

BIRMINGHAM CITY COMMISSION AGENDA

AMENDED

MARCH 18, 2024

MUNICIPAL BUILDING, 151 MARTIN

7:30 P.M.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Elaine McLain, Mayor

II. ROLL CALL

Alexandria Bingham, City Clerk

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

ANNOUNCEMENTS

- The Ad Hoc Aging in Place Committee will accept Community Surveys until April 1, 2024. The Community Surveys can be mailed to City Hall or dropped off at City Hall, the Baldwin Public Library, The Birmingham Museum and Next. Access the survey on Engage Birmingham or bhamgov.org/aginginplacesurvey.
- The Clerk’s Office would like to thank all of the Election Inspectors and City Staff that helped conduct a safe and successful 2024 Presidential Primary Election. We appreciate all of the voters who participated by voting early, absentee, or in-person voting. 28.5% of Birmingham registered voters participated, which exceeds the county-wide turnout of 26.6%. Official results are available at oakgov.com/elections under the 2024 elections tab.

APPOINTMENTS

- A. Planning Board
 1. J. Bryan Williams
 2. Jason Emerine
 3. Stuart Jeffares
 4. Daniel Share
 5. Nasseem Ramin

To appoint _____ to the Planning Board as a regular member to serve a three-year term to expire March 28, 2027.

To appoint _____ to the Planning Board as a regular member to serve a three-year term to expire March 28, 2027.

To appoint _____ to the Planning Board as a regular member to serve a three-year term to expire March 28, 2027.

To appoint _____ to the Planning Board as an alternate member to serve a three-year term to expire March 28, 2027.

To appoint _____ to the Planning Board as an alternate member to serve a three-year term to expire March 28, 2027.

B. Architectural Review Committee

1. Larry Bertollini

To appoint _____ to the Architectural Review Committee as a regular member to serve a three-year term to expire April 11, 2027.

To appoint _____ to the Architectural Review Committee as a regular member to serve the remainder of a three-year term to expire April 11, 2025.

C. Parks and Recreation board

1. Jessica Einstein
2. Susan Collins
3. Heather Carmona

To appoint _____ to the Parks and Recreation Board as a regular member to serve a three-year term to expire March 13, 2027.

To appoint _____ to the Parks and Recreation Board as a regular member to serve a three-year term to expire March 13, 2027.

To appoint _____ to the Parks and Recreation Board as a regular member to serve a three-year term to expire March 13, 2027.¹

D. The Board of Ethics

1. Michael Minelli
2. Tina Marie Varlesi
3. Irene Hathaway
4. Melissa Demorest LeDuc

To appoint _____ as an alternate member to the Board of Ethics to serve a three-year term to expire June 30, 2026.

E. Ad Hoc Senior/Recreation Center Committee

1. Donald Rogers
2. Bert Koseck
3. Jason Emerine

To appoint _____ as a regular member to the Ad Hoc Senior/Recreation Center Committee to a serve three-year term to expire March 4, 2027.

To appoint _____ as a regular member to the Ad Hoc Senior/Recreation Center Committee to serve a three-year term to expire March 4, 2027.

¹ Was previously listed as an alternate position and should be a regular member seat.

To appoint _____ as a regular member to the Ad Hoc Senior/Recreation Center Committee to serve a three-year term to expire March 4, 2027.

To appoint _____ as a regular member from the City Commission to the Ad Hoc Senior/Recreation Center Committee to a serve three-year term to expire March 4, 2027.

To appoint _____ as a regular member from the City Commission to the Ad Hoc Senior/Recreation Center Committee to serve a three-year term to expire March 4, 2027.²

F. Board of Review

1. Rich Pennock

To appoint _____ to the Board of Review as a regular member to serve a three-year term to expire December 31, 2026.

To appoint _____ to the Board of Review as an alternate member to serve the remainder of a three-year term to expire December 31, 2025.

To appoint _____ to the Board of Review as an alternate member to serve a three-year term to expire December 31, 2026.

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

V. 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. Resolution to approve the City Commission workshop meeting minutes of March 4, 2024.
- B. Resolution to approve the City Commission regular meeting minutes of March 4, 2024.
- C. Resolution to approve the warrant list, including Automated Clearing House payments, dated March 7, 2024 in the amount of \$537,026.92.
- D. Resolution to approve the warrant list, including Automated Clearing House payments, dated March 14, 2024 in the amount of \$2,012,821.03.
- E. Resolution to approve a special event permit as requested by the City of Birmingham, Department of Public Services to hold the 2024 City of Birmingham In The Park Concert Series weekly June 7, 2024 – August 14, 2024 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

² At the March 4, 2024 City Commission meeting the City Commission decided to appoint two City Commission members to the Ad Hoc Senior/Recreation Center Committee, resolution #03-061-24

event, or event cancellation that may be deemed necessary by administrative staff, leading up to or at the time of the event.

- F. Resolution to approve a special event permit as requested by the City of Birmingham to hold the Celebrate Birmingham Hometown Parade on May 19, 2024 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, or event cancellation that may be deemed necessary by administrative staff, leading up to or at the time of the event.
- G. Resolution to approve the budget amendment of \$132,774.75 for the Pierce Street Paving Project Contract. Further to charge the additional cost to the following accounts:

Fund Account	Fund ID Number	Amount
Major Street Fund	202.0-449.001-981.0100	\$53,121.51
Sewer Fund	590.0-537.000-981.0100	\$6,633.18
Water Fund	591.0-544.000-981.0100	\$73,020.06

AND

To approve the appropriation and amendment of the fiscal year 2023/2024 budget as follows:

Major Street Fund:

Revenues:

202.0-000.000-400.0000	Draw from Fund Balance	<u>\$53,121.51</u>
Total Revenue		<u>\$53,121.51</u>

Expenditures:

202.0-449.001-981.0100	Public Improvement	<u>\$53,121.51</u>
Total Expenses		<u>\$53,121.51</u>

Sewer Fund:

Revenues:

590.0-000.000-400.0000	Draw from Net Position	<u>\$6,633.18</u>
Total Revenue		<u>\$6,633.18</u>

Expenditures:

590.0-537.000-981.0100	Public Improvement	<u>\$6,633.18</u>
Total Expenses		<u>\$6,633.18</u>

Water Fund:

Revenues:

591.0-000.000-400.0000	Draw from Net Position	<u>\$73,020.06</u>
Total Revenue		<u>\$73,020.06</u>

Expenditures:

591.0-544.000-981.0100	Public Improvement	\$73,020.06
Total Expenses		<u>\$73,020.06</u>

- H. Resolution to approve the application for placement of Extenet Systems, LLC equipment on DTE’s utility pole located at 910 Fairfax within 18 inches of the sidewalk, with a maximum height of 46' 2".
- I. Resolution of the City of Birmingham demonstrating support of the Derby Road bridge project and submittal of an application to the Michigan Department of Transportation for fiscal year 2027 funding assistance under their Local Bridge Program.
- J. Resolution to approve the purchase of Parks and City Property Lawn Maintenance Services 2024-2027 from Birmingham Lawn Maintenance & Snow Removal, Inc. for a total contract cost of \$698,004.00 in the following accounts for contractual services as follows:

Account	Year 1 (2024)	Year 2 (2025)	Year 3 (2026)	Year 4 (2027)	Total
Parks: 101.0- 751.000-811.0000	\$89,447	\$89,447	\$89,447	\$89,447	\$357,788
Property Maintenance: 101.0-441.003-811.0000	\$25,312	\$25,312	\$25,312	\$25,312	\$101,248
Well Sites: 591.0-537.002-811.0000	\$8,905	\$8,905	\$8,905	\$8,905	\$35,620
Local Streets: 203.0-449.003-937.0400	\$7,707	\$7,707	\$7,707	\$7,707	\$30,828
Major Streets: 202.0-449.003-937.0400	\$38,130	\$38,130	\$38,130	\$38,130	\$152,520
Grass/ Noxious Weed Enforcement: 101-441.007-811.0000	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000

- K. Resolution to authorize Birmingham to apply for a Michigan Natural Resource Trust Fund grant through the Michigan Department of Natural Resources, and further directing the City Clerk to sign the resolution.
- L. Resolution to approve the 2023 Multi-Jurisdictional Oakland County Hazard Mitigation Plan, in addition, to authorize the Mayor and City Clerk to sign the resolution.
- M. Resolution to set a public hearing date of April 15, 2024 to consider the Special Land Use Permit Amendment, Final Site Plan and Design Review application for 245 S. Eton – Big Rock Italian Chophouse.
- N. Resolution to accept the resignation of John J. Schrot, Jr. from the Ethics Board, to thank him for his service and to direct the City Clerk to begin the process of filling the vacancy.

VI. CITY MANAGER’S REPORT
The City Manager’s Report regularly occurs on the second City Commission meeting of the month. Additionally, reports from prior months can be viewed on the City’s website bhamgov.org/manager .

- A. March 2024 City Manager’s Report

VII. UNFINISHED BUSINESS

None

VIII. NEW BUSINESS

- A. Public Hearings – 2024 Outstanding Liquor License Renewals

- 1. 220 RESTAURANT

- Make a motion adopting a resolution to approve the renewal of liquor license for the 2024 licensing period for 220 RESTAURANT, who holds a Class C Liquor License and is in compliance with Chapter 10, Alcoholic Liquors of the City Code.

- 2. ADACHI

- Make a motion adopting a resolution to approve the renewal of liquor license for the 2024 licensing period for ADACHI, who holds a Class C Liquor License and is in compliance with Chapter 10, Alcoholic Liquors of the City Code.

- 3. EMPLOYEE MEAL

- Make a motion adopting a resolution to approve the renewal of liquor license for the 2024 licensing period for EMPLOYEE MEAL, who holds a Class C Liquor License that is in compliance with Chapter 10, Alcoholic Liquors of the City Code.

OR

Make a motion adopting a resolution to file an objection with the Michigan Liquor Control Commission regarding the renewal of the liquor license for EMPLOYEE MEAL, who holds a Class C Liquor License that is NOT in compliance with Chapter 10, Alcoholic Liquors of the City Code.

- 4. MARKET NORTH END

- Make a motion adopting a resolution to approve the renewal of liquor license for the 2024 licensing period for MARKET NORTH END, who holds a Class C Liquor License that is in compliance with Chapter 10, Alcoholic Liquors of the City Code.

OR

Make a motion adopting a resolution to file an objection with the Michigan Liquor Control Commission regarding the renewal of the liquor license for MARKET NORTH END, who holds a Class C Liquor License that is NOT in compliance with Chapter 10, Alcoholic Liquors of the City Code.

- 5. PAPA JOES & BISTRO JOES

Make a motion adopting a resolution to approve the renewal of liquor license for the 2024 licensing period for PAPA JOES/BISTRO JOES, who holds a Class C Liquor License that is in compliance with Chapter 10, Alcoholic Liquors of the City Code.

OR

Make a motion adopting a resolution to file an objection with the Michigan Liquor Control Commission regarding the renewal of the liquor license for PAPA JOES/BISTRO JOES, who holds a Class C Liquor License that is NOT in compliance with Chapter 10, Alcoholic Liquors of the City Code.

6. SIDECAR/SLICE/SHIFT

Make a motion adopting a resolution to approve the renewal of liquor license for the 2024 licensing period for SIDECAR/SHIFT/SLICE, who holds a Class C Liquor License and is in compliance with Chapter 10, Alcoholic Liquors of the City Code.

7. SOCIAL KITCHEN & BAR

Make a motion adopting a resolution to approve the renewal of liquor license for the 2024 licensing period for SOCIAL KITCHEN & BAR, who holds a Class C Liquor License and is in compliance with Chapter 10, Alcoholic Liquors of the City Code.

8. TOAST

Make a motion adopting a resolution to approve the renewal of liquor license for the 2024 licensing period for TOAST, who holds a Class C Liquor License and is in compliance with Chapter 10, Alcoholic Liquors of the City Code.

9. ZANA

Make a motion adopting a resolution to approve the renewal of liquor license for the 2024 licensing period for ZANA, who holds a Class C Liquor License and is in compliance with Chapter 10, Alcoholic Liquors of the City Code.

- B. Public Hearing for 115 Willits – Mare Mediterranean – Special Land Use Permit Amendment (Ownership Change) – **WITHDRAWN**
 - 1. No action Required
- C. Resolution to approve a special event permit as requested by the Next Level Dance Center to hold the Next Level Summer Performance on August 11, 2024 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, or event cancellation that may be deemed necessary by administrative staff, leading up to or at the time of the event.
- D. Resolution to approve a special event permit as requested by the Holy Name Catholic School to hold the Holy Name School Rosary 5K Walk on May 31, 2024 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, or event cancellation that may be deemed necessary by administrative staff, leading up to or at the time of the event.

- E. Resolution to approve MKSK as the selected consultant for professional design services for the Booth Park Entry Plaza and Trail Improvements project for the base bid amount of \$179,100, with a contingency of \$125,000 for potential alternates including field visits. Funding is available from the park improvements construction fund: account # 408.1-751.000-979.0000. In addition to authorize the Mayor and City Clerk to sign the agreement on behalf of the City upon receipt of the required insurance.

OR

Make a motion adopting a resolution to approve Grissim, Metz, Andriese Associates as the selected Consultant for professional design services for the Booth Park Entry Plaza and Trail Improvements project for the base bid amount of \$137,300, with a contingency of \$71,550 for potential alternates and additional meetings. Funding is available from the park improvements construction fund: account # 408.1-751.000-979.0000. In addition to authorize the Mayor and City Clerk to sign the agreement on behalf of the City upon receipt of the required insurance.

OR

Make a motion adopting a resolution to approve PEA Group as the selected Consultant for professional design services for the Booth Park Entry Plaza and Trail Improvements project for the base bid amount of \$93,000, with a contingency of \$60,000 for potential alternates and additional meetings. Funding is available from the park improvements construction fund: account # 408.1-751.000-979.0000. In addition to authorize the Mayor and City Clerk to sign the agreement on behalf of the City upon receipt of the required insurance.

- F. Commission Items for Future Discussion. A motion is required to bring up the item for future discussion at the next reasonable agenda, no discussion on the topic will happen tonight.
- G. Commission discussion on items from a prior meeting.
 - 1. Cameras on City Cars
 - 2. City Run Events and Sponsors
 - 3. Publicizing Board and Committee Openings
 - 4. Advisory Parking Committee Letter

IX. REMOVED FROM CONSENT AGENDA

X. COMMUNICATIONS

- A. Shirley Arlington Letters

XI. REPORTS

- A. Commissioner Reports
 - 1. Notice of intention to appoint to the Board of Building Trades Appeals
 - 2. Notice of intention to appoint to the Brownfield Redevelopment Authority

3. Notice of Intention to appoint to the Multi-Modal Transportation Board
 4. Notice of Intention to appoint to the Ethics Board
- B. Commissioner Comments
 - C. Advisory Boards, Committees, Commissions' Reports and Agendas
 1. Birmingham Area Cable Board Annual Report FY 2022-2023
 - D. Legislation
 - E. City Staff
 1. Planning Division Annual Report

INFORMATION ONLY

XI!. ADJOURN

Should you wish to participate in this meeting, you are invited to attend the meeting in person or virtually through ZOOM: <https://zoom.us/j/655079760> Meeting ID: 655 079 760
You may also present your written statement to the City Commission, City of Birmingham, 151 Martin Street, P.O. Box 3001, Birmingham, Michigan 48012-3001 prior to the hearing.

*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).*



NOTICE OF INTENTION TO APPOINT TO PLANNING BOARD

At the regular meeting of Monday, March 18, 2024, the Birmingham City Commission intends to appoint to the Planning Board three regular members and two alternate members to serve three-year terms to expire March 28, 2027. Members must consist of an architect duly registered in this State, a building owner in the Central Business or Shain Park Historic District, 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/boardopportunities. Applications must be submitted to the City Clerk's office on or before noon on Wednesday, March 13, 2024. 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 seven regular and two alternate 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 bear 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.

Applicant(s) Presented For City Commission Consideration:

Applicant Name	Criteria	Qualifications
	Members must be residents of the City of Birmingham	Building owner in the Central Business or Shain Park Historic District. Other 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.
J. Bryan Williams	Birmingham Resident	Current Planning Board member; experience in municipal finance, corporate and real estate practice areas
Jason Emerine	Birmingham Resident	Current Planning Board alternate member, licensed professional engineer and Certified Floodplain Manager, active participant in the City's Master Plan
Stuart Jeffares	Birmingham Resident	Current Planning Board member, professional real estate broker and residential builder, 20 years of experience with strategic planning.
Daniel Share	Birmingham Resident	Current Planning Board member, attorney with experience in finance law, real estate and land use
Nasseem Ramin	Birmingham Resident	Current Planning Board alternate member with over 14 years of legal experience in commercial litigation

SUGGESTED ACTION:

To appoint _____ to the Planning Board as a regular member to serve a three-year term to expire March 28, 2027.

To appoint _____ to the Planning Board as a regular member to serve a three-year term to expire March 28, 2027.

To appoint _____ to the Planning Board as a regular member to serve a three-year term to expire March 28, 2027.

To appoint _____ to the Planning Board as an alternate member to serve a three-year term to expire March 28, 2027.

To appoint _____ to the Planning Board as an alternate member to serve a three-year term to expire March 28, 2027.



OFFICE USE ONLY	
Meets Requirements?	Yes No
Will Attend / Unable to Attend	

APPLICATION FOR CITY BOARD OR COMMITTEE

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at www.bhamgov.org/boardopportunities.

(Please print clearly)

Board/Committee of Interest Planning Board

Specific Category/Vacancy on Board Board Member - Attorney (see back of this form for information)

Name J. Bryan Williams

Phone 248-420-3522

Residential Address 1628 Latham St.

Email * jwilliams@dickinsonwright.com

Residential City, Zip Birmingham, MI 48009

Length of Residence 49 years

Business Address 2600 W. Big Beaver Rd., Ste. 300

Occupation Attorney

Business City, Zip Troy, MI 48084

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied _____

Continue contributions to my community based upon my 52 years of experience as a practicing attorney with significant experience in municipal finance, corporate and real estate practice areas

List your related employment experience Dickinson Wright PLLC 1972 - present (CEO 1991-2000)

List your related community activities (1) Birmingham Planning Board (2007-present) (2) Board of Water Commissioners, Detroit Water & Sewerage Dept (Oakland County representative)(2011-2015) (3) Detroit Regional Chamber of Commerce, Director (1994-2002), Vice Chairman (1997-2002)

List your related educational experience (1) University of Michigan, J.D. (1972)
(2) University of Notre Dame, A.B. 1969

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: No

Do you currently have a relative serving on the board/committee to which you have applied? No

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

J. Bryan Williams
Signature of Applicant

02/09/2024
Date

Return the completed and signed application form to: City of Birmingham, City Clerk's Office, 151 Martin, Birmingham, MI 48009 or by email to clerk@bhamgov.org or fax to 248.530.1080. Updated 11/18/2020

**By providing your email to the City, you agree to receive news & notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.*

OFFICE USE ONLY
Meets Requirements? Yes No
Will Attend / Unable to Attend

APPLICATION FOR CITY BOARD OR COMMITTEE

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at www.bhamgov.org/boardopportunities.

(Please print clearly)

Board/Committee of Interest Planning Board

Specific Category/Vacancy on Board Alternate member (see back of this form for information)

Name Jason Emerine Phone 312-371-9398

Residential Address 720 Bennaville Ave Email * jasone@skl-eng.com

Residential City, Zip Birmingham, MI 48009 Length of Residence 7 years

Business Address 39205 Country Club Drive, Suite C-8 Occupation Civil Engineer, Planner

Business City, Zip Farmington Hills, MI 48331

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied _____

Licensed Professional Engineer, Certified Floodplain Manager. Provides site planning, surveying, and engineering design services to various clients in SE Michigan. Attends Planning Board and City Commission meetings representing clients on projects in all SE Michigan municipalities.

List your related employment experience Seiber Keast Lehner, Inc. - President, Partner. Provides site planning, surveying and civil engineering design services.

List your related community activities Alternate Member of the City of Birmingham Planning Board for 6 years. Active participant in the City of Birmingham Master Plan.

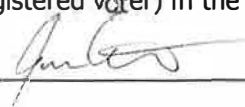
List your related educational experience B.S. Civil Engineering, Michigan State University, 2002

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: _____

No.

Do you currently have a relative serving on the board/committee to which you have applied? No.

Are you an elector (registered voter) in the City of Birmingham? No. Clerk confirmed applicant is a registered voter 3-14-2024

Signature of Applicant 

Date 2/9/2024

Return the completed and signed application form to: City of Birmingham, City Clerk's Office, 151 Martin, Birmingham, MI 48009 or by email to clerk@bhamgov.org or fax to 248.530.1080. Updated 11/18/2020

*By providing your email to the City, you agree to receive news & notifications from the City. If you do not wish to



OFFICE USE ONLY
 Meets Requirements? Yes No
 Will Attend / Unable to Attend

APPLICATION FOR CITY BOARD OR COMMITTEE

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at www.bhamgov.org/boardopportunities.

(Please print clearly)

Board/Committee of Interest PLANNING BOARD

Specific Category/Vacancy on Board REGULAR MEMBER (see back of this form for information)

Name STUART JEFFARES Phone 248-321-2120

Residential Address 1381 BIRMINGHAM Email * STUARTJEFFARES@

Residential City, Zip BIRMINGHAM, 48009 Length of Residence 20 YRS GMAL.COM

Business Address 275 S. OLD WOODWARD Occupation ASSOCIATE BROKER,

Business City, Zip BIRMINGHAM, 48009 MAX BROOK

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied _____
CONTINUE TO LEVERAGE MY RELEVANT EXPERIENCE TO IMPROVE
THE CITY: 9+ YRS ON PLANNING BOARD, SPECIALIZE IN BIRMINGHAM
RESIDENTIAL REAL ESTATE, LICENSED RESIDENTIAL BUILDER

List your related employment experience ASSOCIATE REAL ESTATE BROKER, LICENSED
RESIDENTIAL BUILDER, 20+ YRS CORPORATE EXPERIENCE
INCLUDING STRATEGIC PLANNING

List your related community activities NEXT BOARD OF DIRECTORS, CADIEUX
& WOLVERINE CYCLING CLUBS, FORMER BIRMINGHAM ED.
FOUNDATION BOARD MEMBER

List your related educational experience _____
MASTER GARDNER - MSU EXT., CONSTRUCTION TECH - CLEMSON
BA - MKTG, MSU, MBA - FINANCE / MKTG, INDIANA UNIV.

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: NO

Do you currently have a relative serving on the board/committee to which you have applied? NO

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

Signature of Applicant _____ Date 2-10-24

*By providing your email to the City, you agree to receive news & notifications from the City. If you do not wish to

OFFICE USE ONLY
Meets Requirements? Yes No
Will Attend / Unable to Attend

APPLICATION FOR CITY BOARD OR COMMITTEE

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at www.bhamgov.org/boardopportunities.

(Please print clearly)

Board/Committee of Interest PLANNING BOARD

Specific Category/Vacancy on Board BUILDING OWNER (see back of this form for information)

Name DANIEL SHORE

Phone 248 642 7340

Residential Address 1040 GORDON LANE

Email * Dshore@bsoj.com

Residential City, Zip 48009

Length of Residence 46 YEARS

Business Address 333 W FORT #1200

Occupation ATTORNEY

Business City, Zip DETROIT MI 48226

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied _____

FAMILIAR WITH REAL ESTATE + REAL ESTATE DEVELOPMENT
I HAVE SERVED ON THE PLANNING BOARD SINCE 2015

List your related employment experience REAL ESTATE, LAND USE + FINANCIAL
LAW; COMMERCIAL ARBITRATOR


List your related community activities 8 YEARS BIRMINGHAM SCHOOL BOARD; 6 YEARS
OAKLAND SCHOOL BOARD; GREENWOOD CEMETERIES AD JOE COMMITTEE
PLANNING BOARD

List your related educational experience BA, JD CONTINUING LEGAL ED
COURSES IN REAL ESTATE + LAND DEVELOPMENT

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: _____

Do you currently have a relative serving on the board/committee to which you have applied? NO

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

Signature of Applicant 

Date 2/12/24

Return the completed and signed application form to: City of Birmingham, City Clerk's Office, 151 Martin, Birmingham, MI 48009 or by email to clerk@bhamgov.org or fax to 248.530.1080. Updated 11/18/2020

*By providing your email to the City, you agree to receive news & notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.



OFFICE USE ONLY
Meets Requirements? Yes No
Will Attend / Unable to Attend

APPLICATION FOR CITY BOARD OR COMMITTEE

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at www.bhamgov.org/boardopportunities.

(Please print clearly)

Board/Committee of Interest _____

Specific Category/Vacancy on Board _____ (see back of this form for information)

Name _____

Phone _____

Residential Address _____

Email * _____

Residential City, Zip _____

Length of Residence _____

Business Address _____

Occupation _____

Business City, Zip _____

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied _____

List your related employment experience _____

List your related community activities _____

List your related educational experience _____

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: _____

Do you currently have a relative serving on the board/committee to which you have applied? _____

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

 Signature of Applicant

 Date

Return the completed and signed application form to: City of Birmingham, City Clerk's Office, 151 Martin, Birmingham, MI 48009 or by email to carft@bhamgov.org or by fax to 248.530.1080.

Updated 12/02/19

**By providing your email to the City, you agree to receive 3A & notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.*

PLANNING BOARD

Chapter 82 – Section 82-27 – Seven Members

Job Requirements: An architect duly registered in this state, a building owner in the Central Business or Shain Park Historic District, 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	First Name	Home Business E-Mail	Appointed	Term Expires
Boyce 348 George St.	Janelle	(248) 321-3207 <i>jlwboyce@hotmail.com</i>	12/10/2007 Design profession	3/28/2026
Boyle 840 Wimbledon	Robin	(248) 961-1514 <i>r.boyle@wayne.edu</i>	4/19/2004 Planning professor	3/28/2025
Clein 1556 Yosemite	Scott	(313) 330-0217 <i>s.clein@comcast.net</i>	3/22/2010 Civil engineer/urban design	3/28/2025
Emerine 720 Bennaville Ave.	Jason	(312) 371-9398 <i>je@seiberkeast.com</i>	5/14/2018 Alternate	11/2/2023
Jeffares 1381 Birmingham Blvd	Stuart	(248) 321-2120 <i>stuartjeffares@gmail.com</i>	12/14/2015 Real estate profession	3/28/2024

Last Name	First Name	Home Business	Appointed	Term Expires
-----------	------------	---------------	-----------	--------------

Kaftan	Asher		2/27/2023 Student Representative	12/31/2023
---------------	--------------	--	-------------------------------------	------------

Koseck	Bert	(248) 302-4018 2441 Dorchester	10/12/2009 Architect	3/28/2026
<i>bkoseck@comcast.net</i>				

Ramin	Nasseem	(248) 765-9446 1701 Maryland	11/20/2017 Alternate/attorney	11/2/2023
<i>nramin@dykema.com</i>				

Share	Daniel	(248) 642-7340 1040 Gordon Lane	11/24/2014 Building owner	3/28/2024
<i>dshare@bsdd.com</i>				

Wiegand	Matthew		2/27/2023 Student Representative	12/31/2023
----------------	----------------	--	-------------------------------------	------------

Williams	J. Bryan	(248) 420-3522 1628 Latham St.	4/16/2007 Attorney	3/28/2024
<i>jwilliams@dickinsonwright.com</i>				

CITY BOARD/COMMITTEE ATTENDANCE RECORD

Name of Board: **PLANNING BOARD** Year: 2023
 Members Required for Quorum: **4**

MEMBER NAME	1/10	1/24	2/28	3/13	3/27	5/8	5/22	6/26	7/10	7/24	8/14	8/28	9/11	9/25	10/9	11/13	12/11				Total Mtgs. Att.	Total Absent	Percent Attended Available	
REGULAR MEMBERS																								
Janelle Boyce	A	P																				1	1	50%
Robin Boyle	P	A																				1	1	50%
Scott Clein	A	P																				1	1	50%
Stuart Jeffares	P	A																				1	1	50%
Bert Koseck	P	P																				2	0	100%
Daniel Share	P	P																				2	0	100%
J. Bryan Williams	A	P																				1	1	50%
ALTERNATES																								
Naseem Ramin	P	P																				2	0	100%
Jason Emerine	P	A																				1	1	50%
																						0	0	#DIV/0!
																						0	0	#DIV/0!
TOTAL	6	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

- KEY:**
- A = Member absent
 - P = Member present or available
 - CP = Member available, but meeting canceled for lack of quorum
 - CA = Member not available and meeting was canceled for lack of quorum
 - NA = Member not appointed at that time
 - NM = No meeting scheduled that month
 - CM = Meeting canceled for lack of business items

CITY BOARD/COMMITTEE ATTENDANCE RECORD

Name of Board: **PLANNING BOARD** Year: 2023
 Members Required for Quorum: **4**

MEMBER NAME	1/11	1/25	2/8	3/8	3/22	4/17	4/26	5/10	5/24	6/14	7/12	7/26	8/9	8/23	9/13	9/27	10/11	10/25	11/8	12/13	Total Mtgs. Att.	Total Absent	Percent Attended Available
REGULAR MEMBERS																							
Janelle Boyce	P	P	P	P	P	P	CM	P	CM	P	P	CM	A	CM	P	P	P	P	P	P	15	1	94%
Robin Boyle	A	P	P	A	P	P	CM	P	CM	P	P	CM	P	CM	P	A	P	P	P	P	13	3	81%
Scott Clein	P	P	P	P	P	P	CM	P	CM	P	P	CM	P	CM	P	P	P	P	P	P	16	0	100%
Stuart Jeffares	P	A	P	A	P	P	CM	A	CM	P	A	CM	P	CM	P	P	P	A	P	P	11	5	69%
Bert Koseck	P	P	A	P	P	P	CM	P	CM	P	P	CM	A	CM	P	P	A	P	P	A	12	4	75%
Daniel Share	P	P	P	P	A	P	CM	P	CM	P	A	CM	P	CM	P	P	P	P	P	P	14	2	88%
J. Bryan Williams	P	P	P	P	P	P	CM	A	CM	P	P	CM	A	CM	P	P	P	P	P	P	14	2	88%
ALTERNATES																							
Naseem Ramin	P	A	P	P	P	A	CM	P	CM	P	P	CM	A	CM	P	P	P	A	P	A	11	5	69%
Jason Emerine	P	P	P	P	P	P	CM	P	CM	P	P	CM	P	CM	A	P	P	P	A	P	14	2	88%
Asher Kaftan (Student)	NA	NA	NA	P	P	P	CM	A	CM	A	A	CM	P	CM	P	P	A	P	P	P	9	4	69%
Matthew Wiegand (Student)	NA	NA	NA	P	P	P	CM	P	CM	A	P	CM	P	CM	P	P	A	P	P	P	11	2	85%
TOTAL	8	7	8	7	8	8	0	7	0	9	7	0	5	0	8	8	8	7	8	7			

- KEY:**
- A = Member absent
 - P = Member present or available
 - CP = Member available, but meeting canceled for lack of quorum
 - CA = Member not available and meeting was canceled for lack of quorum
 - NA = Member not appointed at that time
 - NM = No meeting scheduled that month
 - CM = Meeting canceled for lack of business items

CITY BOARD/COMMITTEE ATTENDANCE RECORD

Name of Board: **PLANNING BOARD** Year: 2022

Members Required for Quorum: **4**

MEMBER NAME	1/12	1/26	2/9	2/23	3/10	3/23	4/13	4/27	5/11	5/25	6/8	6/22	7/13	7/27	8/10	8/24	9/14	9/28	10/12	10/26	11/9	12/14	SPEC MTG 3/31	Total Mtg. Att.	Total Absent	Percent Attended Available	
REGULAR MEMBERS																											
Janelle Boyce	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	CM	P	P	P	P	P	21	1	95%
Robin Boyle	P	P	A	P	A	P	A	P	P	P	P	P	P	P	P	P	A	A	CM	P	P	P	P	P	17	5	77%
Scott Clein	P	A	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	CM	P	A	P	P	P	18	4	82%
Stuart Jeffares	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	A	P	P	CM	P	P	P	P	P	19	3	86%
Bert Koseck	P	A	A	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	CM	A	P	P	A	P	16	6	73%
Daniel Share	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	CM	P	P	P	P	P	21	1	95%
J. Bryan Williams	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	CM	P	P	P	P	P	20	2	91%
ALTERNATES																											
Naseem Ramin	P	P	P	A	P	A	P	A	A	P	P	P	A	P	P	P	P	P	CM	A	P	P	A	P	15	7	68%
Jason Emerine	P	A	P	P	P	A	A	A	P	A	P	P	P	P	P	P	P	A	CM	P	A	A	P	P	14	8	64%
MacKinzie Clein (Student)	NA	NA	NA	NA	P	P	P	P	P	A	P	P	P	P	P	P	P	P	CM	P	A	A	P	P	15	3	83%
Andrew Fuller (Student)	NA	NA	NA	NA	NA	P	A	P	P	P	P	P	A	P	P	P	P	P	CM	P	P	A	A	P	13	4	76%
TOTAL	9	6	7	7	8	5	6	6	8	6	9	9	8	8	8	7	8	7	0	7	7	8	7				

- KEY:**
- A** = Member absent
 - P** = Member present or available
 - CP** = Member available, but meeting canceled for lack of quorum
 - CA** = Member not available and meeting was canceled for lack of quorum
 - NA** = Member not appointed at that time
 - NM** = No meeting scheduled that month
 - CM** = Meeting canceled for lack of business items

Department Head Signature

CITY BOARD/COMMITTEE ATTENDANCE RECORD

Name of Board: **PLANNING BOARD** Year: 2021

Members Required for Quorum: **4**

MEMBER NAME	1/12	1/27	2/10	2/24	3/10	3/24	4/14	4/28	5/12	5/26	6/9	6/23	7/14	7/28	8/11	8/25	9/9	9/23	10/13	10/27	11/10	12/8	12/16	SPEC MTG	SPEC MTG	Total Mtg. Att.	Total Absent	Percent Attended Available
REGULAR MEMBERS																												
Janelle Boyce	P	P	P	P	P	P	P	P	NM	P	P	P	A	P	P	P	P	P	P	P	P	P	A			20	2	91%
Robin Boyle	P	P	P	P	P	P	P	P	NM	P	A	P	P	P	P	P	A	P	P	P	A	P	P			19	3	86%
Scott Clein	P	P	P	P	P	P	P	A	NM	P	P	P	P	P	P	P	P	A	P	P	P	P	P			20	2	91%
Stuart Jeffares	P	P	P	P	P	A	P	P	NM	P	P	P	P	P	P	P	P	P	P	P	P	P	P			21	1	95%
Bert Koseck	P	P	P	P	P	P	P	P	NM	P	P	P	P	P	P	P	P	A	P	P	P	P	P			21	1	95%
Daniel Share	P	P	P	P	P	P	P	P	NM	P	P	P	A	A	P	P	P	P	P	P	P	P	P			20	2	91%
J. Bryan Williams	P	P	P	P	P	P	A	P	NM	P	P	P	P	P	P	P	P	P	P	P	P	P	P			21	1	95%
ALTERNATES																												
Naseem Ramin	P	P	P	P	P	P	P	A	NM	P	P	P	P	P	P	P	P	A	P	P	P	A	A			18	4	82%
Jason Emerine	P	P	P	P	P	P	P	P	NM	A	P	A	P	P	P	P	A	P	A	P	P	A	A			16	6	73%
Daniel Murphy (Stdnt)	NA	NA	NA	NA	P	P	P	A	NM	P	P	P	A	A	P	A	A	A	P	A	P	A	A			10	8	56%
Jane Wineman (Stdnt)	NA	NA	NA	NA	P	A	A	A	NM	A	A	A	A	A	A	A	A	A	A	P	A	A	A			2	16	11%
TOTAL	9	9	9	9	9	8	8	7	0	8	8	8	7	8	9	9	7	6	8				0	0				

- KEY:**
- A** = Member absent
 - P** = Member present or available
 - CP** = Member available, but meeting canceled for lack of quorum
 - CA** = Member not available and meeting was canceled for lack of quorum
 - NA** = Member not appointed at that time
 - NM** = No meeting scheduled that month
 - CM** = Meeting canceled for lack of business items

ARTICLE II. PLANNING BOARD¹

Sec. 82-26. Created.

There is hereby created a planning board for the city. The planning board is a locally organized board and is not established under the Municipal Planning Commission Act, Act No. 285 of the Public Acts of Michigan of 1931 (MCL 125.31 et seq.), as amended.

(Code 1963, § 5.401)

Sec. 82-27. Composition.

- (a) The planning board shall consist of seven regular members whose residences are located in the city.
- (b) One member of the planning board shall be an architect duly registered in this state, if such person is available. The other 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. One of the members of the planning board shall be a building owner in the central business district or Shain Park Historic District.
- (c) The city manager, city engineer and city planner, or the authorized representatives of any of them, and the student representative, shall be members ex officio of the planning board and shall have all rights of membership thereon, except the right to vote.
- (d) The city commission may also appoint not more than two alternate members for the same term as regular members of the planning board. The alternate member may be called on a rotating basis to sit as a regular member of the planning board in the absence of a regular member. An alternate member may also be called to service in the place of a regular member for the purpose of reaching a decision on a case in which the regular member has abstained for reasons of conflict of interest. The alternate member having been appointed shall serve in the case until a final decision has been made. The alternate member shall have the same voting rights as a regular member of the planning board.

(Code 1963, § 5.401; Ord. No. 1811, 7-28-03; Ord. No. 2147, 10-27-14)

Sec. 82-28. Terms.

Members of the planning board shall be appointed by the city commission for terms of office of three years; except that two members of the first board shall be appointed to serve for a term of one year, two for terms of two years, and three for terms of three years. All members shall hold office until their successors are appointed. A vacancy occurring in the membership of the planning board for any cause shall be filled by a person appointed by the city commission for the duration of the unexpired term.

(Code 1963, § 5.401)

¹Cross reference(s)—Boards and commissions, § 2-171 et seq.

Sec. 82-29. Removal of members.

- (a) Members of the planning board may, after a public hearing, be removed for cause.
 - (1) As used in this section, the term "cause" is defined as a determination by the city commission that a sufficient reason exists, as determined and defined by the city commission in its sole discretion, for the removal of a member of the planning board. The decision by the city commission to remove a member of the planning board shall be final and binding upon such member of the planning board and no appeal shall arise therefrom.
 - (2) As used in this section, the term "public hearing" is designed as an open meeting at which the determination is made by the city commission, in its sole discretion, that cause exists for the removal of a member of the planning board. For purposes of an orderly presentation, the city attorney shall serve as chairperson of the public hearing, and the city manager, or his/her designee, may present information to the city commission with respect to the potential removal of a member of the planning board. The city manager or his/her designee will be afforded the opportunity to address the city commission with respect to such information for a period not to exceed 30 minutes. The affected member of the planning board or his/her designated representative will be afforded the opportunity to address the city commission with respect to such information for a period not to exceed 30 minutes. The presentation of information by the city manager or his/her designee and the presentation of information by the affected member or his/her designated representative may, in accordance with applicable law, be conducted in a closed session. This Section shall not be construed as creating a right to a due process or evidentiary hearing.
- (b) This section shall not be construed as creating or bestowing upon a member of the planning board any employment status, property interest or any vested interest or right to continued membership on the planning board.

(Code 1963, § 5.402; Ord. No. 1817, 1-5-04)

Sec. 82-30. Compensation.

The members of the planning board shall serve as such without compensation.

(Code 1963, § 5.401)

Sec. 82-31. Organization and meetings.

- (a) The planning board shall, from its appointed members, elect a chairman and vice-chairman whose terms of office shall be fixed by the planning board. The chairman shall preside over the planning board and shall have the right to vote. The vice-chairman shall, in the case of absence or disability of the chairman, perform the duties of the chairman. The city planner or his authorized representative shall act as secretary of the planning board and shall keep a record of all of its proceedings.
- (b) At least four members of the planning board shall constitute a quorum for the transaction of its business.
- (c) The planning board shall:
 - (1) Adopt rules for the transaction of its business, which provide for the time and place of holding regular meetings.
 - (2) Provide for the calling of special meetings by the chairman or by at least two members of the planning board.

-
- (3) Keep a full and complete record of its resolutions, transactions, findings and determinations, which record shall be available to the city commission and to the public upon request.
 - (d) All meetings of the planning board shall be open to the public, and any person or his duly constituted representative shall be entitled to appear and be heard on any matter applicable to the business at hand before the planning board makes its decision.
 - (e) The concurring affirmative vote of four members of the planning board shall be required for approval of plans before it for review or for the adoption of any resolution, motion or other action by the planning board.

(Code 1963, § 5.403)

Sec. 82-32. Assistance.

The planning board may call upon the city manager for such services and data from the various departments as it may require. The planning board may recommend to the city commission the securing of such professional and consulting services as it may require; however, no expenditures of funds shall be made or contracts entered into for providing such professional or consulting services unless the same shall first be approved and authorized by the city commission.

(Code 1963, § 5.404)

Sec. 82-33. Duties.

- (a) It shall be the function and duty of the planning board to advise the city commission in regard to the proper development of the city. The planning board is specifically charged with carrying out the goals, objectives and intent of the city's adopted master plan and urban design plan and other development-oriented plans which may subsequently be adopted. The planning board is authorized to consult and cooperate with the planning, historic district and legislative bodies of other governmental units in any area outside the boundaries of the city. The planning board is authorized to prepare a recommendation for the physical development of the city, either in its entirety, or in part. Such recommendation, together with accompanying maps, plats, charts and descriptive matter, shall illustrate the planning board suggestions for the development of such territory.
- (b) The planning board is authorized to consider and act upon applications for soil filling permits under the provisions of section 50-126 et seq.
- (c) The planning board is authorized to recommend for the guidance of the city commission amendments to this Code relating to the control and development of lands within the city's historic districts. The planning board may, from time to time, amend, extend or add to such recommendations; and the same shall be made with the general purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the municipality and its environs. The planning board may hold such public meetings and/or hearings from time to time, as it may deem advisable or necessary in connection with the proper performance of its functions under this article.
- (d) Not later than April 1 of each year, the planning board shall prepare and submit to the city manager a tentative outline of its program for the ensuing year. Joint meetings of the city commission and of the planning board shall be held at least semi-annually, at a time designated by the mayor. It shall be the duty of the mayor to call such meeting in accordance with the provisions of this section.

(Code 1963, § 5.405; Ord. No. 1777, 1-28-02; Ord. No. 1838, 6-28-04; Ord. No. 1858, 3-7-05)

Sec. 82-34. Review and recommendations.

- (a) The planning board shall have the responsibility for site plan and design review for nonhistoric properties and joint site plan review of historic properties with the design review board as outlined in chapter 127 of this Code. It shall be the function of the planning board to pass upon all matters referred to it by the city commission and to give to the city commission the benefit of its judgment with relation to such matters so referred. Matters so referred may include but not necessarily be restricted to:
- (1) Requests for changes to the zoning map;
 - (2) Requests for amendments to the zoning ordinance text;
 - (3) Requests for closing, opening or altering a street or an alley;
 - (4) Requests for issuing building permits;
 - (5) Requests for special land use permits; and
 - (6) Any other matters which bear relation to the physical development or growth of the municipality.
- (b) When any recommendation has been made by the planning board, the same shall be referred to the city commission or other appropriate city boards.

(Code 1963, § 5.406; Ord. No. 1882, 7-24-06)

Secs. 82-35—82-55. Reserved.

**NOTICE OF INTENTION TO APPOINT TO
ARCHITECTURAL REVIEW COMMITTEE**

At the meeting of Monday, March 18, 2024, the Birmingham City Commission intends to appoint one regular member to the Architectural Review Committee to serve a three-year term to expire April 11, 2027, and one regular member to serve the remainder of a three-year term to expire April 11, 2025. Members of this Committee will be appointed by the Commission. The Committee shall consist of three Michigan licensed architects who reside in 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, March 13, 2024. 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.

Responsibilities

The purpose of this committee is to review certain public improvement projects initiated by the City and referred to the committee by the City Manager or his/her designee. The Committee is expected to offer opinions as to what physical alterations or enhancements could be made to these projects in order to improve the aesthetic quality of the project and the City’s overall physical environment.

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.

Applicant(s) Presented for City Commission Consideration:

Applicant Name	Criteria & Qualifications
	Michigan Licensed Architect & Resident of the City of Birmingham
Larry Bertollini	Resident who is a licensed Michigan architect who is currently a member of the board; experienced with design, construction, and review.

SUGGESTED ACTION:

To appoint _____ to the Architectural Review Committee as a regular member to serve a three-year term to expire April 11, 2027.

To appoint _____ to the Architectural Review Committee as a regular member to serve the remainder of a three-year term to expire April 11, 2025.

OFFICE USE ONLY	
Meets Requirements?	Yes No
Will Attend / Unable to Attend	

APPLICATION FOR CITY BOARD OR COMMITTEE

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at www.bhamgov.org/boardopportunities.

(Please print clearly)

Board/Committee of Interest ARC-ARCHITECTURAL REVIEW COMMITTEE

Specific Category/Vacancy on Board MICHIGAN LICENSED ARCHITECT (see back of this form for information)

Name LARRY BERTOLLINI

Phone 248 646 6677

Residential Address 1275 WEBSTER

Email * lbertollini@att.net

Residential City, Zip BIRMINGHAM, MI 48009

Length of Residence SINCE 1985

Business Address STRAUB FETTITT YASTE 890 North Crooks

Occupation Architect

Business City, Zip CLAWSON, MI 48017

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied _____

LICENSED ARCHITECT - STATE OF MICHIGAN. I WOULD LIKE TO CONTINUE TO SERVE THE CITY OF BIRMINGHAM IN CAPACITY OF MY ARCHITECTURAL BACKGROUND & PROFESSION

List your related employment experience DESIGN & CONSTRUCTION DOCUMENTATION OF RESIDENTIAL, COMMERCIAL, HIGHER EDUCATION BLDG TYPES

List your related community activities HELP WITH ORGANIZING MEETINGS & PICNICS WITH THE TORRY COMMUNITY ASSOCIATION.

List your related educational experience LAWRENCE TECH UNIVERSITY BACH OF SCIENCE IN ARCHITECTURE

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: _____

NONE

Do you currently have a relative serving on the board/committee to which you have applied? NO

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

Larry Bertollini

02-07-2024

Signature of Applicant

Date

Return the completed and signed application form to: City of Birmingham, City Clerk's Office, 151 Martin, Birmingham, MI 48009 or by email to clerk@bhamgov.org or fax to 248.530.1080. Updated 11/18/2020

*By providing your email to the City, you agree to receive news & notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.



ARCHITECTURAL REVIEW COMMITTEE

Resolution #: 03-101-04

Purpose: To review certain public improvement projects initiated by the city and referred to the committee by the city manager or his/her designee. The committee is expected to offer opinions as to what physical alterations or enhancements could be made to these projects in order to improve the aesthetic quality of the project and the city's overall physical environment.

Members: The committee shall consist of three Michigan licensed architects who reside in the City of Birmingham.

Term: Three years

Last Name	First Name	Home Business E-Mail	Appointed	Term Expires
Alvarez-Isasi 937 Smith	Javier	(718) 490-9833 <i>jalvarez.isasi@gmial.com</i>	9/18/2023 Michigan Licensed Architect & Resident of Birmingham	4/11/2026
Bertollini 1275 Webster	Larry	(248) 646-6677 <i>lbertollini@att.net</i>	6/25/2012 Michigan Licensed Architect & Resident of Birmingham	4/11/2024
Vacated	4/11/2022			4/11/2025 Michigan Licensed Architect & Resident of Birmingham

03-29-04

03-101-04 AD HOC ARCHITECTURAL REVIEW COMMITTEE

Mr. Sabo introduced this resolution and stated that this committee does not create another level of review.

Commissioner Hoff suggested that architects be considered who work in the city as well as live in the city.

Mr. Markus responded that he felt that members who lived in the city would be more practical with the city taxes.

MOTION: Motion by Thorsby, seconded by Plotnik:

Whereas, the Downtown Birmingham 2016 report Process Two, page 45, of the final report dated November 1, 1996 found that certain discretionary aesthetic decisions are, of necessity, made by City staff, and

Whereas, in the discussion of Process Two it was noted that the physical design of certain improvements within the City do not receive the benefit of an eye worthy of a City that considers itself the artistic capital of the region, and

Whereas, in the recommendation of Process Two it was suggested that the position of consulting town architects could be created to advise staff in matters of design review, and

Whereas, the Planning Division recommended, in a report to the City Commission dated February 23, 2004, that an architectural review Ad Hoc committee be created for a one year trial period, and

Whereas, the Birmingham City Commission determined that such an Ad Hoc committee should be created for a one year trial basis for purposes of reviewing certain public improvement projects and offering advisory opinions.

Now Therefore Be It Resolved that an Ad Hoc Architectural Review Committee for review of certain public improvement projects is hereby established and is subject to the following provisions:

1. A three member committee shall consist of three Michigan licensed architects who reside in the City of Birmingham. The members shall be appointed by the City Commission for a term of one year from the date of appointment.
2. The purpose of the Architectural Review Committee shall be to meet in properly noticed public meetings to review certain public improvement projects initiated by the City and referred to the committee by the City Manager or his/her designee. The committee is expected to offer advisory opinions as to what physical alterations or enhancements could be made to these projects in order to

improve the aesthetic quality of the project and the City's overall physical environment.

3. Only those public projects which are initiated after the appointment of all Ad Hoc Architectural Committee members and which are referred by the City Manager or his/her designee shall be reviewed by the committee. Generally, only those projects which are above grade improvements, and/or for which no other appointed board or committee review is conducted, and/or for which no adopted City standard is in place for the proposed improvement would be reviewed by the committee.
4. It is intended that the review process will not cause additional time to be added to the improvement process so as to be seamless in the review of certain public improvement projects. It is anticipated that the committee and appropriate City staff will arrange for an orderly flow of meetings early enough in the improvements process to minimize the added cost of any aesthetic enhancement that may be added to a public improvement. The City Manager or his/her designee will be the final determinant in deciding whether to incorporate the advisory recommendations or not. The determination will be reported to the committee and included in the minutes/records of the committee.
5. The City staff will keep minutes/records of the meetings of the committee which will be available to the public.
6. The committee will operate for a period of one year from the date of the last appointment of the three member committee.
7. During the last month of the operation of the committee the City Manager or his/her designee will file a report with the City Commission as to the operation of the committee so that the Commission may determine if they wish to continue the operation of the committee beyond the one year trial period.
8. The City Clerk is hereby directed to advertise the vacancies on this committee and arrange for the applicants to be interviewed by the City Commission for appointment to this committee.

Mr. Markus responded to Clinton Baller that this could become a standing committee after a trial period. Mr. Baller also suggested that the language include landscape architects as well. Mr. Markus clarified that only city projects which are not already designed by architects or landscape architects would be sent to this review committee.

VOTE: Yeas, 7
 Nays, None
 Absent, None

ARCHITECTURAL REVIEW COMMITTEE FOR REVIEW OF CERTAIN PUBLIC
IMPROVEMENT PROJECTS

Whereas, the Downtown Birmingham 2016 report Process Two, page 45, of the final report dated November 1, 1996 found that certain discretionary aesthetic decisions are, of necessity, made by City staff, and

Whereas, in the discussion of Process Two it was noted that the physical design of certain improvements within the City do not receive the benefit of an eye worthy of a City that considers itself the artistic capital of the region, and

Whereas, in the recommendation of Process Two it was suggested that the position of consulting town architects could be created to advise staff in matters of design review, and

Whereas, the Planning Division recommended, in a report to the City Commission dated February 23, 2004, that an architectural review Ad Hoc committee be created for a one year trial period, and

Whereas, on March 29, 2004, the City Commission created an Architectural Review Ad Hoc committee for a one year trial period for purposes of reviewing certain public improvement projects and offering advisory opinions, and

Whereas the City Commission has determined that the involvement of the Ad Hoc Architectural Review Committee has been beneficial and should be created as a standing committee.

Now Therefore Be It Resolved that an Architectural Review Committee for review of certain public improvement projects is hereby established as a standing committee and is subject to the following provisions:

1. A three member committee shall consist of three Michigan licensed architects who reside in the City of Birmingham. The members shall be appointed by the City Commission for a term of three years from the date of appointment. The initial terms of the committee shall be one term for one (1) year, one term for (2) years, and one term for three (3) years beginning from the date of appointment. Thereafter, all terms shall be for three years. Members shall serve without compensation and shall serve until replaced. Members may be removed by majority vote of the city commission.
2. The purpose of the Architectural Review Committee shall be to meet in properly noticed public meetings to review certain public improvement projects initiated by the City and referred to the committee by the City Manager or his/her designee. The committee is expected to offer advisory opinions as to what physical alterations or enhancements could be made to these projects in order to improve the aesthetic quality of the project and the City's overall physical environment.

3. Only those public projects which are initiated after the appointment of all Ad Hoc Architectural Committee members and which are referred by the City Manager or his/her designee shall be reviewed by the committee. Generally, only those projects which are above grade improvements, and/or for which no other appointed board or committee review is conducted, and/or for which no adopted City standard is in place for the proposed improvement would be reviewed by the committee.
4. It is intended that the review process will not cause additional time to be added to the improvement process so as to be seamless in the review of certain public improvement projects. It is anticipated that the committee and appropriate City staff will arrange for an orderly flow of meetings early enough in the improvements process to minimize the added cost of any aesthetic enhancement that may be added to a public improvement. The City Manager or his/her designee will be the final determinant in deciding whether to incorporate the advisory recommendations or not. The determination will be reported to the committee and included in the minutes/records of the committee.
5. The City staff will keep minutes/records of the meetings of the committee which will be available to the public.



**NOTICE OF INTENTION TO APPOINT TO THE
PARKS AND RECREATION BOARD**

At the regular meeting of Monday, March 18, 2024, the Birmingham City Commission intends to appoint to the Parks and Recreation Board three regular members to serve three year terms expiring on March 13, 2027.

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, March 13, 2024. 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.

Responsibilities

The Parks & Recreation Board consists of seven members and two alternate members who serve for three-year terms without compensation. The goal of the board is to promote a recreation program and a park development program for the City of Birmingham. The Board shall recommend to the City Commission for adoption such rules and regulations pertaining to the conduct and use of parks and public grounds as are necessary to administer the same and to protect public property and the safety, health, morals, and welfare of the public.

The meetings are held the first Tuesday of the month at 6:30 P.M.

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.

Applicant(s) Presented for City Commission Consideration:

Applicant Name	Criteria & Qualifications Members must be electors (registered voters) of the City of Birmingham.
Jessica Einstein	Registered elector who currently holds an alternate position on the Parks and Recreation Board, has a background in scaling community functions.
Susan Collins	Registered elector who has been serving on the board for over four years and helped work on the Parks and Recreation Master Plan.
Heather Carmona	Registered elector who has been serving on the board for over six years and served as a chair person for the past two years.

SUGGESTED ACTION:

To appoint _____ to the Parks and Recreation Board as a regular member to serve a three-year term to expire March 13, 2027.

To appoint _____ to the Parks and Recreation Board as a regular member to serve a three-year term to expire March 13, 2027.

To appoint _____ to the Parks and Recreation Board as a **regular member** to serve a three-year term to expire March 13, 2027.

OFFICE USE ONLY
Meets Requirements? Yes No
Will Attend / Unable to Attend

APPLICATION FOR CITY BOARD OR COMMITTEE

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at www.bhamgov.org/boardopportunities.

(Please print clearly)

Board/Committee of Interest Parks and Recreation Board of Directors

Specific Category/Vacancy on Board Vacant Seat (see back of this form for information)

Name Jessica Einstein

Phone 248-821-0306

Residential Address 419 Pilgrim Avenue

Email * jessicaeinstein@gmail.com

Residential City, Zip Birmingham, MI 49009

Length of Residence 3+ years

Business Address _____

Occupation Owner/CEO Consulting Firm

Business City, Zip _____

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied _____

I am currently an alternate member on the Parks and Recreation Board. I've loved being involved in the city and park planning process and have am deeply committed to the parks in our city and bringing our community together. I've thoroughly enjoyed being a part of the Master Plan process and would love to see it through as a full Board Member.

List your related employment experience My background is in building and scaling companies through marketing and community functions. I recently founded Birmingham Advisory Group, a boutique consulting firm dedicated to helping organizations overcome growth challenges.

List your related community activities In Washington, DC I served on the board of the YMCA, Anthony Bowen where I focused on developing curriculum and resources for young families to come together and have support. I joined the Park and Recreation Board as an alternate member in May 2023. I'm also a founding member of Detroit Women in Business for Good.

List your related educational experience I went to Birmingham Public Schools (Quarton, Derby, Seaholm) and studied philosophy and sociology at Denison University.

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: no

Do you currently have a relative serving on the board/committee to which you have applied? no


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


Signature of Applicant

1/11/2023
Date

Return the completed and signed application form to: City of Birmingham, City Clerk's Office, 151 Martin, Birmingham, MI 48009 or by email to clerk@bhamgov.org or fax to 248.530.1080.

Updated 11/18/2020

**By providing your email to the City, you agree to receive  & notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.*

OFFICE USE ONLY	
Meets Requirements?	Yes No
Will Attend / Unable to Attend	

APPLICATION FOR CITY BOARD OR COMMITTEE

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at www.bhamgov.org/boardopportunities.

(Please print clearly)

Board/Committee of Interest Parks and Recreation

Specific Category/Vacancy on Board Reapply currently on board (see back of this form for information)

Name Susan Collins

Phone 248-761-6873

Residential Address 958 Pleasant St

Email * sbdcollins@comcast.net

Residential City, Zip Birmingham MI 48009

Length of Residence 12+ yrs

Business Address _____

Occupation Retired

Business City, Zip _____

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied Four plus years on the P+R board. I was very involved in the recent P+R Master Plan and I would like to continue on w/this important work. Initially, I was on a task force for the board. Due to my extensive background w/the ice arena I was a lead on that project; worked on Adams Park and the trails.

List your related employment experience _____
12+ years in management at Legal Pub company, Lexis Nexis, 10+ years in sales

List your related community activities Many board positions including Treasurer @ Cranbrook Swim Club; Treasurer: Fig. Skate Club of Birm, Seaholm Orchestra Booster/Treasurer; Managed Birm. United U.S. Skating team.

List your related educational experience _____
M.B.A / Wayne State B.S. / Oakland University

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: NO

Do you currently have a relative serving on the board/committee to which you have applied? NO

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

Signature of Applicant _____

Date 1/15/24

Return the completed and signed application form to: City of Birmingham, City Clerk's Office, 151 Martin, Birmingham, MI 48009 or by email to clerk@bhamgov.org or fax to 248.530.1080.

*By providing your email to the City, you agree to receive news & notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time. **3C**

Birmingham City Commission

151 Martin Street

Birmingham Mi 48009

March 4, 2024

Dear Commissioners,

Please accept this letter as notice of my interest in continuing to serve as a Birmingham Parks and Recreation Board member.

My initial interest was in the potential renovations of the ice arena. I started attending the P & R meetings as a member of the public as the arena is near and dear to my heart. After a few months I was brought in as an alternate board member, after several months I accepted an appointment to fill a partial term due to the departure of a longstanding board member which then led to my current term that expires this month.

When the bond passed in 2020 I served on a task force dedicated to the projects funded by the bond. The Ice arena was up first and having served on the Figure Skating Club of Birmingham Board as well as having spent so much time at the rink over the years I had a unique understanding of the needs of the community and the arena. Therefore, I was very involved in this project as we developed and implemented the renovations. It was a wonderful opportunity to work on this project. As a skating mom I have been to many ice arenas in the state and am happy to say Birmingham Ice Arena is one of the best.

We moved on to Adams Park, Pickleball, the Trails and most recently the Five Year Master Plan. Working on the Master Plan was a unique opportunity to really dive into the details and develop a better understanding of what the community is looking for, improve on sustainability within our parks and inclusivity so that everyone can enjoy our parks. I appreciated the comments at the December City Commission meeting when the plan was approved. It was very helpful to hear your feedback and I will continue to ask myself, "What don't we know'.

I regret that I am not in attendance this evening as I would like to continue to be a part of this board. I am on cruise with extended family that was planned last summer. My understanding is that the wi-fi is not reliable therefore please accept this letter in my absence.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Susan B. Collins", followed by a long horizontal line extending to the right.

Susan B. Collins



OFFICE USE ONLY
Meets Requirements? Yes No
Will Attend / Unable to Attend

APPLICATION FOR CITY BOARD OR COMMITTEE

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at www.bhamgov.org/boardopportunities.

(Please print clearly)

Board/Committee of Interest Parks and Recreation Board

Specific Category/Vacancy on Board Regular Member (see back of this form for information)

Name Heather Carmona Phone 248-867-1346

Residential Address 887 Lakeview Avenue Email * htcarmona@sbcglobal.net

Residential City, Zip _____ Length of Residence 15 years

Business Address _____ Occupation Managing Director

Business City, Zip _____

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied _____

I have served for the past 6 six years on the P&R Board, the last 2 serving as Chairperson. I would like to continue ~~to see the Bond projects through completion and setting the stage for future efforts as part of the new Master Plan.~~

List your related employment experience _____

Working in fundraising, I understand budgets, timelines, and the importance of cultivating public support

List your related community activities _____

Recently joined the Birmingham YMCA as a Board member, avid daily park user

List your related educational experience _____

Past experience working in community and economic development

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: _____

None

Do you currently have a relative serving on the board/committee to which you have applied? None

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

Heather Carmona _____ 2/27/24 _____
Signature of Applicant Date

Return the completed and signed application form to: City of Birmingham, City Clerk's Office, 151 Martin, Birmingham, MI 48009 or by email to derksoffice@bhamgov.org or by fax to 248.530.1080. Updated 3/24/2021

*By providing your email to the City, you agree to receive news & notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.



PARKS AND RECREATION BOARD

Article II, Section 78

Objectives: The Parks and Recreation Board shall promote a recreation program and a park development program for the City. The Board shall recommend to the city commission for adoption such rules and regulations pertaining to the conduct and use of parks and public grounds as are necessary to administer the same and to protect public property and the safety, health, morals, and welfare of the public.

Seven regular members, Three-year Terms, Appointed by the City Commission
 Two alternate members, Three-year Terms, Appointed by the City Commission
 Members must be electors of the City of Birmingham
 Meetings held the first Tuesday of each month at 6:30 PM.

Last Name	First Name	Home Address	Home Business E-Mail	Appointed	Term Expires
Carmona	Heather	887 Lakeview Ave.	(248) 867-1346	3/12/2018 Regular Member	3/13/2024
<i>htcarmona@sbcglobal.net</i>					
Collins	Susan	958 Pleasant	(248) 761-6873	3/9/2020 Regular Member	3/13/2024
<i>sbdcollins@comcast.net</i>					
Einstein	Jessica	419 Pilgrim Ave	(248)821-0306	5/8/2023 Alternate	3/13/2025
<i>jessicaeinstein@gmail.com</i>					

Last Name Home Address	First Name	Home Business E-Mail	Appointed	Term Expires
Glasier	Kate		2/27/2023 Student representative	12/31/2023
Graham 884 Knox	Pam	(248) 408-6277 <i>pamcracker@gmail.com</i>	1/13/2020 Regular Member	3/13/2026
Kupczyk 592 W Lincoln	Sarah	(773)414-4727 <i>sc23carroll@gmail.com</i>	3/27/2023 Regular Member	3/13/2026
Lipp 2682 Buckingham	Anne	(248) 225-0136 <i>aecubera@gmail.com</i>	11/23/2020 Regular Member	3/13/2025
Reynolds	Archie		2/27/2023 Student representative	12/31/2023
Rusche 358 Henley St.	John	(248) 731-7068 (248) 219-8114 <i>jprusche@aol.com</i>	9/6/2018 Regular Member	3/13/2024

Last Name	First Name	Home Business	Appointed	Term Expires
Sweeney 160 Larchlea Ave	Steve	(248) 875-9973 <i>stevesweeney22@yahoo.com</i>	3/28/2022 Regular Member	3/13/2026
Wrobel 2665 Windemere	Joe	(248)225-5937 <i>wrobel4j@aol.com</i>	4/3/2023 Alternate	3/13/2026

CITY BOARD/COMMITTEE ATTENDANCE RECORD

Name of Board: Parks and Recreation Board
 Members Required for Quorum: 4

Year: 2023

MEMBER NAME	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	SPEC MTG	SPEC MTG	Total Mtgs. Att.	Total Absent	Percent Attended Available	
REGULAR MEMBERS													10/24					
Heather Carmona	P	P	P	P	P	P	P	P	P	P	P	P	P		13	0	100%	
Susan Collins	P	P	P	P	P	P	P	P	P	P	A	P	P		12	1	92%	
Anne Lipp	P	P	P	P	P	P	P	P	P	P	P	P	P		13	0	100%	
Pam Graham	P	P	P	P	P	P	P	P	P	P	P	P	P		13	0	100%	
Sarah Kupczyk (appointed 3/27/2023)				P	P	A	A	P	A	P	P	P	P		7	3	70%	
John Rusche	P	P	P	P	P	P	P	P	P	P	P	P	P		13	0	100%	
Steve Sweeney (appointed 3/27/2023)				P	A	P	P	P	A	P	P	P	P		8	2	80%	
STUDENTS																		
Katie Glasier			P	P	P	A	P	A	P	A	P	P	P		8	3	73%	
Archey Reynolds			A	P	A	P	P	P	P	A	A	A	A		5	6	45%	
ALTERNATES																		
Jessica Einstein (appointed 5/8/2023)						P			P						3	0	100%	
Joe Wrobel (appointed 4/3/2023)		P	P												2	0	100%	
Present or Available	5	6	7	9	8	8	9	8	9	7	8	8	8	0				

- KEY:**
- A = Member absent
 - P = Member present or available
 - CP = Member available, but meeting canceled for lack of quorum
 - CA = Member not available and meeting was canceled for lack of quorum
 - NA = Member not appointed at that time
 - NM = No meeting scheduled that month
 - CM = Meeting canceled for lack of business items

 Department Head Signature

CITY BOARD / COMMITTEE ATTENDANCE RECORD

Name of Board: Parks and Recreation Board
 Members Required for Quorum: 4

Year: 2022

MEMBER NAME	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	SPEC MTG	SPEC MTG	Total Mtgs. Att.	Total Absent	Percent Attended Available	
REGULAR MEMBERS																		
Heather Carmona	P	P	P	P	P	A	P	P	P	P	P	P			11	1	92%	
Susan Collins	P	P	P	P	P	P	P	P	P	A	P	P			11	1	92%	
Anne Lipp															10	0	100%	
Pam Graham	P	P	P	A	P	A	P	A	P	P	P	P			9	3	75%	
Ross Kaplan	P	P	A	P	P	P	P	P	P	A	P	P			10	2	83%	
Eleanor Noble	A	P	P	P	A	P	A	A	P	P	P	P			8	4	67%	
John Rusche	P	P	P	P	P	P	P	P	P	P	P	P			12	0	100%	
STUDENTS																		
Matthew Windsor	NA	NA	NA	P	P	P	P	A	P	A	A	P			6	3	67%	
Zachary Miketa	NA	NA	NA	P	P	P	P	A	A	A	A	P			5	4	56%	
ALTERNATES																		
Steve Sweeney					P	P												
Kyle Goulding				P		P	P	P		P								
Present or Available	5	6	7	9	9	9	9	7	8	7	7	9	0	0				

- KEY:**
- A = Member absent
 - P = Member present or available
 - CP = Member available, but meeting canceled for lack of quorum
 - CA = Member not available and meeting was canceled for lack of quorum
 - NA = Member not appointed at that time
 - NM = No meeting scheduled that month
 - CM = Meeting canceled for lack of business items

Department Head Signature _____

CITY BOARD/COMMITTEE ATTENDANCE RECORD

Name of Board: **Parks and Recreation Board** Year: **2021**
 Members Required for Quorum: **4**

MEMBER NAME	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	SPEC MTG	SPEC MTG	Total Mtgs. Att.	Total Absent	Percent Attended Available	
REGULAR MEMBERS																		
Heather Carmona	P	P	P	P	P	P	P	P	P	P	P	P			12	0	100%	
Susan Collins	P	P	P	P	P	P	A	P	P	A	P	P			10	2	83%	
Dominick Pulis	P	P	P	P	P	P	P	P	P	P	A	P			11	1	92%	
Pam Graham	P	P	P	P	P	P	P	P	P	P	P	P			12	0	100%	
Ross Kaplan	A	P	P	P	P	P	P	P	A	A	P	P			9	3	75%	
Eleanor Noble	P	P	P	P	P	P	A	P	P	P	P	P			11	1	92%	
John Rusche	P	A	P	P	P	P	P	P	P	P	P	P			11	1	92%	
STUDENTS																		
R.J. Carrel (Groves)	NA	NA	P	P	P	P	P	P	A	P	A	P			8	2	80%	
Alison Chapnick (Groves)	NA	NA	P	P	P	A	P	A	P	P	P	A			7	3	70%	
Kyle Sayers (Seaholm)	NA	NA	A	A	P	A	A	A	P	A	A	A			2	8	20%	
ALTERNATES																		
Jeffrey LaBelle																		
Anne Lippe	P	P					P											
Present or Available	6	6	9	9	10	8	7	8	8	7	7	8	0	0	0	0	0	100%

Will be filled in February, 2022

- KEY:**
- A = Member absent
 - P = Member present or available
 - CP = Member available, but meeting canceled for lack of quorum
 - CA = Member not available and meeting was canceled for lack of quorum
 - NA = Member not appointed at that time
 - NM = No meeting scheduled that month
 - CM = Meeting canceled for lack of business items

Department Head Signature

January 2021-Ross Kaplan arrived at 6:31 pm

ARTICLE II. PARKS AND RECREATION BOARD¹

Sec. 78-26. Created; composition.

There is hereby created a parks and recreation board consisting of the city manager and the director of public services or their designated representatives as nonvoting ex-officio members, and seven members, who are electors in the city, appointed by the city commission.

The city commission may appoint two alternate members to serve as needed on the parks and recreation board during their term of appointment. An alternate member may be called on a rotating basis to sit as a regular member of the parks and recreation board in the absence of a regular member. An alternate member may also be called to service in the place of a regular member for the purpose of reaching a decision on a case in which the regular member has abstained for reasons of conflict of interest. An alternate member having been appointed shall serve in the case until a final decision has been made. An alternate member shall have the same voting rights as a regular member of the parks and recreation board.

(Code 1963, § 3.21; Ord. No. 2233, 5-22-17)

Sec. 78-27. Terms of members; vacancies.

The initial members of the parks and recreation board shall be appointed for the following terms: Two for one year, two for two years, and three for three years. Thereafter, all such appointments, except to fill vacancies, shall be for a term of three years. All appointments for the purpose of filling vacancies occurring otherwise than by expiration of term of office, shall be for the unexpired term.

(Code 1963, § 3.21)

Sec. 78-28. Organization.

Within 15 days after the appointment of members to the original parks and recreation board and within 15 days after the making of annual appointments to the board, the members of the board shall meet in regular session and elect from the members a chairman who shall be the presiding officer of the board, and a vice-chairman who shall serve in the absence of the chairman. A secretary who shall keep and maintain the minutes and records of the board shall also be elected. The secretary need not be a member of the board. The terms of office for such officers shall be one year and until their successors have been elected, and there shall be no limitation upon successive elections of the same person to any office. The ex-officio members of the board may not act as chairman or vice-chairman but may act as secretary.

(Code 1963, § 3.22)

¹Cross reference(s)—Boards and commissions, § 2-171 et seq.

Sec. 78-29. Compensation.

All members of the parks and recreation board, except ex-officio members, shall serve without compensation.

(Code 1963, § 3.23)

Sec. 78-30. Meetings and quorum.

The parks and recreation board shall set a time for a regular meeting at least once each month and shall determine the manner in which special meetings may be noticed and held. The chairman may cancel a meeting if there is no matter requiring consideration by the board. A quorum for the transaction of business at the regular and special meetings shall be five members, at least one of whom shall be an ex-officio member or his designated representative.

(Code 1963, § 3.24; Ord. No. 2022, 2-22-10)

Sec. 78-31. Objectives and duties.

The parks and recreation board shall promote a recreation program and a park development program for the city. In carrying out these objectives it shall:

- (1) Serve as a forum for the consideration of policy matters related to the operation of a park and recreation program.
- (2) Advise the public with regard to the policies established by the city commission relating to the park and recreation program.
- (3) Serve in advisory capacity to the city commission in regard to all matters affecting parks and recreation which are referred to it by the city commission.
- (4) Recommend to the city commission a recreation program, fee schedules, and the adoption of a long-range program for the development of park areas and facilities.
- (5) Recommend to the city commission hours of operation and allocation of facility use.

(Code 1963, § 3.25)

Sec. 78-32. Regulations.

The parks and recreation board shall recommend to the city commission for adoption such rules and regulations pertaining to the conduct and use of parks and public grounds as are necessary to administer the same and to protect public property and the safety, health, morals, and welfare of the public. The violation of any such duly adopted rule or regulation by any party shall be deemed to constitute a violation of this section.

(Code 1963, § 3.26)

Sec. 78-33. Scope of authority.

The parks and recreation board is a nonadministrative board serving solely in an advisory capacity. In that capacity, the board may make recommendations to the city commission but may not assume any legislative or

administrative authority in the operation of any city department, park, or recreation facility except as specifically provided in this article.

(Code 1963, § 3.27)

Secs. 78-34—78-55. Reserved.



**NOTICE OF INTENTION TO APPOINT TO
THE BOARD OF ETHICS**

At the regular meeting of Monday, March 18, 2024, the Birmingham City Commission intends to appoint one alternate member to the Ethics Board to serve the remainder of a three-year term set to expire June 30, 2026.

Board members are to serve as an advisory body for the purpose of interpreting the Code of Ethics. The board consists of three regular members and up to two alternate members who serve without compensation. The members shall be residents and have legal, administrative, or other desirable qualifications.

Interested citizens may submit an application available at the City Clerk’s Office or online at bhamgov.org/boardopportunities. Applications must be submitted to the City Clerk’s Office at or before noon on Wednesday, March 13, 2024. 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.

Applicant(s) Presented for City Commission Consideration:

Applicant Name	Criteria/ Qualifications
Michael Minelli	Applicants shall be residents and have legal administrative or other desirable qualifications. Long term resident with an undergraduate degree and MBA.
Tina Marie Varlesi	Awarded two Masters Degrees in social work with legal work that involved ethics topics.
Irene Hathaway	40-year career as a litigation attorney with work which included cases handling ethics and public corruption.
Melissa Demorest LeDuc, Esq.	19-year practicing attorney with experience in real estate matters and advising business on best practice standards.

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

SUGGESTED COMMISSION ACTION:

To appoint _____ as an alternate member to the Board of Ethics to serve a three-year term to expire June 30, 2026.



OFFICE USE ONLY
 Meets Requirements? Yes No
 Will Attend / Unable to Attend

APPLICATION FOR CITY BOARD OR COMMITTEE

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at www.bhamgov.org/boardopportunities.

(Please print clearly)

Board/Committee of Interest ETHICS BOARD AND MULTI-MODAL BOARD

Specific Category/Vacancy on Board _____ (see back of this form for information)

Name Michael Mendle Phone (313) 303-4331

Residential Address 377 ALLINGTON STREET Email * MIKE @ MENDEL

Residential City, Zip 48009 Length of Residence 27 years

Business Address 4000 TOWN CENTER SUITE 60 Occupation EXECUTIVE (CEO/FOUNDER)

Business City, Zip 48075

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied _____

I LEARNED RECENTLY THROUGH SHELDON ALLINGTON RESEARCH PROJECT THAT THERE WERE OPENINGS AND I WANTED TO HELP.

List your related employment experience 30+ YEARS OF BUSINESS EXPERIENCE.

List your related community activities NOT VERY INVOLVED SO I WOULD LIKE TO GET INVOLVED

List your related educational experience UNDERGRADUATE PLUS MBA

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: _____

NONE

Do you currently have a relative serving on the board/committee to which you have applied? NONE

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

Signature of Applicant Ma Mendle Date 2/12/2024

Return the completed and signed application form to: City of Birmingham, City Clerk's Office, 151 MartIn, Birmingham, MI 48009 or by email to clerk@bhamgov.org or fax to 248.530.1080. Updated 11/18/2020

*By providing your email to the City, you agree to receive 3D & notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.

RECEIVED

Will Attend / Unable to Attend
FEB 14 2024
10:58 AM

APPLICATION FOR CITY BOARD OR COMMITTEE

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at www.bhamgov.org/boardopportunities.

(Please print clearly)

Board/Committee of Interest Ethics Board

Specific Category/Vacancy on Board _____ (see back of this form for information)

Name Tina Marie Varleski Phone 248-930-7437

Residential Address 927 Purdy Street Email * tmvarleski@yahoo.com

Residential City, Zip Birmingham, MI 48009 Length of Residence 12

Business Address _____ Occupation Social Worker / Therapist

Business City, Zip _____

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied I'm

a social worker and abide by a code of ethics and ethics, values and morals are the pillar of a healthy and happy community.

List your related employment experience I have worked with Universities and various institutions to revamp their ethics & equal opportunity department to reflect today's

List your related community activities changing landscape. I bring cookies to the restaurants & stores a city and to our community.

List your related educational experience 2 master degrees in Social work, legal work that involved ethics

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: no

Do you currently have a relative serving on the board/committee to which you have applied? no

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

Signature of Applicant Tina Marie Varleski Date 2/14/23

Return the completed and signed application form to: City of Birmingham, City Clerk's Office, 151 Martin, Birmingham, MI 48009 or by email to clerksoffice@bhamgov.org or by fax to 248.530.1080. Updated 3/24/2021

*By providing your email to the City, you agree to receive news and notifications from the City. If you do not wish to receive these communications, please contact the City Clerk's Office.



Toni Ratliff
832 Ann Street
Birmingham, MI 48009
713-206-4688

City of Birmingham's Ethics Committee
141 Martin Street
Birmingham, MI 48009

Dear Ethics Committee Chair's,

I am writing to highly recommend Tina Varlesi for a position on the City of Birmingham's Ethics Committee. I have had the privilege of knowing Ms. Varlesi for five years and have been consistently impressed by her exceptional dedication, ethical standards, and commitment to community service.

Ms. Varlesi has an extensive background in social work, with a focus on relationships, making her uniquely qualified for a role on the Ethics Committee. She possesses a deep understanding of the ethical challenges facing our community and has demonstrated a keen ability to navigate complex situations with integrity and professionalism.

I have witnessed Ms. Varlesi advocate tirelessly for the well-being of individuals and families, consistently upholding the highest ethical standards in all her interactions. She is not only competent but has a passion for fostering ethical practices within the community.

Moreover, Ms. Varlesi is an excellent communicator and collaborator, traits essential for working effectively within the Ethics Committee. She brings a unique perspective, rooted in her experience in social work, that will undoubtedly contribute to the Committee's discussions and decision-making processes.

I am confident that Ms. Varlesi will bring a wealth of knowledge, dedication, and integrity to the Ethics Committee, making a meaningful impact on the ethical considerations facing

the City of Birmingham. She is not only a highly qualified professional but also a compassionate and ethical individual who embodies the values of community service.

Please feel free to contact me if you require any additional information or clarification regarding my recommendation of Ms. Varlesi. I wholeheartedly endorse her for a position on the City of Birmingham's Ethics Committee and believe that she will be a valuable asset to your team.

Sincerely,


Toni Ratliff



OFFICE USE ONLY
 Meets Requirements? Yes No
 Will Attend / Unable to Attend

APPLICATION FOR CITY BOARD OR COMMITTEE

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at www.bhamgov.org/boardopportunities.

(Please print clearly)

CLERK'S OFFICE

Board/Committee of Interest Ethics

Specific Category/Vacancy on Board Alternate (see back of this form for information)

Name Irene Hathaway Phone 248 330 7069

Residential Address 1056 Worthington Email * ibhathaway@gmail.com

Residential City, Zip Birmingham, MI 48009 Length of Residence 40 years

Business Address _____ Occupation attorney

Business City, Zip _____

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied _____

40 years litigation attorney. Work included ethics and public corruption cases including City of Detroit v. Kilpatrick

List your related employment experience see above

List your related community activities This is my first

List your related educational experience BA University of Michigan JD Michigan State University

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: NO

Do you currently have a relative serving on the board/committee to which you have applied? NO

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

Signature of Applicant Irene Hathaway Date 2/22/23

Return the completed and signed application form to: City of Birmingham, City Clerk's Office, 151 Martin, Birmingham, MI 48009 or by email to clerksoffice@bhamgov.org or by fax to 248.530.1080. Updated 3/24/2021

*By providing your email to the City, you agree to receive news & notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.



Clerk's Office RCVD
3/7/24

OFFICE USE ONLY	
Meets Requirements?	Yes No
Will Attend / Unable to Attend	

APPLICATION FOR CITY BOARD OR COMMITTEE

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at www.bhamgov.org/boardopportunities.

(Please print clearly)

Board/Committee of Interest Board of Ethics

Specific Category/Vacancy on Board regular or alternate (see back of this form for information)

Name Melissa Demorest LeDuc, Esq. Phone 248-723-5500

Residential Address 1357 W Lincoln Email *melissa@demolaw.com

Residential City, Zip Birmingham, 48009 Length of Residence 7 years

Business Address 322 W. Lincoln Occupation attorney

Business City, Zip Royal Oak, 48067

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied _____

I have been a practicing attorney for almost 19 years. I handle business and real estate transactions, as well as advise businesses on employment matters, contracts, and other business issues. As an attorney, I am bound by a code of ethics and am familiar with ethical obligations and issues.

List your related employment experience I have worked at Demorest Law Firm, PLLC since 2005.

List your related community activities I have worked as an Election Inspector in Birmingham since 2020.

List your related educational experience JD, Wayne State Law School, 2005. BA, University of Michigan, 200

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: No

Do you currently have a relative serving on the board/committee to which you have applied? No

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

Signature of Applicant Date 3-7-2024

Return the completed and signed application form to: City of Birmingham, City Clerk's Office, 151 Martin, Birmingham, MI 48009 or by email to clerksoffice@bhamgov.org or by fax to 248.530.1080. Updated 3/24/2021

*By providing your email to the City, you agree to receive news & communications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.



BOARD OF ETHICS

Ordinance 1805 (Birmingham Code of Ordinances Sec. 2-320 through 2-326)
 Ordinance 2378 (Birmingham Code of Ordinances Sec. 2-320 through 2-326)
 The board shall serve as an advisory body for purposes of interpreting the Code of Ethics. The board consists of three regular members and two alternate members who serve without compensation. The members shall be residents and have legal, administrative, or other desirable qualifications.

Last Name	First Name	Home Business	E-Mail	Appointed	Term Expires
Coakley 280 Millrace	Michael	(248) 321-2001	<i>coakley@millercanfield.com</i>	8/14/2023	6/30/2026
Doyle 622 Purdy	Judy	(248) 514-1897	<i>bhamjudy@gmail.com</i>	12/18/2023 Alternate Member	6/30/2026
Robb 1533 Pleasant Court	James	(517) 712-3469	<i>jamesdrobb55@gmail.com</i>	8/11/2003	6/30/2025
Schrot 1878 Fairway	John	(248) 646-6513	<i>jschrot@berrymoorman.com</i>	7/14/2003	6/30/2024
Vacant					6/30/2026 Alternate Member

Sec. 2-325. - Violation, enforcement and advisory opinions.

(a) *Board of ethics.*

- (1) The city commission shall appoint a board of ethics, consisting of three members, as an advisory body for the purpose of interpreting this code of ethics.
- (2) The initial three members of the board of ethics shall be appointed for one-, two-, and three-year terms of office respectively, which shall begin on July 1, 2003. If appointed prior to July 1st, they shall begin their terms of office immediately and their terms shall include the additional time prior to July 1st. Terms of office shall expire on June 30th of the respective years.

Thereafter, all members shall be appointed to three-year terms, beginning July 1, so that only one member's term expires each year. A member shall hold office until his or her successor is appointed. The city commission shall fill a vacancy by an appointment for the unexpired term only.

- (3) The city commission may also appoint not more than two alternate members for the same term as regular members of the board of ethics. An alternate member may be called on a rotating basis to sit as a regular member of the board of ethics in the absence of a regular member, and shall have the same voting rights as a regular member of the board of ethics. An alternate member may also be called to service in the place of a regular member for the purpose of reaching a decision on a case in which the regular member has abstained or recused for reasons of conflict of interest. An alternate member having been appointed shall serve in the case until a final decision has been made.
 - (4) The board of ethics shall be made up of residents of the city who have legal, administrative or other desirable qualifications.
 - a. The members of the board of ethics shall serve without compensation, and shall not be elected officials, persons appointed to elective office, full-time appointed officials or city employees, nor shall they be currently serving on any other city board or commission.
 - b. The board shall select its own presiding officer from among its members.
 - c. The board shall establish such procedures it deems necessary or appropriate to perform its functions as set forth in this article.
- (b) *Functions of the board of ethics.* When there is a question or a complaint as to the applicability of any provision of this code to a particular situation, that question or complaint shall be directed to the board of ethics. It shall then be the function of the board of ethics to conduct hearings and/or issue an advisory opinion, as applicable.
- (1) Hearings. The board of ethics shall follow the following hearing procedure:
 - a.

The board shall, within seven days after any matter is brought to its attention, set a date certain for hearing said matter.

- b. The board shall, at least 28 days before the hearing date, send notice of such hearing, accompanied by a concise statement of the alleged breach of this code of ethics, to any person requested to appear before them, by certified mail, return receipt requested, to addressee only.
 - c. Any person requested to appear before a board of ethics hearing may request one extension for a period not to exceed 28 days. Extensions thereafter will be granted only under extreme circumstances.
 - d. Any person requested to appear before a board of ethics hearing may be accompanied by his or her attorney.
 - e. All hearings at which any person shall be requested to appear shall be subject to the Open Meetings Act.
 - f. All findings of board hearings shall be published in permanent form and communicated to the city commission and the public, subject to the requirements of the Open Meetings Act.
- (2) Advisory opinions. All advisory opinions so issued shall also be published in permanent form and communicated to the city commission and the public, subject to the requirements of the Open Meetings Act.
- (3) After the board of ethics' advisory opinions and/or hearing findings have been published:
- a. The city commission shall be responsible for imposing any sanction for a violation of this Code on one of its members or any person appointed by the commission to any city board.
 - b. If it becomes necessary to seek the removal of a city official after the board of ethics' advisory opinion and/or hearing findings, the city shall follow the requirements for removal of a public official in accordance with the laws of the state.
 - c. The city manager shall be responsible for imposing any discipline for a violation of this Code on any employee of the city.

(Ord. No. 1805, 4-28-03; Ord. No. 1810, 5-19-03; Ord. No. 1819, 1-12-04; Ord. No. 2378, 4-25-23)



**NOTICE OF INTENTION TO APPOINT TO THE
AD HOC SENIOR/RECREATION CENTER COMMITTEE**

At the regular meeting of Monday, March 18, 2024 the Birmingham City Commission intends to appoint four regular members comprised of one architect, one engineer, one construction contractor, and one non-voting student to the Ad Hoc Senior/Recreation Center Committee to serve three-year terms to expire March 4, 2027.

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, March 13, 2024. 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.

Responsibilities

The function of the Ad Hoc Senior/Recreation Center Committee (SCC) is to provide oversight and input on the planning and development of a senior/recreation center at 400 E. Lincoln, and to provide recommendations throughout the process to the City Commission. The duties of the SCC include, but are not limited to:

- Crafting the project vision, goals and objectives
- Preparing the project process outline and estimated timeline
- Reviewing final needs analysis report
- Evaluating concept plan options and recommending the preferred option
- Outlining the parameters and applicable regulations for site plan and design review
- Conducting final site plan and design review
- Reviewing potential funding options
- Recommending the use of consultants for owner's rep, design and/or build services
- Drafting RFPs for final design, construction plan preparation and/or construction

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.

Applicant Name	Criteria & Qualifications
	Architect, Construction Contractor, Engineer, Non-voting Student.
Donald Rogers	Construction contractor with 42 years of experience in construction engineering who’s most recent project was the Daxton Hotel.
Bert Koseck	Architect from the University of Michigan with 37+ years of experience and former member of the Board of Zoning Appeals.

Jason Emerine	Engineer from Michigan State University with 22 years of experience in civil engineering who currently serves as an alternate member of the Planning Board.
---------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------

SUGGESTED COMMISSION ACTION:

To appoint _____ as a regular member to the Ad Hoc Senior/Recreation Center Committee to serve three-year terms to expire March 4, 2027.

To appoint _____ as a regular member to the Ad Hoc Senior/Recreation Center Committee to serve three-year terms to expire March 4, 2027.

To appoint _____ as a regular member to the Ad Hoc Senior/Recreation Center Committee to serve three-year terms to expire March 4, 2027.

To appoint _____ as a regular non-voting student member to the Ad Hoc Senior/Recreation Center Committee to serve three-year terms to expire March 4, 2027.



OFFICE USE ONLY
 Meets Requirements? Yes No
 Will Attend / Unable to Attend

APPLICATION FOR CITY BOARD OR COMMITTEE

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at www.bhamgov.org/boardopportunities.

(Please print clearly)

Board/Committee of Interest BIRMINGHAM SR. COMM. CENTER Ad Hoc Comm.
 Specific Category/Vacancy on Board CONTRACTOR (see back of this form for information)

Name DONALD A. ROGERS Phone 313.820.0987

Residential Address 2409 BUCKINGHAM AVE Email * donrogers420@gmail.com

Residential City, Zip BIRMINGHAM, MI 48009 Length of Residence 8 YRS.

Business Address _____ Occupation RETIRED CONSTRUCTION ENGR.

Business City, Zip _____

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied I

would like to give back to our community using my construction knowledge gained over my career.

List your related employment experience 42 YEARS EXPERIENCE IN COMMERCIAL CONSTRUCTION (SEE ATTACHED RESUME).

List your related community activities None

(NOTE: I RECENTLY COMPLETED THE DAXTON HOTEL AS SR. PM FOR THIS PROJECT.)
 List your related educational experience B.S. CONSTRUCTION ENGINEER

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: No

Do you currently have a relative serving on the board/committee to which you have applied? No

Are you an elector (registered voter) in the City of Birmingham? YES
Donald A. Rogers Date 3.8.24

Return the completed and signed application form to: City of Birmingham, City Clerk's Office, 151 Martin, Birmingham, MI 48009 or by email to clerksoffice@bhamgov.org or by fax to 248.530.1080. Updated 3/24/2021

*By providing your email to the City, you agree to receive news & notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.

Experience



Co-Owner

Rogers Design Build Services, LLC · Self-employed

May 2023 - Present · 11 mos

United States



Retirement

Career Break

Mar 2023 - Present · 1 yr 1 mo

Birmingham, Michigan



Senior Project Manager

Clark Construction Company · Full-time

Jul 2016 - Mar 2023 · 6 yrs 9 mos

Auburn Hills, Michigan, United States · On-site

University of Michigan, Intramural Sports Building Renovation, Ann Arbor, MI

Southgate Community Schools, 2015 Bond Program, Southgate, MI...

🔒 Construction, Renovation and +1 skill



Vice President - Project Executive

Tooles Contracting Group

Feb 2011 - May 2016 · 5 yrs 4 mos

Detroit, MI

Assemblies of God, Michigan District - Faholo Conference Center - New Dining Facility, Grass Lake, MI

Detroit Medical Center, CVI 6th Floor Tenant Buildout, Detroit, MI...



Skanska USA Building Inc.

10 yrs 1 mo

Southfield, Michigan

- **Vice President - Project Executive**

Dec 2006 - Dec 2009 · 3 yrs 1 mo

St. Joseph Mercy Oakland - Surgery Addition and Renovations, Pontiac, MI
Baraga County Memorial Hospital - Critical Access Hospital, Baraga, MI
Mackinaw Straits Hospital - Critical Access Hospital, St. Ignace, MI
ABC Disney, "Detroit 187" Filming Studio, Highland Park, MI
Detroit Medical Center, Pre-Design Services for Capital Building Program, Detroit, MI
University of Michigan, Walgreen Drama Center, Ann Arbor, MI
University of Michigan, Museum of Art, Ann Arbor, MI

- **Senior Project Manager**

Dec 1999 - Nov 2006 · 7 yrs

University of Michigan, Computer Science & Engineering Building, Ann Arbor, MI
University of Michigan, Biomedical Engineering Building Addition and Renovations, Ann Arbor, MI
University of Michigan, Electrical Engineering Building - Solid State Electronics Lab Addition
Beaumont Hospital Troy, West Hospital Addition, Troy, MI



Senior Project Manager

A. J. Etkin Construction Co.

Jul 1995 - Nov 1999 · 4 yrs 5 mos

Farmington Hills, MI

Marriott Hotel at Centerpoint, Business Complex, Pontiac, MI
University of Detroit Jesuit High School, Addition and Renovations, Detroit, MI
St. John Health System, Medical Office Building, Shelby Township, MI
Mount Clemens General Hospital, Professional Office Building, Mount Clemens, MI
Mount Clemens General Hospital, ICU and Birthing Center Addition, Mount Clemens, MI
Botsford Long Term Care Facility, Farmington Hills, MI



Project Manager

Barton Malow Company

Apr 1986 - Jun 1995 · 9 yrs 3 mos

Southfield, Michigan

Project Manager overseeing 3 MOB projects and a Surgery Addition for Beaumont Hospital - Troy, MI
Project Manager for McLaren Regional Medical Center - Patient Tower and Renovations - Flint, MI



Contract Manager

CRS Sistine Constructors

Jul 1982 - Apr 1986 · 3 yrs 10 mos

University of Michigan, Replacement Hospital Project

Contract Manager overseeing common contracts for the Patient Tower and Diagnostic and Treatment Floors such as Elevators, Escalators, Food Service Equipment, Millwork / Casework, Painting / Wallcovering, Pneumatic Tube System and General Conditions work.



Field Engineer

Turner Construction

Mar 1981 - Jul 1982 · 1 yr 5 mos

Detroit, Michigan

Line and grade for the New Center One Building, Detroit, MI
Oversee renovation of Emergency Center Building at Pontiac General Hospital, Pontiac, MI



OFFICE USE ONLY	
Meets Requirements?	Yes No
Will Attend / Unable to Attend	

APPLICATION FOR CITY BOARD OR COMMITTEE

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at www.bhamgov.org/boardopportunities.

(Please print clearly)

Board/Committee of Interest BIRMINGHAM SENIOR/COMMUNITY CENTER AD HOC COMMITTEE
 Specific Category/Vacancy on Board "ARCHITECT" POSITION (see back of this form for information)
 Name BERT H. KOSECK Phone 248, 302, 4018
 Residential Address 2441 DORCHESTER Email * bkosECK@comcast.net
 Residential City, Zip BIRMINGHAM MI 48009 Length of Residence 36 YRS
 Business Address N/A Occupation ARCHITECT
 Business City, Zip N/A

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied _____
REFER TO PAGE 2 (ATTACHMENT)

List your related employment experience ARCHITECT (37 YRS)

List your related community activities PAST MEMBER (BEA, 18-YRS)
CURRENT MEMBER (PLANNING BOARD)

List your related educational experience MASTERS IN ARCHITECTURE
(UNIVERSITY OF MICHIGAN)

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: _____
NO

Do you currently have a relative serving on the board/committee to which you have applied? NO

Are you an elector (registered voter) in the City of Birmingham? YES
[Signature] Date 3.8.2024
 Signature of Applicant

Return the completed and signed application form to: City of Birmingham, City Clerk's Office, 151 Martin, Birmingham, MI 48009 or by email to clerksoffice@bhamgov.org or by fax to 248.530.1080. Updated 3/24/2021

*By providing your email to the City, you agree to receive news & notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.

REASON FOR INTEREST, BACKGROUND, SKILLS

My 37-year experience as an architect with specific and extensive experience in the programming and design of community/recreation type buildings, as well as my knowledge of our community through a combined 27-years of serving on both the Board of Zoning Appeals and the Planning Board, would be of great benefit to the Senior-Community Center Ad Hoc Committee and the success of the project.

Some examples of my relevant experience are as follows:

Greater Midland Community Center

New 130,000 SF replacement building – Spaces include 2-natatoriums, 2-gymnasiums, running track, fitness equipment and studio spaces, community meeting spaces, child-watch room, teen-room, early childhood education classrooms, senior center, administrative offices, and support spaces.

Macomb Township Community and Recreation Center

New 120,000 SF building – Spaces include a natatorium, 2-gymnasiums, running track, fitness equipment and studio spaces, community meeting spaces, child-watch room, teen-room, play-scape room, administrative offices, and support spaces.

Livonia Community and Recreation Center

New 130,000 SF building – Spaces include 2-natatoriums, 2-gymnasiums, running track, fitness equipment and studio spaces, community meeting spaces, child-watch room, senior room, administrative offices, and support spaces.

Ann Arbor YMCA

New 80,000 SF building – Spaces include a natatorium, gymnasium, running track, fitness equipment and studio spaces, community meeting spaces, child-care center, administrative offices, and support spaces.

Van Burn Township Community Center

New 40,000 SF addition and renovation of an existing senior center – Spaces include gymnasium, running track, fitness equipment and studio spaces, community meeting spaces, child-watch room, black-box theater, administrative offices, and support spaces.

Wayne County Community College Recreation Center

New 80,000 SF building – Spaces include gymnasium, running track, fitness equipment and studio spaces, community meeting spaces, classrooms, , administrative offices, and support spaces.

I have also been involved in over dozens of similar projects throughout the State of Michigan, was a member of the Michigan Parks and Recreation Association, have worked collaboratively with national experts in the programming and cost estimating of similar buildings, and have extensively toured buildings throughout Colorado and Texas.



OFFICE USE ONLY	
Meets Requirements?	Yes No
Will Attend / Unable to Attend	

APPLICATION FOR CITY BOARD OR COMMITTEE

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at www.bhamgov.org/boardopportunities.

(Please print clearly)

Board/Committee of Interest Ad Hoc Senior / Recreation Center Committee

Specific Category/Vacancy on Board Engineer (see back of this form for information)

Name Jason Emerine

Phone 312-371-9398

Residential Address 720 Bennaville Ave

Email *jasone@skl-eng.com

Residential City, Zip Birmingham, MI 48009

Length of Residence 7 years

Business Address 17001 19 Mile Road

Occupation Engineer

Business City, Zip Clinton Twp, MI 48038

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied _____

Resident of 7 years very close to YMCA, Father of 2 young children, frequent visitor to St. James Park, Licensed Professional Engineer, Former Contractor, President of Seiber Keast Lehner (a Civil Engineering and Surveying Company).

List your related employment experience 22 years, Civil Engineering, Construction Cost and Schedule Expert Witness Conuslting

List your related community activities Birmingham Planning Board Alternate Member, Birmingham Ad Hoc Unimproved Street Committee Member

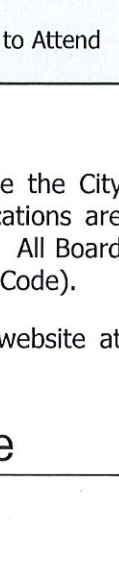
List your related educational experience BS Civil Engineering Michigan State University 2002

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: No

Do you currently have a relative serving on the board/committee to which you have applied? No

Are you an elector (registered voter) in the City of Birmingham? No

Clerk confirmed applicant is a registered voter 3-14-2024


Signature of Applicant

03/11/2024
Date

Return the completed and signed application form to: City of Birmingham, City Clerk's Office, 151 Martin, Birmingham, MI 48009 or by email to clerksoffice@bhamgov.org or by fax to 248.530.1080. Updated 3/24/2021

*By providing your email to the City, you agree to receive news & notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time



03-061-24

Resolution to establish the Ad Hoc Senior/Recreation Center Committee for a term of 3 years, and to direct the City Manager to serve as an ex-officio member of the committee to facilitate the oversight and provision of input on the planning and development of a senior/recreation center at 400 E. Lincoln.

Moved By: Commissioner Baller

Seconded By: Commissioner Host

PRESENT: Mayor McLain, Commissioners Baller, Haig, Host, Long, Longe.

ABSENT: Mayor Pro Tem Schafer.

Passed, adopted and approved this 4th day of March, 2024.

ROLL CALL VOTE: Ayes, Mayor McLain
 Commissioner Longe
 Commissioner Baller
 Commissioner Haig
 Commissioner Long
 Commissioner Host

Nays, None

CERTIFICATION

I, Alexandria Bingham, City Clerk, of the City of Birmingham, Michigan, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Birmingham City Commission at its regular meeting held on March 4, 2024.

Alexandria D. Bingham, City Clerk



AD HOC SENIOR/RECREATION CENTER COMMITTEE

Terms: 3 years

Members: Nine members representing the City Commission, City boards, Birmingham NEXT, the Birmingham YMCA, and development professionals. A majority of the members shall be residents of Birmingham and qualified voters. Staff from the Managers Office will serve as ex-officio member(s) of the committee.

Duties: The function of the Ad Hoc Senior/Recreation Center Committee (SCC) is to provide oversight and input on the planning and development of a senior/recreation center at 400 E. Lincoln, and to provide recommendations throughout the process to the City Commission. The duties of the SCC include, but are not limited to:

- Crafting the project vision, goals and objectives
- Preparing the project process outline and estimated timeline
- Reviewing final needs analysis report
- Evaluating concept plan options and recommending the preferred option
- Outlining the parameters and applicable regulations for site plan and design review
- Conducting final site plan and design review
- Reviewing potential funding options
- Recommending the use of consultants for owners rep, design and/or build services
- Drafting RFPs for final design, construction plan preparation and/or construction

Committee Members	Term Expires
City Commissioners - 2	March 2027
Planning Board Member	March 2027
Parks and Recreation Board Member	March 2027
NEXT Representative	March 2027
YMCA Representative	March 2027
Architect	March 2027
Contractor	March 2027
Engineer	March 2027



**NOTICE OF INTENTION TO APPOINT TO
BOARD OF REVIEW**

At the meeting of Monday, March 18, 2024, the Birmingham City Commission intends to appoint one regular member to serve a three-year term to expire December 31, 2026. 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, March 13, 2024. 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.

Applicant(s) Presented For City Commission Consideration:

Applicant Name	Criteria	Qualifications
	Must be property owners and electors of the City of Birmingham	Applicants must be property owners and electors (registered voters) of the City of Birmingham.
Rich Pennock	Property Owner and Elector of Birmingham	Community-oriented citizen with volunteer service experience through their profession as a staffing executive.

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 _____ to the Board of Review as a regular member to serve a three-year term to expire December 31, 2026.

To appoint _____ to the Board of Review as an alternate member to serve the remainder of a three-year term to expire December 31, 2025.

To appoint _____ to the Board of Review as an alternate member to serve a three-year term to expire December 31, 2026.



OFFICE USE ONLY	
Meets Requirements?	Yes No
Will Attend / Unable to Attend	

APPLICATION FOR CITY BOARD OR COMMITTEE

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at www.bhamgov.org/boardopportunities.

(Please print clearly)

Board/Committee of Interest Board of Review

Specific Category/Vacancy on Board Regular Member (Resident) (see back of this form for information)

Name Rich Pennock

Phone 248-631-6445

Residential Address 700 Larchlea Dr

Email * rich_pennock@att.net

Residential City, Zip Birmingham, 48009

Length of Residence 18 years

Business Address _____

Occupation Staffing Executive

Business City, Zip _____

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied _____
I believe this committee would be a great opportunity to get involved within the local community. I serve on several volunteer boards (business related) Detroit Smart Parking Standard Committee, Mentor JP Morgan Diverse Entrepreneurs start-up accelerator

List your related employment experience _____

List your related community activities Start-up Entrepreneur Mentor, Detroit M.A. Conference - Host Committee, Together for Tech - member MCWT

List your related educational experience _____

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: No

Do you currently have a relative serving on the board/committee to which you have applied? No

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

Signature of Applicant Rich Pennock

Date 03/11/2024

Return the completed and signed application form to: City of Birmingham, City Clerk's Office, 151 Martin, Birmingham, MI 48009 or by email to clerksoffice@bhamgov.org or by fax to 248.530.1080.

*By providing your email to the City, you agree to receive news & notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.



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

The Board of Review hear appeals from property owners regarding their assessments. 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.

Last Name	First Name	Home Business E-Mail	Appointed	Term Expires
Devereaux 1019 Rivenoak	Kathleen	(248) 840-5310 <i>kddevereaux@wowway.com</i>	2/22/2016	12/31/2025
Di Placido 726 Lakeside Dr.	Guy	(248) 644-1708	1/10/1994	12/31/2026
Loafman 580 Oakland Ave	Thomas	(248)840-6678 <i>thosloafman@gmail.com</i>	11/22/2021	12/31/2024
Stress 784 Westchester Way	Jill	(586) 246-6700 <i>jill.stress@yahoo.com</i>	2/13/2017	12/31/2025
Vacant				12/31/2026 Regular Member

Last Name	First Name	Home Business E-Mail	Appointed	Term Expires
Vacant			Regular Member	12/31/2025
Vacant			Alternate	12/31/2025
Vacant			Alternate	12/31/2026

Section 14. - [Board of review.]

Three qualified freeholders and electors of the City of Birmingham, other than members of the city commission shall constitute the board of review of the city in relation to assessments made for general taxation purposes, whether under the provisions of this Charter or the general laws of the state. The three electors and freeholders shall be appointed by the city commission for initial terms of one, two and three years, respectively, and thereafter for terms of three years each. The city assessor shall serve as a nonvoting advisory member and as clerk of the board of review. The members of the board of review shall receive such compensation as shall be fixed by the city commission.

(Amend. of 4-6-64)

Section 3. - [Review of roll.]

The board of review shall meet for the purpose of reviewing and correcting said assessment roll, at a designated place in the city in accordance with provisions of the state law governing boards of review in townships. Notice shall be given of such meeting by publishing such notice once in a newspaper in circulation within the city, at least seven days before the first day of review. Failure to give the notice herein specified shall not invalidate the assessment roll or any assessment therein contained. Said board may continue in session on one or more following secular days, or may adjourn to a day certain, provided it shall complete its review of the assessment roll within the period fixed by the state laws of Michigan. It shall elect a chairman and a clerk. A majority shall constitute a quorum. The members of said board shall take the constitutional oath of office which shall be filed with the city clerk. For the purpose of reviewing and correcting assessments, the board of review shall have the same powers and perform like duties in all respects, as are by the general tax law conferred upon and required of boards of review in townships, in reviewing assessments in townships for state and county taxes. It shall hear the complaints of all persons considering themselves aggrieved by assessments, and if it shall appear that any person or property has been wrongfully assessed, or omitted from the roll, the board shall correct the roll in such manner as it may deem just.

(Amend. of 9-12-50)

State Law reference— Mandatory that Charter provide for a board of review, MCL 117.3(a), MSA 5.2073(a).

Section 5. - [Endorsement by board of review.]

Immediately after the review of the assessment roll as aforesaid, the chairman and clerk of the board of review shall endorse the roll as provided by the general tax laws. The omission of such endorsement shall not affect the validity of such roll. Upon the completion of said roll and its endorsement in the manner

aforesaid, the same shall be conclusively presumed by all courts and tribunals to be valid, and shall not be set aside except for such causes as are provided in the general tax laws of the state for the setting aside of assessment rolls for state, county and school purposes.

State Law reference— Mandatory that Charter provide for meeting of board of review, MCL 117.3(i), MSA 5.2073(i); completion of review of assessments, MCL 211.30a, MSA 7.30(1).

DIVISION 3. - BOARD OF REVIEW

Footnotes:

--- (6) ---

Editor's note— *Ord. No. 1981, adopted January 26, 2009, amended division 3 in its entirety to read as herein set out. Formerly, division 3 pertained to similar subject matter, and derived from the Code of 1963, §§ 1.45, 1.46, and Ord. No. 1575, § 1.47, adopted December 13, 1993.*

Sec. 2-196. - Board of review.

- (a) *Appointment; term.* The city commission shall appoint a board of review for the city. Members of the board of review shall be property tax payers and electors in the city and shall serve for terms of three years. Each member of the board of review shall qualify by taking the constitutional oath of office within ten days after appointment. Each member shall attend at least one state board of review update educational seminar annually, prior to the organizational meeting provided for in subsection (d)(1). The city commission may fill any vacancy that occurs in the membership of the board of review. Except as otherwise provided in this division, the duties and responsibilities of the board of review shall be carried out by the entire membership and a majority of the membership constitutes a quorum for such purposes. A spouse, mother, father, sister, brother, son, or daughter, including an adopted child, of the assessor is not eligible to serve as a regular or alternate member or to fill any vacancy.
- (b) *Number of boards and members.* The city commission may appoint three or six property taxpayers and electors of the city, who shall constitute a board of review for the city. If six members are appointed, the membership of the board of review shall be divided into board of review committees consisting of three members each for the purposes of hearing and deciding issues protested by taxpayers. Two of the three members of a board of review committee constitute a quorum for the transaction of the business of the committee. All meetings of the members of the board of review and committees shall be held during the same hours of the day and at the same location. A majority of the entire board of review membership shall indorse the assessment roll.
- (c)

Alternate members. The city commission may appoint not more than two alternate members for the same term as the regular members of the board of review. Each alternate member shall be a property taxpayer and elector of the city. Alternate members shall qualify by taking the constitutional oath of office within ten days after appointment. Each alternate member shall attend at least one state board of review update educational seminar annually, prior to the organizational meeting provided for in subsection (d)(1) below. The city commission may fill any vacancy that occurs in the alternate membership of the board of review. A member of the city commission is not eligible to serve as an alternate member or to fill any vacancy. An alternate member may be called to perform the duties of a regular member of the board of review in the absence of a regular member. An alternate member may also be called to perform the duties of a regular member of the board of review for the purpose of reaching a decision on issues protested in which a regular member has abstained for reasons of conflict of interest.

(d) *Meetings.*

- (1) *Organizational meeting.* The board of review shall hold an organizational meeting on the Tuesday following the first Monday in March of each year.
- (2) *Starting and subsequent meetings.* The board of review starting date shall be the second Monday in March. This meeting shall not start earlier than 9:00 a.m. and not later than 3:00 p.m., and shall last for not less than six hours. The board of review shall also meet for not less than six hours during the remainder of that week. Persons or agents who have properly appeared to file a protest before the board of review at a scheduled meeting or at a scheduled appointment as required in this division shall be afforded an opportunity to be heard by the board of review. The board of review shall hold at least three hours of its required sessions for review of assessment rolls after 6:00 p.m. during the week of the second Monday in March.
- (3) *Final meeting.* The board of review shall schedule a final meeting after the board of review makes a change in the assessed value or tentative taxable value of property or adds property to the assessment roll.
- (4) *July and December meetings.* The board of review shall hold a special meeting during the week of the third Monday in July and during the week of the second Monday in December of the tax year at issue. The board of review shall address and take actions on only those matters permitted by statute for these meetings.

(Ord. No. 1981, 1-26-09)

Sec. 2-197. - Completion of review.

The city assessment roll and the final review thereof shall be completed not later than the first Monday in April of each year.

(Ord. No. 1981, 1-26-09)

Sec. 2-198. - Protests to board of review.

- (a) Protests to the board of review may be made in person in accordance with this section. Additionally, the board of review shall permit both resident and nonresident taxpayers to protest to the board of review in writing, without the necessity of a personal appearance by the taxpayer or the taxpayer's representative, provided such written protest is received on or before the last date and time indicated on the assessment notice, or such later date as the board of review may specify.
- (b) The board of review shall accept appointments from taxpayers or their representatives to appear and protest in person from the date assessment change notices are sent by the city, through the last date and time listed on the assessment notice of the tax year at issue, or such later date as the board of review may specify.
- (c) Before hearing or considering a protest, whether made in person or in writing, by a person or representative other than the taxpayer of record, an original letter of authority, signed and dated by the taxpayer of record, shall be submitted authorizing such person or representative to protest to the board of review on the taxpayer's behalf. This requirement shall be stated on the city's assessment change notices. Faxed or emailed appeals or letters of authority shall not be accepted.
- (d) All protests to the board of review shall be made in compliance with state law.
- (e) Each person who makes a request, protest or application to the board of review for the correction of the assessed value or tentative taxable value of the person's property shall be notified in writing of the board of review's action on the request, protest, or application, of the state equalized valuation or tentative taxable value of the property, and of information regarding the right to further appeal to the tax tribunal including, but not limited to, a statement of the right to appeal to the tax tribunal, the address of the tax tribunal, and the final date for filing an appeal with the tax tribunal. Said notice shall be sent not later than the first Monday in June.

(Ord. No. 1981, 1-26-09)

Secs. 2-199—2-205. - Reserved.

Sec. 26-412. - Board of review.

The board of zoning appeals is hereby constituted as a board of review to consider hardship cases under this article. The board shall have the power to grant a variance in the requirements contained in this article or extension of time for the fulfillment of such requirements in cases of hardship where the granting of such variance or extension does not violate the spirit and intent of this article. In no case shall such variance or

extension be valid for more than one year. Such board shall establish its own rules of procedure for hearings conducted under this article. All hearings shall be public; and the petitioner, his representative, the building official and any other shall be given an opportunity to be heard.

(Code 1963, § 7.343)

Sec. 106-1. - Meeting of board of review.

The board of review provided by the city Charter shall hold its first meeting on the Tuesday following the first Monday in March in each year and on the day following if deemed necessary, and shall hold its second meeting on the second Monday in March of each year, and on the day following. Such board of review shall convene at 9:00 a.m., and shall hold session until 12:00 noon, and shall reconvene at 1:00 p.m., and hold session until at least 4:00 p.m.; provided that the board shall hold longer or additional sessions to deal with matters coming before it, if necessary.

(Code 1963, § 1.45)

Birmingham City Commission Special Meeting Minutes - Workshop
March 4, 2024
Municipal Building, 151 Martin
6:30 p.m.

Vimeo Link: <https://vimeo.com/912465280>

This will be considered a workshop session of the City Commission. No formal actions will be taken. The purpose of this workshop is to engage in a presentation and discussion regarding Public Project Review Process.

I. Call to Order

Elaine McLain, Mayor

II. Roll Call

City Clerk Bingham called the roll.

Present: Mayor McLain
Commissioner Baller
Commissioner Haig
Commissioner Host
Commissioner Long
Commissioner Longe

Absent: MPT Schafer

Staff: City Manager Ecker; City Clerk Bingham, City Attorney Kucharek, Assistant City Manager Clemence, Assistant City Manager Fairbairn

III. Presentation & Discussion

CM Ecker made the presentation and answered informational questions from the Commission.

Commissioner comment was as follows:

- The executive management team would continue to exist. A steering committee would help inform the programming. An owner’s representative would help the City evaluate financing options. It will be important to determine how the potential uses of the building will relate to each other. Many of the uses should be available to both NEXT and the general community. It was not anticipated that this building would be exclusively used by senior citizens. The projected uses for the project need to be determined before moving forward. NORR, Inc. should provide scenarios for the best utilization of the building for the community;
- The Commission should determine the initial, high-level decisions such as the project budget. The committee should be bigger, broader, and should include subject matter experts;
- The broad goals for the project need to be determined before more details can be determined, including questions about whether the building should be preserved and whether the Police Station should be located on-site. This project has a strict timeline, and the process of soliciting input needs

to be organized;

- The City has the next three years to develop the conceptual plan. The City has found a home for NEXT, and it is a shared space and programming space. NORR, Inc. can help the City plan carefully for making emergent updates to the building. The steering committee should be populated with people with relevant experience. The City needs to be careful of scope creep with this project; and,
- This building should be repaired and/or expanded as appropriate, not replaced. This should be a community center for all ages.

Two Commissioners noted their main priority was establishing the vision of the project. Two Commissioners said a steering committee and an owner's representative should both be utilized as soon as possible.

IV. Public Comment

Gordon Rinschler commented on policy considerations, having an owner's representative, and on the composition and functions of a steering committee.

Bert Koseck presented his letter on the topic.

George Dilgard concurred with Mr. Koseck and said that the present building could likely not be modified adequately to meet the community's needs.

Paul Reagan commented on scope creep, the goals of a subcommittee, whether demolition should occur, and the budget for the project.

Cris Braun, Executive Director of NEXT, commented on both the shared community space and the centrality of senior programming to this project.

V. Adjourn

The Commission motioned to adjourn the meeting at 7:32 p.m.



Alexandria Bingham, City Clerk

Laura Eichenhorn, City Transcriptionist

Birmingham City Commission Minutes
March 4, 2024
Municipal Building, 151 Martin
7:30 p.m.
Vimeo Link: <https://vimeo.com/912465280>

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Elaine McLain, Mayor, opened the meeting with the Pledge of Allegiance.

II. ROLL CALL

City Clerk Bingham called the roll.

Present: Mayor McLain
Commissioner Baller
Commissioner Haig
Commissioner Host
Commissioner Long
Commissioner Longe

Absent: MPT Schafer

Staff: City Manager Ecker; City Clerk Bingham, Assistant City Manager Fairbairn, Assistant City Manager Clemence, City Engineer Coatta, Parking Systems Manager Ford, Police Chief Grewe, City Attorney Kucharek

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

The Commission motioned to have Commissioner Longe serve as temporary Mayor Pro Tem (tMPT) for the evening's meeting.

Announcements

- Happy Birthday Commissioner Baller

Appointments

Paul A. Eddleston was interviewed for potential appointment to the Multi-Modal Transportation Board (MMTB). While he was not nominated for a regular position, he was encouraged to apply for an alternate position on the Board.

03-054-24 Multi-Modal Transportation Board

The Commission interviewed Patrick Hillberg for the appointment.

MOTION: Nomination by Commissioner Host:
To appoint Patrick Hillberg as a regular member to the Multi-Modal Transportation Board to serve a three-year term to expire March 24, 2027.

VOICE VOTE: Ayes, tMPT Longe
Commissioner Long
Commissioner Haig
Commissioner Host
Mayor McLain
Commissioner Baller

Nays, None

03-055-24 Multi-Modal Transportation Board

The Commission interviewed Gordon Davies for the appointment.

MOTION: Nomination by tMPT Longe:
To appoint Gordon Davies as a regular member to the Multi-Modal Transportation Board to serve a three-year term to expire March 24, 2027.

VOICE VOTE: Ayes, tMPT Longe
Commissioner Long
Commissioner Haig
Commissioner Host
Mayor McLain
Commissioner Baller

Nays, None

One Commissioner commented on the MMTB's charge and on the City's project review process. Another commented on the City's good fortune to have Messrs. Hillberg and Davies on the MMTB.

CC Bingham swore in the present appointees.

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

Jim Mirro and Lauren Buttazoni spoke in support of horizontal directional drilling on Arlington and Shirley.

V. CONSENT AGENDA

03-056-24 Consent Agenda

MOTION: Motion by tMPT Longe, seconded by Commissioner Long:
To move the Consent Agenda with the exception of Item J.

ROLL CALL VOTE: Ayes, Commissioner Host

tMPT Longe
Commissioner Long
Commissioner Haig
Mayor McLain
Commissioner Baller

Nays, None

- A. Resolution to approve the City Commission Workshop meeting minutes of February 5, 2024.
- B. Resolution to approve the City Commission regular meeting minutes of February 5, 2024.
- C. Resolution to approve the City Commission regular meeting minutes of February 12, 2024.
- D. Resolution to approve the warrant list, including Automated Clearing House payments, dated February 15, 2024 in the amount of \$3,273,834.74.
- E. Resolution to approve the warrant list, including Automated Clearing House payments, dated February 23, 2024 in the amount of \$1,544,386.34.
- F. Resolution to approve the warrant list, including Automated Clearing House payments, dated February 28, 2024 in the amount of \$6,148,060.15.
- G. Resolution to approve a special event permit as requested by the Birmingham Shopping District to hold the Day on the Town event on July 27, 2024 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, or event cancellation that may be deemed necessary by administrative staff, leading up to or at the time of the event.
- H. Resolution to approve a special event permit as requested by the Birmingham Shopping District to hold the Birmingham Farmers Market on Sundays from May 5 – October 27, 2024 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, or event cancellation that may be deemed necessary by administrative staff, leading up to or at the time of the event.
- I. Resolution to approve a special event permit as requested by the Birmingham Shopping District to hold Birmingham Movie Nights on Friday June 7, July 19, August 9, and September 6, 2024 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, or event cancellation that may be deemed necessary by administrative staff, leading up to or at the time of the event.

03-057-24 Edgewood Road Project — Contract #6-24(S) Contract Award (Item J)

Item J was pulled by the Commission. CE Coatta answered informational questions from the Commission.

One Commissioner noted that the City uses horizontal directional drilling when the application is appropriate and dispelled the notion that staff was uninformed regarding the method.

MOTION: Motion by Commissioner Haig, seconded by tMPT Longe:
 To award the Edgewood Road Project #6-24(S) to Eminent Excavating LLC in the amount of \$2,225,421.50 and a 5% construction contingency for a total of \$2,336,692.58. In addition, to authorize the Mayor and City Clerk to sign the agreement on behalf of the City contingent upon execution of the agreement and meeting all insurance and bond requirements by Eminent Excavating LLC. Funding for this project has been budgeted in the following accounts:

Fund Account	Fund ID Number	Project Award	5% Contingencies	Total
Local Street Fund	203.0-449.001-981.0100	\$1,306,002.78	\$65,300.14	\$1,371,302.92
Sewer Fund	590.0-537.000-981.0100	\$703,716.92	\$35,185.85	\$738,902.76
Water Fund	591.0-544.000-981.0100	\$245,701.80	\$12,285.09	\$257,986.89

AND

To approve the appropriation and amendment of the fiscal year 2023/2024 budget as follows:

Local Street Fund:

Revenues:

203.0-000.000-400.0000	Draw from Fund Balance	<u>\$691,310</u>
Total Revenue		<u>\$691,310</u>

Expenditures:

203.0-449.001-981.0100	Public Improvements	<u>\$691,310</u>
Total Expenses		<u>\$691,310</u>

Sewer Fund:

Revenues:

590.0-000.000-400.0000	Draw from Net Position	<u>\$528,910</u>
Total Revenue		<u>\$528,910</u>

Expenditures:

590.0-537.000-981.0100	Public Improvements	<u>\$528,910</u>
Total Expenses		<u>\$528,910</u>

Water Fund:

Revenues:

591.0-000.000-400.0000	Draw from Net Position	<u>\$127,990</u>
Total Revenue		<u>\$127,990</u>
Expenditures:		
591.0-544.000-981.0100	Public Improvements	<u>\$127,990</u>
Total Expenses		<u>\$127,990</u>

ROLL CALL VOTE: Ayes, Commissioner Host
tMPT Longe
Commissioner Long
Commissioner Haig
Mayor McLain
Commissioner Baller

Nays, None

VI. CITY MANAGER’S REPORT

The Commission asked that each Commission agenda clarify when the City Manager’s report is included in the agenda packet.

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

03-058-24 North Adams Road Traffic Study

CE Coatta presented the item and answered informational questions from the Commission.

Commissioner comment was as follows:

- Three Commissioners shared support for the project;
- Correspondence from Russell Dixon was noted as received;
- A sidewalk over the west side of the bridge should be considered.

MOTION:

Motion by tMPT Longe, seconded by Commissioner Host:

To direct the Engineering Department to proceed with the final design of the North Adams Road Project from Madison Street to the northern City limits to reduce the existing 4 lanes to 3 lanes, and to investigate installing a sidewalk on the west side of Adams Road to the northern City limits.

One Commissioner asked how the project would address the potential sidewalk’s end at the northern City limits. It was recommended that an island be considered.

The Commission asked staff to factor in those concerns when creating its project recommendations.

ROLL CALL VOTE: Ayes, Commissioner Host
tMPT Longe
Commissioner Long
Commissioner Haig
Mayor McLain
Commissioner Baller

Nays, None

03-059-24 2023-24 On-Street Parking Changes (Part I)

PSM Ford presented the item and answered informational questions from the Commission.

Two Commissioners supported encouraging people to park in the decks if they were seeking to park for two hours or longer.

Commissioner comments were as follows:

- The first two hours in the parking decks are free. Wayfinding should be used to encourage people parking for longer than two hours in the decks. The City should also ensure that the decks are inviting. The City should use policy to encourage parking behaviors that are beneficial to the City;
- Ticketing and signage should be used to discourage parking over 15 minutes in the 15 minute spaces. Signage should be used to deter parking in the striped areas on the road;
- While the 15 minute spaces could be trialed, the meters at those spaces should still require payment in order to encourage compliance. To evaluate the 15 minute spaces, the City could look at the number of citations written in those spaces, could see if there is a reduction in the number of instances and citations of inappropriate parking in the center turn lane, moped parking, and accessible parking areas, and observations can be made whether it seems there is less inappropriate parking. Since illegal parking in inappropriate areas is dangerous, adding 15 minute spaces would likely reduce an ongoing safety issue;
- There was a concern about the loss of revenue if the 15 minute spaces were provided free of charge. The bollards in the striped areas need to be permanent installations. Given some concerns about present parking enforcement challenges, it may be difficult to add the enforcement of the 15 minute spaces as well. The signage for the trial would cost money and the trial would reduce revenue;
- This was a reasonable pilot program and the Commission would have further opportunity for evaluation in the future;
- The City should maintain easy parking access whenever possible in order to be consumer-oriented.

Public Comment

Jim Arpin, APC member, said the BSD members should be encouraged to provide feedback during the trialed changes.

MOTION: Motion by Commissioner Baller, seconded by Commissioner Host:

To expand the 15-minute short-term pilot program through downtown, between Brown St. and Harmon, and Woodward and Chester, to the designated 16 parking spaces, to include the parking meters, to make the meters 15 minutes, and for it to be a six month pilot program once implemented.

ROLL CALL VOTE: Ayes, Commissioner Host
tMPT Longe
Commissioner Long
Commissioner Haig
Mayor McLain
Commissioner Baller

Nays, None

03-060-24 2023-24 On-Street Parking Changes (Part II)

MOTION: Motion by tMPT Longe, seconded by Commissioner Host:
To convert all one (1) hour parking meters to two (2) hour meters, except those on Maple between Old Woodward and Chester, and those on Old Woodward between Willits and Brown St., for a six month pilot program from implementation.

ROLL CALL VOTE: Ayes, Commissioner Host
tMPT Longe
Commissioner Long
Mayor McLain

Nays, Commissioner Baller
Commissioner Haig

03-061-24 Establishment of an Ad Hoc Senior/Recreation Center Committee

CM Ecker presented the item and answered informational questions from the Commission.

Commissioner comments were as follows:

- The committee should have two Commissioners and two NEXT representatives;
- Mr. Koseck's recommended committee structure should be adopted;
- There should be young people on the committee in addition to seniors.

MOTION: Motion by Commissioner Baller, seconded by Commissioner Host:
To establish the Ad Hoc Senior/Recreation Center Committee for a term of 3 years, with the duties as outlined in the memorandum from February 21, 2024 from City Manager Jana Ecker 'Establishing the Ad Hoc Senior/Recreation Center Committee' and the duties defined therein, recommending the use of consultants for design and/or build services and/or the use of an owner's representative as soon as possible, and to direct the City Manager to serve as an ex-officio member of the committee to facilitate the oversight and provision of input on the planning and development of a senior/recreation center at 400 E. Lincoln.

Nays, Commissioner Long

03-063-24 Advertising Board Vacancies

MOTION: Motion by Commissioner Long, seconded by Commissioner Haig:
To put onto the next reasonable agenda how to better advertise board positions.

ROLL CALL VOTE: Ayes, Commissioner Host
tMPT Longe
Mayor McLain
Commissioner Baller
Commissioner Haig
Commissioner Long

Nays, None

Commission Discussion On Items From A Prior Meeting

The Commission motioned to review 'Cameras On Vehicles' and 'City Run Events and Sponsors' at a future meeting since meetings are not supposed to run much longer than 10 p.m. on nights with workshops.

VIII. REMOVED FROM CONSENT AGENDA

IX. COMMUNICATIONS

A. Advisory Parking Committee Letter

It was noted this letter would be discussed at a future meeting per motion 03-062-24.

B. Shirley Arlington Letters

Two Commissioners noted they read all of the letters. Staff answered informational questions from the Commission.

Commissioner comment was as follows:

- It was unclear if the Ad Hoc Unimproved Street Study Committee had considered the Army Corps of Engineers' road specifications from the 1940s when conducting its study;
- Shirley and Arlington are unimproved by City standards, and will be improved after the conclusion of the project;
- The Commission and staff knows the difference between an improved and unimproved road and the appropriate applications of horizontal directional drilling. Implying otherwise because one is dissatisfied with the Commission's decisions is irresponsible and engenders mistrust.

X. REPORTS

- A. Commissioner Reports
 1. Notice of intention to appoint to the Martha Baldwin Park Board
 2. Notice of intention to appoint to the Housing Board of Appeals
 3. Notice of intention to appoint to the Ad Hoc Senior/Recreation Center Committee
- B. Commissioner Comments

One Commissioner congratulated a couple on their wedding and noted that Birmingham allows non-resident couples to be married by the Birmingham Mayor.

Three Commissioners shared their response to the Community House's recent survey.

One Commissioner noted that parking along Woodward had been changed to 15 minutes, and said it was an excellent step towards reducing Woodward noise.

One Commissioner encouraged people to pay close attention at crosswalks.

- C. Advisory Boards, Committees, Commissions' Reports and Agendas
- D. Legislation

One Commissioner noted ongoing efforts to pass legislation regarding Woodward, and credited the City Manager and the Police Chief for their efforts on the topic thus far.

- E. City Staff
 1. 2nd Quarter Budget
 2. 2nd Quarter Investment
 3. Southeastern Oakland County Water Authority Quarterly Report
 4. Torry and Haynes Yield Sign Review

One Commissioner recommended balloons for the sign, and said the sign was already benefiting the neighborhood.

INFORMATION ONLY

XI. ADJOURN

The Commission motioned to adjourn at 10:28 p.m.



Alexandria Bingham, City Clerk

Laura Eichenhorn, City Transcriptionist

City of Birmingham

Warrant List Dated 03/07/2024

Meeting of 03/18/2024

Check Number	Early Release	Vendor #	Vendor	Amount
<u>PAPER CHECK</u>				
296752	*	UBREFUND	1292 MAPLE LLC	54.53
296753	*	000855	48TH DISTRICT COURT	105.00
296754	*	000855	48TH DISTRICT COURT	285.00
296755	*	000855	48TH DISTRICT COURT	267.00
296756	*	009589	ALL AMERICAN VENTILATION	600.00
296757	*	007033	APPLIED IMAGING	314.47
296758	*	006759	AT&T	167.41
296759	*	006759	AT&T	371.12
296760	*	006759	AT&T	4,126.19
296761	*	003703	AT&T MOBILITY	1,186.79
296762		BDREFUND	AUTO EUROPE	200.00
296763	*	004027	AUTOMATED BENEFIT SVCS INC	72,120.00
296764		BDREFUND	AYERS BASEMENT SYSTEMS	200.00
296765		BDREFUND	BCM HOME IMPROVEMENT	100.00
296766		009568	BEDROCK EXPRESS LTD	675.60
296767		BDREFUND	BIRMINGHAM SEALCOAT INC	100.00
296768		BDREFUND	BLUMKE INSTALLATIONS	100.00
296769		003526	BOUND TREE MEDICAL, LLC	422.32
296770		005717	BSB COMMUNICATIONS, INC.	612.50
296771		003907	CADILLAC ASPHALT, LLC	7,668.00
296772	*	009078	CANON SOLUTIONS AMERICA INC	285.44
296773	*	000444	CDW GOVERNMENT INC	1,197.40
296774		000902	CENGAGE LEARNING INC	79.96
296775		BDREFUND	CHRISTOPHER THOMAS CONSTRUCTION LLC	300.00
296776	*	001086	CITY OF BIRMINGHAM	700.00
296777	*	009831	COLLINS EINHORN	1,560.00
296778		MISC	COLUMBIA UNIVERSITY	100.00
296779	*	007774	COMCAST BUSINESS	1,278.74
296780		BDREFUND	CONSTANTINE CONSTRUCTION	100.00
296781	*	000627	CONSUMERS ENERGY	1,617.00
296782		BDREFUND	COY CONSTRUCTION INC	200.00
296783		BDREFUND	DR CHARLES BOYD	500.00
296784	*	000179	DTE ENERGY	210.41
296785	*	000179	DTE ENERGY	29.65
296786		000179	DTE ENERGY	17.63
296787	*	000179	DTE ENERGY	140.00
296788	*	000179	DTE ENERGY	2,189.29
296789	*	000179	DTE ENERGY	51.71
296790	*	000179	DTE ENERGY	293.16
296791	*	000179	DTE ENERGY	6,930.22
296792	*	000179	DTE ENERGY	2,111.89
296793	*	000179	DTE ENERGY	6,051.72

City of Birmingham
Warrant List Dated 03/07/2024

Meeting of 03/18/2024

Check Number	Early Release	Vendor #	Vendor	Amount
296794	*	000179	DTE ENERGY	3,630.64
296795	*	000179	DTE ENERGY	17.63
296796	*	000179	DTE ENERGY	1,869.37
296797	*	000179	DTE ENERGY	49.37
296798	*	000179	DTE ENERGY	18.41
296799	*	000179	DTE ENERGY	40.61
296800	*	000179	DTE ENERGY	56.67
296801	*	000179	DTE ENERGY	549.30
296802	*	000179	DTE ENERGY	478.30
296803	*	000179	DTE ENERGY	21.05
296804	*	000179	DTE ENERGY	82.18
296805		008164	GARY EISELE	73.03
296806		009425	ENCURATE MOBILE TECHNOLOGY	300.00
296807	*	004615	ENGLISH GARDENS	86.48
296808		000585	FARMINGTON COMM. LIBRARY	450.37
296809		BDREFUND	FOUNDATION AUTHORITY	200.00
296810		BDREFUND	FOUNDATION RESTORATION	100.00
296811	*	MISC	GARY PURDOM	100.00
296812	*	004604	GORDON FOOD	163.96
296813		000726	GUARDIAN ALARM	304.94
296814		001447	HALT FIRE INC	336.11
296815	*	007799	HARVEY ELECTRONIC AND RADIO LLC	330.00
296816		BDREFUND	HM HOMES LLC	2,000.00
296817	*	001956	HOME DEPOT CREDIT SERVICES	295.31
296818	*	007211	HOME DEPOT CREDIT SERVICES	8.66
296819		BDREFUND	Home Exteriors of Michigan LLC	100.00
296820		BDREFUND	HRH CONSTRUCTION LLC	425.00
296821		BDREFUND	HUGHES BUILDING LLC	100.00
296822		009348	HUTSON, INC. OF MICHIGAN	3,889.62
296823		000948	HYDROCORP	1,381.00
296824		009374	CIT INTERNATIONAL INCORPORATED	150.00
296825		009518	STICK A PIG IN IT	1,675.00
296826		007379	JOHN R. GLASS	1,335.00
296827		005291	KAESER & BLAIR INC	406.27
296828		BDREFUND	KEARNS BROTHERS INC	200.00
296829		000353	KNAPHEIDE TRUCK EQUIPMENT	131.28
296830		000797	THE LIBRARY NETWORK	559.30
296831		009350	LITTLE GUIDE LLC	1,500.00
296832		BDREFUND	MARTINO ENTERPRISES INC	100.00
296833	*	009546	MASTERS TELECOM	68.81
296834		008793	MERGE MOBILE, INC.	83.95
296835		009085	MGSE SECURITY LLC	850.00
296836	*	006461	MID AMERICA RINK SERVICES	795.90

City of Birmingham
Warrant List Dated 03/07/2024

Meeting of 03/18/2024

Check Number	Early Release	Vendor #	Vendor	Amount
296837		BDREFUND	MR. ROOF HOLDING CO., LLC	200.00
296838		BDREFUND	N A MANS & SONS INC	500.00
296839		009704	NOAR TECHNOLOGIES	500.00
296840		BDREFUND	OAK ELECTRIC SERVICES INC	200.00
296841	*	004370	OCCUPATIONAL HEALTH CENTERS	270.00
296842	*	009478	ODP BUSINESS SOLUTIONS, LLC	337.17
296843		001626	OXFORD OVERHEAD DOOR SALES CO.	3,338.00
296844		003629	PREMIUM AIR SYSTEMS INC	260.18
296845		BDREFUND	PRO CEMENT	100.00
296846		004137	R & R FIRE TRUCK REPAIR INC	316.96
296847	*	008342	RAIN MASTER CONTROL SYSTEMS	38.85
296848	*	005851	RINK SYSTEMS, INC	581.55
296849		000218	ROYAL OAK P.D.Q. LLC	455.85
296850		BDREFUND	SACHSE CONSTRUCTION	500.00
296851	*	009232	MTECH	4,825.00
296852	*	002806	SAM'S CLUB/SYNCHRONY BANK	377.81
296853		009282	SEEN MEDIA GROUP	1,775.00
296854		007142	SHERWIN-WILLIAMS COMPANY	124.13
296855	*	009009	SIGNATURE CLEANING LLC	4,937.99
296856		BDREFUND	SQUARE ONE CONTRACTING	200.00
296857		001005	STATE OF MICHIGAN	400.00
296858	*	009552	TRAFFIC & SAFETY CONTROL SYSTEMS	5,087.00
296859	*	004379	TURNER SANITATION, INC	340.00
296860		004580	V.I.L. CONSTRUCTION, INC.	39,215.00
296861	*	000293	VAN DYKE GAS CO.	226.80
296862	*	000158	VERIZON WIRELESS	904.93
296863	*	004497	WATERFORD REGIONAL FIRE DEPT.	251.82
296864	*	002171	WEISSMAN'S COSTUMES	426.46
296865		BDREFUND	WHITE WOLF LANDSCAPING	100.00
296866	*	007620	WJE-WISS, JANNEY, ELSTNER ASSOC.INC	30,000.00
296867		008314	WOODLANDS LIBRARY COOPERATIVE	30.00
SUBTOTAL PAPER CHECK				\$237,754.17

ACH TRANSACTION

10180	*	002284	ABEL ELECTRONICS INC	350.00
10181	*	008649	ROBERT ABRAHAM JR.	98.00
10182	*	003946	ARAMARK	262.64
10183		009183	BOB ADAMS TOWING	278.10
10184	*	003282	LISA MARIE BRADLEY	532.00
10185	*	009122	CLAIRE CHUNG	477.25
10186		000605	CINTAS CORPORATION	186.84
10187		000605	CINTAS CORPORATION	253.28
10188		000605	CINTAS CORPORATION	49.56
10189		000605	CINTAS CORPORATION	381.43

City of Birmingham
Warrant List Dated 03/07/2024

Meeting of 03/18/2024

Check Number	Early Release	Vendor #	Vendor	Amount
10190		002668	CONTRACTORS CLOTHING CO	1,126.92
10191		001367	CONTRACTORS CONNECTION INC	67.70
10192	*	007359	DETROIT CHEMICAL & PAPER SUPPLY	241.33
10193		006528	DOWNTOWN PUBLICATIONS INC	1,229.00
10194	*	003801	JANA ECKER	500.00
10195	*	007538	EGANIX, INC.	720.00
10196	*	001230	FIRE SYSTEMS OF MICHIGAN LLC	270.00
10197	*	007807	G2 CONSULTING GROUP LLC	1,377.60
10198	*	000243	GRAINGER	635.96
10199		007099	GRANICUS, INC.	15,227.17
10200		008378	THE HUNTINGTON NATIONAL BANK	51,561.25
10200	*	008378	THE HUNTINGTON NATIONAL BANK	27,900.00
10201	*	008851	INSIGHT INVESTMENT	7,000.28
10202		000186	JACK DOHENY COMPANIES INC	543.70
10203		009298	JCR SUPPLY INC	2,367.80
10204	*	009559	JENETTE MAITZ	2,460.00
10205	*	003458	JOE'S AUTO PARTS, INC.	432.88
10206	*	005550	LEE & ASSOCIATES CO., INC.	3,925.20
10207	*	007977	KAREN LINGENFELTER	294.00
10208		002013	MIDWEST TAPE	806.85
10209	*	007306	MARK MISCHLE	253.95
10210	*	001194	NELSON BROTHERS SEWER	211.00
10211		009276	NEWTONS SOLUTIONS LLC	850.00
10212	*	009706	NORTHSTAR MAT SERVICE	194.83
10213	*	006359	NYE UNIFORM COMPANY	1,111.00
10214		006027	PENCHURA, LLC	4,272.14
10215	*	001753	PEPSI COLA	398.52
10216	*	009820	PLUNKETT COONEY	17,655.60
10217	*	000478	ROAD COMM FOR OAKLAND CO	1,718.76
10218		006832	SAFEWARE INC.	2,875.44
10219	*	005759	SCHENA ROOFING & SHEET METAL CO INC	1,060.00
10220	*	001097	SOCWA	136,366.18
10221	*	002037	TOTAL ARMORED CAR SERVICE, INC.	281.45
10222		009266	US SIGNAL COMPANY LLC	8,313.24
10223	*	000969	VIGILANTE SECURITY INC	232.50
10224	*	007278	WHITLOCK BUSINESS SYSTEMS, INC.	1,713.86
10225		009128	WITMER PUBLIC SAFETY GROUP INC	207.54
SUBTOTAL ACH TRANSACTION				\$299,272.75

City of Birmingham
Warrant List Dated 03/07/2024

Meeting of 03/18/2024

Check Number	Early Release	Vendor #	Vendor	Amount
GRAND TOTAL				\$537,026.92

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.

City of Birmingham
Warrant List Dated 03/14/2024

Meeting of 03/18/2024

Check Number	Early Release	Vendor #	Vendor	Amount
<u>PAPER CHECK</u>				
296868	*	005430	21ST CENTURY MEDIA- MICHIGAN	767.25
296869	*	005430	21ST CENTURY MEDIA- MICHIGAN	982.50
296870	*	005430	21ST CENTURY MEDIA- MICHIGAN	353.25
296871		009542	ACE CUTTING EQUIPMENT & SUPPLY INC.	728.37
296872		008106	ACUSHNET COMPANY	262.42
296873	*	007266	AETNA BEHAVIORAL HEALTH LLC	579.09
296874		BDREFUND	ALIMOFF BUILDING & DEVELOPMENT LLC	4,500.00
296875		007745	ALL COVERED	120.00
296876		009126	AMAZON CAPITAL SERVICES INC	139.98
296877		000167	ANDERSON ECKSTEIN WESTRICK INC	15,825.50
296878		007033	APPLIED IMAGING	22,001.64
296879		009202	AQUARIUM DESIGN INC	240.00
296880		BDREFUND	ARANEAE INC	100.00
296881		000500	ARTECH PRINTING INC	98.00
296882		BDREFUND	BABI CONSTRUCTION INC	2,550.00
296883		009609	BALIAN LEGAL, PLC	384.00
296884		BDREFUND	BARAN BUILDING COMPANY INC	900.00
296885		009213	BAYSCAN TECHNOLOGIES	385.32
296886	*	001282	BEAR PACKAGING & SUPPLY INC	410.00
296887	*	009358	BEASLEY MEDIA GROUP, LLC	6,000.00
296888		009568	BEDROCK EXPRESS LTD	2,079.30
296889		BDREFUND	BINGHAM DEVELOPMENT LLC	500.00
296890		009830	BIRDIE GIRL GOLF, LLC	254.00
296891		000524	BIRMINGHAM LOCKSMITH INC	31.96
296892		BDREFUND	BLAIR SMITH	90.00
296893		BDREFUND	BOJI GROUP	500.00
296894		003526	BOUND TREE MEDICAL, LLC	110.83
296895	*	006953	JACQUELYN BRITO	1,064.13
296896		006520	BS&A SOFTWARE, INC	30,853.00
296897		005717	BSB COMMUNICATIONS, INC.	43.75
296898	*	009788	BUREAU DETROIT	13,250.00
296899		008385	CALLAWAY GOLF	251.66
296900	*	009809	CAROLINE ROBINSON	144.00
296901		009719	CASPER'S TRUCK EQUIPMENT	1,160.00
296902		000151	CCI-ATX, LLC	344.70
296903	*	000444	CDW GOVERNMENT INC	186.45
296904		008006	CLEAR RATE COMMUNICATIONS, INC	1,626.33
296905	*	002191	COCHRANE SUPPLY AND ENG INC	917.98
296906		000979	COMERICA BANK	20,370.71
296907	*	005320	COSTCO MEMBERSHIP	60.00
296908		BDREFUND	COUNTRYSIDE CONSTRUCTION COMPANY, I	200.00
296909		009815	CULLIGAN OF ANN ARBOR/DETROIT	54.44

City of Birmingham

Warrant List Dated 03/14/2024

Meeting of 03/18/2024

Check Number	Early Release	Vendor #	Vendor	Amount
296910		009024	THE D.M. BURR GROUP	4,819.00
296911		001454	DOUGLAS CLEANERS INC.	88.50
296912		BDREFUND	DOYLE W MOSHER	200.00
296913	*	000179	DTE ENERGY	32.48
296914	*	000179	DTE ENERGY	107.90
296915	*	000179	DTE ENERGY	1,102.08
296916	*	000179	DTE ENERGY	444.47
296917	*	000179	DTE ENERGY	419.13
296918	*	000179	DTE ENERGY	19.62
296919	*	000179	DTE ENERGY	64.07
296920	*	000179	DTE ENERGY	230.09
296921	*	000179	DTE ENERGY	3,085.72
296922	*	000179	DTE ENERGY	82.38
296923	*	000179	DTE ENERGY	191.88
296924	*	000179	DTE ENERGY	2,405.29
296925	*	000179	DTE ENERGY	177.60
296926	*	000179	DTE ENERGY	90.95
296927	*	000180	DTE ENERGY	53,899.27
296928	*	TAXMISC	DUCATI DETROIT	2,990.95
296929		001077	DUNCAN PARKING TECH INC	190.80
296930		007045	DYNAMIC BRANDS	675.00
296931		007702	EASY PICKER GOLF PRODUCTS, INC	1,476.24
296932	*	004615	ENGLISH GARDENS	2,903.45
296933	*	005446	ETHNIC ARTWORK, INC	255.00
296934		001495	ETNA SUPPLY	10,910.00
296935		001223	FAST SIGNS	221.69
296936	*	004514	FEDEX OFFICE	25.29
296937		008721	FORTIS GROUP LLC	675.00
296938		BDREFUND	FOUNDATION SYSTEMS OF MICHIGAN INC.	300.00
296939	*	009387	FRAIBERG & PERNIE PLLC	1,704.00
296940		BDREFUND	G. LONG & ASSOCIATES INC.	500.00
296941		BDREFUND	GGA SERVICES LLC	1,400.00
296942	*	009556	MADELINE GOLD	323.00
296943		000249	GA BUSINESS PURCHASER LLC	21.06
296944		000726	GUARDIAN ALARM	453.12
296945	*	001956	HOME DEPOT CREDIT SERVICES	613.41
296946		BDREFUND	HOME INSPECTIONS PLUS	100.00
296947	*	009563	HOWIES HOCKEY INC	87.08
296948		BDREFUND	HRH CONSTRUCTION LLC	1,000.00
296949	*	009259	IHEART MEDIA	7,499.99
296950		001090	INGRAM LIBRARY SERVICES	10,851.36
296952		009551	INTERMEDIA. NET INC	769.49
296953	*	009401	IRENE S WASSEL	360.00

City of Birmingham
Warrant List Dated 03/14/2024

Meeting of 03/18/2024

Check Number	Early Release	Vendor #	Vendor	Amount
296954		BDREFUND	JOSEPH, CHRIS	200.00
296955		BDREFUND	JOSEPH, CHRIS	100.00
296956	*	009403	JUSTIN ZAYID	720.00
296957	*	000362	KROGER COMPANY	54.82
296958		BDREFUND	KURTIS KITCHEN & BATH CENTERS	300.00
296959		BDREFUND	LALA, RAKESH MICHAEL	200.00
296960	*	009386	LAW OFFICE OF BRIAN P. FENECH	2,940.00
296961	*	009388	LAW OFFICE OF PATRICK G. GAGNIUK	360.00
296962		006817	LEXISNEXIS RISK DATA MANAGEMENT INC	100.00
296963		009375	LITHIA MOTORS, INC SUPPORT SERVICES	778.72
296964		009082	MADISON ELECTRIC COMPANY	1,026.80
296965		BDREFUND	MAPLE RIDGE BUILDING & DEV. IN	50.00
296966		BDREFUND	MC GOVERN CONSTRUCTION CO/DBA	100.00
296967	*	009415	SCOTT MCINTYRE	3,800.00
296968		009351	MERRITT CIESLAK DESIGN PLC	2,000.00
296969		BDREFUND	MICHAEL LAISE	200.00
296970	*	009200	MICHAEL MORRISON	750.00
296971	*	009828	MICHIGAN ART GUIDE	200.00
296972		009630	MIDWAY CLEANING CO, LLC	800.00
296973		006349	MIDWEST COLLABORATIVE	75.00
296974		000230	MIKE SAVOIE CHEVROLET INC	1,000.65
296975		008319	MKSK INC	4,388.91
296976		BDREFUND	MOLLY MITCHELL	100.00
296977		BDREFUND	N A MANS & SONS INC	1,500.00
296978	*	008606	NATIONAL PEN INC	632.90
296979	*	004827	NICK'S MAINTENANCE SERVICE	10,700.00
296980	*	005431	NILFISK, INC.	302.12
296981		BDREFUND	NU PIPE LLC	200.00
296982		002853	OAKLAND COMMUNITY COLLEGE	750.00
296983	*	000477	OAKLAND COUNTY	454,470.90
296984		008712	OAKLAND COUNTY HEALTH DIVISION	648.00
296985	*	004370	OCCUPATIONAL HEALTH CENTERS	387.00
296986	*	009478	ODP BUSINESS SOLUTIONS, LLC	640.75
296987		BDREFUND	PAFCO BUILDING	200.00
296988	*	009827	PARKER TECHNOLOGY, LLC	3,082.00
296989	*	009528	PENSKE TRUCK LEASING	183.50
296990		BDREFUND	PISTOR, DAVID BRIAN	500.00
296991		008028	PK SAFETY SUPPLY	280.00
296992		BDREFUND	POINTE CONSTRUCTION SERVICES LLC	200.00
296993	*	000801	POSTMASTER	2,000.00
296994		008974	PREMIER PET SUPPLY	89.99
296995	*	009394	RABAA & NACHAWATI PLLC	360.00
296996	*	009394	RABAA & NACHAWATI PLLC	360.00

City of Birmingham
Warrant List Dated 03/14/2024

Meeting of 03/18/2024

Check Number	Early Release	Vendor #	Vendor	Amount
296997		BDREFUND	ROBERT J SOWLES	200.00
296998		007054	MICHAEL ROMANOWSKI	184.12
296999	*	002806	SAM'S CLUB/SYNCHRONY BANK	89.92
297000		BDREFUND	SCHMIER, RONALD	100.00
297001		BDREFUND	SCHULER, STEN	1,100.00
297002		BDREFUND	SIGNAL RESTORATION SERVICES	200.00
297003	*	008073	SITEONE LANDSCAPE SUPPLY, INC	1,019.21
297004	*	009184	SPECTRUM PRINTERS INC	360.00
297005		002809	STATE OF MICHIGAN	967.78
297006		006783	STATE OF MICHIGAN	30.00
297007	*	008287	SUNBELT RENTALS INC	20,287.41
297008		007408	T-MOBILE	630.46
297009	*	001076	TAYLOR FREEZER OF MICH INC	325.00
297010	*	009384	THE EDITH BLAKNEY LAW FIRM, PLLC	360.00
297011		009785	TOTAL ENERGY SYSTEMS, LLC	3,598.32
297012		009826	TRACER GOLF ACCESSORIES	682.00
297013	*	004379	TURNER SANITATION, INC	690.00
297014	*	008941	UPTOWN MARKET OF BIRMINGHAM	389.92
297015	*	004580	V.I.L. CONSTRUCTION, INC.	32,682.50
297016	*	000293	VAN DYKE GAS CO.	194.40
297017	*	000158	VERIZON WIRELESS	103.26
297018	*	000158	VERIZON WIRELESS	49.19
297019	*	000158	VERIZON WIRELESS	250.99
297020	*	000158	VERIZON WIRELESS	1,290.19
297021	*	000158	VERIZON WIRELESS	76.02
297022		BDREFUND	VERTEX REMODELING & RESTORATION	200.00
297023		BDREFUND	WALLSIDE INC	500.00
297024	*	002171	WEISSMAN'S COSTUMES	97.88
297025	*	004512	WOLVERINE POWER SYSTEMS	1,685.80
SUBTOTAL PAPER CHECK				\$811,263.35
<u>ACH TRANSACTION</u>				
10230	*	002284	ABEL ELECTRONICS INC	1,509.98
10231		007013	AHEAD USA LLC	1,778.32
10232	*	009383	BATTI LAW PLLC	1,080.00
10233	*	000517	BEIER HOWLETT P.C.	511.50
10234	*	008840	BIRMINGHAM PUBLIC SCHOOLS-TAXES	475,812.95
10235	*	000542	BLUE WATER INDUSTRIAL PRODUCTS INC	118.50
10236	*	008983	BRENNA SANDLES	811.50
10237		008545	JAIMI BROOK	28.00
10238	*	009396	CECILIA QUIRINDONGO BAUNSOE	720.00
10239		000605	CINTAS CORPORATION	249.05
10240	*	008044	CLUB PROPHET	554.00
10241		009529	DAVEY RESOURCE GROUP, INC.	2,275.00

City of Birmingham
Warrant List Dated 03/14/2024

Meeting of 03/18/2024

Check Number	Early Release	Vendor #	Vendor	Amount
10242		001077	DUNCAN PARKING TECH INC	6,202.35
10243		004574	FAIR-WAY TILE & CARPET, INC.	1,553.00
10244	*	000213	FIRE DEFENSE EQUIP CO INC	987.13
10245	*	001230	FIRE SYSTEMS OF MICHIGAN LLC	1,996.50
10246	*	000243	GRAINGER	558.42
10247	*	001672	HAYES PRECISION INC	205.00
10248	*	009390	IDUMESARO LAW FIRM, PLLC	660.00
10249		009512	WILL ISAACSON	175.00
10250		000261	J.H. HART URBAN FORESTRY	34,817.06
10251		000186	JACK DOHENY COMPANIES INC	1,473.34
10252	*	009249	JCC CREATIVE LLC	500.00
10253	*	003458	JOE'S AUTO PARTS, INC.	270.65
10254	*	007827	HAILEY R KASPER	840.00
10255	*	007096	CANDACE KUK-LAFERLE	581.00
10256	*	009392	LAMB LEGAL CONSULTING SERVICES	360.00
10257	*	005550	LEE & ASSOCIATES CO., INC.	2,100.00
10258	*	003527	LOWER HURON SUPPLY CO INC	614.59
10259	*	009398	MARCIA C ROSS PC	1,176.00
10260		001505	MEADOWBROOK INSURANCE GROUP	13,853.35
10261		002013	MIDWEST TAPE	528.27
10262	*	009242	MILES PARTNERSHIP LLLP	1,430.00
10263		004879	MOTOROLA SOLUTIONS INC	147.50
10264		009276	NEWTONS SOLUTIONS LLC	750.00
10265	*	009644	NICOLE GERKEY	26.77
10266	*	006359	NYE UNIFORM COMPANY	990.95
10267	*	008843	OAKLAND COUNTY TREASURER- TAX PYMNT	422,158.40
10268		002852	QMI GROUP INC	118.12
10269	*	003554	RKA PETROLEUM	16,498.80
10270	*	001181	ROSE PEST SOLUTIONS	50.00
10271	*	009603	SERV-ICE REFRIGERATION, INC	834.92
10272	*	003785	SIGNS-N-DESIGNS INC	710.00
10273		000254	SOCRRA	86,202.00
10274		005787	SOUTHEASTERN EQUIPMENT CO. INC	1,693.53
10275	*	002974	VILLAGE OF BEVERLY HILLS	98,342.29
10276		009687	WAGeworks, INC.	121.00
10277		009783	WINDCAVE INC	1,715.00
10278		009128	WITMER PUBLIC SAFETY GROUP INC	500.94
10279	*	005360	WORRY FREE INC	7,755.00
10280	*	009379	YELLOW DOOR LAW	6,612.00
SUBTOTAL ACH TRANSACTION				\$1,201,557.68

City of Birmingham
Warrant List Dated 03/14/2024

Meeting of 03/18/2024

Check Number	Early Release	Vendor #	Vendor	Amount
GRAND TOTAL				\$2,012,821.03

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.



MEMORANDUM

City Clerk's Office

DATE: March 6, 2024

TO: Jana L. Ecker, City Manager

FROM: Alexandria Bingham, City Clerk

SUBJECT: Special Event Application: 2024 City of Birmingham In The Park Concert Series

INTRODUCTION:

The City of Birmingham, Department of Public Services has submitted a special event application to hold the In The Park Concert Series weekly from June 7, 2024 until August 14, 2024. Set up for the event is scheduled for the day of the concert. The event begins at 7:00 p.m. and concludes at 9:00 p.m. Teardown is scheduled for the day after the concert.

BACKGROUND:

The necessary departments reviewed the proposed event details submitted in the application, and departments provided feedback on requirements and estimated costs. DPS, Planning, Building, Engineering, Police and Fire have indicated their approval.

The summer concert series is sponsored by the City of Birmingham on Wednesday evenings. The concerts take place in beautiful Shain Park. This free concert series offers an opportunity to sit amongst the trees while enjoying beautiful music on warm summer evenings. Concerts span a diverse range of genres appealing to all ages.

The following events occur in June, July, and August in Birmingham and do not pose a conflict for this event:

Village Fair	5/29/24 –6/2/24	Shain Park
Yoga In the Park	6/15/24	Shain Park
Day on the Town	7/27/24	City Streets
Farmers Market	5/5/24-10/27/24	Lot #6
Movie Nights	6/7/24–9/6/24	Booth Park
Next Level Summer Performance (pending)	8/11/24	Shain Park

LEGAL REVIEW:

The City Attorney has reviewed the application and has no objection as to form or content.

FISCAL IMPACT:

All costs associated with this event will be paid by the applicant.

SUSTAINABILITY:

There are no sustainability comments associated with this event.

PUBLIC COMMUNICATIONS:

The City of Birmingham, Department of Public Services notified residents and businesses about the details of this event by letter mailed at least two weeks prior to the City Commission meeting. The addresses that were notified were within 300 feet of the event space.

SUMMARY:

The City Commission is being asked to approve a special event permit for the 2024 City of Birmingham In The Park Concert Series to be held weekly from June 7, 2024 until August 14, 2024. The concert times are 7:00 p.m. until 9:00 p.m. Set up will take place on the day of the concert. Teardown will begin the day after the concert.

ATTACHMENTS:

- Special event application
- Notification letter with map of event area distributed to residents/businesses within 300 feet of the event area dated February 12, 2024. Notification addresses are on file in the Clerk's Office.
- Department approval page with comments and estimated costs

SUGGESTED COMMISSION ACTION:

To make a motion adopting a resolution to approve a special event permit as requested by the City of Birmingham, Department of Public Services to hold the 2024 City of Birmingham In The Park Concert Series weekly June 7, 2024 – August 14, 2024 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, or event cancellation that may be deemed necessary by administrative staff, leading up to or at the time of the event.

24-000 12460



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

IMPORTANT: EVENTS UTILIZING CITY SIDEWALKS AND/OR STREETS MUST MEET WITH POLICE DEPARTMENT SPECIAL EVENT OFFICE TO REVIEW PROPOSED EVENT DETAILS PRIOR TO SUBMITTING APPLICATION.

Police Department acknowledgement: 

RECEIVED

CLERK'S OFFICE

I. EVENT DETAILS

- **Incomplete applications will not be accepted.**
- **Changes in this information must be submitted to the City Clerk, in writing, at least three weeks prior to the event**

FEES: **FIRST TIME EVENT:** **\$200.00**
 ANNUAL APPLICATION FEE: **\$165.00**

(Please print clearly or type)

Date of Application February 7, 2024

Name of Event 2024 City of Birmingham In The Park Concert Series

Detailed Description of Event (attach additional sheet if necessary) Summer Concert Series sponsored by the City of Birmingham.

BBC Youth Action Board's Teen Concert: Friday, June 7, 2024

Summer Concert Wednesday Evenings: 6/12, 6/26, 7/3, 7/10, 7/17, 7/24, 7/31, 8/7, 8/14, 2024

Location Shain Park (Thomas M. Markus Pavilion)

Date(s) of Event See Above Hours of Event See Above

Date(s) of Set-up Day of the concert Hours of Set-up Day of the concert

NOTE: No set-up to begin before 7:00 AM, per city ordinance.

Date(s) of Tear-down Day after the concert Hours of Tear-down Day after the concert

Organization Sponsoring Event City of Birmingham, Department of Public Services

Organization Address 851 South Eton, Birmingham, MI 48009

Organization Phone 248-530-1642

Contact Person Connie J. Folk, Ice Arena and Facilities Superintendent

Contact Phone 248-530-1642

Contact Email cfolk@bhamgov.org

II. EVENT INFORMATION

1. Organization Type City of Birmingham
(city, non-profit, community group, etc.)

2. Additional sponsors or participants (Provide name, address, contact person, status, etc. for all additional organizations sponsoring your event.) TBD

3. The city encourages collaboration among nonprofit organizations to bring the greatest benefit to the community. Please explain your efforts to do so _____

4. Are there any sustainability initiatives associated with this event? Please explain.

5. Is the event a fundraiser? YES NO
List beneficiary _____
List expected income _____ Attach information about the beneficiary.

6. First time event in Birmingham? YES NO
If no, describe _____

7. Total number of people expected to attend per day 500 (approximate)

8. The event will be held on the following city property: (Please list)
 Street(s) _____
 Sidewalk(s) _____
 Park(s) Shain Park (Thomas M. Markus Pavilion)

9. Will street closures be required? YES NO

(Police Department acknowledgement prior to submission of application is required) (initial here) CS

What parking arrangements will be necessary to accommodate attendance?
Describe _____

10. Will staff be provided to assist with safety, security and maintenance? YES NO

If yes, please provide number of staff to be provided and any specialized training received.

Describe A city staff member will be attending every concert.

11. Will the event require safety personnel (police, fire, paramedics)? YES NO

(Police Department acknowledgement prior to submission of application is required.) (initial here) CS

Describe 2 officers needed for teen concert

12. 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.

13. Will music be provided? YES NO

Live Amplification Loudspeakers

Recorded Time music will begin 7pm

Time music will end 9pm

Location of live band, DJ, loudspeakers, equipment must be shown on the layout map.

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 \$800.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles		\$10.00 each includes 1 bag For additional bags, the cost is \$45 per case, 100 bags per case	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		\$400.00/per dumpster 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		\$224.75/per hydrant Includes the use of 5,000 gallons of water. Any additional water usage will be billed.	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.
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 (A permit is required for tents over 400 square feet)		
Portable Toilets	2	(1) standard/(1) handicap
Rides		
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)		

3. Do you want the Fountain on? YES NO
The fountain in on weather permitting June 1st through mid-October.
4. Umbrellas should be removed? YES NO
Umbrellas are available June 1st through mid-October.
5. Bistro tables/chairs should be removed? YES NO
Bistro tables/chairs are available June 1st through mid-October

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME City of Birmingham In The Park Concert Series

EVENT DATE 6/7, 6/12, 6/26, 7/3, 7/10, 7/17, 7/24, 7/31, 8/7, 8/14, 2024

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.

Connie J. Folke

2/7/2024

Signature

Date

*By providing your e-mail to the City, you agree to receive news and notifications from the City.
If you do not wish to receive these messages, you may unsubscribe at any time.*

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

- V. 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.)
- VI. 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.
- VII. 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.
- VIII. If street closures are necessary, a map must be included with the letter to the affected property/business owners.

SAMPLE NOTIFICATION LETTER

SPECIAL EVENT REQUEST NOTIFICATION LETTER

DATE: February 7, 2024

TO: Residential Property or Business Owner
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: City of Birmingham In The Park Summer Concerts

LOCATION: Shain Park (Thomas M. Markus Pavilion)

DATE(S) OF EVENT See Below HOURS OF EVENT 7pm-9pm

BRIEF DESCRIPTION OF EVENT/ACTIVITY: Summer Concerts held on
6/7, 6/12, 6/26, 7/3, 7/10, 7/17, 7/24, 7/31, 8/7, 8/14, 2024

DATE(S) OF SET-UP Day of concert HOURS OF SET-UP Day of concert

DATE(S) OF TEAR-DOWN After concert HOURS OF TEAR-DOWN After concert

DATE OF CITY COMMISSION MEETING: March 4, 2024

The City Commission meets in room 205 of the Municipal Building at 151 Martin at 7:30 p.m. You may also attend virtually through Zoom: https://zoom.us/j/655079760 Meeting ID: 655 079 760. 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: City of Birmingham, Department of Public Services

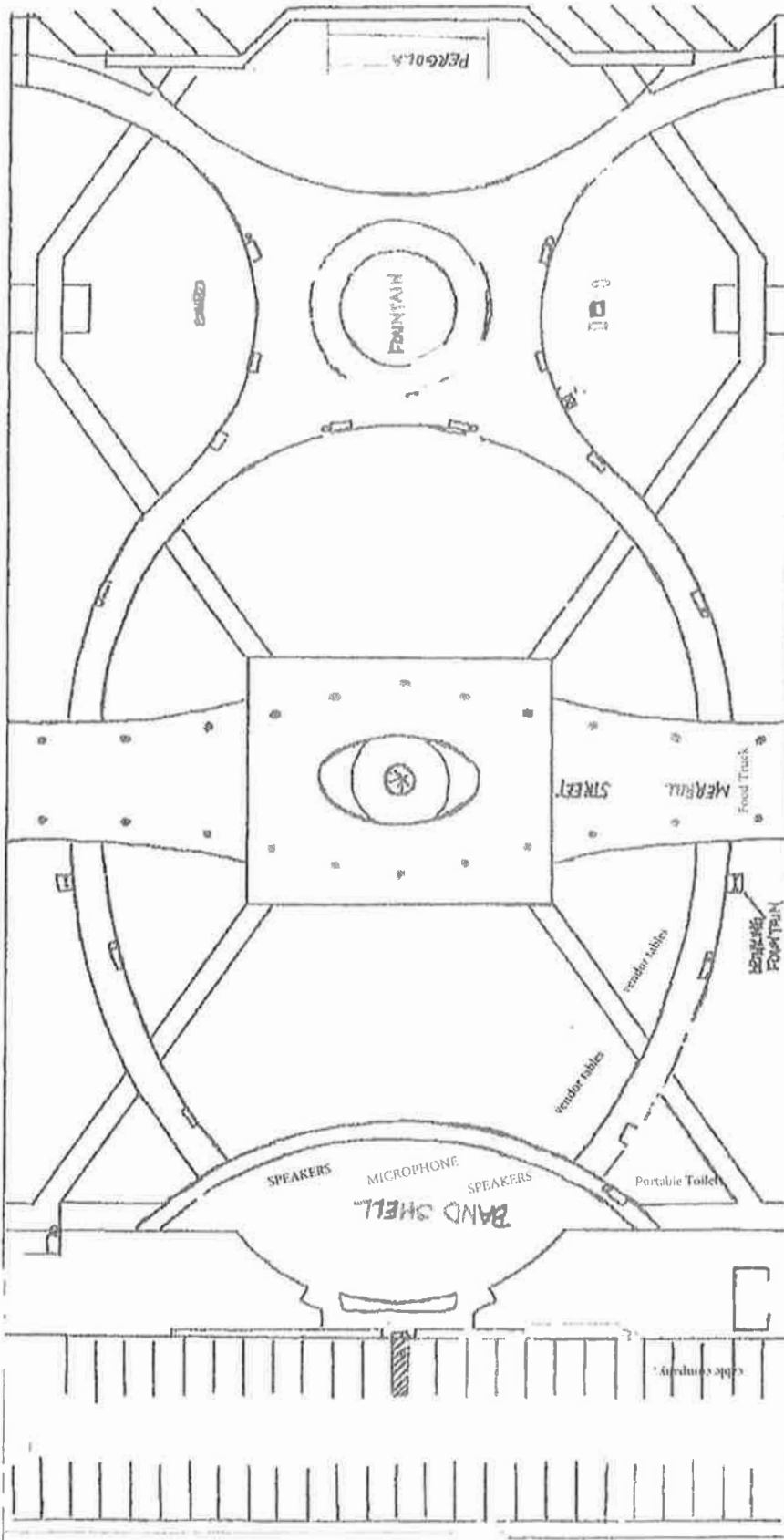
ADDRESS: 851 South Eton, Birmingham, MI 48009

PHONE: 248-530-1642

FOR QUESTIONS ON DAY OF EVENT, CONTACT: Connie Folk, 248-530-1642

A map showing street closures must be attached.

MARTIN STREET



TOWNSEND STREET

HENRIETTA STREET

IN

W Maple Rd.

W Maple Rd.

E Maple Rd.

S Old Woodward Ave.

Martin St.

S Chester St.

Library

Pierce St.

City Hall

E Merrill St.

Pierce St.

Martin St.

Henrietta St.

S Bates St.

S Bates St.

Shain Park

Shain Park

Townsend St.

Townsend St.

5E



SPECIAL EVENT NOTIFICATION
TO ALL PROPERTY/BUSINESS OWNERS

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: In The Park Summer Concerts

LOCATION: Shain Park (Thomas M. Markus Pavilion)

DATES/TIMES: BBCC YAB's Teen Summer Concert, Friday, 6/7/24, 7pm-9pm
Wednesday evenings: (6/12, 6/26, 7/3, 7/10, 7/17, 7/24, 7/31, 8/7, 8/14, 2024)
7:00 pm-9:00 pm

DATE/TIME OF CITY COMMISSION MEETING:
Monday, March 18, 2024 at 7:30 PM

The City Commission meets in room 205 of the Municipal Building at 151 Martin. 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).

EVENT ORGANIZER: City of Birmingham, DPS
851 South Eton, Birmingham, MI 48009

City Contact Person: Connie Folk, 248.530.1642, Cfolk@bhamgov.org

TO BUILDING MANAGERS CONTAINING MORE THAN ONE UNIT:

PLEASE POST THIS NOTICE AT THE MAIN ENTRANCE TO YOUR BUILDING.



SPECIAL EVENT NOTIFICATION
TO ALL PROPERTY/BUSINESS OWNERS

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: In The Park Summer Concerts

LOCATION: Shain Park (Thomas M. Markus Pavilion)

DATES/TIMES: BBCC YAB's Teen Summer Concert, Friday, 6/7/24, 7pm-9pm
Wednesday evenings: (6/12, 6/26, 7/3, 7/10, 7/17, 7/24, 7/31, 8/7, 8/14, 2024)
7:00 pm-9:00 pm

DATE/TIME OF CITY COMMISSION MEETING:
Monday, March 18, 2024 at 7:30 PM

The City Commission meets in room 205 of the Municipal Building at 151 Martin. 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).

EVENT ORGANIZER: City of Birmingham, DPS
851 South Eton, Birmingham, MI 48009

City Contact Person: Connie Folk, 248.530.1642, Cfolk@bhamgov.org

TO BUILDING MANAGERS CONTAINING MORE THAN ONE UNIT:

PLEASE POST THIS NOTICE AT THE MAIN ENTRANCE TO YOUR BUILDING.



SPECIAL EVENT NOTIFICATION
TO ALL PROPERTY/BUSINESS OWNERS

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: In The Park Summer Concerts

LOCATION: Shain Park (Thomas M. Markus Pavilion)

DATES/TIMES: BBCC YAB's Teen Summer Concert, Friday, 6/7/24, 7pm-9pm
Wednesday evenings: (6/12, 6/26, 7/3, 7/10, 7/17, 7/24, 7/31, 8/7, 8/14, 2024)
7:00 pm-9:00 pm

DATE/TIME OF CITY COMMISSION MEETING:
Monday, March 18, 2024 at 7:30 PM

The City Commission meets in room 205 of the Municipal Building at 151 Martin. 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).

EVENT ORGANIZER: City of Birmingham, DPS
851 South Eton, Birmingham, MI 48009

City Contact Person: Connie Folk, 248.530.1642, Cfolk@bhamgov.org

TO BUILDING MANAGERS CONTAINING MORE THAN ONE UNIT:

PLEASE POST THIS NOTICE AT THE MAIN ENTRANCE TO YOUR BUILDING.



SPECIAL EVENT NOTIFICATION
TO ALL PROPERTY/BUSINESS OWNERS

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: In The Park Summer Concerts

LOCATION: Shain Park (Thomas M. Markus Pavilion)

DATES/TIMES: BBCC YAB's Teen Summer Concert, Friday, 6/7/24, 7pm-9pm
Wednesday evenings: (6/12, 6/26, 7/3, 7/10, 7/17, 7/24, 7/31, 8/7, 8/14, 2024)
7:00 pm-9:00 pm

DATE/TIME OF CITY COMMISSION MEETING:
Monday, March 18, 2024 at 7:30 PM

The City Commission meets in room 205 of the Municipal Building at 151 Martin. 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).

EVENT ORGANIZER: City of Birmingham, DPS
851 South Eton, Birmingham, MI 48009

City Contact Person: Connie Folk, 248.530.1642, Cfolk@bhamgov.org

TO BUILDING MANAGERS CONTAINING MORE THAN ONE UNIT:

PLEASE POST THIS NOTICE AT THE MAIN ENTRANCE TO YOUR BUILDING.



SPECIAL EVENT NOTIFICATION
TO ALL PROPERTY/BUSINESS OWNERS

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: In The Park Summer Concerts

LOCATION: Shain Park (Thomas M. Markus Pavilion)

DATES/TIMES: BBCC YAB's Teen Summer Concert, Friday, 6/7/24, 7pm-9pm
Wednesday evenings: (6/12, 6/26, 7/3, 7/10, 7/17, 7/24, 7/31, 8/7, 8/14, 2024)
7:00 pm-9:00 pm

DATE/TIME OF CITY COMMISSION MEETING:

Monday, March 18, 2024 at 7:30 PM

The City Commission meets in room 205 of the Municipal Building at 151 Martin. 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).

EVENT ORGANIZER: City of Birmingham, DPS

851 South Eton, Birmingham, MI 48009

City Contact Person: Connie Folk, 248.530.1642, Cfolk@bhamgov.org

TO BUILDING MANAGERS CONTAINING MORE THAN ONE UNIT:

PLEASE POST THIS NOTICE AT THE MAIN ENTRANCE TO YOUR BUILDING.

Birmingham Ice Sports Arena
2300 East Lincoln
Birmingham, MI 48009

RETROPLEX MI 48009
12 FEB 2024 PM 2 15

FIRST-CLASS



US POSTAGE ^{IM}PITNEY BOWES



ZIP 48009 \$ 000.53⁰
02 7W
0008029208 FEB 12 2024

City of Birmingham
City Clerk's Office
151 Martin
Birmingham, MI 48009



DEPARTMENT APPROVALS

EVENT NAME: In the Park Concert Series

COMMISSION HEARING DATE: 03/18/24

DATE OF EVENT: 06/12-08/14/2024

LICENSE NUMBER #24-00012460

NOTE TO STAFF: Please submit approval by 03/04/24

DEPARTMENT	APPROVED	COMMENTS	PERMITS REQUIRED (Must be obtained directly from individual departments)	ESTIMATED 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)
PLANNING 101.0-000.000-636.0005 248.530.1855	TBC	No Cost No Comment		0	
BUILDING 101.0-000.000.636.0005 248.530.1850	MJM	No Building Department involvement.	Tents over 400 Sqft.	\$0	
FIRE 101.0-000.000-636.0004 248.530.1900	JS	Maintain 20' Fire Lane for surrounding streets Do not block hydrants Provide crowd managers 1 for every 250 persons No pyrotechnics or open flame entertainment props allowed. Food Trucks and Cooking tents require inspection prior to the event. Emergency response will be from the Fire stations.		\$0.00	
POLICE 101.0-000.000.636.0003 248.530.1870	RK	Two officers on OT detail for teen concert.		\$741.54	
PUBLIC SERVICES 101.0-000.000-636.0002 248.530.1642	CL	Includes set-up and take down for all concerts. And (1) staff member at each concert.		\$7,500	
ENGINEERING 101.0-000.000.636.0002 248.530.1839	MC	No permits are required	None	\$0	

PARKING	AF	Patrons must pay the posted rate at all meters and garages	None	0	0
INSURANCE 248.530.1807		Need to submit COI no less than 2 weeks prior to event Need to submit Hold Harmless Agreement	None	0	0
CLERK 101.0-000.000-614.0000 248.530.1803		Notification letters to be mailed by applicant no later than ____. Notification addresses on file in the Clerk's Office.	Applications for vendors license must be submitted no later than ____.	0	0
			TOTALS: Estimated and Actual Costs	\$8,241.54	

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



MEMORANDUM

City Clerk's Office

DATE: March 12, 2024

TO: Jana L. Ecker, City Manager

FROM: Alexandria Bingham, City Clerk

SUBJECT: Special Event Application: Celebrate Birmingham Hometown Parade

INTRODUCTION:

The City of Birmingham has submitted a special event application to hold the Celebrate Birmingham Hometown Parade on May 19, 2024. Set up for the event is scheduled for 9:00 a.m. until 12:00 p.m. The event begins at 1:00 p.m. and concludes at 4:00 p.m. Teardown is scheduled for 4:00 p.m.

BACKGROUND:

The necessary departments reviewed the proposed event details submitted in the application, and departments provided feedback on requirements and estimated costs. DPS, Planning, Building, Engineering, Police and Fire have indicated their approval.

The parade route will begin at Harmon and Old Woodward, go west on Maple, south on Bates and end at Townsend. These roads will have closures on May 19, 2024 at 12:30 p.m. and will re-open after the parade. On-street parking along parade route will be unavailable from 8:00 a.m. on May 19, 2024 until the parade ends. The parade will begin at 1:00 p.m. and last approximately 1 hour.

The party following the parade will be located in Shain Park and will require road closures at Bates and Merrill, Bates and Martin, Martin and Henrietta, and Henrietta and Merrill. Road closures will begin at 8:00 a.m. on May 19, 2024 and reopen after the event concludes at 4:00 p.m. On-street parking in these closed roads will be unavailable from 8 a.m. until the event concludes at 4:00 p.m.

The following events occur in May in Birmingham and do not pose a conflict for this event:

Art Birmingham	5/10/24-5/11/24	Shain Park
Village Fair	5/29/24-6/02/24	Shain Park
Memorial Day Ceremony	5/27/24	Shain Park
Farmers Market	Sundays	Lot #6
Holy Name Rosary 5K (pending)	5/31/24	Harmon St

LEGAL REVIEW:

The City Attorney has reviewed the application and has no objection as to form or content.

FISCAL IMPACT:

All costs associated with this event will be paid by the applicant.

SUSTAINABILITY:

There are no sustainability comments associated with this event.

PUBLIC COMMUNICATIONS:

The City of Birmingham notified residents and businesses about the details of this event by letter mailed at least two weeks prior to the City Commission meeting. The addresses that were notified were within 300 feet of the event space.

SUMMARY:

The City Commission is being asked to approve a special event permit for the Celebrate Birmingham Hometown Parade to be held May 19, 2024 from 1:00 p.m. to 4:00 p.m., with set up at 9:00 a.m. Teardown will begin at 4:00 p.m.

ATTACHMENTS:

- Special event application
- Notification letter with map of event area distributed to residents/businesses within 300 feet of the event area dated March 7, 2024. Notification addresses are on file in the Clerk's Office.
- Department approval page with comments and estimated costs

SUGGESTED COMMISSION ACTION:

To make a motion adopting a resolution to approve a special event permit as requested by the City of Birmingham to hold the Celebrate Birmingham Hometown Parade on May 19, 2024 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, or event cancellation that may be deemed necessary by administrative staff, leading up to or at the time of the event.



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

IMPORTANT: EVENTS UTILIZING CITY SIDEWALKS AND/OR STREETS MUST MEET WITH POLICE DEPARTMENT SPECIAL EVENT OFFICE TO REVIEW PROPOSED EVENT DETAILS PRIOR TO SUBMITTING APPLICATION.

Police Department acknowledgement: _____

RECEIVED

CLERK'S OFFICE

I. EVENT DETAILS

- **Incomplete applications will not be accepted.**
- **Changes in this information must be submitted to the City Clerk, in writing, at least three weeks prior to the event**

FEES: **FIRST TIME EVENT:** **\$200.00**
 ANNUAL APPLICATION FEE: **\$165.00**

(Please print clearly or type)

Date of Application 2/13/2024

Celebrate

Name of Event Birmingham Hometown Parade & Party in Shain Park

Detailed Description of Event (attach additional sheet if necessary) Annual parade ending with family events in Shain Park.

Location Old Woodward at Harmon, Maple, Bates & Henrietta; Party in Shain Park

Date(s) of Event Sunday May 19 2024 Hours of Event 1pm-4pm

Date(s) of Set-up Sunday May 19 2024 Hours of Set-up 9am-12pm

NOTE: No set-up to begin before 7:00 AM, per city ordinance.

Date(s) of Tear-down Sunday May 19 2024 Hours of Tear-down 4pm

Organization Sponsoring Event City of Birmingham

Organization Address 151 Martin Street

Organization Phone 248-530-1880

Contact Person Mya Brown, Deputy Clerk

Contact Phone 248-530-1803

Contact Email mbrown@bhamgov.org

II. EVENT INFORMATION

1. Organization Type City
(city, non-profit, community group, etc.)

2. Additional sponsors or participants (Provide name, address, contact person, status, etc. for all additional organizations sponsoring your event.) not yet determined

3. The city encourages collaboration among nonprofit organizations to bring the greatest benefit to the community. Please explain your efforts to do so _____

4. Are there any sustainability initiatives associated with this event? Please explain. _____

5. Is the event a fundraiser? YES NO
List beneficiary _____
List expected income _____ Attach information about the beneficiary.

6. First time event in Birmingham? YES NO
If no, describe _____

7. Total number of people expected to attend per day 1,000

8. The event will be held on the following city property: (Please list)
 Street(s) Old Woodward, Maple, Bates, Martin
Henrietta
 Sidewalk(s) Same as above. Parade announcers, sound equipment and
Bloomfield Community TV crew, parade judges on select sidewalks- TBD
 Park(s) Shain Park

9. Will street closures be required? YES NO

(Police Department acknowledgement prior to submission of application is required) (initial here) PK

What parking arrangements will be necessary to accommodate attendance?

Describe Parking structures, meter bags for vendors to park near Shain Park. Meter bags to block off parking along

Woodward for parade line up

10. Will staff be provided to assist with safety, security and maintenance? YES NO

If yes, please provide number of staff to be provided and any specialized training received.

Describe Clerks office staff (5), volunteers (10)

11. Will the event require safety personnel (police, fire, paramedics)? YES NO

(Police Department acknowledgement prior to submission of application is required.) (initial here) PK

Describe Police personnel at barricades, police dept escort in and at end of parade

12. 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.

13. Will music be provided? YES NO

X Live X Amplification _____ X Loudspeakers

Recorded Time music will begin 1pm

Time music will end 4pm

Location of live band, DJ, loudspeakers, equipment must be shown on the layout map.

14. Will there be signage in the area of the event? YES NO
 Number of signs/banners 3 banners: Pierce, Chetser, and N. Old Woodward Structures
 Size of signs/banners See photos
 Submit a photo/drawing of the sign(s). **A sign permit may be required.**

15. 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.**
 • You must obtain approval from the Oakland County Health Department for all food/beverage sales/donations. Contact ehclerk@oakgov.com or 248-535-9612 to obtain Health Department approval.
 • There is a \$50.00 application fee for all vendors and peddlers, in addition to the \$10.00 daily fee, per location.

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

VENDOR NAME	GOODS TO BE SOLD	WATER HOOK-UP REQUIRED?	ELECTRIC REQUIRED?
TBD	Food/Beverages	No	No

Food Vendors must place some type of protection material under their food trucks to catch oil and food spills.

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	0	6 for \$800.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles	6	\$10.00 each includes 1 bag For additional bags, the cost is \$45 per case, 100 bags per case	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	0	\$400.00/per dumpster 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	0	\$224.75/per hydrant Includes the use of 5,000 gallons of water. Any additional water usage will be billed.	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.
Meter Bags / Traffic Cones / Barricades	# to be determined by the Police Department.	(2) Electronic Signs	100 cones; 6 class 3 barricades, 16 barricades, 8 police

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 (A permit is required for tents over 400 square feet)	4-5	10x10
Portable Toilets	5	
Rides	0	
Displays	0	
Vendors	TBD	
Temporary Structure (must attach a photo)	0	
Other (describe)	3-4	

3. Do you want the Fountain on? YES NO
The fountain in on weather permitting June 1st through mid-October.
4. Umbrellas should be removed? YES NO
Umbrellas are available June 1st through mid-October.
5. Bistro tables/chairs should be removed? YES NO
Bistro tables/chairs are available June 1st through mid-October

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME Birmingham Hometown Parade & Party in Shain Park
EVENT DATE 5/19/2024

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

2/13/2024
Date

*By providing your e-mail to the City, you agree to receive news and notifications from the City.
If you do not wish to receive these messages, you may unsubscribe at any time.*

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

- V. 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.)
- VI. 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.
- VII. 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.
- VIII. If street closures are necessary, a map must be included with the letter to the affected property/business owners.



SPECIAL EVENT NOTIFICATION

TO ALL PROPERTY OWNERS & OCCUPANTS

Birmingham City Code requires approval from the Birmingham City Commission to hold the following special event. The code further requires we notify any affected property/business owners 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: Celebrate Birmingham Parade & Party in the Park
LOCATION: Downtown Birmingham – Old Woodward and Shain Park (see flipside map)
DATES/TIMES: Sunday, May 19, 2024
Parade setup at 9 AM, Parade at 1 PM,
Activities in Shain Park following Parade, completing at 4 pm

Parade staging on Old Woodward between Harmon and Oakland. Parade will start on Old Woodward at Oakland, travel west on Maple, south on Bates and ending at Townsend. Road Closures for Parade Route will begin at 12:30 pm on 5/19/24. On-Street Parking along parade route will not be available on 5/19/24 until after parade ends.

Party in Shain Park will require road closures at Bates and Merrill, Bates and Martin, Martin and Henrietta, and Henrietta and Townsend. On-street parking within these areas will not be available 5/19/24 until after event ends at 4:00 pm

DATE/TIME OF CITY COMMISSION MEETING: Monday, April 8, 2024, 7:30PM
The City Commission meets in room 205 of the Municipal Building at 151 Martin. You may also attend virtually through ZOOM: <https://zoom.us/j/655079760> Meeting ID: 655 079 760. 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)

EVENT ORGANIZER: City of Birmingham. City Staff Contact: Mya Brown, Deputy City Clerk
248.530.1803 • mbrown@bhamgov.org • <http://www.bhamgov.org/parade>

Interested in participating as vendor, sponsor or participant? Contact clerksoffice@bhamgov.org

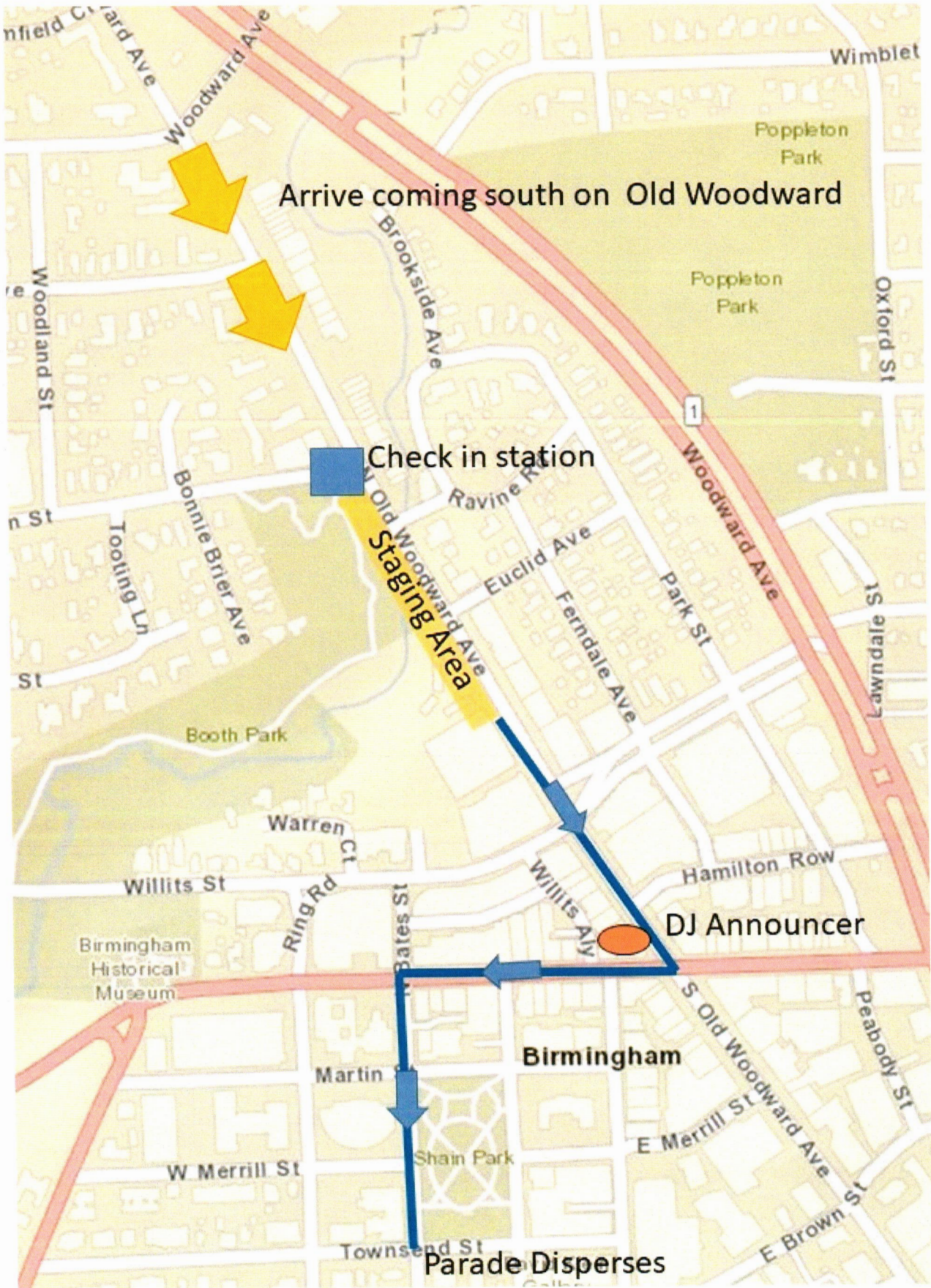
City Clerk's Office
City of Birmingham
151 Martin
Birmingham, MI 48001

Birmingham Parade
and Party in Shain
Park Sunday, May 19,
2024

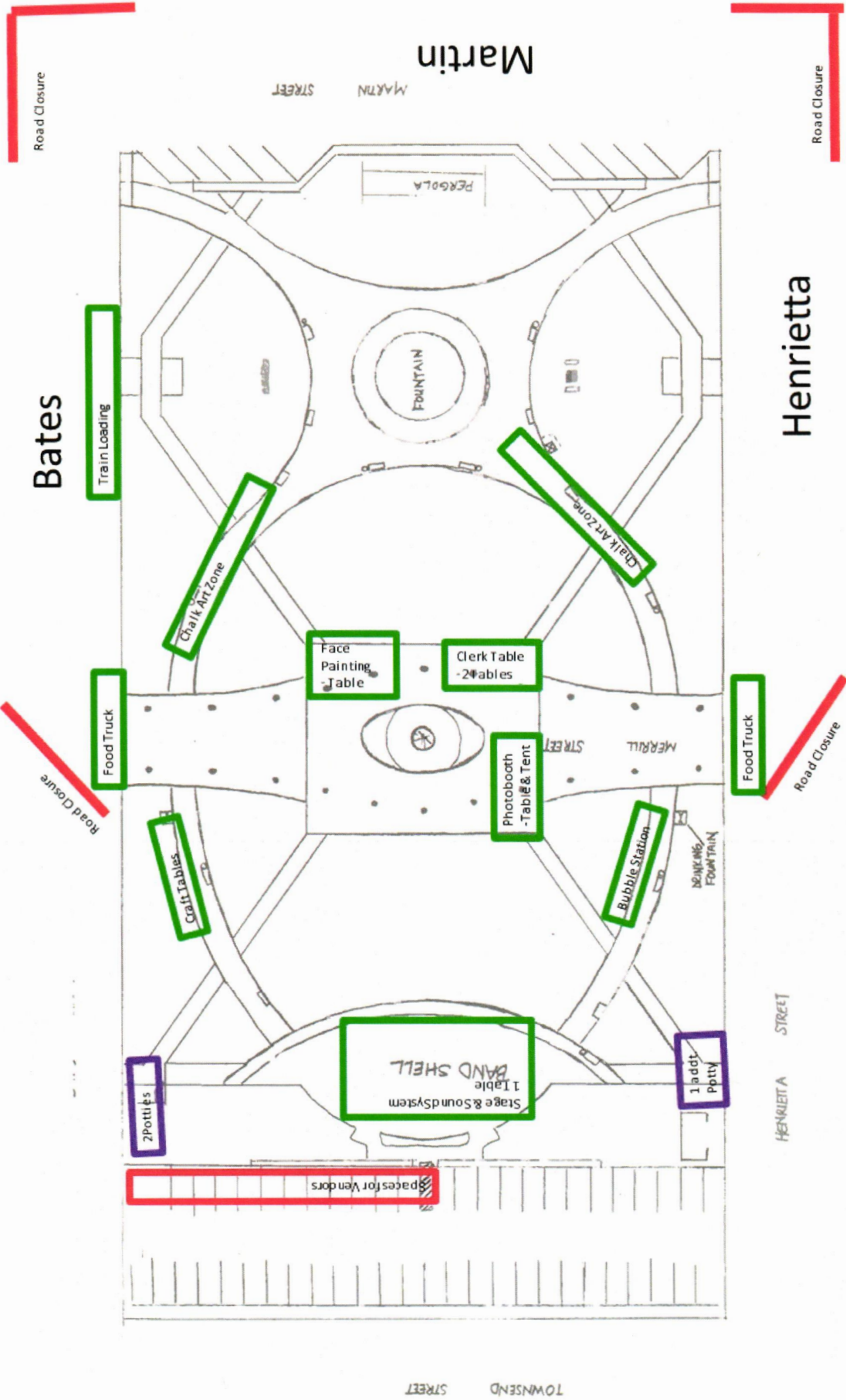
METROPLEX MI 480
MAR 2024 PM 9 L
1936130001
CITY OF BIRMINGHAM
PO BOX 3001
BIRMINGHAM, MI 48012



Parade Route Map



Shain Park Map



DEPARTMENT APPROVALS

EVENT NAME: Birmingham Hometown Parade & Party

COMMISSION HEARING DATE: 3/18/2024

LICENSE NUMBER #24-00012467

NOTE TO STAFF: Please submit approval by **3/4/2024**

DATE OF EVENT: 5/19/2024

DEPARTMENT	APPROVED	COMMENTS	PERMITS REQUIRED (Must be obtained directly from individual departments)	ESTIMATED 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)
PLANNING 101.0-000.000-636.0005 248.530.1855	TBC	No Cost No Comment		0	
BUILDING 101.0-000.000.636.0005 248.530.1850	MJM	No Building Department involvement.	Tents over 400 sqft.	\$0	
FIRE 101.0-000.000-636.0004 248.530.1900	JS	ALS/Fire will respond from the station Food Trucks and cooking areas require inspection. Do not block Fire Hydrants or Fire Department connections with storage/tents. Provide crowd managers and maintain access lanes for emergency responders.		\$0.00	
POLICE 101.0-000.000.636.0003 248.530.1870	RK	Barricades/cones/personnel – City event (no cost)		\$0	\$0
PUBLIC SERVICES 101.0-000.000-636.0002 248.530.1642	CL	Includes barricade placement, placement of city vehicles to block intersections for safety and removal, and any setup or removal occurring on weekdays before and after event. Does NOT include any costs occurring weekend of event. If further assistance is required during the event, additional costs will occur.		\$3,500	

ENGINEERING 101.0-000.000.636.0002 248.530.1839	MC	An Obstruction Permit will be required to close the road	Obstruction Permit	\$100	
PARKING	AF	Parking is free on Sunday's at both meters and City owned parking graages	None	0	0
INSURANCE 248.530.1807		Need to submit COI no less than 2 weeks prior to event Need to submit Hold Harmless Agreement	None	0	
CLERK 101.0-000.000-614.0000 248.530.1803		Notification letters to be mailed by applicant no later than ____. Notification addresses on file in the Clerk's Office.	Applications for vendors license must be submitted no later than ____.	0	0
			TOTALS: Estimated and Actual Costs	\$3,600.00	

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund _____



MEMORANDUM

Engineering Department

DATE: March 7, 2024

TO: Jana L. Ecker, City Manager

FROM: Melissa A. Coatta, City Engineer

SUBJECT: Pierce Street Paving Project
Contract #3-23(W) Budget Amendment

INTRODUCTION:

The City awarded the Pierce Street Paving Project Contract #3-23(W) to Angelo Iafrate Construction Company. The awarded contract was \$2,891,466.37. The Engineering Department is requesting City Commission approval of a budget amendment for the project to cover additional engineering costs due to poor soil conditions encountered during construction.

BACKGROUND:

On July 10, 2023, The City Commission approved the awarding of the contract for the Pierce Street Paving Project. This project included replacement of the water main between Lincoln Street and 14 Mile Road and the replacement of the road surface. As part of the pavement replacement, the City installed new curb and gutters along with replacing driveway approaches, and improving sidewalk ramps.

During construction, the contractor encountered poor soil conditions within several areas of the limits of the roadway. In order to ensure that the underlying soils could support the new road surface, additional measures had to be taken. This work consisted of installing a stone base an additional twelve (12") in thickness than originally designed along with the placement of a geosynthetic geogrid material to stabilize the soils.

LEGAL REVIEW:

The City Attorney has reviewed the suggested action and had no objections to form or content.

FISCAL IMPACT:

A budget amendment is needed for the additional construction work on the project in the amount of \$132,774.75. The additional costs will be charged to the following accounts:

Fund Account	Fund ID Number	Amount
Major Street Fund	202.0-449.001-981.0100	\$53,121.51
Sewer Fund	590.0-537.000-981.0100	\$6,633.18
Water Fund	591.0-544.000-981.0100	\$73,020.06

Prior to the start of the Pierce Street Project, Consumers Energy replaced the gas main on the portion of Pierce Street between E. Lincoln Street and Catalpa Drive. It was determined that rather than Consumers Energy restore the areas they disturbed with the Pierce Street right-of-way, the City would restore those areas as part of the overall project restoration and back charge Consumers Energy for their portion. The City sent an invoice to Consumers Energy in the amount of \$48,540 for their restoration of their project areas. Once paid, this amount will reduce the project overage.

SUSTAINABILITY:
N/A

PUBLIC COMMUNICATIONS:
Property owners were contacted throughout the construction process.

SUMMARY:
The Engineering Department recommends that the City Commission authorize a budget amendment in the amount of \$132,774.75.

ATTACHMENTS:

- The City Commission Report for the Pierce Street Project contract award on July 10, 2023.

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution to approve the budget amendment of \$132,774.75 for the Pierce Street Paving Project Contract. Further to charge the additional cost to the following accounts:

Fund Account	Fund ID Number	Amount
Major Street Fund	202.0-449.001-981.0100	\$53,121.51
Sewer Fund	590.0-537.000-981.0100	\$6,633.18
Water Fund	591.0-544.000-981.0100	\$73,020.06

AND

To approve the appropriation and amendment of the fiscal year 2023/2024 budget as follows:

Major Street Fund:

Revenues:		
202.0-000.000-400.0000	Draw from Fund Balance	<u>\$53,121.51</u>
Total Revenue		<u>\$53,121.51</u>
Expenditures:		
202.0-449.001-981.0100	Public Improvement	<u>\$53,121.51</u>

Total Expenses		<u>\$53,121.51</u>
<u>Sewer Fund:</u>		
Revenues:		
590.0-000.000-400.0000	Draw from Net Position	<u>\$6,633.18</u>
Total Revenue		<u>\$6,633.18</u>
Expenditures:		
590.0-537.000-981.0100	Public Improvement	<u>\$6,633.18</u>
Total Expenses		<u>\$6,633.18</u>
<u>Water Fund:</u>		
Revenues:		
591.0-000.000-400.0000	Draw from Net Position	<u>\$73,020.06</u>
Total Revenue		<u>\$73,020.06</u>
Expenditures:		
591.0-544.000-981.0100	Public Improvement	<u>\$73,020.06</u>
Total Expenses		<u>\$73,020.06</u>



MEMORANDUM

Engineering Department

DATE: July 11, 2023

TO: Jana L. Ecker, City Manager

FROM: Melissa A. Coatta, City Engineer

SUBJECT: Pierce Street Paving Project
Contract #3-23(W) Contract Award

INTRODUCTION:

The City received and opened bids for the Pierce Street Paving Project Contract #3-23(W) on June 15, 2023. Five (5) bids were received for consideration, and the Engineering Department recommends awarding this contract to Angelo Iafrate Construction Company.

BACKGROUND:

The Pierce Street Paving Project is a several block project from 14 Mile Road to Lincoln Avenue. This project includes work designed to improve water infrastructure while replacing deteriorated pavement. The Pierce Street Paving Project was presented to the Multi-Modal Transpiration Board (MMTB) for review on October 4, 2022. As part of the pavement replacement, the City will place new curb and gutters along with replacing driveway approaches, and improving sidewalk ramps as needed. There were no additional project recommendations by the MMTB.

The Engineering Department opened bids on June 15, 2023. Five (5) bids were received, as listed in the attached summary. The low bidder was Angelo Iafrate Construction Company with their bid of \$2,926,560.00. The lowest bid was approximately \$835,969.00 higher (40%) than the engineer's estimate. Factors that influence bid pricing include rising material and labor costs. The bid documents include a pavement cross-section of concrete pavement and asphalt pavement. The asphalt pavement was a lower cost for all bidders, and for the low bidder, it was \$107,897.00 lower than concrete pavement.

A post-bid meeting was conducted with the two lower bidders to review the detail of their bid and discuss the following valve engineering (VE) items that could reduce the project's cost:

1. Reduce scope of storm sewer: \$147,920.00
2. Alternative pipe material for water main and water services: \$13,978.00
3. Switch 21AA limestone to 21AA crushed concrete: \$10,884.50

For VE Item No. 2, the Engineering Department recommends proceeding with a plastic water service pipe. Both low bidders provide an alternative plastic pipe material, C909, but the Engineering Department and Department of Public Services do not recommend this since the City currently does not have the equipment and material to maintain C909 pipe material.

Angelo Iafrate Construction Company has completed several projects for the City in the past, including the Maple Road and Old Woodward Project. Based on their performance on previous projects, we are confident that they are fully qualified to perform the type of work included in the Pierce Street Paving Project.

As required for all City construction projects, Angelo Iafrate Construction Company has submitted a 5% bid security with their bid which will be forfeited if they do not provide signed contracts, bonds, and insurance required by the contract following the award by the City Commission.

LEGAL REVIEW:

The City's standard contract language was used for this bidding document which the City Attorney had reviewed and approved. No legal issues exist based on the documentation.

FISCAL IMPACT:

This project was budgeted for in the 2022/2023 fiscal year, and a budget amendment is required for the 2023/2024 fiscal year. The total construction cost for the project is estimated to be \$2,891,466.37 which includes the Angelo Iafrate Construction Company bid amount with VE items 1 and 3 at a total of \$2,753,777.50 and a 5% construction contingency. The project award will be funded by the following accounts:

Fund Account	Fund ID Number	Project Award	5% Contingencies	Total
Major Street Fund	202.0-449.001-981.0100	\$1,101,751.85	\$55,087.59	\$1,156,839.44
Sewer Fund	590.0-537.000-981.0100	\$137,573.64	\$6,878.68	\$144,452.32
Water Fund	591.0-544.000-981.0100	\$1,514,452.01	\$75,722.60	\$1,590,174.61

SUSTAINABILITY:

Switching the road aggregate base to 21AA crushed concrete is more sustainable than limestone since crushed concrete is recycled material from previous concrete roads.

PUBLIC COMMUNICATIONS:

The Engineering Department held a property owner meeting on June 6, 2023, to discuss the project, water lateral special assessments, and to answer questions. Property owners received the notification for the water lateral special assessment district. Communication with property owners in the project will be included in the general project announcement.

SUMMARY:

The Engineering Department recommends the Pierce Street Paving Project Contract #3-23(W) be awarded to Angelo Iafrate Construction Company.

ATTACHMENTS:

- Project Area Map (2 pages)
- Bid Summary (2 pages)
- VE Bid Summary (3 pages)
- Nowak and Fraus Recommendation Letter (2 pages)
- [Contract](#)
- [Plans](#)

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution to award the Pierce Street Paving Project Contract #3-23(W) to Angelo Iafrate Construction Company in the amount of \$2,753,777.50 and a 5% construction contingency for a total of \$2,891,466.37. In addition, authorize the Mayor and City Clerk to sign the agreement on behalf of the City after the review of Angelo Iafrate Construction Company’s insurance, and bonds contingent upon execution of the agreement and meeting all insurance and bonding requirements. Funding for this project has been budgeted in the following accounts:

Fund Account	Fund ID Number	Project Award	5% Contingencies	Total
Major Street Fund	202.0-449.001-981.0100	\$1,101,751.85	\$55,087.59	\$1,156,839.44
Sewer Fund	590.0-537.000-981.0100	\$137,573.64	\$6,878.68	\$144,452.32
Water Fund	591.0-544.000-981.0100	\$1,514,452.01	\$75,722.60	\$1,590,174.61

AND

To approve the appropriation and amendment of the fiscal year 2023/2024 budget as follows:

Major Street Fund:

Revenues:

202.0-000.000-400.0000	Draw from Fund Balance	<u>\$1,156,840</u>
Total Revenue		<u>\$1,156,840</u>

Expenditures:

202.0-449.001-981.0100	Public Improvement	<u>\$1,156,840</u>
Total Expenses		<u>\$1,156,840</u>

Sewer Fund:

Revenues:

590.0-000.000-400.0000	Draw from Net Position	<u>\$144,460</u>
Total Revenue		<u>\$144,460</u>

Expenditures:

590.0-537.000-981.0100	Public Improvement	<u>\$144,460</u>
Total Expenses		<u>\$144,460</u>

Water Fund:

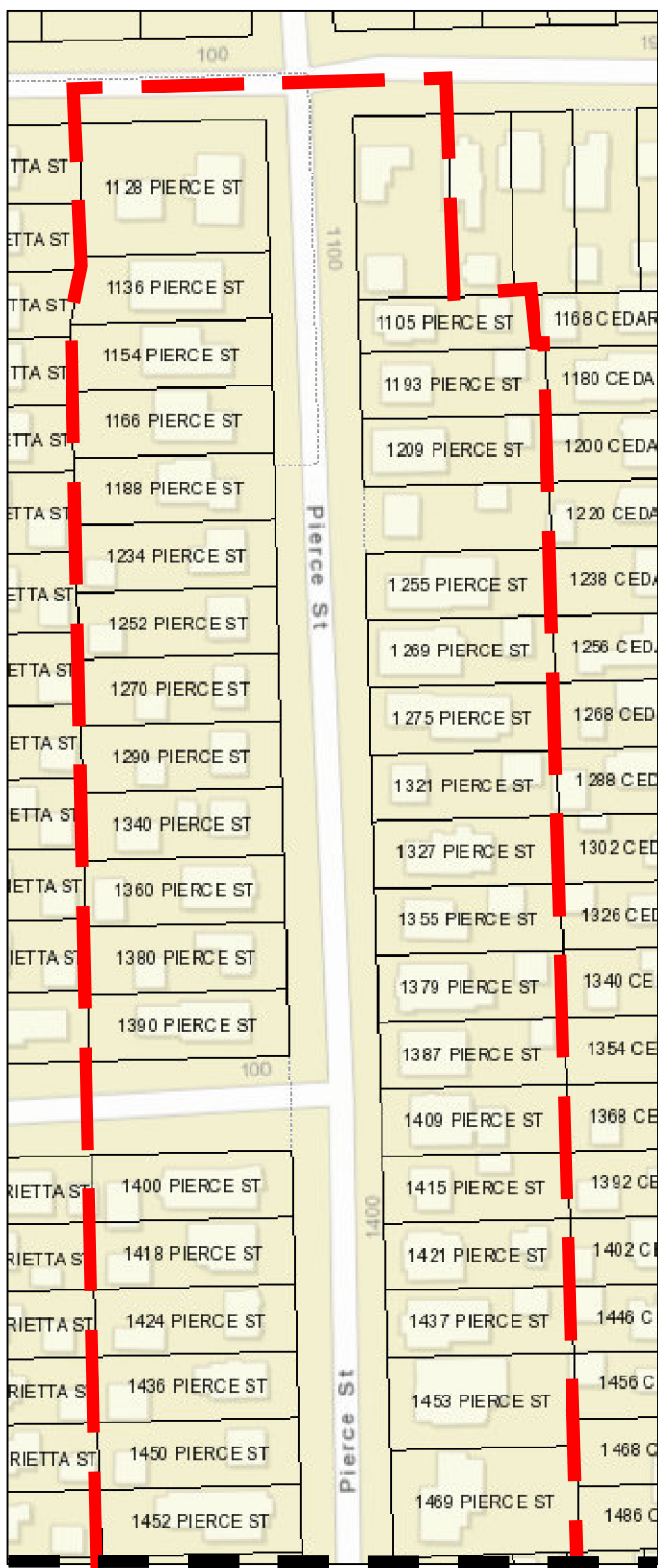
Revenues:

591.0-000.000-400.0000	Draw from Net Position	<u>\$1,590,180</u>
Total Revenue		<u>\$1,590,180</u>

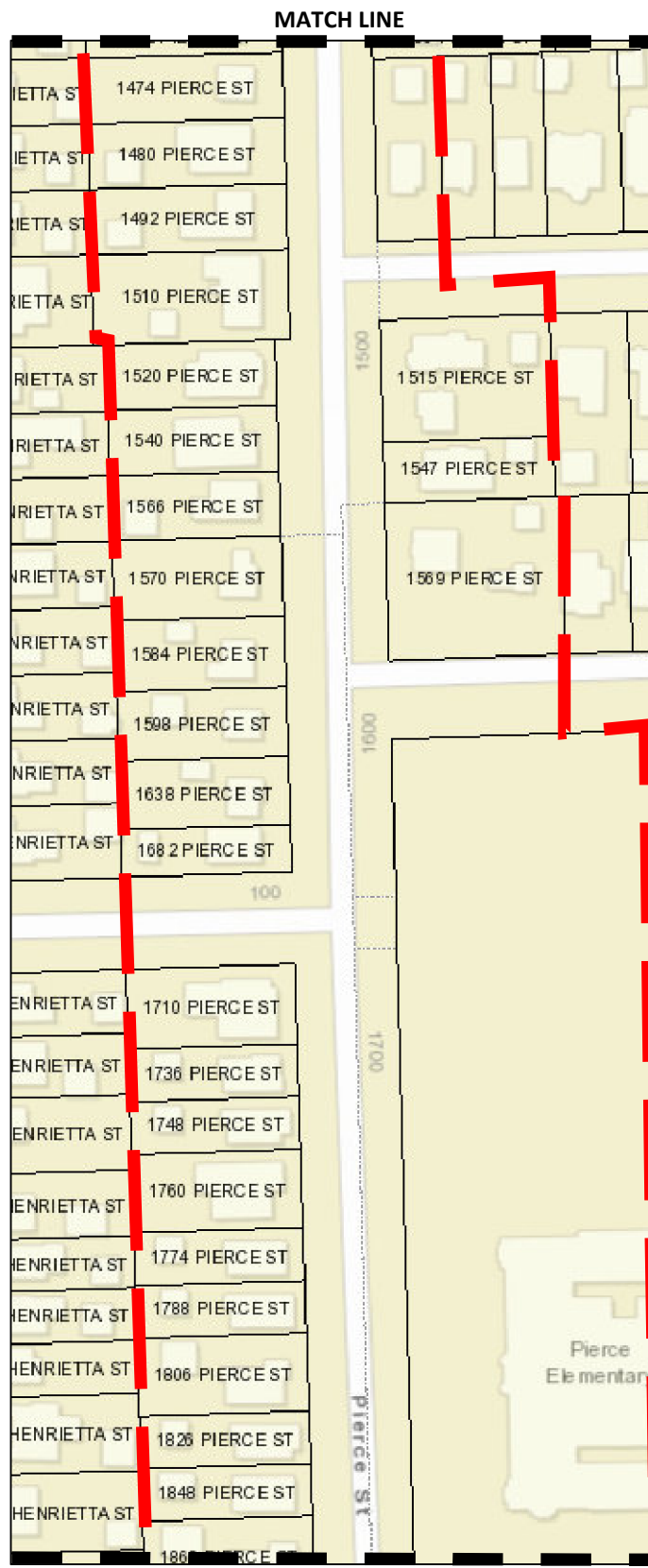
Expenditures:

591.0-544.000-981.0100	Public Improvement	<u>\$1,590,180</u>
Total Expenses		<u>\$1,590,180</u>

Pierce Street Project Area



MATCH LINE



MATCH LINE NEXT PAGE

**BID TABULATION
PIERCE STREET PAVING PROJECT
CONTRACT #3-23(P)**

NO.	ITEM DESCRIPTION	PAY UNIT	TOTAL QUANTITY	ENGINEER'S ESTIMATE		ANGELO IAFRATE		DIPONIO		F.D.M.		INNER CITY		V.I.L.	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
SEWER PAY ITEMS															
1	21" Storm Sewer, C76, CL-IV, Trench A	LF	319	135.00	\$ 43,065.00	120.00	\$ 38,280.00	200.00	\$ 63,800.00	225.00	\$ 71,775.00	386.50	\$ 123,293.50	241.00	\$ 76,879.00
2	18" Storm Sewer, C76, CL-IV, Trench A	LF	216	125.00	\$ 27,000.00	115.00	\$ 24,840.00	180.00	\$ 38,880.00	220.00	\$ 47,520.00	327.85	\$ 70,815.60	235.00	\$ 50,760.00
3	12" Storm Sewer, C76, CL-IV, Trench A	LF	132	95.00	\$ 12,540.00	100.00	\$ 13,200.00	120.00	\$ 15,840.00	150.00	\$ 19,800.00	313.45	\$ 41,375.40	230.00	\$ 30,360.00
4	New 5'-0" Diameter Storm Manhole (Construct Online)	EA	1	6,500.00	\$ 6,500.00	7,000.00	\$ 7,000.00	6,500.00	\$ 6,500.00	15,000.00	\$ 15,000.00	10,605.00	\$ 10,605.00	9,700.00	\$ 9,700.00
5	New 5'-0" Diameter Storm Manhole w/ 2' Sump & PVC Gas Trap	EA	1	5,500.00	\$ 5,500.00	8,000.00	\$ 8,000.00	7,000.00	\$ 7,000.00	12,000.00	\$ 12,000.00	7,997.00	\$ 7,997.00	10,100.00	\$ 10,100.00
6	New 5'-0" Diameter Storm Manhole w/ 2' Sump	EA	2	5,000.00	\$ 10,000.00	6,900.00	\$ 13,800.00	4,800.00	\$ 9,600.00	10,000.00	\$ 20,000.00	7,997.00	\$ 15,994.00	8,200.00	\$ 16,400.00
7	New 4'-0" Diameter Storm Manhole w/ 2' Sump (Construct Online)	EA	1	5,000.00	\$ 5,000.00	6,000.00	\$ 6,000.00	5,000.00	\$ 5,000.00	12,500.00	\$ 12,500.00	8,209.00	\$ 8,209.00	7,900.00	\$ 7,900.00
8	New 4'-0" Diameter Storm Manhole w/ 2' Sump	EA	1	4,500.00	\$ 4,500.00	5,000.00	\$ 5,000.00	4,800.00	\$ 4,800.00	8,500.00	\$ 8,500.00	6,259.00	\$ 6,259.00	6,200.00	\$ 6,200.00
9	New 2'-0" Diameter Inlet	EA	8	2,250.00	\$ 18,000.00	3,500.00	\$ 28,000.00	3,000.00	\$ 24,000.00	6,000.00	\$ 48,000.00	2,295.00	\$ 18,360.00	3,700.00	\$ 29,600.00
10	6" Perforated Pipe Underdrain (No sock)	LF	320	20.00	\$ 6,400.00	25.00	\$ 8,000.00	33.00	\$ 10,560.00	45.00	\$ 14,400.00	29.25	\$ 9,360.00	38.00	\$ 12,160.00
11	Sewer Tap, 21"	EA	1	1,750.00	\$ 1,750.00	4,500.00	\$ 4,500.00	2,000.00	\$ 2,000.00	2,500.00	\$ 2,500.00	2,240.00	\$ 2,240.00	2,400.00	\$ 2,400.00
12	Sewer Tap, 12"	EA	1	1,000.00	\$ 1,000.00	1,500.00	\$ 1,500.00	1,500.00	\$ 1,500.00	1,500.00	\$ 1,500.00	1,695.00	\$ 1,695.00	1,900.00	\$ 1,900.00
13	Reconstruct Manhole (if and where needed)	VF	30	400.00	\$ 12,000.00	450.00	\$ 13,500.00	500.00	\$ 15,000.00	150.00	\$ 4,500.00	397.00	\$ 11,910.00	200.00	\$ 6,000.00
14	Remove & Replace Structure Cover (as directed by City)	LB	2,750	2.00	\$ 5,500.00	2.60	\$ 7,150.00	3.50	\$ 9,625.00	5.00	\$ 13,750.00	2.30	\$ 6,325.00	2.00	\$ 5,500.00
15	Remove Ex. Drainage Structure	EA	3	750.00	\$ 2,250.00	950.00	\$ 2,850.00	800.00	\$ 2,400.00	1,000.00	\$ 3,000.00	1,013.00	\$ 3,039.00	800.00	\$ 2,400.00
16	Remove Ex. 12" Storm Sewer	LF	94	35.00	\$ 3,290.00	50.00	\$ 4,700.00	40.00	\$ 3,760.00	40.00	\$ 3,760.00	53.10	\$ 4,991.40	29.00	\$ 2,726.00
17	Remove Ex. 10" Storm Sewer	LF	25	30.00	\$ 750.00	65.00	\$ 1,625.00	40.00	\$ 1,000.00	40.00	\$ 1,000.00	53.10	\$ 1,327.50	26.00	\$ 650.00
18	Bulkhead Structure, 12"	EA	3	850.00	\$ 2,550.00	600.00	\$ 1,800.00	800.00	\$ 2,400.00	500.00	\$ 1,500.00	250.00	\$ 750.00	500.00	\$ 1,500.00
19	Bulkhead Structure, 10"	EA	1	800.00	\$ 800.00	550.00	\$ 550.00	750.00	\$ 750.00	500.00	\$ 500.00	230.00	\$ 230.00	450.00	\$ 450.00
20	Bulkhead Pipe, 8"	EA	1	1,000.00	\$ 1,000.00	250.00	\$ 250.00	300.00	\$ 300.00	400.00	\$ 400.00	210.00	\$ 210.00	400.00	\$ 400.00
21	CCTV Sewer Acceptance Inspection	LS	1	5,000.00	\$ 5,000.00	25,000.00	\$ 25,000.00	2,000.00	\$ 2,000.00	10,000.00	\$ 10,000.00	3,000.00	\$ 3,000.00	1,500.00	\$ 1,500.00
SUBTOTAL SEWER PAY ITEMS					\$ 174,395.00		\$ 215,545.00		\$ 226,715.00		\$ 311,905.00		\$ 347,986.40		\$ 275,485.00
WATER MAIN PAY ITEMS															
22	Remove Hydrant	EA	2	1,500.00	\$ 3,000.00	1,200.00	\$ 2,400.00	1,000.00	\$ 2,000.00	1,000.00	\$ 2,000.00	515.00	\$ 1,030.00	1,200.00	\$ 2,400.00
23	Remove Existing Gate Valve Well	EA	5	850.00	\$ 4,250.00	3,500.00	\$ 17,500.00	1,000.00	\$ 5,000.00	1,000.00	\$ 5,000.00	761.00	\$ 3,805.00	900.00	\$ 4,500.00
24	Fire Hydrant Assembly, Complete	EA	5	5,500.00	\$ 27,500.00	7,000.00	\$ 35,000.00	8,000.00	\$ 40,000.00	10,000.00	\$ 50,000.00	6,506.50	\$ 32,532.50	9,400.00	\$ 47,000.00
25	12" Gate Valve & Well	EA	8	5,000.00	\$ 40,000.00	9,995.00	\$ 79,960.00	10,000.00	\$ 80,000.00	12,500.00	\$ 100,000.00	10,080.00	\$ 80,640.00	10,300.00	\$ 82,400.00
26	8" Gate Valve & Well	EA	2	4,750.00	\$ 9,500.00	8,995.00	\$ 17,990.00	8,000.00	\$ 16,000.00	10,000.00	\$ 20,000.00	8,104.00	\$ 16,208.00	7,800.00	\$ 15,600.00
27	12" D.I. CL 52 Water Main w/ Polywrap, Trench A	LF	2,599	140.00	\$ 363,860.00	225.00	\$ 584,775.00	254.00	\$ 660,146.00	255.00	\$ 662,745.00	354.35	\$ 920,955.65	353.00	\$ 917,447.00
28	8" D.I. CL 52 Water Main w/ Polywrap, Trench A	LF	115	130.00	\$ 14,950.00	260.00	\$ 29,900.00	230.00	\$ 26,450.00	200.00	\$ 23,000.00	180.75	\$ 20,786.25	260.00	\$ 29,900.00
29	6" D.I. CL 52 Water Main w/ Polywrap, Trench A	LF	61	125.00	\$ 7,625.00	200.00	\$ 12,200.00	220.00	\$ 13,420.00	190.00	\$ 11,590.00	185.45	\$ 11,312.45	254.00	\$ 15,494.00
30	4" D.I. CL 52 Water Main w/ Polywrap, Trench A	LF	4	120.00	\$ 480.00	600.00	\$ 2,400.00	300.00	\$ 1,200.00	250.00	\$ 1,000.00	186.50	\$ 746.00	252.00	\$ 1,008.00
31	12" Water Main Connection to Ex. 12" Water Main	EA	2	3,500.00	\$ 7,000.00	7,500.00	\$ 15,000.00	15,000.00	\$ 30,000.00	10,000.00	\$ 20,000.00	10,160.00	\$ 20,320.00	9,500.00	\$ 19,000.00
32	8" Water Main Connection to Ex. 8" Water Main	EA	4	3,250.00	\$ 13,000.00	7,000.00	\$ 28,000.00	13,000.00	\$ 52,000.00	7,500.00	\$ 30,000.00	9,781.00	\$ 39,124.00	8,500.00	\$ 34,000.00
33	4" Water Main Connection to Ex. 4" Water Main	EA	1	2,750.00	\$ 2,750.00	3,000.00	\$ 3,000.00	12,000.00	\$ 12,000.00	6,500.00	\$ 6,500.00	6,894.00	\$ 6,894.00	7,000.00	\$ 7,000.00
34	New Water Service, 6", Trench A, CL 52 D.I.	LF	4	125.00	\$ 500.00	370.00	\$ 1,480.00	500.00	\$ 2,000.00	250.00	\$ 1,000.00	203.50	\$ 814.00	252.00	\$ 1,008.00
35	New Water Service, 1.5", Trench A, Copper	LF	106	60.00	\$ 6,360.00	145.00	\$ 15,370.00	65.00	\$ 6,890.00	85.00	\$ 9,010.00	99.15	\$ 10,509.90	35.00	\$ 3,710.00
36	New Water Service, 1", Trench A, Copper	LF	1,694	55.00	\$ 93,170.00	115.00	\$ 194,810.00	55.00	\$ 93,170.00	65.00	\$ 110,110.00	92.65	\$ 156,949.10	30.00	\$ 50,820.00
37	Water Service Connection, 6"	EA	1	950.00	\$ 950.00	1,670.00	\$ 1,670.00	4,000.00	\$ 4,000.00	6,500.00	\$ 6,500.00	7,347.00	\$ 7,347.00	7,500.00	\$ 7,500.00
38	Water Service Connection, 1.5"	EA	5	850.00	\$ 4,250.00	215.00	\$ 1,075.00	1,350.00	\$ 6,750.00	1,500.00	\$ 7,500.00	1,171.00	\$ 5,855.00	3,900.00	\$ 19,500.00
39	Water Service Connection, 1"	EA	61	750.00	\$ 45,750.00	210.00	\$ 12,810.00	800.00	\$ 48,800.00	1,000.00	\$ 61,000.00	702.60	\$ 42,858.60	2,800.00	\$ 170,800.00
40	Install Curb Stop & Box (Materials Provided by City), 1"	EA	24	400.00	\$ 9,600.00	210.00	\$ 5,040.00	350.00	\$ 8,400.00	600.00	\$ 14,400.00	257.50	\$ 6,180.00	300.00	\$ 7,200.00
41	Hydra-Stop, 12"	EA	4	9,000.00	\$ 36,000.00	5,495.00	\$ 21,980.00	4,700.00	\$ 18,800.00	250.00	\$ 1,000.00	6,969.00	\$ 27,876.00	500.00	\$ 2,000.00
42	Hydra-Stop, 8"	EA	4	7,000.00	\$ 28,000.00	4,595.00	\$ 18,380.00	3,800.00	\$ 15,200.00	200.00	\$ 800.00	6,069.00	\$ 24,276.00	400.00	\$ 1,600.00
43	Hydra-Stop, 6"	EA	2	5,000.00	\$ 10,000.00	4,095.00	\$ 8,190.00	3,500.00	\$ 7,000.00	100.00	\$ 200.00	5,769.00	\$ 11,538.00	350.00	\$ 700.00
44	Hydra-Stop, 4"	EA	1	4,000.00	\$ 4,000.00	3,795.00	\$ 3,795.00	3,200.00	\$ 3,200.00	100.00	\$ 100.00	5,469.00	\$ 5,469.00	300.00	\$ 300.00
45	Abandon Existing Water Mains, Entire Project	LS	1	10,000.00	\$ 10,000.00	50,000.00	\$ 50,000.00	10,000.00	\$ 10,000.00	10,000.00	\$ 10,000.00	6,180.00	\$ 6,180.00	2,500.00	\$ 2,500.00
SUBTOTAL WATER MAIN PAY ITEMS					\$ 742,495.00		\$ 1,162,725.00		\$ 1,162,426.00		\$ 1,153,455.00		\$ 1,460,206.45		\$ 1,443,387.00
PAVING PAY ITEMS															
46	<See Alternate #1 and Alternate #2 Below>														
47	Subgrade Undercutting	CY	321	35.00	\$ 11,235.00	28.00	\$ 8,988.00	65.00	\$ 20,865.00	35.00	\$ 11,235.00	37.85	\$ 12,149.85	50.00	\$ 16,050.00
48	Remove and Salvage Brick Pavers	SF	20	20.00	\$ 400.00	15.00	\$ 300.00	20.00	\$ 400.00	25.00	\$ 500.00	5.00	\$ 100.00	12.00	\$ 240.00
49	Removing Asphalt Drive Approach	SY	15	7.00	\$ 105.00	50.00	\$ 750.00	35.00	\$ 525.00	10.00	\$ 150.00	5.00	\$ 75.00	15.00	\$ 225.00
50	Removing Concrete Drive Approach	SY	1,370	8.00	\$ 10,960.00	15.00	\$ 20,550.00	25.00	\$ 34,250.00	12.00	\$ 16,440.00	13.15	\$ 18,015.50	15.00	\$ 20,550.00
51	Removing Concrete Sidewalk & Ramp (sawcutting included)	SY	671	6.00	\$ 4,026.00	17.00	\$ 11,407.00	25.00	\$ 16,775.00	10.00	\$ 6,710.00	13.15	\$ 8,823.65	15.00	\$ 10,065.00
52	Removing Pavement Full Depth (Curb & Gutter included)	SY	9,405	10.00	\$ 94,050.00	9.00	\$ 84,645.00	17.00	\$ 159,885.00	15.00	\$ 141,075.00	10.80	\$ 101,574.00	15.00	\$ 141,075.00
53	Cold Milling Asphalt, 1.5"	SY	19	20.00	\$ 380.00	140.00	\$ 2,660.00	200.00	\$ 3,800.00	50.00	\$ 950.00	250.00	\$ 4,750.00	150.00	\$ 2,850.00
54	Bituminous Mixture No. 13A, Repair Areas	TON	20	150.00	\$ 3,000.00	605.00	\$ 12,100.00	500.00	\$ 10,000.00	350.00	\$ 7,000.00	134.00	\$ 2,680.00	500.00	\$ 10,000.00
55	Aggregate Base, MDOT 21AA Limestone, 8"	SY	9,895	10.00	\$ 98,950.00	14.00	\$ 138,530.00	20.00	\$ 197,900.00	20.00	\$ 197,900.00	16.60	\$ 164,257.00	15.00	\$

**BID TABULATION
PIERCE STREET PAVINGPROJECT
CONTRACT #3-23(P)**

NO.	ITEM DESCRIPTION	PAY UNIT	TOTAL QUANTITY	ENGINEER'S ESTIMATE		ANGELO IAFRATE		DIPONIO	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
SEWER PAY ITEMS									
1	21" Storm Sewer, C76, CL-IV, Trench A	LF	0	135.00	\$ -	120.00	\$ -	200.00	\$ -
2	18" Storm Sewer, C76, CL-IV, Trench A	LF	0	125.00	\$ -	115.00	\$ -	180.00	\$ -
3	12" Storm Sewer, C76, CL-IV, Trench A	LF	132	95.00	\$ 12,540.00	100.00	\$ 13,200.00	120.00	\$ 15,840.00
4	New 5'-0" Diameter Storm Manhole (Construct Online)	EA	0	6,500.00	\$ -	7,000.00	\$ -	6,500.00	\$ -
5	New 5'-0" Diameter Storm Manhole w/ 2' Sump & PVC Gas Trap	EA	0	5,500.00	\$ -	8,000.00	\$ -	7,000.00	\$ -
6	New 5'-0" Diameter Storm Manhole w/ 2' Sump	EA	0	5,000.00	\$ -	6,900.00	\$ -	4,800.00	\$ -
7	New 4'-0" Diameter Storm Manhole w/ 2' Sump (Construct Online)	EA	0	5,000.00	\$ -	6,000.00	\$ -	5,000.00	\$ -
8	New 4'-0" Diameter Storm Manhole w/ 2' Sump	EA	2	4,500.00	\$ 9,000.00	5,000.00	\$ 10,000.00	4,800.00	\$ 9,600.00
9	New 2'-0" Diameter Inlet	EA	3	2,250.00	\$ 6,750.00	3,500.00	\$ 10,500.00	3,000.00	\$ 9,000.00
10	6" Perforated Pipe Underdrain (No sock)	LF	200	20.00	\$ 4,000.00	25.00	\$ 5,000.00	33.00	\$ 6,600.00
11	Sewer Tap, 21"	EA	0	1,750.00	\$ -	4,500.00	\$ -	2,000.00	\$ -
12	Sewer Tap, 12"	EA	2	1,000.00	\$ 2,000.00	1,500.00	\$ 3,000.00	1,500.00	\$ 3,000.00
13	Reconstruct Manhole (if and where needed)	VF	30	400.00	\$ 12,000.00	450.00	\$ 13,500.00	500.00	\$ 15,000.00
14	Remove & Replace Structure Cover (as directed by City)	LB	2,750	2.00	\$ 5,500.00	2.60	\$ 7,150.00	3.50	\$ 9,625.00
15	Remove Ex. Drainage Structure	EA	3	750.00	\$ 2,250.00	950.00	\$ 2,850.00	800.00	\$ 2,400.00
16	Remove Ex. 12" Storm Sewer	LF	0	35.00	\$ -	50.00	\$ -	40.00	\$ -
17	Remove Ex. 10" Storm Sewer	LF	25	30.00	\$ 750.00	65.00	\$ 1,625.00	40.00	\$ 1,000.00
18	Bulkhead Structure, 12"	EA	0	850.00	\$ -	600.00	\$ -	800.00	\$ -
19	Bulkhead Structure, 10"	EA	1	800.00	\$ 800.00	550.00	\$ 550.00	750.00	\$ 750.00
20	Bulkhead Pipe, 8"	EA	1	1,000.00	\$ 1,000.00	250.00	\$ 250.00	300.00	\$ 300.00
21	CCTV Sewer Acceptance Inspection	LS	0	5,000.00	\$ -	25,000.00	\$ -	2,000.00	\$ -
SUBTOTAL SEWER PAY ITEMS					\$ 56,590.00		\$ 67,625.00		\$ 73,115.00
WATER MAIN PAY ITEMS									
22	Remove Hydrant	EA	2	1,500.00	\$ 3,000.00	1,200.00	\$ 2,400.00	1,000.00	\$ 2,000.00
23	Remove Existing Gate Valve Well	EA	5	850.00	\$ 4,250.00	3,500.00	\$ 17,500.00	1,000.00	\$ 5,000.00
24	Fire Hydrant Assembly, Complete	EA	5	5,500.00	\$ 27,500.00	7,000.00	\$ 35,000.00	8,000.00	\$ 40,000.00
25	12" Gate Valve & Well	EA	8	5,000.00	\$ 40,000.00	9,995.00	\$ 79,960.00	10,000.00	\$ 80,000.00
26	8" Gate Valve & Well	EA	2	4,750.00	\$ 9,500.00	8,995.00	\$ 17,990.00	8,000.00	\$ 16,000.00
27	12" D.I. CL 52 Water Main w/ Polywrap, Trench A	LF	2,599	140.00	\$ 363,860.00	225.00	\$ 584,775.00	254.00	\$ 660,146.00
28	8" D.I. CL 52 Water Main w/ Polywrap, Trench A	LF	115	130.00	\$ 14,950.00	260.00	\$ 29,900.00	230.00	\$ 26,450.00
29	6" D.I. CL 52 Water Main w/ Polywrap, Trench A	LF	61	125.00	\$ 7,625.00	200.00	\$ 12,200.00	220.00	\$ 13,420.00
30	4" D.I. CL 52 Water Main w/ Polywrap, Trench A	LF	4	120.00	\$ 480.00	600.00	\$ 2,400.00	300.00	\$ 1,200.00
31	12" Water Main Connection to Ex. 12" Water Main	EA	2	3,500.00	\$ 7,000.00	7,500.00	\$ 15,000.00	15,000.00	\$ 30,000.00
32	8" Water Main Connection to Ex. 8" Water Main	EA	4	3,250.00	\$ 13,000.00	7,000.00	\$ 28,000.00	13,000.00	\$ 52,000.00
33	4" Water Main Connection to Ex. 4" Water Main	EA	1	2,750.00	\$ 2,750.00	3,000.00	\$ 3,000.00	12,000.00	\$ 12,000.00
34	New Water Service, 6", Trench A, CL 52 D.I.	LF	4	125.00	\$ 500.00	370.00	\$ 1,480.00	500.00	\$ 2,000.00
35	New Water Service, 1.5", Trench A, PE	LF	106	60.00	\$ 6,360.00	125.00	\$ 13,250.00	50.00	\$ 5,300.00
36	New Water Service, 1", Trench A, PE	LF	1,694	55.00	\$ 93,170.00	108.00	\$ 182,952.00	45.00	\$ 76,230.00
37	Water Service Connection, 6"	EA	1	950.00	\$ 950.00	1,670.00	\$ 1,670.00	4,000.00	\$ 4,000.00
38	Water Service Connection, 1.5"	EA	5	850.00	\$ 4,250.00	215.00	\$ 1,075.00	1,350.00	\$ 6,750.00
39	Water Service Connection, 1"	EA	61	750.00	\$ 45,750.00	210.00	\$ 12,810.00	800.00	\$ 48,800.00
40	Install Curb Stop & Box (Materials Provided by City), 1"	EA	24	400.00	\$ 9,600.00	210.00	\$ 5,040.00	350.00	\$ 8,400.00

**BID TABULATION
PIERCE STREET PAVINGPROJECT
CONTRACT #3-23(P)**

41	Hydra-Stop, 12"	EA	4	9,000.00	\$ 36,000.00	5,495.00	\$ 21,980.00	4,700.00	\$ 18,800.00
42	Hydra-Stop, 8"	EA	4	7,000.00	\$ 28,000.00	4,595.00	\$ 18,380.00	3,800.00	\$ 15,200.00
43	Hydra-Stop, 6"	EA	2	5,000.00	\$ 10,000.00	4,095.00	\$ 8,190.00	3,500.00	\$ 7,000.00
44	Hydra-Stop, 4"	EA	1	4,000.00	\$ 4,000.00	3,795.00	\$ 3,795.00	3,200.00	\$ 3,200.00
45	Abandon Existing Water Mains, Entire Project	LS	1	10,000.00	\$ 10,000.00	50,000.00	\$ 50,000.00	10,000.00	\$ 10,000.00
	SUBTOTAL WATER MAIN PAY ITEMS				\$ 742,495.00		\$ 1,148,747.00		\$ 1,143,896.00
	PAVING PAY ITEMS								
46	<See Alternate #1 and Alternate #2 Below>								
47	Subgrade Undercutting	CY	321	35.00	\$ 11,235.00	28.00	\$ 8,988.00	65.00	\$ 20,865.00
48	Remove and Salvage Brick Pavers	SF	20	20.00	\$ 400.00	15.00	\$ 300.00	20.00	\$ 400.00
49	Removing Asphalt Drive Approach	SY	15	7.00	\$ 105.00	50.00	\$ 750.00	35.00	\$ 525.00
50	Removing Concrete Drive Approach	SY	1,370	8.00	\$ 10,960.00	15.00	\$ 20,550.00	25.00	\$ 34,250.00
51	Removing Concrete Sidewalk & Ramp (sawcutting included)	SY	671	6.00	\$ 4,026.00	17.00	\$ 11,407.00	25.00	\$ 16,775.00
52	Removing Pavement Full Depth (Curb & Gutter included)	SY	9,405	10.00	\$ 94,050.00	9.00	\$ 84,645.00	17.00	\$ 159,885.00
53	Cold Milling Asphalt, 1.5"	SY	19	20.00	\$ 380.00	140.00	\$ 2,660.00	200.00	\$ 3,800.00
54	Bituminous Mixture No. 13A, Repair Areas	TON	20	150.00	\$ 3,000.00	605.00	\$ 12,100.00	500.00	\$ 10,000.00
55	Aggregate Base, MDOT 21AA Crushed Concrete, 8"	SY	9,895	10.00	\$ 98,950.00	12.90	\$ 127,645.50	17.00	\$ 168,215.00
56	Concrete Pavement, Non-reinforced, 9", Incl. integral 6" curb	SY	295	60.00	\$ 17,700.00	96.00	\$ 28,320.00	70.00	\$ 20,650.00
57	<See Alternate #1 and Alternate #2 Below>								
58	<See Alternate #1 and Alternate #2 Below>								
59	<See Alternate #1 and Alternate #2 Below>								
60	<See Alternate #1 and Alternate #2 Below>								
61	<See Alternate #1 and Alternate #2 Below>								
62	<See Alternate #1 and Alternate #2 Below>								
63	Concrete Drive Approach, 6", Incl. integral 6" curb	SY	175	50.00	\$ 8,750.00	82.00	\$ 14,350.00	85.00	\$ 14,875.00
64	Concrete Drive Approach, 6"	SY	1,410	45.00	\$ 63,450.00	80.00	\$ 112,800.00	81.00	\$ 114,210.00
65	Concrete Sidewalk, 6" (Includes Ramps)	SF	755	6.00	\$ 4,530.00	13.00	\$ 9,815.00	13.00	\$ 9,815.00
66	Concrete Sidewalk, 4"	SF	5,090	5.00	\$ 25,450.00	9.50	\$ 48,355.00	8.00	\$ 40,720.00
67	Handicap Ramp Truncated Domes	SF	218	60.00	\$ 13,080.00	42.00	\$ 9,156.00	175.00	\$ 38,150.00
68	Adjust Structure Cover	EA	25	300.00	\$ 7,500.00	850.00	\$ 21,250.00	500.00	\$ 12,500.00
69	Maintenance Aggregate for Entire Project	LS	1	25,000.00	\$ 25,000.00	23,000.00	\$ 23,000.00	10,000.00	\$ 10,000.00
	SUBTOTAL PAVING PAY ITEMS				\$ 388,566.00		\$ 536,091.50		\$ 675,635.00
	GENERAL PAY ITEMS								
70	Mobilization (Max. 5% of Bid)	LS	1	\$ 105,000.00	\$ 105,000.00	\$ 108,000.00	\$ 108,000.00	\$ 147,000.00	\$ 147,000.00
71	Pavement Marking, Polyurea, 24 inch Stop Bar, White	LF	65	\$ 5.00	\$ 325.00	\$ 13.00	\$ 845.00	\$ 12.95	\$ 841.75
72	Pavement Marking, Polyurea, 24 inch Crosshatching, White	LF	478	\$ 5.00	\$ 2,390.00	\$ 13.00	\$ 6,214.00	\$ 12.95	\$ 6,190.10
73	Pavement Marking, Polyurea, 4 inch, Yellow	LF	258	\$ 2.50	\$ 645.00	\$ 2.00	\$ 516.00	\$ 2.50	\$ 645.00
74	Recessing Pavt Mkrng, Longit	LF	258	\$ 2.50	\$ 645.00	\$ 1.00	\$ 258.00	\$ 0.99	\$ 255.42
75	Recessing Pavt Mkrng, Transv	SF	1,086	\$ 2.50	\$ 2,715.00	\$ 3.00	\$ 3,258.00	\$ 2.95	\$ 3,203.70
76	Water and Sewer Allowance	LS	1	50,000.00	\$ 50,000.00	50,000.00	\$ 50,000.00	50,000.00	\$ 50,000.00
77	Salvage Existing Signs	LS	1	1,500.00	\$ 1,500.00	1,000.00	\$ 1,000.00	1,000.00	\$ 1,000.00
78	New Signs	SF	50	40.00	\$ 2,000.00	50.00	\$ 2,500.00	50.00	\$ 2,500.00

**BID TABULATION
PIERCE STREET PAVINGPROJECT
CONTRACT #3-23(P)**

79	Sign Post, U-Channel	LF	96	15.00	\$ 1,440.00	25.00	\$ 2,400.00	25.00	\$ 2,400.00
80	Tree Protection, 3" Dia. Or Greater	EA	72	115.00	\$ 8,280.00	200.00	\$ 14,400.00	125.00	\$ 9,000.00
81	Furnish & Install Bike Rack Hoops	EA	3	1,000.00	\$ 3,000.00	650.00	\$ 1,950.00	800.00	\$ 2,400.00
82	Mulch, 3"	SY	100	10.00	\$ 1,000.00	30.00	\$ 3,000.00	7.90	\$ 790.00
83	Topsoil, 3"	SY	1,750	4.00	\$ 7,000.00	22.00	\$ 38,500.00	4.80	\$ 8,400.00
84	Sod, Class A	SY	1,750	4.00	\$ 7,000.00	16.00	\$ 28,000.00	6.95	\$ 12,162.50
85	Inlet Filter	EA	22	100.00	\$ 2,200.00	165.00	\$ 3,630.00	130.00	\$ 2,860.00
86	Inlet Sediment Pit	EA	8	100.00	\$ 800.00	250.00	\$ 2,000.00	120.00	\$ 960.00
87	<See Alternate #1 and Alternate #2 Below>								
88	<See Alternate #1 and Alternate #2 Below>								
	SUBTOTAL GENERAL PAY ITEMS				\$ 195,940.00		\$ 266,471.00		\$ 250,608.47
ALTERNATE #1 - "CONCRETE PAVEMENT"									
	ALTERNATE #1 - PAVING PAY ITEMS								
46	Earth Excavation	CY	3,212	20.00	\$ 64,240.00	41.00	\$ 131,692.00	50.00	\$ 160,600.00
57	Concrete Pavement, Non-reinforced, 7", Incl. integral 6" curb	SY	8,935	55.00	\$ 491,425.00	65.00	\$ 580,775.00	58.00	\$ 518,230.00
58	Bituminous Mixture No. 5EML (2.0" Wearing Course)	TON	0	130.00	\$ -		\$ -		\$ -
59	Bituminous Mixture No. 4EML (3.0" Leveling Course)	TON	0	125.00	\$ -		\$ -		\$ -
60	Concrete Curb & Gutter (18" Wide, "Birmingham Roll")	LF	40	50.00	\$ 2,000.00	42.00	\$ 1,680.00	50.00	\$ 2,000.00
61	MDOT "M" Approach Detail, 18" Wd. Curb & Gutter	LF	0	35.00	\$ -		\$ -		\$ -
62	MDOT "M" Approach Detail (Formed in Conc. Pavt. w/ int. curb)	LF	217	25.00	\$ 5,425.00	29.00	\$ 6,293.00	55.00	\$ 11,935.00
	ALTERNATE #1 - GENERAL PAY ITEMS								
87	Traffic Maintenance & Control	LS	1	50,000.00	\$ 50,000.00	44,300.00	\$ 44,300.00	26,500.00	\$ 26,500.00
88	Inspector Crew Days	DAYS	90	650.00	\$ 58,500.00	650.00	\$ 78,000.00	650.00	\$ 48,750.00
	SUBTOTAL ALTERNATE #1 PAVING & GENERAL PAY ITEMS				\$ 671,590.00		\$ 842,740.00		\$ 768,015.00
				TOTAL ESTIMATE W/ ALTERNATE #1:	\$ 2,055,181.00	TOTAL ESTIMATE W/ ALTERNATE #1:	\$ 2,861,674.50	TOTAL ESTIMATE W/ ALTERNATE #1:	\$ 2,911,269.47
ALTERNATE #2 - "ASPHALT PAVEMENT"									
	ALTERNATE #2- PAVING PAY ITEMS								
46	Earth Excavation	CY	2,732	20.00	\$ 54,640.00	52.00	\$ 142,064.00	50.00	\$ 136,600.00
57	Concrete Pavement, Non-reinforced, 7", Incl. integral 6" curb	SY	0	55.00	\$ -		\$ -		\$ -
58	Bituminous Mixture No. 5EML (2.0" Wearing Course)	TON	862	130.00	\$ 112,060.00	161.00	\$ 138,782.00	138.00	\$ 118,956.00
59	Bituminous Mixture No. 4EML (3.0" Leveling Course)	TON	1,294	125.00	\$ 161,750.00	146.00	\$ 188,924.00	122.00	\$ 157,868.00
60	Concrete Curb & Gutter (18" Wide, "Birmingham Roll")	LF	4,930	30.00	\$ 147,900.00	27.00	\$ 133,110.00	28.00	\$ 138,040.00
61	MDOT "M" Approach Detail, 18" Wd. Curb & Gutter	LF	217	35.00	\$ 7,595.00	39.00	\$ 8,463.00	35.00	\$ 7,595.00
62	MDOT "M" Approach Detail (Formed in Conc. Pavt. w/ int. curb)	LF	0	25.00	\$ -		\$ -		\$ -
	ALTERNATE #2 - GENERAL PAY ITEMS								
87	Traffic Maintenance & Control	LS	1	50,000.00	\$ 50,000.00	52,000.00	\$ 52,000.00	29,000.00	\$ 29,000.00
88	Inspector Crew Days	DAYS	85	650.00	\$ 55,250.00	650.00	\$ 71,500.00	650.00	\$ 46,800.00
	SUBTOTAL ALTERNATE #2 PAVING & GENERAL PAY ITEMS				\$ 589,195.00		\$ 734,843.00		\$ 634,859.00
				TOTAL ESTIMATE W/ ALTERNATE #2:	\$ 1,972,786.00	TOTAL ESTIMATE W/ ALTERNATE #2:	\$ 2,753,777.50	TOTAL ESTIMATE W/ ALTERNATE #2:	\$ 2,778,113.47

NOTE: RED Text Indicates quantity or unit price adjustment from V.E. evaluation.



CIVIL ENGINEERS

LAND SURVEYORS

LAND PLANNERS

June 30, 2023

City of Birmingham
151 Martin Street
Birmingham, MI 48012

Attn: Ms. Melissa A. Coatta, P.E.
City Engineer

Re: Recommendation for Bid Award
Pierce Street Paving Project - Contract #3-23P
NFE Job #M515

Dear Ms. Coatta,

Bids for the subject project were received, opened, and read on Thursday, June 15th, 2023, at 2:00 p.m. at City Hall. A total of five (5) bids were received and read. The bids have been tabulated, checked, and are in order. The low bidder for the project is Angelo lafrate Construction Company (lafrate), whose total bid amounts for the concrete and asphalt alternate paving options of \$3,034,457.00 and \$2,926,560.00, respectively, were both the lowest bids received. We note that the low bid amounts received from lafrate were substantially higher than the Engineer's Opinion of Probable Cost for both respective paving alternates, by approximately 40%.

Due to the high bid amounts received, and the fact that the 2nd lowest bidder (DiPonio Contracting, LLC) was less than 3% higher than lafrate for both paving alternates, the City requested that post-bid interviews be conducted with both companies to review potential value-engineering (VE) options to help reduce costs. After independent discussions with both companies, the City Engineering department worked with Nowak and Fraus Engineers to establish a list of feasible VE options, which was sent to both companies for pricing, and was subsequently provided by both companies.

Prior to receipt of VE alternate pricing, the City reviewed and confirmed the final desired scope of work, which included the asphalt paving alternate and selection of some, but not all VE alternates. The selected VE alternates included: reduction of the overall storm sewer scope of work, revised material for water services from the original bid, and revised material for the road aggregate base from the original bid. Based on the chosen scope of work, lafrate remained the low bidder, with a total amount of \$2,753,777.50, compared to DiPonio's total of \$2,778,113.47 for the same project scope.

Our office has experience working with lafrate on numerous previous successful projects in Birmingham and other surrounding communities. We have reviewed the references included with their bid and find them to be reputable and acceptable. Based on previous experience we are confident in lafrate's ability to perform the scope of work for this project.

NOWAK & FRAUS ENGINEERS

46777 WOODWARD AVENUE
PONTIAC, MI 48342-5032

WWW.NOWAKFRAUS.COM

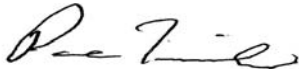
VOICE: 248.332.7931
FAX: 248.332.8257

5G

In summary, in our capacity as Design and Consulting Engineers for the City of Birmingham, we have evaluated the bid pricing and contractor qualifications received from lafrate and are confident in their ability to perform the scope of work for this project. Although the bid pricing was substantially higher than estimated costs, implementation of VE alternates will help reduce overall project costs, and we understand the City's desire to complete this project this year. Further, there are no guarantees that delaying this project will result in overall cost reduction. We therefore recommend that Contract #3-23P for the Pierce Street Paving Project be awarded to lafrate Construction Company in the amount of **\$2,753,777.50**.

Please do not hesitate to contact our office if you have any questions or comments.

Sincerely,



Paul Tulikangas, P.E.
Associate / Engineering Manager



Brett Buchholz, P.E.,
Principal



MEMORANDUM

Engineering Department

DATE: March 12, 2024

TO: Jana L. Ecker, City Manager

FROM: Melissa A. Coatta, City Engineer

SUBJECT: Extenet Systems Small Cell and Pole Height Variance

INTRODUCTION:

Pursuant to Michigan's Small Cell Act and City Ordinance, SMJ International has applied for a permit to install small cell equipment and antenna on a replaced DTE utility pole on Oak within the City's right-of-way.

BACKGROUND:

On August 28, 2023 the City Commission approved the METRO Act Permit Application for Extenet Systems, LLC. The application included installation of above ground equipment and underground conduit and fiber throughout areas of the City. The application for the replacement of the DTE pole on Oak Avenue (on the east property line of 910 Fairfax Drive) and placement of small cell equipment was reviewed by the Engineering Department.

The plan calls for the existing 38 feet tall DTE utility pole to be replaced with a new pole that is 43 feet in height with a small cell antenna extending to a height of 46' 2". Michigan's Wireless Communications Facilities Deployment Act requires any utility pole installed or modified within a right-of-way shall not exceed 40 feet above ground level unless a taller height is agreed to by the authority. Section 30-307 of City of Birmingham Code states that the height of any pole for small cell equipment and height of the equipment shall have a maximum height of 40 feet. The City Commission may allow the extended height according to State law. The Applicant has indicated that the National Electrical Safety Codes (NESC) requires a separation distance from the power supply space and communications equipment. DTE requires a minimum of 60" (5 feet) separation from the highest conductor. The height of the primary power lines on the existing pole and the new pole is 37' 6". Therefore, the bottom of the mount for the antenna must be a minimum height of 42' 6" resulting in an overall height of 46' 2". A secondary option would be the installation of a second pole in that vicinity to accommodate the equipment to be installed at a height that complies with City requirements.

The location of the existing utility pole and placement of the new pole are or will be within 18 inches of the public sidewalk. Section 30-307 of City of Birmingham Code has design requirements that include small cell networks shall be located no closer than 18 inches from an existing sidewalk or face of curb unless approved by the City.

LEGAL REVIEW:

MCL 460.1313 (5) requires that any utility pole installed or modified within the right-of-way shall not exceed 40 feet above ground level unless a taller height is agreed to by the authority.

Item (e)(2) of Section 30-307 of City Code states that "The maximum height of a pole or other supporting structure installed to accommodate a DAS/Small cell network shall be 40 feet. Any additional extension from a pole or other supporting structure shall be included in the total maximum height."

Item (e)(3) of Section 30-307 of City Code states that "Unless otherwise permitted in subsection (e)(6), DAS/small cell networks shall be located no closer than 18 inches from an existing sidewalk/face of curb or 18 inches from a proposed future sidewalk/face of curb location."

FISCAL IMPACT:

Michigan's Small Cell Act mandates what fees are to be paid. MCL 460.1313 provides that for each utility pole on which an applicant installs its small cell equipment, it shall pay \$20 annually or the amount adjusted per State statute.

SUSTAINABILITY:

N/A

PUBLIC COMMUNICATIONS:

None

SUMMARY:

The City prefers that small cell equipment be collocated on existing pole locations. In addition, the location of the equipment on the pole will either be 8' to 46 feet over the neighboring sidewalk or will be in a location not to interfere with pedestrians on the sidewalk. The Engineering Department recommends that the height variance and location of the pole/equipment be approved by the City Commission in lieu of the installation of an additional utility pole in this area as a secondary option.

ATTACHMENTS:

- Variance Request Letter
- Application Plans
- Extenet METRO Act Permit

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution to approve the application for placement of Extenet Systems, LLC equipment on DTE's utility pole located at 910 Fairfax within 18 inches of the sidewalk, with a maximum height of 46' 2".



SMJ INTERNATIONAL

49030 Pontiac Trail, Suite 100
Wixom, MI 48393
www.smj-llc.com

February 15, 2024

Cory Borton, Asst. Director of Engineering
City of Birmingham - City Commission
151 Martin Street
Birmingham, Michigan 48009
(248) 530-1838

Re: Request for Height Variance

**Extenet Right-of-Way Application for small cell equipment on a replaced DTE utility pole
PROW23-0286 - 910 Fairfax (MI-S000000014)**

Mr. Borton:

The National Electrical Safety Codes (NESC) which govern electric distribution for IOUs and DTE's policies require a separation distance from the power supply space (the space between the highest and lowest energized conductor or neutral) and any communications equipment. DTE requires a 60" separation from the highest conductor to the mount of the small cell antenna. In order to meet this separation distance requirement, DTE needed to increase the height of the pole.

The existing primary power line is at the top of the existing pole at 37' 6". When the new, taller pole is set, the primary power line is installed at the same height, 37' 6". The NESC and DTE standards referenced above require 60" of separation from the highest conductor to the bottom of the small cell mount. Therefore, an increase of 60" to the pole height is necessary. With the addition of the pole top antenna, the overall height of the pole and small cell equipment is 46' 2".

Setting a new utility pole is a potential secondary option, but the feasibility is dependant on RF and coverage factors.

Sincerely,

David Connell

David Connell
SMJ INTERNATIONAL

49030 Pontiac Trail, Suite 100
Wixom, MI 48393
630-464-5893

Fax: (888) 745-4719
Email: dconnell@smj-llc.com



MI-S000000014

TMO ID: DE0826BA_11LAB

1500-1598 OAK AVE, BIRMINGHAM, MI 48009

APPLICANT



5844 JOHN HICKMAN PKWY, SUITE 600
FRISCO, TX 75034
www.extenet.com

ARCHITECT/ENGINEER



49030 PONTIAC TRAIL, SUITE 100
WIXOM, MI 48393

REVISIONS:

#	DATE	DESCRIPTION	INT.
D	07/28/23	REVISED CD	RC
C	07/13/23	REVISED CD	RC
B	04/07/23	REVISED CD	RC
A	03/31/23	CD	RC

PROFESSIONAL STAMP



PROJECT NAME:

MI-S000000014
SMALL CELL NETWORK
TMO ID:
DE0826BA_11LAB

PROJECT LOCATION:

1500-1598 OAK AVE,
BIRMINGHAM, MI 48009

SHEET TITLE:

TITLE SHEET &
PROJECT INFO

SHEET NUMBER:

T1

PROJECT DESCRIPTION

THESE DRAWINGS DEPICT A PORTION OF A SMALL CELL SYSTEM TELECOMMUNICATIONS NETWORK, TO BE CONSTRUCTED, OWNED AND OPERATED BY EXTENET SYSTEMS, IN THE PUBLIC RIGHT OF WAY PURSUANT TO AUTHORITY GRANTED BY THE MICHIGAN METRO ACT.

THE MAIN COMPONENTS OF THIS INSTALLATION ARE: THE INSTALLATION OF ONE (1) OMNI ANTENNA, TWO (2) RADIOS, ASSOCIATED ELECTRICAL COMPONENTS, AND MOUNTING BRACKETS AS REQUIRED, LOCATED ON REPLACEMENT DTE 50'-0" WOOD UTILITY POLE.

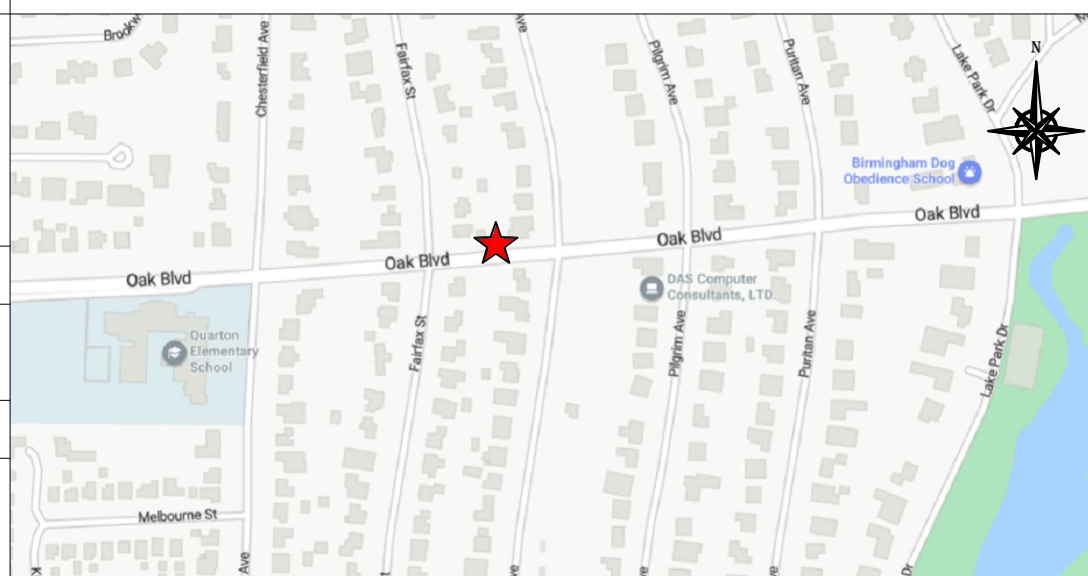
PROPRIETARY INFORMATION

THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DOCUMENTS IS PROPRIETARY BY NATURE. ANY USE OR DISCLOSURE OTHER THAN THAT WHICH RELATES TO CARRIER SERVICES IS STRICTLY

PROJECT INFORMATION

SITE NAME: DE_NEW_NODE 20 (DE0826BA_11LAB)
ADDRESS: 1500-1598 OAK AVE, BIRMINGHAM, MI 48009
LATITUDE: 42.552722
LONGITUDE: -83.232983
JURISDICTIONS: BIRMINGHAM
A.P.N./ TAX ID: TBD
LOCATION: PUBLIC RIGHT OF WAY
HUB NAME: DE03841M
HUB ADDRESS: TBD
HUB LATITUDE: TBD
HUB LONGITUDE: TBD

VICINITY MAP



CODE COMPLIANCE

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUCTED TO PERMIT WORK NOT CONFORMING TO THESE CODES.

- 2017 NATIONAL ELECTRICAL CODE
- 2015 INTERNATIONAL BUILDING CODE
- 2015 INTERNATIONAL MECHANICAL CODE
- 2018 INTERNATIONAL PLUMBING CODE
- 2012 INTERNATIONAL FIRE CODE
- CITY AND/OR COUNTY ORDINANCES
- LOCAL BUILDING CODE(S)

DRAWING INDEX

- T1 TITLE SHEET AND PROJECT INFORMATION
- T2 GENERAL NOTES, LEGEND, AND SYMBOLS
- A1 SITE PLANS
- A2 SITE ELEVATIONS
- D1 EQUIPMENT DETAILS
- D2 EQUIPMENT DETAILS
- D3 EQUIPMENT DETAILS
- MDOT TRAFFIC CONTROL PLAN

PROJECT TEAM

PROPERTY OWNER: PUBLIC RIGHT OF WAY
ADDRESS: 1500-1598 OAK AVE, BIRMINGHAM, MI 48009

PLANNING/ZONING: EXTENET SYSTEMS INC.
CONTACT: ERIC LOVVORN
PHONE: (770) 337-5760

ROW/DOT/DPW: EXTENET SYSTEMS INC.
CONTACT: ERIC LOVVORN
PHONE: (770) 337-5760

APPLICANT: EXTENET SYSTEMS, INC.
5844 JOHN HICKMAN PKWY,
SUITE 600
FRISCO, TX 75034
PHONE: (630) 505-3800
FAX: (630) 577-1332

CONSTRUCTION MANAGER: EXTENET SYSTEMS INC.
CONTACT: BILL VORCE
PHONE: (248) 882-4360

ARCHITECT/ENGINEER: PETER LICHOMSKI, ARCHITECT
49030 PONTIAC TRAIL, SUITE 100,
WIXOM, MI 48393
PH: (248) 705-9212

E911 INFORMATION

1500-1598 OAK AVE, BIRMINGHAM, MI 48009

PERMITTING AGENCY

POLE OWNER: DTE

PLANNING/ZONING: AGENCY
CONTACT:
PHONE:
RD,
CITY, ST ZIP

ROW/DOT/DPW: AGENCY
CONTACT:
PHONE:
RD,
CITY, ST ZIP



LOCATION OF FIBER
HUB TBD

GENERAL NOTES

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SURVEY MONUMENTS AND/OR VERTICAL CONTROL BENCHMARKS WHICH ARE DISTURBED OR DESTROYED BY CONSTRUCTION. A LAND SURVEYOR MUST FIELD LOCATE, REFERENCE, AND/OR PRESERVE ALL HISTORICAL OR CONTROLLING MONUMENTS PRIOR TO ANY EARTHWORK. IF DESTROYED, SUCH MONUMENTS SHALL BE REPLACED WITH APPROPRIATE MONUMENTS BY A LAND SURVEYOR. A CORNER RECORD OR RECORD OF SURVEY, AS APPROPRIATE, SHALL BE FILED AS REQUIRED BY THE PROFESSIONAL LAND SURVEYORS ACT.
2. IMPORTANT NOTICE: CALL MICHIGAN 811, TOLL FREE 1-800-482-7171, THREE DAYS BEFORE YOU DIG.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR THE POT HOLE AND LOCATING OF ALL EXISTING UTILITIES THAT CROSS THE PROPOSED TRENCH LINE AND MUST MAINTAIN MINIMUM VERTICAL AND HORIZONTAL CLEARANCES AS CALLED FOR BY LOCAL CODES AND/OR ORDINANCES.
4. IF ANY EXISTING HARDSCAPE OR LANDSCAPE INDICATED ON THE APPROVE PLANS IS DAMAGED OR REMOVED DURING DEMOLITION OR CONSTRUCTION, IT SHALL BE REPAIRED AND/OR REPLACED IN KIND PER THE APPROVED PLANS.
5. CONTRACTOR SHALL REPLACE OR REPAIR ALL TRAFFIC SIGNAL LOOPS, CONDUIT, AND LANE STRIPING DAMAGED DURING CONSTRUCTION.
6. THIS PROJECT WILL BE INSPECTED BY ENGINEERING AND FIELD ENGINEERING DIVISION.
7. MANHOLES OR COVERS SHALL BE LABELED COMMUNICATIONS.
8. CONTRACTOR SHALL IMPLEMENT AN EROSION CONTROL PROGRAM DURING THE PROJECT CONSTRUCTION ACTIVITIES. THE PROGRAM SHALL MEET THE APPLICABLE REQUIREMENTS OF THE STATE WATER RESOURCE CONTROL BOARD.
9. THE CONTRACTOR SHALL HAVE EMERGENCY MATERIALS AND EQUIPMENT ON HAND FOR UNFORESEEN SITUATIONS, SUCH AS DAMAGE TO UNDERGROUND WATER, SEWER, AND STORM DRAIN FACILITIES WHEREBY FLOWS MAY GENERATE EROSION AND SEDIMENT POLLUTION.

SPECIAL NOTES

1. INDEMNIFICATION CLAUSE: THE CONTRACTOR AGREES AND SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY OF THE JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING THE SAFETY OF ALL PERSONS AND PROPERTIES. THAT THESE REQUIREMENTS SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS AND CONDITIONS. THE CONTRACTOR FURTHER AGREES TO DEFEND INDEMNITY AND HOLD EXTENET, REPRESENTATIVES, AND ENGINEERS HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED IN CONNECTION WITH THE PERFORMANCE OF THE WORK ON THIS PROJECT.
2. PRIOR TO THE BEGINNING OF ANY CONSTRUCTION AND THROUGHOUT THE COURSE OF CONSTRUCTION WORK, THE CONTRACTOR SHALL FULLY COMPLY WITH "MICHIGAN OCCUPATIONAL SAFETY AND HEALTH" ACT OF 1973 INCLUDING ALL REVISIONS AND AMENDMENTS THERETO.
3. ALL WORK SHALL CONFORM TO THE LATEST STANDARD "SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION" AS ADOPTED BY THE CITY, COUNTY OR STATE AS MODIFIED BY STANDARD PLANS AND ADDENDUMS.
4. THE EXISTENCE AND LOCATION OF UTILITIES AND OTHER AGENCY'S FACILITIES AS SHOWN HERON ARE OBTAINED BY A SEARCH OF AVAILABLE RECORDS. OTHER FACILITIES MAY EXIST. THE CONTRACTOR SHALL VERIFY PRIOR TO THE START OF CONSTRUCTION AND SHALL USE EXTREME CARE AND PROTECTIVE MEASURES TO PREVENT DAMAGE TO THESE FACILITIES. THE CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF ALL UTILITY OR AGENCY FACILITIES WITHIN THE LIMITS OF WORK, WHETHER THEY ARE SHOWN ON THIS PLAN OR NOT.
5. THE CONTRACTOR SHALL NOTIFY THE CITY, COUNTY OR STATE ENGINEER INSPECTION DEPARTMENT, AT LEAST TWO DAYS BEFORE START OF ANY WORK REQUIRING THEIR INVOLVEMENT.
6. THE CITY, COUNTY OR STATE SHALL SPECIFY THE EXPIRATION PERIOD OF THE PERMIT FOR THIS CONSTRUCTION PROJECT.
7. THE MINIMUM COVER FOR ALL CONDUITS PLACED UNDERGROUND SHALL BE 48 INCHES TO THE FINISHED GRADE AT ALL TIMES UNLESS OTHERWISE APPROVED.
8. THE CONTRACTOR SHALL TUNNEL ALL CURB AND GUTTERS AND BORE ALL CONCRETE DRIVEWAYS AND WALKWAYS AT THE DIRECTION OF THE CITY, COUNTY OR STATE ENGINEER.
9. ALL A C AND/OR CONCRETE PAVEMENT SHALL BE REPLACED AT THE DIRECTION OF THE CITY, COUNTY OR STATE ENGINEERS.
10. ALL SHRUBS, PLANTS OR TREES THAT HAVE BEEN DAMAGED OR DISTURBED DURING THE COURSE OF THE WORK, SHALL BE REPLANTED AND/OR REPLACED SO AS TO RESTORE THE WORK SITE TO ITS ORIGINAL CONDITION.
11. THE CONTRACTOR WILL BE RESPONSIBLE FOR THE PROCESSING OF ALL APPLICANT PERMIT FORMS ALONG WITH THE REQUIRED LIABILITY INSURANCE FORMS. CLEARLY DEMONSTRATING THAT EXTENET, THE CITY, COUNTY OR STATE IS ALSO INSURED WITH THE REQUIRED LIABILITY INSURANCE FOR THIS CONSTRUCTION PROJECT.
12. VAULTS, PEDESTALS, CONDUITS AND OTHER TYPES OF SUBSTRUCTURE ARE EITHER SPECIFIED ON THIS PLAN OR WILL BE SPECIFIED BY THE CONSTRUCTION ENGINEER. ANY AND ALL DEVIATIONS FROM THE SPECIFIED TYPES OF MATERIAL MUST BE APPROVED BY THE SYSTEM ENGINEER, IN WRITING BEFORE INSTALLATION THEREOF.
13. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING UTILITIES, INCLUDING SEWER LATERALS & WATER SERVICES TO INDIVIDUAL LOTS BOTH VERTICAL AND HORIZONTAL PRIOR TO COMMENCING IMPROVEMENT OPERATIONS.
14. CONTRACTOR SHALL MAKE EXPLORATION EXCAVATIONS AND LOCATE EXISTING FACILITIES SUFFICIENTLY AHEAD OF CONSTRUCTION TO PERMIT REVISIONS TO PLANS IF REVISION IS NECESSARY BECAUSE OF LOCATION OF EXISTING UTILITIES.
15. THE LOCATIONS OF ALL EXISTING UTILITIES SHOWN ON THESE PLANS ARE FROM EXISTING RECORDS AND CORROBORATED, WHERE POSSIBLE, WITH FIELD TIES. THE CONTRACTOR IS RESPONSIBLE FOR CONFIRMING THE LOCATIONS SHOWN, BOTH HORIZONTAL AND VERTICALLY, PRIOR TO CONSTRUCTION. IF EXISTING LOCATIONS VARY SUBSTANTIALLY FROM THE PLANS, THE ENGINEER SHOULD BE NOTIFIED TO MAKE ANY CONSTRUCTION CHANGES REQUIRED.

SPECIAL NOTES

- TEMPORARY EROSION/SEDIMENT CONTROL PRIOR TO COMPLETION OF FINAL IMPROVEMENTS, SHALL BE PERFORMED BY THE CONTRACTOR OR QUALIFIED PERSON AS INDICATED BELOW:
1. ALL REQUIREMENTS OF THE CITY, COUNTY AND STATE "STORM WATER STANDARDS" MUST BE INCORPORATED INTO THE DESIGN AND CONSTRUCTION OF THE PROPOSED GRADINGS/IMPROVEMENTS CONSISTENT WITH THE APPROVED STORM WATER POLLUTION PREVENTION PLAN (SWPPP), WATER QUALITY TECHNICAL REPORT (WQTR), AND/OR WATER POLLUTION CONTROL PLAN (WPCP).
 2. FOR STORM DRAIN INLETS, PROVIDE A GRAVEL BAG SILT BASIN IMMEDIATELY UPSTREAM OF INLET AS INDICATED ON DETAILS.
 3. FOR INLETS LOCATED AT SUMPS ADJACENT TO TOP OF SLOPES, THE CONTRACTOR SHALL ENSURE THAT WATER DRAINING TO THE SUMP IS DIRECTED INTO THE INLET AND THAT A MINIMUM OF 1.00' FREEBOARD EXISTS AND IS MAINTAINED ABOVE THE TOP OF THE INLET. IF FREEBOARD IS NOT PROVIDED BY GRADING SHOWN ON THESE PLANS THE CONTRACTOR SHALL PROVIDE IT VIA TEMPORARY MEASURES, I.E. GRAVEL BAGS OR DIKES.
 4. THE CONTRACTOR OR QUALIFIED PERSON SHALL BE RESPONSIBLE FOR CLEANUP OF SILT AND MUD ON ADJACENT STREET(S) AND STORM DRAIN SYSTEM DUE TO CONSTRUCTION ACTIVITY.
 5. THE CONTRACTOR OR QUALIFIED PERSON SHALL CHECK AND MAINTAIN ALL LINED AND UNLINED DITCHES AFTER EACH RAINFALL.
 6. THE CONTRACTOR SHALL REMOVE SILT AND DEBRIS AFTER EACH MAJOR RAINFALL.
 7. EQUIPMENT AND WORKERS FOR EMERGENCY WORK SHALL BE MADE AVAILABLE AT ALL TIMES DURING THE RAINY SEASON. ALL NECESSARY MATERIALS SHALL BE STOCKPILED ON SITE AT CONVENIENT LOCATIONS TO FACILITATE RAPID CONSTRUCTION OF TEMPORARY DEVICES WHEN RAIN IS IMMINENT.
 8. THE CONTRACTOR SHALL RESTORE ALL EROSION/SEDIMENT CONTROL DEVICES TO WORKING ORDER TO THE SATISFACTION OF THE CITY ENGINEER OF RESIDENT ENGINEER AFTER EACH RUN-OFF PRODUCING RAINFALL.
 9. THE CONTRACTOR SHALL INSTALL ADDITIONAL EROSION/SEDIMENT CONTROL MEASURES AS MAY BE REQUIRED BY THE RESIDENT ENGINEER DUE TO UNCOMPLETED GRADING OPERATIONS OR UNFORESEEN CIRCUMSTANCES, WHICH MAY ARISE.
 10. THE CONTRACTOR SHALL BE RESPONSIBLE AND SHALL TAKE NECESSARY PRECAUTIONS TO PREVENT PUBLIC TRESPASS ONTO AREAS WHERE IMPOUNDED WATERS CREATE A HAZARDOUS CONDITION.
 11. ALL EROSION/SEDIMENT CONTROL MEASURES PROVIDED PER THE APPROVED GRADING PLAN SHALL BE INCORPORATED HERON. ALL EROSION/SEDIMENT CONTROL FOR INTERIM CONDITIONS SHALL BE DONE TO THE SATISFACTION OF THE RESIDENT ENGINEER.
 12. GRADED AREAS AROUND THE PROJECT PERIMETER MUST DRAIN AWAY FROM THE FACE OF THE SLOPE AT THE CONCLUSION OF EACH WORKING DAY.
 13. ALL REMOVABLE PROTECTIVE DEVICES SHOWN SHALL BE IN PLACE AT THE END OF EACH WORKING DAY WHEN RAIN IS IMMINENT.
 14. THE CONTRACTOR SHALL UNDO ANY GRADE, INCLUDING CLEARING AND GRUBBING FOR THE AREAS FOR WHICH THE CONTRACTOR OR QUALIFIED PERSON CAN PROVIDE EROSION/SEDIMENT CONTROL MEASURES.

ABBREVIATIONS

AL	ALUMINUM	(F)	FUTURE	PRELIM	PRELIMINARY
ALY	ALLOY	FLR	FLOOR	PWR	POWER
ANT	ANTENNA	FQC	FACE OF CURB	QTY	QUANTITY
AGL	ABOVE GROUND LEVEL	FT	FOOT	R	RADIUS
		FS	FAR SIDE	RAD	RADIATION
AMSL	ABOVE MEAN SEA LEVEL	FSNTR	FASTENER	RC	RAD CENTER
		GALV	GALVANIZED	RCR	RECEIVER
APVD	APPROVED	GA	GAUGE	RELOC	RELOCATED
APPROX	APPROXIMATE	GEN	GENERATOR	REOD	REQUIRED
AR, AIR	AS REQUIRED	GND	GROUND/GROUNDING	ROW	RIGHT OF WAY
BAT	BATTERY	ID	INSIDE DIAMETER	SH	SHEET
BC	BOLT CIRCLE	IDL	INSIDE DIAMETER	SPLY	SUPPLY
BLOG	BUILDING	MFR	MATERIAL MANUFACTURER	SS	STAINLESS STL
BRKT	BRACKET	MTD	MOUNTED	STD	STANDARD
CAB	CABINET	MTG	MOUNTING	STL	STEEL
CL	CENTERLINE	MTR	METER	STRL	STRUCTURAL
CONC	CONCRETE	MAX	MAXIMUM	SQ	SQUARE
CND	CONDUIT	MIN	MINIMUM	SW	SWITCH
DN	DOWN	(N)	NEW	THD	THREAD
(E)	EXISTING	NS	NEAR SIDE	THK	THICK
EA	EACH	NTS	NOT TO SCALE	TND	TINNED
EL	ELEVATION	OC	ON CENTER	TYP	TYPICAL
EMBED	EMBEDMENT	OD	OUTSIDE DIAMETER	UBC	UNIFORM BUILDING CODE
EMER	EMERGENCY ENCLOSURE	(P)	PROPOSED	W	WITH
ENCL	ENCLOSURE	PLYWD	PLYWOOD	WO	WITHOUT
EP EOP	EDGE OF PAVEMENT	PL	PLACES	XMFR	TRANSFORMER
EQPT	EQUIPMENT	PNL	PANEL	XMTR	TRANSMITTER
EQ SP	EQUAL SPACE	(P)	PART OF		
HGT	HEIGHT	POSN	POSITION		



GENERAL NOTES

- ROW GROUND CONSTRUCTION NOTES:**
1. GC TO REMOVE/CLEAN ALL DEBRIS, NAILS, STAPLES, OR NON-USED VERTICALS OFF THE POLE.
 2. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH MUNICIPAL, COUNTY, STATE, AND FEDERAL STANDARDS AND REGULATIONS.
 3. CALL MICHIGAN 811 72 HOURS PRIOR TO EXCAVATING AT (800) 482-7171.
 4. ALL LANDSCAPING TO BE RESTORED TO ORIGINAL CONDITION OR BETTER.
 5. ALL EQUIPMENT TO BE BONDED.
 6. METERING CABINET(IF PLACED) REQUIRES 3' CLEARANCE AT DOOR OPENING.
 7. CAULK CABINET BASE AT PAD.
- CAULK CABINET BASE AT PAD, STANDARD GROUNDING NOTES:**
1. GROUND TESTED AT 25 OHMS OR LESS.
 2. 5/8"x8" ROD, CAD WELD OR UL LISTED DIRECT BURY CLAMP BELOW GRADE
 3. #6 GROUND AND BOND WIRE.
 4. MOLDING, STAPLED EVERY 1' AND AT EACH END
 5. GROUND RODS 3' FROM POLE.

- ROW UTILITY POLE CONSTRUCTION NOTES:**
1. NO BOLT THREADS TO PROTRUDE MORE THAN 1-1/2".
 2. FILL ALL HOLES LEFT IN POLE FROM REARRANGEMENT OF CLIMBERS.
 3. ALL CLIMB STEPS NEXT TO CONDUIT SHALL HAVE EXTENDED STEPS.
 4. CABLE NOT TO IMPEDE 15" CLEAR SPACE OFF POLE FACE (12:00).
 5. 90° SHORT SWEEPS UNDER ANTENNA ARM. ALL CABLES MUST ONLY TRANSITION ON THE INSIDE OR BOTTOM OF ARMS (NO CABLE ON TOP OF ARMS).
 6. USE CABLE CLAMPS TO SECURE CABLE TO ARMS; PLACE 2" CARRIER CABLE ID TAGS ON BOTH SIDES OF ARMS.
 7. USE 90° CONNECTOR AT CABLE CONNECTION TO ANTENNAS.
 8. USE 1/2" CABLE ON ANTENNAS UNLESS OTHERWISE SPECIFIED.
 9. FILL VOID AROUND CABLES AT CONDUIT OPENING WITH FOAM SEALANT TO PREVENT WATER INTRUSION.

- STANDARD CONDUIT NOTES:**
1. FOR UNDERGROUND USE SCHEDULE 40.
 2. FOR RISERS USE SCHEDULE 80.
 3. PLACE 2" SDR-11 RED CONDUIT FOR UG POWER APPLICATIONS.
 4. RISERS TO BE ATTACHED TO POLE WITH STANDARD U-CLAMPS AND LAG SCREWS.
 5. RISER U-CLAMPS TO BE INSTALLED EVERY 5'.
 6. CONDUIT UNDER 1" MAY BE ATTACHED WITH GROUND WIRE MOLDING STAPLES.
 7. ALL CONDUIT WILL BE PROOFED WITH A MANDREL AND EQUIPPED WITH PULL ROPE OR MULE TAPE.
- STANDARD TRENCHING NOTES:**
1. MAINTAIN 24" MINIMUM COVER FOR ELECTRICAL CONDUIT.
 2. MAINTAIN 48" MINIMUM COVER FOR COMMUNICATIONS CONDUIT.
 3. IN STREET SLURRY TO GRADE AND MILL DOWN 1-1/2" FOR AC CAP.
 4. IN DIRT SLURRY 18" FROM GRADE, AND FILL WITH 95% COMPACTION IN NATIVE SOIL FOR BALANCE.
 5. PLACE WARNING TAPE IN TRENCH 12" ABOVE ALL CONDUITS AND #18 WARNING TAPE ABOVE GROUND RING.

ROW CONSTRUCTION GENERAL NOTES

SCALE NTS 3

LEGEND & SYMBOLS

	GAS (E) UG GAS		(E) RIGHT OF WAY		TELEPHONE MANHOLE		NON-POTABLE MANHOLE		CONCRETE POLE
	OIL (E) UG PETROLEUM		(E) PROPERTY LINE		TELEPHONE VAULT		CATHODIC PROT TEST		TRAFFIC SIGNAL
	W (E) UG WATER		(E) RAILROAD		TELEPHONE LARGE PED		JUNCTION BOX		POWER METER
	R (E) UG STORM		(E) LANE STRIPE		TELEPHONE SMALL PED		PULL BOX		CROSS WALK POLE
	S (E) UG SANITARY		(P) AERIAL NEW BUILD		CATV HAND HOLE		SUBSURFACE XFR		LOW LEVEL LIGHT POLE
	TV (E) UG CABLE TV		(P) AERIAL OVERLASH		CATV VAULT		PADMOUNTED 3PH XFR		HIGH LEVEL LIGHT POLE LARGE
	T (E) UG TELEPHONE		(P) DIRECTIONAL BORE		CATV LARGE PED		PAD MOUNTED SWITCHING		TRAFFIC SIGNAL POLE
	FO (E) UG FIBER OPTIC		(P) OPEN TRENCH		CABLE SMALL PED		PAD MOUNTED JUNCTION		GAS VALVE
	E (E) UG POWER		(P) FLOW		SANITARY SEWER MANHOLE		PAD MOUNTED SECTIONALIZER		GAS MANHOLE
	OH (E) OVERHEAD COMM		(P) STATIONING		STORM SEWER MANHOLE		PAD MOUNTED CAPACITOR		NORTH ARROW
	(E) BUILDING		(P) VAULT		STORM CATCH BASIN		PAD MOUNTED BREAK SWITCH		
	(E) WATER BODY		BUSH		WATER BLOW OFF		PAD MOUNTED FUSE DISCONNECT		
	(E) WASH/WETLAND		DECIDUOUS TREE		WATER VALVE		RECTANGLE POWER MANHOLE		
	(E) CULVERT		CONIFEROUS TREE		WATER CURB BOX		LARGE POWER PED		
	(E) FENCE		ELECTRIC SIGN		WATER GATE AND VALVE		POWER MANHOLE		SPOT ELEVATION (DATUM)
	(E) BLOCK WALL		BIKE RACK		FIRE HYDRANT		ELECTRIC CABINET		FLAG NOTE
	(E) GUARDRAIL		TRASHCAN		WATER VAULT		POWER POLE		ITEM BALLOON (DETAIL SHEETS)
	(E) ROAD EDGE/CURB		POST/MARKER		BACKFLOW VALVE		POWER POLE WITH TRANSFORMER		DETAIL REFERENCE
	(E) LIP OF GUTTER		MAILBOX		AIR RELIEF VALVE		JOINT POLE		
	(E) DIRT ROAD		UNKNOWN MANHOLE		WATER WELL MONITOR		JOINT POLE WITH TRANSFORMER		
	(E) DRIVEWAY		UNKNOWN VAULT		PLUG & CAP		TELEPHONE POLE		
	(E) SIDEWALK		FIBER VAULT		PRESSURE REDUCING VALVE		CATV POLE		
			FIBER PED		NON-POTABLE VALVE		METAL POLE		SECTION REFERENCE

SCALE NTS 1

APPLICANT



5844 JOHN HICKMAN PKWY, SUITE 600
FRISCO, TX 75034
www.extenet.com

ARCHITECT/ENGINEER



49030 PONTIAC TRAIL, SUITE 100
WIXOM, MI 48393

REVISIONS:

D	DATE	DESCRIPTION	INT.
D	07/28/23	REVISED CD	RC
C	07/13/23	REVISED CD	RC
B	04/07/23	REVISED CD	RC
A	03/31/23	CD	RC
#	DATE	DESCRIPTION	INT.

PROFESSIONAL STAMP

PROJECT NAME:

MI-S00000014
SMALL CELL NETWORK
TMO ID:
DE0826BA_11LAB

PROJECT LOCATION:

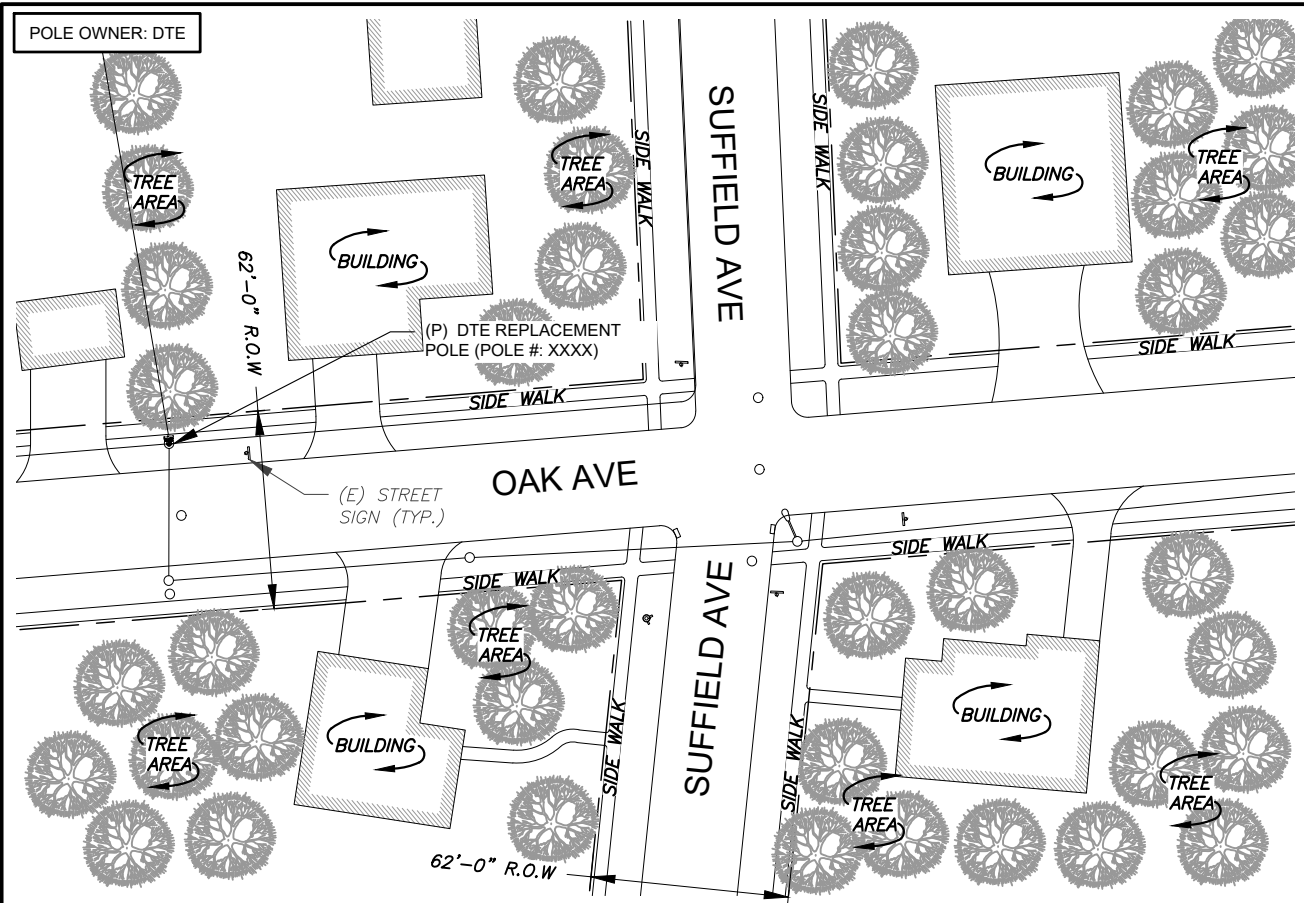
1500-1598 OAK AVE,
BIRMINGHAM, MI 48009

SHEET TITLE:

GENERAL NOTES,
LEGEND, AND SYMBOLS

SHEET NUMBER:

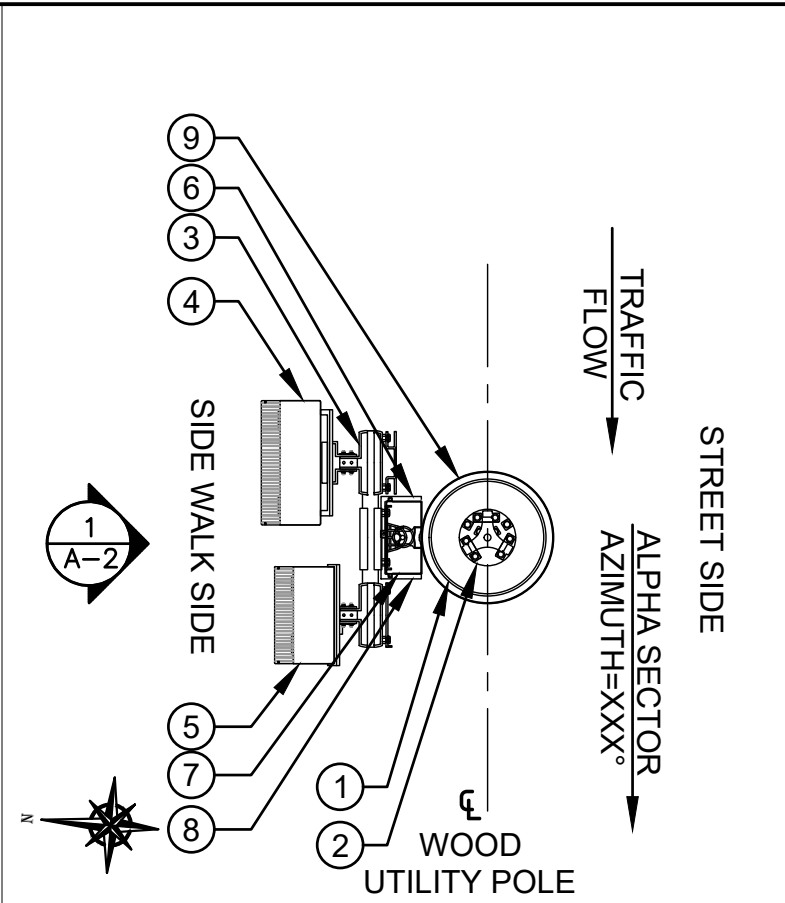
T2



SITE PLAN

B-SCALE NTS 4
D-SCALE NTS

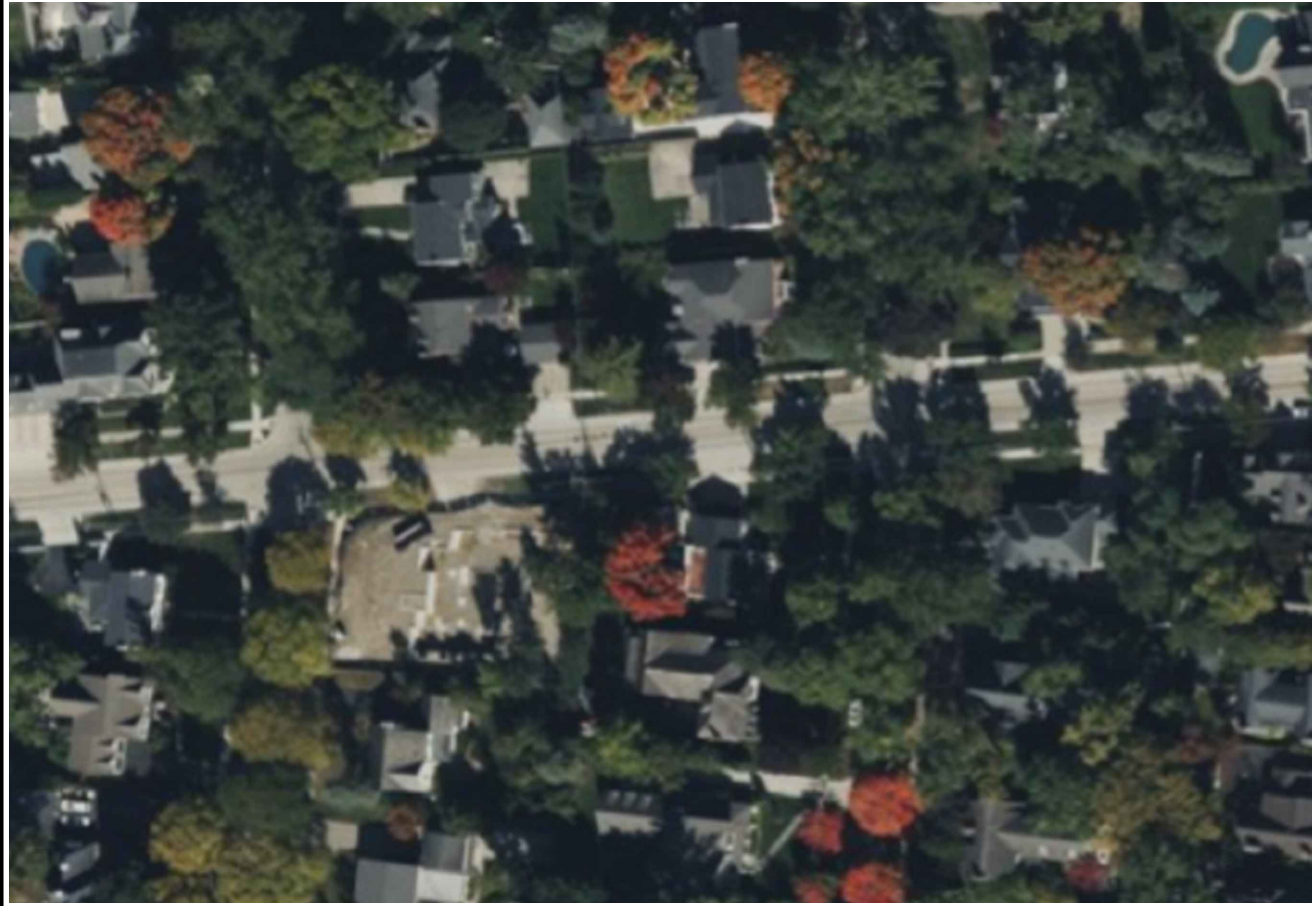
EQUIPMENT PLAN VIEW



EQUIPMENT PLAN VIEW

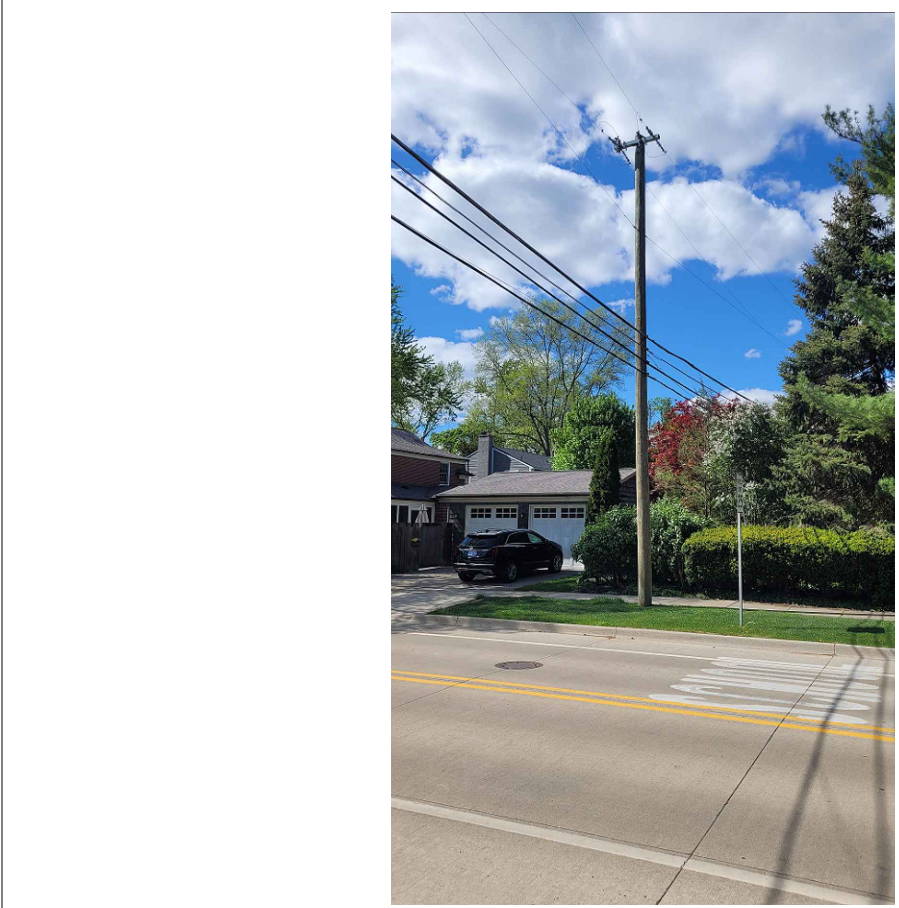
B-SCALE 1/2"=1'-0"
D-SCALE 1"=1'-0" 2

FLAGNOTE LEGEND		
FLAGNOTE	DESCRIPTION	DETAIL
1	PANEL/OMNI ANTENNA	1/D1
2	ANTENNA MOUNTING BRACKET	2/D1
3	RADIO BRACKET	2/D3
4	RADIO - AZHL	3/D3
5	RADIO - AHFIB	4/D3
6	LOAD CENTER	2/D2
7	FIBER NID	1/D3
8	FUSED DISCONNECT	1/D2
9	PROPOSED DTE REPLACEMENT POLE	-
10	U-GUARD RISER FOR COAX/FIBER	-
11	CONDUIT RISER FOR PWR	-



SITE PLAN AERIAL OVERVIEW

B-SCALE NTS 3
D-SCALE NTS



EXISTING SITE PHOTO

B-SCALE NTS 1
D-SCALE NTS

APPLICANT



5844 JOHN HICKMAN PKWY, SUITE 600
FRISCO, TX 75034
www.extenet.com

ARCHITECT/ENGINEER



49030 PONTIAC TRAIL, SUITE 100
WIXOM, MI 48393

REVISIONS:

#	DATE	DESCRIPTION	INT.
D	07/28/23	REVISED CD	RC
C	07/13/23	REVISED CD	RC
B	04/07/23	REVISED CD	RC
A	03/31/23	CD	RC

PROFESSIONAL STAMP

PROJECT NAME:

MI-S00000014
SMALL CELL NETWORK
TMO ID:
DE0826BA_11LAB

PROJECT LOCATION:

1500-1598 OAK AVE,
BIRMINGHAM, MI 48009

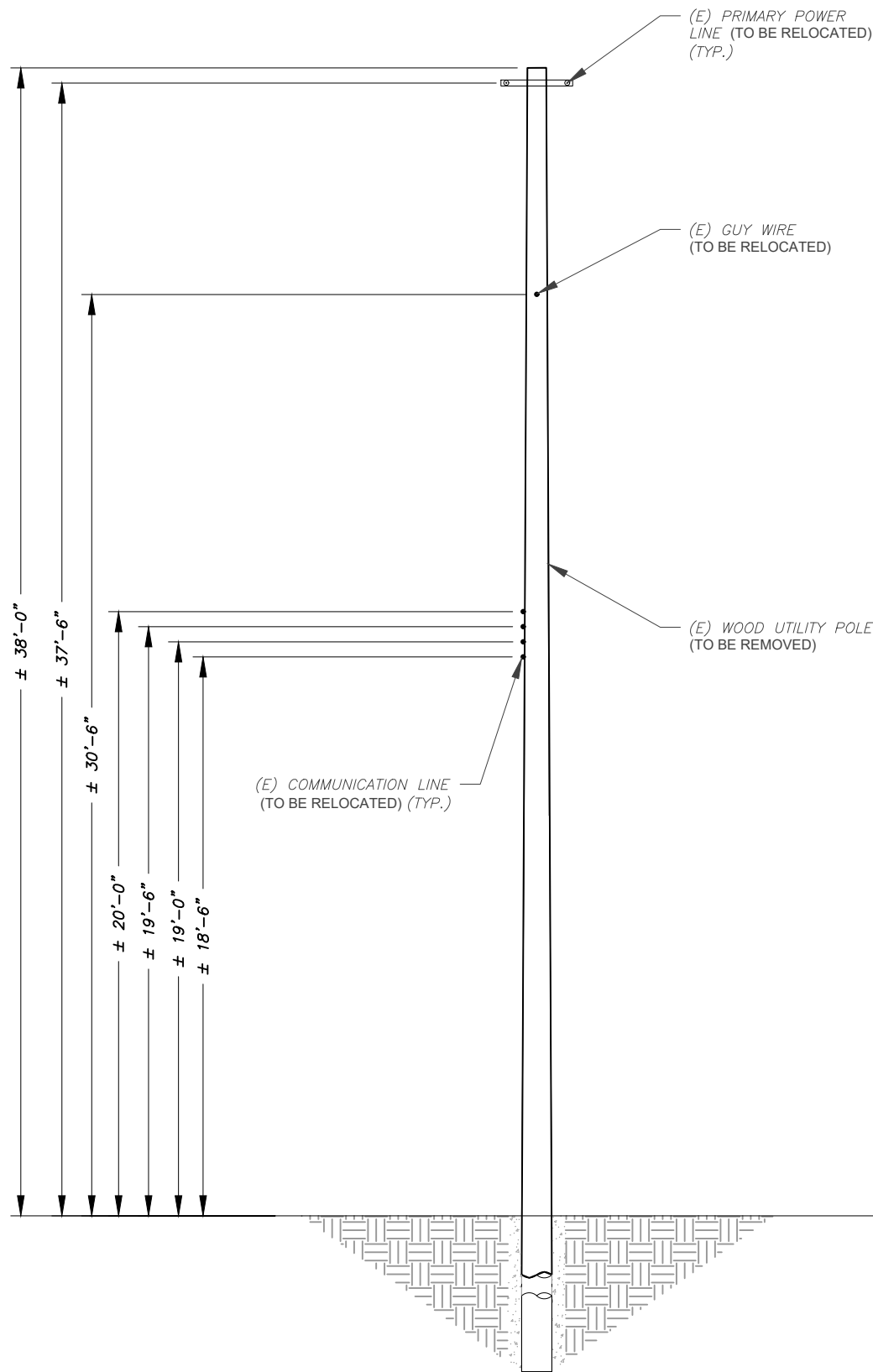
SHEET TITLE:

SITE PLANS

SHEET NUMBER:

A1

POLE OWNER: DTE

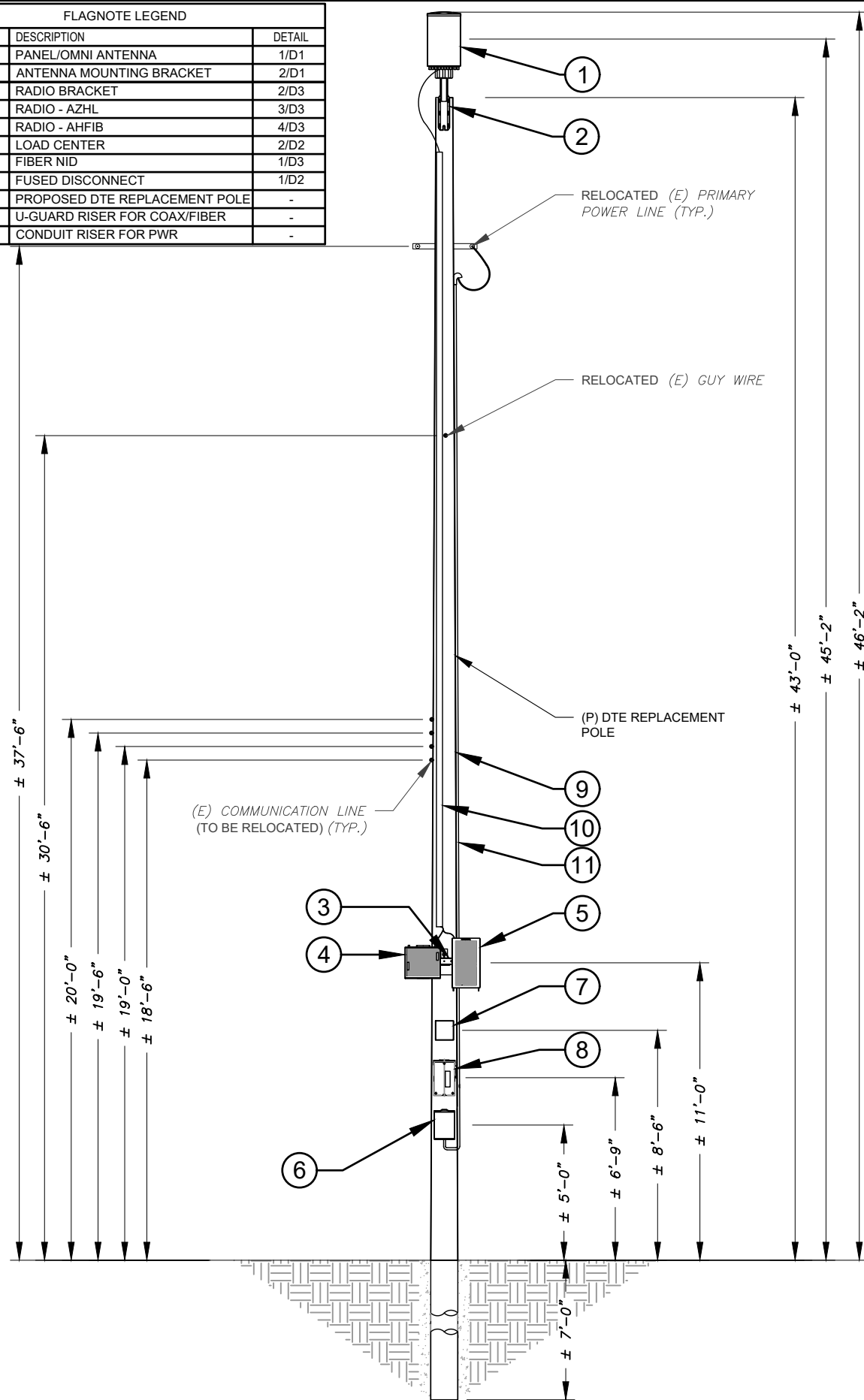


EXISTING ELEVATION

B-SCALE 3/16"=1'-0"
D-SCALE 3/8"=1'-0"

2

FLAGNOTE LEGEND		
FLAGNOTE	DESCRIPTION	DETAIL
1	PANEL/OMNI ANTENNA	1/D1
2	ANTENNA MOUNTING BRACKET	2/D1
3	RADIO BRACKET	2/D3
4	RADIO - AZHL	3/D3
5	RADIO - AHFIB	4/D3
6	LOAD CENTER	2/D2
7	FIBER NID	1/D3
8	FUSED DISCONNECT	1/D2
9	PROPOSED DTE REPLACEMENT POLE	-
10	U-GUARD RISER FOR COAX/FIBER	-
11	CONDUIT RISER FOR PWR	-



PROPOSED ELEVATION

B-SCALE 3/16"=1'-0"
D-SCALE 3/8"=1'-0"

1

APPLICANT



5844 JOHN HICKMAN PKWY, SUITE 600
FRISCO, TX 75034
www.extenet.com

ARCHITECT/ENGINEER



49030 PONTIAC TRAIL, SUITE 100
WIXOM, MI 48393

REVISIONS:

#	DATE	DESCRIPTION	INT.
D	07/28/23	REVISED CD	RC
C	07/13/23	REVISED CD	RC
B	04/07/23	REVISED CD	RC
A	03/31/23	CD	RC

PROFESSIONAL STAMP

PROJECT NAME:

MI-S00000014
SMALL CELL NETWORK
TMO ID:
DE0826BA_11LAB

PROJECT LOCATION:

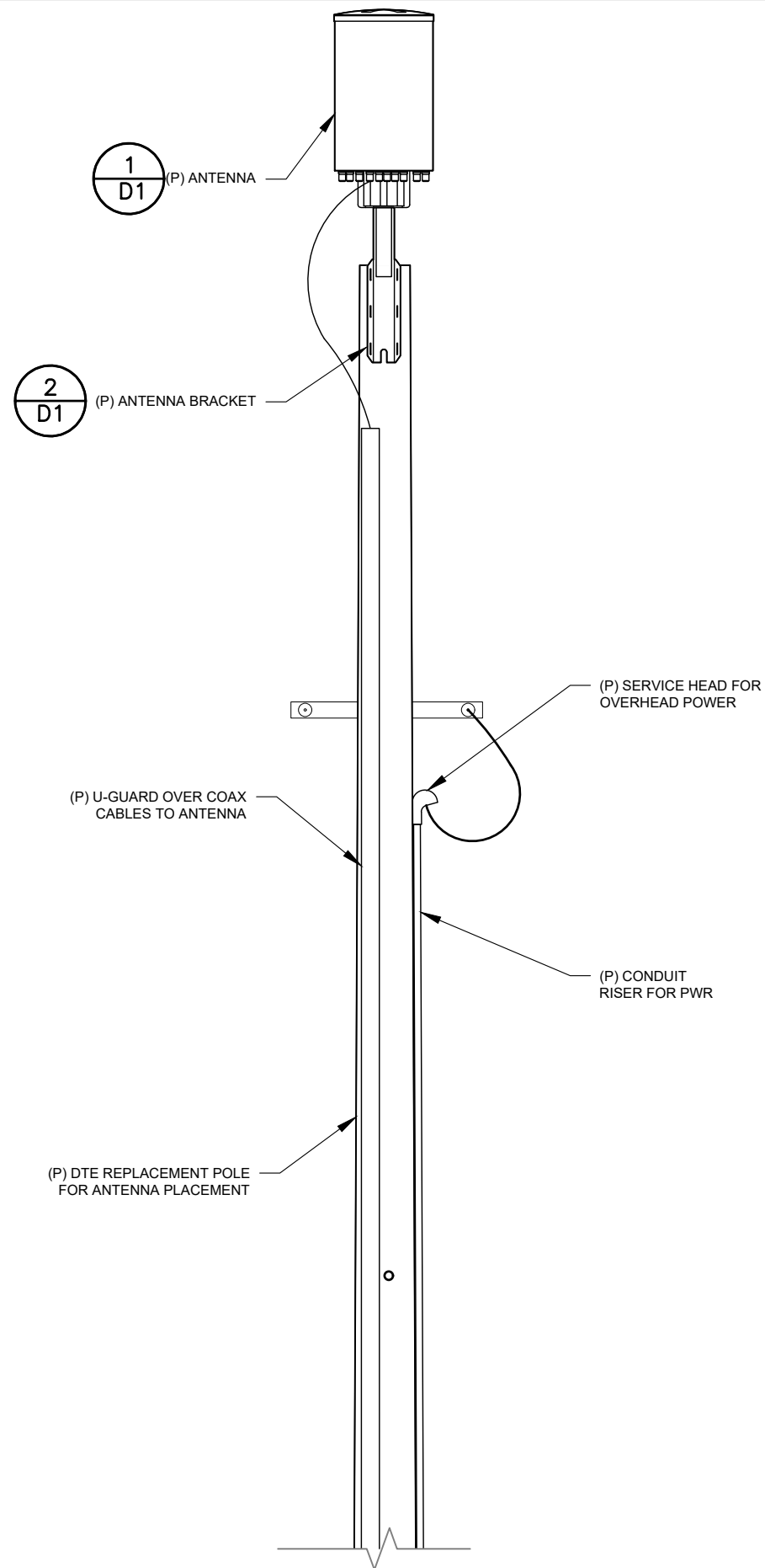
1500-1598 OAK AVE,
BIRMINGHAM, MI 48009

SHEET TITLE:

SITE ELEVATIONS

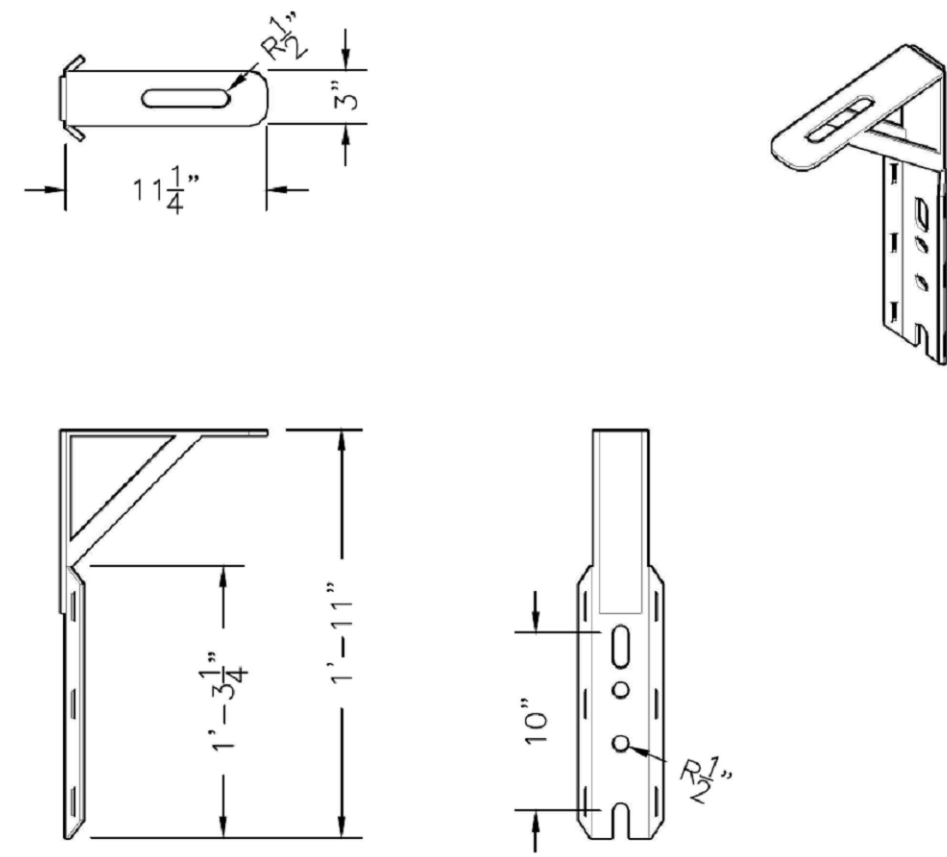
SHEET NUMBER:

A2



ANTENNA MOUNTING BRACKET

B-SCALE NTS 2
D-SCALE NTS 2



16-Port Canister Antenna
(4x) 1695-2700 | (4x) 3300-4200 MHz

OMNI 23.9 IN FIXED TILT

4U4VT360X06F_{xys}4

- Features**
- Pseudo omni configuration with 16 connectors
 - Ideal for multi-carrier or MIMO deployments
 - Broadband networks 1695-2700 and 3300-4200 MHz
 - Easily removable lifting ring
 - Improvements in gain, port isolation and VSWR
 - Can be ordered with an integrated GPS unit
 - Available for order with a grey, brown or black radome



MECHANICAL SPECIFICATIONS

Antenna		Height	mm (in)	608 (23.9)
		Diameter	mm (in)	371 (14.6)
		Net Weight - Antenna Only	kg (lbs)	13.2 (29)
Windload	Calculation	km/h (mph)	160 (100)	
	Frontal	N (lbf)	191 (43)	
		Survival Wind Speed	km/h (mph)	241 (150)
		Wind Area	m ² (ft ²)	0.22 (2.4)
		Volume	m ³ (ft ³)	0.07 (2.3)
Connector	Type	--- (16x) 4.3-10 Female; (1x) N-Type Female with optional GPS Unit		
	Position	--- Bottom		
		Radome Color	--- Grey (Pantone 420 C), Brown (Pantone 476 C), Black (RAL 9011)	
		Lightning Protection (Grounding Type)	--- Direct Ground	

ANTENNA MOUNT ASSEMBLY

B-SCALE 1/2"=1'-0"
D-SCALE 1"=1'-0"

3 AMPHENOL 4U4VT360X06F_{xys}4 ANTENNA

B-SCALE NTS 1
D-SCALE NTS 1

APPLICANT



5844 JOHN HICKMAN PKWY, SUITE 600
FRISCO, TX 75034
www.extenet.com

ARCHITECT/ENGINEER



49030 PONTIAC TRAIL, SUITE 100
WIXOM, MI 48393

REVISIONS:

#	DATE	DESCRIPTION	INT.
D	07/28/23	REVISED CD	RC
C	07/13/23	REVISED CD	RC
B	04/07/23	REVISED CD	RC
A	03/31/23	CD	RC

PROFESSIONAL STAMP

PROJECT NAME:

MI-S00000014
SMALL CELL NETWORK
TMO ID:
DE0826BA_11LAB

PROJECT LOCATION:

1500-1598 OAK AVE,
BIRMINGHAM, MI 48009

SHEET TITLE:

EQUIPMENT DETAILS

SHEET NUMBER:

D1

APPLICANT



5844 JOHN HICKMAN PKWY, SUITE 600
FRISCO, TX 75034
www.extenet.com

ARCHITECT/ENGINEER



49030 PONTIAC TRAIL, SUITE 100
WIXOM, MI 48393

REVISIONS:

#	DATE	DESCRIPTION	INT.
D	07/28/23	REVISED CD	RC
C	07/13/23	REVISED CD	RC
B	04/07/23	REVISED CD	RC
A	03/31/23	CD	RC

PROFESSIONAL STAMP

PROJECT NAME:

MI-S00000014
SMALL CELL NETWORK
TMO ID:
DE0826BA_11LAB

PROJECT LOCATION:

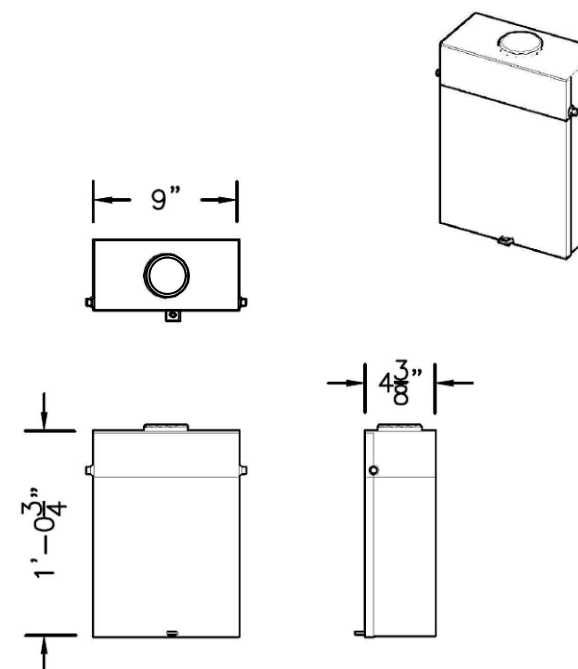
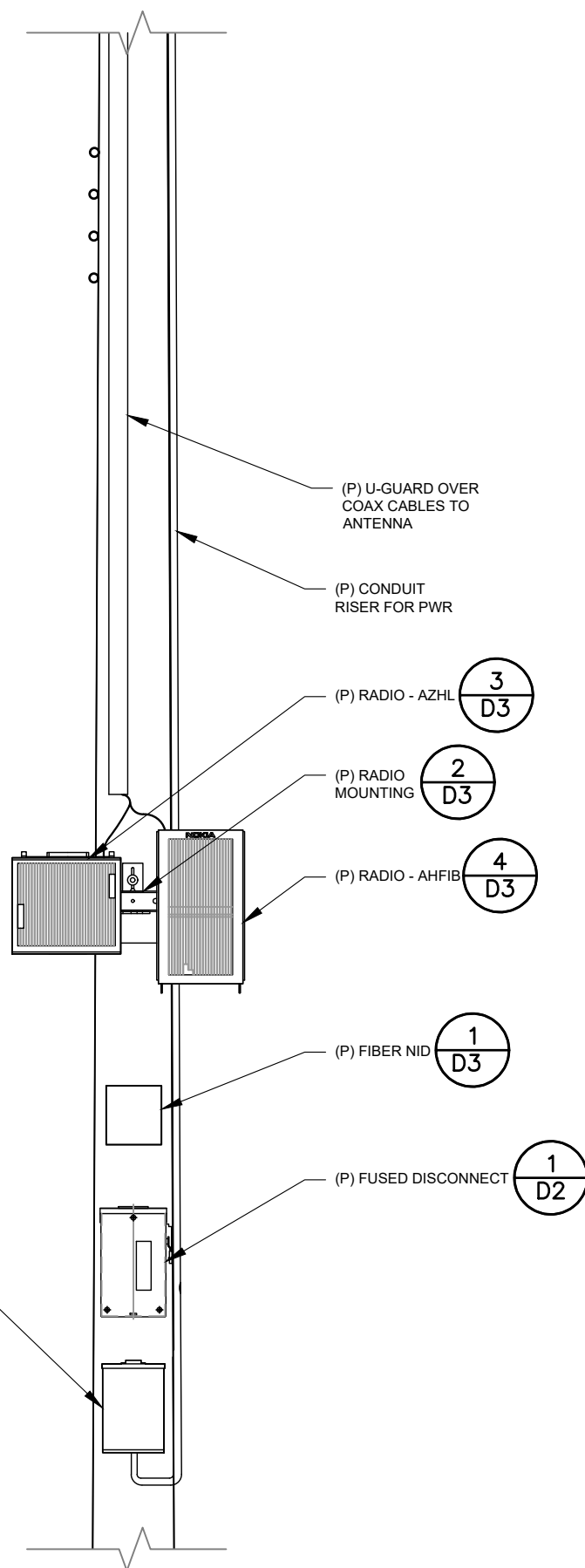
1500-1598 OAK AVE,
BIRMINGHAM, MI 48009

SHEET TITLE:

EQUIPMENT DETAILS

SHEET NUMBER:

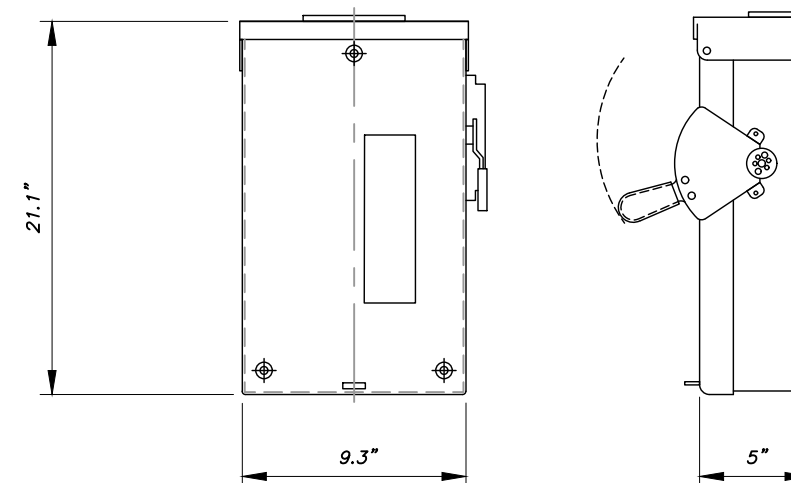
D2



SQUARE D QO6-12L100RB
LOAD CENTER

LOAD CENTER

B-SCALE NTS 2
D-SCALE NTS



FUSED DISCONNECT (TG4323R)

B-SCALE NTS 1
D-SCALE NTS

POLE MOUNTED EQUIPMENT ASSEMBLY RADIO AREA

B-SCALE 1/2"=1'-0" 3
D-SCALE 1"=1'-0"

5H

AHFIB AirScale RRH 4T4R B25/66 160W

Product name	AirScale Dual RRH 4T4R B25/66 320W, AHFIB - 474216A
Supported Frequency bands	3GPP Bands 25 and 66
Frequencies	Band 25: DL 1930-1995MHz, UL 1850-1915MHz Band 66: DL 2110-2200MHz, UL 1710-1780MHz
Number of TX/RX ports	4/4
Instantaneous Bandwidth IBW	Band 25/ Band 66 - full band
Occupied Bandwidth OBW	Band 25: full band, Band 66: 80MHz
Output Power	40W per band, 80W per TX
Supply Voltage / Voltage Range	DC-48 V / -36V to -60V
Typical Power Consumption	525W (ETSI 24h Avg - 4x20W per band, 40W per TX port)
Antenna Ports	4 ports, 4.3-10+
Optical Ports	2 x CPRI 9.8 Gbps
ALD Control Interfaces	AI5G3.0 from ANT 1,2,3,4 and RET (Power supply ANT1 and ANT3)
Other Interfaces	External Alarm MDR-26 Serial connector (4 inputs, 1 Output) DC Circular Power Connector
Operational Temperature Range	-40°C to 55°C (with no solar load)
Dimensions (mm)	560x308x149 mm (without covers or mounting bracket)
Height x width x depth	
Volume (liters)	< 26 (without covers or mounting bracket)
Weight (kg)	< 30 (without covers or mounting bracket)
Ingress protection class	IP65
Installation options	Pole, Wall; Book mount: Vertical wall/pole, Horizontal wall
Surge protection	Class II 5kA

AirScale Multiband RRH

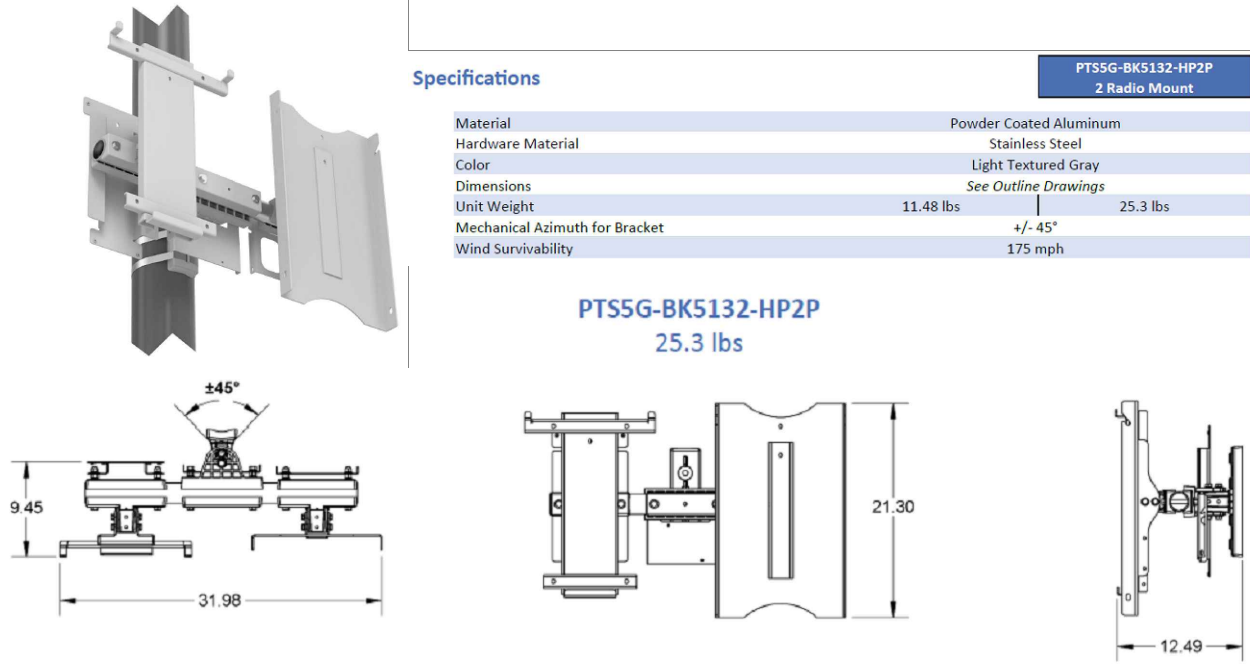


AHFIB 474216A

NOKIA

Specifications

PTS5G-BK5132-HP2P 2 Radio Mount	
Material	Powder Coated Aluminum
Hardware Material	Stainless Steel
Color	Light Textured Gray
Dimensions	See Outline Drawings
Unit Weight	11.48 lbs 25.3 lbs
Mechanical Azimuth for Bracket	+/- 45°
Wind Survivability	175 mph



**PTS5G-BK5132-HP2P
25.3 lbs**

SMALL CELL RADIO BRACKET DETAIL (PTS5G-BK5132-HP2P) B-SCALE NTS 2 D-SCALE NTS 2

RADIO - AHFIB B-SCALE NTS 4 D-SCALE NTS 4

AZHL AirScale RRH 8T8R B41 320W

Technical data

Specification	Details
Standard	3GPP compliant, TDD
Band / Frequency range	N41/B41 2496 - 2690MHz
Max. supported modulation	256 QAM
Number of TX/RX paths	8T / 8R
Instantaneous bandwidth IBW	194 MHz
Occupied bandwidth OBW	190 MHz
Max. output power per TRX	40 W / TRX (320 W total)
Dimensions	350 mm (H) x 395 mm (W) x 190 mm (D)
Volume	26.3 l
Weight	23 kg (without mounting bracket)
Supply voltage / Connector type	DC -36 V ... -60 V / 2 pole connector
Power consumption	559 W typical (75% DL duty cycle, ETSI 24H Average) 1140 W max (75% DL duty cycle, 100% RF load)
Antenna ports, Calibration port	8 x 4.3-10, 1 x 4.3-10
ALD Control Interfaces	Control AI5G2.0/3.0,
Optical ports	2 x SFP28, 9.8G CPRI, 10/25GE eCPRI (Octis Boot)
Other interfaces / Connector type	External Alarms / MDR26,
Operational temperature range	-40 °C ... +55 °C
Cooling	Natural convection cooling
Installation options	Pole, Wall, Book
Ingress / Surge protection	IP65, DC-port Class II +/- 5kA
Supported RAT	TD-LTE, NR

AirScale High Power RRH benefits

- Connectivity with AirScale BBU (via CPRI/eCPRI) - Initial release with CPRI
- Beamforming capable 8T8R with 8x 40 W
- Various operating modes: 8T8R, 2x 4T4R and 4x 2T2R
- Deployment flexibility for different use cases with multiple mounting options




AZHL 475432A

NOKIA

© 2018 Nokia. The functionality described herein is provided for informational purposes only and does not indicate a committed status. Feature content and delivery is subject to a separate agreement between Nokia and T-Mobile.

RADIO - AZHL B-SCALE NTS 3 D-SCALE NTS 3

FIS FTTX INTERCONNECT ENCLOSURES - Z1602FTTX



FEATURES

- Provides slack 3 meters storage for minor repairs and testing
- Accommodates up to 6 drop connections
- Can be mounted indoors or outdoors where space is limited
- Protects fiber and connections for long life

This FIS fiber transition housing (FTH) provides an optical demarcation and interconnection point for fiber-to-the-premises (FTTP) applications. Suitable for indoor or outdoor locations, the FTH provides physical protection for the transition between provider and customer, and facilitates system testing. Fiber entering and exiting the housing may be secured using the internal lances with the tie wraps. Slack cable is held neatly and securely using the backplate with integrated slack routing/management guides. The backplate also incorporates mounting clips for fusion or mechanical splices. The housings are molded from an engineering grade thermoplastic selected to withstand harsh outdoor environments. These housings may be installed on a wall or secured to a vertical conduit. Unauthorized access is deterred by the security screw latch. For added security, a lock may be installed on the integrated locking hasp.

SPECIFICATIONS	
Dimensions	8.42"H x 7.92"W x 2.5"D
Temperature Range, Storage	-10 °C - 60 °C (14 °F - 140 °F)
Housing Material	Thermoplastic
Number of Adapters/Drop Cables	(6) SC Simplex or (6) LC Duplex Adapters and (6) Pre Term Drop Cables
Ground Configuration	Ground Post
Security Fasteners	Standard 3/8-in hex screw

Fiber Instrument Sales | 161 Clear Road • Orlin, NY 13424
Tel: 315.736.2206 • 1.800.5000.FIS (547) • Fax: 315.736.2285 | fiberinstrumentsales.com • info@fiberinstrumentsales.com

Rev. A 3/2017
Page 1 of 1

POLE MOUNTED FIBER NID (FIS-Z1602FTTX) B-SCALE NTS 1 D-SCALE NTS 1

APPLICANT



5844 JOHN HICKMAN PKWY, SUITE 600
FRISCO, TX 75034
www.extenet.com

ARCHITECT/ENGINEER



49030 PONTIAC TRAIL, SUITE 100
WIXOM, MI 48393

REVISIONS:

#	DATE	DESCRIPTION	INT.
D	07/28/23	REVISED CD	RC
C	07/13/23	REVISED CD	RC
B	04/07/23	REVISED CD	RC
A	03/31/23	CD	RC

PROFESSIONAL STAMP

PROJECT NAME:

MI-S00000014
SMALL CELL NETWORK
TMO ID:
DE0826BA_11LAB

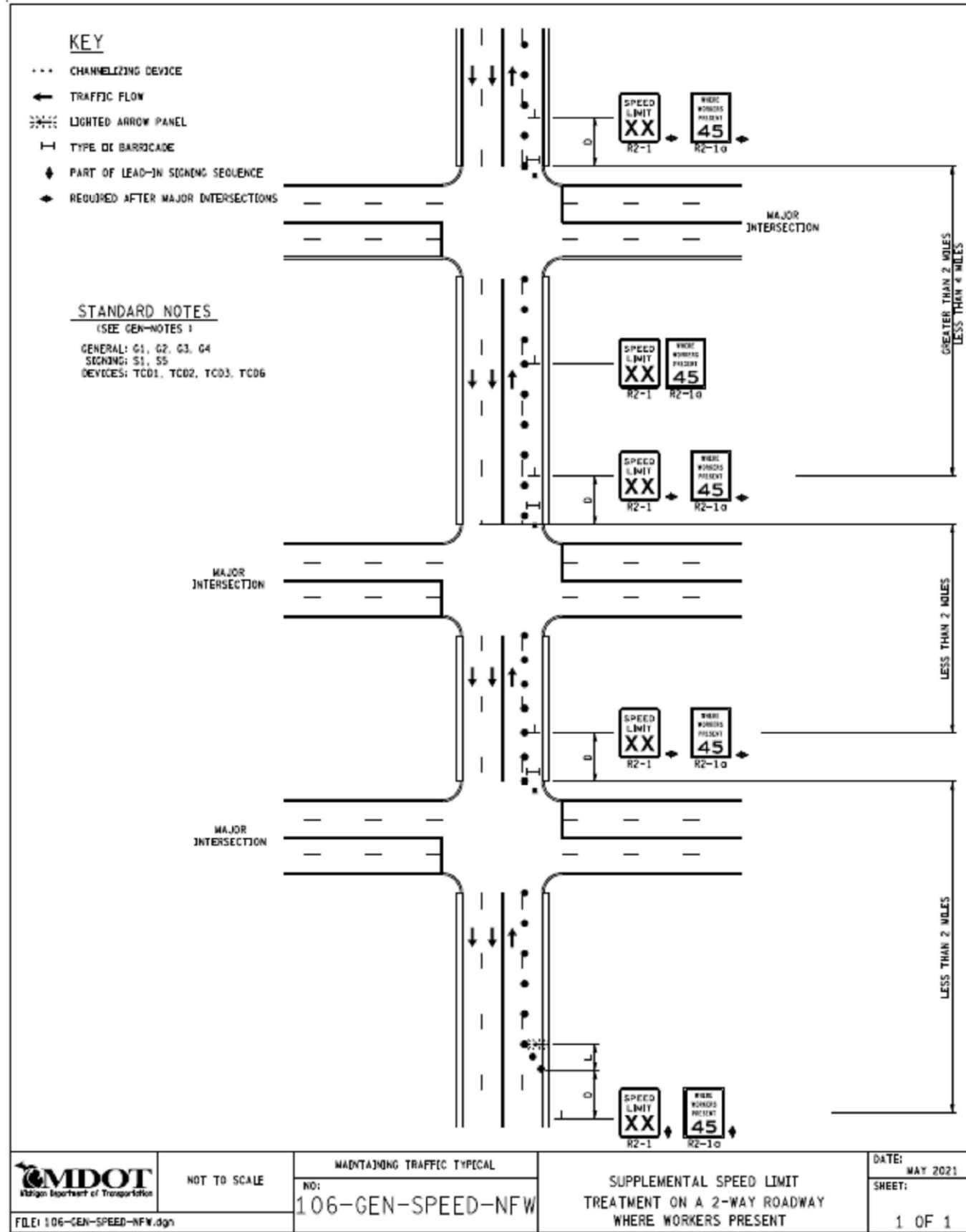
PROJECT LOCATION:
1500-1598 OAK AVE,
BIRMINGHAM, MI 48009

SHEET TITLE:

EQUIPMENT DETAILS

SHEET NUMBER:

D3



	NOT TO SCALE	WADYAJONG TRAFFIC TYPICAL	DATE: MAY 2021
		NO: 106-GEN-SPEED-NFW	SHEET: 1 OF 1
FILE: 106-GEN-SPEED-NFW.dgn		SUPPLEMENTAL SPEED LIMIT TREATMENT ON A 2-WAY ROADWAY WHERE WORKERS PRESENT	

APPLICANT



5844 JOHN HICKMAN PKWY, SUITE 600
FRISCO, TX 75034
www.extenet.com

ARCHITECT/ENGINEER



49030 PONTIAC TRAIL, SUITE 100
WIXOM, MI 48393

REVISIONS:

#	DATE	DESCRIPTION	INT.
D	07/28/23	REVISED CD	RC
C	07/13/23	REVISED CD	RC
B	04/07/23	REVISED CD	RC
A	03/31/23	CD	RC

PROFESSIONAL STAMP

PROJECT NAME:

MI-S00000014
SMALL CELL NETWORK
TMO ID:
DE0826BA_11LAB

PROJECT LOCATION:

1500-1598 OAK AVE,
BIRMINGHAM, MI 48009

SHEET TITLE:

TRAFFIC CONTROL
PLAN

SHEET NUMBER:

MDOT

METRO Act Permit
Bilateral Form
Revised 12/06/02

RIGHT-OF-WAY
TELECOMMUNICATIONS PERMIT

TERMS AND CONDITIONS

1 Definitions

- 1.1 Company shall mean ExteNet Systems, LLC organized under the laws of the State of Delaware whose address is 5844 John Hickman Pkwy, Suite 600, Frisco, TX 75034.
- 1.2 Effective Date shall mean the date set forth in Part 13.
- 1.3 Manager shall mean Municipality's Mayor or his or her designee.
- 1.4 METRO Act shall mean the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, Act No. 48 of the Public Acts of 2002, as amended.
- 1.5 Municipality shall mean City of Birmingham, a Michigan municipal corporation.
- 1.6 Permit shall mean this document.
- 1.7 Public Right-of-Way shall mean the area on, below, or above a public roadway, highway, street, alley, easement, or waterway, to the extent Municipality has the ability to grant the rights set forth herein. Public right-of-way does not include a federal, state, or private right-of-way.
- 1.8 Telecommunication Facilities or Facilities shall mean the Company's equipment or personal property, such as copper and fiber cables, lines, wires, switches, conduits, pipes, and sheaths, which are used to or can generate, receive, transmit, carry, amplify, or provide telecommunication services or signals. Telecommunication Facilities or Facilities do not include antennas, supporting structures for antennas, equipment shelters or houses, and any ancillary equipment and miscellaneous hardware used to provide federally licensed commercial mobile service as defined in Section 332(d) of Part I of Title III of the Communications Act of 1934, Chapter 652, 48 Stat. 1064, 47 U.S.C. 332 and further defined as commercial mobile radio service in 47 CFR 20.3, and service provided by any wireless, 2-way communications device.
- 1.9 Term shall have the meaning set forth in Part 7.

2 Grant

- 2.1 Municipality hereby grants a permit under the METRO Act to Company for access to and ongoing use of the Public Right-of-Way to construct, install and maintain Telecommunication Facilities in those portions of the Public Right-of-Way identified on Exhibit A on the terms set forth herein.
- 2.1.1 Exhibit A may be modified by written request by Company and approval by Manager.
- 2.1.2 Manager shall not unreasonably condition or deny any request for a modification of Exhibit A. Any decision of Manager on a request for a modification may be appealed by Company to Municipality's legislative body.
- 2.2 Overlapping. Company shall not allow the wires or any other facilities of a third party to be overlapped to the Telecommunication Facilities without Municipality's prior written consent. Municipality's right to withhold written consent is subject to the authority of the Michigan Public Service Commission under Section 361 of the Michigan Telecommunications Act, MCL § 484.2361.
- 2.3 Nonexclusive. The rights granted by this Permit are nonexclusive. Municipality reserves the right to approve, at any time, additional permits for access to and ongoing usage of the Public Right-of-Way by telecommunications providers and to enter into agreements for use of the Public Right-of-Way with and grant franchises for use of the Public Right-of-Way to telecommunications providers, cable companies, utilities and other providers.

3 Contacts, Maps and Plans

- 3.1 Company Contacts. The names, addresses and the like for engineering and construction related information for Company and its Telecommunication Facilities are as follows:
- 3.1.1 The address, e-mail address, phone number and contact person (title or name) at Company's local office (in or near Municipality) is
Matt Sturgill
Senior Project Manager – North Central Region
3030 Warrenville Rd. Suite 340
Lisle, IL 60532
Mobile: 724.816.7883
Email: Mstrugill@extenetsystems.com

- 3.1.2 If Company's engineering drawings, as-built plans and related records for the Telecommunication Facilities will not be located at the preceding local office, the location address, phone number and contact person (title or department) for them is
Mary Jo Madden
Executive Director – Outside Plant
5844 John Hickman Pkwy,
Frisco TX 75034
Mobile 973.454.0675
Email: Mjomadden@extenetsystems.com
- 3.1.3 The name, title, address, e-mail address and telephone numbers of Company's engineering contact person(s) with responsibility for the design, plans and construction of the Telecommunication Facilities is
Stratis, Inc.
4804 N 40th St., Suite 100, Sheboygan, WI 53083
Lili Giertz, Director of Engineering
(920) 912-1475
lgierzt@gostratis.com
- 3.1.4 The address, phone number and contact person (title or department) at Company's home office/regional office with responsibility for engineering and construction related aspects of the Telecommunication Facilities is
Mary Jo Madden
Executive Director – Outside Plant
5844 John Hickman Pkwy,
Frisco TX 75034
Mobile 973.454.0675
Email: Mjomadden@extenetsystems.com
- 3.1.5 Company shall at all times provide Manager with the phone number at which a live representative of Company (not voice mail) can be reached 24 hours a day, seven (7) days a week, in the event of a public emergency.
Network Operations Center: (866)-892-5327
- 3.1.6 The preceding information is accurate as of the Effective Date. Company shall notify Municipality in writing as set forth in Part 12 of any changes in the preceding information.
- 3.2 Route Maps. Within ninety (90) days after the substantial completion of construction of new Facilities in a Municipality, a provider shall submit route maps showing the location of the Telecommunication Facilities to both the Michigan Public Service Commission and to the Municipality, as required under Section 6(7) of the METRO Act, MCLA 484.3106(7).

- 3.3 As-Built Records. Company, without expense to Municipality, shall, upon forty-eight (48) hours notice, give Municipality access to all "as-built" maps, records, plans and specifications showing the Telecommunication Facilities or portions thereof in the Public Right-of-Way. Upon request by Municipality, Company shall inform Municipality as soon as reasonably possible of any changes from previously supplied maps, records, or plans and shall mark up maps provided by Municipality so as to show the location of the Telecommunication Facilities.

4 Use of Public Right-of-Way

- 4.1 No Burden on Public Right-of-Way. Company, its contractors, subcontractors, and the Telecommunication Facilities shall not unduly burden or interfere with the present or future use of any of the Public Right-of-Way. Company's aerial cables and wires shall be suspended so as to not endanger or injure persons or property in or about the Public Right-of-Way. If Municipality reasonably determines that any portion of the Telecommunication Facilities constitutes an undue burden or interference, due to changed circumstances, Company, at its sole expense, shall modify the Telecommunication Facilities or take such other actions as Municipality may determine is in the public interest to remove or alleviate the burden, and Company shall do so within a reasonable time period. Municipality shall attempt to require all occupants of a pole or conduit whose facilities are a burden to remove or alleviate the burden concurrently.
- 4.2 No Priority. This Permit does not establish any priority of use of the Public Right-of-Way by Company over any present or future permittees or parties having agreements with Municipality or franchises for such use. In the event of any dispute as to the priority of use of the Public Right-of-Way, the first priority shall be to the public generally, the second priority to Municipality, the third priority to the State of Michigan and its political subdivisions in the performance of their various functions, and thereafter as between other permit, agreement or franchise holders, as determined by Municipality in the exercise of its powers, including the police power and other powers reserved to and conferred on it by the State of Michigan.
- 4.3 Restoration of Property. Company, its contractors and subcontractors shall immediately (subject to seasonal work restrictions) restore, at Company's sole expense, in a manner approved by Municipality, any portion of the Public Right-of-Way that is in any way disturbed, damaged, or injured by the construction, installation, operation, maintenance or removal of the Telecommunication Facilities to a reasonably equivalent (or, at Company's option, better) condition as that which existed prior to the disturbance. In the event that Company, its contractors or subcontractors fail to make such repair within a reasonable time, Municipality may make the repair and Company shall pay the costs Municipality incurred for such repair.

- 4.4 Marking. Company shall mark the Telecommunication Facilities as follows: Aerial portions of the Telecommunication Facilities shall be marked with a marker on Company's lines on alternate poles which shall state Company's name and provide a toll-free number to call for assistance. Direct buried underground portions of the Telecommunication Facilities shall have (1) a conducting wire placed in the ground at least several inches above Company's cable (if such cable is nonconductive); (2) at least several inches above that, a continuous colored tape with a statement to the effect that there is buried cable beneath; and (3) stakes or other appropriate above ground markers with Company's name and a toll-free number indicating that there is buried telephone cable below. Bored underground portions of the Telecommunication Facilities shall have a conducting wire at the same depth as the cable and shall not be required to provide the continuous colored tape. Portions of the Telecommunication Facilities located in conduit, including conduit of others used by Company, shall be marked at its entrance into and exit from each manhole and handhole with Company's name and a toll-free telephone number.
- 4.5 Tree Trimming. Company may trim trees upon and overhanging the Public Right-of-Way so as to prevent the branches of such trees from coming into contact with the Telecommunication Facilities, consistent with any standards adopted by Municipality. Company shall dispose of all trimmed materials. Company shall minimize the trimming of trees to that essential to maintain the integrity of the Telecommunication Facilities. Except in emergencies, all trimming of trees in the Public Right-of-Way shall have the advance approval of Manager.
- 4.6 Installation and Maintenance. The construction and installation of the Telecommunication Facilities shall be performed pursuant to plans approved by Municipality. The open cut of any Public Right-of-Way shall be coordinated with the Manager or his designee. Company shall install and maintain the Telecommunication Facilities in a reasonably safe condition. If the existing poles in the Public Right-of-Way are overburdened or unavailable for Company's use, or the facilities of all users of the poles are required to go underground then Company shall, at its expense, place such portion of its Telecommunication Facilities underground, unless Municipality approves an alternate location. Company may perform maintenance on the Telecommunication Facilities without prior approval of Municipality, provided that Company shall obtain any and all permits required by Municipality in the event that any maintenance will disturb or block vehicular traffic or are otherwise required by Municipality.
- 4.7 Pavement Cut Coordination. Company shall coordinate its construction and all other work in the Public Right-of-Way with Municipality's program for street construction and rebuilding (collectively "Street Construction") and its program for street repaving and resurfacing (except seal coating and patching) (collectively, "Street Resurfacing").

- 4.7.1 The goals of such coordination shall be to encourage Company to conduct all work in the Public Right-of-Way in conjunction with or immediately prior to any Street Construction or Street Resurfacing planned by Municipality.
- 4.8 Compliance with Laws. Company shall comply with all laws, statutes, ordinances, rules and regulations regarding the construction, installation, and maintenance of its Telecommunication Facilities, whether federal, state or local, now in force or which hereafter may be promulgated. Before any installation is commenced, Company shall secure all necessary permits, licenses and approvals from Municipality or other governmental entity as may be required by law, including, without limitation, all utility line permits and highway permits. Municipality shall not unreasonably delay or deny issuance of any such permits, licenses or approvals. Company shall comply in all respects with applicable codes and industry standards, including but not limited to the National Electrical Safety Code (latest edition adopted by Michigan Public Service Commission) and the National Electric Code (latest edition). Company shall comply with all zoning and land use ordinances and historic preservation ordinances as may exist or may hereafter be amended. This section does not constitute a waiver of Company's right to challenge laws, statutes, ordinances, rules or regulations now in force or established in the future.
- 4.9 Street Vacation. If Municipality vacates or consents to the vacation of Public Right-of-Way within its jurisdiction, and such vacation necessitates the removal and relocation of Company's Facilities in the vacated Public Right-of-Way, Company shall, as a condition of this Permit, consent to the vacation and remove its Facilities at its sole cost and expense when ordered to do so by Municipality or a court of competent jurisdiction. Company shall relocate its Facilities to such alternate route as Municipality and Company mutually agree, applying reasonable engineering standards.
- 4.10 Relocation. If Municipality requests Company to relocate, protect, support, disconnect, or remove its Facilities because of street or utility work, or other public projects, Company shall relocate, protect, support, disconnect, or remove its Facilities, at its sole cost and expense, including where necessary to such alternate route as Municipality and Company mutually agree, applying reasonable engineering standards. The work shall be completed within a reasonable time period.
- 4.11 Public Emergency. Municipality shall have the right to sever, disrupt, dig-up or otherwise destroy Facilities of Company if such action is necessary because of a public emergency. If reasonable to do so under the circumstances, Municipality shall attempt to provide notice to Company. Public emergency shall be any condition which poses an immediate threat to life, health, or property caused by

any natural or man-made disaster, including, but not limited to, storms, floods, fire, accidents, explosions, water main breaks, hazardous material spills, etc. Company shall be responsible for repair at its sole cost and expense of any of its Facilities damaged pursuant to any such action taken by Municipality.

4.12 Miss Dig. If eligible to join, Company shall subscribe to and be a member of "MISS DIG," the association of utilities formed pursuant to Act 174 of the Public Acts of 2013, as amended, MCL § 460.721 et seq., and shall conduct its business in conformance with the statutory provisions and regulations promulgated thereunder.

4.13 Underground Relocation. If Company has its Facilities on poles of Consumers Energy, Detroit Edison or another electric or telecommunications provider and Consumers Energy, Detroit Edison or such other electric or telecommunications provider relocates its system underground, then Company shall relocate its Facilities underground in the same location at Company's sole cost and expense.

4.14 Identification. All personnel of Company and its contractors or subcontractors who have as part of their normal duties contact with the general public shall wear on their clothing a clearly visible identification card bearing Company's name, their name and photograph. Company shall account for all identification cards at all times. Every service vehicle of Company and its contractors or subcontractors shall be clearly identified as such to the public, such as by a magnetic sign with Company's name and telephone number.

5 Indemnification

5.1 Indemnity. Company shall defend, indemnify, protect, and hold harmless Municipality, its officers, agents, employees, elected and appointed officials, departments, boards, and commissions from any and all claims, losses, liabilities, causes of action, demands, judgments, decrees, proceedings, and expenses of any nature (collectively "claim" for this Part 5) (including, without limitation, attorneys' fees) arising out of or resulting from the acts or omissions of Company, its officers, agents, employees, contractors, successors, or assigns, but only to the extent such acts or omissions are related to the Company's use of or installation of facilities in the Public Right-of-Way and only to the extent of the fault or responsibility of Company, its officers, agents, employees, contractors, successors and assigns.

5.2 Notice, Cooperation. Municipality shall notify Company promptly in writing of any such claim and the method and means proposed by Municipality for defending or satisfying such claim. Municipality shall cooperate with Company in every reasonable way to facilitate the defense of any such claim. Municipality shall consult with Company respecting the defense and satisfaction of such claim, including the selection and direction of legal counsel.

5.3 Settlement. Municipality shall not settle any claim subject to indemnification under this Part 5 without the advance written consent of Company, which consent shall not be unreasonably withheld. Company shall have the right to defend or settle, at its own expense, any claim against Municipality for which Company is responsible hereunder.

6 Insurance

6.1 Coverage Required. Prior to beginning any construction in or installation of the Telecommunication Facilities in the Public Right-of-Way, Company shall obtain insurance as set forth below and file certificates evidencing same with Municipality. Such insurance shall be maintained in full force and effect until the end of the Term. In the alternative, Company may satisfy this requirement through a program of self-insurance, acceptable to Municipality, by providing reasonable evidence of its financial resources to Municipality. Municipality's acceptance of such self-insurance shall not be unreasonably withheld.

6.1.1 Commercial general liability insurance, including Completed Operations Liability, Independent Contractors Liability, Contractual Liability coverage, railroad protective coverage and coverage for property damage from perils of explosion, collapse or damage to underground utilities, commonly known as XCU coverage, in an amount not less than Five Million Dollars (\$5,000,000).

6.1.2 Liability insurance for sudden and accidental environmental contamination with minimum limits of Five Hundred Thousand Dollars (\$500,000) and providing coverage for claims discovered within three (3) years after the term of the policy.

6.1.3 Automobile liability insurance in an amount not less than One Million Dollars (\$1,000,000).

6.1.4 Workers' compensation and employer's liability insurance with statutory limits, and any applicable Federal insurance of a similar nature.

6.1.5 The coverage amounts set forth above may be met by a combination of underlying (primary) and umbrella policies so long as in combination the limits equal or exceed those stated. If more than one insurance policy is purchased to provide the coverage amounts set forth above, then all policies providing coverage limits excess to the primary policy shall provide drop down coverage to the first dollar of coverage and other contractual obligations of the primary policy, should the primary policy carrier not be able to perform any of its contractual obligations or not be collectible for any of its coverages for any reason during the Term, or

(when longer) for as long as coverage could have been available pursuant to the terms and conditions of the primary policy.

- 6.2 Additional Insured. Municipality shall be named as an additional insured on all policies (other than worker's compensation and employer's liability). All insurance policies shall provide that they shall not be canceled, modified or not renewed unless the insurance carrier provides thirty (30) days prior written notice to Municipality. Company shall annually provide Municipality with a certificate of insurance evidencing such coverage. All insurance policies (other than environmental contamination, workers' compensation and employer's liability insurance) shall be written on an occurrence basis and not on a claims made basis.
- 6.3 Qualified Insurers. All insurance shall be issued by insurance carriers licensed to do business by the State of Michigan or by surplus line carriers on the Michigan Insurance Commission approved list of companies qualified to do business in Michigan. All insurance and surplus line carriers shall be rated A+ or better by A.M. Best Company.
- 6.4 Deductibles. If the insurance policies required by this Part 6 are written with retainages or deductibles in excess of \$50,000, they shall be approved by Manager in advance in writing. Company shall indemnify and save harmless Municipality from and against the payment of any deductible and from the payment of any premium on any insurance policy required to be furnished hereunder.
- 6.5 Contractors. Company's contractors and subcontractors working in the Public Right-of-Way shall carry in full force and effect commercial general liability, environmental contamination liability, automobile liability and workers' compensation and employer liability insurance which complies with all terms of this Part 6. In the alternative, Company, at its expense, may provide such coverages for any or all its contractors or subcontractors (such as by adding them to Company's policies).
- 6.6 Insurance Primary. Company's insurance coverage shall be primary insurance with respect to Municipality, its officers, agents, employees, elected and appointed officials, departments, boards, and commissions (collectively "them"). Any insurance or self-insurance maintained by any of them shall be in excess of Company's insurance and shall not contribute to it (where "insurance or self-insurance maintained by any of them" includes any contract or agreement providing any type of indemnification or defense obligation provided to, or for the benefit of them, from any source, and includes any self-insurance program or policy, or self-insured retention or deductible by, for or on behalf of them).

7 Term

- 7.1 Term. The term ("Term") of this Permit shall be until the earlier of:

- 7.1.1 Fifteen years (15) from the Effective Date; provided, however, that following such initial term there shall be three subsequent renewal terms of five (5) years. Each renewal term shall be automatic unless Municipality notifies Company in writing, at least twelve (12) months prior to the end of any term then in effect, that due to changed circumstances a need exists to negotiate the subsequent renewal with Company. Municipality shall not unreasonably deny a renewal term; or
- 7.1.2 When the Telecommunication Facilities have not been used to provide telecommunications services for a period of one hundred and eighty (180) days by the Company or a successor of an assign of the Company; or
- 7.1.3 When Company, at its election and with or without cause, delivers written notice of termination to Municipality at least one-hundred and eighty (180) days prior to the date of such termination; or
- 7.1.4 Upon either Company or Municipality giving written notice to the other of the occurrence or existence of a default by the other party under Sections 4.8, 6, 8 or 9 of this Permit and such defaulting party failing to cure, or commence good faith efforts to cure, such default within sixty (60) days (or such shorter period of time provided elsewhere in this Permit) after delivery of such notice; or
- 7.1.5 Unless Manager grants a written extension, one year from the Effective Date if prior thereto Company has not started the construction and installation of the Telecommunication Facilities within the Public Right-of-Way and two years from the Effective Date if by such time construction and installation of the Telecommunication Facilities is not complete.

8 Performance Bond or Letter of Credit

- 8.1 Municipal Requirement. Municipality may require Company to post a bond (or letter of credit) as provided in Section 15(3) of the METRO Act, as amended [MCL § 484.3115(3)].

9 Fees

- 9.1 Establishment; Reservation. The METRO Act shall control the establishment of right-of-way fees. The parties reserve their respective rights regarding the nature and amount of any fees which may be charged by Municipality in connection with the Public Right-of-Way.

10 Removal

10.1 Removal; Underground. As soon as practicable after the Term, Company or its successors and assigns shall remove any underground cable or other portions of the Telecommunication Facilities from the Public Right-of-Way which has been installed in such a manner that it can be removed without trenching or other opening of the Public Right-of-Way. Company shall not remove any underground cable or other portions of the Telecommunication Facilities which requires trenching or other opening of the Public Right-of-Way except with the prior written approval of Manager. All removals shall be at Company's sole cost and expense.

10.1.1 For purposes of this Part 10, "cable" means any wire, coaxial cable, fiber optic cable, feed wire or pull wire.

10.2 Removal; Above Ground. As soon as practicable after the Term, Company, or its successor or assigns at its sole cost and expense, shall, unless waived in writing by Manager, remove from the Public Right-of-Way all above ground elements of its Telecommunication Facilities, including but not limited to poles, pedestal mounted terminal boxes, and lines attached to or suspended from poles.

10.3 Schedule. The schedule and timing of removal shall be subject to approval by Manager. Unless extended by Manager, removal shall be completed not later than twelve (12) months following the Term. Portions of the Telecommunication Facilities in the Public Right-of-Way which are not removed within such time period shall be deemed abandoned and, at the option of Municipality exercised by written notice to Company as set forth in Part 12, title to the portions described in such notice shall vest in Municipality.

11 Assignment. Company may assign or transfer its rights under this Permit, or the persons or entities controlling Company may change, in whole or in part, voluntarily, involuntarily, or by operation of law, including by merger or consolidation, change in the ownership or control of Company's business, or by other means, subject to the following:

11.1 No such transfer or assignment or change in the control of Company shall be effective under this Permit, without Municipality's prior approval (not to be unreasonably withheld), during the time period from the Effective Date until the completion of the construction of the Telecommunication Facilities in those portions of the Public Right-of-Way identified on Exhibit A.

11.2 After the completion of such construction, Company must provide notice to Municipality of such transfer, assignment or change in control no later than thirty (30) days after such occurrence; provided, however,

11.2.1 Any transferee or assignee of this Permit shall be qualified to perform under its terms and conditions and comply with applicable law; shall be subject to the obligations of this Permit, including responsibility for any defaults which occurred prior to the transfer or assignment; shall supply

Municipality with the information required under Section 3.1; and shall comply with any updated insurance and performance bond requirements under Sections 6 and 8 respectively, which Municipality reasonably deems necessary, and

11.2.2 In the event of a change in control, it shall not be to an entity lacking the qualifications to assure Company's ability to perform under the terms and conditions of this Permit and comply with applicable law; and Company shall comply with any updated insurance and performance bond requirements under Sections 6 and 8 respectively, which Municipality reasonably deems necessary.

11.3 Company may grant a security interest in this Permit, its rights thereunder or the Telecommunication Facilities at any time without notifying Municipality.

12 Notices

12.1 Notices. All notices under this Permit shall be given as follows:

12.1.1 If to Municipality, to
City of Birmingham
Attn: City Engineer
151 Martin Street
Birmingham, MI 48009
With a copy to City Clerk at the same address

12.1.2 If to Company, to
ExteNet Systems, LLC.
Attn: CFO
5844 John Hickman Pkwy, Suite 600
Frisco TX 75034
With a copy to General Counsel & COO at the same address

Copy email to NOTICE@extenetsystems.com

All invoicing to Licensee may be made to the address above "ATTN: Accounts Payable" or electronically to: ap@util.extenetsystems.com

12.2 Change of Address. Company and Municipality may change its address or personnel for the receipt of notices at any time by giving notice thereof to the other as set forth above.

13 Other items

- 13.1 No Cable, OVS. This Permit does not authorize Company to provide commercial cable type services to the public, such as “cable service” or the services of an “open video system operator” (as such terms are defined in the Federal Communications Act of 1934 and implementing regulations, currently 47 U.S.C. §§ 522 (6), 573 and 47 CFR § 76.1500).
- 13.2 Duties. Company shall faithfully perform all duties required by this Permit.
- 13.3 Effective Date. This Permit shall become effective when issued by Municipality and Company has provided any insurance certificates and bonds required in Parts 6 and 8, and signed the acceptance of the Permit.
- 13.4 Authority. This Permit satisfies the requirement for a permit under Section 5 of the METRO Act [MCL 484.3105].
- 13.5 Amendment. Except as set forth in Section 2.1 this Permit may be amended by the written agreement of Municipality and Company.
- 13.6 Interpretation and Severability. The provisions of this Permit shall be liberally construed to protect and preserve the peace, health, safety and welfare of the public, and should any provision or section of this Permit be held unconstitutional, invalid, overbroad or otherwise unenforceable, such determination/holding shall not be construed as affecting the validity of any of the remaining conditions of this Permit. If any provision in this Permit is found to be partially overbroad, unenforceable, or invalid, Company and Municipality may nevertheless enforce such provision to the extent permitted under applicable law.
- 13.7 Governing Law. This Permit shall be governed by the laws of the State of Michigan.

“Company accepts the Permit granted by Municipality upon the terms and conditions contained therein.”

ExteNet Systems, LLC



By: Michael Watson

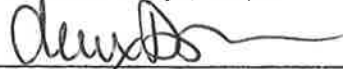
Its: Vice President & Deputy General Counsel

Date: August 24, 2023


\\ODMA\PCDOCS\GRR\759319\6


CITY OF BIRMINGHAM:


By: 
Therese Longe, Mayor

By: 
Alexandria D. Bingham, City Clerk

APPROVED:


Jara Ecker, City Manager
(Approved as to substance)


Melissa Coatta, City Engineer
(Approved as to substance)


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

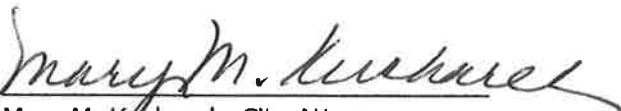

Mary M. Kucharek, City Attorney
(Approved as to form)

Exhibit A

Public Right-of-Way to be Used by Telecommunication Facilities

Exhibit B

Bond

**METRO Act Permit Application Form
Revised February 2, 2015**

City of Birmingham, MI
Name of Local Unit of Government

**APPLICATION FOR
ACCESS TO AND ONGOING USE OF PUBLIC WAYS BY
TELECOMMUNICATIONS PROVIDERS
UNDER
METROPOLITAN EXTENSION TELECOMMUNICATIONS
RIGHTS-OF-WAY OVERSIGHT ACT
2002 PA 48
MCL SECTIONS 484.3101 TO 484.3120**

BY

ExteNet Systems, LLC
("APPLICANT")

Unfamiliar with METRO Act?--Assistance: Municipalities unfamiliar with Michigan Metropolitan Extension Telecommunications Rights-of-Way Oversight Act ("METRO Act") permits for telecommunications providers should seek assistance, such as by contacting the Telecommunications Division of the Michigan Public Service Commission at 517-284-8190 or via its web site at http://www.michigan.gov/mpsc/0,4639,7-159-16372_22707---,00.html.

45 Days to Act—Fines for Failure to Act: The METRO Act states that "A municipality shall approve or deny access under this section within 45 days from the date a provider files an application for a permit for access to a public right-of-way." MCL 484.3115(3). The Michigan Public Service Commission can impose fines of up to \$40,000 per day for violations of the METRO Act. It has imposed fines under the Michigan Telecommunications Act where it found providers or municipalities violated the statute.

Where to File: Applicants should file copies as follows [municipalities should adapt as appropriate—unless otherwise specified service should be as follows]:

-- Three (3) copies (one of which shall be marked and designated as the master copy) with the Clerk at [insert address].

City of Birmingham, MI
Name of local unit of government

**APPLICATION FOR
ACCESS TO AND ONGOING USE OF PUBLIC WAYS BY
TELECOMMUNICATIONS PROVIDERS**

By
ExteNet Systems, LLC
("APPLICANT")

This is an application pursuant to Sections 5 and 6 of the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, 2002 PA 48 (the "METRO Act") for access to and ongoing usage of the public right-of-way, including public roadways, highways, streets, alleys, easements, and waterways ("Public Ways") in the Municipality for a telecommunications system. The METRO Act states that "A municipality shall approve or deny access under this section within 45 days from the date a provider files an application for a permit for access to a public right-of-way." MCL 484.3115(3).

This application must be accompanied by a one-time application fee of \$500, unless the applicant is exempt from this requirement under Section 5(3) of the METRO Act, MCL 484.3105(3).

1 GENERAL INFORMATION:

1.1 Date: **8-3-2023**

1.2 Applicant's legal name: **ExteNet Systems, LLC**
Mailing Address: **5844 John Hickman Pkwy, Suite 600**
Frisco TX 75034

Telephone Number: **972-972-7200**
Fax Number: **630-577-1332**
Corporate website: **https://extenet.com**

Name and title of Applicant's local manager (and if different) contact person regarding this application:

Mailing Address: **Eric Lovvorn, Govt. Relations Director**
c/o Cathy Hapanionek, Legal-Regulatory Affairs
3030 Warrenville Rd., Suite 340
Lisle, IL 60532

Telephone Number: Eric Lovvorn, 770-337-5760
Telephone Number: Cathy Hapanionek, 630-245-4378
E-mail: elovvorn@extenetsystems.com; chapanionek@extenetsystems.com

1.3 Type of Entity: (Check one of the following)

- Corporation
- General Partnership
- Limited Partnership
- Limited Liability Company
- Individual
- Other, please describe: _____

1.4 Assumed name for doing business, if any: _____

1.5 Description of Entity:

1.5.1 Jurisdiction of incorporation/formation; Delaware

1.5.2 Date of incorporation/formation; October 1, 2002

1.5.3 If a subsidiary, name of ultimate parent company; N/A

1.5.4 Chairperson, President/CEO, Secretary and Treasurer (and equivalent officials for non-corporate entities).

- President/CEO: Richard Coyle
- General Counsel & Corporate Secretary: Telisa Webb Schelin
- Chief Financial Officer: Saroosh Ahmed

1.6 Attach copies of Applicant's most recent annual report (with state ID number) filed with the Michigan Department of Licensing and Regulatory Affairs and certificate of good standing with the State of Michigan. For entities in existence for less than one year and for non-corporate entities, provide equivalent information.

- Annual Report: N/A
- See attached Certificate of Good Standing

1.7 Is Applicant aware of any present or potential conflicts of interest between Applicant and Municipality? If yes, describe: No

1.8 In the past three (3) years, has Applicant had a permit to install telecommunications facilities in the public right of way revoked by any Michigan municipality?

Circle: Yes No

If "yes," please describe the circumstances.

1.9 In the past three (3) years, has an adverse finding been made or an adverse final action been taken by any Michigan court or administrative body against Applicant under any law or regulation related to the following:

1.9.1 A felony; or **No**.

1.9.2 A revocation or suspension of any authorization (including cable franchises) to provide telecommunications or video programming services?

Circle: Yes **No**

If "yes," please attach a full description of the parties and matters involved, including an identification of the court or administrative body and any proceedings (by dates and file numbers, if applicable), and the disposition of such proceedings.

1.10 [If Applicant has been granted and currently holds a license to provide basic local exchange service, no financial information needs to be supplied.] If publicly held, provide Applicant's most recent financial statements. If financial statements of a parent company of Applicant (or other affiliate of Applicant) are provided in lieu of those of Applicant, please explain.

- See Attached CLEC and CAP designations.

1.10.1 If privately held, and if Municipality requests the information within 10 days of the date of this Application, the Applicant and the Municipality should make arrangements for the Municipality to review the financial statements.

If no financial statements are provided, please explain and provide particulars.

- ExteNet is a privately owned Company.

2 DESCRIPTION OF PROJECT:

2.1 Provide a copy of authorizations, if applicable, Applicant holds to provide telecommunications services in Municipality. If no authorizations are applicable, please explain.

- See attached CLEC and CAP designations.

2.2 Describe in plain English how Municipality should describe to the public the telecommunications services to be provided by Applicant and the telecommunications facilities to be installed by Applicant in the Public Ways.

- Fiber to support a Small Cell Wireless Communications Network serving the major wireless carriers.

2.3 Attach route maps showing the location (including whether overhead or underground) of Applicant's existing and proposed facilities in the public right-of-way. To the extent known, please identify the side of the street on which the facilities will be located. (If

construction approval is sought at this time, provide engineering drawings, if available, showing location and depth, if applicable, of facilities to be installed in the public right-of-way).

- Fiber route map submitted with application.

2.4 Please provide an anticipated or actual construction schedule.

Construction is anticipated to begin prior to the end of 2023.

2.5 Please list all organizations and entities which will have any ownership interest in the facilities proposed to be installed in the Public Ways.

- ExteNet Systems, LLC

2.6 Who will be responsible for maintaining the facilities Applicant places in the Public Ways and how are they to be promptly contacted? If Applicant's facilities are to be installed on or in existing facilities in the Public Ways of existing public utilities or incumbent telecommunications providers, describe the facilities to be used, and provide verification of their consent to such usage by Applicant. ExteNet Systems, LLC

3 TELECOMMUNICATION PROVIDER ADMINISTRATIVE MATTERS:

Please provide the following or attach an appropriate exhibit.

3.1 Address of Applicant's nearest local office;

Eric Lovvorn, Govt. Relations Director
c/o Cathy Hapanionek, Legal-Regulatory Affairs
3030 Warrenville Rd., Suite 340
Lisle, IL 60532

3.2 Location of all records and engineering drawings, if not at local office;

Eric Lovvorn, Govt. Relations Director
c/o Cathy Hapanionek, Legal-Regulatory Affairs
3030 Warrenville Rd., Suite 340
Lisle, IL 60532

3.3 Names, titles, addresses, e-mail addresses and telephone numbers of contact person(s) for Applicant's engineer or engineers and their responsibilities for the telecommunications system;

Koji Bjerke
Network Operations Center Manager
M: 808.348.1503
O: 630.245.2075
bbjerke@extenetsystems.com

3030 Warrenville Rd, Suite 340
Lisle, IL 60532

3.4 Provide evidence of self-insurance or a certificate of insurance showing Applicant's insurance coverage, carrier and limits of liability for the following:

- COI will be issued to city.

3.4.1 Worker's compensation;

3.4.2 Commercial general liability, including at least:

3.4.2.1 Combined overall limits;

3.4.2.2 Combined single limit for each occurrence of bodily injury;

3.4.2.3 Personal injury;

3.4.2.4 Property damage;

3.4.2.5 Blanket contractual liability for written contracts, products, and completed operations;

3.4.2.6 Independent contractor liability;

3.4.2.7 For any non-aerial installations, coverage for property damage from perils of explosives, collapse, or damage to underground utilities (known as XCU coverage);

3.4.2.8 Environmental contamination;

3.4.3 Automobile liability covering all owned, hired, and non-owned vehicles used by Applicant, its employee, or agents.

3.5 Names of all anticipated contractors and subcontractors involved in the construction, maintenance and operation of Applicant's facilities in the Public Ways.

4 CERTIFICATION:

All the statements made in the application and attached exhibits are true and correct to the best of my knowledge and belief.

8-3-2023
Date

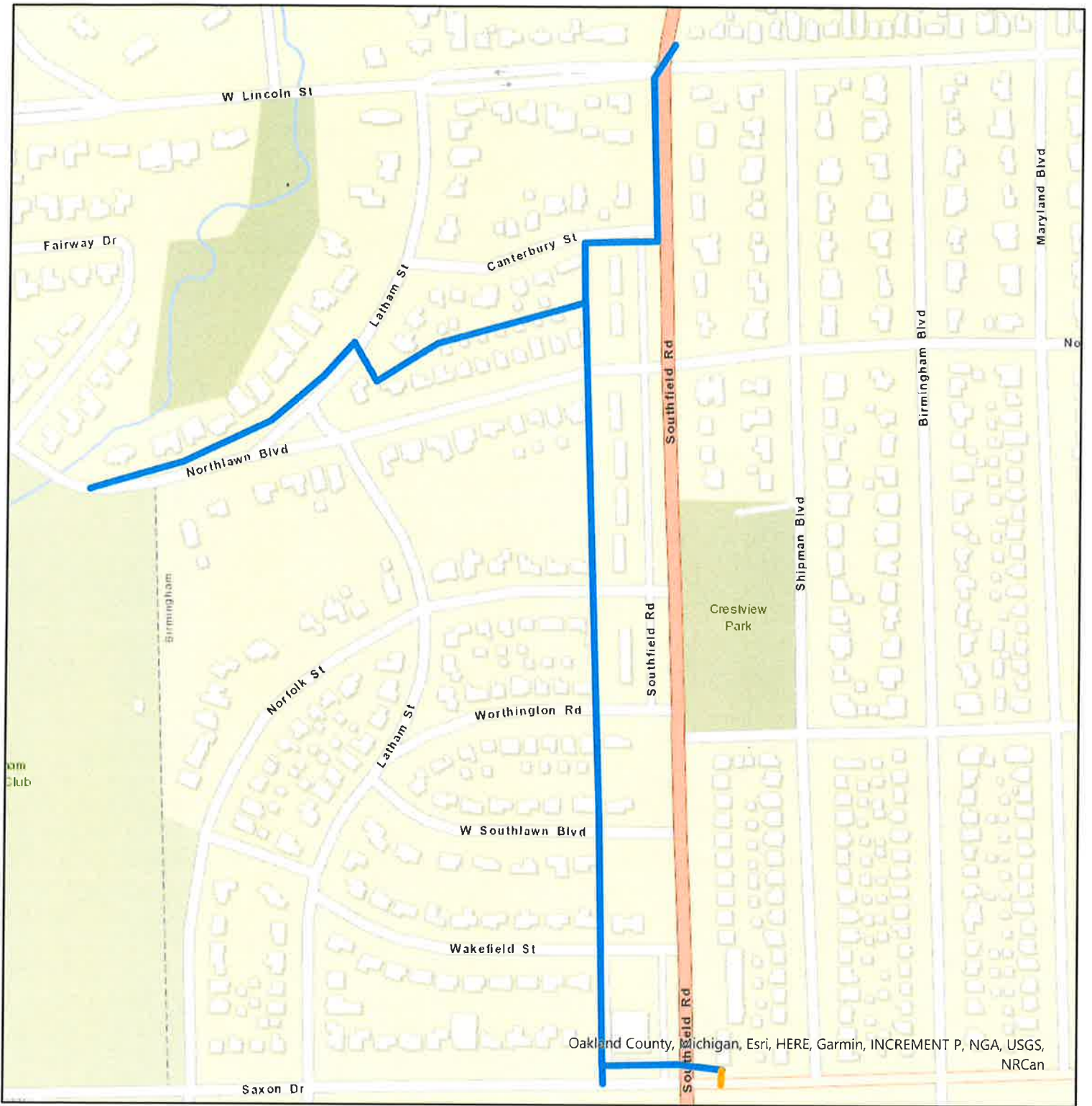
NAME OF ENTITY ("APPLICANT")

Extenet Systems, LLC

By: 
Type or Print Name: Eric B. Lovvorn

Government Relations Director
Title

S:\metroapplicationform.doc



Oakland County, Michigan, Esri, HERE, Garmin, INCREMENT P, NGA, USGS, NRCan

LEGEND

- New UG —
- New Aerial —



Proprietary and confidential



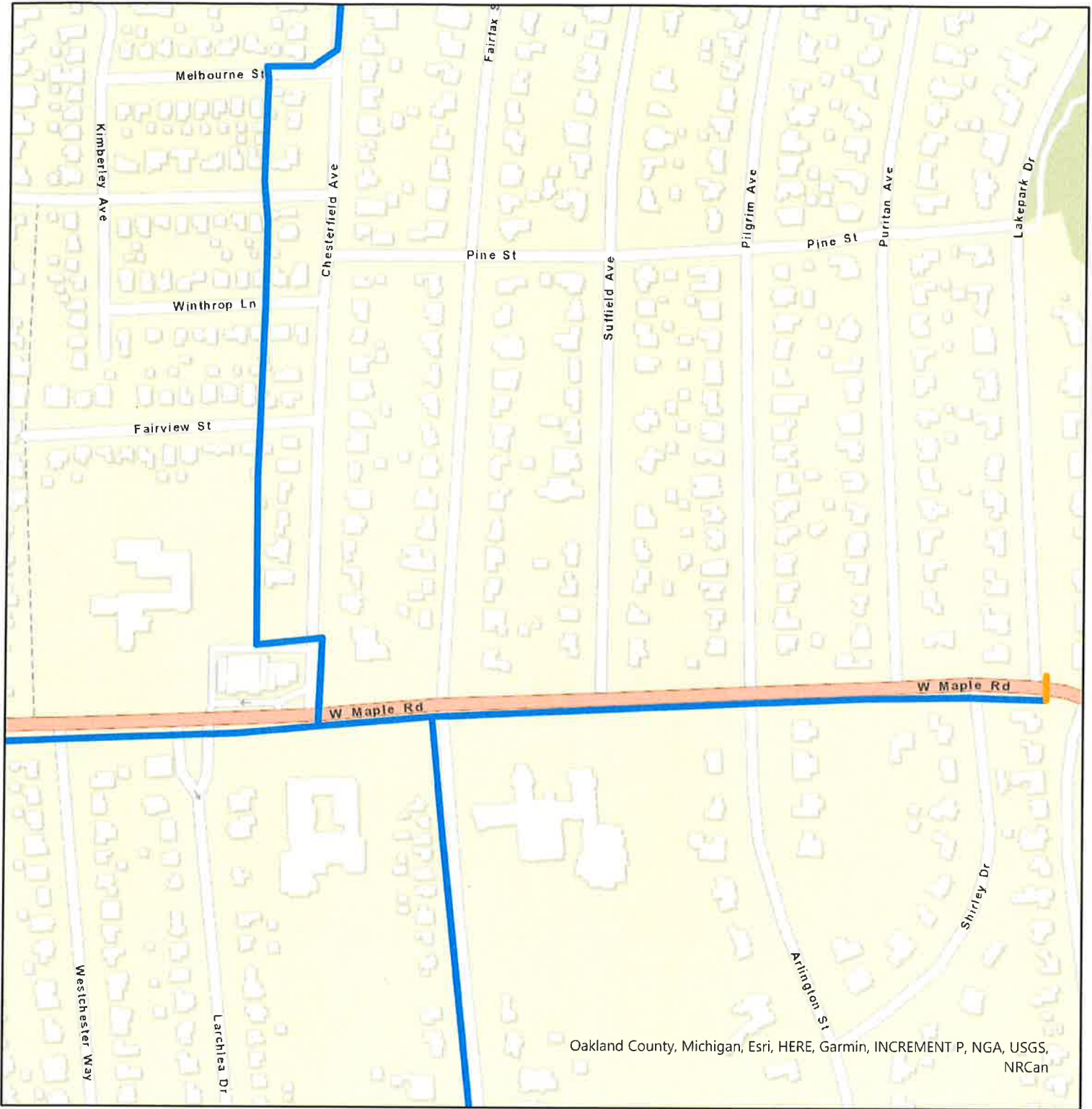


Proprietary and confidential

LEGEND

- New UG —
- New Aerial —





Oakland County, Michigan, Esri, HERE, Garmin, INCREMENT P, NGA, USGS, NRCAN

LEGEND

- New UG —
- New Aerial —



Proprietary and confidential

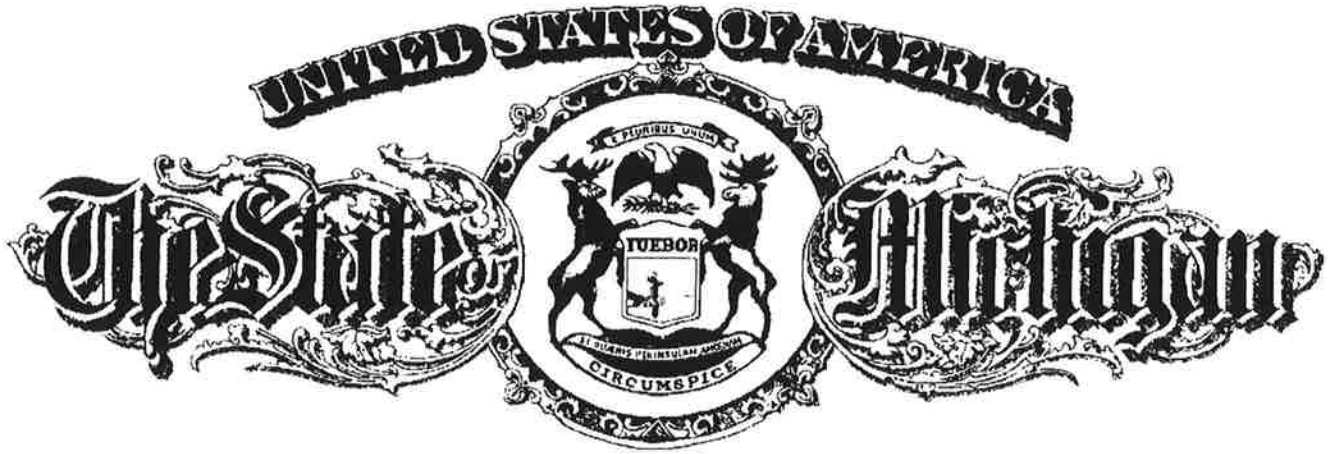


Proprietary and confidential

LEGEND

- New UG —
- New Aerial —





Department of Licensing and Regulatory Affairs
 Lansing, Michigan

This is to Certify That

EXTENET SYSTEMS, INC.

a(n) DELAWARE profit corporation, was validly authorized on August 11, 2004, to transact business in Michigan, and that said corporation holds a valid certificate of authority to transact business in this state.

This certificate is issued pursuant to the provisions of 1972 PA 284, as amended, to attest to the fact that the corporation is in good standing in Michigan as of this date and is duly authorized to transact business in this state any business of the character set forth in its application which a domestic corporation formed under this act may lawfully conduct.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.




Sent by Facsimile Transmission
 1397435

In testimony whereof, I have hereunto set my hand, in the City of Lansing, this 8th day of July, 2016.

Julia Dale

*Julia Dale, Director
 Corporations, Securities & Commercial Licensing Bureau*



Intrastate Telecomm Service Providers
Michigan Public Service Commission

Michigan.gov | [MPSC Home](#) | [Sitemap](#) | [Contact MPSC](#) | [FAQ](#)

Michigan.gov | [MPSC Home](#) | [Sitemap](#) | [Contact MPSC](#) | [FAQ](#) Search

The Official State of Michigan Website

Company Contact Information

Registered Intrastate Telecommunication Services Providers

These companies have registered with the Michigan Public Service Commission per Commission Order U-11900.

ExteNet Systems, Inc

1901 S. Meyers Road
Suite 190
Oakbrook Terrace, IL 60181

Phone: (630) 932-2900
Fax: (630) 923-2907
Email: tray@extenetsystems.com

Customer Contact: Terry Ray
1901 S. Meyers Road
Suite 190
Oakbrook Terrace, IL 60181

Phone: (866) 342-2900
Fax: (630) 932-2907
Email: tray@extenetsystems.com

This company is registered as: (Hover Over for Description)

Competitive Access Provider (CAP)

[Michigan.gov](#) | [DLEG home](#) | [MPSC Home](#) | [ITSP Home](#)
[State Web Sites](#) | [Accessibility Policy](#) | [Link Policy](#) | [Privacy Policy](#) | [Security Policy](#)



MEMORANDUM

Engineering Department

DATE: March 11, 2024

TO: Jana L. Ecker, City Manager

FROM: Melissa A. Coatta, City Engineer

SUBJECT: Michigan Department of Transportation Local Bridge Program
Derby Road Bridge Replacement Application

INTRODUCTION:

The Engineering Department would like to submit an application to the Michigan Department of Transportation (MDOT) Local Bridge Program requesting funding assistance for the fiscal year 2027 which is due by April 1, 2024. As part of this application, a resolution from the local governing body is required to demonstrate support for the project

BACKGROUND:

The Derby Road bridge is a multi-span bridge over the CN railroad that was built in 1930. The bridge's superstructure consists of cast-in-place reinforced concrete beams, and a monolithic deck and is supported by cast-in-place reinforced concrete abutments and piers. The abutment and piers are supported on cast-in-place reinforced concrete spread footings that bear on the underlying soil.

The City inspects our bridges bi-annually and reports this information to MDOT. Repairs on the bridges were completed in 1981 and again in 2007. In 2022, the City applied for the MDOT Local Bridge Program requesting funding assistance for fiscal year 2025 but did not receive funding. This funding is available to local road agencies which include villages, cities, and counties, and MDOT offers assistance after applications are evaluated and prioritized.

Under the MDOT Local Bridge Program, the local agency pays for the right-of-way cost, design engineering, and construction engineering. A minimum of 5% local match is required, However, due to the competitive nature of this program most recent projects that have been awarded funding have proposed 20% to 25% local match. The Engineering Department recommends applying for replacement for the Derby Road bridge to the Local Bridge Program funding for fiscal year 2027, with a 20% local match. The estimated project cost for the replacement of the bridge is approximately, \$6,946,800.000 which includes an estimated construction cost in 2027 dollars of \$5,126,100.00, 15% contingences, design engineering, and construction engineering.

LEGAL REVIEW:

The City Attorney reviewed the suggested resolution and has no objections to form or content.

FISCAL IMPACT:

There is no cost for the City to apply to the MDOT Local Bridge Program. The Derby Road bridge replacement is currently in the Capital Improvement Program (CIP) for fiscal year 2025-2026. If the City receives funding from this program, the City can adjust the CIP for fiscal year 2026-2027. If this project is not prioritized for funding, the City will review the CIP and program for the cost of replacing the bridge. The proposed funding condition and CIP were reviewed with the Finance Department.

SUSTAINABILITY:

None.

PUBLIC COMMUNICATIONS:

No public communications are required at this time.

SUMMARY:

The City wishes to submit an application to the MDOT Local Bridge Program for fiscal year 2027 by April 1, 2024, and require a resolution from the City Commission demonstrating support of the project.

ATTACHMENTS:

- City Commission Resolution for Support of the Project
- Local Bridge Program Application for Replacement of Derby Rd Bridge over CN Railroad, prepared by Anderson, Eckstein & Westrick (AEW), the City's Bridge Consultant.
- MDOT's Announcement of the Solicitation of Applications for Candidate Projects for the Local Bridge Program (fiscal year 2027 Funding).

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution of the City of Birmingham demonstrating support of the Derby Road bridge project and submittal of an application to the Michigan Department of Transportation for fiscal year 2027 funding assistance under their Local Bridge Program.

**CITY OF BIRMINGHAM
RESOLUTION**

At the meeting of the City Commission for the City of Birmingham, Michigan, held at 151 Martin Street, Birmingham, Michigan 48009, of the 18th day of March, 2024, at which time a quorum of the City Commission was present, the following resolution was adopted by vote taken by yeas and nays and entered at large upon the record.

WHEREAS; the City Commission for the City of Birmingham is required under the provisions of the Local Bridge Program to review, approve, and state that they are actively seeking funding participation in certain bridge replacements; and,

WHEREAS; the staff of the City of Birmingham has reviewed the bridge system in Birmingham, Michigan and has found that there is a need for the replacement of the Derby Road bridge to improve their traffic safety and structural capacity; and,

WHEREAS; the available City funds are insufficient to fund the bridge project submitted while still maintaining the remainder of the road system.

NOW, **THEREFORE, BE IT RESOLVED** that the City Commission for the City of Birmingham seeks participation in the Local Bridge Program for the following project and affirm that the City Commission of Birmingham, Michigan is committed and will provide local funds estimated to be \$2,354,000.00 for payment of all design engineering, construction engineering, and 20% of the total cost of construction, in the event the project receives Federal and State Funding.

<u>Bridge and Location</u>	<u>Estimated Total Cost of Construction</u>
Derby Road Bridge over CN Railroad	\$5,741,000.00

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized to execute the necessary documents and that a certified copy of this resolution be submitted with the application for the local bridge program funding.

I hereby certify that the above is a true copy of part of the 2024 minutes of a meeting held on the 18th day of March, 2024, by the City Commission of Birmingham, Michigan.

The City of Birmingham

Elaine McLain, Mayor

Alexandria Bingham, City Clerk

2024 LOCAL BRIDGE PROGRAM APPLICATION

REPLACEMENT OF DERBY STREET OVER CN RAILROAD

CITY OF BIRMINGHAM



SUBMITTED BY:

Melissa A. Coatta, P.E.
City Engineer
151 Martin Street
Birmingham, MI 48009
mcoatta@bhamgov.org
(248) 530-1839

March 2024

PREPARED BY:



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS SURVEYORS ARCHITECTS

51301 SCHOENHERR RD. SHELBY TOWNSHIP, MI 48315
www.aewinc.com p(586)726-1234



Derby Street over CN Railroad
2024 Local Bridge Program Application

City of Birmingham

MDOT BSIR AND SI&A FORMS

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 8230

BRIDGE SAFETY INSPECTION REPORT

Facility DERBY ST	Latitude / Longitude 42.5543 / -83.203	MDOT Structure ID 634074600043R01	Structure Condition Poor Condition(4)	
Feature GRAND TRUNK WESTERN RR	Length / Width / Spans 165 / 43 / 5	Owner City: BIRMINGHAM(0746)		
Location 0.9 MI W OF COOLIDGE HWY	Built / Recon. / Paint / Ovly. 1930 / 2007 / /	TSC Oakland(23)	Operational Status P Posted for load(212333)	
Region / County Metro(7) / Oakland(63)	Material / Design 1 Concrete / 04 Tee Beam	Last NBI Inspection 10/21/2022 / DP64	Scour Evaluation N Not Over Waterway	

NBI INSPECTION

DP64

Inspector Name	Agency / Company Name	Insp. Freq.	Insp. Date
Kevin Zauel	Anderson, Eckstein & Westrick, Inc.	24	10/21/2022

GENERAL NOTES

Bridge Spans East-West for purposes of Inspection.

Weight limit signs in place on both ends of bridge	YES
Weight limit shown on signs at bridge	364452
Required advance warning weight limit signs in place	YES
Weight limit shown on advance warning signs	_____

Frequency Justification Comments (required when Poor Condition and frequency is equal to 24 months)

Underside of deck should be monitored for additional spalling

DECK

	10/18	10/20	10/22	
1. Surface (SIA-58A)	6	6	5	- Longitudinal and transverse cracking in all spans, worst on eastern spans; 5 ft spacing in center span, wider cracks in west and east span with several spalls and patching. - Map cracking at expansion joint repairs. (10/22) Longitudinal and transverse cracking in all spans, worst on eastern spans; 5 ft spacing in center span, wider cracks in west span with several spalls and patching. Map cracking at expansion joint repairs. (10/20) Longitudinal and transverse cracking at regular intervals, 5 ft spacing in center span. Wider cracks in west span with several spalls and patching. Wide longitudinal and transverse cracks in east span. Map cracking at expansion joint repairs. (10/18)
2. Expansion Joints	8	8	7	- Debris build-up in joints over piers, leakage noted below. - Separation of sealant at sidewalks. (10/22) Debris build-up in joints over piers, leakage noted below. Separation of sealant at sidewalks. (10/20) Debris build-up in joints over piers, leakage noted below. Separation of sealant at sidewalks. (10/18)
3. Other Joints	8	8	7	Patched spall at east abutment joint on north end. (10/22) Patched spall at east abutment joint on north end. (10/20) Spall at east abutment joint on north end. (10/18)
4. Railings	7	7	7	- Spalling of approach railing at end anchorage in all quadrants. - Minor cracking & spalling at end walls in SW quad. - Steel railing post s. fascia over western most pier out of plumb (leaning west). - Missing nut at 4th post from west end of south railing. - Minor rusting at steel piers at few locations. (10/22) Spalling of approach railing at end anchorage in all quadrants. Minor cracking & spalling at end walls in SW quad. Steel railing post s. fascia over western most pier out of plumb (leaning west). Missing nut at 4th post from west end of south railing. Minor rusting at steel piers at few locations. (10/20) Spalling of approach railing at end anchorage in all quadrants. Minor cracking & spalling at end walls in SW quad. Steel railing post s. fascia over western most pier out of plumb. Missing nut at 4th post from west end of south railing. Minor rusting at steel piers at few locations. (10/18)

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 8230

BRIDGE SAFETY INSPECTION REPORT

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition
DERBY ST	42.5543 / -83.203	634074600043R01	Poor Condition(4) 
Feature	Length / Width / Spans	Owner	
GRAND TRUNK WESTERN RR	165 / 43 / 5	City: BIRMINGHAM(0746)	
Location	Built / Recon. / Paint / Ovly.	TSC	Operational Status
0.9 MI W OF COOLIDGE HWY	1930 / 2007 / /	Oakland(23)	P Posted for load(212333)
Region / County	Material / Design	Last NBI Inspection	Scour Evaluation
Metro(7) / Oakland(63)	1 Concrete / 04 Tee Beam	10/21/2022 / DP64	N Not Over Waterway

5. Sidewalks or Curbs	7	7	6	<ul style="list-style-type: none"> - Additional major spalling at bottom of recent repairs to outer edge of north sidewalk, extensive in west quadrant. - Hairline map cracking in recent top surface repairs under railing throughout, worse in southwest quadrant. - Minor spalling at north sidewalk curb line and south sidewalk top surface. - Minor spalling at south sidewalk joints. Transverse cracks on north sidewalk in northeast quadrant. - Large spall SW and SE quad near curb line. - All sidewalks quadrants except SE were ground to match approaches settlements. - Large spall at NW - 2nd span from west (10/22) <p>Additional spalling at bottom of recent repairs to outer edge of north sidewalk, extensive in west quadrant. Hairline map cracking in recent top surface repairs under railing throughout, worse in southwest quadrant. Minor spalling at north sidewalk curb line and south sidewalk top surface. Minor spalling at south sidewalk joints. Transverse cracks on north sidewalk in northeast quadrant. Large spall SW and SE quad near curb line. All sidewalks quadrants except SE were ground to match approaches settlements. (10/20)</p> <p>Additional spalling at bottom of recent repairs to outer edge of north sidewalk. Hairline map cracking in recent top surface repairs under railing in southwest quadrant. Minor spalling at north sidewalk curb line and south sidewalk top surface. Minor spalling at south sidewalk joints. Transverse cracks on north sidewalk in northeast quadrant. Large spall SW quad near curb line. All sidewalks quadrants except SE were ground to match approaches settlements. (10/18)</p>
6. Deck Bottom Surface (SIA-58B)	5	4	4	<ul style="list-style-type: none"> - Minor cracking in previous deck repairs. - large Spalls and delaminations in multiples locations: <ol style="list-style-type: none"> 1- Between north 2nd and 3rd beam east span. 2- Between north 3rd and 4th beam west center span. 3- Between south 3rd and 4th beam west span each end (2 locations-14 SF area each), with exposed reinforcement. 4- Between south 1st and 2nd east center span with exposed steel under side of deck 5- Between north 1st and 2nd west span with exposed steel under side of deck - 16 SF spall with exposed bar east of west pier, 3rd beam space from the north. - Delamination east of west-center and west of east pier, 2nd beam space from the north (10/22) <p>Minor cracking in previous deck repairs. Delaminations and spalling in easternmost and westernmost spans, minor cracking in center spans, 2nd beam space from the north at east span. Two major spalls 12 SF area each in west span, 3rd beam space from south spalled with exposed reinforcement, near W abutment and pier. Large delamination with two spalls were observed in the 2nd beam from north in east abutment at midspan. 16 SF spall with exposed bar east of west pier, 3rd beam space from the north. Delamination east of west-center and west of east pier, 2nd beam space from the north (10/20)</p> <p>Minor cracking in previous deck repairs. Delaminations and spalling in easternmost and westernmost spans, minor cracking in center spans. Two major spalls 12 SF area each in west span, 3rd beam space from south spalled with exposed reinforcement, near W abutment and pier. Large delamination with two spalls were observed in the 2nd beam from north in east abutment at midspan. (10/18)</p>
7. Deck (SIA-58)	6	5	4	<ul style="list-style-type: none"> Spalls on north and south fascias not into rebar (10/22) Spalls on north and south fascias not into rebar (10/20) Spalls on north and south fascias not into rebar (10/18)
8. Drainage				<ul style="list-style-type: none"> (10/22) (10/20) (10/18)

SUPERSTRUCTURE

10/18 10/20 10/22

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 8230

BRIDGE SAFETY INSPECTION REPORT

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition	
DERBY ST	42.5543 / -83.203	634074600043R01	Poor Condition(4)	
Feature	Length / Width / Spans	Owner		
GRAND TRUNK WESTERN RR	165 / 43 / 5	City: BIRMINGHAM(0746)		
Location	Built / Recon. / Paint / Ovly.	TSC	Operational Status	
0.9 MI W OF COOLIDGE HWY	1930 / 2007 / /	Oakland(23)	P Posted for load(212333)	
Region / County	Material / Design	Last NBI Inspection	Scour Evaluation	
Metro(7) / Oakland(63)	1 Concrete / 04 Tee Beam	10/21/2022 / DP64	N Not Over Waterway	

9. Stringer (SIA-59)	6	5	4	<ul style="list-style-type: none"> - Rust staining on some diaphragms under the expansion joints. - Efflorescence and cracks in some previous beam and deck repairs. - North and south fascia beams continue to crack and spall at bevels. - Minor cracking at other beams, with larger horizontal cracks in end and center spans. - Cracking and delamination underside of 3rd beam from north in west span. - North fascia beam, west span has interior spall at bottom of beam near midspan. - East ends of center and 3rd beam from the south, in east center span has delamination and spalling with exposed bar. (10/22) <p>Rust staining on some diaphragms under the expansion joints. Efflorescence and cracks in some previous beam and deck repairs. North and south fascia beams continue to crack and spall at bevels.</p> <p>Minor cracking at other beams, with larger horizontal cracks in end and center spans. Cracking and delamination underside of 3rd beam from north in west span. North fascia beam, west span has interior spall at bottom of beam near midspan. East ends of center and 3rd beam from the south, in east center span has delamination and spalling with exposed bar. (10/20)</p> <p>Rust staining on some diaphragms under the expansion joints. Efflorescence and cracks in some previous beam and deck repairs. North and south fascia beams continue to crack and spall at bevels.</p> <p>Minor cracking at other beams, with larger horizontal cracks in end and center spans. Cracking and delamination underside of 3rd beam from north in west span. (10/18)</p>
10. Paint (SIA-59A)	N	N	N	(10/22) (10/20) (10/18)
11. Section Loss	N	N	N	(10/22) (10/20) (10/18)
12. Bearings	9	8	7	(10/22) (10/20) (10/18)

SUBSTRUCTURE

10/18 10/20 10/22

13. Abutments (SIA-60)	6	6	6	<ul style="list-style-type: none"> - Cracking and spalling of concrete continues at each abutment corner. - Full height vertical crack in west and east abutment near center. - Ponding water, east side of rail road ballast near east pier. (10/22) <p>Cracking and spalling of concrete continues at each abutment corner. Full height vertical crack in west and east abutment near center. Ponding water, east side of rail road ballast near east pier. (10/20)</p> <p>Cracking and spalling of concrete continues at each abutment corner. Full height vertical crack in west abutment near center. (10/18)</p>
14. Piers (SIA-60)	6	6	6	<ul style="list-style-type: none"> - Cracking with efflorescence observed at each pier. - Delamination on south face of west pier. - Delamination south end 2nd pier from east near previous crack repair. - Heavy efflorescence underside of west pier & on east face. (10/22) <p>Cracking with efflorescence observed at each pier. Delamination on south face of west pier. Delamination south end 2nd pier from east near previous crack repair. Heavy efflorescence underside of west pier & on east face. (10/20)</p> <p>Cracking with efflorescence observed at each pier. Delamination on south face of second pier from west. Delamination south end 2nd pier from east near previous crack repair. Heavy efflorescence underside of west pier & on face of east pier. (10/18)</p>
15. Slope Protection	4	5	5	None present (10/22) None present (10/20) None present (10/18)
16. Channel (SIA-61)	N	N	N	(10/22) (10/20) (10/18)

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 8230

STRUCTURE INVENTORY AND APPRAISAL

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition	
DERBY ST	42.5543 / -83.203	634074600043R01	Poor Condition(4)	
Feature	Length / Width / Spans	Owner		
GRAND TRUNK WESTERN RR	165 / 43 / 5	City: BIRMINGHAM(0746)		
Location	Built / Recon. / Paint / Ovly.	TSC	Operational Status	
0.9 MI W OF COOLIDGE HWY	1930 / 2007 / /	Oakland(23)	P Posted for load(212333)	
Region / County	Material / Design	Last NBI Inspection	Scour Evaluation	
Metro(7) / Oakland(63)	1 Concrete / 04 Tee Beam	10/21/2022 / DP64	N Not Over Waterway	

Bridge History, Type, Materials

27 - Year Built	1930
106 - Year Reconstructed	2007
202 - Year Painted	
203 - Year Overlay	
43 - Main Span Bridge Type	1 04
44 - Appr Span Bridge Type	
77 - Steel Type	0
78 - Paint Type	0
79 - Rail Type	4
80 - Post Type	3
107 - Deck Type	1
108A - Wearing Surface	3
108B - Membrane	0
108C - Deck Protection	1

Structure Dimensions

34 - Skew	0
35 - Struct Flared	N
45 - Num Main Spans	5
46 - Num Apprs Spans	0
48 - Max Span Length	31.8
49 - Structure Length	165
50A - Width Left Curb/SW	5.2
50B - Width Right Curb/SW	5.2
33 - Median	0
51 - Width Curb to Curb	29.9
52 - Width Out to Out	43
112 - NBIS Length	Y

Inspection Data

90 - Inspection Date	10/21/2022
91 - Inspection Freq	24
92A - Frac Crit Req/Freq	N
93A - Frac Crit Insp Date	
92B - Und Water Req/Freq	N
93B - Und Water Insp Date	
92C - Oth Spec Insp Req/Freq	N
93C - Oth Spec Insp Date	
92D - Fatigue Req/Freq	N
93D - Fatigue Insp Date	
176A - Und Water Insp Method	0
58 - Deck Rating	4
58A/B - Deck Surface/Bottom	5 4
59 - Superstructure Rating	4
59A - Paint Rating	N
60 - Substructure Rating	6
61 - Channel Rating	N
62 - Culvert Rating	N

Navigation Data

38 - Navigation Control	N
39 - Vertical Clearance	0
40 - Horizontal Clearance	0
111 - Pier Protection	
116 - Lift Brgd Vert Clear	0

Route Carried By Structure(ON Record)

5A - Record Type	1
5B - Route Signing	5
5C - Level of Service	0
5D - Route Number	00000
5E - Direction Suffix	0
10L - Best 3m Unclr-Lt	0 0
10R - Best 3m Unclr-Rt	99 99
PR Number	
Control Section	
11 - Mile Point	0
12 - Base Highway Network	0
13 - LRS Route-Subroute	0000006144 06
19 - Detour Length	2
20 - Toll Facility	3
26 - Functional Class	16
28A - Lanes On	2
29 - ADT	1952
30 - Year of ADT	1988
32 - Appr Roadway Width	27.9
32A/B - Ap Pvt Type/Width	5 27.99
42A - Service Type On	5
47L - Left Horizontal Clear	0.0
47R - Right Horizontal Clear	40.4
53 - Min Vert Clr Ov Deck	99 99
100 - STRAHNET	0
102 - Traffic Direct	2
109 - Truck %	5
110 - Truck Network	0
114 - Future ADT	3002
115 - Year Future ADT	2020
Freeway	0

Structure Appraisal

36A - Bridge Railing	1
36B - Rail Transition	0
36C - Approach Rail	0
36D - Rail Termination	0
67 - Structure Evaluation	4
68 - Deck Geometry	5
69 - Underclearance	4
71 - Waterway Adequacy	N
72 - Approach Alignment	8
103 - Temporary Structure	
113 - Scour Criticality	N

Miscellaneous

37 - Historical Significance	1
98A - Border Bridge State	
98B - Border Bridge %	
101 - Parallel Structure	N
EPA ID	
Stay in Place Forms	
143 - Pin & Hanger Code	
148 - No. of Pin & Hangers	

Route Under Structure (UNDER Record)

5A - Record Type	
5B - Route Signing	
5C - Level of Service	
5D - Route Number	
5E - Direction Suffix	
10L - Best 3m Unclr-Lt	
10R - Best 3m Unclr-Rt	
PR Number	
Control Section	
11 - Mile Point	
12 - Base Highway Network	
13 - LRS Route-Subroute	
19 - Detour Length	
20 - Toll Facility	
26 - Functional Class	
28B - Lanes Under	
29 - ADT	
30 - Year of ADT	
42B - Service Type Under	2
47L - Left Horizontal Clear	
47R - Right Horizontal Clear	
54A - Left Feature	
54B - Left Underclearance	99 99
54C - Right Feature	
54D - Right Clearance	99 99
Under Clearance Year	
55A - Reference Feature	R
55B - Right Horiz Clearance	8.9
56 - Left Horiz Clearance	8.9
100 - STRAHNET	
102 - Traffic Direct	
109 - Truck %	
110 - Truck Network	
114 - Future ADT	
115 - Year Future ADT	
Freeway	

Proposed Improvements

75 - Type of Work	
76 - Length of Improvement	
94 - Bridge Cost	
95 - Roadway Cost	
96 - Total Cost	
97 - Year of Cost Estimate	1998

Load Rating and Posting

31 - Design Load	0
41 - Open, Posted, Closed	P
63 - Fed Oper Rtg Method	6
64F - Fed Oper Rtg Load	.7
64MA - Mich Oper Rtg Method	6
64MB - Mich Oper Rtg	.45
64MC - Mich Oper Truck	17
65 - Inv Rtg Method	6
66 - Inventory Load	.44
70 - Posting	0
141 - Posted Loading	212333
193 - Overload Class	



Derby Street over CN Railroad
2024 Local Bridge Program Application

City of Birmingham

LOCATION MAP



Derby Street over CN Railroad
2024 Local Bridge Program Application

City of Birmingham

PHOTOGRAPHS



Approach looking northeast w/ posting sign
(Old Posting)



Approach looking southwest w/ posting sign
(Old Posting)



Derby Street over CN Railroad
2024 Local Bridge Program Application

City of Birmingham



South elevation - west portion



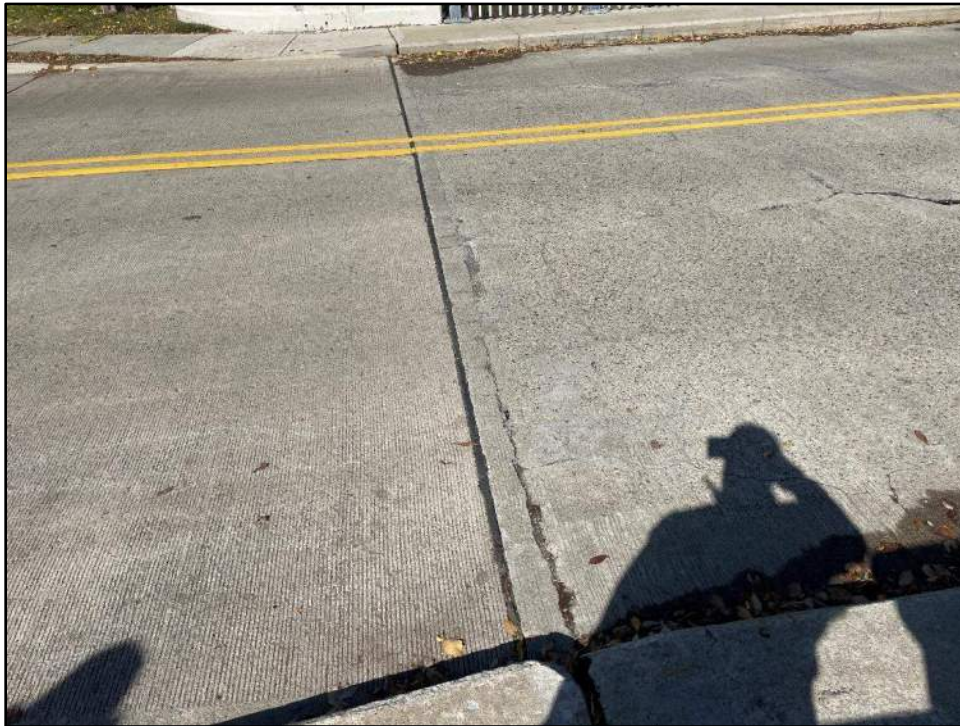
South elevation - east portion



Sidewalk and spalls in concrete railing in southwest quadrant



Sidewalk deterioration at abutment



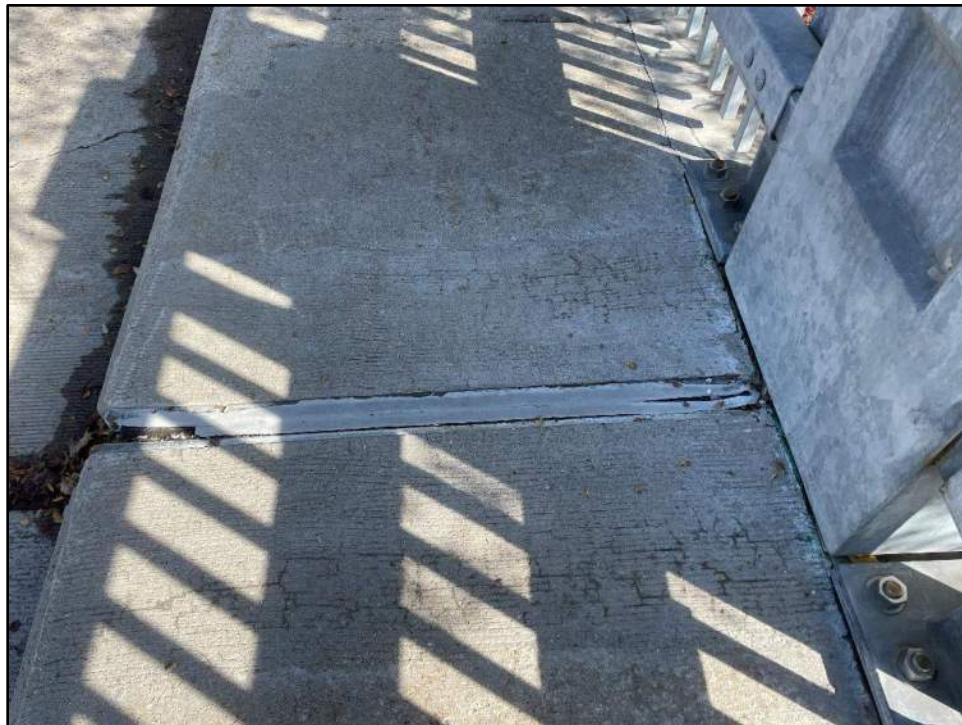
Cracking at headwall along west abutment joint



Longitudinal and transverse cracking in west span of bridge deck



Spalls in sidewalk fascia and beam in northwest quadrant



Separation of sealant at south sidewalk expansion joint



Spalling of north sidewalk



Longitudinal cracks and spalls in east span of bridge deck



Deterioration on south fascia with out of plumb steel railing post at west pier



Spalls in fascia beam and abutment in southwest quadrant



Deck spalls with exposed rebar, beam cracks and diaphragm deterioration in west span



Cracking and delamination of previous repair in west span



Deck spalls with exposed rebar in west span



Deck spalls with exposed rebar and pier cracks in west center span



Previous deck and pier repairs near east pier



Deck delamination in east span



Derby Street over CN Railroad
2024 Local Bridge Program Application

City of Birmingham

NARRATIVE



Due to the extent of its deteriorated condition, the City of Birmingham is requesting Local Bridge Program funds for the replacement of the Derby Street Bridge over the CN Railroad.

The contact person is:

Melissa A. Coatta, P.E.
City Engineer
City of Birmingham
mcoatta@bhamgov.org
(248) 530-1839

ECONOMIC IMPORTANCE

Derby Street is a local two-lane road that carries business and residential traffic between Birmingham and Troy. The average daily traffic volume (ADT) is 1,952 vehicles per day, measured in 1988. The projected ADT, forecasted for 2020, is 3,002. The current commercial truck traffic for this portion of roadway is estimated at 5%.

Derby Street is the only east-west road that crosses the CN railroad between West Big Beaver Road and East Maple Road and is a major route for the police and fire departments, ambulances, and city maintenance vehicles. The Somerset Mall, local restaurants and businesses rely on this as a supply route. Local residents depend on this bridge for their daily commute from the residential areas surrounding the bridge to easily access the Troy and Birmingham business districts. Additionally, with public and private schools located just to the east and west of the crossing, this bridge is an important part of their respective transportation routes.

If the bridge were to close, eastbound traffic would be detoured north on N. Adams Road to W. Big Beaver Road or south on N. Adams Road to E. Maple Road. Westbound traffic would divert north on Coolidge Hwy to W. Big Beaver Road or south on Coolidge Hwy to E. Maple Road. The detour amounts to about 2 miles, round trip. Closure of the structure would have an adverse impact on emergency response times, school bus routes and business district congestion.

BRIDGE DESCRIPTION AND DEFICIENCIES

The existing Derby Street is a five-span bridge measuring 43 feet wide and 165 feet long. From the west, the second span crosses the railroad maintenance access road while spans 3 and 4 cross the two railway lines. The superstructure consists of cast in place concrete beams, with a monolithic concrete deck slab. A concrete wearing surface and concrete sidewalks were poured over the deck. The superstructure is supported by cast



in place concrete abutments and piers. Both the piers and abutments are supported on concrete spread footings that bear on the soil. No piles were believed to have been driven to support the substructure. The bridge was constructed in 1930, with extensive repairs to the deck, beams, railings and piers conducted in 1981, and again in 2007.

The 2007 renovation removed and replaced the expansion joints and railing. It also patched, painted, and replaced concrete diaphragms and headwalls over the piers and the abutments, and repaired several large surface spalls and cracks on the fascia beams, deck underside, piers and abutments. However, continued cracks and spalls occur along the deck and sidewalk surfaces. Additional delamination and spalling, with exposed and rusting reinforcement occur on the northern and southern fascia beams. Two major spalls (approximately 14 square feet each) in the deck underside have exposed reinforcement in the west span near the west abutment and near the west pier. A large delamination with two spalls in the deck underside were also recently observed in the middle of the eastern span. Minor cracking was observed in other beams, with larger horizontal beam cracks occurring in the end and center spans. Delamination and cracking also occurs at several previous concrete repairs.

Heavy efflorescence was observed on the underside of the west pier cap and on the face of the east pier. Delamination has occurred on the south end of the second pier from the west near the previous crack repair. Cracking and spalling continue at each abutment corner. A full height vertical crack exists on the west abutment near the center.

Based on the extent of the ongoing deterioration and previous repairs exhibiting signs of failure, our recommendation is for complete replacement of both the monolithic superstructure and the substructure.

As a result of the advancing deterioration and reduced load distribution capability, a load rating required a further reduction in capacity. The bridge will now be posted for the following: **1-Unit Truck, 21T; 2-Unit Truck, 23T; 3 Unit-Truck, 33T**, where previously posted for 36T, 44T, 52T respectively. In addition, the load rating analysis reflects the overall capacity of the bridge to be controlled by the shear capacity of the interior beams along the continuous spans, at/near the support locations. This is a cause for concern since shear is associated with brittle failures.

The Federal Sufficiency Rating (FSR) for the Derby Street bridge is 67.8, however this FSR value was calculated prior to the 2020 inspection.

The City of Birmingham has managed its inventory of twelve (12) inventoried bridges and culverts in a fiscally responsible manner over the last several decades and pledges to continue to do so.



Derby Street over CN Railroad
2024 Local Bridge Program Application

City of Birmingham

The repair of Derby Street, completed in 2008, was funded by City of Birmingham resources. The cost-effective repair measures were made in an effort to reduce the rate of deterioration until a replacement of the bridge could be performed.

We hereby request that this application for Local Bridge Program funding be accepted and given all due consideration of the review committee for approval of funding, to assist the City of Birmingham to continue to maintain its bridge assets at the high quality the public deserves.



ESTIMATED BRIDGE REPLACEMENT COSTS¹

A) APPROACH CONSTRUCTION	\$ 614,500
B) STRUCTURE CONSTRUCTION	<u>\$ 5,126,500</u>
TOTAL:	\$ 5,741,000

No right-of-way acquisition is anticipated for the proposed work. The estimated cost includes mobilization, traffic control, contingencies and inflation – see the following worksheet.

The City of Birmingham cost assuming design and construction engineering and 20% participation of construction cost (A and B) is estimated to be \$2,354,000².

¹LAP Bridge Scoping Cost Estimate Worksheet provided through MDOT utilized to determine construction totals above.

²Total estimated from 20% participation of construction costs in addition to design and construction engineering at 7% and 14% respectively of the total construction costs.

Exhibit 4 - Cost Estimating Worksheet

2024

**BRIDGE COST ESTIMATE WORKSHEET
- CPM, REHAB, REPLACE -**

REV. 02/6/2024

OWNER: City of Birmingham	FISCAL YEAR: 2027	Out to Out	Curb to Curb	DATE: 3/12/2024
REGION: Metro(7)/Oakland(63)		LENGTH 165.0	WIDTH 43.0	ENGINEER: KEZ
TSC: Oakland(23)	PR: MP:		WIDTH 30.0	STRUCTURE ID: 634074600043R01
LOCATION: Derby St over CN Railroad				BRIDGE ID: 8230
PRIMARY WORK ACTIVITY Bridge Replacement		DECK AREA: 7,095	SFT	STR. TYPE: Mono. Conc. T-Beams
OTHER WORK:		CLEAR ROADWAY: 4,950	SFT	

WORK ACTIVITY	MDOT Bridge Design Guides	QUANTITY	UNIT	UNIT COST	TOTAL
NEW BRIDGE (increase deck area based on design standards and hydraulic requirements)					
Single or Multiple Spans, Grade Separation	(add demo, approach, MOT)	7,095.0	SFT	\$435.00 /SFT	\$3,086,325.00
Single Span, Over Water	Length < 100ft (add demo, approach, MOT)		SFT	\$525.00 /SFT	
Multiple Spans, Over Water	Length > 100ft (add demo, approach, MOT)		SFT	\$470.00 /SFT	
Precast Culvert	Length < 40ft (add demo, approach, MOT)		SFT	\$565.00 /SFT	
NEW SUPERSTRUCTURE					
New Superstructure, Grade Separation	(incl. remove exist deck/super; add MOT & approach)		SFT	\$310.00 /SFT	
New Superstructure, Over Water	(incl. remove exist deck/super; add MOT & approach)		SFT	\$315.00 /SFT	
WIDENING					
Structure Widening, ___ ft	(incl. deck/super/sub widening, add approach transition)		SFT	\$630.00 /SFT	
NEW DECK					
New Bridge Deck & Barrier	(incl. remove exist deck/railing, add approach, MOT)		SFT	\$150.00 /SFT	
DEMOLITION					
Entire Structure, Grade Separation		7,095.0	SFT	\$75.00 /SFT	\$532,125.00
Entire Structure, Over Water			SFT	\$95.00 /SFT	
DECK REPAIR / TREATMENTS					
Bridge Railing Replacement	(incl. removal and replacement)		FT	\$750.00 /FT	
Concrete Brush Block / Curb Patch	(incl. hand chipping and formwork)		FT	\$29.00 /FT	
Concrete Barrier Patch	(incl. hand chipping and formwork)		SFT	\$85.00 /SFT	
Concrete Deck Patch	(incl. hand chipping)		SFT	\$68.00 /SFT	
Deep Overlay	(incl. joint repl & hydro)		SFT	\$46.00 /SFT	
Epoxy Overlay	(incl. warranty)		SYD	\$48.00 /SYD	
Expansion Joint Gland Replacement	(remove and replace elastomeric gland)		FT	\$125.00 /FT	
Expansion Joint Replacement	(incl. removal)		FT	\$860.00 /FT	
Full Depth Patch			SFT	\$140.00 /SFT	
Healer / Sealer	(penetrates cracks in bridge deck)		SYD	\$30.00 /SYD	
HMA Overlay with WP membrane			SYD	\$60.00 /SYD	
Overlay Removal	(Epoxy: \$22/syd Latex: \$26/syd HMA: \$7/syd)		SYD	\$22.00 /SYD	
Reseal Bridge Joints			FT	\$28.00 /FT	
Shallow Overlay	(incl. joint repl & hydro)		SFT	\$46.00 /SFT	
SUPERSTRUCTURE REPAIR					
Bearing Realignment / Replacement	(incl. temporary supports)		EA	\$6,450.00 /EA	
Heat Straightening	(incl. clean and coat)		EA	\$57,000.00 /EA	
Pack Rust Repair	(greater than 3/8" separation)		FT	\$1,150.00 /FT	
Paint - Complete	(incl. clean & coat)		SFT	\$30.00 /SFT	
Paint - Partial / Spot / Zone	(incl. clean & coat - \$20k minimum)		SFT	\$60.00 /SFT	
PCI Beam End Blockout	(incl. temporary supports)		EA	\$7,200.00 /EA	
Pin & Hanger Replacement	(incl. temporary supports)		EA	\$17,000.00 /EA	
Structural Steel Repair	(based on 6ft repair length)		EA	\$4,000.00 /EA	
Structural Steel Repair - Stiffener	(includes each side of beam)		EA	\$1,500.00 /EA	
SUBSTRUCTURE REPAIR					
Substructure Patching	(measured x 2) replace if repair area > 30%		CFT	\$360.00 /CFT	
Substructure Replacement	(incl. temporary supports, excavation)		CFT	\$375.00 /CFT	
Substructure Horizontal Surface Sealer			SYD	\$75.00 /SYD	
Temporary Supports	(add Structural Steel Repair - Stiffener for ea steel beam)		EA	\$4,000.00 /EA	
MISCELLANEOUS					
Articulating Concrete Block System (ACB)			SYD	\$320.00 /SYD	
Concrete Surface Coating			SYD	\$47.00 /SYD	
Culvert Cleanout			FT	\$125.00 /FT	
Epoxy Crack Injection	(structural crack repair)		FT	\$70.00 /FT	
Metal Mesh Panels	(48" width, max 6'-6" length)		SFT	\$28.00 /SFT	
Pressure Relief Joint	(use when approach concrete roadway exceeds 1,000ft)		FT	\$110.00 /FT	
Riprap	(assume 10ft distance around perimeter of substructure)		SYD	\$275.00 /SYD	
Silane Treatment	(penetrating sealer for concrete surfaces)		SFT	\$7.00 /SFT	
Slope Protection Repairs			SYD	\$150.00 /SYD	
Other					

STRUCTURE CONSTRUCTION BUDGET \$3,618,450

ROAD WORK					
Approach Pavement, 12" RC	(incl. removal; add curb, gutter, guardrail) 40' ea. end	175.0	SYD	\$230.00 /SYD	\$40,250.00
Approach Curb & Gutter	(incl. removal) 40' ea. quadrant	160.0	FT	\$57.00 /FT	\$9,120.00
Guardrail Anchorage to Bridge	(each quadrant)	4.0	EA	\$2,540.00 /EA	\$10,160.00
Guardrail	(incl. removal) < 200ft beyond reference line	330.0	FT	\$41.00 /FT	\$13,530.00
Guardrail Terminal	(each quadrant)	4.0	EA	\$3,900.00 /EA	\$15,600.00
Roadway Approach Work	(beyond approach pavement)	1.0	LSUM		\$75,000.00
Utilities		1.0	LSUM		\$75,000.00

TRAFFIC CONTROL <i>Unit Cost to be determined by Region or TSC Traffic & Safety</i>					
Part Width Construction			LSUM		LSUM
Crossovers			EA		/EA
Temporary Traffic Signals			set		/set
RR Flagging		1.0	LSUM		LSUM
Detour		1.0	LSUM		LSUM

RELATED ROAD/TRAFFIC CONSTRUCTION BUDGET \$433,660

CONTINGENCY	(10% - 20%) (use higher contingency for small projects)	15	%	\$4,052,000.00	\$608,000
MOBILIZATION	(estimate at 10%)	10	%	\$4,660,000.00	\$466,000
INFLATION	(assume 4% per year, beginning in 2025)	12	%	\$5,126,000.00	\$615,000

(Does not include PE or CE)
(Refer to programming guidelines in Bridge Cost Estimating Worksheet-Key for CE, PE & PE-S)

TOTAL CONSTRUCTION BUDGET		\$5,741,000
14 % CE	CON BUDGET	\$6,545,000
7 % PE	PE BUDGET	\$42,000
7 % PE	PE-S BUDGET	\$347,000



Derby Street over CN Railroad
2024 Local Bridge Program Application

City of Birmingham

PRIORITY LIST

DERBY ROAD OVER THE CN RAILROAD



Derby Street over CN Railroad
2024 Local Bridge Program Application

City of Birmingham

CITY COMMISSION RESOLUTION

**CITY OF BIRMINGHAM
NOTICE OF RESOLUTION**

At the meeting of the City Commission for the city of Birmingham, Michigan, held at 151 Martin Street, Birmingham, Michigan 48012, of the _____ day of _____, 2024, at which time a quorum of the City Commission was present, the following resolution was adopted by vote taken by yeas and nays and entered at large upon the record of said Board.

RESOLUTION

WHEREAS; the City Commission for the City of Birmingham is required under the provisions of the Local Bridge Program to review, approve, and state that they are actively seeking funding participation in certain bridge replacements; and,

WHEREAS; the staff of the City of Birmingham has reviewed the bridge system in Birmingham, Michigan and has found that there is a need for the replacement of the Derby Road bridge to improve their traffic safety and structural capacity; and,

WHEREAS; the available City funds are insufficient to fund the bridge project submitted while still maintaining the remainder of the road system.

NOW, **THEREFORE, BE IT RESOLVED** that the City Commission for the City of Birmingham seeks participation in the Local Bridge Program for the following project and affirm that the City Commission of Birmingham, Michigan is committed and will provide local funds estimated to be \$2,354,000, for payment of all design engineering, construction engineering, and 20% of the total cost of construction, in the event the project received Federal and State Funding.

Bridge and Location

Estimated Total Cost of Construction

Derby Road Bridge over CN Railroad

\$5,741,000

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized to execute the necessary documents and that a certified copy of this resolution be submitted with the application for the local bridge program funding.

I hereby certify that the above is a true copy of part of the 2024 minutes of a meeting held on the _____ day of _____, 2024, by the city commission of Birmingham, Michigan.

The City of Birmingham

Elaine McLain, Mayor

Alexandria Bingham, City Clerk

Local Agency Bridge Program Call for Projects FY 2027

1 message

Michigan Dept of Transportation <MDOT@govsubscriptions.michigan.gov>

Fri, Feb 9, 2024 at 2:54 PM

Reply-To: MDOT@govsubscriptions.michigan.gov

To: mcoatta@bhamgov.org



Having trouble viewing this email? [View it as a Web page.](#)

MDOT's Local Agency Bridge Program is soliciting applications for bridge projects for Fiscal year (FY) 2027.

The Call for Projects letter and Bridge Cost Estimating Worksheet are attached and posted on the website at [Local Agency Program](#), under the Bridge Program tab. Applications are due Monday April 1st, 2024.

If you have any questions or concerns, please contact Keith Cooper, Local Bridge Program Manager, at 517-331-1395 or cooperk@michigan.gov.

- [Bridge Program \(michigan.gov\)](#)
- [FY 2027 LBP Call For Applications.pdf \(michigan.gov\)](#)
- [FY27 Local Bridge Program Exhibits \(michigan.gov\)](#)

*The Michigan Department of Transportation:
Providing the highest quality integrated transportation services for economic benefit and improved quality of life.*

www.michigan.gov/mdot | [contact MDOT](#) |  **SHARE**

[Manage Subscriptions](#) | [Subscriber Help](#) | Having trouble viewing this email? [View it as a Web page.](#)

This email was sent to mcoatta@bhamgov.org using GovDelivery Communications Cloud on behalf of: Michigan DOT · 425 W. Ottawa St. · Lansing, MI 48909 · 517-241-2400



MEMORANDUM

Department of Public Services

DATE: March 11, 2024

TO: Jana L. Ecker, City Manager

FROM: Scott D. Zielinski, Director of Public Services
Carrie Laird, Parks and Recreation Manager
Brendan McGaughey, Parks and Recreation Foreman
Brad McNab, Parks and Recreation Assistant Foreman

SUBJECT: Parks and City Property Lawn Maintenance Services 2024-2027

INTRODUCTION:

In order to provide higher quality service for the lawn maintenance of City properties, the City uses a contractor for the vast majority of its lawn maintenance needs. This allows City crews to take on higher priority tasks and assist other departments as needed. The Lawn Maintenance Contract extension expired in December of 2023 and the City is requesting approval for a new contract with the term beginning in April of 2024.

BACKGROUND:

The Department of Public Services uses a contractor for lawn maintenance services which includes spring and fall clean up work, an average of 27 (weekly) cuts throughout the season, and for long weeds and grass code enforcement violations through the year. There are 64 locations throughout the City serviced under this contract, including parks, major and local streets, well sites, and other various City properties.

Sealed bids were opened on Friday, March 1, 2024 for the Parks and City Property Lawn Maintenance Services contract. The Request for Proposals (RFP) was posted on the Michigan Inter-Governmental Trade Network (MITN) purchasing system. The contract if approved will begin on or around April 15, 2024 and end December 15, 2027. The contract allows for a 2-year extension at the sole discretion of the City through December 15, 2029 (using 2027 pricing provided by bidders).

Nine (9) bidders responded to the request for proposals. The results of the sealed bids are attached to this report.

Upon review of the bids, Birmingham Lawn Maintenance & Snow Removal, Inc. was the lowest bid at \$678,004.00. Birmingham Lawn has been the City’s primary lawn maintenance contractor since 2011, with the exception of a brief time in 2017 when the contract was awarded to another company that was the low bidder. Ultimately the low bidder could not perform the work; the City terminated the contract and Birmingham Lawn was then awarded the contract.

Most recently, Birmingham Lawn just completed a 4-year contract with a 2-year extension (\$168,781/year and \$5,000 budgeted for long grass enforcement), with very few issues. Management and crews were both professional and flexible when the City required additional clean up at properties, or with scheduling conflicts with outdoor fitness classes or other park activities at various properties.

LEGAL REVIEW:

The City Attorney has completed a review of this contract agreement and has no objection to the form or content.

FISCAL IMPACT:

There is funding available for lawn maintenance services in the budget from the following other contractual services accounts:

- Parks (101.0-751.000-811.0000),
- Property Maintenance (101.0-441.003-811.0000),
- Well Sites (591.0-537.002-811.0000),
- Local Streets (203.0-449.003-937.0400),
- Major Streets (202.0-449.003-937.0400), and
- Grass/Noxious Weed Enforcement (101-441.007-811.0000).

For the current and future fiscal years, the Department of Public Services has included the projected total expenditures as follows:

Company	Year 1 (2024)	Year 2 (2025)	Year 3 (2026)	Year 4 (2027)	Total
Birmingham Lawn	\$174,501.00	\$174,501.00	\$174,501.00	\$174,501.00	\$698,004.00

This contract follows City purchasing guidelines, is part of the planned budget and was publicly bid out through an approved cooperative purchasing organization (MITN).

SUSTAINABILITY:

The Department of Public Services considered environmental sustainability during the RFP process. The RFP included language of the desire of the City to see sustainable equipment used and how it could be utilized as part of the contract. Of the nine bidders, only four mentioned sustainable equipment as part of their proposal. One bidder said they would try an electric backpack blower on one crew, and if it was able to keep up with demand they would deploy them with all crews. Another bidder submitted a proposal using all gas equipment (\$994,178.45) and also provided alternate pricing to use all electric mowers (\$1,888,939.06). It is important to note that the electric mowers that bidder would have utilized are on order, with an expected delivery date of April 2, 2024 which was not guaranteed. The lowest bidder, Birmingham Lawn Maintenance and Snow Removal, Inc. (\$678,004.00), did not propose the use of sustainable equipment. The City plans to

offset the low bidder's lack of sustainable options by identifying locations and sections of park property for no mow zones.

Upon evaluation of all proposed bids with sustainable equipment, there was no proposal that would help achieve any sustainability goals for the City and stay remotely close to the budgeted funds for this planned contract work. The lowest bidder with a complete proposal that mentioned any sustainable equipment was at \$1,186,376, approximately \$490,000 higher than the lowest read bid. That bidder listed electric hand tools on their equipment list but did not specify whether or not they would utilize any of it for the contract. The direct cost savings we would experience by selecting the lowest read bid during the duration of the contract could be utilized to help with other sustainable improvements. Improvements such as eliminating the need for turf mowing by replacing it with perennials at some of the locations where it makes sense (cul-de-sac islands, strips of grass on dead end streets, etc.), and other sustainable activities could be considered.

PUBLIC COMMUNICATIONS:

The work associated with this contract does not require public communication.

SUMMARY:

The RFP requires bidders to provide references, completed projects similar in scope, size and purpose, and written plan/timeline for the project. After reviewing all submitted materials, the Department of Public Services recommends awarding the Parks and City Property Lawn Maintenance Services 2024-2027 contract to Birmingham Lawn Maintenance & Snow Removal, Inc., which has successfully completed contracts for the City since 2011, as they are the lowest responsible and responsive bidder.

ATTACHMENTS:

1. The completed Agreement, required Insurance Certificate, Bidder's Agreement, Cost Proposal, and Iran Sanctions Act Vendor Certification Form
2. Bid tabulation

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution to approve the purchase of Parks and City Property Lawn Maintenance Services 2024-2027 from Birmingham Lawn Maintenance & Snow Removal, Inc. for a total contract cost of **\$698,004.00** in the following accounts for contractual services as follows:

Account	Year 1 (2024)	Year 2 (2025)	Year 3 (2026)	Year 4 (2027)	Total
Parks: 101.0- 751.000- 811.0000	\$89,447	\$89,447	\$89,447	\$89,447	\$357,788
Property Maintenance: 101.0- 441.003- 811.0000	\$25,312	\$25,312	\$25,312	\$25,312	\$101,248
Well Sites: 591.0- 537.002- 811.0000	\$8,905	\$8,905	\$8,905	\$8,905	\$35,620
Local Streets 203.0- 449.003- 937.0400	\$7,707	\$7,707	\$7,707	\$7,707	\$30,828
Major Streets 202.0- 449.003- 937.0400	\$38,130	\$38,130	\$38,130	\$38,130	\$152,520
Grass/Noxious Weed Enforcement: 101-441.007- 811.0000	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000



2024-2027 Parks and City Property Lawn Maintenance Services

Company	Year 1 Total (2024)	Year 2 Total (2025)	Year 3 Total (2026)	Year 4 Total (2027)	Grand Total (4-years, no fertilization)	Lowest Fertilization Application (2024)	Highest Fertilization Application (2024)	Bid Complete
Xpert Lawn and Snow	\$ 296,594.00	\$ 296,594.00	\$ 296,594.00	\$ 296,594.00	\$ 1,186,376.00	\$ 15.00	\$ 2,171.00	Yes
HL Lawn Services	\$ 251,276.60	\$ 258,814.90	\$ 266,578.58	\$ 274,576.73	\$ 1,051,247.57	\$ 50.00	\$ 5,318.95	No
Premier Group Associates	\$ 230,789.86	\$ 230,789.86	\$ 238,016.32	\$ 242,765.39	\$ 942,361.43	\$ 76.50	\$ 2,277.00	Yes
Brightview	\$ 220,123.00	\$ 220,123.00	\$ 220,123.00	\$ 220,123.00	\$ 880,492.00	\$ 7.00	\$ 3,750.00	Yes
Cutting Edge Property Maintenance LLC	\$ 275,411.37	\$ 275,411.37	\$ 284,833.54	\$ 291,504.15	\$ 1,127,163.43	\$ 10.00	\$ 8,820.00	No
C-Care Lawn Services LLC	\$ 932,305.80	\$ 932,305.80	\$ 932,305.80	\$ 932,305.80	\$ 3,772,223.20	n/a	n/a	No
Parrott Landscaping (gas)	\$ 241,290.75	\$ 241,290.75	\$ 252,294.61	\$ 259,302.34	\$ 994,178.45	\$ 15.00	\$ 1,194.05	Yes
Parrott Landscaping (electric)	\$ 458,452.43	\$ 458,452.43	\$ 479,359.76	\$ 492,674.45	\$ 1,888,939.06	\$ 15.00	\$ 1,194.05	Yes
Maintenance & Snow Removal, Inc.	\$ 169,501.00	\$ 169,501.00	\$ 169,501.00	\$ 169,501.00	\$ 678,004.00	\$ 35.00	\$ 1,450.00	Yes
United Lawnscape	\$ 309,339.14	\$ 318,619.31	\$ 328,177.89	\$ 338,023.23	\$ 1,294,159.58	\$ 221.13	\$ 2,971.92	Yes



4760 Hatchery Road, Waterford, MI 48329
248-673-1740

March 1, 2024

City of Birmingham
Attn: Brendan McGaughey
151 Martin Street
Birmingham, MI 48009

Birmingham Lawn is pleased to present this proposal for Parks and City Property Lawn Maintenance Services. With over 53 years of dedicated experience, Birmingham Lawn stands as a trusted provider of premier lawn maintenance and snow removal services in the area. Our comprehensive range of services ensures that your outdoor spaces receive the care they deserve throughout the changing seasons.

Our full-service repertoire includes:

1. **Spring Clean-up:** Preparing your lawn and landscape beds for the growing season by removing debris and optimizing its health.
2. **Bed Maintenance:** Ensuring the vitality of your flower beds through proper care and attention.
3. **Shrub Trimming:** Expert trimming to enhance the aesthetics and health of your shrubs.
4. **Fertilization:** Providing essential nutrients for your lawn's optimal growth and vibrancy.
5. **Mowing:** Precise and regular mowing to maintain the ideal height for a lush and manicured lawn.
6. **Mulching:** Protecting your soil and plants, conserving moisture, and enhancing overall garden health.
7. **Planting:** Skillful planting of new additions to your landscape, ensuring they thrive in their new environment.
8. **Annual and Perennial Planting and Care:** Dedicated care for both seasonal and long-term plant varieties.
9. **Fall Clean-up:** Preparing your landscape for the winter months, ensuring a healthy and tidy appearance.

Additionally, we offer miscellaneous services upon request to cater to the unique needs of our clients.

Birmingham Lawn takes pride in its proven history of service spanning over five decades. We have established a strong presence not only with the City of Birmingham but also with various local municipalities, corporations, and more than 600 residential properties annually

in Oakland and Macomb Counties. Our commitment to excellence is reflected in our ability to provide insurance, bid bonds, and performance bonds promptly, ensuring a seamless experience for our valued clients.

Our customers choose Birmingham Lawn for unparalleled expertise, reliability, and legacy of transforming outdoor spaces with care and precision. We look forward to the opportunity to continue working with the City of Birmingham for many years to come. Should you have any questions, please do not hesitate to contact me.

Best Regards,



Adam Janusch

Owner

O: (248) 673-1740

C: (586) 531-1927

adam@birminghamlm.com

Completed Projects:

Our portfolio showcases a series of successfully completed projects, each serving as a testament to our firm's exemplary capabilities in delivering projects of similar scope, size, and purpose. Our commitment to excellence, efficiency, and fiscal responsibility is evident in the following notable endeavors:

1. **Parks & City Property Lawn Maintenance Services – CITY OF BIRMINGHAM**

- *Scope:* Provided lawn care, mowing and seasonal clean-ups.
- *Size:* 64+ City-owned parks, properties, and street rights-of-way.
- *Purpose:* Contributed to the overall maintenance and aesthetic appeal of the city's public spaces. Ensured that public spaces are safe and accessible. Reduced the risk of fire hazards caused by overgrown vegetation. Controlled the spread of invasive plant species. Controlled breeding and nesting grounds of mosquitoes and other insects.
- *Timeliness:* Completed within the stipulated timeframe, meeting, or exceeding project milestones. Completed with a strong focus on the safety and well-being of the community and staff.
- *Budget Adherence:* Executed within the allocated budget, demonstrating our financial acumen.

2. **Safety Path, Out-lot, and Fire Station Maintenance Services – BLOOMFIELD TOWNSHIP**

- *Scope:* Delivered comprehensive lawn care services, including mowing and seasonal clean-ups.
- *Size:* Maintained over thirty-seven acres of diverse properties, including safety path, out-lot, and fire station areas. Successfully addressed intricate details in small spaces, prioritizing public safety throughout the process.
- *Purpose:* Ensured safe access to schools, public spaces, commercial areas, and facilitated connectivity to neighboring communities.
- *Timeliness:* Executed all tasks within the agreed-upon timeline, demonstrating our unwavering commitment to project schedules.
- *Budget Adherence:* Effectively managed financial resources, ensuring the project's completion within the specified budgetary constraints.

3. **Dayton Freight Lines, Inc– WATERFORD TOWNSHIP**

- *Scope:* Successfully completed finalization and clean-up of landscaping for the new facility in preparation for the grand opening.
- *Size:* Managed a 29-acre, high-profile property.
- *Purpose:* Executed initial mowing, fertilization, and ongoing landscape maintenance.
- *Timeliness:* Completed ahead of schedule, showcasing our proactive project management approach.
- *Budget Adherence:* Maintained strict financial parameters, ensuring cost-effectiveness while upholding high-quality standards.

These projects collectively underline our firm's capacity to manage diverse challenges, meet project goals, and deliver exceptional results consistently. The successful execution

of each endeavor reflects our unwavering commitment to client satisfaction, project efficiency, and fiscal responsibility. We take pride in our ability to not only meet but exceed expectations, solidifying our reputation as a reliable and accomplished partner in project development and completion.

Work Plan: City Lawn Care, Mowing, and Seasonal Clean-ups:

Objective: Ensure comprehensive and timely maintenance of the City's properties within the allocated timeframe, assuming favorable weather conditions.

Mowing, edging and cleaning of lawn areas

April 15 – December 15

- *Weekly:* Perform lawn mowing services, including trimming, edging of curbs and walkways, and removal of clippings from park furnishings such as sidewalks, benches, and playground equipment.
- *Ongoing:* Regularly assess and adjust based on weather conditions.

Spring Clean-up

March 15 – April 30

- *Week 1-3:* Prioritize high-traffic and prominent areas for thorough spring clean-up.
- *Week 4-6:* Expand efforts to less frequented zones, ensuring a city-wide refreshed appearance.
- *Ongoing:* Continuously monitor and adjust the schedule based on weather conditions for optimal results.

Fall Clean-up

November 1 – December 15

- *Week 1-3:* Initiate fall clean-up with a focus on high-visibility locations for a thorough preparation for winter.
- *Week 4-6:* Extend clean-up efforts to less frequented zones to ensure a comprehensive approach.
- *Ongoing:* Continuously monitor and adjust the schedule based on weather conditions for optimal results.

Woodward Avenue Median

March 15 – December 15

- *Week 1-6:* Spring Clean-up, 1st Application of fertilizer - Granular pre-emergent crabgrass control plus fertilizer, begin weekly mowing and edging of lawn areas, and litter control.
- *Week 6-36:* 2nd and 3rd Applications of fertilizer – Liquid broadleaf weed herbicide plus fertilizer, continue weekly mowing and edging of lawn areas, and litter control.
- *Week 36-40:* Fall Clean-up, 4th Application of fertilizer – Granular fertilizer with higher potassium, mowing and edging of lawn areas, and litter control as needed.

Noxious Weeds/Grass Cutting Private Properties

May 1 – October 15

- *On-Demand:* Mowing/removal of noxious weeds and grass pursuant to the city ordinance.

Contingency Plan: In case of adverse weather conditions or unforeseen challenges, a flexible approach will be implemented, allowing for the reorganization of tasks while adhering to the overall timeframe. This includes potential adjustments to mowing schedules and clean-up priorities.

Communication Plan: Regular updates will be provided to the City's team, encompassing progress reports, emerging issues, and any necessary adjustments made to the schedule. This commitment to transparent communication ensures collaboration and understanding throughout the maintenance process, fostering an initiative-taking and responsive approach to challenges.

Management Team:

Adam Janusch, Owner and Manager, Northwood University – BBA, 1998

Darrin Galas, Operations Manager, Michigan State University – BA, 1995
on staff since 2007

Laura Schroeder, Controller and Office Manager, Davenport University – BBA, 1999
on staff since 2013

Richard Scott, Field Supervisor on staff since 1990

Jose Garcia, Field Supervisor on staff since 2001

Collectively, our managers bring a wealth of experience and expertise to every project we undertake. Their direct involvement ensures that our clients receive the highest level of professionalism, strategic thinking, and technical proficiency throughout the project's lifecycle.

We take pride in the collective strength of our leadership team, which forms the cornerstone of Birmingham Lawn's success. Our managers are not just leaders; they are direct contributors, dedicated to ensuring the success of every project entrusted to our firm.

Sub-Contractors:

Harrison Tree & Lawn Care

Established in 1927, Harrison Tree has been a trusted provider of lawn fertilizing and comprehensive tree care services for residents in Macomb, Oakland, and Wayne Counties in Michigan. They specialize in a diverse range of services tailored to meet the unique needs of Michigan properties, including:

1. Lawn Fertilizing: Providing nourishment for vibrant and healthy lawns.
2. Complete Tree Care: Offering integrated pest management, tree pruning and removal, landscaping, cabling, and screw rodding for the optimal health of your trees.

Client References:

1. Bloomfield Township
Project: Grounds Maintenance – 30+ years
Contact: Dean Begley (248) 431-0022
Hillary Drotoz (248) 892-7827

2. Scott E. Goldman & Associates, LLC
PO Box 652, Bloomfield Hills, MI 48303
Project: Grounds Maintenance - 15+ years
Contact: Scott Goldman (248) 762-3701

3. O'Lynnger Residence
1100 E. Glengarry Circle, Bloomfield Hills, MI 48301
Project: Grounds Maintenance – 4+ years
Contact: Robert O'Lynnger (248) 385-7154

Equipment List:

VEHICLES - DESCRIPTION

2006 - 2016 GMC VAN HD CUBE Ramp Gate Lawn Trucks (6)
2012 - 2024 GMC SIERRA 2500HD (5)
2023 GMC SIERRA 350
2023 CHEVROLET SILVERADO MD
2015 FORD PICKUP 3500 DUMP
2016 FORD SUPER DUTY PICKUP
2016 FORD 5500 DUMP
2016 - 2018 GMC Sierra (2)
2011 - 2012 GMC Savanna 3500 (3)
2020 Chevy Silverado Pick-up
2021 Chevy 6500HD Silverado Flatbed
2022 GMC Sierra 2500HD Pick-up (2)
2021 Chevy C6500 Cab & Chassis
2024 GMC SIERRA 2500
2023 CHEVY SILVERADO CREW CAB
2024 GMC SIERRA DOUBLE CAB

TRAILERS - DESCRIPTION

2003 HUDSON (FLAT BED)
2006 CORN PRO OPEN TRAILER
2002 SNOWBEAR OPEN TRAILER
2002 LEAF VACUUM TRAILER W/KOHLER ENGINE (model MX96)
2015 - 2017 UNITED ENCLOSED (6)
1997 SILVA
2021 CARRY-ON TRAILER (2)
2022 - 2024 MORITZ TRAILER (2)
2022 PJ TRAILER
2021 BIG TEX
1999 CORN PRO OPEN TRAILER
2006 INTEGRITY OPEN TRAILER
2019 ROADCLIPPER (Diamond Trailer)

EQUIPMENT - DESCRIPTION

72' Pred Pro 7000 FX1000V
24" Double Side Hedge Trimmer
25.4cc Line Trimmer - Straight Shaft
25.4cc Line Trimmer - Straight Shaft
24" Double Side Hedge Trimmer
61" Bobcat Riding Mower (4)
52" Bobcat Standing Mower (2)
48" Standing Mower
52" Riding Mower
72" Bobcat Riding Mower (2)
52" Bobcat Riding Mower
61" Exmark Riding Mower
Exmark Push Mower (3)
Redmax Blower (10)
Redmax Edger - GZ30N (3)
Redmax Weed Whip (7)
Shindawa Edger - LE262
Shindawa Weed Whip - T-265 (4)
48" EXMARK HYDRO WALK BEHIND (2)
60" KOHLER COMMAND EFI WALK BEHIND


48" EXMARK HYDRO WALK BEHIND
60" LAZER S-SERIES 749 KOHLER EFI RIDER
60" EXMARK LAZER RIDER
52" LAZER (W/ULTRA VAC LZUV 2B - 312638170)
52" EXMARK VANTAGE STAND ON HYDRO
21" EXMARK PUSH-MOWER KAWASAKI SELF PROPEL (2)
48" BOBCAT - Hydro-Kaw FS-541V/48SD
52" BOBCAT - Pro-cat SE FX-651V
52" Deck kit 12 Bushel/3 Bag
BOBCAT Boss-Vac Pro, 12 Bushel/3 Bag
72" BOBCAT - Pred-Pro-Kaw FX-1000V-DFI/72SD

ATTACHMENT B - BIDDER'S AGREEMENT
For Parks and City Property Lawn Maintenance Services

In submitting this proposal, as herein described, the Contractor 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.

<u>Adam Janusch</u>	<u>2-26-2024</u>
PREPARED BY	DATE
(Print Name)	
<u>Owner</u>	<u>2-26-24</u>
TITLE	DATE
	<u>adam@birminghamlu.com</u>
AUTHORIZED SIGNATURE	E-MAIL ADDRESS
<u>Birmingham Lawn Mtce.</u>	
COMPANY	
<u>4760 Hatchery Rd - Waterford, MI 48329</u>	<u>248-673-1740</u>
ADDRESS	PHONE
<u>N/A</u>	
NAME OF PARENT COMPANY	PHONE
<u>N/A</u>	
ADDRESS	

ATTACHMENT C
 COST PROPOSAL
 City of Birmingham

PARKS AND CITY PROPERTIES LAWN MAINTENANCE SERVICES

Company Name: BIRMINGHAM LAWN MAINTENANCE & SNOW
 REMOVAL, INC.

TOTAL Lawn Maintenance Mowing 30 cuts, Spring and Fall Clean- Up		TOTAL Lawn Maintenance Mowing 30 cuts, Spring and Fall Clean- Up		TOTAL Lawn Maintenance Mowing 30 cuts, Spring and Fall Clean- Up		TOTAL Lawn Maintenance Mowing 30 cuts, Spring and Fall Clean- Up		TOTAL Lawn Maintenance Mowing 30 cuts, Spring and Fall Clean- Up		TOTAL Lawn Maintenance Mowing 30 cuts, Spring and Fall Clean- Up & Fert/Weed Control for Woodward Enhanced Only	
Parks	City Properties	Well Sites	Local Streets	Major Streets	Woodward Avenue	Year 1	Year 1	Year 1	Year 1	Year 1	Year 1
Year 1	Year 1	Year 1	Year 1	Year 1	Year 1	\$89,447.00	\$25,312.00	\$8,905.00	\$7,707.00	\$21,305.00	\$16,825.00
Parks	City Properties	Well Sites	Local Streets	Major Streets	Woodward Avenue	Year 2	Year 2	Year 2	Year 2	Year 2	Year 2
Year 2	Year 2	Year 2	Year 2	Year 2	Year 2	\$89,447.00	\$25,312.00	\$8,905.00	\$7,707.00	\$21,305.00	\$16,825.00
Parks	City Properties	Well Sites	Local Streets	Major Streets	Woodward Avenue	Year 3	Year 3	Year 3	Year 3	Year 3	Year 3
Year 3	Year 3	Year 3	Year 3	Year 3	Year 3	\$89,447.00	\$25,312.00	\$8,905.00	\$7,707.00	\$21,305.00	\$16,825.00
Parks	City Properties	Well Sites	Local Streets	Major Streets	Woodward Avenue	Year 4	Year 4	Year 4	Year 4	Year 4	Year 4
Year 4	Year 4	Year 4	Year 4	Year 4	Year 4	\$89,447.00	\$25,312.00	\$8,905.00	\$7,707.00	\$21,305.00	\$16,825.00
4 yr Total:	4 yr Total:	4 yr Total:	4 yr Total:	4 yr Total:	4 yr Total:	\$357,788.00	\$101,248.00	\$35,620.00	\$30,828.00	\$85,220.00	\$67,300.00

GRAND TOTAL	\$678,004.00
--------------------	--------------

Grass & Noxious Weed Cutting Year 1:	Small Lot < 50 linear ft	Large Lot>50 linear ft
	\$39.00	\$49.00

Grass & Noxious Weed Cutting Year 2:	Small Lot < 50 linear ft	Large Lot>50 linear ft
	\$39.00	\$49.00

Grass & Noxious Weed Cutting Year 3:	Small Lot < 50 linear ft	Large Lot>50 linear ft
	\$39.00	\$49.00

Grass & Noxious Weed Cutting Year 4:	Small Lot < 50 linear ft	Large Lot>50 linear ft
	\$39.00	\$49.00

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application	
Parks								
44	Adams Park	N. Adams and Ridgedale, south of Roeper School @ 1051 Oakland	1.45	\$89.00	\$2,670.00	\$129.00	\$249.00	\$75.00
47	Barnum Park	746 Purdy	8.92	\$290.00	\$8,700.00	\$355.00	\$872.00	\$535.00
56	Booth Park	475 N Old Woodward	3.93	\$99.00	\$2,970.00	\$117.00	\$375.00	\$175.00
34	Crestview Park	Southfield and Southlawn	3.58	\$91.00	\$2,730.00	\$105.00	\$360.00	\$159.00
35	Fairway Park	East end of Fairway, east of Pleasant, at the turn	3.39	\$49.00	\$1,470.00	\$100.00	\$240.00	\$75.00
36	Howarth Park	Davis and Cummings	1.98	\$59.00	\$1,770.00	\$100.00	\$190.00	\$103.00
2	Kenning Park Complex	2300 E Lincoln	21.71	\$346.00	\$10,380.00	\$150.00	\$2,500.00	\$1,270.00

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application
Parks, cont.							
37	Kenning Park 2 Corner of S. Eton & E. Lincoln, south of 1081 S Eton	0.6	\$24.00	\$720.00	\$50.00	\$40.00	\$70.00
38	Linden Park Shirley and W. Lincoln	7.37	\$99.00	\$2,970.00	\$175.00	\$75.00	\$325.00
38	Linn Smith Park Southfield, north of W. Lincoln	1.1	\$75.00	\$2,250.00	\$150.00	\$75.00	\$175.00
38	Lower Baldwin W. Maple, south side, west of Valley View	1.58	\$51.00	\$1,530.00	\$75.00	\$100.00	\$95.00
48	Martha Baldwin Park Maple and Southfield	1.56	\$84.00	\$2,520.00	\$84.00	\$315.00	\$95.00
41	Quarton Lake Oak and Lakeside	6.28	\$239.00	\$7,170.00	\$375.00	\$575.00	\$395.00
42	Waterfall Park W. Maple, west of Baldwin, north side	1.49	\$44.00	\$1,320.00	\$88.00	\$125.00	\$95.00
45	Manor Park Shepardbush, west of Adams	7.38	\$131.00	\$3,930.00	\$121.00	\$399.00	\$595.00
39	Pembroke Park N. Eton and Buckingham	5.3	\$119.00	\$3,570.00	\$129.00	\$499.00	\$219.00

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID		Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application
	Parks, cont.							
40	Poppleton Park	Woodward Ave borders park to the west	15.86	\$415.00	\$12,450.00	\$675.00	\$1,245.00	\$1,450.00
46	Quarton Tennis Courts	Oak and N Glenhurst	0.43	\$32.00	\$960.00	\$120.00	\$320.00	\$70.00
62	Springdale Park	Springdale Golf Course 316 Strathmore Rd	3.7	\$109.00	\$3,270.00	\$150.00	\$150.00	\$290.00
43	St. James Park	Edgewood, south of Lincoln	5.98	\$129.00	\$3,870.00	\$125.00	\$150.00	\$275.00
		Total Parks Year 1:		\$2,574.00	\$77,220.00	\$3,373.00	\$8,854.00	n/a

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application
City Properties							
1	Birmingham Museum (Allen & Hunter House) 556 W. Maple	2.83	\$79.00	\$2,370.00	\$79.00	\$275.00	\$190.00
5 & 6	Willits Lots Directly North of 556 W. Maple, off Willits	1.5	\$29.00	\$870.00	\$60.00	\$60.00	\$100.00
4	Blackburn Property W. Lincoln, east of bridge at Shirley	0.73	\$30.00	\$900.00	\$60.00	\$60.00	\$85.00
8	Buckingham Lot Cambridge and Buckingham	0.35	\$35.00	\$1,050.00	\$50.00	\$60.00	\$55.00
58	Greenwood Cemetery North side of Oak, betwn N. Old Woodward and Lakeside	7.7	\$490.00	\$14,700.00	\$1,500.00	\$2,400.00	\$975.00
7	Lawndale Property Oakland and Lawndale	0.12	\$8.00	\$240.00	\$50.00	\$50.00	\$45.00
3	Penistone Alley Off Penistone, btwn 14 Mile Rd and Bradford	0.11	\$14.00	\$420.00	\$30.00	\$28.00	\$45.00
Total City Properties Year 1:			\$685.00	\$20,550.00	\$1,829.00	\$2,933.00	n/a

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID		Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application
	Well Sites							
49	Pumphouse Park	1790 Norfolk	0.2	\$10.00	\$300.00	\$40.00	\$30.00	\$35.00
50	Redding Well	Redding and Lakeside	0.38	\$16.00	\$480.00	\$70.00	\$50.00	\$60.00
51	Derby Tank	Derby, east of Adams	3.57	\$109.00	\$3,270.00	\$225.00	\$150.00	\$240.00
60	Hunter Tank	East of Woodward, North of Maple, adjacent to Kroger	0.2	\$18.00	\$540.00	\$25.00	\$40.00	\$40.00
52	South Well	Southfield Rd, south of Wakefield	0.3	\$18.00	\$540.00	\$75.00	\$50.00	\$40.00
53	Lincoln Well Park	W. Lincoln, south side, east of S. Glenhurst	2.24	\$71.00	\$2,130.00	\$125.00	\$75.00	\$190.00
54	Baldwin Well	W.Maple, west of Baldwin	0.55	\$18.00	\$540.00	\$75.00	\$75.00	\$70.00
	Total Well Sites Year 1:			\$260.00	\$7,800.00	\$635.00	\$470.00	n/a

YEAR 1

Attachment C

Company Name: BIRMINGHAM LAWN MAINTENANCE & SNOW REMOVAL, INC.

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application	
Local Streets Properties								
9	Linden-Hawthorne Island	Linden & Hawthorne	0.24	\$13.00	\$390.00	\$40.00	\$40.00	\$40.00
10	Aten Ct Island	End of Aten Ct	0.02	\$7.00	\$210.00	\$40.00	\$40.00	\$35.00
11	Glenhurst-Argyle Island	Glenhurst & Argyle	0.22	\$13.00	\$390.00	\$40.00	\$40.00	\$40.00
12	Avon-Radnor Island	Avon & Radnor	0.09	\$13.00	\$390.00	\$40.00	\$40.00	\$35.00
13	Woodlea Deadend	End of Woodlea	0.61	\$14.00	\$420.00	\$40.00	\$40.00	\$60.00
14	Latham-Northlawn Island	Latham & Northlawn	0.08	\$14.00	\$420.00	\$40.00	\$40.00	\$35.00
15	Norfolk Island	Norfolk, btwn Latham and Wakefield	0.18	\$11.00	\$330.00	\$40.00	\$40.00	\$35.00
16	Kenwood Ct	End of Kenwood	0.01	\$12.00	\$360.00	\$40.00	\$40.00	\$35.00
61	Westboro	End of Westboro	0.01	\$10.00	\$300.00	\$25.00	\$50.00	\$35.00
65	Donmar Court	End of Donmar Ct	0.01	\$17.00	\$510.00	\$40.00	\$30.00	\$35.00
17	Stanley Islands	Stanley, btwn Lincoln and 14 mile Rd	0.78	\$99.00	\$2,970.00	\$116.00	\$116.00	\$245.00
Total Local Streets Properties Year 1:				\$223.00	\$6,690.00	\$501.00	\$516.00	n/a

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application	
Major Streets Properties								
59	North Old Woodward Islands	North Old Woodward, btwn Oak & Oakland	0.2	\$12.00	\$360.00	\$30.00	\$30.00	\$35.00
64	South Old Woodward Islands	5 median islands between Landon and Daines	0.15	\$65.00	\$1,950.00	\$65.00	\$250.00	\$99.00
59	Gallery District Lawn Squares	North Old Woodward, East Side, btwn Ravine & Pkg Lot 6	0.01	\$15.00	\$450.00	\$50.00	\$60.00	\$35.00
18	Woodward-Worth Island	Island at S. Worth & Woodward Ave. Across from 1077 S. Worth	0.06	\$12.00	\$360.00	\$30.00	\$30.00	\$35.00
19	Maple- Larchlea Island	W. Maple & Larchlea	0.19	\$10.00	\$300.00	\$30.00	\$30.00	\$35.00
20	Maple-Radnor Island	W. Maple & Radnor	0.06	\$10.00	\$300.00	\$30.00	\$30.00	\$35.00
21	Maple Parkways	North side of Maple, from Lakepark to Fairfax	0.63	\$49.00	\$1,470.00	\$90.00	\$120.00	\$200.00
22	Lincoln Islands	Median Islands on W. Lincoln, between Southfield and Cranbrook	1.1	\$116.00	\$3,480.00	\$90.00	\$116.00	\$200.00
23	Glenhurst-Midvale Island	Island at S. Glenhurst and Midvale	0.08	\$15.00	\$450.00	\$30.00	\$30.00	\$35.00
24	Woodward Parkway	East side of Woodward Ave, north of Wimbleton	0.08	\$12.00	\$360.00	\$30.00	\$30.00	\$35.00

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID		Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application
	Major Streets Properties, cont.							
25	Adams Parkways	West side of N Adams, north of Wimbleton	0.71	\$54.00	\$1,620.00	\$50.00	\$40.00	\$75.00
26	Southfield Parkways	West side of Southfield, btwn Canterbury & 14 Mile	2.33	\$79.00	\$2,370.00	\$90.00	\$109.00	\$179.00
27	Southfield Lot	West side of Southfield, south of Southlawn	0.47	\$25.00	\$750.00	\$31.00	\$55.00	\$55.00
28	Maple Lot	W. Maple, north side, between Birmingham Museum & Baldwin	3.82	\$27.00	\$810.00	\$47.00	\$45.00	\$79.00
29	Oakland-Woodward Island	Island at Woodward and Oakland, east side of Woodward Ave	0.26	\$12.00	\$360.00	\$24.00	\$45.00	\$35.00
30	555 Islands	Islands btwn Woodward Ave and S Old Woodward, south of Haynes to Lincoln	1.21	\$45.00	\$1,350.00	\$75.00	\$75.00	\$110.00
57	Lincoln-Woodward Bus Stop	West side of Woodward Ave, South of Lincoln	0.01	\$10.00	\$300.00	\$10.00	\$10.00	\$35.00

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application	
Major Streets Properties, cont.								
31	Redding Island	Island at Woodward and Redding, west side of Woodward Ave	0.25	\$16.00	\$480.00	\$32.00	\$32.00	\$35.00
32	Shepardbush Lot	Lot bwtm Shepardbush and Tottenham	1.08	\$35.00	\$1,050.00	\$40.00	\$50.00	\$95.00
33	Tottenham Lot	Lot to the south of Tottenham	0.27	\$21.00	\$630.00	\$22.00	\$22.00	\$45.00
Total Major Streets Properties Year 1:				\$640.00	\$19,200.00	\$896.00	\$1,209.00	n/a

YEAR 1

Attachment C

Company Name: BIRMINGHAM LAWN MAINTENANCE & SNOW REMOVAL, INC.

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall Clean-up	Fertilizing/Weed Control per application	x4	
	Woodward Avenue								
55	Woodward "Enhanced"	Woodward "Enhanced"	0.89	\$65.00	\$1,950.00	\$299.00	\$350.00	\$110.00	\$440.00
0	Woodward 14 Mile to Big Beaver	Woodward 14 Mile to Big Beaver	9	\$419.00	\$12,570.00	\$508.00	\$708.00	\$515.00	n/a
Total Woodward Avenue Year 1:				\$484.00	\$14,520.00	\$807.00	\$1,058.00	n/a	\$440.00

Grass & Noxious Weed Cutting Year 1:	Small Lot < 50 linear ft	Large Lot > 50 linear ft
	\$39.00	\$49.00

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application	
Parks								
44	Adams Park	N. Adams and Ridgedale, south of Roeper School @ 1051 Oakland	1.45	\$89.00	\$2,670.00	\$129.00	\$249.00	\$75.00
47	Barnum Park	746 Purdy	8.92	\$290.00	\$8,700.00	\$355.00	\$872.00	\$535.00
56	Booth Park	475 N Old Woodward	3.93	\$99.00	\$2,970.00	\$117.00	\$375.00	\$175.00
34	Crestview Park	Southfield and Southlawn	3.58	\$91.00	\$2,730.00	\$105.00	\$360.00	\$159.00
35	Fairway Park	East end of Fairway, east of Pleasant, at the turn	3.39	\$49.00	\$1,470.00	\$100.00	\$240.00	\$75.00
36	Howarth Park	Davis and Cummings	1.98	\$59.00	\$1,770.00	\$100.00	\$190.00	\$103.00
2	Kenning Park Complex	2300 E Lincoln	21.71	\$346.00	\$10,380.00	\$150.00	\$2,500.00	\$1,270.00

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application
Parks, cont.							
37	Kenning Park 2 Corner of S. Eton & E. Lincoln, south of 1081 S Eton	0.6	\$24.00	\$720.00	\$50.00	\$40.00	\$70.00
38	Linden Park Shirley and W. Lincoln	7.37	\$99.00	\$2,970.00	\$175.00	\$75.00	\$325.00
38	Linn Smith Park Southfield, north of W. Lincoln	1.1	\$75.00	\$2,250.00	\$150.00	\$75.00	\$175.00
38	Lower Baldwin W. Maple, south side, west of Valley View	1.58	\$51.00	\$1,530.00	\$75.00	\$100.00	\$95.00
48	Martha Baldwin Park Maple and Southfield	1.56	\$84.00	\$2,520.00	\$84.00	\$315.00	\$95.00
41	Quarton Lake Oak and Lakeside	6.28	\$239.00	\$7,170.00	\$375.00	\$575.00	\$395.00
42	Waterfall Park W. Maple, west of Baldwin, north side	1.49	\$44.00	\$1,320.00	\$88.00	\$125.00	\$95.00
45	Manor Park Shepardbush, west of Adams	7.38	\$131.00	\$3,930.00	\$121.00	\$399.00	\$595.00
39	Pembroke Park N. Eton and Buckingham	5.3	\$119.00	\$3,570.00	\$129.00	\$499.00	\$219.00

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application
Parks, cont.							
40	Poppleton Park Woodward Ave borders park to the west	15.86	\$415.00	\$12,450.00	\$675.00	\$1,245.00	\$1,450.00
46	Quarton Tennis Courts Oak and N Glenhurst Course	0.43	\$32.00	\$960.00	\$120.00	\$320.00	\$70.00
62	Springdale Park 316 Strathmore Rd	3.7	\$109.00	\$3,270.00	\$150.00	\$150.00	\$290.00
43	St. James Park Edgewood, south of Lincoln	5.98	\$129.00	\$3,870.00	\$125.00	\$150.00	\$275.00
Total Parks Year 2:			\$2,574.00	\$77,220.00	\$3,373.00	\$8,854.00	n/a

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID		Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application
City Properties								
1	Birmingham Museum (Allen & Hunter House)	556 W. Maple	2.83	\$79.00	\$2,370.00	\$79.00	\$275.00	\$190.00
5 & 6	Willits Lots	Directly North of 556 W. Maple, off Willits	1.5	\$29.00	\$870.00	\$60.00	\$60.00	\$100.00
4	Blackburn Property	W. Lincoln, east of bridge at Shirley	0.73	\$30.00	\$900.00	\$60.00	\$60.00	\$85.00
8	Buckingham Lot	Cambridge and Buckingham	0.35	\$35.00	\$1,050.00	\$50.00	\$60.00	\$55.00
58	Greenwood Cemetery	North side of Oak, betwn N. Old Woodward and Lakeside	7.7	\$490.00	\$14,700.00	\$1,500.00	\$2,400.00	\$975.00
7	Lawndale Property	Oakland and Lawndale	0.12	\$8.00	\$240.00	\$50.00	\$50.00	\$45.00
3	Penistone Alley	Off Penistone, btwn 14 Mile Rd and Bradford	0.11	\$14.00	\$420.00	\$30.00	\$28.00	\$45.00
Total City Properties Year 2:				\$685.00	\$20,550.00	\$1,829.00	\$2,933.00	n/a

YEAR 2

Attachment C

Company Name: BIRMINGHAM LAWN MAINTENANCE & SNOW REMOVAL, INC.

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application	
Well Sites								
49	Pumphouse Park	1790 Norfolk	0.2	\$10.00	\$300.00	\$40.00	\$30.00	\$35.00
50	Redding Well	Redding and Lakeside	0.38	\$16.00	\$480.00	\$70.00	\$50.00	\$60.00
51	Derby Tank	Derby, east of Adams	3.57	\$109.00	\$3,270.00	\$225.00	\$150.00	\$240.00
60	Hunter Tank	East of Woodward, North of Maple, adjacent to Kroger	0.2	\$18.00	\$540.00	\$25.00	\$40.00	\$40.00
52	South Well	Southfield Rd, south of Wakefield	0.3	\$18.00	\$540.00	\$75.00	\$50.00	\$40.00
53	Lincoln Well Park	W. Lincoln, south side, east of S. Glenhurst	2.24	\$71.00	\$2,130.00	\$125.00	\$75.00	\$190.00
54	Baldwin Well	W.Maple, west of Baldwin	0.55	\$18.00	\$540.00	\$75.00	\$75.00	\$70.00
Total Well Sites Year 2:				\$260.00	\$7,800.00	\$635.00	\$470.00	n/a

YEAR 2

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application	
Local Streets Properties								
9	Linden-Hawthorne Island	Linden & Hawthorne	0.24	\$13.00	\$390.00	\$40.00	\$40.00	\$40.00
10	Aten Ct Island	End of Aten Ct	0.02	\$7.00	\$210.00	\$40.00	\$40.00	\$35.00
11	Glenhurst-Argyle Island	Glenhurst & Argyle	0.22	\$13.00	\$390.00	\$40.00	\$40.00	\$40.00
12	Avon-Radnor Island	Avon & Radnor	0.09	\$13.00	\$390.00	\$40.00	\$40.00	\$35.00
13	Woodlea Deadend	End of Woodlea	0.61	\$14.00	\$420.00	\$40.00	\$40.00	\$60.00
14	Latham-Northlawn Island	Latham & Northlawn	0.08	\$14.00	\$420.00	\$40.00	\$40.00	\$35.00
15	Norfolk Island	Norfolk, btwn Latham and Wakefield	0.18	\$11.00	\$330.00	\$40.00	\$40.00	\$35.00
16	Kenwood Ct	End of Kenwood	0.01	\$12.00	\$360.00	\$40.00	\$40.00	\$35.00
61	Westboro	End of Westboro	0.01	\$10.00	\$300.00	\$25.00	\$50.00	\$35.00
65	Donmar Court	End of Donmar Ct	0.01	\$17.00	\$510.00	\$40.00	\$30.00	\$35.00
17	Stanley Islands	Stanley, btwn Lincoln and 14 mile Rd	0.78	\$99.00	\$2,970.00	\$116.00	\$116.00	\$245.00
Total Local Streets Properties Year 2:				\$223.00	\$6,690.00	\$501.00	\$516.00	n/a

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application	
Major Streets Properties								
59	North Old Woodward Islands	North Old Woodward, btwn Oak & Oakland	0.2	\$12.00	\$360.00	\$30.00	\$30.00	\$35.00
64	South Old Woodward Islands	5 median islands between Landon and Daines	0.15	\$65.00	\$1,950.00	\$65.00	\$250.00	\$99.00
59	Gallery District Lawn Squares	North Old Woodward, East Side, btwn Ravine & Pkg Lot 6	0.01	\$15.00	\$450.00	\$50.00	\$60.00	\$35.00
18	Woodward-Worth Island	Island at S. Worth & Woodward Ave. Across from 1077 S. Worth	0.06	\$12.00	\$360.00	\$30.00	\$30.00	\$35.00
19	Maple- Larchlea Island	W. Maple & Larchlea	0.19	\$10.00	\$300.00	\$30.00	\$30.00	\$35.00
20	Maple-Radnor Island	W. Maple & Radnor	0.06	\$10.00	\$300.00	\$30.00	\$30.00	\$35.00
21	Maple Parkways	North side of Maple, from Lakepark to Fairfax	0.63	\$49.00	\$1,470.00	\$90.00	\$120.00	\$200.00
22	Lincoln Islands	Median Islands on W. Lincoln, between Southfield and Cranbrook	1.1	\$116.00	\$3,480.00	\$90.00	\$116.00	\$200.00
23	Glenhurst-Midvale Island	Island at S. Glenhurst and Midvale	0.08	\$15.00	\$450.00	\$30.00	\$30.00	\$35.00
24	Woodward Parkway	East side of Woodward Ave, north of Wimbleton	0.08	\$12.00	\$360.00	\$30.00	\$30.00	\$35.00

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application	
Major Streets Properties, cont.								
25	Adams Parkways	West side of N Adams, north of Wimbleton	0.71	\$54.00	\$1,620.00	\$50.00	\$40.00	\$75.00
26	Southfield Parkways	West side of Southfield, btwn Canterbury & 14 Mile	2.33	\$79.00	\$2,370.00	\$90.00	\$109.00	\$179.00
27	Southfield Lot	West side of Southfield, south of Southlawn	0.47	\$25.00	\$750.00	\$31.00	\$55.00	\$55.00
28	Maple Lot	W. Maple, north side, between Birmingham Museum & Baldwin	3.82	\$27.00	\$810.00	\$47.00	\$45.00	\$79.00
29	Oakland-Woodward Island	Island at Woodward and Oakland, east side of Woodward Ave	0.26	\$12.00	\$360.00	\$24.00	\$45.00	\$35.00
30	555 Islands	Islands btwn Woodward Ave and S Old Woodward, south of Haynes to Lincoln	1.21	\$45.00	\$1,350.00	\$75.00	\$75.00	\$110.00
57	Lincoln-Woodward Bus Stop	West side of Woodward Ave, South of Lincoln	0.01	\$10.00	\$300.00	\$10.00	\$10.00	\$35.00

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application	
Major Streets Properties, cont.								
31	Redding Island	Island at Woodward and Redding, west side of Woodward Ave	0.25	\$16.00	\$480.00	\$32.00	\$32.00	\$35.00
32	Shepardbush Lot	Lot bwn Shepardbush and Tottenham	1.08	\$35.00	\$1,050.00	\$40.00	\$50.00	\$95.00
33	Tottenham Lot	Lot to the south of Tottenham	0.27	\$21.00	\$630.00	\$22.00	\$22.00	\$45.00
Total Major Streets Properties Year 2:				\$640.00	\$19,200.00	\$896.00	\$1,209.00	n/a

YEAR 2

Attachment C

Company Name: BIRMINGHAM LAWN MAINTENANCE & SNOW REMOVAL, INC.

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall Clean-up	Fertilizing/Weed Control per application	x4	
	Woodward Avenue								
55	Woodward "Enhanced"	Woodward "Enhanced"	0.89	\$65.00	\$1,950.00	\$299.00	\$350.00	\$110.00	\$440.00
0	Woodward 14 Mile to Big Beaver	Woodward 14 Mile to Big Beaver	9	\$419.00	\$12,570.00	\$508.00	\$708.00	\$515.00	n/a
Total Woodward Avenue Year 2:				\$484.00	\$14,520.00	\$807.00	\$1,058.00	n/a	\$440.00

Grass & Noxious Weed Cutting Year 2:	Small Lot < 50 linear ft	Large Lot > 50 linear ft
	\$39.00	\$49.00

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application
Parks							
44	Adams Park N. Adams and Ridgedale, south of Roeper School @ 1051 Oakland	1.45	\$89.00	\$2,670.00	\$129.00	\$249.00	\$75.00
47	Barnum Park 746 Purdy	8.92	\$290.00	\$8,700.00	\$355.00	\$872.00	\$535.00
56	Booth Park 475 N Old Woodward	3.93	\$99.00	\$2,970.00	\$117.00	\$375.00	\$175.00
34	Crestview Park Southfield and Southlawn	3.58	\$91.00	\$2,730.00	\$105.00	\$360.00	\$159.00
35	Fairway Park East end of Fairway, east of Pleasant, at the turn	3.39	\$49.00	\$1,470.00	\$100.00	\$240.00	\$75.00
36	Howarth Park Davis and Cummings	1.98	\$59.00	\$1,770.00	\$100.00	\$190.00	\$103.00
2	Kenning Park Complex 2300 E Lincoln	21.71	\$346.00	\$10,380.00	\$150.00	\$2,500.00	\$1,270.00

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application
Parks, cont.							
37	Kenning Park 2 Corner of S. Eton & E. Lincoln, south of 1081 S Eton	0.6	\$24.00	\$720.00	\$50.00	\$40.00	\$70.00
38	Linden Park Shirley and W. Lincoln	7.37	\$99.00	\$2,970.00	\$175.00	\$75.00	\$325.00
38	Linn Smith Park Southfield, north of W. Lincoln	1.1	\$75.00	\$2,250.00	\$150.00	\$75.00	\$175.00
38	Lower Baldwin W. Maple, south side, west of Valley View	1.58	\$51.00	\$1,530.00	\$75.00	\$100.00	\$95.00
48	Martha Baldwin Park Maple and Southfield	1.56	\$84.00	\$2,520.00	\$84.00	\$315.00	\$95.00
41	Quarton Lake Oak and Lakeside	6.28	\$239.00	\$7,170.00	\$375.00	\$575.00	\$395.00
42	Waterfall Park W. Maple, west of Baldwin, north side	1.49	\$44.00	\$1,320.00	\$88.00	\$125.00	\$95.00
45	Manor Park Shepardbush, west of Adams	7.38	\$131.00	\$3,930.00	\$121.00	\$399.00	\$595.00
39	Pembroke Park N. Eton and Buckingham	5.3	\$119.00	\$3,570.00	\$129.00	\$499.00	\$219.00

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application
Parks, cont.							
40	Poppleton Park Woodward Ave borders park to the west	15.86	\$415.00	\$12,450.00	\$675.00	\$1,245.00	\$1,450.00
46	Quarton Tennis Courts Oak and N Glenhurst	0.43	\$32.00	\$960.00	\$120.00	\$320.00	\$70.00
62	Springdale Park Course 316 Strathmore Rd	3.7	\$109.00	\$3,270.00	\$150.00	\$150.00	\$290.00
43	St. James Park Edgewood, south of Lincoln	5.98	\$129.00	\$3,870.00	\$125.00	\$150.00	\$275.00
Total Parks YEAR 3:			\$2,574.00	\$77,220.00	\$3,373.00	\$8,854.00	n/a

YEAR 3

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID		Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application
City Properties								
1	Birmingham Museum (Allen & Hunter House)	556 W. Maple	2.83	\$79.00	\$2,370.00	\$79.00	\$275.00	\$190.00
5 & 6	Willits Lots	Directly North of 556 W. Maple, off Willits	1.5	\$29.00	\$870.00	\$60.00	\$60.00	\$100.00
4	Blackburn Property	W. Lincoln, east of bridge at Shirley	0.73	\$30.00	\$900.00	\$60.00	\$60.00	\$85.00
8	Buckingham Lot	Cambridge and Buckingham	0.35	\$35.00	\$1,050.00	\$50.00	\$60.00	\$55.00
58	Greenwood Cemetery	North side of Oak, betwn N. Old Woodward and Lakeside	7.7	\$490.00	\$14,700.00	\$1,500.00	\$2,400.00	\$975.00
7	Lawndale Property	Oakland and Lawndale	0.12	\$8.00	\$240.00	\$50.00	\$50.00	\$45.00
3	Penistone Alley	Off Penistone, btwn 14 Mile Rd and Bradford	0.11	\$14.00	\$420.00	\$30.00	\$28.00	\$45.00
Total City Properties YEAR 3:				\$685.00	\$20,550.00	\$1,829.00	\$2,933.00	n/a

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application
Well Sites							
49	Pumphouse Park 1790 Norfolk	0.2	\$10.00	\$300.00	\$40.00	\$30.00	\$35.00
50	Redding Well Redding and Lakeside	0.38	\$16.00	\$480.00	\$70.00	\$50.00	\$60.00
51	Derby Tank Derby, east of Adams	3.57	\$109.00	\$3,270.00	\$225.00	\$150.00	\$240.00
60	Hunter Tank East of Woodward, North of Maple, adjacent to Kroger	0.2	\$18.00	\$540.00	\$25.00	\$40.00	\$40.00
52	South Well Southfield Rd, south of Wakefield	0.3	\$18.00	\$540.00	\$75.00	\$50.00	\$40.00
53	Lincoln Well Park W. Lincoln, south side, east of S. Glenhurst	2.24	\$71.00	\$2,130.00	\$125.00	\$75.00	\$190.00
54	Baldwin Well W. Maple, west of Baldwin	0.55	\$18.00	\$540.00	\$75.00	\$75.00	\$70.00
Total Well Sites YEAR 3:			\$260.00	\$7,800.00	\$635.00	\$470.00	n/a

YEAR 3

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached attached hereto and made a part thereof:

Map ID		Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application
	Local Streets Properties							
9	Linden-Hawthorne Island	Linden & Hawthorne	0.24	\$13.00	\$390.00	\$40.00	\$40.00	\$40.00
10	Aten Ct Island	End of Aten Ct	0.02	\$7.00	\$210.00	\$40.00	\$40.00	\$35.00
11	Glenhurst-Argyle Island	Glenhurst & Argyle	0.22	\$13.00	\$390.00	\$40.00	\$40.00	\$40.00
12	Avon-Radnor Island	Avon & Radnor	0.09	\$13.00	\$390.00	\$40.00	\$40.00	\$35.00
13	Woodlea Deadend	End of Woodlea	0.61	\$14.00	\$420.00	\$40.00	\$40.00	\$60.00
14	Latham-Northlawn Island	Latham & Northlawn	0.08	\$14.00	\$420.00	\$40.00	\$40.00	\$35.00
15	Norfolk Island	Norfolk, btwn Latham and Wakefield	0.18	\$11.00	\$330.00	\$40.00	\$40.00	\$35.00
16	Kenwood Ct	End of Kenwood	0.01	\$12.00	\$360.00	\$40.00	\$40.00	\$35.00
61	Westboro	End of Westboro	0.01	\$10.00	\$300.00	\$25.00	\$50.00	\$35.00
65	Donmar Court	End of Donmar Ct	0.01	\$17.00	\$510.00	\$40.00	\$30.00	\$35.00
17	Stanley Islands	Stanley, btwn Lincoln and 14 mile Rd	0.78	\$99.00	\$2,970.00	\$116.00	\$116.00	\$245.00
Total Local Streets Properties YEAR 3:				\$223.00	\$6,690.00	\$501.00	\$516.00	n/a

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application	
Major Streets Properties								
59	North Old Woodward Islands	North Old Woodward, btwn Oak & Oakland	0.2	\$12.00	\$360.00	\$30.00	\$30.00	\$35.00
64	South Old Woodward Islands	5 median islands between Landon and Daines	0.15	\$65.00	\$1,950.00	\$65.00	\$250.00	\$99.00
59	Gallery District Lawn Squares	North Old Woodward, East Side, btwn Ravine & Pkg Lot 6	0.01	\$15.00	\$450.00	\$50.00	\$60.00	\$35.00
18	Woodward-Worth Island	Island at S. Worth & Woodward Ave. Across from 1077 S. Worth	0.06	\$12.00	\$360.00	\$30.00	\$30.00	\$35.00
19	Maple- Larchlea Island	W. Maple & Larchlea	0.19	\$10.00	\$300.00	\$30.00	\$30.00	\$35.00
20	Maple-Radnor Island	W. Maple & Radnor	0.06	\$10.00	\$300.00	\$30.00	\$30.00	\$35.00
21	Maple Parkways	North side of Maple, from Lakepark to Fairfax	0.63	\$49.00	\$1,470.00	\$90.00	\$120.00	\$200.00
22	Lincoln Islands	Median Islands on W. Lincoln, between Southfield and Cranbrook	1.1	\$116.00	\$3,480.00	\$90.00	\$116.00	\$200.00
23	Glenhurst-Midvale Island	Island at S. Glenhurst and Midvale	0.08	\$15.00	\$450.00	\$30.00	\$30.00	\$35.00
24	Woodward Parkway	East side of Woodward Ave, north of Wimbleton	0.08	\$12.00	\$360.00	\$30.00	\$30.00	\$35.00

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID		Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application
	Major Streets Properties, cont.							
25	Adams Parkways	West side of N Adams, north of Wimbleton	0.71	\$54.00	\$1,620.00	\$50.00	\$40.00	\$75.00
26	Southfield Parkways	West side of Southfield, btwn Canterbury & 14 Mile	2.33	\$79.00	\$2,370.00	\$90.00	\$109.00	\$179.00
27	Southfield Lot	West side of Southfield, south of Southlawn	0.47	\$25.00	\$750.00	\$31.00	\$55.00	\$55.00
28	Maple Lot	W. Maple, north side, between Birmingham Museum & Baldwin	3.82	\$27.00	\$810.00	\$47.00	\$45.00	\$79.00
29	Oakland-Woodward Island	Island at Woodward and Oakland, east side of Woodward Ave	0.26	\$12.00	\$360.00	\$24.00	\$45.00	\$35.00
30	555 Islands	Islands btwn Woodward Ave and S Old Woodward, south of Haynes to Lincoln	1.21	\$45.00	\$1,350.00	\$75.00	\$75.00	\$110.00
57	Lincoln-Woodward Bus Stop	West side of Woodward Ave, South of Lincoln	0.01	\$10.00	\$300.00	\$10.00	\$10.00	\$35.00

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application	
Major Streets Properties, cont.								
31	Redding Island	Island at Woodward and Redding, west side of Woodward Ave	0.25	\$16.00	\$480.00	\$32.00	\$32.00	\$35.00
32	Shepardbush Lot	Lot bwn Shepardbush and Tottenham	1.08	\$35.00	\$1,050.00	\$40.00	\$50.00	\$95.00
33	Tottenham Lot	Lot to the south of Tottenham	0.27	\$21.00	\$630.00	\$22.00	\$22.00	\$45.00
Total Major Streets Properties YEAR 3:				\$640.00	\$19,200.00	\$896.00	\$1,209.00	n/a

YEAR 3

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID		Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall Clean-up	Fertilizing/Weed Control per application	x4
	Woodward Avenue								
55	Woodward "Enhanced"	Woodward "Enhanced"	0.89	\$65.00	\$1,950.00	\$299.00	\$350.00	\$110.00	\$440.00
0	Woodward 14 Mile to Big Beaver	Woodward 14 Mile to Big Beaver	9	\$419.00	\$12,570.00	\$508.00	\$708.00	\$515.00	n/a
Total Woodward Avenue YEAR 3:				\$484.00	\$14,520.00	\$807.00	\$1,058.00	n/a	\$440.00

Grass & Noxious Weed Cutting YEAR 3:	Small Lot < 50 linear ft	Large Lot > 50 linear ft
	\$39.00	\$49.00

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application
Parks							
44	Adams Park N. Adams and Ridgedale, south of Roeper School @ 1051 Oakland	1.45	\$89.00	\$2,670.00	\$129.00	\$249.00	\$75.00
47	Barnum Park 746 Purdy	8.92	\$290.00	\$8,700.00	\$355.00	\$872.00	\$535.00
56	Booth Park 475 N Old Woodward	3.93	\$99.00	\$2,970.00	\$117.00	\$375.00	\$175.00
34	Crestview Park Southfield and Southlawn	3.58	\$91.00	\$2,730.00	\$105.00	\$360.00	\$159.00
35	Fairway Park East end of Fairway, east of Pleasant, at the turn	3.39	\$49.00	\$1,470.00	\$100.00	\$240.00	\$75.00
36	Howarth Park Davis and Cummings	1.98	\$59.00	\$1,770.00	\$100.00	\$190.00	\$103.00
2	Kenning Park Complex 2300 E Lincoln	21.71	\$346.00	\$10,380.00	\$150.00	\$2,500.00	\$1,270.00

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application
Parks, cont.							
37	Kenning Park 2 Corner of S. Eton & E. Lincoln, south of 1081 S Eton	0.6	\$24.00	\$720.00	\$50.00	\$40.00	\$70.00
38	Linden Park Shirley and W. Lincoln	7.37	\$99.00	\$2,970.00	\$175.00	\$75.00	\$325.00
38	Linn Smith Park Southfield, north of W. Lincoln	1.1	\$75.00	\$2,250.00	\$150.00	\$75.00	\$175.00
38	Lower Baldwin W. Maple, south side, west of Valley View	1.58	\$51.00	\$1,530.00	\$75.00	\$100.00	\$95.00
48	Martha Baldwin Park Maple and Southfield	1.56	\$84.00	\$2,520.00	\$84.00	\$315.00	\$95.00
41	Quarton Lake Oak and Lakeside	6.28	\$239.00	\$7,170.00	\$375.00	\$575.00	\$395.00
42	Waterfall Park W. Maple, west of Baldwin, north side	1.49	\$44.00	\$1,320.00	\$88.00	\$125.00	\$95.00
45	Manor Park Shepardbush, west of Adams	7.38	\$131.00	\$3,930.00	\$121.00	\$399.00	\$595.00
39	Pembroke Park N. Eton and Buckingham	5.3	\$119.00	\$3,570.00	\$129.00	\$499.00	\$219.00

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID		Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application
Parks, cont.								
40	Poppleton Park	Woodward Ave borders park to the west	15.86	\$415.00	\$12,450.00	\$675.00	\$1,245.00	\$1,450.00
46	Quarton Tennis Courts	Oak and N Glenhurst Course	0.43	\$32.00	\$960.00	\$120.00	\$320.00	\$70.00
62	Springdale Park	316 Strathmore Rd	3.7	\$109.00	\$3,270.00	\$150.00	\$150.00	\$290.00
43	St. James Park	Edgewood, south of Lincoln	5.98	\$129.00	\$3,870.00	\$125.00	\$150.00	\$275.00
Total Parks YEAR 4:				\$2,574.00	\$77,220.00	\$3,373.00	\$8,854.00	n/a

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID		Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application
City Properties								
1	Birmingham Museum (Allen & Hunter House)	556 W. Maple	2.83	\$79.00	\$2,370.00	\$79.00	\$275.00	\$190.00
5 & 6	Willits Lots	Directly North of 556 W. Maple, off Willits	1.5	\$29.00	\$870.00	\$60.00	\$60.00	\$100.00
4	Blackburn Property	W. Lincoln, east of bridge at Shirley	0.73	\$30.00	\$900.00	\$60.00	\$60.00	\$85.00
8	Buckingham Lot	Cambridge and Buckingham	0.35	\$35.00	\$1,050.00	\$50.00	\$60.00	\$55.00
58	Greenwood Cemetery	North side of Oak, betwn N. Old Woodward and Lakeside	7.7	\$490.00	\$14,700.00	\$1,500.00	\$2,400.00	\$975.00
7	Lawndale Property	Oakland and Lawndale	0.12	\$8.00	\$240.00	\$50.00	\$50.00	\$45.00
3	Penistone Alley	Off Penistone, btwn 14 Mile Rd and Bradford	0.11	\$14.00	\$420.00	\$30.00	\$28.00	\$45.00
Total City Properties YEAR 4:				\$685.00	\$20,550.00	\$1,829.00	\$2,933.00	n/a

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application
Well Sites							
49	Pumphouse Park 1790 Norfolk	0.2	\$10.00	\$300.00	\$40.00	\$30.00	\$35.00
50	Redding Well Redding and Lakeside	0.38	\$16.00	\$480.00	\$70.00	\$50.00	\$60.00
51	Derby Tank Derby, east of Adams	3.57	\$109.00	\$3,270.00	\$225.00	\$150.00	\$240.00
60	Hunter Tank East of Woodward, North of Maple, adjacent to Kroger	0.2	\$18.00	\$540.00	\$25.00	\$40.00	\$40.00
52	South Well Southfield Rd, south of Wakefield	0.3	\$18.00	\$540.00	\$75.00	\$50.00	\$40.00
53	Lincoln Well Park W. Lincoln, south side, east of S. Glenhurst	2.24	\$71.00	\$2,130.00	\$125.00	\$75.00	\$190.00
54	Baldwin Well W. Maple, west of Baldwin	0.55	\$18.00	\$540.00	\$75.00	\$75.00	\$70.00
Total Well Sites YEAR 4:			\$260.00	\$7,800.00	\$635.00	\$470.00	n/a

YEAR 4

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached attached hereto and made a part thereof:

Map ID		Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application
	Local Streets Properties							
9	Linden-Hawthorne Island	Linden & Hawthorne	0.24	\$13.00	\$390.00	\$40.00	\$40.00	\$40.00
10	Aten Ct Island	End of Aten Ct	0.02	\$7.00	\$210.00	\$40.00	\$40.00	\$35.00
11	Glenhurst-Argyle Island	Glenhurst & Argyle	0.22	\$13.00	\$390.00	\$40.00	\$40.00	\$40.00
12	Avon-Radnor Island	Avon & Radnor	0.09	\$13.00	\$390.00	\$40.00	\$40.00	\$35.00
13	Woodlea Deadend	End of Woodlea	0.61	\$14.00	\$420.00	\$40.00	\$40.00	\$60.00
14	Latham-Northlawn Island	Latham & Northlawn	0.08	\$14.00	\$420.00	\$40.00	\$40.00	\$35.00
15	Norfolk Island	Norfolk, btwn Latham and Wakefield	0.18	\$11.00	\$330.00	\$40.00	\$40.00	\$35.00
16	Kenwood Ct	End of Kenwood	0.01	\$12.00	\$360.00	\$40.00	\$40.00	\$35.00
61	Westboro	End of Westboro	0.01	\$10.00	\$300.00	\$25.00	\$50.00	\$35.00
65	Donmar Court	End of Donmar Ct	0.01	\$17.00	\$510.00	\$40.00	\$30.00	\$35.00
17	Stanley Islands	Stanley, btwn Lincoln and 14 mile Rd	0.78	\$99.00	\$2,970.00	\$116.00	\$116.00	\$245.00
Total Local Streets Properties YEAR 4:				\$223.00	\$6,690.00	\$501.00	\$516.00	n/a

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID		Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application
	Major Streets Properties							
59	North Old Woodward Islands	North Old Woodward, btwn Oak & Oakland	0.2	\$12.00	\$360.00	\$30.00	\$30.00	\$35.00
64	South Old Woodward Islands	5 median islands between Landon and Daines	0.15	\$65.00	\$1,950.00	\$65.00	\$250.00	\$99.00
59	Gallery District Lawn Squares	North Old Woodward, East Side, btwn Ravine & Pkg Lot 6	0.01	\$15.00	\$450.00	\$50.00	\$60.00	\$35.00
18	Woodward-Worth Island	Island at S. Worth & Woodward Ave. Across from 1077 S. Worth	0.06	\$12.00	\$360.00	\$30.00	\$30.00	\$35.00
19	Maple- Larchlea Island	W. Maple & Larchlea	0.19	\$10.00	\$300.00	\$30.00	\$30.00	\$35.00
20	Maple-Radnor Island	W. Maple & Radnor	0.06	\$10.00	\$300.00	\$30.00	\$30.00	\$35.00
21	Maple Parkways	North side of Maple, from Lakepark to Fairfax	0.63	\$49.00	\$1,470.00	\$90.00	\$120.00	\$200.00
22	Lincoln Islands	Median Islands on W. Lincoln, between Southfield and Cranbrook	1.1	\$116.00	\$3,480.00	\$90.00	\$116.00	\$200.00
23	Glenhurst-Midvale Island	Island at S. Glenhurst and Midvale	0.08	\$15.00	\$450.00	\$30.00	\$30.00	\$35.00
24	Woodward Parkway	East side of Woodward Ave, north of Wimbleton	0.08	\$12.00	\$360.00	\$30.00	\$30.00	\$35.00

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application	
Major Streets Properties, cont.								
25	Adams Parkways	West side of N Adams, north of Wimbleton	0.71	\$54.00	\$1,620.00	\$50.00	\$40.00	\$75.00
26	Southfield Parkways	West side of Southfield, btwn Canterbury & 14 Mile	2.33	\$79.00	\$2,370.00	\$90.00	\$109.00	\$179.00
27	Southfield Lot	West side of Southfield, south of Southlawn	0.47	\$25.00	\$750.00	\$31.00	\$55.00	\$55.00
28	Maple Lot	W. Maple, north side, between Birmingham Museum & Baldwin	3.82	\$27.00	\$810.00	\$47.00	\$45.00	\$79.00
29	Oakland-Woodward Island	Island at Woodward and Oakland, east side of Woodward Ave	0.26	\$12.00	\$360.00	\$24.00	\$45.00	\$35.00
30	555 Islands	Islands btwn Woodward Ave and S Old Woodward, south of Haynes to Lincoln	1.21	\$45.00	\$1,350.00	\$75.00	\$75.00	\$110.00
57	Lincoln-Woodward Bus Stop	West side of Woodward Ave, South of Lincoln	0.01	\$10.00	\$300.00	\$10.00	\$10.00	\$35.00

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID	Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall-Clean-up	Fertilizing/Weed Control per application	
Major Streets Properties, cont.								
31	Redding Island	Island at Woodward and Redding, west side of Woodward Ave	0.25	\$16.00	\$480.00	\$32.00	\$32.00	\$35.00
32	Shepardbush Lot	Lot bwn Shepardbush and Tottenham	1.08	\$35.00	\$1,050.00	\$40.00	\$50.00	\$95.00
33	Tottenham Lot	Lot to the south of Tottenham	0.27	\$21.00	\$630.00	\$22.00	\$22.00	\$45.00
Total Major Streets Properties YEAR 4:				\$640.00	\$19,200.00	\$896.00	\$1,209.00	n/a

City of Birmingham

PROPOSAL FORM- LAWN MAINTENANCE SERVICES- PARKS/CITY PROPERTIES

We the undersigned as proposer, propose to furnish the City of Birmingham, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Map ID		Location	Acres	Mowing, Edging, Cleaning of Lawn Areas, per cut (weekly)	x 30 cuts	Spring Clean-up	Fall Clean-up	Fertilizing/Weed Control per application	x4
	Woodward Avenue								
55	Woodward "Enhanced"	Woodward "Enhanced"	0.89	\$65.00	\$1,950.00	\$299.00	\$350.00	\$110.00	\$440.00
0	Woodward 14 Mile to Big Beaver	Woodward 14 Mile to Big Beaver	9	\$419.00	\$12,570.00	\$508.00	\$708.00	\$515.00	n/a
Total Woodward Avenue YEAR 4:				\$484.00	\$14,520.00	\$807.00	\$1,058.00	n/a	\$440.00

Grass & Noxious Weed Cutting YEAR 4:	Small Lot < 50 linear ft	Large Lot > 50 linear ft
	\$39.00	\$49.00

ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM

For Parks and City Property Lawn Maintenance Services

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 City.

Adam Janusch 2-26-2024
PREPARED BY DATE
(Print Name)

Owner 2-26-24
TITLE DATE

 adam@birminghamlm.com
AUTHORIZED SIGNATURE E-MAIL ADDRESS

Birmingham Lawn Mtce.
COMPANY

4760 Hatchery Rd - Waterford, MI 48329
ADDRESS PHONE 248-673-1740

N/A
NAME OF PARENT COMPANY PHONE

N/A
ADDRESS

38-2359084
TAXPAYER I.D.#

ATTACHMENT E – SITE VISIT
For Parks and City Property Lawn Maintenance Services

In order for the bid to be considered valid, all sites must be visited and evaluated.

SITE VISIT



Our company visited all properties

Date of visit: February 19-24, 2024



Our company did not visit all properties

Reason: _____



POWER OF ATTORNEY

SELECTIVE INSURANCE COMPANY OF AMERICA, a New Jersey corporation having its principal office at 40 Wantage Avenue, in Branchville, State of New Jersey ("SICA"), pursuant to Article VII, Section 1 of its By-Laws, which state in pertinent part:


The Chairman of the Board, President, Chief Executive Officer, any Executive Vice President, any Senior Vice President or any Corporate Secretary may, from time to time, appoint attorneys in fact, and agents to act for and on behalf of the Corporation and they may give such appointee such authority, as his/her certificate of authority may prescribe, to sign with the Corporation's name and seal with the Corporation's seal, bonds, recognizances, contracts of indemnity and other writings obligatory in the nature of a bond, recognizance or conditional undertaking, and any of said Officers may, at any time, remove any such appointee and revoke the power and authority given him/her.

does hereby appoint **Hannah Hemmerling**

, its true and lawful attorney(s)-in-fact, full authority to execute on SICA's behalf fidelity and surety bonds or undertakings and other documents of a similar character issued by SICA in the course of its business, and to bind SICA thereby as fully as if such instruments had been duly executed by SICA's regularly elected officers at its principal office, in amounts or penalties not exceeding the sum of: **\$1,000,000.00**

Signed this 1st day of March, 2024

SELECTIVE INSURANCE COMPANY OF AMERICA

By: 
Brian C. Sarisky
Its SVP, Strategic Business Units, Commercial Lines

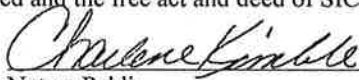


CERTIFIED COPY

STATE OF NEW JERSEY :
:ss. Branchville
COUNTY OF SUSSEX :

On this 1st day of March, 2024 before me, the undersigned officer, personally appeared Brian C. Sarisky, who acknowledged himself to be the Sr. Vice President of SICA, and that he, as such Sr. Vice President, being authorized to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as Sr. Vice President and that the same was his free act and deed and the free act and deed of SICA. B4303904

Charlene Kimble
NOTARY PUBLIC
STATE OF NEW JERSEY
ID # N/A
MY COMMISSION EXPIRES 6/2/26


Notary Public



The power of attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of SICA at a meeting duly called and held on the 6th of February 1987, to wit:

"RESOLVED, the Board of Directors of Selective Insurance Company of America authorizes and approves the use of a facsimile corporate seal, facsimile signatures of corporate officers and notarial acknowledgements thereof on powers of attorney for the execution of bonds, recognizances, contracts of indemnity and other writing obligatory in the nature of a bond, recognizance or conditional undertaking."

CERTIFICATION

I do hereby certify as SICA's Corporate Secretary that the foregoing extract of SICA's By-Laws and Resolution is in full force and effect and this Power of Attorney issued pursuant to and in accordance with the By-Laws is valid.

Signed this 1st day of March, 2024.


Michael H. Lanza, SICA Corporate Secretary



Important Notice: If the bond number embedded within the Notary Seal does not match the number in the upper right-hand corner of this Power of Attorney, contact us at 973-948-3000.

B91 (4-14)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/12/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Core Insurance Group LLC 50787 Corporate Dr Shelby Township MI 48315	CONTACT NAME: Melissa Kahn	PHONE (A/C, No, Ext): (248) 847-2673	FAX (A/C, No):
	E-MAIL ADDRESS: mellissak@coreinsured.com		
INSURED Birmingham Lawn Maintenance & Snow Removal Inc. 9926 26 Mile Rd Casco Township MI 48064	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Frankenmuth Insurance Company		
	INSURER B: Accident Fund Insurance Company of America		
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES **CERTIFICATE NUMBER:** Birmingham 24/25 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> WOS, AI, PNC GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		6736121	02/12/2024	02/12/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> AI WOS <input checked="" type="checkbox"/> PNC			6736120	02/12/2024	02/12/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			6736121	02/12/2024	02/12/2025	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	AF WCP 10011279	02/12/2024	02/12/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Pesticide/Herbicide Applicator Limited Pollution Coverage			6736121	02/12/2024	02/12/2025	Liability Llimit 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The City of Birmingham, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers are Additional Insured with respects to the General Liability when required written contract or agreement with the insured. Primary & Non Contributory applies as outlined in form CG CW CT0002 Endorsement - Thlrty (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 Commercial General Liability includes Contractual Liability, Independent Contractors Coverage; Broad Form General Liability Extensions or equivalent

CERTIFICATE HOLDER City of Birmingham 151 Martin St., P.O. Box 3001 Birmingham MI 48012	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

© 1988-2015 ACORD CORPORATION. All rights reserved.

**ATTACHMENT A - AGREEMENT OF
Parks and City Property Lawn Maintenance Services**

THIS AGREEMENT is entered into this ___ day of _____, 2024, by and between the **CITY OF BIRMINGHAM**, whose address is 151 Martin Street, Birmingham, MI 48009 (hereinafter referred to as the City) and Birmingham Lawn Maintenance and Snow Removal, Inc., whose address is 4760 Hatchery Road Waterford, MI 48329, (hereafter referred to as Contractor and the foregoing shall collectively be referred to as the parties, and effective upon the date of the Mayor's signature.

WHEREAS, the City desires of having lawn maintenance services performed at various parks and city property in the City of Birmingham, as well as having grass mowed and trimmed for certain private lots that are determined by the Department of Public Services to be in violation of the City's Grass and Noxious Weeds ordinance, performed on its behalf.

WHEREAS, the City has heretofore advertised for bids for the procurement and performance of services required to perform lawn maintenance services, and private lot mowing for properties deemed by the City of Birmingham as in violation of the City's ordinance, and in connection therewith has prepared a request for sealed proposals ("RFP"), which includes certain instructions to bidders, specifications, terms and conditions.

NOW, THEREFORE, in consideration of the foregoing preambles, the adequacy of which is acknowledged by and between the parties to this Agreement, the parties agree as follows:

1. **MUTUALLY AGREE:** It is mutually agreed by and between the parties that the documents consisting of the Request for Proposal to provide landscape services and the Contractor's cost proposal dated March 1, 2024 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. **TERM:** This Agreement shall have a term of years (1) year from the date stated above excluding the warranty period. The City shall have the right to unilaterally terminate this Agreement on thirty (30) days written notice. In the event of termination, the Contractor shall receive compensation for services to the date the termination takes effect. The contract period shall be four (4) years in length commencing on April 15, 2024 and ending December 15, 2027. The City, at its sole discretion, may extend this contract for an additional two (2) years using 2027 pricing, ending December 15, 2029, upon thirty (30) days written notice.
3. **TERMS OF PAYMENT:** The Contractor will invoice monthly for all labor supplied and work completed. In no event shall invoices be submitted more than 45 days after completion of services. Submitted invoices shall include the following detailed information: the type of work performed, the time spent on the work, the individual who performed the work and the per hour billing rate charged. The City may, at its sole discretion demand review and the right to request at any time further detailed accounting information for any or all bills. The right to inspection of any bill and

invoice shall never be at any cost or billings to the City, nor shall preparation of said invoices be billed to the City or against the general retainer. Payment terms will be net 30 days unless otherwise specified by the City. Contractor shall employ personnel of good moral character and fitness in performing all services under this Agreement.

4. INSURANCE SUBMISSION REQUIREMENTS: The Contractor has submitted proof to the City that it meets all City insurance requirements. Insurance, with coverage amounts at no less than the City's minimum requirements, must be held by the Contractor throughout the term of this Agreement. Certificates of insurance as stated below will be required no later than five (5) business days from the date of Contractor acceptance of the terms of this Agreement.

5. CONFIDENTIAL AND OR PROPRIETARY INFORMATION: The Contractor 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 Contractor recognizes that unauthorized exposure of such confidential or proprietary information could irreparably damage the City. Therefore, the Contractor agrees to use reasonable care to safeguard the confidential and proprietary information and to prevent the unauthorized use or disclosure thereof. The Contractor 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 Contractor further agrees to use such confidential or proprietary information only for the purpose of performing services pursuant to this Agreement.

6. INDEPENDENT CONTRACTOR: The Contractor and the City agree that the Contractor is acting as an independent contractor with respect to the Contractor role in providing services to the City pursuant to this Agreement, and as such, shall be liable for its own actions and neither the Contractor nor its employees shall be construed as employees of the City. 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 nor the Contractor 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 Contractor shall not be considered entitled or eligible to participate in any benefits or privileges given or extended by the City, or be deemed an employee of the City for purposes of federal or state withholding taxes, FICA taxes, unemployment, workers' compensation or any other employer contributions on behalf of the City.

7. COMPLIANCE WITH LAWS: Contractor agrees to fully and faithfully carry out the duties of set forth herein using its best efforts in accomplishing all assignments from the City, and further, in addition to upholding all federal, and state laws and applicable codes of professional conduct to which Contractor is subject, Contractor hereby agrees to be bound by all Federal, State, or City of Birmingham ordinances, rules, regulations and policies as are amended from time to time, and including without limitation the Fair Labor Standards Act, the Equal Employment Opportunity rules and regulations, the Transportation Safety Act and the Occupational Safety and Health Acts.

8. NON-COMPLIANCE WITH INSURANCE REQUIREMENTS: Failure to deliver and maintain insurance in accordance with the terms of this Agreement will be cause for the City, by and through its City Manager, to terminate this Agreement, or at the City's option, the City may

purchase on the open market such required insurance and shall be entitled to charge any additional cost to the Contractor, either by offset to any amounts due and owing Contractor for services provided to the City, or, by separate bill and demand for payment. Nothing in this paragraph shall be deemed to create or be interpreted as establishing a "for cause" termination; Contractor agrees and understands that its engagement is at will and may be terminated by the City Manager for any cause or no cause.

9. INDEMNIFICATION: To the fullest extent permitted by law, the Contractor and any entity or person for whom the Contractor 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 their behalf 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, its elected and appointed officials, employees, volunteers or others working on their behalf, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arise out of the acts, errors or omissions of the Contractor including its employees and agents, in the performance of 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.

10. STANDARD INSURANCE REQUIREMENTS: The Contractor shall maintain during the life of this Agreement the applicable types of insurance coverage and minimum limits as set forth below:

A. Workers' Compensation Insurance:

For Non-Sole Proprietorships: Contractor 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.

For Sole Proprietorships: Contractor shall complete and furnish to the City prior to the commencement of work under this Agreement a signed and notarized Sole Proprietor Form, for sole proprietors with no employees or with employees, as the case may be.

B. Commercial General Liability Insurance: Contractor 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) Contractor 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: Contractor 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. Pollution Liability Insurance: Contractor 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.
- E. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following Additional Insureds: The City of Birmingham, 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. Coverage Expiration: If any of the above coverages expire during the term of this Agreement, Contractor shall deliver renewal certificates and/or policies to the City at least (10) days prior to the expiration date.
- F. Proof of Insurance Coverage: Contractor 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, or a signed and notarized copy of the Sole Proprietor Form;
 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, if applicable;
 5. If so requested, Certified Copies of all policies mentioned above will be furnished.
- G. Maintaining Insurance: Upon failure of the Contractor 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.

11. WRITTEN NOTICES: Written notices regarding this Agreement shall be addressed to the following:

City: City of Birmingham
P.O. Box 3001
Birmingham, Michigan 48012
Attn: Scott D. Zielinski, P.E.

Contractor: Birmingham Lawn Shop 4760 Hatcherly Rd
Admin Office 9926 Marine City Hwy Office Waterford, MI 48329
Caseo, MI 48064
Attn: Adam Jarusch

12. COVID: The Contractor shall follow all of the City's COVID-19 safety protocols while on City property. Additionally, Contractor staff which will be in physical contact with city staff must have current vaccinations against COVID-19. The City, at its discretion, may ask for proof of vaccination of Contractor staff. Failure to provide proof of vaccination when requested will cause the City to request un-vaccinated personnel to leave, request alternate staff, and if the Contractor is unable to comply, this violation of safety protocols will constitute a breach of contract by the Contractor.

13. AMENDMENTS: No amendment, modification or supplement to this Agreement shall be binding unless it is in writing and signed by authorized representatives of the parties.

14. WAIVER OF BREACH: No waiver by either party of any breach of any of the terms, covenants or conditions herein contained by the other party shall be construed as a waiver of any succeeding breach of this same or of any other term, covenant or condition.

15. COMPLETE AGREEMENT: The parties agree that the conditions set forth in this Agreement sets forth all terms and conditions of Contractor agreement with the City of Birmingham. This Agreement supersedes all prior agreements or understandings between the parties. There are no promises, conditions or understandings other than those stated herein, and, that any prior negotiations, terms or conditions discussed between the City and the Contractor shall not constitute a part of this Agreement. The term "agreement" as used in this clause shall include any future written amendments, modifications, or supplements made in accordance herewith.

16. DIRECT OR INDIRECT INTEREST: If, after the effective date of this Agreement, any official of the City, 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 Contractor, the City shall have the right to terminate this Agreement without further liability to the Contractor if the disqualification has not been removed within thirty (30) days after the City has given the Contractor 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.

17. FAILURE TO PERFORM. If Contractor fails to perform its obligations hereunder, the City may take any and all remedial actions provided by the general specifications or otherwise permitted by law.

18. LEGAL PROCEEDINGS: 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 a federal or state court with jurisdiction over Oakland County, Michigan.

19. RESPONSE TO REQUESTS FOR PROPOSALS: The Contractor shall be held to and bound by all terms, conditions, warranties and representations which it made in its written response dated March 1, 2024 to the City's Request for Proposals dated February 14, 2024 (attached hereto as Attachment "B"). In the event of a conflict in any of the terms of this Agreement and the Contractor's written response, the terms of this Agreement shall prevail.

20. FAIR PROCUREMENT OPPORTUNITY: Procurement for the City of Birmingham 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 of Birmingham.

21. SUSTAINABLE EQUIPMENT CLAUSE: If a successful bidder claimed to use sustainable equipment as bid as part of their bid proposal, and the City relied upon that representation, and relied upon that representation to execute this agreement, and in the event the successful bidder uses any equipment instead of the proposed sustainable equipment as represented, the City is entitled to a refund of 10% of the cost charged by the Contractor to the City for each property serviced utilizing equipment other than the equipment represented in the bid proposal.

IN WITNESS WHEREOF, the parties hereto agree to be bound by the above terms and conditions, and Contractor, by its authorized signature below, expressly accepts this Agreement upon the above provided terms and conditions contained in this Agreement as of the date provided below the signature of Mayor Elaine McLain on the following page.

Contractor:
By: [Signature]
Its: owner
Adam Janusch

STATE OF MICHIGAN)
) ss:
COUNTY OF OAKLAND)

On this 12th day of March, 2024 before me personally appeared Adam Janusch, who acknowledged that with authority on behalf of Birmingham Lawn to

do so he/she signed this Agreement.

[Signature]

Macomb County, Michigan
Acting in oakland County, Michigan
My commission expires: 8-4-2025



CITY OF BIRMINGHAM:

By: _____

Elaine McLain, Mayor

On the date of: _____

By: _____

Alexandria D. Bingham, City Clerk

APPROVED:

Jana L. Ecker, City Manager
(Approved as to substance)

Scott D. Zielinski, P.E., Director of Public Services
(Approved as to substance)

Mary M. Kucharek, City Attorney
(Approved as to form)

Mark A. Gerber, Finance Director
(Approved as to Financial Obligation)



MEMORANDUM

Department of Public Services

DATE: March 11, 2024
TO: Jana L. Ecker, City Manager
FROM: Carrie Laird, Parks and Recreation Manager
APPROVED: Scott Zielinski, DPS Director
SUBJECT: Michigan Natural Resources Trust Fund Grant Application

INTRODUCTION:

Administered by the Michigan Department of Natural Resources (MDNR), the Michigan Natural Resources Trust Fund (MNRTF) grants support state and local units of government with acquisition and development projects that promote natural resource based public recreation opportunities.

Communities must include an approved resolution by their governing body in order to apply.

BACKGROUND:

The Department Public Services plans to apply for a MDNR Trust Fund grant to be applied toward the Booth Park Section of Trail Improvements. To be eligible to apply, local communities must have an up to date five (5) year Parks and Recreation Plan on file with the State of Michigan.

Trail improvements are slated as a priority project as part of the approved Parks and Recreation Bond. The City Commission accepted the Trail Improvement Concept Plan in September of 2023 and authorized pursuing the development of the Booth Park Section of the Trail Improvement Concept Plan. The Booth Park Entry Plaza and Trail Improvements is our next priority project in the queue, to accomplish with Parks and Recreation Bond funding. We have a concept plan, cost estimate, and are planning for funding available for a match in 2024-2025. Additionally, we are expecting the award of Professional Design Services for this project to prepare designs and specifications over the next few months to prepare for the construction project, anticipated to begin in the spring of 2025.

The Booth Park Entry Plaza and Trail Improvements project will incorporate green infrastructure and sustainability features where suitable, gardens, trees, seating and gathering areas designed for intensive use, a restroom facility, trail entry identifiers and connectivity improvements including confidence markers and wayfinding in navigating from Booth Park to the rest of the trail system.

The City will ask for grant funding for the Booth Park Section of the Trail Improvements Plan only.

The Department continues to explore other grant opportunities as we move forward with park development projects. We have been awarded a pre-development grant to apply toward the cost of preparing designs and construction specifications for the Booth Park Section of the Trail Improvements project from the 2023 Oakland County Parks and Recreation Trailways program as well.

LEGAL REVIEW:

The City Attorney has reviewed the resolution and has no objection.

FISCAL IMPACT:

This grant would potentially award Birmingham up to \$266,000 to apply toward the cost of the Booth Park Section of the Trail Improvements project. Funding for the Trail Improvements project including the Booth Park corner feature is budgeted and available with Parks and Recreation Bond Funding, with the upcoming next bond issue this year. Matching funds are not required, but encouraged. A local match of at least 51% is included in the application.

PUBLIC COMMUNICATION:

The Department has communicated its intention of applying for this grant with the Parks and Recreation Board. Should Birmingham be awarded a MNRTF grant, it will be communicated through all appropriate avenues.

SUSTAINABILITY:

This project's vision includes sustainable features that will be incorporated as part of the application.

SUMMARY:

The Department of Public Services recommends approving the attached resolution so that Birmingham may apply for the Michigan Department of Natural Resources Trust Fund Grant.

ATTACHMENTS:

- Resolution of Authorization for Birmingham to apply for a grant from the Michigan Natural Resources Trust Fund
- [Michigan Natural Resources Trust Fund Program Overview](#)

SUGGESTED COMMISSION ACTION:

Make a motion adopting and approving the attached resolution, authorizing Birmingham to apply for a Michigan Natural Resource Trust Fund grant through the Michigan Department of Natural Resources, and further directing the City Clerk to sign the resolution.

**CITY OF BIRMINGHAM
OAKLAND COUNTY, MICHIGAN**

**RESOLUTION TO AUTHORIZE AN APPLICATION TO THE MICHIGAN
DEPARTMENT OF NATURAL RESOURCES GRANT FUND**

Resolution # _____

At a regular meeting of the Birmingham City Commission, held in the Commission Room at the Birmingham Municipal Building (151 Martin St., Birmingham MI) on March 18, 2024, the following resolution was offered:

WHEREAS, each year the Michigan Natural Resources Trust Fund (“MNRTF”) invites state and local units of government in Michigan to submit proposals for the development of land for natural resource-based public outdoor recreation; and

WHEREAS, the City of Birmingham adopted a required 5-year, year 2024 – 2028, Parks and Recreation Master Plan on December 18, 2023; and

WHEREAS, the 2024-2028 Parks and Recreation Master Plan’s Strategic Action Plan includes the completion of the Rouge River Trail Corridor improvements as conceptually described in the City of Birmingham’s Trail Concept Improvement Plan; and

WHEREAS, completion of the Trail Concept Improvement Plan would greatly advance and improve access to natural resource-based public outdoor recreational opportunities by increasing access to the Rouge River and increasing the accessibility of the trail system, and funding is necessary to Booth Park Entry Plaza, Trail Entry, Restroom Building and Landscape Improvements; and

WHEREAS, the Birmingham City Commission supports the submission of an application titled “Booth Park Entry Plaza and Trail Improvements” for development of the Booth Park Entry Plaza, Trail Entry, Restroom Building and Landscape Improvements; and

WHEREAS, the estimated cost of construction of the Booth Park Entry Plaza, Trail Entry, Restroom Building and Landscape Improvements is **\$543,400**; and

WHEREAS, the City of Birmingham has made a financial commitment to the project in the amount of a minimum of **\$277,400** matching funds (approximately **51%**), in cash or in other grant funds; and

WHEREAS, the City of Birmingham accepts the long-term grant obligations, which include:

- The land included in the boundary of the project site must remain open to public outdoor recreation use in perpetuity.
- The grantee must maintain the site, including any other facilities constructed with grant assistance, and include access in compliance with the 2010 ADA Standards for Accessible Design.
- Installation of a 12” x 18” MNRTF plaque.; and

WHEREAS, the public was invited to comment and provide input on the City of Birmingham's application to the MNRTF at the City Commission's regular meeting held on March 18, 2024.

NOW THEREFORE BE IT RESOLVED, the City of Birmingham hereby authorizes the submission of a MNRTF Grant application for **\$266,000** and further resolves to make available its financial obligation amount of **\$277,400** in the **2024-2025** fiscal year.

Yeas:

Nays:

Absent:

I, _____, (title), do hereby certify that the foregoing is a true and original copy of a resolution adopted by the City of Birmingham at a regular meeting thereof held on the 18th day of March 2024.



MEMORANDUM

Fire Department

DATE: March 11, 2024

TO: Jana L. Ecker, City Manager

FROM: Matthew J. Bartalino, Assistant Fire Chief

SUBJECT: 2023 Multi-Jurisdictional Oakland County Hazard Mitigation Plan

INTRODUCTION:

The Federal Emergency Management Agency (FEMA) requires local governments to develop a Hazard Mitigation Plan (HMP). The purpose of the HMP is to ensure Oakland County, Michigan and the participating cities, villages, and townships qualify for federal funding, before and after a disaster occurs. The HMP identifies common threats and hazards the County faces and develops common mitigation strategies, ensuring a comprehensive and County-wide approach is used.

Every five years when the plan is revised, Birmingham adopts the current plan to remain eligible for FEMA hazard mitigation grant funding.

BACKGROUND:

The City of Birmingham operates its own emergency management program. The Fire Chief serves as the Emergency Management Coordinator for the City of Birmingham. An Emergency Operations Plan (EOP) has been created for the City of Birmingham through its emergency management program. The EOP is built upon the Oakland County Hazard Mitigation Plan.

The Oakland County HMP was created in 2005. It was updated in 2011/2012 to better understand natural and man-made hazards and their impacts and to identify ways to mitigate those hazards to protect the health, safety, and economic interests of its residents. The plan was again updated in 2017/2018. The current 2023 update includes each of the 62 communities within Oakland County and builds on the previous updates. Birmingham participated in the planning process for the development of this plan, providing information specific to local hazard priorities, identifying desired hazard mitigation strategies, and reviewing the draft plan. The HMP is reviewed and revised every five years.

FEMA has approved the 2023 Multi-Jurisdictional Oakland County Hazard Mitigation Plan pending adoption by local municipalities. This plan is essential for identifying, assessing, and mitigating the various risks and vulnerabilities our community faces, ranging from natural disasters to

human-caused incidents. The plan also enables us to access federal funding and resources for mitigation projects and initiatives. Failure to adopt the plan would jeopardize grant funds for our community, including grant requests for projects from the Water Resource Commission, the Road Commission of Oakland County, or similar entities.

LEGAL REVIEW:

A legal review was conducted and no legal issues were of concern.

FISCAL IMPACT:

Without approval of the HMP, federal funding and resources could be jeopardized.

SUSTAINABILITY:

N/A

PUBLIC COMMUNICATIONS:

The County Commissioners approved this plan at a public meeting. This memo has been published on the agenda.

SUMMARY:

It is recommended that the City Commission accept the 2023 Multi-Jurisdictional Oakland County Hazard Mitigation Plan for the City of Birmingham and have the resolution signed by the Mayor and City Clerk. This will ensure the City of Birmingham maintains eligibility for FEMA hazard mitigation grant funding.

ATTACHMENTS:

1. Resolution to adopt the 2023 Multi-Jurisdictional Oakland County Hazard Mitigation Plan.
2. [2023 Multi-Jurisdictional Oakland County Hazard Mitigation Plan](#).

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution to approve the 2023 Multi-Jurisdictional Oakland County Hazard Mitigation Plan, in addition, to authorize the Mayor and City Clerk to sign the resolution.

Resolution No. _____

**ADOPTION OF THE 2023 MULTI-JURISDICTIONAL OAKLAND COUNTY
HAZARD MITIGATION PLAN**

WHEREAS, the mission of the City of Birmingham includes the charge to protect the health, safety, and general welfare of the people of Birmingham; and

WHEREAS, Birmingham, Michigan is subject to flooding, tornadoes, winter storms, and other natural, technological, and human hazards; and

WHEREAS, pro-active mitigation of known hazards before and after a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre- and post-disaster hazard mitigation programs; and

WHEREAS, to remain eligible to receive mitigation monies, Oakland County prepared a Hazard Mitigation Plan (the "Plan") for the County and all communities in the County; and

WHEREAS, Birmingham has participated in and completed a planning process for the development of this Plan, providing information specific to local hazard mitigation strategies, and reviewing the draft Plan; and

NOW THEREFORE BE IT RESOLVED by the Birmingham City Commission that:

1. The 2023 Multi-Jurisdictional Oakland County Hazard Mitigation Plan is hereby adopted as an official plan for the City of Birmingham.
2. The Emergency Management Coordinator is charged with supervising the implementation of the Plan's recommendations, as they pertain to the City of Birmingham and within the funding limitations as provided by the Birmingham City Commission or other sources.

Passed by the Birmingham City Commission on March 18, 2024.

Mayor

Clerk



MEMORANDUM

Planning Division

DATE: March 11, 2024

TO: Jana Ecker, City Manager

FROM: Nicholas Dupuis, Planning Director

SUBJECT: Set Public Hearing for 245 S. Eton – Big Rock Italian Chophouse – Special Land Use Permit Amendment, Final Site Plan & Design Review

INTRODUCTION:

The applicant has submitted a Special Land Use Permit Amendment, Final Site Plan and Design Review application for an addition to an existing food and drink establishment serving alcoholic liquors for on premise consumption in the historic Birmingham Grand Trunk Western Railroad Depot building. The subject site is located on the east side of S. Eton, south of Maple.

The overall project, which is currently under construction, will introduce a new restaurant concept, Big Rock Italian Chophouse, with little change to the existing building and site. The project includes new outdoor dining, replacement of select existing materials, new fixtures/furnishings, new signage, and minor façade changes. The new addition will be located on the south side of the building and will consist of second floor space for the “Club Room.”

BACKGROUND:

On July 12, 2023 ([Agenda](#) – [Minutes](#)), the Planning Board moved to recommend approval of a Special Land Use Permit, Final Site Plan and Design Review application to the City Commission for a new food and drink establishment serving alcoholic liquors for on premise consumption with minor changes to the building/site. On August 28, 2023 ([Agenda](#) – [Minutes](#)), the City Commission moved to approve the Special Land Use Permit, Final Site Plan and Design Review as presented.

On February 28, 2024 ([Agenda](#)), the Planning Board reviewed a Special Land Use Permit Amendment, Final Site Plan and Design Review application for a new addition to the south side of the building and moved to recommend approval to the City Commission with the following conditions:

1. The applicant must gain Design Review approval from the HDC before the public hearing at the City Commission;

2. The applicant provide for trash cans in the outdoor dining area locations approved by the Planning Department; and,
3. The applicant must comply with the requests of all City Departments.

On March 6, 2024 ([Agenda](#)), the Historic District Commission moved to approve the historic Design Review application having determined that the proposal met the Secretary of the Interior Standards for Rehabilitation numbers 1, 2, 5, 9 and 10.

A complete set of updated site/design plans that address any of the conditions of approval from the Planning Board, Historic District Commission and City departments will be provided to the City Commission at the public hearing.

LEGAL REVIEW:

The City Attorney has reviewed this request and has no objections as to form and content.

FISCAL IMPACT:

There are no fiscal impacts for this agenda item.

SUSTAINABILITY:

Not Applicable.

PUBLIC COMMUNICATIONS:

As required for Special Land Use Permit and Final Site Plan Reviews, a legal ad was placed in a newspaper of local circulation to advertise the nature of the request in advance of the February 28, 2024 Planning Board meeting, and notices were sent out to all property owners and tenants within 300 ft. of the property. In addition, a second round of notices will be sent out to advertise the public hearing at the City Commission meeting on April 15, 2024.

SUMMARY:

The Planning Division requests that the City Commission set a public hearing date of April 15, 2024 to consider the Special Land Use Permit Amendment, Final Site Plan and Design Review application for 245 S. Eton – Big Rock Italian Chophouse.

ATTACHMENTS:

Please see attached the following documents:

- Special Land Use Permit Resolution
- Draft Special Land Use Permit Contract
- Planning Board Report
- Current Site/Design Plans

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution to set a public hearing date of April 15, 2024 to consider the Special Land Use Permit Amendment, Final Site Plan and Design Review application for 245 S. Eton – Big Rock Italian Chophouse.

**Big Rock Italian Chophouse
245 S. Eton
Special Land Use Permit Amendment 2024**

WHEREAS, A Special Land Use Permit Amendment application was filed in January 2024 for approval of a new addition to an existing food and drink establishment serving alcoholic liquors for on premise consumption in the historic Birmingham Grand Trunk Western Railroad Depot building at 245 S. Eton;

WHEREAS, The land for which the Special Land Use Permit is sought is located on the east side of S. Eton, south of Maple Rd.;

WHEREAS, The land is zoned B2B (General Business), which permits alcoholic beverage sales for on premise consumption with a Special Land Use Permit;

WHEREAS, Article 7, section 7.34 of Chapter 126, Zoning requires a Special Land Use Permit to be considered and acted upon by the Birmingham City Commission, after receiving recommendations on the site plan and design from the Planning Board for the proposed Special Land Use Permit;

WHEREAS, The Planning Board on February 28, 2024 reviewed the application for a Special Land Use Permit, Final Site Plan and Design Review and recommended approval to the City Commission with the following conditions:

1. The applicant must gain Design Review approval from the HDC before the public hearing at the City Commission;
2. The applicant provide for trash cans in the outdoor dining area locations approved by the Planning Department; and,
3. The applicant must comply with the requests of all City Departments.

WHEREAS, The Historic District Commission on March 6, 2024 reviewed an application for Design Review and moved to approve the addition having determined that the proposal met the Secretary of the Interior Standards for Rehabilitation numbers 1, 2, 5, 9 and 10:

WHEREAS, The applicant has complied with the conditions of approval required by the Planning Board, Historic District Commission and all City Departments;

WHEREAS, The Birmingham City Commission has conducted a public hearing on April 15, 2024, and has reviewed Big Rock Italian Chophouse's Special Land Use Permit Amendment application and the standards for such review as set forth in Article 7, section 7.36 of Chapter 126, Zoning, of the City Code;

NOW, THEREFORE, BE IT RESOLVED, The Birmingham City Commission finds the standards imposed under the City Code have been met, subject to the conditions below, and that Big Rock Italian Chophouse's application for a Special Land Use Permit Amendment, Final Site Plan and Design Review at 245 S. Eton is hereby approved;

BE IT FURTHER RESOLVED, That the City Commission determines that to ensure

continued compliance with Code standards and to protect public health, safety, and welfare, this Special Land Use Permit Amendment is granted subject to the following conditions:

1. Big Rock Italian Chophouse shall abide by all provisions of the Birmingham City Code;
2. Big Rock Italian Chophouse shall comply with the conditions of approval assigned by the Planning Board, Historic District Commission, City Departments, and City Commission; and
3. The Special Land Use Permit may be canceled by the City Commission upon finding that the continued use is not in the public interest.

BE IT FURTHER RESOLVED, That failure to comply with any of the above conditions shall result in termination of the Special Land Use Permit.

BE IT FURTHER RESOLVED, Except as herein specifically provided, Big Rock Italian Chophouse and its heirs, successors, and assigns shall be bound by all ordinances of the City of Birmingham in effect at the time of the issuance of this permit, and as they may be subsequently amended. Failure of Big Rock Italian Chophouse to comply with all the ordinances of the City may result in the Commission revoking the Special Land Use Permit.

BE FURTHER RESOLVED that Big Rock Italian Chophouse is recommended for approval of a new addition to an existing food and drink establishment serving alcoholic liquors for on premise consumption in the historic Birmingham Grand Trunk Western Railroad Depot building, above all others, subject to final inspection.

I, Alexandria Bingham, City Clerk of the City of Birmingham, Michigan, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Birmingham City Commission at its regular meeting held on April 15, 2024.

Alexandria Bingham
City Clerk

CONTRACT FOR A CLASS C LIQUOR LICENSE FOR 245 S. ETON – BIG ROCK ITALIAN CHOPHOUSE

This Contract is entered into this ____ day of _____, 2024 by and between **BIG ROCK CHOPHOUSE VENTURE, LLC**, whose address is 245 S. Eton Street, Birmingham, MI 48009 (Licensee), **ETON STATION, LLC**, whose address is 2051 Villa Ste. 106, Birmingham, MI 48009 (Property Owner), and the **CITY OF BIRMINGHAM**, a Michigan Municipal Corporation, whose address is 151 Martin Street, Birmingham, Michigan 48009 (City).

RECITALS:

WHEREAS, a Special Land Use Permit Amendment application was filed in January 2024 for approval of a new addition to an existing food and drink establishment serving alcoholic liquors for on premise consumption in the historic Birmingham Grand Trunk Western Railroad Depot building at 245 S. Eton,

WHEREAS, the land for which the Special Land Use Permit Agreement is sought is located on the east side of S. Eton, south of Maple Rd.; and,

WHEREAS, the land is zoned B2B (General Business) which permits the sale of alcoholic liquors for on premise consumption with a Special Land Use Permit; and,

WHEREAS, Article 7, Section 7.34 of Chapter 126 Zoning requires a Special Land Use Permit to be considered and acted upon by the Birmingham City Commission after reviewing recommendations on the site plan and design from the Planning Board for the proposed Special Land Use; and,

WHEREAS, the City of Birmingham Commission is granting a contract to Licensee for the approval of the continued use of an on-premises liquor license, Special Land Use Permit.

NOW, THEREFORE, the parties agree as follows:

1. Licensee has a state issued liquor license for use solely at the Property. Any transfer of the aforementioned license from the Property to any other location in the City of Birmingham shall require the approval of the Birmingham City Commission in accordance with Section 10-83 of the City of Birmingham Code of Ordinances. In addition, any expansion of the Property shall also require the approval of the Birmingham City Commission.

2. Licensee further acknowledges that it must maintain a Special Land Use Permit for the sale of alcoholic liquors for on premise consumption as required by the Birmingham City Code of Ordinances. It is agreed that Licensee shall comply with all provisions of the Special Land Use Permit, or any amendments thereto, as a condition of this contract. Licensee further acknowledges and agrees that a violation of any provision of the Special Land Use Permit or the Michigan Liquor Control Code is a violation of the terms of this contract entitling the City to exercise any or all of the remedies provided herein.

3. Licensee acknowledges that no modifications to the site plan, floor plan, elevations or operation of the establishment may be made unless approved by the City Commission through

a Special Land Use Permit Amendment as required in the Zoning Ordinance. Modifications include, but are not limited to, name changes, ownership changes, remodeling, changes in the number of interior or exterior seats, etc.

4. Licensee acknowledges that outdoor dining is permitted with a valid Outdoor Dining License which is applied for and granted annually.

5. Licensee agrees that it shall not apply or seek from the Michigan Liquor Control Commission any permit endorsements to its liquor license whether available in the current Michigan Liquor Control Code or in future Michigan Liquor Control Codes, or amendments thereto, without the prior approval of the Birmingham City Commission.

6. Licensee further agrees that it shall not seek any change in its license status/class whether such changes are available now in the current Michigan Liquor Control Code or in future Michigan Liquor Control Codes, or amendments thereto, without prior approval of the Birmingham City Commission.

7. Licensee agrees that it shall adhere to all Federal, State and Local ordinances currently in effect or as subsequently amended or enacted.

8. Licensee agrees that its failure to follow any of the provisions herein may be grounds for the Michigan Liquor Control Commission to suspend, revoke or not renew its liquor license and/or for the Birmingham City Commission to revoke the Special Land Use Permit, either of which would prohibit Licensee from operating the establishment. Licensee agrees that in addition to the City of Birmingham's right to seek suspension, revocation or non-renewal of its liquor license and/or revocation of the Special Land Use Permit, the City retains any and all rights to enforce this Contract that may be available to it in law or in equity. Licensee further agrees that it shall reimburse the City all of its costs and actual attorney fees incurred by the City in seeking the suspension, revocation or non-renewal of its liquor license and revocation of the Special Land Use Permit, as well as enforcing such other rights as may be available at law and/or in equity.

9. To the fullest extent permitted by law, Licensee and any entity or person for whom Licensee is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City, its elected and appointed officials, employees and volunteers and others working on behalf of the City against any and all claims, demands, suits, or loss, including all costs connected therewith, including all costs and actual attorney fees, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers or others working on behalf of the City, by reason of personal injury, including bodily injury, death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with Licensee's operation of an establishment at the Property. The Licensee is not liable if the act or omission is the City's.

10. In the event Licensee fails to reimburse the City the costs and/or attorney fees as required herein, or any part thereof, then said amount could be transferred to the tax roll in accordance with Section 1-14 of the Birmingham City Code as acknowledged by the Property Owner, ETON STATION, LLC, whose address is 2051 Villa Ste. 106, Birmingham, MI 48009.

11. Any disputes arising under this Contract, not within the jurisdiction of the Michigan

Liquor Control Commission, shall be settled either by commencement of a suit in Oakland County Circuit Court or by compulsory arbitration, at the election of the City. 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 a federal or state court with jurisdiction over Oakland County, Michigan.

12. This contract shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan.

13. If any provision of this contract is declared invalid, illegal or unenforceable, such provision shall be severed from this contract and all other provisions shall remain in full force and effect.

14. The City determines that to ensure continued compliance with Code standards and to protect public health, safety, and welfare, this Special Land Use Permit is granted subject to the following conditions:

- a. Licensee shall abide by all provisions of the Birmingham City Code; and
- b. Licensee shall comply with the conditions of approval assigned by the Historic District Commission, Planning Board and City Commission;
- c. The property owner work with City Staff to provide an easement to the City of up to 5 feet attached to the sidewalk north of the existing historic building for the purpose of an 8'-10' wide shared use path, contingent upon the City receiving a TAP Grant for the proposed S. Eton project, applied for on June 21, 2023 and subsequently amended; and
- d. The Special Land Use Permit may be canceled by the City Commission upon finding, after proper notice and a hearing, that the continued use is not in the public interest.

15. Failure to comply with any of the above conditions may result in termination of the Special Land Use Permit after the licensee has been given notice and a hearing.

16. Except as herein specifically provided, Licensee and its heirs, successors, and assigns shall be bound by all ordinances of the City of Birmingham in effect at the time of the issuance of this permit, and as they may be subsequently amended. Failure of Licensee to comply with all the ordinances of the City may result in the Commission revoking this Special Land Use Permit, after notice and a hearing.

17. Licensee is recommended for the operation of an establishment serving alcoholic beverages for on premise consumption and associated interior/exterior renovations, above all others, subject to final inspection.

18. This Contract shall be binding upon and apply and inure to the benefit of the parties hereto and their respective successors or assigns. The covenants, conditions, and the agreements herein contained are hereby declared binding on the City and Licensee. It is further agreed that there shall be no change, modification, or alteration hereof, except in writing, signed by all of the parties hereto. Neither party shall assign any of the rights under this contract without prior approval, in writing, of the other. Any attempt at assignment without prior written consent shall be void and of no effect.

(This space intentionally left blank)

CITY OF BIRMINGHAM

By: _____
Elaine McLain, Mayor

By: _____
Alexandria D. Bingham, City Clerk

APPROVED:

Jana L. Ecker, City Manager
(Approved as to substance)

Nicholas J. Dupuis, Planning Director
(Approved as to substance)

Mary M. Kucharek, City Attorney
(Approved as to form)



MEMORANDUM

Planning Division

DATE: February 28, 2024

TO: Planning Board Members

FROM: Nicholas Dupuis, Planning Director

SUBJECT: 245 S. Eton – Big Rock – Special Land Use Permit Amendment (SLUP), Final Site Plan & Design Review – Public Hearing

The applicant has submitted a Special Land Use Permit Amendment, Final Site Plan and Design Review application for a new addition to the historic Birmingham Grand Trunk Western Railroad Depot building. The subject site is located on the east side of S. Eton, south of Maple.

On July 12, 2023 ([Agenda – Minutes](#)), the Planning Board moved to recommend approval of a Special Land Use Permit, Final Site Plan and Design Review application to the City Commission for a new food and drink establishment serving alcoholic liquors for on premise consumption with minor changes to the building/site. On August 28, 2023 ([Agenda – Minutes](#)), the City Commission moved to approve the Special Land Use Permit, Final Site Plan and Design Review as presented.

On February 21, 2024 ([Agenda](#)), the Historic District Commission (HDC) reviewed the proposal a second time after postponing the application to offer the applicant an opportunity to revise the site/design plans to better differentiate the addition from the original historic building per the [Secretary of the Interior’s Standards for Rehabilitation](#). The HDC moved to again postpone the project and requested that the new design that was proposed by the applicant, which is the one that is attached to this report, be formally reviewed by the HDC for approval. **The applicant must gain Design Review approval from the HDC before the public hearing at the City Commission.**

The Birmingham Code of Ordinances states that a contract for transfer and a Special Land Use Permit are required for all licenses approved under Chapter 10 – Alcoholic Liquors. The licensee must comply with all provisions of the contract and Special Land Use Permit, and any amendments thereto as a condition of granting of a requested transfer. Accordingly, the applicant must obtain a recommendation from the Planning Board on the Special Land Use and Final Site Plan/Design Review application, which is then reviewed for final consideration by the City Commission.

1.0 Land Use and Zoning

- 1.1 Existing Land Use – The existing site is a vacant two-story commercial building, which is a designated historic resource.
- 1.2 Existing Zoning – B2B (General-Business)
- 1.3 Summary of Adjacent Land Use and Zoning – The following chart summarizes the existing land use and zoning adjacent to and/or in the vicinity of the subject site.

	North	South	East	West
Existing Land Use	Public Property	Commercial/ Residential	Public Property	Residential
Existing Zoning District	PP (Public Property)	MX (Mixed-Use)	PP (Public Property)	R6 (Multiple-Family Residential)
Overlay Zoning District	N/A	N/A	N/A	N/A

2.0 Setback and Height Requirements

There are no issues with the bulk, area or placement of the proposed addition.

3.0 Screening and Landscaping

- 3.1 Dumpster Screening – The existing dumpster enclosure is not proposed to change as a part of the Special Land Use Permit Amendment, Final Site Plan and Design Review application submitted.
- 3.2 Parking Lot Screening – There are no changes proposed to the existing parking lot or existing capped masonry screen wall. The existing screen wall appears to meet current ordinances.
- 3.3 Mechanical Equipment Screening – There are no changes proposed to the previously approved mechanical screening enclosures on site. However, there is a new screening enclosure proposed behind the pitched roof of the addition that will house one new mechanical unit that appears to be fully screened.
- 3.4 Landscaping – There are no changes proposed to most of the previously approved landscaping on site. However, there are minor modifications at the south end that meet the requirements of the Zoning Ordinance.

3.5 Streetscape – There are no new streetscape items proposed as a part of this Special Land Use Permit Amendment and Final Site Plan/Design Review application.

4.0 **Parking, Loading and Circulation**

4.1 Parking – Please see the below breakdown of the parking required for the Big Rock, as well as the other sites that utilize the nearby private parking structure (figures derived from [December 16, 2021](#) parking analysis from the District Lofts Phase III review and updated with more specific Big Rock figures). The addition provides the Big Rock Chophouse with an additional 421 sq. ft. of area to consider, which brings the total square footage of the food and drink establishment to 12,621 sq. ft.:

Property	Required Off-Street Parking
Big Rock Chophouse	168
2051 Villa (Building A)	49
375 S. Eton (Building B)	56
325 S. Eton (Building C)	73
FAR Overages	57
Total Required	403
Total Provided	403

4.2 Loading – There are no changes proposed to most of the previously approved landscaping on site. The new addition will not interfere with the designated loading area.

4.3 Vehicular Circulation and Access – Vehicular circulation and access is not proposed to change. The site will retain the existing drive approach from S. Eton, as well as the existing circular drive and parking facility.

4.4 Pedestrian Circulation and Access – Pedestrian circulation and access is not proposed to change. The site will retain the existing pedestrian walkways and main pedestrian entrance.

5.0 **Lighting**

There are no new light fixtures proposed as a part of the Special Land Use Permit Amendment, Final Site Plan and Design Review application submitted.

6.0 **Design Review**

As noted above, the Historic District Commission performed a historic Design Review for the proposal, which is summarized below. Each item has also been re-reviewed for

applicability to other sections of the Zoning Ordinance that the HDC may not have considered.

Façade: There are no changes proposed to the main façade of the building. The addition is proposed to be constructed of brick to match the elevator shaft, northern addition, and dumpster enclosure (notably, the brick would not replicate the historic brick) as well as board and batten features and metal screening painted to match the existing stucco on the building. The roof is proposed to be a standing seam zinc roof. There are no specific architectural standards that are required to be met in this zoning district.

Outdoor Dining: In a change to the original SLUP approval, the applicant is now proposing to significantly reduce the outdoor dining patio located south side of the building, which will now maintain the existing valet stand, landscaped area and covered walkway. This new patio will contain 11-seats and will no longer have a pergola.

Overall, the applicant is required to familiarize themselves with the Outdoor Dining Standards outlined in Article 4, Section 4.44 of the Zoning Ordinance. Some design-related standards that should be discussed in this report are:

1. Outdoor dining facilities shall provide and service refuse containers within the outdoor dining facility and maintain the area in good order. Public trash receptacles are not permitted to be utilized by outdoor dining facilities.
 - The site plans submitted do not show a trash receptacle within either of the outdoor dining facilities.
2. Outdoor dining facilities shall not contain enclosures as defined in Article 9, Section 9.02 of the Zoning Ordinance.
 - Enclosure is defined as “a vertical wall, panel, or other material that extends above 42 in. in height which provides extended relief from weather and impedes physical and/or visual access to the outdoor dining space. For the purposes of this definition, enclosure does not include exterior building walls.” The applicant is proposing a 42 in. evergreen hedge that meets this requirement.

(This space intentionally left blank)

7.0 Required Attachments

	Submitted	Not Submitted	Not Required
Existing Conditions Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed and Scaled Site Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certified Land Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interior Floor Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photometric Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Colored Elevations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Specification Sheets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Samples	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site & Aerial Photographs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8.0 Approval Criteria

In accordance with Article 7, section 7.27 of the Zoning Ordinance, the proposed plans for development must meet the following conditions:

- (1) The location, size and height of the building, walls and fences shall be such that there is adequate landscaped open space so as to provide light, air and access to the persons occupying the structure.
- (2) The location, size and height of the building, walls and fences shall be such that there will be no interference with adequate light, air and access to adjacent lands and buildings.
- (3) The location, size and height of the building, walls and fences shall be such that they will not hinder the reasonable development of adjoining property nor diminish the value thereof.
- (4) The site plan, and its relation to streets, driveways and sidewalks, shall be such as to not interfere with or be hazardous to vehicular and pedestrian traffic.
- (5) The proposed development will be compatible with other uses and buildings in the neighborhood and will not be contrary to the spirit and purpose of this chapter.
- (6) The location, shape and size of required landscaped open space is such as to provide adequate open space for the benefit of the inhabitants of the building and the surrounding neighborhood.

In addition, Article 7, Section 7.26 requires applications for a Special Land Use Permit to meet the following criteria:

- (1) The use is consistent with and will promote the intent and purpose of this Zoning Ordinance.
- (2) The use will be compatible with adjacent uses of land, the natural environment, and the capabilities of public services and facilities affected by the land use.
- (3) The use is consistent with the public health, safety and welfare of the city.
- (4) The use is in compliance with all other requirements of this Zoning Ordinance.
- (5) The use will not be injurious to the surrounding neighborhood.
- (6) The use is in compliance with state and federal statutes.

9.0 Recommendation

Based on a review of the site plan submitted, the Planning Division recommends that the Planning Board recommend **APPROVAL** of the Special Land Use Amendment and Final Site Plan/Design Review application for 245 S. Eton – Big Rock – subject to the following conditions:

1. The applicant must gain Design Review approval from the HDC before the public hearing at the City Commission; and
2. The applicant must comply with the requests of all City Departments.

10.0 Sample Motion Language (*Final Site Plan & Design Review*)

Motion to recommend for **APPROVAL** the Final Site Plan & Design Review for 245 S. Eton – Big Rock – subject to the following conditions:

1. The applicant must gain Design Review approval from the HDC before the public hearing at the City Commission; and
2. The applicant must comply with the requests of all City Departments.

OR

Motion to **POSTPONE** the Final Site Plan & Design Review for 245 S. Eton – Big Rock – pending receipt of the following:

1. The applicant must gain Design Review approval from the HDC before the public hearing at the City Commission; and
2. The applicant must comply with the requests of all City Departments.

OR

Motion to recommend for **DENIAL** to the City Commission the Final Site Plan & Design Review for 245 S. Eton – Big Rock – for the following reasons:

1. _____
2. _____
3. _____

11.0 Sample Motion Language (*Special Land Use Permit Amendment*)

Motion to recommend for **APPROVAL** to the City Commission the Special Land Use Permit Amendment for 245 S. Eton – Big Rock – subject to the conditions of Final Site Plan & Design Review approval.

OR

Motion to **POSTPONE** the Special Land Use Permit Amendment 245 S. Eton – Big Rock – pending receipt of the following:

1. The; and
2. The applicant must comply with the requests of all City Departments.

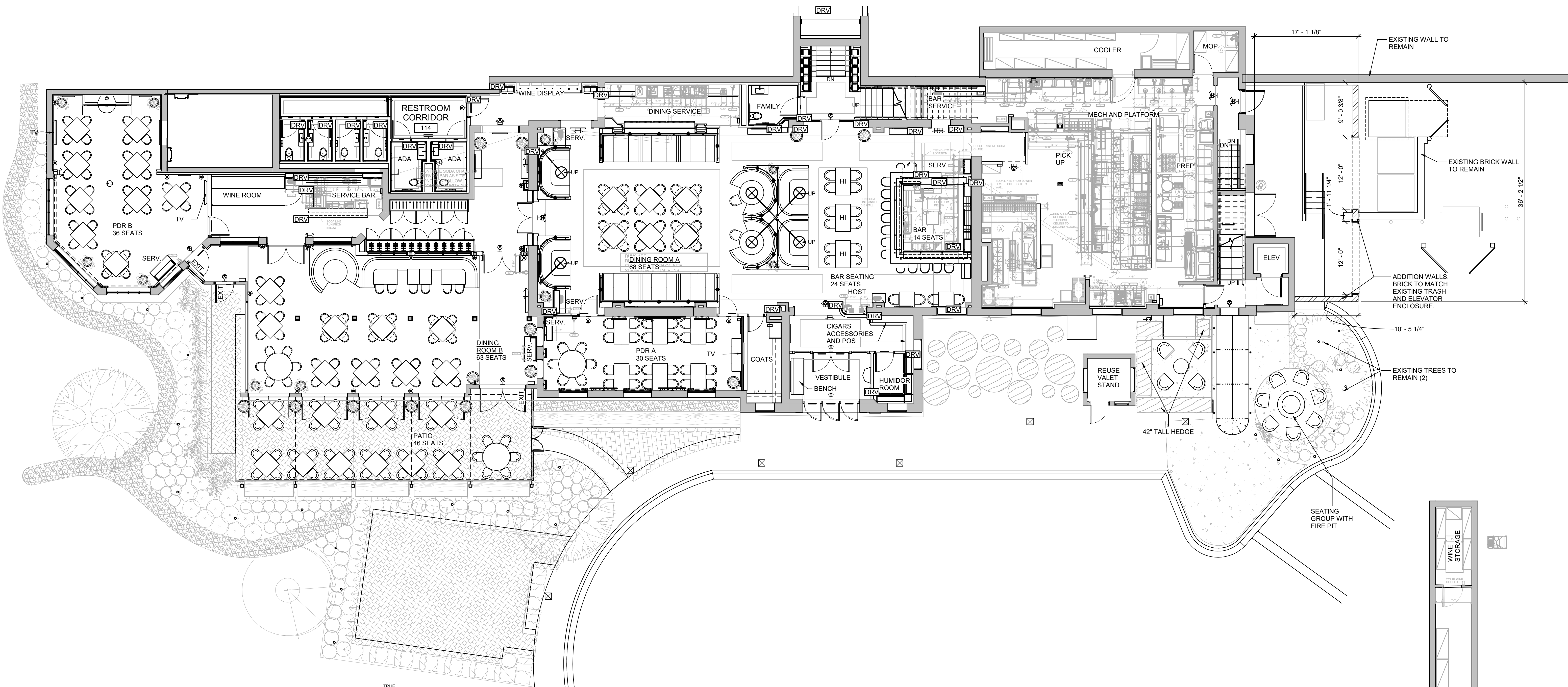
OR

Motion to recommend for **DENIAL** to the City Commission the Special Land Use Permit Amendment for 245 S. Eton – Big Rock – for the following reasons:

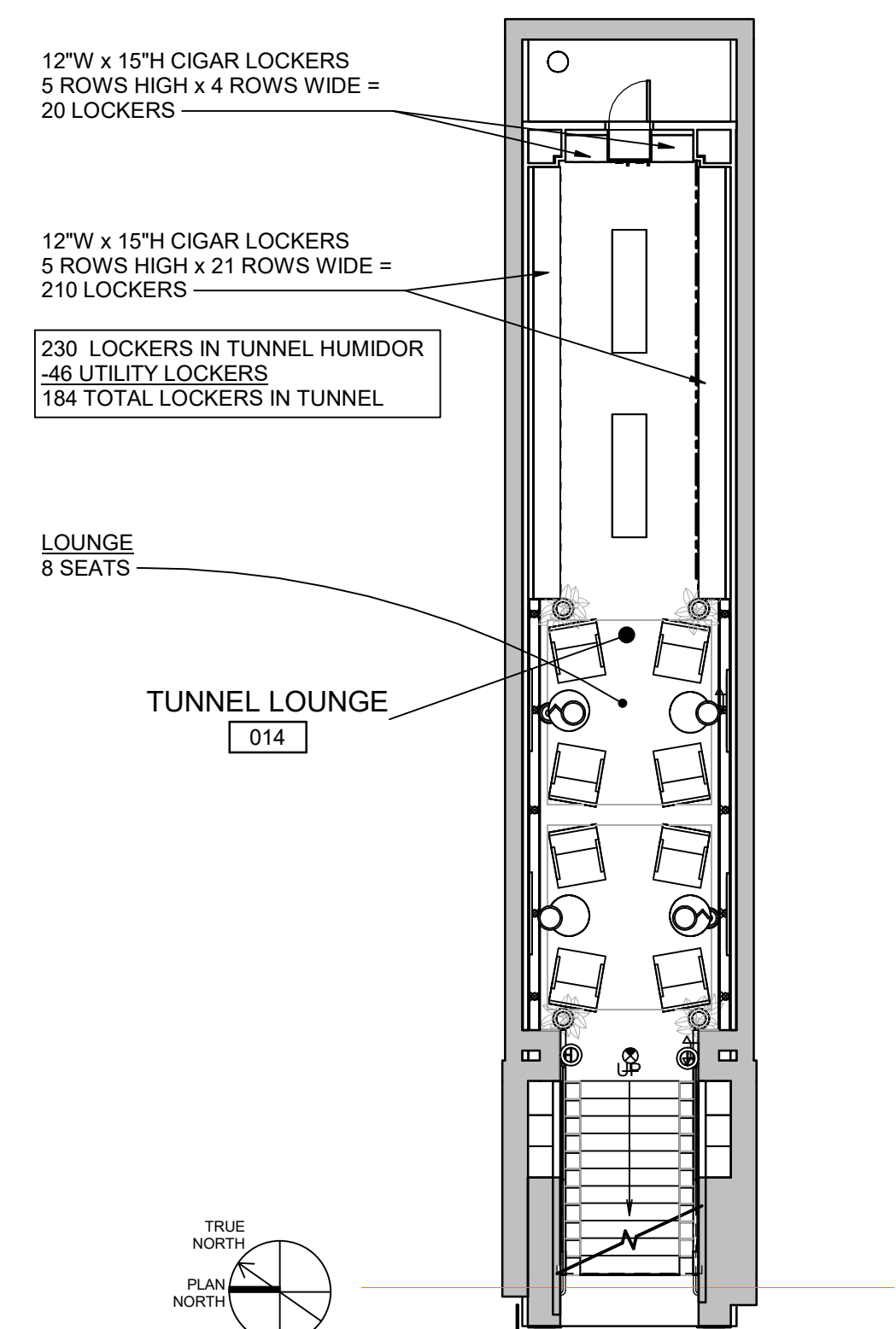
1. _____
2. _____
3. _____

SEATING COUNT TABLE

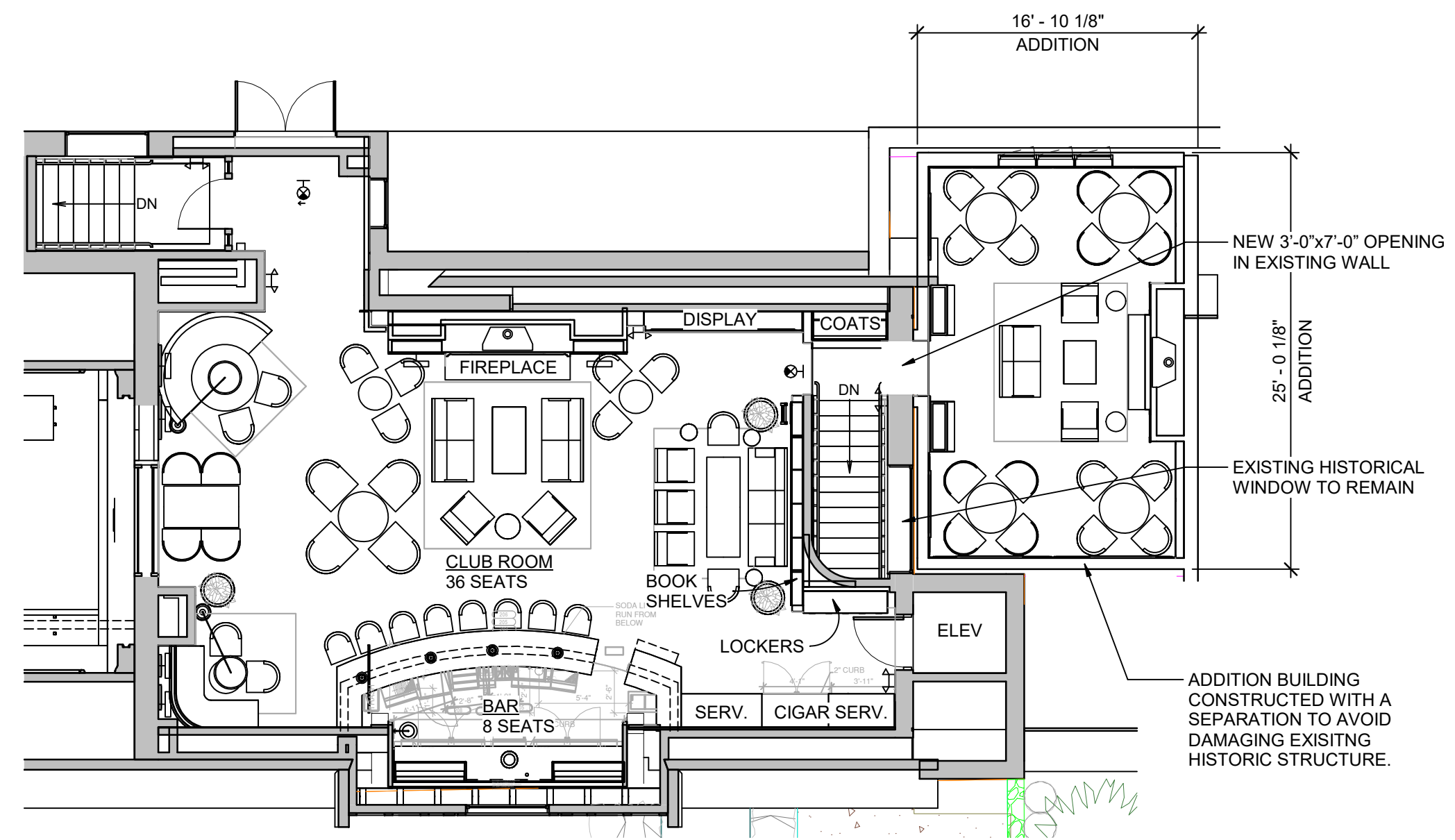
TYPE	COUNT	TOTAL
4 TOP	4	= 16
LOUNGE CHAIR	2	= 2
SOFA	1	= 2
		20
BAR SEATING		
4 TOP	5	= 20
4 TOP U-BOOTH	2	= 8
BAR STOOL	13	= 13
BAR SEATING		41
CLUB ROOM		
4 TOP	5	= 20
5 TOP	1	= 5
6 TOP	1	= 6
BAR STOOL	8	= 8
LOUNGE CHAIR	5	= 5
SOFA	2	= 4
CLUB ROOM		48
COVERED PATIO		
4 TOP - PATIO	10	= 40
6 TOP - PATIO	1	= 6
COVERED PATIO		46
DINING ROOM B		
12 TOP	2	= 4
4 TOP	9	= 36
5 TOP	2	= 10
5 TOP - ROUND BOOTH	1	= 5
16 TOP	1	= 16
DINING ROOM B		61
MAIN DINING ROOM		
4 TOP	6	= 24
4 TOP PULLMAN BOOTH	6	= 24
4 TOP U-BOOTH	2	= 8
6 TOP	2	= 12
MAIN DINING ROOM		68
PDR A		
4 TOP	6	= 24
6 TOP	1	= 6
PDR A		30
PDR B		
4 TOP	9	= 36
PDR B		36
TUNNEL		
LOUNGE CHAIR	8	= 8
TUNNEL		8
TOTAL DINING		358



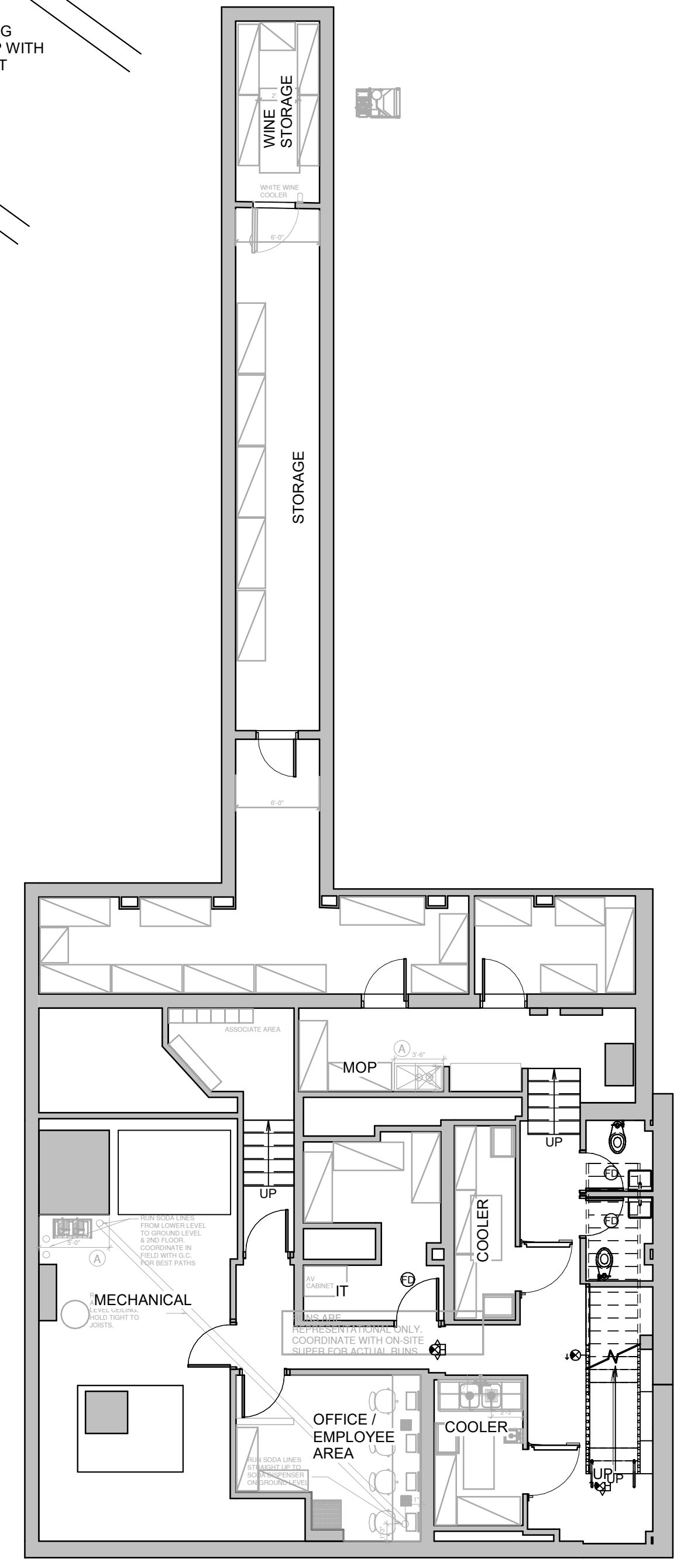
1 SCHEMATIC FLOOR PLAN - LEVEL 1
SCALE: 1/8" = 1'-0"



2 SCHEMATIC FLOOR PLAN - TUNNEL
SCALE: 1/8" = 1'-0"



3 SCHEMATIC FLOOR PLAN - MEZZ
SCALE: 1/8" = 1'-0"



4 SCHEMATIC FLOOR PLAN - LL
SCALE: 1/8" = 1'-0"

MARK	DATE	DESCRIPTION
	02/22/2024	ISSUED FOR HDC SUBMISSION
	01/18/2024	ISSUED FOR HDC SUBMISSION
	10/20/2023	ISSUED FOR HDC SUBMISSION
	06/09/2023	ISSUED FOR PLANNING DEPT. REV.
	06/09/2023	ISSUED FOR DESIGN DEVELOPMENT
	03/24/2023	DESIGN REVIEW - PLANNING

SCHEMATIC DESIGN FOR BIG ROCK

245 S ETON STREET
BIRMINGHAM, MI 48009

PROJECT NO: 3672
CAD DWG FILE: C:\Users\jansens\Documents\3672 Big Rock_RSD_3672.dwg
DRAWN BY: Author
CHECKED BY: Checker
COPYRIGHT: © 2023 KNAUER INCORPORATED. ALL DRAWINGS AND WRITTEN MATERIAL APPEARING HEREIN CONSTITUTE THE ORIGINAL AND UNPUBLISHED WORK OF KNAUER INCORPORATED AND THE SAME MAY NOT BE REPRODUCED, COPIED, OR DISCLOSED WITHOUT THE WRITTEN CONSENT OF KNAUER INCORPORATED.

SCALE: DRAWING SCALE MAY VARY. REFER TO EACH DRAWING FOR ITS SCALE.

SHEET TITLE SCHEMATIC FLOOR PLAN

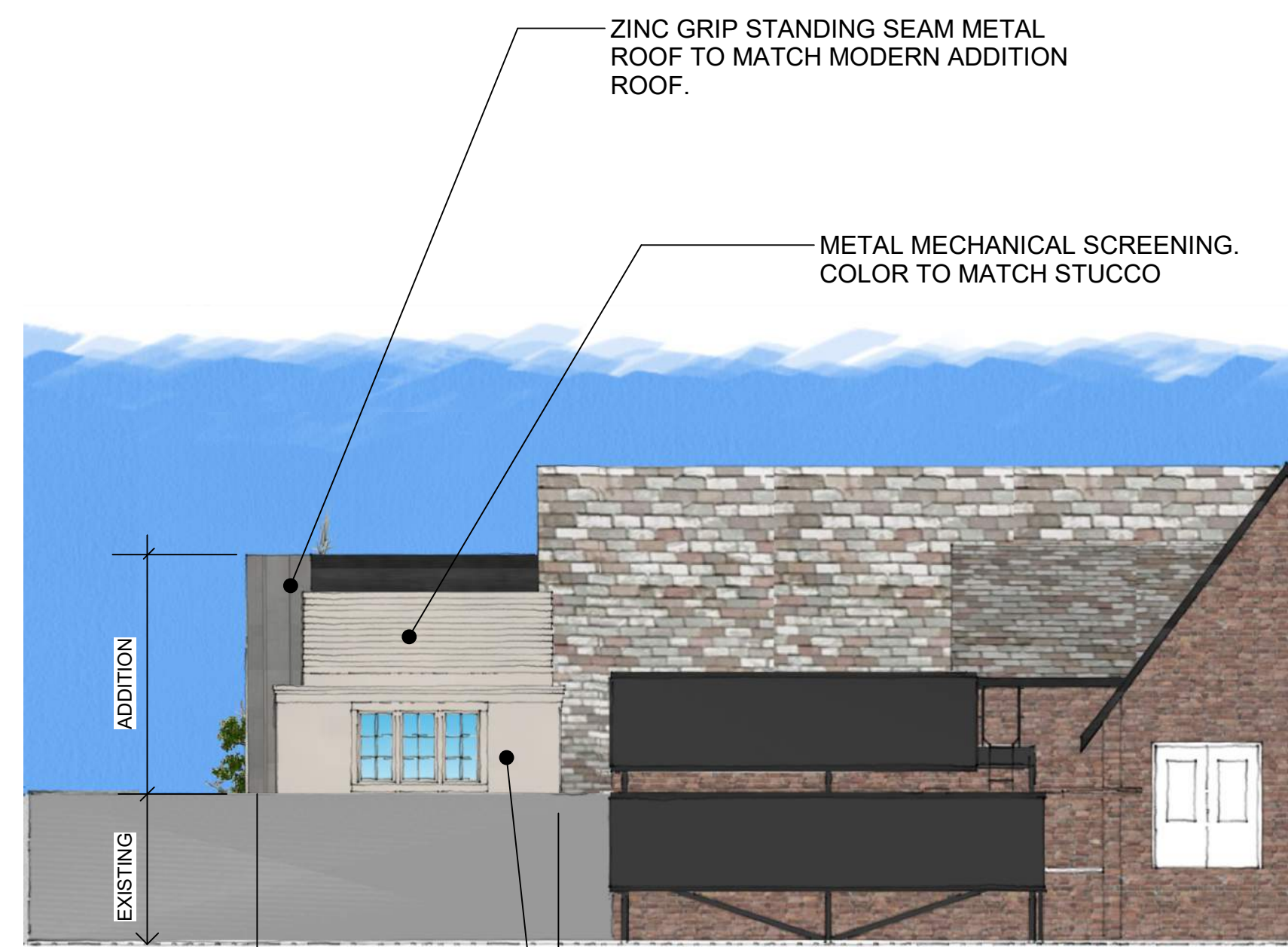
A-1.1



WEST EXTERIOR ELEVATION

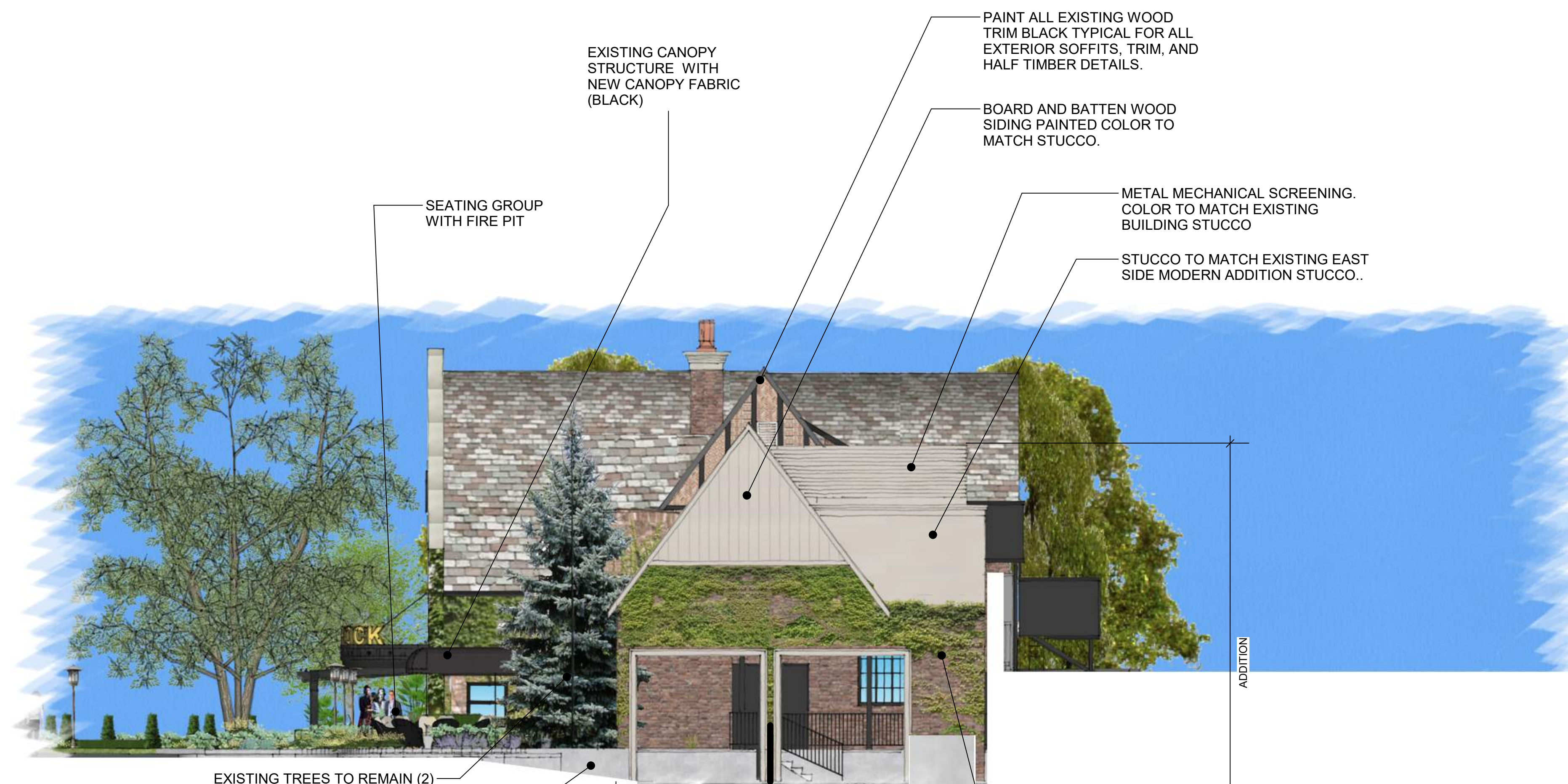
SCALE : 1/8" = 1'-0"

ZINC GRIP STANDING SEAM METAL ROOF TO MATCH MODERN ADDITION ROOF.
THIN BRICK TO MATCH EXSITING BRICK ON ELEVATOR TOWER AND TRASH ENCLOSURE
EXISTING VALET STAND TO REMAIN. PAINT EXISTING TRIM BLACK.
3'-6" TALL EVERGREEN HEDGEROW
EXISTING CANOPY STRUCTURE WITH NEW CANOPY FABRIC (BLACK)
SEATING GROUP WITH FIREPIT



WEST ADDITION EXTERIOR ELEVATION

SCALE : 1/8" = 1'-0"



SOUTH EXTERIOR ELEVATION

SCALE : 1/8" = 1'-0"

MARK	DATE	DESCRIPTION
02/22/2024	ISSUED FOR HDC SUBMISSION	
01/18/2024	ISSUED FOR HDC SUBMISSION	
10/20/2023	ISSUED FOR HDC SUBMISSION	
06/09/2023	ISSUED FOR PLANNING DEPT. REV.	
06/09/2023	ISSUED FOR DESIGN DEVELOPMENT	
03/24/2023	DESIGN REVIEW - PLANNING	

SCHEMATIC DESIGN FOR
BIG ROCK

245 S ETON STREET
BIRMINGHAM, MI 48009

PROJECT NO: 3672

CAD DWG FILE: C:\Users\jstanley\Documents\3672 Big Rock_R52_schematic.dwg

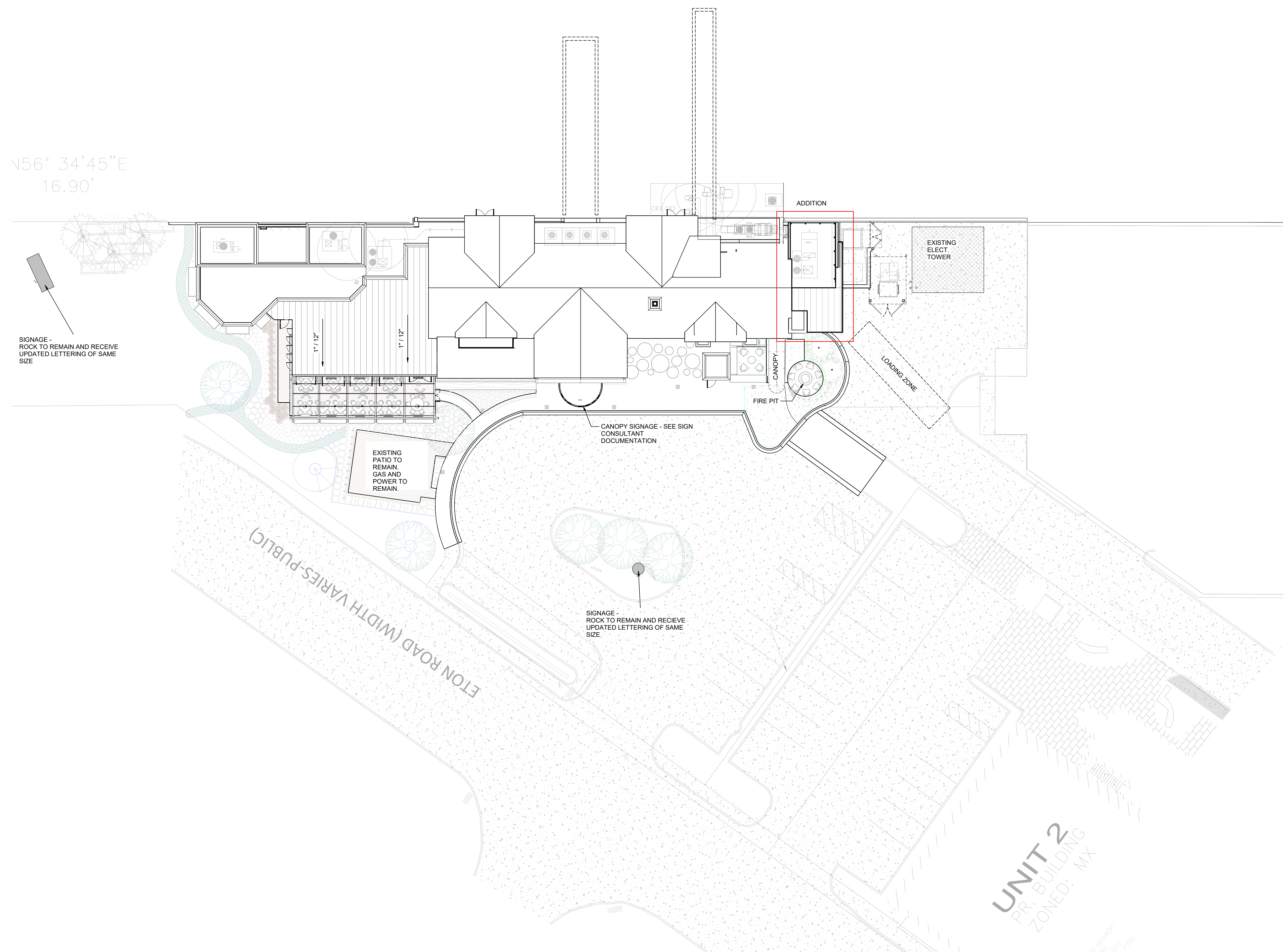
DRAWN BY: Author

CHECKED BY: Checker

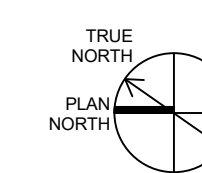
COPYRIGHT: © 2023 KNAUER INCORPORATED. ALL DRAWINGS AND WRITTEN MATERIAL APPEARING HEREIN CONSTITUTE THE ORIGINAL AND UNPUBLISHED WORK OF KNAUER INCORPORATED AND THE SAME MAY NOT BE DUPLICATED, USED, OR DISCLOSED WITHOUT THE WRITTEN CONSENT OF KNAUER INCORPORATED.

SCALE: 0 4' 8' 16'
1/8" = 1'-0"

SHEET TITLE
SCHEMATIC EXTERIOR ELEVATIONS



1 ARCHITECTURAL SITE PLAN
 SCALE: 1/16" = 1'-0"



MARK	DATE	DESCRIPTION
1	01/11/2024	BID BULLETIN - 01
	10/06/2023	ISSUED FOR BID
	09/19/2023	ISSUED FOR PERMIT COMMENTS
	08/22/2023	ISSUED TO LANDLORD
	08/03/2023	ISSUED FOR PERMIT

ISSUED

**PERMIT SET
 BIG ROCK**

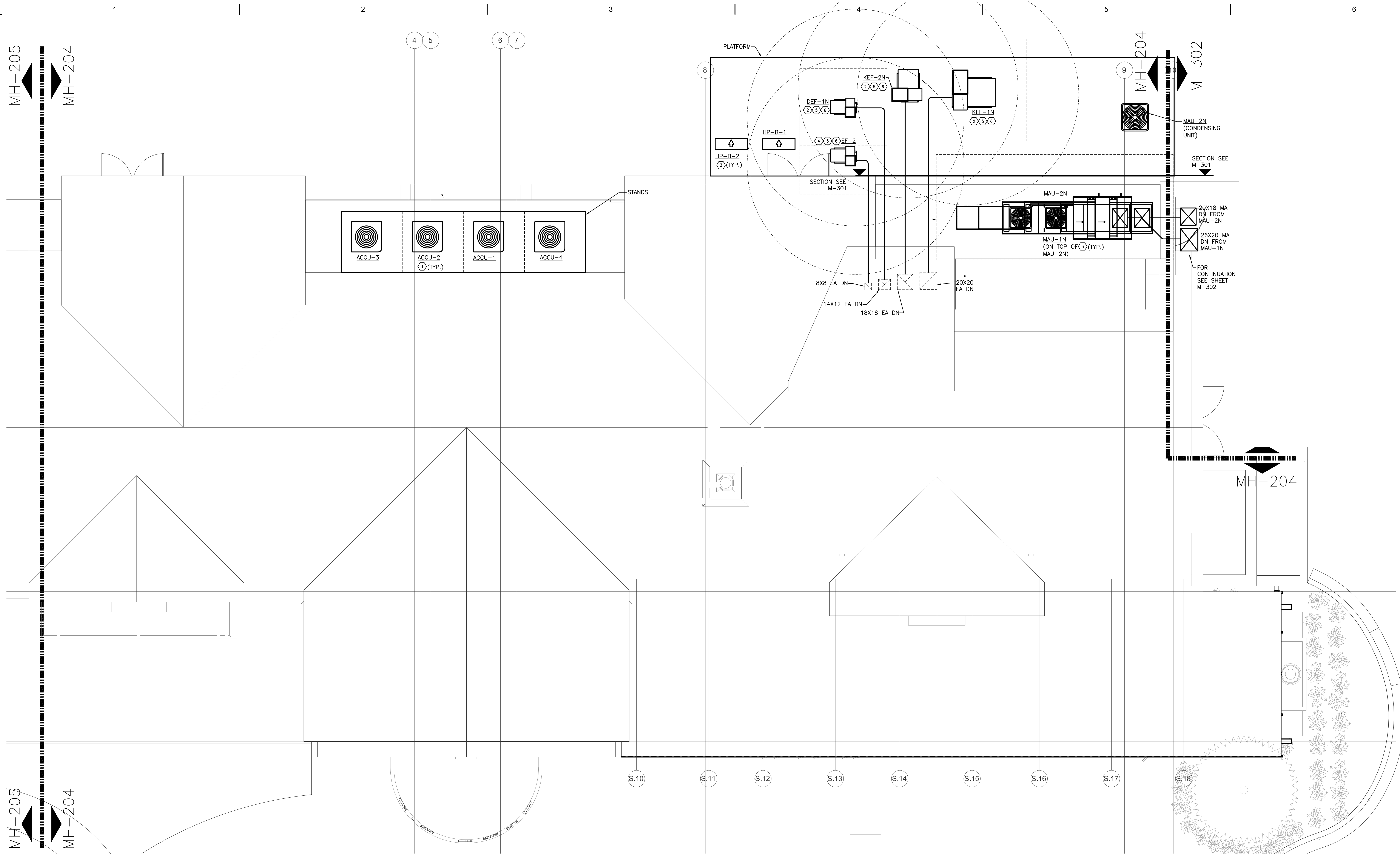
245 S ETON STREET
 BIRMINGHAM, MI 48009

PROJECT NO: 3672
 CAD DWG FILE: C:\Users\jansens\Documents\3672 Big Rock_R22_jansens\BIGAT.rvt
 DRAWN BY: Author
 CHECKED BY: Checker
 COPYRIGHT: © 2023 KNAUER INCORPORATED. ALL DRAWINGS AND WRITTEN MATERIAL APPEARING HEREIN CONSTITUTE THE ORIGINAL AND UNPUBLISHED WORK OF KNAUER INCORPORATED AND THE SAME MAY NOT BE DUPLICATED, USED, OR DISCLOSED WITHOUT THE WRITTEN CONSENT OF KNAUER INCORPORATED.

SCALE: DRAWING SCALE MAY VARY. REFER TO EACH DRAWING FOR ITS SCALE.

SHEET TITLE
SITE PLAN

AS-101



MECHANICAL HVAC ROOF PLAN-SOUTH
 SCALE: 1/4"=1'-0"
 NORTH

GENERAL NOTES:

- GN1. SEE M-100 TO M-106 FOR SCHEDULES, NOTES & LEGENDS.
- GN2. PROVIDE ACCESS DOOR FOR ALL FIRE DAMPERS & MANUAL BALANCE DAMPER IN GYP BOARD CEILING OR SOFFIT.
- GN3. SEE ARCHITECTURAL DRAWING FOR LIFE SAFETY TO PROVIDE APPROPRIATE DAMPERS.
- GN4. MAINTAIN MINIMUM 10'-0" DISTANCE FROM ROOF EDGE FOR ALL HVAC UNITS. OTHERWISE PROVIDE HANDRAIL.
- GN5. TERMINATE ALL VENTS 3'-0" ABOVE ANY FORCED AIR INLET LOCATED WITH IN 10'-0".
- GN6. TERMINATE ALL EXHAUST DUCTS 3'-0" FROM ROOF EDGE.
- GN7. PROVIDE 2" FOAM INSULATION WITH PVC JACKET FOR ALL DUCTS RUN ON ROOF. JACKET COLOR TO MATCH THE ROOF.

KEY DRAWING NOTES:

- ① PROVIDE AIR COOLED CONDENSING UNIT AS SHOWN ON PLAN. SEE SCHEDULE FOR DETAIL. COORDINATE FINAL LOCATION WITH ARCHITECT/OWNER. DISTANCE BETWEEN INDOOR AND OUTDOOR UNIT SHALL NOT EXCEED MANUFACTURER RECOMMENDATION.
- ② PROVIDE KITCHEN EXHAUST & DISHWASHER EXHAUST FAN AS SHOWN ON PLAN. SEE SCHEDULE FOR DETAIL.
- ③ PROVIDE MAKE UP UNIT AS SHOWN ON PLAN. SEE SCHEDULE FOR DETAIL.
- ④ PROVIDE EXHAUST FAN. SEE SCHEDULE FOR DETAILS.
- ⑤ MAINTAIN MINIMUM 10'-0" DISTANCE BETWEEN EXHAUST OUTLET AND MAU INTAKE. IF DISTANCE CAN'T BE ACHIEVED, EXTEND EXHAUST OUTLET MINIMUM 3'-0" ABOVE OUTSIDE AIR INTAKE. IF 10 FT. DISTANCE CAN BE ACHIEVED EXTEND DISCHARGE TO THE SCREEN WALL.
- ⑥ INSTALL FANS ON STANDS. FIELD COORDINATE EXACT FAN HEIGHT WITH EXHAUST DUCT SLOPE.

Preliminary
 02/23/2024 10:07:04 AM



MARK	DATE	DESCRIPTION
4	01/11/24	BID BULLETIN-01
3	10/06/23	ISSUED FOR BID
2	07/24/23	PERMIT
1	06/29/23	REVIEW

BIG ROCK

245 S ETON STREET
 BIRMINGHAM, MI 48009

PROJECT NO:	3672
CAD DWG FILE:	
DRAWN BY:	SSE
CHECKED BY:	MMM

COPYRIGHT: © 2023 KNAUER INCORPORATED. ALL DRAWINGS AND WRITTEN MATERIAL APPEARING HEREIN CONSTITUTE THE ORIGINAL AND UNPUBLISHED WORK OF KNAUER INCORPORATED AND THE SAME MAY NOT BE REPRODUCED, COPIED, OR DISCLOSED WITHOUT THE WRITTEN CONSENT OF KNAUER INCORPORATED.

SCALE: 0 2 4 8'
 1/4" = 1'-0"

SHEET TITLE
MECHANICAL HVAC ROOF PLAN - SOUTH

MH-204

DESIGN REVIEW - REVISION
BIRMINGHAM PLANNING DIVISION
February 22nd, 2024



Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan

KNAUER

CAMERON MITCHELL
• RESTAURANTS •

5M

EXISTING CONDITIONS



Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan
February 22nd, 2024

KNAUER

CAMERON MITCHELL
• RESTAURANTS •

5M

EXISTING CONDITIONS



Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan
February 22nd, 2024

KNAUER

CAMERON MITCHELL
• RESTAURANTS •

5M

EXISTING CONDITIONS



Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan
February 22nd, 2024

KNAUER

CAMERON MITCHELL
RESTAURANTS

5M

EXISTING CONDITIONS



Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan
February 22nd, 2024

KNAUER

CAMERON MITCHELL
• RESTAURANTS •

5M

EXISTING CONDITIONS



Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan
February 22nd, 2024

KNAUER

CAMERON MITCHELL
RESTAURANTS

5M

EXISTING CONDITIONS



Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan
February 22nd, 2024

KNAUER

CAMERON MITCHELL
• RESTAURANTS •

5M

EXISTING CONDITIONS



Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan
February 22nd, 2024

KNAUER

CAMERON MITCHELL
• RESTAURANTS •

5M

EXISTING CONDITIONS



Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan
February 22nd, 2024

KNAUER

CAMERON MITCHELL
• RESTAURANTS •

5M

EXISTING CONDITIONS

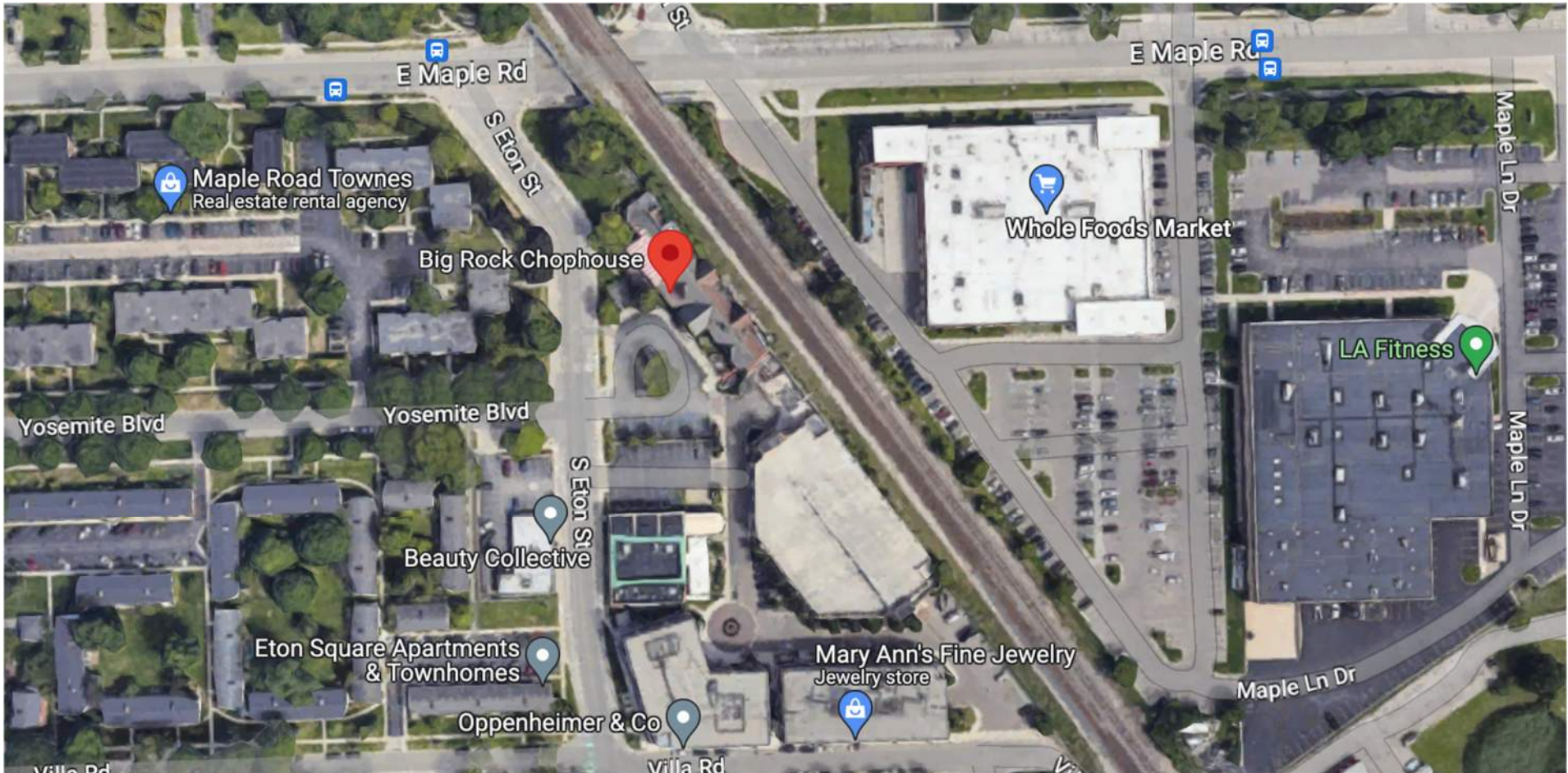


Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan
February 22nd, 2024

KNAUER

CAMERON MITCHELL
• RESTAURANTS •

5M



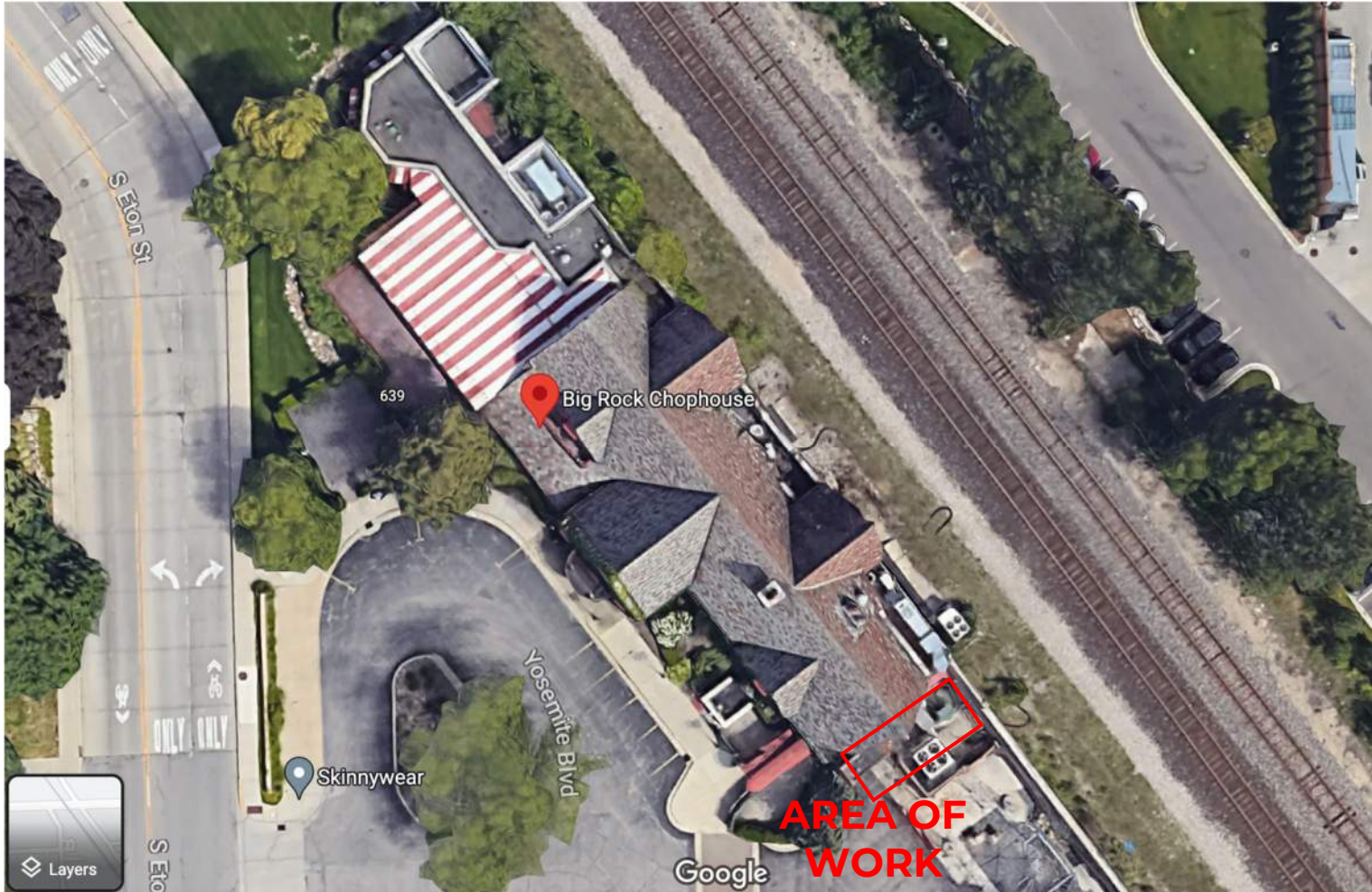
Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan

February 22nd, 2024

KNAUER

CAMERON MITCHELL
RESTAURANTS

5M



Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan

February 22nd, 2024

KNAUER

CAMERON MITCHELL
RESTAURANTS

5M

PROPOSED 3-D Views



Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan

February 22nd, 2024

KNAUER

CAMERON MITCHELL
• RESTAURANTS •

5M

PROPOSED 3-D Views



Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan

February 22nd, 2024

KNAUER

CAMERON MITCHELL
• RESTAURANTS •

5M

PROPOSED 3-D Views



Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan

February 22nd, 2024

KNAUER

CAMERON MITCHELL
• RESTAURANTS •

5M

PROPOSED 3-D Views



Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan

February 22nd, 2024

KNAUER

CAMERON MITCHELL
RESTAURANTS

5M

PROPOSED 3-D Views



Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan

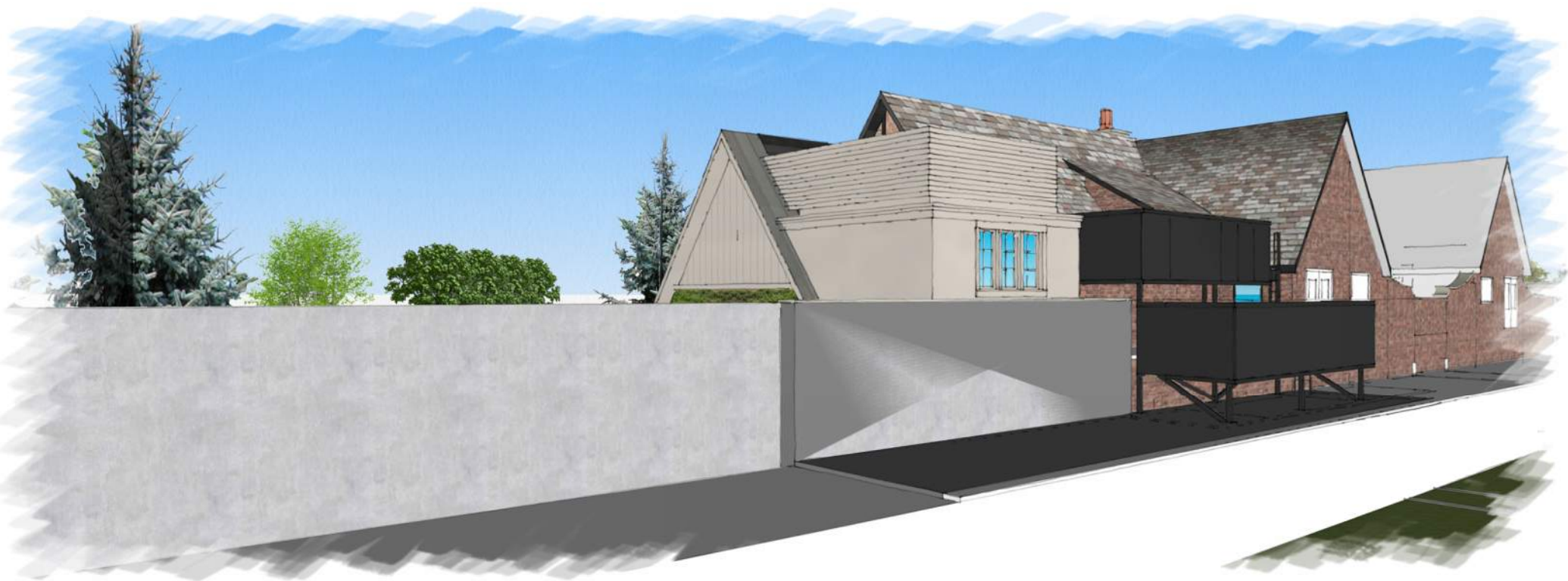
February 22nd, 2024

KNAUER

CAMERON MITCHELL
• RESTAURANTS •

5M

PROPOSED 3-D Views



Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan

February 22nd, 2024

KNAUER

CAMERON MITCHELL
RESTAURANTS

5M

PROPOSED 3-D Views



Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan

February 22nd, 2024

KNAUER

CAMERON MITCHELL
• RESTAURANTS •

5M

PROPOSED 3-D Views



Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan

February 22nd, 2024

KNAUER

CAMERON MITCHELL
• RESTAURANTS •

5M

PROPOSED 3-D Views



Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan

February 22nd, 2024

KNAUER

CAMERON MITCHELL
• RESTAURANTS •

5M

FINISHES AND MATERIALS:
PAINT, BRICK, SIDING, ROOF, & SCREENING



P-1
Trim, Soffits, Trellis,
and Windows:
Benjamin Moore
Black HC-190



BR-01 Thin Brick
Proposed Addition:
Brick to match existing
elevator and trash
enclosure wall.



Board and Batton Siding
12" spacing.
Proposed Addition:
Color to match existing
stucco.



Metal Screening:
Proposed Addition:
Vision Guard L20 Slatted
Louver. Color to match
existing stucco.



Standing Seam Roof
Proposed Addition:
Color – Zinc Grip



Stucco to match existing
eastside modern addition
stucco.

Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan

February 22nd, 2024

KNAUER

CAMERON MITCHELL
RESTAURANTS

5M

FINISHES AND MATERIALS: SCREENING



PRODUCT DATA SHEET



VisionGuard™ L20 Slatted Louver
Updated 10.24.2023

www.roofscreen.com

VisionGuard™ L20 Slatted Louver

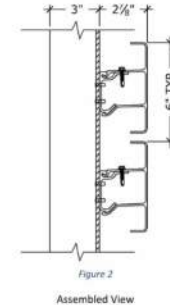
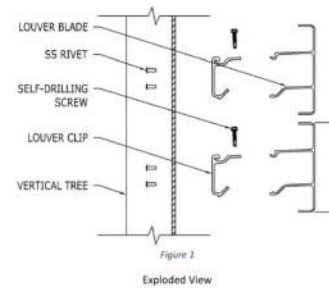
Description:

VisionGuard™ Slatted Louvers are 90° flat face blades designed for architectural and vision-proofing applications. Our continuous-blade design allows greater flexibility to achieve the aesthetics desired. Instead of the pre-framed panelized louvers commonly found on the market, VisionGuard louvers consist of individual continuous blades that can extend seamlessly across any distance without the need for frame flanges or mullions. If vertical mullions, or a panelized aesthetic is desired, it can easily be achieved with the use of trims.



Components:

- Louver Blade: .100" thick extruded aluminum, ASTM B 221, Alloy 6063-T6.
- Louver Clip: .125" thick extruded aluminum, ASTM B 221, Alloy 6063-T6.
- Vertical Tree: 3" x 3" x .188" thick extruded aluminum, ASTM B 221, Alloy 6061-T6.
- Self-Drilling Screw: #12-24 x 1.25" carbon with premium coating.
- SS Rivet: Stainless steel open end domed head .0187" x 0.565"



Big Rock | Italian Chop House
245 S. Eton
Birmingham, Michigan

KNAUER

January 18, 2024



5M



MEMORANDUM

Clerk's Office

DATE: February 7, 2024
TO: Jana L. Ecker, City Manager
FROM: Alexandria Bingham, City Clerk
SUBJECT: Ethics Board Member Resignation

INTRODUCTION/BACKGROUND:

The Ethics Board Regular Member John J. Schrot, Jr. submitted his resignation from the board effective February 7, 2024.

LEGAL REVIEW:

None.

FISCAL IMPACT:

None.

SUSTAINABILITY IMPACT:

None.

PUBLIC COMMUNICATIONS:

The City Clerk's office will publish a notice of intention to appoint to this position, post the vacancy on the "board and commission opportunities" portion of the City's website and include it in the City's digital news vehicles as publication schedules permit.

SUMMARY:

The City Commission is being asked to accept the resignation of John J. Schrot, Jr. from the Ethics Board, thank him for his service, and to direct the City Clerk to begin the process of filling the vacancy.

ATTACHMENTS:

1. Resignation letter dated February 7, 2024.

SUGGESTED COMMISSION ACTION:

To make a motion to accept the resignation of John J. Schrot, Jr. from the Ethics Board, to thank him for his service and to direct the City Clerk to begin the process of filling the vacancy.

1878 Fairway Drive
Birmingham, MI 48009
February 7, 2024

City of Birmingham
Attn: Alex Bingham, Clerk

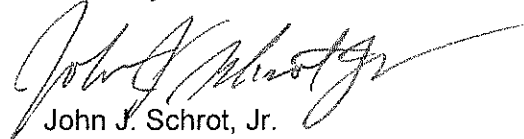
Re: Resignation from Ethics Board

Dear Ms. Bingham:

It is with regret that I need to inform you of my obligation to immediately resign from the City of Birmingham Board of Ethics. I do so as I understand that pursuant to the Ethics Ordinance, each member of the Board is to be a resident of the City of Birmingham (Sec. 2-325(a)(4)). My wife and I have purchased a more accommodating residence a short distance from the City of Birmingham's boundary. Fortunately, my office will remain approximately a block from City Hall so that I can continue to enjoy the City's many fine offerings, yet not be a Birmingham "resident."

It has been my pleasure to serve on the Board of Ethics since its inception. I have had the pleasure of working with dedicated and talented members of this Board. Thank you for giving me the chance to work with such a great team. I look forward to hearing about the continued successes of the Board of Ethics.

Sincerely,

A handwritten signature in black ink, appearing to read "John J. Schrot, Jr.", written in a cursive style.

John J. Schrot, Jr.



CITY MANAGER'S REPORT

March 2024

Baldwin Public Library

Library Board

The Library Board will meet on Monday, March 18 at 7:30 p.m. for its regular meeting and annual budget hearing. Board meetings are held in the second floor Board Room. Library Director Rebekah Craft will present the Library's FY2024-25 Budget for approval and the Library Board will also vote to update the Library's Code of Conduct.

Fourth Saturday Sale

The Friends of the Baldwin Public Library will host their monthly Fourth Saturday Sale on Saturday, March 23 from 10 a.m. to 2 p.m. Stop by the Friends Sorting Room on the lower level to shop exciting new inventory!

Phase 3 Construction Project

The Phase 3 addition and renovation is in its final month. The NanaWall, sliding glass doors, and curtain wall windows have been installed. The Merrill Street entrance should open in early April once the project is completed. We will be celebrating the new addition with an open house and ribbon cutting ceremony on May 18, 2024 from 1-3p.m. More information about the project can be found online at www.baldwinlib.org/renovation.

National Library Conference Attendance

Nine staff members applied for and received \$1,600 stipends from the Library of Michigan to attend national conferences. These stipends, totaling \$14,400, will cover all conference fees, transportation, hotels and meals for the attendees.

Jamie Richards, Head of IT and Bart Gioia, Technology Trainer, attended the Computers in Libraries Conference in Arlington, Virginia from March 11 through March 14. The focus of the conference was on emerging and leading-edge technology that allows IT professionals to engage with and bring strategic value to users.

Jaclyn Miller, Associate Director; Josh Campeau, Youth Librarian; Cameron Crawford, Page Supervisor; Haylie May, Adult Services Intern; Suzanne Hathon, Adult Librarian; Stuart Sturton, Adult Librarian; Jen Hassell, Adult Librarian; Vicki Sower, Adult Librarian; and Ethan Cronkite, Adult Librarian II will be attending the Public Library Association Conference in Columbus, OH from April 2 through April 5. The PLA Conference is an unparalleled opportunity for library workers to come together to share new ideas, discuss key public library issues, and hear from innovative speakers who are shaping the future of public libraries. The conference offers more than 100 practical and relevant education programs that are tailored for public library workers.

Library Tour

If you would like to learn even more about the library, join Director Rebekah Craft for a Behind the Scenes Tour. You will visit staff areas, learn how items are added to the collection, and hear about new programs and services. The next tour will meet in the Library's Claudia Ireland room on Thursday, April 11, at 11 a.m.

Upcoming Events of Interest

College Info Series: High School Course Selection - How to Stand Out

March 20, 2024, 7-8 p.m., Virtual

As course selection season approaches, it is important to guide students in making informed decisions for the upcoming year. Join Collegewise as we explore the key considerations of course selection and how to ensure your student has a fulfilling academic experience.

AI Tools

April 4, 2024, 3-4:15 p.m.

Learn how to use Artificial Intelligence to work for you, helping with things like writing papers and creating art.

Genealogy Series: Mastering Genealogy Online

April 11, 2024, 7-8 p.m.

Join archivist Robbie Terman as you move beyond the research basics. Sources like [ancestry.com](https://www.ancestry.com) and Family Search can make your genealogy journey easier - if you know how to use them. This session will help you master common genealogy websites.

A Night of Poetry with Tariq Luthun

April 22, 2024, 7-8 p.m.

Please come celebrate Poetry month and National Arab American History month by attending a reading from local poet and author Tariq Luthun. In addition to his poetry work, Mr. Luthun currently hosts the Ann Arbor poetry slam, the second longest running tenured poetry slam in the country.

Learn more about these events and other programs coming to Baldwin at www.baldwinlib.org/calendar/.

The Birmingham Museum

Women's History Month

March is Women's History Month, and Birmingham has many outstanding women to celebrate. They include the incomparable Martha Baldwin, who shaped the cultural identity of the Birmingham we know today, as well as some notable 'firsts,' such as Birmingham Mayor Florence ('Twink') Willett, the first woman mayor in the State of Michigan, and aviator Jane Briggs Hart, Michigan's first licensed woman helicopter pilot who also trained in NASA's first Gemini astronaut program. During March and April, the museum will feature '**Nine to Know**,' showcasing a select group of remarkable women from Birmingham in a special display in the museum lobby. Visit the museum for a free [Women's History Walking Tour brochure](#). The tour highlights the downtown buildings and sites associated with some of the more colorful and unique women of Birmingham's past, from the mid-19th century rural village, to the emergence of women's suffrage in local politics, to groundbreaking contributions to rock 'n' roll's *Creem Magazine*.

Birmingham Shopping District

The Birmingham Shopping District Executive Director position is posted at bhamgov.org/jobs. Qualified applicants are encouraged to apply by Friday, March 29, 2024 at 4 p.m. It is anticipated interviews will take place mid-April.

Building Department

Board of Zoning Appeals

There was one case on the agenda for the February 13, 2024 Board of Zoning Appeals regular meeting:

2428 Northlawn: The owner was seeking a variance from the minimum distance between principal residential buildings to construct a new house. The variance was approved by a 6/0 vote.

Mike Morad, Vice President of SEMBOIA

At the February meeting of the Southeast Michigan Building Officials & Inspectors Association (SEMBOIA), Assistant Building Official Mike Morad was elected to serve the association as Vice President for 2024. Congratulations, Mike!

Landlord Code of Conduct

In response to the City Commission's direction, a Landlord Code of Conduct was created last August. The goal of the Code of Conduct is to promote equitable treatment, clear communication and rent and lease transparency for tenants. A copy of the Code of Conduct and an explanatory letter was sent last fall to all landlords of rental dwelling units in the City.

Landlords were invited to signify their participation by signing the Code of Conduct and sending a copy back to us, and we in turn would create and maintain a list of participants on our website. We have approximately 150 participants to date. Visit bhamgov.org/landlords to view the Code of Conduct and the list of participants.

Online Permit Applications

In the month of February, we processed 236 permits online bringing this year's total permits processed electronically to 640.

Monthly Report

The [Building Department's monthly report](#) provides an update on the following construction activity: building permits issued, building inspections conducted, trades permits issued and trades inspections conducted.

City Clerk's Office

Wrapping Up the February 27, 2024 Presidential Primary

Birmingham had a smooth 2024 Presidential Primary Election thanks to our voters, Clerk's Office staff, DPS crew, Birmingham Police Department and election inspectors. Nearly 70 election inspectors supported the City on Election Day. A **BIG THANK YOU** goes out to all election workers for your dedicated efforts to ensure that Birmingham voters could cast ballots safely and successfully in last month's presidential primary!

Turnout Stats

Early Voting - nearly 80 voters

Absentee Voting - almost 3400 voters

In Person Voting - approximately 2,000 voters

28.5% Total Turnout in Birmingham

26.6% Countywide Turnout

August 6, 2024 - State Primary Election

The initial mailing of absentee ballots is tentatively scheduled for the last week of June.

November 5, 2024 - General Election

The initial mailing of absentee ballots is tentatively scheduled for the last week of September.

Voters with an absentee ballot can...

1. Return your ballot by mail or drop box
*Keep in mind the spoiling ballot deadlines listed below
2. Vote your absentee ballot at one of your Early Voting sites (NEW with Prop 22-2)
3. Vote your absentee ballot at your precinct on Election Day (NEW with Prop 22-2)

Early Voting Dates for August and November 2024

<u>Day</u>	<u>August 6, 2024 Election</u>	<u>November 5, 2024 Election</u>	<u>Time</u>
Saturday	7/27	10/26	8:30 a.m. to 4:30 p.m.
Sunday	7/28	10/27	8:30 a.m. to 4:30 p.m.
Monday	7/29	10/28	8:30 a.m. to 4:30 p.m.
Tuesday	7/30	10/29	8:30 a.m. to 4:30 p.m.
Wednesday	7/31	10/30	8:30 a.m. to 4:30 p.m.
Thursday	8/1	10/31	12:00 p.m. to 8:00 p.m.
Friday	8/2	11/1	8:30 a.m. to 4:30 p.m.
Saturday	8/3	11/2	8:30 a.m. to 4:30 p.m.
Sunday	8/4	11/3	8:30 a.m. to 4:30 p.m.

Early Voting Locations:

- Waterford Oaks Activities Center, 2800 Watkins Lake Road, Waterford, MI 48328
- Bloomfield Township Public Library, 1099 Lone Pine Rd. Bloomfield Twp, MI 48302

Early voting is a component of proposal 2022-2 and includes a Constitutional right to no less than 9 days of early voting in each Statewide and federal election (even year election) for no less than 8 hours per day. Early voting will look and feel just like voting on election day.

For more information on early voting, visit bhamgov.org/vote.

August 6, 2024 State Primary	<u>Important Election Deadlines</u>	November 5, 2024 General Election
Tuesday, July 23, 2024 through Election Day	Same-day voter registration <u>with your local clerk</u> , proof of residency required	Tuesday, October 22, 2024 through Election Day
Friday, July 26, 2024	5:00 p.m. deadline to spoil an absentee ballot that was already submitted to the Clerk	Friday, October 25, 2024
Saturday, July 27, 2024 - Sunday, August 4, 2024	Early Voting	Saturday, October 26, 2024 - Sunday, November 3, 2024
Friday, August 2, 2024	5:00 p.m. deadline for the clerk to send absentee ballots by first class mail	Friday, November 1, 2024

Monday, August 5, 2024	4:00 p.m. deadline for voters to spoil their absentee ballot that was lost or destroyed in-person at the Clerk's Office	Monday, November 4, 2024
Tuesday, August 6, 2024	8:00 p.m. deadline for absentee ballots to be delivered to the clerk for tabulation	Tuesday, November 5, 2024
Friday, August 9, 2024	5:00 p.m. deadline for a voter to cure a signature on an AV ballot return envelope that was otherwise a valid ballot to be tabulated	Friday, November 8, 2024
Monday, August 12, 2024	Deadline to receive and count a ballot submitted by an Overseas Voter postmarked on or before Election Day	Monday, November 11, 2024

Absentee ballots will be issued as requests are received up until the absentee ballot issuing deadlines.

becoming a Permanent Ballot Voter

Since the passage of Proposal 2022-2 clerks now maintain a Permanent Ballot List. Birmingham voters began opting into the Permanent Ballot List by checking the box pictured below on their November 7, 2023 absentee ballot application. This box is also available on the 2024 absentee ballot applications, pictured below.

APPLICATION FOR ABSENT VOTER'S BALLOT SEE REVERSE SIDE FOR INSTRUCTIONS

NOVEMBER 7, 2023 ELECTION

I certify that I am a United States citizen and a qualified and registered elector in the CITY OF BIRMINGHAM, County of OAKLAND, State of Michigan, I apply for an official ballot, to be voted by me in the election above, and the statements in this application are true.

COMPLETE TO JOIN PERMANENT LIST
 I want to vote absentee in all elections. Automatically send me an absent voter ballot for all elections.

MI ABSENT VOTER BALLOT APPLICATION 2024 Presidential Primary Feb. 27 / Primary Aug. 6 / General Nov. 5 See Reverse Side for Instructions

I certify that I am a United States citizen and a qualified and registered elector in the CITY OF BIRMINGHAM, County of OAKLAND, State of Michigan, and I apply for an official ballot, to be voted by me in the election(s) checked below, and the statements in this application are true.

Other Elections: Complete to join the permanent absent voter ballot list (optional)
 Automatically send me an absent voter ballot for each future election for which I'm eligible.

1 Check One Select election(s) to receive ballot (required):
 ALL FEBRUARY 27, 2024 PRESIDENTIAL PRIMARY AUGUST 6, 2024 PRIMARY NOVEMBER 5, 2024 GENERAL

Voters can opt in or out of the Permanent Ballot list at any time by sending a written request to the City Clerk's Office.

Voters on the Permanent Ballot List should make sure they keep current contact information on file with the City Clerk's Office including mailing address (especially for those that travel outside of Birmingham during times that ballots are being mailed) as well as phone and email contacts. Ballots are not allowed to be forwarded so the Clerk's Office will be contacting all voters whose absentee ballots bounced back to the Clerk's Office in the mail.

No Postage Necessary!

Absentee ballot applications and absentee ballot return envelopes for the entire State of Michigan are equipped with a business reply mail permit that will cover the cost of postage for any ballot or application mailed within the United States.

Return Envelopes - What to look out for

Outgoing absentee ballots (to the voter) are blue.

All absentee ballot return envelopes (coming back to the Clerk) are purple. The United States Post Office and Michigan Bureau of Elections worked to redesign these envelopes and changed the color from green to purple to increase the efficiency of processing election mail.

Greenwood Cemetery Advisory Board (GCAB)

The next meeting for the GCAB is scheduled for April 5, 2024. To view Greenwood Cemetery Advisory Board agendas and minutes visit www.bhamgov.org/GCAB.

Board of Ethics

The next Board of Ethics meeting has yet to be determined. To view the Ethics Board agendas and minutes visit www.bhamgov.org/ethics.

Board Appointments

The City of Birmingham is looking for dedicated individuals who want to give back to their community by serving on one of our many boards or commissions. Birmingham’s different boards and commissions make recommendations that shape the City’s future. Serving on a board or commission is a great way to get involved in your community, meet new people and make a positive impact. Don't miss out on the chance to make a difference - go to www.bhamgov.org/boardopportunities to view all the available openings.

Board	Openings	Application Due by Noon	Interview/ Appointment at City Commission meeting 7:30 pm
Advisory Parking Committee	1 regular member (retail) term ending 9/1/2026 1 alternate member term ending 9/1/2026	Until Filled	
Birmingham Area Cable Board	3 regular Birmingham residents, term ending 3/30/24 1 alternate Birmingham resident, term ending 3/30/26 1 alternate Birmingham resident, term ending 3/30/25	4/3/24	4/8/24
Birmingham Shopping District	1 member shall be a business operator or person with interest in property located within the district, 4-year term ending 11/16/2026	Until Filled	
Board of Review	1 regular member to serve a 3-year term expiring 12/31/2026 1 regular member to serve a 3-year term expiring 12/31/2025 1 alternate member to serve 3-year term expiring 12/31/2026 1 alternate member to serve the remainder of a 3-year term expiring 12/31/2025	Until filled	

Board of Zoning Appeals	1 alternate member term ending 2/18/2026	Until Filled	
Brownfield Redevelopment Authority	1 regular member term ending 5/23/2026 1 regular member term ending 5/23/2024	Until Filled	
Ethics Board	1 alternate member term ending 6/30/2026	Until Filled	
Housing Board of Appeals	2 regular member terms ending 5/4/2027 & 3 regular members, terms ending 5/4/2026	4/10/24	4/15/24
Martha Baldwin Park Board	2 regular member terms ending 5/1/2028	4/10/24	4/15/24
Multi Modal Transportation Board	2 alternate members	4/3/24	4/8/24
Parks & Rec Board	3 regular members	3/13/24	3/18/24
Public Arts Board	1 alternate member to serve a 3-year term expiring 01/28/2025	until filled	
Stormwater Utility Appeals Board	3 regular member terms ending 1/31/2026 2 alternate member terms ending 1/31/2025	until filled	1/31
Triangle District Corridor Improvement Authority	1 resident of the developed area or area within 1/2 mile of the development area, term ending 12/15/2027	until filled	12/15

City Manager's Office

Ad Hoc Aging in Place Committee (AIPC)

The AIPC will accept Community Surveys until April 1, 2024. The Community Surveys can be mailed to City Hall or dropped off at City Hall, the Baldwin Public Library, The Birmingham Museum and Next. The AIPC will then begin the process of analyzing the survey results and design a process for moving forward with a Citywide action plan to assist seniors to age in place.

YMCA Building

City staff and the team from NORR held a kick-off meeting on Wednesday, March 6, 2024 to discuss initial steps while the City Commission formalizes the final Ad Hoc Senior/Recreation Center Committee. Timetables were discussed and NORR met at the YMCA building on Friday, March 8, 2024 to begin their in-depth facility analysis. Once the final Ad Hoc Senior/Recreation Center Committee roster is finalized, a meeting will be arranged within a week to get the new committee up to speed with its scope of work.

Communications

Around Town e-Newsletter

The communications team is working on the April edition of the Around Town e-Newsletter, which will include information about spring events, golf courses, yard waste collection, pet safety reminders and more. Follow [this link to view the March edition](#) of the Around Town e-Newsletter.



AROUND TOWN E-NEWSLETTER • MARCH 2024



Receive Updates from Birmingham

Receive the latest news from Birmingham by signing up to receive our newsletter and alerts at www.bhamgov.org/enews. Subscribers receive important information specific to their neighborhood, emergency alerts and our newsletter featuring upcoming events, meetings, City projects, developments and more. Also follow us on [Facebook](#) and [Instagram](#) @BhamGov.

Thank you, Jamil Kim

IT and Media Specialist Jamil Kim will conclude his employment with the City of Birmingham on Thursday, March 28, 2024. Jamil started working for the City in 2019 as a part-time IT Assistant, and became a full-time IT and Media Specialist in 2021. He is resigning from employment with the City as he and his wife prepare to move to South Korea next month. Jamil is highly respected among staff members and a pleasure to work with. He is well known for being patient and kind when providing technical assistance to those of us who are not tech savvy. He takes his time and explains what he's doing so that staff members are better prepared to solve future tech problems. He is quick to volunteer for assignments that take place outside of normal working hours. He will be missed, and we wish him the best of luck as he embarks on this next chapter of his life.

A message from Jamil: "After nearly 5 years with the city, I am bidding farewell to my position and moving to South Korea with my wife. My wife was born in South Korea and has been away for almost seven years. We are excited to start a new chapter of our lives and reunite with friends and family. Not long after we arrive in Seoul, I will be enrolling in a Korean language program at a university to continue my path to fluency in the language. It's been an honor to work alongside all city staff and I am grateful for the memories and experiences I've gained during my time here."

BIRMINGHAM CITY COMMISSION - UPCOMING AGENDA ITEMS

Meeting	Topic	Dates Addressed	Status
3/4/24	Board Vacancies	3/4/24 3/18/24	In progress
3/4/24	Advisory Parking Committee Letter	3/4/24 3/18/24	In progress
2/12/24	City Events	3/4/24	In progress

2/5/24	Add cameras to front and back of vehicles.	2/5/24	In progress
10/2/23	Implementation of crosswalk standards	10/2/23 10/16/23 11/13/23	In progress
5/8/23	Woodward noise	5/8/23 6/5/23	In progress
2/27/23	Bench and Little Library for Pat Andrews	3/13/23 5/8/23	In progress

Engineering Department

Illicit Discharge to Rouge River

The City has determined the source of the sanitary sewer discharge and discussions are occurring with the property owner. We have been keeping the Michigan Department of Environment, Great Lakes, and Energy (EGLE) aware of the City's progress in finding the source.

Lead Service Replacement Program

The City will be starting a door-knocking effort to replace lead water services at no cost to property owners. If the property owner is not available, a flier will be left. Residents who receive the flier are instructed to follow the listed steps to schedule the water service replacement.

Water Service Verification Program

The City has a deadline of October 2024 to submit material information from 364 water service lines to the Michigan Department of Environment, Great Lakes, and Energy (EGLE). The City randomly selected 364 water services to verify the material for this EGLE requirement. The City will be knocking on doors to talk to property owners about verifying the "In-Home/Business" water service line material. If a property owner is not home, a flier will be left with the next steps. Property owners can schedule an inspection by an authorized City representative at (248) 303-2292 or determine the in-home/business material themselves with the steps provided in the property owner letter.

Redding Road Project

This project will start toward the end of March/beginning of April, weather permitting. Property owners received a letter with additional information about this project.

Edgewood Road Project

This project will start toward the beginning of April, weather permitting. Property owners received a letter with additional information about this project.

MDOT – Woodward Ave. and Brown/Forest Intersections

Construction started on this project on March 6, 2024. This work requires daily single lane closures along northbound and southbound Woodward. At times, Brown and Forest may be closed for up to 10 days for construction.

For more information regarding these projects, please contact the Engineering Department at (248) 530-1840.

South Old Woodward Avenue Reconstruction (Phase 3) Award

On Saturday, March 9, 2024, the South Old Woodward Avenue Reconstruction (Phase 3) project received the 2024 American Council of Engineering Companies of Michigan Engineering Merit Award.



Fire Department

With the recent time change for daylight savings, the Fire Department offers a reminder to test the batteries and functionality of your smoke and carbon monoxide detectors. Changing your batteries each time you change your clocks is a good habit to form.

The Birmingham Fire Department's Community Risk Reduction program offers free home fire safety inspections for residents. Any resident interested in scheduling a home fire safety inspection is encouraged to call (248) 530-1923. Home safety inspection includes:

- Checking for proper placement, quantity, and functionality of smoke and carbon monoxide detectors
- Escape plans for emergency egress
- Cooking safety tips
- Electrical and appliance safety tips
- Tips for using the 9-1-1 emergency activation system
- Housekeeping fire safety tips, etc.

Human Resources

New Hires

The City of Birmingham extends warm congratulations to our newly hired employees from February 13, 2024 to March 12, 2024. Their skills, expertise, and enthusiasm are a valuable addition and we welcome them to our team!

Department	Name	Position	Type
Parking	Rebecca Lademan	Clerical	Part Time
Parking	Christopher Chartrand	Parking Maintenance Manager	Full Time

Police	Lorna Turner	Dispatcher	Part Time
DPS	Devin Johnson	SSW Assistant Foreman	Full Time (Teamsters)
Library	Samantha INGerson	Substitute Librarian	Substitute
Library	Julia Esisenstein	Substitute Librarian	Substitute
Library	Julia Wehr	Library Assistant	Part Time
Library	Joel Felsenfeld	Library Assistant	Part Time
Parking	Wendy Abdo	Parking Administrative Assistant	Full Time
Library	Keegan Sulecki	Substitute Librarian	Substitute

March Hiring Anniversaries

The City of Birmingham celebrated the hiring anniversaries of several employees. We extend our heartfelt appreciation for their exceptional service and unwavering dedication. Their contributions are deeply valued and recognized.

Years Of Service	Employee	Department	Position
1	Ryan Ballard	DPS	SSW Foreman
1	Stuart Sturton	Library	Librarian
4	Alex Bingham	Clerks Office	City Clerk
4	John Pierce	Golf	DPS Golf Course
5	Joan Weddell	Library	Library Substitute
5	Julie Beckwell	Library	Library Assistant
6	Steven Lemiere-Bozynski	Police	Police Dispatch
8	Howard Jacobs	Police	Parking Enforcement Officer
8	Trevor Baker	Fire Department	Fire/EMT

8	Susan Kalisky	Library	Library Substitute
8	Joseph Misiak	Police	Dispatcher
9	Steffanie Rhymes	Parking	Parking Facility Maintenance
11	Michael Simpson	Police	Police LT
12	Christopher Deman	Fire Department	Fire Battalion Chief
12	Jacquelyn Brito	Golf	Golf Operations Manager
15	Patrick Kowaleski	DPS	DPS Part Time
18	Lisa Christie	Library	Library Assistant
19	Elisabeth Phou	Library	Librarian
20	Scot Pounder	DPS	SSW Technician
24	Melinda Comerford	BSD	BSD Assistant

Employment Opportunities

The City is currently accepting applications for the following positions. To submit an application or for more information, visit www.bhamgov.org/jobs.

Department	Position	Type	Application Closing
BSD	Events Assistant	Seasonal	March 27, 2024
Community Dev	Support Staff A	Full Time (AFSCME)	April 6, 2024
BSD	Executive Director	Full Time	March 29, 2024
Golf	Junior Ranger	Seasonal	Until Filled
Golf	Clubhouse Service	Seasonal	Until Filled
Golf	Golf Maintenance	Seasonal	Until Filled
DPS	Park Attendant	Seasonal	Until Filled
DPS	Parks Laborer	Seasonal	Until Filled
Building	Plumbing Inspector	Full Time	Until Filled

Police Department

Scam Alert

Due to an increase in reported fraud cases from our aging population, the Birmingham Police Department has passed out the fliers (pictured below) at our senior living facilities. We are in the process of scheduling speaking engagements at these locations to discuss the issue in greater detail with our residents.



BEWARE OF SCAMS!

Protect yourself from scams!

Anyone demanding to be paid in gift cards is a scammer! No business or government agency will ever request to be paid by gift card. If someone asks you to pay for something by purchasing a gift card and providing them with the numbers on the back of the card, it's a scam! Contact the Birmingham Police Department for assistance.



BIRMINGHAM POLICE DEPARTMENT
(248) 530-1870
bhamgov.org/police

Larcenies from Automobiles (LFA)

Now that the mild weather has moved in, we have also seen a rise in larcenies from unlocked vehicles. We would like to remind our residents to lock their vehicles and remove valuable items.

An investigation into recent LFAs that occurred across multiple agencies determined additional fraud cases stemmed from the original theft where the suspect was able to steal victims' credit cards that had been left in vehicles. The Birmingham Police Department, Bloomfield Twp. PD, the Oakland County Sheriff, and the Special Investigations Unit (SIU) were able to identify the suspect involved.

Officers were able to determine that the same suspect was responsible for multiple cases involving larcenies from unlocked vehicles. Bloomfield Twp. PD was able to obtain a two-count warrant for the suspect as SIU continued surveillance. The suspect later turned himself in on February 22, 2024, to the 48th D.C. and was arraigned on the original warrants.

The Birmingham Police Department has determined that multiple crimes were committed in the City of Birmingham by this suspect and warrant requests have been submitted to the Oakland County Prosecutors Office.

Police Department Annual Report

The Police Department has been working to finalize a completely redesigned annual report. Previous annual reports have not seen any major updates in quite some time. The goal of this new report is to provide everyone with more information than ever before about the activities and functions of the Birmingham Police Department.

To highlight some of the information to come, in 2023, the Police Department responded to almost 1,000 more calls for service than any previous year in the last 30 years. Additionally, the new Annual Report will provide information on the Department's community engagement activities, crime and arrest statistics, partnerships, the auxiliary program, enforcement activity and much more.

Parking Systems Update

Operations

The City Commission approved extending one (1) hour parking zones to two (2) hour parking zones, except those located on Maple, west of Old Woodward, and those on Old Woodward between Willits and Brown Street. With the conversion, the City hopes visiting patrons will be happier knowing they don't have to move their vehicle to another zone or leave to repay a meter for some of the more common visits that extend past one hour. The City did decide to keep one-hour parking in select zones because of the popularity of parking in those areas and a desire to encourage turnover. As a reminder, parking is free in all City parking garages for two hours or less. The conversion of the one (1) hour meters to two (2) hour meters went into effect on Monday, March 18, 2024.

Occupancy

FEBRUARY AVG CAPACITY	
Chester Garage (880)	61.00%
Old Woodward (745)	28.00%
Park Garage (811)	35.00%
Peabody Garage (437)	30.00%
Pierce Garage (706)	27.00%

Free Parking Report

Follow this [link to view the free parking report](#). This report shows a two-month snapshot of the total number of parked cars, broken down by how many paid to park versus how many parked for two hours or less, which is free in all decks.

Monthly Occupancy

Follow this [link to view an occupancy report](#) for the month of February. This report shows a breakdown of both transient (daily) and monthly parkers at each garage, and how full each garage is on average by hour for the month.

Future Agenda Items

Download a summary of [future agenda items](#).

Future Workshop Items

Download a summary of [future workshop items](#).



MEMORANDUM

Planning Division

DATE: March 11, 2024

TO: Jana L. Ecker, City Manager

FROM: Alexandria Bingham, City Clerk
Nicholas Dupuis, Planning Director
Bruce Johnson, Building Official
Jeff Scaife, Fire Marshall

SUBJECT: Public Hearing - 2024 Liquor License Renewals

INTRODUCTION:

Annually, the City Commission is required by Chapter 10, Alcoholic Liquors, of the Birmingham Code of Ordinances to review and consider the renewal of liquor licenses for establishments which sell intoxicating liquor for consumption on the premises. As part of the review process investigations of each licensed establishment are conducted by the Building, Planning, Police, Fire and Treasury departments to determine whether the licensee is in compliance with all applicable City and State codes.

BACKGROUND:

On February 12, 2024 ([Agenda](#) – [Minutes](#)), the City Commission reviewed all establishments currently holding a Class B, Class C, or Microbrewery Liquor License and moved to set a public hearing for the establishments listed below to consider whether the City Commission shall file objections with the Michigan Liquor Control Commission. In addition to the issues observed in the current review period, the City Commission requested a history of issues presented to identify any concerning trends or persistent issues. Please see below a list of the issues observed during the 2024 inspection period and narratives on how these issues were resolved (or not):

1. **220 Restaurant – 220 E Merrill**

Issue:	<u>Building Violation:</u> Repair leak on hot water storage tank.
Resolution:	<u>Building Department:</u> Leak was repaired, there are no issues remaining.

2. **Adachi – 325 S. Old Woodward**

Issues:	<u>Fire violation:</u> Liquid propane tank unsecured after warning- removal from site.
----------------	----------------------------------------------------------------------------------------

	<p><u>Planning violation</u>: Indoor Seating – Planning Division staff counted 58 seats on the floor and 9 seats at the bar for a total of 67 indoor seats. Adachi is approved to have 55 seats on the floor and 10 seats at the bar for a total of 65 indoor seats.</p> <p><u>Planning violation</u>: The a-frame portable sign observed out front does not appear to have a permit.</p>
Resolution:	<p><u>Fire Department</u>: Tanks have been properly secured. No further issues to be found.</p> <p><u>Planning Department</u>: Ownership for Adachi reached out to the Planning Department and asked for some clarification on the seat count. At this time, the seating issue appears to be resolved. In addition, the a-frame sign has not been observed by the Planning Department since, and a Sign Permit application has not been applied for.</p>

3. Employee Meal – 470 N. Old Woodward

Issues:	<p><u>Planning violation</u>: The dumpsters in the rear of the building remain unscreened and some receptacles were found to be placed outside of the enclosure.</p> <p><u>Planning violation</u>: The pavement in the parking facility in the rear is in extremely poor condition.</p> <p><u>Planning violation</u>: At EM, there are a few signs that have popped up over the years that appear to be unapproved.</p>
Resolution:	<p><u>Planning Department</u>: The City issued violation notices for the rear lot which resulted in some temporary improvements. The property owner is planning to redo the lot in the spring. The Planning Division would expect the dumpster enclosure to be addressed at that time as well. As for the signage, this issue has not been resolved as of yet.</p>

4. Market North End – 474 N. Old Woodward

Issues:	<p><u>Planning violation</u>: The dumpsters in the rear of the building remain unscreened and some receptacles were found to be placed outside of the enclosure.</p> <p><u>Planning violation</u>: The pavement in the parking facility in the rear is in extremely poor condition.</p>
Resolution:	<p><u>Planning Department</u>: The City issued violation notices for the rear lot which resulted in some temporary improvements. The property owner is planning to redo the lot in the spring. The Planning Division would expect the dumpster enclosure to be addressed at that time as well.</p>

5. Papa Joes/Bistro Joes – 34244 Woodward

<p>Issues:</p>	<p><u>Planning Violation:</u> Indoor Seating – At Bistro Joes, Planning Division Staff counted 60 chairs on the floor and 10 chairs at the bar for a total of 70 indoor seats. Bistro Joes is approved with 54 chairs on the floor and 10 chairs at the bar for a total of 64 indoor seats. The excess seats must be removed from the restaurant.</p> <p><u>Planning violation:</u> Additional Seating – At Bistro Joes, it is clear that the restaurant has been using the additional mezzanine space on the east side of the space by the wine tasting area to seat its patrons. The Planning Division observed matching table settings, Bistro Joes menus, salt and pepper shakers, and other clues that all point towards a consistent use of the space by the restaurant. This would provide the restaurant with an additional 38 (+/-) indoor seats, which would mean that Bistro Joes is using nearly 50 seats more than it is permitted to use. This is a major issue, and the Planning Division will be seeking more permanent solutions that ensure this space is no longer used for restaurant functions.</p> <p><u>Planning violation:</u> Site Issues – The parking lot for Papa Joes and Bistro Joes is in dire need of restriping. Many of the lines are completely faded. In addition, at the rear of the building, there was a significant amount of material stacked up and/or stored in parking spaces and the area around the dumpster, which is not permitted. Finally, the dumpster area is in very poor condition and requires attention.</p>
<p>Resolution:</p>	<p><u>Planning Department:</u> The owner, Mr. Tony Curtis reached out to the Planning Department as requested and set up a meeting with the manager of Bistro Joes to count seats together in the restaurant (met the requirements), but also go over the issues noted on the additional mezzanine area. The Planning Division was told that this area is for users of the Papa Joes Market and an employee break area. They noted the salt and pepper shakers were there because patrons would frequently ask Bistro Joes for some. Bistro Joes posted some temporary signage to indicate that the area was to be used by Papa Joes customers only.</p> <p>As for the issues at Papa Joes, the owner provided detailed information on a lot resurfacing that is planned for the spring, which would resolve the striping issue. The owner also had all of the debris/clutter removed from the back of the building and dumpster area, which may be considered resolved as well.</p>

6. Sidecar/Shift/Slice

<p>Issue:</p>	<p><u>Fire violation:</u> Misdemeanor tickets issued for hazardous conditions related to discarded smoking materials and emergency egress access. A complaint was placed to the Fire Marshal’s Office over cigarette butts being thrown in and around grease traps behind the business. The site was inspected by the Fire Marshal and Building Official who found several cigarette butts laying carelessly around a grease trap, along with excessive grease build-up in the emergency egress pathway leading out of the business. The issue was resolved immediately. Spot inspections after showed compliance.</p> <p><u>Planning violation:</u> The dumpster screening project has not yet been completed, and has been a lingering issue.</p>
<p>Resolution:</p>	<p><u>Fire Department:</u> Business representative immediately cleaned the area. Has since improved upon the grease trap system limiting any slip hazards through the exit pathway. Furthermore, place cigarette waste containers in the immediate area. No further concerns.</p> <p><u>Planning Department:</u> A permit has been applied for and issued for the dumpster screening project.</p>

7. Social Kitchen & Bar – 225 E. Maple

<p>Issue:</p>	<p><u>Fire violation:</u> Misdemeanor tickets for unsafe conditions in the kitchen. While on LLC inspections the Fire Marshal observed hood suppression nozzles tied in an upward direction that placed them out of the way of a newly installed salamander grille. Tying the nozzles off will have rendered them useless in the event of a cooking fire. Additionally, there was one hood vent missing and no fire suppression for the newly installed cooking equipment. The Fire Marshal ordered that there be no cooking in the area in violation. Three misdemeanor tickets were issued and all items were corrected promptly. The General Manager remained in communication with the Fire Marshal throughout the process. IFC 2021 9901.4.6 Appearance of Equipment, 901.6 Fire Alarm and Extinguishing Maintenance, and 114.1.1 Unsafe Conditions.</p> <p><u>Planning violation:</u> Indoor Seating – Planning Division staff counted 60 seats on the floor and 10 seats at the bar for a total of 70 indoor seats. Social Kitchen & Bar is approved to have 54 seats on the floor and 10 seats at the bar for a total of 64 indoor seats.</p> <p><u>Planning violation:</u> There is a CO2 tank that has been installed on the east side of the building along the via that was not approved and is not screened.</p>
<p>Resolution:</p>	<p><u>Fire Department:</u> Situation was resolved in a sufficient timeframe. No further concerns.</p>

	<p><u>Planning Department:</u> The Planning Department met with Social staff members and management and counted seats together (issue now resolved). The Planning Department explained the rules and the importance of maintaining the approved seat counts. In addition, the CO2 tank was relocated, and Social will continue to work with the Planning Department on a more permanent solution.</p>
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

8. Toast – 203 Pierce

Issue:	<p><u>Fire violation:</u> A misdemeanor ticket was issued for blocking the Fire Department Connection to the business with an oversized flower pot. IFC 2021 912.4.2 Clear Space around FDC Connections. In addition, a misdemeanor ticket was issued for not reporting inspection reports to the third-party reporting system for fire alarm, sprinkler system, hood suppression system, and hood system cleaning. IFC 2021 901.6 Fire Alarm and Extinguishing System Maintenance.</p>
Resolution:	<p><u>Fire Department:</u> Management has been very attentive to these two issues. All have been resolved with no further concerns.</p>

9. Zana – 210 S. Old Woodward

Issue:	<p><u>Building violation:</u> Needs fire alarm, hood cleaning, and hood suppression records.</p> <p><u>Fire violation:</u> During the LLC inspections, it was noticed that the business had not reported its hood suppression, hood cleaning, and fire alarm reports to the third-party reporting system. Before this report, only two reports were submitted. The fire suppression system report is outstanding. Work was being done on February 2, 2024.</p> <p>NOTE: The Fire Marshal’s Office had received a couple of complaints of overcrowding and unsafe situations on Friday and Saturday nights after 11:00 pm. Paperwork was issued to the owner stating the Fire Prevention Bureau would be conducting random occupancy inspections until such a time that the complaints could be substantiated or not.</p>
Resolution:	<p><u>Building Department:</u> Fire alarm and kitchen hood suppression records have been submitted.</p> <p><u>Fire Department:</u> All paperwork has been properly submitted for AHJ review. The Fire Marshal’s Office has performed 3 unannounced inspections at this location to verify proper occupancy. No further concerns.</p>

LEGAL REVIEW:

The City Attorney has reviewed this report and its attachments and has no objections as to form and content.

FISCAL IMPACT:

There are no fiscal impacts for this agenda item.

SUSTAINABILITY:

There are no sustainability impacts for this agenda item.

PUBLIC COMMUNICATIONS:

On December 8, 2023, liquor license holders were contacted by certified mail with return receipt and informed of the review and renewal process, including physical establishment inspections and review of records by City staff. License holders were also notified of the date which the City Commission will review and recommend renewal of all licenses based on the review reports. All 2024 Liquor License applications were returned to the Clerk's Office.

In the weeks prior to the February 12, 2024 City Commission meeting, all license holders with outstanding financial obligations were contacted by phone and email in an effort to resolve all outstanding amounts prior to the Commission meeting on February 12, 2024.

After the Commission meeting on February 12, 2024, certified letters were sent to the establishments which were found to have violations. These letters informed the license holder that due to their outstanding violations, there would be an additional meeting before the City Commission to re-asses their license status. The letters were sent as certified mail on February 26, 2024.

SUMMARY:

City staff request that the City Commission consider the resolutions OR continued noncompliance, as described within this memo, for the violations observed during 2023 annual liquor license inspections and consider whether the City Commission shall file objections with the Michigan Liquor Control Commission for the renewal of liquor licenses for the following establishments holding a Class B, Class C, or Microbrewery Liquor License:

- 220 Restaurant
- Adachi
- Employee Meal
- Market North End
- Papa Joes & Bistro Joes
- Sidecar/Slice/Shift
- Social Kitchen & Bar
- Toast
- Zana

ATTACHMENTS:

Please see the following attachments for your review:

- Five Year Incident Review for Liquor License Establishments

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution to approve the renewal of liquor licenses for the 2024 licensing period for the following restaurants which hold a Class C Liquor License and are in compliance with Chapter 10, Alcoholic Liquors of the City Code:

- 220 Restaurant
- Adachi
- Sidecar/Slice/Shift
- Social Kitchen & Bar
- Toast
- Zana

AND

EMPLOYEE MEAL

Make a motion adopting a resolution to approve the renewal of liquor license for the 2024 licensing period for EMPLOYEE MEAL, who holds a Class C Liquor License that is in compliance with Chapter 10, Alcoholic Liquors of the City Code.

or

Make a motion adopting a resolution to file an objection with the Michigan Liquor Control Commission regarding the renewal of the liquor license for EMPLOYEE MEAL, who holds a Class C Liquor License that is NOT in compliance with Chapter 10, Alcoholic Liquors of the City Code.

AND

MARKET NORTH END

Make a motion adopting a resolution to approve the renewal of liquor license for the 2024 licensing period for MARKET NORTH END, who holds a Class C Liquor License that is in compliance with Chapter 10, Alcoholic Liquors of the City Code.

or

Make a motion adopting a resolution to file an objection with the Michigan Liquor Control Commission regarding the renewal of the liquor license for MARKET NORTH END, who holds a Class C Liquor License that is NOT in compliance with Chapter 10, Alcoholic Liquors of the City Code.

AND

PAPA JOES & BISTRO JOES

Make a motion adopting a resolution to approve the renewal of liquor license for the 2024 licensing period for PAPA JOES/BISTRO JOES, who holds a Class C Liquor License that is in compliance with Chapter 10, Alcoholic Liquors of the City Code.

or

Make a motion adopting a resolution to file an objection with the Michigan Liquor Control Commission regarding the renewal of the liquor license for PAPA JOES/BISTRO JOES, who holds a Class C Liquor License that is NOT in compliance with Chapter 10, Alcoholic Liquors of the City Code.

Five Year Incident Review for Liquor License Establishments		
Establishment	Reporting Year	Issues & Violations
220 Restaurant Hospitality, LLC 220 E Merrill	2023	<u>Building violation</u> : Repair leak on hot water storage tank.
	2022	<u>Treasury violation</u> : \$180.00 in open invoices and \$10.15 in late water due
	2021	<u>Planning violation</u> : Clutter/outdoor storage around the building; A-frame signs without permits (green sticker); Dumpster screen gate damaged and in need of repair; 5 ft. clear walking path does not seem to be fully maintained along Merrill
	2020	<u>Planning violation</u> : Required 5 ft. walking path not maintained, propane heaters being stored in rear of restaurant.
	2019	Numerous police contacts.
Adachi Restaurant Group, LLC 325 S Old Woodward Ave	2023	<u>Fire violation</u> : LP tank unsecured after warning- removal from site.
	2022	No violations.
	2021	<u>Planning violation</u> : Propane heaters damaged and left on the ground in disarray; Minor indoor seating discrepancies (please see attached spreadsheet); Restaurant manager was advised of the issue and assured compliance.
	2020	Numerous police contacts.
	2019	No violations.
Employee Meal 470 N. Old Woodward Suite 100	2023	<u>Planning violation</u> : The dumpsters in the rear of the building remain unscreened and some receptacles were found to be placed outside of the enclosure. <u>Planning violation</u> : The pavement in the parking facility in the rear is in extremely poor condition. <u>Planning violation</u> : At EM, there are a few signs that have popped up over the years that appear to be unapproved.
	2022	No violations.

	2021	N/A
	2020	N/A
	2019	N/A
Market North End 474 N Old Woodward	2023	<p><u>Planning violation:</u> The dumpsters in the rear of the building remain unscreened and some receptacles were found to be placed outside of the enclosure.</p> <p><u>Planning violation:</u> The pavement in the parking facility in the rear is in extremely poor condition.</p>
	2022	No violations.
	2021	No violations.
	2020	No violations.
	2019	Numerous police contacts.
Papa Joe's/ Bistro Joe's 34244 Woodward	2023	<p><u>Planning violation:</u> Indoor Seating – At Bistro Joes, Planning Division Staff counted 60 chairs on the floor and 10 chairs at the bar for a total of 70 indoor seats. Bistro Joes is approved with 54 chairs on the floor and 10 chairs at the bar for a total of 64 indoor seats. The excess seats must be removed from the restaurant.</p> <p><u>Planning violation:</u> Additional Seating – At Bistro Joes, it is clear that the restaurant has been using the additional mezzanine space on the east side of the space by the wine tasting area to seat its patrons. The Planning Division observed matching table settings, Bistro Joes menus, salt and pepper shakers, and other clues that all point towards a consistent use of the space by the restaurant. This would provide the restaurant with an additional 38 (+/-) indoor seats, which would mean that Bistro Joes is using nearly 50 seats more than it is permitted to use. This is a major issue, and the Planning Division will be seeking more permanent solutions that ensure this space is no longer used for restaurant functions.</p> <p><u>Planning violation:</u> Site Issues – The parking lot for Papa Joes and Bistro Joes is in dire need of restriping. Many of the lines are completely faded. In addition, at the rear of the building, there was a significant amount of material stacked up and/or stored in parking spaces and the area around the dumpster, which is not permitted. Finally, the dumpster area is in very poor condition and requires attention.</p>

	2022	<u>Police Violation</u> : Sold to minor during a liquor decoy operation in 2022.
	2021	<u>Planning violation</u> : Window signage appears to exceed 18 sq. ft. permitted.
	2020	No violations.
	2019	No violations.
Sidecar/ Slice/ Shift 117 Willits St	2023	<u>Fire violation</u> : Cigarette butts around grease traps. Tickets issued for "Reliability of Emergency Egress" and "Throwing/Placing Sources of Ignition." <u>Planning violation</u> : The dumpster screening project has not yet been completed, and has been a lingering issue.
	2022	No violations.
	2021	<u>Planning violation</u> : A-frame signs without permits (green stickers); Outdoor dining furnishing may be being stored in right-of-way <u>Treasury violation</u> : Outdoor Dining (due 3/1/22) \$776.62.
	2020	No violations.
	2019	<u>Planning violation</u> : Window signage exceeds permitted amount.
Social Kitchen And Bar LLC 225 Maple	2023	<u>Fire violation</u> : Appearance of equipment, fire alarm and extinguisher maintenance, unsafe conditions. <u>Planning violation</u> : Indoor Seating – Planning Division staff counted 60 seats on the floor and 10 seats at the bar for a total of 70 indoor seats. Social Kitchen & Bar is approved to have 54 seats on the floor and 10 seats at the bar for a total of 64 indoor seats. <u>Planning violation</u> : There was a CO2 tank that has been installed on the east side of the building along the via that was not approved and was not screened.
	2022	No violations.
	2021	<u>Planning violation</u> : A-frame sign without permit (green

		sticker); Some clutter in rear dumpster area, linen storage stored outside of screening; Minor indoor seating discrepancies (please see attached spreadsheet); Restaurant manager was advised of the issue and assured compliance.
	2020	<u>Treasury violation</u> : \$46.43 in past due monies.
	2019	<u>Planning violation</u> : Window signage exceeds 12 sq. ft. permitted
Toast Birmingham LLC 203 Pierce	2023	<u>Fire violation</u> : Clear space around FDC connections and fire alarm and extinguisher maintenance.
	2022	<u>Planning violation</u> : Persistent seating issue dating back annually to at least 2019, averaging 27 seats over the permitted interior maximum. <u>Treasury violation</u> : \$683.23 in open invoices
	2021	<u>Treasury violation</u> : Outdoor Dining (due 3/1/22) \$11,031.50 <u>Planning violation</u> : Large seat discrepancy observed. Restaurant manager was advised of the issue and assured compliance.
	2020	No violations.
	2019	<u>Treasury violation</u> : \$7,381.97.
Zana 210 S. Old Woodward	2023	<u>Building violation</u> : Needs fire alarm, hood cleaning, and hood suppression records. <u>Fire violation</u> : Hood suppression, cleaning, and fire alarm reports.
	2022	No violations.
	2021	No violations.
	2020	N/A
	2019	N/A



MEMORANDUM

Planning Division

DATE: March 8, 2024

TO: Jana L. Ecker, City Manager

FROM: Nicholas Dupuis, Planning Director

SUBJECT: Public Hearing for 115 Willits – Mare Mediterranean – Special Land Use Permit Amendment (Ownership Change) – **WITHDRAWN**

INTRODUCTION:

The applicant had submitted a Special Land Use Permit Amendment application to change ownership of an existing food and drink establishment serving alcoholic liquors for on premise consumption in Downtown Birmingham from Hospitality Birmingham, LLC to Birmingham Prime Hospitality, LLC. The subject site, Mare Mediterranean, is located on the south side of Willits between Bates St. and N. Old Woodward.

At this time, the applicant has notified City staff that they have terminated their purchase of Mare and wish to withdraw their application for the Special Land Use Permit Amendment.

BACKGROUND:

On July 12, 2021 ([Agenda](#) – [Minutes](#)), the City Commission moved to approve the original Special Land Use, Final Site Plan and Design Review application for Mare Mediterranean and enter into a Special Land Use Permit Contract with Hospitality Birmingham, LLC (Antonino Cutraro, Member).

LEGAL REVIEW:

The City Attorney has reviewed this request and has no objections as to form and content.

FISCAL IMPACT:

There are no fiscal impacts for this agenda item.

SUSTAINABILITY:

Not applicable.

PUBLIC COMMUNICATIONS:

As required for Special Land Use Permit reviews, a legal ad was placed in a newspaper of local circulation to advertise the public hearing at the City Commission meeting on March 18, 2024. In addition, postcards were sent out to property owners and occupants within 300 feet of the subject site.

SUMMARY:

The applicant, Birmingham Prime Hospitality, LLC, has terminated their purchase of Mare restaurant from Hospitality Birmingham, LLC and has withdrawn their Special Land Use Permit Amendment application.

ATTACHMENTS:

There are no attachments for this agenda item.

SUGGESTED COMMISSION ACTION:

No action required.



MEMORANDUM

City Clerk's Office

DATE: March 6, 2024
TO: Jana L. Ecker, City Manager
FROM: Alexandria Bingham, City Clerk
SUBJECT: Special Event Application: Next Level Summer Performance

INTRODUCTION:

The Next Level Dance Center has submitted a special event application to hold the Next Level Summer Performance on August 11, 2024. Set up for the event is scheduled from 9:30 a.m. until 11:00 a.m. The event begins at 11:00 a.m. and concludes at 12:00 p.m. Teardown is scheduled for 12:00 p.m. until 1:00 p.m.

BACKGROUND:

The necessary departments reviewed the proposed event details submitted in the application, and departments provided feedback on requirements and estimated costs. DPS, Planning, Building, Engineering, Police and Fire have indicated their approval.

The recital event will showcase what the Next Level Dance Center dancers have learned during their 5-week Summer Performance Program dance classes. Dancers range in age from about 3 years old to about 14, performing styles including ballet, tap, hip hop, and jazz. Family and kid friendly music will be used for the performance. Audience members will be made up of family members, friends, and the Next Level dance family. The Birmingham community will be welcome and encouraged to watch and enjoy the performance.

The following events occur in August in Birmingham and do not pose a conflict for this event:

Farmers Market	Sundays	Lot #6
In the Park Concerts (pending)	6/12/24 - 8/14/24	Shain Park

LEGAL REVIEW:

The City Attorney has reviewed the application and has no objection as to form or content.

FISCAL IMPACT:

All costs associated with this event will be paid by the applicant.

SUSTAINABILITY:

There are no sustainability comments associated with this event.

PUBLIC COMMUNICATIONS:

The Next Level Dance Center notified residents and businesses about the details of this event by letter mailed at least two weeks prior to the City Commission meeting. The addresses that were notified were within 300 feet of the event space.

SUMMARY:

The City Commission is being asked to approve a special event permit for the Next Level Summer Performance to be held August 11, 2024 from 11:00 a.m. to 12:00 p.m., with set up 9:30 a.m. until 11:00 a.m. Teardown will begin at 12:00 p.m.

ATTACHMENTS:

- Special event application
- Notification letter with map of event area distributed to residents/businesses within 300 feet of the event area dated March 1, 2024. Notification addresses are on file in the Clerk's Office.
- Hold harmless agreement
- Department approval page with comments and estimated costs

SUGGESTED COMMISSION ACTION:

To make a motion adopting a resolution to approve a special event permit as requested by the Next Level Dance Center to hold the Next Level Summer Performance on August 11, 2024 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, or event cancellation that may be deemed necessary by administrative staff, leading up to or at the time of the event.

II. EVENT INFORMATION

1. Organization Type small business
(city, non-profit, community group, etc.)
2. Additional sponsors or participants (Provide name, address, contact person, status, etc. for all additional organizations sponsoring your event.) N/A

3. The city encourages collaboration among nonprofit organizations to bring the greatest benefit to the community. Please explain your efforts to do so _____

4. Are there any sustainability initiatives associated with this event? Please explain.

5. Is the event a fundraiser? YES NO
List beneficiary _____
List expected income _____ Attach information about the beneficiary.
6. First time event in Birmingham? YES NO
If no, describe _____

7. Total number of people expected to attend per day About 200
8. The event will be held on the following city property: (Please list)
 Street(s) _____

 Sidewalk(s) _____

 Park(s) Shain Park

9. Will street closures be required? YES NO

(Police Department acknowledgement prior to submission of application is required) (initial here) CEW

What parking arrangements will be necessary to accommodate attendance?
Describe _____

Attendees will use Birmingham street parking and parking lots.

10. Will staff be provided to assist with safety, security and maintenance? YES NO

If yes, please provide number of staff to be provided and any specialized training received.

Describe At least 8 Next Level staff members

11. Will the event require safety personnel (police, fire, paramedics)? YES NO

(Police Department acknowledgement prior to submission of application is required.) (initial here) CEW

Describe _____

12. 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.

13. Will music be provided? YES NO

_____Live _____Amplification _____ + _____Loudspeakers

Recorded Time music will begin 10:30am

Time music will end 12:00pm

Location of live band, DJ, loudspeakers, equipment must be shown on the layout map.

14. Will there be signage in the area of the event? YES NO
 Number of signs/banners _____ 1 - to be placed on side of band shell
 Size of signs/banners _____ 2x6 foot stand up banner

Submit a photo/drawing of the sign(s). **A sign permit may be required.**

15. 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.**
- You must obtain approval from the Oakland County Health Department for all food/beverage sales/donations. Contact ehclerk@oakgov.com or 248-535-9612 to obtain Health Department approval.
- There is a \$50.00 application fee for all vendors and peddlers, in addition to the \$10.00 daily fee, per location.

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

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

Food Vendors must place some type of protection material under their food trucks to catch oil and food spills.

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 \$800.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles	1	\$10.00 each includes 1 bag For additional bags, the cost is \$45 per case, 100 bags per case	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		\$400.00/per dumpster 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		\$224.75/per hydrant Includes the use of 5,000 gallons of water. Any additional water usage will be billed.	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.
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 (A permit is required for tents over 400 square feet)	1	10x10 feet
Portable Toilets		
Rides		
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)		

3. Do you want the Fountain on? YES NO
 The fountain is on weather permitting June 1st through mid-October.
4. Umbrellas should be removed? YES NO
 Umbrellas are available June 1st through mid-October.
5. Bistro tables/chairs should be removed? YES NO
 Bistro tables/chairs are available June 1st through mid-October.

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME Next Level Dance Center Summer Performance

EVENT DATE Sunday, August 11th, 2024

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 *[Handwritten Signature]*

Date 2/5/24

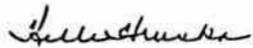
By providing your e-mail to the City, you agree to receive news and notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME Next Level Dance Center Summer Performance
EVENT DATE Sunday, August 11th, 2024

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.



2/5/24

Signature

Date

By providing your e-mail to the City, you agree to receive news and notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.

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

- V. 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.)
- VI. 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.
- VII. 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.
- VIII. If street closures are necessary, a map must be included with the letter to the affected property/business owners.

NEXT LEVEL DANCE CENTER



1925 Heide Dr. Troy, MI 48084 | 248-688-9066 | nextleveldancecenter@gmail.com

February 15, 2024

Resident
Title
Address

Dear Birmingham Residents,

I hope this letter finds you well. My name is Britne, Owner of Next Level Dance Center in Troy. As part of our commitment to enriching the lives of Birmingham's youth, we are hoping to gain permission to hold our Summer Dance Recital at Shain Park. This event promises to be a delightful celebration of talent, creativity, and community spirit. We are a values-driven studio, and we know how important it is to keep children involved in an activity where they can learn many skills that will carry through their lives. We believe that dance not only creates exceptional dancers, but exceptional humans!

ABOUT THE RECITAL: Our summer dance recital will feature captivating performances by local students who have dedicated countless hours to perfecting their routines. From graceful ballet to energetic hip-hop, our talented participants will showcase a diverse range of dance styles.

WHY SHAIN PARK? Shain Park provides an idyllic setting for our recital. Its lush greenery, granite-paved paths, and the iconic Marshall Fredericks statue create an ambiance that perfectly complements our event. The open lawn space near the performance stage allows for large audiences, making it an ideal venue for community gatherings. 60% of our dance community are residents of Birmingham making this an ideal location.

REQUEST FOR PERMISSION: We kindly request your permission to hold our Summer Dance Recital in Shain Park. Our commitment to safety and respect for the park's facilities ensures that the event will leave no lasting impact. We will adhere to all guidelines set forth by the Birmingham Parks & Recreation Department.

COMMUNITY INVOLVEMENT: We invite all residents to join us in celebrating the talent and dedication of our young performers. Bring your families, friends, and neighbors to enjoy an unforgettable morning of music, movement, and camaraderie. It is our hope that this will also bring traffic to the businesses/restaurants of downtown Birmingham.

The Birmingham City Code requires that we receive approval from the Birmingham City Commission to hold this 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.

We'd love for the opportunity to introduce some of our dancers to your community to perform at Shain Park on Sunday, August 11th.

EVENT INFORMATION

NAME OF EVENT: Next Level Dance Summer Dance Performance Program

LOCATION: Shain Park Band Shell

DATE OF EVENT: Sunday, August 11, 2024

BRIEF DESCRIPTION OF EVENT/ACTIVITY: Summer Dance Recital

DATE OF SET-UP: Sunday, August 11, 2024

DATE OF TEAR-DOWN: Sunday, August 11, 2024

DATE OF CITY COMMISSION MEETING: March 18, 2024

HOURS OF EVENT: 11:00 am - 12:00 pm

HOURS OF SET-UP: 9:30 am – 11:00 am

HOURS OF TEAR-DOWN: 12:00 pm – 1:00 pm

The City Commission meets in room 205 of the Municipal Building at 151 Martin at 7:30 p.m.

You may also attend virtually through Zoom: <https://zoom.us.com/j/655079760> Meeting ID: 655 079 760. 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: Next Level Dance Center / Britne Bell

ADDRESS: 1925 Heide Dr., Troy, Michigan 48084

PHONE: 248-688-9066

FOR QUESTIONS ON DAY OF EVENT, CONTACT: Kelle Hruska 248-933-4736

Sincerely,
Britne Bell
Next Level Dance Center

**NEXT LEVEL
ADVANCE**
19225 Inevite Drive
Troy, Michigan 48064

METROPLEX MI 4900
1 MAR 2024 PM 1:51



Michael A Grattan
350 W Brown St Unit 1
Birmingham, MI 48009

48009-148850 45554-8284

48009-148850 45554-8284
GRATTAN RETURN TO SENDER 48009148850
MOVED LEFT BY ADDRESSES
UNABLE TO FORWARD
SENT TO SENDER
RC: 48009148850 45554-8284-0

NEXT LEVEL DANCE CENTER



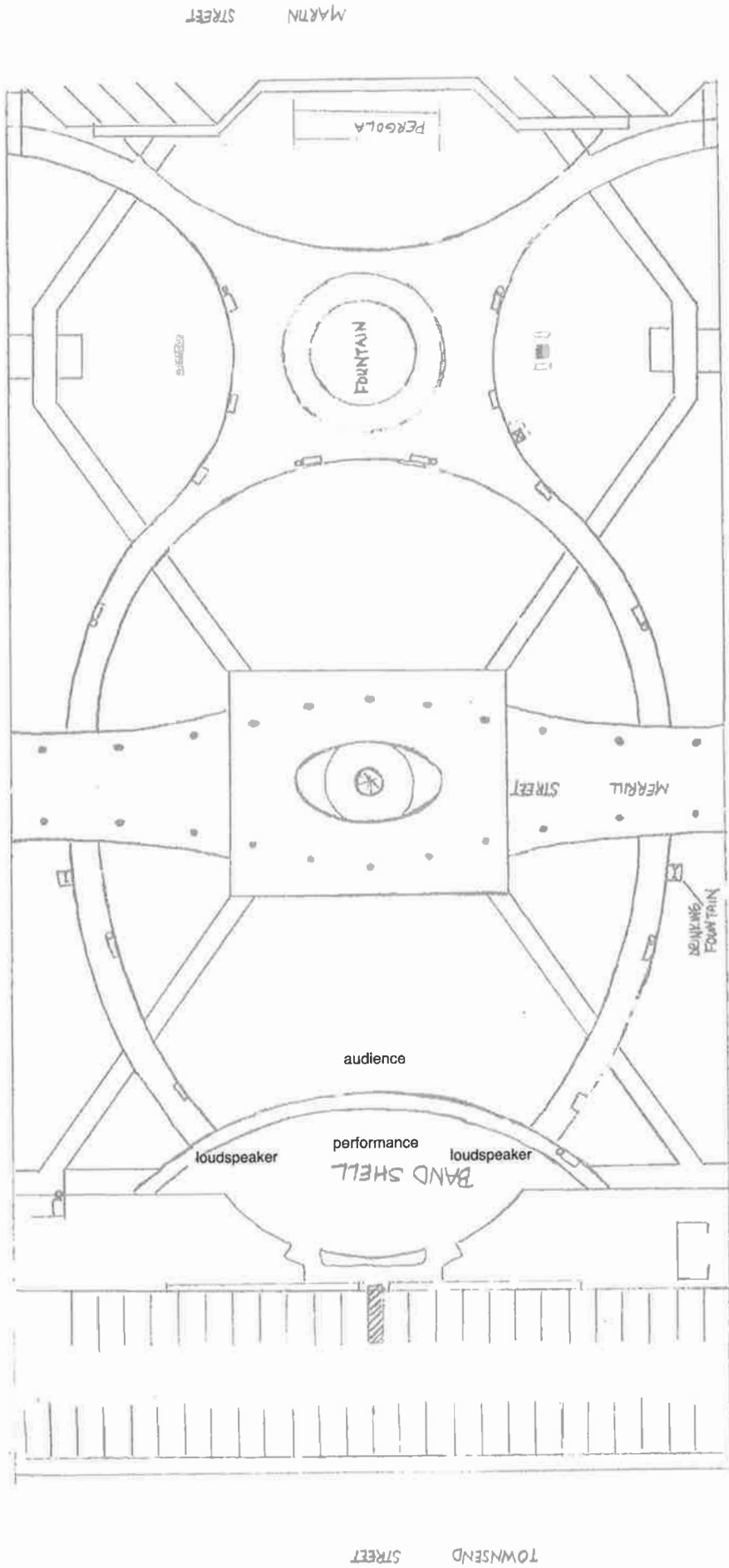
1925 Heide Dr. Troy, MI 48084 | 248-688-9066 | nextleveldancecenter@gmail.com

HOLD-HARMLESS AGREEMENT

"To the fullest extent permitted by law, the Next Level Dance and any entity or person for whom the Next Level Dance 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 *[Handwritten Signature]*

Date: 2/12/24



8C
Shan Park Map



DEPARTMENT APPROVALS

EVENT NAME: Next Level Summer Performance

COMMISSION HEARING DATE: 03/18/24

LICENSE NUMBER #24-00012461

DATE OF EVENT: 08/11/24

NOTE TO STAFF: Please submit approval by 03/04/24

DEPARTMENT	APPROVED	COMMENTS	PERMITS REQUIRED (Must be obtained directly from individual departments)	ESTIMATED 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)
PLANNING 101.0-000.000-636.0005 248.530.1855	TBC	No Cost No Comment		0	
BUILDING 101.0-000.000.636.0005 248.530.1850	MJM	No department involvement.	Tents over 400 Sqft.	\$0	
FIRE 101.0-000.000-636.0004 248.530.1900	JS	MAINTAIN 20' FIRE LANE FOR SURROUNDING STREETS DO NOT BLOCK HYDRANTS PROVIDE CROWD MANAGERS 1 FOR EVERY 250 PERSONS NO PYROTECHNICS OR OPEN FLAME ENTERTAINMENT PROPS ALLOWED. FOOD TRUCKS AND COOKING TENTS REQUIRE INSPECTION PRIOR TO THE EVENT, IF APPLICABLE EMERGENCY RESPONSE WILL BE FROM THE FIRE STATIONS.		\$0.00	
POLICE 101.0-000.000.636.0003 248.530.1870	RK	On-duty officers will provide extra patrols.		\$0	\$0
PUBLIC SERVICES 101.0-000.000-636.0002 248.530.1642	CL	Estimated Cost for Trash Pick-Up after event.		\$40	

ENGINEERING 101.0-000.000.636.0002 248.530.1839	MC	No permits are required	None	\$0	
PARKING	AF	Event takes place on a Sunday. Parking is free in all garages and meters on Sundays. No fees	None	0	0
INSURANCE 248.530.1807		Need to submit COI no less than 2 weeks prior to event Need to submit Hold Harmless Agreement	None	0	
CLERK 101.0-000.000-614.0000 248.530.1803		Notification letters to be mailed by applicant no later than ____. Notification addresses on file in the Clerk's Office.	Applications for vendors license must be submitted no later than ____.	0	0
			TOTALS: Estimated and Actual Costs	\$40.00	

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund _____



MEMORANDUM

City Clerk's Office

DATE: March 6, 2024

TO: Jana L. Ecker, City Manager

FROM: Alexandria Bingham, City Clerk

SUBJECT: Special Event Application: Holy Name School Rosary 5K Walk

INTRODUCTION:

The Holy Name Catholic School has submitted a special event application to hold the Holy Name Rosary Walk on May 31, 2024. Set up for the event is scheduled from 10:00 a.m. until 1:00 p.m. The event begins at 1:00 p.m. and concludes at 3:00 p.m. Teardown is scheduled from 2:00 p.m. until 3:00 p.m.

BACKGROUND:

The necessary departments reviewed the proposed event details submitted in the application, and departments provided feedback on requirements and estimated costs. DPS, Planning, Building, Engineering, Police and Fire have indicated their approval.

Holy Name students and staff will use the Harmon sidewalk to walk and pray the rosary to Quarton Lake. They will place lawn signs at Quarton Lake to remind the students of their prayer intentions. They will turn around at Quarton Lake and use the same sidewalk to return to school.

The following events occur in May in Birmingham and do not pose a conflict for this event:

Farmers Market	Sundays	Lot #6
Memorial Day Ceremony	05/27/24	Shain Park
Village Fair	05/29/24-06/02/24	Shain Park
Celebrate Birmingham Parade (pending)	05/19/24	City Streets

LEGAL REVIEW:

The City attorney has reviewed the application and has no objection as to form or content.

FISCAL IMPACT:

All costs associated with this event will be paid by the applicant.

SUSTAINABILITY:

There are no sustainability comments associated with this event.

PUBLIC COMMUNICATIONS:

The Holy Name Catholic School notified residents and businesses about the details of this event by letter mailed at least two weeks prior to the City Commission meeting. The addresses that were notified were within 300 feet of the event space.

SUMMARY:

The City Commission is being asked to approve a special event permit for the Holy Name School Rosary 5K Walk to be held May 31, 2024 from 1:00 p.m. until 3:00 p.m., with set up 10:00 a.m. Teardown will begin at 2:00 p.m.

ATTACHMENTS:

- Special event application
- Notification letter with map of event area distributed to residents/businesses within 300 feet of the event area dated 2/27/04. Notification addresses are on file in the Clerk's Office.
- Hold harmless agreement
- Department approval page with comments and estimated costs

SUGGESTED COMMISSION ACTION:

To make a motion adopting a resolution to approve a special event permit as requested by the Holy Name Catholic School to hold the Holy Name School Rosary 5K Walk on May 31, 2024 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, or event cancellation that may be deemed necessary by administrative staff, leading up to or at the time of the event.



RECEIVED

CLERK'S OFFICE

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

IMPORTANT: EVENTS UTILIZING CITY SIDEWALKS AND OR STREETS MUST MEET WITH POLICE DEPARTMENT SPECIAL EVENT OFFICE TO REVIEW PROPOSED EVENT DETAILS PRIOR TO SUBMITTING APPLICATION.

Police Department acknowledgement: _____

I. EVENT DETAILS

- **Incomplete applications will not be accepted.**
- **Changes in this information must be submitted to the City Clerk, in writing, at least three weeks prior to the event**

FEES: **FIRST TIME EVENT:** **\$200.00**
ANNUAL APPLICATION FEE: **\$165.00**

(Please print clearly or type)

Date of Application 2/7/2024

Name of Event Holy Name School
Rosary 5K walk

Detailed Description of Event (attach additional sheet if necessary) _____

Students from Holy Name School will walk a 5K around Quarton Lake and pray the rosary. Looking to put Lawn

Location Quarton Lake + Harmon Street Lawn Sign up

Date(s) of Event May 31 Hours of Event 1 PM - 3 PM

Date(s) of Set-up May 31 Hours of Set-up 10 AM - 1 PM

NOTE: No set-up to begin before 7:00 AM, per city ordinance.

Date(s) of Tear-down May 31 Hours of Tear-down 2 PM - 3 PM

Organization Sponsoring Event Holy Name Catholic School

Organization Address 680 Harmon, Birmingham, MI 48009

Organization Phone 248-644-2722

Contact Person DeAnn Brzezinski

Contact Phone 248-644-2722

Contact Email dbrzezinski@hncschool.com

II. EVENT INFORMATION

1. Organization Type School 5K event
(city, non-profit, community group, etc.)

2. Additional sponsors or participants (Provide name, address, contact person, status, etc. for all additional organizations sponsoring your event.) ~~Ø~~

3. *The city encourages collaboration amongst non-profit organizations to bring the greatest benefit to the community. Please explain your efforts to do so _____
We are a non-profit Catholic school not looking to raise funding.

4. Is the event a fundraiser? YES NO
List beneficiary _____
List expected income _____ Attach information about the beneficiary.

5. First time event in Birmingham? YES NO
If no, describe _____

6. Total number of people expected to attend per day 400

7. The event will be held on the following City property: (Please list)
 Street(s) Harmon
 Sidewalk(s) Harmon
 Park(s) Quarlan Lake

8. Will street closures be required? YES NO

(Police Department acknowledgement prior to submission of application is required) (initial here) RK

What parking arrangements will be necessary to accommodate attendance?

Describe We will use school parking lot

9. Will staff be provided to assist with safety, security and maintenance? YES NO

If yes, please provide number of staff to be provided and any specialized training received.

Describe We will have parent volunteers.

10. Will the event require safety personnel (police, fire, paramedics)? YES NO

(Police Department acknowledgement prior to submission of application is required.) (initial here) RK

Describe 2 officers will be assigned to the SK walk. On-duty officers will provide extra patrols.

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? YES NO

Live Amplification Loudspeakers

Recorded Time music will begin _____

Time music will end _____

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? YES NO

Number of signs/banners 200

Size of signs/banners 18 x 24 lawn signs - See Attachment

Submit a photo/drawing of the sign(s). **A sign permit may be 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.**
- You must obtain approval from the Oakland County Health Department for all food/beverage sales/donations. Contact ehclerk@oakgov.com or 248-535-9612 to obtain Health Department approval.
- There is a \$50.00 application fee for all vendors and peddlers, in addition to the \$10.00 daily fee, per location.

LIST OF VENDORS/PEDDLERS

(attach additional sheet if necessary)

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



Durable Blank Corrugated White Yard Sign Kit Includes 100 Each: Large 18x24 Signs and Strong Galvanized Steel Double H 10x24 Yard Stakes - Pack of 100 18x24 Signs with Yard Stakes

Brand: Calendars and More, Inc.
4.5 207 ratings

\$173⁹⁹

Or **\$17.48** /mo (12 mo) Select from 1 plan

Thank you for being a Prime member. Get \$100 off: Pay **\$73.99** ~~\$173.99~~ upon approval for Prime Visa.

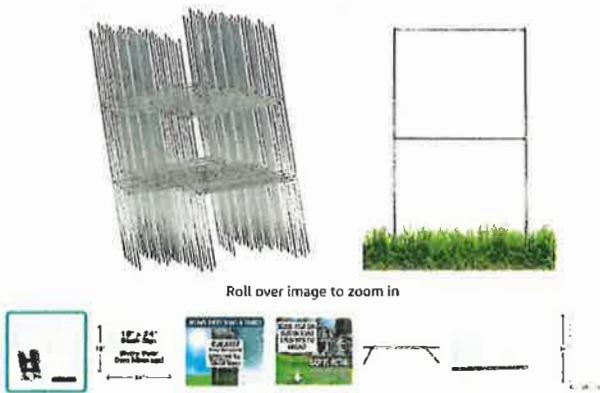
Item Package Quantity: **100**

3	5	10	25	50	100
\$19.99	\$24.75	\$32.99	\$57.99	\$115.99	\$173.99

Size: **18x24**

Brand	Calendars and More, Inc.
Size	18x24
Color	White
Material	Plastic
Mounting Type	Wall Mount
Product Dimensions	24"L x 18"W

About this item



Students will decorate the 18X24 inch sign to pray for a family member.

Signs will be placed in the morning of the walk (May 31, 2024) around Quarton Lake and taken immediately after the walk is completed.

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) NO

EQUIPMENT	QUANTITY	COST	NOTES
Picnic Tables	0	6 for \$500.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles	0	\$10.00 each includes 1 bag For additional bags, the cost is \$32/per case.	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	0	\$350.00/per dumpster 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	0	\$224.75/per hydrant Includes the use of 5,000 gallons of water. Any additional water usage will be billed.	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.
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 (A permit is required for tents over 400 square feet)		
Portable Toilets		
Rides		
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)		



Start at: Holy Name Catholic School

Use the sidewalk on Harmon to walk to Quarton Lake

Walk around the lake using the path until it ends then turn around and exit back on Harmon

Use the sidewalk on Harmon to walk back to Holy Name School

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME Holy Name School 5K Rosary Walk
EVENT DATE 5/31/24

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.

DeAnn Binyah 2/7/24
Signature Date

*By providing your e-mail to the City, you agree to receive news and notifications from the City.
If you do not wish to receive these messages, you may unsubscribe at any time.*

**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.



Holy Name Catholic School

National School of Excellence

680 Harmon

Birmingham, MI 48009

(248) 644-2722

February 27, 2024

To Our Community Members:

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 of 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: **Holy Name Rosary Walk**

Location: **Harmon Street to Quarton Lake**

Date: **May 31, 2024** Hours: **1PM-3PM**

Brief Description of Event: **Holy Name students and staff use the Harmon sidewalk to walk and pray the rosary to Quarton Lake. We would like to have lawn signs placed at Quarton Lake to remind the students of their prayer intentions. We will pick up those signs after the walk. We will turn around at Quarton Lake and use the same sidewalk to return to school.**

Date of Set-UP: **May 31, 2024** Hours of Set Up: **10AM-1PM**

Date of Tear-down: **May 31, 2024** Hours of Tear-down: **2:00PM-3:00PM**

Date of City Commission Meeting: **March 18, 2024 at 7:30PM**

The City Commission meets in room 205 of the Municipal Building at 151 Martin at 7:30PM. You may also attend virtually through Zoom: <https://zoom.us.com/j/655079760> Meeting ID: 655079760. 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 the complete list of special events.

*Holy Name School is a Catholic community of lifelong learners
dedicated to academic excellence and Faith formation,
centered in the teachings of Jesus Christ*

Event Organizer: DeAnn Brzezinski

Address: 680 Harmon, Birmingham, MI 48009

Phone: 248-644-2722

For question on Day of Event, Contact: Holy Name School, 248-644-2722

A map showing event walk is attached. No streets will be closed for the event.

*Holy Name School is a Catholic community of lifelong learners
dedicated to academic excellence and Faith formation,
centered in the teachings of Jesus Christ*



Holy Name Catholic School

National School of Excellence

680 Harmon

Birmingham, MI 48009

(248) 644-2722

HOLD-HARMLESS AGREEMENT

"To the fullest extent permitted by law, the Holy Name Catholic School and any entity or person for whom the Holy name Catholic School 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 Date

*Holy Name School is a Catholic community of lifelong learners
dedicated to academic excellence and Faith formation,
centered in the teachings of Jesus Christ*

DEPARTMENT APPROVALS

EVENT NAME: Holy Name School Rosary 5K Walk

COMMISSION HEARING DATE: 03/18/24

LICENSE NUMBER # 24-00012469

DATE OF EVENT: May 31, 2024

NOTE TO STAFF: Please submit approval by 03/04/24

DEPARTMENT	APPROVED	COMMENTS	PERMITS REQUIRED (Must be obtained directly from individual departments)	ESTIMATED 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)
PLANNING 101.0-000.000-636.0005 248.530.1855	TBC	No Cost No Comment		0	
BUILDING 101.0-000.000.636.0005 248.530.1850	MJM	No Department Involvement		\$0	
FIRE 101.0-000.000-636.0004 248.530.1900	JS	Fire and EMS response from respective stations. Maintain emergency vehicle access Do not block fire hydrants.		\$0.00	
POLICE 101.0-000.000.636.0003 248.530.1870	RK	2 officers assigned to event for crowd control and safe street crossings. On-duty officers will provide extra patrol.		\$707.40	
PUBLIC SERVICES 101.0-000.000-636.0002 248.530.1642	CL	No Department Involvement		\$0	
ENGINEERING 101.0-000.000.636.0002 248.530.1839	MC	N/A		\$0	
PARKING	AF	Non	None	0	0
INSURANCE 248.530.1807		Need to submit COI no less than 2 weeks prior to event Need to submit Hold Harmless Agreement	None	0	

<p align="center">CLERK 101.0-000.000-614.0000 248.530.1803</p>		Notification letters to be mailed by applicant no later than ____. Notification addresses on file in the Clerk's Office.	Applications for vendors license must be submitted no later than _____.	0	0
			TOTALS: Estimated and Actual Costs	\$707.40	

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



MEMORANDUM

Department of Public Services

DATE: March 13, 2024

TO: Jana L. Ecker, City Manager

FROM: Scott Zielinski, DPS Director
Carrie Laird, Parks & Recreation Manager

SUBJECT: Professional Design Services- Booth Park Entry Plaza & Trail Improvements

INTRODUCTION:

Birmingham's Trail Improvement Concept Plan (TICP) was approved by the City Commission in September 2023. At that time, the City Commission authorized staff to pursue the development of the first phase of this plan, the Booth Park Section. In order to do so, the next step is to have landscape architectural/construction and engineering drawings and specifications prepared.

BACKGROUND:

A request for proposals (RFP) was prepared for Professional Design Services for Booth Park Entry Plaza & Trail Improvements and posted to the Michigan Intergovernmental Trade Network (MITN) in mid-January. A mandatory pre-bid conference was held on January 25, 2024 at Booth Park to review existing site conditions, the scope of work and answer questions. Proposals were due on February 22, 2024 and three (3) bidders responded. Base bid fee proposals are displayed below. The complete bid tabulation including alternates is appended to this report.

Company	Base Bid Fee Proposal
PEA Group	\$93,000
Grissim, Metz, Andriese Associates	\$137,300
MKSK	\$179,100

The base bid scope of work includes preparing architectural and engineered plans and specifications for construction that include features of the approved TICP such as, but not limited to:

- An accessible seating and entry plaza designed for intensive use at the corner of Harmon and Old Woodward
- A pre-fabricated restroom facility with all utilities
- Trail entry identifier and columns, and improvements to the existing trail
- New shade trees and landscape features
- Seating and gathering space
- Rain garden or pollinator garden, interpretive signage
- Electrical outlets / lighting
- Six (6) to eight (8) public meetings

The six (6) to eight (8) public meetings included in the base bid are to review drawings and progression of drawings at various board meetings. In addition to preparing the plans and specs for this project, the selected consultant will perform preparation of bidding documents for construction, contract administration, and oversight of the construction project as part of the base bid proposal.

The City requested a per meeting fee as an alternate should additional meetings be needed. Furthermore, alternate pricing was requested by the City for a custom built restroom facility instead of a pre-fabricated facility. Other alternates were offered by one or more of the consultants as shown in their cost proposals appended to this report.

The RFP informed the consultants that their proposals would be evaluated by a panel consisting of City staff and board members. Consistent with the RFP, the evaluation procedure and criteria used by the City utilized a qualifications based selection process in choosing contractors for consideration by the City Commission for the completion of this work. A panel consisting of representatives from DPS, Engineering, the Manager's Office, and Planning evaluated all three (3) proposals. Based on the summary of evaluation scores by staff which resulted in the following ranking of scores: #1 MKSK with a score of 93, #2 Grissim, Metz & Associates with a score of 91, and #3 PEA Group with a score of 90, staff recommends MKSK for hire as they received the highest average score. Staff recognizes the results of the scores are extremely close, and all three firms are able to perform the services requested.

Additionally, the Parks and Recreation Board, as part of the evaluation panel, reviewed in advance of and had a discussion of the three (3) firms' proposals at the March 5, 2024 Parks and Recreation Board meeting. The City requested a recommendation from the Parks and Recreation Board as to which of the consultants shall be selected to interview at the March 18, 2024 City Commission meeting. Following a healthy discussion of the advantages of each firm, from price, to style, to suggested alternatives, the Parks and Recreation Board came to the conclusion that all three (3) firms had solid proposals and should be invited to attend the City Commission meeting for interviews.

Representatives from all three firms were contacted and advised that each firm is invited to present a 10 minute PowerPoint on their bid proposals and answer questions from the City Commission at the March 18, 2024 City Commission Meeting.

LEGAL REVIEW:

The City Attorney has conducted a review of the RFP including the agreement and has no objections to its form or content.

FISCAL IMPACT:

Remaining bond funds from the first bond issue total \$172,058. The City was awarded a \$25,000 grant from Oakland County Parks and Recreation to apply toward the pre-development of the Booth Park project which includes designs and specifications. Currently, the City has \$150,000 budgeted in the Parks Construction Capital Projects Fund for this project. Depending on which bidder is selected, a budget amendment may be necessary. Once the City Commission selects a bidder, the Finance Director will prepare a budget amendment and submit the resolution at a future City Commission meeting under the consent agenda.

SUSTAINABILITY:

In the RFP, the City specifically points out the importance of sustainability and that new and/or innovative sustainable landscaping and/or construction methods or sustainable construction materials should be noted.

PUBLIC COMMUNICATIONS:

The RFP was published on the Michigan Intergovernmental Trade Network (MITN) in January, 2024. This project was an item on the Parks and Recreation Board agenda in February and March 2024.

SUMMARY:

The Parks and Recreation Board recommended that all three firms be interviewed by the City Commission based on the review and proposal evaluations by board members and staff.

Upon award, a kickoff meeting with the selected consultant will be held to review the TICP and other relevant City plans and initiatives including but not limited to the 2024-2028 Parks & Recreation Master Plan, the Birmingham 2040 Plan, the Downtown 2016 Plan, the Rouge Green Corridor Riparian & Aquatic Habitat Inventory & Management Plan, ADA Guidelines and Universal Design Principles, and Environmental/Sustainable/Green Infrastructure Best Practices.

ATTACHMENTS:

- Complete Bid Tabulation
- RFP – Professional Design Services- Booth Park Entry Plaza & Trail Improvements
- Consultant Proposals
- Evaluation Form
- Staff score summary sheet
- Memo-Booth Park Entry Plaza & Trail Improvements and the Birmingham Plan- Planning Director Dupuis

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution to approve MKSK as the selected consultant for professional design services for the Booth Park Entry Plaza and Trail Improvements project for the base bid amount of \$179,100, with a contingency of \$125,000 for potential alternates including field visits. Funding is available from the park improvements construction fund: account # 408.1-751.000-979.0000. In addition to authorize the Mayor and City Clerk to sign the agreement on behalf of the City upon receipt of the required insurance.

OR

Make a motion adopting a resolution to approve Grissim, Metz, Andriese Associates as the selected Consultant for professional design services for the Booth Park Entry Plaza and Trail Improvements project for the base bid amount of \$137,300, with a contingency of \$71,550 for potential alternates and additional meetings. Funding is available from the park improvements construction fund: account # 408.1-751.000-979.0000. In addition to authorize the Mayor and City Clerk to sign the agreement on behalf of the City upon receipt of the required insurance.

OR

Make a motion adopting a resolution to approve PEA Group as the selected Consultant for professional design services for the Booth Park Entry Plaza and Trail Improvements project for the base bid amount of \$93,000, with a contingency of \$60,000 for potential alternates and additional meetings. Funding is available from the park improvements construction fund: account # 408.1-751.000-979.0000. In addition to authorize the Mayor and City Clerk to sign the agreement on behalf of the City upon receipt of the required insurance.



Professional Design Services- Booth Park Entry Plaza & Trail Improvements Bid Tabulation

Company	PEA Group	GMA	MKSK
Base Bid Fee Proposal	\$93,000	\$137,300	\$179,100
Alternate-H & H Study	\$45,000 (max)	\$29,800	\$14,000
Alternate - Add'tl Mtgs	\$580/mtg in-person \$285/mtg virtual	\$1,150	\$2,500 (in-person)
Alternate #1- Custom Restroom	\$10,000 (estimate) addt'l fee for owner approved custom restroom design (tbd)	\$23,000 Custom Restroom Building Design, Construct Docs & Contract Admin (upcharge to prefab design in base bid)	\$38,000 Custom Restroom Facility
Alternate #2		\$13,000 EV Charging Design Construct. Docs & Contract Admin	
Alternate #3			\$53,000 Wetland Report
Alternate #4			\$5,000 Addt'l Public Presentation Fee
Alternate #5			\$10,000 Public Workshop Fee (per event)
			Construction Observation/Field Visits = Hourly + Travel Expenses
TOTAL w/All Alternates	\$148,000	\$204,750	\$323,600



REQUEST FOR PROPOSALS

Professional Design Services for Booth Park Entry Plaza & Trail Improvements

Sealed proposals endorsed “Professional Design Services for Booth Park Entry Plaza & Trail Improvements”, will be received by the Department of Public Services, at 151 Martin Street, Birmingham, Michigan, 48009; until **February 22, 2024 at 2:00 pm**, after which time bids will be publicly opened and read. Results will be posted on MITN.

Bidders will be required to attend a **mandatory pre-bid meeting on January 25, 2024 at 2:00 pm at Booth Park, 475 North Old Woodward, Birmingham, MI 48009**. Bidders must register for the pre-bid meeting by 4:00 pm Tuesday January 23, 2024 by contacting Carrie Laird at 248-530-1714 or claird@bhamgov.org.

The City of Birmingham, Michigan is accepting sealed bid proposals from qualified professional firms to provide professional design services in accordance with Birmingham’s recently approved Trail Improvements Concept Plan (TICP). Qualifying firms must have the appropriate background and experience in Construction/Environmental Engineering and/or Landscape Architectural design services. This work must be performed as specified in accordance with the specifications contained in the Request for Proposals (RFP).

The RFP, including the Specifications, may be obtained online from the Michigan Inter-governmental Trade Network at <http://www.mitn.info> or by contacting Carrie Laird, listed below.

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

Mandatory Pre-Bid Meeting: Thursday, January 25, 2024 at 2:00 pm.
Booth Park
475 N. Old Woodward
Birmingham, MI 48009

Pre-bid Meeting RSVP: by 4:00 PM Tuesday, January 23, 2024

Deadline for Submissions: February 22, 2024 by 2:00 pm EST

Contact Person: Carrie Laird
Phone: 248-530-1714
Email: claird@bhamgov.org

RFP Submitted to MITN: January 10, 2024



REQUEST FOR PROPOSALS
Professional Design Services for Booth Park Entry Plaza & Trail Improvements

Contents

INTRODUCTION	Pg. 3
REQUEST FOR PROPOSALS (RFP)	Pg. 3
INVITATION TO SUBMIT A PROPOSAL	Pg. 3
INSTRUCTIONS TO BIDDERS	Pg. 4
EVALUATION PROCEDURE AND CRITERIA	Pg. 5
TERMS AND CONDITIONS	Pg. 5
CONSULTANT'S RESPONSIBILITIES	Pg. 6
CITY RESPONSIBILITY	Pg. 6
SETTLEMENT OF DISPUTES	Pg. 7
INSURANCE	Pg. 7
CONTINUATION OF COVERAGE	Pg. 7
EXECUTION OF CONTRACT	Pg. 7
INDEMNIFICATION	Pg. 7
CONFLICT OF INTEREST	Pg. 7
EXAMINATION OF PROPOSAL MATERIALS	Pg. 7
PROJECT TIMELINE	Pg. 8
SCOPE OF WORK	Pg. 8
AGREEMENT- ATTACHMENT A	Pg. 10
ATTACHMENTS	-

INTRODUCTION

For purposes of this request for proposals the City of Birmingham will hereby be referred to as “City” and the private firm will hereby be referred to as “Consultant.”

The City is accepting sealed bid proposals from qualified professional firms to provide professional construction/environmental engineering and/or landscape architect design services in accordance with the City’s recently approved Trail Improvement Concept Plan (TICP). Qualifying firms must have the appropriate background and experience in design services for projects of a similar size and scope.

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 City’s best interest will be served and the City reserves the right to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the City, 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 March 8, 2024 and pending award at the City Commission meeting on March 18, 2024 . An Agreement for services will be required with the selected Consultant. A copy of the Agreement is contained herein for reference. Contract services will commence upon execution of the service agreement by the City.

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 **professional construction/ environmental engineering and/or landscape design services** including construction plans and specifications, construction administration, topographic survey and construction staking, and all necessary permits in accordance with Birmingham’s Trail Improvement Concept Plan (TICP).

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 project location located at Booth Park, 475 North Old Woodward, Birmingham, MI 48009. This meeting will be held on Thursday, February 25, 2024, at 2:00 pm. **RSVP by Tuesday, January 23, 2024, 4:00 pm.**

INVITATION TO SUBMIT A PROPOSAL

Proposals shall be submitted no later than **February 22, 2024, 2:00 pm.** to:

City of Birmingham
Attn: Carrie Laird
151 Martin St.
Birmingham, Michigan 48009

One (1) original and one (1) copy of the proposal shall be submitted. The proposal should be firmly sealed in an envelope, which shall be clearly marked on the outside, "Design Services for Booth Park Entry Plaza & Trail Improvements". 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

1. Any and all forms requesting information from the bidder must be completed on the attached forms contained herein (see Consultant's Responsibilities). If more than one bid is submitted, a separate bid proposal form must be used for each.
2. Any request for clarification of this RFP shall be made in writing and delivered to:

Carrie Laird, 151 Martin St., Birmingham, MI 48009

OR claird@bhamgov.org

Such request for clarification shall be delivered, in writing, no later than 5 days prior to the deadline for submissions.

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 City at our sole discretion 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. Do not include such taxes in the proposal figure. The City 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 e-mail 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 City will use a qualification-based selection process in choosing a consultant for the completion of the work.

An evaluation panel will consist of City staff and any other person(s) designated by the City who will evaluate the proposals based on, but not limited to, the following criteria:

1. Ability to provide services as outlined
2. Firm background and personnel qualifications
3. Related experience with similar projects
4. Quality of materials proposed
5. Consultant's certifications related to the Scope of Work
6. Overall Costs
7. References

TERMS AND CONDITIONS

1. The City reserves the right to reject any or all proposals received, waive informalities, or accept any proposal, in whole or in part, it deems best.
2. The City reserves the right to request clarification of information submitted and to request additional information of one or more respondents.
3. The City 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 City may terminate this Agreement at any point in the process upon notice to Consultant sufficient to indicate the City's desire to do so. In the case of such a stoppage, the City agrees to pay Consultant 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 Consultant and shall not be chargeable in any manner to the City.
6. Payment will usually be made within thirty (30) days after invoice. Acceptance by the City is defined as authorization by the designated City 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 City.
7. The Consultant will not exceed the timelines established for the completion of this project.

8. The successful Consultant shall enter into and will execute the contract as set forth and attached as Attachment A.

CONSULTANT'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 (**only if selected by the City**).
2. Provide a description of completed 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. The proposal shall include a project timeline addressing each section within the Scope of Work and a description of the overall project approach. In the proposal, suggest technical or procedural innovation that have been used successfully on other projects and which may provide the City with better service delivery. Discuss any ideas, innovative approach, or specific new concepts included in the proposal that would provide a benefit to the City and the environment. Include a statement that firm will be available according to the proposed timeline. It is expected that the design engineering and project specifications will be completed by July 10, 2024.
4. Provide a description of the firm, including resumes and professional qualifications of the principals involved in administering the project.
5. Provide a list of sub-consultants and their qualifications, if applicable.
6. Provide three (3) client references from past projects, include current phone numbers. At least two (2) of the client references should be for similar projects.
7. Provide an acknowledgement that the Consultant will be available according to the proposed timeline.
8. The Consultant will be responsible for transportation to and from the City, as well as within the City for field work, at no cost to the City.

CITY RESPONSIBILITY

1. The City will provide a designated representative to work with the Consultant to coordinate both the City's and Consultant's efforts and to inspect and verify any work performed by the Consultant.

2. The City will provide access to the City of Birmingham during regular business hours or during nights and weekends as approved by the City's designated representative.
3. The City will coordinate any necessary soil borings.

SETTLEMENT OF DISPUTES

The successful Consultant agrees to certain dispute resolution avenues/limitations. Please refer to paragraph 19 of the Agreement attached as Attachment A for the details and what is required of the successful Consultant.

INSURANCE

The successful Consultant is required to procure and maintain certain types of insurances. Please refer to paragraph 11 of the Agreement attached as Attachment A for the details and what is required of the successful Consultant.

CONTINUATION OF COVERAGE

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

EXECUTION OF CONTRACT

The Consultant 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 City 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 Consultant agrees to enter into and will execute the contract as set forth and attached as Attachment A.

INDEMNIFICATION

The successful Consultant agrees to indemnify the City and various associated persons. Please refer to paragraph 10 of the Agreement attached as Attachment A for the details and what is required of the successful Consultant.

CONFLICT OF INTEREST

The successful Consultant is subject to certain conflict of interest requirements/restrictions. Please refer to paragraph 17 of the Agreement attached as Attachment A for the details and what is required of the successful Consultant.

EXAMINATION OF PROPOSAL MATERIALS

The submission of a proposal shall be deemed a representation and warranty by the Consultant 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

It is anticipated that this project will commence upon award by the City Commission and no later than April 1, 2024, and will be at 90% completion by June 30, 2024. A pre-project meeting will be scheduled after award to review project schedule.

RFP Submitted to MITN: Wednesday, January 10, 2024

Pre-Bid Meeting RSVP deadline: Tuesday, January 23, 2024 by 4:00 pm

Mandatory Pre-Bid Meeting: Thursday, January 25, 2024 at 2:00 pm

Deadline for Submissions: February 22, 2024 by 2:00 pm

Award of Bid: Estimated for March 8, 2024

Project Kickoff: Work expected to begin upon approval by the City Commission (anticipated to be March 18, 2024)

Completion: July 10, 2024

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

BACKGROUND

The Booth Park Entry Plaza (Phase I of trail improvements) is a priority project for the Birmingham voter approved Parks and Recreation Bond (November 2020). Additionally, the City received a pre-development grant from Oakland County Parks and Recreation to cover a portion of the design services cost.

SCOPE OF WORK

This section and referenced documents shall constitute the Scope of Work for this project and as such all requirements must be met. The Consultant shall perform the following services in accordance with the requirements as defined and noted herein:

The selected Consultant will work with City staff, the Parks and Recreation Board, City Commission and the public to create detailed design drawings for the Booth Park Section of the Trail Improvement Concept Plan (TICP) (**Attachment F**).

1. Conduct a topographic survey of the area
2. Prepare plans and construction specifications that include the following features based on the approved TICP
 - an accessible seating/entry plaza for intensive use at the corner of N. Old Woodward and Harmon

- a pre-fabricated restroom facility location including water line and connections, sanitary line and connections, and electric line and connections
- as an alternate to the pre-fab, design traditional restroom facility location
- trail entry identifier and columns
- Design for improvements to the existing trail
- Landscaping and shade trees
- Perimeter seating, seating to accommodate intensive use
- Location and design for a custom donation bench
- Interpretive signage/demonstration area for a rain garden/pollinator garden, protecting and utilizing native plants, etc.
- Utilize conservation-minded design to minimize use of water and chemical controls and maximize positive environmental impact
- Electrical outlets and potentially lighting within the park
- Electrical to potentially accommodate EV charging along Old Woodward

3. Apply for permits for the project including City permits (no fee for City permits however, consultant must register with the City) and State of Michigan Department of Environment, Great Lakes, and Energy (EGLE)

4. Potentially conduct and complete a Hydrologic and Hydraulic (H & H) study of the Rouge River

5. Construction Administration. Project Construction likely to occur Spring of 2025.

DELIVERABLES

The Consultant shall provide:

1. 100% of design drawings
2. Permit applications of the City of Birmingham and the State of Michigan EGLE
3. If necessary, the H & H study

MEETINGS AND PRESENTATIONS

The Consultant shall expect to attend 6-8 meetings with various Boards and City Commission and base their fees accordingly:

Additional meetings could be required, see cost proposal to list a per meeting fee.

ATTACHMENT A

AGREEMENT

Professional Design Services for Booth Park Entry Plaza & Trail Improvements

THIS AGREEMENT is entered into this ____ day of _____, 2024, by and between the **CITY OF BIRMINGHAM**, whose address is 151 Martin Street, Birmingham, MI 48009 (hereinafter referred to as the City) and _____, a Michigan _____, whose address is _____, (hereafter referred to as Consultant) and the foregoing shall collectively be referred to as the parties.

WHEREAS, the City desires to have professional design services in accordance with Birmingham’s recently approved Trail Improvements Concept Plan (TICP) located at Booth Park; and

WHEREAS, the City has heretofore advertised for bids for the procurement and performance of services required to perform professional design services at the location listed above. and in connection therewith has prepared a request for sealed proposals (“RFP”), which includes certain instructions to bidders, specifications, terms and conditions.

NOW, THEREFORE, in consideration of the foregoing preambles, the adequacy of which is acknowledged by and between the parties to this Agreement, the parties agree as follows:

- 1. MUTUALLY AGREE:** It is mutually agreed by and between the parties that the documents consisting of the Request for Proposal to perform professional design services in accordance with the TICP including but not limited to features such as a restroom facility, an accessible entry area with seating, landscaping, trees, electrical and utilities, and the Consultant’s cost proposal dated _____, 2024 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. TERM:** This Agreement shall have a term of 6 months from the date stated above excluding the warranty period. The City shall have the right to unilaterally terminate this Agreement on thirty (30) days written notice. In the event of termination, the Consultant shall receive compensation for services to the date the termination takes effect.
- 3. TERMS OF PAYMENT:** The Consultant will invoice monthly for all labor supplied and work completed. In no event shall invoices be submitted more than 45 days after completion of services. Submitted invoices shall include the following detailed information: the type of work performed, the time spent on the work, the individual who performed the work and the per hour billing rate charged. The City may, at its sole discretion demand review and the right to request at any time further detailed accounting information for any

or all bills. The right to inspection of any bill and invoice shall never be at any cost or billings to the City, nor shall preparation of said invoices be billed to the City or against the general retainer. Payment terms will be net 30 days unless otherwise specified by the City.

4. PERSONNEL: Consultant shall employ personnel of good moral character and fitness in performing all services under this Agreement.

5. INSURANCE SUBMISSION REQUIREMENTS: The Consultant has submitted proof to the City that it meets all City insurance requirements. Insurance, with coverage amounts at no less than the City's minimum requirements, must be held by the Consultant throughout the term of this Agreement. Certificates of insurance as stated below will be required no later than five (5) business days from the date of Consultant acceptance of the terms of this Agreement.

6. CONFIDENTIAL AND OR PROPRIETARY INFORMATION: The Consultant 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 Consultant recognizes that unauthorized exposure of such confidential or proprietary information could irreparably damage the City. Therefore, the Consultant agrees to use reasonable care to safeguard the confidential and proprietary information and to prevent the unauthorized use or disclosure thereof. The Consultant 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 Consultant further agrees to use such confidential or proprietary information only for the purpose of performing services pursuant to this Agreement.

7. INDEPENDENT CONSULTANT: The Consultant and the City agree that the Consultant is acting as an independent contractor with respect to the Consultant role in providing services to the City pursuant to this Agreement, and as such, shall be liable for its own actions and neither the Consultant nor its employees shall be construed as employees of the City. 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 nor the Consultant 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 Consultant shall not be considered entitled or eligible to participate in any benefits or privileges given or extended by the City, or be deemed an employee of the City for purposes of federal or state withholding taxes, FICA taxes, unemployment, workers' compensation or any other employer contributions on behalf of the City.

8. COMPLIANCE WITH LAWS: Consultant agrees to fully and faithfully carry out the duties of set forth herein using its best efforts in accomplishing all assignments from the City, and further, in addition to upholding all federal, and state laws and applicable codes of professional conduct to which Consultant is subject, Consultant hereby agrees to be bound by all Federal, State, or City of Birmingham ordinances, rules, regulations and policies as are amended from time to time, and including without limitation the Fair Labor Standards Act, the Equal Employment Opportunity rules and regulations, the Transportation Safety Act and the Occupational Safety and Health Acts.

9. NON-COMPLIANCE WITH INSURANCE REQUIREMENTS: Failure to deliver and maintain insurance in accordance with the terms of this Agreement will be cause for the City, by and through its City Manager, to terminate this Agreement, or at the City's option, the City may purchase on the open market such required insurance and shall be entitled to charge any additional cost to the Consultant, either by offset to any amounts due and owing Consultant for services provided to the City, or, by separate bill and demand for payment. Nothing in this paragraph shall be deemed to create or be interpreted as establishing a "for cause" termination; Consultant agrees and understands that its engagement is at will and may be terminated by the City Manager for any cause or no cause.

10. INDEMNIFICATION: To the fullest extent permitted by law, the Consultant and any entity or person for whom the Consultant 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 their behalf 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, its elected and appointed officials, employees, volunteers or others working on their behalf, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arise out of the acts, errors or omissions of the Consultant including its employees and agents, in the performance of 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.

11. STANDARD INSURANCE REQUIREMENTS: The Consultant shall maintain during the life of this Agreement the applicable types of insurance coverage and minimum limits as set forth below:

A. Workers' Compensation Insurance:

For Non-Sole Proprietorships: Consultant 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.

For Sole Proprietorships: Consultant shall complete and furnish to the City prior to the commencement of work under this Agreement a signed and notarized Sole Proprietor Form, for sole proprietors with no employees or with employees, as the case may be.

- B. Commercial General Liability Insurance: Consultant 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) Consultant 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: Consultant 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. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following **Additional Insureds: The City of Birmingham, 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. Coverage Expiration: If any of the above coverages expire during the term of this Agreement, Consultant shall deliver renewal certificates and/or policies to the City at least (10) days prior to the expiration date.

- F. Proof of Insurance Coverage: Consultant 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, or a signed and notarized copy of the Sole Proprietor Form;
 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, if applicable;
 5. If so requested, Certified Copies of all policies mentioned above will be furnished.
- G. Maintaining Insurance: Upon failure of the Consultant 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.

12. WRITTEN NOTICES: Written notices regarding this Agreement shall be addressed to the following:

City: City of Birmingham
 151 Martin St
 Birmingham, Michigan 48009
 Attn: Scott D. Zielinski, P.E.

Consultant:

 Attn: _____

13. COVID: The Consultant shall follow all of the City's COVID-19 safety protocols while on City property. Additionally, Consultant staff which will be in physical contact with city staff must have current vaccinations against COVID-19. The City, at its discretion, may ask for proof of vaccination of Consultant staff. Failure to provide proof of vaccination when requested will cause the City to request un-vaccinated personnel to leave, request alternate staff, and if the Consultant is unable to comply, this violation of safety protocols will constitute a breach of contract by the Consultant.

14. AMENDMENTS: No amendment, modification or supplement to this Agreement shall be binding unless it is in writing and signed by authorized representatives of the parties.

15. WAIVER OF BREACH: No waiver by either party of any breach of any of the terms, covenants or conditions herein contained by the other party shall be construed as a waiver of any succeeding breach of this same or of any other term, covenant or condition.

16. COMPLETE AGREEMENT: The parties agree that the conditions set forth in this Agreement sets forth all terms and conditions of Consultant agreement with the City of Birmingham. This Agreement supersedes all prior agreements or understandings between the parties. There are no promises, conditions or understandings other than those stated herein, and, that any prior negotiations, terms or conditions discussed between the City and the Consultant shall not constitute a part of this Agreement. The term "agreement" as used in this clause shall include any future written amendments, modifications, or supplements made in accordance herewith.

17. DIRECT OR INDIRECT INTEREST: If, after the effective date of this Agreement, any official of the City, 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 Consultant, the City shall have the right to terminate this Agreement without further liability to the Consultant if the disqualification has not been removed within thirty (30) days after the City has given the Consultant 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.

18. FAILURE TO PERFORM. If Consultant fails to perform its obligations hereunder, the City may take any and all remedial actions provided by the general specifications or otherwise permitted by law.

19. LEGAL PROCEEDINGS: 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 a federal or state court with jurisdiction over Oakland County, Michigan.

20. RESPONSE TO REQUESTS FOR PROPOSALS: The Consultant shall be held to and bound by all terms, conditions, warranties and representations which it made in its written response dated _____, to the City's Request for Proposals dated January 16, 2024 (attached hereto as Attachment "B"). In the event of a conflict in any of the terms of this Agreement and the Consultant's _____ response, the terms of this Agreement shall prevail.

21. FAIR PROCUREMENT OPPORTUNITY: Procurement for the City of Birmingham 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 of Birmingham.

THIS SPACE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties hereto agree to be bound by the above terms and conditions, and Consultant, by its authorized signature below, expressly accepts this Agreement upon the above provided terms and conditions contained in this Agreement as of the date provided below.

CONSULTANT:

By: _____
Its: _____

STATE OF MICHIGAN)
) ss:
COUNTY OF OAKLAND)

On this _____ day of _____, 2024, before me personally appeared _____, who acknowledged that with authority on behalf of _____ to

do so he/she signed this Agreement.

Notary Public
_____ County, Michigan
Acting in _____ County, Michigan
My commission expires: _____

CITY OF BIRMINGHAM:

By: _____
Elaine McLain, Mayor

Date: _____

By: _____
Alexandria D. Bingham, City Clerk

Date: _____

APPROVED:

Jana L. Ecker, City Manager
(Approved as to substance)

Scott D. Zielinski, P.E., Director of Public
Services
(Approved as to substance)

Mary M. Kucharek, City Attorney
(Approved as to form)

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

ATTACHMENT B - BIDDER'S AGREEMENT

Professional Design Services for Booth Park Entry Plaza & Trail Improvements

In submitting this proposal, as herein described, the Consultant 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
(Print Name)**

DATE

TITLE

DATE

AUTHORIZED SIGNATURE

E-MAIL ADDRESS

COMPANY

ADDRESS

PHONE

NAME OF PARENT COMPANY

PHONE

ADDRESS

ATTACHMENT C - COST PROPOSAL

Professional Design Services for Booth Park Entry Plaza & Trail Improvements

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

Attach technical specifications for all proposed materials as outlined in the Consultant’s Responsibilities section of the RFP (p. 6)

FEE PROPOSAL	
ITEM	BID AMOUNT
Topographical Survey	\$
Construction Plans	\$
Specifications	\$
Permits (other than City)	\$
Meetings (6-8)	\$
Construction Administration	\$
Miscellaneous: Any other items not listed above. Detail below or attach:	\$
Total Base Bid Amount	\$
ALTERNATE ITEM (If Necessary)	BID AMOUNT
Hydrologic & Hydraulic (H & H) Study	\$
Additional per Meeting Fee	\$
TOTAL BID AMOUNT	\$

ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM
Professional Design Services for Booth Park Entry Plaza & Trail Improvements

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 City.

PREPARED BY
(Print Name)

TITLE

AUTHORIZED SIGNATURE

COMPANY

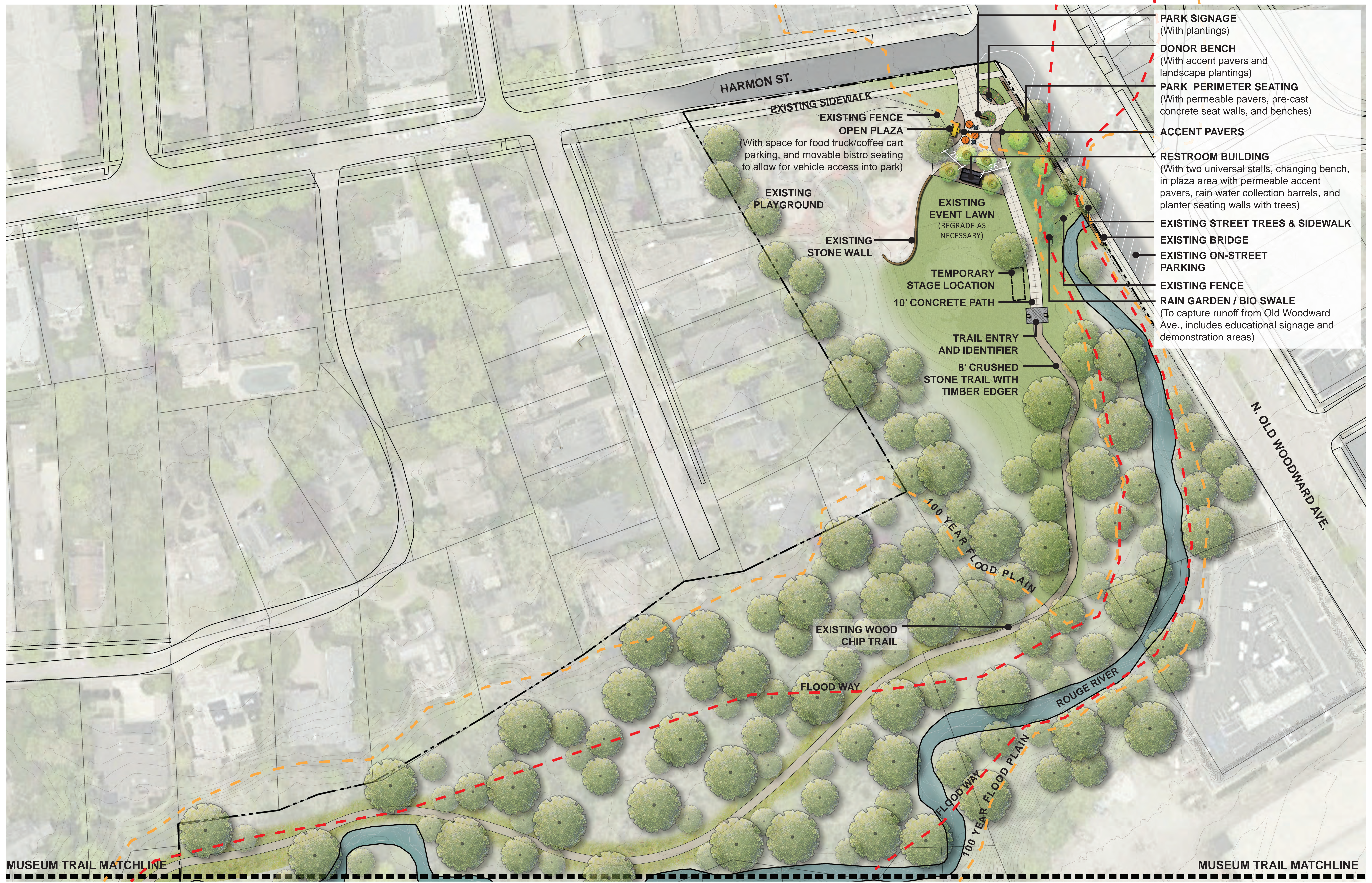
ADDRESS

NAME OF PARENT COMPANY

ADDRESS

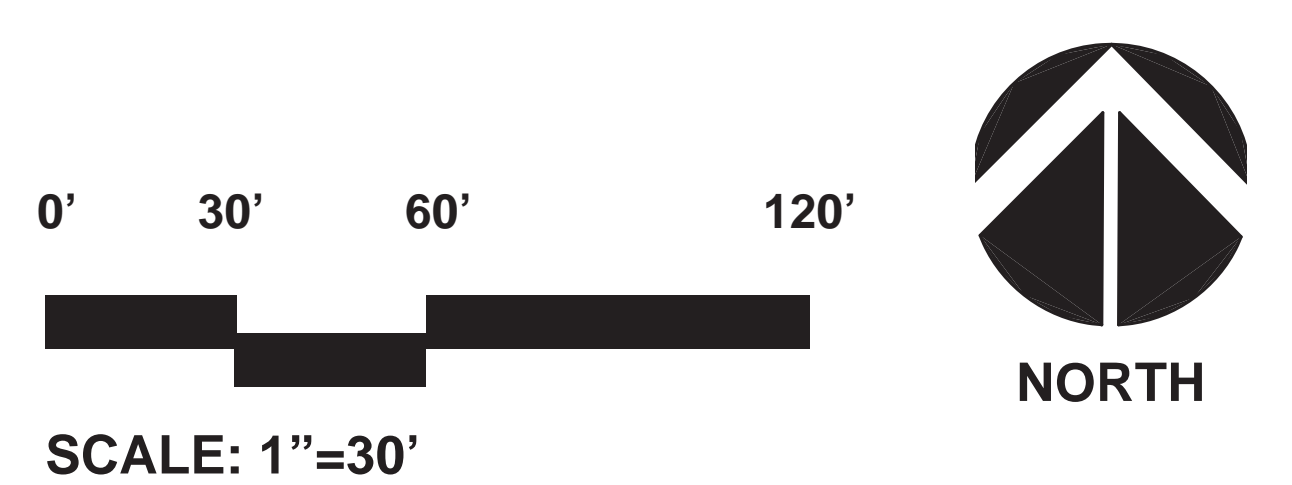
TAXPAYER I.D.#

ATTACHMENT E



- PARK SIGNAGE**
(With plantings)
- DONOR BENCH**
(With accent pavers and landscape plantings)
- PARK PERIMETER SEATING**
(With permeable pavers, pre-cast concrete seat walls, and benches)
- ACCENT PAVERS**
- RESTROOM BUILDING**
(With two universal stalls, changing bench, in plaza area with permeable accent pavers, rain water collection barrels, and planter seating walls with trees)
- EXISTING STREET TREES & SIDEWALK**
- EXISTING BRIDGE**
- EXISTING ON-STREET PARKING**
- EXISTING FENCE**
- RAIN GARDEN / BIO SWALE**
(To capture runoff from Old Woodward Ave., includes educational signage and demonstration areas)

**BOOTH PARK
TRAIL IMPROVEMENT CONCEPT PLAN
BIRMINGHAM, MICHIGAN**



DATE
06.30.2023
PROJECT NO.
2149



CITY OF BIRMINGHAM - REQUEST FOR PROPOSALS

PROFESSIONAL DESIGN SERVICES FOR BOOTH PARK ENTRY PLAZA & TRAIL IMPROVEMENTS

February 22, 2024



MKSK

NE
ENGINEERS

SES Strategic
Energy
Solutions

INTOTO STUDIO
8E

RESURGET
ENGINEERING



TABLE OF CONTENTS

	COVER LETTER
A	FIRM QUALIFICATIONS
B	PROJECT TEAM QUALIFICATIONS
C	PROJECT EXPERIENCE & REFERENCES
D	APPROACH & SCOPE OF WORK
E	REQUIRED FORMS & STATEMENTS

February 21, 2024

MKSK

City of Birmingham
Attn: Carrie Laird
151 Martin St.
Birmingham, Michigan 48009

RE: Professional Design Services for Booth Park Entry Plaza & Trail Improvements

Dear Members of the Evaluation Committee,

On behalf of the MKSK Team, I am honored to present our proposal and approach for designing and developing the Booth Park Entry Plaza. We recognize the significance of this park to the community, given its prime location in downtown Birmingham. Centrally situated parks with direct public access to natural waterways and stream corridors are a rare asset for urban areas, and our team is enthusiastic about collaborating with the City to create a remarkable new gateway and plaza for Booth Park. We are eager to contribute our team's local knowledge and specialized expertise to this park design process.

Our team is exceptionally positioned for this effort as we have recent and relevant experience leading neighborhood award-winning park design projects both nationally and within the state of Michigan. MKSK has demonstrated a proven process that is effective in establishing and delivering a comprehensive vision for Downtown Birmingham through the completion of Phases I, II & III of the Old Woodward Ave and Maple Street Streetscape projects.

We have assembled a team of creative landscape architects, experienced engineers, and award-winning architects to design and bring to life the civic space envisioned by the Birmingham community. Our team includes Nowak & Fraus Engineers, INTOTO Studio, SES Electrical Engineers, and Resurgent Engineering. Nowak & Fraus Engineers, one of the City's preferred engineering consultants, is our partner on this project. MKSK and Nowak & Fraus have collaborated on several past projects throughout Birmingham, including roadway, utility, and traffic engineering projects, showcasing a high level of collaboration and extensive knowledge of the city and its expected aesthetic standards.

Respectfully Submitted,
MKSK, Inc.



Cullen Meves, PLA, ASLA, LEED GA
Associate Principal
cmeves@mkskstudios.com



cc:
Kristyn Bowden, PLA, ASLA, LEED GA
Associate
kbowden@mkskstudios.com



CENTENNIAL COMMONS, ROYAL OAK, MI_MKSK



We invite you to explore the character of our work.

MKSK is a collective of Planners, Urban Designers, and Landscape Architects, founded in 1990, who are passionate about the interaction between people and place. We are an employee-owned practice with a network of twelve metropolitan studios in Ohio, Illinois, Indiana, Kentucky, Michigan, South Carolina, Georgia, Florida, and the District of Columbia. MKSK works to solve the pressing issues in our cities and communities, and build places where people want to live. We work with communities and clients to reimagine, plan, and design dynamic environments for the betterment of all. MKSK approaches planning and design with a clear understanding that each place is unique and has economic, social, environmental, historical, and cultural influences which should be explored through thoughtful, context sensitive design. We help communities and our clients meet the challenges of changing global conditions through the MKSK LAB for Climate and Biodiversity Resilience.

We shape place to improve lives, and we share our transformational stories and the power of strong planning and design to inspire ourselves, our peers, and the world to work together for the common good. Together we plan and design a world in which we all want to live.

COLUMBUS	614.621.2796
ATLANTA	404.500.8575
CHICAGO	312.809.9707
CINCINNATI	513.818.3842
CLEVELAND	216.423.6150
DETROIT	313.652.1101
GREENVILLE	864.626.5715
INDIANAPOLIS	317.423.9600
LAFAYETTE	765.250.9209
LOUISVILLE	502.694.1416
ORLANDO	407.871.9607
WASHINGTON DC	202.543.6550



We approach parks and recreation planning and design with a clear understanding that each site is unique and has natural, environmental, historical, and cultural influences which should be protected and enhanced through thoughtful context sensitive design.

It is our belief that successful parks and public spaces share common traits characterized by a select set of development principles. Creativity in the planning and design process can provide vibrant spaces to accommodate a variety of community or civic functions. Based on that which we have seen, heard, and discovered in other communities where we have worked, we have developed the following list of principles:

Strategic Development Approach- Understand the programming needs and considerations of the community. Draw from previously developed community plans and collected data. Explore alternatives or best use for “flex space” or open space areas and the economic impact it would have to the community. Develop a strategic action plan designed for multiple phase implementation. Recognize existing community organizations’ capacity and capabilities to implement the plan.

Design for Sustainable Environments- Preserve, protect, and enhance existing natural resources. Introduce sustainable planning, design, and natural resource management practices.

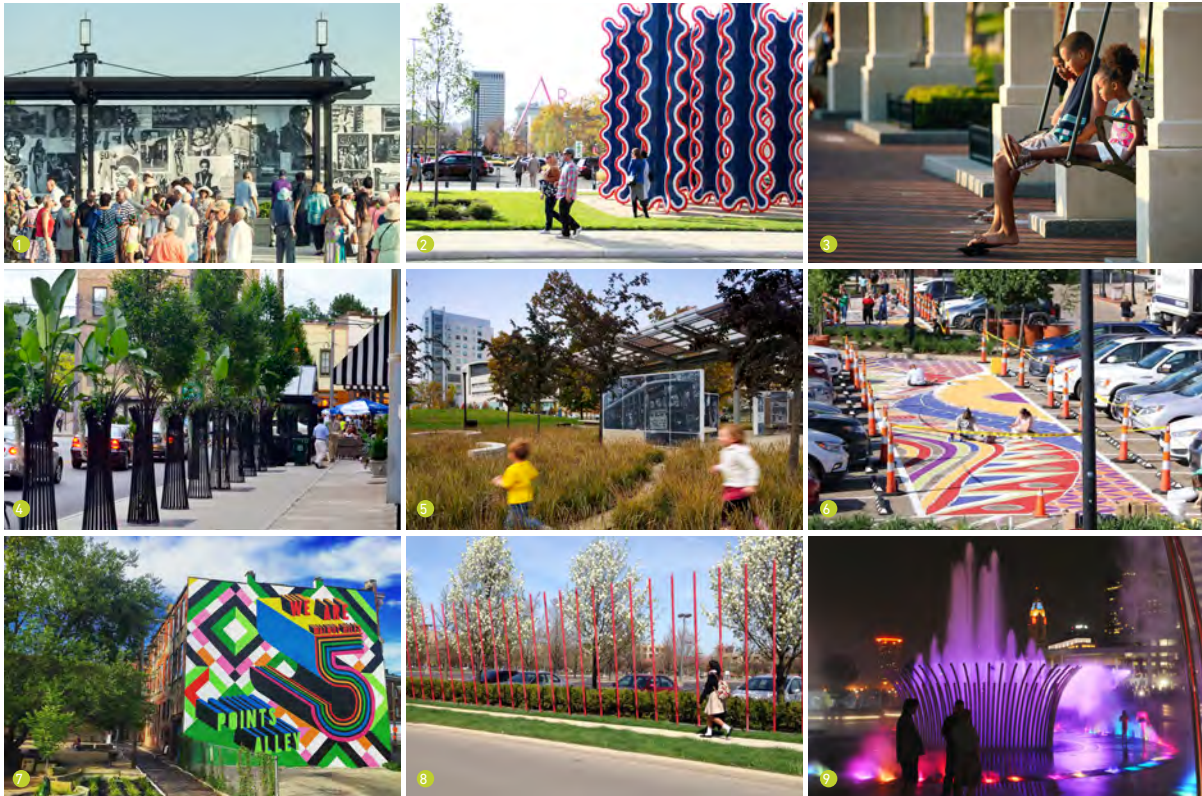
Create a Pedestrian-Friendly Environment- Promote pedestrian circulation. Develop multiuse systems that provide greater ADA accessibility. Where appropriate, encourage and incorporate “complete streets” standards.

Create a Safe & Secure Environment- Design for measures that ensure safety and security day and night. Engage local Safety Services departments to better understand existing misuse/crime patterns, and issues that can be addressed, improved upon, or eliminated in the design.

Reinforce the Unique Community Character and Identity- Capitalize on the unique character, qualities and history of the community and the region. Select site furniture and other park elements with context sensitivity in mind.

Create Community “Linkages”- Develop pedestrian linkages with adjacent residential areas, community facilities, and existing trail systems. Look at vehicular access points and circulation. Address and incorporate bike trail connectivity. Develop key corridors or gateways. Create informational and directional “tie-ins” to the community (i.e., kiosks, public art, graphic design, wayfinding signage).

Address Maintenance and Operations Issues & Opportunities- Ensure all aspects of the proposed programmed development address anticipated future resources and commitments that will be needed to operate and maintain park improvements.



- 1 Long Street Bridge & Cultural Wall, Columbus, OH
- 2 Columbus Museum of Art "Karnak", Columbus, OH
- 3 Scioto Mile, Columbus, OH
- 4 Downtown Columbus Public Realm Enhancements, Columbus, OH
- 5 Livingston Park Cultural Panels, Columbus, OH

- 6 Akron Northside Green, Akron, OH
- 7 Walnut Hills 5 Points Alley, Cincinnati, OH
- 8 Cleveland Avenue Improvements, Columbus, OH
- 9 Bicentennial Park, Columbus, OH

We work with municipalities, non-profit, cultural and institutional clients to help our communities become vibrant places of destination. MKSK leads a creative planning and design process that provides vibrant spaces while accommodating a variety of community and civic uses. MKSK understands that properly programmed, planned and designed urban spaces can be the catalyst for economic investment and redevelopment. Increased access to a downtown and riverfront, entertainment and cultural institutions, streetscape enhancements and pedestrian connections to connect multiple areas or districts, or revenue-generating community and event facilities that create a local and regional draw—these are the 'spaces' MKSK designs. With over 70 regional and national design awards we have been recognized by our peers as a leader in our respective fields. More importantly, MKSK is proud of projects that have truly transformed the communities in which we work.

MKSK seeks to go beyond "beautiful" to arrive at solutions that provide meaningful sustainable results. Projects that are environmentally, socially and economically sustainable. MKSK projects have become centerpieces and identifying parts of the communities in which they are located – generating civic pride, economic success, and overall enjoyment – making our communities stronger, prominent places to live, work and visit. MKSK also has extensive experience qualifying, managing, and integrating artists' work into projects, from pocket parks and gateways to streetscapes and the public realm. Depending upon the scope and nature of the project, members have worked with graphic designers, sculptors, artists, and in-house designers to integrate art, graphics, and sculpture into the public spaces they plan and design.



1 Greenville Unity Park Community Event, Greenville, SC
 2 Great Parks of Hamilton County Walking Tour, Hamilton County, OH
 3 Alpharetta Loop Placemaking Plan, Alpharetta, GA

4 Great Parks of Hamilton County, Workshop, OH
 5 Unity Park Community Event, Greenville, SC
 6 Great Parks of Hamilton County Pop-Up Engagement, OH

Community involvement and engagement is a fundamental part of our urban planning and design approach. The success of the public engagement process is a critical step in building understanding, support, and ownership of focus areas that will ultimately lead to effective implementation across time.

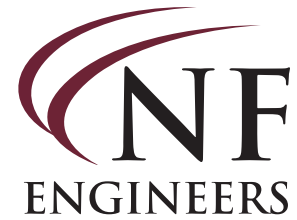
Our team views the early stages of a planning project as a time for learning and collaboration. It is here that we invite the public and stakeholders to share with us the issues and considerations important within a community. This knowledge, and the relationships built through this process, guides our planning efforts as we develop ideas and strategies to address project issues. The testing of those ideas, through further public engagement, ultimately provides us with a consensus-based direction. Our goal is to form a shared and “living” vision. To reach this goal, we cast a wide net, which often includes residents, business interests, development community members, key stakeholders, elected officials, and public agencies. Opportunities to engage the public can be in the form of traditional open houses, forums, or focus group sessions, or online through web-based meetings, surveys, and via social media platforms.

Our public participation toolbox blends traditional methods with fresh approaches adapted to hands-on engagement together with 24-hour community information and dialogue on web-based platforms. Every project and community is unique, so for each we refine an engagement tool kit in close consultation with the Working Group. The more traditional public participation and engagement opportunities incorporated in this process include stakeholder interviews, walking tours, and public meeting visioning workshops. Additional opportunities include:

- Interactive meetings & exhibits
- Pop-up displays
- Dedicated website & social media platforms
- Community mapping - geo locate ideas
- Tactical urbanism
- Youth activities
- DIY Meetings-in-a-Box
- Study area storefront displays and office hours
- Street stalls and kiosks at existing events
- Study area walking/bike tours
- Stakeholder and focus group meetings
- Public workshops and presentations
- Charrettes and visioning

FIRM PROFILE

CIVIL ENGINEERS · LAND SURVEYORS · LAND PLANNERS



Nowak & Fraus Engineers (NFE) was established in 1969 to provide civil engineering, land surveying and consulting services within the Southeast Michigan area. Our firm's roots are based in the merger of several companies including: Urban Engineering Services (formed earlier by Harold Nowak and Jim Fraus), Hoyem-Basso Associates, Inc., McAlpine Engineering, Inc. and Arthur W. Gillespie Associates. McAlpine Engineering and Gillespie Associates were two of the oldest firms in the Detroit/Southeast Michigan area at the time. Over our history of operation, NFE has developed a strong base of municipal clientele, including the following communities for which we currently provide consulting engineering services to:

City of Madison Heights	47 years
City of Huntington Woods	43 years
City of Hazel Park	40 years
City of Pontiac	33 years
City of Birmingham	25 years
City of Royal Oak	22 years
West Bloomfield Township	15 years
City of Rochester Hills	9 years
Independence Township	5 years
Shelby Township	4 years
Village of Lake Orion	4 years



In addition to the above, NFE has been providing municipal engineering services for 12 years to the Department of Technology, Management and Budget (DTMB), the Department of Natural Resources (DNR) and Oakland County Water Resources Commissioner (OCWRC), as well as many other municipalities, road commissions, state agencies and county jurisdictions throughout the region. We have been prequalified by the Michigan Department of Transportation (MDOT) since 2005, and currently, are prequalified in 18 construction, design and survey categories. Through all of these relationships, our firm and staff have formed important contacts, and have vast knowledge of federal, state, county and local agency requirements.

NFE has been honored by our peers on multiple occasions with project awards including, but not limited to, the following:

- 2020 ACEC/M Surveying Merit Award – Detroit Lions: Ford Field Surveying and Scanning
- 2020 mParks Park Design Award – MDNR/DTMB: Wilderness State Park
- 2020 mParks Park Design Award – City of Sterling Heights: Dodge Park
- 2019 ACEC/M Engineering Merit Award – City of Birmingham: Old Woodward Avenue Reconstruction
- 2019 APWA Project of the Year (Michigan Chapter and Metro Branch) – City of Birmingham: Old Woodward Avenue Reconstruction
- 2019 APWA Project of the Year (Michigan Chapter and Metro Branch) – City of Rochester Hills: Eddington Boulevard Realignment
- 2019 MCA Award of Excellence – City of Birmingham: Old Woodward Avenue Reconstruction
- 2019 MCA Award of Excellence – City of Birmingham: 2018 Local Streets Paving Program

At Strategic Energy Solutions, Inc. (SES), we have been delivering professional engineering consulting services to the architectural and construction industries since 1997. Our team of progressive professionals has a deep understanding of how a building consumes energy, and is dedicated to providing mechanical and electrical engineering solutions to clients, owners and end-users. Our strength and experience spans market sectors and involves both renovation and new construction.









A traditional MEP engineering firm with a passion for economically-sound and environmentally-responsible practices, we are industry leaders in practical and efficient energy systems. We stay ahead of the curve, and not only talk-the-talk, but also walk-the-walk. Our corporate office, a former brownfield industrial space, is the only building in Berkley to achieve LEED Gold Certification and Energy Star Certified. A geexchange HVAC system, designed and installed by SES, is one of the main features of our office, which also serves as a demonstration site for sustainable design technologies.

We have successfully provided engineering for more than 200 government projects totaling \$170 million of construction. Serving a variety of cities, municipalities, and other government entities, we have engineered over 3 million square feet of space including city halls, courthouses, police and fire departments, parks, libraries, jails, and airports.

Services Provided:

- Mechanical
- Electrical
- Plumbing
- Fire Protection
- Lighting Design
- Low Voltage/IT
- Geothermal
- Commissioning
- Energy Management
- Sustainable Design
- Energy Modeling
- Alternative Energy
- Facility Assessments
- Life Cycle Cost Analysis

MARKETS SERVED

-  Government/Municipal
-  Corporate
-  Parking
-  Healthcare
-  Higher Education
-  K12 Education
-  Hospitality
-  MultiTenant Residential
-  Senior Living
-  Retail/Food Service
-  Historic
-  Sustainable/LEED

PRIMARY CONTACT

Dale DeCocker, Senior Electrical Designer
 Strategic Energy Solutions, Inc.
 4000 West 11 Mile Road
 Berkley, MI 48072
 ddecocker@sesnet.com
 248-399-1900

Firm Profile



INTOTO studio is an inquisitive architectural practice, focused on finding solutions that maximize the potential of environments and positively impact the people who inhabit them. Through design, we strive to create places that improve quality of life and enrich everyday experiences.

We respond to the history and context by thinking across scales, and we challenge notions of materiality by seeing design as an organizer that collects influences and neutralizes chaos within the civic realm.

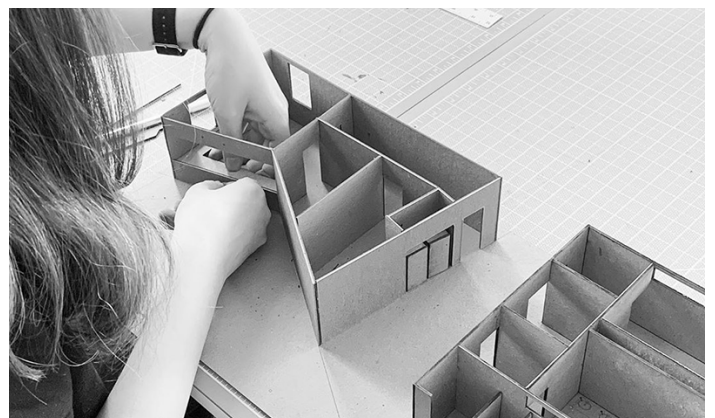
As a small, community-focused practice, our team of 5 has over 25 years of experience working in metro Detroit. We are not specialist, we are nimble; our team has worked on a variety of projects of various scales and complexity. Our experience encompasses the technical and design acumen of larger firms, but in contrast, provides a focused level of service, that cannot be matched. Our firm was founded on the desire to bring a high level of service and design quality to projects that enhance our community, regardless of scale or budget. Therefore, we

are an intentionally small and modest practice, which allows us to be selective of the projects we take on. This ensures that we can invest the time often required to guide our clients unfamiliar with the design and construction experience, and insure they successfully meet their expectations.

As a result, 80% of our current clients are nonprofits, many of which have challenging budgets and minimal experience with building new facilities.

Our portfolio includes both new construction and adaptive reuse projects, and we have successfully delivered on a broad range of project types including parks and recreation facilities, education, residential mixed-use, and other civic infrastructural assets.

Collaboration is essential to our process and we value working closely with clients, city agencies, consultants, contractors, community groups, and users. We have built a successful track record based on our ability to listen, understand our clients' goals, and work with a broad range of professional team members to identify innovative and sensitive ways of meeting these goals.



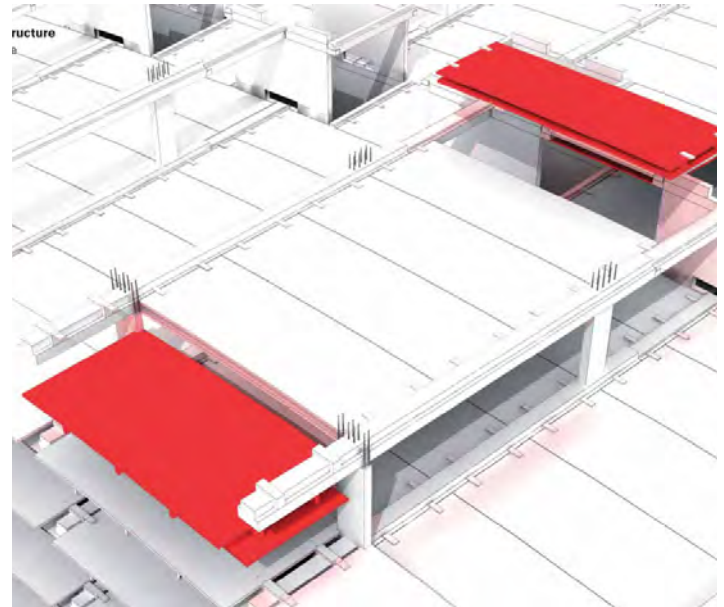
Our Goal

Resurget Engineering is committed to helping clients achieve their vision while making a positive impact in the cities we live and work in. We take a collaborative approach to support our clients from design inception through construction completion. Utilizing state-of-the-art software and international best practices, we focus on integrated design and creating smart, innovative buildings.

At Resurget Engineering we believe engineering enhances design, not limits it.

Services

Resurget Engineering provides structural consulting engineering services from design inception through construction completion for architects, owners, developers, and contractors. We specialize in creative and efficient structural solutions to meet the project needs for buildings of all sizes and complexities.



Structural Engineering

We bring a breadth of knowledge and experience in working with steel, reinforced concrete, post-tension concrete, masonry, wood, heavy timber, and light-gage steel framing. We utilize the latest in computer BIM modeling and analytical software to create efficient designs, and clear documentation.

Structural Sustainability & Resilience

At Resurget Engineering, we have found that the Structural Engineer's biggest impact in sustainable design is creating purpose built, well optimized, and resilient designs. In our experience, sustainable designs require an integrated approach between the architectural and building systems that is energy efficient, maximizes daylighting and passive energy systems, while creating a resilient building designed to last and adapt to a changing environment. The best sustainable designs require a holistic approach that includes contribution from the entire design team, the owner, and the contractor.

As part of our standard of care we work minimize the embodied carbon of a new structure through optimization and material specification. We utilize state of the art analysis software and 3d modeling to refine our designs to minimize material use. We also have tailored our material specifications to reduce embodied carbon and increase recycled content. For example, we require that all concrete mix designs have a high volume of cement replacement, one of the major contributors to embodied carbon, and our steel specifications require recycled content for all structural members. Based on the project sustainability goals, we work with the selected contractors to assure that they can meet these requirements, without unnecessary increases to the overall material costs.



CENTENNIAL PLAZA, CANTON, OH_MKSK

CULLEN MEVES, ASLA, PLA, LEED GREEN ASSOCIATE

Associate Principal, Principal in Charge, Landscape Architect

MKSK

Cullen's passion is designing purposeful, energized, enduring spaces.

Cullen is a landscape architect and urban planner with experience in parks and recreation, trail corridors, streetscape, and institutional design projects. Prior to joining MKSK, Cullen was a Senior Associate at Crosby Schlessinger Smallridge, a regional planner at the Windham Regional Commission in Brattleboro, VT, and a Senior Landscape Architect with Stephen Stimson Associates in Falmouth, MA.

Project Experience

Calgary & Neff Parks
Cleveland, Ohio

Canton Parks Priority Improvement Plan
Canton, Ohio

Battery Park Marina
Sandusky, Ohio

Summit County Metro Parks Freedom Trail Phase 4
Akron, Ohio

Taylor Farm, Phase 1 Trails & Boardwalks
New Albany, Ohio

Experience Prior to MKSK:
Cuyahoga Towpath Trail, Stage 4
Cleveland, Ohio

Redline Greenway
Cleveland, Ohio

Morrissey Boulevard Corridor Redesign
Boston, Massachusetts

Neponset River Greenway Multi-Use Path System
Boston and Milton, Massachusetts

Neponset River Esplanade Extension
Boston and Milton, Massachusetts

Magazine Beach Site Improvements
Cambridge, Massachusetts

Walden Pond Main Beach Universal Access Improvements
Concord, Massachusetts

Education

Virginia Tech,
Master of Urban and Regional Planning, 2013
The Ohio State University,
Bachelor of Landscape Architect, 2007
Bachelor of Agriculture/Horticulture, 2007

Registration

Registered Landscape Architect, OH
LEED Green Associate, U.S. Green Building Council
CLARB Certified Landscape Architect

Professional Affiliations

American Society of Landscape Architects
Boston Society of Landscape Architects
Boston Society of Architects



KRISTYN BOWDEN, PLA, ASLA, LEED GREEN ASSOCIATE

Associate, Project Manager, Landscape Architect

MKSK

With an attention to detail and sustainable approach, Kristyn is committed to designs of aesthetic quality and function while being mindful of both the natural and built environment.

Kristyn is an experienced Landscape Architect with over 14 years experience with the firm and professional experience on a wide range of projects. Kristyn excels at building meaningful relationships with clients and sub-consultants resulting in client satisfaction and successful design. She is involved in all phases of the project from initial planning and design to construction detailing and has experience with sustainable design practices. Her projects often focus on streetscape design, higher education campus design and parks and recreation planning/design.

Project Experience

Centennial Commons
Royal Oak, Michigan

Civic Center Mall
Toledo, Ohio

Dorrian Green
Columbus, Ohio

Battelle Darby Creek Environmental Center Master Plan
Columbus, Ohio

Grange Insurance Audubon Center
Columbus, Ohio

Scioto Audubon Metro Park
Columbus, Ohio

RiverScape Phase III Entertainment Pavilion & Bike Hub
Dayton, Ohio

East Harbor State Park Master Plan & Bathhouse Facility
Marblehead, Ohio

Wolfe Park Shelter House
Columbus, Ohio

Reed Road Park
Upper Arlington, Ohio

Education

The Ohio State University,
Bachelor of Science Landscape Architecture, 2006

Registration

Registered Landscape Architect, OH, MI
LEED Green Associate, U.S. Green Building Council

Professional Affiliations

American Society of Landscape Architects



MATTHEW MANDA, ASLA, PLA

Principal, Landscape Architect

MKSK

Matt's design focus is centered on a blend of pragmatic and aesthetic solutions that lead to creating intuitive landscape systems which influence civic infrastructure and enhance the community experience.

Matt has more than 21 years experience in landscape architecture where he has worked on a number of projects from small scale neighborhood parks to large scale city master planning studies. His ability to work at all scales allows him to lead complex projects developing comprehensive landscape strategies that address both clients goals and the need to create holistic experiences. His interest in complete streets, performance based landscapes, and sustainable design motivates Matt's dedication to landscape architecture and urban design.

Project Experience

Canton Parks Comprehensive Priority Improvement Plan
Canton, Ohio

Centennial Plaza
Canton, Ohio

Stubbs Park Improvements
Centerville, Ohio

Linden Park and Facility Improvements
Columbus, Ohio

Dorrian Green
Columbus, Ohio

Riverfront Amphitheater and Green
Youngstown, Ohio

Columbus Convention Center Expansion
Columbus, Ohio

City of Columbus Michael B. Coleman Government Center
Columbus, Ohio

Short North Streetscape Improvements
Columbus, Ohio

Creative Campus Streetscape Improvements
Columbus, Ohio

Education

The Ohio State University,
Bachelor of Science in Landscape Architecture, 2001

Registration

Registered Landscape Architect, State of Ohio

Professional Affiliations

American Society of Landscape Architects
Themed Entertainment Association



HALEY WOLFE, ASLA, PLA

Landscape Architect

MKSK

Haley believes everything is part of the landscape, and therefore a landscape architect must know something about everything. She believes that designing on multiple layers will generate sites that are both beautiful and sustainable.

Haley's foundation drives her to create environments that are as memorable as they are functional. Her additional experience in hand-drawing fosters an intimate relationship with her designs and allows her to communicate in real-time. This background informs Haley's process from initial concept design to final construction of both private and public projects.

Project Experience

Centennial Commons
Royal Oak, Michigan

Richmond Heights Mall Redevelopment
Richmond Heights, Ohio

Gary Matzner Park
Pinecrest, Florida

Spectrum Health CTI
Grand Rapids, Michigan

West Case Park
Columbus, Ohio

Toledo Civic Center Mall
Toledo, Ohio

Traverse City Street Design Manual
Traverse City, Michigan

Education

The Ohio State University,
Bachelor of Science in Landscape Architecture, 2014

Registration

Registered Landscape Architect, State of Michigan
National Charrette Institute

Professional Affiliations

American Society of Landscape Architects
Michigan Chapter, American Society of Landscape Architects
Michigan Association of Planning



JAMES GOFF, PLA, LEED AP ND

Landscape Architect

MKSK

James' passion is placemaking and designing amenity spaces in high traffic areas that positively impact the wellness of the users of the space, while simultaneously enhancing the natural environment and strengthening connections to adjacent sites.

James has over 10 years of experience in the profession covering a wide range of project types in different firm settings, from smaller residential site design to large mixed use master planning efforts. He has experience in providing site planning and construction drawings for commercial, industrial, healthcare, education, public parks, and trail projects. James enjoys getting into the fine details of designing smaller amenity spaces and connecting them to their surroundings by taking a holistic design approach. He also enjoys working on projects focused on sustainability with a goal to incorporate green principles in all of his designs.

Project Experience

Springboro Franklin Gateway Implementation
Springboro, Ohio

South Old Woodward Design & Construction Advising
Birmingham, Michigan

Hope College - North Campus Gateway
Holland, Michigan

Van Aken Residential Tower
Shaker Heights, Ohio

Spectrum Health CTI - North Monroe
Grand Rapids, Michigan

Cattails Golf Course Redevelopment
Lyon Township, Michigan

Sandusky Streetscape Design
Sandusky, Ohio

Van Andel Arena Alley Phase II
Grand Rapids, Michigan

Mound Road Corridor Plan
Sterling Heights, Michigan

Education

Michigan State University,
Bachelor of Landscape Architecture, 2010

Registration

Registered Landscape Architect, Michigan
LEED AP ND, U.S. Green Building Council

Professional Affiliations

U.S. Green Building Council
Friends of the Rouge



BRETT J. BUCHHOLZ, PE

CIVIL ENGINEERS › LAND SURVEYORS › LAND PLANNERS



YEARS OF EXPERIENCE

Industry – 29
NFE – 29

TITLE

Principal

PROJECT ROLE

Account Manager/
Project Manager

EDUCATION

Bachelor of Science
Michigan State University,
1994
Civil Engineering

LICENSE

Professional Engineer, State
of Michigan, 1999

Mr. Brett Buchholz began his career at NFE as a graduate engineer in 1994, and through several promotions, currently serves as a Principal in the firm with over 29 years of civil engineering experience. His main role is Project Manager overseeing design and construction engineering services on a wide range of public improvement and private land development projects, as well as overseeing product delivery for bidding and permits.

Since 1999, Brett has worked on NFE's municipal consulting services account for the City of Birmingham. He currently oversees the preparation of construction plans, specifications and bid documents for many roadway, streetscape and underground utility reconstruction projects. He also provides a managerial role in the construction administration, construction stakeout, as-builts and closeout of the projects. Many of the projects he has worked on have won awards.

PROJECT EXPERIENCE

Project Manager – Municipal Consulting Services

- City of Birmingham, Michigan, Client since 1999, Ongoing
 - Lincoln Hills Golf Course Cart Path Relocation
 - Pierce Street Water Main Replacement, Lincoln to Brown
 - Quarton Lake Estates, Phase II
 - South Old Woodward Avenue Reconstruction from Landon to Brown, Downtown Improvements, Phase 3
 - Cranbrook Road Non-Motorized Pathway Project (MDOT)
 - Townsend Street Reconstruction from Southfield to Chester
 - Grant Street Paving Project, 14 Mile to Bird and Humphrey to E. Lincoln
 - Kenning Park Ice Arena Renovation
 - Maple Road Reconstruction (LAP-MDOT), Downtown Improvements, Phase 2
 - Pierce Street Alley Reconstruction
 - Park Street Streetscape
 - Bowers Avenue Water Main Replacement
 - Quarton Lake Sub Reconstruction of Four Residential Streets, Phase I
 - Old Woodward Reconstruction from Brown Street to Willits Street/Oakland Avenue, Downtown Improvements, Phase 1.
 - 2018 Local Streets Program, Reconstruction of Three Residential Streets
 - West Maple Road Resurfacing (LAP-MDOT)
 - East Maple Road Sectional (LAP-MDOT)
 - Hamilton Road and Alley Reconstruction
 - Oak Street Reconstruction Project, Phase 1 & 2
 - Martin Avenue Reconstruction
 - Maryland, Henrietta, Southlawn and Cummings Streets Reconstruction
 - Sidewalk Program, ADA Ramp Upgrades, 2013-Present
 - Mohegan/Kennesaw Reconstruction
 - North Eton Road Reconstruction
 - East Maple Gardens Sewer and Water Main Improvements
 - Villa Street Reconstruction
 - Birmingham Villas Water Main Replacement
 - Cole, Webster, and Torry Street Reconstruction
 - East Maple Road Reconstruction

BRETT J. BUCHHOLZ, PE

CIVIL ENGINEERS › LAND SURVEYORS › LAND PLANNERS



- Graefield Avenue Reconstruction
- Hazel and Bowers Reconstruction
- S. Eton Resurfacing
- Downtown Streets (Shain Park) Reconstruction and Streetscape Enhancements
- West Lincoln Reconstruction/Resurfacing
- Pocket Park and Pedestrian Safety Improvements
- North Old Woodward Reconstruction from Hamilton Street to Oak Avenue (LAP-MDOT)
- Woodward Avenue Median Enhancement (LAP-MDOT)

Project Engineer – Municipal/Government

- City of Farmington Hills, 9 Mile Relief Drain Improvements, Farmington Hills, Michigan
- City of Pontiac, Orchard Lake Road Reconstruction
- City of Pontiac, University Drive Reconstruction

Project Manager – Residential/Hospitality

- Inn at St. Johns, Pavilion & Ballroom Additions, Plymouth Township, Michigan
- Outland Trail HOA, Paser Assessment, Bingham Farms, Michigan
- Highland Knolls/Bethel Green Residential PUD, Howell, Michigan
- Harrison Poolside Townhomes, Troy, Michigan
- Cambria Suites Hotel, Detroit, Michigan
- Harrison Poolside Apartments, Various Locations
- Woodward Heights Apartments, Ferndale, Michigan
- Ferndale Townhome Condos, Ferndale, Michigan
- Cedar Valley Luxury Apartments, Rochester Hills, Michigan
- HAVEN Site Development, Pontiac, Michigan
- Royal Park Hotel, Rochester, Michigan
- Kingsley Inn/Doubletree, Hotel Site Renovations, Bloomfield Hills, Michigan
- Pointe at Island Lake Condos, Ypsilanti, Michigan
- Single Family Residential Plot Plans, Various Locations

Project Manager – Commercial/Industrial

- Porsche Detroit, Shelby Township, Michigan
- Shuert Technologies Redevelopment, Sterling Heights, Michigan
- Serra Ford Rochester Hills, Site Redevelopment, Rochester Hills, Michigan
- Northland Chrysler Dodge Jeep, Oak Park, Michigan
- MBRDNA, Site Assessments, Various Locations, Southeast Michigan
- Farmington Hills Office Building (200k sft), Farmington Hills, Michigan
- Modern Dentistry Redevelopment, Troy, Michigan
- DeHaan Orthodontist Office Development, Orion Township, Michigan
- Camping World, Various Locations
- Village Jeep, Car Dealership Improvements, Royal Oak, Michigan
- Fox Automotive, Car Dealership Improvements, Rochester Hills, Michigan
- Eberspaecher North America, Various Locations
- Dart Container, New Warehouse, Horse Cave, Kentucky
- Life Time Athletic, Bloomfield Township, Michigan
- BAE Systems Campus, Sterling Heights, Michigan
- Michigan Dental Association, New Headquarters, Okemos, Michigan
- Sagebrush Cantina, Site Improvements, Lake Orion, Michigan

Chad L. Findley, PE, PS

CIVIL ENGINEERS › LAND SURVEYORS › LAND PLANNERS



YEARS OF EXPERIENCE

Industry – 31

NFE – 31

TITLE

Managing Partner

PROJECT ROLE

Principal-in-Charge,
Municipal/Transportation
Manager

EDUCATION

Master of Science
Wayne State University,
2000

Civil Engineering

Bachelor of Science
Michigan State University,
1992

Civil Engineering

Extended University
Program for Surveying
Michigan Technological
University, 2007

LICENSES

Professional Engineer, State
of Michigan, 1998

Professional Surveyor,
State of Michigan, 2008

Mr. Chad Findley is a Managing Partner at NFE with over 31 years of experience providing civil engineering and land surveying services for municipal infrastructure/transportation and private land development projects. Chad joined NFE in 1993 and has held the positions of project engineer, project manager, vice president and principal. In 2015, he was promoted to the position of Managing Partner and Executive Committee member, overseeing the firm's practice, management and daily operations with two other managing partners.

Chad's expertise includes monitoring schedules, budgets, plans and specifications for design and construction projects. He is an effective manager who consistently provides superior service to clients through innovative solutions, value engineering and a commitment to quality.

Together with his team, Chad has designed and managed a variety of public improvement and MDOT/FHWA highway projects exceeding \$300 million in value. In addition, he has designed and managed a wide range of private land development projects exceeding \$200 million in value. Lastly, Chad serves the City of Pontiac, City of Hazel Park and Oakland County Water Resources Commissioner in the capacity of engineering and land surveying consultant.

PROJECT EXPERIENCE

Project Manager – Municipal Consulting Services

- City of Pontiac, Michigan, Client since 1992, Ongoing
 - 2018-2022 Major & Local Streets Program
 - Mill Street Reconstruction Project
 - 2022 Pavement Repair Project
 - Martin Luther King Boulevard Reconstruction (MDOT 4R)
 - Clean Water State Revolving Fund Sanitary and Wastewater Treatment Plant Improvements
 - GM North Complex Roadway Improvements
 - Water Distribution System Network Analysis
- City of Hazel Park, Michigan, Client since 1984, Ongoing
 - Drinking Water Asset Management Program
 - 9 Mile Road Pavement Repair (MDOT 3R)
 - Couzens Avenue Resurfacing (MDOT 3R)
 - 1-75 Service Drive Resurfacing (MDOT 3R)
 - Water Main Capital Improvement Program
 - Pressure Reducing Valve Stations
- Oakland County Water Resources Commissioner (WRC), Michigan, Client since 2012, Ongoing
 - Pontiac North Sewer Lining Project
 - Martin Luther King Boulevard/Clinton River Sewer Crossing
 - Perry Street Diversion Pump Station and Force Main, Pontiac, Michigan

Project Manager – Private Land Development

- TopGolf, New Entertainment Complex, Auburn Hills, Michigan
- Oakman Townhomes, New 140-Unit Development, Detroit, Michigan
- Brush Watson Residential Development, Detroit, Michigan
- Shannon Precision Fastener, New Distribution Facility, Holly, Michigan

James Klinkenberger, CFM

Civil Engineers • Land Surveyors • Land Planners



YEARS OF EXPERIENCE

Industry – 26

NFE – 9

TITLE

Project Manager

PROJECT ROLE

Project Manager

Floodplain Manager

EDUCATION

Lawrence Tech

CONTINUING EDUCATION

ASFPM Certified Floodplain Managers Continuing Education Certification Program

Training in Hydraulic and Hydrological Modeling and Evaluation using HEC-RAS and SCS-92

EGLE workshops on Michigan's Land and Water Permits

EGLE Subdivision Rules workshops

EGLE and State training in Natural Resources Regulations and Land Development relating to wetlands, floodplains, inland lakes and streams, tree preservation and endangered species protection.

Hazardous Waste Operations and Emergency Response training meeting requirements (OSHA HAZWOPER Regulations)

Mr. James Klinkenberger began his career at NFE in 2014, and currently serves as a Project Manager with over 26 years of civil engineering experience. James prepares Technical Reports, Capital Improvement Plans, Budgets, SAD estimates, Design Plans and Specifications, Hydrological Studies, Riverine & Flood Models, oversees Construction Administration for a variety of Public Improvement and Private Land Development Projects and is a Certified Floodplain Manager.

James specializes in projects impacted by floodplains and wetlands, providing solutions to environmentally sensitive sites with Low-Impact Development (LID) designs that meet Local, State and Federal environmental regulations. Over his career, James has developed a good relationship with EGLE and FEMA, helping him acquire the necessary permits and approvals needed for construction within these protected areas.

PROJECT EXPERIENCE

Project Engineer – Land Development Services

- FANUC America, Wetland Mitigation and Stream Relocation, Auburn Hills, Michigan
- TopGolf, New Entertainment Complex, Auburn Hills, Michigan
- Harrison Lofts, New Residential Development, Royal Oak, Michigan
- Shannon Precision Fastener, New Distribution Facility, Holly, Michigan
- The Villas at Bloomfield Grove, Hydraulic Studies for New Bridge and FEMA LOMR, Bloomfield Hills, MI
- Community Housing Network, New Housing Development, Pontiac, Michigan
- Ryan Court Apartments, New Affordable Housing, Detroit, Michigan
- Great Oaks Country Club - Sargent Creek Stream Restoration Project, Rochester, MI
- ArcelorMittal, New Manufacturing Plant, Detroit, Michigan
- Pebble Creek Condominium – Multiple Bridge Reconstruction and Stream Restoration Project, West Bloomfield, Michigan
- Chesterfield Town Center, Chesterfield Township, Michigan
- Chesterfield Township, Tucker Jones Drain Improvements and Hydraulic Studies, Chesterfield Township, Michigan

Project Engineer – Municipal/Government

- Village of Lake Orion – Meeks Park Pedestrian Bridge Replacement
- Pontiac Schools – District Wide Renovation and Improvement Projects
- Pontiac High School Outdoor Athletic Complex, Pontiac Michigan
- Cranbrook Educational Community – Campus Wide Renovations and Improvements, Bloomfield Hills, Michigan

Project Surveyor/Engineer – Municipal/Government

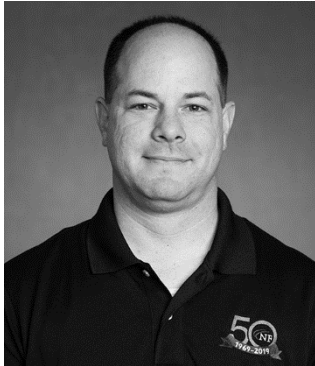
- Selfridge Air National Guard Base Improvements, Chesterfield Township, Michigan
- George George Memorial Park, Hillcrest on the Park and Meijer Developments, Floodplain and Wetland Improvements - Hydraulic Studies and Riverine Modeling of the Clinton River and designs for water quality control using rain gardens and the creation of new wetlands, Clinton Township, Michigan

Consulting Engineer – Municipal/Government

- City of Pontiac Engineering Consulting Services
- Oakland County WRC - MLK Boulevard Sanitary Sewer Rehabilitation Project
- Oakland County Intermediate School District – Stormwater Management Program Plan and MS4 Permit Oversight

Kevin Navaroli, PS

CIVIL ENGINEERS › LAND SURVEYORS › LAND PLANNERS



YEARS OF EXPERIENCE

Industry – 28
NFE – 17

TITLE

Associate/Survey Manager

PROJECT ROLE

Surveyor of Record

EDUCATION

Bachelor of Science
Ferris State University,
2004
Surveying Engineering

LICENSES

Professional Surveyor,
State of Michigan, 2006

Professional Surveyor,
State of Ohio, 2011

National Council of
Examiners for Engineering
and Surveying (NCEES),
2009

CERTIFICATE

MUST Safety Program,
2009

Mr. Kevin Navaroli began his career at NFE in 2007, and after several promotions, currently serves as Associate/Survey Manager for both municipal/MDOT improvement and private land development projects. He also assigns NFE's surveying teams to projects, overseeing that all surveyors are busy, and projects are completed on time. Kevin has exceptional communication and organizational skills, along with tons of patience, that is needed to successfully schedule NFE's surveying resources to meet our client's needs.

With extensive field experience, Kevin's expertise includes boundary, topographic, control, construction layout/staking and ALTA/NSPS Land Title Survey preparation. He is proficient in boundary review and analysis, right-of-way determination, legal research of property descriptions/deeds and field monumentation. In addition, Kevin has comprehensive knowledge of Michigan Public Act 132, Michigan Condominium Act and Michigan Plat Acts for development purposes.

PROJECT EXPERIENCE

Survey Manager and Surveyor of Record – Municipal Consulting Services

- City of Madison Heights, Michigan, Client since 1977, Various Municipal Improvement Projects
- City of Huntington Woods, Michigan, Client since 1980, Various Municipal Improvement Projects
- City of Royal Oak, Michigan, Client since 2002, Various Municipal Improvement Projects

Survey Manager and Surveyor of Record – Subdivision Platting

- Alexander Place Subdivision, Royal Oak, Michigan
- Amended Plat of Outlot A Farmington Freeway Industrial Park No. 1, Farmington Hills, Michigan
- Amended Plat of Davis Addition, Farmington Hills, Michigan
- Amended Plat of Bloomfield Acres, Bloomfield Hills, Michigan

Survey Manager and Surveyor of Record – Condominiums

- 84 Edmund Condominium, Detroit, Michigan
- Hudson Townes, Lyon Township, Michigan
- Charlevoix Commons, Charlevoix, Michigan
- Margate, Plymouth, Michigan
- Scripps District, Detroit, Michigan
- Billings Place, Royal Oak, Michigan
- Linda Condominium, Sterling Heights, Michigan
- The District Eton, Birmingham, Michigan
- Kamper Building Condominium, Detroit, MI
- Fisher Building Condominium, Detroit, Michigan
- Encore Townes at Tribute, Wixom, Michigan
- Encore Village at Tribute, Wixom, Michigan
- Brewster Village, Rochester Hills, Michigan
- Capital View Condominium, Lansing, Michigan
- Flat Irons of Detroit Street, Ann Arbor, Michigan
- Ravines at Plymouth, Plymouth, Michigan
- Green Oak Village, Green Oak, Michigan

Paul A. Tulikangas, PE

CIVIL ENGINEERS › LAND SURVEYORS › LAND PLANNERS



YEARS OF EXPERIENCE

Industry – 19
NFE – 12

TITLE

Associate/Engineering
Manager

PROJECT ROLE

Project Manager

EDUCATION

Bachelor of Science
Western Michigan
University, 2006
Construction Engineering

LICENSES

Professional Engineer, State
of Michigan, 2010

CERTIFICATIONS

MDEQ Storm Water
Operator
Michigan TAMC
Pavement Surface
Evaluation & Rating
(PASER) Certification

Mr. Paul Tulikangas began his career at NFE in 2012, and after several promotions, currently serves as Associate/Engineering Manager for the firm with over 18 years of civil engineering and project management experience. His responsibilities include conceptual planning, site plan development, detailed engineering design and project management for both public and private infrastructure projects. As Engineering Manager, Paul is also responsible for coordinating workloads and assignments for NFE's staff-level engineers, ensuring they maintain a healthy workload and gain valuable professional experience on a wide variety of projects.

Paul began performing surveying and field observation for municipal and MDOT projects at the start of his career. He then progressed to engineering design and construction management for both public and private projects, including site evaluation, design, bidding and contract administration. He has played an integral role in developing and implementing capital pavement inventory, management and repair programs for various clients on both regional and national levels. From his diverse professional work experiences, Paul has learned how to effectively provide quality engineering design and project management services to exceed client expectations.

PROJECT EXPERIENCE

Project Manager – Municipal Consulting Services

- City of Birmingham, Michigan, Client since 1999, Ongoing
 - Brown Street Reconstruction Project, Old Woodward Ave. to Woodward Ave.
 - Lincoln Hills Golf Course – Hole #1 Improvements
 - South Old Woodward Avenue Reconstruction from Brown to Landon
 - Cranbrook Road Non-Motorized Pathway Project (MDOT/Local Agency Project).
 - Townsend Street Reconstruction from Southfield to Chester
 - Grant Street Paving Project, 14 Mile to Bird and Humphrey to E. Lincoln
 - Maple Road Reconstruction Paving, Utility and Streetscape
 - 2018 Local Streets Project
 - Old Woodward Avenue Paving, Utility and Streetscape
 - Quarton Lake Estates Subdivision Reconstruction
 - West Maple Road Sewer Improvements and Resurfacing
 - Villa Road Paving and Utility
 - Webster Avenue Paving and Utility
 - Oak Street Paving and Utility
 - Kenning Park Parking Lot Renovations
 - North Eton Road Paving and Utility
 - Mohegan/Kennesaw Paving and Utility
 - Park Street Structure Streetscape Improvements
 - Cole Avenue Paving and Utility
 - Annual ADA Sidewalk Ramp Program

Project Manager – Education

- University Liggett School, Boll Campus Center Addition, Grosse Pointe Woods, Michigan
- Lincoln Consolidated Schools, Pavement Repair Program, Ypsilanti, Michigan
- Clarenceville Public Schools, Middle School Parking Lot Improvements, Livonia, Michigan

Dale DeCocker

SENIOR ELECTRICAL DESIGNER

PROJECT EXPERIENCE



Royal Oak Centennial Commons *Royal Oak, Michigan*

Lead electrical design for Royal Oak's new 2.5 acre park featuring a new terrace, shade structure, water feature, and enhancement of the existing veteran's memorial



Friendship Park *Orion Township, Michigan*

Lead electrical design for the new construction of a 4,200SF park pavilion with public meeting room, fireplace, staff offices, restrooms and kitchen area



Outdoor Adventure Center *Detroit, Michigan*

Lead electrical design for a 20,000SF renovation and 23,000SF addition, transforming the historic Globe Building into a new discovery and adventure center for the Michigan Department of Natural Resources with unique exhibits, DNR offices, and event spaces



Michigan State Police Headquarters *Dimondale Michigan*

Lead electrical design for the renovation of approximately 250,000SF of existing space within the General Office Building (GOB) to serve as the new headquarters for the Michigan State Police, including construction of a new employee fitness center



Dale is a distinguished Senior Electrical Designer with a profound journey in CAD work and electrical design that began during his high school years. His extensive expertise encompasses a broad spectrum of facilities, ranging from parking structures, multi-tenant residential buildings, commercial spaces, to healthcare and educational institutions. Within the SES team, Dale is a pivotal figure, leading code research, and the design and specification of power distribution and lighting systems. His work is critical in both pioneering new construction projects and transformative renovation endeavors, showcasing his unparalleled ability to innovate and adapt to the evolving demands of electrical design. Dale's dedication and skill are instrumental in enhancing the functionality and sustainability of numerous projects.

INDUSTRY EXPERIENCE

24 years

EDUCATION

AS, Study of Computer Information Systems

Macomb Community College

INTOTOSTUDIO

James Singleton

Designer | Principal



Education

Lawrence Technological University
Master of Architecture: 2011
Bachelor Degree: 2008

Affiliations/Publications

MOCAD: Sustainable Architecture
Detroit, 2008.
Three dimensional space exhibiting
Detroit: River International Wildlife
Refuge design
Topos Magazine, 2009
Detroit: Scale of Crisis = Scale of
Intervention: Detroit River International
Wildlife Refuge

*services performed while with
Hamilton Anderson Associates

+services performed while with IFF

With nearly three decades of experience designing projects across the urban-rural spectrum, and across project types and complexities, James draws on the innate qualities of a place to inform authentic and grounded solutions. Having built his career in Detroit, he embraces the challenge of balancing a high level of design quality with construction feasibility and limited resources. His work spans new construction and adaptive reuse, as well as community-based projects such as mixed-use, adaptive reuse, public safety, and recreation facilities nationally. During his time at Hamilton Anderson Associates, James was the team leader on municipal projects such as Lipke and Farwell recreation centers, and Treme Recreation center in New Orleans.

With a background as both a designer and a residential contractor, he is adept at navigating the complexity of design and construction, and his deep understanding of how buildings go together affords him the ability to conceive of the widest possibilities, balanced with their technical impacts. His designs have been recognized by the Detroit and Michigan chapters of the American Institute of Architects (AIA) and the National Organization of Minority Architects (NOMA), and he serves as a frequent juror at the architectural schools at Lawrence Technological University, University of Detroit Mercy, and the University of Michigan.

Professional Experience (Partial Listing)

Riverside Park Comfort Station: Detroit, MI	Summer - Knoll Academy: Ann Arbor, MI
Farwell Gymnasium Addition: Detroit, MI	Detroit River International Wildlife Refuge: Trenton, MI*
Trinity Early Childhood Education Center: Detroit, MI	Detroit School of Arts High School: Detroit, MI*
NEW Center Renovation: Ann Arbor, MI	New Hope Academy: Detroit, MI*
Gilbert Community Center: Detroit, MI	Youthville Child Development Center: Detroit, MI*
Coolidge DDOT Maintenance Facility: Detroit, MI	Marygrove Early Learning Center: Detroit, MI ⁺
Clinch Park Pavilion: Traverse City, MI*	Regent Park Early Learning Center: Detroit, MI ⁺
Lipke Recreation Center: Detroit, MI*	Greater Detroit ECE Facility Assessments: Detroit, MI ⁺
Farwell Recreation Center: Detroit, MI*	Detroit Riverfront Corporate HQ: Detroit, MI*
Treme Recreation Center: New Orleans, LA*	Wayne State University Tech Town 440 Burroughs: Detroit, MI*
Louis Armstrong Park: New Orleans, LA*	Detroit Police Communications Facility: Detroit, MI*
Access Recreation Center: Detroit, MI*	New Detroit Police Headquarters Program Feasibility: Detroit, MI*

INTOTO STUDIO

Ben Ellefson AIA

Architect | Principal



Registrations

Registered Architect: MI and CA
United States Green Building Council:
LEED AP BD+C

Education

Southern California Institute of
Architecture (SCI-arc)
Post-Professional Master Degree: 2004
University Of Detroit Mercy
School Of Architecture
Professional Bachelor Degree: 1999

*services performed while with
Hamilton Anderson Associates

+ services performed while with HGA, Los Angeles, CA

** services performed while with
Jenkins/Gales & Martinez Inc, Los Angeles, CA

++services performed while with
House & Robertson Architects, Los Angeles, CA

With two decades of architecture experience spanning both Michigan and California, Ben has worked on a number of project types including mixed use developments, civic projects, higher education, residential, transportation, urban design, site planning, and healthcare.

Using his creative and technical acumen he strives for aesthetic excellence and functionally sound architecture. He is skilled at employing principles of lean design and integrated project delivery. Working closely with contractors, consultants, and clients, he ensures quality documentation from concept through construction. Ben is also an instructor at the University of Detroit Mercy School of Architecture where he has taught the upper level integrated studio, 1st and 2nd year foundation studios, and a summer design studio working with local community groups to design and build a neighborhood hub park and pavilion.

Professional Experience (Partial Listing)

Farwell Gymnasium Addition: Detroit, MI	Southwest Public Safety Center: Detroit, MI*
Riverside Park Comfort Station: Detroit, MI	West Outer Drive multi-family housing: Detroit, MI
NEW Center Renovation: Ann Arbor, MI	Grandmont Rosedale mixed-use multi-family housing: Detroit, MI
Gilbert Community Center: Detroit, MI	East Adams mixed-use permanent supportive housing: Detroit, MI
McGraw Adaptive Reuse: Detroit, MI	East Los Angeles College Student Success Center: Monterey Park, CA+
Trinity Early Childhood Education Center: Detroit, MI	Magnolia Place Family Center: Los Angeles, CA++
Coolidge DDOT Maintenance Facility: Detroit, MI	Fuller Seminary Worship Center: Pasadena, CA++
Rouge Park, Splash Pad Pump Building: Detroit, MI	Midland Center for the Arts Renovation Studies: Midland, MI*
Lipke Recreation Center: Detroit, MI*	College of the Desert West Valley Campus Phase 1: Palm Desert, CA+
Farwell Recreation Center: Detroit, MI*	DMC Sinai-Grace Hospital expansion and renovation: Detroit, MI*
Clinch Park Pavilion: Traverse City, MI*	Ronald McDonald House of Detroit (DMC): Detroit, MI*
Youthville Child Development Center: Detroit, MI*	DMC Imaging Advantage Radiology Reading Center: Detroit, MI*
Detroit School of Arts High School: Detroit, MI*	Addison Hotel Historic Renovation: Detroit, MI*
Wayne State University Welcome Center Complex: Detroit, MI*	Little Caesars Arena Townhouses Concept/Feasibility: Detroit, MI*

Jason Krolicki, PE SE



Profession

Structural Engineer

Current Position

Founding Principal

Years of Experience

20+

Awards

ENR California's 2014 Top 20 Under 40 Award

Consulting-Specifying Engineer's 2013 40-Under-40 Award

Qualification

PE, State of MI, CA, FL, & NV

SE, State of CA, AZ

MS, Earthquake Engineering, Università degli Studi di Pavia, Italy - Istituto Universitario di Studi Superiori (I.U.S.S.) European School for Advanced Studies in Reduction of Seismic Risk (ROSE School)

BS, Civil Engineering, Michigan State University, 1995-1998

Professional Associations

Structural Engineers Association of Michigan (SEAMI)

American Society of Civil Engineers (ASCE)

Council on Tall Buildings and Urban Habitat (CTBUH) Past President of San Francisco Local Chapter

American Concrete Institute (ACI)

American Institute of Steel Construction (AISC)

Committees

SEAONC – AB 082 Task Group: Guidelines and Procedures for Structural, Geotechnical, and

Jason Krolicki is a structural engineer and founding Principal at Resurget Engineering PLC. A native to the Detroit area, he has over 20 years of experience and led award winning projects around the world; including giant observation wheels, mixed-use high-rise structures, university buildings, hospitals, hotels and office buildings. His design and project management experience span all project phases from conception to completion and includes many challenging projects in seismic regions. Jason has led several performance-based designs, using innovative systems to achieve more seismically resilient structures for his clients.

As a manager, he is client-focused, always aiming to understand and respond to overall project goals. He maintains a deep involvement in the design of each project, providing experienced structural guidance and creative solutions to a variety of technical challenges, from high-level conceptual problems to specific detailing issues. Jason has extensive knowledge in the design and detailing of a variety of materials including steel, concrete, wood, and masonry. He combines a strong theoretical background in the behavior of structures with current state of the art design practice.

Utilizing his range of experience and passion for design, Jason approaches every project with a focus on performance and innovation.

Civic Projects:

Riverside Park Comfort Station - Detroit, MI

Architect: INTOTO Studio

Owner: City of Detroit - General Services Department

Status: In construction

Project Description: This new concession building is part of the larger Riverside Park renovation and provides public amenities and facilities to complement the park program and operations. The building is clad in perforated Corten steel panels and large sliding panels creating a porous façade that is naturally ventilated, durable, and inviting for park guests.

Seismic Hazard Engineering
Design Review

Past Chair of SEAONC -
Seismology, Performance Based
Design - Tall Building
Subcommittee

Selected Publications

The Resilience-Based Design of
the 181 Fremont Tower, Structure
Magazine, June 2016

Vegas High Roller Giant
Observation Wheel – Designing
Beyond the Code, SEAOC
Convention 2013

Vegas High Roller: Giant
Observation Wheel Design, SEI
Conference 2013

Vegas High Roller 3D Modeling
and Integration, SEI Conference
2013

Wind Comfort Studies for the
Vegas High Roller Observation
Wheel, SEI Conference 2013

Shear Strength of Reinforced
Concrete Walls Subjected to
Cyclic Loading, Journal of
Earthquake Engineering, 2011

Dubai Towers, Dubai –
Engineering the World's Tallest
Sculpture, ASCE Structures
Congress 2010

Performance-based design of tall
buildings: a comparison of recent
projects, Proceedings of the
SEAOC Annual Convention, 2009

Ralph C. Wilson, Jr. Centennial Park, Detroit MI, USA

Project Director and SEOR for the new Western Riverfront Park in Detroit MI. The park design is led by Michael Van Valkenburgh and Associates, in conjunction with David Adjaye and Associates as lead design of the park house buildings with Neumann/Smith Architecture as the AOR. The new 22-acre park will engage the river creating a sandy beach, and new seawall. The building structures include a Sports House for covered outdoor sport activities, the Park House for the park maintenance and activity center and two Comfort Stations housing public restrooms serving the park.

Warren Yard Trail Head Comfort Station - Detroit, MI

Architect: Hamilton Anderson

Owner: City of Detroit - General Services Department

Status: In construction

Project Description: This comfort station anchors the new Warren Yard Trailhead Park and playground. The building houses restrooms, an event room, park maintenance services, and a large open canopy and fireplace as a public gathering space. The roof structure utilizes mass timber CLT to create an efficient span and architecturally exposed wood soffit.

Idea Tree, San Jose, CA*

The Idea Tree welcomes visitors to the City of San Jose's newly renovated McEnery Convention Center as a focal point in the main entrance plaza. Arup worked closely with Seoul-based designer Life Things and fabricator Demiurge, of Denver, CO to help realize a structure in keeping with the original artistic intent. Jason was the Engineer of Record for this installation.

Ellipse, Des Moines, IA*

The ellipse is a tubular structure approximately 90ft long and 30ft high supporting programmable LED installation housed in 19 circumferential rings. The chosen material is stainless steel and includes an innovative blend of Duplex and 316 grades to realize the artist's vision of as slender columns as possible.

Reflected Loop, Central Subway, San Francisco, CA*

Reflected Loop is a proposed installation for the new Central Subway Union Square, which is a 'ribbon' that runs above the platform and weaves up and over the subway box struts. The ribbon is formed from many high polished discs and are visible to the passengers below. The discs are suspended from 'ribs' and a cable net arrangement.

*experience prior to Resurget Engineering



PROMENADE PARK, TOLEDO, OH_MKSK

OLD WOODWARD AVENUE/MAPLE ROAD CORRIDOR & MULTIMODAL TRANSPORTATION ADVISING

MKSK

Birmingham, Michigan



PHASE 1 - OLD WOODWARD AVENUE

Redesign to “complete streets” to improve safety, multi-modal transportation, and parking

MKSK is providing on-going multi-modal transportation advising to the City of Birmingham. The work includes the evaluation of traffic and non-motorized operations, development of conceptual alternatives, and redesign of streets and streetscapes. MKSK also is assisting the City with parking studies and strategies for the downtown, Triangle and Rail Districts. All of these projects involve engagement with the public, stakeholders, focus groups, and elected officials.

A key project was the redesign of Old Woodward and Maple Roads through the core of the downtown. MKSK identified a design concept that would best balance a variety of transportation and economic goals advocated by various groups and the public. Business leaders emphasized the need to retain the amount of convenient on-street parking and a thoughtfully designed streetscape. Planners sought wider sidewalks with more frequent pedestrian crossings and additional space for outdoor cafés. Others advocated better routing for bikes and use of long lasting green infrastructure elements. City engineers stressed the need for smooth traffic operations, radii for larger commercial

vehicles, and cost considerations. Some wanted to retain the traditional streetscape features while others felt it was time for a fresh design. Through exploration of a range of alternatives, MKSK crafted a design that strikes a balance between those somewhat competing goals. The final design expands the pedestrian zone by incorporating linear planting beds, seating elements, and other site amenities; increasing the walkable sidewalk width by up to 25%; and reducing the overall roadway paving section.

Based on the enthusiastic reactions to Phase 1 (north section of Old Woodward) and Phase 2 (Maple Road), MKSK and the design team completed the design and implementation for Phase 3 (south section of Old Woodward).

As advisors to the City’s Multi-Modal Board, MKSK also finalized a redesign for the important alleyway that parallels Old Woodward Avenue to improve its appearance and convenience for pedestrians. MKSK also advised the city on numerous parking studies and projects.

CLIENT	City of Birmingham
CONTACT	Jana Ecker, Planning Director
PHONE	248.538.1800
EMAIL	jecker@bhamgov.org
YEAR	2016 Plan, 2018-2022 Implementation

mkskstudios.com

OLD WOODWARD AVENUE/MAPLE ROAD CORRIDOR & MULTIMODAL TRANSPORTATION ADVISING

MKSK

Birmingham, Michigan



PHASE 1 - OLD WOODWARD AVENUE

CLIENT
CONTACT
PHONE
EMAIL
YEAR

City of Birmingham
Jana Ecker, Planning Director
248.538.1800
jecker@bhamgov.org
2016 Plan, 2018-2022 Implementation

OLD WOODWARD AVENUE/MAPLE ROAD CORRIDOR & MULTIMODAL TRANSPORTATION ADVISING

Birmingham, Michigan

MKSK



PHASE 1 - OLD WOODWARD AVENUE

CLIENT
CONTACT
PHONE
EMAIL
YEAR

City of Birmingham
Jana Ecker, Planning Director
248.538.1800
jecker@bhamgov.org
2016 Plan, 2018-2022 Implementation

mkskstudios.com

OLD WOODWARD AVENUE/MAPLE ROAD CORRIDOR & MULTIMODAL TRANSPORTATION ADVISING

Birmingham, Michigan

MKSK



PHASE 2 - MAPLE ROAD

CLIENT	City of Birmingham
CONTACT	Jana Ecker, Planning Director
PHONE	248.538.1800
EMAIL	jecker@bhamgov.org
YEAR	2016 Plan, 2018-2022 Implementation

mkskstudios.com

CENTENNIAL COMMONS

Royal Oak, Michigan

MKSK



Creating a community's world-class urban park

MKSK is working with the City of Royal Oak, Downtown Development Authority, and the local community to design and construct a new two-acre "World Class" urban park in the heart of downtown Royal Oak. Located nearly 10 miles from downtown Detroit, the new downtown park will serve as a central gathering space for the entire community and will host multiple festivals and events throughout the year. With immediate adjacency to the Royal Oak Downtown Library, Farmer's Market, and the new City Center development, this new downtown park will also serve as a daily destination for local residents and workers to engage with nature and take a few moments of respite during the weekly grind.

MKSK engaged the public and a local task force to develop three distinct concept design alternatives exploring a variety of programmatic relationships and overall design framework. Our planning and design team prepared multiple diagrams, plan renderings, and 3D models to illustrate the design intent and better inform the public and client for input and feedback.

Outcome:

- 2020 Michigan Association of Planning Excellence Award for Outstanding Planning Project - Urban Design

CLIENT
CONTACT

City of Royal Oak
Judy Davids, Community Engagement
Specialist

PHONE
EMAIL
YEAR

248.246.3201
Judyd@romi.gov
2022

mkskstudios.com

CENTENNIAL COMMONS

Royal Oak, Michigan

MKSK



CLIENT
CONTACT

City of Royal Oak
Judy Davids, Community Engagement
Specialist

PHONE
EMAIL
YEAR

248.246.3201
Judyd@romi.gov
2022

mkskstudios.com

CENTENNIAL COMMONS

Royal Oak, Michigan

MKSK



CLIENT
CONTACT

City of Royal Oak
Judy Davids, Community Engagement
Specialist

PHONE
EMAIL
YEAR

248.246.3201
Judyd@romi.gov
2022

mkskstudios.com

CENTENNIAL COMMONS

Royal Oak, Michigan

MKSK



CLIENT
CONTACT

City of Royal Oak
Judy Davids, Community Engagement
Specialist

PHONE
EMAIL
YEAR

248.246.3201
Judyd@romi.gov
2022

mkskstudios.com

CENTENNIAL COMMONS

Royal Oak, Michigan

MKSK



CLIENT
CONTACT

City of Royal Oak
Judy Davids, Community Engagement
Specialist

PHONE
EMAIL
YEAR

248.246.3201
Judyd@romi.gov
2022

mkskstudios.com

CENTENNIAL COMMONS

Royal Oak, Michigan

MKSK



CLIENT
CONTACT

City of Royal Oak
Judy Davids, Community Engagement
Specialist

PHONE
EMAIL
YEAR

248.246.3201
Judyd@romi.gov
2022

mkskstudios.com

LAWRENCEBURG CIVIC PARK

Lawrenceburg, Indiana

MKSK



A catalytic urban park to pave the path for future downtown development

Serving as the design and planning lead, MKSK worked with the City of Lawrenceburg on the revitalization of 2.5 acres in the heart of their riverfront downtown. MKSK led an effort to deliver a scope from concept to construction and worked closely with City Officials and Key Stakeholders to develop a responsive program and engaging urban space. The conceptual design of this urban plaza integrates the surrounding cityscape into a catalytic destination for the community of Lawrenceburg. Informed by a comprehensive community engagement process, the park serves the needs of the public and envisions redevelopment opportunities of the surrounding land parcels. Design inspiration for the space is derived from the braiding waters of the Ohio River and the flowing soundwaves of the existing concert series that has reintroduced downtown to the surrounding neighborhoods. Narrowed walkable streets are lined with patterned paving and plantings that create

a permeable edge to the plaza, carving out space for viewing performances, picnicking, kite flying, and passive recreation. Amenities include a pavilion that integrates into the overall site design, a series of water features that transition from a sheeting table of water to a band of interactive pop up jets, perimeter cafes for dining and observing, playscape, food truck alley, event/accent lighting, and sculpted planters with integrated seat walls. The park is expected to fill a critical need in the city's existing public open space, promote development of the entertainment district, and become a regional destination as an outdoor entertainment venue.

Outcomes:

- 2021 IDA Achievement Award of Excellence in Urban Place Management
- 2020 Accelerate Indiana Municipalities (Aim) Community Placemaking Award
- 2020 INASLA Merit Award
- 2019 OCASLA Merit Award
- 2019 KY ASLA Honor Award

CLIENT
CONTACT
PHONE
EMAIL
YEAR

City of Lawrenceburg
Kelly Mollaun, Mayor
812.532.3500
kmollaun@lawrenceburg.in.gov
2019

LAWRENCEBURG CIVIC PARK

Lawrenceburg, Indiana

MKSK



CLIENT
CONTACT
PHONE
EMAIL
YEAR

City of Lawrenceburg
Kelly Mollaun, Mayor
812.532.3500
kmollaun@lawrenceburg.in.gov
2019

mkskstudios.com

LAWRENCEBURG CIVIC PARK

Lawrenceburg, Indiana

MKSK



CLIENT	City of Lawrenceburg
CONTACT	Kelly Mollaun, Mayor
PHONE	812.532.3500
EMAIL	kmollaun@lawrenceburg.in.gov
YEAR	2019

mkskstudios.com

LAWRENCEBURG CIVIC PARK

Lawrenceburg, Indiana

MKSK



CLIENT
CONTACT
PHONE
EMAIL
YEAR

City of Lawrenceburg
Kelly Mollaun, Mayor
812.532.3500
kmollaun@lawrenceburg.in.gov
2019

mkskstudios.com

ROSE RUN CORRIDOR VISION PLAN & IMPLEMENTATION

New Albany, Ohio

MKSK



Corridor vision plan establishes framework to link New Albany Learning Campus with Village Center

The Rose Run Corridor Vision Plan is intended to guide park development and urban redevelopment at the core of the Village Center and energize the downtown with new park space and an improved greenway. The plan and implementation intertwines the riparian edge of the Rose Run stream corridor with more urbanized pedestrian connections and green spaces linking the Learning Campus with the Village Center and Public Library, and breaking the once divided land uses.

The improvements have included the realignment of Village Hall Road to reclaim park space between the Library and the Rose Run corridor, a pedestrian bridge leading to a new plaza overlook, and added walking paths and activity spaces along the stream corridor. Acquisition of this land facilitates the new Library Gardens to the south which

connects to the new pedestrian bridge crossing the stream. The pedestrian bridge leads to a new plaza overlook along Dublin Granville Road at the southern end of the existing Learning Campus entry greenspace. Both the pedestrian bridge and the plaza overlook will serve as a ceremonial gateway to the City of New Albany. Additionally, this new space will be a focal point of the project and programmed to accommodate City festivals, farmers markets, and other public gatherings.

MKSK provided study plan services for the initial design and, in conjunction with the Engineer team, is continuing design services for the next phase of implementation. Construction began in 2018 and the phase one Rose Run Park opened to the public in the spring of 2020.

Outcomes:

- 2022 OCASLA Award of Excellence

CLIENT
CONTACT
PHONE
EMAIL
YEAR

City of New Albany
Joseph Stefanov, City Manager
614.855.3913
jstefanov@newalbanyohio.org
2016 Plan, 2020 Phase One, On-going
Phase Two

mkskstudios.com

ROSE RUN CORRIDOR VISION PLAN & IMPLEMENTATION

New Albany, Ohio

MKSK



CLIENT
CONTACT
PHONE
EMAIL
YEAR

City of New Albany
Joseph Stefanov, City Manager
614.855.3913
jstefanov@newalbanyohio.org
2016 Plan, 2020 Phase One, On-going
Phase Two

mkskstudios.com

ROSE RUN CORRIDOR VISION PLAN & IMPLEMENTATION

New Albany, Ohio

MKSK



CLIENT
CONTACT
PHONE
EMAIL
YEAR

City of New Albany
Joseph Stefanov, City Manager
614.855.3913
jstefanov@newalbanyohio.org
2016 Plan, 2020 Phase One, On-going
Phase Two

mkskstudios.com

ROSE RUN CORRIDOR VISION PLAN & IMPLEMENTATION

New Albany, Ohio

MKSK



CLIENT
CONTACT
PHONE
EMAIL
YEAR

City of New Albany
Joseph Stefanov, City Manager
614.855.3913
jstefanov@newalbanyohio.org
2016 Plan, 2020 Phase One, On-going
Phase Two

mkskstudios.com

GARY MATZNER PARK

Pinecrest, Florida

MKSK



Embracing newly-founded public space to enrich a community in South Florida

Following the recommendations of the parks master plan, the Village of Pinecrest will be creating a new neighborhood park. The Gary Matzner Park will provide a much-needed space to gather, play, and passively enjoy nature.

MKSK facilitated public engagement which included conducting an on-line community survey, website management, and leading a public open house to foster community input. Informed by the results of the community engagement process, the design team prepared a range of options illustrated in plan and perspective views to communicate the design intent for feedback by the Village and public.

The park prioritizes the preservation of several existing trees including a heritage oak tree which anchors the design. The park design reflects this ethos in all aspects by carefully weaving around and beneath the sprawling tree canopies. Key amenities of the park include a serene walking path, a themed covered play area, naturalized zones, multi-purposed lawns areas, and a park shelter with restroom facilities.

CLIENT
CONTACT

PHONE
EMAIL
YEAR

Village of Pinecrest
Robert C. Mattes, CPRE, CPSI,
Parks & Recreation Director
305.284.0900
rmattes@pinecrest-fl.gov
2023

mkskstudios.com

GARY MATZNER PARK

Pinecrest, Florida

MKSK



CLIENT
CONTACT

Village of Pinecrest
Robert C. Mattes, CPRE, CPSI,
Parks & Recreation Director

PHONE
EMAIL
YEAR

305.284.0900
rmattes@pinecrest-fl.gov
2023

mkskstudios.com

MOUNT VERNON COMMONS

MOUNT VERNON, ILLINOIS



Creating an event destination to foster community and creativity

Creativity and festivities have been a part of the Mt Vernon culture since its inception. Throughout the early years of the city's development, the town creativity utilized the central cobblestone streets and Jefferson County courthouse grounds for festivities, events, holiday merriments and parades. The design for 'the commons' new park and event destination celebrates this rich history and will provide the community with new civic heart for festivities and creativity to flourish. The courthouse grounds will continue to be part of this tradition and forms the backdrop for the new multi-purpose downtown park.

MKSK worked closely with city leadership, and our collaborative design team to develop a space that would redefine the Mt Vernon downtown precinct. 'The commons' large open green space and central stage will facilitate numerous large city events, and at the same time creates a much-needed public lawn and peaceful park setting

for daily use. The central open space is encircled by numerous creature comforts, including a new restroom facility, children's play area, large bench swings, and several flexible use trees lined bosques. The catenary lined biergarten and al fresco dining space located along 9th street will support the active dining and entertainment operating nearby.

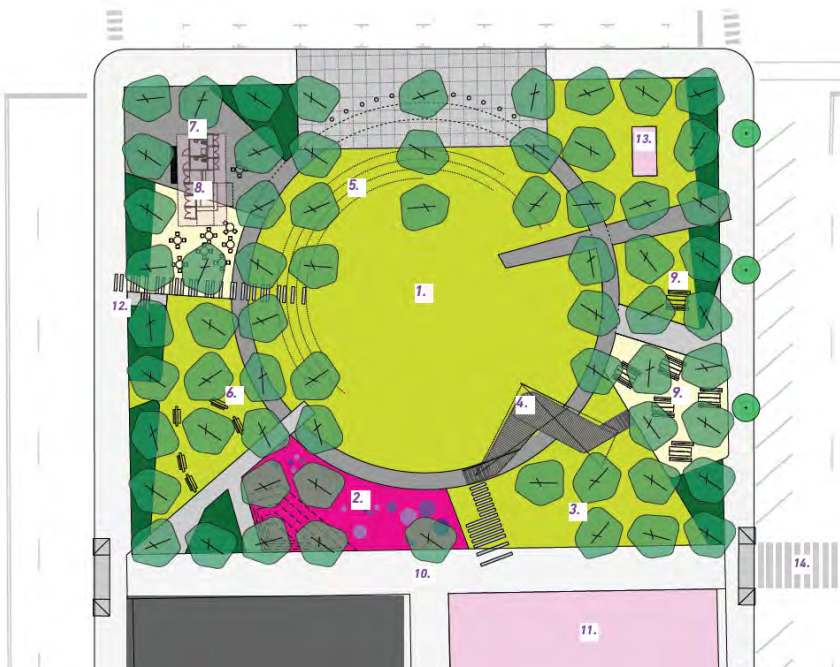
CLIENT
CONTACT
PHONE
EMAIL
YEAR

City of Mount Vernon
Mary Ellen Bechtel, City Manager
618-242-6802
citymanager@mtvernon.com
2023

MOUNT VERNON COMMONS

MOUNT VERNON, ILLINOIS

MKSK



- FEATURES KEY**
- 1. GREAT LAWN
 - 2. PLAY AREA
 - 3. ALL AGES ACTIVITIES / GAMES
 - 4. STAGE / PODIUM WITH SHADE SAIL
 - 5. AMPHITHEATRE
 - 6. SEATING & SWINGS
 - 7. REST ROOMS
 - 8. KIOSK
 - 9. FLEXIBLE PLAZA / AL FRESCO DINING
 - 10. ALLEY ACCESS & FOOD TRUCKS
 - 11. DEVELOPMENT SITE
 - 12. PARADE PODIUM
 - 13. STORAGE & EQUIPMENT
 - 14. PROPOSED CROSSING
- FINISHES KEY**
- RUBBER SOFT FALL SURFACE
 - COMPACTED AGGREGATE
 - CONCRETE PAVING
 - GARDEN BED
 - LAWN

CLIENT
CONTACT
PHONE
EMAIL
YEAR

City of Mount Vernon
Mary Ellen Bechtel, City Manager
618-242-6802
citymanager@mtvernon.com
2023

RIVERSIDE CROSSING PARK

Dublin, Ohio

MKSK



New 36-acre park brings recreational activities, river access, and open space to planned urban district

Through early community planning for the Bridge Street District, the Scioto River corridor through Historic Dublin was identified as the focal point for initial public investment. The invaluable community assets of the river and historic core offered the foundation for expanded civic space within the heart of the community. The planning for Riverside Crossing Park envisioned increased recreation, scenic and education opportunities along the riverfront, while providing protection for sensitive natural features and enhancing ecological systems.

The new park will be an important part of a broader system of regional parks and local recreational systems, linking to these assets through extensive bicycle/pedestrian facilities, canoe/kayak access points, and scenic natural connections. The west side of the park is envisioned as a

more naturalized area with connections to the Indian Run greenway, Scioto River access, and trail systems. The east side of the park is elevated outside of the floodplain and has planned areas for public gatherings and cultural events, a pavilion building, outdoor ice skating, rock climbing, planting beds, and scenic river overlooks.

MKSK led the park master planning, design and implementation process in conjunction with the City and input from the community.

Outcomes:

- 2023 OCASLA Award of Excellence

CLIENT	City of Dublin
CONTACT	Matthew Earman, Parks Director Shawn Krawetzki, Landscape Architect
PHONE	614.410.4568, 614.410.4707
EMAIL	mearman@dublin.oh.us skrawetzki@dublin.oh.us
YEAR	2021

mkskstudios.com

RIVERSIDE CROSSING PARK

Dublin, Ohio

MKSK



CLIENT
CONTACT

City of Dublin
Matthew Earman, Parks Director
Shawn Krawetzki, Landscape Architect
614.410.4568, 614.410.4707
mearman@dublin.oh.us
skrawetzki@dublin.oh.us
2021

PHONE
EMAIL

YEAR

mkskstudios.com

RIVERSIDE CROSSING PARK

Dublin, Ohio

MKSK



CLIENT
CONTACT

City of Dublin
Matthew Earman, Parks Director
Shawn Krawetzki, Landscape Architect
614.410.4568, 614.410.4707
mearman@dublin.oh.us
skrawetzki@dublin.oh.us
2021

PHONE
EMAIL

YEAR

mkskstudios.com

RIVERSIDE CROSSING PARK

Dublin, Ohio

MKSK



CLIENT
CONTACT

City of Dublin
Matthew Earman, Parks Director
Shawn Krawetzki, Landscape Architect

PHONE
EMAIL

614.410.4568, 614.410.4707
mearman@dublin.oh.us
skrawetzki@dublin.oh.us

YEAR

2021

mkskstudios.com

REEDY RIVER REDEVELOPMENT AREA & UNITY PARK

Greenville, South Carolina

MKSK



Integrating public park design with neighborhood planning to create sustainable solutions with an immediate positive impact

Recognizing the important relationship between park planning and community development, MKSK and the City of Greenville have partnered on an innovative approach to equitable development and public space planning on the west side of Greenville, South Carolina.

The Reedy River Redevelopment Area (RRRA) is a 350-acre district in the historically African American neighborhoods of Southernside and West Greenville and is centered around the Reedy River. In a proactive approach to planning for flood hazards, real estate market pressures, and community needs, MKSK prepared a district plan for parks and open space in the Reedy River floodplain and an affordable housing and equitable development plan for the neighborhoods surrounding the river and future park.

This comprehensive approach to parks and community planning provided the foundation for social and environmental equity in the culturally-rich neighborhoods west of downtown Greenville and also provided a model for urban floodplain management and green infrastructure.

Building on the district planning effort that launched in 2016, MKSK has continued to assist the City and greater Greenville community in the development of this vision with the creation of a Community Character Code (form-based code), detailed design and engineering for a signature urban riverfront park (Unity Park), and affordable housing and development planning for the district. Unity Park is supported by both public and private funding. The project is currently under construction.

CLIENT	City of Greenville
CONTACT	John Castile (Former City Manager) Executive Director, Greenville County Redevelopment Authority
PHONE	864.242.9801
EMAIL	jcastile@gcra-sc.org
YEAR	On-going

mkskstudios.com

REEDY RIVER REDEVELOPMENT AREA & UNITY PARK

Greenville, South Carolina

MKSK



CLIENT
CONTACT

City of Greenville
John Castile (Former City Manager)
Executive Director, Greenville County
Redevelopment Authority

PHONE
EMAIL
YEAR

864.242.9801
jcastile@gcra-sc.org
On-going

mkskstudios.com

REEDY RIVER REDEVELOPMENT AREA & UNITY PARK

Greenville, South Carolina

MKSK



CLIENT
CONTACT

City of Greenville
John Castile (Former City Manager)
Executive Director, Greenville County
Redevelopment Authority

PHONE
EMAIL
YEAR

864.242.9801
jcastile@gcra-sc.org
On-going

mkskstudios.com

REEDY RIVER REDEVELOPMENT AREA & UNITY PARK

Greenville, South Carolina

MKSK



CLIENT
CONTACT

City of Greenville
John Castile (Former City Manager)
Executive Director, Greenville County
Redevelopment Authority

PHONE
EMAIL
YEAR

864.242.9801
jcastile@gcra-sc.org
On-going

mkskstudios.com

REEDY RIVER REDEVELOPMENT AREA & UNITY PARK

Greenville, South Carolina

MKSK



CLIENT
CONTACT

City of Greenville
John Castile (Former City Manager)
Executive Director, Greenville County
Redevelopment Authority

PHONE
EMAIL
YEAR

864.242.9801
jcastile@gcra-sc.org
On-going

mkskstudios.com

RIVERSEDGE URBAN DESIGN PLAN & MARCUM PARK

Hamilton, Ohio

MKSK



Urban planning and design for a vibrant new riverfront destination park and performance venue

In 2007, MKSK undertook an Urban Design Plan that would embrace and engage stakeholders, and successfully redevelop the urban river corridor in Hamilton, Ohio to meet the needs of the regional community. Located on a brownfield redevelopment site—the former Sister of Mercy Hospital—the Hamilton RiversEdge Urban Design Plan study area included the parkland on the east bank of the Great Miami River, several select streetscapes, and the integration of private development in this area into the “fabric” of the city riverscape. Elements of the plan included creating both active and passive recreational opportunities, introducing a Performance Amphitheater, providing for critical linkages to the regional bikeway system and neighboring land uses including access to 80 miles of paved recreational trail, environmental graphics concepts for the “district” identity, design guidelines, standards and preliminary cost estimates.

Completed in 2013, the first phase RiversEdge Amphitheater and Overlook is host to live musical performances and events throughout the year, including the popular Summer Concert Series which features free concerts and draws thousands to downtown Hamilton.

Since 2013, MKSK has been working with the City of Hamilton, Hamilton Community Foundation, Hamilton Park Conservancy, and stakeholders to develop a Park Expansion Master Plan and phased development strategy that builds upon the momentum of the 2007 urban design plan and amphitheater. The park program for the new Marcum Park features a playscape, large event lawn, terraces and gardens, among other elements. Made possible through a \$3.5 million private donation by the Marcum family, MKSK worked with the donor team to finalize the park design which opened in the summer of 2016. The development of the park continues the goals first introduced by local and regional stakeholders in 2007, as part of the larger plan to redevelop this area of urban river corridor to meet the needs of the regional community and users of all ages and interest.

Outcome:

- Named one of five Great Public Spaces in America 2018 by the American Planning Association spurred \$15 million, 102-unit Marcum Apartment complex with first-floor retail

CLIENT	City of Hamilton/Hamilton Parks Conservancy
CONTACT	John Guidugli, Hamilton Community Foundation
PHONE	513.863.1717
EMAIL	jguidugli@hamiltonfoundation.org
YEAR	2007 MP, 2013 Ph 1, 2016 Park

mkskstudios.com

RIVERSEGE URBAN DESIGN PLAN & MARCUM PARK

Hamilton, Ohio

MKSK



CLIENT	City of Hamilton/Hamilton Parks Conservancy
CONTACT	John Guidugli, Hamilton Community Foundation
PHONE	513.863.1717
EMAIL	jguidugli@hamiltonfoundation.org
YEAR	2007 MP, 2013 Ph 1, 2016 Park

mkskstudios.com

RIVERSEDGE URBAN DESIGN PLAN & MARCUM PARK

Hamilton, Ohio

MKSK



CLIENT	City of Hamilton/Hamilton Parks Conservancy
CONTACT	John Guidugli, Hamilton Community Foundation
PHONE	513.863.1717
EMAIL	jguidugli@hamiltonfoundation.org
YEAR	2007 MP, 2013 Ph 1, 2016 Park

mkskstudios.com

RIVERSEDGE URBAN DESIGN PLAN & MARCUM PARK

Hamilton, Ohio

MKSK



CLIENT	City of Hamilton/Hamilton Parks Conservancy
CONTACT	John Guidugli, Hamilton Community Foundation
PHONE	513.863.1717
EMAIL	jguidugli@hamiltonfoundation.org
YEAR	2007 MP, 2013 Ph 1, 2016 Park

mkskstudios.com

KULIGA PARK AMPHITHEATER AND IMPROVEMENTS

Green Township, Ohio

MKSK



Bringing a valued neighborhood park back to life with new and improved amenities

Green Township engaged MKSK to prepare a full park master plan for the redevelopment of their existing Kuliga Park. The park is home to their community sports fields and the Green Township annual Fourth of July celebration and firework display. To provide an improved event space for the firework event and potential for summer series events the master plan focused on the development of a new amphitheater facility. The facility includes a new amphitheater bowl with elevated stage under an overhead tensile structure and new restroom facility with event green room and picnic shelter. The Master Plan also included the renovation of the existing sports fields including baseball fields, soccer fields and a multipurpose fields.

To provide a passive recreation opportunity and connect the park, the plan introduced a 1-mile plus multiple purpose trail loop system connecting the amenities of the park. In addition to the amphitheater and the recreational fields the master plan introduced a restored natural planting area with passive recreational trails and picnic areas.

Upon the completion of the master plan development, Green Township engaged MKSK to develop the construction documentation plans for the amphitheater event area and walking path system implementation.

CLIENT	Green Township
CONTACT	Frank Birkenhauer, Administrator
PHONE	513.574.4848
EMAIL	fbirkenhauer@greentwp.org
YEAR	2021

mkskstudios.com

KULIGA PARK AMPHITHEATER AND IMPROVEMENTS

Green Township, Ohio

MKSK



CLIENT
CONTACT
PHONE
EMAIL
YEAR

Green Township
Frank Birkenhauer, Administrator
513.574.4848
fbirkenhauer@greentwp.org
2021

KULIGA PARK AMPHITHEATER AND IMPROVEMENTS

Green Township, Ohio

MKSK



CLIENT
CONTACT
PHONE
EMAIL
YEAR

Green Township
Frank Birkenhauer, Administrator
513.574.4848
fbirkenhauer@greentwp.org
2021

CENTENNIAL PLAZA

Canton, Ohio

MKSK



“Public square” organizational basics and a few big ideas serve as a starting point for a community-driven design process

Beginning in 2014 with several completed projects (including Pro Football Hall of Fame and Village), the City of Canton has generated tremendous momentum by creating new commercial activity, residential growth, and entertainment experiences. However, investment in a central public space had not occurred. The Canton Centennial Plaza project is that investment, establishing a central green space for the community and a regional destination for visitors. The project is an important building block in creating a vibrant downtown with the ability to generate day-to-day activities and host major events. It will serve as the city’s “public square” for the entire community and provide for a memorable landmark for all visitors.

The design process focused on utilizing the history and character of the existing site. Market Avenue serves as the plaza’s front door, with major gateways established at the intersections of 3rd and 4th Streets. The “public square” concept was achieved through a unifying paving strategy that spans the public realm (streets) to the private realm (plaza), and from building face to building face along 3rd,

4th, and Court Avenue. Anchoring the design is a simple yet elegant steel structure called the Centennial Pavilion with an event lawn for approximately 5,000 guests, an integrated stage component, accent LED lighting, a high definition video screen and audio/ WIFI system. On axis with the pavilion is the iconic 65’ tall stainless-steel Rotunda sculpture. Inspired by the rotunda of the original Hall of Fame building, the new Rotunda sculpture gracefully suggests that of a football, establishes a space and is a memorable landmark. Other amenities include a café / restroom building with a green roof, an interactive mist garden, a social garden, and a variety of other themed garden experiences. A diverse planting palette was established to reinforce the City’s desire for an iconic space, while providing 4-season use. Further, in order to build on the already strong sense of community and identity, the design team utilized materials commonly found in Canton including locally sourced brick, stone, and metal.

Outcome:

- 2019 OCASLA Merit Award – Design Not Constructed
- 2021 Hardscape North America Winner, Clay Brick-Commercial Category

CLIENT	City of Canton
CONTACT	Donn B. Angus, Director of Planning
PHONE	330.438.4343
EMAIL	donn.angus@cantonohio.gov
YEAR	2020

CENTENNIAL PLAZA

Canton, Ohio

MKSK



CLIENT
CONTACT
PHONE
EMAIL
YEAR

City of Canton
Donn B. Angus, Director of Planning
330.438.4343
donn.angus@cantonohio.gov
2020

mkskstudios.com

CENTENNIAL PLAZA

Canton, Ohio

MKSK



CLIENT
CONTACT
PHONE
EMAIL
YEAR

City of Canton
Donn B. Angus, Director of Planning
330.438.4343
donn.angus@cantonohio.gov
2020

mkskstudios.com

CENTENNIAL PLAZA

Canton, Ohio

MKSK



CLIENT
CONTACT
PHONE
EMAIL
YEAR

City of Canton
Donn B. Angus, Director of Planning
330.438.4343
donn.angus@cantonohio.gov
2020

mkskstudios.com

CENTENNIAL PLAZA

Canton, Ohio

MKSK



CLIENT
CONTACT
PHONE
EMAIL
YEAR

City of Canton
Donn B. Angus, Director of Planning
330.438.4343
donn.angus@cantonohio.gov
2020

mkskstudios.com

IMAGINATION ALLEY

Cincinnati, Ohio

MKSK



Reenvisioning the public realm for visitors to one of Cincinnati's most popular neighborhoods

MKSK is serving as the lead designer, for the transformation of Imagination Alley from a pass-through space into a destination and community amenity. Working closely with 3CDC and local community leaders, the process was initiated with a community engagement process that represented a diverse cross section of residents and local business leaders throughout the Over-the-Rhine neighborhood. Feedback from these conversations provided the design team a wish list of programming and placemaking opportunities that included movie nights, game areas, kids play spaces, outdoor cooking classes, and a variety of seating and conversation areas for those that visit the site daily or visitors in the area dining at the local restaurants. The design also incorporates special lighting applications into the space effectively extending the attraction, usage, and safety of the space from day into

night. A combination of overhead string lights, tree lighting, and pole lights illuminate the dynamic design and create a unique setting in this urban setting.

Outcomes:

- 2022 KYASLA Award of Merit Design Constructed

CLIENT
CONTACT
PHONE
EMAIL
YEAR

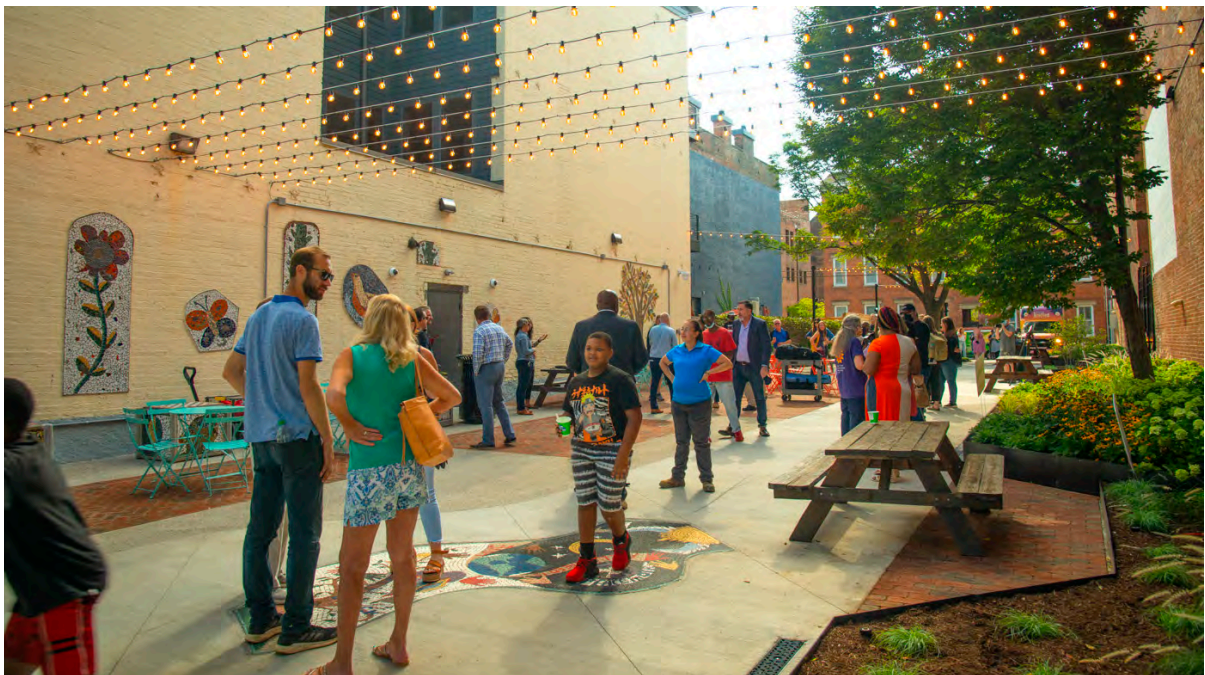
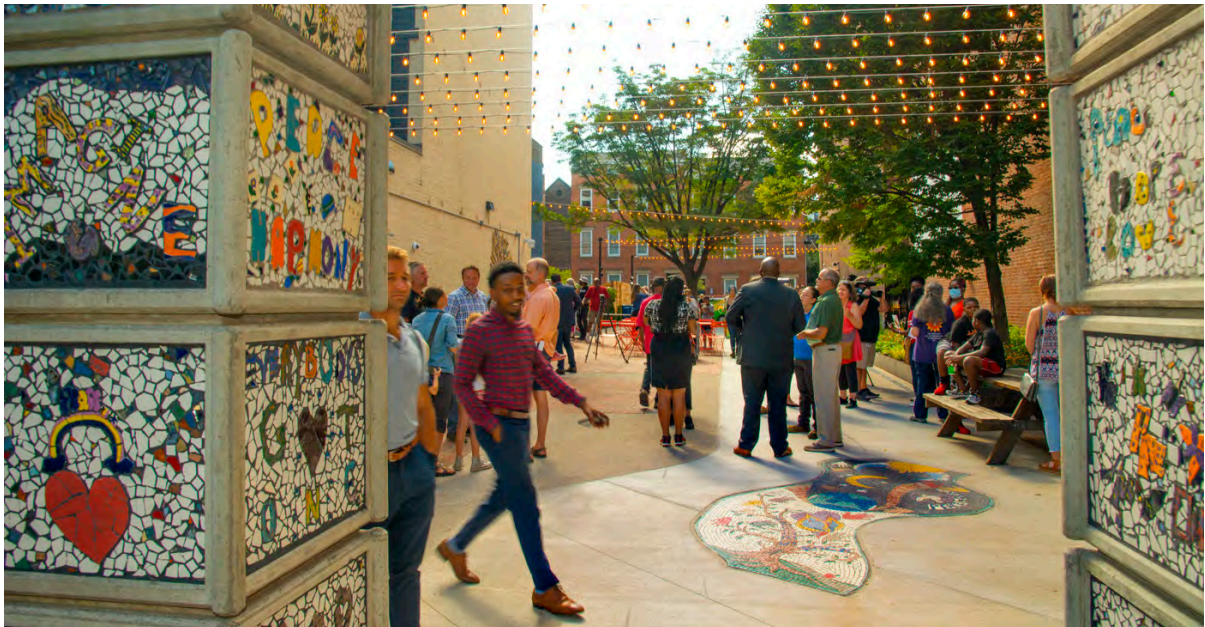
3CDC
Lann Field, VP of Development
513.621.4400
lfield@3cdc.org
2021

mkskstudios.com

IMAGINATION ALLEY

Cincinnati, Ohio

MKSK



CLIENT
CONTACT
PHONE
EMAIL
YEAR

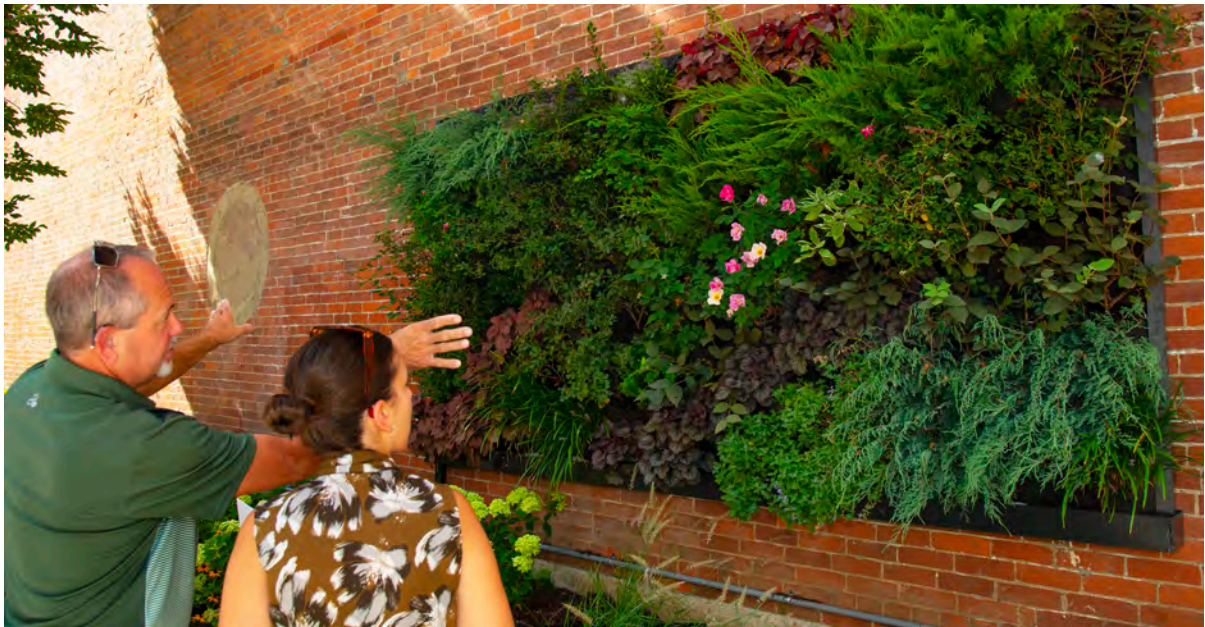
3CDC
Lann Field, VP of Development
513.621.4400
lfield@3cdc.org
2021

mkskstudios.com

IMAGINATION ALLEY

Cincinnati, Ohio

MKSK



CLIENT
CONTACT
PHONE
EMAIL
YEAR

3CDC
Lann Field, VP of Development
513.621.4400
lfield@3cdc.org
2021

mkskstudios.com

MORGAN SQUARE ENHANCEMENT PLAN

Spartanburg, South Carolina

MKSK



Transforming Downtown Spartanburg into a premier public gathering space

MKSK worked with the City of Spartanburg as the lead designer and landscape architect for the Morgan Square Enhancement Plan. The Morgan Square Enhancement Plan aims to provide an opportunity to maximize the space's potential as Downtown Spartanburg's premier public gathering space. Working with local leaders, downtown stakeholders, and area residents, MKSK conducted a series of community outreach and public engagement.

Enhancement recommendations include permanent pedestrian sections of West Main and Dunbar streets along the square. This creates festival streets that increase the functional size of Morgan Square and create a cohesive feel across the entire space. The enlarged performance lawn at the square's eastern end will have adjacent public restrooms and a staffed visitor kiosk. A new stage orientation will allow upwards of 800 audience members to enjoy performances and will continue to serve as the home of longtime City events, such as Music on Main.

Other additions include lounging terraces, a programmable water feature, bench swings, and an outdoor dining zone. The enhancements also create a 70 percent increase in Morgan Square's total green space.

The Morgan Square Enhancement Committee approved a final design that was presented to City Council on August 28, 2023.

CLIENT
CONTACT
PHONE
EMAIL
YEAR

Chris Story
City Manager
864-596-2712
cstory@cityofspartanburg.org
2023

MORGAN SQUARE ENHANCEMENT PLAN

Spartanburg, South Carolina

MKSK



CLIENT
CONTACT
PHONE
EMAIL
YEAR

Chris Story
City Manager
864-596-2712
cstory@cityofspartanburg.org
2023

mkskstudios.com

LEVITT PAVILION AMPHITHEATER & PARK

Dayton, Ohio

MKSK



Redesigned downtown plaza becomes a welcoming performance and community space

MKSK was the Landscape Architect on a multidisciplinary team for the design of the new Levitt Pavilion performance venue, located in former Dave Hall Plaza at the southern gateway to the downtown Dayton business district. This urban park project has transformed and repurposed this once underutilized space into a thriving community gathering green space and destination for performing arts in the region. The park and plaza integrate design elements of the existing plaza, incorporate Dayton's cultural heritage in aviation and innovation, and incorporate green infrastructure. The site provides optimum pedestrian connectivity and access from downtown through park enhanced walkways, provides an open lawn seating area to accommodate audiences of up to 3,500 people, and subtly incorporates operational and emergency vehicular accessibility. The site design includes dedicated, reservable spaces for Friends of Levitt Pavilion Dayton sponsors and portable concession booths for food and merchandise vendors during events.

Part of a larger urban neighborhood redevelopment strategy for the area known as The Nine, Levitt Pavilion is envisioned to become an activated central park and passive multi-use recreation open space for the neighborhood and downtown businesses, and an anchor for the area which is being reenvisioned to provide a mix of residential and office, dining, and entertainment options. MKSK preserved and protected the majority of the mature, healthy trees on the site and introduced additional, higher-quality four season vegetation to enframe the great lawn space and provide a buffer from the adjacent streets. Addressing existing public safety and security site concerns and the more intense public use program of the entertainment space venue were critical in all aspects of the site design. The new Levitt Pavilion opened in the summer of 2018 and offers a unique local and regional destination with a full schedule of free concerts for area residents and visitors.

Outcome:

- 2018 Associated General Contractors of America Build Ohio Award, New Construction Under \$20M

CLIENT	Friends of Levitt Pavilion Dayton
CONTACT	April Mescher, Foundation Project Director
PHONE	937.760.0515
YEAR	2018

mkskstudios.com

LEVITT PAVILION AMPHITHEATER & PARK

Dayton, Ohio

MKSK



CLIENT
CONTACT

Friends of Levitt Pavilion Dayton
April Mescher, Foundation Project
Director

PHONE
YEAR

937.760.0515
2018

mkskstudios.com

RIVERSCAPE PH III ENTERTAINMENT PAVILION & BIKE HUB

Dayton, Ohio

MKSK



Entertainment and recreation venue completes a city's urban riverfront redevelopment plans

This is the third and final riverfront redevelopment component of the downtown Dayton Riverscape initiative. The site was programmed and master planned to accommodate large regional community events which have attracted 250,000+ people over periods of several days for festival celebrations. Brownfield site remediation was addressed by raising a significant portion of the parcel to the existing flood levy and bikeway elevation. This provided direct, ADA accessibility to the regional bikeway system and tremendous views of the converging river corridors.

Permanent park amenities including a 15,000 square foot Entertainment Pavilion and a 5,200 square foot Bike Hub complete with green roof. The Bike Hub is a LEED® Silver certified building and has been designed to accommodate year-round, programmed activities including services for

bicyclists (bike storage and locker rooms), park users (concessions), ice skating rink equipment storage, and event performance storage. The pavilion tensile structure provides open air views of the Great Miami River and shelter for a seasonal ice skating rink.

Overall design and development for RiverScape Phase III is sensitive to existing adjacent development initiatives and future riverfront projects to ensure that the synergy created by the Downtown Dayton Partnership continues well into the future.

Outcomes:

- 2010 OPRA Award of Excellence
- 2011 OCASLA Honor Award
- Bike Hub facility is LEED® Silver certified and situated at the center of the largest regional bikeway system in the U.S.

CLIENT
CONTACT
PHONE
EMAIL
YEAR

Five Rivers MetroParks
Rebecca A. Benná, Executive Director
937.275.7275
rbenna@metroparks.org
2007

RIVERSCAPE PH III ENTERTAINMENT PAVILION & BIKE HUB

MKSK

Dayton, Ohio



CLIENT
CONTACT
PHONE
EMAIL
YEAR

Five Rivers MetroParks
Rebecca A. Benná, Executive Director
937.275.7275
rbenna@metroparks.org
2007

RIVERSCAPE PH III ENTERTAINMENT PAVILION & BIKE HUB

Dayton, Ohio

MKSK



CLIENT
CONTACT
PHONE
EMAIL
YEAR

Five Rivers MetroParks
Rebecca A. Benná, Executive Director
937.275.7275
rbenna@metroparks.org
2007

VAN ANDEL ARENA PLAZA IMPROVEMENTS

Grand Rapids, Michigan

MKSK



Transforming an underutilized plaza and alleyway into a vibrant and sustainable public space

MKSK is leading a team of landscape architects and engineers to redesign and construct the main entry plaza and adjacent alley for the 12,000-seat downtown Van Andel Arena. Located in the heart of downtown Grand Rapids, Van Andel Arena serves as the major entertainment and sports venue in the region, and the surrounding district is experiencing a growth in development with new bars, nightlife, and multi-story mixed-use developments. Working closely with Downtown Grand Rapids, Inc., MKSK is crafting a vision that will not only satisfy the project goals of safety and accessibility, but also represent both the plaza and the alley as destinations within the city's growing entertainment district. Recommending both short-term and long-term improvements, the plaza and alley will transform

the district's public realm into a beautiful and sustainable landscape, designed with the flexibility and comfort to serve daily, event, and seasonal activity and programming.

Outcome:

- 2019 KY ASLA Merit Award

CLIENT
CONTACT
PHONE
EMAIL
YEAR

Downtown Grand Rapids, Inc.
Mark Miller, AIA, AICP, Managing Director
616.719.4610
mmiller@downtowngr.org
2021 - Ongoing

mkskstudios.com

VAN ANDEL ARENA PLAZA IMPROVEMENTS

Grand Rapids, Michigan

MKSK



CLIENT
CONTACT
PHONE
EMAIL
YEAR

Downtown Grand Rapids, Inc.
Mark Miller, AIA, AICP, Managing Director
616.719.4610
mmiller@downtowngr.org
2021 - Ongoing

mkskstudios.com

VAN ANDEL ARENA PLAZA IMPROVEMENTS

Grand Rapids, Michigan

MKSK



CLIENT
CONTACT
PHONE
EMAIL
YEAR

Downtown Grand Rapids, Inc.
Mark Miller, AIA, AICP, Managing Director
616.719.4610
mmiller@downtowngr.org
2021 - Ongoing

mkskstudios.com

CITY OF STERLING HEIGHTS DODGE PARK REDEVELOPMENT

CIVIL ENGINEERS · LAND SURVEYORS · LAND PLANNERS



Project Type
Parks

Project Location
Sterling Heights, Michigan

Owner
Dorchen/Martin Associates
29895 Greenfield Road
Southfield, MI 48026

Contact
Sam Dorchen, AIA, NCARB
Principal
248-557-1062

Services Performed
Surveying
Engineering Design
Construction Administration

Estimated Construction Cost
\$8,500,000

Service Budget
\$240,000

Year Completed
2018

NFE Project No.
J555

Dodge Park reopened on June 28, 2018 following months of being closed for renovations that completely rehailed the 51.2-acre park in the City of Sterling Heights. The improvements were due to the Recreating Recreation mileage passed in 2016 by the residents to fund \$45 million in amenities at Dodge Park and other city/neighbor parks.

The project consisted of redeveloping the park with new and repaved parking areas; new park access drive at the west end of the park; new and resurfaced pathways; new amphitheater; new Farmers Market pavilion including public restrooms and a seasonal ice rink with a refrigerated slab; new splash park, ticket booth and seating areas; new mini-soccer field; four new sand volleyball courts; new horse shoe pit; and renovations to the existing restroom building. Demolition work included the old Parks and Recreation building and bandshell, and four old pavilions.

NFE provided preliminary site plans, engineering plans and construction documents for demolition, grading and paving, utility, storm sewer, sanitary sewer, and soil erosion and sedimentation control. Prior we surveyed the land and prepared topographic/boundary and tree surveys. We also provided construction staking, construction administration and inspection services during construction.



VILLAGE OF LAKE ORION MEEK'S PARK PEDESTRIAN BRIDGE REPLACEMENT

CIVIL ENGINEERS · LAND SURVEYORS · LAND PLANNERS



Project Type

Pedestrian Bridge

Project Location

Village of Lake Orion, Michigan

Owner

Village of Lake Orion
21 East Church Street
Lake Orion, MI 48362-3212

Contact

Darwin McClary
Village Manager
248-693-8391

Services Performed

Surveying
Preliminary Engineering
Construction Administration
Contract Administration
Wage Rate Interviews
Pay Application Review

Estimated Construction Cost

\$110,000

Service Budget

\$24,000

Year Completed

2023

NFE Project No.

M609

The Village of Lake Orion qualified for \$70,000 in CDBG Funds from the County to supplement Village DDA Funds for the replacement of the Meek's Park Pedestrian Bridge. Under a future phase of the project, the Village will restore streambanks and replace the Children's Park pedestrian bridge over the Paint Creek. The new Meek's Park bridge project is located in a moderate-income area with senior citizen presence and addresses the accessibility requirements of the ADA (Americans with Disabilities Act). The new bridge also provides a critical pathway linkage from South Washington Street to South Broadway along Paint Creek.

NFE's scope of services on this project included preliminary and final engineering design of the bridge replacement, assisting the Village in obtaining a revised permit for construction from EGLE, preparation of construction documents, assistance in obtaining and evaluation bids, assistance in the preparation of a construction contract, and construction phase services including wage rate and pay application reviews.



Riverside Bathhouse + Concessions

Detroit, MI

The new concessions building at Riverside Park provides public amenities and facilities to complement the park program as well as facilitate park operations. The new building is functionally and aesthetically integrated into the site design. Centrally located between major parking areas, the West Grand Boulevard entry drive, and the Riverwalk, the building will serve as a connector and a hub for park activity.

Working closely with the GSD, InToto's design is open and inviting to the public; sliding steel doors and perforated corten steel panels create a facility which amplifies park activity and selectively allows for light, views, and natural ventilation. At the same time, the material strategy ensures that the building is durable enough to withstand heavy use with minimal maintenance, and easily secured when not in use. Contrasting materials on the interior passthroughs create an unexpected gem-like quality and the opportunity to showcase local artists. At night, illuminated from the inside, the perforated cladding allows the facility to function as a beacon even when not in use.

INTOTOSTUDIO

Services

- Programming
- Architecture
- Interior Design
- Construction Administration

Client

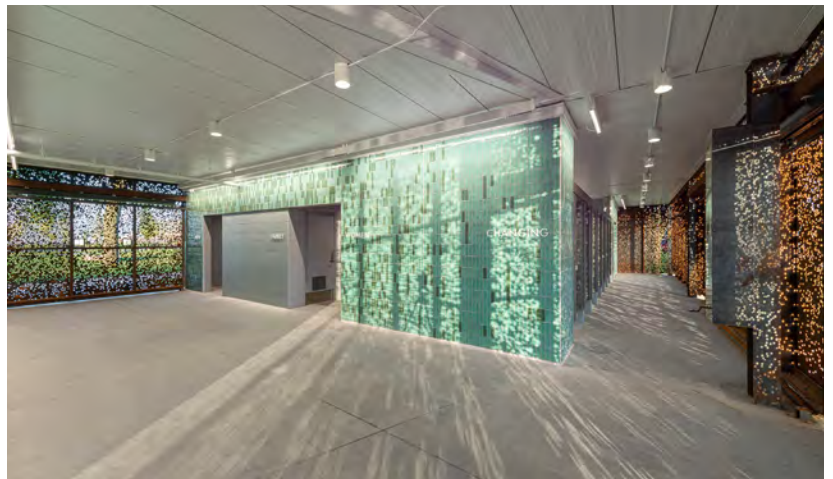
Detroit General Services Department

Team Members

- James Singleton | Principal-in-Charge
- Ben Ellefson | Principal Architect
- Christoph Ibele | Project Architect

Awards

- AIA Detroit - Building Award 2023
- AIA Michigan - Community Impact Award 2023
- Architecture Masterprize - Small Architecture Award 2023



INTOTO STUDIO

Farwell Recreation Center Gymnasium Addition

Detroit, MI

Services

- Programming
- Architecture
- Interior Design
- Construction Administration

Client

Detroit Parks & Recreation Department

Team Members

- James Singleton | Principal-in-Charge
- Ben Ellefson | Principal Architect
- Kaitlynn Hill | Project Architect

Expansion of the existing Farwell Recreation Center by constructing a new gymnasium will provide new activities and sport programs for residents. The original recreation center building was built in 2005 and the original plan was to include a gymnasium, but it was omitted due to budget. For many years, the community has provided consistent feedback requesting a gymnasium. Farwell is in District 3, Northeast Detroit, which has higher than average youth population density. The existing center is mostly used by seniors due to a lack of facilities to provide sports activities and youth centered programming. The new gymnasium will accommodate multi-sports activities such as basketball, pickleball, and volleyball. The goal is to create an inviting recreation center to encourage the community to use the center for sports, educational and art programs, as well as providing a space for community gathering.



INTOTO STUDIO

Healthy Communities Early Learning Center Detroit, MI

Services

- Master Planning
- Architecture
- Site Design
- Interior Design

Client

IFF & Development Centers

Team Members

- James Singleton | Principal in Charge
- Christoph Ibele | Principal Architect
- Kaitlynn Hill | Project Architect

IFF with assistance from Trinity Health is constructing a new Early Childhood Education facility with Development Centers to operate the facility as the provider. The new center, located on a 3.41-acre parcel at the Southeast corner of Joy Road and the Southfield Freeway near the Cody Rouge / Warrendale neighborhoods, will house 9 classrooms along with additional community programming elements serving 100 – 140 children. Site design elements will include play areas for the ECE, community use space, and pedestrian connections that integrate a bike path as part of the city of Detroit’s Strategic Neighborhood Fund planning strategy, as well as the ECE’s site relationship with Covenant Community Care’s adjacent Federally Qualified Health Center. The design organizes 3 classroom bars around a central courtyard offering all room with ample daylight and views along with direct access to play areas.



INTOTO STUDIO

Services

- Architecture
- Site Design
- Interior Design

Client

NEW: Nonprofit Enterprise at Work

Team Members

- James Singleton | Principal-in-Charge
- Ben Ellefson | Principal Architect
- Kaitlynn Hill | Project Architect

NEW Center Renovation

Ann Arbor, MI

Nonprofit Enterprise at Work (NEW) is in the process of transforming their facility located along North Main Street in Ann Arbor on the Huron River. In renovating the building and significantly improving the site, NEW will have a facility that aligns with their core values of investment in community and promoting collaboration and innovation. The 12,000 square foot facility offers co-working space and shared facilities that support small nonprofit organizational development, information technology, financial consulting, and bookkeeping. The design will offer a diversity of spaces with improved daylighting and views to the river along with exterior spaces for gathering and smaller pockets for outdoor work taking advantage of the river location.



INTOTO STUDIO

Services

- Conceptual Design
- Architecture
- Interior Design
- Construction Administration

Client

Vera & Joseph Dresner Foundation

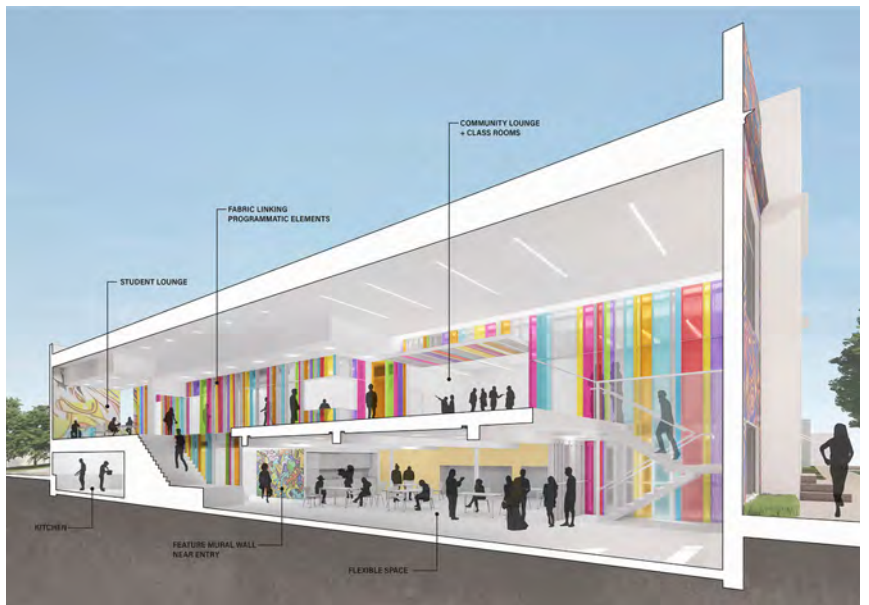
Team Members

- James Singleton | Principal-in-Charge
- Ben Ellefson | Principal Architect
- Kaitlynn Hill | Project Architect

Gilbert Community Center

Detroit, MI

The Vera & Joseph Dresner Foundation acquired the Saints Peter and Paul Community Center building in 2020, and has since committed to transforming the space to better serve the programmatic needs of the neighborhood which surrounds it. Building off the Detroit Collaborate Design Center's (DCDC) conceptual plan and feedback from key community groups and stakeholders, InToto has proposed a renovated facility that is vibrant, inviting, flexible, and most importantly, practical. The needs of the community are ever-changing, and it was important to design a space that could grow or shrink as needs change. Equally as important is capturing the spirit and heritage of the surrounding community within the building. Inspired by textiles, the space is largely defined by a striated feature wall, which represents the connectivity and uniqueness of the community, like a woven fabric. The feature wall is made up of panels of colored polycarbonate and dry-wall. The play with color, transparency, and light were the key design drivers of the project.





Royal Oak Centennial Common (Royal Oak, MI)

Matt Exley, Superintendent of Facilities at City of Royal Oak
248-246-3333

Sachse Office Headquarters (Detroit, MI)

Lou Goldhaber, Chief of Staff at Sachse
313-481-8222 / lgoldhaber@sachse.net

Ruth Ellis Clairmount Center (Detroit, MI)

121 East Catherine (Ann Arbor, MI)

Mariners Inn (Detroit, MI)

Ashley Wendela, Associate at LBBA
312-988-9100

2010 OPRA AWARD OF EXCELLENCE
2011 OCASLA HONOR AWARD
BIKE HUB FACILITY IS LEED® SILVER CERTIFIED
AND SITUATED AT THE CENTER OF THE LARGEST
REGIONAL BIKEWAY SYSTEM IN THE US



RIVERSCAPE PH III ENTERTAINMENT PAVILION & BIKE HUB, DAYTON, OH_MKSK

APPROACH & SCOPE OF WORK



WE ARE PASSIONATE ABOUT THE PUBLIC REALM.

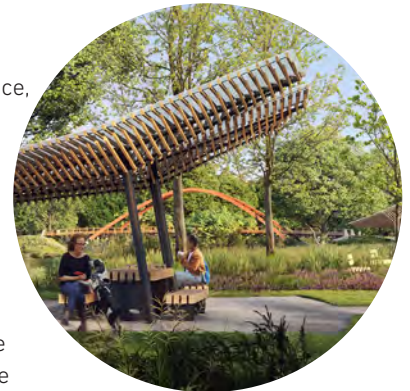
Our team of visionary designers, public realm experts, and site specialists is ready to design, restore, and unveil this priority public space and entry plaza for the residents and visitors of Birmingham.

We thrive on envisioning and delivering fantastic public spaces for our clients and communities, and we have deliberately assembled our team to conceive, deliver, and execute the community driven-design for Booth Park—a concept that will reinvigorate a central park space and trail connection in the heart of Birmingham.

THE OPPORTUNITY

Human-Scaled Design

We understand that the human scale experience is essential to the success of any space, especially a public park in the heart of a downtown business district. The combination of materials, placement and design of seating and the addition of proven lighting strategies combine to provide both beautiful and safe spaces designed to enhance individual daily interaction and community connectivity. We typically approach this scale through the lens of sustainability, durability, familiarity, and local context. How do we incorporate and detail practical materials in an innovative and unique way contributing to the overall aesthetic? What if connective paths or plaza spaces were linked through a series of gateway, placemaking and storytelling elements? How is the local biodiversity and sustainability of place shared with local visitors through a unique ecological footprint and storytelling strategies?



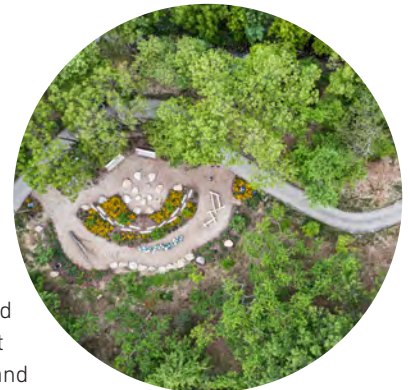
Conceptual Design Alternatives

We firmly believe that an iterative and transparent design process fosters a vision and plan that directly responds to context, culture, and community desires. Our team of multidisciplinary consultants excels in developing innovative design ideas, exploring creative approaches to composition, function, and the harmony between art and science. We routinely generate multiple design alternatives for input and feedback. Each alternative explores various relationships between the site and adjacent land uses, circulation, existing park amenities, quiet spaces, play areas, and sustainable landscapes. We consider how these spaces embrace people of all ages and promote unity throughout the community. We contemplate the variety of seating options for rest, observation, and contemplation. Moreover, we explore how the design and storytelling of outdoor spaces can reflect the identity of a community. To thoroughly explore each concept alternative, we utilize a combination of hand sketches and digital modeling, enabling us to effectively communicate design ideas with clients, stakeholders, and the public.



Sustainability in Design

In every park and naturalized space we design, ecological uplift, stormwater management, and low-impact design strategies are integral to our process and woven into our designs. We view park design as a means to gently interact with the land, fostering appreciation while conserving our most valuable natural assets. We advocate for the use of sustainable and durable materials and construction practices to ensure the longevity of our designs. Furthermore, we integrate native plant communities, mosaic planting strategies, and pollinator species to enhance biodiversity and restore degraded ecological systems. Our planting strategies and land forming methodologies not only prioritize the health of species but also aim to combat the migration of invasive species and provide critical flood risk mitigation. Resilience and sustainability form the cornerstone of our design ethos.



TASK 1: PROJECT KICK-OFF & EXISTING CONDITIONS ANALYSIS

Topographic Survey & Base Map (4 weeks)

The initial task for this project will involve conducting the project kick-off meeting and site visit, analyzing existing conditions, reviewing conceptual designs, conducting a topographic survey, and compiling interim base mapping while completing the field survey.

Following direction and confirmation from the City team, NFE will perform a survey area for the topographic survey. While previous survey base information can be utilized for developing the design in the initial stages of the project, a new survey is expected to be prepared as a background for the final construction documents. The scope of work for this survey is expected to cover only the areas of new work within the park, to the extent necessary to tie into the existing grade at the project boundary. The survey will document individual trees with sizes encountered in the open areas and within 10 feet of the existing walking path. For woodland areas, our team will locate the tree canopy boundary only. The survey will also include the location of the floodplain, floodway, banks, shelves, OHWM and water's edge of the stream through the park, as well as other limits we believe will be required for floodplain permitting.

Survey documentation includes:

- Obtain topography at a maximum 50-foot grid in open spaces, and at in-between grade breaks.
- Survey to reflect existing conditions, pavements, curbs, walks and other man-made improvements within the survey area.
- Obtain utilities, including rim elevations of manholes/catch basins, with measured pipe inverts of sewers.
- Reflect parcel boundary per owner/tax records.
- Reflect utilities observed during field work, and per utility records obtained per available records.
- Locate individual existing trees with sizes in the open and within 10 feet of the existing walk path. Locate tree lines of woodland areas.
- Provide location of floodplain & floodway, and obtain/reflect Rouge River cross-sections in at least four (4) locations, including top of bank, water's edge with elevations, ordinary high-water marks (scouring), and bank full shelf elevations as encountered.
- Prepare survey in AutoCAD at an appropriate scale.

Information needed from City

Access to site, existing digital files of property (CAD) and surroundings (GIS); existing site survey information; proposed conceptual park plan in digital format if available, access to City staff; assistance with meeting logistics.

Task 1 Meetings:

(1) Site Visit/Kick-off Meeting, in-person

Task 1 Deliverables:

- Confirmed project schedule and meeting dates
- Topographic Survey, digital and PDF formats



APPROACH & SCOPE OF WORK



TASK 2: PROJECT MANAGEMENT & MEETINGS

Project Coordination & Engagement (Ongoing throughout Project Schedule)

Project Management

The MKSK Team assumes we will have regular City Project Manager/Team meetings on a bi-weekly basis, conducted virtually, in order to ensure timely and efficient decision making/delivery of the project design. Additionally, the MKSK team will attend and provide presentation material for 6-8 City Board or Commission Meetings. Additional meetings, including public meetings and/or public design workshops, are assumed to be additional meetings and will be authorized by the City on an as needed basis.

Task 2 Meetings

Bi-monthly project meetings with City Project Manager/Team,
Virtual meetings assumed

Task 2 Deliverables:

- Meeting minutes/summaries
- Board/Commission Meeting presentation material, report-outs/summaries
- As authorized, Public Meeting presentation material & summaries

TASK 3: PERMITTING

City/EGLE Permitting & Hydrologic & Hydraulic Study (4-6 months)

City Permitting

NFE anticipates that at a minimum, a Soil Erosion permit will need to be submitted to the City of Birmingham, along with any other necessary permitting for water, sanitary and storm services permitting.

EGLE Permitting

Based on the concept, it is anticipated that a floodplain permit will be required for any work within the 100-year floodplain. NFE can assist with submitting this permit. The key is to keep any structures, such as the restroom, outside of these limits, and to ensure zero-net fill for the patio work in a floodplain. This aspect of the project anticipates work outside of the regulated floodway (see alternate below). Our team has experienced that EGLE permits can take up to four months from the date of submission, and we will be mindful of this schedule impact in the earliest stages of design. NFE recommends first applying for a Pre-Application meeting to meet on site with EGLE & City staff to go over the project as one of the first tasks upon award of the project, to determine project requirements with EGLE. The scheduled date of the pre-application meeting can vary (there is no set deadline) between 3 to 6 weeks after filing, depending on EGLE staff workload. Said pre-application meeting can help identify project requirements/non-requirements, including if an H&H study is required, and usually will help for a smoother permitting process. Also, NFE will prepare necessary cross-sections for flood-plain impacts, fills, and any necessary compensating cuts as a result.



APPROACH & SCOPE OF WORK



Hydrologic & Hydraulic Study (Alternate)

NFE will provide services to elevate the EGLE permit to the corresponding project category and to include an H&H study for work that may be within the floodway. As currently proposed, the plan appears to include a rain garden/bioswale encroaching into the floodway, as well as permeable paving and seating along the park edge in the concept plan. This work would trigger an H&H process.

As part of the initial kick-off efforts for this project, the design team will evaluate whether an alternative design can achieve the desired outcomes of the concept plan while limiting the total work to occur within the floodway boundary. Our team's experience indicates that H&H studies can take up to six months or more to initiate and achieve approval after initial submittal of the study is made as part of the permit application process.

If required, NFE will perform analysis of impacts to flood plain and flood way per Michigan EGLE Hydraulic Report Guidelines. An initial analysis to be performed to determine warrants to complete a study, if required/requested by EGLE as a result of the Pre-Application Meeting. If warranted, complete a full study utilizing HEC-RAS software modeling as required by EGLE, including the following: 1) duplicating existing/current model; 2) corrected new-existing model; 3) existing model with survey data; 4) proposed model using survey data; 5) reports, meeting and revisions as required. Anticipated study area: Downstream of N. Old Woodward Bridge through Booth Park parcel.

ALTERNATE ITEM: NFE anticipates that all work is proposed in uplands areas of Booth Park and will not impact any fringe wetland areas. Subject to the outcome of the recommended Pre-Application Meeting with EGLE, and if determined by EGLE that a wetland report is required, NFE will engage a wetland consultant to perform a wetland determination, and/or delineation, with report.

Our proposal excludes the application process to obtain clearances from the State Historic Preservation Office (SHPO) and environmental items applicable to the National Environmental Policy Act (NEPA). In addition, our proposal excludes environmental studies, bat studies, T&E studies, etc. Our proposal excludes formatting our documents to meet MDOT's LAP process (no federal funding).

Task 3 Meetings:

(2) Additional meeting costs are included on a per-meeting basis as part of the cost proposal

Task 3 Deliverables:

- Draft EGLE permit application for City staff review



TASK 4: CONSTRUCTION DOCUMENTS

50%/90%/Bid Documentation Delivery (3-4 Months)

50% Construction Documents

During the 50% Construction Document phase, our team will further refine the concept design, work with City team and staff to align the design development with project goals, operations and maintenance, develop a preliminary cost opinion, and create a 50% Construction Document Delivery Package.

The 50% Construction Document Package will include site plans and construction details that fix and describe the size and character of the Project. The MKSK Team will provide graphic exhibits at the Design Development Phase for the purposes of conveying the design intent to the Owner. Graphic exhibits may include some combination of illustrated plans, perspective sketches, or digital models. The 50% Construction Document package would be utilized for determining any necessary permit applications. Our team will take the lead in obtaining and coordinating the information required by the various agencies and entities from which permits and/or approvals are needed for the Project, including all Environmental, Site, and Utility Applications.

This phase will include 50% Documentation for the pre-fabricated restroom and associated needs for foundations and utility connections. If authorized, the design team will develop and alternate design to the pre-fab restroom design and review with the City team for final acceptance/approval to move into the 90% Design. This phase would include appropriate City review timeframes of up to 2 weeks for this submission stage.

50% Construction Documents Deliverables:

50% Construction Document submission including:

- Site Demolition/Clearing Limits Plan
- Earthwork/Grading Plan
- Rain garden/Detention/Drainage & Utility Plan
- Soil Erosion Plan
- Landscape Materials & Furnishings
- Planting Plan
- Landscape standard details
- Architectural Plans for RR (Floor Plan/Roof Plan/Reflected Ceiling Plan/Exterior & Interior Elevations/Building Sections & Details)
- MEP plans, detail and schedules
- Structural plans, standard details and schedules
- Electrical/Lighting plans, standard details and schedules
- Design/Specifications for EV charging stations
- Outline/Standard Specifications
- Details & Graphic Exhibits as needed to convey project design

90% Construction Documents

During the 90% Construction Document phase, our team would produce Contract Documents which will describe and specify all elements, details, components, materials, and other information necessary for complete construction of the project and the rendering of the Project and all of its components fully operationally and functionally usable for its intended purpose. This phase would include appropriate City review timeframes of up to 2 weeks for this submission stage.

90% Construction Documents Deliverables:

90% Construction Document Submission including:

- Site Demolition/Clearing Limits Plan
- Earthwork/Grading Plan
- Rain garden/Detention/Drainage & Utility Plan
- Soil Erosion Plan
- Landscape Materials & Furnishings
- Landscape Layout Plan
- Planting Plan
- Landscape details
- Architectural Plans for RR (Floor Plan/Roof Plan/Reflected Ceiling Plan/Exterior & Interior Elevations/Building Sections & Details)
- MEP plans, detail and schedules
- Structural plans, details and schedules
- Electrical/Lighting plans, details and schedules
- Design/Specifications for EV charging stations
- Technical Specifications/Project Manual

APPROACH & SCOPE OF WORK



100% Construction Documents

Following final City review and receipt of comments/approvals from all reviewing agencies, the MKSK team will compile a final 100% Construction Document package responsive to all collective parties.

100% Construction Documents Deliverables:

100% Construction Document Submission (inclusive of full 90% submission list)

TASK 5: BIDDING & CONSTRUCTION

Bidding and Award (4-8 weeks)

Our team will produce a full master set of reproducible final (100%) Construction Documents for use in compilation of the bid package.

Bidding Activities:

The MKSK Team would assist the City in Bidding activities, including:

- Preparation of bidding documents and forms
- Review of the 'front-end' or General Contract Condition documents
- Attendance and participation in Pre-Bid Meeting
- Assist in providing answers to bidder's questions during the bidding period.
- Assist in the preparation of any Addenda.
- Assist in obtaining, tabulating, and analyzing bids.

Construction Administration (6-8 Months)

The MKSK Team would perform Construction Administration which will include the following:

- Attend in-person Pre-Construction Meeting
- Review and approval of all shop drawings and submittals, including coordination of all sub-consultant reviews and approvals.
- Respond to Contractor requests for information.

It is assumed the City is providing on-site inspection staff for the CA phase. The following activities can be authorized at an hourly rate + travel expenses for the duration of the Construction Administration phases, if requested:

- Field Observation and Inspection services
- Construction staking for layout
- Coordinate and manage Field Observation services for Sub-consultants for all disciplines
- Perform site visits and review the contractors punch lists for Substantial Completion and Final Acceptance
- Provide close-out and As-Built/Record Documents for the Project
- Participate in warranty/guarantee inspections at the conclusion of the warranty/guarantee period





REQUIRED STATEMENTS



Provide an acknowledgment that the Consultant will be available according to the proposed timeline.

Leadership and staff identified within this proposal by MKSK and our consultant partners have the required licensure, experience, expertise, and availability to meet every aspect of the scope of services as described within the specified time frame.

The MKSK team has all the necessary facilities and virtual network to successfully deliver the project. All of our offices run the latest Windows Office 365 Operating Systems which allow for the movement of projects and data between offices as workloads and schedules demand. Our network accommodates large file transfers as well as well as Cloud-based collaboration tools and FTP capabilities if needed on a project-by project basis. We employ a staff of IT Technicians to facilitate our software and hardware are the most current or compatible with recent versions for expedited technical response.

MKSK has an outstanding track record of successful project management and on-time project delivery. The establishment of a reasonable project schedule integrating adequate internal Design Team review/comment periods and external Client/Stakeholder review/comment periods is critical to timely project delivery. Clear leadership assignments, effective project/team management, quality assurance/quality control and appropriate allocations of experienced production staff are equally important to a successful design and design process.

Through our team's experience, expertise, leadership, and staff availability, The City of Birmingham can be assured that our team will not experience difficulty in meeting even the most stringent schedule. Our capacity to perform this work is summarized as follows:

- Key members of our project team are available to begin working on this project without delay.
- We have built the needed depth into our project team to meet the requirements of this project.
- We have a proven record of meeting clients' design schedules and budgets.

Transportation for Meetings & Site Visits

MKSK understands that we will be responsible for transportation to and from the City, as well as within the City for field work, at no cost to the City.

ATTACHMENT B - BIDDER'S AGREEMENT

Professional Design Services for Booth Park Entry Plaza & Trail Improvements

In submitting this proposal, as herein described, the Consultant 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.

Cullen Meves	2/15/2024
PREPARED BY (Print Name)	DATE
Principal	2/15/2024
TITLE	DATE
	cmeves@mkskstudios.com
AUTHORIZED SIGNATURE	E-MAIL ADDRESS
MKSK, Inc.	
COMPANY	
4219 Woodward Avenue, Detroit, Michigan 48201	313.652.1101
ADDRESS	PHONE
NAME OF PARENT COMPANY	PHONE
ADDRESS	

ATTACHMENT C - COST PROPOSAL

Professional Design Services for Booth Park Entry Plaza & Trail Improvements

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

Attach technical specifications for all proposed materials as outlined in the Consultant’s Responsibilities section of the RFP (p. 6)

FEE PROPOSAL	
ITEM	BID AMOUNT
Topographical Survey	\$ 7,300
Construction Plans	\$ 125,400
Specifications	\$ 10,000
Permits (other than City)	\$ 4,700
Meetings (6-8)	\$ 18,700
Construction Administration	\$ 10,000
Miscellaneous: Any other items not listed above. Detail below or attach:	\$ 3,000
Total Base Bid Amount	\$ 179,100
ALTERNATE ITEM (If Necessary)	BID AMOUNT
Hydrologic & Hydraulic (H & H) Study	\$ 14,000
Additional per Meeting Fee	\$ 2,500
<i>See Attached Fee Proposal on Following Page for Full List of Alternate Items</i>	<i>\$ 128,000</i>
TOTAL BID AMOUNT	\$ 323,600

ATTACHMENT C: COST PROPOSAL



Fee Proposal: Full Breakdown with Alternative Items

FEE PROPOSAL	
ITEM	BID AMOUNT
Topographic Survey	\$7,300.00
Construction Plans	\$125,400.00
Specifications	\$10,000.00
Permits (other than City)	\$4,700.00
Meetings (6-8)	\$18,700.00
Construction Administration	\$10,000.00
Miscellaneous Expenses	\$3,000.00
Total Base Bid Amount	\$179,100.00
Alternate Items	BID AMOUNT
Hydrologic & Hydraulic (H&H) Study	\$14,000.00
Wetland Report	\$53,000.00
Additional per Meeting Fee (in-person)	\$2,500.00
Additional Public Presentation Fee	\$5,000.00
Public Workshop Fee (per event)	\$10,000.00
Custom Restroom Facility	\$38,000.00
Construction Observation/Field Visits	Hourly + Travel Expenses



Standard hourly rates / additional services

If the Scope of Work or if the Consultant's service is substantially revised, the amount of total compensation shall be equitably adjusted. Fees for requested additional services shall be computed at our standard hourly rates listed here or outlined under a separate proposal. Rates may be adjusted annually.

Principal	\$ 275
Associate Principal	\$ 225
Senior Associate	\$ 200
Associate	\$ 185
Landscape Architect III	\$ 160
Landscape Architect II	\$ 145
Landscape Architect I	\$ 125
Urban Planner III	\$ 160
Urban Planner II	\$ 145
Urban Planner I	\$ 125
Intern	\$ 85
Administration	\$ 85

ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM
Professional Design Services for Booth Park Entry Plaza & Trail Improvements

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 City.

Cullen Meves

PREPARED BY
(Print Name)

Principal

TITLE



AUTHORIZED SIGNATURE

MKSK, Inc.

COMPANY

4219 Woodward Avenue, Detroit, Michigan 48201

ADDRESS

NAME OF PARENT COMPANY

ADDRESS

83-2731940

TAXPAYER I.D.#

MKSK

Columbus
Atlanta
Chicago
Cincinnati
Cleveland
Detroit
Greenville
Indianapolis
Lafayette
Louisville
Orlando
Washington, DC

8E



- **Design Services for Booth Park Entry Plaza and Trail Improvements**
- City of Birmingham Department of Public Services
- February 22, 2024

PEA GROUP

PEA GROUP

7927 Nemco Way, Suite 115
Brighton, MI 48116

517.546.8583
peagroup.com

RFP: Professional Design Services for Booth Park Entry Plaza and Trail Improvements

Ms. Laird:

PEA Group, teamed with Tom Roberts Architect, JMS Engineering Services, and Systems Solution Engineering, share your enthusiasm, and would be honored to join you, your commission, and the residents of Birmingham in a collaborative design effort for the addition of a multi-purpose welcoming plaza, public restrooms, and pedestrian improvements to transform this already popular destination into a celebrated community gathering place.

In recognition of the significance this project holds for the Birmingham residents, we have assembled a team of experts to work closely with you and your team to prepare schematic design through construction administration services for the Booth Park improvements. Each team member has been selected to provide specific expertise for your project and will work cohesively with your team to provide unique, innovative, and sustainable design solutions that are cost effective, low maintenance, and environmentally sensitive.

Our team has a proven record of successful award-winning park projects throughout Southeastern Michigan. Our previous experience reinforces our unmatched perspective to help us see the big picture of what elements are vital to a park's success and how a park can unify the community.

Our proposal addresses the requirements of the RFP, the Trail Improvement Concept Plan prepared by MCSA dated October 19, 2022, and information generated in our pre-bid meeting January 25, 2024. We will provide an accurate analysis and interpretation of the park site. Existing site conditions, program components, and the Concept Plan will be evaluated to ensure the park design successfully addresses the goals and objectives of the 2024-2028 Parks and Recreation Master Plan and incorporates universally accessible, equitable, and inclusive design requirements.

We will employ best management practices and soft engineering techniques to address storm drainage concerns and will effectively reduce maintenance requirements and improve wildlife habitat with cost effective, sensitive, and sustainable design solutions.

Our team welcomes the opportunity to meet with you to discuss how we can contribute to strengthening the bond between the environment, recreation, and the residents of Birmingham.

Should you have any questions or need any additional information, please contact me at 248.231.0895 or mrussell@peagroup.com. I will serve as the primary contact for the project and am authorized to sign contracts on behalf of PEA Group.

Thank you,



Marc Russell | Senior Project Manager

Cell: 248.231.0895 | Direct: 810.900.9040 | mrussell@peagroup.com

AUBURN HILLS, MI ■ BRIGHTON, MI ■ DETROIT, MI ■ LANSING, MI ■ WASHINGTON, MI ■ HOUSTON, TX

Table of Contents

• • •

1. Design Team Introduction	1
2. Team Resumes	7
3. Project Experience	21
4. References	33
5. Project Understanding	37
6. Scope of Work	41
7. Project Timeline	49
8. Forms	53



Design Team Introduction



Managing Office

7927 Nemco Way, Suite 115
Brighton, MI 48116
517.546.8583
peagroup.com

Additional Locations

Auburn Hills, MI (HQ)
Detroit, MI
Houston, TX
Lansing, MI
Washington, MI

Business Status

Privately Owned Corporation
Incorporation in Michigan: 1961
Fed ID: 38-1813731
Michigan Tax ID: 800113099

Services

Civil Engineering
Landscape Architecture
Land Surveying
Geotechnical Engineering
Ecological Consulting
Facility Consulting

About Us

PEA Group is an award-winning, multidisciplinary site design firm offering a full roster of services to assist our partners and clients through the site design process. Since 1947, our engineers, landscape architects, land surveyors, and consultants have been providing creative site design solutions for various projects, from parks and trails to residential and educational institutions.

Our integrated, multidisciplinary service structure allows the PEA Group's staff of 195 professionals to collaborate on all aspects of your project seamlessly. We design for real-world scenarios — bringing creativity and discipline to every project, partnering with clients to produce dynamic spaces that work beyond the moment, standing the test of time. We harness our team's shared knowledge and experience, creating solutions with the utmost attention to the fine details while always having the bigger picture in mind. We believe the best solutions are those that go beyond expectations.

PEA Group's technical and procedural innovations on our projects include:

In-house coordination of civil, survey, geotechnical, landscape, and ecological services streamline a project, saving time and money. It also makes real-time in-house collaboration on plan sets fast and simple while avoiding the headache of sending files back and forth with consultants.

Continuous group training on the latest software and design methodology results in educated and state-of-the-art design solutions.

Our Quality Management Department is involved throughout the design process of a project. They offer value-engineering suggestions to ensure technically accurate documents.



Hines Park
Westland, MI

Location

2927 4th Street
Wyandotte, MI 48192

734.250.4032

thomasrobertsarchitect.com

Services

Architecture

Planning

Preservation

About Thomas Roberts Architects

Thomas Roberts Architects (TRA) was established in 2009 by Thomas Roberts, AIA as a small practice specializing in planning and design services for historic sites and buildings.

Since its inception, the firm has selected its projects and clients carefully and collaborated closely with the region's foremost experts in the field. TRA continues to provide excellence in architecture, planning, and historic preservation; working on a growing number of diverse project types including theatres, churches, schools, office, residential, hospitality, retail, community, and civic buildings.

The firm synthesizes urban design, historic preservation, adaptive reuse, and economic development strategies for the redevelopment of stand-alone buildings and the revitalization of downtown districts. Many projects at TRA begin with an urban design plan and redevelopment strategy that pinpoints key buildings to drive the revitalization of commercial districts. TRA transforms communities' liabilities into assets and creates future visions for those communities. Additionally, TRA is a pioneer in the community engagement process, educating the public on the importance of quality design and the critical need for investment in visionary and transformative public projects. TRA has leveraged over \$150 million in investments for neglected communities and has made a significant impact on the quality of life in those communities.

Thomas Roberts Architects



Location

32401 W 8-Mile Road, Suite 2-5
Livonia, Michigan 48152
313.399.2932
jmsengineeringsvcs.com

Services

Capacity Evaluation
Roof
Floor
Member
Structural Inspections
Heavy Equipment
Component Design
Third Party Inspections and
Verification
Foundation Design and
Analysis
Forensic Engineering
Collapse
Fire Damage
Weather Damage
Fall Protection Systems

About JMS Engineering Services

The philosophy at JMS Engineering Services is that the client-consultant experience should be pleasant, professional, and satisfying, thus leading to repeat business and continued client referrals.

JMS Engineering Services, LLC provides quality structural engineering services with experience in many project types including: educational, commercial, retail, municipal, religious, industrial, residential, and historic projects.

Established in 2004 as JMS Engineering Services, the firm underwent a reorganization in August 2009, becoming JMS Engineering Services, LLC. Since it's founding, JMS has been serving clients its engineering expertise and services as a Michigan Based Business.



Location

3250 W Big Beaver Rd, Ste 305
Troy, MI 48084
248.2471193
sse-mep.com

Services

Mechanical Engineering

- HVAC
- Heat Load Calculation
- Process Piping
- Chilled Water System
- High- and Low-Pressure Steam Systems
- Fire Protection, Sprinklers, and Fire Alarms
- Waste Water Treatment Plant Design

Electrical Engineering

- Primary and Secondary Power Distribution Systems
- Indoor and Outdoor Lighting
- Power and Feasibility Study
- Lightning Protection
- Emergency and Standby Generators
- Substation Design
- Controls
- Data and Voice
- Sound System
- Fire Alarm System

About Systems Solutions Engineering

Systems Solutions Engineering (SSE) is establishing itself at the forefront of design of mechanical, electrical, plumbing, controls, and fire protection systems for commercial, institutional, industrial, school, churches and healthcare projects.

All of our engineering design projects include and integrate customer comfort, productivity, reliability and return on investment.

Quality has an exclusive meaning in our business. It includes communication, coordination, cost sensitivity, suitable system design, value addition, completeness of document, and, finally, customer satisfaction.

We spend the time to understand the needs of our customers and then help them understand the systems required to best serve their interests from a technical, financial, and conceptual standpoint. We provide options with merits and demerits as well as our suggestion.

We listen to our customers and develop the products that cater to their wants and serve their needs.

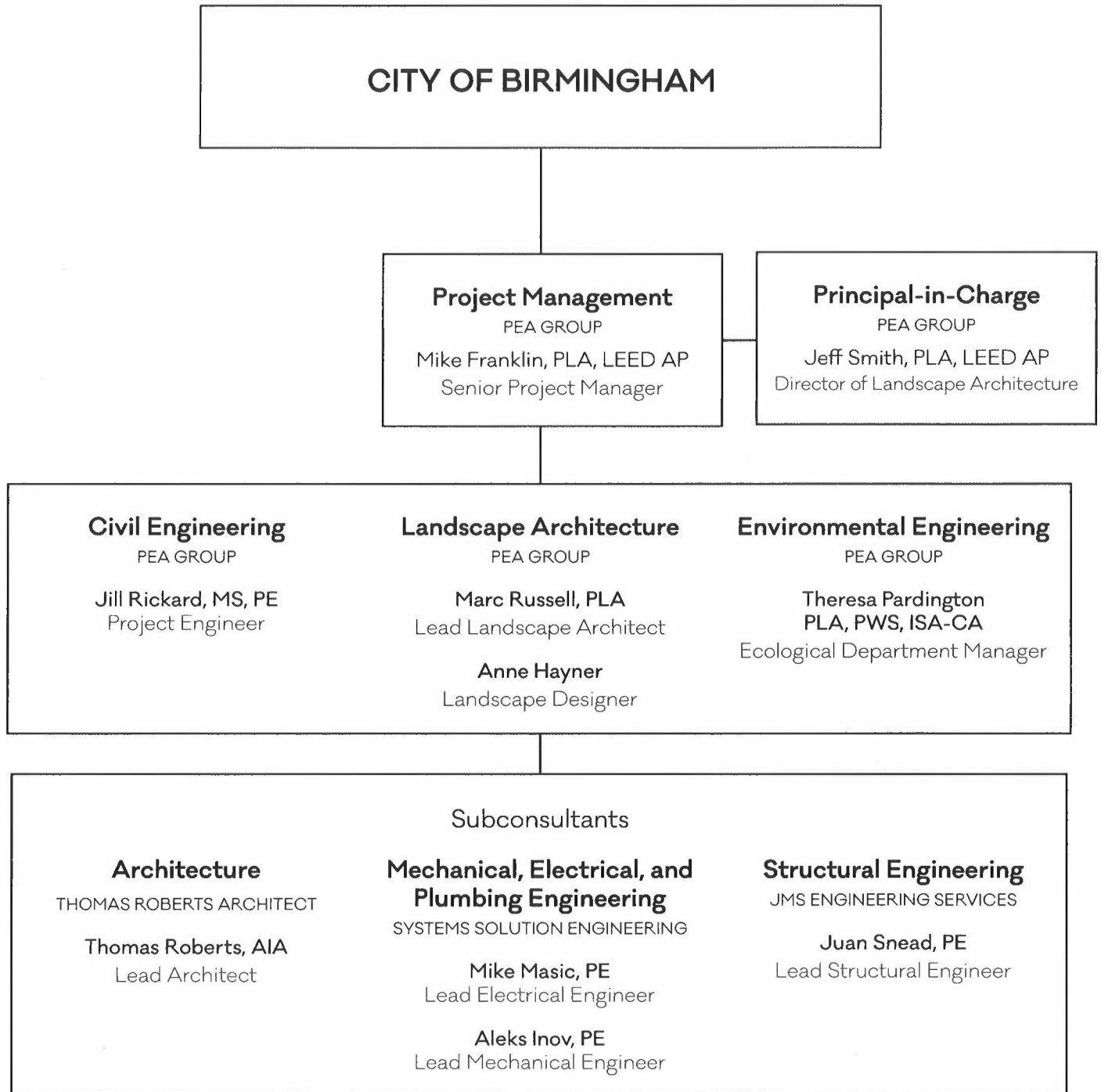




Team Resumes

Organizational Chart

...



Jeffrey Smith, PLA, LEED AP

Vice President



Jeff Smith has over 25 years of experience and is an expert in sustainable site design. He has worked on a diverse range of projects, including therapeutic gardens, regional trail plans, mixed-use developments, healthcare campuses, higher education campuses, residential developments, park master plans, urban plazas, city streetscapes, and native landscape restoration. His talent for creative problem-solving and innovative design, along with his commitment to a more sustainable future, earned PEA Group the distinguished honor of being named the 2009 "Landscape Architecture Firm of the Year" by the Michigan Chapter of the American Society of Landscape Architects and a catalog of design awards in the years since.

Education

Michigan State University,
BLA in Landscape
Architecture, 1997

Licensure

Professional Landscape
Architect:
MI 1328, OH 0701165,
KY 887

Years of Practice

1997-Present

Certifications

U.S. Green Building Council,
LEED AP

Professional Affiliations

American Society of
Landscape Architects
Council of Landscape
Architectural Registration
Boards

Select Project Experience

Inkster Park Master Plan, Inkster, MI

Holliday Nature Preserve, Westland, MI

Milliken State Park Habitat Restoration, Detroit, MI

Venoy-Dorsey Boat Launches, Wayne, MI

Kimball Pines Park, Emmett, MI

Galloway Lake Park, Pontiac, MI

Riverside Park Phase 3 and 4, Detroit, MI

Lakeshore Park, Novi, MI

Fort Street Bridge Park, Detroit, MI

Gallagher Creek Nature Park, Oakland Township, MI

Catalpa Oaks Park and Pathway, Southfield, MI

The Great Lakes Way, St. Clair County, Wayne County, Monroe County,
Macomb County, MI

Iron Belle Trail, Calhoun County, Concord, MI

Kalamazoo Riverfront Park, Battle Creek, MI

Marathon Gardens Park, Detroit, MI

Glen Oaks Golf and Conference Center, Farmington Hills, MI

Paint Creek Trail Cider Mill Connection, Oakland Township, MI

Paint Creek Trail Northern Trailhead, Oakland Township, MI

Rouge Kayak Launches, Detroit, Inkster, and Melvindale, MI

Montwell Park Master Plan, Louisberg, WV

Michael Franklin, PLA, LEED AP

Senior Project Manager



Michael Franklin serves as a senior project manager for the landscape architecture group and is an expert in project management and architectural detailing. He has been in the landscape architectural field for 28 years and brings to PEA Group a wealth of experience in site analysis, conceptual design, construction documentation, construction administration, and facility management. His work history is quite extensive and includes healthcare, retail, parks and recreation, cultural, municipal, educational, corporate, high-end residential, multi-family residential, roof garden, artificial plant, interior, and signage design.

Education

Purdue University, BS in
Landscape Architecture,
1995

Licensure

Professional Landscape
Architect:
MI 1511
TX 3654

Years of Practice

1995-Present

Certifications

Certified LEED Accredited
Professional (LEED AP)

Professional Affiliations

American Society of
Landscape Architects

Select Project Experience

City of Berkley DDA Streetscape and Seating Plaza, Berkley, MI

Grosse Pointe Park Kercheval Avenue Streetscape Master Plan,
Grosse Pointe Park, MI

Fort Street Bridge Park Phase 1 and 2, Detroit, MI

Downriver Linked Greenway Gateways, Flat Rock and Detroit, MI

Downriver Linked Greenway and Iron Belle Trail Interpretive Signage,
Downriver Communities, MI

Madison Heights Civic Center Plaza, Madison Heights, MI*

City of Northville Town Square, Northville, MI*

City of Farmington Downtown Farmer's Market and Riley Park,
Farmington, MI*

City of Farmington DDA Streetscape Re-Development, Farmington, MI*

Downtown Main Street Motley Memorial, Village of Milford, MI*

City of Fenton Welcome Signage, Fenton, MI*

City of Howell Retail Parking Lot No. 1, Howell, MI*

Holocaust Memorial Center, Farmington Hills, MI*

Holocaust Memorial Center Box Car Exhibit, Farmington Hills, MI*

Livonia Community Recreation Center, Livonia, MI*

**Project with previous employer*

Marc Russell, PLA

Senior Project Manager



Marc Russell has over 41 years of experience as a landscape architect. Throughout his career, he has built an extensive portfolio of successful and award-winning institutional, educational, public, and private projects throughout the Midwest, Pacific Northwest, and California.

Marc is committed to creating innovative and environmentally sensitive planning and design solutions that address programming objectives, the site's opportunities, and maintenance capabilities and resources. His hardscape and landscape design expertise have been instrumental in each project's success.

Education

University of Oregon,
Bachelor of Landscape
Architecture, 1981

Licensure

Landscape Architect:
MI 3901001193,
CA 2676

Years of Practice

1982-Present

Professional Affiliations

Council of Landscape
Architectural Registration
Boards #6511

Select Project Experience

- Wagner Place Commons, Dearborn, MI
- Monroe County Museum Pocket Park, Monroe, MI
- French Landing Park and Kayak Launch, Van Buren Township, MI
- Ford Field, Northville, MI
- Millennium Park, Northville, MI
- Cabbagetown Park, Northville, MI
- Fish Hatchery Park, Northville, MI
- Amerman Elementary School, Northville, MI
- Old Village School, Northville, MI
- Ridge Road Park, Clinton Township, MI
- Kellogg Park, Plymouth, MI
- Quirk Park, Van Buren Township, MI
- Heritage Park, Canton, MI
- Waterford Oaks Park, Waterford Township, MI
- McHattie Park, South Lyon, MI
- Lafayette Park, South Lyon, MI
- Volunteer Park, South Lyon, MI
- Dodson Elementary School, Canton Township, MI
- Central Middle School, Plymouth, MI
- Buchanan Elementary School, Livonia, MI

Anne Hayner



Landscape Designer



Anne Hayner is a recently graduated landscape designer. She is responsible for assisting with concept plans, site plans, master plan drafts, detailed development plans and specifications for building sites, landscape plantings, construction drawings, field investigation, and site analysis. Anne is proficient in ArcGIS, AutoCAD, Adobe Suite, Rhino. Additionally, she has experience with grading, stormwater management, and plant identification.

Education

Harvard University Graduate
School of Design, MLA, 2021

Williams College, BA in
Environmental Science, 2015

Years of Practice

2021-Present

Professional Affiliations

ASLA Student Member
MiASLA, Diversity, Equity
& Inclusion Committee
Member

Select Project Experience

Fort Street Bridge Park, Detroit, MI

Venoy-Dorsey Boat Launches, Wayne County, MI

Inkster Park Kayak Launch, Inkster, Michigan

Calhoun North Branch Park and Boat Launch, Bedford, MI

Galloway Lake Park, Pontiac, MI

Iron Belle Trail Down River Linked Greenways Gap and Intersection,
Wayne County, MI

Sterling State Park Fishing Pier, Monroe, MI

Indian Mounds Regional Park Cultural Landscape Report, St. Paul, MN*

Paradise Farms, Spring, TX

Sakura, Novi, MI

Champion Forest Church, Houston, TX

Innova Apartments, Novi, MI

Pine Lake Country Club, West Bloomfield, MI

Detroit City Club Apartments, Detroit, MI

Upper Straits Boulevard, West Bloomfield, MI

King's Cove Condominiums, White Lake Township, MI

Theresa Pardington, PLA, PWS, ISA-CA



Ecological Department Manager



Theresa Pardington is a Michigan-licensed landscape architect, professional wetland scientist, and an ISA certified arborist. She has successfully managed a variety of projects ranging in scope and complexity in both the private and public sectors. She has 24 years of experience in landscape architecture, design, site planning, and construction. Additionally, she has more than 18 years specializing in environmental design and permitting.

Theresa's work history includes projects involving wetland delineation and mitigation, as well as local, state, and federal level wetland permitting. Additionally, her experience includes stream relocation and restoration, tree surveys, design and construction observation, project bidding, and construction administration.

Education

Michigan State University,
BLA, Minor in Environmental
Studies, 1999

Licensure

Professional Landscape
Architect:
MI 3901001383

Years of Practice

1999-Present

Certifications

Certified ISA Arborist
Professional Wetland
Scientist Certified

Select Project Experience

Midland Soccer Club, 10-Acre Wetland Creation and Mitigation Design, Midland, MI

Richert Residence, Shoreline and Wetland Restoration Design and Permitting, Grosse Isle, MI

Streamwood Estates, Clinton River Streambank Restoration Design and Permitting, Rochester Hills, MI

Canton Village, Stream Relocation Design and Permitting, Canton, MI

Beaumont Hospital, Tree Survey Services, Troy, MI

McLaren Lansing Campus, Wetland Permitting Assistance, Lansing, MI

Henry Ford Health System, West Bloomfield Campus, Wetland Permitting Assistance and Wetland Stream Relocation Design, MI

Lake Shore Park, Tree Survey Services, Novi, MI

10 Hill Drive Residence, Rouge River Stream Restoration Design and Wetland Permitting, West Bloomfield, MI

Gallagher Creek Park and Path, Oakland Township, MI

Lillie Park, North/1998, South/2000, North 11/2001, and East, Pittsfield Charter Township, MI Independence Lake/Water Play, Washtenaw County, MI

Jill Rickard, MS, PE

Project Engineer



Jill Rickard has been working as a civil engineer in both the public and private sectors for more than 20 years. She received her undergraduate degree in Civil Engineering from Michigan Technological University and her master's degree in Construction Management from Eastern Michigan University. She has been actively involved with the Alliance of Rouge Communities, where she served as the vice president and treasurer.

Prior to joining PEA Group, Jill worked as the township engineer for Northville, where she was responsible for overseeing private development and public works projects.

Education

Michigan Technological University, BS in Civil Engineering, 1994

Eastern Michigan University, MS in Construction Management, 2011

Licensure

Professional Engineer:
MI 6201048141

Industrial Storm Water Operator

Years of Practice

1994-Present

Professional Affiliations

American Society of Professional Engineers

Select Project Experience

Iron Belle Trail, Van Buren Township, MI

Downriver Linked Greenway/Iron Belle Trail, Wayne County, MI

Gallagher Road Pathway, Oakland Township, MI

Lower Huron Metropark Iron Belle Trail Connection, Belleville, MI

Metroparks to State Parks Connector, Livingston County and Oakland County, MI

Edenderry Subdivision Water Main Extension, Northville Township, MI

Beck Road Pressure District Improvements, Northville Township, MI

Edenderry Subdivision Road Reconstruction Project, Northville Township, MI

Rouge Program Office Projects, Detention Basin Retrofits, Human Bacteriological Source Tracking, Northville Township, MI

Whipple Sanitary Sewer Project, Northville Township, MI

Homer Road Sanitary Sewer Project, Northville Township, MI

Water Modeling City of Flushing, Flushing, MI

Hydraulic Storm Water Study City of Flushing, Flushing, MI

MicroTunneling City of Ann Arbor Sanitary Sewer Project, Ann Arbor, MI

Water Distribution Improvements, Elevated Tank and Booster Station, Northville Township, MI

Bennett Arboretum Pathway, Northville, MI

Cold Water Springs Pathway, Northville, MI

6 Mile Road Pathway Rehabilitation, Northville, MI

Beck Road Pathway Rehabilitation, Northville, MI

Thomas Roberts, AIA

Thomas Roberts Architects

Principal | Project Architect



Thomas “Tom” Roberts is regionally recognized for his expertise in architecture and historic preservation. He founded Thomas Roberts Architects in 2009. He specializes in historic rehabilitation, restoration, building assessment and survey, and adaptive re-use projects. He has successfully consulted on numerous National Register and National Historic Landmark properties throughout Michigan.

He enjoys his work and has lectured on historic preservation and design related issues. Tom is passionate about our culturally and architecturally significant historic properties and believes in the value of preserving our heritage while planning for future growth and development.

Education

University of Detroit Mercy
SOA, BA, 1994

Licensure

Registered Architect:
MI 13014051413

Years of Practice

1994-Present

Certifications

Certified Historic Architect:
36CFR61

Professional Affiliations

American Institute of
Architects Association of
Preservation Technology
National Trust for Historic
Preservation Michigan
Historic Preservation
Network

Select Project Experience

Alvah N. Belding Memorial Library, Belding MI

Armory Arts Project, Jackson MI

Charels Lang Freer House, Detroit MI

Chelsea Center for the Arts Master Plan, Chelsea, MI

Christ Church Detroit, Detroit MI

Detroit Artists Market, Detroit MI

Detroit Golf Club, Detroit MI

Detroit Yacht Club Facility Master Plan, Belle Isle, MI

Fine Arts Building, Detroit MI

Franklin Hills Country Club, Franklin, MI

Fyfe Building, Detroit MI

Gabriel Richard Building Adaptive Reuse, Detroit, MI

Greenmead Historic Village Master Plan, Livonia, MI

HR Finn Apartments, Detroit MI

Immaculate Heart of Mary Campus Plan, Monroe, MI

Lebowsky Center for the Arts, Owosso, MI

Lindley Hall Hotel, Detroit, MI

Loyola High School, Detroit, MI

Mehlhose Ice Cream, Wyandotte MI

Michigan Theater Jackson, Jackson MI

Morris Performing Arts Center, South Bend, IN

Italics indicate properties listed on the Notational Register of Historic Places or contributing resource in a National Historic District

Juan Snead, PE



President | Structural Engineer

Education

Wayne State University, MS
in Civil Engineering, 2002
Wayne State University, BS in
Civil Engineering, 1994

Licensure

Professional Engineer:
MI 50485, OH 73719, WI
41933, AL 32252-E, OK
25722, CT PEN0028500,
TN 117906, IN PE-
11700509, TX 129186, NJ
24GEO4985600

Years of Practice

1993-Present

Certifications

National Council of
Examiners for Engineering
and Surveying Records No.
45400

Certified Competent and
Qualified Person in Fall
Protection –Ellis Fall Safety
Solutions

Professional Affiliations

American Society of Civil
Engineers
American Society of
Mechanical Engineers
American Institute of Steel
Construction

Juan Snead began his career as a steel detailer in the metro Detroit area and has worked for a few architectural and engineering firms in his career as Design Team Member, Lead Project Engineer, District Manager, and Vice President. His experiences lead him to traditional and niche areas of structural engineering which includes, building design, heavy and light equipment support, conveyor support, deep foundation and conventional foundation designs, facilities maintenance and inspections, structural evaluation, and fall protection system design.

Juan has over 30 years of combined experience with extensive knowledge in the design of steel, wood, masonry, and concrete structures which enables him to work effectively with other disciplines to develop efficient and innovative framing systems.

Juan is attentive to the client's needs and works diligently to achieve the desired project outcome while maintaining a professional, effective and reliable relationship.

Select Project Experience

Center for Creative Studies Additions and Renovations, Structural Consultation and Steel Detailing, Detroit, MI

The Friendship Circle Additions and Renovations, Structural Consultation and Steel Detailing, Detroit, MI

Detroit Zoological Society General Renovations and Simex Theatre Renovation, Structural Consultation, Royal Oak, MI

Legoland Discovery Center, Structural Consultation, Auburn Hills, MI

The Kings Kids Christian Academy Classroom and Administrative Building, Richmond, VA

Plymouth Congregational Church Walkway Refurbishment, Concrete Re-Surface and Structural Consultation, Detroit, MI

Shrine of the Little Flower Additions and Renovations, Structural Consultation and Steel Detailing, Royal Oak, MI

Pritula Truck Bridge, Structural Consultation, Romulus, MI

Riverfront Apartments Canopy and Guard Shack Additions, Steel Detailing, Detroit, MI

Lutz Residence Garage Addition, Structural Consultation, Birmingham, MI

Mike Masic, PE

Lead Electrical Engineer



Education

University of Zagreb -
Croatia, MS in Electrical
Engineering

Licensure

Professional Engineer:
MI

Mike Masic serves as a Project Manager in the SSE Electrical Engineering Department. He has designed projects ranging from small renovations to complex institutional, commercial, industrial, and healthcare projects. He has been responsible for designing, preparing technical documents, and conducting construction observations, which include lighting, power, lightning protection, fire alarm systems, and communication systems. His duties include project coordination with other disciplines, lighting calculations (normal and emergency lighting), using computer software such as Genesys II and Visual, preparing calculations using the point-by-point method for state approval, and conducting short circuit and load flow calculations in building electrical systems (using ETAP software).

Select Project Experience

Thompson Loft Apartments Renovation and Adaptive Re-use, Ypsilanti, MI
East Main Redevelopment, Milan, MI
Downtown Street Light Improvement Project, Ann Arbor, MI
United Bank and Trust, Ann Arbor, MI
Bank of Lenawee, Adrian, MI
University Prep Science and Math High School, Detroit, MI
Cornerstone Health and Technology High School Building Improvements, Detroit, MI
Straith Hospital for Special Surgery Renovation, Southfield, MI
University of Michigan Hospitals Various Renovations and Expansions, Ann Arbor, MI
Cayman Chemical GMP Cleanroom Lab Expansion, Ann Arbor, MI
DTE Alternate Data Center, Ann Arbor, MI
Huron and Pioneer High School Renovation, Ann Arbor, MI
Integrated Environment, Ann Arbor, MI
Briggs, Philip, and Gabriel Houze Apartments, Detroit, MI
E and B Brewery Lofts, Detroit, MI
Wyandotte Fire Station Renovation, Wyandotte, MI
Social Security Building, Detroit, MI
United Foundation Building Renovation, Detroit, MI

Aleks Inov, PE

Lead Mechanical Engineer



Education

University of Michigan, MS in
Mechanical Engineering

Licensure

Professional Engineer:
MI

Certifications

LEED Green Associate
Envision Sustainability
Professional

Aleks Inov serves as a Project Manager in the SSE Mechanical Engineering Department. He has designed projects ranging from small renovations to complex institutional, commercial, industrial, and healthcare projects. He is responsible for designing, preparing technical documents, and conducting construction observations, including heating, ventilation, and air conditioning (HVAC) and plumbing. His duties also involve project coordination with other disciplines, heating and cooling load calculation using Trane Trace 700 software, outdoor air ventilation calculation, HVAC equipment selection, compressed air system sizing, and code review.

Select Project Experience

Thompson Loft Apartments Renovation and Adaptive Re-use, Ypsilanti, MI
East Main Redevelopment, Milan, MI
United Bank and Trust, Ann Arbor, MI
Bank of Lenawee, Adrian, MI
University Prep Science and Math High School, Detroit, MI
Cornerstone Health and Technology High School Building Improvements, Detroit, MI
Straith Hospital for Special Surgery Renovation, Southfield, MI
University of Michigan Hospitals Various Renovations and Expansions, Ann Arbor, MI
Cayman Chemical GMP Cleanroom Lab Expansion, Ann Arbor, MI
DTE Alternate Data Center, Ann Arbor, MI
Huron and Pioneer High School Renovation, Ann Arbor, MI
Integrated Environment, Ann Arbor, MI
E and B Brewery Lofts, Detroit, MI
Wyandotte Fire Station Renovation, Wyandotte, MI
Social Security Building, Detroit, MI
United Foundation Building Renovation, Detroit, MI
University of Michigan - Dearborn Student Apartments, Dearborn, MI
Kercheval Place Shopping Mall, Grosse Pointe, MI
Commons Romeo Strip Mall, Romeo, MI
St. Peter Church, Macomb, MI
Delphi Computer Room, Troy, MI



Project Experience

Project Experience



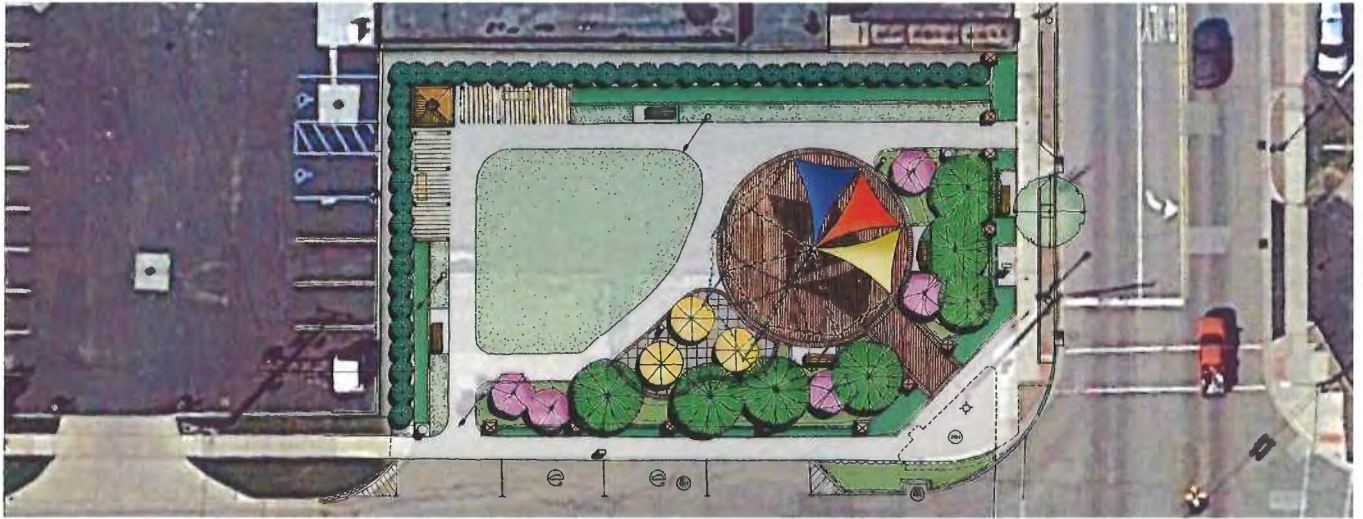
Our design team's overarching goal through site design is to enhance the character of a space while providing access to recreation opportunities for all walks of life. We pride ourselves on working closely with communities through every step of the process to ensure that user and stakeholder input is incorporated. Through comprehensive services at all stages of a project, our talented team of award-winning landscape architects, engineers, and designers focuses on providing accessibility for all, environmental sustainability, ease of use, and long-term durability of site features.

The following project sheets are a snapshot of our extensive parks and recreation portfolio.



Riverside Park, Detroit, MI

Lafayette Park



The City of South Lyon acquired the half-acre parcel on the northeast corner of Lafayette Street and McHattie Street, clearing a vacant building to make way for Lafayette Park.

The park's perimeter is bordered by public sidewalks and a new parallel parking area to the south, primed for potential EV parking and charging stations. Equally spaced masonry piers and aluminum fencing enhance formality and safety, harmonizing with the existing streetscape. Welcoming pedestrians are masonry piers at each entry point from Lafayette Street, McHattie Street, and the intersection, accompanied by benches, companion seating, and community bulletin boards.

To ensure safety and utility access, the entry at the corner is set back from the street. Decorative paving leads from this corner to a multi-purpose open area adorned with colorful shade sails and string lights, offering a vibrant and inviting atmosphere for evening events and vendor participation.

The park's east and south sides feature slight berms and native trees, mitigating traffic noise and softening park views. On the south side, a raised area accommodates tables, umbrellas, and movable chairs. Westward lies a spacious synthetic turf area for art displays and additional activities, bordered by manicured evergreen hedges that shield unsightly views.

Throughout the park, amenities such as bench seating, trash receptacles, charging stations, and free Wi-Fi are strategically placed. At the northwest corner stands an open-air pergola with swinging benches and a structure housing an accessible family restroom. LED light fixtures ensure safe illumination during evening hours.

These enhancements position Lafayette Park as a welcoming southern gateway to South Lyon, offering residents and visitors a tranquil space for leisurely strolls, art appreciation, musical enjoyment, or a peaceful morning coffee.

Location
South Lyon, MI

Client
South Lyon Parks and Recreation Commission

Services Provided
Master planning

Kellogg Park



Kellogg Park is a one-acre park located in the heart of downtown Plymouth. PEA Group (Formerly Russell Design) provided the landscape architecture for the park.

A lighted, traditionally designed fountain anchors Kellogg Park. Brick walkways stretching to the street corners and adjacent parking areas provide uninterrupted access to open gathering areas and to the seasonal festivals and summer concert series. In 2015 the city developed a master plan for the park; however, to date, none of these conceptual ideas have been realized.

Location
Plymouth, Michigan

Client
Plymouth DDA

Services Provided
Landscape architecture



Waterford Oaks Park



Waterford Oaks, located in Waterford Township, resides on the ancestral lands of the Ojibwe, Odawa, and Potawatomi. Waterford Oaks is approximately 186 acres and offers diverse recreational opportunities, including a water park, BMX track, over 3 miles of hiking trails, an accessible playscape, platform tennis courts, and a sledding hill. The park is bisected by a large wetland that allows native flora and fauna habitats to flourish.

In 2015, Oakland County Parks invited landscape architecture firms to participate in a formal design competition. The goal of the competition was to leverage the expertise of multiple designers to develop a park master plan based on the park vision and facility concepts set forth by the Oakland County Parks and Recreation Commission. PEA Group (formerly Russell Design) was awarded first place after thoroughly addressing numerous important issues, including circulation, parking, universal design, diversity, stormwater BMPs, and public engagement.

PEA Group's winning concept was driven not by trends but by well-crafted design principles rooted in history, timelessness, fiscal responsibility, and sensitivity to the existing natural systems.

Location

Waterford Township, MI

Client

Oakland County Parks and Recreation Commission

Services Provided

Master Planning

Wagner Place Commons



A once-forgotten, barren parking lot in downtown Dearborn has been transformed into two new mixed-use buildings, enhanced by outdoor green spaces with benches, contributing to improved walkability in the downtown area and connecting adjacent streets to Michigan Avenue.

Plantings along the Michigan Avenue curb serve as a buffer for pedestrians and outdoor dining spaces, shielding them from fast-moving traffic. Monroe Street, which separates the two buildings, is periodically closed to accommodate a farmers' market or other programmed events, reinforcing the connection between the two outdoor spaces.



On the southern edge of the west building, West Village Drive acts as an anchor and has been designed as a festival street, featuring decorative paving and festoon lighting overhead. This street can also be temporarily closed to welcome programmed events, allowing activities to spill into the street.



The shared open spaces, adorned with commissioned sculpture pieces, decorative paving ribbons, small performance areas, and versatile green spaces, offer Ford and West Dearborn District employees park-like settings in the downtown core. This enables individuals to immerse themselves, either individually or in groups, in various scheduled events, including lunchtime activities, movie nights, and programmed festivals orchestrated by the City of Dearborn Downtown Development Authority.

Location
Dearborn, Michigan

Client
Neumann Smith Architecture

Services Provided
Landscape Architecture



PEA
GROUP

Monroe County Museum Pocket Park



The Monroe County Museum Pocket Park was envisioned as a key project to kickstart the implementation of the previously approved Heart of Monroe Study. Situated between the Monroe County Museum and the Raisin River Centre of the Arts, just east of the Historical Society, the project site was transformed by the Monroe Downtown Development in collaboration with PEA Group in 2022. The goal was to convert the existing parking lot into a dynamic, multi-functional public space that connects Monroe Street to the existing alley and the future Heart of Monroe pedestrian corridor, linking this cultural hub to the River Raisin waterfront to the north.

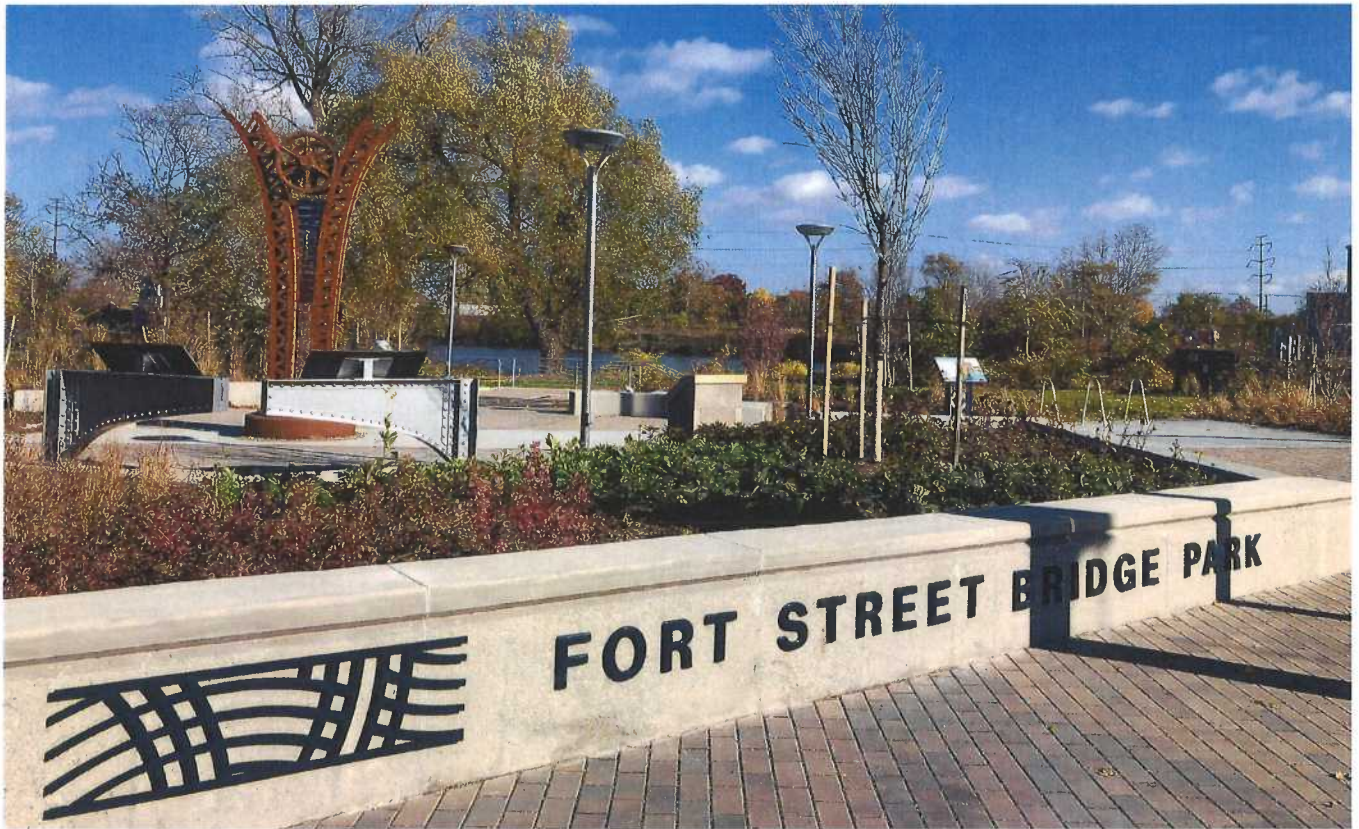
Through the addition of decorative paving, festival lighting, and pedestrian amenities, this once unattractive area has been revitalized into a fully accessible multi-use space. It now offers opportunities for public events to thrive in this urban setting. The park serves as an ideal location to enjoy music, seasonal festivals, and provides seating for small groups and individuals to relax with a coffee or lunch.

Location
Monroe, Michigan

Client
Monroe MI Downtown
Development Authority (DDA)

Services Provided
Landscape architecture

Fort Street Bridge Park



The Fort-Rouge Gateway Partnership initiated discussions among local and state stakeholders for a transformative park near the Fort Street Bridge over the Rouge River in southwest Detroit. PEA Group finalized plans for a pocket park on MDOT-owned property, featuring a gathering plaza, a 1932 Hunger March interpretation, interactive stormwater demo, habitat enhancements, and a kayak launch. The plaza's sculptural focal points were crafted from salvaged materials of the former bridge. Marathon Petroleum Company and MotorCities National Heritage Areas collaborated with PEA Group on construction documents, interpretive signage, and construction administration for the initial park phase.



Location

Detroit, Michigan

Client

Fort-Rouge Gateway in partnership with Marathon Petroleum Corporation and MotorCities National Heritage Areas

Services Provided

Site inventory and analysis, conceptual planning, cost estimating, site plan approval, construction documents, construction administration, and fundraising assistance

PEA
GROUP

Wayne County Community College Downtown Campus Site and Landscape Modernization Project



Location

Detroit, Michigan

Client

WCCOD Facilities Support Services

Services Provided

Site analysis, design guidelines, preliminary concept sketches, and final conceptual master plan



PEA Group provided Wayne County Community College District (WCCCD) with an in-depth visual analysis of the existing site conditions and use of the property. A graphic report demonstrated the strengths, weaknesses, and opportunities of the existing site including:

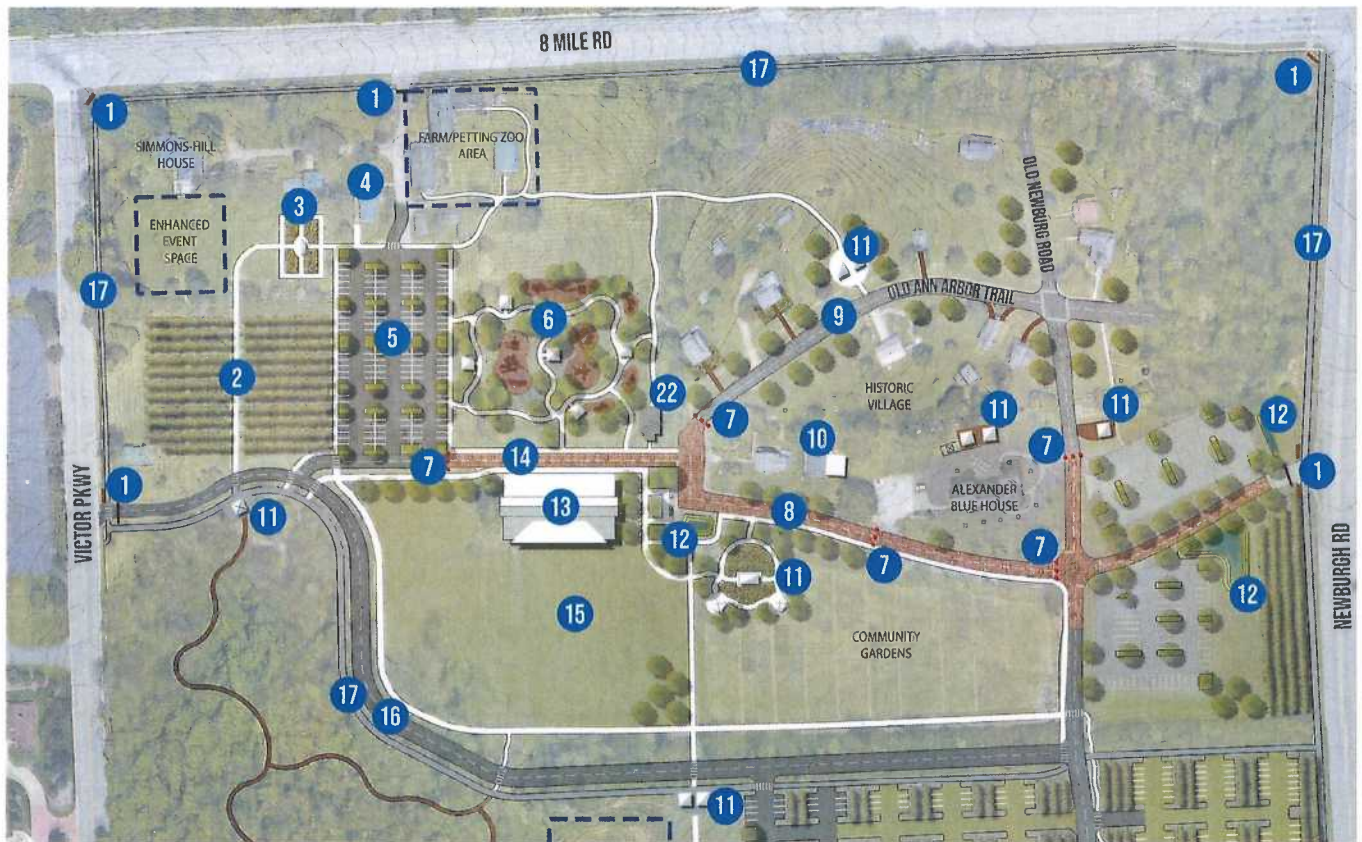
- "Wow" factor assessment
- Indoor and outdoor relationships
- Below grade utilities and site feature impacts
- "Greening" opportunities
- Wayfinding and service functionality
- Parking capacity, student needs, staff co-mingling
- Networking and multi-purpose event space opportunities

After receiving input, PEA Group prepared several concept sketches to convey the campus improvement options based on the site analysis. A final conceptual master plan and cost opinion illustrated the following proposed improvements:

- New pedestrian plaza
- Outdoor amenities
- Landscaping
- Signage
- Site furnishings
- Other features intended to improve the outdoor campus space

PEA
GROUP

Greenmead Historical Park Master Plan



Greenmead Historical Park is a nearly 200-year-old, 95-acre historical park purchased by the City of Livonia in 1976 and operated by the City of Livonia’s Parks and Recreation Department. The park includes the historical Greenmead Farm and its outbuildings, a 13-building historical village, Greenmead Community Garden, Virginia B. Matley Nature Trail, and soccer fields. Special events are hosted on the grounds of the historical village, including weddings. The campus master plan illustrates the physical improvements envisioned for the park over the next twenty years including a new central plaza that is located between the two main historical features – Greenmead Farm and the Historical Village; a rehabilitated Nankin Mills/Perrinsville School to house interpretive exhibits; a natural playground; and a new multi-season pavilion. The pavilion will include a covered ice-skating rink in the winter and a covered event space in the summer along with a stage that can face either onto a large open lawn or face into the pavilion. The pavilion will be designed to appear like a large barn structure so that its appearance fits into this historic landscape.

Location

Livonia, Michigan

Client

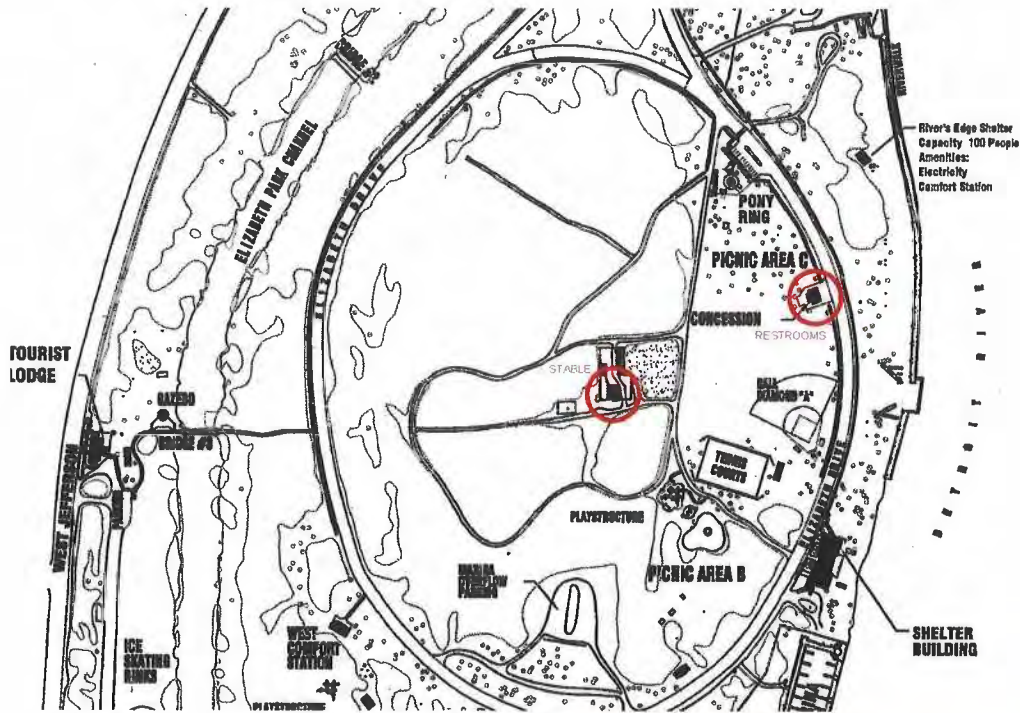
City of Livonia

Services Provided

Planning, architecture, and historic preservation

Thomas Roberts **Architects**

Elizabeth Park Concession and Stables Restoration



Elizabeth Park, the first County Park in the State of Michigan, is a 162-acre emerald jewel along the banks of the Detroit River, and features over 1,300 feet of river walk for fishing and river watching. There are two picnic areas with shelters, sports fields, playgrounds, and a 52-slip transient marina and boat launch.

The restroom renovation project consisted of converting an existing masonry single-story 722 square foot concessions building into public restrooms; including a vestibule with vending machines, men and women multi-stall restrooms, and maintenance/utility space. In addition, the existing shingled mansard roof will be replaced with a new flat roof with metal guardrail between brick piers as originally designed. Exterior openings will be modified to accommodate the new use, although new brick, doors, and windows will match the historic character of the existing elements. Site work includes the repair/replacement of select concrete paving and the replacement of the asphalt driveway with a restored lawn area.

The stable was built in 1927. Its renovation will include site grading and fencing, new doors and restored windows, brick masonry and slate roofing repairs, new MEP systems, and new pony stalls and restroom within its 1,200-square-foot interior.



Location

Trenton, Michigan

Client

Wayne County Parks

Services Provided

Planning, architecture, and historic preservation

Thomas Roberts Architects



References



References

...



City of Monroe

Contact: Mark Cochran, Director of Economic and Community Development

Address: 120 East First Street, Monroe, MI 48161

Phone: 734.384.9129

Email: mark.cochran@monoremi.gov



City of South Lyon

Contact: Paul Zelenak, City Manager

Address: 335 South Warren Street, South Lyon, MI 48178

Phone: 248.437.1735

Email: pzelenak@southlynmi.org



City of Plymouth

Contact: Paul Sincock, City Manager

Address: 201 South main Street, Plymouth, MI 48170

Phone: 724.453.1234

Email: psincock@plymouthmi.org





Project Understanding

Project Understanding



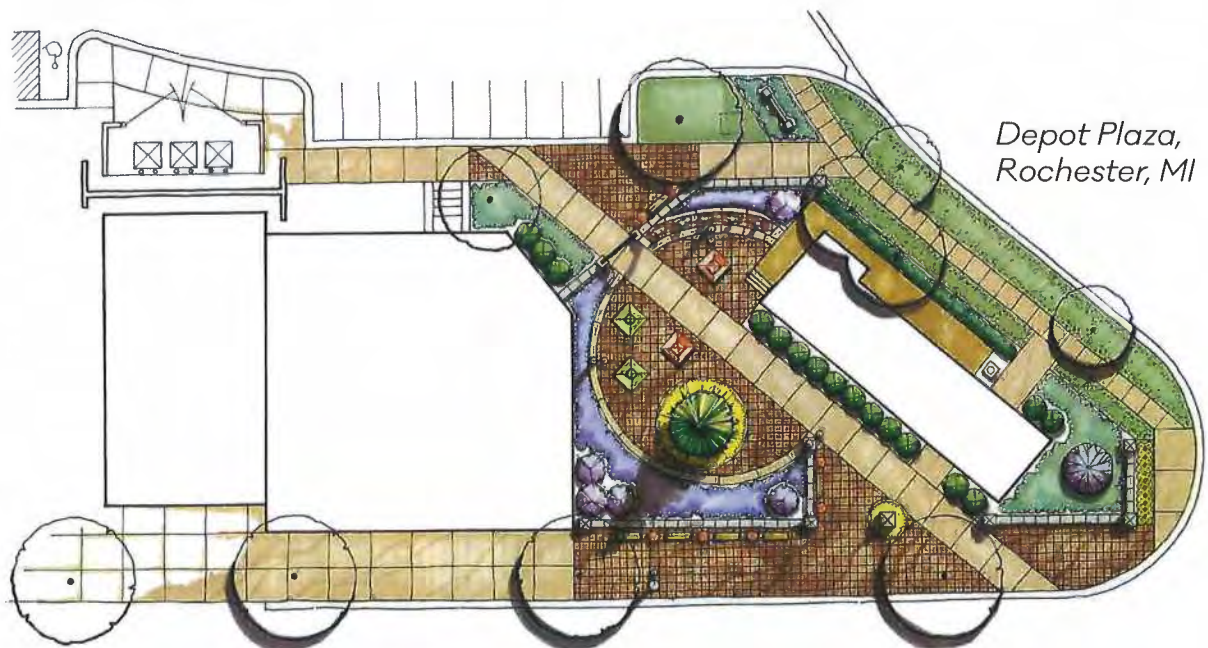
We understand the City of Birmingham wishes to engage a professional consultant to provide a topographic survey and detailed construction documentation, construction staking, and construction administration services for the Booth Park Entry Plaza and Trail Improvements. We also understand that the final design plan will be developed in accordance with The Trail Improvement Concept Plan (TICP), as well as the concept plan for Booth Park dated June 2023. Our proposal is based on the RFP published by the City of Birmingham on January 10, 2024, information gathered at the pre-bid meeting on January 25, 2024, and subsequent clarifying information.

We have reviewed our backlog of work and feel we have the qualified staff to complete the proposed scope of work and meet the project timeline.

Working closely with the Birmingham Parks and Recreation staff and Board members, City Commissions, officials, and stakeholders we will collectively review the provided concept plan and minutes from board and commission meetings to gain design direction and consensus. We will also consider the goals and objectives for Booth Park and the Trail Improvements outlined in the 2024-2028 Parks and Recreation Master Plan.

As outlined in the Scope of Work section in the RFP, we shall provide the following services:

- Conduct and prepare a topographic survey of the area. As discussed in the pre-bid meeting the area will include the area immediately within Booth Park. However, since the scope of work does not include the playground and amphitheater area we will provide spot elevations as necessary to ensure the proposed work blends seamlessly with adjacent existing conditions.
- Design and document a celebrated accessible entry to Booth Park that is integrated into a larger and welcoming plaza inviting individual park users and a gathering space for civic events and festivals.



- Incorporate seating opportunities for individual contemplation, small group conversation and multiple seating options in heavy use areas. All seating areas will be designed with adjacent companion seating area for patrons using mobility devices or a place for moms to park their stroller. We will work collaboratively with you and the benefactor to design a custom donation bench and select a location within the overall design of the plaza.
- Design and document the location accessible pre-fab restroom facility. We will use precedent images provided in the Trail Improvement Concept Plan as a basis of design but will work with you to finalize and select the manufacturer and any additional fenestrations to enhance the aesthetic quality of the structure. In addition to the pre-fab facility. As requested we will also provide an alternative price to design a "stick-built" restroom facility that incorporates similar design programming and components. Our team will provide necessary coordination with the city to ensure utility availability and capacity.
- Design and document a trail entry feature and wayfinding signage that complies with universal design principles by providing visual, audio, and tactile components into the design.
- Design and document improvements to the existing trail within the project limits to provide universal accessibility to support and promote public awareness of the complexities of the outdoor environment and its connectivity to human health.
- Incorporate native plantings into the park design to provide seasonal interest, shade, and improved wildlife habitat. Our proposed diverse native plant palette will reduce the dependency on fertilizers and conventional irrigation systems to help reduce maintenance requirements.
- Design will harmoniously into the natural environment. We will employ sustainable design principles to ensure the proposed program and existing uses protect and enhance environmentally sensitive areas while using sustainable strategies to provide energy efficient, cost-effective design solutions.
- Design and document and locate electrical outlets in strategic locations convenient to the park user. We will also explore additional opportunities for path lighting and if deemed necessary we will select fixture type, and locations.
- Design and document and locate up to six EV charging stations. We will collaborate with you and city staff to determine the optimal vendor and location.
- Prepare permit applications for all applicable state, county, and local permits necessary for the implementation of the approved design
- Assist the Parks and Recreation staff with the preparation of presentation graphics for meetings with the Parks and Recreation Board, Planning Commission, and City Commission. We also understand that site plan approval is not required for this project and that the meetings and resulting discussions will be for informational purposes only.
- It appears that the proposed work illustrated on the Concept Plan for Booth Park is outside of the FEMA-designated floodway and the majority of the proposed work is outside of the 100-year floodplain. However, a small portion of the proposed work at the corner of North Old Woodward and Harmon does fall within the 100-year floodplain and will require a permit from EGLE and possibly a Letter of Map Revision from FEMA.
- If necessary, we will conduct and document a hydraulic and hydrological study for the Rouge River. Based on our experience and information gathered from EGLE and FEMA it appears that this study may not be necessary unless we are working within the floodway.



Scope of Work

Scope of Work

. . .

Data Collection and Programming

The first phase of the project is to establish a good working relationship with the client, understand their wants and needs and to maximize the potential for the site by developing a thorough understanding of its opportunities and limitations. This will be achieved by the following steps:

A project kick-off meeting with the committee and design team will be arranged to fully ascertain project scope, communication procedures, committee approval processes, budget, scheduling, and deliverables.

Following the kick-off meeting, and on the same day, we will conduct a site visit with the committee to discuss the programming and existing conceptual design relative to the existing conditions, adjacent uses, circulation patterns, and environmental factors to determine if any modifications to the conceptual plan need to be addressed.

PEA Group will conduct a thorough topographic and tree survey of the area. We will also provide existing utility locations, geotechnical soils investigation.

We assume any existing documentation relating to or impacting the project will be provided by the committee and be forwarded electronically to our office.

We will further visit the site to assess the existing conditions, and to become familiar with the existing physical attributes of the project and determine the extent of any additional data requirements.

Flood Plain Study

We will fully evaluate the impact of the proposed park improvements on the existing Committee of Birmingham floodplain for the Rouge River as designated on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM). If the park improvements encroach into the FEMA designated floodplain, but not the floodway, then we will determine the required compensatory floodplain cut volume to balance the proposed floodplain fill volume outside the floodway and prepare the required documentation to revise the floodplain as shown on the FIRM to obtain a Letter of Map Revision (LOMR). We will submit the LOMR to be approved by the Committee, EGLE and FEMA. However, currently we only anticipate proposed improvements and fill within the FEMA designated floodplain and not the floodway. Therefore, we are proposing to provide compensatory floodplain cut to balance the proposed floodplain fill volume outside the floodway and do not anticipate having to model the floodplain revisions.

Hydrologic and Hydraulic Study (if required)

If the proposed park improvements encroach into the effective Floodway, we will prepare a hydrologic and hydraulic study using existing hydrologic data and a copy of the existing hydraulic model, obtained from FEMA, to analyze the proposed park improvements impact on the floodplain and floodway. Using the results of our study, we will revise the floodplain and floodway as needed to reflect the impact of the park improvements. We will prepare a report and the necessary documentation to obtain a LOMR for the revised floodplain. We will submit the LOMR to be approved by the Committee, EGLE and FEMA.

If the existing 2006 hydrologic data is determined to be out of date and if requested by EGLE to be updated, then in addition to a hydraulic study, we will prepare a hydrologic study of the upstream Rouge River basin to determine the discharges at the project site.

Deliverable(s)

Topographic and Tree survey
Utility Location Plan
Geotechnical Soils investigation
Flood Study and Letter of Map Revision (LOMR)
Hydrologic and Hydraulic Study (if required)

Fee Proposal

All work conducted in this phase, outside of the Topographic, Tree, Flood Plain, Hydrologic and Hydraulic Studies, will be captured in the Construction Plans and Meetings line items as identified on Attachment C – Cost Proposal.

Project Timeline

Start March 18 and complete by April 12 (4 Weeks)

Schematic Design

The next phase will build upon the discoveries and decisions that were made during the previous phase.

After further discussion with the client, a clear design direction will be finalized and a more detailed plan with developed design elements and imagery will be presented for review and approval. This will be achieved through the following steps:

PEA Group will take the comments from meetings with the committee and pertinent gathered information and propose a schematic design that illustrates site circulation and the functional relationships between existing features and proposed improvements. We will further develop the existing conceptual design with additional precedent images, elevations, and sections to better express the proposed schematic design. We will also begin more intensive communication with the other disciplines including landscape, architectural, civil, mechanical, electrical, lighting, and structural to begin constructive dialogue and collaboration.

The finalized schematic design will be reviewed and a further developed cost estimate will be defined that identifies specific project elements and construction costs.

PEA Group will meet with the committee in-person to present and discuss the updated schematic design and cost estimate. Feedback and comments from the meeting will be documented for final revisions.

The comments from the review meeting will be gathered and reviewed. Final revisions to the schematic design package will be implemented and submitted to the committee for final review and approval.

If necessary, we will attend a follow-up meeting with the committee to present the revised schematic plan for formal approval.

Deliverable(s)

Initial schematic design with a graphic plan, precedent images, supplemental graphics and cost estimate
Final schematic design per committee comments for review and approval

Fee Proposal

All work conducted in this phase will be captured in the Construction Plans and Meetings line items as identified on Attachment C – Cost Proposal.

Project Timeline

Start April 15 and complete by May 10 (4 Weeks)

Design Development

During this phase, results from the schematic design will be taken one step further. With all the broad design decisions completed, this phase involves defining all aspects of the project by focusing on the selection of materials, finishes and colors, as well as the development of the preliminary construction plans and details. This will be achieved through the following steps:

Design development documents will be generated and will include plans and details. PEA Group will research all proposed hardscape and landscape materials and accessories. We will work closely with the committee to develop the layout and detailing of all pedestrian hardscape and landscape areas as well as site amenities, furniture, and pedestrian related elements. We will prepare the grading and drainage design and Soil Erosion and Sedimentation Control to be submitted to the county for review and approval. We will further develop the architectural and utility plans and details required for the site structures. An in-house coordination process will occur between all disciplines to generate a complete and coordinated set. Documents will be submitted to the committee for review and discussion.

PEA Group will present the design development set to the committee and will address any concerns or questions. Comments from the review meeting will be documented and applied to the drawing set.

The cost estimate will be reviewed and revised to reflect any modifications to the design. Any cost-saving techniques and procedures will be evaluated.

We assume preparation and submission of site plan approval documents will not be required and has not been included in the proposal.

Deliverable(s)

Design Development documents that include plans and details
Updated cost estimate
Soil Erosion and Sedimentation Control plan

Fee Proposal

All work conducted in this phase will be captured in the Construction Plans and Meetings line items as identified on Attachment C – Cost Proposal.

Project Timeline

Start May 13 and complete by June 7 (4 Weeks)

Construction Documents

During this phase, generation of the final construction documents will begin. The construction document phase produces drawings with a higher level of detail and will be used for the construction of the project. These drawings will include detailed plans and specifications. The construction documents will be consistent with the project program, construction cost estimate and schedule. Once completed, the CDs will be sent to client for bidding as well as the appropriate municipal departments for permitting.

Construction documents will be generated and will include plans, details and technical specifications. Documents will be completed to a 50%, and 90% level and submitted to the committee for review and discussion. We will perform a final design review to ensure that all discipline and document coordination is complete.

We assume front-end specifications will be provided by the owner.

PEA Group will present the documents at a 50% and 90% level to the committee and will address any final concerns or questions. Comments from these review meetings will be documented and applied to the final 100% complete set.

The cost estimate will be reviewed and revised one last time and submitted to the committee for final review and discussion. Any cost-saving techniques and procedures will be evaluated.

PEA Group will provide 100% complete construction drawings for permitting and will submit to the appropriate agencies for review and approval.

Deliverable(s)

Construction documents that include plans, details, and technical specifications
Final cost estimate
Document set for permit submission

Fee Proposal

All work conducted in this phase will be captured in the Construction Plans, Specifications, Permits and Meetings line items as identified on Attachment C – Cost Proposal.

Project Timeline

Start June 10 and complete by July 10 (4.5 Weeks)

Bid Assistance and Review

PEA Group will assist the committee with the development and assembly of the completed bid package document including the owner provided front-end documents.

We will attend the pre-bid meeting

We will prepare addendums during bidding as required and interpret drawings and specifications as required to clarify the intent of construction documents.

We will assist the committee to evaluate all submitted bid prices and subcontractor qualifications. If following our evaluation and if required, we will provide a recommendation letter for Recreation Board and City Commission approval.

Deliverable(s)

Bid analysis review

Fee Proposal

All work conducted in this phase will be captured in the Construction Plans line item as identified on Attachment C – Cost Proposal.

Project Timeline

Start July 11 and complete by August 6 (4 Weeks)

Construction Administration

In the final phase the design professional will act as the client agent to ensure the design is installed per plans and specifications. This will be achieved by the following steps:

PEA Group will attend an on-site pre-construction meeting with the selected contractor and committee officials to discuss the scope, schedule, and specific details of the project.

PEA Group will review all project submittals and shop drawings, provide clarification of the construction documents and requests for additional information (RFI), and finally issue change orders and bulletins.

We have not included any trips to local nurseries and supply yards to approve plant material and other miscellaneous materials and will approve those items by virtual methods.

During construction, we will visit the site periodically to review construction progress and to assist in the resolution of any construction issues related to the scope of services defined by this proposal. We have included six bi-weekly on-site meetings. Any additional owner approved on-site meetings will be billed on an hourly basis.

This phase does not include full-time inspections or construction engineering services. We understand that the city will provide the necessary site visits to review and approve the installed work.

At the completion of the construction, we will conduct a preliminary site walk with the owner and the contractor to review all installed work. Following completion of corrected items documented in the preliminary site walk, we will conduct a follow-up meeting and determine if the project is complete. Following completion and approval of the corrected items, the warranty and maintenance period will begin.

Deliverable(s)

Administrative documentation of reviews, approvals, changes, and clarifications.

Site reports

Preliminary and final punch lists

Fee Proposal

All work conducted in this phase will be captured in the Construction Administration line item as identified on Attachment C – Cost Proposal.

Project Timeline

Per the RFP description, construction is to begin in Spring of 2025. However, the contractor may elect to begin construction in the fall of 2024.



Project Timeline

Project Timeline



	2024												2025							
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Data Collection and Programming		█	█																	
Schematic Design			█	█																
Design Development				█	█															
Construction Documents					█	█														
Bid Assistance and Review						█	█													
Construction Administration Per the RFP, construction is to begin in Spring of 2025. However, the contractor may elect to begin construction in the fall of 2024.									█	█	█	█	█	█	█	█	█	█	█	

**Tentative Schedule to be confirmed at the time of the kick-off meeting.*



Forms

53

8E



ATTACHMENT B - BIDDER'S AGREEMENT
Professional Design Services for Booth Park Entry Plaza & Trail Improvements

In submitting this proposal, as herein described, the Consultant 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.

Marc Russell	February 22, 2024
PREPARED BY (Print Name)	DATE
Senior Project Manager	February 22, 2024
TITLE	DATE
	mrussell@peagroup.com
AUTHORIZED SIGNATURE	E-MAIL ADDRESS
PEA Group	
COMPANY	
7927 Nemco Way, Suite 115, Brighton, MI 48116	517.546.8583
ADDRESS	PHONE
PEA Group	248.689.9090
NAME OF PARENT COMPANY	PHONE
1849 Pond Run, Auburn Hills, MI 48326	
ADDRESS	

ATTACHMENT C - COST PROPOSAL

Professional Design Services for Booth Park Entry Plaza & Trail Improvements

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

Attach technical specifications for all proposed materials as outlined in the Consultant's Responsibilities section of the RFP (p. 6)

FEE PROPOSAL	
ITEM	BID AMOUNT
Topographical Survey	\$ 6,500
Construction Plans	\$ 52,000
Specifications	\$ 5,000
Permits (other than City)	\$ 5,000
Meetings (6-8)	\$ 4,500
Construction Administration	\$ 12,000
Miscellaneous: Any other items not listed above. Detail below or attach:	
Flood Plain Study	\$ 6,000
Irrigation Design	2,000
Total Base Bid Amount	\$ 93,000
ALTERNATE ITEM (If Necessary)	BID AMOUNT
Hydrologic & Hydraulic (H & H) Study	\$ 45,000 (max)
Additional per Meeting Fee	\$ 580 in-person 285 virtual
Additional fee for owner approved custom restroom design. Design to be determined.	10,000 (estimate)
TOTAL BID AMOUNT	\$ 148,000

ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM
Professional Design Services for Booth Park Entry Plaza & Trail Improvements

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 City.

Marc Russell

PREPARED BY
(Print Name)

Senior Project Manager

TITLE



AUTHORIZED SIGNATURE

PEA Group

COMPANY

7927 Nemco Way, Suite 115, Brighton, MI 48116

ADDRESS

PEA Group

NAME OF PARENT COMPANY

1849 Pond Run, Auburn Hills, MI 48326

ADDRESS

Fed ID: 38-1813731

TAXPAYER I.D.#

BOOTH PARK

REQUEST FOR PROPOSAL

February 22, 2024

City of Birmingham
Attn: Carrie Laird, Parks & Recreation Manager
151 Martin Street
Birmingham, MI 48009

Re: Response to Request for Proposal - Professional Design Services
for Booth Park Entry Plaza & Trail Improvements

We are thrilled at the prospect of collaborating with the City of Birmingham and your Parks and Recreation Department to enhance Booth Park, as outlined in your Request for Proposal (RFP).

Recognizing the project's significance, particularly at the prominent intersection of N. Old Woodward Ave. and Harmon St., we understand the importance of designing this gateway with the distinctive character and quality expected by the city.

To achieve this objective, Grissim Metz Andriese Associates (GMA) has joined forces with Peterhans, Rea + Roman, LLC, and Hubbell, Roth & Clark, Inc. (HRC), forming a powerhouse of expertise that we believe surpasses what a single firm can offer.

GMA as the lead design consultant, GMA leverages its 59 years of experience in landscape architecture and urban design. Our "Less Maintenance by Design" service, coupled with a proven track record of collaboration with municipalities and stakeholders, positions us to foster meaningful community engagement.

Peterhans, Rea + Roman, LLC brings a global perspective as architectural design visionaries, specializing in creating authentic elements that define the character and essence of communities. Notably, their work includes the unique shade structures in Barnum Park, a project where they collaborated seamlessly with your Parks and Recreation Department from conception to completion.

HRC, a multi-disciplined engineering and architectural firm with over 50 years' experience as a trusted consultant for the city, particularly in stormwater management, riparian issues, and public infrastructure. Their extensive project portfolio showcases successful ventures in parks, trails, restroom facilities, EV charging stations, and stormwater management. Their familiarity with Booth Park, the Rouge River trails, and their historical perspective give us a significant advantage over firms new to the area.

We appreciate the opportunity to submit our proposal and eagerly anticipate the chance to contribute to the success of Booth Park. Should you have any questions or require additional references or materials, please do not hesitate to contact me at 248.869.2323 or sueg@gma-la.com.

Sincerely,



Susan L. Grissim, PLA, ASLA
Vice President | Principal

SLG/mm

GMA	
Resumes	4
Project Experience	10
References	12
Awards	34
	35
PETERHANS, REA + ROMAN, LLC	
Resume	40
Project Experience	41
HRC	
Firm Overview	46
Resumes	47
Project Experience	59
References	67
PROJECT APPROACH	68
PROPOSED FEE DESCRIPTION	71
PROJECT TIMELINE	73
ATTACHMENTS B-D	74



SERVICES

- Master Planning
- Site Design
- Landscape Design
- Hardscape Design
- Sustainable Design
- Sports Facility Design
- Environmental Graphics
- Less Maintenance by Design
- Interior Landscape Design

Grissim Metz Andriese Associates (GMAA) is proud of its 59 year history. The firm's award-winning reputation has grown through five decades of design excellence defined by artistic expression and client satisfaction.

Initially incorporated in 1965 as Eichstedt and Grissim Associates, John Grissim helped shape pioneering projects such as the award-winning Sea World in Ohio and in Florida, and work for Ford Motor Company, Parke-Davis, and Whirlpool.

Subsequent to Ed Eichstedt's passing, John re-incorporated the practice as John Grissim Associates in 1977. He continued the firm's legacy by growing the client base through relationship building and establishing the firm as a premier design firm. Some notable projects during these years included continuing work at the Ford Motor Company Headquarters, multiple General Motors plants throughout the country, The Dearborn Inn, and The Gardens Shopping Center in Palm Beach, Florida.

In 1985, Randall K. Metz, FASLA joined the firm, bringing complementary architectural and artistic strength to the practice. Randy's work on such notable projects as Ford Motor Company Regent Court, AAA Michigan Headquarters, UAW-GM Center for Human Resources, Greenfield Village Restoration and The Somerset Collection garnered the recognition of national, as well as regional and local publications and a variety of awards. The firm became Grissim | Metz Associates in 1993, marking the steady growth by contributions of Randy and other associates.

In 2002, the firm evolved into Grissim Metz Andriese Associates (GMAA), which includes Principals, Susan L. Grissim, ASLA, Paul R. Andriese, ASLA and most recently, Richard G. Houdek, ASLA, LEED-AP, enhancing its leadership team. Additional Partners were promoted in 2020, strengthening the firm's capabilities.

Creative ideas are backed by the depth of experience and the specialized knowledge of the firm's principals and partners. The diverse talents of its landscape architects enable GMAA to provide design services for projects ranging from small courtyards to large complex projects, while maintaining individualized attention and personalized service for their clients.

Founded: 1965

Registration: Arizona California
Colorado Florida Illinois Indiana
Michigan South Carolina
Tennessee Texas Virginia

15000 Edward N. Hines Drive
Suite A
Plymouth, MI 48170
248.347.7010
gma-la.com

FOUNDED IN

1965

OVER **59** YEARS OF EXPERIENCE



9

LANDMARK PROJECTS

- Meadow Brook Hall / 1990
- Ford Regent Court / 1991
- National Corvette Museum / 1994
- Greenfield Village Restoration at The Henry Ford / 2003
- DTE Energy World Headquarters Campus / 2008

90%

REPEAT CLIENTS — 14 LONG TERM CLIENTS OF OVER 50 YEARS INCLUDING

- The Forbes Company
- Ford Motor Company
- Oakland University
- Grosse Pointe Farms
- Edward Rose & Sons



First Lady Nancy Reagan with John N. Grissim



First Lady Barbara Bush with Randy and Mary Metz

70



60

PUBLISHED IN MORE THAN 60 PUBLICATIONS — BOOKS & MAGAZINES

DESIGN AWARDS

- National Landscape Award
- American Society of Landscape Architects National Award
- American Society of Landscape Architects Michigan Chapter Award
- Florida Nursery and Growers Association Award of Excellence
- Florida Nursery and Growers Association Award of Excellence Interior Installation
- Associated Landscape Contractors of America Grand Award
- Associated Landscape Contractors of America Environmental Improvement Award
- The National Arborist Association Grand Award

**GRISSIM
METZ ASSOCIATES
ANDRIESE**

Landscape Architecture

"Highly recognizable and/or
have become benchmarks in our
"



SEA WORLD OHIO
Aurora, Ohio



SEA WORLD ORLANDO
Orlando, Florida

1970

1973



GRAND HOTEL
Mackinac Island, Michigan



DEARBORN INN
Dearborn, Michigan



MEADOW BROOK HALL
Rochester, Michigan

1976

1987

1990



FORD REGENT COURT
Dearborn, Michigan

1991



NATIONAL CORVETTE MUSEUM
Bowling Green, Kentucky

1994



GREENFIELD VILLAGE AT THE HENRY FORD
Dearborn, Michigan

2003



DTE ENERGY WORLD HQ CAMPUS
Detroit, Michigan

2008

"Highly recognizable and/or
have become benchmarks in our
."

SEA WORLD OHIO 1970

Aurora, Ohio

The Sea World franchise is a world recognized brand and the Ohio park was the second installment of the iconic marine zoological and entertainment venue. Our designed the 50 acre theme park that opened to major success in 1970 and followed up with the design of Sea World, Orlando.

SEA WORLD ORLANDO 1973

Orlando, Florida

Sea World Orlando is a world recognized brand and was their third marine zoological and entertainment theme park. Our designed the original park from master planning through construction. Today, Sea W

GRAND HOTEL 1976

Mackinac Island, Michigan

Built in 1887, the Grand Hotel is a National Historic Landmark and has been named as one of the top 100 hotels in the world by Travel and Leisure Magazine. Our designed the extensive display and associated landscape improvements done in the mid 1970's as part of a grounds renovation project.

DEARBORN INN 1987

Dearborn, Michigan

Designed in 1931 for Henry Ford by Albert Kahn to serve Ford's Dearborn Airport, the Dearborn Inn is listed on the National Register of Historic Places. Our designed the site renovations, arrival court and landscape improvements associated with an extensive renovation/expansion done in 1987.

MEADOW BROOK HALL 1990

Rochester, Michigan

The tudor-style mansion was built in 1929 for Matilda Dodge Wilson, widow of automobile pioneer John Dodge. Today, it is the fourth largest historic house museum in the United States. Our designed the renovation of the historic front arrival court and carriage court responsive to the original historical design, while integrating amenities required for the current museum function which accommodates 100,000 visitors a year, as well as private events.

REGENT COURT - FORD MOTOR COMPANY WORLD HEADQUARTERS 1991

Dearborn, Michigan

Innovative design and internationally acclaimed, the Regent Court has received numerous awards including the prestigious National Landscape Award given by the First Lady at the White House and has been published in numerous books, both nationally and internationally.

NATIONAL CORVETTE MUSEUM 1994

Bowling Green, Kentucky

Located in Bowling Green, Kentucky, just 1/4 mile from General Motors plant that builds the Corvette, the National Corvette Museum is an educational tribute to America's sports car. Our provided site planning, as well as design of the arrival court and landscape design for the museum when it was constructed in 1994.

THE GREENFIELD VILLAGE RESTORATION AT THE HENRY FORD 2003

Dearborn, Michigan

Developed by Henry Ford to capture a piece of American history, Village is comprised of more than 85 acres of turn of the century artifacts and is one of the largest outdoor historic museums in the United States. Our designed the master plan, as well as the extensive site hardscape and landscape design for the \$60 million site renovations completed in 2003.

DTE ENERGY COMPANY WORLD HEADQUARTERS CAMPUS 2008

Detroit, Michigan

DTE Energy's urban corporate campus transforms seven city blocks, 22 acres in downtown Detroit, Michigan, into expansive public and private gardens for employees and visitors. It represents major new private investment as well as a commitment to urban renewal in a economically challenged city. The campus reinvents parking lots, metamorphosing them into nine acres of open green space, plazas, fountains, walkways, various scaled gardens, and multifunctional gathering spaces.



DESCRIPTION OF SERVICE

Less Maintenance by Design is a specialized landscape and irrigation evaluation service that is developed by GMA to promote site sustainability and site maintenance cost savings, while promoting landscape aesthetic appeal.

OBJECTIVES

- Provide significant short and long term maintenance cost savings
- Maintain the brand image as a benchmark of quality
- Enhance the project's image
 - attractive to users
 - attractive asset in the community
- Promote the longevity and sustainability of the landscape investment
- Promote 'green' marketability and visibility

LMBD SERVICES

- Landscape and Irrigation Evaluation
- Landscape and Irrigation Maintenance and Bidding
- Landscape and Irrigation Maintenance Administration
- Landscape and Irrigation Selected Repair
- General Site Improvement(s)

BENEFITS

- Transformation to a sustainable site
- Enhancement of the project / client's image
- Protect and extend the longevity of investment
- Improve and/or maintain the landscape quality
- Potential 'green' promotional opportunities
- Site maintenance cost savings

CASE STUDY TWELVE OAKS MALL | NOVI, MI

Client: The Taubman Company

- 30% annual savings on landscape and irrigation maintenance costs
- 80% reduction of pesticides/insecticides through Integrated Pest Management (IPM) strategies
- 50% reduction of fertilizer/herbicides as a result of sustainable practices
- 30% reduction in lawn cutting by utilizing irrigation techniques

TESTIMONIAL

"FYI. . . Mulch was delivered to our property this week and will only use 205 cubic yards as opposed to 480 cubic yards used last year by the previous maintenance contractor. What does this really mean. . . 2010 mulch pricing at \$45/cy = \$21,600 versus 2011 mulch pricing at \$42/cy = \$8,610. A savings of \$12,990 from last year. . . just from mulch application, not including the \$10,000+ savings from the maintenance portion of the contract. Just had to share the good news!"

Robert Blackshaw
Former Facilities Director
Twelve Oaks Mall

SUSAN L. GRISSIM PLA, ASLA

Vice President | Principal



The creation of unique experiences through design is at the forefront of Susan Grissim's leadership as a Principal of the firm. She promotes pedestrian-friendly and appropriately scaled design, minimal impact on the environment, and innovative use of common materials.

These social values are reflected in her work in urban planning and streetscape design, municipal projects, schools, multi-family housing, shopping centers, and urban revitalization projects. Her educational and early work experience in the western part of the country has inspired her use of design to enhance regional differences.

Sue received a Foreign Exchange Fellowship from Arizona State University and an Arizona Federation Garden Club Scholarship, and was an initiate into the Sigma Lambda Alpha Honor Society. Currently she is serving as a planning commissioner in Hartland Township.

"Design can transform simplicity into the unique and the everyday into a celebration."

**GRISSIM
METZ ASSOCIATES
ANDRIESE**
Landscape Architecture

Education

Bachelor of Science
Michigan State University, 1981
Bachelor of Science in Design (*magna cum laude*)
Arizona State University, 1988

Professional Registration

Michigan, Arizona, California, Florida, Texas, Virginia

Professional Affiliations

American Society of Landscape Architects (ASLA)
Council of Landscape Architectural Registration Boards (CLARB)
Michigan Downtown Association (MDA)

Involvements

Hartland Township Planning Commissioner
Highland Township DDA
Big Brothers Big Sisters

TINA FIX-WOODWORTH

PLA, ASLA, LEED AP

Project Landscape Architect



Tina joined Grissim Metz Andriese Associates in 2022 as a Project Landscape Architect. Prior to GMA, she worked for land development firms in Ann Arbor as part of their interdisciplinary consulting teams including ecological specialists, surveyors, civil engineers, landscape architects, and land planners. During this time, Tina provided a range of services including feasibility analysis, conceptual plan development, preparation of entitlement/construction documents, including landscape design and green infrastructure design with rain gardens and native planted stormwater management systems, provided coordination with internal team members, ownership and design teams, and municipal review agencies for projects in multiple market sectors. Tina previously worked with ecological services firms in Illinois and Brighton, Michigan providing wetland delineation, wetland mitigation design, and permitting services.

At GMA, Tina's primary responsibilities include the production of graphics, conceptual designs, construction documents, and details for a variety of project types including Recreation, Municipal, Residential, and Mixed Use. Her professional strengths include a detailed knowledge of the entitlement process, green infrastructure design experience, attention to detail, and excellent communication and collaboration skills that enable her to assist the GMA team in the development and implementation of successful projects.

**GRISSIM
METZ ASSOCIATES
ANDRIESE**
Landscape Architecture

Education

Masters of Landscape Architecture
University of Michigan, 2011

Bachelors of Science, Natural Resources and Environment
University of Michigan, 2003

Professional Registration

Michigan, Illinois, Indiana

Professional Affiliations

American Society of Landscape Architects (ASLA)
Council of Landscape Architectural Registration Boards (CLARB)
LEED Accredited Professional

Software Proficiency

AutoCAD
AutoCAD Civil3d
Adobe Photoshop, Illustrator, InDesign

Involvements

Friends of the Rouge Member
University of Michigan Student Portfolio Reviews, 2015-2020
Ann Arbor/Ypsilanti Regional Chamber Leadership A2Y Program
– 2018
Michigan ASLA Executive Committee – Associate Member at
Large – 2013-2014
Sigma Lambda Alpha Honor Society

AUBURN HILLS, MICHIGAN

BERKLEY, MICHIGAN

City of Berkley Municipal Parking Lot and Building Facade Improvements
Pedestrian Crosswalk at Twelve Mile Road and Woodward Avenue
12 Mile Road Streetscape Improvements
Coolidge Road Streetscape Design Concept
Robina Urban Park Concept
Bekley High School Plaza
ArtSpace Plaza

BIRMINGHAM, MICHIGAN

Woodward Avenue Median Landscape Design Concept
Woodward Avenue Pedestrian Crosswalk Study

BLOOMFIELD TOWNSHIP, MICHIGAN

Maple and Telegraph Median Landscape Improvements

CANTON TOWNSHIP, MICHIGAN

Administrative Building Expansion
Summit on the Park Community Recreation Center

DEARBORN, MICHIGAN

Ford Performing Arts Center

FARMINGTON, MICHIGAN

Downtown Master Plan
Walter E. Sundquist Pavilion and George F. Riley Park
George F. Riley Park Ice Rink
Grand River Avenue Streetscape
Warner Street Streetscape (in progress)
Farmington Road Streetscape
Grove Street Streetscape and Shopping Center Parking Lot
W
Dinan Pocket Park
Masonic Plaza (in progress)

FARMINGTON HILLS, MICHIGAN

47th District Court

City Hall Expansion (LEED Gold)
Northwestern Highway Landscape Master Plan Study
Orchard Lake Road Landscape Master Plan Study
Twelve Mile Road Boulevard R.O.W. Landscape (Farmington Road to Haggerty Road)

FENTON, MICHIGAN

Downtown Master Plan
Design Guidelines
W
Old Fire Hall and Museum Parking Lot Improvements
River Street Parking Lot Improvements
Community Center
Downtown Streetscape Conceptual Design (MDOT Submittal)
Silver Parkway Boulevard R.O.W. Landscape

GROSSE POINTE, MICHIGAN

GROSSE POINTE FARMS, MICHIGAN

Kerby Dog Park

Mack Avenue Streetscape
Kercheval on The Hill Downtown Streetscape
Lakeshore Drive Landscape
Richard Place Streetscape

GROSSE POINTE PARK, MICHIGAN

Avenue Streetscape
Lake Pointe Park

GROSSE POINTE SHORES, MICHIGAN

Lakeshore Drive Boulevard R.O.W. Landscape

GROSSE POINTE WOODS, MICHIGAN

Mack Avenue Streetscape

HOWELL, MICHIGAN

Southern Gateway - The D-19 Corridor
Howell Downtown Streetscape (MDOT Grant Submittal)
Downtown Parking and Urban Redevelopment
Pinckney Road (D-19) Corridor Masterplan
Pinckney Road I-96 Gateway
Pinckney Road (D-19) Streetscape
Center Street Streetscape
East Sibley Street Corridor Master Plan
East and West Sibley Street Streetscape
State Street & Peanut Row Alley

KEEGO HARBOR, MICHIGAN

Cass Lake Road Streetscape Study

LANSING, MICHIGAN

Michigan State Police Headquarters
Riverfront Plaza
Sparrow Hospital / Michigan Avenue Streetscape
Convention Center / Michigan Avenue Streetscape

LIVINGSTON COUNTY, MICHIGAN

Courthouse and Annex
County Downtown Parking Lot

W
Intermodal Facility

LIVONIA, MICHIGAN

Livonia Community Recreation Center

MOUNT CLEMENS, MICHIGAN

Downtown Streetscape Conceptual Design

NEW BALTIMORE, MICHIGAN

Downtown Conceptual Design Plan
Downtown Streetscape (MDOT Grant Submittal)

NORTHVILLE, MICHIGAN

Downtown Conceptual Design Plan
Downtown Pedestrian Plan

NORTHVILLE, MICHIGAN CONT.

Town Square
Fire Department Central Station

NOVI, MICHIGAN

Land Use Master Plan
Grand River Corridor Plan

OAK PARK, MICHIGAN

Coolidge and 9 Mile Road Streetscape

OAKLAND COUNTY, MICHIGAN

Courthouse West Wing Expansion
Oakland County International Airport
Oakland Troy Airport Terminal
Oakland Southwest Airport
Waterford Oaks Water Park

OXFORD, MICHIGAN

Oxford Downtown Streetscape Plan
Downtown Parking Expansion

PALM BEACH GARDENS, FLORIDA

PGA Boulevard, Fairchild Gardens Avenue Landscape
Kew Gardens Boulevard Landscape

PLEASANT RIDGE, MICHIGAN

Woodward Avenue Streetscape Master Plan
Woodward Avenue Streetscape

STERLING HEIGHTS, MICHIGAN

Van Dyke North CIA (conceptual)

TROY, MICHIGAN

Gateway Park
Troy Community Center

VILLAGE OF MILFORD, MICHIGAN

Central Park Master Plan Implementation (in progress)
Downtown Master Plan
LaFontaine Family Amphitheater
Milford Motley Memorial
Downtown Corridor Study
V
Milford W
Huron Street and South Main Streetscape
General Motors Road and Milford Road Intersection
Main Street Downtown Streetscape
Milford DDA Various Streetscape Projects
Mill Pond Streetscape (MDOT Grant Submittal)
Union Street Streetscape
Main & Center Street Renovations

AURORA, OHIO
Sea World of Ohio

BERKLEY, MICHIGAN
ArtSpace Plaza

CANTON, MICHIGAN
Independence Park
Canton Softball Park
Freedom Sports Park

Sheldon Palmer Sports Park
Summit on the Park Community Center

DEARBORN, MICHIGAN

Dearborn Village Master Plan
Dearborn Village Restoration Project
Cotswold Cottage - Dearborn Village
Firestone Residence and Barnyard - Dearborn Village
Ford Stories - Dearborn Village
The Henry Ford Parking Expansion Study
Dearborn Civic Center Renovation and Addition (Ford Performing Arts Center)

DEARBORN HEIGHTS, MICHIGAN

Parkland Park Multiple Phases
Parkland Park Athletic Fields
Swapka/Powers Park Pavilion

DETROIT, MICHIGAN

Belle Isle Japanese Garden
Erma Henderson Marina

FARMINGTON, MICHIGAN

Dinan Pocket Park
Shiawassee Park Playscape Structure

FARMINGTON HILLS, MICHIGAN

Founders Sports Park
Founders Sports Park Ice Arena
Heritage Park Master Plan
Heritage Park
Heritage Park Trail System
Memorial Park
Old Town Park
Pioneer Park
South End Park
Spicer Nature Building (Heritage Park)

FENTON, MICHIGAN

Bush Park

FERNDALE, MICHIGAN

Geary Park

FRANKLIN, MICHIGAN

Franklin Racquet Club Outdoor Pool

GROSSE POINTE, MICHIGAN

alkways

GROSSE POINTE FARMS, MICHIGAN

Joy Bells Park
Pier Park
Pier Park Playscape
Pier Park Fire Pit
Kerby Field
Pier Park Master Plan
Pier Park Gazebo

HIGHLAND TOWNSHIP, MICHIGAN

Duck Lake Pines Park

HOWELL, MICHIGAN

Howell Courthouse Amphitheater
Summit Gardens

INDEPENDENCE TOWNSHIP, MICHIGAN

Bay Court Park Complex

LANSING, MICHIGAN

Lansing Center Riverfront Plaza

LIVONIA, MICHIGAN

Livonia Community Recreation Center

MACOMB TOWNSHIP

Whitney Macomb Park / Splash Pad

MADISON HEIGHTS, MICHIGAN

Civic Center Park

MANISTEE, MICHIGAN

Manistee Recreation Center

MILFORD, MICHIGAN

Hubbell Pond Park
Hubbell Pond Park Master Planning
Central Park Master Plan
Central Park Improvements (in progress)
Mill Pond Park
The LaFontaine Family Amphitheater

NORTHVILLE TOWNSHIP, MICHIGAN

Ford Park

NOVI, MICHIGAN

Beck Road Park
Ella Mae Power Park
The Landings Community Park

ORLANDO, FLORIDA

Sea World of Florida

ROMULUS, MICHIGAN

Michigan Downs Thoroughbred Horse Park Master Plan

ROMULUS, MICHIGAN CONT.

Romulus Park

ROYAL OAK, MICHIGAN

Boys & Girls Clubs of South Oakland County

SOUTHFIELD, MICHIGAN

Bedford Woods Park

ST. CLAIR COUNTY, MICHIGAN

Goodells County Park Master Plan

Goodells County Park Phase I

TROY, MICHIGAN

Gateway Park

Troy Community Center

WASHINGTON TOWNSHIP, MICHIGAN

Community Park

WATERFORD, MICHIGAN

Diamond on the Summit Minor League Baseball Park

Waterford Oaks Aquatic Park

WEST BLOOMFIELD, MICHIGAN

Historic Schulak Farm

W

W

Twin Beach Country Club

WIXOM, MICHIGAN

Air Line Trail Phase 2 (in progress)

YMCA PROJECTS

YMCA Birmingham

YMCA Royal Oak

YMCA Auburn Hills

YMCA Camp Nissokone

YMCA Camp Ohiyesa

YMCA of Metropolitan Detroit

YMCA Milford (Carls Family YMCA)

YMCA North Oakland

VILLAGE OF MILFORD

CENTRAL PARK (in progress)

Milford, MI



We worked with the Village of Milford DDA, DPS, Parks & Recreation Commission, residents, and other stakeholders to redevelop the 14.5-acre park beginning with programming through construction which is currently in progress,

We provided the graphics shown during the schematic design phase to clearly illustrate the proposed improvements. The graphics were posted on the DDA's website, and presented to the Village Council, the outlying township, and various boards and commissions. As a result, the township contributed about \$1.5 million to the project!

Just a few of the program elements include a custom pavilion, boardwalk, and deck overlooking the Huron River with a custom swing structure, native plantings to repair and stabilize the riverbank, EGLE permitting for wetlands and river impacts, and multipurpose lawn and ice skating, event area.

VILLAGE OF MILFORD

CENTRAL PARK (in progress)

Milford, MI



VILLAGE OF MILFORD

CENTRAL PARK (in progress)

Milford, MI



CITY OF NORTHVILLE

CENTRAL PARK (in progress)

Northville, MI



We worked with the developer, city, numerous agencies, and the Northville community at large on the redevelopment plans of the Northville Downs 43-acre site. We began with the visioning of the entire development which includes a mix of residential types and community parks and participated in numerous presentations and submittals to secure all city approvals. We are currently producing construction drawings.

CITY OF NORTHVILLE

RIVER PARK (in progress)

Northville, MI



In its current condition, the Middle Rouge River in Northville flows through an underground concrete channel, a hidden feature with minimal environmental benefits. An exciting and major element of the River Park Project will be the daylighting of approximately 1,100 feet of The River. The River Park Project embraces and capitalizes on the daylighting of the Middle Rouge River by providing over 7 acres of public open space. River Park will be a passive, naturalized open space with a pedestrian and bicycle network connecting Downtown Northville to surrounding neighborhoods and regional destinations along the Hines Park Trail/Rouge River Gateway Greenway.

We worked closely with the developer, Northville River Restoration Task Force, environmental consultants, and engineers on storm water remediation, riverbank stabilization, EGLE and county permitting.

CITY OF NORTHVILLE

RIVER PARK (in progress)

Northville, MI



CITY OF NORTHVILLE

RIVER PARK (in progress)

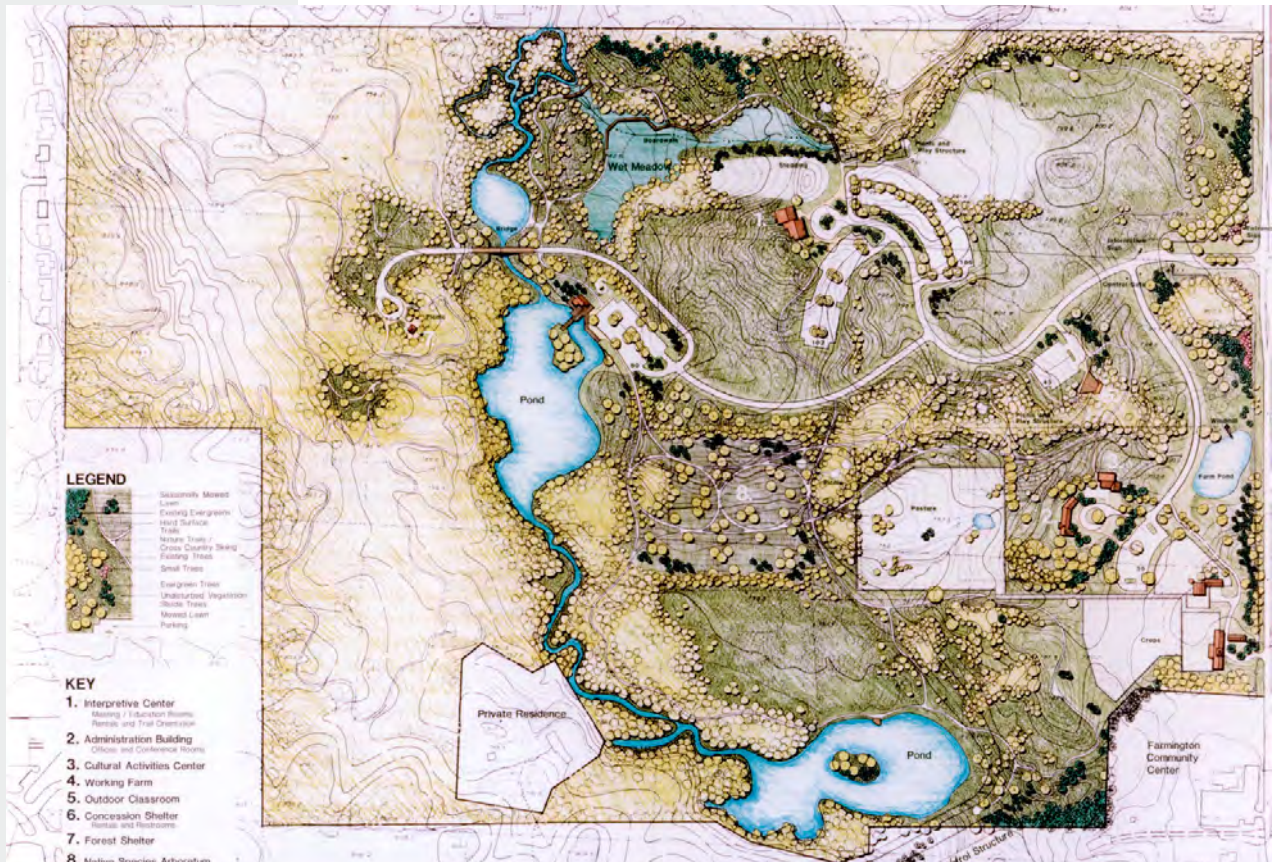
Northville, MI



CITY OF FARMINGTON HILLS

HERITAGE PARK

Farmington Hills MI



We developed the master plan for this 211-acre park with the parks and recreation department. Key elements were 4.5 miles of trails, preservation of historic structures including relocation of a windmill and custom fencing, signage, and gateway elements. Upon approval of the master plan we provided construction drawings and construction administrative services for all phases of construction.

CITY OF FARMINGTON HILLS

HERITAGE PARK

Farmington Hills MI



DOWNTOWN NORTHVILLE

TOWN SQUARE

Northville, MI



We worked with the city, parks and recreation, and residents throughout initial programming to project completion to provide their town square centerpiece. The project scope was to create a flexible plaza with elements customized to the "Northville with a Twist" character. The graphics shown are an example of two of the many renderings we developed and presented during the schematic design phase to gain community consensus.

DOWNTOWN NORTHVILLE

TOWN SQUARE

Northville, MI



DOWNTOWN NORTHVILLE

TOWN SQUARE

Northville, MI



DOWNTOWN NORTHVILLE

TOWN SQUARE

Northville, MI



CATHOLIC CENTRAL HIGH SCHOOL

Novi, MI



We worked with the client to redevelop their mundane frontage along Wixom Road and entry into the school campus to a distinct statement that stands out from all other developments and creates a dynamic gateway.

CATHOLIC CENTRAL HIGH SCHOOL

Novi, MI



ANN ARBOR DISTRICT LIBRARY

Ann Arbor, MI



Completed in 2008, the Traverwood branch of the Ann Arbor District Library was developed on a 4.34 acre site constrained by features on existing and adjacent land. Sustainable implementations of the site consist of minimal site intervention and innovative storm water management including a rain garden.

KATE KNIGHT
Executive Director
Farmington DDA
23600 Liberty Street
Farmington, MI 48335
248-699-5114
kknight@farmgov.com

ANN BARNETTE
Executive Director
Milford Downtoen Development Authority Authority
1100 Atlantic Street
Milford, MI 48381
248-684-9719
abarnette@villageofmilford.org

LORI WARD
Director
Northville Downtown Development Authority
215 West Main
Northville, MI 48167
248-305-2733 Ext. 2733
lward@ci.northville.mi.us



GRISSIM | METZ ASSOCIATES HAS BEEN HONORED WITH THE PRESTIGIOUS NATIONAL LANDSCAPE AWARD FROM THE FIRST LADY ON FOUR SEPARATE OCCASIONS.



First Lady Betty Ford with George Young



Sea World of Florida National Landscape Award The White House, October 19, 1971

**REGENT COURT OFFICE COMPLEX
FORD MOTOR COMPANY WORLD HEADQUARTERS**

Dearborn, Michigan
National Landscape Award (presented at The White House)
American Society of Landscape Architects National Award
American Society of Landscape Architects Michigan Chapter Award
International Association of Lighting Designers Award

THE GARDENS MALL

Dearborn, Michigan
National Landscape Award (presented at The White House)
American Society of Landscape Architects National Award
Florida Nursery and Growers Association Award of Excellence
Florida Nursery and Growers Association Award of Excellence Interior Installation
Associated Landscape Contractors of America Merit Award

SEA WORLD OF FLORIDA

Orlando, Florida
National Landscape Award (presented at The White House)

SEA WORLD OF OHIO

Aurora, Ohio
American Society of Landscape Architects National Award

WHIRLPOOL CORPORATION WORLD HEADQUARTERS

Benton Harbor, Michigan
National Landscape Award (presented at The White House)
American Society of Landscape Architects National Award
American Society of Landscape Architects Michigan Chapter Award

DTE ENERGY COMPANY CORPORATE HEADQUARTERS

Detroit, Michigan
American Society of Landscape Architects Michigan Chapter Award
American Institute of Architects Michigan Chapter Award
Engineering Society of Detroit Honorable Mention Award
Michigan Green Industry Association Environmental Improvement Gold Award

**THE GREENFIELD VILLAGE RESTORATION PROJECT
THE HENRY FORD**

Dearborn, Michigan
The Themed Entertainment Association Award
American Society of Landscape Architects Michigan Chapter Award
Associated Landscape Contractors of America Grand Award
Michigan Concrete Paving Association Award of Excellence
Michigan Green Industry Association Environmental Improvement Gold Award

THE SOMERSET COLLECTION

Troy, Michigan
American Society of Landscape Architects Michigan Chapter Award
Associated Landscape Contractors of America Grand Award
Associated Landscape Contractors of America Environmental Improvement Award

AAA MICHIGAN HEADQUARTERS

Dearborn, Michigan
American Society of Landscape Architects Michigan Chapter Award
The National Arborist Association Grand Award

SOUTHFIELD PUBLIC LIBRARY

American Society of Landscape Architects Michigan Chapter Award
Building Design & Construction Annual Building Team Project of the Year, Grand Award
Institute of Museum and Library Services National Medal

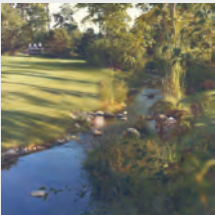
BIG BEAVER CORRIDOR STUDY

Troy, Michigan
American Society of Landscape Architects Michigan Chapter Award
Michigan Association of Planning 2007 Outstanding Planning Award

**GRISSIM
METZ ASSOCIATES
ANDRIESE**
Landscape Architecture



GRISSIM | METZ ASSOCIATES HAS BEEN HONORED WITH THE PRESTIGIOUS NATIONAL LANDSCAPE AWARD FROM THE FIRST LADY ON FOUR SEPARATE OCCASIONS.



Whirlpool Corporation World Headquarters
National Landscape Award
The White House, May 17, 1984



First Lady Nancy Reagan with John N. Grissim

**WILLIAM BEAUMONT HOSPITAL
CAMPUS MASTER PLAN**

Royal Oak, Michigan
American Society of Landscape Architects Michigan Chapter Award

**WILLIAM BEAUMONT HOSPITAL
THE DEBRA SABER-SALISBURY MEMORIAL GARDEN AND PEDIATRIC GARDEN**

Royal Oak, Michigan
American Society of Landscape Architects Michigan Chapter Award

HURON VALLEY SINAI HOSPITAL COURTYARD

Commerce Township, Michigan
American Society of Landscape Architects Michigan Chapter Award

HERITAGE PARK

Farmington Hills, Michigan
American Society of Landscape Architects Michigan Chapter Award

FORBES RESIDENCE

American Society of Landscape Architects Michigan Chapter Award

NORM AND HARRIET'S HOUSE

Bingham Farms, Michigan
American Society of Landscape Architects Michigan Chapter Award

KELLOGG COMPANY

Battle Creek, Michigan
American Society of Landscape Architects Michigan Chapter Award

MACOMB COUNTY BUILDING

Mt. Clemens, Michigan
American Society of Landscape Architects Michigan Chapter Award

VANDEMBERG CENTER CLOCK TOWER PLAZA

Grand Rapids, Michigan
American Society of Landscape Architects Michigan Chapter Award

GRACE HOSPITAL

Detroit, Michigan
American Society of Landscape Architects Michigan Chapter Award

THE BAVARIAN INN HOTEL AND RESTAURANT

Frankenmuth, Michigan
American Society of Landscape Architects Michigan Chapter Award

LAKEVIEW SQUARE REGIONAL SHOPPING CENTER

Battle Creek, Michigan
American Society of Landscape Architects Michigan Chapter Award

BON SECOURS HOSPITAL

Detroit, Michigan
American Society of Landscape Architects Michigan Chapter Award

RIVERFRONT PLAZA

Lansing, Michigan
American Society of Landscape Architects Michigan Chapter Award
Great Lakes Fabricators and Erectors Association
& Michigan Society of Professional Engineers Excellence in Steel Award
Michigan Recreation and Park Association Award

RENAISSANCE CENTER

Detroit, Michigan
Associated Landscape Contractors of America Grand Award

**GRISSIM
METZ ASSOCIATES
ANDRIESE**
Landscape Architecture



The Gardens Shopping Center
National Landscape Award
The White House, May 11, 1990



First Lady Barbara Bush with
John N. Grissim

FORD MOTOR COMPANY GUEST CENTER

Dearborn, Michigan
Associated Landscape Contractors of America Environmental Improvement Award

SHEFFIELD PARK OFFICE BUILDING

Troy, Michigan
Metropolitan Detroit Landscape Association Award for Environmental Improvement

DEARBORN RESIDENTIAL TOWERS

Dearborn, Michigan
Federal Housing Administration Merit Award

ELI LILLY AND COMPANY

Indianapolis, Indiana
American Society of Landscape Architects Indiana Chapter Award

FOUNDERS PARK

Farmington Hills, Michigan
Michigan Recreation and Park Association Award

HERITAGE PARK

Farmington Hills, Michigan
Michigan Recreation and Park Association Award

PIER PARK PLAYScape

Grosse Pointe Farms, Michigan
Michigan Recreation and Park Association Awards

WATERFORD OAKS AQUATIC PARK

Waterford, Michigan
Michigan Recreation and Park Association Awards

SUMMIT ON THE PARK RECREATION CENTER

Canton Township, Michigan
Michigan Recreation and Park Association Award

SYCAMORE HILLS GOLF COURSE

Ft. Wayne, Indiana
Asphalt Pavement Association of Indiana Award

OAKLAND COUNTY INTERNATIONAL AIRPORT

Waterford, Michigan
Award

MALL AT MILLENIA

Orlando, Florida
ICSC 2004 International Design and Development Award

RICHARD J. LACKS, SR. CANCER CENTER

St. Mary's Health Care
2005 Excellence in Design Awards Grand Prize Winner

CATHOLIC CENTRAL HIGH SCHOOL

Novi, Michigan
American Sports Builders Association Distinguished Outdoor Tennis Facility Award

UNIVERSITY OF MICHIGAN CENTRAL CAMPUS TRANSIT CENTER

Ann Arbor, Michigan
American Public Works Association, Michigan Chapter Project of the Year Award

BIG BEAVER / ROCHESTER ROAD GATEWAY PARK

Troy, Michigan
Best of Troy Award

**GRISSIM
METZ ASSOCIATES
ANDRIESE**
Landscape Architecture



First Lady Barbara Bush with Randy and Mary Metz



Regent Court **Complex**
Ford Motor Company
World Headquarters
National Landscape Award
The White House, June 4, 1992

GRAND RIVER STREETScape

Farmington, Michigan
Michigan Green Industry Association, 2011 Annual Environmental Improvement Awards

KERBY DOG PARK

Grosse Pointe Farms, Michigan
Michigan Recreation and Park Association 2014-2015 Annual Awards, Design Award, Outstanding Facility

THE MALL AT UNIVERSITY TOWN CENTER

Sarasota, Florida
AmericanHort International Plantscape Award, Platinum, Silk, Replica and Preserved

FAIR OAKS MALL RENOVATION

Fairfax, Virginia
AmericanHort International Plantscape Award, Platinum, Silk, Replica and Preserved

H. H. DOW VISITORS AND HERITAGE CENTER

Midland, Michigan
American Society of Landscape Architects Michigan Chapter Award

MICHIGAN GREEN INDUSTRY ASSOCIATION CHAIRMAN'S AWARD

HOWELL SUMMIT GARDENS

Howell, Michigan
Michigan Downtown Association Best Placemaking Project
Michigan Downtown Association People's Choice Award

GRAND VALLEY STATE UNIVERSITY MT. VERNON PEDESTRIAN MALL

Grand Rapids, Michigan
ACEC 2023 Merit Award, Engineering

HOWELL STATE STREET RENOVATION

Howell, Michigan
ASCE Lansing Jackson Branch Quality of Life Award

**GRISSIM
METZ ASSOCIATES
ANDRIESE**
Landscape Architecture

PETERHANS REA + ROMAN

David Peterhans
Architectural Designer

HRC

James Surhigh
Civil, Architectural, and Electrical Engineering
Twp., MI

GRABER & ASSOCIATES

Irrigation Consultant

DAVID PETERHANS

ARCHITECTURAL DESIGNER

Employment History

2005 - Present

PETERHANS REA + ROMAN

1995 - 2005

JPRA Architects

1985 - 1995

Peterhansrea Design

1972 - 1985

Roger Sherman Associates

Dave has been part of the Detroit design scene since 1964. He is fortunate to have worked with many talented colleagues and artisans serving a wide range of clients wanting something special in their projects. He is a team player thru and thru.

He has worked on projects, large and small, all over the world. Some of note include the Bay Area Rapid Transit System (BART) in San Francisco, trade show exhibits for the U.S. Department of Commerce in Lima, Peru and Santiago, Chile and the Apollo Mission exhibit at the Paris Air Show in 1969.

In 1977, Dave designed the store, merchandise displays and created the name and logo for American Eagle Outfitters first store.

He has designed retail and residential projects throughout the U.S. and shopping centers in U.S., Australia, England, and Spain. Dave worked on prototype retail/ entertainment developments for Disney and their partners Enterprise Development.

On a smaller scale he designed and project managed construction of shade structures at Birmingham's Barnum Park.

Dave has traveled to Australia, New Zealand, and across the country as part of Seth Harry Associate's urban planning charrette team providing input on design guidelines to strengthen the power of "Main Street" as primary to long term community viability.

Recently, he and owner Mike Bylen, developed "The Station" at Shepherds Hollow Golf Course - a 6000 sq. ft. event venue in Clarkston, Michigan.

Charrette | Chico, CA

Implementing New Town District Development



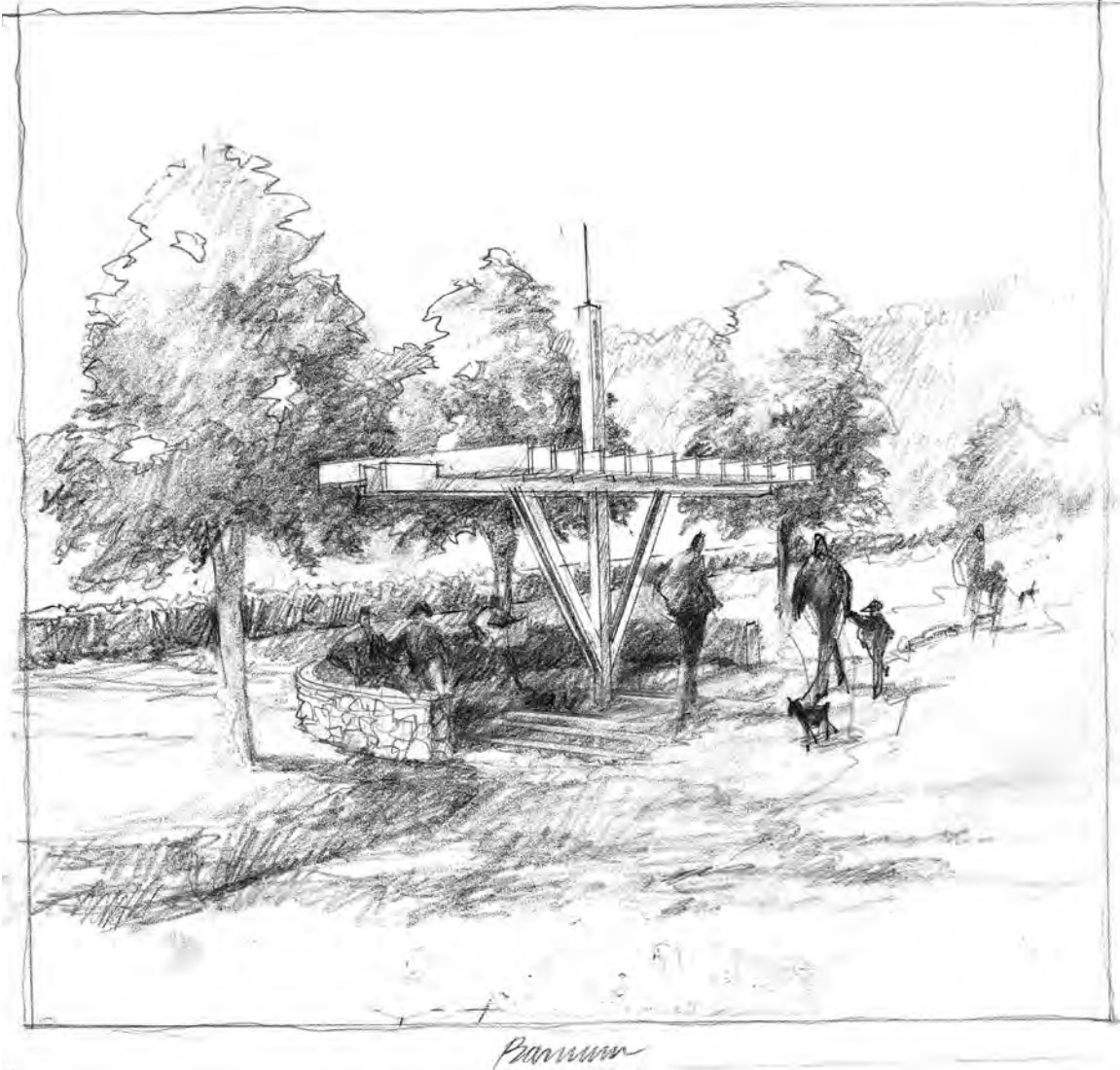
Entry Signs & Wayfinding | Saratoga, NY

Resort Development Project
Using "Camp" and 1930's WPA References



Barnum Park | Birmingham, MI

Shade Structure Preliminary Design Sketch



Barnum Park | Birmingham, MI

Shade Structure Built





Hubbell, Roth & Clark, Inc. (HRC) is a privately held consulting engineering firm that has proudly managed the design and construction of iconic Michigan projects for over a century. Our ingenuity and innovative approach have helped clients tackle countless challenges over the years as we created solutions together to positively impact generations of people throughout villages, townships, cities, and counties in our state.

We take satisfaction in knowing that our engineering acumen has played a role in the growth and prosperity of the State of Michigan and touched the daily lives of our residents through projects that directly impacted their quality of life. Our highly trained employees, multi-disciplinary approach, and comprehensive experience have made us experts in a broad range of engineering disciplines. Serving both public and private clients, we offer our services at every phase of a project, from preliminary planning, design, and funding, through completed construction and implementation.

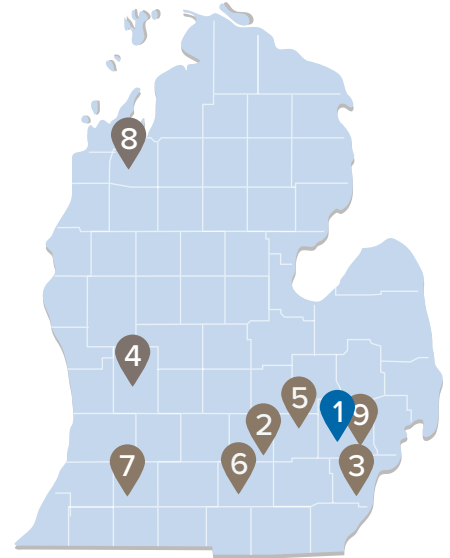
HRC is organized as an S-Corporation headquartered and licensed in Michigan. There are nine principals and 20 associates at the firm, all licensed professional engineers. Our staff of close to 300 engineers, designers, surveyors, and technical support members are a critical resource, offering you a team of highly skilled professionals dedicated to the achievement of high quality, timely, and cost-efficient infrastructure projects. The table below lists each officer's corporation title, primary activity, and experience.

CORPORATE OFFICERS

Daniel W. Mitchell, PE President	Civil Municipal
Nancy M.D. Fraught, PE Executive Vice President	Civil Municipal/Transportation
Michael C. MacDonald, PE Vice President/Secretary	Civil Municipal
Jesse B. VanDeCreek, PE Vice President	Civil Municipal
Roland N. Alix, PE Vice President	Civil Municipal/Industrial
James F. Burton, PE Vice President/Treasurer	Civil Municipal/Environmental
Charles E. Hart, PE Vice President	Civil Municipal/Transportation
Todd J. Sneathen, PE Vice President	Civil Municipal
Thomas G. Maxwell, PE Vice President	Civil Municipal/Process

Architectural Services
 Water Transmission and Treatment
 Structural Engineering
 Wastewater Treatment Plants
 Environmental Engineering
 Electrical Engineering
 Site/Civil Engineering
 Combined Sewer Overflow
 Retention & Treatment
 Process Engineering
 Traffic Engineering
 Industrial Facilities Design
 Roads & Bridge Design
 Construction Services & Material Testing
 Easement & Right of Way Services
 Landscape Architecture
 Surveying
 Wetlands & Watershed Management
 Instrumentation & Control
 GIS
 Asset Management

OFFICE LOCATIONS



HRC is headquartered in Bloomfield Hills, Michigan, with nine branch offices located throughout the lower peninsula. The complete addresses of these business locations are listed below.

- 1 Bloomfield Hills**
555 Hulet Drive
Bloomfield Hills, MI 48302
248.454.6300
- 2 Delhi Township**
2101 Aurelius Road, Suite 2
Holt, MI 48842
517.694.7760
- 3 Detroit**
535 Griswold Street
Buhl Building, Suite 1650
Detroit, MI 48226
313.965.3330
- 4 Grand Rapids**
1925 Breton Road SE, Suite 100
Grand Rapids, MI 49506
616.454.4286
- 5 Howell**
105 West Grand River Avenue
Howell, MI 48843
517.552.9199
- 6 Jackson**
401 Mechanic Street, Suite B
Jackson, MI 49201
517.292.1295
- 7 Kalamazoo**
834 King Highway, Suite 107
Kalamazoo, MI 49001
269.665.2005
- 8 Traverse City**
1501 Cass Street
Traverse City, MI 49684
231.714.5007
- 9 Troy**
629 Elmwood
Troy, MI 48083
248.454.6300

Education

BS, Civil Engineering
Lawrence Technological University, 1989

Experience

With HRC since 1990
33 years of experience

Professional

Registration/Certification

Professional Engineer
Michigan No. 6201040067

Computer Modeling of Water Distribution
Systems, University of Kentucky

Risk Assessment Methodology for Water
System Vulnerability Assessment (RAM-
WSM), AWWA

Affiliations

American Public Works Association
American Water Works Association
American Society of Civil Engineers
Michigan Water Environment Assoc.
Water Environment Federation
Engineering Society of Detroit



Michael MacDonald, PE Vice President | Partner

Michael MacDonald is a partner at Hubbell, Roth & Clark. He orchestrates the firm's engineering activities for infrastructure improvement projects for numerous communities, where his responsibilities include master planning and designing for municipal stormwater systems, water supply systems, wastewater systems, local street paving projects, municipal parking lots, pathway projects as well as project management assistance for a variety of municipal projects. His expertise also includes the preparation of hydraulic reports and vulnerability assessments on water supply systems. Local communities include the Cities of Warren, Troy, Sterling Heights, Utica, Ferndale and Birmingham, the Township of Plymouth, the Village of Romeo and the Southeastern Oakland County Water Authority (SOCWA) as well as various Private Development companies.

Select Project Experience

MUNICIPAL CONSULTING

- Lake Orion Dam Emergency Rehabilitation – Village of Lake Orion
- Seventeen Mile Road Bridge over Plumbrook Drain Grant Funding and Rehabilitation– City of Sterling Heights

PARKING, PAVEMENT AND STREET LIGHTING

- City Hall Parking Lot Rehabilitation – City of Sterling Heights
- Dehlia Park Entrance Drive and Parking Lot Paving – City of Sterling Heights
- Grant Park Parking Lot Paving – City of Utica
- Township Park North Parking Lot – Plymouth Township

MUNICIPAL FACILITIES

- Richard J. Notte City Center Improvements – City of Sterling Heights
- Civic Center Infrastructure Improvements – City of Warren
- Fire Station No. 3 – Plymouth Township

PARKS AND RECREATION

- Various Park Facility Upgrades – City of Warren
- Dodge Park Pedestrian Bridge over Clinton River – City of Sterling Heights
- Township Park, Foot Bridges Project – Plymouth Township
- Schoenherr Road Bike Path Bridge and Utica Road Bike Path – City of Sterling Heights
- Utica Recreation Trail – City of Utica
- Pedestrian Path along Clinton River – City of Sterling Heights

AIRPORTS AND TRANSPORTATION FACILITIES

- Troy Multi-Modal Transit Facility – City of Troy

Select Project Experience

ROADS/BRIDGES

- Innovate Mound Road Reconstruction Project, I-696 to M-59 – Macomb County Department of Roads
- Nineteen Mile Road Reconstruction, Schoenherr to Saal – City of Sterling Heights
- Merrill Road Rehabilitation, M-59 to 18 ½ Mile – City of Sterling Heights
- Thirteen Mile Road Rehabilitation, Ryan to Mound – City of Warren
- Seventeen Mile Road Rehabilitation, Utica Road to Plumbrook Drain – City of Sterling Heights
- Eleven Mile Road Rehabilitation, Dequindre to I-696 – City of Warren
- Waltham Street Rehabilitation, 8 Mile to Toepfer – City of Warren
- Desmond, Edwin, Ironwood, Geoffrey and Gilbert Reconstruction – City of Warren
- Stephens Road, Mound to Ryan, Irene and Desmond Pavement Reconstruction – City of Warren
- Rochester/Big Beaver Intersection Improvements – City of Troy
- Lorraine Street Concrete Paving – City of Warren
- Lakeside Mall Entrance Drive Improvements – City of Sterling Heights
- Big Beaver Road Reconstruction – City of Troy/MDOT
- Long Lake Road Reconstruction, Carnaby to Dequindre – City of Troy
- Ryan Road Reconstruction – City of Sterling Heights
- Dodge Park Road Reconstruction – City of Sterling Heights

WATER RESOURCES/WATERSHED MANAGEMENT

- City Center Storm Drainage Outlet Extension – City of Warren
- Mound Road Storm Water Quality Improvements – Macomb County Department of Roads
- Lakeview Street Drainage Improvements – Village of Lake Orion
- Section 4 Weir Control Structure – City of Troy
- Sylvan Glen Golf Course Streambank Stabilization – City of Troy
- Fisher Relief Drain – City of Sterling Heights
- Long Lake Drain – City of Troy
- Sterling Relief Drain Lateral No. 12 Extension – City of Sterling Heights
- Seventeen Mile Extension Drain – City of Sterling Heights
- Busch Drain – City of Sterling Heights
- Master Storm Drainage Plan Update – City of Troy
- Hayes Road Drain – City of Sterling Heights
- Gibson Drain South Lake – City of Sterling Heights

WASTEWATER COLLECTION/TREATMENT

- SAW Grant Program – Village of Lake Orion
- SAW Grant Program – City of Troy
- SAW Grant Program – City of Warren
- Infiltration/Inflow Metering Study and Field Investigation – City of Troy
- Sanitary Sewer Evaluation Study and Improvement Program – Village of Romeo
- South Oakland County Sewage Disposal System (SOCSDS) Sanitary Sewer System Flow Metering Study – City of Troy

Education

BS, Civil Engineering
University of Michigan, 1991

Experience

With HRC since 1997
32 years of experience

Professional Registration/Certification

Professional Engineer,
Michigan No. 6201042688

Affiliations

American Society of Civil Engineers
(ASCE)

South Oakland County Municipal Engineers
(SOCME) – Past President

American Water Works Association
(AWWA)

Water Environment Federation/Michigan
Water Environment Association
(WEF/MWEA)



James Surhigh, PE Senior Associate

During his tenure at Hubbell, Roth & Clark, Inc., James Surhigh has been responsible for the design and management of municipal utility and road projects. His professional experience includes master planning and feasibility studies, site plan review, project design, specifications, permitting, and construction contract administration for open-cut and tunneled sewer, open storm drain, culverts, water main, and road reconstruction projects.

Mr. Surhigh served as the Consulting City Engineer for the City of Birmingham from 2020 to 2022. While in this role, duties and responsibilities included day-to-day management of the Engineering Department, capital project planning & budgeting, project development, procurement and contract administration, and reporting to the City Commission, other Department heads & the public as spokesman for the Engineering Department.

Mr. Surhigh has served as project manager and design engineer for a wide range of municipal civil engineering projects. He has provided civil engineering services to the Cities of Ann Arbor, Auburn Hills, Birmingham, Grosse Pointe Farms, Livonia, Rochester Hills, Royal Oak, Sterling Heights, Troy, Utica, Warren, Wixom, Townships of Bloomfield and Independence, Villages of Beverly Hills and Romeo, and the University of Michigan in Ann Arbor. Mr. Surhigh also has experience working on projects for the Macomb County Public Works Commission, Genesee County Drain Commissioner, Oakland County Water Resources Commissioner, the Road Commission for Oakland County, and the Wayne County Airport Authority. His experience also includes detailed design and management of various water main, storm drain, and sewer installation projects with a wide variety of pipe sizes, depths, materials, and methods of construction, including tunneling and “trenchless” techniques.

Select Project Experience

WATER RESOURCES/WATERSHED MANAGEMENT

- Parking Lot #6 Reconstruction – City of Birmingham
- Parking Lot #5 Slope Repair – City of Birmingham
- Dan Devine Drain – Oakland County Water Resources Commissioner
- EFSDS & COSDS Emergency Stream Bank Repair – Oakland County Water Resources Commissioner
- Beal Avenue Reconstruction, Water Main, and Storm Relief Sewer – University of Michigan, Ann Arbor
- Van Maele Drain Master Plan and Preliminary Design – City of Rochester Hills/Oakland County Water Resources Commissioner
- Rochester Road Reconstruction (I-75 to Torpey and Torpey to Barclay) and Wattles Road Reconstruction – City of Troy, Oakland County Water Resources Commissioner
- Irwin Drain Study and Apportionment – Macomb County Public Works Commissioner

Select Project Experience

ROADS/BRIDGES

- Walton Boulevard Culvert Replacements (large concrete box culverts, slip lining with CSP arch-pipe) – Road Commission for Oakland County
- Eleven Mile Road Culvert Rehabilitation (slip lining, CIPP lining) – City of Farmington Hills
- Miscellaneous Special Assessment Neighborhood Paving Projects – Bloomfield Township
- Cedar Island Road Culvert Replacement – Road Commission for Oakland County
- Hickory Grove Road Rehabilitation – Bloomfield Township
- Austin Drive Extension and Devondale Road Paving Project – City of Rochester Hills
- Andover Road Reconstruction – Bloomfield Township
- John R Road Reconstruction (South Boulevard to Auburn Road) – City of Rochester Hills

AIRPORTS AND TRANSPORTATION FACILITIES

- Troy Transit Center – City of Troy
- Willow Run Airport East Side Sewer & Water Main Replacement – Wayne County Airport Authority

WASTEWATER COLLECTION/TREATMENT

- Combined Sewer System Relief Sewer Projects (including tunneled segments) – City of Birmingham
- Acacia Park Drain Relief Sewer – Phase 1 to 3 (including tunneled segments) – Village of Beverly Hills, City of Birmingham, Oakland County Water Resources Commissioner
- Maple Road (Eton to Coolidge) – City of Birmingham, City of Troy
- South Woodward Corridor Relief – City of Birmingham
- Adams Road Corridor Relief (Woodward to Madison) – City of Birmingham
- Sewer System Improvement Program – City of Birmingham
- 2017 and 2020 Sewer CIPP Lining Program – City of Birmingham
- Porters Lane Emer Sanitary Sewer Replacement (pile-supported sewer) – Bloomfield Township
- Woodward & Square Lake Emer Sanitary Sewer Replacement (jack-and-bore steel casing for san sewer) – Bloomfield Township (MDOT permitting)
- Combined Sewer System Study – City of Berkley
- Footing Drain Disconnection Pilot Program – City of Warren
- Annual Sewer System Study Updates – City of Birmingham
- Grant Street Pump Station – City of Rochester Hills
- Geddes Avenue Reconstruction – City of Ann Arbor
- Combined Sewer System Study – Village of Beverly Hills
- North Arm Relief (Twelve Towns Drain) – Oakland County Water Resources Commissioner, City of Birmingham, City of Royal Oak
- Sewer System Improvement Program – City of Birmingham

Education

MA, Architecture
University of Detroit Mercy, 2004

BA, Architecture
University of Detroit Mercy, 2000

Experience

With HRC since 2012
22 years of experience

Professional Registration/Certification

Registered Architect,
Michigan No. 51959

US Green Building Council Leadership in
Energy & Environmental Design Accredited
Professional Building Design and
Construction (LEED AP BD+C)

Registered Plan Reviewer,
Michigan No. INSP01005

Affiliations

American Institute of Architects
International Code Council



Adrianna Melchior, AIA, LEED AP BD+C Credentials Associate

As head of Hubbell, Roth & Clark's architectural department, Adrianna Melchior conceptualizes, designs, and orchestrates functional and aesthetically pleasing architectural solutions for commercial, industrial, municipal, and private clients. With a talent for exceeding client expectations, her responsibilities include space planning and design, construction documents, bid management, construction administration, shop drawing review, cost estimating, code compliance reviews, 3D modeling and renderings, material finish selections and coordination, and project closeouts. She places a high priority on attention to detail and problem solving on every project. Her work is showcased at HRC's corporate headquarters, where she was responsible for the renovation of its Bloomfield Hills office.

Select Project Experience

PARKS AND RECREATION

- Greenmead Park Pavilion & Ice Rink Study – City of Livonia
- Veteran's Park Ice Arena Repairs – City of Ann Arbor
- Veteran's Park Shelter Demolition – City of Ann Arbor
- Transportation Building Roofing Replacement – City of Warren
- Senior Center Conceptual Study – City of Livonia
- Halmich Park Master Plan – City of Warren
- Youth Recreation Center Feasibility Study – City of Pontiac
- Ridgewood Park Improvements – City of Warren
- Recreation Center Building Assessments – Royal Oak Township
- City Park Building Renovations, Multiple Parks – City of Warren
- Oxford Park Splash Pad and Restroom Building New Construction – City of Berkley
- Ice Arena Demolition – City of Berkley
- Pioneer Park Comfort Station New Construction – City of Utica
- Historic Farm Park Main Barn Re-Roofing and Structural Repairs – City of Troy
- Park Pavilions and Restroom/Concession Buildings New Construction – City of Hartland
- Park Comfort Station New Construction – City of Linden
- ADA Compliant Ramps – City of Troy Historic Village
- City Park ADA Assessments and Recommendations – City of Howell

MUNICIPAL FACILITIES

- Spicer House Roof Replacement – City of Farmington Hills
- Senior Center Improvements – City of Pontiac
- Ice Arena ReRoofing – City of Farmington Hills
- Silver Village Roofing Replacements – City of Livonia
- Municipal Buildings ADA Assessments and Recommendations – City of Warren

Select Project Experience

- DPW Water Garage Break Room and Locker Room Renovations – City of Warren
- DPW Office Improvements – City of Berkley
- Public Safety Main Entrance Renovations – City of Berkley
- Fire Station #4 Roofing Replacement – City of Warren
- Fire Station Kitchen Renovations, Multiple Stations – City of Warren
- Farmers Market Renovation Conceptual Designs – City of Holt
- Multiple Building Demolitions – City of South Lyon
- Youth Recreation Center Building Assessments – City of Pontiac
- City Hall Masonry Repair Recommendations – City of Howell
- Fire Station HQ Masonry Investigation – City of St. Clair Shores
- Salt Storage Building – City of St. Clair Shores
- 50th District Courthouse Renovations – City of Pontiac
- Fire Station Headquarters – City of Cedar Springs
- Police Headquarters Locker Rooms Renovation – City of Warren
- City Hall Roofing Replacement – Milford Township
- DPW Renovation and Addition – Township of Independence
- Historic Grist Mill Building Assessment and Renovations – City of Linden
- Salt Storage Dome Building – City of Southfield
- City Hall Building Renovations – City of Howell
- City Hall and Fire Station Needs Assessment Study – Township of Manchester
- City Hall and Public Safety Building Assessments – City of Marysville
- Livonia Library Roofing Replacement – City of Livonia
- City Hall Building Renovations – City of Sylvan Lake
- City Hall ADA Assessments and Recommendations – City of Beverly Hills

COMMERCIAL DEVELOPMENT

- Troy Location Lab and Office Improvements – Hubbell, Roth & Clark, Inc.
- Industrial Office Building Roof Framing Repairs – Lautrec, Ltd.
- Corporate Headquarters Renovations and Vestibule Addition – Hubbell, Roth & Clark, Inc.
- Interior Office Renovations – Lautrec, Ltd.
- Generator Enclosure – Hubbell, Roth & Clark, Inc.
- Interior Finish Selection and Millwork Designs – Metro Welding Supply Corporation
- Kingswood Hospital Roof Drainage Improvements – Ascension Health
- Exterior Façade and Roof Drainage Improvements – Providence Hospital Pavilion Office Building
- Kmart Façade Renovation – Sears Holdings Management Corporation

Education

PhD, Civil & Environmental Engineering
Wayne State University, 2016

MS, Water and Watershed Engineering
Shahid Beheshti University, Iran, 2009

BS, Civil Engineering
University of Semnan, Iran, 2007



Experience

With HRC since 2017
15 years of experience

Professional Registration/Certification

Professional Engineer
Michigan No. 6201066498

Affiliations

River Assessment & Restoration 1 (Jim Selegean, PhD, PE, 2013)

River Assessment & Restoration 2 (Jim Selegean, PhD, PE, 2014)

Chi Epsilon National Civil Engineering
Hour

American Society of Civil Engineers
(ASCE)

Water Environment federation (WEF)

Fatemeh Babakhani, PhD, PE Manager

Dr. Babakhani serves as a hydraulics manager within our civil department. She specializes in hydraulic and hydrology analysis, design, and software modeling, including EPA SWMM, HEC-RAS, and RIVERMorph. Her work experience includes drainage improvement projects, sediment transport, river restoration, dam removal, engineering design, technical calculations and writing, watershed management, stormwater assessment and management, design of green infrastructure, and permit acquisition.

She received her PhD in Environmental Engineering from Wayne State University in 2016. She has researched dam removal, sediment transport modeling, and river restoration topics. She has published several scientific papers on dam removal topics in the Journal of Hydrology.

Select Project Experience

WATER RESOURCES/WATERSHED MANAGEMENT

- Stream Baseline Assessment Hancock Drain JPA permitting – Delhi Charter Township
- Maxwell Tank Outlet Retrofit – Bloomfield Township
- Luz Drain Extension Red Maple Road – Bloomfield Township
- WaterCliff Drive Streambank Restoration – Bloomfield Township
- Stormwater Asset Management Plan Development – Bloomfield Township
- Hickory Grove Culvert Replacement – City of Bloomfield Hills
- Open Channel Inspection – Spicer Group and City of Bloomfield Hills
- Soccer Site Drainage Study – City of Farmington Hills
- Hills of Franklin Drainage Study – City of Farmington Hills
- JST Detroit Site Drainage Study – City of Farmington Hills
- Power Road Culvert Replacement – City of Farmington Hills
- Belaire Hills Drain County Drain Improvement – Eaton County Drain Commission
- Chris J Drain County Drain Improvement – Eaton County Drain Commission
- Lemon Drain County Drain Improvement – Eaton County Drain Commission
- Windsor Drain and Patterson County Drain Improvement – Eaton County Drain Commission
- Drainage Study for Pontiac Trail Storm System – Road Commission of Oakland County
- Stream Baseline Assessment Waldon Road Paving JPA permitting – Road Commission of Oakland County
- Walton Boulevard Culvert Replacement – Road Commission of Oakland County
- Drainage Study for I-75 BL (Woodward) and South Boulevard – MDOT
- Drainage Study for US-223 Rehabilitation from Ogden Highway to High – MDOT
- Drainage Study for M-99 Rehabilitation – MDOT
- Hydraulic Study for New Haven Bridge Replacement – HNTB Architects Engineers Planners

Select Project Experience

- Scour Analysis for New Haven Bridge Replacement – HNTB Architects Engineers Planners
- Mound Road Post Construction Stormwater Runoff Control Program – HNTB Architects Engineers Planners
- Hydraulic Study for Jackson Bridge Rehabilitation – City of Jackson
- Scour Analysis for Jackson Bridge Rehabilitation – City of Jackson
- Eighth Street and S Avenue Culvert Replacement – Road Commission of Kalamazoo County
- Shiawassee River Culvert Replacement Project – Charter Township of Spring Filed
- Brookview Estates Culvert Design – Community E.S. Inc.
- Kirkham Drain Culvert Replacement – Den-Man Contractors
- Clinton River Streambank repair at River Crest – A condominium Management Co
- Partridge Creek Habitat Restoration – Macomb County Public Works
- Plumbrook Gibson Intercounty Drain Study – Macomb County Public Work
- Clinton River Corridor Restoration – City of Sterling Heights
- McBride Drain Habitat Restoration – Macomb County Public Works
- Develop Open Channel Field Reference Guides – Oakland County Water Resources Commissioner
- Floodway and Floodplain Modeling with HEC RAS Red Run Drain – Oakland County Water Resources Commissioner
- Study for the Repair, Maintenance, and Management of Red Run – Oakland County Water Resources Commissioner
- Gidding Road Hydraulic Study – Oakland County Water Resources Commissioner
- Avon Creek Phase IV Restoration – City of Rochester Hills
- Lower Grand River Watershed Wetland Mitigation Bank – Ottawa County Water Resources Commissioner
- Descriptions and Map Boundaries GIS SAW Grant Application – Macomb County Public Works
- Stormwater Management Plan (SAW Grant) – Delhi Charter Township
- Stormwater Management Plan – Oakland University
- Okemos Pointe Stream Mitigation/JPA Permitting – Okemos Pointe, LLC
- Adams Road Bridge Rehabilitation JPA Permitting – City of Rochester Hills
- Sylvan Glen Wetland Mitigation/JPA Permitting – City of Troy
- Townline Intercounty Drain JPA Permitting – Merit Energy
- Design Standards Evaluation and Update – Macomb County Public Works
- Watershed Management Certification Program – Michigan Department of Agriculture and Rural Development
- Floodplain Modeling and LOMR Allen Creek Drain – JC Beal Construction Inc.
- Oakland Hills Master Drainage Plan – Oakland Hills Country Club
- Huron Hills Golf Course Natural Channel Design – Washtenaw County Water Resources Commissioner
- Section 197 District Boundary Study – Washtenaw County Water Resource Commission
- Section 197 District Boundary Study – St Clair County and Eaton County Drain Commissioners
- EPA Design Sterling Relief Drain Retrofit – T R Pieprzak
- Innovation Hills Park Pond Design – City of Rochester Hills
- Marion and Genoa Drain Capacity Study – Livingston County Drain Commission
- Hydraulic Study for Spaulding Drain at the Confluence with Steel Drain – Kebs Inc
- Stormwater Management Plan Madison Heights Facility and Drainage Alternatives – SOCRRA
- Huron River Erosion Remediation and Habitat Restoration – Huron Clinton Metro Parkway

MISCELLANEOUS

- Watershed Modeling with SWAT (Soil and Water Assessment Tool) – U.S. Army Corps of Engineers, Detroit District

Education

BS, Electrical Engineering, Electric Power Engineering Certificate
Michigan Technological University, 2014

Experience

With HRC since 2014
9 years of experience

Professional Registration/Certification

Professional Engineer
Michigan No. 6201067429
Arizona No. 78720
Illinois No. 062.075082
Indiana No. PE12300258
Ohio No. PE.89073

Affiliations

Association



Michael Roskelley, PE Manager

Mr. Roskelley is the manager of HRC's Electrical Department and has over nine years of experience within the Electrical Department. His responsibilities include project management and electrical design and specification, with a focus on power distribution systems, backup power generation systems, instrumentation, and controls. He also has experience in lighting design and in construction administration. Mr. Roskelley is proficient in CAD Design, specifically AutoCAD. He has experience on multiple projects that conform to MDOT, AASHTO, NEC, OSHA, and Federal/State Codes, Standards, Specification, Procedures, and Guidelines. He also has experience managing multi-discipline projects, including electrical, mechanical, civil, architectural, and structural engineering.

Select Project Experience

ELECTRIC VEHICLE CHARGING

- Macomb, Oakland and Wayne Terminal Bus Charging Stations – SMART Procurement Department
- Parking Lot Charging Station Replacement – 100 Plus, LLC
- Milford Proving Ground B16 Battery Lab and Wattzilla – GM Global Facilities
- Flint Paint Shop Parking Lot – GM Global Facilities
- Wells St. Parking Lot Electric Vehicle Charger – City of South Lyon
- Cedar Springs Fire Station – City of Cedar Springs
- Electric Vehicle Charging Study – Village of Franklin
- City Complex Electric Vehicle Charging Stations – City of Farmington Hills
- City Hall Parking Lot Improvements – City of St. Clair Shores
- Electric Vehicle Supply Equipment - Taylor Ford, Klaben Ford of Kent, Klaben Ford of Warren, Village Ford of Dearborn, Mission Ford of Dearborn, Serra Ford of Farmington Hills, Grapevine Ford, Grand Prairie Ford, Mangold Ford, Friendly Ford of Monroe, Reliable Chevrolet of Richardson, North Brothers Ford of Westland – Charge Infrastructure
- GM Community Program for the City of Dearborn – Charge Infrastructure

PARKING, PAVEMENT AND STREET LIGHTING

- Water Resource Recovery Facility Front Entrance Rehabilitation – Great Lakes Water Authority
- Parking Lot Improvements – City of St. Clair Shores
- Enterprise Holdings Parking Lot Lighting Design – Wayne County Airport Authority

PARKS AND RECREATION

- Veteran's Park Improvements – City of Ann Arbor
- Hartland Parks Pavilions – Township of Hartland
- Lake St. Clair Metropark Electrical Evaluation and Upgrades – Huron-Clinton Metropolitan Authority
- Eagles Wooden Park Improvements – City of Linden
- Utility Improvements for Groveland Oaks County Park – Oakland County
- Springfield Oaks Water Quality – Oakland County Parks and Recreation Commission

Select Project Experience

- City Parks Improvements, Various – City of Warren

MUNICIPAL CONSULTING

- Grand Blanc Office Building Assessment – Ascension Health
- Code Reviews, Various – Bloomfield Township
- Portable Generator Analysis and Specification – Delhi Charter Township
- City Hall Campus Electric Vehicle Study and Design – City of Farmington Hills
- Grand Rapids Water Resource Recovery Facility Headworks Evaluation – City of Grand Rapids
- Marina Evaluation – City of Grosse Pointe Park
- Linden Grist Mill Assessment – City of Linden
- Township Hall Generator Improvements – Milford Township
- Pontiac Youth Center Assessment – City of Pontiac
- Phoenix Center Lighting Study – City of Pontiac
- Cellular Tower Metering Study – City of Southfield
- Wixom Infrastructure Analysis – City of Wixom

MUNICIPAL FACILITIES

- Department of Public Services Generator Replacement – City of Birmingham
- Recycle Pad Cardboard Compactor – Delhi Charter Township
- City of Jackson Fire Pit – City of Jackson
- Moores Park Dam Remote Control Project – Lansing Board of Water and Light
- 50th District Court Evaluation – City of Pontiac
- City Hall Assessment – City of Pontiac
- 50th District Court HVAC Improvements – City of Pontiac
- Laboratory Improvements– Road Commission for Oakland County
- New Electric Shop Building – Road Commission for Oakland County
- DPW Water Garage Improvements – City of Warren

Education

BS, Civil Engineering
University of Detroit Mercy, 2012

Experience

With HRC since 2023
12 years of experience

Professional Registration/Certification

AKT Peerless 2012 to 2013 (8 months)
Roth Brothers 2013-2014 (1 year)
Diffin-Umlor & Associates
2014-2016 (2.5 years)
HRC 2016-2022 (5.5 years)
Charge Enterprises 2022-2023 (1.5 years)
HRC (present)

Affiliations

Professional Engineer, Michigan
License #: 6201312940



Adam Uhlianuk, PE

Senior Project Engineer

Adam Uhlianuk is a Sr. Project Engineer with Hubbell, Roth & Clark, Inc. His primary work experience includes being a team leader in the design and construction administration for EV charging stations, electrical equipment systems, local road projects, MOT plans, SESC plans, parking lot design, ADA accessibility design standards, storm sewer drainage system design and analysis, along with typical pavement section design. Other experiences gained over the past decade of providing engineering consulting services include construction administration, project management, site plan review for local municipalities, local road grant funding applications, leading MDOT local letting road projects, TAMC Paser Road Rating, cost estimating, underground utility coordination, and drainage system calculations and design. Work experience from past positions includes transportation and road design, project management of large-scale residential and commercial developments, boundary and ALTA survey plan preparation, as-built documentation, and subsurface site remediation and reporting.

Select Project Experience

EV CHARGING STATIONS/ELECTRICAL

- ADSTEC DCFC Battery Boosted EV Charging Station – Suburban Chrysler Dodge Jeep Ram of Troy
- Camelback Hyundai of Phoenix EV Charging Station Project - Camelback Hyundai of Phoenix Arizona
- Crest Cadillac EV Charging Station Project – Crest Cadillac Frisco, Texas
- Taylor Ford EV Charging Station Project – Taylor Ford Dealership Taylor, Michigan
- Klaben Ford of Warren EV Charging Station Project – Klaben Ford of Warren Dealership Warren, Ohio
- Village Ford EV Charging Station Project – Village Ford Dealership Dearborn, Michigan
- Willow Metropark Golf Course Electric Golf Cart Storage Charging Center with options for Integrated Roof Mounted Solar Array, Natural Gas Standby Generator, and Public Access EV Charging Station – Huron-Clinton Metroparks

SOLAR STUDIES

- Willow Metropark Golf Course EV Cart Storage Building Solar Feasibility Study – Huron-Clinton Metropolitan Authority New Boston, Michigan

WATER TREATMENT/DISTRIBUTION

- Building 607 Parking Lot and Canopy Design, and Lighting Construction Administration – Wayne County Airport Authority
- Orchard Lake Pavement Repair and ADA Assessment Project – City of Pontiac
- Westlake and Stone Creek Subdivision Rehabilitation SAD Project - City of Farmington Hills
- Halsted Road Reconstruction and Retaining Wall Design Project – City of Farmington Hills
- Goddard Road Reconstruction and Drainage Improvement Project - Wayne County Airport Authority
- Vanguard Drive Roller Compact Concrete (RRC) Pilot Program Project – City of Pontiac

SITE/CIVIL CONSULTING (PRIVATE DEVELOPMENT)

- John D. Dingell Dr. Concrete Retaining Wall Patching and Decorative Fence Rehabilitation - Wayne County Airport Authority

Select Project Experience

- Wayne and Vining Road Airfield Driveway Reconstruction and Security Improvement Project - Wayne County Airport Authority

OWNER

City of Birmingham Engineering Department
151 Martin Street
Birmingham, Michigan 48009

Melissa Coatta, PE
City Engineer
(248) 530-1839

HRC PROJECT NUMBER

20170989

START DATE

October 2018

COMPLETION DATE

August 2019

CONSTRUCTION COST

\$643,000

CONCEPTUAL & DESIGN BUDGET

\$83,200

CE BUDGET

\$15,000

The City of Birmingham retained HRC to provide professional engineering and architectural services to rebuild their existing Parking Lot #6. This parking lot is in the north part of downtown Birmingham and is highly utilized throughout the day. The Rouge River forms the eastern border of this public property, and a wooded area between the parking lot and the river provided visual screening of this commercial area from the residential homes on the other side of the river.

The City's goals for the project included providing additional metered parking spaces, upgrading the lighting, utilizing "green infrastructure" to mitigate stormwater runoff that drained directly to the river, and enhancing the parking lot by improving pedestrian access and landscaping. HRC provided concept plans for various alternatives and assisted City Staff with presentations to the Parking Committee, Planning Board, and City Commission.

Once a concept was selected for implementation, HRC prepared construction plans and specifications. Major components of the work included:

- New row of perpendicular parking spaces
- Relocating an existing spillway that had allowed stormwater runoff to be directly discharged to the river with a new spillway and curb-cuts along the edge of the parking lot to deliver the runoff to a newly constructed bio-swale. The bio-swale meanders through the natural area between the parking lot and the river, preserving as many existing trees and vegetation as possible. The bio-swale benefits water quality by slowing the runoff to allow suspended sediment to settle, while native plants and trees absorb pollutants and provide habitat for wildlife.
- Constructing a flagstone surfaced overlook to the river with ledge rock steps at the former location of the spillway.
- Constructing islands in the parking lot at select locations to provide landscaping areas and safer vehicle circulation. Reconstructing the center island with additional width to serve as a pedestrian walkway.
- New decorative light poles were installed. Native plantings were used throughout the project, and a new irrigation system was provided for the landscape islands.

During construction, HRC assisted the City with contract administration, including shop drawing review, survey/layout of key components, and as-needed field engineering.



Washtenaw County Water Resources Commissioner

OWNER

Washtenaw County Water Resources Commissioner
705 North Zeeb Road
Ann Arbor, MI 48103

Evan Pratt,
Washtenaw County Water Resources Commissioner
(734) 222-6860

HRC PROJECT NUMBER

20190870

COMPLETION DATE

June 2021

PROJECT BUDGET

\$1.22 million

PROJECT TEAM

City of Ann Arbor Systems Planning
City of Ann Arbor Parks and Recreation
Hubbell, Roth & Clark, Inc.
InSite Design Studio, Inc.
All Star Power

KEY PERSONNEL

James Burton, PE
Fatemeh Babakhani, PhD, PE
Andy Groat

NOTABLE FEATURES

- Improve Water Quality and Habitat
- Increase Storage Capacity
- Restore Connectivity and Long-Term Stability of Drain

Huron Hills Golf Course Stormwater Improvements

Hubbell, Roth & Clark, Inc. (HRC) was hired by the Washtenaw County Water Resources Commissioner's Office and the City of Ann Arbor to provide stream restoration and wetland treatment areas, water quality and habitat enhancement design, oversee site assessment, and obtain necessary permits for the new Benz Creek Drain on the Huron Hills Golf Course. The golf course is owned by the City of Ann Arbor and operated by Ann Arbor Parks and Recreation Department. The project was financed via the Clean Water State Revolving Fund (CWSRF) nonpoint source category in 2019.

Previously, there were a number of issues on the golf course, including stream bank erosion, periodic flooding, limited stormwater detention, and limited water quality treatment. Further, the stream corridor provided limited aesthetic value to the course.

The project includes creating bioretention and the relocation and restoration of 970 feet of meandering wet meadow stream, including the establishment of riparian vegetation with herbaceous understory and low growing shrubs through the Huron Hills Golf Course. The stream was designed to mimic a natural, self-sufficient stream with pools and riffles. The stream was relocated and lengthened to increase sinuosity. Bankfull benches were implemented to increase the wetland habitat. The new design alignment significantly improved water quality and stream habitat. Floodplain wetlands with off-line vernal pools were established to provide stormwater treatment before out letting. The bioretention wetlands that were placed between the outlet of the enclosed storm system from the adjacent subdivisions and the creek improve water quality before entering the Huron River, particularly through the reduction of total suspended solids (TSS), total phosphorus (TP), and E. coli. HRC also replaced failing and undersized culverts to address erosion and pinch point concerns at several golf cart crossings. Monitoring of the stream and rain gardens will continue for five years. The overall outcomes of this project

- Created 280 feet of additional stream and in-stream structures, including:
 - 335 feet of stone toe bank stabilization
 - 26 instream pools
 - 11 constructed riffles and 15 natural riffles
 - Planting of native trees, shrubs, plugs, and seeds.
- Reduced bank erosion.
- Improved water quality entering the Huron River by reducing TSS and phosphorus loading.
- Created an ecologically diverse and resilient natural habitat corridor.
- Improved the current flood conveyance capacity.



Commerce, Walled Lake, and Wixom Trailway Management (CW2) Council

MI Air Line Trail

OWNER

City of Wixom
49045 Pontiac Trail
Wixom, MI 48393

Tim Sikma
DPW Director
(248) 624-0141

Commerce, Walled Lake, and Wixom
Trailway Management (CW2) Council
2009 Township Drive
Commerce Township, MI 48390

John Hensler
Manager
(248) 506-0942

HRC PROJECT NUMBER

20200467

DESIGN COMPLETION

November 2021

CONSTRUCTION COMPLETION

November 2022

The City of Wixom with collaboration with Milford Township, and the Commerce, Walled Lake, and Wixom Trailway Management (CW2) Council and other stakeholders extended the MI Air Line Trail approximately 2.4 miles for a shared-use, non-motorized path from Old Plank Road to Wixom Road.

HRC provided design and construction engineering services for the following tasks:

- Full topographic survey
- Wetland Delineation
- Maintenance of Traffic
- Design of Pathway and Parking Areas
- Design of Pedestrian Crossings and Traffic Calming including a new HAWK and RRFB signal
- Assistance with Funding Applications
- Easement acquisition
- Engage with Stakeholders and Public for Input and Coordination
- Plans, specifications, and cost estimate for MDOT bid letting
- Construction Layout
- Construction Observation and Contract Administration
- Material Testing



Delhi Downtown Development Authority

OWNER

Delhi DDA
4410 Holt Road
Holt, MI 488422

Mr. Howard Haas
Executive Director
(517) 699-3866

HRC PROJECT NUMBER
20160766

CONSTRUCTION START DATE
March 2019

CONSTRUCTION COMPLETION DATE
August 2019

FINAL PROJECT COST
\$1.1 million

SERVICES PROVIDED

Planning, civil engineering, environmental assessment/engineering, structural, electrical engineering, survey, ROW, bid phase, permit application, and construction administration

Esker Landing Park

The Delhi Downtown Development Authority received a \$400,000 Trust Fund Grant through the Michigan Department of Natural Resources (MDNR) to develop a regional. HRC provided several conceptual designs before a final alternative was selected.

The final design consisted of:

- Floating dock with ADA-compliant kayak launch and fishing dock
- HMA trail to connect the dock to a new parking lot and the existing trail system
- Prefabricated restroom with maintenance and electrical rooms
- Site lighting system
- New parking lot
- New landscaping

The project was partially funded through the MDNR grant, which required strict adherence to ADA requirements. HRC ensured requirements were satisfied and provided supporting documentation. HRC's services included:

- Conceptual and Final design of new park and trail featuring kayak launch
- Design adhered to ADA requirements to meet grant requirements, including ADA-compliant kayak launch
- Pedestrian bridge design to cross existing county drain
- New prefabricated restroom and storage structure
- Permitting included EGLE, Ingham County Road Commission, and Ingham County Drain Commission
- Site lighting
- Full topographic site survey
- Construction staking, observation, and management
- Rain Garden
- Landscaping



Hartland Township

OWNER

Hartland Township
2655 Clark Road
Hartland, MI 48353

Mr. Bob West

Township Manager
(810) 632-7498

rwest@hartlandtwp.com

HRC PROJECT NUMBER

20150525

CONSTRUCTION START DATE

Summer 2017

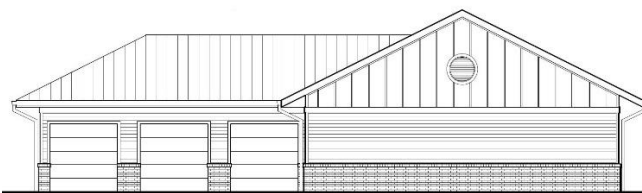
CONSTRUCTION COMPLETION

DATE

Fall 2017

Heritage Park and Settlers Park

Hubbell, Roth & Clark, Inc. (HRC) provided construction documents, bidding assistance, construction administration, and construction observation services for new pavilion facilities in Hartland Township at two different parks. The structure at Heritage Park consists of restroom facilities, a snack bar, a covered picnic pavilion, and equipment storage. The buildings at Settlers Park include a restroom facility with equipment storage and a separate covered picnic pavilion. The pavilions are considered summer-use buildings only with no heating, and the design included energy-efficient electrical, lighting, and ventilation. The restroom doors at the facilities are also operated on a timer lock system, so Hartland staff do not have to lock and unlock the doors daily, saving time and effort.



WEST ELEVATION
SCALE: 3/4" = 1'-0"



EAST ELEVATION
SCALE: 3/4" = 1'-0"



City of Rochester Hills

Innovation Hills

OWNER

City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309
Mr. Ken Elwert, CPRE
Director of Parks and Natural Resources
(248) 656-4640

HRC PROJECT NUMBER

20170822

SCHEDULED COMPLETION DATE

August 2019

PROJECT BUDGET

\$3.5 million

PROJECT TEAM

Hubbell, Roth & Clark, Inc.
T.R. Pieprzak
Scott Sherman Nurseries

Awards

- 2021 ACEC Michigan Engineering Merit Award Winner
- 2021 APWA Michigan Project of the Year — Quality of Life \$5 Million to \$25 Million
- 2021 ASCE Michigan Quality of Life Merit Award Winner

The City of Rochester Hills retained Hubbell, Roth & Clark, Inc. (HRC) to provide engineering, structural design, surveying, material testing, and construction oversight for recreation, stormwater, and habitat enhancements at Innovation Hills, which the City owns. The location along the Clinton River, access from regional trails, and on-site natural resources made this park prime for improvement.

The HRC Team provided design, site plan development, MDEQ Joint permit application and SESC permit administration, and construction oversight for the design-build project.

The project's focal point was a stormwater detention pond designed to be a water feature with waterfalls. Trails and boardwalks were designed to be universal-design-compliant pedestrian pathways throughout the park and wetlands. Tree tagging and surveying were done to ensure minimal tree removal and to allow the path and boardwalk to meander naturally within the park.

Electrical service was designed and coordinated with DTE, and water lead extensions were designed to meet current and future park needs. A kayak landing is being constructed, as well as a mounded sundial and gazebo. Additional amenities include rain gardens, interpretive signage, seating, Universal Design-approved restrooms and drinking fountains, and landscape areas, thus establishing a sense of place and destination.

This project provided:

- Reductions in soil erosion and sedimentation
- Enhanced aquatic and terrestrial habitat
- Enhanced access to the water
- A multi-generational attraction to the City
- Demonstration of the City's sustainable parks and recreational development
- Water quality enhancement initiatives

Notable Features

- Universal Design Boardwalk
- Universal Design Pathway
- Kayak Landing
- Vault Restroom
- Rain Garden
- Stormwater Ponds



Serra Ford of Farmington Hills

OWNER

Serra Ford of Farmington Hills
For Greenspeed Energy Solutions LLC,

Brian Graysmark, Project Manager
bgraysmark@greenspeed.com
(248) 863-8475

HRC PROJECT NUMBER

20230731

START DATE DESIGN

November 2023

COMPLETION DATE

February 2024

(New switchgear delivery date)

Dealership EV Charging Stations

Hubbell, Roth & Clark, Inc. (HRC) completed plans and specifications for the design of two 180kW DC fast charging stations, six 19.2kW Level 2 AC charging stations, and 11 NEMA 14-50 receptacles for electric vehicle charging at the Serra Ford of Farmington Hills dealership and maintenance garage bay areas. The project included a new service request with DTE and a new custom-built switchgear with an integrated step-down transformer internally housed in one unit for AC and DC chargers. This project was contracted through Greenspeed Energy Solutions LLC. HRC has been providing engineering design services for Greenspeed on multiple different projects across the U.S.

HRC provided construction engineering services during the bidding and construction process regarding the award and installation of the EV charging stations. During this portion of the project, HRC provided engineering support to Greenspeed project management members with preparing RFI responses, bulletins, and shop drawing reviews for electrical supply equipment.

The following equipment was designed and installed as part of the project:

- Two 180kW Autel DC Fast Chargers
- Three 19.2kW Autel Dual Port AC Chargers
- NEMA 3R 2000A Switchgear Cabinet with Integrated CT and Stepdown XFMR
- One 400A Distribution Panel for 11 NEMA 14-50 Receptacles



SMART Bus Oakland Terminal Bus Charging Station

OWNER

Suburban Mobility Authority for
Regional Transportation (SMART)

*Mr. Thomas Dick, Facilities Project
Manager*

Tdick@smartbus.org

586.421.6551

HRC PROJECT NUMBER

20200911

START DATE DESIGN

November 2020

COMPLETION DATE

December 2022

Electric Bus Charging Terminal for SMART

HRC completed plans and specifications for the design of a DC Fast Charging Bus Station at the SMART Oakland Terminal. This station provided the ability to 'fast-charge' SMART's initial (4) fully-electric buses. HRC worked with the bus manufacturer to determine equipment sizes and spacing for the layout, reviewed available power capacity within the building, and coordinated with DTE Energy to ensure that the utility could support the fast-charging equipment. HRC then prepared a layout for the parking spaces and charging stations, and then designed the electrical infrastructure necessary for the chargers. Bid documents were prepared in cooperation with SMART procurement.

HRC also provided construction engineering services associated with the installation of the bus charging stations. This included reviewing all contractor product submittals, providing support for contractor requests for information, onsite construction observation, and the final punchlist for the project.



HRC has provided the following references that will attest to our expertise and professionalism. We have enjoyed long-term relationships with many communities and agencies, which is a testament to our dedication to meeting the client's expectations with regards to engineering, scheduling, and budget adherence.

1. CITY OF ROCHESTER HILLS 1000 Rochester Hills Drive Rochester Hills, MI 48309



Ken Elwert
Parks & Natural Resources Department, Director
(248) 656-4673
elwertk@rochesterhills.org

2. CITY OF BERKLEY 3338 Coolidge Hwy. Berkley, MI 48072



Dan McMinn
Parks & Recreation Department, Interim Director
(248) 658-3470
dcmminn@berkleymich.net

Matthew Baumgarten
City Manager
(248) 658-3350
mbaumgarten@berkleymich.net

3. CITY OF WARREN 5460 Arden Ave. Warren, MI 48092



Dino Turcato
Parks & Recreation Department
(586) 268-8400
dturcato@cityofwarren.org

4. CITY OF ANN ARBOR 301 E. Huron St. Ann Arbor, MI 48104



Adam Fercho
Parks & Recreation Park Planner
(734) 794-6230
afercho@a2gov.org

As noted in our cover letter we have assembled our team with the intent to provide expertise for all elements proposed to be improved within Booth Park.

TEAM ROLES:

s role is as follows:

GMA

the project manager and key point of contact. We will be the chief presenter at stakeholder and review meetings. We will provide the majority of the graphics and exhibits presented during the preliminary design phases. Together with HRC we will provide construction documents for the plaza, walk, and trail. We shall also provide the construction detailing for the landscaping including the bioretention area plantings, seating and other site amenities, trail markers, and signage. During construction, we shall provide construction administration for the items we have documented.

Peterhans, Rea + Roman, is our team's architectural designer who will develop

trail markers, gateway elements, signage, and the donor bench to represent the city, park, trail, and donor. Working with GMA and HRC they shall provide detailed design sketches to aid in construction document development. They shall also review

HRC

will be for the design of site grading and paving, stormwater management and bio-swale design, site electric and lighting, and sewer and water services. They shall provide engineering and construction documentation of the restroom building. HRC

. HRC will also take the lead in engaging the city with potential options for electric vehicle (EV) charging in a street parking application. During construction, HRC will be the lead consultant for construction administration.

TEAM APPROACH AND COORDINATION:

Our project approach starts with our team doing due diligence to thoroughly understand the project, available resources, and history of all that has transpired to create the Trail Improvement Concept Plan and current program. This will include seeking stakeholder input through meetings, calls, and other correspondence.

Next, we will translate this to develop our signature comprehensive preliminary design package. We have had tremendous success with our design packages when working on public projects with many diverse interests. Our package will consist of:

1. Photos and plans of the current conditions in the park with assessments of opportunities and constraints to discuss from.

2. Numerous images showing inspirational solutions to meet and exceed the program goals. The images we provide will not only clearly portray our team's vision of the park's potential but will illustrate materials we feel are appropriate to reinforce Birmingham's character with distinction. We have found that these inspirational images ignite participation in a fun and productive manner.

3. In addition, the package will include rendered plans and custom graphics pulling together the ideas portrayed in the images to aid all stakeholders to envision how the varied program items and be united to distinguish Booth Park as a key

geared for multiple uses for a variety of events and trailhead identity.

4. The RFP indicated that alternatives for the restroom construction will be considered. During this preliminary design stage, we will provide examples of both prefabricated and constructed-on-site buildings and design sketches of customized restrooms for review. While there are many options for high-quality, durable, prefabricated buildings, the architectural style will have some limitations. A custom-designed building will allow more options, materials, and styles for how they are combined to work together. Our team has experience with both

needs of this project.

Once a general design direction is approved, our team will work in conjunction with your parks and recreation department and other city and relevant stakeholders to construction and permit documents.

As we develop the construction documents, we shall undertake the following:

. The survey will be completed on the City's vertical datum and require a

and that derived from actual site topography, HRC can assist the City with requesting

is critical to siting the proposed restroom structure. If the restroom is proposed within , then obtaining the EGLE-USACOE Joint Permit (Part 31 – Floodplain Regulatory Authority) will be more challenging. Performing the Hydrologic & Hydraulic Study for this reach of the Rouge River may be necessary to accurately

Another constraint for locating the restroom on the park site is the presence of multiple sewer easements where the Birmingham CSO Drain and Evergreen Farmington Drain traverse beneath the site. HRC was the design engineer for those projects and can design the proposed features to minimize potential negative impacts on the County drains. HRC has good working relationships with EGLE' and with the Oakland County Water Resources Commissioner, which will be integral in securing the needed permits or agreements to complete the project.

GMA and HRC will work together on the plaza paving and trail layout. Throughout the conceptual and detailed design phases, HRC will design the grading plans ensuring the site is ADA accessible. HRC has extensive experience with designing publicly accessible trails and paths and understands the requirements that must be met for various surface materials that might be selected for use on the project (brick or stone pavers, concrete, asphalt, or gravel). The choice of materials used for pedestrian

An interesting approach to using the pavement surface as an artistic feature was

were used in the concrete pavement to create glow-in-the-dark accents and symbols.

HRC will provide documentation for construction of the restrooms to the amount appropriate whether they are prefabricated or entirely custom. With either approach, HRC will provide structural engineering of the building foundation, the design for sewer, water, and electrical services. The restroom building is intended to be open to the public year-round so provisions for heating the structure will be needed and electric heaters are the usual approach. Ventilation fans will also be likely needed as open windows/vents are not practical in the winter months.

GMA and HRC will work together on the bio-swale feature to be incorporated into this proposed-on-site improvements, as well as what is practical to divert from the

paved road surfaces adjacent to the park (Old Woodward and Harmon), to design the bio-swale to meet expected water-quality improvement standards. HRC regularly

combined sewers, for which the City sewer customers have to pay to get treated

current stormwater standards for the Oakland County Water Resources Commissioner that have been adopted by the City and has a wide array of practical experience for

at City parking lot #6 and parking lot #5 are examples of this, as well as the conceptual development of the stormwater detention and rain garden feature constructed with the latest S. Old Woodward reconstruction project. Proper plant selection is crucial for the bio-retention feature, and GMA's vast experience with these types of projects will

and sustainable.

HRC's Electrical Department has the expertise for designing electrical services and systems for the restroom building, on-site outlets, and site lighting. HRC can perform photometric surveys and analysis to ensure that proposed lighting provides an appropriately well-lit site, meeting City zoning requirements and not being a nuisance to neighboring properties.

The RFP requested an evaluation of the opportunities for providing EV charging at nearby street parking along Old Woodward. HRC has been designing EV charging in a variety of situations for many years, including a charging station at HRC'

This charging station can charge two cars at the same time. HRC will be able to lead a discussion with City stakeholders over EV charging in a street parking environment, and present potential options for charging, associated power requirements and costs, and industry trends. If the City elects to pursue the design and installation of EV charging with this project, HRC has the expertise to provide the detailed design.

We will provide an "owner" review set at 75% and 90% completion of the construction bid package and update our drawings to address comments to complete the construction bid package documents.

Our team will work with your designated "owner" representative through the bidding process, including providing a thorough review and evaluation of all bids.

All the members of our team have experience in providing construction administration services on the projects we design. Review of shop drawings, survey layout of features to be constructed, site inspections, and preparing contractor payment requests and other contractual correspondence are regular tasks we undertake. HRC

interaction with this project.

We have provided a breakdown of our team's proposed fee based on the categories provided in Attachment C – Cost Proposal. However, we would like to present a more will likely be needed for this project. We have included tables that show our estimated hours for the various tasks that support our proposed fee.

The City of Birmingham expects high-quality, well-thought-out projects, and the experienced citizens who volunteer for the various boards and committees in the City usually provide valuable feedback during conceptual planning of projects. The RFP requested that we should expect to attend 6 to 8 meetings with “various Boards and City Commission”, but did not clarify which boards, what sequence, or how detailed the plans would be that are presented. At the mandatory pre-bid meeting held on site, it was our understanding from statements made that the concept presented with the RFP was expected to be further developed by the consultant team under this project and that major elements of the design, such as the location of the restroom building, would be likely changed. For our proposal, we are assuming that we would

applied to the actual site considering accurately depicted grading and location of utilities and other features. Our developed preliminary plans will be presented sequentially to the Parks & Recreation Board (meets once per month), the Planning

recommendations for approval of the preliminary plans by the other Boards. This process, as well as any other public engagement that we are directed to undertake (such as Engage Birmingham and processing of feedback, or neighborhood meetings),

seeking consensus and approvals from all stakeholders. We welcome the opportunity

it. Based on our assumptions, the best-case scenario that we envision is outlined in our proposed Project Timeline and will still require us to begin detailed design prior to receiving City Commission approval of the concept (to be presented at the 6/24/24 meeting). W

plans are complete and put out for contractor bidding, the proposed spring 2025 start of construction is still a very reasonable assumption. Instead of including all of the Preliminary Design costs in the meeting fee category or with the costs for the

as a Miscellaneous category. The fees under meetings cover the attendance and presentations at the meetings only

For the restroom building, the RFP indicated that a prefabricated building would be designed, and an alternate was desired for a custom-designed, constructed on-site building. W

the decision for which type of building should be made during the Preliminary Design Phase. Therefore, our base fee includes costs assuming the prefabricated building is selected. Under the Alternate Item category, we include additional costs that would only be incurred if the custom-designed, constructed-on-site building was selected

The Scope of Work in the RFP indicated that EV charging along Old Woodward is a possible part of the project, but not a certainty. Our experience with EV charging stations tells us that it may not be simple to design to “potentially accommodate” these facilities.

supply requirements between them. We believe that a discussion about potential EV charging should be held during the Preliminary Design phase. This discussion can be on a separate track from the main project, as it would be recommended that the Advisory Parking Committee be included in the process. Our base fee does not include costs for developing detailed design of EV charging stations. However, we included costs under the Miscellaneous category for performing this preliminary

project, we included our estimated fee for completing detailed construction plans and Alternate Item category.

MARCH 18, 2024

Contract Award

MARCH 19 - APRIL 5, 2024

Due diligence, inventory & topographic survey, stakeholder scope, and programming meetings.

APRIL 8 - JUNE 14, 2024*

Schematic design, stakeholder review meetings, preliminary budgeting.

JUNE 17 - JULY 10, 2024

EGLE pre-app meeting & permit submission. Design Development Plans for Owner's review. (75%)

JULY 10 - OCTOBER 10, 2024

Continue construction document development, and update per owner review comments. Second Owner review at 90%. EGLE review of EGLE-USACOE JPA (up to 90 days for administratively complete applications). If required by EGLE, complete the H&H study and resubmit it to EGLE. Otherwise, when EGLE-USACOE JPA is

NOVEMBER 2024 - FEBRUARY 2025

Solicit bids from contractors, and award contract; dates TBD.

MARCH 2025

Begin construction? Schedule TBD.

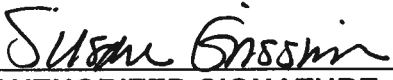
Note - After a review of the 2024 schedules available online for City Commission and other Boards, as well as considering our proposed start date for the project, we feel that the earliest meeting that we would be able to present the project to the City Commission is on June 24, 2024. If more meetings are needed in the Preliminary Phase, the project timeline will have to be adjusted accordingly.

ATTACHMENT B - BIDDER'S AGREEMENT
Professional Design Services for Booth Park Entry Plaza & Trail Improvements

In submitting this proposal, as herein described, the Consultant 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.

Susan L. Grissim PLA, ASLA	February 22, 2024
PREPARED BY (Print Name) Vice President Principal	DATE February 22, 2024
TITLE 	DATE sueg@gma-la.com
AUTHORIZED SIGNATURE	E-MAIL ADDRESS
Grissim Metz Andriese Associates	
COMPANY	
15000 Edward N Hines Drive, Suite A, Plymouth, MI 48170 248-347-7010	
ADDRESS	PHONE
NAME OF PARENT COMPANY	PHONE
ADDRESS	

Note:

At the request of our insurance company, we suggest the following Indemnification clause in lieu of Paragraph 10, Attachment A:

To the fullest extent permitted by law, Consultant shall indemnify Client, its officers, directors, partners, employees, and representatives from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to have been caused by a negligent act, error, or omission of Consultant or Consultant's officers, directors, members, partners, agents, employees, or subconsultants in the performance of services under this Agreement.

ATTACHMENT C - COST PROPOSAL

Professional Design Services for Booth Park Entry Plaza & Trail Improvements

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

Attach technical specifications for all proposed materials as outlined in the Consultant's Responsibilities section of the RFP (p. 6)

FEE PROPOSAL	
ITEM	BID AMOUNT
Topographical Survey	\$ 5,000
Construction Plans	\$ 42,400
Specifications	\$ 12,000
Permits (other than City)	\$ 3,800
Meetings (6-8)	\$ 11,300
Construction Administration	\$ 36,600
Miscellaneous: Any other items not listed above. Detail below or attach:	
Preliminary Design Phase	\$ 20,700
EV Charging Conceptual Development	\$ 5,500
Total Base Bid Amount	\$ 137,300
ALTERNATE ITEM (If Necessary)	BID AMOUNT
Hydrologic & Hydraulic (H & H) Study	\$ 29,800
Additional per Meeting Fee	\$ 1,150
Subtotal of Other Alternate Items Listed Below	36,500
TOTAL BID AMOUNT	\$ 204,750

Other Alternate Items (If Necessary)

Custom Restroom Building, Design, Construction Documents and Contract Admin (upcharge to Prefab Design in Base Bid EV	\$23,500
Charging Design Construction Documents & Contract Admin	\$13,000

Grissim Metz Andriese Associates
City of Birmingham
Hours / Costs for Scope of Work for Landscape Architectural Services - February 22, 2024
Booth Park Entry Plaza & Trail Improvements

Task Description	Principal	Project Landscape Architect									Total By Task
Construction Plans	23	68									91
Specifications	6	6									12
Meetings (6-8)	16	32									48
Construction Administration	20	36									56
Miscellaneous:											
Preliminary Design Phase	16	32									48
Additional per Meeting Fee	2	4									6
TOTAL HOURS BY CLASSIFICATION	83	178									261

Peterhans Rea + Roman, LLC
City of Birmingham
Hours / Costs for Scope of Work for Design Services - February 22, 2024
Booth Park Entry Plaza & Trail Improvements

Task Description	Principal										Total By Task
Construction Plans	13										13
Construction Administration	7										7
Miscellaneous:											
Preliminary Design Phase	47										47
TOTAL HOURS BY CLASSIFICATION	67										67

HUBBELL, ROTH & CLARK, INC.

City of Birmingham

Hours / Costs for Scope of Work for Design & Construction Engineering Services - February 22, 2024

Booth Park Entry Plaza & Trail Improvements

Task Description	Principal QA/QC	Associate / Proj Mgr	Dept Mgr	Sr. Project Eng/Arch	Project Eng/Arch	Grad Eng/Arch	Sr CAD Tech	Survey Office Super.	Sr. Party Chief	Inst. Person	Total By Task
Topographic Survey			2				12	4	12	12	42
Construction Plans		12		0		40					232
Civil/Site											
EED			2	8	16		28				
Architectural/Structural/Mechanical			6	8	16		24				
Electrical			8		24	16	24				
Specifications		4		8		8					78
Civil/Site											
EED			2	4	8						
Architectural/Structural/Mechanical			4	8	12						
Electrical			4	4	8	4					
Permits (other than City)		4				8					28
Civil/Site											
EED			4	4	8						
Meetings (6-8)	2	8				4					28
Civil/Site											
EED			4	4							
Architectural			2		0						
Electrical			4		0						
Construction Administration			2					4	12	12	222
Survey											
Civil/Site		16			24	40	12				
EED			4	8		16	8				
Architectural/Structural/Mechanical			8	12	12						
Electrical			8		16		8				
Miscellaneous:											
Preliminary Design Phase	2	6				10					50
Civil/Site											
EED			4	6			4				
Architectural/Structural/Mechanical			2		8						
Electrical			4	4	0						
EV Charging Concept Development			4	36							40
Base Bid Subtotal Hours by Classification	4	50	78	114	152	146	120	8	24	24	720
Alternate Item (If Necessary):											
Hydrologic & Hydraulic Study	2	8	8	80		80	24	8	30		240
Additional per Meeting Fee		2				4					6
EV Charging Construction Doc's & Admin			8	40	16	16	24				104
Custom Restroom Bldg Const Doc's & Admin (Upcharge from Prefab Design)	2		10	40	80		60				192
Altern. Item Subtotal Hours by Classification	4	10	26	160	96	100	108	8	30	0	542
TOTAL HOURS BY CLASSIFICATION	8	60	104	274	248	246	228	16	54	24	1262

ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM
Professional Design Services for Booth Park Entry Plaza & Trail Improvements

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 City.

Susan L. Grissim, PLA, ASLA

PREPARED BY

(Print Name)

Vice President | Principal

TITLE

Susan Grissim

AUTHORIZED SIGNATURE

Grissim Metz Andriese Associates

COMPANY

15000 Edward N Hines Drive, Suite A, Plymouth, MI 48170

ADDRESS

NAME OF PARENT COMPANY

ADDRESS

38-1582712

TAXPAYER I.D.#

EVALUATION FORM

PROFESSIONAL DESIGN SERVICES- BOOTH PARK ENTRY PLAZA & TRAIL IMPROVEMENTS

The City will utilize a qualifications-based selection process in choosing a Consultant for the completion of this work. The evaluation panel will consist of City staff, board members, and/or any other person(s) designated by the City who will evaluate the proposals.

NAME OF FIRM: _____

REVIEWER: _____

CRITERIA	SCORE
Ability to provide services as outlined	_____ (0-25)
Firm background and personnel qualifications	_____ (0-20)
Related experience with similar projects	_____ (0-20)
Quality of materials proposed	_____ (0-20)
Consultant's certifications related to the Scope of Work	_____ (0-5)
Overall Costs	_____ (0-5)
References	_____ (0-5)
TOTAL	_____ (0-100)

EVALUATION FORM

PROFESSIONAL DESIGN SERVICES- BOOTH PARK ENTRY PLAZA & TRAIL IMPROVEMENTS

The City will utilize a qualifications-based selection process in choosing a Consultant for the completion of this work. The evaluation panel will consist of City staff, board members, and/or any other person(s) designated by the City who will evaluate the proposals.

NAME OF FIRM: MKSK

REVIEWER: City Staff Summary of MKSK

CRITERIA	SCORE
Ability to provide services as outlined	25 (0-25)
Firm background and personnel qualifications	19 (0-20)
Related experience with similar projects	19 (0-20)
Quality of materials proposed	18 (0-20)
Consultant's certifications related to the Scope of Work	4 (0-5)
Overall Costs	3 (0-5)
References	4 (0-5)
TOTAL	93 (0-100)

NAME OF FIRM: PEA Group

REVIEWER: City Staff Summary of PEA Group

CRITERIA	SCORE
Ability to provide services as outlined	24 (0-25)
Firm background and personnel qualifications	19 (0-20)
Related experience with similar projects	18 (0-20)
Quality of materials proposed	17 (0-20)
Consultant's certifications related to the Scope of Work	4 (0-5)
Overall Costs	5 (0-5)
References	4 (0-5)
TOTAL	90 (0-100)

NAME OF FIRM: Grissm, Metz, & Andriese Associates

REVIEWER: City Staff Summary of Grissm, Metz, & Andriese Associates

CRITERIA	SCORE
Ability to provide services as outlined	25 (0-25)
Firm background and personnel qualifications	19 (0-20)
Related experience with similar projects	18 (0-20)
Quality of materials proposed	17 (0-20)
Consultant's certifications related to the Scope of Work	4 (0-5)
Overall Costs	4 (0-5)
References	5 (0-5)
TOTAL	91 (0-100)



MEMORANDUM

Planning Division

DATE: February 26, 2024

TO: Carrie Laird, Parks & Recreation Manager
Scott Zielinski, Director of Public Services
Parks & Recreation Board Members

FROM: Nicholas Dupuis, Planning Director

SUBJECT: Booth Park Entry Plaza and Trail Improvements & The Birmingham Plan 2040

To aid in the development of the Booth Park Entry Plaza and Trail Improvements, the Planning Division would like to provide a brief overview of the recommendations within the Birmingham Plan 2040 ("2040 Plan") that relate to the project both directly and indirectly and could affect the overall project. The Planning Division would expect that any consultant selected for the project will refer to and consider the 2040 Plan and the recommendations within.

Booth Park is heavily discussed in the 2040 Plan in Chapter 3 – Retain Neighborhood Quality and Chapter 4 – Support Mixed-Use Districts. These discussions result in several recommendations (some of which are redundant):

- Building a cafe or vendor accommodations in Booth Park as recommended in the 2016 Downtown Plan.
- Increase the amount of seating in Shain, Booth, and the City's pocket parks with benches.
- Expand café-style seating in Shain and Booth Parks and on all widened sidewalks.
- Update the Parks and Recreation Plan, including amenities and a cafe to Booth Park.
- Install ample benches in Booth Park.
- Install a small café and public restrooms in Booth Park or services for mobile vendors, along with movable tables and chairs.
- Create a paved plaza, ideally pervious, at the entrance to Booth Park with signage and seating.

In addition to Booth Park, the 2040 Plan focuses a lot of its attention on the Rouge River Corridor in which the trail system exists, particularly in Chapter 5 – Advance Sustainability Practices. The following recommendations relating to the Rouge River Corridor could also have a big impact on the project:

- Integrate the Birmingham Museum into the Rouge River trail and park system, including more connections and signage Downtown.
- Create a Sustainability and Climate Action Plan to include support for Rouge River Natural Area improvements.
- Develop and implement a trails and access master plan to improve the Rouge River trails and trail heads. The plan should consider:
 - Installing pedestrian linkages to the park's surrounding neighborhoods and commercial districts, including to Quarton Road.
 - Securing easements of additional key properties to expand the park area and improve its walkability, for complete ecological restoration, and universal accessibility.
 - Installing an environmentally sensitive, hard-surfaced pathway for pedestrians and cyclists along the Rouge River.
 - Expanding the extent of the trail system, crossing the river at more locations to access large portions of the natural area currently cut off.
 - Installing bridges, ramps, and other enhancements to enable access by all ages and abilities.
 - Installing other amenities such as bicycle racks, lighting, markers, seating, and signage at trail heads, and seating, markers, and interpretive features throughout the trail system.
- Develop and implement a restoration master plan to restore the Rouge River ecosystem to its natural and sustainable conditions. The plan should consider:
 - Retaining environmental scientists to inventory and analyze the Rouge corridor's wildlife, ecology, natural systems, and pollution sources.
 - Establishing a phased enhancement time frame to stabilize riverbanks, remove invasive species, reintroduce native ground covers, wildflowers, under-story, and canopy tree species.
 - Identifying and mitigating potential pollution or chemical sources, including the existing Springdale snow storage dumping area.
- Work with area organizations and agencies to oversee, build support, and raise funding for the park's enhancements. Consider securing corporate or philanthropic funding in exchange for special recognition.
- Work with other area and regional organizations and communities to improve the quality of the Rouge River watershed.

In closing, the Planning Division would like to emphasize that these are recommendations, not demands, and that many of these issues would likely require further study before implementation could be considered. However, as major projects such as the Booth Park Entry Plaza and Trail Improvements come up, it is essential that we have the discussions and ensure that the health of the Rouge River Corridor will be protected and improved upon.

The Planning Division will remain open to conversation throughout the entire process and will endeavor to be a partner to the Department of Public Services and Parks and Recreation Board to ensure that the City provides users of the trails, and the ecosystem itself, a project that we can all be proud of.



MEMORANDUM

Office of the City Manager

DATE: March 12, 2024

TO: Jana L. Ecker, City Manager

FROM: Marianne Gamboa, Communications Director

SUBJECT: Publicizing Board and Committee Openings

The communications team publicizes board and committee openings using a variety of communication tools in print and electronic form. Messaging encourages participation and emphasizes many benefits of joining a City board or committee. Residents are reminded their participation can be a fulfilling and rewarding way to give back to their community. Participation enables individuals to make a difference in their community by sharing their talents, ideas and valuable input. It is an excellent way to become involved with the City, and helps residents get to know their neighbors. Messaging also emphasizes the wide variety of options when selecting which board to serve on – from public art, historic districts, infrastructure improvements and more, we have a place where individuals can impact Birmingham’s future.

AROUND TOWN E-NEWSLETTER

Open board and committee opportunities are publicized in every edition of the City’s monthly [Around Town e-Newsletter](#).



JOIN A CITY BOARD OR COMMITTEE

Join a city board to have a direct impact on your community! The following City of Birmingham boards and committees have vacant positions or members with terms expiring soon. For more information, please visit www.bhamgov.org/boardopportunities.

BOARD/ COMMITTEE	APPLICATION DUE DATE	INTERVIEWS/ APPOINTMENTS
Triangle District Corridor Improvement Authority	11/22/23	11/27/23
Architectural Review Committee	Until Filled	Until Filled
Birmingham Area Cable Board	Until Filled	Until Filled
Board of Review	Until Filled	Until Filled
Board of Zoning Appeals	Until Filled	Until Filled
Brownfield Redevelopment Authority	Until Filled	Until Filled
Board of Ethics	Until Filled	Until Filled
Historic District Study Committee	Until Filled	Until Filled
Housing Board of Appeals	Until Filled	Until Filled
Martha Baldwin Park Board	Until Filled	Until Filled
Public Arts Board	Until Filled	Until Filled
Birmingham Shopping District Board	Until Filled	Until Filled

SOCIAL MEDIA

Board and committee opportunities are publicized regularly on the City’s social media channels. Over the past year, there were more than 30 Facebook and Instagram posts promoting board and committee openings.

City Government of Birmingham, MI
 Jul 10, 2023 (hidden) · 🌐

Joining a city board or committee is a great way to get involved and meet others in the community. Whether you're interested in historic districts, public art, infrastructure improvements and more, we've got a place where you can share your talents and make a difference. Learn more at www.bhamgov.org/boardopportunities.



City Government of Birmingham, MI
 Aug 24, 2023 (hidden) · 🌐

Joining a city board or committee is a great way to get involved and meet others in the community. Whether you're interested in public art, historic districts, infrastructure improvements and more, we've got a place where you can share your talents and make a difference. Learn more at www.bhamgov.org/boardopportunities.



City Government of Birmingham, MI
 Dec 18, 2023 (hidden) · 🌐

The start of a new year is a great time to join a city board or committee! It's a great way to get involved and meet others in the community. Whether you're interested in historic districts, city parks, or infrastructure improvements, we've got a place where you can share your talents and make a difference. Learn more at bhamgov.org/boardopportunities.



City Government of Birmingham, MI
 Published by Ann Seamon Tappan · November 15, 2023 · 🌐

Birmingham's Storm Water Appeals Board – which hears appeals from residents and property owners disputing a storm water utility fee or bill – needs members! The board consists of three regular members, including two licensed professional engineers, and two alternate members, including one licensed professional engineer. It meets infrequently, only as needed when there is an appeal. Members do not have to live in Birmingham. For more information, contact Melissa Coatta at mcoatta@bhamgov.org. See more

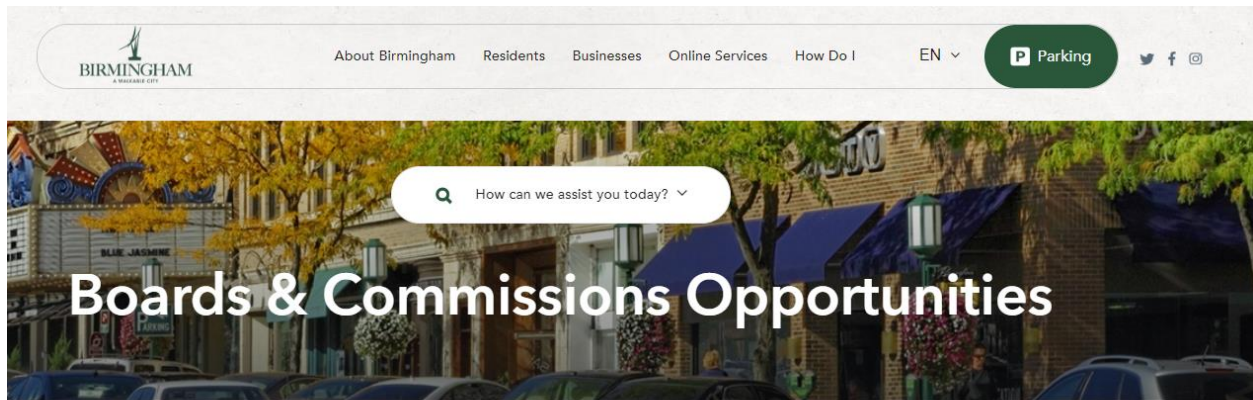
VOLUNTEERS NEEDED
 Storm Water Utility Appeals Board

- Licensed Professional Engineers and those with relevant experience
- Birmingham residency not required
- Meets infrequently

Contact Melissa Coatta at mcoatta@bhamgov.org for details

BIRMINGHAM
 A WALKABLE CITY

CITY WEBPAGE – *bhamgov.org/boardopportunities*



- Related Pages**
- Boards & Commissions Opportunities
 - Ad Hoc Aging in Place Committee
 - Ad Hoc Environmental Sustainability Committee
 - Ad Hoc Senior/Recreation Center Committee
 - Advisory Parking Committee
 - Architectural Review Committee
 - Birmingham Area Cable Board
 - Birmingham Employee Retirement System Board

Home > About Birmingham > City Government > Boards & Committees > Boards & Commissions Opportunities

Print this page | Text resize

The City of Birmingham boards and commissions help shape the future of our community by serving in an advisory capacity to the City Commission. Those interested in serving in a voluntary capacity on a board or commission may submit an application to the Office of the City Clerk. All applications are due by 12:00 p.m. on the date of closing. Applications will appear in the public agenda at which time, applicants will be interviewed by the City Commission. The commission will discuss recommendations, may make nominations and vote on appointments.

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 at 248.530.1880.

Relatives by blood or marriage, within the second degree of consanguinity or affinity, of an existing City Board, Commission or Committee member shall not serve on the same board as their relative. This shall not apply to Election Inspectors serving in the same precinct. (*Nepotism Policy adopted by City Commission on 4/11/16*)

[Apply here: download application for city board or commission](#)

Board, commission or committee	Available position	Application due by 12:00 p.m.	Interview date (7:30 pm)	Board details/requirements

CITY MANAGER’S REPORT

The monthly City Manager’s Report is included in City Commission agenda packets and the Around Town e-Newsletter. Every report includes a complete list of open board and committee opportunities.

Board Appointments

The City of Birmingham is looking for dedicated individuals who want to give back to their community by serving on one of our many boards or commissions. Birmingham’s different boards and commissions make recommendations that shape the City’s future. Serving on a board or commission is a great way to get involved in your community, meet new people and make a positive impact. Visit www.bhamgov.org/boardopportunities to view all the available openings and apply to make a difference.

Board	Openings	Application Due by Noon	Interview / Appointment at City Commission meeting 7:30 p.m.
Advisory Parking Committee	1 regular member (retail) term ending 9/1/2026 1 alternate member term ending 9/1/2026	Until Filled	
Architectural Review Committee	1 regular member term ending 4/11/2025 1 regular member term ending 4/11/2027	3/13/24	3/18/24
Birmingham Shopping District	1 member shall be a business operator or person with interest in property located within the district, 4-year	Until Filled	

NEW RESIDENT [WELCOME VIDEO](#)

“Birmingham residents enjoy ample opportunities to meet others and become involved with the City. We have a wide variety of boards and committees where you can share your input and make a difference. Learn more at bhamgov.org/boardopportunities.”



E-BLAST

Specific board or committee openings are promoted via e-blast to the City’s newsletter and alerts Constant Contact group, which includes homeowner association presidents.



Board and committee openings are also promoted in the City's new resident welcome letter and on the City's [webpage](#) with resources for new residents.

PLANS FOR THE FUTURE

Photography

On February 9, 2024, the communications team arranged for the City's photographer, Chris Cook, to take new photos to be used for promoting open board and committee opportunities. The photoshoot took place in the City Commission room and the photos turned out extremely well. We have already started incorporating them with our open board and committee messaging, and we plan to use them in new promotional materials.

Flier

The communications team is working on a flier with information about City boards and committees that will be included in new resident welcome packets. The flier will include a brief description of each board and qualifications for members. When complete, fliers will be set out at City office counters and at the Baldwin Public Library, The Birmingham Museum, Next, etc. A board and committee application form will also be included in welcome packets.

Website Homepage Alert Box

The City website's homepage alert box (located in the lower right corner) has featured rotating information about emergency parking bans, signing up for City alerts, following the City on social media, etc. The alert box will now also be used to promote open board and committee opportunities.

Recurring E-blast

In addition to including open board and committee opportunities in the monthly e-newsletter, a separate E-blast will be sent on a recurring basis to the City's newsletter and alerts Constant Contact group.

Alternate Board Member Communications

City staff board and committee liaisons will be directed to contact alternate board members each time a regular member position becomes available. Alternate members are excellent candidates to fill open positions and will be encouraged to apply for openings when available.

To the Birmingham City Commission,

We at the Advisory Parking Committee are charged with providing guidance to the City Commission on the management of the City's parking system. Recently, however, a number of important decisions about the parking system have been made with either limited input from the APC, or sometimes without any input whatsoever. The most recent of these was the decision to replace our parking management contractor, SP+, with a large new team of city staff. Setting aside whether this was the right decision for the City, it is most certainly a decision which fundamentally affects the Parking System both operationally and financially. The APC, however, was not even informed that such a change was being considered until after all decisions had been made.

There have been several other cases where neither City staff nor the Commission has sought nor the Commission required input from the APC before making changes to the parking system. A similar situation occurred with the Parking Equipment in the structures. Originally, staff had only brought to the APC their recommended vendor for parking equipment, a company called Flash. We were not shown the equipment in operation and were only given promotional materials for Flash, not for any of the other companies that responded to the RFP. We were essentially asked to rubber-stamp staff's recommendation having never seen or touched the equipment that was going to be installed and having virtually no information about the competing bids. Eventually, after being provided with presentations from both Flash and Tiba, staff's second-pick, we voted to recommend Flash. However, it was determined later that Flash did not properly respond to the RFP, so they were disqualified. Instead of returning to the APC for further input, staff simply presented Tiba to the Commission for approval, and received it.

In another instance, the APC was formerly consulted on the addition of outdoor dining decks which would be built on top of (and therefore remove) street parking spaces. Previously, proposals for these decks were presented to the APC for review and recommendation. However, we recently learned that because the Commission votes were not typically following the APC recommendations, staff simply stopped presenting these proposals to the APC.

At this point we would like to note that the Advisory Parking Committee is just that - advisory. We don't have any formal power and fully accept that. We do not expect the Commission to follow our recommendations all or even most of the time, but we believe that our input can be valuable to the Commission regardless of your final decision. As of late, however, our input has often been sought only in a token way, or sometimes not at all. This is typically done in the name of expediency or efficiency. We have all volunteered our time in hopes that we can do our part to improve this City, and it is painful and frustrating to be treated as an obstacle to be overcome or evaded rather than a valuable source of input.

Having no formal authority ourselves, we are dependent on you, the Commission, for support. The most concrete way you can support us is by simply requiring an APC vote on parking-related issues before the Commission is willing to vote on them. We are not requesting that you vote in accordance with our recommendations - only that we be given an opportunity to weigh in on matters pertinent to the parking system. Another element of support we need is periodic reporting, at least annual, from someone in the City's finance department. Financial management of the parking system is one of our most critical duties, but we are provided with

no regular, comprehensive information about the revenues and expenses of the system, much less projections of capital expenses.

We endeavor to use our different perspectives and expertise to improve this City by helping to manage some of its most valuable assets. We also wish to be a point of contact for the public, who bring their concerns about parking to us for consideration and action. We know that as Commissioners you are motivated by the same desire to be of service to this community. With your support, we know that we can be a resource you can rely on for insight and advice concerning parking in Birmingham. Thank you for your time and consideration.

- The Advisory Parking Committee

Arlington/Shirley

1 message

lou baughman <jolobman@sbcglobal.net>

Sun, Mar 3, 2024 at 3:08 PM

Reply-To: lou baughman <jolobman@outlook.com>

To: "kschafer@bhamgov.org" <kschafer@bhamgov.org>, "along@bhamgov.org" <along@bhamgov.org>, "tlonge@bhamgov.org" <tlonge@bhamgov.org>, "ahaig@bhamgov.org" <ahaig@bhamgov.org>, "bhost@bhamgov.org" <bhost@bhamgov.org>, "abingham@bhamgov.org" <abingham@bhamgov.org>, "emclain@bhamgov.org" <emclain@bhamgov.org>

Cc: "jecker@bhamgov.org" <jecker@bhamgov.org>, "abingham@bhamgov.org" <abingham@bhamgov.org>

I want to thank you for the decisions you made at your last meeting concerning the Arlington/Shirley project. Please use the same wisdom in your discussions on the sewer/water project. I urge you to vote "YES" to approve the use of the Horizontal Directional Drilling (HDD). It is an approved technology used by seven local municipalities and has a definite cost benefit.

My biggest concern is where do you park vehicles overnight if the road is closed to traffic. Our streets do not have cross streets wherein you could park and have a short walk home. The HDD process would alleviate that concern.

Once again thank you and keep up the good work.

Lou Baughman
117 Arlington

Fwd: Shirley and Arlington

1 message

Jana Ecker <Jecker@bhamgov.org>

Thu, Feb 29, 2024 at 2:44 PM

To: Alex Bingham <abingham@bhamgov.org>, Melissa Coatta <mcoatta@bhamgov.org>, "Kucharek, Mary" <Mkucharek@bhlaw.us.com>

Jana L. Ecker
City Manager
Birmingham, MI
(248) 530-1811

----- Forwarded message -----

From: **Stuart Borman** <sb@borman.net>

Date: Thu, Feb 29, 2024 at 2:29 PM

Subject: Shirley and Arlington

To: <kschafer@bhamgov.org>, <emclain@bhamgov.org>, <along@bhamgov.org>, <ahaig@bhamgov.org>, Host Brad <bhost@bhamgov.org>, <jecker@bhamgov.org>

Commissioners and City Manager,

I first want to thank you for not ruining the character of our neighborhood by adding sidewalks. I would like you to look into the idea of using horizontal drilling for the replacement of the underground sewers and water mains. If this can be done for less expense and disruption to our neighborhood I feel it should be explored. Other communities are using this technology and would hope that a progressive city such as Birmingham would embrace this.

Sincerely,

Stuart Borman
811 Shirley

Arlington/Shirley - alternative HDD

1 message

Lauren Buttazzoni <lmbuttazzoni@comcast.net>

Sun, Mar 3, 2024 at 1:20 PM

To: "emclain@bhamgov.org" <emclain@bhamgov.org>, "kschafer@bhamgov.org" <kschafer@bhamgov.org>, "along@bhamgov.org" <along@bhamgov.org>, "tlong@bhamgov.org" <tlong@bhamgov.org>, "ahaig@bhamgov.org" <ahaig@bhamgov.org>, "bhost@bhamgov.org" <bhost@bhamgov.org>, "jecker@bhamgov.org" <jecker@bhamgov.org>, "abingham@bhamgov.org" <abingham@bhamgov.org>

Dear Commissioners:

Thank you again for not proceeding to install sidewalks and narrow these roads. I think the residents appreciate most of all all of the time you spent listening and considering things that perhaps were not considered before, which is why I and others would again appreciate your consideration of something else that perhaps you did not know about before -- the HDD alternative to sewer/water line installation. I myself definitely been educated on the topic. Based on the opinion of several experts (in road construction, HDD, and in our area), HDD (a) absolutely can be done on our roads, and (b) it would be much less expensive. I think it is also significant that HDD *has already been used by several other cities in Michigan* and therefore it is not something odd or unreasonable being suggested, and it should be seriously considered by all of you before proceeding, for many reasons. **The greatest reason being financial prudence -- by you as stewards of the city's finances, and as stewards to all of the affected homeowners who will bear an onerous cost due to your action or inaction on this issue.**

If you are not hearing from as many residents about this issue as you did about the road narrowing/sidewalks, it does not mean that it is less important. Some people have said that they are tired and weary of being at odds with the city, which is understandable. It is not a pleasant thing to have to fight to be heard and say things in opposition to what your city officials plan to do, especially since many are quite thankful about the sidewalk issue. However, this issue -- considering a less damaging and less costly solution to replacing the water and sewer lines--is a separate and important issue, not only to Arlington and Shirley homeowners, but also to the homeowners of roads who are next in line.

While some homeowners may be able to bear the burden of an approximate \$50k (probably more) assessment, many will not. I used to live on Arlington, and if I still lived there I would absolutely be one of the homeowners who would need to move because of this highly burdensome assessment. Times are tough financially everywhere. Sitting in on a few city meetings, I have heard enough to wonder how/if the City of Birmingham has the funds they need to various projects, including this one. And times are tough financially for people, even here in Birmingham, and even on Arlington and Shirley. I have been the principal broker of Zillow and Redfin in Michigan for the past decade, I have been a realtor in Birmingham for over two decades including many deals on Arlington and Shirley, and when the recession hit in 2008-2014 as an attorney I did over a hundred short sales including Birmingham homeowners who were facing foreclosure. It feels like those times could be coming again.

Think of the people who have lived here for 20, 30, 40 years or more -- and there are many of them on these two streets. Their taxes are much lower than the taxes for new construction homes whose homeowners you may think can "handle" a \$50k assessment. At the January city meeting, an Arlington homeowner spoke and said that she paid \$140,000 for her home and that a \$50k assessment was over three times the amount of her annual taxes and that after paying for it over

time with interest that the assessment would likely cost her over \$60,000, which would be very burdensome for her, and needless to say *very* stressful. After that meeting an elderly Shirley resident told me that the numbers were even worse for her, having lived here for over 50 years. **This is the precipice of aging people out of their homes. Taxing them so much that they can no longer remain in their homes. Is that what we want in Birmingham, to do things at such high costs that tax our residents out?** Yes, a new build homeowner with annual taxes ranging from \$50k to \$75k/year who did so knowing their taxes would be what they are, will probably be able to bear the \$50k assessment. But they are few. For the majority of homeowners, the \$50k+ assessment will be financially crushing, which is bad enough. **But you also need to think about the ripple effect it will have on all of the future homeowners in Birmingham who will face similar assessments.** Several commissioners have expressed financial concerns; if there are enough funds to carry out this project. Does the City have the money? Where is it coming from? The city should be able to answer those questions confidently before proceeding. If not, then at the very least, the City should be doing all it can to vet out the best and least costly solution. Serious financial problems should be avoided, and can be if you take the time to seriously consider HDD.

You have a responsibility to vet this option. Not only for Arlington and Shirley homeowners, but for all of the street homeowners next in line who will face enormous burdensome taxes unnecessarily. You also have a responsibility to vet this option for the entire City of Birmingham and all of its residents whose taxpayer funds will continue to be spent unnecessarily if less costly options are not considered. You owe it to the City to explore HDD. It is not new. It has been used before, and very successfully--in Michigan, and throughout the US. The City of Birmingham does not want to be behind the eight ball on this. Find out about it. Be progressive and embrace other things that are better. For the City- - environmentally, technologically, and fiscally. It is smart to do this. Thank you.

I can appreciate that it is a lot of work, and this decision will have long reaching effects. I think there are people who would volunteer their time to help if needed, including me.

Sincerely,
Lauren Mirro Buttazzoni
Principal Broker Zillow Inc. Michigan
248.866.2830

PS. Attached again for your easy reference letter from Nick Talmers Cranbrook Paving Co.

 **CranbrookPavementNickTalmersLetter.Feb2024.pdf**
1310K



February 26, 2024

Jim Mirro
737 Arlington
Birmingham, MI
48009

Dear Jim,

With respect to the road project we discussed the other day and your question about whether it was possible and/or feasible to install a new 8" water main with all necessary connections to the existing homes on both sides of both Arlington and or Shirley with minimal disturbance to the existing road, the short answer is yes.

Having driven and walked Arlington and Shirley Streets innumerable times (given that I live on Pleasant Street in Birmingham) I am quite sure that a new 8' water main with all needed connections, stop box valves, gate wells could easily be designed and installed using Horizontal Directional Drilling (HDD) and High-Density Polyethylene (HDPE) pipe in lieu of the more commonly used Ductile Iron (DI) and "open cut" installation methods.

Not only is this method approved in Oakland County by the Water Resource Department (OCWRC) but it has the potential to address many of the items I understand to be of concern to many residents. It also does not force a complete reconstruction of a street that could easily be restored to pristine status with other techniques we can discuss at another time.

There is no question that the City of Birmingham would be well served to explore this option as a viable alternative to their earlier plans and you have my permission to share this letter or the content thereof with the City Commission.

All the best,

Nick Talmers, Managing Member
Cranbrook Contractual Services, LLC
aka Cranbrook Pavement

(See attached details and specifications for horizontal drilling of watermain from OCWRC).

**SECTION 33 05 23.13
HORIZONTAL DIRECTIONAL DRILLING**

PART 1 GENERAL

1.01 SUMMARY

- A. These specifications apply to horizontal directional drilling (HDD) of high density polyethylene pipe (HDPE) for force mains, low pressure sewers, and water mains from 1.25" through 24" diameter.
- B. These specifications are intended to technically describe the nature of the materials, equipment and workmanship required for installing force mains, low pressure sewers, and water mains by HDD methods.
- C. This specification is intended to cover all work necessary for the installation of the pipe as shown on the drawings and as specified herein by HDD methods.

1.02 PRICE AND PAYMENT PROCEDURES

- A. Unless indicated otherwise, HDD shall be paid incidental to and shall be included with the unit prices for the pipe installed.
- B. When a specific pay item for HDD is indicated in the Contractor's bid, HDD will be measured, in place, by length, in linear feet.
- C. The unit price for HDD pipe shall include the following.
 - 1. Excavation, use, and backfilling of all access and exit pits.
 - 2. Pilot tunnel boring.
 - 3. Removal and disposal of spoils and drilling fluid including all costs associated with use of vacuum excavation equipment.
 - 4. Traffic control including efforts to maintain access to roads and driveways during all HDD operations.
 - 5. All costs and activities associated with "potholing" to expose existing utility lines.
 - 6. Any and all labor, equipment, and materials required to complete the work not previously called out above.

1.03 REFERENCES

- A. ASTM F1962 - 11 Standard Guide for Use of Maxi-Horizontal Directional Drilling for Placement of Polyethylene Pipe or Conduit Under Obstacles, Including River Crossings.
- B. Plastics Pipe Institute – Guidelines for Use of Mini-Horizontal Directional Drilling for Placement of High Density Polyethylene Pipe TR-46 2009.

1.04 RELATED REQUIREMENTS

- A. LOW PRESSURE SEWERS – SECTION 33 33 00.

**JIM NASH
OAKLAND COUNTY WATER RESOURCES COMMISSIONER
HDD 1 of 7**

May 20, 2013

**SECTION 33 05 23.13
HORIZONTAL DIRECTIONAL DRILLING**

B. PACKAGED SEWAGE GRINDER PUMPING UNITS – SECTION 33 32 16.13

1.05 QUALIFICATIONS

- A. HDD Contractors shall have actively engaged in the installation of pipe using HDD methods for a minimum of three years, during which time the Contractor has completed at least 80,000 feet of HDD installations from 1.25" to 24" inches in diameter.

1.06 SUBMITTALS

- A. The Contractor shall submit documentation showing a minimum three years of HDD experience with at least 80,000 feet of guided boring installation of 1.25" to 24" diameter projects similar in the scope and value to the project specified in the contract documents. Information must include, but not be limited to the following.
1. Date and duration of work.
 2. Location.
 3. Pipe information (i.e. length, diameter, depth of installation, pipe material, etc.).
 4. Project Owner information (i.e. name, address, telephone number, contact person, etc.).
 5. Contents handled by the pipeline (i.e. water, wastewater, conduit, gas, etc.).
- B. The Contractor shall submit a list of field supervisory personnel and their experience with HDD operations. At least one of the field supervisors listed must be at the site and be responsible for all work at all times when HDD operations are in progress. HDD operations will be postponed until the resume(s) of the Contractor's field supervisory personal have been received.
- C. Working drawings, written procedures, and information that demonstrates in detail the proposed method of operation. This submittal shall include, but not be limited to the following:
1. Size, capacity and setup requirements of all equipment (including drill rig thrust/pullback and rotary torque capacity as well as the mud pump motor size).
 2. HDD guidance system type and information including the accuracy, range, and repeatability values for inclination, roll, and azimuth of the system.
 3. Type of cutting tool head.
 4. Method of monitoring and controlling line and grade.
 5. Arrangement of equipment.
 6. Location and sizes of drilling and receiving pits.
 7. Location of product pipe joining areas and staging areas.
 8. Method of dewatering.
 9. Method of removing spoils.
 10. Carrier pipe type and size.
 11. Method of joining carrier pipe.
 12. Method of installing tracer/detection wire.
 13. Method of abandonment of pilot holes.
 14. Carrier pipe end seals.

**JIM NASH
OAKLAND COUNTY WATER RESOURCES COMMISSIONER
HDD 2 of 7**

May 20, 2013

**SECTION 33 05 23.13
HORIZONTAL DIRECTIONAL DRILLING**

15. Bentonite drilling fluid product information including the following:
 - a. Product information.
 - b. Material specifications.
 - c. Handling procedures.
 - d. Special precautions required.
 - e. Method of mixing and installation.
 - f. Identification of polymer enhancement material or special additives (if applicable).
 - g. Method of measuring and maintaining water and bentonite quality during bore progress.
 - h. MSDS sheet.
- D. Information regarding the clean water source for mixing of drilling fluid.
- E. As-Built Survey
 1. At the completion of pilot hole drilling described herein, Contractor shall provide a tabulation of coordinates referenced to the drilled entry point, which accurately described the location of the pilot hole.
 2. Logs of pullback pressures for each setup upon completion of the installation of each length of pipe.
- F. All drawings, catalog cuts and other descriptive data covering related items in the same system shall be submitted at the same time in order that their complete integrated applicability in the entire system may be adequately reviewed.
- G. If, during construction, the Contractor determines that modifications to the method and equipment as stated in the original submittal are necessary, the Contractor shall submit a plan describing such modifications, including the reasons for the modifications, to the Owner for review prior to making the modification.

1.07 FIELD CONDITIONS

- A. HDD operations shall not interfere with, interrupt, or endanger the ground surface or the activities or items upon the surface.
- B. HDD operations shall be confined to the area of work as shown on the project drawings.
- C. The HDD Contractor shall comply with all local ordinances, codes, statutes, rules, and regulations including the Owner's Engineering standards and Occupational Safety and Health Administration requirements.
- D. When rock stratum, boulders, underground obstructions, or other soil conditions that impede the progress of drilling operations are encountered, the Contractor will review the situation with the Owner. The Contractor shall determine the feasibility of continuing drilling operations and review this with the Owner should adjustments or switching to an alternative construction method determined to be necessary.

**JIM NASH
OAKLAND COUNTY WATER RESOURCES COMMISSIONER
HDD 3 of 7**

May 20, 2013

**SECTION 33 05 23.13
HORIZONTAL DIRECTIONAL DRILLING**

PART 2 PRODUCTS

2.01 PIPING MATERIALS

- A. See **RELATED REQUIREMENTS**.

2.02 DRILLING FLUID

- A. No drilling fluid shall be used that does not comply with environmental regulations.
- B. Drilling fluids shall be a mixture of clean water and bentonite clay. The fluid shall be inert. The fluid should remain in the tunnel to insure the stability of the tunnel, reduce drag on the pulled pipe, and provide backfill within the annulus of the pipe and tunnel.
- C. Disposal of excess drilling fluid and spoils shall be the responsibility of the Contractor and shall be conducted in compliance with all relevant regulations, right-of-way, workspace requirements, and permit agreements. Excess drilling fluid and spoils shall be disposed of at an approved location and shall be performed at no additional cost to the Owner. The Contractor is responsible for transporting all excess drilling fluid and spoils to the disposal site and for paying any disposal costs. Excess drilling fluid and spoils shall be transported in a manner that prevents accidental spillage onto roadways. Excess drilling fluid and spoils shall not be discharged into sanitary or storm drain systems, or waterways.
- D. Drilling fluid returns caused by fracturing, formations, or any other means at locations other than the entry and exit points shall be minimized. The Contractor shall immediately clean up and dispose of any drilling fluid and spoils from return areas.
- E. The Contractor shall provide mobile spoils removal equipment capable of quickly removing spoils from entry and exit pits and from return areas. This equipment must be present during all HDD operations to fulfill the disposal requirements previously described.

2.03 DRILLING WATER

- A. The Contractor shall provide clean water for the mixing of drill fluid.
- B. The Contractor is responsible for locating a clean water source, and for transportation and storage of water.
- C. The Contractor shall secure appropriate permissions from the entity having jurisdiction over the clean water source.

PART 3 EXECUTION

3.01 PREPARATION

- A. Excavate access and exit pits as necessary to horizontally directional drill the proposed pipe alignment as shown on the project drawings.

**JIM NASH
OAKLAND COUNTY WATER RESOURCES COMMISSIONER
HDD 4 of 7**

May 20, 2013

**SECTION 33 05 23.13
HORIZONTAL DIRECTIONAL DRILLING**

- B. The drilling procedures and equipment shall provide protection of workers particularly against electrical shock. As a minimum, grounding mats, grounded equipment, hot boots, hot gloves, safety glasses and hard hats shall be used by crewmembers.
- C. The drilling equipment shall be equipped with an operational alarm system capable of detecting electrical current.
- D. The Contractor is responsible for protecting all existing utilities. The Contractor shall call Miss Dig (811) a minimum of 3 working days before any work is to begin. Existing utilities within the path of the proposed horizontal directional bore shall be "pot holed" to determine depth.

3.02 HORIZONTAL DIRECTIONAL DRILLING OPERATIONS

A. Equipment

- 1. The drilling equipment must be capable of placing the pipe within the planned line and grade without inverse slopes.
- 2. The drilling equipment must meet the minimum thrust/pullback rating, minimum rotary torque rating, and the minimum mud flow pumping capacity to facilitate installation of the product pipe per the contract drawings.
- 3. The guidance system must have the capability of measuring inclination, roll, and azimuth. The guidance system must have an independent means to ensure the accuracy of the installation. The Contractor will demonstrate a viable method to eliminate accumulated error due to inclinometer (pitch or accelerometer). The guidance system shall be capable of generating a plot of the borehole survey for the purpose of an as-built drawing.
- 4. The proposed equipment set up requirements, including but not limited to proposed access and exit pit locations, are at the sole determination of the Contractor. Such information shall be submitted along with all other required information per the specifications.

3.03 PILOT HOLE BORING

- A. The entry angle and the pilot hole and the boring process shall maintain a curvature that does not exceed the allowable bending radius of the product pipe.
- B. The pilot hole shall be drilled along the path shown on the plan and profile drawings to the following tolerances:
 - 1. Elevations: Plus or minus six inches.
 - 2. Alignment: Plus or minus six inches.

**JIM NASH
OAKLAND COUNTY WATER RESOURCES COMMISSIONER
HDD 5 of 7**

May 20, 2013

**SECTION 33 05 23.13
HORIZONTAL DIRECTIONAL DRILLING**

3. Curve Radius: No curves will be accepted with a radius less than that shown on the plan and Profile drawings.
- C. Alignment Adjustments and Restarts
1. The Contractor shall follow the pipeline alignment as shown on the drawings within the specifications stated. If adjustments are required, the Contractor shall notify the Engineer and Owner for approval prior to making the adjustments.
 2. In the event of difficulties at any time during boring operations requiring the complete withdrawal from the tunnel, the Contractor may be allowed to withdraw and abandon the tunnel and begin a second attempt at a location approved by the Owner. The Contractor may excavate at the point of the difficulty and install the product pipe by trench method, at no additional cost to the Owner, per the general provisions and specification for construction.
 3. The number of access pits shall be kept to a minimum. The equipment must be capable of boring and installing the proposed diameter product pipe in a continuous run of a minimum distance of 600 feet without intermediate pits.

3.04 INSTALLING PRODUCT PIPE

- A. After the pilot hole is completed, the Contractor shall install a swivel to the reamer and commence pullback operations. Should pre-reaming of the tunnel be necessary, it shall be performed at the option of the Contractor and at no additional cost to the Owner.
- B. The reaming diameter shall not exceed 1.4 times the diameter of the product pipe being installed.
- C. The product pipe being pulled into the tunnel shall be protected and supported so that it moves freely and is not damaged by stones and debris on the ground during installation.
- D. Pullback forces shall not exceed the allowable pulling forces for the product pipe.
- E. The Contractor shall allow sufficient length of product pipe to extend past the termination point to allow connections to adjacent pipe sections or gate valves.
- F. Pulled pipes will be allowed 24 hours of stabilization prior to making tie-ins.

3.05 INSPECTION

- A. The Contractor will at all times provide and maintain instrumentation which will accurately perform the following functions.
 1. Locate the pilot hole.
 2. Record coordinates referenced to the drilled entry point.
 3. Measure drilling fluid flow discharge rate and pressure.

**JIM NASH
OAKLAND COUNTY WATER RESOURCES COMMISSIONER
HDD 6 of 7**

May 20, 2013

**SECTION 33 05 23.13
HORIZONTAL DIRECTIONAL DRILLING**

- 4. Measure pullback pressure.
- B. The Engineer and Owner will have access to these instruments and readings at all times.

3.06 OBSTRUCTIONS

- A. The Owner and Engineer must be notified immediately if any obstruction is encountered that stops the forward progress of the HDD operation. The Contractor must review the situation with the Engineer and Owner and determine the feasibility of continuing drilling operations or switching to an alternative construction method.
- B. Dewatering of pits and excavations must meet the general provisions and specifications as set forth by the Owner's standards. The type of dewatering method used by the Contractor must be approved by the Owner, prior to commencing with the dewatering activity.

END OF SECTION

**JIM NASH
OAKLAND COUNTY WATER RESOURCES COMMISSIONER
HDD 7 of 7**

May 20, 2013

Jim Miro's proposal.

1 message

'Brian Connolly' via City Commission <city-commission@bhamgov.org>

Thu, Feb 29, 2024 at 3:00 PM

Reply-To: Brian Connolly <bconnolly1@aol.com>

To: city-commission@bhamgov.org

Dear Commissioners,

I am writing to request that you consider Mr Miro's proposal regarding the sewer replacement work on Arlington/Shirley. It sounds as if it would be more cost efficient and less disruptive. However, as a layperson, I am unable to conclude whether these proposals are plausible and realistic. I would greatly appreciate hearing from the city as to whether or not this is the case. I am hopeful that the Commission can facilitate enlightening us on this so that we can either actively support it or not distract from moving on with other city business.

Thank you again for your service to the community.

Brian Connolly MD

843 Arlington.

--

You received this message because you are subscribed to the Google Groups "City Commission" group.

To unsubscribe from this group and stop receiving emails from it, send an email to city-commission+unsubscribe@bhamgov.org.

To view this discussion on the web visit <https://groups.google.com/a/bhamgov.org/d/msgid/city-commission/A91C6BD3-9804-4A34-90CB-927F555DBF38%40aol.com>.

Shirley and Arlington rd repairs

1 message

s h <sbh_999@yahoo.com>

Sun, Mar 3, 2024 at 6:53 PM

To: "emclain@bhamgov.org" <emclain@bhamgov.org>, "kschafer@bhamgov.org" <kschafer@bhamgov.org>, "along@bhamgov.org" <along@bhamgov.org>, "tlong@bhamgov.org" <tlong@bhamgov.org>, "ahaig@bhamgov.org" <ahaig@bhamgov.org>, "bhost@bhamgov.org" <bhost@bhamgov.org>

Cc: "jecker@bhamgov.org" <jecker@bhamgov.org>, "abingham@bhamgov.org" <abingham@bhamgov.org>

Dear Commissioners,

Thank you for you time and effort spent on this subject. This letter is in support of consideration to be given to Horizontal Directional Drilling (HDD) method to replace water and sewer lines. Our understanding is that this method will reduce considerably the cost of assessment to the homeowners, in addition to environmental benefits.

Thank you for your consideration

Best Regards,

Greta and Safi Hamid
708 Shirley

HDD Request

1 message

shay spaniola <shayspaniola@gmail.com>

Fri, Mar 1, 2024 at 5:07 PM

To: emclain@bhamgov.org, kschafer@bhamgov.org, along@bhamgov.org, tlong@bhamgov.org, ahaig@bhamgov.org, bhost@bhamgov.org, abingham@bhamgov.org, "Jecker@bhamgov.org" <Jecker@bhamgov.org>

Cc: jmirro <jmirro@intromarketing.com>

Dear Birmingham City Commission,

As a new resident on the corner of Arlington and Shirley, I want to thank you for saving the new trees we have planted and saving the old trees that give our neighborhood such charm. We are also writing to put it into consideration when making your decision on the Horizontal Directional Drilling to save more of our trees while preserving streets.

Thank you!

Shay and David Henning

--

Shay Spaniola

Designer, Shay Spaniola Creative

586.707.3705 | www.shayspaniolacreative.com

shayspaniola@gmail.com | DETROIT + AUSTIN



Create your WiseStamp [email signature](#)

Arlington/Shirley Sewer Project

1 message

Sonia Just <losjusts@yahoo.com>

Mon, Mar 4, 2024 at 11:02 AM

To: "emclain@bhamgov.org" <emclain@bhamgov.org>, "kschafer@bhamgov.org" <kschafer@bhamgov.org>, "along@bhamgov.org" <along@bhamgov.org>, Brad Host <bhost@bhamgov.org>

Cc: "tlonge@bhamgov.org" <tlonge@bhamgov.org>, "ahaigh@bhamgov.org" <ahaigh@bhamgov.org>

Dear Birmingham City Commisioners and Administrators,

We have been following the proposed sewer improvements for Arlington and Shirley roads, directly to the south of our own neighborhood, because we care greatly for our whole city and because what is decided there could become the norm and directly impact us when the time comes to make improvements in our street.

We have lived here since 1980 when we were house hunting we were attracted to this spot by the great services and schools and by the amazing vegetation, in those days the mature Elm Trees When the elms died they were replaced by other shade trees that are now are now mature and beautiful, but it took decades to accomplish.

We understand the concerns of the Arlington homeowners, loosing two hunderd trees would not help the owners, our planet, climate change or anything else. It would be a shame. Even worse if this solution spreads to other subdivisions

Safety is our other big concern. Excavating and disrupting traffic for months would make it slower and harder for first responders to acces us during emergencies. Nobody wants to impact negatively the first responders work.

We aim to be a forward looking, caring city, and there is more advanced tecnology for lining the sewers, so please, forget the digging and excavating. This seems like a no-brainer to us. Please vote to use this 21st century technology and in this way preserve the ambiance of our city, save the trees, and keep us, and the first responders safe.

One last thought: Shaded and welcoming streets are more walkable.

Respectfully,
Sonia Just and family.

Arlington/Shirley Plans

1 message

Julie Keating <keatsx3@gmail.com>

Mon, Mar 4, 2024 at 4:03 PM

To: emclaim@bhamgov.org, "along@bhamgov.org" <along@bhamgov.org>, "tlonge@bhamgov.org" <tlonge@bhamgov.org>, "kschafer@bhamgov.org" <kschafer@bhamgov.org>, "ahaig@bhamgov.org" <ahaig@bhamgov.org>, "bhost@bhamgov.org" <bhost@bhamgov.org>, "Jecker@bhamgov.org" <Jecker@bhamgov.org>, "abingham@bhamgov.org" <abingham@bhamgov.org>, mkucharek@bhamgov.org

I am writing to urge you to consider Horizontal Directional Drilling to replace the water & sewer lines for these and all Birmingham neighborhoods going forward. It would be a shame to see the ambiance of another neighborhood destroyed by the loss of trees. Tree lined streets are not only good for the environment but add intrinsically to property values.

Warm regards,

Lee and Julie Keating

Fwd: March 4, 2024 Commision Meeting

1 message

Jana Ecker <Jecker@bhamgov.org>
To: Alex Bingham <abingham@bhamgov.org>

Mon, Mar 4, 2024 at 2:57 PM

Jana L. Ecker
City Manager
Birmingham, MI
(248) 530-1811

----- Forwarded message -----

From: **EDWARD KULNIS** <ekulnis@comcast.net>

Date: Thu, Feb 29, 2024 at 7:04 PM

Subject: March 4, 2024 Commision Meeting

To: emclain@bhamgov.org <emclain@bhamgov.org>, kschafer@bhamgov.org <kschafer@bhamgov.org>, along@bhamgov.org <along@bhamgov.org>, tlonge@bhamgov.org <tlonge@bhamgov.org>, ahaig@bhamgov.org <ahaig@bhamgov.org>, bhost@bhamgov.org <bhost@bhamgov.org>, jecker@bhamgov.org <jecker@bhamgov.org>

It is my sincere hope that the City Administration and Board of Commissioners of the City of Birmingham supports the adoption of a proposal which will permit the use of Horizontal Directional Drilling (HDD) under both Arlington and Shirley Streets. This proposal will be presented at the March 4, 2024 Commision Meeting.

This proven method is a perfect application that can be used to replace the existing water mains and sewers. In doing so, you will be voting to protect a large number of existing trees and ultimately maintaining the natural and historic beauty of these neighborhoods.

In addition, you will be acknowledging the wishes of the majority of the residents of said neighborhood.

Sincerely,

Edward Kulnis
768 Southfield Road

Arlington & Shirley Roads Project

1 message

JOHN Mathews <jfmathews@comcast.net>

Sun, Mar 3, 2024 at 11:36 AM

To: "emclain@bhamgov.org" <emclain@bhamgov.org>, "tlonge@bhamgov.org" <tlonge@bhamgov.org>, "kschafer@bhamgov.org" <kschafer@bhamgov.org>, "ahaig@bhamgov.org" <ahaig@bhamgov.org>, "bhost@bhamgov.org" <bhost@bhamgov.org>, "jecker@bhamgov.org" <jecker@bhamgov.org>, "abingham@bhamgov.org" <abingham@bhamgov.org>, "mkucharek@bhamgov.org" <mkucharek@bhamgov.org>

To: B'ham City Council

Re: Shirley & Arlington Roads Project

We urge the Birmingham City Council to vote YES to approve Horizontal Directional Drilling (HDD) under Arlington and Shirley streets. This cost effective method replaces water and sewer lines under the main surface of the road, minimizing the cost for a total road replacement and majestic tree loss due to root disturbance.

HDD has been utilized successfully in other communities in our area (Bloomfield Hills, Troy, Warren, Plymouth, Oxford) and is more cost efficient than a total road excavation. In addition, several other roads in Birmingham are facing road upgrades and HDD would work equally well and replicated elsewhere.

This HDD method will rescue more than 100 trees from root disturbance loss as well as save money for taxpayers and property owners. It is a sound economic and environmental decision.

We encourage the City Council to vote YES to approve HDD for the planned Arlington and Shirley project. It will take at least 30 years for replacement saplings to reach the maturation level and beauty of the current trees on two of the most gorgeous streets in the entire City!

Thank you for your kind attention and consideration in this most important matter.

Sincerely,

Barbara & John Mathews



Alex Bingham <abingham@bhamgov.org>

Fwd: Arlington

1 message

Jana Ecker <Jecker@bhamgov.org>
To: Alex Bingham <abingham@bhamgov.org>

Mon, Mar 4, 2024 at 12:47 PM

Jana L. Ecker
City Manager
Birmingham, MI
(248) 530-1811

----- Forwarded message -----

From: **Creagh Milford** <docmilford@gmail.com>
Date: Sat, Mar 2, 2024 at 6:13 PM
Subject: Arlington
To: <kschafer@bhamgov.org>, <ahaig@bhamgov.org>, <bhost@bhamgov.org>, <jecker@bhamgov.org>

Please consider direct drilling for H2O & sewer if possible
Thanks
Sent from my iPhone

Mar. 4 Meeting - Arlington/Shirley

1 message

Kerry Milliron <kerrymilliron@gmail.com>

Sat, Mar 2, 2024 at 2:50 PM

To: emclain@bhamgov.org, kschafer@bhamgov.org, along@bhamgov.org, tlong@bhamgov.org, ahaig@bhamgov.org, bhost@bhamgov.org

Cc: jecker@bhamgov.org, abingham@bhamgov.org

Hello, members of the City Council.

I write at this late moment, to ask that you seriously consider the citizens' proposal for Horizontal Directional Drilling and surface milling, to accomplish the upgrade to Arlington & Shirley street infrastructure.

Last month's PowerPoint presentation by City staff seemed to argue that there was only one responsible path forward, and I understand that it is no easy thing to change course. Still, a handful of residents have presented compelling arguments and evidence to support HDD and milling. If these proposed drilling and paving methods are sound, and the financial & environmental impacts lighter, then you have the opportunity to approve a plan that is better for all involved, and which could pave an easier path to future street upgrades.

I look forward to seeing you all on Monday evening. Thank you for your kind attention.

-Kerry Milliron
218 Arlington Street

Shirley & Arlington Street Vote

1 message

Justin Mirro <jmirro@kensington-cap.com>

Sat, Mar 2, 2024 at 10:01 AM

To: "emclain@bhamgov.org" <emclain@bhamgov.org>, "kschafer@bhamgov.org" <kschafer@bhamgov.org>, "along@bhamgov.org" <along@bhamgov.org>, "tlong@bhamgov.org" <tlong@bhamgov.org>, "ahaig@bhamgov.org" <ahaig@bhamgov.org>, "bhost@bhamgov.org" <bhost@bhamgov.org>

Cc: "jecker@bhamgov.org" <jecker@bhamgov.org>, "abingham@bhamgov.org" <abingham@bhamgov.org>

Ladies and Gentlemen,

It is my understanding that an existing plan for street improvements on Shirley and Arlington Streets has the potential to kill many of the trees on these beautiful streets which are a delight to visit. Having lived on Arlington Street for over 25 years, I believe it to be one of the most beautiful streets in Birmingham – it would be a shame to destroy these trees and the character of our town.

It is my further understanding that there is an alternative plan available using horizontal direct drilling and milling of the top layer of the streets, and that this plan will be less expensive and not endanger the trees. As such, I urge you to vote YES to approve Horizontal Directional Drilling (HDD) under Shirley and Arlington Streets.

Respectfully,

Justin Mirro

646-382-5153

Arlington & Shirley Street Vote

1 message

loretta mirro <lmirro@intromarketing.com>

Thu, Feb 29, 2024 at 9:32 PM

To: emclain@bhamgov.org, kschafer@bhamgov.org, along@bhamgov.org, tlonge@bhamgov.org, ahaig@bhamgov.org, bhost@bhamgov.org

Cc: jecker@bhamgov.org, abingham@bhamgov.org, mkucharek@bhamgov.org

Dear City Commissioners,

I am urging you to vote YES to approve Horizontal Directional Drilling (HDD) under Shirley and Arlington Streets. This is less costly than tearing up the entire street and will save the city money and save the property owners the better part of the planned \$50,000 assessment. In addition, it will save over 100 trees. The new water and sewer lines can be achieved with this method, as has been done in other communities in our area, and should be utilized. Afterwards, a top milling of the street mixed with asphalt would create a beautiful street without having the entire street torn up and the high cost associated with that.

Please vote YES to utilize HDD to save trees and money for taxpayers and property owners. This would be a sound economic decision.



Alex Bingham <abingham@bhamgov.org>

Fwd: Upcoming vote request 03/04/2024

1 message

Jana Ecker <Jecker@bhamgov.org>
To: Alex Bingham <abingham@bhamgov.org>

Thu, Feb 29, 2024 at 6:49 PM

Jana L. Ecker
City Manager
Birmingham, MI
(248) 530-1811

----- Forwarded message -----

From: **Heidi Pinkert** <gtbmidr@gmail.com>
Date: Thu, Feb 29, 2024 at 5:36 PM
Subject: Upcoming vote request 03/04/2024
To: <emclain@bhamgov.org>, <kschafer@bhamgov.org>, <along@bhamgov.org>, <tlonge@bhamgov.org>, <ahaig@bhamgov.org>, <bhost@bhamgov.org>, <jecker@bhamgov.org>

Dear Commissioners,

As an Arlington homeowner, I would very much like to thank the commission for deciding against street narrowing, sidewalk installation and the accompanying tree removal. I appreciate that you took community opinion into consideration when making your decision. I would therefore also like to advocate for Horizontal Directional Drilling to replace our water mains and sewers, as it appears this technique would also save trees, while getting the job done. Please take this into consideration when you decide the issue. With many thanks,

Heidi Pinkert
730 Arlington
Birmingham MI

Improved Streets/ Shirley & Arlington

1 message

kirsten riess <kriess@gmail.com>

Mon, Mar 4, 2024 at 2:00 PM

To: emclain@bhamgov.org, tlonge@bhamgov.org, kschafer@bhamgov.org, Andrew Haig <ahaig@bhamgov.org>, bhost@bhamgov.org, Ecker Jana <jecker@bhamgov.org>, abingham@bhamgov.org, mkucharek@bhamgov.org, "along@bhamgov.org" <along@bhamgov.org>

Hello Birmingham City Council,

I read the article in the Birmingham - Bloomfield Eagle about the Arlington and Shirley road project. The way the article reads, it seems you were unclear if the streets are improved or unimproved. If you are, in fact, unclear about the status of the street, I am extremely disappointed that everyone except for Brad Host voted to move forward with the project subjecting home owners to a \$40,000-\$60,000 assessment.

Quoting article "...because it's not about the trees, it's not about the width, it's not about the cape seal, it's not about any of that, in the end. It's about the safety for the people that live on Arlington and Shirley." Yes, I agree that safety is very important. But it seems as though the definition of "safety" being used here is too limited in scope. Speaking as a resident of Birmingham for the last 15 years (and my husband and his family who have been here for more than 50 years), I can say from direct experience that the width of the roads is also a critical safety issue. I know some folks believe that by narrowing the roads, traffic slows down. In practice, the cars don't really slow down. They just get closer to the sides of the roads and to anyone or anything that happens to be there. My kids can no longer safely ride their bikes to school on Oak Street (or many of the other narrowed streets, particularly those with curbs). Snow, leaves, any vehicles parked on the side of the street, etc. force bikes out of the bike lane and into the traffic lanes. Even driving our vehicle down some of these streets is often difficult or impossible when cars are legally parked along the roads. Often times there is no way for two cars to pass going in opposite directions and often not enough space for one car to pass. Narrower streets, particularly those with curbs, are NOT SAFER, they are more dangerous!

A resident on Nextdoor posted a note about Horizontal Directional Drilling. I sincerely hope that you are researching and considering this or other options which might be equally effective and more affordable ways to complete these projects. If we must tear-up the streets to replace aging pipes, I would also urge you to find another way to fund these projects other than slapping a \$40,000-\$60,000 bill on the home owners. I realize that several streets have already paid for their street "improvements". A city-wide millage for all homes- perhaps with a portion of the money going to refund prior resident payments- would seem to be a much fairer way to proceed. We use millages to pay for golf simulators and other country-club level exercise equipment for our public schools. Surely we can find a way to pay for what is arguably a critical infrastructure repair under our streets... And to do it without narrowing the streets and putting our children at risk of being hit by cars when they are riding their bikes. I know you can find a way.

Thank you, Brad Host, for dissenting the vote.

Thank you,
Kirsten Barnds
Westwood Dr.

Fwd: Arlington-Shirley: Recommend vote to explore further or approve HDD to minimize expense and disruption

1 message

Jana Ecker <Jecker@bhamgov.org>
To: Alex Bingham <abingham@bhamgov.org>

Mon, Mar 4, 2024 at 12:46 PM

Looks like you weren't copied on this one...

Jana L. Ecker
City Manager
Birmingham, MI
(248) 530-1811

----- Forwarded message -----

From: **Gary Saltzgiver** <gsaltzgiver@yahoo.com>

Date: Fri, Mar 1, 2024 at 6:59 PM

Subject: Arlington-Shirley: Recommend vote to explore further or approve HDD to minimize expense and disruption

To: emclain@bhamgov.org <emclain@bhamgov.org>, kschafer@bhamgov.org <kschafer@bhamgov.org>, along@bhamgov.org <along@bhamgov.org>, tlonge@bhamgov.org <tlonge@bhamgov.org>, ahaig@bhamgov.org <ahaig@bhamgov.org>, bhost@bhamgov.org <bhost@bhamgov.org>, jecker@bhamgov.org <jecker@bhamgov.org>

Cc: cballer@bhamgov.org <cballer@bhamgov.org>

Based on Melissa Coatta's 2/5/24 presentation, the City may not on its own have the expertise to perform Horizontal Directional Drilling (HDD), but the 2/26/2024 letter from Cranbrook Contractual Services, LLC aka Cranbrook Pavement written to Jim Mirro by neighbor Nick Talmers (see attached) clearly reveals that HDD is feasible for our curved Arlington-Shirley streets and is even recommended by the County. Thus, HDD should be explored further by the City with bids as the work can be subcontracted to a skilled contractor.

HDD installation of our water mains and sewers (whether relined or replaced) will (a) avoid full street excavation; (b) limit tree root destruction and neighborhood use disruption; and (c) reduce the taxpayer cost to the City as well as decrease residential assessments to rebuild the street, while achieving the desired upgrades to both infrastructure and streets. It is a recognized technological advance.

We thus urge a "Yes" vote by the Commission on Monday, 3/4/24, to approve or at least further explore Horizontal Directional Drilling under Arlington/Shirley Streets, followed by milling / sealing the surface afterwards to produce a satisfactory result at a lower cost than total destruction / reconstruction of these streets.

Gary Saltzgiver and Elaine C. Hazel
[188 Shirley Rd](#)
[Birmingham, MI](#)

Arlington & Shirley Road Review

1 message

Kris Sawyer <antiquer62@aol.com>

Fri, Mar 1, 2024 at 6:06 PM

To: emclain@bhamgov.org, kschafer@bhamgov.org, along@bhamgov.org, tlong@bhamgov.org, ahaig@bhamgov.org, bhost@bhamgov.org

Cc: jecker@bhamgov.org, abingham@bhamgov.org

Dear Commissioners,

Thank you for taking the time to consider the impact your decisions regarding our roadway will have on our residents, wildlife and community.

As a homeowner on Arlington Street, I would like to advocate for the use of Horizontal Directional Drilling to replace and update our sewer and water service lines. Using this method would certainly be much less invasive, stressful and damaging to our perimeter neighborhood trees.

Using HDD for repair/reconstruction would be beneficial on all fronts; less destruction of habitats for our wildlife, preservation of the atmosphere and beauty that is part of Birmingham with the large growth trees, as well as keeping debris from road demolition out of landfill. Less destruction of hard scape ultimately results in less fossil fuel usage making it less costly on an expense as well as environmental scale. I believe this is a win-win scenario whereby we preserve nature, reduce waste, reduce our carbon footprint and contain costs benefiting our environment, community and street residents making this the more responsible decision pathway.

Please continue to take all parties into consideration when you vote.

Regards,
Ronald Sawyer
Kris Sawyer
Alexander Sawyer
Nicole Sawyer
968 Arlington Street

Sent from my iPhone

Fwd: Arlington & Shirley Street projects

1 message

Jana Ecker <Jecker@bhamgov.org>

Thu, Feb 29, 2024 at 2:44 PM

To: Alex Bingham <abingham@bhamgov.org>, Melissa Coatta <mcoatta@bhamgov.org>, "Kucharek, Mary" <Mkucharek@bhlaw.us.com>

Jana L. Ecker
City Manager
Birmingham, MI
(248) 530-1811

----- Forwarded message -----

From: **John Stockdale** <jjstockdale@icloud.com>

Date: Thu, Feb 29, 2024 at 2:04 PM

Subject: Arlington & Shirley Street projects

To: <emclain@bhamgov.org>, <kschafer@bhamgov.org>, <along@bhamgov.org>, <tlonge@bhamgov.org>, <ahaig@bhamgov.org>, <bhost@bhamgov.org>, <jecker@bhamgov.org>

Ladies and Gentlemen

It is my understanding that an existing plan for street improvements on Shirley and Arlington Streets has the potential to kill many of the trees on these beautiful streets which are delight to visit. It is my further understanding that there is an alternative plan available using horizontal direct drilling and milling of the top layer of the streets, and that this plan will be less expensive and not endanger the trees. I am in favor of this alternative plan.

Respectfully,
John Stockdale

HDD

1 message

PAUL TAROS <tarosassociates@yahoo.com>

Sun, Mar 3, 2024 at 7:12 PM

To: "emclain@bhamgov.org" <emclain@bhamgov.org>, "tlonge@bhamgov.org" <tlonge@bhamgov.org>, "kschafer@bhamgov.org" <kschafer@bhamgov.org>, "ahaig@bhamgov.org" <ahaig@bhamgov.org>, "bhost@bhamgov.org" <bhost@bhamgov.org>, "jecker@bhamgov.org" <jecker@bhamgov.org>, "abingham@bhamgov.org" <abingham@bhamgov.org>, "mkucharek@bhamgov.org" <mkucharek@bhamgov.org>

Please approve HDD for all of Birmingham. It will save taxpayer money and trees.

Paul Taros MBA CPA



**NOTICE OF INTENTION TO APPOINT TO
BOARD OF BUILDING TRADES APPEALS**

At the regular meeting of Monday, May 6, 2024 the Birmingham City Commission intends to appoint to the Board of Building Trades Appeals two regular members to serve three-year terms to expire April 24, 2027. Applicants shall be qualified by experience or training in fields such as architecture, engineering, mechanical engineering, building, electrical plumbing, heating or refrigeration.

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 1, 2024. 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 of Building Trades Appeal hears and grants or denies requests for variances from strict application of the provisions of the Michigan Building, Residential, Mechanical and Plumbing Codes and the National Electrical Code. The board will decide on matters pertaining to specific code requirements related to the construction or materials to be used in the erection, alteration or repair of a building or structure.

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.

Criteria/Qualifications of Open Position	Date Applications Due (by noon)	Date of Interview
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)	5/01/2024	5/06/2024



**NOTICE OF INTENTION TO APPOINT TO THE
CITY OF BIRMINGHAM
BROWNFIELD REDEVELOPMENT AUTHORITY**

At the regular meeting of Monday, May 6, 2024 the Birmingham City Commission intends to appoint two regular members to the City of Birmingham Brownfield Redevelopment Authority, one to serve a three-year term expiring May 23, 2027 and another to serve the remainder of a three-year term set to expire on May 23, 2026.

The authority shall have the powers and duties to the full extent as provided by and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended. Among other matters, in the exercise of its powers, the Board may prepare Brownfield plans pursuant to Section 13 of the Act and submit the plans to the Commission for consideration pursuant to Section 13 and 14 of the Act.

Members shall be appointed by the Mayor, subject to approval by the City 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, May 1, 2024. 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.

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.

Criteria/Qualifications of Open Position	Date Applications Due (by noon)	Date of Interview
Members shall, in so far as possible, be residents of the City of Birmingham.	5/01/2024	5/06/2024



**NOTICE OF INTENTION TO APPOINT TO THE
MULTI-MODAL TRANSPORTATION BOARD**

At the regular meeting of Monday, April 8, 2024, the Birmingham City Commission intends to appoint to the Multi-Modal Transportation Board two alternate members with terms expiring October 27, 2025.

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, April 3, 2024. 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.

In so far as possible, the seven-member committee shall be composed of the following: one pedestrian advocate member; one member with a mobility or vision impairment; one member with traffic-focused education and/or experience; one bicycle advocate member; one member with urban planning, architecture or design education and/or experience; and two members at large living in different geographical areas of the City. Applicants for these positions do not have to be qualified electors or property owners in Birmingham.

Duties of the Multi-Modal Transportation Board

The purpose of the Multi-Modal Transportation Board shall be to assist in maintaining the safe and efficient movement of motorized and non-motorized vehicles and pedestrians on the streets and walkways of the City and to advise the City Commission on the implementation of the Multi-Modal Transportation Plan, including reviewing project phasing and budgeting.

Criteria/Qualifications of Open Position	Date Applications Due (by noon)	Date of Interview
<p>In so far as possible, members shall represent pedestrian advocacy, mobility or vision impairment, traffic-focused education/experience, bicycle advocacy, urban planning, architecture or design education/experience, or different geographical areas of Birmingham.</p> <p>Members may or may not be electors (registered voter) or property owners in the City of Birmingham.</p>	4/3/2024	4/8/2024

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.



**NOTICE OF INTENTION TO APPOINT TO THE
BOARD OF ETHICS**

At the regular meeting of Monday, April 8, 2024, the Birmingham City Commission intends to appoint one regular member to the Board of Ethics to serve the remainder of a three-year term to expire June 30, 2024.

Board members are to serve as an advisory body for the purposes of interpreting the Code of Ethics. The board consists of three members who serve without compensation. The members shall be residents and have legal, administrative or other desirable qualifications.

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, April 3, 2024. 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 appointment.

Criteria/Qualifications of Open Position	Date Applications Due (by noon)	Date of Interview
Members shall be residents and have legal, administrative or other desirable qualifications.	4/3/2024	4/08/2024

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.

BIRMINGHAM AREA CABLE BOARD
ANNUAL REPORT
FISCAL YEAR 2022-23

Submitted By:

Cathy K. White

Executive Director

December, 2023

CABLE BOARD MEMBERS

As of December 31, 2023

BIRMINGHAM

David Eick- Vice Chair & Personnel Committee Chair

George Abraham- Cable Action Committee Chair

Donovan Shand

Jim Cleary

Deanna Brown

FRANKLIN

Rick David-Treasurer

BEVERLY HILLS

Christopher Dobies

Gilbert Gugni- Chairman

Shane Henry

Ray Kamoo- Secretary & PEG Committee Chair

BINGHAM FARMS

D.E. Hagaman

Introduction

The Birmingham Area Cable Board is comprised of the following four communities: Birmingham, Beverly Hills, Franklin and Bingham Farms. Each year, after completion of the annual audit prepared by Plante & Moran, BACB submits an annual report to its four members. Below is our annual report for the fiscal year 2022-2023.

We are very proud of the work that has been accomplished during the past year. Of great significance was the grant that the Board authorized in the amount of \$185,000 to the Birmingham public schools. The grant was authorized to the school district so that it could replace the television production equipment and lighting at its two high schools and three middle schools. This grant will positively impact a significant number of students who attend the Birmingham public schools from all four of our member communities.

Gil Gugni
Chairman, Birmingham Area Cable Board

BCTV Contract

The contract with BCTV for public and governmental programming, which originally expired on June 30, 2019, has been extended until December 31, 2026. Carrie LeZott currently serves as Director of Cable and Community Relations and Greg Black currently serves as Manager. The cost for BACB production and associated services in FY 2022-23 was \$308,300.00. BCTV has been taping three additional Birmingham public meetings: the Board of Zoning Appeals, the Advisory Parking Committee and the Multi-Modal Transportation Board. In addition, we utilize PEG funds for BCTV to tape local high school sports events.

Board Committees

The Board has three standing committees: PEG (Public Educational Governmental), CAC (Cable Action) and Personnel committees.

PEG Committee

The PEG Committee is charged with oversight and development of programming on the public access and governmental channels as well as reviewing proposed grants for PEG infrastructure. Ray Kamoo is the Chairman; membership is open to any Board member, and representatives of BCTV and the Birmingham Public Schools participate on a regular basis. Live broadcast, as well as rebroadcast, of local governmental meetings continues on the Governmental channel. The Public channel provides opportunities for local citizens to produce their own programs, as well as to broadcast/rebroadcast parades, lectures, concerts and other events of community interest. The rebroadcast of Groves versus Seaholm athletic contests, both boys and girls, is now in its tenth year and is an especially popular undertaking. Comprising its contribution to the "E" in PEG, the Cable Board has made significant contributions to help fund the broadcast infrastructure for the Birmingham Public Schools and, specifically, the Birmingham Public School Education and Administration Center. We are actively seeking new PEG grant requests to include community equipment upgrades and enhancements to the school facilities within our footprint.

CAC Committee

The Cable Action Committee was formed to follow up on Board initiatives and cable provider commitments at the monthly meetings and drive special projects. Subscriber complaints are reviewed, and legal/legislative issues and new initiatives are discussed. George Abraham is the Chairman. Discussions involved PEG and municipal support services grants, financial matters, cable TV industry developments, review and improvement of the BACB website, FCC rule-making proceedings and long-term planning. We are continuing to expand our outreach to assist more members of the community in resolving customer service issues.

Personnel Committee

The Personnel Committee was formed to address personnel issues, fill Board vacancies and complete performance evaluations of the Executive Director. David Eick is the Chairman. The Personnel Committee met in May of 2023 to conduct the annual review of the Executive Director's job performance.

Audit

Plante & Moran, PLLC conducted the annual audit of Board financial operations. The audit included a review of the financial activities performed by Beverly Hills, which acts as the BACB fiduciary agent. The audit also reviewed activity on the Michigan United Credit Union account (designated funds to purchase capital equipment for PEG-related activities) and our Multi Bank Securities account (institutional investments). The Independent Auditor's Report indicated that the BACB's financial statements received an unmodified audit opinion for 2022-2023, which is the highest level given.

Grants

The Board paid a total of \$28,041.00 in grants during the fiscal year. This amount includes municipal support services grants to the Franklin Bingham Fire Department in the amount of \$2,699 and to the Village of Beverly Hills in the amount of \$2,243.76. PEG grants were awarded to the Franklin Historical Society in the amount of \$1,102.80, the Village of Beverly Hills in the amount of \$2,812.00 and \$899.00, the Baldwin Public Library in the amount of \$10,006.75, the City of Birmingham in the amount of \$4,974.13 and the Franklin Public Library in the amount of \$3,304.00.

In addition, the Board authorized a significant grant to be paid to the Birmingham Public Schools in the amount of \$185,000.00.

In addition, Administrative Grants from franchise fees, per our Interlocal Agreement, were also returned proportionally to each BACB community.

Complaints

Written complaints to the BACB increased slightly in FY 2022-23. There were approximately 31 formal complaints, compared to 28 complaints the previous year. Our Executive Director accepts all calls and website complaints including informal actions wherein residents decline to record formal action. Complaints involved pricing/billing, poor service, service interruptions, long wait times on Comcast 1-800 numbers, calls being shifted overseas, missed appointments (without compensation) and

downed/unburied wires in the rights-of-way. Subscribers are still encouraged to call their provider first to try to resolve disputes. The BACB continues to accept and process complaints from our residents. We have streamlined the escalation process. WOW!, Comcast and AT&T have escalation teams to promptly deal with residents' problems and are often resolved within 24 hours.

The Michigan Public Service Commission also addresses complaints against cable providers (as well as disputes between local units of government and cable providers). The MPSC process is rather difficult and time-consuming for residents; the BACB, however, continues to address all local complaints immediately.

Fiscal Year Budget

The Board is expected to receive \$572,000.00 in franchise and PEG fees this upcoming fiscal year. This includes \$272,000.00 in franchise fees and \$300,000.00 in PEG fees. PEG fees are designated funds and may only be used for purchase and maintenance of capital equipment.



MEMORANDUM

Planning Division

DATE: March 11, 2024
TO: Jana L. Ecker, City Manager
FROM: Nicholas Dupuis, Planning Director
SUBJECT: Planning Division Annual Report – 2023-2024

INTRODUCTION:

The Birmingham Code of Ordinances requires that the Planning Division provide to the City Manager a tentative outline of the programs of its Planning Board, Design Review Board, and Historic District Commission for the ensuing year. Over time, these outlines have evolved into a comprehensive Planning Division Annual Report that includes an outline of the Planning Division team and a breakdown of the Boards/Commissions it staffs and their respective accomplishments and goals.

BACKGROUND:

The City Commission reviewed a Planning Division Annual Report for 2022-2023 on March 27, 2023 ([Agenda](#) – [Minutes](#)). The City Commission did not provide any comments at that time.

At this time, the Planning Division has prepared its annual report for 2023-2024.

LEGAL REVIEW:

The City Attorney has reviewed this memorandum and its attachments and has no concerns.

FISCAL IMPACT:

There are no fiscal impacts for this agenda item.

SUSTAINABILITY:

Not applicable.

PUBLIC COMMUNICATIONS:

There are no required public communications as a part of this agenda item.

SUMMARY:

The Planning Division requests that the City Commission review the 2023-2024 Planning Division Annual Report and provide the Planning Division with any necessary feedback.

ATTACHMENTS:

The following document is attached for your review:

- Planning Division Annual Report – 2023-2024

SUGGESTED COMMISSION ACTION:

There are no actions required for this agenda item.

PLANNING DIVISION ANNUAL REPORT – 2023-2024

Planning Division Staff

Nicholas Dupuis, Planning Director
Brooks Cowan, Senior Planner
Leah Blizinski, City Planner
Summer Aldred, Planning Intern
Laura Eichenhorn, Transcriptionist
Ed Ricketts, Administrative Assistant

Planning Division Boards & Commissions

As a regular function of Planning Division activities, the Planning Division is required to provide regular staff support at the following public bodies:

	Principal Staff Liaison	Information
City Commission	Dupuis	Roster/About
Planning Board	Dupuis	Roster/About
Historic District Commission	Dupuis	Roster/About
Design Review Board	Dupuis	Roster/About
Multi-Modal Transportation Board	Cowan	Roster/About
Public Arts Board	Cowan	Roster/About
Historic District Study Committee	Dupuis	Roster/About
Wayfinding and Gateway Signage Committee	Dupuis	Roster/About
Environmental Sustainability Committee	Blizinski	Roster/About
Triangle District Corridor Improvement Authority	Cowan	Roster/About
Board of Zoning Appeals	Cowan	Roster/About
Brownfield Redevelopment Authority	Cowan	Roster/About
Parks and Recreation Board	Blizinski	Roster/About

Additional Planning Division Board & Commission Activity

In addition to providing regular staff support to the boards and commissions listed above, the Planning Division has also provided support to the following:

	Principal Staff Liaison	Information
Advisory Parking Committee	-	Roster/About
Birmingham Shopping District Board	-	Roster/About
Museum Board	-	Roster/About

PLANNING BOARD, HISTORIC DISTRICT COMMISSION, & DESIGN REVIEW BOARD

Each year, the City Commission asks the Planning Division to prepare a report outlining board and commission activities from the previous year. This report covers the year beginning **April 1, 2023 and ending March 8, 2024**. In preparing the report, the Planning Board, the Historic District Commission, and the Design Review Board have the chance to review their goals and objectives for the upcoming year.*

The report is separated into two distinct parts: (1) **Accomplishments** and (2) **Goals**.

The **Accomplishments** section cites in narrative form the activities conducted by each board. This narrative will include a list of public hearings, studies and other reviews. The Planning Division has included Multi-Modal Transportation Board and Public Arts Board accomplishments in this section to satisfy the reporting requirements of their respective enabling ordinances or as requested by the City Commission.

The **Goals** section lists the items from the 2024 Action Lists for the Planning Board, Historic District Commission, and Design Review Board. Action Lists are used to organize and track progress on each group's goals. From this list, each board, as well as the City Commission, has the opportunity to evaluate their goals and objectives, and make any needed amendments.

EXECUTIVE SUMMARY – REVIEW TOTALS

	Site Plans	Design Review	Rezoning/Ord.	Other
Planning Board	9	1	3	12
Historic District Commission	-	7	0	3
Design Review Board	-	8	1	0

*Birmingham Code of Ordinance References

- [*Chapter 82 \(Planning\), Article II. – Planning Board, Sec. 82-33. – Duties.*](#)
- [*Chapter 82 \(Planning\), Article V. – Design Review Board, Sec. 82-105. – Duties.*](#)
- [*Chapter 127 \(Historic Districts\), Sec. 127-7. Historic District Commission meetings, recordkeeping and rules of procedure.*](#)

SECTION ONE: ACCOMPLISHMENTS

PLANNING BOARD (*Chapter 82, Article II.*)

The Planning Board, which meets the second and fourth Wednesdays of each month, sets aside their first meeting of the month for discussion or study items and their second meeting of the month for development reviews. The Planning Board agenda for the meeting at which site plans and special land use permit requests are discussed are limited to a maximum of five (5) review items, including those tabled items which may be carried over from a preceding meeting. The following lists include review items from **April 1, 2023 to March 8, 2024**. It should be noted that each item may have been reviewed more than once over that period.

Site Plan & Design Review

The purpose of Site Plan Review is to provide flexibility in the placement and interrelationship of buildings and uses within each site subject to plan approval, and to provide for the implementation of design concepts while at the same time maintain the overall intensity of land use, density of population, and amounts of light, air, access and landscaped open space as required in the Zoning Ordinance. The Planning Board reviewed the following Site Plan & Design Review applications:

1. 34952 Woodward & 690 E. Maple
2. 221 Hamilton Row – Greek Islands
3. 33866 Woodward – Polestar
4. 245 S. Eton – Big Rock
5. 380 S. Bates – Community House
6. 35001 Woodward
7. 720 S. Adams
8. 377 Hamilton Row – Birmingham Sushi
9. 295 Elm – Forest Townhouses
10. 294 E. Brown

Special Land Use Permit

Site Plan and Design Review for special land uses are considered and acted upon by the City Commission. Prior to its consideration of a special land use application for an initial permit or an amendment to a permit, the City Commission refers the Site Plan and the design to the Planning Board for its review and recommendation. The Planning Board reviewed the following Special Land Use Permits (SLUPs):

1. 245 S. Eton – Big Rock
2. 377 Hamilton Row – Birmingham Sushi

Community Impact Study

A Community Impact Study (CIS) is required for any of the following:

- A new structure and/or building of 20,000 square feet of gross floor area or greater;
- A new structure and/or building or addition to an existing structure and/or building equaling less than 20,000 square feet of combined gross floor area upon determination by the Planning Board that the proposed development may exert a significant impact on the City; or
- An addition to an existing structure and/or building with a combined gross floor area of 20,000 square feet or more, provided that the addition has a gross floor area greater than 10% of the gross floor area of the existing structure and/or building.

A CIS addresses a multitude of planning, zoning, land use and environmental issues, as well as public service and transportation concerns. The Planning Board reviewed the following Community Impact Study applications:

1. 34952 Woodward & 690 E. Maple
2. 380 S. Bates – Community House
3. 720 S. Adams

Rezoning & Zoning Ordinance Amendments

The City Commission may, by ordinance, amend, supplement or change the Zoning Ordinance only after the Planning Board has held at least one public hearing regarding a proposed amendment and has reported to the City Commission thereon. The Planning Board has reviewed the following Rezoning applications and Zoning Ordinance Amendments:

1. Article 2, Section 2.27, Article 4, Section 4.46 Table A, Article 5, Section 5.09, and Article 9, Section 9.02 for the B1 Neighborhood Business District to include Specialty Food Store, Boutique, Bank, and Café as permitted uses, to include Health Club/Studio as a use requiring a Special Land Use Permit, to include indoor dining as an accessory use, to create a definition for a Café use, and to create a parking ratio requirement for a Café use.
2. Article 2, Section 2.37 and Article 5, Section 5.12 to allow health club/studio uses in the B4 Business Residential District in the basement levels and floors two and above.
3. Article 4, Section 4.54 to add flexibility to screening requirements for waste receptacles and ground-mounted mechanical/electrical equipment.

Courtesy Review

For development proposals on public property that meet the standards of review by the Planning Board, a Courtesy Review is performed to review the standards of Site Plan & Design Review. There were no Courtesy Reviews held during the report period.

Study Session

The Planning Board is tasked with engaging in long-range planning activities, matters related to the Planning Board's priority list and specific requests from the City Commission. The Planning Board has held the following Study Sessions:

1. B1 Zoning District
2. Health Club/Studio
3. Dumpster Screening Materials
4. Mixed-Use Requirements
5. The Birmingham Plan 2040 – Prioritization of Key Actions

Pre-Application Discussion

As a part of the development process of the City of Birmingham, the Planning Board affords potential applicants the opportunity for a pre-application discussion to introduce a project and informally discuss proposals. The Planning Board held the following pre-application discussions:

1. 34244 Woodward – Bistro Joes
2. 525 N. Old Woodward – Luxe
3. 751 Chestnut
4. 325 S. Eton – District Lofts Phase III
5. 320 Martin – Birmingham Post Office Addition
6. 34952 Woodward & 690 E. Maple
7. 259 E. Frank
8. 479 S. Old Woodward
9. 300 S. Old Woodward
10. 330 E. Maple

HISTORIC DISTRICT COMMISSION ([Chapter 127](#))

The Historic District Commission (HDC) meets on the first and third Wednesdays of each month, with a general limit of four (4) regular reviews per meeting. Reviews may be added or deleted at the discretion of the city planner, based on the complexities of individual reviews. Review items include those tabled items which may be carried over from preceding meeting. The following lists include review items from **April 1, 2023 to March 8, 2024**. It should be noted that each item may have been reviewed more than once over that period.

Historic Design Review

All plans that include construction, addition, alteration, repair, moving, excavation, and demolition of resources in historic districts within the city limits are reviewed by the HDC to safeguard the heritage of the City, stabilize and improve property values, foster civic beauty, strengthen the local economy, and promote the use of historic districts for education, pleasure and welfare of the citizens of the City and of the State. The HDC reviewed the following Design Review applications:

1. 188 N. Old Woodward – Comerica Bank
2. 163 W. Maple – 7 Daughters
3. 245 S. Eton – Birmingham Grand Trunk Western Railroad Depot
4. 138 W. Maple – Blakeslee Building
5. 298 S. Old Woodward – Daxton Hotel
6. 380 S. Bates – Community House
7. 172 N. Old Woodward – National Bank Building

Courtesy Review

For development proposals on publicly owned buildings within historic districts that meet the standards of review by the Historic District Commission, a Courtesy Review is performed to review the standards of Design Review. There were no Courtesy Reviews held during the report period.

Pre-Application Discussion

As a part of the development process of the City of Birmingham, the HDC affords potential applicants the opportunity for a pre-application discussion to introduce a project and informally discuss proposals. The HDC held the following pre-application discussion:

1. 122 W. Maple – Billy McBride Building

Study Session

The HDC engages in regular activities to further the declaration of history preservation as a public purpose by performing studies, reviewing preservation tactics, and continuing education. The HDC has held the following Study Sessions:

1. Historic Design Guidelines
2. Historic Preservation Master Plan

DESIGN REVIEW BOARD ([Chapter 82, Article V.](#))

The Design Review Board (DRB) meets on the first and third Wednesdays of each month immediately following the Historic District Commission, with a general limit of four (4) regular reviews per meeting. Reviews may be added or deleted at the discretion of the city planner, based on the complexities of individual reviews. Review items include those tabled items which may be carried over from preceding meeting. The following lists include review items from **April 1, 2023 to March 8, 2024**. It should be noted that each item may have been reviewed more than once over that period.

Design Review

All plans not requiring Site Plan Review or Historic District Review for the alteration or painting of the exterior of any building and/or the addition of any lighting, signs, equipment or other structures which substantially alter the exterior appearance as determined by the City Planner are submitted to the Design Review Board for review. The purpose of Design Review is to foster attainment of those sections of the City's urban design plans which specifically refer to preservation and enhancement of the particular character of the City and its harmonious development, through encouraging private interests to assist in their implementation. The DRB reviewed the following Design Review applications:

1. 1065 E. Maple – Mobil
2. 34040 Woodward – Community Unity Bank
3. 220 Park – Clark Hill
4. 255 E. Brown
5. 33202 Woodward – Piety Hill Shopping Center
6. 151 N. Eton – Jets/Canelle
7. 185 Oakland
8. 34500 Woodward – Golling Alpha Romeo/Fiat

Courtesy Review

For development proposals on publicly owned buildings that meet the standards of review by the DRB, a Courtesy Review is performed to review the standards of Design Review. There were no Courtesy Reviews held during the report period.

Pre-Application Discussion

As a part of the development process of the City of Birmingham, the DRB affords potential applicants the opportunity for a pre-application discussion to introduce a project and informally discuss proposals. There were no pre-application discussions held during the report period.

Study Session

The DRB engages in regular activities to further the attainment of those sections of the City's urban design plans which specifically refer to preservation and enhancement of the particular character of this City and its harmonious development. The DRB has held the following Study Sessions:

1. Church Signs in Residential Districts

MULTI-MODAL TRANSPORTATION BOARD ([Chapter 110, Article II.](#))

The Multi-Modal Transportation Board (MMTB) meets on the first Thursday of every month. The purpose of the Multi-Modal Transportation Board is to assist in maintaining the safe and efficient movement of motorized and non-motorized vehicles and pedestrians on the streets and walkways of the City and to advise the City Commission on the implementation of the Multi-Modal Transportation Plan, including reviewing project phasing and budgeting. The following lists include review items from **April 1, 2023 to March 8, 2024**. It should be noted that each item may have been reviewed more than once over that period.

Street configurations

1. S. Eton Road Design Concepts, 14 Mile to Yosemite
2. Adams Road – Road Diet
3. Arlington Rd. and Shirley Dr.
4. N. Old Woodward and Oakland

Pedestrian Improvements

1. Arlington Rd. and Shirley Dr.

Signage & Signal Requests

1. Adams Road Signal Timing
2. Brandon & Shirley Stop/Yield Sign Review
3. Columbia Ave All-Way Stop Review

Bicycle Infrastructure & Facilities

1. S. Eton Road Design Concepts, 14 Mile to Yosemite

Other Multi-Modal Related Considerations

1. Cole Street Parking Review
2. 2024-2025 Capital Improvement Projects Review

PUBLIC ARTS BOARD ([Chapter 78, Article V.](#))

The Public Arts Board meets on the third Wednesday of each month and discusses matters related to public art in Birmingham. The Public Arts Board has responsibilities including:

- Reviewing publicly owned property for the purposes of consideration for the display of public art. The Public Arts Board recommends to the City Commission the establishment of general guidelines for site selection, maintenance program(s) for ensuring the structural integrity and aesthetic quality of the site and any work of art, including the removal of any work of art.
- Pursuing sources of public funding for arts and cultural education, design competitions, special events etc., that may be necessary to advance the objectives of the Public Arts Board.
- Increasing public awareness and promote education of the importance of public art as an enrichment of the quality of life for the residents, business owners, employees and visitors to the City.

Sculpture Donations, Loans, Installations

1. *Connection*, James Kaye
2. *Golfer Silhoutte*, Martin Van Almen

Murals Reviewed

1. Daxton Hotel, James Kaye
2. N. Old Woodward Parking Deck Mural

Study Sessions

1. None

Other Activities

1. Piano in the Park
2. Chalk artist at Day on the Town
3. Art walk with downtown businesses

SECTION TWO: GOALS

The Planning Board, Historic District Commission, and Design Review Board set specific goals and priorities each year as part of the annual report. The formulation of these goals comes from the City Commission, Planning Board, HDC, and DRB members, City Staff, and members of the general public. Upon review of the items noted on the action lists that follow (**see attached**), the Planning Board, the HDC, and the DRB will make recommendations to the City Commission, as they deem important and necessary.

Planning Board Action List – 2024

Topic	General Goals	City Commission Directive?	Quarter	Status	
				In Progress	Complete
Comprehensive Zoning Ordinance Update	Update the Zoning Ordinance based on recommendations of the 2040 Plan.	<input type="checkbox"/>	Ongoing	<input type="checkbox"/>	<input type="checkbox"/>
Mixed Use Requirements	Consider changing the requirements for mixed use in the Triangle District.	<input type="checkbox"/>	1 st (January-March)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Encourage renovations to expand existing houses rather than the construction of new houses.	Support neighborhoods.	<input type="checkbox"/>	2 nd (April-June)	<input type="checkbox"/>	<input type="checkbox"/>
Create a Woodward Safety and Beautification Plan.	Begin to bridge the Woodward divide.	<input type="checkbox"/>	3 rd (July-September)	<input type="checkbox"/>	<input type="checkbox"/>
Ordinance Enforcement	Maintain a vibrant community.	<input type="checkbox"/>	4 th (October-December)	<input type="checkbox"/>	<input type="checkbox"/>

Historic District Commission Action List – 2024

Historic District Commission	Quarter Goals	In Progress	Complete
Historic District Ordinance Enforcement	1 st (January-March)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Historic Plaque Program	2 nd (April-June)	<input type="checkbox"/>	<input type="checkbox"/>
HDC Training	3 rd (July-September)	<input type="checkbox"/>	<input type="checkbox"/>
Historic Preservation Master Plan	4 th (October-December)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

DRAFT

Design Review Board Action List – 2024

Design Review Board	Quarter	In Progress	Complete
Signs vs. Designs	1 st (January-March)	<input type="checkbox"/>	<input type="checkbox"/>
Update Sign Ordinance	2 nd (April-June)	<input type="checkbox"/>	<input type="checkbox"/>
Create New Informational Artwork for Sign Ordinance	3 rd (July-September)	<input type="checkbox"/>	<input type="checkbox"/>
Sign Ordinance Enforcement	4 th (October-December)	<input type="checkbox"/>	<input type="checkbox"/>

DRAFT