



# TROY CITY COUNCIL

## REGULAR MEETING AGENDA

**JANUARY 27, 2025**

CONVENING AT 7:30 P.M.

**Submitted By  
The City Manager**

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***NOTICE: Persons with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk at (248) 524-3316 or via e-mail at [clerk@troymi.gov](mailto:clerk@troymi.gov) at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.***

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500 West Big Beaver  
Troy, MI 48084  
troymi.gov

The Honorable Mayor and City Council Members  
City of Troy  
500 West Big Beaver  
Troy, MI 48084

Dear Mayor and City Council Members,

This agenda has been prepared in accordance with the City Council's Rules of Procedure, offering details to assist in informed deliberations. Many of the items on the agenda also include recommendations from City staff for your review and consideration.

I would like to acknowledge the efforts of numerous City staff members who contributed to preparing this agenda. We have made every effort to ensure the information is thorough and accurate. However, should there be any questions or if further details are needed, City staff remain available to assist at any time.

Please contact the City Manager's Office at [CityManager@troymi.gov](mailto:CityManager@troymi.gov) or (248) 524-3330 for any inquiries or requests for additional information.

Respectfully,

A handwritten signature in black ink, appearing to read "Frank Nastasi", written in a cursive style.

Frank Nastasi  
City Manager



Chapter 14A – Elected and Appointed Persons’ Ethics Ordinance  
Section 14.3 Annual Training and Acknowledgement

We, the undersigned Members of Troy City Council, have reviewed *Chapter 14A – Elected and Appointed Persons’ Ethics Ordinance*, understand its contents, and agree to be bound by its provisions.

Signed this 25<sup>th</sup> day of November, 2024.

  
\_\_\_\_\_  
Mayor Ethan Baker

  
\_\_\_\_\_  
Council Member Theresa Brooks

  
\_\_\_\_\_  
Council Member Rebecca Chamberlain-Creanga

  
\_\_\_\_\_  
Council Member Hiram Chanda

  
\_\_\_\_\_  
Mayor Pro Tem Mark Gunn

  
\_\_\_\_\_  
Council Member David Hamilton

  
\_\_\_\_\_  
Council Member Ellen Hodorek



# CITY COUNCIL AGENDA

January 27, 2025 – 7:30 PM

City Council Chambers

500 W. Big Beaver Rd.

Troy, MI 48084

(248) 524-3316

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or on Local Access Cable Channels

(WOW – Ch 10, Comcast – Ch 17, AT&T – Ch 99)

**INVOCATION:** **1**

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**PLEDGE OF ALLEGIANCE:** **1**

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**A. CALL TO ORDER:** **1**

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**B. ROLL CALL:** **1**

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**C. CERTIFICATES OF RECOGNITION AND SPECIAL PRESENTATIONS:** **1**

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C-1 No Certificates of Recognition and Special Presentations 1

**D. CARRYOVER ITEMS:** **1**

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D-1 No Carryover Items 1

**E. PUBLIC HEARINGS:** **1**

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E-1 No Public Hearings 1

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**INVOCATION:**

**PLEDGE OF ALLEGIANCE:**

**A. CALL TO ORDER:**

**B. ROLL CALL:**

- a) Mayor Ethan Baker
- Theresa Brooks
- Rebecca A. Chamberlain-Creanga
- Hirak Chanda
- Mark Gunn
- David Hamilton
- Ellen Hodorek

Excuse Absent Council Members:

Suggested Resolution

Resolution #2025-01-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **EXCUSES** the absence of \_\_\_\_\_ at the Regular City Council Meeting of January 27, 2024, due to \_\_\_\_\_.

Yes:

No:

**C. CERTIFICATES OF RECOGNITION AND SPECIAL PRESENTATIONS:**

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**C-1** No Certificates of Recognition and Special Presentations

**D. CARRYOVER ITEMS:**

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**D-1** No Carryover Items

**E. PUBLIC HEARINGS:**

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**E-1** No Public Hearings

**F. PUBLIC COMMENT FOR ITEMS ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

**In accordance with the Rules of Procedure for the City Council:**

Any person not a member of the City Council may address the Council with recognition of the Chair, after clearly stating the nature of his/her inquiry or comment. ***NOTE TO THE PUBLIC:*** *City Council requests that if you do have a question or concern, to bring it to the attention of the*

*appropriate department(s) whenever possible. If you feel that the matter has not been resolved satisfactorily, you are encouraged to bring it to the attention of the City Manager, and if still not resolved satisfactorily, to the Mayor and Council.*

- Petitioners of items that are included in the pre-printed agenda booklet shall be given a fifteen (15) minute presentation time that may be extended with the majority consent of City Council.
- Any member of the public, not a petitioner of an item, shall be allowed to speak for up to three (3) minutes to address any Public Hearing item.
- Any member of the public, not a petitioner of an item, does not have the right to engage in discussion or debate with City Council during the Public Comment portions of the meeting.
- All members of the public who wish to address the Council at a meeting shall be allowed to speak only if they have signed up to speak within thirty minutes before or within fifteen minutes after the meeting's start time. Signing up to speak requires each speaker provide his or her name. If the speaker is addressing an item(s) that appears on the pre-printed agenda, then the speaker shall also identify each such agenda item number(s) to be addressed.
- City Council may waive the requirements of this section by a consensus of the City Council.
- Agenda items that are related to topics where there is significant public input anticipated should initiate the scheduling of a special meeting for that specific purpose.

Prior to Public Comment, the Mayor may provide a verbal notification of the rules of decorum for City Council meetings or refer to the pre-printed agenda booklet, which will include the following language, as approved by City Council:

Please direct your comments to the City Council as a whole rather than to any individual. Please do not use expletives or make derogatory or disparaging comments about any individual or group. If you do, there may be immediate consequences, including being muted and having your comments omitted from any re-broadcast of the meeting. Please abide by these rules in order to minimize the possibility of disrupting the meeting.

**G. CITY COUNCIL/CITY ADMINISTRATION RESPONSE/REPLY TO PUBLIC COMMENT FOR ITEMS ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

**H. POSTPONED ITEMS:**

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**H-1** No Postponed Items

**I. REGULAR BUSINESS:**

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**I-1** Board and Committee Appointments: a) **Mayoral Appointments – Board of Review;**  
b) **City Council Appointments – Building Code Board of Appeals, Election Commission, Liquor Advisory Committee, Traffic Committee**

**a) Mayoral Appointments:**

Suggested Resolution

Resolution #2025-01-  
Moved by  
Seconded by

RESOLVED, That the Mayor of the City of Troy hereby **APPOINTS** the following nominated person(s) to serve on the Boards and Committees as indicated:

**Board of Review**  
Appointed by Mayor  
3 Regular Members  
3 Year Term

**Nominations to the Board of Review:**

**Term Expires: 1/31/2028**

**Michelle Shoan**

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Term currently held by: Michelle Shoan

Yes:  
No:

**b) City Council Appointments:**

Suggested Resolution  
Resolution #2025-01-  
Moved by  
Seconded by

RESOLVED, That Troy City Council hereby **APPOINTS** the following nominated person(s) to serve on the Boards and Committees as indicated:

**Building Code Board of Appeals**  
Appointed by Council

5 Regular Members: Three (3) Residents with background, training or experience in construction or similar trades; at least one shall be a professional structural or civil engineer of architectural engineering experience; Two (2) by Ordinance - City Manager and Oakland County Health Department Representative  
5 Year Term

**Nominations to the Building Code Board of Appeals:**

**Term Expires: 1/1/2030**

**Matthew Dziurman**

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Term currently held by: Matthew Dziurman

**Term Expires: 1/1/2030**

**Sande Frisen**

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Term currently held by: Sande Frisen

Election Commission

Appointed by Council  
2 Regular Members and 1 Charter Member  
1 Year Term

Nominations to the Election Commission:

**Term Expires: 1/31/2026**

**Stephen Sadlier Democrat**

Term currently held by: Stephen Sadlier

**Term Expires: 1/31/2026**

**Ray Watts Republican**

Term currently held by: Ray Watts

Liquor Advisory Committee

Appointed by Council  
7 Regular Members  
3 Year Term

Nominations to the Liquor Advisory Committee:

**Term Expires: 1/31/2028**

**David Haight**

Term currently held by: David Haight

**Term Expires: 1/31/2028**

**Matthew Martin**

Term currently held by: Matthew Martin

Traffic Committee

Appointed by Council  
7 Regular Members  
3 Year Term

Nominations to the Traffic Committee:

**Term Expires: 7/31/2025**

**Swathi Jeeda**

Term currently held by: Angela Zhou (Student-Graduates 2025)

**Term Expires: 1/31/2028**

**Shama Kenkre**

Term currently held by: Shama Kenkre

Yes:

No:

**1-2 Board and Committee Nominations: a) Mayoral Nominations – Global Troy Advisory Committee, Local Development Finance Authority; b) City Council Nominations – Building Code Board of Appeals, Election Commission, Liquor Advisory Committee, Traffic Committee**

**a) Mayoral Nominations:**

Suggested Resolution  
 Resolution #2025-01-  
 Moved by  
 Seconded by

RESOLVED, That the Mayor of the City of Troy hereby **FORWARDS** the following nominated person(s) to serve on the Boards and Committees as indicated to the next Regular City Council Meeting for action:

**Global Troy Advisory Committee**

Appointed by Mayor  
 12 Regular Members  
 3 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 1
Baker	Ethan		11/8/2027	Council Member
Bica-Grodsky	Lisa	9/23/2025	10/30/2026	
Burrus	Mivida	7/15/2018	10/30/2025	
Cheriguene	Sadia	10/20/2024	10/30/2026	
Chezick	Edward	12/20/2024	10/30/2025	
Cicchini	Philippe	4/13/2023	10/30/2026	
Fakhoury	Awni	9/28/2023	10/30/2027	
Gunasekar	Vinaya	1/8/2026	7/31/2024	Student - Graduates 2025
Mohideen	Syeda	9/28/2023	10/30/2027	
Natcheva	Daniela	11/8/2021	10/30/2025	
Noguez-Ortiz	Carolina	12/20/2024	10/30/2025	BRA exp 4/30/2023
Sekhri	Suneel	11/5/2023	10/30/2027	
Zhou	Yudong	12/7/2024	10/30/2025	

**Nominations to the Global Troy Advisory Authority:**

**Term Expires: 7/31/2025**

**Student**

Term currently held by: Vinaya Gunasekar

**Interested Applicants:**

Last Name	First Name	App Resume Expire	Notes 1
Batool	Syeda	3/5/2026	
Comiskey	Ann M.	12/22/2024	
Devulapalli	Ramachandram	8/29/2026	
Dicker	Susanne Forbes	1/3/2025	
Haight	Michelle	10/8/2025	
Kadoura	Lailas M.	9/24/2024	
Lee	Seojin Sarah	4/21/2025	Student – Graduates 2026
McGee	Timothy S.	12/19/2024	HDC exp 5/15/2027
Mehta	Susheilla	1/20/2025	
Rao	Rishi	5/21/2026	Student – Graduates 2025

**Local Development Finance Authority (LDFA)**

Appointed by Mayor  
 5 Regular Members  
 Staggered 4 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 1	Notes 2
Bachert	Sandra	11/18/2023	6/30/2027	Resident Member	
Baker	Ethan		City Council Term	Alternate; City Council	City Council exp. 11/2027; DDA; GTAC, LDFA
Hodorek	Ellen		City Council Term	Alternate; City Council	City Council exp 11/2025
Rosenblum	Anthony	11/10/2024	6/30/2026	Resident Member	
Schmitz	Jim	9/14/2024	6/30/2028	Resident Member	
Smieliauskas	Fabrice	9/7/2025	6/30/2028	Resident Member	
Starks	Louis			Oakland County Designee	
Vacancy			6/30/2027	Resident Member	Nickolas Vitale resigned 7/17/21 (Term expired 6/30/2023)



**Nominations to the Local Development Finance Authority (LDFA):**

**Term Expires: 6/30/2027**

**Resident Member**

Term currently held by: Vacant – N. Vitale resigned 7/17/21

**Interested Applicants:**

Last Name	First Name	App Resume Expire	Notes 1
Faiz	Iqbal	6/7/2025	
Frisen	Sande	1/2/2027	BCBA exp 1/1/2025
Vassallo	Joseph	10/16/2026	Brownfield Redev Auth exp 4/30/27

Yes:

No:

**b) City Council Nominations:**

Suggested Resolution

Resolution #2025-01-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **FORWARDS** the following nominated person(s) to serve on the Boards and Committees as indicated to the next Regular City Council Meeting for action:

**Traffic Committee**

Appointed by Council

7 Regular Members

3 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 1
Christiansen	Dale	11/22/2024	1/31/2026	
Finlay	G. Scott			Ex-Officio Member
Hullinger	Peter			Ex-Officio Member
<i>Kenkre</i>	<i>Shama</i>	<i>9/11/2026</i>	<i>1/31/2028</i>	
Nastasi	Frank			Ex-Officio Member
<b>Nurak</b>	<b>Cindy</b>	<b>1/28/2024</b>	<b>1/31/2025</b>	<b>No Reappointment</b>
Petrulis	Al	9/2/2026	1/31/2026	ACAB exp 9/30/2027
Rose	Justin	11/5/2023	1/31/2027	
Swaminathan	Abi	9/2/2025	1/31/2027	

Jeeda	Swathi	7/2/2025	7/31/2025	Student - Graduates 2026
Ziegenfelder	Peter	12/14/2024	1/31/2026	

**Nominations to the Traffic Committee:**

**Term Expires: 1/31/2028**

Term currently held by: Cindy Nurak – No Reappointment

**Interested Applicants:**

Last Name	First Name	App Resume Expire	Notes 1
Battle	Timothy	10/22/2026	
Chambers	Barbara	12/23/2026	
Sabaj	Noah	2/28/2026	
Tadepalli	Hemanth	11/7/2025	

Yes:

No:

**I-3 Request for Closed Session**

Suggested Resolution

Resolution #2025-01-

Moved by

Seconded by

BE IT RESOLVED, That Troy City Council **SHALL MEET** in Closed Session, as permitted by MCL 15.268 (h)(MCL 15.243 (y)).

Yes:

No:

**I-4 Budget Amendment and Standard Purchasing Resolution 8: Best Value Award – Architectural and Engineering Services for Schematic Design and Opinion of Cost for a New Troy Public Library Building (Introduced by: Emily Dumas, Library Director)**

Suggested Resolution

Resolution #2025-01-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **AWARDS** a contract to *HBM Architects, LLC of Cleveland, OH*, the highest overall rated firm as a result of a best value process, for Architectural and Engineering Services to provide Schematic Design and Opinion of Cost for a New Public Library, in the amount of \$280,000 plus a 15% contingency of \$42,000, for an

estimated total project cost of \$322,000, at prices contained in the bid tabulation opened December 19, 2024, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

BE IT FURTHER RESOLVED, That Troy City Council **APPROVES** a budget amendment from the Library Fund Balance to the Library Operational Fund account 271.790.816.010 in the amount of \$222,000.

BE IT FINALLY RESOLVED, That the award is **CONTINGENT** upon the Firm’s submission of properly executed bid documents including insurance certificates and all specified requirements.

Yes:  
No:

**J. CONSENT AGENDA:**

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**J-1a Approval of “J” Items NOT Removed for Discussion**

Suggested Resolution

Resolution #2025-01-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **APPROVES** all items on the Consent Agenda as presented with the exception of Item(s) \_\_\_\_\_, which shall be **CONSIDERED** after Consent Agenda (J) items, as printed.

Yes:  
No:

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**J-1b Address of “J” Items Removed for Discussion by City Council**

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**J-2 Approval of City Council Minutes**

Suggested Resolution

Resolution #2025-01-

RESOLVED, That Troy City Council hereby **APPROVES** the following Minutes as submitted:

- a) City Council Special Meeting Minutes-Draft – January 11, 2025
- b) City Council Minutes-Draft – January 13, 2025

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**J-3 Proposed City of Troy Proclamations: None Submitted**

**J-4 Standard Purchasing Resolutions:****a) Standard Purchasing Resolution 2: Award to Low Bidders Meeting Specifications – Asphalt Paving Materials - Hot Patch**Suggested Resolution

Resolution #2025-01-

RESOLVED, That Troy City Council hereby **AWARDS** a one (1) year contract to provide Asphalt Paving Materials – Hot Patch with an option to renew for one (1) additional year to the lowest bidders by line item to *Cadillac Asphalt, LLC of Farmington Hills, MI* as the primary supplier for items #'s 1,2,3,4,5,6,7, and 9, and *Ajax Materials Corporations of Troy, MI* as primary for item # 8 as per the unit prices contained in the bid tabulation opened January 16, 2025, a copy of which shall be **ATTACHED** to the original Minutes of this meeting, to be ordered on as needed basis; contracts expiring December 31, 2026.

BE IT FURTHER RESOLVED, That Troy City Council hereby **AUTHORIZES** the City to use secondary suppliers, *Ajax Materials Corporation of Troy, MI* for item #'s 1, 2, 3, 4, 5, 6, 7, and 9, and *Cadillac Asphalt, LLC of Farmington Hills, MI* as secondary supplier of item # 8 in the event that the primary supplier is unable to provided materials as specified, under the same pricing, terms and conditions as originally bid; to be ordered on an as needed basis and based on proximity.

BE IT FINALLY RESOLVED, That the awards are **CONTINGENT** upon the contractors' submission of properly executed bid documents, insurance certificates, and all other specified requirements.

**b) Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications – Sylvan Glen Lake Park Improvements Phase II; Standard Purchasing Resolution 5: Approval to Expend Budgeted Funds – Sylvan Glen Park Improvements Phase II Construction Phase Services**Suggested Resolution

Resolution #2025-01-

RESOLVED, That Troy City Council hereby **AWARDS** a contract to install the proposed Phase II improvements in Sylvan Glen Lake Park to the low bidder meeting specifications; *Warren Contractors & Development Inc. of Shelby Twp., MI* at unit prices contained in the bid tabulation opened January 9, 2025, a copy of which shall be **ATTACHED** to the original Minutes of this meeting, with an estimated cost of \$1,149,000; not to exceed budgetary limitations.

BE IT FURTHER RESOLVED, That Troy City Council hereby **APPROVES** expending budgeted Capital funds to *OHM Advisors of Livonia, MI* for the Sylvan Glen Lake Park Improvements Phase II Construction Phase Services for an estimated cost of \$88,000 as detailed in the attached proposal, a copy of which shall be **ATTACHED** to the original Minutes of this meeting; not to exceed budgetary limitations.

BE IT FINALLY RESOLVED, That the awards are **CONTINGENT** upon the submission of properly executed contract documents, insurance certificates and all other specified requirements.

- c) Standard Purchasing Resolution 5: Approval to Expend Budgeted Funds – Oakland County Cooperative Purchasing Contract – MIU (Metering Interface Unit) Replacement**

Suggested Resolution  
Resolution #2025-01-

RESOLVED, That Troy City Council hereby **APPROVES** expending budgeted Capital funds to *Ferguson Waterworks, of Warren, MI* for the purchase of MIU's (Metering Interface Units) for a total estimated cost of \$150,000; not to exceed budgetary limitations.

- d) Standard Purchasing Resolution 10: Travel Authorization and Approval to Expend Funds for Council Members' Travel Expenses – 2024 US Conference of Mayors Winter Leadership Meeting**

Suggested Resolution  
Resolution #2025-01-

RESOLVED, That Troy City Council **AUTHORIZES** City Council member travel expenses for the 2025 US Conference of Mayors Winter Leadership Meeting, in accordance with accounting procedures of the City of Troy.

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**J-5 Proposed Contract with Jaymes Vettrano for Performance Evaluations of Direct Reports**

Suggested Resolution  
Resolution #2025-01-

BE IT RESOLVED, That Troy City Council hereby **APPROVES** the attached two-year agreement with consultant Jaymes Vettrano for Performance Evaluation Facilitation for the Position of the Troy City Manager.

BE IT FURTHER RESOLVED, That Troy City Council hereby **APPROVES** the attached two-year agreement with consultant Jaymes Vettrano for Performance Evaluation Facilitation for the Position of the Troy City Attorney.

BE IT FINALLY RESOLVED, That Troy City Council **SHALL HOLD** a Special Meeting on Monday, March 24, 2025, starting at 6:00 PM in the Council Board Room or as otherwise provided by the City Council Rules of Procedure for the purpose of the City Manager and City Attorney Annual Evaluations.

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**J-6 Approval of Contract No. 24-5531 With MDOT for Carbon Reduction Projects, Wattles Road Sidewalk/Pathway and Player Drive Widening at Rochester and CDBG Pedestrian Crossing of Lakeview**

Suggested Resolution

Resolution #2025-01-

RESOLVED, That Troy City Council hereby **APPROVES** Contract No. 24-5531 between the City of Troy and the Michigan Department of Transportation for the construction of Carbon Reduction Projects, Wattles Road Sidewalk/Pathway and Player Drive Widening at Rochester, and the CDBG pedestrian crossing of Lakeview work at a total estimated cost of \$1,195,500 with the City share estimated at \$268,850, and **AUTHORIZES** the Mayor and City Clerk to execute the documents, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

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**J-7 Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Application**

Suggested Resolution

Resolution #2025-01-

RESOLVED, That Troy City Council hereby **APPROVES** the Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Application for five replacement vehicles which will be used for the Troy RYDE transportation service, and the Mayor and City Clerk are **AUTHORIZED** to execute the necessary documents; a copy of this application shall be **ATTACHED** to the original Minutes of this meeting.

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**J-8 2025 Poverty Exemption and Asset Guidelines (Changes From Previous Year)**

Suggested Resolution

Resolution #2025-01-

WHEREAS, The adoption of guidelines for poverty exemptions is required of the City Council; and,

WHEREAS, The principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 253 of 2020 (MCL 211.7u); and,

WHEREAS, Pursuant to PA 253 of 2020, the City of Troy, Oakland County adopts the following guidelines for the Board of Review to follow. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Own and occupy the property as a principal residence.
- 2) File Form 5737 Application for MCL 211.7u Poverty Exemption with the Assessor/Board of Review, accompanied by federal and state income tax returns for the current or immediately preceding year, including any property tax credits, for all persons **residing in the principal residence** (disclosure of the income of an owner who is not residing in the principal residence is not required). Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to

file a federal or state income tax return. Instead, Form 4988, *Poverty Exemption Affidavit* may be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current or immediately preceding year.

- 3) Produce a valid driver’s license or other form of identification, if requested.
- 4) Produce a deed, land contract, or other evidence of ownership of the property, if requested.
- 5) Meet the federal poverty income guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services **or** alternative guidelines adopted by the local assessing unit. The Alternative guidelines cannot provide income eligibility requirements less than the federal guidelines.
- 6) Meet the asset level test adopted by the local assessing unit.

Local units are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2025 assessments:

<b>Size of Family Unit</b>	<b>Poverty Guidelines</b>
1	\$15,060
2	\$20,440
3	\$25,820
4	\$31,200
5	\$36,580
6	\$41,960
7	\$47,340
8	\$52,720
For each additional person	\$5,380

According to the United States Census Bureau “income” includes, but is not limited to:

- Money, wages, salaries before deductions, regular contributions from persons not living in the residence
- Net receipts from non-farm or farm self-employment (receipts from a person’s own business, professional enterprise, or partnership, after business expense deductions)
- Regular payments from social security, railroad retirement, unemployment, worker’s compensation, veteran’s payments, public assistance, supplemental security income (SSI)
- Alimony, child support, military family allotments
- Private and governmental retirement and disability pensions, regular insurance, annuity payments
- College or university scholarships, grants, fellowships, assistantships
- Dividends, interest, and net income from rentals, royalties, estates, trusts, gambling or lottery winnings

The Michigan homestead property tax credit **cannot** be considered as income for purposes of the poverty exemption.

**Asset Test Guidelines**

Used in the Determination of Poverty Exemptions for 2025

As required by PA 253 of 2020, all guidelines for poverty exemptions established by the governing body of the local assessing unit must include an asset level test. This asset test must clearly state the maximum value of all assets allowable to be eligible for the poverty exemption. This means that the guidelines must state a total dollar amount and the value of all assets cannot exceed the total dollar amount.

The purpose of an asset test is to determine the resources available: cash, fixed assets or other property that could be converted to cash and used to pay property taxes in the year the poverty exemption is filed. The local unit asset test **cannot** include the value of the principal residence.

The following asset test shall apply to all applications for poverty exemption:

- The applicant(s) shall not have assets exceeding the amount shown in the chart below based on the size of the family unit.
- The asset Guideline (test) shall exclude the value of the principal residence subject to the poverty exemption request and exclude the value of one automobile. If multiple automobiles are owned, then the least valuable automobile will be excluded from the asset guideline.
- The applicant(s) shall not have total assets (excluding the value of the principal residence subject to the exemption request and excluding the value of one automobile) more than the guidelines set below. Assets exceeding the amounts stated below will result in a denial of the poverty exemption.

<b>Size of Family Unit</b>	<b>Asset Guidelines</b>
1	\$5,000
2	\$10,000
3	\$15,000
4	\$20,000
5	\$20,000
6	\$20,000
7	\$20,000
8	\$20,000
For each additional person	N/A

All asset information, as requested in the Application for Poverty Exemption, must be completed in total. The Board of Review may request additional information and verification of assets, if the Board of Review determines it to be necessary and may deny an application if the assets are not properly identified.

The following is a list of assets that are included in the asset test:

- A second home, property, vacant land, vehicles
- Recreational vehicles such as campers, motor-homes, boats and ATV's
- Buildings other than the residence



- Jewelry, antiques, artworks
- Equipment, other personal property of value
- Bank accounts (over a specified amount), stocks
- Money received from the sale of property, such as, stocks, bonds, a house or car (unless a person is in the specific business of selling such property)
- Withdrawals of bank deposits and borrowed money
- Gifts, loans, lump-sum inheritances and one-time insurance payments
- Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms
- Federal non-cash benefits programs such as Medicare, Medicaid, food stamps and school lunches

NOW THEREFORE, BE IT RESOLVED, That the Board of Review **SHALL FOLLOW** the above stated policy, federal guidelines, and asset test in granting or denying an exemption. The Board of Review is not permitted to deviate from the adopted policy and guidelines.

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**J-9 National Express Wash et al v. City of Troy; Case No. 24-211702-AA**

Suggested Resolution  
Resolution #2025-01-

RESOLVED, That Troy City Council hereby **AUTHORIZES** and **DIRECTS** the City Attorney to represent the City of Troy’s interests in any and all claims and damages in the matter of *National Express Wash II, LLC et al. v City of Troy* (Oakland County Circuit Court case number 2024-211702-AA).

BE IT FURTHER RESOLVED, That Troy City Council also **AUTHORIZES** the City Attorney to pay necessary costs and fees in the defense of the action.

**K. MEMORANDUMS AND FUTURE COUNCIL AGENDA ITEMS:**

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**K-1 Announcement of Public Hearings: None Submitted**

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**K-2 Memorandums (Items submitted to City Council that may require consideration at some future point in time): None Submitted**

**L. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

**M. CITY COUNCIL/CITY ADMINISTRATION RESPONSE/REPLY TO PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

**N. COUNCIL REFERRALS:**

Items Advanced to the City Manager by the Mayor and City Council Members for Placement on the Agenda

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**N-1 No Council Referrals Submitted**

**O. REPORTS:**

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**O-1 Minutes – Boards and Committees: None Submitted**

**O-2 Department Reports:**

a) 2024 State Treasurer Reports for Local Development Finance Authority (LDFA) and Troy Downtown Development Authority (TDDA)

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**O-3 Letters of Appreciation: None Submitted**

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**O-4 Proposed Proclamations/Resolutions from Other Organizations: None Submitted**

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**O-5 Notice of Hearing for the Gas Customers of DTE Gas Company Case No. U-21608**

**P. COUNCIL COMMENTS:**

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**P-1 No Council Comments Submitted**

**Q. PUBLIC COMMENT FOR ITEMS ON OR NOT ON THE AGENDA FROM MEMBERS OF THE PUBLIC OUTSIDE OF TROY (NOT RESIDENTS OF TROY AND NOT FROM TROY BUSINESSES):**

**R. CLOSED SESSION**

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**R-1 Closed Session**

**S. ADJOURNMENT:**

Respectfully submitted,



Frank A. Nastasi  
City Manager

**2025 SCHEDULED SPECIAL CITY COUNCIL MEETINGS:**

April 14, 2025.....Special Meeting – Budget  
April 16, 2025..... Special Meeting – Budget (as needed)

**2025 SCHEDULED REGULAR CITY COUNCIL MEETINGS:**

February 10, 2025..... Regular Meeting  
February 24, 2025..... Regular Meeting  
March 10, 2025..... Regular Meeting  
March 17, 2025..... Regular Meeting  
April 7, 2025..... Regular Meeting  
April 21, 2025..... Regular Meeting  
May 5, 2025..... Regular Meeting  
May 19, 2025..... Regular Meeting  
June 9, 2025..... Regular Meeting  
June 30, 2025..... Regular Meeting  
July 14, 2025..... Regular Meeting  
July 28, 2025..... Regular Meeting  
August 11, 2025..... Regular Meeting  
August 25, 2025..... Regular Meeting  
September 8, 2025..... Regular Meeting  
September 29, 2025..... Regular Meeting  
October 6, 2025..... Regular Meeting  
October 20, 2025..... Regular Meeting  
November 10, 2025..... Regular Meeting  
November 17, 2025..... Regular Meeting  
December 1, 2025..... Regular Meeting  
December 15, 2025..... Regular Meeting



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I-04

## CITY COUNCIL AGENDA ITEM



Date: January 22, 2025

To: Frank Nastasi, City Manager

From: Robert J. Bruner, Deputy City Manager  
Rob Maleszyk, Chief Financial Officer  
Kyle Vieth, Controller  
Kurt Bovensiep, Public Works Director  
Dennis Trantham, Deputy Public Works Director  
Emily Dumas, Library Director  
Phillip Kwik, Library Assistant Director  
Emily Frontera, Purchasing Manager

Subject: Budget Amendment and Standard Purchasing Resolution 8: Best Value Award – Architectural and Engineering Services for Schematic Design and Opinion of Cost for a New Troy Public Library Building (*Introduced by: Emily Dumas, Library Director*)

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### History

In 1971, the Troy Public Library was built on its current site in the Troy Civic Center. The original building was 10,000 square feet, and the population of Troy was 39,000. In 1984, the Library building was expanded to 50,000, square feet, as the population of Troy grew to 67,000.

In April 2023, the Troy City Council contracted with ReThinking Libraries to assist the Library Administration in a five year strategic planning process (Resolution #2023-04-061-J-4a). The Library's 2024-2028 Strategic Plan was delivered to Council on June 10, 2024, and discussed at a special meeting of Council on June 24, 2024.

The main finding of the Strategic Plan was that, at the current 50,000 square feet, the Library facility is at least 50% undersized for the community's current population of 88,000. The building is 0.57 square feet per capital, compared to a Metro Detroit average of 0.9 square feet per capita. This space shortage limits the Library in serving segments of the population, including: families with young children; students with no study space; residents with challenges who don't have an easy-to-access building; and remote workers and telecommuters. This shortage is made more challenging by the very high usage level daily at the Library.

Despite substantial investment over the past 10 years, the Strategic Plan continued, the facility is highly flawed with numerous ongoing issues, and functionally obsolete for a contemporary library. The building footprint does not allow for layout changes through modest renovations. Modern improvements around technology, accessibility, sustainability, and safety can only be met at significant cost.

The Plan concluded that Library staff are delivering exceptional value and resources for the community with high expectations. However, building limitations are taking their toll. Overall lack of space is a large limiter for the effectiveness of the Library to serve the community.

The Council gave consensus to move forward on exploring expanded space for the Troy Library, by contracting with an architectural firm for an initial design, square footage determination, and cost estimate for a new facility.

On November 18, 2024, the City's Purchasing Department issued a Request for Proposal through the MITN Purchasing Group website. The scope of work in the Request required the awarded firm to return a Schematic Design and an Opinion of Probable Cost for a new Troy Public Library by May 30, 2025.



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# CITY COUNCIL AGENDA ITEM

## Purchasing

- November 18, 2024 a Request for Proposal was issued and posted on the MITN Purchasing Group website: [www.bidnetdirect.com//city-of-troy-mi](http://www.bidnetdirect.com//city-of-troy-mi)
- 1039 firms were notified of this bid opportunity.
- December 4, 2024 a Mandatory Pre-Proposal meeting was held at the Troy Public Library and via Zoom. The Request for Proposal document and the project timeline was reviewed. Clarifications were discussed and questions answered which necessitated the issuance of an Addendum summarizing the meeting.
- Thirty-eight (38) companies attended the Pre-Proposal meeting.
- December 19, 2024, a bid opening was conducted and Proposals were received as required by City Charter and Code for Architectural/Engineering Services for the Troy Library Building Project. Below is a summary of potential firms:

<b>Companies notified via MITN</b>	1039
Troy Companies notified via MITN	17
Troy Companies - Active email Notification	17
Troy Companies - Active Free	0
<b>Companies that viewed the bid</b>	219
Troy Companies that viewed the bid	5

**MITN** provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy.

**Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City.

**Active MITN non-paying members** are responsible to monitor and check the MITN website for opportunities to do business with the City.

**Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.

- Thirteen (13) Proposal responses were received:

▪ Albert Kahn Associates	Detroit, MI
▪ krM Architecture	Indianapolis, IN
▪ Richard Kennedy Architects	Phoenix, AZ
▪ Studio GC, Inc.	Chicago, IL
▪ Marble Fairbanks Architects	New York, NY
▪ Quinn Evans Architects	Ann Arbor, MI
▪ Gensler	Detroit, MI
▪ HBM Architects, LLC	Cleveland, OH
▪ MCD Architects	Farmington, MI
▪ Anderson Eckstein Westrick, Inc.	Shelby Twp, MI
▪ Integrated Design Solutions	Troy, MI
▪ OPN Architects	Cedar Rapids, IA
▪ Daniels & Zermack Architects	Ann Arbor, MI

- Qualifying Conditions of the Architecture/Engineer Firm were:

- Experience and knowledge of Libraries and Design. Each firm submitting a proposal was required to describe their experience with similar public library projects and including studies, and provide a *minimum* of five (5) relevant and similar schematic design/construction project examples comparable in size, scope, complexity and population to Troy.
- Positive References for the Firm
- Qualifications of Firm to manage the contract as specified detailing personnel and project team.
- Work plan, methodology, approach, technology, and completion schedule.
- Overall response to questionnaire and completeness of the Proposal.



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## CITY COUNCIL AGENDA ITEM

### **Purchasing (continued)**

- Scoring criteria was as follows:
  - 40% Proposal Score
  - 20% Price Score
  - 40% Interview Score
  
- Four (4) Committee Members reviewed and evaluated the proposals. The Committee Members were as follows:
  - Emily Dumas, Library Director
  - Phillip Kwik, Assistant Library Director
  - Kurt Bovensiep, Public Works Director
  - Dennis Trantham, Deputy Public Works Director
  
- Based on the Firm's qualifying conditions and scores for proposal and price; the top six (6) Firms were interviewed by the Committee on Tuesday, January 14, 2025 and Wednesday, January 15, 2025.
  - Marble Fairbanks Architects
  - Daniels & Zermack Architects
  - Quinn Evans
  - krM Architecture
  - HBM Architects, LLC
  - Anderson, Eckstein & Westrick, Inc
  
- Based on the scoring criteria, the Selection Committee unanimously recommends awarding a contract to the highest rated proposer; *HBM Architects, LLC of Cleveland, OH*.
- It is in the best interest of the City to award a contract to HBM Architects, LLC.
- HBM is focused exclusively on public libraries, with several award-winning designed buildings across the country; and with a demonstrated history of designing for urban, suburban, and rural areas.
- The firm works closely with the American Library Association, participating in library profession conferences, guaranteeing that forward looking library ideas are incorporated in new building designs.
- HBM's design philosophy matches with the mission and vision of the Troy Public Library: "We [HBM] know the library has gone from being book centric to people centric; from book storage centered to book use centered. Libraries are no longer places to only search and discover existing information but to generate information and create content in a variety of digital and physical forms.
- HBM has worked with the Troy Library's consultant, ReThinking Libraries, ensuring that the Library's past 18 months of community engagement will be reflected in any new building.
- HBM's references were checked and were positive and the Bid Tabulation is attached.

### **Financial**

Partial funding for this project in the amount of \$100,000 has been budgeted in the Library's FY2025 Operational Budget, account number 271.790.816.010. This project will require a budget amendment for an amount not to exceed \$222,000 (balance of proposed contract cost plus 15% contingency) from the Library Fund balance to the Library's Operational Fund, account number 271.790.816.010.

### **Recommendation**

City Management recommends awarding a contract to *HBM Architects, LLC of Cleveland, OH*, the highest rated firm as a result of a best value process for Architectural and Engineering Services to Provide Schematic Design and Opinion of Cost for a New Public Library, in the amount of \$280,000 plus a 15% contingency of



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## **CITY COUNCIL AGENDA ITEM**

\$42,000, for an estimated total project cost of \$322,000; at prices contained in the bid tabulation opened December 19, 2025.

City Management further recommends that City Council approve a budget amendment from the Library Fund Balance to the Library Operational Fund account 271.790.816.010 in the amount of \$222,000.

The award is contingent upon the Firm's submission of properly executed bid documents including insurance certificates and all specified requirements.

VENDOR NAME:	Daniels & Zermack Architects	Anderson, Eckstein & Westrick, Inc.	HBM Architects, LLC	Integrated Design Solutions	krM Architecture
CITY:	Ann Arbor, MI	Shelby Twp., MI	Cleveland, OH	Troy, MI	Indianapolis, IN

**PROPOSAL PRICING: ARCHITECTURAL/ENGINEERING SERVICES**

**SCOPE OF WORK:**

**Phase I - Schematic Design and Opinion of Cost**

Not to Exceed:		\$166,260.00	\$250,800.00	\$280,000.00	\$284,500.00	\$310,000.00
Reimbursables		\$1,900.00	N/A	\$10,000.00	None	\$10,000.00
Other Fees		\$19,800.00	N/A		None	
Schedule of Values Provided:	Y or N	Y	Y	Y	Y	Y
Attended Pre-Proposal Meeting:	Y or N	Y	Y	Y	Y	Y
Library & Design Experience:		Y	Y	Y	Y	Y
Work Plan & Approach:		Y	Y	Y	Y	Y
Project Team Experience:		Y	Y	Y	Y	Y
Questionnaire Provided:		Y	Y	Y	Y	Y
References:		Y	Y	Y	Y	Y
Insurance can be met:	Y or N	Y		Y	Y	Y
Can meet Completion Date:	Y or N	Y	Not Specified	Y	Y	Y
Terms:	Y or N	See Proposal	Not Specified	Not Specified	Not Specified	Not Specified
Exceptions:	Y or N	None	None	In general, we are in agreement with the terms included within your request for proposal but would request the opportunity to review this further once the scope of work is fully defined.	None	None
Acknowledgement:	Y or N	Y	Y	Y	Y	Y
3 Addendums Signed:	Y or N	Y	Missing Addendums 1-3 Signatures	Y	N	N
Forms:	Y or N	Y	Y	Y	Missing Legal Status of Bidder	Y

Attest:  
 (\*Bid Opening conducted via Zoom)  
 \_\_\_\_\_  
 Emily Duma  
 \_\_\_\_\_  
 Phillip Kwik  
 \_\_\_\_\_  
 Dennis Trantham  
 \_\_\_\_\_  
 Andrew Chambliss  
 \_\_\_\_\_  
 Nellie Bert  
 \_\_\_\_\_  
 Dina Gates

\_\_\_\_\_  
 Emily Frontera  
 Purchasing Manager



CITY OF TROY  
 BID TABULATION  
 ARCHITECTURAL/ENGINEERING SERVICES

VENDOR NAME:	Marble Fairbanks Architects	Albert Kahn Associates	MCD Architects	OPN Architects
CITY:	New York, NY	Detroit, MI	Farmington, MI	Cedar Rapids, IA

**PROPOSAL PRICING: ARCHITECTURAL/ENGINEERING SERVICES**

**SCOPE OF WORK:**

**Phase I - Schematic Design and Opinion of Cost**

<b>Not to Exceed:</b>		<b>\$336,980*</b>	<b>\$455,000.00</b>	<b>\$475,000.00</b>	<b>\$489,000.00</b>
		*Total Expenses \$6,920			
Reimburseables Travel		\$9,450.00		None Anticipated	\$3,250.00
Other Fees		\$6,920.00			
Schedule of Values Provided:	Y or N	Y	Y	Y	Y
Attended Pre-Proposal Meeting:	Y or N	Y	Y	Y	Y
Library & Design Experience:		Y	Y	Y	Y
Work Plan & Approach:		Y	Y	Y	Y
Project Team Experience:		Y	Y	Y	Y
Questionnaire Provided:		Y	Y	Y	Y
References:		Y	Y	Y	Y
Insurance can be met:	Y or N	Not Specified	Y	Y	Not Specified
Can meet Completion Date:	Y or N	Y	Y	Y	Y
Terms:	Y or N	Not Specified	30 Days	Monthly, based on percentage complete	Not Specified
Exceptions:	Y or N	None	None	None	None
Acknowledgement:	Y or N	Y	Y	Y	Y
3 Addendums Signed:	Y or N	Y	Y	Missing Addendum 1 Signature	N
Forms:	Y or N	Y	Y	Y	Y

CITY OF TROY  
 BID TABULATION  
 ARCHITECTURAL/ENGINEERING SERVICES

	Richard & Kennedy			
VENDOR NAME:	Quinn Evans	Architects, LLC	Gensler	Studio GC, Inc.
CITY:	Ann Arbor, MI	Phoenix, AZ	Detroit, MI	Chicago, IL

**PROPOSAL PRICING: ARCHITECTURAL/ENGINEERING SERVICES**

**SCOPE OF WORK:**

**Phase I - Schematic Design and Opinion of Cost**

		\$495,450.00	\$557,590.00	\$588,111.00	\$775,000.00
Reimburseables			\$880.67	NTE is all inclusive	None
Other Fees		\$1,500.00			
Schedule of Values Provided:	Y or N	Y	Y	Y	Y
Attended Pre-Proposal Meeting:	Y or N	Y	Y	Y	Y
Library & Design Experience:		Y	Y	Y	Y
Work Plan & Approach:		Y	Y	Y	Y
Project Team Experience:		Y	Y	Y	Y
Questionnaire Provided:		Y	Y	Y	Y
References:		Y	Y	Y	Y
Insurance can be met:	Y or N	Not Specified	Y	Y	Y
Can meet Completion Date:	Y or N	Y	Y	Not Specified	Y
Terms:	Y or N	Not Specified	Not Specified	Not Specified	Not Specified
Exceptions:	Y or N	None	None	Gensler has made some slight modification to the "indemnification Clause". Redlines can be found directly on the Indemnification form.	None
Acknowledgement:	Y or N	Y	2 of 3 Signed	Y	Y
3 Addendums Signed:	Y or N	Y	Y	Y	Y
Forms:	Y or N	Y	Missing Debarment Form	Missing Debarment Form	Y



ARTICLES OF AGREEMENT, made and entered into this 27th day of January 2025 by and between HBM Architects, LLC of Cleveland, OH  
(Name) (City and State)

herein after called the Contractor and the City of Troy, Troy, Michigan hereinafter called the Owner,

WITNESSETH, that the Contractor and the Owner for the considerations hereinafter named, agree as follows:

1. That all *Contract Documents*, as defined in the **“RFP-COT 24-29 Architectural/Engineering Services for the Troy Public Library”** hereto attached or herein referred to shall be and are hereby made a part of the agreement and contract.
2. The Contractor shall furnish all labor, materials, and equipment necessary and perform all of the work as set forth in his/her *Proposal* in strict accordance with the specifications and other documents which have been made a part of this contract in the manner, time, and place as therein set forth.
3. In consideration whereof, the Owner agrees to pay to the Contractor the amounts provided in the attached *Proposal*, being the product of the unit prices therein set forth, multiplied by the number of units actually constructed, all in the time and manner as set forth in the *Contract Documents*.
4. IN WITNESS whereof said parties have hereunto set their hands and seals, the day and year first above written.

**SIGNED BY:**

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Contractor (Company Name)

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

**WITNESS:**

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Printed Name of Witness

**APPROVED BY (THE OWNER, CITY OF TROY):**

\_\_\_\_\_  
Purchasing Manager – Emily Frontera

\_\_\_\_\_  
City Manager – Frank Nastasi

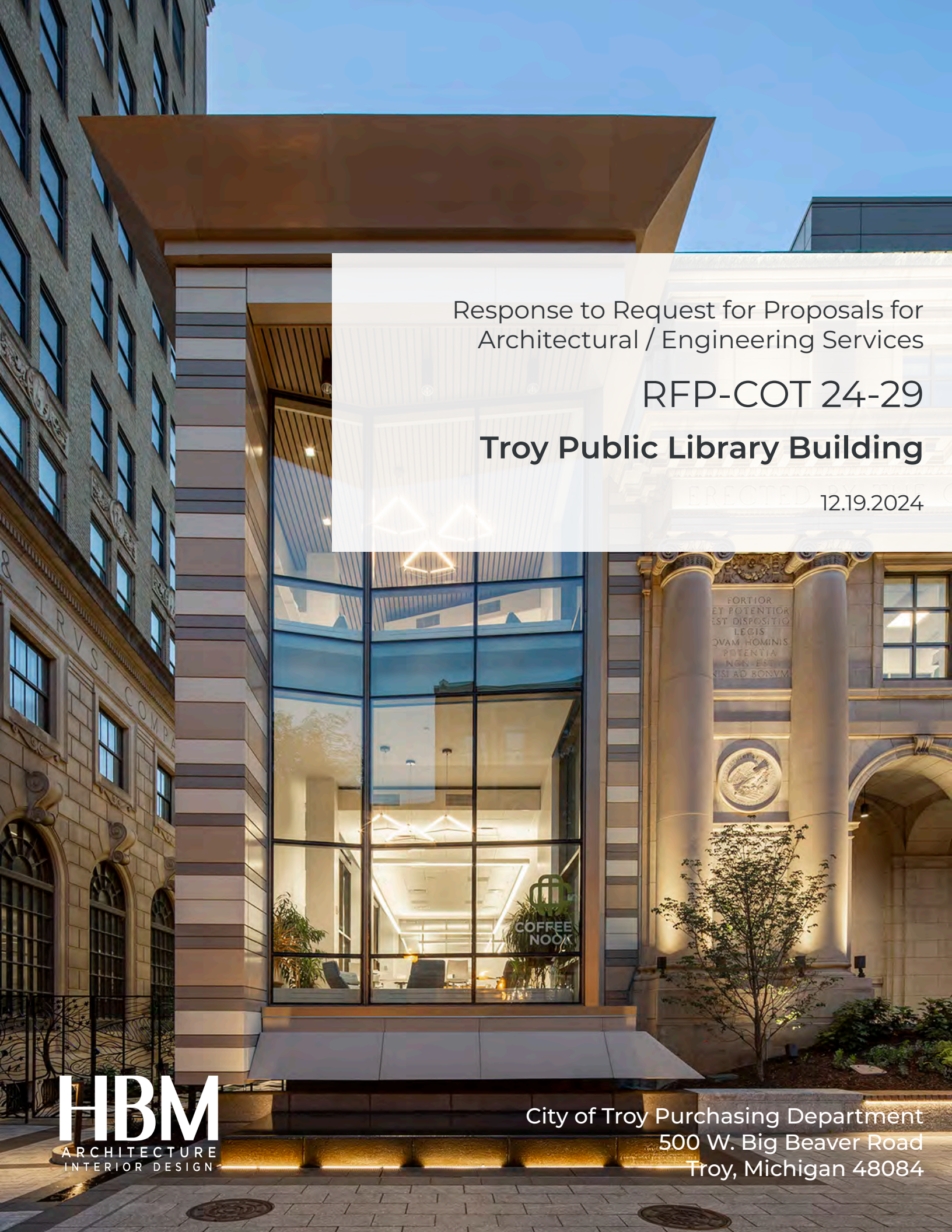
\_\_\_\_\_  
Mayor – Ethan Baker

RESOLUTION NUMBER: \_\_\_\_\_

**APPROVED AS TO FORM AND LEGALITY:**

BY: \_\_\_\_\_  
City Attorney – Lori Grigg Bluhm

ATTEST: \_\_\_\_\_  
City Clerk – M. Aileen Dickson



Response to Request for Proposals for  
Architectural / Engineering Services

RFP-COT 24-29

# Troy Public Library Building

12.19.2024

**HBM**  
ARCHITECTURE  
INTERIOR DESIGN

City of Troy Purchasing Department  
500 W. Big Beaver Road  
Troy, Michigan 48084

December 19, 2024

City of Troy Purchasing Department  
500 W. Big Beaver Road  
Troy, Michigan 48084



RE: Request for Proposals for Architectural / Engineering Services: RFP-COT 24-20 - Troy Public Library Building

## Selection Committee Members:

Creating a new library building is an exciting endeavor. The success of your project requires a design team with the ability to develop and execute strong and realistic solutions that are also budget conscious, knowing that you are stewards of public funds. Together, our team will help you create a lasting, functional, and flexible building that will embody your vision for “a vibrant and nurturing place that inspires and cultivates learning, diversity, collaboration, and enjoyment.”

The relationship that we have with ReThinking Libraries and our experience collaborating with library planning consultants will expedite the programming process and allow our team to expedite the Schematic Design and Cost Estimating process being mindful of your May 30th deadline. Being aware that your current building can no longer accommodate changes in library services and patron needs in addition to the challenges of aging infrastructure and outdated architecture from a time when accessibility, safety, and sustainability were not prominent concerns. As you look to the future, applying the strategic plan / building program into a dynamic building with spaces that can shift in size and purpose will allow you to adapt to both known and projected community needs. This is crucial for continuing to serve a diverse and growing population while reinforcing the Library as a community hub and destination.

For nearly 50 years HBM has been devoted to planning and designing libraries. We truly understand the ways in which modern libraries have become, more than ever, vibrant centers of the communities they serve. Below are additional points about the specialized experience we offer.

### Comprehensive Design Services

Comprehensive and coordinated architectural and interior design services that include everything from collaborating with engineers and conducting construction phase administration to the details of custom cabinetry and procurement of furnishings through competitive bidding or using cooperative purchasing contracts.

### Fiscal Responsibility and Timely Delivery

A demonstrated commitment to fiscal responsibility, open communication with our clients, and meeting deadlines to keep projects on schedule.

### Community-Centered Input Process

An input gathering process promoting the value of what libraries bring to their community, educating participants in the exciting services libraries offer, capturing and documenting their input, and inspiring community support and advocacy for new library facilities. This is supported by decades of experience in supporting public and private fundraising campaigns for library buildings.

### Inventive, Future-Focused Design Solutions

Understanding the importance of public libraries and how inventive design solutions create flexible, multi-generational spaces that can enhance the user experience both today, and in the future.

Hopefully our passion for supporting libraries and the vital services they bring to their communities is evident as you read through the following pages. Please let us know if you have any questions upon review of the enclosed material. We hope to have the opportunity to come and meet with the selection committee to express our capabilities and why we would be a great partner for this project.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Peter J. Bolek'.

Peter J. Bolek, AIA, NCARB  
President & Director of Design  
pbolek@HBMArchitects.com  
216.241.1100 x112

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**“HBM excelled at listening to the library’s needs and putting a plan together to move forward while addressing the community’s concerns very effectively.”**

Suzanne Loomis  
Director of Public Works  
City of Newton, KS



A

Experience &  
Knowledge of  
Libraries & Design

CLEVELAND PUBLIC LIBRARY / Lorain Branch

## A / Experience & Knowledge of Libraries and Design

### About HBM Architects

#### CONTACT PERSON

Peter Bolek, AIA, NCARB, President & Director of Design

Phone: 216.241.1100 x112

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pbolek@HBMarchitects.com

HBMarchitects.com

#### FIRM NAME & ADDRESS

HBM Architects, LLC

1382 West 9th Street, Suite 300  
Cleveland, Ohio 44113

#### YEARS IN BUSINESS

48 years

#### SIZE OF FIRM

23 people

#### Principals

Peter Bolek, AIA, NCARB  
President & Director of  
Design

James Shook, RA, NCARB  
LEED AP BD+C  
Principal & Project  
Manager

Kevin Kennedy, RA,  
NCARB, LEED AP  
Principal & Project  
Manager

#### Associates

Stephanie Shook, NCIDQ,  
IIDA, LEED AP  
Director of Interior Design

Brooke Breiner, NCIDQ,  
LEED AP ID+C  
Interior Designer

Renee Downing, LEED AP  
Library Planning &  
Marketing

Katie Gaukin, NCIDQ  
Interior Designer

#### Architectural Staff

Lou Trostel, RA  
Project Architect / CA

Emily Dallmeyer, RA,  
NCARB  
Project Architect

#### Architectural Staff cont.

Jennifer Dort, RA, NCARB  
Project Architect

David Fellenstein, RA, LEED  
AP, Project Architect / CA

Lisa McPeck / Designer

Ethan Snider, RA, NCARB  
Project Architect

Kathryn Lester, RA, NCARB  
Project Architect

Ashley Austin / Designer

Kyle Sudbrook / Designer

Jordyn Kapis / Designer

#### Interior Design Staff

Tiffany Poje, NCIDQ, LEED  
AP, Interior Designer

Mackenzie Marinelli  
Interior Designer

Becca Kern  
Interior Designer

#### Additional Staff

Jillian Davis  
Marketing Coordinator

Sydney Bolek  
Digital Marketing

Patty O'Neill  
Office Manager

#### FIRM HISTORY

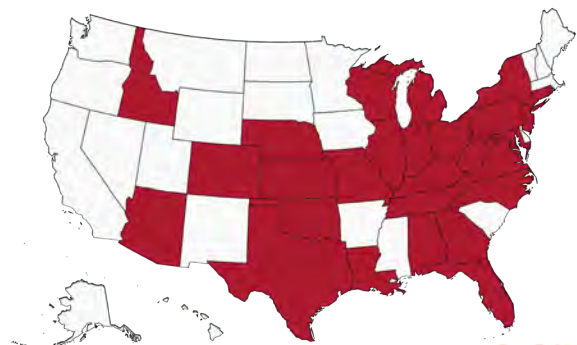
HBM is a nationally recognized architectural firm focused on library planning and design throughout the country. Our growth nationwide and history of success with libraries is built on our collaborative approach to design and community involvement. We have worked with more than 700 libraries since the firm was established in 1976. We explore and help shape library trends as a result of our involvement with libraries across the country. We are known for a broad range of design solutions and architectural styles because we create buildings that resonate with the unique character of each community.

#### LIBRARY DESIGN PHILOSOPHY

The Library's connection with the community originated with books and has expanded to be so much more. The impact of technology and evolving needs for how people interact and share, position libraries at an exciting crossroads. We know the library has gone from being book centric to people centric; from book storage centered to book use centered. Libraries are no longer places to only search and discover existing information but to generate information and create content in a variety of digital and physical forms. Libraries assist patrons in pursuing and displaying their own ideas, concepts, and creative pursuits expressing themselves by creating films, animations, music, self-publishing, making 3-D objects, and provide hands-on learning tailored to the communities' interests.

Libraries have continued to evolve and reinvent themselves to better serve, advance, and define their communities. Designing innovative and inspired spaces that can anticipate and adapt to changes in technology, community interests, service delivery methods, and needs will best position libraries for the future.

#### WHERE WE ARE WORKING





## A / Experience & Knowledge of Libraries and Design

### RECENT THOUGHT LEADERSHIP PRESENTATIONS

10 / 2024 Library Journal Design Institute - Cincinnati, OH, *"Foundations: Building a framework for a successful project"*

*"Resilient Libraries / Resilient Communities"*

06 / 2024 American Library Assoc. Annual Conference  
*"Library Building Projects 101: A Crash Course..."*

11 / 2023 Library Journal Webinar  
*"Designing Libraries Within Your Means"*

09 / 2023 Ohio Library Council - Annual Conference  
*"Does it Fit? How to create library buildings and space that fit their communities"*

10 / 2022 Core Forum - Salt Lake City, UT  
*"Renovating and Preserving Historic Buildings"*

09 / 2022 Ohio Library Council - Annual Conference  
*"Shepherding you through the planning and construction of your new / renovated library"*

09 / 2022 Ohio Library Council - Annual Conference  
*"Library Design & Facilities in a Post-Pandemic World"*

07 / 2022 NEO-RLS Webinar  
*Trends in Library Design*

06 / 2022 Library Journal Design Institute - New York, NY, *"Energy in Place - Designing for Belonging and Inclusion"*

06 / 2022 Library Journal Design Institute - New York, NY, *"Just in Time Design: Lessons from the COVID-19 Pandemic about Adaptability and Flexibility"*

06 / 2021 American Library Assoc. Annual Conference  
*2020-2021 ALA / AIA Awards*

05 / 2021 Library Journal & School Library Journal Professional Event  
*"Designing for a Flexible Future"*

11 / 2020 Library Journal Article  
*"2020?...What's Next? How Libraries Can Become More Resilient to the Challenges Ahead"*

11 / 2020 Library Journal Design Institute - Virtual Event

*"Future Forward / Things We've Learned During the Pandemic that will Inform Library Design..."*

10 / 2019 Library Journal Design Institute - Austin, TX  
*"The Staff Connection: how architects balance the influence of staff on design and design on staff"*

### IN-HOUSE SERVICES

#### Library Programming & Planning

- Library Visioning
- Needs Assessments
- Feasibility Studies
- Building Programs
- Master Planning

#### Campaign / Fundraising Support

- Pre - Bond Planning
- Analysis of Options for Campaigns / Fundraising
- Grant Procurement Support
- Private Fundraising Support

#### Community & Stakeholder Outreach / Visioning

- In-person and online input gathering methods
- Hands-on workshops
- Educational input gathering sessions
- Custom surveys
- Interviews
- Focus groups
- Summaries
- Local Government Presentations

#### Presentation Materials

- Interior / Exterior Illustrated Renderings
- Computer Generated Renderings / Models
- Physical Models
- Brochures
- Presentation Boards
- Graphic Design Services

#### Architectural Services

- Site Analysis / Test Fits
- Building Assessments
- Maintenance Plans
- Concept Design
- Schematic Design
- Design Development
- Construction Documents
- Bidding / Negotiation
- Cost Estimating
- Specifications
- Construction Administration
- Project Close-out
- New Construction
- Expansion & Renovation

- Historic Restoration
- Interior Reconfiguration & Updates
- Building Demolition

#### Interior Design Services

- Interior Design materials selection for finishes, furniture, and equipment
- Custom Cabinetry & Displays
- Bidding / Negotiation for Interiors
- Signage Design
- Environmental Graphics
- Project Close-out

#### Sustainable Design Services

- Development of Sustainable Strategies for LEED Certification
- Completing the LEED Certification process

## A / Experience & Knowledge of Libraries and Design

### MORE THAN 48 YEARS OF AWARD-WINNING LIBRARIES



#### Indianapolis Public Library / West Perry Branch

2024 American Library Association / IIDA Award for buildings 30,000 SF and under

2024 AIA Ohio Honor Award

2024 Region 5 ASHRAE Technology Award

2023 ENCR Green Building of the Year - LEED BD+C Award

2022 IIDA "Engage" Award

2022 AIA Indiana Honor Award

2021 AIA Cleveland Design Award

#### Kanawha County Public Library / Main Library

2023 AIA Cleveland Honor Award

2023 AIA West Virginia Honor Award

#### Cleveland Public Library / South Branch

2021 IIDA Award - Best in the "Serve" Category

2019 AIA / Cleveland Restoration Society Award for Preservation of a Community Landmark

#### Toledo Lucas County Public Library / Main Library

Bronze Prize in the Starnet Commercial Flooring Awards

#### Toledo Lucas County Public Library / King Road Branch

2019 AIA Cleveland - Achievement of Excellence Award

#### Cuyahoga County Public Library / Orange Branch

2019 IIDA Award for Best in Public / Civic Interior Design

#### Roanoke Public Libraries / Raleigh Court Branch

2017 Project of the Year - American Public Works Assoc.

#### Fulton County Library / East Roswell Branch

2016 Metro Atlanta Chamber of Commerce E3 Award for Energy Efficiency in the Built Environment

#### Nashville Public Library / Southeast Davidson Branch

Library Journal Magazine - Library of the Year (Nashville Public Library)

2015 Urban Libraries Council - Top Innovator Award

2014 Tennessee Development District Association / Greater Nashville Regional Council - Project of the Year

2014 Urban Land Institute / Public Sector - Large Project of the Year

#### Cuyahoga County Public Library / Warrensville Heights Branch

2015 Library Journal New Landmark Library

#### Roanoke County Public Library / South County Library

2012 Outstanding Facility Award Winner / The Virginia Library Directors Association

#### Cleveland Public Library / Carnegie West Branch

American Institute of Architects Award

## Current & Recent Library Projects (Past 5 Years)



### COLORADO

#### Pueblo City-County Library

- Planning and renovation of the 110,000 SF Main Library, an iconic Antoine Predock building
- Renovation and expansion of Lucero and Barkman branches

### CONNECTICUT

#### Manchester Public Library

A new 75,000 SF Main Library. Our team previously completed site selection and conceptual design services

### FLORIDA

Maitland Public Library – a new 25,000 SF library building and re-purposing of the former historic building

#### Sanibel Public Library

The re-imagining and reconfiguration / renovation of a 30,000 SF public library building

St. Johns County – a new 10,000 SF Hastings Community Center & Library, 3 additional branch libraries tied to parks / recreation centers

#### St. Petersburg Library System

LEED Gold renovation of the mid-century modern style Main Community Library

### INDIANA

#### Indianapolis Public Library - West Perry Branch

- A new 22,800 SF branch in an under-served area
- Facilities Master Plan / Patron Services Study

Johnson County Public Library - Clark-Pleasant Branch - a new 17,200 SF branch library replacing an existing building

### KANSAS

Newton Public Library - a new 25,000 SF library building

### KENTUCKY

Boone County Public Library - Hebron Branch Library - A new 30,000 SF branch library in a rapidly growing area

### MARYLAND

#### Calvert Library

A new Twin Beaches Branch

#### Carroll County Public Library

- 6 Branch and Headquarters Facilities Master Plan
- Planning for a renovated or new Eldersburg Branch

#### Eastern Shore Regional Library

25 building Facilities Master Plan across 8 counties

#### Frederick County Public Libraries

- 7 Branch & Main Library Facilities Master Plan
- A new Middletown Branch

#### Enoch Pratt Free Library

Renovation of the historic Forest Park Branch Carnegie library

#### St. Mary's County Library

3 building Facilities Master Plan

### MICHIGAN

#### Dowagiac District Library

The expansion and renovation of a Carnegie Library and successful bond issue campaign support

### NEBRASKA

University of Nebraska at Kearney - Calvin T. Ryan Library 122,000 SF renovation

### NORTH CAROLINA

#### Cabarrus County Public Library - Afton Ridge Library & Active Living Center

A new 40,000 SF combined library and senior center

### OHIO (a partial listing)

#### Stark County District Library

- A new Operations Center
- A new Main Library building
- A new South Central Branch
- Renovation of the Plain Branch
- Jackson Twp Branch - a new 10,000 SF building
- Jackson Twp Branch temporary location
- 7 branch re-imagining / renovation
- Main Library planning study

#### Guernsey County Public Library

The renovation and expansion of the Byesville Branch and a new outreach services building

## Current & Recent Library Projects (Past 5 Years)



### OHIO continued

#### Upper Arlington Public Library

- Facilities Master Plan (Main Library + 2 branches)

#### Cleveland Public Library

- Lorain Branch renovation & expansion (Carnegie)
- South Branch renovation & expansion (Carnegie)

#### Cuyahoga County Public Library

- Bay Village Branch - a new 17,000 SF branch
- Middleburg Hts. Branch - new 16,000 SF branch

#### Mansfield-Richland County Public Library

- A Facilities Master Plan evaluating their historic Main Library and 8 branches.
- Renovation of the Ontario Branch

#### Amherst Public Library

The expansion and renovation of a Carnegie Library

#### Lakewood Public Library - Madison Branch

The renovation, restoration and small expansion of an historic library building

#### Toledo-Lucas County Public Library

- Main Library Renovation of 104,630 SF of 300,000 SF
- Sylvania Branch expansion & renovation
- King Road Branch - a new 22,200 SF new branch
- 10 year Facilities Master Plan

#### Tuscarawas County Public Library - Main Library

The expansion and renovation of an historic main library building to implement a new service model and an outreach services facility

#### Ida Rupp Public Library

- Main Library renovation
- Main Library assessment & planning
- Marblehead Peninsula Branch - adaptive re-use of a former restaurant

#### Sandusky Library

Exterior restoration of the historic Library, Erie County Jail, and Follett House Museum

### PENNSYLVANIA

#### Adams County Library System

A new main library building in historic Gettysburg

#### Peters Township Public Library

Space Planning Study

### RHODE ISLAND

#### Town of Narragansett / Maury Loontjens Memorial Library

The adaptive reuse of the former Belmont Market Building into a new home for the Maury Loontjens Memorial Library

### TENNESSEE

#### Clarksville-Montgomery County Public Library

- a new 15,000 SF North Branch
- Main Library - targeted renovations

#### Spring Hill Public Library

Adaptive reuse of 50,000 SF former Saturn Plant Administration Building into a new community library

### TEXAS

#### Nicholson Memorial Library System - Walnut Creek Branch - a new 18,000 SF branch library

#### Texas A&M University - Evans Library

The phased renovation of 60,000 SF of a university library

#### Texas State University - Alkek Library

The phased renovation of 58,000 SF of university library space

### VIRGINIA

#### Roanoke County Public Library

- A new 16,000 SF Hollins Branch
- A new 21,000 SF Vinton Branch

#### Roanoke Public Library

Raleigh Court Branch expansion & renovation

#### York County Public Library

Yorktown Library expansion & renovation

### WEST VIRGINIA

#### Kanawha County Public Library - Main Library

Site selection, fundraising support, expansion and renovation of an historic building

### WISCONSIN

#### Rhineland District Library

The expansion and renovation of a Carnegie library

# Stark County District Library

## A New Main Library

### Location

Canton, Ohio

### Population of Stark County

373,000

### Size

70,000 SF (3 floors)

### Completion

Anticipated: 05 / 2027

### Construction Cost

Budget: \$51,500,000

### Delivery Method

Construction Manager at Risk

### Services

Architect of Record, Design Architect, and Interior Designer

### Team Members

Peter Bolek, PiC & Dir. of Design  
James Shook, Project Manager  
Emily Dallmeyer, Project Architect  
Jennifer Dort, Project Architect  
Brooke Breiner, Interior Designer

### Client

Mary Ellen Icaza,  
CEO & Executive Director  
micaza@starklibrary.org  
330.458.2707



HBM Architects has proudly partnered with the Stark County District Library for the past 25 years, collaborating on their transformative Re-Imagine campaign. Beginning with the new Jackson Branch and renovations of branch libraries, this partnership now focuses on the flagship Main Library. This new facility is poised to exemplify the library's mission: advancing literacy, connecting communities, and fostering exploration.

Located as the gateway to downtown Canton, the Main Library will anchor the redevelopment of the Court Avenue district. Embracing a vision of connectivity, the library extends into a central green space, creating a vibrant campus alongside the new Operations Center. A central community stairway seamlessly integrates indoor and outdoor spaces, encouraging movement from indoor reading nooks to expansive outdoor terraces and the surrounding greenery. The library's warm atmosphere, achieved through mass timber construction, also aligns with its sustainability goals.

The exterior design pays homage to Canton's architectural heritage while introducing modern elements. Reflecting the turn-of-the-century Market Avenue aesthetic, the facade's proportions, alignment, and rhythm enhance visibility and integrate harmoniously with the cityscape. An inviting angled facade welcomes visitors, emphasizing the library's role as a unique cultural destination. Situated on the historic site where President William McKinley's house once stood, the library honors this legacy through thoughtful design. Landscape features and architectural motifs celebrate McKinley's renowned front porch speeches, connecting his legacy with the library's mission of knowledge and inspiration. The design also respects the historic McKinley School building across the street, harmonizing with its architectural rhythm and ethos.

# Stark County District Library

## A New Operations Center

### Location

Canton, Ohio

### Population of Stark County

373,000

### Size

24,809 SF (2 floors)

### Completion

Anticipated: 09 / 2025

### Construction Cost

Estimated: \$9,400,000

### Delivery Method

Construction Manager at Risk

### Services

Architect of Record, Design Architect, and Interior Designer

### Team Members

Peter Bolek, Principle in Charge & Director of Design

James Shook, Project Manager

Jennifer Dort, Project Architect

Brooke Breiner, Interior Designer

### Client

Mary Ellen Icaza,  
CEO & Executive Director  
micaza@starklibrary.org  
330.458.2707



The new Stark Library Operations Center replaces a former mechanics garage, creating a purpose-built facility to support the library system's essential behind-the-scenes functions. Initially considered for renovation, the site underwent a full redevelopment after a hazmat survey, resulting in a new ground-up construction. This facility centralizes mobile services, technical services, and central inventory departments, along with a mail room for deliveries to all branch locations.

The Operations Center features a spacious drive-through garage that can accommodate nine vehicles, including large book buses and smaller fleet vehicles, reflecting Stark Library's updated mobile service strategy. The building is designed exclusively for staff, with no public functions, and includes key spaces like conference rooms, breakrooms, unisex restrooms, and a wellness room. A larger elevator and strategically placed storage rooms optimize the movement of materials.

The second floor houses central inventory and additional staff amenities, including a breakroom that opens onto a rooftop patio. Reflecting a cohesive campus vision, the design coordinates with the Main Library's materials and aesthetics, while the site plan takes advantage of shared green space, minimizing the need to cross Cleveland Avenue. This project not only enhances operational efficiency but also aligns with Stark Library's long-term service goals.

# Manchester Public Library

## Mary Cheney (Main) Library

### Location

Manchester, Connecticut

### Population Served

60,000

### Size

75,000 SF / 3 Stories

### Completion

Planning Completed 2022

Design & Construction

Anticipated for 2026

### Estimated Construction Cost

\$34,000,000 - \$39,000,000

### Delivery Method

Construction Manager at

Risk

### Team Members

Peter Bolek, Principal in Charge & Director of Design

Kevin Kennedy, Project Manager

Katie Gaukin, Interior Designer

Abbie Probst, Designer

### Services

Site Selection, Design

Architect & Interior Designer

Friar is the Architect of Record

### Client

Doug McDonough,  
Director

dmcdonough@

manchesterct.gov

860.643.2471



The Mary Cheney Library has been operating in its current building since 1937. The current building has the third highest circulation in the state, hosts numerous programs, but suffers from a lack of space and accessibility, making it a challenge to meet patron needs and demands for services. The library has had few interventions since its 1962 expansion due to a decades-long lack of consensus on how to proceed.

Our team has conducted site analysis / selection narrowing down five previously identified sites to three that were further investigated and resulting in one finalist. The preferred library site is centrally located to maintain ease of community access. Our conceptual design and demonstration of how the new building's facade ties into the vernacular of the historic streetscape were used to gather support in preparation of a bond issue. Happily, the bond issue passed in November of 2022 and the project can continue moving forward.

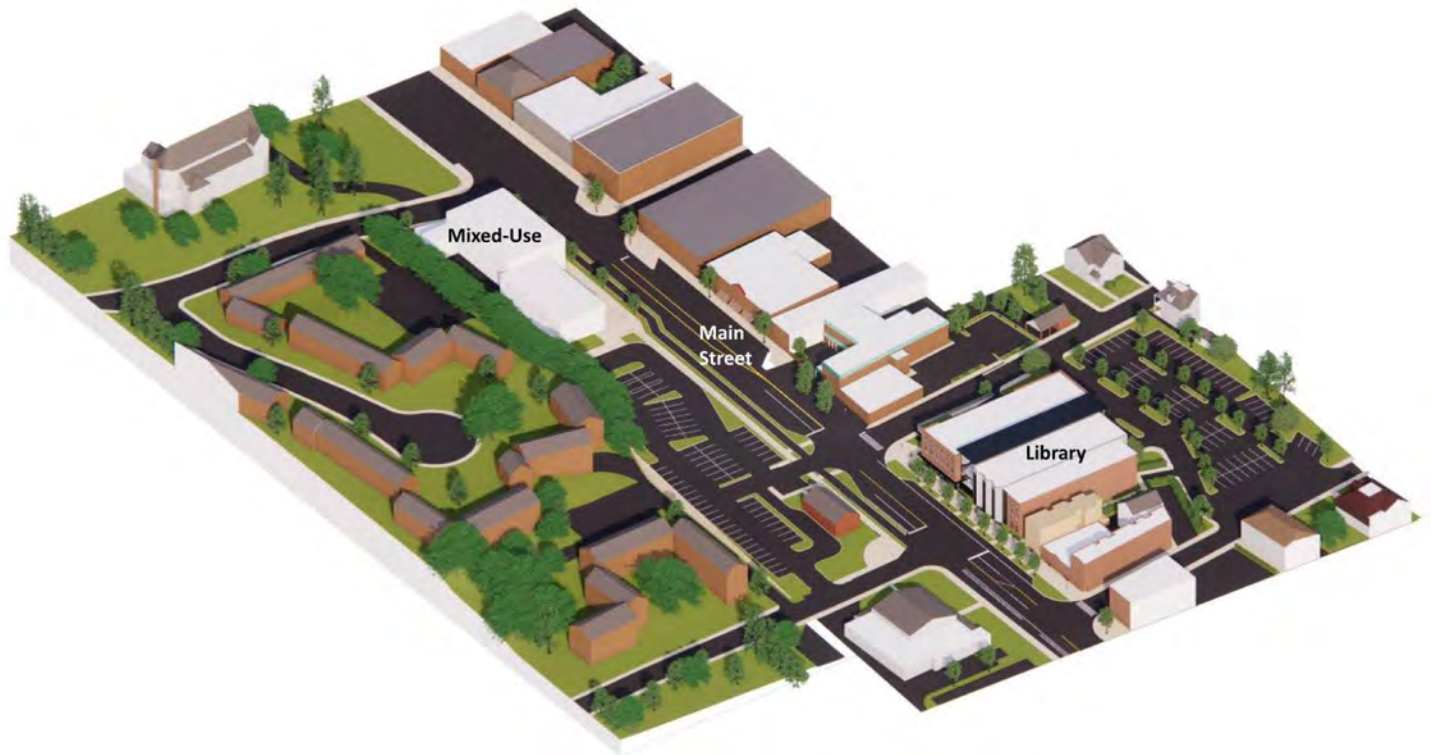
The building entry opens to a welcoming area with clear visibility to seating, popular materials, a service desk, local history room, public computers, a maker space, and large meeting rooms. The main level also contains staff work areas so that a drive-up service window can be accessed from the workroom. The second floor is devoted to youth services; a teen area, a children's area focused on early learning, and a program room that opens to a rooftop patio. The third floor houses the bulk of the adult collections with seating, display, and an AV studio. Much needed study rooms are located throughout each floor of the library building. Even though this site is in a denser urban setting, we were able to provide 71 parking spaces on the site with access to a public lot directly across the street.

# Manchester Public Library

## Mary Cheney (Main) Library



Streetscape Studies





# Kanawha County Public Library Main Library

## Awards

2023 AIA Cleveland Honor Award

2023 AIA West Virginia Honor  
Award

## Location

Charleston, West Virginia

## Population Served

181,000

## Size

61,450 SF renovation + 18,550 SF  
expansion = 80,000 SF  
5 Stories

## Completion

March 2022

## Construction Budget

\$24,120,000

## Final Construction Cost

\$22,153,496

## Delivery Method

General Contractor

## Team Members

Peter Bolek, Principal in Charge &  
Director of Design

James Shook, Project Manager

James Shook, Project Architect

Katie Gaukin, Interior Designer

Tiffany Poje, Interior Designer

## Services

HBM Architects: Design Architect  
and Interior Designer

Silling: Architect of Record

## Client Reference

Erika Connelly, Library Director  
erika.connelly@kcpls.org

304.343.4646 x1241



The current library building, while an exemplary example of classical architecture, has not been able to keep up with the evolution of library services, changes in material use, technology, and social programs. Our team worked in conjunction with a commercial real estate / development agent and the Library in identifying and evaluating available sites within the City for the location of a new Main Library facility. The initial site selection process involved analysis of 16 sites ultimately resulting in the decision to renovate and expand their current building. The re-imagined library will allow for continual growth within its walls to support the print material while becoming the community hub for Charleston.

We collected input from the community throughout the programming and design phases. The design has been carefully conceived with consideration to blend old with new, creating an exciting cultural destination along Capitol Street, and most importantly creating a more user friendly and flexible interior library space that can adapt, change, and grow over time as library services continue to expand. One of the things increasingly important to the Library is the consideration for universal design. The interior layout balances the book space with the people space and includes such areas as browsable collections space; an idea lab; study rooms; meeting and gathering spaces; local history room; early childhood play, learn and grow areas; and access to technology. The idea lab is home to a new tool lending program where small hand tools are available for check out and along demonstrations on use. A cafe operated by a local vendor overlooks a newly designed plaza.

The 80,000 SF design maintains an entrance from Capitol Street but also adds a new fully ADA accessible entry from Summer Street with direct access to all floors of the library. In addition, a skywalk connects to an adjacent parking garage. Part of emphasizing this destination along Capitol Street involved the incorporation of a reflecting pool, flexible outdoor seating, and the opportunity to use the new plaza for events. It was important that we preserve the original, classical building style while making the Kanawha County Public Library a national case study in the renovation and expansion of a traditional urban library.

# Kanawha County Public Library Main Library



# Pueblo City-County Library District

## Rawlings (Main) Library

### Location

Pueblo, Colorado

### Population Served

168,000

### Size

110,000 SF renovation  
4 Stories

### Completion

January 2023

### Construction Cost

\$9,123,781

### Delivery Method

Construction Manager at Risk

### Team Members

Peter Bolek, Principal in Charge & Director of Design

James Shook, Project Manager

James Shook, Project Architect

Brooke Breiner, Interior Designer

Tiffany Poje, Interior Designer

### Services

Library Planner & Interior Designer.  
AMD is the Architect of Record

### Client

Sherri L. Baca, MSLS

Executive Director

sherri.baca@pueblolibrary.org

719.562.5652



The five story facility rises to take full advantage of the views over the Arkansas Valley and historic Pueblo to the east, as well as distant mountain views such as Pikes Peak to the north, the Wet Mountains to the west and Greenhorn and the Spanish peaks to the south. A south-facing courtyard greets patrons at the library entry. The courtyard is planted with fruit trees and is bordered by a reflective pool referencing Pueblo's agrarian roots and relationships to water. Entering the library, one is presented with commanding views through a 56' tall glazed lobby wall.

Closing the southern portion of Bates Street allows for the extension of the existing parking lot on the south side of the library resulting in 18 new parking spaces, all closer to the front door. This also provides an outdoor event and learning space with a sloped terrace for use as an amphitheater.

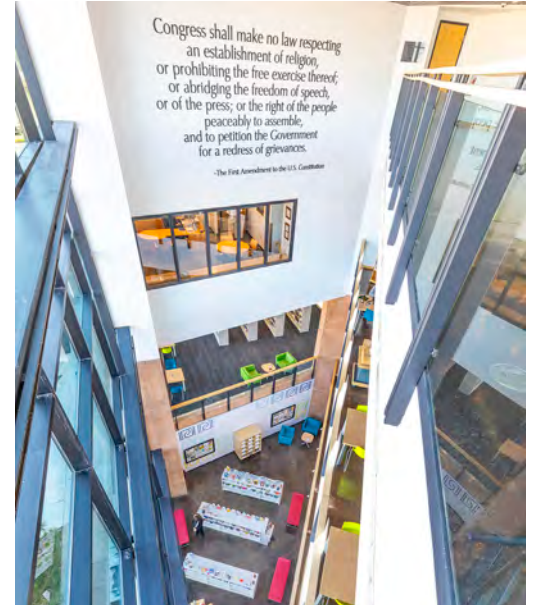
Renovations and improvements include opening space on Level 1 to allow for public discovery, content making and relaxation, brightening the space with new lighting and finishes, relocation of the "InfoZone" (a highly interactive learning space that focuses on the creation of the news media), placement of a large Maker-Space, and placement of the Rotating Exhibit space relocated from Level 4. Also on this level, a 100-person meeting room and a smaller staff training area join the three existing highly used meeting rooms.

On level 2, the relocated Children's Library creates a family library floor with adult fiction, nonfiction, Teen Library, and Hispanic Resource Center & Collections located on this floor. The intent of these combined spaces is to foster flexible, multi-generational gathering and learning. A Technology Core equipped with the latest multimedia is incorporated on Levels 2 and 3. On Level 3, the popular Archives and Genealogy Collections have been expanded. Level 4 now houses a flexible, multipurpose event destination for 220 people with dramatic views of the city.



# Pueblo City-County Library District

## Rawlings (Main) Library



# Toledo Lucas County Public Library

## Main Library

### Location

Toledo, Ohio

### Population Served

428,000

### Size

104,600 SF renovation / 3 Stories  
*(The entire building is 300,000 SF)*

### Completion

September 2019

### Construction Cost

\$8,137,833

### Change Order Amounts

\$0

### Delivery Method

Construction Manager at Risk

### Team Members

Peter Bolek, Principal in Charge & Director of Design  
Kevin Kennedy, Project Manager  
Kevin Kennedy, Project Architect  
Brooke Breiner, Interior Designer  
Tiffany Poje, Interior Designer

### Services

Architect of Record, Design Architect, and Interior Designer

### Client

Jason Kucsma, Director  
jason.kucsma@toledolibrary.org  
419.259.5256

### Awards

2022 IIDA "Creative Product" Award  
2021 Starnet Flooring Award

The goal of this project was to enhance the special historic detailing present in the library building. New ideas in library services and technology have repositioned spaces and functions to make them more readily accessible to customers, added new spaces that let customers learn and create, and increased the most popular areas for the public to enjoy.

The historic art deco Central Court features beautiful and irreplaceable vitralite glass panels, ornate original light fixtures, and wonderful historic murals, that resonate throughout the building. We used the strong art deco geometric motifs and colors found in the Central Court as the basis of design for all new millwork (displays, service desks, and other cabinetry) throughout the library to tie into presence of the Central Court. At the core of this renovation we are building for flexibility. When community needs something different, the library can quickly and economically pivot.

Part of this project involves a complete reconceptualization of the spaces and services that can support entrepreneurs, local non-profit groups, job seekers, and people just looking for a creative outlet. The Workspace provides access to meeting spaces outside of library hours, allows non-profit and small businesses the opportunity for long-term space rental, and hosts workshops.

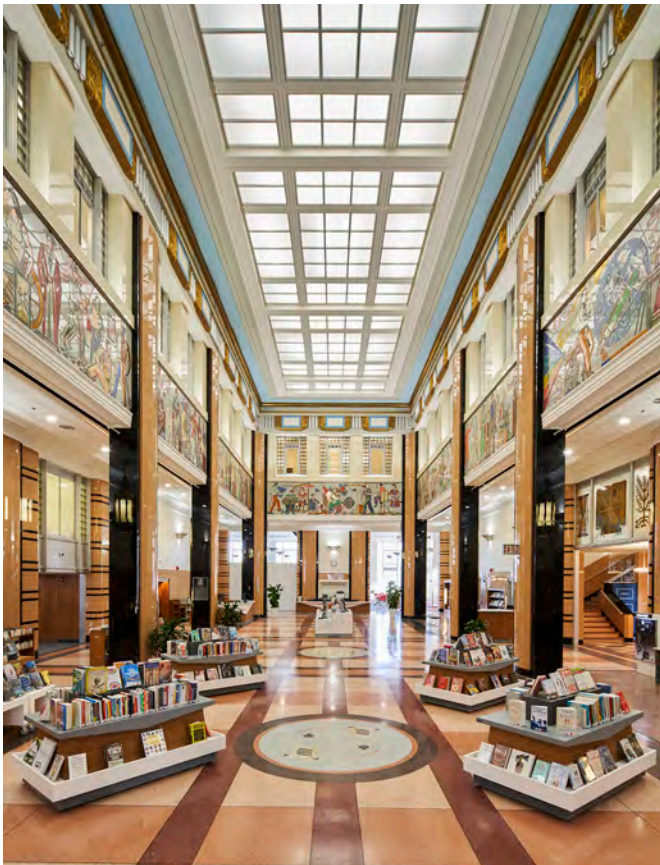
In addition to a technology training lab, a teaching lab holds sessions in business writing and building digital literacy skills. The Studio Lab space further supports entrepreneurs creating marketing materials or prototypes. All of these elements overlap with workforce development strategies that encourage customers to feel more comfortable asking for help.

The Children's Area has been fully re-vamped with new finishes, furniture, and lighting fixtures that have either been replaced or re-lamped. The collection layout has been reconfigured for improved browsing. The fixed service point has been reduced in size and a mobile service point has been added for flexible oversight during peak times. Highlights of this space include a Dr. Seuss gallery wall featuring original artwork and an interactive "mystery wall" engaging children in problem solving activities with visual and audio clues.

The Atrium was added as part of the 2001 expansion and acts as an important connector between the historic areas and the main collection wing of the library. This light filled space now has become a central gathering point off of which feeds the Gallery, Café and Gift Shop.



# Toledo Lucas County Public Library Main Library



Historic Art Deco Detailing used as Inspiration



# The Indianapolis Public Library West Perry Branch

## Location

Indianapolis, Indiana

## Population Served

373,000

## Size

47,000 SF / 1 Story

## Completion

07 / 2021

## Construction Budget & Actual

\$8,100,000

## Delivery Method

Construction Manager at Risk

## Team Members

Peter Bolek, Principal in Charge  
& Director of Design

Kevin Kennedy, Project  
Manager

Kevin Kennedy, Project  
Architect

Katie Gaukin, Interior Designer

## Services

Design Architect & Interior  
Designer, Schmidt Associates  
was the Architect of Record

## Client

Mike Coghlan, Facilities Project Manager  
mcoghlan@indypl.org  
317.275.4830

## Awards

**2024 AIA Ohio Honor Award**

**2024 American Library Association / IIDA Award for buildings 30,000 SF and under**

**2023 ENCR Green Building of the Year - LEED BD+C Award**

**2022 IIDA "Engage" Award**

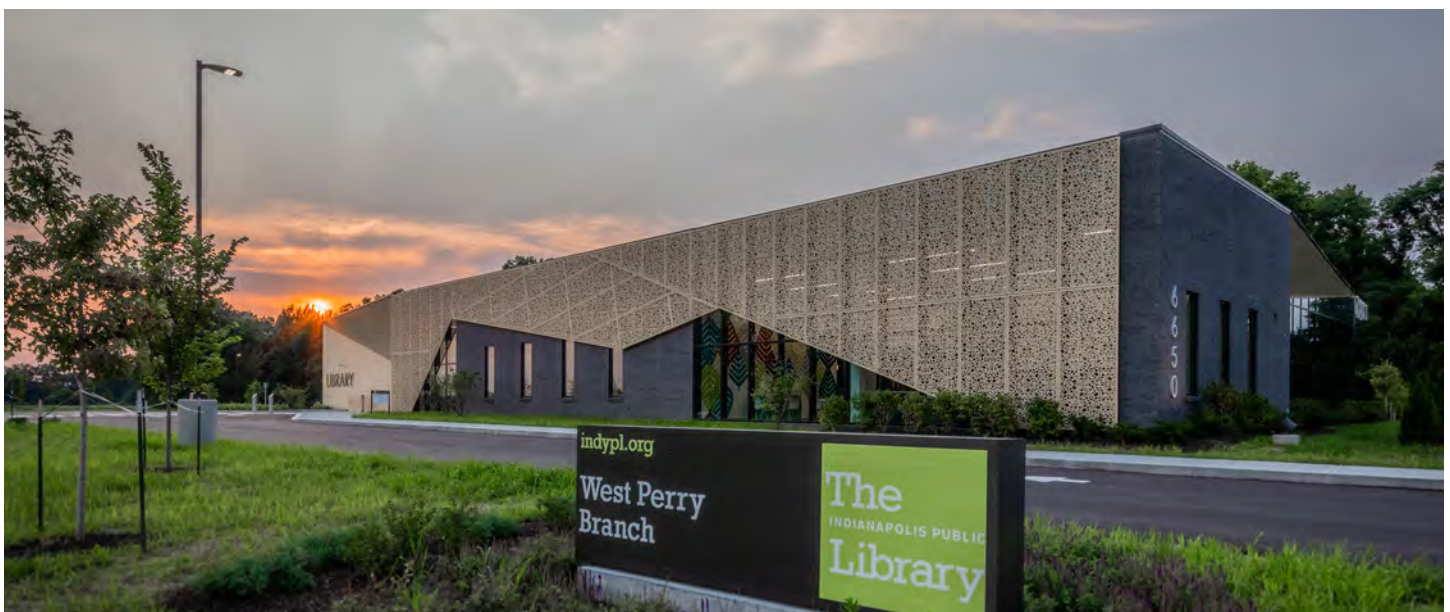
**2022 AIA Indiana Honor Award**

**2021 AIA Cleveland Design Award**

## LEED Gold Certified

The concept for the building centers on a budget-friendly, simple rectangular building form that pulls inward at special points (entry, Children's area, outdoor patio), creating folded trapezoidal planes delineating large expanses of daylight-framing glass. A perforated metal panel screen, designed to invoke the enlarged cell structures of a leaf, shades the southern glass wall. This 'geometry meets nature' aesthetic connects the building to the surrounding landscape and is reflected both outside and inside the building through geometry, organic forms, and clear glass for visual connectivity to the riparian woodland to the north.

The interior color scheme mimics outdoor colors through the use of green tones, stained wood and warm white walls. The covered patio provides comfortable outdoor space for general patron use, while an area with benches is located adjacent to the children's area for outdoor programs. A raised access floor in the main public area allows for long term thermal efficiency and future layout flexibility and solar panels were placed on the roof to generate electricity.



# The Indianapolis Public Library West Perry Branch





# Johnson County Public Library Clark Pleasant Branch

**Location**

Whiteland, Indiana

**Population Served**

25,000

**Size**

17,127 SF / 1 Story

**Completion**

Scheduled & Actual: 03 / 2022

**Construction Budget & Actual**

\$6,600,000

**Delivery Method**

Construction Manager at Risk

**Team Members**

Peter Bolek, Principal in Charge & Director of Design

Kevin Kennedy, Project Manager & Project Architect

Katie Gaukin, Interior Designer

**Services**

Architect of Record,  
Design Architect & Interior Designer

**Client**

Lisa Lintner, Director  
llintner@jcpl.in.org  
317.346.1501



The new Clark-Pleasant Branch serves a growing population in this portion of JCPL's service area. Upon entry, clear lines of site direct visitors to the main service point and the outdoor patio space beyond. Similarly, open views to featured material collections, study / meeting / creative spaces, and the children's area are evident from the front door. The color palette was inspired by a combination of the community mural program and JCPL's branding, bringing vibrant pops of bold color to life supported by geometrically interesting neutrals.

In addition to study rooms, this branch features a selection of flexible meeting spaces (adult learning center, youth program room, maker space, and large meeting room) fitted with hold-open doors to encourage use by patrons when programs / events are not being held. The library-facing wall of the large meeting room is constructed using an operable glass partition that can open to the main library space and accommodate larger crowds. Furniture in this area is flexible and can be easily moved. The intent is that no space should be under-utilized in the course of the day and to encourage patrons to use these spaces for play, study, lounging, and creative pursuits.



# Maitland Public Library

**Location**

Maitland, Florida

**Size**

20,000 sf / 2 stories

**Completion**

2026

**Construction Budget**

\$20,000,000

**Delivery Method**

Construction Manager at Risk

**Team Members**

Peter Bolek, Principal in Charge & Director of Design

Kevin Kennedy, Project Manager

Katie Lester, Project Architect

Katie Gaukin, Interior Designer

**Services**

Design Architect & Interior Designer

**Client**

Mark Reggentin, City Manager

City of Maitland  
407.539.6220

mreggentin@  
itsmymaitland.com



The new Maitland Library building will be located in Quinn Strong Park to tie into the Maitland civic and cultural center. This new location will be adjacent to City Hall, Maitland Art Center, Mayan Chapel, Art & History Museums of Maitland, the Telephone Museum, and the Germaine Marvel Building, a private event space. The former library building (on the opposite side of the park) will be repurposed and hold its role as a civic destination. The senior center located within the park will be closed and the new library building will absorb the services and programs of the senior center.

Quinn Strong Park will also be updated and re-imagined to better support community interests with lawn terraces for event seating, a performance space, stormwater pond, pergola for gathering, water features, and a sensory garden that connects to the library's children's patio.

The design of the new building combines the language of mid-century modern design, Florida modern, and Mayan influence. It also pulls design characteristics from the Frank Lloyd Wright designed buildings in the area. The first floor will have a focus on community meeting spaces, new materials, and the children's library. The second floor will have a focus on adult collections and seating also with a maker space, classroom, and teen area. Access to outdoor patios is available from both the first and second floors. The City of Maitland successfully passed a referendum that allowed this project to move forward from concept to full design and construction services. HBM conducted a series of community engagement activities ahead of the referendum.

# Newton Public Library

## Location

Newton, Kansas

## Size

25,000 SF

## Completion

03 / 2024 completion of new building

05 / 2024 demolition of original library building & site work

## Construction Cost

Budget: \$8,500,000

## Delivery Method

General Contractor

## Team Members

Peter Bolek, Principal in Charge & Director of Design

James Shook, Project Manager

James Shook, Project Architect

Katie Gaukin, Interior Designer

## Services

Architect of Record, Design Architect, and Interior Designer

## Client

Cari Cusick, Ph.D.

Library Director

ccusick@newtonplks.org

316-283-2890

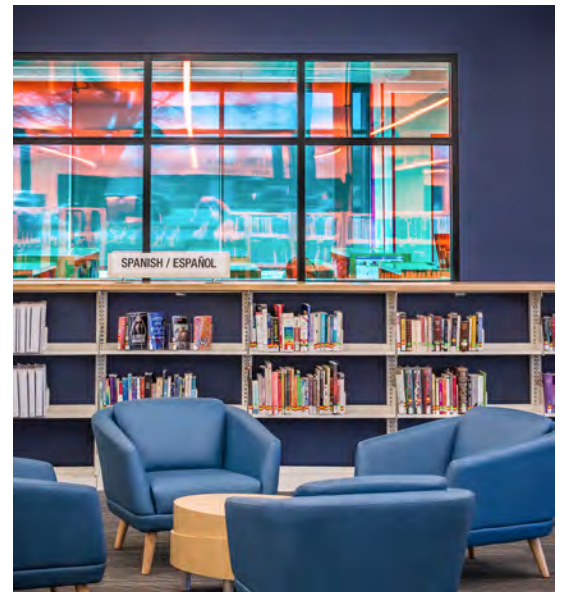
*HBM worked in collaboration with the City, Library, and their fundraising consultant to support efforts for a successful private campaign, including a preliminary design.*



HBM worked with the City of Newton to investigate possible locations and conduct test-fit analysis exploring alternate locations. Community engagement sessions were conducted both to select the site and to establish the building program. The selected site is a portion of Military Park adjacent to the existing library building. The existing library remained operational during construction, and then was demolished to accommodate required parking. Placement of the new library preserves green space and the location of existing monuments in Military Park while activating the park for outdoor events with the library's patio acting as a stage.

The new building is one level for ease of staffing and oversight. Upon entry, patrons find themselves in a 24/7 vestibule with walk-up book drop and pick-up lockers. As patrons move through the lobby, lower shelving is combined with retail merchandising and seating to guide visitors through the main open area of the building. This space includes adult collections and public computer stations. Flexible meeting / study space options can now accommodate a range of activities, teens and children have defined areas, a vending café has views to the covered patio, and drive-up services provide the convenient access to materials that patrons have been asking for.

# Newton Public Library



# Calvert Library

## Twin Beaches Branch

### Location

North Beach, Maryland

### Size

28,000 SF

### Completion

04 / 2024

### Construction Cost

Budget: \$10,400,000

### Delivery Method

General Contractor

### Team Members

Peter Bolek, Principal in Charge  
& Director of Design

James Shook, Project Manager

James Shook, Project Architect

Katie Gaukin, Interior Designer

### Services

Library Architect & Interior  
Designer, Colimore was the  
Architect of Record

### Client

Carrie Willson, Executive Director  
cwillson@calvertlibrary.info  
410.535.0291



Located in an active beach community on the eastern shores of Maryland, the new Twin Beaches branch replaces an existing building in a nearby shopping plaza that the bustling community has outgrown. This highly flexible and multi-purpose branch serves a rapidly growing community whose population and resultant needs change according to season.

The new branch, providing nearly four times the space than the library it replaces, has generated much interest in the community. Design elements reflect the existing coastal community while creating a distinct destination for travelers to the region. With the boardwalk only a block away, the library anticipates increased foot traffic from beach goers. A ground level return box and pick-up lockers in the vestibule will provide patrons with easy access.

Mindful of the designated flood plains that are part of the site, piloti elevate the library while providing shaded parking below. These pillars support a sturdy yet elegant building. Inside, the structural columns are integrated into the design. A butterfly roof comprised of glue-laminated beams extends the airy vistas from the outside in. Terraces on both levels are ideal for outdoor programs and events.

The interiors provide a strong connection to the Chesapeake Bay site with maritime themes. Natural elements such as beach glass, pebbles, dock pilings, and dune grasses are echoed in the choice of finishes. The color palette evokes crashing waves meeting the shore with varying shades of blue and sandy hued carpeting, curving at points to suggest the ebb and flow of the tides.

Taking advantage of views to the Bay, the adult collection, community meeting room, and quiet spaces are on the first floor. The community meeting room can be divided into two smaller spaces for flexibility of use. The children's collection, dedicated teen space, maker space, and program room offer plenty of places for interaction and innovation on the second floor.



# Calvert Library

## Twin Beaches Branch



# Cuyahoga County Public Library Bay Village Branch

## Location

Bay Village, Ohio

## Population Served

16,000

## Size

17,000 SF

1 Story + Mezzanine

## Completion

Scheduled & Actual: 04 / 2022

## Construction Cost

\$9,849,279

## Delivery Method

Construction Manager at Risk

## Team Members

Peter Bolek, Principal in Charge  
& Director of Design

James Shook, Project Manager  
& Project Architect

Stephanie Shook, Interior  
Designer

## Services

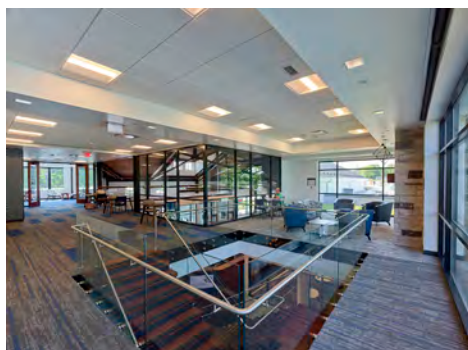
Architect of Record, Design  
Architect, and Interior Designer

## Client

Scott Morgan, Finance Director  
smorgan@cuyahogalibrary.org  
216.398.1800



Located in Cahoon Park, the new Bay Village Branch Library is a two-story building featuring browsable collections, spaces for quiet contemplation as well as collaboration and innovation areas. Dedicated young adult and children's spaces are glass enclosed with a shared program room. A large dividable meeting room and four smaller study rooms offer many options for tutoring, collaboration, meetings and programs. As visitors enter the building, the space unfolds to a vaulted, double-height area featuring a grand fireplace. Located here are the adult collection, various types of seating, public computers and access to a covered outdoor seating area overlooking a pocket park. The west side of the building features large windows in the children's area, young adult spaces, and the meeting rooms providing beautiful woodland views. The second floor provides a variety of quiet spaces with a reading room, balcony study tables and lounge seating near the double-sided fireplace. Adjacent to the reading loft is access to the rooftop patio highlighting a living roof and elevated views of the surrounding park. In keeping with CCPL's dedication to reducing impact on the environment, this project is seeking LEED Certification.



# Stark County District Library Jackson Township Branch

**Location**  
Canton, Ohio

**Population Served**  
40,500

**Size**  
10,547 SF

**Completion**  
05 / 2022

**Construction Cost**  
\$3,586,578

**Delivery Method**  
General Contractor

**Team Members**  
Peter Bolek, Principal in Charge  
& Director of Design

James Shook, Project Manager  
Lou Trostel, Project Architect

Brooke Breiner, Interior  
Designer

**Services**  
Architect of Record, Design  
Architect & Interior Designer

**Client**  
Mary Ellen Icaza,  
CEO & Executive Director  
micaza@starklibrary.org  
330.458.2707



The new Jackson Township Branch was constructed at an intersection in a prominent location adjacent to Township services, a community park, and across the street from Jackson High School. Design for this new library took cues from surrounding buildings and the planned activity complex so that the library would work holistically with these other components. The back of the new library features a large expanse of glass and an outdoor patio maximizing views to a new amphitheater in the adjoining park. This connection helps to solidify this site as a true community destination for services, recreation, and entertainment.

Upon entering the library, a service desk is located to maximize staff sightlines through the building. New / popular materials are sprinkled throughout with the adult collection located in the main public area supported by comfortable seating, public computers, and study tables. This space is intentionally open to remain flexible for future adaptability as community needs and library trends change with increased frequency.

Various sizes of meeting spaces are available with a large meeting room that is dividable to create smaller gathering areas, each with integrated technology. A multi-purpose room with durable finishes is located adjacent to the children's and teen areas. Smaller group study rooms are located between the teen and adult areas to encourage collaboration, tutoring, and provide a transparent sound barrier between these spaces without sacrificing oversight. Both the children and teen areas blend collection, technology, and interactive elements to inspire learning, play, and creativity.

Additional site amenities include a patron drop-off zone with a flush curb, located directly adjacent to the entry. A drive-up service window and book drop are located along the east side of the building.





# Dowagiac District Library

## Location

Dowagiac, Michigan

## Size

7,236 SF renovation + 10,000 SF expansion = 17,236 SF

## Completion

2021

This project also involved support for a successful bond issue campaign

## Construction Cost

\$5,479,142

## Total Project Cost

\$5,668,418

## Delivery Method

Construction Manager at Risk

## Team Members

Peter Bolek, Principal in Charge & Director of Design

James Shook, Project Manager & Project Architect

Stephanie Shook, Interior Designer

## Services

Architect of Record, Design Architect, and Interior Designer

## Client

Matt Weston, Director  
mweston@dowagiacdl.org  
269.782.3826



This 1903 Carnegie Library formerly had an addition placed in 1973 that used an enclosed stair to connect from street level to the upper level of the Carnegie portion of the library on the front façade.

Our design removed the 1973 “hamster tube” and lower level addition along the frontage in order to restore the original Carnegie grand entrance and re-build the exterior stair. A new addition with an on-grade entry on the back of the building mimics the proportions and materials of the original historic building. While the Carnegie portion is composed of stone and three colors of brick, the addition simplifies this palette by using stone and the dominant brick color.

The upper level on the Carnegie side includes a dedicated teen area, maker space, study rooms, self-checkout, face-out book display units. The upper level of the addition houses the children’s area, a children’s program room, dedicated children’s area service point, and family restroom. Custom window films brand the maker (Pokagon) and children’s program spaces (The Spark). The adult collection is located on the first floor, and both floors of the Carnegie portion of the building contain areas for seating and public computer stations. There is a quiet reading room with a coffered ceiling, lockable glass display shelving for valuable books, and built-in wood shelving. Large wood tables original to the building have been refinished to further set the tone of the quiet reading room.

Because the Library owns the entire block, we were able to expand to the rear of the building without losing parking and being able to preserve green space on the site for outdoor programming. The library is adjacent to a small downtown area where a large public parking lot sits across the street and is available to library patrons and for overflow event parking.

Additionally, HBM assisted the Library with their successful bond issue campaign by developing renderings and conceptual site and floor plans for project visualization and conducting community engagement sessions.



# Dowagiac District Library



## About C2AE

### Firm Name

Capital Consultants, Inc.  
d.b.a. C2AE

### Founded

1966

### Type of Organization

C2AE is a corporation licensed in the state of Michigan.

### Employees

125

### Office Locations

Brighton, MI  
Bessemer, MI  
Canton, NY  
Escanaba, MI  
Gaylord, MI  
Grand Rapids, MI  
Lansing, MI  
Syracuse, NY

### Contact

10511 Citation Drive  
Suite 200  
Brighton, MI 48116  
(866) 454-3923



C2AE believes in going beyond the challenge at hand to envision the world to come. We are future-minded in our solutions. We are stewards of the public trust. We are passionate about our craft. And we are here as your guide, making the complex simple.

### Recent Awards

#### American Institute of Architects (AIA)

Grand Rapids Chapter  
2018 Interior Architecture Honor Award  
East Lansing Public Library

#### American School & University

2023 Architectural Portfolio  
Outstanding Design  
Everett High School Renovation

#### American Society of Civil Engineers

Lansing-Jackson Branch  
2023 Civil Landmark Award  
Eaton Rapids G.A.R. Island Park

#### American Council of Engineering Companies

Michigan Chapter  
2023 Engineering Merit Award  
McLaren Offsite Infrastructure Improvements

### Services

- Architecture
- Interior Design
- Civil Engineering
- Construction Administration
- Electrical Engineering
- Landscape Architecture
- Mechanical Engineering
- Structural Engineering
- Transportation Design
- Water & Wastewater Engineering

## A / Experience & Knowledge of Libraries and Design



### SPRING LAKE DISTRICT LIBRARY **SPACE UTILIZATION STUDY & INTERIOR RENOVATION**

At 34,500 SF, Spring Lake District Library's existing facility was rightsized for the 19,500-person service population. However, the building was ready for reconfigurations to meet changing community needs since the original 2003 construction. C2AE's architecture and interior design team conducted a space utilization study of the library's interior. The study focused on several areas, including study rooms, the teen/youth area, and staff areas. The study also looked at finishes, signage, and furniture throughout the building.

In 2024, the library reopened to the public with a new entrance and small storytime stage for the children's area, a children's play space on the outdoor patio, more quiet and private spaces for individual and small group work sessions, a makerspace/STEM room, a flexible teen area with gaming equipment, a variety of comfortable seating, and a reoriented front desk for a more secure and welcoming atmosphere.

A special feature of this project is the overt nods to the library's lakefront geography. From the mural behind the children's stage, to the wooden seagulls suspended in flight, to the decorative boat in the common area, this renovation celebrates Spring Lake.

**Dates** 2023 - 2024



A / Experience & Knowledge of Libraries and Design



CASCADE CHARTER TOWNSHIP  
KENT DISTRICT LIBRARY  
**RENOVATIONS**

The Cascade Charter Township Kent District Library Renovation project involves a comprehensive redesign to modernize and enhance the facility. The renovation will focus on universal design principles and updates to library offerings to better serve the community. The design process will be collaborative, with input from library staff and patrons to prioritize renovation projects. The goal is to ensure that the library remains adaptable and functional while integrating the latest design trends and technological improvements.

The project entails a major interior redesign of the 20,000 square-foot building, including furniture and fixtures. Additionally, the restrooms, overhead lighting, plumbing, HVAC, and fire protection will be upgraded throughout the building.

**Dates** 2023 - In Progress





## WHITE LAKE TOWNSHIP LIBRARY **NEW FACILITY**

The population of White Lake Township was growing, but the 40-year-old, 9,700 square-foot library couldn't keep up with the community's needs.

C2AE designed and administrated the construction of the brand new 28,600 square-foot library, which is nearly three times the size of its predecessor. Double the space for children, teen, and adult sections and quadruple the parking are among the advantages offered by the new facility.

White Lake Township Library's new home takes advantage of a beautiful nine-acre site with a glass wall overlooking the forested wetlands.

Interior highlights included programming space, study rooms, and a makerspace—for tool lending, sewing machines, and group learning—separated from the common area with vision glass and acoustic seals. A coffee bar and fireplace work together to create a cozy atmosphere. Expanded computer and tech capabilities, additional community rooms, and a new historical and genealogical section thoughtfully update this township's library experience.

**Dates** 2017 - 2020



## PORTAGE DISTRICT LIBRARY **RENOVATIONS**

Around the exterior of Portage District Library, blue tones, glass, and cresting curves evoke Michigan's Great Lakes. Inside, unclear wayfinding and insufficient space detracted from the effect. It was time for a renovation.

C2AE initially developed a menu of building improvements that the library could implement as funding arose. But after the local school district passed a major bond program, the library shifted gears, opting to make all of the recommended improvements at once. This ultimately saved PDL a million dollars in project costs.

C2AE remodeled 48,000 square feet of the library along with designing a 13,000 square-foot addition. Among the renovations were two expansions and an interior facelift. Dark blues were replaced with a variety of brighter, more playful colors. An ADA-compliant ramp into the main entrance increases the building's accessibility. The transformed facility features a new maker space, a variety of flexible furniture, updated offices, and a comfortable dining area. Finally, clearer wayfinding encourages guests to get lost in plotlines, not hallways.

**Dates** 2020 - 2022

## A / Experience & Knowledge of Libraries and Design



### EAST LANSING PUBLIC LIBRARY **INTERIOR REFRESH AND SITE ASSESSMENT**

After half a century without renovations, East Lansing Public Library staff wanted to make their space more forward-thinking and versatile. C2AE captured those features in a four-phase interior master plan that could move forward as funding allowed. The entire public area of the 18,000 SF building was rearranged, re-sized, and remodeled. The project's aim was to create a space that met current community needs while incorporating enough flexibility to enable future growth.

The improved central area showcases C2AE's interior design and architecture capabilities.



Library patrons can now enjoy the Cyber Café near the entrance before proceeding to the community rooms or the makerspace. Guests encounter larger book displays, separate children and teen areas, low shelving, lounges with comfortable seating, additional computer stations, and centralized information and self-checkout stations.

In 2019, C2AE once again partnered with East Lansing Public Library to complete a site assessment and master plan for potential aesthetic and access improvements for the site and exterior of the building.

**Dates** 2015 - 2024





DCM Consulting Inc. specializes in Construction Cost Estimating services. We are a team of highly experienced construction cost estimators who have worked for national construction management companies and/or design firms. While DCM Consulting is headquartered in Michigan, our team members have worked on projects all over the United States as well as Canada and Mexico. Our estimators have expertise and specialize in their own project scope discipline: site/civil; structural/architectural; mechanical; electrical.

DCM Consulting provides detailed conceptual estimates ranging from program design level to construction documents on the following project types:

- All types of Higher Education/University Buildings
- Municipal Buildings
- Governmental Buildings
- Healthcare
- Office Facilities
- Pharmaceutical and Lab Research Buildings
- Automotive and Industrial
- Hospitality
- Urban High-Rise Buildings
- Convention Centers
- Entertainment and Mixed-Use
- Museums
- Historical Building Restorations
- Sports Facilities/Arenas
- K-12 Education
- Waste and Water Treatment Facilities
- Correctional Facilities
- High Security Buildings

As the Founder of DCM Consulting, you have my personal commitment of delivering the highest quality and thorough technical and collaborative service on each project in a timely manner. Thank you.

Sincerely,  
Chris Toma  
President

## NV5: BEYOND ENGINEERING

The NV5 Technology & Acoustics group operates with a mission to help clients navigate an ever-changing technology landscape through specialized design and consulting services. Our focus reaches beyond technology itself, extending to the people that interact with the systems and the overall user experience.

Through the acquisition of The Sextant Group in 2019, followed by Capture Design Group, KMK Technologies, and TDSi, our team has grown to over 100 dedicated technology and acoustic professionals in the U.S.—all focused on bringing innovative solutions to owners and our design team partners.

NV5’s holistic approach with a single point of contact for a broad range of converged disciplines includes Audiovisual, IT/Telecom, Security, Acoustics, and Lighting. This consolidated approach streamlines interdisciplinary alignment and project delivery, resulting in improved team communication and coordination.

When combined with our intrinsic understanding of how systems, spaces, and pedagogies interact, we are able to work alongside higher education owners to deliver better-designed (i.e., efficient, cost-effective, future-proofed) facilities for learning, communication, and collaboration.

Our role in planning and designing educational facilities allows us to develop engineering and technology systems that enhance some of our communities’ most vital establishments.

NV5 takes pride in helping our clients develop high-quality, cost-effective, and sustainable projects that go Beyond Engineering.

### NV5 — In Numbers

100 LOCATIONS WORLDWIDE    4,000 EMPLOYEES    1,500 TECHNICALLY LICENSED

- + #1 Zweig Group Hot Firm Four Years in a Row
- + #6 BD+C Top 80 University Engineering Firms 2023
- + #7 BD+C Top 75 Engineering Firms 2023
- + #8 BD+C Top 80 K-12 School Engineering Firms 2023
- + #10 CSE Magazine MEP Giants 2023
- + #12 ENR Top 100 Pure Designers 2023
- + #17 CSE Magazine Commissioning Giants 2023
- + #20 BD+C Top 60 Laboratory Engineering Firms 2023
- + #22 ENR Top 500 Design Firms 2023
- + #24 BD+C Top 70 Science + Tech Engineering Firms 2023
- + #77 Forbes Magazine America’s Best Small Companies 2022
- + #83 Fortune Magazine Top 100 Fastest Growing Companies

### TECHNOLOGY & ACOUSTICS

Acoustics, Noise & Vibration Control  
 Audiovisual Systems Design  
 Healthcare Technology Systems Design  
 Intelligent Buildings Systems Consulting  
 IT/ICT Systems Design  
 Lighting Design  
 Security & Surveillance Systems Design

### BUILDING SOLUTIONS

Building Analytics  
 Building Controls Support  
 Commissioning  
 Digital Twin  
 Energy Audits  
 Retro-Commissioning

### CLEAN ENERGY

Asset Management  
 Battery Energy Storage Systems  
 Building Optimization & Energy Efficiency  
 Decarbonization  
 EV Planning & Fleet Electrification  
 Green Building & Sustainability Consulting  
 Owner’s Representation  
 Policy Support, Program Design & Oversight  
 Solar PV Consulting

### OWNER’S REP

Civil/Infrastructure Project Management  
 Cost Estimating  
 Environmental Assessments  
 Facility Condition Assessments  
 Facility Project Management  
 Grant Funds Management  
 Move Management  
 Scheduling, Current and Forensic  
 Site Planning

### PLANNING & DESIGN

Central Utilities  
 Civil Engineering  
 Code Consulting  
 Fire Protection & Life Safety Engineering  
 MEP Engineering  
 Scan-to-BIM  
 Structural Engineering

## NV5 TECHNOLOGY & ACOUSTICS LIBRARY EXPERIENCE

### PUBLIC LIBRARIES

Anythink Nature Library, Thornton CO  
Baltimore County Public Library, Woodlawn Branch Library Renovation, Woodlawn MD  
Belgrade Community Library, Belgrade MT  
Brooklyn Public Library, Central Library Youth Services Renovation, Brooklyn NY  
Brooklyn Public Library, Central Library, Brooklyn NY  
Brooklyn Public Library, Information Commons, Brooklyn NY  
Brooklyn Public Library, Ryder Branch, Brooklyn NY  
Cambridge Public Library, Audiovisual Renovation, Cambridge MA  
Carnegie Library of Pittsburgh, Auditorium Historic Restoration, Homewood PA  
Carnegie Library of Pittsburgh, Interactive UX (“User Experience”), Pittsburgh PA  
Carnegie Library of Pittsburgh, Interactive UX (“User Experience”), Squirrel Hill PA  
Cecil County Public Library, North East Branch Library, North East MD  
Cecil County Public Library, Perryville Branch Renovation, Perryville MD  
City of Anna, Public Library, Anna TX  
City of Cedar Hill, Premier Library and Signature Park, Cedar Hill TX  
City of Celina, Government Center and Library, Celina TX  
City of Dripping Springs Community Library, Dripping Springs TX  
City of Fayetteville, Public Library, Fayetteville AR  
City of Frisco, Public Library (Planning), Frisco TX  
City of Garland, Nicholson Memorial Central Branch Library, Garland, TX  
City of Greensboro Windsor Community Recreation Center and Vance Chavis Library, Greensboro NC  
City of Lynchburg, New Public Library, Lynchburg VA  
City of New Braunfels, Main Library Planning and Programming, New Braunfels TX  
City of New Braunfels, Southeast Branch Library Planning and Programming, New Braunfels TX  
City of Norfolk, Slover Library, Norfolk VA  
City of Olathe, Indian Creek Library, Olathe KS  
City of Pearland, Shadow Creek Library, Pearland TX  
City of Philadelphia, Free Library of Philadelphia, Main and 4 Branch Libraries, Philadelphia PA  
City of Round Rock, New Public Library, Round Rock TX  
City of Saginaw, Public Library and Senior Center, Saginaw, TX  
City of Suffolk, New Central Library, Suffolk VA  
City of Wichita, New Public Library, Wichita KS

District of Columbia Public Library, Southeast Library, Washington DC  
Durham County Public Library, Durham NC  
Fairfield Area Public Library, Henrico VA  
Forsyth County Public Library, Winston-Salem NC  
Hanover County, New Atlee Library, Hanover VA  
Indianapolis Public Library Facilities Assessment, Indianapolis IN  
Las-Vegas Clark County Library District, Summerlin Theatre Lighting Study, Las Vegas NV  
Lee County Economic Development Corporation, New Public Library, Sanford NC  
Lexington Public Library, Village Branch, Lexington KY  
Libbie Mill Public Library, Henrico VA  
Lynchburg Public Library, Lynchburg VA  
Martin Luther King Memorial Library Great Hall, Digital Commons, Washington DC  
Mecklenburg, Morrison Regional Library (Planning), Charlotte NC  
Montgomery County, Upper Dublin Public Library (Planning), Fort Washington PA  
New Castle County, Middletown Library, New Castle DE  
New Castle County, Newark Library, New Castle DE  
New Castle County, Route 9 Library, New Castle DE  
Norwell Public Library, Norwell MA  
Pima County Southeast Library, Tucson AZ  
Public Library of Youngstown and Mahoning County, Youngstown OH  
Richland Library System, Main & 11 Branch Libraries, Columbia SC  
Roanoke County Library Rooftop Video Display, Vinton VA  
Tempe Public Library, Tempe AZ  
Topeka and Shawnee County, Public Library (Planning), Topeka KS  
Town of Maplewood Public Library, Maplewood NJ  
Town of Norwell, Public Library, Norwell MA  
Upper Dublin Public Library, Fort Washington PA  
Varina Area Public Library, Henrico VA  
Weymouth Public Library System, New Tufts Library, Weymouth MA

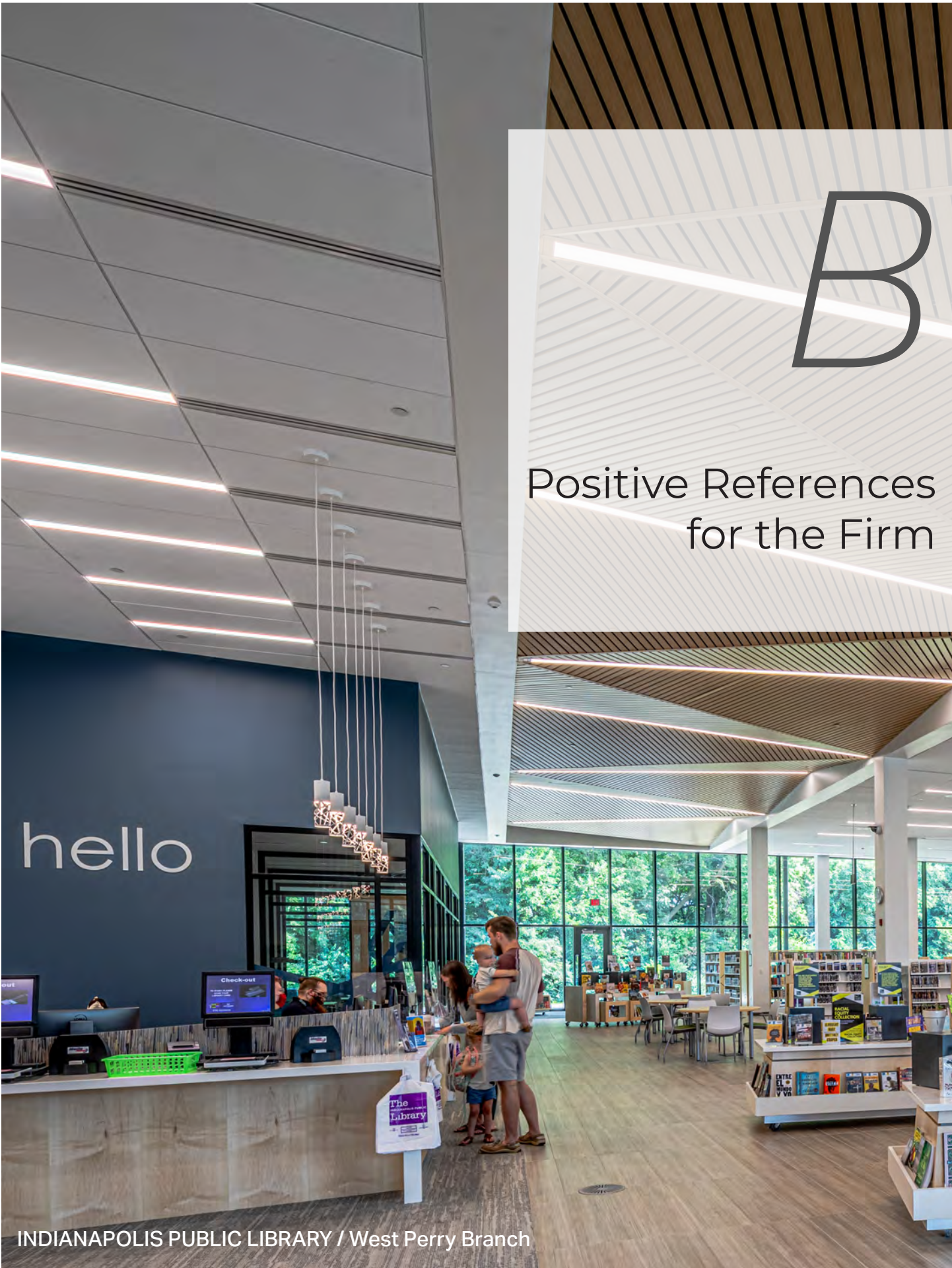
### HIGHER EDUCATION LIBRARIES

Arizona State University Hayden Library Master Plan  
Barnard College Teaching & Learning Center  
California Polytechnic State University San Luis Obispo Kennedy Library  
Carlow University Grace Library University Commons  
City University of New York Center for Digital Scholarship & Data Visualization

## NV5 TECHNOLOGY & ACOUSTICS LIBRARY EXPERIENCE



- City University of New York School of Law Library
- Colorado College Tutt Library Renovation
- Colorado School of Mines Arthur Lakes Library Renovation
- Community College of Philadelphia Library and Learning Commons
- Creighton University New Learning Commons
- Duquesne University Gumberg Library Renovation
- East Carolina University Allied Health Sciences School of Nursing & Health Sciences Library
- East Carolina University School of Allied Health Sciences
- George Brown College Daphne Cockwell Centre for Health Sciences
- Georgia Institute of Technology Clough Undergraduate Learning Commons
- Georgia Institute of Technology Crosland & Price-Gilbert Library
- Georgia Institute of Technology Library East Commons
- Grand Valley State University Library
- Harvard University Science Center and Cabot Library Transformation
- Haverford College Magill Library Renovation
- Illinois State University Milner Library
- Kenyon College New Library
- Lorain County Community College iLOFT
- Loyola Marymount Univ Library
- Mendocino College Library
- Messiah College Murray Library Learning Commons
- Miami University King Library Renovation
- Miami University Laws Hall Renovation
- Mt. San Antonio Community College, Library Replacement
- North Carolina Central University School of Law Library
- North Carolina State University James Hunt Library
- Northern Michigan Univ Learning Resource Center
- Northern Virginia Community College Woodbridge Seefeldt Building Renovation
- Old Dominion University Perry Library Learning Commons
- Ottawa University Central Campus Complex Learning Commons
- Pennsylvania State University Pattee Library Renovation
- Polytechnic Institute of New York University i2e CITE Game Innovation Lab
- Rowan University Campbell Library
- San Diego State University Love Library
- Santa Clara University New Learning Commons, Technology Center and Library
- Seattle University Lemieux Library Renovation
- Skagit Vallet College, Library and Culinary Arts Commons
- Smith College Neilson Library Renovation
- State University College at New Paltz Sojourner Truth Library Renovation
- State University of New York Brockport Drake Library
- SUNY Morrisville Library Data Center
- Susquehanna University Library
- University of North Carolina Wilmington Randall Library Renovation & Expansion
- University of Arizona James E. Rogers College of Law Library
- University at Buffalo, SUNY, Libraries Master Plan
- University of Calgary Taylor Family Digital Library
- University of California Los Angeles Medical Education & Biomedical Library Building
- University of Colorado at Boulder Norlin Library
- University of Colorado at Boulder Wolf Library Garden Level Renovation
- University of Illinois Springfield Student and Success Learning Center
- University of Indianapolis Krannert Memorial Library
- University of Iowa Main Library Learning Commons
- University of Memphis Law School Library
- University of Michigan Taubman Health Sciences Library
- University of Missouri Kansas City Miller Nichols Library
- University of Nebraska Kearney Calvin Library
- University of Nebraska Lincoln C. Y. Thompson Learning Center
- University of North Carolina Greensboro Jackson Library Master Plan
- University of North Carolina Wilmington Randall Library Renovation & Expansion
- University of Oregon Allan Price Science Commons & Research Library
- University of the District of Columbia Learning and Resources Library
- University of Virginia Alderman Library Renewal
- University of Virginia Contemplative Commons Sciences Center
- Virginia Tech O'Shaughnessy Hall Renovation
- Virginia State University Academic Commons
- Wake Forest University Library Renovation
- Washington University St. Louis Olin Library Renovation
- Western Michigan University Waldo Library
- William Jewell College Pryor Learning Commons
- Williams College Sawyer Library
- Yale University Sterling Hall of Medicine Library Renovation



B

## Positive References for the Firm

## B / References

### Stark County District Library, OH

**Mary Ellen Icaza**  
**CEO & Executive Director**  
micaza@starklibrary.org  
330.458.2707

- A new 70,000 SF Main Library
- A new 24,800 SF Operations Center
- Renovation of 8 branch libraries
- A new 10,500 SF Jackson Township Branch

### Kanawha County Public Library, WV

**Erika Connelly**  
**Library Director**  
erika.connelly@kcpls.org  
304.343.4646 x1241

The award-winning renovation and expansion of the 80,000 SF Main Library. HBM collaborated with local firm, Silling Architects on this project.

### Johnson County Public Library, IN

**Lisa Lintner**  
**Director**  
llintner@jcplin.org  
317.346.1501

- A new 17,000 SF branch library building on a new site adjacent to a main thoroughfare and residential area
- The renovation and expansion of the 25,000 SF White River Branch

### Indianapolis Public Library, IN

**Mike Coghlan**  
**Facilities Project Manager**  
mcoghlan@indypl.org  
317.275.4830

- A new award-winning 22,800 SF branch library building on a new site in a growing community
- A facilities master plan of the Central Library, Services Center, and 24 Branches

### Pueblo City-County Library, CO

**Sherri L. Baca, MSLS**  
**Executive Director**  
sherri.baca@pueblolibrary.org  
719.562.5652

- Renovation of the 110,000 SF Rawlings (Main) Library based on a prior planning study completed by HBM
- Phased renovation & expansion of the Barkman & Lucero Branches (currently in the design development phase)

### Toledo-Lucas County Public Library, OH

**Jason Kucsma**  
**Director**  
jason.kucsma@toldeolibrary.org  
419.259.5256

- 104,631 SF renovation of the historic Art Deco Main Library completed in fall 2019
- 21,300 SF Renovation and 3,900 SF Addition to the Sylvania Branch Library completed in 2018
- System-Wide 10 Year Master Plan evaluating 19 branches and a 300,000 SF Main Library
- A new 21,500 SF King Road Branch Library completed in 2016
- 15,000 SF Renovation and 3,500 SF Expansion of the Oregon Branch Library completed in 2015

### Manchester Public Library, CT

**Doug McDonough**  
**Director**  
dmcdonough@manchesterct.gov  
860.643.2471

A new 75,000 SF main library building



November 4, 2022

**MAIN LIBRARY**  
123 Capitol Street  
Charleston, WV 25301

P: 304.343.4646  
F: 304.348.6530

[www.kcpls.org](http://www.kcpls.org)

Clendenin Branch  
304.548.6370

Cross Lanes Branch  
304.776.5999

Dunbar Branch  
304.766.7161

Elk Valley Branch  
304.965.3636

Glasgow Branch  
304.595.3131

Marmet Branch  
304.949.6628

Riverside Library  
304.949.2400

St. Albans Branch  
304.722.4244

Sissonville Branch  
304.984.2244

Dear Members of the Selection Committee

On behalf of the Library Board and management team regarding our recent Main Library renovation, I would like to offer our satisfaction with our two key architects on the project. Both Silling Associates, Inc. and HBM Architects, LLC were instrumental in the design success of the reimagined, modern library space.

HBM, a leading public library design firm, worked seamlessly with our local architects at Silling who provided supporting architectural design and onsite project management. Key Silling representatives included Jody Driggs and Brian Estep who worked closely with our design architects at HBM that include Peter Bolek and James Shook. This team provided constant analysis, daily and weekly inspections, and participated regularly in conversations with our library management team and Library Board. We felt that this team worked diligently and cohesively and was responsive to any concerns.

I would be happy to share any additional information regarding our relationship regarding our project architects. In general, we valued their services and were very satisfied that they helped accomplish our mission to establish the downtown library as a premier destination.

Sincerely,

A handwritten signature in blue ink that reads "Erika Connelly".

Erika Connelly – Library Director



August 9, 2022

Dear Members of the Selection Committee,

It has been our pleasure to work with HBM Architects on the planning, design, and construction of our new Clark Pleasant Branch Library. This project kicked-off in 2019, during the early months of the pandemic. I was impressed at how quickly HBM pivoted their design approach to effectively and creatively engage with our stakeholders, staff, and library administration as if they were here in person. This is truly to be commended – what could have been a very difficult situation was turned into a best-case scenario.

During the design process, the HBM architectural team and interior designers did a great job of understanding the community, our goals for the building, and translating these visions into an attractive, functional, and future-minded new library. The logistics of sharing ideas, materials, and furniture concepts for the interiors were handled professionally and through coordinated shipping of items for us to sample and zoom meetings to discuss these options and help guide us through the decision-making process. Their interior design professionals provided high quality suggestions that met our budgeting.

I will also acknowledge how well the HBM team worked with our pre-construction team for value-engineering discussions and the great relationships they developed with library staff, with our owner's representative and full construction team.

HBM was also present and involved during the construction phase, conducting regular in-person site observation and keeping our team informed throughout.

Overall, we love our new library building and would highly recommend working with HBM Architects. Their deep knowledge of public libraries meant that they could readily understand and enact our goals for this building. Some of this expertise is evidenced in helping us create a true community center through the innovative use of flexible walls, furniture, and shelving to provide the added active learning spaces we felt were important to provide in this community.

Sincerely,

~Lisa

A handwritten signature in blue ink, appearing to read "Lisa Lintner", written in a cursive style.

Lisa Lintner  
Johnson County Public Library, Director  
49 E. Monroe Street  
Franklin, IN 46131  
317-346-1501  
llintner@jcpl.in.org



## C2AE References

**AMANDA RANTANEN**

Business Manager  
Spring Lake District Library  
(616) 840-5570 | arantanen@sllib.org

**LULU BROWN**

Regional Manager  
Cascade Charter Township Kent District Library  
(616) 647-3853 | lbrown@kdl.org

**AMY ROSEN**

Assistant Library Director  
White Lake Township Library  
(248) 698-4942 x6 | arosen@whitelakelibrary.org

**CHRISTINE KLIEN**

Library Director  
Portage District Library  
(269) 329-4544 | cklien@portagelibrary.info

## REFERENCES

**Chris Moody**

Director of IT/AV and Innovation

Fayetteville Public Library

479.856.7000

cmoody@faylib.org

Project: City of Fayetteville, Fayetteville AR - Fayetteville Public Library

**Brian Finch**

Enterprise Solutions Manager

City of Norfolk, VA

757.418.3115

chip.finch@norfolk.gov

Project: City of Norfolk, Norfolk VA - Slover Library

**Michelle Cervantes**

Library Director

City of Round Rock, TX

512.218.5400

mcervantes@roundrocktexas.gov

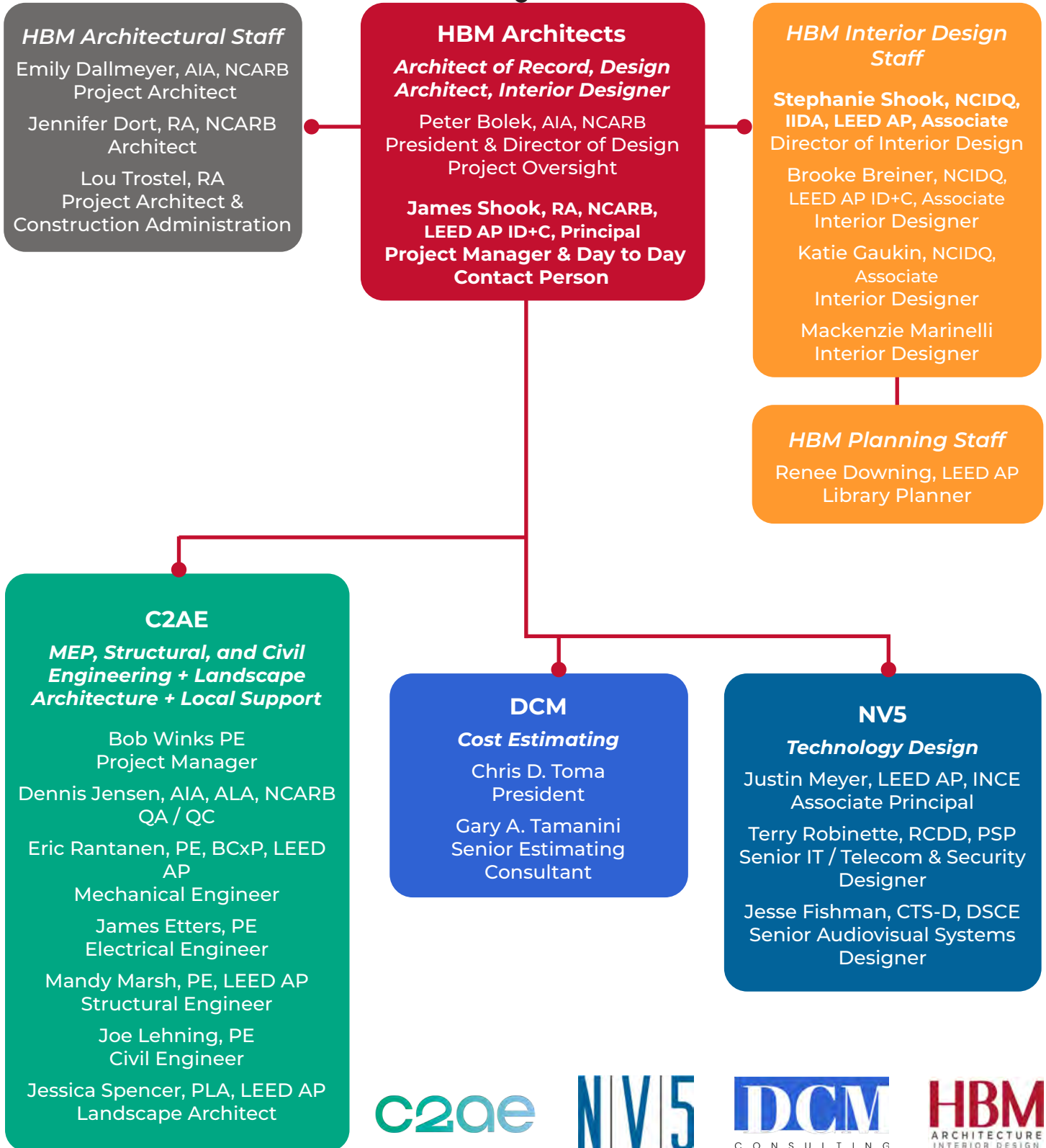
Project: City of Round Rock, Round Rock TX - New Public Library

# C

## Qualifications of Project Team



C / Qualifications of Project Team



## C / Qualifications of Project Team



### **Peter Bolek, AIA, NCARB** PRESIDENT & DIRECTOR OF DESIGN

#### Principal in Charge

As design principal and President of HBM Architects, Peter Bolek is the heart of the firm's collaborative working model and takes an active role in both strategic and detailed design solutions in the studio. His passion lies in the belief that in addition to solving the complex and pragmatic needs of a client's program, design has the transformative power to enhance our everyday life experiences. Peter provides design leadership and insight into all of the firm's projects.

Peter brings more than 25 years of experience with public sector clients and has participated in, and orchestrated all facets of feasibility studies, programming, planning, design, and construction of projects throughout the country. With a strong emphasis on sustainability and the integration of LEED strategies, the firm's designs include multifaceted solutions spanning many styles from historic to contemporary and have been recognized by the AIA, ALA, Library Journal Magazine, and American Libraries Magazine for excellence in design.

#### Education

Bachelor of Architecture  
Kent State University, 1996

Bachelor of Science in  
Architecture  
The Ohio State University, 1994

#### Registration

Registered Architect |  
Alabama, Arkansas, Colorado,  
Connecticut, Florida, Georgia,  
Illinois, Indiana, Kansas,  
Kentucky, Louisiana, Maryland,  
Michigan, New Jersey, New  
York, North Carolina, Ohio,  
Pennsylvania, Tennessee,  
Texas, Virginia, West Virginia,  
Wisconsin  
NCARB

#### Professional Affiliations

American Institute of  
Architects  
American Library Association  
- Core Committee Member /  
Chair of the AIA/ALA Library  
Building Awards Committee  
Medical Library Association  
Society for College & University  
Planning  
Association of College &  
Research Libraries  
Urban Libraries Council  
National Council of  
Architectural Registration  
Boards  
International Code Council  
Village of Moreland Hills  
Planning Commission

#### Relevant Project Experience

**Stark Library, OH**  
Main library & Operations Center

**City of Maitland, FL** - a new 25,000  
SF library building

**St. John's County, FL** - Community  
Center and Library facilities in  
Hastings, Northwest, and Central  
parts of the county

**Roanoke County Public Library,  
VA** - a new Hollins Branch and 3  
additional library facilities

**University of Nebraska at Kearney,  
NE** Calvin T. Ryan Library renovation

**Cabarrus County, NC** - Afton Ridge  
Library & Active Living Center

**Pueblo City-County Library, CO**  
· Barkman Branch renovation

- Lucero Branch renovation
- Rawlings (Main) Library

**Enoch Pratt Free Library, MD** historic  
Forest Park branch renovation

**Calvert Library, MD** - a new Twin  
Beaches Branch

**Newton Public Library, KS**

**Cleveland Public Library, OH**

- Historic South Branch renovation  
& expansion
- Historic Lorain Branch renovation  
& expansion

**Kanawha County Public Library, WV**  
Historic Main Library expansion and  
renovation

**Cuyahoga County Public Library, OH**  
· 5 branch libraries

#### Recent Presentations & Forums

10 / 2024 Library Journal Design Institute - Cincinnati, OH  
"Resilient Libraries / Resilient Communities"

06 / 2024 American Library Association / CORE Presidential Citation

10/2022 Core Forum - Salt Lake City, UT  
"Renovating and Preserving Historic Buildings"

07/2022 NEORL Webinar  
"Library Renovations: Considerations & Case Studies"

06/2022 Library Journal Design Institute - New York, NY  
Panelist for "Energy in Place" and "Just In Time Design"

04/2022 The Agati Video Podcast  
"Preserving History, Honoring Community & Pursuing Flexibility"

## C / Qualifications of Project Team



### James Shook, RA, NCARB, LEED AP BD+C PRINCIPAL

#### Project Manager & Primary Contact Person

James brings more than 25 years of experience to your project. His focus is on the design phases of projects and day to day coordination with the design team. He leads our team's process to develop and test design concepts that respond to the building program and then evolve into a cohesive design solution.

As a Project Manager, his strengths include the design and management of complex, multi-discipline, sustainable projects. His responsibilities include being the primary liaison / point of contact for projects that he manages. James is LEED AP BD+C certified and oversees the firm's sustainable design strategies and maneuvers the project team through the LEED Certification process. His design coordination, sustainable design strategies, and collaboration with the Owner and engineering team translates into comprehensive construction documents and a successful construction administration phase.

#### Education

Bachelor of Architecture  
Kent State University, 1995

Bachelor of Science in  
Architecture  
Kent State University, 1995

#### Registration

Registered Architect | Ohio  
and New York  
LEED AP BD+C

#### Professional Affiliations

Urban Libraries Council  
National Council of  
Architectural Registration  
Boards

*"Thanks for pointing us to  
HBM - everybody here loves  
working with Jamie."*

- John Halliday, Former Di-  
rector  
Jefferson-Madison Regional  
Library, VA

#### Relevant Project Experience

##### Stark County District Library, OH

- A new Operations Center
- A new Main Library
- A new South Central Branch Library
- Renovation of the Plain Branch Library
- Planning for a new Main Library
- A new Jackson Township Branch
- Jackson Branch temporary location
- 7 Branch re-imagining / renovation
- Branch libraries improvement master plan

##### Carroll County Public Library, MD Eldersburg Branch Feasibility Study

##### Cabarrus County, NC - Afton Ridge Library & Active Living Center

##### Pueblo City-County Library, CO

- Barkman Branch renovation
- Lucero Branch renovation
- Rawlings (Main) Library renovation
- Master Plan for the Main Library & 11 branch locations

##### Town of Narragansett, RI - a new Maury Loontjens Memorial Library

Amherst Public Library, OH - the  
expansion and renovation of a  
Carnegie

Dowagiac District Library, MI - the  
expansion and renovation of a  
Carnegie

Kanawha County Public Library, WV  
Historic Main Library expansion and  
renovation

Newton Public Library, KS

Lakewood Public Library, OH -  
historic Madison Branch expansion &  
reno

York County Public Library, VA  
Yorktown Branch expan & reno

Anythink Libraries - Planning and  
campaign support for 2 libraries | CO

##### Cuyahoga County Public Library, OH

- Bay Village Branch
- Middleburg Heights Branch
- Orange Branch
- Parma-Snow Branch expan & reno
- Warrensville Heights Branch

##### Roanoke County Public Library, VA

- New Main Library & 3 branches

#### Recent Presentations & Forums

##### 03/2019 US Green Building Council - Roanoke, Virginia

Presentation and tour of the Vinton Library discussing sustainable design strategies and obtaining LEED Certification. This program was submitted for professional CEU's from both the GBCI and AIA.

## C / Qualifications of Project Team



### Emily Dallmeyer, AIA, NCARB

#### Project Architect

As a project architect, Emily develops all facets of projects from early visioning through design, production, and construction administration. She works closely with both team members and clients to ensure highly successful results. From her experience in the non-profit sector she brings an understanding of grant funding and regulatory compliance, providing a unique perspective to public projects from design development and how design decisions can impact the overall project schedule and budget. Emily has worked on a wide variety of civic buildings and understands the value of publicly funded projects and what they bring to their communities.

#### Education

Master of Architecture  
University of North Carolina  
at Charlotte, 2015

Bachelor of Fine Arts  
Washington University in St.  
Louis, 2007

Institute for the international  
Education of Students,  
Madrid, Spain, 2005

#### Registration

Registered Architect | North  
Carolina

#### Professional Affiliations

American Institute of  
Architects

National Council of  
Architectural Registration  
Boards

#### Relevant Project Experience

##### Stark County District Library, OH

- A new Operations Center
- A new Main Library
- A new Southgate Branch Library
- Renovation of the Plain Branch Library

##### Cabarrus County, NC - Afton Ridge Library & Active Living Center

##### St. John's County, FL - a new Hastings Library & Community Center

##### St. Petersburg Library System, FL - President Barack Obama Main Community Library renovation

##### Clarksville - Montgomery County Public Library, TN - a new North Branch



### Jennifer Dort, RA, NCARB

#### Project Architect

Jennifer is a staple on the project team beginning with the programming or schematic design phase and remains engaged throughout construction. Her role on projects provides an opportunity to interface with clients and work through creative solutions from concept to completion using a variety of graphic and construction methods. Jennifer's responsibilities also include coordination of consultants, mentoring junior staff, code review, and materials/specifications research. She is also experienced with leading the development, detailing, and documentation of the building envelope, performing existing building analysis and working with historic Carnegie Libraries. Additionally, Jennifer collaborates with the overall project team during internal design charrettes and through client presentations.

#### Education

Master of Architecture  
The Ohio State University,  
2011

Bachelor of Arts in  
Architecture  
Miami University, 2005

#### Registration

Registered Architect | Ohio

#### Professional Affiliations

National Council of  
Architectural Registration  
Boards

#### Relevant Project Experience

##### Stark County District Library, OH

- A new Operations Center
- A new Main Library
- A new Southgate Branch Library
- Renovation of the Plain Branch Library

Mansfield-Richland County Public Library, OH - Ontario Branch renovation

St. John's County, FL - a new Hastings Library & Community Center

Town of Narragansett, RI - a new Maury Loontjens Memorial Library

Pueblo City-County Library District, CO - Barkman Branch & Lucero Branch renovation and expansion

Manchester Public Library, CT - a new Mary Cheney Library

Nicholson Memorial Library System, TX - a new Walnut Creek Branch

Cleveland Public Library, OH - Lorain Branch - Carnegie Library renovation & expansion

Stark County District Library, OH - 7 Branch phased renovation project

York County Public Library, VA - Yorktown Library Expansion & Renovation



## C / Qualifications of Project Team



### Education

Master of Architecture  
University of Colorado, 1983

Bachelor of Environmental  
Design  
University of Colorado, 1979

### Registration

Registered Architect | Ohio

## Lou Trostel, RA

### Project Architect & Construction Administration

Lou supports the evolution of projects from planning through construction, develops final detailing for projects, and reviews documents for quality control. He has more than 30 years of experience in architectural design and construction administration.

Lou's experience also includes: construction field inspection, preparing field logs, data / progress reports, reviewing RFI's, shop drawings, pay applications, and change orders. Lou's accumulated experience in the architectural field is a resource and essential part of promoting the professional development of the HBM team.

### Relevant Project Experience

Guernsey County Public Library, OH - Byesville Branch renovation and new Mobile Services Garage

Sandusky Library, OH - exterior repair and restoration of the library building and Follett House Museum

Amherst Public Library, OH - Carnegie Library renovation & expansion

Rhineland District Library, WI - Carnegie Library renovation & expansion

Cleveland Public Library, OH

- Historic South Branch renovation & expansion
- Historic Lorain Branch renovation & expansion

Stark County District Library, OH

- 7 branch re-imagining / phased renovation
- a new Jackson Township Branch

Dowagiac District Library, MI - Carnegie Library renovation & expansion

Lakewood Public Library, OH - historic Madison Branch renovation & expansion

York County Public Library, VA - Yorktown Branch renovation & expansion

Tuscarawas County Public Library, OH - Main Library renovation & expansion and new Mobile Services Garage

Perry County District Library, OH - a new Somerset Branch

Cuyahoga County Public Library, OH - a new Middleburg Heights Branch

Roanoke Public Libraries, VA - Raleigh Court Branch renovation & expansion

Bellevue Public Library, OH - Carnegie Library renovation & expansion

Southwest Public Libraries, OH - a new Grove City Library

Toledo Lucas County Public Library, OH

- a new King Road Branch
- Oregon Branch renovation & expansion

Southern Illinois University, IL - Medical Library renovation

## C / Qualifications of Project Team



### **Stephanie Shook**, NCIDQ, IIDA, LEED AP ASSOCIATE

#### Director of Interior Design

Stephanie has more than 25 years of experience and has been responsible for all aspects of interior design including programming, space planning, interior design, finish selection, furniture selection, custom cabinetry design and detailing, interiors package coordination, construction and installation administration, project management, project close-out, and follow-up services. Stephanie also develops unique solutions for refreshing existing furniture to update fabrics and integrate technology / access to power.

One of her strengths is handling and coordinating the multitude of details that arise from the assembly and execution of the interiors package. Stephanie works very closely with our clients throughout the project to ensure that every detail has been attended to and that the client's vision is realized.

#### Education

Bachelor of Architecture  
Kent State University, 1995

Bachelor of Science in  
Architecture  
Kent State University, 1995

#### Registration

NCIDQ  
LEED AP

#### Professional Affiliations

Co-Chair - American  
Library Association - CORE  
Committee / Buildings  
& Operations Section  
Committee / Architecture for  
Public Libraries

International Interior Design  
Association (IIDA)

#### Relevant Project Experience

Cabarrus County, NC - Afton Ridge  
Library & Active Living Center

Carroll County Public Library, MD -  
Eldersburg Branch Feasibility Study

Ida Rupp Public Library, OH

- Planning for and renovation of the  
Main Library
- Marblehead Peninsula Branch

Guernsey County Public Library, OH  
Byesville Branch renovation & new  
Mobile Services Garage

York County Public Library, VA  
Yorktown Branch expansion & renovation

Town of Narragansett, RI - a new  
Maury Loontjens Memorial Library

Amherst Public Library, OH - the  
expansion and renovation of a  
Carnegie Library

Tuscarawas County Public Library,  
OH - historic Main Library renovation,  
expansion, & Mobile Services Garage

Lakewood Public Library, OH -  
historic Madison Branch expansion &  
renovation

Cuyahoga County Public Library |  
OH

- a new Bay Village Branch
- a new Middleburg Heights Branch
- a new Orange Branch
- Gates Mills Branch renovations
- Parma-Snow Branch expansion &  
renovation
- Mayfield Branch - planning &  
interiors
- a new Warrensville Hts Branch

Roanoke County Public Library, VA

- A new Hollins Branch
- A new Vinton Branch
- A new Glenvar Branch
- A new South County (Main)  
Library

Boone County Public Library, KY - a  
new Hebron Branch

#### Recent Presentations & Forums

06/2024 American Library Assoc. Annual Conference  
*"Library Building Projects 101: A Crash Course..."*

04/2022 Agati Video Podcast  
*"Preserving History, Honoring Community & Pursuing Flexibility"*

11/2020 Library Journal Article  
*"2020?...What's Next? How Libraries Can Become More Resilient to the Challenges Ahead"*

07/2019 Library Journal Article  
*"Breaking the Model - How Community Centered Libraries Celebrate Equity, Diversity, and Inclusivity"*



### **Brooke Breiner**, NCIDQ, LEED AP ID+C ASSOCIATE

#### **Interior Designer**

Brooke is an Associate and lead interior designer with more than 15 years of professional experience in a variety of civic projects. Brooke is well versed in project visioning, programming, space planning, finish selections, FF&E selections, specifications, construction documents, and construction administration.

She works closely with our clients to develop innovative and lasting interior designs that compliment the overall building design idea and reflect the vision and goals of the owner. She generates and guides designs through FF&E selection, specifications, and construction documents bringing the design into reality. Brooke is involved with projects from start to finish to deliver a comprehensive interior design package.

#### **Education**

Bachelor of Interior Design  
Kent State University, 2006

#### **Registration**

NCIDQ  
LEED AP ID+C

#### **Relevant Project Experience**

##### **Pueblo City-County Library, CO**

- Barkman Branch renovation
- Lucero Branch renovation
- Rawlings (Main) Library renovation
- Master Plan for the Main Library & 11 branch locations

**St. Petersburg Library System, FL** - President Barack Obama Main Community Library renovation

##### **Cleveland Public Library, OH**

- Lorain Branch - Carnegie Library renovation & expansion
- Rockport Branch renovations for new technology center

**Nicholson Memorial Library System, TX** - a new Walnut Creek Branch

**Clarksville - Montgomery County Public Library, TN** - a new North Branch

##### **Stark County District Library, OH**

- A new Operations Center
- A new Main Library
- A new Southgate Branch Library
- Renovation of the Plain Branch Library
- Planning for a new Main Library
- A new Jackson Township Branch
- Jackson Branch temporary location
- 7 Branch re-imagining / renovation
- Branch libraries improvement master plan

##### **Toledo Lucas County Public Library, OH**

- Historic Main Library renovation
- Sylvania Branch expansion & renovation
- A new King Road Branch

**Anythink Libraries, CO** - planning and campaign support for 2 new buildings

**Sanibel Public Library, FL** - phased renovations

**Huntsville-Madison County Public Library, AL** - a new Madison Branch

**Southwest Public Libraries, OH** - a new Grove City Library

## C / Qualifications of Project Team



### **Katie Gaukin, NCIDQ** ASSOCIATE

#### **Interior Designer**

Katie assists with visioning, space planning, defining options for interior finishes, designing custom cabinetry and interior features, furniture and equipment selections, and participates in presentations to our clients. She works with the overall design team, leading the interiors scope of work, to move the project concept forward through FF&E selection, creating specifications, and construction documents for the interior packages.

#### **Education**

Bachelor of Arts in Interior Design  
Ursuline College, 2008

#### **Registration**

NCIDQ

Katie has a passion for conducting research into each project's community context. Her findings are reflected through inspired mood boards that present contextual ideas for interior selections. She stays up to date with current trends by researching new products and materials through NEOCON events, product rep presentations, and studying new projects around the world through publications. This interest helps to inform her talent for developing thoughtful and detailed specifications.

#### **Relevant Project Experience**

Manchester Public Library, CT - a new 75,000 SF Main Library building

St. John's County, FL

- A new Hastings Community Center & Library
- A new Northwest Community Center & Library
- A new Central Community Center & Library

Lima Public Library, OH

- Renovation of the Main Library
- Planning for improvements to the Main Library building

Adams County Library System, PA - a new Main Library in Gettysburg

Newton Public Library, KS - a new library building

Johnson County Public Library, IN - a new Clark Pleasant Branch

Calvert Library, MD - a new Twin Beaches Branch

Enoch Pratt Free Library, MD - Forest Park Branch - Carnegie Library renovation

Indianapolis Public Library, IN - a new West Perry Branch

Kanawha County Public Library, WV - historic Main Library expansion & renovation

Dowagiac District Library, MI - Carnegie Library renovation & expansion

Cuyahoga County Public Library, OH - a new Middleburg Heights Branch

Cleveland Public Library, OH - South Branch (expansion & renovation)

Sanibel Public Library, FL - phased renovation

Ida Rupp Public Library, OH - a new Marblehead Branch

#### **Recent Presentations & Forums**

09 / 2023 Ohio Library Council - Annual Conference

*"Does it Fit? How to create library buildings and space that fit their communities"*

09/2022 Ohio Library Council - Annual Conference

*"Shepherding you through the planning and construction of your new / renovated library"*



### **Mackenzie Marinelli, ASSOCIATE IIDA**

#### **Interior Designer**

Mackenzie assists with visioning, defining options for interior finishes, furniture and equipment selections, and participates in presentations to our clients. Mackenzie works with the overall design team, developing and executing the interiors scope of work, to move the project concept forward through FF&E selection, creating specifications, and construction documents for the interior design packages.

#### **Education**

Bachelor of Fine Arts in Interior Design  
Cleveland Institute of Art,  
2013

#### **Professional Affiliation**

International Interior Design Association (Associate IIDA)

Her background in fine arts and design inspires creative color trends and a distinct style for each one of the projects she works on. Mackenzie's passion for design drives her to constantly expand her knowledge of new trends by attending events such as NEOCON, IIDA events, and CEUs as well as working closely with product representatives. In doing so she creates a unique environmental experience for our clients that creates lasting impressions on the patrons who use it. She brings a fresh outlook to every project challenge that comes her way.

#### **Relevant Project Experience**

Indianapolis Public Library, IN - Facilities Master Plan

Mansfield-Richland County Public Library, OH - Ontario Branch renovation

Cleveland Public Library, OH

- Lorain Branch - Carnegie Library renovation & expansion
- Rockport Branch renovations for new technology center

Pueblo City-County Library, CO

- Barkman Branch renovation
- Lucero Branch renovation
- Rawlings (Main) Library renovation

Johnson County Public Library, IN - a new Clark Pleasant Branch

Stark County District Library, OH

- A new Jackson Township Branch
- 7 Branch re-imagining / renovation

Mentor Public Library, OH - Mentor-on-the-lake Branch expansion and renovation

Cuyahoga County Public Library, OH - a new Bay Village Branch

Toledo Lucas County Public Library, OH

- Historic Main Library renovation
- Sylvania Branch expansion & renovation
- a new King Road Branch

Sanibel Public Library, FL - phased renovations

Charlotte - Mecklenburg Library, NC - Morrison Regional Library renovation and expansion

Tuscarawas County Public Library, OH - historic Main Library renovation, expansion, & Mobile Services Garage

#### **Recent Presentations & Forums**

09 / 2023 Ohio Library Council - Annual Conference

*"Does it Fit? How to create library buildings and space that fit their communities"*



### **Renee Downing, LEED AP** ASSOCIATE

#### **Library Planner**

Renee brings more than 15 years of experience in the planning and programming of numerous public libraries throughout the country. Her efforts in this area include the development of dynamic Facility Master Plan documents, Demographic Analysis, Customized Surveys / Questionnaires, Building Program Statements, Space Needs Analyses, Spatial Diagrams, and Spatial Projections for future flexibility and trends in library use. Renee continually researches trends in library services, programming, and community use expectations. She works closely with the Client to determine appropriate growth factors and design solutions to fit the specific needs of each library project.

Renee also develops graphics and materials for community, staff, and stakeholder input sessions and in support of fundraising campaigns

#### **Education**

Bachelor of Architecture  
Rhode Island School of  
Design, 2005

Bachelor of Fine Arts in  
Architecture  
Rhode Island School of  
Design, 2004

#### **Registration**

LEED AP

#### **Relevant Project Experience**

Worthington Libraries, OH  
Facilities Master Plan

Peters Township Public Library, PA  
Facility Master Plan

Indianapolis Public Library, IN  
Facilities Master Plan

Upper Arlington Public Library, OH  
Facilities Master Plan

Martinsburg-Berkeley County Public  
Libraries, WV Facilities Master Plan

Stark County District Library, OH  
Planning for a new Main Library

St. Mary's County Library, MD -  
Facilities Master Plan

Eastern Shore Regional Library,  
MD - Facilities Master Plan (Caroline,  
Dorchester, Kent, Queen Anne's,  
Somerset, Talbot, Wicomico, and  
Worcester Counties

Kent Free Library, OH - Facility  
Condition Assessment & Master Plan

Mansfield-Richland County Public  
Library, OH - Facilities Master Plan

Newton Public Library, KS - Site  
Selection Community Engagement

Frederick County Public Libraries,  
MD Facilities Master Plan

Carroll County Public Library, MD  
Facilities Master Plan

Ann Arbor District Library, MI  
Downtown Library Building Program

Baltimore County Public Library, MD  
System-wide Facilities Master Plan

Toledo Lucas County Public Library,  
OH System-Wide Facilities Master  
Plan

Kanawha County Public Library, WV  
Main Library Building Program &  
Site Analysis

Clarksville-Montgomery County  
Public Library, TN - North Branch Site  
Selection

#### **Recent Presentations & Forums**

09/2022 Ohio Library Council - Annual Conference

*"Shepherding you through the planning and construction of your new /  
renovated library"*

07 / 2019 Library Journal Article

*"Breaking the Model - How Community Centered Libraries Celebrate Equity,  
Diversity, and Inclusivity"*



### **Bob Winks, PE** **PROJECT MANAGER**

In his three-decade career, Bob has managed the design and implementation of capital engineering projects across the globe. He collaborates effectively on even the most complex projects and in challenging environments. Bob first established his career as an engineer for the US Navy—early experience that instilled the values of teamwork, transparency, and strong communication.

#### **EDUCATION**

Bachelor of Science, Mechanical Engineering - Energy Generation and Delivery: Michigan Technological University, 1989

Naval Nuclear Power Training - Electrical Emphasis: US Navy

#### **REGISTRATIONS**

Professional Engineer: MI

#### **RELEVANT EXPERIENCE**

##### **Spring Lake District Library Renovation**

Project Manager for the implementation of improvements identified in a prior study by C2AE. The projects will include updates to finish selections as well as furniture, fixtures, and equipment (FFE), architectural remodeling, and structural, mechanical, electrical, and plumbing system upgrades.

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##### **Michigan State University Library Second Floor Renovation**

Project Manager for the renovation of the library's second floor office area, a 10,000 SF space. The project will add demountable partitions and update the HVAC system, lighting, furniture, and fixtures.

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##### **Michigan State University Spartan One-Stop**

Project Manager for the redesign of the first floor of the Hannah Building. The space will be redesigned to include the student accounts, financial aid, and registrar offices in one central location. One of the main goals of the renovation is to improve accessibility to the existing space to meet ADA requirements.

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##### **Grand Rapids Public Schools Alger Middle School Renovation**

Project Manager for the renovation of Alger Middle School, which will include the addition of toilet facilities to lower-grade classrooms, new finishes, and a modern playground, all aimed at creating a nurturing environment that enhances the educational experience. The district remains committed to exploring additional improvements as the budget permits.

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##### **Buckley Community Schools Pre-K and K-12 Building and Site Improvements**

Project Manager for the implementation of the 2023 bond plan. Project specifications will include the addition of two to four classrooms. The team will also work with the school district to accomplish other site improvements that will accommodate the growing school community, such as updated secure entry ways, new buses, and a replacement roof for the fieldhouse.



**Dennis Jensen,**  
**AIA, ALA, NCARB**  
**QA/QC**

Dennis has designed over 40 libraries throughout Michigan. He develops creative solutions to client-specific needs by actively listening and transforming ideas into real designs using concept sketches one-on-one with clients. He plans within budget to design attractive, lasting environments that promote their intended use.

### EDUCATION

Master of Architecture, Conservation and Preservation: University of Michigan, 1981

Bachelor of Science, Architecture:  
University of Michigan, 1979

### YEARS OF EXPERIENCE 46

### REGISTRATIONS

Registered Architect: MI, AL, IA, OH, SC

### PROFESSIONAL AFFILIATIONS

American Institute of Architects (AIA)

National Council of Architectural  
Registration Boards (NCARB) - 76785

American Library Association (ALA) -  
30124944

*"Whether you're going to the library for tutoring, to use a computer, or to get warm, the library helps you every step of the way through life. As a designer, my role is to help libraries stay ahead of the curve and anticipate their patron's needs."*

## RELEVANT EXPERIENCE

### Spring Lake District Library Renovation

Design Architect for the implementation of improvements identified in a prior study by C2AE. The projects will include updates to finish selections as well as Furniture, Fixtures, and Equipment (FFE), architectural remodeling, and structural, mechanical, electrical, and plumbing system upgrades.

### Cascade Charter Township Kent District Library Renovation

Design Architect for building renovations, which will focus on modernization, universal design, and adjustments to updated library offerings. The team will engage with library staff and patrons to develop a prioritized list of renovation projects and implement those projects to allow the library to better serve the community.

### Portage District Library Master Plan, Additions, and Renovations

Design Architect for improvements and reconfigurations to accommodate changing space needs. Facility upgrades were designed with energy efficient and cost effective systems. LEED goals for site improvements and facilities were prioritized. The transformation relocated and expanded the offices, transformed the interior appearance, improved wayfinding and signage, updated the teen and children areas, and introduced a makerspace and community gathering areas.

### New White Lake Township Library

Design Architect for a 28,600 SF building that triples the size of the former library, doubles space for children, teen, and adult sections, and quadruples the parking. Vision glass and acoustic seals separate the makerspace from the common area, which contains a coffee bar, fireplace, community rooms, study spaces, and a genealogy section. The design takes advantage of the 25-acre site's natural beauty with a lookout over rolling hills and greenery. A later phase of this project implemented trails surrounding the facility to tour the nearby forest area and wetlands.

### East Lansing Public Library Interior Renovation

Design Architect for a \$1.6 million, 18,000 SF interior renovation of a 25,800 SF library structure, including upgrades to adult, teen, tween, and children's spaces. The project followed a study of the facility, which led to the development of a multi-phase improvement plan.





**Eric Rantanen,  
PE, BCxP, LEED AP  
MECHANICAL ENGINEER**

Eric is skilled in HVAC, plumbing and fire protection design and specifications, sustainable design practices, LEED project certifications, and energy and facility audits. He is among an elite group of engineers certified to provide building commissioning services.

**EDUCATION**

Master of Science, Engineering Management: West Coast University, 1996

Bachelor of Science, Mechanical Engineering: Michigan Technological University, 1993

**YEARS OF EXPERIENCE 27**

**REGISTRATIONS**

Professional Engineer: MI, NY

LEED Accredited Professional, U.S. Green Building Council (USGBC)

ASHRAE Certified Building Commissioning Professional (BCxP)

**PROFESSIONAL AFFILIATIONS**

American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE)

American Society of Plumbing Engineers (ASPE)

**RELEVANT EXPERIENCE**

**Spring Lake District Library Renovation**

Mechanical Engineer for the implementation of improvements identified in a prior study by C2AE. The projects will include updates to finish selections as well as Furniture, Fixtures, and Equipment (FFE), architectural remodeling, and structural, mechanical, electrical, and plumbing system upgrades.

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**Portage District Library Master Plan, Additions, and Renovations**

Mechanical Engineer for improvements and reconfigurations to accommodate changing space needs. Facility upgrades were designed with energy efficient and cost effective systems. LEED goals for site improvements and facilities were prioritized. The transformation relocated and expanded the offices, transformed the interior appearance, improved wayfinding and signage, updated the teen and children areas, and introduced a makerspace and community gathering areas.

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**New White Lake Township Library**

Mechanical Engineer for a 28,600 SF building that triples the size of the former library, doubles space for children, teen, and adult sections, and quadruples the parking. Vision glass and acoustic seals separate the makerspace from the common area, which contains a coffee bar, fireplace, community rooms, study spaces, and a genealogy section. The design takes advantage of the 25-acre site's natural beauty with a lookout over rolling hills and greenery. A later phase of this project implemented trails surrounding the facility to tour the nearby forest area and wetlands.

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**Canton Free Library HVAC Study**

Mechanical Engineer for modifications to the Library Building regarding heating, ventilation and air-conditioning (HVAC), accessibility and other improvements. The information developed from this study was used to determine the financial requirements and funding feasibility of the proposed improvements.

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**Michigan State University Library Second Floor Renovation**

Mechanical Engineer for the renovation of the library's second floor office area, a 10,000 SF space. The project will add demountable partitions and update the HVAC system, lighting, furniture, and fixtures.



### **James Etters, PE** **ELECTRICAL ENGINEER**

A seasoned power systems engineer and leader of C2AE's electrical engineering discipline, James offers two decades of experience. He excels at problem-solving and communication.

#### **EDUCATION**

Bachelor of Science, Electrical Engineering; Western Michigan University, 2003

#### **YEARS OF EXPERIENCE 22**

#### **REGISTRATIONS**

Professional Engineer: MI, NY, AL, IA, MO, OH, SC

## **RELEVANT EXPERIENCE**

### **Spring Lake District Library Renovation**

Electrical Engineer for the implementation of improvements identified in a prior study by C2AE. The projects will include updates to finish selections as well as Furniture, Fixtures, and Equipment (FFE), architectural remodeling, and structural, mechanical, electrical, and plumbing system upgrades.

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### **Cascade Charter Township Kent District Library Renovations**

Electrical Engineer for building renovations, which will focus on modernization, universal design, and adjustments to updated library offerings. The team will engage with library staff and patrons to develop a prioritized list of renovation projects and implement those projects to allow the library to better serve the community.

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### **East Lansing Public Library Site Assessment**

Electrical Engineer for the assessment of site access and potential aesthetic improvements and the development of a master plan outlining three distinct project phases to allow for segmented implementation in the continual development of the library's building and site.

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### **Michigan State University Library Second Floor Renovation**

Electrical Engineer for the renovation of the library's second floor office area, a 10,000 SF space. The project will add demountable partitions and update the HVAC system, lighting, furniture, and fixtures.

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### **Michigan State University Hagadorn Building Evaluation**

Electrical Engineer for the investigation and evaluation of electrical systems within the building. The project scope included analysis of power distribution equipment, interior lighting, security and fire alarm systems, and data service and distribution.

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### **Statewide School Infrastructure Study Energy Audits**

Electrical Engineer for energy audits of 17 districts across Michigan. The audit process is a modified version of an ASHRAE level 2 assessment which includes evaluation of building envelope and systems, reviewing energy use, identification of Energy Efficiency Measures, benchmarking the building, and documenting existing solar installation and confirming the readiness to install future solar.



### **Mandy Marsh, PE, LEED AP** **STRUCTURAL ENGINEER**

Mandy has designed the main support systems of buildings, tanks, and bridges, always with a focus on improving the users' experience and safety. Her array of experience makes her a valuable team resource for different structural system design strategies.

#### **EDUCATION**

Bachelor of Science, Civil Engineering:  
University of Michigan, 2002

#### **YEARS OF EXPERIENCE 23**

#### **REGISTRATIONS**

Professional Engineer: MI, AL, NY, OH, SC

LEED Accredited Professional, Specialty,  
U.S. Green Building Council (USGBC)

#### **CERTIFICATIONS**

Construction Documents Technologist

#### **PROFESSIONAL AFFILIATIONS**

American Institute of Steel  
Construction (AISC)

#### **RELEVANT EXPERIENCE**

##### **New White Lake Township Library**

Structural Engineer for a 28,600 SF building that triples the size of the former library, doubles space for children, teen, and adult sections, and quadruples the parking. Vision glass and acoustic seals separate the makerspace from the common area, which contains a coffee bar, fireplace, community rooms, study spaces, and a genealogy section. The design takes advantage of the 25-acre site's natural beauty with a lookout over rolling hills and greenery. A later phase of this project implemented trails surrounding the facility to tour the nearby forest area and wetlands.

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##### **Portage District Library Master Plan, Additions, and Renovations**

Structural Engineer for improvements and reconfigurations to accommodate changing space needs. Facility upgrades were designed with energy efficient and cost effective systems. LEED goals for site improvements and facilities were prioritized. The transformation relocated and expanded the offices, transformed the interior appearance, improved wayfinding and signage, updated the teen and children areas, and introduced a makerspace and community gathering areas.

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##### **Ingham Intermediate School District Master Plan**

Structural Engineer for the development of a master plan for an ISD space complete with programs like auto tech, welding, engineering, precision machining, and construction trades. The team reviewed existing facility documentation, conducted a field survey of the existing facilities, met with district staff to discuss various program needs, and identified areas for growth or adjustment. The final master plan included phasing recommendations and a conceptual cost opinion.

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##### **Inland Lakes Schools Bond Implementation**

Structural Engineer for extensive upgrades across elementary and secondary schools, including new security cameras, LED lighting, and infrastructure improvements like HVAC and drainage systems. Elementary updates also involve playground renovations and new buses, while secondary upgrades focus on a major CTE Wing renovation, roof repairs, and modernization of restroom facilities. The goal is to enhance safety, functionality, and energy efficiency across all buildings.



### **Joe Lehning, PE** **CIVIL ENGINEER**

Joe has been performing site design for over two decades. He is proficient in AutoCAD, AutoCAD Civil 3D, and MicroStation software. He regularly provides maintenance of traffic design, and his education in horticulture allows him to work closely with landscape architects.

#### **EDUCATION**

Bachelor of Science, Civil Engineering:  
Michigan State University, 2001

Bachelor of Science, Horticulture,  
Michigan State University, 2002

#### **YEARS OF EXPERIENCE 23**

#### **REGISTRATIONS**

Professional Engineer: MI, OH, IA, SC, AL

#### **CERTIFICATIONS**

EGLE Certified Stormwater Operator

#### **RELEVANT EXPERIENCE**

##### **New White Lake Township Library**

Civil Engineer for a 28,600 SF building that triples the size of the former library, doubles space for children, teen, and adult sections, and quadruples the parking. Vision glass and acoustic seals separate the makerspace from the common area, which contains a coffee bar, fireplace, community rooms, study spaces, and a genealogy section. The design takes advantage of the 25-acre site's natural beauty with a lookout over rolling hills and greenery. A later phase of this project implemented trails surrounding the facility to tour the nearby forest area and wetlands.

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##### **Battle Creek Public Schools Middle School Renovations and Additions**

Civil Engineer for improvements to two middle schools under a single bond program. Northwestern Middle School will receive extensive renovations to the entire 87,500 SF existing space, including HVAC upgrades and lighting improvements. The 9,200 SF of new space, split between four small additions, will accommodate the larger enrollment and the updated curriculum. Throughout the 73,000 SF Springfield facility, major renovations will update the HVAC, interior finishes, and lighting.

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##### **Grand Rapids Public Schools Riverside Montessori Campus Renovation**

Civil Engineer for the transformation of Riverside Middle School into a unified Montessori PK-12 campus. This ambitious project will consolidate three district-wide Montessori programs into one state-of-the-art campus, serving 1,100 to 1,500 students. The project aims to create a welcoming, flexible, and sustainable environment that not only meets the educational needs of today but also adapts to future requirements.

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##### **Inland Lakes Schools Bond Implementation**

Site Designer for extensive upgrades across elementary and secondary schools, including new security cameras, LED lighting, and infrastructure improvements like HVAC and drainage systems. Elementary updates also involve playground renovations and new buses, while secondary upgrades focus on a major CTE Wing renovation, roof repairs, and modernization of restroom facilities. The goal is to enhance safety, functionality, and energy efficiency across all buildings.



### **Jessica Spencer, PLA, LEED AP**

#### **LANDSCAPE ARCHITECT**

Jessica brings over two decades of experience creating lush landscapes and outdoor environments that support healthy, beautiful ecosystems. She is passionate about natural resource management and sustainability.

#### **EDUCATION**

Master of Landscape Architecture:  
University of Michigan, 2004

Bachelor of Arts, Biology &  
Environmental Studies: Kalamazoo  
College, 1999

#### **YEARS OF EXPERIENCE 22**

#### **REGISTRATIONS**

Professional Landscape Architect: MI

LEED Accredited Professional, Specialty,  
U.S. Green Building Council (USGBC)

#### **RELEVANT EXPERIENCE**

##### **East Lansing Public Library Site Assessment**

Landscape Architect for the assessment of site access and potential aesthetic improvements and the development of a master plan outlining three distinct project phases to allow for segmented implementation in the continual development of the library's building and site.

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##### **Grand Rapids Public Schools Riverside Montessori Campus Renovation**

Landscape Architect for the transformation of Riverside Middle School into a unified Montessori PK-12 campus. This ambitious project will consolidate three district-wide Montessori programs into one state-of-the-art campus, serving 1,100 to 1,500 students. The project aims to create a welcoming, flexible, and sustainable environment that not only meets the educational needs of today but also adapts to future requirements.

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##### **Inland Lakes Schools Bond Implementation**

Landscape Architect for extensive upgrades across elementary and secondary schools, including new security cameras, LED lighting, and infrastructure improvements like HVAC and drainage systems. Elementary updates also involve playground renovations and new buses, while secondary upgrades focus on a major CTE Wing renovation, roof repairs, and modernization of restroom facilities. The goal is to enhance safety, functionality, and energy efficiency across all buildings.

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##### **Lansing School District Mt. Hope Elementary School**

Landscape Architect for the design and construction of a new elementary school following the demolition of the existing building and site features. The new facility will provide flexibility for potential program changes, improve the safety and flow of student pick-up and drop-off, and support the school's current STEM focus.



**Chris D. Toma**  
**President**  
DCM Consulting, Inc.  
(248) 933.6304  
chris.toma@dcmest.com

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Chris has been in the construction industry for over 27 years. He has experience in many capacities including project engineer, project manager and chief estimator. Chris was the chief estimator at a national construction management firm Barton Malow. As the president of DCM Consulting, Chris will lead his team for the estimating effort at each design stage. He will attend all meetings and facilitate the cost and value studies of the project.

**Education:**

- |      |   |
|------|---|
| 2009 | Master of Science in Construction Engineering Management<br>Lawrence Technological University, Southfield, Michigan.              |
| 1997 | Bachelor of Science in Civil Engineering with a construction emphasis<br>Lawrence Technological University, Southfield, Michigan. |
| 1996 | Passed Part I of the Professional Engineering exam.   |

**Experience:**

**Present**

**President, DCM Consulting, Inc.  
Bloomfield Hills, Michigan**

- Lead and manage a group of conceptual estimators primarily focused on conceptual construction cost estimating on a wide array of projects
- Perform material and labor quantity take-off for projects
- Establish unit prices for quantity take-off
- Establish general conditions for projects
- Lead and manage project cost while collaborating with designers to incorporate design intent
- Negotiate costs with General Contractors and Subcontractors for Change Order work
- Review and negotiate subcontractor pricing
- Create, maintain and manage project construction schedule while interfacing with the construction operation team
- Perform constructability reviews of construction documents

**May 2009 to  
August 2018**

**Chief Estimator, Barton Malow Company  
Southfield, Michigan**

- Lead and manage a group of estimators in the Preconstruction Department primarily focused on but not limited to conceptual estimating
- Perform conceptual and hard bid estimates on a wide range of projects
- Review estimate deliverables
- Lead teams in performing conceptual and hard bid estimates on a wide range of projects
- Perform material and labor quantity take-off for projects



DCM Consulting, Inc.  
41000 Woodward Ave., Suite 350 East  
Bloomfield Hills, Michigan 48304

- Establish unit prices for quantity take-off.
  - Establish general conditions for projects.
  - Perform constructability reviews of construction documents.
  - Formulate project bidding documents and scopes of work.
  - Manage bid process.
- 
- Perform scope and contract buy-out of subcontractors on a wide range of projects.
  - Work with operations on a wide array of preconstruction needs

**March 1998 to  
May 2009**

**Project Manager, Skanska USA Building Inc.  
Southfield, Michigan**

- Formulate project execution plan
- Formulate project bidding documents and scopes of work.
- Manage bid process.
- Manage project cost and general conditions.
- Create, maintain and manage project construction schedule.
- Manage construction progress with client.
- Review and negotiate subcontractor pricing.
- Coordinate and manage construction activities with subcontractors.
- Manage project submittals and RFI process.
- Manage project cost reporting.
- Coordinate construction activities with Project Superintendent.

**May 2011 to  
Present**

**Adjunct Professor, Lawrence Technological University  
Civil Engineering Department  
Southfield, Michigan**

- Graduate level course - Conceptual Estimating

**Professional Societies:**

- |                 |  |
|-----------------|--|
| 2019 to Present | President of Sts. Peter & Paul Syriac Orthodox Church Parish Council |
| 2008 to 2018    | Member of The Engineering Society of Detroit                         |
| 2008 to 2018    | Member of American Society of Professional Estimators                |



**Gary A. Tamanini**  
**Senior Estimating Consultant**

DCM Consulting, Inc.

(248) 497.4642

gary.tamanini@dcmest.com

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**Education:**

1977

Bachelor of Science in Architecture  
Lawrence Technological University, Southfield, Michigan.

2017

"Lifetime Certified Professional Estimator" Certification from American Society of Professional Estimators (ASPE)

**Experience:**

**Present**

**Senior Estimating Consultant, DCM Consulting, Inc.**  
**Bloomfield Hills, Michigan**

- Perform material and labor quantity take-off for projects
- Establish unit prices for quantity take-off
- Establish general conditions for projects
- Lead and manage project cost while collaborating with designers to incorporate design intent
- Negotiate costs with General Contractors and Subcontractors for Change Order work
- Review and negotiate subcontractor pricing

**13 Years**

**Senior Construction Estimator, Barton Malow Company**  
**Southfield, Michigan**

- Perform estimates at various levels, CM, SD, DD CD & GMP
- Quantification of all architectural trade materials
- Pricing of all architectural labor and materials for all trades
- Keep current on all material costs and escalation of labor in job estimates
- Use On-Screen program for quantification
- Use WinEst estimating programs to combine A/M/E estimates into one complete package
- Write and edit clarifications to accompany the estimate
- Coordinate schedules and logistics plans to incorporate into the estimate package
- Reconcile estimates with third party firms as necessary to verify / justify quantities and pricing
- Lead a team of architectural, mechanical & electrical estimators in publishing estimates for Owners
- Lead a presentation of the full estimate package to teams of architects, engineers and Owners

**13 Years**

**Senior Construction Estimator, Beaumont Hospitals**  
**Royal Oak, Michigan**

- Supervised a team of two other estimators
- Coordinated and assigned estimate requests from various hospital departments



## C / Qualifications of Project Team



DCM Consulting, Inc.  
41000 Woodward Ave., Suite 350 East  
Bloomfield Hills, Michigan 48304

- Worked with hospital administration to coordinate and assemble yearly construction budgets
- Estimated architectural, mechanical and electrical trades for complete estimate
- Worked with various departments during yearly budgeting and prepared conceptual estimates
- Coordinated with project managers to turn-over estimates assuring projects started correctly

**5 Years**

**Chief Estimator, Champion Commercial Structures & Z-Modular  
Troy, Michigan**

- Prepare material and labor estimates for modular units / structures using current material purchase prices
- Coordinate subcontractor bids for setting of units, finishing of set units, transportation and various suppliers
- Work with various plant facilities to determine labor factors for projects
- Quantify all aspects of the buildings, architectural and MEP systems
- Use On-Screen Take-Off Program and assemble estimates on Excel spread sheets
- Prepare budget as well as firm bid type estimates
- Coordinate with internal engineers and architects to determine best way to construct modules during estimating process

**4 Years**

**Project Manager / Construction Estimator, Roth Inc.  
Troy, Michigan**

**3 Years**

**Window Product Estimator, Acorn Building Components  
Detroit, Michigan**

**3 Years**

**Project Manager / Construction Estimator, Crowe & Associates  
Detroit, Michigan**

**Professional Societies:**

Past President, Vice President and current Treasurer "American Society of Professional Estimators",  
Detroit Chapter 17



### TECHNOLOGY & ACOUSTICS

Justin.Meyer@NV5.com  
701.330.9957

### EDUCATION

BA, Audio Arts & Acoustics,  
Columbia College Chicago

### EXPERIENCE

16 years

### CERTIFICATIONS

Institute of Noise Control  
Engineering of the USA (INCE-USA)

LEED Accredited Professional

### AFFILIATIONS

Acoustical Society of America (ASA)

Institute of Noise Control Engineers  
(INCE)

## JUSTIN MEYER, LEED AP, INCE

### Associate Principal

Justin is an experienced acoustician with a strong understanding of how holistic acoustic design can be transformative and enable spaces to succeed for their intended purpose. His array of experience differentiates him from other acoustical consultants. He has successfully completed close to 1,000 projects within architectural acoustics, room acoustics, sound isolation, mechanical noise, industrial noise, vibration control, environmental noise, and sound masking. This expertise covers projects across higher education, K-12, healthcare, corporate, multi-family/hotel, worship, civic, and government. Justin is also a LEED accredited professional and is based in Grand Rapids, MI.

### Project Experience

#### CITY OF GREENSBORO

WINDSOR-CHAVIS NOCHO RECREATION  
LIBRARY JOINT FACILITY G  
Greensboro, NC

#### TRAVERSE CITY PHILHARMONIC

TRAVERSE CITY PHILHARMONIC CENTER  
Traverse City, MI

#### DOMINICAN SISTERS

MARYWOOD & AQUINATA HALL  
ACOUSTICS  
Grand Rapids, MI

#### ST THOMAS THE APOSTLE CATHOLIC CHURCH

EARLY CHILDHOOD DEVELOPMENT  
CENTER  
Grand Rapids, MI

#### HURON COUNTY \*

WIND TURBINE NOISE ORDINANCE  
Huron County, MI

#### GULL LAKE PUBLIC SCHOOLS\*

GULL LAKE HIGH SCHOOL PERFORMING  
ARTS CENTER  
Gull Lake, MI

#### CHRYSLER MUSEUM

PERRY GLASS STUDIO RENOVATION AND  
EXPANSION  
Norfolk, VA

#### MIAMI UNIVERSITY

BACHELOR HALL RENOVATION  
Oxford, OH

#### YOUNGSTOWN STATE UNIVERSITY

STUDENT CENTER RENOVATION  
Youngstown, OH

#### CITY OF MUSKEGON \*

911 CALL CENTER AND FIRE STATION  
Muskegon, MI

#### INGHAM COUNTY \*

911 CALL CENTER ACOUSTICS  
Inham County, MI

#### COLUMBIA TOWNSHIP \*

WIND TURBINE NOISE STUDY  
Columbia Township, MI

#### GRAND VALLEY STATE UNIVERSITY\*

HAAS CENTER FOR PERFORMING ARTS  
Allendale, MI



## TECHNOLOGY & ACOUSTICS

Terry.Robinette@NV5.com  
614.414.3490

## EDUCATION

AAS, Electrical Engineering  
Technology, University of Akron

## EXPERIENCE

37 years

## REGISTRATIONS

Registered Communications  
Distribution Designer (RCDD) by  
BICSI, the highest level of  
certification in the  
telecommunications industry

## CERTIFICATIONS

Physical Security Professional (PSP)  
by ASIS International

## AFFILIATIONS

Building Industry Consulting Service  
International (BICSI)

ASIS International (ASIS), the  
preeminent organization for  
security professionals

Buckeye Association of School  
Administrators (BASA)

*Projects may have been completed as The  
Sextant Group, which rebranded to NV5 in 2020.*

## TERRY A. ROBINETTE RCDD, PSP

### Senior IT/Telecom & Security Designer

Combine his 15 years as security planner and designer with more than 20 years as an IT/telecom consultant, and there are not too many project challenges that Terry has not already seen and solved. Experienced with a broad spectrum of healthcare, education, corporate, retail and government projects, he is distinguished as that rare bird certified as both a Physical Security Professional (PSP) by ASIS International in 2012 on top of being BICSI-accredited RCDD since 2000. Facilities requiring a high level of technology for learning, communication, healing and collaboration are his specialty. Terry operates from Columbus, OH.

## Project Experience

### PUBLIC LIBRARY OF YOUNGSTOWN AND MAHONING COUNTY (PLYMC)

RENOVATION AND EXPANSION  
Youngstown, OH

### CITY OF NORFOLK

SLOVER LIBRARY  
Norfolk, VA

### MAPLEWOOD PUBLIC LIBRARY

RENOVATION AND EXPANSION  
Maplewood, NJ

### KENYON COLLEGE

NEW LIBRARY  
Gambier, OH

### UNIVERSITY OF ILLINOIS AT SPRINGFIELD

STUDENT AND SUCCESS LEARNING  
CENTER INCLUDING LIBRARY  
Springfield, IL

### THE MASTERS SCHOOL

LIBRARY RENOVATION  
Dobbs Ferry, NY

### WASHINGTON UNIVERSITY IN ST. LOUIS

OLIN LIBRARY EXPANSION  
St. Louis, MO

### LEXINGTON PUBLIC LIBRARY

VILLAGE BRANCH LIBRARY  
Lexington, KY

### UPPER DUBLIN PUBLIC LIBRARY

PUBLIC LIBRARY PLANNING &  
PROGRAMMING  
Fort Washington, PA

### DURHAM COUNTY GOVERNMENT

DURHAM COUNTY MAIN LIBRARY  
RENOVATION  
Durham, NC

### GRAND VALLEY UNIVERSITY

MARY IDEMA PEW LIBRARY  
Allendale, MI

### SUNY NEW PALTZ

SOJOURNER TRUTH LIBRARY  
RENOVATION  
New Paltz, NY

### GEORGIA INSTITUTE OF TECHNOLOGY

CROSLAND & PRICE-GILBERT LIBRARY  
Atlanta, GA

### COLORADO COLLEGE

TUTT LIBRARY  
Colorado Springs, CO



## TECHNOLOGY & ACOUSTICS

Jesse.Fishman@NV5.com  
216.278.0676

## EDUCATION

MS, User Experience Design, Kent State University

BM, Music Engineering Technology, University of Miami

## EXPERIENCE

24 years

## CERTIFICATIONS

Certified Technology Specialist - Design (CTS-D) by AVIXA, the highest level of certification in the audiovisual industry

Digital Signage Certified Expert (DSCE)

## AFFILIATIONS

Audiovisual and Integrated Experience Association (AVIXA)

*Projects may have been completed as The Sextant Group, which rebranded to NV5 in 2020.*

## JESSE FISHMAN, CTS-D, DSCE

### Senior Audiovisual Systems Designer

A trained expert in the end-user experience, Jesse is particularly in tune with what users expect (and need) to make a system both useful and usable. Along with numerous manufacturer training certifications, he also holds a master's degree in User Experience Design, bringing insight and excellence to system design. Jesse is currently on the AVIXA User Experience Standards Task Force and has presented at the annual InfoComm Trade Show & Exhibition on UX & Usability. His work includes higher education, healthcare, performing arts, corporate, broadcast, museums, and hospitality projects. Jesse is based out of Cleveland, OH.

## Project Experience

### PUBLIC LIBRARY OF YOUNGSTOWN AND MAHONING COUNTY (PLYMC)

RENOVATION AND EXPANSION  
Youngstown, OH

### LEXINGTON PUBLIC LIBRARY

VILLAGE BRANCH LIBRARY  
Lexington, KY

### KETTERING UNIVERSITY

LEARNING COMMONS INCLUDING LIBRARY  
Flint, MI

### KENYON COLLEGE

CHALMERS LIBRARY  
KENYON COMMONS LIBRARY  
Gambier, OH

### THE MASTERS SCHOOL

LIBRARY RENOVATION  
Dobbs Ferry, CT

### HARVARD UNIVERSITY

CABOT SCIENCE LIBRARY  
Cambridge, MA

### COLUMBUS METROPOLITAN LIBRARY

WHITEHALL AND REYNOLDSBURG STUDIO DESIGN  
Columbus, OH

### WEYMOUTH PUBLIC LIBRARIES

NEW TUFTS LIBRARY  
Weymouth, MA

### UNIVERSITY OF ILLINOIS AT SPRINGFIELD

STUDENT AND SUCCESS LEARNING CENTER INCLUDING LIBRARY  
Springfield, IL

### YALE UNIVERSITY

STERLING HALL OF MEDICINE LIBRARY RENOVATION  
New Haven, CT

### CUYAHOGA COUNTY PUBLIC LIBRARY \*

HEADQUARTERS AND PARMA-SNOW BRANCH  
Parma, OH

*\*Project under previous employment*



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# Work Plan & Approach

### Understanding of the Project

The immediate scope of this project entails the following:

- Collaborating with ReThinking Libraries to right-size both the new library building as a whole and each of the programmatic elements / spaces within the building
- Develop a Schematic Design for a new library facility
- Develop a detailed cost estimate / Opinion of Probable Costs for a new library building
- Present the final report to the City Council, City Staff, and Library Staff
- The deadline for this scope is May 30, 2025
- The City / Library will be including this project on the November 2025 ballot for a millage increase to fund the new library building project. The materials created during this Phase 1 Study will be used to inform the bond issue and generate support for the project during the campaign. Site plans, floor plans, and renderings will help with project visualization and promotional materials will demonstrate the need for the proposed building and how this new building will benefit the community at large.
- This scope of work is extremely similar to services that we recently provided for the **Manchester Public Library** in Connecticut. Through a collaborative planning and schematic design process, we worked with Town and Library staff to develop the program, design, drawings, renderings, and cost information for them to pursue what resulted in a successful bond issue. Our team has continued working with the Town / Library through Phase 2 design and construction administration services. Additional information about this project is provided in Section A - Experience & Knowledge of Libraries and Design

The Troy Public Library serves a very diverse population where a third of people speak a language other than English at home. Steady employment is readily available in the area with above-average household income and home prices with a relatively low poverty rate. In other libraries that we work with, these demographics typically indicate higher use of electronic resources among teens and adults while there is still a strong use of physical resources among children and older adults. This also indicates a strong need for flexible program spaces to accommodate both educational and entertaining programs for patrons of all ages. The heavy use of study rooms demonstrates a need for focused work / study spaces that would not have been as necessary when the current building was originally designed.

As with many library buildings of that era, the current facility struggles with limitations brought upon by outdated architecture, a layout that was not future-minded, aging infrastructure, inability to integrate new technologies, restricted accessibility, lack of clear sightlines, insufficient safety considerations, and unawareness of sustainable design strategies. It appears that the building suffers from being dated and deficient in size, operational ability, and restrictive design.

The relationship that we have with Janet and Rob from ReThinking Libraries and our experience collaborating with library planning consultants will expedite the programming process and allow our team to expedite the Schematic Design and Cost Estimating process being mindful of your May 30th deadline. We intend to work in partnership utilizing their pre-existing knowledge gained from extensive community and staff input gathering, understanding your operations, and the limitations of your current building to help inform and validate our recommendations for right-sizing the building and its programmatic elements.

As we design a new building looking to the future, we will be applying the strategic plan / program in concert with strategies for creating flexible, inviting, inclusive, and dynamic spaces to reinforce the Library's presence as a vital community asset.

Phase 1 Services

1. Programming of Future Facility

Task	Timeline	Scope
Kick-Off	Week of 2/3/25	Establish the project team / committee (who from the City and Library will be the primary point of contact and meeting participants / project leaders)
Info Gathering	Week of 2/3/25	Review the strategic plan, planning recommendations, and staff / public input gathered to date. This would include the following:
		<ul style="list-style-type: none"> <li>Any special needs for collections, seating, staff work areas, technology, security, meeting rooms, adult, children's, teen, and creative spaces.</li> <li>User data that can provide insight into library users, their demographics, and how the library is currently being used versus the needs and expectations of library users.</li> </ul>
Work Shopping Ideas	Week of 2/10/25	Meet with ReThinking Libraries and the Library Committee to discuss their findings and talk about sizing and adjacency recommendations
		<ul style="list-style-type: none"> <li>Identify overarching goals for the new facility in terms of library trends, flexibility, energy efficiency, capacity for technology, and infrastructure.</li> <li>This will include programmatic thoughts based on each area of the library and their primary components (i.e. meeting rooms, children's areas, adult areas, teen spaces, etc.)</li> <li>Discuss both pre- and post-pandemic usage data to better understand how the library building is currently being used. <i>This will be helpful as we build an understanding of the services, collections, and program types that you would like to expand upon or eliminate as you think about the new buildings</i></li> </ul>
Additional Staff Input	Week of 2/10/25	Use interviews and surveys with library staff and representatives to determine space requirements, work flow, staffing projections, and confirm organizational structure. (Meetings with city staff may also be conducted)
Right-Sizing	2/10/25 - 2/21/25	Develop a space needs analysis comparing existing with projected space needs. This would begin with a high level analysis and then dial into the details of each programmatic element within the building
		<ul style="list-style-type: none"> <li>The space needs analysis provides square footage tabulations of each individual space, circulation factors, and overall gross square footage</li> <li>Space allocation within peer libraries of a similar size that serve a similar community may be referenced to discuss options for right-sizing your spaces</li> </ul>
		The space needs analysis is often developed in conjunction with adjacency diagrams and site test-fit diagrams in a holistic approach
Validating	Week of 2/24/25	Meet with ReThinking Libraries and the Library Committee to workshop and validate recommendations made in the space needs analysis
Bi-weekly Meetings with the City / Library		Conduct meetings and presentations throughout the Programming phase with the City / Library that will be designed to test ideas and invite input

**Phase 1 Services**

**1. Programming of Future Facility - Site Requirements**

Task	Timeline	Scope
Site Visit	3/3/25	We begin our site assessment process by conducting a walk-through of your site to document and evaluate considerations such as site flow and accessibility, the context of the site within the surrounding neighborhood, location of utilities, visibility, traffic information, etc.
Establish Criteria	Week of 3/3/25	<p>Site criteria considerations may include the following:</p> <ul style="list-style-type: none"> <li>• Visibility to passersby</li> <li>• Convenience / ease of access</li> <li>• Surrounding use / what is next to the library</li> <li>• Walk-ability of the site</li> <li>• Space for adequate parking</li> <li>• Area for green space</li> <li>• Possibility for future expansion</li> <li>• Ability to accommodate drive-up services</li> <li>• Ability to accommodate deliveries / outreach / mobile services vehicles</li> <li>• Ability to accommodate outdoor programming</li> <li>• Ability to accommodate a building of the proposed size</li> <li>• Location of utilities</li> <li>• Grade changes across the site</li> <li>• Future / ongoing planning projects in the area</li> </ul>
Test Fit	3/10/25 - 3/21/25	<p>Develop preliminary site test-fit diagrams that take into account options for accessibility, parking, customer drop-off, drive-up services, outdoor programming space, etc.</p> <ul style="list-style-type: none"> <li>• Confirm site can be developed for intended use</li> <li>• Identify existing easements on the proposed site</li> <li>• Develop overall basis of design</li> <li>• Sanitary sewer, storm sewer, and water main connections</li> <li>• Determine impact of lane drain to north of proposed site (possible connection of proposed storm sewer to county drain)</li> <li>• Review zoning ordinance, determine zoning classification, setbacks, any building height or maximum site coverage restrictions, green space/ landscaping/parking/stormwater management/SESC requirements</li> <li>• Investigate how a new building can provide services and programs that impact community needs, interests, or help to fill gaps in the area.</li> </ul>
Establish Site Size	3/10/25 - 3/21/25	<p>Provide site requirements, including lot size recommendations, and required site elements including parking, security, lighting, access, etc.</p> <ul style="list-style-type: none"> <li>• Identify potential roadblocks with wetlands, county drains, etc.</li> <li>• Determine the presence of any unique biological features, the presence of a 100-year flood plain, any wetlands, and review local soils maps</li> <li>• Determine necessary permitting for the project and if an EGLE Joint Permit Application Meeting is helpful or necessary</li> </ul>
Site Plan	Week of 3/24/25	Rendered site civil / landscaping plan of the design with a narrative



Phase 1 Services

2. Schematic Design

Task	Timeline	Scope
<p><b>Concept Diagrams</b></p>	<p><b>Week of 3/31/25</b></p>	<p>Prepare spatial and architectural designs and specifications for a new library facility</p>
		<ul style="list-style-type: none"> <li>• Refine the space programming / adjacency diagrams demonstrating options for layout and flow in the new building</li> <li>• These diagrams will also show a connection between the interior layout and how it aligns with what is happening on the site / exterior.</li> <li>• Review these concepts with the Library Committee &amp; ReThinking Libraries before moving into floor plan development</li> </ul>
<p><b>Site Plan &amp; Floor Plan Layouts</b></p>	<p><b>4/7/24 - 4/25/24</b></p>	<p>Develop drawings demonstrating a preliminary site plan, floor plan layouts with shelving, furniture and equipment, and exterior elevations will be developed</p>
		<p>The site plan will include: location of the building, streets, trees, other natural features, walks, ramps, curbs, parking, location of the proposed surface and sub-surface drainage systems, existing rights of way and easements, adjacent land use, existing site utilities both on and off site, etc.</p>
		<p>Develop 3D massing studies of the new building and how it would be placed on the site</p>
		<p>The drawings will be refined through feedback received from the Library. Drawings will include placement of all furniture, fixtures, equipment, and shelving.</p> <p>Drawings will also be reviewed with ReThinking Libraries and the Library Committee prior to finalization</p>
<p><b>Engineering &amp; Sustainable Design</b></p>	<p><b>4/7/24 - 4/25/24</b></p>	<p>Conduct a sustainable design charrette session with the engineering team and Library representatives to evaluate options for integrating energy efficient design strategies into the building</p>
		<p>Develop a Schematic Narrative of the electrical system to include:</p> <ul style="list-style-type: none"> <li>• Coordinate electrical utilities</li> <li>• Normal and emergency power distribution systems, including grounding, raceways, boxes, conductors, etc.</li> <li>• General and emergency interior lighting</li> <li>• Exterior site lighting</li> <li>• Lighting control systems (occupancy/vacancy sensors, daylight controls, photoelectric sensor, etc.)</li> <li>• Fire alarm systems</li> <li>• Communications and auxiliary systems (fiber optics, structured cable systems, audio-visual systems, PA/clock systems, access control, video surveillance systems, etc.)</li> </ul>

Phase 1 Services

2. Schematic Design

Task	Timeline	Scope
<p><b>Engineering &amp; Sustainable Design Continued</b></p>	<p>4/7/24 - 4/25/24</p>	<p>Develop an MEP Schematic Narrative to include:</p> <ul style="list-style-type: none"> <li>• Building operational requirements</li> <li>• Indoor environmental quality requirements</li> <li>• Energy efficiency goals</li> <li>• Environmental and sustainability goals</li> <li>• Equipment and system expectations</li> <li>• Mechanical objectives</li> <li>• Known risks, challenges, or constraints</li> <li>• Mechanical narratives – brief system description and performance requirements</li> <li>• Fire suppression</li> <li>• Plumbing</li> <li>• Heating, ventilation, and air conditioning</li> <li>• Code review (applicable to the project/location)</li> <li>• Design criteria</li> <li>• Mechanical room(s) – anticipated layout, interior space requirements, and outdoor locations for main mechanical equipment</li> <li>• HVAC zoning plan</li> </ul>
		<p>Meetings will occur with the engineering team throughout this phase to develop narratives for the Opinion of Costs</p>
<p><b>Renderings &amp; Visuals</b></p>	<p>4/21/24 - 5/30/24</p>	<p>Identify options for materials and finishes for all areas including: ceilings, floors, walls, doors, windows, casework, and site amenities</p> <ul style="list-style-type: none"> <li>• Develop an initial interiors palette of preliminary concepts, color palettes, and furniture style so that interior renderings can be developed</li> <li>• Develop exterior and interior renderings once materials have been finalized</li> </ul>
		<p>Develop any additional materials for project visualization and demonstrating how this project would benefit the community to build campaign support</p>
<p><b>Bi-weekly Meetings with the City / Library</b></p>		<p>Interactive work sessions will be conducted with the City / Library throughout this phase to review options for a new building while being mindful of opportunities for future flexibility, integrating new technology, and application of any new trends and ideas that the Library might currently be testing and / or would like to integrate over time.</p>

Phase 1 Services

3. Opinion of Costs

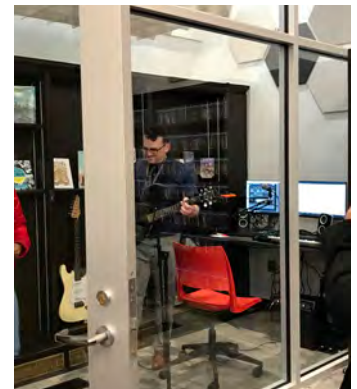
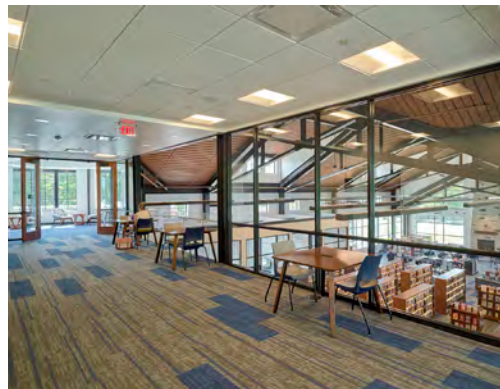
Task	Timeline	Scope
<p><b>Estimating Process</b></p>	<p><b>To run concurrent with the schematic design process</b></p> <p><b>2/24/25 - 5/23/25</b></p>	<p>Provide an Opinion of Probable Costs based on 30% Schematic Design.</p> <ul style="list-style-type: none"> <li>Detailed cost estimates will be prepared providing for; site preparation and related infrastructure requirements, construction and related costs, an estimated budget for FF&amp;E, and professional fees.</li> </ul>
		<p>The estimates will include the following:</p> <ul style="list-style-type: none"> <li>Building construction (including fixed equipment)</li> <li>Site development</li> <li>Movable equipment: Furnishings, fixtures, and equipment</li> <li>Landscaping</li> <li>General Conditions</li> <li>Profit</li> <li>Contingency</li> <li>Bonds / insurance</li> <li>Detail design</li> <li>Construction administration</li> <li>Total of all above</li> </ul>
		<p>HBM will assist DCM with cost estimates for interior FF&amp;E and shelving based on industry trends and known vendors</p>
		<p>The estimate will provide a clear cost of construction and both hard and soft costs for a total project cost.</p>
<p><b>Initial Estimate</b></p>	<p><b>4/25/25</b></p>	<p>Meet with the project team and City / Library representatives to review the initial estimate and make any necessary adjustments</p>
<p><b>Final Estimate</b></p>	<p><b>5/23/25</b></p>	<p>Provide a detailed estimate to the City / Library in preparation for the bond issue</p>

## D / Work Plan & Approach

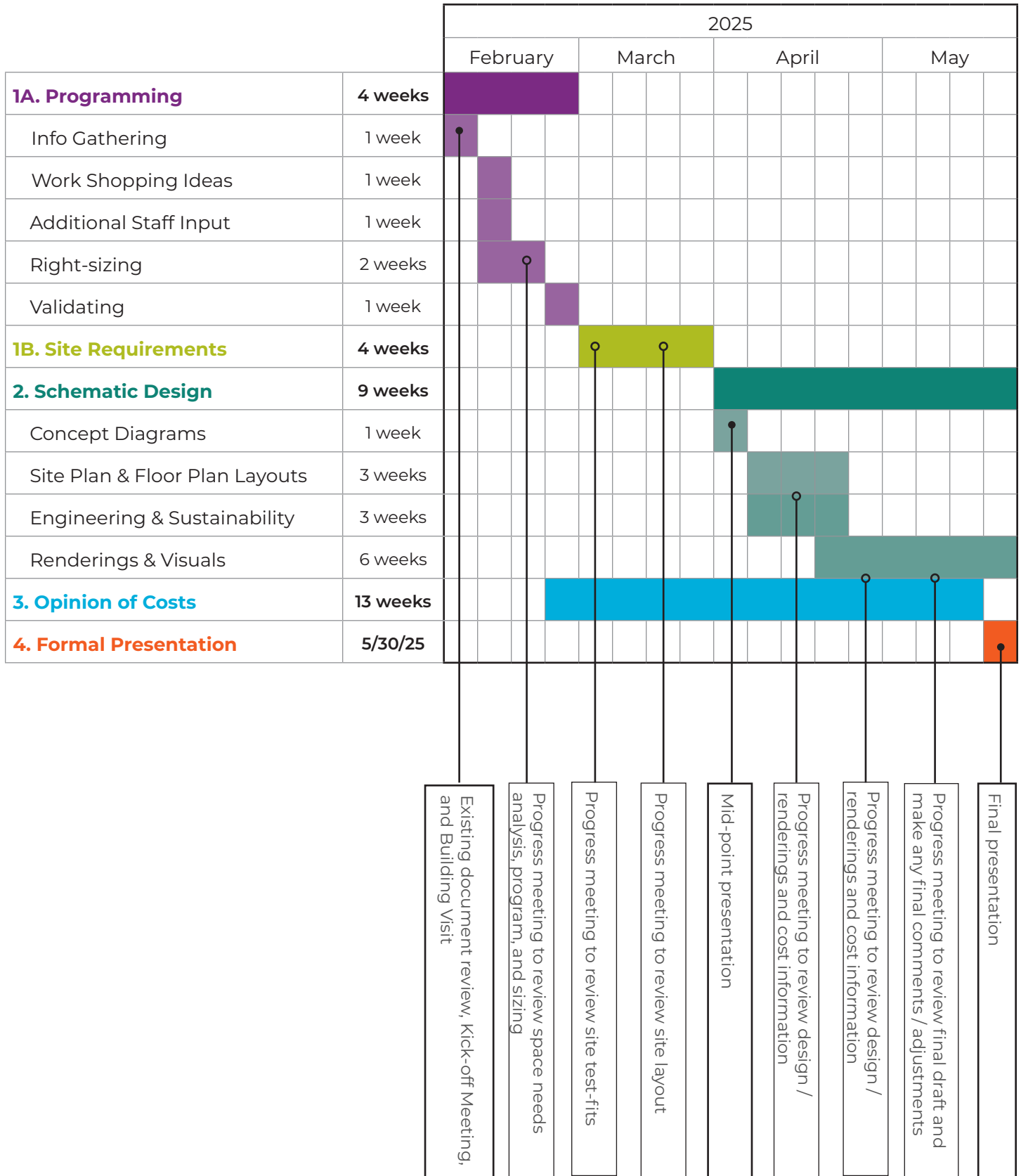
### Phase 1 Services

#### 4. Formal Presentation

Task	Timeline	Scope
Formal Presentation	5/30/25	Prepare, coordinate, and provide a formal presentation of the Study and Recommended Solution(s) to the City County, City Staff, and Library Staff Digital copies of the presentation materials will also be available



## D / Work Plan & Approach



## D / Work Plan & Approach

### Schedule Control / Library Design Projects

Our team has a proven history of delivering projects on time and under budget. We have the ability and capacity to complete multiple projects on schedule. Our office is staffed and organized so that we strive to have multiple projects in design simultaneously. Following are a few of the measures we take to ensure that we meet your project timeline:

- We define the project schedule at our first meeting outlining milestones and deadlines for all facets of the project including architectural and engineering deliverables, client meetings, cost review, and permitting / review deadlines with local government agencies
- Each of our meetings ends with a look ahead to review the action items required for the next meeting
- We continually track and update the project schedule to ensure that all team members are aware of upcoming milestones and deadlines
- The project schedule will also establish formal dates to review and update project costs. At each step of the process the costs must be within budget before moving to the next phase
- We maintain one Project Manager with designated backup personnel throughout the project
- We hold an initial design staff meeting with all project team members to cover the entire design scenario, schedules, design procedures, design responsibilities of each team member, and establish the Quality Control Program
- We have regularly scheduled design meetings with the project team to ensure coordination between design disciplines
- Close communication is maintained between our office and the Owner throughout the project

### Design & Constructability Reviews

Design and Constructability reviews are part of our quality management process. This thorough method of maintaining the integrity of the design vision, documents, budget, and schedule begins with the leadership of our Principal in Charge. Each team member has assigned areas of responsibility throughout the life of the project. The Project Manager will regularly review work and direct the team's efforts. By comparing documents to the more than 700 libraries designed by HBM Architects, the project manager has the ability to take lessons that have been learned during the design and construction process and apply them to your project. This process, which is based on the firm's depth of experience in library planning and design ensures that all potential design and technical issues are reviewed and resolved prior to the bidding and construction phase. The Project Manager will be the primary point of our contact for our team and also manage the sub-consultants identified in this response.

Prior to the close of the Construction Document production phase, a senior team member who has more than 30 years of experience specializing in constructability and not associated with your project, will review the documents. This step in the quality control process ensures that your project will be scrutinized by a highly experienced architect with a fresh perspective. Drawings and designs will be analyzed for their ability to be constructed, ensure maintainability, and for overall drawing accuracy. This intensive review process will make certain that each design and program related requirement is included and buildings are both constructible and durable. Additionally, these attributes enable us to maintain project schedules and budgets during construction.

Our Team will use Revit, a Building Information Modeling (BIM) software for project information management both internally and externally with the Client Team and our overall Design Team. Using a secure file-sharing website, we can provide a means of posting and sharing documents and exchanging project communications with project participants regardless of their location. E-mail notifications are sent when documents (meeting minutes, project communications, drawings, specifications, etc.) are ready to be downloaded. We can also provide a means for the progress monitoring of documents during the Construction Administration Phase such as shop drawings, drawing submittals, request for information, change orders, etc.

We encourage the Owner to have representation at construction meetings. In addition to e-mailing minutes, we attend board meetings to brief the Library stakeholders on the construction progress. Any issues needing immediate input from the Owner are discussed as soon as they arise

## D / Work Plan & Approach

### Phase 2 Services

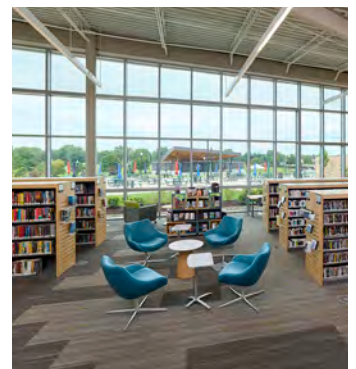
#### *Design Development*

During the Design Development Phase our team will continue development and expansion of architectural Schematic Design Documents to establish the final scope, relationships, forms, size and appearance of the Project, including architectural, structural, mechanical, electrical, civil, landscape, and interior design documents / services.

- Identify all fixed equipment to be installed in contract
- Develop a Finish Schedule identifying all finishes
- Refine wall sections showing final dimensional relationships, materials, and component relationships
- Develop a reflective ceiling plan showing the ceiling grid and all penetrations including: light fixtures, sprinkler heads, ceiling registers / diffusers, etc.
- Develop a comprehensive interiors plan based on selections made during the Schematic Design phase including: concepts, color palettes, furniture, shelving, cabinetry, carpeting, and finishes for the building
- Update and refine the cost estimate to establish a project budget and develop an FF&E budget
- Continue engineering and landscape architecture services
- Commence development of project specifications in CSI format
- Conduct a detailed cost review that will include the building, any site development, furnishings, fees, contingencies & other related project costs at design development document completion
- Meetings and presentations will be conducted throughout the Design Development phase to review changes and selections with the Library to reach consensus on final plans

#### *Contract Documents Phase*

- Complete the floor plans and elevations
- Complete the landscape plan and site plan addressing the entrances, proposed outdoor spaces, accessibility, deliveries, etc.
- Prepare detailed drawings and specifications for the interior bid packages
- Create a final listing of furniture and fixtures to be submitted
- Complete architectural details
- Complete door and hardware schedules
- Complete fixed equipment details and identification
- Complete detailed specifications in CSI format
- Submit for Plan Review / Approvals
- Complete any technical addenda
- Complete final plans and specifications for construction bidding
- Finalize bidding strategies to achieve most favorable results
- Conduct a detailed cost review that will include the building, any site development, furnishings, fees, contingencies & other related project costs at 100% of construction document completion
- Meetings with the Library will occur throughout the Contract Documents phase



## D / Work Plan & Approach

### Phase 2 Services

#### *Bidding & Negotiation Phase*

- Participate in pre-bid meetings with the CMR and answer any questions related to the scope of the construction project.
- Manage bidding documents
- Prepare and distribute any addenda
- Work with the CMR to tabulate and review of bids to ensure completeness and accuracy, meet with low bidders, review bids, check credentials
- Make recommendations to the Owner
- Assist with construction contract agreements

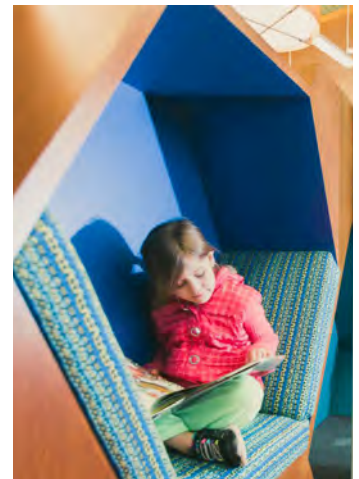
#### *Contract Administration Phase*

Our Construction Contract Administration services typically include:

- Provide construction oversight in collaboration with the CM at Risk
- Attend job site meetings with the contractor and trades at regular intervals, and additional meetings as needed to resolve any issues that may arise
- Complete and distribute meeting minutes
- Meet with City representatives and the contractor to review current work and plan for upcoming work
- Regular field observation
- Respond to requests for information and answer questions as they arise
- Review shop drawings and submittals
- Review contractor applications for payment
- Review change order requests
- Assist with purchase order selections and implementation
- Conduct project budget reviews and project schedule reviews throughout the construction phase
- Monitor the delivery, installation, and arrangement of furniture, fixtures, and equipment
- Prepare project punch lists and certificates of substantial completion, coordinate final inspections, assist with project turnover to the owner, and recommend occupancy
- Assist with equipment start up, deliver equipment operation and maintenance manuals, and as-built record drawings
- Conduct a post-construction evaluation

#### *After Completion*

- Assist in facilitating / requiring training sessions for appropriate employees regarding the operation and maintenance of technical equipment
- Conduct a post-occupancy walk-through appropriately at times to address project issues prior to expiration of applicable warranties
- An 11-month warranty walk-through will also be scheduled with you and the contractor to make sure any needed repairs are identified and taken care of before the 1-year construction warranty expires





### Communication During the Project

HBM's familiarity and experience working with libraries will allow us to efficiently arrive at viable design solutions that are consistent with your vision for the future of the Chardon Library. As you know from our previous collaboration, we enjoy a highly collaborative design process, engaging stakeholders and developing consensus-oriented design solutions.

While the majority of design work sessions will be with the primary Library team, we understand that the project team extends to many other library stakeholders. Meetings with these departments will be identified on the project schedule at intervals throughout the project to review building systems and ensuring the Library's goals and expectations are met. We will look to the Library to help us determine the stakeholders, board members, and staff members that should be involved in document reviews and meetings.

Our collaborative process also extends to our approach to interior design. From space planning to the selection of materials and finishes, custom cabinetry design and furniture selection, our interiors work sessions are fun and engaging and result in solutions responding to the building architecture and appropriate for the community the library serves.

We believe it critical that Library staff understand every detail of the proposed design process so when questions might arise as to why something was built in the manner that it was, the staff are knowledgeable and to some extent "owners" of the design. We conduct regular meetings during the entire design process to review the evolution of these decisions with all members of the team. This includes consultants and representatives of the Library staff.

We also post our documents on a secure file sharing site allowing all team members to review the documents 24/7. Our design meetings continue from the beginning of design through the completion of construction documents and throughout the development of the interiors package. We work diligently to ensure all are informed and most importantly understand the decisions that were made.

### Progress Meetings & Presentations

HBM is well versed in conducting community meetings and presentations in both supportive and not so supportive environments. We have facilitated hundreds of stakeholder meeting that discuss, explain, and evaluate design features. We believe it is important to the success of the project that all stakeholders feel they have been heard and understand the "why" behind decisions that were made and alternate ideas that were also investigated but not pursued. When you know your "why", your "what" is more impactful.



## Technologies & Equipment



### Use of Augmented Reality / Virtual Reality / Artificial Intelligence

We have been utilizing augmented reality and virtual reality tools for more than a decade to help our design team and our clients visualize design decisions in a dynamic way before the space is constructed. The more recent integration of artificial intelligence has amplified the realistic qualities of our rendering software and enhanced our first person perspective animations.

Our team has been using a combination of Revit, Escape, Lumion, and Twin Motion software platforms to create compelling walk-through animations for our public library clients in Clarksville, TN, Manchester, CT, and Garland, TX, Hastings, FL, and Newton, KS. These virtual building tours demonstrate the quality fit and finish of the building materials both interior and exterior as well as site features and experiential characteristics like sun-path movement around the building, entry experience, and views from service points.

Staying current with design software offers additional benefits beyond just project visualization. A more efficient and streamlined design process is possible with all team members sharing a Revit model. This instantaneous collaboration among designers, engineers, and contractors provides rapid feedback, early clash detection, and improved detailing to deliver an overall better building solution.

Overall, these tools provide a visually immersive sense of the space, engaging clients as active participants in the design process and testing options in real time.

### Additional Office Resources

We are equipped with technology for large-format printing, 3-D printing, remote access, video conferencing, virtual meetings, and group presentations. Our layout of workstations supports collaboration and our infrastructure also accommodates working remotely when needed. For the development of graphics, publications, and web-based material we use Adobe's Creative Suite software applications including InDesign, Photoshop, and Illustrator. We update our workstations, software, and server on a scheduled basis to maintain top-end, high-performance systems. We back up all electronic files and systems daily to both on- and off-site locations.

### Experience with the CMR Delivery Method

We have found the Construction Manager at Risk delivery method in general to be extremely successful. We work collaboratively with the CM at Risk during the design phase to vet early design ideas for their impact on the budget and timeline for material procurement. The services typically provided by the CM at Risk include pre-construction services such as cost estimating, value engineering, scheduling, permitting and procurement in addition to construction supervision. The schedule spells out deadlines for the entire project team to see, eliminating surprises and helping the project stay on target. The CM at Risk can also avoid project delays by planning for the pre-purchasing material and equipment that has a long lead time for delivery.

The key to a successful project is a strong team. We recommend getting the CM at Risk involved as early in the design process as possible. This would prove especially helpful in developing cost and schedule information. More than half of the library projects we have completed used a CM at Risk project delivery method. HBM is experienced in working with our clients to prepare a Request for Proposals, assist in evaluating proposals received, and then participate in interviews to select the Construction Manager at Risk best suited to the project.

An advantage to combining the CMR with a task order contract is the potential for consistency in subcontractors used across multiple projects.

Below is a list of current and recent library projects completed using a CMR delivery method and with James Shook at the project manager. We are proposing Jamie as the project manager for the new Chardon Library.



### James Shook / CM at Risk Experience

- Stark County District Library - a new Main Library, OH
- Stark County District Library - a new Operations Center, OH
- Pueblo City-County Library District - Rawlings Library, CO
- Pueblo City-County Library District - Barkman Branch, CO
- Pueblo City-County Library District - Lucero Branch, CO
- Amherst Public Library, OH
- Cuyahoga County Public Library - Bay Village Branch, OH
- Dowagiac District Library, MI
- Stark County District Library - Branch Re-imagining renovation projects, OH
- Cuyahoga County Public Library - Middleburg Heights Branch, OH
- Texas State University - Alkek Library, TX
- Texas A&M University - Evans Library & Annex, TX
- Charlotte-Mecklenburg Library - Morrison Library, NC
- Fulton County Library - East Roswell Branch, GA
- Dexter District Library, MI

## Conceptual Construction Cost Estimating

DCM Consulting's strategy to conceptual estimating is a collaborative team effort which includes the design team, owner and the DCM estimating team. Prior to starting the first estimate, we have a meeting to review the project with the design team and owner. We listen intently to ensure we are conceptualizing and understanding the design intent and the client's desired usage of the project. This enables us to "fill in the blanks" for a complete and fully functioning building estimate based on drawings that are in early design and hence not complete. DCM's goal in conceptual estimating is to create an estimate at each design stage that accurately captures the current design intent for the project and includes all project elements necessary for a fully functioning building.

As your cost estimating consultant, our planning process of creating each estimate deliverable is as follows for each design phase of the project documents:

- 1) Meet with the design team and client to perform a drawing page turn of the project
- 2) Perform our material quantity take-off and pricing
- 3) Issue the 'draft' estimate deliverable to the design team for review
- 4) Meet with the design team to review our material quantity take-off and pricing. We review the estimate line-by-line as well as the Estimate Clarifications to ensure we have accurately captured the current design intent for the project.
- 5) We revise the estimate deliverable per the above meeting and then issue the final estimate deliverable
- 6) If the project is over the budgeted amount, we conduct Cost Control Management by collaborating with your designers to list VE/cost reduction items and thereby bringing the project within budget. We list all these items on our Cost Control Log which ties to the estimate summary.

As your Design Cost Manager, during each phase of design, we collaborate with the architects and engineers to answer questions and confirm scope items relative to budget impacts they could have. We respond to any questions the team may have regarding materials and details *while* they are designing to provide real-time cost information to them. This enables them to make cost-impact informed decisions as their design progresses and evolves. Our goal in this process is to collaborate with the design team so they design within the overall project budget. This reduces the possibility of over designing, which will in turn reduce redesign hours.

*Our goal is to collaborate with the design team members to support them on a real-time basis so they can manage the project design within the overall project budget.*

# Community / Staff / Stakeholder Engagement Activities

## Introduction

The variety of sessions and activities described in this section are part of a menu of options that we can use to engage decision-makers and gather input for renovation and new construction projects. We also create customized work sessions that address specific topics on which you may want to focus. Our team is comfortable conducting engagement sessions either in-person or online through video conferencing and collaborative software. An important part of the process is “reporting back” and demonstrating how input gathered influenced the design. This could be done through a series of hands-on work sessions or regularly scheduled presentations on the evolution of the Facilities Master Plan in a way that clearly draws a line back to the input we received.

## Connecting with Non-Users

Connecting with community residents who are not active library users is always a challenge. However, we have implemented a variety of methods depending on what the targeted non-user groups are but with the same understanding that we need to meet people where they are / the places they already visit. What we frequently learn from these activities, is that most non-users are not aware of what the library offers and how it relates to them. Methods we have utilized in the past include: surveys mailed with utility bills, in-person surveys at area events like home and garden shows, recreation areas, events where a targeted group may be gathering, focus groups in collaboration with schools or faith-based organizations, etc. In some communities, well placed sandwich boards or signage with QR codes to an online survey also work well. While these are geared towards gathering public input, we also like to have “educational” materials on hand explaining what the library has to offer and why it is a vital community asset.

## Interviews & Small Group Activities

Stakeholder interviews are a great way to engage community and civic leaders in the design process and continue to make a case for the importance of the project. We have also seen value in small group activities that address the concerns and needs of teens, seniors, children & their parents, genealogy / local history enthusiasts, etc.

## Customized Surveys

Surveys are a great way to get library staff and library users to start thinking about the space and how they experience it while also looking to the future. Staff surveys help us understand how the library is used throughout the day and the functional efficiencies or inefficiencies that exist. This is also a great way of understanding which spaces / collections / technology draw library users, and which may be under-utilized. Surveys are also a great tool for gathering big picture input regarding the library’s role in the overall campus community. We have provided surveys for distribution as simple Word files or Google forms as well as through library websites and with reference photos. Our approach is flexible and easy to tailor to each of the stakeholder groups you wish to engage.

## Photo-Typing

In this session participants are requested (ahead of time) to bring physical photographs responding to different topics related to their daily experiences. During the session, participants post their images on corresponding sheets around the room and present what their images mean to them and how they relate to the topic. Photo-typing is a great way to bring out the personal stories from staff and stakeholders about what the library means to them and their community. The responses we gather from this type of session are powerful and tend to connect participants on a deeper level. This activity is typically conducted with a smaller group size.

## World Cafe

This approach works well in a large group setting where questions are placed at tables around the room and attendees are given 10 minutes to respond to the questions at each table. After the 10 minutes expires, attendees move to a different table forming a new group of people. As the group rotates from table to table the responses are posted around the room for attendees to review at the end of the session. This active and engaging session encourages participants to interact and share ideas with people they may not see regularly or may not have previously met.

## Community / Staff / Stakeholder Engagement Activities

### Mind Breaking

This facilitated input gathering session begins with showing images selected to spark ideas about the possibilities for the new library and to show current and burgeoning trends in public libraries. Categories include: entry experience, seating areas, technology, meeting spaces, children's areas, tween areas, teen areas, etc. While viewing the images, participants note the characteristics they like and think are a good fit for their community. Comments and likes are placed on sheets around the room. This process allows our team to gather a large amount of input in a short amount of time. This process is highly successful due to the anonymity of the activity, which encourages each participant to share their opinions. These sessions can be conducted in-person and / or via an online survey.



### Building Making

The purpose of this work session is to creating new ideas for adjacencies, flow, relationships between spaces, customer service, and how to integrate new spaces and services that you would like to offer in a new library building. This session could also include site analysis allowing participants to place the building and amenities on the proposed site and then move forward into the building. After ideas are generated, a participant from each group presents their ideas to the full group. This process builds excitement for the project, elicits input, and informs the direction of the project helping the design team develop options that are already based on your opinions, ideas, and priorities.

In the facilitated in-person session each table of participants is given enlarged plans representing the existing building and a stack of small circles representing different types of spaces they may want to include in their building. Extra paper, markers, and tape are readily available to encourage creativity.



### Reporting Back

All of the input we received is documented in an Input Gathering Book that includes a description of each activity conducted, documents input received, and summarizes over-arching themes and what was commented on most frequently. Participation for many of the activities we conduct is anonymous, and we work with our clients to determine which level of anonymity is appropriate for methods such as surveys and interviews. We share a draft of this document with the Owner for review before finalizing it for presentation / publication. Presentation materials, recordings, meeting minutes, etc. are made available to you for display or distribution. We often have a meeting at the end of the process to demonstrate to stakeholders how their opinions and suggestions have been implemented.

## Campaign & Fundraising Support

We have assisted and supported more than 300 library fundraising campaigns and 20+ grant procurements. HBM will do everything within our broad range of professional capabilities and scope to support your funding strategy and plan. We can provide a timetable of essential tasks that will help you plan your campaign and donor support materials including a donor plan identifying potential naming rights for the building.

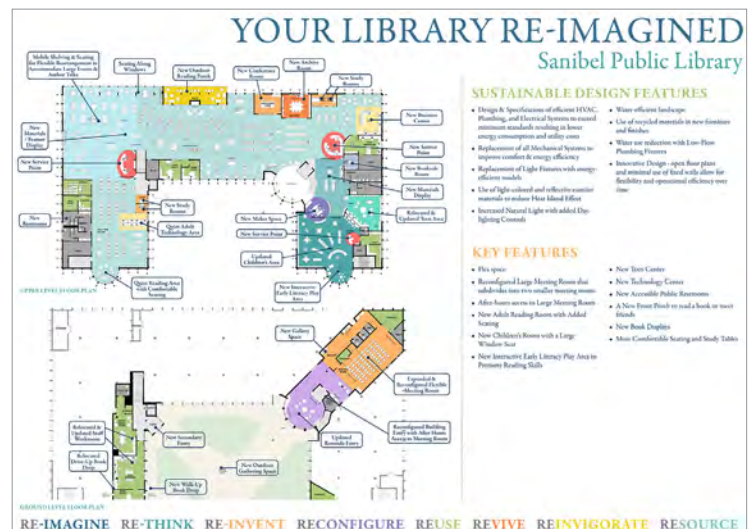
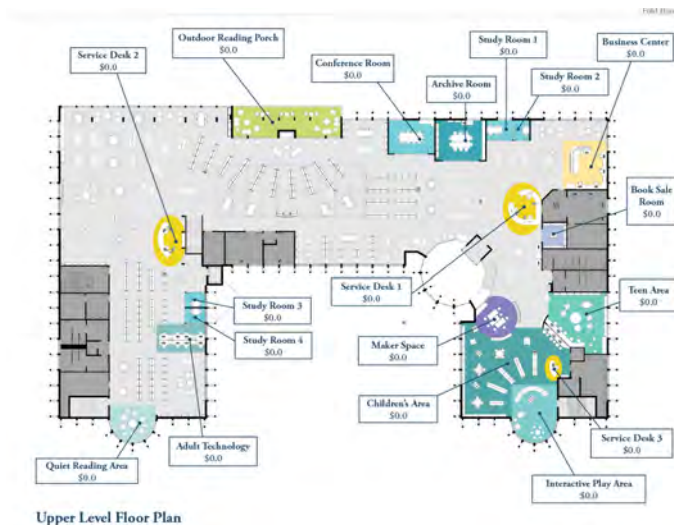
We have a number of projects that were supported through a wide range of funding mechanisms including, low interest loans, grants, levies, bond issues, institutions and foundations, as well as major and minor private donors. We provide extensive support through meetings, presentations, design, and supportive marketing materials that help you engage potential donors. We work with libraries throughout the fundraising process to understand their needs and develop approaches they feel comfortable undertaking to achieve their goals. Our experience with public libraries requires us to work closely with communities for the passage of bond issues. Whether connected with a City, School System, or an independent taxing authority, we have extensive experience in preparation of information to raise support.

## Recently Supported Library Fundraising Campaigns

- Dowagiac District Library in Michigan in their winning bond issue campaign for a major expansion and renovation of their Carnegie Library building. This phased construction project was completed in June 2021.
- Kanawha County Public Library (WV) in their \$18,000,000 campaign for an expanded and renovated Main Library which reopened in May 2022.
- Newton Public Library (KS) in their \$8,000,000 campaign for a new library building. The new building is currently in the bidding phase.
- Both the Kanawha and Newton projects involved a combination of public and private fundraising campaigns.

## Sanibel Public Library, FL (Renovation)

The images below demonstrate an example of a large informational board and donor brochure created for the Sanibel Public Library's successful private fundraising campaign. Materials also included donor brochures designating areas where naming rights were offered. These materials were creating using InDesign software and provided to the Library in both finished ready-to-print and raw editable formats for easy customization adaptable to meetings with various stakeholders. The main objective of these materials was to clearly indicate the benefits that this renovation project would bring to the community at large.



## Space Planning

Over the years HBM has designed libraries with the simple reality that **Libraries change at a much faster rate than they can renovate, expand, or build new.** This understanding guides our work to maximize the functional lifespan of each building and their surrounding site. Our depth of library experience in the facets that encompass a vibrant library space, both interior and exterior elements, will deliver high-quality solutions as we plan for the future of your library facility. With this principle in mind, our architecture and interior design staff create thoughtful and nimble libraries that evolve with community and staff needs.

The importance of the **infrastructure** needed to support library services, staff areas, flexible public spaces, and program spaces is a priority for the longevity of these projects. Understanding the building and site conditions is vital. Starting from the entrance drive, considering traffic flow, parking, deliveries, outdoor spaces and how they connect to the interior functions can greatly impact the success of your project.

**Flexibility** is one of the most important design strategies implemented to support the longevity of a library renovation or new construction project. **Being able to modify areas without demolition of walls or fixed service desks allows the space to react to change quickly, add staff or study areas, or test drive new ideas without costly impact.** We have achieved this in many ways from providing furnishings, service points, and shelving that can be mobile or easily relocated, to utilizing demountable, modular wall partitions. The incorporation of mobility and modularity in the overall design can support the easy reconfiguration of spaces whether daily, for special events, or years down the road without the need for additional renovation.

Another effective strategy for maximizing the functional lifespan of library facilities is the **incorporation of durable and easily maintained finishes** into the projects. Careful selection and location of finishes that can stand up to harsh cleaners and the constant abuse public libraries endure is critical to keeping maintenance and replacement costs down throughout the years. Designing finishes in a way to allow spaces to evolve, and not be confined by certain flooring colors or patterns, will encourage flexibility as space needs change. It is easier and more economical to repaint a wall than to replace the flooring.

One example of designing for flexibility is evident in Johnson County Public Library's new Clark Pleasant Branch. Here, in addition to study rooms, this branch features a selection of flexible meeting spaces (adult learning center, youth program room, maker space, and large meeting room) fitted with hold-open doors to encourage use by patrons when programs / events are not being held. The library-facing wall of the large meeting room is constructed using an operable glass partition that can open to the main library space and accommodate larger crowds. Furniture in this area is on casters and can be easily moved. **The intent is that no space should be under-utilized in the course of the day and to encourage patrons to use these spaces for play, study, lounging, and creative pursuits.**





## D / Work Plan & Approach

### Library Technology

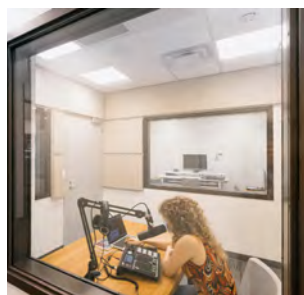
The one constant in planning for public libraries is that library service in the future will be different from what it is today. Changes in customer needs, demand, media formats, and community demographics must be embraced to keep public libraries relevant in our society. Therefore we must ensure that the buildings we plan, design, and construct are flexible and adaptable to unforeseen changes in library service and materials.

Many libraries are going beyond providing access to the technology everyone expects to find like public computers and e-books. They are trying to acquire technology that is just out of reach to the common user typically because it is too new or too risky for most people to purchase. This includes items such as tablets, 3D printers, scanners, or cameras, virtual or augmented reality devices, and A/V recording studios. The focus of library technology has shifted to technology-rich environments that support sharing information through small group collaboration, multi-media production, large group conferencing, and the consumption of digital media in various formats.

Recent developments in mobile and wireless technologies, and user-friendly, “always on” network environments for patrons, staff, and the community have set the stage for learning, research, visualization, collaboration, and conference spaces with the latest in multimedia communications. Accommodating evolving technology over a long-term service plan typically involves combinations of the following:

- Database and asset management technologies
- Digital media storage and accessibility
- Media conversion systems to convert older media storage devices to current technology
- Self-check, automated materials handling, and other functional technologies
- Materials security and tracking systems
- Collaborative environments with reconfigurable furniture with power accessibility, computer labs, collaborative hubs, and breakout rooms for group interaction and file sharing
- Content creation and production spaces may include: video and audio production, graphic design labs, and editing stations, and creative equipment for physical items like 3D printers, sewing machines, etc.
- Technology in Meeting Rooms often includes projectors, screens, wireless networking, broadcast capabilities, video conferencing capabilities, distance learning capabilities, smart boards, input for devices such as DVD / BluRay players, laptops, iPads, and programmable configurations for window treatments and lighting.
- Replacing OPAC's with interactive touch screen displays on end-panels
- Flexible mobile staff kiosks both to support or replace fixed service desks allowing staff members to move their positions, accommodate demographic shifts throughout the day, and provide a new level of customer interaction
- Flexible staff areas which easily allow staff to evolve from more traditional methods of materials processing into more technologically advanced methods over time
- User Technologies including network infrastructure to support all voice / data / video applications such as collaborative technologies, content creation and production systems, and specialized display technologies used to access digital information
- Immersive spaces such may include systems such as multi-touch interfaces, technology-enabled furniture, 3D immersive displays, holographic imaging, and interactive gaming

User technologies play a significant role in today's libraries, reshaping the way patrons receive, process, and apply information as well as encouraging intellectual development and social interaction.



## Building Security

C2AE prioritizes safety and security in our designs to create environments that give users the peace of mind they need to learn, work, and play. We incorporate Crime Prevention Through Environmental Design (CPTED) principles where appropriate.

One consideration in CPTED design is natural surveillance, where maximizing visibility through strategic landscaping helps deter crime and reduce vandalism. Wayfinding, or natural access control, is another secure design method, using clear paths to direct people efficiently and safely to their destinations.

We also consider ease of maintenance in our designs. CTPED teaches that well-kept spaces communicate “territorial reinforcement,” a signal that the area is actively monitored. Other methods of territorial reinforcement include landscaping or murals—elements that can be used to attract or deter visitors to and from specific areas.

CPTED also emphasizes activity support, which involves designing spaces with the features and amenities that encourage their intended use. For example, a basketball court on a playground is less likely to be misused if it includes elements like drinking fountains, ball storage, and benches. These additions support the intended activities and make the space more inviting and functional for its users.

Additional strategies include high-visibility entrances, where reception areas have clear sightlines to the building exterior, and the use of secure glass to provide both visibility and protection. For added security, vehicle barriers like planters and bollards can prevent high-speed approaches, and door hardware with locking capabilities ensures flexibility in emergency situations.

Other considerations include numbering doors for quick identification by emergency responders and incorporating technology like cameras and electronic access control to enhance site security.

Not every space requires all these measures, but we tailor each design to meet the specific security needs of our clients.

### Sustainable Design

HBM currently has 14 library building projects that either have been, or are in the process of being, LEED Certified and range from gold to general certification levels. The vast majority of our clients do not file for formal certification as the true benefit comes from the design, not the plaque hanging on the wall. We agree with and support our clients whether they want to submit for certification or not but most do believe there is no cost benefit.

Our approach to sustainable / resilient design in libraries starts with being aware that a public library building is a long-term investment. Our mantra is about “sustaining the resources”, which not only refers to green initiatives but also considers long term operating and maintenance costs. We refer to this latter initiative as “cheap to keep” which is a critical consideration in our design process. Our experience of over four decades of designing public libraries has provided us with a tremendous understanding of what works and what does not. We will spend considerable time meeting with maintenance staff during the design process in order to understand their preferences from the standpoint of consistency with other facilities, personal experiences, and local availability for service.

Sustainability is endemic in our design of any public library project through a commitment to providing open, flexible spaces that can be reconfigured without requiring new construction and the associated waste. Some strategies that we use to do this include: use of **raised access floor** (deep enough for mechanical ductwork and power/data in new construction) to allow for easy location/relocation of any new power and data anywhere it might be needed; use of mobile shelving and material display casework that can be readily shifted for new configurations; using demountable partitions where possible for walls that can be reconfigured or expanded without major construction; and recommending efficient LED light fixtures. Our recently completed West Perry Branch Library in Indianapolis features a **solar array** that has been providing more than 75% of the energy needed for operation and on some days even sells energy back to the grid. We have also worked on multiple projects including the Cuyahoga County Public Library’s Warrensville Heights Branch that uses **geo-thermal** energy.

Working together during the design process we will determine the sustainability goals and conduct a sustainability work session where the LEED score card is used as a guide even if formal certification will not be pursued. Work session participants are typically the administrative and design teams; however, we could also extend invitations to stakeholders as an additional engagement / visioning opportunity.

Beyond all of the above, we look forward to partnering with your leadership team to enhance the discussion of sustainability as more than just the practical aspects of implementing a LEED checklist. As the design conversation progresses, thoughts and opportunities on other ways the building might further sustainable thinking will evolve.



LEED Gold Certified  
East Roswell Branch / Fulton County Library

## D / Work Plan & Approach

### Sustainable Design

**Maury Loontjens Memorial Library**  
Town of Narragansett (RI)  
18,225 SF adaptive reuse + 3,316 SF addition  
Designed to achieve LEED Certification

**Main Community Library**  
St. Petersburg Library System (FL)  
43,175 SF renovation  
LEED Gold Certification is being pursued

**West Perry Branch**  
The Indianapolis Public Library (IN)  
22,800 SF new construction  
LEED Gold Certified

**Bay Village Branch**  
Cuyahoga County Public Library (OH)  
17,000 SF new construction  
LEED Certified

**Middleburg Heights Branch**  
Cuyahoga County Public Library (OH)  
16,000 SF new construction  
LEED Silver Certified

**Raleigh Court Branch**  
Roanoke Public Libraries (VA)  
11,550 SF expansion & renovation  
Designed to achieve LEED Certification

**Vinton Library**  
Roanoke County Public Library (VA)  
20,000 SF new construction  
LEED Certified

**Orange Branch**  
Cuyahoga County Public Library (OH)  
15,000 SF new construction  
Designed to achieve LEED Certification

**East Roswell Branch**  
Atlanta - Fulton Public Library (GA)  
15,200 SF new construction  
LEED Gold Certified

**Southeast Davidson Branch**  
Nashville Public Library (TN)  
25,000 SF adaptive re-use  
LEED Gold Certified

**Parma-Snow Branch**  
Cuyahoga County Public Library (OH)  
30,000 SF expansion & renovation  
LEED Certified

**Glenvar Library**  
Roanoke County Public Library (VA)  
15,250 SF new construction  
LEED Silver Certified

**Warrensville Heights Branch**  
Cuyahoga County Public Library (OH)  
25,000 SF new construction  
LEED Silver Certified

**Pickaway County District Public Library (OH)**  
37,200 SF expansion & renovation / adaptive re-use  
LEED Certified - Commercial Interiors



**LEED Gold Certified**  
**The Indianapolis Public Library / West Perry Branch**  
Features rooftop solar arrays

# E

Vendor  
Questionnaire & AIA  
Document B305





Request for Proposal  
Architectural Services - Troy Library Building  
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## QUESTIONNAIRE

**DATE:** 12 / 19 / 2024  
Month/Date/Year

**FIRM NAME:** HBM Architects, LLC

**ESTABLISHED:** 1976 19    / 20    **STATE:** OH **YEARS in BUSINESS** 48

**TYPE OF ORGANIZATION:** (Circle One)

- a. Individual
- b. Partnership
- c. Corporation
- d. Joint Venture
- e. Other \_\_\_\_\_

If applicable:

FORMER FIRM NAME(S)

N/A

**NOTE:** If additional space is needed throughout the questionnaire, please attach additional sheets numbered appropriately for identification.

1. What is your firm's experience relative to architectural services for library structures? Provide specific library schematic and design project experience detailing the type of project involved and the type of services your firm provided. Include a brief history of your firm. A minimum of five (5) library build or renovation project examples most similar to the scope of this project are required. Examples provided should be projects that have been completed in the last ten (10) years.

Please refer to Section A - Experience & Knowledge of Libraries and Design for information regarding our firm history and experience with similar library building projects

2. Describe your firm's background and its organizational structure along with the roles and background of the Project Manager and key team members to be assigned to this project. Describe capabilities specific to the scope of work within this RFP. Describe the Project Manager's experience in the development of schematic designs and knowledge of modern public library services, trends and functions.

Please refer to Section C - Qualifications of Project Team for an organizational chart of the project team, roles and responsibilities, and resumes for key team members assigned to the project.

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Request for Proposal  
 Architectural Services - Troy Library Building  
 Questionnaire (continued)  
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3. Provide a list of the firm's in-house professional disciplines and the number of employees in each.

Licensed Architects: 9	Interior Design Staff: 2
Architectural Design Staff: 4	Library Planner: 1
Licensed Interior Designers: 4	Administrative Staff: 3

4. If a joint venture or association of firms, how will the work on this project be handled? Please be specific.  
 N/A

5. List all library schematic or design work your firm has completed.

HBM Architects has provided planning and design services for more than 700 library building projects since the firm was founded in 1976. All of our library building projects involved schematic design services. More than 150 of these 700 library building projects also included phase 1 services for campaign / fundraising support similar to the scope which you are pursuing. The following page contains a list of current and recently completed (past 5 years) library building projects that involved schematic design work. Asterisks denote projects that also used these materials for a fundraising campaign.

6. List all other municipalities with whom the firm has worked.

The majority of the above mentioned 700+ library building projects were for public library entities, meaning that we have experience with hundreds of municipalities across 25+ states. This includes the Michigan municipalities of Dexter (a new Dexter District Library), Ann Arbor (Planning for a new Main Library), and Dowagiac (the expansion and renovation of a Carnegie Library). Please refer to the following page for a list of municipalities that we have worked with in the past 5 years

7. **Personnel of the firm who would be assigned to this account.**

Please provide resumes, copies of certifications, degrees, qualifications and/or list any additional training classes taken to increase expertise in this field for the people listed in this section who will be assigned to the City of Troy account along with project responsibilities. Firm must identify Project Manager that will be assigned to the account and will act as the primary contact for this contract.

TITLE	NAME	DEGREE/CERTIFICATION	EXPERIENCE/ YEARS	ROLE
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Please refer to Section C - Qualifications of Project Team for resumes for key team members assigned to the project inclusive of their title, name, degree / certification, years of experience, and role.

Note: Please provide copies of all resumes, certifications and licenses, etc. submitted for individuals in this section with the titles listed above.

FIRM NAME: HBM Architects, LLC

## E / Vendor Questionnaire

### 5. List all library schematic or design work your firm has completed.

Below is a list of current and recently completed (past 5 years) library building projects that involved schematic design work. Asterisks denote projects that also used these materials for a fundraising campaign.

#### COLORADO

##### Pueblo City-County Library

- Planning and renovation of the 110,000 SF Main Library, an iconic Antoine Predock building
- Renovation and expansion of Lucero and Barkman branches

#### CONNECTICUT

##### Manchester Public Library\*

A new 75,000 SF Main Library. Our team previously completed site selection and conceptual design services

#### FLORIDA

Maitland Public Library\* – a new 25,000 SF library building and re-purposing of the former historic building

##### Sanibel Public Library\*

The re-imagining and reconfiguration / renovation of a 30,000 SF public library building

St. Johns County – a new 10,000 SF Hastings Community Center & Library, 3 additional branch libraries tied to parks / recreation centers

##### St. Petersburg Library System

LEED Gold renovation of the mid-century modern style Main Community Library

#### INDIANA

##### Indianapolis Public Library - West Perry Branch

- A new 22,800 SF branch in an under-served area
- Facilities Master Plan / Patron Services Study

Johnson County Public Library - Clark-Pleasant Branch - a new 17,200 SF branch library replacing an existing building

#### KANSAS

Newton Public Library\* - a new 25,000 SF library building

#### KENTUCKY

Boone County Public Library - Hebron Branch - A new 30,000 SF branch library in a rapidly growing area

#### MARYLAND

##### Calvert Library

A new Twin Beaches Branch

##### Carroll County Public Library

- Planning for a renovated / new Eldersburg Branch

##### Frederick County Public Libraries

- A new Middletown Branch

##### Enoch Pratt Free Library

Renovation of the historic Forest Park Branch

#### MICHIGAN

##### Dowagiac District Library\*

The expansion and renovation of a Carnegie Library and successful bond issue campaign support

#### NEBRASKA

University of Nebraska at Kearney - Calvin T. Ryan Library 122,000 SF renovation

#### NORTH CAROLINA

Cabarrus County Public Library - Afton Ridge Library & Active Living Center

A new 40,000 SF combined library and senior center

#### OHIO (a partial listing)

##### Stark County District Library

- A new Operations Center
- A new Main Library building
- Jackson Twp Branch - a new 10,000 SF building
- Jackson Twp Branch temporary location
- 7 branch re-imagining / renovation
- Main Library planning study

##### Guernsey County Public Library

The renovation and expansion of the Byesville Branch and a new outreach services building

##### Cleveland Public Library

- Lorain Branch renovation & expansion (Carnegie)
- South Branch renovation & expansion (Carnegie)

##### Cuyahoga County Public Library

- Bay Village Branch - a new 17,000 SF branch
- Middleburg Hts. Branch - new 16,000 SF branch

##### Mansfield-Richland County Public Library

- Renovation of the Ontario Branch

##### Amherst Public Library

The expansion and renovation of a Carnegie Library

##### Lakewood Public Library - Madison Branch

The renovation, restoration and small expansion of an historic library building

##### Toledo-Lucas County Public Library

- Main Library Renovation of 104,630 SF of 300,000 SF
- Sylvania Branch expansion & renovation
- King Road Branch - a new 22,200 SF new branch

##### Tuscarawas County Public Library - Main Library

##### Ida Rupp Public Library

- Main Library renovation
- Main Library assessment & planning
- Marblehead Peninsula Branch - adaptive re-use

##### Sandusky Library

Exterior restoration of the historic Library, Erie County Jail, and Follett House Museum



**5. List all library schematic or design work your firm has completed. *Continued***

Below is a list of current and recently completed (past 5 years) library building projects that involved schematic design work. Asterisks denote projects that also used these materials for a fundraising campaign.

**PENNSYLVANIA**

Adams County Library System\*  
A new main library building in historic Gettysburg

**RHODE ISLAND**

Town of Narragansett / Maury Loontjens Memorial Library  
The adaptive reuse of the former Belmont Market Building into a new home for the Maury Loontjens Memorial Library

**TENNESSEE**

Clarksville-Montgomery County Public Library  
· A new 15,000 SF North Branch  
· Main Library - targeted renovations

Williamson County  
A new Bethesda Branch within a new community center building

**TEXAS**

Nicholson Memorial Library System - Walnut Creek Branch - a new 18,000 SF branch library

Texas A&M University - Evans Library  
The phased renovation of 60,000 SF of a university library

Texas State University - Alkek Library  
The phased renovation of 58,000 SF of university library space

**VIRGINIA**

Roanoke County Public Library  
· A new 16,000 SF Hollins Branch  
· A new 21,000 SF Vinton Branch

Roanoke Public Library  
Raleigh Court Branch expansion & renovation

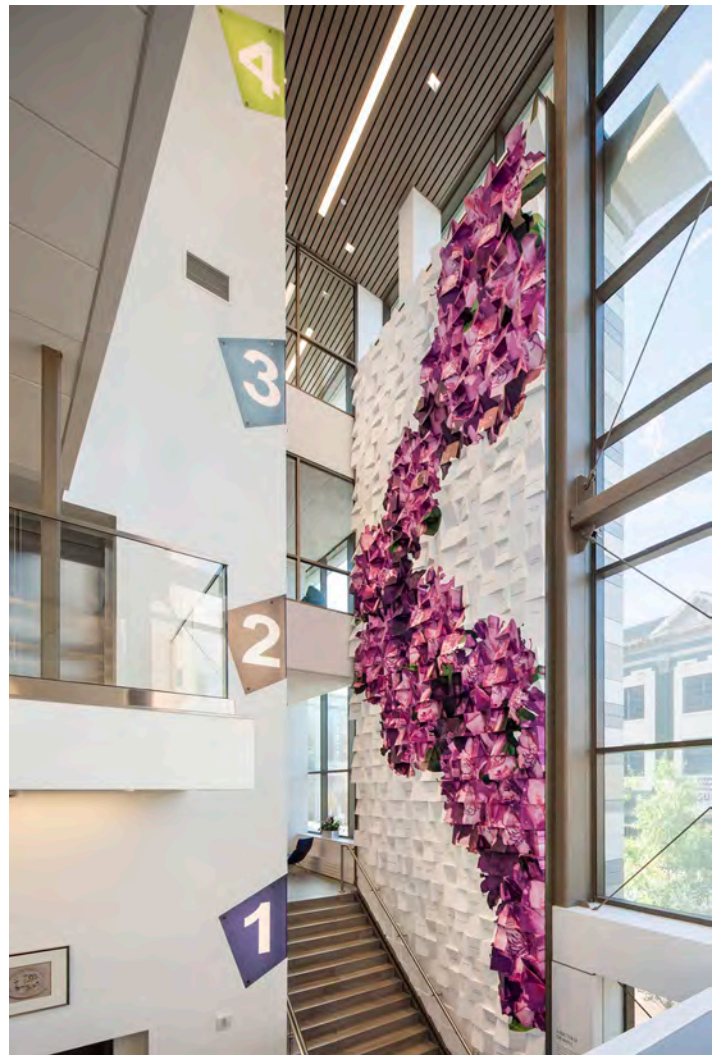
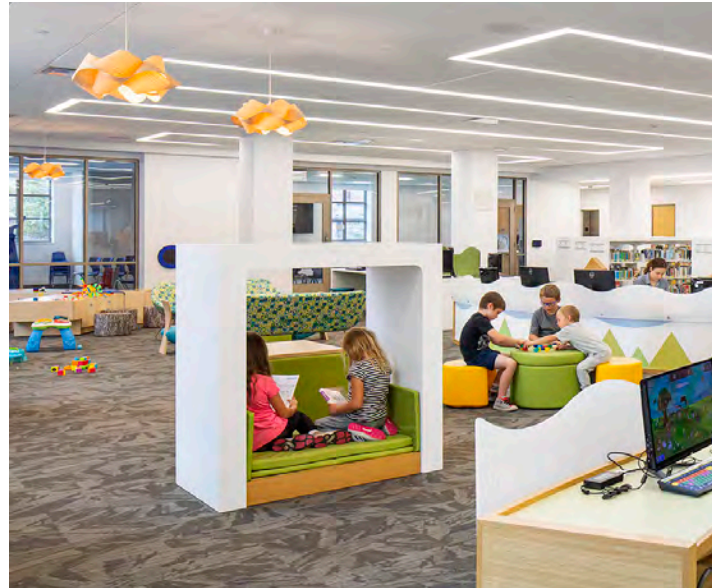
York County Public Library  
Yorktown Library expansion & renovation

**WEST VIRGINIA**

Kanawha County Public Library - Main Library\*  
Site selection, fundraising support, expansion and renovation of an historic building

**WISCONSIN**

Rhineland District Library\*  
The expansion and renovation of a Carnegie library





Request for Proposal  
Architectural Services - Troy Library Building  
Questionnaire (*continued*)  
Page 9 of 23

8. Identify services provided in-house and what services are subcontracted to outside consultants as it relates to this project. If outside consultants will be used, include their resumes, stating experience and qualifications. Please also indicate your firm's experience working with these professionals.

HBM would serve as the architect of record, design architect, and interior designer for the project. They would lead any staff, stakeholder, and community engagement and provide library planning services as needed. C2AE will provide MEP, Structural, and Civil Engineering services. NV5 will provide technology design services. And DCM will provide cost estimating services. Resumes are included in Section C - Qualifications of the Project Team.

9. Describe your proposed work plan model and outline how your business intends to complete the Schematic Design and Opinion of Cost as provided in the Scope of Work. Break down the planning model into its component parts and explain how each part will contribute to the development of a plan that will assist Troy Public Library in creating a vision for a new and/or improved facility.

Please refer to Section D - Work Plan and Approach for a description of our work plan model and approach to complete the Schematic Design and Opinion of Cost as provided in the Scope of Work.

10. Describe the methodology that you will use to accomplish the scope of work as specified in this Request for Proposal. Include communication methods that will be employed to keep the City updated during each phase of the project.

Please refer to Section D - Work Plan and Approach for a description of our proposed methodology and communication methods.

11. Present a detailed timeline that provides an overview of when each major step of the project is scheduled for completion.

Please refer to Section D - Work Plan and Approach for a timeline outlining major steps for project completion

12. Describe the process that will be used to involve both internal staff and the City's Strategic Planning Consultant ReThinking Libraries in the Schematic Design and Opinion of Cost process. Describe how your business will collect the data and how it will be processed.

Please refer to Section D - Work Plan and Approach for a description of how our collaborative and inclusive design process. We have worked with a variety of library planning consultants over the years and have a prior relationship with Janet Nelson from Re-thinking Libraries.

FIRM NAME: HBM Architects, LLC



13. Provide details explaining how your firm has worked with organizations to provide enhanced building security.

Security in libraries takes many forms, from the protection of the collection from theft or vandalism to the safety of library staff and community members using the facility. We are familiar with designing libraries from the many perspectives that safety and security entail. The American Library Association provides a number of guidelines and best practices for policy development of users, facility approach and layout, staff training for emergencies, and material protection. We also take into account a comprehensive facility design approach from entrance monitoring to full visibility throughout the public areas including study rooms, teen and children's areas, along with low stacks for visibility across large volumes of space. Areas of safety in cases of active shooters are also always considerations. Providing appropriate facilities, separation of user spaces and integrating applicable technology can also mitigate misuse of facilities for inappropriate activities. Green building initiatives are also extremely beneficial for protecting the health and welfare of the occupants.

14. **SAMPLE DOCUMENT:** Include a completed Schematic Design and Opinion of Cost with your submitted proposal. This document needs to be a project completed by the Project Manager assigned to this project which has a similar project scope, preferably a public library. This document will be reviewed as part of the evaluation process and will become the property of the City of Troy. Please refer to Section G - Schematic Design Package

15. **PROFESSIONAL REFERENCES:** Proposals shall include a minimum of five (5) library build or library renovation clients with whom you have provided architectural services for, within the past ten (10) years that are similar in scope to the type of work described in this proposal. Please provide company name and address, contact name, phone number and email address. Please refer to Section B - Positive References for the Firm

16. List all contract commitments your firm has been engaged to perform for 2025/2026. Give the organization name, name of contract and value of contract.

Please refer to the following page for a listing of projects currently under contract, their status, and estimated cost.

17. **AIA DOCUMENT B305-2021:**

A completed Architect's Qualification Statement (AIA Document B305-2021) is required to be included with submitted proposals. Include a brief description of years in business, services provided, values and accomplishments. Description of projects and related work should include examples of fire station projects, City and/or government contracts, and design and construction experience.

Attached and identified as: AIA Document B305

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Firm Representative: 

Printed Representative's Name: Peter J. Bolek, AIA, NCARB

Firm Name: HBM Architects, LLC

Address: 1382 West 9th Street, Suite 300, Cleveland, OH 44113

Phone Number: 216-241-1100 E-mail: pbolek@HBMarchitects.com

Date: 12 / 19 / 2024

**16. List all contract commitments your firm has been engaged to perform for 2025/2026. Give the organization name, name of contract, and value of contract.**

Our staff and workload are aligned to be available and ready to begin working with you upon notification of award. We are committed to delivering the scope of work in a timely fashion. In addition to the key staff described in this document, we have an extended in-house team of 23 diverse and talented designers, all well-educated and experienced in planning and designing dynamic public library facilities. The following list includes the current phase of the projects currently under contract and their estimated construction cost.

Projects Currently Under Contract	Current Status	Estimated Cost
ROANOKE COUNTY PUBLIC LIBRARY - HOLLINS BRANCH   Virginia Site selection and a new 16,000 SF branch library	Schematic Design	\$12,700,000
LIMA PUBLIC LIBRARY - MAIN LIBRARY   Ohio The 3,815 SF addition to and 29,460 SF renovation of the Main Library	Schematic Design	\$9,000,000
NAPOLEON PUBLIC LIBRARY   Ohio An expansion and renovation connecting the library building to an adjacent Carnegie Library building that had been used as a meeting room.	Schematic Design	\$4,000,000
MAITLAND PUBLIC LIBRARY   Florida A new 25,000 SF library building adjacent to a community park and repurposing of the former historic library building	Schematic Design	\$25,000,000
STARK COUNTY DISTRICT LIBRARY   Ohio A new Operations Center (in Construction Documents), a new Main Library (in Schematic Design), and renovation of the Plain Branch (under construction)	Design Development	\$52,000,000
MANCHESTER PUBLIC LIBRARY   Connecticut A new 75,000 SF Main Library building. Our team also provided planning and site selection services for this project	Construction Documents	\$39,000,000
IDA RUPP PUBLIC LIBRARY - MAIN LIBRARY   Ohio The renovation of an 18,000 SF Main Library building	Under Construction	\$3,900,000
ST. JOHNS COUNTY - HASTINGS COMMUNITY CENTER & LIBRARY   Florida A new combined 10,000 SF library and community center	Under Construction	\$5,000,000
MANSFIELD-RICHLAND COUNTY PUBLIC LIBRARY - ONTARIO BRANCH   Ohio The renovation of a 10,000 SF branch library	Under Construction	\$2,000,000
PUEBLO CITY-COUNTY LIBRARY - LUCERO BRANCH   Colorado Phased renovation & expansion of the Lucero Branch bringing it to 10,000 SF	Under Construction	\$5,500,000 combined total
CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY - NORTH BRANCH   Tennessee. Site selection, planning, and design for a new 15,000 SF branch library in a previously under-served area	Under Construction	\$8,650,000
CABARRUS COUNTY PUBLIC LIBRARY - AFTON RIDGE LIBRARY & ACTIVE LIVING CENTER   North Carolina. A new 40,000 SF library and senior center	Under Construction	\$25,000,000
ST. PETERSBURG LIBRARY SYSTEM - MAIN COMMUNITY LIBRARY   Florida Renovation of a 43,175 SF mid-century main library to better respond to changing needs, programs, technology, and services while also improving utilization of outdoor areas	Under Construction	\$4,800,000



# AIA® Document B305® – 2021

## Architect's Qualification Statement

**THE PARTIES SHOULD EXECUTE A SEPARATE CONFIDENTIALITY AGREEMENT IF THEY INTEND FOR ANY OF THE INFORMATION IN THIS B305-2021 TO BE HELD CONFIDENTIAL.**

### SUBMITTED TO:

*(Insert organization name and address.)*

Troy Public Library  
510 W Big Beaver Road, Troy, MI 48084

### PROJECT:

*(Insert the name and address of the Project.)*

Request for Proposal: Architectural Services – Troy Library Building

### § 1 FIRM INFORMATION

§ 1.1 Identify the full legal name of your firm.

HBM Architects, LLC

§ 1.2 Identify the address of your firm's principal place of business and list all office locations out of which your firm conducts business. If your firm has multiple offices, you may attach an exhibit or refer to a website.

1382 West 9<sup>th</sup> Street, Suite 300, Cleveland, Ohio 44113

§ 1.3 Identify the office out of which your firm proposes to perform services for the Project.

1382 West 9<sup>th</sup> Street, Suite 300, Cleveland, Ohio 44113

§ 1.4 Primary contact:

*(Insert name, title, phone number, and email address.)*

Peter Bolek, AIA, NCARB, President & Director of Design / 216.241.1100 x112 / pbolek@HBMarchitects.com

James Shook, RA, NCARB, LEED AP B+C, Principal / 216.241.1100 x121 / jshook@HBMarchitects.com

Kevin Kennedy, RA, NCARB, LEED AP, Principal / 216.241.1100 x130 / kkennedy@HBMarchitects.com

§ 1.5 Firm Website.

www.HBMarchitects.com

§ 1.6 General Statement of Qualifications.

*(Briefly describe your firm's qualifications, such as your design philosophy or firm mission, and how those qualifications apply to the Project. Please limit your response to 200 words or less.)*

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

HBM is a nationally recognized architectural firm focused on library planning and design throughout the country. Our growth nationwide and history of success with libraries is built on our collaborative approach to design and community involvement. We have worked with more than 700 libraries since the firm was established in 1976. We explore and help shape library trends as a result of our involvement with libraries across the country. We are known for a broad range of design solutions and architectural styles because we create buildings that resonate with the unique character of each community.

**§ 1.7** Identify the legal status under which your firm does business, such as sole proprietorship, partnership, corporation, joint venture, or other.

- .1 If your firm is a sole proprietorship, identify its owner and date of organization.
- .2 If your firm is a partnership, identify the type, its partners, and its date of organization.
- .3 If your firm is a corporation, identify the type, the state in which it is incorporated, the date of incorporation, and its four highest-ranking corporate officers and their titles, as applicable.
- .4 If your firm's legal status is other than those listed above, describe it and identify its individual leaders.

Limited Liability Corporation  
Peter Bolek, AIA, NCARB, President  
James Shook, RA, NCARB, LEED AP BD+C, Principal  
Kevin Kennedy, RA, NCARB, LEED AP, Principal

**§ 1.8** Identify the number of years your firm has been in business and any other significant information pertaining to your firm's history.

48 years

**§ 1.9** How many full-time employees work for your firm?

23 people

- .1 If your firm has multiple offices, how many total full-time employees work in the primary office from which services will be performed on the Project?

N/A

**§ 1.10** How many full-time registered architects work for your firm?

9 full-time registered architects

- .1 If your firm has multiple offices, how many total full-time registered architects work in the primary office from which services will be performed on the Project?

N/A

**§ 1.11** Identify relevant honors and awards your firm has received.

*(Please limit your response to five honors and awards and a brief description of each in the prompt below. You may attach materials or a brochure to supplement the information provided below.)*

2024 American Library Association / IIDA Award for buildings 30,000 SF and under for Indianapolis Public Library's West Perry Branch  
2024 AIA Ohio Honor Award for Indianapolis Public Library's West Perry Branch  
2024 Region 5 ASHRAE Technology Award for Indianapolis Public Library's West Perry Branch  
2023 ENCR Green Building of the Year - LEED BD+C Award for Indianapolis Public Library's West Perry Branch  
2023 AIA Cleveland Honor Award for Kanawha County Public Library's Main Library  
2023 AIA West Virginia Honor Award for the Kanawha County Public Library's Main Library  
2022 IIDA "Engage" Award for the Indianapolis Public Library's new West Perry Branch  
2022 AIA Indiana Honor Award for the Indianapolis Public Library's new West Perry Branch  
2021 AIA Cleveland Design Award for the Indianapolis Public Library's new West Perry Branch  
2021 IIDA Award for Best in the Serve Category for the Cleveland Public Library's historic South Branch  
2019 IIDA Award for Best in Public / Civic Interior Design for the Cuyahoga County Public Library's new Orange Branch  
2019 AIA Cleveland Achievement of Excellence Award for the Toledo Lucas County Public Library's new King Road Branch  
2019 AIA Cleveland / Restoration Society Award for Preservation of a Community Landmark for Cleveland Public Library's historic South Branch

**§ 1.12** Describe your firm's professional and civic involvement.

American Library Association – CORE Committee Member (Architecture for Public Libraries Committee)  
American Library Association – CORE Committee Member (AIA/ALA Library Building Awards Committee)  
American Institute of Architects  
International Code Council  
International Interior Design Association  
Medical Library Association  
Association of College & Research Libraries  
Society for College & University Planning  
Ohio Library Council  
National Council of Architectural Registration Boards  
National Council of Interior Design Qualification  
Urban Libraries Council  
City of Shaker Heights Board of Architectural Review  
Village of Moreland Hills Planning Commission

**§ 1.13** Indicate whether your firm is certified as a governmentally recognized special business class, such as a minority business enterprise, woman business enterprise, service-disabled veteran owned small business, or a small disadvantaged business. For each, identify the certifying authority and indicate jurisdictions to which such certification applies.

City of Cleveland / Small Business

**§ 1.14** Does your firm currently carry professional liability insurance?

*(Insert yes or no.)*

Yes

**§ 1.15** Are there any pending or outstanding judgments, arbitration proceedings, or lawsuits against your firm, its parent, or a subsidiary, affiliate, or other entity having common ownership or management, in which the amount in dispute is more than \$75,000?

*(If the answer is yes, provide an explanation.)*

No

**§ 1.16** In the last five years, has your firm, its parent, or a subsidiary, affiliate, or other entity having common ownership or management; (1) failed to complete services awarded to it; (2) been terminated for any reason except for an owner's convenience; (3) had any judgments, settlements, or awards against it pertaining to professional services resulting in payment of sums in excess of \$75,000 or (4) filed any lawsuits or requested arbitration regarding a construction project or design services, (5) been convicted of, or indicted for, a business-related crime, or (6) had any business or professional license subjected to disciplinary action that resulted in a suspension or revocation of a license?

*(If the answer to any of the above is yes, provide an explanation.)*

No

## **§ 2 CAPABILITIES**

**§ 2.1** Identify design services that your firm is capable of providing, such as programming; interior design; furniture, furnishings, and equipment design and selection; master planning; regional or urban planning; or historic preservation.

### **Library Programming & Planning**

Library Visioning, Needs Assessments, Feasibility Studies, Building Programs, Master Planning

### **Campaign / Fundraising Support**

Pre - Bond Planning, Analysis of Options for Campaigns / Fundraising, Grant Procurement Support, Private Fundraising Support

### **Community & Stakeholder Outreach / Visioning**

In-person and online input gathering methods, Hands-on workshops, educational input gathering sessions, Custom surveys, Interviews, Focus groups, Summaries, Local Government Presentations

### **Presentation Materials**

Interior / Exterior Illustrated Renderings, Computer Generated Renderings / Models, Physical Models, Brochures, Presentation Boards, Graphic Design Services

### **Architectural Services**

Site Analysis / Test Fits, Building Assessments, Maintenance Plans, Concept Design, Schematic Design, Design Development, Construction Documents, Bidding / Negotiation, Cost Estimating, Specifications, Construction Administration, Project Close-out, New Construction, Expansion & Renovation, Historic Restoration, Interior Reconfiguration & Updates, Building Demolition

### **Interior Design Services**

Interior Design materials selection for finishes, furniture, and equipment, Custom Cabinetry & Displays, Bidding / Negotiation for Interiors, Signage Design, Environmental Graphics, Project Close-out

### **Sustainable Design Services**

Development of Sustainable Strategies for LEED Certification  
Completing the LEED Certification process

**§ 2.2** Identify other design disciplines that your firm is capable of providing, such as structural engineering, mechanical engineering, electrical engineering, landscape architecture, facility management, or commissioning.

N/A

**§ 2.3** Describe your firm's experience with sustainable design, including areas of expertise and certifications achieved on past projects.

Maury Loontjens Memorial Library

Town of Narragansett (RI)

18,225 SF adaptive reuse + 3,316 SF addition



Designed to achieve LEED Certification

Barack Obama Main Library

St. Petersburg Library System (FL)

43,175 SF renovation

LEED Gold Certification is being pursued

West Perry Branch

The Indianapolis Public Library (IN)

22,800 SF new construction

LEED Silver Certification is being pursued

Bay Village Branch

Cuyahoga County Public Library (OH)

17,000 SF new construction

LEED Certification is being pursued

Middleburg Heights Branch

Cuyahoga County Public Library (OH)

16,000 SF new construction

LEED Silver Certified

Raleigh Court Branch

Roanoke Public Libraries (VA)

11,550 SF expansion & renovation

Designed to achieve LEED Certification

Vinton Library

Roanoke County Public Library (VA)

20,000 SF new construction

LEED Certified

Orange Branch

Cuyahoga County Public Library (OH)

15,000 SF new construction

Designed to achieve LEED Certification

East Roswell Branch

Atlanta - Fulton Public Library (GA)

15,200 SF new construction

LEED Gold Certified

Southeast Davidson Branch

Nashville Public Library (TN)

25,000 SF adaptive re-use

LEED Gold Certified

Parma-Snow Branch

Cuyahoga County Public Library (OH)

30,000 SF expansion & renovation

LEED Certified

Glenvar Library

Roanoke County Public Library (VA)

15,250 SF new construction

LEED Silver Certified

Warrensville Heights Branch

Cuyahoga County Public Library (OH)

25,000 SF new construction

LEED Silver Certified

Pickaway County District Public Library (OH)

37,200 SF expansion & renovation / adaptive re-use

LEED Certified - Commercial Interiors

**§ 2.4** Does your firm use building information modeling (BIM)? If so, describe how your firm uses BIM and identify BIM software that your firm regularly uses.

HBM's approach to technology and architectural modeling utilizes Autodesk's Revit software to develop a comprehensive building model that can be shared with our engineering team as a single file. The ability to design and make changes in this format has streamlined our workflow and created an effective platform for collaborating with our consultants and our clients. Revit also gives us the ability to create accurate three-dimensional renderings of the exterior, interior, and building systems in addition to fly-by animations of the overall design. These renderings are a useful tool for both constructability review and project visualization with our clients during charrette sessions to generate ideas, and when finalized, the imagery helps build excitement and community support for library projects **We have successfully used BIM software for more than 50 library projects.** BIM software is also helpful for sun studies and identifying shading strategies to mitigate solar heat gain throughout the year.

**§ 2.5** List other software programs, in addition to those identified in Section 2.4 that your firm uses in the design process.

Revit,  
Enscape,  
Lumion  
Twin Motion  
AutoCad  
Adobe Creative Suite (Photoshop, Illustrator, InDesign, etc.)  
Miro Board  
Sketch Up  
Microsoft Office (Word, Excel, PowerPoint, etc.)

**§ 2.6** Briefly describe your firm's approach to quality management.

Design and constructability reviews are part of our Quality Management process. This thorough method of maintaining the integrity of the design vision, documents, budget, and schedule begins with the leadership of our Principal in Charge, Peter Bolek. Each team member has assigned areas of responsibility throughout the life of the project. The Project Manager will regularly review work and direct the team's efforts. By comparing documents to the more than 700 libraries designed by HBM Architects, the project manager has the ability to take lessons that have been learned during the design and construction process and apply them to your project. This process, which is based on the firm's depth of experience in library planning and design ensures that all potential design and technical issues are reviewed and resolved prior to the bidding and construction phase.

Prior to the close of the Construction Document production phase, a senior HBM team member who has more than 30 years of experience specializing in constructability and not associated with your project, will review the documents. This step in the quality control process ensures that your project will be scrutinized by a highly experienced architect with a fresh perspective. Drawings and designs will be analyzed for their ability to be constructed, ensure maintainability, and for overall drawing accuracy. This intensive review process will make certain that each design and program related requirement is included and buildings are both constructible and durable. Additionally, these attributes enable us to maintain project schedules and budgets during construction.

**§ 2.7 Identify additional accreditations, services, skills, or personnel that you believe differentiate your firm.**

Please refer to the other sections of this RFQ response for a comprehensive description of our accreditations, services, skills, and the depth of experience of our personnel. These are all differentiators that further describe our reputation as a nationally-recognized firm that specializes in library planning and design.

**§ 3 PROJECT DESIGN TEAM**

**§ 3.1 List design disciplines your firm will provide for the Project using its own employees.**

Architectural Design  
Interior Design / Comprehensive FF&E Services  
Library Planning / Programming  
Sustainable Design Management and Certification

**§ 3.2 List design disciplines your firm will provide for the Project using consultants.**

Structural Engineering / C2AE  
MEP Engineering / C2AE  
Civil Engineering / C2AE  
Landscape Architecture / C2AE  
Cost Estimating / DCM  
Technology Design / NV5

**§ 4 PROJECT PERSONNEL**

**§ 4.1 Identify the licensed professional and registration number under which architectural services will be performed on the Project.**

Peter J. Bolek, AIA, NCARB, President & Director of Design – Michigan Registration #  
1301051537

James C. Shook, RA, NCARB, LEED AP BD+C, Principal & Project Manager – Ohio Registration #914827

**§ 4.2 List key personnel from your firm who will be meaningfully involved in providing professional services on this Project. Include each person's position on the Project team, office location, proposed role, and experience on similar projects.**

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User Notes:

(2000906819)

Peter Bolek, AIA, NCARB, President & Director of Design  
James Shook, RA, NCARB, LEED AP BD+C, Principal & Project Manager (main point of contact)  
Emily Dallmeyer, AIA, NCARB  
Lou Trostel, RA, Project Architect  
Jennifer Dort, RA, NCARB, Project Architect  
Stephanie Shook, IIDA, NCIDQ, Associate & Director of Interior Design  
Brooke Breiner, NCIDQ, LEED AP ID+C, Associate & Interior Designer  
Katie Gaukin, NCIDQ, Associate & Interior Designer  
Mackenzie Marinelli, Interior Designer  
Renee Downing, LEED AP, Associate & Library Planner

Please Refer to Section C – Qualifications of Project Team

## § 5 REFERENCES

§ 5.1 Identify three client references:

*(Insert name, organization, project name(s), and contact information.)*

Please Refer to Section B – Positive References for the Firm

§ 5.2 Identify three contractor references:

*(Insert name, organization, project name(s), and contact information.)*

Please Refer to Section B – Positive References for the Firm

## § 6 REPRESENTATIVE PROJECTS

List five of your firm's projects below, either completed or in progress, that are representative of your firm's experience and capabilities. If a Project is identified on page 1, include representative projects that are relevant to the Project. You may attach materials, such as photographs or renderings, to supplement the information provided below.

Please Refer to Section A – Experience & Knowledge of Libraries and Design

### Representative Project #1

Project Name:

Owner:

Brief Description:

Project Delivery Method:

Size:

Construction Cost:

Completion Date:

Contractor/Construction Manager:

### Representative Project #2

Project Name:

Owner:

Brief Description:

Project Delivery Method:

Size:

Construction Cost:

Completion Date:

Contractor/Construction Manager:

**Representative Project #3**

Project Name:

Owner:

Brief Description:

Project Delivery Method:

Size:

Construction Cost:

Completion Date:

Contractor/Construction Manager:

**Representative Project #4**

Project Name:

Owner:

Brief Description:

Project Delivery Method:

Size:

Construction Cost:

Completion Date:

Contractor/Construction Manager:

**Representative Project #5**

Project Name:

Owner:

Brief Description:

Project Delivery Method:

Size:

Construction Cost:

Completion Date:

Contractor/Construction Manager:

**§ 7 ATTACHED DOCUMENTS AND ADDITIONAL INFORMATION**

*(If attachments are provided, list them here.)*

Cover Letter

Section A – Experience & Knowledge of Libraries and Design

Section B – Positive References for the Firm

Section C – Qualifications of Project Team

Section D – Work Plan & Approach

Section E – Vendor Questionnaire

Section F – Pricing Proposal

Section G – Schematic Design Package

Section H – Forms & Addenda

**ARCHITECT'S REPRESENTATION**

I hereby represent that, to the best of my knowledge, the information provided in this Architect's Qualification Statement is true and accurate as of the date below.



\_\_\_\_\_  
**Signature**

December 19, 2024

\_\_\_\_\_  
**Date**

Peter J. Bolek, AIA, NCARB President

\_\_\_\_\_  
**Printed Name and Title**

# **Additions and Deletions Report for AIA® Document B305® – 2021**

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 09:50:51 ET on 12/17/2024.

## **PAGE 1**

Troy Public Library  
510 W Big Beaver Road, Troy, MI 48084

...

Request for Proposal: Architectural Services – Troy Library Building

...

HBM Architects, LLC

...

1382 West 9<sup>th</sup> Street, Suite 300, Cleveland, Ohio 44113

...

1382 West 9<sup>th</sup> Street, Suite 300, Cleveland, Ohio 44113

...

Peter Bolek, AIA, NCARB, President & Director of Design / 216.241.1100 x112 / pbolek@HBMarchitects.com  
James Shook, RA, NCARB, LEED AP B+C, Principal / 216.241.1100 x121 / jshook@HBMarchitects.com  
Kevin Kennedy, RA, NCARB, LEED AP, Principal / 216.241.1100 x130 / kkennedy@HBMarchitects.com

...

www.HBMarchitects.com

## **PAGE 2**

HBM is a nationally recognized architectural firm focused on library planning and design throughout the country. Our growth nationwide and history of success with libraries is built on our collaborative approach to design and community involvement. We have worked with more than 700 libraries since the firm was established in 1976. We explore and help shape library trends as a result of our involvement with libraries across the country. We are known for a broad range of design solutions and architectural styles because we create buildings that resonate with the unique character of each community.

...

Limited Liability Corporation  
Peter Bolek, AIA, NCARB, President

James Shook, RA, NCARB, LEED AP BD+C, Principal  
Kevin Kennedy, RA, NCARB, LEED AP, Principal

...

48 years

...

23 people

...

N/A

...

9 full-time registered architects

...

N/A

**PAGE 3**

2024 American Library Association / IIDA Award for buildings 30,000 SF and under for Indianapolis Public Library's West Perry Branch

2024 AIA Ohio Honor Award for Indianapolis Public Library's West Perry Branch

2024 Region 5 ASHRAE Technology Award for Indianapolis Public Library's West Perry Branch

2023 ENCR Green Building of the Year - LEED BD+C Award for Indianapolis Public Library's West Perry Branch

2023 AIA Cleveland Honor Award for Kanawha County Public Library's Main Library

2023 AIA West Virginia Honor Award for the Kanawha County Public Library's Main Library

2022 IIDA "Engage" Award for the Indianapolis Public Library's new West Perry Branch

2022 AIA Indiana Honor Award for the Indianapolis Public Library's new West Perry Branch

2021 AIA Cleveland Design Award for the Indianapolis Public Library's new West Perry Branch

2021 IIDA Award for Best in the Serve Category for the Cleveland Public Library's historic South Branch

2019 IIDA Award for Best in Public / Civic Interior Design for the Cuyahoga County Public Library's new Orange Branch

2019 AIA Cleveland Achievement of Excellence Award for the Toledo Lucas County Public Library's new King Road Branch

2019 AIA Cleveland / Restoration Society Award for Preservation of a Community Landmark for Cleveland Public Library's historic South Branch

...

American Library Association – CORE Committee Member (Architecture for Public Libraries Committee)

American Library Association – CORE Committee Member (AIA/ALA Library Building Awards Committee)

American Institute of Architects

International Code Council

International Interior Design Association

Medical Library Association

Association of College & Research Libraries

Society for College & University Planning

Ohio Library Council

National Council of Architectural Registration Boards

National Council of Interior Design Qualification

Urban Libraries Council

City of Shaker Heights Board of Architectural Review

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User Notes:

(2000906819)



Village of Moreland Hills Planning Commission

...

City of Cleveland / Small Business

...

Yes  
**PAGE 4**

No

...

No

...

Library Programming & Planning

Library Visioning, Needs Assessments, Feasibility Studies, Building Programs, Master Planning

Campaign / Fundraising Support

Pre - Bond Planning, Analysis of Options for Campaigns / Fundraising, Grant Procurement Support, Private Fundraising Support

Community & Stakeholder Outreach / Visioning

In-person and online input gathering methods, Hands-on workshops, educational input gathering sessions, Custom surveys, Interviews, Focus groups, Summaries, Local Government Presentations

Presentation Materials

Interior / Exterior Illustrated Renderings, Computer Generated Renderings / Models, Physical Models, Brochures, Presentation Boards, Graphic Design Services

Architectural Services

Site Analysis / Test Fits, Building Assessments, Maintenance Plans, Concept Design, Schematic Design, Design Development, Construction Documents, Bidding / Negotiation, Cost Estimating, Specifications, Construction Administration, Project Close-out, New Construction, Expansion & Renovation, Historic Restoration, Interior Reconfiguration & Updates, Building Demolition

Interior Design Services

Interior Design materials selection for finishes, furniture, and equipment, Custom Cabinetry & Displays, Bidding / Negotiation for Interiors, Signage Design, Environmental Graphics, Project Close-out

Sustainable Design Services

Development of Sustainable Strategies for LEED Certification  
Completing the LEED Certification process

...

N/A

...

Maury Loontjens Memorial Library

Town of Narragansett (RI)

18,225 SF adaptive reuse + 3,316 SF addition

Designed to achieve LEED Certification

Barack Obama Main Library

St. Petersburg Library System (FL)

43,175 SF renovation

LEED Gold Certification is being pursued

West Perry Branch

The Indianapolis Public Library (IN)

22,800 SF new construction

LEED Silver Certification is being pursued

Bay Village Branch

Cuyahoga County Public Library (OH)

17,000 SF new construction

LEED Certification is being pursued

Middleburg Heights Branch

Cuyahoga County Public Library (OH)

16,000 SF new construction

LEED Silver Certified

Raleigh Court Branch

Roanoke Public Libraries (VA)

11,550 SF expansion & renovation

Designed to achieve LEED Certification

Vinton Library

Roanoke County Public Library (VA)

20,000 SF new construction

LEED Certified

Orange Branch

Cuyahoga County Public Library (OH)

15,000 SF new construction

Designed to achieve LEED Certification

East Roswell Branch

Atlanta - Fulton Public Library (GA)

15,200 SF new construction

LEED Gold Certified

Southeast Davidson Branch

Nashville Public Library (TN)

25,000 SF adaptive re-use

LEED Gold Certified

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User Notes:

(2000906819)

Parma-Snow Branch  
Cuyahoga County Public Library (OH)  
30,000 SF expansion & renovation  
LEED Certified

Glenvar Library  
Roanoke County Public Library (VA)  
15,250 SF new construction  
LEED Silver Certified

Warrensville Heights Branch  
Cuyahoga County Public Library (OH)  
25,000 SF new construction  
LEED Silver Certified

Pickaway County District Public Library (OH)  
37,200 SF expansion & renovation / adaptive re-use  
LEED Certified - Commercial Interiors  
**PAGE 6**

HBM's approach to technology and architectural modeling utilizes Autodesk's Revit software to develop a comprehensive building model that can be shared with our engineering team as a single file. The ability to design and make changes in this format has streamlined our workflow and created an effective platform for collaborating with our consultants and our clients. Revit also gives us the ability to create accurate three-dimensional renderings of the exterior, interior, and building systems in addition to fly-by animations of the overall design. These renderings are a useful tool for both constructability review and project visualization with our clients during charrette sessions to generate ideas, and when finalized, the imagery helps build excitement and community support for library projects We have successfully used BIM software for more than 50 library projects. BIM software is also helpful for sun studies and identifying shading strategies to mitigate solar heat gain throughout the year.

...

Revit  
Enscape  
Lumion  
Twin Motion  
AutoCad  
Adobe Creative Suite (Photoshop, Illustrator, InDesign, etc.)  
Miro Board  
Sketch Up  
Microsoft Office (Word, Excel, PowerPoint, etc.)  
**PAGE 7**

Design and constructability reviews are part of our Quality Management process. This thorough method of maintaining the integrity of the design vision, documents, budget, and schedule begins with the leadership of our Principal in Charge, Peter Bolek. Each team member has assigned areas of responsibility throughout the life of the project. The Project Manager will regularly review work and direct the team's efforts. By comparing documents to the more than 700 libraries designed by HBM Architects, the project manager has the ability to take lessons that have been

learned during the design and construction process and apply them to your project. This process, which is based on the firm's depth of experience in library planning and design ensures that all potential design and technical issues are reviewed and resolved prior to the bidding and construction phase.

Prior to the close of the Construction Document production phase, a senior HBM team member who has more than 30 years of experience specializing in constructability and not associated with your project, will review the documents. This step in the quality control process ensures that your project will be scrutinized by a highly experienced architect with a fresh perspective. Drawings and designs will be analyzed for their ability to be constructed, ensure maintainability, and for overall drawing accuracy. This intensive review process will make certain that each design and program related requirement is included and buildings are both constructible and durable. Additionally, these attributes enable us to maintain project schedules and budgets during construction.

...

Please refer to the other sections of this RFQ response for a comprehensive description of our accreditations, services, skills, and the depth of experience of our personnel. These are all differentiators that further describe our reputation as a nationally-recognized firm that specializes in library planning and design.

...

Architectural Design  
Interior Design / Comprehensive FF&E Services  
Library Planning / Programming  
Sustainable Design Management and Certification

...

Structural Engineering / C2AE  
MEP Engineering / C2AE  
Civil Engineering / C2AE  
Landscape Architecture / C2AE  
Cost Estimating / DCM  
Technology Design / NV5

...

Peter J. Bolek, AIA, NCARB, President & Director of Design – Michigan Registration # 1301051537

James C. Shook, RA, NCARB, LEED AP BD+C, Principal & Project Manager – Ohio Registration #914827

**PAGE 8**

Peter Bolek, AIA, NCARB, President & Director of Design  
James Shook, RA, NCARB, LEED AP BD+C, Principal & Project Manager (main point of contact)  
Emily Dallmeyer, AIA, NCARB  
Lou Trostel, RA, Project Architect  
Jennifer Dort, RA, NCARB, Project Architect  
Stephanie Shook, IIDA, NCIDQ, Associate & Director of Interior Design  
Brooke Breiner, NCIDQ, LEED AP ID+C, Associate & Interior Designer  
Katie Gaukin, NCIDQ, Associate & Interior Designer  
Mackenzie Marinelli, Interior Designer  
Renee Downing, LEED AP, Associate & Library Planner

Please Refer to Section C – Qualifications of Project Team

...

Please Refer to Section B – Positive References for the Firm

...

Please Refer to Section B – Positive References for the Firm

...

Please Refer to Section A – Experience & Knowledge of Libraries and Design

**PAGE 10**

Cover Letter

Section A – Experience & Knowledge of Libraries and Design

Section B – Positive References for the Firm

Section C – Qualifications of Project Team

Section D – Work Plan & Approach

Section E – Vendor Questionnaire

Section F – Pricing Proposal

Section G – Schematic Design Package

Section H – Forms & Addenda

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December 19, 2024

...

Peter J. Bolek, AIA, NCARB President



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/27/2024

**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).**

<b>PRODUCER</b>  DesignPro Insurance Group 5991 Chandler Court, Suite A Westerville OH 43082	<b>CONTACT NAME:</b> Tracey Heise <b>PHONE (A/C, No, Ext):</b> (614) 426-9043 <b>FAX (A/C, No):</b> (614) 794-4961 <b>E-MAIL ADDRESS:</b> tracey.designproins@wichert.com
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>	<b>INSURER A :</b> Sentinel Insurance Co Ltd
HBM Architects, LLC 1382 W. 9th Street #300 Cleveland OH 44113	<b>INSURER B :</b> Arch Insurance Co. <b>INSURER C :</b> <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>
	<b>NAIC #</b> 11000 11150

**COVERAGES**      **CERTIFICATE NUMBER:** CL2462760416      **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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			33SBAAF1257	06/25/2024	06/25/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input 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			33SBAAF1257	06/25/2024	06/25/2025	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"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			33SBAAF1257	06/25/2024	06/25/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	33SBAAF1257	06/25/2024	06/25/2025	<input type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER    Ohio Stop Gap E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liability			PAAEP0149702	06/25/2024	06/25/2025	Each Claim \$2,000,000 Aggregate \$4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  For Proposal Purposes Only	<b>CANCELLATION</b>  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  
---	--



## INSURANCE REQUIREMENTS

Insurance requirements shall be in accordance with the attached **SAMPLE INSURANCE CERTIFICATE** and **ENDORSEMENT**. The required Insurance Certificate and Endorsement must be submitted to the city within 5 days of the verbal/ electronic request after the bid award. The Insurance Certificate and Endorsement may be faxed to the Purchasing Office at (248) 619-7608, and is the only bid document accepted in this format.

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to business in the State of Michigan and acceptable to the City of Troy. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and self-insured retentions (SIR's) are the responsibility of the Contractor.

- ( ) We can meet the specified insurance requirements.
- ( ) We cannot meet the specified insurance requirements.
- ( ) We do not carry the specified limits but can obtain the additional insurance coverage of \$ \_\_\_\_\_, at the cost of \$ \_\_\_\_\_.  
**NOTE:** Please note the amendments on a sample insurance certificate and attach it to your bid proposal.
- ( ) Our proposal is reduced by \$ \_\_\_\_\_ if we lower the requirement to \$ \_\_\_\_\_.  
**NOTE:** Please note the amendments on a sample insurance certificate and attach it to your bid proposal.

**IMPORTANT:** A Certificate of Insurance on an ACORD Form showing present coverage as well as the required endorsements SHALL be attached to the proposal document at the time of submission of the proposal to the Office of the City Clerk.

**NOTE:** Failure on the part of any bidder to contact his/her insurance carrier to verify that the insurance carried by the bidder meets City of Troy specifications may result in this proposal being completed incorrectly.

**OTHER:** Sole proprietors must execute a certificate of exemption from Worker's Compensation requirements or provide proof of Worker's Compensation Insurance. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan in accordance with all applicable statutes of the State of Michigan and acceptable to the City of Troy.

### **INSURANCE VERIFICATION:**

A bidder shall complete the above portion, which details additional costs that may be incurred for specified coverage without purchasing the additional coverage prior to bid submission.

**WORKERS' COMPENSATION INSURANCE,** including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

**COMMERCIAL GENERAL LIABILITY INSURANCE** on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

FIRM NAME: HBM Architects, LLC



Request for Proposal  
Architectural Services - Troy Library Building  
Insurance Requirements (*continued*)  
Page 12 of 23

**AUTOMOBILE LIABILITY**, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000.00 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

**ADDITIONAL INSURED:**

Commercial General Liability and Automobile Liability, as described in the attached SAMPLE shall include an Additional Insured Endorsement stating the following shall be ***Additional Insureds***: The City of Troy including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and council members, including employees and volunteers thereof. It is understood and agreed by naming the City of Troy as additional insured, coverage afforded is considered to be primary and any other insurance the City of Troy may have in effect shall be considered secondary and/or excess.

**CANCELLATION NOTICE:**

All policies, as described above, shall include an endorsement stating that it is understood and agreed that Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be mailed to:

City of Troy  
Purchasing Manager  
500 West Big Beaver  
Troy, MI 48084

**PROOF OF INSURANCE COVERAGE:**

The Contractor shall provide the City of Troy, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above all shall be furnished, if so requested.

If any of the applicable coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the City of Troy at least ten (10) days prior to the expiration date.

**LETTER VERIFICATION:**

The recommended bidder will be notified to submit a letter from the *insurance agent or carrier* that the insurance to be supplied will meet specifications. As an alternative, the recommended bidder may submit the certificate of insurance meeting specifications at this time at his/her option. ***The City must receive this letter or certificate within 5 business days after verbal / electronic notification has been delivered to the recommended bidder or the bidder will be considered non-responsive and the bid un-awardable.*** This process will occur before presentation of the award recommendation to the Troy City Council.

**FINAL INSURANCE CERTIFICATE SUBMISSION:**

After approval by Troy City Council, the City's Purchasing Manager will review the insurance certificates and endorsements to ensure all acceptable documents have been received and allow (5) business additional days after verbal / electronic notification to submit final insurance certificate(s) in accordance with specifications. The City of Troy reserves the right to WITHHOLD AND KEEP any bid surety for failure to comply. The company will be considered in default of contract and will be barred from doing business with the City of Troy for a minimum of three (3) years for failing to meet insurance requirements.

FIRM NAME: HBM Architects, LLC



# F

## Pricing Proposal





Request for Proposal  
 Architectural Services - Troy Library Building  
 Page 13 of 23

PROPOSAL PRICING

**ARCHITECTURAL/ENGINEERING SERVICES  
 TROY PUBLIC LIBRARY BUILDING SCHEMATIC and OPINION OF COST**

The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

Phase I Schematic Design and Opinion of Cost **Not to Exceed: \$** 280,000  
*Please see attached*

**SCHEDULE OF VALUES:**

A Schedule of Values of hourly rates for personnel that will be involved in the project and reimbursable expenses should be included below. These rates will be used to determine costs for any additional services required.

SERVICES /STAFF TITLE	HOURLY RATE
<i>Please see attached</i>	\$
	\$
	\$
	\$
	\$
	\$
<b>POTENTIAL ADDITIONAL SERVICES:</b>	
<i>Please see attached</i>	\$
	\$
	\$
	\$
	\$
<b>REIMBURSEABLES:</b>	
<i>Please see attached</i>	\$
	\$
	\$
	\$

Note: If more space is required, attach additional sheets if needed but use the format established above.

Please include prices for additional services such as any clerical charges, copy charges, etc. necessary if additional work results from a change to the Scope of Work. Services with a Minimum Charge Also Need to Be Noted As Such.

FIRM NAME: HBM Architects, LLC

## F / Pricing Proposal

### Phase I Schematic Design and Opinion of Probable Cost Fee:

In our experience with Public Library Clients who are seeking document design and development sufficient for securing funding for a project, a 25- 30% level Schematic Design (SD) effort would provide an appropriate level of planning. Therefore, our proposed not to exceed fee is based on a +/- 100,000 sf building and a 30% SD A&E fee. The A&E fee would include program validation, concept design (site, building and floor plans), Civil 30% SD drawings, Structural, Mechanical, Electrical and Plumbing design narratives and Opinions of Probable Cost.

### 2024 Regular Hourly Rates:

#### HBM

Principal	285.00 / hr
Associate	255.00 / hr
Project Manager	225.00 / hr
Project Architect	200.00 / hr
Interior Designer	195.00 / hr
Staff Architect	175.00 / hr
Staff Interior Designer	155.00 / hr
CADD Technician	105.00 / hr
Interns	95.00 / hr
Admin. Assist.	95.00 / hr

#### C2AE

Project Management	221.00 / hr
Business Development	221.00 / hr
Engineering	210.00 / hr
Architecture	196.00 / hr
Information Technology / GIS	189.00 / hr
Marketing & Communications	179.00 / hr
Landscape Architecture	173.00 / hr
Field Observation	164.00 / hr
Interior Design	154.00 / hr
Project Administration	137.00 / hr

Consultants @ cost x 1.15

- The foregoing rates include employee fringe benefits, computer time, overhead, other indirect costs, and profit.
- Rates are effective through December 31, 2025

### Potential Additional Services:

Additional Service fees would be established utilizing the above hourly rates. Potential Additional Services if needed could include Community Engagement, Multiple Design Solutions on the identified site, Additional Design Solutions on an alternate site, etc.

### Reimbursable Expenses:

A reimbursable budget of \$10,000 should be ear marked for travel, printing / plotting / delivery.

- Reimbursable expenses will be invoiced at cost plus 10% administrative fee.



Request for Proposal  
Architectural Services - Troy Library Building  
Page 14 of 23

## PROPOSAL TERMS AND CONDITIONS

**PRE-PROPOSAL MEETING: (Mandatory)** All bidders are requested to attend the **Pre-Proposal Meeting scheduled for Wednesday, December 4, 2024 at 2:00PM**. Prospective bidders may attend in person at the Troy Public Library, 510 W. Big Beaver Road, Troy, Michigan or virtually via Zoom. The meeting will be held to answer and clarify questions regarding bid specifications and RFP.

Mandatory Pre-Proposal Meeting: Wednesday December 4, 2023, 2:00PM

Zoom Meeting Link:

<https://us02web.zoom.us/j/81342152735?pwd=AYuWMiwBhpEegsfd2nWbbznd6XynNe.1>

Meeting ID: 813 4215 2735

Passcode: 437442

Find your local number: <https://us02web.zoom.us/j/81342152735?pwd=AYuWMiwBhpEegsfd2nWbbznd6XynNe.1>

### PROPOSAL SIGNATURES:

Each authorized representative of the Firm must sign the proposal with their usual signature and shall give their full business address. Proposals submitted by partnerships shall be signed with the partnership name by one of the members or by an authorized representative. Proposals by corporations shall be signed with the name of the corporation followed by the signature and designation of the President, Secretary, or other person authorized to bind it in the matter. Each signature represents binding commitment upon the Respondent to provide the services offered to the City if the Respondent is determined to be the most responsive and responsible Respondent.

### WITHDRAWAL:

Proposals may only be withdrawn by written notice prior to the date and time set for the opening of the Proposals. No Proposal may be withdrawn after the deadline for submission.

### NO RFP RESPONSE:

For those business who receive this RFP but who do not submit a response, it would help the City if you complete the Statement of No Bid Form.

### PROCUREMENT POLICY:

Procurement for the City will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality as determined to be in the best interest of the City. The Purchasing Manager has the vested authority to execute a contract, subject to Mayoral and/or Council approval where required.

### AIA DOCUMENT B305-2021:

( ) A completed Architect's Qualification Statement (AIA B305-2021) is attached.

### RETAIN PROPOSALS:

The City reserves the right to retain all proposals submitted and to use any ideas in the proposals regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed between the City of Troy and the consultant selected.

### LAWS:

All applicable State of Michigan and Federal laws, City and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the award throughout and incorporated herein by reference. The Firm will comply with all federal, state, or local laws, rules, ordinances, regulations, licenses and permits. The firm, including its employees and agents, shall be responsible for knowing the City of Troy policies concerning appropriate behavior of persons on City property and shall comply with all applicable policies.

FIRM NAME: HBM Architects, LLC



Request for Proposal  
Architectural Services - Troy Library Building  
Terms and Conditions (*continued*)  
Page 15 of 23

**PERMITS:**

All work performed shall meet City and State Code. If applicable, the contracted firm shall be responsible for submitting all plans for review to the City of Troy Building Department and/or Planning Commission, and securing all necessary approvals. The City will be responsible for all Building Department Fees.

**ADDITIONAL INFORMATION:**

For additional information/questions concerning this project, contact Emily Frontera, Purchasing Manager, at (248) 524-3375 or [e.frontera@troymi.gov](mailto:e.frontera@troymi.gov).

**CONTRACT AWARD:**

The evaluation and award of this proposal shall be a combination of factors including, but not limited to: the completion of all information requested and detailed in the RFP, evaluation of the fee proposals, professional competence, references that include evidence of schematic design completion of at least five (5) library build or renovation projects, understanding of the project, ability to meet deadlines, and the correlation of the proposal submitted to the needs of the City of Troy and all criteria selection factors considered to be in the best interest of the City of Troy. The intent of the award is to contract with one firm for this project.

The City of Troy reserves the right to award to the firm providing the best value proposal, in whatever manner is deemed to be in the City's best interest; to award the proposal which matches the City's needs; to reject a proposal which contains major deviations from specifications; to accept a proposal which has only minor deviations from specifications; or whatever is deemed to be in the City's best interest.

**ERRORS AND OMISSIONS:**

Proposers are not permitted to take advantage of any errors and omissions in the specifications since full instructions will be given should they be called to the attention of the Purchasing Office on or before the deadline specified in the Instructions to Bidders, item # 7 Pre-Proposal Information and Questions.

**DOWN PAYMENTS OR PRE-PAYMENTS:**

All proposals submitted with terms or any provisions in the proposal, which requires a down payment or pre-payment of any kind will not be considered for an award. The designated City Representative will make payment approval of all items upon acceptance of the work being invoiced.

**CONTRACT FORMS:**

Bidders should complete the Legal Status of Bidder, Non-Collusion Affidavit, Certification Regarding Debarment and the Certification Regarding "Iran Linked Business" and the Familial Disclosure forms and return with your bid proposal.

**INVOICING AND PAYMENT:**

The City of Troy reserves the right to select the invoicing option deemed to be in its best interest at the time of implementation of the contract. No additional costs will be incurred for the invoicing option selected. Detailed billing will be required which minimally includes the project name, service(s) provided, hours worked, cost per hour, and a detailed breakdown of additional allowable expenses.

Termination of service will be unacceptable for non-payment of a bill without the successful bidder contacting the designated City representative to resolve the problem. The City will have 45 days to resolve any billing problem from written notice to terminate services.

FIRM NAME: HBM Architects, LLC



Request for Proposal  
Architectural Services - Troy Library Building  
Terms and Conditions (continued)  
Page 16 of 23

**PURCHASE ORDER:**

After the Troy City Council has approved the award, the City of Troy Purchasing Department will issue an award letter to the successful proposer. The successful proposer once notified, will be required to sign the Contract Form. The purchase order issued in conjunction with the Contract Form from the City of Troy will create a bilateral Contract between the parties, and the successful bidder shall commit to perform the Contract in accordance with the Specifications and Scope of Work.

**COMPLETION DATE:** A work schedule shall be provided to the designated City Representative, and shall be approved prior to the start of the project.

**The project must be completed by May 30, 2025.**

( X ) Our Firm can meet the completion date

**PROGRESS PAYMENTS:**

Partial payments shall be made at the discretion of the designated City Representative. The City of Troy reserves the right to withhold payments until acceptance for that portion of work completed which is being invoiced.

**RIGHT TO REQUEST ADDITIONAL INFORMATION:**

The City reserves the right to request any additional information it deems necessary from any firm responding to this RFP after the documents have been received.

**QUALIFICATIONS OF BIDDERS:**

The bidder may be required before the award of any contract to show to the complete satisfaction of the City of Troy that it has the necessary facilities, abilities, and financial resources to provide the services specified herein. The bidder may also be required to give a past history in order to satisfy the City of Troy in regard to the bidder's qualifications. The City of Troy may make reasonable investigations deemed necessary and proper to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City of Troy all information for this purpose that may be requested.

**ASSIGNMENTS:**

The proposer agrees not to assign or transfer this service or any part thereof without the written consent of the City of Troy, acting through the Purchasing Manager or authorized representatives. Any unauthorized assignment may subject the proposer to immediate termination.

**TERMINATION OF AWARD:**

Should the proposer fail, neglect or refuse to perform his duties under the proposal, the City shall have the right to terminate award of the proposal upon seven (7) days written notice given to the proposer and his surety and to proceed to complete the work. The proposer shall pay any additional costs incurred by the City. The proposal shall provide that the City reserves the right to cancel award of the proposal at any time upon thirty (30) days prior written notice of its intent to terminate any award. The selected proposer shall provide the City at least ninety (90) days prior written notice of its intent to terminate any services, which will give the City time to find a new service provider. No service charge, handling fees or other penalties for cancellation will be assessed by either party.

FIRM NAME: HBM Architects, LLC



Request for Proposal  
Architect/Engineer Services - Troy Library Building  
Page 17 of 23

SIGNATURE PAGE

**PRICES**

Price quoted shall remain firm for 60 days or bid award, whichever comes first, except the successful bidder whose prices shall remain firm until successful completion of all specified requirements for this project.

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:** 

**NOTE:** The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this offer and is in receipt of all addendum as issued.

COMPANY HBM Architects, LLC

ADDRESS 1382 West 9th St., Suite 300 CITY Cleveland STATE OH ZIP 44113

TELEPHONE NUMBER (216) 241-1100 FAX NUMBER (216) 241-1101

REPRESENTATIVE'S NAME Peter J. Bolek, AIA, NCARB, President

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:**  (Print)

TERMS: \_\_\_\_\_ EMAIL: pbolek@HBMArchitects.com

COMPLETION: AS SPECIFIED IN SCOPE OF WORK

**EXCEPTIONS:**

Any exceptions, substitutions, deviations, etc. from City specifications and this proposal must be stated below. The reason(s) for the exception, substitution, and/or deviation are an integral part of this proposal offer: In general, we are in agreement with the terms included within your request for proposal but would request the opportunity to review this further once the scope of work is fully defined.

**ACKNOWLEDGEMENT:** I, Peter Bolek, certify that I have read the **Instructions to Bidders** (4 Pages) and that the proposal documents contained herein were obtained directly from the City's Purchasing Department or MITN Purchasing Group website, [www.bidnetdirect.com/city-of-troy-mi](http://www.bidnetdirect.com/city-of-troy-mi) and is an official copy of the Authorized Version.

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:** 

**IMPORTANT:** All City of Troy purchases require a **SAFETY DATA SHEET**, where applicable, in compliance with the MIOSHA "Right to Know" Law.

**NOTE:** The City of Troy, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

**U.S. FUNDS:** PRICES QUOTED SHALL BE IN U.S. CURRENCY.



G

Schematic Design  
Package

STARK COUNTY DISTRICT LIBRARY / Main Library



**This Schematic Design Package is  
for informational purposes only.**

**No transfer of ownership is being  
provided to the City of Troy or the  
Troy Public Library.**

# Example Schematic Design Package

## Williamsburg Public Library A New Main Library Williamsburg, Virginia



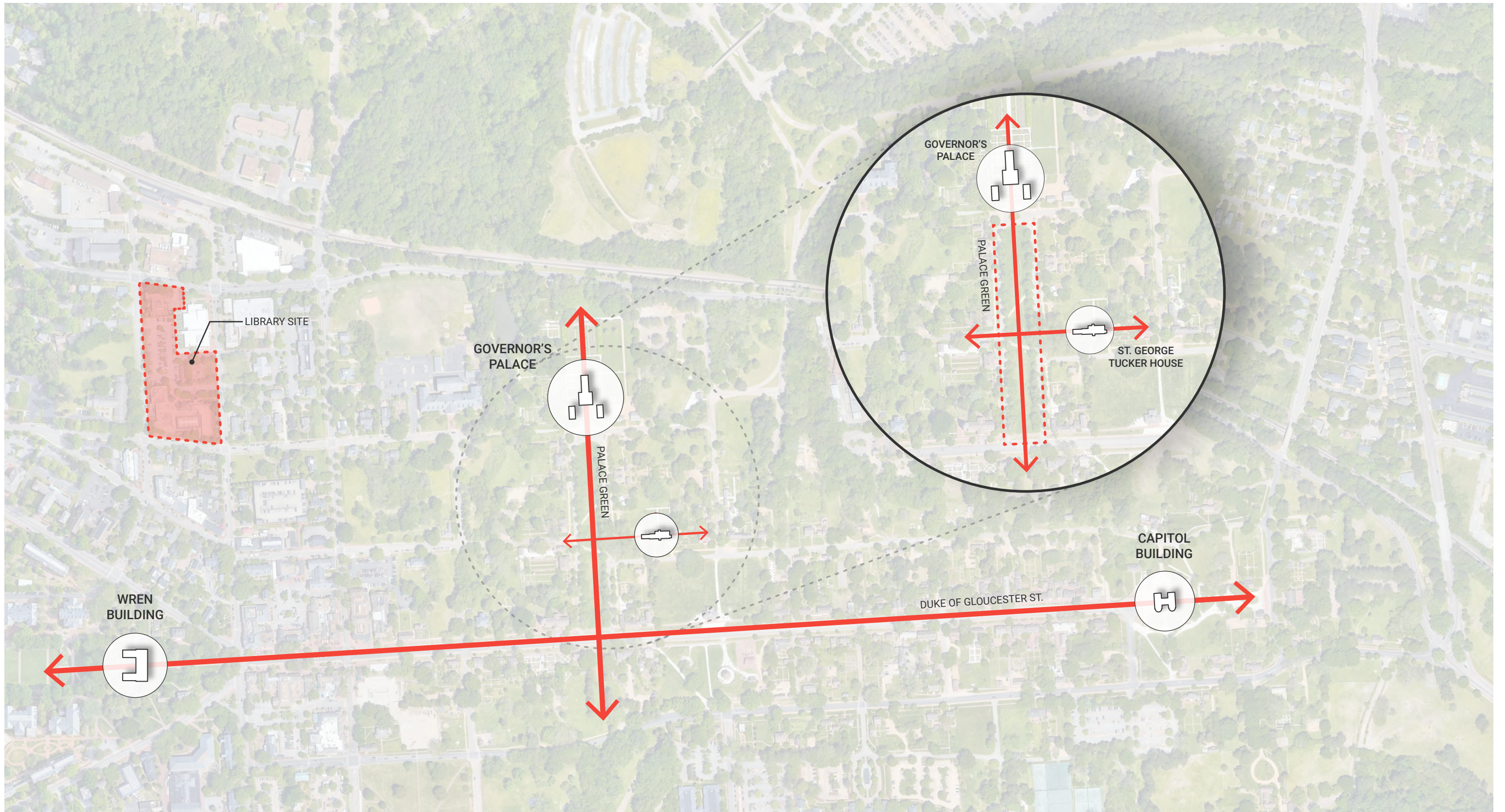
# 3.2A

## Project Design





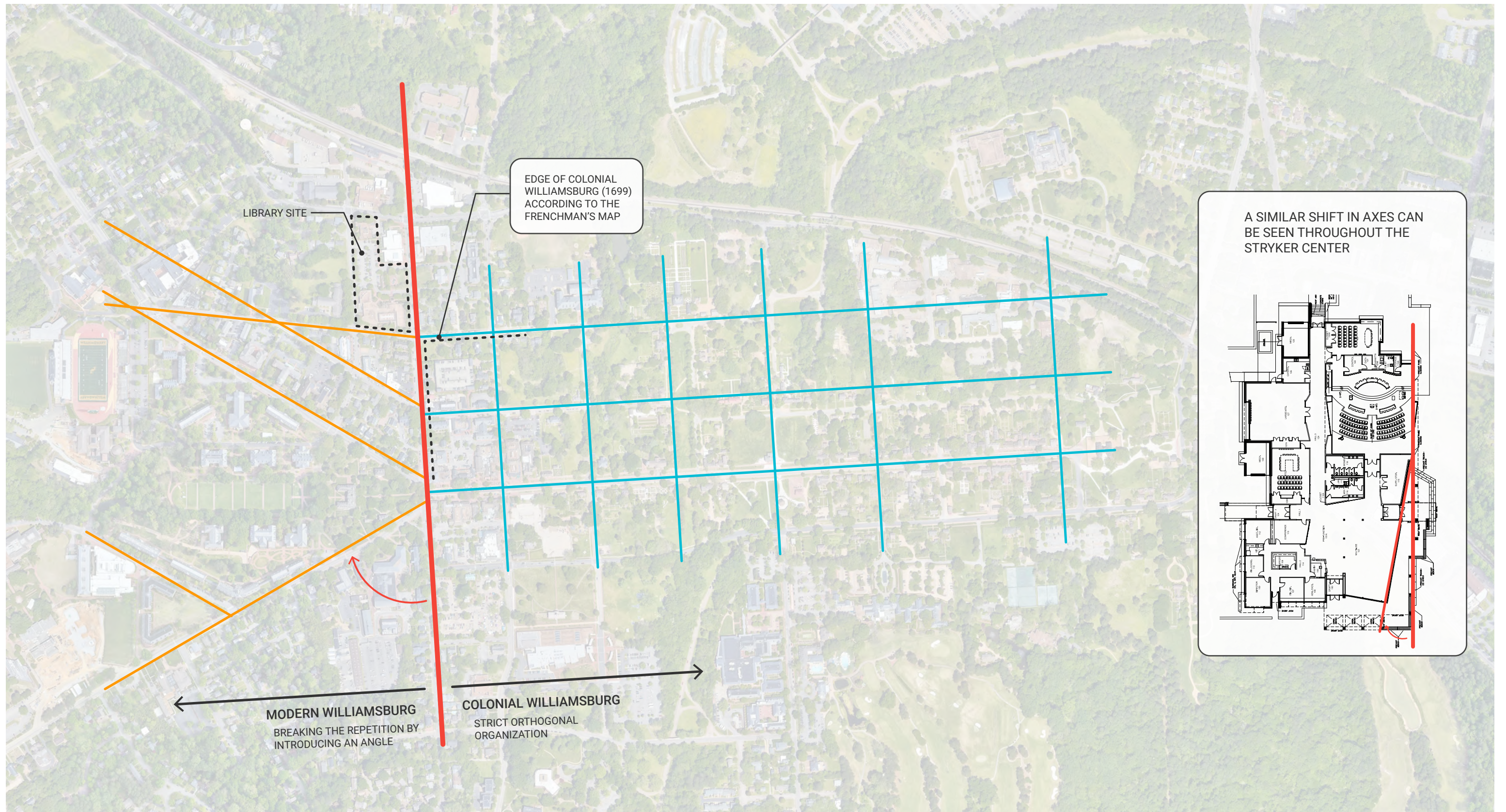
# DESIGN CONCEPT



AXIAL ORGANIZATION - CITY

# DESIGN ORIGINS

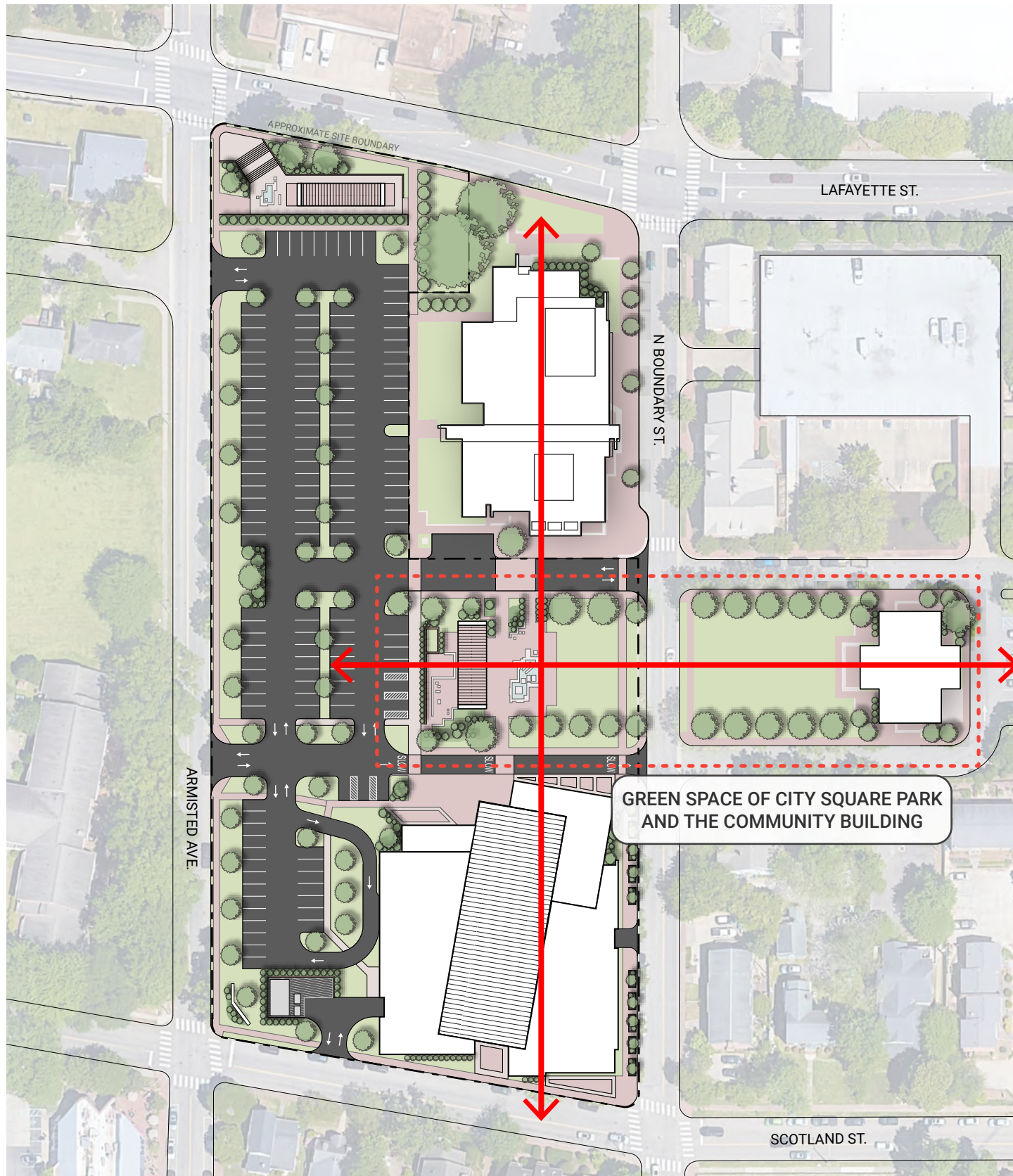
3.2 / Project Characteristics



SHIFTING GRID DIAGRAM

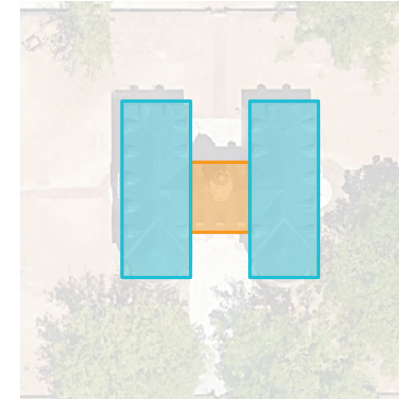
# DESIGN ORIGINS

3.2 / Project Characteristics

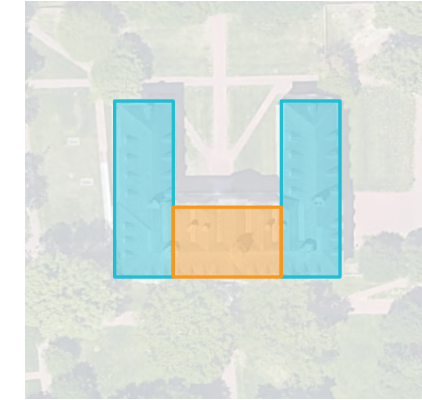


AXIAL ORGANIZATION - SITE

"H"-LAYOUT IN WILLIAMSBURG:

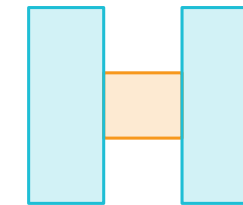


CAPITOL BUILDING

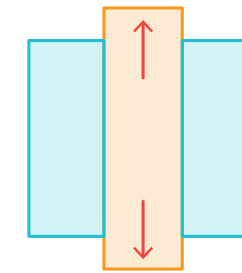


WREN BUILDING

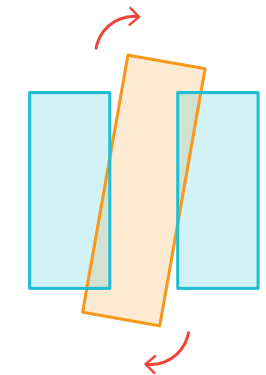
"H"-LAYOUT IN THE NEW LIBRARY DESIGN:



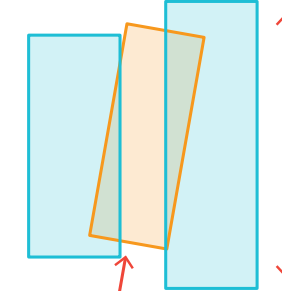
1. INITIAL "H" LAYOUT



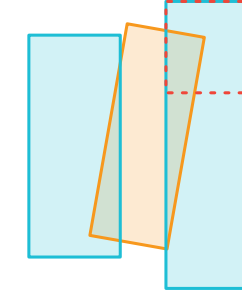
2. CONNECTOR EXPANDS TO CREATE A CENTRAL ATRIUM SPACE



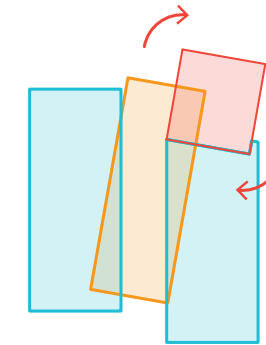
3. CONNECTOR ROTATES TO MATCH THE SHIFT ANGLE OF THE CITY AND IN STRYKER



4. FORMS SHIFT AND GROW TO ACCOMMODATE PROGRAM REQUIREMENTS

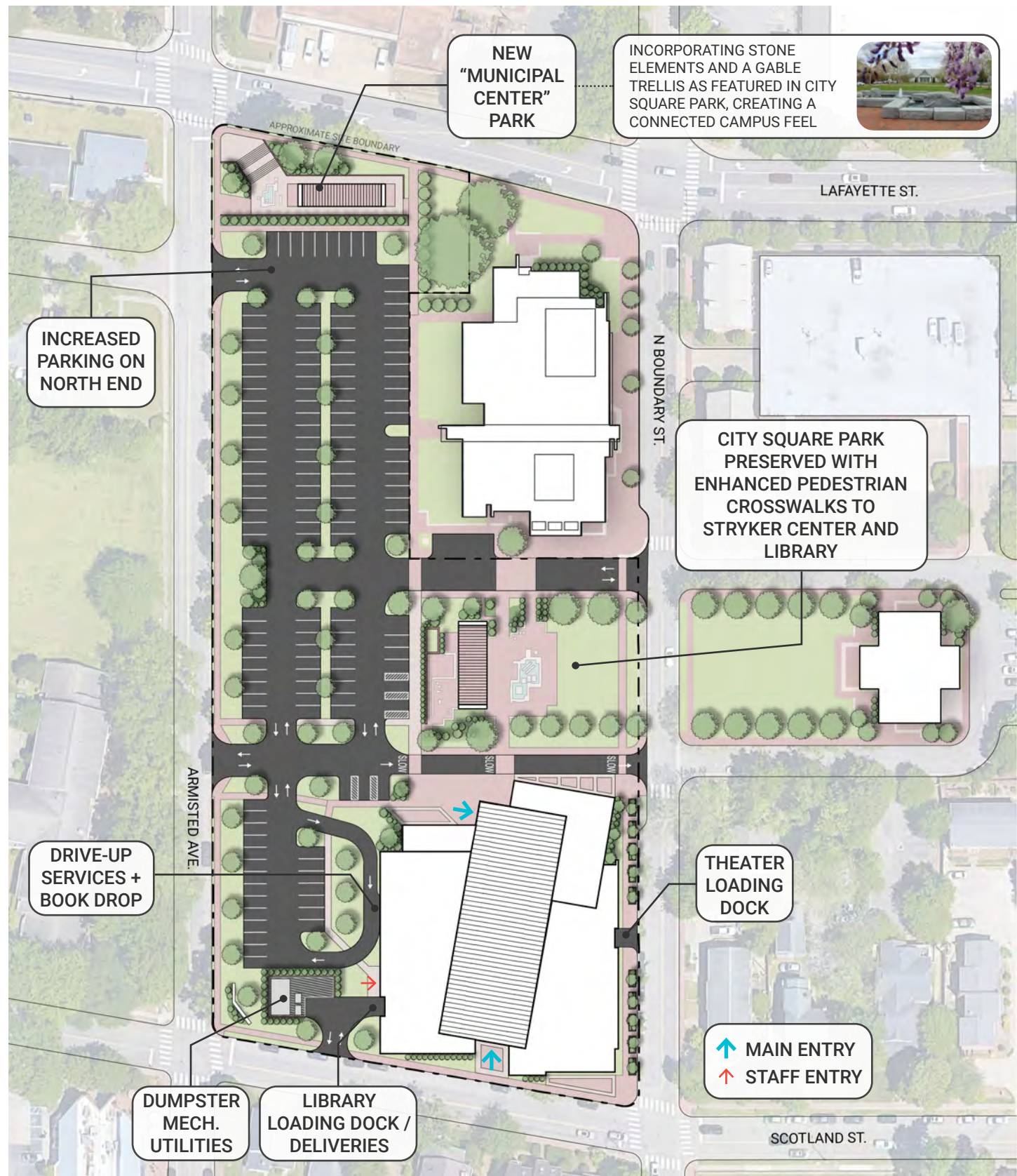


5. AN AREA IS IDENTIFIED FOR THE THEATER SPACE ON THE NORTHEAST CORNER, PROVIDING CONNECTIONS TO THE GREEN SPACE AND STRYKER CENTER



6. THE THEATER IS ROTATED TO MATCH THE GLASS ATRIUM

FORMAL DIAGRAM



SITE FEATURES



CIRCULATION CONSIDERATION

# SITE PLAN





## EXTERIOR RENDERING NORTH ENTRY



# EXTERIOR RENDERING NORTH ENTRY



## EXTERIOR RENDERING SOUTHEAST CORNER

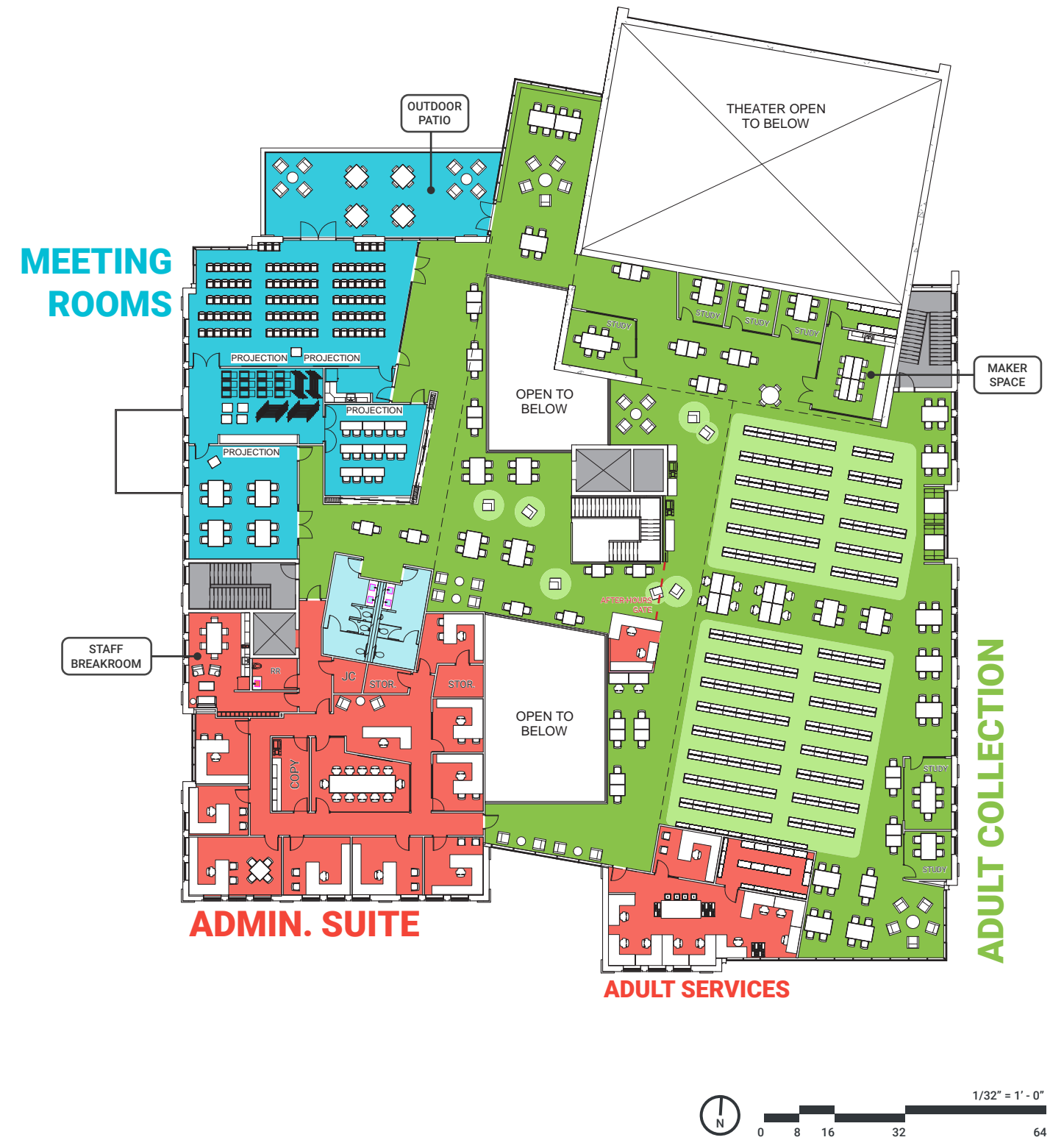
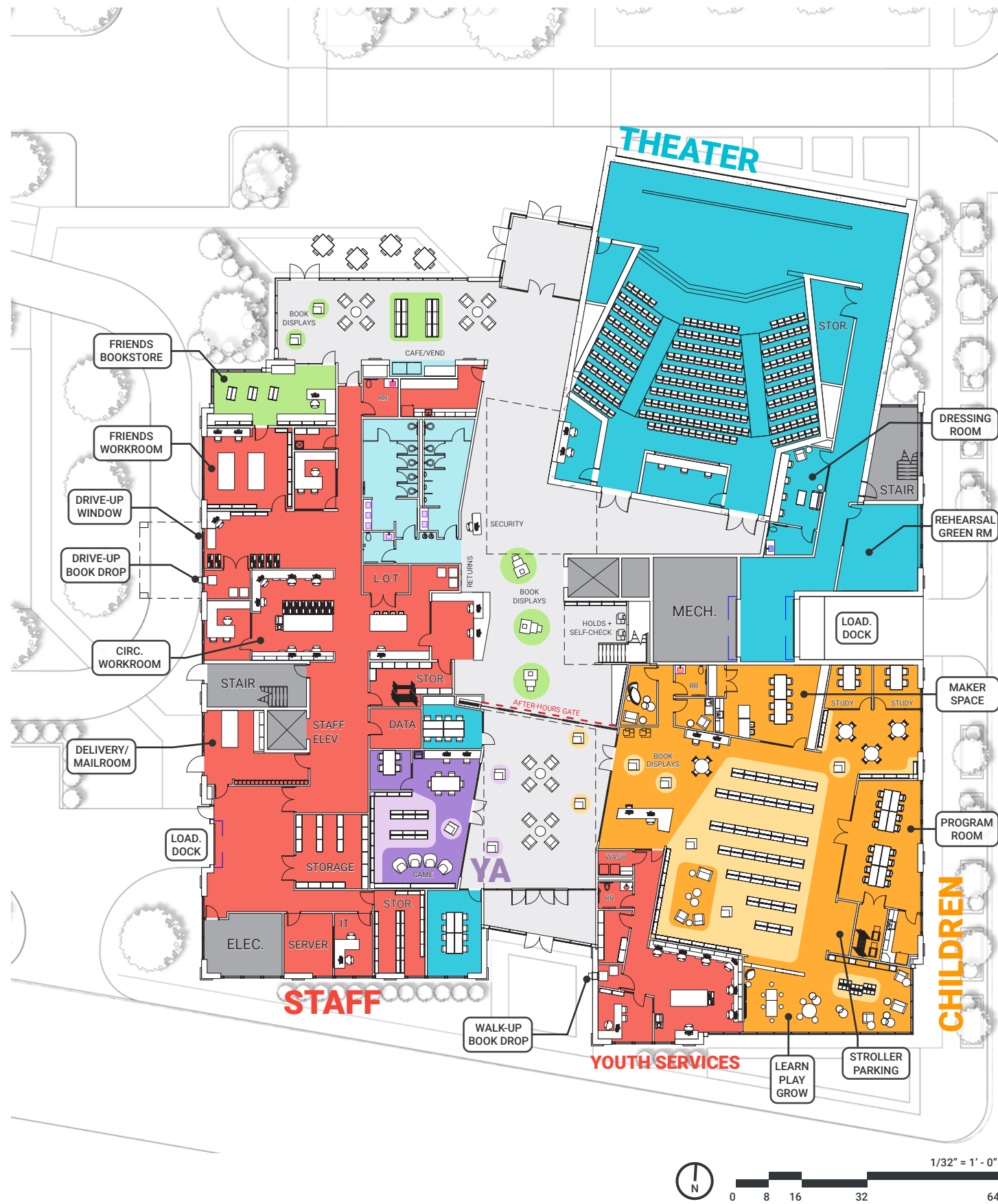
3.2 / Project Characteristics



# EXTERIOR RENDERING NORTHERN APPROACH



## EXTERIOR RENDERING ROOF TERRACE



# FLOOR PLAN LEVEL 1

# FLOOR PLAN LEVEL 2



## INTERIOR RENDERINGS NORTH LOBBY



## INTERIOR RENDERINGS THEATER ENTRY





## INTERIOR RENDERINGS SOUTH LOBBY



## INTERIOR RENDERINGS CHILDREN'S AREA

3.2 / Project Characteristics



## INTERIOR RENDERINGS CHILDREN'S AREA

3.2 / Project Characteristics

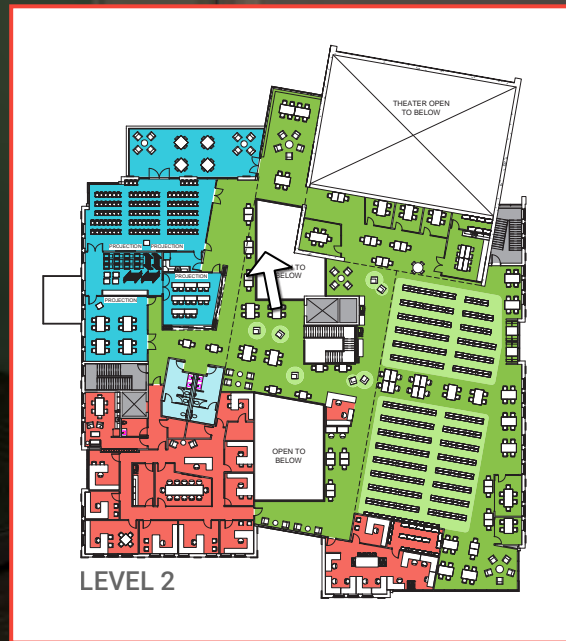


## INTERIOR RENDERINGS YOUNG ADULT AREA



## INTERIOR RENDERINGS ADULT COLLECTION

3.2 / Project Characteristics



## INTERIOR RENDERINGS MEETING ROOMS

3.2 / Project Characteristics

### 3.3 / Project Financing

#### 3.3.1 Provide a preliminary estimate and estimating methodology of the cost of the work by phase, segment, or both (e.g. design, construction, and operation).

SECTION	RANGE	
Division 01: General Requirements	\$ 1,475,775.60	\$ 1,553,448.00
Division 02: Existing Conditions	\$ 581,757.50	\$ 599,750.00
Division 03: Concrete	\$ 775,894.80	\$ 825,420.00
Division 04: Masonry	\$ 2,284,024.26	\$ 2,330,637.00
Division 05: Metals	\$ 4,837,152.00	\$ 5,038,700.00
Division 06: Wood, Plastics, and Composites	\$ 1,924,519.50	\$ 2,025,810.00
Division 07: Thermal and Moisture Protection	\$ 2,099,140.14	\$ 2,164,062.00
Division 08: Openings	\$ 3,177,873.98	\$ 3,380,717.00
Division 09: Finishes	\$ 2,790,253.28	\$ 3,032,884.00
Division 10: Specialties	\$ 213,114.72	\$ 217,464.00
Division 11: Equipment	\$ 49,752.27	\$ 51,291.00
Division 12: Furnishings	FF&E Separate Contract	
Division 14: Conveying Equipment	\$ 184,992.00	\$ 196,800.00
Division 21: Fire Suppression	\$ 329,074.20	\$ 335,790.00
Division 22: Plumbing	\$ 269,225.60	\$ 274,720.00
Division 23: Heating, Ventilating, and Air Conditioning (HVAC)	\$ 5,242,481.40	\$ 5,404,620.00
Division 26: Electrical	\$ 3,154,000.80	\$ 3,355,320.00
Division 27: Communications	\$ 542,430.00	\$ 553,500.00
Division 28: Electronic Safety and Security	\$ 313,404.00	\$ 319,800.00
Division 31: Earthwork	\$ 850,250.00	\$ 895,000.00
Division 32: Exterior Improvements	\$ 1,782,900.00	\$ 1,981,000.00
Division 33: Utilities	\$ 1,209,600.00	\$ 1,260,000.00

Architectural and Engineering Fees	\$ 3,333,582.00	\$ 3,500,349.00
Payment & Performance Bonds	\$ 179,727.00	\$ 188,718.00

<b>Total Estimated Budget</b>	<b>\$ 37,600,925.05</b>	<b>\$ 39,485,800.00</b>
Cost / SF (50,000 SF)	\$752.02	\$789.72



Tab 3.3 Price Breakdown - Rev. 1/4/2021

Solicitation No. 01-3201-21

## Tab 3.3 PRICE BREAKDOWN

Budget Schedule of Values	Original Option 1	1/4/2021	1/4/2021	1/4/2021	Comments
General Conditions	\$182,771.89	\$182,771.89	\$182,771.89	\$182,771.89	
Project Job Site Supervision	\$168,000.00	\$168,000.00	\$168,000.00	\$168,000.00	
Foreman / General Labor	\$66,000.00	\$66,000.00	\$66,000.00	\$66,000.00	
Relocation of Fire Department Allowance	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	
Hazmat Abatement	\$50,000.01	\$50,000.01	\$50,000.01	\$50,000.01	
Site Preconstruction (Engineering, Stakeout, Permits)	\$19,800.00	\$19,800.00	\$19,800.00	\$19,800.00	
Site Mobilization	\$4,428.00	\$4,428.00	\$4,428.00	\$4,428.00	
E&S Controls	\$29,121.47	\$29,121.47	\$29,121.47	\$29,121.47	
Demolition	\$155,088.00	\$155,088.00	\$155,088.00	\$155,088.00	
Earthwork	\$112,026.00	\$112,026.00	\$112,026.00	\$112,026.00	
Waterworks	\$27,369.00	\$27,369.00	\$27,369.00	\$27,369.00	
Sanitary	\$13,245.00	\$13,245.00	\$13,245.00	\$13,245.00	
Storm	\$28,796.00	\$28,796.00	\$28,796.00	\$28,796.00	
Fine Grading & Landscaping	\$76,654.00	\$76,654.00	\$76,654.00	\$76,654.00	
Site Concrete	\$283,980.00	\$283,980.00	\$283,980.00	\$283,980.00	
Asphalt Paving & Lot Striping	\$95,057.00	\$95,057.00	\$95,057.00	\$95,057.00	
Site Management	\$14,760.00	\$14,760.00	\$14,760.00	\$14,760.00	
Retaining Walls	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00	
Traffic Control/VDOT ROW work	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00	
Cast-in-place Concrete	\$314,241.90	\$314,241.90	\$314,241.90	\$314,241.90	
Precast Concrete	\$606,610.36	\$38,610.36	\$38,610.36	\$38,610.36	Current design has less precast, more brick
Masonry	\$389,488.92	\$589,488.92	\$589,488.92	\$589,488.92	Current design has less precast, more brick
Structural Steel, Metal Fabrications	\$1,039,276.00	\$941,374.00	\$941,374.00	\$941,374.00	Current design does not have steel precast supports
Metal Awnings	\$0.00	\$125,000.00	\$125,000.00	\$125,000.00	Original design did not have metal awnings
Carpentry, Millwork	\$424,500.00	\$424,500.00	\$424,500.00	\$424,500.00	
Insulation, Roofing, Sealants, Weather Barriers	\$655,145.00	\$655,145.00	\$655,145.00	\$655,145.00	
Doors/Windows	\$546,700.00	\$526,700.00	\$526,700.00	\$526,700.00	Current design has different storefront windows
Framing/Drywall	\$382,320.00	\$382,320.00	\$382,320.00	\$382,320.00	
Floor Finishes	\$201,950.00	\$201,950.00	\$201,950.00	\$201,950.00	
Wall Finishes	\$86,550.00	\$86,550.00	\$86,550.00	\$86,550.00	
Ceiling Finishes	\$73,560.00	\$73,560.00	\$73,560.00	\$73,560.00	
Restroom Accessories, Wall Protection, Signage, Flag Poles	\$43,000.00	\$43,000.00	\$43,000.00	\$43,000.00	
Lockers, Shelving Systems	\$34,740.02	\$34,740.02	\$34,740.02	\$34,740.02	
Elevator	\$98,000.00	\$98,000.00	\$98,000.00	\$98,000.00	
Mechanical	\$1,341,162.01	\$1,341,162.01	\$1,701,162.01	\$1,538,797.01	Various HVAC systems options
Electrical	\$1,250,000.00	\$1,250,000.00	\$1,250,000.00	\$1,250,000.00	
<b>Construction Total</b>	<b>\$9,174,340.58</b>	<b>\$8,813,438.58</b>	<b>\$9,173,438.58</b>	<b>\$9,011,073.58</b>	
A/E Fees	\$710,600.00	\$710,600.00	\$710,600.00	\$710,600.00	
Contractor Fee	\$690,258.67	\$690,258.67	\$690,258.67	\$690,258.67	
P&P Bond	\$76,951.12	\$74,324.99	\$76,944.55	\$75,763.09	
Contingency	\$745,649.63	\$720,203.56	\$745,586.93	\$734,138.67	
<b>Project Total</b>	<b>\$11,397,800.00</b>	<b>\$11,008,825.79</b>	<b>\$11,396,828.73</b>	<b>\$11,221,834.02</b>	
Cost/SF	\$368.74	\$356.16	\$368.71	\$363.05	
	<b>Mini-Split</b>	<b>Mini-Split HVAC</b>	<b>VRF HVAC</b>	<b>VAV HVAC</b>	





Mini-Split HVAC System option includes the following

Split System Heat pumps & DOAS unit:

Up to sixteen individual zones of heating and cooling, using high efficiency (16 SEER) heat pumps.

Four (4) ductless mini-split heat pumps.

One (1) dedicated outside air unit, with digital scroll compressor; hot gas re-heat; stainless steel heat exchanger; and energy recovery wheel.

Twelve (12) natural gas fired infra-red radiant tube heaters.

Three (3) electric unit heaters (for spot heating).

Twelve (12) HVLS air circulating fans, with wall mounted control.

One (1) Emergency purge system, with roof mounted exhaust fan and wall mounted intake louvers (with motorized dampers). This system is controlled by V.O.C. sensors, and can also be used for ventilation.

*Installation of customer supplied air filtration units (allowance of up to eight (8)).*

Allowance for one (1) kitchen ventilation system including; exhaust hood, exhaust ducting, and make up air.

Overhead air distribution systems, including ducted return systems.

Commercial quality air distribution devices.

Necessary controls and control wiring (no centralized controls are included).

Natural gas piping (allowance up to 355').

Independent test and balance.

Factory start up and first year labor warranty.

Mechanical permits (figured at no cost, for City building).

VRF HVAC System option includes the following:

Three (3) Trane / Mitsubishi Variable Refrigerant Flow heating and cooling systems, with fifty (50) indoor units (ducted and ductless). This energy efficient system allows individual room control.

Three (3) Trane / Mitsubishi dedicated Ductless mini split units.

One (1) dedicated outside air unit, with digital scroll compressor; hot gas re-heat; stainless steel heat exchanger; and energy recovery wheel.

Twelve (12) natural gas fired infra-red radiant tube heaters.

Three (3) gas units heaters (for spot heating).

Three (3) electric unit heaters (for spot heating).

Twelve (12) HVLS air circulating fans, with wall mounted control.

*Installation of customer supplied air filtration units (allowance of up to eight (8)).*

One (1) Emergency purge system, with roof mounted exhaust fan and wall mounted intake louvers (with motorized dampers). This system is controlled by V.O.C. sensors, and can also be used for ventilation.

Allowance for one (1) kitchen ventilation system including; exhaust hood, exhaust ducting, and make up air.

Overhead air distribution systems, including ducted return systems.

Commercial quality air distribution devices.

One (1) Trane Summit System controller with local Ethernet and system web-accessibility, and custom-building graphics.

Necessary controls and control wiring.

Natural gas piping (allowance up to 355').

Independent test and balance.

Factory start up and first year labor warranty.

Mechanical permits (figured at no cost, for City building).



VAV HVAC System Option includes the following:

one (1) Trane packaged rooftop heating and cooling unit, with modulating natural gas heating, VAV supply and return, stainless steel condensate drain pan, economizer.

One (1) flat roof curb, with vibration isolation rail.

Thirty-three (33) VAV boxes.

Four (4) ductless mini-split heat pumps.

Twelve (12) natural gas fired infra-red radiant tube heaters.

Three (3) electric unit heaters (for spot heating).

Twelve (12) HVLS air circulating fans, with wall mounted control.

One (1) Emergency purge system, with roof mounted exhaust fan and wall mounted intake louvers (with motorized dampers). This *Installation of customer supplied air filtration units (allowance of up to eight (8)).*

Allowance for one (1) kitchen ventilation system including: exhaust hood, exhaust ducting, and make up air.

Overhead air distribution systems, ***with ceiling plenum return system (non ducted returns).***

Commercial quality air distribution devices.

One (1) Trane Summit System controller with local Ethernet and system web-accessibility, and custom-building graphics.

Natural gas piping (allowance up to 355').

Independent test and balance.

Factory start up and first year labor warranty.

Mechanical permits (figured at no cost, for City building).

# Example Schematic Design Package

## Portage District Library Master Plan Portage, Michigan



# Master Plan

Portage District Library

December 16, 2019



211 E. Water St. Suite 213L  
Kalamazoo, MI 49007

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**APPENDIX**

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Appendix F     Master Plan Cost Opinions

## EXECUTIVE SUMMARY

C2AE was commissioned to develop a facility Master Plan study for the Portage District Library (PDL) and to assess the existing building and site to identify existing problem areas needing attention to include in the Master Plan document. The Master Plan document is a graphic plan that illustrates logical and sequential improvements to the current library facility and site. The Master Plan identifies realistic facility improvement phases, usually broken down by achievable costs and realistic time schedules.

The original 2-story library (main and lower floors) was constructed in 1975 and expanded in 1995 on both levels to the west. In 2012 a small covered drive-up materials drop-off addition was constructed on the south side of the building. The current total floor area is 47,955 sq. ft. on both levels. The building had a refresh (new finishes) in 2005 which is the predominant color palate to this day.

### Building Assessment

C2AE visually observed the current facilities systems for condition, age and operational reliability. The architectural (building materials), structural, mechanical (HVAC, plumbing and fire protection), electrical (power distribution and lighting), and site (primarily concrete and asphalt paving, and drainage) systems were reviewed. Overall, the building is in fine health and very well maintained. There are few minor issues with the building, aside from typical maintenance items, that need immediate attention. The site paving (concrete walks and asphalt paving) are showing more age and distress and repair work has taken place this summer (concrete walk replacement and seal-coating the asphalt). Each system assessment and recommendations can be found further in the report.

### Master Plan

The Master Planning process began with interviewing the design committee (key staff and several board members) to determine current and future issues and needs. Concurrently, a **space needs assessment** based on current and future population demographics/projections and modern library trends was developed as a guideline for discussion and to compare PDL statistically to other similar Class VI libraries in Michigan and overall Class VI averages. From this data a **building program** was created identifying space needs, size, proximities, and special amenities that would serve as the foundation for planning and concept development. A **design charrette** was initiated for the design committee to strategize overall planning concepts for discussion, dissection, selection, and evolution.

Several Master Plan concepts were tested and the favored concept was chosen for further development and costing. All concepts are included in this report to show the process of evaluation and prioritization that led the committees thinking.

- Concept A – Responded to Program Needs that included new 2-story building additions at the south recessed courtyard and along the east side; and a small upper level addition at the existing receiving/delivery room. The new additions total 22,325 sq. ft. The site was redesigned to allow entry at main floor level (eliminating the internal ramp) and expanded the parking area into the neighboring south church property. Total cost was \$13.23M.
- Concept B – Explored reducing overall costs of Concept A by simplifying the south courtyard addition and modifying the existing entry, thereby eliminating any major site work. The east addition didn't change. The new additions total 14,425 sq. ft. The total cost was \$10.05M.
- Concept C – Explored the idea of moving the Friends storage and book sale to the neighboring Portage Senior Center building and maximizing the east addition to match the entire length of the east wall (182'). The recessed south courtyard addition was largely unchanged from Concept B, except for a different interior layout which included new public elevators and stairs. This concept wasn't explored any further than the attached sketches as the costs would be well over \$11M, which was deemed too much to sustain without going to the voters for a bond vote.
- Concept D – Maintains the full length east addition on 2 levels, but eliminates the south recessed courtyard addition. The existing main entry is modified to have a two entry points on the north and south sides to improve patron safety. The site layout is modified by revising traffic flow and the bus stop location to reduce traffic conflicts and pinch points. The new additions total 15,300 sq. ft. The total cost is \$9.33M.

The final Master Plan Concept D has three (3) prime phases;

- Phase 1 (38,800 sq. ft. affected area) - Replacing dated finishes and furniture/furnishings in the public areas, creating 11 smaller (3-4 person) Study/Tutoring rooms, and adding a new emergency egress stair (400 sq. ft.) from the Preschool area directly outdoors. FFE plans were created that illustrate new furniture with costs to most of the public spaces. (\$1,999,800)

- Phase 2 (15,400 sq. ft. affected area) - Building a new 2-story (main and lower level) 14,600 sq. ft. addition that adds much needed staff support space and storage on the main floor along with the associated remodeling of the office area where the addition ties in (new lower level unfinished this phase). The site layout is modified by revising traffic flow and the bus stop location to reduce traffic conflicts and pinch points. (\$4,369,700)
- Phase 3 (15,300 sq. ft. affected floor area) - Reconfiguring the main entry to improve public wayfinding and creating logical traffic flow past a new Circulation/Service Desk (instead of bypassing it); reconfiguring the upper staff area; reorganizing the lower level Preschool, Children's, and Teens departments; and moving lower level staff into the new addition. (\$2,953,900)
- Existing HVAC Replacement – In light of the findings of the current HVAC system in the Building Assessment, C2AE recommends the replacement of the three (3) air handling units (2-1975 era, 1-1995 era), the three (3) air cooled condensing units (2-1998 era, 1-1995 era), and the temperature and building management system controls. A separate cost opinion was developed for the replacement and can be found in the Phase II cost opinion. (\$1,885,800)

(Note: The 'affected floor areas' listed in each phase are not additive as there is some reworking of the previous phases work from phase to phase.)

Detailed Preliminary Cost Opinions were developed for each phase of the Master Plan (Concept D) along with further detailed cost breakdowns of Phase I (13 cost groups).

The final Master Plan document is a tool to assist the PDL board as it addresses the physical needs and required improvements to the library facility over the next 10 years. The process and final results endeavor to elevate the PDL to be a 21<sup>st</sup> century facility addressing the latest trends while maintaining the flexibility to adapt to future technologies and services.



## SITE / CIVIL

### Asphalt Parking Lots

The asphalt parking lots appear to be regularly maintained. Some minor fatigue cracking has occurred primarily in the public parking lots to the west of the library building. It is recommended that the existing cracks be cleaned out to remove dirt and debris and then filled with an asphalt crack sealant. It is also recommended that the asphalt parking areas be seal-coated every few years to protect the pavement from UV radiation and water intrusion. In addition, it appears that the pavement paint striping has faded over time. It is recommended that the asphalt be restriped in 2018 after asphalt crack sealing and seal-coating has been completed.

A few concrete parking blocks have been dislodged within the north public parking lot near the building. It is recommended that the parking blocks be reset to ensure vehicles do not overhang the sidewalk significantly and obstruct the sidewalk for pedestrians.

### Concrete Surfaces (curb and gutter and sidewalks)

The concrete around the site appears to be in mostly good condition. On the west side of the building south of the main entrance there are some meandering cracks which may have been caused in part by differential settlement. See photo 1.

The cracks appear to have been sealed with caulk in the recent past. It is recommended that any vertical displacement of concrete greater than  $\frac{1}{4}$ " but less than 2" be ground down to eliminate trip hazards. Concrete slabs should be replaced if vertical displacements are greater than 2".



Photo 1: Concrete cracking and vertical displacement

In the north public parking lot, there is a section of curb and gutter in which the curb has been broken off. See photo 2.

It is recommended that the section of curb and gutter from the catch basin to the next control joint be replaced.



Photo 2: Broken section of concrete curb and gutter

There are a few sections of concrete sidewalk around the south side of the building where the control joints have deteriorated significantly to the point of creating trip hazards. See photo 3.

For a temporary fix, the joint may be cleaned out full-depth and filled and compacted with asphalt cold-patch. A longer-lasting fix would involve removing the concrete walk full depth to the nearest joint on both sides of the failed joint and re-pouring the concrete walk.



Photo 3: Deteriorated concrete sidewalk joint

### Miscellaneous Site

The courtyard south of the building contains a pond with non-functioning pump equipment. The water within the pond has turned green with algae. It is possible that the pond could be repurposed as a garden, or removed completely to eliminate the nuisance of algae growth.

A few building roof downspouts discharge rain water at grade along the building exterior wall. It is recommended that downspouts be extended to discharge a minimum of ten-feet away from the building where possible, to reduce the opportunity for water intrusion into the building.

The building delivery area could be improved from a safety standpoint by installing bollards at key locations along the exterior of the overhead door. The bollards will protect the building from damage that can be caused by delivery truck drivers backing up too close to the building.

## ARCHITECTURAL SYSTEMS

### Exterior Envelope – 1995 Addition

A walk-around the building revealed a structure that has few issues and appears to be very well maintained over the years with most repairs made that were identified since the last building audit was performed in 2012. The few issues discovered that will require attention in the near future are primarily with the EIFS (Exterior Finish Insulating System) cladding the 1995 addition. The areas of concern include the bottom edge along the north wall of the Entry (at the ramp) where the EIFS cladding has broken off exposing the EPS (expanded polystyrene) insulation is and the plastic starter edging (see picture #1). There are many cracks in the EIFS coating on the west (front) wall in various locations (from grade to roof), apparently from the lack of expansion joints (see pictures #2 & 3). The upper EIFS edge at the Entry Atrium glass looks to be pitted and rough and should be inspected more closely to determine if refinish work needs to occur (see picture #4). The northerly Entry wall has mildew growing on the surface due to the lack of direct sunlight and needs to be cleaned regularly (see picture #5).

It was observed that the front Entry steel columns were rusting at their bases (see pictures #6 & 7) as well as the ends of the curved steel tube beams at the canopy (see picture #8).

The insulated glass and framing look to be in good condition with minimal condensation in the air spaces.



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8

**Exterior Envelope – Original 1976 Building**

There are several areas of concern that need to be noted regarding the original 40-year-old building. Many of the face-brick steel lintels are rusting and need to be sandblasted, primed, and repainted to prevent further deterioration (see picture #9). Many of the existing windows incorporate a deep face-brick sill that exhibit water/ice damage (spalling, cracking, and joint deterioration; see picture #10) which should be disassembled and reconstructed or have a new prefinished metal flashing cover installed over the brick. Additionally, the original storefront glazing systems (glass and framing) are discoloring, showing chalking from oxidation, and have gasket failure allowing condensation to form in the airspace (see picture #11).

Metal flashings between the upper precast concrete panel and the face-brick below are bent up in various areas, potentially exposing the wall cavity and interior to moisture damage (see picture #12). These flashings need to be reshaped to cover the brick and sealant added to prevent water from blowing up underneath the flashing. Power washing (moderate pressure) is recommended for the upper textured limestone concrete panels and face-brick to remove stains and dirt from pollution and rain (see picture #13).



Photo 9



Photo 10



Photo 11



Photo 12



Photo 13

## **Roofing**

The roofing was not inspected, but was reported to be in good condition with proper maintenance being performed with no immediate leaks or problems known at the time. Major roofing work was completed in 2011 and those warranties are still in effect.

## **Interior - Finishes**

While somewhat dated in terms of the color pallet, the finish materials (flooring, wall treatments, and ceilings) are all well-kept and clean. Minimal water damage to ceiling tiles was evident primarily from condensation from piping and not roof leaks. The lower floor basement walls all appear dry with minimal water infiltration in the mechanical rooms where wall penetrations for plumbing and piping exists. The flooring is showing wear and soiling at the 'whale' graphic flooring as it is a high traffic area.

## **Interior – Furnishings**

The furnishings and furniture are of various ages and in good condition. Much of the Adult collection shelving ranges are in the order of 7 shelves high (96") with the top canopies removed to improve light distribution to the lower shelves. The aisle width is 42" to 48" on average and exceeds minimum dimensions for wheelchair accessibility. The lower level Children's and Teen areas furnishings are in good condition and age appropriate.

## **Interior – Accessibility**

The building approach meets the ADA requirements for accessibility, however, the interior ramp is too wide (10') for handrail separation (5' maximum), thus, has 'grandfathered' approval. The floor layout is barrier free in regards to travel, exit access, aisle widths, door width, and door approach and pull side clearances. Much of the older built-in cabinetry is 36" tall vs. the 34" maximum requirement in the latest codes (also 'grandfathered'). The restrooms meet the ADA and Michigan Barrier Free Codes for clearances, except the original staff restrooms where several infractions are legacy issues (door widths and clearances, grab bars, etc.). Two elevators service both floors in near proximity to each other, the older one (1976) not meeting the ADA cab clearance dimensions while the newer (1996) does. Signage appears to be compliant with current requirements where it exists. New compliant signage will be required where remodeling occurs.

## STRUCTURAL

The original 1976 structural system is a combination of a cast-in-place 9" two-way concrete floor system and precast concrete 'T's' with a 3" concrete topping supported by cast-in-place concrete beams and 18" square concrete columns at 20' x 20' and 20' x 40' bays for main level floor support. The roof is a structural steel roof framing system with similar bay sizes as the floor system (beams, open web steel joists, and columns).

The 1996 addition main floor structure consists of 4-1/2" concrete pour on 1-1/2" steel deck flooring supported by steel beams and columns (16' x 32' bays). The roof framing is a majority of custom dramatic curved open web steel trusses supported on steel beams and columns with a small portion of low slope (flat) roofs that tie into the existing roof structure.

Both floor systems are designed support the required 150 psf live loading for libraries and no abnormal settlement, damage, or failures was observed.

**MECHANICAL**

**Fire Protection / Sprinklers**

The entire building is fully-sprinkled by a single wet-pipe riser located in the basement mechanical room. In 2016, the fire service main piping was reworked to allow for the Book Drop Addition, which included a new fire department connection. The original double-check detector assembly, located in the basement boiler room was replaced with a new 4-inch RPZ detector assembly in 2015. The pressure gauge at the FP riser indicated a steady pressure of 75 psi which is a good pressure (pressures below 50 psi can often require the use of a fire pump).

Sprinkler heads in the building are semi-recessed where there are ceilings; upright sprinkler heads are in areas that do not have ceilings. Previous 2007 and 2012 maintenance reports noted small leaks at several grooved-pipe fittings, however, there were no leaks observed or reported by the library staff during this assessment.

A concern noted by library staff was a possibility of insufficient sprinkler coverage in the basement Breakroom area. This was due to some minor wall revisions that were done in the past, therefore, this area should be evaluated to determine if additional sprinkler heads need to be added to ensure proper coverage.



**FRP 1**



**FRP 2**



**FRP 3 – Typical Semi-Recessed Sprinkler Head**



## Plumbing

Previous maintenance reports noted that the building is served by a 3" water service main, however, based on our visual review the building is currently served by a 2" domestic water service main that enters the building in the SE corner of the basement boiler room (with a 2" water meter). Although the original 1975 drawings show a 3" domestic water service line, this had later been changed to a 2". It is assumed that the main tap-in to the public water main is still 3".

- Further evaluation should be conducted to determine if the smaller 2" water service is sufficiently sized to serve the needs of the existing building, and any future additions.



PLMB #1 Existing 2" water service with filters



PLMB #2 Main Building & Irrigation Risers

Two in-line cartridge type filters on the 2" domestic water service aid in the reduction of any possible sediment and water-borne particulates. The filters are located at the point of service entry into the mechanical room (upstream of the 2" water meter). Downstream of the meter, the water main splits into two risers. One riser serves the building; the second riser is labeled as "sprinkler water" and serves only the landscape irrigation. There is an isolation/shut-off valve at the base of each riser. Outdoor sprinkler water pipe exits the East foundation wall of the AHU-1 mechanical room.

A Kinetico water softening system was installed in 2010 that serves the entire building (it doesn't serve the sprinkler water riser for irrigation though). A 1-1/4" dual-check backflow preventer is installed upstream of the water softener. The water softener can be bypassed, though the ball valve on the bypass is normally closed.

- Further evaluation should be conducted to determine if the 1-1/4" softened water line is sufficiently sized to serve the needs of the existing building, and any future additions.

An electric water heater (Lochinvar Model ETX050KD) located in the basement boiler room provides domestic hot water to the facility (50-gallon storage tank with two 4,500W heating elements). Installed in 2013, this electric water heater replaced the older 1998 natural-gas water heater that was in the same location. A small Bell & Gossett (Model NBF-22) in-line pump recirculates domestic hot water throughout the building. This recirculation pump has an ON/OFF switch (no timer or aqua stat).



PLMB #3 Kinetico Water Softener



PLMB #4 Electric Water Heater

The sanitary sewer system for the building consists of 4" main sanitary lines that run to the west side of the building. Two 4" building drains exit the building, and then increase to a 6" sewer line that connects to the City of Portage's sanitary sewer system. The storm drainage system collects rainwater from the roof and yard areas and is connected into the City's storm water system. There are no reported blockages or backups with either the sanitary sewer or storm drainage systems.

- There is a small storage room in the basement that used to be a toilet room. Plumbing rough-ins were capped; abandoned piping should be removed in future renovations.

### **Heating, Ventilation, and Air Conditioning (HVAC)**

The original 1975 building is served by two (2) air handling units for heating, cooling, and ventilation. A third air handling unit was added during the 1995 building expansion. Each unit has a hot water heating coil and a direct expansion (DX – refrigerant) cooling coil with remote air-cooled condensing unit. Outdoor condensing units for AHU-1 and AHU-2 are grade-mounted on the east side of the building. Outdoor condensing unit for AHU-3 is located on the roof.

AHU-1 (approx. 6,800 cfm) is located in the mechanical room at the SE corner of the lower level. AHU-1 is a variable speed system that serves a portion of the lower level. AHU-2 (approx. 28,000 cfm) is located in an adjacent lower level mechanical room. AHU-2 is a variable speed system that serves the majority of the upper level.

- Both AHU-1 and AHU-2 have been in service for 44 years and should be replaced to avoid ongoing maintenance and repair costs, and to improve performance and efficiency.
- The two (2) outdoor condensing units that serve the AHU-1 and AHU-2 cooling coils should also be replaced. Both of these units were installed in 1998 and have required ongoing maintenance and repairs. Also, the type of refrigerant used by these units has been discontinued due to environmental concerns.

AHU-3 (approx. 21,000 cfm) is located in the mechanical room at the NW corner of the lower level. AHU-3 is a constant speed multi-zone system that serves a majority of the lower level as well as the upper level collection area that was added in 1995. AHU-3 has been in service for 24 years and is in reasonably good condition. However, this type of multi-zone system is very inefficient. It has also experienced many issues with zone dampers/actuators and ventilation control that requires continuous monitoring and manual adjustments by the Library's maintenance staff to respond to space temperature complaints.

- AHU-3 should be replaced with a new variable speed unit to avoid ongoing maintenance and to improve performance and efficiency.

- The outdoor condensing unit that serves the AHU-3 cooling coil should also be replaced. This unit was installed in 1995 and will require increased maintenance and repair. This roof-mounted unit has also been a source of noise complaints within the library.

All three of the air handling units have electronically generated steam humidifiers that were installed in 1995. However, neither of these humidifiers have been operational for several years. Previous maintenance reports indicated that the relative humidity in the Library during the dry winter season has been acceptable from a comfort standpoint, and for this reason no action has been taken to repair or replace the humidifiers.

Dehumidification has been reported to be problematic in some parts to the Library during the summer months when the outdoor air humidity levels are high. Portable dehumidifiers are often used in the lower level to help reduce the humidity levels. Replacement of the air handling units and their associated condensing units will be required to provide better control for dehumidification.

All of the heating system components that serve the entire building, were replaced in 2013/14, and are located in the lower level boiler room. Two (2) Aerco Benchmark fire tube boilers generate heating hot water that is distributed throughout the building. Each boiler has an input capacity of 1,500 Mbh and can generate up to 185°F heating water. The variable-primary system includes two (2) base-mounted distribution pumps. All heating system components in the boiler room are in good condition and with proper maintenance should last for another 10-15 years.

- Further evaluation should be conducted to determine if the two 1,500 Mbh boilers are of sufficient capacity to serve the heating and ventilation needs of the Library. Any future building additions will require additional boiler(s).
- Each boiler has manual isolation valves. These isolation valves should be motorized valves that automatically isolate the second boiler when it's not energized.
- Condensate was observed dripping from the horizontal section of the boiler vent piping.
- Boiler control programming and sequencing should be evaluated and adjusted. It was observed that the lead boiler cycled on/off about every 4-5 minutes. This type of boiler should not cycle that frequently.

### **Temperature Controls / Building Management System**

The existing system is comprised of older legacy *Soladine* building automation and temperature control components that were installed in 1994. *Soladine* components are no longer available, and the Library has had to utilize a service contract with a sole proprietor contractor to keep the existing temperature control systems working. This system cannot be expanded for any future building additions.

The existing DDC/BMS system also lacks many of the critical features that are necessary to allow building and maintenance staff to properly monitor and control the building HVAC operation and equipment. Any upgrade should also include replacement of all modulating temperature control valves and dampers.

A total replacement and upgrade of the building's temperature controls is highly recommended.

### **Recommendations**

In light of the findings of the current HVAC system in the Building Assessment, C2AE recommends the replacement of the three (3) air handling units (2-1975 era, 1-1995 era), the three (3) air cooled condensing units (2-1998 era, 1-1995 era), and the temperature and building management system controls. A separate cost opinion was developed for the replacement and can be found in the Phase II cost opinion.

## **ELECTRICAL**

### **Electrical Service & Distribution**

A new electrical service was installed when the library was expanded in 1995. This service is 277/480V, 3-phase, 4-wire and is rated 1000Amp. The main electrical distribution panel is the main lug only type with four circuits in use and two spare circuits. One of the circuits is 800 Amp and back feeds the old service from the original building. The existing electrical service has ample capacity and is in good working order.

New electrical distribution panels were added as part of the 1995 project. These panels have ample spare capacity for additional circuits.

In general, the existing electrical system is in good condition. It was noted during the site investigation that existing elevator no. 1 is scheduled to be replaced in early 2018.

It was also noted during the facility investigation that the existing fountain is no longer usable. The existing electrical connections for the fountain should be removed to free these circuits up for alternative use.

### **Lighting**

Some of the facility lighting and emergency lighting has been upgraded to LED. Maintenance staff should continue replacing the emergency two-head units with LED type and also continue replacing exterior wall-pack fixtures with LED type.

Areas with existing fluorescent and metal halide lighting should be upgraded to LED fixtures.

Where these areas are upgraded to LED fixtures, upgraded lighting controls will also be required to comply with the 2015 Michigan Energy Code. Specifically, controls upgrades would include the installation of occupancy/vacancy sensors to turn lighting off when a space is not occupied and also installation of day lighting controls to reduce light fixture output when sufficient exterior ambient light is available.

One area where appreciable energy savings could be realized is replacement of the existing 400Watt metal-halide up lighting fixtures with LED fixtures. The new LED fixtures could be dimmable with day lighting controls provided to reduce fixture output thereby saving appreciable energy on sunny days.

It was noted during the facility investigation that the fixtures on the lower level garden wall are not adequate for emergency/egress lighting. Wall mounted fixtures should be added for this purpose.

**APPENDIX A**

**SPACE NEEDS ASSESSMENT**



## Portage District Library Space Needs Assessment

October 12, 2017

Utilizing Wisconsin Library Building Project Handbook - 2009, by Anders C. Dahlgren:

(Based on a 2040 Service Population Projection of 60,000 people)

	<b>New Requirements:</b>	<b>Existing PDL Quantities or Areas:</b>	<b>Class VI Comparisons: ***</b>
	<b>Service Population: 60,000</b>	<b>52,170</b>	<b>56,800</b>
	<b>Active Registered Borrowers: 50,000 (83.3%)</b>	<b>43,454 (83.3%)</b>	<b>24,703 (43.5%)</b>
<b><u>Library Collection:</u></b>	Volumes = 60,000 x 3.40 = 204,000 Vol.	177,000 Vol.	127,000 Vol.
	Audio/Visual = 60,000 x .67 = 40,200 Rec.	33,000 Rec.	21,335 Rec.
	Periodicals = 60,000 x 3.33/1000 = 200 Per.	185 Per.	230 Per.
	Back Issues = 200 x 24 mo. = 4,800 Per.	(???) Per.)	(???) Per.)
	<u>Total Collection Subtotal: 249,200 Items</u>	<u>208,000 Items</u>	<u>148,335 Items</u>
<b><u>Collection Space:</u></b>	Volumes = 204,000/10 = 20,400 sq ft		
	Audio/Visual = 40,200/20 = 2,010 sq ft		
	Periodicals = 200/1.0 = 200 sq ft		
	<u>Back Issue Storage (2 yrs) 200 x 5/2 = 500 sq ft</u>		
	Library Collection Floor Area: <b>23,110 sq ft</b>	<b>19,300 sq ft</b>	
	(Includes designated Adult, Teen, Children's, New Materials, etc. areas)		
<b><u>Library Seating:</u></b>	3.33 seats per 1,000 population = 3.33 x 60,000/1,000 = 200 seats	212 Seats	
	200 seats x 30 sq ft = <b>6,000 sq ft</b>	<b>6,360 sq ft</b>	
	(Includes small group meeting/collaboration rooms)		
<b><u>Public Computers:</u></b>	1.33 stations per 1,000 population = 1.33 x 60,000/1,000 = 80 stations	57 Stations	62 Stations
	80 stations x 35 sq ft = <b>2,800 sq ft</b>	<b>1,995 sq ft</b>	
<b><u>Staff Work Area:</u></b>	Public:		
	Circulation Desk: 3 at 150 sq ft ea = 450 sq ft	2 at 150 sq ft	
	Info/Tech Desk: 2 at 150 sq ft = 300 sq ft	2 at 200 sq ft	
	Children's/YA Desk: 2 at 150 sq ft = 300 sq ft	2 at 150 sq ft	
	<u>Copy/Business Center: 400 sq ft</u>	<u>300 sq ft</u>	
	On Floor (Public) Desks: 1,450 sq ft	1,300 sq ft	

<b><u>Private Work Area:</u></b>	<b>Staffing:</b>	<b>40 FTE's</b>	<b>31.24 FTE's</b>	<b>23.21 FTE's</b>
	Director's Office:	175 sq ft	154 sq ft	
	Private Offices: 9 at 125 sq ft ea =	1,125 sq ft	8 Offices = 646 sq ft	
	30 - Work Stations (Cubicles) at 100 sq ft ea:	3,000 sq ft	25 Stations = 2,600 sq ft	
	Book/Sorting/Mending Work Areas:	1,200 sq ft	1,458 sq ft	
	Staff Lounge:	400 sq ft	294 sq ft	
	Storage/Book Drops/Receiving:	1,250 sq ft	1,166 sq ft	
	IT Office/Work/Server Room:	250 sq ft	190 sq ft	
	<u>Staff Restrooms (2):</u>	<u>100 sq ft</u>	<u>100 sq ft</u>	
	Work Area Subtotal:	7,500 sq ft	7,508 sq ft	
	Total Staff Work Areas (Public & Private):	<b>8,950 sq ft</b>	<b>8,008 sq ft</b>	
<b><u>Meeting Rooms:</u></b>	General: 300 people at 11 sq ft /per =	3,300 sq ft	2,110 sq ft	
	Storage/Kitchenette =	600 sq ft	200 sq ft	
	Children's Program Room: 75 seats x 10 sq ft /per =	750 sq ft	700 sq ft	
	Family Restroom (2):	200 sq ft	(--0-- sq ft)	
	<u>Collaboration/Small Group Rooms: 10 x 120 sq ft =</u>	<u>1,200 sq ft</u>	<u>1,220 sq ft</u>	
	Subtotal:	<b>6,050 sq ft</b>	<b>4,230 sq ft</b>	
<b><u>Special Use Space:</u></b>	Local History/Genealogy:	1,200 sq ft	700 sq ft	
	Friends Room:	750 sq ft	450 sq ft	
	Maker Space:	1,200 sq ft	620 sq ft (Long Lake Room?)	
	<u>Cyber Café:</u>	<u>500 sq ft</u>	<u>200 sq ft (Vending area)</u>	
	Subtotal:	<b>3,650 sq ft</b>	<b>1,970 sq ft</b>	
	Floor Area Subtotal:	50,560 sq ft	41,863 sq ft	
	<u>Non-Assignable Space at 30% of Subtotal:</u>	<u>15,168 sq ft</u>	<u>6,092 sq ft</u>	
	<b>Total Estimated Floor Area Required:</b>	<b>65,728 sq ft</b>	<b>47,955 sq ft</b>	<b>39,700 sq ft avg.</b>
		<b>say: 66,000 sq ft</b>	<b>say: 48,000 sq ft</b>	<b>say: 40,000 sq ft avg.</b>
		<b>(1.10 sq ft/cap.)</b>	<b>(0.920 sq ft/cap.)</b>	<b>(0.704 sq ft/cap.)</b>

\*\*\*Class VI comparison libraries with similar Service Population /Total Collection/Square Footage are:

• Chippewa River	51,640 pop.	153,309 items	41,300 sq ft
• Dearborn Heights	57,774 pop.	158,495 items	44,000 sq ft
• Gross Pointe	51,133 pop.	236,551 items	61,000 sq ft
• Howell Carnegie	52,529 pop.	193,945 items	30,100 sq ft
• Lapeer	60,006 pop.	116,181 items	15,715 sq ft
• Novi	55,374 pop.	207,415 items	59,314 sq ft
• Pontiac	59,515 pop.	209,025 items	20,250 sq ft
• Royal Oak	57,236 pop.	192,452 items	42,000 sq ft
• Saint Clair Shores	59,715 pop.	153,891 items	30,000 sq ft
• Taylor Community	63,131 pop.	160,611 items	24,950 sq ft
• <b>Portage District Library</b>	<b>52,170 pop.</b>	<b>208,000 items</b>	<b>48,000 sq ft (0.920 sq ft/cap.)</b>
• <b>Kalamazoo Public Library District</b>	<b>124,000 pop.</b>	<b>454,000 items</b>	<b>138,000 sq ft (1.113 sq ft/cap.)</b>

## APPENDIX B

### 2040 BUILDING PROGRAM



December 2017

## Portage District Library 2040 Building Program

Name of Area	Existing Area Sq. Ft.	New Area Sq. ft.	Comments
<b>Entry/Lobby Core</b>	<b>5,210 sq. ft.</b>	<b>7,000 sq. ft.</b>	
Entry Lobby/Gallery /	1,540 sq. ft.	1,500 sq. ft.	Art Work Displays, Café seating, Comm. Bull. Bd.
Café/Vending/Prep (20 seating) vs. 0 current	--- sq. ft.	400 sq. ft.	Potential Coffee Shop Lease Space
Maintenance Room	--- sq. ft.	100 sq. ft.	Near Main Entry for Entry maintenance items
Main Large Group Meeting Room	2,110 sq. ft.	3,000 sq. ft.	300 seating (60/40 split with folding wall) Upper Floor
Kitchenette(s?)	140 sq. ft.	300 sq. ft.	(Two – one for each Main & Secondary?)
Table & Chair Storage Rooms	100 sq. ft.	600 sq. ft.	(Two – one for each Main & Secondary?)
Men's Restrooms (2)	300 sq. ft.	500 sq. ft.	(Located on both floors)
Women's Restrooms (2)	300 sq. ft.	500 sq. ft.	(Located on both floors)
Material Return	50 sq. ft.	--- sq. ft.	At/near Circulation Desk
Holds Shelving	50 sq. ft.	100 sq. ft.	At/near Circulation Desk
Gender Neutral Restroom	--- sq. ft.	100 sq. ft.	
<b>Staff (Public) Core</b>	<b>1,300 sq. ft.</b>	<b>1,750 sq. ft.</b>	
Circulation Desk (3 stations @ 150 sq. ft. ea.)	150 sq. ft.	450 sq. ft.	Near Entry/Lobby Core (Holds shelving)
Self-Checkouts (6 stations @ 50 sq. ft. ea.)	150 sq. ft.	300 sq. ft.	Near or at Circulation Desk (Both floors)
Adult Info Desk (2 stations @ 150 sq. ft. ea.)	300 sq. ft.	300 sq. ft.	Near Copy/Business Center (Combine w/ Circ. Desk?)
Copy/Business Center	400 sq. ft.	400 sq. ft.	Retail look and lighting (Rethink purpose & sharing space)
Children's/Youth Desk (2 stations @ 150 sq. ft. ea.)	300 sq. ft.	300 sq. ft.	Near Children/Teen areas
Item Storage	--- sq. ft.	--- sq. ft.	Cabinet Storage at Info Desk

Name of Area	Existing Area Sq. Ft.	New Area Sq. ft.	Comments
<b>Staff (Private) Core</b>	<b>7,340 sq. ft.</b>	<b>9,530 sq. ft.</b>	
30 Work Stations @ 100 sq. ft. each vs. 25 current	1,875 sq. ft.	3,000 sq. ft.	Clustered that makes sense for functionality
1 Director's Office	150 sq. ft.	150 sq. ft.	
8 Private Offices @ 120 sq. ft. each vs. 8 current	950 sq. ft.	1,125 sq. ft.	Located as required
Work Areas (Circ/Tech/Adult Services)	1,955 sq. ft.	1,875 sq. ft.	Locate adjacent to each other (15 work stations)
Staff Entrance/Receiving/Deliveries	200 sq. ft.	550 sq. ft.	Existing?
Staff Break Room	290 sq. ft.	290 sq. ft.	Existing?
Material Return	--- sq. ft.	100 sq. ft.	At/near Circulation Desk
Staff Restrooms (2)	140 sq. ft.	140 sq. ft.	Existing (updated) or new relocated
Drive-up Materials Drop Room	(580 sq. ft.)	500 sq. ft.	Existing - Future Automated Sorter
General Storage	1000 sq. ft.	1,200 sq. ft.	Located/Divided as required
Staff Training Room	--- sq. ft.	--- sq. ft.	Shared with Conference/Vendor Meeting Room???
Conference/Vendor Meeting Room	200 sq. ft.	300 sq. ft.	Located near Service Door/Staff Entry
Marketing Production Studio/Storage	--- sq. ft.	300 sq. ft.	Located away from staff & mechanical noise

<b>Special Use Core</b>	<b>1,200 sq. ft.</b>	<b>2,400 sq. ft.</b>	<b>Near Entry, Circulation and Adult Cores</b>
Friends Room (Book Storage)	450 sq. ft.	800 sq. ft.	Adjacent to Book Sale Area
Friends Display Alcove/Donations	50 sq. ft.	100 sq. ft.	Upper Floor in prime area
Local History/Genealogy /Storage	700 sq. ft.	1,500 sq. ft.	Prefer Main (Upper) Floor Location
Maker Space	--- sq. ft.	--- sq. ft.	See Children/Youth Core
Popular Materials	--- sq. ft.	--- sq. ft.	Adult AV/Subscriptions/New Materials Displays/ Seating/Grab & Go Items/sq. ft. from Adult Core (Atrium)

<b>Information Technology Core</b>	<b>300 sq. ft.</b>	<b>1,300 sq. ft.</b>	
Computer Training (12 stations)	--- sq. ft.	800 sq. ft.	Capability in Meeting Rooms? Dbl. as Maker Space?
Office/Work Room (3 stations)	200 sq. ft.	300 sq. ft.	Centrally Located Preferred
Server (MDF) Room	100 sq. ft.	100 sq. ft.	Centrally Located Preferred
Storage	--- sq. ft.	100 sq. ft.	Adjacent to Office/Work Room

Name of Area	Existing Area Sq. Ft.	New Area Sq. ft.	Comments
<b>Adult Services Core</b>	<b>15,230 sq. ft.</b>	<b>17,870 sq. ft.</b>	
Collection (120,000 items current)	10,085 sq. ft.	12,000 sq. ft.	(includes 21,000 A/V collection)
Seating (120 – variety) vs. 100 current	3,000 sq. ft.	3,600 sq. ft.	Includes variety of Seating types – more individual
Study/Small Group Rooms (10 - variety) vs. 3 now	725 sq. ft.	1,000 sq. ft.	Scattered clusters in high visibility areas (2, 4, 6-8 occupancy)
Public Computers (24 – current) no change	840 sq. ft.	840 sq. ft.	Doesn't include laptops on carts (loaners)
PAC Terminals (8 - current) no change	230 sq. ft.	230 sq. ft.	
Adult Info Desk (2 staff)	200 sq. ft.	--- sq. ft.	See Staff (Public) Core
Adult Office/Work Rm	--- sq. ft.	--- sq. ft.	See Staff (Private) Core
Service Storage	--- sq. ft.	--- sq. ft.	See Staff (Private) Core
Permanent Collection Displays	100 sq. ft.	200 sq. ft.	

<b>Teen (YA) Services Core</b>	<b>2,300 sq. ft.</b>	<b>2,790 sq. ft.</b>	<b>Adjacent to Children's Services Core</b>
Collection (12,000 items) vs. 8,000 current	720 sq. ft.	1,200 sq. ft.	
Seating (36 – variety) vs. 28 current	840 sq. ft.	1,080 sq. ft.	(includes 5 public & 1 PAC computers)
Office/Work Rm	--- sq. ft.	--- sq. ft.	See Staff (Private) Core
Service Storage	--- sq. ft.	--- sq. ft.	See Staff (Private) Core
Meeting/Tutoring Rooms (3 vs. 2 current)	530 sq. ft.	300 sq. ft.	2 - Tutoring, 1- Small Group (4-6 seats)
Public Computers (5 – current)	175 sq. ft.	175 sq. ft.	
PAC Terminals (1 – current)	35 sq. ft.	35 sq. ft.	

<b>Children's Services Core</b>	<b>6,090 sq. ft.</b>	<b>14,720 sq. ft.</b>	<b>Adjacent to Teen/YA Services Core</b>
Collection (84,000 items) vs. 80,000 current	4,000 sq. ft.	8,400 sq. ft.	(includes 16,200 A/V collection)
Seating (60 - variety) vs. 33 current	990 sq. ft.	1,800 sq. ft.	
Children's Computers (14) vs. 10 current	350 sq. ft.	500 sq. ft.	Includes 4 PAC Terminals
Service Desk	--- sq. ft.	--- sq. ft.	See Staff (Public) Core
Office/Work Rm	--- sq. ft.	--- sq. ft.	See Staff (Private) Core
Service Storage	--- sq. ft.	--- sq. ft.	See Staff (Private) Core

Name of Area	Existing Area Sq. Ft.	New Area Sq. ft.	Comments
Story Telling Rm (50 seats)	435 sq. ft.	900 sq. ft.	
Story Telling Storage	--- sq. ft.	200 sq. ft.	
Family Restrooms (2)	--- sq. ft.	200 sq. ft.	New
Mother's Room (1)	--- sq. ft.	100 sq. ft.	New
Children's Staff Lounge	--- sq. ft.	200 sq. ft.	
PAC Terminals (8 – current)	280 sq. ft.	280 sq. ft.	
Self-Check Stations 4 vs. 2 current	70 sq. ft.	140 sq. ft.	
Children's Program Room (150 people)	--- sq. ft.	2,000 sq. ft.	(includes 400 sq. ft. storage & 100 sq. ft. counter w/sink)

9 Utility Core	2,650 sq. ft.	3,400 sq. ft.	
HVAC Rooms	2,456 sq. ft.	2,800 sq. ft.	Existing & New
Janitor Closets (2) vs. 1 current	80 sq. ft.	100 sq. ft.	On each floor
Electrical Room	200 sq. ft.	200 sq. ft.	Existing
Fire Prot. Riser Rm	--- sq. ft.	100 sq. ft.	Existing
Maintenance Work Room	--- sq. ft.	200 sq. ft.	In Electrical Room
Outdoor Equipment Storage	--- sq. ft.	--- sq. ft.	Separate Outdoor Storage Shed (600 sq. ft., 24'x24')

**Subtotal** **41,620 sq. ft.** **60,860 sq. ft.**

**Unassigned Space** **6,335 sq. ft.** **9,130 sq. ft.**

15% Factor of Subtotal 6,335 sq. ft. 9,130 sq. ft.

**Total Floor Area** **47,955 sq. ft.** **69,990 sq. ft.**



# APPENDIX C

## CHARRETTES



Group 1

LOWER LEVEL

Group 1

03-23-15







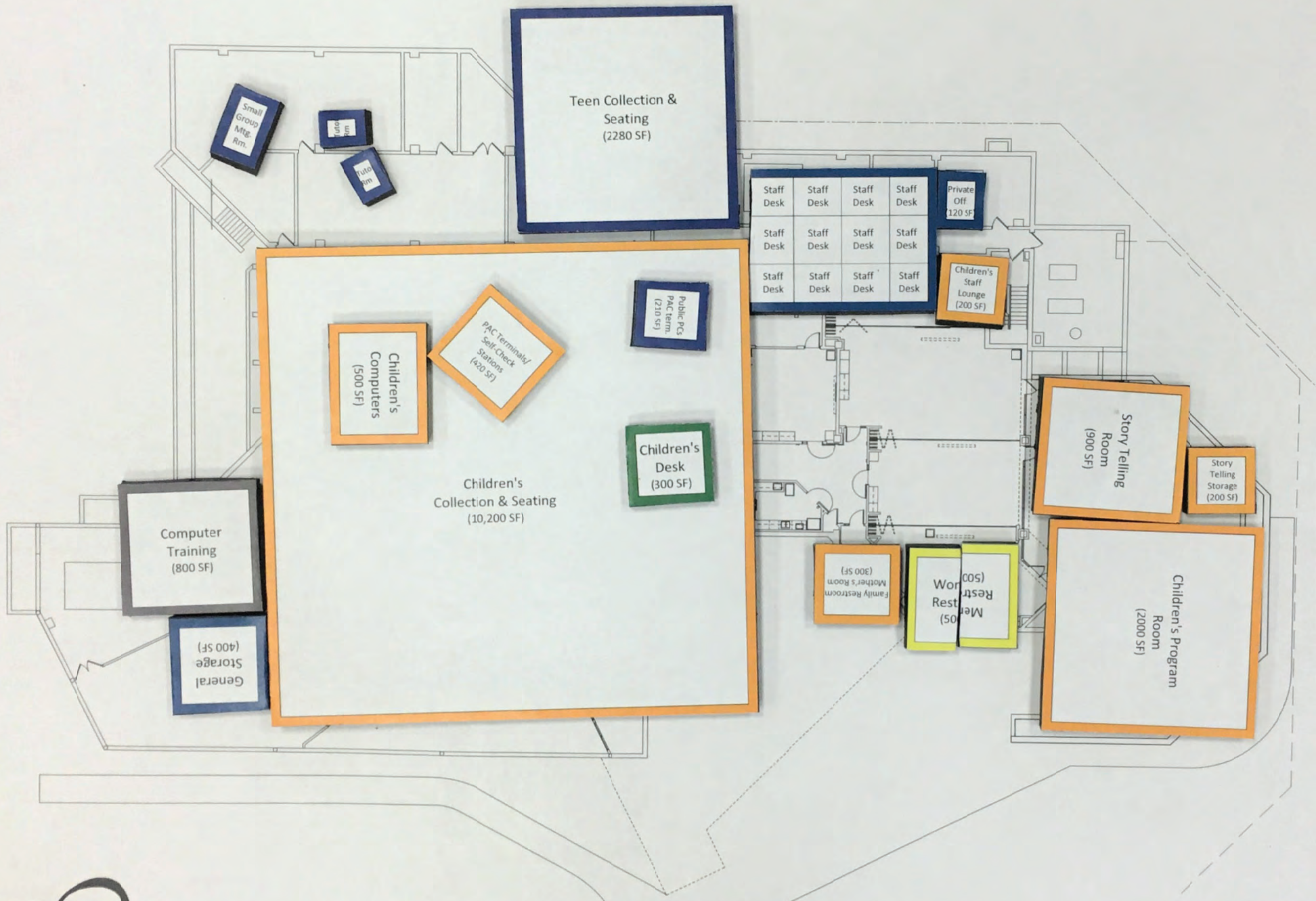
LOWER LEVEL

Group 2

03-23-15

Group 2





Local History/  
Genealogy/  
Storage  
(1500 SF)

General  
Storage  
(400 SF)

Marketing  
Production  
Studio/Stor.  
(300SF)

General  
Storage  
(400 SF)

Private  
Off.  
(120 SF)

Dir. Off.  
(150SF)

Conf./  
Vendor  
Meeting Rm  
(300 SF)

Private  
Off.  
(120 SF)

Private  
Off.  
(120 SF)

Private  
Off.  
(120 SF)

Private  
Off.  
(120 SF)

Off.  
Work Rm.  
(300 SF)

MDF  
(100 SF)

Staff  
Work  
(100 SF)

Staff  
Work  
(100 SF)

Staff  
Work  
(100 SF)

Staff  
Work  
(100 SF)

Staff  
Work  
(100 SF)

Staff  
Work  
(100 SF)

Staff  
Work  
(100 SF)

Staff  
Entrance/  
Receiving/  
Deliveries  
(550 SF)

Study/Small Group  
Rooms-  
10-Rooms  
(1000 SF)

Adult Collection &  
Seating  
(15,600 SF)

Permanent  
Collection  
Display  
(200 SF)

Public Computers  
(1070 SF)

Copy/  
Business  
Center  
(400 SF)

Adult Info  
Desk  
(300 SF)

Self-  
Checkouts  
(300 SF)

Circulation  
Desk  
(450 SF)

Men's  
Room  
(100 SF)

Women's  
Room  
(100 SF)

G.N.  
Toilet

Main Large Group  
Meeting Rm  
Kitchenette  
Table/Chair Storage Rm  
(3900 SF)

Staff  
Break Rm  
(290 SF)

Staff  
Restroom  
(140 SF)

Drive-Up  
Materials  
Drop Room  
(500 SF)

Friend's Room-  
Book Storage  
(800 SF)

Mat.  
Return

Entry Lobby/  
Gallery  
(1000 SF)

Friends  
Display

Café/  
Vending/  
Prep  
(400 SF)

Holds  
(100 SF)

Main  
Entry  
(1000 SF)

Group 3

Group 3

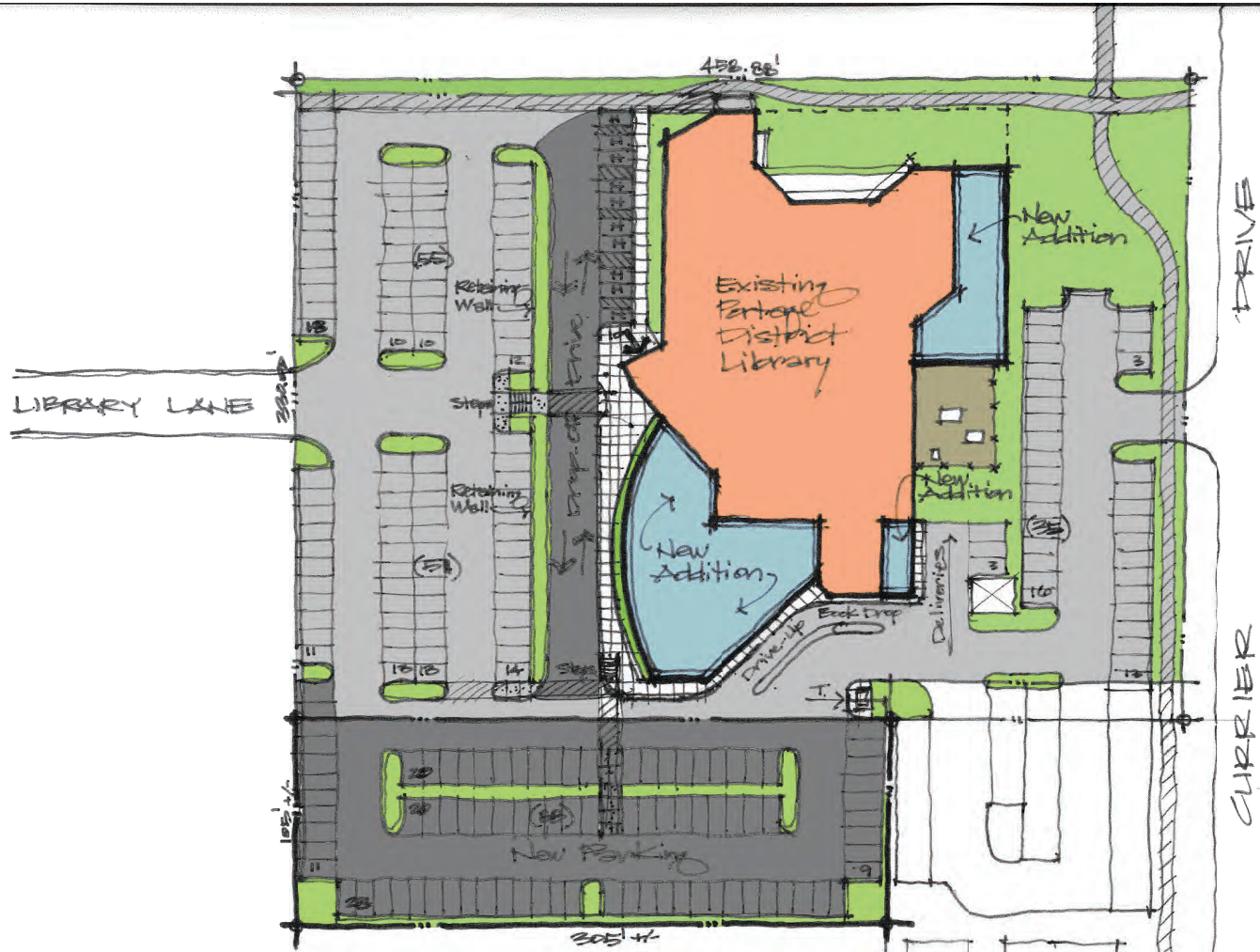


**APPENDIX D**

**PLAN CONCEPTS**





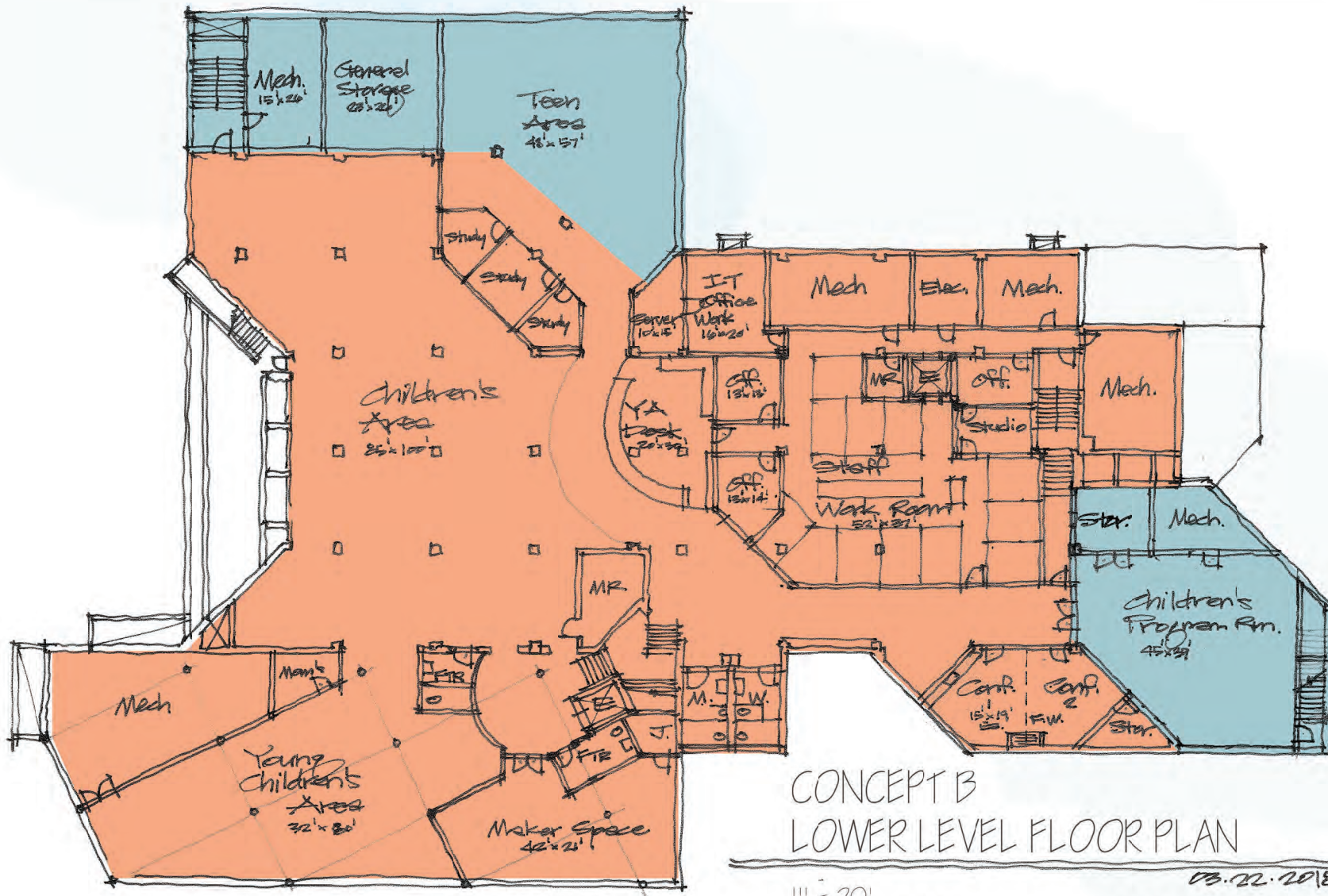


CONCEPT A  
SITE PLAN



1" = 60'

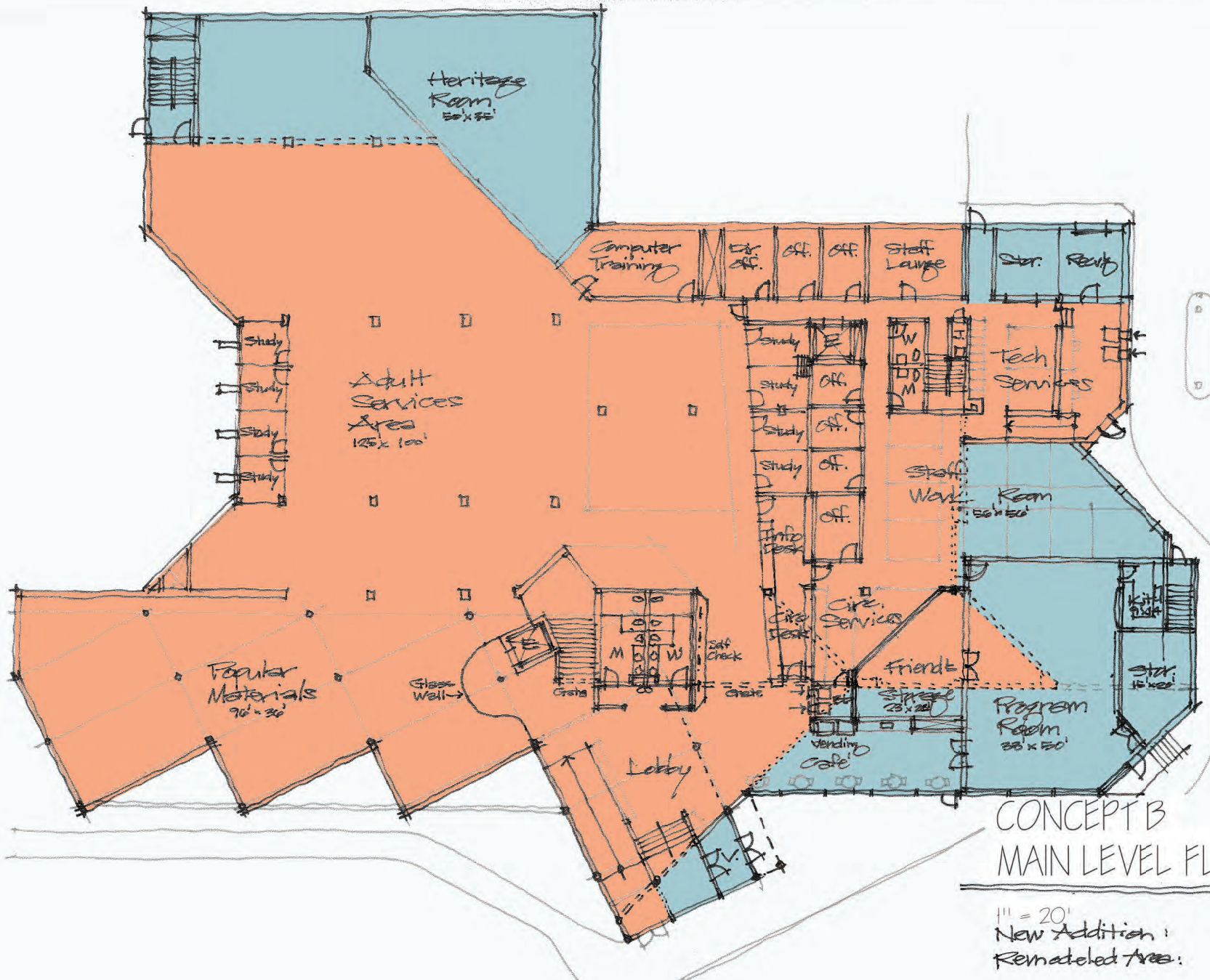
PARKING - EXISTING:	100 SPACES
NEW:	89 SPACES
TOTAL:	229 SPACES



CONCEPT B  
LOWER LEVEL FLOOR PLAN

1" = 20'  
 New Addition: 2250 SF  
 Remodeled Area: 8150 SF

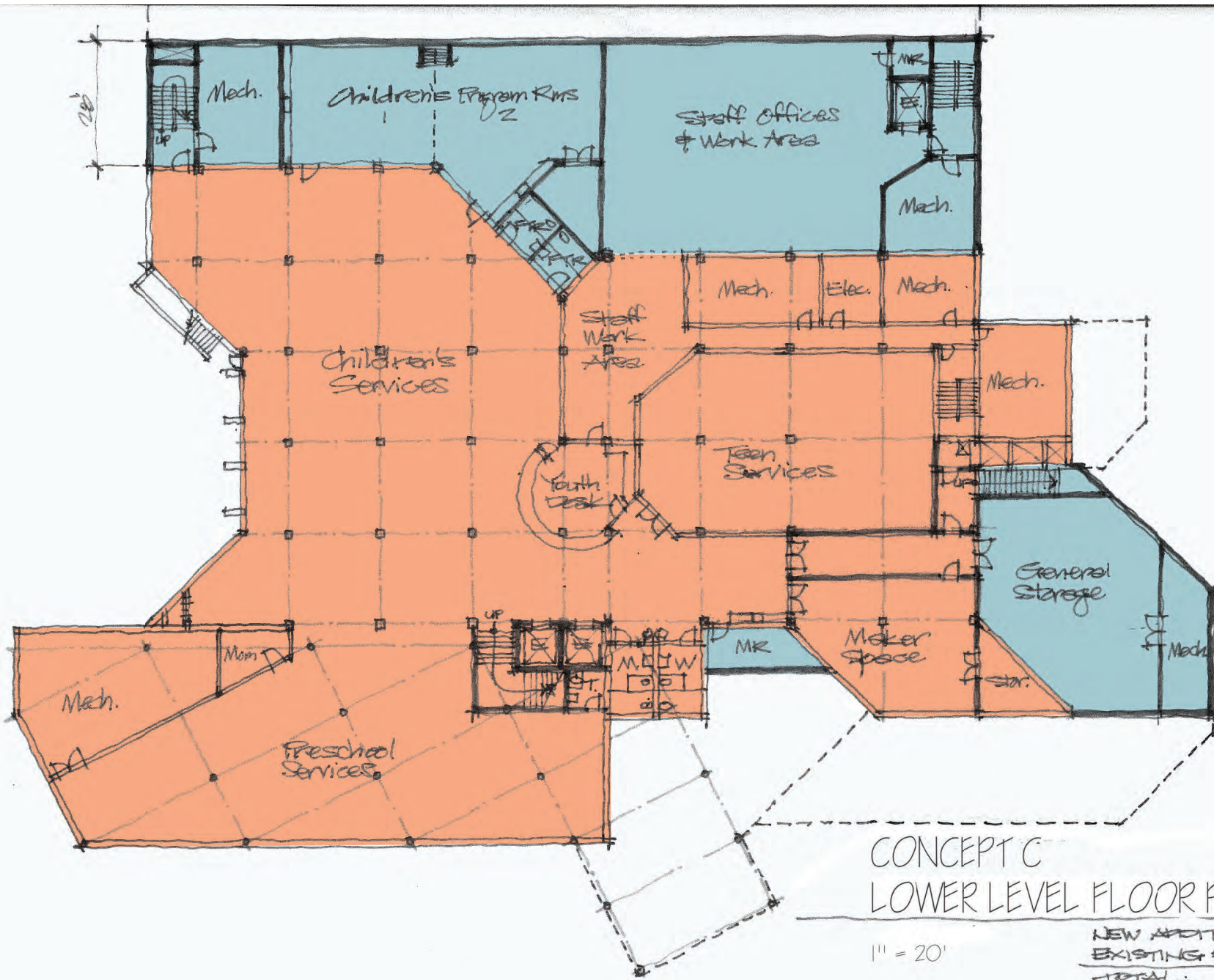
03.22.2018



CONCEPT B  
MAIN LEVEL FLOOR PLAN

1" = 20'  
 New Addition: 4850 SF  
 Remodeled Area: 4150 SF

08.22.2018



CONCEPT C  
LOWER LEVEL FLOOR PLAN

1" = 20'

NEW ADDITION:	91575 SF
EXISTING BLDG:	23265 SF
TOTAL:	37,800 SF





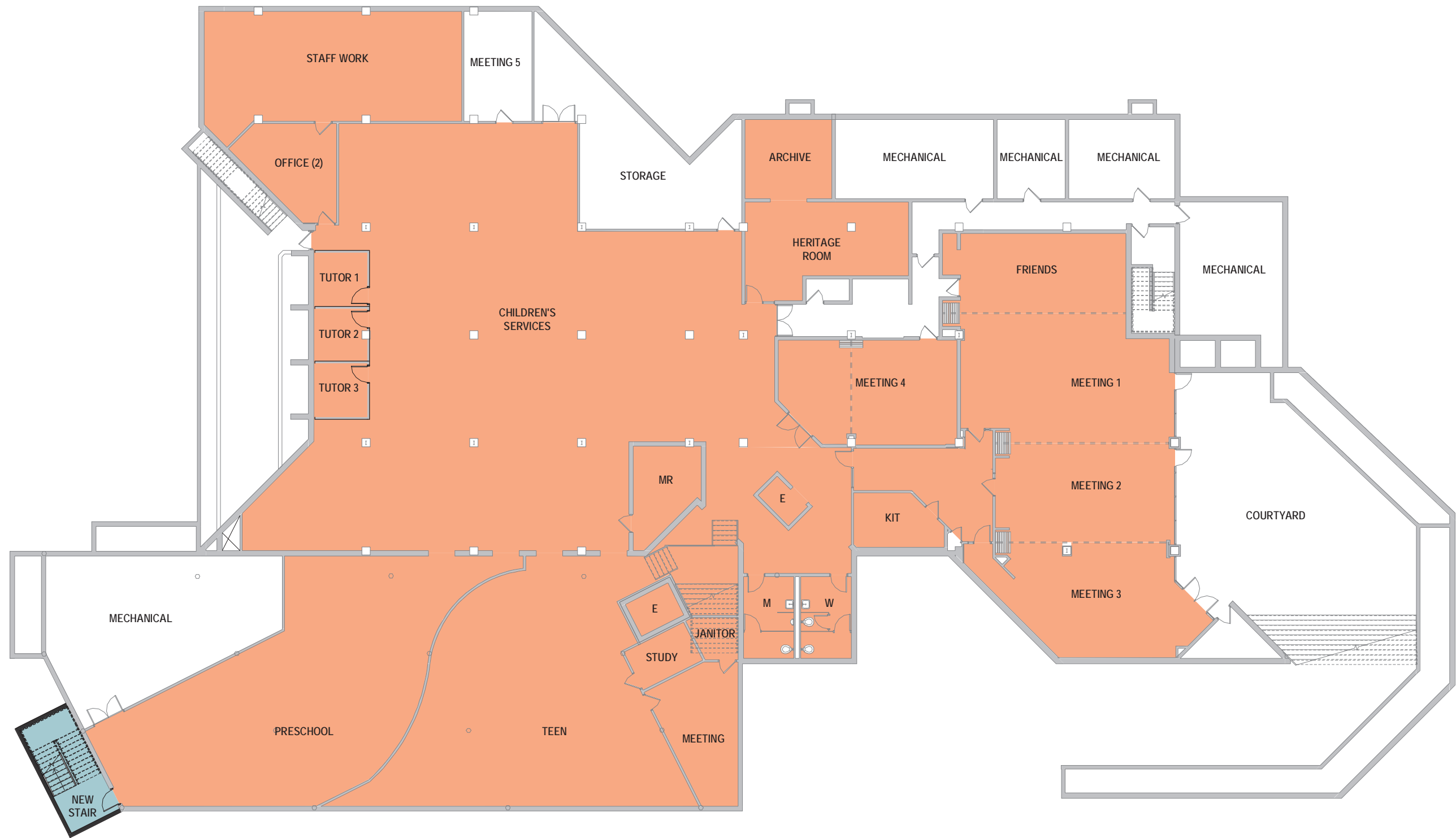


## MASTER PLAN - CONCEPT D MAIN FLOOR

PHASE I

REMODEL  21,480sf

NEW ADDITION  200sf



## MASTER PLAN - CONCEPT D LOWER FLOOR

PHASE I

REMODEL



16,920sf

NEW ADDITION



200sf



## MASTER PLAN - CONCEPT D MAIN FLOOR

PHASE II		
REMODEL	<span style="display: inline-block; width: 15px; height: 10px; background-color: orange; border: 1px solid black;"></span>	472sf
NEW ADDITION	<span style="display: inline-block; width: 15px; height: 10px; background-color: teal; border: 1px solid black;"></span>	7,115sf



## MASTER PLAN - CONCEPT D LOWER FLOOR

PHASE II		
REMODEL	<span style="display: inline-block; width: 15px; height: 10px; background-color: orange; border: 1px solid black;"></span>	142sf
NEW ADDITION	<span style="display: inline-block; width: 15px; height: 10px; background-color: teal; border: 1px solid black;"></span>	7,000sf



## MASTER PLAN - CONCEPT D MAIN FLOOR

PHASE III		
REMODEL	<span style="display: inline-block; width: 15px; height: 10px; background-color: #f4a460; border: 1px solid black;"></span>	3,175sf
NEW ADDITION	<span style="display: inline-block; width: 15px; height: 10px; background-color: #76b82a; border: 1px solid black;"></span>	225sf



## MASTER PLAN - CONCEPT D LOWER FLOOR

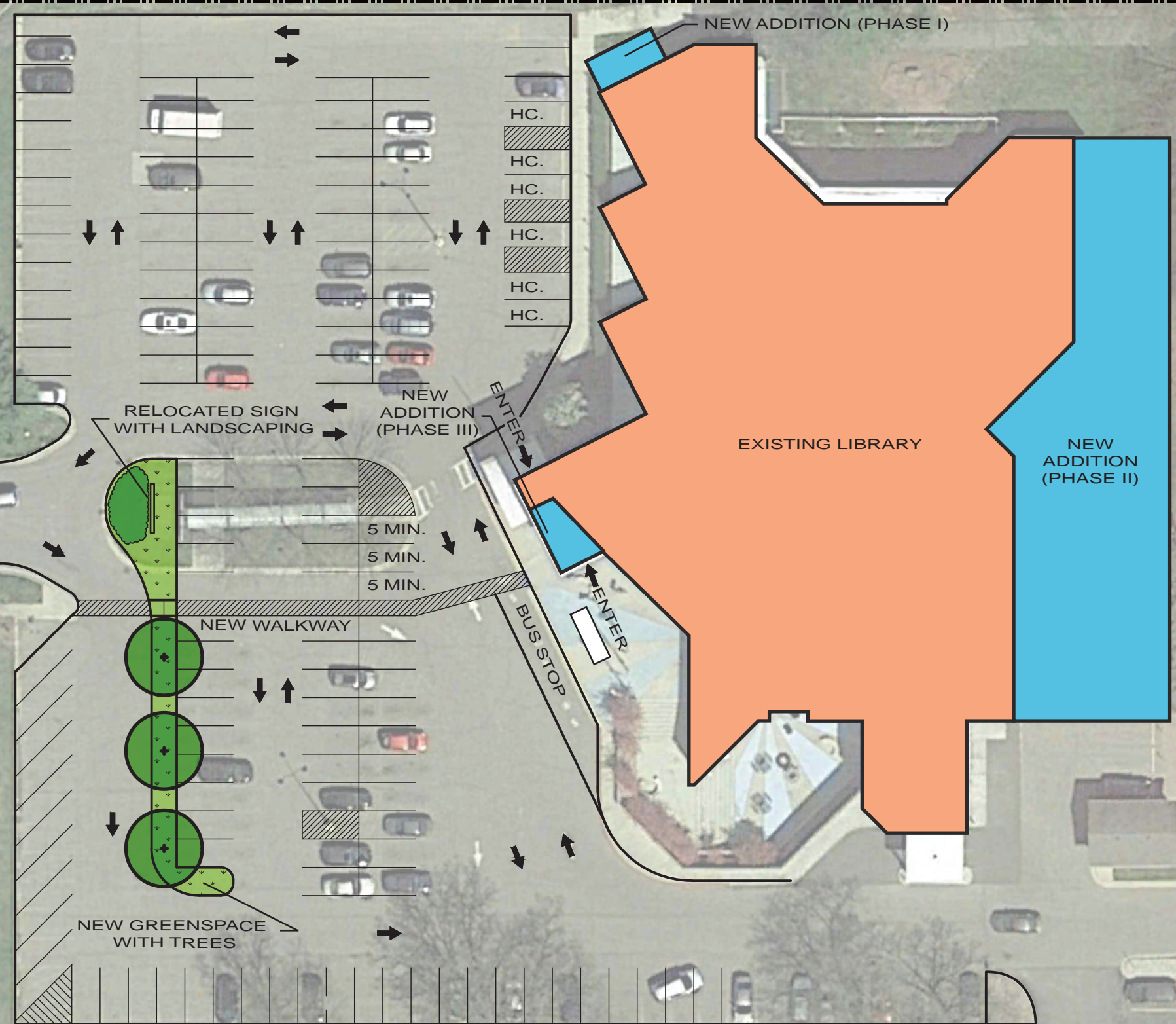
PHASE III		
REMODEL	<span style="display: inline-block; width: 15px; height: 10px; background-color: #f4a460; border: 1px solid black;"></span>	15,435sf
NEW ADDITION	<span style="display: inline-block; width: 15px; height: 10px; background-color: #80c0c0; border: 1px solid black;"></span>	0sf

# APPENDIX E

## MASTER PLAN PHASE 1

### FURNITURE COSTS AND CONCEPTS





# SITE PLAN





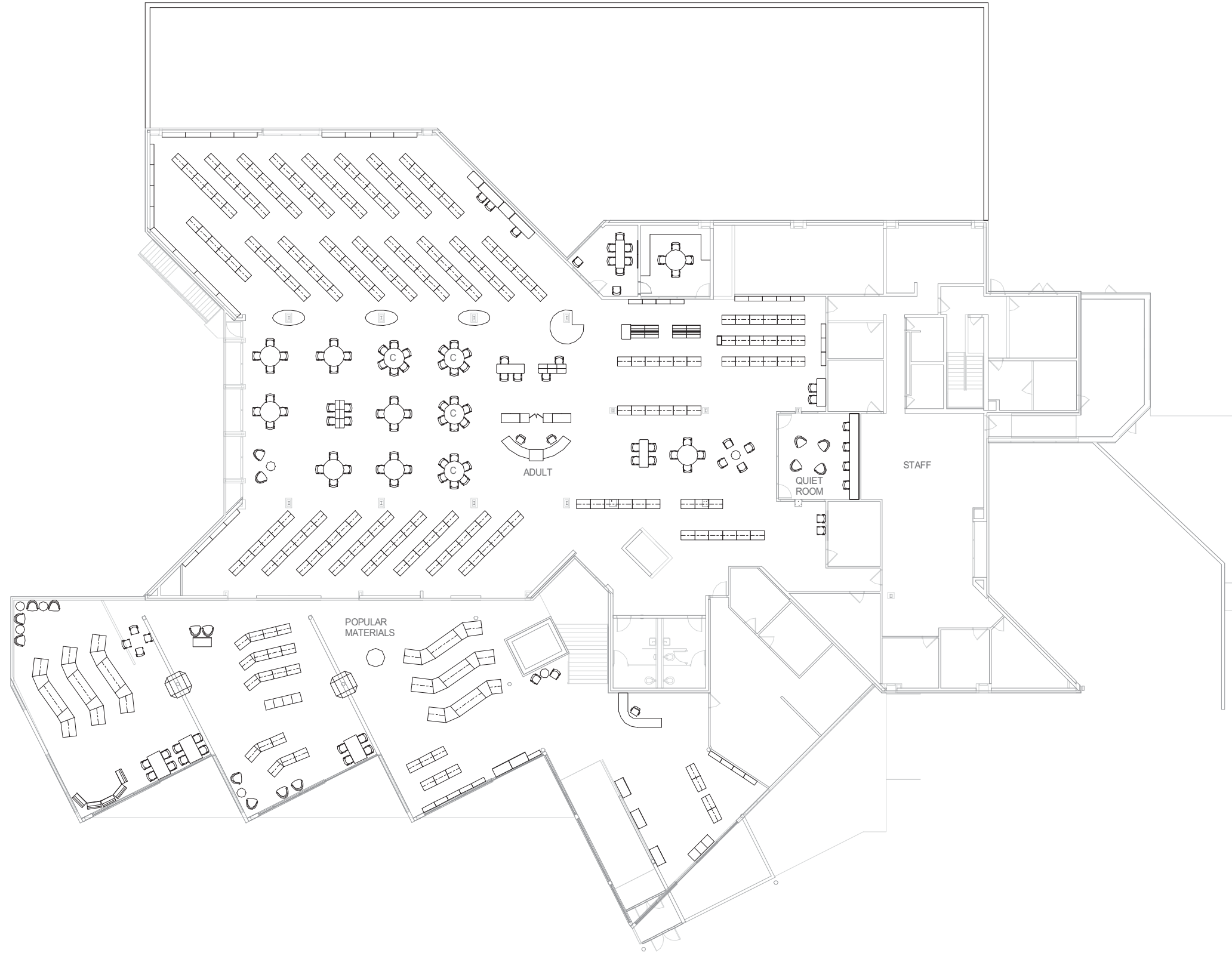


**FURNITURE COST ESTIMATE**  
**CONCEPT D - PHASE I**

SEPTEMBER 13, 2019



# EXISTING FLOOR PLAN | MAIN LEVEL



# PHASE 1 | STUDY ROOMS MAIN LEVEL



## STUDY ROOMS MAIN LEVEL

AFFECTED FLOOR AREA 1,050 SQ. FT.

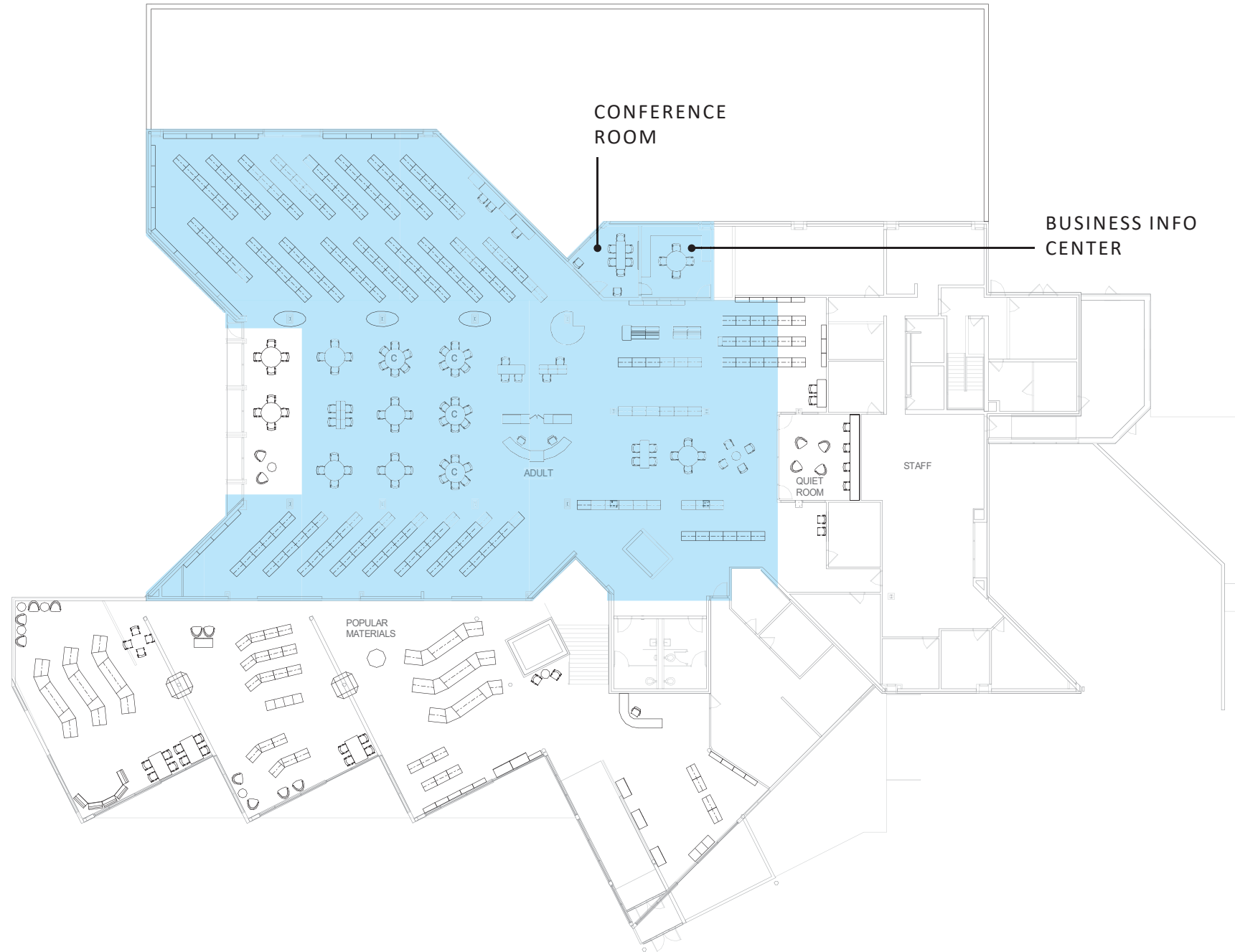
### STUDY ROOM

2 CHAIRS	\$875
1 TABLE	\$875
1 WHITE BOARD	\$350
<b>SUBTOTAL:</b>	<b>\$2,100</b>

**GRAND TOTAL  
FOR 8 ROOMS:**

**\$16,800**

# PHASE 1 | ADULT SERVICES MAIN LEVEL



## ADULT SERVICES

AFFECTED FLOOR AREA 10,560 SQ. FT.

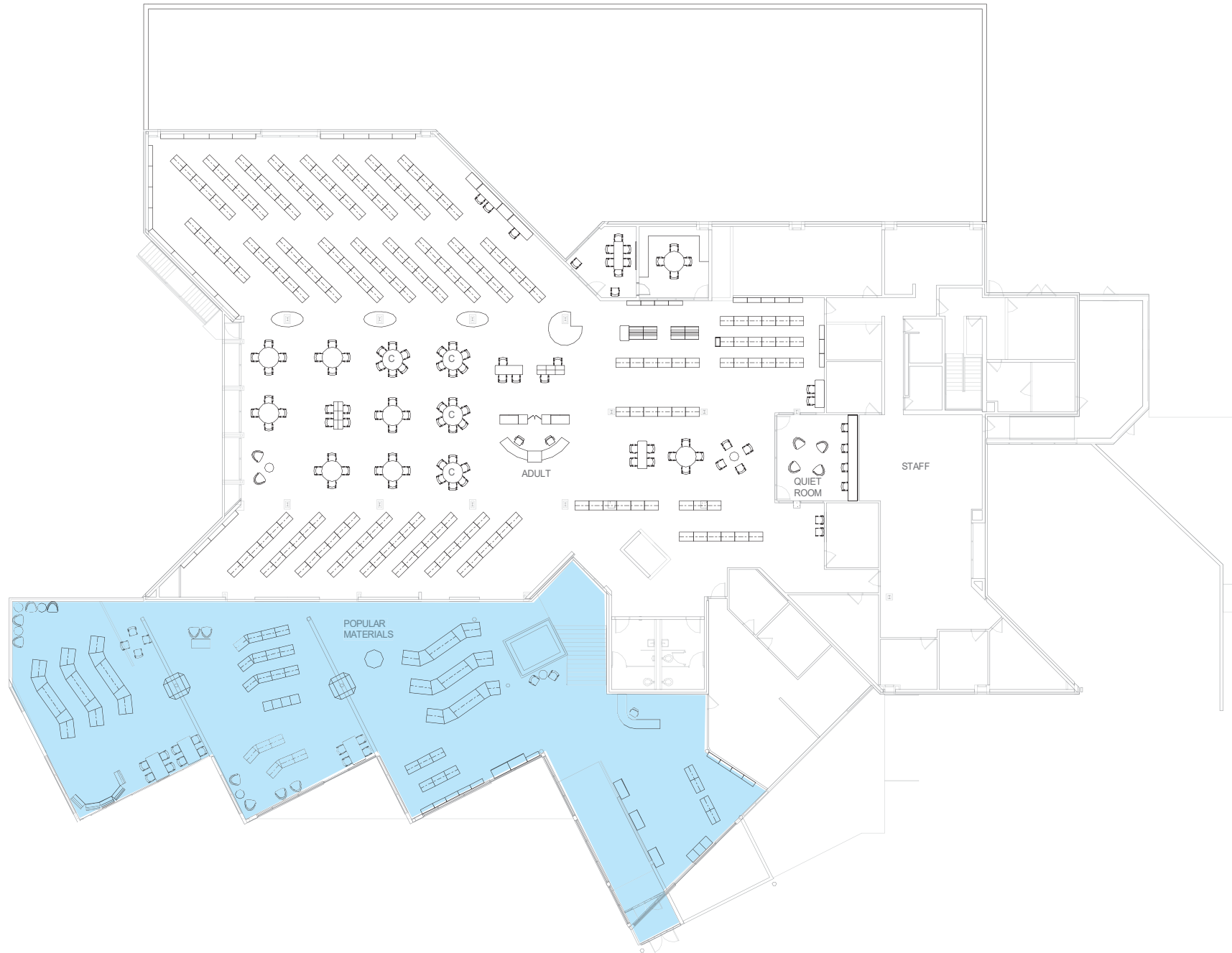
1 NEW INFO COUNTER	\$14,000
1 NEW PRINT/COPY CENTER	\$12,000
4 MOBILE COMPUTER CARRELS	\$5,500
4 POWER INTEGRATED TABLES	\$8,500
4 INDIVIDUAL USE TABLES	\$3,500
4 STUDY BOOTH/LOUNGE	\$25,500
8 CHAIRS W/ CASTERS	\$4,500
40 NEW CHAIRS	\$17,000
CONNECTRAC	\$ _____
<b>SUBTOTAL:</b>	<b>\$90,500</b>

<b>CONFERENCE ROOM</b>	
1 CONFERENCE TABLE	\$1,150
8 NEW CHAIRS	\$3,400
1 WHITE BOARD	\$350
1 TV MONITOR	\$1,600
<b>SUBTOTAL:</b>	<b>\$6,500</b>

<b>BUSINESS INFO CENTER</b>	
1 NEW TABLE	\$850
4 NEW CHAIRS	\$1,750
<b>SUBTOTAL:</b>	<b>\$2,600</b>

<b>GRAND TOTAL</b>	<b>\$99,600</b>
--------------------	-----------------

# PHASE 1 | POPULAR MATERIALS MAIN LEVEL

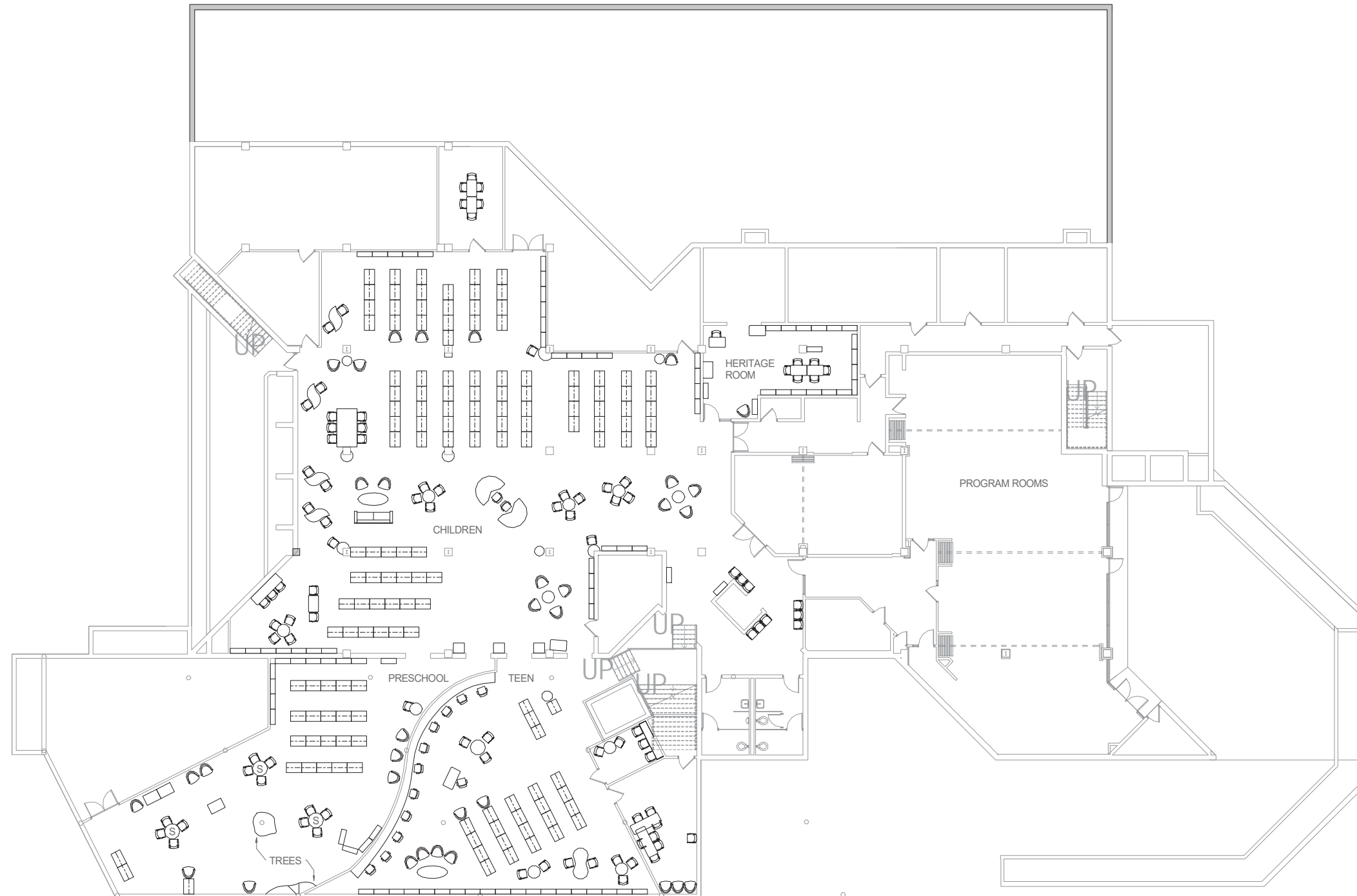


## POPULAR MATERIALS

AFFECTED FLOOR AREA 6,350 SQ. FT.

1 NEW FRONT DESK	\$13,000
5 LIGHT WEIGHT TABLES	\$4,300
8 INDIVIDUAL LOUNGE PIECES	\$14,000
8 TABLET ARM LOUNGE PIECES	\$16,700
20 LIGHT WEIGHT CHAIRS	\$8,500
CONNECTRAC	\$_____
<b>TOTAL</b>	<b>\$56,500</b>

# EXISTING PLAN | LOWER LEVEL



# PHASE 1 | STUDY ROOMS LOWER LEVEL



## STUDY ROOMS LOWER LEVEL

AFFECTED FLOOR AREA 300 SQ. FT.

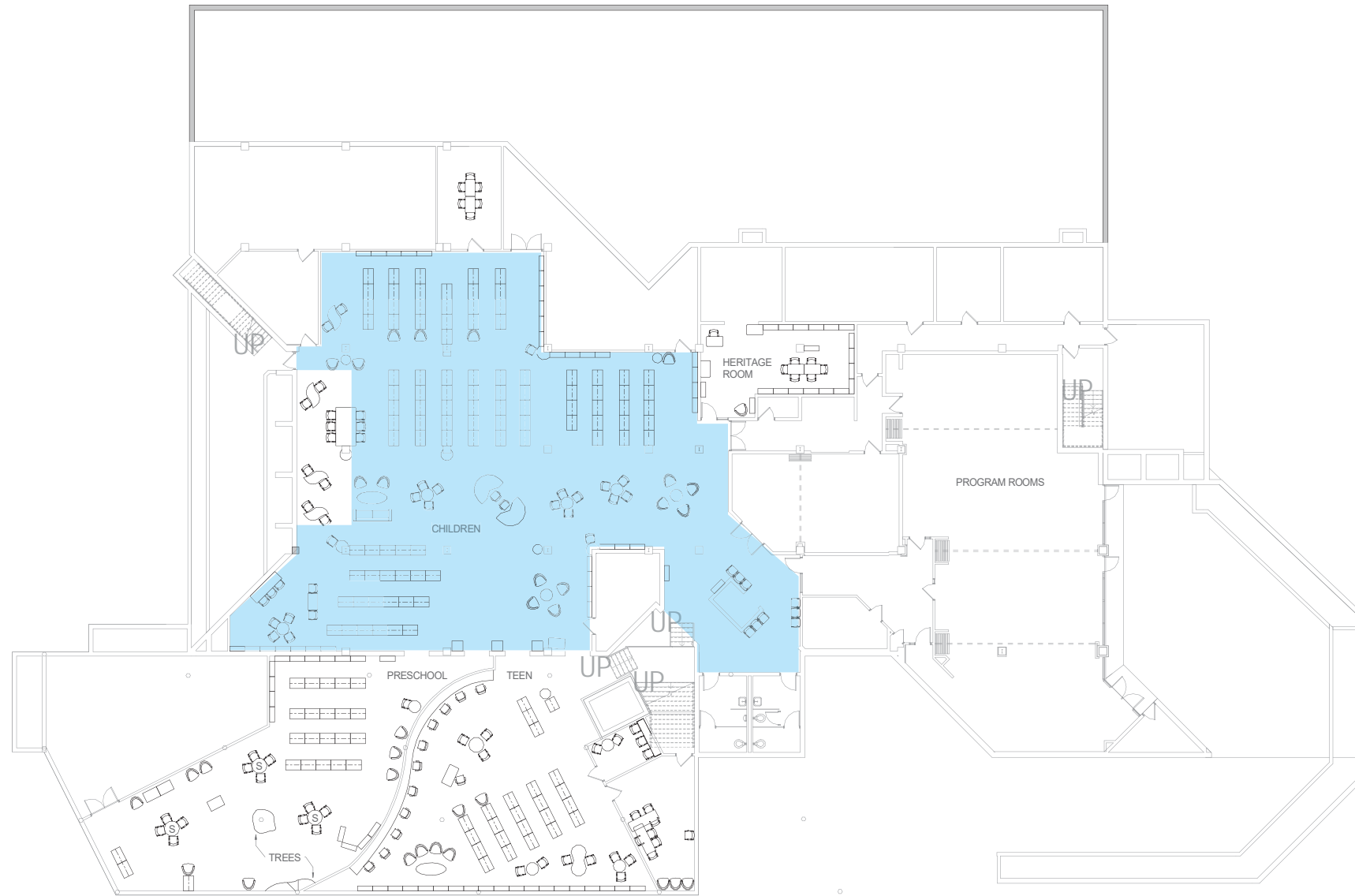
### STUDY ROOM

1 TABLE	\$875
2 CHAIRS	\$875
1 WHITE BOARD	\$350
<b>SUBTOTAL:</b>	<b>\$2,100</b>

GRAND TOTAL  
FOR 3 ROOMS:

**\$6,300**

# PHASE 1 | CHILDREN'S AREA LOWER LEVEL



## CHILDREN'S AREA

AFFECTED FLOOR AREA 6,130 SQ. FT.

1 NEW INFO DESK	\$13,000
6 NEW COMPUTER STATIONS	\$5,500
6 NEW CHILDREN'S CHAIRS	\$2,500
<b>TOTAL</b>	<b>\$21,000</b>



# PHASE 1 | PRESCHOOL AREA LOWER LEVEL

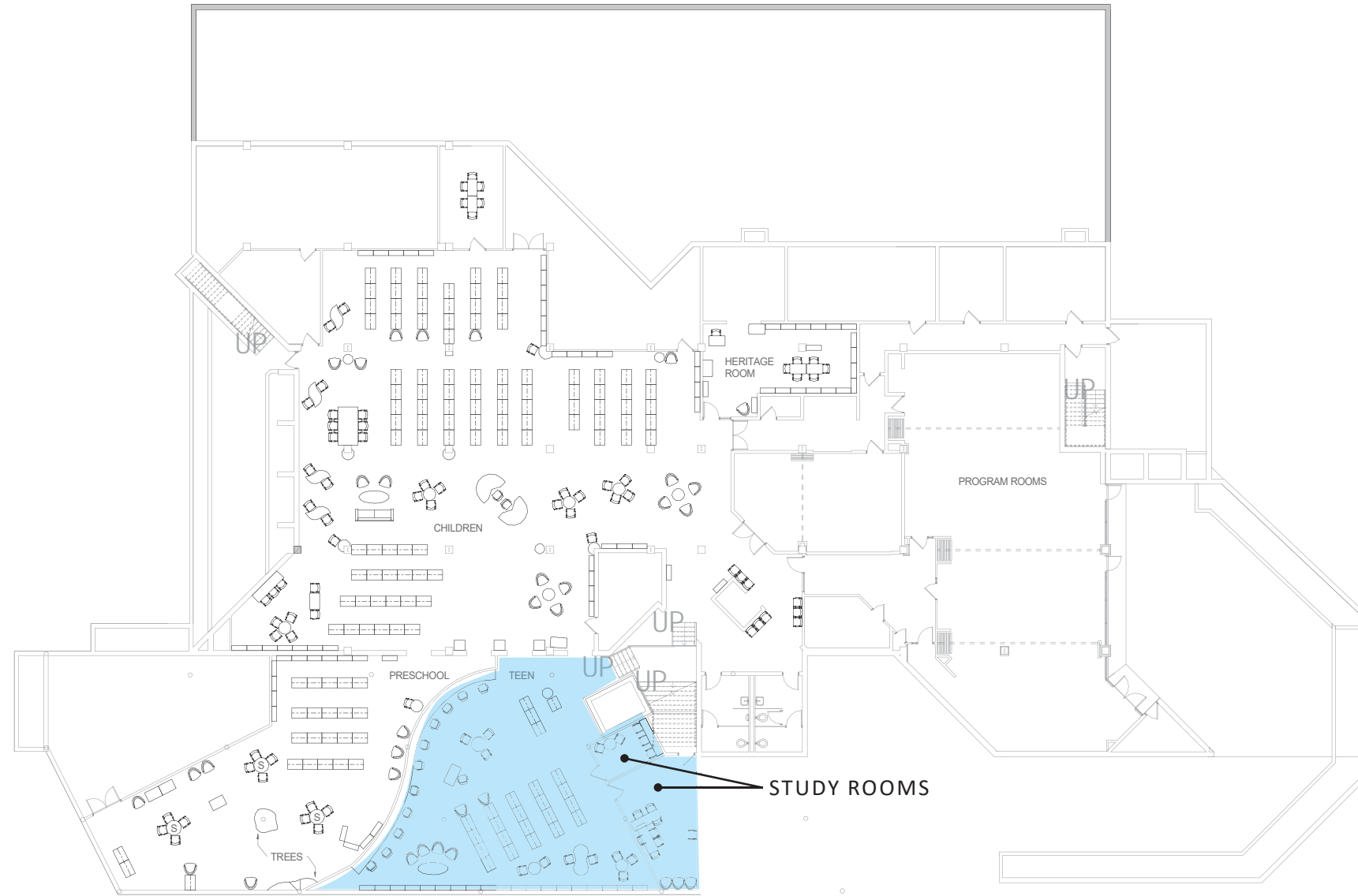


## PRESCHOOL AREA

AFFECTED FLOOR AREA 2,000 SQ. FT.

1 NEW COMPUTER STATION	\$1,300
4 SMALL TABLES	\$3,400
2 ACTIVITY WALLS	\$850
8 LOUNGE PIECES	\$16,450
16 SMALL CHAIRS	\$6,000
<b>TOTAL</b>	<b>\$28,000</b>

# PHASE 1 | TEEN AREA LOWER LEVEL



## TEEN AREA

AFFECTED FLOOR AREA 2,400 SQ. FT.

1 NEW CUSTOM SHELVING	\$5,500
3 ACOUSTIC BOOTHS	\$16,000
8 TABLET ARM LOUNGE PIECES	\$16,500
<b>SUBTOTAL:</b>	<b>\$38,000</b>

## STUDY ROOMS

2 WHITE BOARDS	\$875
4 TRAINING TABLES	\$2,500
16 CHAIRS	\$7,000
<b>SUBTOTAL:</b>	<b>\$10,375</b>

<b>GRAND TOTAL</b>	<b>\$48,375</b>
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**APPENDIX F**

**MASTER PLAN**

**COST OPINIONS**



Portage District Library  
Schematic Design  
Phase I Cost Opinion

**Adult Services (Affected Floor Area - 10,560 sq. ft.)**

Demolition	42,200
Painting	21,100
Flooring	52,800
Finished Ceilings	0
Interior ADA Signage Allowance	0
Book Drops, Chutes & Hoods	0
<b>Building Subtotal</b>	<b>116,100</b>

**MEP**

HVAC - Main Floor	0
Fire Protection System	0
Electrical Distribution - Main Floor	0
Data Distribution - Main Floor	0
LED Lighting - Main Floor	0
Building Security System	0
<b>MEP Subtotal</b>	<b>0</b>

CM Costs & General Conditions	17,400
-------------------------------	--------

<b>Construction Total</b>	<b>133,500</b>
	(\$12.64/sf)

**Other Costs**

FF&E Allowance	99,600
Technology Allowance	63,400
15% Contingency	20,000
5% Misc. Owner Costs	6,700
11% A/E/I Fee (DD - CA Phases)	34,800

<b>Total Project Costs</b>	<b>358,000</b>
	(\$33.90/sf)



**Children's Area (Affected Floor Area - 6,130 sq. ft.)**

Demolition	24,500
Painting	12,300
Flooring	30,700
Finished Ceilings	0
Millwork (Circ. Desk)	0
Interior ADA Signage Allowance	0
Book Drops, Chutes & Hoods	0
<b>Building Subtotal</b>	<b>67,500</b>

**MEP**

Electrical Distribution - Basement	0
Data Distribution - Basement	0
LED Lighting - Basement	0
Building Security System	0
<b>MEP Subtotal</b>	<b>0</b>

CM Costs & General Conditions	10,100
-------------------------------	--------

<b>Construction Total</b>	<b>77,600</b>
	(\$12.66/sf)

**Other Costs**

FF&E	21,000
Technology	0
15% Contingency	11,600
5% Misc. Owner Costs	3,900
11% A/E/I Fee (DD - CA Phases)	12,100

<b>Total Project Costs</b>	<b>126,200</b>
	(\$20.59/sf)



**Heritage Room (Affected Floor Area - 720 sq. ft.)**

Demolition	2,900
Painting	1,400
Flooring	3,600
Finished Ceilings	0
Interior ADA Signage Allowance	0
Book Drops, Chutes & Hoods	0
<b>Building Subtotal</b>	<b>7,900</b>

**MEP**

Electrical Distribution - Basement	0
Data Distribution - Basement	0
LED Lighting - Basement	0
Building Security System	0
<b>MEP Subtotal</b>	<b>0</b>

CM Costs & General Conditions	1,200
-------------------------------	-------

<b>Construction Total</b>	<b>9,100</b>
	(\$12.64/sf)

**Other Costs**

FF&E	0
Technology	0
15% Contingency	1,400
5% Misc. Owner Costs	500
11% A/E/I Fee (DD - CA Phases)	1,200

<b>Total Project Costs</b>	<b>12,200</b>
	(\$16.94/sf)



**New Egress Stair (Affected Floor Area - 400 sq. ft.)**

Demolition	1,600
Excavation - deep	5,000
Concrete	
Strip Footings	2,000
Foundation Walls - Deep	6,000
Floor Slab 4"	1,200
Foundation Waterproofing	20,000
Roof Structural Steel	3,000
Exterior Walls - EIFS on CMU	32,000
Exterior HM Doors	3,000
New Exterior Windows & SS Sills	0
Roofing & Insulation	3,000
Roof Edges & Parapet Copings	1,800
Interior Gyp Bd Walls	0
Interior Doors & Hardware	3,000
Steel Stairs & Railings	30,000
Painting	800
Flooring	2,000
Finished Ceilings	2,000
Interior ADA Signage Allowance	500
Book Drops, Chutes & Hoods	0
<b>Building Subtotal</b>	<b>116,900</b>

**MEP**

HVAC - New Addition	8,000
Plumbing - Roof Drains	0
Fire Protection System	1,200
Electrical Distribution - New Addition	4,000
LED Lighting - New Addition	4,000
Building Security System	400
<b>MEP Subtotal</b>	<b>17,600</b>

**Site Work**

Clearing & Grubbing	400
Grading	400
Landscaping & Irrigation Allowance	0
Site & Directional Signage	0
Site Amenities Allowance	0
Dumpster Enclosure	0
Hot Mix Asphalt - Hvy. Duty	0
Concrete Drive Approach	0
Concrete Walks	1,600



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Concrete Patios	0
Concrete Curb & Gutter	0
Storm Water Control	0
Gas & Power Connections	0
Water & Sewer Connection	0
Site Work Subtotal	2,400
CM Costs & General Conditions	20,500
<b>Construction Total</b>	<b>157,400</b>
	(\$393.50/sf)
<b>Other Costs</b>	
FF&E	0
Technology	0
15% Contingency	23,600
5% Misc. Owner Costs	7,900
11% A/E/I Fee (DD - CA Phases)	19,900
<b>Total Project Costs</b>	<b>208,800</b>
	(\$522.00/sf)





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**Popular Materials (Affected Floor Area - 6,350 sq. ft.)**

Demolition	25,400
Painting	12,700
Flooring	31,800
Finished Ceilings	0
Acoustical Panels	85,700
Interior ADA Signage Allowance	0
Book Drops, Chutes & Hoods	0
<b>Building Subtotal</b>	<b>155,600</b>

**MEP**

HVAC - Main Floor	0
Fire Protection System	0
Electrical Distribution - Main Floor	0
Data Distribution - Main Floor	0
LED Lighting - Main Floor	0
Building Security System	0
<b>MEP Subtotal</b>	<b>0</b>

CM Costs & General Conditions	23,300
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<b>Construction Total</b>	<b>178,900</b>
	(\$28.17/sf)

**Other Costs**

FF&E	56,500
Technology	38,100
15% Contingency	26,800
5% Misc. Owner Costs	8,900
11% A/E/I Fee (DD - CA Phases)	33,000

<b>Total Project Costs</b>	<b>342,200</b>
	(\$53.89/sf)



**Preschool (Affected Floor Area - 2,000 sq. ft.)**

Demolition	8,000
Painting	4,000
Flooring	10,000
Finished Ceilings	0
Interior ADA Signage Allowance	0
Book Drops, Chutes & Hoods	0
<b>Building Subtotal</b>	<b>22,000</b>

**MEP**

Electrical Distribution - Basement	0
LED Lighting - Basement	0
Building Security System	0
<b>MEP Subtotal</b>	<b>0</b>

CM Costs & General Conditions	3,300
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<b>Construction Total</b>	<b>25,300</b>
	(\$12.65/sf)

**Other Costs**

FF&E	28,000
Technology	0
15% Contingency	3,800
5% Misc. Owner Costs	1,300
11% A/E/I Fee (DD - CA Phases)	6,300

<b>Total Project Costs</b>	<b>64,700</b>
	(\$32.35/sf)



**Program Rooms (Affected Floor Area - 3,800 sq. ft.)**

Demolition	15,200
Painting	7,600
Flooring	19,000
Finished Ceilings	0
Folding Wall Finishes	0
Millwork	0
Interior ADA Signage Allowance	0
Book Drops, Chutes & Hoods	0
<b>Building Subtotal</b>	<b>41,800</b>

**MEP**

Plumbing - Basement	0
Electrical Distribution - Basement	0
Data Distribution - Basement	0
LED Lighting - Basement	0
Building Security System	0
<b>MEP Subtotal</b>	<b>0</b>

CM Costs & General Conditions	6,300
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<b>Construction Total</b>	<b>48,100</b>
	(\$12.66/sf)

**Other Costs**

FF&E	0
Technology	0
15% Contingency	7,200
5% Misc. Owner Costs	2,400
11% A/E/I Fee (DD - CA Phases)	6,100

<b>Total Project Costs</b>	<b>63,800</b>
	(\$16.79/sf)



**Restrooms (Affected Floor Area - 600 sq. ft.)**

Demolition	2,400
Interior Gyp Bd Walls Repair	0
Ceramic Wall Tile	0
Restroom Partitions & Hardware	12,800
Painting	1,200
Ceramic Tile Flooring Repair	3,000
Finished Ceilings	0
Interior ADA Signage Allowance	0
Book Drops, Chutes & Hoods	0
<b>Building Subtotal</b>	<b>19,400</b>

**MEP**

HVAC - Main Floor	0
HVAC - Basement	0
Plumbing - Main Floor	21,000
Plumbing - Basement	21,000
Fire Protection System	0
Electrical Distribution - Main Floor	0
Electrical Distribution - Basement	0
LED Lighting - Main Floor	0
LED Lighting - Basement	0
Building Security System	0
<b>MEP Subtotal</b>	<b>42,000</b>

CM Costs & General Conditions	9,200
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<b>Construction Total</b>	<b>70,600</b>
	(\$117.67/sf)

**Other Costs**

FF&E	0
Technology	0
15% Contingency	10,600
5% Misc. Owner Costs	3,500
11% A/E/I Fee (DD - CA Phases)	8,900

<b>Total Project Costs</b>	<b>93,600</b>
	(\$156.00/sf)



**Staff Rooms Lower Level (Affected Floor Area - 1,270 sq. ft.)**

Demolition	5,100
Painting	2,500
Flooring	6,400
Finished Ceilings	0
Interior ADA Signage Allowance	0
Book Drops, Chutes & Hoods	0
<b>Building Subtotal</b>	<b>14,000</b>

**MEP**

Fire Protection System	0
Electrical Distribution - Basement	0
Data Distribution - Basement	0
LED Lighting - Basement	0
Building Security System	0
<b>MEP Subtotal</b>	<b>0</b>

CM Costs & General Conditions	2,100
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<b>Construction Total</b>	<b>16,100</b>
	(\$12.67/sf)

**Other Costs**

FF&E	0
Technology	0
15% Contingency	2,400
5% Misc. Owner Costs	800
11% A/E/I Fee (DD - CA Phases)	2,000

<b>Total Project Costs</b>	<b>21,300</b>
	(\$16.77/sf)



**Staff Area Main Level (Affected Floor Area - 3,000 sq. ft.)**

Demolition	12,000
Painting	6,000
Flooring	15,000
Finished Ceilings	0
Interior ADA Signage Allowance	0
Book Drops, Chutes & Hoods	0
<b>Building Subtotal</b>	<b>33,000</b>

**MEP**

HVAC - Main Floor	0
Fire Protection System	0
Electrical Distribution - Main Floor	0
Data Distribution - Main Floor	0
LED Lighting - Main Floor	0
Building Security System	0
<b>MEP Subtotal</b>	<b>0</b>

CM Costs & General Conditions	5,000
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<b>Construction Total</b>	<b>38,000</b>
	(\$12.67/sf)

**Other Costs**

FF&E	0
Technology	0
15% Contingency	5,700
5% Misc. Owner Costs	1,900
11% A/E/I Fee (DD - CA Phases)	4,800

<b>Total Project Costs</b>	<b>50,400</b>
	(\$16.80/sf)



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**Study Rooms Lower Level (Affected Floor Area - 300 sq. ft.)**

Demolition	1,200
Interior Gyp Bd Walls	3,800
High Int. Gyp Bd Walls & Blkhds	1,400
Interior Glass Walls	24,000
Interior Glass Doors & Hardware	9,000
Painting	600
Flooring	1,500
Finished Ceilings	1,500
Interior ADA Signage Allowance	500
Book Drops, Chutes & Hoods	0
<b>Building Subtotal</b>	<b>43,500</b>

**MEP**

HVAC - Main Floor	5,100
Fire Protection System	900
Electrical Distribution - Basement	3,600
Data Distribution - Basement	0
LED Lighting - Basement	3,000
Building Security System	900
<b>MEP Subtotal</b>	<b>13,500</b>

CM Costs & General Conditions	8,600
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<b>Construction Total</b>	<b>65,600</b>
	(\$218.67/sf)

**Other Costs**

FF&E	6,300
Technology	1,800
15% Contingency	9,800
5% Misc. Owner Costs	3,300
11% A/E/I Fee (DD - CA Phases)	9,200

<b>Total Project Costs</b>	<b>96,000</b>
	(\$320.00/sf)



**Study Rooms Main Level (Affected Floor Area - 1,270 sq. ft.)**

Demolition	5,100
Interior Gyp Bd Walls	5,700
High Int. Gyp Bd Walls & Blkhds	13,500
Interior Glass Walls	148,000
Interior Doors & Hardware	7,200
Interior Glass Doors & Hardware	24,000
Painting	2,500
Flooring	6,400
Finished Ceilings	6,400
Interior ADA Signage Allowance	500
Book Drops, Chutes & Hoods	0
<b>Building Subtotal</b>	<b>219,300</b>

**MEP**

HVAC - Main Floor	19,100
Fire Protection System	3,800
Electrical Distribution - Main Floor	12,700
Data Distribution - Main Floor	6,400
LED Lighting - Main Floor	12,700
Building Security System	3,800
<b>MEP Subtotal</b>	<b>58,500</b>

CM Costs & General Conditions	41,700
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<b>Construction Total</b>	<b>319,500</b>
	(\$251.57/sf)

**Other Costs**

FF&E	16,800
Technology	7,600
15% Contingency	47,900
5% Misc. Owner Costs	16,000
11% A/E/I Fee (DD - CA Phases)	43,100

<b>Total Project Costs</b>	<b>450,900</b>
	(\$355.04/sf)





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**Teens (Affected Floor Area - 2,400 sq. ft.)**

Demolition	9,600
Painting	4,800
Flooring	12,000
Finished Ceilings	0
Millwork	0
Interior ADA Signage Allowance	0
Book Drops, Chutes & Hoods	0
<b>Building Subtotal</b>	<b>26,400</b>

**MEP**

Electrical Distribution - Basement	0
Data Distribution - Basement	0
LED Lighting - Basement	0
Building Security System	0
<b>MEP Subtotal</b>	<b>0</b>

CM Costs & General Conditions	4,000
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<b>Construction Total</b>	<b>30,400</b>
	(\$12.67/sf)

**Other Costs**

FF&E	48,000
Technology	14,400
15% Contingency	4,600
5% Misc. Owner Costs	1,500
11% A/E/I Fee (DD - CA Phases)	10,700

<b>Total Project Costs</b>	<b>109,600</b>
	(\$45.67/sf)



**Building (Affected Floor Area - 38,800 sq. ft.)**

Demolition	155,200
Excavation - deep	5,000
Concrete	
Strip Footings	2,000
Foundation Walls - Deep	6,000
Floor Slab 4"	1,200
Foundation Waterproofing	20,000
Roof Structural Steel	3,000
Exterior Walls - EIFS on CMU	32,000
Exterior HM Doors	3,000
New Exterior Windows & SS Sills	0
Exterior Garage Door (Power)	0
Exterior Delivery Awning	0
Roofing & Insulation	3,000
Roof Edges & Parapet Copings	1,800
Interior Gyp Bd Walls	9,900
High Int. Gyp Bd Walls & Blkhds	12,200
Interior CMU Walls	0
Interior Glass Walls	172,000
Interior Sliding Glass Walls	0
Wet Wall & Chimney Ceramic Tile	0
Restroom Partitions & Hardware	12,800
Interior Doors & Hardware	3,000
Interior Glass Doors & Hardware	36,000
Steel Stairs & Railings	30,000
Painting	77,600
Flooring	194,000
Finished Ceilings	18,000
Acoustical Panels	85,500
Millwork & Window Sills	0
Display Cabinets	0
Lockers - Staff	0
Lockers - After Hour Holds	0
Digital Fireplace	0
Interior ADA Signage Allowance	500
Book Drops, Chutes & Hoods	0
<b>Building Subtotal</b>	<b>883,700</b>

**MEP**

HVAC - New Addition	8,000
HVAC - Main Floor	21,000
HVAC - Basement	5,300



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Plumbing - Main Floor	21,000
Plumbing - Basement	21,000
Plumbing - Roof Drains	0
Fire Protection System	6,500
Electrical Distribution - New Addition	4,000
Electrical Distribution - Main Floor	14,000
Electrical Distribution - Basement	3,500
LED Lighting - New Addition	4,000
LED Lighting - Main Floor	14,000
LED Lighting - Basement	3,500
LED Parking/Site Lot Lighting	0
Building Security System	6,500
<b>MEP Subtotal</b>	<b>132,300</b>

**Site Work**

Clearing & Grubbing	400
Grading	400
Landscaping & Irrigation Allowance	0
Site & Directional Signage	0
Site Amenities Allowance	0
Dumpster Enclosure	0
Hot Mix Asphalt - Hvy. Duty	0
Concrete Drive Approach	0
Concrete Walks	1,600
Concrete Patios	0
Concrete Curb & Gutter	0
Storm Water Control	0
Gas & Power Connections	0
Water & Sewer Connection	0
<b>Site Work Subtotal</b>	<b>2,400</b>

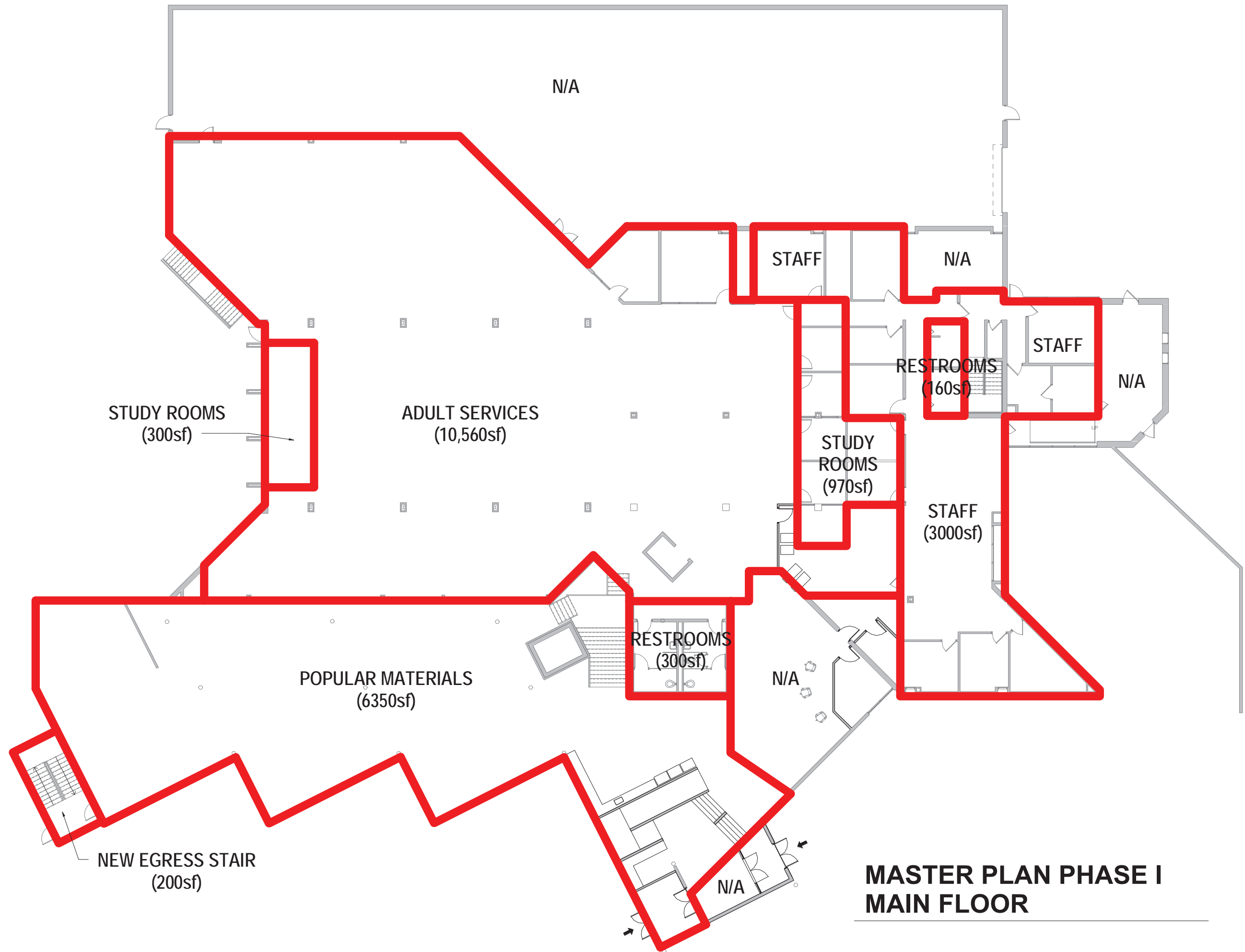
CM Costs & General Conditions	152,800
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<b>Construction Total</b>	<b>1,171,200</b> ((\$30.19/sf))
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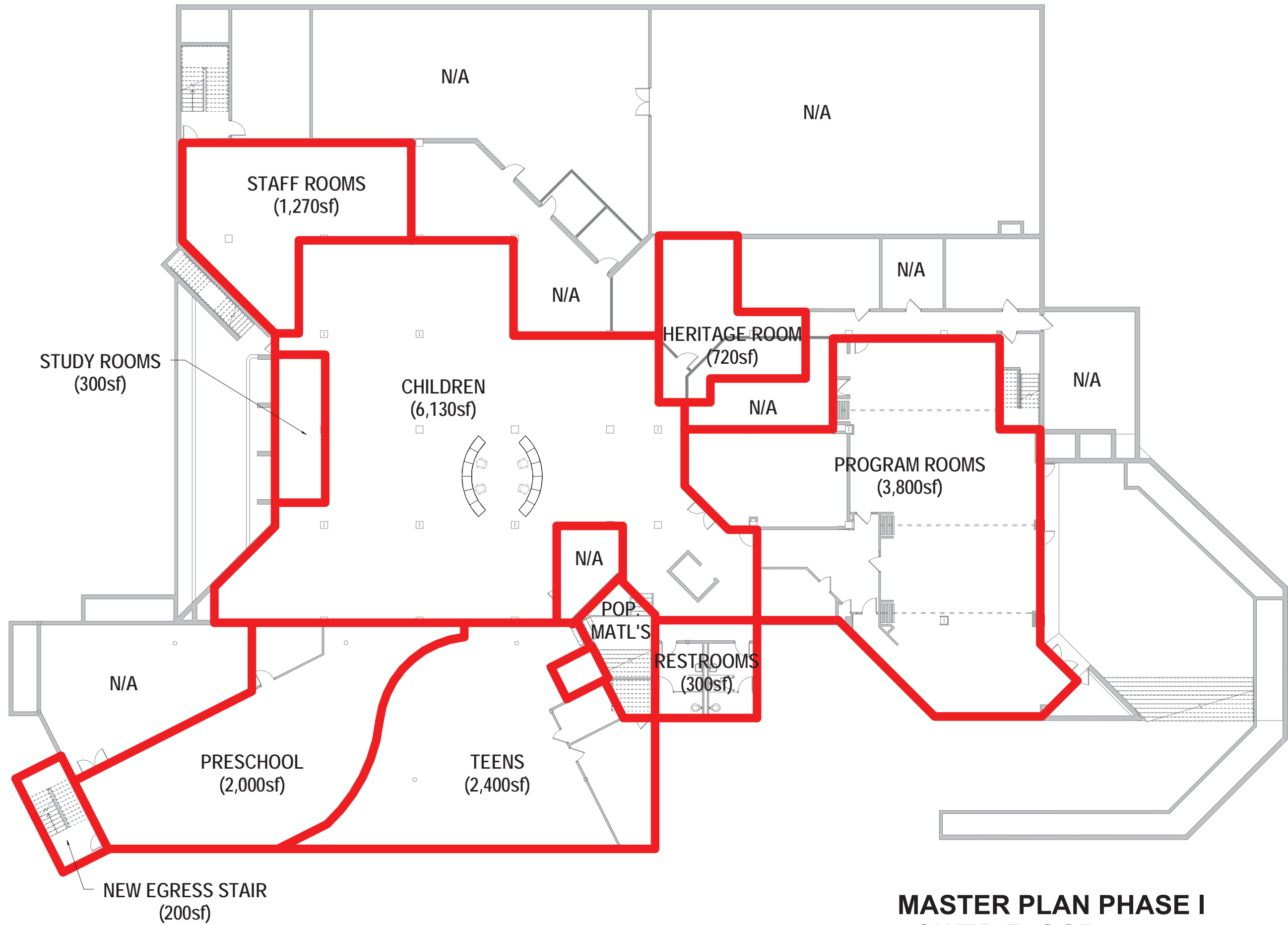
**Other Costs**

FF&E	276,600
Technology	125,300
15% Contingency	175,700
5% Misc. Owner Costs	58,600
11% A/E/I Fee (DD - CA Phases)	192,400

<b>Total Project Costs</b>	<b>1,999,800</b> ((\$51.54/sf))
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**MASTER PLAN PHASE I  
MAIN FLOOR**



**MASTER PLAN PHASE I  
LOWER FLOOR**



**Building (Affected Floor Area - 15,400 sq. ft.)**

Demolition	20,000
Excavation - Basement	109,500
Concrete	
Strip Footings	24,800
Spread Footings	26,000
Foundation Piers	36,000
Foundation Walls - Basement	157,500
Floor Slab 4"	43,800
Foundation Waterproofing	58,500
Floor Slab Waterproofing	91,200
Precast Concrete Plank Floor	262,800
Structural Steel	175,200
Exterior Walls - Facebrick on CMU	175,500
Exterior Windows	65,000
Exterior Doors	3,000
Exterior Overhead Door	5,000
Roofing & Insulation	109,500
Roof Edges & Parapet Copings	20,300
Interior Gyp Bd Walls	15,600
High Int. Gyp Bd Walls & Blkhds	3,000
Interior CMU Walls	121,700
Interior Wall Glass	15,000
Wet Wall & Chimney Ceramic Tile	0
Restroom Partitions & Hardware	6,400
Interior Doors & Hardware	33,000
Interior Glass Doors & Hardware	6,000
Painting	16,200
Flooring	40,500
Stairs	50,000
Service Elevator	80,000
Finished Ceilings	40,500
Window Treatments (Limited)	12,000
Millwork & Window Sills	80,000
Display Cabinets	0
Digital Fireplace	0
Interior ADA Signage Allowance	8,100
Book Drops, Chutes & Hoods	0
<b>Building Subtotal</b>	<b>1,911,600</b>

**MEP**

HVAC - New Addition Main	255,500
HVAC - New Addition Basement	109,500



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HVAC - Remodeled Area	12,000
Plumbing - Main	14,000
Plumbing - Basement	10,000
Plumbing - Roof Drains	28,000
Fire Protection System	61,600
Electrical Distribution - New Addition Main	87,600
Electrical Distribution - New Addition Basement	58,400
Electrical Distribution - Remodel	9,600
LED Lighting - New Addition Main	73,000
LED Lighting - New Addition Basement	43,800
LED Lighting - Remodel	9,600
LED Parking/Site Lot Lighting	0
Building Security System	46,200
<b>MEP Subtotal</b>	<b>818,800</b>

**Site Work**

Clearing & Demolition	5,000
Grading	1,700
Lawn Restoration & Irrigation Allowance	10,000
Site & Directional Signage	0
Site Amenities Allowance	5,000
Dumpster Enclosure	0
Hot Mix Asphalt - Hvy. Duty	0
Concrete Drive Approach	0
Concrete Walks	1,200
Concrete Patios	2,000
Concrete Curb & Gutter	0
Storm Water Control	0
Gas & Power Connections	0
Water & Sewer Connection	0
<b>Site Work Subtotal</b>	<b>24,900</b>

CM Costs & General Conditions	275,500
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<b>Construction Total</b>	<b>3,030,800</b> (\$196.81/sf)
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**Other Costs**

FF&E	219,000
Technology	58,400
10% Contingency	303,100
5% Misc. Owner Costs	151,500
8.5% A/E/I Fee (DD - CA Phases)	307,000

<b>Total Project Costs</b>	<b>4,069,800</b> (\$264.27/sf)
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**Replace HVAC in Existing Library**

HVAC - New Air Handling Units	576,000
HVAC - New Condensing Units	240,000
HVAC - New VAV Units in Lower Level	300,000
HVAC - New BMS Controls	240,000
Site Work Subtotal	1,356,000

CM Costs & General Conditions	135,600
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<b>Construction Total</b>	<b>1,516,500</b>
	(\$31.59/sf)

**Other Costs**

10% Contingency	151,700
5% Misc. Owner Costs	75,800
8.5% A/E/I Fee (DD - CA Phases)	141,800

<b>Total Project Costs</b>	<b>1,885,800</b>
	(\$39.29/sf)





**Building (Affected Floor Area - 15,300 sq. ft.)**

Demolition	98,400
Excavation - Shallow	9,000
Excavation - Basement	0
Clean Sand Fill	0
Concrete	
Strip Footings	2,400
Spread Footings	3,000
Foundation Piers	1,000
Foundation Walls - Shallow	6,000
Foundation Walls - Basement	0
Floor Slab 4"	1,800
Foundation Waterproofing	0
Floor Slab Waterproofing	0
Precast Concrete Plank Floor	3,800
Structural Frame	35,000
Exterior Walls - Facebrick Veneer	0
Clerestory Exterior Walls	0
Exterior Windows	45,500
Exterior Glass Doors	25,600
Exterior Garage Door (Power)	0
Exterior Window Sun Screens	7,000
Roofing & Insulation	8,000
Fascias & Soffits	50,000
Roof Edges & Parapet Copings	1,800
Roof Hatches & Wall Ladders	0
Interior Gyp Bd Walls	21,100
High Int. Gyp Bd Walls & Blkhds	4,000
Interior CMU Walls	17,300
Folding Walls	0
Sliding Glass Walls	0
Interior Glass	30,000
Wet Wall & Chimney Ceramic Tile	10,000
Restroom Partitions & Hardware	4,800
Interior Doors & Hardware	18,000
Interior Glass Doors & Hardware	0
Glass Garage Doors	0
Roll-up Security Gate (Powered)	0
Kitchen Rolling Counter Shutter	0
Painting	30,600
Flooring	76,500
Stairs	0
Elevator	0



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Finished Ceilings	76,500
Window Treatments (Limited)	6,000
Millwork & Window Sills	120,000
Display Cabinets	10,000
Lockers - Staff	9,600
Lockers - After Hour Holds	9,600
Digital Fireplace	5,000
Projection Equipment Allowance	0
Interior ADA Signage Allowance	15,300
Book Drops, Chutes & Hoods	6,000
<b>Building Subtotal</b>	<b>768,600</b>

**MEP**

HVAC - New Addition	12,000
HVAC - Remodeled	225,000
Plumbing - Main Floor	7,000
Plumbing - Basement	40,000
Plumbing - Roof Drains	7,000
Fire Protection System	61,200
Electrical Distribution - New Addition	4,500
Electrical Distribution - Remodeled	120,000
LED Lighting - New Addition	6,000
LED Lighting - Remodeled	150,000
Building Security System	45,900
<b>MEP Subtotal</b>	<b>678,600</b>

**Site Work**

Demolition	50,000
Grading	20,000
Clean Sand Fill	0
Landscaping & Irrigation Allowance	10,000
Site & Directional Signage	5,000
Site Amenities Allowance	15,000
Dumpster Enclosure	0
Hot Mix Asphalt - Hvy. Duty	20,000
Concrete Drive Approach	0
Concrete Retaining Walls w/Railing	0
Concrete Walks	30,000
Concrete Steps	0
Concrete Curb & Gutter	3,600
LED Parking/Site Lot Lighting	16,000
Storm Water Control	20,000
Gas & Power Connections	0



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Water & Sewer Connection	0
Site Work Subtotal	189,600
CM Costs & General Conditions	163,700
<b>Construction Total</b>	<b>1,800,500</b>
	(\$117.68/sf)
<b>Other Costs</b>	
Land Purchase	0
FF&E	459,000
Technology	122,400
15% Contingency	270,100
5% Misc. Owner Costs	90,000
9.5% A/E/I Fee (DD - CA Phases)	251,900
<b>Total Project Costs</b>	<b>2,993,900</b>
	(\$195.68/sf)



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**Building (Affected Floor Area - 62,200 sq. ft.)**

Demolition			53,100 sf	x		5.00	=	265,500
Excavation - Shallow			300 sf	x		15.00	=	4,500
Excavation - Basement			7,500 sf	x		15.00	=	112,500
Concrete								
Strip Footings			530 lf	x		55.00	=	29,200
Spread Footings			28 ea	x		1,000.00	=	28,000
Foundation Piers			248 lf	x		150.00	=	37,200
Foundation Walls - Shallow			40 lf	x		150.00	=	6,000
Foundation Walls - Basement			490 lf	x		335.00	=	164,200
Floor Slab 4"			7,800 sf	x		6.00	=	46,800
Foundation Waterproofing			4,700 sf	x		15.00	=	70,500
Floor Slab Waterproofing			7,800 sf	x		12.00	=	93,600
Precast Concrete Plank Floor w/2" Conc. Topping			14,750 sf	x		18.00	=	265,500
Structural Steel			15,500 sf	x		15.00	=	232,500
Exterior Walls - Facebrick on CMU	260 lf	x	15 ft	x		45.00	=	175,500
Exterior Walls - EIFS on CMU	40 lf	x	20 ft	x		40.00	=	32,000
Exterior Windows			1,700 sf	x		65.00	=	110,500
Exterior Windows Sun Screens			40 lf	x		175.00	=	7,000
Exterior Doors			11 ea	x		3,000.00	=	33,000
Exterior Overhead Door			1 ea	x		5,000.00	=	5,000
Roofing & Insulation			8,500 sf	x		20.00	=	170,000
Roof Edges & Parapet Copings			530 lf	x		45.00	=	23,900
Fascias & Soffits			1,000 sf	x		50.00	=	50,000
Interior Gyp Bd Walls	465 lf	x	13 ft	x		8.00	=	48,400
High Int. Gyp Bd Walls & Blkhds	395 lf	x	5 ft	x		10.00	=	19,800
Interior CMU Walls	600 lf	x	13 ft	x		18.00	=	140,400
Interior Glass Walls	505 lf	x	8 ft	x		54.00	=	218,200
Wet Wall & Chimney Ceramic Tile			500 sf	x		20.00	=	10,000
Restroom Partitions & Hardware			15 ea	x		1,600.00	=	24,000
Interior Doors & Hardware			36 ea	x		1,500.00	=	54,000
Interior Glass Doors & Hardware			14 ea	x		3,000.00	=	42,000
Painting			62,200 sf	x		2.00	=	124,400
Flooring			62,200 sf	x		5.00	=	311,000
Stairs			3 ea	x		25,000.00	=	75,000
Service Elevator			1 ea	x		80,000.00	=	80,000
Finished Ceilings			27,000 sf	x		5.00	=	135,000
Acoustical Panels			5,700 sf	x		15.00	=	85,500
Window Treatments (Limited)			1,200 sf	x		15.00	=	18,000
Millwork & Window Sills			300 lf	x		665.00	=	199,500
Display Cabinets			2 ea	x		5,000.00	=	10,000
Digital Fireplace			1 ea	x		5,000.00	=	5,000
Lockers - Staff			24 ea	x		400.00	=	9,600



Portage District Library  
Schematic Design  
One Project Cost Opinion

Lockers - After Hours Holds	24 ea	x	400.00	=	9,600
Projection Equipment Allowance	3 ea	x	5,000.00	=	15,000
Interior ADA Signage Allowance	62,200 ea	x	0.35	=	21,800
Book Drops, Chutes & Hoods	2 ea	x	3,000.00	=	6,000
<b>Building Subtotal</b>					<b>3,625,100</b>

**MEP**

HVAC - New Addition Main	8,000 sf	x	35.00	=	280,000
HVAC - New Addition Basement	7,300 sf	x	15.00	=	109,500
HVAC - Remodeled Area	17,550 sf	x	15.00	=	263,300
HVAC - New Air Handling Units	48,000 ea	x	12.00	=	576,000
HVAC - New Condensing Units	48,000 sf	x	5.00	=	240,000
HVAC - New VAV Units in Lower Level	20,000 sf	x	15.00	=	300,000
HVAC - New BMS Controls	48,000 sf	x	5.00	=	240,000
<b>Plumbing - Main</b>	12 ea	x	3,500.00	=	42,000
Plumbing - Basement	16 ea	x	4,500.00	=	72,000
Plumbing - Roof Drains	10 ea	x	3,500.00	=	35,000
Fire Protection System	32,800 sf	x	4.00	=	131,200
Electrical Distribution - New Addition Main	8,000 sf	x	12.00	=	96,000
Electrical Distribution - New Addition Basement	7,300 sf	x	8.00	=	58,400
Electrical Distribution - Remodel	17,550 sf	x	8.40	=	147,400
LED Lighting - New Addition Main	8,000 sf	x	10.00	=	80,000
LED Lighting - New Addition Basement	7,300 sf	x	10.00	=	73,000
LED Lighting - Remodel	17,550 sf	x	12.00	=	210,600
LED Lighting - Parking	4 ea	x	4,000.00	=	16,000
Building Security System	32,800 sf	x	3.00	=	98,400
<b>MEP Subtotal</b>					<b>3,068,800</b>

**Site Work**

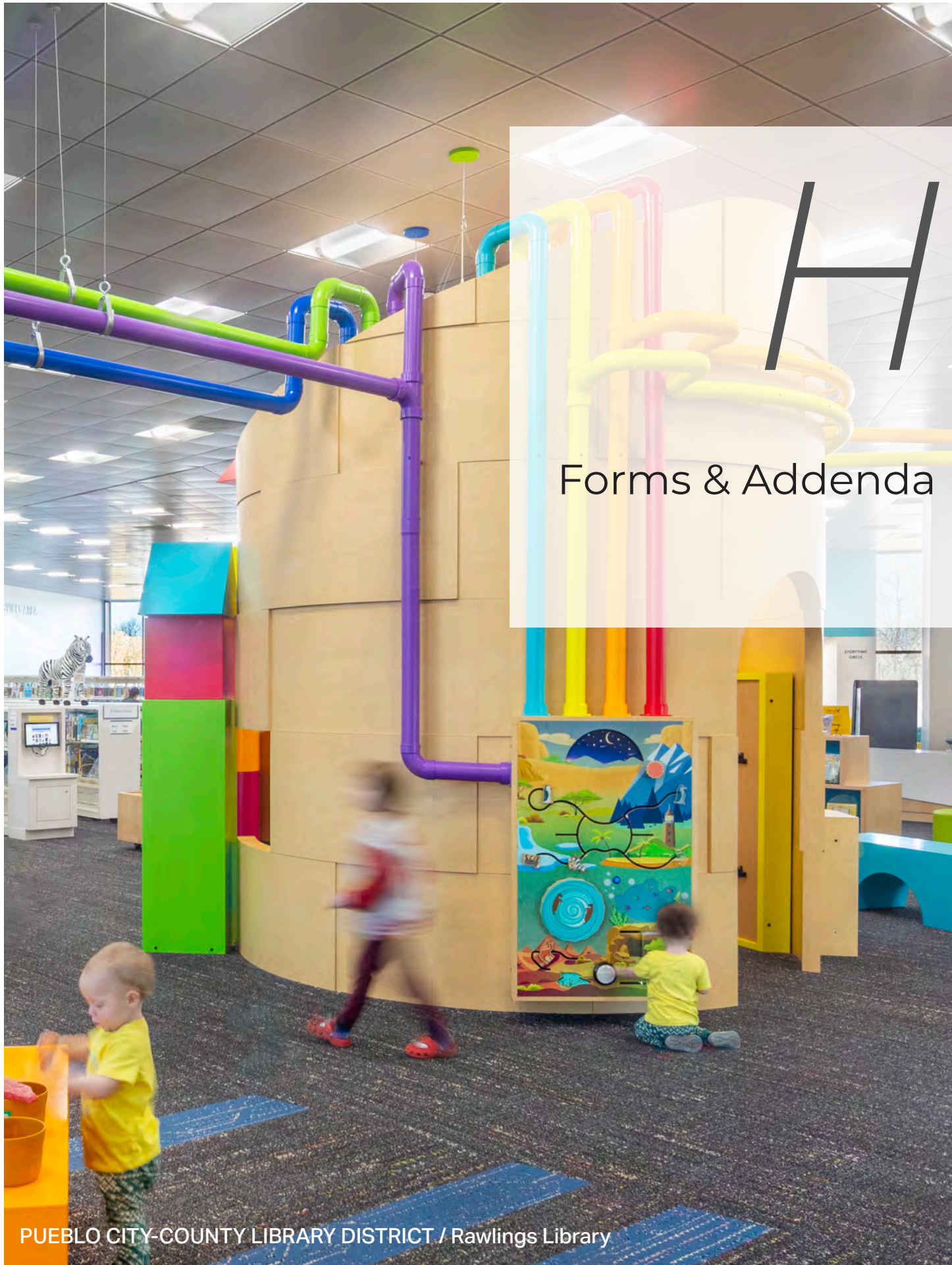
Demolition	11,000 sf	x	5.00	=	55,000
Clearing & Grubbing	5,000 sf	x	1.00	=	5,000
Grading	13,600 sf	x	1.50	=	20,400
Lawn Restoration & Irrigation Allowance	2 ea	x	10,000.00	=	20,000
Site & Directional Signage	1 ea	x	5,000.00	=	5,000
Site Amenities Allowance	1 ea	x	20,000.00	=	20,000
Hot Mix Asphalt - Hvy. Duty	5,000 sf	x	4.00	=	20,000
Concrete Walks	5,800 sf	x	6.00	=	34,800
Concrete Patio Modifications	400 sf	x	6.00	=	2,400
Concrete Curb & Gutter	200 lf	x	18.00	=	3,600
Storm Water Control	10,000 sf	x	2.00	=	20,000
Gas & Power Connections	2 ea	x	6,000.00	=	12,000
Water & Sewer Connection	2 ea	x	10,000.00	=	20,000
<b>Site Work Subtotal</b>					<b>238,200</b>



Portage District Library  
Schematic Design  
One Project Cost Opinion

CM Costs & General Conditions	6,932,100 ls	x	0.10 =	717,900
Construction Total				7,650,000
<b>Other Costs (FFE/T and Soft Costs)</b>				
FF&E	61,400 sf	x	15.00 =	921,000
Technology	61,400 sf	x	5.00 =	307,000
10% Contingency	7,650,000 ls	x	0.10 =	765,000
5% Misc. Owner Costs	7,650,000 ls	x	0.05 =	382,500
8.5% A/E/I Fee (DD - CA Phases)	9,643,000 ls	x	0.09 =	819,700
Total Other Costs				3,195,200
<b>Total Building &amp; Site Work Costs</b>				<b>10,845,200</b>

Costs based on Nov./Dec. 2020 Bidding and Spring 2021 Construction.



# H

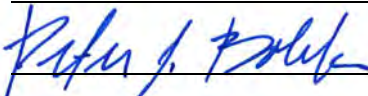
## Forms & Addenda

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I, the undersigned bidder, have read this Addendum 1 and have integrated the clarification(s) and or change(s) into the *Bid Proposal* and *Specifications* for **RFP-COT 24-29 Troy Library Architectural Engineering Services**. All other items in the original bid proposal remain the same. This Addendum 1 should be attached to the electronic bid submission, on or before **Thursday, December 19, 2024 at 10:00 AM EST** on [www.bidnetdirect.com/city-of-troy-mi](http://www.bidnetdirect.com/city-of-troy-mi) website.

COMPANY: HBM Architects, LLC

NAME OF AUTHORIZED COMPANY REPRESENTATIVE: Peter J. Bolek, AIA, NCARB

SIGNATURE/TITLE:  / President

ADDRESS: 1382 West 9th Street, Suite 300  
Cleveland, OH 44113

DATE: 12/19/2024



**QUESTION:** Is there a preferred process or platform for submitting progress updates or drafts for review?

**ANSWER:** No

**QUESTION:** Will the selected firm have access to stakeholder feedback from the strategic planning phase, and can they directly engage with these stakeholders?

**ANSWER:** Information will be provided to the awarded consultant and further engagement will be evaluated during the design process.

**QUESTION:** Has a target budget been established for the new facility? If so, is this inclusive of all construction, soft costs, and contingencies?

**ANSWER:** There is no budget currently and the opinion of cost will be used for a referendum for a bond proposal.

**QUESTION:** Are there funding constraints or phasing requirements that could affect the scope of work?

**ANSWER:** Nothing that would impact the SD and opinion of cost phase. The construction of a new facility will be dependent on the results of a referendum for a new millage.

**QUESTION:** Does the city anticipate any significant changes in funding or priorities that might affect the project?

**ANSWER:** No

**QUESTION:** Are there expectations for continuity between the team selected for Phase I (schematic design) and future phases, including detailed design and construction administration?

**ANSWER:** We are hopeful the awarded consultant will carry the project into DD and CA.

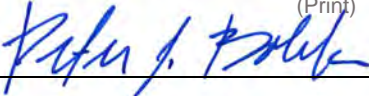
**QUESTION:** Will this RFP process prioritize firms with experience in managing the full lifecycle of similar projects?

**ANSWER:** Experience is an evaluation factor.

**QUESTION:** Will the city allow or encourage public engagement events during the schematic design phase, and should this be accounted for in our proposal?

**ANSWER:** It is likely there would be some level of public engagement during SD and should be included in the proposal.

I, the undersigned Bidder, have read this Addendum 2 and have integrated the changes into the Bid Proposal documents for RFP-COT 24-29, Library Architect/Engineer Services. All other items in the original proposal document remain the same. This Addendum 2 should be attached to the electronic bid submission on or before Thursday, December 19, 2024 at 10:00 A.M., **EST** on the MITN website; [www.bidnetdirect.com/city-of-troy-mi](http://www.bidnetdirect.com/city-of-troy-mi).

COMPANY:	HBM Architects, LLC
NAME OF REPRESENTATIVE:	Peter J. Bolek, AIA, NCARB, President
SIGNATURE OF AUTHORIZED REPRESENTATIVE:	 (Print)
ADDRESS:	1382 West 9th Street, Suite 300
	Cleveland, OH 44113
DATE:	12 / 19 / 2024



December 16, 2024

**Addendum 3  
RFP-COT 24-29  
Library Architect/Engineer Services  
Page 1 of 1**

**To All Bidders:**

Please be advised that the City of Troy Purchasing Department has authorized the following ANSWERS TO QUESTIONS regarding Bid Solicitation RFP-COT 24-29, Library Architect/Engineer Services. The CHANGES will be considered an integral part of the original proposal documents.

Regarding Question #14 on Page 10 of the RFP, which requests a Schematic Design and Opinion of Cost for a similar project completed by the assigned PM, it also states that these materials will become the property of the City of Troy.

**QUESTION:** Can the Schematic Design include renderings and presentation drawings with a cost estimate, or is the City specifically requesting working drawings?

**ANSWER:** Yes, renderings, presentation drawings, and cost estimates from another project would satisfy the request to show the firm has experience in this area.

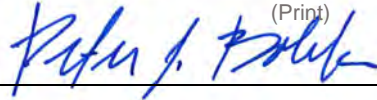
**QUESTION:** Additionally, as the schematic design pertains to another public library project, we cannot assign ownership of the drawings for another library to the City of Troy. Would this pose an issue?

**ANSWER:** The intent with this statement is to ensure the firm providing the drawing understands that the information becomes public and is subject to the Freedom of Information Act.

I, the undersigned Bidder, have read this Addendum 3 and have integrated the changes into the Bid Proposal documents for RFP-COT 24-29, Library Architect/Engineer Services. All other items in the original proposal document remain the same. This Addendum 3 should be attached to the electronic bid submission on or before Thursday, December 19, 2024 at 10:00 A.M., **EST** on the MITN website; [www.bidnetdirect.com/city-of-troy-mi](http://www.bidnetdirect.com/city-of-troy-mi).

COMPANY: HBM Architects, LLC

NAME OF REPRESENTATIVE: Peter J. Bolek, AIA, NCARB, President

SIGNATURE OF AUTHORIZED REPRESENTATIVE:  (Print)

ADDRESS: 1382 West 9th Street, Suite 300  
Cleveland, OH 44113

DATE: 12 / 19 / 2024



It does not seem as though this form applies to the scope of work defined in the RFP. Therefore, we are electing to leave it blank at this time.

City of Troy  
Oakland County, Michigan  
Contract Form

ARTICLES OF AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ by and between \_\_\_\_\_ of \_\_\_\_\_  
(Name) (City and State)

herein after called the Contractor and the City of Troy, Troy, Michigan hereinafter called the Owner,

WITNESSETH, that the Contractor and the Owner for the considerations hereinafter named, agree as follows:

1. That all *Contract Documents* hereto attached or herein referred to shall be and are hereby made a part of the agreement and contract.
2. The Contractor shall furnish all labor, materials, and equipment necessary and perform all of the work as set forth in his/her *Proposal* in strict accordance with the specifications and other documents which have been made a part of this contract in the manner, time, and place as therein set forth.
3. In consideration whereof, the Owner agrees to pay to the Contractor the amounts provided in the attached *Proposal*, being the product of the unit prices therein set forth, multiplied by the number of units actually constructed, all in the time and manner as set forth in the *Contract Documents*.
4. IN WITNESS whereof said parties have hereunto set their hands and seals, the day and year first above written.

**SIGNED BY:**

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Contractor (Company Name)

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

**WITNESS:**

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Printed Name of Witness

**APPROVED BY (THE OWNER, CITY OF TROY):**

\_\_\_\_\_  
Purchasing Manager – Emily Frontera

\_\_\_\_\_  
City Manager – Robert J. Bruner

\_\_\_\_\_  
Mayor – Ethan Baker

RESOLUTION NUMBER: \_\_\_\_\_

**APPROVED AS TO FORM AND LEGALITY:**

BY: \_\_\_\_\_  
City Attorney – Lori Grigg Bluhm

ATTEST: \_\_\_\_\_  
City Clerk – M. Aileen Dickson



## ***Legal Status of Bidder:***

**The Bidder shall fill out the appropriate form and strike out the other two:**

---

A **corporation** duly organized and doing business under the laws of the State of Ohio  
for whom Peter J. Bolek, AIA, NCARB, bearing the office title of President,  
whose signature is affixed to this proposal, is duly authorized to execute contracts.

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~~A **partnership**, all members of which, with addresses, is:~~

<hr/>	<hr/>
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~~AN **INDIVIDUAL**, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:~~

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CITY OF TROY  
OAKLAND COUNTY, MICHIGAN  
NON-COLLUSION AFFIDAVIT

TO WHOM IT MAY CONCERN:

PETER POLK, being duly sworn deposed, says that he/she  
(Print Full Name)

is PRESIDENT OF HDM. The party making the foregoing proposal or bid,  
(State Official Capacity in Firm)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

P. Polk  
SIGNATURE OF PERSON SUBMITTING BID

Russ Druig  
NOTARY'S SIGNATURE

Subscribed and sworn to before me this 16<sup>TH</sup> day of DECEMBER, 20 24

in and for CUYAHOGA County.

My commission expires:

5/22/2026





**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
  - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
  - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
  - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City’s Charter, Chapter 12, Section 12.2- Contracts.

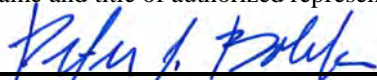
**I am able to certify to the above statements.**

HBM Architects, LLC

\_\_\_\_\_  
Name of Agency/Company/Firm *(Please Print)*

Peter J. Bolek, AIA, NCARB, President

\_\_\_\_\_  
Name and title of authorized representative *(Please Print)*

  
\_\_\_\_\_  
Signature of authorized representative

12 / 19 / 2024

\_\_\_\_\_  
Date

**I am unable to certify to the above statements. Attached is my explanation.**



**VENDOR CERTIFICATION  
THAT IT IS NOT AN  
“IRAN LINKED BUSINESS”**

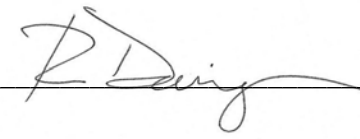
Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an “IRAN LINKED BUSINESS”, as defined by law.

<b>Vendor</b>	
Legal Name	HBM Architects, LLC
Street Address	1382 West 9th Street, Suite 300
City	Cleveland
State, Zip	OH 44113
Corporate I.D. Number/State	802006351 / Michigan
Taxpayer I.D. #	20-3456218

The undersigned, with: 1.)full knowledge of all of Vendors business activities, 2.)full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an “IRAN LINKED BUSINESS” as require by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

Signature of Vendor’s Authorized Agent: 

Printed Name of Vendor’s Authorized Agent: Peter J. Bolek, AIA, NCARB, President

Witness Signature: 

Printed Name of Witness: Renee M. Downing



**Proposer's Sworn and Notarized Familial Disclosure**

*(To be provided by the Proposer)*

The undersigned, the owner or authorized officer of HBM ARCHITECTS (the "Proposer"), pursuant to the familial disclosure requirement provided in the Request for Proposal, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employees of HBM ARCHITECTS and any member of the City of Troy City Council or City of Troy management.

**List any Familial Relationships:** NONE.

BIDDER: HBM ARCHITECTS, LLC.

By: [Signature]

Its: PRESIDENT

STATE OF ~~MICHIGAN~~ OHIO

) ss.

COUNTY OF CUYAHOGA )

This instrument was acknowledged before me on the 16<sup>TH</sup> day of DECEMBER, 2024, by

[Signature]









*Thank You*  
for reviewing this material

[www.HBMArchitects.com](http://www.HBMArchitects.com)

216.241.1100

1382 West Ninth Street, Suite 300  
Cleveland, Ohio 44113

**HBM**  
ARCHITECTURE  
INTERIOR DESIGN



November 18, 2024

TO: All Prospective Bidders  
FROM: The City of Troy Purchasing Department  
RE: RFP-COT 24-29 - Architectural/Engineering Services for the Troy Public Library

The City of Troy Purchasing Department invites Firms to review the attached Request for Proposal (RFP) documents for Architectural/Engineering Services to provide Schematic Design Services and Opinion of Cost for a new Troy Public Library Building. The attached documents will be used to determine the most qualified Firm(s) with the ability to provide these services.

The effective date of the resulting contract will be February 3, 2025 or upon City Council approval whichever is later. A Committee will make the decision as to the selection of the most qualified firm. Their decision will be deemed in the City of Troy's best interest and will be final.

There will be a Mandatory Pre-Proposal Meeting for Wednesday, December 4, 2024 at 2:00PM EST at the Troy Public Library, 510 W Big Beaver Rd., Troy MI 48084 – Meeting Room. All interested parties are encouraged to attend the meeting either in-person or virtually via Zoom. The City of Troy urges all interested parties to submit the enclosed Request for Proposal documents.

Sincerely,

Emily Frontera,  
Purchasing Manager



**REQUEST FOR PROPOSALS  
Architectural/Engineering Services  
for the Troy Public Library Building Project**

**INSTRUCTIONS TO BIDDERS**

Sealed Proposals for **ARCHITECTURAL/ENGINEERING SERVICES** will be *electronically* received by the City of Troy, 500 W. Big Beaver Road, Troy, MI 48084 until **THURSDAY, DECEMBER 19, 2024 at 10:00 AM E.S.T.**, after which time they will be publicly opened in the specified Zoom Meeting listed in the Special Instructions on page 4. **Late bid submittals will not be accepted. Electronic Bid Submission only; hard copy, emailed or faxed copies will not be accepted.**

**ELECTRONIC PROPOSALS MUST BE ENTERED INTO BIDNET (MITN) PROCUREMENT SYSTEM  
ON OR BEFORE 10:00 A.M. THURSDAY, DECEMBER 19, 2024**

1. The following pages include a questionnaire and proposal pricing section to be completed by each firm submitting a proposal. Each item must be completed with a response. Firms not responding to the questions may be classified as unresponsive. The questionnaire and proposal are to be completed in legible form, preferably typewritten.
2. The response must follow this format. Supplemental information should be provided in additional sections following the same numbering scheme. The response should be concise and complete.
3. Any additional written material such as professional records, certifications, etc. your firm may think important should be attached and submitted to augment the data included in the questionnaire and proposal. It is not necessary to include expensive custom binders, displays, or other materials unless the firm believes such materials are necessary to the proposal. All costs incurred in the preparation and presentation of the proposal shall be wholly borne by the prospective bidder.
4. *NO FAXED DOCUMENTS WILL BE ACCEPTED; EXCEPT AS NOTED.* (Insurance Certificate)
5. **Opening of Proposals:** At the specified time and date stated above, all submitted Proposals shall be opened. The names only of Firms submitting a proposal will be publicly read aloud. All Proposal information received will be held confidential until after final action by the City of Troy, except as required by law. Any interested parties may attend. No immediate decision will be rendered.
6. **Proprietary Information:** The information provided in the RFP is intended solely for internal use by the Proposer in its Proposal preparation. All information contained herein is proprietary and shall not be distributed to any third party, except as required by law.
7. **PRE-PROPOSAL INFORMATION AND QUESTIONS:** Each proposal that is received by the deadline will be evaluated on its merit and completeness of all requested information. In preparing proposals, Respondents are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the City of Troy Purchasing Department. If a Respondent finds a discrepancy, error, or omission in the RFP documents, or requires any written addendum thereto, the Respondent is requested to notify the Purchasing contact so that written clarification may be sent to all prospective Respondents. **THE CITY IS NOT RESPONSIBLE FOR ANY ORAL INSTRUCTIONS.**

For additional information or questions concerning this project, please contact Emily Frontera, Purchasing Manager at [e.frontera@troymi.gov](mailto:e.frontera@troymi.gov). All questions must be submitted in writing prior to THURSDAY, DECEMBER 12, 2024 end of business day. All answers will be issued in the form of an Addendum and posted to the MITN website.

- a. No communication is permitted between Proposers and other City Departments, Divisions or Committee members prior to the award of the bid unless sanctioned by the Troy Purchasing Department.



8. **PRE-PROPOSAL MEETING (Mandatory):** A Pre-Proposal Meeting will be held on **WEDNESDAY, DECEMBER 4, 2024**, at 2:00 P.M. Prospective bidders may attend in person at the Troy Public Library, 510 W. Big Beaver Road, Troy, Michigan or virtually via Zoom. Staff will be available at this meeting to answer questions and provide clarification regarding the RFP, specifications and projection expectations. **Attendance at the meeting is mandatory.** Zoom Meeting Link is provided below:

**Mandatory Pre-Proposal Meeting:** Wednesday December 4, 2023, 2:00PM

**Zoom Meeting Link:**

<https://us02web.zoom.us/j/81342152735?pwd=AYuWMiwBhpEegsf2nWbbznd6XynNe.1>

Meeting ID: 813 4215 2735

Passcode: 437442

Find your local number: <https://us02web.zoom.us/u/keit7Mvtpb>

9. **Pre-Proposal Question Deadline:** Prospective Proposers may request that the City of Troy clarify information contained in the RFP. All such requests must be made in writing and emailed to Emily Frontera, [e.frontera@troymi.gov](mailto:e.frontera@troymi.gov). The City of Troy will provide a written response to all written questions and requests for clarification within three (3) business days after the receipt of such request. The City of Troy will not respond to any questions or requests for clarification received after the close of business on **DECEMBER 12, 2024**. The City of Troy response to any request for clarification will be provided to all in the form of an Addendum and posted to the MITN website.
10. **Restrictions on Communication:** From the issue date of the RFP until a contract is awarded, Proposers shall not communicate about the subject of the RFP or a Proposer's Proposal with the City of Troy City Council members, Committee members, management or employees, except for Requests for Clarification.
11. **Addenda to the RFP:** If it becomes necessary to revise any part of the RFP, notice of the revision will be posted to the MITN website in the form of an addendum and emailed to all active participants. All addenda shall become a part of the RFP. Each Proposer should in its Proposal, to avoid any miscommunication, acknowledge all addenda which it has received, but the failure of a Proposer to receive, or acknowledge receipt of any addendum will not relieve the Proposer of the responsibility for complying with the terms thereof. Acknowledgment by the Proposer should consist of including a signed PDF copy verifying receipt of the addenda, as part of the Proposal.
12. **RFP/Proposal Information Controlling:** The City of Troy intends that all Proposers have equal access to information relative to the RFP, and that the RFP contains adequate information. Part of the RFP preparation has included discussions with selected prospective Proposers; however, each Proposer shall prepare its Proposal based only on the information contained in the RFP, notwithstanding any information that may have been previously provided. A prospective Proposer noting any inconsistency between the information contained in the RFP and any information previously provided to it should request clarification prior to the Pre-Proposal Question Deadline. No information communicated, either verbally or in writing, to or from a Proposer shall be effective unless confirmed by written communication contained in the RFP, an addendum to the RFP, a request for clarification or written response thereto, or in the Proposal.
13. **City of Troy Reservation of Rights:** The City of Troy reserves the right in its sole discretion (for this and the other provisions of this RFP) to accept or reject any or all Proposals with or without cause. The City of Troy reserves the right to waive any irregularity or informality in the RFP process, and the right to award the Contract to other than the Proposer submitting the best financial Proposal. The City of Troy reserves the right to request additional information from any or all Proposers. The City of Troy reserves the right to negotiate with the Proposers concerning their Proposals.
14. **Finality of Decision:** Any decision made by the City of Troy, including the Firm selection, shall be final.



Request for Proposal  
Architectural Services - Troy Library Building  
Instructions to Bidders (*continued*)  
Page 3 of 23

15. All information requested herein shall be submitted with the Request for Proposal (RFP); failure to do so may result in rejection of the RFP as non-responsive and/or incomplete.
16. Any and all proposals submitted must be on the City of Troy request for proposal forms. If more than one proposal is submitted, a separate proposal form must be used for each. Forms are enclosed, or obtainable at the Purchasing Department, City of Troy or on the MITN Purchasing Group website at [www.BidnetDirect.com/city-of-troy-mi](http://www.BidnetDirect.com/city-of-troy-mi)
17. 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 bidder with tax exemption certificates when requested.
18. If further information regarding this proposal is required, please contact the Purchasing Manager and submit questions in writing to Emily Frontera, Purchasing Manager; [E.Frontera@troymi.gov](mailto:E.Frontera@troymi.gov).
19. VENDOR CHANGES OR ALTERATIONS TO RFP DOCUMENTS INCLUDING SPECIFICATIONS MAY RESULT IN AN RFP BEING CONSIDERED NON-RESPONSIVE. The only authorized vendor changes to an RFP document will be in the areas provided for a bidder's response, including the "Exceptions" section of the proposal. If a change or alteration to the documents is undetected and the bidder is awarded a contract, the original terms, conditions, and specifications in the Authorized Version of the RFP document will be applicable during the term of the contract. The City of Troy shall accept NO CHANGES to the RFP document made by the Vendor unless those changes are set out in the "Exceptions" provision of the Authorized Version of the RFP document. It is the Vendor's responsibility to acquire knowledge of any changes, modifications or additions to the Authorized Version of the RFP document. Any Vendor who submits a proposal and later claims it had no knowledge of any changes, modifications or additions made by the City of Troy to the Authorized Version of the RFP document, shall be bound by the proposal, including any changes, modifications or additions to the Authorized Version.

If a proposal is awarded to a Vendor who claims that it had no knowledge of any changes, modifications or additions made by the City of Troy to the Authorized Version of the RFP, and that Vendor fails to accept the award, the City of Troy may pursue costs and expenses to re-bid the item from that Vendor. The Authorized Version of the RFP document shall be that document appearing on the MITN website with any amendments and updates.

The City of Troy officially distributes RFP documents from the Purchasing Department or through the MITN Purchasing Group website (MITN). Copies of RFP documents obtained from any other source are not considered official copies. Only those vendors who obtain RFP documents from either the Purchasing Department or the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN site, [www.BidnetDirect.com/city-of-troy-mi](http://www.BidnetDirect.com/city-of-troy-mi), and obtain an official copy.

20. A successful bidder furnishing labor on City/public premises does agree to have his workers covered by Workers' Compensation, and furnish a Certificate of Insurance showing coverage for bodily injury and property damage and Workers' Compensation to the Purchasing Manager within 5 days of a verbal request. The "Firm Representative" does warrant that by signing the RFP document, the "additional insured endorsement" will be included in the Insurance Coverage supplied to the City as part of the specified requirements.
21. To the fullest extent permitted by law, the successful bidder agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Troy, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Troy against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Troy, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Troy, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.



22. To the extent permitted by law, the City of Troy and the successful bidder waive all rights against each other and any of their subcontractors, sub-subcontractors, agents and employees, and the architect, architect's consultants, separate contractors, if any, and any of their subcontracts, subcontractors, sub-subcontractors, agents and employees, for damages caused by fire or other perils to the extent covered by property insurance obtained pursuant to this agreement or other property insurance applicable to the work. The policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged for this contract.

### **SPECIAL INSTRUCTIONS**

- All bidders are held to Proposal prices for 60 days or Proposal award, whichever comes first, except the successful firm whose prices shall remain firm through project completion.
- Final bid results will be posted on the MITN website after award. Please register to see results – [www.bidnetdirect.com/city-of-troy-mi](http://www.bidnetdirect.com/city-of-troy-mi).

**IMPORTANT:** Bids are received *electronically* on the MITN Purchasing Group website ([www.bidnetdirect.com/city-of-troy-mi](http://www.bidnetdirect.com/city-of-troy-mi)). Bid openings are being conducted in accordance with City Charter and Code utilizing Zoom. If interested, Bidders can attend bid openings utilizing the Zoom information and meeting code below. Please contact Emily Frontera, Purchasing Manager at [e.frontera@troymi.gov](mailto:e.frontera@troymi.gov) with any questions regarding the bid opening.

#### **BID OPENING**

**Date & Time: Dec 19, 2024 10:00 AM Eastern Time (US and Canada)**

#### **Join Zoom Meeting**

<https://us02web.zoom.us/j/89442929551?pwd=JK6wd74UGBZQ5AkboUPSudrguC1CVO.1>

Meeting ID: 894 4292 9551

Passcode: 454635

#### **One tap mobile**

+16469313860,,89442929551#,,,,\*454635# US

+13017158592,,89442929551#,,,,\*454635# US (Washington DC)

#### **Dial by your location**

Meeting ID: 894 4292 9551

Passcode: 454635

Find your local number: <https://us02web.zoom.us/u/kbrva4SSfj>



## **VENDOR QUALIFYING CONDITIONS PROPOSAL CONTENT**

The City of Troy is requesting that all bidders complete the Request for Proposal documents attached for Architectural/Engineering Services to provide Schematic Design and Opinion of Cost for the Troy Public Library Building Project. Please read the Background and Scope of Work section of this Request for Proposal document.

**1. QUALIFYING CONDITIONS OF THE ARCHITECTURAL/ENGINEERING FIRM WHO WILL BE RESPONSIBLE FOR THE TROY PUBLIC LIBRARY BUILDING PROJECT:**

**A. EXPERIENCE AND KNOWLEDGE OF LIBRARIES AND DESIGN**

Firms submitting a Request for Proposal will be required to enclose with their proposal, information describing their experience as described in the scope of work, including studies for public libraries. Provide a minimum of five (5) relevant and similar schematic design/construction project examples that are similar in size, scope, complexity and population to the Troy Library Project. Include agency or municipality, project title, contact name, address, phone number and email for whom the service was provided, as well as details of the project, services provided, contract dollar amount and date of performance.

**B. POSITIVE REFERENCES FOR THE FIRM**

Each Firm will be required to submit verifiable positive references, which may include but are not limited to ability, performance of previous contracts and services of similar projects, integrity, character, reputation, judgment, experience, efficiency, delivery, professionalism of product, and timeliness.

**C. QUALIFICATIONS OF PROJECT TEAM**

Firms must submit a list of personnel, including project manager, to be assigned to the City project. Include resumes for all key team members, highlighting recent and relevant experience, expertise and responsibilities. Each firm will be required to describe capabilities specific to the scope of work as specified.

**D. WORK PLAN AND APPROACH**

Firms will be required to provide a work plan that outlines how the company intends to prepare and complete the project including understanding of the project, communication methods and plans for meeting deadlines. Identify key factors such as methodologies, technologies, milestones, processes and completion schedule with expected final deliverables as provided in the Scope of Work.

**E. RESPONSE TO ATTACHED QUESTIONNAIRE**

Provide detailed responses to questions asked in the enclosed vendor questionnaire pages 7 - 10. In addition, each firm is required to complete an AIA document B305-2021 Architect's Qualification Statement.

**2. FINANCIAL INFORMATION**

The City of Troy reserves the right to require a bidder to show to the complete satisfaction of City staff that it has the necessary facilities, abilities, and financial resources to provide the service specified herein. The bidder may also be required to give a past history in order to satisfy the City of Troy in regard to the bidder's qualifications. The City of Troy may make a reasonable investigation deemed necessary and proper to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City of Troy all information for this purpose that may be requested.





## SELECTION PROCESS

### CRITERIA FOR SELECTION

The identified Committee will review the proposals. The City of Troy reserves the right to award this Proposal to the firm considered the most qualified based upon a combination of factors including but not limited to the following:

- b. Completeness of the proposal
- c. Financial strength and capacity of the firm
- d. Correlation of the proposals submitted to the needs of the City of Troy
- e. Any other factors which may be deemed to be in the City's best interest
- f. Evaluation Process

### Phase 1: Evaluation of Proposals

Each committee member will independently use a weighted score sheet to evaluate the proposals; each committee member will calculate a weighted score. The scores of the committee members will be averaged into one score for each firm for this phase of the process.

### Phase 2: Interview Score

The City, at their option, will invite at least the top three (3) rated firms to participate in an interview. If less than three (3) candidates remain in the process, all will be interviewed. Each committee member will independently use a weighted score sheet to evaluate the interview; each committee member will calculate a weighted score. The scores of the committee members will be averaged into one score for each firm for this phase of the process. Those being interviewed may be supplied with further instructions and requests prior to the interview. Persons representing the firm at the interview must be the personnel who will be assigned to this project.

### Phase 3: Price

Points for price will be calculated as follows:

$$\text{FORMULA: } \{1 - (\text{Proposal Price} - \text{Low Price}) / \text{low price}\} \times \text{available points}$$

### Phase 4: Final Scoring and Selection

The firm with the highest final weighted score will be recommended to the Troy City Council for Award.

- 40% Proposal Score (100 point base)
- 40% Interview Score (100 point base)
- 20% Price Score (100 point base)
- 100%

### SELECTION COMMITTEE

The City of Troy has organized a committee to review and assess the individual proposals generated from this RFP and to make a recommendation to the Troy City Council effectively recommending a Firm that is most qualified by the committee at the **January 27, 2025 City Council Meeting**. The committee members are:

- |                 |                              |
|-----------------|------------------------------|
| Emily Dumas     | Library Director             |
| Phillip Kwik    | Assistant Library Director   |
| Kurt Bovensiep  | Public Works Director        |
| Dennis Trantham | Deputy Public Works Director |

***Note: The City of Troy reserves the right to change the order or eliminate an evaluation phase if deemed in the City's best interest to do so.***



### QUESTIONNAIRE

DATE: \_\_\_\_\_  
Month/Date/Year

FIRM NAME: \_\_\_\_\_

ESTABLISHED: \_\_\_\_\_ 19\_\_\_\_ / 20\_\_ STATE: \_\_\_\_\_ YEARS in BUSINESS \_\_\_\_\_

TYPE OF ORGANIZATION: (Circle One)

- a. Individual
- b. Partnership
- c. Corporation
- d. Joint Venture
- e. Other \_\_\_\_\_

If applicable:

FORMER FIRM NAME(S)

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NOTE: If additional space is needed throughout the questionnaire, please attach additional sheets numbered appropriately for identification.

1. What is your firm’s experience relative to architectural services for library structures? Provide specific library schematic and design project experience detailing the type of project involved and the type of services your firm provided. Include a brief history of your firm. A minimum of five (5) library build or renovation project examples most similar to the scope of this project are required. Examples provided should be projects that have been completed in the last ten (10) years.

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2. Describe your firm’s background and its organizational structure along with the roles and background of the Project Manager and key team members to be assigned to this project. Describe capabilities specific to the scope of work within this RFP. Describe the Project Manager’s experience in the development of schematic designs and knowledge of modern public library services, trends and functions.

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Request for Proposal  
 Architectural Services - Troy Library Building  
 Questionnaire (continued)  
 Page 8 of 23

3. Provide a list of the firm's in-house professional disciplines and the number of employees in each.

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4. If a joint venture or association of firms, how will the work on this project be handled? Please be specific.

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5. List all library schematic or design work your firm has completed.

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6. List all other municipalities with whom the firm has worked.

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7. **Personnel of the firm who would be assigned to this account.**

Please provide resumes, copies of certifications, degrees, qualifications and/or list any additional training classes taken to increase expertise in this field for the people listed in this section who will be assigned to the City of Troy account along with project responsibilities. Firm must identify Project Manager that will be assigned to the account and will act as the primary contact for this contract.

TITLE	NAME	DEGREE/CERTIFICATION	EXPERIENCE/ YEARS	ROLE

Note: Please provide copies of all resumes, certifications and licenses, etc. submitted for individuals in this section with the titles listed above.

FIRM NAME: \_\_\_\_\_



Request for Proposal  
Architectural Services - Troy Library Building  
Questionnaire (*continued*)  
Page 9 of 23

8. Identify services provided in-house and what services are subcontracted to outside consultants as it relates to this project. If outside consultants will be used, include their resumes, stating experience and qualifications. Please also indicate your firm's experience working with these professionals.

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9. Describe your proposed work plan model and outline how your business intends to complete the Schematic Design and Opinion of Cost as provided in the Scope of Work. Break down the planning model into its component parts and explain how each part will contribute to the development of a plan that will assist Troy Public Library in creating a vision for a new and/or improved facility.

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10. Describe the methodology that you will use to accomplish the scope of work as specified in this Request for Proposal. Include communication methods that will be employed to keep the City updated during each phase of the project.

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11. Present a detailed timeline that provides an overview of when each major step of the project is scheduled for completion.

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12. Describe the process that will be used to involve both internal staff and the City's Strategic Planning Consultant ReThinking Libraries in the Schematic Design and Opinion of Cost process. Describe how your business will collect the data and how it will be processed.

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FIRM NAME: \_\_\_\_\_



Request for Proposal  
 Architectural Services - Troy Library Building  
 Questionnaire (continued)  
 Page 10 of 23

13. Provide details explaining how your firm has worked with organizations to provide enhanced building security.

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14. **SAMPLE DOCUMENT:** Include a completed Schematic Design and Opinion of Cost with your submitted proposal. This document needs to be a project completed by the Project Manager assigned to this project which has a similar project scope, preferably a public library. This document will be reviewed as part of the evaluation process and will become the property of the City of Troy.

15. **PROFESSIONAL REFERENCES:** Proposals shall include a minimum of five (5) library build or library renovation clients with whom you have provided architectural services for, within the past ten (10) years that are similar in scope to the type of work described in this proposal. Please provide company name and address, contact name, phone number and email address.

16. List all contract commitments your firm has been engaged to perform for 2025/2026. Give the organization name, name of contract and value of contract.

ORGANIZATION	CONTRACT	VALUE

17. **AIA DOCUMENT B305-2021:**  
 A completed Architect's Qualification Statement (AIA Document B305-2021) is required to be included with submitted proposals. Include a brief description of years in business, services provided, values and accomplishments. Description of projects and related work should include examples of fire station projects, City and/or government contracts, and design and construction experience.

Attached and identified as: \_\_\_\_\_

**THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:**

Signature of Authorized Firm Representative: \_\_\_\_\_

Printed Representative's Name: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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



### INSURANCE REQUIRMENTS

Insurance requirements shall be in accordance with the attached **SAMPLE INSURANCE CERTIFICATE and ENDORSEMENT**. The required Insurance Certificate and Endorsement must be submitted to the city within 5 days of the verbal/ electronic request after the bid award. The Insurance Certificate and Endorsement may be faxed to the Purchasing Office at (248) 619-7608, and is the only bid document accepted in this format.

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to business in the State of Michigan and acceptable to the City of Troy. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and self-insured retentions (SIR's) are the responsibility of the Contractor.

- ( ) We can meet the specified insurance requirements.
- ( ) We cannot meet the specified insurance requirements.
- ( ) We do not carry the specified limits but can obtain the additional insurance coverage of \$ \_\_\_\_\_, at the cost of \$ \_\_\_\_\_.  
**NOTE:** Please note the amendments on a sample insurance certificate and attach it to your bid proposal.
- ( ) Our proposal is reduced by \$ \_\_\_\_\_ if we lower the requirement to \$ \_\_\_\_\_.  
**NOTE:** Please note the amendments on a sample insurance certificate and attach it to your bid proposal.

**IMPORTANT:** A Certificate of Insurance on an ACORD Form showing present coverage as well as the required endorsements SHALL be attached to the proposal document at the time of submission of the proposal to the Office of the City Clerk.

**NOTE:** Failure on the part of any bidder to contact his/her insurance carrier to verify that the insurance carried by the bidder meets City of Troy specifications may result in this proposal being completed incorrectly.

**OTHER:** Sole proprietors must execute a certificate of exemption from Worker's Compensation requirements or provide proof of Worker's Compensation Insurance. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan in accordance with all applicable statutes of the State of Michigan and acceptable to the City of Troy.

**INSURANCE VERIFICATION:**

A bidder shall complete the above portion, which details additional costs that may be incurred for specified coverage without purchasing the additional coverage prior to bid submission.

**WORKERS' COMPENSATION INSURANCE,** including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

**COMMERCIAL GENERAL LIABILITY INSURANCE** on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

FIRM NAME: \_\_\_\_\_



Request for Proposal  
Architectural Services - Troy Library Building  
Insurance Requirements (*continued*)  
Page 12 of 23

**AUTOMOBILE LIABILITY**, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000.00 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

**ADDITIONAL INSURED:**

Commercial General Liability and Automobile Liability, as described in the attached SAMPLE shall include an Additional Insured Endorsement stating the following shall be ***Additional Insureds***: The City of Troy including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and council members, including employees and volunteers thereof. It is understood and agreed by naming the City of Troy as additional insured, coverage afforded is considered to be primary and any other insurance the City of Troy may have in effect shall be considered secondary and/or excess.

**CANCELLATION NOTICE:**

All policies, as described above, shall include an endorsement stating that it is understood and agreed that Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be mailed to:

City of Troy  
Purchasing Manager  
500 West Big Beaver  
Troy, MI 48084

**PROOF OF INSURANCE COVERAGE:**

The Contractor shall provide the City of Troy, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above all shall be furnished, if so requested.

If any of the applicable coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the City of Troy at least ten (10) days prior to the expiration date.

**LETTER VERIFICATION:**

The recommended bidder will be notified to submit a letter from the *insurance agent or carrier* that the insurance to be supplied will meet specifications. As an alternative, the recommended bidder may submit the certificate of insurance meeting specifications at this time at his/her option. ***The City must receive this letter or certificate within 5 business days after verbal / electronic notification has been delivered to the recommended bidder or the bidder will be considered non-responsive and the bid un-awardable.*** This process will occur before presentation of the award recommendation to the Troy City Council.

**FINAL INSURANCE CERTIFICATE SUBMISSION:**

After approval by Troy City Council, the City's Purchasing Manager will review the insurance certificates and endorsements to ensure all acceptable documents have been received and allow (5) business additional days after verbal / electronic notification to submit final insurance certificate(s) in accordance with specifications. The City of Troy reserves the right to WITHHOLD AND KEEP any bid surety for failure to comply. The company will be considered in default of contract and will be barred from doing business with the City of Troy for a minimum of three (3) years for failing to meet insurance requirements.

FIRM NAME: \_\_\_\_\_



**PROPOSAL PRICING**

**ARCHITECTURAL/ENGINEERING SERVICES  
 TROY PUBLIC LIBRARY BUILDING SCHEMATIC and OPINION OF COST**

The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

Phase I Schematic Design and Opinion of Cost **Not to Exceed: \$ \_\_\_\_\_**

**SCHEDULE OF VALUES:**

A Schedule of Values of hourly rates for personnel that will be involved in the project and reimbursable expenses should be included below. These rates will be used to determine costs for any additional services required.

SERVICES /STAFF TITLE	HOURLY RATE
	\$
	\$
	\$
	\$
	\$
	\$
<b>POTENTIAL ADDITIONAL SERVICES:</b>	
	\$
	\$
	\$
	\$
	\$
<b>REIMBURSEABLES:</b>	
	\$
	\$
	\$
	\$

Note: If more space is required, attach additional sheets if needed but use the format established above.

Please include prices for additional services such as any clerical charges, copy charges, etc. necessary if additional work results from a change to the Scope of Work. Services with a Minimum Charge Also Need to Be Noted As Such.

FIRM NAME: \_\_\_\_\_





Request for Proposal  
Architectural Services - Troy Library Building  
Page 14 of 23

## **PROPOSAL TERMS AND CONDITIONS**

**PRE-PROPOSAL MEETING: (Mandatory)** All bidders are requested to attend the **Pre-Proposal Meeting scheduled for Wednesday, December 4, 2024 at 2:00PM**. Prospective bidders may attend in person at the Troy Public Library, 510 W. Big Beaver Road, Troy, Michigan or virtually via Zoom. The meeting will be held to answer and clarify questions regarding bid specifications and RFP.

**Mandatory Pre-Proposal Meeting:** Wednesday December 4, 2023, 2:00PM

**Zoom Meeting Link:**

<https://us02web.zoom.us/j/81342152735?pwd=AYuWMiwBhpEegsfd2nWbbznd6XynNe.1>

Meeting ID: 813 4215 2735

Passcode: 437442

Find your local number: <https://us02web.zoom.us/j/81342152735?pwd=AYuWMiwBhpEegsfd2nWbbznd6XynNe.1>

### **PROPOSAL SIGNATURES:**

Each authorized representative of the Firm must sign the proposal with their usual signature and shall give their full business address. Proposals submitted by partnerships shall be signed with the partnership name by one of the members or by an authorized representative. Proposals by corporations shall be signed with the name of the corporation followed by the signature and designation of the President, Secretary, or other person authorized to bind it in the matter. Each signature represents binding commitment upon the Respondent to provide the services offered to the City if the Respondent is determined to be the most responsive and responsible Respondent.

### **WITHDRAWAL:**

Proposals may only be withdrawn by written notice prior to the date and time set for the opening of the Proposals. No Proposal may be withdrawn after the deadline for submission.

### **NO RFP RESPONSE:**

For those business who receive this RFP but who do not submit a response, it would help the City if you complete the Statement of No Bid Form.

### **PROCUREMENT POLICY:**

Procurement for the City will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality as determined to be in the best interest of the City. The Purchasing Manager has the vested authority to execute a contract, subject to Mayoral and/or Council approval where required.

### **AIA DOCUMENT B305-2021:**

( ) A completed Architect's Qualification Statement (AIA B305-2021) is attached.

### **RETAIN PROPOSALS:**

The City reserves the right to retain all proposals submitted and to use any ideas in the proposals regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed between the City of Troy and the consultant selected.

### **LAWS:**

All applicable State of Michigan and Federal laws, City and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the award throughout and incorporated herein by reference. The Firm will comply with all federal, state, or local laws, rules, ordinances, regulations, licenses and permits. The firm, including its employees and agents, shall be responsible for knowing the City of Troy policies concerning appropriate behavior of persons on City property and shall comply with all applicable policies.

FIRM NAME: \_\_\_\_\_



Request for Proposal  
Architectural Services - Troy Library Building  
Terms and Conditions (*continued*)  
Page 15 of 23

**PERMITS:**

All work performed shall meet City and State Code. If applicable, the contracted firm shall be responsible for submitting all plans for review to the City of Troy Building Department and/or Planning Commission, and securing all necessary approvals. The City will be responsible for all Building Department Fees.

**ADDITIONAL INFORMATION:**

For additional information/questions concerning this project, contact Emily Frontera, Purchasing Manager, at (248) 524-3375 or [e.frontera@troymi.gov](mailto:e.frontera@troymi.gov).

**CONTRACT AWARD:**

The evaluation and award of this proposal shall be a combination of factors including, but not limited to: the completion of all information requested and detailed in the RFP, evaluation of the fee proposals, professional competence, references that include evidence of schematic design completion of at least five (5) library build or renovation projects, understanding of the project, ability to meet deadlines, and the correlation of the proposal submitted to the needs of the City of Troy and all criteria selection factors considered to be in the best interest of the City of Troy. The intent of the award is to contract with one firm for this project.

The City of Troy reserves the right to award to the firm providing the best value proposal, in whatever manner is deemed to be in the City's best interest; to award the proposal which matches the City's needs; to reject a proposal which contains major deviations from specifications; to accept a proposal which has only minor deviations from specifications; or whatever is deemed to be in the City's best interest.

**ERRORS AND OMISSIONS:**

Proposers are not permitted to take advantage of any errors and omissions in the specifications since full instructions will be given should they be called to the attention of the Purchasing Office on or before the deadline specified in the Instructions to Bidders, item # 7 Pre-Proposal Information and Questions.

**DOWN PAYMENTS OR PRE-PAYMENTS:**

All proposals submitted with terms or any provisions in the proposal, which requires a down payment or pre-payment of any kind will not be considered for an award. The designated City Representative will make payment approval of all items upon acceptance of the work being invoiced.

**CONTRACT FORMS:**

Bidders should complete the Legal Status of Bidder, Non-Collusion Affidavit, Certification Regarding Debarment and the Certification Regarding "Iran Linked Business" and the Familial Disclosure forms and return with your bid proposal.

**INVOICING AND PAYMENT:**

The City of Troy reserves the right to select the invoicing option deemed to be in its best interest at the time of implementation of the contract. No additional costs will be incurred for the invoicing option selected. Detailed billing will be required which minimally includes the project name, service(s) provided, hours worked, cost per hour, and a detailed breakdown of additional allowable expenses.

Termination of service will be unacceptable for non-payment of a bill without the successful bidder contacting the designated City representative to resolve the problem. The City will have 45 days to resolve any billing problem from written notice to terminate services.

FIRM NAME: \_\_\_\_\_



Request for Proposal  
Architectural Services - Troy Library Building  
Terms and Conditions (continued)  
Page 16 of 23

**PURCHASE ORDER:**

After the Troy City Council has approved the award, the City of Troy Purchasing Department will issue an award letter to the successful proposer. The successful proposer once notified, will be required to sign the Contract Form. The purchase order issued in conjunction with the Contract Form from the City of Troy will create a bilateral Contract between the parties, and the successful bidder shall commit to perform the Contract in accordance with the Specifications and Scope of Work.

**COMPLETION DATE:** A work schedule shall be provided to the designated City Representative, and shall be approved prior to the start of the project.

**The project must be completed by May 30, 2025.**

( ) Our Firm can meet the completion date

**PROGRESS PAYMENTS:**

Partial payments shall be made at the discretion of the designated City Representative. The City of Troy reserves the right to withhold payments until acceptance for that portion of work completed which is being invoiced.

**RIGHT TO REQUEST ADDITIONAL INFORMATION:**

The City reserves the right to request any additional information it deems necessary from any firm responding to this RFP after the documents have been received.

**QUALIFICATIONS OF BIDDERS:**

The bidder may be required before the award of any contract to show to the complete satisfaction of the City of Troy that it has the necessary facilities, abilities, and financial resources to provide the services specified herein. The bidder may also be required to give a past history in order to satisfy the City of Troy in regard to the bidder's qualifications. The City of Troy may make reasonable investigations deemed necessary and proper to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City of Troy all information for this purpose that may be requested.

**ASSIGNMENTS:**

The proposer agrees not to assign or transfer this service or any part thereof without the written consent of the City of Troy, acting through the Purchasing Manager or authorized representatives. Any unauthorized assignment may subject the proposer to immediate termination.

**TERMINATION OF AWARD:**

Should the proposer fail, neglect or refuse to perform his duties under the proposal, the City shall have the right to terminate award of the proposal upon seven (7) days written notice given to the proposer and his surety and to proceed to complete the work. The proposer shall pay any additional costs incurred by the City. The proposal shall provide that the City reserves the right to cancel award of the proposal at any time upon thirty (30) days prior written notice of its intent to terminate any award. The selected proposer shall provide the City at least ninety (90) days prior written notice of its intent to terminate any services, which will give the City time to find a new service provider. No service charge, handling fees or other penalties for cancellation will be assessed by either party.

FIRM NAME: \_\_\_\_\_



**SIGNATURE PAGE**

**PRICES**

Price quoted shall remain firm for 60 days or bid award, whichever comes first, except the successful bidder whose prices shall remain firm until successful completion of all specified requirements for this project.

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:** \_\_\_\_\_

**NOTE:** The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this offer and is in receipt of all addendum as issued.

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER (\_\_\_\_) \_\_\_\_\_ FAX NUMBER (\_\_\_\_) \_\_\_\_\_

REPRESENTATIVE'S NAME \_\_\_\_\_  
(Print)

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:** \_\_\_\_\_

TERMS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

COMPLETION: **AS SPECIFIED IN SCOPE OF WORK**

**EXCEPTIONS:**

Any exceptions, substitutions, deviations, etc. from City specifications and this proposal must be stated below. The reason(s) for the exception, substitution, and/or deviation are an integral part of this proposal offer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACKNOWLEDGEMENT:** I, \_\_\_\_\_, certify that I have read the **Instructions to Bidders** (4 Pages) and that the proposal documents contained herein were obtained directly from the City's Purchasing Department or MITN Purchasing Group website, [www.bidnetdirect.com/city-of-troy-mi](http://www.bidnetdirect.com/city-of-troy-mi) and is an official copy of the Authorized Version.

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:** \_\_\_\_\_

**IMPORTANT:** All City of Troy purchases require a **SAFETY DATA SHEET**, where applicable, in compliance with the **MIOSHA "Right to Know" Law**.

**NOTE:** The City of Troy, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

**U.S. FUNDS:** PRICES QUOTED SHALL BE IN U.S. CURRENCY.



## **ARCHITECTURAL SERVICES FOR THE TROY LIBRARY BUILDING**

### **OBJECTIVE:**

The City of Troy is soliciting the services of an experienced architect and/or engineering firm for architectural consulting and design services for a new Public Library Building. The qualified firm will be required to prepare a Schematic Design and Opinion of Cost for a future facility for the Troy Public Library.

### **COMMUNITY CHARACTERISTICS:**

The City of Troy, comprising 34.3 square miles in Oakland County, Michigan, is approximately 20 miles north of downtown Detroit. Troy shares borders with Auburn Hills, Birmingham, Bloomfield Hills, Bloomfield Township, Clawson, Madison Heights, Rochester Hills, Royal Oak, Sterling Heights, and Warren.

In 2020, the City's population was 87,294, up 8% from 80,980 in 2010. Twenty-one percent of the population is under 18 years old, and 18% is over 65 years old. Whites make up 66% of the population; Asians 26%; African-Americans 3.6%; Latino 2.2%; and others 2.5%. Over 33% of Troy residents speak a language other than English at home.

The median value of owner-occupied homes in 2020 was \$335,000. Seventy-five percent of homes are owner-occupied. Ninety-two percent of the households in Troy have a broadband internet connection.

Five K-12 school districts are located within Troy's boundaries. There are also several higher education institutions, including Walsh College; satellite campuses of Eastern Michigan and Central Michigan Universities; Michigan State University Management Education Center; and a variety of technical and trade schools. Sixty-three percent of Troy residents hold a bachelor's degree or higher.

Many residents are employed by Stellantis, Ford, General Motors, and related automotive industry suppliers. Other large businesses in and around Troy's service area are Corewell Health Beaumont Troy Hospital, the Somerset Collection, and PNC Bank. The median household income in Troy is \$107,550. Five percent of the population lives below the poverty line.

### **HISTORY:**

The Troy Public Library was built on its current site in 1971. The library building was expanded and renovated in 1984 to its current approximately 50,000 square feet. Throughout the decades, the library has undergone small renovations to help accommodate and adapt to evolving library user demands. These changes were limited by the core layout of the facility and the outdated architecture that is not conducive to modern library needs.

### **GENERAL INFORMATION:**

The library is a department of the City of Troy. It has no governing or advisory board. The Library Director reports to the Deputy City Manager, who reports to the City Manager, who in turn reports to the Troy City Council. The library employs 31 full-time and 37 part-time employees, divided into eight departments. The library is open seven days a week, for a total of 65 hours. Troy is a member of the Suburban Library Cooperative also enjoys reciprocal borrowing agreements with other neighboring libraries such as the Baldwin Public Library; the Bloomfield Twp.



**GENERAL INFORMATION (continued)**

Public Library; the Clawson Public Library; the Rochester Hills Public Library; and the Royal Oak Public Library. The library has 74,124 cardholders, with 90% of those having Troy addresses. Over 66% of Troy residents live in households with at least one library card.

The library houses a collection of over 300,000 physical items, including books, audiovisual material, and magazines; and has an extensive collection of downloadable eBooks and audiobooks, and electronic resources. The library is very busy, welcoming 350,000 visitors yearly. Dwell times are notably high as well, with many patrons visiting for hours at a time and utilizing all available study spaces.

The library circulates over one million items annually, reaching its pre-COVID checkout rates once again. Dozens of programs are held each month for adults and children, and the library has a very active Community Engagement Department that delivers library materials with its bookmobile and provides library programming and services outside of the building's four walls.

In November 2020, voters in Troy approved a 10-year, 1.1 mil tax levy with a 65% margin. This millage is dedicated to fund the operations of the Library. The millage currently brings in approximately \$6.3 million, and the library's budget for the current year is \$6.9 million.

In 2023, the library collaborated with the consulting firm ReThinking Libraries to develop a strategic plan for the next five years. A key finding from this process was that the current facility no longer meets the needs of Troy's growing population or the demands of a modern library. Unlike traditional strategic plans that focus on collections or services, this plan emphasized the necessity for significant improvements to the physical space. The facility was found to be vastly undersized for the population it serves, at only 0.57 square feet per capita, compared to a national average of 0.8 to 1.2 square feet per capita. The building also lacks adequate staff offices and is unable to accommodate modern library services. The architecture is dated and often described as drab and uninviting. Furthermore, issues like ADA accessibility, technology integration, safety, and sustainability were not adequately addressed in the building's original design.

The aging infrastructure presents additional challenges, including persistent leaks, broken doors, mold identified in the vents, poor ventilation, subpar thermal performance, and other structural concerns. Staff have expressed frustration with these conditions, feeling that they hinder their ability to provide optimal services. The strategic plan identified the library's physical deficiencies as the most significant obstacle to achieving future goals.

The City of Troy is now seeking a schematic plan to reimagine the Troy Public Library, addressing the needs of its large and growing community. This design should account for necessary space, location, and essential library features as recommended from the Strategic Plan. Along with the design, applicants will provide an Opinion of Cost for constructing a new facility of the determined size and functionality as defined in the Schematic Design.



Request for Proposal  
Architectural Services - Troy Library Building  
Scope of Work  
Page 20 of 23

## **CURRENT VISION AND VALUES:**

### **Vision:**

A vibrant and nurturing place that inspires and cultivates learning, diversity, collaboration, and enjoyment.

### **Values:**

**Innovation**, evolving as community needs change.

**Learning**, to inspire people to discover and cultivate their passions.

**Community Focus**, by building relationships within our community by reflecting their expectations.

**Inclusion**, creating a welcoming environment, embracing differences and diverse perspectives.

## **SCOPE OF WORK:**

The Troy Public Library is seeking an experienced, professional architecture/engineering firm that will create a schematic plan that will address the following goals:

- Working with the Library's Strategic Planning Consultant, define the appropriate size and building design for the population of Troy, Michigan.
- Produce a Schematic Design for a new library facility.
- Provide an Opinion of Cost for a new library facility.
- Present a report on Schematic Design and Opinion of Cost to City Council.
- In the event the project moves forward, develop a detailed design, construction documents, specifications, bidding assistance, and construction administration.

## **PHASE I: SCHEMATIC DESIGN, OPINION of COST, CITY COUNCIL PRESENTATION**

### **1: Programing of Future Facility**

1. Working with the Library's Strategic Planning Consultant, evaluate the programming components for a future library facility and exterior spaces, including parking. Identify and define both physical and operational needs for space, layout, and detail.
2. Conduct interviews with Library staff and representatives to determine space requirements, discuss current and future staffing projections, and confirm organizational structure. Additional progress meetings with the city staff shall also be considered.
3. Consultants shall use a nationally recognized system of space evaluation for a public library. The consultant is to utilize their own experience and expertise to determine the space required for each programming component.
4. A total space needs program shall be comprehensive with square foot tabulations of individual spaces, sub-totals, circulation factors, and overall gross square footage.
5. Provide site requirements, including lot size recommendations, and required site elements, including but not limited to parking, security, lighting, access, etc.



## **2: Schematic Design**

1. As defined by the needs for space and desired/essential library features identified in Task 1, prepare spatial and architectural designs and specifications for a new library facility. Include:
  - a. Relocation site identification
  - b. Floor plans
  - c. Site plans
  - d. Location of building, streets, trees, other natural features, walks, ramps, curbs, and parking, related to site improvement
  - e. Floor elevations
  - f. Floor, walls, and ceiling finishes
  - g. Proposed surface and subsurface drainage system (on and offsite)
  - h. Existing site utilities underground (on and off site)
  - i. Adjacent land use and building locations, flood plains, sight distances at streets, etc.
  - j. Indicate existing rights-of-way and easements
  - k. 3D rendering of proposed building on site
  - l. Provide other promotional material for the building and site

**This Phase of the Project shall be completed by May 30, 2025.**

## **3: Opinion of Costs**

- Provide a conceptual Opinion of Probable Costs based on the Schematic Design.
- In estimates, please include the following factors:
  - Building construction (including fixed equipment)
  - Site development
  - Movable equipment: Furnishings, fixtures, and equipment
  - Landscaping
  - General Conditions
  - Profit
  - Contingency
  - Bonds/Insurance
  - Detail Design
  - Construction Administration
  - Total of all above

## **4: Formal Presentation**

Prepare, coordinate and provide a formal presentation of the study and recommended solution(s) to the City Council, City Staff and Library Staff.





Request for Proposal  
Architect/Engineer Services - Troy Library Building  
Scope of Work (*continued*)  
Page 22 of 23

## **Consultant Qualifications**

The City and Library staff, and qualified professionals from the community, will review all statements of proposals received timely. The candidates will be evaluated on the following criteria:

- Experience in the design and construction of libraries servicing similar populations as Troy.
- Ability to understand and perform the tasks efficiently and in accordance with the requirements of City and State codes.
- Cost to perform the required service as stated in the Scope of Work.
- Oral and written communication abilities.
- References.
- Attendance at a mandatory pre-bid meeting.

Consultant must satisfy the City of its ability to perform the services required. Consultant must demonstrate and document a history of timely and satisfactory performance of similar projects in a manner which addresses the stated evaluation criteria. Consultant shall be responsible for the accuracy of the information supplied concerning references. In addition, the City may consider evidence of untimely and unsatisfactory performance on prior similar projects or litigation by the Consultant on previous contacts to disqualify any Consultant.



Request for Proposal  
Architect/Engineer Services - Troy Library Building  
Page 23 of 23

## **PROJECT TIMELINE**

The following is the *tentative schedule* for the Firm selection:

- **Request for Proposal issued & posted on MITN**, week of **November 18, 2024**
  
- **Pre-Proposal Mandatory Meeting** **December 4, 2024, 2:00 PM**  
In Person or Zoom
  - **In Person:** Troy Public Library – Meeting Room  
510 Big Beaver Road, Troy, MI
  - **Zoom:** <https://us02web.zoom.us/j/81342152735?pwd=AYuWMiwBhpEegsf2nWbbznd6XynNe.1>  
Meeting ID: 813 4215 2735  
Passcode: 437442  
Find your local number: <https://us02web.zoom.us/j/81342152735?pwd=AYuWMiwBhpEegsf2nWbbznd6XynNe.1>
  
- **Pre-Proposal Question Deadline** **December 12, 2024**
  
- **Proposal Due Date** **December 19, 2024, 10:00 AM**  
*Proposals will be received **electronically** by the City of Troy on the MITN Purchasing Group website until Thursday, December 19, 2024; 10:00 AM E.S.T.*  
  
**Bid Opening Zoom Meeting URL:**  
<https://us02web.zoom.us/j/89442929551?pwd=JK6wd74UGBZQ5AkboUPSudrguC1CVO.1>  
  
Meeting ID: 894 4292 9551  
Passcode: 454635  
  
Find your local number: <https://us02web.zoom.us/j/89442929551?pwd=JK6wd74UGBZQ5AkboUPSudrguC1CVO.1>
  
- **Conduct interviews with highest rated Firms**, week of **January 5, 2025**
  
- **Architectural Services Recommendation to City Council** **January 27, 2025**
  
- **Completion Date** **May 30, 2025**  
Phase I – Schematic Design and Opinion of Cost



ARTICLES OF AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ by and  
between \_\_\_\_\_ of \_\_\_\_\_  
(Name) (City and State)

herein after called the Contractor and the City of Troy, Troy, Michigan hereinafter called the Owner,

WITNESSETH, that the Contractor and the Owner for the considerations hereinafter named, agree as follows:

1. That all *Contract Documents* hereto attached or herein referred to shall be and are hereby made a part of the agreement and contract.
2. The Contractor shall furnish all labor, materials, and equipment necessary and perform all of the work as set forth in his/her *Proposal* in strict accordance with the specifications and other documents which have been made a part of this contract in the manner, time, and place as therein set forth.
3. In consideration whereof, the Owner agrees to pay to the Contractor the amounts provided in the attached *Proposal*, being the product of the unit prices therein set forth, multiplied by the number of units actually constructed, all in the time and manner as set forth in the *Contract Documents*.
4. IN WITNESS whereof said parties have hereunto set their hands and seals, the day and year first above written.

**SIGNED BY:**

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Contractor (Company Name)

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

**WITNESS:**

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Printed Name of Witness

**APPROVED BY (THE OWNER, CITY OF TROY):**

\_\_\_\_\_  
Purchasing Manager – Emily Frontera

\_\_\_\_\_  
City Manager – Robert J. Bruner

\_\_\_\_\_  
Mayor – Ethan Baker

RESOLUTION NUMBER: \_\_\_\_\_

**APPROVED AS TO FORM AND LEGALITY:**

BY: \_\_\_\_\_  
City Attorney – Lori Grigg Bluhm

ATTEST: \_\_\_\_\_  
City Clerk – M. Aileen Dickson



## ***Legal Status of Bidder:***

**The Bidder shall fill out the appropriate form and strike out the other two:**

---

A **corporation** duly organized and doing business under the laws of the State of \_\_\_\_\_  
for whom \_\_\_\_\_, bearing the office title of \_\_\_\_\_,  
whose signature is affixed to this proposal, is duly authorized to execute contracts.

---

A **partnership**, all members of which, with addresses, is:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

---

**AN INDIVIDUAL**, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:

---



**CITY OF TROY  
OAKLAND COUNTY, MICHIGAN  
NON-COLLUSION AFFIDAVIT**

TO WHOM IT MAY CONCERN:

\_\_\_\_\_, being duly sworn deposed, says that he/she  
(Print Full Name)

is \_\_\_\_\_. The party making the foregoing proposal or bid,  
(State Official Capacity in Firm)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

\_\_\_\_\_  
SIGNATURE OF PERSON SUBMITTING BID

\_\_\_\_\_  
NOTARY'S SIGNATURE

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

in and for \_\_\_\_\_ County.

My commission expires:

\_\_\_\_\_



## CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
  - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
  - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
  - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Charter, Chapter 12, Section 12.2- Contracts.

***[ ] I am able to certify to the above statements.***

---

Name of Agency/Company/Firm *(Please Print)*

---

Name and title of authorized representative *(Please Print)*

---

Signature of authorized representative

Date

***[ ] I am unable to certify to the above statements. Attached is my explanation.***



---

**VENDOR CERTIFICATION  
THAT IT IS NOT AN  
“IRAN LINKED BUSINESS”**

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an “IRAN LINKED BUSINESS”, as defined by law.

<b>Vendor</b>	
Legal Name	
Street Address	
City	
State, Zip	
Corporate I.D. Number/State	
Taxpayer I.D. #	

The undersigned, with: 1.)full knowledge of all of Vendors business activities, 2.)full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an “IRAN LINKED BUSINESS” as require by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

Signature of Vendor’s Authorized Agent: \_\_\_\_\_

Printed Name of Vendor’s Authorized Agent: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Printed Name of Witness: \_\_\_\_\_



**Proposer’s Sworn and Notarized Familial Disclosure**

*(To be provided by the Proposer)*

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the “Proposer”), pursuant to the familial disclosure requirement provided in the Request for Proposal, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employees of \_\_\_\_\_ and any member of the City of Troy City Council or City of Troy management.

**List any Familial Relationships:**

**BIDDER:**

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN

) ss.

COUNTY OF \_\_\_\_\_)

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2024, by

\_\_\_\_\_





**CITY OF TROY**  
**INDEMNIFICATION (Hold Harmless) CLAUSE**

To the fullest extent permitted by law, \_\_\_\_\_  
*(Name of the Contractor/Vendor)*

agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Troy, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Troy against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Troy, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Troy, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the execution of activities by the Contractor/Vendor as outlined in this Agreement or as relating to or resulting from those activities.

\_\_\_\_\_  
Contract / Agreement

**CONTRACTOR**

\_\_\_\_\_  
Contractor/Vendor representative signature/date

\_\_\_\_\_  
Witness

**CITY OF TROY**

\_\_\_\_\_  
City of Troy representative signature/date

\_\_\_\_\_  
Witness

*(Please complete and return at time of proposal submittal)*



Sample Additional Insured / Completed Operations Endorsement

POLICY NUMBER: 00-00-00-00

COMMERCIAL GENERAL LIABILITY  
CG 2037 0413

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED - OWNERS, LESSEES OR  
CONTRACTORS- COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
Information required to complete this Schedule if not shown above, <b>will</b> be shown in the Declarations.	

**A. Section II - Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The Insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance**:

If coverage provided to the additional insured is required by a contract or agreement, the most we **will** pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Sample Additional Insured & Primary /Non-Contributory Endorsement for General Liability

PI-GL-005 (07/12)

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED  
PRIMARY AND NON-CONTRIBUTORY INSURANCE**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

**SCHEDULE**

**Effective Date:** 00/00/00

**Name of Person or Organization (Additional Insured):**

The Member, all elected and appointed officials, all employees and volunteers, agents, all boards, commissions, and/or authorities and board members, including employees and volunteers

**SECTION II - WHO IS AN INSURED** is amended to include as an additional insured the person(s) or organization(s) shown in the endorsement Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" arising out of or relating to your negligence in the performance of "your work" for such person(s) or organization(s) that occurs on or after the effective date shown in the endorsement Schedule.

This insurance is primary to and non-contributory with any other insurance maintained by the person or organization (Additional Insured), except for loss resulting from the sole negligence of that person or organization.

This condition applies even if other valid and collectible insurance is available to the Additional Insured for a loss or "occurrence" we cover for this Additional Insured.

The Additional Insured's limits of insurance do not increase our limits of insurance, as described in **SECTION III - LIMITS OF INSURANCE.**

All other terms, conditions, and exclusions under the policy are applicable to this endorsement and remain unchanged.

Sample Cancellation Endorsement

**INTERLINE  
ILD 90 07 03 11**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**NOTICE OF CANCELLATION TO THIRD PARTY**

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS POLICY  
COMMERCIAL AUTOMOBILE COVERAGE PART  
COMMERCIAL GENERAL LIABILITY COVERAGE PART  
COMMERCIAL INLAND MARINE COVERAGE PART  
COMMERCIAL LIABILITY UMBRELLA COVERAGE PART  
COMMERCIAL PROPERTY COVERAGE PART  
CRIME AND FIDELITY COVERAGE PART  
OWNERS AND CONTRACTORS PROTECTIVE LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART  
TRADEMAN'S ADVANTAGE CONTRACTORS' POLICY

**SCHEDULE**

Name of Person or Organization and Mailing Address	Number of Days Notice
Member Name	30

The following is added:

If we cancel this policy, we will endeavor to mail written notice of cancellation:

1. At least 10 days before the effective date of cancellation for nonpayment of premium; or
  2. The number of days shown in the Schedule before the effective date of cancellation for any other reason;
- to the person or organization shown in the Schedule above, but failure to do so shall impose no obligation or liability of any kind upon us.

We will mail the notice of cancellation to the mailing address shown in the Schedule above by regular mail.



**STATEMENT OF NO BID  
CITY OF TROY**

**BID NUMBER:** RFP-COT 24-29  
**TITLE:** Architect/Engineer Services - Troy Library Building

**Please Send or Fax To:**  
 City of Troy Purchasing Department  
 500 W. Big Beaver Rd.  
 Troy, MI 48084

FAX NUMBER: (248) 619-7608

We, the undersigned, have declined to bid on the subject bid for the following reasons:

<b>Check All That Apply</b>	<b>REASON</b>
	Our firm does not handle the type of product / service
	We cannot meet the specifications nor provide an approved alternate – please explain below
	Our firm is not interested in bidding at this time
	Job is too small
	Job is too large
	Cannot be competitive
	Liability Issues such as insurance, bonding, indemnification, hold harmless
	Insufficient time to respond – please explain below
	Our firm’s schedule would not permit performance of the specifications
	Other – describe below

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**COMPANY INFORMATION:**

Please retain \_\_\_\_\_ on the bid list for the item described above.

(COMPANY NAME)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

**IMPORTANT NOTE:**

To qualify as a respondent to the proposal, the vendor must submit a proposal or return this completed form.

**VENDOR REGISTRATION:** The City of Troy uses the MITN Purchasing Group website for vendor registration, bid and tabulation posting, award information and other processes. Final bid results will be posted on the MITN website after award. Please register to see results – [www.bidnetdirect.com/city-of-troy-mi](http://www.bidnetdirect.com/city-of-troy-mi)

**A. CALL TO ORDER:**

A Special Meeting of the Troy City Council was held on January 11, 2025, at City Hall, 500 W. Big Beaver Rd. Mayor Baker called the meeting to order at 9:03 AM.

**B. ROLL CALL:**

- a) Mayor Ethan Baker
- Theresa Brooks
- Rebecca A. Chamberlain-Creanga
- Hirak Chanda
- Mark Gunn
- David Hamilton
- Ellen Hodorek

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**Request to Waive City Council Rule #20 Wire Communications By and To Council Members During Any Meeting of Council**

Resolution #2025-01-001  
 Moved by Baker  
 Seconded by Hamilton

WHEREAS, At the City Council Special Meeting held on Saturday, January 11, 2025, there will be two brainstorming and discussion exercises that include the need for City Council to participate using their own mobile devices; and,

WHEREAS, City Council’s use of these devices will be strictly limited to two specific exercises, their responses will be part of the public record, and the exercises do not involve deliberation or voting on policy;

THEREFORE, BE IT RESOLVED, That Troy City Council hereby **WAIVES** City Council Rule #20 *Wire Communications By and To Council Members During Any Meeting of Council* in order to allow City Council to participate as described above.

Yes: All  
 No: None

**C. PUBLIC COMMENT:**

Fabrice Smieliauskas spoke about sustainability.

**D. BUSINESS STATED IN THE SPECIAL MEETING NOTICE:**

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**D-1 Capital Conference**

**E. OTHER BUSINESS:**

**F. ADJOURNMENT:**

The Meeting **ADJOURNED** at 2:41 PM.

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Mayor Ethan Baker

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Robert J. Bruner  
Deputy City Manager



**2025 SCHEDULED SPECIAL CITY COUNCIL MEETINGS:**

April 14, 2025.....Special Meeting – Budget  
April 16, 2025..... Special Meeting – Budget (as needed)

**2025 SCHEDULED REGULAR CITY COUNCIL MEETINGS:**

January 13, 2025 ..... Regular Meeting  
January 27, 2025 ..... Regular Meeting  
February 10, 2025..... Regular Meeting  
February 24, 2025..... Regular Meeting  
March 10, 2025 ..... Regular Meeting  
March 17, 2025 ..... Regular Meeting  
April 7, 2025 ..... Regular Meeting  
April 21, 2025 ..... Regular Meeting  
May 5, 2025 ..... Regular Meeting  
May 19, 2025 ..... Regular Meeting  
June 9, 2025 ..... Regular Meeting  
June 30, 2025 ..... Regular Meeting  
July 14, 2025 ..... Regular Meeting  
July 28, 2025..... Regular Meeting  
August 11, 2025..... Regular Meeting  
August 25, 2025..... Regular Meeting  
September 8, 2025 ..... Regular Meeting  
September 29, 2025 ..... Regular Meeting  
October 6, 2025 ..... Regular Meeting  
October 20, 2025 ..... Regular Meeting  
November 10, 2025 ..... Regular Meeting  
November 17, 2025 ..... Regular Meeting  
December 1, 2025 ..... Regular Meeting  
December 15, 2025 ..... Regular Meeting

Mayor Baker performed the Invocation. The Pledge of Allegiance to the Flag was given.

**A. CALL TO ORDER:**

A Regular Meeting of the Troy City Council was held on Monday, January 13, 2025, at City Hall, 500 W. Big Beaver Rd. Mayor Baker called the meeting to order at 7:31 PM.

**B. ROLL CALL:**

- a) Mayor Ethan Baker
- Theresa Brooks
- Rebecca A. Chamberlain-Creanga
- Hirak Chanda
- Mark Gunn
- David Hamilton
- Ellen Hodorek

**C. CERTIFICATES OF RECOGNITION AND SPECIAL PRESENTATIONS:**

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**C-1 No Certificates of Recognition and Special Presentations**

**D. CARRYOVER ITEMS:**

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**D-1 No Carryover Items**

**E. PUBLIC HEARINGS:**

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**E-1 Public Hearing to Transfer Community Development Block Grant (CDBG) Program year 2018, 2019, 2020, 2021, 2022, and 2023 Funds to a New Project at Boulan Park (Introduced by: Kurt Bovensiep, Public Works Director)**

Resolution #2025-01-002  
Moved by Chamberlain-Creanga  
Seconded by Gunn

WHEREAS, The City Council of the City of Troy, after conclusion of a Public Hearing on this date, January 13, 2025, has determined that Program year 2018 unexpended funds of \$65,401.20; 2019 unexpended funds of \$92,770.50; 2020 unexpended funds of \$126,120; 2021 unexpended funds of \$128,761; 2022 unexpended funds of \$120,310; and 2023 unexpended funds of \$119,656, which are all in the Parks, Recreational Facilities account will be transferred for a new project at Boulan Park to create an inclusive play structure and make the restroom ADA compliant.

The balance of funds from Program Year 2018, 2019, 2020, 2021, 2022, and 2023 must be expended or relinquished.

**BE IT RESOLVED**, That Troy City Council hereby **AUTHORIZES** City Administration to notify Oakland County of the transfer of funds in the Parks-Recreational Facilities account to a new project at Boulan Park.

Yes: All-7  
No: None

**MOTION CARRIED**

**F. PUBLIC COMMENT FOR ITEMS ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

**G. CITY COUNCIL/CITY ADMINISTRATION RESPONSE/REPLY TO PUBLIC COMMENT FOR ITEMS ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

**H. POSTPONED ITEMS:**

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**H-1** No Postponed Items

**I. REGULAR BUSINESS:**

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**I-1** Board and Committee Appointments: a) Mayoral Appointments – Planning Commission; b) City Council Appointments – Employees Retirement System Board of Trustees / Retiree Health Care Benefits Plan and Trust

**a) Mayoral Appointments:**

Resolution #2025-01-003  
Moved by Baker  
Seconded by Brooks

RESOLVED, That the Mayor of the City of Troy hereby **APPOINTS** the following nominated person(s) to serve on the Boards and Committees as indicated:

**Planning Commission**

Appointed by Mayor  
9 Regular Members  
3 Year Term

**Nominations to the Planning Commission:**

**Term Expires: 12/31/2027**

**Michael Hutson**

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Term currently held by: Michael Hutson

**Term Expires: 12/31/2027**                     **Dave Lambert**  
 Term currently held by: Dave Lambert

**Term Expires: 12/31/2027**                     **John Tagle**  
 Term currently held by: John Tagle

Yes: All-7  
 No: None

**MOTION CARRIED**

**b) City Council Appointments:**

Resolution #2025-01-004  
 Moved by Gunn  
 Seconded by Chamberlain-Creanga

RESOLVED, That Troy City Council hereby **APPOINTS** the following nominated person(s) to serve on the Boards and Committees as indicated:

**[Employees Retirement System Board of Trustees / Retiree Health Care Benefits Plan and Trust](#)**

Appointed by Council  
 7 Regular Members and 2 Ordinance Member  
 3 Year Term

**Nominations to the Employees Retirement System Board of Trustees / Retiree Health Care Benefits Plan and Trust:**

**Term Expires: 12/31/2027**                     **John Foster**                     **Council Appt'd Citizen**  
 Term currently held by: John Foster

Yes: All-7  
 No: None

**MOTION CARRIED**

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**I-2 Board and Committee Nominations: a) Mayoral Nominations – Board of Review, Global Troy Advisory Committee, Local Development Finance Authority; b) City Council Nominations – Building Code Board of Appeals, Election Commission, Liquor Advisory Committee, Traffic Committee**

**a) Mayoral Nominations:**

Resolution #2025-01-005  
 Moved by Baker  
 Seconded by Hodorek

RESOLVED, That the Mayor of the City of Troy hereby **FORWARDS** the following nominated person(s) to serve on the Boards and Committees as indicated to the next Regular City Council Meeting for action:

**Board of Review**  
Appointed by Mayor  
3 Regular Members  
3 Year Term

**Nominations to the Board of Review:**

**Term Expires: 1/31/2028**

**Michelle Shoan**

Term currently held by: Michelle Shoan

Yes: All-7  
No: None

**MOTION CARRIED**

**b) City Council Nominations:**

Resolution #2025-01-006  
Moved by Gunn  
Seconded by

RESOLVED, That Troy City Council hereby **FORWARDS** the following nominated person(s) to serve on the Boards and Committees as indicated to the next Regular City Council Meeting for action:

**Building Code Board of Appeals**

Appointed by Council

5 Regular Members: Three (3) Residents with background, training or experience in construction or similar trades; at least one shall be a professional structural or civil engineer of architectural engineering experience; Two (2) by Ordinance - City Manager and Oakland County Health Department Representative

5 Year Term

**Nominations to the Building Code Board of Appeals:**

**Term Expires: 1/1/2030**

**Matthew Dziurman**

Term currently held by: Matthew Dziurman

**Term Expires: 1/1/2030**

**Sande Frisen**

Term currently held by: Sande Frisen

Election Commission

Appointed by Council  
2 Regular Members and 1 Charter Member  
1 Year Term

Nominations to the Election Commission:

**Term Expires: 1/31/2026**

**Stephen Sadlier Democrat**

Term currently held by: Stephen Sadlier

**Term Expires: 1/31/2026**

**Ray Watts Republican**

Term currently held by: Ray Watts

Liquor Advisory Committee

Appointed by Council  
7 Regular Members  
3 Year Term

Nominations to the Liquor Advisory Committee:

**Term Expires: 1/31/2028**

**David Haight**

Term currently held by: David Haight

**Term Expires: 1/31/2028**

**Matthew Martin**

Term currently held by: Matthew Martin

Traffic Committee

Appointed by Council  
7 Regular Members  
3 Year Term

Nominations to the Traffic Committee:

**Term Expires: 7/31/2025**

**Swathi Jeeda**

Term currently held by: Angela Zhou (Student-Graduates 2025)

**Term Expires: 1/31/2028**

**Shama Kenkre**

Term currently held by: Shama Kenkre

**Term Expires: 1/31/2028**

**Cindy Nurak**

Term currently held by: Cindy Nurak

Yes: All-7  
No: None

**MOTION CARRIED**

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**I-3 Request for Closed Session**

Resolution #2025-01-007  
Moved by Baker  
Seconded by Hodorek

BE IT RESOLVED, That Troy City Council SHALL MEET in Closed Session, as permitted by MCL 15.268 (a) and (h) (MCL 15.243 (g)).

Yes: All-7  
No: None

**MOTION CARRIED**

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**I-4 Budget Amendment for Transportation Alternative Program (TAP) for Troy’s Non-Motorized Pathway Network – Sidewalk Gaps and Pedestrian Crossing (*Introduced by: Scott Finlay, City Engineer*)**

Resolution #2025-01-008  
Moved by Hodorek  
Seconded by Chamberlain-Creanga

RESOLVED, That Troy City Council hereby **APPROVES** a Budget amendment to advance the 2026 Sidewalk Capital funds to the current 2025 Sidewalk Capital funds to ensure the obligation of State and Federal construction funds for the Transportation Alternatives Program.

Yes: All-7  
No: None

**MOTION CARRIED**

**J. CONSENT AGENDA:**

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**J-1a Approval of “J” Items NOT Removed for Discussion**

Resolution #2025-01-009-J-1a  
Moved by Hamilton  
Seconded by Gunn

RESOLVED, That Troy City Council hereby **APPROVES** all items on the Consent Agenda as presented.

Yes: All-7  
No: None

**MOTION CARRIED**

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**J-1b Address of “J” Items Removed for Discussion by City Council**

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**J-2 Approval of City Council Minutes**

Resolution #2025-01-009-J-2

RESOLVED, That Troy City Council hereby **APPROVES** the following Minutes as submitted:

- a) City Council Minutes-Draft – December 16, 2024

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**J-3 Proposed City of Troy Proclamations: None Submitted**

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**J-4 Standard Purchasing Resolutions:**

- a) **Standard Purchasing Resolution 10: Travel Authorization and Approval to Expend Funds for Troy City Council Member Travel – 2025 Michigan Municipal League Cap Con**

Resolution #2025-01-009-J-4a

RESOLVED, That Troy City Council **AUTHORIZES** City Council Member travel expenses for the Michigan Municipal League 2025 Cap Con, in accordance with accounting procedures of the City of Troy.

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**J-5 Request for Acceptance of a Permanent Easement from Rocky and Noor Denha, Sidwell #88-20-10-427-047**

Resolution #2025-01-009-J-5

RESOLVED, That Troy City Council **ACCEPTS** a permanent easement for storm sewers and surface drainage from Rocky Denha and Noor Denha, owners of the property having Sidwell #88-20-10-427-047.

BE IT FURTHER RESOLVED, That the City Clerk is hereby **DIRECTED TO RECORD** the permanent easement with Oakland County Register of Deeds, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

---

**J-6 Request for Acceptance of a Permanent Easement, 102 East Long Lake Road, LLC, Sidwell #88-20-15-101-031**

Resolution #2025-01-009-J-6



RESOLVED, That City Council **ACCEPTS** a permanent easement for storm sewers and surface drainage from 102 East Long Lake Road, LLC, owner of the property having Sidwell #88-20-15-101-031.

BE IT FURTHER RESOLVED, That the City Clerk is hereby **DIRECTED TO RECORD** the permanent easement with Oakland County Register of Deeds, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

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**J-7 Request for Acceptance of a Quit Claim Deed from Motor City Church International, Sidwell #88-20-20-226-097, Project No. 24.913.3**

Resolution #2025-01-009-J-7

RESOLVED, That City Council **ACCEPTS** a Quit Claim Deed for Wattles Road right-of-way from Motor City Church International, owner of the property identified by Sidwell #88-20-20-226-097.

BE IT FURTHER RESOLVED, That the City Clerk is hereby **DIRECTED TO RECORD** the quit claim deed with Oakland County Register of Deeds, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

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**J-8 Request for Approval of a Purchase Agreement, Acceptance of a Permanent Easement, and Approval of Compensation, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #96, Sidwell #88-20-15-251-035, Ashraf H. Memon and Shahzadi A. Memon Trust**

Resolution #2025-01-009-J-8

RESOLVED, That City Council **APPROVES** an Agreement to Purchase Realty for Public Purposes from The Ashraf H. Memon and Shahzadi A. Memon Trust dated January 10, 2010, owner of the property identified by Sidwell #88-20-15-251-035 and **AUTHORIZES** compensation in the amount of \$85,461.00 for the purchase of right of way, and

BE IT FURTHER RESOLVED, That City Council **ACCEPTS** a Permanent Easement for Public Utilities and Public Service Facilities and **AUTHORIZES** a compensation amount of \$9,070.00, and

BE IT FURTHER RESOLVED, That City Council **AUTHORIZES** City Staff to **EXPEND** any necessary costs incurred to meet closing requirements and recording costs in an amount not to exceed \$8,000.00, and

BE IT FINALLY RESOLVED, That City Staff shall **ENSURE** and **CONFIRM** that the warranty deed, permanent easement and any accompanying documentation is recorded with Oakland County Register of Deeds, copies of which shall be attached to the original minutes of this meeting.

---

**J-9 Request for Compensation and Acceptance of a Permanent Easement, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #98, Sidwell #88-20-15-251-014, Dylan and Victoria Brown**

Resolution #2025-01-009-J-9

RESOLVED, That City Council **ACCEPTS** a Permanent Easement for Public Utilities and Public Service Facilities from Dylan Brown and Victoria Brown, owners of the property having Sidwell #88-20-15-251-014 and **AUTHORIZES** a compensation amount of \$13,502.00.

BE IT FURTHER RESOLVED, That City Council **AUTHORIZES** City Staff to **EXPEND** any necessary costs incurred to meet closing requirements and recording costs in an amount not to exceed \$5,000.00.

BE IT FINALLY RESOLVED, That City Staff shall **ENSURE** and **CONFIRM** that the Permanent Easement and all required accompanying documentation is recorded with Oakland County Register of Deeds, copies of which shall be **ATTACHED** to the original Minutes of this meeting.

---

**J-10 Requests to Make Unconditional Offers and to Institute Court Action if Necessary, Rochester Road, Barclay to Trinway, Project No. 02.206.5**

**a) Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #57 & #58, MNK Troy 1, LLC, Sidwell #88-20-14-301-031 and #88-20-14-152-001**

Resolution #2025-01-009-J-10a

RESOLVED, That Troy City Council **AUTHORIZES** City Administration to make an unconditional offer for the acquisition of a permanent easement to MNK Troy 1, LLC, owners of the properties having Sidwell #88-20-14-301-031 and #88-20-14-152-001, in the amount of \$18,800.00, plus closing and associated costs not to exceed \$8,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

- b) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #61, Bradley Square Association, Sidwell #88-20-14-151-042**

Resolution #2025-01-009-J-10b

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of a permanent easement to Bradley Square Association, a Michigan non-profit organization, owners of the property having Sidwell #88-20-14-151-042, in the amount of \$26,900.00, plus closing and associated costs not to exceed \$8,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

- c) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #65, Nima Group, LLC, Sidwell #88-20-14-102-040**

Resolution #2025-01-009-J-10c

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of right of way, a permanent easement, and a regrading and temporary construction permit to Nima Group, LLC, owner of the property having Sidwell #88-20-14-102-040, in the amount of \$32,603.00, plus closing and associated costs not to exceed \$8,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for

public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

- d) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #66, Long Lake Development Company, Sidwell #88-20-14-102-047**

Resolution #2025-01-009-J-10d

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of a permanent easement to Long Lake Development Company, owner of the property having Sidwell #88-20-14-102-047, in the amount of \$36,834.00, plus closing and associated costs not to exceed \$8,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

- e) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #67, Thanasas Properties, LLC, Sidwell #88-20-14-102-006**

Resolution #2025-01-009-J-10e

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of a permanent easement to Thanasas Properties, LLC, owner of the property having Sidwell #88-20-14-102-006, in the amount of \$26,504.00, plus closing and associated costs not to exceed \$8,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

- f) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #68, NGM Holdings, LLC, Sidwell #88-20-14-102-048**

Resolution #2025-01-009-J-10f

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of a permanent easement and regrading and temporary construction permit to NGM Holdings, LLC, owner of the property having Sidwell #88-20-14-102-048, in the amount of \$22,998.00, plus closing and associated costs not to exceed \$8,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

- g) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #69, TLC Associates, Sidwell #88-20-14-102-044**

Resolution #2025-01-009-J-10g

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of a permanent easement to TLC Associates, owners of the property having Sidwell #88-20-14-102-044, in the amount of \$51,145.00, plus closing and associated costs not to exceed \$8,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further

**AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

- h) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #70, Banks Vacuum Corporation, Sidwell #88-20-14-102-001**

Resolution #2025-01-009-J-10h

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of a permanent easement to Banks Vacuum Corporation, owner of the property having Sidwell #88-20-14-102-001, in the amount of \$2,588.00, plus closing and associated costs not to exceed \$8,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

- i) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #74, Paul R. Beck and Carol S. Beck, Sidwell #88-20-14-101-003**

Resolution #2025-01-009-J-10i

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of a regrading and temporary construction permit to Paul R. Beck and Carol S. Beck, owners of the property having Sidwell #88-20-14-101-003, in the amount of \$805.00, plus closing and associated costs not to exceed \$750.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who

utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

- j) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #82, Diana Leong, An Tran So, and Tearg Gee, Sidwell #88-20-11-351-003**

Resolution #2025-01-009-J-10j

RESOLVED, That City Council **AUTHORIZES** an unconditional offer for the acquisition of right of way and a permanent easement to Diana Leong and An Tran So, owners, and Tearg Gee, land contract holder, of the property having Sidwell #88-20-11-351-003, in the amount of \$39,201.00, plus closing and associated costs not to exceed \$8,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

- k) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #83, Sead Mesanovic, Sidwell #88-20-11-351-002**

Resolution #2025-01-009-J-10k

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of right of way and a permanent easement to Sead Mesanovic, owner of the property having Sidwell #88-20-11-351-002, in the amount of \$28,171.00, plus closing and associated costs not to exceed \$8,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project

No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

**l) Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #85, Craig Cassani, Sidwell #88-20-11-301-010**

Resolution #2025-01-009-J-10l

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of a permanent easement and regrading and temporary construction permit to Craig Cassani, owner of the property having Sidwell #88-20-11-301-010, in the amount of \$12,600.00, plus closing and associated costs not to exceed \$8,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

**m) Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #88, Joseph Micallef, Sidwell #88-20-11-301-014**

Resolution #2025-01-009-J-10m

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of right of way and a permanent easement to Joseph Micallef, owner of the property having Sidwell #88-20-11-301-014, in the amount of \$85,000.00, plus closing and associated costs not to exceed \$8,000.00.



BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

- n) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #89, Kostadin Krajcev and Renee Krajcev, Sidwell #88-20-11-301-012**

Resolution #2025-01-009-J-10n

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of right of way and a permanent easement to Kostadin Krajcev and Renee Krajcev, owners of the property having Sidwell #88-20-11-301-012, in the amount of \$65,466.00, plus closing and associated costs not to exceed \$10,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

- o) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #90, Svetlana Goren, Sidwell #88-20-15-428-017**

Resolution #2025-01-009-J-10o

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of a permanent easement to Svetlana Goren, owner of the property having Sidwell #88-20-15-

428-017, in the amount of \$6,447.00, plus closing and associated costs not to exceed \$8,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

- p) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #91, Daniel C. Cinader, Timothy M. Cinader, Joseph A. Goodall and Jill A. Goodall, Sidwell #88-20-15-428-011**

Resolution #2025-01-009-J-10p

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of a permanent easement to Daniel C. Cinader, Timothy M. Cinader, Joseph A. Goodall and Jill A. Goodall, owners of the property having Sidwell #88-20-15-428-011, in the amount of \$8,000.00, plus closing and associated costs not to exceed \$8,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

- q) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #94, Dorel Miclea and Nicoleta Miclea, Sidwell #88-20-15-252-046**

Resolution #2025-01-009-J-10q

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of a permanent easement to Dorel and Nicoleta Miclea, owners of the property having Sidwell #88-20-15-252-046, in the amount of \$11,136.00, plus closing and associated costs not to exceed \$8,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

- r) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #95, Sarmad Savaya and Christina Savaya, Sidwell #88-20-15-252-045**

Resolution #2025-01-009-J-10r

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of a permanent easement to Sarmad Savaya and Christina Savaya, owners of the property having Sidwell #88-20-15-252-045, in the amount of \$11,277.00, plus closing and associated costs not to exceed \$8,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

- s) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #99, Jasnayak Sohi, Sidwell #88-20-15-251-013**

Resolution #2025-01-009-J-10s

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of a permanent easement to Jasnayak Sohi, owner of the property having Sidwell #88-20-15-251-013, in the amount of \$7,500.00, plus closing and associated costs not to exceed \$8,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

t) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #100, Davinder and Jasdeep Sohi, Sidwell #88-20-15-251-012**

Resolution #2025-01-009-J-10t

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of a permanent easement to Davinder and Jasdeep Sohi, owners of the property having Sidwell #88-20-15-251-012, in the amount of \$7,500.00, plus closing and associated costs not to exceed \$8,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

- u) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #102, Troy Landmark Properties, LLC, Sidwell #88-20-15-201-047**

Resolution #2025-01-009-J-10u

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of right of way and a permanent easement to Troy Landmark Properties, LLC, owner of the property having Sidwell #88-20-15-201-047, in the amount of \$95,205.00, plus closing and associated costs not to exceed \$10,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

- v) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #103, McDonald's Corporation, Sidwell #88-20-201-036**

Resolution #2025-01-009-J-10v

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of a permanent easement to McDonald's Corporation, owner of the property having Sidwell #88-20-15-201-036, in the amount of \$40,169.00, plus closing and associated costs not to exceed \$8,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for

public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

- w) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #104, DB Troy, LLC, Sidwell #88-20-15-201-030**

Resolution #2025-01-009-J-10w

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of a permanent easement to DB Troy, LLC, owner of the property having Sidwell #88-20-15-201-030, in the amount of \$8,280.00, plus closing and associated costs not to exceed \$8,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

- x) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #106, Kroger Company of Michigan, Sidwell #88-20-15-201-049**

Resolution #2025-01-009-J-10x

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of right of way and a permanent easement to Kroger Company of Michigan, owner of the property having Sidwell #88-20-15-201-049, in the amount of \$103,291.00, plus closing and associated costs not to exceed \$12,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

- y) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #123, Briggs Park Condominium Association, Sidwell #88-20-14-308-005**

Resolution #2025-01-009-J-10y

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of a permanent easement to Briggs Park Condominium Association, owner of the property having Sidwell #88-20-14-308-005, in the amount of \$32,400.00, plus closing and associated costs not to exceed \$8,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further **AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

- z) **Request for Authorization to Make Unconditional Offer and Institute a Condemnation Lawsuit, Rochester Road, Barclay to Trinway, Project No. 02.206.5, Parcel #124, Anthony and Lynne Piriaino, Sidwell #88-20-15-428-016**

Resolution #2025-01-009-J-10z

RESOLVED, That Troy City Council **AUTHORIZES** an unconditional offer for the acquisition of a permanent easement to Anthony and Lynne Piriaino, owners of the property having Sidwell #88-20-15-428-016, in the amount of \$11,305.00, plus closing and associated costs not to exceed \$8,000.00.

BE IT FURTHER RESOLVED, That in the event the parties are unable to timely negotiate a voluntary acquisition of the property rights, Troy City Council **DECLARES** and **DETERMINES** that the completion of the Rochester Road Improvement Project, Barclay to Trinway, Project No. 02.206.5 is a public improvement within the scope of the City's powers and necessary to the public health, safety, and welfare of the residents of Troy and all members of the public who utilize the roadway, and therefore **AUTHORIZES** City Administration, on behalf of the City to initiate condemnation proceedings to facilitate the completions of this project, and further

**AUTHORIZES** the Mayor and City Clerk to execute any documents needed for the condemnation lawsuit.

BE IT FINALLY RESOLVED, That Troy City Council **AUTHORIZES** the City Attorney to expend any needed funds to acquire the necessary real estate, easement and temporary permit for public purposes, and that said funds will come from Account #401.449.202.989.022065-Public Works Construction Rochester from Barclay to Trinway.

## **K. MEMORANDUMS AND FUTURE COUNCIL AGENDA ITEMS:**

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**K-1 Announcement of Public Hearings: None Submitted**

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**K-2 Memorandums (Items submitted to City Council that may require consideration at some future point in time): None Submitted**

## **L. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

## **M. CITY COUNCIL/CITY ADMINISTRATION RESPONSE/REPLY TO PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

## **N. COUNCIL REFERRALS:**

Items Advanced to the City Manager by the Mayor and City Council Members for Placement on the Agenda

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**N-1 No Council Referrals Submitted**

## **O. REPORTS:**

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### **O-1 Minutes – Boards and Committees:**

- a) Building Code Board of Appeals-Final – October 2, 2024
- b) Civil Service Commission (Act 78)-Final – October 2, 2024
- c) Civil Service Commission (Act 78)-Final – October 12, 2024
- d) Zoning Board of Appeals-Final – October 15, 2024
- e) Planning Commission-Final – October 22, 2024

Noted and Filed

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### **O-2 Department Reports:**

- a) Fourth Quarter 2024 Litigation Report
- b) Interim Financial Report 1<sup>st</sup> Quarter for the Three Months Ended September 30, 2024
- c) Troy Public Library Annual Report
- d) Insurance Benefits Consultant and Agent of Record

Noted and Filed



**O-3 Letters of Appreciation:**

- a) To the Building Department from Noel Jonescuc, Senior Project Manager for Robertson Homes
  - b) To Cindy Stewart from Mike Brewer
  - c) From Charter Township of Orion to the Troy Fire Department
- Noted and Filed

**O-4 Proposed Proclamations/Resolutions from Other Organizations: None Submitted****P. COUNCIL COMMENTS:****P-1 Council Comments**

Council Member Brooks commented that on January 20, 2025, in observance of Dr. Martin Luther King, Troy Athens High School and the Troy School District Administrative Offices will host their annual MLK Day of Service starting at 8:00 AM. She encourages everyone to participate or do something to honor his legacy.

Council Member Chanda said he will participate in MLK Day. He said it is wonderful to see the students participating and honoring Dr. King's legacy.

Council Member Chanda thanked Kurt Bovensiep and his team for acquiring funds to create an inclusive play structure at Boulan Park. He said it is one more reason Troy is one of the best places to live.

**Q. PUBLIC COMMENT FOR ITEMS ON OR NOT ON THE AGENDA FROM MEMBERS OF THE PUBLIC OUTSIDE OF TROY (NOT RESIDENTS OF TROY AND NOT FROM TROY BUSINESSES):**

The Meeting **RECESSED** at 7:50 PM.  
The Meeting **RECONVENED** at 7:55 PM.

**R. CLOSED SESSION****R-1 Closed Session****S. ADJOURNMENT:**

The Meeting **ADJOURNED** at 8:01 PM.

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Mayor Ethan Baker

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M. Aileen Dickson, MMC, MiPMC3  
City Clerk

**2025 SCHEDULED SPECIAL CITY COUNCIL MEETINGS:**

April 14, 2025.....Special Meeting – Budget  
April 16, 2025..... Special Meeting – Budget (as needed)

**2025 SCHEDULED REGULAR CITY COUNCIL MEETINGS:**

January 13, 2025 ..... Regular Meeting  
January 27, 2025 ..... Regular Meeting  
February 10, 2025..... Regular Meeting  
February 24, 2025..... Regular Meeting  
March 10, 2025 ..... Regular Meeting  
March 17, 2025..... Regular Meeting  
April 7, 2025..... Regular Meeting  
April 21, 2025..... Regular Meeting  
May 5, 2025 ..... Regular Meeting  
May 19, 2025 ..... Regular Meeting  
June 9, 2025 ..... Regular Meeting  
June 30, 2025 ..... Regular Meeting  
July 14, 2025..... Regular Meeting  
July 28, 2025..... Regular Meeting  
August 11, 2025..... Regular Meeting  
August 25, 2025..... Regular Meeting  
September 8, 2025 ..... Regular Meeting  
September 29, 2025 ..... Regular Meeting  
October 6, 2025 ..... Regular Meeting  
October 20, 2025 ..... Regular Meeting  
November 10, 2025 ..... Regular Meeting  
November 17, 2025 ..... Regular Meeting  
December 1, 2025 ..... Regular Meeting  
December 15, 2025 ..... Regular Meeting



500 West Big Beaver  
Troy, MI 48084  
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# CITY COUNCIL AGENDA ITEM



Date: January 21, 2025

To: Frank A Nastasi, City Manager

From: Robert J. Bruner, Deputy City Manager  
 Kyle Vieth, Controller  
 Kurt Bovensiep, Public Works Director  
 Mike Verstraete, Streets & Drains Operations Manager  
 Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 2: Award to Low Bidders Meeting Specifications – Asphalt Paving Materials – Hot Patch

## History

- Hot asphalt material is used in the patching and maintenance of 123 miles of asphalt roads and 222 miles of concrete roads maintained by the City.
- Asphalt Paving Materials- Hot Patch is purchased on an as-needed basis throughout the year.
- The current contract expired on December 31, 2024.

## Purchasing

- On January 16, 2025 a bid opening was conducted as required by the City Charter/Code for one (1) year requirements of Asphalt Paving Materials – Hot Patch with an option to renew for one (1) additional year.
- The bid was posted on the MITN Purchasing Group website; [www.bidnetdirect.com/city-of-troy-mi](http://www.bidnetdirect.com/city-of-troy-mi). Two Hundred Twenty-Five (225) vendors were notified via the MITN website. Two (2) bids were received. Below is a detail summary of the vendor responses.

<b>Companies notified via MITN</b>	225
Troy Companies notified via MITN	4
Troy Companies - Active email Notification	4
Troy Companies - Active Free	0
<b>Companies that viewed the bid</b>	14
Troy Companies that viewed the bid	1

**MITN** provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy. **Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City. **Active MITN non-paying** members are responsible to monitor and check the MITN website for opportunities to do business with the City. **Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.

- The award will include a primary and a secondary supplier in the event the primary supplier is unable to provide material as needed or if the proximity of the supplier is more advantageous for the specific patch job as approved and directed by the Streets and Drains Operations Manager.
- Based upon the bid responses and as per the attached bid tabulation, it is in the City's best interest to award the bid; *low bid as specified* by line item. The award is contingent upon contractors' submission of proper insurance certificates and all other specified requirements.

## Financial

- The funds are budgeted and available in the operating budgets for the Public Works Department under the Local and Major Road accounts for the Streets & Drains Division.



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## CITY COUNCIL AGENDA ITEM

### **Recommendation**

City management recommends awarding a one (1) year contract to provide Asphalt Paving Materials- Hot Patch with an option to renew for one (1) additional year to the lowest bidder(s) by line item detailed below:

- ***Cadillac Asphalt of Farmington Hills, MI***  
Primary supplier or items #1, #2, #3, #4, #5, #6, #7, and #9  
Secondary supplier for item #8
- ***Ajax Materials Corporation of Troy, MI***  
Primary supplier of item #8  
Secondary supplier for items #1, #2, #3, #4, #5, #6, #7, and #9

All items will be awarded per the unit prices in the bid tabulation opened January 16, 2025; to be ordered on an as-needed basis and based on proximity; contracts expiring December 31, 2026

Opening Date: 01/16/2025  
 Date Reviewed: 01/16/2025

CITY OF TROY  
 BID TABULATION  
 ASPHALT PAVING MATERIAL - HOT PATCH

ITB-COT 24-34  
 Page 1 of 1

VENDOR NAME:	Cadillac Asphalt, LLC	Ajax Materials Corporation
CITY:	Farmington Hills, MI	Troy, MI

**PROPOSAL: One-Year Requirements of Asphalt Paving Material - Hot Patch; with an option to renew for one (1) additional year.**

Item	Est. Qty	Unit	Description	Unit Price	Total Price	Unit Price	Total Price
1.	100	Tons	1100T 36A Wearing	\$76.00	<b>\$7,600.00</b>	\$85.00	<b>\$8,500.00</b>
2.	300	Tons	1100T 20AA Wearing	\$74.00	<b>\$22,200.00</b>	\$84.00	<b>\$25,200.00</b>
3.	200	Tons	1100L 20AA Leveling	\$73.00	<b>\$14,600.00</b>	\$83.00	<b>\$16,600.00</b>
4.	1200	Tons	Commercial Top	\$75.00	<b>\$90,000.00</b>	<b>NO BID</b>	
5.	125	Tons	Commercial Base	\$74.50	<b>\$9,312.50</b>	<b>NO BID</b>	
6.	100	Tons	5E3 Asphalt Mix	\$78.00	<b>\$7,800.00</b>	\$89.00	<b>\$8,900.00</b>
7.	500	Tons	0"-0.5" Crushed Reclaimed Asphalt Pavement	\$8.00	<b>\$4,000.00</b>	\$10.00	<b>\$5,000.00</b>
8.	500	Gallon	Bulk Tack Coat	\$7.00	<b>\$3,500.00</b>	\$6.50	<b>\$3,250.00</b>
9.	100	Per 5 gal pail	Tack Coat	\$65.00	<b>\$6,500.00</b>	\$67.00	<b>\$6,700.00</b>
10.	100	Per 5 gal pail	Biodiesel-Soybean Asphalt Release Agent <b>5-gallon pail</b>	<b>NO BID</b>		<b>NO BID</b>	
11.	165	Gallon	Biodiesel-Soybean Asphalt Release Agent <b>55-gallon drum</b>	<b>NO BID</b>		<b>NO BID</b>	
<b>ESTIMATED TOTAL:</b>				<b>\$165,512.50</b>		<b>\$74,150.00</b>	

Hours of Operation:	7am - 3pm	M-F 7:30am - 4:30pm
Notice of Pickup M-F (Hrs):	24 Hours	24 Hours
Notice of Pickup Saturday (Hrs):	24 Hours	Call for availability (248) 388-1687
Location of Closest Plant (Address & Zip Code):	2040 Barret Dr., Troy, MI 48084	2240 Avon Industrial Drive, Rochester Hills, MI 48309
Distance from Plant to the DPW Yard (Miles):	4.4 Miles	6 Miles
References Provided:	Y or N	Y
Insurance Met:	Y or N	Y
Payment Terms:	Net 30	30 Days
Warranty:	N/A	N/A
Delivery Time:	7am - 2pm	N/A
Exceptions:	Commercial top is quoted with 5E1; Commercial base is quoted with 13A	None
Acknowledgement:	Y or N	Y
Forms:	Y or N	Y

Attest:  
 (\*Bid Opening conducted via a Zoom Meeting)  
 Mike Verstraete  
 \_\_\_\_\_  
 Andrew Chambliss  
 \_\_\_\_\_  
 Nellie Bert  
 \_\_\_\_\_  
 Dina Gates  
 \_\_\_\_\_

\_\_\_\_\_  
 Emily Frontera  
 Purchasing Manager



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## CITY COUNCIL AGENDA ITEM



Date: January 22, 2025

To: Frank Nastasi, City Manager

From: Robert J. Bruner, Deputy City Manager  
Rob Maleszyk, Chief Financial Officer  
Kyle Vieth, Controller  
Kurt Bovensiep, Public Works Director  
Dennis Trantham, Deputy Public Works Director  
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications - Sylvan Glen Lake Park Improvements Phase II; Standard Purchasing Resolution 5: Approval to Expend Budgeted Funds – Sylvan Glen Park Improvements Phase II Construction Phase Services

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### **History**

Sylvan Glen Lake Park is one of the City of Troy's current 10 neighborhood parks. The park is a total of 40 acres, which is the largest of the neighborhood parks. Amenities currently include a 16-acre lake that invites shore fishing and the second phase of the Troy Trail, inviting bikers, walkers, and runners to enjoy an opportunity to escape from suburban Troy and enjoy a wilderness setting. Although the park is currently classified as a neighborhood park it is likely to be reclassified as a community park with the expansion of amenities, which attract patrons from further distances becoming a destination point.

The 2020-2024 Parks and Recreation Master Plan specifically recommends the City of Troy concentrate its park development efforts at Sylvan Glen Lake Park as indicated on page 96 and 97 of the Parks and Recreation Master Plan and is further substantiated by the Green Space Subcommittee Report by recommending the park be developed into a premier park with various amenities.

When considering the future development of Sylvan Glen Lake Park, it was recognized that there needed to be a phased approach. In October of 2021, the City of Troy engaged OHM to develop a master plan to guide the future development of the park. It was quickly recognized that the first improvements made to the park should support the future recreational amenity opportunities. This first phase of park development included a paved parking lot, restroom facility, and necessary infrastructure for future development. Additionally, the proposed improvements would also support the current amenities including the Troy Trail and other passive recreational opportunities. At the meeting of the Troy City Council held on April 11, 2022, Troy City Council approved a contract for the construction of the first phase of projects (Resolution #2022-04-053). Construction was complete in July of 2023.



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## CITY COUNCIL AGENDA ITEM

When the Community Project Fund Grant became available, the City of Troy recognized the opportunity to further its efforts in improving recreational opportunities at the park by creating an environment that can engage people of all demographics.

Thanks to the efforts of Representative Haley Stevens, the City of Troy was awarded a \$1,500,000 Community and Regional Development Grant from the Department of Housing and Urban Development.

At the meeting of the Troy City Council held on February 5, 2024, Troy City Council awarded a contract to OHM Advisors of Livonia, Michigan, for design and engineering services for the second phase of the project (Resolution #2024-02-031-J-b). The design was completed in November 2024, and bids were solicited.

### Purchasing

On January 9, 2025 a bid opening was conducted as required by the City Charter/Code for the Sylvan Glen Lake Park Improvements Phase II. The bid was posted on the MITN Purchasing Group website; [www.bidnetdirect.com/city-of-troy-mi](http://www.bidnetdirect.com/city-of-troy-mi). Seven hundred eighty-one (781) vendors were notified via the MITN website. Six (6) bids were received. Below is a detail summary of the vendor responses.

<b>Companies notified via MITN</b>	781
Troy Companies notified via MITN	11
Troy Companies - Active email Notification	11
Troy Companies - Active Free	11
<b>Companies that viewed the bid</b>	126
Troy Companies that viewed the bid	7

**MITN** provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy. **Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City. **Active MITN non-paying members** are responsible to monitor and check the MITN website for opportunities to do business with the City. **Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.

After review of the bid responses, *Warren Contractors & Development, Inc of Shelby Twp, MI* was low bidder meeting specifications and is being recommended for award. The City has successfully used *Warren Contractors & Development* in the past on many projects including the Sylvan Glen Lake Park Pathway Phase II project.

The current contract for engineering and services with OHM Advisors was renewed by City Council on May 23, 2022 (Resolution #2022-05-071-J-4b). Under the current contract pricing, OHM proposes a fee for Contract Administration Services of \$65,000, Testing Services of \$11,000 and Staking for \$12,000, for a total fee of \$88,000.

### Financial

Funds are budgeted and available in the Park Development Capital Fund under project number 2024CG0002 for the 2025 fiscal year. Expenditures will be charged to account number 401.770.771.975.075.

### Recommendation

City Management recommends awarding a contract to the low bidder meeting specifications, *Warren Contractors & Development of Shelby Twp., MI*, for Sylvan Glen Lake Park Improvements Phase II at prices contained in the bid tabulation opened January 9, 2025 for an estimated cost of \$1,149,000;



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## **CITY COUNCIL AGENDA ITEM**

not to exceed budgetary limitations. City Management also recommends granting the authority to expend budgeted capital funds to *OHM Advisors of Livonia, MI*, for Sylvan Glen Lake Park Improvements Phase II Construction Phase Services for an estimated cost of \$88,000; not to exceed budgetary limitations.



CITY OF TROY  
 BID TABULATION  
 SYLVAN GLEN LAKE PARK IMPROVEMENTS PHASE II

VENDOR NAME:	Warren Contractors & Development, Inc.	DMC Group	WCI Contractors, Inc.
CITY:	Shelby Twp. MI	Detroit, MI	Detroit, MI
CHECK AMOUNT:	\$20,000	\$20,000	\$20,000
CHECK NUMBER:	4466002943	1063585	2018291142

**PROPOSAL: SYLVAN GLEN LAKE PARK IMPROVEMENTS PHASE II AT THE SYLVAN GLEN LAKE PARK FACILITIES**

<b>CONTRACT TO PERFORM THE WORK FOR THE SUM OF:</b>	<b>\$1,149,000.00</b>	<b>\$1,280,236.12</b>	<b>\$1,393,700.00</b>
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**ALTERNATES:**

**Alternate No. 01 : Dolomite Seat wall: Provide stone as detailed in lieu of cast-in-place seat wall.**

1.	Add, Deduct, No Change, Not Applicable	<b>Deduct</b>	<b>Add</b>	<b>Deduct</b>
2.	Dollar Change with Alternate 01	<b>-\$9,450.00</b>	<b>\$9,672.00</b>	<b>-\$8,800.00</b>
3.	Calendar Days Change with Alternate 01	<b>Not Specified</b>	<b>Not Specified</b>	<b>0 Days</b>

**Alternate No. 02 : Synthetic Grass Mound: Provide synthetic grass surfacing in lieu of natural turf.**

4.	Add, Deduct, No Change, Not Applicable	<b>Add</b>	<b>Add</b>	<b>Add</b>
5.	Dollar Change with Alternate 02	<b>\$100,000.00</b>	<b>\$105,935.00</b>	<b>\$125,500.00</b>
6.	Calendar Days Change with Alternate 02	<b>Not Specified</b>	<b>Not Specified</b>	<b>Add 20 Days</b>

**Alternate No. 03 : Stone type: Provide Rustic Canyon stone in lieu of Dolomite Stone spec'd.**

4.	Add, Deduct, No Change, Not Applicable	<b>Not Applicable</b>	<b>Not Specified</b>	<b>Deduct</b>
5.	Dollar Change with Alternate 03			<b>-\$3,700.00</b>
6.	Calendar Days Change with Alternate 03			<b>0 Days</b>

<b>TOTAL INCLUDING ALTERNATE 01:</b>	<b>\$1,139,550.00</b>	<b>\$1,289,908.12</b>	<b>\$1,384,900.00</b>
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<b>TOTAL INCLUDING ALTERNATE 02:</b>	<b>\$1,249,000.00</b>	<b>\$1,386,171.12</b>	<b>\$1,519,200.00</b>
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<b>TOTAL INCLUDING ALTERNATE 03:</b>			<b>\$1,390,000.00</b>
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**UNIT PRICES:**

UNIT PRICE NO.	DESCRIPTION	DOLLARS PER UNIT	DOLLARS PER UNIT	DOLLARS PER UNIT
1.	Removal of unsatisfactory soil and replacement with satisfactory soil material.	\$100.00/cyd	\$6,438.00/Lsum	\$68.00
2.	Removal of surplus and unsuitable material.	\$30.00/cyd	\$2,137.00/Lsum	\$40.00
3.	Embankment	\$30.00/cyd	\$65.00/Cy	\$45.00
4.	Removal of Pavement.	\$20.00/syd	\$45.00/Cy	\$23.00
5.	MDOT Class II Sand Base	\$1.50/sft	\$55.00/Ton	\$45.00
6.	Concrete, 4 inches	\$8.00/sft	\$8.50/SqFt	\$9.50
7.	Concrete, 6 inches	\$10.00/sft	\$10.50/SqFt	\$10.00

Attended Mandatory Pre-Bid Meeting:	Y or N	Y	Y	Y
Payment Terms:	Y or N	30 Days	30 Days	30 Days
Warranty:	Y or N	Per Specifications	1 Year	1 Year
Completion:	Y or N	Per Specifications	As Specified	Substantial Completion - 07/31/25 Final Completion - 08/15/25
Exceptions:	Y or N	Lead time for playground and pavilion equipment 6-8 weeks from approved shop drawings.	None	See attached schedule and exceptions
Acknowledgement:	Y or N	Y	Y	Y
Insurance:	Y or N	Y	Y	Y
Indemnification Clause:	Y or N	Y	N	N
Forms:	Y or N	Y	Y	Y
Bidder Questionnaire:	Y or N	Y	Y	Y
References:	Y or N	Y	Y	Y
Addendums 1- 5 Signed:	Y or N	Y	Y	Y

ATTEST:  
 (\*Bid Opening conducted via a Zoom Meeting)  
 Dennis Trantham  
 Andrew Chambliss  
 Nellie Bert  
 Dina Gates

Emily Frontera  
 Purchasing Manager

SYLVAN GLEN LAKE PARK IMPROVEMENTS PHASE II

VENDOR NAME:	Premier Group Associates, LC	Decima LLC	Major Contracting Group, Inc.
CITY:	Detroit, MI	Detroit MI	Detroit, MI
CHECK AMOUNT:	\$20,000	Cashiers check, certified check or money order not provided	\$20,000
CHECK NUMBER:	9105229502		9181130934

**PROPOSAL: SYLVAN GLEN LAKE PARK IMPROVEMENTS PHASE II AT THE SYLVAN GLEN LAKE PARK FACILITIES**

<b>CONTRACT TO PERFORM THE WORK FOR THE SUM OF:</b>	<b>\$1,454,583.00</b>	<b>\$1,539,136.00</b>	
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**ALTERNATES:**

**Alternate No. 01 : Dolomite Seat wall: Provide stone as detailed in lieu of cast-in-place seat wall.**

1.	Add, Deduct, No Change, Not Applicable	Not Applicable	Add	
2.	Dollar Change with Alternate 01		\$2,300.00	
3.	Calendar Days Change with Alternate 01		Not Specified	

**Alternate No. 02 : Synthetic Grass Mound: Provide synthetic grass surfacing in lieu of natural turf.**

4.	Add, Deduct, No Change, Not Applicable	Add	Add	
5.	Dollar Change with Alternate 02	\$52,905.00	\$25,700.00	
6.	Calendar Days Change with Alternate 02	Not Specified	Not Specified	

**Alternate No. 03 : Stone type: Provide Rustic Canyon stone in lieu of Dolomite Stone spec'd.**

4.	Add, Deduct, No Change, Not Applicable	Not Applicable	Add	
5.	Dollar Change with Alternate 03		\$6,400.00	
6.	Calendar Days Change with Alternate 03		Not Specified	

<b>TOTAL INCLUDING ALTERNATE 01:</b>			<b>\$1,541,436.00</b>	
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<b>TOTAL INCLUDING ALTERNATE 02:</b>		<b>\$1,507,488.00</b>	<b>\$1,564,836.00</b>	
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<b>TOTAL INCLUDING ALTERNATE 03:</b>			<b>\$1,545,536.00</b>	
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**UNIT PRICES:**

UNIT PRICE NO.	DESCRIPTION	DOLLARS PER UNIT	DOLLARS PER UNIT	DOLLARS PER UNIT
1.	Removal of unsatisfactory soil and replacement with satisfactory soil material.	\$55.00	\$110.00/Cyd	
2.	Removal of surplus and unsuitable material.	\$40.00	\$85.00/Cyd	
3.	Embankment	\$60.00	\$110.00/Cyd	
4.	Removal of Pavement.	\$28.00	\$15.00/Syd	
5.	MDOT Class II Sand Base	\$35.00	\$65.00/Ton	
6.	Concrete, 4 inches	\$7.00	\$15.00/Sft	
7.	Concrete, 6 inches	\$8.00	\$18.00/Sft	

Attended Mandatory Pre-Bid Meeting:	Y or N	Y	Y	Y
Payment Terms:	Y or N	Net 30 Days	Net 30	30 Days
Warranty:	Y or N	2 years from final acceptance	Material - As per manufacturer	1 Yr
Completion:	Y or N	Substantial completion: 06/06/2025	7/3/2025	5/22/2026
Exceptions:	Y or N	None	None	None
Acknowledgement:	Y or N	Y	Y	Y
Insurance:	Y or N	Y	Y	Y
Indemnification Clause:	Y or N	N	Y	Y
Forms:	Y or N	Y	Y	Y
Bidder Questionnaire:	Y or N	Y	Y	Y
References:	Y or N	Y	Y	Y
Addendums 1- 5 Signed:	Y or N	Y	Y	Y

January 20, 2025

Mr. Dennis Trantham  
City of Troy  
Deputy Public Works Director  
4693 Rochester Rd.  
Troy, MI 48085

RE: Proposal for Construction Phase Services  
Sylvan Glen Lake Park Phase II Improvements

Dear Mr. Trantham:

With the completion of design and bidding phases, this project will be under construction soon. We understand the City of Troy desires to have OHM Advisors assist with the oversight of the project during construction. This letter presents our proposed scope of services for contract administration, field testing, and staking.

### SCOPE OF SERVICES

Our Scope of Services for this work is based on the bid documents dated 12/03/2024 and will be completed as three tasks with a preliminary schedule starting in February 2025 and Final Completion of the project anticipated to be August of 2025.

#### Task 1: Contract Administration

Contract administration services will begin immediately following the award of a contract to a contractor. OHM will monitor the progress of the project from contractor initiation to completion of final punch list items and provide regular updates to the City.

- ▼ Prepare an agenda and schedule a Pre-Construction meeting with contractor, sub-contractor(s) and Owner's representative(s) and other project stakeholders to coordinate project delivery, schedules, meetings and dates of importance.
- ▼ Provide review of contractor provided Submittal Register, Shop Drawings, Product Data and Samples for the purpose of conformance with the intent of the Construction Documents.
- ▼ Review Contractor's construction schedule and monitor it for compliance.
- ▼ Provide responses to field questions and Request for Information (RFIs).
- ▼ Organize and schedule bi-weekly progress meetings with contractor, sub-contractor and owner's representative to review project, coordinate open issues and construction schedule. (estimated 12 progress meetings for project)
- ▼ Perform bi-weekly site visits to evaluate the contractor's progress and prepare field observation reports for documentation of conditions and follow up requirements. (Assume 12 total visits aligned with OAC meeting)
- ▼ Perform following additional specific site visits for review of design intent and coordination with Contractor:
  - Two Half day visits for initial layout for curb and overall Play Area
  - Two Full day for planting layout review
  - Full day for mound build and play structure layout/location review.
  - Half day for willow tunnel review
- ▼ Coordinate field testing and staking schedules with contractor and schedule accordingly.
- ▼ Prepare Proposal Requests and Construction Change Directives and authorize minor changes that do not affect the Contract Sum and/or Contract Time.



- ▼ Prepare and process Change Orders for City review and approval
- ▼ Review and Certify the contractor’s Application for Payment, monthly.
- ▼ Prepare and perform a final punchlist walk through with the contractor and an owner representative(s).
- ▼ Coordinate with Contractor to determine the dates of Substantial Completion and Final Completion.
- ▼ Confirm the completion of the final punchlist.

**Task 2: Field Testing**

This task includes testing services performed during the construction phase of the project.

- ▼ OHM will utilize G2 Consulting for Construction material testing. OHM to coordinate timing and required tests for completion of work; OHM will review reports for specification compliance. G2 will perform their services, as needed and directed by OHM Advisors with the following expected inspections and associated lab testing required for estimated cost:
  - Proof roll/Agg: 5 half days
  - Site Concrete: 5 half days
  - Foundation: 3 half days
  - Slab: 1 full day
  - Laboratory Testing:
    - 40 Concrete Specimens
    - 5 Cylinder Pick-up
    - 1 Modified Proctor

**Task 3: Staking**

The construction staking work performed will be performed one-time for the site improvements, as requested by the Contractor. OHM Advisors anticipates that the effort will consist of construction staking for the concrete pavement and curb, playscape, sidewalk, foundations and seat wall, and electrical panel, and drinking fountain.

- ▼ Service elements include:
  - Establish/Verify Horizontal & Vertical Control
  - Review Construction Plans and Create Staking Alignments
  - Provide Construction Staking as requested
  - Assuming 72 Hours for staking across 12 site visits if varying time.

**COMPENSATION & SCHEDULE**

OHM Advisors will perform the outlined services above based on hourly basis not to exceed, in accordance with our current contract with the City. The following are the estimated costs for the project:

TASK	FEE
Task 1: Contract Administration Services	\$65,000
Task 2: Testing	\$11,000
Task 3: Staking	\$12,000
<b>TOTAL</b>	<b>\$88,000</b>



**ASSUMPTIONS, EXCLUSIONS & OWNER RESPONSIBILITIES**

OHM Advisors is prepared to complete the work as outlined above per our understanding of the project, which includes the following assumptions, exclusions and identified Owner responsibilities.

- OHM Advisors point of contact for this project is Dennis Trantham.
- Re-staking due to contractor errors and miscommunications.
- Construction observation, staking, and testing does not include work completed by City.
- Additional on-site observation and inspections can be billed at hourly rates, as needed.

**ACCEPTANCE**

Work will be done in accordance with the terms and conditions of the Continuing Services Agreement between OHM and the City. If this proposal is acceptable to you, please provide signature below or e-mail confirming us to proceed on the project.

Thank you for giving us the opportunity to be of service. We look forward to working with you on this project. This proposal is valid for 60 days from the date of this letter.

Orchard, Hiltz, & McCliment, Inc.  
CONSULTANT

(Signature)

Christopher Ozog, AIA  
(Name)

Senior Project Manager  
(Title)

January 20, 2025  
(Date)

City of Troy  
OWNER

(Signature)

(Name)

(Title)

(Date)

Cc: Rhett Gronevelt, Principal, OHM Advisors





500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM



Date: January 22, 2025

To: Frank Nastasi, City Manager

From: Robert J. Bruner, Deputy City Manager  
Rob Maleszyk, Chief Financial Officer  
Kyle Vieth, Controller  
Kurt Bovensiep, Public Works Director  
Jason Schmidt, Water & Sewer Operations Manager  
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 5: Approval to Expend Budgeted Funds - Oakland County Cooperative Purchasing Contract - MIU (Metering Interface Unit) Replacement

---

### **History**

- The City of Troy implemented wireless reading devices (MIU's) in 2004. Prior to 2004, Water Division staff had to physically access a reading device from the outside of the building to obtain a meter reading
- The Metering Interface Unit (MIU) allows remote reading of the water meters via meter reading devices by transmitting the data to a fixed network when staff is driving through the area, improving meter reading efficiency.
- The service life of a Metering Interface Unit (MIU) is 20 years which means many of the MIU's that were installed during the initial roll-out are reaching the end of their expected service life.
- The replacement of the MIU's that have reached their service life of 20 years will be completed by the Water Division within two years.
- Residents will not have to be home for the replacement of the exterior MIU's. All work will be completed in-house by the Water Division staff.
- Replacement of the expiring MIU's will allow City staff to continue to obtain accurate meter readings remotely.

### **Purchasing**

- Pricing for the purchase of the metering interface units (MIU's) has been secured through Ferguson Waterworks of Warren, MI per the Oakland County Cooperative Purchasing Contract #CON00011233 as detailed in the attached proposal dated January 1, 2025.
- City Council authorized participation in the Cooperative Purchasing Programs on February 5, 2024 (Resolution #2024-02-031-J-5).

### **Financial**

Funds are budgeted and available in the Water Division Capital Fund for the 2025 fiscal year. Expenditures will be charged to account number 591.537.555.978.010 and associated Project Number 2025C0070.



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## **CITY COUNCIL AGENDA ITEM**

### **Recommendation**

City Management recommends granting the authority to expend budgeted Water Division Capital funds to purchase MIU's from *Ferguson Waterworks of Warren, MI* for an estimated cost of \$150,000 as per the Oakland County Extended Purchasing Cooperative Contract # CON00011233; not to exceed budgetary limitations.





FERGUSON WATERWORKS #2053  
 3900 44TH ST SE  
 KENTWOOD, MI 49512-3942

Phone: 616-803-7521  
 Fax: 616-554-7728

<b>Deliver To:</b> <b>From:</b> Steven Berra steven.berra@ferguson.com <b>Comments:</b>
--

06:59:57 JAN 13 2025

Page 1 of 1

FERGUSON WATERWORKS #3386

Price Quotation  
 Phone: 616-803-7521  
 Fax: 616-554-7728

**Bid No:** B102269  
**Bid Date:** 01/13/25  
**Quoted By:** SLB

**Cust Phone:** 248-524-3411  
**Terms:** NET 10TH PROX

**Customer:** CITY OF TROY  
 4695 ROCHESTER RD  
 METER ACCOUNT  
 TROY, MI 48085

**Ship To:** CITY OF TROY  
 4695 ROCHESTER RD  
 METER ACCOUNT  
 TROY, MI 48085

**Cust PO#:** R900 WRC COOP PRICE

**Job Name:** R900 WRC COOP PRICE

Item	Description	Quantity	Net Price	UM	Total
N13341200	R900 V4 WALL MIU	1550	95.750	EA	148412.50
			<b>Net Total:</b>		\$148412.50
			<b>Tax:</b>		\$0.00
			<b>Freight:</b>		\$0.00
			<b>Total:</b>		\$148412.50

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTRACTOR CUSTOMERS: IF YOU HAVE DBE/MBE/WBE//VBE/SDVBE/SBE GOOD FAITH EFFORTS DIVERSITY GOALS/ REQUIREMENTS ON A FEDERAL, STATE, LOCAL GOVERNMENT, PRIVATE SECTOR PROJECT, PLEASE CONTACT YOUR BRANCH SALES REPRESENTATIVE IMMEDIATELY PRIOR TO RECEIVING A QUOTE/ORDER.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>  
 Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with \*NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.



**HOW ARE WE DOING? WE WANT YOUR FEEDBACK!**

Scan the QR code or use the link below to complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=3386&on=6969>



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM



Date: January 22, 2025

To: Honorable Mayor and City Council Members

From: Frank A. Nastasi, City Manager  
Robert J. Bruner, Deputy City Manager  
Robert Maleszyk, Chief Financial Officer  
Cheryl Rivera, Office Manager

Subject: Standard Purchasing Resolution 10: Travel Authorization and Approval to Expend Funds for Troy City Council Member Travel – 2025 US Conference of Mayors Winter Leadership Meeting

---

### **History**

In advance of conferences and workshops city council members have expressed interest, management prepares a standard purchasing resolution that will authorize the travel expenses that may be incurred.

### **Purchasing**

Administrative memo 1-PU-9 "Travel Authorization and Approval to Expend Funds for Troy City Council Members' Travel Requests – Standard Purchasing Resolution 10" requires approval by resolution of travel by council members.

### **Financial**

There is no registration cost for this event (see registration worksheet attached). Airfare or mileage, car rental, lodging and food are additional expenses that may be incurred. Funds are available in the 2024/25 General Fund – City Council – Education and Training account.

### **Recommendation**

It is recommended that City Council authorize and approve the expenditure of funds on travel expenses for Council Members who wish to attendance this event.



**THE UNITED STATES  
CONFERENCE OF MAYORS**

TO: The Mayor

FROM: Tom Cochran, CEO and Executive Director

I'm pleased to share that registration is now open for our **2025 Winter Leadership Meeting!** U.S. Conference of Mayors President Columbus Mayor Andrew Ginther will preside over the meeting from **Thursday, February 20 to Saturday, February 22, 2025**, in Phoenix, AZ. As always, there is no registration fee for the Leadership Meeting.

**REGISTER**

### **Outline**

- **Thursday, February 20:** Evening Welcome Event
- **Friday, February 21:** Full-Day Meeting
- **Saturday, February 22:** Half-Day Meeting

Key agenda items for in-depth discussion during our Winter Leadership Meeting include outlining our political strategy for addressing the housing crisis with the new Congress and Administration. A full agenda will be available shortly.

### **Hotel**

Our host hotel will be the Arizona Biltmore:

**Arizona Biltmore**  
**2400 E. Missouri Avenue**  
**Phoenix, AZ 85016**

The room rate is \$459/night before taxes and fees. You will be able to book your hotel room after registering for the meeting.

For questions on hotel reservations and travel, please contact Globetrotter Travel at 301-570-0800, and press 2.

For questions on meeting registration, please contact our Meetings Department or call 202-861-6796.

Mayor Ginther and I look forward to seeing you at this important gathering in Phoenix.



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To change your contact information, please visit <https://community.usmayors.org/>.

**Our mailing address is:**

United States Conference of Mayors  
1620 I St., N.W.  
4th Floor  
Washington, DC 20006

[Add us to your address book](#)



# 2025 Winter Leadership Meeting

February 20, 2025 – February 22, 2025

**Your meeting registration is complete. Please reserve your hotel accommodations below. Please contact [meetings@usmayors.org](mailto:meetings@usmayors.org) for more information.**

[Reserve Your Hotel Accommodations Here](#)

## Your Confirmation Number is:

7LNCKSJRS3

You will receive an email with your registration details.

[Add to Calendar](#)

[Submit Payment](#)

## Registration Summary

Review your registration information below

### Ethan Baker

[ethan.baker@troymi.gov](mailto:ethan.baker@troymi.gov)

Title  
Mayor

Company  
City of Troy

Work Address  
500 W. Big Beaver Road  
Attn: City Manager's Office  
Troy, Michigan 48084  
USA

### Questions

Please let us know if you have any dietary requirements.

NOTE: This request will only be accommodated if completed at least two weeks in advance of the start day of the event, after that we will do our best.

None

### Agenda

Item

Price

Add Group Member

See you in...

29

DAYS

20

HOURS

28

MINUTES

40

SECONDS

Modify Registration

Cancel Registration

**Arizona Biltmore**  
2400 East Missouri Ave.  
Phoenix, AZ 85016



# 2025 Winter Leadership Meeting

February 20, 2025 - February 22, 2025

[Previous](#)

[Cancel](#)

[Submit](#)

**Arizona Biltmore**  
2400 East Missouri Ave.  
Phoenix, AZ 85016





To view or modify the online registration for anyone in your group, [Click here](#). You will be asked to enter your name and the group confirmation number shown above.

Sincerely,

Julia Weyland  
United States Conference of Mayors  
meetings@usmayors.org

If you no longer want to receive emails from Julia Weyland, please [Opt-Out](#).



## Cheryl A Rivera

---

**From:** Julia Weyland <meetings@usmayors.org>  
**Sent:** Tuesday, January 21, 2025 3:31 PM  
**To:** Cheryl A Rivera  
**Subject:** Registration Confirmed - 2025 Winter Leadership Meeting

You don't often get email from meetings@usmayors.org. [Learn why this is important](#)

**CAUTION:** This email did not originate from within the City of Troy. Do not click links or open attachments unless you recognize the sender and know the content is safe.



## THE UNITED STATES CONFERENCE OF MAYORS

Dear Ethan,

Your registration has been confirmed. Please save this email for future reference.

Event: 2025 Winter Leadership Meeting

Attending: Ethan Baker

Number in Party: 1

Date: February 20, 2025-February 22, 2025

Confirmation Number: 7LNCKSJRS3

Thank you for registering for the 2025 Winter Leadership Meeting in Phoenix, Arizona!

Hit the view or modify your registration below to make your reservation or to make any changes to your registration.

**Registration Information**

**Ethan Baker**

## Event Registration

### Questions

Please let us know if you have any dietary requirements.

NOTE: This request will only be accommodated if completed at least two weeks in advance of the start day of the event, after that we will do our best.

None

[View or modify your registration.](#)

Still need a hotel reservation? [Click here.](#)

We look forward to seeing you there.



Sincerely,

Julia Weyland  
United States Conference of Mayors  
[meetings@usmayors.org](mailto:meetings@usmayors.org)


If you no longer want to receive emails from Julia Weyland, please [Opt-Out](#).



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

# CITY COUNCIL AGENDA ITEM

Date: January 21, 2025

To: Honorable Mayor and Troy City Council Members 

From: Frank Nastasi, City Manager  
Lori Grigg Bluhm, City Attorney

Subject: Proposed Contract with Jaymes Vettraino for Personnel Evaluations of Direct Reports

---

## History

The City Manager and the City Attorney are the only two City employees who report directly to the Troy City Council. Both of our employment agreements require an annual evaluation, which is required to be held around April 1 of each year. The preparation for these annual reviews is contractually required to start in February.

On November 25, 2019, after a bid process, the Troy City Council awarded GovHr a 3-year contract to assist Council with the annual evaluation process of the City Manager and the City Attorney. Jaymes Vettraino was the designated consultant. On December 5, 2022, City Council approved a bid waiver, and entered into a new three-year contract with GovHR for Personal Evaluation Consulting Services. City Administration reached out to consultant Jaymes Vettraino, who was willing to offer consulting services for the next two years. In addition to the annual review, he has also agreed to assist with quarterly reviews, especially since this is a contractual provision in the City Manager employment agreement approved December 9, 2024.

In addition to hiring a consultant, City Council also needs to schedule a special meeting for the evaluations. Both of us respectfully request that the evaluations be in a closed session, as allowed under the Open Meetings Act (MCL 15.268 (a)). Mr. Vettraino has recommended Monday, March 24, 2024 for the evaluations. A resolution scheduling a meeting on this date is also proposed for your consideration. However, since this is during the Troy School District Spring Break, Council may want to explore additional options at a future meeting.

## Purchasing

Partially because of the timing, and also because of the City's past experience, City Administration recommends Council approve a bid waiver for this professional service.

## Financial

Funds are available in the General Fund- City Council account number #101.101.801.100.

## Recommendation

City Administration recommends approval of the attached two-year consulting agreements.

## Proposal

Performance Evaluation Facilitation for the  
position of City Manager

**City of Troy**

January 19, 2025





January 19, 2025

City of Troy  
Attn: Frank Nastasi, City Manager  
500 W. Big Beaver Road  
Troy, MI 48084

Via email: [nastasifa@troymi.gov](mailto:nastasifa@troymi.gov)

Thank you for the opportunity to submit this proposal for facilitation of the performance evaluation for the position of City Manager to the City of Troy.

It has been my pleasure to work with City on a number of projects including development of a performance evaluation tool for the position of City Manager in 2020 and facilitation of the annual evaluation since that time. I have reviewed the new City Manager employment agreement, and the attached proposal meets the requirements of Section 4 of the agreement.

There will be three (3) parts to this project:

PART 1 – Evaluation period of December 2024 through February 2025, goal discussion and preliminary evaluation

PART 2 – Development of a performance evaluation tool to be used for quarterly reviews

PART 3 – Next evaluation period (January 2025 through February 2026)

If you wish to discuss an alternative scope of services, I would be happy to accommodate and work with the City on any adjustment to the scope.

If you have any questions or if I can provide any additional information, please let me know. I look forward to hearing from you and working with you on this important project.

Sincerely,

A handwritten signature in black ink that reads 'Jaymes Vettraino'.

Jaymes Vettraino  
Managing Partner



## Scope of Work

As a standard part of good Manager-Council relations and to enhance communication between the City Manager and the City Council, the client has requested assistance in facilitating a process for the evaluation of the City Manager. Performance evaluations are important for both the employee and the elected officials.

The performance evaluation tools developed and refined by Jaymes Vettraino<sup>1</sup> during the 2019/2020 evaluation cycles for both the City Manager and City Attorney positions will be used as a base for this project (model performance evaluation tool).

Since the new City Manager has been in the position for less than six (6) months, the consultant recommends a facilitation of goal setting as the primary activity for the first year of this process (Part 1). The new City Manager agreement includes a desire to update the model performance evaluation tool, which will be done in cooperation between the Manager and City Council, facilitated by the consultant (Part 2). This coming year evaluation process (the evaluation period of January 2025 through February 2026) will use an updated evaluation tool (Part 3).

Understanding the general expectations for the project, Mr. Vettraino looks forward to working with the City to refine and confirm the scope of work and understands the scope needs to be flexible throughout the project to ensure the City's goals are met.

The consultant will be generally available to provide counsel to the client throughout the process.

The consultant will facilitate a performance evaluation for the City Manager. The evaluation will be a multi-dimensional evaluation to include the City Council (CC), the City Manager (CM), and staff that reports directly to the City Manager (Staff). The project will use the following phased approach.

---

<sup>1</sup> This project was fully developed and completed by Jaymes Vettraino as consultant with the firm GovHR, under a contract awarded by the City of Troy.



**PART 1 – Evaluation period of December 2024 through February 2025, goal discussion and preliminary evaluation**

- ✓ Phase I – The consultant will develop, and the parties will agree on the scope of work and timeline.
- ✓ Phase II – The consultant will develop correspondence and instructions for the distribution of the goal setting and preliminary evaluation tool.
  - The client will provide email contact information for the individuals included in this process (CC, CM, Staff) to the consultant. The client will also contact the individuals and inform them of the kick-off of the evaluation process and to expect email correspondence from the consultant.
- ✓ Phase III – Not applicable during Part 1
- ✓ Phase IV – The consultant will receive the completed goal setting and preliminary evaluation tool from CC, CM, Staff, tabulate results and/or summarize narrative statement from respondents.
- ✓ Phase V – The consultant will prepare a confidential memorandum (consistent with Michigan’s Open Meetings Act) and draft evaluation report and deliver the report to City Council no later than March 10.
- ✓ Phase IV – The consultant will prepare for and facilitate a closed session meeting with City Council and the City Manager. The meeting is intended to be in closed session and will be conducted consistent with Michigan’s Open Meetings Act.
- ✓ Phase VI – The consultant will draft a final report. The final report will be drafted and sent to the City as a public document for the City’s use.





## **PART 2 – Development of a performance evaluation tool to be used for quarterly reviews**

### *For Quarter 2 (October 1)*

- ✓ Phase I – The consultant will develop, and the parties will agree on the scope of work and timeline.
- ✓ Phase II – Host individual meetings with the City Manager and each City Council member. The purpose of the meetings will be to develop a clear understanding of the goals for the quarterly evaluation meetings.
- ✓ Phase III – The consultant will develop a customized draft quarterly evaluation tool.
- ✓ Phase IV – The consultant will distribute a draft quarterly evaluation tool to CC and CM, review feedback and develop a final quarterly evaluation tool.
- ✓ Phase V – The consultant will develop correspondence and instructions for the distribution of quarterly evaluation tool to the CC and CM for Quarter 2 (October 1)
- ✓ Phase VI – The consultant will receive the completed quarterly evaluation tool from CC and CM, tabulate results and/or summarize narrative statement from respondents.
- ✓ Phase VII – The consultant will prepare for and facilitate a closed session meeting with City Council and the City Manager. The meeting is intended to be in closed session and will be conducted consistent with Michigan’s Open Meetings Act.
- ✓ Phase VIII – If part of the quarterly evaluation tool (Phase IV), the consultant will draft a final report.

### *Repeat for Quarter 3 (January 1)*

- ✓ Phase V – The consultant will develop correspondence and instructions for the distribution of quarterly evaluation tool to the CC and CM for Quarter 3 (January 1)
- ✓ Phase VI – The consultant will receive the completed quarterly evaluation tool from CC and CM, tabulate results and/or summarize narrative statement from respondents.



- ✓ Phase VII – The consultant will prepare for and facilitate a closed session meeting with City Council and the City Manager. The meeting is intended to be in closed session and will be conducted consistent with Michigan’s Open Meetings Act.
- ✓ Phase VIII – If part of the quarterly evaluation tool (Phase IV), the consultant will draft a final report.

**PART 3 – Next evaluation period (January 2025 through February 2026)**

- ✓ Phase I – The consultant will develop, and the parties will agree on the scope of work and timeline.
- ✓ Phase II – The consultant will develop correspondence and instructions for the distribution of the model evaluation tool.
  - The client will provide email contact information for the individuals included in this process (CC, CM, Staff) to the consultant. The client will also contact the individuals and inform them of the kick-off of the evaluation process and to expect email correspondence from the consultant.
- ✓ Phase III – The consultant will coordinate with the City’s Department of Human Resources to receive comparable salary information from other relevant municipalities.
- ✓ Phase IV – The consultant will receive the completed evaluation tool from CC, CM, Staff, tabulate results and/or summarize narrative statement from respondents.
- ✓ Phase V – The consultant will prepare a confidential memorandum (consistent with Michigan’s Open Meetings Act) and draft evaluation report and deliver the report to City Council no later than March 10.
- ✓ Phase VI – The consultant will prepare for and facilitate a closed session meeting with City Council and the City Manager. The meeting is intended to be in closed session and will be conducted consistent with Michigan’s Open Meetings Act.
- ✓ Phase VII – The consultant will draft a final report. The final report will be drafted and sent to the City as a public document for the City’s use.



# Timeline

Vettraino Consulting is ready to begin this project immediately.

We understand the timeline may need to be flexible, and we are committed to working closely with the client to accommodate any timing requirements.

## **PART 1 – Evaluation period of December 2024 through February 2025, goal discussion and preliminary evaluation**

### **Troy - CM Perf Evals: Dec 2024 to Feb 2025 - Timeline**

Date	Responsible	Task
2/15/2025	JV	Send goal setting and preliminary evaluation tool to CC, CM and Staff
2/25/2025	CC, Staff	Deadline to receive completed performance evaluations from CC, Staff, and CM*
3/10/2025	JV	Send draft performance evaluation tool results to City Council along with any supplemental information received
<b>3/24/2025</b>	<b>JV, CC</b>	<b>Closed Session, Facilitated Performance Eval Meeting with City Council</b>
4/7/2025	JV	Send final performance evaluation tool results to City Council
	*NOTE:	Timeline is per the Section 4 of the CM Employment Agreement.

## **PART 2 – Development of a performance evaluation tool to be used for quarterly reviews**

### **Troy - CM Perf Evals: Jan 2025 to Feb 2026, Quarterly - Timeline**

Date (estimate)	Responsible	Task
7/7/2025	JV	Host meetings with CC and CM
7/21/2025	JV	Send draft eval tool to CM and CC for review and comments
8/4/2025	JV	CM and CC confirm eval tool
8/25/2025	JV	Send performance eval tool to CM and CC
9/4/2025	CC, Staff	Deadline to receive completed performance evals from CC and CM



9/17/2025	JV	Send draft performance evaluation tool results to City Council along with any supplemental information received
<b>10/1/2025</b>	<b>JV, CC</b>	<b>Second Q - Closed Session, Facilitated Performance Eval Meeting with City Council</b>
10/15/2025	JV	Send final performance evaluation tool results to City Council
11/25/2025	JV	Send performance eval tool to CM and CC
12/5/2025	CC, Staff	Deadline to receive completed performance evals from CC and CM
12/18/2025	JV	Send draft performance evaluation tool results to City Council along with any supplemental information received
<b>1/1/2026</b>	<b>JV, CC</b>	<b>Third Q - Closed Session, Facilitated Performance Eval Meeting with City Council</b>
1/15/2026	JV	Send final performance evaluation tool results to City Council
	*NOTE:	Timeline is per the Section 4 of the CM Employment Agreement.

**PART 3 – Next evaluation period (January 2025 through February 2026)**

Generally, the same timeline as Part 1, and add:

2/25/2026	Staff	Deadline to receive comparable salary information from staff
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## Fee Structure

For the outlined Scope of Work, Vettraino Consulting offers the following pricing:

✓ **Fee: PART 1 – \$2,550 (lump sum)**

**PART 2**

**Quarter 2 – \$3,500 (lump sum)**

**Quarter 3 – \$2,000 (lump sum)**

**PART 3 – \$2,800 (lump sum)**

Lump sum services will be billed 1/3 at the beginning of each Part of the project 1/3 after Phase 5 and 1/3 after the last Phase of the scope of work for each Part of the project.

Services outside the Scope of Work will be billed at a rate of \$150 per hour.

Reimbursable costs will be billed at actual cost and include items such as travel (mileage at the federally approved rate), shipping, printing, photocopying, and other similar materials.

Vettraino Consulting will issue detailed invoices outlining the services provided, expenses incurred, and the total billed amount. Payment terms are net 15 days from the invoice date. Invoices will be sent via email to the individual specified by the client.

This Scope of Work and Fee Structure will remain in effect for a period of six months from the date of this proposal.



## Notice to Proceed

By signing below, I confirm that I am an authorized representative of the entity identified below.

✓ I agree to the outlined scope of work and the terms noted on pages 1 through 8.

This Scope of Work and Fee Structure will remain in effect for a period of six months from the date of this proposal.

I further affirm that I have the authority to bind the entity to the engagement of these professional services and to enter into this contract.

Vettraino Consulting, LLC

\_\_\_\_\_  
Jaymes Vettraino, Managing Partner

\_\_\_\_\_  
Date

Troy, Michigan

\_\_\_\_\_  
NAME, TITLE:

\_\_\_\_\_  
Date



## Project Lead, Jaymes Vettraino

Jaymes provides municipal management consulting services to communities. His focus is on assisting with operational management, financial planning, community engagement, facilitation, and economic development. In addition, Jaymes has extensive experience in executive recruitment, executive evaluation, and employee class and compensation study services.

Prior to starting his consulting service in 2016, Jaymes spent 17 years as a City Manager. Most recently as the City Manager of Rochester, MI, where he had the opportunity to lead a dynamic management team to simultaneously reduce expenses and increase the level of community service during years of the “great recession.” Prior to serving the City of Rochester, Jaymes was the Manager of Kutztown, PA and had the chance to be the first Manager of Pen Argyl, PA.

Jaymes currently serves Rochester University in its School of Business as the Chair of Management and Leadership programs. He has an MBA in Management from Lehigh University (Bethlehem, PA) and a BA in Political Science from Michigan State University (East Lansing, MI).

## Select Clients Served by Jaymes Vettraino\*

Bloomfield Township Library	City of Rochester DDA
City of Albion	City of Rochester Hills
City of Ann Arbor DDA	City of Royal Oak
City of Berkley	City of South Lyon
City of Charlotte	City of Sterling Heights
City of Clawson	City of Troy
City of Dearborn	County of Kent
City of Eastpointe	County of Macomb
City of Ferndale	County of Oakland
City of Hamtramck	County of Ottawa
City of Huntington Woods	County of Saginaw
City of Jackson	Mich. Local Community Services Authority
City of Lincoln Park	Michigan Municipal Services Authority
City of Melvindale	Township of Kochville
City of Northville	Township of Oakland
City of Oak Park	Township of Oscoda
City of Pleasant Ridge	Tri-County Planning Commission
City of Pontiac	Village of Oxford
City of Rochester	Village of Romeo
* Some projects completed in partnership with GovHR USA or Municipal Analytics	



## References

Oakland County, Michigan  
April M. Lynch, Deputy County Executive  
2100 Pontiac Lake Road, Building 41 West  
Waterford, MI 48328  
248-858-1558  
[lynchap@oakgov.com](mailto:lynchap@oakgov.com)

City of Berkley, Michigan  
Bridget Dean, Mayor  
3338 Coolidge Highway  
Berkley, MI 48072  
248-930-0544  
[bdean@berkleymich.net](mailto:bdean@berkleymich.net)

City of Pleasant Ridge  
James Breuckman, City Manager  
23925 Woodward Avenue  
Pleasant Ridge, MI 48069  
248-541-2901  
[citymanager@cityofpleasantridge.org](mailto:citymanager@cityofpleasantridge.org)

City of Ferndale, Michigan  
Dan Jacey, Director of Human Resources  
300 East Nine Mile Road  
Ferndale, MI 48220  
248-546-2378  
[djacey@ferndalemi.gov](mailto:djacey@ferndalemi.gov)

City of Rochester Hills, Michigan  
Brook Isana, Director of Human Resources  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309  
248-841-2521  
[insanab@rochesterhills.org](mailto:insanab@rochesterhills.org)





## Prepared for the City of Troy

For questions or additional information, please contact Vettraino Consulting.

Thank you for your time and look forward to serving your community.

*James Vettraino*



## Proposal

Performance Evaluation Facilitation for the  
position of City Attorney

**City of Troy**

January 19, 2025





January 19, 2025

City of Troy  
Attn: Frank Nastasi, City Manager  
500 W. Big Beaver Road  
Troy, MI 48084

Via email: [nastasifa@troymi.gov](mailto:nastasifa@troymi.gov)

Thank you for the opportunity to submit this proposal for facilitation of the performance evaluation for the position of City Attorney to the City of Troy.

It has been my pleasure to work with City on a number of projects including development of a performance evaluation tool for the position of City Attorney in 2020 and facilitation of the annual evaluation since that time. The attached scope of services will utilize the developed performance evaluation system to facilitate evaluations of the position City Attorney. If you wish to discuss an alternative scope of services, I would be happy to accommodate and work with the City on any adjustment to the scope.

If you have any questions or if I can provide any additional information, please let me know. I look forward to hearing from you and working with you on this important project.

Sincerely,

A handwritten signature in black ink that reads 'Jaymes Vettraino'.

Jaymes Vettraino  
Managing Partner



## Scope of Work

As a standard part of good Attorney-Council relations and to enhance communication between the City Attorney and the City Council, the client has requested assistance in facilitating a process for the evaluation of the City Attorney. Performance evaluations are important for both the employee and the elected officials.

The performance evaluation tools developed and refined by Jaymes Vettraino<sup>1</sup> during the 2019/2020 evaluation cycles for both the City Manager and City Attorney positions will be used for this project (model performance evaluation tool).

Understanding the general expectations for the project, Mr. Vettraino looks forward to working with the City to refine and confirm the scope of work and understands the scope needs to be flexible throughout the project to ensure the City's goals are met.

The consultant will be generally available to provide counsel to the client throughout the process.

The consultant will facilitate a performance evaluation for the City Attorney. The evaluation will be a multi-dimensional evaluation to include the City Council (CC), the City Attorney (CA), and staff of the City Attorney's office (Staff). The project will use the following phased approach:

- ✓ Phase I – The consultant will develop, and the parties will agree on the scope of work and timeline.
- ✓ Phase II – The consultant will develop correspondence and instructions for the distribution of the model evaluation tool.
  - The client will provide email contact information for the individuals included in this process (CC, CA, Staff) to the consultant. The client will also contact the individuals and inform them of the kick-off of the evaluation process and to expect email correspondence from the consultant.

---

<sup>1</sup> This project was fully developed and completed by Jaymes Vettraino as consultant with the firm GovHR, under a contract awarded by the City of Troy.



- ✓ Phase III – The consultant will coordinate with the City’s Department of Human Resources to meet Section 5(c) of the City Attorney’s Employment Agreement which states. Sec 5(c) states: "Comparable salary information from other relevant municipalities. The data will be collected and assembled by a third party or the City’s Director of Human Resources at a minimum of once every three years;"
- ✓ Phase IV – The consultant will receive the completed evaluation tool from CC, CA, Staff, tabulate results and/or summarize narrative statement from respondents.
- ✓ Phase V – The consultant will prepare a confidential memorandum (consistent with Michigan’s Open Meetings Act) and draft evaluation report and deliver the report to City Council no later than 45 days prior to May 1. Section 5(e) of the City Attorney’s Employment Agreement.
- ✓ Phase VI – The consultant will prepare for and facilitate a closed session meeting with City Council and the City Attorney. The meeting is intended to be in closed session and will be conducted consistent with Michigan’s Open Meetings Act.
- ✓ Phase VII – The consultant will draft a final report. The final report will be drafted and sent to the City as a public document for the City’s use.

This Scope of Work is offered for two (2) evaluation periods, the timeline (next section) will generally be the same, with just a slight shift to dates are needed.



# Timeline

Vettraino Consulting is ready to begin this project immediately.

We understand the timeline may need to be flexible, and we are committed to working closely with the client to accommodate any timing requirements.

## Troy - CA Perf Evals: Jan 2024 to Feb 2025 - Timeline

Date	Responsible	Task
2/1/2025	JV	Request perf evals and narrative summary from the CA
2/8/2025	CA	Deadline to receive completed performance <b>narratives</b> from CA
2/15/2025	JV	Send performance eval tool to CC and Staff
2/25/2025	CC, Staff	Deadline to receive completed performance evaluations from CC, Staff, and CA*
2/25/2025	Staff	Deadline to receive comparable salary information from staff**
3/10/2025	JV	Send draft performance evaluation tool results to City Council along with any supplemental information received
<b>3/24/2025</b>	<b>JV, CC</b>	<b>Closed Session, Facilitated Performance Eval Meeting with City Council</b>
4/7/2025	JV	Send final performance evaluation tool results to City Council

NOTES:	* Per Sec 5(e) of the CA Employment Agreement any relevant information from staff or the public must be submitted to City Council 45 days prior to May 1 (March 16).
	**Per Sec 5(c) of the CA Employment Agreement: "Comparable salary information from other relevant municipalities. The data will be collected and assembled by a third party or the City's Director of Human Resources at a minimum of once every three years;" I am requesting the city to please present the prior or updated comp data to me by March 1.



## Fee Structure

For the outlined Scope of Work, Vettraino Consulting offers the following pricing:

- ✓ **Fee: evaluation period 1 (2025) – \$2,550 (lump sum)**  
**evaluation period 2 (2026) – \$2,800 (lump sum)**

Lump sum services will be billed 1/3 at the beginning of the project 1/3 after Phase 5 and 1/3 after Phase 7 of the scope of work.

Services outside the Scope of Work will be billed at a rate of \$150 per hour.

Reimbursable costs will be billed at actual cost and include items such as travel (mileage at the federally approved rate), shipping, printing, photocopying, and other similar materials.

Vettraino Consulting will issue detailed invoices outlining the services provided, expenses incurred, and the total billed amount. Payment terms are net 15 days from the invoice date. Invoices will be sent via email to the individual specified by the client.

This Scope of Work and Fee Structure will remain in effect for a period of six months from the date of this proposal.

As noted in the Scope of Work, the consultant offers this Scope of Work for two (2) evaluation periods (two years).



## Notice to Proceed

By signing below, I confirm that I am an authorized representative of the entity identified below.

✓ I agree to the outlined scope of work and the terms noted on pages 1 through 5.

This Scope of Work and Fee Structure will remain in effect for a period of six months from the date of this proposal.

I further affirm that I have the authority to bind the entity to the engagement of these professional services and to enter into this contract.

Vettraino Consulting, LLC

\_\_\_\_\_  
Jaymes Vettraino, Managing Partner

\_\_\_\_\_  
Date

Troy, Michigan

\_\_\_\_\_  
NAME, TITLE:

\_\_\_\_\_  
Date





## Project Lead, Jaymes Vettraino

Jaymes provides municipal management consulting services to communities. His focus is on assisting with operational management, financial planning, community engagement, facilitation, and economic development. In addition, Jaymes has extensive experience in executive recruitment, executive evaluation, and employee class and compensation study services.

Prior to starting his consulting service in 2016, Jaymes spent 17 years as a City Manager. Most recently as the City Manager of Rochester, MI, where he had the opportunity to lead a dynamic management team to simultaneously reduce expenses and increase the level of community service during years of the “great recession.” Prior to serving the City of Rochester, Jaymes was the Manager of Kutztown, PA and had the chance to be the first Manager of Pen Argyl, PA.

Jaymes currently serves Rochester University in its School of Business as the Chair of Management and Leadership programs. He has an MBA in Management from Lehigh University (Bethlehem, PA) and a BA in Political Science from Michigan State University (East Lansing, MI).

## Select Clients Served by Jaymes Vettraino\*

Bloomfield Township Library	City of Rochester DDA
City of Albion	City of Rochester Hills
City of Ann Arbor DDA	City of Royal Oak
City of Berkley	City of South Lyon
City of Charlotte	City of Sterling Heights
City of Clawson	City of Troy
City of Dearborn	County of Kent
City of Eastpointe	County of Macomb
City of Ferndale	County of Oakland
City of Hamtramck	County of Ottawa
City of Huntington Woods	County of Saginaw
City of Jackson	Mich. Local Community Services Authority
City of Lincoln Park	Michigan Municipal Services Authority
City of Melvindale	Township of Kochville
City of Northville	Township of Oakland
City of Oak Park	Township of Oscoda
City of Pleasant Ridge	Tri-County Planning Commission
City of Pontiac	Village of Oxford
City of Rochester	Village of Romeo
* Some projects completed in partnership with GovHR USA or Municipal Analytics	



## References

Oakland County, Michigan  
April M. Lynch, Deputy County Executive  
2100 Pontiac Lake Road, Building 41 West  
Waterford, MI 48328  
248-858-1558  
[lynchap@oakgov.com](mailto:lynchap@oakgov.com)

City of Berkley, Michigan  
Bridget Dean, Mayor  
3338 Coolidge Highway  
Berkley, MI 48072  
248-930-0544  
[bdean@berkleymich.net](mailto:bdean@berkleymich.net)

City of Pleasant Ridge  
James Breuckman, City Manager  
23925 Woodward Avenue  
Pleasant Ridge, MI 48069  
248-541-2901  
[citymanager@cityofpleasantridge.org](mailto:citymanager@cityofpleasantridge.org)

City of Ferndale, Michigan  
Dan Jacey, Director of Human Resources  
300 East Nine Mile Road  
Ferndale, MI 48220  
248-546-2378  
[djacey@ferndalemi.gov](mailto:djacey@ferndalemi.gov)

City of Rochester Hills, Michigan  
Brook Isana, Director of Human Resources  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309  
248-841-2521  
[insanab@rochesterhills.org](mailto:insanab@rochesterhills.org)



## Prepared for the City of Troy

For questions or additional information, please contact Vettraino Consulting.

Thank you for your time and look forward to serving your community.

*James Vettraino*



Proposal (Alternate)  
Performance Evaluation Facilitation for the  
position of City Attorney

## City of Troy

January 21, 2025





January 21, 2025

City of Troy  
Attn: Frank Nastasi, City Manager  
500 W. Big Beaver Road  
Troy, MI 48084

Via email: [nastasifa@troymi.gov](mailto:nastasifa@troymi.gov)

Thank you for the opportunity to submit this proposal for facilitation of the performance evaluation for the position of City Attorney to the City of Troy.

This proposal is an alternate to the proposal dated January 19, 2025. This proposal incorporates the development of a quarterly performance evaluation process for the City Attorney position (similar to the proposal provided for the City Manager performance evaluation facilitation).

It has been my pleasure to work with City on a number of projects including development of a performance evaluation tool for the position of City Attorney in 2020 and facilitation of the annual evaluation since that time. The attached scope of services will utilize the developed performance evaluation system to facilitate evaluations of the position City Attorney. If you wish to discuss an alternative scope of services, I would be happy to accommodate and work with the City on any adjustment to the scope.

If you have any questions or if I can provide any additional information, please let me know. I look forward to hearing from you and working with you on this important project.

Sincerely,

A handwritten signature in black ink that reads 'Jaymes Vettraino'.

Jaymes Vettraino  
Managing Partner



## Scope of Work

As a standard part of good Attorney-Council relations and to enhance communication between the City Attorney and the City Council, the client has requested assistance in facilitating a process for the evaluation of the City Attorney. Performance evaluations are important for both the employee and the elected officials.

The performance evaluation tools developed and refined by Jaymes Vettrano<sup>1</sup> during the 2019/2020 evaluation cycles for both the City Attorney and City Attorney positions will be used as a base for this project (model performance evaluation tool).

Part 1 of this process the consultant will facilitate a performance evaluation for the City Attorney consistent with the prior evaluation cycles using the model performance evaluation tool. Part 2 will update the model performance evaluation tool, in cooperation between the Attorney and City Council, facilitated by the consultant to include quarterly evaluations. Part 3 (the evaluation period of January 2025 through February 2026) will use an updated evaluation tool.

Understanding the general expectations for the project, Mr. Vettrano looks forward to working with the City to refine and confirm the scope of work and understands the scope needs to be flexible throughout the project to ensure the City's goals are met.

The consultant will be generally available to provide counsel to the client throughout the process.

The consultant will facilitate a performance evaluation for the City Attorney. The evaluation will be a multi-dimensional evaluation to include the City Council (CC), the City Attorney (CA), and staff that reports directly to the City Attorney (Staff). The project will use the following phased approach.

---

<sup>1</sup> This project was fully developed and completed by Jaymes Vettrano as consultant with the firm GovHR, under a contract awarded by the City of Troy.



**PART 1 – Evaluation period of December 2024 through February 2025, evaluation process consistent with prior evaluation periods**

- ✓ Phase I – The consultant will develop, and the parties will agree on the scope of work and timeline.
- ✓ Phase II – The consultant will develop correspondence and instructions for the distribution of the model evaluation tool.
  - The client will provide email contact information for the individuals included in this process (CC, CA, Staff) to the consultant. The client will also contact the individuals and inform them of the kick-off of the evaluation process and to expect email correspondence from the consultant.
- ✓ Phase III – The consultant will coordinate with the City’s Department of Human Resources to meet Section 5(c) of the City Attorney’s Employment Agreement which states. Sec 5(c) states: "Comparable salary information from other relevant municipalities. The data will be collected and assembled by a third party or the City’s Director of Human Resources at a minimum of once every three years;"
- ✓ Phase IV – The consultant will receive the completed evaluation tool from CC, CA, Staff, tabulate results and/or summarize narrative statement from respondents.
- ✓ Phase V – The consultant will prepare a confidential memorandum (consistent with Michigan’s Open Meetings Act) and draft evaluation report and deliver the report to City Council no later than 45 days prior to May 1. Section 5(e) of the City Attorney’s Employment Agreement.
- ✓ Phase VI – The consultant will prepare for and facilitate a closed session meeting with City Council and the City Attorney. The meeting is intended to be in closed session and will be conducted consistent with Michigan’s Open Meetings Act.
- ✓ Phase VII – The consultant will draft a final report. The final report will be drafted and sent to the City as a public document for the City’s use.



## **PART 2 – Development of a performance evaluation tool to be used for quarterly reviews**

### *For Quarter 2 (October 1)*

- ✓ Phase I – The consultant will develop, and the parties will agree on the scope of work and timeline.
- ✓ Phase II – Host individual meetings with the City Attorney and each City Council member. The purpose of the meetings will be to develop a clear understanding of the goals for the quarterly evaluation meetings.
- ✓ Phase III – The consultant will develop a customized draft quarterly evaluation tool.
- ✓ Phase IV – The consultant will distribute a draft quarterly evaluation tool to CC and CA, review feedback and develop a final quarterly evaluation tool.
- ✓ Phase V – The consultant will develop correspondence and instructions for the distribution of quarterly evaluation tool to the CC and CA for Quarter 2 (October 1)
- ✓ Phase VI – The consultant will receive the completed quarterly evaluation tool from CC and CA, tabulate results and/or summarize narrative statement from respondents.
- ✓ Phase VII – The consultant will prepare for and facilitate a closed session meeting with City Council and the City Attorney. The meeting is intended to be in closed session and will be conducted consistent with Michigan’s Open Meetings Act.
- ✓ Phase VIII – If part of the quarterly evaluation tool (Phase IV), the consultant will draft a final report.

### *Repeat for Quarter 3 (January 1)*

- ✓ Phase V – The consultant will develop correspondence and instructions for the distribution of quarterly evaluation tool to the CC and CA for Quarter 3 (January 1)
- ✓ Phase VI – The consultant will receive the completed quarterly evaluation tool from CC and CA, tabulate results and/or summarize narrative statement from respondents.





- ✓ Phase VII – The consultant will prepare for and facilitate a closed session meeting with City Council and the City Attorney. The meeting is intended to be in closed session and will be conducted consistent with Michigan’s Open Meetings Act.
- ✓ Phase VIII – If part of the quarterly evaluation tool (Phase IV), the consultant will draft a final report.

**PART 3 – Next evaluation period (January 2025 through February 2026)**

- ✓ Phase I – The consultant will develop, and the parties will agree on the scope of work and timeline.
- ✓ Phase II – The consultant will develop correspondence and instructions for the distribution of the model evaluation tool.
  - The client will provide email contact information for the individuals included in this process (CC, CA, Staff) to the consultant. The client will also contact the individuals and inform them of the kick-off of the evaluation process and to expect email correspondence from the consultant.
- ✓ Phase III – The consultant will coordinate with the City’s Department of Human Resources to meet Section 5(c) of the City Attorney’s Employment Agreement which states. Sec 5(c) states: "Comparable salary information from other relevant municipalities. The data will be collected and assembled by a third party or the City’s Director of Human Resources at a minimum of once every three years;"
- ✓ Phase IV – The consultant will receive the completed evaluation tool from CC, CA, Staff, tabulate results and/or summarize narrative statement from respondents.
- ✓ Phase V – The consultant will prepare a confidential memorandum (consistent with Michigan’s Open Meetings Act) and draft evaluation report and deliver the report to City Council no later than 45 days prior to May 1. Section 5(e) of the City Attorney’s Employment Agreement.
- ✓ Phase VI – The consultant will prepare for and facilitate a closed session meeting with City Council and the City Attorney. The meeting is intended to be in closed session and will be conducted consistent with Michigan’s Open Meetings Act.
- ✓ Phase VII – The consultant will draft a final report. The final report will be drafted and sent to the City as a public document for the City’s use.



# Timeline

Vettraino Consulting is ready to begin this project immediately.

We understand the timeline may need to be flexible, and we are committed to working closely with the client to accommodate any timing requirements.

## **PART 1 – Evaluation period of December 2024 through February 2025, goal discussion and preliminary evaluation**

### **Troy - CA Perf Evals: Jan 2024 to Feb 2025 - Timeline**

Date	Responsible	Task
2/1/2025	JV	Request perf evals and narrative summary from the CA
2/8/2025	CA	Deadline to receive completed performance <b>narratives</b> from CA
2/15/2025	JV	Send performance eval tool to CC and Staff
2/25/2025	CC, Staff	Deadline to receive completed performance evaluations from CC, Staff, and CA*
2/25/2025	Staff	Deadline to receive comparable salary information from staff**
3/10/2025	JV	Send draft performance evaluation tool results to City Council along with any supplemental information received
<b>3/24/2025</b>	<b>JV, CC</b>	<b>Closed Session, Facilitated Performance Eval Meeting with City Council</b>
4/7/2025	JV	Send final performance evaluation tool results to City Council

NOTES:	* Per Sec 5(e) of the CA Employment Agreement any relevant information from staff or the public must be submitted to City Council 45 days prior to May 1 (March 16).
	**Per Sec 5(c) of the CA Employment Agreement: "Comparable salary information from other relevant municipalities. The data will be collected and assembled by a third party or the City's Director of Human Resources at a minimum of once every three years;" I am requesting the city to please present the prior or updated comp data to me by March 1.

## **PART 2 – Development of a performance evaluation tool to be used for quarterly reviews**

### **Troy - CA Perf Evals: Jan 2025 to Feb 2026, Quarterly - Timeline**

Date (estimate)	Responsible	Task
-----------------	-------------	------



7/7/2025	JV	Host meetings with CC and CA
7/21/2025	JV	Send draft eval tool to CA and CC for review and comments
8/4/2025	JV	CA and CC confirm eval tool
8/25/2025	JV	Send performance eval tool to CA and CC
9/4/2025	CC, Staff	Deadline to receive completed performance evals from CC and CA
9/17/2025	JV	Send draft performance evaluation tool results to City Council along with any supplemental information received
<b>10/1/2025</b>	<b>JV, CC</b>	<b>Second Q - Closed Session, Facilitated Performance Eval Meeting with City Council</b>
10/15/2025	JV	Send final performance evaluation tool results to City Council
11/25/2025	JV	Send performance eval tool to CA and CC
12/5/2025	CC, Staff	Deadline to receive completed performance evals from CC and CA
12/18/2025	JV	Send draft performance evaluation tool results to City Council along with any supplemental information received
<b>1/1/2026</b>	<b>JV, CC</b>	<b>Third Q - Closed Session, Facilitated Performance Eval Meeting with City Council</b>
1/15/2026	JV	Send final performance evaluation tool results to City Council

**PART 3 – Next evaluation period (January 2025 through February 2026)**

Generally, the same timeline as Part 1.



## Fee Structure

For the outlined Scope of Work, Vettraino Consulting offers the following pricing:

✓ **Fee: PART 1 – \$2,550 (lump sum)**

**PART 2**

**Quarter 2 – \$3,500 (lump sum)**

**Quarter 3 – \$2,000 (lump sum)**

**PART 3 – \$2,800 (lump sum)**

Lump sum services will be billed 1/3 at the beginning of each Part of the project 1/3 after Phase 5 and 1/3 after the last Phase of the scope of work for each Part of the project.

Services outside the Scope of Work will be billed at a rate of \$150 per hour.

Reimbursable costs will be billed at actual cost and include items such as travel (mileage at the federally approved rate), shipping, printing, photocopying, and other similar materials.

Vettraino Consulting will issue detailed invoices outlining the services provided, expenses incurred, and the total billed amount. Payment terms are net 15 days from the invoice date. Invoices will be sent via email to the individual specified by the client.

This Scope of Work and Fee Structure will remain in effect for a period of six months from the date of this proposal.



## Notice to Proceed

By signing below, I confirm that I am an authorized representative of the entity identified below.

✓ I agree to the outlined scope of work and the terms noted on pages 1 through 8.

This Scope of Work and Fee Structure will remain in effect for a period of six months from the date of this proposal.

I further affirm that I have the authority to bind the entity to the engagement of these professional services and to enter into this contract.

Vettraino Consulting, LLC

\_\_\_\_\_  
Jaymes Vettraino, Managing Partner

\_\_\_\_\_  
Date

Troy, Michigan

\_\_\_\_\_  
NAME, TITLE:

\_\_\_\_\_  
Date



## Project Lead, Jaymes Vettraino

Jaymes provides municipal management consulting services to communities. His focus is on assisting with operational management, financial planning, community engagement, facilitation, and economic development. In addition, Jaymes has extensive experience in executive recruitment, executive evaluation, and employee class and compensation study services.

Prior to starting his consulting service in 2016, Jaymes spent 17 years as a City Manager. Most recently as the City Manager of Rochester, MI, where he had the opportunity to lead a dynamic management team to simultaneously reduce expenses and increase the level of community service during years of the “great recession.” Prior to serving the City of Rochester, Jaymes was the Manager of Kutztown, PA and had the chance to be the first Manager of Pen Argyl, PA.

Jaymes currently serves Rochester University in its School of Business as the Chair of Management and Leadership programs. He has an MBA in Management from Lehigh University (Bethlehem, PA) and a BA in Political Science from Michigan State University (East Lansing, MI).

## Select Clients Served by Jaymes Vettraino\*

Bloomfield Township Library	City of Rochester DDA
City of Albion	City of Rochester Hills
City of Ann Arbor DDA	City of Royal Oak
City of Berkley	City of South Lyon
City of Charlotte	City of Sterling Heights
City of Clawson	City of Troy
City of Dearborn	County of Kent
City of Eastpointe	County of Macomb
City of Ferndale	County of Oakland
City of Hamtramck	County of Ottawa
City of Huntington Woods	County of Saginaw
City of Jackson	Mich. Local Community Services Authority
City of Lincoln Park	Michigan Municipal Services Authority
City of Melvindale	Township of Kochville
City of Northville	Township of Oakland
City of Oak Park	Township of Oscoda
City of Pleasant Ridge	Tri-County Planning Commission
City of Pontiac	Village of Oxford
City of Rochester	Village of Romeo
* Some projects completed in partnership with GovHR USA or Municipal Analytics	



## References

Oakland County, Michigan  
April M. Lynch, Deputy County Executive  
2100 Pontiac Lake Road, Building 41 West  
Waterford, MI 48328  
248-858-1558  
[lynchap@oakgov.com](mailto:lynchap@oakgov.com)

City of Berkley, Michigan  
Bridget Dean, Mayor  
3338 Coolidge Highway  
Berkley, MI 48072  
248-930-0544  
[bdean@berkleymich.net](mailto:bdean@berkleymich.net)

City of Pleasant Ridge  
James Breuckman, City Manager  
23925 Woodward Avenue  
Pleasant Ridge, MI 48069  
248-541-2901  
[citymanager@cityofpleasantridge.org](mailto:citymanager@cityofpleasantridge.org)

City of Ferndale, Michigan  
Dan Jacey, Director of Human Resources  
300 East Nine Mile Road  
Ferndale, MI 48220  
248-546-2378  
[djacey@ferndalemi.gov](mailto:djacey@ferndalemi.gov)

City of Rochester Hills, Michigan  
Brook Isana, Director of Human Resources  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309  
248-841-2521  
[insanab@rochesterhills.org](mailto:insanab@rochesterhills.org)



## Prepared for the City of Troy

For questions or additional information, please contact Vettraino Consulting.

Thank you for your time and look forward to serving your community.

*James Vettraino*







500 West Big Beaver  
Troy, MI 48084  
troymi.gov



J-06

## CITY COUNCIL AGENDA ITEM

Date: January 15, 2025

To: Frank Nastasi, City Manager

From: Robert J. Bruner, Deputy City Manager  
Robert C. Maleszyk, Chief Financial Officer  
Kyle A. Vieth, Controller  
Kurt Bovensiepe, Public Works Director  
G. Scott Finlay, City Engineer

Subject: Approval of Contract No. 24-5531 with MDOT for Carbon Reduction Projects, Wattles Road Sidewalk/Pathway and Player Drive Widening at Rochester and CDBG Pedestrian Crossing of Lakeview

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### **History**

The Infrastructure Investment and Jobs Act established the Carbon Reduction Program (CRP). Under the program, Congress allocated over \$6 billion to states over five years to fund projects demonstrating air quality improvements. The City of Troy was awarded two projects: Wattles Road Sidewalk/Pathway, a 10-foot sidewalk along the south side of Wattles Road from just west of Shadrock Drive to Raintree Drive, and Player Drive Approach Widening at Rochester Road reconfiguring the Player Drive approach to Rochester Road to a three-lane cross-section, providing a center left-turn lane onto southbound Rochester Road and modernizing the traffic signal, including detection, pedestrian signals, and push buttons.

The agreement includes a mid-block pedestrian crossing on Lakeview that will be financed 100% by the City utilizing community Development Block Grant (CDBG) funds. CDBG-funded projects need to follow the same Federal guidelines as MDOT projects, and bundling with the MDOT project will provide an economy of scale.

### **Financial**

The format and content of the MDOT contract for construction work are consistent with past construction contracts approved by Troy City Council. The MDOT contract formalizes the agreement between the City and MDOT and provides the conduit for federal funds. The MDOT contract is based on estimated costs, which is standard with all MDOT construction contracts since these contracts are prepared before the projects have been bid. The city's share is based on the actual cost incurred by the work within the parameters of the agreement, with 80% of the cost covered by Federal Carbon Reduction Program Funds. The federal share is estimated at \$836,400, and the city's share is estimated at \$359,100, of which \$90,250 will be CDBG funds. Funds are budgeted for the



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## **CITY COUNCIL AGENDA ITEM**

construction phase in the 2025 Capital Budget #2025C0031/401.444.989.946075, #2024C0029/401.449.203.989.400, and 2024C0026/401.449.202.989.236015.

### **Recommendation**

Staff recommends that the City Council approve Contract No. 24-5531 with MDOT for the construction of Carbon Reduction Projects, Wattles Road Sidewalk/Pathway and Player Drive Widening at Rochester, and the CDBG pedestrian crossing of Lakeview work at a total estimated cost of \$1,195,500 with the City share estimated at \$359,100. Furthermore, the staff recommends that the Mayor and City Clerk be authorized to execute the contract.

### **Legal Review**

This item was submitted to the City Attorney for review pursuant to City Charter Section 3.17.

STP

DA

Control Section	CRU 63000
Job Number	219312CON; 219428CON
Project	25A0143; 25A0139
CFDA No.	20.205 (Highway Research Planning & Construction)
Contract No.	24-5531

### PART I

THIS CONTRACT, consisting of PART I and PART II (Standard Agreement Provisions), is made by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and the CITY OF TROY, a Michigan municipal corporation, hereinafter referred to as the "REQUESTING PARTY"; for the purpose of fixing the rights and obligations of the parties in agreeing to the following improvements, in Troy, Michigan, hereinafter referred to as the "PROJECT" and estimated in detail on EXHIBIT "I", dated December 12, 2024, attached hereto and made a part hereof:

#### PART A - JOB #219312CON; 25A0143; FEDERAL PARTICIPATION

Hot mix asphalt cold milling and resurfacing along Wattles Road from approximately 200 feet west of Shadrock Drive to Raintree Drive; including earthwork, aggregate base, storm sewer, concrete curb and gutter, curb ramps, sidewalk, permanent signing and pavement markings; and all together with necessary related work.

#### PART B - JOB #219312CON; 25A0143; NO FEDERAL PARTICIPATION

Audio visual route survey along the limits, as described in PART A, and pedestrian crosswalk and rectangular rapid flashing beacons along Lakeview Drive at the Somerset Collections between Cunningham Drive and Big Beaver Road; including earthwork, aggregate base, concrete curb and gutter, curb ramps, sidewalk, pushbuttons, permanent signing and pavement markings; and all together with necessary related work.

#### PART C - JOB #219428CON; 25A0139; FEDERAL PARTICIPATION

Concrete widening for center turn lane along Player Drive at Rochester Road; including earthwork, subbase and aggregate base, concrete curb and gutter, curb ramps, sidewalk, traffic and pedestrian signals, steel strain poles, controller and cabinet, pushbuttons, backplates, permanent signing and pavement markings; and all together with necessary related work.

#### PART D - JOB #219428CON; 25A0139; NO FEDERAL PARTICIPATION

Audio visual route survey along the limits, as described in PART C; and all together with necessary related work.

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WITNESSETH:

WHEREAS, pursuant to Federal law, monies have been provided for the performance of certain improvements on public roads; and

WHEREAS, the reference "FHWA" in PART I and PART II refers to the United States Department of Transportation, Federal Highway Administration; and

WHEREAS, the PROJECT, or portions of the PROJECT, at the request of the REQUESTING PARTY, are being programmed with the FHWA, for implementation with the use of Federal Funds under the following Federal program(s) or funding:

#### CARBON REDUCTION PROGRAM

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and desire to set forth this understanding in the form of a written contract.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

1. The parties hereto shall undertake and complete the PROJECT in accordance with the terms of this contract.
2. The term "PROJECT COST", as herein used, is hereby defined as the cost of the physical construction necessary for the completion of the PROJECT, including any other costs incurred by the DEPARTMENT as a result of this contract, except construction engineering and inspection.

No charges will be made by the DEPARTMENT to the PROJECT for any inspection work or construction engineering.

The costs incurred by the REQUESTING PARTY for preliminary engineering, construction engineering, construction materials testing, inspection, and right-of-way are excluded from the PROJECT COST as defined by this contract.

The Michigan Department of Environment, Great Lakes, and Energy has informed the DEPARTMENT that it adopted new administrative rules (R 325.10101, et. seq.) which prohibit any governmental agency from connecting and/or reconnecting lead and/or galvanized service lines to existing and/or new water main. Questions regarding these administrative rules should be directed to Michigan Department of Environment, Great Lakes, and Energy. The cost associated with replacement of any lead and/or galvanized service lines, including but not limited to contractor claims, will be the sole responsibility of the REQUESTING PARTY.

3. The DEPARTMENT is authorized by the REQUESTING PARTY to administer on behalf of the REQUESTING PARTY all phases of the PROJECT, including advertising and awarding the construction contract for the PROJECT or portions of the PROJECT. Such administration shall be in accordance with PART II, Section II of this contract.

Any items of the PROJECT COST incurred by the DEPARTMENT may be charged to the PROJECT.

4. The REQUESTING PARTY, at no cost to the PROJECT or to the DEPARTMENT, shall:
- A. Design or cause to be designed the plans for the PROJECT.
  - B. Appoint a project engineer who shall be in responsible charge of the PROJECT and ensure that the plans and specifications are followed.
  - C. Perform or cause to be performed the construction engineering, construction materials testing, and inspection services necessary for the completion of the PROJECT.

The REQUESTING PARTY will furnish the DEPARTMENT proposed timing sequences for trunkline signals that, if any, are being made part of the improvement. No timing adjustments shall be made by the REQUESTING PARTY at any trunkline intersection, without prior issuances by the DEPARTMENT of Standard Traffic Signal Timing Permits.

5. The PROJECT COST shall be met in accordance with the following:

PART A

Federal Carbon Reduction Program Funds shall be applied to the eligible items of the PART A portion of the PROJECT COST up to the lesser of: (1) \$408,605 or (2) an amount such that 80 percent, the normal Federal participation ratio for such funds, for the PART A portion of the PROJECT is not exceeded at the time of the award of the construction contract. The balance of the PART A portion of the PROJECT COST, after deduction of Federal Funds, shall be charged to and paid by the REQUESTING PARTY in the manner and at the times hereinafter set forth.

PART B

The PART B portion of the PROJECT COST is not eligible for Federal participation and shall be charged to and paid 100 percent by the REQUESTING PARTY in the manner and at the times hereinafter set forth.

PART C

Federal Carbon Reduction Program Funds shall be applied to the eligible items of the PART C portion of the PROJECT COST up to the lesser of: (1) \$448,000 or (2) an amount such that 80 percent, the normal Federal participation ratio for such

funds, for the PART C portion of the PROJECT is not exceeded at the time of the award of the construction contract. The balance of the PART C portion of the PROJECT COST, after deduction of Federal Funds, shall be charged to and paid by the REQUESTING PARTY in the manner and at the times hereinafter set forth.

PART D

The PART D portion of the PROJECT COST is not eligible for Federal participation and shall be charged to and paid 100 percent by the REQUESTING PARTY in the manner and at the times hereinafter set forth.

Any items of PROJECT COST not reimbursed by Federal Funds will be the sole responsibility of the REQUESTING PARTY.

6. No working capital deposit will be required for this PROJECT.

In order to fulfill the obligations assumed by the REQUESTING PARTY under the provisions of this contract, the REQUESTING PARTY shall make prompt payments of its share of the PROJECT COST upon receipt of progress billings from the DEPARTMENT as herein provided. All payments will be made within 30 days of receipt of billings from the DEPARTMENT. Billings to the REQUESTING PARTY will be based upon the REQUESTING PARTY'S share of the actual costs incurred less Federal Funds earned as the PROJECT progresses.

7. Upon completion of construction of the PROJECT, the REQUESTING PARTY will promptly cause to be enacted and enforced such ordinances or regulations as may be necessary to prohibit parking in the roadway right-of-way throughout the limits of the PROJECT.

8. The performance of the entire PROJECT under this contract, whether Federally funded or not, will be subject to the provisions and requirements of PART II that are applicable to a Federally funded project.

In the event of any discrepancies between PART I and PART II of this contract, the provisions of PART I shall prevail.

Buy America Requirements (23 CFR 635.410) shall apply to the PROJECT and will be adhered to, as applicable, by the parties hereto.

9. The REQUESTING PARTY certifies that it is not aware if and has no reason to believe that the property on which the work is to be performed under this agreement is a facility, as defined by the Michigan Natural Resources and Environmental Protection Act [(NREPA), PA 451, 1994, as amended 2012]; MCL 324.20101(1)(s). The REQUESTING PARTY also certifies that it is not a liable party pursuant to either Part 201 or Part 213 of NREPA, MCL 324.20126 et seq. and MCL 324.21323a et seq. The REQUESTING PARTY is a local unit of government that has acquired or will acquire property for the use of either a transportation corridor or public right-of-way and was not responsible for any activities causing a release or threat of release of any

hazardous materials at or on the property. The REQUESTING PARTY is not a person who is liable for response activity costs, pursuant to MCL 324.20101 (vv) and (ww).

10. If, subsequent to execution of this contract, previously unknown hazardous substances are discovered within the PROJECT limits, which require environmental remediation pursuant to either state or federal law, the REQUESTING PARTY, in addition to reporting that fact to the Michigan Department of Environment, Great Lakes, and Energy, shall immediately notify the DEPARTMENT, both orally and in writing of such discovery. The DEPARTMENT shall consult with the REQUESTING PARTY to determine if it is willing to pay for the cost of remediation and, with the FHWA, to determine the eligibility, for reimbursement, of the remediation costs. The REQUESTING PARTY shall be charged for and shall pay all costs associated with such remediation, including all delay costs of the contractor for the PROJECT, in the event that remediation and delay costs are not deemed eligible by the FHWA. If the REQUESTING PARTY refuses to participate in the cost of remediation, the DEPARTMENT shall terminate the PROJECT. The parties agree that any costs or damages that the DEPARTMENT incurs as a result of such termination shall be considered a PROJECT COST.

11. If federal and/or state funds administered by the DEPARTMENT are used to pay the cost of remediating any hazardous substances discovered after the execution of this contract and if there is a reasonable likelihood of recovery, the REQUESTING PARTY, in cooperation with the Michigan Department of Environment, Great Lakes, and Energy and the DEPARTMENT, shall make a diligent effort to recover such costs from all other possible entities. If recovery is made, the DEPARTMENT shall be reimbursed from such recovery for the proportionate share of the amount paid by the FHWA and/or the DEPARTMENT and the DEPARTMENT shall credit such sums to the appropriate funding source.

12. The DEPARTMENT'S sole reason for entering into this contract is to enable the REQUESTING PARTY to obtain and use funds provided by the Federal Highway Administration pursuant to Title 23 of the United States Code.

Any and all approvals of, reviews of, and recommendations regarding contracts, agreements, permits, plans, specifications, or documents, of any nature, or any inspections of work by the DEPARTMENT or its agents pursuant to the terms of this contract are done to assist the REQUESTING PARTY in meeting program guidelines in order to qualify for available funds. Such approvals, reviews, inspections and recommendations by the DEPARTMENT or its agents shall not relieve the REQUESTING PARTY and the local agencies, as applicable, of their ultimate control and shall not be construed as a warranty of their propriety or that the DEPARTMENT or its agents is assuming any liability, control or jurisdiction.

The providing of recommendations or advice by the DEPARTMENT or its agents does not relieve the REQUESTING PARTY and the local agencies, as applicable of their exclusive jurisdiction of the highway and responsibility under MCL 691.1402 et seq., as amended.

When providing approvals, reviews and recommendations under this contract, the DEPARTMENT or its agents is performing a governmental function, as that term is defined in MCL 691.1401 et seq., as amended, which is incidental to the completion of the PROJECT.

Upon completion of the PROJECT, the REQUESTING PARTY shall accept the facilities constructed as built to specifications within the contract documents. It is understood that the REQUESTING PARTY shall own the facilities and shall operate and maintain the facilities in accordance with all applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act (ADA), 42 USC 12131 et seq., and its associated regulations and standards, and DEPARTMENT Road and Bridge Standard Plans and the Standard Specifications for Construction.

13. The DEPARTMENT, by executing this contract, and rendering services pursuant to this contract, has not and does not assume jurisdiction of the highway, described as the PROJECT for purposes of MCL 691.1402 et seq., as amended. Exclusive jurisdiction of such highway for the purposes of MCL 691.1402 et seq., as amended, rests with the REQUESTING PARTY and other local agencies having respective jurisdiction.

14. The REQUESTING PARTY shall approve all of the plans and specifications to be used on the PROJECT and shall be deemed to have approved all changes to the plans and specifications when put into effect. It is agreed that ultimate responsibility and control over the PROJECT rests with the REQUESTING PARTY and local agencies, as applicable.

15. The REQUESTING PARTY agrees that the costs reported to the DEPARTMENT for this contract will represent only those items that are properly chargeable in accordance with this contract. The REQUESTING PARTY also certifies that it has read the contract terms and has made itself aware of the applicable laws, regulations, and terms of this contract that apply to the reporting of costs incurred under the terms of this contract.

16. Each party to this contract will remain responsible for any and all claims arising out of its own acts and/or omissions during the performance of the contract, as provided by this contract or by law. In addition, this is not intended to increase or decrease either party's liability for or immunity from tort claims. This contract is also not intended to nor will it be interpreted as giving either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this contract.

17. The parties shall promptly provide comprehensive assistance and cooperation in defending and resolving any claims brought against the DEPARTMENT by the contractor, vendors or suppliers as a result of the DEPARTMENT'S award of the construction contract for the PROJECT. Costs incurred by the DEPARTMENT in defending or resolving such claims shall be considered PROJECT COSTS.

18. The DEPARTMENT shall require the contractor who is awarded the contract for the construction of the PROJECT to provide insurance in the amounts specified and in accordance with the DEPARTMENT'S current Standard Specifications for Construction and to:

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- A. Maintain bodily injury and property damage insurance for the duration of the PROJECT.
- B. Provide owner's protective liability insurance naming as insureds the State of Michigan, the Michigan State Transportation Commission, the DEPARTMENT and its officials, agents and employees, the REQUESTING PARTY and any other county, county road commission, or municipality in whose jurisdiction the PROJECT is located, and their employees, for the duration of the PROJECT and to provide, upon request, copies of certificates of insurance to the insureds. It is understood that the DEPARTMENT does not assume jurisdiction of the highway described as the PROJECT as a result of being named as an insured on the owner's protective liability insurance policy.
- C. Comply with the requirements of notice of cancellation and reduction of insurance set forth in the current standard specifications for construction and to provide, upon request, copies of notices and reports prepared to those insured.

19. This contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the parties hereto and upon the adoption of the necessary resolutions approving said contract and authorizing the signatures thereto of the respective officials of the REQUESTING PARTY, a certified copy of which resolution shall be attached to this contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as written below.

CITY OF TROY

MICHIGAN DEPARTMENT  
OF TRANSPORTATION

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

By \_\_\_\_\_  
*for* Department Director MDOT

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



December 12, 2024

EXHIBIT I

CONTROL SECTION CRU 63000  
JOB NUMBER 219312CON; 219428CON  
PROJECT 25A0143; 25A0139

ESTIMATED COST

CONTRACTED WORK

	<u>PART A</u>	<u>PART B</u>	<u>PART C</u>	<u>PART D</u>	<u>TOTAL</u>
Estimated Cost	\$485,500	\$ 90,250	\$617,350	\$ 2,400	\$1,195,500

COST PARTICIPATION

GRAND TOTAL ESTIMATED COST	\$485,500	\$ 90,250	\$617,350	\$ 2,400	\$1,195,500
Less Federal Funds*	<u>\$388,400</u>	<u>\$ 0</u>	<u>\$448,000</u>	<u>\$ 0</u>	<u>\$ 836,400</u>
BALANCE (REQUESTING PARTY'S SHARE)	\$ 97,100	\$ 90,250	\$169,350	\$ 2,400	\$ 359,100

\*Federal Funds for the PROJECT are limited to an amount as described in Section 5.

NO DEPOSIT

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DOT

TYPE B  
BUREAU OF HIGHWAYS  
03-15-93

PART II

STANDARD AGREEMENT PROVISIONS

SECTION I COMPLIANCE WITH REGULATIONS AND DIRECTIVES

SECTION II PROJECT ADMINISTRATION AND SUPERVISION

SECTION III ACCOUNTING AND BILLING

SECTION IV MAINTENANCE AND OPERATION

SECTION V SPECIAL PROGRAM AND PROJECT CONDITIONS

## SECTION I

### COMPLIANCE WITH REGULATIONS AND DIRECTIVES

- A. To qualify for eligible cost, all work shall be documented in accordance with the requirements and procedures of the DEPARTMENT.
- B. All work on projects for which reimbursement with Federal funds is requested shall be performed in accordance with the requirements and guidelines set forth in the following Directives of the Federal-Aid Policy Guide (FAPG) of the FHWA, as applicable, and as referenced in pertinent sections of Title 23 and Title 49 of the Code of Federal Regulations (CFR), and all supplements and amendments thereto.
  - 1. Engineering
    - a. FAPG (6012.1): Preliminary Engineering
    - b. FAPG (23 CFR 172): Administration of Engineering and Design Related Service Contracts
    - c. FAPG (23 CFR 635A): Contract Procedures
    - d. FAPG (49 CFR 18.22): Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments—Allowable Costs
  - 2. Construction
    - a. FAPG (23 CFR 140E): Administrative Settlement Costs-Contract Claims
    - b. FAPG (23 CFR 140B): Construction Engineering Costs
    - c. FAPG (23 CFR 17): Recordkeeping and Retention Requirements for Federal-Aid Highway Records of State Highway Agencies
    - d. FAPG (23 CFR 635A): Contract Procedures
    - e. FAPG (23 CFR 635B): Force Account Construction
    - f. FAPG (23 CFR 645A): Utility Relocations, Adjustments and Reimbursement

- g. FAPG (23 CFR 645B): Accommodation of Utilities (PPM 30-4.1)
  - h. FAPG (23 CFR 655F): Traffic Control Devices on Federal-Aid and other Streets and Highways
  - i. FAPG (49 CFR 18.22): Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments--Allowable Costs
3. Modification Or Construction Of Railroad Facilities
- a. FAPG (23 CFR 140I): Reimbursement for Railroad Work
  - b. FAPG (23 CFR 646B): Railroad Highway Projects
- C. In conformance with FAPG (23 CFR 630C) Project Agreements, the political subdivisions party to this contract, on those Federally funded projects which exceed a total cost of \$100,000.00 stipulate the following with respect to their specific jurisdictions:
- 1. That any facility to be utilized in performance under or to benefit from this contract is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities issued pursuant to the requirements of the Federal Clean Air Act, as amended, and the Federal Water Pollution Control Act, as amended.
  - 2. That they each agree to comply with all of the requirements of Section 114 of the Federal Clean Air Act and Section 308 of the Federal Water Pollution Control Act, and all regulations and guidelines issued thereunder.
  - 3. That as a condition of Federal aid pursuant to this contract they shall notify the DEPARTMENT of the receipt of any advice indicating that a facility to be utilized in performance under or to benefit from this contract is under consideration to be listed on the EPA List of Violating Facilities.
- D. Ensure that the PROJECT is constructed in accordance with and incorporates all committed environmental impact mitigation measures listed in approved environmental documents unless modified or deleted by approval of the FHWA.
- E. All the requirements, guidelines, conditions and restrictions noted in all other pertinent Directives and Instructional Memoranda of the FHWA will apply to this contract and will be adhered to, as applicable, by the parties hereto.

## SECTION II

### PROJECT ADMINISTRATION AND SUPERVISION

- A. The DEPARTMENT shall provide such administrative guidance as it determines is required by the PROJECT in order to facilitate the obtaining of available federal and/or state funds.
- B. The DEPARTMENT will advertise and award all contracted portions of the PROJECT work. Prior to advertising of the PROJECT for receipt of bids, the REQUESTING PARTY may delete any portion or all of the PROJECT work. After receipt of bids for the PROJECT, the REQUESTING PARTY shall have the right to reject the amount bid for the PROJECT prior to the award of the contract for the PROJECT only if such amount exceeds by ten percent (10%) the final engineer's estimate therefor. If such rejection of the bids is not received in writing within two (2) weeks after letting, the DEPARTMENT will assume concurrence. The DEPARTMENT may, upon request, readvertise the PROJECT. Should the REQUESTING PARTY so request in writing within the aforesaid two (2) week period after letting, the PROJECT will be cancelled and the DEPARTMENT will refund the unused balance of the deposit less all costs incurred by the DEPARTMENT.
- C. The DEPARTMENT will perform such inspection services on PROJECT work performed by the REQUESTING PARTY with its own forces as is required to ensure compliance with the approved plans & specifications.
- D. On those projects funded with Federal monies, the DEPARTMENT shall as may be required secure from the FHWA approval of plans and specifications, and such cost estimates for FHWA participation in the PROJECT COST.
- E. All work in connection with the PROJECT shall be performed in conformance with the Michigan Department of Transportation Standard Specifications for Construction, and the supplemental specifications, Special Provisions and plans pertaining to the PROJECT and all materials furnished and used in the construction of the PROJECT shall conform to the aforesaid specifications. No extra work shall be performed nor changes in plans and specifications made until said work or changes are approved by the project engineer and authorized by the DEPARTMENT.

- F. Should it be necessary or desirable that portions of the work covered by this contract be accomplished by a consulting firm, a railway company, or governmental agency, firm, person, or corporation, under a subcontract with the REQUESTING PARTY at PROJECT expense, such subcontracted arrangements will be covered by formal written agreement between the REQUESTING PARTY and that party.

This formal written agreement shall: include a reference to the specific prime contract to which it pertains; include provisions which clearly set forth the maximum reimbursable and the basis of payment; provide for the maintenance of accounting records in accordance with generally accepted accounting principles, which clearly document the actual cost of the services provided; provide that costs eligible for reimbursement shall be in accordance with clearly defined cost criteria such as 49 CFR Part 18, 48 CFR Part 31, 23 CFR Part 140, OMB Circular A-87, etc. as applicable; provide for access to the department or its representatives to inspect and audit all data and records related to the agreement for a minimum of three years after the department's final payment to the local unit.

All such agreements will be submitted for approval by the DEPARTMENT and, if applicable, by the FHWA prior to execution thereof, except for agreements for amounts less than \$100,000 for preliminary engineering and testing services executed under and in accordance with the provisions of the "Small Purchase Procedures" FAPG (23 CFR 172), which do not require prior approval of the DEPARTMENT or the FHWA.

Any such approval by the DEPARTMENT shall in no way be construed as a warranty of the subcontractor's qualifications, financial integrity, or ability to perform the work being subcontracted.

- G. The REQUESTING PARTY, at no cost to the PROJECT or the DEPARTMENT, shall make such arrangements with railway companies, utilities, etc., as may be necessary for the performance of work required for the PROJECT but for which Federal or other reimbursement will not be requested.
- H. The REQUESTING PARTY, at no cost to the PROJECT, or the DEPARTMENT, shall secure, as necessary, all agreements and approvals of the PROJECT with railway companies, the Railroad Safety & Tariffs Division of the DEPARTMENT and other concerned governmental agencies other than the FHWA, and will forward same to the DEPARTMENT for such reviews and approvals as may be required.
- I. No PROJECT work for which reimbursement will be requested by the REQUESTING PARTY is to be subcontracted or performed until the DEPARTMENT gives written notification that such work may commence.



- J. The REQUESTING PARTY shall be responsible for the payment of all costs and expenses incurred in the performance of the work it agrees to undertake and perform.
- K. The REQUESTING PARTY shall pay directly to the party performing the work all billings for the services performed on the PROJECT which are authorized by or through the REQUESTING PARTY.
- L. The REQUESTING PARTY shall submit to the DEPARTMENT all paid billings for which reimbursement is desired in accordance with DEPARTMENT procedures.
- M. All work by a consulting firm will be performed in compliance with the applicable provisions of 1980 PA 299, Subsection 2001, MCL 339.2001; MSA 18.425(2001), as well as in accordance with the provisions of all previously cited Directives of the FHWA.
- N. The project engineer shall be subject to such administrative guidance as may be deemed necessary to ensure compliance with program requirement and, in those instances where a consultant firm is retained to provide engineering and inspection services, the personnel performing those services shall be subject to the same conditions.
- O. The DEPARTMENT, in administering the PROJECT in accordance with applicable Federal and State requirements and regulations, neither assumes nor becomes liable for any obligations undertaken or arising between the REQUESTING PARTY and any other party with respect to the PROJECT.
- P. In the event it is determined by the DEPARTMENT that there will be either insufficient Federal funds or insufficient time to properly administer such funds for the entire PROJECT or portions thereof, the DEPARTMENT, prior to advertising or issuing authorization for work performance, may cancel the PROJECT, or any portion thereof, and upon written notice to the parties this contract shall be void and of no effect with respect to that cancelled portion of the PROJECT. Any PROJECT deposits previously made by the parties on the cancelled portions of the PROJECT will be promptly refunded.
- Q. Those projects funded with Federal monies will be subject to inspection at all times by the DEPARTMENT and the FHWA.

### SECTION III

#### ACCOUNTING AND BILLING

A. Procedures for billing for work undertaken by the REQUESTING PARTY:

1. The REQUESTING PARTY shall establish and maintain accurate records, in accordance with generally accepted accounting principles, of all expenses incurred for which payment is sought or made under this contract, said records to be hereinafter referred to as the "RECORDS". Separate accounts shall be established and maintained for all costs incurred under this contract.

The REQUESTING PARTY shall maintain the RECORDS for at least three (3) years from the date of final payment of Federal Aid made by the DEPARTMENT under this contract. In the event of a dispute with regard to the allowable expenses or any other issue under this contract, the REQUESTING PARTY shall thereafter continue to maintain the RECORDS at least until that dispute has been finally decided and the time for all available challenges or appeals of that decision has expired.

The DEPARTMENT, or its representative, may inspect, copy, or audit the RECORDS at any reasonable time after giving reasonable notice.

If any part of the work is subcontracted, the REQUESTING PARTY shall assure compliance with the above for all subcontracted work.

In the event that an audit performed by or on behalf of the DEPARTMENT indicates an adjustment to the costs reported under this contract, or questions the allowability of an item of expense, the DEPARTMENT shall promptly submit to the REQUESTING PARTY, a Notice of Audit Results and a copy of the audit report which may supplement or modify any tentative findings verbally communicated to the REQUESTING PARTY at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the REQUESTING PARTY shall: (a) respond in writing to the responsible Bureau or the DEPARTMENT indicating whether or not it concurs with the audit report, (b) clearly explain the nature and basis for any disagreement as to a disallowed item of expense and, (c) submit to the DEPARTMENT a written explanation as to any questioned or no opinion expressed item of expense, hereinafter referred to as the "RESPONSE". The RESPONSE shall be clearly stated and provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the REQUESTING PARTY may supply appropriate excerpts and make alternate

arrangements to conveniently and reasonably make that documentation available for review by the DEPARTMENT. The RESPONSE shall refer to and apply the language of the contract. The REQUESTING PARTY agrees that failure to submit a RESPONSE within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes the DEPARTMENT to finally disallow any items of questioned or no opinion expressed cost.

The DEPARTMENT shall make its decision with regard to any Notice of Audit Results and RESPONSE within one hundred twenty (120) days after the date of the Notice of Audit Results. If the DEPARTMENT determines that an overpayment has been made to the REQUESTING PARTY, the REQUESTING PARTY shall repay that amount to the DEPARTMENT or reach agreement with the DEPARTMENT on a repayment schedule within thirty (30) days after the date of an invoice from the DEPARTMENT. If the REQUESTING PARTY fails to repay the overpayment or reach agreement with the DEPARTMENT on a repayment schedule within the thirty (30) day period, the REQUESTING PARTY agrees that the DEPARTMENT shall deduct all or a portion of the overpayment from any funds then or thereafter payable by the DEPARTMENT to the REQUESTING PARTY under this contract or any other agreement, or payable to the REQUESTING PARTY under the terms of 1951 PA 51, as applicable. Interest will be assessed on any partial payments or repayment schedules based on the unpaid balance at the end of each month until the balance is paid in full. The assessment of interest will begin thirty (30) days from the date of the invoice. The rate of interest will be based on the Michigan Department of Treasury common cash funds interest earnings. The rate of interest will be reviewed annually by the DEPARTMENT and adjusted as necessary based on the Michigan Department of Treasury common cash funds interest earnings. The REQUESTING PARTY expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to file a lawsuit in the Court of Claims to contest the DEPARTMENT'S decision only as to any item of expense the disallowance of which was disputed by the REQUESTING PARTY in a timely filed RESPONSE.

The REQUESTING PARTY shall comply with the Single Audit Act of 1984, as amended, including, but not limited to, the Single Audit Amendments of 1996 (31 USC 7501-7507).

The REQUESTING PARTY shall adhere to the following requirements associated with audits of accounts and records:

- a. Agencies expending a total of \$500,000 or more in federal funds, from one or more funding sources in its fiscal year, shall comply with the requirements of the federal Office of Management and Budget (OMB) Circular A-133, as revised or amended.

The agency shall submit two copies of:

- The Reporting Package
- The Data Collection Form
- The management letter to the agency, if one issued by the audit firm

The OMB Circular A-133 audit must be submitted to the address below in accordance with the time frame established in the circular, as revised or amended.

b. Agencies expending less than \$500,000 in federal funds must submit a letter to the Department advising that a circular audit was not required. The letter shall indicate the applicable fiscal year, the amount of federal funds spent, the name(s) of the Department federal programs, and the CFDA grant number(s). This information must also be submitted to the address below.

c. Address: Michigan Department of Education  
Accounting Service Center  
Hannah Building  
608 Allegan Street  
Lansing, MI 48909

d. Agencies must also comply with applicable State laws and regulations relative to audit requirements.

e. Agencies shall not charge audit costs to Department's federal programs which are not in accordance with the OMB Circular A-133 requirements.

f. All agencies are subject to the federally required monitoring activities, which may include limited scope reviews and other on-site monitoring.

2. Agreed Unit Prices Work - All billings for work undertaken by the REQUESTING PARTY on an agreed unit price basis will be submitted in accordance with the Michigan Department of Transportation Standard Specifications for Construction and pertinent FAPG Directives and Guidelines of the FHWA.
3. Force Account Work and Subcontracted Work - All billings submitted to the DEPARTMENT for Federal reimbursement for items of work performed on a force account basis or by any subcontract with a consulting firm, railway company, governmental agency or other party, under the terms of this contract, shall be prepared in accordance with the provisions of the pertinent FHPM Directives and the procedures of the DEPARTMENT. Progress billings may be submitted monthly during the time work is being performed provided, however, that no bill of a lesser amount than \$1,000.00 shall be submitted unless it is a final

or end of fiscal year billing. All billings shall be labeled either "Progress Bill Number \_\_\_\_\_", or "Final Billing".

4. Final billing under this contract shall be submitted in a timely manner but not later than six months after completion of the work. Billings for work submitted later than six months after completion of the work will not be paid.
5. Upon receipt of billings for reimbursement for work undertaken by the REQUESTING PARTY on projects funded with Federal monies, the DEPARTMENT will act as billing agent for the REQUESTING PARTY, consolidating said billings with those for its own force account work and presenting these consolidated billings to the FHWA for payment. Upon receipt of reimbursement from the FHWA, the DEPARTMENT will promptly forward to the REQUESTING PARTY its share of said reimbursement.
6. Upon receipt of billings for reimbursement for work undertaken by the REQUESTING PARTY on projects funded with non-Federal monies, the DEPARTMENT will promptly forward to the REQUESTING PARTY reimbursement of eligible costs.

B. Payment of Contracted and DEPARTMENT Costs:

1. As work on the PROJECT commences, the initial payments for contracted work and/or costs incurred by the DEPARTMENT will be made from the working capital deposit. Receipt of progress payments of Federal funds, and where applicable, State Critical Bridge funds, will be used to replenish the working capital deposit. The REQUESTING PARTY shall make prompt payments of its share of the contracted and/or DEPARTMENT incurred portion of the PROJECT COST upon receipt of progress billings from the DEPARTMENT. Progress billings will be based upon the REQUESTING PARTY'S share of the actual costs incurred as work on the PROJECT progresses and will be submitted, as required, until it is determined by the DEPARTMENT that there is sufficient available working capital to meet the remaining anticipated PROJECT COSTS. All progress payments will be made within thirty (30) days of receipt of billings. No monthly billing of a lesser amount than \$1,000.00 will be made unless it is a final or end of fiscal year billing. Should the DEPARTMENT determine that the available working capital exceeds the remaining anticipated PROJECT COSTS, the DEPARTMENT may reimburse the REQUESTING PARTY such excess. Upon completion of the PROJECT, payment of all PROJECT COSTS, receipt of all applicable monies from the FHWA, and completion of necessary audits, the REQUESTING PARTY will be reimbursed the balance of its deposit.

2. In the event that the bid, plus contingencies, for the contracted, and/or the DEPARTMENT incurred portion of the PROJECT work exceeds the estimated cost therefor as established by this contract, the REQUESTING PARTY may be advised and billed for the additional amount of its share.

C. General Conditions:

1. The DEPARTMENT, in accordance with its procedures in existence and covering the time period involved, shall make payment for interest earned on the balance of working capital deposits for all projects on account with the DEPARTMENT. The REQUESTING PARTY in accordance with DEPARTMENT procedures in existence and covering the time period involved, shall make payment for interest owed on any deficit balance of working capital deposits for all projects on account with the DEPARTMENT. This payment or billing is processed on an annual basis corresponding to the State of Michigan fiscal year. Upon receipt of billing for interest incurred, the REQUESTING PARTY promises and shall promptly pay the DEPARTMENT said amount.
2. Pursuant to the authority granted by law, the REQUESTING PARTY hereby irrevocably pledges a sufficient amount of funds received by it from the Michigan Transportation Fund to meet its obligations as specified in PART I and PART II. If the REQUESTING PARTY shall fail to make any of its required payments when due, as specified herein, the DEPARTMENT shall immediately notify the REQUESTING PARTY and the State Treasurer of the State of Michigan or such other state officer or agency having charge and control over disbursement of the Michigan Transportation Fund, pursuant to law, of the fact of such default and the amount thereof, and, if such default is not cured by payment within ten (10) days, said State Treasurer or other state officer or agency is then authorized and directed to withhold from the first of such monies thereafter allocated by law to the REQUESTING PARTY from the Michigan Transportation Fund sufficient monies to remove the default, and to credit the REQUESTING PARTY with payment thereof, and to notify the REQUESTING PARTY in writing of such fact.
3. Upon completion of all work under this contract and final audit by the DEPARTMENT or the FHWA, the REQUESTING PARTY promises to promptly repay the DEPARTMENT for any disallowed items of costs previously disbursed by the DEPARTMENT. The REQUESTING PARTY pledges its future receipts from the Michigan Transportation Fund for repayment of all disallowed items and, upon failure to make repayment for any disallowed items within ninety (90) days of demand made by the DEPARTMENT, the DEPARTMENT is hereby authorized to withhold an equal amount from the REQUESTING PARTY'S share of any future distribution of Michigan Transportation Funds in settlement of said claim.

4. The DEPARTMENT shall maintain and keep accurate records and accounts relative to the cost of the PROJECT and upon completion of the PROJECT, payment of all items of PROJECT COST, receipt of all Federal Aid, if any, and completion of final audit by the DEPARTMENT and if applicable, by the FHWA, shall make final accounting to the REQUESTING PARTY. The final PROJECT accounting will not include interest earned or charged on working capital deposited for the PROJECT which will be accounted for separately at the close of the State of Michigan fiscal year and as set forth in Section C(1).
5. The costs of engineering and other services performed on those projects involving specific program funds and one hundred percent (100%) local funds will be apportioned to the respective portions of that project in the same ratio as the actual direct construction costs unless otherwise specified in PART I.

## SECTION IV

### MAINTENANCE AND OPERATION

A. Upon completion of construction of each part of the PROJECT, at no cost to the DEPARTMENT or the PROJECT, each of the parties hereto, within their respective jurisdictions, will make the following provisions for the maintenance and operation of the completed PROJECT:

1. All Projects:

Properly maintain and operate each part of the project, making ample provisions each year for the performance of such maintenance work as may be required, except as qualified in paragraph 2b of this section.

2. Projects Financed in Part with Federal Monies:

a. Sign and mark each part of the PROJECT, in accordance with the current Michigan Manual of Uniform Traffic control Devices, and will not install, or permit to be installed, any signs, signals or markings not in conformance with the standards approved by the FHWA, pursuant to 23 USC 109(d).

b. Remove, prior to completion of the PROJECT, all encroachments from the roadway right-of-way within the limits of each part of the PROJECT.

With respect to new or existing utility installations within the right-of-way of Federal Aid projects and pursuant to FAPG (23 CFR 645B): Occupancy of non-limited access right-of-way may be allowed based on consideration for traffic safety and necessary preservation of roadside space and aesthetic quality. Longitudinal occupancy of non-limited access right-of-way by private lines will require a finding of significant economic hardship, the unavailability of practicable alternatives or other extenuating circumstances.

c. Cause to be enacted, maintained and enforced, ordinances and regulations for proper traffic operations in accordance with the plans of the PROJECT.

d. Make no changes to ordinances or regulations enacted, or traffic controls installed in conjunction with the PROJECT work without prior review by the DEPARTMENT and approval of the FHWA, if required.



- B. On projects for the removal of roadside obstacles, the parties, upon completion of construction of each part of the PROJECT, at no cost to the PROJECT or the DEPARTMENT, will, within their respective jurisdictions, take such action as is necessary to assure that the roadway right-of-way, cleared as the PROJECT, will be maintained free of such obstacles.
- C. On projects for the construction of bikeways, the parties will enact no ordinances or regulations prohibiting the use of bicycles on the facility hereinbefore described as the PROJECT, and will amend any existing restrictive ordinances in this regard so as to allow use of this facility by bicycles. No motorized vehicles shall be permitted on such bikeways or walkways constructed as the PROJECT except those for maintenance purposes.
- D. Failure of the parties hereto to fulfill their respective responsibilities as outlined herein may disqualify that party from future Federal-aid participation in projects on roads or streets for which it has maintenance responsibility. Federal Aid may be withheld until such time as deficiencies in regulations have been corrected, and the improvements constructed as the PROJECT are brought to a satisfactory condition of maintenance.

## SECTION V

### SPECIAL PROGRAM AND PROJECT CONDITIONS

- A. Those projects for which the REQUESTING PARTY has been reimbursed with Federal monies for the acquisition of right-of-way must be under construction by the close of the twentieth (20th) fiscal year following the fiscal year in which the FHWA and the DEPARTMENT projects agreement covering that work is executed, or the REQUESTING PARTY may be required to repay to the DEPARTMENT, for forwarding to the FHWA, all monies distributed as the FHWA'S contribution to that right-of-way.
- B. Those projects for which the REQUESTING PARTY has been reimbursed with Federal monies for the performance of preliminary engineering must be under construction by the close of the tenth (10th) fiscal year following the fiscal year in which the FHWA and the DEPARTMENT projects agreement covering that work is executed, or the REQUESTING PARTY may be required to repay to the DEPARTMENT, for forwarding to the FHWA, all monies distributed as the FHWA'S contribution to that preliminary engineering.
- C. On those projects funded with Federal monies, the REQUESTING PARTY, at no cost to the PROJECT or the DEPARTMENT, will provide such accident information as is available and such other information as may be required under the program in order to make the proper assessment of the safety benefits derived from the work performed as the PROJECT. The REQUESTING PARTY will cooperate with the DEPARTMENT in the development of reports and such analysis as may be required and will, when requested by the DEPARTMENT, forward to the DEPARTMENT, in such form as is necessary, the required information.
- D. In connection with the performance of PROJECT work under this contract the parties hereto (hereinafter in Appendix "A" referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts", as set forth in Appendix A, attached hereto and made a part hereof. The parties further covenant that they will comply with the Civil Rights Acts of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6 and the Regulations of the United States Department of Transportation (49 C.F.R. Part 21) issued pursuant to said Act, including Appendix "B", attached hereto and made a part hereof, and will require similar covenants on the part of any contractor or subcontractor employed in the performance of this contract.
- E. The parties will carry out the applicable requirements of the DEPARTMENT'S Disadvantaged Business Enterprise (DBE) program and 49 CFR, Part 26, including, but not limited to, those requirements set forth in Appendix C.

**APPENDIX A**  
**PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS**

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011

**APPENDIX B**  
**TITLE VI ASSURANCE**

During the performance of this contract, the contractor, for itself, its assignees, and its successors in interest (hereinafter referred to as the "contractor"), agrees as follows:

1. **Compliance with Regulations:** For all federally assisted programs, the contractor shall comply with the nondiscrimination regulations set forth in 49 CFR Part 21, as may be amended from time to time (hereinafter referred to as the Regulations). Such Regulations are incorporated herein by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed under the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices, when the contractor covers a program set forth in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** All solicitations made by the contractor, either by competitive bidding or by negotiation for subcontract work, including procurement of materials or leases of equipment, must include a notification to each potential subcontractor or supplier of the contractor's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and facilities as may be determined to be pertinent by the Department or the United States Department of Transportation (USDOT) in order to ascertain compliance with such Regulations or directives. If required information concerning the contractor is in the exclusive possession of another who fails or refuses to furnish the required information, the contractor shall certify to the Department or the USDOT, as appropriate, and shall set forth the efforts that it made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Department shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to, the following:
  - a. Withholding payments to the contractor until the contractor complies; and/or
  - b. Canceling, terminating, or suspending the contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor shall include the provisions of Sections (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Department or the USDOT may direct as a means of enforcing such provisions, including sanctions for non-compliance, provided, however, that in the event a contractor becomes involved in or is threatened with litigation from a subcontractor or supplier as a result of such direction, the contractor may request the Department to enter into such litigation to protect the interests of the state. In addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Revised June 2011

## APPENDIX C

### TO BE INCLUDED IN ALL FINANCIAL ASSISTANCE AGREEMENTS WITH LOCAL AGENCIES

#### Assurance that Recipients and Contractors Must Make (Excerpts from US DOT Regulation 49 CFR 26.13)

- A. Each financial assistance agreement signed with a DOT operating administration (or a primary recipient) must include the following assurance:

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- B. Each contract MDOT signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of US DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

Date: January 21, 2025

To: Frank Nastasi, City Manager 

From: Robert J. Bruner, Deputy City Manager  
Kurt Bovensiep, Public Works Director  
Ashely Tebedo, Administrative Services Manager

Subject: Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Application

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### History

The Enhanced Mobility of Seniors and Individuals with Disabilities program (Section 5310), administered by the Federal Transit Administration (FTA), supports transportation services aimed to improve the mobility of seniors and those with disabilities by removing barriers to transportation services. The Regional Transit Authority (RTA) is the designated recipient of Section 5310 funds apportioned by FTA to the Detroit urbanized areas, which includes Oakland County and subsequently Troy. This call for projects includes request for vehicle replacement. The Suburban Mobility Authority for Regional Transportation (SMART) acts as a pass-through agency for funding awarded under this program.

The Transportation Division oversees the Troy RYDE (Reach Your Destination Easily) program. Troy RYDE provides free transportation to Troy residents that are 60+ or adults 18+ with disabilities. Troy RYDE is available for medical appointments, shopping, employment, and recreational activities and vehicles are wheelchair accessible. Troy RYDE is funded through the City of Troy's general fund, SMART Community Credits, and SMART Specialized Service Credits. These contracts are approved by City Council annually.

Through the 5310 application, Troy is requesting the replacement of five (5) buses. In 2021, Troy applied and was granted replacement of two vehicles, one van that was received in 2024, and a bus that is anticipated to be received in 2025. This call for projects has approximately \$11.6 million available in funding for Fiscal Year 2025 and Fiscal Year 2026. Troy's vehicles are eligible for replacement in FY 2026. The RTA will not issue another call for projects until Fiscal Year 2027. If approved, Troy would likely receive vehicles in FY 27 or FY 28.

Currently, Troy RYDE leases all vehicles from SMART. With exception of the van replaced in 2024 and the bus scheduled for replacement this year, the rest of the Troy RYDE fleet has been in service since 2019 and all have over 120,000 miles. These vehicles are maintained by Troy's Fleet Division rather than SMART to ensure maintenance and service issues on older buses cause as little service disruption as possible. Many times, SMART is unable to provide a loaner vehicle or repair buses in a timeframe that would not cause significant disruption to the more than 20,000 rides provided annually.





500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## **CITY COUNCIL AGENDA ITEM**

If approved, the new buses would allow Troy RYDE to continue providing safe and reliable transportation.

Applications are due February 10<sup>th</sup>, 2025 and final review of application is expected in the spring of 2025.

### **Financial**

Through the 5310 application, Troy is requesting the replacement of five (5) buses (\$850,000). The FTA requires a state/local match to access federal funds. Capital projects are funded at an 80% federal share with a 20% state/local match. The match for these projects is provided by the Michigan Department of Transportation (MDOT) resulting in no necessary contribution from the City of Troy.

### **Recommendation**

It is recommended that the City apply for five (5) replacement vehicles through the Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 call for projects for FY 2026.

# MOBILITY ALL PROGRAM

Connecting Communities Empowering Lives

## ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES SECTION 5310 APPLICATION

### Program Information, Eligibility, and Instructions

#### Program Information

The Enhanced Mobility of Seniors and Individuals with Disabilities program (Section 5310), administered by the Federal Transit Administration (FTA), supports transportation services planned, designed, and carried out to address the specific needs of older adults and people with disabilities. The RTA is the designated recipient of Section 5310 funds apportioned by FTA to the Detroit and Ann Arbor urbanized areas (UZAs). As the designated recipient, the RTA is responsible for administering Section 5310 funds in those areas, which make up part of the RTA region of Wayne, Oakland, Macomb, and Washtenaw counties.

There is approximately \$11.6 million dollars available for this call for projects for Fiscal Years 2025 and 2026. The RTA will not issue another call for projects until Fiscal Year (FY) 2027.

#### Eligibility

Please consult the [2024 FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions](#) to review the specific eligibility requirements prior to beginning this application.

#### Instructions

Applicants may submit no more than one application for the 2025-26 CFP using the fillable form below, which may include up to one (1) project for each of the four (4) request types. Only one project may be submitted for each request type (e.g., applicants may only submit one request for operating funds; if requesting operating funding for 2025 and 2026, request enough funding to cover both years). If requesting funds for a vehicle, the standard pricing information can be found at <https://www.michigan.gov/mdot/-/media/Project/Web-sites/MDOT/Travel/Mobility/Public-Transportation/Applications/File/Application-Instructions-Public-Transit-Programs-Estimated-Vehicle-Prices.pdf>. The applicant is responsible for obtaining a quote to determine the estimated cost of any capital item that differs from those that are listed. For any questions about filling out the application, contact [info@rtamichigan.org](mailto:info@rtamichigan.org).

The deadline to submit a completed application is **5:00 p.m. February 10, 2025**, applications received after this deadline will not be considered in the current funding round. Applications must be submitted by email with all required attachments (as separate files, do not merge) to [info@rtamichigan.org](mailto:info@rtamichigan.org) or [online](#). The completed application PDF must be saved and submitted with the title "5310 Application - organization name.pdf" with your organization's name. Information necessary to complete the application includes:

1. Applicant Information
2. Service Information
3. Project Information (as applicable)
  - a. Capital - Vehicles (Replacement or New/Expanded Service)
  - b. Mobility Management

- c. Other Capital (Software/Hardware/Facilities/Shop Equipment/Pedestrian Improvements)
- d. Operating
- 4. Project Benefit
- 5. Performance Measures

Regardless of how many projects are included in the application, applicants must fill out all fields, except those marked as "(If Applicable)".

Applicants should complete the checklist below to ensure that they have supplied all materials required for a complete submittal. Applications lacking the attachments below may be deemed ineligible.

For applicants who are *NOT* direct recipients, and are applying as a subrecipient to DDOT, SMART or TheRide, please include a letter of support from either DDOT, SMART or TheRide as your federal sponsor.

For applicants providing a letter of match funding commitment, this commitment must include proof of funds for the local match, such as bank statements, commitment letters, approved budget documents, or resolutions from governing bodies, clearly demonstrating the availability and allocation of the required funds.

**Required Submittal Package Checklist**

Completed application (this PDF)	Transportation program budget
Letter of support from federal sponsor	Additional letters of support
Letter of match funding commitment (optional: projects with non-MDOT match only)	Vehicle inventory (optional: Capital – Vehicles only - see Appendix A)

**Request Type (check all that apply)**

Capital - Vehicles	Mobility Management
Other Capital	Operating

## 1. Applicant Information

Contact Information			
Legal Name of Applicant or Organization			UEI Number
Contact Person			
Address	City	State	ZIP
Telephone		E-Mail Address	
Website			

### Entity Type

### Area

Ann Arbor

City of Detroit

Suburban Detroit (Detroit UZA outside the City of Detroit)

### Service Area and Transportation

What is your organization's service area (please provide specific municipal [city/township] names and zip codes)?

Describe transportation services currently provided by your organization (e.g., service offered; hours of operation; fares; booking processes):

Identify your organization's current vehicle inventory:

Vans	Vans w/ Lifts/Ramps	Minivans	Minivans w/ Lifts/Ramps
Buses	Buses w/ Lifts/Ramps	Cutaways	Cutaways w/Lifts/Ramps

How do people learn about your transportation program? What type of outreach is done for this program?

### Ridership

What is your service area population (provide data source/year)?

	Number	Data Source	Year
Service Area Population			
Older Adults (60+ Years of Age)			
Persons with Disabilities			

How many unlinked customer trips did you provide in the last five full calendar years?

	2020	2021	2022	2023	2024
Unlinked Passenger Trips - All					
Unlinked Passenger Trips - Older Adults					
Unlinked Passenger Trips - Persons with Disabilities					

### 5310 Experience

Has your agency received vehicles from either DDOT, RTA, SMART, or TheRide before?  
Yes                      No

Has your agency successfully received/spent operating dollars from either DDOT, RTA, SMART, or TheRide before?  
Yes                      No

Over what period of time (in years), has your agency carried out a project similar to the one(s) described in this application? How many similar projects has your agency been involved in?

If your organization has received Section 5310 funds in the past, how do you measure your transportation program's effectiveness and what performance measures are used? (i.e., annual rides or trips provided, vehicle miles of service, cost per ride, cost per mile etc.). Please provide recent data to describe.

If your organization has received Section 5310 funds in the past, are there unspent funds from those grants? If so, please describe when the unspent funds were awarded to your organization and why they are unspent?

**Capability**

Describe your organization's experience, knowledge, technical and administrative ability, and financial capacity to successfully and efficiently manage federal grants.

RTA requests that you provide supporting financial documentation regarding your transportation program. What type of financial documentation has been included with this application? Please check all that apply

Transportation Program Budget (required)

Audited Financials

Other:

### 3. Project Information

Please complete the information inclusive of *all* projects included in your application before proceeding to detail the relevant individual projects in sections 3a-3d.

*Note: as specified in instructions, all applications shall include a letter of funding commitment for match funds that are not to be provided by MDOT (e.g., for Mobility Management, Operating and over-matched projects).*

Budget				
Year 1 (FY2025)				
	Total Amount Requested	Federal Amount (80%)	State/Local Match Amount (20%)	Match Source
Capital - Vehicles				
Mobility Management				
Other Capital				
	Total Amount Requested	Federal Amount (50%)	Local Match Amount (50%)	Match Source
Operating				
Year 2 (FY2026)				
	Total Amount Requested	Federal Amount (80%)	State/Local Match Amount (20%)	Match Source
Capital - Vehicles				
Mobility Management				
Other Capital				
	Total Amount Requested	Federal Amount (50%)	Local Match Amount (50%)	Match Source
Operating				

For Vehicles, Mobility Management, and Other Capital requests, please indicate your organization's priority for the timing in receiving funding:

- Funding priority is Year 1 funding
- Funding priority is Year 2 funding
- Funding priority is 50% Year 1 funding, and 50% Year 2 funding

For Operating requests, please indicate your organization's priority for the timing in receiving funding:

- Funding priority is Year 1 funding
- Funding priority is Year 2 funding
- Funding priority is 50% Year 1 funding, and 50% Year 2 funding

**Project Description**

Briefly describe your overall application/project [include a description of all projects, each in its own paragraph(s)].

Please describe your plan and schedule for implementing the proposed project. Attach additional pages to the submittal email if necessary.

**3a. Capital - Vehicles (If Applicable)**

Select anticipated use(s) of vehicle(s):

Continue existing service(s)    Expand current service(s)    Offer new service(s)

How many vehicles are you requesting (*note: in addition to filling out this information, you must complete the inventory sheet, see Appendix A*)

Replacement:

New/Expansion:

For Replacement Request Only:

Local, DDOT, SMART, or TheRide Vehicle Number	VIN	Condition of Vehicle Being Replaced		
		Good	Fair	Poor

How would this project improve mobility or eliminate transportation barriers for seniors or people with disabilities (e.g., increase opportunities beyond ADA requirements; improve access to fixed route service, increase alternatives to public transportation)?



Describe how you are prepared to implement a potential grant award and estimate when new vehicle(s) would be in service:

### 3b. Mobility Management (If Applicable)

Select anticipated use(s) of investment:

Continue existing service(s)      Expand current service(s)      Offer new service(s)

How will your project address gaps in providing mobility and scheduling information and/or trip planning tools to the target population or other potential riders beyond existing customers? If it does not, it does not qualify as mobility management (for instance, continuing a call center that serves existing customers should be an operational request).

Describe the associated project costs (e.g., mobility manager or travel training personnel costs, coordinating technology, other eligible supporting costs):

Describe how you are prepared to implement a potential grant award and estimate when your mobility management service would be available:

### 3c. Other Capital - Software/Hardware/Facilities/Shop Equipment/Pedestrian Improvements (If Applicable)

Select anticipated use(s) of investment:

Continue existing service(s)      Expand current service(s)      Offer new service(s)

Select the type of Other Capital requested (select only one):

Software      Hardware      Facilities      Shop Equipment      Pedestrian Improvements

Briefly describe your Other Capital request (e.g., quantity, purpose) and your plan for procuring and deploying the Other Capital request:

How would this project improve mobility or eliminate transportation barriers for older adults or people with disabilities (e.g., increase opportunities beyond ADA requirements; improve access to fixed route service, increase alternatives to public transportation)?

For Software/Hardware/Shop Equipment purchases, explain how the use of this equipment would improve service and how it complements other services that your organization or other providers offer:

For Facilities and Pedestrian improvements, please identify how the project benefits will be allocated to the target population:

Describe how you are prepared to implement a potential grant award and estimate when new equipment, etc. would be in service:

3d. Operating (If Applicable)

Select anticipated use(s) of investment:

Continue existing service(s)      Expand current service(s)      Offer new service(s)

Describe the Operating project, the anticipated riders served, and operating area. *Note: this shall not be used to replace other available funding:*

How does this Operating project improve mobility or eliminate transportation barriers for older adults or people with disabilities? In particular, explain how this proposed project/service goes beyond what is required by ADA, improves fixed route service, or offers a new alternative to public transportation for older adults or people with disabilities.

If your Operating project provides rides or vouchers, please provide an estimated number of annual rides (one-way trips) to be provided as a result of this project.

Describe how you are prepared to implement a potential grant award and estimate when your Operating project would be available:



Please describe local support for this project. For example, are other local organizations involved in the proposed project? Do you have letters of support from local organizations? Was this project identified as a local priority as a result of public outreach? Is your organization providing more than the required local share of funding for the project? Submit additional documentation if desired.

### Sustainability

Is funding available to support the project after the end of the 5310 grant period? If so, what is the source of that funding?

### Other

Please provide any additional comments

## 5. Performance Measures

Please describe how your organization plans to collect information to monitor *all* projects in your application.

Performance Measures
<p>Please describe how your organization will monitor project success, quality control and/or customer satisfaction related to implementing the proposed project. Include in your description measurable indicators that you propose to use (i.e., annual rides or trips provided, vehicle miles of service, cost per ride and/or cost per mile etc.).</p>

## Certification of Application

I do hereby certify this Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 Application to the Regional Transit Authority of Southeast Michigan (RTA).

Name

Email

Date

Title

Organization Name

Signature







Buhl Building • 535 Griswold Street, Suite 600 • Detroit, MI 48226 • (313) 223-2100

1/13/2025

Dear Regional Transit Authority of Southeast Michigan:

This letter serves as SMART’s commitment to act as a pass-through entity for any FTA Section 5310 funding that is awarded under the 2025 5310 Call for Projects for the project(s) included in an application submitted by the following agencies:

Macomb	Wayne	Oakland
Clinton Township	Allen Park	Angel's Place
Fraser	Belleville	Auburn Hills
Harrison Township	Brownstown Township	Berkley
Interfaith Volunteer Caregivers	Dearborn	Birmingham Area Senior Coordinating Council d/b/a NEXT
Macomb Community Action	Dearborn Heights	Bloomfield Township
Mt. Clemens	Downriver Community Conference	Brandon Township
Recreation Authority of Roseville and Eastpointe (RARE)	Ecorse	Catholic Charities of Southeastern Michigan (Oakland & Macomb)
Richmond Lenox EMS	Golden Services	City of Troy
Shelby Township	Grosse Ile	Clawson
St. Clair Shores	Lincoln Park	Family Living Center
STAR Transportation	Livonia	Farmington Hills
Sterling Heights	Melvindale	Ferndale
Warren	Nankin Transit Commission	Freedom Road Transportation Authority
	Northville	Freedom Work Opportunities
	Programs to Educate All Cyclists	Hazel Park
	Pointe Area Assisted Transportation Services	Huntington Woods
	Redford Township	Independence Township
	River Rouge	JARC
	Romulus	Jewish Family Services
	Southgate	Gesher Human Services formerly JVS
	Sumpter Township	Madison Heights
	Taylor	New Gateways
	Trenton	North Oakland Transportation Authority (NOTA)
	Van Buren Township	Oak Park
	Wyandotte	Oakland Community Health Network
		Older Person's Commission (OPC)
		Royal Oak
		Royal Oak Township
		Southfield
		West Bloomfield Township
		Western Oakland Transportation Authority (WOTA)

If you have any questions, please contact me at [holme@smartbus.org](mailto:holme@smartbus.org) or 313-223-2161.

Sincerely,

Ian Holme  
Manager of Transit Asset Management & Capital Planning



# Transportation

**Public Works Director** - Kurt Bovensiep

**Administrative Services Manager** - Ashely Tebedo

## Department Description

Troy R.Y.D.E. (Reach Your Destination Easily) provides transportation to Troy residents that are 60+ and adults 18+ with disabilities. The services offered by the Transportation Division are free to use for Troy residents that meet ridership guidelines.

## Department Functions

- Provides prompt and reliable transportation services to Troy residents
- Offers rides for medical appointments, shopping, employment, recreational activities, salon appointments, and other community locations
- Operates within the borders of Auburn Road (north), Twelve Mile Rd (south), Mound Road (east), and Southfield/Adams (west)
- Schedules and coordinates appointments between seven busses that are leased from Suburban Mobility Authority for Regional Transportation (SMART)
- Provides transportation to dialysis appointments on holidays
- Offers door-to-door service to all passengers
- Uses busses and vans that are ADA accessible and are equipped with wheelchair lifts and ramps
- Works in partnership with SMART to provide transportation services and receives funding from the Specialized Services and Municipal and Community Credits programs

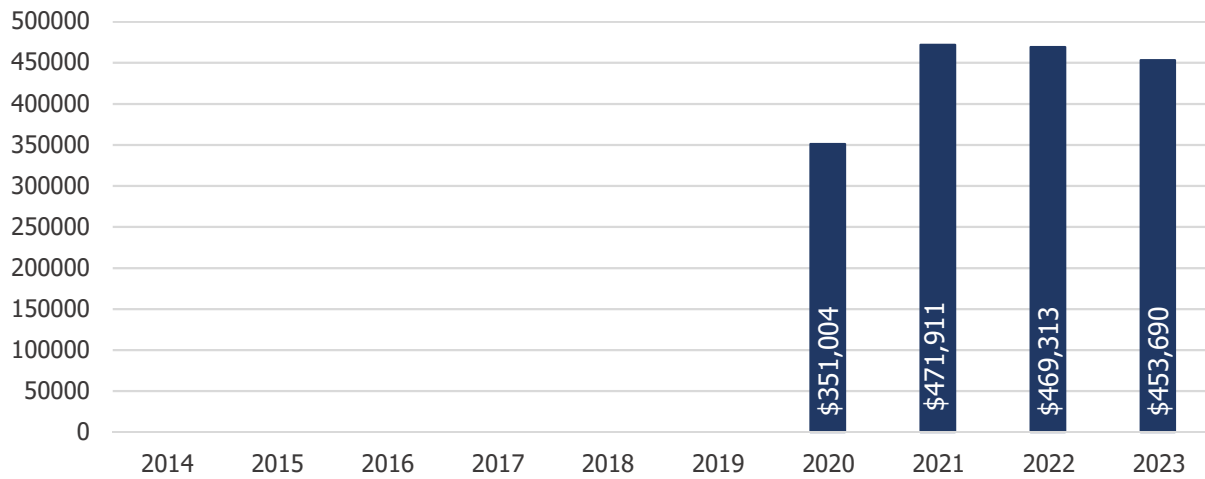
## Performance Indicators

PERFORMANCE INDICATOR	2021/22 ACTUAL	2022/23 ACTUAL	2023/24 PROJECTED	2024/25 BUDGET
Number of Miles	134,563	139,526	145,000	150,000
Passengers: Elderly	9,513	7,382	8,000	8,250
Passengers: Persons w/ Disability	7,702	9,305	9,200	9,250
Passengers: Elderly Persons w/ Disability	1,397	1,968	2,050	2,050
Total Number of Rides	18,612	18,385	19,250	19,550

Transportation

PERSONNEL SUMMARY	2022 BUDGET		2023 BUDGET		2024 BUDGET		2025 BUDGET	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Troy R.Y.D.E.	2	4.5	2.1	5.7	2	6.6	2	6.4
<b>Total Department</b>	<b>2</b>	<b>4.5</b>	<b>2.1</b>	<b>5.7</b>	<b>2</b>	<b>6.6</b>	<b>2</b>	<b>6.4</b>

Operating Budget History



**General Fund  
Public Works/Transportation**

# Transportation

	2022 Actual Amount	2023 Actual Amount	2024 Estimated Amount	2024 Amended Budget	2025 Proposed	% Change	2026 Proposed	2027 Proposed
<b>Fund: 101 General Fund</b>								
Expenditures								
<b>Department: 596 Transportation</b>								
<b>Business Unit: 596 Shuttle Services</b>								
Other Service Charges	-	331	-	-	355	0.00%	360	370
<b>Business Unit Total: Shuttle Services</b>	<b>-</b>	<b>\$ 331</b>	<b>-</b>	<b>-</b>	<b>\$ 355</b>	<b>0.00%</b>	<b>\$ 360</b>	<b>\$ 370</b>
<b>Business Unit: 598 Senior/Special Transportation</b>								
Personal Services	319,166	308,386	456,930	447,410	477,510	6.73%	491,710	506,450
Supplies	11,807	7,486	8,930	11,500	11,500	0.00%	11,500	11,500
Other Service Charges	138,339	137,487	150,150	147,345	163,200	10.76%	166,410	172,120
<b>Business Unit Total: Senior/Special Transportation</b>	<b>\$ 469,313</b>	<b>\$ 453,359</b>	<b>\$ 616,010</b>	<b>\$ 606,255</b>	<b>\$ 652,210</b>	<b>7.58%</b>	<b>\$ 669,620</b>	<b>\$ 690,070</b>
<b>Department Total: Transportation</b>	<b>\$ 469,313</b>	<b>\$ 453,690</b>	<b>\$ 616,010</b>	<b>\$ 606,255</b>	<b>\$ 652,565</b>	<b>7.64%</b>	<b>\$ 669,980</b>	<b>\$ 690,440</b>

# Suspension and Debarment Certification

On behalf of your Agency, you certify that:

- a. It will comply and facilitate compliance with U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 CFR part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," 2 CFR part 180.
- b. To the best of its knowledge and belief, that its Principals and Subrecipients at the first tier:
  - (1) Are eligible to participate in covered transactions of any federal department or agency and are not presently:
    - (a) Debarred,
    - (b) Suspended,
    - (c) Proposed for debarment,
    - (d) Declared ineligible,
    - (e) Voluntarily excluded, or
    - (f) Disqualified.
  - (2) Within a three-year period preceding its latest application or proposal, its management has not been convicted of or had a civil judgment rendered against any of them for:
    - (a) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction, or contract under a public transaction,
    - (b) Violation of any federal or state antitrust statute, or
    - (c) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property.
  - (3) It is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in the preceding subsection b(2) of this Certification.
  - (4) It has not had one or more public transactions (federal, state, or local) terminated for cause or default within a three-year period preceding this Certification.
  - (5) If, at a later time, it receives any information that contradicts the preceding statements of subsections a or b of this Category 01.F Certification, it will promptly provide that information to FTA.
  - (6) It will treat each lower tier contract or subcontract under its Award as a covered lower tier contract for purposes of 2 CFR part 1200 and 2 CFR part 180 if it:
    - (a) Equals or exceeds \$25,000,
    - (b) Is for audit services, or
    - (c) Requires the consent of a federal official.
  - (7) It will require that each covered lower tier contractor and subcontractor:
    - (a) Comply and facilitate compliance with the federal requirements of 2 CFR parts 180 and 1200, and
    - (b) Assure that each lower tier participant in its Award is not presently declared by any federal department or agency to be:
      - 1 Debarred from participation in any federally assisted Award,
      - 2 Suspended from participation in any federally assisted Award,
      - 3 Proposed for debarment from participation in any federally assisted Award,
      - 4 Declared ineligible to participate in any federally assisted Award,
      - 5 Voluntarily excluded from participation in any federally assisted Award, or
      - 6 Disqualified from participation in any federally assisted Award.
- c. It will provide a written explanation if it or any of its principals, including any of its first tier Subrecipients or its Third Party Participants at a lower tier, is unable to certify compliance with the preceding statements

Name (Print) \_\_\_\_\_ Signature Ashely Tebedo Date \_\_\_\_\_

# APPLICANT QUESTIONNAIRE

AGENCY: City of Troy

DATE: 1/17/2025

SELECT ONLY ONE			
Years in Business	10 years or more	Between 5 - 9 years	Less than 5 years
	<b>X</b>		

SELECT ALL THAT APPLY & FILL IN REQUESTED DETAILS				
Funding Type(s) Applied For In Current Application	Vehicle(s)	Capital Items, not including vehicles	Operating	Mobility Management
	<b>X</b>			
Prior Experience with SMART	Prior recipient of JARC, New Freedom, or Section 5310 Funding From SMART		Current or Prior Recipient of Other Funding Types from SMART (check all that apply)	
	Vehicle(s)	Operating and/or Mobility Management Funding	<b>X</b>	Municipal Credits (MC)
			<b>X</b>	Community Credits (CC)
			<b>X</b>	Specialized Services (SS)
	<b>X</b>			Name Other(s):
				No Prior Funding From SMART
Audit Report	Has annual Single Audit	Has annual Independent Financial Audit	Name Other Financial Audit Type	No Financial Audit
	<b>X</b>	<b>X</b>	<b>SMART MC/CC AUDIT</b>	
Last period audited:	6/30/24	7/1/23-6/30/24	4/2021 - 3/2024	
Other Federal Funding	Please describe prior or current Other Federal Funding your agency receives. Include approximate number of years the funding has been received and total awards.			
Accounting System	Please name/describe your current accounting software used to record financial transactions. If none, please describe how grant expenditures and revenues will be maintained.			
	New World Systems			

The above questions have been answered truthfully and to the best of my knowledge.

NAME: Ashely Tebedo

TITLE: Administrative Services Manager

EMAIL/PHONE: Ashely.Tebedo@troymi.gov | 248.524.1754



500 West Big Beaver  
Troy, MI 48084  
troymi.gov



# CITY COUNCIL AGENDA ITEM

January 27, 2025

TO: Frank A. Nastasi, City Manager

FROM: Robert J. Bruner, Deputy City Manager  
Robert C. Maleszyk, Chief Financial Officer  
Kelly M. Timm, City Assessor

SUBJECT: Agenda Item – 2025 Poverty Exemption Guidelines (changes from previous year)

**History:**

MCL 211.7u, provides for a property tax exemption, in whole or part, for the principal residence of a person who, by reason of poverty, is unable to contribute to the public charges.

MCL 211u requires local governing bodies to adopt guidelines that must include the specific income and asset levels of the applicant and the total household income and assets. Local units must adopt guidelines which specify the total household income which will be used to approve or deny poverty exemptions. The adopted income levels shall **not be set lower** than the federal poverty guidelines. These federal poverty guidelines are updated annually by the United States Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons shall not be set lower than \$25,820 which is the amount shown on the following chart for a family of 3 persons. Following are the federal poverty guidelines for use in setting poverty exemption income guidelines for the 2025 assessments:

Size of Family Unit	Poverty Guidelines
1	\$15,060
2	\$20,440
3	\$25,820
4	\$31,200
5	\$36,580
6	\$41,960
7	\$47,340
8	\$52,720
For each additional person	\$5,380



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## CITY COUNCIL AGENDA ITEM

MCL 211u (1) states “The principal residence of a person who, in the judgment of the supervisor and board of review, by reason of poverty, is unable to contribute toward the public charges is eligible for exemption in whole or in part from the collection of taxes under this act. This section does not apply to the property of a corporation.”

MCL 211u (4) states “The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under this section. If the local assessing unit maintains a website, the local assessing unit shall make the policy and guidelines, and the form described in subsection (2)(b), available to the public on the website. The guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets.”

The Board of Review shall approve or deny the request for the poverty exemption. The Board of Review is required to follow the policy, income guidelines and asset guidelines adopted by the governing body of the local assessing unit in granting or denying a poverty exemption. The Board of Review shall follow the adopted policy and guidelines and are not permitted to deviate from the adopted policy and guidelines.

In order to grant a Poverty Exemption, each governing body must develop a set of guidelines to determine whether the applicant qualifies for a one (1) year exemption from property taxes. (The exemption may be re-applied for each year)

The applicant(s) shall not have total assets (excluding the value of the principal residence subject to the exemption request and excluding the value of one automobile) more than the guidelines set below. Assets exceeding the amounts stated below will result in a denial of the poverty exemption.

Size of Family Unit	Asset Guidelines
1	\$5,000
2	\$10,000
3	\$15,000
4	\$20,000
5	\$20,000
6	\$20,000
7	\$20,000
8	\$20,000
For each additional person	N/A

As the guidelines include a Total Asset limit, and changes to the Federal Poverty Income Guidelines, Council is presented with updated guidelines each year for their approval.





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## CITY COUNCIL AGENDA ITEM

### Financial Considerations:

- There were thirteen (13) poverty exemptions applied for in 2024 at the March Board of Review. Eight (8) exemptions were granted, totaling \$970,140 in Taxable Value. This amounts to **\$9,569.46** in exempted City taxes.
- This year, there were eight (8) exemptions applied for at the 2024 July Board of Review. There were three (3) exemptions that were granted at the July Board of Review totaling \$416,520 in Taxable Value. This amounts to **\$4,108.55** in exempted City taxes.
- The 2024 December Board of Review had one (1) exemptions granted (of the two (2) that applied). The 2024 Taxable Value was \$103,780, which equaled **\$1,023.68** in exempted City taxes.
- The total loss of City taxes for Poverty Exemptions in 2024 was **\$14,701.69** (compared to \$17,150.51 in 2023). This is a **14.28%** reduction in City property tax loss compared to 2023.

### Legal Considerations:

- The federal poverty guidelines and asset test are required by the State Tax Commission. The guidelines and asset test meet the requirements of these rulings.

### Policy Considerations:

- The guidelines are a State mandated requirement. They do not conform to current Council goals.

### Options:

- Council must adopt Poverty Guidelines and an Asset Test. Council may adopt the guidelines as presented, or modify them.



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## CITY COUNCIL AGENDA ITEM

### City of Troy – Assessing Department POVERTY EXEMPTION GUIDELINES INCOME STANDARDS 2025

The following are the Poverty thresholds as of 12/31/24 for use in setting Poverty Exemption Guidelines for **2025** assessments:

Number of People Residing in Homestead	Poverty Guidelines
1 Person	\$15,060
2 People	\$20,440
3 People	\$25,820
4 People	\$31,200
5 People	\$36,580
6 People	\$41,960
7 People	\$47,340
8 People	\$52,720
9 People (or more) add \$5,380 for each additional person	



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## CITY COUNCIL AGENDA ITEM

### CITY OF TROY POVERTY EXEMPTION GUIDELINES – 2025

MCL 211.7u, provides for a property tax exemption, in whole or part, for the principal residence of persons who, by reason of poverty, are unable to contribute to the public charges.

The City of Troy's standard for approving an exemption under the statute is based on an individual determination of hardship.

This is an exemption from taxes. If you claim poverty under the statute, you must file your claim with an Application for MCL 211.7u Poverty Exemption. This exemption is good for one year.

**STANDARD #1** Applicants must file a claim with the Board of Review for Poverty Exemption on Form 5737 in order to be considered for any exemption. Per MCL 211.7u(2)(b), federal and state income tax returns for the current or immediately preceding year for **all persons residing** in the principal residence, including any property tax credit returns. Additional documentation such as W-2 Forms, Deeds or Land Contracts and personal identification is mandatory, and must be attached to the Affidavit.


**STANDARD #2** A Poverty Exemption will not be granted if the household income is greater than the Poverty Guidelines adopted by the City Council.

**STANDARD #3** Applicants total assets cannot exceed the Asset Limit Test adopted by the City Council.

\*The Board of Review may require a home audit and inspection, done by the Assessing Department, as part of the exemption process.

\* The income of every person residing at the home must be reported.

## CITY COUNCIL AGENDA ITEM

Date: January 16, 2025 

To: Honorable Mayor and City Council Members

From: Lori Grigg Bluhm, City Attorney  
Nicole MacMillan, Assistant City Attorney

Subject: *National Express Wash II et al v. City of Troy; Case No. 24-211702-AA*

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The City was served with a Claim of Appeal, filed by National Express Wash II LLC (EI Car Wash) in the Oakland County Circuit Court (Judge Kwame Rowe). This appeal challenges the Planning Commission's decision denying EI Car Wash's application to construct a 6,000 square foot, mixed-use two-story building that proposed a car wash on the first floor and office space on the second floor on properties located on the northeast corner of Long Lake and Dequindre Road (2955 E. Long Lake Rd and 2995 E. Long Lake Rd). The owners of these parcels are also named as Appellants in the lawsuit.

The proposed site is zoned NN, Neighborhood Node (J) Form Based District, Site Type A. On or about March 27, 2024, Appellants formally asked for Preliminary Site Plan Approval and a Special Use Request. Under the City's Zoning Ordinance, office space is permitted by right. Car washes require Special Use approval. On October 22, 2024, Troy's Planning Commission held a public hearing, but postponed deliberations at Appellant's request, to allow for a full board.

Subsequently, Appellant made some changes to its application and reappeared before the Planning Commission on November 12, 2024. At that meeting, the Planning Commission denied the Special Use Request and Preliminary Site Plan, with a 5-4 vote. The minutes of this meeting were approved on November 26, 2024, triggering the appellate time frame. Shortly afterwards, Appellants submitted an appeal to the Zoning Board of Appeals on December 4, 2024. This appeal was administratively denied, since the ZBA does not have the authority to reverse Planning Commission's decision.

Appellant alleges that the Administrative and Planning Commission's decisions should be reversed based on non-compliance with the City's ordinances, and/or the failure to support the decisions with competent, material and subjective evidence. We have drafted a proposed resolution authorizing our office to represent the City's interest in this appeal.

Please let us know if you have any questions or concerns.

This case has been designated as an eFiling case, for more information please visit [www.oakgov.com/efiling](http://www.oakgov.com/efiling).

STATE OF MICHIGAN  
IN THE CIRCUIT COURT FOR THE COUNTY OF OAKLAND

(ON APPEAL FROM THE CITY OF TROY  
PLANNING COMMISSION AND ZONING BOARD OF APPEALS)

2955 E LONG LAKE LLC, a Michigan limited liability company, COLLARD LLC, a Michigan limited liability company and NATIONAL EXPRESS WASH II, LLC, a Delaware limited liability company,

2024-211702-AA

Case No. \_\_\_\_\_-AA

Appellants,

Hon. JUDGE KWAME' L. ROWE

v.

CITY OF TROY,  
a Michigan municipal corporation,

Appellee.

---

CARSON FISCHER, PLC  
JEFFREY B. SCHLUSSEL (P58409)  
DAVID E. SCHLACKMAN (P58894)  
Attorneys for Appellants  
4111 Andover Road, West – Second Floor  
Bloomfield Hills, Michigan 48302  
(248) 644-4840  
[jschlussel@carsonfischer.com](mailto:jschlussel@carsonfischer.com)  
[dschlackman@carsonfischer.com](mailto:dschlackman@carsonfischer.com)

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There is no other pending or resolved civil action arising out of the transaction or occurrence alleged in this Claim of Appeal.

**CLAIM OF APPEAL**

Appellants 2955 E Long Lake LLC, Collard LLC and National Express Wash II, LLC, by and through their counsel, CARSON FISCHER, P.L.C., claim an appeal from the November 12, 2024 decision by the City of Troy Planning Commission as memorialized in meeting minutes approved by the City of Troy Planning Commission at its November 26, 2024 meeting and the decision by the City of Troy Zoning Board of Appeals as set forth in the emails from the City of Troy dated December 13, 2024 and December 19, 2024, and for their Claim of Appeal state as follows:

FILED Received for Filing Oakland County Clerk 12/23/2024 11:11 AM

## PARTIES AND JURISDICTION

1. Appellant 2955 E Long Lake LLC, is a Michigan limited liability company that conducts business in Oakland County, Michigan and is the owner of real property located in the City of Troy, County of Oakland, commonly known as 2955 East Long Lake Road, Troy, MI 48085 (Parcel ID: 20-12-476-049) (the “2955 Property”).

2. Appellant Collard LLC, is a Michigan limited liability company that conducts business in Oakland County, Michigan and is the owner of real property located in the City of Troy, County of Oakland, commonly known as 2995 East Long Lake Road, Troy, MI 48084 (Parcel ID: 88-20-12-46-045) (the “2995 Property”).

3. National Express Wash II, LLC, a Delaware limited liability company that is authorized to conduct, and conducts, business in Oakland County Michigan, is the buyer under an agreement to purchase the 2955 Property and is the buyer under a separate agreement to purchase the 2995 Property. The 2955 Property and the 2995 Property will collectively be referred to as the “Property”.

4. 2955 E Long Lake LLC, Appellant Collard LLC and National Express Wash II, LLC will collectively be referred to as “Appellants”.

5. Alrig USA, LLC (“Alrig”) is a Michigan limited liability company which, on behalf of and as authorized representative for Appellants, filed the Preliminary Site Plan Application and Special Use Request Application that are at issue in this Claim of Appeal.

6. Appellee City of Troy (hereinafter “City” or “Troy”) is a Michigan municipal corporation whose mailing address is 500 West Big Beaver, Troy, Michigan.

7. Troy’s Planning Commission was established by the City through its Zoning Ordinance and has such duties and responsibilities as are set forth in the City’s Zoning Ordinance

and the Michigan Planning Enabling Act (MCL §125.3101, *et. seq.*), including the authority under City's Zoning Ordinance to hear applications for and make decisions which relate to preliminary site plan approval and requests for special uses.

8. Troy's Zoning Board of Appeals ("ZBA") was established by the City through its Zoning Ordinance and has such duties and responsibilities as are set forth in the City's Zoning Ordinance and the Michigan Zoning Enabling Act (MCL §125.3801, *et. seq.*), including the authority under City's Zoning Ordinance to hear appeals arising from decisions of the City's Planning Commission which relate to site plan review and approval.

9. Jurisdiction of this Court exists in that this action involves an appeal as of right, pursuant to MCR 7.122, Michigan Constitution of 1963, Art 6, Sec 28 and MCL §§ 125.3605 and .3606, from the decision of the Planning Commission denying Appellants' application for Preliminary Site Plan and Special Use Request and from the decision of the ZBA in refusing to accept Appellants' appeal of the Planning Commission's decision.

10. Venue in this Court is proper as the Property and Appellee are located in Oakland County.

**FACTS GIVING RISE TO THE APPEAL**

11. The Property is currently zoned NN, Neighborhood Nodes (J) Form Based District, Site Type A.

12. The Property is approximately 1.5 acres and is located at the corner of Long Lake Road and Dequindre Road.

13. The Property is surrounded by dental/medical offices to the north, a gas station (Shell) to the south, a fast food restaurant (Arby's) to the west and a bank (Comerica Bank) to the east located across Dequindre Road in Sterling Heights.

14. On or about March 27, 2024, Alrig, as agent for Appellants, submitted to the City an application for Preliminary Site Plan approval and an application for a Special Use Request, collectively the “Application”. A copy of the Application is in Appellee’s possession.

15. Through the Application, Appellants sought approval for a plan to construct a 6,000 square foot, mixed-use two-story building on the Property featuring a car wash on the first floor, office space on the second floor, with the intention and goal to lease the office space to a non-profit organization, a communal gathering space with an area designated for periodic use as an outdoor kitchen for special events and occasions and a bicycle repair station, along with an outdoor art feature and “Welcome to Troy” signage (the “Project”).

16. The Application was submitted following three (3) meetings between representatives for the Appellants and the City to discuss the Project.

17. Under the current zoning for the Property, office space is permitted by right and car washes require Special Use approval.

18. Section 8.06 of the Troy Zoning Ordinance provides the following with respect to Site Plan review standards:

#### SECTION 8.06 SITE PLAN REVIEW DESIGN STANDARDS

These design standards are intended to enhance the overall character of Troy by building upon patterns of development that create or enhance sense of place and have well-defined and vibrant design context.

The following general standards and any standards established for a specific use shall be applied when considering a site plan application:

A. Development shall ensure compatibility to existing commercial districts and provide a transition between land uses through application of the following requirements:

1. Building design shall enhance the character of the surrounding area in relation to building and parking placement, landscape and streetscape features, and architectural design.



2. Street fronts shall provide a variety of architectural expression that is appropriate in its context and prevents monotony.

3. Building design shall achieve a compatible transition between areas with different height, massing, scale, and architectural style.

B. Development shall incorporate the following recognized best architectural building design practices:

1. Foster a lasting impact on the community through the provision of high quality design, construction, and detailing.

2. Provide high quality, durable materials, such as but not limited to stone, brick, glass, and metal. E.I.F.S. or material equivalent shall only be used as an accent material.

3. Develop buildings with creativity that includes balanced compositions and forms.

4. Design roofs that are appropriate to the architectural style of the building and create an appropriate visual exterior mass of the building given the context of the site.

5. For commercial buildings, incorporate clearly defined, highly visible customer entrances using features such as canopies, porticos, arcades, arches, wing walls, ground plane elements, and/or landscape planters.

6. Include community amenities that add value to the development such as patio/seating areas, water features, art work or sculpture, clock towers, pedestrian plazas with park benches or other features located in areas accessible to the public.

C. Enhance the character, environment and safety for pedestrians and motorists through the following requirements:

1. Provide elements that define the street and the pedestrian realm.

2. Create a connection between the public right of way and ground floor activities.

3. Create a safe environment by employing design features to reduce vehicular and pedestrian conflict, while not sacrificing design excellence.

4. Enhance the pedestrian realm by framing the sidewalk area with trees, awnings, and other features.

5. Improve safety for pedestrians through site design measures.

19. With respect to the procedure for the review of a Special Use application, §9.02 D.

of Troy's Zoning Ordinance provides:

D. Planning Commission Action. At the public hearing, the Planning Commission shall review the application for Special Use approval, and shall either approve the application, approve the application with conditions, deny the application or postpone action. The Planning Commission's decision shall be made a part of the public record, and incorporated into a resolution. Any conditions required by the Planning Commission for approval shall also be made a part of the public record, and incorporated into the resolution.

20. Additionally, §9.03 of Troy's Zoning Ordinance provides the standards to be applied by the Planning Commission when considering a Special Use Request application:

#### SECTION 9.03 SPECIAL USE STANDARDS

A. The Planning Commission shall consider the following general standards and any standards established for a specific use when reviewing a special use request.

1. Compatibility with Adjacent Uses. The Special Use shall be designed and constructed in a manner harmonious with the character of adjacent property and the surrounding area. In determining whether a Special Use will be harmonious and not create a significant detrimental impact, as compared to the impacts of permitted uses.

2. Compatibility with the Master Plan. The proposed Special Use shall be compatible and in accordance with the goals and objectives of the City of Troy Master Plan and any associated sub-area and corridor plans.

3. Traffic Impact. The proposed Special Use shall be located and designed in a manner which will minimize the impact of traffic, taking into consideration: pedestrian access and safety; vehicle trip generation (i.e. volumes); types of traffic, access location, and design, circulation and parking design; street and bridge capacity and, traffic operations at nearby intersections and access points. Efforts shall be made to ensure that multiple transportation modes are safely and effectively

accommodated in an effort to provide alternate modes of access and alleviate vehicular traffic congestion.

4. Impact on Public Services. The proposed Special Use shall be adequately served by essential public facilities and services, such as: streets, pedestrian or bicycle facilities, police and fire protection, drainage systems, refuse disposal, water and sewage facilities, and schools. Such services shall be provided and accommodated without an unreasonable public burden.

5. Compliance with Zoning Ordinance Standards. The proposed Special Use shall be designed, constructed, operated and maintained to meet the stated intent of the zoning districts and shall comply with all applicable ordinance standards.

6. Impact on the Overall Environment. The proposed Special Use shall not unreasonably impact the quality of natural features and the environment in comparison to the impacts associated with typical permitted uses.

7. Special Use Approval Specific Requirements. The general standards and requirements of this Section are basic to all uses authorized by Special Use Approval. The specific and detailed requirements relating to particular uses and area requirements must be also satisfied for those uses.

B. The Planning Commission shall also consider the following factors when reviewing a special land use request:

1. The nature and character of the activities, processes, materials, equipment, or conditions of operation; either specifically or typically associated with the use.

2. Vehicular circulation and parking areas.

3. Outdoor activity, storage and work areas.

4. Hours of operation.

5. Production of traffic, noise vibration, smoke, fumes odors, dust, glare and light.

21. Following the submission of the Application, Applicants made numerous changes to the plans after receiving comments and suggestions from the City and its representatives in both

written correspondence and an in-person meeting. Copies of the revised plans and correspondence between the City and the Applicants are in the City's possession.

22. On October 22, 2024, the Planning Commission conducted a public hearing on the Application at which time the Planning Commission approved a motion to postpone consideration of the Application to a future meeting. A copy of the October 22, 2024 Minutes are in the possession of the City.

23. On or about October 29, 2024, Appellants again submitted revised plans for the Project, which revised plans addressed comments raised by the Planning Commission during the October 22, 2024 meeting. A copy of the October 29, 2024 submission is in the City's possession.

24. On November 12, 2024, the Planning Commission conducted its public hearing on the Application.

25. On or about November 7, 2024, and apparently in preparation for the November 12, 2024 Planning Commission meeting, R. Brent Savidant, the Community Development Director for the City delivered to the Planning Commission a memo, with attachments, stating that "City Management" recommends approval of the Project. A copy of the November 7, 2024 memo with attachments is in the possession of the City.

26. The Application conformed to, and satisfied, all standards of the Zoning Ordinance.

27. Despite the fact that the Application was in full conformance with all objective standards of the City's Zoning Ordinance, at its November 12, 2024 meeting, the Planning Commission did not vote in favor of the motion to approve the Application (the "Planning Commission Decision").

28. On November 26, 2024, the Planning Commission approved the minutes of the November 12, 2024 Planning Commission meeting, at which it did not approve the motion seeking

approval of the Application. A copy of the November 12, 2024 Minutes are attached hereto as Exhibit A.

29. Instead of basing its decisions on the express, measurable and objective standards of its Zoning Ordinance, the City's Planning Commission failed to approve the Application based upon improper standards, improper subjective determinations and other misapplications of the City's Ordinances.

30. In addition to abusing its discretion by misapplying its own standards, the Planning Commission Decision was also not supported by competent, material and substantial evidence. In fact, the Planning Commission Decision was directly contrary to the only evidence in the record. Such a conclusion is evidenced by the fact that there were no substantive discussions of any of the standards contained in the City's Zoning Ordinance and no specific factual findings underlying the Planning Commission Decision.

31. On December 4, 2024, Appellants timely filed a Zoning Board of Appeals Application (the "ZBA Application") seeking to have the November 12, 2024 Planning Commission Decision reversed. A copy of the ZBA Application is in the City's possession.

32. Through email correspondence dated December 13, 2024 and December 19, 2024, the City refused to accept, and essentially denied without a hearing, the ZBA Application alleging that the ZBA "does not have the power to reverse or modify the Planning Commission's decision" (the "ZBA Decision"). A copy of the ZBA Decision is attached hereto as Exhibit B.

33. Appellants have exhausted all of their administrative remedies.

#### **CLAIM OF APPEAL**

34. The allegations contained within all of the foregoing paragraphs are realleged and incorporated as if fully set forth herein.

35. The nature of the determinations being appealed from are the decisions made by the Planning Commission as reflected in the November 12, 2024 Meeting Minutes and the ZBA Decision denying Appellants' ZBA Application.

36. The statute authorizing the Planning Commission to hold the hearing that gave rise to the Planning Commission Decision is the Michigan Planning Enabling Act (MCL §125.3101, et. seq.) and sections of the Zoning Ordinance authorizing the Planning Commission to hold the hearing which gave rise to the Planning Commission Decision include §§ 8.06, 9.02 and 9.03.

37. The statute authorizing the ZBA to make the determination which gave rise to the ZBA Decision is the Michigan Zoning Enabling Act, including, but not limited to, MCL 125.3603 and the Zoning Ordinance authorizing the ZBA to hold the hearing includes §15.04.

38. This appeal is taken pursuant to the Michigan Constitution of 1963 including, but not limited to, Art 6, Sec 28, the Michigan Zoning Enabling Act including, but not limited to, MCL §§ 125.3605 and .3606, as well as MCR 7.103 and MCR 7.122 and the City's Zoning Ordinances.

39. Venue is based on the fact that the underlying dispute relates to an application for Preliminary Site Plan approval and an application for a Special Use Request for properties located within Oakland County and that Appellee is located in Oakland County.

40. The grounds on which relief is sought is that the Planning Commission erred and the Planning Commission Decision did not comply with the requirements of Michigan law including, but not limited to, Michigan Constitution of 1963, Art 6, Sec 28 and the requirements of MCR 7.122 when the Planning Commission made the Planning Commission Decision on November 12, 2024.

41. The Planning Commission Decision was improper and should be reversed because it:

- A. Was not authorized by law;
- B. Was not supported by competent, material, and substantial evidence on the whole record;
- C. Did not contain any specific factual findings underlying the Planning Commission Decision; and/or
- D. Was arbitrary and capricious and did not represent the reasonable exercise of discretion granted by the law to the Planning Commission.

42. Additionally, relief is sought because the ZBA erred and the ZBA Decision did not comply with the requirements of the City's Zoning Ordinance and MCL §125.3606 when it made the ZBA Decision.

43. The Decision of the ZBA was improper and should be reversed because it:

- A. Did not comply with the Constitution and laws of the State;
- B. Was not based on proper procedure;
- C. Was not supported by competent, material, and substantial evidence on the record; and/or
- D. Did not represent the reasonable exercise of discretion granted by the law to the ZBA.

WHEREFORE, Appellants respectfully request that upon consideration of this Appeal that the Court reverse the Planning Commission Decision, declare and adjudge that the City's failure to approve the Application was not authorized by law and not supported by competent, substantial and material evidence, order the City to approve the Application, issue any necessary permits and enjoin the City from interfering with or preventing the development of the Project pursuant to the Application.

Respectfully Submitted,

CARSON FISCHER, P.L.C.

*/s/ Jeffrey B. Schlusel*

JEFFREY B. SCHLUSSEL (P58409)

DAVID E. SCHLACKMAN (P58894)

Attorneys for Appellants

4111 Andover Road

West - Second Floor

Bloomfield Hills, MI 48302

(248) 644-4840

Dated: December 23, 2024



# Exhibit “A”

Chair Perakis called the Regular meeting of the Troy City Planning Commission to order at 7:01 p.m. on November 12, 2024, in the Council Chamber of the Troy City Hall. Chair Perakis and Vice Chair Malalahalli presented opening remarks relative to the role of the Planning Commission and procedure for tonight’s meeting.

1. ROLL CALL

Present:

Toby Buechner  
Carlton M. Faison  
Tyler Fox  
Michael W. Hutson  
Tom Krent  
David Lambert  
Lakshmi Malalahalli  
Marianna Perakis  
John J. Tagle

Also Present:

Ben Carlisle, Carlisle Wortman & Associates  
R. Brent Savidant, Community Development Director  
Julie Quinlan Dufrane, Assistant City Attorney  
Kathy L. Czarnecki, Recording Secretary

2. APPROVAL OF AGENDA

**Resolution # PC-2024-11-065**

Moved by: Faison  
Support by: Lambert

**RESOLVED**, To approve the agenda as prepared.

Yes: All present (9)

**MOTION CARRIED**

3. APPROVAL OF MINUTES – October 22, 2024

**Resolution # PC-2024-11-066**

Moved by: Buechner  
Support by: Fox

**RESOLVED**, To approve the minutes of October 22, 2024 Regular meeting as submitted.

Yes: Buechner, Faison, Fox, Hutson, Krent, Lambert, Malalahalli, Perakis  
 Abstain: Tagle

**MOTION CARRIED**

4. PUBLIC COMMENT

Rhonda Hendrickson, 3833 Estates, Troy; encouraged developers of the former Kmart Headquarters to incorporate a plaza or square similar to the public piazzas throughout Europe. She referenced written articles that addressed how plazas draw community engagement.

**SPECIAL USE APPROVALS**

5. SPECIAL USE AND PRELIMINARY SITE PLAN REVIEW (SU JPLN2024-025) – Proposed Adult Foster Care Small Group Home (Up to 10 Residents), West side of John R, South side of Abbotsford (5589 John R; PIN 88-20-12-152-003), Section 12, Currently Zoned R-1C (One Family Residential) Zoning District

Mr. Fox, liaison member of the Zoning Board of Appeals (ZBA), said discussion with the Assistant City Attorney determined he is not required to recuse himself from consideration of the Planning Commission action on this item. He said he is comfortable recusing himself should that be the Board’s desire.

The Board members agreed there is no reason for Mr. Fox to recuse himself from acting on the item.

Mr. Savidant gave a brief review of the applicant’s request to accommodate up to 10 residents for the Adult Foster Care Small Group Home at 5589 John R. He addressed the ZBA action taken at their October 15, 2024 meeting to grant relief from Section 6.02.B as relates to the required square footage of the site.

Teresita Sandoval was present. She referenced articles that address the need for communities and the support of the government to provide loving care of adults in their final years.

There was discussion on:

- No objections spoken at the Public Hearing on August 27, 2024.
- Number of communications received in support of the request.
- Board members expressed their support for the request.

**Resolution # PC-2024-11-067**

Moved by: Fox  
 Seconded by: Malalahalli

**WHEREAS**, The applicant received a variance from the Zoning Board of Appeals on October 15, 2024, granting relief from the minimum site area requirements of Section 6.02.B of Chapter 39 Zoning Ordinance; and,

**WHEREAS**, The variance permits the Adult Foster Care Small Group Home to accommodate up to 10 residents.

**RESOLVED**, That Special Use Approval and Preliminary Site Plan Approval for the proposed Small Group Home (Up to 10 Residents), West side of John R, South of Abbotsford (5589 John R; PIN 88-20-12-152-003), Section 12, Currently Zoned R-1C (One Family Residential) District, be **granted**.

Yes: All present (9)

**MOTION CARRIED**

6. SPECIAL USE APPROVAL AND PRELIMINARY SITE PLAN REVIEW (SU JPLN2024-0007) – Proposed EI Car Wash, Northwest corner of Long Lake and Dequindre (2955 and 2995 E Long Lake), Section 12, Currently Zoned NN (Neighborhood Node “J”) Zoning District

Mr. Carlisle briefly reviewed the proposed EI Car Wash application. He reminded the Board that a Public Hearing was held at their October 22, 2024 Planning Commission Regular meeting and the item was postponed at the request of the applicant for the presence of a full board. Mr. Carlisle referenced the October 22<sup>nd</sup> discussion and addressed the following changes to the application since last reviewed.

- Reallocation of the second floor car parking adjacent to the building. Office users do not have to cross vacuum spaces to enter the building.
- Reduction of the curb line adjacent to the stacking area to allow for easier turns into the stacking area off E Long Lake.
- Additional design features at the hard corner of Dequindre and E Long Lake:
  - Extended/enlarged the paved area along both Dequindre and E Long Lake.
  - Benches.
  - Bike repair station.
  - Seasonal outdoor kitchen/bar.
- Applicant’s narrative notes a replacement of EIFS (exterior insulation finishing systems) with brick. Mr. Carlisle noted the elevations still appear to have a significant amount of EIFS.

Mr. Carlisle asked the Planning Commission in their deliberation to take into consideration if the application complies with Section 9.02.D Special Use Standards and Section 8.06 Site Plan Review Design Standards and to discuss with the applicant the rationale for 30 parking/vacuum spaces and the use of EIFS building material.

Present were Gabriel Schuchman and Alejandro Fernandez of EI Car Wash, Eric Meyers of Krieger Klatt Architects and Jacob Swanson of Fleis & VandenBrink.

Mr. Meyers addressed the reduced percentage of EIFS from 12% to 8%. Mr. Schuchman agreed to all masonry building material should that be the desire of the Planning Commission.

Some comments during discussion related to the following:

- EIFS; percentage reduced to 8%. Mr. Carlisle said the reduced percentage could be considered as accent building material.
- Transparency calculations.
- Outdoor kitchen/bar area; partner with local businesses to offer variety of food and drink, oversight by on-site car wash manager, all season use weather permitting, parking.
- Proposed signage review and approval process by Code Enforcement department.
- Traffic study/assessment, as relates to 50 daily car count.
- Tenant/office use; nonprofit organizations, no use would be affiliated to car wash operation.
- Number of vacuum parking spaces. The applicant agreed to 25 spaces.
- Compatibility with NN (Neighborhood Node) Zoning District, adjacent uses, gateway to City.
- Compatibility with Site Plan Review Design Standards.
- Compatibility with Special Use Standards.
- Economic feasibility of a car wash.
- Internal vehicular circulation.
- Membership base operation, fees, and hours of operation.
- Mitigation of noise; vacuum producers located at aisle ends, fully enclosed in concrete.

Chair Perakis opened the floor for public comment. Acknowledging there was no one present who wished to speak, Chair Perakis closed the floor for public comment.

Mr. Tagle said the project might well serve the neighborhood and community with its mix of uses and it is an opportunity to improve a poor visual corner.

Mr. Schuchman said the \$12 million project offers three different uses that would serve the community. He addressed how they believe the project meets criteria of the Special Use Standards and Neighborhood Node zoning district.

**Resolution # PC-2024-11-068**

Moved by: Buechner  
 Seconded by: Krent

**RESOLVED**, That Special Use Approval and Preliminary Site Plan Approval for the proposed EI Car Wash, Northwest corner of Long Lake and Dequindre (2955 and 2995 E Long Lake), Section 12, Currently Zoned NN (Neighborhood Node “J”) District, be **granted**, subject to the following conditions:

1. Replace EIFS material to brick.
2. Reduce the vacuum parking spaces from 30 to 25.

Discussion on the motion on the floor.

Mr. Lambert said he supports the development. He addressed existing uses at that location, the opportunity for nonprofit operations to utilize office use, community engagement with the outdoor kitchen, sustainability features offered by the applicant and the applicant’s willingness to work with the Planning Commission.

Vote on the motion on the floor.

Yes: Buechner, Krent, Lambert, Tagle  
 No: Faison, Fox, Hutson, Malalahalli, Perakis

**MOTION FAILED**

**PRELIMINARY SITE PLAN APPROVAL**

7. PRELIMINARY SITE PLAN REVIEW (SP JPLN2024-0016) – Proposed Elevate Troy Mixed Use Development, South of Big Beaver, East of Todd (1787 and 1985 W Big Beaver; PIN 88-20-29-226-003, -002 and -020), Section 29, Currently Zoned BB (Big Beaver) Zoning District

Mr. Carlisle reviewed the proposed Elevate Troy Mixed Use Development, noting it is the most complicated infill site he has reviewed. He addressed the five parcels owned by the applicant, site and building layouts, traffic study, pedestrian circulation, location of trash enclosure and parking lot trees. Mr. Carlisle addressed parking related to the number of spaces, a shared parking agreement and parking on Todd Drive.

Mr. Carlisle expressed support for the Troy Elevate development because it adds a vertical mixed-use element to the Big Beaver corridor. He asked the Planning Commission in its deliberation to consider the items as identified in his report dated November 4, 2024. He said any approval of the proposed development should be subject to: 1) confirming the angle of the parking spaces where the 11-foot wide drive aisle is proposed (west side of the site); 2) relocating the dumpster to a space that will not impede traffic; 3) providing trash enclosure screening compliant with Section 13.03; and 4) providing a shared parking agreement.

Present were Jason Hamama of Encore Development, Sal Lorenzano of Designhaus Architecture and James Butler of PEA Group.

Some comments during discussion related to the following:

- Deficiency in required parking; shared parking, off-street parking on Todd Drive.
- Parking related to apartment residents, retail, restaurant, employees.
- Transparency requirements; nominal 5% deficiency, relief can be granted by Planning Commission through architectural features.
- Wall design alternative(s) on west elevation.
- Internal circulation; vehicular and pedestrian.
- Trash removal; location of dumpster for retail use, internal system for apartment residents.

- Residential use; floor plans; units for lease, lease charges, amenities.
- Retail uses, potentially coffee/sandwich shop, pilates/yoga, fast casual restaurant.
- Improvement of the northeast corner of the building to visual from Big Beaver.
- Southern plot of land; incorporate decorative elements, seating area, landscaping, etc.
- Shared parking agreement, as relates to same ownership of parcels. Future change in retail uses is overseen by administration to confirm the justification of required parking spaces.
- Compatibility with Site Plan Review Design Standards.
- Compatibility with Big Beaver Design Standards.

**Resolution # PC-2024-11-069**

Moved by: Fox  
Seconded by: Malalahalli

**RESOLVED**, That the proposed Elevate Troy Mixed Use Development, South of Big Beaver, East of Todd (1787 and 1985 W Big Beaver; PIN 88-20-29-226-003, -002 and -020), Section 29, Currently Zoned BB (Big Beaver) Zoning District, be **approved**, subject to the following:

1. The wall on the south side of the property will be appropriately decorated to the satisfaction of the Planning Department.
2. The northeast corner will be reevaluated to meet the Big Beaver Design Standards to the satisfaction of the City staff.
3. The southern parking lot and southern plot of land will be landscaped appropriately to create a pleasant view for adjacent properties to the satisfaction of the City staff.
4. Trash enclosure screening be provided and approved by City staff to be compliant with our Zoning Ordinance.
5. Contingent on a Shared Parking Agreement that is evaluated and approved by the City Attorney.

Yes: All present (9)

**MOTION CARRIED**

**OTHER ITEMS**

8. **GENERAL BUSINESS – 2025 MEETING SCHEDULE**

There was discussion on the proposed 2025 meeting dates.

**Resolution # PC-2024-11-070**

Moved by: Lambert  
Seconded by: Fox

**RESOLVED**, To **approve** the Regular meeting dates for the Planning Commission for 2025 with one amendment to delete the March 25<sup>th</sup> date.

Yes: All present (9)

**MOTION CARRIED**

9. PUBLIC COMMENT – For Items on the Agenda

There was no one present who wished to speak.

10. PLANNING COMMISSION COMMENT

There were general Planning Commission comments.

Ms. Dufrane addressed items on the November 19, 2024 Zoning Board of Appeals agenda.

- Consideration of appeals by two residents of the Planning Commission's July 23, 2024 Preliminary Site Plan approval of the proposed Wattles Square Apartments.
- Consideration of a variance request to add an addition to the home at 801 Hannah.

11. ADJOURN

The Regular meeting of the Planning Commission adjourned at 10:05 p.m.

Respectfully submitted,

Marianna J. Perakis, Chair

Kathy L. Czarniecki, Recording Secretary



# Exhibit “B”

# RE: 2955 & 2995 E. Long Lake Road Zoning Board of Appeals

Paul M Evans <P.Evans@troymi.gov>

Thu 12/19/2024 8:07 AM

To: Schlusssel, Jeffrey B. <jschlusssel@carsonfischer.com>;

Jeff, thanks for the question. I want to discuss this with Community Development Director Savidant before responding. The earliest I will be able to do this is the week of January 5, 2025.



**Paul Evans**  
**Zoning & Compliance Specialist**  
**City of Troy**  
O: 248.524.3364

**From:** Schlusssel, Jeffrey B. <jschlusssel@carsonfischer.com>  
**Sent:** Wednesday, December 18, 2024 2:06 PM  
**To:** Paul M Evans <P.Evans@troymi.gov>  
**Subject:** RE: 2955 & 2995 E. Long Lake Road Zoning Board of Appeals

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Paul,

Appreciate the email. Your email, however, seems to only address the Special Use Application, yet the ZBA Application we submitted was an appeal for the denial by the Planning Commission of both the site plan and the special use. Please confirm by responding to this email that the City's position is that the ZBA is not empowered to likewise consider our appeal of the Planning Commission's denial of the site plan application.

Thanks.

**Jeff Schlusssel**  
**Carson Fischer, PLC**  
(248) 644-4840-main  
(248) 798-4646-mobile

[Jschlusssel@carsonfischer.com](mailto:jschlusssel@carsonfischer.com)

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**From:** Schlusssel, Jeffrey B. <[jschlusssel@carsonfischer.com](mailto:jschlusssel@carsonfischer.com)>  
**Sent:** Friday, December 13, 2024 1:55 PM  
**To:** Paul M Evans <[P.Evans@troymi.gov](mailto:P.Evans@troymi.gov)>  
**Subject:** RE: 2955 & 2995 E. Long Lake Road Zoning Board of Appeals

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Thanks for the response.

**Jeff Schlusssel**  
**Carson Fischer, PLC**  
(248) 644-4840-main  
(248) 798-4646-mobile  
[Jschlusssel@carsonfischer.com](mailto:jschlusssel@carsonfischer.com)

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**From:** Paul M Evans <[P.Evans@troymi.gov](mailto:P.Evans@troymi.gov)>  
**Sent:** Friday, December 13, 2024 1:54 PM  
**To:** Schlusssel, Jeffrey B. <[jschlusssel@carsonfischer.com](mailto:jschlusssel@carsonfischer.com)>; Gabe Schuchman <[gabe@alrigusa.com](mailto:gabe@alrigusa.com)>; Steven Barrett <[sbarrett@alrigusa.com](mailto:sbarrett@alrigusa.com)>; Samantha Burgner <[sburgner@elcarwash.com](mailto:sburgner@elcarwash.com)>  
**Cc:** Brent Savidant <[SavidantB@troymi.gov](mailto:SavidantB@troymi.gov)>  
**Subject:** RE: 2955 & 2995 E. Long Lake Road Zoning Board of Appeals

Jeff, thanks for clarifying that the applicant is Appealing the Planning Commission's decision. Section 15.04 (G) of the Zoning Ordinance states, in part that, "... The Zoning Board of Appeals shall not have the power to reverse or modify the Planning Commission's decision to approve or deny a special use permit..."

Because the Zoning Board does not have the power to reverse or modify the Planning Commission's decision, I have no grounds to put this before the Board. Please disregard our request for the digital application package and fee.



**Paul Evans**  
**Zoning & Compliance Specialist**  
**City of Troy**  
O: 248.524.3364

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**From:** Schlusssel, Jeffrey B. <[jschlusssel@carsonfischer.com](mailto:jschlusssel@carsonfischer.com)>  
**Sent:** Friday, December 13, 2024 1:20 PM  
**To:** Paul M Evans <[P.Evans@troymi.gov](mailto:P.Evans@troymi.gov)>; Gabe Schuchman <[gabe@alrigusa.com](mailto:gabe@alrigusa.com)>; Steven Barrett <[sbarrett@alrigusa.com](mailto:sbarrett@alrigusa.com)>; Samantha Burgner <[sburgner@elcarwash.com](mailto:sburgner@elcarwash.com)>  
**Cc:** Julie Q Dufrane <[J.Dufrane@troymi.gov](mailto:J.Dufrane@troymi.gov)>  
**Subject:** RE: 2955 & 2995 E. Long Lake Road Zoning Board of Appeals

**CAUTION:** This email did not originate from within the City of Troy. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Paul,

Thanks for your email.

I believe the Application satisfies all relevant criteria of the Ordinance for application to the ZBA. The hardship letter included with the Application states, in part, “[t]he appropriate relief would be for **the ZBA to grant Applicant’s appeal and approve** the Site Plan and Special Use as allowed for the Property under the Zoning Ordinance.” (emphasis added) Applicant clearly indicated that it intended to appeal the decision of the Planning Commission to the ZBA.

Please confirm, and if not, please let us know as to what other documents, statements or information the City requires to complete the Application.

I look forward to hearing from you.

**Jeff Schlusssel**  
**Carson Fischer, PLC**  
(248) 644-4840-main  
(248) 798-4646-mobile  
[jschlusssel@carsonfischer.com](mailto:jschlusssel@carsonfischer.com)

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**From:** Paul M Evans <[P.Evans@troymi.gov](mailto:P.Evans@troymi.gov)>**Sent:** Friday, December 13, 2024 12:49 PM**To:** Gabe Schuchman <[gabe@alrigusa.com](mailto:gabe@alrigusa.com)>; Steven Barrett <[sbarrett@alrigusa.com](mailto:sbarrett@alrigusa.com)>; Schlusssel, Jeffrey B. <[jschlusssel@carsonfischer.com](mailto:jschlusssel@carsonfischer.com)>; Samantha Burgner <[sburgner@elcarwash.com](mailto:sburgner@elcarwash.com)>**Subject:** RE: 2955 & 2995 E. Long Lake Road Zoning Board of Appeals

Thanks Gabe. I've reviewed the letter from Carson Fischer, PLC, setting forth the explanation and request for Applicant's appeal. While the letter quotes part of Section 15.04 C of the Zoning Ordinance, the letter does not specify what action you desire the Board take. Are you requesting an appeal? A variance? Something else? The letter should be revised to clarify this.

Section 15.04 (G) of the Zoning Ordinance states, in part that, "... The Zoning Board of Appeals shall not have the power to reverse or modify the Planning Commission's decision to approve or deny a special use permit..."

If I have overlooked something, please advise immediately. Until this matter is resolved, the application is deemed incomplete.



**Paul Evans**  
**Zoning & Compliance Specialist**  
**City of Troy**  
O: 248.524.3364

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**From:** Gabe Schuchman <[gabe@alrigusa.com](mailto:gabe@alrigusa.com)>**Sent:** Friday, December 13, 2024 12:14 PM**To:** Paul M Evans <[P.Evans@troymi.gov](mailto:P.Evans@troymi.gov)>; Steven Barrett <[sbarrett@alrigusa.com](mailto:sbarrett@alrigusa.com)>; Schlusssel, Jeffrey B. <[jschlusssel@carsonfischer.com](mailto:jschlusssel@carsonfischer.com)>; Samantha Burgner <[sburgner@elcarwash.com](mailto:sburgner@elcarwash.com)>**Subject:** RE: 2955 & 2995 E. Long Lake Road Zoning Board of Appeals

**CAUTION:** This email did not originate from within the City of Troy. Do not click links or open attachments unless you recognize the sender and know the content is safe.

@Steven Barrett @Schlusssel, Jeffrey B. @Samantha Burgner

Thank you Paul. We will follow up ASAP.

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**From:** Paul M Evans <P.Evans@troymi.gov>  
**Sent:** Friday, December 13, 2024 12:12 PM  
**To:** Gabe Schuchman <gabe@alrigusa.com>  
**Subject:** 2955 & 2995 E. Long Lake Road Zoning Board of Appeals

Gabe, I am the Zoning Board of Appeals liaison for Troy. Today, Carson Fischer delivered a paper Zoning Board of Appeals application package. A digital version of all application materials is promptly required. This can be by dropping off a USB flash drive to the Planning Department.

Please also drop off the \$500 fee. Let me know if you have questions.



**Paul Evans**  
**Zoning & Compliance Specialist**  
**City of Troy**  
O: 248.524.3364



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

O-02a

## CITY COUNCIL REPORT

Date: January 27, 2025

To: Frank Nastasi, City Manager

From: Robert J. Bruner, Deputy City Manager  
Robert C. Maleszyk, Chief Financial Officer  
Kyle A. Vieth, Controller  
Kelly M. Timm, City Assessor

Subject: 2024 State Treasurer Reports for Local Development Finance Authority (LDFA) and  
Troy Downtown Development Authority (TDDA)

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Per reporting requirements outlined in State of Michigan Act 57 of 2018, attached you will find fiscal year ending 2024 annual reports recently submitted to the State Treasurer for the Troy LDFA and Troy DDA.

Thank you for your continuing support of the Troy LDFA and Troy DDA.

## Annual Report on Status of Tax Increment Financing Plan

<b>Send completed form to:</b> <a href="mailto:Treas-StateSharePropTaxes@michigan.gov">Treas-StateSharePropTaxes@michigan.gov</a> <small>Issued pursuant to 2018 PA 57, MCL 125.4911                  Filing is required within 180 days of end of authority's fiscal year ending in 2024. MCL 125.4911(2)</small>	<b>City of Troy</b>	TIF Plan Name 189357	For Fiscal Years ending in <b>2024</b>
Year AUTHORITY (not TIF plan) was created: 2003 Year TIF plan was created or last amended to extend its duration: 2017 Current TIF plan scheduled expiration date: 12/31/2034 Did TIF plan expire in FY24? No Year of first tax increment revenue capture: 2004 Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no? Yes If yes, authorization for capturing school tax: Certified Tech Park "Smart Zone" Year school tax capture is scheduled to expire:			

<b>Revenue:</b>	Tax Increment Revenue	\$	181,828
	Property taxes - from DDA millage only	\$	-
	Interest	\$	7,751
	State reimbursement for PPT loss (Forms 5176 and 4650)	\$	52,935
	Other income (grants, fees, donations, etc.)	\$	(5,175)
	<b>Total</b>	<b>\$</b>	<b>237,339</b>

Tax Increment Revenues Received	Revenue Captured	Millage Rate Captured
From counties	\$ 40,457	Yes
From cities	\$ 65,227	Yes
From townships	\$ -	
From villages	\$ -	
From libraries (if levied separately)	\$ -	
From community colleges	\$ 11,017	Yes
From regional authorities (type name in next cell)	\$ -	
From regional authorities (type name in next cell)	\$ -	
From regional authorities (type name in next cell)	\$ -	
From local school districts-operating	\$ 53,415	Yes
From local school districts-debt	\$ -	
From intermediate school districts	\$ 11,712	Yes
From State Education Tax (SET)	\$ -	
From state share of IFT and other specific taxes (school taxes)	\$ -	
<b>Total</b>	<b>\$ 181,828</b>	

<b>Expenditures</b>	Automation Alley Operations	\$	109,094
	Infrastructure	\$	-
	Administrative Services	\$	5,300
	Marketing Costs-Memberships	\$	20,000
	Other	\$	7
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
Transfers to other municipal fund (list fund name)		\$	-
Transfers to other municipal fund (list fund name)		\$	-
	<b>Transfers to General Fund</b>	<b>\$</b>	<b>-</b>
	<b>Total</b>	<b>\$</b>	<b>134,401</b>

<b>Total outstanding non-bonded indebtedness</b>	Principal	\$	-
	Interest	\$	-
<b>Total outstanding bonded indebtedness</b>	Principal	\$	-
	Interest	\$	-
	<b>Total</b>	<b>\$</b>	<b>-</b>

**Bond Reserve Fund Balance** \$ -

**Unencumbered Fund Balance** \$ 198,519

**Encumbered Fund Balance** \$ -

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	Overall Tax rates captured by TIF plan	
				TIF Revenue	
Ad valorem PRE Real	\$ -	\$ -	\$ -	0.000000	\$0.00
Ad valorem non-PRE Real	\$ 18,096,180	\$ 13,016,380	\$ 5,079,800	26.358600	\$133,896.42
Ad valorem industrial personal	\$ 1,711,100	\$ 885,930	\$ 825,170	18.745900	\$15,468.55
Ad valorem commercial personal	\$ 2,037,920	\$ 545,070	\$ 1,492,850	21.745900	\$32,463.37
Ad valorem utility personal	\$ -	\$ -	\$ -	0.000000	\$0.00
Ad valorem other personal	\$ -	\$ -	\$ -	0.000000	\$0.00
IFT New Facility real property, 0% SET exemption	\$ -	\$ -	\$ -	0.000000	\$0.00
IFT New Facility real property, 50% SET exemption	\$ -	\$ -	\$ -	0.000000	\$0.00
IFT New Facility real property, 100% SET exemption	\$ -	\$ -	\$ -	0.000000	\$0.00
IFT New Facility personal property on industrial class land	\$ -	\$ -	\$ -	0.000000	\$0.00
IFT New Facility personal property on commercial class land	\$ -	\$ -	\$ -	0.000000	\$0.00
IFT New Facility personal property, all other	\$ -	\$ -	\$ -	0.000000	\$0.00
Commercial Facility Tax New Facility	\$ -	\$ -	\$ -	0.000000	\$0.00
IFT Replacement Facility (frozen values)	\$ -	\$ -	\$ -	0.000000	\$0.00
Commercial Facility Tax Restored Facility (frozen values)	\$ -	\$ -	\$ -	0.000000	\$0.00
Commercial Rehabilitation Act	\$ -	\$ -	\$ -	0.000000	\$0.00
Neighborhood Enterprise Zone Act	\$ -	\$ -	\$ -	0.000000	\$0.00
Obsolete Property Rehabilitation Act	\$ -	\$ -	\$ -	0.000000	\$0.00
Eligible Tax Reverted Property (Land Bank Sale)	\$ -	\$ -	\$ -	0.000000	\$0.00
<b>Exempt (from all property tax) Real Property</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.000000</b>	<b>\$0.00</b>
<b>Total Captured Value</b>	<b>\$ 14,447,380</b>	<b>\$ -</b>	<b>\$ 7,397,820</b>	<b>Total TIF Revenue</b>	<b>\$181,828.34</b>



## Annual Report on Status of Tax Increment Financing Plan

<b>Send completed form to:</b> <a href="mailto:Treas-StateSharePropTaxes@michigan.gov">Treas-StateSharePropTaxes@michigan.gov</a> <small>Issued pursuant to 2018 PA 57, MCL 125.4911                  Filing is required within 180 days of end of authority's fiscal year ending in 2024. MCL 125.4911(2)</small>	<b>City of Troy</b>  <b>Downtown Development Authority</b>	TIF Plan Name  1993 2013 2033 No 1995 No No No	For Fiscal Years ending in  <b>2024</b>
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<b>Revenue:</b>	Tax Increment Revenue <span style="float: right;">\$ 2,716,620</span> Property taxes - from DDA millage only <span style="float: right;">\$ -</span> Interest <span style="float: right;">\$ 179,348</span> State reimbursement for PPT loss (Forms 5176 and 4650) <span style="float: right;">\$ -</span> Other income (grants, fees, donations, etc.) <span style="float: right;">\$ 5,693</span> <b>Total</b> <span style="float: right;"><b>\$ 2,901,661</b></span>
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Tax Increment Revenues Received	Revenue Captured	Millage Rate Captured
From counties	\$ 941,770	Yes
From cities	\$ 1,518,410	Yes
From townships	\$ -	
From villages	\$ -	
From libraries (if levied separately)	\$ -	
From community colleges	\$ 256,440	Yes
From regional authorities (type name in next cell)	\$ -	
From regional authorities (type name in next cell)	\$ -	
From regional authorities (type name in next cell)	\$ -	
From local school districts-operating	\$ -	
From local school districts-debt	\$ -	
From intermediate school districts	\$ -	
From State Education Tax (SET)	\$ -	
From state share of IFT and other specific taxes (school taxes)	\$ -	
<b>Total</b>	<b>\$ 2,716,620</b>	

<b>Expenditures</b>	Administrative Fees <span style="float: right;">\$ 54,000</span> Quality Development Initiative (QDI) <span style="float: right;">\$ -</span> Big Beaver Landscape Project <span style="float: right;">\$ 391,151</span> Big Beaver Corridor Maintenance <span style="float: right;">\$ 372,439</span> Debt Service Costs <span style="float: right;">\$ 703,357</span> Other Fees <span style="float: right;">\$ 5,161</span>           Transfers to other municipal fund (list fund name) <span style="float: right;">\$ -</span> Transfers to other municipal fund (list fund name) <span style="float: right;">\$ -</span> Transfers to General Fund <span style="float: right;">\$ -</span> <b>Total</b> <span style="float: right;"><b>\$ 1,526,108</b></span>
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<b>Total outstanding non-bonded indebtedness</b>	Principal <span style="float: right;">\$ -</span> Interest <span style="float: right;">\$ -</span>
<b>Total outstanding bonded indebtedness</b>	Principal <span style="float: right;">\$ 9,060,000</span> Interest <span style="float: right;">\$ 835,826</span> <b>Total</b> <span style="float: right;"><b>\$ 9,895,826</b></span>

<b>Bond Reserve Fund Balance</b>	<b>\$ 5,185,681</b>
<b>Unencumbered Fund Balance</b>	\$ -
<b>Encumbered Fund Balance</b>	\$ -

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	Overall Tax rates captured by TIF plan	
				TIF Revenue	
Ad valorem PRE Real	\$ -	\$ -	\$ -	0.000000	\$0.00
Ad valorem non-PRE Real	\$ 399,834,380	\$ 244,924,440	\$ 154,909,940	15.774800	\$2,443,673.32
Ad valorem industrial personal	\$ 517,740	\$ -	\$ 517,740	15.774800	\$8,167.24
Ad valorem commercial personal	\$ 81,052,830	\$ 64,267,830	\$ 16,785,000	15.774800	\$264,780.02
Ad valorem utility personal	\$ -	\$ -	\$ -	0.000000	\$0.00
Ad valorem other personal	\$ -	\$ -	\$ -	0.000000	\$0.00
IFT New Facility real property, 0% SET exemption	\$ -	\$ -	\$ -	0.000000	\$0.00
IFT New Facility real property, 50% SET exemption	\$ -	\$ -	\$ -	0.000000	\$0.00
IFT New Facility real property, 100% SET exemption	\$ -	\$ -	\$ -	0.000000	\$0.00
IFT New Facility personal property on industrial class land	\$ -	\$ -	\$ -	0.000000	\$0.00
IFT New Facility personal property on commercial class land	\$ -	\$ -	\$ -	0.000000	\$0.00
IFT New Facility personal property, all other	\$ -	\$ -	\$ -	0.000000	\$0.00
Commercial Facility Tax New Facility	\$ -	\$ -	\$ -	0.000000	\$0.00
IFT Replacement Facility (frozen values)	\$ -	\$ -	\$ -	0.000000	\$0.00
Commercial Facility Tax Restored Facility (frozen values)	\$ -	\$ -	\$ -	0.000000	\$0.00
Commercial Rehabilitation Act	\$ -	\$ -	\$ -	0.000000	\$0.00
Neighborhood Enterprise Zone Act	\$ -	\$ -	\$ -	0.000000	\$0.00
Obsolete Property Rehabilitation Act	\$ -	\$ -	\$ -	0.000000	\$0.00
Eligible Tax Reverted Property (Land Bank Sale)	\$ -	\$ -	\$ -	0.000000	\$0.00
<b>Exempt (from all property tax) Real Property</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.000000</b>	<b>\$0.00</b>
<b>Total Captured Value</b>	<b>\$ 309,192,270</b>	<b>\$ 309,192,270</b>	<b>\$ 172,212,680</b>	<b>Total TIF Revenue</b>	<b>\$2,716,620.58</b>



CITY MANAGER  
 CITY OF TROY, OAKLAND COUNTY  
 500 W. BIG BEAVER ROAD  
 TROY, MI 48084

**BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION NOTICE  
 OF HEARING  
 FOR THE GAS CUSTOMERS OF  
 DTE GAS COMPANY  
 CASE NO. U-21608**

- DTE Gas Company requests Michigan Public Service Commission for approval of a Gas Cost Recovery Plan, 5-year Forecast and Monthly GCR Factor for the 12 months ending March 31, 2026.
- The information below describes how a person may participate in this case.
- You may call or write DTE Gas Company One Energy Plaza, Detroit, MI 48226, 800-477-4747, for a free copy of its application. Any person may review the documents at the offices of DTE Gas Company or on the Commission's website at: <https://mi-psc.my.site.com/s/>.
- A pre-hearing will be held:

**DATE/TIME:** Wednesday, February 12, 2025 at 10:00 AM

**BEFORE:** Administrative Law Judge Sally L. Wallace

**LOCATION:** Video/Teleconference

**PARTICIPATION:** Any interested person may participate. Persons needing any assistance to participate or who are seeking access to the video/teleconference should contact the Administrative Law Judge's secretary at (517) 284-8130 or by email at [LARA-MOHR-PSC@michigan.gov](mailto:LARA-MOHR-PSC@michigan.gov) in advance of the hearing.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider DTE Gas Company's (DTE Gas) December 20, 2024 application requesting the Commission to: 1) approve a maximum base Gas Cost Recovery (GCR) factor of \$3.84 per Mcf that can be adjusted to a new maximum GCR rate by the monthly NYMEX-based contingency factor matrix, to be reflected in DTE Gas's monthly gas customer billings beginning April 1, 2025, and continuing through March 31, 2026, and further approves a Supplier of Last Resort (SOLR) Reservation Charge of an additional \$0.36 per Mcf that is billed to GCR customers while the Reservation Charge billed to Gas Cost Choice customers will be \$0.24 per Mcf; 2) find that DTE Gas's 5-Year (April 2025–March 2030) Forecast of Gas Requirements, Supplies and Costs, and Gas Supply Plan does not include any cost items that the Commission would be unlikely to permit DTE Gas to recover in the future; and 3) grant DTE Gas other and further relief as the Commission may find appropriate.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: <https://mi-psc.my.site.com/s/>. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in PDF format, as an attachment to an email sent to: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov). If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov).

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by February 5, 2025. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon DTE Gas Company's attorney, Carlton D. Watson, One Energy Plaza, 1650 WCB, Detroit, MI 48226.

The prehearing is scheduled to be held remotely by video conference or teleconference. Persons filing a petition to intervene will be advised of the process for participating in the hearing.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of their wish to make a statement of position. Mich Admin Code, R 792.10413 (Rule 413).

Any person wishing to file a public comment may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-21608**. Statements may be emailed to: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov). Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917.

All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Executive Secretary at the above address or by telephone at (517) 284-8090.

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

The Utility Consumer Representation Fund has been created for the purpose of aiding in the representation of residential utility customers in various Commission proceedings. Contact the Chairperson, Utility Consumer Participation Board, Department of Licensing and Regulatory Affairs, P.O. Box 30004, Lansing, Michigan 48909, for more information.

Jurisdiction is pursuant to 1909 PA 300, as amended, MCL 462.2 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6h et seq.; and Parts 1 & 4 of the Administrative Hearing Rules of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, R 792.10106(2), (3), (4), (5), (6), and (7); R 792.10121; and R 792.10401 through R 792.10448.

U-21608