 P.M. for the purpose of conducting a public hearing to confirm the roll for the installation of lateral sewers in the Hamilton Ave. Paving project area.





Legend

Sewer Special Assessment

SEWER LATERAL CHART

Hamilton Ave. Paving Project - Contract #3-16(P)

| Address | Street | Pipe Type | Date | SAD? | Estimated | Estimated |
|---------------|---|------------------|-----------|------|-----------|------------------|
| | | | Installed | | Length | Cost |
| | | | | | | 6" |
| Hamilton Ave. | Hamilton Ave Old Woodward Ave. to Woodward Ave. | | | | | |
| NORTH SIDE | | | | | | |
| 200-250 | N. Old Woodward | On other streets | 2000 | N | 0 | \$0 |
| 221 | Hamilton | O.B. | 1962 | Υ | 36 | \$2,700 |
| 245 | | O.B. | 1962 | Υ | 36 | \$2,700 |
| 283 | | O.B. | 1962 | Υ | 36 | \$2,700 |
| 315 | | O.B. | 1962 | Υ | 36 | \$2,700 |
| 327 | | O.B. | 1962 | Υ | 36 | \$2,700 |
| 375 | | O.B. | 1962 | Υ | 36 | \$2,700 |
| 377 | | O.B. | 1962 | Υ | 36 | \$2,700 |
| 381-383 | | Wedgelock | 1963 | Υ | 36 | \$2,700 |
| 379-395 | | O.B. | 1952 | Υ | 36 | \$2,700 |
| 220 | Park | P.V.C. | 1988 | N | 0 | \$0 |
| COLUTIVORS | | | | | | |
| SOUTH SIDE | N. Old Woodward | Clay | 1947 | Υ | 20 | \$1.500 |
| 220 | Hamilton | To alley | | N | 0 | \$0 |
| 300 | | To alley | 1976 | N | 0 | \$0 |
| 330 | | To alley | 1979 | N | 0 | \$0 |
| 344 | | O.B. | 1961 | Y | 25 | \$1,875 |
| 360 | | O.B. | 1950 | Υ | 25 | \$1,875 |
| 400 | | P.V.C. | 2001 | N | 0 | \$0 |
| 400 | | P.V.C. Storm | 2001 | N | 0 | \$0 |
| 35075 | Woodward | On Woodward | 1954 | N | 0 | \$0 |

TOTAL = 394 \$29,550

RATIO = 12/20 60%



Engineering Dept.

DATE: January 15, 2016

TO: Joseph Valentine, City Manager

FROM: Paul T. O'Meara, City Engineer

SUBJECT: Proposed Sidewalk Streetscape Assessment

Hamilton Ave. Paving Project

As noted in related memos, Hamilton Ave. will be reconstructed in the upcoming year, including new streetscape in front of each existing business. The new streetscape will consist of a new concrete street, as well as new streetscape, consisting of new sawcut sidewalks, exposed aggregate sidewalk areas behind the curbs, new street lights, and new parking meter posts.

On previous projects of this nature, it has been policy to assess 75% of the sidewalk improvements, which would include the pavement, trees, and associated landscaping costs. This comes to an estimated cost of \$11 per square foot of frontage between the building edge and the curb. The City would pay for street light replacement, out of the General Fund. In order to complete the project, water and sewer improvements, as well as street reconstruction, would also be completed at City expense.

The attached map highlights those property frontages that would be subject to a sidewalk streetscape assessment. A detailed spreadsheet is also attached with estimated assessment values. The Palladium Building, as well as the 400 Hamilton Ave. building, are not in the assessment district, to acknowledge that they have expended their own funds relatively recently to install an up to date streetscape.

The Hunter House restaurant property (35075 Woodward Ave.) has also been left out. Plain sidewalk and grass will be installed on this frontage anticipating that this property will be completely reconstructed in the relatively near future.

We acknowledge that a project of this nature will create serious concerns for the adjacent businesses. With that in mind, should the Commission endorse the project, the following is proposed:

- This week, the Engineering Dept. will prepare an informational letter explaining the
 details of this project and distribute it to all property owners and tenants. The booklet
 will explain the project scope, timing, proposed access plan (for customers), costs, and
 payback schedule.
- Prior to the public hearing, the Engineering Dept. will host a morning "Open House" meeting at the Municipal Building where business owners and tenants would be invited to come in, learn more about the project, and have their particular questions answered.
 The Open House is scheduled for Tuesday, January 26.

1

After completing the informational phase, the Engineering Department recommends that a public hearing of necessity be scheduled for Monday, March 28, 2016, at the regularly scheduled City Commission meeting.

SUGGESTED ACTION:

To receive the report prepared by the Engineering Department, and to adopt the following resolution:

RESOLVED, That this Commission shall meet on Monday, March 28, 2016, at 7:30 P.M., for the purpose of conducting a public hearing of necessity for the installation of sidewalk streetscape adjacent all properties on Hamilton Ave. from N. Old Woodward Ave. to Woodward Ave., and Park St., from Hamilton Ave. to E. Maple Rd.

FURTHER RESOLVED, if necessity is determined on March 28, 2016, a hearing to review the assessments and to confirm the roll will be held on April 11, 2016, at 7:30 P.M.





Legend

Sidewalk Special Assessment

SEWER LATERAL CHART

Hamilton Ave. Paving Project - Contract #3-16(P)

| Address | Street | Estimated | Estimated |
|---------|--------|-----------|------------|
| | | Area | Cost |
| | | Sq.Ft. | 6" |
| | | | 644 |

\$11
Hamilton Ave. - Old Woodward Ave. to Woodwa ward Ave.
NORTH SIDE

| 200-250 | N. Old Woodward | 0 | \$0 |
|---------|-----------------|------|----------|
| 221-327 | Hamilton | 1435 | \$15,785 |
| 375 | | 334 | \$3,674 |
| 377 | | 338 | \$3,718 |
| 381-383 | | 345 | \$3,795 |
| 379-395 | | 559 | \$6,149 |
| 220 | Park | 1253 | \$13,783 |

SOUTH SIDE

| 188 | N. Old Woodward | 1146 | \$12,606 |
|-------|-----------------|------|----------|
| 220 | Hamilton | 1221 | \$13,431 |
| 300 | | 437 | \$4,807 |
| 330 | | 636 | \$6,996 |
| 344 | | 238 | \$2,618 |
| 360 | | 238 | \$2,618 |
| 400 | | 0 | \$0 |
| 35075 | Woodward | 0 | \$0 |

Park St. - Hamilton Ave. to Maple Rd.

WEST SIDE

| 395 | E. Maple | 310 | \$3,410 |
|-----|----------|-----|---------|
| | | | |

TOTALS 8490 \$93,390



Office of the City Manager

DATE: January 19, 2016

TO: Joseph A. Valentine, City Manager

FROM: Joellen Haines, Assistant to the City Manager

SUBJECT: Set Follow-up Meeting Date for the City Commission Goal

Setting Workshop

A follow-up meeting to the January 9, 2016 City Commission Goal Setting Workshop is proposed for either Thursday, January 28, 2016 at 6:00 p.m. at the Department of Public Services facility, or after the regular City Commission meeting February 8, 2016 at 8 p.m. in the City Hall Conference Rooms 202-203. A 2-3 hour workshop is anticipated.

Two dates were selected because of the availability of the facilitator, Deb Macon, and to accommodate availability of commissioners, which are provided as options for the commission to decide at the January 25th, 2016 meeting. The first option, Jan. 28th, is contingent upon the availability of one commissioner. The second option, Feb. 8th, would set the workshop for directly after the regular City Commission meeting; all commissioners are already planning to be present.

The workshop is intended as a continuation and concluding meeting of the January 9^{th,} 2016, City Commission Goal Setting Workshop, and will be a roundtable discussion among the City Commission with input from City department heads.

Deb Macon, who led the original discussions, will lead the follow-up discussions, with the intention of establishing a set of 5 year goals for the City Commission.

SUGGESTED RESOLUTION A:

To set a special meeting date of the City Commission for Thursday, January 28, 2016, at 6:00 p.m. for the purpose of conducting a follow-up meeting to the City Commission Goal Setting Workshop.

Or,

SUGGESTED RESOLUTION B:

To set a special meeting date of the City Commission for Monday, February 8, 2016, at 8:00 p.m. for the purpose of conducting a follow-up meeting to the City Commission Goal Setting Workshop.



Office of the City Manager

DATE: January 19, 2016

TO: City Commission

FROM: Joseph A. Valentine, City Manager

SUBJECT: Request for Closed Session

Attorney-Client Privilege

It is requested that the city commission meet in closed session pursuant to Section 8(h) of the Open Meetings Act to discuss an attorney/client privilege communication.

SUGGESTED RESOLUTION:

To meet in closed session to discuss an attorney/client privilege communication in accordance with Section 8(h) of the Open Meetings Act.

41000 Woodward Avenue Suite 395 East Bloomfield Hills, MI 48304

January 11, 2016

RECEIVED BY

CITY CLERK'S OFFICE CITY OF BIRMINGHAM

Birmingham City Commission 151 Martin Street Birmingham, MI 48009

RE: Proposed Charter Amendment

Dear Commissioners:

First, I would like to congratulate the four (4) new recently elected commissioners and wish them all the best in their new roles, particularly Ms. Bordman, Mr. Boutrous and Mr. Harris. All of you are very qualified to address the issues which face our City and to work together to balance the concerns of businesses and residents.

The main purpose of my letter, however, is to express my concern over the proposed Charter Amendment which has been placed on the ballot for March 8, 2016. I have reviewed the proposed amendment as well as the underlying HOME RULE ACT upon which the Amendment is based. While I support public involvement in all types of government, I believe the proposed amendment is <u>not</u> what was intended by our State Legislature when the Home Rule Act was adopted. My concerns are as follows:

1. Although Article 117.4(h) allows a City Charter to control the "use, regulation, improvement of the <u>surface</u> of its streets, alleys and public ways," the Act <u>does not</u> allow the residents of a city to amend the Charter and limit or extinguish the City Commission's ability to make decisions which affect the "public peace, health and safety of persons and property" living there. Section 117.3(J).

As you know, the main objective of the proposed changes to West Maple Road were specifically conditioned upon repeated concerns raised over the safety of that roadway and the health and safety of those persons using it. It is my conclusion that the proposed amendment is not in compliance with the Act.

2. I also have real concerns over the manner in which this proposed amendment made its way on to the ballot. For example, the petition which was circulated on my street in Quarton Lake was being done so without the mention that the City Charter was going to be

Letter to Birmingham City Commission January 11, 2016 Page Two

changed, but rather that it was a vote for the citizens to decide whether West Maple should be a four versus a three lane road. I believe many of the signatures collected were done so without folks realizing what they were signing.

3. My final concern is that an amendment such as this opens the door to limitless possible future charter amendments which may erode the City Commission's ability to act in the best interests of the City and its residents. I also believe that if the Amendment passes, it may well be challenged in court as unenforceable causing the City to incur additional costs, legal expenses, etc.

Therefore, I am hopeful that the City, the Commission and you as the Commissioners will do what you can to defeat the proposed Amendment. It is bad for Birmingham, its residents, businesses and City Government.

Very truly yours,

Michael S. Clawson 139 Pilgrim Ave.

Birmingham, MI 48009

MSC/jfj



NOTICE OF INTENTION TO APPOINT TO THE AD HOC RAIL DISTRICT REVIEW COMMITTEE

At the regular meeting of Monday, February 22, 2016 the Birmingham City Commission intends to appoint four members to the Ad Hoc Rail District Review Committee to serve a term to expire December 31, 2016 unless otherwise directed by the City Commission. Members must meet the following requirements:

- One business owner in the Rail District
- One resident member living in the neighborhood adjoining South Eton between Maple and Lincoln
- One resident member living in the neighborhood adjoining South Eton between Lincoln and 14 Mile Road
- One resident member living in the neighborhood adjoining North Eton between Maple and Derby.

Interested citizens may submit an application available at the city clerk's office or online at <a href="https://www.bhamgov.org/boardopportunities.com/www.bhamgov.org/boardopportunities.com/www.bhamgov.org/boardopportunities.com/bapplications must be submitted to the city clerk's office on or before noon on Wednesday, February 17, 2016. These documents will appear in the public agenda for the regular meeting at which time the City Commission will discuss recommendations, and may make nominations and vote on appointments.

Duties of the Ad Hoc Rail District Review Committee

The purpose of the Ad Hoc Rail District Review Committee is to develop a recommended plan for addressing parking, planning and multi-modal issues in the Rail District and along S. Eton Road, while considering capacity needs and various plan concepts.

| Criteria/Qualifications of Open Position | Date Applications Due (by noon) | Date of Interview |
|--|---------------------------------------|----------------------|
| Members shall represent the following: One business owner in the Rail District One resident member living in the neighborhood adjoining South Eton between Maple and Lincoln One resident member living in the neighborhood adjoining South Eton between Lincoln and 14 Mile Road One resident member living in the neighborhood adjoining North Eton between Maple and Derby. | 2/17/16 | 2/22/16 |

NOTE: All members of boards and commissions are subject to the provisions of City of Birmingham City Code

AD HOC RAIL DISTRICT REVIEW COMMITTEE

Resolution No. 01-06-16

The seven member committee shall be composed of the following: one member from the Advisory Parking Board; one member from the Planning Board; one member from the Multi-Modal Transportation Board; one business owner in the Rail District; one resident member living in the neighborhood adjoining South Eton between Maple and Lincoln; one resident member living in the neighborhood adjoining South Eton between Lincoln and 14 Mile Road; one resident member living in the neighborhood adjoining North Eton between Maple and Derby.

Term: The term of the Committee shall continue through December 31, 2016 and the Committee will cease functioning unless otherwise directed by the Commission.

The purpose of the Ad Hoc Rail District Review Committee is to develop a recommended plan for addressing parking, planning and multi-modal issues in the Rail District and along S. Eton Road, while considering capacity needs and various plan concepts.

| Last Name Home Address | First Name | Home Business Fax E-Mail | Appointed | Term Expires |
|---------------------------|------------|-----------------------------------|-----------------|---|
| VACANT | | | | mber living in the ljoining North Eton and Derby. |
| VACANT | | | neighborhood ad | mber living in the ljoining South Eton and 14 Mile Road |
| VACANT | | | | mber living in the ljoining South Eton and Lincoln |

| Last Name Home Address | First Name | Home Business Fax E-Mail | Appointed | Term Expires |
|---------------------------|------------|-----------------------------------|-----------------------------|---------------------|
| VACANT | | | business owner in | n the Rail District |
| VACANT | | | Multi-Modal Trans member | sportation Board |
| VACANT | | | Planning Board m | nember |
| VACANT | | | Advisory Parking | Committee member |



Department of Public Services

DATE: January 6, 2016

TO: Joseph A. Valentine, City Manager

FROM: Lauren A. Wood, Director of Public Services

SUBJECT: Staff Report – Quarton Lake Treatment Plan

This serves as an update about the treatment plan for Quarton Lake during the 2016 season. Two treatments were provided during 2015 to reduce the lily pads as performed by Tri-County Aquatics. This year the cost will be the same at a not to exceed price of \$4,000. This amount includes the Michigan Department of Environmental Quality (MDEQ) permit application fee of \$200.00, which is required annually for this work.

Tri-County Aquatics is very experienced with this work. The treatment timeline is to be ready to treat in late May or early June. The scope of services will include applying for the permit, treatment, reporting with the MDEQ and follow-up care and recommendations.

Again, this season, they will re-assess the lake to see whether a second treatment will be necessary or recommended. If so, a second treatment may occur early August, which will depend on the overall conditions after the review. For instance last year, the second treatment occurred on August 31, 2015.

Based on many inquiries with the service provider, Tri-County Aquatics, the following serves as their response based of the information garnered from such questioning and discussions.

I asked whether we need to treat again this year and how many times. The response was there will always be regrowth in the area that was treated last year. The amount of growth that can occur the following season is very hard to determine. In our experience, there has always been some, but it is never eradicated completely.

For the 2016 season, I would recommend at least having the permit in hand so we are not held up for any possible treatments. In regards to how many treatments may be required over time, there will always be a need for something to keep the vegetation at bay.

I asked whether one of the products used for treatment last year was glyphosate. Nick Salvatore from Tri-County Aquatics replied that glyphosate was not nor will it ever be used by his company for this type of application. In addition, he realizes that the concern stems from Roundup or products that contain glyphosate, for use in plant management. The State does not allow for glyphosate to be used in this particular application, and he does not use it as it does not net the results that he or his customers want.

The products that they use and chose for this project are eligible for use under the MDEQ. The products also have a very quick half-life and breakdown rapidly with NO buildup of chemical residue in the water column or soils of the lake. The specific products that Tri-County uses are Reward (chemical name: Diguat DiBromide) and Clipper (chemical name: Flumioxazin).

There are alternative choices to the products they use, but based on the opinion of Tri-County Aquatics, they do not work nearly as well and they also come with higher restriction levels on the water and can and will build up in the soils of the lake. Tri-County uses what they did, specifically to eliminate any of the above issues and concerns of the citizens.

I will continue to provide updates to you on the Contractors schedule, product information and public notification distribution timeline. We will follow the same aggressive plan to notify the area residents of this project as we used previously. Some of the public announcements included an article in the Eccentric newspaper, a postcard mailed to all property owners on or across from the lake, submitted information about the project provided to the Quaker (local neighborhood newsletter), press releases and the City website.



Building Department

DATE: January 19, 2016

TO: Joseph A. Valentine, City Manager

FROM: Bruce R. Johnson, Building Official

SUBJECT: Safeguards during Demolitions

The Building Department over the next couple of months will be reviewing the current City regulations pertaining to public health safeguards during demolition operations of single-family residential homes. This review is in response to concerns expressed to the City Commission by Kenneth Ciszewski, a resident at 787 Ridgedale. The department will determine during the course of this review if additional protection measures currently regulated by the State of Michigan can be incorporated into our regulations and enforcement activities. I will provide our findings to you by March 31, 2016.



Birmingham Historical Museum & Park

DATE: January 20, 2016

TO: Joe Valentine, City Manager

FROM: Leslie Pielack, Museum Director

SUBJECT: Rosso Family Foundation Donation Helps Museum Reach

\$40,000 Goal to Complete Hill School Bell Project

I'm pleased to announce that the Birmingham Historical Museum has raised the target amount of \$40,000 to complete the construction phase of the Hill School Bell Outdoor Structure Project. This goal was met with generous donations from the Rosso Family Foundation, in addition to other private donations and several grass roots fundraising efforts undertaken since 2011. In all, the Rosso Family Foundation has donated \$24,532 toward the construction of the bell structure, which followed its initial donation of \$10,000 for Phase I engineering study and architectural drawings. This makes the total amount of foundation support \$34,532 for both phases of the project.

When the 1869 Hill School was demolished in 1969, its bell was rescued and cared for by the Birmingham Public Schools until formally donated to the museum in 2007. In 2011, meetings were held with the Museum Board, Friends of the Birmingham Historical Museum & Park, the general public, members of the school board, and other stakeholders to discuss an outdoor installment that would allow the public to enjoy the historic bell, while protecting it from the elements and providing lighting and security. In 2011 and 2012, the Rosso Family Foundation made contributions totaling \$10,000 to engage an architect to develop plans. The final design is a visually appealing and protective gazebo-like structure inspired by the original cupola from the Hill School. It will be installed in the plaza area between the Allen House and the Hunter House, with greater visibility and accessibility to passers-by.

The Hill School Bell Outdoor Structure Project is truly representative of what a community can do together to bring about an outcome that benefits all. Fundraising for the construction phase of the project began in 2013, spurred by a \$20,000 Rosso Family Foundation matching grant. At the close of 2015, the project target funding was still short \$4,532. The foundation stepped up to provide the remaining funds. Through this final donation, the foundation has made it possible to complete the project this year.

The Rosso Family Foundation has stood by the Hill School Bell Outdoor Structure project since its inception. But it has made other significant contributions to the

museum; in particular, the foundation has provided other funds to explore improvements for the site's spring-fed pond area and develop plans for its landscape.

Through these efforts, the Rosso Family Foundation has demonstrated a lasting commitment to Birmingham's heritage. The Birmingham Historical Museum, the City of Birmingham, and the entire community owe a debt of gratitude to the Rosso Family Foundation for its many efforts to preserve and celebrate our history. It is great partnerships such as these that help make our community truly special.





RECEIVED BY

DEC 2 9 2015

CITY CLERK'S OFFICE
CITY OF BIRMINGHAM

December 18, 2015

Ms. Laura Pierce, Clerk City of Birmingham 151 Martin St. Birmingham, MI 48012-3001

Dear Ms. Pierce:

As part of Comcast's commitment to keep you informed about important developments that affect our customers in your community, I am writing to notify you of some changes to the channel lineup. Customers are being notified of these changes via bill message.

National Geographic Channel (channel 109) and National Geographic Channel HD (channels 199 and 1261) are now available on the TV 450 Latino and the TV 300 Latino channel lineups. Fox Sports 1 (channel 33) and Fox Sports 1 HD (channels 223 and 1620) are now available on the TV 300 Latino channel lineup.

Also, effective January 7, 2016, GAC (channel 147) will be available on the Digital Starter channel lineup.

As always, feel free to contact me directly at 734-254-1888 with any questions you may have.

Sincerely,

Frederick G. Eaton

Senior Manager, External Affairs Comcast, Heartland Region

41112 Concept Drive

Plymouth, MI 48170



January 8, 2016

RECEIVED BY

JAN 12 2016

CITY CLERK'S OFFICE
CITY OF BIRMINGHAM

Laura Pierce, Clerk City of Birmingham 151 Martin St. Birmingham, MI 48012-3001

Dear Ms. Pierce:

We recently made changes to our government affairs organization to most effectively serve our customers and maintain strong relationships with the communities we serve.

I am writing to introduce myself as your new Comcast government affairs liaison. In that role, I will be your key contact for government and regulatory matters.

I look forward to working with you and helping to ensure that Birmingham and Comcast have an amicable and productive relationship, built on the understanding that our primary concern is excellent service for Comcast customers in your community.

My direct telephone number is 734-254-1557 and my e-mail address is Kyle_Mazurek@cable.comcast.com.

Sincerely,

Kyle V. Mazurek

Manager of External Affairs Comcast, Heartland Region

41112 Concept Drive Plymouth, MI 48170