

OFFICE OF THE COUNCIL

COUNCIL MEMBERS

JIM JOLLY, President
LAURA M. TOY, Vice President
SCOTT BAHR
ROB GJONAJ DONOVIC
BRANDON McCULLOUGH
KATHLEEN E. McINTYRE
SCOTT MORGAN



33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154-3097
(734) 466-2250
citycouncil@livonia.gov

OFFICE OF THE COUNCIL

**ELECTRONIC AGENDA PACKET FOR
THE REGULAR MEETING OF
MONDAY, MARCH 13, 2023
7:00 P.M.**

**The electronic agenda is compiled, produced and
distributed by the City Council Staff.
(734) 466-2250**

The official documents are on file in the City Clerk's office.

**1964th Regular Meeting of the Council of the City of Livonia
Monday, March 13, 2023**

7:00 p.m. - City Hall Auditorium
33000 Civic Center Drive
Livonia, Michigan

CALL TO ORDER

INVOCATION/PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENTATION OF MINUTES - Regular Meeting Minutes of February 27, 2023

AUDIENCE COMMUNICATION

REPORTS FROM THE MAYOR AND OTHER CITY OFFICIALS

CONSENT AGENDA

1. REQUEST TO WAIVE THE CITY'S NOISE ORDINANCE: Robert Rais, Knights of Columbus, re: to allow a car show with a DJ at Saint Colette's Catholic Church, 17600 Newburgh Road on Saturday, June 3, 2023, from 9:00 a.m. to 3:00 p.m.
2. WAIVER PETITION: Planning Commission, re: Petition 2023-01-02-01 submitted by Alleviate Acupuncture Wellness Clinic, requesting waiver use approval to operate a massage establishment at 33300 Five Mile Road, Suite 105, located on the northeast corner of Five Mile and Farmington Roads in the Southwest ¼ of Section 15.
3. REQUEST APPROVAL OF FINAL BUDGET ADJUSTMENTS FOR THE FISCAL YEAR ENDING NOVEMBER 30, 2022: Department of Finance, re: same.
4. AWARD OF BID: Livonia Public Library, re: for a Strategic Plan Consultant for the Livonia Public Library, from budgeted funds.
5. REQUEST FOR AUTHORIZATION TO WAIVE THE SEALED BID PROCESS AND PURCHASE FROM SOLE SOURCE PROVIDER: Department of Parks and Recreation, re: to purchase a pre-cast restroom building for Ben Celani Play Area, from budgeted funds.
6. REQUEST PERMISSION FROM WAYNE COUNTY TO CLOSE A PORTION OF FARMINGTON ROAD TO HOST LIVONIA'S ANNUAL MEMORIAL DAY CEREMONY: Department of Parks & Recreation, re: to close Farmington Road north and southbound from Five Mile Road to Roycroft, on Saturday, May 27, 2023, from 8:30 a.m. to 10:00 a.m.
7. REQUEST TO APPROVE INTERGOVERNMENTAL AGREEMENTS BETWEEN CHARTER COUNTY OF WAYNE AND CITY OF LIVONIA: Department of Parks and Recreation, re: for improvements at Mies Park and Ben Celani Play Area, from budgeted funds.

8. AWARD OF BID: Department of Parks and Recreation, re: for painting and wood replacement of the Alexander Blue House north side at Greenmead Historical Park, from budgeted funds.
9. REQUEST TO ADOPT A RESOLUTION PROCLAIMING FRIDAY, APRIL 28, 2023, AS ARBOR DAY IN THE CITY OF LIVONIA: Douglas L. Moore, Assistant Director of Public Works re: to be celebrated at Cleveland Elementary School, 28030 Cathedral St.
10. REQUEST FOR AUTHORIZATION TO WAIVE THE SEALED BID PROCESS AND PURCHASE TWO (2) 2023 FORD F550 REGULAR CAB 4X4 PICKUP TRUCKS TO BE UPFITTED AS A SMALL DUMP TRUCKS THROUGH THE STATE OF MICHIGAN AND MACOMB COUNTY BID PROCESS: Public Works Division, re: for use by the Roads Department, from budgeted funds.
11. REQUEST FOR AUTHORIZATION TO WAIVE THE SEALED BID PROCESS AND PURCHASE ONE (1) 2023 FORD F550 REGULAR CAB 4X4 PICKUP TRUCK TO BE UPFITTED AS A FLATBED TRUCK THROUGH THE STATE OF MICHIGAN AND MACOMB COUNTY BID PROCESS: Public Works Division, re: for use by the Roads Department, from budgeted funds.
12. REQUEST FOR ADDITIONAL APPROPRIATION: Department of Public Works, Water Department, re: for the surcharge of two (2) Freightliner 108SD trucks in the amount of \$13,400, due to the manufacturer price increase, from budgeted funds.
13. REQUEST TO APPROVE ALLIANCE OF ROUGE COMMUNITIES (ARC) ANNUAL ASSESSMENT FOR 2023: Public Works Division, re: in the amount of \$36,504.00, from budgeted funds.
14. REQUEST TO ACCEPT STORM WATER FACILITIES MAINTENANCE AGREEMENT: Engineering Division, re: from Crosswinds Court Subdivision, Inc., in conjunction with the construction of a storm water collection system that provides adequate drainage for the Dover Court Site Condominium, located on the west side of Dover Avenue, south of Ann Arbor Trail, in the Southwest 1/4 of Section 33.
15. AWARD OF CONTRACT: Engineering Division, re: for the 2023 Asphalt Road Paving Program, Contract 23-A.
16. REQUEST TO AMEND THE CONTRACT WITH OHM ADVISORS FOR CONSTRUCTION ENGINEERING SERVICES FOR THE 2023 ASPHALT ROAD PROGRAM (CONTRACT 23-A); Engineering Division, re: for same. (CR 336-21)
17. AWARD OF CONTRACT: Engineering Division, re: for the 2023 Concrete Road Maintenance/Selective Slab Program, Contract 23-J.
18. REQUEST TO AMEND THE CONTRACT WITH ANDERSON, ECKSTEIN AND WESTRICK, INC. FOR CONSTRUCTION ENGINEERING SERVICES FOR THE 2023 CONCRETE ROAD MAINTENANCE/SELECTIVE SLAB PROGRAM (CONTRACT 23-J): Engineering Division, re: for same. (CR 336-21)

UNFINISHED BUSINESS – MEETINGS OF THE COMMITTEE

19. CAPITAL OUTLAY AND INFRASTRUCTURE COMMITTEE MEETING OF MARCH 1, 2023

a. CR 02-23 Subject matter of the 2022 Facility Condition Assessment and Space Needs Assessment.

b. CR 48-23 Subject matter of the construction administration services for the Building Controls System Upgrade Project.

UNFINISHED BUSINESS

20. WAIVER PETITION: Planning Commission, re: Petition 2022-12-02-21 submitted by EROP, L.L.C. requesting to redevelop the site, including demolishing the existing restaurant (Archie's) and constructing a new automated auto wash facility (Whitewater Express), at 30471 Plymouth Road, located on the south side of Plymouth Road between Middlebelt Road and Milburn Avenue in the Northwest ¼ of Section 35.

21. REQUEST FOR APPROVAL TO OFFER FREE TEEN MEMBERSHIPS AT JACK E. KIRKSEY RECREATION CENTER: Department of Parks and Recreation, re: for Livonia teens ages 14-17 as a pilot program for the summer of 2023, from June 15, 2023, through September 4, 2023.

NEW BUSINESS

22. REQUEST TO APPROVE A SETTLEMENT: Department of Law, re: for Andrew Mathews v P.O. Tamer; U.S. District Court Case No. 2:21-cv-10361.

AUDIENCE COMMUNICATION

NOTICE(S)

In accordance with Title II of the American with Disabilities Act as it pertains to access to Public Meetings, the City Clerk's Office of the City of Livonia, upon adequate notice, will make reasonable accommodations for persons with special needs. Please call (734) 466-2236 or email clerk@livonia.gov if you need assistance. Council agendas are available on the City's website – www.livonia.gov - under Your Government, City Council, Agendas & Minutes.

SUSAN M. NASH, CITY CLERK

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 27, 2023**

Meeting was called to order at 8:00 p.m. by Council Vice President Toy. Present: Kathleen McIntyre, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, and Laura Toy. Absent: Jim Jolly.

Elected and appointed officials present: Susan Nash, City Clerk; Leo Neville, Assistant City Attorney; Todd Zilincik, City Engineer; Mark Taormina, Director of Planning and Economic Development; Josh Sabo, Director of Communications, and Casey O'Neil, Information Systems Director.

Councilmember McIntyre led the meeting in the Pledge of Allegiance.

1. REQUEST TO WAIVE THE CITY'S NOISE ORDINANCE: Robert Rais, Knights of Columbus, re: to allow a car show with a DJ at Saint Colette's Catholic Church, 17600 Newburgh Road on Saturday, June 3, 2023, from 9:00 a.m. to 3:00 p.m.

Robert Rais, 39499 N. Wind Court, presented the request to Council.

Councilmember Bahr offered an approving resolution for the Consent agenda.

DIRECTION:

APPROVAL

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

1.

City Clerk
February 8, 2023

MEETING DATE

S02272023

PREPARED BY

Lori Miller, Deputy City Clerk,

AGENDA ITEM

REQUEST TO WAIVE THE CITY'S NOISE ORDINANCE: Robert Rais, Knights of Columbus, re: to allow a car show with a DJ at Saint Colette's Catholic Church, 17600 Newburgh Road on Saturday, June 3, 2023, from 9:00 a.m. to 3:00 p.m.

BACKGROUND

Request for 6th Annual Car Show in parking lot at 17600 Newburgh Road, with a DJ to provide music from 9:00 a.m. to 3:00 p.m. on Saturday, June 3, 2023.

RECOMMENDATION

Approve as submitted.

FISCAL CONSIDERATION

N/A.

ATTACHMENTS

1. K of C Sixth Annual Car Show Request, 02-07-23

APPROVED BY

FEB. 7, 2023

Livonia Council

Request noise waiver for 6th Annual
Car Show. Date June 3, 2023 at St. Colette
Church parking lot. We will have a DJ
from 9:00 AM to 3:00 PM. The Event will be
run by the Dr. Thomas A. Dooley Kof C #5492.

Robert H. Rais
Kof C Chairperson
248-348-0399

39499 Northwind Wind Ct.
Northville, Mich. 48167
bobdebrais@hotmail.com

RECEIVED
OFFICE OF THE CITY CLERK
2023 FEB - 7 PM 4: 56

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 27, 2023**

Meeting was called to order at 8:00 p.m. by Council Vice President Toy. Present: Kathleen McIntyre, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, and Laura Toy. Absent: Jim Jolly.

Elected and appointed officials present: Susan Nash, City Clerk; Leo Neville, Assistant City Attorney; Todd Zilincik, City Engineer; Mark Taormina, Director of Planning and Economic Development; Josh Sabo, Director of Communications, and Casey O'Neil, Information Systems Director.

Councilmember McIntyre led the meeting in the Pledge of Allegiance.

3. WAIVER PETITION: Planning Commission, re: Petition 2023-01-02-01 submitted by Alleviate Acupuncture Wellness Clinic, requesting waiver use approval to operate a massage establishment at 33300 Five Mile Road, Suite 105, located on the northeast corner of Five Mile and Farmington Roads in the Southwest $\frac{1}{4}$ of Section 15.

Ruth Lehmann, owner, presented the request to Council.

Councilmember Morgan offered an approving resolution for the Consent agenda.

DIRECTION:

APPROVAL

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

3.

Planning
February 15, 2023

MEETING DATE

S022723/R031323

PREPARED BY

Stephanie Reece, Program Supervisor,

AGENDA ITEM

WAIVER PETITION: Planning Commission, re: Petition 2023-01-02-01 submitted by Alleviate Acupuncture Wellness Clinic, requesting waiver use approval to operate a massage establishment at 33300 Five Mile Road, Suite 105, located on the northeast corner of Five Mile and Farmington Roads in the Southwest $\frac{1}{4}$ of Section 15.

BACKGROUND

February 15, 2023

Honorable Members of the City Council
City of Livonia, Michigan

Re: Petition 2023-01-02-01 - Alleviate Accupuncture

Dear Council Members:

At the 1,195th Public Hearings and Regular Meeting held by the City Planning Commission on February 14, 2023, the following resolution was adopted:

RECOMMENDATION

#02-10-2023 RESOLVED, That pursuant to a Public Hearing having been held by the City Planning Commission on February 14, 2023, on Petition 2023-01-02-01 submitted by Alleviate Acupuncture Wellness Clinic requesting waiver use approval under Section 6.37 of the Livonia Vision 21 Zoning Ordinance, as amended, to operate a massage establishment at 33300 Five Mile Road, Suite 105, located on the northeast corner of Five Mile and Farmington Roads in the Southwest $\frac{1}{4}$ of Section 15, the Planning Commission does hereby recommend to the City Council that Petition 2023-01-02-01 be approved subject to the following conditions:

1. The use of a massage establishment at this location is allowed, provided that City Council waives the requirement under Section 6.37(3) that no massage establishment shall be located within four hundred feet (400') of a park.
2. This waiver is limited to Alleviate Acupuncture Wellness Clinic and shall only be transferred to another user after first obtaining City Council approval.
3. The Petitioner shall comply with all other special waiver use standards and requirements as

outlined in Section 6.37 of the Zoning Ordinance and Chapter 5.49 of the Livonia Code of Ordinances, and

4. The Petitioner shall not engage in any form of solicitation for business within the public right-of-way of Farmington and Five Mile Roads.

FURTHER RESOLVED, That notice of the above hearing was given in accordance with the provisions of Section 13.13 of Livonia Vision 21 Zoning Ordinance, as amended.

FISCAL CONSIDERATION

ATTACHMENTS

1. 2023-01-02-01_E-COUNCIL Pkt

APPROVED BY



Mark Taormina, Planning and Economic Development Director

Date: February 17, 2023



Maureen Miller Brosnan, Mayor

Date: February 17, 2023

Petition 2023-01-02-01 submitted by Alleviate Acupuncture Wellness Clinic requesting waiver use approval, pursuant to Section 6.37 of the Livonia Vision 21 Zoning Ordinance, as amended, to operate a massage establishment at 33300 Five Mile Road, Suite 105, located on the northeast corner of Five Mile and Farmington Roads in the Southwest ¼ of Section 15.

CITY OF LIVONIA, MICHIGAN
APPLICATION FOR WAIVER USE APPROVAL

All applications must be presented in triplicate to the City Clerk, 33000 Civic Center Drive, Livonia, MI 48154-3097. Applications must include property owner's name, address and notarized signature.

For filing fee see below for computation

Date Filed: 1/17/23 Petition 2023-01-02-01
Site Address: 33300 5 Mile Rd. Suite 105 Sidwell _____ Zoning of Property _____
Requesting Approval To Add Therapeutic Medical Massage Service to Acupuncture Wellness Clinic
Applicant: Ruth Lehmann Business/Company: Alleviate Acupuncture Wellness C
Applicant's Address: 33300 5 Mile Rd. Suite 105 City: Livonia State: MI Zip Code: 48154
Applicant's Phone # (248) 479-2108 Applicant's Email alleviateacu@gmail.com
Contact Person: Ruth Lehmann Business/Company: Alleviate Acupuncture Wellness C
Contact's Address: 33300 5 Mile Rd. Suite 105 City: Livonia State: MI Zip Code: 48154
Contact's Phone # (262) 620-3979 Contact's Email alleviateacu@gmail.com

Please provide the following information:

- 1) **Site Plan** showing:
 - property dimensions, including road right-of-way & building setback lines
 - foot print of building(s), including dimensions & square footage
 - all easements, protective walls, sidewalks & existing trees
 - any significant topographic features (existing or proposed)
 - parking layout, including type of surface material, sizes of spaces & aisles
 - method used in calculating parking requirement
 - location of light standards servicing parking lot & cutout showing type & height
 - location of trash receptacle, including description of screening
 - location of signs
- 2) **Detailed Landscape Plan** including:
 - listing or labeling of all planted materials as to type and size
 - areas to be fully irrigated
 - percentage of landscaping provided (15% of total site required)
- 3) **Building Elevation Plan** depicting:
 - architectural quality
 - wall section & detail plan - exterior building materials must be labeled (i.e. brick, thin brick, E.F.I.S.)
 - all visible rooftop mechanical equipment and how they will be screened
- 4) **General Floor Plan** showing:
 - floor layout
 - entrances & exits
 - restaurants are required to illustrate seating arrangement & capacity
- 5) **One (1) set of reduced plans** (i.e. site, landscape, elevation, floor), **a maximum 11" x 17" in size, or digital file in a .pdf format either on CD or emailed to planning@livonia.gov**
- 6) **Legal Description** of the property to be considered (Clearly Printed)
- 7) Three (3) completed application forms & **three (3)** sets of full-size drawings

RECEIVED
JAN 17 2023
CITY OF LIVONIA
PLANNING COMMISSION

You are invited and encouraged to review your proposal with the Planning Department staff. Only one set of preliminary drawings will be necessary for this analysis.

FEE COMPUTATION	\$700.00 (\$400 publication fee plus \$300 base review fee) plus
_____ sq. ft. of new construction x \$20.00 per 1,000 sq. ft. plus \$30 per lot or unit for residential construction.	(NOTE: Round off to nearest 1,000) + _____
	Total Amount Due \$ _____

Owner of Property: Hart & Leidal Investment Co.
Owner's Address: 12100 Globe St. City: Livonia State: MI Zip Code: 48150
Owner's Phone # (734) 306-9203 Owner's Email bleidal@leidalandhart.com
Signature of Owner: _____ Print Name: Brad Leidal

Subscribed and sworn to before me, a Notary Public in and for the County of Wayne State of Michigan

KATHRYN A. RAMESBOTTOM
Notary Public, State of Michigan

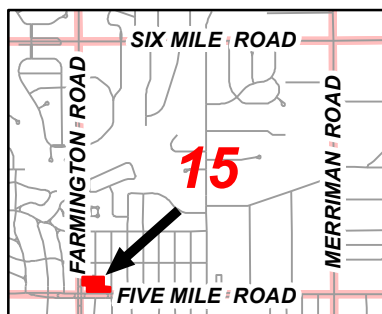
County Of Wayne Signature of Notary Kathryn A. Ramesbottom

My Commission Expires 08-23-2024

Acting in the County of Wayne

RECEIVED
OFFICE OF THE CITY CLERK

2023 JAN 17 AM 9:31



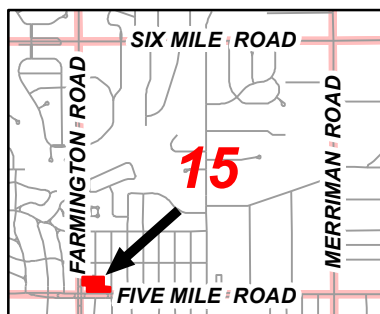
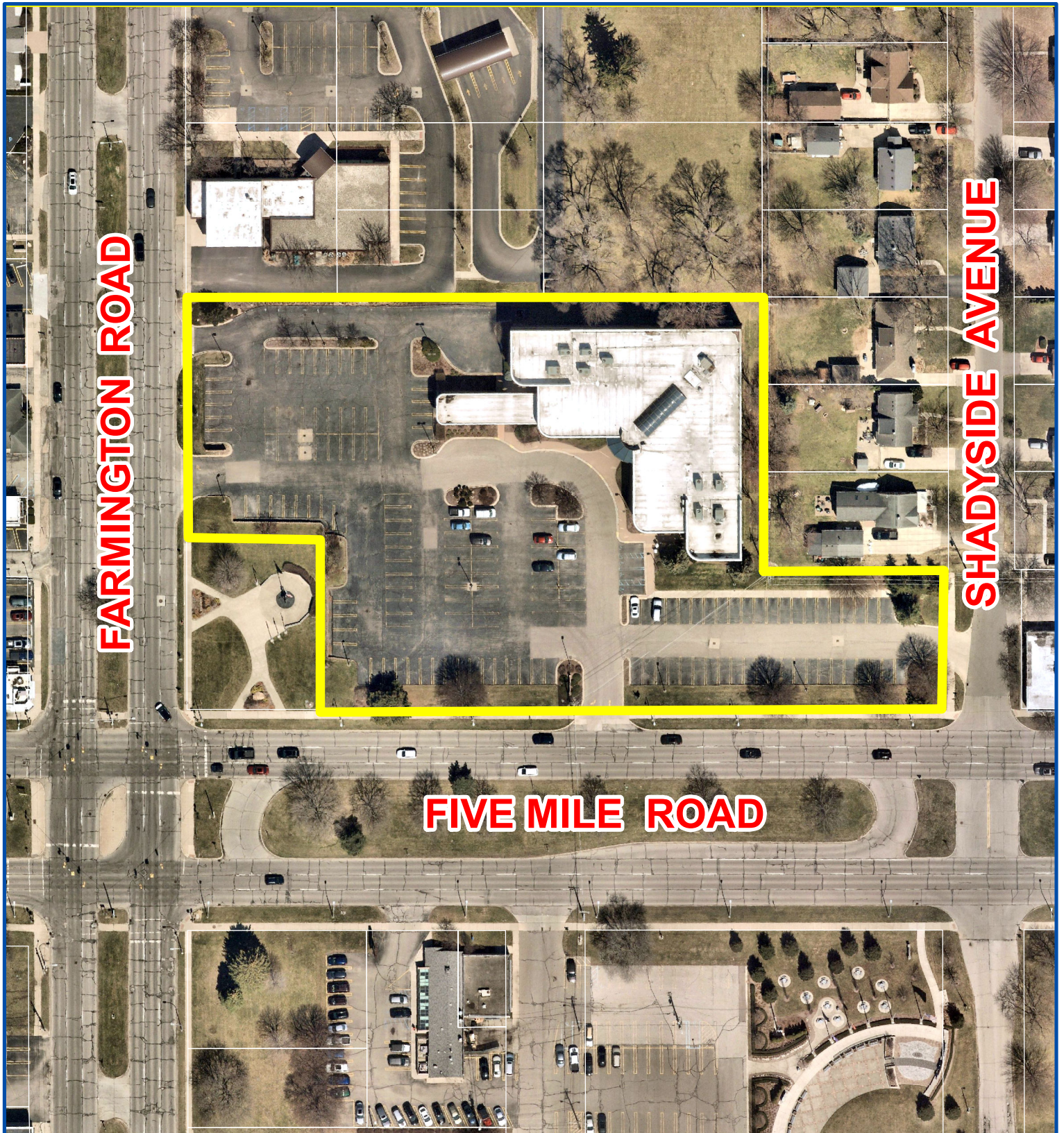
Address & Zoning Map

Petition 2023-01-02-01
 Alleviate Acupuncture Wellness Clinic
 33300 Five Mile Road, Suite 105
 to operate a massage establishment



Not to Scale

City of Livonia
 Planning Department



Aerial Map

Petition 2023-01-02-01
Alleviate Acupuncture Wellness Clinic
33300 Five Mile Road, Suite 105
to operate a massage establishment



Not to Scale



City of Livonia
Planning Department

PLANNING COMMISSION STAFF NOTES

PUBLIC HEARING

ITEM 2

Petition 2023-01-02-01 submitted by Alleviate Acupuncture Wellness Clinic requesting waiver use approval under Section 6.37 of the Livonia Vision 21 Zoning Ordinance, as amended, to operate a massage establishment at 33300 Five Mile Road, Suite 105, located on the northeast corner of Five Mile and Farmington Roads in the Southwest ¼ of Section 15.

February 7, 2023: Study Meeting:

Alleviate Acupuncture Wellness Clinic is seeking waiver use approval to include massage therapy as part of its business operations. Alleviate Acupuncture Wellness Clinic is located within the Civic Center Office Plaza at the northeast corner of Five Mile and Farmington Roads. The subject site is 3.13 acres in area, with approximately 420 feet of frontage on Five Mile Road and 180 feet of frontage along Farmington Road. The building is two stories in height and has a gross floor area of approximately 35,700 square feet. Most of the site's off-street parking is located in the front yard. Directly at the corner of Five Mile and Farmington Roads is a small city-owned parcel known as Veteran's Memorial Park, zoned P-L, Public Lands. The subject site is zoned C-1, Local Business. Massage establishments are permitted with waiver use approval in a C-1 District under Section 6.37 of the Zoning Ordinance.

Alleviate Acupuncture Wellness Clinic currently occupies Suite 105 on the first floor near the southwest corner of the building. Suite 105 is approximately 4,800 square feet in size. Now, the principal use of the business is acupuncture, which—because it is not considered massage—is treated as a permitted use. Expanding the service to include massage therapy requires the approval of a waiver.

The submitted floor plan shows the general layout of the interior, which includes a lobby and reception area, several individual treatment rooms, offices, and a restroom. The Zoning Ordinance restricts the daily hours of operation of any massage establishment to the period from 8:00 a.m. to 10:00 p.m.

Section 6.37(3) of the Zoning Ordinance stipulates that no massage establishment shall be located within 400 feet of any other property either occupied or approved for a massage establishment. The proposed massage establishment complies with this requirement since no other massage establishments are located within 400 feet of the proposed location.

Section 6.37(3) also requires that a massage establishment not be within 400 feet of a school, place of worship, state-licensed daycare facility, public library, playground, or public park, as measured from any point of the subject property to any point of the properties listed above. As mentioned, there is a public park abutting this property. Since the park is located within 400 feet of the subject site,

PUBLIC HEARING

ITEM 2 Petition 2023-01-02-01 – Alleviate Acupuncture

Page 2

this requirement must be waived by the City Council through a separate resolution in which two-thirds ($\frac{2}{3}$) of the members concur.

No modifications to the building exterior are planned in connection with the proposed massage establishment.

Parking is based on the overall requirement for the entire office plaza. The required parking for the plaza, because the users are office and retail, is based on the parking schedule for group commercial centers. The available parking at the Civic Center Office Plaza is adequate for the needs of the proposed massage establishment.

February 14, 2023: Public Hearing:

Approving Resolution: This request to operate a massage establishment at 33300 Five Mile Road, Suite 105, is hereby approved, subject to City Council approval and the following conditions:

1. The use of a massage establishment at this location is allowed, provided that City Council waives the requirement under Section 6.37(3) that no massage establishment shall be located within four hundred feet (400') of a park.
2. This waiver is limited to Alleviate Acupuncture Wellness Clinic and shall only be transferred to another user after first obtaining City Council approval.
3. The Petitioner shall comply with all other special waiver use standards and requirements as outlined in Section 6.37 of the Zoning Ordinance and Chapter 5.49 of the Livonia Code of Ordinances, and
4. The Petitioner shall not engage in any form of solicitation for business within the public right-of-way of Farmington and Five Mile Roads.

Denying Resolution: This request to operate a massage establishment at 33300 Five Mile Road, Suite 105, is denied for the following reasons:

1. The petitioner has failed to comply with all general standards and requirements of Sections 1.02 and 13.13 of the Livonia Vision 21 Zoning Ordinance.

PUBLIC HEARING

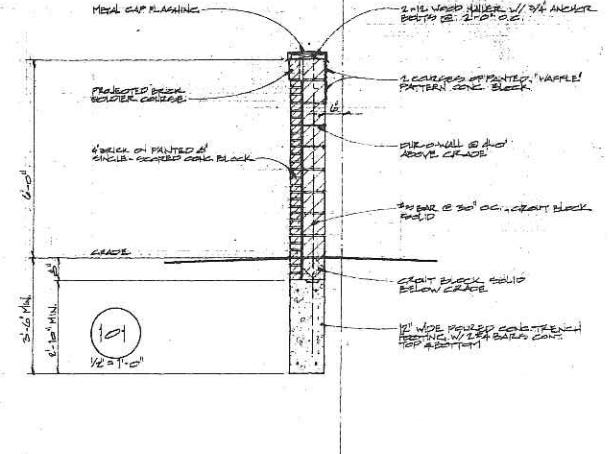
ITEM 2 Petition 2023-01-02-01 – Alleviate Acupuncture

Page 3

2. The proposed use fails to comply with the Zoning Ordinance standard under Section 6.37(3), which specifies that no massage establishment shall be located within four hundred feet (400') of a park.
3. That the petitioner has not sufficiently demonstrated that the proposed use would be compatible to and in harmony with the surrounding uses in the area, and
4. The proposed use is contrary to the goals and objectives of the Zoning Ordinance, which, among other things, are intended to ensure the suitability and appropriateness of uses.

CODE REQUIREMENTS

ZONED	: PS
LOT COVERAGES	: 45% (MAX. USABLE FLOOR AREA)
SETBACKS	
FRONT	: 40'
SIDE	: 0' (SEE CODE)
BACK	: 15'
MAX. HEIGHT	: 3 STORIES OR 35'
OFF-STREET PARKING	
BUSINESS/PROFESSIONAL	: 1/200
M.D.'s OR CHIRO.	: 1/75 + 1/EMP.
BANKS	: 1/150 + 1/EMP.
PROJECT STATISTICS	
SITE AREA	: 3.1 ACRES
BLDG. AREA	
1ST FLR	: 18100 S.F.
2ND FLR	: 17600 S.F.
	: 35700 S.F.
OFF-STREET PARKING	
REQUIRED	
32700 X 50% / 200	: 131 SPACES
3000 X 80% / 150	: 16
+ BANK EMPLOYEES	: 5
	: 152 SPACES
PROVIDED	
REGULAR	: 151
P.H.	: 6
	: 157 SPACES



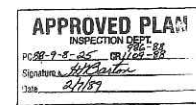
BENCH MARK

BENCH MARK IN HANDSHE N. 1/4 SECTION 15, T. 34 N. R. 4 E. S. 15, L. 15, CITY OF LIVONIA, MICHIGAN. ELEVATION 665.76 U.S.G.S. DATUM.

LEGAL DESCRIPTION

LAND IN THE SOUTHWEST 1/4 OF SECTION 15, T. 34 N. R. 4 E. S. 15, L. 15, CITY OF LIVONIA, MICHIGAN. BEGINNING AT A POINT ON THE EAST LINE OF FARMINGTON ROAD, 2ND BAY CORNER LOCATED N. 80° 04' 00\"/>

Suite 105



Site Plan

HOLISTIC
MEDICINE
33300 FIVE MILE RD., STE. 150/110
LIVONIA, MI

interior
environments

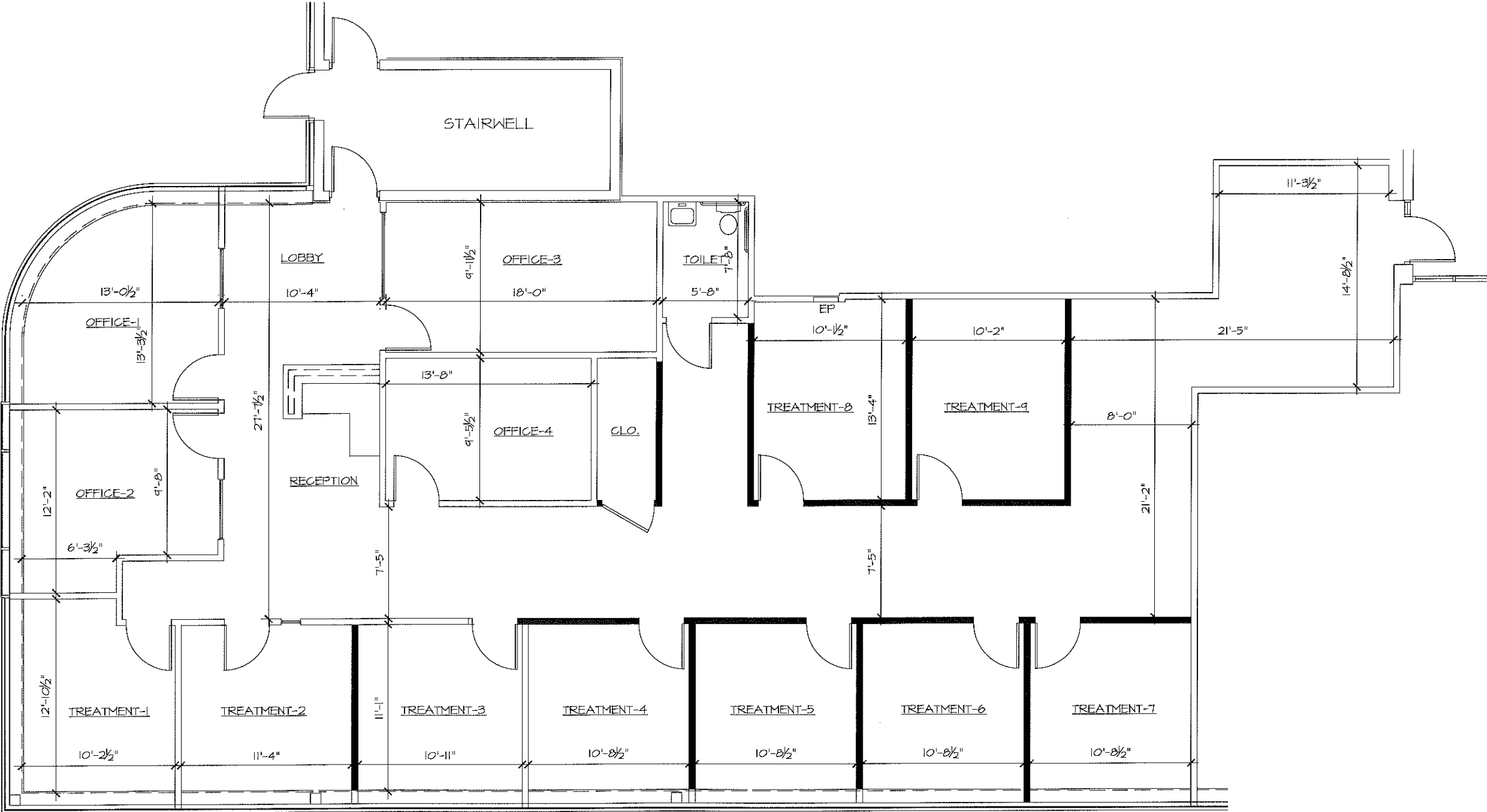
NOTES:

REVISIONS

THESE DOCUMENTS HAVE BEEN REVIEWED AND CHECKED FOR ACCURACY
PROVIDING CONFIRMATION AND PLACEMENT OF FURNITURE.
☐ APPROVED FOR INSTALLATION
☐ APPROVED AS NOTED, RELEASED FOR INSTALLATION
☐ DISAPPROVED, NOT RELEASED FOR INSTALLATION
CLIENT REPRESENTATIVE _____ DATE _____

SPACEPLAN

DATE: 6/15/22	SCALE:	DRAWING NO.:
PLOT DATE: 6/15/22	DESIGNER:	SALES:



DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

TODD J. ZILINCIK, P.E.
CITY ENGINEER

DAVID W. LEAR, P.E.
ASST. CITY ENGINEER



MAUREEN MILLER BROSNAN
MAYOR

DONALD R ROHRAFF
DIRECTOR OF PUBLIC WORKS

12973 FARMINGTON ROAD
LIVONIA, MICHIGAN 48150
(734) 466-2571
FAX: (734) 466-2195

January 18, 2023

Mr. Scott Miller
Planner IV
City of Livonia

Re: Petition 2023-01-02-01 – #33300 Five Mile Road, Suite 105

Dear Mr. Miller:

In accordance with your request, the Engineering Division has reviewed the above referenced petition. We have no objections to the proposed waiver use at this time. The subject parcel is assigned the address of **#33300 Five Mile Road**. The legal description contained within the submitted drawings appears to be correct, and should be used in conjunction with the proposed waiver-use.

The existing parcel is currently served by public water main and sanitary sewer, as well as privately-owned storm sewer. Based on the submitted drawings, there should be no impacts to the existing systems as a result of the proposed project.

It should be noted that although there is no work planned in the Five Mile Road or Farmington Road right-of-way's, any disturbances within the right-of-way will require the owner to obtain permits with the Wayne County Department of Public Service.

Should you have any additional questions on this matter, please feel free to contact myself at (734) 466-2608 or the City Engineer, Mr. Todd Zilincik at (734) 466-2561. If you would prefer, you can e-mail either of us at dlear@livonia.gov or tzilincik@livonia.gov.

Sincerely,

David W. Lear, P.E.
Assistant City Engineer

cc: 2023 Petition File

DEPARTMENT OF PUBLIC SAFETY
LIVONIA FIRE & RESCUE

ROBERT JENNISON
FIRE CHIEF



MAUREEN MILLER BROSNAN
MAYOR

14910 FARMINGTON ROAD
LIVONIA, MICHIGAN 48154-5419
734-466-2444
734-466-2082 fax

DATE: February 3, 2023

TO: Scott O. Miller, Planner IV

FROM: Livonia Fire Prevention Division

SUBJECT: Petition # 2023-01-02-01, 33300 Five Mile Rd. Alleviate Acupuncture Wellness

This office has reviewed the site plan submitted in connection with a request to construct a commercial building on property located at the above referenced address.

We have no objections to this proposal.

If sprinkler system and fire alarm exist, must be maintained and operational.

A further detailed plan review will take place when this division receives an official plan set.

Sincerely,

Brian R. Kukla

Brian R. Kukla
Fire Marshal

DEPARTMENT OF PUBLIC SAFETY
DIVISION OF POLICE

THOMAS GORALSKI
CHIEF OF POLICE



MAUREEN MILLER BROSAN
MAYOR

15050 Farmington Road
Livonia, Michigan 48154-5499
(734) 466-2470
FAX: (734) 261-2265

February 14th 2023

Mr. Scott Miller
City of Livonia Planning Dept
33000 Civic Center Drive
Livonia, MI 48154

Re: **Petitions 2023-01-02-01 - 33300 Five Mile Road, Suite 105**

Mr. Miller,

I have reviewed the plans in connection with the petition. I have no objections to the proposals.

Please feel free to contact me, should you have any questions.

Sincerely,

FOR THE CHIEF OF POLICE,

Paul Walters, Sergeant
Traffic Bureau
(734) 466-2107

INSPECTION DEPARTMENT

BUILDING
HEATING
PLUMBING
ELECTRICAL
ZONING
ENVIRONMENTAL PROTECTION
ORDINANCE ENFORCEMENT



MAUREEN MILLER BROSNAN
MAYOR

JEROME A. HANNA
DIRECTOR

33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154-3097
(734) 466-2580
FAX: (734) 466-2095

Date: February 7, 2023

To: Scott O. Miller

From: Jerome Hanna

RE: Petition 2023-01-02-01 – 33300 Five Mile Road, Suite 105

Pursuant to your request, the above-referenced Petition has been reviewed.

This Department has no objections to this Petition.

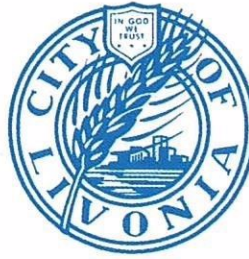
I trust this provides the requested information.

Jerome Hanna
Jerome Hanna
Director of Inspection

DEPARTMENT OF FINANCE

Michael T. Slater
DIRECTOR OF FINANCE

Connie Kumpula
CHIEF ACCOUNTANT



MAUREEN MILLER BROSNAN
MAYOR

33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154-3097
(734) 466-2260
FAX: (734) 421-1807

January 24, 2023

Mr. Scott O. Miller
Planning Commission
33000 Civic Center Drive
Livonia, MI 48154

Petition 2023-01-02-01 - 33300 Five Mile Road, Suite 105

Dear Mr. Miller,

I have reviewed the address connected with the above noted petition. As there are no outstanding amounts receivable (general or water and sewer), I have no objections to the proposal.

Please contact me if you have any further questions.

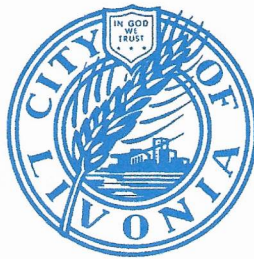
Very truly yours,

Connie Kumpula
Chief Accountant

CK: jw

OFFICE OF THE TREASURER

LYNDA L. SCHEEL
CITY TREASURER



33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154-3060
(734) 466-2245
FAX: (734) 421-7230

February 2, 2023

Mr. Scott Miller – Planner IV
Planning Commission
City of Livonia

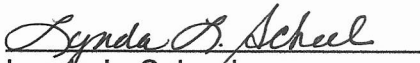
Re: Petition 2023-01-02-01

33300 Five Mile Road Suite 105
Alleviate Acupuncture Wellness Clinic

Dear Mr. Miller,

In accordance with your request, the Treasurer's Office has reviewed the name and addresses connected with the above noted petition. At this time there are no taxes due, therefore I have no objections to the proposal.

Sincerely,


Lynda L. Scheel
Treasurer, City of Livonia

**OTHER ITEMS
RELATED TO THE
PETITION**

UNAPPROVED MINUTES

1

MINUTES OF THE 1,195th PUBLIC HEARINGS AND REGULAR MEETING HELD BY THE CITY PLANNING COMMISSION OF THE CITY OF LIVONIA

On Tuesday, February 14, 2023, the City Planning Commission of the City of Livonia held its 1,195th Public Hearing and Regular Meetings in the Livonia City Hall, 33000 Civic Center Drive, Livonia, Michigan.

Mr. Ian Wilshaw, Chairman, called the meeting to order at 7 p.m.

Members present:	David Bongero	Sam Caramagno	Glen Long
	Peter Ventura	Wafa Dinaro	Ian Wilshaw

Members absent: None

Mr. Mark Taormina, Planning Director, and Stephanie Reece, Program Supervisor, were also present.

Chairman Wilshaw informed the audience that if a petition on tonight's agenda involves a rezoning request, this Commission makes a recommendation to the City Council who, in turn, will hold its own public hearing and make the final determination as to whether a petition is approved or denied. The Planning Commission holds the only public hearing on a request for preliminary plat and/or vacating petition. The Commission's recommendation is forwarded to the City Council for the final determination as to whether a plat is accepted or rejected. If a petition requesting a waiver of use or site plan approval is denied tonight, the petitioner has ten days in which to appeal the decision, in writing, to the City Council. Resolutions adopted by the City Planning Commission become effective seven (7) days after the date of adoption. The Planning Commission and the professional staff have reviewed each of these petitions upon their filing. The staff has furnished the Commission with both approving and denying resolutions, which the Commission may, or may not, use depending on the outcome of the proceedings tonight.

ITEM #2 PETITION 2023-01-02-01 Alleviate Acupuncture

Mr. Caramagno, Secretary, announced the next item on the agenda, Petition 2023-01-02-01 submitted by Alleviate Acupuncture Wellness Clinic requesting waiver use approval under Section 6.37 of the Livonia Vision 21 Zoning Ordinance, as amended, to operate a massage establishment at 33300 Five Mile Road, Suite 105, located on the northeast corner of Five Mile and Farmington Roads in the Southwest ¼ of Section 15.

Mr. Taormina: Thank you, Mr. Chairman. The location of this request is the Civic Center Office Plaza, which is at the northeast corner of Five Mile and Farmington Roads. This is an office building that is about 35,000 square feet in size and sits on land of roughly 3.13 acres with frontage on both Five Mile and Farmington Roads. It is a two-story structure. Most of the parking is located between the building and Five Mile and Farmington Roads. Directly adjacent to the site is the city owned Veterans Memorial Park. The site is zoned C-1, which treats massage establishments as a waiver use under Section 6.37 of the zoning ordinance. Alleviate Acupuncture Wellness Clinic currently occupies one of the suites, which is on the first floor of the building. The suite is roughly 2,350 square feet in size. The principal use of the business currently is acupuncture. Expanding the use to include massage therapy requires approval of a waiver. The plans submitted with the application show the general layout of the space including a lobby and reception area, several individual treatment rooms, as well as offices and a restroom. No modifications to the building are proposed. The zoning ordinance limits the hours of operation from 8am to 10pm. There are two special separation requirements that are part of the code. One is that massage establishments not be located within 400 feet of an existing massage establishment. There are no other massage establishments within 400 feet of this proposed location. Secondly, there is a 400-foot separation requirement from any school, place of worship, daycare facility, public library, playground, or park. As I indicated earlier, Veterans Memorial Park is located immediately adjacent to this site, so that will require that the required separation distance be waived by City Council with the Planning Commission's recommendation. Parking is adequate for the site. And Mr. Chairman, if you wish I can read out the correspondence now.

Mr. Wilshaw: Yes, please.

Mr. Taormina: I'll just summarize these quickly. We have actually six letters from departments including Engineering, Fire, Police Traffic Bureau, Department of Inspection, Accounting or Finance, as well as the Treasurer and all are indicating that they have no objections with the proposal as submitted. Thank you.

Mr. Wilshaw: All right. Thank you. Mr. Taormina. Is there any questions for our planning staff? If there's no questions for our planning staff, I believe our petitioners in the audience, feel free to come forward to our podium.

UNAPPROVED MINUTES

Mr. Wilshaw: We'll ask that you start with your name and address for our record.

Ruth Lehmann, owner operator of Alleviate Acupuncture. I have a doctorate in acupuncture and Chinese medicine.

Mr. Wilshaw: Thank you, Ms. Lehmann. What else would you like to tell us about your business?

Ms. Lehmann: Well, most of my patients actually are used to an integrative medicine perspective, utilizing chiropractic massage and acupuncture, and so they're looking forward to having additional options at my practice. Acupuncture and massage work synergistically to increase the effect, effective result, alleviating pain, decreasing stress and so it's just adding...it's kind of flushing out or supplementing the overall experience for my patients.

Mr. Wilshaw: Okay, thank you. Is there any questions from any of our fellow commissioners for Ms. Lehmann?

Mr. Ventura: Thank you for coming here tonight. You are really an acupuncture practice, and so this is going to supplement what you do. Is that correct?

Ms. Lehmann: Yes.

Mr. Ventura: So, you're not primarily going to be a massage.

Ms. Lehmann: Exactly.

Mr. Ventura: And the kind of massage that you're doing here differs from what you might think of as a massage parlor, if you will, in that it's therapeutic and...

Ms. Lehmann: Of course.

Mr. Ventura: Mr. Taormina talked about the hours that the ordinance allows you to operate. What hours do you plan on operating?

Ms. Lehmann: Definitely within those hours. We're actually open from 10am to 2pm, Mondays and Wednesdays. Tuesday evenings I'm open from 4pmr to 8pm. On Thursdays we're open a little bit earlier. We start at 8am and we go until 2pm, and then Saturdays, we're open from 9am until 1pm.

Mr. Ventura: Thank You

Ms. Lehmann: No problem.

Mr. Wilshaw: Thank you, Mr. Ventura. Any other questions for our petitioner?

Mr. Caramagno: Pete took my question with the hours. My question would be, how long you've been in business? And where have you been located?

Ms. Lehmann: Sure. So, I actually moved to Michigan five years ago. I previously worked as a nurse and then I worked as an acupuncturist at a health care facility in Wisconsin. I've been an acupuncturist for five years. When I moved to Michigan, I worked for Henry Ford Health System as an acupuncturist within their Center for Integrative wellness. I just opened my practice here in Livonia, in August of this past year, 2022, and I'm very happy to be here. However, my patients are missing the integrative approach and wishing me to bring the complement of services to them. Thank you.

Mr. Wilshaw: Thank you, Mr. Caramagno, any other questions for our petitioner?

Mr. Wilshaw: I see no other questions from any of our commissioners. Is there anyone in the audience wishing to speak for or against this petition? I don't see anybody jumping up for that item. Is there anything else that you would like to say before we make our decision?

Ms. Lehmann: No, thank you. Just thank you very much for the opportunity. I'm very happy to be here.

Mr. Wilshaw: Thank you, and we'll get your item resolved here shortly. Thank you. Thank you for coming. If there's no further questions of our petitioner, and I can see that our public hearing is being closed and a motion would be in order.

On a motion by Ventura, seconded by Long, and unanimously adopted, it was:

#02-10-2023 **RESOLVED**, That pursuant to a Public Hearing having been held by the City Planning Commission on February 14, 2023, on Petition 2023-01-02-01 submitted by Alleviate Acupuncture Wellness Clinic requesting waiver use approval under Section 6.37 of the Livonia Vision 21 Zoning Ordinance, as amended, to

operate a massage establishment at 33300 Five Mile Road, Suite 105, located on the northeast corner of Five Mile and Farmington Roads in the Southwest ¼ of Section 15, the Planning Commission does hereby recommend to the City Council that Petition 2023-01-02-01 be approved subject to the following conditions:

1. The use of a massage establishment at this location is allowed, provided that City Council waives the requirement under Section 6.37(3) that no massage establishment shall be located within four hundred feet (400') of a park.
2. This waiver is limited to Alleviate Acupuncture Wellness Clinic and shall only be transferred to another user after first obtaining City Council approval.
3. The Petitioner shall comply with all other special waiver use standards and requirements as outlined in Section 6.37 of the Zoning Ordinance and Chapter 5.49 of the Livonia Code of Ordinances, and
4. The Petitioner shall not engage in any form of solicitation for business within the public right-of-way of Farmington and Five Mile Roads.

FURTHER RESOLVED, That notice of the above hearing was given in accordance with the provisions of Section 13.13 of Livonia Vision 21 Zoning Ordinance, as amended.

Mr. Wilshaw: Is there any discussion?

Mr. Wilshaw, Chairman, declared the motion is carried and the foregoing resolution adopted. It will go on to City Council with an approving resolution.

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 27, 2023**

Meeting was called to order at 8:00 p.m. by Council Vice President Toy. Present: Kathleen McIntyre, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, and Laura Toy. Absent: Jim Jolly.

Elected and appointed officials present: Susan Nash, City Clerk; Leo Neville, Assistant City Attorney; Todd Zilincik, City Engineer; Mark Taormina, Director of Planning and Economic Development; Josh Sabo, Director of Communications, and Casey O'Neil, Information Systems Director.

Councilmember McIntyre led the meeting in the Pledge of Allegiance.

4. REQUEST APPROVAL OF FINAL BUDGET ADJUSTMENTS FOR THE FISCAL YEAR ENDING NOVEMBER 30, 2022: Department of Finance, re: same.

Connie Kumpula, Chief Account, presented the request to Council.

Councilmember McIntyre offered an approving resolution for the Consent agenda.

DIRECTION:

APPROVAL

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

4.

Finance
February 17, 2023

MEETING DATE

S022723/R031323

PREPARED BY

DeAnne Bates, Program Supervisor,

AGENDA ITEM

REQUEST APPROVAL OF FINAL BUDGET ADJUSTMENTS FOR THE FISCAL YEAR ENDING NOVEMBER 30, 2022: Department of Finance, re: same.

BACKGROUND

As in past years, we are hereby submitting a list of the final budget adjustments for the fiscal year 2022 upon closing the books as of November 30, 2022.

The primary reasons for these adjustments are as follows:

1. Ensure compliance with the State of Michigan Budget Act.
2. Adjustments to transfer funding from the Capital Projects Fund to the General Fund to consolidate funding of the Ben Celari Park improvements.
3. Adjustments to transfer excess budget from the Police and Greenmead/Cultural departments to the Fire and Recreation Athletics departments, which exceeded budget.
4. Adjustments to transfer excess budget from various police divisions to Medical - Self Insurance which exceeded budget.

RECOMMENDATION

We respectfully request that City Council authorize these adjustments as part of finalizing fiscal year 2022.

FISCAL CONSIDERATION

N/A

ATTACHMENTS

1. 3rd-4th Quarter 2022 Budget Adjustments to Council

APPROVED BY

A handwritten signature in cursive script that reads "Michael T Slater".

Date: February 17, 2023

Michael Slater, Finance Director

A handwritten signature in cursive script, reading "Maureen Miller Brosnan".

Maureen Miller Brosnan, Mayor

Date: February 17, 2023

City of Livonia
BUDGET AMENDMENTS FOR COUNCIL APPROVAL
THIRD AND FOURTH QUARTERS FOR FY 2022
November 30, 2022

02/17/23

C:\Users\MSlater\AppData\Local\Microsoft\Windows\NetCache\Content.Outlook\TSSHSNVE\3rd-4th Quarter 2022 Budget Adjustments to Council.xlsx\1st Quarter

	BA#	DEPARTMENT	APPLICATION	ACCOUNT NUMBER	INCREASE	DECREASE
<u>General Fund 101</u>						
Kumpula	5971	Revenues	Contributions From Fund 401	000-683-000	153,799.00	
	5971	Recreation Facilities	Land Improvement	758-974-000	153,799.00	
		Total			307,598.00	0.00
Kumpula	7894	Patrol Bureau	Salaries and Wages	325-702-000		406,000.00
	7894	Fire Administration	Salaries and Wages	336-702-000	73,000.00	
	7894	Fire Fighting	Salaries and Wages	338-702-000	271,000.00	
	7894	Fire Prevention	Salaries and Wages	341-702-000	62,000.00	
	7894	Recreation Athletics	Salaries and Wages	759-702-000	14,000.00	
	7894	Parks & Rec - Greenmead and Cultural	Salaries and Wages	821-702-000		14,000.00
		Total			420,000.00	420,000.00
Kumpula	7897	Traffic Bureau	Salaries and Wages	302-702-000		286,000.00
	7897	Patrol Bureau	Salaries and Wages	325-702-000		528,600.00
	7897	Intelligence Bureau	Salaries and Wages	329-702-000		258,000.00
	7897	Employee Benefirts Control	Medical Payment	267-719-000	1,072,600.00	
		Total			1,072,600.00	1,072,600.00
		Total Fund 101			1,800,198.00	1,492,600.00
<u>Capital Improvement Fund 401</u>						
Kumpula	5971	Account Balances	Capital Outlay-Minor	000-971-000		153,799.00
	5971	Account Balances	Cont to Gen Fund	000-995-101	153,799.00	
					153,799.00	153,799.00
		Total Fund 401			153,799.00	153,799.00
		Total All Funds			1,953,997.00	1,646,399.00

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 27, 2023**

Meeting was called to order at 8:00 p.m. by Council Vice President Toy. Present: Kathleen McIntyre, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, and Laura Toy. Absent: Jim Jolly.

Elected and appointed officials present: Susan Nash, City Clerk; Leo Neville, Assistant City Attorney; Todd Zilincik, City Engineer; Mark Taormina, Director of Planning and Economic Development; Josh Sabo, Director of Communications, and Casey O'Neil, Information Systems Director.

Councilmember McIntyre led the meeting in the Pledge of Allegiance.

5. AWARD OF BID: Livonia Public Library, re: for a Strategic Plan Consultant for the Livonia Public Library, from budgeted funds.

Toni LaPorte, Library Director, presented the request to Council.

Councilmember McCullough asked if Toni knows who the Strategic Planning group will be comprised of.

Toni indicated it will include the new Library Director, Library Commissioners, employees from the library, and people from the community.

Councilmember McCullough asked that they consider including a couple of the councilmembers as well.

Councilmember McCullough offered an approving resolution for the Consent agenda.

DIRECTION:

APPROVAL

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

5.

Library
February 15, 2023

MEETING DATE

S022723/R031323

PREPARED BY

Toni LaPorte, Library Director,

AGENDA ITEM

AWARD OF BID: Livonia Public Library, re: for a Strategic Plan Consultant for the Livonia Public Library, from budgeted funds.

BACKGROUND

It is respectfully requested that City Council approve the bid from Library IQ to facilitate the strategic planning process for the Livonia Public Library. The selection was made by the strategic planning committee, consisting of library department heads and two library commissioners. The committee evaluated and scored four proposals, and the top two were selected for interviews. After interviewing the top two, scores were again compiled, leaving Library IQ with the majority of the votes.

This plan will include an up-to-date community profile and identification of community markets, an assessment of the library's environment, recommendations for improvements to services, finances, collection, technology (that integrates with the City's existing platforms), marketing, branding, staffing, and facility configuration. Also included will be recommendations for the establishment of a mechanism for a regular evaluation of library needs, concerns, and satisfaction with service.

RECOMMENDATION

We are asking the Council to approve the bid in the amount of \$30,000 from Library IQ, 2600 Tower Oakes Blvd. Suite 510 Rockville, MD 20852

FISCAL CONSIDERATION

Budgeted funds are available in the amount of \$30,000 from account 271-778-971-000, Capital Outlay, minor.

ATTACHMENTS

1. S022723 LTC Strat Consult Library
2. STRATEGIC PLAN RFP
3. Library IQ
4. Rethinking Libraries
5. White Pine Solutions
6. Library Strategies

APPROVED BY



Toni LaPorte, Library Director

Date: February 15, 2023



Michael Slater, Finance Director

Date: February 15, 2023



Paul Bernier, City Attorney

Date: February 15, 2023



Maureen Miller Brosnan, Mayor

Date: February 15, 2023

ADVERTISEMENT FOR
REQUEST FOR PROPOSAL

CITY OF LIVONIA, MICHIGAN
33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154

STRATEGIC PLAN CONSULTANT FOR THE LIVONIA CIVIC CENTER LIBRARY

Sealed proposals will be received VIA THE MITN WEBSITE ONLY WWW.MITN.INFO until **2:00 P.M., Eastern Daylight Time, on September 27, 2022** at which time the proposals will be publicly opened and read aloud via Zoom. Each proposal shall be recorded together with the name of the bidder. Bids shall be in accordance with the requirements of this notice in order to be deemed “responsive.” Late proposals will be considered. No physical bid submission will be accepted. All proposals must be uploaded in Adobe Acrobat Format.

The City of Livonia Library is seeking proposals from professional firms with experience in working with Libraries to develop a five-year strategic plan.

Vendors may attend the bid opening virtually by using the following credentials:

Bid Opening Access

By Computer:

<https://us02web.zoom.us/j/82294127641>

By Phone:

Phone (312) 626-6799
Webinar ID: 822 9412 7641

Instructions and specifications may be obtained by registering with the Michigan Inter-Governmental Trade Network (MITN) at www.mitn.info.

All Addendums will be posted on the MITN website. Any information not obtained from the MITN website should not be relied upon. Faxed proposals in response to this request will not be accepted.

All proposals shall be submitted in Adobe Acrobat Format via the MITN website.

No bidder may withdraw his proposal within 120 calendar days after the date set for opening thereof.

The City of Livonia reserves the right to reject or accept any or all proposals in whole or in part and waive any irregularities therein. Acceptance of any proposal does not constitute a binding agreement until a written Contract is signed by both parties.

I. GENERAL INFORMATION AND REQUIREMENTS

The LPL seeks an qualified, professional facilitator to perform the following:

- Facilitate the strategic planning process using a methodology effective for public libraries.
- Gather data through community research that focuses on library users, non-users, and stakeholders to identify needs over the next five years (2023 – 2028)
- Facilitate planning meetings and public input sessions.
- Identify service priorities, goals, objectives, and activities.
- Identify gaps where current library operation is insufficient to meet those service priorities.
- Evaluate how the library can more effectively leverage the use of technology for both employees and patrons
- Make recommendations on how library can more effectively serve patrons who have physical, visual or emotional impairments.
- Keep the process as cost-effective as possible, using library staff and volunteers to collect and compile data as appropriate.
- Write and present the strategic plan that will be communicated to library stakeholders.

The proposed plan should include:

- An up-to-date community profile and identification of community markets.
- An assessment of the library's environment, including evaluation of strengths and weaknesses, quality of services, reputation, management, and budget, etc.
- Peer comparisons to other libraries of similar size and service population in the areas of program, services, finances, resources, space, etc.
- A review of current trends in library service and technology and an analysis of user expectations regarding those trends.
- Specification of guiding principles or core values of the organization with clearly defined meaningful, measurable priorities, goals, and objectives for which the library will hold itself accountable.
- Recommendations for improvements to services, finances, collection, technology (that integrates with the City's existing platforms), marketing, branding, staffing and facility configuration.
- Methods for keeping the process and participants focused and on-task, ensuring that the hard questions are asked, addressed, and resolved.
- Specification of a built-in process of regular review, evaluation and adjustment to the plan resulting from changes in the economic, demographic, or political climate.
- Recommendations for establishment of a mechanism for regular evaluation of customer needs, concerns, and satisfaction with service.

Proposal Content Requirements

Proposals must include the following elements:

- A **cover letter** providing a brief description of the firm or individual, name, address of consultant, telephone number, e-mail, and fax of principal contact person.

- **Executive summary** of the highlights of the proposal, which should not exceed one page in length, but convey the facilitator's understanding of the purpose and expected outcomes of this project.
- A summary of the **consultant's qualifications** and relevant experience along with a list of key personnel who would be involved in the process, with a description of their backgrounds and areas of expertise.
- We seek a facilitator who has considerable experience in the development of strategic plans. The facilitator must also possess demonstrated knowledge of modern public library services, trends, and functions.
- A **work plan** that contains a description of the methodology, tasks, timeline, and an estimate of the amount of time that would be spent on the project.
- **Exclusions, assumptions or exceptions.** Note any part of the proposal that is beyond the expertise of the consultant or would be better handled by local library staff.
- A project **budget and fee schedule** which includes consulting costs, clerical costs, and data analysis costs. Indicate a "not to exceed" total cost. Provide an estimate of the number of facilitator hours to be provided and the rate per hour. Any travel required by the facilitator, which is part of the normal scope of work, will be at the facilitator's expense.
- A statement of the insurance carried by the facilitator and a signature by an individual authorized to bind the proposer.
- References. Contact information for at least three organizations for which the facilitator has provided strategic planning services, and one sample of a complete report which the facilitator has prepared for a similar project.

The Library may, at its discretion, request one or more consultants attend a meeting, make a brief presentation, and answer questions posed by the Committee. The successful contractor should be prepared to make presentations to City stakeholders, boards, commissions, City Council if called upon to do so.

- LPL reserves the right to select a strategic planning facilitator based directly on the proposal or to negotiate with one or more respondents.
- LPL reserves the right to reject any and all proposals without penalty.
- LPL will not reimburse costs of preparing the RFP responses. The Library reserves the right to cancel the award of contract at any time prior to the execution of the contract by both parties.
- The responding consultants bear sole risk and responsibility for costs incurred in the preparation and mailing of the proposal.
- All information submitted shall be public record and subject to disclosure pursuant to the Michigan Freedom of Information Act.
- No Library Board or staff member shall have a financial interest in any proposal.

A draft report/plan and executive summary are to be submitted to the Library Director by within 120 days of the notice to proceed being issued.. The consultant shall provide one unbound original, along with 8 paper copies and an electronic copy of the draft report. The consultant shall provide a high level overview to identified staff and stakeholders of the draft report/plan. Feedback and revisions recommended by the Library Director shall be incorporated into the final version of the Strategic Plan within 21 days of receiving feedback.

The final strategic plan approved by the Library director and an executive summary are to

at a meeting of the Library Commission. All raw and summary data is to be delivered to the Livonia Public Library Director at the conclusion of the strategic planning process.

Section VII: Timeline

- RFP Issued August , 23, 2022
- Deadline for Questions September 14, 2022
- Proposals Due September 27, 2022
- Interviews with selected firms October 2022
- Contract Award October 2022

A. Proposal Instructions

Please read these instructions carefully. All the information requested must be provided. In submitting this sealed proposal, it is understood that the City reserves the right to reject or accept any or all proposals in whole or in part. It is agreed that this proposal may not be withdrawn for one hundred twenty (120) days from the opening thereof.

Sealed proposals will be received via the MITN website www.mitn.info until 2:00 P.M., local time, on SEPTEMBER 27, 2022 Each proposal shall be recorded together with the name of the company as per the instructions in the Advertisement for Bids. Proposals shall be in accordance with the requirements of this notice in order to be deemed "responsive." Late proposals will be returned unopened. Physical bids will not be accepted.

The contractors shall provide the following information, as a minimum standard, as part of their respective materials to be considered as a qualified vendor:

B. Proposal Format

Those firms interested in responding to this RFP should prepare an Adobe Acrobat document providing the information requested herein.

The City reserves the right to make changes to this RFP, with timely notification to vendors. Submitted proposals become the property of the City of Livonia and will not be returned to those responding.

The proposal response shall be neatly typed and printed on 8½ " x 11" paper with a minimum spacing of one and one-half lines. Proposals shall not-exceed 200 pages single-sided or 100 pages double-sided. Proposals shall include a minimum of three (3) references for projects of similar scope and size. The representatives shall have been involved in a similar project with the consultant. Include the name, title, telephone number, address and a brief description of the project and the role of the municipal representative in the project.

Vendors are prohibited from using the official seal of the City of Livonia in this proposal or in any other manner.

C. Issuing Office

This RFP was prepared by the City of Livonia Library. Questions relating to the project and its contents shall be addressed in writing to ENNA BACHELOR, PURCHASING MANAGER VIA EMAIL A EBACHELOR@LIVONIA.GOV. **The deadline for receiving questions in response to the RFP is no later than 3:00 p.m. EST, September 14, 2022.** The City does not guarantee a response to questions received after the question deadline. Questions received will be responded to in writing by the Community Resources and Parks and Recreation Departments in the form of addenda posted to the MITN website www.mitn.info.

D. Fair Employment Practices

The selected Consultant agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of such contract, with respect to hire, tenure, terms, conditions or privileges, of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, being disabled, or disadvantaged person, or War Veteran. Breach of this covenant may be regarded as material breach of the contract as provided for in Act 220 and Act 453 of the Public Acts of 1976, as amended, entitled "Michigan Handicappers Civil Rights Act" and the Michigan Elliott Larson Civil Rights Act." The vendor further agrees to require similar provisions from any subcontractors, or suppliers.

The consultant shall furnish all necessary information and reports and shall permit access to its books, records and accounts by the City of Livonia for purposes of investigation to ascertain compliance with the non-discrimination/minority business provision of any resultant contract.

E. Rejection of Proposals

The City of Livonia reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever, in any manner necessary to serve in its best interest. The City of Livonia does not intend to award a contract solely on the basis of responses to this RFP or otherwise pay for the information solicited or obtained.

F. Incurred Cost

The City of Livonia will not be liable for any cost incurred by the Consultant for any work performed through and including the execution of a contract for professional services, prior to the execution of a contract for professional services.

G. Addenda to the RFP

In the event it becomes necessary to revise any part of the RFP or provide clarification regarding the requirements stipulated herein an addendum shall be issued. Vendors should not assume changes have been made to the requirements unless changes are documented in the form of an addenda posted to the MITN website. Firms shall acknowledge receipt of each addenda with their proposal response.

H. Completeness of the Proposal Submittal

The submitted RFP shall address all items completely and thoroughly in accordance with the format provided and shall be signed by an officer of the firm authorized to bind the proponent to its provisions.

The contents and commitments in the proposal shall remain firm for one hundred twenty (120) calendar days from the submittal due date. If the Consultant team is composed of a prime consultant with sub-consultants, the sub-consultants shall remain exclusive to the prime described in the proposal until the end of the specific RFP proposal period. The total "remain exclusive" time will be one hundred and twenty (120) days from the proposal due date.

Exclusivity of sub-consultants is intended to allow sub-consultants to affiliate initially with as many primes as may be prudent. However, if none of the primes with which they have affiliated are short listed; they are not to attempt to affiliate with a prime who has been short listed. Sub-consultants will not be reviewed out of context with their original affiliations.

I. Consultant Responsibilities

The Consultant shall be capable, either as a firm or a team, of providing all professional services as described under "Scope of Services" and to maintain those capabilities until notification of the fact that their RFP was unsuccessful. Exclusion of any service for the project may serve as cause for rejection. The selected Consultant shall remain capable of providing all professional services as described under "Scope of Services" and shall maintain those capabilities until notified by the City of Livonia. Consultants may contract with sub-consultants on the Strategic Plan Project, but a lead consultant must be identified and must take responsibility of all the deliverables. The City reserves the right to request substitution of firms.

J. Acceptance of Proposal Package Content

The contents of the RFP package will be the basis for evaluation. Each consultant will be considered separately.

K. Project Funding and Compensation

The City of Livonia has set aside funding in the FY 2022-203 Budget for the completion of the work described in the Request for Proposal.

The submitted RFP shall provide a breakdown of budgeted hours, staff labor costs, and other direct costs by task and total. The total shall be a fee not-to-exceed without prior written authorization from the City of Livonia.

After the execution of a Contract with the selected Consultant(s), the City will conduct the compensation reimbursements in accordance with the following guidelines:

1. For Consulting/Design Services, a monthly invoicing procedure on a per project basis will be set up.
2. The Consultant shall keep records of all costs on the project. These records may be audited by the City of Livonia.

II. SCOPE OF SERVICES

A. General Overview & Department Profile

Section I: Introduction

The Livonia public Library (LPL) is seeking consultant services to assist the Board, staff, and community in developing a comprehensive strategic plan. The plan will include goals, measurable objectives, and proposed activities to meet community needs for the next three to five years with respect to future trends and technologies.

It will also identify funding needs to respond to service demands.

Plan objectives:

- Ensure that programming and facilities offered by the library are meeting the needs of all City residents
- Ensure that library services and resources are in line with user needs and expectations.
- Ensure long-term financial viability.
- Enhance user experience online and in person
- Boost visibility, awareness, and patronage among residents.
- Become better recognized as a community partner organization, particularly with local schools.
- Create a vibrant workplace that continues to attract and retain talented, creative and service-oriented employees.
- Create a strategic plan that outlines service goals which stakeholders support and are aware of, and which residents desire.
- The portions of the plan may be used to inform future branding strategies for the library
- Develop recommendations for training to increase skills and effectiveness of library staff and volunteers
- Identify opportunities for development of strategic partnerships
-

Section II: Background:

On March 1, 1957, William Brashear, Mayor of Livonia, signs Ordinance 159, thus approving the establishment of a Library and a Library Commission for the City. Initial library service began in a storefront building on Plymouth Road. The Sandburg Branch Library opened for service on Seven Mile Road in 1961. It measures 8600 square feet and has a meeting room capacity of 75 people. Since there were two buildings providing library service the one on Plymouth Road was called the "South Branch". In 1967 the Noble Branch Library opened for service, replacing the South Branch. The building has 12175 square feet and has a meeting room capacity of 85 people. The Vest Pocket Library opened for service in 1967 in a large room in the Civic Park Senior Center as part of the National Library Week observance that year and has since expanded into two rooms. The collection at Vest Pocket is geared toward senior citizen's interests and houses mainly large print books and paperbacks.

Livonia Civic Center Library opened August 1, 1988. The building area is 64,000 square feet (including Conference Wing and Atrium). The Auditorium capacity is 300 and the four meeting rooms can hold up to 35 people each.

Since the Livonia Libraries were on the cutting edge of technology, and were using

computerized catalogs since 1985, Civic Center Library opened without ever having the traditional card catalog. Their holdings were accessible by computer from the very first day.

On August 28, 2017, the Civic Center Library was renamed The Robert & Janet Bennett Civic Center Library, in honor of the Mayor and his wife who had such a big impact on the Livonia community. They were instrumental in the library's successful millage campaign and worked tirelessly with the Friends of the Library to raise money for the library. The result was a dedicated 1 mill in perpetuity. We are proud that the library now bears their names.

The main floor hosts the Children's, Tween and Teen areas, Circulation, Browsing, Fiction, Large Print, Movies and Music collections. There is a Friends Book Store, a large Auditorium and four meeting rooms.

The second floor contains Reference, Business, Adult Non-fiction, Audio Books, Adult librarian workrooms, Circulation and Automation librarians' office and the Head of Adult services office. Public Computers are available on this floor as well as the magazine collection. The Arts Commissions Art Gallery is also on this floor.

The third-floor houses administration, a board room and a staff break room.

The Carl Sandburg Branch consists of one large area that contains Adult, Children's and Teens, a meeting room and a circulation workroom and managers office. There are 4 public internet stations and the library is equipped with wireless technology.

The Alfred Noble Library closed in 2019 due to a building problem.

The Library has a five-member advisory Commission appointed by the Mayor. We are a department of the City of Livonia. Hiring is done by the Civil Service Commission and other services are done by City personnel (finance, payroll, legal, custodial, etc.) The City Council approves the library's budget each year.

The Library is part of the Livonia Civic Center Campus which includes: City Hall, Police and Fire Department, and the 16th District Court.

The Library employs a total of 29 full time and 26 part time employees and a pool of approximately 15 substitute librarians.

The population served has declined in the past ten years from 96,942 to 95,535. In 2021 our circulation was 560,379. As a Covid-19 measure, the Library reduced its hours by 10 hours in 2020. Between the pandemic itself and the reduced hours statistics have decreased but are on the rise again. The Library is currently open 58 hours per week. The LPL is a member of The Library Network cooperative and participates in MeLCat (a statewide inter-library loan system). The Library uses TLC Carl automation system for its catalog, and an internet time management and printing system. There are 9 public internet stations as well as wireless access.

E. Deliverables - Final Plans and Documents

A draft of the Comprehensive Master Plan will be prepared and will include all basic

components of the completed plan for public review, including:

1. Executive Summary.
2. A written summary of the individual plan elements.
3. A graphic presentation of proposed Strategic Plan Milestones.
4. Fee schedule and Cost Information

The selected firm will be expected to remain with the project through final presentation and adoption by the Administration and City Council.

The deliverables produced as a result of the contract between the consultant and the City for Strategic Plan Consulting services shall be the exclusive property of the City of Livonia. The consultant shall produce in any and all required formats for all deliverables to the satisfaction of the City of Livonia. The vendor shall retain no right to reproduce or reuse any concept unless written authorization is given by the City of Livonia.

F. Timetable and Progress

The final schedule for adoption will be determined during the negotiation of the professional services agreement, but in no case shall the timetable provided for completion of all components of the work program exceed six (6) months from the date of execution of the contract. Monthly progress reports shall be provided to the City indicating steps completed and a timetable for completion of remaining steps.

III. RFP EVALUATION AND CONSULTANT SELECTION

The City of Livonia will commission the services of a consulting firm or firms to assist with the development of a Strategic Plan to bring guidance to development of the Livonia Public Library System for the future. The firm that is selected will work in conjunction with City Staff, City Council, Administration and Evaluation Committee to support the development and implementation of the Plan. The City of Livonia will seek a firm with proven experience in developing strategic plans.

A. Evaluation Committee

All proposals will be evaluated by an Evaluation Committee made up of members of the City/Library Leadership. The Evaluation Committee will select the top candidates for interviews. The evaluation will be based on predetermined criteria as enumerated below, and all candidates will be ranked accordingly. The Evaluation Committee will submit its findings and recommendations to the Livonia City Council. The City Council makes the final determination as to the hiring of the professional consultant after review of the Evaluation Committee's recommendations, evaluation of the proposal, interviews of the consultants or obtaining such other information that the City Council may desire.

A firm will be selected by the City Council for the purpose of negotiating a contract. If a satisfactory contract cannot be negotiated with that firm, the City shall formally end negotiations with that firm and select the next most favored provider and attempt to negotiate with that firm.

B. Criteria for Selection

The criteria for selection of the consultant will include, but not be limited to the following:

1. The firm's specific approach to the project. Although the City has identified the general nature of services required, the consultant is encouraged to provide an innovative approach and methodology to provide the requested services.
2. Capabilities and previous experience in comparable projects of this type and the specialized experience and technical competence of the consultant.
3. Past record of performance on contracts with other governmental agencies, including such factors as quality of work, control of costs, and ability to meet established schedules.
4. Capacity of the personnel to perform the work in a timely manner.
5. Qualifications of individuals who will have direct involvement in tasks on this project.
6. Work plan and time line addressing all components of the project.
7. Schedule and cost identifying time allocated to all major components of the project.

The following general criteria will be used by the Evaluation Committee and City Council in the selection of a consultant:

	CRITERIA	MAXIMUM POINTS
1	Demonstrated knowledge, skills, and experience in conducting strategic planning projects for public libraries and other non-profits.	30
2	Work plan and timeline addressing all components of the project.	25
3	Cost	20
4	Methodology for carrying out tasks in the scope of work.	15
5	References	10

FORM OF PROPOSAL

LIBRARY STRATEGIC PLAN

Bid of _____ hereinafter called
Bidder, organized and existing under the laws of or a resident of the State of Michigan, doing business
as _____

*

* Insert as applicable: "a corporation", "a partnership" or "an individual"

TO THE CITY OF LIVONIA, MICHIGAN, hereinafter called OWNER:

The undersigned as Bidder hereby declares: that this Bid is made in good faith without fraud or collusion with any person or persons bidding on the same Contract; that the Bidder has read and examined the Notice to Bidders, Instructions to Bidders, Bid, General Conditions, Supplementary Conditions, Agreement, Forms of Proposal, Bond, Specifications and Drawings, as prepared by the City of Livonia, and understands all of the same; that the Bidder or its representative has made personal investigation at the site and has become fully familiar with regard to the conditions to be met in the execution of this Contract, and the undersigned proposes to furnish all labor, materials, tools, power, transportation, and construction equipment necessary for the construction of the Project and performing related work in full accordance with the aforesaid Contract Documents, including any and all Addenda officially issued, their receipt of which is hereby acknowledged:

Addendum No.

Addendum Date

The work may be awarded per item.

Item No.	Item Description	Complete for the Sum of:
1	Five-year strategic plan for the City of Livonia Library	\$

FEE SCHEDULE

[illegible]

In submitting this sealed bid, it is understood that the City of Livonia reserves the right to reject or accept any or all proposals in whole or in part and waive any irregularities and informalities therein. It is agreed that this bid may not be withdrawn for 120 days from the opening thereof.

Number of days it will take to complete the project upon being given notice to proceed
_____ **DAYS**

The contractor and their sub-contractors agree that they will not discriminate against any employee or applicant for employment, to be employed in the performance of this contract with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of their sex or age, except when based on a bona fide occupational qualification, or because of their race, color, religion, national origin or ancestry. (Act 453 P.A. 1976 As Amended) The contractor further agrees that they will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to age, sex, race, creed, color or national origin. Breach of this contract may be regarded as a material breach of contract.

Bidder will identify business entity as individual, or if doing business under assumed name, indicate assumed name, partnership, (naming partners), corporation, foreign or domestic (naming principal officers), and indicate official capacity of person executing proposal and bid.

Date_____ Firm Name_____
(If corporation, partnership, or assumed name)

Address_____ Signature_____
(Person executing bid and official capacity)

Print Name_____

City _____ State _____ Zip Code _____

Email _____

Phone _____ FAX _____

(Names of Principal Officers and designate
official capacity)

(If partnership or assumed name, indicate
names of owners)

CONTACT PERSON TO WHOM QUESTIONS REGARDING PROPOSAL RESPONSE SHOULD BE DIRECTED:

NAME: _____ **TITLE:** _____

PHONE: _____

EMAIL: _____

To be considered for this project, the following forms must be uploaded to the MITN website (www.mitn.info) in a PDF format. Proposal responses shall include in the following order:

1. Company Overview
2. Form of Proposal Forms
3. Statement of Qualifications
4. Project Approach and Methodology
5. Project Timeline
6. Project Team Information

LIBRARY STRATEGIC PLAN
REFERENCE FORM

COMPANY NAME: _____

Reference Company Name:	
City/State:	
Summary of Work Performed:	
Dates of Work:	
Company Contact Person:	Title:
Phone Number:	Email:

Reference Company Name:	
City/State:	
Summary of Work Performed:	
Dates of Work:	
Company Contact Person:	Title:
Phone Number:	Email:

Reference Company Name:	
City/State:	
Summary of Work Performed:	
Dates of Work:	
Company Contact Person:	Title:
Phone Number:	Email:

**STATEMENT OF QUALIFICATIONS
LIBRARY STRATEGIC PLAN**

Respondents must answer all questions. If more space is needed to complete a question, attach a separate sheet.

Company Name: _____

Address _____

Contact Person: _____ Title _____

Phone No. _____ Email _____

1. Number of years operating under you present name: _____
2. Number of years present owners have owned the company: _____
3. How many years of experience does your company have providing the services specified in the bid documents? _____ years
4. List municipalities/public libraries who the bidder has serviced in the past five (5) years to present:

Name of Municipality	Term of Service

5. General nature of work performed by your company:

6. Have you performed work for the City of Livonia in the last ten (10) years? If so, please specify:

Year of Service	Department Served	Description of Services Provided

7. List the members of the team who will oversee the contract and the roles they will perform.

Name	Title	Role	Years of Experience

8. What challenges to you foresee?

9. What is included in your base price for services? What services will incur additional fees:

COMPANY NAME: _____

CONTRACT

THIS CONTRACT, entered into this 1st day of June, A.D. 20_____, between the CITY OF LIVONIA, hereinafter referred to as the Owner, party of the first part, and _____ hereinafter referred to as the Contractor, party of the second part.

WITNESSETH, that the said Contractor, for the consideration mentioned in the various items set forth below, by these presents does agree that he will furnish all labor, materials, machinery, tools and equipment and do all things necessary for and incidental to the **STRATEGIC PLAN CONSULTING SERVICES FOR THE CITY OF LIVONIA LIBRARY** together with appurtenances thereto, as set forth in certain Instructions to Bidders, Proposal, General Conditions, Specifications, Bonds, Plans, Drawings, and the following documents, all of which are attached hereto and made a part of this agreement:

Per Livonia City Council Resolution # _____

IN CONSIDERATION WHEREOF, said Owner does agree to pay to said Contractor the sum of _____ AND 00/100 Dollars (\$_____), based upon the amounts and sum listed in the Proposal; which is subject, however, to adjustment by reason of any change in, addition to, or deduction from the work, as provided in the General Conditions.

For the faithful performance of all and singular terms and stipulations contained in this agreement, said parties respectively bind themselves, their heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, said parties have this day hereunto set their hands and seals, in triplicate.

CITY OF LIVONIA, Owner

By _____
Maureen Miller Brosnan, Mayor

Susan Nash, City Clerk

Witness

Contractor

Approved:

Director of the Library

Director of Finance

Approved as to form:

Department of Law

Pursuant to Resolution # _____

Adopted by City Council on _____

LIBRARY STRATEGIC PLAN

Livonia Public Library

libraryIQ



Todd Frager

STANDARD CONSULTANT

3

Cover Letter

4

Executive Summary

5

Consultant's Qualifications and Relevant Experiences

7

Key Personnel

9

Work Plan

15

Exclusions or Exceptions

15

Budget and Fee Schedule

16

Statement of Insurance

17

References

September 26, 2022

Ms. Enna Bachelor
Purchasing Manager
City of Livonia
33000 Civic Center Dr
Livonia, Michigan 48154

Dear Ms. Bachelor:

Thank you for the opportunity to provide a proposal for strategic planning for the Livonia Public Library (LPL). We recognize the important role the Library plays in your community and look forward to supporting continued success through a high-quality strategic plan.

LibraryIQ professionals combine experience working with more than 100 successful libraries across the United States with understanding of best practices and emerging trends to help libraries better serve patrons and communities. LibraryIQ looks forward to collaborating with a wide range of stakeholders and providing insight and guidance to map an exciting and attainable future for the Livonia Public Library.

The enclosed proposal details how LibraryIQ will develop a strategic plan in collaboration with City, County and Library leaders, staff, stakeholders and the public. The project will ensure the Library meets current and future community needs while staying true to core values of free and open access to information, education, technology and life enrichment.

LibraryIQ is willing and able to provide the goods and services required for a successful engagement; (b) the proposer has read and understands the Request for Proposals; and (c) the Proposal is made in accordance with the Request for Proposals and is based upon the materials, products, systems and equipment required by the Request for Proposals.

Thank you for your interest and consideration.

Sincerely,

Mark Kunin

Mark Kunin | Regional Sales Executive
2600 Tower Oaks Boulevard, Suite 510
Rockville, Maryland 20852
(800) 638-8725
mark.kunin@lsslibraries.com

Executive Summary

LibraryIQ is a division of Library Systems & Services (LS&S), LLC, one of the largest library networks in the U.S. LS&S partners with local governments to operate high quality, patron-focused public libraries in communities nationwide.



Consultants are actively operating successful public libraries across the country. LibraryIQ has current, real-world experience in library management, governance, funding models and trends in library services.

Data-driven process provides analysis from two exclusive software packages. Access is included in the project fee. No other public library consultancy offers the depth and breadth of data analysis provided by LibraryIQ. This proposal includes access to the LibraryIQ Analytics Platform and proprietary library use analysis, including comparison to peer libraries in circulation, program attendance, etc.



Focus on equity will ensure **LibraryIQ's methodology for public engagement will ensure all residents are heard** and represented in LPL's strategic plan..

Staff will be involved and will learn a great deal about their Library, their community and their role in ensuring plan success. Strategic planning is a valuable career development opportunity and staff involvement will help manage cost.

Review of the current mission statement, values statement and motto and facilitation of revisions is included along with an up-to-date community profile and identification of community.

Methodology includes data analysis, best practices benchmark, online public survey and optional Social Pinpoint online community engagement. Focus groups and personal interviews with Library, education, business, government and community leaders, Commission, volunteers, patrons and the public provide depth and breadth of input. **Data analysis and public input are combined to form the basis for visionary yet realistic and achievable strategic goals and objectives.**

FORM OF PROPOSAL FORMS

Please see Appendix for an example of a completed strategic plan and proposal attachments.

Consultant's Qualifications and Relevant Experiences

LibraryIQ is eminently qualified to provide strategic planning services to LPL. Strategic planning is a core LibraryIQ service. Three factors make LibraryIQ stand out from the competition:

- 1. Consultants are **actively operating successful public libraries** in communities across the United States. From one-location libraries serving populations of 13,000 residents to 35-location systems serving 1.1 million, LibraryIQ **serves libraries and communities of many sizes and needs.**
- 2. Consultants have **current, real-world experience** in library management, governance, funding models and current trends in library services.
- 3. The LibraryIQ strategic planning process is **data-driven with quantifiable information** that informs goals and objectives. This **results in a fact-based plan** that can be used to support tax levy initiatives and other funding measures.



LibraryIQ expertise is demonstrated by the operations, services, technology and facilities plans developed in collaboration with the following libraries and communities during the past five years:

- Lena Armstrong Public Library, Belton, TX
 - Batavia Public Library, IL
 - Collegedale Public Library, TN
 - Camarillo Public Library, CA
 - Delaware Division of Libraries
 - Escondido Public Library, CA
 - Finney County Public Library, KS
 - Matanuska-Susitna Borough Libraries, AK
 - Musser Public Library, Muscatine, IA
 - New Port Richey Public Library, FL
 - Ethel M. Gordon Oakland Park Library, FL
 - Oberlin Public Library, OH
- Osceola Library System, FL
 - Palmdale City Library, CA
 - Given Memorial Library, Village of Pinehurst, NC
 - Prince George's County Memorial Public Library System, MD
 - Riverside County Library System, CA
 - Shasta Public Libraries, CA
 - Simi Valley Public Library, CA
 - Siouxland Libraries, SD
 - Upland Public Library, CA
 - Township of Upper Providence, PA
 - United States Army Robert F. Sink Library, Fort Campbell, KY
 - Yuba Public Library, Yuba County, CA

LibraryIQ experience with large public library systems similar to SCCCL includes:



Riverside County Library System

California

35

LOCATIONS



Osceola Library System

Florida

6

LOCATIONS



SIUXLANDLIBRARIES

South Dakota

13

LOCATIONS



Prince George's County Memorial Library System

Maryland

20

LOCATIONS

Please see Appendix for examples of completed strategic plans.



Driven by Data

LibraryIQ provides data analysis from two exclusive software packages. Access is included in project fee. Consultants will combine this with existing City of Livonia data, including that from OrangeBoy. **No other public library consultancy offers the depth and breadth of data analysis provided by LibraryIQ.**



LibraryIQ Analytics Platform

[Software providing patron analysis](#) and segmentation that includes library use. This highly valuable, anonymized and detailed data reveals patron consumer segmentation groups (lifestyle, hobbies, preferred media channels, demographics, etc.) and links to library collection use. Data also includes anonymized maps outlining where patrons live. This segmentation data is also provided for City of Livonia households who are non-users.



Library Use Analysis

Proprietary technology compares Livonia Public Library data to Michigan and national averages, as well as to selected peer libraries of similar size and budget. Categories include Library Journal ranking, spending analysis, staff per 1,000 population and cost, visits, circulation, program attendance and funding trends. This comparison, based on publicly reported Institute of Museum and Library Services data, provides an excellent understanding of operations.



Focus on Equity

The Library's service population has declined in the past ten years from 96,942 to 95,535. In 2021, LPL's circulation was 560,379. All the City's unique communities and library cardholders must be represented in LPL's strategic plan. LibraryIQ will make recommendations on how LPL can more effectively serve patrons who have physical, visual or emotional impairments. **LibraryIQ's methodology for public engagement will ensure all communities are heard.**



Involve Staff

A strategic planning team comprising Library administrators, Commission members, City-County representatives and staff will play a key role in the process. LPL staff will participate on the team and their input will be an important part of the discovery process. **Staff will learn a great deal about their Library, their community and their unique role in ensuring plan success.** Strategic planning is a valuable career development opportunity for staff, and it is fun!

Key Personnel

The proposed team is available for the Livonia Public Library strategic planning project during the timeline below. No subcontractors will provide goods or services.



Deborah Joy, MLS

Marketing Director | Project Lead (Primary Point of Contact)
Phone: 410-456-5881 | Email: debbie.joy@lsslibraries.com

Debbie is a library professional with experience in public library strategy, marketing and development. At LS&S Debbie manages strategic planning and library assessment consulting for external clients as well as marketing for LS&S-operated libraries. She served as strategic planning project lead for the Osceola Library System in Florida, the Yuba County, Shasta County and Escondido Public Libraries in California and the Matanuska-Susitna Public Libraries near Palmer, Alaska. At the Enoch Pratt Free Library in Baltimore, Debbie's work included design and funding of literacy programs for children, teens and adults. Debbie brings a collaborative, strategic, results-driven approach. Debbie's marketing and grants experience combines with a deep dedication to the mission of the public library. She earned a Master of Library Science from the University of Maryland and a Bachelor of Science in Journalism from the University of Kansas.



Greg Vogt

Director of Information Technology

Greg has 25 years of information technology experience, including software testing, consulting, network administration and design, help desk supervision, database management, customer service supervision, project management and Implementation. Greg serves as Director of Information Technology, providing expert analysis and coordination of IT services across member libraries to ensure a standard of excellence and innovation. Greg is experienced in grant research, writing, and implementation, strategic planning, statistics, reporting, and E-rate. In this capacity, Greg continues to monitor and oversee large-scale IT projects at Shasta Public Libraries, and is resident part-time in the Redding City Library.



Brian L. Mortimore SPHR, Director of Human Resources and Organizational Development, Kent District Library
Public and Stakeholder Engagement

Brian brings over 20 years' experience as a Human Resource professional in the library industry. He was published by the American Library Association's Library Journal. In 2020, Brian was named a "Mover and Shaker" by Library Journal for excellence in Human Resource Management in public libraries and specifically for his efforts to create the library industry's first employment assessment tool to aid libraries in candidate selection. Brian provides professional consultation to libraries on a variety of HR subjects related to libraries, including strategy development, performance management, staffing best practices, labor negotiations and compensation management.

An alum of Leadership Grand Rapids, he is the Director of Human Resources and Organizational Development for the Kent District Library where he also serves as Pension Plan Administrator with over 300 employees and 19 locations throughout Kent County. Brian has taught undergraduate human resource management classes and has presented professionally to local chapters of SHRM, the Michigan Library Association and other local businesses.

Brian is a true “Michigander” having been born, raised, educated and now working in the state of Michigan his entire life where he resides with his wife and four children. He holds a bachelor’s degree from Lake Superior State University and a masters degree from Michigan State University (MSU).



Sara Roberts, MLS

Director of Library Operations

Sara manages operations for a variety of library systems, working closely with the Chief Library Officer to ensure quality services at all locations. Sara has worked in many libraries and brings that experience to several projects she manages to support LibraryIQ’s libraries. Sara recently served as the Deputy Director of the Ventura, California library system and managed the Main Library of the Jacksonville Public Library, which included the Adult Literacy department, a Special Collections department and an innovative makerspace and art gallery. Sara is passionate about family engagement at the library, and co-authored a chapter in the book *The Relevant Library* (2018) titled “Family Engagement at the Library: Bringing Families Together to Learn, Grow and Have Fun”. Sara is a project manager with a drive to improve libraries. She earned her first master’s degree in teaching from Georgia College & State University and her second master’s degree in Library Science from the University of Alabama.



Steve Coffman, MLS

Vice President for Library Support Services

Steve is an internationally-recognized expert on innovative approaches to library service. He introduced the Ask-Us-Now live virtual reference service and is responsible for a variety of innovations at LS&S including centralizing the Integrated Library System, acquisitions, and technical services functions in 84 libraries. In February 2004 Steve’s article *Saving Ourselves: Plural Funding for Public Libraries: Can Libraries Break Their Dependence on Tax Monies by Following NPR’s Example?* was published in *American Libraries* magazine. Steve has extensive experience with strategic planning and service design including the Finney County, Kansas Library, the Jackson-Madison County, Tennessee Library, and the Leander, Texas Library. Steve has significant experience in electronic access to library services. He earned a Master of Library Science from the University of California, Los Angeles and a bachelor’s degree in the Humanities from San Francisco State University.



Rebecca Piazza

Content Marketing Specialist

Rebecca creates compelling content to drive engagement and fulfill the needs and interests of a variety of target audiences. From case studies, presentations, promotional copy, proposals and social media posts, Rebecca delivers consistency in the LS&S voice, style and tone. She has her Master of Fine Arts in Writing from Hollins University and a Bachelor of Fine Arts in Art and Design and a Bachelor of Science in English from Towson University.

Work Plan

LibraryIQ will provide recommendations for improvements to services, finances, collection, technology (that integrates with the City's existing platforms), marketing, branding, staffing and facility configuration. LibraryIQ proposes a collaborative strategic planning process and final plan that will position the Library for sustainability and success over the next five years.

Key points:

- LPL strategic plan will be developed collaboratively with the library administration, Commission, staff and stakeholders
- Process includes far-reaching and inclusive input from a cross-section of stakeholders including, but not limited to, community leaders, local residents, nonprofits, educators and business leaders
- LibraryIQ will identify the financial impacts of plan implementation and inform the development and execution of future ballot initiatives
- Project includes review of the current mission statement, values statement and motto and facilitation of revisions
- The strategic plan will be flexible, data-driven and realistic in scope. Project includes ongoing process for LPL staff and leaders to regularly review, evaluate and adjust strategic objectives and actions based on a changing operational environment

Background

LibraryIQ understands LPL is seeking a qualified, professional facilitator to develop a strategic plan for Library initiatives for the next five years.

Public libraries today are valuable community assets that reflect the values, wants and needs of the populations they serve. The COVID-19 pandemic significantly affected library operations throughout the country and world, and the pandemic's potential ongoing impact on customer and staff habits and needs has prompted many changes within the library sphere.

LPL has four branches, including the recently renamed Robert & Janet Bennett Civic Center Library. The Civic Center Library hosts a Friends Book Store, an Auditorium, meeting rooms and the Arts Commissions Art Gallery. LPL employs a total of 29 full-time and 26 part-time employees and a pool of approximately 15 substitute librarians.

Upcoming changes to the Library signify the importance of community revitalization and engagement. Between the pandemic and its resulting reduced Library hours, statistics have decreased but are on the rise again. The LPL is a member of The Library Network cooperative, participates in MeLCat (a statewide inter-library loan system) and uses TLC Carl automation system for its catalog. LibraryIQ will perform all obligations of the contract.

PHASE 1

Discovery and Analysis | October 31 - December 14, 2022

Please note these dates are subject to change pending project start date.

Library administrator will identify a Strategic Planning Team to collaborate on the project. The Strategic Planning Team will advise and ensure that the strategic plan reflects broad community objectives.

A virtual project kickoff meeting will include the Strategic Planning Team and LibraryIQ consultants to share the data collection and analysis approach (including comprehensive information request), confirm project scope, schedule and communication protocols. Project methodology and timeline will be confirmed.

LibraryIQ consultants will use proprietary technology to compare Livonia Public Library with selected peer libraries of similar size and budget across categories including Library Journal ranking, spending analysis, staff per 1,000 population and cost, visits, library use and five-year service and funding trends.

Data and Information Strategy

LibraryIQ will review existing conditions and map to public library best practices. Special attention will be paid to:

- Existing library utilization rates, relative to other communities of similar size and demographics.
- Services currently available

Livonia Public Library data and literature will be reviewed, including:

- Funding
- Capital project improvement plans
- Service delivery models
- Policies and practices
- Facilities
- Technology
- Programs, including underlying planning and evaluation processes
- Partnerships
- Outreach
- Statistics, including use rate, visits, circulation, technology access, etc.

Existing City of Livonia factors (environmental scan) will be reviewed including:

- Population demographics
- Growth projections
- Economic climate
- Educational climate, including local community colleges and universities
- Cultural climate
- Civic engagement
- Historical context

PHASE 2

Community Engagement | December 15, 2022 - February 27, 2023

Please note these dates are subject to change pending project start date.

LibraryIQ will collaborate with the Strategic Planning Team to execute an inclusive public engagement strategy designed to ensure broad community input.

Survey

An online survey will be conducted. The survey will be prepared by LibraryIQ with approval by the Strategic Planning team.

- Questions targeted to users focus on existing and potential new services
- Questions targeted to nonusers focus on why the resident has not used the Library and what services might spark use

The online survey link will be emailed to patrons (addresses from the LPL ILS). Additional email addresses for survey distribution will be generated from Livonia Public Library partner organizations, Strategic Planning Team members and other sources.

The survey link will be shared and promoted via library marketing channels (in-library signage and flyers, Livonia Public Library website, City of Livonia websites if possible, partner websites if possible, social media and local media). Paper surveys will also be available at Livonia Public Library locations (as identified by Strategic Planning Team) to provide representation to those without computer/mobile device and Internet access.

Outreach teams comprising LPL staff and volunteers will take tablets, paper surveys and/or bookmarks/flyers with the survey QR code out into the community. Farmers markets, holiday parades, cultural celebrations, grocery stores, laundromats and social services access centers are all good places to engage residents and yield results that are more representative of the entire community.

Online community engagement provided through Social Pinpoint will capture resident input and encourage broader reach, diversity and inclusion. Engagement Pages are a central portal for surveys, comments and open-ended ideas and use an intuitive, drag-and-drop interface. Note: Social Pinpoint is not included in the proposed project cost and is available for additional cost.

This wide-ranging approach will yield the largest number of survey participants.

Focus Groups

Sessions for stakeholders and the public will be employed to gather a broad cross-section of input. The Strategic Planning Team will identify key stakeholders, representatives from local organizations, members of all communities, demographic and socioeconomic groups, education representatives, business representatives and government officials and work with the LibraryIQ project lead to schedule.

LibraryIQ facilitators will listen carefully, ensure that all voices are heard, capture nuance and dig deep to reach the heart of participant comments—all vital to gathering authentic input. LibraryIQ will facilitate the following sessions:

- Two public sessions at two different library or community locations
- One session with Library Commission members

- One session with Foundation members and Friends
- One session with education representatives (focus on local schools)
- One session with nonprofit representatives (including literacy, health care and social services organizations)
- One session with LPL partner organizations
- One session with prominent citizens, business leaders and government officials
- One session with homeschool leaders

Staff Workshops

LibraryIQ will conduct one workshop with staff to review current successes and challenges and gather ideas about how LPL can innovate to fill education/technology/enrichment gaps in the community.

Individual Interviews

LibraryIQ consultants will conduct up to six one-to-one, in depth interviews with key stakeholders. Interviews will be conducted in person as possible and by phone as necessary. Suggested interviewees include:

- Library Director
- Library Commission Chair
- Foundation and/or Friends Group Chair
- City government leaders
- Other key stakeholders as identified by Strategic Planning Team

Note: This proposal assumes LibraryIQ will provide in-person sessions. Travel is included in the proposal cost. Virtual sessions using the Zoom platform are possible if preferred by Livonia Public Library leaders.

Key Milestones

- Survey drafted
- Survey approved
- Survey conducted
- Survey results compiled and analyzed
- Focus group participants identified
 - Focus groups scheduled
 - Focus group invitations and publicity complete
 - Focus groups conducted

LibraryIQ Analytics Platform Access

LibraryIQ will perform patron analysis and consumer segmentation during Phase Two. This highly valuable, anonymized and detailed data reveals patron consumer segmentation groups (lifestyle, hobbies, preferred media channels, demographics, etc.) and links to library collection use. Data also includes anonymized maps outlining where patrons live. This segmentation data is also provided for City of Livonia households who are non-users.

The analytics platform can also provide data about collection performance (including electronic materials), the diversity, equity and inclusion of the collection and real-time budget tracking.

This exclusive access to the LibraryIQ data analytics platform highlights library use patterns and enables and supports data-driven decision-making. The result is more tailored services to Library users and reach to non-users, increasing card registration.

PHASE 3

Presentation of Findings | February 10 - 28, 2023

Please note these dates are subject to change pending project start date.

LibraryIQ will prepare a presentation with an executive summary and detailed findings on all areas of discovery and analysis. Meaningful trends that emerged from external and internal engagement processes will be explained and gaps between current Library operations, services and programs will be included, along with recommendations.

High-level recommendations to best match Library operations, services, and programs to stakeholder needs and interests including an assessment of critical resources required to achieve alignment.

PHASE 4

Plan Development | March 1 - 30, 2023

Please note these dates are subject to change pending project start date.

LibraryIQ consultants will work closely with the Library Director, Strategic Planning Team and stakeholders to draft goals and objectives and compile a draft strategic plan. The plan will be dynamic and compelling and will identify essential library service priorities, goals and objectives for both the short and long terms, including those currently offered.

The plan will be shared with the Strategic Planning Team and stakeholders. During this iterative process, LibraryIQ consultants will incorporate feedback into a final plan, which will include a mechanism for reporting on progress to internal and external stakeholders as well as a plan for marketing the final product (including with respect to future ballot initiatives).

PHASE 5

Achievability Analysis | March 31 - April 14, 2023

Please note these dates are subject to change pending project start date.

LibraryIQ will provide analysis of the Library's organizational capacity to implement the plan including:

- Financial implications of implementation
- Gap analysis report of areas in which organizational capacity does not meet needs for implementation
- Recommendations for achieving plan goals and objectives

PHASE 6

Prepare And Deliver A Final Strategic Plan | April 17 - 28, 2023

Please note these dates are subject to change pending project start date.

LibraryIQ will prepare and deliver a written Livonia Public Library Strategic Plan that includes:

- Executive Summary outline of short and long term priorities and objectives
- Detailed report with clearly prioritized goals, timeline, measurable objectives, and evaluation methodology
- Communication Plan, including reporting tools
- Achievability/Gap Analysis Report and Recommendations for Ongoing self-assessment methodology and tools

LibraryIQ will present the plan to the Library Trustees and the Strategic Planning Team in a virtual meeting.

TIMELINE SUMMARY

Phase One: Discovery and Analysis

October 31 - December 14, 2022

Phase Two: Community Engagement

December 15, 2022 - February 27, 2023

Phase Three: Presentation of Findings

February 10 - 28, 2023

Phase Four: Plan Development

March 1 - 30, 2023

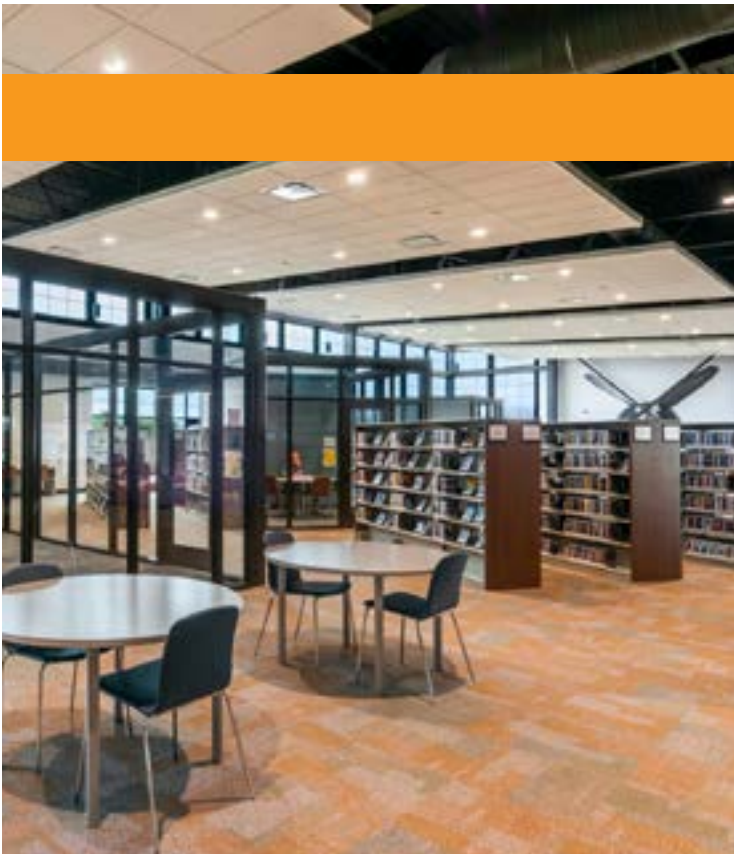
Phase Five: Achievability Analysis

March 31 - April 14, 2023

Phase Six: Prepare And Deliver A Final Strategic Plan

April 17 - 28, 2023

Timeline subject to change pending project start date.



Exclusions or Exceptions

There are no conflicts of interest that would deter LibraryIQ’s expertise.

Budget and Fee Schedule

ITEM	COST
Data Gathering and Analysis (community research)	\$13,550
Synthesize and Present Data, Prepare Strategic Plan	\$14,000
Supplies	\$250
LibraryIQ analytics platform patron segmentation data and analysis	Included in project cost
Travel (two consultants, three days to include staff day and onsite focus group facilitation)	\$2,200
Total Project Cost	\$30,000
OPTIONAL Onsite presentation of final plan	\$1,000

This pricing and offer for services is valid for 120 days and can be extended upon request by Livonia Public Library. LibraryIQ will invoice 50% upon contract execution and 50% upon project completion. Billing terms are net 30 upon receipt. The cost information above is proprietary and should be treated as such.

Statement of Insurance



LIBRSY5-01

PATRA2

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/23/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER HUB Int'l Mid-Atlantic Inc. formerly The Insurance Exchange, Inc. 9713 Key West Avenue Suite 401 Rockville, MD 20850	CONTACT NAME Jeremy Welsh PHONE (A/C, No. EXT.) (301) 270-2039 FAX (A/C, No.) E MAIL welsh.jeremy@tie-inc.com ADDRESS
INSURED Library Systems & Services, LLC 2600 Tower Oaks Blvd., Suite #510 Rockville, MD 20852	INSURERS AFFORDING COVERAGE INSURER A: Travelers Indemnity Company of Connecticut NAIC # 25682 INSURER B: Travelers Property & Casualty Company of America 25674 INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES		CERTIFICATE NUMBER:		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.						
REF. NO.	TYPE OF INSURANCE	ADDL. SUBR. NO.	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☒ LOC ☐ OTHER ☐ (OTHER)		0603P198363	12/1/2019	12/1/2020	EACH OCCURRENCE: \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence): \$ 1,000,000 MED EXP (Per person injured): \$ 10,000 PERSONAL & ADJ. INJURY: \$ 1,000,000 GENERAL AGGREGATE: \$ 2,000,000 PRODUCTS - COMPOD AGG: \$ 2,000,000
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTO ONLY ☐ SCHEDULED AUTO ☐ NON-OWNED AUTO ONLY ☐		BA3P199187	12/1/2019	12/1/2020	COMBINED SINGLE LIMIT (Per accident): \$ 1,000,000 BODILY INJURY (Per person): \$ BODILY INJURY (Per accident): \$ PROPERTY DAMAGE (Per accident): \$
D	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ RETENTIONS 10,000		CLIP3P281717	12/1/2019	12/1/2020	EACH OCCURRENCE: \$ 10,000,000 AGGREGATE: \$ 10,000,000
D	☒ WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/RETIRED PART-TIME (Mandatory in MD) T.Y.R. DISORDER UNDER DESCRIPTION OF OPERATIONS below	Y/N N	UN3P205580	12/1/2019	12/1/2020	☒ PER STATUTE ☐ OTH ER E.L. EACH ACCIDENT: \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE: \$ 1,000,000 E.L. DISEASE - POLICY LIMIT: \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

EVIDENCE OF COVERAGE

CERTIFICATE HOLDER

EVIDENCE OF COVERAGE
EVIDENCE OF COVERAGE
EVIDENCE OF COVERAGE
EVIDENCE OF COVERAGE

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

© 1985-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

References



SIOUXLAND LIBRARIES, SOUTH DAKOTA

Strategic Plan 2022

Jodi Fick | Director

C200 North Dakota Ave | Sioux Falls SD 57117

605-367-8713 | jfick@siouxfalls.org

ESCONDIDO, CALIFORNIA PUBLIC LIBRARY

[Strategic Plan \(August 2018\)](#), [Full Library Operation](#)

Joanna Axelrod | Deputy City Manager, Director of Communications & Community Services

City Hall, Second Floor, 201 North Broadway |

Escondido, CA 92025

760-839-4871 | jaxelrod@escondido.org



OSCEOLA, FLORIDA LIBRARY SYSTEM

[Strategic Plan \(September 2020\)](#), Full Library Operation

David Barnett | Library Contract Manager, Human Services Manager

1 Courthouse Square, Suite 2400 | Kissimmee, FL

34741

407-742-8468 | David.Barnett@Osceola.org

YUBA COUNTY, CALIFORNIA LIBRARY

Strategic Plan and Library Assessment (December 2019)

Kevin Mallen | Director, Yuba County Community Development & Services Agency

915 8th Street | Marysville, CA 95901

530-749-5430, kmallen@CO.YUBA.CA.US



APPENDIX

Attachments and Strategic Plan Sample

FORM OF PROPOSAL
LIBRARY STRATEGIC PLAN

Bid of Library Systems & Services _____
hereinafter called Bidder, organized and existing under the laws of or a resident of the State of Michigan, doing business as LibraryIQ, a corporation*. * Insert as applicable: “a corporation”, “a partnership” or “an individual”

TO THE CITY OF LIVONIA, MICHIGAN, hereinafter called OWNER:

The undersigned as Bidder hereby declares: that this Bid is made in good faith without fraud or collusion with any person or persons bidding on the same Contract; that the Bidder has read and examined the Notice to Bidders, Instructions to Bidders, Bid, General Conditions, Supplementary Conditions, Agreement, Forms of Proposal, Bond, Specifications and Drawings, as prepared by the City of Livonia, and understands all of the same; that the Bidder or its representative has made personal investigation at the site and has become fully familiar with regard to the conditions to be met in the execution of this Contract, and the undersigned proposes to furnish all labor, materials, tools, power, transportation, and construction equipment necessary for the construction of the Project and performing related work in full accordance with the aforesaid Contract Documents, including any and all Addenda officially issued, their receipt of which is hereby acknowledged:

Addendum No. Addendum Date

The work may be awarded per item.

Item No.	Item Description	Complete for the Sum of:
1	Five-year strategic plan for the City of Livonia Library	\$30,000

FEE SCHEDULE

ROLE	DUTIES PERFORMED	HOURLY RATE
Lead consultant/LibraryIQ consultant team	Project management, communications with Livonia Public Library leaders and staff	\$140
LibraryIQ consultant team	Background information discovery and analysis	\$120 average
LibraryIQ consultant team	Community engagement	\$175 average

LibraryIQ consultant team	Staff workshop	\$175 average
LibraryIQ consultant team	Individual interviews	\$140
LibraryIQ consultant team	Data gathering and analysis/presentation of findings	\$120 average
LibraryIQ consultant team	Plan development/achievability analysis	\$175 average
LibraryIQ consultant team	Prepare and deliver final plan	\$140

In submitting this sealed bid, it is understood that the City of Livonia reserves the right to reject or accept any or all proposals in whole or in part and waive any irregularities and informalities therein. It is agreed that this bid may not be withdrawn for 120 days from the opening thereof.

Number of days it will take to complete the project upon being given notice to proceed 180 DAYS

The contractor and their sub-contractors agree that they will not discriminate against any employee or applicant for employment, to be employed in the performance of this contract with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of their sex or age, except when based on a bona fide occupational qualification, or because of their race, color, religion, national origin or ancestry. (Act 453 P.A. 1976 As Amended) The contractor further agrees that they will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to age, sex, race, creed, color or national origin. Breach of this contract may be regarded as a material breach of contract.

Bidder will identify business entity as individual, or if doing business under assumed name, indicate assumed name, partnership, (naming partners), corporation, foreign or domestic (naming principal officers), and indicate official capacity of person executing proposal and bid.

Date 9-26-2022

Firm Name Library Systems & Services dba LibraryIQ
(If corporation, partnership, or assumed name)

Address 2600 Tower Oaks Blvd. Suite 510, Rockville, MD 20852

Signature Todd Frager (Person executing bid and official capacity)

Print Name Todd Frager

City Rockville State MD Zip Code 20852

Email todd.frager@lsslibraries.com

Phone (800) 638-8725 FAX _____

(Names of Principal Officers and designate (If partnership or assumed name, indicate official capacity) names of owners) Todd Frager, Chief Executive Officer

**CONTACT PERSON TO WHOM QUESTIONS REGARDING PROPOSAL RESPONSE
SHOULD BE DIRECTED:**

NAME: Mark Kunin

TITLE: Regional Sales Executive

PHONE: (800) 638-8725

EMAIL: mark.kunin@lsslibraries.com

LIBRARY STRATEGIC PLAN
REFERENCE FORM

COMPANY NAME: Library Systems & Services dba LibraryIQ

Reference Company Name: SIOUXLAND LIBRARIES
City/State: Sioux Falls, South Dakota
Summary of Work Performed: Public library strategic plan
Dates of Work: Completed April, 2022
Company Contact Person: Jodi Fick Title: Library Director
Phone Number: 605-367-8713 Email: jfick@siouxfalls.org

Reference Company Name: ESCONDIDO PUBLIC LIBRARY
City/State: Escondido, California
Summary of Work Performed: Public Library Strategic Plan
Dates of Work: Completed June, 2022
Company Contact Person: Joanna Axelrod Title: Deputy City Manager Director of Communications & Community Services
Phone Number: 760-839-4871 Email: jaxelrod@escondido.org

Reference Company Name: Osceola Library System
City/State: Osceola County, Florida
Summary of Work Performed: Public library strategic plan
Dates of Work: Completed September, 2020
Company Contact Person: David Barnett Title: Library Contract Manager, Human

Services Manager
Phone Number: 407-742-8468 Email:David.Barnett@Osceola.org

STATEMENT OF QUALIFICATIONS LIBRARY STRATEGIC PLAN

Respondents must answer all questions. If more space is needed to complete a question, attach a separate sheet.

Company Name: Library Systems & Services dba LibraryIQ

Address 2600 Tower Oaks Blvd. Suite 510, Rockville, MD 20852 Contact

Person: Mark Kunin Title Regional Sales Executive Phone

No. (800) 638-8725 Email mark.kunin@lsslibraries.com

1. Number of years operating under your present name: 39

2. Number of years present owners have owned the company: 2

3. How many years of experience does your company have providing the services specified in the bid documents? 5 years

4. List municipalities/public libraries who the bidder has serviced in the past five (5) years to present:

Name of Municipality	Term of Service
Sioux Falls, South Dakota	Public Library Strategic Plan, 2022
Camarillo, California	Public Library Strategic Plan, 2022
Collegedale, Tennessee	Public Library Strategic Plan, 2020
Osceola County, Florida	Public Library Strategic Plan, 2019
Escondido, California	Public Library Strategic Plan, 2018, 2022
Finney County, Kansas	Public Library Strategic Plan, 2021
Matanuska-Susitna Borough, Alaska	Public Library Strategic Plan, 2018

New Port Richey, Florida	Public Library Strategic Plan, 2022
Palmdale, California	Public Library Strategic Plan, 2021
Redding/Shasta County, California	Public Library Strategic Plan, 2018
Simi Valley, California	Public Library Strategic Plan, 2022
Upland, California	Public Library Strategic Plan, 2021
Yuba County, California	Public Library Strategic Plan, 2019

5. General nature of work performed by your company:

LibraryIQ provides public library consulting in the areas of strategic planning, operational assessment, facility assessment, technology assessment, facility master planning and community needs assessment. LibraryIQ also provides a software platform to help libraries better manage their resources and make data-driven decisions.

6. Have you performed work for the City of Livonia in the last ten (10) years? If so, please specify:

Year of Service	Department Serviced	Description of Services Provided
N/A		

SQ-1

7. List the members of the team who will oversee the contract and the roles they will perform.

Name	Title	Role	Years of Experience
Deborah Joy	Project Lead	Project Lead	15
Greg Vogt	Director of Information Technology	Library technology consultant	25

Brian Mortimore	Director of Human Resources	Staff and public engagement	20
Sara Roberts	Director of Library Operations	Data analysis, plan development	15
Steve Coffman	Vice President for Library Support Services	Data harvesting and analysis	40
Rebecca Piazza	Content Marketing Specialist	Background data harvesting and analysis	3

8. What challenges do you foresee?

Reaching library non-users can be a challenge in strategic planning efforts. This proposal addresses that challenge by adding outreach teams and robust marketing for survey and focus groups. Concern about funding for strategic objectives can also be a challenge, this proposal addresses that concern by including funding mechanism analysis in the project.

9. What is included in your base price for services? What services will incur additional fees: All services described in the attached proposal are included in base price for services.

COMPANY NAME: Library Systems & Services dba LibraryIQ

SIouxLAND LIBRARIES

Strategic Plan Fiscal Year 2022-2027



PREPARED FOR

Siouxland Libraries | Sioux Falls, SD
May, 2022

STRENGTH CONNECTION

3	INTRODUCTION
4	STRATEGIC PLANNING PROCESS
5	KEY CHALLENGES
6	STRATEGIC PLANNING GOALS AND OBJECTIVES - Community Hub/Cultural Connector - Traditional and Emerging Services - Flexible Spaces - Sustainability
15	APPENDIX I: ENVIRONMENTAL SCAN
19	APPENDIX II: COMPARISON TO PEER LIBRARIES AND STATE/NATIONAL AVERAGES
26	APPENDIX III: PATRON SEGMENTATION BY CONSUMER GROUP
38	APPENDIX IV: PUBLIC SURVEY SUMMARY

INTRODUCTION

During the past eight months Siouxland Libraries engaged in an inclusive and thorough process of input and feedback from a diverse group of residents from Sioux Falls and Minnehaha County. The goal of the strategic planning process was to evaluate the Libraries' current state, identify opportunities and challenges and chart a course for a strong and vibrant future.

The communities served by Siouxland Libraries are growing and thriving and even more growth is projected in coming months and years. As the way residents interact with their libraries evolves, Siouxland Libraries will evolve by achieving the goals described in this plan.



Checkout of physical library materials (books, audiobooks, movies, etc.) has slowly decreased over the past several years, and use of digital content (in the form of e-books, e-audiobooks, e-magazines, downloadable music and movies, etc.) has increased, especially during the COVID-19 pandemic. More importantly, the library continues to play a more prominent role as a destination for community events and activities, services and programs. Consideration of this role is important in planning the Libraries future.

At the same time, books, reading and literacy remain an important part of library service.



Thank you to all the residents and staff who completed the survey, participated in focus groups or individual interviews and shared their time and expertise to support the strategic planning process.

STRATEGIC PLANNING PROCESS

When the strategic planning process began in November 2021 the team set out to answer three key questions:

1. What does the community want?
2. Where do we want to go and how do we get there?
3. How can Siouxland Libraries meet community desire and innovate to meet changing needs?

In an effort to answer these questions, the Libraries reached out to people throughout Sioux Falls and Minnehaha County. Through an online survey, focus groups, individual interviews and direct staff participation, ideas and feedback were gathered from nearly 1,300 people including business, education and nonprofit leaders, key stakeholders, library staff and—most important of all—patrons and volunteers.

National best practices and local data about services and statistics, actual facility use and service area demographics and projections were also an essential part of the analysis. Through this process, residents' current and future needs, broad community influences and the Libraries' crucial role in the community became apparent. Respondents agreed the Libraries are deeply valued community resources, and their appreciation for the Library's hardworking staff, affirmation of current services and programs and a strong desire for even more services, especially outside library walls, emerged. These findings formed the framework for the strategic goals in this plan.

The online survey was available for public input throughout the month of January 2022, and numerous focus groups were conducted in mid-February 2022. Some statistics and patron usages that this Plan is based on were impacted by COVID-19. Siouxland Libraries continued to adapt and enrich the community in new and thoughtful ways throughout the pandemic. As public libraries throughout the country move forward, Siouxland staff will monitor and make the necessary changes to meet their community mission and goals.

We Want to Hear **FROM YOU!**



SIOUXLAND LIBRARIES

Requesting
community input
on library services
for our upcoming
Strategic Plan.

KEY CHALLENGES

A few key challenges emerged from the research process:

1. Fast growth of service area, with newcomers comprising diverse nationalities and socioeconomic groups. A hub for information about the community, government and other services is needed.
2. Perception that Siouxland Libraries are primarily a place to check out books. There is less understanding of how Siouxland Libraries can be a community hub and the variety of exciting and useful services potentially available.
3. Assumption that brick and mortar locations are the only way to provide services, particularly in rural areas. There is a gap in community understanding about all the ways library services can be delivered.
4. Assumption that most library users are from underserved communities; patrons are in fact from many socioeconomic groups.
5. Lack of central staff responsibility for outreach/ partnerships and need to leverage community service agency relationships with clients and provide library services at partner facilities.



STRATEGIC PLANNING GOALS AND OBJECTIVES

During the community input process, desire for library services in four goal areas became clear:



COMMUNITY HUB/CULTURAL CONNECTOR

Goal Statement: Siouxland Libraries will provide experiences that bring the community together and celebrate Sioux Falls/Minnehaha County's rich traditions and embrace the diversity of a dynamic and growing community.

Siouxland Libraries will be the partner of choice for service agencies and community leaders.



TRADITIONAL AND EMERGING SERVICES

Goal Statement: Siouxland Libraries provide experiences that surprise and delight and are the center for lifelong learning in Sioux Falls and Minnehaha County.



FLEXIBLE SPACES

Goal Statement: Siouxland Libraries are dynamic, flexible welcoming spaces for people to gather, learn, connect and have fun.



SUSTAINABILITY

Goal Statement: Siouxland Libraries will be a good neighbor and community member through sound environmental practices, socially responsible policies and practices with sustainable growth and value to the public. Support City's sustainability efforts.

COMMUNITY HUB/CULTURAL CONNECTOR



Goal Statement:

Siouxland Libraries will provide experiences that bring the community together and celebrate Sioux Falls/Minnehaha County's rich traditions and embrace the diversity of a dynamic and growing community.

Siouxland Libraries will be the partner of choice for service agencies and community leaders.

STRATEGY	OBJECTIVE	TIMELINE
Educate residents about modern library services.	Create understanding among 40% of the service area population that libraries are places to connect with the community, access exciting new technology, have fun and enrich lives by conducting ongoing communication campaign.	Throughout the planning period (FY2023-2028)
	Market services by researching initiatives such as podcasts, video tutorial series, outreach opportunities, etc. Launch one unique service.	Q2 FY2023
	Increase new cardholder activity 5% by sending welcome newsletter specifically to new cardholders.	FY2023
Centralize responsibility for partnerships/ outreach.	Create a Community Engagement Coordinator position and hire one FTE.	FY2023
Leverage partnerships for marketing.	Develop consistent cross-marketing opportunities with four partners and focus on the top three Library services.	FY2024
	Raise profile by presenting at community events (city council meetings, local community service organizations, etc.) four times annually and connecting with one community group per month.	FY2024
Support digital equity.	Amplify effort by partnering with IT professionals from four organizations in the community to provide one-on-one digital training.	FY2025

Act as City and County information hub.

Leverage library reputation for warmth and friendliness by posting on social media with info about government services and requirements each month.

Position library as center for community improvement activities by sharing community improvement project info quarterly through social media and newsletter postings.

Throughout the planning period
(FY2023-2028)

Throughout the planning period
(FY2023-2028)

Offer services beyond library walls.

Increase impact by taking reading programs out into the community. Partner with one educational institution per year in order to promote reading in a meaningful and measurable way.

Throughout the planning period
(FY2023-2028)

Embrace diverse cultures.

Expand multicultural marketing efforts by researching most effective channels for specific communities. Select one channel and execute one campaign annually.

Improve offerings to Spanish speakers by reviewing Spanish language physical collection performance annually.

Unite and inspire the community by hosting one large event each year.

Throughout the planning period
(FY2023-2028)

Throughout the planning period
(FY2023-2028)

Throughout the planning period
(FY2023-2028)

TRADITIONAL AND EMERGING SERVICES



Goal Statement:

Siouxland Libraries provide experiences that surprise and delight and are the center for lifelong learning in Sioux Falls and Minnehaha County.

STRATEGY	OBJECTIVE	TIMELINE
Support economic development.	Determine local business needs by conducting one survey. Design two services to enhance new-to-the-community employees.	Q1 FY2024
Encourage reading.	Provide personalized reading suggestion lists by request on the website by rebranding the Book Butler program. Increase participation by 50%.	FY2023
	Increase access by focusing collection development to meet specific community needs (bestsellers, eBooks) and shorten wait times by 5%.	Q4 FY2024
	Provide Student Cards via partnership with Sioux Falls School District and Minnehaha County School Districts (Baltic, Brandon Valley, Garretson, Tri-Valley and West Central) to increase access to library services. Promote program to 100% of Sioux Falls School District's elementary students and 25% of middle and high school students. Develop partnerships with the Minnehaha County School Districts and other private schools in Sioux Falls.	FY2023-2025
	Celebrate reading throughout the year by hosting one spring reading challenge starting in FY2023. Establish a baseline of participation and increase 5% each year.	Throughout the planning period (FY2023-2028)
	Support literacy by increasing Summer Reading participation by 5% each year.	Throughout the planning period (FY2023-2028)
Support early literacy and education.	Engage parents by focusing efforts on three large parent education programs each year. Establish baseline of participation in 2023, increase participation by 5% each year.	Throughout the planning period (FY2023-2028)
	Focus efforts on preparing children for kindergarten. Leverage 1000 books before Kindergarten. Increase participants by 5 percent each year of plan.	Throughout the planning period (FY2023-2028)

Introduce innovative services.

Provide life skills programs by investigating partnerships and/or offering one series each quarter in areas such as financial literacy, sewing and mending, affordable living (couponing, etc).

Create a greater depth of virtual offerings by exploring three service options annually and implementing as possible.

FY2023

Throughout the planning period
(FY2023-2028)

Raise awareness.

Understand the impact of library fines on patrons and result of removing library fines on collection access by performing cost/benefit analysis. Use data to explore becoming a fine free library system.

Reach users and nonusers with information about services by leveraging analytical data and strategic marketing channels. Identify three patron segmentation groups and launch a communication campaign.

Q2 FY2023

FY2023

Provide access to new and existing technology.

Increase adult engagement by investigating a once-a-month series of author visits and speakers with focus on specific topics and consistent day/time. Could be ticketed and fundraiser or sponsored. Include virtual/ongoing option.

Support technology adoption by providing one-on-one instruction at least four days per month, including help on how to download and stream content to personal devices.

Increase convenience for patrons by providing 30% of programs during the evening or weekends for working families and single adults.

FY2024

FY2025

Throughout the planning period
(FY2023-2028)

FLEXIBLE SPACES



Goal Statement:

Siouxland Libraries are dynamic, flexible welcoming spaces for people to gather, learn, connect and have fun.

STRATEGY	OBJECTIVE	TIMELINE
Encourage residents to gather and connect.	Provide a branded, system-wide Memory Lab service by leveraging current scanning equipment to digitize print photos at three locations. Consider adding additional equipment.	FY2023-2025
	Provide space for multigenerational gathering by finding opportunities to partner with City Parks and Recreation four times per year.	FY2026
	Create more space for people to gather, access information and technology in all locations by evaluating and finding opportunities to refresh one branch per year.	Throughout the planning period (FY2023-2028)
Optimize access in rural areas.	Provide more effective service delivery for low-use branches by evaluating three options including pop-up, mobile, or locker services.	FY2024
	Identify three options for a larger, multi-use facility in Hartford by partnering with the local government.	FY2025
Modify Downtown location.	Create more efficiency by redesigning the staff area for increased storage and public space.	FY2025
	Offer a high quality coffee bar with snacks by releasing an RFP for private operation with contractual obligations for hours of operation and products.	FY2025
Modify Prairie West and Oak View branches.	Support after school programs by monitoring public schools' program development and identifying needs that Libraries could fill.	FY2023 and FY2024
	Increase options for families by exploring offering three afterschool options such as a STEAM area for elementary and middle grades students.	FY2023

Optimize
Mobile Unit.

Leverage efficiency by partnering closely with City Parks and Recreation and County agencies to ensure six visits per year coincide with other public events.

Increase Mobile Unit visibility by continuing to visit six farmers’ markets, holiday and other public events per year.

Determine return on investment by continuing to track hours of service, hours in maintenance/repair and all associated costs.

Throughout the planning period
(FY2023-2028)

Throughout the planning period
(FY2023-2028)

Throughout the planning period
(FY2023-2028)

SUSTAINABILITY



Goal Statement:

Siouxland Libraries will be a good neighbor and community member through sound environmental practices, socially responsible policies and practices with sustainable growth and value to the public. Support City's sustainability efforts.

STRATEGY	OBJECTIVE	TIMELINE
Reduce waste.	Determine whether the current process continues to be the most sustainable by verifying current reuse and recycling of materials that have been withdrawn from the collection. Reduce carbon footprint or wasteful practices by asking staff to notice and implement four ways to improve each year throughout the system.	FY2026 Throughout the planning period (FY2023-2028)
Minimize fuel consumption.	Increase efficiency by collaborating with courier, City vehicles and Bookmobile for planning/scheduling. Evaluate two vehicles/programs per year. Reduce travel distance for patrons by investigating provision of lockers for materials pickup throughout the community. Pickup lockers can be located at parks and recreation sites, fire stations, etc. Continue to encourage walkable/bikeable/short commute communities by offering quality library services at multiple locations throughout the city and county. Educate residents about responsible consumption by offering four focused library programs each year. Provide best possible access to resources for patrons without physically traveling to a library by improving the website. Provide programs in a variety of spaces throughout the service area (parks and recreation spaces, etc.) to increase convenience, shorten travel distance and reach a larger audience.	FY2023 - Bookmobile FY2024 - Courier and Downtown vehicle FY2025 - Rural East and Rural West vehicles FY2025 Throughout the planning period (FY2023-2028) Throughout the planning period (FY2023-2028) Throughout the planning period (FY2023-2028) Throughout the planning period (FY2023-2028)
Optimize staff time.	Reduce staff time spent switching tasks by evaluating staff scheduling and meetings/trainings to determine necessity.	FY2023

Encourage outdoor activities.

Encourage early literacy by creating a permanent story walk in partnership with City Parks and Recreation.

Educate patrons by offering resources for home gardening and three programs on organic gardening, composting, etc. annually.

FY2024

Throughout the planning period
(FY2023-2028)

Reduce public new equipment consumption.

Improve technology access by investigating providing laptops and Wi-Fi hotspots for circulation beyond library buildings. Plan for some loss in annual budget, as would happen for print collection.

Improve access by increasing the Library of Things by five items per year.

FY2023

Throughout the planning period
(FY2023-2028)

APPENDIX I: ENVIRONMENTAL SCAN

Siouxland Libraries serve a dynamic and fast-growing community. From its inception in 1856 on the banks of the Big Sioux River, Sioux Falls has been an important South Dakota community. The history, development and continued population and economic growth of Sioux Falls is intricately related to the river and falls, with major industries continuing to be banking/financial services, agriculture, health care, manufacturing and transportation as well as the service industry.

Siouxland Libraries also serve Minnehaha County. Formed in 1995 and covering 814 square miles, Siouxland Libraries was created by merger of the Sioux Falls Public Library and the Minnehaha County Rural Public Library.

Siouxland Libraries' service area population is 230,819. In 2020, there were 96,842 cardholders, representing approximately 42% of the 89,354 population, which is strong market penetration for a public library.

The City is coming together in the *One Sioux Falls* framework, which guides work for strategic community growth.

ONE SIOUX FALLS FRAMEWORK



The One Sioux Falls framework guides our work for strategic community growth.

Each of the four focus areas are supported by innovation, engaging people, and sustainable growth.

Safety & Health: Provide a safe community in which the health and well-being of our citizens is above the national average.

Accessible Housing: Foster the availability of housing options at all income levels, throughout the city.

Workforce: Continue to develop a community with a quality of life that will attract and retain the best employee base in the United States.

Kids & Families: Support a community where kids and families want to be, and can thrive.

This is supported by innovation, engaging people, and sustainable growth.

Siouxland Libraries are incorporating metro-wide goals for innovative growth into their daily and long term actions as the library leading the way in the community.

Demographics

Minnehaha County's population of 197,214 makes it the most populous county in South Dakota, containing over 20% of the state's population¹. The county seat is Sioux Falls, the largest city in South Dakota. In the Sioux Fall Metropolitan Area, the average household size is 2.46 people. About one-third of all households

¹ US Census American Community Survey. <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2020/report.php?geotype=msa&msa=43620> Accessed 4-6-2022.

(33.5 percent) have one or more children under the age of 18; 23.6 percent of all households have one or more people 65 years and over.

The average median income in Minnehaha County is \$61,772 (compared to South Dakota median \$59,896)² with 8.7% of the population under the poverty level. Sioux Falls has a 2.8% unemployment rate, far lower than the national average of 6.2%.

Household Income in Minnehaha County, South Dakota in 2016-2020

	Percent
Less than \$10,000	4.4
\$10,000 to \$14,999	3.3
\$15,000 to \$24,999	7.8
\$25,000 to \$34,999	9.9
\$35,000 to \$49,999	13.0
\$50,000 to \$74,999	19.5
\$75,000 to \$99,999	15.3
\$100,000 to \$149,999	16.5
\$150,000 to \$199,999	6.1
\$200,000 or more	4.2

Types of Households in Minnehaha County, South Dakota in 2016-2020

	Percent
Married-couple households	46.0
Cohabiting Couples	7.2
Male Householder No spouse/partner present	20.2
Female Householder No spouse/partner present	26.6

² US Census. <https://www.census.gov/quickfacts/fact/table/SD/BZA210219>. Accessed 4-14-2022.

Percent of the Population 5 years and over who Speak a Language other than English in Sioux Falls, SD Metro Area in 2016-2020

	Percent
Spanish	3.0
Other Indo-European languages	2.2
Asian and Pacific Islander languages	0.7
Other languages	2.4

In Minnehaha County, an estimated 93.2 percent of residents are U.S. natives. 62.2 percent of Sioux Falls, SD residents are native South Dakotans with 6.8 percent of Sioux Falls Metropolitan residents born in other countries. An estimated 59.8 percent of these residents entered the United States prior to 2010.³

Digital Access & Technology in Minnehaha County

Types of Computers in Sioux Falls, SD Metro Area in 2016-2020

	Percent
Desktop or laptop	81.2
Smartphone	85.8
Tablet or other portable wireless computer	65.8
Other computer	2.1

Sioux Falls residents have strong access to technology. 94.2 percent of households in Sioux Falls, SD Metro Area had a computer, and 88.8 percent had a broadband internet subscription.⁴

³ US Census American Community Survey. <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2020/report.php?geotype=msa&msa=43620> Accessed 4-20-2022.

⁴ US Census American Community Survey. <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2020/report.php?geotype=msa&msa=43620> Accessed 4-20-2022.

Types of Computers in Minnehaha County, South Dakota in 2016-2020

	Percent
Desktop or laptop	79.9
Smartphone	86.0
Tablet or other portable wireless computer	64.1
Other computer	2.1

Education

Sioux Falls has a significant number of high-school educated residents. Of those 25 years and over, 93.5 percent had at least graduated from high school and 33.9 percent had a bachelor's degree or higher. An estimated 6.5 percent did not complete high school.

The total school enrollment in Sioux Falls, SD Metro Area was 64,966. Sioux Falls children's nursery school enrollment was 4,859 and Kindergarten through 12th grade enrollment was 46,936. Students college or graduate school enrollment numbered 13,171.⁵

Educational Attainment of People in Sioux Falls, SD Metro Area in 2016-2020

	Percent
Less than high school diploma	6.5
High school diploma or equivalency	26.5
Some college, no degree	20.3
Associate's degree	12.8
Bachelor's degree	23.4
Graduate or professional degree	10.5

⁵ US Census American Community Survey. <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2020/report.php?geotype=msa&msa=43620> Accessed 4-20-2022.

APPENDIX III: PATRON SEGMENTATION BY CONSUMER GROUP

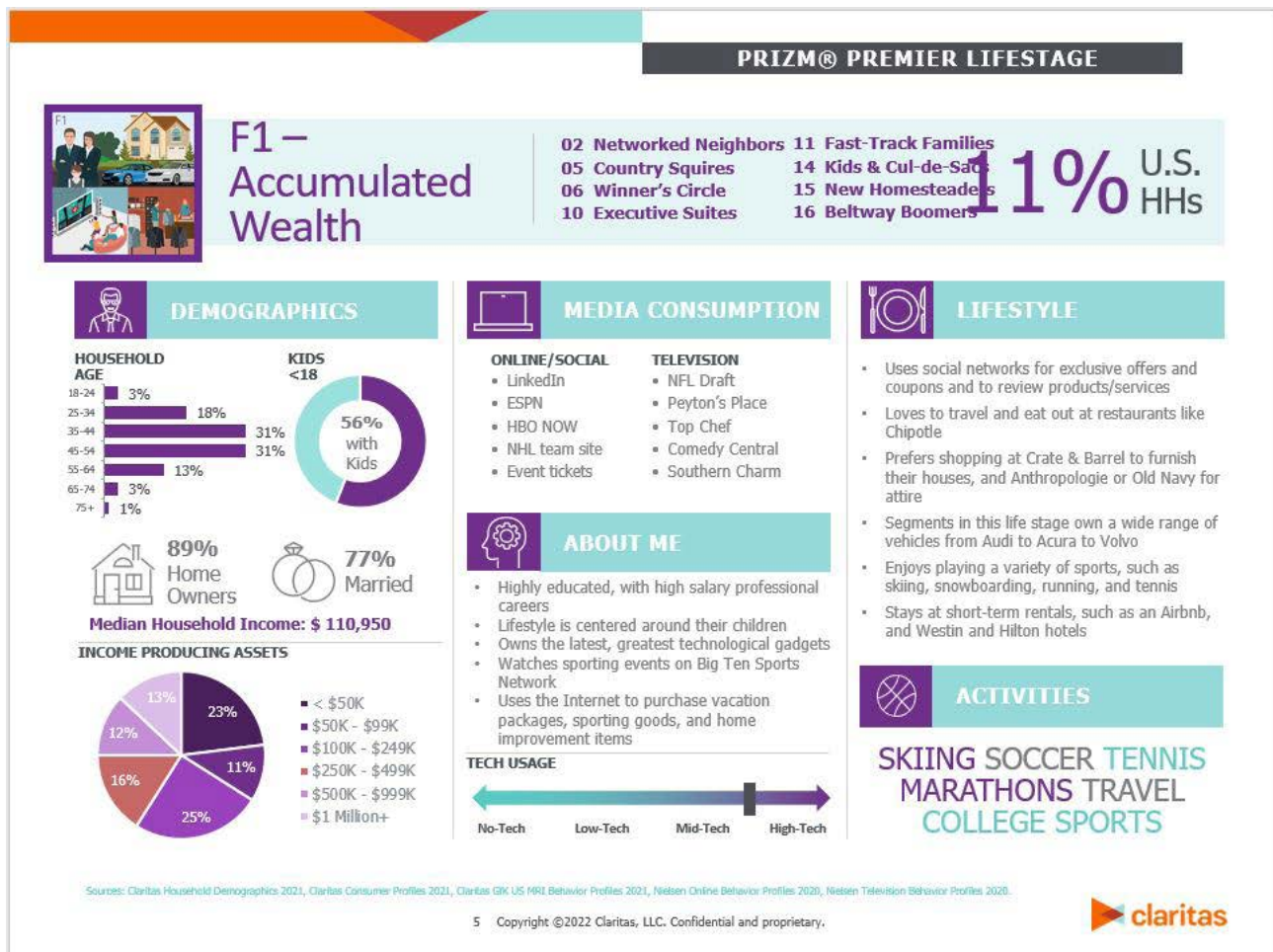
Data from the LibraryIQ analytics platform provides insight into Siouxland Libraries patron needs and interests. The chart below includes information about Siouxland Libraries patrons who checked out physical materials during 2021. Anonymized patron information was mapped to Claritas® consumer information to provide deep understanding of patron needs and interests by household. This data will assist Siouxland Libraries in allocating budget for resources, services and collection development. A deep understanding of demographics, lifestyle and behaviors can be used to create effective marketing strategies, engagement efforts, programs and outreach.

Key Takeaways

Segment Name	Household Income	Household Technology	Household Age Range	% of Total Siouxland Households	% of Total Siouxland Households That Are Library Patrons	% of Total Library Print Checkouts
Accumulated Wealth	Upscale	Average to High	35-55	19.41%	24.33%	34.44%
Cautious Couples	Lower Midscale	Low	65+	13.89%	10.80%	10.06%
Conservative Classics	Upscale	Low to Average	55+	7.76%	8.34%	9.49%
Affluent Empty Nests	Upscale	Average	55+	7.62%	8.60%	9.26%
Young Accumulators	Upper Midscale	Average	Age <55	8.05%	8.92%	9.01%
Young Achievers	Lower Income	Average to High	Age <55	17.07%	15.52%	9.97%
Mainstream Families	Upper Midscale	Low to Average	25-50	6.90%	6.69%	5.79%
Midlife Success	Lower Midscale	Low	65+	4.22%	4.28%	4.53%
Striving Singles	Lower Income	Average to High	Age <55	9.65%	8.10%	4.06%
Sustaining Seniors	Downscale	Low	55+	3.95%	3.15%	2.71%
Sustaining Families	Lower Income	Average	Age <55	1.47%	1.26%	0.69%

Accumulated Wealth

- Highest volume of print materials checkouts
- Suburban environment with emphasis on families with children
- Educated parents with high-salary professional careers
- Above average use of technology, great for STEAM related programs and activities



Cautious Couples

- Interest is in DIY, tools and the home
- Prefer to stay in local setting over venturing out
- Retirement phase: lean more toward comfort and casual areas
- Lower-tech; reads the newspaper and favorite genres (crafting, current affairs, cooking)

PRIZM® PREMIER LIFESTAGE



M3 – Cautious Couples

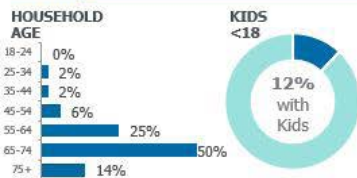
32 Traditional Times
36 Toolbelt Traditionalists
38 Hometown Retired
41 Domestic Duos
43 City Roots

46 Heartlanders
49 American Classics
52 Simple Pleasures
53 Lo-Tech Singles

13% U.S. HHs



DEMOGRAPHICS



82% Home Owners



53% Married

Median Household Income: \$ 38,795

INCOME PRODUCING ASSETS



MEDIA CONSUMPTION

ONLINE/SOCIAL

- AARP
- Facebook
- Email
- Shopping sites

TELEVISION

- INSP
- Dolly Parton: 50 Year at the Opry
- NASCAR races
- Bonanza
- Walker, Texas Ranger



ABOUT ME

- Typically beginning their empty-nest years
- Maintains easy-going and predictable lifestyles
- Enjoys reading and eating out at restaurants with good values
- Listens to classic country or soft adult contemporary music
- Reads the local newspaper as well as fraternal magazine

TECH USAGE



LIFESTYLE

- Likely to choose a night out over relying on technology to entertain them
- Prefers dining at restaurants like Cracker Barrel or Golden Corral
- Shopping excursions usually include Stein Mart, JC Penney, and Big Lots
- Owns domestic brand vehicles such as Buick, Chevrolet, or Lincoln
- Does not travel often, but when vacationing enjoys going on guided tours and visiting casinos



ACTIVITIES

GOLF FIGURE SKATING
FORMER MILITARY
NASCAR RETIREMENT

Sources: Claritas Household Demographics 2021, Claritas Consumer Profiles 2021, Claritas GRI US MRI Behavior Profiles 2021, Nielsen Online Behavior Profiles 2020, Nielsen Television Behavior Profiles 2020.

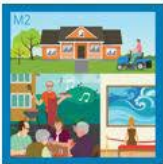
11 Copyright ©2022 Claritas, LLC. Confidential and proprietary.



Conservative Classics

- Partakes in outdoor leisure activities (boating, golf)
- Interest in local events and cultural opportunities
- Typically not up-to-date on latest technology
- Watches live TV and listens to talk/personality radio

PRIZM® PREMIER LIFESTAGE

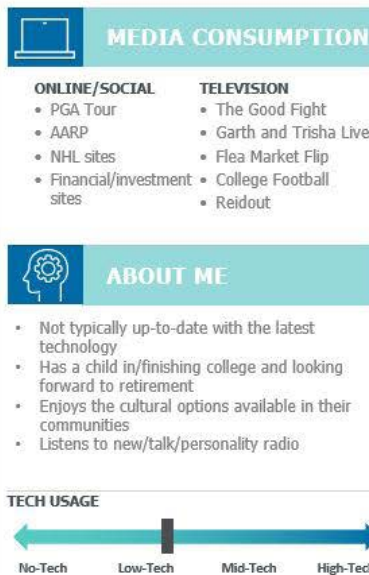
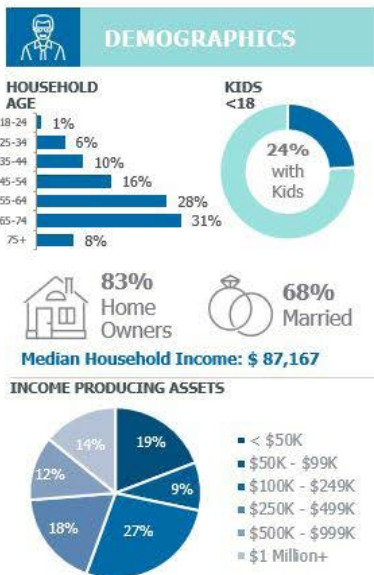


M2 – Conservative Classics

17 Urban Elders
18 Mayberry-ville
19 American Dreams
20 Empty Nests

22 Middleburg Managers
24 Pickup Patriarchs
28 Country Casuals

11% U.S.
HHs



Sources: Claritas Household Demographics 2021, Claritas Consumer Profiles 2021, Claritas GIK US MRI Behavior Profiles 2021, Nielsen Online Behavior Profiles 2020, Nielsen Television Behavior Profiles 2020.

10 Copyright ©2022 Claritas, LLC. Confidential and proprietary.



Affluent Empty Nest

- Well-educated group with high literacy levels
- Enjoys taking vacations and traveling
- Engaged in community and current events
- Maintains lawn, garden and home's interior style and curb appeal

PRIZM® PREMIER LIFESTAGE

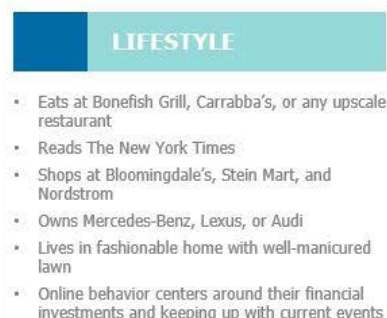
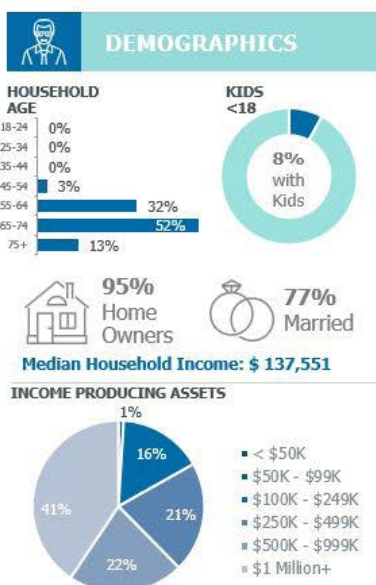


M1 – Affluent Empty Nest

01 Upper Crust
03 Movers & Shakers
07 Money & Brains

08 Gray Power
09 Big Fish, Small Pond
12 Cruisin' to Retirement

9% U.S. HHs



Sources: Claritas Household Demographics 2021, Claritas Consumer Profiles 2021, Claritas GIK US PRIZM Behavior Profiles 2010, Nielsen Online Behavior Profiles 2020, Nielsen Television Behavior Profiles 2020.

9 Copyright ©2022 Claritas, LLC. Confidential and proprietary.



Young Accumulators

- Lives in mid-size homes w/interest in home improvement/projects
- Mix of professional and managerial jobs
- Strong inclination to use the Internet for shopping and researching products, reads book reviews
- Enjoy outdoor activities (hunting, fishing, baseball) and owns bounty of sports equipment

PRIZM® PREMIER LIFESTAGE



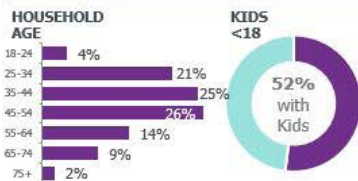
F2 – Young Accumulators

23 Township Travelers 29 White Picket Fences
26 Home Sweet Home 30 Pools & Patios
27 Big Sky Families

8% U.S. HHs



DEMOGRAPHICS



78%
Home Owners



68%
Married

Median Household Income: \$ 78,927

INCOME PRODUCING ASSETS



MEDIA CONSUMPTION

ONLINE/SOCIAL

- Sling TV
- YouTube
- Pinterest
- NASCAR
- RetailMeNot

TELEVISION

- Nick Jr.
- Street Outlaws: Fastest
- Disney Channel
- NFL Network
- Comedy Central



ABOUT ME

- Lives in mid-sized homes and stays busy remodeling and making improvements
- Listens to SEC sports and country radio
- Frequently attends high school sports events
- Adults typically have college educations and work a mix of white-collar managerial and professional jobs

TECH USAGE



LIFESTYLE

- Researches products online and spends over \$2,500 online a year
- Eats at Zaxby's, Sonic, and Hardee's
- Shops at Academy Sports + Outdoors, Sam's Club, and Bass Pro Shops
- Owns RAM vehicles, but also favor GMC and Dodge
- Enjoys outdoor activities such as hunting and owns lots of sporting equipment



ACTIVITIES

**BASEBALL HUNTING
MONSTER JAM PET
OWNER FISHING**

Sources: Claritas Household Demographics 2021, Claritas Consumer Profiles 2021, Claritas GRK US PRQ Behavior Profiles 2021, Nielsen Online Behavior Profiles 2020, Nielsen Television Behavior Profiles 2020.

6 Copyright ©2022 Claritas, LLC. Confidential and proprietary.



Young Achievers

- Ethnically diverse group
- Heavily engaged with technology (streaming, online shopping) and different social media platforms (Youtube, Instagram, etc.)
- Interested in going back-to-school or moving
- Prefer experiences (hiking, travel, theme parks, dining out) over materials

PRIZM® PREMIER LIFESTAGE

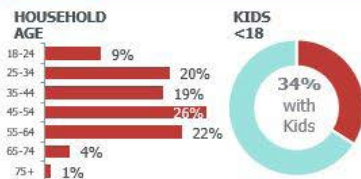


Y2 – Young Achievers

40 Aspiring A-Listers 50 Metro Grads
47 Striving Selfies 54 Struggling Single
48 Generation Web

7% U.S. HHs

DEMOGRAPHICS



Median Household Income: \$ 24,813

INCOME PRODUCING ASSETS



MEDIA CONSUMPTION

ONLINE/SOCIAL

- YouTube
- Hulu
- Snapchat
- CareerBuilder
- Monster.com

TELEVISION

- Basketball Wives
- Love & Hip Hop Atlanta
- Video Music Awards
- Black Ink Crew
- BET Awards



ABOUT ME

- Enjoys sporting events, such as WWE, Mexican league soccer, and Monster Jam
- Looking for a new job, and often attends job and recruitment fairs
- Heavy focus on maintaining their social lives
- Interested in moving or going back to school in the next year
- Ethnically diverse

TECH USAGE



LIFESTYLE

- Spends 10+ hours a week streaming video online
- Spends heavily on name brand materials and dining out, but eats at fast food restaurants frequently
- Shops at Burlington, Ross Dress for Less, and Family Dollar
- Owns vehicles made by Nissan and Hyundai
- Planning vacations centering on hiking, spa activities, and theme parks
- Listens to Mexican Regional, Spanish Tropical, and Spanish Adult Hits



ACTIVITIES

WWE BACK TO SCHOOL
MONSTER TRUCKS
ESPORTS JOB FAIRS

Sources: Claritas Household Demographics 2021, Claritas Consumer Profiles 2021, Claritas GIK MRI Behavior Profiles 2021, Nielsen Online Behavior Profiles 2020, Nielsen Television Behavior Profiles 2020.

3 Copyright ©2022 Claritas, LLC. Confidential and proprietary.



Mainstream Families

- Partakes in outdoor-related vacations
- Heavy focus on children and family-friendly activities
- Emphasis on maintaining active family lifestyle, promote sports and love of the outdoors
- Interested in social networking and online gaming

PRIZM® PREMIER LIFESTAGE



F3 – Mainstream Families

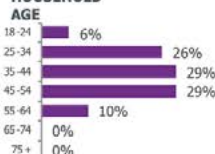
33 Second City Startups 44 Country Strong
37 Bright Lights, Lil City 51 Campers & Camo
39 Kid Country, USA

9% U.S.
HHs

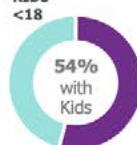


DEMOGRAPHICS

HOUSEHOLD AGE



KIDS <18



70%
Home
Owners



50%
Married

Median Household Income: \$ 64,991

INCOME PRODUCING ASSETS



MEDIA CONSUMPTION

ONLINE/SOCIAL

- Snapchat
- Crunchyroll
- Reddit
- UFC
- Monster.com

TELEVISION

- Ax Men
- Street Outlaws: Fastest
- WWE Smackdown
- Disney Channel
- The Substitute



ABOUT ME

- Looks for deals when shopping online or in-person
- Raises their families in small-town settings
- Plans to get married or have child in next year
- Maintain lifestyles befitting large families and buy groceries in bulk
- Listens to high school sports and Active Rock on the radio

TECH USAGE



LIFESTYLE

- Uses social networks to play games but despite their age, they are somewhat low in their tech use
- Eats at fast food chains like Zaxby's, Hardee's, and Dairy Queen
- Shops primarily at Academy Sports + Outdoors, GameStop, and Dollar General
- Typically owns a Dodge, GMC, or Chevrolet
- Travels to theme parks and enjoys both mountain and adventure vacations



ACTIVITIES

**MONSTER JAM FISHING
HUNTING PET OWNER
BACK TO SCHOOL**

Sources: Claritas Household Demographics 2021, Claritas Consumer Profiles 2021, Claritas GFK US PRQ Behavior Profiles 2021, Nielsen Online Behavior Profiles 2020, Nielsen Television Behavior Profiles 2020.

7 Copyright ©2022 Claritas, LLC. Confidential and proprietary.



Midlife Success

- Children-oriented families require wide selection of children's material
- Interested in travel and outdoor activities/sports
- Engaged in technology and its many offerings
- Interest in adult fiction and nonfiction

PRIZM® PREMIER LIFESTAGE



Y1 – Midlife Success

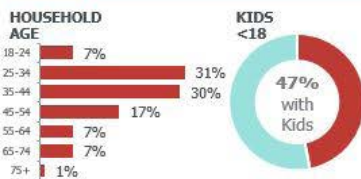
04 Young Digerati
13 Upward Bound
21 The Cosmopolitans
25 Up-and-Comers

31 Connected Bohemians
34 Young and Influential
35 Urban Achievers

9% U.S. HHs



DEMOGRAPHICS



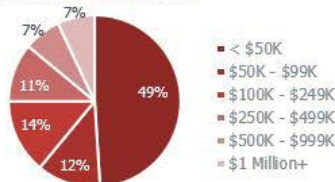
59% Home Owners



55% Married

Median Household Income: \$ 73,911

INCOME PRODUCING ASSETS



MEDIA CONSUMPTION

ONLINE/SOCIAL

- Yelp
- HBO Now
- Meetup.com
- NBA League Pass
- LinkedIn

TELEVISION

- US Open Tennis
- Video Music Awards
- Southern Charm
- Top Chef
- Shaws of Sunset



ABOUT ME

- Researches travel plans online
- Likely to move or change address in next year
- Streams music via Spotify, Stitcher, and TuneIn
- Listens to Alternative music, as well as Rhythmic Adult Contemporary and Spanish Contemporary

TECH USAGE



LIFESTYLE

- Eats at Chipotle, California Pizza Kitchen and organic/health food restaurants
- Shops online and in-store at men's and women's retailers, like Bloomingdale's, Nordstrom and Crate & Barrel
- Owns luxury vehicles like an Audi, BMW, or Acura
- Participates in skiing and snowboarding, while also enjoying tennis and yoga
- Enjoys traveling extensively to locations such as Los Angeles, New York City, and Europe



ACTIVITIES

TRAVEL ORGANIC FOOD
YOGA NBA SKIING
TENNIS MARATHONS

Sources: Claritas Household Demographics 2021, Claritas Consumer Profiles 2021, Claritas GIK US PR3 Behavior Profiles 2021, Nielsen Online Behavior Profiles 2020, Nielsen Television Behavior Profiles 2020.

2 Copyright ©2022 Claritas, LLC. Confidential and proprietary.



Striving Singles

- High percentage of households that check out print materials
- Actively use social media and on the hunt to find a new job and/or go back to school
- Interest in fiction, mysteries, thrillers, YA and graphic novels
- More focused on print material over ematerial

PRIZM® PREMIER LIFESTAGE



Y3 – Striving Singles

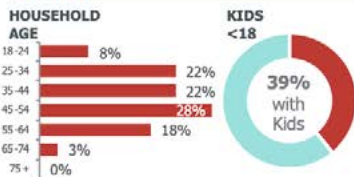
55 Red, White & Blue
59 New Melting Pot
60 Small-Town Collegiates
63 Low-Rise Living

64 Family Thrifts
65 Young & Rustic
66 New Beginnings

10% U.S. HHs



DEMOGRAPHICS



20% Home Owners



25% Married

Median Household Income: \$ 21,870

INCOME PRODUCING ASSETS



MEDIA CONSUMPTION

ONLINE/SOCIAL

- YouTube
- CareerBuilder
- Facebook
- WWE.com
- Coupons.com

TELEVISION

- The New Edition Story
- Love & Hip Hop Atlanta
- Basketball Wives
- BET
- Black Ink Crew



ABOUT ME

- Works entry-level service jobs and uses CareerBuilder.com to search for new jobs
- Relies on public transportation
- Enjoys Monster Jam, NBA Gatorade League, and WWE
- Listens to Gospel and Urban Contemporary
- Stays at budget motels like Super 8 or Motel 6

TECH USAGE



LIFESTYLE

- Spends over 25 hours a week on social networking sites
- Eats at low budget fast food restaurants, like Hardee's, Church's Chicken, and Chuck E Cheese
- Prefers shopping at Family Dollar, GameStop, and Burlington
- Typically owns a Dodge, Buick, or GMC
- Does not travel often, but when they do, they stay at economically-sound motels like Motel 6



ACTIVITIES

**WEDDING PLANNING
MONSTER TRUCKS BACK
TO SCHOOL ESPORTS**

Sources: Claritas Household Demographics 2021, Claritas Consumer Profiles 2021, Claritas GfK US PRQ Behavior Profiles 2021, Nielsen Online Behavior Profiles 2020, Nielsen Television Behavior Profiles 2020.

4 Copyright ©2022 Claritas, LLC. Confidential and proprietary.



Sustaining Seniors

- Very low Internet and tech usage
- Lives a peaceful, classic small-town life with love of all things local
- Retired and rarely travels due to leaner lifestyle
- Social life revolves around veteran's clubs, fraternal organizations and other local groups

PRIZM® PREMIER LIFESTAGE



M4 – Sustaining Seniors

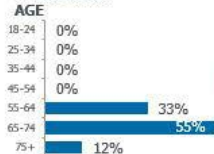
57 Back Country Folks
58 Golden Ponds
62 Crossroad Villagers
67 Park Bench Seniors

7% U.S. HHs

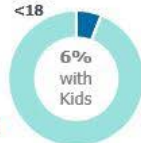


DEMOGRAPHICS

HOUSEHOLD AGE



KIDS <18



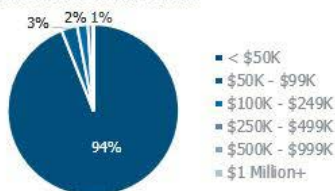
53% Home Owners



30% Married

Median Household Income: \$ 22,835

INCOME PRODUCING ASSETS



MEDIA CONSUMPTION

ONLINE/SOCIAL

- Little to no Internet usage
- Facebook
- AARP
- Email

TELEVISION

- INSP
- Branded 1
- Gunsmoke
- Bonanza
- The Weather Channel



ABOUT ME

- Lives a classic, small-town lifestyle
- High school educated with downscale incomes
- Social life often revolves around activities at veterans' clubs and fraternal organizations
- Daily life consists of sedentary activities, like reading, watching TV and crafting
- Listens to gospel and classic country

TECH USAGE



LIFESTYLE

- Internet usage is very low, but when they do browse, it is focused on health-related websites and crafting inspiration
- Often eats at restaurants where you can get a lot of food for a good price, like Hardee's or Golden Corral
- Does not shop often, but when they do it is often at stores such as Dollar General
- Tends to own a Buick, GMC, or Chevrolet
- Due to a low income, these seniors rarely travel



ACTIVITIES

NASCAR BULL RIDING
FIGURE SKATING
RETIREMENT SEWING
FORMER MILITARY

Sources: Claritas Household Demographics 2021, Claritas Consumer Profiles 2021, Claritas GIK US PR3 Behavior Profiles 2021, Nielsen Online Behavior Profiles 2020, Nielsen Television Behavior Profiles 2020.

12 Copyright ©2022 Claritas, LLC. Confidential and proprietary.



Sustaining Families

- Segment with the lowest number of library checkouts and least amount of households in Siouxland service area
- Group lives in multi-generation households
- Uses job-seeking websites and weighs back to school possibilities
- Opportunities for outreach to this group as well as evaluation of current targeted services

PRIZM® PREMIER LIFESTAGE

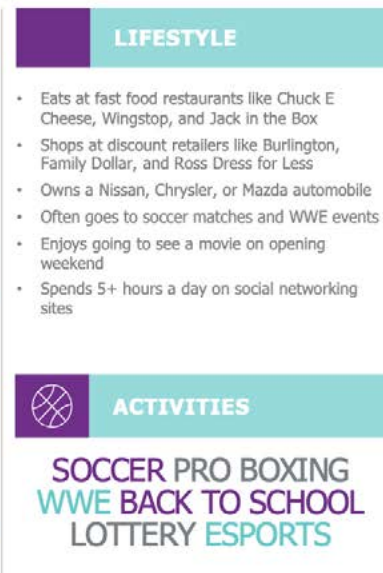
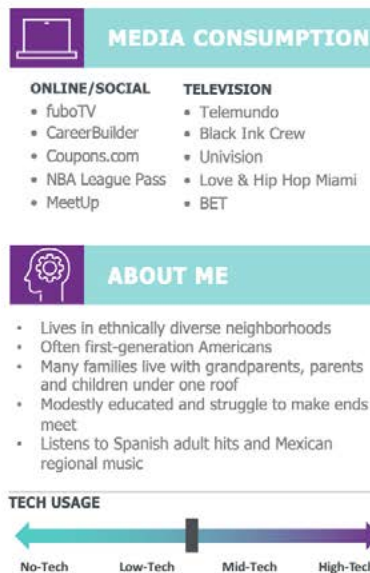
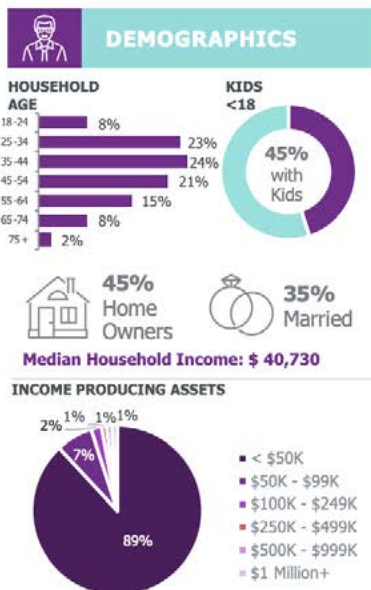


F4 – Sustaining Families

42 Multi-Culti Mosaic
45 Urban Modern Mix
56 Multi-Culti Families

61 Second City Generations
68 Bedrock America

7% U.S. HHs



Sources: Claritas Household Demographics 2021, Claritas Consumer Profiles 2021, Claritas GRK US PRG Behavior Profiles 2021, Nielsen Online Behavior Profiles 2020, Nielsen Television Behavior Profiles 2020.

8 Copyright ©2022 Claritas, LLC. Confidential and proprietary.





Strategic Planning Services

Livonia Public Library
Livonia, MI

Prepared by ReThinking Libraries
September 27, 2022

September 27, 2022

Livonia Public Library
45175 Ten Mile Road
Livonia, MI 48375

Livonia Library Strategic Planning Team,

We would love the opportunity to work with you and your community and are pleased to submit a proposal for consulting services to assist in the development of a *Strategic Plan* for the Livonia Public Library (LPL). As a library consulting firm, we have been involved in numerous facilities projects, strategic plans, building programs, and other work with hundreds of libraries across the US. Clients range from small rural public libraries to large urban facilities, and everything in between.

Over the past several years, our team has developed a successful and efficient way to plan with libraries. Instead of strict adherence to a fixed methodology, we work with each client to tailor the planning tools to best fit each library and their community. We focus on the overarching goal of creating a strategic plan that can live and react to today's quickly shifting world. Regardless of overall methodology settled upon, our work typically includes the following activities:

- Collection and library data analysis
- Direct input from stakeholders (users and non-users), staff, and board members with a focus on aspirational input over problem-focused input, adapted to COVID related constraints as necessary
- Segmented demographic analysis
- A comparison benchmark report (with multiple comparison cohorts both regional and national)
- Discussion of best practices for 21st century libraries as a part of the stakeholder input process, which is part of our aspirational input (or appreciative inquiry) process.

All findings are synthesized, and goals and strategies are collaboratively developed to successfully guide Livonia Public Library into the future. The final deliverable provides LPL with a process to keep its strategic plan living, breathing, and updated throughout its lifetime.

This proposal is firm and irrevocable for 120 days. We look forward to the opportunity to respond to questions and further explain our process as needed. Please don't hesitate to contact us with any questions.

Best regards,



Rob Cullin, Managing Principal

13092 Grand Vue Drive, Carmel, IN 46032
317-509-3268 rob@rethinkinglibraries.org

Executive Summary

The Livonia Public Library's (LPL) leadership has expressed interest in consulting services to assist with the creation of their next strategic plan. ReThinking Libraries (RTL) is pleased to submit a proposal for partnering with LPL on this project. It is understood that LPL is embarking on this process beginning in October of 2022 to develop a plan to guide decision-making over the next five years, to be complete and adopted by the board no more than 6 months after notice to proceed. It will define the role of the Library and serve as a framework for setting Library vision, goals and creating a service plan. The plan will aid in maintaining and improving existing services as well as identifying new needs. It will reflect the needs and realities of the Library, align with the overall needs of your community and help elevate the role of the Library to a higher level of service.

This is intended to be a highly collaborative process incorporating extensive input from those connected with the Library, community leaders and residents. Input will be gathered using a variety of means as determined by the consultants and the Library Planning Team. It is intended to engage both users and non-users of the Library. We will work with the Library to determine the best approach, whether it is virtual, in-person or a hybrid process in the development of the plan. Every effort will be made to conduct this process in an inclusive manner allowing broad participation while taking into account the Library desires, local COVID guidelines and the comfort level of participants.

The RTL team views its role in this project as facilitator and collaborator. We don't make decisions for you; we help you make the best decisions about your Library's present and future. We will analyze information and offer professional recommendations based upon observation, stakeholder feedback, demographics, and assessment of Livonia Public Library's existing services, facilities, and community. We will also facilitate staff and board strategy planning meetings to help the team find the right strategic vision for your community's library. RTL will work with the LPL team, prior to the formation of the plan, to benchmark and evaluate library practices, staffing, efficiencies, etc. Once the plan has been created, RTL will also be available to LPL to offer best practices for measuring progress as the plan is implemented.

It is essential all involved have a clear vision of what needs to be done based on the in-depth assessment of the existing situation, consideration of new and emerging trends in library services, and an understanding of local realities. Included will be training on processes allowing for the on-going evaluation of progress toward the established goals and the understanding and confidence to develop new strategies as the plan evolves. It is important to account for shifts in community composition and uncover changing needs. Any possible partnerships and collaborations maximizing resources while minimizing duplication of services will help utilize public funds more efficiently.

Key Staff - Library Experience and Backgrounds

For this project, RTL's team will be led by Managing Principal, Rob Cullin though just as actively involved will be Principal/Senior Consultant, Janet Nelson. Together Rob and Janet will be responsible for coordination of all onsite and offsite work, managing the project communications and timelines, and coordinating all deliverables. We may partner with other RTL Associates and will include them in the project as needed typically for functions like assisting with community discussion groups (note taking).

Rob Cullin helped launch Kimberly Bolan & Associates in November 2004 which evolved into ReThinking Libraries in 2020. Rob's primary involvement with KBA began in 2005 when he and Kim co-authored *Technology Made Simple* and began writing and presenting together across the United States. Since then, Rob has been involved in many of KBA/RTL's strategic planning and facility planning projects. Through his previous work as President and Co-Founder of Evanced Solutions, LLC (later acquired by Demco, Inc.) he was involved with thousands of libraries across the USA, Canada, and Australia. With a broad set of experiences reaching beyond libraries, Rob has direct specialties in strategic planning, community engagement, complex data and demographic analysis, marketing, service, and organizational design. He was also a *Library Journal* recognized "Mover & Shaker" in 2008.

Janet Nelson co-founded ReThinking Libraries with Rob Cullin in 2020. She began working with Rob on library consulting in 2019 and has been involved with numerous strategic planning and facility projects. She has over 20 years of experience in the education market, 17 of those years with Demco, Inc. During her tenure with Demco she started as a Furniture Product Manager and moved into a variety of more strategic roles. Her focus has always been directed toward helping librarians and library staff better serve their communities. Janet helped launch the Demco Library Interiors division and began collaborating with Kimberly Bolan on teen library spaces in 2006. Over time, that relationship evolved into more comprehensive projects and shared speaking engagements on library trends. Additional projects at Demco involved engaging with industry partners and library leaders/staff to create dialog and better understand the immediate and future needs of U.S. libraries. Specific areas of expertise include strategic planning, marketing strategy, research and development, and space planning.

SEE APPENDIX A FOR COMPLETE RESUMES

The RTL team has capacity to manage this project from the proposal stage through to the final delivery on the plan and is readily available via phone, email or video conferencing. The team is very adept at managing multiple projects at a time, providing strong communication and quality service to keep the things moving and delivering the project on schedule.

Company Information

In 2004 Rob Cullin helped Kimberly Bolan start Kimberly Bolan & Associates, a national library consulting firm based outside Indianapolis (IN). Once Kim returned to work as a library administrator, Rob continued his work in library consulting. Janet Nelson joined Rob in 2019 and they relaunched the business as ReThinking Libraries in 2020. Over the past 17 years, the RTL Team has been involved in numerous facilities projects, strategic plans, building programs, and other work with hundreds of libraries across the US. Clients range from small rural public libraries to large urban facilities, and everything in between.

The RTL Team focuses on helping public libraries improve their operations and better serve their constituents. Areas of specialization include Strategic Planning and Assessment, Facility and Space Planning and Design, Marketing Planning and Community Awareness, and 21st Century Library Services and Transformation.

Our team is passionate about understanding what it takes to be a successful and thriving 21st century library. Our approaches assist libraries with understanding and implementing successful services and spaces, increasing the efficiency of operational processes such as circulation and information services, incorporating and managing technology, streamlining behind-the-scenes activities, improving web-based access, and more. We are about helping libraries survive and thrive in an environment of constant change. Change occurs every day with shifting demographics, newer and better technologies, increasing real and virtual competition, not to mention, a somewhat uncertain financial outlook. Our team addresses these issues using a holistic approach.

Our Strategic Planning Experience

Strategic planning is a primary service offered by RTL. Rob has led over 50 public library strategic or related planning projects in the past 7 years. Janet also has been involved in developing 20 strategic plans in the two and a half years she has been with the organization. Our services are differentiated by our custom approach that is adapted to the needs of each client. We bend to meet your needs and not the other way around. Typically, the process evolves throughout the course of the project to achieve the best results. Our approach can be very basic for libraries that are new to strategic planning or quite advanced for those pushing for more cutting-edge approaches to library service.

Our team has been involved in strategic planning for a multitude of organizations since 1996. Our work has taken place with libraries, library associations, non-profit organizations, and small and large for-profit businesses. We have been facilitators, analysts, executives, team leaders, and team members in plan development. Since 2014 alone, RTL team members have worked with over 100 different library organizations; conducted over 600 community engagement sessions with over 9,000 attendees; and conducted more than 75 online surveys with over 20,000 participants. We don't just plan community engagement with our clients, we help them successfully get people engaged in the processes.

Throughout these experiences, as well as Rob and Janet's previous business experiences, they have worked with a variety of strategic planning methodologies, approaches, and styles. This variety has enabled them to work with many different approaches to address planning for various types of organizations, communities, and organizational cultures.

A sampling of the recent Strategic Plans and Community Assessments facilitated:

- Mount Prospect Public Library (IL) – (2021-2022) – [Strategic Planning](#)
- Newburgh-Chandler Public Library (IN) – (2021) – [Strategic Planning](#)
- Fulton County Public Library (IN) – (2021-2022) -- [Strategic Planning](#)
- Charlotte Mecklenburg Library (NC) – (2020-2021) – [Facility Master Planning](#)
- Handley Regional Library (VA) – (2019-2020) – [Facility Master Planning](#)
- West Haven Library (CT) – (2020-2021) – [Strategic Planning and Efficiency Study](#)
- Adrian District Library (MI) – (2020-2021) – [Strategic Planning](#) and Facility Planning
- Saline District Library (MI) – (2020-2021) – [Strategic Planning](#)
- Catawba County Public Library (NC) – (2019-2020) – [Strategic](#) and Master Facilities Planning
- Waverly Public Library (IA) – (2018 and 2020) – [Strategic Planning](#) and Facility Assessment
- Cedar Falls Public Library (Cedar Falls, IA) – (2020) – [Strategic Planning](#)
- Liberty Lake Public Library (WA) – (2019) – [Strategic and Facility Planning](#)
- Alexandrian Public Library (IN) – (2019) – [Strategic Planning](#)
- Redford Township Public Library (MI) – (2018) – [Strategic](#) and Facility Planning
- Orion Township Public Library (MI) – (2014 and 2017) – [Strategic](#) and Facility Planning
- Allen County Public Library (Fort Wayne, IN) – (2018) – [Strategic](#) and Master Facilities Planning
- St Joseph County Public Library (South Bend, IN) – (2017) – [Community Needs Assessment](#)

For all of these clients and our many others not listed here, we worked to determine the approach and methodologies that would give each library the best results and fit within their allotted budgets.

A Sample project report can be found in Appendix B and several links are provided to access additional information.

FORM OF PROPOSAL **LIBRARY STRATEGIC PLAN**

Bid of ReThinking Libraries, LLC hereinafter called Bidder, organized and existing under the laws of or a resident of the State of Michigan, doing business as a limited liability corporation *.

* Insert as applicable: "a corporation", "a partnership" or "an individual"

TO THE CITY OF LIVONIA, MICHIGAN, hereinafter called OWNER:

The undersigned as Bidder hereby declares: that this Bid is made in good faith without fraud or collusion with any person or persons bidding on the same Contract; that the Bidder has read and examined the Notice to Bidders, Instructions to Bidders, Bid, General Conditions, Supplementary Conditions, Agreement, Forms of Proposal, Bond, Specifications and Drawings, as prepared by the City of Livonia, and understands all of the same; that the Bidder or its representative has made personal investigation at the site and has become fully familiar with regard to the conditions to be met in the execution of this Contract, and the undersigned proposes to furnish all labor, materials, tools, power, transportation, and construction equipment necessary for the construction of the Project and performing related work in full accordance with the aforesaid Contract Documents, including any and all Addenda officially issued, their receipt of which is hereby acknowledged:

Addendum No.

Addendum Date

The work may be awarded per item.

Item No.	Item Description	Complete for the Sum of:
1	Five-year strategic plan for the City of Livonia Library	Not to exceed: \$ 26,950

FEE SCHEDULE

ROLE	DUTIES PERFORMED	HOURLY RATE
Project Management	Kickoff, Data Collection, Logistics, Project Mgmt	\$175/hour 14 hours
Data Analysis	Demographics, Benchmarks, Collection Analysis	\$175/hour 26 hours
Stakeholder Engagement	Presentation Development, Session Facilitation	\$175/hour 32 hours
Community Survey	Survey Design, Deployment and Analysis	\$175/hour 28 hours
Strategic Retreat	Preparation, Data Compilation, Session Facilitation	\$175/hour 38 hours
3-5 year High-level Plan Development	Synthesis of Retreat activities & plan writing	\$175/hour 9 hours
Library/City Communication	Monthly progress reports, Presentation to library	\$175/hour 3 hours
	commission	
Work Plan Development Assistance	Guidance of the library staff in the development	\$175/hour 4 hours
	of the 12-month work plans	

In submitting this sealed bid, it is understood that the City of Livonia reserves the right to reject or accept any or all proposals in whole or in part and waive any irregularities and informalities therein. It is agreed that this bid may not be withdrawn for 120 days from the opening thereof.

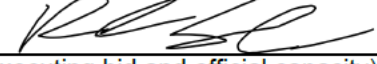
Number of days it will take to complete the project upon being given notice to proceed

160 DAYS

The contractor and their sub-contractors agree that they will not discriminate against any employee or applicant for employment, to be employed in the performance of this contract with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of their sex or age, except when based on a bona fide occupational qualification, or because of their race, color, religion, national origin or ancestry. (Act 453 P.A. 1976 As Amended) The contractor further agrees that they will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to age, sex, race, creed, color or national origin. Breach of this contract may be regarded as a material breach of contract.

Bidder will identify business entity as individual, or if doing business under assumed name, indicate assumed name, partnership, (naming partners), corporation, foreign or domestic (naming principal officers), and indicate official capacity of person executing proposal and bid.

Date 9/26/2022 Firm Name ReThinking Libraries, LLC
(If corporation, partnership, or assumed name)

Address 13092 Grand Vue Drive, Carmel, IN Signature 
(Person executing bid and official capacity)

Print Name Rob Cullin

City Carmel State IN Zip Code 46032

Email Rob@rethinkinglibraries.org

Phone 317-509-3268 FAX N/A

Rob Cullin, Managing Principal
(Names of Principal Officers and designate
official capacity)

Janet Nelson, Principal
(If partnership or assumed name, indicate
names of owners)

CONTACT PERSON TO WHOM QUESTIONS REGARDING PROPOSAL RESPONSE SHOULD BE DIRECTED:

NAME: Janet Nelson TITLE: Principal

PHONE: 608-444-1733

EMAIL: janet@rethinkinglibraries.org

To be considered for this project, the following forms must be uploaded to the MITN website (www.mitn.info) in a PDF format. Proposal responses shall include in the following order:

LIBRARY STRATEGIC PLAN REFERENCE FORM

COMPANY NAME: ReThinking Libraries

Reference Company Name: Mt. Prospect Public Library	
City/State: Mount Prospect, IL	
Summary of Work Performed: RTL was chosen to facilitate a Strategic Plan for 2022-2025. All standard planning services were utilized. In addition, a Spanish survey and facilitation of a multi-lingual community session was included. There was also a virtual staff workshop that was attended by over 120 staff members.	
Dates of Work: December 2021 – June 2022	
Company Contact Person: Su Rynders	Title: Director
Phone Number: 847-590-3220	Email: sreynanders@mppl.org

Reference Company Name: Saline District Library	
City/State: Saline, MI	
Summary of Work Performed: Strategic Planning was initiated in December 2019 for SDL's 2020-2025 Plan. This project was well underway with data gathering, community sessions, and survey were completed and we are preparing for a Strategic Retreat when the COVID-19 pandemic hit. The project was put on hold but restarted and was completed in the Fall of 2021.	
Dates of Work: December 2019 – December 2021	
Company Contact Person: Karrie Waarala	Title: Director
Phone Number: 734-401-1261	Email: karrie@salinelibrary.org

Reference Company Name: Newburgh-Chandler Public Library	
City/State: Newburgh, IN	
Summary of Work Performed: This engagement was for the development of a 5-year Strategic Plan for this 3 branch system. The project was more internally focused and had less community engagement work due to extensive previous public feedback on other projects.	
Dates of Work: April 2021 – November 2021	
Company Contact Person: Trista Smith	Title: Director
Phone Number: 812-942-9997	Email: tsmith@ncplibraries.org

STATEMENT OF QUALIFICATIONS LIBRARY STRATEGIC PLAN

Respondents must answer all questions. If more space is needed to complete a question, attach a separate sheet.

Company Name: ReThinking Libraries

Address 13092 Grand Vue Drive, Carmel, IN 46032

Contact Person: Rob Cullin Title Managing Principal

Phone No. 317-509-3268 Email rob@rethinkinglibraries.org

1. Number of years operating under you present name: 2.5
2. Number of years present owners have owned the company: 2.5
3. How many years of experience does your company have providing the services specified in the bid documents? 2.5 years (Previously Kimberly Bolan & Assoc. with 15 years of experience)
4. List municipalities/public libraries who the bidder has serviced in the past five (5) years to present:

Name of Municipality	Term of Service
City of Sterling Heights, MI/Sterling Heights Public Library	Strategic Plan-- March 2022-Present
Ypsilanti Public Library, MI	Strategic Plan-- April 2022-Present
City of Sun Prairie, WI/Sun Prairie Public Library	Strategic Plan-- May 2022-Present
Tuscaloosa Public Library, AL	Strategic Plan-- January 2022-Present, prior engagement for facility began in May 2021
Carnegie-Stout Public Library, Dubuque, IA	Strategic Plan-- January 2020-Present

**see attached for additional clients

5. General nature of work performed by your company:

Library Consulting Services specializing in the areas of Strategic Planning, Facility and Space Planning,

Marketing Planning, Community Awareness, 21st Century Library Services and Transformation

6. Have you performed work for the City of Livonia in the last ten (10) years? If so, please specify:

Year of Service	Department Serviced	Description of Services Provided
No services performed		

List municipalities/public libraries who the bidder has serviced in the past five (5) years to present:

<u>Name of Municipality</u>	<u>Term of Service</u>
East Chicago Public Library, IN	Facility Plan, July 2022-Present
Pike County Public Library, IN	Strategic Plan, August 2022 -Present
Mary Riley Styles Public Library, VA	Strategic Plan, June 2022-Present
New Hanover County Public Library, NC	Facility Advisement, July 2021-Present
Milton Public Library, MA	Technology Service Plan, June 2022 -Present
Spies Public Library, MI	Strategic Plan, June 2022-Present
Glencoe Public Library, IL	Strategic Plan, August 2022 -Present
North Valley Public Library, MT	Facility Plan, May 2022-Present
Durham Public Library, CT	Strategic Plan, April 2022 -Present
Jennings County Public Library, IN	Strategic Plan, October 2021-Present
New Providence Public Library, NJ	Strategic Plan, February 2022 -Present
Great Falls Public Library MT	Facility Plan, January 2022-Present
Starke County Public Library, IN	Strategic Plan, February 2022-Present
Clive Public Library, IA	Strategic Plan, November 2021-April 2022
Delray Beach Public Library, FL	Strategic Plan, March 2022-Present
Glendale Public Library, AZ	Facility Master Plan, November 2021-July 2022
Charlotte Mecklenburg Library, NC	Facility Master Plan, December 2020-December 2021
Mason County District Library, MI	Strategic Plan, November 2021-July 2022
Mount Prospect Public Library, IL	Strategic Plan, December 2021-June 2022
Fulton County Public Library, IN	Strategic Plan, October 2021-May 2022
Perry Memorial Library, NC	Strategic Plan, September 2021-May 2022
Portage Lake District Library, MI	Facility Plan, May 2021-January 2022
Saline District Library, MI	Strategic Plan, December 2019-December 2021
Huntingburg Public Library, IN	Strategic Plan, February 2020-November 2021
Newburgh-Chandler Public Library, IN	Strategic Plan, April-November 2021
Evansville-Vanderburgh Public Library, IN	Facility Master Plan, August-November 2021
Saratoga Springs Public Library, NY	Strategic Plan, February 2020-June 2021
Adrian District Library, MI	Strategic Plan, September 2020-April 2021
West Haven Public Library, CT	Efficiency Study, July 2020-May 2021

Handley Regional Library, VA	Facility Plan, September 2019-September 2020
Catawba County Library System, NC	Facility and Strategic Plan, October 2019-August 2020
Cedar Falls Public Library, IA	Strategic Plan, December 2019-May 2020
Waverly Public Library, IA	Facility Plan, February-August 2020, Strategic Plan, July 2018-January 2019
Huntington Memorial Library, NY	Facility Plan, January-August 2020
LaGrange County Library, IN	Strategic Plan, May-November 2019
Alexandrian Public Library, IN	Strategic Plan, April-November 2019
Thorntown Public Library, IN	Strategic Plan, July 20-December 2019
Liberty Lake Municipal Library, WA	Facility and Strategic Plan, May-December 2019
Delaware County District Library, OH	Assessment and Facility Plan, August -December 2018
Free Library of Philadelphia, PA	Post Occupancy Evaluation,
Chemung County Public Library, NY	Facility Plan, June 2017-January 2018
Lincoln County Public Library, NC	Facility Master Plan, October 2016-May 2017
Redford Township Public Library, MI	Facility and Strategic Plan, June-November 2018
The Great Barrington Library, MA	Assessment and Facility Plan, March-August 2018
Allen County Public Library, IN	Facility Master Plan, February 2017-August 2018
St. Charles Public Library, IL	Facility Plan, August 2018-February 2019

7. List the members of the team who will oversee the contract and the roles they will perform.

Name	Title	Role	Years of Experience
Rob Cullin	Managing Principal	Proj Mgmt, Analysis, Comm Sessions, Retreat Lead, Initiatives	8FT/9PT Consulting, 20 Library
Janet Nelson	Principal	Proj. Mgmt, Survey Design/ Analysis, Comm Sessions, Mission, Vision, Values Development	3 FT Consulting, 23 Library

8. What challenges to you foresee?

Timely responses and decisions are required to project on track. Community engagement requires significant advance planning and will likely need to primarily be conducted post-holiday season which will put pressure on the retreat and report writing phases.

9. What is included in your base price for services? What services will incur additional fees:

All components listed on the prior page are included. Services incurring additional fees would be surveys in additional languages, facilitation of community sessions in Spanish, use of a graphic designer for graphic presentation of proposed Milestones

COMPANY NAME: ReThininking Libraries

Our Philosophy and Approach

RTL believes every community is different which means every library is different. What works in one community may not work in another (even nearby) community. Our approach to library planning and assessment is based on collaboration, open communication, and showing stakeholders “the possibilities” for their Library. It is also about identifying what stakeholders and members of the community want and need from their Library in terms of services and spaces. Understanding the community and the Library is at the center of our process.

At a core level, RTL is not married to a single philosophy or methodology of strategic planning. A variety of different approaches and tool sets can help any organization arrive at a solid plan. Throughout our professional work, we have been exposed to and worked with many philosophies, processes, and tools and, if selected, we will work with your team to determine what tools and methodologies best fit your community and your library.

All that being said, RTL does have two overriding philosophies that drive our vision for successful and dynamic strategic planning for 21st century libraries:

1. Ample community input from library users, non-users, community leaders, staff, and board members based on aspirational discussions instead of problem-focused dialogue. Though we don't formally call this appreciative inquiry, many of the premises and approaches are similar.
2. A final plan that is dynamic and easy to “live.” The plan must maintain a certain level of flexibility, while still being measurable, to address the shifting landscape facing today's public libraries.

Our methodology centers on the previously mentioned philosophies and helping organizations build both a strategic framework and a more strategically-minded culture. This methodology helps differentiate between the three key levels of strategy: organizational, programmatic, and operational. We incorporate research and analysis of existing data with direct staff and user input gathered through community engagement sessions, online surveys, and one-on-one discussions. Typically, RTL's process leads to a 2-6-page plan that encompasses the top levels of strategy. In addition, a separate annual work plan is developed focusing on the operational level with the details and tactics of the plan.

A big strength of this process is its inherent design around feedback. As you live the plan, the process helps you constantly evaluate your Library against what is planned and, when necessary, allows for changes and adjustments to be made. No plan can predict the future. The best plan and process is one

that accepts this fact and builds evolution into the process, while still maintaining a discipline holding to the higher mission and vision of the library and its community.

Of key importance to a project such as this is the quality of the communication and collaboration between RTL and LPL's Strategic Planning Team. As your consultants, we must effectively share analyses and opinions, so all stakeholders can fully understand the implications of decisions that may be made. In turn, the Strategic Planning Team must help RTL fully understand the local context related to any resulting choices. Timely response in providing requested information and replies will help to keep the project on schedule and all participants fully engaged.

Regardless of the process and tools chosen for your project, RTL's overall goal for strategic planning is to encourage our clients to think and innovate. We are interested in motivating libraries to move to the next level. We want our clients to end up with a concise plan they can live and breathe, not just file with their state agency and/or stick in a drawer. Our role is not to develop the "consultants' plan" or the "staff and board's plan" for LPL. Rather, our responsibility is to help LPL educate its public, generate ideas and solutions, and develop a plan that reflects its community members and the future.

Public libraries in the 21st century, regardless of size and budget, can thrive and become the center of their community, providing valuable services and facilities for residents of all ages. Focused and visionary planning is the only way libraries can continue to be successful within the confines of limited human and fiscal resources. The result is an improved library that effectively delivers services targeted to the community's expectations.

Methodology

ReThinking Libraries takes a holistic view of planning. We incorporate library usage data, local demographic and psychographic information, multiple forms of community input and benchmarking data to develop a plan seeking to understand past history but focusing on future aspirations and the initiatives and activities needed to achieve the vision. Our expertise in community engagement is a strength and we help libraries maximize community participation during the input phase. Since we work nationally, we are adept at navigating the requirements of different library governance structures and are familiar with the wide variety of funding models characteristic of public libraries. We are well versed in the trends impacting today's libraries and have practical experience that can be applied to a variety of different situations.

Our own processes have been tested over the past two and a half years, but we have successfully adapted and are now well versed in conducting planning activities in virtual, hybrid or in-person environments based on health requirements and client desires. We have also had opportunities to dig more deeply into some pressing concerns including diversity, equity and inclusion, homelessness and poverty, sustainability, and other issues that are core to libraries collectively and to specific communities. These new approaches have resulted in more engaged participation by both organizations and individuals and plans that more deeply address some of the core issues making libraries vital to their communities.

The events of the past two and a half years have also made it clear that it is virtually impossible to predict the future and therefore critical that organizational culture, plans and processes are designed in a way that is flexible and can adapt rather than collapse under pressure. The nimble approach we encourage has helped our clients modify their approaches and move their libraries forward, even when their expected plans and outcomes change. This holds true in a crisis situation like we just experienced or simply as Library and community needs change.

As part of a typical strategic planning process, RTL will:

1. **Conduct a kick-off meeting** to discuss process and define initial elements such as LPL Strategic Planning Team introductions, timeline, library data requirements, community engagement methods, etc.
 2. **Establish a high-level timeline** that incorporates all agreed upon activities and deliverables to be completed by an agreed upon end date. Timeline will become more detailed as expectations are more clearly defined and schedules are developed. Depending upon scope, plans typically take 4-8 months to complete.
-

3. **Review and analyze data and information** gathered throughout this process and work with the Strategic Planning Team discussing what it means to be a successful and thriving 21st century library and how that translates to the planning process.
4. **Gather and analyze stakeholder input** from the community (users and non-users), staff, board members, etc. via community stakeholder discussion sessions and surveys. Working with the LPL Marketing team is essential in promoting both the community discussion sessions and the surveys through multiple channels.
 - a. Our typical approach for a library of LPL's size involves conducting about 9-11 in-person and/or virtual stakeholder sessions. RTL works with each client to adjust the approach to this engagement process to meet the needs of the community and library and the practicalities of the public health situation at the time of the sessions. With Library assistance to provide translation or our resource for Spanish translation, sessions can be offered in Spanish or other languages as well.
 - b. The format of sessions is generally as follows but will be tailored to your specific needs. These descriptions provide a sense of the scope of community input we will want to replicate, if possible, based on local guidance surrounding public health constraints.
 - i. Targeted Groups: 8-10 Total (Staff (2-3), Board (1 including Director), and targeted representative members of the public who are personally invited to the sessions).
 - ii. PLUS, one (1) Open All-Community Session.
 - iii. The content for these sessions can be the same or may be focused on particular topics essential to the community. Even when the overall discussion framework is the same, RTL tailors the conversations based on the particular experiences, life stages, and discussion interests of those in attendance.
 - iv. The targeted sessions may involve reaching out to specific groups (e.g., parents, seniors, educators) or may be defined by a particular topic (e.g., Youth and Education, Equity/ Diversity/Inclusion) whereas the open forum is more general and available to anyone in community who is interested in participating.
 - v. This phase centers around showing people the possibilities for their library and gathering aspirational input. For every client, RTL develops at least one but often multiple custom conversation enabling presentations that best suit the client's community.
 - vi. IF adjustments are needed to reduce travel costs, the pandemic limits community gatherings, or it just makes more sense for some or all of your groups to meet virtually,

RTL has become very skilled in stimulating good conversations and discussions in these virtual sessions. In some cases, virtual staff and community discussions have even been better than in-person sessions, as the format offers some advantages in offering balanced discussions and the opportunity for equal contributions from all participants.

- c. RTL can also work with the Strategic Planning Team to develop and conduct a general web-based convenience survey of the public. Our approach is to work with our clients to promote and advertise the survey on a broad level, targeting users and non-users.
 - i. RTL does not recommend spending extra library dollars to conduct full scientific-level studies. RTL has been involved in projects that made this investment and, in the end, did not get fundamentally better or more useful results than with this convenience survey approach.
 - ii. A paper version of the survey is also provided to the library (copies supplied by the library) for distribution to those community members who prefer that format. Typically, library staff or volunteers then enter these completed surveys but RTL can provide this service for a separate fee.

5. **Facilitate a Strategic Planning Retreat.** This is typically a 6-to-8 hour long strategy session (over one to two days) that usually includes the Library Planning Team along with other key stakeholders (15 to 25 people in total typically) including, but not limited to, additional staff (supervisory and non-supervisory staff), Board members, community leaders, and general community members.

- a. A “Findings Book” is developed from the data and research conducted and distributed to participants prior to the session, and a virtual session ahead of the retreat is held to offer a chance to discuss the “findings” and go through any questions related to its contents.
 - b. During this *Retreat*, we will distill the input gathered and discuss it, along with the best practices for 21st century public libraries. Through a series of small group and larger group exercises, the session will use a ground up approach to surface top issues and strategic opportunities that ultimately lead to the final plan.
 - c. LPL’s current mission, vision and values will also be reviewed and refined or developed as a basis for the key strategies.
 - d. Through the Retreat, RTL continues incorporating an aspirational approach to the planning process. The group will work to discover:
 - i. LPL’s identity (What is LPL? What does LPL want to be?)
 - ii. The key ingredients and focus of LPL strategies
-

iii. LPL's Mission, Vision and Core Values

- e. Again, the approach to this Retreat may need to be adjusted based on the evolving state of public health. This could mean working with a smaller group or some other in-person or virtual approach devised by RTL in conjunction with LPL leadership.
6. **Develop a high level 2-6-page Strategic Plan.** This is the initial deliverable directly resulting from the *Retreat*. This document sets the high-level focus areas and strategic outcomes for the library and is structured in a concise way to provide easy reference and guidance to library leadership and staff. The approach to this document is also to develop a format that can live, breath, and be easily referenced on a day-to-day basis.
7. **Assist the Library Planning Team with the creation of a detailed Work Plan.** This document with a 12-month time frame will be developed each year and focuses on the details of executing the high level plan (e.g., action steps, tactics, milestones, resources, budget/funding, etc.).
- a. The *Work Plan* is developed primarily by Library leadership and staff with some initial formatting and structuring and then kickoff assistance from RTL. But like all things related to our approach, this can be modified if needed. It is followed by remote guidance and assistance as needed.
 - b. RTL will work with LPL to make sure this plan is actionable, measurable, and help to establish a process where this Work Plan is updated and reviewed frequently and renewed annually.
 - c. RTL is available to assist with the development of a new annual Work Plan each year on a schedule best meeting the needs of the Library. If additional follow up discussions are desired as the plan is implemented, RTL will schedule those with the Library as needed.
8. **Develop presentation(s) and present City Council/Library Board with strategic planning progress and high-level plans** at multiple stages in the course of the process as needed/requested. We find every client and Board varies in how often they want to check in or hear from us during the project. We work with each client to deliver the desired level of engagement (within reason).

Our process develops the long-term vision and identifies areas where effort is needed to achieve those goals. The annual work plan details the specifics to achieve progress toward the goals and is evaluated and adjusted on a regular basis. Since it is nearly impossible to predict the future five years in advance, we have found the annual work plan to be a much more productive means of guiding the library. Typically, most of the work plan is developed by Library leadership and staff as they are much closer to

the needs and capabilities of the Library and the community. As consultants, we are available to help guide the work plan and offer suggestions that help to push the Library in areas which may be outside of their comfort zone, but we can be more involved if needed.

Since the services we offer tend to be bespoke and tailored to needs of each client, we allow our clients to determine if there are areas where they have staff expertise that may enhance the process. Our process is very collaborative and our experience has shown the involvement of Library leadership, staff, Board, Friends and the community encourages ownership and creates a plan that is better understood and more easily acted upon.

It is expected that a project of this scope would take approximately 154 hours. A detailed breakdown of the hours associated with each phase of the project are included with the Cost Breakdown.

A sample Certificate of Insurance can be found in Appendix C.

Deliverables

RTL's deliverables will/can include:

- A detailed community analysis including demographics, mapping of key social indicators/measurements
 - Organizational and community assessments
 - A multi-cohort comparison benchmark analysis of primary library metrics, regional, state, national and "best-in-class"
 - Collection turnover analysis
 - A summary compiled from stakeholder sessions, online survey, etc., which will include key priorities and goals emerging from these inputs
 - A 2-6-page high-level *Strategic Plan* focusing on the top 4-6 priorities coming out of the process.. *This is structured in a way to be an asset for the board and administration for reference on a consistent basis to gauge progress easily and efficiently.*
 - A one-page summary of the plan suitable for sharing with stakeholders
 - Assisting with the development of a detailed *Work Plan* that specifically addresses the details necessary for successfully executing the plan, including actions, timeline, resources, budget, etc. Most of the work here is done by the library staff but with the assistance and guidance of RTL.
-

Timeline Estimates

The COVID-19 pandemic has sometimes made it difficult to plan activities and set forth a definitive timeline for projects such as this. We will work with LPL to determine the best approach and schedule activities and deadlines accordingly as the situation evolves. The following outlines likely activities expected for the project. RTL will work with LPL and the Board to develop the timeline that best meets the timing needs and balances the best results in terms of community engagement.

Anticipated Timeline

- Late October/Nov. 2022 Kickoff
 - October-December 2022 Data Gathering and Analysis
 - Nov. 2022-January 2023 Community Engagement/Stakeholder Planning and Promotion
 - Dec. 2022-January 2023 Staff, Board, and Friends Sessions & Interviews
 - January-February 2023 Community Engagement/Stakeholder Sessions and Surveys
 - February/March 2023 Synthesis and Planning Retreat, and Delivery of Findings Book
 - March 2023 High-Level Plan Development & Delivery to Library – within 2 weeks following the retreat
 - March 2023 Plan Refinement – 1-2 weeks following receipt of feedback
 - March 2023 Approval of final High-Level Plan at LPL Board meeting
 - April 2023 12-Month Detailed Work Plan Development – Training, Support, and Assistance delivered following Board approval of Plan with ongoing support and assistance until the 12-Month Plan is complete.
 - Annually Ongoing Support/Assistance as needed with developing subsequent 12-Month Work Plans
-

Cost Estimate

For this project, we are offering LPL the following rates:

- \$175/hour for Principals (Rob and Janet) (our no billable expenses allowed rate)
- \$135/hour for Other Associates (our no billable expenses allowed rate)

Work Area / Deliverable	Typical Costs	Approx. Hours
Kickoff / Data Collection / Logistics / Project Management	\$2,450	14
Data Analysis: Demographics, Advanced Benchmarks, Collection Analysis	\$4,550	26
Stakeholder Discussion Group Facilitation (English no-translator included)	\$5,600	32
Online Survey Design, Deployment, and Analysis	\$4,900	28
Strategic Retreat, includes all prep, data packet compilation, and virtual or onsite time	\$6,650	38
3-5 Year High Level Plan Development	\$1,575	9
Virtual plan review with the Board/City Council	\$525	3
12-Month Work Plan Development Assistance	\$700	4
Total Costs:	\$26,950	154 hours
Expected Expenses: Per Trip costs include travel, lodging, meals, and miscellaneous expenses.	Per RFP no allowable expenses	

Billing Approach:

- For Time and Material Option, billing is done monthly as incurred. Detailed invoices are provided with all expended time and incurred expenses listed with receipts.
 - For this option expenses (other than travel) will be billed as they occur.
 - Any other miscellaneous (printing, shipping, etc.) expenses will be billed at cost.

APPENDIX A:

Resumes

ROBERT CULLINEmail: rob@rethinkinglibraries.org**ReThinking Libraries****2004 – present (2004 -2019 dba as Kimberly Bolan and Associates, LLC)***Managing Principal / Library Evolutionist*

Prior to starting ReThinking Libraries, LLC with Janet Nelson, Rob helped establish Kimberly Bolan & Associates in November 2004. His consulting work kicked off when he co-authored *Technology Made Simple* with Kim Bolan and began writing and presenting together with her across the USA. Rob has been involved in all of RTL's strategic plans and most of the strategic planning work completed by KBA. He has also completed a number of facilities projects under both organizations. Through his work as the Co-Founder of Evanced Solutions LLC and later at Demco, Inc., he has been involved with thousands of libraries around the world. With a broad set of experiences reaching even beyond libraries, Rob has direct specialties in community engagement, strategic planning, technology, data, demographic & psychographic analysis, marketing, and organizational design.

Relevant Project Experience:

Newburgh-Chandler Public Library (IN) – Strategic Planning (2021-Present)
 Saratoga Springs Public Library (NY) – Strategic Planning (2020-2021)
 West Haven Library (CT) – Strategic Planning and Efficiency Study (2020-2021)
 Adrian District Library (MI) – Strategic Planning and Facility Planning (2020-Present)
 Saline District Library (MI) – Strategic Planning (2019-Present)
 Catawba County Public Library (NC) – Strategic Planning and Master Facilities Planning (2019-2020)
 Redford Township District Library (MI) – Strategic Planning (2018)
 Charlotte-Mecklenburg Public Library (NC) – Facilities Master Plan (2020-2021)
 Tuscaloosa Public Library (AL) – Facility Visioning (2021)
 Free Library of Philadelphia (PA) – POE Study (2018-2019)
 Allen County Public Library (IN) – Facility Programming, Planning & Design, Strategic Planning (2017-2018)
 Indianapolis Public Library (IN), New Eagle Branch – Facility Programming, Planning & Design (2017-2019)
 St Joseph County Library (IN) – Facility Master Plan (2017)
 Hamilton East Public Libraries (IN) – Facility Programming, Planning & Design (2015-2019)
 Lincoln County Public Library (NC) – Facilities Master Plan (2016-2017)
 Community Library Network (ID) – Facility Programming and Planning for 7 Branches (2015-2018)
 Anderson Public Library (IN) – Strategic Planning and Facility Planning (2015-2019)
 Greenwich Library (CT) – Facilities & Services Planning and Design (2013-2018)
 Orion Township Public Library (MI) – Strategic Planning, Facilities Planning & Design (2013-2018)
 Jennings County Library (IN) – Planning & Design, Strategic Planning, Org. Development (2014-2018)

ADDITIONAL EXPERIENCE:**Evanced Solutions, LLC, Indianapolis, Indiana****2002 – 2014***President and Co-Founder***As part of Demco, Inc. Madison, Wisconsin****2011 – 2014***Vice President***PUBLICATIONS:***Technology Made Simple*, Chicago: ALA, 2007."Web, Library, and Teen Services 2.0," *Young Adult Library Services*, Winter 2007."Technology Planning: The Big Picture for Small Libraries," *WebJunction* (November 20, 2006).**HONORS AND AWARDS:**

2008 Library Journal's Movers and Shakers Award

EDUCATION:

Purdue University, West Lafayette, IN and Indianapolis, IN, B.S. Electrical Engineering Technology

GE Six Sigma – Green Belt Certified

JANET NELSONEmail: janet@rethinkinglibraries.org**ReThinking Libraries****2019 – present (initially dba Kimberly Bolan and Associates)***Principal and Senior Consultant*

Janet co-founded ReThinking Libraries, LLC with Rob Cullin in 2020. Prior to that, she began her career in the library industry in 1999 as a Furniture Product Manager with Demco, Inc. During her time there, she worked in a variety of roles but always with a focus on providing libraries across the US with the products and services to best serve their communities. She was part of the team that envisioned and developed a service offering, known today as Demco Interiors. Janet began collaborating with Kimberly Bolan & Associates, LLC on design projects in 2006, starting with teen spaces. The collaboration evolved into more comprehensive library projects, speaking engagements and co-authoring articles on library trends.

In addition to her furniture/project experience, Janet has been involved in market research, strategic planning, and customer engagement, all focused on more thoroughly understanding and serving library needs. While at Demco she facilitated a “What’s Next?” Forum bringing together visionary library leaders and launched the online Ideas & Inspiration platform to share library ideas. With a broad set of experiences reaching even beyond libraries, Janet has direct specialties in strategic planning, marketing, research and development and space planning.

Relevant Project Experience:

Newburgh-Chandler Public Library (IN) – Strategic Planning (2021-Present)
 Huntingburg Public Library (IN) – Strategic Planning (2021)
 Saratoga Springs Public Library (NY) – Strategic Planning (2020-2021)
 West Haven Library (CT) – Strategic Planning and Efficiency Study (2020-2021)
 Adrian District Library (MI) – Strategic Planning and Facility Planning (2020-Present)
 Saline District Library (MI) – Strategic Planning (2019-Present)
 Catawba County Public Library (NC) – Strategic Planning and Master Facilities Planning (2019-2020)
 Charlotte-Mecklenburg Public Library (NC) – Facilities Master Plan (2020-2021)
 Tuscaloosa Public Library (AL) – Facility Visioning (2021)
 Handley Regional Library (VA) – Facility Assessment (2019-2020)
 Madison Central Library (WI) – Facility Design and Implementation (2013-2015)
 Jennings County Library (IN) – Facility Design and Implementation (2011)
 University of WI-Madison, Helen C. White Library (WI) – Facility Design and Implementation (2009-2012)

ADDITIONAL EXPERIENCE:**Nasco, Inc., Fort Atkinson, WI****2017 – 2019***Category Manager, Elementary Education/Early Learning***Demco, Inc., Madison, WI****1999 – 2016***Director, Library Engagement and Solutions*

- Collaborated on content strategy that included creation of *Ideas + Inspiration* website, webinars and relevant information and articles
- Developed *What’s Next?*, customer forum to explore future library needs
- Co-led start-up of Demco Interiors from feasibility studies to fully operational business unit

PUBLICATIONS:“Just for Them”, *Library Journal’s Library by Design*, May 2010.

Demco Ideas & Inspiration Blog Posts and Webinars, 2012 – 2016

Demco Interiors Blog, 2012 – 2016; ReThinking Libraries Blog, 2020-Present

EDUCATION:

University of Wisconsin-Stout, Menomonie, WI, M.S. Home Economics: Clothing (Design & Manufacturing)

University of Wisconsin-Stevens Point, Stevens Point, WI, B.A. Fashion Merchandising

APPENDIX B:

Sample Strategic Plans

This is just one example of the variety of plan formats we've developed for our clients. We'll work with you to make sure the format of your plan is optimized to how you want and need it.



Saline District Library

2022 to 2026 Strategic Plan High-Level

Adopted: October 20, 2021

Process Facilitated by
Rob Cullin & Janet Nelson



Saline District Library – Strategic Plan for 2022-2026



OVERVIEW OF METHODOLOGY:

Beginning in January 2020 and completed in October 2021, under the guidance of Saline District Library's (SDL) Library Director and Board of Trustees, the strategic planning process was completed for the Saline District Library for years 2022 – 2026. Library consultants Rob Cullin and Janet Nelson of ReThinking Libraries (RTL) facilitated the process and analyses, but the library and their community made all of choices and decisions in the process.

The Process

SDL's strategic planning process included the following key areas.

Gathering and analyzing community input and data, which involved benchmarking, demographic analysis, and collection analysis. In addition, SDL staff and Saline area residents were involved in exploring ideas and possibilities for the library as a thriving 21st century library. Stakeholder sessions were conducted by RTL February 5-7th, 2020. Participants included the general public, Saline City Council, educators, Coalition for a Quality Community, business leaders, the arts community, senior citizens, Friends of the Library, SDL staff members, and library trustees. Participants included frequent library users and infrequent and non-users and ranged in ages and backgrounds. Overall, one hundred three (103) stakeholders participated in the discussions regarding SDL's services and strategic future. Since our process was interrupted due to the COVID-19 pandemic we conducted an additional staff session on August 27, 2021. In addition to the stakeholder sessions, an online survey was conducted between February 6th and March 5th, 2020. Four hundred twenty-eight (428) surveys were completed. Survey participants included frequent library users (81%) as well as infrequent and non-users (19%). Survey takers ranged from under 19 to over 75 years of age. About 77% of survey takers were between the ages of 26 and 65 years of age, 17% were over 65 and 4% were under 25 years of age.

Developing solutions during a one-day Strategic Planning Retreat held on August 28, 2021. During the Retreat, all data and community input was reviewed with a planning team of fifteen (15) people, consisting of the library director, staff members, library board members, community leaders, and the general public. From the data, the group worked to establish essential strategic areas, specific goals, and related investments required to implement the goals to help the library thrive over the next five years and beyond.

What We Heard

The stakeholder sessions and online survey explored several topics including customer service, youth services, adult services, local history and genealogy, outreach services, programming, technology and digital services, the facility/building, collections and resources, collaboration and partnerships, community awareness, and overall 21st century public library best practices. Detailed summaries of all stakeholder feedback and online survey results were provided in separate documents to SDL's leadership and reviewed in depth during *the Strategic Planning Retreat*. All stakeholder input, data analysis, and follow-up exploration work led to the strategic focuses, goals, and investments outlined on pages six- ten of this document.

Evaluation & Collaboration

With the goal of achieving all outlined goals over the next five years, SDL administration, staff, and board of trustees will regularly evaluate their progress and achievements. Objectives set forth in this plan will be further detailed each year in a 12-month detailed work plan developed by the library staff. These annual 12-month plans will address specific actions, objectives, and goals in addition to specifying timing, required staff and financial commitments. In addition, the high-level plan contained in this document will be re-evaluated each year by the board prior to the development of the next 12-month plan to ensure the high-level goals still align with the needs and goals of the community. This balanced and systematic process also emphasizes that the resulting plan will be iterative and evolve substantially over the next several years.

The keys to SDL's implementation, evaluation and, ultimately, the success of its strategic plan will be:

- A thorough understanding of the plan as well as active involvement in implementing the plan by staff and the Board of Trustees
- Frequent and ongoing communication between administration and staff
- Frequent and ongoing communication between SDL's staff and its community
- Active collaboration between SDL's Board of Trustees, City Council, administration, staff, outside organizations, and the community

SDL Revised Mission-Vision-Values



MISSION

Saline District Library ignites a joy of discovery and builds community through resources, opportunities, and new ideas.

VISION

Our vision is a community empowered to discover, connect, and grow.

VALUES

The Saline District Library values:

1. Welcoming – Offering an inclusive and respectful environment where everyone feels welcome
2. Accessibility – Ensuring spaces, resources, and services for all within and beyond the walls of the library
3. Community – Creating meaningful, customer-focused experiences that engage, reflect, and enhance the community
4. Learning – Encouraging enrichment and lifelong learning through diverse resources and programs
5. Discovery – Sparking imagination and a sense of wonder that enriches lives

SDL: Strategic Focus Areas



SALINE DISTRICT LIBRARY

SDL will optimize indoor and outdoor library spaces to evolve as a destination within the community, providing experiential and interactive environments that delight users and improve quality of life.

- Ensure a variety of universally accessible spaces for all types of needs.
- Create more experiential and interactive learning environment.
- Make indoor and outdoor spaces as inspiring, inviting, and functional as possible.

1: Optimize Spaces

SDL will increase connections and services beyond the walls of the library.

- Provide resources and services to users throughout the community.
- Play a key role within the community through engagement, example setting, and exchanging best practices.
- Increase and deepen relationships and partnerships with organizations throughout the area.

2: Increase Connections

SDL will continue to adapt and optimize resources and services to meet the community's needs.

- Ensure resources, programs, and services are relevant, useful, and seen by the community as vital.
- Strive to make Diversity, Equity, and Inclusion an integrated part of organizational culture.
- Positively impact arts, culture, education, and other organizations within the community through the library's services and resources.

4: Enhance Resources

SDL will further build the library brand in the community and drive increased awareness

- Expand physical and digital marketing efforts to create connections and awareness within the community.
- Leverage relationships and partnerships to deepen library connections with the community.
- Continue to build the library's brand throughout the broader Saline area.

3: Expand Awareness



All rights reserved
ReThinking Libraries, LLC
www.rethinkinglibraries.org



1: Optimize Spaces

SDL seeks to optimize indoor and outdoor library spaces to evolve as a destination within the community, providing experiential and interactive environments that delight users and improve quality of life.

- Ensure a variety of universally accessible spaces for all types of needs.
- Become a more experiential and interactive learning environment for users of all ages.
- Make indoor and outdoor spaces as inspiring, inviting, and functional as possible

Priority Initiatives:

- Take a deep look at the current layout and space utilization of the library. Look at how those spaces need to be adjusted/updated and evolved to meet the current and future needs of the community and library users of all types and needs.
- Evaluate the current usage and availability of outdoor space surrounding the library. Look for innovative ways to better utilize and activate green space(s), look for ways to support usage and programming in these outdoor spaces.

Outcomes:

- Library is seen as a top destination for lifelong learning, leisure, and as a key 3rd place within the Saline area.
- Library is seen as an experiential and engaging destination for all ages.
- The library's outdoor spaces set a leading example for community spaces throughout the area.
- The library's spaces, services, and resources meet a high level of accessibility.

2: Increase Connections



SDL will increase connections and services beyond the walls of the library.

- Provide resources and services to users throughout the community.
- Play a key role within the community through engagement, example setting, and exchanging best practices.
- Increase and deepen relationships and partnerships with organizations throughout the area.

Priority Initiatives:

- Further invest and expand the library's outreach services and capabilities focusing on constituents with the highest needs and lowest access in terms of materials, programs, and technology.
- Continue to build a strong staff and leadership focus on diversity, equity, and inclusion, making these key elements of the library's culture and everyday work, services, programming, staffing, and actions.
- Invigorate relationship with Friends of Saline District Library, including promoting volunteer opportunities.

Outcomes:

- Outreach services reach a higher percentage of underserved and more remote residents throughout the district.
- Community partnerships are expanded and/or strengthened to drive both awareness and accessibility.
- Library is seen positively as shearing information and engaging the community around issues where the library is playing a leading role: e.g., Education, DEI, and Community Engagement.
- Community organizations and agencies see the library as a critical partner to engage with on community related issues and initiatives.
- Community organizations seek the library as a first stop in launching new community initiatives or when they want to convene a larger audience around a specific concern or community focused issue.
- The library is a key player or even organizer in efforts to develop contingency plans around future community crises, such as pandemics, that may affect the broader area.

3: Expand Awareness



SDL will further build the library brand in the community and drive increased awareness.

- Expand physical and digital marketing efforts to create connections and awareness within the community.
- Leverage relationships and partnerships to deepen library connections with the community.
- Continue to build the library's brand throughout the broader Saline area.

Priority Initiatives:

- Evaluate current marketing approaches for effectiveness and seek to better target marketing going forward.
- Consider more print promotional materials, e.g., newsletters, postcards, mailings.
- Upgrade the library's social media presence (depth and channels) and develop more digital content to engage more users and highlight content and issues important to the community.
- Expand the use of and library investment in community partnerships to further the marketing outreach capabilities of the library.
- Upgrade the SDL sign near the road.

Outcomes:

- Awareness of library services and resources are high among district residents, particularly within underserved and higher need segments of the community.
- Most residents of the district have a strong sense of what the library has to offer in terms of spaces, services, resources, etc.
- Saline area residents and organizations have enhanced engagement with the library.
- The library is considered the place to go for information about the local area.
- The library is an often-considered option when area residents are looking for something to do or somewhere to go.

4: Enhance Resources



SDL will continue to adapt and optimize resources and services to meet the community's needs.

- Ensure resources, programs, and services are relevant, useful, and seen by the community as vital.
- Strive to make Diversity, Equity, and Inclusion an integrated part of organizational culture and approaches to all services.
- Positively impact arts, culture, education, and other organizations throughout the community through the library's services and resources.

Priority Initiatives:

- Ensure that DEI (Diversity, Equity, and Inclusion) are key components in the growth and evaluation of resources and services offered by the library.
- Look for new ways to engage users and the community in programming. Seek more input on programs and additional community participation in programming. Look at programming as more of a community collaboration instead of "classes being offered by the library."
- Reevaluate material usage and collection development policies, looking to best align community/user needs and wants with collection management approaches and policies.
- Examine all library usage and approaches for how well they serve user access needs, stand up to scrutiny related to DEI, and provide a focus on serving user needs over staff convenience.

Outcomes:

- Library is known for offering the top learning leisure programming within the area.
- Library's physical and digital resources and materials meet or exceed community needs and desires.
- The library's programming is highly attended, and users share their good experiences with fellow residents.

APPENDIX C:

Sample Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 04/28/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Dimond Bros. Insurance, LLC 11708 North College Avenue Carmel IN 46032		CONTACT NAME: Adrian Duckworth PHONE (A/C, No, Ext): (317) 853-3500 FAX (A/C, No): (317) 853-3501 E-MAIL ADDRESS: adrian.duckworth@dimondbros.com															
INSURED ReThinking Libraries, LLC 7249 Arbuckle Commons Suite 438 Brownsburg IN 46112		INSURER(S) AFFORDING COVERAGE <table border="1"> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: The Hartford</td> <td></td> </tr> <tr> <td>INSURER B: Philadelphia Indemnity Insurance Co</td> <td>18058</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER	NAIC #	INSURER A: The Hartford		INSURER B: Philadelphia Indemnity Insurance Co	18058	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER	NAIC #																
INSURER A: The Hartford																	
INSURER B: Philadelphia Indemnity Insurance Co	18058																
INSURER C:																	
INSURER D:																	
INSURER E:																	
INSURER F:																	

COVERAGES
CERTIFICATE NUMBER: CL2212417027

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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:		Y	36SBAK1TAX	01/29/2022	01/29/2023	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	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY			36SBAK1TAX	01/29/2022	01/29/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☐ EXCESS LIAB ☒ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 0			36SBAK1TAX	01/29/2022	01/29/2023	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	36WECAK1TLU	01/29/2022	01/29/2023	☒ PER STATUTE ☐ OTHER 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			PHSD1557638	07/08/2021	07/08/2022	Each Claim \$1,000,000 Annual Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Subject to the terms and conditions of the policy, The City of Sun Prairie, its elected and appointed officials, officers, employees or authorized representatives or volunteers, are added as additional insureds on the General Liability but only if required by written contract and only with respects to liability arising out of the goods provided by or on behalf of the named insured for the Certificate Holder.

Subject to the terms and conditions of the policy, General Liability policy is Primary and Noncontributory in favor of the above additional insured(s).

The Producer shown on the ACORD 25 will provide the Certificate Holder 60 days written notice of cancellation if cancellation of the policy(ies) shown on

CERTIFICATE HOLDER
CANCELLATION

City of Sun Prairie Finance Department 300 E. Main Street Sun Prairie WI 53590	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

© 1988-2015 ACORD CORPORATION. All rights reserved.

White Pine Solutions

Email: whitepinesolutions@gmail.com

Website: whitepinesolutions.org

City of Livonia, Michigan Strategic Plan for the Livonia Civic Center Library



White Pine Solutions



CONTENTS

Cover Letter Pg. 2

Executive Summary Pg. 3

Key Personnel Pg. 4

Qualifications Pg. 6

Work Plan Pg. 8

Exclusions or Exceptions Pg. 14

Cost Schedule Pg. 15

References Pg. 17

Acceptance Pg. 18

Cover Letter

2

September 27th, 2022

The City of Livonia, Michigan

Livonia Civic Center Library
33000 Civic Center Drive
Livonia, MI 48154

Dear The City of Livonia:

White Pine Solutions is writing to be considered for the Livonia Civic Center Library (LCCL) Strategic Plan 2023-2028. Our team of experts is thrilled to collaborate with you to create a dynamic, innovative, and community-driven strategic plan.

White Pine Solutions delivers customized consulting services to organizations and businesses. We provide guidance on organizational development and offer professional expertise in strategic planning, organizational management, research, data analytics, fundraising, grant writing, and community outreach.

This RFP is seeking a consultant firm to create a five-year strategic plan. Key priorities include community outreach and input, partner collaboration, stakeholder input, methodological design, research and data collection, data analytics, and reporting findings to the LCCL as well as to the public. Our team possesses both the prior experience and skills needed to effectively meet these objectives.

We look forward to sharing our proposal with you. We are available to meet with you at your convenience. Thank you for your consideration.

Thank you,

Jessica M. Felder

President and Primary Contact
White Pine Solutions
322 Crampton Dr.
Monroe, MI 48162

(419) 350-7440

whitepinesolutions@gmail.com

White Pine Solutions offers personalized consulting services for organizations and businesses. We use a data-driven and community-centered approach to identify client needs and create tailored strategies.

Our team of specialists have more than 30 years of combined experience in organizational management and have successfully crafted strategic plans. We specialize in strategic planning, organizational management, research, data analytics, fundraising, grant writing, and community outreach. We will be able to exceed the responsibilities listed in the RFP.

The RFP calls for a consulting firm to facilitate the strategic planning process, establish a methodological approach in line with the needs of LCCL, gather community focused research and data, coordinate input meetings and sessions with interested parties, and identify the current mission and activities. The main objective is to design an inclusive, modern, and community-centered strategic plan.

The strategic plan will provide a comprehensive vision for LCCL for the next five years. It will address collections, programming, technology, staffing, outreach, and facilities. Additional themes, include but are not limited to, reaching a wider audience and updating services to match the needs of the larger communities.



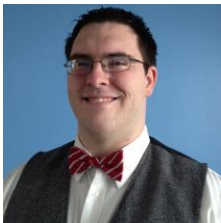
White Pine Solutions

White Pine Solutions was founded by Jessica M. Felder, Trent Varva, and Andrew B. Felder in 2022. Their aim is to offer support and guidance to local organizations and businesses.

Our leadership team has more than 30 years of combined experience in organizational management and have successfully completed a number of strategic plans.



Jessica M. Felder is an Independent Instructor and PhD Candidate of Political Science at Purdue University. She specializes in comparative politics and data analytics. Her professional research focuses on non-profit organizations and funding. Her work here at White Pine Solutions includes strategic plan design and management, data management, database creation, reporting, and grant writing.



Trent Varva is a seasoned field coordinator who has worked with non-profits, municipalities, political parties, and labor to execute coordinated field work in voter outreach for elections, ballot initiatives, recruitment campaigns, and community surveys. He graduated 2014 from Saginaw Valley State University with a degree in Political Science and has worked for multiple organizations all across

Michigan over the last 12 years. His work at White Pine Solutions focuses on strategic planning, community outreach, communication, and grant identification.



Andrew B. Felder is the Director of Community Outreach and Fund Development for the River Raisin Centre for the Arts (RRCA) and is currently serving in his third term on Monroe City Council. He has developed and led organizational recruitment since 2008 and worked with over numerous local leaders to affect positive change in their communities. With a background as a data analyst, Andrew uses practical insights and a data driven approach to provide actionable intelligence to inform both process and operations of funding, recruitment, and electoral campaigns. He offers specializations in fundraising, financial reporting, methodological design, and data analytics.

For More Information

Visit us at whitepinesolutions.org, or find us on social media:



The **White Pine Solutions** team has the credentials and prior experience essential to the strategic planning process.

Jessica M. Felder obtained a formal specialization in Methodology while pursuing a PhD at Purdue University. This included instruction through the Methodological Cluster at Purdue University and courses at the Inter-university Consortium for Political and Social Research (ICPSR) at the University of Michigan Ann Arbor. She is a mixed methods scholar who works with both quantitative (large-N studies/surveys) and qualitative approaches (small-N studies/focus groups/interviews/case studies).

Two current studies include her project on DEI academic success in graduate programs and her research on non-governmental organization management. Through these projects she designed the methodological approaches, developed all methodological tools, received IRB approval, and conducted the data collection.

Jessica will be able to effectively craft a sound methodological approach that is informed by LCCL services, the communities they serve, and interested partners. The approach will incorporate case study research, convenient surveys, focus groups, interviews, and planning sessions. She will assist in carrying out the methodological approach, analyzing the data, and writing the strategic plan.

Trent Varva has engaged in strategic planning for multiple municipalities in the state of Michigan. He worked with Bay City, MI to evaluate the city services. This included survey design, compiling data, and supplemental external research. This culminated in a report outlining public opinion on city services and next steps for the city.

Trent has worked on strategic planning for the City of Saginaw evaluating existing operations. He participated in strategic planning sessions with council members and senior staff. Feedback from participants was used to compile report that identified common strengths and weaknesses across various departments and areas where staff saw lack of resources. External research was used to propose

solutions and develop a six-month, twelve-month, two-year, and five-year action plans.

Trent will focus on research of the LCCL communities and LCCL services. This work will inform the methodological approaches used. He will assist with designing the survey instruments, interview questions, and session planning organizing. He will take the lead on data collection and compilation. Finally, he will use his extensive knowledge and expertise to inform the strategic plan.

Andrew B. Felder specializes in recruitment, outreach, and data analytics.

Community engagement is critical within his roles as a City Council Person and as the Director of Community Outreach and Fund Development. He regularly collaborates with community businesses, organizations, and people. He will assist in all outreach efforts, recruitment for the LCCL strategic plan study, and be the point of contact for all invested partners. This includes the LCCL stakeholders.

Andrew has formally studied data analytics and has used this as a financial data analyst at Ford. He uses his statistics and technological skills to craft databases, clean data, run predictive modeling, and create reports on his crucial findings. He will assist with the data collection, analytics, and reporting process.

Strategic Plan

Phase One: Project Initiation

Objectives	Duration	Activities
Set up communication channels, make formal introductions, and set a working calendar.	2 Weeks	Set-up lines of contact.
		Reach out to affected parties for introductions.
		Review internal documents on structure and organization.
		Establish communication with all key stakeholders.
		Create a meeting schedule and calendar.

Phase Two: Initial Research

Objectives	Duration	Activities
Conduct thorough and comprehensive research on the library system and the broader community to build a community profile.	3 Weeks	Review internal data, metrics, programs, users, and processes.
		Review current organizational structure.
		Review current mission statement, values, and goals.
		Research the served communities including their growth and demographics.
		Facilitate planning meetings with staff, board, and public.
		Set core values statement, goals, and objectives.

Phase Three: Refine Methodological Design

Objectives	Duration	Activities
Utilize initial research and input (community/library/partner/etc.) to refine our approach and develop methodological instruments.	2 Weeks	Collaborate with any Strategic Planning Committees and key stakeholders.
		Meet with community members (user/nonusers), library staff and personnel, partners, and stakeholders for input.
		Conduct focus groups to gather input on survey and interview design.
		Facilitate initial public input session.
		Develop focus group, interview, survey design.

Phase Four: Methodological Deployment

Objectives	Duration	Activities
Deploy approaches, meet with stakeholders, and data collections. The goal is to assess the current library services while focusing on community needs.	2 Months	Focus groups with library staff and personnel. Assess the current services and their vision for the library.
		Focus groups with users to determine potential service expansions.
		Focus groups with nonusers to determine needs and wants of the community.

		Create a robust survey (for users and non-users). This will be available for multiple platform deployment. This includes physical copies within the libraries, and a virtual survey. The virtual survey will be available for QR Code deployment, and released through email, online, and on social media.
		Virtual/Phone based interviews with individual stakeholders
Phase Five: Data Analysis and Review		
Objectives	Duration	Activities
Prepare, review, and analyze the data. Develop initial findings regarding the library, its service model, and community needs. Prepare draft plan for the LCCL Board prior to annual budgetary meetings in January and February.	1 Month	Create database with all data collected.
		Data analytics – statistical analysis and content analysis.
		SWOT Analysis.
		Meet with the board, staff, and stake holders to review initial findings. Meet with any Strategic Planning Committee to review initial findings.

		Collaboratively create goals, objects, and service priorities. Create alternatives and recommendations with regards to each service model category.
		Establish core values in coordination with LCCL key stakeholders.
		Create the Draft Strategic Plan. Include initial projected budgetary items for consideration.

Phase Six: Craft Strategic Plan and Deliverables

Objectives	Duration	Activities
Prepare the Strategic Plan, requested deliverables, and develop KPIs for the library.	2 Months	Prepare the final Strategic Plan informed by the data collection and research process. - Project summary including scope and intended audience - Community profile - Library environment assessment - Mission and core values statement - Strategic work plan including the key priorities, goals, and objectives. Additionally, a comprehensive list of recommendations and alternatives, a list of actionable steps, and KPIs to measure progress. - A process for library review for the duration and conclusion of the strategic plan.
		Deliver the strategic plan to the required parties and the LCCL key stake holder.

Phase Seven: Submission of Deliverables

Objectives	Duration	Activities
Deliver all final documents and deliverables.	1 month	Review and use feedback to improve the final version.
		Create final Strategic Plan and the Strategic Plan Snapshot.
		Submit all final deliverables.

White Pine Solutions will be able to carry out a majority of the functions needed for this RFP. We will also work closely and collaboratively with the library board, staff, personnel to ensure success. We will cooperate and coordinate with the stakeholders, library partners, and the community at large.

There are two key areas where library assistance would be beneficial:

- (1) Within Phase Two, (the research phase) we would appreciate a detailed summary of the library collections, its strengths and weaknesses, and what areas could be bolstered.
- (2) Within Phase Four, (the deployment phase) we would like the library staff and personnel to assist in survey disbursement at both library locations. This would include knowing where to find the surveys, informing all guests of the survey, and answering questions that may arise.

Cost Schedule

Cost Schedule					
Phase	Objectives	Approximate Consultant Hours	General Cost	Community Outreach Cost	Total Fee
Phase One: Project Initiation	Set up communication channels, make formal introductions, and set a working calendar.	20 Hours	\$800	\$300	\$1,100
Phase Two: Initial Research	Conduct thorough and comprehensive research on the library system and the broader community.	60 Hours	\$1,500	\$1,500	\$3,000
Phase Three: Refine Methodological Design	Utilize initial research and input (community/library/partner/etc.) to refine our approach and develop methodological instruments.	60 Hours	\$2,000	\$1,500	\$3,500
Phase Four: Methodological Deployment	Deploy approaches, meet with stakeholders, and data collections. The goal is to assess the current library services while focusing on community needs.	20 Hours	\$500	\$700	\$1,200
Phase Five: Data Analysis and Review	Prepare, review, and analyze the data. Develop initial findings regarding the library, its service model, and community needs. Prepare draft plan for the LCCL Board prior to annual budgetary meetings in January and February.	40 Hours	\$2,000	\$0	\$2,000
Phase Six: Craft Strategic Plan and Deliverables	Prepare the Strategic plan, prepare requested deliverables, and develop KPIs for the library.	60 Hours	\$3,000	\$500	\$3,500
Phase Seven: Submission of Deliverables	Deliver all final documents and deliverables.	10 Hours	\$500	\$0	\$500

Cost Schedule Totals

Approximate Consulting Hours	270 Hours
General Cost	\$10,300
Community Outreach Cost	\$4,500
Total Fee	\$14,800

Should the LCCL wish to expand or enhance the services provided, we would be willing to add these services for an additional agreed upon cost.

Such services could include, but are not limited to:

1. Expansion of non-user survey with an increased survey response rate
2. Virtual/Phone based interviews with regional, municipal, developmental, business, entrepreneurial, service, and non-profit organizations.
3. Crafting deployable review instruments for the LCCL (user surveys, etc.).
4. Preparing and delivering strategic plan presentations.
5. Preparing and delivering educational strategic plan presentation for the community.
6. Assisting with the initial phases of the strategic plan including establishing communication procedures and facilitating initial meetings.

Personnel References

1. Dr. Patricia Boling

Purdue University
765 – 491- 1175
boling@purdue.edu
Research Supervisor
-For Jessica Felder

2. Annie Boensch

Saginaw City Council
989 – 493 – 8232
aboensch@saginaw-mi.com
City of Saginaw Strategic Plan
-For Trent Varva

3. Kellie Vining

Monroe City Council
734 – 819 – 7676
Kellie.vining@monroemi.gov
Orchard East Subarea Plan
-For Andrew Felder

Acceptance

18

The White Pine Solutions team is prepared to provide any additional information or paperwork needed including insurance paperwork. We are able to offer a proposal presentation at your convenience.

Please don't hesitate to reach out to the White Pine Solutions team with any questions, comments, or concerns.

Thank you,



White Pine Solutions

LIBRARY STRATEGIES

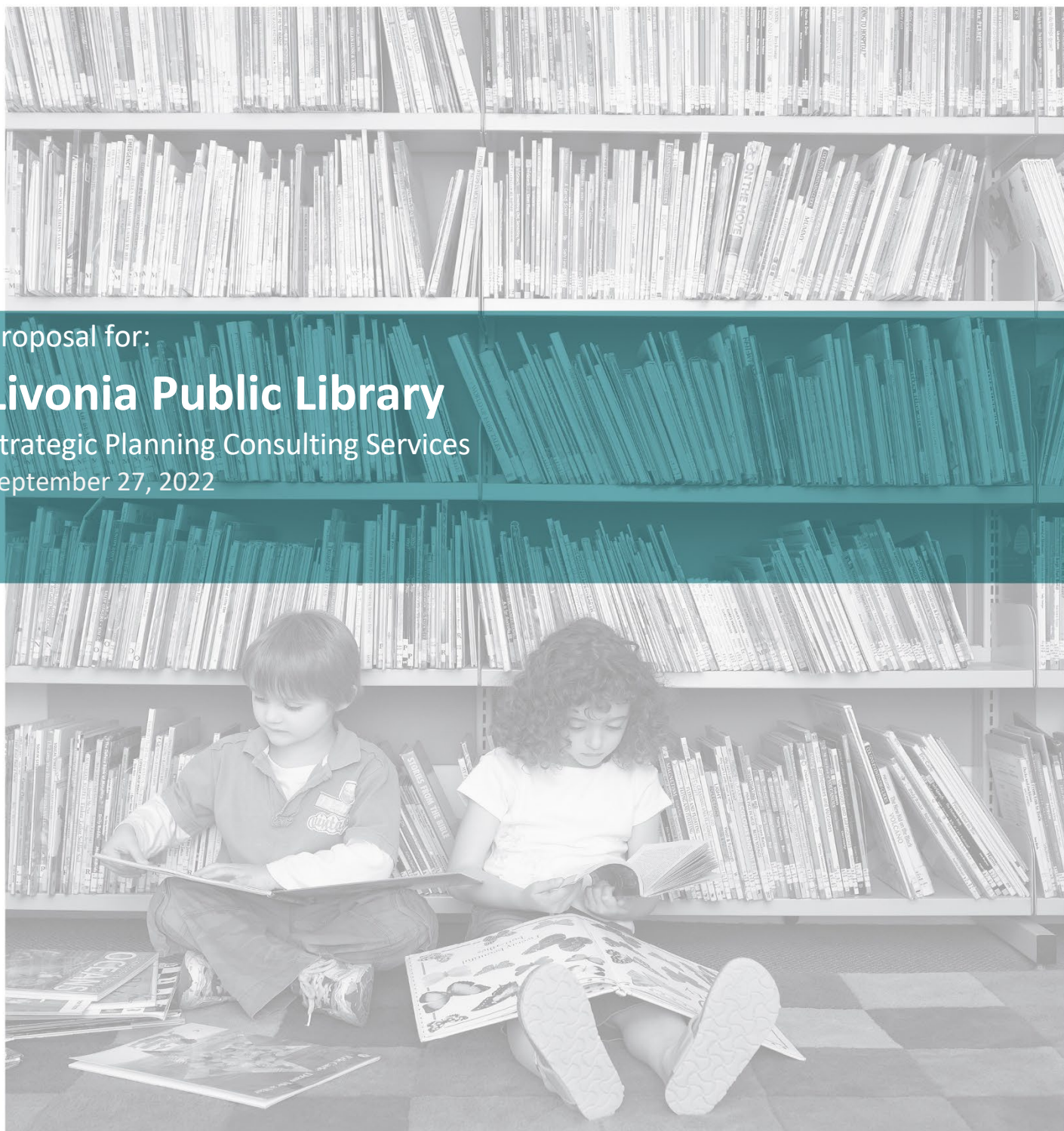


Proposal for:

Livonia Public Library

Strategic Planning Consulting Services

September 27, 2022



LETTER OF INTRODUCTION

Enna Bachelor
City of Livonia, Michigan
33000 Civic Center Drive
Livonia, Michigan 48154

Ms. Bachelor,

Library Strategies is pleased to submit the following proposal to facilitate Livonia Public Library's strategic planning process.

As demonstrated by this proposal, Library Strategies offers unique insights and specialization to support the Livonia Public Library for its strategic planning goals. Our team includes distinguished members of the library community, ready to apply their knowledge and experience to guiding the staff, board, and township and other stakeholders in developing an actionable strategic plan for the Library.

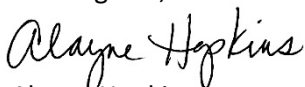
Library Strategies Consulting Group
1080 Montreal Avenue, Suite 2
Saint Paul, MN 55116

Primary Contact & Authorized Agent:

Alayne Hopkins
Director of Programs & Services
(651) 366-6488
(651) 222-1988 fax
alayne@thefriends.org

We look forward to the opportunity to work with the City of Livonia and the Livonia Public Library team and stakeholders. Thank you for your consideration of our attached proposal.

Best regards,


Alayne Hopkins

EXECUTIVE SUMMARY

Livonia Public Library (LPL) is a valued public resource for city residents, with robust programming and a history of responsiveness to the needs of the community. As the Library looks ahead to strategic planning, there is a strong interest to incorporate the diverse and varied voices of the



Livonia community: Library users, non-users, and stakeholders including board, Friends and staff. This intentionally inclusive approach will strengthen the Library's position as an integral resource that provides meaningful services reflective of the needs of its service area.

The past three years have seen much change for libraries and communities around the country, and in Livonia, as well. The combined desire to ensure LPL's services are meeting the needs of all City residents, answer questions surrounding the best use of facilities, including the fate of the Alfred Noble Branch, as well as look to what partnerships, technologies, and messaging will position the Library for the future, means now is an opportune time for the Livonia Public Library to establish a comprehensive strategic plan. As outlined in our proposed Methodology, Library Strategies utilizes a number of unique tools to engage and incorporate inputs from a wide range of internal and external stakeholders. This multi-pronged approach allows us to articulate a vision and goals for LPL that will complement and support your mission and values.

We propose a broad-based and rigorous strategic planning process that effectively incorporates multiple community input opportunities with a scope to include facilities, services, collections, programs, and operations. Community engagement activities include surveys, one-on-one interviews, focus groups and/or a community retreat, designed to hear and incorporate the diverse voices and visions of the community. At the conclusion of the strategic planning process, we believe the resulting strategic plan can set the Library on course to continue its responsiveness to varied community interests, and build a dynamic future for the Library and community.

Library Strategies believes that our team is well matched to partner with Livonia Public Library stakeholders on the design of the Library's next strategic plan. Library Strategies is mission-driven in our work to provide unique services that facilitate libraries and library support organizations to strengthen their position and effectiveness in their communities.

ABOUT US: QUALIFICATIONS & EXPERIENCE

Library Strategies is a consulting group of The Friends of the Saint Paul Public Library – the foundation of the Saint Paul (Minnesota) Public Library system. We are the *only* consulting group in the country based *inside of* a library support organization. Moreover, our consultants are leaders in the national library community, and outstanding professionals in allied fields, who each offer decades of expertise and a wide range of practical skills.



We offer a unique set of services designed specifically to strengthen libraries and their communities. These services include:

- Strategic Planning (using our Rapid Results Planning™ model)
- Facilities and Space Planning
- Feasibility Studies + Capital Campaign Counsel
- Staff Planning
- Friends and Foundation Assessments/Plans
- Library Operations Audits
- Fundraising and Advocacy Training
- Board and Staff Leadership Training

The Friends of the Saint Paul Public Library formally established Library Strategies in 2006, to provide insights and hands-on assistance *solely* to libraries and library support institutions. Our teams have partnered with organizations in 34 states, Eastern Europe, and the Middle East. Clients range from small libraries in rural Tennessee and Wisconsin, to national bodies like the American Library Association (ALA) and Council of State Library Agencies (COSLA), to public libraries in places as far afield as Romania and Saudi Arabia.

We pride ourselves on innovation. In recent years, Library Strategies developed a comprehensive “capacity building” training program for small and rural libraries in Wisconsin, Minnesota, and North Dakota. We’ve also designed a replicable, scalable “train-the-trainer” program built upon our Rapid Results Planning™ process, which has been rolled out to library directors throughout Georgia, South Carolina and southeast Florida. Our team also proudly designed, structured, and implemented an exciting and first-of-its-kind children’s “One Read” program for the State of Minnesota. In 2013, Library Strategies

published, *Beyond Book Sales: A Comprehensive Guide to Library Fundraising* (American Library Association Press).

Our Mission and Values

Libraries are vital centers for community connection, collaboration, and inspiration. But libraries must continually hone their skills and adapt to a changing society to thrive. Library Strategies exists to cultivate your potential – so that you can better serve and strengthen your community over the long haul.

We strengthen communities, one library at a time.

- **We believe in libraries. We get libraries.** We're a nonprofit housed within a library foundation. We understand library missions because they are *our* mission. We also understand the challenges libraries and library organizations face. We bring this passion and library-focused knowledge and experience, and tailor it to achieve your goals.
- **We help you serve your community by *engaging your community*.** We enlist individuals representing a wide swathe of your community, to get to know their aspirations and help them understand (and you to articulate) how libraries can help people achieve those goals.
- **We bring a “comprehensive perspective” to your project.** Whether you're looking for fundraising, marketing, strategic planning, advocacy, or other guidance, we approach your project in the whole context of you: your current capacity, your future goals, and your desired influence on your community.
- **We turn big ideas into practical insights that help you create meaningful change.** We lead national conversations about the future of libraries, but more importantly, we've developed unique tools and action plans that equip your organization for tomorrow.
- **We are your ally.** We connect with your key stakeholders to engage them in the process, help them adapt to change, and empower them to be advocates for your plan, so that the results are meaningful and sustainable after we leave.

In short, we are passionate about helping clients deliver on their missions and achieve their visions for increased community impact. You will find our team smart, experienced, creative, passionate, and dedicated to libraries.

Library Strategies' Commitment to Diversity, Equity, and Inclusion

Library Strategies, as part of The Friends of the Saint Paul Public Library, is committed to embracing diversity, becoming more inclusive, and producing more equitable outcomes through our work. We have immersed ourselves in ongoing learning and sharing activities related to building our team and individual strengths for diversity, equity, and inclusion. For example, we have partnered with consultants to conduct a thorough audit of our organizational practices and create an action plan for growth. Our teams have been participating in all-staff training sessions with DEI professionals, journal club style discussions, and creating space for one-on-one and small group discussions. Our goals include continuous attention to, and growth towards, being an equitable and inclusive organization, and incorporating organizational and individual values for diversity, equity, and inclusion into our day-to-day work with each other, our partners, and our clients.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/27/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DOLLIFF INSURANCE 6465 Wayzata Blvd. Ste. 850 Saint Louis Park MN 55426-1749	CONTACT NAME: Jody Virnig PHONE (A/C, No, Ext): (952) 593-7400 FAX (A/C, No): (952) 593-7444 E-MAIL ADDRESS: jvirnig@dolliff.com
INSURED The Friends of the Saint Paul Public Library dba: Library Strageries Consulting Group & The Minnesota Center of the Book 1080 Montreal Avenue Suite 2 Saint Paul MN 55116	INSURER(S) AFFORDING COVERAGE INSURER A: Citizens Insurance Company of America INSURER B: Federal Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** CL2292717347**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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			OBXD624281	03/02/2022	03/02/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 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	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			OBXD624281	03/02/2022	03/02/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB DED ☒ RETENTION \$ 5,000			OBXD624281	03/02/2022	03/02/2023	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A	WBX8966525	03/02/2022	03/02/2023	☒ PER STATUTE 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 (Claims Made)			82558738	03/02/2022	03/02/2023	\$2,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**Livonia Public Library
32777 Five Mile Rd

Livonia

MI 48154

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

FORM OF PROPOSAL **LIBRARY STRATEGIC PLAN**

Bid of Library Strategies, a consulting group of The Friends of the Saint Paul Public Library, hereinafter called Bidder, organized and existing under the laws of or a resident of the State of Michigan, doing business

as a corporation*.

* Insert as applicable: "a corporation", "a partnership" or "an individual"

TO THE CITY OF LIVONIA, MICHIGAN, hereinafter called OWNER:

The undersigned as Bidder hereby declares: that this Bid is made in good faith without fraud or collusion with any person or persons bidding on the same Contract; that the Bidder has read and examined the Notice to Bidders, Instructions to Bidders, Bid, General Conditions, Supplementary Conditions, Agreement, Forms of Proposal, Bond, Specifications and Drawings, as prepared by the City of Livonia, and understands all of the same; that the Bidder or its representative has made personal investigation at the site and has become fully familiar with regard to the conditions to be met in the execution of this Contract*, and the undersigned proposes to furnish all labor, materials, tools, power, transportation, and construction equipment necessary for the construction of the Project and performing related work in full accordance with the aforesaid Contract Documents, including any and all Addenda officially issued, their receipt of which is hereby acknowledged:

Addendum No.

Addendum Date

The work may be awarded per item.

Item No.	Item Description	Complete for the Sum of:
1	Five-year strategic plan for the City of Livonia Library	\$ 26,100*

FEE SCHEDULE

ROLE	DUTIES PERFORMED	HOURLY RATE
Consultant team	Planning committee meeting and facilities tour, 1.5 days	\$225 per hour/\$1800 day= \$2700
Consultant team	Data collection and review, 1 day	\$225 per hour/\$1800 day= \$1800
Consultant team	Create, post and manage online English-language surveys, 1.5 days	\$225 per hour/\$1800 day= \$2700
Consultant team	Analyze and draft survey summary reports, 1 day	\$225 per hour/\$1800 day= \$1800
Consultant team	Staff SWOC analysis and write-up, 1 day	\$225 per hour/\$1800 day= \$1800
Consultant team	Conduct 6-8 stakeholder interviews (English language), 2 days	\$225 per hour/\$1800 day= \$3,600
Consultant team	Launch community participants invitation process and session preparations, .5 day	\$225 per hour/\$1800 day= \$900
Consultant team	Facilitate RRP™ Retreat or Focus Groups, 3 days	\$225 per hour/\$1800 day= \$5,400
Consultant team	Draft and finalize Strategic Plan, 2.5 days	\$225 per hour/\$1800 day= \$4,500
Consultant team	Dashboard measurement tool, .5 day	\$225 per hour/\$1800 day= \$900
	*this total does not include optional items listed on project budget page	

*This requirement does not seem applicable to the bidding for strategic planning services and while all else in this paragraph applies, Library Strategies has not made personal investigation of the facilities of the Livonia Public Library. Alayne Hopkins, Sr. Director of Programs & Services, 9.27.22

In submitting this sealed bid, it is understood that the City of Livonia reserves the right to reject or accept any or all proposals in whole or in part and waive any irregularities and informalities therein. It is agreed that this bid may not be withdrawn for 120 days from the opening thereof.

Number of days it will take to complete the project upon being given notice to proceed
180 **DAYS**

The contractor and their sub-contractors agree that they will not discriminate against any employee or applicant for employment, to be employed in the performance of this contract with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of their sex or age, except when based on a bona fide occupational qualification, or because of their race, color, religion, national origin or ancestry. (Act 453 P.A. 1976 As Amended) The contractor further agrees that they will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to age, sex, race, creed, color or national origin. Breach of this contract may be regarded as a material breach of contract.

Bidder will identify business entity as individual, or if doing business under assumed name, indicate assumed name, partnership, (naming partners), corporation, foreign or domestic (naming principal officers), and indicate official capacity of person executing proposal and bid.

Date September 27, 2022 Firm Name Library Strategies
(If corporation, partnership, or assumed name)

Address 1080 Montreal Ave., Ste. 2 Signature Alayne Hopkins
(Person executing bid and official capacity)

Print Name Alayne Hopkins

City Saint Paul State MN Zip Code 55116

Email librarystrategiesconsulting@thefriends.org

Phone 651-366-6488 FAX 651-222-1988

Beth Burns, President (The Friends of the Saint Paul Public Library)
(Names of Principal Officers and designate official capacity) (If partnership or assumed name, indicate names of owners)

CONTACT PERSON TO WHOM QUESTIONS REGARDING PROPOSAL RESPONSE SHOULD BE DIRECTED:

NAME: Alayne Hopkins TITLE: Senior Director of Programs & Services

PHONE: 651-366-6488

EMAIL: alayne@thefriends.org

To be considered for this project, the following forms must be uploaded to the MITN website (www.mitn.info) in a PDF format. Proposal responses shall include in the following order:

LIBRARY STRATEGIC PLAN **REFERENCE FORM**

COMPANY NAME: Library Strategies

Reference Company Name: Wilsonville Public Library	
City/State: Wilsonville, OR	
Summary of Work Performed: Library Strategies facilitated the Wilsonville Public Library's strategic planning process during 2020-2021. The delivery of our RRP™ process was a hybrid project, with some of the work being completed virtually during the Covid-19 pandemic.	
Dates of Work: 2020-2021	
Company Contact Person: Shasta Sasser	Title: Interim Director
Phone Number: 503-570-1590	Email: sasser@wilsonvillelibrary.org

Reference Company Name: Community Library Network	
City/State: Post Falls, ID	
Summary of Work Performed: Library Strategies provided the Community Library Network with a comprehensive Strategic Planning RRP™ process in 2022 to help the Library maintain direction and focus during its upcoming service growth initiatives and building projects. Services included staff and community surveys, stakeholder interviews, and a community retreat. Particular attention was paid to both individual library needs and the overarching goals for the Network.	
Dates of Work: 2022	
Company Contact Person: Amy Rodda	Title: Director
Phone Number: 208-773-1506, ext. 315	Email: amyr@communitylibrary.net

Reference Company Name: Loudoun County Public Library	
City/State: Leesburg, VA	
Summary of Work Performed: Loudoun County Public Library engaged Library Strategies for strategic planning in 2019. The planning process for the Library included staff and community surveys, a community retreat, and coordinated discussions to identify six Strategic Goals with an Implementation Plan. As a part of the project, Library Strategies also conducted a Staffing Assessment for LCPL.	
Dates of Work: 2019	
Company Contact Person: Chang Liu	Title: Director
Phone Number: 703-771-5235	Email: chang.liu@loudoun.gov

**STATEMENT OF QUALIFICATIONS
LIBRARY STRATEGIC PLAN**

Respondents must answer all questions. If more space is needed to complete a question, attach a separate sheet.

Company Name: Library Strategies

Address 1080 Montreal Avenue, Ste. 2, Saint Paul, MN 55116

Contact Person: Alayne Hopkins Title Senior Director of Programs & Services

Phone No. 651-366-6488 Email alayne@thefriends.org

1. Number of years operating under you present name: 16
2. Number of years present owners have owned the company: 16
3. How many years of experience does your company have providing the services specified in the bid documents? 16 years
4. List municipalities/public libraries who the bidder has serviced in the past five (5) years to present:

Name of Municipality	Term of Service
Muskegon Area District Library, Michigan	Strategic Planning, 2021
Arlington Libraries, Massachusetts	Strategic Planning, 2021
Dubuque County Library District, Iowa	Strategic Planning, 2020-21
Kitchigami Regional Library System, Minnesota	Strategic Planning, 2020-2021
Jackson County Library District, Oregon	Strategic Planning, 2021-2022

5. General nature of work performed by your company:
Consulting work in strategic planning, fundraising, Friends/Foundations, and board leadership and training for libraries and library support organizations across the country.

6. Have you performed work for the City of Livonia in the last ten (10) years? If so, please specify:

Year of Service	Department Served	Description of Services Provided
n/a		

7. List the members of the team who will oversee the contract and the roles they will perform.

Name	Title	Role	Years of Experience
Cathi Alloway	Consultant	Lead consultant, overseeing project	30 yrs
Cindy Fesemyer	Consultant	Supporting consultant, community engagement	10 yrs
Kathy Dempsey	Consultant	Supporting consultant, community engagement	15 yrs
David Katz	Project Manager		8 yrs

8. What challenges to you foresee?

Engaging non-users of the library in community engagement activities is always a challenge. Finding a feasible solution for the currently shuttered branch is also a consideration and potential challenge.

9. What is included in your base price for services? What services will incur additional fees:

Background research, community and staff surveys- English language, 6-8 stakeholder interviews, community retreat, strategic plan and dashboard; additional services: extra interviews, translated surveys, extra focus groups, implementation planning.

COMPANY NAME: Library Strategies

PROPOSED PROCESS: Work Plan and Scope of Work

If selected by the City of Livonia and Livonia Civic Center Library, the Library Strategies team will employ a four-phase process that builds upon itself – moving from data gathering and organizational assessment, to staff and board input, to community engagement and planning. Rapid Results Planning™ is tailored to yield maximum community input yet focused results, all on an aggressive timetable, typically 4-6 months from initiation to completion.

Methodology and Tasks

Phase 1: Preparation, Data Analysis & Benchmarking

Strategic Planning Committee Meeting

Library Strategies recommends forming a Strategic Planning Steering Committee at the outset, if one has not already been organized. This committee will oversee the process; provide local context and insights; identify key leaders and influencers; and help ensure the final plan is inclusive and comprehensive. We recommend the Planning Committee be comprised of 8-12 members from the following individuals:

- Library Director, and one or two other lead staff
- One or two Board of Trustees members
- Friends leadership
- City government representatives as deemed appropriate
- Community leaders representing at least two of the following:
 - Business
 - Philanthropy
 - Education (Livonia Public Schools)
 - Arts & Culture

In brief, the role of the Strategic Planning Committee is to:

- Provide critical information on the Library and Livonia service area;
- Identify key stakeholders to engage in the process;
- Assist with invitations/logistics for community engagement activities;

- Approve and oversee the work plan and timeline; and
- Review drafts of the strategic plan.

The initial meeting of the Planning Committee with Library Strategies will address the following agenda items:

- Clarify roles/responsibilities for data gathering, reporting, logistics, etc. Agree on the process and steps of the planning process, including expectations for timing of deliverables.
- Identify critical documents and data to inform the planning process (library usage data, demographic projections, relevant local government documents, etc.).
- Establish initial focus areas for community input. These could include staffing models, specific communities, technology infrastructure, operational considerations (such as hours of operation), alternative models for library service delivery, etc.
- Identify individuals who will be invited to participate in the community engagement phase, with careful attention given to including a broad representation of residents – both library users and non-users.

Depending on library and community preferences, Phase 3 Community Engagement will include an in-person Community Retreat or a series of virtual Community Focus Groups.

Community and Library Assessment

Library Strategies will conduct a data audit and assessment of the current Livonia Civic Center Library service area demographics, reports, library services, and resources. This audit will review:

- Census data + trends for White Lake Township Library, including:
 - ✓ Age distribution / Household status
 - ✓ Race and Ethnic background / Special populations
 - ✓ Income / Education
 - ✓ Population/ Geographic distribution
 - ✓ Economic development projections
- Library data (including branch by branch breakdowns, if applicable/available):
 - ✓ Circulation numbers and trends for the past 3-5 years
 - ✓ Library visits / programming attendance

- ✓ Technology access and usage
- ✓ Community outreach efforts
- ✓ Budget and financial sources
- ✓ Staffing patterns
- ✓ Board of Trustees structure and governance
- ✓ Friends/Foundation fundraising model / patterns
- ✓ Public relations and marketing

As part of the initial visit, a lead Library Strategies consultant will visit the Livonia Civic Center Library facilities. (The facilities visit may also be combined with in-person community engagement activities.)

Peer Analysis and Benchmarking

With input from the Library, the Library Strategies consultants will select 2-3 peer libraries to benchmark. Peers will be identified based on similar community size, community environmental distinctions, library size (staff, collections, usage), etc. Key areas of interest to Livonia Civic Center Library for benchmarking are likely to include budgets, funding sources and amounts, staff and volunteer workers, impact of Friends or Foundation, facilities, outreach services, collections and resources; specific benchmark targets will be agreed between the Library and the Library Strategies consultants to assure appropriate scope of this activity.

Phase 2: Stakeholder Input

Community Survey

Library Strategies consultants will design and administer a community survey. This tool will probe the interests and needs of the Library service area. Issues to be explored, both quantitatively and qualitatively, may include (but are not limited to):

- Awareness and perception of the Library;
- Satisfaction with Library services;
- Barriers to using the Library and its services;
- Facilities and diversity concerns;
- Opportunities for outreach;
- Future directions for the Library to best meet needs and expectations.

Our consultants will present a draft survey to Library leadership and make final revisions as necessary. If it is determined to be beneficial during the preliminary Steering Committee meetings, the online survey form may be translated to facilitate feedback from non-English speaking residents, at an additional cost as outlined in the Project Budget. The survey will be posted online using SurveyMonkey. If desired, Library Strategies will also format the questionnaire for print; the Library will be responsible for converting print survey responses to an appropriate electronic format. Library Strategies will assist in identifying the best outlets and a promotion strategy to encourage broad-based participation in the survey (online and physical outlets such as local media, churches, schools, businesses, municipalities and townships, partnership organizations, etc.).

All Staff Survey

An online staff survey will be designed to elicit information from *all* staff concerning library operations, programs, services, communication, aspirations and overall morale. The responses to this survey will also be collected via SurveyMonkey. A summary of the responses, as well as the raw data, will be made available to Library leadership. However, respondents will be ensured anonymity to encourage candor and a high response rate.

Staff SWOC Analysis

Library Strategies consultants will convene a SWOC analysis (Strengths, Weaknesses, Opportunities and Challenges) session with select staff members. This session provides an opportunity for internal stakeholders to express their insights and concerns in a collaborative session, and typically yield insights that complement and build upon the staff survey.

One-on-One Interviews

In preparation for Phase 3, Library Strategies consultants will conduct 6-8 confidential phone interviews with key informants: long-serving Library trustees, Council members, lead government officials, key community leaders, and similar stakeholders.

The list of interviewees will be developed in consultation with the Library Director and Steering Committee. Ordinarily, questions focus on interviewees' perceptions of their community's most salient needs; what the Library can do (and is not already doing) to address them; and key challenges the Library is facing in its mission to enhance residents' quality of life.

Phase 3: Community Engagement

Depending on preferences for the Library and community, Phase 3 Community Engagement will include an in-person Community Retreat, a series of virtual or in-person Community Focus Groups, or a combination designed to maximize opportunities for community members to participate. Library Strategies' initial recommendation is to conduct a community retreat or a series of three focus groups (in-person or virtual) to encourage participation from a wide range of individuals; this recommendation is flexible and can be adjusted to meet the needs and preferences of the Library.

The Steering Committee should be prepared to help develop the invitation list – usually twice as many people as you realistically expect to attend – and then personally invite them by mail, phone or email (with possible follow-up phone calls). See Appendix A for a profile of attendee recommendations. In total, we recommend 45-60 participants for this community engagement phase: In-Person Community Retreat, a series of Virtual or In-Person Focus Groups, or a combination.

In addition to facilitating the development of strategic goals, brainstorming and discussions during the Retreat or Focus Groups may contribute to updating the Mission, Vision, and Values statements for the Library.

In-Person Community Retreat

A day-long Community Retreat has been a cornerstone of Library Strategies' unique Rapid Results Planning™ (RRP™) process. This nimble process has been used to generate strategic plans for library organizations of all sizes across the country. The Retreat gathers a cross-section of users, non-users, diverse populations, and key stakeholders all in one room. By including many participants from all walks of life, the Livonia Civic Center Library gains valuable insights, while securing early buy-in and future advocates for its vision. As highlighted above, the price proposal includes an option to provide translation or interpreter services for the Retreat.

The in-person retreat agenda is frequently structured as follows:

1. **A short presentation by the Director on the current state/activities of the Library.** This gives all participants a common baseline understanding of what the Livonia Civic Center Library currently does – and how.
2. **A short presentation/discussion on regional and national trends.** The Library Strategies team will offer a short primer on “Libraries 101,” with an emphasis on emerging trends in this dynamic

field. Trends reviewed by the consultants might include technology, makerspaces, literacy programs, partnerships, community outreach, removal of barriers to service, etc. The two-fold goal is to offer participants a sense of what might be possible in terms of future directions and encourage them to think broadly about the Library's role in the community.

3. *A large group, "big picture" visioning session (and development of goal areas).*

This part of the retreat invites participants to brainstorm broad, strategic visions for the community and consider the Livonia Civic Center's Library's role as a contributor to residents' quality of life. In anticipation of addressing strategic goals, the group may review and identify potential modifications to the Library's Mission, Vision, and Values to enhance engagement with the strategic goals. Following the Mission, Vision, and Values discussion, this session will shift to discussions about strategic "goal areas" where the Library should concentrate its attentions over the next five years. These areas might pertain to technology, advocacy, marketing and outreach, collection management, workforce development, cooperative opportunities, etc. Specific "goal areas" will be identified through and driven by the multiple community inputs to ensure relevance to the White Lake Township Library.

4. *Small group strategy sessions.* Towards the end of the day, participants will be encouraged to dive deeper by brainstorming specific strategies likely to move the Library closer to its big, overarching goals. The consulting team will mediate these smaller discussions and facilitate a share-out at the end of the Retreat.

Focus Groups (virtual or in-person)

As an alternative to a day-long Community Retreat, Library Strategies has obtained successful results with multiple strategically planned and executed, community focus groups. The process includes representatives for a cross-section of users, non-users, diverse populations, and key stakeholders. Library Strategies and the Planning Committee will discuss options for the composition of the focus group invitees, which may be selected to bring together groups of similar stakeholders or a diversity of stakeholders, to provide optimal synergy in the discussions. Each focus group may include 8-10 participants and lasts 2 hours.

Similar to the Community Retreat format, Community Focus Groups are the culmination of the community engagement activities. Quantitative and qualitative information gleaned through the data

analysis, community survey, and interviews are used to drive the content of the Focus Group discussions. This provides a responsive and localized discussion platform for the Focus Groups.

As a tool to keep the Focus Group on track during the two-hour meeting, the facilitator may share a basic Agenda:

- Introduction to Library Strategies and our role in the process;
- Brief review of the What and Why for this Strategic Planning project;
- Review and group comments related to the Livonia Civic Center Library Mission, Vision, and Values statements
- 3-6 broad goal areas for the group to explore, add onto, modify, and/or discard.
 - Suggested starting goal areas are based on the outcomes of the earlier community engagement activities and defined during the preparation period.

While each of these options is available, what is “best” will be determined in consultation with Library leadership and may include a retreat, virtual focus groups, and/or in-person focus groups.

Phase 4: Crafting Strategic and Implementation Plans

Strategic Plan & Dashboard Tool

Following the Retreat or Focus Groups, Library Strategies consultants will draft a short, concrete Strategic Plan (typically 4 pages) for review by the Steering Committee. Depending on the Library’s needs, the Plan may also include new or revised mission, vision, or values statements.

The Steering Committee will determine whether the goals and strategies in the draft Plan are realistic, given finite resources, timetables, and their own evolving understanding of the community’s needs. Our consultants will then make revisions based on the feedback for final approval.

Ultimately, Livonia Civic Center Library’s planning document will be translated into an easy-to-interpret graphic. This illustrative accompaniment can be presented to the full board of trustees, other governing bodies as applicable, and the community at large. While this piece is typically more than 1 page long, a shorter version can be crafted per Library request.

Library Strategies has found that long-range planning only *truly* works if it becomes a part of regular, daily culture. Therefore, Library Strategies will also provide an easy-to-use dashboard measurement tool

to track the progress of the Strategic Plan over time. We recommend that the board review progress on the Strategic Plan at every regularly scheduled meeting.

Implementation Plan (optional)

In order to move the Plan forward, our process can also include a consultant-facilitated implementation planning step. Using the goals outlined in the approved Strategic Plan, staff collaborate on a detailed operating work or implementation plan to reach the Plan goal, with a primary focus on year 1 objectives.

Hallmarks of an Implementation Plan include:

- Action steps for reaching the strategic goals
- Resources needed (funding, staffing, strategic partners, etc.)
- Responsibility delegation
- Deadlines for task completion
- Outcomes or measures for each strategy

The Implementation Plan is usually an internal working document and *not* approved by the Board. In that way, it remains flexible and most useful to Library administration and staff. This Implementation Plan should become a regular discussion item at staff meetings and updated by the Library staff at least annually.

Library Strategies is pleased to remain in contact with many previous clients. The Library will receive a follow-up evaluation survey, and consultants are available beyond the contracted planning project for any questions from Library leadership. The Library Strategies team will generally follow up after approximately six months have passed into the new strategic plan to check in with Library leadership on how the implementation is progressing.

DELIVERABLES

Library Strategies will provide the following deliverables from the project activities:

- Benchmarking Analysis
- Community Survey Summary Report *(and raw data)*
- Staff Survey Summary Report *(and raw data)*
- Staff SWOC Analysis Write-Up/Notes
- Community Retreat Notes
- Draft and Final Strategic Plan *(including mission and vision statements, if needed)*
- Strategic Plan Tracking Dashboard
- Implementation Plan (optional)

Project Timeline

The tentative timeline presented here is flexible and represents a typical RRP process. The timeline will be adjusted at the initiation of the project to accommodate key stakeholders of the Library and the deadline for approval of the strategic plan.

ACTIVITY	Month 1	Month 2	Month 3	Month 4	Month 5
Phase 1: Preparation, Data Analysis & Benchmarking					
Initial meeting, finalize work plan	X				
Collect Library and other background data	X				
Data analysis, assessment & trending		X			
Phase 2: Stakeholder Input					
Create and publish online community survey and staff survey		X			
<i>(Optional) Translate and publish community survey for non-English language audience</i>		X			
<i>Optional) Translate non-English language survey results for analysis</i>			X		
Synthesize and analyze survey results			X		
Present summary survey report				X	
Staff SWOC Session				X	
One-on-One Interviews				X	

ACTIVITY	Month 1	Month 2	Month 3	Month 4	Month 5
Phase 3: Community Engagement					
Launch retreat or focus group invitation process		X			
Facilitate RRP™ retreat or series of focus groups				X	
Phase 4: Crafting Strategic Plan					
Submit draft Strategic Plan				X	
Revise and present final Strategic Plan					X
Create Dashboard Measurement					X
<i>(Optional) Develop and finalize Implementation Plan</i>					X

EXCLUSIONS/EXCEPTIONS

There are no exclusions or exceptions.

KEY PERSONNEL / PROJECT TEAM

See appendices for consultant vitas.



CATHI ALLOWAY served as Library Director for the Schlow Centre Region Library (PA) and co-Director of the Federation of Centre County Libraries (PA) for ten years. She brings over thirty years' experience in library leadership, plus volunteer leadership positions with professional associations and community organizations. Alloway has written and presented extensively on library management, community

engagement, outreach services, fundraising, and library trustee roles. She is a native of Detroit and graduated from the University of Michigan.



CYNTHIA FESEMYER brings a decade of experience in public libraries following fourteen years managing non-profit organizations. Fesemyer served as a member of the Public Library Association Board (2018-2021) and is currently serving as a Trustee for the Madison (WI) Public Library. Fesemyer participated in ALA's first Library Transforming Communities cohort, honing her skills in community engagement.



KATHY DEMPSEY has been immersed in library marketing since 1994, working as the Editor of *Marketing Library Services*, Author of *The Accidental Library Marketer*, and Founding Chair of the Library Marketing and Communications Conference. She started her own consultancy, Libraries Are Essential, in 2005. Dempsey has published countless articles, and she speaks frequently for state, national, and international audiences.



DAVID KATZ is Programs and Services Manager with Library Strategies. In that capacity, he manages the firm’s special and ongoing projects, as well as its day-to-day administration. He holds an MLIS from the University of Wisconsin – Madison. Katz will contribute remotely to the survey research, drafting of reports, and other data synthesis, as well as assist with overall project management.

This is a tentative assignment of key personnel for the project. Final assignments will be determined based on scheduling for the project activities and availability of individual consultants.

The project team will be assisted by a strong “back room” of staff at The Friends of the Saint Paul Public Library, including two additional consulting staff, and two marketing and design professionals.

PROJECT BUDGET

Library Strategies proposes to provide the below stated services for the following fees. Fees are based on a daily rate of \$1,800 (\$225.00 per hour).

Notes: (1) More than one consultant may be involved at various steps in the process. (2) Library Strategies does not charge for consultant travel time.

CONSULTING ACTIVITY DESCRIPTION	PROPOSAL Consultant Days	OPTIONAL Consultant Days
Phase 1: Preparation and Data Review		
Planning Committee meeting and facilities tour	1.5 day	
Data collection and review	1.0 day	
Phase 2: Stakeholder Input		
Create, post and manage online English-language surveys 1. Staff survey 2. Community survey	1.5 days	
Optional: Translate, post and manage online non-English language community survey		1.0 day per translated survey
Analyze and draft survey summary reports	1.0 day	
Staff SWOC analysis and write-up	1.0 day	
Conduct 6-8 stakeholder interviews (English language)	2.0 days	Additional interviews at 4 per 1.0 day
Optional: Conduct non-English language stakeholder interview(s)		0.5 day per non-English interview
Phase 3: Community Engagement (One full-day in-person Retreat or four 2-hour Virtual Focus Groups)		
Launch community participants invitation process and session preparations	0.5 day	
Facilitate RRP™ Retreat or Focus Groups	3 days	
Optional: Facilitate non-English language Virtual Focus Group		1.0 day per focus group
Phase 4: Strategic Plan		
Draft and finalize Strategic Plan	2.5 days	
Dashboard measurement tool	0.5 day	

Optional: Work with staff to develop Implementation Plan		2.0 days
Consultant days @ \$1,500 per day		
Total Consulting Fees	14.5 consultant days = \$26,100	Optional Services: Additional, as described

TOTAL ESTIMATED FEES WITHOUT OPTIONAL SERVICES (NOT TO EXCEED): \$27,000

The above outline of services and budget are flexible, and the budget would be adjusted based on the actual services needed by the Library. For instance, if the Library recently has conducted its own community or staff survey, those services would be an extraneous and the budget could be modified accordingly. Additionally, if the Library elects to conduct more of the consultant services remotely, travel expenses would correspondingly be reduced.

CONCLUSION

Library Strategies would be pleased to partner with the Livonia Civic Center Library on its upcoming strategic planning process. We believe that our consultants' knowledge and experience with libraries nationwide, and in the region, positions us well to be an asset throughout this key period for the Library.

Thank you for considering this proposal.



Library Strategies
The Friends of the Saint Paul Public Library
1080 Montreal Avenue, Ste. 2
Saint Paul, MN, 55116

Alayne Hopkins
Director, Programs & Services
alayne@thefriends.org
651-366-6488

librarystrategiesconsulting.org

APPENDIX A: RETREAT PARTICIPANTS

Community Engagement, Phase 3, is a cornerstone of the Rapid Results Planning™ process. While the exact composition of the participants group is determined in the process, Library Strategies strongly recommends that the following community audiences are included:

- Lead library staff/staff representatives (3-5)
- Library board/trustees (3-4)
- Municipal/County, or other, public officials (2-3)
- Library Friends leaders (2-3)
- Head or staff from an affiliated regional or system library (1)
- Local school leaders and one or two teachers (2-4)
- Business leaders – from varied businesses or Chamber of Commerce (2-4)
- Representatives from other cultural or arts organizations (2-4)
- Representatives from social service agencies (2-4)
- Other governmental department heads (1-2)
- Religious leaders (1-2)
- Representatives from civic groups, such as Rotary or Kiwanis (1-2)
- Local philanthropic community, such as a community foundation, etc. (1-2)
- Colleges or university leadership – if in the area (1-2)
- Representatives from nearby military bases – if in the area (1-2)
- Local labor leaders (1-2)
- Homeschool community (1-2, if significant users of the Library)
- Include representatives from certain demographics important in the community and to the library (it is likely that there is some duplication from above stakeholders):
 - people from diverse groups in the community with notable populations
 - seniors
 - parents with small children (very good to have attend)
 - teenagers (Youth Council, etc.)
 - 20- and 30-somethings
 - people who are disabled
 - special library user groups
 - GLBTQ community
- Other groups that the planning team identifies as locally important

APPENDIX B: CONSULTANT VITAS

CATHERINE SUYAK ALLOWAY

Areas of Expertise

- Strategic Planning
- Building and Facilities Plans
- Library Management

Experience

2010-2021	Library Director, Schlow Centre Region Library, State College, PA
2010-2021	Co-director, Federation of Centre County Libraries, State College, PA
2002-2010	Public Services Director, Dauphin County Library System, Harrisburg, PA
2000-2002	Instructor, Department of Library Science, Clarion University of Pennsylvania
1994-2002	Director, Hershey Public Library, Hershey, PA
1990-1994	Director, East Shore Area Library, Dauphin County Library System, Harrisburg, PA
1988-1990	Director, Access and Information Services, St. Louis Public Library, St. Louis, MO

Education

Master of Library Science, University of Michigan, 1978

Bachelor of General Studies, University of Michigan, 1977

Professional Affiliations and Honors

Exceptional Service Award, Juniata Chapter, Pennsylvania Library Association, 2016

Graduate, Leadership Centre County, State College, Pennsylvania, 2011

Certificate of Merit, Pennsylvania Library Association, 2003

Graduate, Leadership-Harrisburg Area, 1993

Multiple leadership, committee and task force roles, Pennsylvania Library Association, 1992-present

Vice President, PaLS Statewide Integrated Library System Consortium, 2011

Multiple committees, Commonwealth Libraries – Pennsylvania (state library), 1991-2003

ALA Leadership Training Committee, American Library Association, 2010-2012

CYNTHIA FESEMYER

Areas of Expertise

- Strategic Planning
- Board Development; Trustee Engagement
- Facilitating Community Engagement

Experience

2015-present	Continuing Education Instructor, University of Wisconsin, Madison
2019-2021	Adult and Community Services Consultant, Wisconsin Department of Public Instruction
2016-2018	Associate Lecturer (LIS), University of Wisconsin, Madison
2016-present	Board of Trustees, Madison (WI) Public Library
2012-2019	Library Director, Columbus (WI) Public Library

Education

MLS, University of Wisconsin, Madison
MA, Literature, and MA, Teaching Writing, Humboldt State University (CA)
BA, English, University of Wisconsin, Madison

Professional Affiliations and Honors

- American Library Association, multiple conference and webinar presentations, 2016-present
- ALA Public Programming Office
 - Libraries Transforming Communities Advisor, 2016-present
 - 21st Century Libraries Advisor for programming competencies, 2020-present
 - Libraries Transforming Communities participant, 2013-2015
- Public Library Association
 - Finance Committee, 2021-present
 - Board member, small/rural, 2019-2021
 - Leadership Academy Fellow
- Ch. 4 *Partnering for Great Impact* and Ch. 5 *Respect and Compromise Aid School-City Partnership* in M. Davis-Fournier (Ed.) *Ask Listen Empower: Grounding Your Library Work in Community Engagement*. Chicago, IL: ALA Publishing, Inc. (2021)
- *Food for Thought: Feeding Mind & Bodies at Public Libraries* in C. Smallwood (Ed.) *Social Justice and Activism in Libraries: Moving Beyond Diversity to Action*. Jefferson, NC: McFarland & Company, Inc. (2019)

KATHY DEMPSEY

Areas of Expertise

- Library Marketing and Communications
- Writing, Editing, Proofreading, Publishing
- Presenting / Training, online and in-person

Experience

2019 – 2021	Marketing Consultant for Koios, a vendor that runs Google Ads for libraries
2005 – present	Founder and Marketing Consultant, Libraries Are Essential, Medford, NJ
1994 – present	Editor, <i>Marketing Library Services</i> newsletter, Medford, NJ
1997 – 2003	U.S. Correspondent, <i>Information World Review</i> news magazine, London, U.K.
1995 – 2007	Editor, <i>Computers in Libraries</i> magazine, Medford, NJ
1994 – 1995, 2008	Editor of library-industry books, Information Today, Inc., Medford, NJ
1993 – 1994	Tech Services Assistant and Circulation Clerk, Handley Public Library, Winchester, VA
1992 – 1994	Information Coordinator for an LSTA project and Library Assistant, Serials Clerk; Smith Library, Shenandoah University, Winchester, VA
1989 – 1992	Assistant / Associate Editor, <i>Publishing and Production Executive</i> magazine, Philadelphia, PA
1986 – 1988	Clerical Assistant for Access Services and Bibliographic Assistant, Ambler Campus Library, Temple University, Ambler, PA

Education

Temple University, Philadelphia: B.A. in Journalism, Minor in English, 1986
University of Toronto through edX: LA101x, Library Advocacy Unshushed (MOOC), Honor Code Certificate, April 2015
Digital Marketing Institute / American Marketing Assn.: Certified Digital Marketing Professional (online course), Credential ID 27641657, January 2021

Professional and Volunteer Leadership

Community Emergency Response Team (CERT): Burlington County, NJ
New Jersey Library Association: Newsletter Editorial Board
Conference Founder and Chair: Library Marketing and Communications Conference
LibraryLinkNJ, The New Jersey Library Cooperative: Executive Board

DAVID KATZ

Areas of Expertise

- Strategic Planning
- Building and Facilities Plans
- Library Management
- Research and Project Management

Experience

2012-present	Programs and Services Manager, Library Strategies, St. Paul, MN <i>Responsibilities include serving as manager of the Minnesota Association of Library Friends, coordinating the metro-wide Club Book author series, co-coordinating the Minnesota Book Awards, and research and project management support for Library Strategies Consulting Group</i>
2011-2017	Research Consultant, Minnesota Historical Society, St. Paul, MN
2012-present	Office Manager, Minnesota Assoc. of Library Friends, St. Paul, MN
2008-2011	Communications Assistant, Schreiber Inc., Green Bay, WI

Education

B.A. (Journalism) – University of Minnesota
B.A. (History) – University of Minnesota
MLIS – University of Wisconsin, Madison

APPENDIX C: RECENT AND CURRENT CLIENT LIST

Feasibility Studies & Capital Campaign

Counsel:

Appleton Public Library (WI)
Alexander Mitchell Public Library (Aberdeen, SD)
Davenport Public Library (IA)
Montclair Public Library Foundation (NJ)
Sawyer Free Library, Gloucester (MA)
Tulsa City-County Library (OK)
Upper Dublin Public Library (PA)
Watertown Public Library (WI)
Waukesha Public Library (WI)
Winter Park Public Library (FL)

Facilities Planning/Assessments:

Big Horn County Public Library (WY)
Brentwood Library (TN)
Central Arkansas Library System (Little Rock, AR)
City of Byron (MN)
Clarksville-Montgomery County Library (TN)
Detroit Lakes Public Library (MN)
Douglas County Library (MN)
Duluth Public Library (MN)
Franklin County Library System (PA)
Gardiner Community Library (MT)
Kingsport Public Library (TN)
Lake Agassiz Regional Library (MN)
Marathon County Library (WI)
Marathon Public Library (TX)
Moorhead Public Library (MN)
Palm Springs Public Library (CA)
Park Rapids Public Library (MN)
Racine Public Library (WI)
Shawano Public Library (WI)
Swarthmore Public Library (PA)

Friends & Foundations:

Friends of the Bozeman Library (MT)
Friends of the Maple Lake Library (MN)
Fairhope Public Library Foundation (AL)
Friends of the Hennepin County Library (MN)
Friends of the Inver Glen Library (MN)
Friends of the Osceola Public Library (WI)
Frisco Library Foundation (TX)

Grosse Pointe Library Foundation (MI)
Houston Public Library Foundation (TX)
Huntsville Library Foundation (AL)
Kitsap Regional Library Foundation (WA)
Madison Public Library Foundation (WI)
Muscogee Public Library Foundation (GA)
St. Helena Friends & Foundation (CA)
The Foundation for Sarasota County Libraries (FL)
Tulsa Library Trust (OK)
Worcester Public Library Foundation (MA)
Jackson County Library Foundation (OR)
Kenosha Public Library (WI)

Strategic Planning*:

Anoka County Library (MN)
Arlington Heights Public Library (IL)
Atlanta-Fulton County Library Foundation (GA)
Bayport Public Library (MN)
Bozeman Public Library (MT)
Brentwood Library (TN) – 2 rounds
Bridgman Public Library (MI)
Central Arkansas Library System (Little Rock, AR)
Champaign Public Library (IL)
Chattahoochee Valley Libraries (GA)
Clarksville-Montgomery County Public Library (TN) – 2 rounds
Commerce Township Public Library (MI)
Council of State Library Agencies (KY)
Council Bluffs Public Library (IA)
Cromaine District Library (MI)
Crystal Lake Public Library (IL)
Davenport Public Library (IA)
Decatur Public Library (IL)
Dubuque County Library District (IA)
Duluth Public Library (MN)
Evanston Public Library (IL)
Friends of the Bozeman Library (MT)
Friends of the Maple Lake Library (MN)
Glencoe Public Library (IL)
Gwinnett County Library (GA)
Hudson Area Joint Library (WI)
Jackson County Library District (OR)

King Abdul Aziz Library (Riyadh, Saudi Arabia)
Kingsport Public Library (TN)
Kitchigami Regional Library System (MN)
Lewis & Clark Public Library (Helena, MT)
Loudoun County Public Library (VA)
Menomonie Public Library (WI)
Meridian Library District (ID)
Minnesota Genealogical Society (MN)
Montana State Library – IMLS (MT)
Montclair Public Library Foundation (NJ)
Muskegon Area District Library (MI) – 2 rounds
Newark Public Library (NJ)
Nobles County Public Library (MN)
Normal Public Library (IL)
Nova Southeastern University Libraries (FL)
Palm Springs Public Library (CA)

Robbins Library (Arlington, MA)
SAMMIE regional system (MN)
Schlow Centre Region Library (State College, PA)
SELCO/SELS regional system (MN)
SENYLRC regional system (NY)
St. Charles City-County Library District (MO)
Stillwater Public Library (MN) Traverse des Sioux
Library System (MN)
Washington County Library System (MN)
Washington County Library System (PA)
White Plains Public Library (NY) – 2 rounds
Wilsonville Public Library (OR)
Wisconsin Dept. of Public Instruction
Woburn Public Library (MA)

In addition to the above planning related clients, Library Strategies has worked with numerous libraries across the country and internationally, providing such services as feasibility studies, capital campaigns, development plans, staff plans, advocacy training, board training, marketing, and program evaluation.

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 27, 2023**

Meeting was called to order at 8:00 p.m. by Council Vice President Toy. Present: Kathleen McIntyre, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, and Laura Toy. Absent: Jim Jolly.

Elected and appointed officials present: Susan Nash, City Clerk; Leo Neville, Assistant City Attorney; Todd Zilincik, City Engineer; Mark Taormina, Director of Planning and Economic Development; Josh Sabo, Director of Communications, and Casey O'Neil, Information Systems Director.

Councilmember McIntyre led the meeting in the Pledge of Allegiance.

7. REQUEST FOR AUTHORIZATION TO WAIVE THE SEALED BID PROCESS AND PURCHASE FROM SOLE SOURCE PROVIDER: Department of Parks and Recreation, re: to purchase a pre-cast restroom building for Ben Celani Play Area, from budgeted funds.

Ted Davis, Parks and Recreation Superintendent, presented the request to Council.

Councilmember Donovic asked if it was cheaper to buy a pre-cast building than to actually build one.

Ted Davis indicated it is cheaper and faster.

Councilmember McCullough asked why not use a porta potty rental as other parks have used.

Ted Davis said traffic is a determining factor.

Councilmember McCullough said he assumes that if we had designed a building it would be over the pre-cast cost.

Ted said it is an ADA compliant, 2 stall, restroom and the cost would double to build it. It is anticipated to be under \$100,000 including placement.

Councilmember Morgan asked how many restroom facilities exist there.

Ted said there is one on the golf course and one in the pro shop.

Councilmember Morgan clarified that he meant only in the park and asked if it would always be open, where it would be located, and if it is made of vandalism resistant materials.

Ted indicated it would be immediately north between the two parking lots, it would only be open during rentals while staff is on site and is made of vandalism resistant materials.

Councilmember Donovic asked if there will be hours of operation.

Ted said there are no set hours of operation, but it will be open while staff is out during the day and on weekends.

Councilmember Donovic asked if it will be difficult to replace any damaged items and Ted said it is the same as any other item and it would require assessment.

Councilmember Donovic offered an approving resolution for the Consent agenda.

DIRECTION:

APPROVAL

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

7.

Parks and Recreation
February 7, 2023

MEETING DATE

S022723/R031223

PREPARED BY

Ann Cox, Program Supervisor,

AGENDA ITEM

REQUEST FOR AUTHORIZATION TO WAIVE THE SEALED BID PROCESS AND PURCHASE FROM SOLE SOURCE PROVIDER: Department of Parks and Recreation, re: to purchase a pre-cast restroom building for Ben Celani Play Area, from budgeted funds.

BACKGROUND

The Department of Parks and Recreation is requesting Council approval for the purchase a precast restroom building from Quality Precast Inc., 7800 Adobe Rd., Kalamazoo, MI 49009 in the amount of \$75,500.00

The total price includes completely assembled building and placement on the prepared site. Attached for your review is the proposal, product sheet, and sole source letter.

RECOMMENDATION

It is recommended that Council authorize Parks and Recreation to purchase one Carson model precast concrete restroom building from Quality Precast Inc.(QPI) in the amount of \$75,500 without competitive bidding in as much as QPI is the only manufacturer in the State of Michigan and no advantage to the City would result from competitive bidding.

FISCAL CONSIDERATION

Sufficient funds are budgeted in capital outlay account 101-758-974-000. We also request that City Council waive the formal bidding process in accordance with the provisions set forth in Section 3.04.140.E.3 of the Livonia Code of Ordinances, as amended, as this is sole source provider and no advantage to the City would result from competitive bidding.

ATTACHMENTS

1. S022723 LTC BiCi Restrooms
2. 2023 BiCi Restrooms

APPROVED BY

A handwritten signature in black ink, appearing to be "Ann Cox".

Date: February 07, 2023

Ted Davis, CPRP, Superintendent of Parks and Recreation

Handwritten signature of Michael T Slater in cursive script.

Date: February 07, 2023

Michael Slater, Finance Director

Handwritten signature of Maureen Miller Brosnan in cursive script.

Date: February 09, 2023

Maureen Miller Brosnan, Mayor



7800 Adobe Rd. Kalamazoo, MI 49009
269-342-0539 | www.qualityprecastinc.com

February 2, 2023

Attn: Michelle Koppin

Re; Easi-Set manufacturing

Easi-Set Works through licensed producers through out the country providing engineering and in-plant technical assistance. The license is only available for certain regions or states.

Quality Precast, Inc. is the only licensed manufacturer in the State of Michigan.

Regards,

Dan Schierbeek



7800 Adobe Rd.
Kalamazoo, MI 49009
(269) 342-0539
www.qualityprecastinc.com

PROPOSAL

February 2, 2023

TO: City of Livonia

ATTN: Michelle Koppin

PROJECT:

We propose to furnish one (1) **Carson model**, plant assembled, EASI-SET Precast Concrete Restroom Building, delivered and set on your prepared site, all in accord with the Contract Drawings, the Contract Specifications, and the following notes for the sum of:

SEVENTY-FIVE THOUSAND FIVE HUNDRED DOLLARS.....\$75,500.00

I. GENERAL TERMS & CONDITIONS

- A. This proposal is based on Quality Precast Inc. providing an EASI-SET Precast Concrete Restroom Building based on EASI-SET standard designs. The buildings will be engineered for current codes per sites zip code.
- B. The building will be completely assembled at Quality Precast's plant in Kalamazoo, MI and shipped to the jobsite intact.
- C. The Buyer must provide adequate access for Quality Precast's crane and trucks directly to the site with a firm roadbed and no overhead power lines or obstructions within a 75' radius. Cranes and trucks must be able to operate within 5' of the building site. If site conditions do not meet this criterion additional charges may apply.
- D. This proposal is based on the Buyer having a properly prepared, fully contained, level, compacted stone base pad at least 2'-0" larger than the building's floor. All floor penetrating stub-ups must be in place prior to Quality Precast's arrival to the jobsite.
- E. This proposal is good for (30) thirty days.

II. INCLUDED

- A. Submittals:
 - 1. Complete shop drawings and "sealed" engineering calculations for the precast concrete building for Buyers approval prior to production.
 - 2. Color options for exterior building color selection for Buyers selection before production.

- B. Concrete Building Shell:
1. Size: 10'-8" x 17'-6" x 9'-8"
 2. Weight: approx. 46,000 lbs.
 3. Panel Thicknesses: 5" thick floor (post-tensioned), 4" thick walls, and 5" thick (post-tensioned)
 4. Panel Connections: bolted steel brackets and weld-plate connections
 5. Joint Sealant: caulked and sealed for watertight structure
 6. Design Specifications: IBC 2012, ASCE 7-10, ACI 318-14, PCI 7th Ed, Steel Const. Manual 14th Ed.
 7. Design Loads: Roof Live Load – 30 PSF, Floor Live Load – 100 PSF, Wind Load – 115 MPH, Seismic Design Category 'C', Risk Design Category II
- C. Building Finishes:
1. Exterior Walls: **formliner (to be chosen by buyer)** finish coated with Sherwin Williams H&C Colortop Concrete Stain (color chosen by Buyer)
 2. Interior: smooth troweled finish on all interior panel surfaces, walls and ceiling coated with Sherwin Williams Pre-catalyzed Water-Based Epoxy (Extra White),
 3. Doors: to be coated with Sherwin Williams Direct to Metal (color chosen by Buyer)
- D. Accessories:
1. Plumbing (*Note: All plumbing components will be installed and piped into the mechanical chase. Buyer to make final plumbing connections to local utilities*):
 - a. (2) Porcelain toilet with flush valve and hinged seat
 - b. (2) Porcelain sinks with faucet
 - c. (2) On demand water heaters
 - d. (1) hose bib
 - e. (2) adjustable floor drain (installed on site)
 - f. (1) Dual Height drinking fountain
 2. Electrical (*Note: All electrical equipment will be installed and wired to a 100- amp electrical panel in the mechanical chase. Buyer to make final connection to local utility service*):
 - a. (3) 4' Led light fixtures with bulbs (Motion sensor activated in restrooms, switch activated in mechanical chase)
 - b. (2) LED exterior wall pack with sensor
 - c. (3) GFCI outlets
 - d. (2) Exhaust fans
 - e. (2) Occupancy sensors
 - f. (2) Hand dryers
 3. Miscellaneous factory installed items:
 - a. (2) three roll toilet paper
 - b. (2) mirror
 - c. (2) sets grab bars
 - d. (2) fixed aluminum vents
 - e. (2) restroom sign
- E. Door Package:
1. Doors and Frames: three (3) Steel Doors, Frames and hardware
 2. Other Door Hardware: stainless steel self-closing spring hinges, single cylinder deadbolt, stainless steel pull handle with backer plate, aluminum threshold, aluminum drip cap, door stop with keeper
- F. Delivery/Installation Services.

1. Quality Precast will provide delivery of the building along with one representative on site to oversee the installation.
2. Crane and crew to offload and set the pre-fabricated building on a site prepared by the Buyer. Includes all equipment, tools, and labor to place the building on the prepared slab, and touch-up/repair any damage done to the building during installation.
3. Crane and truck (with load) must be able to maneuver under its own power to within 5' of the building site.
4. Installation should not take more than four (4) day.

III. NOT INCLUDED

- A. The fully contained, flat and level, compacted stone base pad or concrete slab, prepared to EASI-SET specifications (see Section IV). Buyer shall provide stone base pad ready to receive the precast building prior to Quality Precast arrival to the job site.
- B. Any electrical, HVAC, insulation, and/or plumbing work not specifically mentioned under 'INCLUDES' above.
- C. Incoming services (water, sewer, electrical, etc.) or their on-site connection to the building components.
- D. All utility hook-up, final connections, and start-up by others.
Permits and/or third-party review/testing.

IV. SITE PREPARATION

- A. EASI-SET Restroom building shall bear fully on a washed stone base that is at least two feet larger than the length and width of building.
- B. Stone shall be a minimum of 4" thick and down to firm subgrade. The vertical soil capacity under stone shall be compacted to have minimum bearing of 1,500 pounds per square foot. Stone shall be 3/8" round washed or smaller and must be screeded level within 1/4" in both directions. Stone shall be placed within a perimeter form having a flat and level top edge for screeding. Forming material shall remain around stone until after the building is set.
- C. The washed stone base shall be kept within the confines of the soil or perimeter form. Do not allow the base to become unconfined so that it may wash, erode, or otherwise be undermined.
- D. If building is placed on pavement or a concrete slab, substrate below pavement or slab must have a vertical soil capacity of 1,500 pounds per square foot. Ensure bearing surface for building is flat and level. As required, place adequate material (stone or sand) to 1" above highest point of area where building will be placed and at least 1'-0" wide all around the building footprint. Retain stone or sand with a perimeter form to prevent the material from washing out.
- E. Provide positive drainage around the building.
- F. Buyer is responsible for supplying sufficient water pressure and volume to operate plumbing fixtures.

V. TERMS OF PAYMENT

- A. Net 30 days - Quality Precast will render monthly statements to the Purchaser for work performed and material fabricated which is either delivered to job site or stored at the Quality Precast plant. Full payment of those statements will be due within 30 days of its date, after which a late charge of 1.5% of the overdue amount will be paid by the Purchaser for each month or part thereof until the statement is paid.
 - B. The Buyer agrees to pay reasonable attorney's fees in the event the account is placed for collection.
 - C. 20% mobilization fee is due with order.
 - D. A fee of \$250.00 per hour will be charged for waiting time of Quality Precast if the site is not ready upon our arrival.
 - E. This quotation does not include any type of sales tax, permits, or bonding fees.
-

ACCEPTED BY: _____

COMPANY NAME: _____

DATE: _____



The Carson, Wet

Double Restroom, Gabled Roof

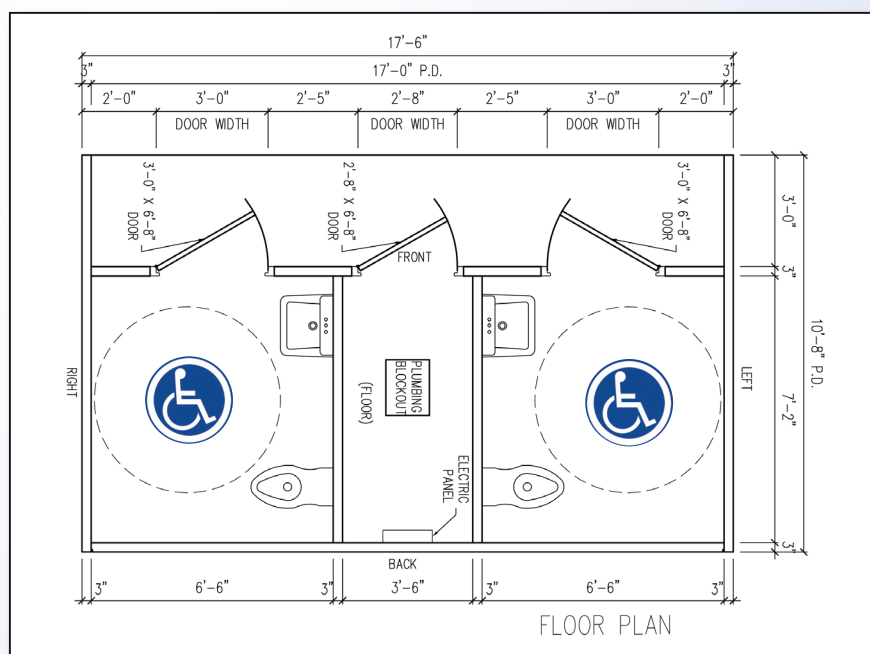


The Carson, a plumbed restroom with two individual units, containing all stainless steel fixtures, a separate chase for housing mechanical, electrical equipment and storage for supplies. Unique industry-leading features include: easy to clean and sanitize wall-to-floor cove detail; post-tensioning system to add strength, shrinkage crack resistance and impermeability; stainless steel connector plates and window frames for corrosion resistance. Restroom meets or exceeds current codes.

Pre-Engineered • Minimal Site Preparation • Delivered To Site Ready To Use • Maintenance Free • Durable • Sustainable

Only Brand to Offer:

- Easy clean-out cove detail
- Patented post-tensioning system
- Stainless steel assembly connector plates
- Stainless steel window frame
- Monolithic roof and floor designs (multi-unit)



AVAILABLE OPTIONS:

- Wall Textures & Colors
- Factory Plumbed & Wired
- Choice of Pre-Installed Fixtures
- Hot Water Heaters • Water Fountains
- Room Heaters • Solar Package
- Anti-Graffiti Coating

MANUFACTURED throughout the USA & Canada by Licensed Producers
AVAILABLE LOCALLY FROM:



**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 27, 2023**

Meeting was called to order at 8:00 p.m. by Council Vice President Toy. Present: Kathleen McIntyre, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, and Laura Toy. Absent: Jim Jolly.

Elected and appointed officials present: Susan Nash, City Clerk; Leo Neville, Assistant City Attorney; Todd Zilincik, City Engineer; Mark Taormina, Director of Planning and Economic Development; Josh Sabo, Director of Communications, and Casey O'Neil, Information Systems Director.

Councilmember McIntyre led the meeting in the Pledge of Allegiance.

8. REQUEST PERMISSION FROM WAYNE COUNTY TO CLOSE A PORTION OF FARMINGTON ROAD TO HOST LIVONIA'S ANNUAL MEMORIAL DAY CEREMONY: Department of Parks & Recreation, re: to close Farmington Road north and southbound from Five Mile Road to Roycroft, on Saturday, May 27, 2023, from 8:30 a.m. to 10:00 a.m.

Ted Davis, Parks and Recreation Superintendent presented the request to Council.

Councilmember Bahr offered an approving resolution for the Consent agenda.

DIRECTION:

APPROVAL

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

8.

Parks and Recreation
February 7, 2023

MEETING DATE

S022723/R031323

PREPARED BY

Ann Cox, Program Supervisor,

AGENDA ITEM

REQUEST PERMISSION FROM WAYNE COUNTY TO CLOSE A PORTION OF FARMINGTON ROAD TO HOST LIVONIA'S ANNUAL MEMORIAL DAY CEREMONY: Department of Parks & Recreation, re: to close Farmington Road north and southbound from Five Mile Road to Roycroft, on Saturday, May 27, 2023, from 8:30 a.m. to 10:00 a.m.

BACKGROUND

The Memorial Day Ceremony is scheduled for Saturday, May 27, 2023 and will require closing several roads. We are seeking the Council's approval of a request to Wayne County to permit temporary closure of roadways for this event. The closures include Farmington Road north and southbound from 5 Mile Road to Roycroft. Police personnel will provide traffic control.

RECOMMENDATION

We request the closures from 8:30 a.m. to 10:00 a.m., as the ceremony will begin at 9:00 a.m.

FISCAL CONSIDERATION

ATTACHMENTS

None

APPROVED BY

A handwritten signature in black ink, appearing to read "Ted Davis".

Date: February 07, 2023

Ted Davis, CPRP, Superintendent of Parks and Recreation

A handwritten signature in black ink, appearing to read "Maureen Miller Brosnan".

Date: February 09, 2023

Maureen Miller Brosnan, Mayor

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 27, 2023**

Meeting was called to order at 8:00 p.m. by Council Vice President Toy. Present: Kathleen McIntyre, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, and Laura Toy. Absent: Jim Jolly.

Elected and appointed officials present: Susan Nash, City Clerk; Leo Neville, Assistant City Attorney; Todd Zilincik, City Engineer; Mark Taormina, Director of Planning and Economic Development; Josh Sabo, Director of Communications, and Casey O'Neil, Information Systems Director.

Councilmember McIntyre led the meeting in the Pledge of Allegiance.

9. REQUEST TO APPROVE AN INTERGOVERNMENTAL AGREEMENT BETWEEN CHARTER COUNTY OF WAYNE AND CITY OF LIVONIA: Department of Parks and Recreation, re: for improvements at Mies Park and Ben Celani Play Area, from budgeted funds.

Ted Davis, Parks and Recreation Superintendent presented the request to Council.

Councilmember Bahr offered an approving resolution for the Consent agenda.

DIRECTION:

APPROVAL

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

9.

Parks and Recreation February 15, 2023

MEETING DATE

February 27, 2023 Study

PREPARED BY

Ann Cox, Program Supervisor,

AGENDA ITEM

REQUEST TO APPROVE AN INTERGOVERNMENTAL AGREEMENT BETWEEN CHARTER COUNTY OF WAYNE AND CITY OF LIVONIA: Department of Parks and Recreation, re: for improvements at Mies Park and Ben Celani Play Area, from budgeted funds

BACKGROUND

The Department of Parks and Recreation respectfully requests your approval to enter into an Intergovernmental Agreement with Wayne County for grants of \$96,179 and \$66,624 to be used toward the following projects:

- Ben Celani – the addition of a park pavilion.
- Mies Park –replacement of outdated playground equipment.

RECOMMENDATION

We ask Council to authorize the Mayor and City Clerk to execute these contracts, which have been approved as to form by City Attorney Paul Bernier, on behalf of the City of Livonia.

FISCAL CONSIDERATION

These agreements are for 2022/23. We anticipate completing Ben Celani in 2023, and Mies Park budgeted for the 23/24 fiscal year. Projects will be completed with City funds and then reimbursed by the County. The total cost of these projects is projected to be \$300,000, with additional monies contributed by budgeted funds from Parks and Recreation fund.

ATTACHMENTS

1. 2022-2023 IGA-City of Livonia (Bicentennial Park)
2. 2022-2023 IGA-City of Livonia (Mies Park)

APPROVED BY

A handwritten signature in black ink, appearing to read "Ted Davis".

Date: February 15, 2023

Ted Davis, CPRP, Superintendent of Parks and Recreation



Date: February 15, 2023

Michael Slater, Finance Director



Date: February 15, 2023

Paul Bernier, City Attorney



Date: February 15, 2023

Maureen Miller Brosnan, Mayor

AGREEMENT

between

THE CHARTER COUNTY OF WAYNE

and

THE CITY OF LIVONIA

for

Improvements to

BICENTENNIAL PARK

FY 2022-2023

TABLE OF CONTENTS

1.	PURPOSE	1
2.	SCOPE OF THE PROJECT	1
3.	TERM OF CONTRACT	1
4.	COUNTY'S COVENANTS	1
5.	CITY'S COVENANTS	1
6.	TERMINATION	2
7.	DATA TO BE FURNISHED	3
8.	ADMINISTRATION	3
9.	RELATIONSHIP OF PARTIES	4
10.	INSURANCE	4
11.	HOLD HARMLESS	4
12.	LIABILITY	4
13.	ENVIRONMENTAL MATTERS	4
14.	COMPLIANCE WITH LAWS	6
15.	AMENDMENTS	6
16.	NONDISCRIMINATION PRACTICES	6
17.	ETHICS IN CONTRACTING	8
18.	NOTICES	8
19.	WAIVER OF ANY BREACH	8
20.	SEVERABILITY OF PROVISIONS	9
21.	MERGER CLAUSE	9
22.	JURISDICTION AND LAW	9
23.	MISCELLANEOUS	9
24.	AUTHORIZATION AND CAPABILITY	10
25.	SIGNATURE	10
	EXHIBIT A: LEGAL DESCRIPTIONS	A-1
	EXHIBIT B: PROJECT DESCRIPTIONS	B-1
	EXHIBIT C: SIGNAGE SPECIFICATIONS	C-1
	EXHIBIT D: INSURANCE COVERAGES	D-1

THIS AGREEMENT (“Agreement”) is between the County of Wayne, Michigan, a public body corporate and Home Rule Charter County, acting through its Department of Public Services, Parks Division (hereinafter the “County”) and the City of Livonia, a Michigan municipal corporation (hereinafter “City”).

1. PURPOSE

1.01 The County and City have an interest in entering into cooperative parks and recreation projects that are mutually beneficial to the citizens of Wayne County.

2. SCOPE OF THE PROJECT

2.01 The County will cooperatively fund the construction of improvements (the “Project”) at Bicentennial Park, located in the City (individually, “Site” or collectively, “Sites”), for the citizens of Wayne County, at the location(s) described in **Exhibit A** attached hereto and made a part hereof. The County will finance any improvements agreed upon by the Chief Executive Officer for the County or his/her designee and the Mayor of the City or his/her designee, in creation of the Project under the limitations indicated in Sections 3, 4 and 5.

3. TERM OF CONTRACT

3.01 The term of this Agreement shall commence upon approval by the Wayne County Commission and **shall terminate on September 30, 2025 at 11:59 p.m.**

3.02 If City fails to complete the Project by the termination date as stated in Section 3.01, the parties agree that the County shall be under no further obligation to provide any remaining funds committed hereunder.

4. COUNTY'S COVENANTS

4.01 The County will assist in funding construction of the Project described in **Exhibit B** attached hereto and made a part hereof. The FY 2022-2023 funding provided by the County for the recreational Project **shall not exceed Ninety Six Thousand One Hundred Seventy Nine Dollars (\$96,179).**

5. CITY'S COVENANTS

5.01 Prior to construction of any portion of the Project, City shall provide the County with documents evidencing title to each Site, including, but not limited to, deeds, assignments, leases, land contracts, and mortgage instruments. The documents must specify all covenants, restrictions, easements, or other encumbrances on each Site.

5.02 City warrants that it is the legal owner with good, valid, and clear title to each Site and that each Site is accurately described in **Exhibit A**. City shall hold harmless and defend the County against any claims, demands, penalties, fines, liabilities, settlements, damages, costs or expenses, including but not limited to, court costs and litigation expenses, known or unknown, contingent or otherwise, arising out of or in any way related to an action by a third party to quiet title in any Site described in **Exhibit A**.

5.03 City shall keep accurate records and account of the Project costs that shall be accessible for inspection and audit by a representative of the County.

5.04 City shall submit to the County no more frequently than once every 30 days, a certified application for reimbursement of acceptable Project costs together with all contractor and

subcontractor certified invoices and any required supporting documentation for reimbursement, which shall be made upon receipt and approval of the application for reimbursement. The County is under no obligation to reimburse City for any unapproved costs or costs outside the scope of this Agreement.

5.05 City shall be responsible for financing the Project beyond the financial commitment the County has made as indicated in Section 4.01.

5.06 City shall operate and maintain improvements for public recreation, and that it shall allow each park to be open to the public on equal and reasonable terms and that no individual shall be denied ingress or egress thereto or the use thereof on the basis of sex, race, color, religion, national origin, residence, age or handicap.

5.07 City agrees that in consideration of the financial commitment that the County is providing for the Project, City shall operate each Site as a recreational facility for no less than ten (10) years after the Project is completed.

5.08 City will develop signage at its own expense, which recognizes the County as a donor at each Site. The signage shall comply with the specifications described in **Exhibit C** attached hereto and made a part hereof. The County shall have the right to approve the signage. Such approval will not be unreasonably withheld or delayed. City shall install the signage prior to the Project's completion.

5.09 City agrees to provide the County with an opportunity to participate in planning any press conference, ribbon cutting ceremony, opening ceremony, or other public/media announcement related to the Project ("media event"). City further agrees to provide the County with no less than thirty (30) days prior written notice of a proposed media event.

5.10 Breach of any of the provisions contained in this Article may be regarded as a material breach of this Agreement.

6. TERMINATION

6.01 This Agreement can be terminated by either party with or without cause upon thirty (30) days written notice, prior to commencing construction. If terminated prior to commencing construction of the Project, each party is solely responsible for its own costs, fees, and obligations incurred prior to the termination.

6.02 After the Project's construction is commenced, the County may terminate this Agreement with or without cause and shall be responsible for expenses previously approved by the County and incurred by City, not to exceed the amount stated in Section 4.01.

6.03 City may terminate this Agreement, with or without cause, after construction is commenced and shall return to the County any funding provided by the same under this Agreement.

6.04 This Agreement shall terminate if any Site is not operational and regularly open to the public.

7. DATA TO BE FURNISHED

7.01 City must maintain copies of all information, books, data, reports, records, etc., related to the Project. Such information and records shall be maintained for a period of three (3) years from the date City receives its final reimbursement payment under this Agreement.

7.02 Upon the request of the County or its authorized representative, including its Legislative Auditor General, City must furnish, without charge, copies of all information, books, records, data, reports, etc., of City, or any contractors, subcontractors, consultants or agents rendering or furnishing services under this Agreement, whether direct or indirect, that will permit adequate evaluation or audit of the services provided by City or any of its contractors, subcontractors, consultants or agents. City must include a similar covenant allowing for County audit in any agreement it has with a contractor, subcontractor, consultant or agent related to this Agreement. The County may delay reimbursement payments to City pending the results of any such audit without penalty or interest.

7.03 The County may schedule conferences at mutually convenient times with City administrative personnel to gather the information. If, as a result of any audit conducted by or for the County relating to City's performance under this Agreement, a discrepancy should arise as to the amount of compensation due City, City shall pay to the County on demand the amount of compensation in question. If City fails or refuses to make payment, in addition to other legal remedies available to the County, the County may retain said amount from any funds allocated to City but not yet disbursed under this Agreement or may offset such a deficiency against the compensation to be paid City in any concurrent, successive or future agreements between the parties.

7.04 City further acknowledges the right of the Wayne County Commission as a third-party beneficiary of this Agreement to sue for specific performance to enforce the audit rights provided herein for the Legislative Auditor General.

8. ADMINISTRATION

8.01 City must inform the County as soon as the following types of conditions become known:

- A. Probable delays or adverse conditions which do or may materially prevent meeting the objectives of this Agreement, including changes, transfer, or assignment of any real property interest related to any Site;
- B. Favorable developments or events that enable meeting time schedules or goals sooner than anticipated; or
- C. Any changes or modifications in appropriations and funding for the Project.

9. RELATIONSHIP OF PARTIES

9.01 The parties are independent entities. No liability or benefits, such as Workers' Compensation, pension rights, or insurance rights, arising out of, or related to a contract for hire or employer/employee relationship, accrues to either party or either party's agents, contractors, subcontractors, or employees as a result of this Agreement. No relationship, other than that of independent contractor will be implied between the parties, or either party's agents, employees, contractors, or subcontractors.

10. INSURANCE

10.1 City will require that all contractors undertaking work on the Project abide the terms, and provide insurance coverage in said amounts, as set forth in **Exhibit D**.

10.2 All insurance and bonds shall name the Charter County of Wayne and the City as insured or beneficiary.

11. HOLD HARMLESS

11.01 City agrees to remain responsible for its own negligence, or tortious acts, errors, or omissions, and the acts, errors, or omissions of any of its employees, contractors, subcontractors, consultants, or agents. It is agreed that the County is merely acting as a funding source for the Project and that any negligence, or tortious acts, errors, or omissions on the part of the County shall only arise out of providing these funds or processing reimbursement requests made by City as submitted pursuant to Section 5.04.

11.02 This hold harmless provision must not be construed as a waiver of any governmental immunity by the County or City or any of their agencies, or employees, as provided by statute or modified by court decisions.

12. LIABILITY

12.01 The County does not assume and is not responsible for, payment of any debt service, lien, or encumbrance, including, but not limited to, mortgage, promissory note, land contract, or other obligation, incurred prior to the signing or during the term of this Agreement.

12.02 This Agreement is not intended to create beneficial rights in any third party other than the Wayne County Commission. This Agreement is entered into for the sole benefit of the parties to this Agreement.

13. ENVIRONMENTAL MATTERS

13.01 City warrants to the County that City will not use Hazardous Materials (as defined in Section 13.06) at any Site in violation of any governmental regulation pertaining to the use, storage, treatment, transportation, manufacture, refinement, handling, production or disposal of Hazardous Materials.

13.02 City warrants that it is not in violation of governmental regulations pertaining to the use, storage, treatment, transportation, manufacture, refinement, handling, production or disposal of Hazardous Materials at any Site, and, to the best of City's knowledge, there have been no actions commenced or threatened by any party for noncompliance which affects a Site.

13.03 City will keep each Site free of Hazardous Materials except to the extent that the Hazardous Materials are stored or used in compliance with applicable local, state and federal

regulations. City must not cause or permit any Site to be used to generate, manufacture, refine, transport, treat, store, handle, dispose of, transfer, produce, or process Hazardous Materials, except in compliance with governmental regulations. City shall not cause or permit, as a result of any intentional or unintentional act or omission on the part of City, any tenant, subtenant or occupant, the release, spill, leak or emission of Hazardous Materials at any Site or onto any other contiguous property.

13.04 Prior to commencing the Project, City must conduct and complete or cause to be conducted and completed an investigation, including a comprehensive environmental audit, studies, sampling, and testing, as the County deems necessary. A copy of any environmental audit, study, sampling or testing shall be provided to the County within ten (10) working days of City's receipt of such audit, study, sampling or testing. If the audit reveals the existence of any Hazardous Material at any Site, City shall immediately disclose the findings to the County. If the County decides to proceed with the Project, City shall do or cause to be done all remedial, removal and other actions necessary to clean up and remove all Hazardous Materials on, under, from or affecting the Site as required by all applicable governmental regulations, to the satisfaction of the County, and according to all federal, state and local governmental authorities. Any audit conducted by the County is solely for the benefit, protection, and interest of the County. City or any third party cannot rely upon the audit conducted by the County for any purpose.

13.05 It is agreed that the County is merely acting as a funding source for the Project and that the County shall only be responsible for providing these funds and processing reimbursement requests made by City as submitted pursuant to Section 5.04. Therefore, the County shall not be responsible for any claims, demands, penalties, fines, liabilities, settlements, damages, costs or expenses, including attorney and consultant fees, investigation and laboratory fees, court costs and litigation expenses, known or unknown, contingent or otherwise, arising out of or in any way related to:

- A. The presence, disposal, release or threatened release of any Hazardous Materials on, over, under, from or affecting the Site or the soil, water, vegetation, buildings, personal property, persons or animals;
- B. Any personal injury (including wrongful death) or property damage (real or personal) arising out of or related to Hazardous Materials at a Site;
- C. Any lawsuit brought or threatened, settlement reached or government order relating to the Hazardous Materials with respect to a Site;
- D. Any violation of laws, orders, regulations, requirements or demands of government authorities, or any policies or requirements of any mortgage, which are based on or related to the Hazardous Materials used at a Site;
- E. This section applies to the presence, disposal, release, leakage, or threatened release of any Hazardous Materials prior to the effective date of this Agreement.

13.06 Hazardous Material means any material or substance:

- A. Which is or becomes defined as a hazardous substance, pollutant, or contaminant pursuant to the Comprehensive Environmental Response, Compensation and Liability Act (42 U.S.C. 9601 et. seq.) and any amendments thereto and regulations pursuant thereto;

- B. Containing gasoline, oil, diesel, fuel, or other petroleum products;
- C. Which is or becomes defined as hazardous waste pursuant to the Resource Conservation and Recovery Act (42 U.S.C. 6901 et. seq.) and any amendments thereto and regulations pursuant thereto;
- D. Containing polychlorinated biphenyl;
- E. Containing asbestos;
- F. Which is radioactive;
- G. The presence of which requires investigation or remediation under any governmental regulation; or
- H. Which is or becomes defined as a hazardous waste, hazardous substance, pollutant, contaminant, or biologically hazardous material under any governmental regulation.

14. COMPLIANCE WITH LAWS

14.01 Each party must comply with and must require its employees to comply with all applicable laws and regulations.

14.02 City must construct and develop the Project or cause the Project to be constructed and developed according to applicable local, state and federal laws.

15. AMENDMENTS

15.01 No amendment to this Agreement is effective unless it references this Agreement, is written and signed by duly authorized representatives of both parties and approved by resolutions adopted by the Livonia City Council and the Wayne County Commission.

16. NONDISCRIMINATION PRACTICES

16.01 City shall require that all contractors, subcontractors, consultants and agents retained to perform work related to this Agreement comply with:

- A. Titles VI and VII of the Civil Rights Act (42 U.S.C. §§ 2000d et. seq.) and the United States Department of Justice Regulations (28 C.F.R. Part 42) issued pursuant to these Titles.
- B. The Age Discrimination Act of 1985 (42 U.S.C. §6101-07).
- C. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794).
- D. The Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et. seq.) and its associated regulations.
- E. The Elliot-Larson Civil Rights Act (P.A. 1976 No. 453)
- F. The Persons With Disabilities Civil Rights Act (P.A. 1976 No. 220).
- G. The anti-discrimination provisions as required by Section 120-192 of the Wayne County Code of Ordinances.

16.02 All contractors, subcontractors, consultants and agents retained by City to perform work related to this Agreement shall not:

- A. Refuse to recruit, hire, employ, promote or to bar or discharge from employment an individual, or discriminate against an individual in compensation, terms, conditions or privileges of employment because of race, color, creed, national origin, age, marital status, handicap, sex, religion, familial status, height or weight.
- B. Limit, segregate, or classify an employee or applicant for employment in a way which deprives or tends to deprive any individual of employment opportunities or otherwise adversely affects the employment status of an employee because of race, color, creed, national origin, age, marital status, handicap, sex, familial status, height or weight.
- C. Print or publish or cause to be printed or published a notice, application, or advertisement relating to employment indicating a preference, limitation, specification, or discrimination based upon race, color, creed, national origin, age, marital status, handicap, sex, religion, familial status, height or weight.
- D. Except as permitted by rules and regulations promulgated pursuant to Section 120-192 of the Wayne County Code of Ordinances, or applicable state or federal law, make or use a written or oral inquiry or form of application that elicits or attempts to solicit information concerning the race, color, creed, national origin, age, marital status, handicap, sex, religion, familial status, height or weight, of prospective employees. City also shall not make or keep a record of that information or disclose such information.
- E. Make or use a written or oral inquiry or form of application that expresses a preference, limitation or specification based on religion, race, color, creed, national origin, age, height, weight, marital status, handicap, or sex.

16.03 City agrees that it will notify all of its contractors, subcontractors, consultants, or agents of their obligations relative to non-discrimination under this Agreement when soliciting the contractor, subcontractor, consultant, or agent. City will include the provisions of this Article in any contract, as well as provide the County with a copy of any agreement with a contractor, subcontractor, consultant, or agent completing work related to this Agreement.

16.04 All contractors, subcontractors, consultants and agents retained by City to perform work related to this Agreement shall not discriminate against any employee or applicant for employment, training, education, or apprenticeship connected directly or indirectly with the performance of this Agreement, with respect to hire, promotion, job assignment, tenure, terms, conditions or privileges of employment because of race, color, creed, national origin, age, marital status, handicap, sex, religion, familial status, height or weight. This Section does not apply if it is determined by the County Division of Human Relations that the requirements are bona fide occupational qualifications reasonably necessary to perform the duties required for employment. The burden of proof that the occupational qualifications are bona fide is upon City.

16.05 Breach of any of the covenants in this Article may be regarded as a material breach of this Agreement.

16.06 City acknowledges the right of the County Director of Human Relations to sue to enforce the provisions in this Article.

16.07 If City or any of its contractors, subcontractors, consultants, or agents does not comply with the non-discrimination provisions of this Agreement, the County may impose sanctions, as it determines to be appropriate, including but not limited to the cancellation, termination or suspension of this Agreement, in whole or in part.

16.08 In the event that City is or becomes subject to federal or state law which conflicts with the requirements of Section 120-192 of the Wayne County Code of Ordinances, the provisions of federal or state law shall apply and this Agreement shall be interpreted and enforced accordingly. In accordance with the Elliot-Larson Civil Rights Act, P.A. 1976 No. 453, as amended, MCL 37.2101 *et seq.*, City covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment because of race, color, religion, national origin, age, sex, weight, height, or marital status, and to require a similar covenant on the part of any contractor, subcontractor, consultant, or agent employed in the performance of this Agreement.

17. ETHICS IN CONTRACTING

17.01 City and all of its contractors must comply with Article 12 of Chapter 120 of the Wayne County Code of Ordinances governing "Ethics in Public Contracting" or any similarly existing City ordinances.

18. NOTICES

18.01 All notices, consents, approvals, requests and other communications ("Notices") required or permitted under this Agreement must be given in writing and mailed by first-class mail and addressed as follows:

If to City:
Department of Parks and Recreation
City of Livonia
15100 Hubbard
Livonia, Michigan 48154

If to the County:
Director of Parks
Wayne County Parks
33175 Ann Arbor Trail
Westland, Michigan 48185
and
Director
Wayne County Department of Public Services
400 Monroe, Suite 300
Detroit, Michigan 48226

18.02 All notices are deemed given on the day of mailing. Either party to this Agreement may change its address for the receipt of notices at any time by giving notice to the other as provided. Any notice given by a party must be signed by an authorized representative of such party.

18.03 Termination notices, change of address notices, and other notices of a legal nature, are an exception and must be sent by registered or certified mail, postage prepaid, return receipt requested.

19. WAIVER OF ANY BREACH

19.01 No failure by a party to insist upon the strict performance of any term of this Agreement or to exercise any term after a breach constitutes a waiver of any breach of term. No

waiver of any breach affects or alters this Agreement, but every term of this Agreement remains effective with respect to any other then existing or subsequent breach.

20. SEVERABILITY OF PROVISIONS

20.01 If any provision of this Agreement or the application to any person or circumstance is, to any extent, judicially determined to be invalid or unenforceable, the remainder of this Agreement, or the application of the provision to persons or circumstances other than those as to which it is invalid or unenforceable, is not affected and is enforceable.

21. MERGER CLAUSE

21.01 This Agreement, including the Exhibits contains the entire agreement between the parties and all prior negotiations and agreements are merged in this document. Neither party has made any representations except those expressly set forth in this Agreement. No rights or remedies are, or will be acquired by either party by implication or otherwise unless set forth herein.

21.02 This Agreement may be executed in counterparts, each of which will be deemed an original but all of which together will constitute one agreement.

22. JURISDICTION AND LAW

22.01 This Agreement, and all actions arising from it, must be governed by, subject to, and construed according to the laws of the State of Michigan. Each party consents to the personal jurisdiction of any competent court in Wayne County, Michigan, for any action arising out of this Agreement. Each party will not commence any action against the other because of any matter arising out of this Agreement, in any courts other than those in the County of Wayne, State of Michigan unless original jurisdiction is in the United States District Court for the Eastern District of Michigan, Southern Division, the Court of Claims, the Michigan Supreme Court or the Michigan Court of Appeals.

23. MISCELLANEOUS

23.01 It is mutually understood and agreed that neither of the parties hereto shall be held responsible for damages occasioned by delay or failure to perform where due to fire, strike, flood, acts of God, unavailability of labor, material, legal acts of public authorities, or delays caused by public carriers or third person (including contractors or subcontractors) which cannot reasonably be foreseen or provided against.

23.02 The parties agree that upon termination of this Agreement, the following sections shall survive termination and shall remain in full force and effect: 5.02; 11; 12; 13; 14 and 22.

23.03 The term "County" includes the Charter County of Wayne and all other associated, affiliated, or subsidiary departments or divisions now existing or to be created, their agents, and employees.

23.04 This Agreement must not be construed as a waiver of any governmental immunity by the County or City, or any of their agencies, or employees, has as provided by statute or modified by court decisions.

23.05 The headings of the articles in this Agreement are for convenience only and must not be used to construe or interpret the scope or intent of this Agreement or in any way affect this Agreement.

24. AUTHORIZATION AND CAPABILITY

24.01 This Agreement has been approved, as evidenced by the attached Resolutions adopted by the Livonia City Council and the County Commission. Copies of such resolutions shall be attached to this Agreement.

24.02 Each party warrants that the person signing this Agreement is authorized to sign on behalf of its principal and is empowered to bind its principal to this Agreement.

25. SIGNATURE

25.01 The County and City, by their authorized officers and representatives have executed this Agreement as of the dates written below.

[SIGNATURES ON THE FOLLOWING PAGES]

City of Livonia
Bicentennial Park

County Commission approved and execution authorized by Resolution	CHARTER COUNTY OF WAYNE
No. _____	By: _____
Date: _____	Warren C. Evans
	Its: County Executive
	Date: _____

City of Livonia
Bicentennial Park

Livonia City Council approved and execution authorized by Resolution No. _____ Date: _____	CITY OF LIVONIA By: _____ Maureen Miller Brosnan Its: Mayor Date: _____
---	---

EXHIBIT A: LEGAL DESCRIPTIONS

DEPARTMENT OF LAW

CITY ATTORNEY

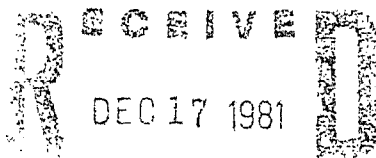
Harry C. Tatigian

ASSISTANT CITY ATTORNEYS

Robert M. Feinberg

Robert B. Brzezinski

Edward H. McNamara
MAYOR



CITY OF LIVONIA
CITY CLERK

33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154
421-2000

To _____

December 17, 1981

TO: ADDISON W. BACON, City Clerk

FROM: DEPARTMENT OF LAW

SUBJECT: Discharge of Mortgage

REF: C.R. 450-67, 790-67, 203-71, 900-71, 1099-71
(Park Site E-26, Section 5)

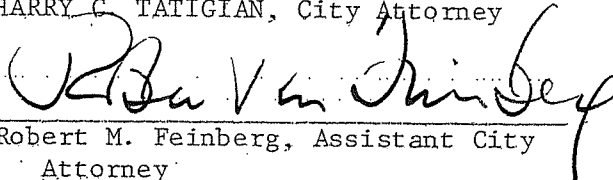
Dear Sir:

Pursuant to the foregoing resolutions, the City of Livonia acquired Park Site E-26 in Section 5 and in connection therewith executed a mortgage and mortgage note, dated November 15, 1971 to Pyramid Investment Company, a Michigan corporation, in the sum of \$100,000.00.

This is to advise you that the final mortgage payment on the subject property was made on December 16, 1981 and in return for its check number B 112226 in the sum of \$10,600.00, payable to Manufacturers National Bank, collection agent for Pyramid Investment Company, the City received a duly executed Discharge of Mortgage which is attached hereto. We request that the Discharge be recorded in the Office of the Wayne County Register of Deeds and thereafter be retained in your permanent file.

Very truly yours,

HARRY C. TATIGIAN, City Attorney


Robert M. Feinberg, Assistant City Attorney

RMF:aa
attachment
cc: Finance Director
Chief Accountant

SHORT FORM OF
DISCHARGE OF MORTGAGE FOR CORPORATIONS

Form 1131



Know All Men by These Presents,

That a certain Indenture of Mortgage, bearing date the

15th day of November 19 71, made and executed by

City of Livonia, a Michigan Municipal Corporation of 33001 Five Mile Rd., Livonia

of the first part, to Pyramid Investment Company, a Michigan Corporation - 3333 Cadillac Tower

Detroit

of the second part, and recorded in the office of the Register of Deeds for the County of Wayne

State of Michigan, in Liber 18018 of § Wayne County Records on Page 350 & 351

is fully paid, satisfied and discharged.

Dated this 28th day of March 19 72

Pyramid Investment Company

Whose address is: 3333 Cadillac Tower

Detroit, Michigan, 48226

Signed in the presence of:

Louis Wechsler
Louis Wechsler
Mary DeTomaso
Mary DeTomaso

By *Murray Koorhan*
Murray Koorhan, President
By *Charles Rosenblatt*
Charles Rosenblatt, Secretary

CORPORATE
SEAL

882440

RECORDED DEC 29 1981 AT 11:28
FOREST E. YOUNGBLOOD, Register of Deeds
WAYNE COUNTY, MICHIGAN 48226

STATE OF MICHIGAN,

County of Wayne ss.

On this 28th day of March 19 72, before me appeared

Murray Koorhan and Charles Rosenblatt

to me personally known, who, being by me duly sworn, did say that they are respectively the

president and secretary

of the Pyramid Investment Company, and that the seal affixed to said

instrument is the corporate seal of said corporation, and that said instrument was signed and sealed in behalf of

said corporation, by authority of its Board of Directors, and Murray Koorhan

and Charles Rosenblatt acknowledged said instrument to be the free act and deed of said corporation.

My commission expires 10-16-75

Mary DeTomaso
MARY DETOMASO MACOMB - Notary Public,
ACTING IN WAYNE County, Michigan

§NOTE: Insert Mortgages or County Records according to the Register's stamp upon the original mortgage. Wayne County changed from Mortgages to Wayne County Records on January 10, 1942.

When recorded return to:

Office of the City Clerk
33000 Civic Center Drive
Livonia, Michigan 48154

Drafted By: Louis Wechsler
3333 Cadillac Tower

Business Address: Detroit, Michigan 48226
WO. 3-0633

J857578
MAKE YOUR REAL ESTATE TRANSFERS SAFE BY USING BURTON TITLE INSURANCE

DEPARTMENT OF LAW

CITY ATTORNEY

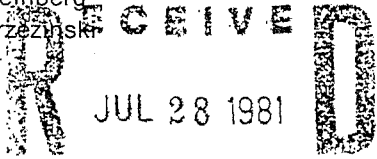
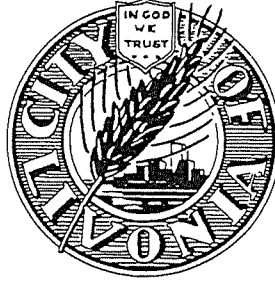
Harry C. Tatigian

Edward H. McNamara
MAYOR

ASSISTANT CITY ATTORNEYS

Robert M. Feinberg

Robert B. Brzezinski



CITY OF LIVONIA
CITY CLERK

33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154
421-2000

To _____

July 28, 1981

TO: CITY CLERK

FROM: DEPARTMENT OF LAW

SUBJECT: Discharge of Mortgage

REF: C.R. 654-71 and 802-71
(Park Site E-25, Sections 4 and 5)

Dear Sir:

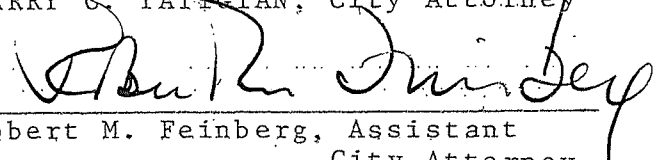
Pursuant to the foregoing resolutions, the City of Livonia acquired Park Site E-25 in Sections 4 and 5 and in connection therewith executed a mortgage and mortgage note, dated August 4, 1971 to Arthur D. Levitt and Ruth B. Levitt, his wife; Charles A. Pizer and Mollie S. Pizer, his wife; and Lawrence R. Pizer and Ruth L. Pizer, his wife, in the sum of \$110,000.00.

This is to advise you that the final mortgage payments on the subject property were made on July 13, 1981, and in return for its check numbers B 105132 in the sum of \$5,830.00; B 105179 in the sum of \$1,943.33; and B 105180 in the sum of \$3,886.67, payable to Arthur D. Levitt and Ruth B. Levitt, his wife; Charles A. Pizer and Mollie S. Pizer, his wife; and Lawrence R. Pizer and Ruth L. Pizer, his wife, respectively, the City received a duly executed Discharge of Mortgage from the aforementioned mortgagees which is attached hereto. We request that the Discharge be recorded in the Office of the Wayne County Register of Deeds and thereafter be retained in your permanent file.

Very truly yours,

RMF:aa
attachment
cc: Finance Director
Chief Accountant

HARRY C. TATIGIAN, City Attorney


Robert M. Feinberg, Assistant
City Attorney

RECORDED 'AUG 4 1981 AT 11:14
 FOREST E. YOUNGBLOOD, Register of Deeds
 WAYNE COUNTY, MICHIGAN 48226

DISCHARGE OF MORTGAGE

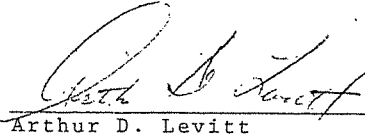
J839488

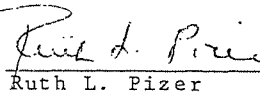
KNOW ALL MEN BY THESE PRESENTS, That a certain Indenture Mortgage bearing date the 4th day of August A.D. 1971, made and executed by CITY OF LIVONIA, a Michigan Municipal Corporation, party of the first part to ARTHUR D. LEVITT and RUTH B. LEVITT, his wife; CHARLES A. PIZER and MOLLIE S. PIZER, his wife; and LAWRENCE R. PIZER and RUTH L. PIZER, his wife, parties of the second part, and recorded in the Register's Office for the County of Wayne and State of Michigan in Liber 17789 of Mortgages, on Page 8 on the 6th day of August A.D. 1971 is fully paid, satisfied and discharged.

IN WITNESS WHEREOF, we have hereunto set our hands and seals the day of July 16, A.D. 1981.

Signed, Sealed and Delivered
 in Presence of

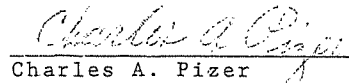

 L. R. Pizer

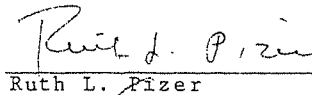

 Arthur D. Levitt

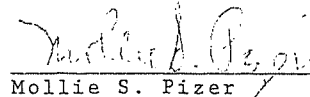

 Ruth L. Pizer

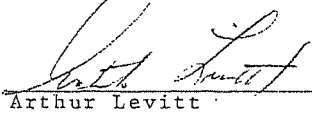

 Ruth B. Levitt

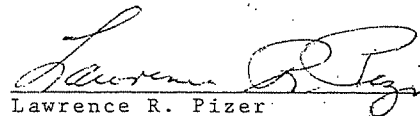

 L. R. Pizer

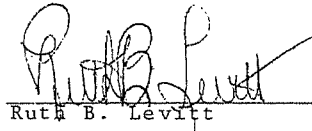

 Charles A. Pizer

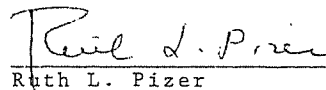

 Ruth L. Pizer


 Mollie S. Pizer


 Arthur Levitt


 Lawrence R. Pizer


 Ruth B. Levitt


 Ruth L. Pizer

J839488

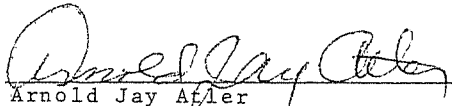
880448

STATE OF MICHIGAN)
) ss.
 COUNTY OF Oakland)

On this 15th day of July A.D. 1981,
 before me, a Notary Public in and for said County, personally
 came the above named ARTHUR D. LEVITT and RUTH B. LEVITT, his
 wife, known to me to be the persons named in and who executed the
 above instrument, and acknowledged that they executed the same
 for the intents and purposes therein mentioned.

My commission expires

JULY 7 1984

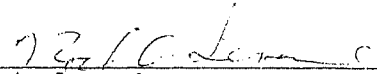

 Arnold Jay Adler
 Notary Public
OAKLAND County, Michigan

STATE OF MICHIGAN)
) ss.
 COUNTY OF ALCONA)

On this 16 day of JULY A.D. 1981,
 before me, a Notary Public in and for said County, personally
 came the above named CHARLES A. PIZER and MOLLIE S. PIZER, his
 wife, known to me to be the persons named in and who executed the
 above instrument, and acknowledged that they executed the same
 for the intents and purposes therein mentioned.

My commission expires

8. 4. 84

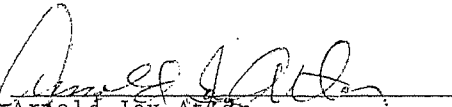

 Noel A. Lemand
 Notary Public
 Alcona County, Michigan

STATE OF MICHIGAN)
) ss.
 COUNTY OF Oakland)

On this 15th day of July A.D. 1981,
 before me, a Notary Public in and for said County, personally
 came the above named LAWRENCE R. PIZER and RUTH L. PIZER, his
 wife, known to me to be the persons named in and who executed the
 above instrument, and acknowledged that they executed the same
 for the intents and purposes therein mentioned.

My commission expires

JULY 7 1984


 Arnold Jay Adler
 Notary Public
OAKLAND County, Michigan

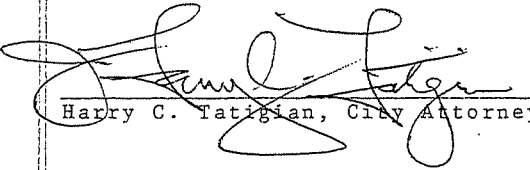
Instrument drafted by:

Robert M. Feinberg
Assistant City Attorney
Department of Law
33000 Civic Center Drive
Livonia, Michigan 48154

When recorded return to:

Office of the City Clerk
33000 Civic Center Drive
Livonia, Michigan 48154

Approved as to Form:



Harry C. Tatigian, City Attorney

AN ORDINANCE AMENDING SECTION 5-901 OF
CHAPTER 9 (PARKS AND PLAYGROUNDS) OF
TITLE 5 OF THE LIVONIA CODE OF ORDINANCES,
AS AMENDED, BY AMENDING PARAGRAPH (mm)
THEREOF AND ADDING PARAGRAPH (pp) THERETO.

THE CITY OF LIVONIA ORDAINS:

Section 1. Paragraph (mm) of Section 5-901 of Chapter 9 of Title 5 of the Livonia Code of Ordinances, as amended, is hereby amended to read as follows:

(~~mm~~) The land owned by the City in the S.W. 1/4 of Section 4 and the S.E. 1/4 of Section 5, located on either side of and immediately adjacent to the section line separating Sections 4 and 5, shall be known and referred to as "Livonia Bicentennial Park," excepting therefrom the following described parcel:

The North 800 feet of the South 860 feet of the S.W. 1/4 of Section 4, T. 1 S., R. 9 E., City of Livonia, Wayne County, Michigan, bounded on the East by the West line of Bicentennial Estates Subdivision (Liber 99, Pages 77, 78, 79 and 80, Wayne County Records), and on the West by the East right-of-way line of Bicentennial Drive (86 feet wide) as established.

Section 2. Section 5-901 of Chapter 9 of Title 5 of the Livonia Code of Ordinances, as amended, is hereby amended by adding paragraph (pp) thereto, which paragraph shall read as follows:

(~~pp~~) The North 800 feet of the South 860 feet of the S.W. 1/4 of Section 4, T. 1 S., R. 9 E., City of Livonia, Wayne County, Michigan, bounded on the East by the West line of Bicentennial Estates Subdivision (Liber 99, Pages 77, 78, 79 and 80, Wayne County Records), and on the West by the East right-of-way line of Bicentennial Drive (86 feet wide) as established, shall be known and referred to as "Christopher Columbus Park."

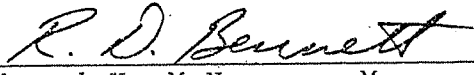
Section 3. Ordinance No. 1167 is hereby repealed as of the effective date of this ordinance and all ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this ordinance full force and effect.

Section 4. Should any portion of this ordinance be held invalid for any reason, such holding shall not be construed as affecting the validity of any of the remaining portions of this ordinance.

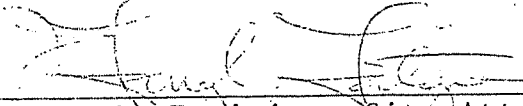
The above ordinance was passed at the regular meeting of the Council of the City of Livonia held Wednesday, November 19, 1980, at 8:00 P.M.


Addison W. Bacon, City Clerk

The foregoing ordinance was authenticated by me this 3rd day of December, 1980.


Edward H. McNamara, Mayor

Approved as to form:


Harry C. Tatigian, City Attorney
Dated: December 1, 1980

Sec. 4

certifying that at a regular meeting of the Council of the City of Livonia, held on January 10, 1979 at 33001 Five Mile Road, Livonia, Michigan, at which time and place the following members of the Council were present: Robert E. McCann, Robert F. Nash, Gerald D. Taylor, Jerry Raymond, Robert D. Bennett, Robert R. Bishop and Peter A. Ventura; absent--none; the following resolution was duly made and adopted:

G379216

RECORDED JAN 31 1979 AT 10 00 AM

LI20407PA177

FOREST E. YOUNGBLOOD, Register of Deeds

WAYNE COUNTY, MICHIGAN 48226

#28-79 RESOLVED, that having considered a letter from the City Engineer, approved by the Director of Public Works and approved for submission by the Mayor, recommending that 60 ft. rights-of-way be dedicated for public road purposes through the City's Bicentennial Park, the Council does hereby determine to dedicate and relinquish 60 ft. wide rights-of-way, the center lines of which are described as:

Bicentennial Drive

60 foot rights-of-way in the S.W. 1/4 of Section 4 and the S.E. 1/4 of Section 5, to be known as Bicentennial Drive, the center lines of said rights-of-way are described as:

Beginning at a point on the West right-of-way line of the 86 foot wide right-of-way known as Bicentennial Drive (Liber 19297, Page 673, Wayne County Records) in Section 4, T. 1 S., R. 9 E., City of Livonia, Wayne County, Michigan; said point being distant 75.23 feet due North to a point on a curve; thence Northeasterly along a curve to the right 314.16 feet measured along the arc of said curve to a point of tangency, said curve

having a radius of 600 feet and a central angle of 30° 00' 00"; thence N. 30° 00' 00" E. 512.05 feet to a point on a curve; thence Northerly on a curve to the left 209.44 feet, measured along the arc of said curve to a point of tangency, having a radius of 400 feet and a central angle of 30° 00' 00"; thence due North 641.32 feet; thence due West 43.00 feet from the S.W. corner of Section 4 to the point of beginning; thence due West 697.00 feet to the point of ending.

And also a 60 ft. right-of-way described as beginning at a point on the West right-of-way line of the 86 foot wide right-of-way, known as Bicentennial Drive (Liber 19297, Page 673, Wayne County Records) in Section 4, T. 1 S., R. 9 E., City of Livonia, Wayne County, Michigan; said point being distant 75.23 feet North to a point on a curve; thence Northeasterly along a curve to the right 314.16 feet measured along the arc of said curve to a point of tangency, said curve having a radius of 600 feet and a central angle of 30° 00' 00"; thence N. 30° 00' 00" E. 94.82 feet; thence N. 60° 00' 00" W. 43.00 feet from the Southwest corner of said Section 4; and proceeding thence N. 60° 00' 00" W. along said line 54.72 feet to a point on a curve; thence Northwesterly along a curve to the left 209.44 feet measured along the arc of said curve to a point of tangency, said curve having a radius of 400 feet and a central angle of 30° 00' 00"; thence West 322.82 feet to a point on a curve; thence Northwesterly along a curve to the right 78.54 feet measured along the arc of said curve to a point of tangency, said curve having a radius of 100 feet and a central angle of 90° 00' 00"; thence North 300 feet to point of ending.

861-776

G379216

And a 60 foot right-of-way in the S.W. 1/4 of Section 4, to be known as Bicentennial Drive, the center line of which is described as:

Beginning at a point on the East right-of-way line of the 86 foot wide right-of-way, known as Bicentennial Drive (Liber 19297, Page 673, Wayne County Records) in Section 4, T. 1 S., R. 9 E., City of Livonia, Wayne County, Michigan; said point being distant 75.23 feet North to a point on a curve; thence Northeasterly along a curve to the right 314.16 feet measured along the arc of said curve to a point of tangency, said curve having a radius of 600 feet and a central angle of 30° 00' 00"; thence N. 30° 00' 00" E. 512.05 feet to a point on a curve; thence Northerly on a curve to the left 209.44 feet measured along the arc of said curve to a point of tangency, said curve having a radius of 400 feet and a central angle of 30° 00' 00"; thence due North 271.32 feet; thence due East 43.00 feet from the S.W. corner of Section 4 to point of beginning; thence due East 817.00 feet to the point of ending.

And, the Council does further request that the Wayne County Bureau of Taxation record such rights-of-way dedication on all maps issued by that office and further, that the City Clerk is hereby requested to forward a certified copy of this resolution to the Wayne County Register of Deeds.

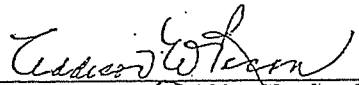
A roll call vote was taken on the foregoing resolution with the following result:

AYES: Bishop, Nash, Taylor, Raymond, Bennett, Ventura and McCann.

NAYS: None.

The President declared the resolution adopted.

IN WITNESS WHEREOF, the undersigned has hereunto affixed his signature on this 25th day of January, A. D. 1979.


Addison W. Bacon, City Clerk, City of Livonia
Wayne County, Michigan

Return to:
Addison W. Bacon, City Clerk
33001 Five Mile Road
Livonia, Michigan 48154

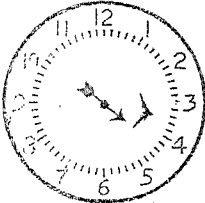
DEPARTMENT OF LAW

CITY ATTORNEY
Harry C. Tatigian

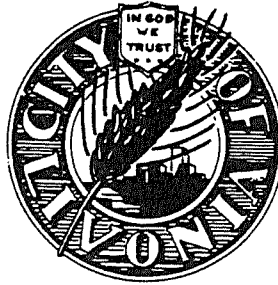
ASSISTANT CITY ATTORNEYS
Robert M. Feinberg
Robert B. Brzezinski

David G. Stoker

AUG 20 1976 PM



RECEIVED
CITY OF LIVONIA
OFFICE OF THE CITY CLERK



33001 FIVE MILE ROAD
LIVONIA, MICHIGAN 48154
GARfield 1-2000

Edward H. McNamara
MAYOR

August 19, 1976

TO: ADDISON W. BACON, CITY CLERK

FROM: DEPARTMENT OF LAW

SUBJECT: PARK SITE E-22, BUREAU OF TAXATION PARCEL
04FF2

Dear Sir:

Pursuant to Council Resolution No. 750-71, the City on September 9, 1971 acquired the captioned property with a down payment of \$20,000.00, the balance of \$57,000.00 being financed by a 5 year purchase money mortgage. The Council in its Resolution No. 865-71, accepted the warranty deed for the property on behalf of the City.

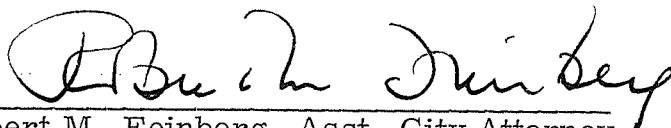
This is to inform you that the final payment due on the aforementioned mortgage has been paid by City of Livonia check No. B 022782, dated August 3, 1976, in the amount of \$12,084.00, a copy of which is enclosed for your files.

We are also attaching herewith a Discharge of Mortgage signed by the mortgagees, dated August 16, 1976, which should be recorded in the office of the Wayne County Register of Deeds.

We are closing our file.

Very truly yours,

HARRY C. TATIGIAN, CITY ATTORNEY


Robert M. Feinberg, Asst. City Attorney

RMF:kmd
Enclosures

INVOICE DATE	INVOICE NO.	ACCOUNT NUMBER	P.O. NO.	AMOUNT OF INVOICE	DEDUCTIONS	NET AMOUNT
08/01/76		101-267-997.000.000	4029	684.00		684.
08/01/76		101-267-993.000.000	4029	11,409.00		11,400.

CITY OF LIVONIA

74-1238
764

MICHIGAN NATIONAL BANK-WEST METRO
LIVONIA, MICHIGAN

33001 FIVE MILE ROAD



LIVONIA, MICHIGAN

B 022782

CITY OF LIVONIA **12,084 AND 00 CTS**

PAY
TO THE
ORDER OF

SAM & GERTRUDE WILLIS,
MILTON & ETHEL LAPPIN,
JOSEPH & RUTH CABOT
AND ALBERT & DELLA SHULMAN

CHECK NUMBER	DATE	AMOUNT
22782	08/03/76	****12,084.00

CITY OF LIVONIA
GENERAL PAYABLE ACCOUNT

Robert M. Feinberg
TREASURER

10724 1238 0709 1133 11

The undersigned on behalf of Sam and Gertrude Willis, Milton and Ethel Lappin, Joseph and Ruth Cabot, and Albert and Della Shulman, acknowledges receipt of the above check received this 17th day of August, 1976 from Robert M. Feinberg, Asst. City Atty.

Milton M. Lappin
Milton Lappin

(office of Mr. Feinberg)

J462354

19496 PA 776

DISCHARGE OF MORTGAGE

KNOW ALL MEN BY THESE PRESENTS, that SAM WILLIS and GERTRUDE A. WILLIS, his wife; MILTON M. LAPPIN and ETHEL LAPPIN, his wife; JOSEPH CABOT and RUTH W. CABOT, his wife; and ALBERT B. SHULMAN and DELLA S. SHULMAN, his wife, whose address is 16225 Oxley Road, Southfield, Michigan 48075, do hereby certify, That a certain Indenture Mortgage bearing date the 9th day of September, A.D. 1971, made and executed by CITY OF LIVONIA, a Michigan municipal corporation, of the first part, to SAM WILLIS and GERTRUDE A. WILLIS, his wife; MILTON M. LAPPIN and ETHEL LAPPIN, his wife; JOSEPH CABOT and RUTH W. CABOT, his wife; and ALBERT B. SHULMAN and DELLA S. SHULMAN, his wife, of the second part, and recorded in the Register's Office for the County of Wayne and State of Michigan, in Liber 17895 of Wayne County Records, on Page 944, on the 12th day of November, A.D. 1971, Register J 86046, is fully paid, satisfied and discharged.

IN WITNESS WHEREOF, we have hereunto set our hands and seals the 10 day of August, 1976.

Signed, Sealed and Delivered in
Presence of

Ida Rycus
Ida Rycus

Alexander C. Perinoff
Alexander C. Perinoff

Sam Willis
Sam Willis

Gertrude A. Willis
Gertrude A. Willis

Milton M. Lappin
Milton M. Lappin

Ethel Lappin
Ethel Lappin

Joseph Cabot
Joseph Cabot

Ruth W. Cabot
Ruth W. Cabot

Albert B. Shulman
Albert B. Shulman

Della S. Shulman
Della S. Shulman

AUG 27 1976
JAMES E. YOUNGBLOOD, Register of Deeds
WAYNE COUNTY, MICHIGAN 48226

SEP 02 76 AM



RECEIVED
CITY OF LIVONIA
OFFICE OF THE CITY CLERK

Page One of Two Pages

841212

J462354

STATE OF MICHIGAN)
) SS:
 COUNTY OF)

On this 18th day of August, 1976, before me personally appeared SAM WILLIS and GERTRUDE A. WILLIS, his wife; MILTON M. LAPPIN and ETHEL LAPPIN, his wife; JOSEPH CABOT and RUTH W. CABOT, his wife; and ALBERT B. SHULMAN and DELLA S. SHULMAN, his wife, to me known to be the persons described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

Alexander C. Perinoff
 Notary Public, Wayne County, Mich.
 My comm. expires: Sept. 5, 1977

Instrument drafted by:

Robert M. Feinberg, Asst. City Attorney
 Department of Law
 33001 Five Mile Road
 Livonia, Michigan 48154

When recorded, return to:

Office of the City Clerk
 City of Livonia
 33001 Five Mile Road
 Livonia, Michigan 48154

Approved as to form:

Robert M. Feinberg
 Robert M. Feinberg, Asst. City Atty.
 Dated: August 17, 1976



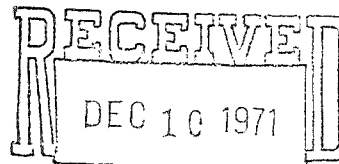
GROSSMAN LIVONIA REALTY CO.

ESTABLISHED 1940

A COMPLETE REAL ESTATE SERVICE

27520 Five Mile Road
Livonia, Michigan
48154

December 7, 1971



CITY OF LIVONIA
DEPT. OF LAW

CR-865-71 City Park Site Designation E-22

City Attorney
Mr. Tatigan
Livonia, Michigan

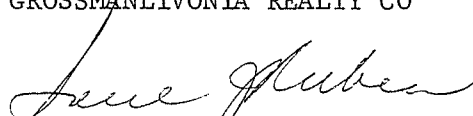
Re: 7 Mile Road property

Gentlemen:

Enclosed is the Title Policy from Burtons Abstract
& Title Company # 804336, covering the property you purchased on 7 Mile
Road.

Very truly yours,

GROSSMANLIVONIA REALTY CO


Saul J. Rubin - President

SJR:as

encl.

SCHEDULE A

Policy No.:

82-807781

Date of Policy:

January 26, 1972 at 8:30 A. M.

Amount of Insurance:

\$ 150,000.00

1. Name of Insured:

City of Livonia, a Michigan Municipal Corporation.

2. The estate or interest in the land described herein and which is covered by this policy is a fee simple estate and is at Date of Policy vested in:
City of Livonia, a Michigan Municipal Corporation.

3. The land referred to in this policy is described as follows:

Land in the City of Livonia, Wayne County, Michigan described as:
That part of Section 5, Town 1 South, range 9 East, described as being East 1/2 of East 1/2 of Southeast 1/4 of Section 5, except the East 10.0 acres thereof and containing 29.86 acres, more or less. Subject to rights of the public and of any governmental unit in any part thereof taken, used or deeded for street, road or highway purposes.

SCHEDULE B

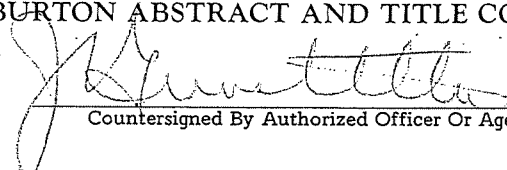
This policy does not insure against loss or damage by reason of the following:

1. Standard exceptions A to E shown under **Exclusions from Coverage** of this Policy.
2. Master School and Park Plan for City of Livonia, as set forth in instrument recorded in liber 16192, page 256, Register No. F 154516.

Audit No.

07307

BURTON ABSTRACT AND TITLE COMPANY


Countersigned By Authorized Officer Or Agent

pm

18018-351

The covenants herein shall bind and the benefits and advantages accrue to the respective heirs, assigns and successors of the
Dated this 14th day of November A.D. 1911
Signed, Sealed and Delivered in Presence of: Signed and Sealed:

(L.S.)

CITY OF LIVONIA, a Michigan Municipal Corporation

By: Edward H. McNamara (L.S.)
Edward H. McNamara

Mayor

and: Addison W. Bacon (L.S.)
Addison W. Bacon
City Clerk

STATE OF MICHIGAN

COUNTY OF

On this 14th day of November A.D. 1911
before me, the subscriber, a Notary Public in and for said county, personally appeared
person to me to be the person described in said instrument, and there acknowledged the execution thereof to be
free and voluntary.

My commission expires

Notary Public,

County, Michigan.

STATE OF MICHIGAN

COUNTY OF Wayne

On this 14th day of November A.D. 1911 before me, the subscriber, a Notary Public in
and for said county, personally appeared EDWARD H. MC NAMARA
ADDISON W. BACON
that they are the Mayor and City Clerk of the City of Livonia, a
Michigan Municipal Corp., and that the seal of said corporation is the seal of said corporation, and that said
instrument was signed and acknowledged in behalf of said corporation, by authority of its Board of Council, pursuant to council
Resolution No. 600-71 and
Edward H. McNamara and Addison W. Bacon acknowledged said instrument to be the true act and deed of said corporation.

My commission expires

Marie V. -den

County, Michigan.

Witness: Henry C. Tolpin,
Notary Department of Law

City of Livonia, Michigan

REPAGE

29 71

has been referred to as

have been referred to as "THE MORTGAGE."

Wayne

and State of Michigan

(Bureau of Taxation Parcel 0341)

22. 46 pages

MAR 20 1977
 ALPINE COUNTY 26, MICHIGAN

1123343

no/100 Dollars (100,000.00). Annual payments of Ten Thousand and no/100 Dollars (10,000.00).

Dollars (\$10,000.00) on principal, plus interest, the first payment of which shall be due on December 1, 1972, and a like sum each 12 months thereafter until fully paid within ten (10) years (December 1, 1981).

For the record, the following information was obtained from the records of the Department of the Interior, Bureau of Land Management, on the date of the hearing:

not from due herefor the rate of SIX (6) per cent per annum while the mortgagor is not in default in making the payments
due, and if in default in making such payments for a period of thirty days then at the rate of seven per cent per annum from the
date default was made. All payments in default are fully paid, payable annually until the full payment of all sums
due according to the terms of a promissory note of even date executed by

to the interest thereon and will pay interest on all arrearage interest from its maturity until paid at the rate of seven per cent per annum, provided, all be paid at the rate herein agreed, anything to said note to the contrary notwithstanding.

The "Mortgagee" covenants with the "Mortgagee" who is mortgage remains in force as follows:

... and the interest thereon in the time and in the manner above provided

to pay all taxes and assessments levied on the land within thirty days after the same become due and payable, and deliver the official receipt to the landowner.

[illegible]

laws and ordinances, regulations and requirements of the Municipality or other government regulators affecting

and insurance policy or in the payment of any tax, assessment or insurance premium the Mortgagee shall be deemed to have received the same and any amount so paid shall be added to the principal of the Mortgage and shall be paid to the Mortgagee forthwith with interest at the rate of seven per cent per annum.

...the option of the Mortgagee become due and payable after default for more than 30 days upon said indebtedness, or any tax, assessment or insurance premium, any-

State, Federal or Municipal, subsequent to the date hereof in any manner
mortgages or debts secured by mortgages, or the manner of collecting
debts secured thereon shall become due and payable forthwith, at the

any part thereof, or reference to this mortgage, or upon the mortgaging the mortgage, is vested in a person other than the mortgagor, age, and the debt hereby secured in the same liability hereunder, or upon the debt hereby

[illegible]

(b)(7)(C)

KNOW ALL MEN BY THESE PRESENTS: That PYRAMID INVESTMENT COMPANY, a Michigan Corporation
3333 Cadillac Tower, Detroit, Michigan
Conveys and Warrants to CITY OF LIVONIA, a Michigan Municipal Corporation
whose Street Number and Post Office address is 33001 Five Mile Road, Livonia, Michigan 48154
the following described premises situated in the City of Livonia County of Wayne
and State of Michigan, to-wit:

That part of Section 5, Town 1 South, Range 9 East, City of Livonia, Wayne County, Michigan, described as being East 1/2 of East 1/2 of Southeast 1/4 of Section 5, except the east 10.0 acres thereof.

REGULATED JAN 25 1972 AT 847 (Bureau of Taxation Parcel 05K1)
BERNARD J. YOUNGBLOOD, Register of Deeds 29.86 Acres

LEGAL DESCRIPTION
APPROVED
J. C. Sierant
OK. Raul

WAYNE COUNTY, MICHIGAN 48226
together with all and singular the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining,

for the sum of One Hundred Fifty Thousand and no/100 Dollars (\$150,000.00) One Dollar(s)

and other valuable considerations;

subject to restrictions and easements of record.

Dated this 15th day of November

Signed, Sealed and Delivered in Presence of:

APPROVED AS TO FORM

DEPARTMENT OF LAW
BY *Harry C. Tatigian*
DATE: 11-19-71

A. D. 19 71

Signed and Sealed:

Harry C. Tatigian
Harry C. Tatigian
Mary A. Stringer
Mary A. Stringer

PYRAMID INVESTMENT COMPANY,
a Michigan Corporation
By *Murray Koorhan* (L.S.)
Murray Koorhan
Its President
And *David S. Bodzin* (L.S.)
David S. Bodzin
Its Treasurer

In the STATE OF MICHIGAN, COUNTY OF Wayne and *Charles Rosenblatt*
On this 15th day of November A. D. 19 71 before me personally
appeared Murray Koorhan and David S. Bodzin and Charles Rosenblatt

to me personally known, who being by me sworn, did (1) each for himself
say that (2) they are respectively the President and the
Treasurer, & Secretary of Pyramid Investment Company, a Michigan Corporation,
the corporation named in and which executed the within instrument, and that the seal affixed to said instrument is the corporate seal of said
corporation, and that said instrument was signed and sealed in behalf of said corporation by authority of its board of directors; and said

Murray Koorhan and David S. Bodzin and Charles Rosenblatt
acknowledged said instrument to be the
free act and deed of said corporation.

My commission expires December 2 A. D. 19 72

Note: If more than one officer acknowledges insert at (1) "each
for himself," and (2) "they are respectively"

Marie V. Arden
Marie V. Arden
Notary Public Wayne County, Michigan

Instrument Drafted by *Harry C. Tatigian, City Attorney* Business Address *33001 Five Mile Rd., Livonia, Michigan*

This is to certify that these taxes are paid for FIVE YEARS previous
to date of this instrument EXCEPT 271 NOT EXAMINED
No. 4499

JAN 21 1972 WAYNE COUNTY TREASURER
Clerk

STATE OF MICHIGAN REAL ESTATE
TRANSFER TAX
No. 4499
for me this 17th day of Jan

Recording Fee

U. S. Revenue Stamps

When recorded return to

Office of City Clerk, 33001 Five Mile Road
Livonia, Michigan 48154

ABSTRACTS - ESCROWS

TITLE INSURANCE - ABSTRACTS - ESCROWS

52174499 0000050 1

BURTON ABSTRACT AND TITLE COMPANY

BURTON BUILDING
350 East Congress Street

DETROIT, MICHIGAN 48226

AREA CODE 313 TELEPHONE 964-5000



NUMBER
F 802895

AMOUNT
\$ 150,000.00

OWNER'S TITLE INSURANCE POLICY

Insuring:

City of Livonia, a Michigan Municipal Corporation,

BURTON ABSTRACT AND TITLE COMPANY, a Michigan Corporation of Detroit, herein called the Company, for a valuable consideration, paid for this policy of Title Insurance, does hereby insure the party (or parties) named above, herein called the Insured, its successors, heirs, or devisees, against all loss or damage, not exceeding the amount stated above which the Insured shall sustain by reason of the failure or unmarketability of the title of party named under Schedule A, Section 1, to the real estate or interest in real estate described in Schedule A, Section 2, at the date hereof, excepting only such liens, incumbrances and other matters as are set forth in Schedule B, and subject to the conditions and stipulations, which, together with the aforesaid schedules, are hereto annexed and made a part of this policy.

IN WITNESS WHEREOF, the BURTON ABSTRACT AND TITLE COMPANY, has caused its corporate name and seal to be affixed by its duly authorized officer on October 12, 1971 at 8:30 A.M.

BURTON ABSTRACT AND TITLE COMPANY

By

A handwritten signature in dark ink, appearing to read "H. J. Peller", written over a horizontal line.

Authorized Officer

SCHEDULE A

1. The estate or interest insured.

City of Livonia, a Michigan Municipal Corporation,
OWNER IN FEE SIMPLE.

2. Description of the real estate.

Land in the City of Livonia, Wayne County, Michigan described as: West 1/2 of west 1/2 of west 1/2 of southwest 1/4 of Section 4, and east 10 acres of southeast 1/4 of Section 5, town 1 south, range 9 east, City of Livonia, Wayne County, Michigan, containing 30 acres, more or less. Subject to the rights of the public and of any governmental unit in any part thereof taken, used or deeded for street, road or highway purposes.

SCHEDULE B

Showing defects, liens, encumbrances, taxes, assessments and other matters against which the Company does not, by this policy, insure.

1. Standard exceptions A to E on reverse side hereof.
2. The terms and conditions of the Master Plan of the City of Livonia as recorded in liber 16192 page 256, Wayne County Records.
3. Mortgage for \$110,000.00 executed by City of Livonia, a Michigan Municipal Corporation to Arthur D. Levitt and Ruth B. Levitt, his wife; Charles A. Pizer and Mollie S. Pizer, his wife; and Lawrence R. Pizer and Ruth L. Pizer, his wife, dated August 4, 1971 and recorded August 6, 1971 in liber 17789 page 8, Wayne County Records; Register No. J 53395.

AUDIT NO. B300884

DEPARTMENT OF LAW

CITY ATTORNEY
HARRY C. TATIGIAN

ASSISTANT CITY ATTORNEYS
ROBERT M. FEINBERG
GARY L. SACKETT



EDWARD H. McNAMARA
MAYOR

APR 5 - 71 PM

33001 FIVE MILE ROAD
LIVONIA, MICHIGAN 48154
GARFIELD 1-2000

August 5, 1971

TO: ADDISON W. BACON, CITY CLERK

FROM: DEPARTMENT OF LAW

SUBJECT: DOCUMENTS IN CONNECTION WITH THE ACQUISITION
OF CITY PARK SITE DESIGNATION E-25 (Tax Item Nos.
04BB and 05K2) - Mich Project OSA-148

REF: CR-654-71

Dear Sir:

The Department of Law, pursuant to the captioned resolution, finalized the purchase of City Park Site Designation E-25 and the Warranty Deed conveying the subject property to the City has been forwarded to the City Council for acceptance. The original Mortgage Form and Mortgage Note have been retained by Mr. Lawrence R. Pizer and he has informed me that he will have both instruments recorded.

In connection with this transaction I am enclosing the following documents for your information:

1. Carbon copy of Mortgage Note;
2. Carbon copy of Mortgage;
3. Original of Settlement Statement on Sale of Property;
4. Commitment for Title Insurance (Revised) dated July 14, 1971 No. 802895 issued by Burton Abstract and Title Company;
5. Order to Issue Policy; *Order to issue policy mailed 10-6-71*
6. Copy of letter dated 8/4/71 addressed to City Treasurer requesting payment of 1970 taxes on subject property; and

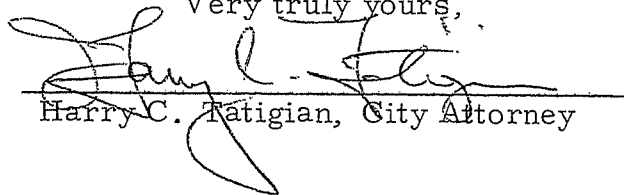
To: Addison W. Bacon, City Clerk
Re: Documents in connection with Park Site E-25
(Levitt-Pizer-Pizer)

Page 2
August 5, 1971

7. Statement from Burton in the amount of \$630.00 for the cost of the title policy when ordered. As you will note, the statement is billed to L. R. Pizer, however, the City is paying for the policy, pursuant to council resolution #654-71, and at the time of payment to Burton, Mr. Pizer's account with Burton should be credited with this amount.

Please note that in accordance with the aforesaid mortgage note and mortgage, the first payment of \$11,000.00 is due on or before July 15, 1972, plus interest; payments thereafter shall be made in a like sum annually. Accordingly, provision should be made in next year's budget for such payment.

Very truly yours,



Harry C. Tatigian, City Attorney

HCT:s encs. - as above
cc: Budget Director (no encs.)

MORTGAGE NOTEPURCHASE-MONEY MORTGAGE\$ 110,000.00Livonia, Michigan, August 419 71

For value received the undersigned promises to pay to the order of Arthur D. Levitt and Ruth B. Levitt, his wife; Charles A. Pizer and Mollie S. Pizer, his wife; and Lawrence R. Pizer and Ruth L. Pizer, his wife, the principal sum of One Hundred Ten Thousand and no/100 (\$110,000.00) Dollars with interest from date hereof at the rate of six (6) per cent per annum, while the mortgagor is not in default in making the payments herein provided, and if in default in making such payments for a period of thirty days, then at the rate of seven per cent per annum from the time of such default until all sums in default are fully paid. Said principal and interest shall be paid by the undersigned in lawful money of the United States of America as follows:

Annual payments of Eleven Thousand and no/100 Dollars (\$11,000.00) on principal, plus interest, the first payment of which shall be due on July 15, 1972, and a like sum each 12 months thereafter until fully paid within ten (10) years (July 15, 1981). One-half (1/2) of each payment shall be made payable to Arthur D. Levitt and Ruth B. Levitt, his wife; one-sixth (1/6) of each payment shall be made payable to Charles A. Pizer and Mollie S. Pizer, his wife; and one-third (1/3) shall be made payable to Lawrence R. Pizer and Ruth L. Pizer, his wife.

Both principal and interest of this note are payable at 31700 Nottingham Drive, Franklin, Michigan 48025

Should default be made in the payment of any installments of interest and/or principal due hereunder for a period of thirty days, then such default shall mature the entire indebtedness evidenced hereby, without notice, at the option of the holder thereof. Every person at any time liable for the payment of the debt evidenced hereby, waives presentment for payment, demand and notice of non-payment of this note, and consents that the holder may extend the time of payment of any part or the whole of the debt at any time at the request of any other person liable.

This note is secured by a first mortgage of even date herewith, made by the undersigned to the above payee, which mortgage covers real estate in Livonia Michigan, described as:

West 1/2 of west 1/2 of west 1/2 of southwest 1/4 of Section 4, and east 10 acres of southeast 1/4 of Section 5, town 1 south, range 9 east, City of Livonia, Wayne County, Michigan, containing 30 acres, more or less. Subject to the rights of the public and of any governmental unit in any part thereof taken, used or deeded for street, road or highway purposes. (Tax Item Nos. 04BB and 05K2)

Harry C. Tatigian
Harry C. Tatigian
Mary A. Stringer
Mary A. Stringer

CITY OF LIVONIA, a Mich. Municipal Corp.

By

Robert F. Nash
Robert F. Nash

and

Addison W. Bacon
Addison W. Bacon, City Clerk

This Mortgage, Made August 4 1971

Between CITY OF LIVONIA, a Michigan Municipal Corporation
38001 Five Mile Road, Livonia, Michigan

hereinafter referred to as

"THE MORTGAGOR" and Arthur D. Levitt and Ruth B. Levitt, his wife;
Charles A. Pizer and Mollie S. Pizer, his wife; and
Lawrence R. Pizer and Ruth L. Pizer, his wife,
herein referred to as "THE MORTGAGEE,"

Witnesseth, That the Mortgagor mortgages and warrants to the Mortgagee lands situate in the City of Livonia

County of Wayne and State of Michigan

described as

West 1/2 of west 1/2 of west 1/2 of southwest 1/4 of Section 4,
and east 10 acres of southeast 1/4 of Section 5, town 1 south,
range 9 east, City of Livonia, Wayne County, Michigan, containing
30 acres, more or less.

Subject to the rights of the public and of any governmental unit in
any part thereof taken, used or deeded for street, road or highway
purposes.

(Tax Item Nos. 04BB and 05K2)

together with the hereditaments and appurtenances thereunto belonging and if the said premises be improved with a building designed for
occupancy as an apartment house, family hotel or for commercial or business purposes, also together with all disappearing beds, ice boxes,
equipment for heating, lighting, cooking, mirrors, door and window shades, screens and awnings and such other goods, chattels and personal
property as are ever furnished by a landlord in letting or operating an unfurnished building similar to the buildings erected upon the mortgaged
premises and now or hereafter installed therein by the mortgagor or his assigns, which shall be deemed between the parties hereto, and all
parties claiming by, through or under them, an accession to the freehold and a part of the realty and encumbered by this mortgage to secure the
performance of the covenants hereinafter contained, and the payment of the principal sum of One Hundred Ten Thousand
and no/100 Dollars (\$110,000.00) - (Annual payments of Eleven Thousand and no/100
Dollars (\$11,000.00) on principal, plus interest, the first payment of which shall be due
on July 15, 1972, and a like sum each 12 months thereafter until fully paid within ten (10)
years (July 15, 1981). One-half (1/2) of each payment shall be made payable to Arthur D.
Levitt and Ruth B. Levitt, his wife; one-sixth (1/6) of each payment shall be made payable to
Charles A. Pizer and Mollie S. Pizer, his wife; and one-third (1/3) shall be made payable
to Lawrence R. Pizer and Ruth L. Pizer, his wife.)
with interest from date hereof at the rate of six (6) per cent per annum while the mortgagor is not in default in making the payments
herein provided, and if in default in making such payments for a period of thirty days, then at the rate of seven per cent per annum from the
time of such default until all sums in default are fully paid, payable annually until the full payment of all sums
owing hereon according to the terms of a promissory note of even date executed by

to the mortgagee, and will pay interest on all overdue interest from its maturity until paid at the rate of seven per cent per annum, provided,
interest shall be paid at the rate herein agreed, anything in said note to the contrary notwithstanding.

And the "Mortgagor" covenants with the "Mortgagee," while this mortgage remains in force, as follows:—

1. To pay said indebtedness and the interest thereon in the time and in the manner above provided;
2. To pay all taxes and assessments levied on the land within thirty days after the same become due and payable, and deliver the official
receipts therefor to the Mortgagee;
3. To keep the premises insured against fire and theft by a company or companies licensed to do business in the State of Michigan, and to deliver to the Mortgagee
in manner and amount approved by, and deliver to the Mortgagee, a certificate of insurance from the company or companies so licensed, and to keep the same in full force and effect
until the full payment of all sums owing hereon according to the terms of a promissory note of even date executed by
4. To abstain from the commission of waste on the mortgaged premises, and to keep the premises in good repair and to comply with all laws and ordinances, regulations and requirements of the Municipality or other government regulations affecting
the mortgaged premises.
5. That, if there be default in delivering any insurance policy or in the payment of any tax, assessment or insurance premium the Mortgagee may effect such insurance or secure such policy and pay such assessment, taxes or insurance premiums and any amount so paid shall be added
to said indebtedness and hereby secured and be payable to the Mortgagee forthwith with interest at the rate of seven per cent per annum.
6. That the whole of said principal sum shall, at the option of the Mortgagee, become due and payable after default for more than 30
days, in the payment of any installment of principal or interest upon said indebtedness, or any tax, assessment or insurance premium, any-
thing to the contrary herein or in said note notwithstanding.
7. That, in the event of the passage of any law or regulation, State, Federal or Municipal, subsequent to the date hereof in any manner
changing or modifying the laws now in force governing the taxation of mortgages or debts secured by mortgages, or the manner of collecting
such taxes, the entire principal secured by this mortgage and all interest accrued thereon shall become due and payable forthwith, at the
option of the mortgagee.
8. That, in the event the ownership of the mortgaged premises, or any part thereof, become vested in a person other than the mortgagor,
the mortgagee may deal with such successor or successors in interest with reference to this mortgage, and the debt hereby secured in the same
manner as with the mortgagor, without in any manner vitiating or discharging the mortgagor's liability hereunder, or upon the debt hereby
secured.
9. The power is hereby granted by the Mortgagor to the Mortgagee, if default is made in the payment of said indebtedness, interest,
taxes, or insurance premiums, or any part thereof at the time and in the manner herein agreed, to grant, bargain, sell, release, and convey
the premises, with the appurtenances at public auction and to execute and deliver to the Purchaser or Purchasers, at such sale, deeds of con-
veyance, good and sufficient at law, pursuant to the statute in such case made and provided, and out of the proceeds to retain all sums due
thereon, the costs and charges of such sale, and the attorney fees provided by law, returning the surplus money, if any, to the Mortgagor or
Mortgagor's heirs and assigns, and such sale or a sale pursuant to a decree in chancery for the foreclosure hereof may, at the option of the
mortgagee, be made en masse.

(over)

TITLE INSURANCE - ABSTRACTS - ESCROWS

TITLE INSURANCE - ABSTRACTS - ESCROWS

The covenants herein shall bind and the benefits and advantages enure to the respective heirs, assigns and successors of the parties.
Dated this 4th day of August A. D. 19 71
Signed, Sealed and Delivered in Presence of: Signed and Sealed:

CITY OF LIVONIA, a Michigan (L.S.)
Municipal Corporation

Harry C. Tatigian

Mary A. Stringer

By Robert F. Nash (L.S.)

Robert F. Nash

Mayor Pro Tem

and Addison W. Bacon (L.S.)

Addison W. Bacon

City Clerk

STATE OF MICHIGAN

COUNTY OF

ss.

A. D. 19

On this day of before me, the subscriber, a Notary Public in and for said county, personally appeared known to me to be the person described in and who executed the within Mortgage, and then acknowledged the execution thereof to be free act and deed.

My commission expires

Notary Public, County, Michigan.

STATE OF MICHIGAN

COUNTY OF

Wayne

ss.

On this 4th day of August A. D. 19 71 before me, the subscriber, a Notary Public in and for said county, personally appeared ROBERT F. NASH to me personally known, who being by me duly sworn, did say that they are the Mayor Pro Tem and City Clerk of the City of Livonia, a Mich. Municipal Corp., and that the seal affixed to said instrument is the corporate seal of said corporation, and that said instrument was signed and sealed in behalf of said corporation, by authority of its resolution #654-71 and Robert F. Nash and Addison W. Bacon acknowledged said instrument to be the free act and deed of said corporation.

Gladys M. Hoener

My commission expires January 4, 1972

Notary Public, Wayne County, Michigan.

Instrument Harry C. Tatigian, City Attorney Business 33001 Five Mile Rd., Livonia, Michigan
Drafted by Address

MORTGAGE

Lawyers Title
Insurance Corporation

When recorded return to

SETTLEMENT STATEMENT ON SALE OF PROPERTY

SELLERS: ARTHUR D. LEVITT and RUTH B. LEVITT, his wife
8586 Huntington Road, Huntington Woods, Mich.
CHARLES A. PIZER and MOLLIE S. PIZER, his wife
Harrisville, Michigan
LAWRENCE R. PIZER and RUTH L. PIZER, his wife
31700 Nottingham Drive, Franklin, Michigan

PURCHASER: CITY OF LIVONIA, a Michigan Municipal Corporation
33001 Five Mile Road
Livonia, Michigan

PROPERTY: CITY PARK SITE DESIGNATION E-25
West 1/2 of west 1/2 of west 1/2 of southwest 1/4 of
Section 4, and east 10 acres of southeast 1/4 of
Section 5, town 1 south, range 9 east, City of Livonia,
Wayne County, Michigan, containing 30 acres, more or
less. Subject to the rights of the public and of any
governmental unit in any part thereof taken, used or
dedeed for street, road or highway purposes.
(Tax Item Nos. 04BB and 05K2)

CREDITS TO SELLERS

Purchase Price	\$150,000.00	
*Proration of taxes 7-1-71 to 11-30-71)	<u>1,063.65</u>	\$151,063.65

CREDITS TO PURCHASER

Revenue Stamps on Deed		\$165.00	
1970 City and County Taxes			
plus interest and penalty			
through August 31, 1971			
as to <u>Tax Item 04BB</u>			
Taxes	\$1,395.62	\$1,493.31	
Interest	41.87		
Penalty	<u>55.82</u>		
as to <u>Tax Item 05K2</u>			
Taxes	\$1,157.16		
Interest	34.71		
Penalty	<u>46.29</u>	<u>\$1,238.16</u>	<u>\$2,896.47</u>
			\$148,167.18

NEW LIEN TO BE PAID

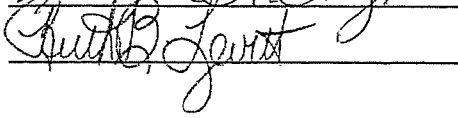
Purchase Money Mortgage	<u>\$110,000.00</u>
-------------------------	---------------------

NET CASH DUE SELLERS	\$ 38,167.18
----------------------	--------------

Settlement Statement on Sale of Property
(Levitt/Pizer)

SETTLEMENT ACCEPTED AS RENDERED

SELLERS:

PURCHASER:

By 
Harry C. Tatigian, City Atty.

Dated: 8-3-71

* While the taxes are unpaid, a credit to Sellers is shown for pro-rata, since the entire amount of taxes plus interest and penalty are thereafter shown as credit to Purchaser who will pay the same.

COMMITMENT FOR TITLE INSURANCE

BURTON ABSTRACT AND TITLE COMPANY

350 EAST CONGRESS STREET

MAIN OFFICE

DETROIT, MICHIGAN 48226

EFFECTIVE DATE: July 14, 1971 at 8:30 A.M.

COMMITMENT NO. 802895

BURTON ABSTRACT AND TITLE COMPANY, a Michigan Corporation, hereby agrees to issue a policy of title insurance as hereinafter set forth upon payment of the prescribed premium. THE POLICY WILL BE ISSUED SUBJECT TO EACH ENCUMBRANCE AND EXCEPTION LISTED BELOW, OR WHICH ARISES AFTER THE EFFECTIVE DATE HEREOF, UNLESS ELIMINATED TO OUR SATISFACTION.

FORM OF POLICY
TO BE ISSUED

OWNER'S POLICY

\$ 150,000.00

A.L.T.A. MORTGAGE POLICY
WITHOUT EXCEPTIONS

\$

A.L.T.A. MORTGAGE POLICY
WITH EXCEPTIONS

\$

PARTY TO BE INSURED

City of Livonia,
a Michigan Municipal Corporation

DESCRIPTION OF REAL ESTATE

Situated in City of Livonia, Wayne County, Michigan
West 1/2 of west 1/2 of west 1/2 of southwest 1/4 of Section 4, and east 10 acres of southeast 1/4 of Section 5, town 1 south, range 9 east, City of Livonia, Wayne County, Michigan, containing 30 acres, more or less.
Subject to the rights of the public and of any governmental unit in any part thereof taken, used or deeded for street, road or highway purposes.

Tax Item Nos. 04 BB

05 K 2

OWNER, ENCUMBRANCES, EXCEPTIONS AND REQUIREMENTS

1. Owner: Arthur D. Levitt, as to an undivided 1/2 interest.
1/6 - Charles A. Pizer and Lawrence R. Pizer, as joint tenants,
as to an undivided 1/3 interest.
Ruth L. Pizer, as to an undivided 1/6 interest.

RECORD DEED FROM ARTHUR D. LEVITT AND RUTH B. LEVITT, HIS WIFE, AND CHARLES A. PIZER AND MOLLIE S. PIZER, HIS WIFE AND LAWRENCE R. PIZER AND RUTH L. PIZER, HIS WIFE, TO CITY OF LIVONIA, A MICHIGAN MUNICIPAL CORPORATION.

2. Subject to the terms and conditions of the Master Plan of the City of Livonia as recorded in liber 16192, page 256, Wayne County Records.
3. 1970 City and County Taxes: Unpaid (\$2,552.78 Total Tax, not including penalties and interest).

Livonia, Mich.

48740

31700 Nottingham
Franklin
48025

Countersigned by

Authorized Signature

BURTON ABSTRACT AND TITLE COMPANY

If countersigned by an authorized officer or agent of the company, this commitment is valid and binding for a period of 90 days from the date hereof.

PRESIDENT

iy

NOTE: The reverse side hereof is part of this commitment.

AUDIT NUMBER C 857620

COMMITMENT FOR TITLE INSURANCE

BURTON ABSTRACT AND TITLE COMPANY

350 EAST CONGRESS STREET

MAIN OFFICE

DETROIT, MICHIGAN 48226

EFFECTIVE DATE: July 14, 1971 at 8:30 A.M.

COMMITMENT NO. 802895

BURTON ABSTRACT AND TITLE COMPANY, a Michigan Corporation, hereby agrees to issue a policy of title insurance as hereinafter set forth upon payment of the prescribed premium. THE POLICY WILL BE ISSUED SUBJECT TO EACH ENCUMBRANCE AND EXCEPTION LISTED BELOW, OR WHICH ARISES AFTER THE EFFECTIVE DATE HEREOF, UNLESS ELIMINATED TO OUR SATISFACTION.

FORM OF POLICY
TO BE ISSUED

OWNER'S POLICY
\$ 150,000.00

A.L.T.A. MORTGAGE POLICY
WITHOUT EXCEPTIONS
\$ 150,000.00

A.L.T.A. MORTGAGE POLICY
WITH EXCEPTIONS
\$ 150,000.00

PARTY TO BE INSURED

City of Livonia,
a Michigan Municipal Corporation

DESCRIPTION OF REAL ESTATE

Situated in City of Livonia, Wayne County, Michigan
West 1/2 of west 1/2 of west 1/2 of southwest 1/4 of Section 4, and east 10 acres
of southeast 1/4 of Section 5, town 1 south, range 9 east; City of Livonia,
Wayne County, Michigan, containing 30 acres, more or less.
Subject to the rights of the public and of any governmental unit in any part
thereof taken, used or deeded for street, road or highway purposes.

Tax Item Nos. 04 BB

05 K 2

OWNER, ENCUMBRANCES, EXCEPTIONS AND REQUIREMENTS

1. Owner: Arthur D. Levitt, as to an undivided 1/2 interest.
Charles A. Pizer and Lawrence R. Pizer, as joint tenants,
as to an undivided 1/3 interest.
Ruth L. Pizer, as to an undivided 1/6 interest.

RECORD DEED FROM ARTHUR D. LEVITT AND RUTH B. LEVITT, HIS WIFE,
AND CHARLES A. PIZER AND MOLLIE S. PIZER, HIS WIFE AND LAWRENCE
R. PIZER AND RUTH L. PIZER, HIS WIFE, TO CITY OF LIVONIA, A MICHIGAN
MUNICIPAL CORPORATION.

2. Subject to the terms and conditions of the Master Plan of the City of Livonia
as recorded in liber 16192, page 256, Wayne County Records.
3. 1970 City and County Taxes: Unpaid (\$2,552.78 Total Tax, not including
penalties and interest).

Countersigned by H. Mathiak

Authorized Signature

BURTON ABSTRACT AND TITLE COMPANY

John Borden Loop

PRESIDENT

iy

If countersigned by an authorized officer or agent of the company,
this commitment is valid and binding for a period of 90 days from the date hereof.

With this commitment, the borrower is part of this commitment.

August 4, 1971

TO: CARL J. WAGENSCHUTZ, CITY TREASURER
FROM: DEPARTMENT OF LAW
SUBJECT: PAYMENT OF TAXES (Park Site E-25)

Pursuant to council resolution No. 654-71, the Department of Law on this day finalized the purchase of Tax Item Nos. 04BB and 05K2 from the owners thereof (Arthur D. Levitt and Ruth B. Levitt, his wife; Charles A. Pizer and Mollie S. Pizer, his wife; and Lawrence B. Pizer and Ruth L. Pizer, his wife). The Warranty Deed conveying the subject property to the City is being submitted to the Council for its acceptance.

The 1970 taxes have not been paid on this property and this is to request that the attached check in the sum of \$2,731.47 be forwarded to the Wayne County Treasurer as full payment of the 1970 taxes plus interest and penalty due on same.

Thank you.

Very truly yours,

Harry C. Tatigian, City Attorney

HCT:s

attachment - City of Livonia Check #4616
dated 8/3/71 payable to Louis H. Funk,
Wayne County Treasurer.

CITY OF LIVONIA

No. 4616

CITY OF LINGONIA 273 Lda's 47 cts

CHECK NUMBER	DATE	AMOUNT
4616	8-3-71	2,731.47

0709-1064-1

BANK ACCOUNT NO

[illegible]

BANK ACCOUNT NO.	ACCOUNT DESCRIPTION
	<i>Cash Withdrawal</i>
	TREASURER

CITY OF LIVONIA
LIVONIA, MICHIGAN

Lawyers Title Insurance Corporation

A Stock Company

Home Office ~ Richmond, Virginia

POLICY OF TITLE INSURANCE

SCHEDULE A

NAME OF INSURED

CASE NO. D-182369-F

DATE OF POLICY

September 27, 1971

at 8:00 A.M.

AMOUNT

\$--150,000.00--

CITY OF LIVONIA, a Michigan Municipal Corporation

1. The estate or interest in the land described herein and which is covered by this policy is:

Fee Simple.

2. The estate or interest referred to herein is at Date of Policy vested in:

City of Livonia, a Michigan Municipal Corporation.

3. The land referred to in this Policy is described as follows:

Land in the City of Livonia, County of Wayne, State of Michigan, described as:

PARCEL I: The North 10 acres of the West 1/2 of the East 3/4 of the West 1/2 of the Southwest 1/4 of Section 4, Town 1 South, Range 9 East, City of Livonia, Wayne County, Michigan.

PARCEL II: The South 10 acres of the North 20 acres of the West 1/2 of the East 3/4 of West 1/2 of Southwest 1/4 of Section 4, Town 1 South, Range 9 East, City of Livonia, Wayne County, Michigan.

PARCEL III: The South 10 acres of the West 1/2 of the East 3/4 of the West 1/2 of the Southwest 1/4 of Section 4, Town 1 South, Range 9 East, City of Livonia, Wayne County, Michigan.

Countersigned:

DETROIT BRANCH OFFICE

B. Girard

Authorized Officer or Agent

Issued at: DETROIT, MICHIGAN

ORIGINAL Page 1—Sched. A—Policy No. **S** 213057

Lawyers Title Insurance Corporation

A Stock Company
Home Office ~ Richmond, Virginia

Case No. D-182369-F

SCHEDULE B

This Policy does not insure against loss or damage by reason of the following:

1. Rights or claims of parties in possession not shown of record.
2. Unrecorded water, mineral and oil rights, unrecorded easements and claims of easement, boundary line disputes not disclosed of record and any matters which would be disclosed by an accurate survey and inspection of the premises.
3. Mechanics' liens not of record.
4. The dower or homestead rights, if any, of the wife of any individual insured or of any individual shown herein to be a party in interest.
5. Building and use restrictions not appearing of record in the chain of title, but omitting those, if any, based on race, color, religion or national origin.
6. Mortgage for the sum of \$110,000.00, given by City of Livonia, a Michigan Municipal Corporation, to Dr. R. J. Mendelssohn and Pauline K. Mendelssohn, his wife, and Leonard Simons and Sarah Simons, his wife, dated August 4, 1971 and recorded August 4, 1971 in Liber 17786, on Page 722, Register No. J-52781, Wayne County Records.

10/11/71 jr

Page 1 of Sched. B—Policy No. **S 213057**

KNOW ALL MEN BY THESE PRESENTS: That DR. R. J. MENDELSSOHN and PAULINE K. MENDELSSOHN, his wife, and LEONARD SIMONS and SARAH SIMONS, his wife whose address is 8100 E. Jefferson Avenue, Suite 202, Detroit, Michigan 48214

Convey(s) and Warrant(s) to CITY OF LIVONIA, a Michigan Municipal Corporation whose address is 33001 Five Mile Road, Livonia, Michigan 48154

SEP 30 '71 AM

the following described premises situated in the City of Livonia County of Wayne and State of Michigan, to-wit:

The North 10 acres of the West 1/2 of the East 3/4 of the West 1/2 of the Southwest 1/4 of Section 4, Town 1 South, Range 9 East, City of Livonia, Wayne County, Michigan. (Tax Item 04CC)

The South 10 acres of the North 20 acres of the West 1/2 of the East 3/4 of the West 1/2 of Southwest 1/4 of Section 4, Town 1 South, Range 9 East, City of Livonia, Wayne County, Michigan. (Tax Item 04DD)

The South 10 acres of the West 1/2 of the East 3/4 of the West 1/2 of the Southwest 1/4 of Section 4, Town 1 South, Range 9 East, City of Livonia, Wayne County, Michigan. (Tax Item 04EE)

for the full consideration of One Hundred Fifty Thousand and no/100 Dollars (\$150,000.00)

subject to Easements and Restrictions of Record

APPROVED AS TO FORM

DEPARTMENT OF LAW

BY

DATE

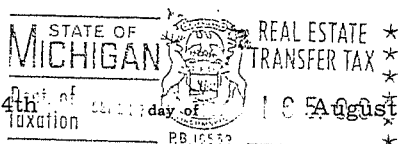
19 71

Signed and Sealed:

Dated this

WAYNE COUNTY

0 3 1 5 5



Witnesses:

Harry C. Tatigian
Addison W. Bacon

Dr. R. J. Mendelssohn (L.S.)
Pauline K. Mendelssohn (L.S.)
Leonard Simons (L.S.)
Sarah Simons (L.S.)

STATE OF MICHIGAN

COUNTY OF Wayne ss.

The foregoing instrument was acknowledged before me this 4th day of August 19 71 by Dr. R. J. Mendelssohn and Pauline K. Mendelssohn, his wife, and Leonard Simons and Sarah Simons, his wife
My commission expires January 4, 1972

Harry C. Tatigian, City Atty.
Instrument Drafted by Department of Law

Notary Public Gladys M. Hoener
Address 33001 Five Mile Rd., Livonia, Mich.

County Treasurer's Certificate
This is to certify that there are no tax liens or taxes on this property and that taxes are paid for FIVE YEARS previous to date of this instrument EXCEPT
No. 009
SEP 21 1971 WAYNE COUNTY TREASURER

City Treasurer's Certificate
RECORDED SEP 22 1971 AT 8:50
BERNARD J. YOUNGBLOOD, Register of Deeds
WAYNE COUNTY, MICHIGAN 48226

Recording Fee
State Transfer Tax 1650

When recorded return to Office of the City Clerk
33001 Five Mile Road, Livonia, Michigan 48154

Send subsequent tax bills to Grantee

Tax Parcel # 761778

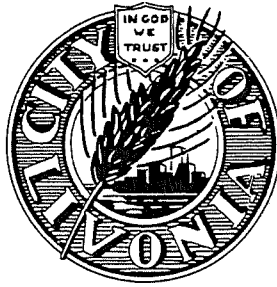
SEP 21 1971 009 0000150 II

DEPARTMENT OF LAW

CITY ATTORNEY
HARRY C. TATIGIAN

ASSISTANT CITY ATTORNEYS
ROBERT M. FEINBERG
GARY L. SACKETT

EDWARD H. MCNAMARA
MAYOR



33001 FIVE MILE ROAD
LIVONIA, MICHIGAN 48154
GARFIELD 1-2000

August 5, 1971

cc: J. Griffiths

TO: ADDISON W. BACON, CITY CLERK

FROM: DEPARTMENT OF LAW

SUBJECT: DOCUMENTS CONCERNING ACQUISITION OF CITY
PARK SITE DESIGNATION E-24 (Tax Item Nos. 04CC,
04DD and 04EE) - Mich Project OSA-148

Dear Sir:

The Department of Law, pursuant to council resolution #653-71, finalized the purchase of City Park Site Designation E-24 and the Warranty Deed conveying the subject property to the City has been forwarded to the Council for acceptance by a separate letter. The original Mortgage Form and Mortgage Note have been retained by Dr. R. J. Mendelssohn and he has informed me that he will have both of these documents recorded.

In connection with this transaction I am enclosing the following documents for your information:

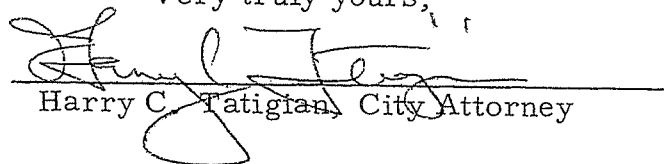
1. Photostated copy of Mortgage Note;
2. Photostated copy of Mortgage;
3. Original of Settlement Statement on Sale of Property;
4. Commitment for Title Insurance, No. D-182369-F,
dated 7/22/71;
5. Order to Issue Owner's Policy; and
6. Statement in the amount of \$530.00 to cover the cost
of the Title Policy (CR-653-71 authorizes payment
of same).

To: Addison W. Bacon, City Clerk
Re: Acceptance of Documents - Park Site E-24

Page 2
August 5, 1971

Please note that in accordance with the aforesaid mortgage note and mortgage, the first payment due with respect to this parcel is on or before January 15, 1972 in the sum of \$5500.00 plus interest; payments thereafter shall be made in a like amount every 6 months. Accordingly, provision should be made in next year's budget for these payments.

Very truly yours,


Harry C. Tatigian, City Attorney

HCT:s

encs. - as noted above

cc: Budget Director (no encs.)

MORTGAGE NOTE\$ 110,000.00, Michigan, August 4 19 71For value received the undersigned promises to pay to the order of Dr. R. J. Mendelssohn
and Pauline K. Mendelssohn, his wife, and Leonard Simons and Sarah Simons, his wife,the principal sum of One Hundred Ten Thousand and no/100 (\$110,000.00) -- Dollars (being the
balance due under a Purchase-Money Mortgage)
with interest from date hereof at the rate of six (6) per cent per annum, while the mortgagor is not
in default in making the payments herein provided, and if in default in making such payments for a period
of thirty days, then at the rate of seven per cent per annum from the time of such default until all sums
in default are fully paid. Said principal and interest shall be paid by the undersigned in lawful money of
the United States of America as follows:

Semi-annual payments of Five Thousand Five Hundred and
no/100 Dollars (\$5,500.00) on principal, plus interest, the
first payment of which shall be due on January 15, 1972, and
a like sum due each six (6) months thereafter until the full
amount of principal and interest due hereunder has been fully
paid.

Both principal and interest of this note are payable at 8100 E. Jefferson Avenue,
Suite 202, Detroit, Michigan 48214

Should default be made in the payment of any installments of interest and/or principal due hereunder for a period of
thirty days, then such default shall mature the entire indebtedness evidenced hereby, without notice, at the option of the
holder thereof. Every person at any time liable for the payment of the debt evidenced hereby, waives presentment for
payment, demand and notice of non-payment of this note, and consents that the holder may extend the time of payment of
any part or the whole of the debt at any time at the request of any other person liable.

This note is secured by a first mortgage of even date herewith, made by the undersigned to the above
payee, which mortgage covers real estate in Livonia Michigan, described as:

(see description attached hereto and made a part hereof by this reference)

CITY OF LIVONIA, a Michigan Municipal
Corporation

Harry C. Tatigian
Mary A. Stringer

By Robert F. Nash
Robert F. Nash, Mayor Pro Tem
and Addison W. Bacon
Addison W. Bacon, City Clerk

ORIGINAL MORTGAGE NOTE GIVEN TO DR. MENDELSSOHN
ON AUGUST 4, 1971 BY HARRY C. TATIGIAN IN TATIGIAN'S
OFFICE AT THE TIME THIS MATTER WAS CLOSED.

Mendelssohn to record same.

Subscribed and sworn to before me this _____ day of _____, 1971.

Attachment to Mortgage Note dated August 4, 1971
in favor of (Mendelssohn/Simons).

PROPERTIES LOCATED IN THE CITY OF LIVONIA, WAYNE COUNTY, MICHIGAN, DESCRIBED AS FOLLOWS:

The North 10 acres of the West 1/2 of the East 3/4 of the West 1/2 of the Southwest 1/4 of Section 4, Town 1 South, Range 9 East, City of Livonia, Wayne County, Michigan (Tax Item 04CC)

and

The South 10 acres of the North 20 acres of the West 1/2 of the East 3/4 of West 1/2 of Southwest 1/4 of Section 4, Town 1 South, Range 9 East, City of Livonia, Wayne County, Michigan (Tax Item 04DD)

The South 10 acres of the West 1/2 of the East 3/4 of the West 1/2 of the Southwest 1/4 of Section 4, Town 1 South, Range 9 East, City of Livonia, Wayne County, Michigan (Tax Item 04EE)

CITY OF LIVONIA, a Michigan Municipal Corporation

By _____
and _____

This Mortgage, Made

August 4

1971

Between CITY OF LIVONIA, a Michigan Municipal Corporation
33001 Five Mile Road, Livonia, Michigan

hereinafter referred to as

"THE MORTGAGOR" and DR. R. J. MENDELSSOHN and PAULINE K. MENDELSSOHN, his wife,
and LEONARD SIMONS and SARAH SIMONS, his wife, herein referred to as "THE MORTGAGEE,"

Witnesseth, That the Mortgagor mortgages and warrants to the Mortgagee lands situate in the CITY OF LIVONIA

County of

WAYNE

and State of Michigan

described as

See description as set forth on Rider attached
hereto and made a part hereof by this reference.

(Identified as Tax Item No. 04CC,

Tax Item No. 04DD, and

Tax Item No. 04EE)

together with the hereditaments and appurtenances thereunto belonging and if the said premises be improved with a building designed for
occupancy as an apartment house, family hotel or for commercial or business purposes, also together with all disappearing beds, ice boxes,
equipment for heating, lighting, cooking, mirrors, door and window shades, screens and awnings and such other goods, chattels and personal
property as are ever furnished by a landlord in letting or operating an unfurnished building similar to the buildings erected upon the mortgaged
premises and now or hereafter installed therein by the mortgagor or his assigns, which shall be deemed between the parties hereto, and all
parties claiming by, through or under them, an accession to the freehold and a part of the realty and encumbered by this mortgage to secure the
performance of the covenants hereinafter contained, and the payment of the principal sum of

Purchase-Money

-----One Hundred Ten Thousand and no/100 Dollars (\$110,000.00)----- Mortgage

(Semi-annual payments of Five Thousand Five Hundred and no/100 Dollars (\$5,500.00)
on principal, plus interest, the first payment of which shall be due on January 15, 1972
and a like sum due each six (6) months thereafter until the full amount of principal and
interest due hereunder has been fully paid.)

with interest from date hereof at the rate of SIX (6) per cent per annum while the mortgagor is not in default in making the payments
herein provided, and if in default in making such payments for a period of thirty days, then at the rate of seven per cent per annum from the
time of such default until all sums in default are fully paid, payable semi-annually until the full payment of all sums

owing hereon according to the terms of a promissory note of even date, executed by City of Livonia, a Michigan
Municipal Corporation

and will pay interest on all overdue interest from its maturity until paid at the rate of seven per cent per annum, provided,
interest shall be paid at the rate herein agreed, anything in said note to the contrary notwithstanding.

And the "Mortgagor" covenants with the "Mortgagee," while this mortgage remains in force, as follows:—

1. To pay said indebtedness and the interest thereon in the time and in the manner above provided;
2. To pay all taxes and assessments levied on the land within thirty days after the same become due and payable, and deliver the official
receipts therefor to the Mortgagee;
3. To keep the premises insured against fire and theft by a company or companies licensed to do business in the State of Michigan, and to deliver to the Mortgagee
proof of such insurance and to pay the premiums thereon;
4. To abstain from the commission of waste on the mortgaged premises, and to promptly comply with all laws and ordinances, regulations and requirements of the Municipality or other government regulations affecting
the mortgaged premises.
5. That, if there be default in delivering any insurance policy or in the payment of any tax, assessment or insurance premium the Mortgagee
may effect such insurance or secure such policy and pay such assessment, taxes or insurance premiums and any amount so paid shall be added to said indebtedness and hereby secured and be payable to the Mortgagee forthwith with interest at the rate of seven per cent per annum.
6. That the whole of said principal sum shall, at the option of the Mortgagee, become due and payable after default for more than 30
days, in the payment of any installment of principal or interest upon said indebtedness, or any tax, assessment or insurance premium, anything to the contrary herein or in said note notwithstanding.
7. That, in the event of the passage of any law or regulation, State, Federal or Municipal, subsequent to the date hereof in any manner
changing or modifying the laws now in force governing the taxation of mortgages or debts secured by mortgages, or the manner of collecting such taxes, the entire principal secured by this mortgage and all interest accrued thereon shall become due and payable forthwith, at the
option of the mortgagee.
8. That, in the event the ownership of the mortgaged premises, or any part thereof, become vested in a person other than the mortgagor,
the mortgagee may deal with such successor or successors in interest with reference to this mortgage, and the debt hereby secured in the same
manner as with the mortgagor, without in any manner vitiating or discharging the mortgagor's liability hereunder, or upon the debt hereby
secured.
9. The power is hereby granted by the Mortgagor to the Mortgagee, if default is made in the payment of said indebtedness, interest,
taxes, or insurance premiums, or any part thereof at the time and in the manner herein agreed, to grant, bargain, sell, release, and convey
the premises, with the appurtenances at public auction and to execute and deliver to the Purchaser or Purchasers, at such sale, deeds of conveyance,
good and sufficient at law, pursuant to the statute in such case made and provided, and out of the proceeds to retain all sums due
hereon, the costs and charges of such sale, and the attorney fees provided by law, returning the surplus money, if any, to the Mortgagor or
Mortgagor's heirs and assigns, and such sale or a sale pursuant to a decree in chancery for the foreclosure hereof may, at the option of the
mortgagee, be made en masse.

TITLE INSURANCE - ABSTRACTS - ESCROWS

TITLE INSURANCE - ABSTRACTS - ESCROWS

The covenants herein shall bind and the benefits and advantages enure to the respective heirs, assigns and successors of the parties.
Dated this 4th day of August A. D. 1971
Signed, Sealed and Delivered in Presence of: Signed and Sealed:

CITY OF LIVONIA, a Michigan (L.S.)
Municipal Corporation

By Robert F. Nash (L.S.)
Robert F. Nash

Mayor Pro Tem

and Addison W. Bacon (L.S.)
Addison W. Bacon

City Clerk

STATE OF MICHIGAN

COUNTY OF

ss.

On this day of A. D. 19
before me, the subscriber, a Notary Public in and for said county, personally appeared
known to me to be the person described in and who executed the within Mortgage, and then acknowledged the execution thereof to be
free act and deed.

My commission expires

Notary Public, County, Michigan.

STATE OF MICHIGAN

COUNTY OF

Wayne

ss.

On this 4th day of August A. D. 1971 before me, the subscriber, a Notary Public in
and for said county, personally appeared ROBERT F. NASH
and ADDISON W. BACON to me personally known, who being by me duly sworn, did
say that they are the Mayor Pro Tem and City Clerk of the City of Livonia,
a Mich. Municipal Corp. and that the seal affixed to said instrument is the corporate seal of said corporation, and that said
instrument was signed and sealed in behalf of said corporation, by authority of its resolution #653-71
Robert F. Nash and Addison W. Bacon acknowledged said instrument to be the free act and deed of said corporation.

My commission expires January 4, 1972

Gladys M. Hoener
Notary Public, Wayne County, Michigan.

Instrument Harry C. Tatigian, City Atty.
Drafted by

Business Address 33001 Five Mile Rd., Livonia, Michigan

MORTGAGE

Note: Original Mortgage given to
Dr. Mendelssohn on August 4, 1971
by Harry C. Tatigian in Tatigian's
office at the time this transaction was
closed.

Mendelssohn to record same.

Lawyers Title
Insurance Corporation

When recorded return to

This rider is attached to and made a part of Commitment bearing Case # D-182369-F

City of Livonia, Wayne County, Michigan

PARCEL I:

The North 10 acres of the West 1/2 of the East 3/4 of the West 1/2 of the Southwest 1/4 of Section 4, Town 1 South, Range 9 East, City of Livonia, Wayne County, Michigan.

PARCEL II:

The South 10 acres of the North 20 acres of the West 1/2 of the East 3/4 of West 1/2 of Southwest 1/4 of Section 4, Town 1 South, Range 9 East, City of Livonia, Wayne County, Michigan.

PARCEL III:

The South 10 acres of the West 1/2 of the East 3/4 of the West 1/2 of the Southwest 1/4 of Section 4, Town 1 South, Range 9 East, City of Livonia, Wayne County, Michigan.

Tax Item No. 04CC, as to Parcel 1; 04DD, as to Parcel 2 and 04EE, as to Parcel 3

ATTACHMENT TO MORTGAGE FORM DATED AUGUST 4, 1971
 between City of Livonia and the Mendelsohns and Simons

ADP

Instrument Henry C

COUNTERSIGNED BY

Lawyers Title Insurance Corporation

Fredrick A. Thomas
 SENIOR VICE PRESIDENT

Charles Mc Graw
 AGENT OR AUTHORIZED OFFICER

SETTLEMENT STATEMENT ON SALE OF PROPERTY

SELLERS: Dr. R. J. Mendelssohn and Pauline K. Mendelssohn,
his wife;
and
Leonard and Simons and Sarah Simons, his wife
8100 E. Jefferson Avenue
Suite 202
Detroit, Michigan 48154

PURCHASER: City of Livonia, a Michigan Municipal Corporation
33001 Five Mile Road
Livonia, Michigan 48154

PROPERTY: The North 10 acres of the West 1/2 of the East 3/4 of
the West 1/2 of the Southwest 1/4 of Section 4, Town 1
South, Range 9 East, City of Livonia, Wayne County,
Michigan. (Tax Item 04CC)

The South 10 acres of the North 20 acres of the West 1/2
of the East 3/4 of West 1/2 of Southwest 1/4 of
Section 4, Town 1 South, Range 9 East, City of Livonia,
Wayne County, Michigan. (Tax Item No. 04DD)

The South 10 acres of the West 1/2 of the East 3/4
of the West 1/2 of the Southwest 1/4 of Section 4,
Town 1 South, Range 9 East, City of Livonia, Wayne
County, Michigan. (Tax Item 04EE)

CREDITS TO SELLERS

PURCHASE PRICE	\$150,000.00	
Pro-ration of taxes (7-1-71 to 11-30-71)	673.15	\$150,673.15

CREDITS TO PURCHASER

Revenue stamps on Deed	165.00	\$150,508.15
------------------------	--------	--------------

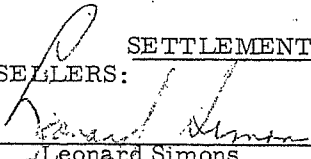
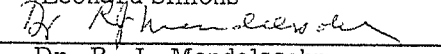
NEW LIEN TO BE PAID

Purchase Money Mortgage	\$110,000.00
-------------------------	--------------

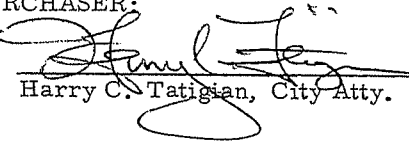
NET CASH DUE SELLERS \$40,508.15

SETTLEMENT ACCEPTED AS RENDERED

SELLERS:


Leonard Simons

Dr. R. J. Mendelssohn

PURCHASER:

By 
Harry C. Tatigian, City Atty.

Dated: 8-4-71

Lawyers Title Insurance Corporation

HOME OFFICE - RICHMOND, VIRGINIA
MICHIGAN STATE OFFICE
735 GRISWOLD STREET - DETROIT, MICHIGAN 48226

Lawyers Title Insurance Corporation, herein called the Company, hereby agrees to issue a policy of title insurance as hereinafter set forth upon satisfactory compliance with the requirements contained herein.

The reverse side hereof is part of this commitment.

FORM OF POLICY TO BE ISSUED

A.L.T.A. OWNER'S POLICY

A.L.T.A. MORTGAGE POLICY
WITHOUT EXCEPTIONS

MORTGAGE POLICY
WITH EXCEPTIONS

\$ 150,000.00

\$

\$

PARTY TO BE INSURED City of Livonia.

Location and Description of Subject Land

(SEE ATTACHED RIDER)

OWNER, ENCUMBRANCES, EXCEPTIONS TO TITLE, UNPAID TAXES OR ASSESSMENTS, AND REQUIREMENTS FOR ISSUANCE OF POLICY:

1. OWNER: Dr. R. J. Mendelssohn and Pauline K. Mendelssohn, his wife, and Leonard Simons and Sarah Simons, his wife.

REQUIREMENT: RECORD DEED FROM ABOVE OWNERS TO CITY OF LIVONIA.

2. County Tax: 1970 Paid \$328.17, as to Parcel 1
Paid \$328.17, as to Parcel 2
Paid \$693.08, as to Parcel 3

City Tax: 1970 Paid \$64.72, as to Parcel 1
Paid \$64.72, as to Parcel 2
Paid \$136.68, as to Parcel 3

FOR INFORMATION CALL: Ken Bedell

EXAMINER, PHONE 963-5810

This commitment is being furnished preliminary to the issuance of a policy of title insurance. It is not binding until countersigned by an Agent or Authorized Officer of the Company.

This commitment is valid and binding only for a period of 90 days from the effective date hereof. In witness whereof, the Company has caused this commitment to be executed pursuant to its by-laws at Detroit, Michigan, effective as of July 19, 1971 at 8:00 A.M.

Lawyers Title Insurance Corporation

COUNTERSIGNED BY

Laurence J. Douth
VICE PRESIDENT

Charles R. Crane
AGENT OR AUTHORIZED OFFICER

AUDIT NUMBER C 586324

OVER

COMMITMENT RIDER

This rider is attached to and made a part of Commitment bearing Case # D-182369-F

City of Livonia, Wayne County, Michigan

PARCEL I:

The North 10 acres of the West 1/2 of the East 3/4 of the West 1/2 of the Southwest 1/4 of Section 4, Town 1 South, Range 9 East, City of Livonia, Wayne County, Michigan.

PARCEL II:

The South 10 acres of the North 20 acres of the West 1/2 of the East 3/4 of West 1/2 of Southwest 1/4 of Section 4, Town 1 South, Range 9 East, City of Livonia, Wayne County, Michigan.

PARCEL III:

The South 10 acres of the West 1/2 of the East 3/4 of the West 1/2 of the Southwest 1/4 of Section 4, Town 1 South, Range 9 East, City of Livonia, Wayne County, Michigan.

Tax Item No. 04CC, as to Parcel 1; 04DD, as to Parcel 2 and 04EE, as to Parcel 3

COUNTERSIGNED BY

Lawyers Title Insurance Corporation

Fredrick A. Thomas
SENIOR VICE PRESIDENT

Daniel R. Crane
AGENT OR AUTHORIZED OFFICER

DEPARTMENT OF PARKS & RECREATION

PARKS AND RECREATION
COMMISSION

MARK JOHNSON
CHAIRPERSON

PAUL CONDON
KATHERINE JOLLY
CATHY KEVRA
KEVIN SUMMERS

15100 HUBBARD
LIVONIA, MICHIGAN 48154-3586
(734) 466-2410 RECREATION DIVISION
FAX: (734) 466-2679



MAUREEN MILLER BROSNAN
MAYOR

EDWARD DAVIS
SUPERINTENDENT

January 19, 2023

Ms. Alicia Bradford
Director, Wayne County Parks Division
33175 Ann Arbor Trail
Westland, Michigan 48185

Re: Millage Funding Request for 2022-23 Fiscal Year

Dear Ms. Bradford,

The City of Livonia is proposing a Bicentennial pavilion addition for District 9. The City of Livonia is aiming to continue our improvements to Bicentennial Park, with the addition of a new pavilion. With the assistance of Wayne County millage funds, we have added and upgraded Bicentennial Park with tennis and pickleball courts, update playground, and field fencing.

This new project will complete the renovation of the site.

The goal of these projects is to create safe, dramatic, and fitting atmospheres while also increasing the practical use, accessibility, and safety of the facilities.

If approved, work will be completed by Fall 2023.

The total budget plan is \$100,000. With \$96,179 budgeted for 2022/23 Wayne County funds and the remainder coming from municipal funds.

Thank you once again for your consideration of this project for Wayne County Parks Millage funding. Please let me know if you need any further information regarding this request.

Sincerely,

Edward Davis
Superintendent

Attachments

EXHIBIT C: SIGNAGE SPECIFICATIONS



WAYNE COUNTY MEMORANDUM PARKS DIVISION

SIGN SPECIFICATIONS

Attached, please find sketch and samples of the sign layout that we are suggesting for all IGA Grant projects. The Specs are as follows:

All parks millage signs must include language that states, made possible through the Wayne County Parks millage in cooperation with (*place your municipality name here*)

- Sign size 48' x 30' $\frac{3}{4}$ ' marine grade plywood or other composite material
- Sign is to be one sided, two sides is optional
- To be cut with "carriage" style top i.e. arched (optional)
- Color options are determined by the municipality
- Font should be traditional styles in Helveticas, Arial, Times New Roman
- Include County Logo (Blue-43 communities) County Executive and County Commissioners
- We suggest using 3M Reflective Adhesive water proof vinyl. Painting is optional
- Vertical post shall be 4x6 weather proof timbers routed on **4'** side to accommodate the sign, staining of posts optional
- Bury post a minimum of 42' into ground and backfill with dirt and compost, concrete footing is optional
- Bottom of sign shall be 2ft. minimum above grade
- Sign will be secured to post with flat head Galvanized wood screws (approx.# 10) 2 per post (min.)
- Proof to be provided of final design prior to fabrication and installation

We are flexible on fabrication and colors as long as it resembles the example attached. Any request to deviate from the signage should be directed to the Parks Director.

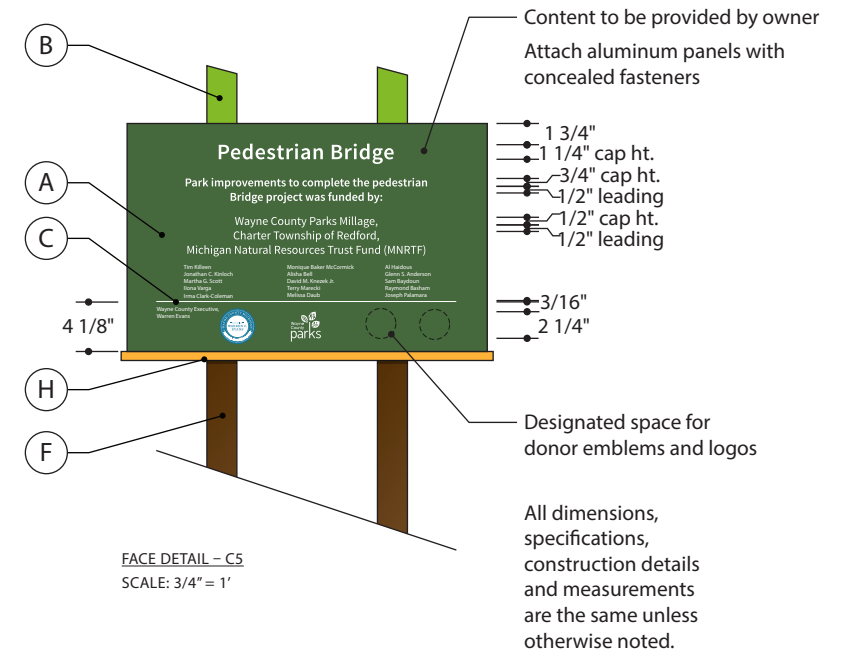
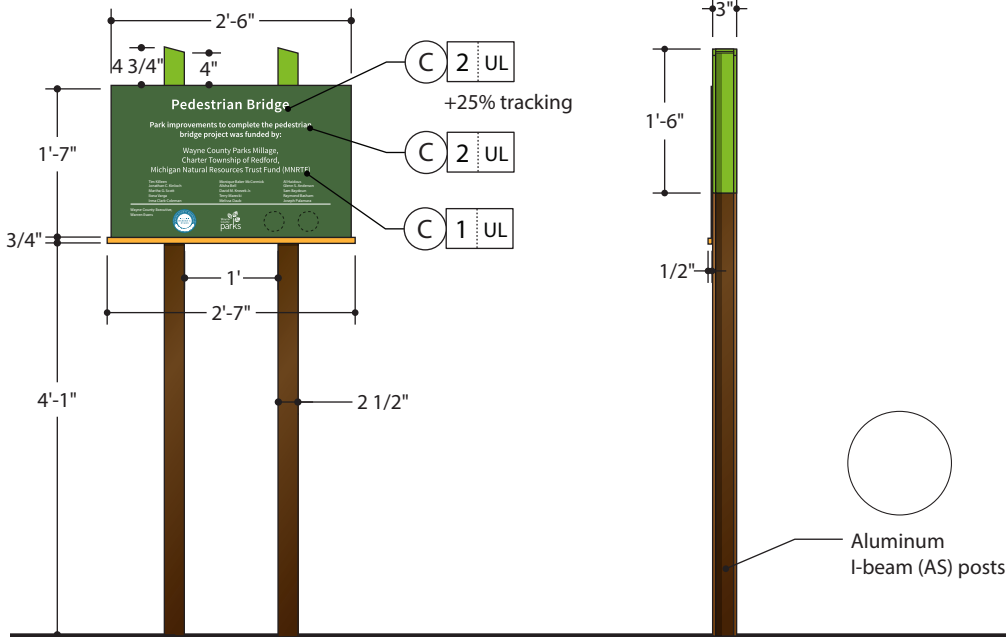


Exhibit D: INSURANCE COVERAGES

City, at its expense, or any contractors, subcontractors, consultants or agents retained by City (each a "Contractor"), at their own expense, shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the services by the Contractor, its agents, representatives or employees. Contractor shall maintain at least the following minimum coverage:

Commercial General Liability (CGL)

Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Contract or the general aggregate limit shall be twice the required occurrence limit.

Umbrella or Excess Liability

Policy in an amount not less than \$1,000,000. Umbrella or excess policy wording shall be at least as broad as the primary or underlying policy(ies) and shall apply both to the Contractor's general liability and to its automobile liability insurance and shall be written on an occurrence basis. The County, officials, employees and others as may be specified in any "Special Conditions" shall be named as an additional insured under this policy.

Automobile Liability

Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limits no less than \$1,000,000 per accident for bodily injury and property damage.

Workers' Compensation

Insurance as required by the State of Michigan, with Statutory limits, and employer's liability insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease.

Professional Liability (if Design/Build)

Insurance appropriate to the Contractor's profession, with limits no less than \$3,000,000 per occurrence or claim, \$3,000,000 aggregate.

Builder's Risk (Course of Construction)

Insurance utilizing "All Risk" (Special Perils) coverage form, with limits equal to the completed value of the project and no coinsurance penalty provisions.

Contractors' Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions (if project involves environmental hazards)

Insurance with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.

If the Contractor maintains higher limits than the minimum insurance coverage required as stated above in this Exhibit, the Contractor shall maintain the coverage for the higher insurance

limits for the duration of this Agreement.

Additional Insured Status

The County, its officers, officials, employees, volunteers, and others as may be specified in any "Special Conditions" shall be additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

Primary Coverage

For any claims related to this Agreement, the Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy shall state that coverage shall not be canceled, except with notice to the County.

Waiver of Subrogation

Contractor grants to the County a waiver of any right to subrogation which any insurer of the Contractor may acquire against the County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. The County may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

All insurance must be effected under valid and enforceable policies, issued by recognized, responsible insurers qualified to conduct business in Michigan which are well-rated by national rating organizations. All companies providing the coverage required shall be licensed or approved by the Insurance Bureau of the State of Michigan and shall have a policyholder's service rating no lower than A:VII as listed in A.M. Best's Key Rating guide, current edition or interim report.

Claims-made Policies

If any of the required policies provide coverage on a claims-made basis:

1. The retroactive date must be shown and must be before the date of this Agreement or the date the Contractor starts to perform the services.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of this Agreement.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to this Agreement's effective date, the

Contractor must purchase “extended reporting” coverage for a minimum of five (5) years after completion of Agreement work.

Verification of Coverage

Contractor shall furnish the County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this Exhibit. The County shall receive and approve all certificates and endorsements before the Contractor begins providing services. Failure to obtain the required documents prior to commencement of services shall not waive the Contractor's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this Exhibit, at any time.

Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance satisfying all the stated requirements, and Contractor shall ensure that the County is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances

The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

➤ The Contractor must submit certificates evidencing the insurance to the County Risk Management Division at the time the Contractor executes an agreement with the City, and at least fifteen (15) days prior to the expiration dates of expiring policies.

Surety Bonds

The Contractor shall provide the following surety bonds: 1) bid bond; 2) performance bond; 3) payment bond; 4) maintenance bond. The payment bond and the performance bond shall be in a sum equal to the contract price. If the performance bond provides for a one year warranty a separate maintenance bond is not necessary. If the warranty period specified in the contract is for longer than one year a maintenance bond equal to 10% of the contract price is required. Bonds shall be duly executed by a responsible corporate surety, authorized to issue such bonds in the State of Michigan and secured through an authorized agent with an office in Michigan.

AGREEMENT

between

THE CHARTER COUNTY OF WAYNE

and

THE CITY OF LIVONIA

for

Improvements to

MIES PARK

FY 2022-2023

TABLE OF CONTENTS

1.	PURPOSE	1
2.	SCOPE OF THE PROJECT	1
3.	TERM OF CONTRACT	1
4.	COUNTY'S COVENANTS	1
5.	CITY'S COVENANTS	1
6.	TERMINATION	2
7.	DATA TO BE FURNISHED	3
8.	ADMINISTRATION	3
9.	RELATIONSHIP OF PARTIES	4
10.	INSURANCE	4
11.	HOLD HARMLESS	4
12.	LIABILITY	4
13.	ENVIRONMENTAL MATTERS	4
14.	COMPLIANCE WITH LAWS	6
15.	AMENDMENTS	6
16.	NONDISCRIMINATION PRACTICES	6
17.	ETHICS IN CONTRACTING	8
18.	NOTICES	8
19.	WAIVER OF ANY BREACH	8
20.	SEVERABILITY OF PROVISIONS	9
21.	MERGER CLAUSE	9
22.	JURISDICTION AND LAW	9
23.	MISCELLANEOUS	9
24.	AUTHORIZATION AND CAPABILITY	10
25.	SIGNATURE	10
	EXHIBIT A: LEGAL DESCRIPTIONS	A-1
	EXHIBIT B: PROJECT DESCRIPTIONS	B-1
	EXHIBIT C: SIGNAGE SPECIFICATIONS	C-1
	EXHIBIT D: INSURANCE COVERAGES	D-1

THIS AGREEMENT (“Agreement”) is between the County of Wayne, Michigan, a public body corporate and Home Rule Charter County, acting through its Department of Public Services, Parks Division (hereinafter the “County”) and the City of Livonia, a Michigan municipal corporation (hereinafter “City”).

1. PURPOSE

1.01 The County and City have an interest in entering into cooperative parks and recreation projects that are mutually beneficial to the citizens of Wayne County.

2. SCOPE OF THE PROJECT

2.01 The County will cooperatively fund the construction of improvements (the “Project”) at Mies Park, located in the City (individually, “Site” or collectively, “Sites”), for the citizens of Wayne County, at the location(s) described in **Exhibit A** attached hereto and made a part hereof. The County will finance any improvements agreed upon by the Chief Executive Officer for the County or his/her designee and the Mayor of the City or his/her designee, in creation of the Project under the limitations indicated in Sections 3, 4 and 5.

3. TERM OF CONTRACT

3.01 The term of this Agreement shall commence upon approval by the Wayne County Commission and **shall terminate on September 30, 2025 at 11:59 p.m.**

3.02 If City fails to complete the Project by the termination date as stated in Section 3.01, the parties agree that the County shall be under no further obligation to provide any remaining funds committed hereunder.

4. COUNTY'S COVENANTS

4.01 The County will assist in funding construction of the Project described in **Exhibit B** attached hereto and made a part hereof. The FY 2022-2023 funding provided by the County for the recreational Project **shall not exceed Sixty Six Thousand Six Hundred Twenty Four Dollars (\$66,624).**

5. CITY'S COVENANTS

5.01 Prior to construction of any portion of the Project, City shall provide the County with documents evidencing title to each Site, including, but not limited to, deeds, assignments, leases, land contracts, and mortgage instruments. The documents must specify all covenants, restrictions, easements, or other encumbrances on each Site.

5.02 City warrants that it is the legal owner with good, valid, and clear title to each Site and that each Site is accurately described in **Exhibit A**. City shall hold harmless and defend the County against any claims, demands, penalties, fines, liabilities, settlements, damages, costs or expenses, including but not limited to, court costs and litigation expenses, known or unknown, contingent or otherwise, arising out of or in any way related to an action by a third party to quiet title in any Site described in **Exhibit A**.

5.03 City shall keep accurate records and account of the Project costs that shall be accessible for inspection and audit by a representative of the County.

5.04 City shall submit to the County no more frequently than once every 30 days, a certified application for reimbursement of acceptable Project costs together with all contractor and

subcontractor certified invoices and any required supporting documentation for reimbursement, which shall be made upon receipt and approval of the application for reimbursement. The County is under no obligation to reimburse City for any unapproved costs or costs outside the scope of this Agreement.

5.05 City shall be responsible for financing the Project beyond the financial commitment the County has made as indicated in Section 4.01.

5.06 City shall operate and maintain improvements for public recreation, and that it shall allow each park to be open to the public on equal and reasonable terms and that no individual shall be denied ingress or egress thereto or the use thereof on the basis of sex, race, color, religion, national origin, residence, age or handicap.

5.07 City agrees that in consideration of the financial commitment that the County is providing for the Project, City shall operate each Site as a recreational facility for no less than ten (10) years after the Project is completed.

5.08 City will develop signage at its own expense, which recognizes the County as a donor at each Site. The signage shall comply with the specifications described in **Exhibit C** attached hereto and made a part hereof. The County shall have the right to approve the signage. Such approval will not be unreasonably withheld or delayed. City shall install the signage prior to the Project's completion.

5.09 City agrees to provide the County with an opportunity to participate in planning any press conference, ribbon cutting ceremony, opening ceremony, or other public/media announcement related to the Project ("media event"). City further agrees to provide the County with no less than thirty (30) days prior written notice of a proposed media event.

5.10 Breach of any of the provisions contained in this Article may be regarded as a material breach of this Agreement.

6. TERMINATION

6.01 This Agreement can be terminated by either party with or without cause upon thirty (30) days written notice, prior to commencing construction. If terminated prior to commencing construction of the Project, each party is solely responsible for its own costs, fees, and obligations incurred prior to the termination.

6.02 After the Project's construction is commenced, the County may terminate this Agreement with or without cause and shall be responsible for expenses previously approved by the County and incurred by City, not to exceed the amount stated in Section 4.01.

6.03 City may terminate this Agreement, with or without cause, after construction is commenced and shall return to the County any funding provided by the same under this Agreement.

6.04 This Agreement shall terminate if any Site is not operational and regularly open to the public.

7. DATA TO BE FURNISHED

7.01 City must maintain copies of all information, books, data, reports, records, etc., related to the Project. Such information and records shall be maintained for a period of three (3) years from the date City receives its final reimbursement payment under this Agreement.

7.02 Upon the request of the County or its authorized representative, including its Legislative Auditor General, City must furnish, without charge, copies of all information, books, records, data, reports, etc., of City, or any contractors, subcontractors, consultants or agents rendering or furnishing services under this Agreement, whether direct or indirect, that will permit adequate evaluation or audit of the services provided by City or any of its contractors, subcontractors, consultants or agents. City must include a similar covenant allowing for County audit in any agreement it has with a contractor, subcontractor, consultant or agent related to this Agreement. The County may delay reimbursement payments to City pending the results of any such audit without penalty or interest.

7.03 The County may schedule conferences at mutually convenient times with City administrative personnel to gather the information. If, as a result of any audit conducted by or for the County relating to City's performance under this Agreement, a discrepancy should arise as to the amount of compensation due City, City shall pay to the County on demand the amount of compensation in question. If City fails or refuses to make payment, in addition to other legal remedies available to the County, the County may retain said amount from any funds allocated to City but not yet disbursed under this Agreement or may offset such a deficiency against the compensation to be paid City in any concurrent, successive or future agreements between the parties.

7.04 City further acknowledges the right of the Wayne County Commission as a third-party beneficiary of this Agreement to sue for specific performance to enforce the audit rights provided herein for the Legislative Auditor General.

8. ADMINISTRATION

8.01 City must inform the County as soon as the following types of conditions become known:

- A. Probable delays or adverse conditions which do or may materially prevent meeting the objectives of this Agreement, including changes, transfer, or assignment of any real property interest related to any Site;
- B. Favorable developments or events that enable meeting time schedules or goals sooner than anticipated; or
- C. Any changes or modifications in appropriations and funding for the Project.

9. RELATIONSHIP OF PARTIES

9.01 The parties are independent entities. No liability or benefits, such as Workers' Compensation, pension rights, or insurance rights, arising out of, or related to a contract for hire or employer/employee relationship, accrues to either party or either party's agents, contractors, subcontractors, or employees as a result of this Agreement. No relationship, other than that of independent contractor will be implied between the parties, or either party's agents, employees, contractors, or subcontractors.

10. INSURANCE

10.1 City will require that all contractors undertaking work on the Project abide the terms, and provide insurance coverage in said amounts, as set forth in **Exhibit D**.

10.2 All insurance and bonds shall name the Charter County of Wayne and the City as insured or beneficiary.

11. HOLD HARMLESS

11.01 City agrees to remain responsible for its own negligence, or tortious acts, errors, or omissions, and the acts, errors, or omissions of any of its employees, contractors, subcontractors, consultants, or agents. It is agreed that the County is merely acting as a funding source for the Project and that any negligence, or tortious acts, errors, or omissions on the part of the County shall only arise out of providing these funds or processing reimbursement requests made by City as submitted pursuant to Section 5.04.

11.02 This hold harmless provision must not be construed as a waiver of any governmental immunity by the County or City or any of their agencies, or employees, as provided by statute or modified by court decisions.

12. LIABILITY

12.01 The County does not assume and is not responsible for, payment of any debt service, lien, or encumbrance, including, but not limited to, mortgage, promissory note, land contract, or other obligation, incurred prior to the signing or during the term of this Agreement.

12.02 This Agreement is not intended to create beneficial rights in any third party other than the Wayne County Commission. This Agreement is entered into for the sole benefit of the parties to this Agreement.

13. ENVIRONMENTAL MATTERS

13.01 City warrants to the County that City will not use Hazardous Materials (as defined in Section 13.06) at any Site in violation of any governmental regulation pertaining to the use, storage, treatment, transportation, manufacture, refinement, handling, production or disposal of Hazardous Materials.

13.02 City warrants that it is not in violation of governmental regulations pertaining to the use, storage, treatment, transportation, manufacture, refinement, handling, production or disposal of Hazardous Materials at any Site, and, to the best of City's knowledge, there have been no actions commenced or threatened by any party for noncompliance which affects a Site.

13.03 City will keep each Site free of Hazardous Materials except to the extent that the Hazardous Materials are stored or used in compliance with applicable local, state and federal

regulations. City must not cause or permit any Site to be used to generate, manufacture, refine, transport, treat, store, handle, dispose of, transfer, produce, or process Hazardous Materials, except in compliance with governmental regulations. City shall not cause or permit, as a result of any intentional or unintentional act or omission on the part of City, any tenant, subtenant or occupant, the release, spill, leak or emission of Hazardous Materials at any Site or onto any other contiguous property.

13.04 Prior to commencing the Project, City must conduct and complete or cause to be conducted and completed an investigation, including a comprehensive environmental audit, studies, sampling, and testing, as the County deems necessary. A copy of any environmental audit, study, sampling or testing shall be provided to the County within ten (10) working days of City's receipt of such audit, study, sampling or testing. If the audit reveals the existence of any Hazardous Material at any Site, City shall immediately disclose the findings to the County. If the County decides to proceed with the Project, City shall do or cause to be done all remedial, removal and other actions necessary to clean up and remove all Hazardous Materials on, under, from or affecting the Site as required by all applicable governmental regulations, to the satisfaction of the County, and according to all federal, state and local governmental authorities. Any audit conducted by the County is solely for the benefit, protection, and interest of the County. City or any third party cannot rely upon the audit conducted by the County for any purpose.

13.05 It is agreed that the County is merely acting as a funding source for the Project and that the County shall only be responsible for providing these funds and processing reimbursement requests made by City as submitted pursuant to Section 5.04. Therefore, the County shall not be responsible for any claims, demands, penalties, fines, liabilities, settlements, damages, costs or expenses, including attorney and consultant fees, investigation and laboratory fees, court costs and litigation expenses, known or unknown, contingent or otherwise, arising out of or in any way related to:

- A. The presence, disposal, release or threatened release of any Hazardous Materials on, over, under, from or affecting the Site or the soil, water, vegetation, buildings, personal property, persons or animals;
- B. Any personal injury (including wrongful death) or property damage (real or personal) arising out of or related to Hazardous Materials at a Site;
- C. Any lawsuit brought or threatened, settlement reached or government order relating to the Hazardous Materials with respect to a Site;
- D. Any violation of laws, orders, regulations, requirements or demands of government authorities, or any policies or requirements of any mortgage, which are based on or related to the Hazardous Materials used at a Site;
- E. This section applies to the presence, disposal, release, leakage, or threatened release of any Hazardous Materials prior to the effective date of this Agreement.

13.06 Hazardous Material means any material or substance:

- A. Which is or becomes defined as a hazardous substance, pollutant, or contaminant pursuant to the Comprehensive Environmental Response, Compensation and Liability Act (42 U.S.C. 9601 et. seq.) and any amendments thereto and regulations pursuant thereto;

- B. Containing gasoline, oil, diesel, fuel, or other petroleum products;
- C. Which is or becomes defined as hazardous waste pursuant to the Resource Conservation and Recovery Act (42 U.S.C. 6901 et. seq.) and any amendments thereto and regulations pursuant thereto;
- D. Containing polychlorinated biphenyl;
- E. Containing asbestos;
- F. Which is radioactive;
- G. The presence of which requires investigation or remediation under any governmental regulation; or
- H. Which is or becomes defined as a hazardous waste, hazardous substance, pollutant, contaminant, or biologically hazardous material under any governmental regulation.

14. COMPLIANCE WITH LAWS

14.01 Each party must comply with and must require its employees to comply with all applicable laws and regulations.

14.02 City must construct and develop the Project or cause the Project to be constructed and developed according to applicable local, state and federal laws.

15. AMENDMENTS

15.01 No amendment to this Agreement is effective unless it references this Agreement, is written and signed by duly authorized representatives of both parties and approved by resolutions adopted by the Livonia City Council and the Wayne County Commission.

16. NONDISCRIMINATION PRACTICES

16.01 City shall require that all contractors, subcontractors, consultants and agents retained to perform work related to this Agreement comply with:

- A. Titles VI and VII of the Civil Rights Act (42 U.S.C. §§ 2000d et. seq.) and the United States Department of Justice Regulations (28 C.F.R. Part 42) issued pursuant to these Titles.
- B. The Age Discrimination Act of 1985 (42 U.S.C. §6101-07).
- C. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794).
- D. The Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et. seq.) and its associated regulations.
- E. The Elliot-Larson Civil Rights Act (P.A. 1976 No. 453)
- F. The Persons With Disabilities Civil Rights Act (P.A. 1976 No. 220).
- G. The anti-discrimination provisions as required by Section 120-192 of the Wayne County Code of Ordinances.

16.02 All contractors, subcontractors, consultants and agents retained by City to perform work related to this Agreement shall not:

- A. Refuse to recruit, hire, employ, promote or to bar or discharge from employment an individual, or discriminate against an individual in compensation, terms, conditions or privileges of employment because of race, color, creed, national origin, age, marital status, handicap, sex, religion, familial status, height or weight.
- B. Limit, segregate, or classify an employee or applicant for employment in a way which deprives or tends to deprive any individual of employment opportunities or otherwise adversely affects the employment status of an employee because of race, color, creed, national origin, age, marital status, handicap, sex, familial status, height or weight.
- C. Print or publish or cause to be printed or published a notice, application, or advertisement relating to employment indicating a preference, limitation, specification, or discrimination based upon race, color, creed, national origin, age, marital status, handicap, sex, religion, familial status, height or weight.
- D. Except as permitted by rules and regulations promulgated pursuant to Section 120-192 of the Wayne County Code of Ordinances, or applicable state or federal law, make or use a written or oral inquiry or form of application that elicits or attempts to solicit information concerning the race, color, creed, national origin, age, marital status, handicap, sex, religion, familial status, height or weight, of prospective employees. City also shall not make or keep a record of that information or disclose such information.
- E. Make or use a written or oral inquiry or form of application that expresses a preference, limitation or specification based on religion, race, color, creed, national origin, age, height, weight, marital status, handicap, or sex.

16.03 City agrees that it will notify all of its contractors, subcontractors, consultants, or agents of their obligations relative to non-discrimination under this Agreement when soliciting the contractor, subcontractor, consultant, or agent. City will include the provisions of this Article in any contract, as well as provide the County with a copy of any agreement with a contractor, subcontractor, consultant, or agent completing work related to this Agreement.

16.04 All contractors, subcontractors, consultants and agents retained by City to perform work related to this Agreement shall not discriminate against any employee or applicant for employment, training, education, or apprenticeship connected directly or indirectly with the performance of this Agreement, with respect to hire, promotion, job assignment, tenure, terms, conditions or privileges of employment because of race, color, creed, national origin, age, marital status, handicap, sex, religion, familial status, height or weight. This Section does not apply if it is determined by the County Division of Human Relations that the requirements are bona fide occupational qualifications reasonably necessary to perform the duties required for employment. The burden of proof that the occupational qualifications are bona fide is upon City.

16.05 Breach of any of the covenants in this Article may be regarded as a material breach of this Agreement.

16.06 City acknowledges the right of the County Director of Human Relations to sue to enforce the provisions in this Article.

16.07 If City or any of its contractors, subcontractors, consultants, or agents does not comply with the non-discrimination provisions of this Agreement, the County may impose sanctions, as it determines to be appropriate, including but not limited to the cancellation, termination or suspension of this Agreement, in whole or in part.

16.08 In the event that City is or becomes subject to federal or state law which conflicts with the requirements of Section 120-192 of the Wayne County Code of Ordinances, the provisions of federal or state law shall apply and this Agreement shall be interpreted and enforced accordingly. In accordance with the Elliot-Larson Civil Rights Act, P.A. 1976 No. 453, as amended, MCL 37.2101 *et seq.*, City covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment because of race, color, religion, national origin, age, sex, weight, height, or marital status, and to require a similar covenant on the part of any contractor, subcontractor, consultant, or agent employed in the performance of this Agreement.

17. ETHICS IN CONTRACTING

17.01 City and all of its contractors must comply with Article 12 of Chapter 120 of the Wayne County Code of Ordinances governing "Ethics in Public Contracting" or any similarly existing City ordinances.

18. NOTICES

18.01 All notices, consents, approvals, requests and other communications ("Notices") required or permitted under this Agreement must be given in writing and mailed by first-class mail and addressed as follows:

If to City:
Department of Parks and Recreation
City of Livonia
15100 Hubbard
Livonia, Michigan 48154

If to the County:
Director of Parks
Wayne County Parks
33175 Ann Arbor Trail
Westland, Michigan 48185
and
Director
Wayne County Department of Public Services
400 Monroe, Suite 300
Detroit, Michigan 48226

18.02 All notices are deemed given on the day of mailing. Either party to this Agreement may change its address for the receipt of notices at any time by giving notice to the other as provided. Any notice given by a party must be signed by an authorized representative of such party.

18.03 Termination notices, change of address notices, and other notices of a legal nature, are an exception and must be sent by registered or certified mail, postage prepaid, return receipt requested.

19. WAIVER OF ANY BREACH

19.01 No failure by a party to insist upon the strict performance of any term of this Agreement or to exercise any term after a breach constitutes a waiver of any breach of term. No

waiver of any breach affects or alters this Agreement, but every term of this Agreement remains effective with respect to any other then existing or subsequent breach.

20. SEVERABILITY OF PROVISIONS

20.01 If any provision of this Agreement or the application to any person or circumstance is, to any extent, judicially determined to be invalid or unenforceable, the remainder of this Agreement, or the application of the provision to persons or circumstances other than those as to which it is invalid or unenforceable, is not affected and is enforceable.

21. MERGER CLAUSE

21.01 This Agreement, including the Exhibits contains the entire agreement between the parties and all prior negotiations and agreements are merged in this document. Neither party has made any representations except those expressly set forth in this Agreement. No rights or remedies are, or will be acquired by either party by implication or otherwise unless set forth herein.

21.02 This Agreement may be executed in counterparts, each of which will be deemed an original but all of which together will constitute one agreement.

22. JURISDICTION AND LAW

22.01 This Agreement, and all actions arising from it, must be governed by, subject to, and construed according to the laws of the State of Michigan. Each party consents to the personal jurisdiction of any competent court in Wayne County, Michigan, for any action arising out of this Agreement. Each party will not commence any action against the other because of any matter arising out of this Agreement, in any courts other than those in the County of Wayne, State of Michigan unless original jurisdiction is in the United States District Court for the Eastern District of Michigan, Southern Division, the Court of Claims, the Michigan Supreme Court or the Michigan Court of Appeals.

23. MISCELLANEOUS

23.01 It is mutually understood and agreed that neither of the parties hereto shall be held responsible for damages occasioned by delay or failure to perform where due to fire, strike, flood, acts of God, unavailability of labor, material, legal acts of public authorities, or delays caused by public carriers or third person (including contractors or subcontractors) which cannot reasonably be foreseen or provided against.

23.02 The parties agree that upon termination of this Agreement, the following sections shall survive termination and shall remain in full force and effect: 5.02; 11; 12; 13; 14 and 22.

23.03 The term "County" includes the Charter County of Wayne and all other associated, affiliated, or subsidiary departments or divisions now existing or to be created, their agents, and employees.

23.04 This Agreement must not be construed as a waiver of any governmental immunity by the County or City, or any of their agencies, or employees, has as provided by statute or modified by court decisions.

23.05 The headings of the articles in this Agreement are for convenience only and must not be used to construe or interpret the scope or intent of this Agreement or in any way affect this Agreement.

24. AUTHORIZATION AND CAPABILITY

24.01 This Agreement has been approved, as evidenced by the attached Resolutions adopted by the Livonia City Council and the County Commission. Copies of such resolutions shall be attached to this Agreement.

24.02 Each party warrants that the person signing this Agreement is authorized to sign on behalf of its principal and is empowered to bind its principal to this Agreement.

25. SIGNATURE

25.01 The County and City, by their authorized officers and representatives have executed this Agreement as of the dates written below.

[SIGNATURES ON THE FOLLOWING PAGES]

City of Livonia
Mies Park

County Commission approved and execution authorized by Resolution	CHARTER COUNTY OF WAYNE
No. _____	By: _____
Date: _____	Warren C. Evans
	Its: County Executive
	Date: _____

City of Livonia
Mies Park

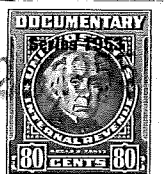
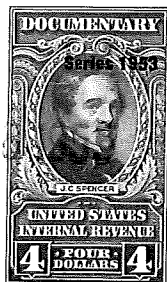
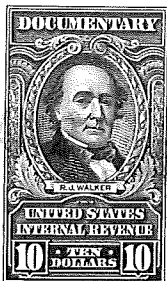
Livonia City Council approved and execution authorized by Resolution No. _____ Date: _____	CITY OF LIVONIA By: _____ Maureen Miller Brosnan Its: Mayor Date: _____
---	---

EXHIBIT A: LEGAL DESCRIPTIONS

WARRANTY DEED Statutory Form

12434 PA 487

KNOW ALL MEN BY THESE PRESENTS: That SHELDEN LAND COMPANY, a Michigan Corporation, conveys and warrants to the CITY OF LIVONIA, a Municipal Corporation, whose street number and post office address is 33001 Five-Mile Road, Livonia, Michigan, the following described premises situated in the City of Livonia, County of Wayne and State of Michigan, to wit:



A parcel of land of part of the Southwest 1/4 of Sec. 34, Town 1 South, Range 9 East, City of Livonia, Wayne County, Michigan more particularly described as follows: Beginning at a point in the East and West 1/4 line distant North 88 degrees 36 minutes 13 seconds West 100.0 feet from the center post of said section 34; thence continuing along said East and West 1/4 line North 88 degrees 36 minutes 13 seconds West a distance of 484.0 feet to a point; thence South 1 degree 23 minutes 47 seconds West a distance of 163.0 feet to a point of tangency with a curve; thence Southwesterly 152.35 feet along the arc of a curve having a radius of 180.0 feet, an interior angle of 48 degrees 29 minutes 42 seconds and lying Southeasterly of the long chord of 147.84 feet bearing South 25 degrees 38 minutes 38 seconds West; thence South 1 degree 08 minutes 54 seconds West a distance of 373.60 feet to a point of tangency with a curve; thence Southeasterly 401.04 feet along the arc of a curve having a radius of 603.00 feet and interior angle of 38 degrees 06 minutes 23 seconds and lying Southwesterly of the long chord of 393.66 feet bearing South 17 degrees 54 minutes 19 seconds East; thence South 88 degrees 36 minutes 13 seconds East and parallel to the East and West 1/4 line of a distance of 417.50 feet to a point; thence North 1 degree 08 minutes 54 seconds East and parallel to the North and South 1/4 line a distance of 1043.00 feet to the place of beginning; excepting therefrom the North 43 feet of the foregoing parcel which were on April 13, 1950, conveyed to the Board of County Road Commissioners of Wayne County, Michigan; the said remaining parcel conveyed hereby containing 11.89 acres of land, more or less,

MILLER, CANFIELD, PADDOCK AND STONE, PENOBSCOT BUILDING, DETROIT 26, MICHIGAN

NO REISSUE or CANCELLATION of this stamp previous to

LI 12434 PA 488

for the sum of One (\$1.00) Dollar and other valuable considerations, subject to subsisting restrictions and easements of record.

Dated this 25th day of January, A.D. 1955.

Signed and Sealed:

Signed, Sealed and Delivered in Presence of:

SHELDEN LAND COMPANY,
a Michigan Corporation

Rollin Balsley
(Rollin Balsley)

By W. Warren Shelden (L. S.)
(W. Warren Shelden)

Its President
(President)

And Allan Shelden III (L. S.)

Its Treasurer
(Treasurer)

Thelma E. Pickley
(Thelma E. Pickley)
(Corporate Seal)

In the STATE OF MICHIGAN, COUNTY OF WAYNE, ss.

On this 25th day of January, A.D. 1955, before me personally appeared W. Warren Shelden and Allan Shelden III, to me personally known, who being by me sworn, did each for himself say that they are respectively the President and Treasurer and of SHELDEN LAND COMPANY, a Michigan Corporation, the corporation named in and which executed the within instrument, and that the seal affixed to said instrument is the corporate seal of said corporation, and that said instrument was signed and sealed in behalf of said corporation by authority of its Board of Directors; and said W. Warren Shelden and Allan Shelden III acknowledged said instrument to be the free act and deed of said corporation.

Rollin Balsley
(Rollin Balsley)
Notary Public, Wayne County, Michigan

My commission expires: October 1, 1955.

DEPARTMENT OF PARKS & RECREATION

PARKS AND RECREATION
COMMISSION

MARK JOHNSON
CHAIRPERSON

PAUL CONDON
KATHERINE JOLLY
CATHY KEVRA
KEVIN SUMMERS

15100 HUBBARD
LIVONIA, MICHIGAN 48154-3586
(734) 466-2410 RECREATION DIVISION
FAX: (734) 466-2679

MAUREEN MILLER BROSNAN
MAYOR

EDWARD DAVIS
SUPERINTENDENT



January 19, 2023

Ms. Alicia Bradford
Director, Wayne County Parks Division
33175 Ann Arbor Trail
Westland, Michigan 48185

Re: Millage Funding Request for 2022-23 Fiscal Year

Dear Ms. Bradford,

The City of Livonia is proposing a Mies Park playground replacement for District 12. The City of Livonia is aiming to improve Mies Park, by removing the existing play structures which are over 25 years old and replacing them with an accessible playground.

This new project is the complete removal of the existing play structure, and installation of an accessible playground and surface.

The goal of these projects is to create safe, dramatic, and fitting atmospheres while also increasing the practical use, accessibility, and safety of the facilities.

If approved, work will be completed by Fall 2024.

The total budget plan for Mies Park is \$200,000. With \$66,624 budgeted for 2022/23 Wayne County funds and the remainder from municipal funds.

Thank you once again for your consideration of this project for Wayne County Parks Millage funding. Please let me know if you need any further information regarding this request.

Sincerely,

Edward Davis
Superintendent

Attachments

EXHIBIT C: SIGNAGE SPECIFICATIONS



WAYNE COUNTY MEMORANDUM PARKS DIVISION

SIGN SPECIFICATIONS

Attached, please find sketch and samples of the sign layout that we are suggesting for all IGA Grant projects. The Specs are as follows:

All parks millage signs must include language that states, made possible through the Wayne County Parks millage in cooperation with (*place your municipality name here*)

- Sign size 48' x 30' $\frac{3}{4}$ ' marine grade plywood or other composite material
- Sign is to be one sided, two sides is optional
- To be cut with "carriage" style top i.e. arched (optional)
- Color options are determined by the municipality
- Font should be traditional styles in Helveticas, Arial, Times New Roman
- Include County Logo (Blue-43 communities) County Executive and County Commissioners
- We suggest using 3M Reflective Adhesive water proof vinyl. Painting is optional
- Vertical post shall be 4x6 weather proof timbers routed on 4' side to accommodate the sign, staining of posts optional
- Bury post a minimum of 42' into ground and backfill with dirt and compost, concrete footing is optional
- Bottom of sign shall be 2ft. minimum above grade
- Sign will be secured to post with flat head Galvanized wood screws (approx. # 10) 2 per post (min.)
- Proof to be provided of final design prior to fabrication and installation

We are flexible on fabrication and colors as long as it resembles the example attached. Any request to deviate from the signage should be directed to the Parks Director.

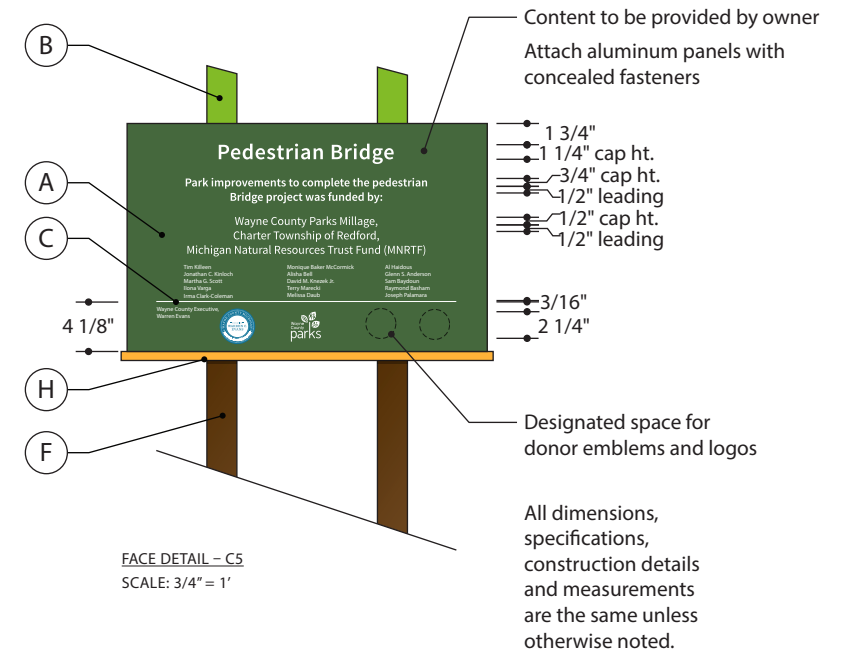
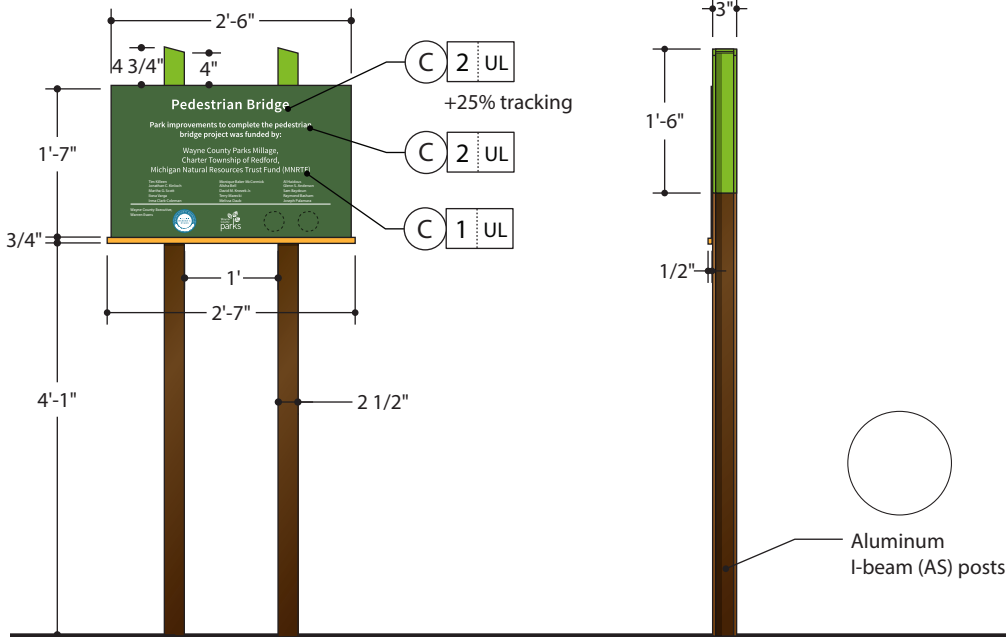


Exhibit D: INSURANCE COVERAGES

City, at its expense, or any contractors, subcontractors, consultants or agents retained by City (each a "Contractor"), at their own expense, shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the services by the Contractor, its agents, representatives or employees. Contractor shall maintain at least the following minimum coverage:

Commercial General Liability (CGL)

Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Contract or the general aggregate limit shall be twice the required occurrence limit.

Umbrella or Excess Liability

Policy in an amount not less than \$1,000,000. Umbrella or excess policy wording shall be at least as broad as the primary or underlying policy(ies) and shall apply both to the Contractor's general liability and to its automobile liability insurance and shall be written on an occurrence basis. The County, officials, employees and others as may be specified in any "Special Conditions" shall be named as an additional insured under this policy.

Automobile Liability

Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limits no less than \$1,000,000 per accident for bodily injury and property damage.

Workers' Compensation

Insurance as required by the State of Michigan, with Statutory limits, and employer's liability insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease.

Professional Liability (if Design/Build)

Insurance appropriate to the Contractor's profession, with limits no less than \$3,000,000 per occurrence or claim, \$3,000,000 aggregate.

Builder's Risk (Course of Construction)

Insurance utilizing "All Risk" (Special Perils) coverage form, with limits equal to the completed value of the project and no coinsurance penalty provisions.

Contractors' Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions (if project involves environmental hazards)

Insurance with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.

If the Contractor maintains higher limits than the minimum insurance coverage required as stated above in this Exhibit, the Contractor shall maintain the coverage for the higher insurance

limits for the duration of this Agreement.

Additional Insured Status

The County, its officers, officials, employees, volunteers, and others as may be specified in any "Special Conditions" shall be additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

Primary Coverage

For any claims related to this Agreement, the Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy shall state that coverage shall not be canceled, except with notice to the County.

Waiver of Subrogation

Contractor grants to the County a waiver of any right to subrogation which any insurer of the Contractor may acquire against the County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. The County may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

All insurance must be effected under valid and enforceable policies, issued by recognized, responsible insurers qualified to conduct business in Michigan which are well-rated by national rating organizations. All companies providing the coverage required shall be licensed or approved by the Insurance Bureau of the State of Michigan and shall have a policyholder's service rating no lower than A:VII as listed in A.M. Best's Key Rating guide, current edition or interim report.

Claims-made Policies

If any of the required policies provide coverage on a claims-made basis:

1. The retroactive date must be shown and must be before the date of this Agreement or the date the Contractor starts to perform the services.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of this Agreement.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to this Agreement's effective date, the

Contractor must purchase “extended reporting” coverage for a minimum of five (5) years after completion of Agreement work.

Verification of Coverage

Contractor shall furnish the County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this Exhibit. The County shall receive and approve all certificates and endorsements before the Contractor begins providing services. Failure to obtain the required documents prior to commencement of services shall not waive the Contractor's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this Exhibit, at any time.

Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance satisfying all the stated requirements, and Contractor shall ensure that the County is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances

The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

➤ The Contractor must submit certificates evidencing the insurance to the County Risk Management Division at the time the Contractor executes an agreement with the City, and at least fifteen (15) days prior to the expiration dates of expiring policies.

Surety Bonds

The Contractor shall provide the following surety bonds: 1) bid bond; 2) performance bond; 3) payment bond; 4) maintenance bond. The payment bond and the performance bond shall be in a sum equal to the contract price. If the performance bond provides for a one year warranty a separate maintenance bond is not necessary. If the warranty period specified in the contract is for longer than one year a maintenance bond equal to 10% of the contract price is required. Bonds shall be duly executed by a responsible corporate surety, authorized to issue such bonds in the State of Michigan and secured through an authorized agent with an office in Michigan.

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 27, 2023**

Meeting was called to order at 8:00 p.m. by Council Vice President Toy. Present: Kathleen McIntyre, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, and Laura Toy. Absent: Jim Jolly.

Elected and appointed officials present: Susan Nash, City Clerk; Leo Neville, Assistant City Attorney; Todd Zilincik, City Engineer; Mark Taormina, Director of Planning and Economic Development; Josh Sabo, Director of Communications, and Casey O'Neil, Information Systems Director.

Councilmember McIntyre led the meeting in the Pledge of Allegiance.

10.AWARD OF BID: Department of Parks and Recreation, re: for painting and wood replacement of the Alexander Blue House north side at Greenmead Historical Park, from budgeted funds.

Ted Davis, Parks and Recreation Superintendent presented the request to Council.

Councilmember Donovic offered an approving resolution for the Consent agenda.

DIRECTION:

APPROVAL

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

10.

Parks and Recreation February 15, 2023

MEETING DATE

S022723/R031223

PREPARED BY

Ann Cox, Program Supervisor,

AGENDA ITEM

AWARD OF BID: Department of Parks and Recreation, re: for painting and wood replacement of the Alexander Blue House north side at Greenmead Historical Park, from budgeted funds.

BACKGROUND

On behalf of Greenmead Historical Park, we respectfully request the acceptance of a proposal from Cornerstone Painting for painting and carpentry work on the north side of the Alexander Blue House in the amount of \$22,974.00

Bids were solicited through MITN, but those received exceeded the estimated expenditure. A bid tabulation is attached for your review.

RECOMMENDATION

Therefore, it is respectfully recommended that the Council accept the proposal of Cornerstone Painting, 27066 Westland Road, Redford, MI 48240.

FISCAL CONSIDERATION

Funds are available in account 101-821-931-220.

ATTACHMENTS

1. S022723 LTC Painting of Alexander Blue House
2. 2023 ABH Painting

APPROVED BY

Date: February 15, 2023

Ted Davis, CPRP, Superintendent of Parks and Recreation

Date: February 15, 2023

Michael Slater, Finance Director

A handwritten signature in black ink, reading "Maureen Miller Brosnan". The signature is written in a cursive, flowing style.

Date: February 15, 2023

Maureen Miller Brosnan, Mayor



Cornerstone Painting. Inc
27066 Westland Road
Redford, MI 48240
www.cornerstonepaintinginc.com
KenCornerstone78@gmail.com
313 549 4553

February 14, 2023

Emily Tchorz, Program Supervisor
Greenmead Historical Park
20501 Newburgh Rd
Livonia, MI 48152
248 477-7375

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

Blue House

Maintenance Painting/Carpentry
Work to be performed on all north side areas

Carpentry

includes \$500 for dumpster

New wood is Azek with the smooth side facing out
Siding is 5-1/4" James Hardie fiber-cement (~4" reveal)
Tyvek used where feasible
Solar Seal the work we do

Total Carpentry **\$12,974.00**

Attached pictures indicate boards and siding to be replaced.

Painting

Scrape all loose paint
Prime all base wood with acrylic primer
Caulk as necessary where existing has failed
Repaint all surfaces with Sherwin Williams A-100 flat to match existing colors

Total painting: **\$10,000.00**

Total for all work labor and materials: **\$22,974.00**

All material is guaranteed to be as specified and the above work to be performed in accordance with the specifications submitted and completed in a workmanlike manner.

Payments to be made as follows: \$5,974 deposit with signed contract required to start with balance due upon completion

Respectfully submitted _____
Ken Kwek, Cornerstone Painting Co.

This proposal is subject to be withdrawn if not accepted within 60 days

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions on page 1A are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments to be made as outlined above. **Please return signed copy to above address.**

Signature _____

Date _____

***Any alteration or deviation from the above specifications involving extra costs, will become an extra charge over the above estimate**

VENDOR	CITY/STATE
R&G Painting, LLC (Did not attend mandatory prebid)	Commerce Township, MI
TN Construction, LLC	Shelby Township, MI

Complete for the Sum Of:	Warranty	Work time to complete project including prep time	Pricing valid until	Able to complete project by
\$53,000	Parts 1yr Labor 1yr	18 Days	07/01/2023	Yes X No
\$39,000.00	Parts 1yr Labor 1yr	14 Days	07/29/2023	Yes X No

Leslie Rohratt, Office of the City Clerk
Enna Bachelor, Purchasing Manager

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 27, 2023**

Meeting was called to order at 8:00 p.m. by Council Vice President Toy. Present: Kathleen McIntyre, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, and Laura Toy. Absent: Jim Jolly.

Elected and appointed officials present: Susan Nash, City Clerk; Leo Neville, Assistant City Attorney; Todd Zilincik, City Engineer; Mark Taormina, Director of Planning and Economic Development; Josh Sabo, Director of Communications, and Casey O'Neil, Information Systems Director.

Councilmember McIntyre led the meeting in the Pledge of Allegiance.

11. REQUEST TO ADOPT A RESOLUTION PROCLAIMING FRIDAY, APRIL 28, 2023, AS ARBOR DAY IN THE CITY OF LIVONIA: Douglas L. Moore, Assistant Director of Public Works re: to be celebrated at 2:30pm at Cleveland Elementary School, 28030 Cathedral St.

Doug Moore, Assistant Director of Public Works presented the request to Council.

Councilmember Morgan offered an approving resolution for the Consent agenda.

DIRECTION:

APPROVAL

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

11.

DPW

February 15, 2023

MEETING DATE

S022723/R031323

PREPARED BY

Jill Russell, Secretary III,

AGENDA ITEM

REQUEST TO ADOPT A RESOLUTION PROCLAIMING FRIDAY, APRIL 28, 2023 AS ARBOR DAY IN THE CITY OF LIVONIA: Douglas L. Moore, Assistant Director of Public Works re: to be celebrated at 2:30pm at Cleveland Elementary School, 28030 Cathedral St.

BACKGROUND

The Tree City Committee is planning on celebrating Arbor Day on Friday, **April 28, 2023 at 2:30 p.m. at Cleveland Elementary School, located at 28030 Cathedral St.** It is therefore requested that City Council consider and approve the attached proclamation in commemoration of Arbor Day.

RECOMMENDATION

ARBOR DAY 2022 PROCLAMATION

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving up paper, wood for our homes, fuel for our fires, and countless other wood products; and

WHEREAS, trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planting, are a source of joy and spiritual renewal; and

WHEREAS, Livonia has been recognized as a *Tree City USA* by *The National Arbor Day Foundation* for the last seventeen years and desires to continue its tree-planting practices.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and members of the City Council of the City of Livonia hereby proclaim Friday, April 29, 2022 as *Arbor Day* in the City of Livonia, and urge

all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and

FURTHER, we urge all citizens to plant trees to promote the well being of this and future generations, and we invite citizens to join in the commemoration of Arbor Day planned by the Tree City Committee at **Cleveland Elementary, 28030 Cathedral St.** at 2:30 pm on **Friday, April 28, 2023.**

BE IT FURTHER RESOLVED, that copies of this resolution be sent to Governor Gretchen Whitmer, State Senator Dayna Polehanki, State Representative Laurie Pohotsky, the Michigan Municipal League State and Federal Affairs Division, and the Conference of Western Wayne.

FISCAL CONSIDERATION

Not applicable

ATTACHMENTS

None

APPROVED BY



Douglas L. Moore, MSA, Assistant Director of Public Works

Date: February 15, 2023



Don Rohraff, Director of Public Works

Date: February 15, 2023



Maureen Miller Brosnan, Mayor

Date: February 16, 2023

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 27, 2023**

Meeting was called to order at 8:00 p.m. by Council Vice President Toy. Present: Kathleen McIntyre, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, and Laura Toy. Absent: Jim Jolly.

Elected and appointed officials present: Susan Nash, City Clerk; Leo Neville, Assistant City Attorney; Todd Zilincik, City Engineer; Mark Taormina, Director of Planning and Economic Development; Josh Sabo, Director of Communications, and Casey O'Neil, Information Systems Director.

Councilmember McIntyre led the meeting in the Pledge of Allegiance.

12. REQUEST FOR AUTHORIZATION TO WAIVE THE SEALED BID PROCESS AND PURCHASE TWO (2) 2023 FORD F550 REGULAR CAB 4X4 PICKUP TRUCKS TO BE UPFITTED AS A SMALL DUMP TRUCKS THROUGH THE STATE OF MICHIGAN AND MACOMB COUNTY BID PROCESS: Public Works Division, re: for use by the Roads Department, from budgeted funds.

Doug Moore, Assistant Director of Public Works presented the request to Council.

Councilmember Bahr offered an approving resolution for the Consent agenda.

DIRECTION:

APPROVAL

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

12.

DPW
February 14, 2023

MEETING DATE

S022723/R031323

PREPARED BY

Jill Russell, Secretary III,

AGENDA ITEM

REQUEST FOR AUTHORIZATION TO WAIVE THE SEALED BID PROCESS AND PURCHASE TWO (2) 2023 FORD F550 REGULAR CAB 4X4 PICKUP TRUCKS TO BE UPFITTED AS A SMALL DUMP TRUCKS THROUGH THE STATE OF MICHIGAN AND MACOMB COUNTY BID PROCESS: Public Works Division, re: for use by the Roads Department, from budgeted funds.

BACKGROUND

Recommendation to purchase two 2023 Ford F550 Regular Cab 4x4 Chassis pickup trucks for use by the Roads Department (ID# 88/#159) through the State of Michigan Procurement Agreement (071B7700180) and the Macomb County Contract (#21-18) from Lunghamer Ford (formerly Signature Ford), 1960 E. Main St., Owosso, MI 48867 at a cost of \$65,325.00 each. Upfitting of said vehicles will be done by Truck & Trailer Specialties, 900 Grand Oaks Dr., Howell, MI 48843 at a cost of \$59,825.00 each, through the Rochester Hills Co-Op agreement RFP-RH-20-023. We are further requesting a contingency amount of \$5,000.00 each to cover any unforeseen cost escalations like we have experienced in the past couple of years. Total cost is \$260,300.00. These purchases will not increase our fleet size. Comparable units will be disposed of through public auction.

RECOMMENDATION

The DPW respectfully requests authorization to purchase through the State of Michigan Procurement Agreement (071B7700180) and the Macomb County Contract (#21-18) two 2023 Ford F550 pickup trucks from Lunghamer Ford (formerly Signature Ford) for \$65,325.00 each. Further requesting approval for upfitting of said vehicles through the Rochester Hills Co-Op agreement RFP-RH-20-023 awarded to Truck & Trailer Specialties for \$59,825.00 each, as well as a cost increase contingency amount of \$5,000.00 each; a total of \$260,300.00 from budgeted funds. Waive the formal bidding process in accordance with Section 3.04.140.E.4 of the Livonia Code of Ordinances, as amended since no advantage to the City would result from competitive bidding.

FISCAL CONSIDERATION

Sufficient funds are budgeted in Roads account no.401-000-985-010
Lunghamer Ford: \$130,650.00
Truck & Trailer: \$119,650.00
Contingency: \$ 10,000.00
TOTAL: \$260,300.00

ATTACHMENTS

1. LTC - 2023 F550 - Roads Sm Dump #88
2. LTC - 2023 F550 - Roads Sm Dump #159

APPROVED BY



Don Rohraff, Director of Public Works

Date: February 14, 2023



Michael Slater, Finance Director

Date: February 15, 2023



Maureen Miller Brosnan, Mayor

Date: February 15, 2023

DEPARTMENT OF PUBLIC WORKS
PUBLIC SERVICE DIVISION
FLEET MAINTENANCE

GARY T. GARRISON
FLEET MANAGER



JAMES (BUZZ) KIRBY
FLEET SUPERVISOR

13405 SURREY STREET
LIVONIA, MICHIGAN 48150-1527
(734)-466-2704
FAX: (734)-466-2662

January 23, 2023

Purchase of one 2023 Ford F550 Reg. Cab 4X4 Chassis, to be upfitted as a small Dump Truck to be used by the Roads Department. The City Identification number will be #88.

The Roads Section is requesting to purchase one 2023 Ford F-550, regular cab 4X4 chassis with a 145" wheelbase and a 60" CA to be upfitted as a small dump truck. This purchase will be made from Lunghamer Ford, 1960 E. Main St. Owosso, MI. 48867, using the State of Michigan Department of Vehicle Procurement contract number 071B7700180, and Macomb County Contract # 21-18 Bid. This truck will be used year-round and because of its size is better suited for smaller jobs where it is not practical to use a full-size dump truck. The cost for this purchase will be \$65,325.00.

The upfitting for this truck will be completed by Truck & Trailer Specialties, inc. 900 Grand Oaks Drive, Howell Mi 48843 utilizing the City of Rochester Hills RFP-RH-20-023 contract CO-OP agreement. This truck will be upfitted with a dump body, Tarp System, Tailgate Spreader, Rexroth Spreader Control, Safety Lighting, and a Boss 9'2" Power DXT Plow. The cost for upfitting this truck will be \$59,825.00.

I am further requesting a contingency amount of \$5000.00. To cover any unforeseen cost escalations like we have experienced in the past couple of years.

The total cost for this truck will be \$130,150.00. These funds will come from approved budgeted funds in account 401-000-985-010.

If this purchase is approved, it will not increase the size of our fleet. This truck will be replacing a truck that has outlived its reliable usefulness. The truck we are replacing will be disposed of through means of public auction.

If you have any questions or require additional information, I can be reached at ext.2641.


Gary T. Garrison
Fleet Manager

TRUCK & TRAILER *Specialties, Inc.*

900 Grand Oaks Drive | Howell, MI 48843 | www.ttspec.com | ph: (517) 552-3855 | fx: (517) 552-3666

January 23, 2023

City of Livonia
13405 Surrey Street, Livonia, MI 48150
Gary Garrison, ph: (734) 564-6592 & Buzz Kirby, ph: (734) 564-6594
HQ0003427

Equipment Quotation

The following pricing will be based on City of Rochester Hills RFP-RH-20-023 contract awarded September 2020

Chassis:

2023 Ford F550, 60" CA, Regular Cab, 4x4, 19,500# GVW, 6.7L Power Stroke 4V Diesel V8 (B20)/10-Spd Auto including live power PTO provision, brake controller, 6 chassis switches & snow plow prep

Truck: #88

Install Crysteel 9' S-Tipper Dump Body including the following:

108" long, 87" inside width, 96" outside width
Sides: 10 ga. 201 stainless steel, rigid sides 20" high
Tailgate: 10 ga. 201 stainless steel, 3-panel, 26" high with quick-drop release handle
Capacity: 4-5 cubic yards
Floor: 3/16" AR450 floor
Understructure: crossmemberless design
Boxed top rail
Square rear corner posts with integral tarp hooks and single 6" oval cut-out for S/T/T lights
¼ straight integral full-width cabshield, 201 stainless steel with punched window in bulkhead
Install license plate brackets in upper-left corner of tailgate
Install 8" hardwood sideboards
Install two (2) shovel holders on bulkhead

Install Crysteel Lo-Boy full-subframe scissor Hoist with body prop including the following:

Model LB510 with double-acting hydraulics, 50-degree dump angle
Capacity: 9.8 tons

Install Roll-Rite Tarp System, semi-automatic windowshade-style including the following:

Wind deflector enclosure
Mesh-type tarp
Rear tarp hooks

Install Central Hydraulic System to operate dump hoist, auger and spinner including the following:

Muncie PTO with direct-mount gear pump, includes overspeed protection for PTO
25-gal stainless steel hydraulic tank, 25-micron tank-mounted filter, tank filled with AW-32 hydraulic oil
Ball valve shut-off on supply line

Install Rexroth 3m4-12 Control Valve with unloader lateral inlet (3,250 PSI) and the following sections:

DA 12V on/off w/500 PSI A port LS relief section for Hoist (15 GPM)
SA EPC section w/ 2,000 PSI B port LS relief for Spinner (8 GPM)
SA EPC section w/ 2,000 PSI B port LS relief for Conveyor (15 GPM)
Two (2) valve extension cables
Stainless steel 16" valve enclosure with removable lid on side of chassis frame
Electric controls for the hoist in-cab

TRUCK & TRAILER *Specialties, Inc.*

900 Grand Oaks Drive | Howell, MI 48843 | www.ttspec.com | ph: (517) 552-3855 | fx: (517) 552-3666

- Install Rexroth CS620 Spreader Controller** that can operate in closed-loop groundspeed orientation, groundspeed-triggered or manual modes including pause & blast features
Stainless steel pipe hydraulic lines to rear for spreader
Stainless steel quick couplers for spreader with dust caps and plugs
All necessary hoses and fittings
- Install Monroe model MS966-OW-GB Undertailgate Spreader including the following:**
Type 201 stainless steel construction, unpainted
5:1 gear box with direct-mounted motor
6" auger with one-way flighting and 4" flight spacing for left-discharge
Parallelogram spinner with 18" poly spinner disc
Spinner motor shall include a seal-saver kit with grease zerk
Jumper hoses with stainless steel hydraulic couplers
Application-rate sensor built into auger motor
- Install Custom Lighting & Electrical including the following:**
Wired-Rite switch box includes body up, low oil & PTO indicator lights
Switch box includes momentary switch for hoist, PTO on/ override switch
Chassis auxiliary switches for warning lights and spreader work light
Eight (8) SoundOff mPower (mo. EMPC2SMS4) amber/green flashers flush-mounted:
 Two (2) in chassis grille (on separate switch)
 Four (4) on cabshield, two front-facing & two side-facing
 Two (2) at top of rear pillar, one each side
Two (2) SoundOff 6" oval LED S/T/T in bottom cut-out of rear pillar, one each side
One (1) Maxxima 4" LED spreader work light mounted at rear of dump
LED body marker lights
Install Betts Dri-box junction box at the rear
ECCO EC-SA901 smart backup alarm with variable decibel control
- Install Pro-Vision TV-205A Camera System without wash system including the following:**
Includes infrared camera and 5" LCD screen mounted up in rearview mirror location
- Install TigerTough Seat Covers for seats including head rests, armrest front** (mo. 52329GRY)
- Install WeatherTech Floor Liners, Black** (mo. 4410541V)
- Install Luverne Grip-Step running boards** (mos. 415060 & 401721)
- Install ¾" Rear Hitch Plate including the following:**
Pintle Hook model PH-20, mounted at 18" with multiple mounting holes
Heavy-duty D-rings for safety chains
Remount OEM chassis lights outside hitch plate
7-way round electrical connector
OEM integrated trailer brake controller (to come with chassis/confirmed at chassis order)
- Install Poly Fender Kit including all necessary mounting brackets and mudflaps at the rear**
- Install Boss 9'2" Power-V DXT Stainless Steel Blade Snow Plow including the following:**
Stainless steel, full-trip moldboard with trip-edge
Blade crate and undercarriage mount (mos. MSC18292 & LTA10200)
Plow box with SL3 Light package with SmartHitch2 & SmartLock cylinders (mo. MSC15002B)
Handheld in-cab SmartTouch2 control kit and wiring harness (mos. MSC09601 & MSC25002)
Plow lights, light adapter with SmartLight3 LED lighting
Rubber snow deflector and blade guides (mo. MSC01565)
- Paint Dump underbody, hoist and rear hitch painted Black**

Above installed equipment pricing: **\$59,825.00ea.**

TRUCK & TRAILER *Specialties, Inc.*

900 Grand Oaks Drive | Howell, MI 48843 | www.ttspec.com | ph: (517) 552-3855 | fx: (517) 552-3666

Payment Terms: Net 30. Pricing effective for 30 days.

FOB: City of Livonia

Delivery: 300 days ARO, depending on chassis arrival

Thank you for the opportunity to quote.

Respectfully submitted by,
Jon Luea/Brian Bouwman



October 11, 2022

City of Livonia DPW
Attn: Gary Garrison
12973 Farmington Road
Livonia, MI 48150

Dear Gary Garrison:

Price on 2023 Vehicle State of Michigan Contract# 071B7700180 and Macomb County Contract# 21-18 Bid:

(2) 2023 Ford F550 Reg. Cab 4x4 Pickup Chassis 145" WB, 60" CA	\$65,325.00 ea
Total Delivered Price	\$130,650.00

*** Unit #77, 88**

Standard Service Contract: 36,000 miles or 36 months factory Bumper to Bumper Warranty and 60,000miles 60 months Powertrain Warranty . Service to be handled by your local Ford Dealer.

Order Cutoff Date: DRAFT November 10th, 2022.

Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.M

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. A \$9.50 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-FLEET (923-5338)

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales

DRAFT PRICING COLORS AND OPTIONS MAY CHANGE

2023 F-550 DRW-Chassis Cab

Reg. Cab, SuperCab, Crew Cab

Major Standard Equipment

MECHANICAL

- Brakes – Four-wheel Disc Brakes; Anti-lock Brake System
- Electronic-Shift-On-the-Fly (ESOF) (4x4 only)
- Engine
 - 7.3L 2V DEVCT NA PFI V8 Gas (F-450/F-550)
- Transmission – Ten-Speed Automatic Transmission with Selectable Drive Modes: Normal, Tow/Haul, Eco & Deep Sand/Snow

EXTERIOR

- Bumper – front, black painted
- Doors
 - Two (Regular Cab only)
 - Four (SuperCab/Crew Cab only)
- Fender vents – front
- Front License Plate Bracket
- Fuel Tank
 - 40 gallon aft axle (F-350 DRW/F-450/F-550)
- Glass – solar-tinted
- Grille – black painted
- Manual Locking Hubs (4x4)
- Scuff plates – front, color-coordinated
- Splash Guards/Mud Flaps – Front (F-450/550 only)
- "Three Blink" Lane change signal
- Tow hooks – front (2)
- Trailer wiring – 7 wire harness w/relays, blunt cut & labeled
- Tires 225/70R19.5G BSW A/P
- Wheels
 - F-450 & F-550 – 19.5" Argent Painted Steel
- Manual Locking Hubs (4x4)
- Windshield Wipers – intermittent

INTERIOR/COMFORT

- 2.3" Productivity Screen in IP Cluster Instrumentation Center – Multifunction switch message center display with Ice Blue® Lighting
- 12V Powerpoint, auxiliary
- Air conditioning – single-zone, manual
- Air conditioning vents – black w/chrome ring and knob
- Cabin Air Particulate Filter
- Convenience
 - Coat hooks, LH/RH color-coordinated
 - Dash top tray
 - Dome lamp – LH/RH door activated & I/P switch operated w/delay
 - Handles, grab – driver & front-passenger
 - Handles, roof ride – front-passenger (also over rear-doors on Crew Cab)
 - Map lights – dual (front and rear w/Crew Cab)
 - 12V Powerpoint, auxiliary
- Door-trim – armrest/grab handle and reflector
- Floor covering – black, full length vinyl
- Gauges and Meters – Fuel, Transmission Temperature, Engine Coolant Temperature, Oil Pressure (Gas engine) and Turbo (Diesel engine) Gauges; Speedometer, Odometer and Tachometer
- Headliner – color-coordinated cloth
- Instrument panel – color-coordinated w/dual glove boxes, four (4) air registers w/positive shut-off and powerpoint
- Instrumentation Center
 - 2.3" LCD Productivity Screen in IP Cluster
- Mirror – rearview 11.5" day/night
- Outside Temperature Display

- Seats – Front, HD vinyl, 40/20/40 split bench with center armrest, cupholder and storage (manual lumbar – driver's side), front center-seat w/integrated restraint
- Steering damper
- Steering – power
- Steering wheel – black urethane with tilt and telescoping steering wheel/column; includes three (3) button message control
- Sun visors – color-coordinated vinyl, driver w/pocket, passenger w/uncovered mirror insert with 6 inch overhead
- Upfitter switches – 6 located in Overhead Console
- Window – Rear, fixed

SAFETY/SECURITY

- AdvanceTrac® with RSC® (Roll Stability Control™)
- Airbags
 - Driver and Passenger frontal and side airbag/curtain
 - Passenger side airbag deactivation switch
- Child tethers (Regular Cab front-passenger and all rear-seating positions)
- Headlamps – Quad beam jewel effect halogen
- Lamps – LED Roof marker/clearance
- Mirrors – manually telescoping two-way fold trailer tow with manual glass
- Safety Belts
 - Belt-Minder® (front safety belt reminder) – chime and flashing warning lights on I/P if belts not buckled
 - Color-coordinated safety belts w/height adjustment (frontoutboard seating positions only)
- Safety Canopy® System (incl. side-curtain airbags)
- SecuriLock® Passive Anti-Theft System (PATS)
- SOS Post-Crash Alert System™
- Stationary Elevated Idle Control (SEIC)
- Underhood service light

DRIVER ASSIST

- AutoLamp – Auto On/Off Headlamps
- FordPass™ Connect 4G Wi-Fi Modem
 - 4G LTE Wi-Fi hotspot connects up to 10 devices1
 - Remotely start, lock and unlock vehicle2
 - Schedule specific times to remotely start vehicle2
 - Locate parked vehicle2
 - Check vehicle status2
- SYNC®
 - Enhanced Voice Recognition Communication and Entertainment
 - 911 Assist®
 - 4.2" LCD Center Stack screen
 - AppLink®
 - Smart-Charging USB-C port – one (1)

FUNCTIONAL

- Alternators:
 - 7.3L 2 Valve Gas – 240 AMP
 - 6.7L 4 Valve OHV Power Stroke® V8 Turbo Diesel – 220 AMP
- Audio – AM/FM stereo (four (4) speakers)
- Hood release
- Horn – dual electric
- Intelligent Oil-Life Monitor® (6.7L Power Stroke® Diesel engine)
- Shock absorbers – heavy-duty gas
- Springs, rear auxiliary
- Stabilizer bars – front & rear

18,000# GVWR, 11,500 PAYLOAD Reg. Cab 145 WB, CA 60", 18,000# GVWR, 11,200 PAYLOAD

☐ Base Price (F5G/660a) 4x2	\$49,458.00
☒ Base Price (F5H/660a) 4x4	\$52,080.00

18,000# GVWR, 11,400 PAYLOAD Reg. Cab WB 169, CA 84", 18,000# GVWR, 11,100 PAYLOAD

☐ Base Price (F5G/660a) 4x2	\$49,616.00
☐ Base Price (F5H/660a) 4x4	\$52,233.00

18,000# GVWR, 11,300 PAYLOAD Reg. Cab 193 WB, CA 108", 18,000# GVWR, 11,000 PAYLOAD

☐ Base Price (F5G/660a) 4x2	\$49,774.00
☐ Base Price (F5H/660a) 4x4	\$52,387.00

18,000# GVWR, 11,100 PAYLOAD Reg. Cab WB 205, CA 120", 18,000# GVWR, 10,700 PAYLOAD

☐ Base Price (F5G/660a) 4x2	\$49,928.00
☐ Base Price (F5H/660a) 4x4	\$52,545.00

18,000# GVWR, 11,100 PAYLOAD SuperCab WB 168, CA 60", 18,000# GVWR, 10,800 PAYLOAD

☐ Base Price (X5G/660a) 4x2	\$51,525.00
☐ Base Price (X5H/660a) 4x4	\$54,679.00

18,000# GVWR, 11,000 PAYLOAD SuperCab WB 192, CA 84", 18,000# GVWR, 10,700 PAYLOAD

☐ Base Price (X5G/660a) 4x2	\$51,678.00
☐ Base Price (X5H/660a) 4x4	\$54,837.00

18,000# GVWR, 10,900 PAYLOAD Crew Cab WB 179, CA 60", 18,000# GVWR, 10,600 PAYLOAD

☐ Base Price (W5G/660a) 4x2	\$52,296.00
☐ Base Price (W5H/660a) 4x4	\$55,455.00

18,000# GVWR, 10,800 PAYLOAD Crew Cab WB 203, CA 84", 18,000# GVWR, 9,900 PAYLOAD

☐ Base Price (W5G/660a) 4x2	\$52,455.00
☐ Base Price (W5H/660a) 4x4	\$55,618.00

<u>Available Standard Options</u>	<u>Option</u>	<u>Price</u> <u>Reg.&Super/CrewCab</u>
☒ 6.7L Power Stroke 4V Diesel V8 (B20)/10-Spd Auto.	99T/44G	9,325.00
☐ Engine Block Heater	41H	90.00
☐ Seats, 40/20/40 Split Bench Cloth	1S	100.00/315.00
☐ Seat, Vinyl 40/Mini-Console/40 (Regular Cab only)	LS	355.00
☐ Seats, Cloth 40/Mini-Console/40	4S	515.00/615.00
☒ LT225/70Rx19.5G BSW Traction, incl. 4-Traction on the rear TGM & 2 A/S tires on the front, Option Spare is A/S		190.00
☐ LT225/70Rx19.5G BSW Max Traction-4x4 only, Continental, Incl. 4-traction tires on the rear & 2 traction tires on the front-	TGK	215.00
☐ 6-Ton Hydraulic Jack	61J	55.00
☒ Spare Tire & Wheel-Includes 6-ton Hydraulic Jack	512	350.00
☐ Stainless Steel Wheel Cover	945	380.00
☐ Engine Idle Shutdown (avail. w/6.7L diesel Only) 15-Minutes	86C	250.00
☐ Engine Idle Shutdown (avail. w/6.7L diesel Only) 20-Minutes	86D	250.00
☐ Operator Commanded Regeneration (OCR) (6.7L Diesel Only)	98R	250.00
☐ Rapid-Heat Supplemental Cab Heater (6.7L Diesel Only)	41A	250.00

[X]	Transmission Power Take-Off Provision	62R	280.00
[]	Axle, Limited Slip	X4N/X4L/X8L	360.00
[X]	Power Windows, Locks, Heated Mirrors, and Remote Keyless Entry	90L/54K	915.00/1125.00cc
[]	Privacy Glass with Heated Backlight/Rear Window Defrost (Requires Power Equipment 90L/54K)	43B/924	90.00
[]	Utility Lighting System (LED Side-mirror Spotlights Requires Power Equipment Group 90L/54K)	63A	160.00
[]	Speed Control	525	235.00
[]	XL Decor Group (Chrome front bumper)	17F	220.00
[]	XL Value Pkg (Chrome front bumper & Cruise Control)	96V	395.00
[]	Daytime running Lights	942	45.00
[]	Dual Alternator 397 amp w/Dual Batteries (7.3L Gas Only)	67B/86M	325.00
[]	Dual Alternator 397 amp (6.7L Diesel Only)	67B	115.00
[]	Dual Batteries (78 Amp.) (Gas Engine Only)	86M	210.00
[]	110V/400W Outlet (Includes Dual Alternators 397 amp (67B))	43C/67B	290.00
[]	Upfitter Interface Module	18A	295.00
[]	Fuel Tank-26.5 Gallon Mid-Ship-Replaces 40 gal. aft-axle tank	65M	125.00
[]	Fuel Tank-Dual Diesel (Adds 26.5 Gal. Mid-Ship to the 40 Gal.Aft.)	65C	625.00
[X]	Keys Extra (Regular) \$75.00 x 2 =	Sig	150.00
[]	Keys Extra (With Power Group) \$220.00 x __ =	Sig	220.00 ea
[]	Trailer Tow Package High Capacity- Req.6.7L Diesel & 4.30 LS Rear Axle , has after market trailer brake wiring kit, No brake controller included, Increases GCWR on diesel engine from 26,000# to 28,000#	535	1,080.00
[]	Payload Upgrade Package (7.3L V8 & 145" WB Only, Inc. 4.88 LS Axle, Increases GVWR from 18,000# to 19,000#)	68U	1175.00
[X]	Payload Plus Upgrade Package(N/A w 145"WB w/Gas Engine, 68M Inc. 4.88 LS Axle, Increases GVWR from 18,000# to 19,500#)	68M	1515.00
[]	Low Deflection Package-recommended for rear-biased loading, such as wreckers/retriever application, N/A with 141" WB	86S	110.00
[X]	Integrated Trailer Brake Controller	52B	270.00
[]	Cab Steps-Black Molded	18B	320.00/445.00
[]	Extra HD Front End Suspension – GAWR 7,500 lbs	67P	285.00
[]	Extra Heavy Suspension Package(N/A 67H or 473)	67X	125.00
[]	Suspension Package, Heavy Service(N/A 67X or 473)	67H	125.00
[]	Snow Plow Prep Package (7.3L Gas Engine) (Includes Dual Batteries (86M), and Dual Alternators 397 amp (67B). Not Available w/Option Codes 67H or 67X Suspension Packages)	473/86M/67B	575.00
[X]	Snow Plow Prep Package (6.7L Diesel Engine)	473	250.00
[]	Exterior Back up Alarm	76C	140.00
[]	Rearview Camera Prep Kit for Box Delete (Includes Loose Camera and Wiring Bundle)	872	415.00
[]	360-Degree Dual Beacon LED Warning Strobes-Amber	91S	675.00
[]	Wheel Well Liners, Front	61L	180.00
[]	Ambulance Prep Package(6.7L Diesel Engine Only)	47A	1205.00
[]	Audible Lane Departure Warning with Pre-Collision Assist with Automatic Emergency Braking and Forward Collision Warning	60C/94P	230.00

Total Price \$65,325.00 ea

Colors for F-550

<u>Exterior Colors</u>	<u>Interior Steel (Grey)</u>	
Race Red	[PQ]	[]
Antimatter Blue Metallic	[HX]	[]
Iconic Silver Metallic	[JS]	[]
Agate Black	[UM]	[]
Oxford White	[Z1]	[X]
Carbonized Gray Metallic	[M7]	[]
Stone Gray	[D1]	[]
Atlas Blue Metallic	[B3]	[]
SPECIAL PAINT		
School Bus Yellow Add \$660.00	[BY]	[]
Omaha Orange Add \$660.00	[MB]	[]
Green Gem Add \$660.00	[W6]	[]

DEPARTMENT OF PUBLIC WORKS
PUBLIC SERVICE DIVISION
FLEET MAINTENANCE

GARY T. GARRISON
FLEET MANAGER



JAMES (BUZZ) KIRBY
FLEET SUPERVISOR

13405 SURREY STREET
LIVONIA, MICHIGAN 48150-1527
(734)-466-2704
FAX: (734)-466-2662

January 23, 2023

Purchase of one 2023 Ford F550 Reg. Cab 4X4 Chassis, to be upfitted as a small Dump Truck to be used by the Roads Department. The City Identification number will be #159.

The Roads Section is requesting to purchase one 2023 Ford F-550, regular cab 4X4 chassis with a 145" wheelbase and a 60" CA to be upfitted as a small dump truck. This purchase will be made from Lunghamer Ford, 1960 E. Main St. Owosso, MI. 48867 using the State of Michigan Department of Vehicle Procurement contract number 071B7700180, and Macomb County Contract # 21-18 Bid. This truck will be used year-round and because of its size is better suited for smaller jobs where it is not practical to use a full-size dump truck. The cost for this purchase will be \$65,325.00.

The upfitting for this truck will be completed by Truck & Trailer Specialties, inc. 900 Grand Oaks Drive, Howell Mi 48843 utilizing the City of Rochester Hills RFP-RH-20-023 contract CO-OP agreement. This truck will be upfitted with a dump body, Tarp System, Tailgate Spreader, Rexroth Spreader Control, Safety Lighting, and a Boss 9'2" Power DXT Plow. The cost for upfitting this truck will be \$59,825.00.

I am further requesting a contingency amount of \$5000.00. To cover any unforeseen cost escalations like we have experienced in the past couple of years.

The total cost for this truck will be \$130,150.00. These funds will come from approved budgeted funds in account 401-000-985-010.

If this purchase is approved, it will not increase the size of our fleet. This truck will be replacing a truck that has outlived its reliable usefulness. The truck we are replacing will be disposed of through means of public auction.

If you have any questions or require additional information, I can be reached at ext.2641.


Gary T. Garrison
Fleet Manager



January 23, 2023

City of Livonia DPW

Attn: Gary Garrison
12973 Farmington Road
Livonia, MI 48150

Dear Gary Garrison:

Price on 2023 Vehicle State of Michigan Contract# 071B7700180 and Macomb County Contract# 21-18 Bid:

2023 Ford F550 Reg. Cab 4x4 Pickup Chassis 145" WB, 60" CA \$65,325.00 ea

*** Unit # 159**

Current lead time to order is estimated at 30 + weeks from receipt of Purchase Order.

Order Cutoff Date: January, 13th, 2023.

Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. A \$9.50 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-FLEET (923-5338)

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales

1960 E Main St Owosso, MI 48867, 888-92-FLEET (888.923.5338) Fax 517-625-5832

DRAFT PRICING COLORS AND OPTIONS MAY CHANGE

2023 F-550 DRW-Chassis Cab

Reg. Cab, SuperCab, Crew Cab

Major Standard Equipment

MECHANICAL

- Brakes – Four-wheel Disc Brakes; Anti-lock Brake System
- Electronic-Shift-On-the-Fly (ESOF) (4x4 only)
- Engine
 - 7.3L 2V DEVCT NA PFI V8 Gas (F-450/F-550)
- Transmission – Ten-Speed Automatic Transmission with Selectable Drive Modes: Normal, Tow/Haul, Eco & Deep Sand/Snow

EXTERIOR

- Bumper – front, black painted
- Doors
 - Two (Regular Cab only)
 - Four (SuperCab/Crew Cab only)
- Fender vents – front
- Front License Plate Bracket
- Fuel Tank
 - 40 gallon aft axle (F-350 DRW/F-450/F-550)
- Glass – solar-tinted
- Grille – black painted
- Manual Locking Hubs (4x4)
- Scuff plates – front, color-coordinated
- Splash Guards/Mud Flaps – Front (F-450/550 only)
- "Three Blink" Lane change signal
- Tow hooks – front (2)
- Trailer wiring – 7 wire harness w/relays, blunt cut & labeled
- Tires 225/70R19.5G BSW A/P
- Wheels
 - F-450 & F-550 – 19.5" Argent Painted Steel
- Manual Locking Hubs (4x4)
- Windshield Wipers – intermittent

INTERIOR/COMFORT

- 2.3" Productivity Screen in IP Cluster Instrumentation Center – Multifunction switch message center display with Ice Blue® Lighting
- 12V Powerpoint, auxiliary
- Air conditioning – single-zone, manual
- Air conditioning vents – black w/chrome ring and knob
- Cabin Air Particulate Filter
- Convenience
 - Coat hooks, LH/RH color-coordinated
 - Dash top tray
 - Dome lamp – LH/RH door activated & I/P switch operated w/delay
 - Handles, grab – driver & front-passenger
 - Handles, roof ride – front-passenger (also over rear-doors on Crew Cab)
 - Map lights – dual (front and rear w/Crew Cab)
 - 12V Powerpoint, auxiliary
- Door-trim – armrest/grab handle and reflector
- Floor covering – black, full length vinyl
- Gauges and Meters – Fuel, Transmission Temperature, EngineCoolant Temperature, Oil Pressure (Gas engine) and Turbo (Diesel engine) Gauges; Speedometer, Odometer and Tachometer
- Headliner – color-coordinated cloth
- Instrument panel – color-coordinated w/dual glove boxes, four (4) air registers w/positive shut-off and powerpoint
- Instrumentation Center
 - 2.3" LCD Productivity Screen in IP Cluster
- Mirror – rearview 11.5" day/night
- Outside Temperature Display

- Seats – Front, HD vinyl, 40/20/40 split bench with center armrest, cupholder and storage (manual lumbar – driver's side), front center-seat w/integrated restraint
- Steering damper
- Steering – power
- Steering wheel – black urethane with tilt and telescoping steering wheel/column; includes three (3) button message control
- Sun visors – color-coordinated vinyl, driver w/pocket, passenger w/uncovered mirror insert with 6 inch overhead
- Upfitter switches – 6 located in Overhead Console
- Window – Rear, fixed

SAFETY/SECURITY

- AdvanceTrac® with RSC® (Roll Stability Control™)
- Airbags
 - Driver and Passenger frontal and side airbag/curtain
 - Passenger side airbag deactivation switch
- Child tethers (Regular Cab front-passenger and all rear-seating positions)
- Headlamps – Quad beam jewel effect halogen
- Lamps – LED Roof marker/clearance
- Mirrors – manually telescoping two-way fold trailer tow with manual glass
- Safety Belts
 - Belt-Minder® (front safety belt reminder) – chime and flashing warning lights on I/P if belts not buckled
 - Color-coordinated safety belts w/height adjustment (frontoutboard seating positions only)
- Safety Canopy® System (incl. side-curtain airbags)
- SecuriLock® Passive Anti-Theft System (PATS)
- SOS Post-Crash Alert System™
- Stationary Elevated Idle Control (SEIC)
- Underhood service light

DRIVER ASSIST

- AutoLamp – Auto On/Off Headlamps
- FordPass™ Connect 4G Wi-Fi Modem
 - 4G LTE Wi-Fi hotspot connects up to 10 devices1
 - Remotely start, lock and unlock vehicle2
 - Schedule specific times to remotely start vehicle2
 - Locate parked vehicle2
 - Check vehicle status2
- SYNC®
 - Enhanced Voice Recognition Communication and Entertainment
 - 911 Assist®
 - 4.2" LCD Center Stack screen
 - AppLink®
 - Smart-Charging USB-C port – one (1)

FUNCTIONAL

- Alternators:
 - 7.3L 2 Valve Gas – 240 AMP
 - 6.7L 4 Valve OHV Power Stroke® V8 Turbo Diesel – 220 AMP
- Audio – AM/FM stereo (four (4) speakers)
- Hood release
- Horn – dual electric
- Intelligent Oil-Life Monitor® (6.7L Power Stroke® Diesel engine)
- Shock absorbers – heavy-duty gas
- Springs, rear auxiliary
- Stabilizer bars – front & rear

18,000# GVWR, 11,500 PAYLOAD Reg. Cab 145 WB, CA 60", 18,000# GVWR, 11,200 PAYLOAD

☐ Base Price (F5G/660a) 4x2	\$49,458.00
☒ Base Price (F5H/660a) 4x4	\$52,080.00

18,000# GVWR, 11,400 PAYLOAD Reg. Cab WB 169, CA 84", 18,000# GVWR, 11,100 PAYLOAD

☐ Base Price (F5G/660a) 4x2	\$49,616.00
☐ Base Price (F5H/660a) 4x4	\$52,233.00

18,000# GVWR, 11,300 PAYLOAD Reg. Cab 193 WB, CA 108", 18,000# GVWR, 11,000 PAYLOAD

☐ Base Price (F5G/660a) 4x2	\$49,774.00
☐ Base Price (F5H/660a) 4x4	\$52,387.00

18,000# GVWR, 11,100 PAYLOAD Reg. Cab WB 205, CA 120", 18,000# GVWR, 10,700 PAYLOAD

☐ Base Price (F5G/660a) 4x2	\$49,928.00
☐ Base Price (F5H/660a) 4x4	\$52,545.00

18,000# GVWR, 11,100 PAYLOAD SuperCab WB 168, CA 60", 18,000# GVWR, 10,800 PAYLOAD

☐ Base Price (X5G/660a) 4x2	\$51,525.00
☐ Base Price (X5H/660a) 4x4	\$54,679.00

18,000# GVWR, 11,000 PAYLOAD SuperCab WB 192, CA 84", 18,000# GVWR, 10,700 PAYLOAD

☐ Base Price (X5G/660a) 4x2	\$51,678.00
☐ Base Price (X5H/660a) 4x4	\$54,837.00

18,000# GVWR, 10,900 PAYLOAD Crew Cab WB 179, CA 60", 18,000# GVWR, 10,600 PAYLOAD

☐ Base Price (W5G/660a) 4x2	\$52,296.00
☐ Base Price (W5H/660a) 4x4	\$55,455.00

18,000# GVWR, 10,800 PAYLOAD Crew Cab WB 203, CA 84", 18,000# GVWR, 9,900 PAYLOAD

☐ Base Price (W5G/660a) 4x2	\$52,455.00
☐ Base Price (W5H/660a) 4x4	\$55,618.00

Available Standard Options	Option	Price Reg.&Super/CrewCab
☒ 6.7L Power Stroke 4V Diesel V8 (B20)/10-Spd Auto.	99T/44G	9,325.00
☐ Engine Block Heater	41H	90.00
☐ Seats, 40/20/40 Split Bench Cloth	1S	100.00/315.00
☐ Seat, Vinyl 40/Mini-Console/40 (Regular Cab only)	LS	355.00
☐ Seats, Cloth 40/Mini-Console/40	4S	515.00/615.00
☒ LT225/70Rx19.5G BSW Traction, incl. 4-Traction on the rear TGM & 2 A/S tires on the front, Option Spare is A/S		190.00
☐ LT225/70Rx19.5G BSW Traction-4x4 only, Continental, Incl. 4-traction tires on the rear & 2 traction tires on the front-	TGK	215.00
☐ 6-Ton Hydraulic Jack	61J	55.00
☒ Spare Tire & Wheel-Includes 6-ton Hydraulic Jack	512	350.00
☐ Stainless Steel Wheel Cover	945	380.00
☐ Engine Idle Shutdown (avail. w/6.7L diesel Only) 15-Minutes	86C	250.00
☐ Engine Idle Shutdown (avail. w/6.7L diesel Only) 20-Minutes	86D	250.00
☐ Operator Commanded Regeneration (OCR) (6.7L Diesel Only)	98R	250.00
☐ Rapid-Heat Supplemental Cab Heater (6.7L Diesel Only)	41A	250.00

[X] Transmission Power Take-Off Provision	62R	280.00
[] Axle, Limited Slip	X4N/X4L/X8L	360.00
[X] Power Windows, Locks, Heated Mirrors, and Remote Keyless Entry	90L/54K	915.00/1125.00cc
[] Privacy Glass with Heated Backlight/Rear Window Defrost (Requires Power Equipment 90L/54K)	43B/924	90.00
[] Utility Lighting System (LED Side-mirror Spotlights Requires Power Equipment Group 90L/54K)	63A	160.00
[] Speed Control	525	235.00
[] XL Decor Group (Chrome front bumper)	17F	220.00
[] XL Value Pkg (Chrome front bumper & Cruise Control)	96V	395.00
[] Daytime running Lights	942	45.00
[] Dual Alternator 397 amp w/Dual Batteries (7.3L Gas Only)	67B/86M	325.00
[] Dual Alternator 397 amp (6.7L Diesel Only)	67B	115.00
[] Dual Batteries (78 Amp.) (Gas Engine Only)	86M	210.00
[] 110V/400W Outlet (Includes Dual Alternators 397 amp (67B))	43C/67B	290.00
[] Upfitter Interface Module	18A	295.00
[] Fuel Tank -26.5 Gallon Mid-Ship-Replaces 40 gal. aft-axle tank	65M	125.00
[] Fuel Tank-Dual Diesel (Adds 26.5 Gal. Mid-Ship to the 40 Gal.Aft.)	65C	625.00
[X] Keys Extra (Regular) \$75.00 x 2 =	Sig	150.00
[] Keys Extra (With Power Group) \$220.00 x __ =	Sig	220.00 ea
[] Trailer Tow Package High Capacity- Req. 6.7L Diesel & 4.30 LS Rear Axle , has after market trailer brake wiring kit, No brake controller included, Increases GCWR on diesel engine from 26,000# to 28,000#	535	1,080.00
[] Payload Upgrade Package (7.3L V8 & 145" WB Only, Inc. 4.88 LS Axle, Increases GVWR from 18,000# to 19,000#)	68U	1175.00
[X] Payload Plus Upgrade Package(N/A w 145"WB w/Gas Engine, 68M Inc. 4.88 LS Axle, Increases GVWR from 18,000# to 19,500#)		1515.00
[] Low Deflection Package-recommended for rear-biased loading, such as wreckers/retriever application, N/A with 141" WB	86S	110.00
[X] Integrated Trailer Brake Controller	52B	270.00
[] Cab Steps-Black Molded	18B	320.00/445.00
[] Extra HD Front End Suspension – GAWR 7,500 lbs	67P	285.00
[] Extra Heavy Suspension Package(N/A 67H or 473)	67X	125.00
[] Suspension Package, Heavy Service(N/A 67X or 473)	67H	125.00
[] Snow Plow Prep Package (7.3L Gas Engine) (Includes Dual Batteries (86M), and Dual Alternators 397 amp (67B). Not Available w/Option Codes 67H or 67X Suspension Packages)	473/86M/67B	575.00
[X] Snow Plow Prep Package (6.7L Diesel Engine)	473	250.00
[] Exterior Back up Alarm	76C	140.00
[] Rearview Camera Prep Kit for Box Delete (Includes Loose Camera and Wiring Bundle)	872	415.00
[] 360-Degree Dual Beacon LED Warning Strobes-Amber	91S	675.00
[] Wheel Well Liners, Front	61L	180.00
[] Ambulance Prep Package(6.7L Diesel Engine Only)	47A	1205.00
[] Audible Lane Departure Warning with Pre-Collision Assist with Automatic Emergency Braking and Forward Collision Warning	60C/94P	230.00

Total Price \$65,325.00 ea

Colors for F-550

<u>Exterior Colors</u>	<u>Interior Steel (Grey)</u>	
Race Red	[PQ]	[]
Antimatter Blue Metallic	[HX]	[]
Iconic Silver Metallic	[JS]	[]
Agate Black	[UM]	[]
Oxford White	[Z1]	[X]
Carbonized Gray Metallic	[M7]	[]
Stone Gray	[D1]	[]
Atlas Blue Metallic	[B3]	[]
SPECIAL PAINT		
School Bus Yellow Add \$660.00	[BY]	[]
Omaha Orange Add \$660.00	[MB]	[]
Green Gem Add \$660.00	[W6]	[]

TRUCK & TRAILER *Specialties, Inc.*

900 Grand Oaks Drive | Howell, MI 48843 | www.ttspec.com | ph: (517) 552-3855 | fx: (517) 552-3666

January 23, 2023

City of Livonia
13405 Surrey Street, Livonia, MI 48150
Gary Garrison, ph: (734) 564-6592 & Buzz Kirby, ph: (734) 564-6594
HQ0003427

Equipment Quotation

The following pricing will be based on City of Rochester Hills RFP-RH-20-023 contract awarded September 2020

Chassis:

2023 Ford F550, 60" CA, Regular Cab, 4x4, 19,500# GVW, 6.7L Power Stroke 4V Diesel V8 (B20)/10-Spd Auto including live power PTO provision, brake controller, 6 chassis switches & snow plow prep

Truck: #159

Install Crysteel 9' S-Tipper Dump Body including the following:

108" long, 87" inside width, 96" outside width
Sides: 10 ga. 201 stainless steel, rigid sides 20" high
Tailgate: 10 ga. 201 stainless steel, 3-panel, 26" high with quick-drop release handle
Capacity: 4-5 cubic yards
Floor: 3/16" AR450 floor
Understructure: crossmemberless design
Boxed top rail
Square rear corner posts with integral tarp hooks and single 6" oval cut-out for S/T/T lights
¼ straight integral full-width cabshield, 201 stainless steel with punched window in bulkhead
Install license plate brackets in upper-left corner of tailgate
Install 8" hardwood sideboards
Install two (2) shovel holders on bulkhead

Install Crysteel Lo-Boy full-subframe scissor Hoist with body prop including the following:

Model LB510 with double-acting hydraulics, 50-degree dump angle
Capacity: 9.8 tons

Install Roll-Rite Tarp System, semi-automatic windowshade-style including the following:

Wind deflector enclosure
Mesh-type tarp
Rear tarp hooks

Install Central Hydraulic System to operate dump hoist, auger and spinner including the following:

Muncie PTO with direct-mount gear pump, includes overspeed protection for PTO
25-gal stainless steel hydraulic tank, 25-micron tank-mounted filter, tank filled with AW-32 hydraulic oil
Ball valve shut-off on supply line

Install Rexroth 3m4-12 Control Valve with unloader lateral inlet (3,250 PSI) and the following sections:

DA 12V on/off w/500 PSI A port LS relief section for Hoist (15 GPM)
SA EPC section w/ 2,000 PSI B port LS relief for Spinner (8 GPM)
SA EPC section w/ 2,000 PSI B port LS relief for Conveyor (15 GPM)
Two (2) valve extension cables

Stainless steel 16" valve enclosure with removable lid on side of chassis frame
Electric controls for the hoist in-cab

TRUCK & TRAILER *Specialties, Inc.*

900 Grand Oaks Drive | Howell, MI 48843 | www.ttspec.com | ph: (517) 552-3855 | fx: (517) 552-3666

- Install Rexroth CS620 Spreader Controller** that can operate in closed-loop groundspeed orientation, groundspeed-triggered or manual modes including pause & blast features
Stainless steel pipe hydraulic lines to rear for spreader
Stainless steel quick couplers for spreader with dust caps and plugs
All necessary hoses and fittings
- Install Monroe model MS966-OW-GB Undertailgate Spreader including the following:**
Type 201 stainless steel construction, unpainted
5:1 gear box with direct-mounted motor
6" auger with one-way flighting and 4" flight spacing for left-discharge
Parallelogram spinner with 18" poly spinner disc
Spinner motor shall include a seal-saver kit with grease zerk
Jumper hoses with stainless steel hydraulic couplers
Application-rate sensor built into auger motor
- Install Custom Lighting & Electrical including the following:**
Wired-Rite switch box includes body up, low oil & PTO indicator lights
Switch box includes momentary switch for hoist, PTO on/ override switch
Chassis auxiliary switches for warning lights and spreader work light
Eight (8) SoundOff mPower (mo. EMPC2SMS4) amber/green flashers flush-mounted:
 Two (2) in chassis grille (on separate switch)
 Four (4) on cabshield, two front-facing & two side-facing
 Two (2) at top of rear pillar, one each side
Two (2) SoundOff 6" oval LED S/T/T in bottom cut-out of rear pillar, one each side
One (1) Maxxima 4" LED spreader work light mounted at rear of dump
LED body marker lights
Install Betts Dri-box junction box at the rear
ECCO EC-SA901 smart backup alarm with variable decibel control
- Install Pro-Vision TV-205A Camera System without wash system including the following:**
Includes infrared camera and 5" LCD screen mounted up in rearview mirror location
- Install TigerTough Seat Covers for seats including head rests, armrest front** (mo. 52329GRY)
- Install WeatherTech Floor Liners, Black** (mo. 4410541V)
- Install Luverne Grip-Step running boards** (mos. 415060 & 401721)
- Install ¾" Rear Hitch Plate including the following:**
Pintle Hook model PH-20, mounted at 18" with multiple mounting holes
Heavy-duty D-rings for safety chains
Remount OEM chassis lights outside hitch plate
7-way round electrical connector
OEM integrated trailer brake controller (to come with chassis/confirmed at chassis order)
- Install Poly Fender Kit including all necessary mounting brackets and mudflaps at the rear**
- Install Boss 9'2" Power-V DXT Stainless Steel Blade Snow Plow including the following:**
Stainless steel, full-trip moldboard with trip-edge
Blade crate and undercarriage mount (mos. MSC18292 & LTA10200)
Plow box with SL3 Light package with SmartHitch2 & SmartLock cylinders (mo. MSC15002B)
Handheld in-cab SmartTouch2 control kit and wiring harness (mos. MSC09601 & MSC25002)
Plow lights, light adapter with SmartLight3 LED lighting
Rubber snow deflector and blade guides (mo. MSC01565)
- Paint Dump underbody, hoist and rear hitch painted Black**

Above installed equipment pricing: \$59,825.00ea.

TRUCK & TRAILER *Specialties, Inc.*

900 Grand Oaks Drive | Howell, MI 48843 | www.ttspec.com | ph: (517) 552-3855 | fx: (517) 552-3666

Payment Terms: Net 30. Pricing effective for 30 days.

FOB: City of Livonia

Delivery: 300 days ARO, depending on chassis arrival

Thank you for the opportunity to quote.

Respectfully submitted by,
Jon Luea/Brian Bouwman

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 27, 2023**

Meeting was called to order at 8:00 p.m. by Council Vice President Toy. Present: Kathleen McIntyre, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, and Laura Toy. Absent: Jim Jolly.

Elected and appointed officials present: Susan Nash, City Clerk; Leo Neville, Assistant City Attorney; Todd Zilincik, City Engineer; Mark Taormina, Director of Planning and Economic Development; Josh Sabo, Director of Communications, and Casey O'Neil, Information Systems Director.

Councilmember McIntyre led the meeting in the Pledge of Allegiance.

13. REQUEST FOR AUTHORIZATION TO WAIVE THE SEALED BID PROCESS AND PURCHASE ONE (1) 2023 FORD F550 REGULAR CAB 4X4 PICKUP TRUCK TO BE UPFITTED AS A FLATBED TRUCK THROUGH THE STATE OF MICHIGAN AND MACOMB COUNTY BID PROCESS: Public Works Division, re: for use by the Roads Department, from budgeted funds.

Doug Moore, Assistant Director of Public Works presented the request to Council.

Councilmember McCullough offered an approving resolution for the Consent agenda.

DIRECTION:

APPROVAL

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

13.

DPW

February 14, 2023

MEETING DATE

S022723/R031323

PREPARED BY

Jill Russell, Secretary III,

AGENDA ITEM

REQUEST FOR AUTHORIZATION TO WAIVE THE SEALED BID PROCESS AND PURCHASE ONE (1) 2023 FORD F550 REGULAR CAB 4X4 PICKUP TRUCK TO BE UPFITTED AS A FLATBED TRUCK THROUGH THE STATE OF MICHIGAN AND MACOMB COUNTY BID PROCESS: Public Works Division, re: for use by the Roads Department, from budgeted funds.

BACKGROUND

Recommendation to purchase one (1) 2023 Ford F550 Regular Cab 4x4 Chassis pickup truck for use by the Roads Department (ID# 77) through the State of Michigan Procurement Agreement (071B7700180) and the Macomb County Contract (#21-18) from Lunghamer Ford (formerly Signature Ford), 1960 E. Main St., Owosso, MI 48867 at a cost of \$65,325.00. Upfitting of said vehicles will be done by Versalift Midwest, LLC, 15761 Danview Technology Ct., Shelby Twp. 48315 at a cost of \$56,346.00 each, through the MI-Deal contract #071B7700166. We are further requesting a contingency amount of \$5,000.00 to cover any unforeseen cost escalations like we have experienced in the past couple of years. Total cost is \$126,671.00. This purchase will not increase our fleet size. A comparable unit will be disposed of through public auction.

RECOMMENDATION

The DPW respectfully requests authorization to purchase through the State of Michigan Procurement Agreement (071B7700180) and the Macomb County Contract (#21-18) one 2023 Ford F550 pickup truck from Lunghamer Ford (formerly Signature Ford) for \$65,325.00. Further requesting approval for upfitting of said vehicle through the MI-Deal contract #071B7700166 awarded to Versalift Midwest, LLC for \$56,346.00, as well as a cost increase contingency amount of \$5,000.00; a total of \$126,671.00 from budgeted funds. Waive the formal bidding process in accordance with Section 3.04.140.E.4 of the Livonia Code of Ordinances, as amended since no advantage to the City would result from competitive bidding.

FISCAL CONSIDERATION

Sufficient funds are budgeted in Roads account no.401-000-985-010

Lunghamer:	\$65,325.00
Versalift:	\$56,346.00
Contingency:	\$ 5,000.00
TOTAL:	\$126,671.00

ATTACHMENTS

1. S022723 LTC flat bed truck purch

APPROVED BY



Don Rohraff, Director of Public Works

Date: February 14, 2023



Michael Slater, Finance Director

Date: February 14, 2023



Maureen Miller Brosnan, Mayor

Date: February 15, 2023

DEPARTMENT OF PUBLIC WORKS
PUBLIC SERVICE DIVISION
FLEET MAINTENANCE

GARY T. GARRISON
FLEET MANAGER



JAMES (BUZZ) KIRBY
FLEET SUPERVISOR

13405 SURREY STREET
LIVONIA, MICHIGAN 48150-1527
(734)-466-2704
FAX: (734)-466-2662

January 23, 2023

Purchase of one 2023 Ford F550 Reg. Cab 4X4 Chassis, with a 145" WB, and a 60"CA, to be upfitted as a Flatbed Truck to be used by the Roads Department. The City Identification number will be #77.

The Roads Section is requesting to purchase one 2023 Ford F-550, regular cab 4X4 chassis with a 145" wheelbase and a 60" CA to be upfitted as a flatbed truck. This purchase will be made from Lunghamer Ford, 1960 E. Main St. Owosso, MI. 48867, using the State of Michigan Department of Vehicle Procurement contract number 071B7700180, and Macomb County Contract # 21-18 Bid. The cost for this purchase will be \$65,325.00.

The upfitting for this truck will be performed by Versalift Midwest, LLC. 15761 Danview Technology Ct. Shelby Twp. 48315. The pricing is set through MI-Deal contract #071B7700166. This truck will be upfitted with a flatbed, air compressor, safety running boards, safety lighting, water tank and Boss 9'2" DVXT plow. The cost for this upfitting will be \$56,346.00.

I am further requesting a contingency amount of \$5000.00. To cover any unforeseen cost escalations like we have experienced in the past couple of years. The completed cost for this unit will be \$126,671.00. These funds will come from approved budgeted funds in account 401-000-985-010.

If this purchase is approved, it will not increase the size of our fleet. This truck will be replacing a truck that has outlived its reliable usefulness. The truck we are replacing will be disposed of through means of public auction.

If you have any questions or require additional information, I can be reached at ext.2641.

Gary T. Garrison
Fleet Manager



VERSALIFT MIDWEST, LLC
51761 Danview Technology Ct.
Shelby Twp, MI 48315
Ph: (586) 991-0054
Fx: (586) 991-0074

Q U O T A T I O N
=====
Quote No. J35218

STATE REG NO: F151568
DEALER LICENSE NUMBER: B6542

Page 1

Customer: 1552
CITY OF LIVONIA
PUBLIC SER-EQUIP MAINT.
13405 SURREY
LIVONIA MI 48150

11/07/22: Quote Date
12/07/22: Expire Date
N30: Terms
: Delivery

Contact: GARY

Phone: 734-466-2641

Fax: 734-466-2662

TRUCK #77

MI-DEAL CONTRACT #071B7700166

FURNISH AND INSTALL:

- 1) RUGBY MODEL H9 SUPER HEAVY DUTY PLATFORM
 - 9'4" LONG x 96" WIDE
 - RUBBER TONGUE AND GROOVE FLOOR
 - 4" HIGH STRUCTURAL STEEL CROSS SILLS
 - 6" STRUCTURAL STEEL CHANNEL LONGSILLS
 - FRONT RUB RAILS HEAVY DUTY 7 GAUGE
 - SIDE RUB RAILS 6" STRUCTURAL CHANNEL
 - 7 GAUGE FULL DEPTH REAR APRON
 - 3/8" X 2" TIE DOWN BUMPER BAR
 - 2" X 4" 10 GAUGE EXTERNAL TYPE STAKE POCKET
 - CLEARANCE LIGHTS MOUNTED IN HEAVY RUBBER GROMMETS
 - MEETS FMVSS108 LIGHTING REQUIRMENTS
 - ELECTRIC BACK UP ALARM
 - ICC BUMPER
 - ONE (1) SET OF RUBBER MUD FLAPS
 - PAINTED BLACK
- 1) RUGBY 42" x 96" WELD-ON-KNEE BRACED BULKHEAD FOR SUPER HEAVY DUTY PLATFORM
 - PAINTED BLACK
- 1) DTM70 Air Compressor System (Includes PTO) Ford F250-F600 6.7L Diesel
 - w/ PTO Port
 - Power Take-Off provision required.
 - Compatible with 4x2 and 4x4.
 - Will not fit F350 pickup (Dual Rear Wheel only, only when equipped with 4.10 rear axle, 3.55 axle is OK*) (*suspected).
 - Will not fit F450 Pickup (All).
 - Compatible with 2023 model year, pending confirmation
 - Not compatible with 2023 model year with electronic park brake option currently.
 - System compatible with manual park brake only until further notice
 - AIR RECEIVER TANK

*** CONTINUED NEXT PAGE ***



VERSALIFT MIDWEST, LLC
51761 Danview Technology Ct.
Shelby Twp, MI 48315
Ph: (586) 991-0054
Fx: (586) 991-0074

Q U O T A T I O N
=====
Quote No. J35218

STATE REG NO: F151568
DEALER LICENSE NUMBER: B6542

Page 2

Customer: 1552
CITY OF LIVONIA
PUBLIC SER-EQUIP MAINT.
13405 SURREY
LIVONIA MI 48150

11/07/22: Quote Date
12/07/22: Expire Date
N30: Terms
: Delivery

Contact: GARY

Phone: 734-466-2641

Fax: 734-466-2662

-COMPLETE INSTALLATION

- 1) WEATHER TECH FLOOR COVERS
- FRONT AND BACK

- 1) LUVERNE 7" GRIP STRUT RUNNING BOARDS FOR F350 REG CAB

- 1) MUNICIPAL STROBE PACKAGE
- LED LIGHT BAR STAR MODEL 8891049 LED MOUNTED ON BULKHEAD CENTERED

-FRONT GRILL MOUNT LED STROBE MOUNTING LOCATION TBD
(SEND PICTURES BEFORE MOUNTING)
MODEL #EMPC2SMS4 AMBER/GREEN

-FRONT AND REAR WIG WAGS
-2 PIECE STAR ARROW STICK MODEL #TD93DLXTARO-S MOUNTED TO BACK RACK
-2 WORK LIGHTS

ALL CONNECTIONS SOLDERED, BUTT CONNECTED AND HEAT SHRINKED

- 1) BOSS SNOWPLOW MODEL 9'2" DVXT STAINLESS STEEL POWER-V BLADE
 - PLOW WIDTH 110" STRAIGHT
 - PLOW WIDTH AT 30 DEGREE ANGLE 95"
 - PLOW WIDTH (V) 99"
 - PLOW WIDTH (SCOOP) 92"
 - MOLDBOARD HEIGHT 30" AT CENTER AND 38" AT ENDS
 - 11 GAUGE MOLDBOARD
 - SIX (8) VERTICAL RIBS, TWO (2) DIAGONAL RIBS
 - FOUR (4) TRIP SPRINGS
 - 1-1/2"X 10" ANGLE CYLINDERS
 - 2"X 1-1/8"X 10" LIFT CYLINDER
 - 1/2" X 6" CUTTING EDGE WITH INTEGRAL CURB GUARDS
 - SMARTHITCH 2 SYSTEM
 - PLOW WEIGHT COMPLETE 842 LBS
 - SMARTLIGHTS WITH DUAL HALOGEN BULBS & AMBER TURN SIGNALS
 - SMART TOUCH V-BLADE HAND HELD CONTROL
 - SMARTLOCKING CYLINDERS

*** CONTINUED NEXT PAGE ***



VERSALIFT MIDWEST, LLC
51761 Danview Technology Ct.
Shelby Twp, MI 48315
Ph: (586) 991-0054
Fx: (586) 991-0074

Q U O T A T I O N
=====
Quote No. J35218

STATE REG NO: F151568
DEALER LICENSE NUMBER: B6542

Page 3

Customer: 1552
CITY OF LIVONIA
PUBLIC SER-EQUIP MAINT.
13405 SURREY
LIVONIA MI 48150

11/07/22: Quote Date
12/07/22: Expire Date
N30: Terms
: Delivery

Contact: GARY

Phone: 734-466-2641

Fax: 734-466-2662

-RUBBER SNOW FLAP

- 1) 1/2" CUSTOM CANNON REAR HITCH PLATE W/ BRACING TO REAR OF TRUCK
 - ELECTRIC BRAKE CONTROL FOR 2 TO 4 BRAKING WHEELS ON TRAILER
 - SAFETY CHAIN D-RINGS
 - 15 TON PINTLE HOOK - 30,000 LB. PULL & 6,000 LB. VERTICAL LOAD
- ***-7 WIRE ROUND PIN TRAILER PLUG W/ RUBBER SEAL BOOT***
 - PAINTED BACK
- 1) BUYERS STEEL UNDER BODY TOOL BOX WITH STAINLESS STEEL DOOR
 - HEAVY-DUTY 14 GAUGE STEEL CONSTRUCTION
 - HEAVY-DUTY 14 GAUGE STAINLESS STEEL DOOR
 - POWDER COATED DIE CAST HOUSING CHROME WHALE TAIL HANDLE WITH LOCK AND KEY
 - HEAVY-DUTY DOOR AIR CRAFT RETAINER CABLE
 - CONTINUOUS STAINLESS STEEL HINGE
 - AUTOMOTIVE STYLE BULB SEAL
 - POWDER COATED BLACK
 - MOUNT ON CURB SIDE FRONT.....30"X18"X18"
- 1) 90 GALLON TANK MOUNTED BEHIND BULKHEAD
 - ELECTRIC PUMP SYSTEM
 - 3 GALLONS PER MIN. WITH WATER SPOUT AT REAR OF TRUCK CURB SIDE
 - POLY ENCLOSURE
 - ONE GRAVITY FEED WATER SPOUT AT REAR OF TRUCK DRIVERS SIDE
- 1) RE-INFORCE CURBSIDE REAR OF BODY FOR CRANE
 - AUTOCRANE #EC-2 Crane electric
 - 10 ft Hard-Wired Control
 - Comprehensive 2-year warranty starting at in-service
 - Manual rotation or power rotation
 - tall pedestal
 - Capacity: 2,000 lb
 - Rating: 6,500 ft-lb
 - Reach: 7 ft
 - Rotation: 325° manual rotation & 355° power rotation
 - Cable: 25 ft of 1/4"
 - Chassis GVW: 5,200 lb min
 - Weight: 280 lbs

*** CONTINUED NEXT PAGE ***



VERSALIFT MIDWEST, LLC
51761 Danview Technology Ct.
Shelby Twp, MI 48315
Ph: (586) 991-0054
Fx: (586) 991-0074

Q U O T A T I O N
=====
Quote No. J35218

STATE REG NO: F151568
DEALER LICENSE NUMBER: B6542

Page 4

Customer: 1552
CITY OF LIVONIA
PUBLIC SER-EQUIP MAINT.
13405 SURREY
LIVONIA MI 48150

11/07/22: Quote Date
12/07/22: Expire Date
N30: Terms
: Delivery

Contact: GARY

Phone: 734-466-2641

Fax: 734-466-2662

- Boom Angle: 17° to 50°
- Hoist Speed: 9 fpm
- Motor: 12V DC
- Outrigger Requirements: Jackleg extending minimum 3' 9" from centerline of truck.

INSTALLED..... \$ 56,346.00

THANK YOU,

CURT ANDERSON

QUOTE ACCEPTED AS AN ORDER _____ DATE _____ TRUCK INFO: _____

GOODS ARE SOLD ONLY WITH SUCH WARRANTIES AS MAY BE EXTENDED BY MANUFACTURER OF THE PRODUCT. WE MAKE NO OTHER WARRANTY &
THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY. SALES TAX NOT INCLUDED IN ABOVE PRICE.



October 11, 2022

City of Livonia DPW
Attn: Gary Garrison
12973 Farmington Road
Livonia, MI 48150

Dear Gary Garrison:

Price on 2023 Vehicle State of Michigan Contract# 071B7700180 and Macomb County Contract# 21-18 Bid:

(2) 2023 Ford F550 Reg. Cab 4x4 Pickup Chassis 145" WB, 60" CA	\$65,325.00 ea
Total Delivered Price	\$130,650.00

*** Unit #77, 88**

Standard Service Contract: 36,000 miles or 36 months factory Bumper to Bumper Warranty and 60,000miles 60 months Powertrain Warranty . Service to be handled by your local Ford Dealer.

Order Cutoff Date: DRAFT November 10th, 2022.

Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.M

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. A \$9.50 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-FLEET (923-5338)

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales

DRAFT PRICING COLORS AND OPTIONS MAY CHANGE

2023 F-550 DRW-Chassis Cab

Reg. Cab, SuperCab, Crew Cab

Major Standard Equipment

MECHANICAL

- Brakes – Four-wheel Disc Brakes; Anti-lock Brake System
- Electronic-Shift-On-the-Fly (ESOF) (4x4 only)
- Engine
 - 7.3L 2V DEVCT NA PFI V8 Gas (F-450/F-550)
- Transmission – Ten-Speed Automatic Transmission with Selectable Drive Modes: Normal, Tow/Haul, Eco & Deep Sand/Snow_

EXTERIOR

- Bumper – front, black painted
- Doors
 - Two (Regular Cab only)
 - Four (SuperCab/Crew Cab only)
- Fender vents – front
- Front License Plate Bracket
- Fuel Tank
 - 40 gallon aft axle (F-350 DRW/F-450/F-550)
- Glass – solar-tinted
- Grille – black painted
- Manual Locking Hubs (4x4)
- Scuff plates – front, color-coordinated
- Splash Guards/Mud Flaps – Front (F-450/550 only)
- "Three Blink" Lane change signal
- Tow hooks – front (2)
- Trailer wiring – 7 wire harness w/relays, blunt cut & labeled
- Tires 225/70R19.5G BSW A/P
- Wheels
 - F-450 & F-550 – 19.5" Argent Painted Steel
 - Manual Locking Hubs (4x4)
- Windshield Wipers – intermittent

INTERIOR/COMFORT

- 2.3" Productivity Screen in IP Cluster Instrumentation Center – Multifunction switch message center display with Ice Blue® Lighting
- 12V Powerpoint, auxiliary
- Air conditioning – single-zone, manual
- Air conditioning vents – black w/chrome ring and knob
- Cabin Air Particulate Filter
- Convenience
 - Coat hooks, LH/RH color-coordinated
 - Dash top tray
 - Dome lamp – LH/RH door activated & I/P switch operated w/delay
 - Handles, grab – driver & front-passenger
 - Handles, roof ride – front-passenger (also over rear-doors on Crew Cab)
 - Map lights – dual (front and rear w/Crew Cab)
 - 12V Powerpoint, auxiliary
- Door-trim – armrest/grab handle and reflector
- Floor covering – black, full length vinyl
- Gauges and Meters – Fuel, Transmission Temperature, Engine Coolant Temperature, Oil Pressure (Gas engine) and Turbo (Diesel engine) Gauges; Speedometer, Odometer and Tachometer
- Headliner – color-coordinated cloth
- Instrument panel – color-coordinated w/dual glove boxes, four (4) air registers w/positive shut-off and powerpoint
- Instrumentation Center
 - 2.3" LCD Productivity Screen in IP Cluster
- Mirror – rearview 11.5" day/night
- Outside Temperature Display

- Seats – Front, HD vinyl, 40/20/40 split bench with center armrest, cupholder and storage (manual lumbar – driver's side), front center-seat w/integrated restraint
- Steering damper
- Steering – power
- Steering wheel – black urethane with tilt and telescoping steering wheel/column; includes three (3) button message control
- Sun visors – color-coordinated vinyl, driver w/pocket, passenger w/uncovered mirror insert with 6 inch overhead
- Upfitter switches – 6 located in Overhead Console
- Window – Rear, fixed

SAFETY/SECURITY

- AdvanceTrac® with RSC® (Roll Stability Control™)
- Airbags
 - Driver and Passenger frontal and side airbag/curtain
 - Passenger side airbag deactivation switch
- Child tethers (Regular Cab front-passenger and all rear-seating positions)
- Headlamps – Quad beam jewel effect halogen
- Lamps – LED Roof marker/clearance
- Mirrors – manually telescoping two-way fold trailer tow with manual glass
- Safety Belts
 - Belt-Minder® (front safety belt reminder) – chime and flashing warning lights on I/P if belts not buckled
 - Color-coordinated safety belts w/height adjustment (frontoutboard seating positions only)
- Safety Canopy® System (incl. side-curtain airbags)
- SecuriLock® Passive Anti-Theft System (PATS)
- SOS Post-Crash Alert System™
- Stationary Elevated Idle Control (SEIC)
- Underhood service light

DRIVER ASSIST

- AutoLamp – Auto On/Off Headlamps
- FordPass™ Connect 4G Wi-Fi Modem
 - 4G LTE Wi-Fi hotspot connects up to 10 devices1
 - Remotely start, lock and unlock vehicle2
 - Schedule specific times to remotely start vehicle2
 - Locate parked vehicle2
 - Check vehicle status2
- SYNC®
 - Enhanced Voice Recognition Communication and Entertainment
 - 911 Assist®
 - 4.2" LCD Center Stack screen
 - AppLink®
 - Smart-Charging USB-C port – one (1)

FUNCTIONAL

- Alternators:
 - 7.3L 2 Valve Gas – 240 AMP
 - 6.7L 4 Valve OHV Power Stroke® V8 Turbo Diesel – 220 AMP
- Audio – AM/FM stereo (four (4) speakers)
- Hood release
- Horn – dual electric
- Intelligent Oil-Life Monitor® (6.7L Power Stroke® Diesel engine)
- Shock absorbers – heavy-duty gas
- Springs, rear auxiliary
- Stabilizer bars – front & rear

18,000# GVWR, 11,500 PAYLOAD Reg. Cab 145 WB, CA 60", 18,000# GVWR, 11,200 PAYLOAD

☐ Base Price (F5G/660a) 4x2	\$49,458.00
☒ Base Price (F5H/660a) 4x4	\$52,080.00

18,000# GVWR, 11,400 PAYLOAD Reg. Cab WB 169, CA 84", 18,000# GVWR, 11,100 PAYLOAD

☐ Base Price (F5G/660a) 4x2	\$49,616.00
☐ Base Price (F5H/660a) 4x4	\$52,233.00

18,000# GVWR, 11,300 PAYLOAD Reg. Cab 193 WB, CA 108", 18,000# GVWR, 11,000 PAYLOAD

☐ Base Price (F5G/660a) 4x2	\$49,774.00
☐ Base Price (F5H/660a) 4x4	\$52,387.00

18,000# GVWR, 11,100 PAYLOAD Reg. Cab WB 205, CA 120", 18,000# GVWR, 10,700 PAYLOAD

☐ Base Price (F5G/660a) 4x2	\$49,928.00
☐ Base Price (F5H/660a) 4x4	\$52,545.00

18,000# GVWR, 11,100 PAYLOAD SuperCab WB 168, CA 60", 18,000# GVWR, 10,800 PAYLOAD

☐ Base Price (X5G/660a) 4x2	\$51,525.00
☐ Base Price (X5H/660a) 4x4	\$54,679.00

18,000# GVWR, 11,000 PAYLOAD SuperCab WB 192, CA 84", 18,000# GVWR, 10,700 PAYLOAD

☐ Base Price (X5G/660a) 4x2	\$51,678.00
☐ Base Price (X5H/660a) 4x4	\$54,837.00

18,000# GVWR, 10,900 PAYLOAD Crew Cab WB 179, CA 60", 18,000# GVWR, 10,600 PAYLOAD

☐ Base Price (W5G/660a) 4x2	\$52,296.00
☐ Base Price (W5H/660a) 4x4	\$55,455.00

18,000# GVWR, 10,800 PAYLOAD Crew Cab WB 203, CA 84", 18,000# GVWR, 9,900 PAYLOAD

☐ Base Price (W5G/660a) 4x2	\$52,455.00
☐ Base Price (W5H/660a) 4x4	\$55,618.00

Available Standard Options	Price	
	Option	Reg.&Super/CrewCab
☒ 6.7L Power Stroke 4V Diesel V8 (B20)/10-Spd Auto.	99T/44G	9,325.00
☐ Engine Block Heater	41H	90.00
☐ Seats, 40/20/40 Split Bench Cloth	1S	100.00/315.00
☐ Seat, Vinyl 40/Mini-Console/40 (Regular Cab only)	LS	355.00
☐ Seats, Cloth 40/Mini-Console/40	4S	515.00/615.00
☒ LT225/70Rx19.5G BSW Traction, incl. 4-Traction on the rear TGM & 2 A/S tires on the front, Option Spare is A/S		190.00
☐ LT225/70Rx19.5G BSW Max Traction-4x4 only, Continental, Incl. 4-traction tires on the rear & 2 traction tires on the front-	TGK	215.00
☐ 6-Ton Hydraulic Jack	61J	55.00
☒ Spare Tire & Wheel-Includes 6-ton Hydraulic Jack	512	350.00
☐ Stainless Steel Wheel Cover	945	380.00
☐ Engine Idle Shutdown (avail. w/6.7L diesel Only) 15-Minutes	86C	250.00
☐ Engine Idle Shutdown (avail. w/6.7L diesel Only) 20-Minutes	86D	250.00
☐ Operator Commanded Regeneration (OCR) (6.7L Diesel Only)	98R	250.00
☐ Rapid-Heat Supplemental Cab Heater (6.7L Diesel Only)	41A	250.00

☒	Transmission Power Take-Off Provision	62R	280.00
☐	Axle, Limited Slip	X4N/X4L/X8L	360.00
☒	Power Windows, Locks, Heated Mirrors, and Remote Keyless Entry	90L/54K	915.00/1125.00cc
☐	Privacy Glass with Heated Backlight/Rear Window Defrost (Requires Power Equipment 90L/54K)	43B/924	90.00
☐	Utility Lighting System (LED Side-mirror Spotlights Requires Power Equipment Group 90L/54K)	63A	160.00
☐	Speed Control	525	235.00
☐	XL Decor Group (Chrome front bumper)	17F	220.00
☐	XL Value Pkg (Chrome front bumper & Cruise Control)	96V	395.00
☐	Daytime running Lights	942	45.00
☐	Dual Alternator 397 amp w/Dual Batteries (7.3L Gas Only)	67B/86M	325.00
☐	Dual Alternator 397 amp (6.7L Diesel Only)	67B	115.00
☐	Dual Batteries (78 Amp.) (Gas Engine Only)	86M	210.00
☐	110V/400W Outlet (Includes Dual Alternators 397 amp (67B))	43C/67B	290.00
☐	Upfitter Interface Module	18A	295.00
☐	Fuel Tank -26.5 Gallon Mid-Ship-Replaces 40 gal. aft-axle tank	65M	125.00
☐	Fuel Tank-Dual Diesel (Adds 26.5 Gal. Mid-Ship to the 40 Gal.Aft.)	65C	625.00
☒	Keys Extra (Regular) \$75.00 x 2 =	Sig	150.00
☐	Keys Extra (With Power Group) \$220.00 x __ =	Sig	220.00 ea
☐	Trailer Tow Package High Capacity- Req.6.7L Diesel & 4.30 LS Rear Axle , has after market trailer brake wiring kit, No brake controller included, Increases GCWR on diesel engine from 26,000# to 28,000#	535	1,080.00
☐	Payload Upgrade Package (7.3L V8 & 145" WB Only, Inc. 4.88 LS Axle, Increases GVWR from 18,000# to 19,000#)	68U	1175.00
☒	Payload Plus Upgrade Package(N/A w 145"WB w/Gas Engine, 68M Inc. 4.88 LS Axle, Increases GVWR from 18,000# to 19,500#)	68M	1515.00
☐	Low Deflection Package-recommended for rear-biased loading, such as wreckers/retriever application, N/A with 141" WB	86S	110.00
☒	Integrated Trailer Brake Controller	52B	270.00
☐	Cab Steps-Black Molded	18B	320.00/445.00
☐	Extra HD Front End Suspension – GAWR 7,500 lbs	67P	285.00
☐	Extra Heavy Suspension Package(N/A 67H or 473)	67X	125.00
☐	Suspension Package, Heavy Service(N/A 67X or 473)	67H	125.00
☐	Snow Plow Prep Package (7.3L Gas Engine) (Includes Dual Batteries (86M), and Dual Alternators 397 amp (67B). Not Available w/Option Codes 67H or 67X Suspension Packages)	473/86M/67B	575.00
☒	Snow Plow Prep Package (6.7L Diesel Engine)	473	250.00
☐	Exterior Back up Alarm	76C	140.00
☐	Rearview Camera Prep Kit for Box Delete (Includes Loose Camera and Wiring Bundle)	872	415.00
☐	360-Degree Dual Beacon LED Warning Strobes-Amber	91S	675.00
☐	Wheel Well Liners, Front	61L	180.00
☐	Ambulance Prep Package(6.7L Diesel Engine Only)	47A	1205.00
☐	Audible Lane Departure Warning with Pre-Collision Assist with Automatic Emergency Braking and Forward Collision Warning	60C/94P	230.00

Total Price \$65,325.00 ea

Colors for F-550

<u>Exterior Colors</u>	<u>Interior Steel (Grey)</u>	
Race Red	[PQ]	[]
Antimatter Blue Metallic	[HX]	[]
Iconic Silver Metallic	[JS]	[]
Agate Black	[UM]	[]
Oxford White	[Z1]	[X]
Carbonized Gray Metallic	[M7]	[]
Stone Gray	[D1]	[]
Atlas Blue Metallic	[B3]	[]
SPECIAL PAINT		
School Bus Yellow Add \$660.00	[BY]	[]
Omaha Orange Add \$660.00	[MB]	[]
Green Gem Add \$660.00	[W6]	[]

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 27, 2023**

Meeting was called to order at 8:00 p.m. by Council Vice President Toy. Present: Kathleen McIntyre, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, and Laura Toy. Absent: Jim Jolly.

Elected and appointed officials present: Susan Nash, City Clerk; Leo Neville, Assistant City Attorney; Todd Zilincik, City Engineer; Mark Taormina, Director of Planning and Economic Development; Josh Sabo, Director of Communications, and Casey O'Neil, Information Systems Director.

Councilmember McIntyre led the meeting in the Pledge of Allegiance.

14. REQUEST FOR ADDITIONAL APPROPRIATION: Department of Public Works, Water Department, re: for the surcharge of two (2) Freightliner 108SD trucks in the amount of \$13,400, due to the manufacturer price increase, from budgeted funds.

Doug Moore, Assistant Director of Public Works presented the request to Council.

Councilmember Donovic asked if we could put a clause in the bid stating that they can't come back for a surcharge later.

Doug Moore said we cannot, the trucks were ordered two years ago and there is a long lead time from time of order, build and then sending out for upfitting. There isn't a way to see the charges until it is near the end.

Councilmember Bahr said he sees a letter from Daimler Truck that says vehicles with a scheduled build date of May 29, 2022, are price protected and not impacted by this. He asked if it just took that long to build them and if that timeframe was out of our control.

Doug said yes it took that long to build them and it was beyond our control.

Councilmember Donovic offered an approving resolution for the Consent agenda.

DIRECTION:

APPROVAL

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

14.

DPW
February 14, 2023

MEETING DATE

S022723/R031323

PREPARED BY

Jill Russell, Secretary III,

AGENDA ITEM

REQUEST FOR ADDITIONAL APPROPRIATION: Department of Public Works, Water Department, re: for the surcharge of two (2) Freightliner 108SD trucks in the amount of \$13,400, due to the manufacturer price increase, from budgeted funds.

BACKGROUND

In 2021, the DPW requested and received approval to purchase two RDS Freightliner Trucks Model 108SD (CR #169-21 and CR #166-21). We were recently notified that the Manufacturer, Daimler Truck, has imposed a "surcharge" on said vehicles due to "challenging global and domestic economic conditions". The surcharge for the vehicles we've ordered are \$6,700 each, for a total of \$13,400.00.

RECOMMENDATION

The DPW respectfully requests that Council Approve additional funding for these two vehicles in the total amount of \$13,400.00 payable to Wolverine Freightliner Eastside, 107 S. Groesbeck Hwy, Mt. Clemens, MI 48043.

FISCAL CONSIDERATION

Funds for the surcharges on these vehicles are available in the following Accounts:

Vehicle #319	592-559-142-000	#169-21	\$6,700.00
Vehicle #027	401-000-985-010	#166-21	<u>\$6,700.00</u>
			\$13,400.00

ATTACHMENTS

1. Dump Truck 319 - Price Surcharge
2. Dump Truck 27 - Price Surcharge
3. R052421 Approval to purch Freightliner single axle RDS dump truck CR 166-21
4. R052421 Approval to purch Freightliner tandem axle dump truck CR 169-21

APPROVED BY

Michael T. Slater

Date: February 15, 2023

Michael Slater, Finance Director

A handwritten signature in cursive script, reading "Maureen Miller Brosnan".

Maureen Miller Brosnan, Mayor

Date: February 15, 2023

Wolverine Freightliner Eastside, Inc.

107 S. Groesbeck Hwy

Mt. Clemens, MI 48043

586 783 2444

INVOICE

EUA5930

City of Livonia
33000 Civic Center Dr.
Livonia, MI 48154

December 15, 2022

Customer PO # 2021-00000565

QTY	1	2023	Freightliner 108SD	\$100,508.00
		2023	Surcharge	<u>\$6,700.00</u>
				\$ 107,208.00
			1FVHG5FE5PHUA5930	

Sales Tax 0

Title Fee 15.00

Plate Fee

F.E.T 0

Delivered Price \$107,223.00

Minus Deposit

Minus Net Trade Value

Cash On Delivery

Minus Rebates

NET DUE \$107,223.00

443 Fleet Maintenance

Equipment # 319

Account # 592-559-142-020

Approved by MTS

CR# 169-21

12/17/22

Please remit to:

Wolverine Freightliner Eastside, Inc.
107 S. Groesbeck Hwy
Mt. Clemens, MI 48043

#169-21 RESOLVED, that having considered the report and recommendation of the Director of Public Works, dated April 26, 2021, which bears the signature of the Director of Finance and is approved for submission by the Mayor, the Council does hereby authorize the purchase of one (1) 2021 Freightliner tandem axle dump truck, in an amount not to exceed \$100,523.00, from Wolverine Freightliner, 107 S. Groesbeck, Mt. Clemens, Michigan 48043; and the outfitting of said vehicle by Truck and Trailer Specialties, 900 Grand Oaks Dr., Howell, Michigan 48843, at a cost of \$40,425.00, for a total amount not to exceed \$140,948.00, to be utilized by the Water Department (Id# 319) and to replace a comparable vehicle which has outlived its life expectancy; FURTHER, the Council does hereby authorize an expenditure in an amount not to exceed \$140,948.00 from Account No: 592-559-142-000 for this purpose; FURTHER, the Council does hereby determine to authorize the said purchase without competitive bidding inasmuch as the same is being purchased through the Rochester Hills Co-Op Award Agreement (RFP-RH-20-023); and such action is taken in accordance with the provisions set forth in Section 3.04.140.D.4 of the Livonia Code of Ordinances, as amended; FURTHER, the Council does hereby authorize the disposal of the replaced vehicle at public auction hosted by the Michigan Inter-governmental Trade Network (MITN) or commercial auction after receipt of the new vehicle.

DAIMLER TRUCK

North America

April 19, 2022

To: All Freightliner & Western Star Dealers (US/CAN)

Subject: CY22/MY23 Pricing Surcharge Update – Freightliner & Western Star

Dear Dealer Partners,

As discussed with you yesterday, the continued challenging global and domestic economic conditions have made it necessary for Daimler Truck North America (DTNA) to implement an additional pricing surcharge on all MY23 Freightliner & Western Star trucks (details below). Increases are in addition to the \$2,900 - \$4,500 Total MY23 Surcharge announced in December 2021 for CY22/MY23 units.

This new surcharge will be applied on CY22 units with a schedule build date starting May 30th, 2022. Units with a schedule build date on or before May 29th, 2022 are price protected and will not be impacted by the newly updated surcharge.

DTNA is committed to release MY24 Pricing in Q3/2022.

Below are the updated Model Year 2023 Pricing Surcharge Details:

Values in USD

Models	Total MY23 Surcharge (as of January 1 st , 2022)	Additional Surcharge	Total MY23 Surcharge As of May 30 th **, 2022
Cascadia*/5700	\$4,200	\$5,700	\$9,900
4700/47X/4900/49X/122SD/6900	\$4,500	\$5,800	\$10,300
M2106/112 & 108/114SD	\$2,900	\$3,800	\$6,700

**Includes eCascadia*

*** Indicates schedule build date*

- The Total MY23 Surcharge fee applies to all units included in your CY22 Dealer Reservation System plan, including both Program and Concession reservations with a schedule build date of May 30th, 2022 or after.
- The total non-discountable surcharge will be presented as a single line item on the truck invoice.
- Dealers are responsible to update and include Total MY23 Surcharge on all current and future quotes for CY22/MY23.
- Total MY23 Surcharge is in addition to all previous CY22 Surcharges announced by DTNA including FCCC for the Tire Surcharge, DD13 Gen 5, CARB22, Standard Destination & Freight, etc.

Order Cancellation Guidelines:

- Entire backlog beginning 05/30 is cancellable until April 29th, 2022 (program and concession). This includes units inside the standard 90 day window from schedule build date.
- After April 29th, 2022 standard cancellation policies apply:
 - Program trucks are non-cancellable.
 - Cancellations will only be accepted outside of 90 days from schedule build date.
 - Q3 cancellations required by 5/31, Q4 cancellations required by 7/1.
 - All reorders required by 7/1 (CY22 closeout date).
 - Plans must be modified to reflect all cancellations and reorders.

- Cancelled orders will not result in plan volume forfeitures. All cancelled units (regardless of plan quarter) will be returned to dealer plans in their Q4 volumes and can be reordered as necessary. Concession for concession and program for program cancellation-reorder requirements still apply.
 - Per standard cancellation policy, all Top 50 cancellations cannot be repurposed and will revert back to DTNA.

John O'Leary
President & CEO

David Carson
SVP Sales & Marketing

Wolverine Freightliner Eastside, Inc.

107 S. Groesbeck Hwy

Mt. Clemens, MI 48043

586 783 2444

INVOICE

EUA5932

City of Livonia
33000 Civic Center Dr.
Livonia, MI 48154

December 15, 2022

Customer PO # 2021-00000569

QTY	1	2023	Freightliner 108SD	\$88,686.00
		2023	Surcharge	<u>\$6,700.00</u>
				\$ 95,386.00
			1FVAG5FE7PHUA5932	

Sales Tax 0

Title Fee 15.00

Plate Fee

F.E.T 0

443 Fleet Maintenance

Equipment # 27

Account # 401-000-985-010

Approved by JTS

CR# 166-21

12/17/22

Delivered Price \$95,401.00

Minus Deposit

Minus Net Trade Value

Cash On Delivery

Minus Rebates

NET DUE \$95,401.00

Please remit to:

Wolverine Freightliner Eastside, Inc.
107 S. Groesbeck Hwy
Mt. Clemens, MI 48043

#166-21 RESOLVED, that having considered the report and recommendation of the Director of Public Works, dated April 26, 2021, which bears the signature of the Director of Finance and is approved for submission by the Mayor, the Council does hereby authorize the purchase of one (1) 2021 Freightliner single axle RDS dump truck Model 108SD (#27) at a cost of \$88,701.00 and one (1) 2021 Freightliner single axle conventional UTS dump truck Model 108SD (#28) at a cost of \$87,859.00, from Wolverine Freightliner 107 S. Groesbeck, Mt. Clemens, MI 48043, for a total amount not to exceed \$176,560.00; and the upfitting of said vehicles by Truck and Trailer Specialties, 900 Grand Oaks Drive, Howell, Michigan 48843, in an amount not to exceed \$202,140.00; for a grand total not to exceed \$378,700.00, to replace vehicles which have surpassed their life expectancy; FURTHER, the Council does hereby authorize an expenditure in an amount not to exceed \$378,700.00 from funds budgeted for this purpose in Account No. 401-000-985-010; FURTHER, the Council does hereby determine to authorize the said purchase without competitive bidding inasmuch as the same is being purchased through the Rochester Hills Co-Op Award Agreement (RFP-RH-20-023); and such action is taken in accordance with the provisions set forth in Section 3.04.140.D.4 of the Livonia Code of Ordinances, as amended; FURTHER, the Council does hereby authorize the disposal of the replaced vehicles at public auction hosted by the Michigan Inter-governmental Trade Network (MITN) or commercial auction after receipt of the new vehicles.

DAIMLER TRUCK

North America

April 19, 2022

To: All Freightliner & Western Star Dealers (US/CAN)

Subject: CY22/MY23 Pricing Surcharge Update – Freightliner & Western Star

Dear Dealer Partners,

As discussed with you yesterday, the continued challenging global and domestic economic conditions have made it necessary for Daimler Truck North America (DTNA) to implement an additional pricing surcharge on all MY23 Freightliner & Western Star trucks (details below). Increases are in addition to the \$2,900 - \$4,500 Total MY23 Surcharge announced in December 2021 for CY22/MY23 units.

This new surcharge will be applied on CY22 units with a schedule build date starting May 30th, 2022. Units with a schedule build date on or before May 29th, 2022 are price protected and will not be impacted by the newly updated surcharge.

DTNA is committed to release MY24 Pricing in Q3/2022.

Below are the updated Model Year 2023 Pricing Surcharge Details:

Values in USD

Models	Total MY23 Surcharge (as of January 1 st , 2022)	Additional Surcharge	Total MY23 Surcharge As of May 30 th **, 2022
Cascadia*/5700	\$4,200	\$5,700	\$9,900
4700/47X/4900/49X/122SD/6900	\$4,500	\$5,800	\$10,300
M2106/112 & 108/114SD	\$2,900	\$3,800	\$6,700

**Includes eCascadia*

*** Indicates schedule build date*

- The Total MY23 Surcharge fee applies to all units included in your CY22 Dealer Reservation System plan, including both Program and Concession reservations with a schedule build date of May 30th, 2022 or after.
- The total non-discountable surcharge will be presented as a single line item on the truck invoice.
- Dealers are responsible to update and include Total MY23 Surcharge on all current and future quotes for CY22/MY23.
- Total MY23 Surcharge is in addition to all previous CY22 Surcharges announced by DTNA including FCCC for the Tire Surcharge, DD13 Gen 5, CARB22, Standard Destination & Freight, etc.

Order Cancellation Guidelines:

- Entire backlog beginning 05/30 is cancellable until April 29th, 2022 (program and concession). This includes units inside the standard 90 day window from schedule build date.
- After April 29th, 2022 standard cancellation policies apply:
 - Program trucks are non-cancellable.
 - Cancellations will only be accepted outside of 90 days from schedule build date.
 - Q3 cancellations required by 5/31, Q4 cancellations required by 7/1.
 - All reorders required by 7/1 (CY22 closeout date).
 - Plans must be modified to reflect all cancellations and reorders.

- Cancelled orders will not result in plan volume forfeitures. All cancelled units (regardless of plan quarter) will be returned to dealer plans in their Q4 volumes and can be reordered as necessary. Concession for concession and program for program cancellation-reorder requirements still apply.
 - Per standard cancellation policy, all Top 50 cancellations cannot be repurposed and will revert back to DTNA.

John O'Leary
President & CEO

David Carson
SVP Sales & Marketing

Regular Meeting Minutes of May 24, 2021

On a motion by White, supported by Toy, it was:

#166-21 RESOLVED, that having considered the report and recommendation of the Director of Public Works, dated April 26, 2021, which bears the signature of the Director of Finance and is approved for submission by the Mayor, the Council does hereby authorize the purchase of one (1) 2021 Freightliner single axle RDS dump truck Model 108SD (#27) at a cost of \$88,701.00 and one (1) 2021 Freightliner single axle conventional UTS dump truck Model 108SD (#28) at a cost of \$87,859.00, from Wolverine Freightliner 107 S. Groesbeck, Mt. Clemens, MI 48043, for a total amount not to exceed \$176,560.00; and the upfitting of said vehicles by Truck and Trailer Specialties, 900 Grand Oaks Drive, Howell, Michigan 48843, in an amount not to exceed \$202,140.00; for a grand total not to exceed \$378,700.00, to replace vehicles which have surpassed their life expectancy; FURTHER, the Council does hereby authorize an expenditure in an amount not to exceed \$378,700.00 from funds budgeted for this purpose in Account No. 401-000-985-010; FURTHER, the Council does hereby determine to authorize the said purchase without competitive bidding inasmuch as the same is being purchased through the Rochester Hills Co-Op Award Agreement (RFP-RH-20-023); and such action is taken in accordance with the provisions set forth in Section 3.04.140.D.4 of the Livonia Code of Ordinances, as amended; FURTHER, the Council does hereby authorize the disposal of the replaced vehicles at public auction hosted by the Michigan Inter-governmental Trade Network (MITN) or commercial auction after receipt of the new vehicles.

<i>CONSENT AGENDA ITEM 12 (Regular Meeting of May 24, 2021)</i>

Motion by:	White
Seconded by:	Toy
ROLL CALL:	
Ayes:	Toy, Bahr, White, McCullough, Donovic, McIntyre
Nays:	None
Absent:	Jolly

Regular Meeting Minutes of May 24, 2021

On a motion by White, supported by Toy, it was:

#169-21 RESOLVED, that having considered the report and recommendation of the Director of Public Works, dated April 26, 2021, which bears the signature of the Director of Finance and is approved for submission by the Mayor, the Council does hereby authorize the purchase of one (1) 2021 Freightliner tandem axle dump truck, in an amount not to exceed \$100,523.00, from Wolverine Freightliner, 107 S. Groesbeck, Mt. Clemens, Michigan 48043; and the outfitting of said vehicle by Truck and Trailer Specialties, 900 Grand Oaks Dr., Howell, Michigan 48843, at a cost of \$40,425.00, for a total amount not to exceed \$140,948.00, to be utilized by the Water Department (Id# 319) and to replace a comparable vehicle which has outlived its life expectancy; FURTHER, the Council does hereby authorize an expenditure in an amount not to exceed \$140,948.00 from Account No: 592-559-142-000 for this purpose; FURTHER, the Council does hereby determine to authorize the said purchase without competitive bidding inasmuch as the same is being purchased through the Rochester Hills Co-Op Award Agreement (RFP-RH-20-023); and such action is taken in accordance with the provisions set forth in Section 3.04.140.D.4 of the Livonia Code of Ordinances, as amended; FURTHER, the Council does hereby authorize the disposal of the replaced vehicle at public auction hosted by the Michigan Inter-governmental Trade Network (MITN) or commercial auction after receipt of the new vehicle.

<i>CONSENT AGENDA ITEM 15 (Regular Meeting of May 24, 2021)</i>

Motion by:	White
Seconded by:	Toy
ROLL CALL:	
Ayes:	Toy, Bahr, White, McCullough, Donovic, McIntyre
Nays:	None
Absent:	Jolly

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 27, 2023**

Meeting was called to order at 8:00 p.m. by Council Vice President Toy. Present: Kathleen McIntyre, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, and Laura Toy. Absent: Jim Jolly.

Elected and appointed officials present: Susan Nash, City Clerk; Leo Neville, Assistant City Attorney; Todd Zilincik, City Engineer; Mark Taormina, Director of Planning and Economic Development; Josh Sabo, Director of Communications, and Casey O'Neil, Information Systems Director.

Councilmember McIntyre led the meeting in the Pledge of Allegiance.

15. REQUEST TO APPROVE ALLIANCE OF ROUGE COMMUNITIES (ARC) ANNUAL ASSESSMENT FOR 2023: Public Works Division, re: in the amount of \$36,504.00, from budgeted funds.

Doug Moore, Assistant Director of Public Works presented the request to Council.

Councilmember Bahr offered an approving resolution for the Consent agenda.

DIRECTION:

APPROVAL

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

15.

DPW

February 15, 2023

MEETING DATE

S022723/R031323

PREPARED BY

Jill Russell, Secretary III,

AGENDA ITEM

REQUEST TO APPROVE ALLIANCE OF ROUGE COMMUNITIES (ARC) ANNUAL ASSESSMENT FOR 2023: Public Works Division, re: in the amount of \$36,504.00, from budgeted funds.

BACKGROUND

The City of Livonia has actively participated in the Alliance of Rouge Communities (ARC) since its inception in 2004. Each year, the City has paid an annual assessment for the City's share based on population and land area to fund the services for the communities provided by the ARC. The significant services completed on behalf of Livonia include MS4 permit requirements, stream water quality sampling and testing, joint projects in watershed management public education, and providing representation and advocacy for communities in discussions and negotiations with the Michigan Department of Environmental, Great Lakes & Energy (EGLE) (formerly MDEQ) on storm water permits. The ARC has and will continue to solicit grants for storm water initiatives for communities both individually and collectively.

Community assessments total 50% of the total annual income for the activities of the ARC. A Federal Clean Water Fund grant again supports the other 50% of the budget.

1. Continued MS4 permit requirements to the State of Michigan include:
 1. Increased wet and dry weather Illicit Discharge Elimination Program (IDEP) inspections of outfalls in the City's jurisdiction. Included in this program is training staff to identify issues, complete paperwork and submit reporting requirements to the State.
 2. Increased needs for Public Education Program (PEP). Seminars, classes and meetings to help educate residents of the watershed on proper (and improper) maintenance and tactics.
 3. Increased requirements regarding Total Maximum Daily Load (TMDL) Implementation Plan. Included in this is Best Management Practices (BMP) regarding sampling of water, collections, sending to laboratories for analysis, and reporting results to the State.
2. ARC staff will aid the City in implementing these programs; conduct inspections and testing; handle follow-up reporting to the State on the City's behalf, and act as the go-between between EGLE and the City. This highly reduces the amount of City staff time needed to manage the increased requirements of the new permit.

At the same time, continued discussions with ARC staff about ways to limit future dues increases by

sharing costs or supplying City staff to perform permit requirement functions. The ARC is open to cost-sharing and the discussion centers on developing ways to cost those jobs to reduce dues. ARC staff would continue to do the information collection and reporting on our behalf, our staff would do the leg work. Livonia participation in the ARC is recommended again this year for the following reasons:

- Continued guidance/assistance in the required MS4 Storm water permit process that began in April 2016 and continues until EGLE finalizes the permit. The acceptance process continued, but we are bound to processes in this permit.
- Broad participation of the Rouge communities that eliminates redundancies and provides cost savings resulting from use of common storm water management practices by multiple communities.
- Communication and cooperation between the staffs of Rouge communities on storm water and related issues has been advanced
- ARC provides a unified voice when working with EGLE on permit compliance issues.
- Participation in a watershed-wide group of communities and counties improves the opportunity of the City to receive future storm water grant awards.

RECOMMENDATION

it is requested the Council approve payment to the Alliance of Rouge Communities, a non-profit organization, in the amount of \$36,504.00 for the annual assessment to Livonia for 2023. No appropriation is required since this amount was included in Account No. 592-559-923-030 of the 2022-2023 approved City budget.

FISCAL CONSIDERATION

Payment to: Alliance of Rouge Communities, 46036 Michigan Ave., Suite 126, Canton, MI 48188 in the amount of \$36,504.00 from budgeted funds in account number 592-59-923-030

ATTACHMENTS

1. 2023 ARC Dues Invoice

APPROVED BY



Douglas L. Moore, MSA, Assistant Director of Public Works

Date: February 15, 2023



Don Rohraff, Director of Public Works

Date: February 15, 2023

Michael T Slater

Date: February 15, 2023

Michael Slater, Finance Director

Maureen Miller Brosnan

Date: February 15, 2023

Maureen Miller Brosnan, Mayor

Annette DeMaria, P.E., PMP
Executive Director



Auburn Hills
Beverly Hills
Bingham Farms
Birmingham
Bloomfield Hills
Bloomfield Twp.
Canton Twp.
Commerce Twp.
Dearborn Heights
Farmington
Farmington Hills
Franklin
Garden City
Henry Ford College
Inkster
Lathrup Village
Livonia
Melvindale
Northville
Northville Twp.
Novi
Oak Park
Oakland County
Orchard Lake
Plymouth
Plymouth Twp.
Redford Twp.
Rochester Hills
Romulus
Schoolcraft College
Southfield
Troy
University of
Michigan-Dearborn
Van Buren Twp.
Walled Lake
Washtenaw County
Wayne
Wayne County
Wayne County Airport
Authority
West Bloomfield Twp.
Westland
Wixom

Cooperating Partners:

Cranbrook Institute of Science
Friends of the Rouge
Great Lakes Water Authority
Rouge River Advisory Council
SEMCOG
Southeastern Oakland
County Water Authority

February 10, 2023

Mr. Doug Moore
Superintendent of Public Services
Livonia
12973 Farmington Road
Livonia, MI 48150

Dear Mr. Moore:

I would like to thank you for your support and participation in the Alliance of Rouge Communities (ARC). In addition to restoring important beneficial uses, ARC activities assist you in meeting water quality requirements mandated by the state's stormwater permit.

I have enclosed your community's invoice for 2023 participation in the ARC. The 2023 assessment for each community/associate is based upon the budget approved at the Full ARC meeting in November and includes an increase in dues to all members to allow the ARC to meet stormwater permit requirements. The 2023 assessment also includes adjustments to your dues based on the final numbers from the 2020 census.

Due dates for the invoices are 30 days after receipt of the invoice or 30 days after the start of your fiscal year, whichever is later and is similar to previous years. Checks should be made payable, as indicated on the invoice, to the Alliance of Rouge Communities. Your prompt payment is appreciated.

Again, thank you for participating in the ARC and the vote of confidence you have given us as your elected officers. If you have any questions or concerns, please contact me at (248) 735-5694, Doug Moore, ARC Chair at (734) 466-2617 or Charles Markus, ARC Vice-Chair, at (248) 594-2808.

Sincerely,

ALLIANCE OF ROUGE COMMUNITIES

Rebecca Runkel, Treasurer



Alliance of Rouge Communities
46036 Michigan Ave., Suite 126
Canton, MI 48188
Phone: 734-768-2180
Email: info@allianceofrougecommunities.com

Invoice

Date	Invoice #
2/9/2023	201937

City of Livonia
Doug Moore
12973 Farmington Rd.
Livonia, MI 48150

Terms

4/30/23

Description	Amount
Membership Dues for 2023	36,504.00
Please remit to above address.	Total \$36,504.00

Questions Regarding this Invoice?
Contact Chris O'Meara at comeara@allianceofrougecommunities.com or 734-768-2180



ALLIANCE OF ROUGE COMMUNITIES

ARC Member Verification

NEW - Click here to fill this out online

or go to: <https://www.surveymonkey.com/r/WL7XHT8>

IF YOU FILL THIS OUT ONLINE YOU DO NOT NEED TO RETURN THIS FORM TO ARC STAFF

Working together, restoring the river

The **designated** representative (*must be local unit of government*) of the community is:

Name Title

Address

City State Zip

Phone No. Fax No.

E-mail Address

***Return Member Verification form to
Chris O'Meara, ARC Staff:***

Email: comeara@ectinc.com

Mail:
Chris O'Meara
Alliance of Rouge Communities
46036 Michigan Ave., Suite 126
Canton, MI 48188

☐

NEW - Check this box to request a meeting at your office with ARC Staff to review the benefits of your ARC membership or discuss any questions you may have.

The **alternate** representative of the community is (*can be a consultant, but designated Representative must be local unit of government*):

Name Title

Address City State Zip

Phone No. Fax No. E-mail Address

I, the designated Representative, authorize this member verification on behalf of the community of

_____:

Signature

Date

Print or Type Name

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 27, 2023**

Meeting was called to order at 8:00 p.m. by Council Vice President Toy. Present: Kathleen McIntyre, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, and Laura Toy. Absent: Jim Jolly.

Elected and appointed officials present: Susan Nash, City Clerk; Leo Neville, Assistant City Attorney; Todd Zilincik, City Engineer; Mark Taormina, Director of Planning and Economic Development; Josh Sabo, Director of Communications, and Casey O'Neil, Information Systems Director.

Councilmember McIntyre led the meeting in the Pledge of Allegiance.

16.REQUEST TO ACCEPT STORM WATER FACILITIES MAINTENANCE AGREEMENT: Engineering Division, re: from Crosswinds Court Subdivision, Inc., in conjunction with the construction of a storm water collection system that provides adequate drainage for the Dover Court Site Condominium, located on the west side of Dover Avenue, south of Ann Arbor Trail, in the Southwest 1/4 of Section 33.

Todd Zilincik, City Engineer, presented the request to Council.

Councilmember Donovic offered an approving resolution for the Consent agenda.

DIRECTION:

APPROVAL

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

16.

Engineering
February 13, 2023

MEETING DATE

S022723/R031323

PREPARED BY

Karen Worley, Secretary IV,

AGENDA ITEM

REQUEST TO ACCEPT STORM WATER FACILITIES MAINTENANCE AGREEMENT:
Engineering Division, re: from Crosswinds Court Subdivision, Inc., in conjunction with the construction of a storm water collection system that provides adequate drainage for the Dover Court Site Condominium, located on the west side of Dover Avenue, south of Ann Arbor Trail, in the Southwest 1/4 of Section 33.

BACKGROUND

In conjunction with the development of the Dover Court Site Condominium, located on the west of Dover Avenue, south of Ann Arbor Trail, the Wayne County Department of Public Services has requested that the City of Livonia take jurisdiction and control of the entire on-site storm water collection system constructed by the owner of the property at their expense. A representative of the City must also be designated to execute the County permit for this storm water system construction.

In reference to this storm water system, this office has received the attached storm water maintenance agreement from the owner, Crosswinds Court Subdivision, Inc., 37771 Seven Mile Road, Suite C, Livonia, Michigan 48152 requiring them to reimburse the City for any such maintenance that may become necessary.

RECOMMENDATION

The Engineering Division has approved the storm water collection system plans and respectfully recommends that the City Council take the actions:

- Accept the Storm Water Management System (SWMS) for Dover Court Site Condominium located west of Dover Avenue, south of Ann Arbor Trail in the S.W. ¼ of Section 33.
- Authorize the Mayor and the City Clerk to execute the Storm Water Facilities Maintenance Agreement on behalf of the City.
- Advise the Wayne County Department of Public Services (Permit Section) that the City of Livonia has approved the storm water collection system plans and further, that the City will accept jurisdiction and maintenance (at no cost to the County) of the storm water collection system within the property located on the west side of Dover Avenue, south of Ann Arbor Trail in the S.W. ¼ of Section 33.
- Authorize the City Engineer to execute the Wayne County permit on behalf of the City of Livonia in conjunction with the above storm water collection system.

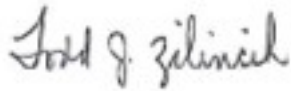
FISCAL CONSIDERATION

None

ATTACHMENTS

1. Signed Dover Ct. Storm Water Agreement
2. 2-13-23 Exhibits A & B Dover Court
3. Wayne County M-51440 Storm Water Management Permit, July 31, 2019 Letter

APPROVED BY



Todd Zilincik, P.E., City Engineer

Date: February 13, 2023



Don Rohraff, Director of Public Works

Date: February 14, 2023



Paul Bernier, City Attorney

Date: February 14, 2023



Maureen Miller Brosnan, Mayor

Date: February 15, 2023

STORM WATER FACILITIES MAINTENANCE AGREEMENT

THIS AGREEMENT is made this 13 day of February, 2023, by and between the City of Livonia, a Michigan municipal corporation, with principal offices located at 33000 Civic Center Drive, Livonia, Michigan 48154, hereafter "City" and

Crosswinds Court Subdivision, Inc.

a Michigan corporation with principal offices located at 37771 Seven Mile Road, Suite C, Livonia, Michigan 48152 hereafter "Proprietor".

RECITALS

1. The Proprietor is developing certain property located in the City of Livonia, Wayne County, Michigan, as Dover Court Site Condominium ("Development"), as more particularly described in Exhibit "A" attached hereto.
2. The Proprietor must construct a storm drainage system to provide adequate drainage in the proposed Development.
3. Such storm drainage system will encompass or impact storm runoff from the Development.
4. The City has received permit no. M-51440 ("Permit") issued by the County of Wayne, Michigan, a public body corporate ("County") authorizing the construction, operations and maintenance of the storm drainage system which is located within the Development and/or the City of Livonia's, the Wayne County Office of Public Services' and/or the Michigan State Highway Department's right-of-way and/or drain, on or adjacent to the Development described in the Permit as Exhibit "C" attached hereto and incorporated herein by reference, as long as the City assumes jurisdiction for the operation and maintenance of the storm drainage system referred to in the Permit.
5. The Permit signed by the City will benefit the Proprietor and the proposed Development.
6. The City and Proprietor desire to transfer certain responsibilities of the City under the Wayne County Permit to the Proprietor and its successors and confirm the terms and conditions of such transfer of responsibility by this agreement between the City and Proprietor.

NOW, THEREFORE, for and in consideration of the mutual covenants and benefits to be derived hereunder, the receipt, adequacy and sufficiency of which is hereby acknowledged, the City and the Proprietor agree as follows:

1. The Proprietor shall assume the obligations of the City under the Permit, as follows:

- a. The Proprietors agree they will maintain, at their own expense, the storm drainage system which is located within the Development and/or the City of Livonia's, Wayne County Office of Public Services' and/or the Michigan State Highway Department's right-of-way and/or drain, and on or adjacent to the Development described in the Permit as Exhibit "C" attached hereto and incorporated herein by reference. The City may enter upon said premises for the purposes of maintaining said storm drainage system, if the Proprietor fails to do so. In which event the owners agree to pay the City all charges and expenses incurred thereon.
 - b. In the event of any failure or settlement in the road right-of-way, resulting from the said storm drainage system, the City shall take immediate steps to correct the situation so that the public health, safety and welfare shall not be endangered nor the road improvement damaged. All expenses, including engineering will be remitted by the Proprietors to the City.
 - c. If it is found necessary to adjust or relocate all or any portion of said storm drainage system within the road right-of-way, the City shall cause such adjustment or relocation to be accomplished, and all expenses, including engineering, will be remitted by the Proprietors to the City. Prior to any work being performed in a County road right-of-way, a separate permit shall be secured from the Wayne County Office of Public Services.
 - d. To pay the City upon written request any costs and expenses apportioned to the City under the County Permit.
2. Notwithstanding the Proprietor's assumption of the liabilities of Paragraph 1 hereof, the City shall retain jurisdiction over the storm drainage system and its rights and remedies under the Permit and any applicable statute, ordinance, rule or regulation are hereby preserved. Without limitation of the foregoing, Proprietor, its successors and assigns, at its sole cost and expense shall perform maintenance of the storm water facilities described in the City of Livonia's Storm Water Management and Long-Term Maintenance Plan as Exhibit "B" attached hereto and incorporated herein by reference.
3. The Proprietor, its agents, representatives, successors and assigns shall defend, indemnify and hold the City harmless from and against any claims, demands, actions, damages, injuries, costs or expenses of any nature whatsoever, hereinafter "Claims", fixed or contingent, known or unknown, arising out of or in any way connected with the design, construction, use, maintenance, repair or operation (or omission in such regard) of the storm drainage system referred to in the permit as Exhibit "C" hereto, appurtenances, connections and attachments thereto which are the subject of this Agreement. This indemnity and hold harmless shall include any costs, expenses and attorney fees incurred by the City in connection with such Claims or the enforcement of this Agreement.

4. In accordance with 1976 PA 453, the parties hereto covenant: (1) not to 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, or a matter directly or indirectly related to employment because of race, color, religion, national origin, sex, age, height, weight or marital status.
5. That this Agreement shall be recorded at the Proprietor's expense with the Wayne County Register of Deeds.

IN WITNESS WHEREOF, the Proprietor and City have executed this Agreement on the day and year first above written.

Crosswinds Court Subdivision, Inc.
a Michigan corporation

By: 
Leo Soave
Its: President

STATE OF MICHIGAN)
) ss.
COUNTY OF WAYNE)

The foregoing instrument was acknowledged before me on this 13 day of February, 20 23, a Notary Public and for said County, appeared Leo Soave to me being personally known, who being sworn, did for themselves say that they is the President of Crosswinds Court Subdivision, Inc., the corporation named in and which executed the within instrument and, that said instrument was signed on behalf of said corporation, and acknowledged said instrument to be the free act and deed of said corporation.

N. LANTTO
NOTARY PUBLIC, STATE OF MI
COUNTY OF WAYNE
MY COMMISSION EXPIRES Aug 10, 2025
ACTING IN COUNTY OF Wayne

 2/13/23
Notary Public

Wayne County, Michigan
My Commission Expires On:

CITY OF LIVONIA
a municipal corporation



By: _____
Maureen Miller Brosnan

Its: Mayor

By: _____
Susan M. Nash

Its: City Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF WAYNE)

On this _____ day of _____, 20_____, before me, a Notary Public in and for said County, appeared Maureen Miller Brosnan and Susan M. Nash to me personally known, who, being sworn, did for themselves say that they are respectively the Mayor and the City Clerk of the City of Livonia, the municipal corporation named in and which executed the within instrument and acknowledged said instrument the free act and deed of said municipal corporation.

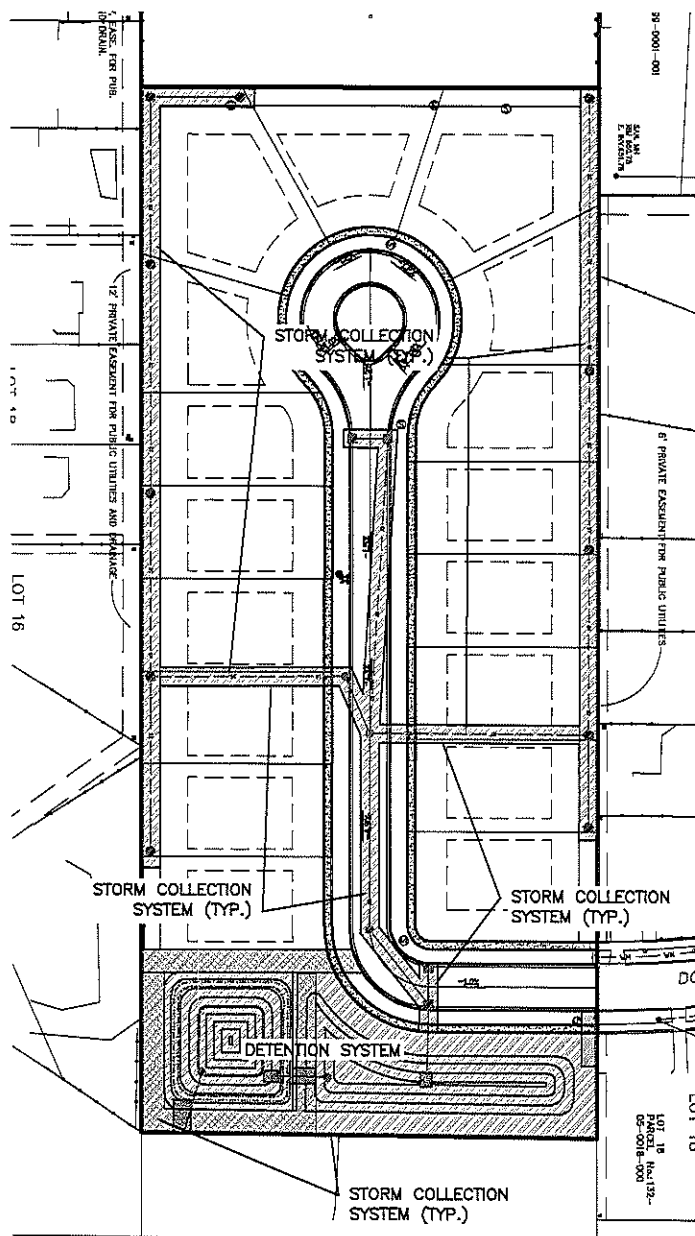
Notary Public

_____ County, Michigan
My Commission Expires On:

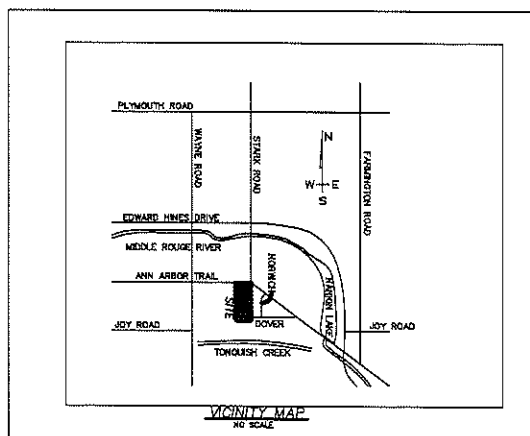
INSTRUMENT DRAFTED BY:
Todd J. Zilincik, P.E.
City Engineer
City of Livonia
12973 Farmington Road
Livonia, MI 48150

WHEN RECORDED RETURN TO:
City of Livonia
12973 Farmington Road
Livonia, MI 48150
Attn: Engineering Division

WAYNE COUNTY DPS PERMIT N o.: M- 51440
WAYNE COUNTY DPS PLAN REVIEW No.: R19-109



Part of the Southwest 1/4 of Section 33, Town 1 South, Range 9 East, City of Livonia, Wayne County, Michigan, described as: Commencing at the South 1/4 corner of Section 33; thence along the North and South 1/4 line of Section 33, and the West line of Rouge Trail View Sub. as recorded in Liber 78, Page 90, Wayne County Records, North 00° 10' 47" East 67.31 feet to the Point of Beginning; thence North 89° 19' 31" West 294.67 feet; thence along the East line of Arbor Park View Sub'n., as recorded in Liber 104, Pages 32 and 33, Wayne County Records, North 00° 03' 21" East 677.32 feet; North 89° 57' 25" East 296.12 feet, thence along the North and South 1/4 line of Section 33 and the West line of said Rouge Trail View Sub., South 00° 10' 47" East 680.57 feet to the Point of Beginning. Containing 200,551.49 sq.ft./4.60 acres. Subject to Easements and Restrictions of record.



CITY OF LIVONIA STORM MAINTENANCE RESPONSIBILITY

PROPERTY INFORMATION: DOVER COURT CONDO 34405 ANN ARBOR TRAIL LIVONIA, MICHIGAN 48146	PROPERTY OWNER: LEO SOAVE BUILDING COMPANY, INC. 37771 SEVEN MILE ROAD LIVONIA, MICHIGAN 48152 Contact: LEO SOAVE Phone: (586) 219-7880	ENGINEER: NCEI LLC. 22417 CRANBROOKE DRIVE NOVI, MICHIGAN 48375 Phone: (313) 258-2036	DATE: 03 / 30 / 2019
			SHEET 1 OF 1

EXHIBIT B

STORM WATER MANAGEMENT SYSTEM LONG-TERM MAINTENANCE PLAN

Wayne County DPS Permit No.: M- 51440
Wayne County DPS Plan Review No.: R19-109

A. Physical Limits of the Storm Water Management System

The storm water management system (SWMS) subject to this long-term maintenance plan (Plan) is depicted on Exhibit A to the permit and includes without limitation the storm sewers, catch basins, manholes, inlets, swales, buffer strip, mechanical forebays, detention basin, outlet control structure and outlet pipe that conveys flow from the detention basin to Smith Creek Drain located within the site. For the purposes of this plan, this storm water management system (SWMS) and all of its components as shown in Exhibit A is referred to as "Ford Data Center 2 SWMS".

B. Time Frame for Long-Term Maintenance Responsibility

Ford Motor Company is responsible for maintaining the Ford Data Center 2 SWMS, including complying with applicable requirements of the local or Wayne County soil erosion and sedimentation control program until Wayne County releases the construction permit. Long-term maintenance responsibility for the Ford Data Center 2 SWMS commences when defined by the maintenance permit issued by the County. Long-term maintenance continues in perpetuity.

C. Manner of Insuring Maintenance Responsibility

The City of Flat Rock has assumed responsibility for long-term maintenance of Ford Data Center 2 SWMS. The resolution by which the City of Flat Rock has assumed maintenance responsibility is attached to the permit as Exhibit C. Ford Motor Company, through a maintenance agreement with the City of Flat Rock, has agreed to perform the maintenance activities required by this plan. The City of Flat Rock retains the right to enter the property and perform the necessary maintenance of the Ford Data Center 2 SWMS if Ford Motor Company fails to perform the required maintenance activities. To ensure that the Ford Data Center 2 SWMS is maintained in perpetuity, the map of the physical limits of the storm water management system (Exhibit A), this plan (Exhibit B), the resolution attached as Exhibit C, and the maintenance agreement between the City of Flat Rock and the property owner will be recorded with the Wayne County Register of Deeds. Upon recording, a copy of the recorded documents will be provided to the County.

D. Long-Term Maintenance Plan and Schedule

Table 1 identifies the maintenance activities to be performed, organized by category (monitoring/inspections, preventative maintenance and remedial actions). While performing maintenance, chemicals should not be applied to the forebay, detention basin, buffer strip, or watercourses. Table 1 also identifies site-specific work needed to ensure that the storm water management system functions properly as designed.

TABLE 1 STORM WATER MANAGEMENT SYSTEM LONG-TERM MAINTENANCE SCHEDULE							
MAINTENANCE ACTIVITIES	SYSTEM COMPONENTS Storm Collection System (Sewers, Swales, Catch Basins, Manholes)	Mechanical Forebays	Detention Basin	Outlet Control Structures & Outlet Pipe	Buffer Strip, Spillways, Ripraps	Pavement Areas	FREQUENCY
Monitoring/Inspection							
Inspect for Sediment Accumulation*/Clogging of stones	X	X	X	X			Annually
Inspect For Floatables, Dead Vegetation & Debris	X		X	X	X		Annually & After Major Events
Inspect For Erosion And Integrity of System	X		X	X	X		Annually & After Major Events
Inspect All Components During Wet weather & Compare	X	X	X	X	X		Annually
Ensure Maintenance Access Remain Open/Clear	X	X	X	X	X		Annually
Preventative Maintenance							
Mowing			X		X		As Needed/per local Community Ordinance
Remove Accumulated sediments	X	X	X	X			As Needed*
Remove Floatables, Invasive & Dead Vegetation & Debris	X		X	X	X		As Needed
Replace or Wash & Reuse risers stone filters			X				Every 3 Years, or As Needed**
Sweeping of Paved Surfaces						X	As Needed
Remedial Actions							
Repair/Stabilize Areas of Erosion	X				X		As Needed
Replace Dead Plantings & Reseed Bare Areas	X						As needed
Structural Repairs	X	X	X	X	X		As Needed
Make Adjustments/Repairs to Ensure Proper Functioning	X	X	X	X	X		As Needed

NOTES: *Mechanical forebay & detention basin to be cleaned whenever sediments accumulate to a depth of 6-12 inches, or if sediment resuspension is observed. ** Replace stones if they cannot be adequately cleaned.

PROPERTY INFORMATION: DOVER COURT CONDO 34405 ANN ARBOR TRAIL LIVONIA, MICHIGAN 48146	PROPERTY OWNER: LEO SOAVE BUILDING COMPANY, INC. 37771 SEVEN MILE ROAD LIVONIA, MICHIGAN 48152 Contact: LEO SOAVE Phone: (586) 219-7880	ENGINEER: NCEI LLC. 22417 CRANBROOKE DRIVE NOVI, MICHIGAN 48375 Phone: (313) 258-2036	DATE: 03 / 30 / 2019
			SHEET 1 OF 1



Warren C. Evans
Wayne County Executive

RECEIVED
AUG 02 2019
CITY OF LIVONIA
ENGINEERING DEPARTMENT

July 31, 2019

Mr. Todd Zilincik
City of Livonia - Engineering
33000 Civic Center Drive
Livonia, MI 48194-3057

RE: Maintenance of Storm Water Management
Maintenance Permit for Dover Court Condominium

Dear Mr. Zilincik:

Enclosed are the Storm Water Maintenance Permit **M-51440** and Exhibits A & B.

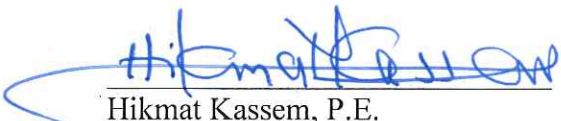
Please sign and date the enclosed maintenance permit and request Council to pass a Resolution as required by the Wayne County Storm Water Ordinance.

http://www.waynecounty.com/doe_wqm_res_stormwm_standards.htm

Please return complete packet to Wayne County Permit Office. An executed copy of this permit with exhibits will be returned to your attention.

If you have any questions or concerns, you may contact me at 734.595.6504, extension 2038.

Sincerely,


Hikmat Kassem, P.E.
Assistant Division Permit Engineer



PERMIT OFFICE 33809 MICHIGAN AVE WAYNE, MI 48184, PHONE (734) 595-6504 FAX (734) 595-6356
72 HOURS BEFORE ANY CONSTRUCTION, CALL FOR INSPECTION



WAYNE COUNTY
DEPARTMENT OF PUBLIC SERVICES
PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN

PERMIT No. M-51440	
ISSUE DATE 7/31/2019	EXPIRES
REVIEW No. R 19-109	WORK ORDER

PROJECT NAME MAINTENANCE PERMIT FOR DOVER COURT CONDOMINIUM	
LOCATION ANN ARBOR TRAIL AND HANLON AVE (LIMIED BY ANN ARBOR TRIAL ON THE NORTH AND SUBDIVSIONS ON THE EAST AND WEST SIDES AND WAYNE COUNTY PARK ON THE SOUTH AREA)	CITY/TWP LIVONIA
PERMIT HOLDER CITY OF LIVONIA 33000 CIVIC CENTER DR. LIVONIA, MI 48154	CONTRACTOR
CONTACT TODD ZILINCIK (734) 466-2571	CONTACT <BLANK>
DESCRIPTION OF PERMITTED ACTIVITY (72 HOURS BEFORE YOU DIG, CALL MISS DIG 1-800-482-7161, www.missdig.org)	

PERMIT TO MAINTAIN THE STORM WATER MANAGEMENT SYSTEM IN ACCORDANCE WITH THE DRAWING ATTACHED AS EXHIBIT "A", THE TERMS OF THE LONG-TERM MAINTENANCE PLAN ATTACHED AS EXHIBIT "B" AND THE WAYNE COUNTY STORM WATER ORDINANCE AND ADMINISTRATIVE RULES. A RESOLUTION FROM THE LOCAL MUNICIPALITY TO MAINTAIN THE PROPOSED STORM WATER MANAGEMENT SYSTEM AND ITS FACILITIES IS REQUIRED.

THE CITY OF LIVONIA SHALL ASSUME JURISDICTION OVER AND ACCEPT RESPONSIBILITY FOR MAINTENANCE OF THE STORM WATER MANAGEMENT SYSTEM(S) TO ENSURE THAT THE STORM WATER MANAGEMENT SYSTEM FUNCTIONS PROPERLY AS DESIGNED AND CONSTRUCTED. THE PERMIT HOLDER'S RESPONSIBILITIES UNDER THIS PERMIT SHALL INCLUDE, WITHOUT LIMITATIONS, (A) ANY MONITORING AND PREVENTIVE MAINTENANCE ACTIVITIES SET FORTH IN THE PLAN; (B) ANY AND ALL REMEDIAL ACTIONS NECESSARY TO REPAIR, MODIFY OR RECONSTRUCT THE SYSTEM AND (C) OTHER ACTIVITIES OR RESPONSIBILITIES FOR MAINTENANCE OF THE STORM WATER MANAGEMENT SYSTEM AS MAY BE SET FORTH IN THE ORDINANCE, ADMINISTRATIVE RULES, THE PLAN OR THIS PERMIT.

THE CITY OF LIVONIA SHALL PERFORM ALL MONITORING, MAINTENANCE, REMEDIAL AND OTHER RESPONSIBILITIES REQUIRED BY THE WAYNE COUNTY ORDINANCE, ADMINISTRATIVE RULES, THE PLAN AND THIS PERMIT, IN PERPETUITY AND AT ITS SOLE COST EXPENSE.

THE CITY OF LIVONIA SHALL PREPARE, EXECUTE AND (IF NECESSARY) RECORD ANY AND ALL AGREEMENTS, CONTRACTS AND OTHER DOCUMENTS THAT MAY BE REQUIRED TO PERFORM ITS OBLIGATIONS HEREUNDER AND ENSURE MAINTENANCE OF THE STORM WATER MANAGEMENT SYSTEM IN PERPETUITY.

IF WAYNE COUNTY FINDS IT NECESSARY TO ADJUST OR RELOCATE ALL OR ANY PORTION OF THE PERMITTED STORM WATER MANAGEMENT SYSTEM, THE PERMIT HOLDER SHALL CAUSE THIS ADJUSTMENT OR RELOCATION TO BE ACCOMPLISHED AT NO EXPENSE TO THE COUNTY. PRIOR TO ANY WORK BEING PERFORMED IN THE RIGHT-OF-WAY, A PERMIT SHALL BE SECURED FROM THE WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES PERMIT OFFICE.

APPROVED PLANS PREPARED BY LEO SOAVE BUILDING COMPANY	REQUIRED ATTACHMENTS EXHIBIT A: MAP DEPICTING PHYSICAL LIMITS OF STORM WATER MGT SYSTEM EXHIBIT 'B': LONG TERM MAINTENANCE PLAN EXHIBIT 'C': BINDING AGREEMENT (COMMUNITY RESOLUTION)
PLANS APPROVED BY Kassem, H.	(PERMIT VALID ONLY IF ACCOMPANIED BY ABOVE ATTACHMENTS)

In consideration of the Permit Holder and Contractor agreeing to abide and conform with all the terms and conditions herein, a Permit is hereby issued to the above named to Construct, Operate, Use and/or Maintain within the Road Right of Way, County Easement, and/or County Property. The permitted work described above shall be accomplished in accordance with the Approved Plans, Maps, Specifications and Statements filed with the Permit Office which are integral to and made part of this Permit. The General Conditions as well as any Required Attachments are incorporated as part of this Permit.

PERMIT HOLDER NAME PERMIT HOLDER / AUTHORIZED AGENT	DATE	WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES	PREPARED BY
VALIDATED BY PERMIT COORDINATOR		DATE	

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 27, 2023**

Meeting was called to order at 8:00 p.m. by Council Vice President Toy. Present: Kathleen McIntyre, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, and Laura Toy. Absent: Jim Jolly.

Elected and appointed officials present: Susan Nash, City Clerk; Leo Neville, Assistant City Attorney; Todd Zilincik, City Engineer; Mark Taormina, Director of Planning and Economic Development; Josh Sabo, Director of Communications, and Casey O'Neil, Information Systems Director.

Councilmember McIntyre led the meeting in the Pledge of Allegiance.

17. AWARD OF CONTRACT: Engineering Division, re: for the 2023 Asphalt Road Paving Program, Contract 23-A.

Todd Zilincik, City Engineer, presented the request to Council.

Councilmember Morgan offered an approving resolution for the Consent agenda.

DIRECTION:

APPROVAL

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

17.

Engineering
February 16, 2023

MEETING DATE

S022723/R031323

PREPARED BY

Karen Worley, Secretary IV,

AGENDA ITEM

AWARD OF CONTRACT: Engineering Division, re: for the 2023 Asphalt Road Paving Program, Contract 23-A.

BACKGROUND

Based upon the recommendation for scheduled maintenance in the Pavement Management Study, the Department of Public Works established an Asphalt Road Paving Program for 2023.

Our consultant, OHM Advisors (OHM) finalized plans and specifications for the subject project. A mandatory pre-bid meeting was held on February 8, 2023 and bids were taken on February 14, 2023. In response to the advertisement on MITN of bidding documents, one (1) bid was submitted. This bid may be summarized as follows:

NAME OF BIDDER	AMOUNT OF BID
Nagle Paving Company Livonia, MI	\$5,035,290.50 (\$4,984,937.60 with (180 inspector days) bidder's preference)

Note: The summarized bids do not include the inspector day costs. The inspector days are included as part of the construction engineering (CE) cost that is based on a \$5.035 million dollar construction budget. The contractor was required to provide the number of days to complete the project. This bid is good until June 14, 2023.

There were 24 street segments planned for the 2023 Asphalt Repair Program. The most significant street segments were Gill Road (Southampton to Bretton Avenue), Gill Road (7 Mile South to End), along with streets that were eliminated from the 2022 Asphalt Repair Program due to funding: Clarita Avenue (Middlebelt Road to Melvin Avenue), Grimm Avenue (Pickford Avenue to End), and Hathaway Avenue (Stark Road to Farmington Road). The other major street segment is Laurel Park Drive North (6 Mile Road to Laurel Court).

The Engineer's Estimate was slightly over \$4.5 million with the actual bid that came in at \$5.035 million. In order to stay within budgeted funds for the 2023 Asphalt Road Repair Program, it was determined to eliminate two (2) street segments:

1. Laurel Park Drive North (6 Mile Road to Laurel Court)

2. Pinetree Avenue (Wayne Road to Stark Road)

The decision was based on cost to reduce the overall contract amount to \$3,803,196 and the fact that MDOT is still working on the reconstruction of Northbound I-275 (utilizing the 6 Mile Road ramps and additional traffic in the area), plus we are hopeful that the out lots to the south of the Holiday Inn will be developed in 2023 / early 2024. Pinetree Avenue was eliminated as Wayne County will be rehabilitating Wayne Road (Plymouth Road to Joy Road) and it would be best to defer until 2024 to complete as the proposed street segment is located adjacent to the proposed road construction.

Nagle Paving has agreed to complete 22 street segments with the reduced contract amount of \$3,803,196, negotiated inspector days of 150 days due to the elimination of two (2) street segments. Lastly, the mobilization cost that was bid in the amount of \$200,000 will be reduced to \$175,000. As part of this proposed construction, there are four (4) trees being removed with a size between 19-36 inches located on Southampton, south of Seven Mile and east of Gill Road.

OHM has checked the references of Nagle Paving Company and is familiar with their prior work, as Nagle Paving Company has done numerous projects for the City of Livonia, including the 2012, 2014 - 2022 Asphalt Road Paving Programs, as well as projects for many local communities. OHM is recommending awarding the contract to this contractor (see attached letter dated February 16, 2023).

RECOMMENDATION

Please refer to the Fiscal Consideration section and the attachments for additional information.

FISCAL CONSIDERATION

In order to proceed with this project, we recommend that the Council take the following actions:

- Award a contract in the amount of \$3,803,196 to Nagle Paving Company, 36780 Amrhein, Livonia, MI 48150. The award should be on the basis of the bid unit prices, said amount to be adjusted based upon the quantities of work actually completed.
- Authorize an expenditure in the amount of \$3,803,196 for the 2023 Asphalt Road Paving Program, Contract 23-A in the Roads, Sidewalks and Tree Fund from budgeted funds in the following accounts:

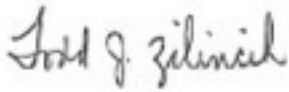
Account Number 204-463-818-110 (Reconstruction)	\$48,840.00
Account Number 204-463-818-112 (Rehabilitation)	\$3,687,096.00
Account Number 204-463-818-114 (Maintenance)	\$67,260.00

- Authorize the City Engineer to approve minor adjustments in the work, as required.

ATTACHMENTS

1. Negotiated Contract with Nagle, \$3,803,196
2. Contractor Recommendation Letter Feb 16
3. List of Street Segments, 2.16.23

APPROVED BY



Todd Zilincik, P.E., City Engineer

Date: February 16, 2023



Don Rohraff, Director of Public Works

Date: February 16, 2023



Michael Slater, Finance Director

Date: February 17, 2023



Paul Bernier, City Attorney

Date: February 17, 2023



Maureen Miller Brosnan, Mayor

Date: February 17, 2023

2023 ASPHALT PAVING PROGRAM, Contract 23-A
February 2023

ITEM #	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT	Initial Date
ROAD ITEMS						
1	Mobilization, Max 10%	1	LSUM	\$ 175,000 175,000	\$ 175,000 175,000	BN 2/16/23
2	Tree, Rem, 19 inch to 36 inch	4	Ea	\$ 3850-	\$ 15,400-	
3	_Tree_Root_Grind	5	Ea	\$ 100-	\$ 500-	
4	Culv, Rem, Less than 24 inch	10	Ea	\$ 500-	\$ 5000-	
5	Curb and Gutter, Rem	6,781	Ft	\$ 18⁰⁰	\$ 122,058-	
6	Sidewalk, Rem	569	Syd	\$ 18-	\$ 10,242-	
7	_Pavt, Rem, Modified	3,621	Syd	\$ 22.50	\$ 81,477.50	
8	Ditch Cleanout	5	Sta	\$ 800-	\$ 4,000-	
9	_Station Grading 1	23.2	Sta	\$ 2400⁰⁰	\$ 55,680	
10	_Station Grading 2	73.1	Sta	\$ 1600-	\$ 116,960-	
11	_Subgrade Undercutting, Type II, Modified	300	Cyd	\$ 20-	\$ 6,000-	
12	_Subgrade Undercutting, Type II, Special	300	Cyd	\$ 25-	\$ 7,500-	
13	_Driveway_Swale_Excavation	10	Ea	\$ 300-	\$ 3000-	
14	Erosion Control, Inlet Protection, Fabric Drop	131	Ea	\$ 100-	\$ 13,100-	
15	Erosion Control, Silt Fence	224	Ft	\$ 2.00	\$ 448-	
16	_Aggregate Base, 6 inch, Modified	4,347	Syd	\$ 9.00	\$ 39,123-	
17	_Aggregate Base, 8 inch, Modified	6,782	Syd	\$ 14.00	\$ 94,948-	
18	_Aggregate Base, Modified	1,337	Ton	\$ 35-	\$ 46,795-	
19	Culv End Sect, Metal, 12 inch	10	Ea	\$ 350-	\$ 3,500-	
20	Culv, Cl A, CSP, 12 inch	200	Ft	\$ 50-	\$ 10,000-	
21	Dr Structure Cover, Adj, Case 1	136	Ea	\$ 750-	\$ 102,000⁰⁰	
22	Dr Structure, Adj, Add Depth	20	Ft	\$ 200-	\$ 4,000-	
23	_Sanitary Structure Cover, Adj, Case 1	27	Ea	\$ 875-	\$ 23,625-	
24	_Underdrain, Subgrade, 6 inch, Modified	3,832	Ft	\$ 30-	\$ 114,960-	
25	Cold Milling HMA Surface	50,432	Syd	\$ 3.75	\$ 189,120-	
26	HMA Surface, Rem	25,659	Syd	\$ 4.50	\$ 115,465.50	
27	HMA, 36A	301	Ton	\$ 200-	\$ 60,200-	
28	HMA, 4EML	2,691	Ton	\$ 125-	\$ 336,375-	
29	HMA, 5EML	1,284	Ton	\$ 135-	\$ 173,340-	
30	Pavt Joint and Crack Repr, Det 7, Modified	182	Ft	\$ 20-	\$ 3640-	
31	_Cold Milling Conc Pavt	8,032	Syd	\$ 6-	\$ 48,192-	
32	_Hand Patching, Modified	1,371	Ton	\$ 140-	\$ 191,940-	
33	_Hand Patching, Special	50	Ton	\$ 250-	\$ 12,500-	
34	_HMA, 13A (Leveling)	6,460	Ton	\$ 118-	\$ 762,280-	
35	_HMA, 13A (Top)	6,438	Ton	\$ 129-	\$ 830,502-	
36	Lane Tie, Epoxy Anchored	120	Ea	\$ 15-	\$ 1,800-	
37	_Pavt Repr, With or Without Curb, Nonreinf Conc, 7-9 inch	199	Syd	\$ 120-	\$ 23,880-	
38	Driveway, Nonreinf Conc, 6 inch	1,622	Syd	\$ 75-	\$ 121,650-	

2023 ASPHALT PAVING PROGRAM, Contract 23-A
February 2023

ITEM #	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
ROAD ITEMS (Continued)					
39	Driveway Opening, Conc, Det M	407	Ft	\$ 45 ⁻	\$ 18,315 ⁻
40	_Curb and Gutter, 18 inch	435	Ft	\$ 40 ⁻	\$ 17,400 ⁻
41	_Curb and Gutter, 24 inch	2,192	Ft	\$ 42 ⁻	\$ 92,064 ⁻
42	_Curb and Gutter, 30 inch	4,182	Ft	\$ 45 ⁻	\$ 188,190 ⁻
43	Detectable Warning Surface	265	Ft	\$ 70 ⁻	\$ 18,550 ⁻
44	Curb Ramp Opening, Conc	54	Ft	\$ 45 ⁻	\$ 2,430 ⁻
45	Sidewalk, Conc, 4 inch	2,643	Sft	\$ 9.00	\$ 23,787 ⁻
46	Curb Ramp, Conc, 6 inch	2,409	Sft	\$ 15.00	\$ 36,135 ⁻
47	Post, Mailbox	25	Ea	\$ 160 ⁻	\$ 4,000 ⁻
48	_Relocate Mailbox	20	Ea	\$ 150 ⁻	\$ 3,000 ⁻
49	Pavt Mrkg, Ovly Cold Plastic, 12 inch, Crosswalk	72	Ft	\$ 7.00	\$ 504 ⁻
50	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	20	Ft	\$ 15 ⁻	\$ 300 ⁻
51	Pavt Mrkg, Ovly Cold Plastic, Rt Turn Arrow Sym	4	Ea	\$ 225 ⁻	\$ 900 ⁻
52	Pavt Mrkg, Wet Reflective Sprayable Thermopl, 4 inch, White	175	Ft	\$ 1.00	\$ 175 ⁻
53	Pavt Mrkg, Wet Reflective Sprayable Thermopl, 4 inch, Yellow	5,133	Ft	\$ 1.00	\$ 5,133 ⁻
54	Barricade, Type III, High Intensity, Double Sided, Lighted, Furn	18	Ea	\$ 140 ⁻	\$ 2,520 ⁻
55	Barricade, Type III, High Intensity, Double Sided, Lighted, Oper	18	Ea	\$ 10 ⁻	\$ 180 ⁻
56	Lighted Arrow, Type C, Furn	2	Ea	\$ 900 ⁻	\$ 1,800 ⁻
57	Lighted Arrow, Type C, Oper	2	Ea	\$ 100 ⁻	\$ 200 ⁻
58	Pavt Mrkg, Longit, 6 inch or Less Width, Rem	1,050	Ft	\$ 1.00	\$ 1,050 ⁻
59	Pavt Mrkg, Wet Reflective, Type R, Tape, 4 inch, White, Temp	350	Ft	\$ 2.20	\$ 770 ⁻
60	Pavt Mrkg, Wet Reflective, Type R, Tape, 4 inch, Yellow, Temp	700	Ft	\$ 2.20	\$ 1,540 ⁻
61	Plastic Drum, Fluorescent, Furn	180	Ea	\$ 30 ⁻	\$ 5,400 ⁻
62	Plastic Drum, Fluorescent, Oper	180	Ea	\$ 1.00	\$ 180 ⁻
63	Sign, Type B, Temp, Prismatic, Furn	888	Sft	\$ 3.50	\$ 3,108 ⁻
64	Sign, Type B, Temp, Prismatic, Oper	888	Sft	\$ 1.00	\$ 888 ⁻
65	Sign, Type B, Temp, Prismatic, Spec, Furn	302	Sft	\$ 8.00	\$ 2,416 ⁻
66	Sign, Type B, Temp, Prismatic, Spec, Oper	302	Sft	\$ 2.00	\$ 604 ⁻
67	_Traffic Control, Residential Street	12.5	Ea	\$ 2,000 ⁻	\$ 25,000 ⁻
68	_Surface Restoration, Seeding	12,847	Syd	\$ 6.50	\$ 83,505.50
69	Monument Box Adj	1	Ea	\$ 500 ⁻	\$ 500 ⁻
70	Monument Preservation	4	Ea	\$ 500 ⁻	\$ 2,000 ⁻
71	Protect Corners	20	Ea	\$ 200 ⁻	\$ 4,000 ⁻
72	_Reimbursed Permit Fees	5,000	Dlr	\$ 1.00	\$ 5,000.00
73	_Adjust Sprinkler head	170	Ea	\$ 85 ⁻	\$ 14,450 ⁻

**2023 ASPHALT PAVING PROGRAM,
Contract 23-A
February 2023**

ITEM #	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
ROAD ITEMS (Continued)					
74	_Gate Well Cover	1	Ea	\$ <u>750-</u>	\$ <u>750-</u>
75	_Gate Well Cover, Adj, Case 1	4	Ea	\$ <u>825-</u>	\$ <u>3,300-</u>
76	_Sprinkler Head	165	Ea	\$ <u>85-</u>	\$ <u>14,025-</u>
77	_Relocate Landscaping	1	LSUM	\$ <u>5,000-</u>	\$ <u>5,000-</u>
78	_Irrigation Piping	365	Ft	\$ <u>5.00</u>	\$ <u>1,825-</u>
79	_Misc Preparing Pavement	206	Sta	\$ <u>1,800-</u>	\$ <u>370,800-</u>
Total Bid Amount (Items 1-79)				\$ <u>4,917,890.50</u> *	
				*Note: Contract Amount Not-to-Exceed	
				\$3,803,196.00	
PART 1B – INSPECTOR DAYS		150			
80	Inspector Day (150 Days Min.)	<u>180</u>	Days	\$ 680/day	\$ <u>122,400</u> - \$102,000
TOTAL: (Items 1-80)				\$ <u>5,035,290.50</u>	

Acknowledged:

Rob Nagle
Rob Nagle
Vice President
Date: 2/16/23

SUBCONTRACTOR LISTING

Bidder agrees to use the following Subcontractors for the performance of the work of their respective trades unless otherwise approved in writing by the Owner prior to signing of the Contract. Bidder is aware of the Subcontract Provisions.

ITEM	NAME, ADDRESS & PHONE NO. OF CONTRACTOR	APPROXIMATE DOLLAR VALUE OF SUBCONTRACT
Underground Work	NAGLE PAVING CO. 36780 ANTIHEM, LIVERMORE MI 48150 Phone: 248-553-0600	* SEE UNIT PRICE SHEET ATTACHED
HMA Paving	NAGLE PAVING CO. 36780 ANTIHEM, LIVERMORE MI 48150 Phone: 248-553-0600	
Concrete Curb and Gutter	TRE TOTAL CONSTRUCTION 22391 SHEFFIELD CT. FARMINGTON HILLS Phone: MI 48335 248-961-4271	
Restoration Items	SHERKS LLC 31714 KATHLEEN GARDEN COM. Phone: MI 48135 734-637-2368	
Other (Specify)		
	Phone:	
Other (Specify)		
	Phone:	
Other (Specify)		
	Phone:	



February 16, 2023

Mr. Todd J. Zilincik, P.E., City Engineer
Engineering Division
City of Livonia
12973 Farmington Road
Livonia, MI 48150

Re: 2023 Asphalt Paving Program – Contract 23-A
Contractor Recommendation

Dear Mr. Zilincik:

One (1) contractor bid was received on MITN for the 2023 Asphalt Paving Program and publicly read aloud on February 14, 2023 at 2:00 pm. The bid was \$5,035,290.50 (with inspector days). Bid was reduced to \$3,803,196 (without inspector days) to be within the City's budget. Nagle Paving Company was the lowest/only bidder which was 6.7% higher than the engineers estimate. We have checked the results and attached the Bid Tabulation (including inspector days) for your review and information. The approximate breakdown on the type of "fixes" for this year's program are Reconstruction – \$48,840.00, and Rehabilitation - \$3,687,096.00, Maintenance - \$67,260.00 (not including Inspector Days).

Based on our past experience working with Nagle Paving Company, they are qualified to perform the work in this year's program. Nagle has worked on the City's 2014-2022 Asphalt Paving Programs. Their history of being involved in many of the City's paving programs, providing a quality product, and their good working relationship with both the City and OHM make them a good candidate for this year's Program.

Joining Nagle's team this year will be BMW Contracting for underground work, Tre-Torri for concrete curb and gutter work, Sherks, LLC for grass restoration, and Shaw Contracting for the road milling.

If you wish to discuss this recommendation, please call me at 734-466-4441.

Sincerely,
OHM ADVISORS

A handwritten signature in black ink, appearing to read "Mark Loch".

Mark Loch, P.E.
Project Manager

Enclosure: Bid Tabulation
cc. Don Rohraff, DPW Director, City of Livonia

**Projected Road Segments for 2023 Road Repair Program
(Proposed List)**

2/16/2023

SUBJECT TO CHANGE BASED ON FUNDING						
Street Name	From	To	Section	Pavement Type	PASER Rating	Type of Treatment
Deering Avenue	Long Avenue	End	1	Asphalt	4	Rehabilitation
Louise Avenue	Bretton Avenue	End	2	Asphalt	3	Rehabilitation
Edgewood Avenue	Pembroke Avenue	Ellen Avenue	4	Concrete	5	Reconstruction
Gill Road	Southampton Avenue	Bretton Avenue	4	Asphalt	4	Rehabilitation
Blue Skies Court	Margaret Avenue	End	7	Asphalt	4	Rehabilitation
Pickford Avenue	Blue Skies Court	End	7	Asphalt	5	Rehabilitation
Susanna Avenue	Margaret Avenue	Pickford Avenue	7	Asphalt	4	Rehabilitation
Brookview Avenue	Westbrook Avenue	Parklane Avenue	8	Concrete	4,5	Reconstruction
Gill Road	7 Mile Road	End of Pavement	9	Asphalt	5	Rehabilitation
Southampton Avenue	Gill Road	End	9	Asphalt	5,6	Rehabilitation
Amber Court	Clarita Avenue	End	11	Asphalt	6	Rehabilitation
Arleen Court	Clarita Avenue	End	11	Asphalt	6	Rehabilitation
Clarita Avenue	Middlebelt Road	Melvin Avenue	11	Asphalt	4	Rehabilitation
Bennett Avenue	Deering Avenue	Dolores Avenue	12	Concrete	4	Reconstruction
Dardanella Avenue	Middlebelt Road	End	12	Concrete	4	Reconstruction
Deering Avenue	N. of Bennett Avenue	Curtis Avenue	12	Asphalt	4	Rehabilitation
Floral Avenue	Curtis Avenue	Lathers Avenue	12	Asphalt	4	Rehabilitation
Grimm Avenue	Pickford Avenue	End	12	Asphalt	4	Rehabilitation
Pickford Avenue	Grimm Avenue	End	12	Asphalt	5	Rehabilitation
Wentworth Avenue	Middlebelt Road	End	14	Asphalt	4	Rehabilitation
Bell Creek Lane	6 Mile Road	Farmington Road	15	Asphalt	4	Rehabilitation
Bloomfield Avenue	Farmington Road	Bell Creek Lane	15	Asphalt	4	Rehabilitation
Wood Avenue	34145/34146 Wood	Fairlane Avenue	16	Concrete	4	Reconstruction
Kingsbury Avenue	Williams Avenue	Comstock Avenue	17	Concrete	4	Reconstruction
Lancaster Avenue	Knolson Avenue	Lancaster Court	18	Concrete	4,5	Reconstruction
Myrna Avenue	Newburgh Road	End	18	Asphalt	5,7	Rehabilitation
Roycroft Avenue	Knolson Avenue	Hix Road	18	Concrete	5	Reconstruction
WB Lyndon Avenue	Farmington Road	Stark Road	21	Concrete	5	Reconstruction
Beatrice Avenue	Schoolcraft Road	Buckingham Avenue	23	Concrete	5	Reconstruction
Edward Place Avenue	Buckingham Avenue	Beatrice Avenue	23	Concrete	5	Reconstruction
Gaylord Court	Beatrice Avenue	End	23	Concrete	5	Reconstruction
Sears Drive	Plymouth Road	500 feet N. of Plymouth Rd	26	Concrete	3	Reconstruction
Capital	Hubbard Road	250 feet E of Brookfield Rd	27	Asphalt	3	Rehabilitation
Industrial Road	Stark Road	Fairlane Avenue	28	Concrete	3	Reconstruction
Industrial Road	Newburgh Road	End	29	Concrete	4	Reconstruction
Hathaway Avenue	Stark Road	Farmington Road	33	Asphalt	5	Rehabilitation
Maine Avenue	Idaho Avenue	Texas Avenue	34	Concrete	3	Reconstruction
West Chicago Avenue	Farmington Road	Hubbard Avenue	34	Concrete	4,5	Reconstruction
West Chicago Avenue	Harrison Road	Inkster Road	36	Concrete	4	Maintenance
Selective Slab Program, 23-J						
Pembroke Court	Wayne Road	Pembroke Avenue	4	Concrete	6	Maintenance
Glengarry Avenue	Caliburn Avenue	Caliburn Avenue	7	Concrete	5	Maintenance
Queensbury Avenue	Caliburn Avenue	Caliburn Avenue	7	Concrete	6,7	Maintenance
Hizmet Drive	Inskter Road	Inskter Road	12	Concrete	5	Maintenance
Meadowbrook Avenue	Ronnie Lane	Park Avenue	20	Concrete	5	Maintenance
Ronnie Lane	Lyndon Avenue	Henry Avenue	20	Concrete	6	Maintenance
Stark Road	Plymouth Road	Industrial Road	28	Concrete	5,6	Maintenance
Grandon Avenue	Pere Avenue	Hix Avenue	31	Concrete	5,6	Maintenance
Knolson Avenue	Richland Avenue	Orangelawn Avenue	31	Concrete	6	Maintenance
Norman Avenue	Orangelawn Avenue	Richland Avenue	31	Concrete	5	Maintenance
Orangelawn Avenue	Knolson Avenue	Norman Avenue	31	Concrete	6	Maintenance
Dover Avenue	Linville Avenue	Harvey Avenue	32	Concrete	6	Maintenance
Dowling Court	Dowling Avenue	End	32	Concrete	6	Maintenance
Linville Avenue	Dover Avenue	Ann Arbor Trail	32	Concrete	6	Maintenance
23 Miscellaneous Locations Throughout City As Determined By DPW/Engineering						

TOTAL = 53 Segments (32 Concrete and 21 Asphalt)

17 Reconstruction Segments
21 Rehabilitation Segments
15 Maintenance Segments

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 27, 2023**

Meeting was called to order at 8:00 p.m. by Council Vice President Toy. Present: Kathleen McIntyre, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, and Laura Toy. Absent: Jim Jolly.

Elected and appointed officials present: Susan Nash, City Clerk; Leo Neville, Assistant City Attorney; Todd Zilincik, City Engineer; Mark Taormina, Director of Planning and Economic Development; Josh Sabo, Director of Communications, and Casey O'Neil, Information Systems Director.

Councilmember McIntyre led the meeting in the Pledge of Allegiance.

18.REQUEST TO AMEND THE CONTRACT WITH OHM ADVISORS FOR CONSTRUCTION ENGINEERING SERVICES FOR THE 2023 ASPHALT ROAD PROGRAM (CONTRACT 23-A); Engineering Division, re: for same. (CR 336-21)

Todd Zilincik, City Engineer, presented the request to Council.

Councilmember McCullough offered an approving resolution for the Consent agenda.

DIRECTION:

APPROVAL

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

18.

Engineering
February 16, 2023

MEETING DATE

S022723/R031323

PREPARED BY

Karen Worley, Secretary IV,

AGENDA ITEM

REQUEST TO AMEND THE CONTRACT WITH OHM ADVISORS FOR CONSTRUCTION ENGINEERING SERVICES FOR THE 2023 ASPHALT ROAD PROGRAM (CONTRACT 23-A); Engineering Division, re: for same. (CR 336-21)

BACKGROUND

The City Council approved Qualification Based Selection (QBS) firms pursuant to Council Resolution No. 336-21, adopted November 22, 2021 to perform all professional engineering services on various federal, state and locally funded projects through fiscal year 2026. Under this procedure, we are recommending that OHM Advisors (OHM) continue as our consultant for the 2023 Asphalt Road Program. See the attached letter dated February 16, 2023 from OHM Advisors for the construction engineering services.

The estimated construction costs for the asphalt program, which forms the basis for the Engineering contract, is shown on the attached sheet.

RECOMMENDATION

Please refer to the Fiscal Consideration section and the attachments for additional information.

FISCAL CONSIDERATION

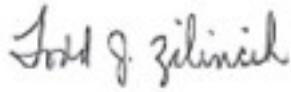
In order to proceed with these projects, it is respectfully recommended that the Council take the following actions:

- Authorize the Mayor and the City Clerk to execute an amendment to the Engineering contract with OHM Advisors, 34000 Plymouth Road, Livonia, Michigan 48150 in the amount of \$456,384 for Construction Engineering for the 2023 Asphalt Road Program.
- Authorize an expenditure in the amount of \$456,384 from budgeted funds in the Road, Sidewalk and Tree Fund, Account Number 204-441-818-102.
- Authorize the City Engineer to approve minor adjustments in the work, as required.

ATTACHMENTS

1. OHM CE Proposal for 23-A
2. CR 336-21

APPROVED BY



Todd Zilincik, P.E., City Engineer

Date: February 16, 2023



Don Rohraff, Director of Public Works

Date: February 16, 2023



Michael Slater, Finance Director

Date: February 17, 2023



Paul Bernier, City Attorney

Date: February 17, 2023



Maureen Miller Brosnan, Mayor

Date: February 17, 2023



February 16, 2023

Todd J. Zilincik, PE
City Engineer
City of Livonia
12973 Farmington Road
Livonia, MI 48150

RE: Construction Engineering Services - 2023 Comprehensive Road Reconstruction and Rehabilitation Program (23-A Asphalt Program)

Dear Mr. Zilincik,

Thank you again for your continued confidence in OHM Advisors supporting the 2023 Comprehensive Road Reconstruction and Rehabilitation Program (Asphalt) to provide construction engineering services. We have been a proud partner with the City in this work, for the past 21 years of the Road Program. Attached is the proposed Exhibit A with associated Project Supplements.

OHM Advisors will again team with Soil and Materials Engineers, Inc. (SME) with added support from G2 Consultants, to provide the material testing during this project.

If you have any questions concerning the Exhibit, please contact me at (734) 466-4441. We look forward to working with the City of Livonia on this program.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark R. Loch".

Mark R. Loch, PE
Project Manager

Cc: Rhett Gronevelt, OHM

Attachment: Exhibit A to Agreement

EXHIBIT A
PROJECT SPECIFIC SCOPE OF SERVICES, PROJECT SCHEDULE, PAYMENTS
TO CONSULTANT

The information contained in this Exhibit applies only to the following project:

Project Title: **2023 Comprehensive Road Reconstruction and Rehabilitation Program (Asphalt)**

Dated: _____, 2023

This is an Exhibit to the Contract dated December 1, 2016, and extended on Nov. 22, 2021 between the City of Livonia (CITY), whose address is 33000 Civic Center Drive, Livonia, MI 48154 and OHM Advisors, whose address is 34000 Plymouth Road, Livonia, Michigan, 48150.

This Exhibit acts as a duly executed written instrument that amends, supplements, modifies, or cancels certain portions of the Contract, as provided in Article 8.01 of the Contract.

A. SCOPE OF SERVICES, INCLUDING MATERIAL QUALITY CONTROL PROGRAM

CONSULTANT is requested to provide Construction Engineering Services as stated in accordance with attached Supplement A, dated February 16, 2023.

B. PROJECT SCHEDULE

The Project Schedule is attached as Supplement B, dated February 16, 2023.

C. PAYMENTS TO CONSULTANTS

CONSULTANT shall be paid on an hourly basis up to the not-to-exceed amount of four hundred fifty-six thousand three hundred eight-four dollars and zero cents (\$456,384) for construction engineering services in accordance with the phasing and payment terms on Supplement C, dated February 16, 2023.

In Witness Whereof, the CITY and CONSULTANT, and through their duly authorized officers and representatives, have executed this Contract.

In the Presence of:

CITY OF LIVONIA, a Michigan
Municipal Corporation

By: _____
Maureen Miller Brosnan, Mayor

By: _____
Susan M. Nash, City Clerk

In the Presence of:



OHM Advisors

By: 
Rhett A. Gronevelt, PE

Its: _____
Principal

Approved:

Donald R. Rohraff
Director of Public Works

Approved:

Todd J. Zilincik, P.E.
City Engineer

Approved:

Michael Slater
Director of Finance

Approved as to form:

Paul A. Bernier
Department of Law

Pursuant to Council Resolution

No: _____

Adopted on: _____

SCOPE OF SERVICES

CITY OF LIVONIA

2023 COMPREHENSIVE ROAD RECONSTRUCTION AND REHABILITATION PROGRAM (ASPHALT)

PROJECT UNDERSTANDING

The CONSULTANT will provide construction engineering services for the asphalt portion of the 2023 COMPREHENSIVE ROAD RECONSTRUCTION AND REHABILITATION PROGRAM. The CITY'S intent is to replace the pavement in-kind and minimize construction work behind the curb or beyond the limited edge of pavement restoration.

The streets to be included are:

Maintenance Street Locations

Road Name	From	To
Louise Avenue	Bretton Avenue	End

Rehabilitation Street Locations

Road Name	From	To
Deering Avenue	Long Avenue	End
Gill Road	Southampton Avenue	Bretton Avenue
Blue Skies Court	Margareta Avenue	End
Pickford Avenue	Blue Skies Court	End
Susanna Avenue	Margareta Avenue	Pickford Avenue
Gill Road	7 Mile Road	Southampton Avenue
Southampton Avenue	Gill Road	End
Amber Court	Clarita Avenue	End
Arleen Court	Clarita Avenue	End
Clarita Avenue	Middlebelt Road	Melvin Avenue
Deering Avenue	N. of Bennett Avenue	Curtis Avenue
Floral Avenue	Curtis Avenue	Lathers Avenue
Grimm Avenue	Pickford Avenue	End
Pickford Avenue	Grimm Avenue	End
Wentworth Avenue	Middlebelt Road	End
Bell Creek Lane	6 Mile Road	Farmington Road
Bloomfield Drive	Farmington Road	Bell Creek Lane
Myrna Avenue	Newburgh Road	End
Huff Street	Myrna Avenue	Sunnydale Street
Hathaway Avenue	Stark Road	Farmington Road

Maintenance Street Locations

Road Name	From	To
West Chicago	Harrison Avenue	Inkster Road

A. Construction Phase Services

- **Contract Administration Services** shall consist of preparing monthly pay estimates based on quantities provided with field representative's daily reports to meet CITY deadlines for payment purposes. Work shall also include assisting CITY staff (i.e. Project Manager) in the resolution of claims, contract interpretations and review of project schedules and deadlines. CONSULTANT will provide project closeout documentation consisting of final pay estimate preparation, closeout documentation from the contractor and a balancing Change Order identifying adjustments to the construction contract. In addition, the CONSULTANT will make field visits to project sites to observe the work in progress and assist in the review of the contractor's work to be in general compliance with the contract.
- **Stakeout Services** during the construction phase shall consist of the required staking for line and elevation of specific contract items such as pavement replacement for long areas (over 200 feet) or total reconstruction, and curb and gutter replacement when over 200 feet in length or the entire pavement section on reconstruction projects. The existing pavement will be surveyed prior to removal to identify high points and low points in relationship to storm drainage. Staking will be provided at 50-foot intervals that will include top of curb or edge of pavement grades only. Offset stakes will be provided as coordinated with the contractor. Staking will also be provided for new structure(s), culverts and proposed utilities.
- **Construction Observation Services** shall consist of full time observation of the work progress by the contractor(s) on days when work is performed. Daily Field Reports (DFRs) will be prepared documenting pay item quantities and the general work progress for the day. Checking line and elevation for compliance with the survey stakes will also be provided as part of the CONSULTANT'S regular responsibilities. The CONSULTANT will answer residents' questions and attempt to promptly resolve complaints during the course of construction. The CONSULTANT will also interact with the contractor's supervisory staff to notify them when work is unacceptable and in need of correction, or removal and replacement of specific work elements when necessary.

OHM will assist the City with the implementation of their SESC policy as follows; OHM will notify the contractor to install the structure inlet protection prior to the beginning of construction within each work zone, and inform the contractor when the measures are no longer needed once acceptable vegetation has been established. Also, OHM will forward all concerns to the contractor that are made by the City, as well as make the contractor aware of observed inlet protection that is not effective and requires maintenance.

- **Construction Engineering Services** shall consist of a senior construction engineer/technician who will supervise the construction and direct the CONSULTANT'S field staff to provide:
 - a. appropriate project documentation
 - b. shop drawing review, resolution of construction issues/problems that may arise
 - c. provide recommendations to the CITY as it relates to claims from the contractor(s) including:
 - i. preparation of change orders, as required
 - ii. responsive complaint resolution

- iii. reviewing of project progress for compliance with approved schedule
- iv. providing recommendations to the CITY'S Project Manager for penalties and/or changes in the time of completion of projects.

CONSULTANT shall coordinate with SME and the CITY'S Project Manager. The CONSULTANT shall lead the preconstruction conference and bi-weekly progress meetings.

- **Materials Testing** by CONSULTANT'S sub-consultant, SME, shall provide the following:
 - a. Attend one (1) pre-construction meeting and perform review of mix designs
 - b. Attend three (3) construction progress meetings
 - c. Twelve (12) half-day site visits to perform field density testing on the pulverized base material
 - d. Thirty (30) full day site visits during HMA paving
 - e. Thirty (30) visits to the bituminous supplier's plant for sampling during paving
 - f. Twenty (20) half-day site visits for concrete testing during curb/gutter placements
 - g. Forty (40) bituminous one-point mix verifications
 - h. One hundred (100) concrete cylinders compressive strength tests

In addition to SME's Services, G2 Consultant has been added to the OHM Team to provide spot checking at the plant to provide a third party testing. It is anticipated the G2 will be involved in spot checking the 13A mixes and the EML mixes.

- The CONSULTANT will coordinate with the CITY to develop draft letters to the residents at the start of construction and, when needed, send out letters to residents when there are changes in construction sequences or schedule. There are twenty (20) street segments in this year's program. All streets will receive hand delivered letters for information on construction activities. A second letter may be required for notification of paving dates. If requested, the CONSULTANT will participate in one additional CITY resident communication initiative per street.
- **Resolution Services** is included as a part of observation and construction engineering. This may include:
 - a. Notifying the CITY of contractor violations as it relates to the City of Livonia Ordinance for construction traffic on roads within the City (i.e., dust control and latent bituminous material).
 - b. Notifying the CITY of concerns raised by residents and businesses during the construction phase of the project.
- 8. Attend an informational meeting with residents to explain the proposed construction program and its impacts to the residents/businesses. Attendance shall be by the CONSULTANT project manager and construction engineer.

D. City's Responsibilities

- 1. Coordination with police and fire departments and Livonia Public Schools.
- 2. Pay any required permit review fees or reimburse CONSULTANT for permit fees paid to expedite review and approval.

3. Host a public information meeting with residents, businesses and institutions as needed.
4. Attend bi-weekly Progress Meetings.

PROJECT SCHEDULE**CITY OF LIVONIA****2023 COMPREHENSIVE ROAD RECONSTRUCTION AND REHABILITATION
PROGRAM (ASPHALT)****PROJECT SCHEDULE**

The CONSULTANT will provide construction engineering services for duration of the construction project as outlined under Progress Clause in the project Proposal, which states the project shall start approximately on May 1, 2023 and is to be completed by October 27, 2023. Should the project extend beyond the completion date, a contract Amendment may be required to complete the work.



Supplement C – Payments to the Consultant

PAYMENTS TO CONSULTANT

CITY OF LIVONIA

2023 COMPREHENSIVE ROAD RECONSTRUCTION AND REHABILITATION PROGRAM

The following fees are based on the construction cost of \$3,803,196 utilizing the CITY's fee matrix.

Construction Phase

The CITY agrees to pay the CONSULTANT for construction services on an hourly basis, billed monthly, per the 2023 Rate Schedule (attached Supplement C-1) at the not-to-exceed amount of four hundred fifty-six thousand three hundred eight-four dollars and zero cents \$456,384.00.

Additional Services

Additional services, if approved by City Council, shall be paid at the current hourly rate schedule or at an agreed upon price between the CITY and CONSULTANT.



Supplement C-1 – Payments to the Consultant

PAYMENTS TO THE CONSULTANT CITY OF LIVONIA 2023 COMPREHENSIVE ROAD RECONSTRUCTION AND REHABILITATION PROGRAM (ASPHALT) 2023 RATE SCHEDULE



OHM ADVISORS 2023 HOURLY RATE SCHEDULE

Professional Engineer IV / Architect IV / Senior Interior Designer IV	\$195.00
Professional Engineer III / Architect III / Senior Interior Designer III	\$178.00
Professional Engineer II / Architect II / Senior Interior Designer II	\$162.00
Professional Engineer I / Architect I / Senior Interior Designer I	\$152.00
Project Specialist III	\$180.00
Project Specialist II	\$160.00
Project Specialist I	\$135.00
Graduate Engineer IV	\$153.00
Graduate Engineer III	\$145.00
Graduate Engineer II	\$140.00
Graduate Engineer I	\$130.00
Graduate Architect III / Landscape Architect III / Interior Designer III	\$140.00
Graduate Architect II / Landscape Architect II / Interior Designer II	\$122.00
Graduate Architect I / Landscape Architect I / Interior Designer I	\$115.00
Technician IV	\$148.00
Technician III	\$130.00
Technician II	\$115.00
Technician I	\$96.00
Engineering / Architectural / Interior Design Aide	\$75.00
Professional Surveyor III	\$170.00
Professional Surveyor II	\$158.00
Professional Surveyor I	\$142.00
Graduate Surveyor	\$128.00
Surveyor III	\$130.00
Surveyor II	\$115.00
Surveyor I	\$100.00
Surveyor Aide	\$75.00
Planner IV	\$163.00
Planner III	\$150.00
Planner II	\$127.00
Planner I	\$110.00
Planner Aide	\$72.00
Graphic Designer	\$120.00
Administrative Support	\$90.00
Clerical Aide	\$75.00
Principal	\$230.00
Sr. Associate	\$210.00
Associate	\$198.00

Rates as reflected subject to review and adjustment on an annual basis
2023 Public Rates 22-1118

Regular Minutes of November 22, 2021

AND BE IT FURTHER RESOLVED THAT the street is an approved public street and is open for public purposes; and FURTHER, that said street is accepted into the City's local street system and is located within a right-of-way under the control of the City of Livonia and that said street was open to the public as of December 31, 2021.

#336-21 RESOLVED, that having considered the report and recommendation of the City Engineer, dated October 26, 2021, submitted pursuant to Council Resolution No. 365-16, which bears the signatures of the Director of Public Works, the Director of Finance and the City Attorney, and is approved for submission by the Mayor, requesting to extend the Qualification-Based Selection (QBS) contracts with OHM Advisors, Hubbell, Roth and Clark, Inc., Spalding Dedecker Associates, Inc. and Anderson, Eckstein and Westrick, Inc., for a period of five (5) years, for future proposals relating to professional engineering consulting services, the Council does hereby accept the proposal to extend the qualification based-selection (qbs) contracts with OHM Advisors, 34000 Plymouth Road, Livonia, MI 48150, Hubbell, Roth and Clark, Inc., 555 Hulet Drive, Bloomfield Hills, MI 48303-0824, Spalding Dedecker Associates, Inc., 905 South Boulevard East, Rochester Hills, MI 48307-5358, and Anderson, Eckstein and Westrick, Inc., 51301 Schoenherr Road, Shelby Township, MI 48315, for a five (5) year period ending November 30, 2026, to perform Professional Engineering Services on various Federal, State and Locally funded roads, bridges, storm sewers, sanitary sewers, water mains, traffic signal modernization and pedestrian signal upgrades and other related projects; FURTHER, the Mayor and City Clerk are hereby authorized to execute contracts for and on behalf of the City of Livonia with the aforesaid companies and to do all other things necessary or incidental to the full performance of this resolution; and all QBS contracts based on scope and contract amount for each future individual project will be brought before the City Council for funding approval.

#337-21 RESOLVED, that having considered the report and recommendation of the City Engineer, dated October 29, 2021, which bears the signatures of the Director of Public Works and the Director of Finance, and is approved for submission by the Mayor, the Council does hereby approve the proposed 2022 Road Repair Program as proposed by the Department of Public Works and as reviewed by the Citizens Advisory Committee on Roads for the tenth year of the ten-year road paving millage approved by Livonia residents, as shown in the attachment to that report.

#338-21 WHEREAS, the Mayor and City Council of the City of Livonia believe quality roads are a vital part of any community; and

WHEREAS, the City of Livonia has a Citizens Advisory Committee on Roads which identifies City streets most in need of repair in order to

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 27, 2023**

Meeting was called to order at 8:00 p.m. by Council Vice President Toy. Present: Kathleen McIntyre, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, and Laura Toy. Absent: Jim Jolly.

Elected and appointed officials present: Susan Nash, City Clerk; Leo Neville, Assistant City Attorney; Todd Zilincik, City Engineer; Mark Taormina, Director of Planning and Economic Development; Josh Sabo, Director of Communications, and Casey O'Neil, Information Systems Director.

Councilmember McIntyre led the meeting in the Pledge of Allegiance.

19.AWARD OF CONTRACT: Engineering Division, re: for the 2023 Concrete Road Maintenance/Selective Slab Program, Contract 23-J.

Todd Zilincik, City Engineer, presented the request to Council.

Councilmember Donovic asked for an explanation of the difference between a total bid and a total bid with crew days.

Todd explained crew days are the number of days an inspector must be out on a job from start to finish. The contractor bids the expected amount of time for completion and if they finish it early, they get a refund on the crew days but if they go over we charge them an extra fee per day.

Councilmember McCullough asked about the trees mentioned in the request.

Todd explained they are on Ronnie Lane from Lyndon to Henry Avenue and Dover from Linville to Harvey. These trees have outgrown their location and cause the pavement to heave.

Vice President Toy said residents may be more accepting of the tree removal if they are sent a letter of explanation.

Councilmember Donovic offered an approving resolution for the Consent agenda.

DIRECTION: APPROVAL CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

19.

Engineering
February 15, 2023

MEETING DATE

S022723/R031323

PREPARED BY

Karen Worley, Secretary IV,

AGENDA ITEM

AWARD OF CONTRACT: Engineering Division, re: for the 2023 Concrete Road Maintenance/Selective Slab Program, Contract 23-J.

BACKGROUND

The Department of Public Works has established a road maintenance program, that consists of concentrated road repair as well as the replacement of isolated sections of damaged concrete roadway. This year the program consists of 14 street segments involving three (3) miles of road improvements along with the 23 miscellaneous locations (Sections 4, 8, 9, 11, 17, 18, 19, 21, 24, 31, 35 and 36) throughout the City.

The Engineering Division coordinated with Anderson, Eckstein & Westrick, Inc. (AEW) which finalized the plans and specifications for this project. There was a mandatory pre-bid meeting held on February 8, 2023 and bids for the subject project were taken on February 14, 2023. In response to the advertisement on Michigan Inter-Governmental Trade Network (MITN), four (4) bids were submitted. These bids may be summarized as follows:

<u>NAME OF BIDDER</u>	<u>AMOUNT OF BID</u>
Great Lakes Contracting Solutions Waterford, MI	\$1,646,803.67* (60 inspector days)
Cipparrone Contracting, Inc. Warren, MI	\$1,736,674.00 (143 inspector days)
G.V. Cement Contracting Co. Brownstown, MI	\$1,973,836.00 (90 inspector days)
Century Cement Company, Inc. Brownstown, MI	\$2,201,077.00 (140 inspector days)

*Corrected by AEW

Note: The summarized bids do not include the inspector day costs. The consultant has included this cost as part of their construction engineering (CE) costs that is based on a \$1,646,804 construction budget. The contractor was required to provide the number of days to complete the project. This bid is good until June 14, 2023.

AEW has checked the references of Great Lakes Contracting Solutions, LLC and is familiar with their prior work. Great Lakes Contracting Solutions, LLC was the contractor for our 21-J Contract. The contractor had extended contract unit prices in 2022 for this Concrete Road Maintenance / Selective Slab Program and are familiar with our standard specifications along with expectations. Their performance has been exceptional in the previous 2 years. AEW is recommending awarding the contract to this contractor (see attached letter dated February 16, 2023) for the 2023 Concrete Road Maintenance/Selective Slab Program, Contract 23-J.

We are recommending that AEW provide the Construction Engineering Services (CE) for this project, which includes testing, inspection and assistance in contract administration. AEW will be submitting that recommendation to Council for your review and approval in a separate letter.

The bid proposal consisted of 51 tree removals necessary to perform these repairs and consists of the following number and sizes: 2 tree removals from 6 to 18-inches; 40 tree removals from 19 to 36-inches; and 9 tree removals from 37-inch and larger.

RECOMMENDATION

Please refer to the Fiscal Consideration section and the attachments for additional information.

FISCAL CONSIDERATION

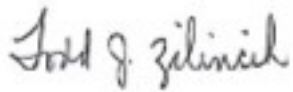
In order to proceed with this project, we respectfully recommend that the Council take the following actions:

- Award a contract in the amount of \$1,601,803.67 to Great Lakes Contracting Solutions, LLC, 2300 Edinburgh, Waterford, MI 48328. The award should be on the basis of the bid unit prices, said amount to be adjusted based upon the quantities of work actually completed.
- Authorize an expenditure from budgeted funds of \$1,601,803.67 from Account No. 204-463-818-114 (Road, Sidewalk, & Tree Fund – Maintenance).
- Authorize the City Engineer to approve minor adjustments in the work, as required.

ATTACHMENTS

1. AEW Recommendation Letter for 23-J
2. Bid Tab for 23-J
3. List of 23 Locations Selective Slab for 23-J
4. Road Segment Locations for 23-J

APPROVED BY



Todd Zilincik, P.E., City Engineer

Date: February 16, 2023



Don Rohraff, Director of Public Works

Date: February 16, 2023



Michael Slater, Finance Director

Date: February 16, 2023



Paul Bernier, City Attorney

Date: February 16, 2023



Maureen Miller Brosnan, Mayor

Date: February 17, 2023



ANDERSON, ECKSTEIN & WESTRICK, INC.

CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

51301 Schoenherr Road, Shelby Township, MI 48315
586.726.1234 | www.aewinc.com

February 16, 2023

Todd Zilincik, PE, City Engineer
City of Livonia
12973 Farmington Road
Livonia, Michigan 48150

Reference: 2023 Concrete Road Repair Program- Maintenance

Livonia Contract No. 23-J
AEW Project No. 0263-0035

Dear Mr. Zilincik:

On Tuesday, February 14, 2023, four (4) bids were received for the above referenced project. We have tabulated the bids and have included a summary herewith for your use.

The lowest qualified bidder is Great Lakes Contracting Solutions, LLC of Waterford with a total bid amount of \$1,646,803.67 which includes 60 inspector days at \$45,000. The inspector day costs will be included in the overall construction engineering (CE) proposal based on the awarded contract price amount of \$1,601,803.67.

We have worked with Great Lakes Contracting Solutions, LLC on the City of Livonia Concrete Road Repair Program for the past two years and we are satisfied with their performance.

Based upon our past experience and the lowest bid submitted, we recommend the contract for the 2023 Concrete Road Repair Program, Contract 23-J be awarded to Great Lakes Contracting Solutions, LLC 2300 Edinburgh, Waterford, MI 48328 in the amount of \$1,601,803.67.

If you have any questions, please advise.

Sincerely,

ANDERSON, ECKSTEIN AND WESTRICK, INC.

Scott Lockwood, PE

cc: Don Rohraff, Director of Public Services

Enclosure: Bid Tab

M:\0263\0263-0035\Gen\Letters\0263-0035_recaward.docx



TABULATION OF BIDS

CITY OF LIVONIA
2023 CONCRETE ROAD REPAIR PROGRAM
CONTRACT 23-J MAINTENANCE
AEW PROJECT NO. 0263-0035

DATE: 2/14/2023
TIME: 2:00 PM

Prepared by: Anderson, Eckstein and Westrick, Inc.
51301 Schoenherr Road
Shelby Township, MI 48315

BIDDER RANKING

RANK	BIDDER'S NAME	TOTAL BID	TOTAL BID WITH CREW DAYS
1	Great Lakes Contracting Solutions, LLC	\$ 1,601,803.67	\$ 1,646,803.67 *
2	Cipparrone Contracting, Inc.	\$ 1,629,424.00	\$ 1,736,674.00
3	G.V. Cement Contracting Company	\$ 1,906,336.00	\$ 1,973,836.00
4	Century Cement Company, Inc.	\$ 2,096,077.00	\$ 2,201,077.00

*CORRECTED BY ENGINEER



TABULATION OF BIDS

CITY OF LIVONIA

2023 CONCRETE ROAD REPAIR PROGRAM

CONTRACT 23-J MAINTENANCE

AEW PROJECT NO. 0263-0035

Great Lakes Contracting Solutions, LLC

2300 Edinburgh

Waterford, MI 48328

Cipparrone Contracting, Inc.

30555 Southfield Road, Suite 250

Southfield, MI 48076

Item No.	Description	Estimated Quantity	Units	Unit Price	Amount	Unit Price	Amount
GENERAL							
1.	_ Audio Visual Record of Construction Area	1	LS	6,400.00	6,400.00	6,275.00	6,275.00
2.	Reimbursed Permit Fees	1,500	Dlr	1.00	1,500.00	1.00	1,500.00
3.	Mobilization, Max \$30,000	1	LS	15,000.00	15,000.00	30,000.00	30,000.00
4.	_ Stump and Root Rem and Regrade, 6 to 18 inch	2	Ea	980.00	1,960.00	100.00	200.00
5.	_ Stump and Root Rem and Regrade, 19 to 36 inch	40	Ea	1,000.00	40,000.00	200.00	8,000.00
6.	_ Stump and Root Rem and Regrade, 37 inch or larger	9	Ea	1,200.00	10,800.00	300.00	2,700.00
7.	_ Tree Root, Grind	5	Ea	350.00	1,750.00	300.00	1,500.00
8.	_ Tree, Rem, 6 inch to 18 inch, Modified	2	Ea	450.00	900.00	400.00	800.00
9.	_ Tree, Rem, 19 inch to 36 inch, Modified	40	Ea	1,050.00	42,000.00	1,000.00	40,000.00
10.	_ Tree, Rem, 37 inch or Larger, Modified	9	Ea	1,975.00	17,775.00	1,900.00	17,100.00
11.	Maintenance Gravel	250	Ton	32.00	8,000.00	33.00	8,250.00
12.	_ Geogrid	500	Syd	4.50	2,250.00	13.00	6,500.00
13.	HMA Surface, Rem	90	Syd	9.50	855.00	10.00	900.00
14.	HMA, 13A	20	Ton	325.00	6,500.00	350.00	7,000.00
15.	Non-Chloride Accelerator	1	Gal	15.00	15.00	100.00	100.00
16.	Post, Mailbox	1	Ea	350.00	350.00	375.00	375.00
17.	_ Surface Restoration, Hydroseeding	500	Syd	18.00	9,000.00	13.78	6,890.00
18.	_ Surface Restoration, Sodding	500	Syd	12.00	6,000.00	19.68	9,840.00
19.	Monument Preservation	1	Ea	2,500.00	2,500.00	1,200.00	1,200.00
MAINTENANCE							
20.	Sidewalk, Rem	184	Syd	10.75	1,978.00	16.50	3,036.00
21.	_ Driveway, Rem	713	Syd	10.50	7,486.50	18.00	12,834.00



TABULATION OF BIDS

CITY OF LIVONIA

2023 CONCRETE ROAD REPAIR PROGRAM

CONTRACT 23-J MAINTENANCE

AEW PROJECT NO. 0263-0035

Great Lakes Contracting Solutions, LLC

2300 Edinburgh

Waterford, MI 48328

Cipparrone Contracting, Inc.

30555 Southfield Road, Suite 250

Southfield, MI 48076

Item No.	Description	Estimated Quantity	Units	Unit Price	Amount	Unit Price	Amount
22.	_ Subgrade Undercutting, Type II, Modified	204	Cyd	55.00	11,220.00	40.00	8,160.00
23.	_ Subgrade Undercutting, Type II, Special	105	Cyd	57.00	5,985.00	44.00	4,620.00
24.	_ Erosion Control, Inlet Protection, Siltsack	46	Ea	150.00	6,900.00	135.00	6,210.00
25.	_ Aggregate Base, 6 inch, Modified	955	Syd	16.50	15,757.50	19.75	18,861.25
26.	Dr Structure Cover, Adj, Case 2	49	Ea	390.00	19,110.00	655.00	32,095.00
27.	Dr Structure, Adj, Add Depth	26	Ft	250.00	6,500.00	400.00	10,400.00
28.	Dr Structure, Tap, 6 inch	47	Ea	175.00	8,225.00	300.00	14,100.00
29.	_ Dr Structure Cover, Catch Basin	42	Ea	575.00	24,150.00	500.00	21,000.00
30.	_ Dr Structure Cover, Sanitary Manhole	16	Ea	700.00	11,200.00	550.00	8,800.00
31.	_ Dr Structure Cover, Storm Manhole	21	Ea	625.00	13,125.00	550.00	11,550.00
32.	_ External Structure Wrap, 18 inch	16	Ea	525.00	8,400.00	550.00	8,800.00
33.	_ Underdrain, Subgrade, 6 inch, Modified	1,084	Ft	18.75	20,325.00	35.00	37,940.00
34.	Joint, Contraction, Cp	400	Ft	16.20	6,480.00	12.50	5,000.00
35.	Joint, Expansion, E2	628	Ft	25.00	15,700.00	18.00	11,304.00
36.	Joint, Expansion, E3	304	Ft	8.60	2,614.40	5.25	1,596.00
37.	_ Joint, Contraction, Crg	48	Ft	17.30	830.40	15.00	720.00
38.	_ Joint, Expansion, Erg, Modified	180	Ft	15.65	2,817.00	15.00	2,700.00
39.	Lane Tie, Epoxy Anchored	8,246	Ea	7.25	59,783.50	5.50	45,353.00
40.	Pavt Repr, Nonreinf Conc, 7 inch	12,346	Syd	56.65	699,400.90	46.45	573,471.70
41.	Pavt Repr, Nonreinf Conc, 9 inch	1,800	Syd	66.25	119,250.00	57.25	103,050.00
42.	Pavt Repr, Rem	14,146	Syd	14.50	205,117.00	23.50	332,431.00
43.	Driveway, Nonreinf Conc, 6 inch	749	Syd	54.25	40,633.25	49.00	36,701.00
44.	Curb Ramp, Conc, 4 inch	1,636	Sft	7.00	11,452.00	14.25	23,313.00



TABULATION OF BIDS

CITY OF LIVONIA

2023 CONCRETE ROAD REPAIR PROGRAM

CONTRACT 23-J MAINTENANCE

AEW PROJECT NO. 0263-0035

Great Lakes Contracting Solutions, LLC

2300 Edinburgh

Waterford, MI 48328

Cipparrone Contracting, Inc.

30555 Southfield Road, Suite 250

Southfield, MI 48076

Item No.	Description	Estimated Quantity	Units	Unit Price	Amount	Unit Price	Amount
45.	Curb Ramp, Conc, 6 inch	387	Sft	8.30	3,212.10 *	15.25	5,901.75
46.	_ Detectable Warning Surface, Modified	52	Ft	50.00	2,600.00	45.00	2,340.00
47.	Sign, Type B, Temp, Prismatic, Furn	16	Sft	25.40	406.40	10.00	160.00
48.	Sign, Type B, Temp, Prismatic, Oper	16	Sft	0.01	0.16	0.01	0.16
49.	_ Sign, Type B, Temp, Prismatic, Special, Furn, Modified	16	Sft	25.40	406.40	15.00	240.00
50.	_ Sign, Type B, Temp, Prismatic, Special, Oper, Modified	16	Sft	0.01	0.16	0.01	0.16
51.	_ Traffic Control, Major Street	1	Ea	3,800.00	3,800.00	28,000.00	28,000.00
52.	_ Traffic Control, Minor Street	14	Ea	2,200.00	30,800.00	3,100.00	43,400.00
53.	_ Traffic Control, Miscellaneous Location	24	Ea	500.00	12,000.00	350.00	8,400.00
54.	Water, Sodding/Seeding	42	Unit	69.50	2,919.00	68.00	2,856.00
55.	_ Surface Restoration, Seeding	2,291	Syd	14.00	32,074.00	13.78	31,569.98
56.	_ Irrigation Pipe	730	Ft	7.50	5,475.00	7.00	5,110.00
57.	_ Sprinkler Head	126	Ea	65.00	8,190.00	90.00	11,340.00
58.	_ Sprinkler Head, Adj	77	Ea	25.00	1,925.00	90.00	6,930.00
TOTAL AMOUNT BID				\$	1,601,803.67	\$	1,629,424.00
*CORRECTED BY ENGINEER							
	Crew Days (60 Days Min.)	750.00	Day	60.00	45,000.00	143.00	107,250.00
TOTAL AMOUNT BID WITH CREW DAYS				\$	1,646,803.67	\$	1,736,674.00



TABULATION OF BIDS

CITY OF LIVONIA

2023 CONCRETE ROAD REPAIR PROGRAM

CONTRACT 23-J MAINTENANCE

AEW PROJECT NO. 0263-0035

G.V. Cement Contracting Company

20000 Dix-Toledo

Brownstown, MI 48183

Century Cement Company, Inc.

12600 Sibley Road

Riverview, MI 48193

Item No.	Description	Estimated Quantity	Units	Unit Price	Amount	Unit Price	Amount
GENERAL							
1.	_ Audio Visual Record of Construction Area	1	LS	8,000.00	8,000.00	6,275.00	6,275.00
2.	Reimbursed Permit Fees	1,500	Dlr	1.00	1,500.00	1.00	1,500.00
3.	Mobilization, Max \$30,000	1	LS	30,000.00	30,000.00	30,000.00	30,000.00
4.	_ Stump and Root Rem and Regrade, 6 to 18 inch	2	Ea	1,200.00	2,400.00	1,200.00	2,400.00
5.	_ Stump and Root Rem and Regrade, 19 to 36 inch	40	Ea	1,600.00	64,000.00	1,200.00	48,000.00
6.	_ Stump and Root Rem and Regrade, 37 inch or larger	9	Ea	2,000.00	18,000.00	2,400.00	21,600.00
7.	_ Tree Root, Grind	5	Ea	400.00	2,000.00	500.00	2,500.00
8.	_ Tree, Rem, 6 inch to 18 inch, Modified	2	Ea	2,000.00	4,000.00	1,200.00	2,400.00
9.	_ Tree, Rem, 19 inch to 36 inch, Modified	40	Ea	2,800.00	112,000.00	1,800.00	72,000.00
10.	_ Tree, Rem, 37 inch or Larger, Modified	9	Ea	3,500.00	31,500.00	5,000.00	45,000.00
11.	Maintenance Gravel	250	Ton	30.00	7,500.00	75.00	18,750.00
12.	_ Geogrid	500	Syd	6.00	3,000.00	5.00	2,500.00
13.	HMA Surface, Rem	90	Syd	10.00	900.00	9.50	855.00
14.	HMA, 13A	20	Ton	150.00	3,000.00	300.00	6,000.00
15.	Non-Chloride Accelerator	1	Gal	50.00	50.00	50.00	50.00
16.	Post, Mailbox	1	Ea	75.00	75.00	500.00	500.00
17.	_ Surface Restoration, Hydroseeding	500	Syd	9.00	4,500.00	9.00	4,500.00
18.	_ Surface Restoration, Sodding	500	Syd	12.00	6,000.00	15.00	7,500.00
19.	Monument Preservation	1	Ea	1,000.00	1,000.00	700.00	700.00
MAINTENANCE							
20.	Sidewalk, Rem	184	Syd	10.00	1,840.00	18.00	3,312.00
21.	_ Driveway, Rem	713	Syd	10.00	7,130.00	18.00	12,834.00



TABULATION OF BIDS

CITY OF LIVONIA

2023 CONCRETE ROAD REPAIR PROGRAM

CONTRACT 23-J MAINTENANCE

AEW PROJECT NO. 0263-0035

G.V. Cement Contracting Company

20000 Dix-Toledo

Brownstown, MI 48183

Century Cement Company, Inc.

12600 Sibley Road

Riverview, MI 48193

Item No.	Description	Estimated Quantity	Units	Unit Price	Amount	Unit Price	Amount
22.	_ Subgrade Undercutting, Type II, Modified	204	Cyd	32.00	6,528.00	100.00	20,400.00
23.	_ Subgrade Undercutting, Type II, Special	105	Cyd	32.00	3,360.00	100.00	10,500.00
24.	_ Erosion Control, Inlet Protection, Siltsack	46	Ea	150.00	6,900.00	275.00	12,650.00
25.	_ Aggregate Base, 6 inch, Modified	955	Syd	8.00	7,640.00	30.00	28,650.00
26.	Dr Structure Cover, Adj, Case 2	49	Ea	600.00	29,400.00	725.00	35,525.00
27.	Dr Structure, Adj, Add Depth	26	Ft	500.00	13,000.00	275.00	7,150.00
28.	Dr Structure, Tap, 6 inch	47	Ea	600.00	28,200.00	450.00	21,150.00
29.	_ Dr Structure Cover, Catch Basin	42	Ea	650.00	27,300.00	600.00	25,200.00
30.	_ Dr Structure Cover, Sanitary Manhole	16	Ea	650.00	10,400.00	725.00	11,600.00
31.	_ Dr Structure Cover, Storm Manhole	21	Ea	650.00	13,650.00	725.00	15,225.00
32.	_ External Structure Wrap, 18 inch	16	Ea	300.00	4,800.00	525.00	8,400.00
33.	_ Underdrain, Subgrade, 6 inch, Modified	1,084	Ft	16.00	17,344.00	18.00	19,512.00
34.	Joint, Contraction, Cp	400	Ft	14.00	5,600.00	15.00	6,000.00
35.	Joint, Expansion, E2	628	Ft	14.00	8,792.00	15.00	9,420.00
36.	Joint, Expansion, E3	304	Ft	14.00	4,256.00	15.00	4,560.00
37.	_ Joint, Contraction, Crg	48	Ft	14.00	672.00	25.00	1,200.00
38.	_ Joint, Expansion, Erg, Modified	180	Ft	14.00	2,520.00	24.00	4,320.00
39.	Lane Tie, Epoxy Anchored	8,246	Ea	3.50	28,861.00	15.00	123,690.00
40.	Pavt Repr, Nonreinf Conc, 7 inch	12,346	Syd	72.00	888,912.00	67.00	827,182.00
41.	Pavt Repr, Nonreinf Conc, 9 inch	1,800	Syd	77.00	138,600.00	80.00	144,000.00
42.	Pavt Repr, Rem	14,146	Syd	8.00	113,168.00	18.00	254,628.00
43.	Driveway, Nonreinf Conc, 6 inch	749	Syd	72.00	53,928.00	67.00	50,183.00
44.	Curb Ramp, Conc, 4 inch	1,636	Sft	15.00	24,540.00	8.00	13,088.00



TABULATION OF BIDS

CITY OF LIVONIA

2023 CONCRETE ROAD REPAIR PROGRAM

CONTRACT 23-J MAINTENANCE

AEW PROJECT NO. 0263-0035

G.V. Cement Contracting Company
20000 Dix-Toledo
Brownstown, MI 48183

Century Cement Company, Inc.
12600 Sibley Road
Riverview, MI 48193

Item No.	Description	Estimated Quantity	Units	Unit Price	Amount	Unit Price	Amount
45.	Curb Ramp, Conc, 6 inch	387	Sft	18.00	6,966.00	8.00	3,096.00
46.	_ Detectable Warning Surface, Modified	52	Ft	65.00	3,380.00	70.00	3,640.00
47.	Sign, Type B, Temp, Prismatic, Furn	16	Sft	50.00	800.00	6.00	96.00
48.	Sign, Type B, Temp, Prismatic, Oper	16	Sft	50.00	800.00	1.00	16.00
49.	_ Sign, Type B, Temp, Prismatic, Special, Furn, Modified	16	Sft	50.00	800.00	7.00	112.00
50.	_ Sign, Type B, Temp, Prismatic, Special, Oper, Modified	16	Sft	50.00	800.00	1.00	16.00
51.	_ Traffic Control, Major Street	1	Ea	6,500.00	6,500.00	20,000.00	20,000.00
52.	_ Traffic Control, Minor Street	14	Ea	5,500.00	77,000.00	2,400.00	33,600.00
53.	_ Traffic Control, Miscellaneous Location	24	Ea	1,000.00	24,000.00	1,500.00	36,000.00
54.	Water, Sodding/Seeding	42	Unit	150.00	6,300.00	200.00	8,400.00
55.	_ Surface Restoration, Seeding	2,291	Syd	9.00	20,619.00	12.00	27,492.00
56.	_ Irrigation Pipe	730	Ft	10.00	7,300.00	20.00	14,600.00
57.	_ Sprinkler Head	126	Ea	25.00	3,150.00	20.00	2,520.00
58.	_ Sprinkler Head, Adj	77	Ea	15.00	1,155.00	40.00	3,080.00
TOTAL AMOUNT BID				\$	1,906,336.00	\$	2,096,077.00
*CORRECTED BY ENGINEER							
	Crew Days (60 Days Min.)	750.00	Day	90.00	67,500.00	140.00	105,000.00
TOTAL AMOUNT BID WITH CREW DAYS				\$	1,973,836.00	\$	2,201,077.00

2023 MISCELLANEOUS LOCATIONS FOR CONCRETE SELECTIVE SLAB REPLACEMENTS, CONTRACT 23-J

10/04/2022

Location	Address	Street Name	Section	Tree Removals	Notes
1	34450	Bretton Drive	4		
2	20062	Stamford Drive	4	1	SR 96357
3	17684	Woodside Drive	8	1	
4	18314	Comstock Avenue	8		Denmar Drain Crossing
5	17517	Ellen Drive	9		SR 64022 & SR 73738
6	30126	Brookview Drive	11		
7	36825	Ladywood Avenue	17		SR 92967
8	37142	Myrna Avenue	17		SR 76460
9	16180	Ronnie Lane	17		SR 78643
10	16429	Westbrook Drive	17		
11	16428	Westbrook Drive	17		
12	15596	Penn Court	18	1	SR 93854
13	38238	Summers Avenue	19	1	
14	14464	Blue Skies Avenue	19		
15	14182	Blue Skies Avenue	19	1	SR 700
16	14746	Richfield Avenue	19		Completed in 2022
17	14627	Ellen Drive	21		SR 75759 - No Issues Found
18	15063	Ellen Drive	21		
19	29141	Oriole Drive	24		SR 96639
20	29171	Oriole Drive	24	1	
21	27719	Western Golf Drive	24		
22	8926	Deborah Court	31		SR 999981944
23	8847	Deborah Court	31		
24	30570	Grandon Avenue	35	1	SR 16-04862
25	9611	Arcola Avenue	36		
				7 Total	

16 LOCATIONS PREVIOUSLY IDENTIFIED TO BE COMPLETED WITH PROPOSED 2023 CONCRETE ROAD PROGRAMS

Location	Address	Street Name	Section	Tree Removals	Notes
1	17938	Woodside Drive	8		Denmar Drain Crossing
2	36545	Kingsbury Road	17		
3	36730	Kingsbury Road	17		
4	38594	Lancaster Court	18		
5	14652	Ronnie Lane	20	1	
6	14655	Ronnie Lane	20		
7	14770	Ronnie Lane	20	1	
8	14728	Ronnie Lane	20	1	SR 16811
9	29633	Edward Place	23	1	
10	29620	Edward Place	23	1	
11	29644	Edward Place	23	2	
12	35980	Industrial Road	29		SR 40877
13	38559	Orangelawn Avenue	31		Request from H/O at 38549 Orangelawn
14	9736	Knolson Avenue	31		SR 999941591
15	9749	Knolson Avenue	31		SR 99352
16	32911	West Chicago Avenue	34		SR 999949562
				7 Total	

**Projected Road Segments for 2023 Road Repair Program
(Proposed List)**

2/16/2023

SUBJECT TO CHANGE BASED ON FUNDING						
Street Name	From	To	Section	Pavement Type	PASER Rating	Type of Treatment
Deering Avenue	Long Avenue	End	1	Asphalt	4	Rehabilitation
Louise Avenue	Bretton Avenue	End	2	Asphalt	3	Rehabilitation
Edgewood Avenue	Pembroke Avenue	Ellen Avenue	4	Concrete	5	Reconstruction
Gill Road	Southampton Avenue	Bretton Avenue	4	Asphalt	4	Rehabilitation
Blue Skies Court	Margareta Avenue	End	7	Asphalt	4	Rehabilitation
Pickford Avenue	Blue Skies Court	End	7	Asphalt	5	Rehabilitation
Susanna Avenue	Margareta Avenue	Pickford Avenue	7	Asphalt	4	Rehabilitation
Brookview Avenue	Westbrook Avenue	Parklane Avenue	8	Concrete	4,5	Reconstruction
Gill Road	7 Mile Road	End of Pavement	9	Asphalt	5	Rehabilitation
Southampton Avenue	Gill Road	End	9	Asphalt	5,6	Rehabilitation
Amber Court	Clarita Avenue	End	11	Asphalt	6	Rehabilitation
Arleen Court	Clarita Avenue	End	11	Asphalt	6	Rehabilitation
Clarita Avenue	Middlebelt Road	Melvin Avenue	11	Asphalt	4	Rehabilitation
Bennett Avenue	Deering Avenue	Dolores Avenue	12	Concrete	4	Reconstruction
Dardanella Avenue	Middlebelt Road	End	12	Concrete	4	Reconstruction
Deering Avenue	N. of Bennett Avenue	Curtis Avenue	12	Asphalt	4	Rehabilitation
Floral Avenue	Curtis Avenue	Lathers Avenue	12	Asphalt	4	Rehabilitation
Grimm Avenue	Pickford Avenue	End	12	Asphalt	4	Rehabilitation
Pickford Avenue	Grimm Avenue	End	12	Asphalt	5	Rehabilitation
Wentworth Avenue	Middlebelt Road	End	14	Asphalt	4	Rehabilitation
Bell Creek Lane	6 Mile Road	Farmington Road	15	Asphalt	4	Rehabilitation
Bloomfield Avenue	Farmington Road	Bell Creek Lane	15	Asphalt	4	Rehabilitation
Wood Avenue	34145/34146 Wood	Fairlane Avenue	16	Concrete	4	Reconstruction
Kingsbury Avenue	Williams Avenue	Comstock Avenue	17	Concrete	4	Reconstruction
Lancaster Avenue	Knolson Avenue	Lancaster Court	18	Concrete	4,5	Reconstruction
Myrna Avenue	Newburgh Road	End	18	Asphalt	5,7	Rehabilitation
Roycroft Avenue	Knolson Avenue	Hix Road	18	Concrete	5	Reconstruction
WB Lyndon Avenue	Farmington Road	Stark Road	21	Concrete	5	Reconstruction
Beatrice Avenue	Schoolcraft Road	Buckingham Avenue	23	Concrete	5	Reconstruction
Edward Place Avenue	Buckingham Avenue	Beatrice Avenue	23	Concrete	5	Reconstruction
Gaylord Court	Beatrice Avenue	End	23	Concrete	5	Reconstruction
Sears Drive	Plymouth Road	500 feet N. of Plymouth Rd	26	Concrete	3	Reconstruction
Capital	Hubbard Road	250 feet E of Brookfield Rd	27	Asphalt	3	Rehabilitation
Industrial Road	Stark Road	Fairlane Avenue	28	Concrete	3	Reconstruction
Industrial Road	Newburgh Road	End	29	Concrete	4	Reconstruction
Hathaway Avenue	Stark Road	Farmington Road	33	Asphalt	5	Rehabilitation
Maine Avenue	Idaho Avenue	Texas Avenue	34	Concrete	3	Reconstruction
West Chicago Avenue	Farmington Road	Hubbard Avenue	34	Concrete	4,5	Reconstruction
Selective Slab Program, 23-J						
Pembroke Court	Wayne Road	Pembroke Avenue	4	Concrete	6	Maintenance
Glengarry Avenue	Caliburn Avenue	Caliburn Avenue	7	Concrete	5	Maintenance
Queensbury Avenue	Caliburn Avenue	Caliburn Avenue	7	Concrete	6,7	Maintenance
Hizmet Drive	Inskter Road	Inskter Road	12	Concrete	5	Maintenance
Meadowbrook Avenue	Ronnie Lane	Park Avenue	20	Concrete	5	Maintenance
Ronnie Lane	Lyndon Avenue	Henry Avenue	20	Concrete	6	Maintenance
Stark Road	Plymouth Road	Industrial Road	28	Concrete	5,6	Maintenance
Grandon Avenue	Pere Avenue	Hix Avenue	31	Concrete	5,6	Maintenance
Knolson Avenue	Richland Avenue	Orangelawn Avenue	31	Concrete	6	Maintenance
Norman Avenue	Orangelawn Avenue	Richland Avenue	31	Concrete	5	Maintenance
Orangelawn Avenue	Knolson Avenue	Norman Avenue	31	Concrete	6	Maintenance
Dover Avenue	Linville Avenue	Harvey Avenue	32	Concrete	6	Maintenance
Dowling Court	Dowling Avenue	End	32	Concrete	6	Maintenance
Linville Avenue	Dover Avenue	Ann Arbor Trail	32	Concrete	6	Maintenance
23 Miscellaneous Locations Throughout City As Determined By DPW/Engineering						

TOTAL = 52 Segments (31 Concrete and 21 Asphalt)

17 Reconstruction Segments
21 Rehabilitation Segments
14 Maintenance Segments

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 27, 2023**

Meeting was called to order at 8:00 p.m. by Council Vice President Toy. Present: Kathleen McIntyre, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, and Laura Toy. Absent: Jim Jolly.

Elected and appointed officials present: Susan Nash, City Clerk; Leo Neville, Assistant City Attorney; Todd Zilincik, City Engineer; Mark Taormina, Director of Planning and Economic Development; Josh Sabo, Director of Communications, and Casey O'Neil, Information Systems Director.

Councilmember McIntyre led the meeting in the Pledge of Allegiance.

20.REQUEST TO AMEND THE CONTRACT WITH ANDERSON, ECKSTEIN AND WESTRICK, INC. FOR CONSTRUCTION ENGINEERING SERVICES FOR THE 2023 CONCRETE ROAD MAINTENANCE/SELECTIVE SLAB PROGRAM (CONTRACT 23-J): Engineering Division, re: for same. (CR 336-21)

Todd Zilincik, City Engineer presented the request to Council.

Councilmember McCullough offered an approving resolution for the Consent agenda.

DIRECTION:

APPROVAL

CONSENT



ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

Shelby Township - Roseville - Livonia
586.726.1234 | www.aewinc.com

February 16, 2023

Todd Zilincik, P.E.
City Engineer
City of Livonia
12973 Farmington Road
Livonia, Michigan 48150

Reference: Proposal for Professional Services- Construction Engineering

2023 Concrete Road Repair Program: 23-J Maintenance
City of Livonia

Dear Mr. Zilincik:

Thank you for considering our firm to provide engineering services on the project referenced above. The enclosed Exhibit A, "Project Specific Scope of Services, Project Schedule, Payments to Consultant," has been prepared for this project in accordance with the Professional Services Contract between the City of Livonia and Anderson, Eckstein and Westrick, Inc. Please let us know if you have any questions regarding the enclosed exhibit.

Thank you for considering our firm for continued participation of this very successful Road Program.

Sincerely,

Anderson, Eckstein and Westrick, Inc.

Scott Lockwood, Exec. Vice President

EXHIBIT A

PROJECT SPECIFIC SCOPE OF SERVICES, PROJECT SCHEDULE, PAYMENTS TO CONSULTANT

The information contained in this Exhibit applies only to the following project:

Project Title: **2023 Concrete Road Repair Program, Construction
Engineering Services for Contract 23-J**

This is an exhibit to the contract dated November 22, 2021 pursuant to Council Resolution No. 336-21 between the City of Livonia, and Anderson, Eckstein, and Westrick, Inc. (AEW), whose address is 51301 Schoenherr, Shelby Twp., Michigan 48315.

This Exhibit acts as a duly executed written instrument that amends, supplements, modifies, or cancels certain portions of the contract, as provided in Article 8.01 of the contract.

A. SCOPE OF SERVICES, INCLUDING MATERIAL QUALITY CONTROL PROGRAM

The CONSULTANT is requested to provide construction engineering services for the 2023 Concrete Road Program for maintenance and selective slab work. The roads to be included in the program are as follows:

Planned Preventative Maintenance:

Street	From	To
Pembroke Ct	Wayne Rd	Pembroke Ave
Glengarry Ave	Caliburn Ave	Caliburn Ave
Queensbury Ave	Caliburn Ave	Caliburn Ave
Hizmet Dr	Inkster Rd	Inkster Rd
Meadowbrook Ave	Ronnie Ln	Park Ave
Ronnie Ln	Lyndon Ave	Henry Ave
Stark Rd	Rosati Ave	DPW Dr
Grandon Ave	Pere Ave	Hix Ave
Knolson Ave	Richland Ave	Orangelawn Ave
Norman Ave	Orangelawn Ave	Richland Ave
Orangelawn Ave	Knolson Ave	Norman Ave
Dover Ave	Linville Ave	Harvey Ave
Dowling Ct	Dowling Ave	N/A
Linville Ave	Dover Ave	Ann Arbor Trail
23 Miscellaneous Locations	DPW Roads Selected Locations	

SCOPE OF CONSTRUCTION ENGINEERING SERVICES:

The Construction Engineering Services to be provided for this project shall include the following:

1. **Contract Administration Services** includes the preparation of monthly progress pay estimates, to be submitted to the CITY in accordance with an agreed upon pay estimate schedule. Pay estimates will be prepared by the CONSULTANT, based on the CONSULTANT's estimated and measured field quantities as recorded in the Construction Observer's Daily Reports. This service will also include assisting the CITY to resolve contractor project claims for extra compensation and contract document interpretation. The CONSULTANT will also review the Contractor's proposed project schedule, to monitor compliance with the approved contract documents. The CONSULTANT will prepare the final pay estimate and balancing change order and submit to the contractor along with a request closeout documents as outlined in the Contract Documents. The CONSULTANT will review the partially executed final pay estimate and balancing change order as well as all final closeout documents prior to forwarding to the CITY for execution. Complaint resolution services are included as part of this task, and will include the preparation of a complaint log with the issue followed to disposition in the best interest of the CITY.
2. **Construction Staking Services** provided during the construction phase shall consist of the required staking for line and elevation of specific contract items such as pavement replacement for long areas (over 400 feet) or total reconstruction, and curb and gutter replacement when over 400 feet in length or the entire pavement section on reconstruction projects. The existing pavement will be surveyed prior to total removal so that the high points and low points can be re-established and necessary corrections made to specific problem areas that were not properly draining. Staking will be at a minimum of 50-foot intervals and includes the top of curb grade only. Offsets will be discussed with the contractor.
3. **Construction Observation Services** shall consist of documenting the Contractor's work and progress. Construction Observer's Daily Reports will be prepared documenting pay item quantities and the general work progress of the day. The Construction Observer will also perform Quality Assurance checks of line and grade for compliance with the survey stakes. The on-site Construction Observer will compel the contractor to resolve citizen complaints on a daily basis, which may arise during the course of construction. The Construction Observer will also interact with the Contractor's on-site supervisory personnel. The CONSULTANT's Construction Observer will notify the Contractor and document when work is in non-compliance.
4. **Project Oversight** shall consist of supervision by the CONSULTANT's Project Manager or Construction Observation personnel. This service will include processing the review of shop drawings as required in the contract documents, and providing assistance for the resolution of construction issues, which may arise during the project construction phase of the project. These services also include providing recommendations to the CITY regarding construction claims for extra compensation from the Contractor. The CONSULTANT will negotiate and prepare change orders as required. The CONSULTANT will encourage the Contractor to provide prompt citizen complaint resolution, review of project progress for

compliance with approved schedule and provide recommendations to the CITY for penalties and/or changes to the Contract.

The CONSULTANT will coordinate the efforts of the material testing sub-consultant and review materials testing reports to assure compliance with the contract documents and will provide appropriate recommendations to the CITY. The CONSULTANT will lead the preconstruction meeting and progress meetings. The CONSULTANT will review and draft resident notices to be hand delivered by the Contractor. The CONSULTANT will participate in other CITY initiated resident communication.

The CONSULTANT will attend up to four Public Informational Meetings with CITY Staff, to meet with residents to review the approved construction program and the approved traffic control program, and discuss the anticipated impacts.

B. PROJECT SCHEDULE:

Construction is anticipated to begin in April and completed by November 2023.

C. PAYMENTS TO CONSULTANTS

The CONSULTANT will be paid at the attached hourly rates with a not to exceed amount based on Attachment A, Engineering Fees by Construction Value and Type of Project. Fees are based on a construction amount of \$1,601,803.67. Fees shall not exceed \$200,226 without prior approval from City Council for Construction Engineering (CE).

In Witness Whereof, the City and Consultant, by an through their duly authorized officers and representatives, have executed this Contract.

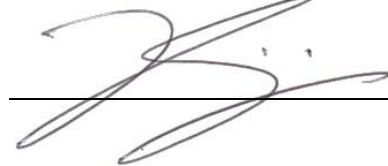
In the Presence of:

CITY OF LIVONIA, a Michigan
Municipal Corporation

By: _____
Maureen Miller Brosnan, Mayor

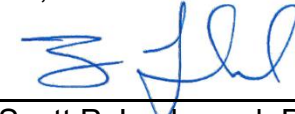
By: _____
Susan M. Nash, City Clerk

In the Presence of:



Ross T. Wilberding

Anderson, Eckstein and Westrick

By: 

Scott P. Lockwood, P.E.

Its: Executive Vice President

Approved:

Donald R. Rohraff
Director of Public Works

Approved:

Todd J. Zilincik, P.E.
City Engineer

Approved:

Michael Slater
Director of Finance

Approved as to form:

Paul A. Bernier
Department of Law

Pursuant to Council Resolution:

No.: _____

Adopted on: _____

CITY OF LIVONIA 2023 CONCRETE PROGRAM

HOURLY CHARGE RATES

<u>EMPLOYEE CLASSIFICATION</u>	<u>HOURLY CHARGE RATE</u>
PRINCIPAL ENGINEER / SURVEYOR / ARCHITECT	\$ 174.60
SENIOR PROJECT ENGINEER / SURVEYOR / ARCHITECT	160.40
LICENSED ENGINEER / SURVEYOR / ARCHITECT	145.20
GRADUATE ENGINEER / SURVEYOR / ARCHITECT	119.90
TEAM LEADER	119.90
ENGINEERING AIDE III	99.30
ENGINEERING AIDE II	93.30
ENGINEERING AIDE I	87.00
ENGINEERING AIDE TRAINEE	74.50
SECRETARIAL (Special Projects)	47.20
SURVEY FIELD (3 PERSON CREW)	242.20
SURVEY FIELD (2 PERSON CREW)	211.20
SURVEY FIELD (1 PERSON CREW)	161.50
CONFINED SPACE ENTRY CREW (2 PERSON)	260.80
DATA COLLECTOR (SURVEY CREW)	32.30
GPS SURVEY EQUIPMENT	79.50

Regular Minutes of November 22, 2021

AND BE IT FURTHER RESOLVED THAT the street is an approved public street and is open for public purposes; and FURTHER, that said street is accepted into the City's local street system and is located within a right-of-way under the control of the City of Livonia and that said street was open to the public as of December 31, 2021.

#336-21 RESOLVED, that having considered the report and recommendation of the City Engineer, dated October 26, 2021, submitted pursuant to Council Resolution No. 365-16, which bears the signatures of the Director of Public Works, the Director of Finance and the City Attorney, and is approved for submission by the Mayor, requesting to extend the Qualification-Based Selection (QBS) contracts with OHM Advisors, Hubbell, Roth and Clark, Inc., Spalding Dedecker Associates, Inc. and Anderson, Eckstein and Westrick, Inc., for a period of five (5) years, for future proposals relating to professional engineering consulting services, the Council does hereby accept the proposal to extend the qualification based-selection (qbs) contracts with OHM Advisors, 34000 Plymouth Road, Livonia, MI 48150, Hubbell, Roth and Clark, Inc., 555 Hulet Drive, Bloomfield Hills, MI 48303-0824, Spalding Dedecker Associates, Inc., 905 South Boulevard East, Rochester Hills, MI 48307-5358, and Anderson, Eckstein and Westrick, Inc., 51301 Schoenherr Road, Shelby Township, MI 48315, for a five (5) year period ending November 30, 2026, to perform Professional Engineering Services on various Federal, State and Locally funded roads, bridges, storm sewers, sanitary sewers, water mains, traffic signal modernization and pedestrian signal upgrades and other related projects; FURTHER, the Mayor and City Clerk are hereby authorized to execute contracts for and on behalf of the City of Livonia with the aforesaid companies and to do all other things necessary or incidental to the full performance of this resolution; and all QBS contracts based on scope and contract amount for each future individual project will be brought before the City Council for funding approval.

#337-21 RESOLVED, that having considered the report and recommendation of the City Engineer, dated October 29, 2021, which bears the signatures of the Director of Public Works and the Director of Finance, and is approved for submission by the Mayor, the Council does hereby approve the proposed 2022 Road Repair Program as proposed by the Department of Public Works and as reviewed by the Citizens Advisory Committee on Roads for the tenth year of the ten-year road paving millage approved by Livonia residents, as shown in the attachment to that report.

#338-21 WHEREAS, the Mayor and City Council of the City of Livonia believe quality roads are a vital part of any community; and

WHEREAS, the City of Livonia has a Citizens Advisory Committee on Roads which identifies City streets most in need of repair in order to



LETTER TO THE LIVONIA CITY COUNCIL

20.

Engineering
February 16, 2023

MEETING DATE

S022723/R031323

PREPARED BY

Karen Worley, Secretary IV,

AGENDA ITEM

REQUEST TO AMEND THE CONTRACT WITH ANDERSON, ECKSTEIN AND WESTRICK, INC. FOR CONSTRUCTION ENGINEERING SERVICES FOR THE 2023 CONCRETE ROAD MAINTENANCE/SELECTIVE SLAB PROGRAM (CONTRACT 23-J): Engineering Division, re: for same. (CR 336-21)

BACKGROUND

The City Council approved Qualification Based Selection (QBS) firms pursuant to Council Resolution No. 336-21, adopted November 22, 2021 to perform all professional engineering services on various federal, state and locally funded projects through fiscal year 2026. Under this procedure, we are recommending that Anderson, Eckstein and Westrick, Inc. (AEW) continue as our consultant for the 2023 Concrete Road Maintenance/Selective Slab Program. See the attached letter dated February 16, 2023 from AEW for the construction engineering services.

The estimated construction costs in the amount of \$1,601,804 for the 2023 Concrete Road Maintenance/Selective Slab Program, which forms the basis for the Engineering contract, is shown on the attached sheet.

RECOMMENDATION

Please refer to the Fiscal Consideration section and the attachments for additional information.

FISCAL CONSIDERATION

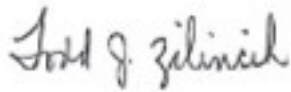
In order to proceed with these projects, it is respectfully recommended that the Council take the following actions:

- Authorize the Mayor and the City Clerk to execute an amendment to the Engineering contract with Anderson, Eckstein and Westrick, Inc., 51301 Schoenherr Road, Shelby Township, Michigan 48315 in the amount of \$200,226 for Construction Engineering for the 2023 Concrete Road Maintenance/Selective Slab Program. These amounts are based on construction cost estimates and may be adjusted based on final quantities constructed.
- Authorize an expenditure in the amount of \$200,226 from budgeted funds in the Road, Sidewalk and Tree Fund, Account Number 204-441-818-102.
- Authorize the City Engineer to approve minor adjustments in the work, as required.

ATTACHMENTS

1. AEW CE Proposal for 23-J
2. Exhibit A for QBS AEW CE for Contract 23-J
3. CR 336-21

APPROVED BY



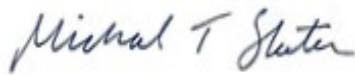
Todd Zilincik, P.E., City Engineer

Date: February 16, 2023



Don Rohraff, Director of Public Works

Date: February 16, 2023



Michael Slater, Finance Director

Date: February 16, 2023



Paul Bernier, City Attorney

Date: February 16, 2023



Maureen Miller Brosnan, Mayor

Date: February 17, 2023

**CAPITAL OUTLAY AND INFRASTRUCTURE COMMITTEE MEETING
WEDNESDAY, MARCH 1, 2023
7:00PM**

A Capital Outlay and Infrastructure Committee meeting was held on Wednesday, March 1, 2023, at Livonia City Hall in the City Council Chambers on the 2nd floor.

Committee Members Present: Brandon McCullough, Chair
Scott Bahr, Vice Chair
Kathleen E. McIntyre, Member

Committee Members Absent: Laura M. Toy, Councilmember

City Council Members Present: Jim Jolly, Council President
Rob Donovic, Councilmember
Scott Morgan, Councilmember

City Officials and Others Present: Maureen Miller Brosnan, Mayor
Leo Neville, Assistant City Attorney
Toni LaPointe, Library Director
Don Rohraff, Director, DPW
Jacob Rushlow, Director, DPW
Connie Kumpula, Chief Accountant

Rick Erickson, Plane Moran Cresa
Paul Theriault, Plante Moran Cresa
Sean Tabacsko, OHM Advisors
Christophr Ozog, OHM Advisors

Additional Attendees: See attached list

1. CR 02-23 Subject matter of the 2022 Facility Condition Assessment and Space Needs Assessment.

The meeting convened at 7:06PM

A presentation was given by Rick Erickson, Plane Moran Cresa, regarding the findings from their facility assessments.

Mayor Brosnan reiterated the importance of the building assessments.

Councilmember Rob Donovic offered to keep this item in Committee.

This item will remain in Committee.

This item is to be placed on the **Regular Meeting Agenda of March 13, 2023**

2. **CR 48-23** Subject matter of the construction administration services for the Building Controls System Upgrade Project.

A presentation was given by Sean Tabacsko, OHM Advisors, regarding the Building Controls System Upgrade Project.

Councilmember Scott Bahr offered an approving resolution for the upgrade of the Bennett Civic Center Library, Police Department Headquarters and the 16th District Courthouse.

Councilmember Scott Bahr offered an approving resolution for the upgrade of four (4) Livonia City buildings; Police Department Headquarters, Bennett Civic Center Library, Carl Sandburg Branch Library, and the 16th District Courthouse.

The Committee recommends two resolutions:

1. An approving resolution for the upgrade of the Police Department Headquarters, Bennett Civic Center Library, and the 16th District Courthouse.
2. An approving resolution for the upgrade of four (4) Livonia City buildings; Police Department Headquarters, Bennett Civic Center Library, Carl Sandburg Branch Library, and the 16th District Courthouse, as presented.

This item is to be placed on the **Regular Meeting Agenda of March 13, 2023**

The meeting was adjourned at 9:06PM

A handwritten signature in black ink, appearing to read 'Brandon McCullough', written over a horizontal line.

Brandon McCullough, Chair

TIME: 7:00 PM

*PERTAINING TO THE SUBJECT
MATTER OF THIS MEETING

Pat Erickson	PMC
Carrie ByelzenSKI	
Connie ByelzenSKI	Finance
Toni LaPete	Library
MAUREEN MILEN BUDNAN	NAVYAL'S OFFICE
Rod DeVries	Havel
Chris Wesner	Havel
Don Rohratt	
Brian Wesner	
Steve Alexander	

On a motion by Councilmember McCullough, supported by Councilmember Donovic and unanimously adopted, it was:

#002-23 RESOLVED, that upon the motion by Councilmember Brandon McCullough, seconded by Councilmember Rob Donovic, at the Regular Meeting held January 18, 2023, the Council does hereby refer the "2022 Facility Condition Assessment and Space Needs Assessment" to the Capital Outlay and Infrastructure Committee for further discussion.

<i>ITEM REQUESTED BY COUNCIL (Regular Meeting of January 18, 2023)</i>
--

Motion:	McCullough
Second:	Donovic
Ayes:	Bahr, Donovic, Morgan, McCullough, McIntyre, Jolly
Nays:	None
Absent:	Toy



LETTER TO THE LIVONIA CITY COUNCIL

1.a.

Council Office
February 22, 2023

MEETING DATE

COI030123/R031323

PREPARED BY

Sara Kasproicz, Council Office Manager,

AGENDA ITEM

CR 02-23 Subject matter of the 2022 Facility Condition Assessment and Space Needs Assessment.

BACKGROUND

#002-23 RESOLVED, that upon the motion by Councilmember Brandon McCullough, seconded by Councilmember Rob Donovic, at the Regular Meeting held January 18, 2023, the Council does hereby refer the "2022 Facility Condition Assessment and Space Needs Assessment" to the Capital Outlay and Infrastructure Committee for further discussion.

RECOMMENDATION

To discuss item as presented.

FISCAL CONSIDERATION

ATTACHMENTS

1. COI022223 LTC Space Needs and Cap Plan Svcs Report
2. R011823 Subject matter of Space Needs Assessment to COI CR 02-23
3. S013122 Space Needs Assessment Documents
4. R021622 Approval of engineering svcs for Space Needs Assess and Cap Planning CR 51-22
5. 20221119_COL FCA and SNA_Preliminary Findings-FINAL
6. 20221119_COL_Facility Condition Assessment-FINAL
7. 20221119_COL Space Needs Assessment-FINAL

APPROVED BY

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF THE STUDY MEETING HELD JANUARY 31, 2022**

17

Meeting was called to order at 8:00 p.m. by President Jim Jolly. Present: Rob Donovic, Scott Morgan, Brandon McCullough, Kathleen McIntyre, Scott Bahr and President Jim Jolly. Absent: Vice President Laura Toy

12. AWARD OF CONTRACT: Department of Public Works; re: with Plante Moran Cresa, LLC, to provide professional engineering services for Space Needs Assessments and Capital Planning; from budgeted funds.

Dave Varga, Chief of Staff, presented the request to Council. He explained that this assessment was something that Council and the Community have asked for and was identified in the Livonia 21 Master Plan. They have met with officials from Livonia Public Schools, sharing key role that Plante Moran Cresa (PMC) played in developing their facilities. Brandon McCullough asked if this was procured or if PMC is on a rotating list of companies that offer professional services. Jacob Rushlow, Assistant Director of Public Works, responded that PMC is not currently and will be addressed later in the presentation. Rob Donovic noted the list of different capital planning services, asking if the buildings were in chronological order. Jacob stated the buildings are listed to identify all of the buildings. They are not in chronological order; they will be done at the same time.

Scott Bahr noted this was discussed at length during the budget process last year. He referred to the buildings previously spoken about, noting that each Department Heads at each building will have a handle on what the needs of the buildings are. He asked to differentiate what is being done here from the normal activity. Jacob stated PMC would perform a needs assessment for space in each building, assess how Department Heads and key staff work within their facility and assess the condition of each building. This will create a life cycle analysis of the needs for each building. Jacob stated that recommendations to prioritize improvements will be provided in the report for each building along with budget considerations. Jacob introduced PMC to the podium.

Andrew Fountain, 5938 Oakland Valley Drive, Oakland Township, provided background information on working with the school district, along with neighboring communities. Brandon McCullough referred to the Capital Improvement Plan, asking if it was part of Phase 1 or Phase 2. Andrew responded that the Space Needs Assessment and the Capital Improvement Plan are both in Phase 1. Brandon asked if what was under the due diligence were not included. Andrew stated that after reviewing historical information, if there were services that require any of those items, they would make recommendations to enter a contract to procure those services. Brandon asked if they would be making recommendations on new construction. Andrew responded that recommendations would be provided for each facility. Brandon asked upon approval, they are looking at three months. Andrew

clarified with a duration of four months.

Rob Donovic referred to Phase 2 services not having fees and questioned if this was the normal process. Andrew responded that the results from Phase 1 analysis will drive the scope of Phase 2. If the City wanted to activate Phase 2 services, they would create a fee and scope that matches Phase 1. Scott Bahr offered an approve resolution for the Consent agenda. Brandon McCullough asked about the procurement of this project, as he referred to earlier on this item. Jacob Rushlow responded that PMC services are a unique combination of services that they won't be able to find under roof, it would be a combination of different companies. Brandon stated that he is on the fence about not procuring the services and would like this item to be on the Regular agenda.

Jim Jolly stated that PMC provided work for the building of the new courthouse approximately ten (10) years ago and would like to hear about our experience in working with them. He noted that Mike Slater, Finance Director was there and could give detail on that project. Mike Slater agreed that PMC was the advisor on the new district court. He stated they provided excellent service on the project; they were on time and within budget. His experience was very favorable. He spoke that in the Finance ordinance, one of the exceptions for waiving sealed bids is the procurement of professional services. This is an existing exemption that Council has the opportunity to use for the procurement of this type of service.

DIRECTION: APPROVING

REGULAR



LETTER TO THE LIVONIA CITY COUNCIL

17.

DPW
February 1, 2022

MEETING DATE

Study Meeting of
January 31, 2022

PREPARED BY

Lori Miller, Deputy City Clerk,

AGENDA ITEM

AWARD OF CONTRACT: Department of Public Works; re: with Plante Moran Cresa, LLC, to provide professional engineering services for Space Needs Assessments and Capital Planning; from budgeted funds.

BACKGROUND

Over the past few months, the DPW, Planning & Economic Development, Parks & Recreation, Inspection, Finance, and the Mayor's Office have been collaborating with the goal of continued progress toward priorities set by the community in the Livonia Vision 21 master plan. With a focus on the Civic Center campus, the team realized the first step towards responsible capital planning for facility improvements begins with knowing what you have and how it's being used. A space needs assessment is proposed to be conducted for multiple building facilities including city hall, police and fire, library, senior center, rec center, housing, and community transit. This assessment will analyze available building space, utilization, capacity, departmental operations, and future objectives. Recommendations to prioritize improvement opportunities will be provided for each along with associated budget considerations. With the assessment complete, a capital improvement plan will be developed that will categorize the areas of need by critical, deferred maintenance, and enhancement in alignment with funding availability.

In order to assist the City with this endeavor, we have conferred with team members from Plante Moran Cresa (PMC). We believe that PMC can offer a unique combination of services not found by any other single planning firm in Southeast Michigan. Their approach to real estate consulting and program management services will truly guide the City with strategic, financial, and mission-driven decisions during capital project planning. They come with vast experience in relevant public/governmental sectors, including providing ongoing services as program manager for the Livonia Public Schools since 2012.

The detailed proposal and scope of services from PMC is attached.

RECOMMENDATION

It is respectfully requested that City council authorize the Mayor and City Clerk to execute an agreement for professional services with Plante Moran Cresa, LLC, 3000 Town Center, Suite 100, Southfield, MI 48075 for Space Needs and Capital Planning for an amount not to exceed \$120,000.00 from budgeted funds.

FISCAL CONSIDERATION

Budgeted funds in the amount of \$120,000.00 are available in account no. 418-000-813-000, Building Improvement Fund – Professional Services.

ATTACHMENTS

1. Plante Moran - Capital Planning and Space Needs Assessment EL 011822
2. Plante Moran - Cover letter

APPROVED BY



Jacob Rushlow, P.E., Assistant Director of Public Works

Date: January 21, 2022



Donald Rohraff, Director of Public Works

Date: January 21, 2022



Michael Slater, Finance Director

Date: January 21, 2022



Maureen Miller Brosnan, Mayor

Date: January 21, 2022

January 18, 2022

VIA EMAIL TO: jrushlow@livonia.gov

Mr. Jacob Rushlow, P.E.
Assistant Director of Public Works
City of Livonia
12973 Farmington Rd.
Livonia, MI 48150

RE: Proposal for Space Needs and Capital Planning Services For City of Livonia

Dear Mr. Rushlow:

Thank you for the opportunity to allow Plante & Moran Cresa, L.L.C. ("**PMC**") to present this proposal to provide the Space Needs and Capital Planning Services outlined in this letter (the "**Services**") to City of Livonia ("**COL**"). PMC agrees on behalf of itself and each of its employees that no such person or entity shall represent the products or services of any related architect, engineer, property owner, landlord, contractor, or vendor.

ENGAGEMENT

It is our understanding that the engagement generally will involve providing Phase 1 - Space Needs and Capital Planning services for the City of Livonia Civic Center (the "**Project**"). Following the completion of Phase 1 Services, this engagement may be amended, at COL's discretion, for PMC to provide Phase 2 Services set forth herein.

Phase 1 - Space Needs and Capital Planning Services to be provided by PMC for this engagement are more particularly described in the Scope of Services attached as Exhibit A (the "**Services**") and will be performed subject to the Terms and Conditions attached as Exhibit B.

In preparing this proposal, PMC has made the following key assumptions regarding this engagement. These key assumptions have been relied upon by PMC in determining the required Scope of Services designated on Exhibit A, PMC's compensation for its Services, and the terms of this engagement:

Project Related Assumptions:

- The Project's anticipated duration is four (4) months
- The Services will include Capital Planning Services of the following locations:
 - Livonia City Hall – 33000 Civic Center Dr. Livonia MI 48154
 - Livonia Police Department – 15050 Farmington Rd. Livonia MI 48154
 - Livonia City Fire Department - 14910 Farmington Rd. Livonia MI 48154
 - Livonia Civic Center Library – 32777 Five Mile Rd. Livonia MI 48154
 - Livonia Civic Center Park Senior Center – 15218 Farmington Rd. MI 48154

- Jack E. Kirksey Livonia Community Recreation Center – 15100 Hubbard St. Livonia MI 48154
- Livonia Housing Commission – 10800 Farmington Rd. Livonia MI 48150
- Livonia Community Transit – 15218 Farmington Rd. Livonia MI 48154
- Carl Sandburg Library – 30100 W. Seven Mile Rd. Livonia MI 48152
- Alfred Noble Branch Library – 32901 Plymouth Rd. Livonia MI 48150
- Any alternations, building additions, or new facilities shall be constructed of normal, durable, and readily available materials, as used in the construction of similar facilities
- COL will provide PMC with all available building and site drawings, previous reports, assessments, equipment/building repair, replacement information and any other pertinent information
- COL will provide a single point of contact that is authorized to make timely decisions on behalf of COL for the services
- The funding source for the Services will be determined by COL which will be communicated to PMC in writing along with any associated funding related requirements.
- Plante Moran Real Estate Investment Advisors, L.L.C (“PMREIA”) will provide Phase 2 services, upon authorization by COL, as a sub-consultant to PMC.
- The current and potential future impacts of COVID-19 to PMC’s Services are unknown and difficult for PMC or COL to anticipate and plan for. If COVID-19, or other circumstances beyond PMC’s control, impact PMC’s ability to travel, conduct in-person or onsite activities, or otherwise deliver its Services, PMC and COL shall work together in good faith to mitigate the impacts to PMC’s services and PMC shall not be deemed in breach of the agreement.

COMPENSATION

PMC will be compensated by COL for its Services in accordance with the payment terms in Exhibit B as follows:

Phase 1 Services - Fixed Fee - COL shall pay PMC a fixed fee of One Hundred Twenty Thousand and Dollars and zero cents (\$120,000.00), payable in equal monthly installments of Thirty Thousand Dollars and zero cents (\$30,000.00);

Phase 2 Services - COL and PMC may amend this agreement for PMC to perform Phase 2 Services, upon authorization by COL. COL and PMC will work together to establish a mutually agreeable fee and duration for Phase 2 services.

ACCEPTANCE & TERM

To accept this proposal including the terms of this letter and Exhibits A and B attached hereto, please sign below and return it to me. Upon execution, this proposal (including Exhibits A and B) will become a binding agreement (the “**Agreement**”) between COL and PMC.

This Agreement is effective, and PMC’s Services will commence as of the Agreement's execution. The term of the Agreement shall continue for four (4) months from the effective date of the Agreement. Should you have any questions please contact me at 248-603-5088.

Sincerely,
PLANTE & MORAN CRESA, L.L.C.



Greg VanKirk
Partner



Andy Fountain
Vice President

We accept this proposal, including Exhibits A and B attached hereto, which sets forth the entire Agreement between COL and PMC for the Services specified herein. We acknowledge that such acceptance creates a binding agreement between COL and PMC.

Accepted and Agreed:
CITY OF LIVONIA

_____/_____
By: Mayor Maureen Miller Brosnan Date
Its: Mayor City of Livonia

_____/_____
By: Ms. Susan M. Nash Date
Its: City Clerk

_____/_____
By: Paul Bernier Date
Its: Legal Counsel

_____/_____
By: Mr. Michael Slater Date
Its: Finance Department Head

Exhibit A

Scope of Services

Upon execution of PMC's proposal dated January 18, 2022, this Exhibit A shall be incorporated into the Agreement between Plante & Moran Cresa, L.L.C. ("**PMC**") and City of Livonia ("**COL**"). PMC shall provide to COL, in accordance with the terms and conditions set forth in Exhibit B, its Services comprised of the following:

Phase 1: PMC shall provide Space Needs Assessment and Capital Planning Services to COL upon execution of the initial engagement. PMC's Space Needs Assessment and Capital Planning Services may be comprised of the following:

Space Needs Assessment Services:

1. **Review of Previous Reports:** Reviewing previous reports provided by COL relative to COL's facilities. PMC will meet with COL staff to identify all reliable sources of existing data such as facility inventory lists, plans, maps, studies, etc. If available, existing studies, reports, and plans will be provided to PMC for use in completing the scope of work.
2. **Determine Space Needs:** The activities constituting PMC's Space Needs services may be comprised of the following:
 - I. Conduct tours of COL's facilities and associated sites;
 - II. Assistance developing and distributing user/occupant surveys;
 - III. Conducting clarification interviews;
 - IV. Assisting in the development of workplace standards;
 - V. Assisting in defining expansion and contraction requirements;
 - VI. Assisting in identifying preferred adjacency requirements;
 - VII. Assisting in defining parking and site requirements;
 - VIII. Assisting in defining preferred amenities,
 - IX. Assisting in determining centralized and decentralized (multiple locations) operation requirements;
 - X. Assisting in incorporating current workplace trends; and
 - XI. Assisting and advising COL in the review and refinement of space needs and workplace strategy.
3. **Utilization and Capacity Analysis:** Based on the findings from COL's site tour and space needs activities, create a utilization and capacity analysis with corresponding floor plans for COL's facilities illustrating current usage and capacities for COL's consideration.
4. **Preliminary Findings:** Presenting preliminary findings of PMC's Space Needs and Building Utilization and Capacity Analysis at two (2) meeting with COL administration to review department and operational goals and objectives in comparison to current utilization and capacity information, review and prioritize improvement opportunities identified, and finalize preliminary budget findings.

5. **Final Report:** Based on input from COL's administration relative to the preliminary findings and in review of department and operational goals and objectives, provide a final presentation and report to the COL administration, and to City Council at three (3) meetings.

Capital Planning Services:

1. **Capital Assessment:** PMC shall perform a cursory capital assessment through one or more site visits to the Project identified in PMC's proposal as well as review previous reports provided by the COL, and capital needs relative to demolition, renovation, and replacement of like-kind.
2. **Due Diligence:** Assisting COL in reviewing the existing due diligence information including:
 - a. Environmental Phase I and Phase II
 - b. Baseline environmental assessment
 - c. Asbestos/Lead surveys or reports
 - d. Survey (ALTA or similar)
 - e. Geotechnical reports
 - f. Other due diligence reasonably necessary for potential redevelopment or saleIf due diligence documentation is not available, PMC will assist COL in hiring and coordinating the services of professionals to obtain this information.
3. **Benchmarking:** Conduct benchmarking of current and projected capital projects in relation to market conditions in the greater context of local, regional, and national trends with relation to repurpose, sale, or demolition of the facility/site.
4. **Review of Purchase (or Lease) Agreement:** Assisting COL and its legal counsel with reviewing the purchase (or lease) agreement, and advise on the terms and conditions regarding:
 - a. Facility sale
 - b. Purchase agreements
 - c. Option agreements
 - d. Development agreements
5. **Capital Planning Improvement Plan:** Meeting with COL's project committee, administration, and City council to discuss facility and technology system improvement needs and generate an implementation strategy based on COL's goals and budget. PMC will assist COL in developing a Capital Planning Improvement Plan that will categorize the areas of need/goals by critical, deferred maintenance, and enhancement in alignment with funding opportunities. PMC will assist COL to review asset management programs to be utilized as a repository of findings for the Capital Planning Improvement Plan.
6. **Preliminary Findings:** Presenting preliminary findings of PMC's assessment and analysis at two (2) COL administration meetings to review goals and objectives in comparison to current and projected capital and operations and review and prioritize improvement opportunities identified in relation to preliminary budget findings.
7. **Final Report:** Based on input from COL administration relative to the preliminary findings and in review of goals and objectives, provide a final presentation and report to the COL administration, and if requested, at three (3) COL City council meetings.

Phase 2: COL and PMC may amend the Agreement for PMC to provide Phase 2 services. PMC shall have no obligation to provide Phase 2 Services unless and until the Agreement is amended accordingly. Phase

2 Services shall be performed by PMREIA as a sub-consultant to PMC. PMREIA's Phase 2 Services may be comprised of the following:

The following key assumptions have been made by PMREIA In preparing this scope of work, which have been relied upon by PMREIA in determining the Services, PMREIA's compensation, and the terms of this Agreement.

- COL will create a steering committee with whom PMREIA will work pursuant to the Scope of Services
- COL will provide key relevant information to PMREIA including:
 - Title work
 - Survey
 - Topographic survey
 - Environmental Reports
 - Soils reports
 - Utility plans, incl. availability and capacity
 - Programming requirements for public spaces
 - Relevant planning studies for each site

Deliverables/Meetings: At the completion of this assignment, PMREIA will provide COL a final report to summarize findings, the analysis, and recommendations. During the completion of the below scope of work, PMREIA will meet a total of three (3) times with the City selected steering committee to provide them with updates and to obtain guidance. Additionally, PMREIA will attend a meeting with the City Council to discuss the report and its findings.

Highest & Best Use Analysis – PMREIA will perform a real estate analysis utilizing both previously collected and current data to assess the property:

- i. Area Assessment - Conduct a thorough walk-through of the subject properties/land and surrounding area(s) to understand their physical characteristics and current market uses that will influence redevelopment.
- ii. Due Diligence – Review of property due diligence reports to understand zoning, master planning, visibility/access, title /survey issues, utility capacity, wetlands/woodlands, traffic counts, eligibility for incentives and environmental (as reports are available). To supplement the aforementioned, interviews with City engineering, planning, and zoning personnel will be conducted as warranted.
- iii. Market Analysis – Assess current market conditions, trends, and market development pipeline to aid in key analysis assumptions such as property values, lease/rental rates, vacancy rates, absorption rates and construction costs. Analysis includes assessing the competitive market set/supply for all asset classes based on in-depth market knowledge, coupled with database

sources and key market data. Market data will also be gathered through networking with brokerage, real estate investor/owners and the development community within the market area.

Development Strategy – PMREIA will test various uses to determine feasibility and suggest approaches for redevelopment:

- i. Financial Analysis: Consolidate the financial and market data assumptions from the highest and best use into a high-level financial pro-forma to determine the financial viability of the proposed program. The financial proforma will include sources/uses, cash flow schedules, financing scenarios and key return metrics. The analysis may identify potential economic “gaps” in the sources of capital projected.
- ii. Development Approach: Assess/analyze possible development approach scenarios, dependent on programming and market analysis, including joint ventures or ground leases under a public/private partnership structure. The approaches will suggest tools or alternate development options that mitigate any economic gaps forecasted in the Financial Analysis. In anticipation of an RFP/RFQ, an RFI (request for information) may be formally or informally conducted to validate conceptual approaches and or enhance those identified in the analysis.

End of Exhibit A

Exhibit B
Terms & Conditions

Upon execution of PMC's proposal dated January 18, 2022, this Exhibit B shall be incorporated into the Agreement between Plante & Moran Cresa, L.L.C. ("**PMC**") and City of Livonia ("**COL**").

1. PMC's SERVICES:

- 1.1. PMC's services (the "**Services**") include the consulting services designated on Exhibit A to the Agreement and additional services, if any, performed by PMC in connection with its engagement under the Agreement. PMC shall perform the Services in accordance with the Terms and Conditions in this Exhibit B.
- 1.2. PMC and COL acknowledge that PMC shall have no authority, express or implied, to enter into written or oral agreements on behalf of COL, to take any other actions with respect to COL's project or the business affairs of COL, or to commit or otherwise obligate COL in any manner whatsoever, without the prior written approval of COL. The Services provided by PMC are inherently advisory in nature. PMC shall have no responsibility for management decisions or management functions.

2. COL RESPONSIBILITIES:

- 2.1. COL shall designate Jacob Rushlow, Assistant Director of Public Works and Mark Taormina, Planning and Economic Development Director as qualified representatives with industry knowledge and authority to act on COL's behalf to be the contact person for purposes of the communications between COL and PMC regarding PMC's Services. These individuals will oversee the performance of the services identified in Exhibit B, including evaluating the adequacy of and accepting responsibility for the results of the services.
- 2.2. COL shall provide full information to PMC regarding COL's requirements as necessary for the performance of PMC's Services.
- 2.3. COL shall provide information, review documents provided by PMC, and render decisions relating to PMC's Services on a timely basis so as not to delay the performance of PMC's Services.
- 2.4. COL shall engage third parties to provide services, including by way of example, surveyors, testing consultants, architects, engineers, attorneys, and risk management consultants, as reasonably required for the performance of PMC's Services.
- 2.5. COL shall obtain all permits required for its use and operation of the project, facilities, and systems which are the subject of this engagement, including, by way of example, air and water discharge permits for operation of manufacturing process equipment.
- 2.6. COL represents that it has, or will obtain, adequate financing for the Project which is the subject of this engagement and that the required funds will be available on a timely basis. COL acknowledges that COL 's failure to timely provide necessary funds as required may adversely affect the Project's cost and schedule.

- 2.7. COL shall pay PMC for Services in accordance with the payment terms in the Agreement and these Terms and Conditions. For Services rendered, these rights and obligations shall survive the Agreement's termination or expiration.
- 2.8. COL agrees to report promptly in writing to PMC any default or defect in PMC's services or non-conformance with any provision of this agreement.
- 2.9. COL agrees during the term of this Agreement and for the period of one year after its completion or termination not to solicit for employment, on behalf of COL or any other entity, any PMC staff member or members working on the engagement under this Agreement, including former PMC staff members. COL acknowledges that PMC will incur substantial loss and damage if any of PMC's personnel terminate their employment with PMC to accept employment with COL or another entity engaged by COL, including without limitation the expense to train such personnel and loss of anticipated revenues. Accordingly, any provisions of this Agreement precluding claims for special, incidental, and consequential damages, or otherwise limiting damages, shall not apply to actions by PMC to enforce this section.
- 3. PMC'S RESPONSIBILITIES:**
- 3.1. PMC shall perform the Services in accordance with the standard of professional skill and care exercised by other consultants performing similar services under similar circumstances.
- 3.2. PMC does not warrant or guarantee the outcome of project pro formas, budgets or other financial projections, or any other analysis (collectively "Analysis") developed by PMC for use in connection with its Services. Analysis prepared by PMC represents PMC's professional judgment as a consultant. It is recognized, however, that neither PMC nor COL has control over the cost of labor, materials or equipment, market conditions, contractors' methods of determining bid prices or other competitive bidding or negotiating conditions. PMC cannot and does not warrant or represent that the outcome of bids or negotiated prices will not vary from any project budget proposed, established, or approved by COL, or from any Analysis prepared by PMC.
- 3.3. PMC shall not be responsible for the failure of engineers, architects, general contractors, subcontractors, vendors, attorneys, or other consultants to carry out their respective duties and obligations to COL. PMC is not responsible for the performance of any party not employed directly by PMC, and PMC is not responsible for the performance of consultants engaged by PMC in connection with PMC's Services under this Agreement.
- 3.4. PMC's Services do not include professional architectural or engineering services. PMC shall not be responsible for the design of any project, for any errors, omissions or other deficiencies in the construction drawings and specifications for a project, for any other error or omissions of architects or other design professionals, if any, in connection with a project, or for the failure of the construction drawings and specifications for a project to comply with the requirements of COL or COL's landlord or subtenants, or with applicable codes or legal requirements. It shall be the responsibility of COL's architects and engineers, not PMC, to identify building code and other legal requirements pertaining to the design of a project for COL. PMC's Services do not include with respect to any existing or planned building or property the identification or resolution of any life safety issues or the non-compliance with any building code or legal requirements.

- 3.5. PMC shall not be responsible for construction means, methods, techniques, sequences and procedures, and safety programs and measures employed by contractors or others in the performance of their contracts, and shall not be responsible for the failure of any contractor or supplier to carry out work in accordance with the construction drawings and specifications or any other contract or legal requirements.
- 3.6. Any acts of PMC in providing consultation, advice and/or recommendations to COL regarding the performance or the default of COL's architect, contractor(s), vendors or other consultant(s), shall not be deemed to be the assumption by PMC of management or control of the architect, contractor(s), vendors or consultants or of COL's project.
- 3.7. PMC is not an attorney at law, and the Services provided by PMC exclude professional legal services. If the scope of PMC's Services includes assistance with the negotiations of agreements on behalf of COL, such agreements shall be subject to COL's approval. COL shall provide for the review of such agreements by COL's attorneys and insurance consultants as deemed to be appropriate by COL.
- 3.8. PMC shall not be considered in breach of this Agreement, nor be liable, for any delay or failures in performance resulting from circumstances beyond its reasonable control including, without limitation, acts of God, acts of war or terrorism, shortage or disruption of materials or labor, accidents, epidemic, pandemic, quarantine, natural catastrophe or weather, or government acts or omission. Notwithstanding the foregoing, PMC and COL shall make a good faith effort to mitigate any impacts of such circumstances to PMC's Services.

4. COMPENSATION:

- 4.1. For the performance of Services, COL shall compensate PMC as provided in the Agreement. Unless provided otherwise in the Agreement, PMC shall submit monthly invoices for Services rendered by PMC to COL. All invoices shall be prepared in accordance with the compensation terms in the Agreement and COL agrees to pay invoices within thirty (30) days after receipt thereof; provided, however, that in the event COL disputes the accuracy for any invoice prepared and presented, payment for the portion which is disputed by COL may be withheld until such dispute is resolved. Time is of the essence with respect to COL's payment obligations hereunder. All billings not in dispute are payable within thirty (30) days of receipt of invoice.
- 4.2. PMC shall be entitled to additional compensation if any of the following occur: increase in the Scope of Services designated on Exhibit A or other changes in the scope of PMC's Services with prior written approval of COL; change in any of the key assumptions of this engagement listed in the Agreement; change in the time period for performance of PMC's Services; change in the nature of the Services required to be performed, including changes that require more effort or resources of PMC; default of COL's architect, engineers, contractor(s), or other consultants or vendors; delay or interruption in the transaction or project; failure of COL to follow the advice and recommendations of PMC; or failure to provide adequate financing for the Project on a timely basis.
- 4.3. Should PMC be required to provide evidence, prepare for hearings, evaluate claims, assist in the review or preparation of claims or defenses, or otherwise participate or assist in the resolution of legal disputes either: (i) on behalf of COL or (ii) resulting from PMC's role providing its Services to

COL (unless caused by PMC's gross negligence or intentional misconduct), PMC will be reimbursed on a "Time and Materials" basis, which is defined to mean the numbers of hours of Services performed by PMC's personnel multiplied by PMC's then current standard hourly rates ("Standard Hourly Rates") plus the direct cost incurred by PMC in performance of such services.

4.4. Any taxes or fees, enacted by local, state, or federal government subsequent to the date of this agreement, and based on gross receipts or revenues will be added to the amounts due under this agreement, in accordance with any such fees or taxes.

4.5. The rights and obligations of this Article 4 shall survive the Agreement's termination or expiration.

5. LIMITATION ON LIABILITY:

5.1. In no event shall COL or PMC be liable to the other for special, incidental, or consequential damages, including without limitation, loss of anticipated profits, revenue or use of capital, loss of use of leased spaces, and penalties imposed under the leases, whether based on contract, tort, negligence, strict liability or otherwise; provided, however, that the foregoing shall not limit or preclude a claim of PMC with respect to compensation due to PMC under this Agreement.

5.2. Except for amounts due PMC under this Agreement, either party's liability under this Agreement shall not in any event exceed the amounts of compensation for Services paid to PMC under this Agreement.

5.3. Except for actions to enforce payment to PMC, any claim or cause of action arising under or otherwise relating to this engagement must be filed within one (1) year of the events giving rise to the claim or cause of action.

5.4. The rights and obligations of this Article 5 shall survive the Agreement's termination or expiration.

6. ENVIRONMENTAL CONDITION OF SITE:

6.1. PMC's Services shall not include any services or responsibility (including for the detection, identification, prevention, collection of samples, testing of samples, abatement, or disposal) related to known or unknown Constituents of Concern. Constituents of Concern shall include: (i) asbestos, (ii) petroleum, (iii) radioactive material, (iv) polychlorinated biphenyls (PCBs), (v) hazardous waste, (vi) lead, (vii) any viral, bacterial, or any other organism capable of inducing physical distress, harm, illness, or disease (including but not limited to any fungus, mold, mildew, mycotoxins, spores, or scents) or any byproduct thereof, or (viii) any other substance, product, waste, or other material listed under any other federal, state, or local (meaning any applicable jurisdiction) statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards concerning, any hazardous, toxic, or dangerous waste, substance, or material. The parties further acknowledge that PMC is not, and shall not be considered or required to be, an "owner," "arranger," "operator," "generator," or "transporter" of any Constituents of Concern.

7. MISCELLANEOUS:

- 7.1. Nothing contained in this Agreement shall create a contractual relationship or a cause of action in favor of a third party against either COL or PMC. The Services performed by PMC under this Agreement are for the sole benefit of COL, and shall not be relied upon by other parties.
- 7.2. PMC and COL may not assign their rights under this Agreement without the prior written consent of the other.
- 7.3. PMC shall be entitled to use COL's name, photographs, renderings, narrative descriptions and similar materials relating to PMC's Services in connection with publications, awards, press releases, and marketing materials.
- 7.4. Provided that COL has paid all amounts due to PMC under this Agreement, COL shall be entitled to use all studies, reports, summaries, cost estimates, budgets, and other documents prepared by PMC in the performance of its Services; provided, however that COL shall not disclose or permit other parties to use such information and documents. PMC shall be entitled to retain copies of such documents for PMC's files. Notwithstanding the foregoing, PMC shall retain all ownership and intellectual property rights in, and COL shall not use or permit the use by others of, all standard contract provisions and modifications, financial analysis programs and similar tools developed by PMC for PMC's use generally and not developed solely for purposes of this engagement.
- 7.5. Any disputes between COL and PMC relating to PMC's Services or this Agreement shall be governed by the laws of the State of Michigan without giving effect to any choice of law or conflict of law rules or provisions (whether of the State of Michigan or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than the State of Michigan. Any controversy, dispute, or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by binding confidential arbitration in accordance with the applicable arbitration rules of the American Arbitration Association. Such confidential arbitration shall be held in Oakland County Michigan, and the judgment upon the award rendered by the arbitrator or arbitrators may be entered in any court having jurisdiction. In the event of any dispute between the parties arising out of or in connection with this Agreement or these Terms and Conditions, the prevailing party shall be entitled to recover its costs incurred in connection therewith, including reasonable attorney fees.
- 7.6. PMC and COL shall each maintain insurance coverage as deemed by each to be necessary for its own protection; provided, however, that COL shall include PMC as an additional insured under COL's general liability insurance policy with respect to claims and losses related to this engagement only. In addition, if PMC provides Services under this Agreement in connection with the construction of a project for COL, the following shall apply: (i) COL's general contractor's/construction manager's general liability insurance for such project shall include PMC as an additional insured; and (ii) PMC and COL shall each waive all rights against each other and the contractors, consultants, agents and employees of the other for any loss or damage, for which property insurance is maintained by the injured party, and PMC and COL each shall require appropriate similar waivers from their contractors, consultants and agents.

- 7.7. No failure by COL or PMC to insist upon strict performance of any covenant, agreement, term, or condition of this Agreement or to exercise any right, term, or remedy for a breach of this Agreement, shall constitute a waiver of any such breach or of such covenant, agreement, term, or condition.
- 7.8. The rights and obligations of this Article 7 shall survive the Agreement's termination or expiration.

TERMINATION

- 7.9. This Agreement may be terminated by COL upon thirty (30) days prior written notice if PMC is in default under this Agreement and fails to cure such default within such thirty day period. In addition, provided that COL is acting in good faith, COL shall be entitled to terminate this Agreement without cause upon thirty (30) days prior written notice to PMC.
- 7.10. PMC may terminate this Agreement or suspend its Services upon thirty (30) days prior written notice in the event of any of the following defaults by COL and failure of COL to cure such default within such thirty (30) day period: COL fails to make payment of amounts due to PMC under this Agreement; COL fails to follow the advice or recommendations of PMC; or COL otherwise is in default under this Agreement.
- 7.11. If PMC's Services are suspended for more than thirty (30) consecutive days, PMC may terminate this Agreement upon thirty (30) days prior written notice to COL.
- 7.12. In the event this Agreement is terminated for any reason, PMC shall be compensated on an equitable basis for services performed as of the effective date of termination in accordance with this Agreement. Upon any such termination and payment of amounts due to PMC, the parties hereto shall be released of any and all further liability hereunder.
- 7.13. This Agreement shall commence upon execution of the Agreement between PMC and COL and shall continue in effect for the term described in the Agreement, as may be extended by agreement of the parties, unless terminated sooner under the terms of this Section.

8. THIS AGREEMENT:

- 8.1. COL and PMC accept the obligations of good faith and fair dealing towards each other with respect to this engagement.
- 8.2. This Agreement includes the proposal executed by PMC and COL, Exhibit A Scope of PMC's Services, Exhibit B Terms and Conditions, and other documents, if any, listed in the Agreement. This Agreement sets forth the entire, integrated agreement between PMC and COL, supersedes all prior proposals, negotiations, representations, and agreements, whether written or oral, between PMC and COL, and shall govern the relationship between PMC and COL with respect to all Services provided by PMC to COL in connection with the engagement described in the Agreement. This Agreement may be amended only by written instrument signed by both PMC and COL.
- 8.3. Neither this Agreement nor PMC's performance of Services shall be deemed to create a partnership or joint venture between COL and PMC.

- 8.4. The parties to this Agreement have jointly participated in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement is to be construed as jointly drafted by the parties hereto and no presumption of burden of proof is to arise favoring or disfavoring any party by virtue of the authorship of any provision of this Agreement.

End of Exhibit B

January 20, 2022

Mr. Jacob Rushlow, P.E.
Assistant Director of Public Works
City of Livonia
12973 Farmington Rd.
Livonia, MI 48150

Via Email To: jrushlow@livonia.gov

RE: Proposal for Space Needs and Capital Planning Services for City of Livonia

Dear Mr. Rushlow:

Thank you for allowing Plante Moran Cresa (PMC) the opportunity to submit our proposal for Space Needs and Capital Planning Services for the City of Livonia (COL). Our goal is to provide space needs and capital planning services that will work in harmony with the City, and to be your trusted advisor on this important engagement. We believe PMC's comprehensive approach and unique ability to perform these services will help guide the evaluation of the City's real estate needs. As a trusted advisor, we bring dedicated resources, proven processes, and deep experience to guide our clients in making the right strategic, financial, and mission-driven decisions during their projects.

Teaming with our firm offers the following benefits to COL:

Relevant Public Sector Experience: In the past five years, PMC has completed more than \$2.5 billion worth of capital projects for the public and municipal sectors (i.e., police stations, courthouses, K-12 school buildings, libraries, fire stations, city halls, etc.). This includes the renovation and expansion of more than 450 facilities, with costs ranging in value from \$1 million to over \$195 million. PMC has also served as program manager for Livonia Public Schools since 2012, planning and implementing over \$400 million worth of capital improvements.

We understand municipalities: We specialize in working with mission-driven, consensus decision-making bodies. Our experience working on more than a billion dollars in public projects means we understand the challenges and opportunities these types of projects present.

We are local: We have 12 offices in Michigan with our headquarters located in Southfield, just 15 miles away from COL's municipal offices.

Independence: We will solely represent and advocate on behalf of your municipality, which allows us to provide unbiased recommendations throughout the project as your independent advocate.

Custom Solutions: PMC offers one-stop shopping for a full suite of Real Estate Consulting and Program Management services, providing best-in-class services to both our private and public sector clients, that we believe are unmatched in Southeast Michigan. We believe our approach will be truly unique by bringing our proven processes and deep experience in to guide COL's strategic goals.

We look forward to the opportunity to work with COL to ensure the goals and objectives of the Space Needs and Capital Planning Services process are met. Again, thank you for the opportunity to present this proposal. We look forward to discussing it in more detail with you.

Sincerely,



Greg VanKirk
Plante Moran Cresa



Andy Fountain
Plante Moran Cresa

On a motion by McCullough, seconded by Donovic, and unanimously adopted, it was:

#51-22 RESOLVED, that having considered the report and recommendation of the Assistant Director of Public Works, dated January 21, 2022, which bears the signatures of the Director of Public Works and the Director of Finance, and is approved for submission by the Mayor, to which is attached a proposed agreement between the City of Livonia and Plante Moran Cresa, LLC, 3000 Town Center, Suite 100, Southfield, MI 48075 to provide professional Space Needs Assessments and Capital Planning services, the Council does hereby authorize the Mayor and City Clerk, for and on behalf of the City of Livonia, to execute the attached agreement between the City of Livonia and Plante Moran Cresa, LLC, 3000 Town Center, Suite 100, Southfield, MI 48075, subject to approval as to form and substance by the Department of Law, to provide professional Space Needs Assessments and Capital Planning services in an amount not to exceed \$120,000.00; FURTHER, the Council does hereby authorize an expenditure in an amount not to exceed \$120,000.00 from funds budgeted in Account No. 418-000-813-000 (Building Improvement Fund–Professional Services) for this purpose.

<i>UNFINISHED BUSINESS ITEM 17 (Regular Meeting of February 16,2022)</i>
--

Motion by:	McCullough
Seconded by:	Donovic
ROLL CALL:	
Ayes:	Morgan, McCullough, McIntyre, Toy*, Bahr, Donovic, Jolly
Nays:	None
Absent:	None



plante moran | cresa

City of Livonia
Facility Condition Assessment and
Space Needs Assessment
Preliminary Findings Summary

November 18, 2022



Facility Condition Assessment and Space Needs Assessment Preliminary Findings Summary

Following are Plante Moran Cresa's (PMC) preliminary findings based on the Facility Condition Assessment and Space Needs Assessment PMC recently completed, as well as the City of Livonia Vision 21 Master Plan completed in 2018.



City Center Conceptual Plan from the City of Livonia Vision 21 Master Plan with approximate location of existing facilities overlaid.

City Hall

1. Current facility is approximately 45 years old
2. Many of the existing building systems have reached the end of their useful life
3. Critical Need (1-3 Years) = \$12M and Deferrable Maintenance (4-6 Years) = \$7.5M
4. Inefficient floor plates and excessive volume
5. Opportunity to reduce required square footage by approximately 7,600 square feet
6. Current building location, aesthetic, and typology does not align with the Vision 21 Master Plan (see snapshot above).



Preliminary Findings Summary

Police Station

1. Current facility is approximately 61 years old (original building) and 36 years old (addition)
2. Many of the existing building systems have reached the end of their useful life
3. Critical Need (1-3 Years) = \$8.4M and Deferrable Maintenance (4-6 Years) = \$3.3M
4. Inefficient floor plate
5. Lack of natural daylight
6. Lack of gun range and Virtra Simulation Room
7. Opportunity to reduce required square footage by approximately 6,000 square feet
8. Current building location, aesthetic, and typology does not align with the Vision 21 Master Plan (see snapshot above).

Fire Station No. 1

1. Current facility is approximately 55 years old (original building) and 4 years old (addition)
2. Many of the existing building systems have reached the end of their useful life
3. Critical Need (1-3 Years) = \$1.3M and Deferrable Maintenance (4-6 Years) = \$900K
4. Opportunity to reduce required square footage by approximately 2,400 square feet
5. Current building aesthetic does not reflect modern fire station design standards

Senior Center/Community Transit

1. Current facility is approximately 58 years old (original building), 38 Years old (lobby renovation) and 21 years old (office renovation)
2. Many of the existing building systems have reached the end of their useful life
3. Critical Need (1-3 Years) = \$5.8M and Deferrable Maintenance (4-6 Years) = \$650K
4. Inefficient floor plan
5. Parking lot safety issues
6. Lack of conference/flex space
7. Current building location, aesthetic, and typology does not align with the Vision 21 Master Plan (see snapshot above).

Recreation Center

1. Current facility is approximately 19 years old
2. Critical Need (1-3 Years) = \$2.6M and Deferrable Maintenance (4-6 Years) = \$10.9M
3. Some areas are underutilized, while others are overutilized

Housing Commission

1. Current facility is approximately 56 years old
2. Many of the existing building systems have reached the end of their useful life
3. Critical Need (1-3 Years) = \$850K and Deferrable Maintenance (4-6 Years) = \$170K
4. Opportunity to reduce required square footage by approximately 3,800 square feet



Preliminary Findings Summary

Civic Center Library

1. Current facility is approximately 35 years old
2. Many of the existing building systems are reaching the end of their useful life
3. Critical Need (1-3 Years) = \$6.3M and Deferrable Maintenance (4-6 Years) = \$4.9M
4. Current building location, aesthetic, and typology does not align with the Vision 21 Master Plan (see snapshot above).

Carl Sandburg Library

1. Current facility is approximately 61 years old
2. Many of the existing building systems have reached the end of their useful life
3. Critical Need (1-3 Years) = \$1.7M and Deferrable Maintenance (4-6 Years) = \$800K

Alfred Noble Library

1. Current facility is approximately 55 years old
2. Many of the existing building systems have reached the end of their useful life
3. Critical Need (1-3 Years) = \$300K (demolition and site prep)

Note:

To assist in the development of recommendations on a building-by-building basis that aligns the City of Livonia Vision 21 Master Plan, PMC suggests the City of Livonia obtain the following information:

1. Detailed space and site programs
2. Highest and best use report
3. Operational costs report
4. Market analysis
5. Library strategic plan



plante moran | cresa

PMCRESA.COM | 248.223.3500

Plante Moran Cresa
3000 Town Center, Suite 100
Southfield, MI 48075



plante moran | cresa

2022 Facility Condition Assessment

City of Livonia
November 2022



City of Livonia
33000 Civic Center Drive
Livonia, Michigan 48154

November 2022

Dear City of Livonia Leadership:

Plante Moran Cresa (PMC) was engaged by The City of Livonia (COL) to conduct a physical building assessment of nine (9) facilities currently in use by COL. The goal of this assessment was to provide COL with a capital planning template to determine the cost of maintaining COL's facilities over a ten-year period with three major components: critical need, deferrable maintenance, and future need.

The building assessments were intended to be at a high level; they were not exhaustive, nor did they include any diagnostic or destructive investigation. We conducted our assessment through on-site visits at each building and grounds, interviews with staff, and review of City of Livonia-provided documentation. We wish to acknowledge the city and the staff their time, assistance, and cooperation in providing information for the preparation of this assessment.

We understand COL's intent is to use the combination of these assessments as a guiding road map in determining the most practical and efficient way to maintain these buildings. It is our sincerest hope that this information will confidently supply you with objective facts in your quest for alignment and enable COL to make informed decisions beneficial to the future of their buildings.

We would be happy to answer any questions that may arise as well as provide clarifications to any items found herein. Please feel free to contact me with any questions or concerns regarding this report.

Sincerely,

Plante Moran Cresa

A handwritten signature in blue ink, appearing to read "David Goldman", followed by a long horizontal flourish.

David Goldman,
Senior Consultant



Table of Contents

Executive Summary

Section A

Overview	5
Acknowledgements	5
Purpose	5
Scope	6
Assumptions & Clarifications	7
Condition Definitions	8
Summary of Costs by Priority	9
Summary of Costs by Category	10-11
Opinion of Probable Cost	12
Statement of Limitations	13

Property Summary

Section B

Building Locations Map	15
Building Descriptions	16

Assessments

Section C

City Hall	18-34
Police Department	35-46
City Fire Department	47-55
Civic Center Library	56-68
Civic Center Park Senior Center & Transit Office	69-76
Jack E. Kirksey Livonia Community Recreational Center	77-84
Housing Commission	85-91
Carl Sandburg Library	92-99
Alfred Noble Branch Library	100-104
City Wide Technology	105

Parking Lot

Section D

Parking Lot Take-Offs	107-119
-----------------------	---------

Facility Assessment

City of Livonia

33000 Civic Center Drive

Livonia, Michigan 48154

Contact:

Andy Fountain

Andy.Fountain@PlanteMoran.com

248-343-2714

Rick Erickson

Rick.Erickson@PlanteMoran.com

248-227-4691

David Goldman

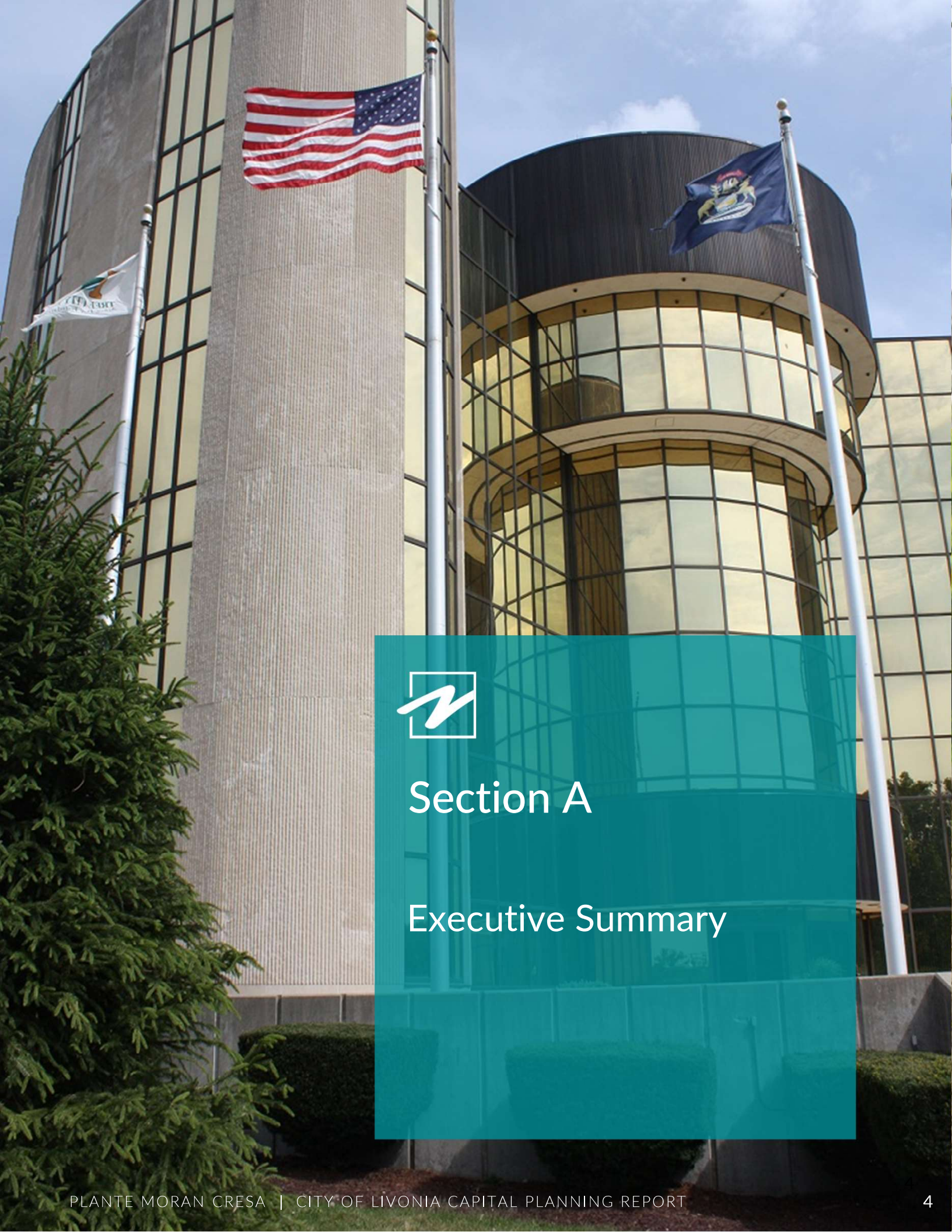
David.Goldan@PlanteMoran.com

248-568-0745

Plante Moran Cresa

3000 Towne Center, Suite 100

Southfield, MI 48075



Section A

Executive Summary



Executive Summary

Overview

Plante Moran Cresa (PMC) performed this property assessment at the request of **City of Livonia (COL)** for the city's, support services, transportation, and administrative buildings.

Date(s) of Assessment:	3/29/22 - 4/11/22
City Staff Present:	Sammy Lovin (Building Maintenance); Ted Davis (Senior Center/ Rec. Center); Jacob Rushlow (DPW)
PMC Staff Present:	David Goldman
Architect/Engineer Staff Present:	N/A
Number of Buildings:	9
Average Building Age:	~47 Years

Acknowledgements

For their assistance and cooperation, we wish to acknowledge all city staff, and all additional user groups who provided information for the preparation of this assessment report and during PMC's visit to each individual property.

Purpose

The purpose of this assessment is as follows:

- Observe and document readily visible building site conditions (roadways, walkways, surface parking, lighting, and equipment), building envelope conditions (roof systems, walls, windows and entry/exit doors) interior building conditions (walls, floors, ceilings, millwork/casework, restrooms, gymnasiums, lockers, pools, food service areas and equipment, etc.) as well as building system (heating, ventilating, air conditioning, plumbing, electrical) deficiencies that impact the function and value of the buildings and properties
- Quantify and communicate the condition of each building and site component and assign a repair / replacement value within a future ten-year period. Within this ten-year timeframe, building and site needs are identified as: Critical Needs (1 – 3 years), Deferrable Maintenance (4 – 6 years) and Future Needs (7 – 10 years). Projected replacement costs include an annual escalation factor. **PMC recommends costs be revisited, at a minimum, once a year to adjust for inflation/escalation.**

Scope

This assessment report is based on city provided information and site visit(s) during which PMC performed a visual, nonintrusive, and nondestructive evaluation of various external and internal building components. This assessment is not a building code, safety, regulatory, or environmental compliance inspection. No diagnostic testing or invasive inspections took place. PMC took photographs to record the buildings' general conditions and to illustrate the specific observed deficiencies.

PMC observed representative samples of the major building components and the physical conditions of the following:

- Site conditions
- Building structure
- Architectural (interior finishes)
- Mechanical and electrical systems
- Plumbing system – Observations did not include collection or testing of water samples

The city provided PMC with the following documentation to aid in the creation of this report:

- Property site plans
- Floor plans

PMC took photographs to record the buildings' general conditions and to illustrate the specific observed deficiencies.

Building List:

1. City Hall
2. Police Station
3. Fire Station #1
4. Civic Center Library
5. Senior Center
6. Jack E. Kirksey Recreation Center
7. Housing Commission
8. Carl Sandburg Library
9. Alfred Branch Library

Assumptions & Clarifications

CITY OF LIVONIA ASSUMPTIONS / CLARIFICATIONS
This Facility Assessment Report is based on site visits during which PMC performed a visual, non-intrusive, and non-destructive evaluation of various external and internal building components. This assessment is not a building code, safety, regulatory, or environmental compliance inspection. PMC does not include the identification or resolution of any life safety issues or the non-compliance with any building code or other legal requirements
Placeholder allowances for landscaping have been designated for each facility and should be evaluated for funding amount as well as placement within the 10-yr timeframe.
Building and Site Acres estimated using DraftLogic online program if the information was not provided by the City.
Square footage used for the ceilings at city hall are based on the reflected ceiling plans from 1977.
Door count for city hall based on the plans from 1977
Roof Replacement at city hall is area above parking deck entrance and exit
While we made an effort to locate and identify all mechanical equipment; there may be some pieces that were not observed/assessed.
Assume 2,500 lb elevator for city hall
Assume that the Noble Library is beyond repair and needs to be demolished
Door count for civic Center Library based on the plans from 1986
It is assumed that any building aged 1980 or newer is non-asbestos containing. Prior to beginning any work, it is recommended that City of Livonia hire an environmental consultant to confirm this assumption and review the abatement scope at each facility. The funding allowances found within this 10-yr capital are assumptions based upon limited information
It is assumed that that fire proofing / caulking at all multi story City of Livonia facilities is code compliant. If this is not correct, there may be substantial costs to upgrade
Abatement allowance added for each building for unknown/unforeseen conditions. I licensed abatement contractor should be hired for all abatement work
Assume that new monument signs will be allowed by the city
Rework of concrete entrance at City Hall includes ramps and railings
Redesign entry fountain at City Hall includes new plumbing
Assume all utility feeds to each building are sufficient for the current use
Wood Paneling in City Hall Auditorium is Not Included in the costs
Curtain wall replacement costs at City Hall is an allowance only. Actual sizes will need to be obtained in order to provide a better estimate.
Number of VAVs in city hall is just an estimate. PMC did not look above any ceilings for these during our walkthrough
Technology costs are shown for the senior center at the request of City of Livonia staff. PMC to meet with city technology director to discuss pricing needed for Technology across all city buildings
There is a Roof Top HVAC unit on told on the recently renovated space in the fire station. This unit is oversized for the space and is causing a lot of humidity issues. This unit should be replaced with a correct sized unit.
Plante Moran meet with Casey O'Neil- City of Livonia- Information Systems Director and Steven Arslanian- LPD- Computer Services on 9/27/22 to discuss the technology needs for the city. The discussion included the following (high level):
Controls needed for all HVAC equipment (all locations)
The data center is located in the City Hall Basement. This should be relocated above ground
PD device re-fresh plan: laptops and desktops on a 5 year replacement plan; All larger equipment is on a 7-8 year replacement plan.
Each department buys their own technology
New Phone System needed at City Hall
Re-cabling of Rec. Center needed
Wireless network upgrades needed
Electronic time keeping system needs to be upgraded
It is suggested that Plante Moran do a more in-depth review and discussion of all technology needs with the city. An amendment to the contract is being drafted up as of 10/3/22. All costs provided are just allowances at this time

Condition Definitions

The following terms are used throughout the report and are defined as follows:

Excellent (E)

Observed to be new or like new.

Good (G)

Observed to be of average to above-average condition for the building system or material assessed, with consideration of its age, design, and geographical location. Generally, other than normal maintenance, no work is recommended or required.

Fair (F)

Observed to be of average condition for the building system evaluated. Satisfactory; however, some short-term and/or immediate attention is required or recommended (primarily due to normal aging and wear of the building system) to return the system to a good condition.

Poor (P)

Observed to be of below average condition for the building system evaluated. Requires immediate repair, significant work, or replacement is anticipated to return the building system or material to an acceptable condition.

Critical Need (CN)

Items that through our observations or discussions with COL may require capital expenditure **within the next 1 to 3 years** by virtue of current condition, remaining useful life, or COL's priorities.

Deferred Maintenance (DM)

These are items that through our observations or discussions with COL **may require capital expenditure within the next 4 to 6 years** by virtue of current condition, remaining useful life, or COL's priorities.

Future Need (FN)

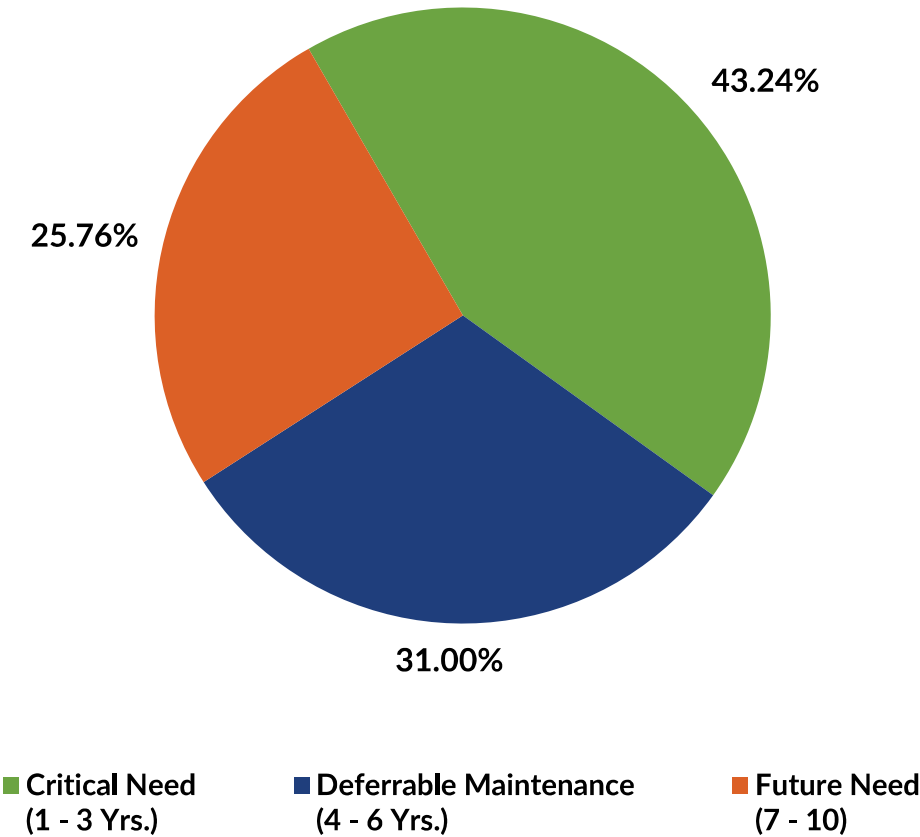
These are items that through our observations or discussions with COL **may require capital expenditure within the next 7 to 10 years** by virtue of current condition, remaining useful life, or COL's priorities.

Summary of Costs by Priority

SUMMARY OF COSTS BY PRIORITIZATION					
FACILITY ASSESSMENT					
Bldg #	Name of Facility	Critical Need (1 - 3 Yrs.)	Deferrable Maintenance (4 - 6 Yrs.)	Future Need (7 - 10)	Complete Cost with Escalation
1	City Hall	\$12,397,784	\$7,595,335	\$8,392,853	\$28,385,972
2	Police Department	\$8,467,808	\$3,381,330	\$1,875,608	\$13,724,746
3	Fire Department #1	\$1,335,601	\$897,792	\$766,557	\$2,999,950
4	Civic Center Library	\$6,348,772	\$4,936,406	\$1,240,231	\$12,525,410
5	Senior Center/Community Transit	\$5,811,271	\$659,776	\$1,029,377	\$7,500,424
6	Livonia Community Recreation Center	\$2,699,860	\$10,977,139	\$10,236,580	\$23,913,579
7	Housing Commission	\$856,369	\$169,270	\$310,537	\$1,336,176
8	Carl Sandburg Library	\$1,737,877	\$821,019	\$410,894	\$2,969,791
9	Alfred Noble Branch Library*	\$346,062	\$0	\$0	\$346,062
10	City Wide - Technology	\$1,928,999	\$626,925	\$713,730	\$3,269,654
TOTAL BUILDINGS BUDGET		\$41,930,405	\$30,064,991	\$24,976,366	\$96,971,763

* This is for demolition costs only

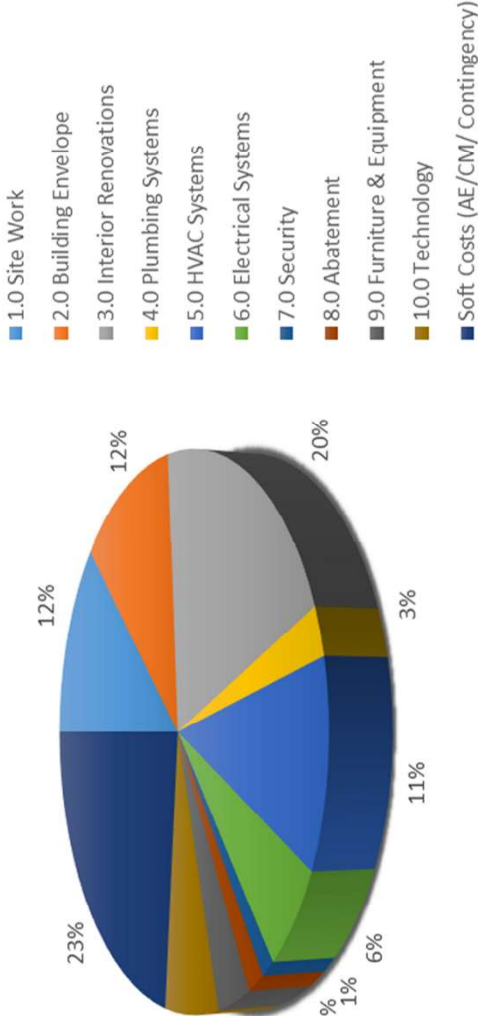
Cost Priority



Summary of Costs by Category – Escalated

SUMMARY OF COSTS BY SCOPE OF WORK (ESCALATED)														
Bldg #	Name of Facility	Net Present Value	1.0 Site Work	2.0 Building Envelope	3.0 Interior Renovations	4.0 Plumbing Systems	5.0 HVAC Systems	6.0 Electrical Systems	7.0 Security	8.0 Abatement	9.0 Furniture & Equipment	10.0 Technology	Soft Costs (AE/CM/Contingency)	Total Cost (Escalated)
1	City Hall	\$24,609,976	\$3,880,047	\$2,737,260	\$6,330,544	\$473,710	\$2,310,841	\$1,329,946	\$386,100	\$799,200	\$1,020,600	\$2,921,138	\$6,196,586	\$28,385,972
2	Police Department	\$12,278,278	\$2,152,812	\$542,592	\$4,353,063	\$319,378	\$719,890	\$901,578	\$375,840	\$540,000	\$455,976	\$0	\$3,363,619	\$13,724,746
3	Fire Department #1	\$2,544,154	\$104,976	\$521,640	\$596,333	\$124,050	\$386,508	\$289,109	\$95,904	\$60,480	\$81,000	\$0	\$739,951	\$2,999,950
4	Civic Center Library	\$10,984,002	\$1,139,865	\$1,647,000	\$3,139,322	\$52,618	\$1,609,425	\$767,275	\$111,888	\$120,960	\$1,020,600	\$0	\$2,916,457	\$12,525,410
5	Senior Center/Community Transit	\$7,014,316	\$899,640	\$1,284,854	\$1,491,075	\$226,454	\$403,380	\$588,617	\$69,768	\$54,000	\$454,680	\$324,000	\$1,703,955	\$7,500,424
6	Livonia Community Recreation Center	\$18,060,421	\$2,547,711	\$4,084,560	\$2,595,170	\$1,227,830	\$5,050,504	\$1,660,241	\$159,840	\$0	\$272,160	\$432,000	\$5,883,562	\$23,913,579
7	Housing Commission	\$1,196,399	\$312,284	\$74,520	\$165,264	\$55,188	\$77,807	\$185,469	\$32,400	\$42,120	\$70,200	\$0	\$320,923	\$1,336,176
8	Carl Sandburg Library	\$2,647,062	\$613,950	\$326,399	\$355,996	\$114,972	\$221,076	\$364,176	\$47,952	\$64,800	\$144,180	\$0	\$716,289	\$2,969,791
9	Alfred Noble Branch Library	\$346,062	\$258,336	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$87,726	\$346,062
10	City Wide - Technology	\$2,893,499	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,440,800	\$828,854	\$3,269,654
TOTAL		\$82,574,169	\$11,909,620	\$11,218,826	\$19,026,767	\$2,594,200	\$10,779,431	\$6,086,411	\$1,279,692	\$1,681,560	\$3,519,396	\$6,117,938	\$22,757,921	\$96,971,763

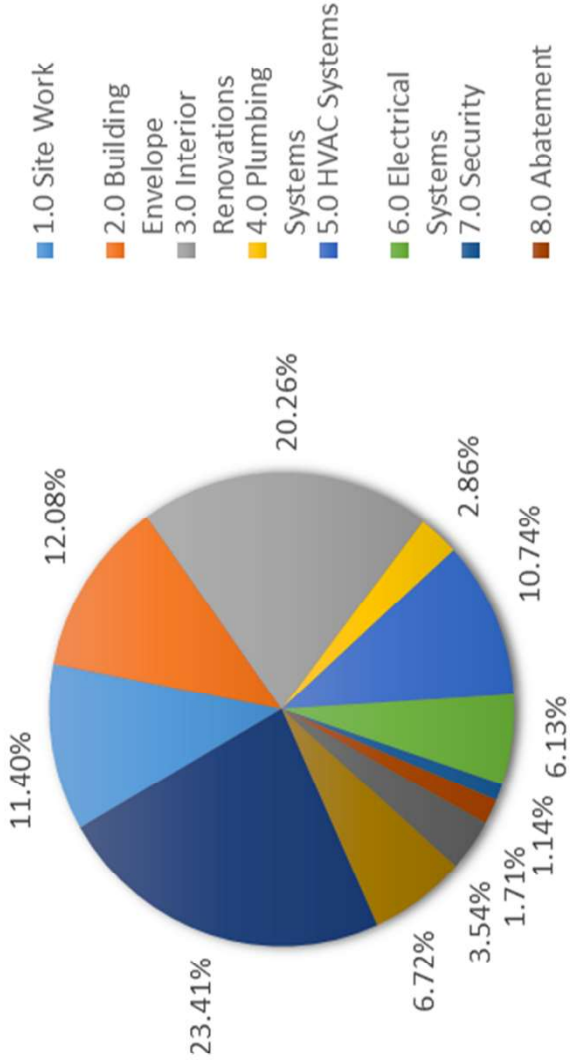
Cost by Category (Escalated)



Summary of Costs by Category – Net Present Value

SUMMARY OF COSTS BY SCOPE OF WORK (NET PRESENT VALUE)													
Bldg #	Name of Facility	Net Present Value	1.0 Site Work	2.0 Building Envelope	3.0 Interior Renovations	4.0 Plumbing Systems	5.0 HVAC Systems	6.0 Electrical Systems	7.0 Security	8.0 Abatement	9.0 Furniture & Equipment	10.0 Technology	Soft Costs (AE/CM/Contingency)
1	City Hall	\$24,609,976	\$2,963,801	\$2,570,184	\$5,505,499	\$428,026	\$2,245,264	\$1,249,526	\$297,000	\$540,000	\$810,000	\$2,635,507	\$5,365,170
2	Police Department	\$12,278,278	\$1,759,838	\$542,592	\$4,135,467	\$321,106	\$530,196	\$780,341	\$270,000	\$540,000	\$383,400	\$0	\$3,015,339
3	Fire Department #1	\$2,544,154	\$81,000	\$521,640	\$494,646	\$107,876	\$291,332	\$216,974	\$64,800	\$60,480	\$81,000	\$0	\$624,407
4	Civic Center Library	\$10,984,002	\$925,299	\$1,517,400	\$2,704,968	\$48,470	\$1,599,264	\$602,942	\$75,600	\$120,960	\$810,000	\$0	\$2,579,098
5	Senior Center/Community Transit	\$7,014,316	\$845,208	\$1,284,854	\$1,408,050	\$208,310	\$340,200	\$473,256	\$61,992	\$54,000	\$426,600	\$324,000	\$1,587,845
6	Livonia Community Recreation Center	\$18,060,421	\$1,782,883	\$3,140,100	\$2,017,516	\$1,099,224	\$3,587,069	\$1,263,600	\$108,000	\$0	\$216,000	\$432,000	\$4,414,029
7	Housing Commission	\$1,196,399	\$305,532	\$71,280	\$150,684	\$50,004	\$52,572	\$145,837	\$32,400	\$32,400	\$70,200	\$0	\$285,490
8	Carl Sandburg Library	\$2,647,062	\$491,335	\$326,399	\$312,444	\$100,354	\$221,076	\$330,480	\$32,400	\$64,800	\$129,600	\$0	\$638,174
9	Alfred Noble Branch Library	\$346,062	\$258,336	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$87,726
10	City Wide - Technology	\$2,893,499	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,160,000	\$733,499
TOTAL		\$82,574,169	\$9,413,232	\$9,974,450	\$16,729,273	\$2,363,369	\$8,866,973	\$5,062,956	\$942,192	\$1,412,640	\$2,926,800	\$5,551,507	\$19,330,777

Cost by Category (Net Present Value)



Opinion of Probable Cost

Based upon observations during our site visit and information received from our interviews with building users, which for the purpose of this report was deemed reliable, PMC prepared general scope opinions of probable cost based on appropriate remedies for the deficiencies noted. Such remedies and their associated cost were considered commensurate with subject's position in the market and prudent expenditures. These opinions are for components of systems exhibiting significant deferred maintenance and existing deficiencies requiring major repairs or replacement. Repairs or improvements that could be classified as cosmetic, a decorative part or parcel of a building renovation program, routine, or normal preventative maintenance were included as future needs. Costs provided are based on mid-level commercial pricing.

Our intent in this report is to outline material physical deficiencies and the corresponding opinion of probable costs that are commensurate with the complexity and age of the buildings. Opinions of probable costs that are a threshold amount of approximately \$1,000 or less are omitted from our review.

Replacement and repair preliminary budgets are based on approximate quantities. Specific building square footages are estimates based on the information provided by the city. A detailed inventory of quantities for cost estimating is not a part of the scope of this report. Budgets were derived using Metro Detroit area material and labor costs. As this report projects costs over the next 10 years, PMC utilized a reasonable cost escalation factor for these costs based on the anticipated time of improvement implementation.

Please note that the budget values in this report are conceptual values only, and do not represent hard bid market pricing our opinions of probable costs will likely vary from actual market conditions. These conceptual budget values are intended for a high-level planning approach by the city in consideration for future renovations of the aforementioned buildings. We highly recommend that, if any of the recommendations are to move forward accordingly, the city (a) have a formal design completed by a registered architectural or engineering firm and (b) in conjunction with its registered architectural or engineering firm and construction professional develop a refined preliminary budgets and (c) undergo the formal competitive bid process per the requirements set forth.

Statement of Limitations

This assessment report represents a statement of the physical condition of the buildings and properties based upon visual site observation. It applies only to those portions of the property, items, and equipment that PMC staff were able to visually observe. Walls and ceilings were not opened to observe covered, hidden, or concealed conditions. PMC's assessment of plumbing systems did not include the collection or testing of water samples to determine water quality. The assessment of mechanical systems and equipment based on general observations of condition and/or age and not a full diagnostic or inspection by a certified maintainer.

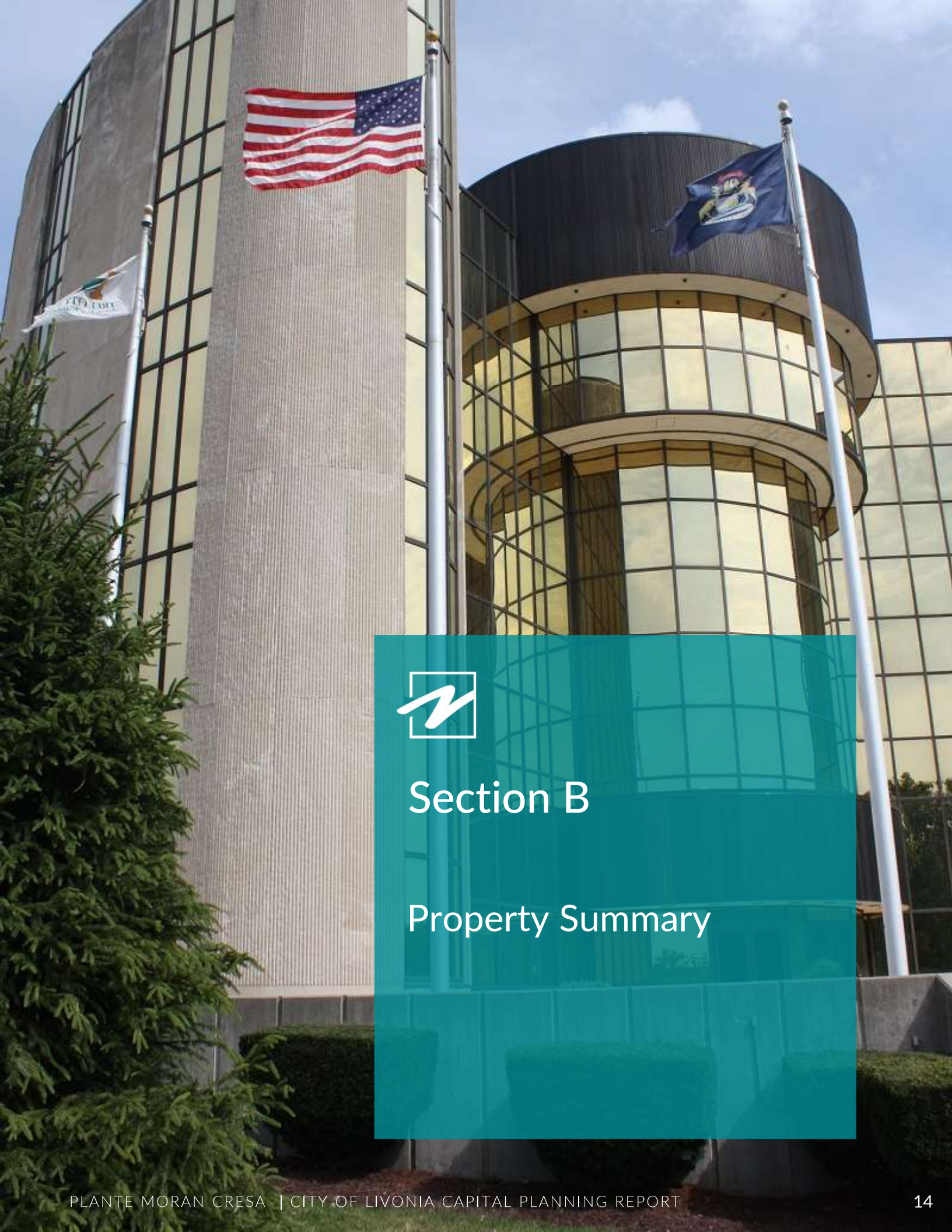
In addition, PMC did not sample any property components or test nonfunctioning equipment at the time the assessment was conducted. Minimal as-built or record drawings and specifications were available only to the extent described in this report. PMC's assessment, analysis, and recommendations are, in whole or in part, dependent on the information provided by The City of Livonia and other third parties. PMC cannot provide an opinion on the reliability of such information, and inaccuracies in such information may impact our assessment, analysis, and recommendations.

This assessment does not include any services (including the collection or testing of samples) related to known or unknown Constituents of Concern. Constituents of Concern shall include: (i) asbestos, (ii) petroleum, (iii) radioactive material, (iv) polychlorinated biphenyls (PCBs), (v) hazardous waste, (vi) lead, or (vii) any substance, product, waste, or other material listed under any other federal, state, or local (meaning any applicable jurisdiction) statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material. The parties further acknowledge that PMC is not and shall not be required to be an "owner," "arranger," "operator," "generator," or "transporter" of any Constituents of Concern.

This report was prepared for and intended solely for the information use of The City of Livonia and may not be used or relied upon by another party without the express written authorization of PMC.

The contents of the report are based on the relevant information available, and the condition observed at the time of issuance. Information and conditions are subject to change, and PMC assumes, no responsibility to update this report in the event of such change.

This assessment report should be read in its entirety. Information provided in the various sections is complementary and, in some instances, provides additional explanation of information concerning the assessment. Therefore, interpretations and conclusions drawn by reviewing only specific sections are the sole responsibility of the user.



Section B

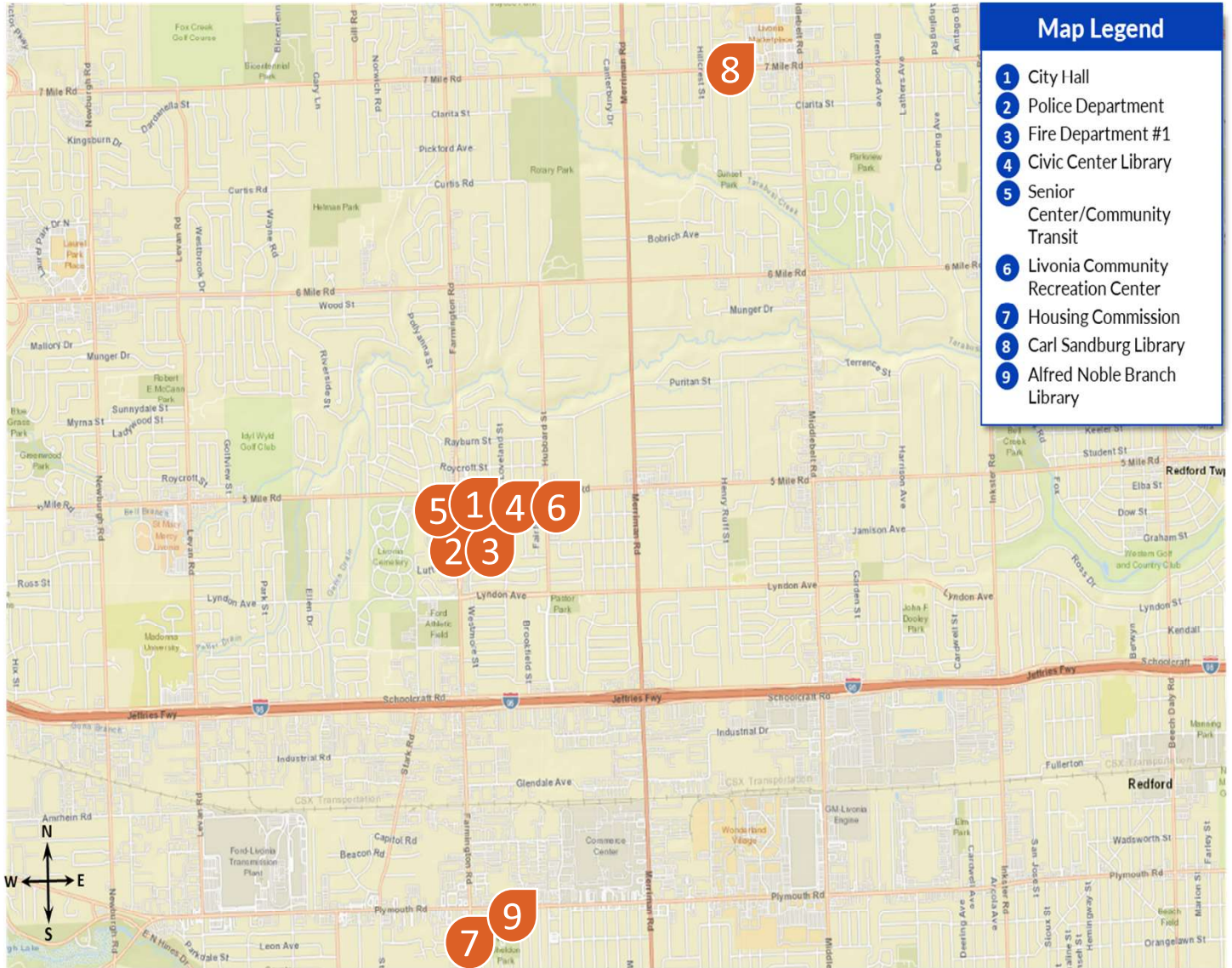
Property Summary



SECTION B

Property Summary

Building Locations Map | City, State



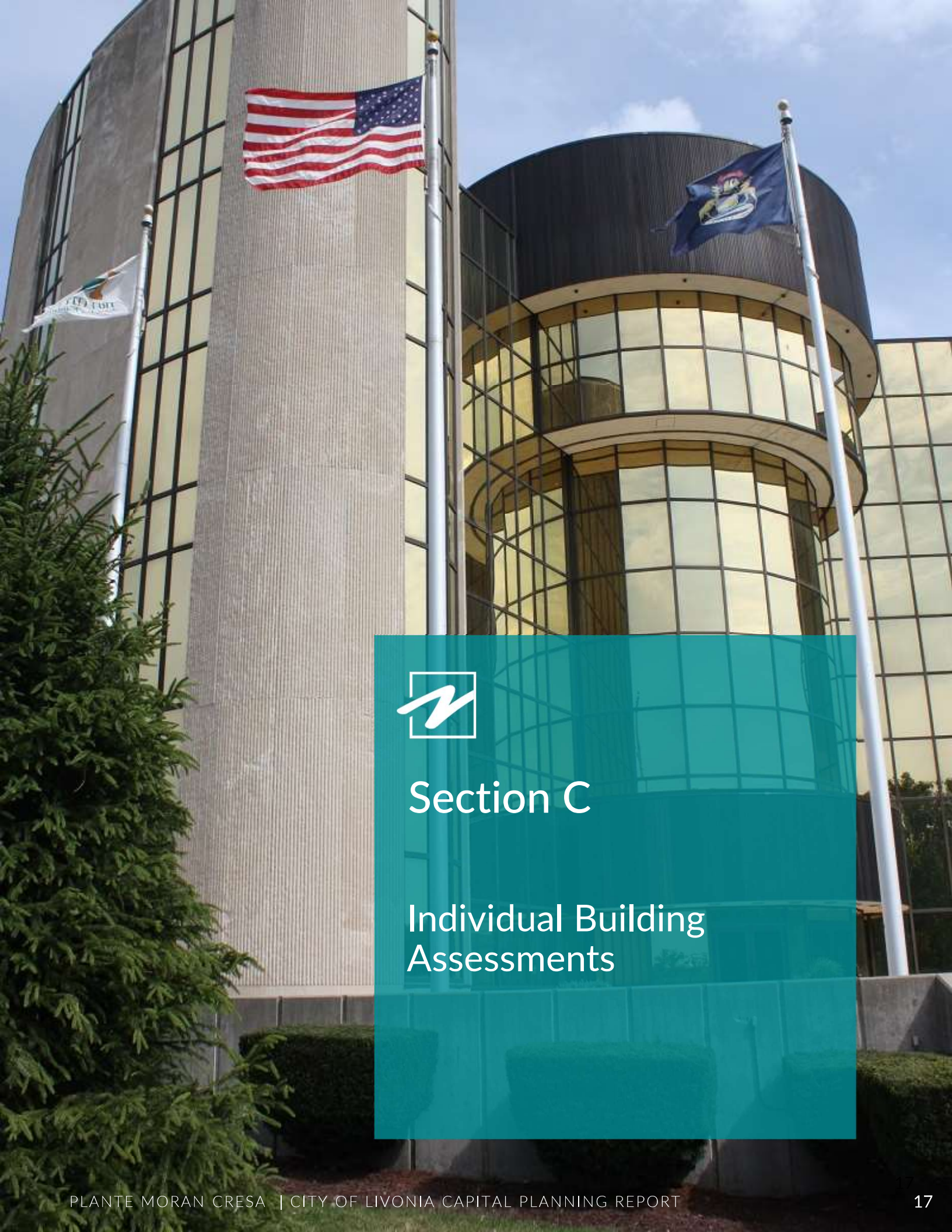


Property Summary

Building Locations Map | City, State

Bldg #	Facility	Address	City	State	Zip
BUILDINGS					
1	City Hall	33000 Civic Center Drive	Livonia	Michigan	48154
2	Police Department	15052 Farmington Road	Livonia	Michigan	48154
3	City Fire Department	14910 Farmington Road	Livonia	Michigan	48154
4	Civic Center Library	32777 Five Mile Road	Livonia	Michigan	48154
5	Civic Center Park Senior Center & Transit Office	15218 Farmington Road	Livonia	Michigan	48154
6	Jack E. Kirksey Livonia Community Recreation Center	15100 Hubbard Street	Livonia	Michigan	48154
7	Housing Commission	10800 Farmington Road	Livonia	Michigan	48150
8	Carl Sandburg Library	30100 West Seven Mile Road	Livonia	Michigan	48152
9	Alfred Noble Branch Library	32901 Plymouth Road	Livonia	Michigan	48150

See Building Location Map on slide 15 for building location/proximity



Section C

Individual Building Assessments

Building 01 – Livonia City Hall



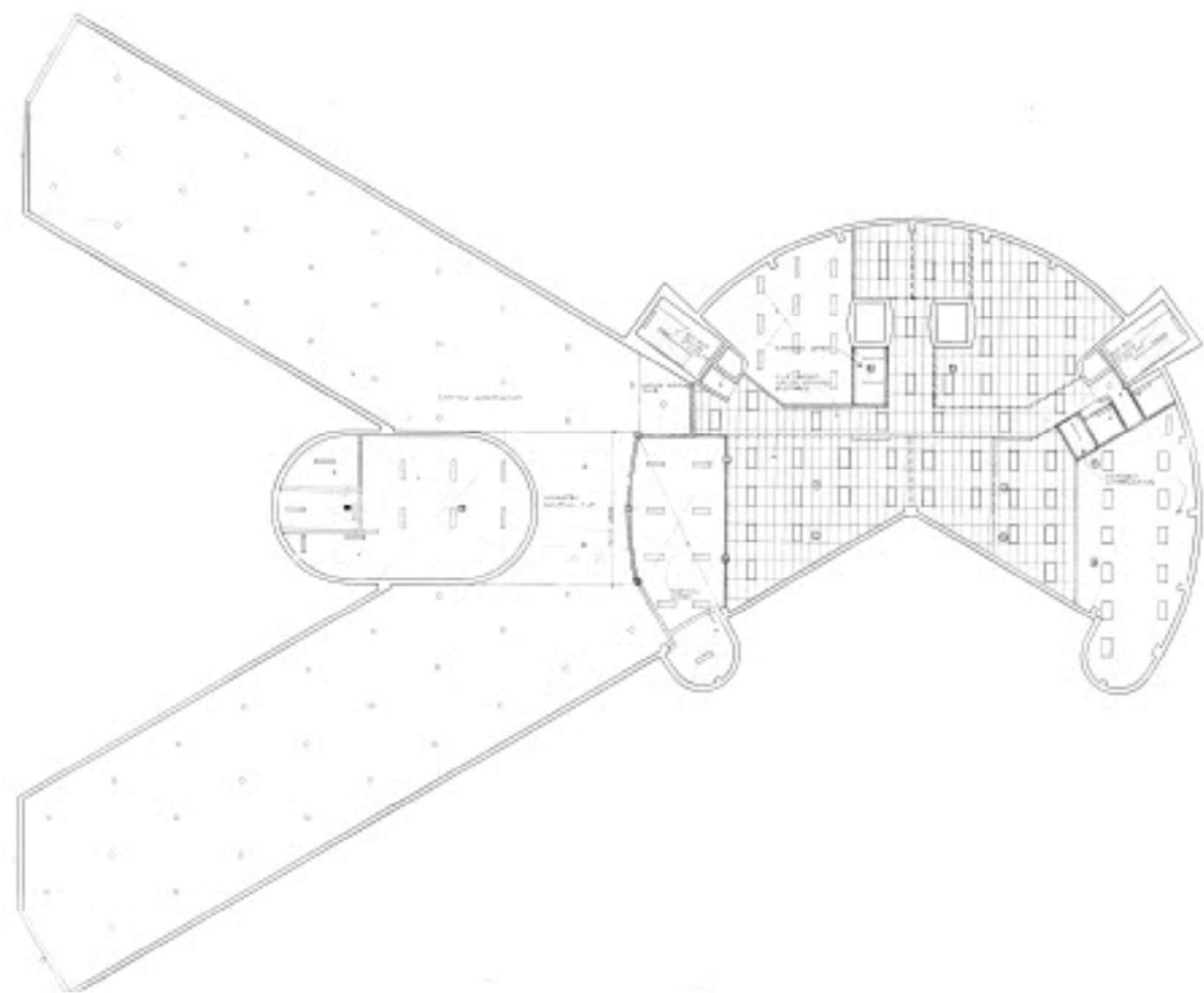
Address:	33000 Civic Center Dr. Livonia MI 48154
Year Built:	1977
Square Footage:	67,736
Site Area:	4.99 acres
Parking Spaces:	115
Stories:	5
Basement:	Yes
Elevator(s):	2
Exterior Façade:	Glass Curtain Wall/Brick/Concrete
Roof:	TPO
Fire Protection:	Fully Sprinkled

Site Plan:



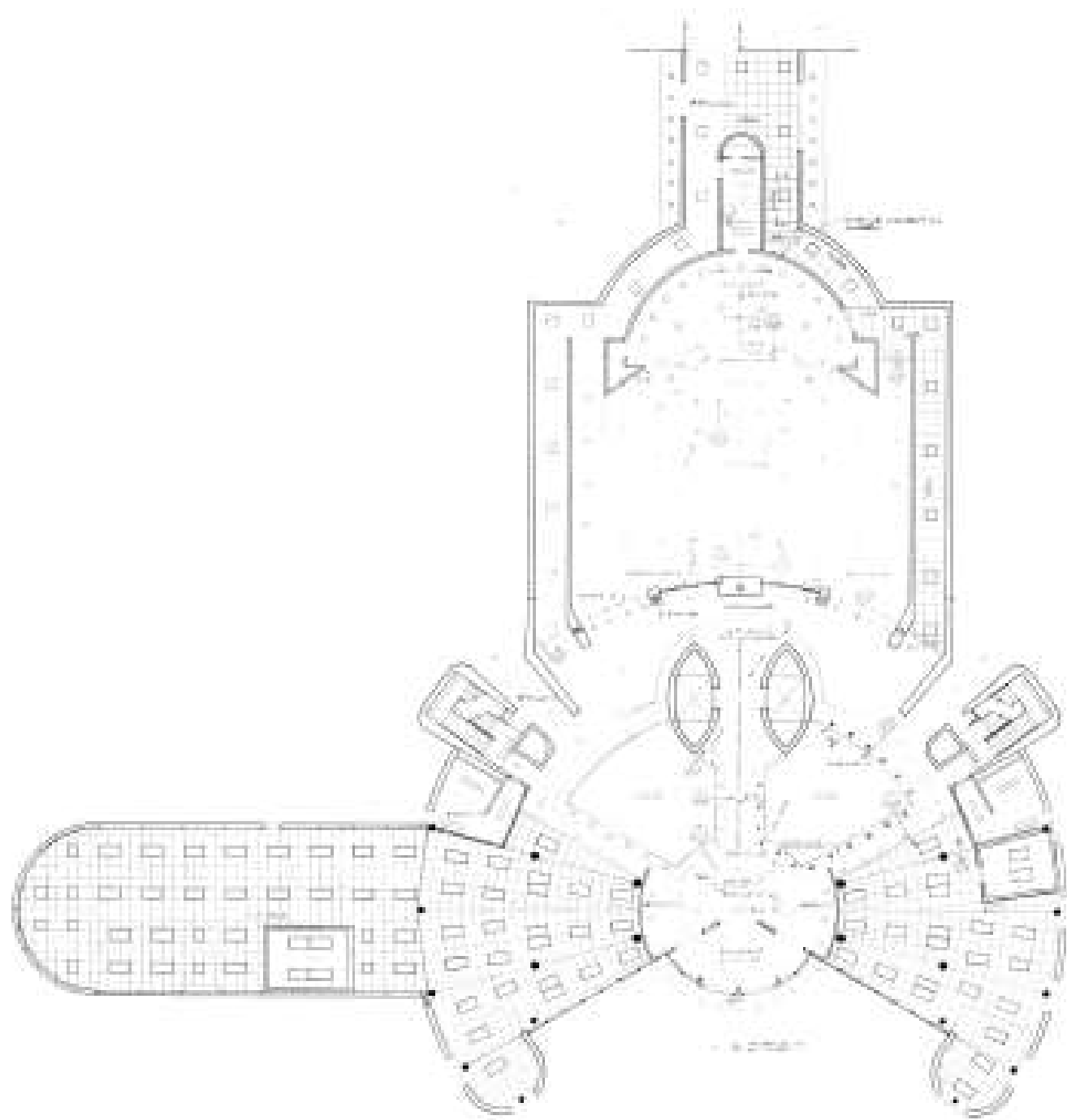
Building 01 - Livonia City Hall

Ground Floor Plan:



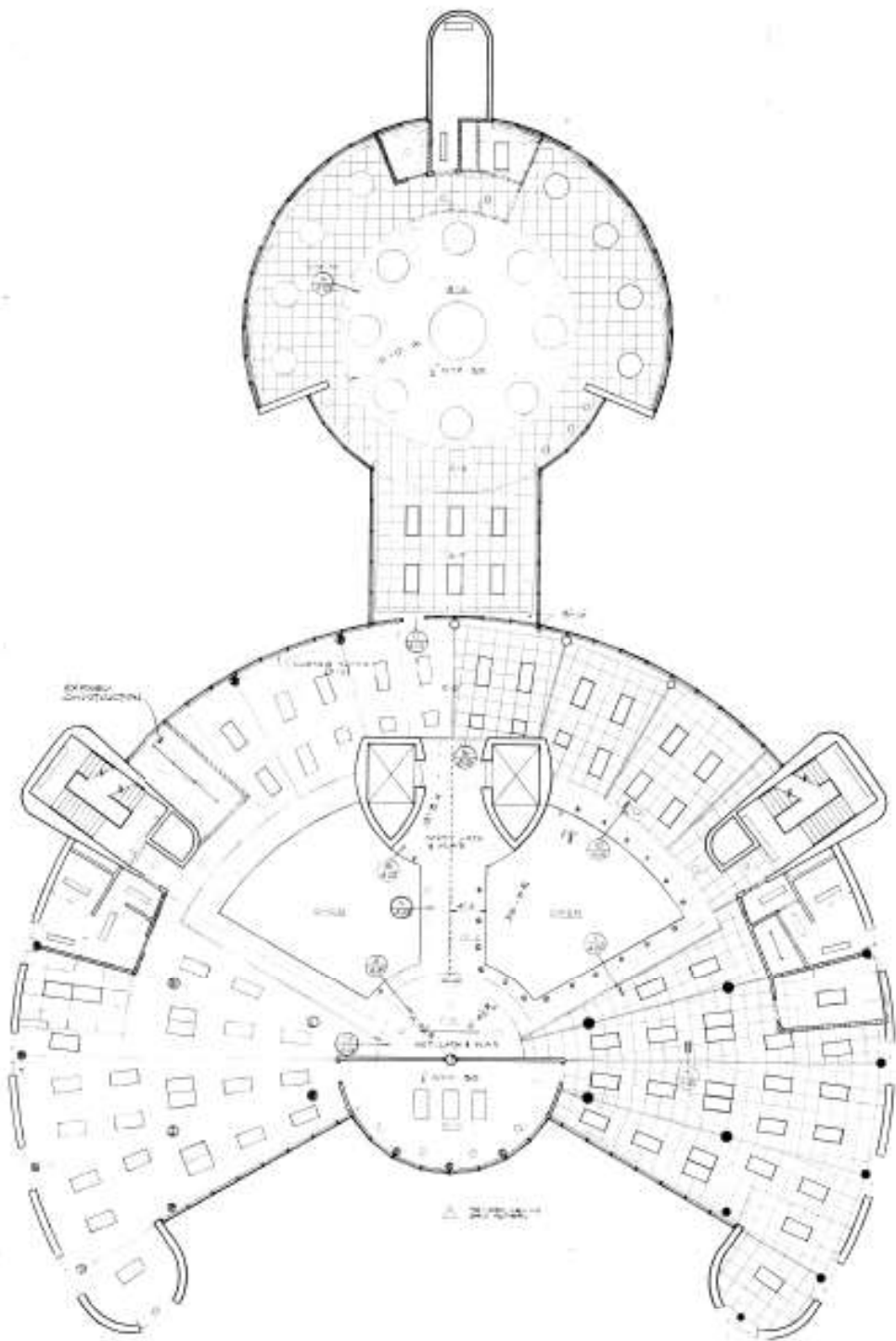
Building 01 - Livonia City Hall

1st Floor Plan:



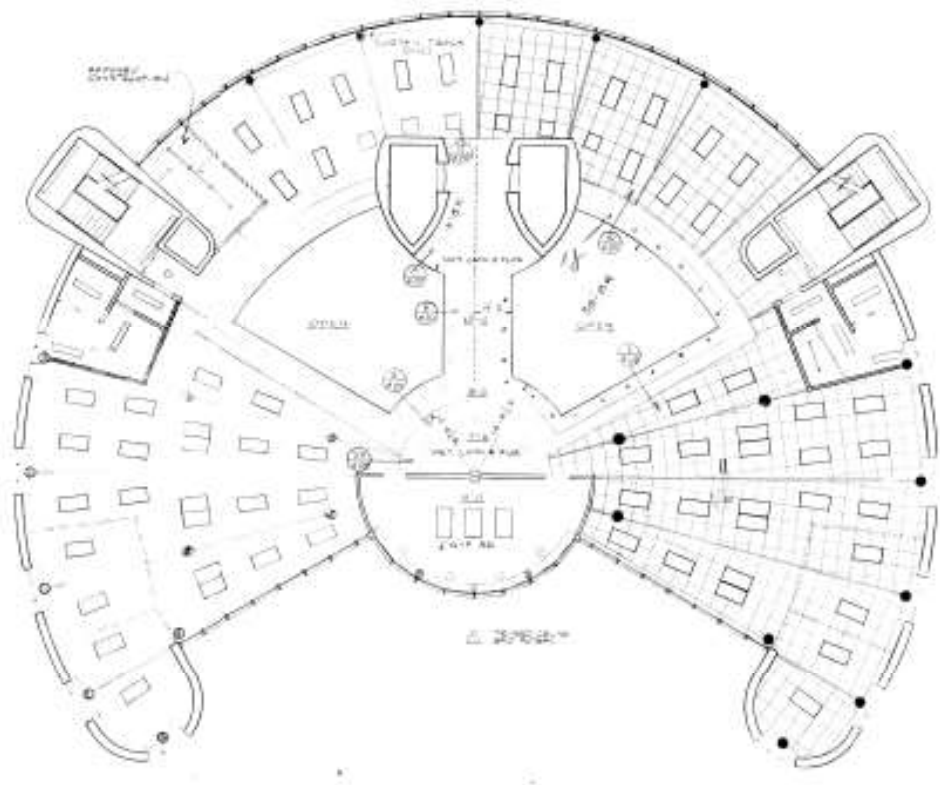
Building 01 - Livonia City Hall

2nd Floor Plan

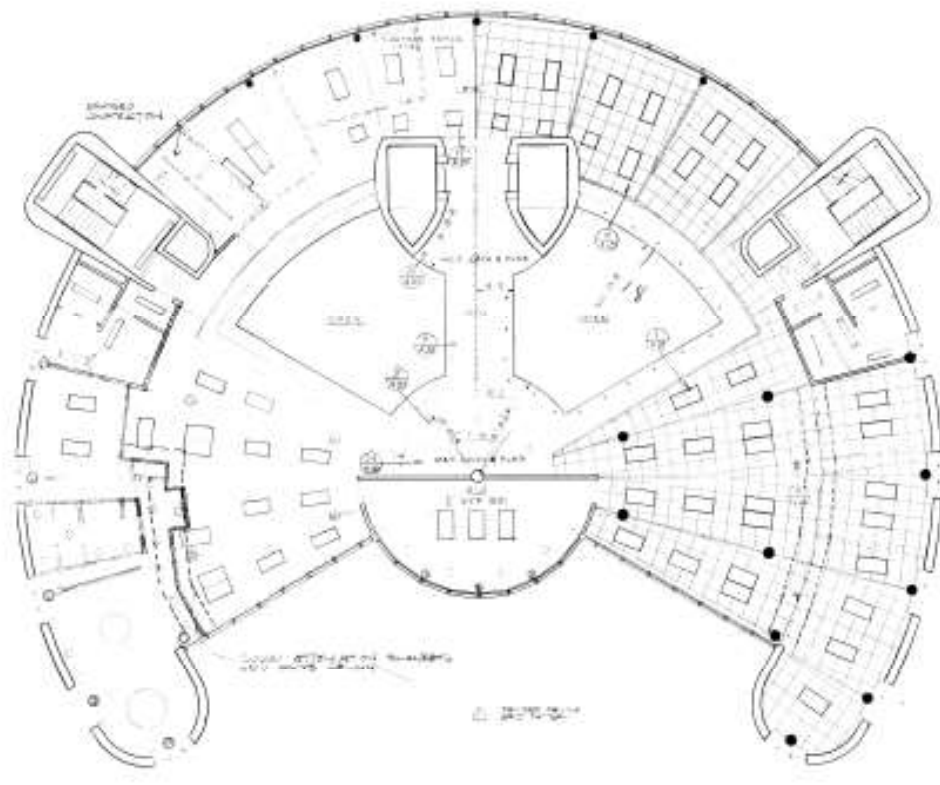


Building 01 - Livonia City Hall

3rd Floor Plan:

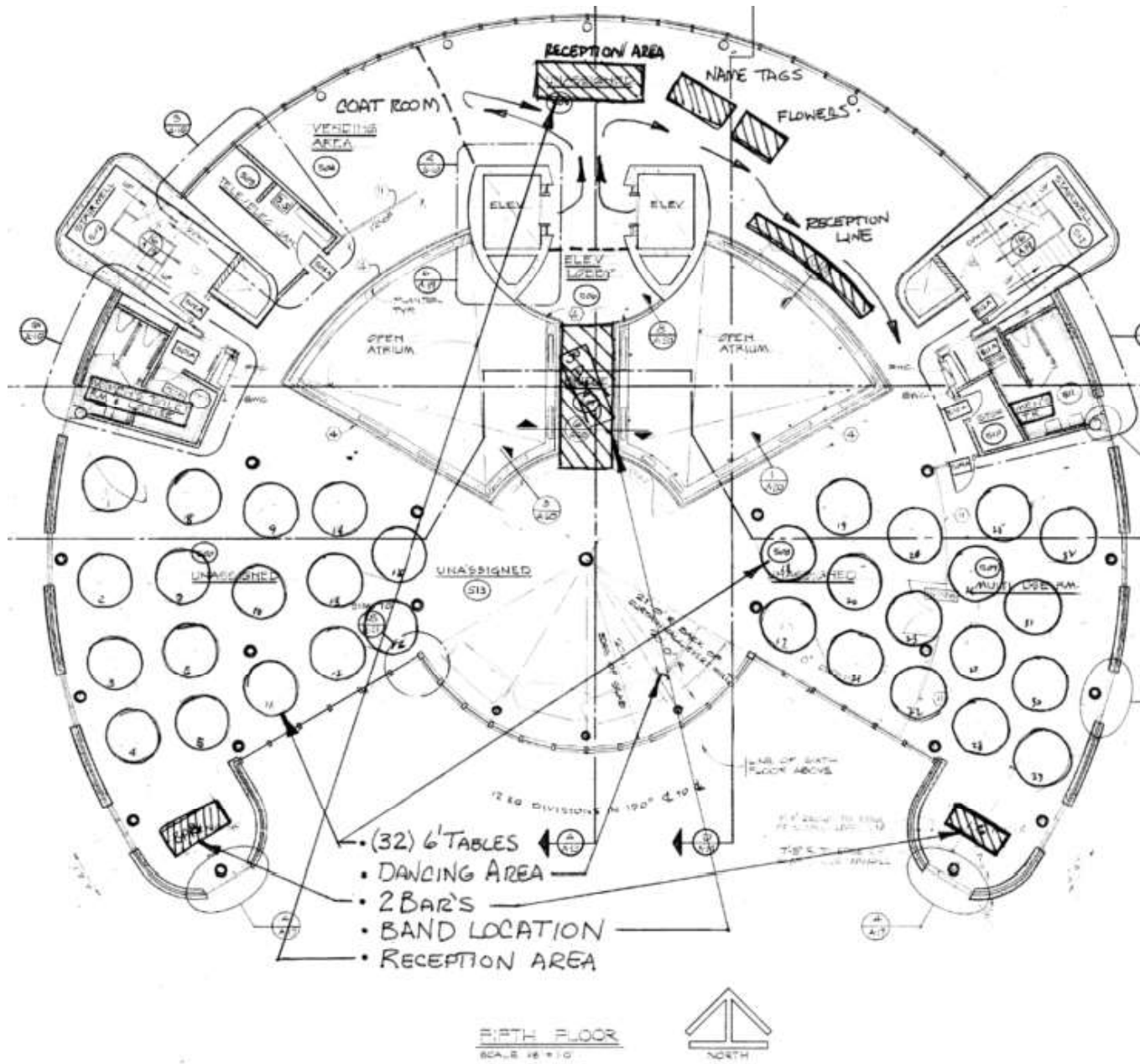


4th Floor Plan:



Building 01 – Livonia City Hall

5th Floor Plan:



SECTION C | Individual Building Assessments

Building 01 – Livonia City Hall

Summary of Budgets:

City Hall		Cost Data							
Building SF		67,736		Specification Factor =		Geographic Factor =		Cost Escalation Factors	
				Cost Escalation Factor =		1.08		1.30	
						1.48			
Program Area		Quantity	Unit	# of	As % of	Critical Needs	Deferrable	Future Need	
		Per Unit		Units	Total Units	Cost	(1 - 3 years)	(4 - 6 years)	(7 - 10 years)
1.0 SITE									
Paving									
Pavement and Base Reconstruction		110,200	SF	1	110,200	2.90%	\$0	\$0	\$1,056,862
Selective Sidewalk & Curb Replacement		1	Allowance	1	1	0.66%	\$54,000	\$70,200	\$79,920
Sealcoating/Re-stripping		110,200	SF	1	110,200	0.15%	\$35,705	\$0	\$0
Site Amenities - Bike Racks / Benches / Picnic Tables / Trash Receptacles / Etc.		1	Allowance	1	1	1.32%	\$0	\$421,200	\$0
Landscaping									
Improve Landscaping		1	Allowance	1	1	1.32%	\$0	\$0	\$479,520
Utilities									
Misc. Utility Repairs		1	Allowance	1	1	1.32%	\$108,000	\$140,400	\$159,840
Misc.									
Monument Sign - Powered & Electronic Display		1	Allowance	1	1	0.44%	\$0	\$140,400	\$0
Rework Concrete Entrance (Ramps and Railings)		1	Allowance	1	1	1.76%	\$432,000	\$0	\$0
Refurbish Entry Fountain (Includes New Plumbing)		1	Allowance	1	1	2.19%	\$0	\$702,000	\$0
SITE SUBTOTAL						12.04%	\$629,705	\$1,474,200	\$1,776,142
2.0 BUILDING ENVELOPE									
Roofing Work									
Replace Roof (EPDM)- .60 Mil/Reinforced/ Fully-Adhered (Parking Garage)		10,000	SF	1	10,000	1.54%	\$378,000	\$0	\$0
Replace Roof (EPDM)- .60 Mil/Reinforced/ Fully-Adhered (Main Tower) ~2015/ 30 yr. Warranty		13,800	SF	1	13,800	2.12%	\$0	\$0	\$0
Replace Roof (EPDM)- .60 Mil/Reinforced/ Fully-Adhered (Annex)		14,000	SF	1	14,000	2.15%	\$0	\$0	\$783,216
Misc. Drainage Repair		1	Allowance	1	1	0.07%	\$18,144	\$0	\$0
Paint Structural Steel for Equipment Screens		1	Allowance	1	1	0.09%	\$0	\$28,080	\$0
Replace Exterior Curtainwall System		1	Allowance	1	1	3.07%	\$0	\$0	\$1,118,880
Exterior Walls									
Re-Caulk Expansion Joints		1	Allowance	1	1	0.11%	\$0	\$0	\$39,960
Tuckpointing		1	Allowance	1	1	0.33%	\$0	\$105,300	\$0
Exterior Envelope Repairs/Upgrades (Curtain Wall/ Precast/ Soffits/ Painting)		1	Allowance	1	1	0.44%	\$36,000	\$46,800	\$53,280
Replace Exterior Doors		24	EA	1	24	0.53%	\$129,600	\$0	\$0
BUILDING ENVELOPE SUBTOTAL						10.44%	\$561,744	\$180,180	\$1,995,336
3.0 INTERIOR/FINISHES									
Interior Doors & Hardware									
Replace Door Hardware		200	EA	1	200	2.63%	\$648,000	\$0	\$0
Walls & Partitions									
Misc. Plaster/ Drywall Repairs		1	Allowance	1	1	0.88%	\$0	\$280,800	\$0
Ceilings									
Remove Existing & Install New Acoustic Tile Ceiling		30,700	SF	1	30,700	1.15%	\$281,826	\$0	\$0
Flooring									
Remove & Replace Flooring - Carpet		34,000	SF	1	34,000	1.00%	\$246,024	\$0	\$0
Remove and Replace VCT Tile		17,000	SF	1	17,000	0.67%	\$165,240	\$0	\$0
Remove and Replace Hard Tile Flooring		17,000	SF	1	17,000	2.24%	\$550,800	\$0	\$0
Interior Storefront Repairs/Replacement		1	Allowance	1	1	2.19%	\$270,000	\$351,000	\$0
Paint									
Painting Allowance		67,736	SF	1	67,736	0.74%	\$0	\$237,753	\$0
Signage									
Replace Interior Signage		67,736	SF	1	67,736	0.12%	\$0	\$38,041	\$0
Way-finding and Branding		1	Allowance	1	1	0.66%	\$0	\$0	\$239,760
Restrooms									
Renovate Floor Restrooms (2/floor)		12	EA	1	12	3.95%	\$486,000	\$631,800	\$0
Auditorium / Little Theater									
Replace Fabric and Make Repairs to Chairs		330	EA	1	330	0.22%	\$53,460	\$0	\$0
Rework Seating Configuration to Improve Accessibility		1	Allowance	1	1	1.10%	\$270,000	\$0	\$0
Casework & Countertops									
Replace Misc. Casework/Millwork		1	Allowance	1	1	2.19%	\$270,000	\$351,000	\$0
Other									
Replace Elevator		2	Allowance	1	2	2.63%	\$0	\$0	\$959,040
INTERIOR/FINISHES SUBTOTAL						22.37%	\$3,241,350	\$1,890,394	\$1,198,800
4.0 PLUMBING SYSTEMS									
Fire Protection									
Add / Modify Fire Suppression System for Improvements		1	Allowance	1	1	0.39%	\$97,200	\$0	\$0
Equipment & Fixtures									
Existing Lochinvar Water Heater, Serial # 1227M000978, 2012		1	EA	1	1	0.04%	\$0	\$11,232	\$0
Existing Lochinvar Water Heater, Serial # HG15292920, 2011		1	EA	1	1	0.04%	\$0	\$11,232	\$0
Provide Bottle Filler Drinking Fountains		6	EA	1	6	0.18%	\$43,546	\$0	\$0
Piping									
Replace Portions- Domestic Water/Sanitary Piping and Valves		1	Allowance	1	1	1.10%	\$135,000	\$175,500	\$0
PLUMBING SYSTEMS SUBTOTAL						1.74%	\$275,746	\$197,964	\$0

SECTION C | Individual Building Assessments

Building 01 – Livonia City Hall

Summary of Budgets:

City Hall		Cost Data							
Building SF		67,736		Specification Factor =		Geographic Factor =		Cost Escalation Factors	
				Cost Escalation Factor =		1.08		1.30	
						1.48			
Program Area		Quantity	Unit	# of	As % of	Critical Needs	Deferrable	Future Need	
		Per Unit		Units	Total Units	Cost	Cost	Cost	
						(1 - 3 years)	(4 - 6 years)	(7 - 10 years)	
5.0 HVAC SYSTEMS									
Equipment									
Existing Lochinvar Boiler, Serial # I11H10196040, 2011		1	EA		-	0.00%	\$0	\$0	\$0
Existing Lochinvar Boiler, Serial # I11H10196045, 2011		1	EA		-	0.00%	\$0	\$0	\$0
Existing Lochinvar Boiler, Serial # I11H10202692, 2011		1	EA		-	0.00%	\$0	\$0	\$0
Existing Lochinvar Boiler, 2011		1	EA		-	0.00%	\$0	\$0	\$0
Existing Lochinvar Boiler, Serial # H985854, 1998		1	EA	1	1	0.71%	\$175,392	\$0	\$0
Existing Lochinvar Boiler, Serial # H985853, 1998		1	EA	1	1	0.71%	\$175,392	\$0	\$0
Existing Lochinvar Boiler, Serial # H985852, 1998		1	EA	1	1	0.71%	\$175,392	\$0	\$0
Replace Boiler Pumps		3	EA	1	3	0.11%	\$27,216	\$0	\$0
Existing Trane Air Handler Unit, Serial # C18H06307, 2018		1	EA		-	0.00%	\$0	\$0	\$0
Existing Trane Air Handler Unit, Serial # C18H06309, 2018		1	EA		-	0.00%	\$0	\$0	\$0
Existing Alton Air Handling Unit (Not Able to Read Tag)		1	EA	1	1	1.10%	\$270,000	\$0	\$0
Replace Existing Variable Air Volume (VAV) Units		30	EA	1	30	0.79%	\$0	\$252,720	\$0
Existing McQuay Chiller, Serial #58K8504302, 1998		1	EA	1	1	0.88%	\$216,000	\$0	\$0
Existing Fujitsu Split System, Serial # KSA031893		1	EA	1	1	0.03%	\$0	\$0	\$11,189
Existing Fujitsu Split System, Serial # KSA022850		1	EA	1	1	0.03%	\$0	\$0	\$11,189
Piping									
Replace Portions- Hydronic Piping and Valves		1	Allowance	1	1	1.10%	\$270,000	\$0	\$0
Other HVAC									
Air and Water Balance		67,736	SF	1	67,736	0.09%	\$21,946	\$0	\$0
Commissioning		67,736	SF	1	67,736	0.06%	\$14,631	\$0	\$0
Temperature Controls		67,736	SF	1	67,736	1.49%	\$365,774	\$0	\$0
Clean/Sanitize All Ductwork and Grilles		1	Allowance	1	1	1.32%	\$324,000	\$0	\$0
HVAC SYSTEMS SUBTOTAL						9.12%	\$2,035,744	\$252,720	\$22,378
6.0 ELECTRICAL SYSTEMS									
Power									
Power for IT Equipment & Upgrades		1	Allowance	1	1	0.44%	\$108,000	\$0	\$0
Power for new HVAC		1	Allowance	1	1	0.25%	\$60,480	\$0	\$0
Upgrade Panels and Add New Circuits Throughout Building		67,736	SF	1	67,736	0.89%	\$0	\$285,304	\$0
Panel Capacity Investigations and Re-tagging		1	Allowance	1	1	0.20%	\$48,600	\$0	\$0
Lighting									
Replace Lighting with LEDs (New OS, Switching, and Controls)		67,736	SF	1	67,736	2.97%	\$731,549	\$0	\$0
Replace Exterior Wall Packs		12	EA	1	12	0.04%	\$10,886	\$0	\$0
Replace Emergency & Exit Lights		67,736	SF	1	67,736	0.09%	\$21,946	\$0	\$0
Fire Alarm System									
Adjustments to Fire Alarm System		1	Allowance	1	1	0.20%	\$0	\$63,180	\$0
ELECTRICAL SYSTEMS SUBTOTAL						5.08%	\$981,462	\$348,484	\$0
7.0 SECURITY									
Security									
Security Allowance - Cameras / Surveillance		1	Allowance	1	1	0.00%	\$0	\$280,800	\$0
Security Allowance - Access Controls		1	Allowance	1	1	0.00%	\$0	\$105,300	\$0
SECURITY SYSTEMS SUBTOTAL						1.21%	\$0	\$386,100	\$0
8.0 ABATEMENT									
Abatement									
Abatement Allowance		1	Allowance	1	1	2.19%	\$0	\$0	\$799,200
ABATEMENT SUBTOTAL						2.19%	\$0	\$0	\$799,200
9.0 FURNITURE & EQUIPMENT									
General Furniture									
FFE Allowance		1	Allowance	1	1	3.29%	\$270,000	\$351,000	\$399,600
FURNITURE & EQUIPMENT SUBTOTAL						3.29%	\$270,000	\$351,000	\$399,600
10.0 TECHNOLOGY									
Technology									
Relocate Data Center from Basement to Above Ground		1	Allowance	1	1	6.58%	\$1,620,000	\$0	\$0
Re-rack Servers SAN (2020)			EA		-	0.00%	\$0	\$0	\$0
Re-rack Servers Host (2021)			EA		-	0.00%	\$0	\$0	\$0
New Phone System		1	Allowance	1	1	2.19%	\$0	\$702,000	\$0
TECHNOLOGY SUBTOTAL						10.71%	\$1,778,502	\$908,053	\$234,583
SOFT COSTS									
Building Infrastructure Improvement Total:						78.20%	\$9,774,252	\$5,989,095	\$6,426,039
Project Contingency:		10.00%				6.42%	\$772,575	\$473,004	\$579,186
Permits, Testing & Printing:		2.50%				1.77%	\$212,458	\$130,076	\$159,276
Professional Fees & Costs:		9.00%				7.10%	\$854,528	\$523,179	\$640,624
Construction Manager Fee & Costs:		9.00%				6.51%	\$783,970	\$479,981	\$587,729
PROJECT TOTAL						100.00%	\$12,397,784	\$7,595,335	\$8,392,853

Building 01 – Livonia City Hall

Photos: Provided by City of Livonia



Phone Room Leak Aftermath



Fifth Floor 2013



Fifth Floor Ventilation Grates 2013



First Floor Leak



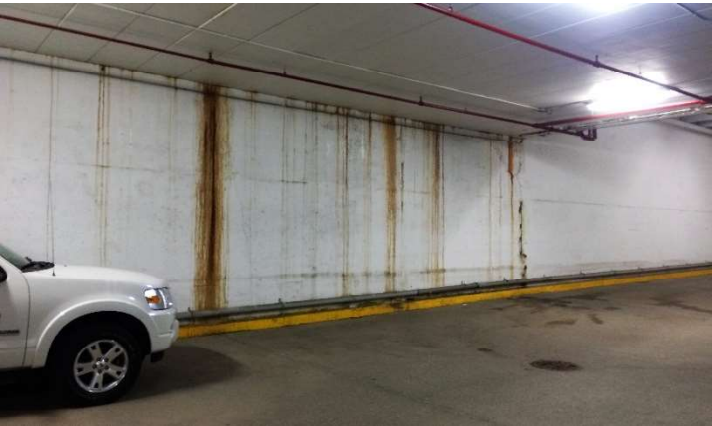
Annex Lobby 2017



Basement Leak Near Elevator 2016

Building 01 – Livonia City Hall

Photos: Provided by City of Livonia



Garage 20107



Garage 2017



Garage 2017



Ruptured Pipe in Annex 2022



Annex Hall Damage 2022

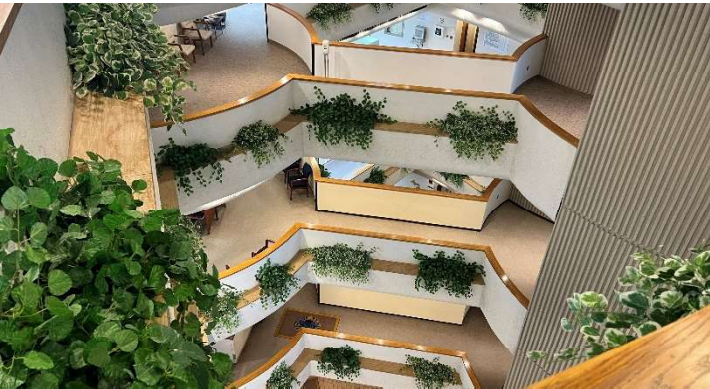


Basement Storage & Sump 2016

SECTION C | Individual Building Assessments

Building 01 – Livonia City Hall

Photos:



SECTION C | Individual Building Assessments

Building 01 - Livonia City Hall

Photos:



SECTION C | Individual Building Assessments

Building 01 – Livonia City Hall

Photos:



SECTION C | Individual Building Assessments

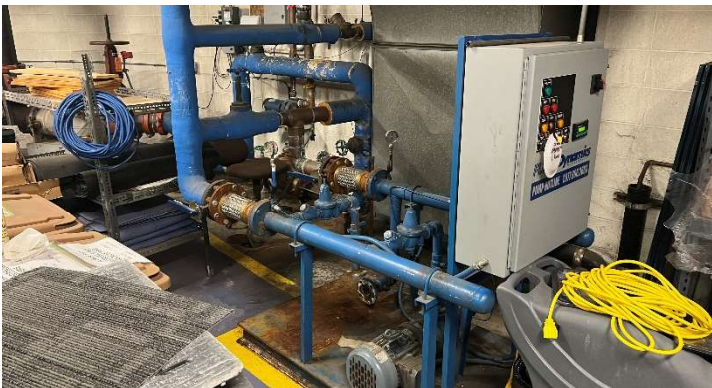
Building 01 – Livonia City Hall

Photos:



Building 01 - Livonia City Hall

Photos:



SECTION C | Individual Building Assessments

Building 01 – Livonia City Hall

Photos:



SECTION C | Individual Building Assessments

Building 01 – Livonia City Hall

Photos:



Building 02 – Livonia Police Department



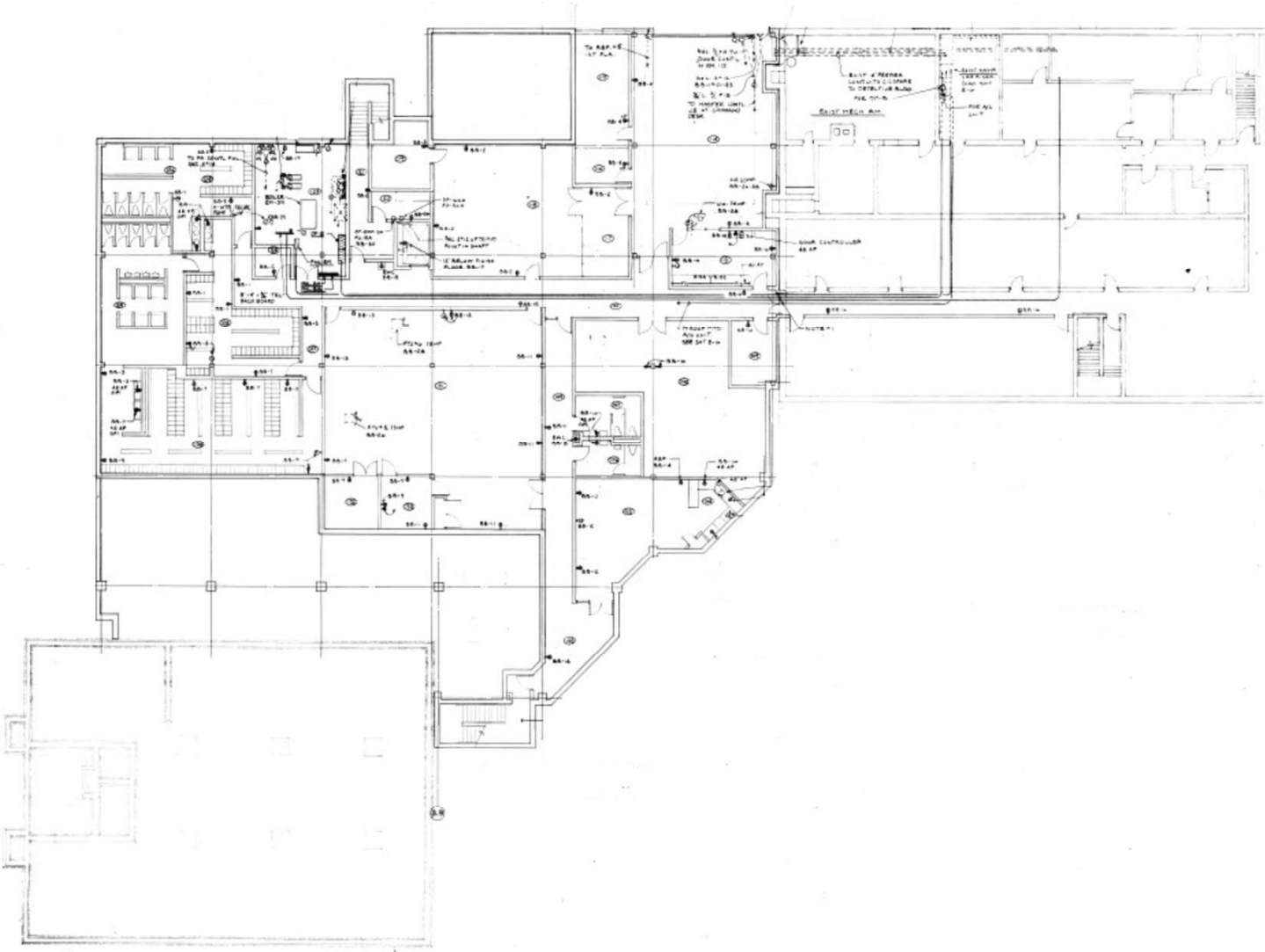
Address:	15050 Farmington Rd. Livonia MI 48154
Year Built:	1961/1987
Square Footage:	59,540
Site Area:	46.48 Acres
Parking Spaces:	76
Stories:	1
Basement:	Yes
Elevator(s):	Yes
Exterior Façade:	Brick
Roof:	PVC
Fire Protection:	No

Site Plan:



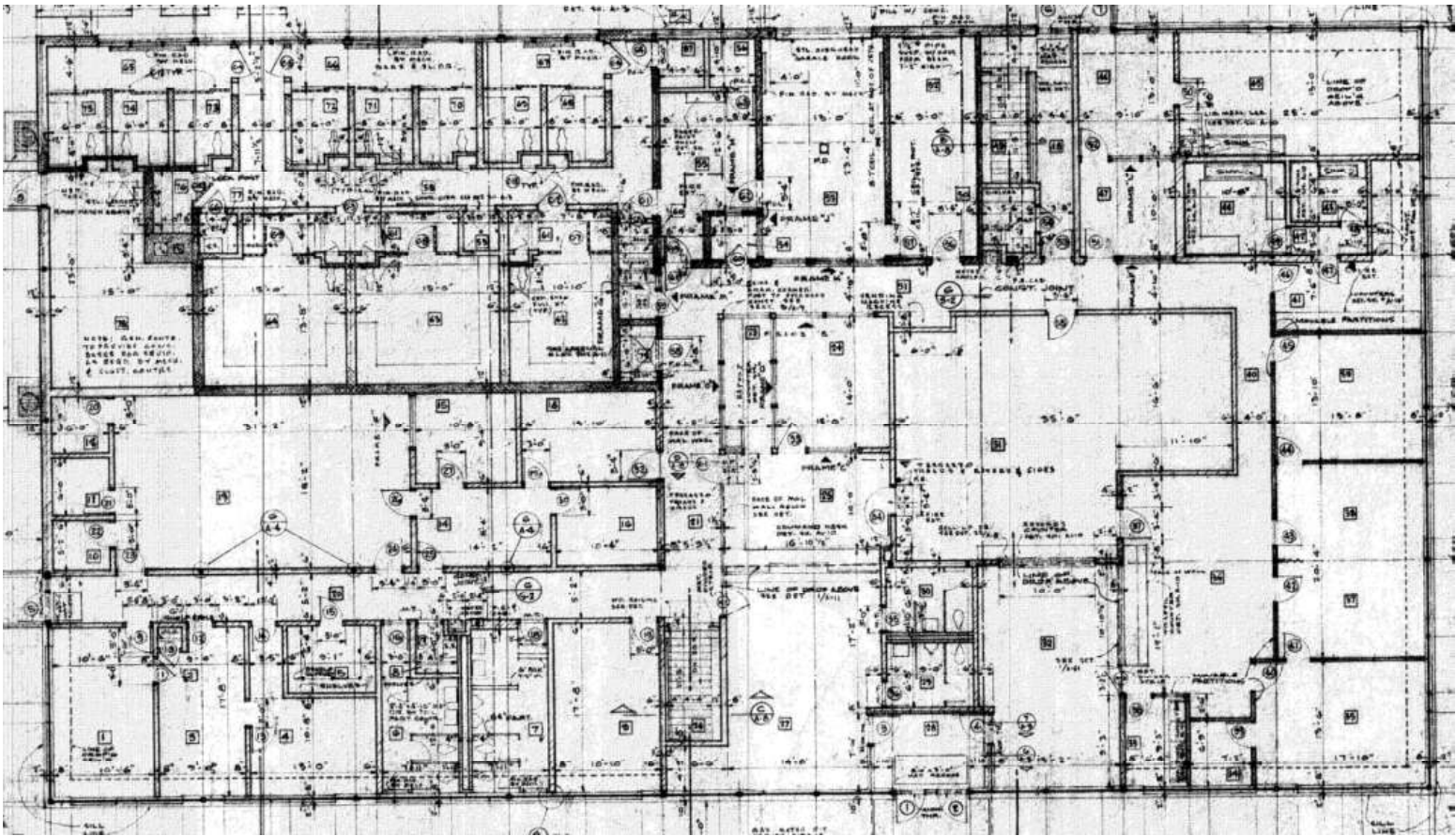
Building 02 – Livonia Police Department

Basement Floor Plan (1986):



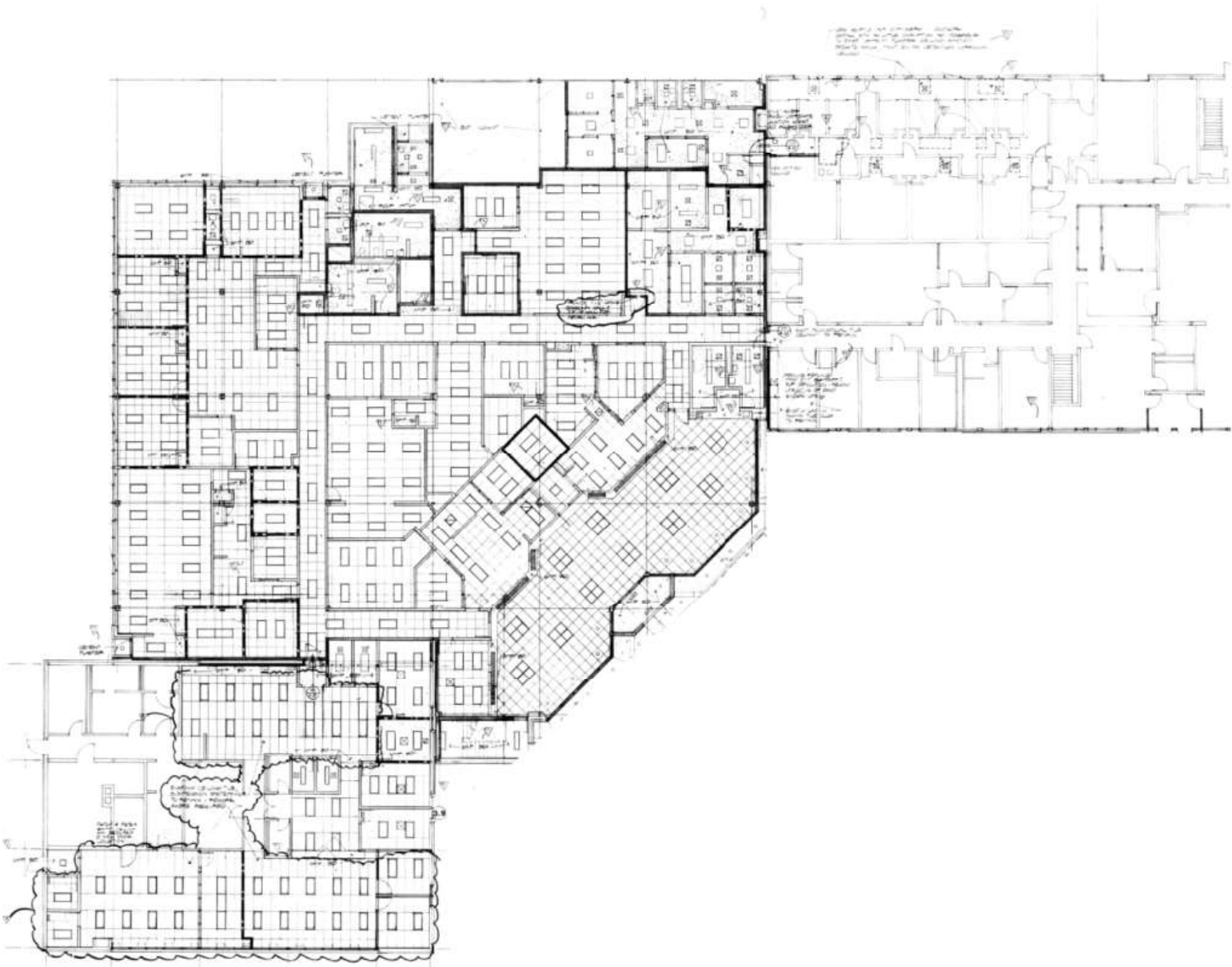
Building 02 – Livonia Police Department

1st Floor Plan (1961):



Building 02 - Livonia Police Department

1st Floor Plan (1986):



SECTION C | Individual Building Assessments

Building 02 – Livonia Police Department

Summary of Budgets:

Police Department					Cost Data				
Building SF		59,540		Specification Factor =		Geographic Factor =		Cost Escalation Factor =	
				1.08		1.30		1.48	
Program Area		Quantity Per Unit	Unit	# of Units	Total Units	As % of Total Cost	Critical Needs Cost (1 - 3 years)	Deferrable Maintenance Cost (4 - 6 years)	Future Need Cost (7 ~ 10 years)
1.0 SITE									
Paving									
Pavement and Base Reconstruction		156,000	SF	1	156,000	8.23%	\$0	\$1,314,144	\$0
Replace Concrete Stairs and Railings		1	Allowance	1	1	0.22%	\$27,000	\$0	\$0
Selective Sidewalk & Curb Replacement		1	Allowance	1	1	0.39%	\$48,384	\$0	\$0
Sealcoating/Re-striping		156,000	SF	1	156,000	0.41%	\$50,544	\$0	\$0
Utilities									
Catch Basin / Manholes		6	EA	1	6	0.24%	\$0	\$37,740	\$0
Misc. Utility Repairs		1	Allowance	1	1	0.44%	\$0	\$70,200	\$0
Fire Suppression Utilities		1	Allowance	1	1	0.44%	\$54,000	\$0	\$0
Misc.									
Monument Sign - Powered & Electronic Display		1	EA	1	1	0.44%	\$54,000	\$0	\$0
Repairs Needed for Carports		1	Allowance	1	1	1.76%	\$0	\$280,800	\$0
Rework Concrete Entrance (Ramps and Railings)		1	Allowance	1	1	1.76%	\$216,000	\$0	\$0
SITE SUBTOTAL						14.33%	\$449,928	\$1,702,884	\$0
2.0 BUILDING ENVELOPE									
Roofing Work									
Existing PVC Roof (Under Warranty- Install Year Unknown)		37000		1	37,000	0.00%	\$0	\$0	\$0
Install Guard Rails Around Roof Hatch		1	Allowance	1	1	0.04%	\$5,400	\$0	\$0
Windows									
Replace Exterior Window Systems		1	Allowance	1	1	2.64%	\$324,000	\$0	\$0
Re-caulk Windows		1	Allowance	1	1	0.75%	\$91,800	\$0	\$0
Exterior Walls									
Re-Caulk Expansion Joints		1	Allowance	1	1	0.13%	\$16,200	\$0	\$0
Tuckpointing		1	Allowance	1	1	0.66%	\$81,000	\$0	\$0
Exterior Doors									
Overhead Door Replacement		2	EA	1	2	0.20%	\$24,192	\$0	\$0
BUILDING ENVELOPE SUBTOTAL						4.42%	\$542,592	\$0	\$0
3.0 INTERIOR/FINISHES									
Interior Doors & Hardware									
Replace Interior Doors & Hardware		240	EA	1	240	8.44%	\$1,036,800	\$0	\$0
Walls & Partitions									
Replace Fabric Wall Panels in Line Up Room		1	Allowance	1	1	0.13%	\$16,200	\$0	\$0
Ceilings									
Remove Existing & Install New Acoustic Tile Ceiling		60,000	SF	1	60,000	4.49%	\$550,800	\$0	\$0
Flooring									
Remove & Replace Flooring - Carpet		30,000	SF	1	30,000	1.77%	\$108,540	\$141,102	\$0
Remove & Replace VCT Flooring with LVT		30,000	SF	1	30,000	2.37%	\$0	\$379,080	\$0
Remove & Replace Carpet- Training Room		1	Allowance	1	1	0.44%	\$54,000	\$0	\$0
New Tile At Old Lobby Entrance		1	Allowance	1	1	0.04%	\$5,400	\$0	\$0
Windows									
Remove & Replace Window Treatments		1	Allowance	1	1	0.53%	\$0	\$0	\$95,904
Paint									
Paint - Basement		1	Allowance	1	1	0.66%	\$81,000	\$0	\$0
Paint - Interior		59,540	SF	1	59,540	0.79%	\$0	\$125,391	\$0
Paint Structural Steel in Carports		1	Allowance	1	1	0.53%	\$64,800	\$0	\$0
Paint Basement		1	Allowance	1	1	0.00%	\$0	\$0	\$0
Signage									
Replace Interior Signage		59,540	SF	1	59,540	0.21%	\$0	\$33,438	\$0
Restrooms									
Renovate Toilet Rooms		8	EA	1	8	3.52%	\$432,000	\$0	\$0
Casework & Countertops									
Replace Misc. Casework/Millwork		1	Allowance	1	1	0.35%	\$21,600	\$0	\$31,968
Other									
Elevator Cab Upgrade		1	Allowance	1	1	0.53%	\$0	\$84,240	\$0
Renovate Various Locker Rooms		1	Allowance	1	1	8.80%	\$1,080,000	\$0	\$0
Renovate Cafeteria / Lounge (In Process)		1	Allowance	1	1	0.09%	\$10,800	\$0	\$0
INTERIOR/FINISHES SUBTOTAL						33.68%	\$3,461,940	\$763,251	\$127,872
4.0 PLUMBING SYSTEMS									
Fire Protection									
New Fire Suppression System		40,000	SF	1	40,000	1.76%	\$216,000	\$0	\$0
Equipment & Fixtures									
Existing Lochinvar Hot Water Heater, Serial # 102522081, 2015		1	EA	1	1	0.07%	\$0	\$11,232	\$0
Existing Lochinvar Hot Water Heater, Serial # AB4230360, 2004- Replaced 2022		1	EA	1	1	0.07%	\$0	\$0	\$0
Existing Lochinvar Hot Water Heater, Serial # AB4258516, 2004- Replaced 2022		1	EA	1	1	0.07%	\$0	\$0	\$0
Existing Lochinvar Hot Water Heater, Serial # 1243A006858, 2012		1	EA	1	1	0.07%	\$8,640	\$0	\$0
Provide Bottle Filler Drinking Fountains		6	EA	1	6	0.35%	\$43,546	\$0	\$0
Piping									
Replace Piping, Valves & Unions		1	Allowance	1	1	0.22%	\$0	\$0	\$39,960
PLUMBING SYSTEMS SUBTOTAL						2.62%	\$268,186	\$11,232	\$39,960

SECTION C | Individual Building Assessments

Building 02 – Livonia Police Department

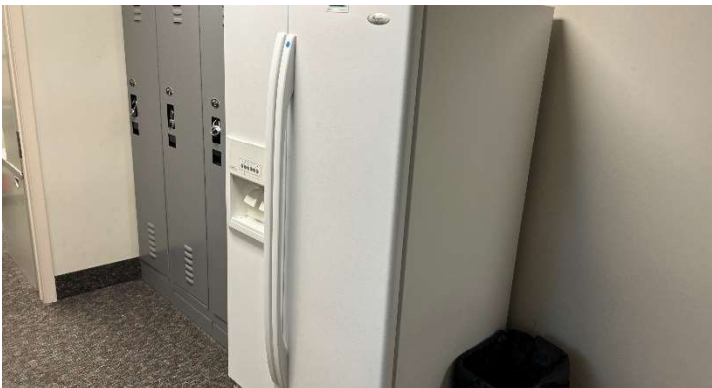
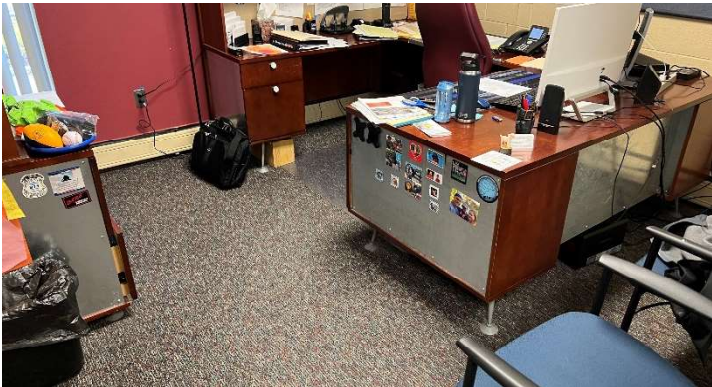
Summary of Budgets:

Police Department						Cost Data		
Building SF						Specification Factor =	Geographic Factor =	Cost Escalation Factor =
		59,540				Cost Escalation Factors		
						1.08	1.30	1.48
Program Area	Quantity Per Unit	Unit	# of Units	Total Units	As % of Total Cost	Critical Needs Cost (1 - 3 years)	Deferrable Maintenance Cost (4 - 6 years)	Future Need Cost (7 - 10 years)
5.0 HVAC SYSTEMS								
Equipment								
Existing Lochinvar Boiler, 2009	1	EA	1	1	0.00%	\$0	\$0	\$0
Existing Lochinvar Boiler, Serial # I09H00221808, 2009	1	EA	1	1	0.00%	\$0	\$0	\$0
Existing Carrier Roof Top Unit, Serial # 2496G21157, 1996 (In Process)	1	EA	1	1	0.22%	\$27,000	\$0	\$0
Existing Trane Roof Top Unit, Serial # C13H04967, 2013	1	EA	1	1	0.22%	\$0	\$0	\$39,960
Existing Liebert Condensing Unit, Serial # 0739C03857, 2007	1	EA	1	1	0.22%	\$0	\$0	\$39,960
Existing Liebert Condensing Unit, Serial # 0112C46261, 2001	1	EA	1	1	0.22%	\$0	\$0	\$39,960
Existing Carrier Air Handling Unit, Serial # 2213U21703, 2021		EA	-	-	0.00%	\$0	\$0	\$0
Existing Trane Chiller, Serial # J98H82634, 1998	1	EA	1	1	0.88%	\$108,000	\$0	\$0
Existing Fujitsu Split System, Serial # BWB 000063, 2017	1	EA	1	1	0.12%	\$0	\$0	\$22,378
Existing Fujitsu Split System, Serial # BWP 000546, 2016	1	EA	1	1	0.12%	\$0	\$0	\$22,378
Existing Fujitsu Split System, Serial # QVA 017109, 2019	1	EA	1	1	0.12%	\$0	\$0	\$22,378
Existing Fujitsu Split System, Serial # QVN 012696, 2019	1	EA	1	1	0.12%	\$0	\$0	\$22,378
Piping								
Replace Piping, Valves & Unions	1	Allowance	1	1	0.22%	\$0	\$0	\$39,960
Other HVAC								
Air and Water Balance	59,540	SF	1	59,540	0.16%	\$0	\$0	\$28,551
Commissioning	59,540	SF	1	59,540	0.10%	\$0	\$0	\$19,034
Temperature Controls	59,540	SF	1	59,540	1.47%	\$0	\$0	\$266,472
HVAC SYSTEMS SUBTOTAL					4.32%	\$135,000	\$0	\$584,890
6.0 ELECTRICAL SYSTEMS								
Power								
Power for IT Equipment & Upgrades	1	Allowance	1	1	0.18%	\$21,600	\$0	\$0
Replace Existing Electrical Panels	1	Allowance	1	1	0.44%	\$0	\$0	\$79,920
Power for new HVAC	1	Allowance	1	1	0.49%	\$60,480	\$0	\$89,510
Miscellaneous Power Allowance	59,540	SF	1	59,540	0.21%	\$25,721	\$0	\$0
Panel Capacity Investigations and Re-tagging	1	Allowance	1	1	0.15%	\$18,144	\$0	\$0
Lighting								
Replace Lighting with LED's (New OS, Switching, etc.)	59,540	SF	1	59,540	3.82%	\$469,413	\$0	\$0
Replace Exterior Wall Packs	12	EA	1	12	0.09%	\$10,886	\$0	\$0
Fire Alarm System								
Adjustments to Fire Alarm System	1	Allowance	1	1	0.10%	\$0	\$0	\$17,902
Other								
Replace PA System	1	Allowance	1	1	0.88%	\$108,000	\$0	\$0
ELECTRICAL SYSTEMS SUBTOTAL					6.36%	\$714,245	\$0	\$187,332
7.0 SECURITY								
Security								
Security Allowance - Cameras / Surveillance	1	Allowance	1	1	0.00%	\$0	\$0	\$119,880
Security Allowance - Access Controls	1	Allowance	1	1	0.00%	\$0	\$0	\$119,880
Security Allowance	1	Allowance	1	1	0.88%	\$36,000	\$46,800	\$53,280
SECURITY SYSTEMS SUBTOTAL					2.20%	\$36,000	\$46,800	\$293,040
8.0 ABATEMENT								
Abatement								
Abatement Allowance	1	Allowance	1	1	4.40%	\$540,000	\$0	\$0
ABATEMENT SUBTOTAL					4.40%	\$540,000	\$0	\$0
9.0 FURNITURE & EQUIPMENT								
General Furniture								
FFE Allowance	1	Allowance	1	1	2.46%	\$151,200	\$0	\$223,776
Other								
Replace Jail Metal Benches/Cots	1	Allowance	1	1	0.66%	\$81,000	\$0	\$0
FURNITURE & EQUIPMENT SUBTOTAL					3.12%	\$232,200	\$0	\$223,776
10.0 TECHNOLOGY								
Technology								
Primary Dispatch Center - 2020		EA	-	-	0.00%	\$0	\$0	\$0
Primary Dispatch Center Equipment - 2021		EA	-	-	0.00%	\$0	\$0	\$0
Laptop/Desktop Replacement (Every 5 Years) \$2,400/Each		EA	-	-	0.00%	\$0	\$0	\$0
TECHNOLOGY SUBTOTAL					0.00%	\$0	\$0	\$0
SOFT COSTS								
Building Infrastructure Improvement Total:					75.44%	\$6,380,091	\$2,524,166	\$1,456,870
Project Contingency:	10.00%				7.23%	\$614,789	\$252,417	\$123,309
Permits, Testing & Printing:	2.50%				1.99%	\$169,067	\$69,415	\$33,910
Professional Fees & Costs:	9.00%				8.00%	\$680,004	\$279,192	\$136,390
Construction Manager Fee & Costs:	9.00%				7.34%	\$623,857	\$256,140	\$125,128
PROJECT TOTAL					100.00%	\$8,467,808	\$3,381,330	\$1,875,608

SECTION C | Individual Building Assessments

Building 02 – Livonia Police Department

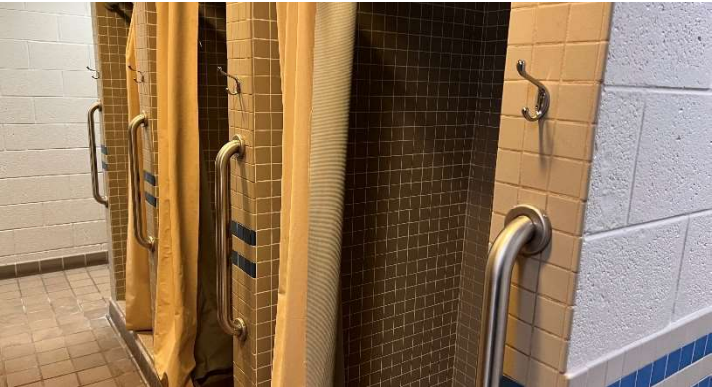
Photos:



SECTION C | Individual Building Assessments

Building 02 – Livonia Police Department

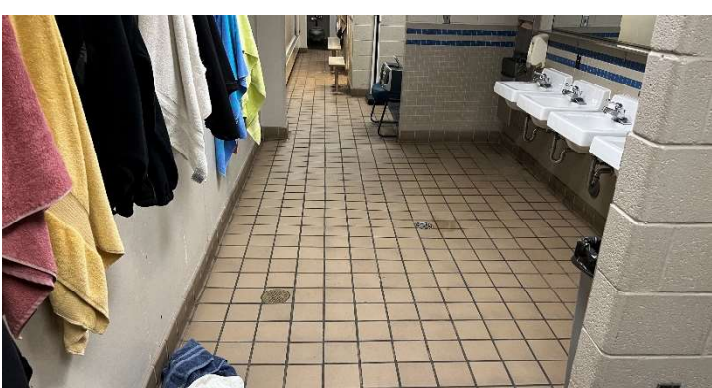
Photos:



SECTION C | Individual Building Assessments

Building 02 – Livonia Police Department

Photos:



Building 02 – Livonia Police Department

Photos:



Building 02 – Livonia Police Department

Photos:

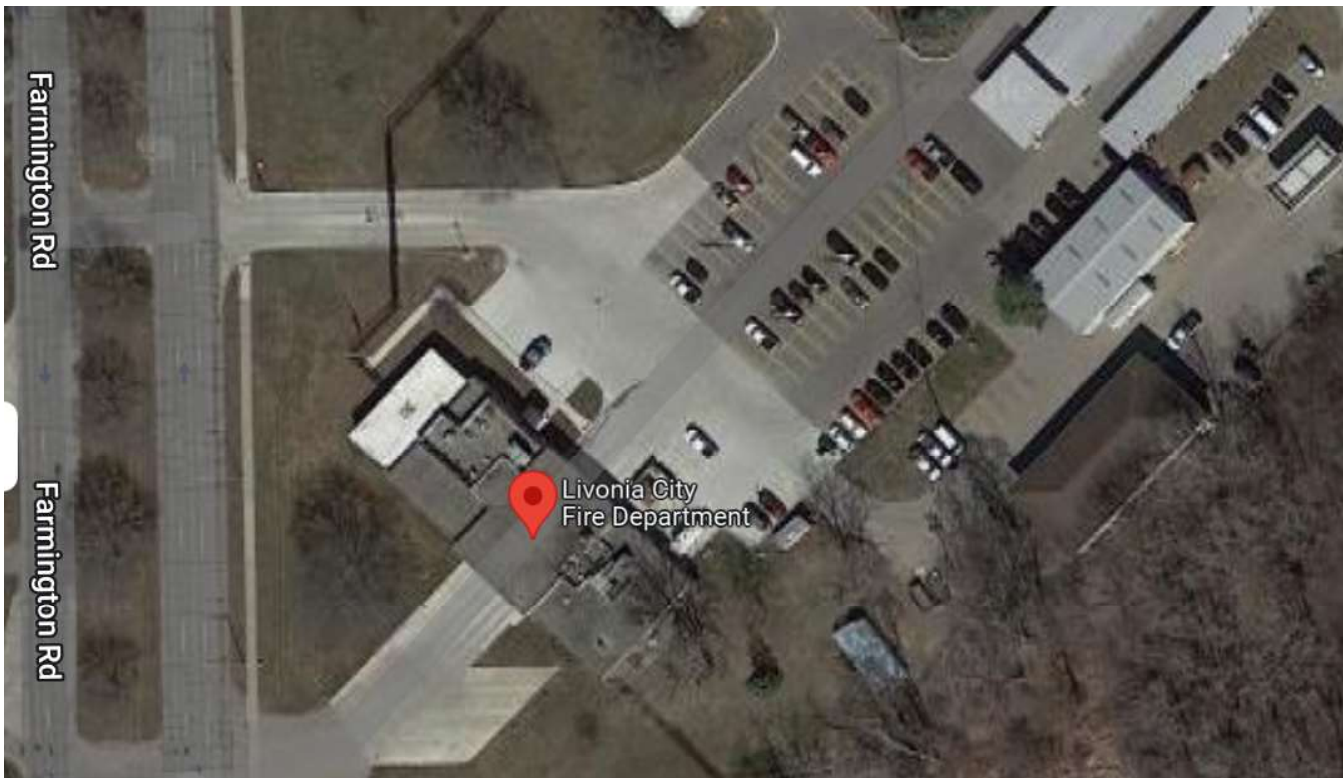


Building 03 – Livonia City Fire Department



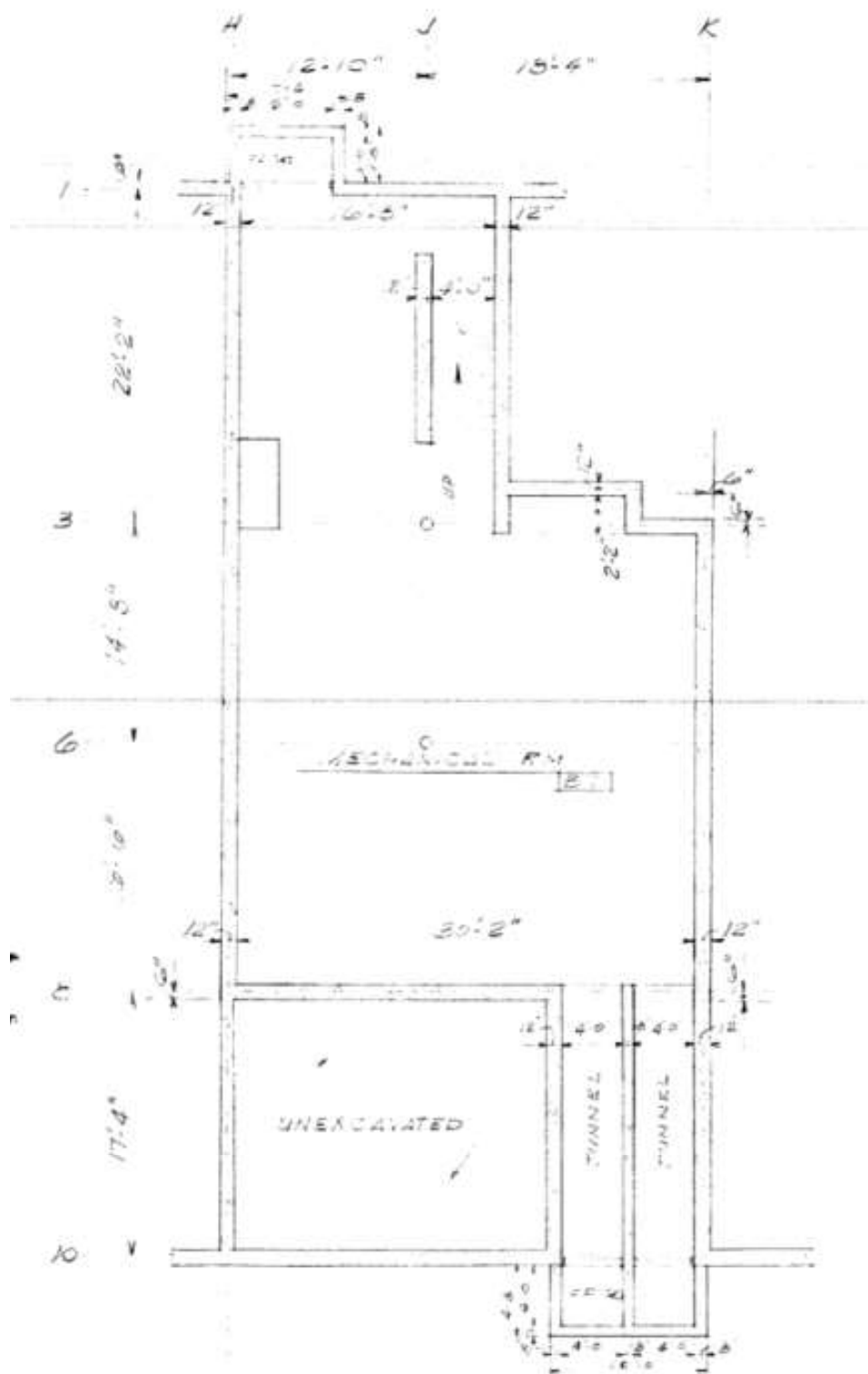
Address:	14910 Farmington Rd. Livonia MI 48154
Year Built:	1967 – 2018 (Addition)
Square Footage:	13,137
Site Area:	46.48 Acres
Parking Spaces:	26
Stories:	1
Basement:	Yes
Elevator(s):	No
Exterior Façade:	Brick
Roof:	PVC (Addition) & Tar
Fire Protection:	No

Site Plan:



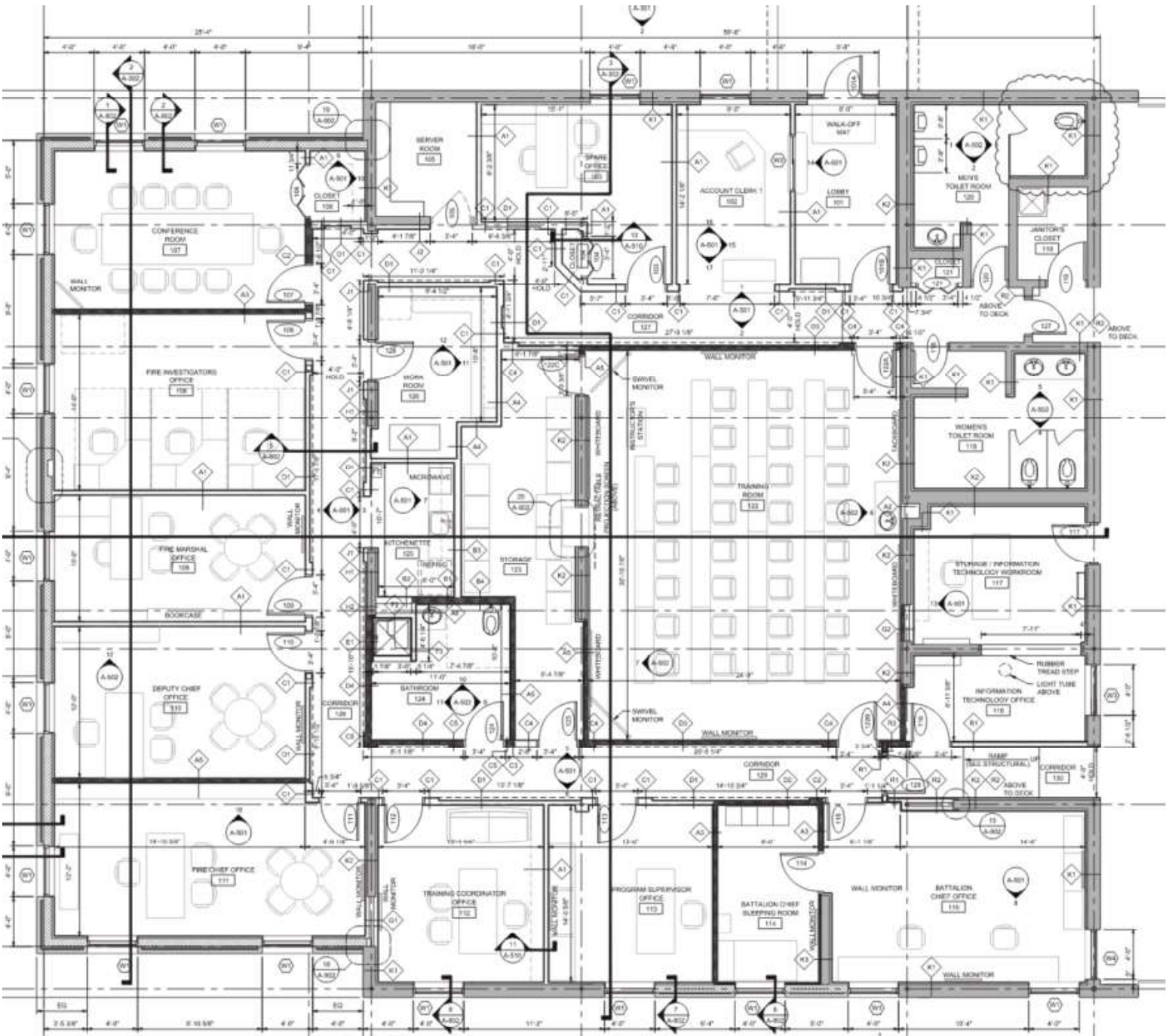
Building 03 – Livonia City Fire Department

Basement Floor Plan:



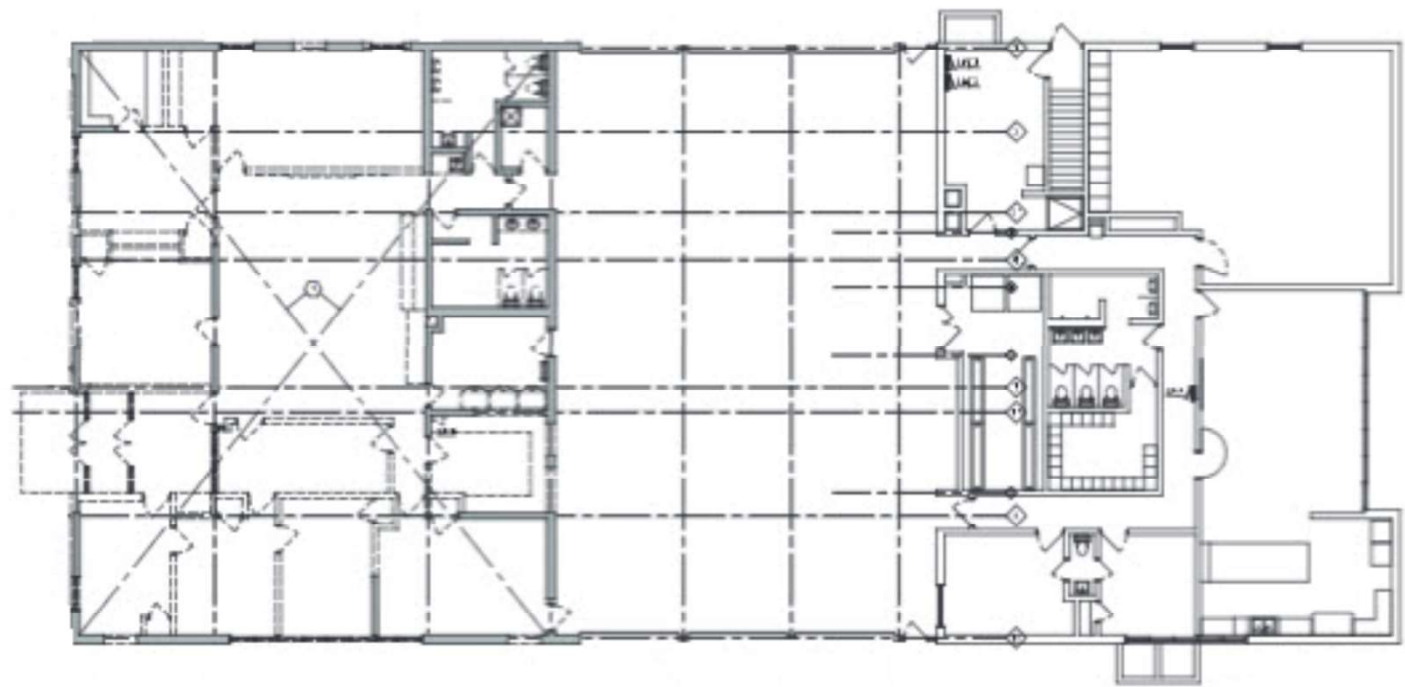
Building 03 – Livonia City Fire Department

1st Floor Plan (W/ Addition- 2017):

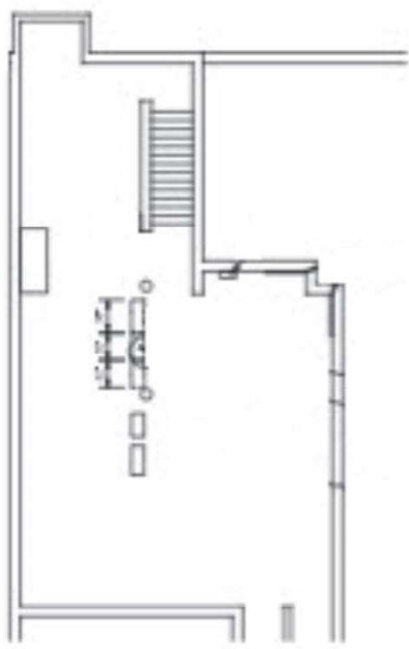


Building 03 – Livonia City Fire Department

1st Floor Plan:



Basement Floor Plan:



Penthouse Floor Plan:



SECTION C | Individual Building Assessments

Building 03 – Livonia City Fire Department

Summary of Budgets:

Fire Department #1						Cost Data		
Building SF						Specification Factor =	Geographic Factor =	Cost Escalation Factor =
		13,137				Cost Escalation Factors		
						1.08	1.30	1.48
Program Area	Quantity Per Unit	Unit	# of Units	Total Units	As % of Total Cost	Critical Needs Cost (1 - 3 years)	Deferrable Maintenance Cost (4 - 6 years)	Future Need Cost (7 - 10 years)
1.0 SITE								
Paving								
Selective Sidewalk & Curb Replacement	1	Allowance	1	1	0.42%	\$10,800	\$0	\$0
Landscaping								
Improve Landscaping	1	Allowance	1	1	0.21%	\$0	\$0	\$7,992
Utilities								
Misc. Utility Repairs	1	Allowance	1	1	0.42%	\$0	\$0	\$15,984
Misc.								
Monument Sign - Powered & Electronic Display	1	EA	1	1	2.12%	\$0	\$70,200	\$0
SITE SUBTOTAL						3.18%	\$10,800	\$70,200
2.0 BUILDING ENVELOPE								
Roofing Work								
Replace Roof (EPDM) - .60 Mil/Reinforced/Fully-Adhered (Old Portion of Bldg.)- In Process	12,000	SF	1	12,000	17.83%	\$453,600	\$0	\$0
Windows								
Re-caulk Windows	1	Allowance	1	1	0.64%	\$16,200	\$0	\$0
Exterior Walls								
Re-Caulk Expansion Joints	1	Allowance	1	1	0.64%	\$16,200	\$0	\$0
Tuckpointing	1	Allowance	1	1	1.27%	\$32,400	\$0	\$0
Exterior Doors								
Exterior Hollow Metal Doors/Frames/Hardware- Single Door	1	EA	1	1	0.13%	\$3,240	\$0	\$0
BUILDING ENVELOPE SUBTOTAL						20.50%	\$521,640	\$0
3.0 INTERIOR/FINISHES								
Interior Doors & Hardware								
Replace Interior Doors & Hardware	35	EA	1	35	5.94%	\$151,200	\$0	\$0
Ceilings								
Remove Existing & Install New Acoustic Tile Ceiling	12,000	SF	1	12,000	0.00%	\$0	\$143,208	\$0
Flooring								
Remove & Replace Flooring - Carpet	6,000	SF	1	6,000	1.71%	\$0	\$0	\$64,256
Remove & Replace Corridor Flooring - LVT	2,500	SF	1	2,500	0.96%	\$0	\$0	\$35,964
Paint								
Paint - Interior	13,137	SF	1	13,137	0.84%	\$0	\$0	\$31,497
Restrooms								
Renovate Toilet/Locker Rooms	2	EA	1	2	1.43%	\$36,288	\$0	\$0
Lockers								
Replace Lockers by Dormitory	1	Allowance	1	1	2.12%	\$54,000	\$0	\$0
Casework & Countertops								
Replace Misc. Casework/Millwork	1	Allowance	1	1	2.12%	\$0	\$0	\$79,920
INTERIOR/FINISHES SUBTOTAL						19.44%	\$241,488	\$143,208
4.0 PLUMBING SYSTEMS								
Fire Protection								
New Fire Suppression System	13,137	SF	1	13,137	2.79%	\$70,940	\$0	\$0
Equipment & Fixtures								
Existing Lochinvar Hot Water Heater, Serial # 1326A008396, 2013	1	EA	1	1	0.34%	\$0	\$11,232	\$0
Replace Flush Valves & Faucets	1	Allowance	1	1	0.48%	\$0	\$0	\$17,902
Piping								
Replace Piping, Valves & Unions	1	Allowance	1	1	0.64%	\$0	\$0	\$23,976
PLUMBING SYSTEMS SUBTOTAL						4.24%	\$70,940	\$11,232
5.0 HVAC SYSTEMS								
Equipment								
Existing Lochinvar Boiler, Serial # G985529, 1998	1	EA	1	1	3.18%	\$0	\$105,300	\$0
Existing Lochinvar Boiler, Serial # G985530, 1998	1	EA	1	1	3.18%	\$0	\$105,300	\$0
Replace Boiler Pumps	2	EA	1	2	0.71%	\$0	\$23,587	\$0
Existing Trane Split System Heat Pump, Serial # 1802S1043X, 2018	1	EA	1	1	0.00%	\$0	\$0	\$0
Existing Trane Split System Heat Pump, Serial # 1804S2187X, 2018	1	EA	1	1	0.00%	\$0	\$0	\$0
Existing Trane Roof Top Unit, Serial # 181312500L, 2018	1	EA	1	1	0.00%	\$0	\$0	\$0
Existing Trane Roof Top Unit Serial # 181410054D, 2018	1	EA	1	1	0.00%	\$0	\$0	\$0
Existing Trane Roof Top Unit Serial # N26101795D, 1998	1	EA	1	1	1.06%	\$0	\$0	\$39,960
Replace Exhaust Fans	5	EA	1	5	0.83%	\$0	\$27,518	\$0
Piping								
Replace Piping, Valves & Unions	1	Allowance	1	1	0.64%	\$0	\$0	\$23,976
Other HVAC								
Air and Water Balance	13,137	SF	1	13,137	0.17%	\$0	\$5,533	\$0
Commissioning	13,137	SF	1	13,137	0.11%	\$0	\$3,689	\$0
Temperature Controls	13,137	SF	1	13,137	1.56%	\$0	\$51,644	\$0
HVAC SYSTEMS SUBTOTAL						11.45%	\$0	\$322,572

SECTION C | Individual Building Assessments

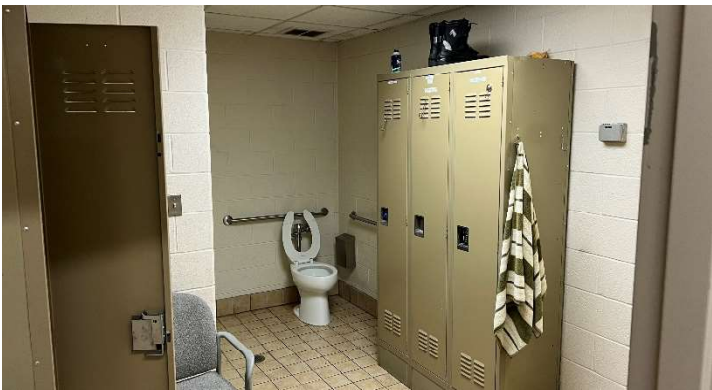
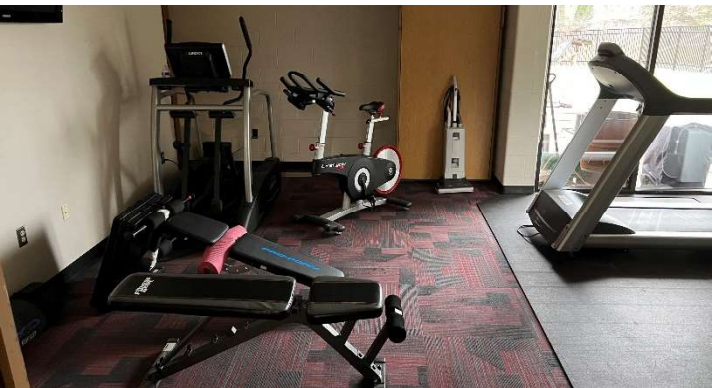
Building 03 – Livonia City Fire Department

Summary of Budgets:

Fire Department #1					Cost Data			
Building SF		13,137			Specification Factor =		Geographic Factor =	
					Cost Escalation Factor =		1.08	
							1.30	
							1.48	
Program Area	Quantity Per Unit	Unit	# of Units	Total Units	As % of Total Cost	Critical Needs Cost (1 - 3 years)	Deferrable Maintenance Cost (4 - 6 years)	Future Need Cost (7 - 10 years)
6.0 ELECTRICAL SYSTEMS								
Power								
Power for IT Equipment & Upgrades	1	Allowance	1	1	0.85%	\$0	\$0	\$31,968
Power for new HVAC	1	Allowance	1	1	2.38%	\$0	\$0	\$89,510
Lighting								
Replace Lighting with LED's (New OS, Switching, etc.)	12,000	SF	1	12,000	3.72%	\$0	\$122,990	\$0
Replace Exterior Wall Packs	10	EA	1	10	0.36%	\$0	\$0	\$13,427
Fire Alarm System								
Replace Fire Alarm System	13,137	SF	1	13,137	1.23%	\$31,214	\$0	\$0
Other								
Existing Kohler Generator	1	EA	1		0.00%	\$0	\$0	\$0
ELECTRICAL SYSTEMS SUBTOTAL					8.53%	\$31,214	\$122,990	\$134,905
7.0 SECURITY								
Security								
Security Allowance - Cameras / Surveillance	1	Allowance	1	1	0.00%	\$0	\$0	\$47,952
Security Allowance - Access Controls	1	Allowance	1	1	0.00%	\$0	\$0	\$47,952
SECURITY SYSTEMS SUBTOTAL					2.55%	\$0	\$0	\$95,904
8.0 ABATEMENT								
Abatement								
Abatement Allowance	1	Allowance	1	1	2.38%	\$60,480	\$0	\$0
ABATEMENT SUBTOTAL					2.38%	\$60,480	\$0	\$0
9.0 FURNITURE & EQUIPMENT								
General Furniture								
FFE Allowance	1	Allowance	1	1	3.18%	\$81,000	\$0	\$0
FURNITURE & EQUIPMENT SUBTOTAL					3.18%	\$81,000	\$0	\$0
SOFT COSTS								
Building Infrastructure Improvement Total:					75.46%	\$1,017,561	\$670,202	\$572,236
Project Contingency:	10.00%				7.23%	\$93,656	\$67,020	\$57,224
Permits, Testing & Printing:	2.50%				1.99%	\$25,755	\$18,431	\$15,736
Professional Fees & Costs:	9.00%				7.99%	\$103,591	\$74,130	\$63,294
Construction Manager Fee & Costs:	9.00%				7.33%	\$95,038	\$68,009	\$58,068
PROJECT TOTAL					100.00%	\$1,335,601	\$897,792	\$766,557

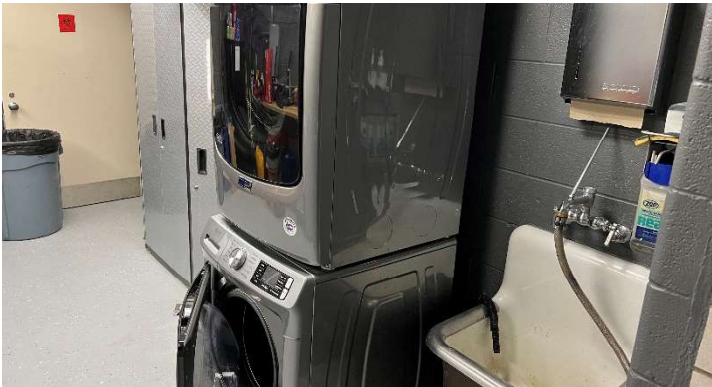
Building 03 – Livonia City Fire Department

Photos:



Building 03 – Livonia City Fire Department

Photos:



Building 03 – Livonia City Fire Department

Photos:



Building 04 – Livonia Civic Center Library



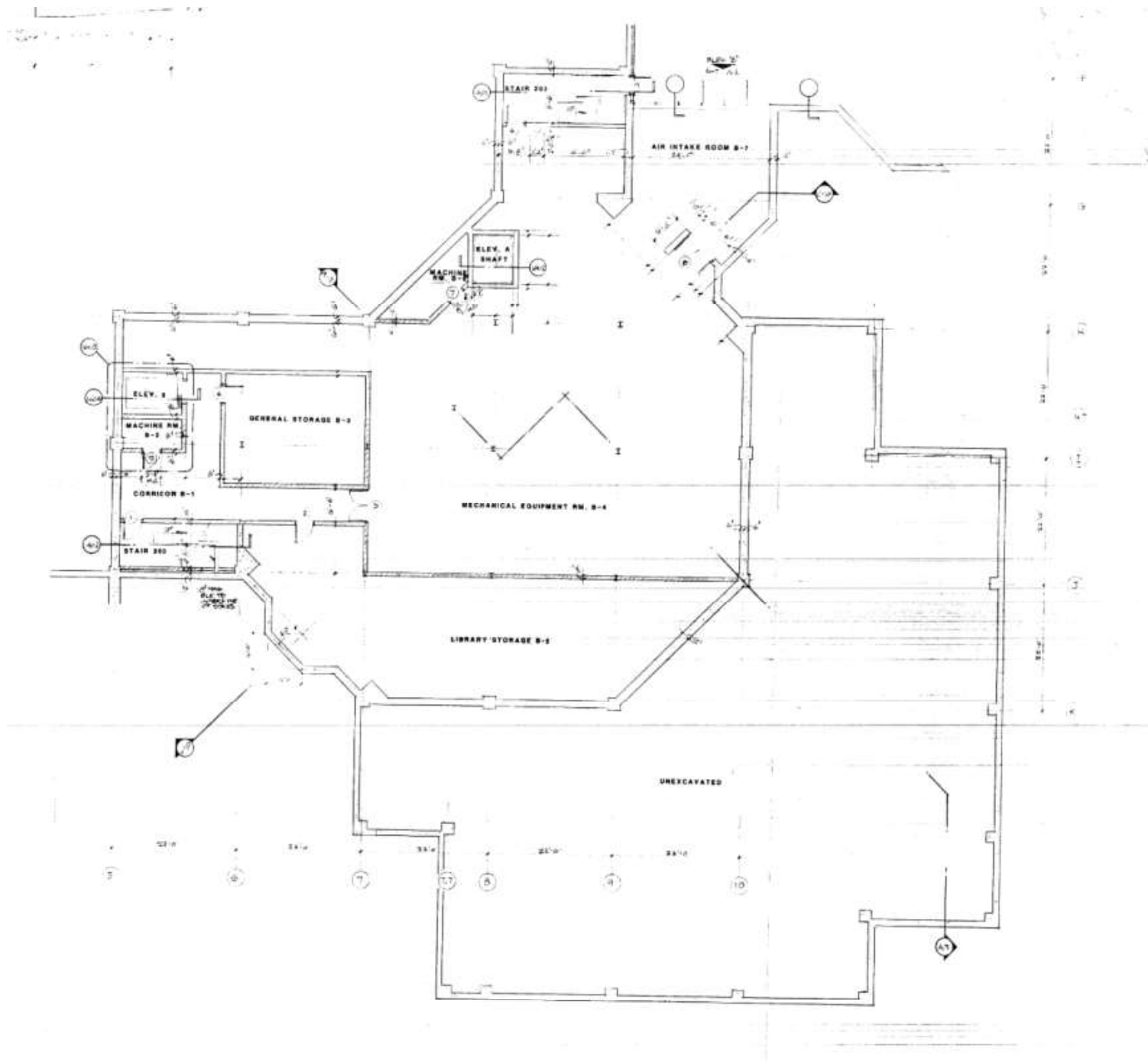
Address:	32777 Five Mile Rd. Livonia MI 48154
Year Built:	1987
Square Footage:	64,000
Site Area:	3.85
Parking Spaces:	197
Stories:	3
Basement:	Yes
Elevator(s):	No
Exterior Façade:	Brick & Limestone
Roof:	TPO
Fire Protection:	Yes

Site Plan:



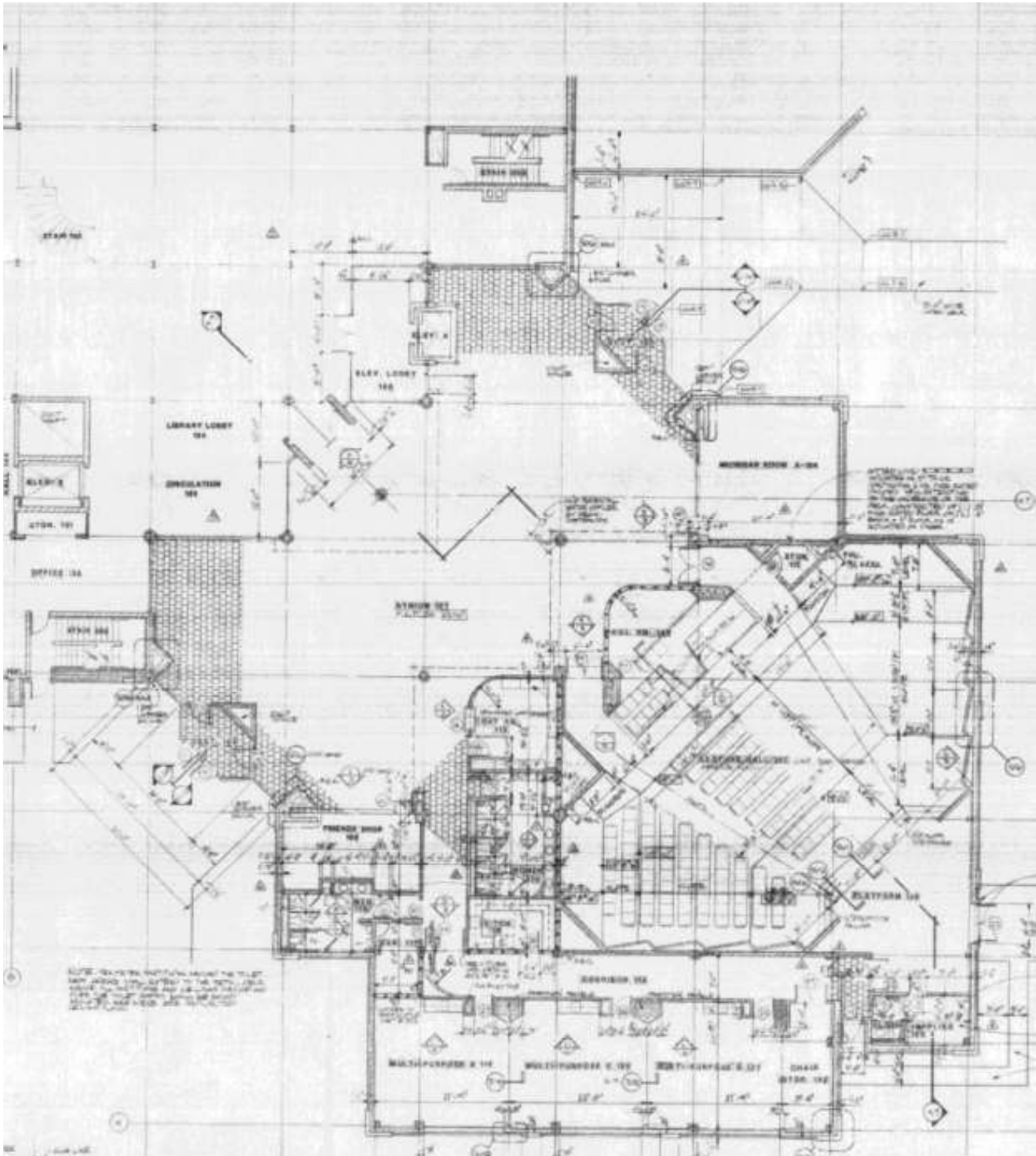
Building 04 – Livonia Civic Center Library

Basement Floor Plan:

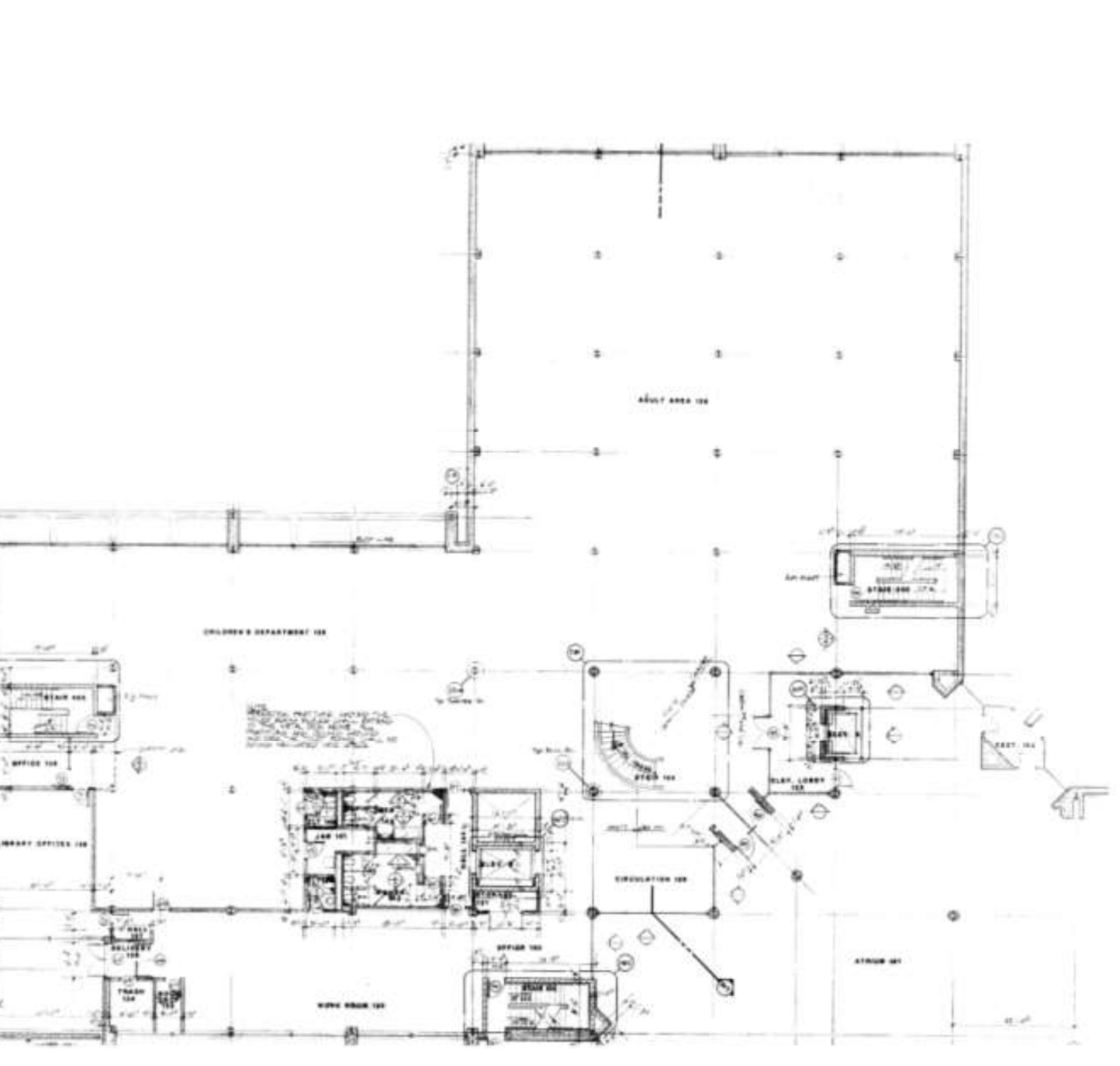


Building 04 – Livonia Civic Center Library

1st Floor Plan (Lecture Hall):

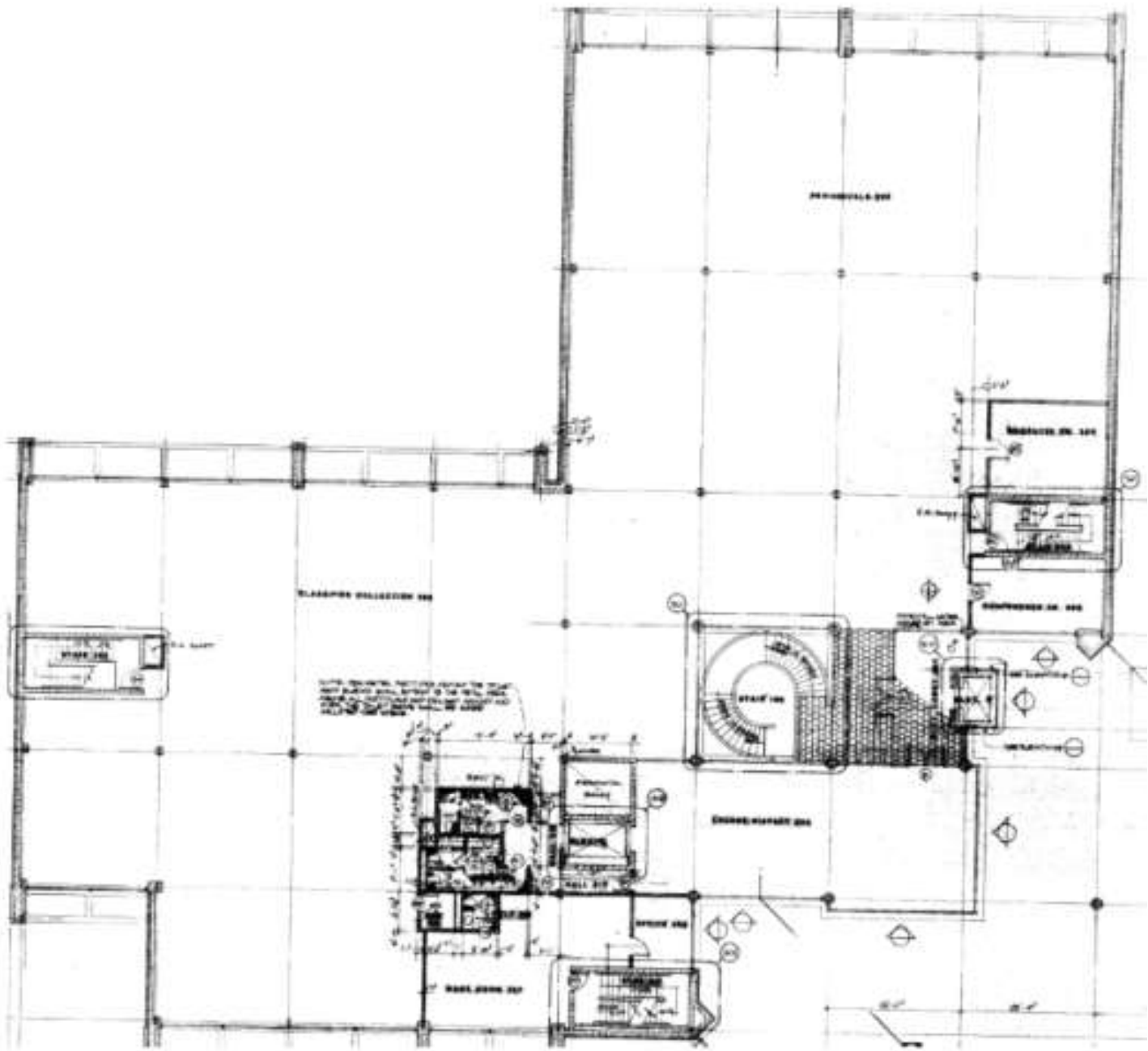


1st Floor Plan:



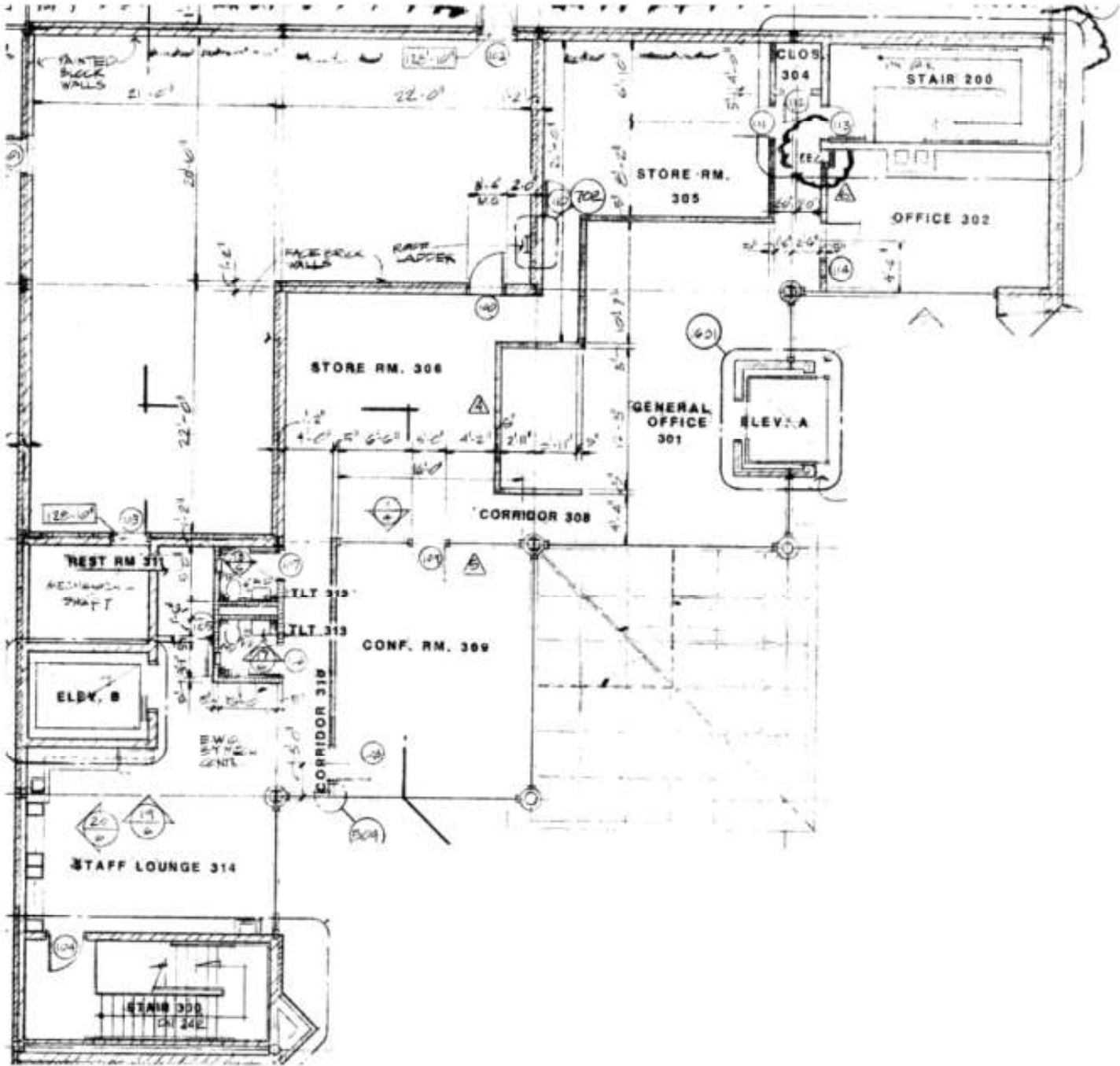
Building 04 - Livonia Civic Center Library

2nd Floor Plan:



Building 04 – Livonia Civic Center Library

3rd Floor Plan:



SECTION C | Individual Building Assessments

Building 04 – Livonia Civic Center Library

Summary of Budgets:

Civic Center Library						Cost Data					
Building SF				Specification Factor =		Geographic Factor =		Cost Escalation Factor =			
64,000						1.08		1.30		1.48	
Program Area	Quantity Per Unit	Unit	# of Units	Total Units	As % of Total Cost	Critical Needs Cost (1 - 3 years)	Deferrable Maintenance Cost (4 - 6 years)	Future Need Cost (7 - 10 years)			
1.0 SITE											
Paving											
Pavement and Base Reconstruction	82,387	SF	1	82,387	4.86%	\$0	\$694,028	\$0			
Selective Sidewalk & Curb Replacement	1	Allowance	1	1	0.44%	\$48,384	\$0	\$0			
Sealcoating/Re-striping	82,387	SF	1	82,387	0.24%	\$26,693	\$0	\$0			
Landscaping											
Improve Landscaping	1	Allowance	1	1	0.74%	\$81,000	\$0	\$0			
Utilities											
Catch Basin / Manholes	4	EA	1	4	0.18%	\$0	\$25,160	\$0			
Misc. Utility Repairs	1	Allowance	1	1	1.47%	\$0	\$210,600	\$0			
Misc.											
Monument Sign - Powered & Electronic Display	1	EA	1	1	0.49%	\$54,000	\$0	\$0			
SITE SUBTOTAL					8.42%	\$210,077	\$929,788	\$0			
2.0 BUILDING ENVELOPE											
Windows											
Replace Exterior Window Systems	1	Allowance	1	1	2.46%	\$0	\$0	\$399,600			
Re-caulk Windows	1	Allowance	1	1	0.98%	\$108,000	\$0	\$0			
Atrium Window Leak Repair- (In Process)	1	Allowance	1	1	6.88%	\$756,000	\$0	\$0			
Exterior Walls											
Re-Caulk Expansion Joints- (In Process)	1	Allowance	1	1	0.39%	\$43,200	\$0	\$0			
Tuckpointing- (In Process)	1	Allowance	1	1	0.98%	\$108,000	\$0	\$0			
Clean Limestone, Masonry and Retaining Wall- (In Process)	1	Allowance	1	1	1.23%	\$135,000	\$0	\$0			
Paint Exposed Steel Where Paint is Peeling	1	Allowance	1	1	0.74%	\$81,000	\$0	\$0			
Exterior Doors											
Exterior Hollow Metal Doors/Frames/Hardware- Single Door	3	EA	1	3	0.09%	\$9,720	\$0	\$0			
Exterior Hollow Metal Doors/Frames/Hardware- Double Door	1	EA	1	1	0.06%	\$6,480	\$0	\$0			
BUILDING ENVELOPE SUBTOTAL					13.81%	\$1,247,400	\$0	\$399,600			
3.0 INTERIOR/FINISHES											
Interior Doors & Hardware											
Replace Interior Doors & Hardware	114	EA	1	114	4.48%	\$492,480	\$0	\$0			
Walls & Partitions											
Misc. Drywall Repairs	1	Allowance	1	1	0.39%	\$21,600	\$0	\$31,968			
Ceilings											
Remove Existing & Install New Acoustic Tile Ceiling	64,000	SF	1	64,000	5.35%	\$0	\$763,776	\$0			
Flooring											
Remove & Replace Flooring - Carpet	50,000	SF	1	50,000	4.92%	\$540,000	\$0	\$0			
Remove & Replace Flooring in Atrrium- Hard Tile	1	Allowance	1	1	0.74%	\$81,000	\$0	\$0			
Windows											
Remove & Replace Window Treatments	1	Allowance	1	1	0.44%	\$0	\$63,180	\$0			
Paint											
Paint - Interior	64,000	SF	1	64,000	1.57%	\$0	\$224,640	\$0			
Signage											
Replace Interior Signage	64,000	SF	1	64,000	0.25%	\$0	\$35,942	\$0			
Restrooms											
Renovate - Toilet Room (Single / Staff)	5	EA	1	5	0.83%	\$0	\$117,936	\$0			
Renovate - Toilet Room (Group)	6	EA	1	6	4.42%	\$0	\$631,800	\$0			
Casework & Countertops											
Replace Misc. Casework/Millwork	1	Allowance	1	1	1.23%	\$135,000	\$0	\$0			
INTERIOR/FINISHES SUBTOTAL					24.63%	\$1,270,080	\$1,837,274	\$31,968			
4.0 PLUMBING SYSTEMS											
Fire Protection											
Add / Modify Fire Suppression System for Improvements	1	Allowance	1	1	0.10%	\$10,800	\$0	\$0			
Equipment & Fixtures											
Existing Lochinvar Water Heater; Serial # 1915114512800, 2012	1	EA	1	1	0.08%	\$0	\$0	\$12,787			
Provide Bottle Filler Drinking Fountains	4	EA	1	4	0.26%	\$29,030	\$0	\$0			
PLUMBING SYSTEMS SUBTOTAL					0.44%	\$39,830	\$0	\$12,787			
5.0 HVAC SYSTEMS											
Equipment											
Existing Apex Boiler, Serial # 65750249, 2020 (Sidewalk Radiant Heating)	1	EA	1	1	0.00%	\$0	\$0	\$0			
Existing Raypak Boiler, Serial #	1	EA	1	1	1.60%	\$175,392	\$0	\$0			
Existing Raypak Boiler, Serial #	1	EA	1	1	1.60%	\$175,392	\$0	\$0			
Replace Boiler Pumps	3	EA	1	3	0.25%	\$27,216	\$0	\$0			
Existing Trane Airfoil Fan, Serial # K87C09323, 1987	1	EA	1	1	1.47%	\$162,000	\$0	\$0			
Existing BAC Chiller, Serial # 0151933401-01-01 (In Progress)	1	EA	1	1	7.37%	\$810,000	\$0	\$0			
Replace Exhaust Fans	5	EA	1	5	0.19%	\$0	\$0	\$31,329			
Other HVAC											
Air and Water Balance	64,000	SF	1	64,000	0.19%	\$20,736	\$0	\$0			
Commissioning	64,000	SF	1	64,000	0.13%	\$13,824	\$0	\$0			
Temperature Controls	64,000	SF	1	64,000	1.76%	\$193,536	\$0	\$0			
HVAC SYSTEMS SUBTOTAL					14.56%	\$1,578,096	\$0	\$31,329			

SECTION C | Individual Building Assessments

Building 04 – Livonia Civic Center Library

Summary of Budgets:

Civic Center Library						Cost Data Specification Factor = Geographic Factor = Cost Escalation Factor =		
Building SF		64,000				Cost Escalation Factors 1.08 1.30 1.48		
Program Area	Quantity Per Unit	Unit	# of Units	Total Units	As % of Total Cost	Critical Needs Cost (1 – 3 years)	Deferrable Maintenance Cost (4 – 6 years)	Future Need Cost (7 – 10 years)
6.0 ELECTRICAL SYSTEMS								
Power								
Power for IT Equipment & Upgrades	1	Allowance	1	1	0.25%	\$0	\$0	\$39,960
Power for new HVAC	1	Allowance	1	1	0.55%	\$60,480	\$0	\$0
Lighting								
Replace Lighting with LED's (New OS, Switching, etc.)	64,000	SF	1	64,000	4.59%	\$0	\$655,949	\$0
Replace Exterior Wall Packs	12	EA	1	12	0.10%	\$10,886	\$0	\$0
ELECTRICAL SYSTEMS SUBTOTAL					5.49%	\$71,366	\$655,949	\$39,960
7.0 SECURITY								
Security								
Security Allowance - Cameras / Surveillance	1	Allowance	1	1	0.00%	\$0	\$0	\$55,944
Security Allowance - Access Controls	1	Allowance	1	1	0.00%	\$0	\$0	\$55,944
SECURITY SYSTEMS SUBTOTAL					0.69%	\$0	\$0	\$111,888
8.0 ABATEMENT								
Abatement								
Abatement Allowance	1	Allowance	1	1	1.10%	\$120,960	\$0	\$0
ABATEMENT SUBTOTAL					1.10%	\$120,960	\$0	\$0
9.0 FURNITURE & EQUIPMENT								
General Furniture								
FFE Allowance (Including Book Shelves)	1	Allowance	1	1	7.37%	\$270,000	\$351,000	\$399,600
FURNITURE & EQUIPMENT SUBTOTAL					7.37%	\$270,000	\$351,000	\$399,600
SOFT COSTS								
Building Infrastructure Improvement Total:					76.52%	\$4,807,810	\$3,774,011	\$1,027,132
Project Contingency:	10.00%				6.91%	\$453,781	\$342,301	\$62,753
Permits, Testing & Printing:	2.50%				1.90%	\$124,790	\$94,133	\$17,257
Professional Fees & Costs:	9.00%				7.65%	\$501,917	\$378,612	\$69,410
Construction Manager Fee & Costs:	9.00%				7.02%	\$460,474	\$347,350	\$63,679
PROJECT TOTAL					100.00%	\$6,348,772	\$4,936,406	\$1,240,231

Building 04 – Livonia Civic Center Library

Photos:



SECTION C | Individual Building Assessments

Building 04 – Livonia Civic Center Library

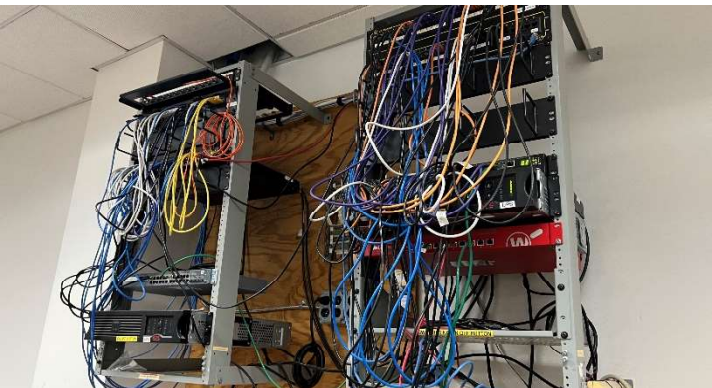
Photos:



SECTION C | Individual Building Assessments

Building 04 – Livonia Civic Center Library

Photos:



Building 04 – Livonia Civic Center Library

Photos:





Building 05 – Livonia Civic Center Park Senior Center & Transit Office



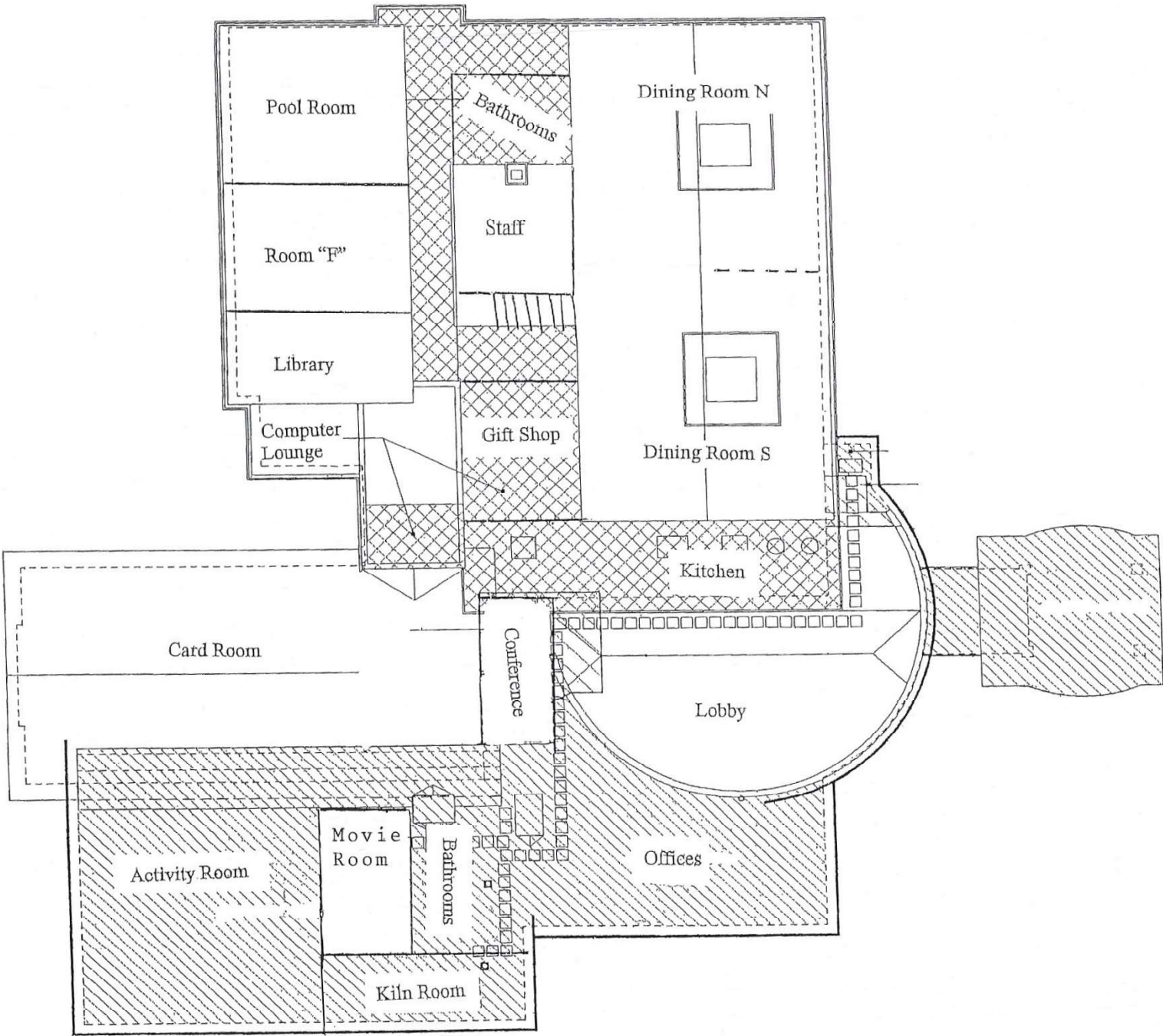
Address:	15218 Farmington Rd. Livonia MI 48154
Year Built:	1964 Additions: 1984 Lobby, 2001 Offices
Square Footage:	25,000
Site Area:	1.99 acres
Parking Spaces:	135
Stories:	1
Basement:	Yes
Elevator(s):	No
Exterior Façade:	Brick
Roof:	Shingled and EPDM
Fire Protection:	None

Site Plan:



Building 05 – Livonia Civic Center Park Senior Center & Transit Office

1st Floor Plan:



SECTION C | Individual Building Assessments

Building 05 – Livonia Civic Center Park Senior Center & Transit Office

Summary of Budgets:

Senior Center/Community Transit						Cost Data		
Building SF						Specification Factor =		
25,000						Geographic Factor =		
						Cost Escalation Factor =		
						Cost Escalation Factors		
						1.08	1.30	1.48
Program Area	Quantity Per Unit	Unit	# of Units	Total Units	As % of Total Cost	Critical Needs Cost (1 – 3 years)	Deferrable Maintenance Cost (4 – 6 years)	Future Need Cost (7 – 10 years)
1.0 SITE								
Paving								
Pavement and Base Reconstruction	83,000	SF	1	83,000	7.67%	\$537,840	\$0	\$0
Replace Concrete Approach	1,000	SF	1	1,000	0.22%	\$15,768	\$0	\$0
Selective Sidewalk & Curb Replacement	1	Allowance	1	1	0.77%	\$54,000	\$0	\$0
Site Amenities								
Site Amenities - Bike Racks / Benches / Picnic Tables / Trash Receptacles / Etc.	1	Allowance	1	1	0.38%	\$0	\$0	\$39,960
Landscaping								
Improve Landscaping	1	Allowance	1	1	0.46%	\$0	\$0	\$47,952
Utilities								
Catch Basin / Manholes	3	EA	1	3	0.23%	\$16,200	\$0	\$0
Misc. Utility Repairs	1	Allowance	1	1	1.54%	\$108,000	\$0	\$0
Misc.								
Internally Lit Monument Sign w/ Brick Base	1	EA	1	1	0.77%	\$0	\$0	\$79,920
SITE SUBTOTAL					12.05%	\$731,808	\$0	\$167,832
2.0 BUILDING ENVELOPE								
Roofing Work								
Replace Roof (Asphalt Shingle)	3,800	SF	1	3,800	0.47%	\$32,832	\$0	\$0
Replace Roof (EPDM) - .60 Mil/Reinforced/Fully-Adhered	21,000	SF	1	21,000	6.47%	\$453,600	\$0	\$0
Replace Gutters & Downspouts	850	LF	1	850	0.16%	\$11,016	\$0	\$0
Misc. Drainage Repair	1	Allowance	1	1	0.18%	\$12,960	\$0	\$0
Paint Structural Steel for Equipment Screens	1	Allowance	1	1	0.38%	\$27,000	\$0	\$0
Windows								
Replace Exterior Window Systems	1	Allowance	1	1	5.39%	\$378,000	\$0	\$0
Recaulk Windows	1	Allowance	1	1	0.38%	\$27,000	\$0	\$0
Reseal Windows	1	Allowance	1	1	0.15%	\$10,800	\$0	\$0
Exterior Walls								
Re-Caulk Expansion Joints	1	Allowance	1	1	0.23%	\$16,200	\$0	\$0
Tuckpointing	1	Allowance	1	1	0.62%	\$43,200	\$0	\$0
Replace Soffits	1	Allowance	1	1	1.54%	\$108,000	\$0	\$0
Replace Fascia	1	Allowance	1	1	1.54%	\$108,000	\$0	\$0
Exterior Doors								
Exterior FRP Doors/Frames/Hardware - Single Door	5	EA	1	5	0.39%	\$27,216	\$0	\$0
Exterior FRP Doors/Frames/Hardware - Double Door	3	EA	1	3	0.41%	\$29,030	\$0	\$0
BUILDING ENVELOPE SUBTOTAL					18.32%	\$1,284,854	\$0	\$0
3.0 INTERIOR/FINISHES								
Interior Doors & Hardware								
Replace Interior Doors & Hardware	45	EA	1	45	2.77%	\$194,400	\$0	\$0
Misc. Drywall Repairs	1	Allowance	1	1	0.15%	\$10,800	\$0	\$0
Ceilings								
Remove Existing & Install New Acoustic Tile Ceiling	25,000	SF	1	25,000	3.27%	\$229,500	\$0	\$0
Flooring								
Remove & Replace Flooring - Carpet	12,500	SF	1	12,500	1.29%	\$0	\$117,585	\$0
Remove & Replace VCT Flooring with LVT	12,500	SF	1	12,500	1.73%	\$0	\$157,950	\$0
Remove & Replace Window Treatments		Allowance		50,000	6.93%	\$486,000	\$0	\$0
Paint								
Paint - Interior	25,000	SF	1	25,000	0.77%	\$0	\$70,200	\$0
Signage								
Replace Interior Signage	25,000	SF	1	25,000	0.15%	\$0	\$14,040	\$0
Restrooms								
Renovate - Toilet Room (Group)	4	Allowance	1	4	1.85%	\$129,600	\$0	\$0
Casework & Countertops								
Replace Misc. Casework/Millwork	1	Allowance	1	1	1.15%	\$81,000	\$0	\$0
INTERIOR/FINISHES SUBTOTAL					20.07%	\$1,131,300	\$359,775	\$0
4.0 PLUMBING SYSTEMS								
Fire Protection								
New Fire Suppression System	25,000	SF	1	25,000	1.92%	\$135,000	\$0	\$0
Equipment & Fixtures								
Existing Hot Water Heater: Lochinvar, Serial # 1147A013612, November 2011	1	EA	1	1	0.12%	\$0	\$11,232	\$0
Existing Hot Water Heater: Lochinvar, Serial # EC10347074, March 2008	1	EA	1	1	0.12%	\$0	\$11,232	\$0
Replace Additional Bottle Filling Stations at Existing Drinking Fountains	2	EA	2	4	0.41%	\$29,030	\$0	\$0
Piping								
Replace Piping, Valves & Unions	1	Allowance	1	1	0.38%	\$0	\$0	\$39,960
PLUMBING SYSTEMS SUBTOTAL					2.97%	\$164,030	\$22,464	\$39,960

SECTION C | Individual Building Assessments

Building 05 – Livonia Civic Center Park Senior Center & Transit Office

Summary of Budgets:

Senior Center/Community Transit						Cost Data		
Building SF						Specification Factor =		
25,000						Geographic Factor =		
						Cost Escalation Factor =		
						Cost Escalation Factors		
						1.08	1.30	1.48
Program Area	Quantity Per Unit	Unit	# of Units	Total Units	As % of Total Cost	Critical Needs Cost (1 – 3 years)	Deferrable Maintenance Cost (4 – 6 years)	Future Need Cost (7 – 10 years)
5.0 HVAC SYSTEMS								
Equipment								
Existing Rooftop Unit: Trane, Serial # 823101169L	1	EA	1	1	0.54%	\$37,800	\$0	\$0
Existing Rooftop Unit: Trane Serial # 8222G4W9H, May 2008	1	EA	1	1	0.54%	\$0	\$49,140	\$0
Existing Rooftop Unit: HyperCore Serial # T09C06177	1	EA	1	1	0.54%	\$37,800	\$0	\$0
Existing Rooftop Unit: Trane Serial # 222100111L, May 2002	1	EA	1	1	0.54%	\$37,800	\$0	\$0
Existing Rooftop Unit: Trane Serial # 162810069L, July 2016		EA	-	-	0.00%	\$0	\$0	\$0
Existing Rooftop Unit: Trane Serial # 210810277L, Feb 2021	1	EA	-	-	0.00%	\$0	\$0	\$0
Existing Rooftop Unit: Trane Serial # 113910340L, March 2011	1	EA	1	1	0.54%	\$0	\$0	\$55,944
Existing Rooftop Unit: Trane Serial # 113910354L, 2011	1	EA	1	1	0.54%	\$0	\$0	\$55,944
Add Exhaust Fans (Kilns)	1	EA	1	1	0.08%	\$5,400	\$0	\$0
Piping								
Replace Piping, Valves & Unions	1	Allowance	1	1	0.38%	\$0	\$0	\$39,960
Air and Water Balance	25,000	SF	-	-	0.00%	\$0	\$0	\$0
Commissioning	25,000	SF	1	25,000	0.08%	\$0	\$0	\$7,992
Temperature Controls	25,000	SF	1	25,000	1.08%	\$75,600	\$0	\$0
HVAC SYSTEMS SUBTOTAL					4.85%	\$194,400	\$49,140	\$159,840
6.0 ELECTRICAL SYSTEMS								
Power								
Power for IT Equipment & Upgrades	1	Allowance	1	1	0.31%	\$0	\$0	\$31,968
Replace Existing Electrical Panels	1	Allowance	1	1	0.77%	\$0	\$0	\$79,920
Power for new HVAC	1	Allowance	1	1	0.86%	\$0	\$0	\$89,510
Electrical Wiring Upgrades	1	Allowance	1	1	0.86%	\$20,160	\$26,208	\$29,837
Lighting								
Replace Lighting with LED's (New OS, Switching, etc.)	25,000	SF	1	25,000	2.81%	\$197,100	\$0	\$0
Replace Emergency & Exit Lights	25,000	SF	1	25,000	0.12%	\$8,100	\$0	\$0
Fire Alarm System								
Replace Fire Alarm System	25,000	SF	1	25,000	0.85%	\$0	\$0	\$87,912
Adjustments to Fire Alarm System	1	Allowance	1	1	0.17%	\$0	\$0	\$17,902
ELECTRICAL SYSTEMS SUBTOTAL					6.75%	\$225,360	\$26,208	\$337,049
7.0 SECURITY								
Security								
Access Control System (Prox Card Readers)	8	EA	1	8	0.34%	\$24,192	\$0	\$0
Security Allowance - Cameras / Surveillance	1	Allowance	1	1	0.00%	\$0	\$0	\$23,976
Security Allowance	1	Allowance	1	1	0.31%	\$21,600	\$0	\$0
SECURITY SYSTEMS SUBTOTAL					0.88%	\$45,792	\$0	\$23,976
8.0 ABATEMENT								
Abatement Allowance	1	Allowance	1	1	0.77%	\$54,000	\$0	\$0
ABATEMENT SUBTOTAL					0.77%	\$54,000	\$0	\$0
9.0 FURNITURE & EQUIPMENT								
General Furniture								
FFE Allowance	1	Allowance	1	1	1.54%	\$36,000	\$46,800	\$53,280
Other FF&E								
Renovate Kitchen and Replace Appliances	1	Allowance	1	1	3.46%	\$243,000	\$0	\$0
Existing Walk-in Fridge: Vollrath	1	Allowance	1	1	0.54%	\$37,800	\$0	\$0
Existing Walk-in Freezer: Vollrath	1	Allowance	1	1	0.54%	\$37,800	\$0	\$0
FURNITURE & EQUIPMENT SUBTOTAL					6.08%	\$354,600	\$46,800	\$53,280
10.0 TECHNOLOGY								
Technology								
Misc. Technology Upgrades	25,000	SQFt	1	25,000	4.62%	\$324,000	\$0	\$0
TECHNOLOGY SUBTOTAL					4.62%	\$324,000	\$0	\$0
SOFT COSTS								
Building Infrastructure Improvement Total:					77.36%	\$4,510,145	\$504,387	\$781,937
Project Contingency:	10.00%				6.67%	\$383,154	\$45,759	\$72,866
Permits, Testing & Printing:	2.50%				1.83%	\$105,367	\$12,584	\$20,038
Professional Fees & Costs:	9.00%				7.37%	\$423,799	\$50,613	\$80,595
Construction Manager Fee & Costs:	9.00%				6.76%	\$388,806	\$46,434	\$73,940
PROJECT TOTAL					100.00%	\$5,811,271	\$659,776	\$1,029,377

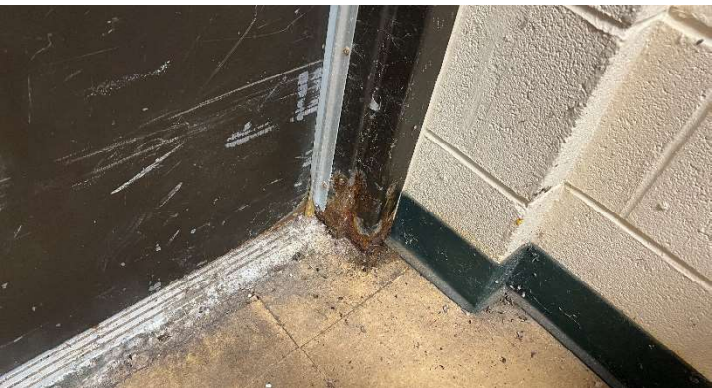
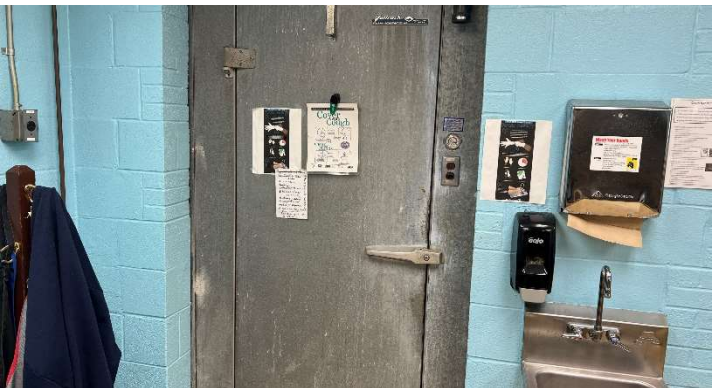
Building 05 – Livonia Civic Center Park Senior Center & Transit Office

Photos:



Building 05 – Livonia Civic Center Park Senior Center & Transit Office

Photos:



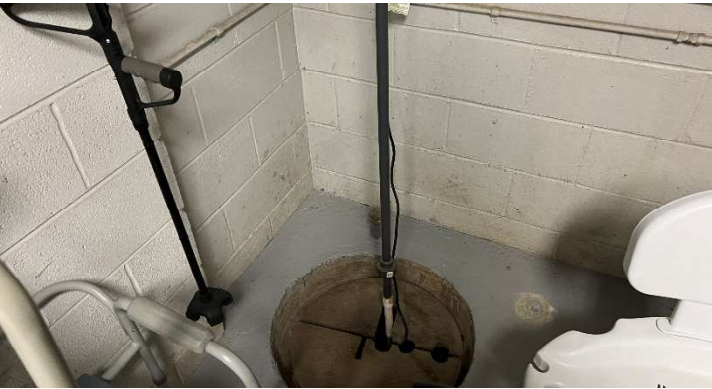
Building 05 – Livonia Civic Center Park Senior Center & Transit Office

Photos:



Building 05 – Livonia Civic Center Park Senior Center & Transit Office

Photos:



Building 06 – Jack E. Kirksey Livonia Community Recreation Center



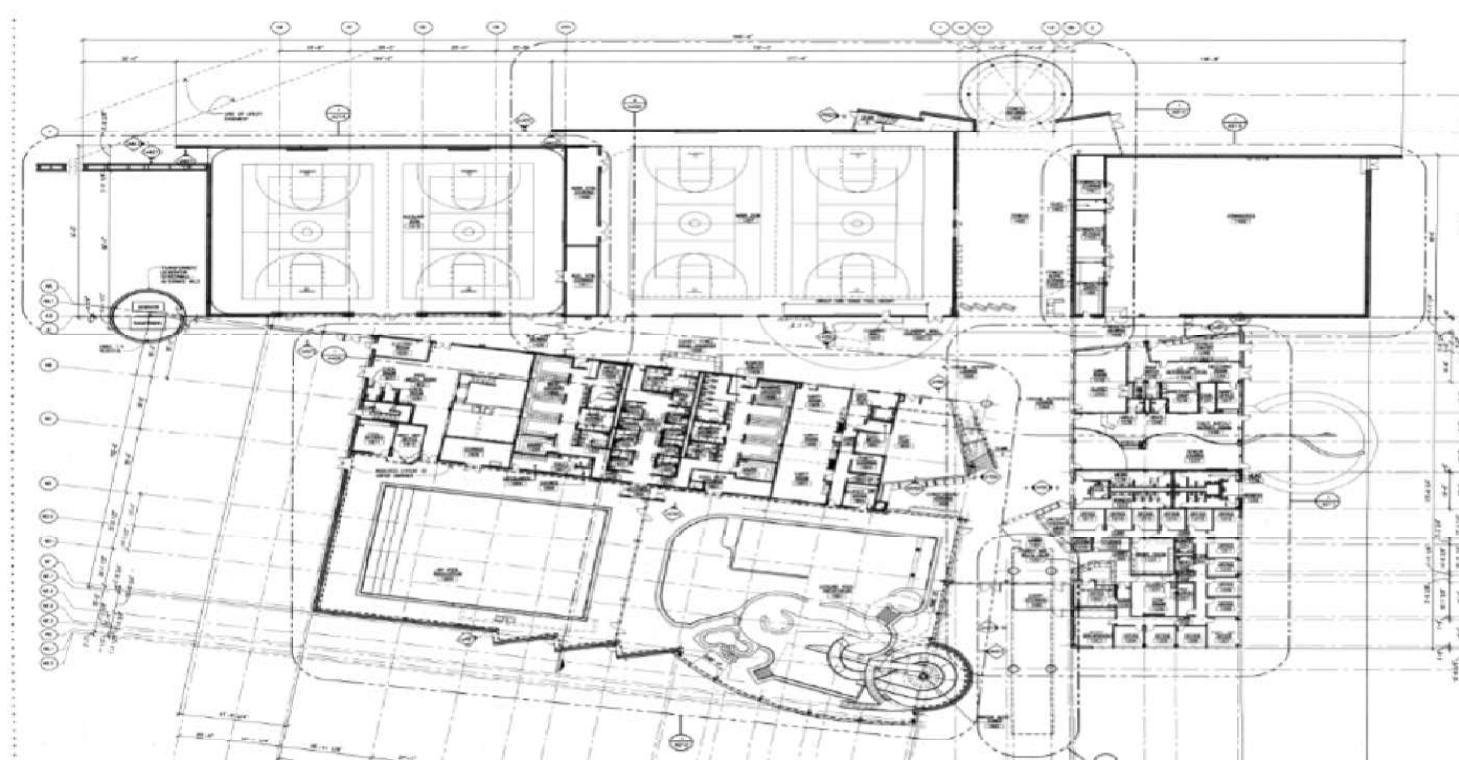
Address:	15100 Hubbard St. Livonia MI 48154
Year Built:	2003
Square Footage:	130,000
Site Area:	Approximately 17 Acres
Parking Spaces:	381
Stories:	2
Basement:	No
Elevator(s):	1
Exterior Façade:	Brick
Roof:	EPDM
Fire Protection:	Fully Sprinkled

Site Plan:

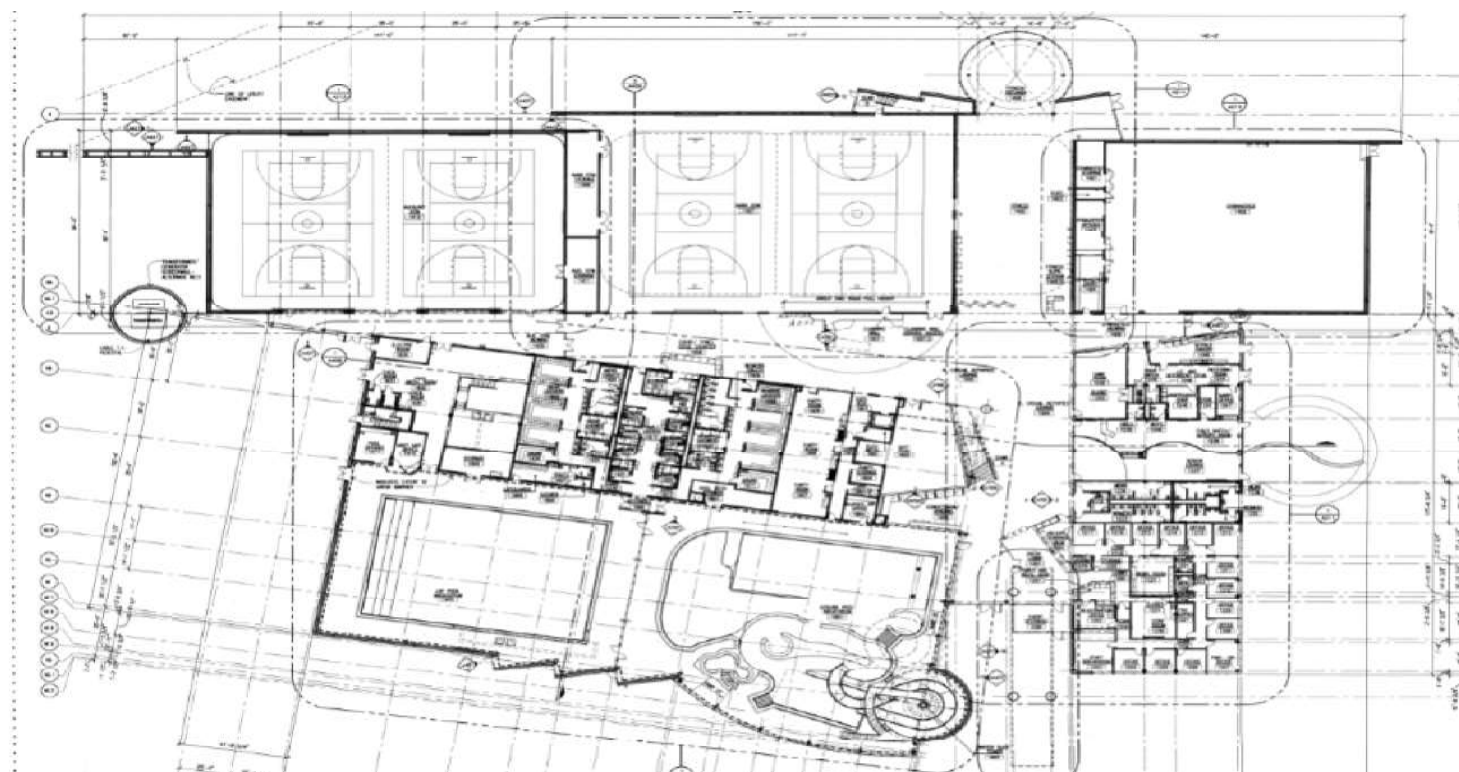


Building 06 – Jack E. Kirksey Livonia Community Recreation Center

1st Floor Plan:



2nd Floor Plan:



SECTION C | Individual Building Assessments

Building 06 – Jack E. Kirksey Livonia Community Recreation Center

Summary of Budgets:

Jack E. Kirksey Recreation Center							Cost Data		
Building SF 130,000							Specification Factor = Geographic Factor = Cost Escalation Factor =		
							Cost Escalation Factors		
							1.08	1.30	1.48
Program Area	Quantity Per Unit	Unit	# of Units	Total Units	As % of Total Cost	Critical Needs Cost (1 - 3 years)	Deferrable Maintenance Cost (4 - 6 years)	Future Need Cost (7 - 10 years)	
1.0 SITE									
Paving									
Pavement and Base Reconstruction	222352	SF	1	222,352	7.98%	\$0	\$0	\$2,132,445	
Selective Sidewalk & Curb Replacement	1	Allowance	1	1	0.09%	\$16,200	\$0	\$0	
Sealcoating/Re-stripping	222352	SF	1	222,352	0.40%	\$72,042	\$0	\$0	
Playground / Play pad									
Provide Synthetic Safety Surfacing on Playground (Kid Quarters)	1	Allowance	1	1	0.18%	\$32,400	\$0	\$0	
Landscaping									
Improve Landscaping	1	Allowance	1	1	0.30%	\$0	\$70,200	\$0	
Redesign and Replace Illuminated Bollards	1	Allowance	1	1	0.60%	\$0	\$140,400	\$0	
Utilities									
Misc. Utility Repairs	1	Allowance	1	1	0.15%	\$0	\$0	\$39,960	
Misc.									
Add Power to Outdoor Pavilion	1	Allowance	1	1	0.06%	\$0	\$0	\$15,984	
Update Site Signage	1	Allowance	1	1	0.12%	\$0	\$28,080	\$0	
SITE SUBTOTAL					9.87%	\$120,642	\$238,680	\$2,188,389	
2.0 BUILDING ENVELOPE									
Roofing Work									
Replace Roof (EPDM) - .60 Mil/Reinforced/Fully-Adhered	110000	SF	1	80,000	16.74%	\$0	\$3,931,200	\$0	
Windows									
Recaulk Windows	1	Allowance	1	1	0.15%	\$0	\$0	\$39,960	
Exterior Walls									
Re-Caulk Expansion Joints	1	Allowance	1	1	0.04%	\$8,100	\$0	\$0	
Tuckpointing	1	Allowance	1	1	0.45%	\$0	\$105,300	\$0	
BUILDING ENVELOPE SUBTOTAL					17.39%	\$8,100	\$4,036,500	\$39,960	
3.0 INTERIOR/FINISHES									
Walls & Partitions									
Misc. Drywall Repairs	1	Allowance	1	1	0.06%	\$10,800	\$0	\$0	
Ceilings									
Remove Existing & Install New Acoustic Tile Ceiling	14,000	SF	1	14,000	0.71%	\$0	\$167,076	\$0	
Flooring									
Remove & Replace Flooring - Carpet (Offices + Kid Quarters)	5,500	SF	1	5,500	0.22%	\$39,798	\$0	\$0	
Remove & Replace Flooring - Carpet (Gymnastics) Done in 2020	9,800	SF	1	9,800	0.39%	\$0	\$0	\$104,951	
Remove & Replace Flooring - Carpet (1st and 2nd Floor Cardio) Done in 2019	8,800	SF	1	8,800	0.35%	\$0	\$0	\$94,242	
Windows									
Remove & Replace Window Treatments	1	Allowance	1	1	0.39%	\$0	\$0	\$103,896	
Paint									
Paint - Interior	130,000	SF	1	130,000	1.55%	\$93,600	\$121,680	\$138,528	
Restrooms									
Renovate - Toilet Room (Single / Staff)	2	EA	1	2	0.20%	\$0	\$0	\$53,706	
Renovate - Toilet Room (Group)	6	EA	1	6	3.01%	\$0	\$0	\$805,594	
Gym / Pool Equipment									
Replace ADA Lift	1	Allowance	1	1	0.09%	\$0	\$21,060	\$0	
Casework & Countertops									
Replace Misc. Casework/Millwork	1	Allowance	1	1	1.20%	\$0	\$140,400	\$159,840	
Other									
Renovate Tree Fort	1	Allowance	1	1	2.99%	\$540,000	\$0	\$0	
INTERIOR/FINISHES SUBTOTAL					11.17%	\$684,198	\$450,216	\$1,460,756	
4.0 PLUMBING SYSTEMS									
Fire Protection									
New Fire Suppression System	130,000	SF	1	130,000	3.89%	\$702,000	\$0	\$0	
Equipment & Fixtures									
Existing Lochinvar Hot Water Heater, Serial # 1934116042349,	1	EA	1	1	0.05%	\$0	\$0	\$12,787	
Existing Lochinvar Hot Water Heater, Serial #	1	EA	1	1	0.05%	\$0	\$0	\$12,787	
Replace Flush Valves & Faucets	1	Allowance	1	1	0.07%	\$4,032	\$5,242	\$5,967	
Piping									
Replace Piping, Valves & Unions	1	Allowance	1	1	0.15%	\$0	\$0	\$39,960	
Pool									
Pool - Preventative Maintenance (grout, acid wash, etc.)	1	Allowance	1	1	0.36%	\$0	\$0	\$95,904	
Misc. Pool Equipment Replacement (\$25K/Year)	10	Allowance	1	10	1.49%	\$90,000	\$117,000	\$133,200	
PLUMBING SYSTEMS SUBTOTAL					6.09%	\$796,032	\$122,242	\$309,557	

SECTION C | Individual Building Assessments

Building 06 – Jack E. Kirksey Livonia Community Recreation Center

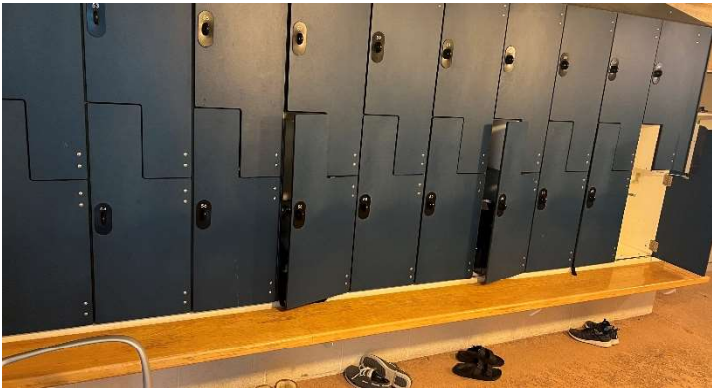
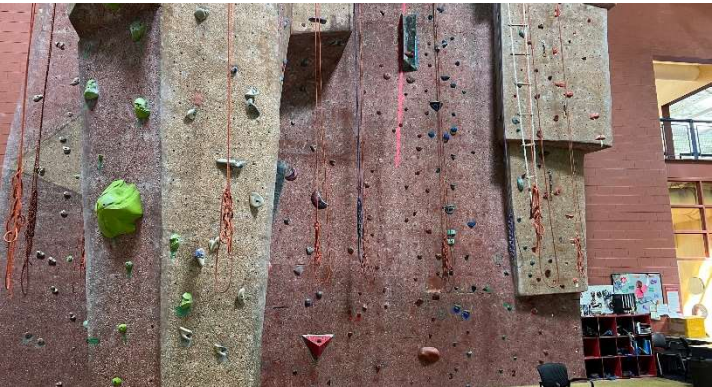
Summary of Budgets:

Jack E. Kirksey Recreation Center						Cost Data		
Building SF 130,000						Specification Factor =	Geographic Factor =	Cost Escalation Factor =
						1.08	1.30	1.48
Program Area	Quantity Per Unit	Unit	# of Units	Total Units	As % of Total Cost	Critical Needs Cost (1 - 3 years)	Deferrable Maintenance Cost (4 - 6 years)	Future Need Cost (7 - 10 years)
5.0 HVAC SYSTEMS								
Equipment								
Existing Cleaver Brooks Boiler Serial # OL101674, 2002 (10,000,000 BTU)	1	EA	1	1	3.59%	\$0	\$0	\$959,040
Existing Cleaver Brooks Boiler Serial # OL101673, 2002 (10,000,000 BTU)	1	EA	1	1	3.59%	\$0	\$0	\$959,040
Existing Trane Air Handling Unit- 2002	1	EA	1	1	0.90%	\$0	\$210,600	\$0
Existing Trane Air Handling Unit- 2002	1	EA	1	1	0.90%	\$0	\$210,600	\$0
Existing Trane Air Handling Unit- 2002	1	EA	1	1	0.90%	\$0	\$210,600	\$0
Existing Trane Air Handling Unit- 2002	1	EA	1	1	0.90%	\$0	\$210,600	\$0
Existing Trane Air Handling Unit- 2002	1	EA	1	1	0.90%	\$0	\$210,600	\$0
Existing Trane Air Handling Unit- 2002	1	EA	1	1	0.90%	\$0	\$210,600	\$0
Existing Evapco Chiller, Serial # T020199, 2002	1	EA	1	1	2.39%	\$0	\$0	\$639,360
Replace Exhaust Fans	8	EA	1	8	0.19%	\$0	\$0	\$50,126
Replace Misc. HVAC Equipment	1	Allowance	1	1	2.01%	\$0	\$0	\$537,062
Piping								
Replace Piping, Valves & Unions	1	Allowance	1	1	0.15%	\$0	\$0	\$39,960
Air and Water Balance	130,000	SF	1	130,000	0.23%	\$0	\$54,756	\$0
Commissioning	130,000	SF	1	130,000	0.16%	\$0	\$36,504	\$0
Temperature Controls	130,000	SF	1	130,000	2.18%	\$0	\$511,056	\$0
HVAC SYSTEMS SUBTOTAL					19.86%	\$0	\$1,865,916	\$3,184,588
6.0 ELECTRICAL SYSTEMS								
Power								
Power for IT Equipment & Upgrades	1	Allowance	1	1	0.21%	\$0	\$0	\$55,944
Replace Existing Electrical Panels	1	Allowance	1	1	0.30%	\$0	\$0	\$79,920
Power for new HVAC	1	Allowance	1	1	0.33%	\$0	\$78,624	\$0
Miscellaneous Power Allowance	130,000	SF	1	130,000	0.31%	\$0	\$0	\$83,117
Lighting								
Replace Lighting with LED's (New OS, Switching, etc.)	130,000	SF	1	130,000	5.67%	\$0	\$1,332,396	\$0
Replace Exterior Wall Packs	20	EA	1	20	0.10%	\$18,144	\$0	\$0
Fire Alarm System								
Adjustments to Fire Alarm System	1	Allowance	1	1	0.07%	\$12,096	\$0	\$0
ELECTRICAL SYSTEMS SUBTOTAL					7.00%	\$30,240	\$1,411,020	\$218,981
7.0 SECURITY								
Security								
Security Allowance - Cameras / Surveillance	1	Allowance	1	1	0.00%	\$0	\$0	\$79,920
Security Allowance - Access Controls	1	Allowance	1	1	0.00%	\$0	\$0	\$79,920
SECURITY SYSTEMS SUBTOTAL					0.60%	\$0	\$0	\$159,840
9.0 FURNITURE & EQUIPMENT								
General Furniture								
FFE Allowance	1	Allowance	1	1	1.20%	\$72,000	\$93,600	\$106,560
FURNITURE & EQUIPMENT SUBTOTAL					1.20%	\$72,000	\$93,600	\$106,560
10.0 TECHNOLOGY								
Technology								
Recable all IT Wiring	1	Allowance	1	1	2.39%	\$432,000	\$0	\$0
TECHNOLOGY SUBTOTAL					2.39%	\$432,000	\$0	\$0
SOFT COSTS								
Building Infrastructure Improvement Total:					75.56%	\$2,143,212	\$8,218,174	\$7,668,631
Project Contingency:	10.00%				7.20%	\$163,921	\$812,457	\$756,207
Permits, Testing & Printing:	2.50%				1.98%	\$45,078	\$223,426	\$207,957
Professional Fees & Costs:	9.00%				7.96%	\$181,310	\$898,641	\$836,424
Construction Manager Fee & Costs:	9.00%				7.30%	\$166,339	\$824,441	\$767,361
PROJECT TOTAL					100.00%	\$2,699,860	\$10,977,139	\$10,236,580

SECTION C | Individual Building Assessments

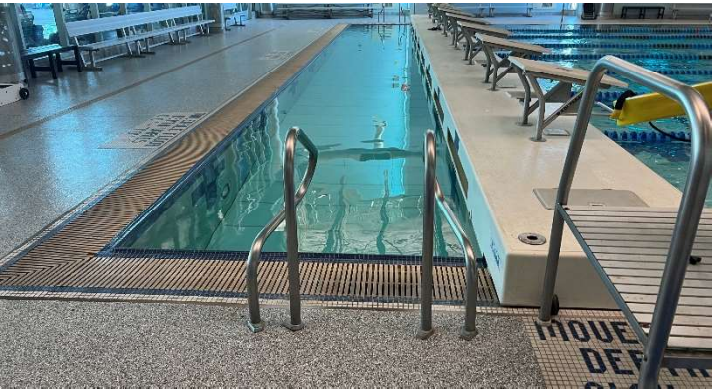
Building 06 – Jack E. Kirksey Livonia Community Recreation Center

Photos:



Building 06 – Jack E. Kirksey Livonia Community Recreation Center

Photos:



SECTION C | Individual Building Assessments

Building 06 – Jack E. Kirksey Livonia Community Recreation Center

Photos:



Building 06 – Jack E. Kirksey Livonia Community Recreation Center

Photos:



Building 07 – Livonia Housing Commission



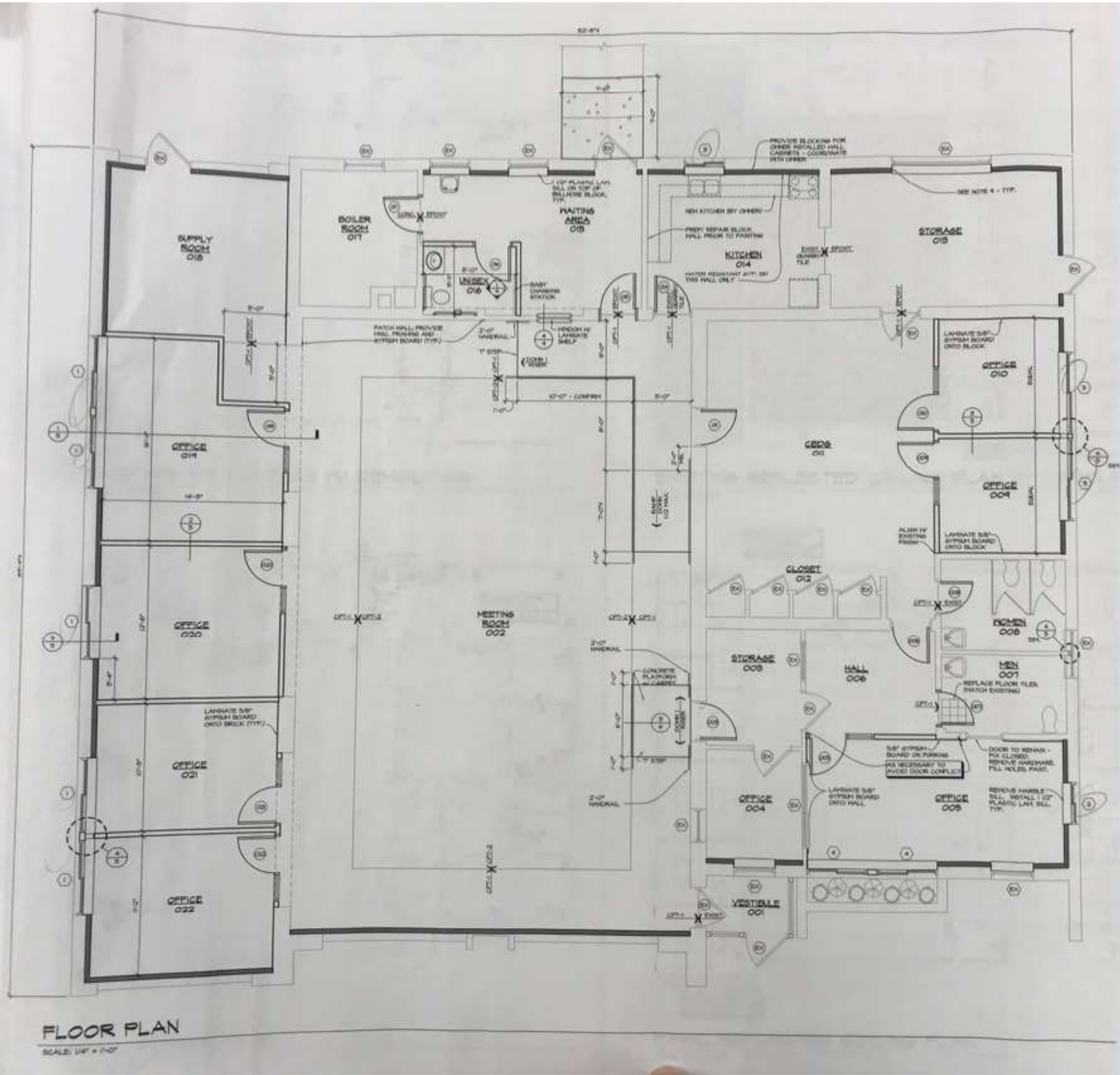
Address:	10800 Farmington Rd. Livonia MI 48150
Year Built:	~1966
Square Footage:	5,660
Site Area:	9.98 Acres
Parking Spaces:	54
Stories:	1
Basement:	No
Elevator(s):	No
Exterior Façade:	Brick
Roof:	EPDM
Fire Protection:	None

Site Plan:



Building 07 - Livonia Housing Commission

1st Floor Plan:



SECTION C | Individual Building Assessments

Building 07 – Livonia Housing Commission

Summary of Budgets:

Housing Commission						Cost Data				
Building SF					Specification Factor =		Geographic Factor =			
5,660					Cost Escalation Factor =		Cost Escalation Factors			
							1.08	1.30	1.48	
Program Area	Quantity	# of	As % of	Critical Needs Cost	Deferrable Maintenance Cost	Future Need Cost				
	Per Unit	Unit	Units				Total Units	Cost	(1 - 3 years)	(4 - 6 years)
1.0 SITE										
Paving										
Pavement and Base Reconstruction	33000	SF	1	33,000	17.87%	\$213,840	\$0	\$0		
Selective Sidewalk & Curb Replacement	1	Allowance	1	1	0.90%	\$10,800	\$0	\$0		
Sealcoating/Re-stripping	33000	SF	1	33,000	0.89%	\$0	\$0	\$15,824		
Landscaping										
Improve Landscaping	1	Allowance	1	1	0.90%	\$10,800	\$0	\$0		
Utilities										
Misc. Utility Repairs	1	Allowance	1	1	0.45%	\$0	\$7,020	\$0		
Monument Sign - Powered & Electronic Display	1	EA	1	1	4.51%	\$54,000	\$0	\$0		
SITE SUBTOTAL					25.54%	\$289,440	\$7,020	\$15,824		
2.0 BUILDING ENVELOPE										
Roofing Work										
Misc. Roof Repairs	1	Allowance	1	1	0.90%	\$0	\$14,040	\$0		
Windows										
Re-caulk Windows	1	Allowance	1	1	0.63%	\$7,560	\$0	\$0		
Exterior Walls										
Re-Caulk Expansion Joints	1	Allowance	1	1	1.35%	\$16,200	\$0	\$0		
Tuckpointing	1	Allowance	1	1	2.26%	\$27,000	\$0	\$0		
Exterior Doors										
Exterior Hollow Metal Doors/Frames/Hardware- Single Door	3	EA	1	3	0.81%	\$9,720	\$0	\$0		
BUILDING ENVELOPE SUBTOTAL					5.96%	\$60,480	\$14,040	\$0		
3.0 INTERIOR/FINISHES										
Ceilings										
Remove Existing & Install New Acoustic Tile Ceiling	5,660	SF	1	5,660	4.34%	\$51,959	\$0	\$0		
Flooring										
Remove & Replace Flooring - Carpet	5,660	SF	1	5,660	3.42%	\$40,956	\$0	\$0		
Paint										
Paint - Interior	5,660	SF	1	5,660	0.77%	\$9,169	\$0	\$0		
Restrooms										
Renovate - Toilet Room (Single / Staff)	1	EA	1	1	0.90%	\$0	\$14,040	\$0		
Casework & Countertops										
Replace Misc. Casework/Millwork	1	Allowance	1	1	3.16%	\$0	\$49,140	\$0		
INTERIOR/FINISHES SUBTOTAL					12.59%	\$102,084	\$63,180	\$0		
4.0 PLUMBING SYSTEMS										
Fire Protection										
New Fire Suppression System	5,660	SF	1	5,660	2.55%	\$30,564	\$0	\$0		
Equipment & Fixtures										
Existing Bradford White Hot Water Heater, Serial # EJ11099631,2008	1	EA	1	1	0.72%	\$8,640	\$0	\$0		
Replace Flush Valves & Faucets	1	Allowance	1	1	0.45%	\$0	\$0	\$7,992		
Piping										
Replace Piping, Valves & Unions	1	Allowance	1	1	0.45%	\$0	\$0	\$7,992		
PLUMBING SYSTEMS SUBTOTAL					4.18%	\$39,204	\$0	\$15,984		
5.0 HVAC SYSTEMS										
Equipment										
Existing Trane Roof Top Unit, Serial # 111510840L, 2011	1	EA	1	1	2.26%	\$0	\$0	\$39,960		
Piping										
Replace Piping, Valves & Unions	1	Allowance	1	1	0.45%	\$0	\$0	\$7,992		
Other HVAC										
Air and Water Balance	5,660	SF	1	5,660	0.15%	\$0	\$0	\$2,714		
Commissioning	5,660	SF	1	5,660	0.10%	\$0	\$0	\$1,809		
Temperature Controls	5,660	SF	1	5,660	1.43%	\$0	\$0	\$25,331		
HVAC SYSTEMS SUBTOTAL					4.39%	\$0	\$0	\$77,807		
6.0 ELECTRICAL SYSTEMS										
Power for IT Equipment & Upgrades										
Power for new HVAC	1	Allowance	1	1	5.06%	\$0	\$0	\$89,510		
Miscellaneous Power Allowance	5,660	SF	1	5,660	0.20%	\$2,445	\$0	\$0		
Lighting										
Replace Lighting with LED's (New OS, Switching, etc.)	5,660	SF	1	5,660	3.73%	\$44,623	\$0	\$0		
Building Exterior/Site Lighting Allowance	1	Allowance	1	1	1.35%	\$16,200	\$0	\$0		
Fire Alarm System										
Install Fire Alarm System	5,660	SF	1	5,660	1.12%	\$0	\$0	\$19,903		
ELECTRICAL SYSTEMS SUBTOTAL					12.19%	\$63,269	\$0	\$122,201		

SECTION C | Individual Building Assessments

Building 07 – Livonia Housing Commission

Summary of Budgets:

Housing Commission						Cost Data		
Building SF						Specification Factor =	Geographic Factor =	Cost Escalation Factor =
		5,660				Cost Escalation Factors		
						1.08	1.30	1.48
						Critical Needs Cost	Deferrable Maintenance Cost	Future Need Cost
						(1 - 3 years)	(4 - 6 years)	(7 - 10 years)
Program Area		Quantity Per Unit	Unit	# of Units	Total Units	As % of Total Cost		
7.0 SECURITY								
Security								
Security Allowance - Cameras / Surveillance		1	Allowance	1	1	0.00%	\$16,200	\$0
Security Allowance - Access Controls		1	Allowance	1	1	0.00%	\$16,200	\$0
SECURITY SYSTEMS SUBTOTAL						2.71%	\$32,400	\$0
8.0 ABATEMENT								
Abatement								
Abatement Allowance		1	Allowance	1	1	2.71%	\$0	\$42,120
9.0 FURNITURE & EQUIPMENT								
General Furniture								
FFE Allowance		1	Allowance	1	1	4.51%	\$54,000	\$0
Other FF&E								
New Fridge and Freezers Allowance		1	Allowance	1	1	1.35%	\$16,200	\$0
FURNITURE & EQUIPMENT SUBTOTAL						5.87%	\$70,200	\$0
SOFT COSTS								
Building Infrastructure Improvement Total:						76.14%	\$657,076	\$126,360
Project Contingency:		10.00%				7.03%	\$58,688	\$12,636
Permits, Testing & Printing:		2.50%				1.93%	\$16,139	\$3,475
Professional Fees & Costs:		9.00%				7.77%	\$64,913	\$13,976
Construction Manager Fee & Costs:		9.00%				7.13%	\$59,553	\$12,822
PROJECT TOTAL						100.00%	\$856,369	\$169,270
								\$310,537

SECTION C | Individual Building Assessments

Building 07 – Livonia Housing Commission

Photos:



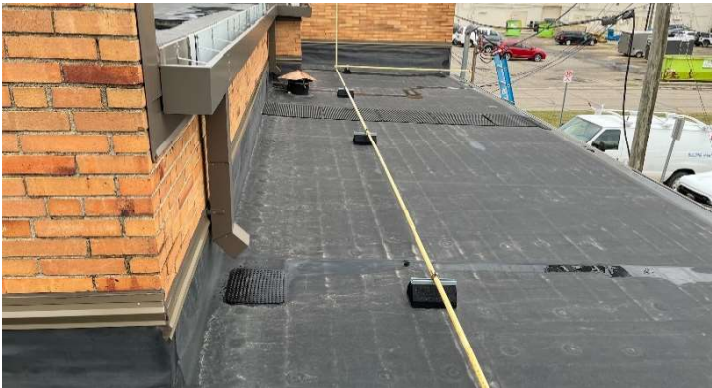
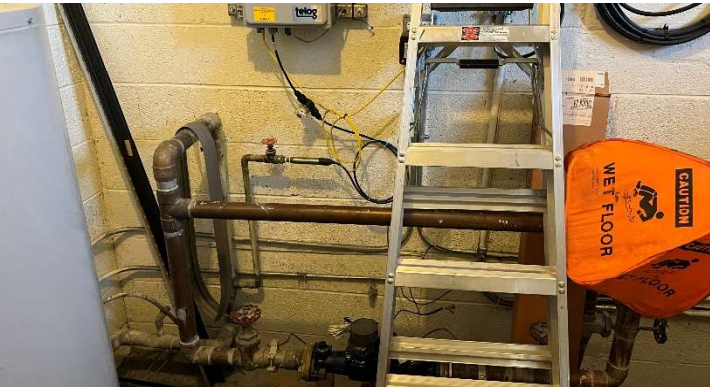
Building 07 – Livonia Housing Commission

Photos:



Building 07 – Livonia Housing Commission

Photos:

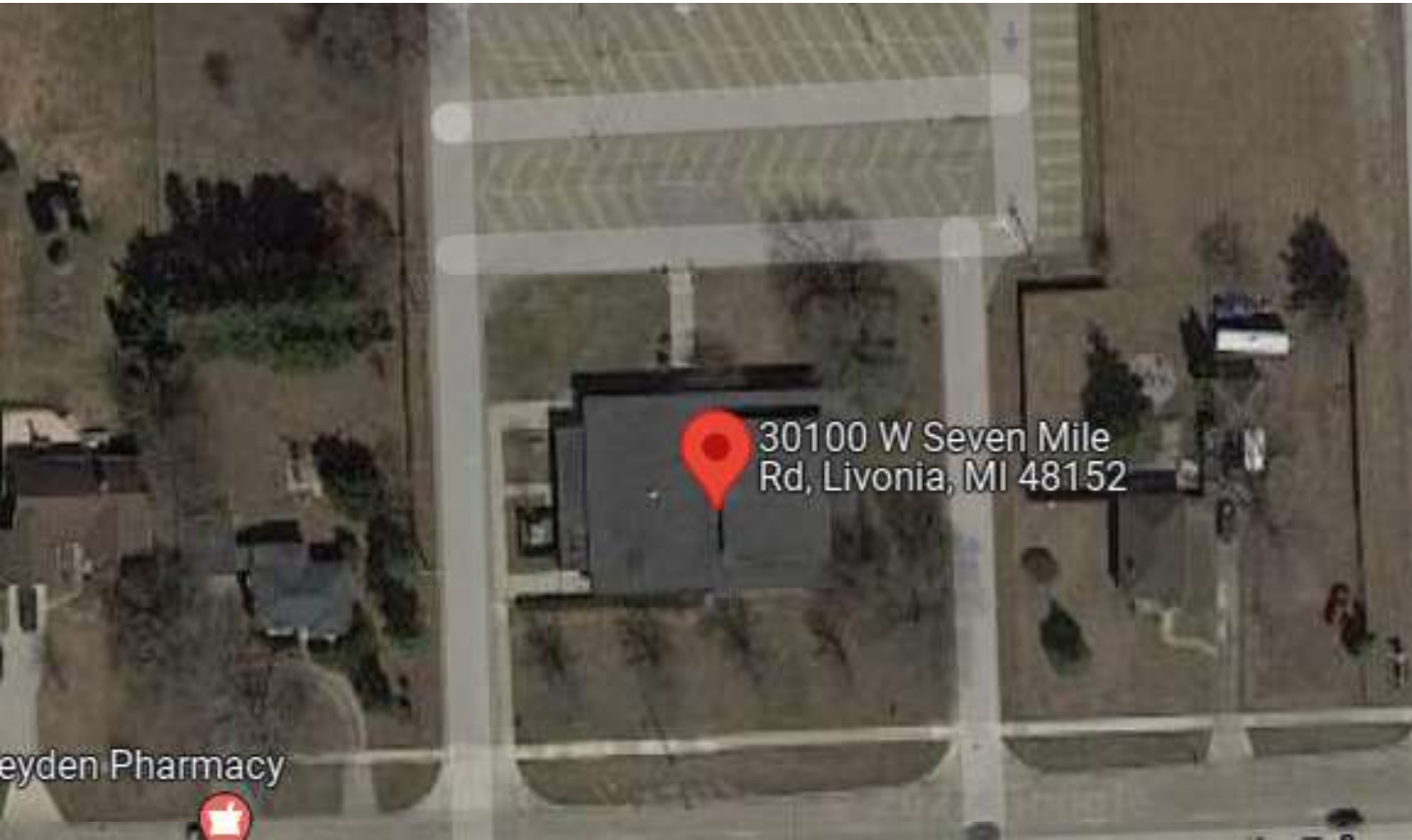


Building 08 – Carl Sandburg Library



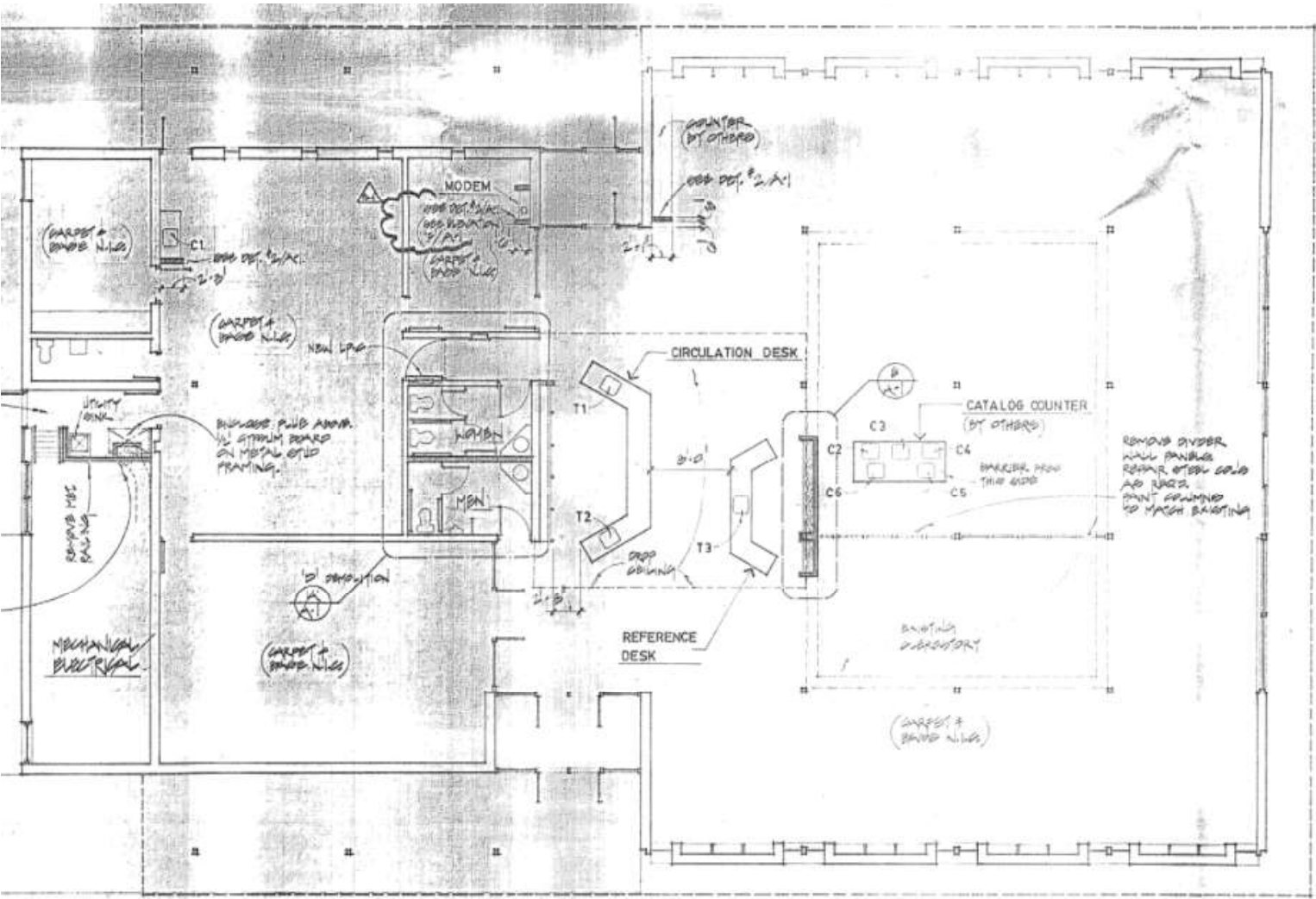
Address:	30100 W. Seven Mile Rd. Livonia MI 48152
Year Built:	1961
Square Footage:	8,600
Site Area:	2.20 Acres
Parking Spaces:	107
Stories:	1
Basement:	Yes
Elevator(s):	No
Exterior Façade:	Brick
Roof:	Tar
Fire Protection:	No

Site Plan:



Building 08 – Carl Sandburg Library

1st Floor Plan:



SECTION C | Individual Building Assessments

Building 08 – Carl Sandburg Library

Summary of Budgets:

Carl Sandburg Library						Cost Data		
Building SF						Specification Factor =	Geographic Factor =	Cost Escalation Factor =
		11,000					Cost Escalation Factors	
							1.08	1.30
							1.48	
Program Area	Quantity Per Unit	Unit	# of Units	Total Units	As % of Total Cost	Critical Needs Cost (1 - 3 years)	Deferrable Maintenance Cost (4 - 6 years)	Future Need Cost (7 - 10 years)
1.0 SITE								
Paving								
Pavement and Base Reconstruction	55,000	SF	1	55,000	13.46%	\$0	\$463,320	\$0
Selective Sidewalk & Curb Replacement	1	Allowance	1	1	0.41%	\$10,800	\$0	\$0
Sealcoating/Re-striping	55,000	SF	1	55,000	0.67%	\$17,820	\$0	\$0
Landscaping								
Improve Landscaping	1	Allowance	1	1	0.41%	\$0	\$14,040	\$0
Utilities								
Catch Basin / Manholes	3	EA	1	3	0.55%	\$0	\$18,870	\$0
Misc. Utility Repairs	1	Allowance	1	1	1.02%	\$0	\$35,100	\$0
Monument Sign - Powered & Electronic Display	1	EA	1	1	2.04%	\$54,000	\$0	\$0
SITE SUBTOTAL					18.56%	\$82,620	\$531,330	\$0
2.0 BUILDING ENVELOPE								
Roofing Work								
Replace Roof (EPDM) - .60 Mil/Reinforced/Fully-Adhered- (In Process)	15,000	SF	1	15,000	9.44%	\$250,000	\$0	\$0
Install Roof Access Ladder	1	EA	1	1	0.09%	\$2,419	\$0	\$0
Windows								
Re-caulk Windows	1	Allowance	1	1	0.31%	\$8,100	\$0	\$0
Exterior Walls								
Re-Caulk Expansion Joints	1	Allowance	1	1	0.61%	\$16,200	\$0	\$0
Tuckpointing	1	Allowance	1	1	1.63%	\$43,200	\$0	\$0
Exterior Doors								
Exterior Hollow Metal Doors/Frames/Hardware- Single Door	2	EA	1	2	0.24%	\$6,480	\$0	\$0
BUILDING ENVELOPE SUBTOTAL					12.33%	\$326,399	\$0	\$0
3.0 INTERIOR/FINISHES								
Interior Doors & Hardware								
Replace Interior Doors & Hardware	10	EA	1	10	1.63%	\$43,200	\$0	\$0
Ceilings								
Remove Existing & Install New Acoustic Tile Ceiling	3,000	SF	1	3,000	1.04%	\$27,540	\$0	\$0
Flooring								
Remove & Replace Flooring - Carpet	11,000	SF	1	11,000	3.01%	\$0	\$0	\$117,802
Paint								
Paint - Interior	11,000	SF	1	11,000	0.67%	\$0	\$23,166	\$0
Restrooms								
Renovate - Toilet Room (Single / Staff)	1	EA	2	2	1.37%	\$36,288	\$0	\$0
Casework & Countertops								
Replace Misc. Casework/Millwork	1	Allowance	1	1	4.08%	\$108,000	\$0	\$0
INTERIOR/FINISHES SUBTOTAL					11.80%	\$215,028	\$23,166	\$117,802
4.0 PLUMBING SYSTEMS								
Fire Protection								
New Fire Suppression System	11,000	SF	1	11,000	2.24%	\$59,400	\$0	\$0
Equipment & Fixtures								
Existing Lochinvar Hot Water Heater, Serial # 1213A012099, 2012	1	EA	1	1	0.33%	\$0	\$11,232	\$0
Replace Flush Valves & Faucets	1	Allowance	1	1	0.46%	\$0	\$0	\$17,902
Provide Bottle Filler Drinking Fountains	1	EA	1	1	0.27%	\$7,258	\$0	\$0
Piping								
Replace Piping, Valves & Unions	1	Allowance	1	1	0.49%	\$0	\$0	\$19,181
PLUMBING SYSTEMS SUBTOTAL					3.79%	\$66,658	\$11,232	\$37,083
5.0 HVAC SYSTEMS								
Equipment								
Existing Lochinvar Boiler, Serial #J938512, 1990	1	EA	1	1	3.06%	\$81,000	\$0	\$0
Replace Boiler Pumps	1	EA	1	1	0.34%	\$9,072	\$0	\$0
Existing MagicAire Air Handler Unit, Serial # 940489444, 1994	1	EA	1	1	0.61%	\$16,200	\$0	\$0
Existing MagicAire Air Handler Unit, Serial # 940592687, 1994	1	EA	1	1	0.61%	\$16,200	\$0	\$0
Existing MagicAire Air Handler Unit, Serial # 94059286, 1994	1	EA	1	1	0.61%	\$16,200	\$0	\$0
Existing Trane Chiller, Serial # J94E81342, 1994 (Slated for replacement 2022)	1	EA	-	-	0.00%	\$0	\$0	\$0
Piping								
Replace Piping, Valves & Unions	1	Allowance	1	1	1.02%	\$27,000	\$0	\$0
Other HVAC								
Air and Water Balance	11,000	SF	1	11,000	0.13%	\$3,564	\$0	\$0
Commissioning	11,000	SF	1	11,000	0.09%	\$2,376	\$0	\$0
Temperature Controls- (In Process)	11,000	SF	1	11,000	1.26%	\$33,264	\$0	\$0
HVAC SYSTEMS SUBTOTAL					8.35%	\$221,076	\$0	\$0

SECTION C | Individual Building Assessments

Building 08 – Carl Sandburg Library

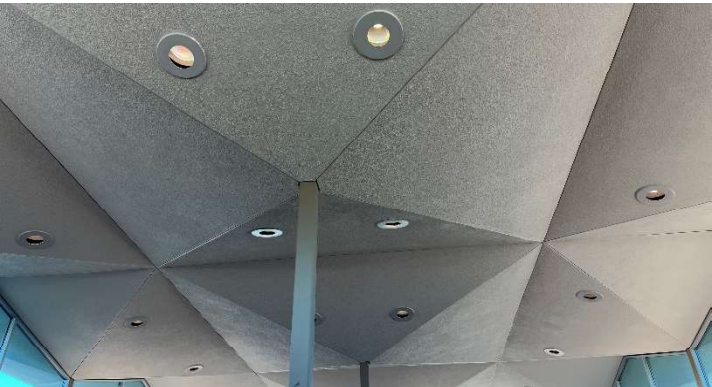
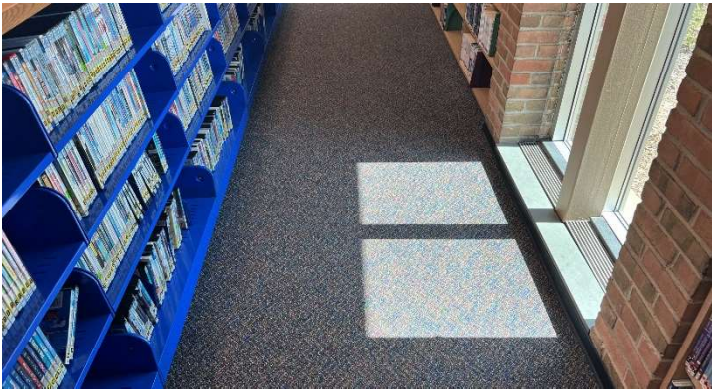
Summary of Budgets:

Carl Sandburg Library						Cost Data			
Building SF				Specification Factor =		Geographic Factor =			
11,000				Cost Escalation Factor =		Cost Escalation Factors			
						1.08	1.30	1.48	
Program Area		Quantity	# of	As % of	Critical Needs	Deferrable	Future Need		
		Per Unit	Unit	Total Units	Cost	(1 - 3 years)	Maintenance Cost (4 - 6 years)	Cost (7 - 10 years)	
6.0 ELECTRICAL SYSTEMS									
Power									
Power for IT Equipment & Upgrades		1	Allowance	1	1	0.61%	\$0	\$23,976	
Replace Existing Electrical Panels		1	Allowance	1	1	2.04%	\$0	\$79,920	
Power for new HVAC		1	Allowance	1	1	2.28%	\$60,480	\$0	
Miscellaneous Power Allowance- (New Outlets Needed)		11,000	SF	1	11,000	0.18%	\$4,752	\$0	
Panel Capacity Investigations and Re-tagging		1	Allowance	1	1	0.69%	\$18,144	\$0	
Lighting									
Replace Lighting with LED's (New OS, Switching, etc.)		11,000	SF	1	11,000	3.28%	\$86,724	\$0	
Replace Emergency & Exit Lights		11,000	SF	1	11,000	0.13%	\$3,564	\$0	
Building Exterior/Site Lighting Allowance		1	Allowance	1	1	2.28%	\$60,480	\$0	
Fire Alarm System									
Install Fire Alarm System		11,000	SF	1	11,000	0.99%	\$26,136	\$0	
ELECTRICAL SYSTEMS SUBTOTAL					12.48%	\$260,280	\$0	\$103,896	
7.0 SECURITY									
Security									
Security Allowance - Cameras / Surveillance		1	Allowance	1	1	0.61%	\$0	\$23,976	
Security Allowance - Access Controls		1	Allowance	1	1	0.00%	\$0	\$23,976	
SECURITY SYSTEMS SUBTOTAL					1.22%	\$0	\$0	\$47,952	
8.0 ABATEMENT									
Abatement									
Abatement Allowance		1	Allowance	1	1	2.45%	\$64,800	\$0	
ABATEMENT SUBTOTAL					2.45%	\$64,800	\$0	\$0	
9.0 FURNITURE & EQUIPMENT									
General Furniture									
FFE Allowance		1	Allowance	1	1	1.84%	\$0	\$63,180	
New Book Shelves		1	Allowance	1	1	3.06%	\$81,000	\$0	
FURNITURE & EQUIPMENT SUBTOTAL					4.90%	\$81,000	\$63,180	\$0	
SOFT COSTS									
Building Infrastructure Improvement Total:					75.89%	\$1,317,861	\$628,908	\$306,733	
Project Contingency:		10.00%			7.10%	\$123,686	\$56,573	\$30,673	
Permits, Testing & Printing:		2.50%			1.95%	\$34,014	\$15,558	\$8,435	
Professional Fees & Costs:		9.00%			7.85%	\$136,806	\$62,574	\$33,927	
Construction Manager Fee & Costs:		9.00%			7.20%	\$125,510	\$57,407	\$31,126	
PROJECT TOTAL					100.00%	\$1,737,877	\$821,019	\$410,894	

SECTION C | Individual Building Assessments

Building 08 – Carl Sandburg Library

Photos:



SECTION C | Individual Building Assessments

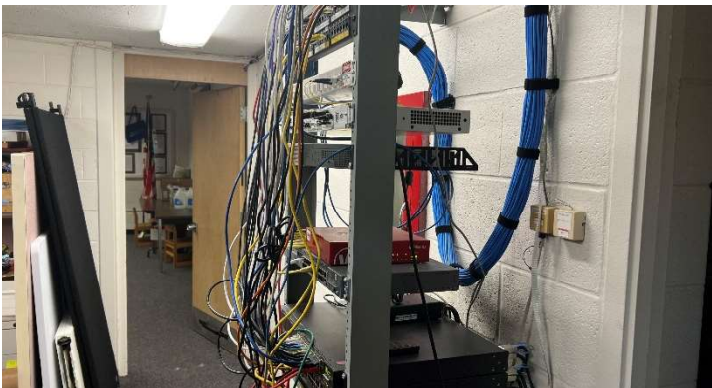
Building 08 – Carl Sandburg Library

Photos:



Building 08 – Carl Sandburg Library

Photos:



Building 08 – Carl Sandburg Library

Photos:

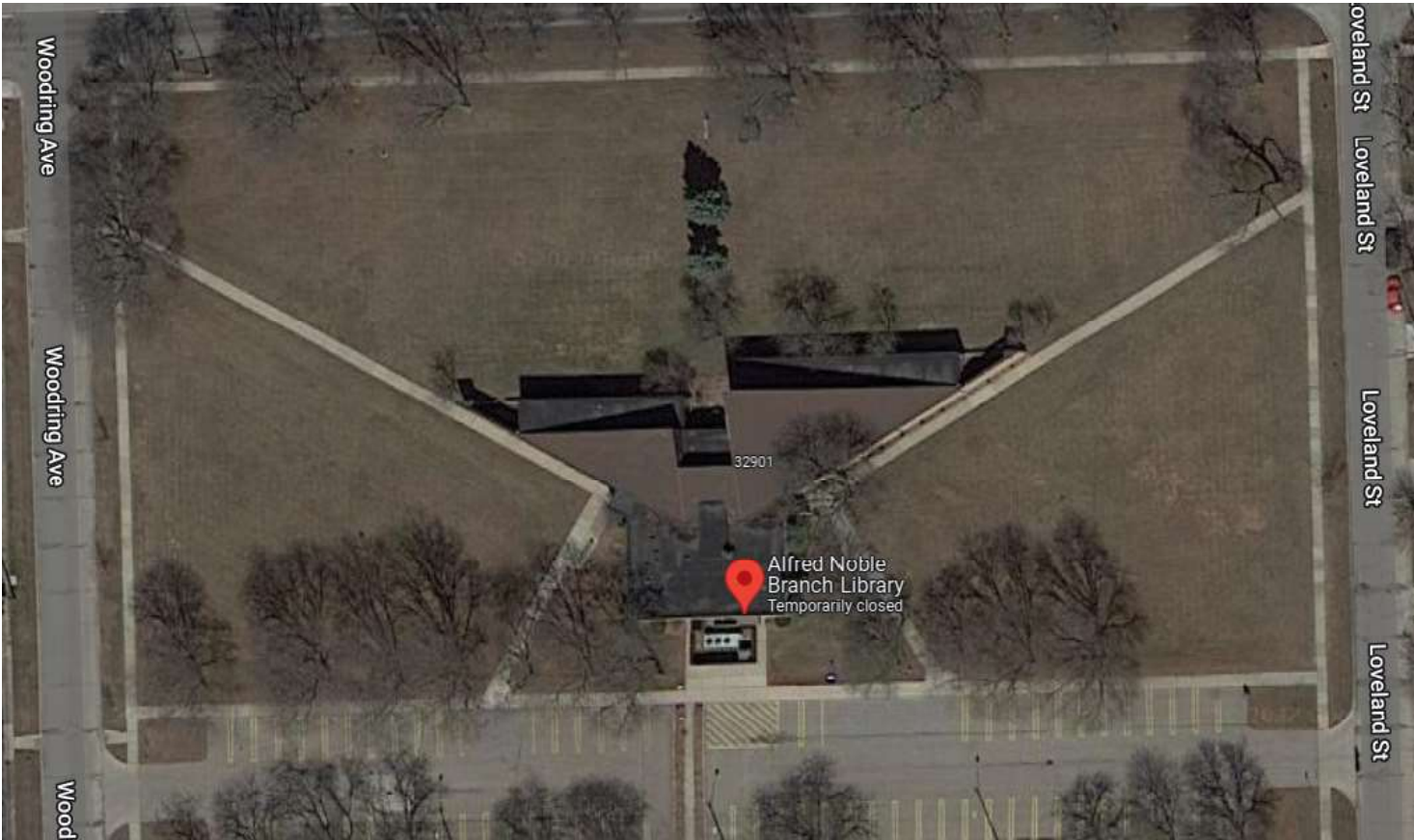


Building 09 – Alfred Noble Branch Library



Address:	32901 Plymouth Rd. Livonia MI 48150
Year Built:	1967
Square Footage:	12,175
Site Area:	4.84 Acres
Parking Spaces:	81
Stories:	1
Basement:	Yes
Elevator(s):	No
Exterior Façade:	Brick
Roof:	EPDM & Shingles
Fire Protection:	No

Site Plan:



Building 09 – Alfred Noble Branch Library

Summary of Budgets:

Alfred Noble Branch Library						Cost Data		
Building SF		16,000		Specification Factor =		Geographic Factor =		
				Cost Escalation Factor =		Cost Escalation Factors		
						1.08	1.30	1.48
Program Area		Quantity	Unit	# of	As % of	Critical Needs	Deferrable	Future Need
		Per Unit		Units	Total Units	Cost	Cost	Cost
						(1 - 3 years)	(4 - 6 years)	(7 - 10 years)
1.0 SITE								
Demolition								
Building Demolition (Non-Abated)		16000	SF	1	16,000	47.44%	\$164,160	\$0
Paving								
Pulverize Existing Parking Lot		32,000	SF	1	32,000	5.99%	\$20,736	\$0
Landscaping								
Landscape Restoration		85000	SF	1	85,000	21.22%	\$73,440	\$0
SITE SUBTOTAL						74.65%	\$258,336	\$0
SOFT COSTS								
Building Infrastructure Improvement Total:						74.65%	\$258,336	\$0
Project Contingency:		10.00%				7.47%	\$25,834	\$0
Permits, Testing & Printing:		2.50%				2.05%	\$7,104	\$0
Professional Fees & Costs:		9.00%				8.26%	\$28,574	\$0
Construction Manager Fee & Costs:		9.00%				7.58%	\$26,215	\$0
PROJECT TOTAL						100.00%	\$346,062	\$0

Building 09 – Alfred Noble Branch Library

Photos:



Building 09 – Alfred Noble Branch Library

Photos:



Building 09 – Alfred Noble Branch Library

Photos:



Building 10 – City Wide Technology

Summary of Budgets:

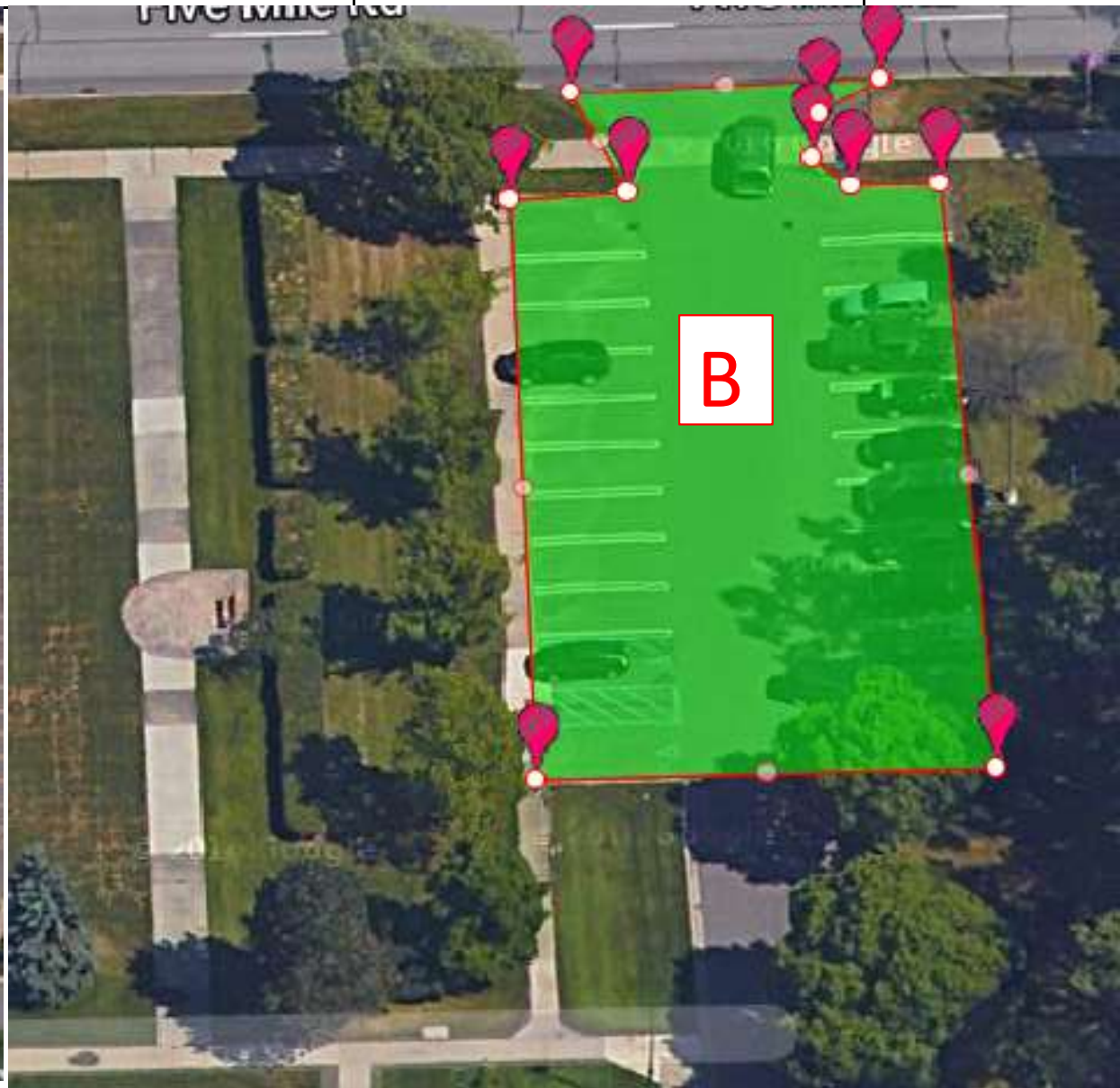
City Wide - Technology						Cost Data		
Building SF						Specification Factor =	Geographic Factor =	Cost Escalation Factor =
						1.08	1.30	1.48
						Critical Needs Cost	Deferrable Maintenance Cost	Property Enhancement Cost
						(1 - 3 years)	(4 - 6 years)	(7 - 10 years)
Program Area	Quantity Per Unit	Unit	# of Units	Total Units	As % of Total Cost			
10.0 TECHNOLOGY								
Technology								
Run Fiber To All Buildings (In Process)	10	EA	1	10	37.33%	\$360,000	\$468,000	\$532,800
Upgrade Wireless Networks	1	Allowance	1	1	18.66%	\$540,000	\$0	\$0
Electronic Time Keeping System	1	Allowance	1	1	18.66%	\$540,000	\$0	\$0
TECHNOLOGY SUBTOTAL					74.65%	\$1,440,000	\$468,000	\$532,800
SOFT COSTS								
Building Infrastructure Improvement Total:					74.65%	\$1,440,000	\$468,000	\$532,800
Project Contingency:	10.00%				7.47%	\$144,000	\$46,800	\$53,280
Permits, Testing & Printing:	2.50%				2.05%	\$39,600	\$12,870	\$14,652
Professional Fees & Costs:	9.00%				8.26%	\$159,275	\$51,764	\$58,932
Construction Manager Fee & Costs:	9.00%				7.58%	\$146,124	\$47,490	\$54,066
PROJECT TOTAL					100.00%	\$1,928,999	\$626,925	\$713,730

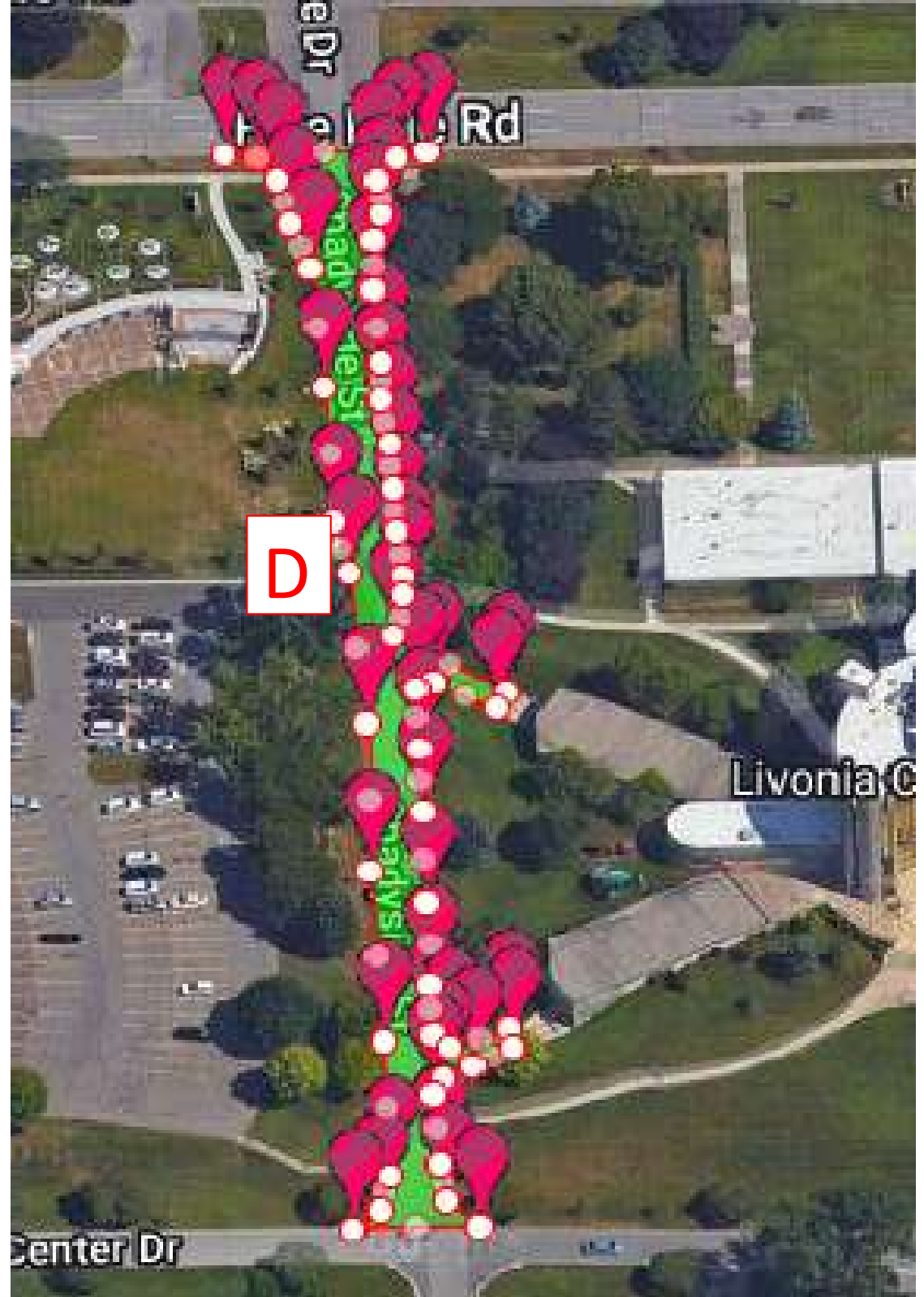
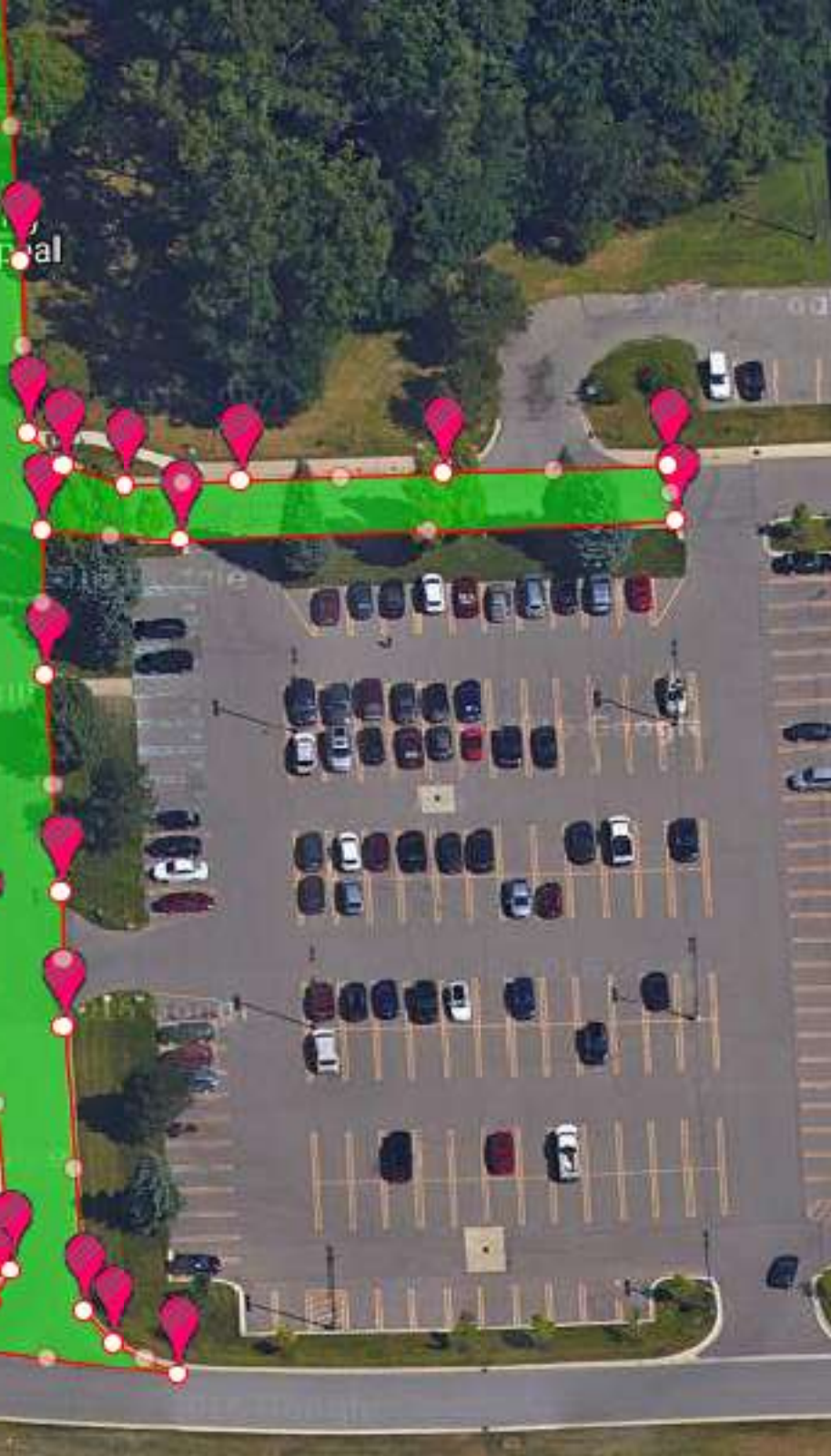


Section D

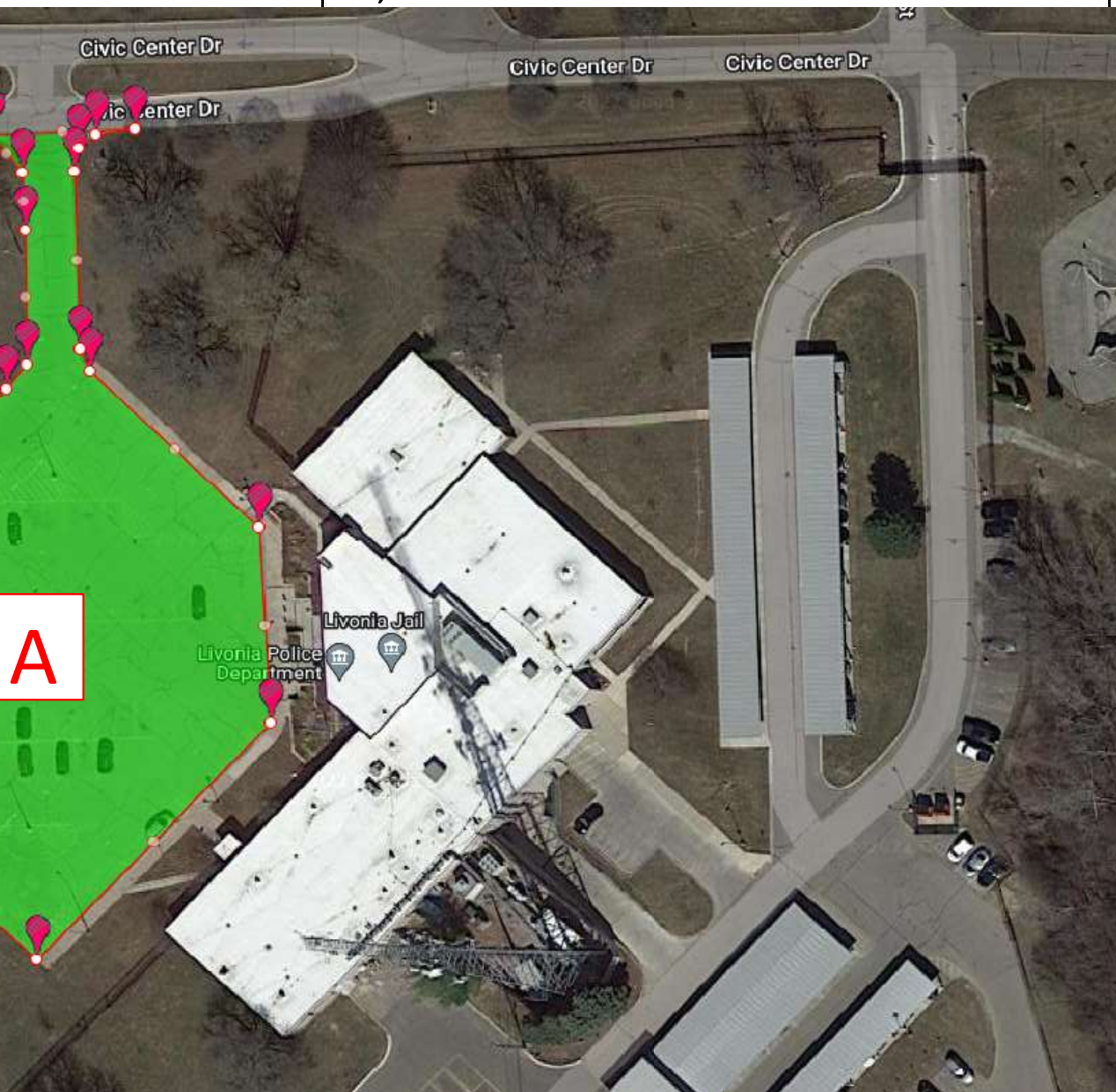
Parking Lot Take-Offs

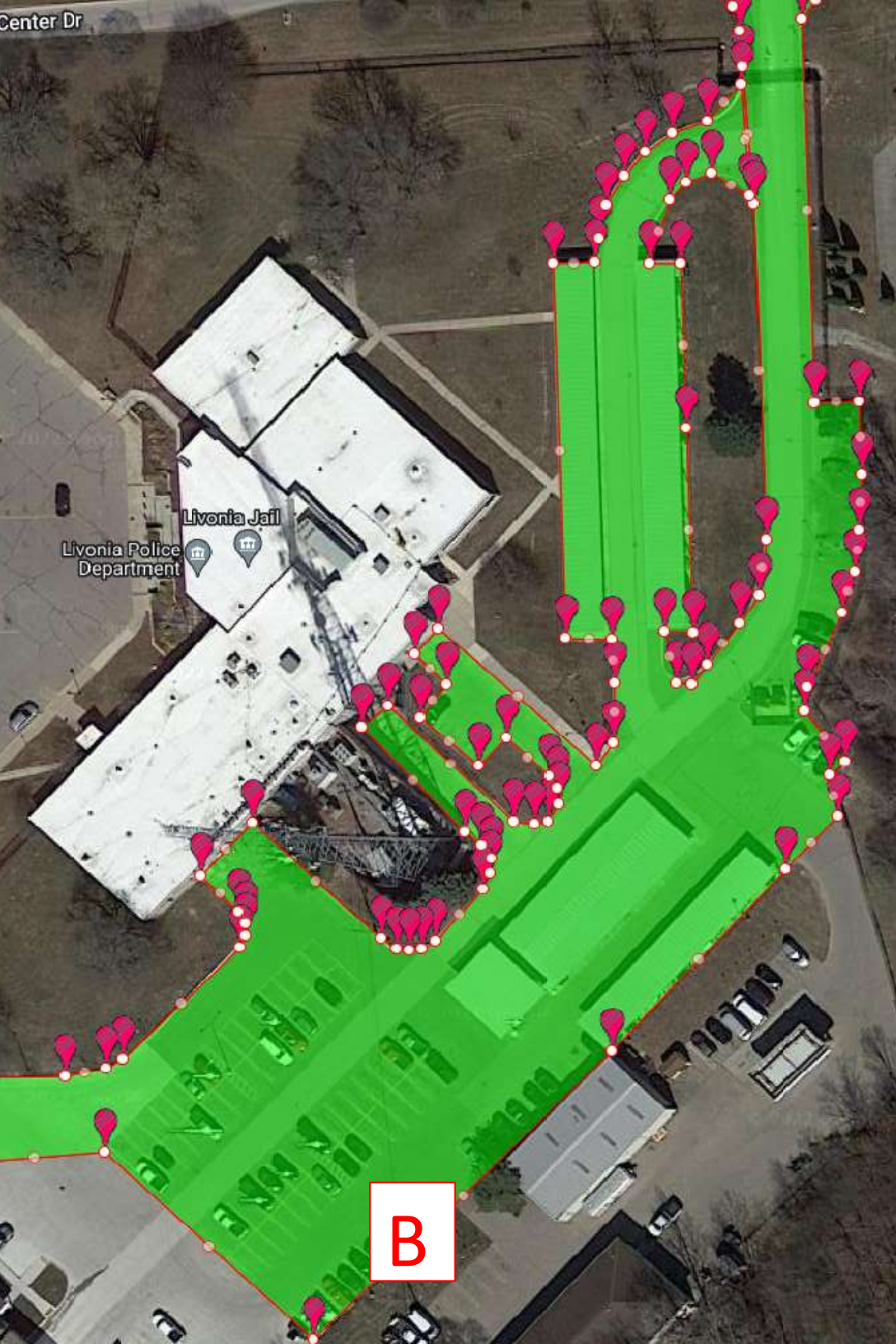
	Sq.ft.	Notes
	59,369	
	9,156	
	22,225	Island removed from total
	19,447	
	110,197	





	Sq. ft.	Notes
	49,165	
	105,749	
	154,914	

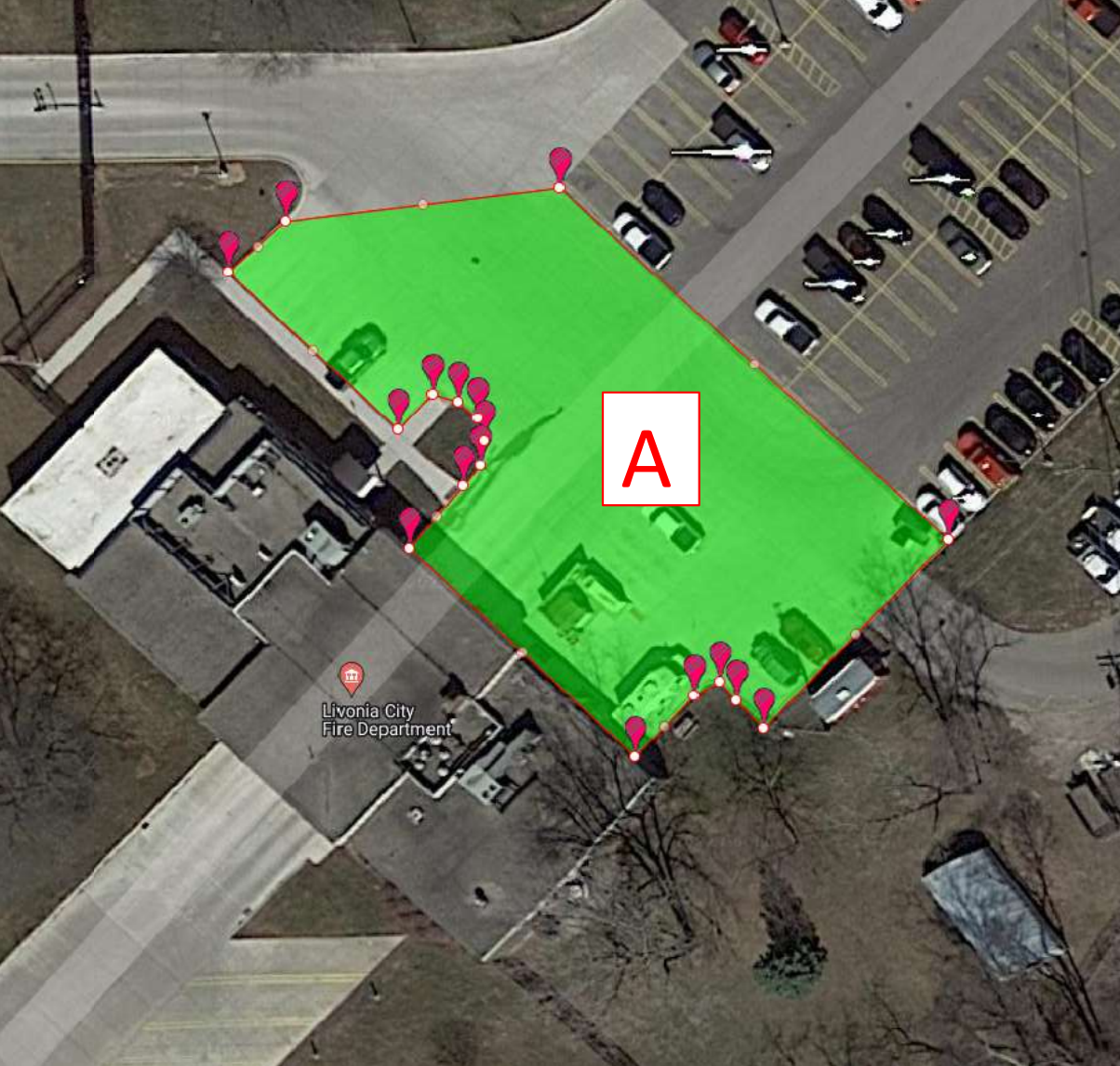


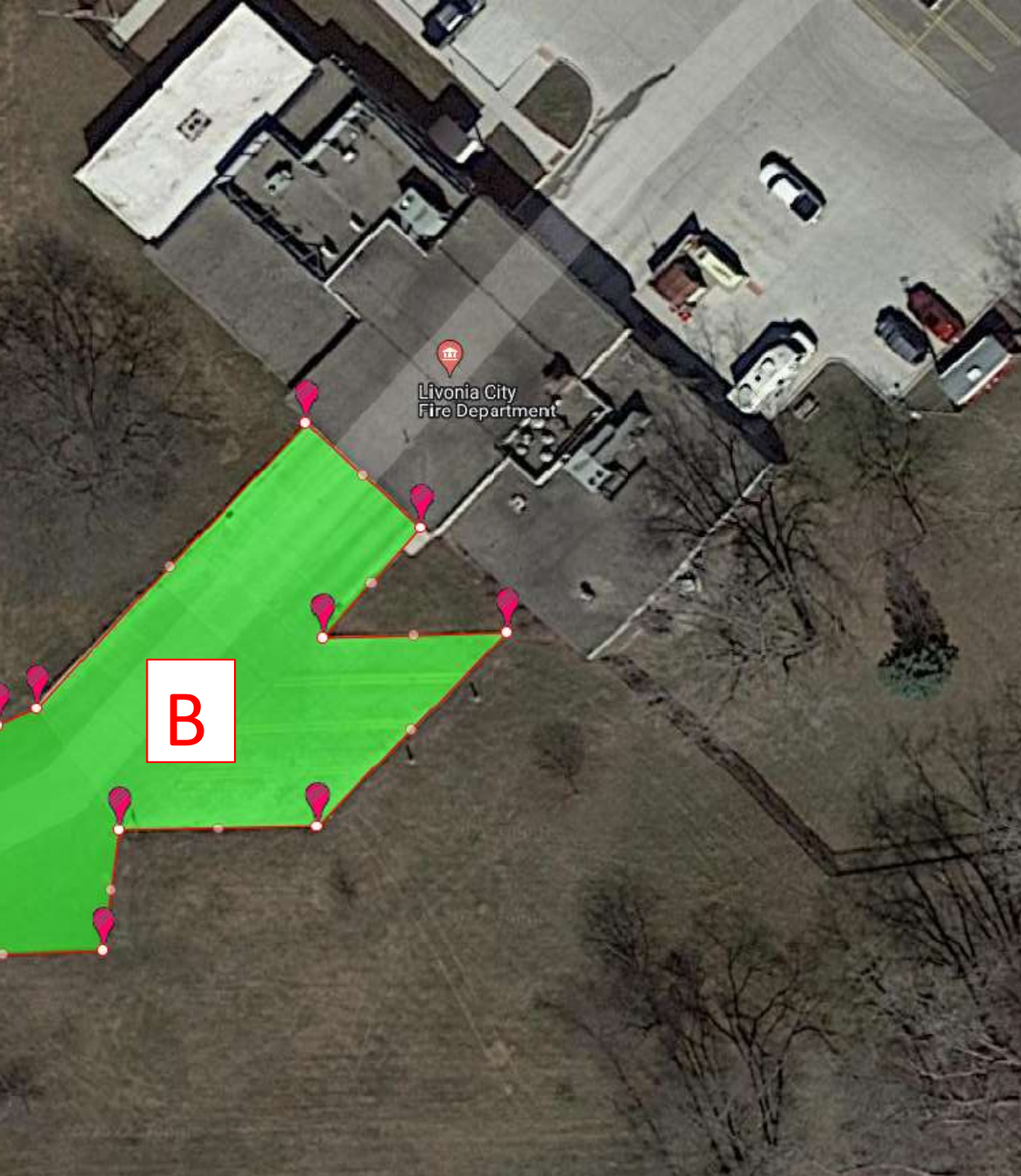


B

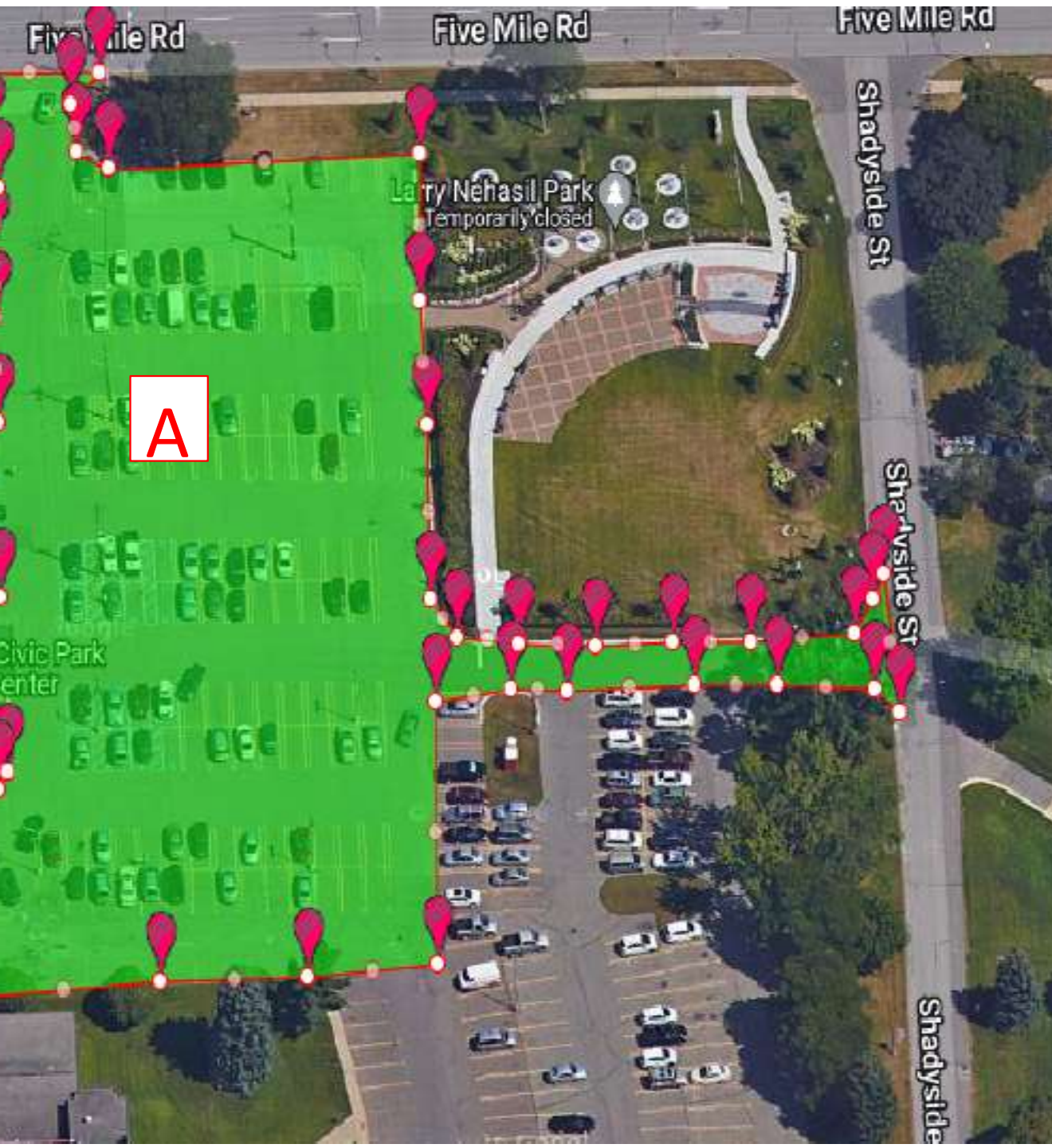
	Sq. ft.
	16,365
	11,512
	27,877

Notes



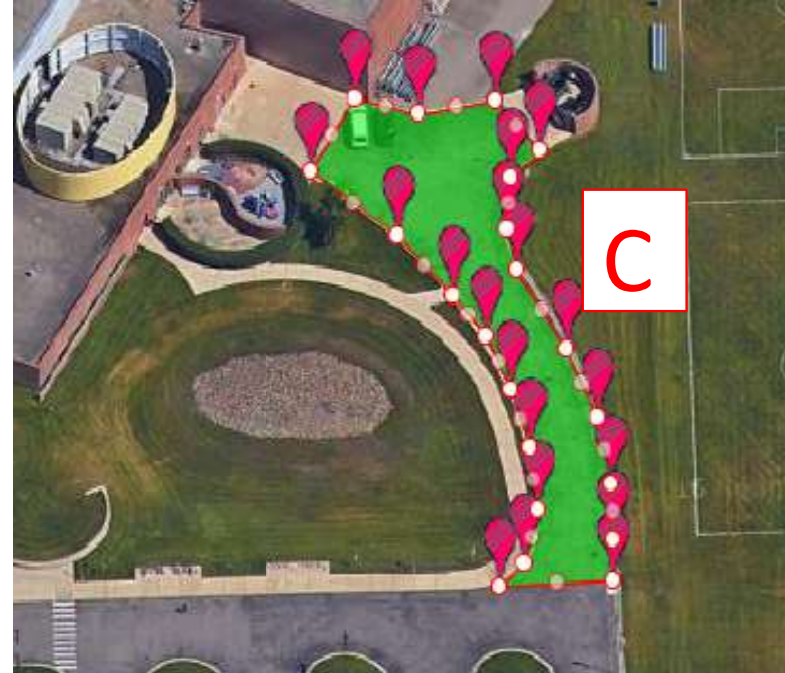


	Sq. ft.	Notes
	82,497	
	82,497	



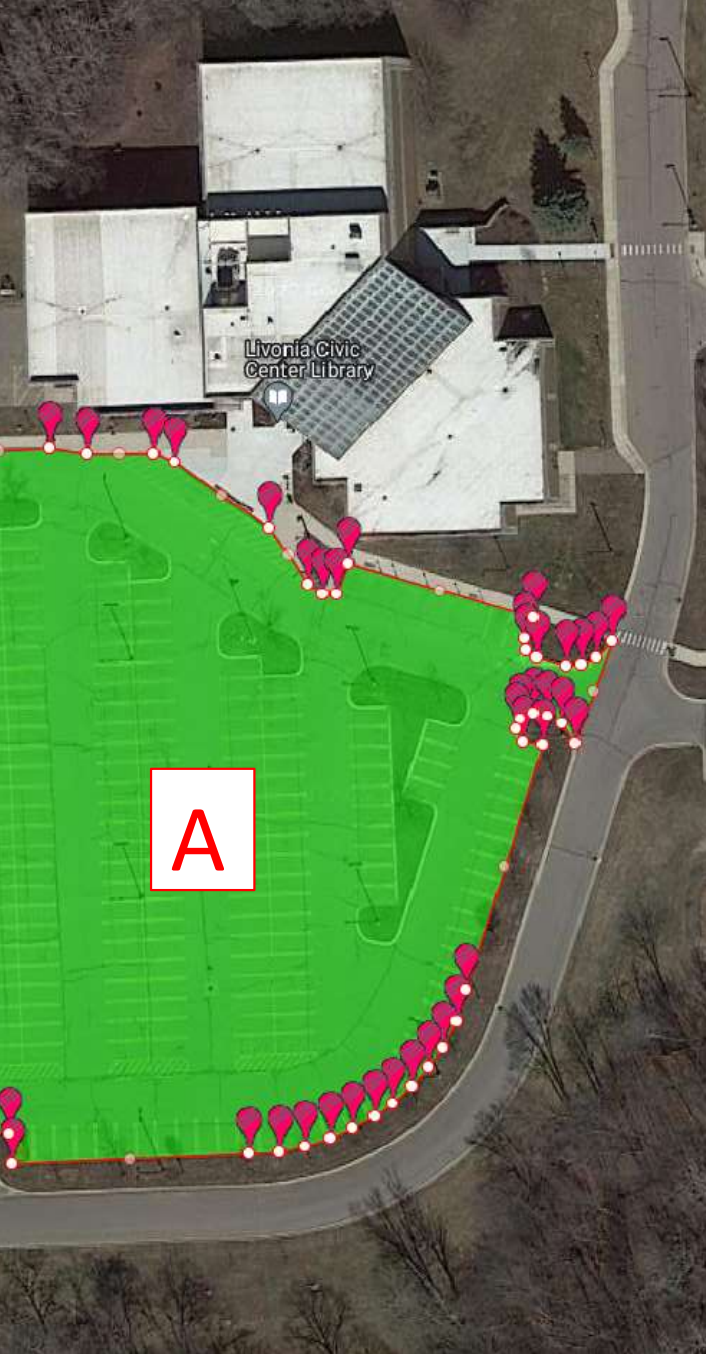
	Sq. ft.	Notes
	59,129	Islands removed from total
	147,576	Islands removed from total
	9,013	
	6,634	
	222,352	



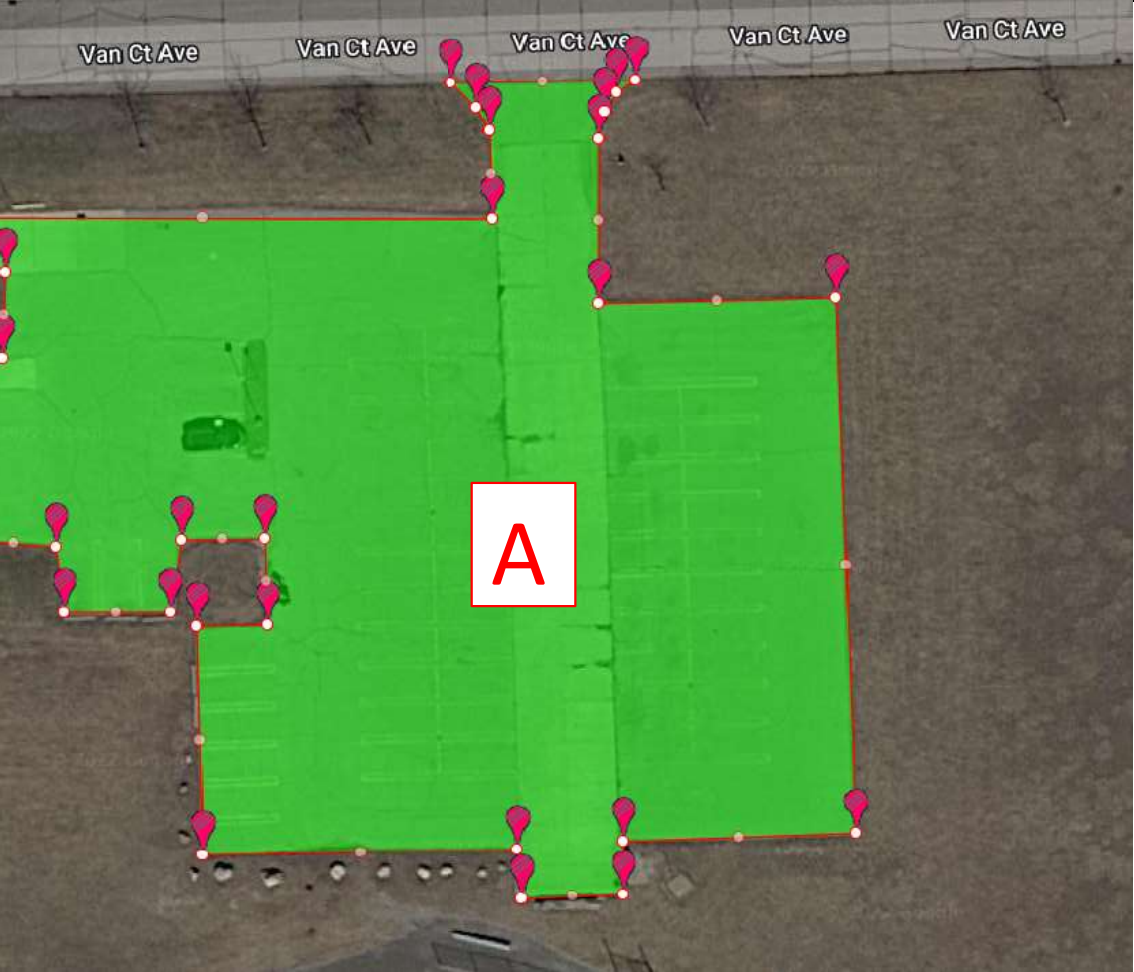


	Sq.ft.
	77,118
	5,269
	82,387

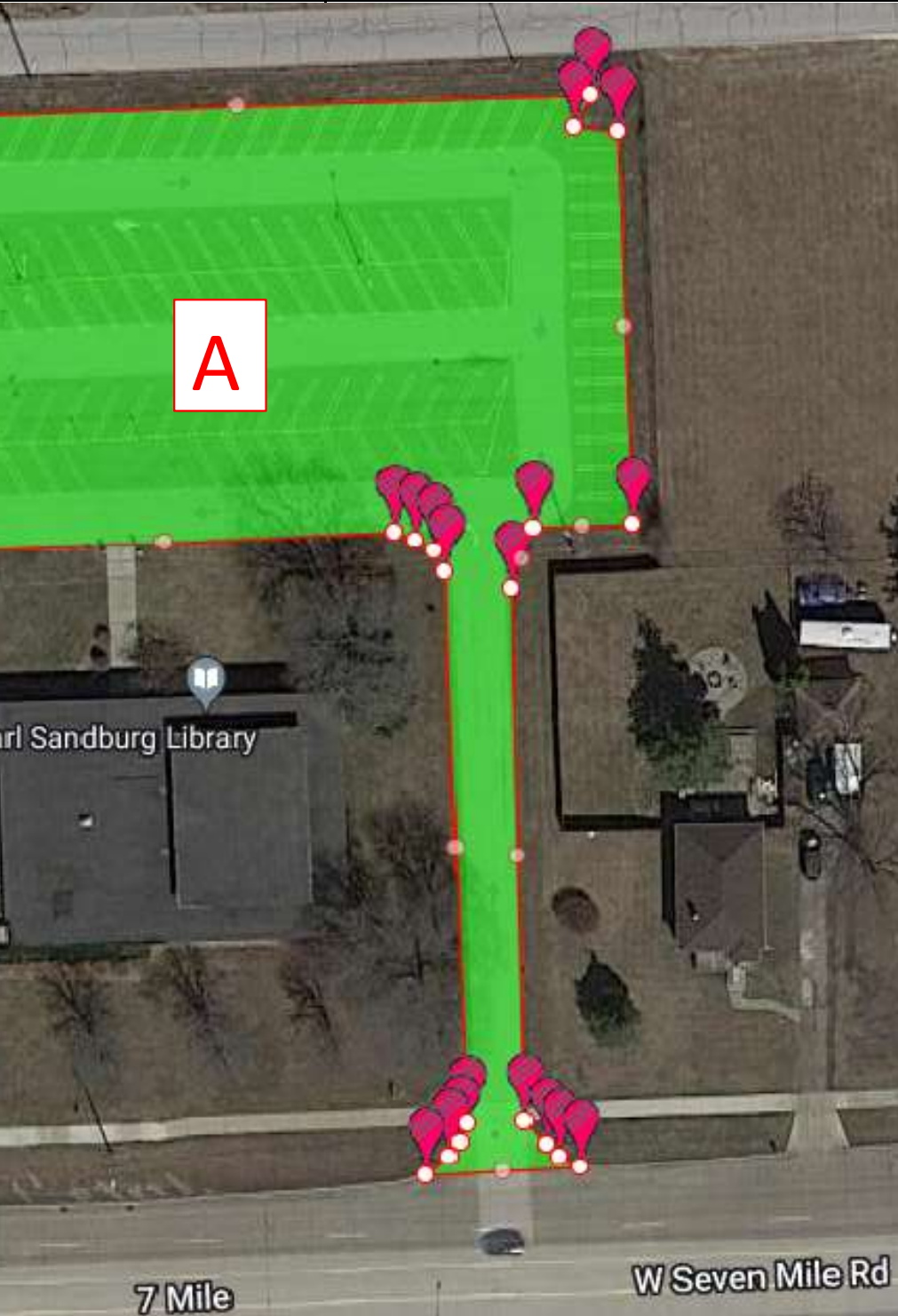
Notes	
Islands removed from total	2,681
Islands removed from total	835
Islands removed from total	649
Islands removed from total	549
	4,714



	Sq. ft.	Notes
	32,954	
	32,954	

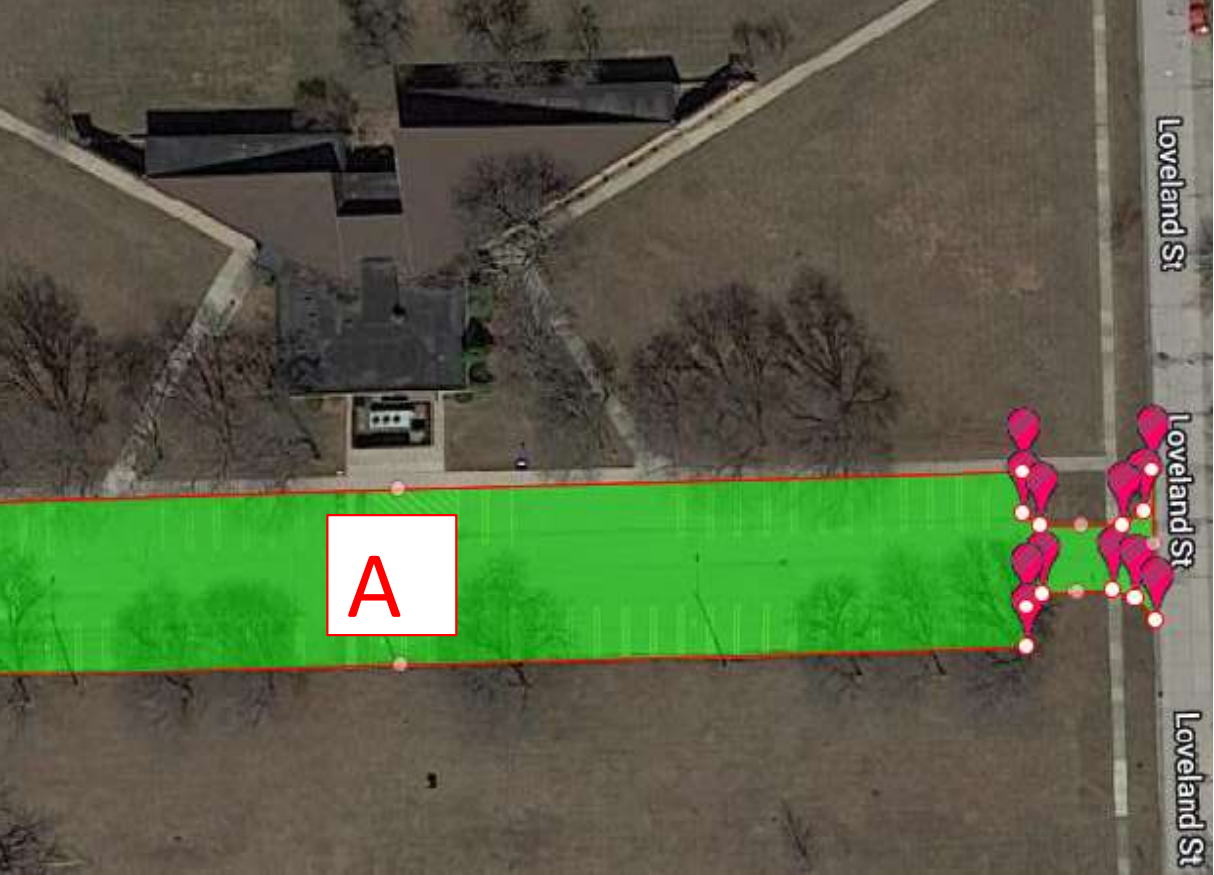


	Sq. ft.	Notes
	52,073	
	52,073	



	Sq. ft.
	31,227
	31,227

Notes





plante moran | cresa

PMCRESA.COM | 248.223.3500

Plante Moran Cresa
3000 Town Center, Suite 100
Southfield, MI 48075



plante moran | cresa

City of Livonia Space Needs Assessment

November 1, 2022



Table of Contents

Assumptions and Clarifications	3
Process	4
Recommendations	6
Preliminary Findings and Observations	
City Hall	9
Police Department	36
Fire Station No. 1	52
Senior Center/Community Transit	62
Recreation Center	75
Housing Commission	102
Civic Center Library	106
Carl Sandburg Library	126
Alfred Noble Library	140
Appendix	
A - OHM Opinion of Costs and Building Assessment by Jerome Hanna	145
B - Assessor Affidavit	194



Assumptions and Clarifications

- Existing square footages were calculated from owner furnished drawings and are approximate. PMC did not verify dimensions in field.
- FA = Free Addressing (unassigned offices and workstations).
- AWS = Alternative Work Schedule = 2 to 3 days in office and 2 to 3 days at home (remote). The AWS model assumes Free-Addressing (FA) will be implemented.
- Free-Addressing (FA) is based on 3 seats per 4 FTE
- Modern Workplace Standards (MWS) is based on 200 SF to 250 SF/Seat, in an office setting. For reference, Plante Moran's Southfield office is 180 SF/Seat (seats in offices and workstations). This standard will accommodate:
 - 10'x10' offices
 - 6'x6' workstation
 - Open collaboration areas
 - Wellness Rooms
 - Common Café/Pantry
 - Training Rooms
 - Conference Rooms
 - Huddle and Phone Rooms



Process

- Toured existing facilities
- Reviewed owner provided floor plans
- Distributed a space needs survey to key department heads
- Conducted follow up interviews with department heads to review and validate survey responses
- Documented existing utilization and space deficiencies
- Developed space utilization matrix illustrating:
 - Data Set 1 = Current Full Time Equivalent (FTE), office and workstation count, and square footage.
 - Data Set 2 = Projected (5-years) FTE, office and workstation count that reflects implementing Modern Workplace Standards (MWS), and square footage.
 - Data Set 3 = Projected (5-years) FTE, office and workstation count that reflects implementing Modern Workplace Standards (MWS) and Alternate Work Schedule/Free-Addressing (AWS/FA), and square footage.
- Compiled demographic data for similar communities identified by COL
- Compiled case study data for facilities similar to those included in this assessment



Process (Continued)

- Developed recommendations for each facility based on the following information:

		Facility							
		City Hall	Police Station	Fire Station	Senior Center	Rec Center	Housing Com.	Civic Center Library	Carl Sandburg Library
Recommendation Criteria	Survey Responses	P	P	P	P	P	P	P	P
	Benefit of Implementing Modern Workplace Standards	P	S	S	S	S	S	S	S
	Room Reservation + Utilization Data	NA	NA	NA	S	S	NA	NA	NA
	Demographics Comparison	NA	S	S	S	S	NA	S	S
	Case Study Comparison	S	S	S	S	S	NA	S	S

P = Primary consideration

S = Secondary consideration

NA = Not applicable



Recommendations

City Hall:

- Based on the utilization data, the age of this facility, inefficiencies due to the size and shape of the floor plates, PMC recommends the City of Livonia consider relocating City Hall to a new facility. This process should include developing a detailed space/site program, based on Modern Design Standards, to define/validate the space required to accommodate current and future needs; as well as considering the data included in the Facility Condition Assessment, Highest/Best Use report, and the Livonia Vision 21 Master Plan to develop a holistic, long-term solution.

Police Department:

- Based on the utilization data, the age of this facility, inefficiencies due to the shape of the floor plates, and lack of natural daylight, PMC recommends the City of Livonia consider relocating Police Department to a new facility. This process should include developing a detailed space/site program, based on Modern Design Standards, to define/validate the space required to accommodate current and future needs; as well as considering the data included in the Facility Condition Assessment, Highest/Best Use report, and the Livonia Vision 21 Master Plan to develop a holistic, long-term solution.

Fire Station No. 1:

- Based on the utilization data and the age of this facility, PMC recommends the City of Livonia consider relocating Fire Station No. 1 to a new facility. This process should include developing a detailed space/site program, based on Modern Design Standards, to define/validate the space required to accommodate current and future needs; as well as considering the data included in the Facility Condition Assessment, Highest/Best Use report, and the Livonia Vision 21 Master Plan to develop a holistic, long-term solution.



Recommendations (Continued)

Senior Center/Community Transit:

- Consider relocating to a new facility. Locating adjacent to the existing rec center may provide opportunities for shared space program elements.

Recreation Center:

- Consider converting the existing Concession/Vending area to a Teen Zone
- Consider reconfiguring the Entry Lobby and Reception area for improved member/public access and security.
- Consider repurposing the underutilized spectator gallery to accommodate programs that are in high demand (fitness, aerobics, multi-purpose, etc.)
- Consider developing a detailed space program based on Modern Design Standards to define/validate the type, quantity, and size of spaces required to accommodate current and future needs.

Housing Commission:

- Consider consolidating with City Hall

Civic Center Library:

- Consider renovating to create a more efficient layout and address the space deficiencies identified as a result of this assessment.
- Consider consolidating the services/programs currently housed at Carl Sandburg Library.



Recommendations (Continued)

Carl Sandburg Library:

- Consider consolidating with Civic Center Library

Alfred Noble Library:

- Consider demolishing the existing facility.
- Consider conducting a feasibility study to determine the highest and best use of this site.



City Hall



Year Built: 1977 (45 Years Old)

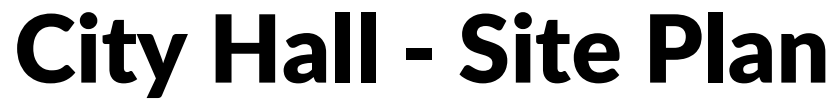


City Hall - Preliminary Findings and Observations

Executive Summary:

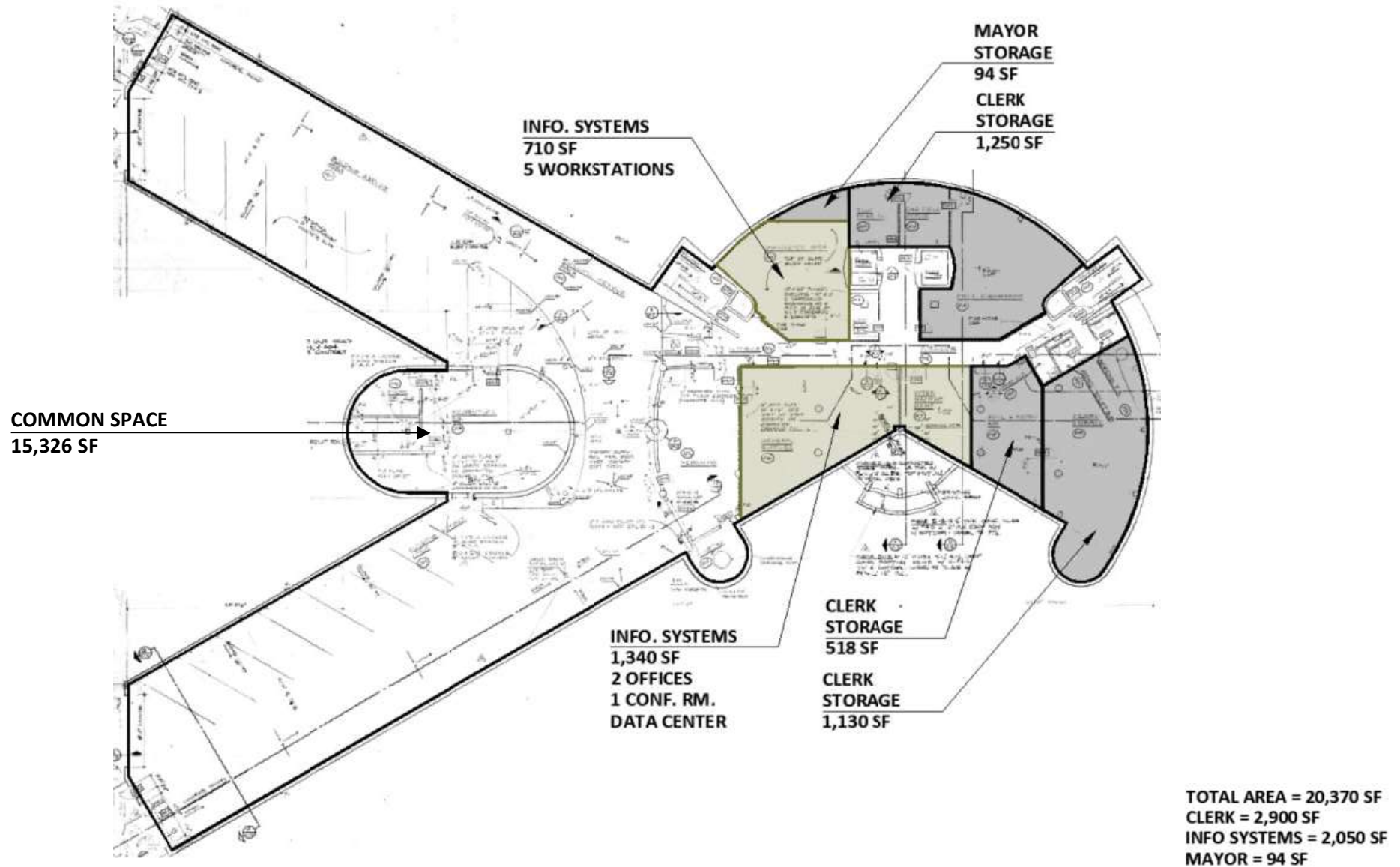
Department (Respondent)	Data Set 1 Current					Data Set 2 Projected 5-years (Implementing Modern Workplace Standards)					Data Set 3 Projected 5-years (Implementing Modern Workplace Standards + Alternate Work Schedule/Free-Addressing)					
	SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	USF/Seat	Offices	Wkstn.
Total (Common/Non-Office Area)	51,614	0	NA	0	0	51,614	0	NA	0	0	51,614	0	NA	NA	0	0
Total (Office Area)	30,358	112	271	31	81	23,200	116	200	32	84	22,750	116	196	200	31	83
Total (City Hall)	81972	112	732	31	81	74814	116	645	32	84	74364	116	196	200	31	83

1. The shape of building, the small floor plates (approximately 7,500 SF), and the two openings in each floor plate creates space planning inefficiencies.
2. Current space program deficiencies include:
 - Open collaboration areas
 - Wellness Rooms
 - Common Café/Pantry
 - Training Rooms
 - Conference Rooms
3. By implementing MWS and AWS/FA, the current City Hall program could be reduced by approximately 7,600 SF.





City Hall – Lower Level Floor Plan (Clerk, Information Systems, Mayor)





City Hall – Lower Level Preliminary Findings and Observations

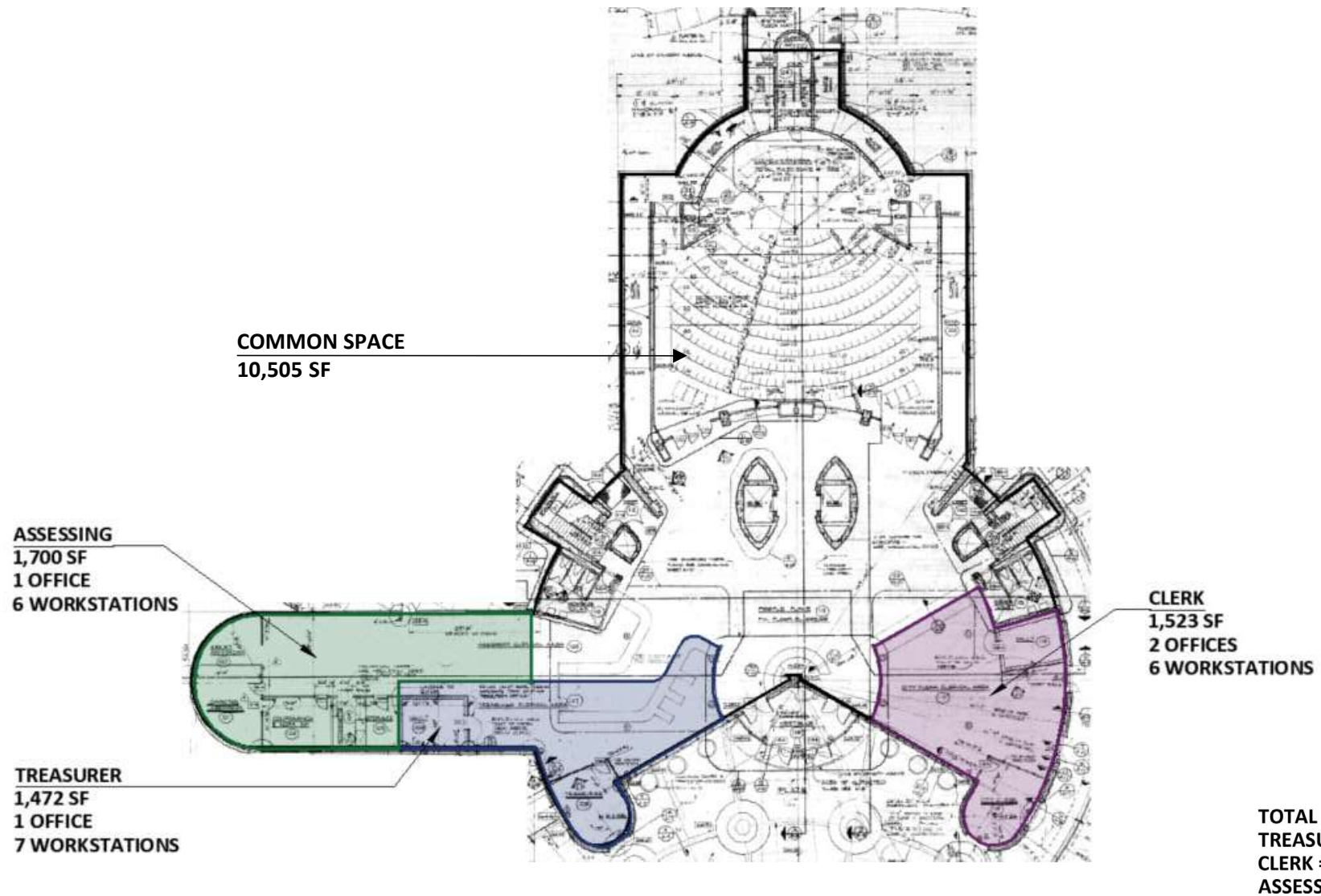
Preliminary Findings/Observations:

Floor	Department (Respondent)	Data Set 1 Current					Data Set 2 Projected 5-years (Implementing Modern Workplace Standards)					Data Set 3 Projected 5-years (Implementing Modern Workplace Standards + Alternate Work Schedule/Free-Addressing)						Readiness + Willingness to Adopt AWS Model
		SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	USF/Seat	Offices	Wkstn.	
Lower Level	Common Area	15326	0	NA	0	0	15326	0	NA	0	0	15326	0	NA	NA	0	0	NA
	Clerk (Susan Nash)	2900	0	NA	0	0	2900	0	NA	0	0	2900	0	NA	NA	0	0	NA
	Information Systems (Casey O'Neil)	2050	6	342	2	4	1200	6	200	2	4	1200	6	200	200	2	4	AWS = Y FA = N
	Mayor (Dave Varga)	94	0	NA	0	0	94	0	NA	0	0	94	0	NA	NA	0	0	NA
	Subtotal (Lower Level)	20370	6	3395	2	4	19520	6	3253	2	4	19520	6	3253	3253	2	4	

1. The Data Room is oversized
2. No natural daylight
3. Garage brings in noise and fumes



City Hall - First Floor Plan (Assessing, Clerk, Treasurer)





City Hall - First Floor Preliminary Findings and Observations

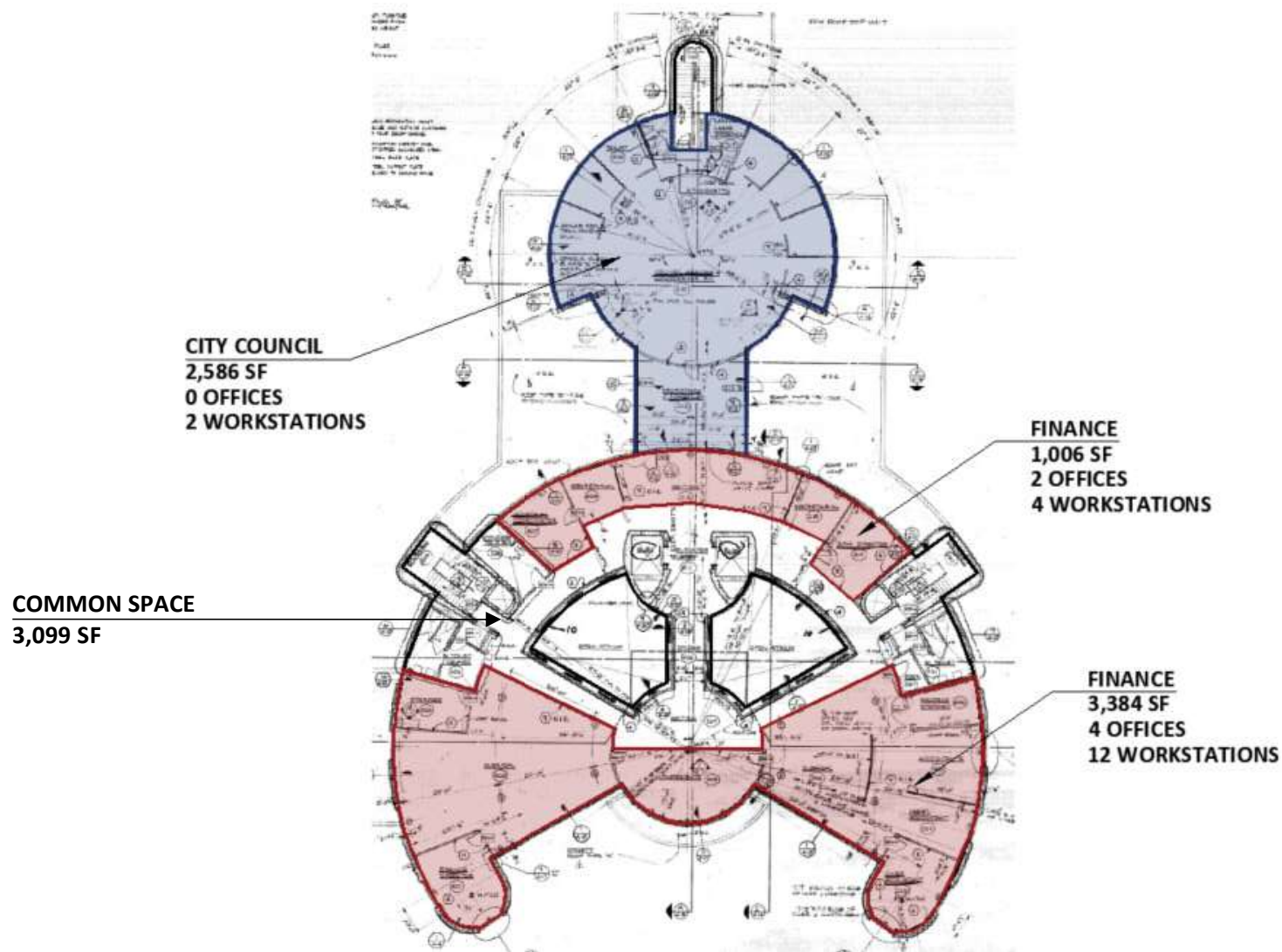
Preliminary Findings/Observations:

Floor	Department (Respondent)	Data Set 1 Current					Data Set 2 Projected 5-years (Implementing Modern Workplace Standards)					Data Set 3 Projected 5-years (Implementing Modern Workplace Standards + Alternate Work Schedule/Free-Addressing)						Readiness + Willingness to Adopt AWS Model
		SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	USF/Seat	Offices	Wkstn.	
First Floor	Common Area	10651	0	NA	0	0	10651	0	NA	0	0	10651	0	NA	NA	0	0	NA
	Treasurer (Lynda Scheel)	1472	8	184	1	7	1600	8	200	1	7	1600	8	200	200	1	7	AWS = N FA = N
	Clerk (Susan Nash)	1523	8	190	2	6	1800	9	200	2	7	1800	9	200	200	2	7	AWS = N FA = N
	Assessing (Jacob Liberati)	1700	7	243	1	6	1600	8	200	1	7	1600	8	200	200	1	7	AWS = N FA = N
	Subtotal (First Floor)	15346	23	667	4	19	15651	25	626	4	21	15651	25	626	626	4	21	

1. Clerk's office is in multiple locations, efficiencies can be realized by locating elections all on one floor.



City Hall - Second Floor Plan (City Council, Finance)





City Hall - Second Floor Preliminary Findings and Observations

Preliminary Findings/Observations:

Floor	Department (Respondent)	Data Set 1 Current					Data Set 2 Projected 5-years (Implementing Modern Workplace Standards)					Data Set 3 Projected 5-years (Implementing Modern Workplace Standards + Alternate Work Schedule/Free-Addressing)						Readiness + Willingness to Adopt AWS Model
		SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	USF/Seat	Offices	Wkstn.	
Second Floor	Common Area	3099	0	NA	0	0	3099	0	NA	0	0	3099	0	NA	NA	0	0	NA
	Finance (Connie Kumpula)	4,390	18	244	6	12	3600	18	200	7	11	3600	18	200	200	7	11	AWS = Y FA = N
	City Council - Office Area (Sara Kasproicz)	412	2	206	0	2	400	2	200	0	2	400	2	200	200	0	2	AWS = Y FA = N
	City Council - Chambers (Sara Kasproicz)	2,174	0	NA	0	0	2,174	0	NA	0	0	2174	0	NA	NA	0	0	AWS = Y FA = N
	Subtotal (Second Floor)	10075	20	504	6	14	9273	20	464	7	13	9273	20	464	464	7	13	

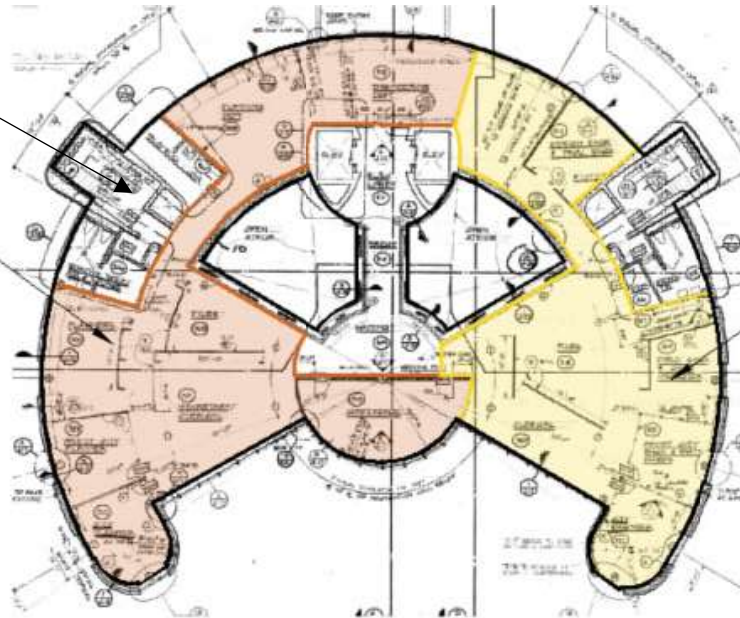
1. Water billing currently conducts business on two different floors



City Hall - Third Floor Plan (Civil Service, Planning)

COMMON SPACE
2,008 SF

PLANNING
3,000 SF
2 OFFICE
3 WORKSTATIONS



CIVIL SERVICE
2,320 SF
3 OFFICES
5 WORKSTATIONS

TOTAL AREA = 7,328 SF
PLANNING = 3,000 SF
CIVIL SERVICE = 2,320 SF



City Hall - Third Floor Preliminary Findings and Observations

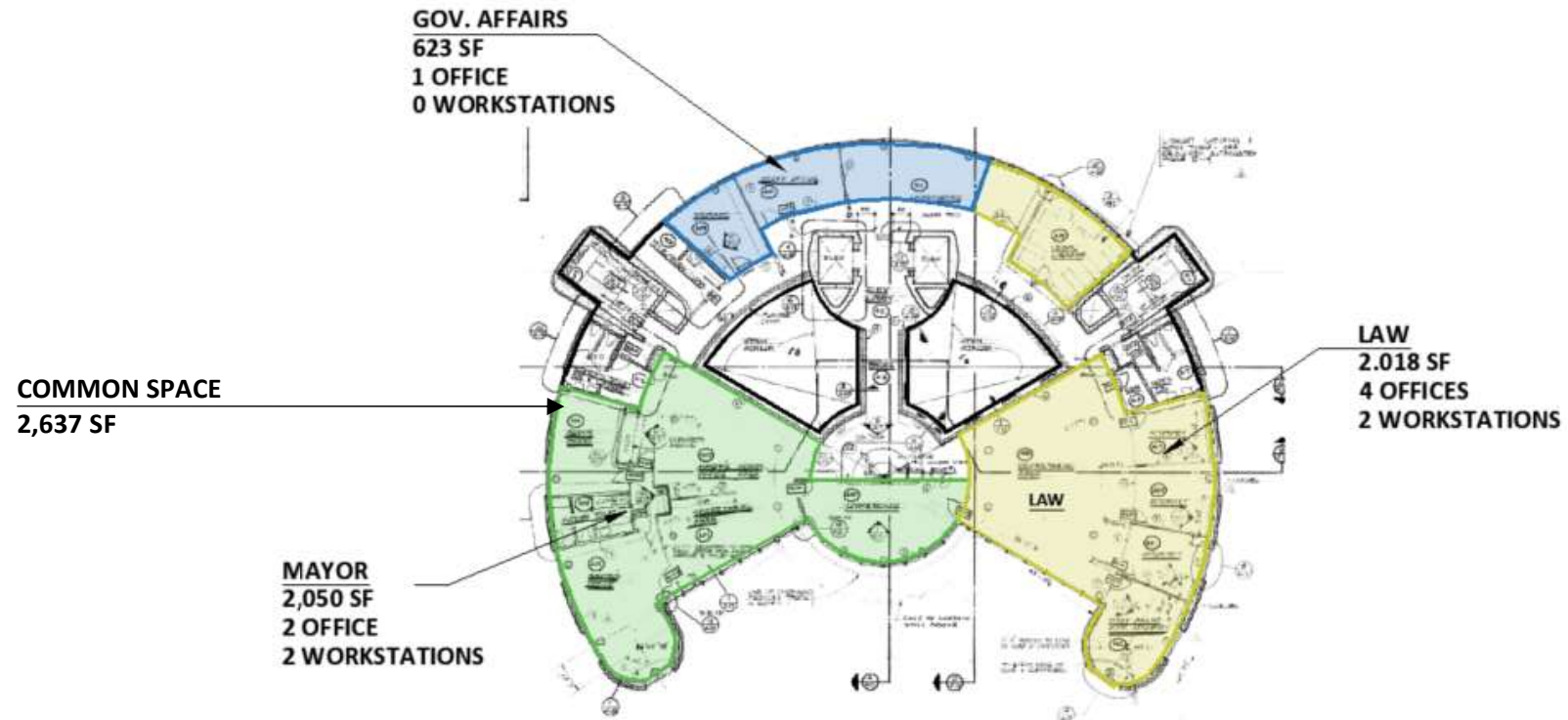
Preliminary Findings/Observations:

Floor	Department (Respondent)	Data Set 1 Current					Data Set 2 Projected 5-years (Implementing Modern Workplace Standards)					Data Set 3 Projected 5-years (Implementing Modern Workplace Standards + Alternate Work Schedule/Free-Addressing)						Readiness + Willingness to Adopt AWS Model
		SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	USF/Seat	Offices	Wkstn.	
Third Floor	Common Area	2008	0	NA	0	0	2008	0	NA	0	0	2008	0	NA	NA	0	0	NA
	Planning (Mark Taormina)	3,000	5	600	2	3	1000	5	200	2	3	1000	5	200	200	2	3	AWS = Y FA = N
	Civil Service (Elizabeth Hallack)	2,320	8	290	3	5	2,000	10	200	3	7	2000	10	200	200	3	7	AWS = Y FA = N
	Subtotal (Third Floor)	7328	13	564	5	8	5008	15	334	5	10	5008	15	334	334	5	10	

1. Excess floor space
2. Multi-level building reduces efficiency
3. Planning requested ten feet of counter space to interact with walk-in customers



City Hall - Forth Floor Plan (Gov. Affairs, Law, Mayor)



TOTAL AREA = 7,328 SF
MAYOR = 2,050 SF
LAW = 2,018 SF
GOV. AFFAIRS = 623 SF

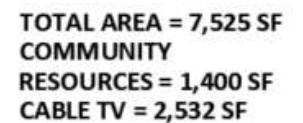


City Hall - Forth Floor Preliminary Findings and Observations

Preliminary Findings/Observations:

Floor	Department (Respondent)	Data Set 1 Current					Data Set 2 Projected 5-years (Implementing Modern Workplace Standards)					Data Set 3 Projected 5-years (Implementing Modern Workplace Standards + Alternate Work Schedule/Free-Addressing)						Readiness + Willingness to Adopt AWS Model
		SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	USF/Seat	Offices	Wkstn.	
Forth Floor	Common Area	2637	0	NA	0	0	2637	0	NA	0	0	2637	0	NA	NA	0	0	NA
	Mayor (Dave Varga)	2,050	4	513	2	2	800	4	200	2	2	800	4	200	200	2	2	AWS = N FA = N
	Law (Paul Bernier)	2,018	6	336	4	2	1200	6	200	4	2	1200	6	200	200	4	2	AWS = Y FA = N
	Government Affairs (LaShawn Thomas)	623	1	623	1	0	200	1	200	1	0	200	1	200	200	1	0	AWS = N FA = N
	Subtotal (Forth Floor)	7328	11	666	7	4	4837	11	440	7	4	4837	11	440	440	7	4	

1. Confidentiality concerns, one more office with at door for Chief of Staff.
2. No Break Room
3. Better flow of office space would be beneficial
4. Space is too large





City Hall - Fifth Floor Preliminary Findings and Observations

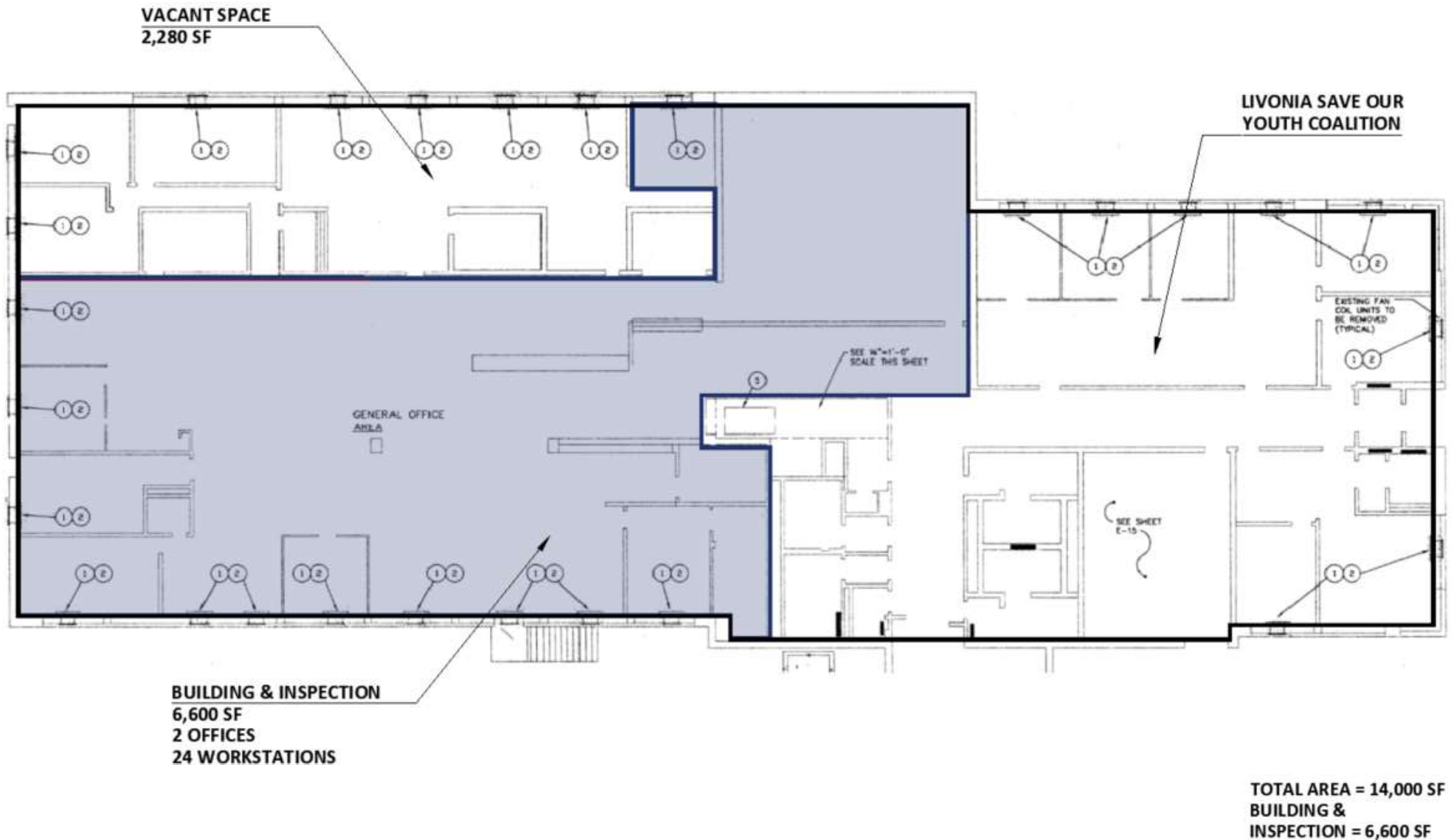
Preliminary Findings/Observations:

Floor	Department (Respondent)	Data Set 1 Current					Data Set 2 Projected 5-years (Implementing Modern Workplace Standards)					Data Set 3 Projected 5-years (Implementing Modern Workplace Standards + Alternate Work Schedule/Free-Addressing)						Readiness + Willingness to Adopt AWS Model
		SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	USF/Seat	Offices	Wkstn.	
Fifth Floor	Common Area	3593	0	NA	0	0	3593	0	NA	0	0	3593	0	NA	NA	0	0	NA
	Community Resources (Josh Sabo)	1,400	9	156	4	5	1800	9	200	4	5	1350	9	150	200	3	4	AWS = Y FA = Y
	Cable-Livonia TV Office Area (Mike DiFazio)	800	4	200	1	3	800	4	200	1	3	800	4	200	200	1	3	AWS = Y FA = N
	Cable-Livonia TV Studio Areas (Mike DiFazio)	1,732	0	NA	0	0	1,732	0	NA	0	0	1732	0	NA	NA	0	0	AWS = Y FA = N
	Subtotal (Fifth Floor)	7525	13	579	5	8	7925	13	610	5	8	7475	13	575	695	4	7	

1. Space between Gallery and Livonia TV is underutilized
2. The Gallery, which is one of the City's signature meeting spaces, is generally outdated
3. Staff area is quite small, offices with storage would be beneficial
4. A proper sound booth would improve audio quality
5. A larger area for shoots would be beneficial
6. More storage so gear does not have to be stored off-site



City Hall - Annex Floor Plan (Building/Inspection)





City Hall - Annex Preliminary Findings and Observations

Preliminary Findings/Observations:

Floor	Department (Respondent)	Data Set 1 Current					Data Set 2 Projected 5-years (Implementing Modern Workplace Standards)					Data Set 3 Projected 5-years (Implementing Modern Workplace Standards + Alternate Work Schedule/Free-Addressing)						Readiness + Willingness to Adopt AWS Model
		SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	USF/Seat	Offices	Wkstn.	
Annex	Common Area	7400	0	NA	0	0	7400	0	NA	0	0	7400	0	NA	NA	0	0	NA
	Building & Inspection (Jerome Hanna)	6,600	26	254	2	24	5200	26	200	2	24	5200	26	200	200	2	24	AWS = N FA = N
	Subtotal (Annex)	14000	26	538	2	24	12600	26	485	2	24	12600	26	485	485	2	24	

1. The building is original city hall office circa 1950.
2. Lack of large meeting rooms and customer waiting area.
3. Annex is not connected to City Hall generator. Power outages and surges are frequent.



City Hall – Case Study



City Hall – Case Study

Client: City of Royal Oak

Location: Royal Oak, MI

Population (2020): 58,211

Area: approximately 27,500 SF

Completion date: 2020

Construction cost: \$12,200,000 (443\$/SF)

AE: Krieger Klatt





City Hall – Case Study

We were honored to have the opportunity to design both the exterior and interior of the new city hall in Royal Oak. The building was part of the City Center project, which included a five-story office building, a new police station, and a new central park. The old city hall was worn down and inefficient, so fiscally, it made more sense to build a new one and move it across the street to allow for the full development to become an anchor to the residents and visitors of the city. The interior was designed to be open and flexible to allow combined departments to be together. The building is also more secure and energy-efficient. The exterior intended to be traditional, which the city requested, and we designed to add touches of history to the new home of city hall.



City Hall – Case Study





City Hall – Case Study





City Hall – Case Study





City Hall – Case Study





City Hall – Case Study





City Hall – Case Study





City Hall – Case Study





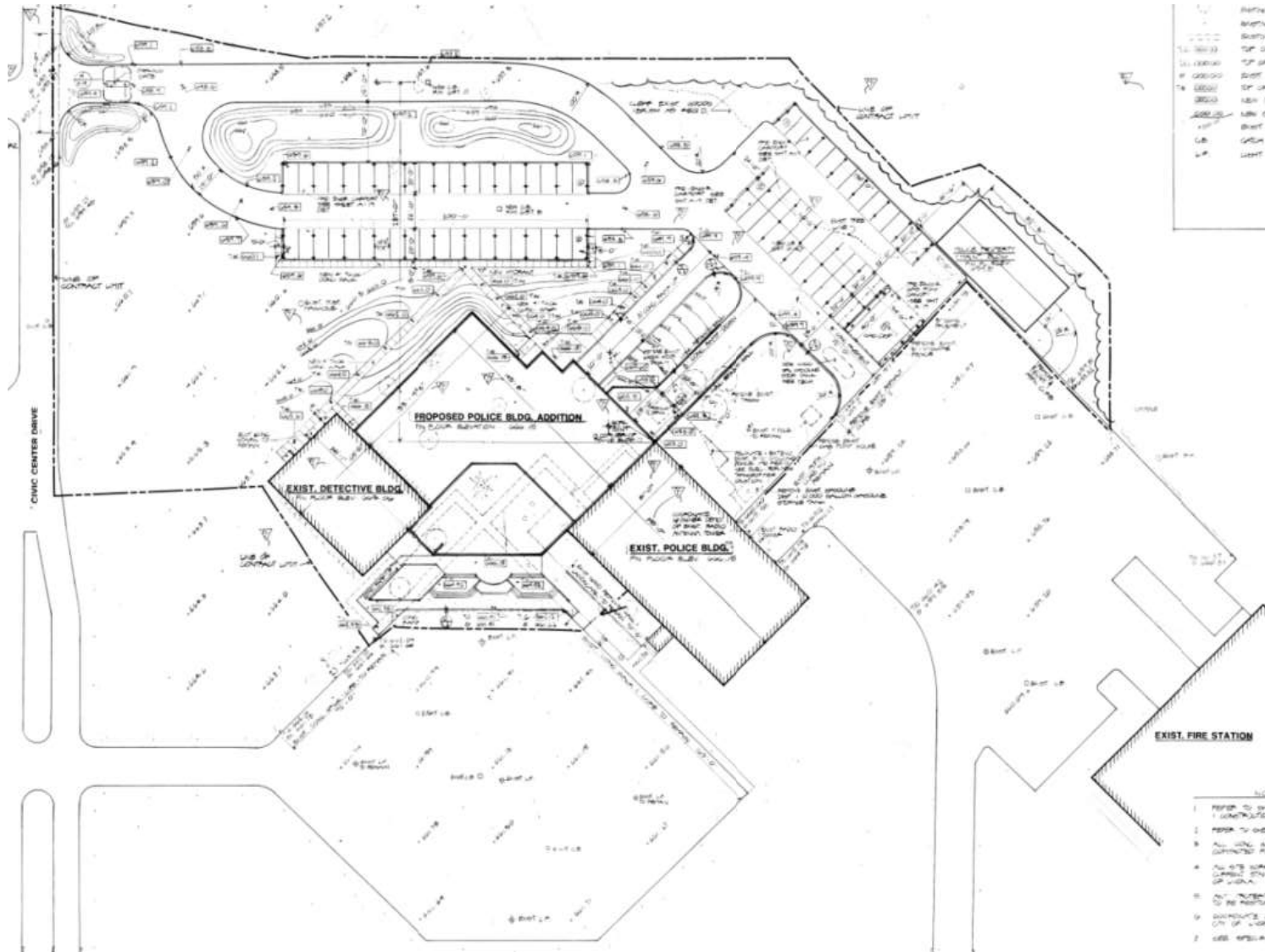
Police Department



Year Built: Original building = 1961 (61 Years Old), Addition = 1986 (36 Years Old)

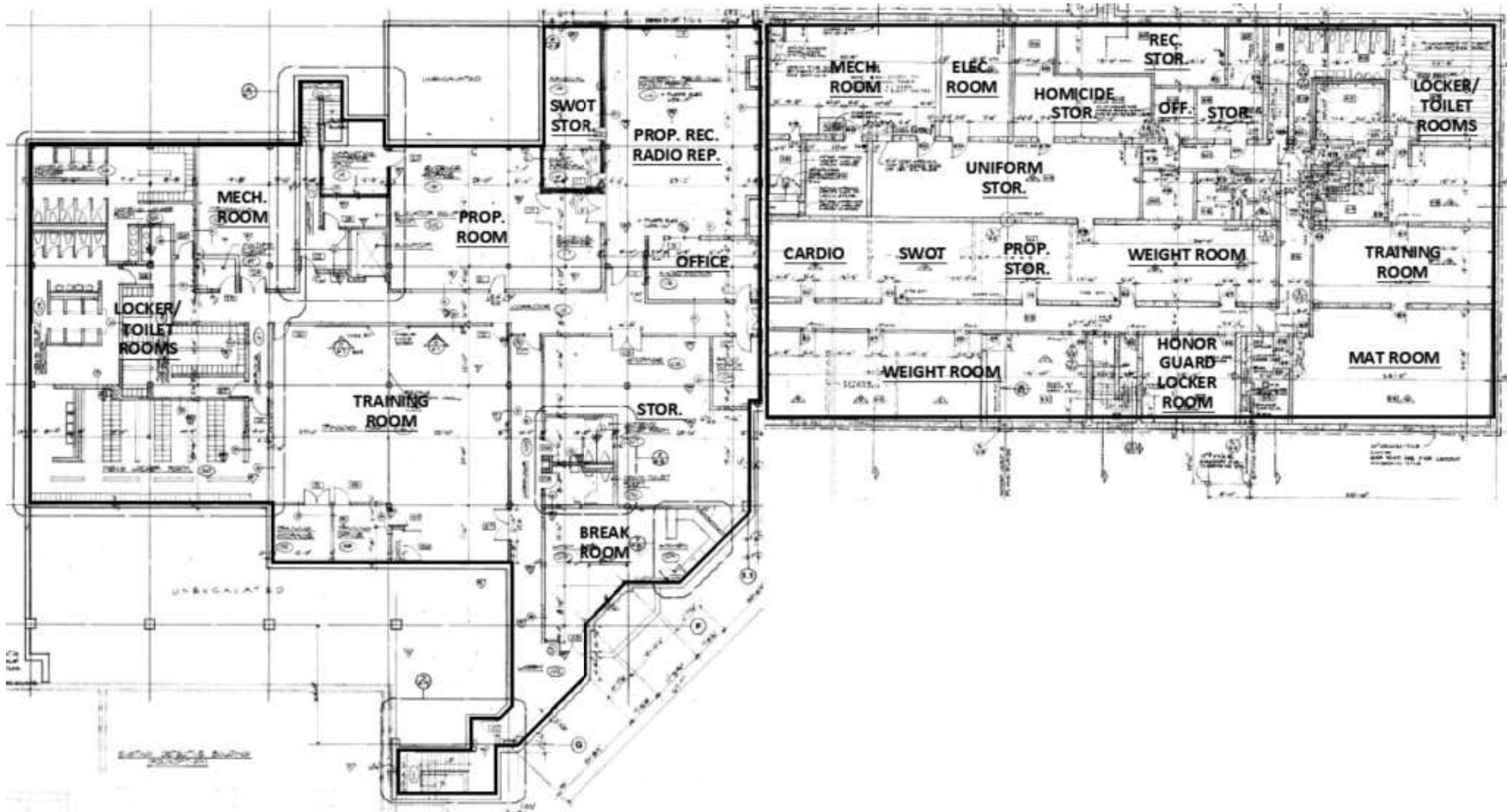


Police Department - Site Plan





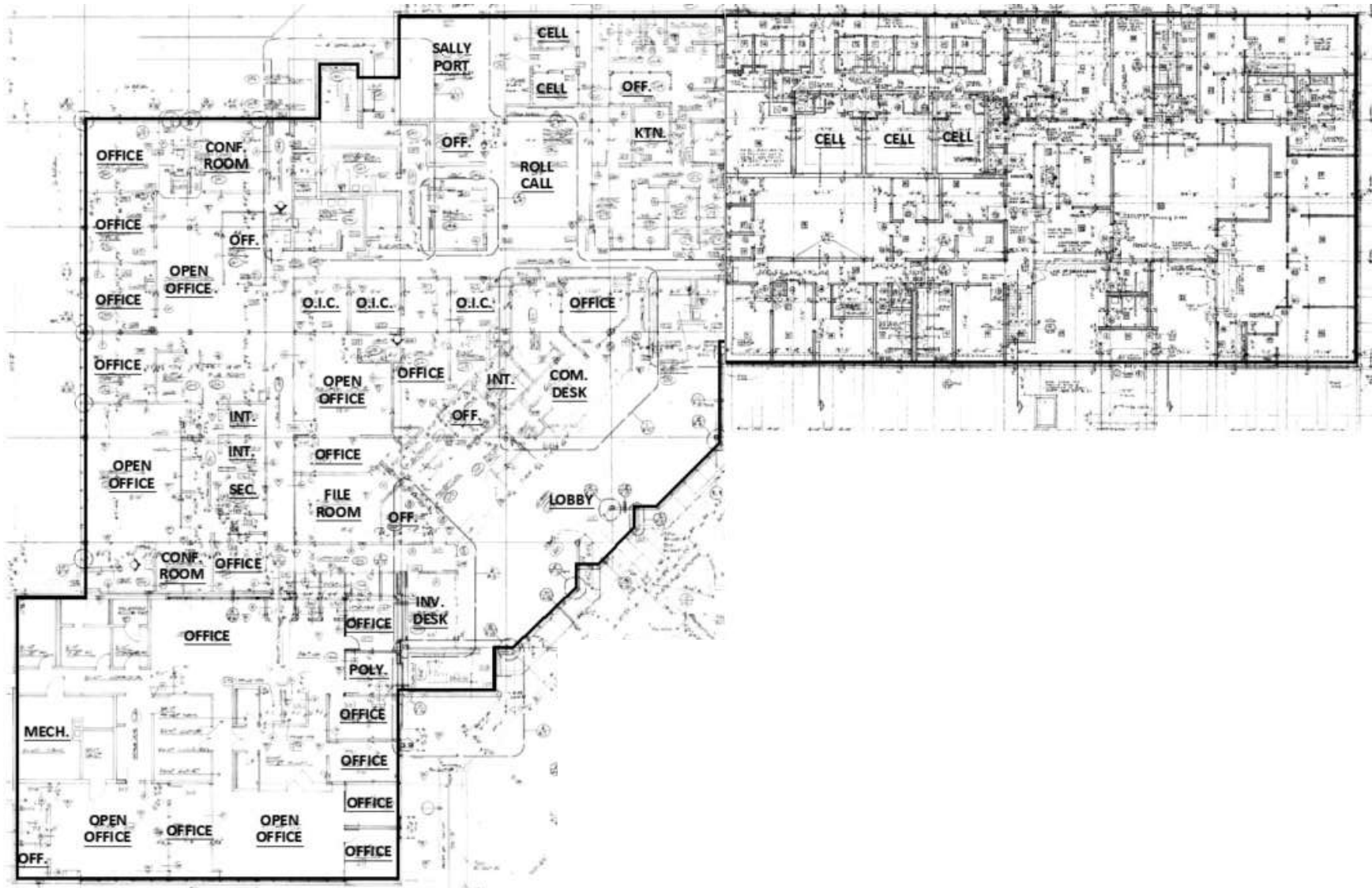
Police Department – Lower Level Floor Plan



TOTAL AREA = 25,200 SF



Police Department - First Floor Plan





Police Department - Preliminary Findings and Observations

Preliminary Findings/Observations:

Floor	Department (Respondent)	Data Set 1 Current					Data Set 2 Projected 5-years (Implementing Modern Workplace Standards)					Data Set 3 Projected 5-years (Implementing Modern Workplace Standards + Alternate Work Schedule/Free-Addressing)						Readiness + Willingness to Adopt AWS Model
		SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	USF/Seat	Offices	Wkstn.	
Lower Level	Police Department (Lt. Eric Marcotte)	25221	2	12611	2	0	25221	2	12611	2	0	25221	2	12611	12611	2	0	AWS = N FA = N
	Subtotal (Lower Level)	25221	2	12611	2	0	25221	2	12611	2	0	25221	2	12611	12611	2	0	
First Floor	Police Department Office Area (Lt. Eric Marcotte)	23600	55	429	25	30	17600	88	200	32	56	17600	88	200	200	32	56	AWS = N FA = N
	Police Department Back-of-House Area (Lt. Eric Marcotte)	11475	0	NA	0	0	11475	0	NA	0	0	11475	0	NA	NA	0	0	AWS = N FA = N
	Subtotal (First Floor)	35075	55	638	25	30	29075	88	330	32	56	29075	88	330	330	32	56	
Total (Police Department)		60296	57	1058	27	30	54296	90	603	34	56	54296	90	603	603	34	56	

1. The previous addition/renovation to connect the original detective building and police station resulted in an oddly shaped floor plate, creating space planning inefficiencies.
2. Lack of natural daylight (especially on lower level)
3. By implementing MWS and AWS/FA, the current Police Station program could be reduced by approximately 6,000 SF.



Police Department - Preliminary Findings and Observations

4. The following program elements were requested (square footage for these spaces, approximately 4,100 SF) is not reflected in the matrix above):

- Computer Lab/Training Room (20 seats) = 300 SF
- CSU (2x existing) = 200 SF
- Larger Female Locker Room = 300 SF
- Break Room = 240 SF
- Report Writing Area = 180 SF
- Conference Rooms = 480 SF
- Gun Range = 1,800 SF
- Virtra Simulator Room = 600 SF

Demographic Comparison:

City	Population	Area (Square Miles)	Population Density (People per SM)	% of Population Age 65+	No. of Library Facilities	Library Area (SF)	No. of Police Stations	Police Station Area (SF)	No. of Fire Stations	Fire Station Area (SF) - Main Station	No. of Rec Center Facilities	Rec Center Area (SF)	No. of Senior Center Facilities	Senior Center Area (SF)
Livonia	95535	35.70	2676	20.6%	2	71470	1	55275	5	12500	1	129300	1	20780
Novi	66243	30.24	2191	14.1%	1	55000	1	41000	4	12500	1	NA	0	NA
Rochester Hills	76028	32.80	2318	17.6%	1	70000	1	16000	5	13171	0	NA	1	90000
Farmington Hills	83292	33.27	2504	20.4%	1	43288	1	30000	5	19000	1	146000	1	68000
Canton	98620	36.11	2731	14.8%	1	53500	1	33200	3	16202	1	92800	1	2200

Notes:

1. The demographic information above was referenced from the U.S. Census Bureau
2. Rochester Hills is serviced by the Oakland County Sheriff's office
3. None of the facilities referenced above accommodate shared services (i.e. police/fire, Rec/Senior Center)



Police Department – Case Study

Client: Michigan City

Location: Michigan City, IN

Population (2020): 32,075

Area: 42,000 SF

Completion date: 2017

Construction cost: \$13,000,000 (\$309/SF)

AE: American StructurePoint





Police Department – Case Study

In partnership with the Michigan City Police Department, American Structurepoint's Architecture + Interiors Group designed this state-of-the-art law enforcement facility to provide a long-term public safety solution for officers, to promote energy efficiency, and to improve the quality of life in the Eastport neighborhood. These strategies create a gateway to the city that becomes a neighborhood landmark for revitalization.

The new police station was strategically located on the site of the former Eastport Elementary School for its central location and proximity to Cleveland Park. An investment of \$13 million, the 42,000 square foot building is a catalyst for redevelopment along Michigan Boulevard. Replacing an outdated, 50-year-old station, the move also opens a valuable piece of property near Lake Michigan for redevelopment.

AWARDS

2018 AIA Indiana Design Awards - Citation Award, Project Cost Greater Than \$1 Million Category



Police Department – Case Study





Police Department – Case Study





Police Department – Case Study





Police Department – Case Study





Police Department – Case Study





Police Department – Case Study





Police Department – Case Study





Police Department – Case Study





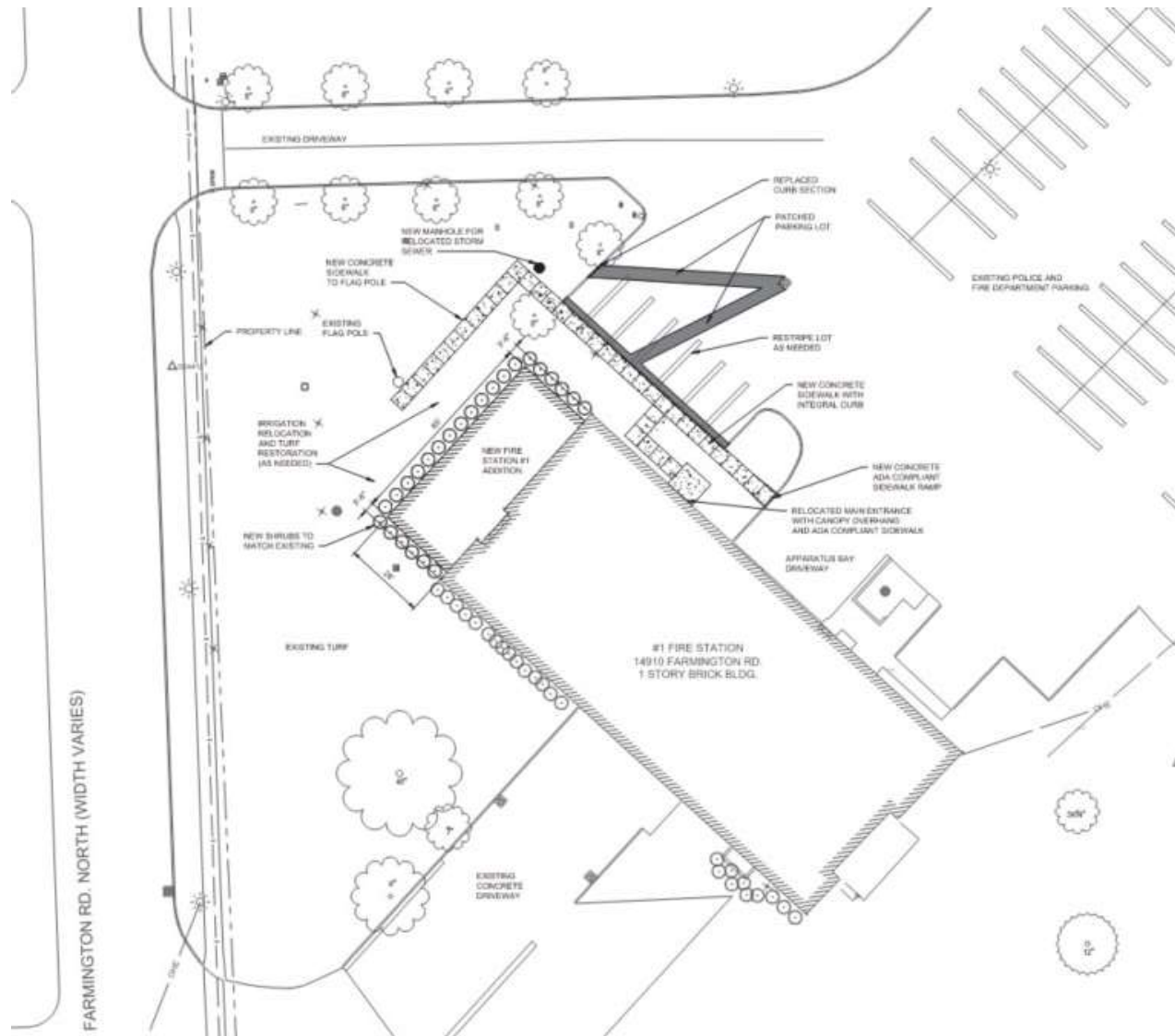
Fire Department No. 1



Year Built: Original = 1967 (55 Years Old), Addition = 2018 (4 Years Old)

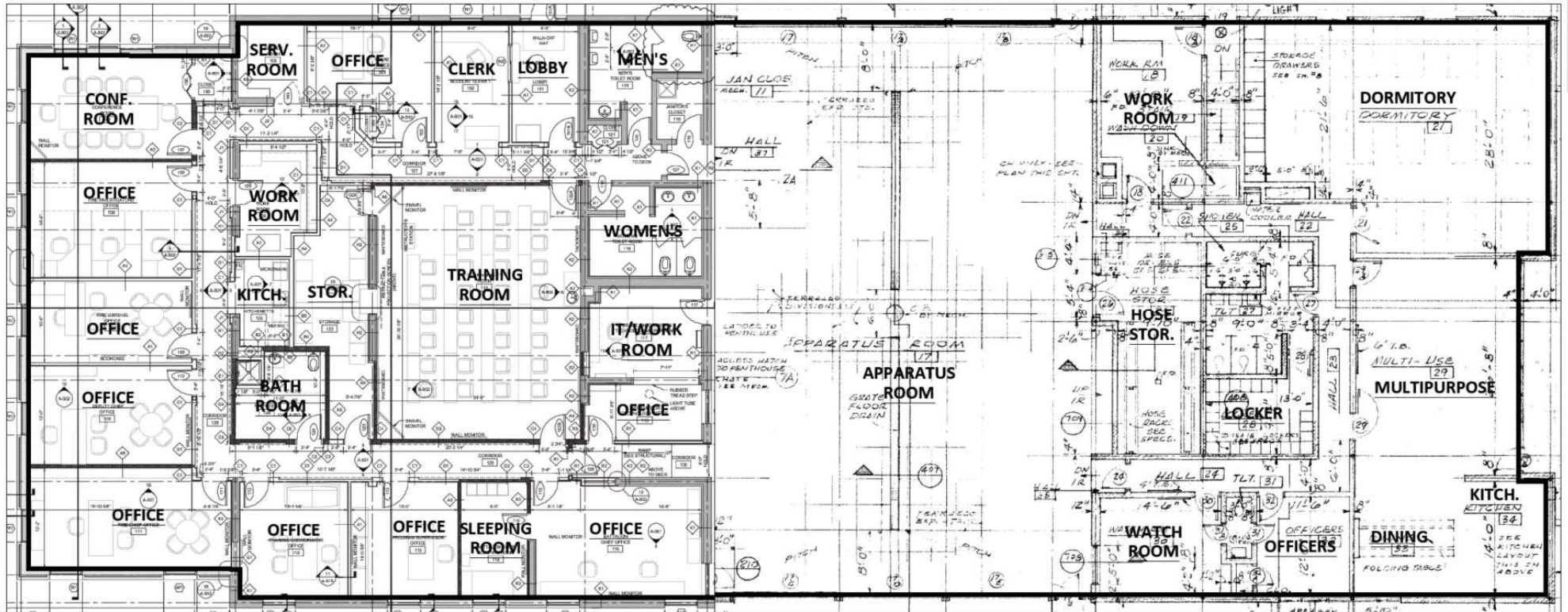


Fire Department No. 1 - Site Plan





Fire Department No. 1 - First Floor Plan



TOTAL AREA = 12,500 SF



Fire Department No. 1 - Preliminary Findings and Observations

Preliminary Findings/Observations:

Floor	Department (Respondent)	Data Set 1 Current					Data Set 2 Projected 5-years (Implementing Modern Workplace Standards)					Data Set 3 Projected 5-years (Implementing Modern Workplace Standards + Alternate Work Schedule/Free-Addressing)						Readiness + Willingness to Adopt AWS Model
		SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	USF/Seat	Offices	Wkstn.	
First Floor	Fire Department Office Area (John Unsworth)	5654	11	514	8	3	2200	11	200	8	3	2200	11	200	200	8	3	AWS = N FA = N
	Fire Department Back-of-House Area (John Unsworth)	6983	0	NA	0	0	6983	0	NA	0	0	6983	0	NA	NA	0	0	
	Subtotal (First Floor)	12637	11	1149	8	3	9183	11	835	8	3	9183	11	835	835	8	3	

- The following program elements were requested (square footage for these spaces, approximately 980 SF) is not reflected in the matrix above):
 - Additional beds (4) = 480 SF
 - Storage (office) = 100 SF
 - Storage (currently off site) = 200 SF
 - Secured Evidence Room = 200 SF
- Site circulation can be improved
- The main public entrance is difficult to identify
- By implementing MWS and AWS/FA, the current Fire Station program could be reduced by approximately 2,400 SF (including the additional spaces referenced in item 1 above).



Fire Department No. 1 - Preliminary Findings and Observations

Demographic Comparison:

City	Population	Area (Square Miles)	Population Density (People per SM)	% of Population Age 65+	No. of Library Facilities	Library Area (SF)	No. of Police Stations	Police Station Area (SF)	No. of Fire Stations	Fire Station Area (SF) - Main Station	No. of Rec Center Facilities	Rec Center Area (SF)	No. of Senior Center Facilities	Senior Center Area (SF)
Livonia	95535	35.70	2676	20.6%	2	71470	1	55275	5	12500	1	129300	1	20780
Novi	66243	30.24	2191	14.1%	1	55000	1	41000	4	12500	1	NA	0	NA
Rochester Hills	76028	32.80	2318	17.6%	1	70000	1	16000	5	13171	0	NA	1	90000
Farmington Hills	83292	33.27	2504	20.4%	1	43288	1	30000	5	19000	1	146000	1	68000
Canton	98620	36.11	2731	14.8%	1	53500	1	33200	3	16202	1	92800	1	2200

Notes:

1. The demographic information above was referenced from the U.S. Census Bureau
2. Rochester Hills is serviced by the Oakland County Sheriff's office
3. None of the facilities referenced above accommodate shared services (i.e. police/fire, Rec/Senior Center)



Fire Department - Case Study

Client: Commerce Township

Location: Commerce Township, MI

Population (2020): 43,058

Area: 12,460 SF

Completion date: 2021

Project cost: \$5,500,000 (\$441/SF)

AE: A3C





Fire Department - Case Study

Commerce Township Fire Department built three new Fire Stations (#1, #2, #4) in the late 1990's to provide better service to the rapidly developing Township. The fourth station was not replaced or upgraded at that time. Fire Station #3 will replace this existing fire station in the same location providing much needed improvement for the department with a new and larger facility ready to take on the continuing growth and needs of the area.

The new station is designed with 4 long bays for apparatus and vehicles with associated decontamination, workrooms, storage and fitness spaces. Separated from the apparatus bay, for the safety of the staff, are the areas consisting of the watch room and offices, dorm rooms, kitchen, dining, day room, separate laundry, toilet and locker rooms. Private toilet, showers and dorm rooms ensure privacy for a more diverse staff.

The building's vernacular was designed to remain consistent with the surrounding architecture. Durable and easily cleanable materials are utilized throughout to ensure the station serves its occupants and the community for a long time to come. The station is planned to provide for the safety of the fire fighters with exhaust removal systems, and separation of 'clean' and 'dirty' rooms ensuring contaminants to not cross from one side to the other.



Fire Department - Case Study





Fire Department - Case Study





Fire Department - Case Study



① BUILDING ELEVATION - WEST
SCAL 1/8" = 1'-0"
E:



② BUILDING ELEVATION - EAST
SCAL 1/8" = 1'-0"
E:



Senior Center/Community Transit

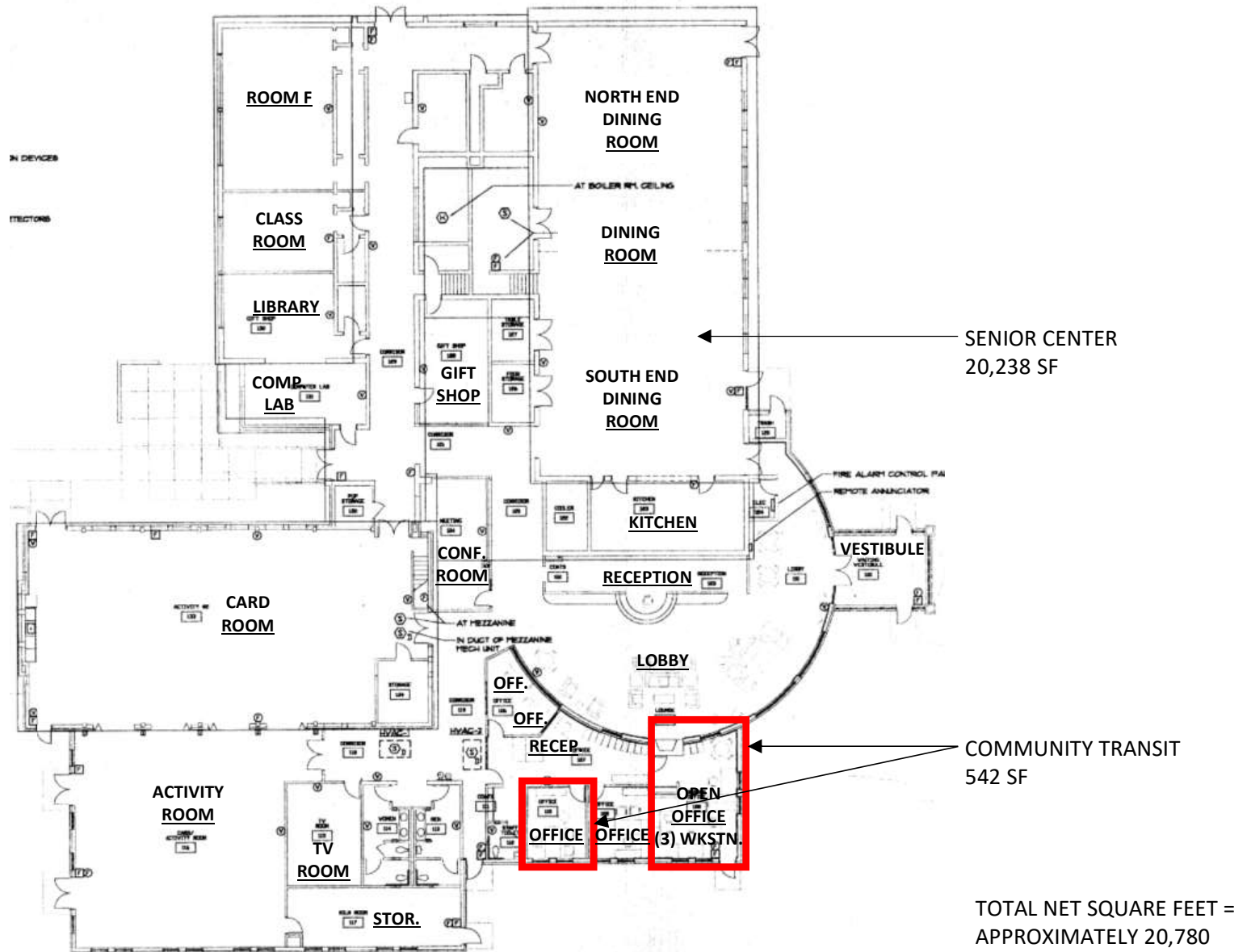


Year Built: 1964/1984 (lobby renovation)/2001 (office area renovation) (58/38/21 Years Old)





Senior Center/Community Transit - First Floor Plan





Senior Center - Utilization Analysis

Time	Activity Room	Card Room	Conference Room	Lobby	Movie Room	N Dining Room	S Dining Room	Pool Room
8:30 AM						Table Tennis		
9:00 AM	Art Class					Table Tennis	Fitness Class	Open Play
9:30 AM	Art Class	Card Games	Class	Games		Table Tennis	Fitness Class	Open Play
10:00 AM	Art Class	Card Games	Class	Games		Table Tennis		Open Play
10:30 AM	Art Class	Card Games	Class	Games		Table Tennis	Fitness Class	Open Play
11:00 AM	Art Class	Card Games	Class	Games		Table Tennis	Fitness Class	Open Play
11:30 AM				Games		Table Tennis	Fitness Class	Open Play
12:00 PM	Card Games	Card Games				Lunch	Bingo	Open Play
12:30 PM	Card Games	Card Games		Games		Lunch	Bingo	Open Play
1:00 PM	Card Games	Card Games		Games		Lunch	Bingo	Open Play
1:30 PM	Card Games	Card Games		Games			Bingo	Open Play
2:00 PM	Card Games	Card Games		Games		Fitness Class	Bingo	Open Play
2:30 PM	Card Games	Card Games		Games		Fitness Class	Bingo	Open Play
3:00 PM	Card Games	Card Games		Games				Open Play
3:30 PM	Card Games	Card Games		Games				Open Play
4:00 PM	Card Games	Card Games		Games				Open Play
4:30 PM								Open Play
5:00 PM								



Senior Center - Utilization Analysis

Time	Activity Room	Card Room	Conference Room	Lobby	Movie Room	N Dining Room	S Dining Room	Pool Room
Room Availability (Hours per day)	8.5	8.5	8.5	8.5	8.5	8.5	8.5	8.5
Room Utilization (Hours per day)	7	6.5	2	6.5	0	6	5.5	8
Percent Utilized	82%	76%	24%	76%	0%	71%	65%	94%

Room Size (SF)	1740	2700	290	1260		1730	1730	684
Occupant Load Factor (NSF/OCC)	50	15	15	50	NA	15	15	50
Max Occupants	35	180	19	25	NA	115	115	14
Average Class Size	50	40	10	20	NA	70	25	2

Notes:

1. Assembly (gaming floors) = 11 GSF
2. Assembly (without fixed seats, chairs only, not fixed) = 7 NSF
3. Assembly (without fixed seats, standing space) = 5 NSF
4. Assembly (without fixed seats, tables and chairs) = 15 NSF
5. Exercise Rooms = 50 GSF



Senior Center - Preliminary Findings and Observations

Preliminary Findings/Observations:

Floor	Department (Respondant)	Data Set 1 Current					Data Set 2 Projected 5-years (Implementing Modern Workplace Standards)					Data Set 3 Projected 5-years (Implementing Modern Workplace Standards + Alternate Work Schedule/Free-Addressing)						Readiness + Willingness to Adopt AWS Model
		SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	USF/Seat	Offices	Wkstn.	
First Floor	Parks + Recreation Office Area (Karl Peters)	800	5	160	3	2	1200	6	200	4	2	1200	6	200	200	4	2	AWS = Y FA = N
	Parks + Recreation Back-of-House Area (Karl Peters)	19438	0	NA	0	0	19438	0	NA	0	0	19438	0	NA	NA	0	0	
	Community Transit (Brandie Isaacson)	542	4	136	1	3	800	4	200	1	3	800	4	200	200	1	3	AWS = N FA = N
First Floor Subtotals		20780	9	2309	4	5	21438	10	2144	5	5	21438	10	2144	2144	5	5	



Senior Center/Community Transit -Preliminary Findings and Observations

1. Space is broken up, no storage, too many hallways. No reception at entry point, making it difficult for visitors to navigate the space. Not enough handicapped parking. Many rooms are too small.
2. Parking lot is used for Senior Center visitors and busses, creating a pedestrian safety hazard.
3. The following program elements were requested (square footage for these spaces, approximately 1,890 SF) is not reflected in the matrix above:
 - Conference Room (40 occupants) = 600 SF
 - Flex Space (150 occupants) = 1,050
 - Break Room (Community Transit) = 240 SF

Demographic Comparison:

City	Population	Area (Square Miles)	Population Density (People per SM)	% of Population Age 65+	No. of Library Facilities	Library Area (SF)	No. of Police Stations	Police Station Area (SF)	No. of Fire Stations	Fire Station Area (SF) - Main Station	No. of Rec Center Facilities	Rec Center Area (SF)	No. of Senior Center Facilities	Senior Center Area (SF)
Livonia	95535	35.70	2676	20.6%	2	71470	1	55275	5	12500	1	129300	1	20780
Novi	66243	30.24	2191	14.1%	1	55000	1	41000	4	12500	1	NA	0	NA
Rochester Hills	76028	32.80	2318	17.6%	1	70000	1	16000	5	13171	0	NA	1	90000
Farmington Hills	83292	33.27	2504	20.4%	1	43288	1	30000	5	19000	1	146000	1	68000
Canton	98620	36.11	2731	14.8%	1	53500	1	33200	3	16202	1	92800	1	2200

Notes:

1. The demographic information above was referenced from the U.S. Census Bureau
2. Rochester Hills is serviced by the Oakland County Sheriff's office
3. None of the facilities referenced above accommodate shared services (i.e. police/fire, Rec/Senior Center)



Senior Center – Case Study

Client: Hadley Senior Center

Location: Hadley, MA

Area: 10,350 SF

Completion date: 2021

Project cost: \$4,650,000 (\$449/SF)

AE: EDM

Contractor: Forish Construction Co





Senior Center – Case Study

EDM designed a new senior center located in the historic district of the Town of Hadley. The center is single-story building with approximately 10,350 SF of usable space.

Located along the Connecticut River, Hadley is known for their agricultural roots, which inspired the exterior design of the building. Large, gable forms with a covered front porch give the building a “farm-like” feel, while also taking cues from local municipal architecture. The functional spaces will likely include reception area, commercial grade kitchen, dining area, administration offices, conference room, gathering area, exercise rooms, nurse’s office, classrooms and outdoor area with seating.

The building was located on a single parcel of Town owned land that shared outdoor space with a new town library building that was being designed and constructed in parallel with the senior center. The design teams from each project worked together to create a single parcel site design that fit within the Town’s masterplan guidelines, creating a campus-like set-up to the site.



Senior Center – Case Study





Senior Center – Case Study





Senior Center – Case Study





Senior Center – Case Study





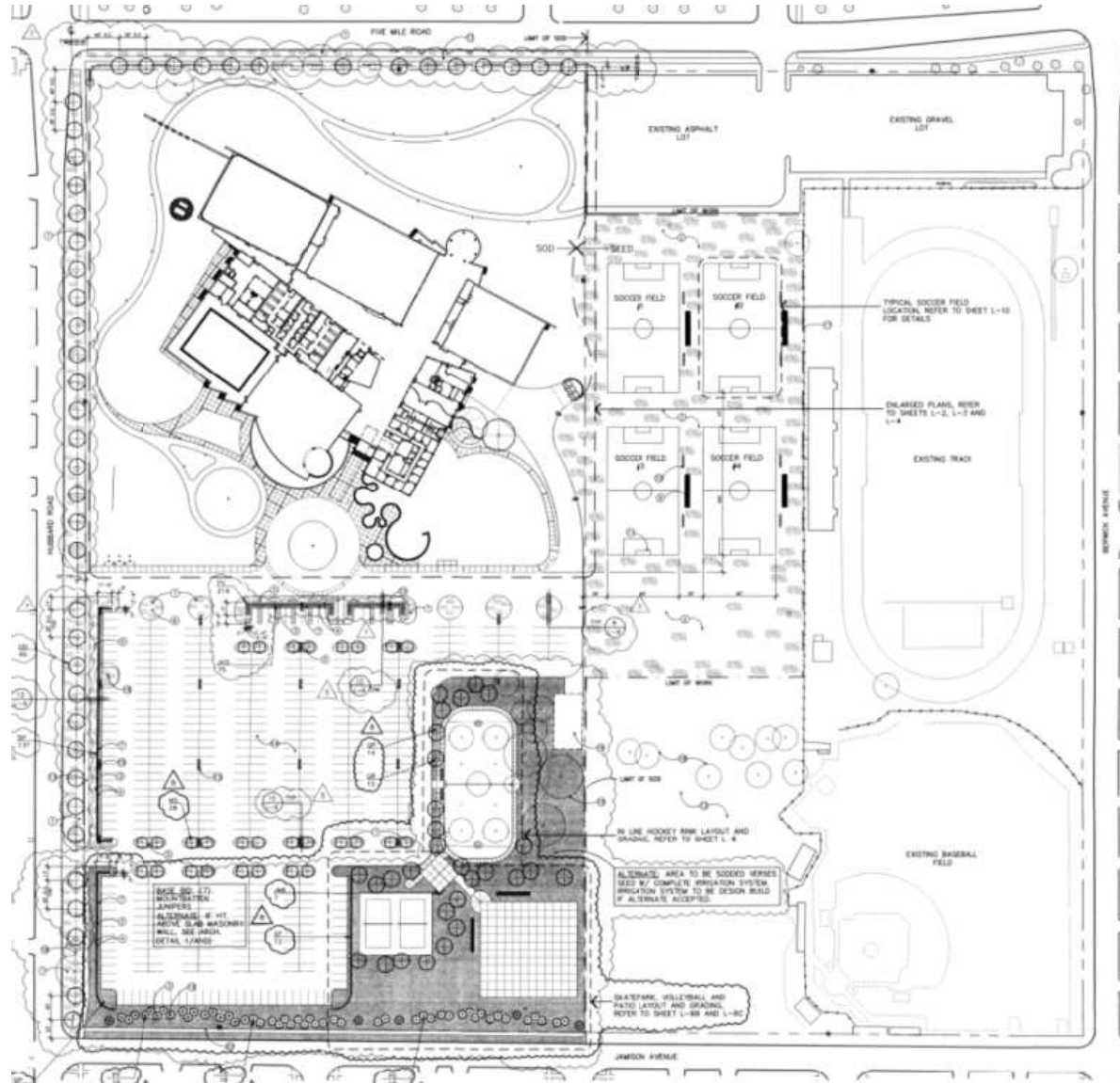
Rec Center



Year Built: 2003 (19 Years Old)

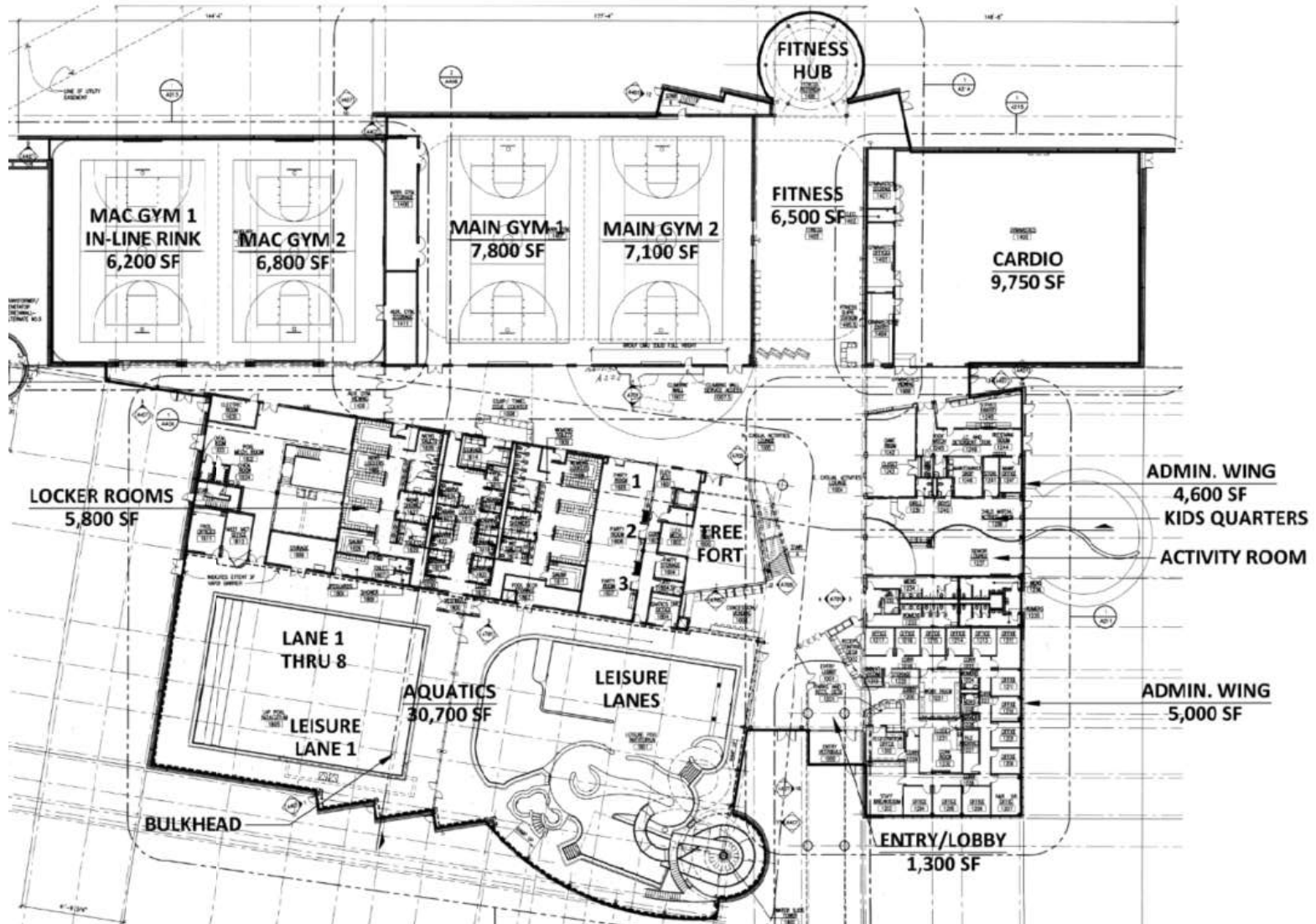


Rec Center - Site Plan





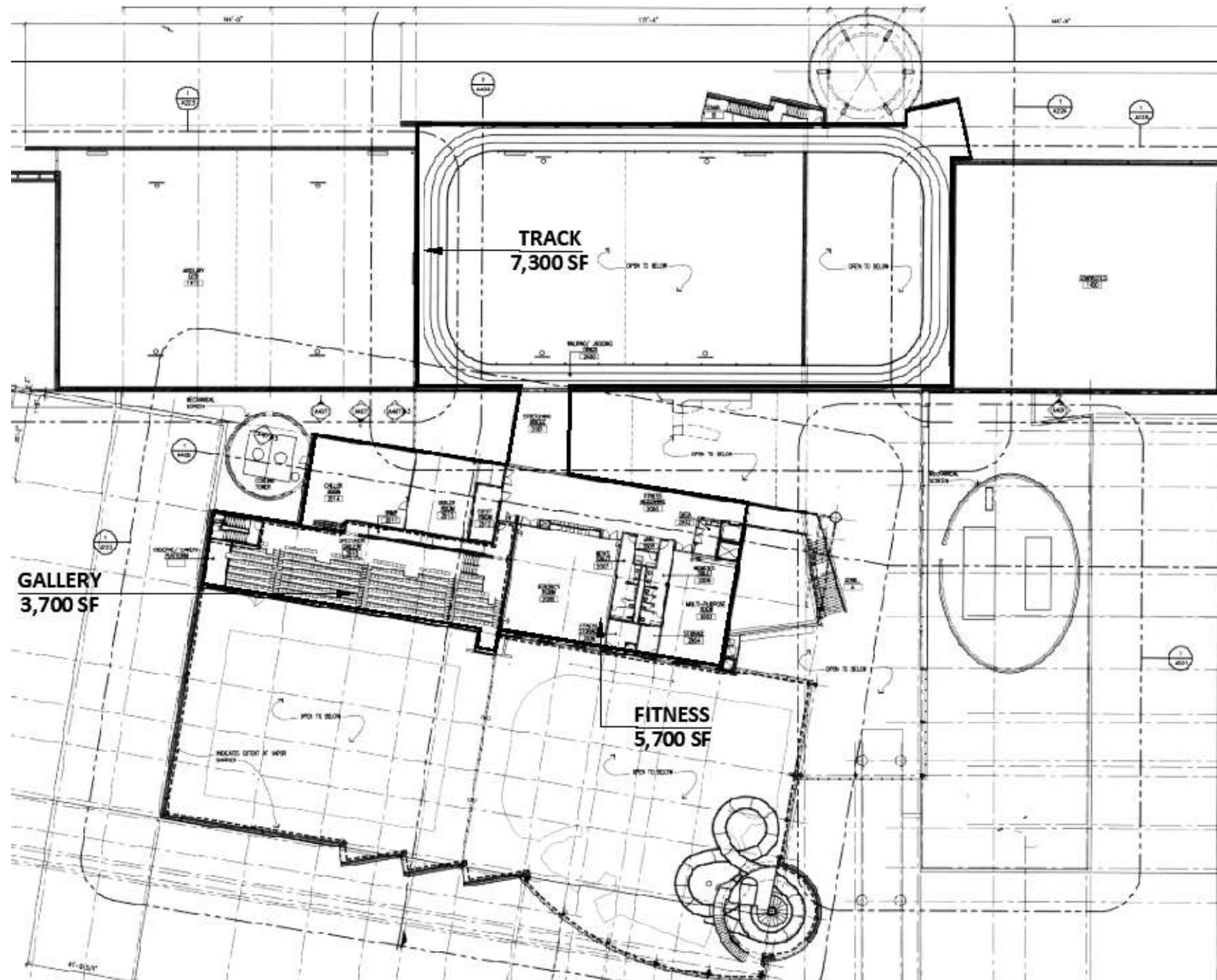
Rec Center - First Floor Plan



TOTAL AREA = 109,800 SF



Rec Center - Second Floor Plan



TOTAL AREA = 19,500 SF

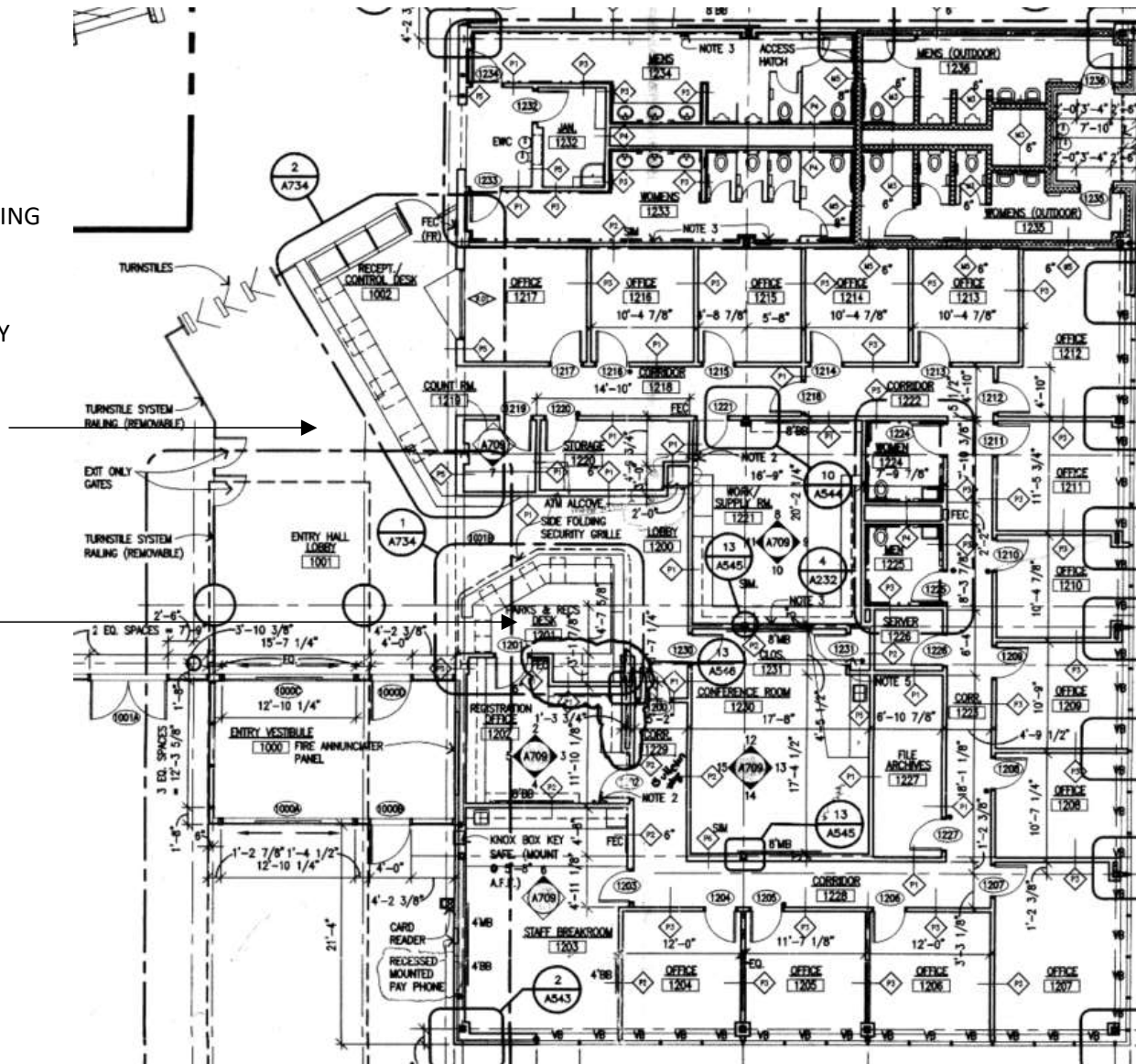


Rec Center - First Floor – Admin. Wing and Lobby

CONCESSIONS AND
VENDING AREA IS
UNDERUTILIZED.
CONSIDER CONVERTING
TO A TEEN ZONE.

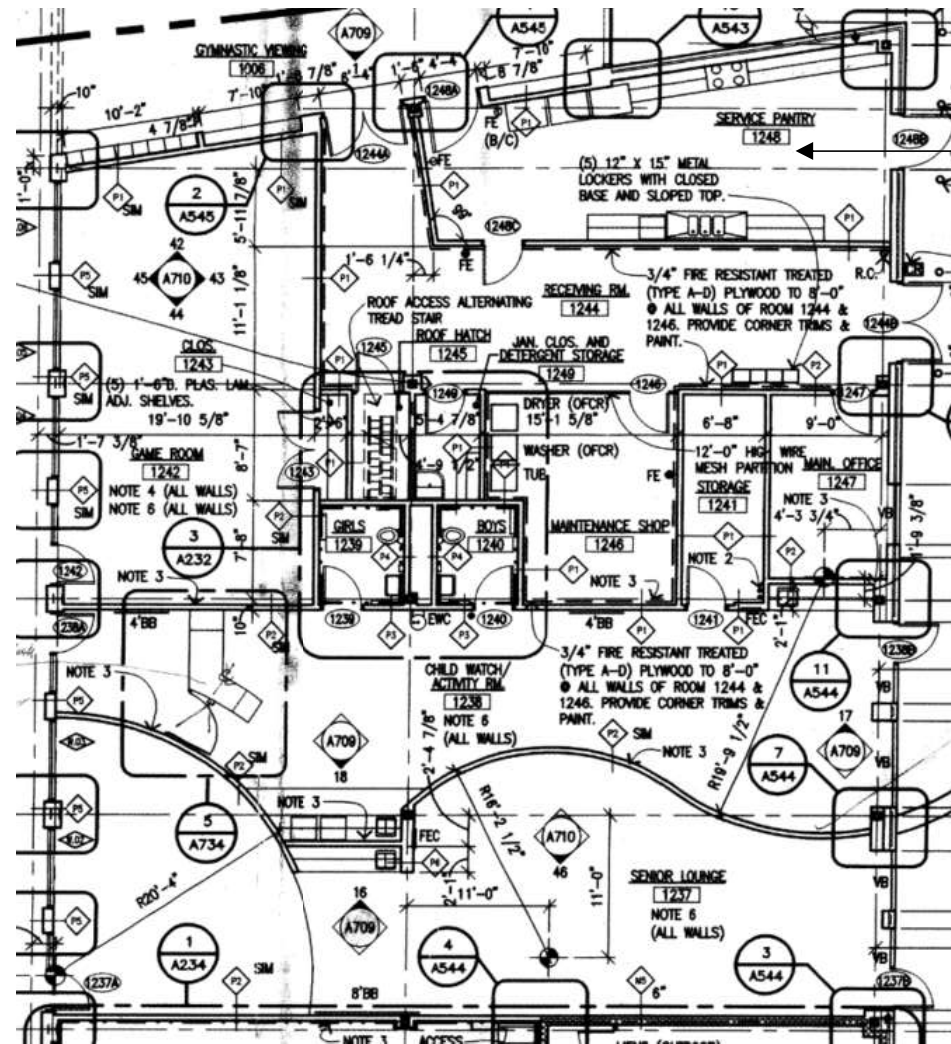
RECONFIGURE ENTRY
LOBBY AND
RECEPTION FOR
BETTER
PUBLIC/MEMBER
ACCESS

PARKS + REC
RECEPTION IS
UNDERUTILIZED.





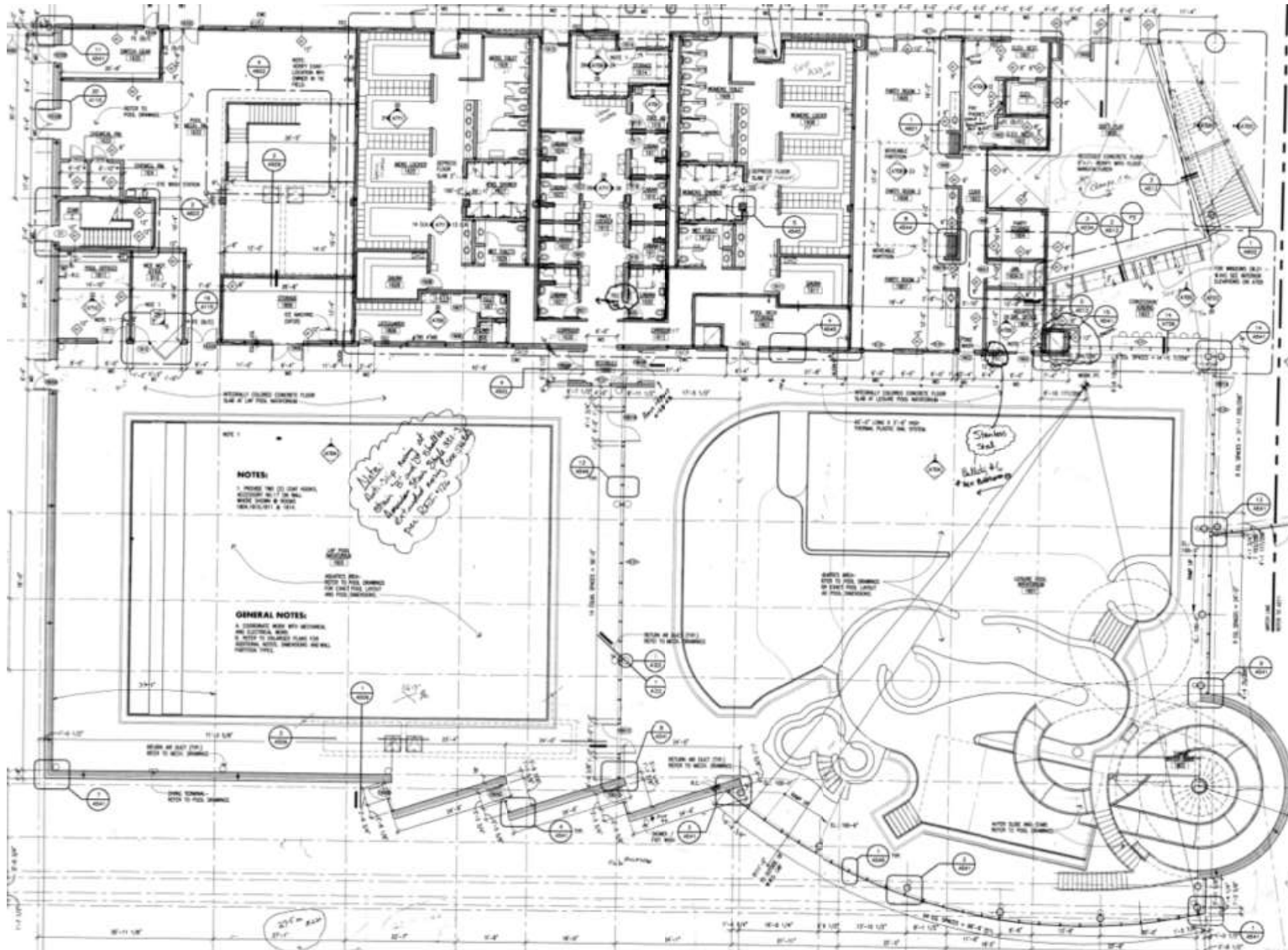
Rec Center - First Floor- Admin. Wing



SERVICE PANTRY IS UNDERUTILIZED AS A FULL KITCHEN



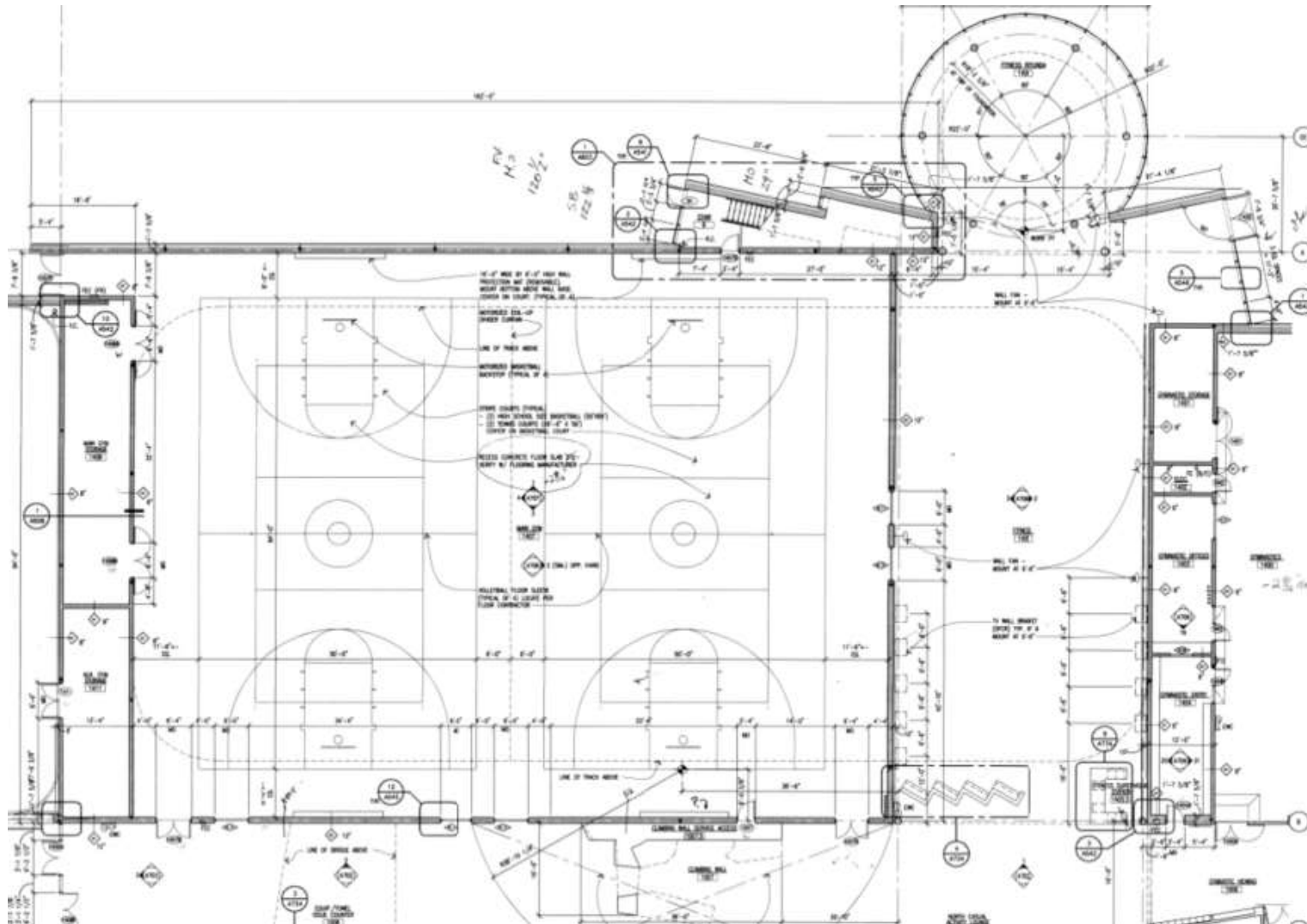
Rec Center - First Floor - Aquatics





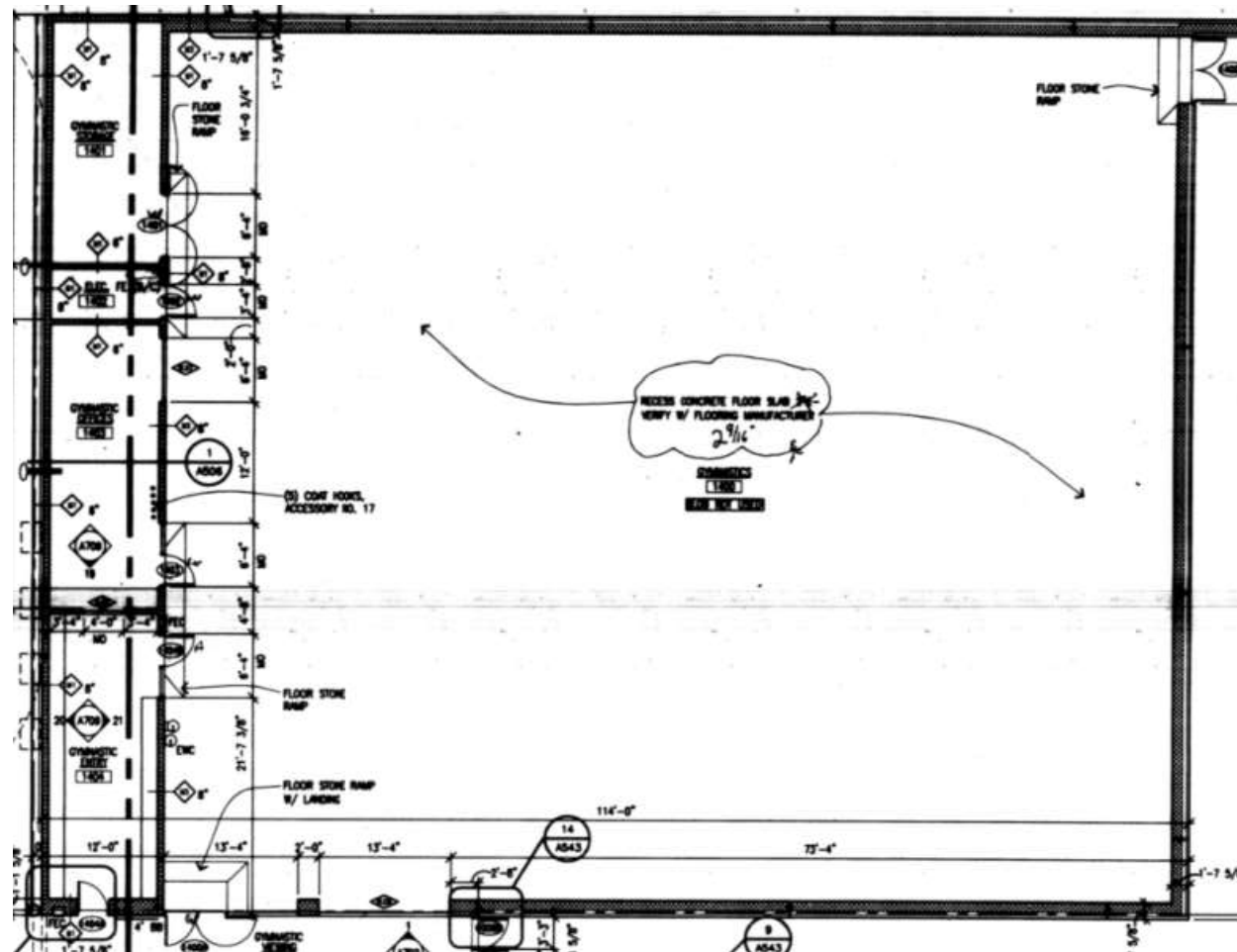


Rec Center - First Floor – Main Gym + Fitness





Rec Center - First Floor - Cardio

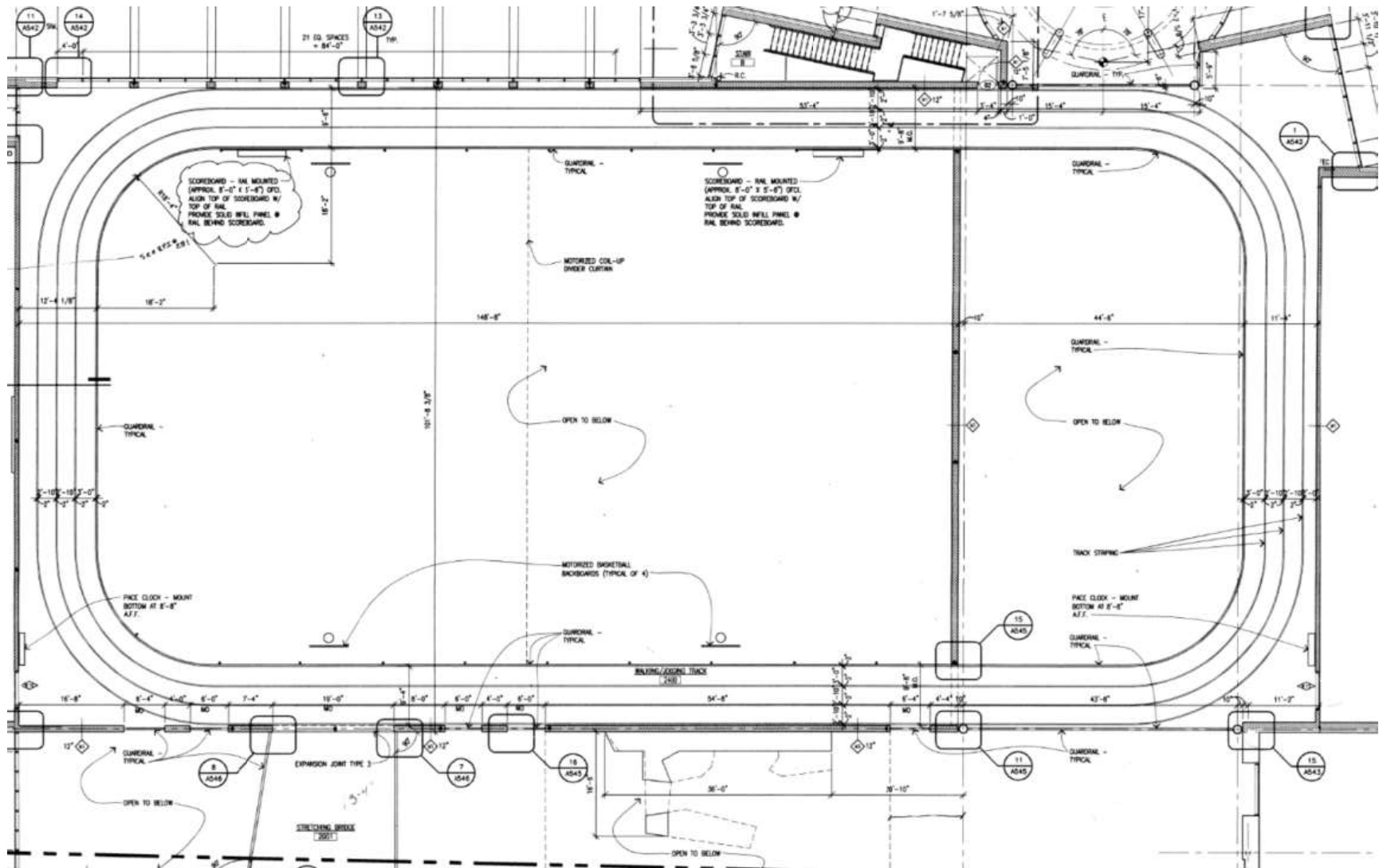








Rec Center - Second Floor - Track





Rec Center - Utilization Analysis

Time/Facility	Activity Room	Party Room 1	Party Room 2	Party Room 3	Main 1	Main 2	MAC 1	MAC 2	MPR	Aerobics
5am										
530										
6						Fitness Class		Fitness Class		
630						Fitness Class		Fitness Class		
7										
730										
8										
830		Kids Classes	Kids Classes	Kids Classes						
9		Kids Classes	Kids Classes	Kids Classes				Pickleball	Fitness Class	
930		Kids Classes	Kids Classes	Kids Classes				Pickleball	Fitness Class	
10		Kids Classes	Kids Classes	Kids Classes			Fitness Class	Pickleball		Fitness Class
1030		Kids Classes	Kids Classes	Kids Classes		Fitness Class		Pickleball		Fitness Class
11						Fitness Class	Fitness Class			
1130							Fitness Class			
12										
1230										
1										
130										
2										
230										
3										
330										
4										
430										
5										Fitness Class
530		STEAM	STEAM	STEAM			Sports & Games			Fitness Class
6	Fitness Class	STEAM	STEAM	STEAM		Martial Arts	Sports & Games	Fitness Class	Martial Arts	Fitness Class
630	Fitness Class						Sports & Games	Fitness Class	Martial Arts	Fitness Class
7	Dance	Fitness Class	Fitness Class	Fitness Class			Sports & Games		Martial Arts	Fitness Class
730	Dance	Fitness Class	Fitness Class	Fitness Class			LJAL		Martial Arts	Fitness Class
8	Dance						LJAL	Pickleball		
830	Dance						LJAL	Pickleball		
9							LJAL	Pickleball		
930								Pickleball		

Room Availability
during hours of
operation
(Hours per day)
Room Utilization
during hours of
operation
(Hours per day)
Percent of time
room is booked
during hours of
operation

17	17	17	17	17	17	17	17	17	17	17
3	4.5	4.5	4.5	0	2.5	5.5	6	3	4	
18%	26%	26%	26%	0%	15%	32%	35%	18%	24%	



Rec Center - Utilization Analysis

Time/Facility	Activity Room	Party Room 1	Party Room 2	Party Room 3	Main 1	Main 2	MAC 1	MAC 2	MPR	Aerobics
Room Availability (Hours per day)	17	17	17	17	17	17	17	17	17	17
Room Utilization (Hours per day)	3	4.5	4.5	4.5	0	2.5	5.5	6	3	4
Percent Utilized	18%	26%	26%	26%	see note 6	see note 6	32%	35%	18%	24%

Room Size (SF)	1160	450	450	450	7000	7000	6200	6200	1040	1700
Occupant Load Factor (NSF/OCC)	50	15	15	15	50	50	50	50	15	50
Max Occupants	23	30	30	30	140	140	124	124	69	34
Average Class Size	8	8	8	8	50	32	18	18	17	19

Notes:

1. Assembly (gaming floors) = 11 GSF
2. Assembly (without fixed seats, chairs only, not fixed) = 7 NSF
3. Assembly (without fixed seats, standing space) = 5 NSF
4. Assembly (without fixed seats, tables and chairs) = 15 NSF
5. Exercise Rooms = 50 GSF
6. Main Gym 1 and 2 are open and available for member use (e.g. pick up basketball) when not programmed.



Rec Center – Preliminary Findings and Observations

Preliminary Findings/Observations:

Floor	Department	Data Set 1 Current					Data Set 2 Projected 5-years (Implementing Modern Workplace Standards)					Data Set 3 Projected 5-years (Implementing Modern Workplace Standards + Alternate Work Schedule/Free-Addressing)						Readiness + Willingness to Adopt AWS Model
		SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	SF/Seat	Offices	Wkstn.	
First Floor	Parks + Recreation Office Area (Ted Davis)	5000	32	156	14	18	6800	34	200	16	18	5200	34	153	200	12	14	AWS = Y FA = Y
	Parks + Recreation Public Area (Ted Davis)	104800	0	NA	0	0	104800	0	NA	0	0	104800	0	NA	NA	0	0	
	First Floor Subtotals	109800	32	3431	14	18	111600	34	3282	16	18	110000	34	3235	4231	12	14	
Second Floor	Parks + Recreation (Ted Davis)	19500	0	NA	0	0	19500	0	NA	0	0	19500	0	NA	NA	0	0	NA
	Second Floor Subtotals	19500	0	NA	0	0	19500	0	NA	0	0	19500	0	NA	NA	0	0	
Total (Rec Center)		129300	32	4041	14	18	131100	34	3856	16	18	129500	34	3809	4981	12	14	

1. Existing Concession/Vending area is underutilized. Consider converting to a Teen Zone
2. Entry Lobby + Reception for better public/member access
3. Spectator Gallery is underutilized.



Rec Center – Preliminary Findings and Observations

Demographic Comparison:

City	Population	Area (Square Miles)	Population Density (People per SM)	% of Population Age 65+	No. of Library Facilities	Library Area (SF)	No. of Police Stations	Police Station Area (SF)	No. of Fire Stations	Fire Station Area (SF) Main Station	No. of Rec Center Facilities	Rec Center Area (SF)	No. of Senior Center Facilities	Senior Center Area (SF)
Livonia	95535	35.70	2676	20.6%	2	71470	1	55275	5	12500	1	129300	1	20780
Novi	66243	30.24	2191	14.1%	1	55000	1	41000	4	12500	1	NA	0	NA
Rochester Hills	76028	32.80	2318	17.6%	1	70000	1	16000	5	13171	0	NA	1	90000
Farmington Hills	83292	33.27	2504	20.4%	1	43288	1	30000	5	19000	1	146000	1	68000
Canton	98620	36.11	2731	14.8%	1	53500	1	33200	3	16202	1	92800	1	2200

Notes:

1. The demographic information above was referenced from the U.S. Census Bureau
2. Rochester Hills is serviced by the Oakland County Sheriff's office
3. None of the facilities referenced above accommodate shared services (i.e. police/fire, Rec/Senior Center)



Rec Center - Case Study

Client: O'Connell Athletic Center

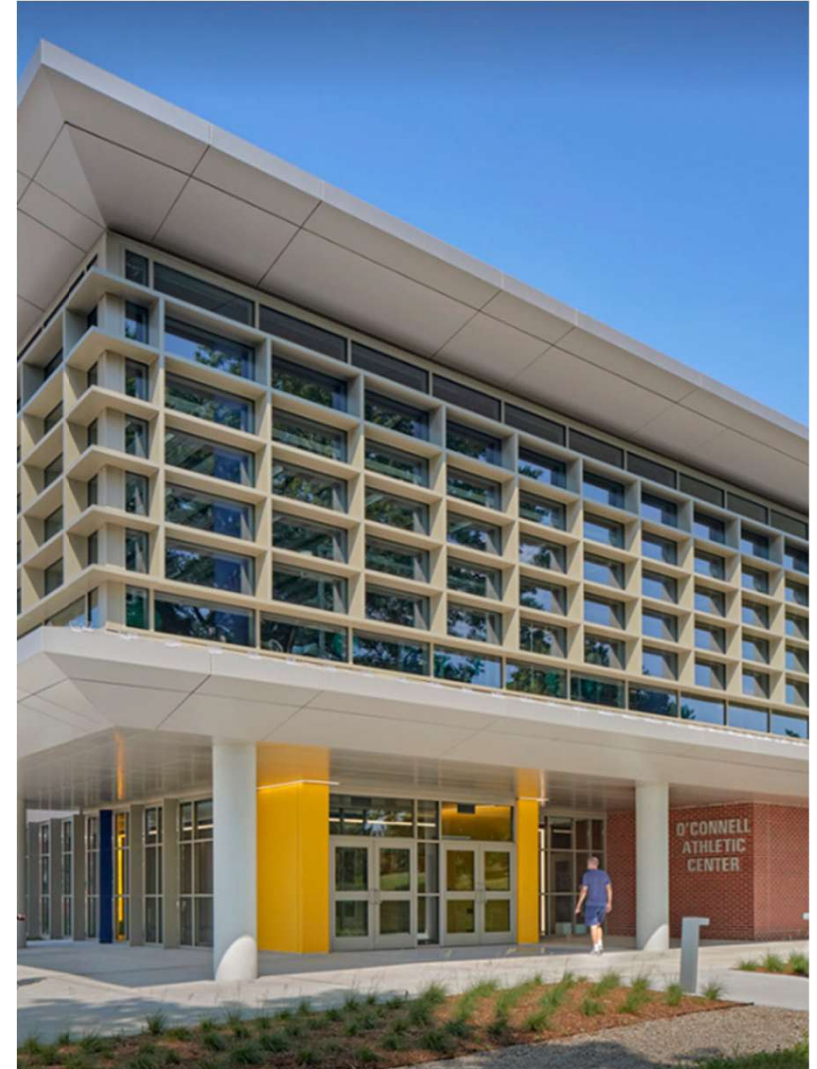
Location: West Hartford, CT

Area: 31,277 SF

Completion date: 2021

Construction cost: \$14,300,000 (\$457/SF)

AE: JCJ Architecture





Rec Center - Case Study

JCJ Architecture is working with the University of Saint Joseph, a private Catholic and recent co-educational college, to renovate and expand the existing O'Connell Athletic Center into a new, energized, central Basketball Arena and athletics venue. The new athletics expansion will also meet the needs of a growing number of students either looking to continue their sports careers or others pursuing degrees in athletic training, sports management or physical education and sports studies.



Rec Center - Case Study





Rec Center - Case Study





Rec Center - Case Study





Rec Center - Case Study



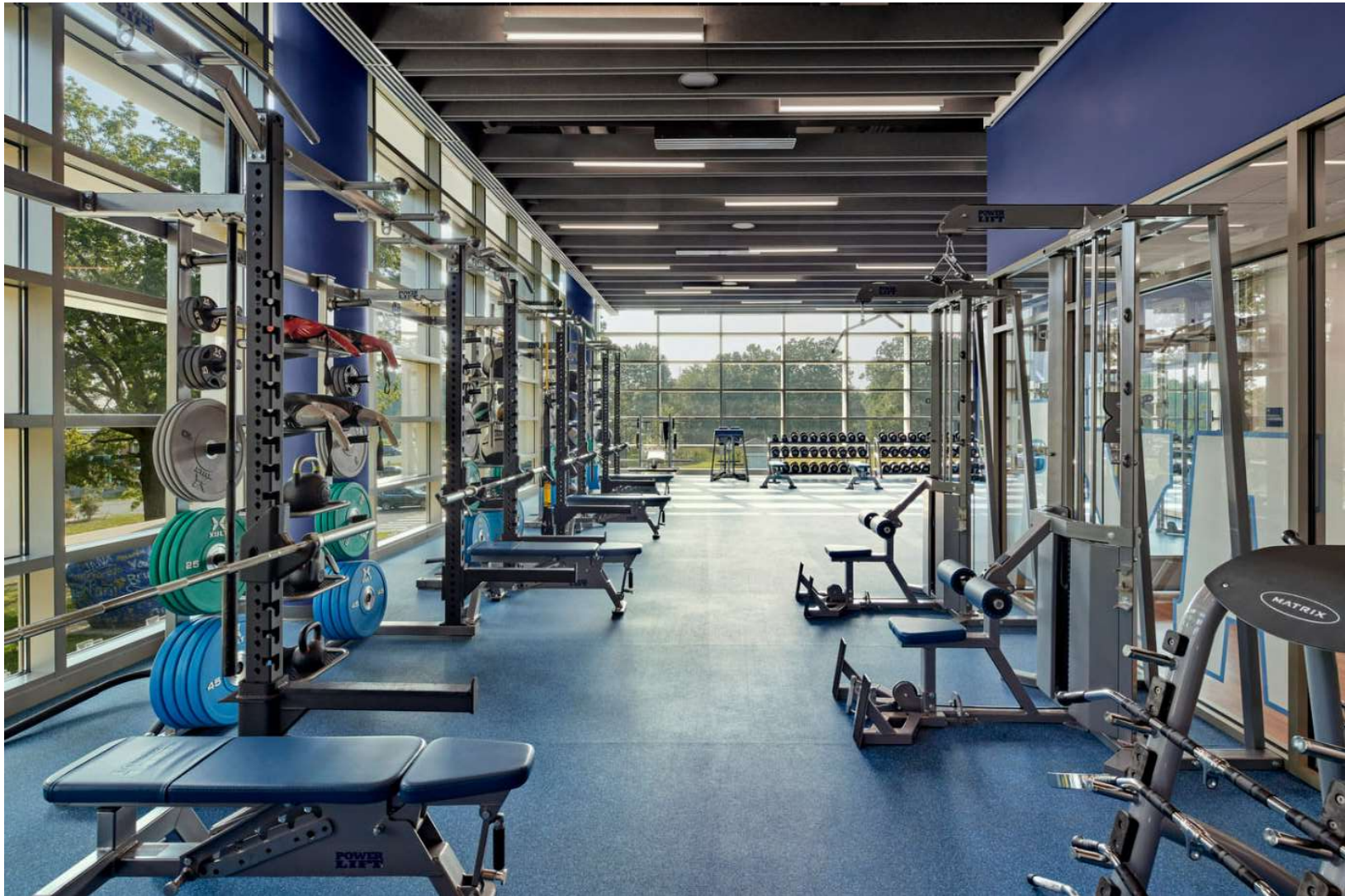


Rec Center - Case Study



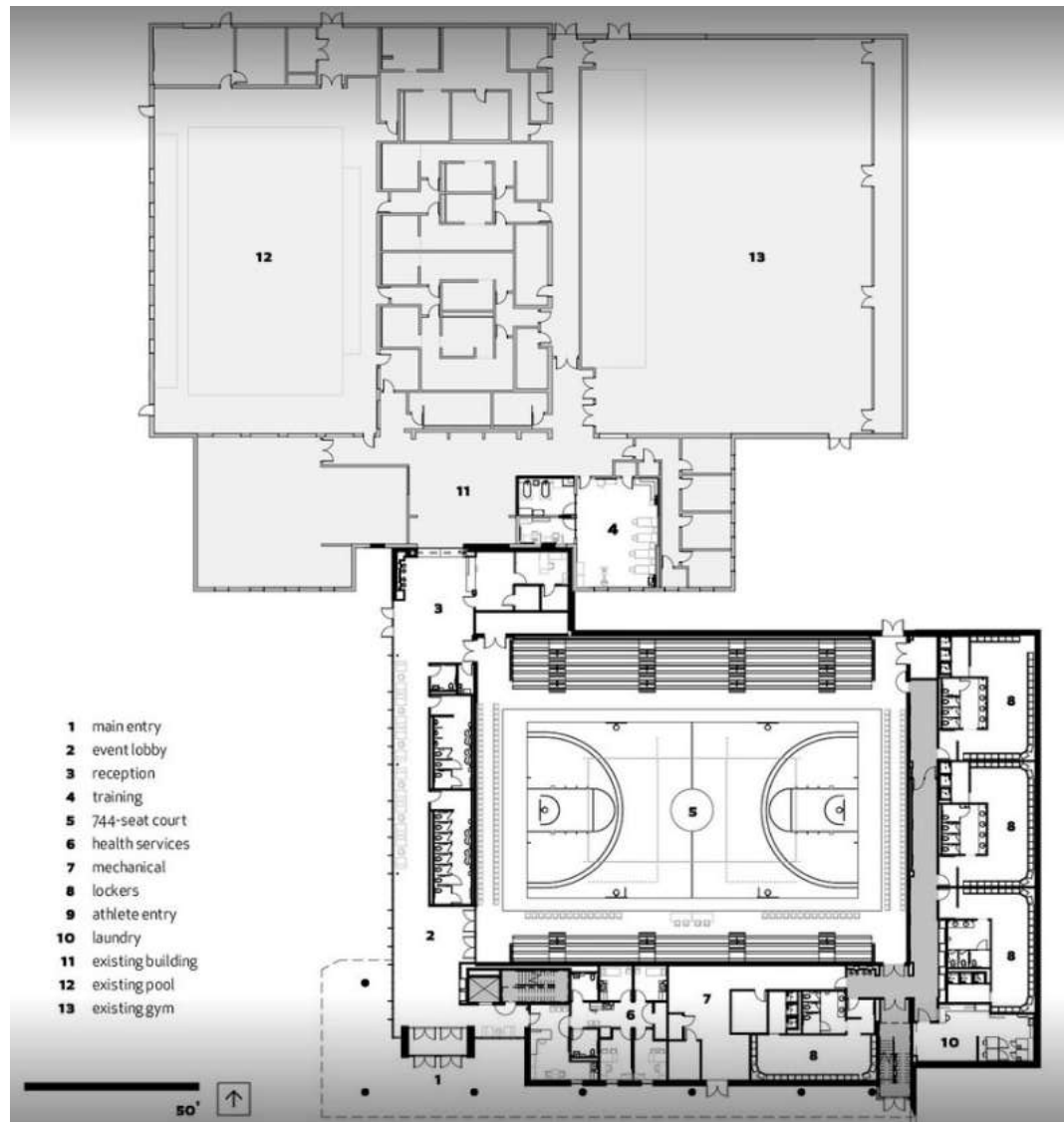


Rec Center - Case Study



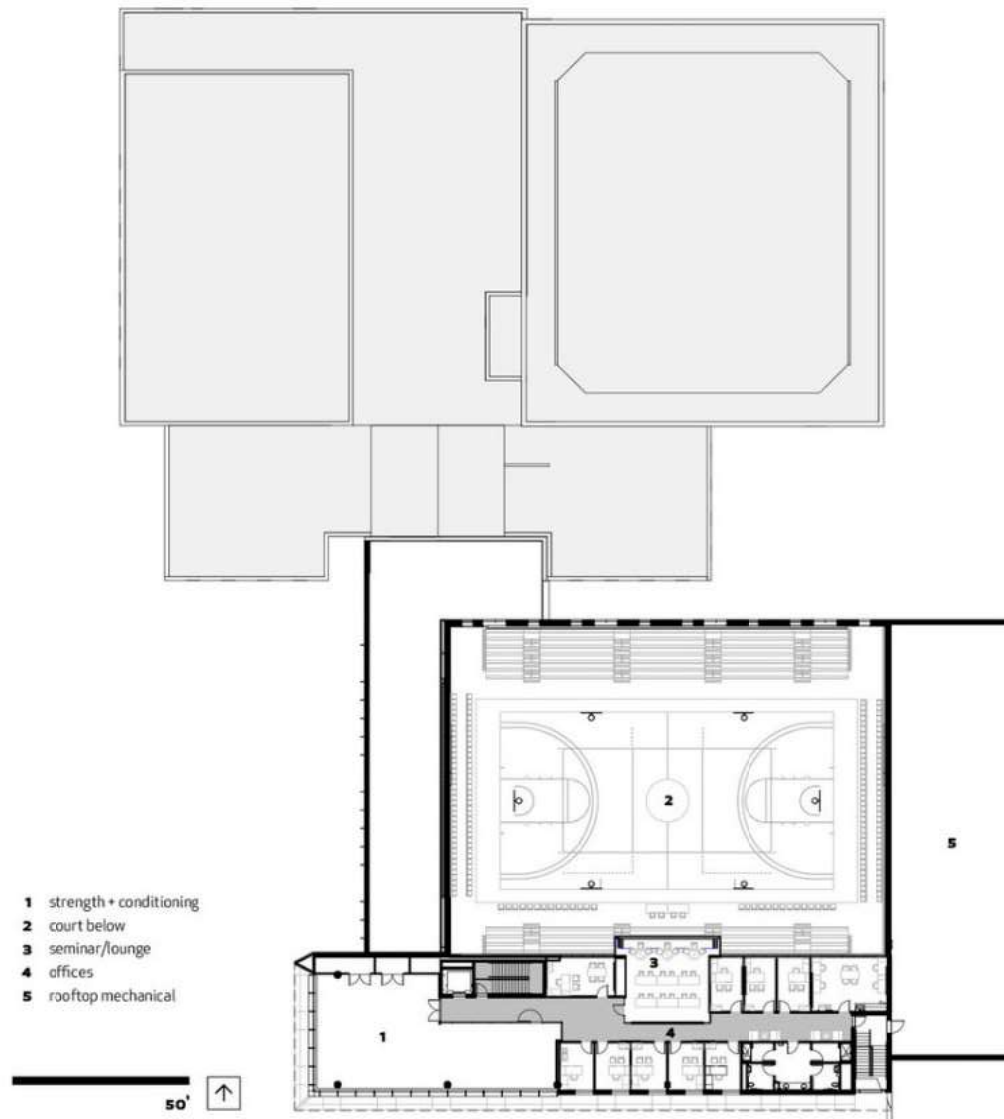


Rec Center - Case Study





Rec Center - Case Study





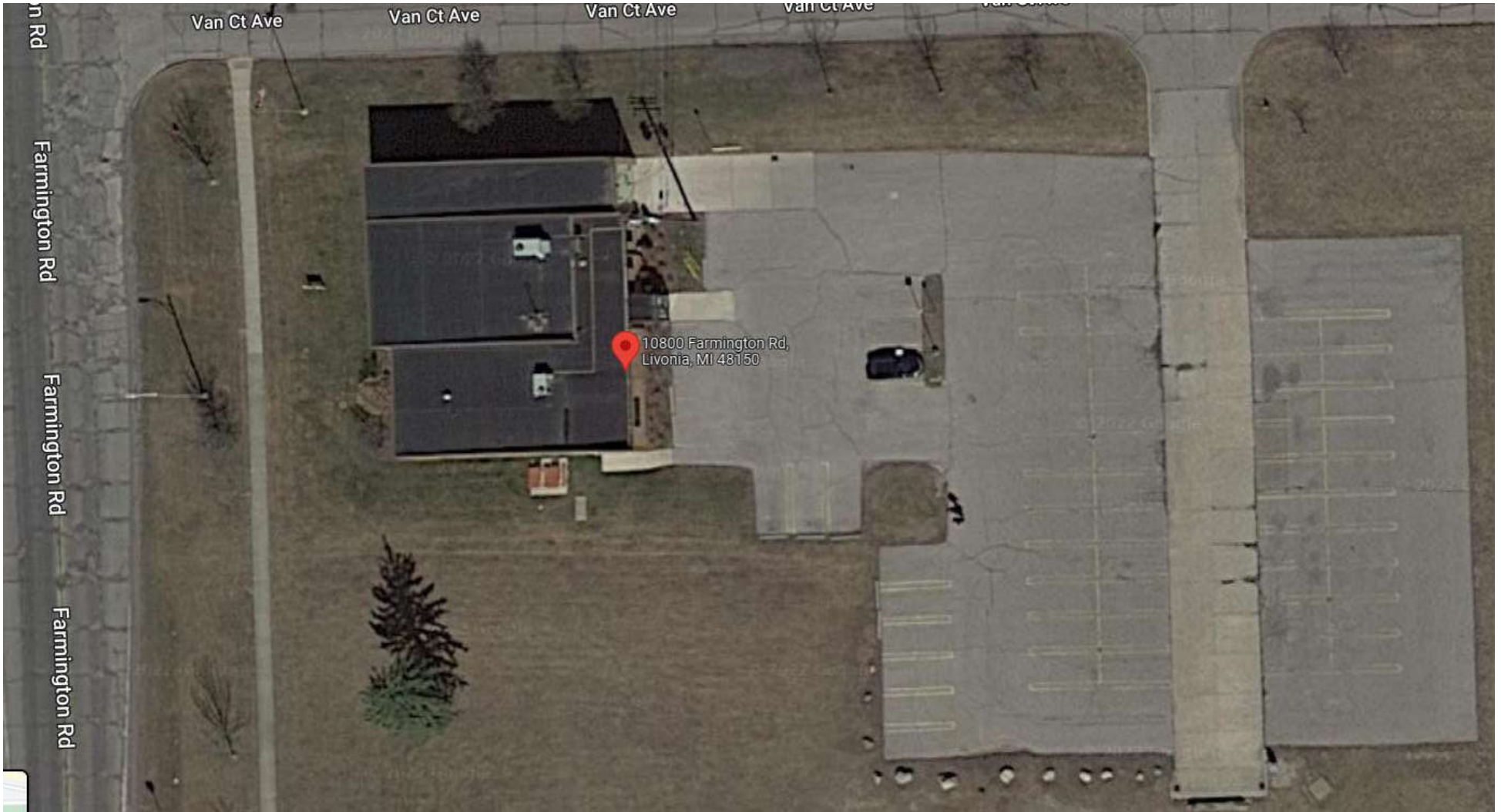
Housing Commission



Year Built: 1966 (56 Years Old)

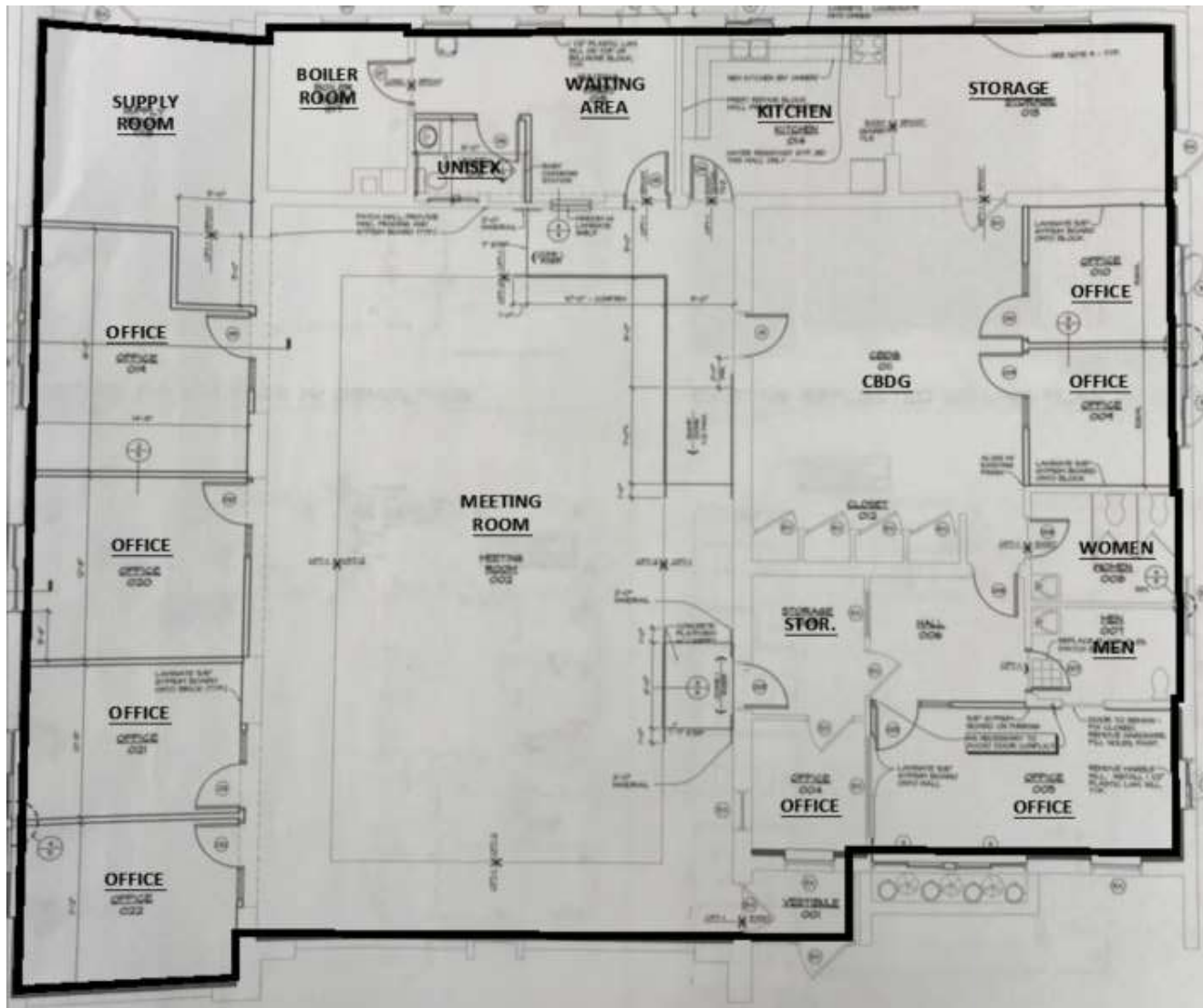


Housing Commission - Site Plan





Housing Commission - First Floor Plan



TOTAL AREA = 5,400 SF



Housing Commission - Preliminary Findings and Observations

Preliminary Findings/Observations:

Floor	Department (Respondent)	Data Set 1 Current					Data Set 2 Projected 5-years (Implementing Modern Workplace Standards)					Data Set 3 Projected 5-years (Implementing Modern Workplace Standards + Alternate Work Schedule/Free-Addressing)						Readiness + Willingness to Adopt AWS Model
		SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	USF/Seat	Offices	Wkstn.	
Lower Level	Housing Commission (Brandie Isaacson)	5400	8	675	8	0	1600	8	200	8	0	1600	8	200	200	8	0	AWS = N FA = N
	Subtotal (Lower Level)	5400	8	675	8	0	1600	8	200	8	0	1600	8	200	200	8	0	

1. Former Fire Station building used for the purpose of Housing commission offices creates inefficiencies within the floor plan layout.
2. Conference Room (formerly the fire apparatus garage bay) is largely oversized.



Civic Center Library



Year Built: 1987 (35 Years Old)

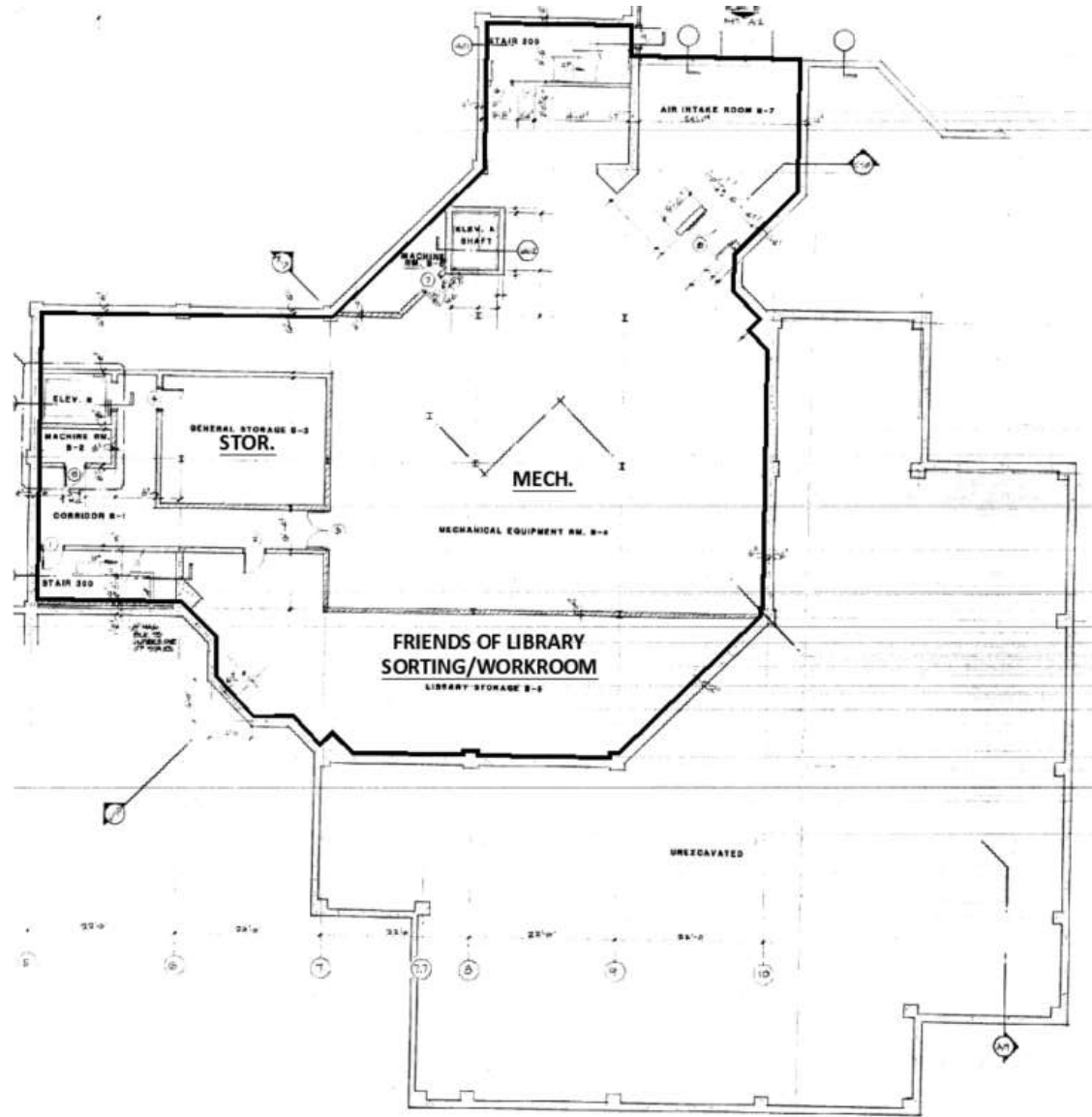


Civic Center Library - Aerial Photo





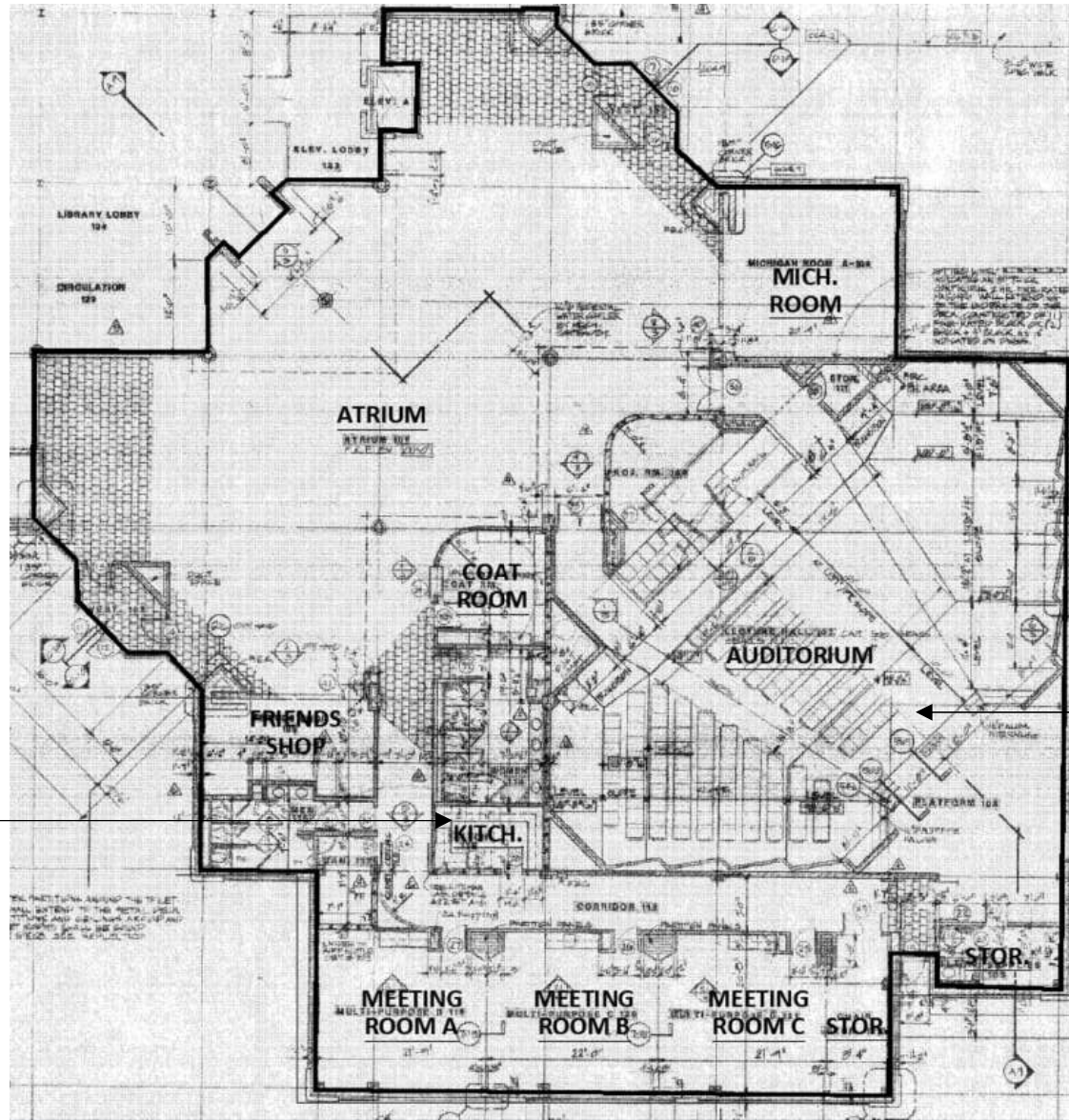
Civic Center Library - Lower-Level Floor Plan



TOTAL AREA = 8,300 SF



Civic Center Library - First Floor Plan (Lecture Hall)



KITCHEN IS TOO SMALL

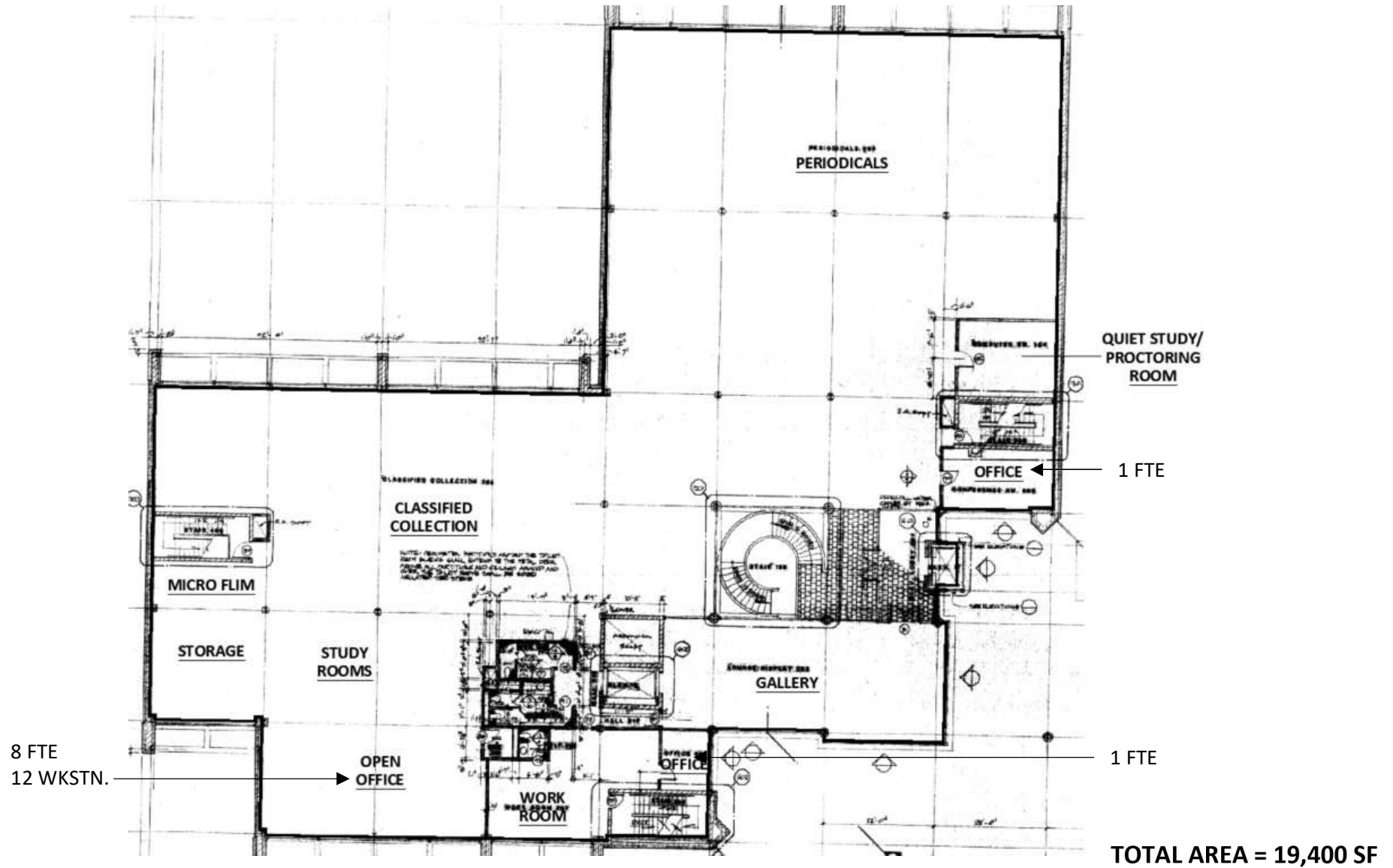
AUDITORIUM IS CURRENTLY UNDERUTILIZED DUE TO COVID RESTRICTIONS

TOTAL AREA = 13,300 SF



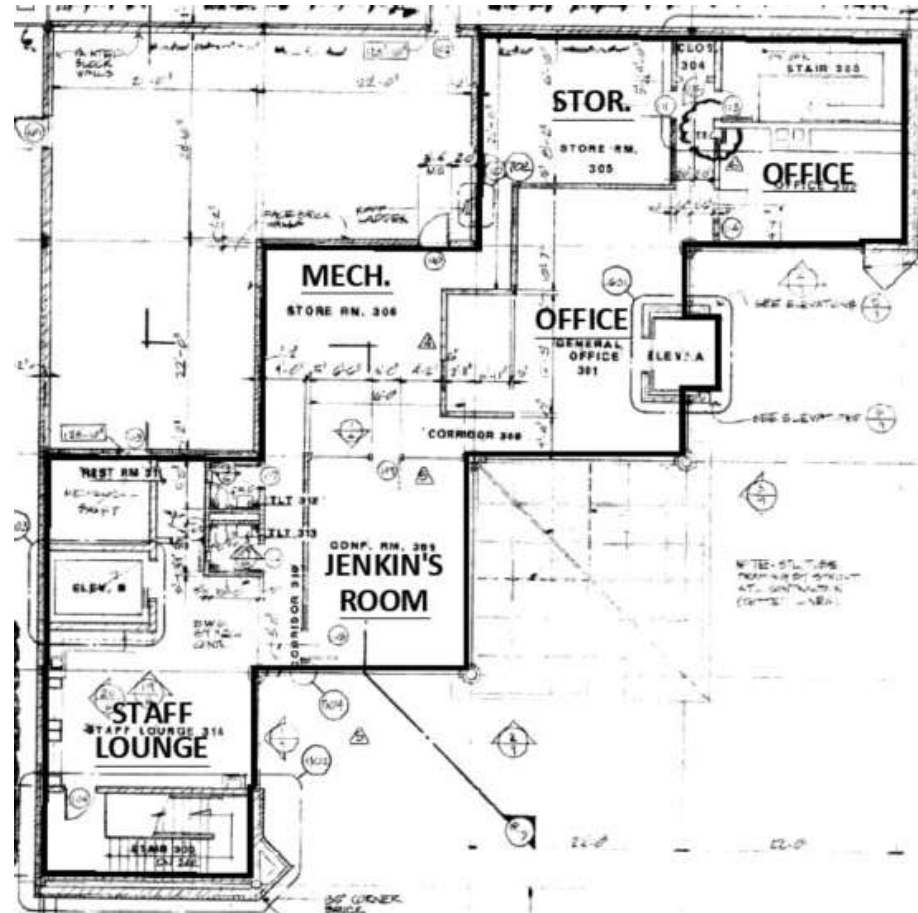


Second Floor Plan





Civic Center Library - Third Floor Plan



TOTAL AREA = 3,320 SF



Civic Center Library - Utilization Analysis

	Meeting Room A							Meeting Room B							Meeting Room C							Michigan Room						
	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.
9:00 AM	R	R	R	LP	LP	R		R	R	LP	LP	LP	R		R	R	LP	R	LP	R		R	LP	R	R	LP	R	
9:30 AM	R	R	R	LP	LP	R		R	R	LP	LP	LP	R		R	R	LP	R	LP	R		R	LP	R	R	LP	R	
10:00 AM	R	R	R	LP	LP	R		R	R	LP	LP	LP	R		R	R	LP	R	LP	R		R	LP	R	R	LP	R	
10:30 AM	R	R	R	LP	LP	R		R	R	LP	LP	LP	R		R	R	LP	R	LP	R		R	LP	R	R	LP	R	
11:00 AM	R	R	R	LP	LP	R		R	R	LP	LP	LP	R		R	R	LP	R	LP	R		R	LP	R	R	LP	R	
11:30 AM	R	R	R	LP	LP	R		R	R	LP	LP	LP	R		R	R	LP	R	LP	R		R	LP	R	R	LP	R	
12:00 PM	R	R	R	LP	LP	R		R	R	LP	LP	LP	R		R	R	LP	R	LP	R		R	LP	R	R	LP	R	
12:30 PM	R	R	R	LP	LP	R		R	R	LP	LP	LP	R		R	R	LP	R	LP	R		R	LP	R	R	LP	R	
1:00 PM	R	R	R	LP	LP	R	R	R	R	LP	LP	LP	R		R	R	LP	R	LP	R		R	LP	R	R	LP	R	R
1:30 PM	R	R	R	LP	LP	R	R	R	R	LP	LP	LP	R		R	R	LP	R	LP	R		R	LP	R	R	LP	R	R
2:00 PM	R	R	R	LP	LP	R	R	R	R	LP	LP	LP	R		R	R	LP	R	LP	R		R	LP	R	R	LP	R	R
2:30 PM	R	R	R	LP	LP	R	R	R	R	LP	LP	LP	R		R	R	LP	R	LP	R		R	LP	R	R	LP	R	R
3:00 PM	R	R	R	LP	LP	R	R	R	R	LP	LP	LP	R		R	R	LP	R	LP	R		R	LP	R	R	LP	R	R
3:30 PM	R	R	R	LP	LP	R	R	R	R	LP	LP	LP	R		R	R	LP	R	LP	R		R	LP	R	R	LP	R	R
4:00 PM	R	R	R	LP	LP	R	R	R	R	LP	LP	LP	R		R	R	LP	R	LP	R		R	LP	R	R	LP	R	R
4:30 PM	R	R	R	LP	LP	R	R	R	R	LP	LP	LP	R		R	R	LP	R	LP	R		R	LP	R	R	LP	R	R
5:00 PM	R	R	R	LP	LP	R	R	R	R	LP	LP	LP	R		R	R	LP	R	LP	R		R	LP	R	R	LP	R	R
5:30 PM	R	R	R	LP				R	R	LP	LP				R	R	LP	R				R	LP	R	R			
6:00 PM	R	R	R	LP				R	R	LP	LP				R	R	LP	R				R	LP	R	R			
6:30 PM	R	R	R	LP				R	R	LP	LP				R	R	LP	R				R	LP	R	R			
7:00 PM	R	R	R	LP				R	R	LP	LP				R	R	LP	R				R	LP	R	R			
7:30 PM	R	R	R	LP				R	R	LP	LP				R	R	LP	R				R	LP	R	R			
8:00 PM	R	R	R	LP				R	R	LP	LP				R	R	LP	R				R	LP	R	R			
8:30 PM	R	R	R	LP				R	R	LP	LP				R	R	LP	R				R	LP	R	R			
9:00 PM	R	R	R	LP				R	R	LP	LP				R	R	LP	R				R	LP	R	R			
9:30 PM																												

Notes:

1. Assembly (gaming floors) = 11 GSF
2. Assembly (without fixed seats, chairs only, not fixed) = 7 NSF
3. Assembly (without fixed seats, standing space) = 5 NSF
4. Assembly (without fixed seats, tables and chairs) = 15 NSF
5. Fixed seating (actual seats installed)
6. LP = Library Program
7. R = Rental
8. PU = Public Use
9. SM = Staff Meeting
10. PM = Public Meeting
11. ST = Storytimes
12. FW = FOL Workshop
13. PA = Proctoring by Appointment



Civic Center Library - Utilization Analysis

	Meeting Room A							Meeting Room B							Meeting Room C							Michigan Room						
	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.
Room Availability (Hours per day)	12	12	12	12	8	8	4	12	12	12	12	8	8	4	12	12	12	12	8	8	4	12	12	12	12	8	8	4
Room Utilization (Hours per day)	12	12	12	12	8	8	4	12	12	12	12	8	8	0	12	12	12	12	8	8	0	12	12	12	12	8	8	4
Percent Utilized	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	0%	100%	100%	100%	100%	100%	100%	0%	100%	100%	100%	100%	100%	100%	100%
Room Size (SF)	438							438							429							502						
Occupant Load Factor (NSF/OCC)	15							15							15							15						
Max Occupants	29							29							29							33						
Average Class Size	24							24							24							24						



Civic Center Library - Utilization Analysis

	Auditorium							Atrium							Jenkins Room							Storytime Room							Quiet Study Proctoring Room							
	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	
9:00 AM	LP	LP	LP	R	LP	LP						PU	PU		SM				SM			ST	ST	ST	ST		LP		PA	PA	PA	PA	PA	PA		
9:30 AM	LP	LP	LP	R	LP	LP						PU	PU		SM				SM			ST	ST	ST	ST		LP		PA	PA	PA	PA	PA	PA		
10:00 AM	LP	LP	LP	R	LP	LP						PU	PU		SM				SM			ST	ST	ST	ST		LP		PA	PA	PA	PA	PA	PA		
10:30 AM	LP	LP	LP	R	LP	LP						PU	PU		SM				SM			ST	ST	ST	ST		LP		PA	PA	PA	PA	PA	PA		
11:00 AM	LP	LP	LP	R	LP	LP						PU	PU		SM				SM			ST	ST	ST	ST		LP		PA	PA	PA	PA	PA	PA		
11:30 AM	LP	LP	LP	R	LP	LP						PU	PU		SM				SM			ST	ST	ST	ST		LP		PA	PA	PA	PA	PA	PA		
12:00 PM	LP	LP	LP	R	LP	LP						LP	PU	PU		SM				SM			ST	ST	ST	ST		LP		PA	PA	PA	PA	PA	PA	
12:30 PM	LP	LP	LP	R	LP	LP						LP	PU	PU		SM												LP		PA	PA	PA	PA	PA	PA	
1:00 PM	LP	LP	LP	R	LP	LP	R	PU	PU	PU	LP	PU	PU	PU	SM	SM/PM	SM/PM											LP		PA	PA	PA	PA	PA	PA	PA
1:30 PM	LP	LP	LP	R	LP	LP	R	PU	PU	PU	LP	PU	PU	PU	SM	SM/PM	SM/PM											LP		PA	PA	PA	PA	PA	PA	PA
2:00 PM	LP	LP	LP	R	LP	LP	R	PU	PU	PU	LP	PU	PU	PU	SM	SM/PM	SM/PM											LP		PA	PA	PA	PA	PA	PA	PA
2:30 PM	LP	LP	LP	R	LP	LP	R	PU	PU	PU		PU	PU	PU	SM	SM/PM	SM/PM											LP		PA	PA	PA	PA	PA	PA	PA
3:00 PM	LP	LP	LP	R	LP	LP	R	PU	PU	PU		PU	PU	PU	SM	SM/PM	SM/PM											LP		PA	PA	PA	PA	PA	PA	PA
3:30 PM	LP	LP	LP	R	LP	LP	R	PU	PU	PU		PU	PU	PU	SM	SM/PM	SM/PM											LP		PA	PA	PA	PA	PA	PA	PA
4:00 PM	LP	LP	LP	R	LP	LP	R	PU	PU	PU		PU	PU	PU	SM	SM/PM	SM/PM											LP		PA	PA	PA	PA	PA	PA	PA
4:30 PM	LP	LP	LP	R	LP	LP	R	PU	PU	PU		PU	PU	PU	SM	SM/PM	SM/PM											LP		PA	PA	PA	PA	PA	PA	PA
5:00 PM	LP	LP	LP	R	LP	LP	R	PU	PU	PU		PU	PU	PU	SM	SM/PM	SM/PM	PM										LP		PA	PA	PA	PA	PA	PA	PA
5:30 PM	LP	LP	LP	R											SM	SM/PM	SM/PM	PM												PA	PA	PA	PA	PA		
6:00 PM	LP	LP	LP	R											SM	SM/PM	SM/PM	PM												PA	PA	PA	PA	PA		
6:30 PM	LP	LP	LP	R											SM	SM/PM	SM/PM	PM												PA	PA	PA	PA	PA		
7:00 PM	LP	LP	LP	R											SM	SM/PM	SM/PM	PM												PA	PA	PA	PA	PA		
7:30 PM	LP	LP	LP	R											SM	SM/PM	SM/PM	PM												PA	PA	PA	PA	PA		
8:00 PM	LP	LP	LP	R											SM	SM/PM	SM/PM	PM												PA	PA	PA	PA	PA		
8:30 PM	LP	LP	LP	R											SM	SM/PM	SM/PM	PM																		
9:00 PM	LP	LP	LP	R											SM	SM/PM	SM/PM	PM																		
9:30 PM																																				



Civic Center Library - Utilization Analysis

	Auditorium							Atrium							Jenkins Room							Storytime Room							Quiet Study Proctoring Room						
	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.
Room Availability (Hours per day)	12	12	12	12	8	8	4	12	12	12	12	8	8	4	12	12	12	12	8	8	4	12	12	12	12	8	8	4	12	12	12	12	8	8	4
Room Utilization (Hours per day)	12	12	12	12	8	8	4	4	4	4	2	8	8	4	12	8	8	4	3	0	0	3	3	3	3	0	8	0	11	11	11	11	11	8	4
Percent Utilized	100%	100%	100%	100%	100%	100%	100%	33%	33%	33%	17%	100%	100%	100%	100%	67%	67%	33%	38%	0%	0%	25%	25%	25%	25%	0%	100%	0%	92%	92%	92%	92%	138%	100%	100%
Room Size (SF)	4070							4730							360							860							293						
Occupant Load Factor (NSF/OCC)	Actual							7							Actual							7							15						
Max Occupants	290							676							12							123							20						
Average Class Size	290							125							12							40							8						



Civic Center Library - Preliminary Findings and Observations

Preliminary Findings/Observations:

Floor	Department (Respondent)	Data Set 1 Current					Data Set 2 Projected 5-years (Implementing Modern Workplace Standards)					Data Set 3 Projected 5-years (Implementing Modern Workplace Standards + Alternate Work Schedule/Free-Addressing)						Readiness + Willingness to Adopt AWS Model
		SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	USF/Seat	Offices	Wkstn.	
Lower Level	Library Services (Toni LaPorte)	8300	0	NA	0	0	8300	0	NA	0	0	8300	0	NA	NA	0	0	NA
	Subtotal (Lower Level)	8300	0	NA	0	0	8300	0	NA	0	0	8300	0	NA	NA	0	0	
First Floor	Library Services (Toni LaPorte)	32300	17	1900	0	19	32300	17	1900	0	19	32300	17	1900	1700	0	19	AWS = N FA = N
	Subtotal (First Floor)	32300	17	1900	0	19	32300	17	1900	0	19	32300	17	1900	1700	0	19	
Second Floor	Library Services (Toni LaPorte)	19,400	9	2156	2	12	19,400	9	2156	2	12	19400	9	2156	1386	2	12	AWS = N FA = N
	Subtotal (Second Floor)	19400	9	2156	2	12	19400	9	2156	2	12	19400	9	2156	1386	2	12	
Third Floor	Library Administration (Toni LaPorte)	3,320	2	1660	1	2	3,320	2	200	1	2	3320	2	1660	1107	1	2	AWS = N FA = N
	Subtotal (Third Floor)	3320	2	1660	1	2	3320	2	1660	1	2	3320	2	1660	1107	1	2	
Total (Civic Center Library)		63320	28	2261	3	33	63320	28	2261	3	33	63320	28	2261	1759	3	33	



Civic Center Library - Preliminary Findings and Observations

Preliminary Findings/Observations:

1. Atrium is heavily used, needs more power/data, needs acoustical improvements
2. Staff workrooms (circulation, children's, and adult) need to be reconfigured and updated for better utilization.
3. Current layout is poor and deters from work efficiency. Built in 1988, the needs of the workers have changed quite a lot.
4. The following program elements were requested (square footage for these spaces, approximately 2,000 SF) is not reflected in the matrix above):
 - Coffee Shop = 500 SF
 - Storage = 200 SF
 - Larger Kitchen = 100 SF
 - Maker Space = 600 SF
 - We-Work Space = 600 SF



Library – Case Study

Client: City of Novi

Location: Novi, MI

Area: 55,000 SF

Completion date: 2011

Construction cost: \$14,500,000 (\$263/SF)

AE: BEI/Diamon and Schmitt Architects





Library – Case Study

BEI Architects & Engineers, Inc. is currently partnered with Diamond and Schmitt Architects to provide architectural and engineering services for a new two-story 55,000 square foot library for the City of Novi. The new library will replace the existing library, which will be demolished to make room for a new parking lot.

The new library is strategically located on the Novi Civil Center Campus with good visibility from 10 Mile Road.

The new library includes a book drop-off, a fireplace and landscaping, including bio-swales as part of the storm water management plant. It also includes an outdoor patio with views of the adjacent city-owned Fuerst Farm Park and space for a collection of over 180,000 volumes.

Among the many amenities, the new library will include a 200-seat meeting room, 104 computer stations, additional space for patrons, staff and collections, a teen area, Friends of the Novi Public Library used book store and a cafe.



Library – Case Study





Library – Case Study





Library – Case Study





Library – Case Study





Library – Case Study





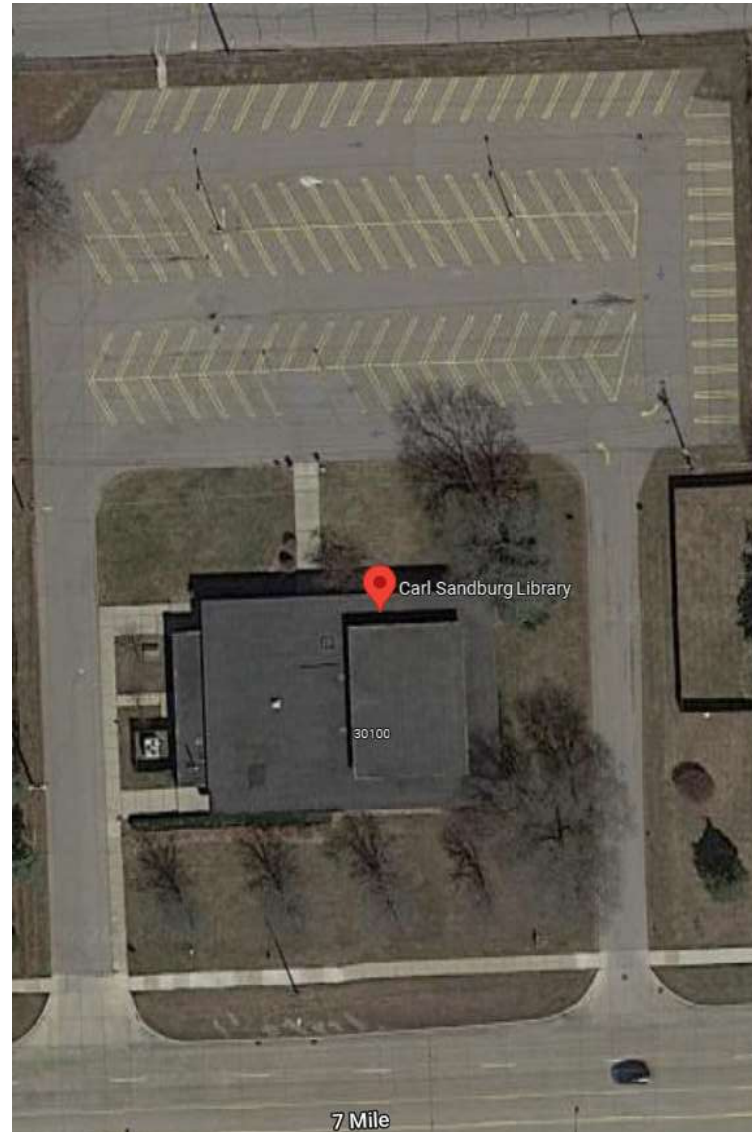
Carl Sandburg Library



Year Built: 1961 (61 Years Old)



Carl Sandburg Library - Aerial Photo







Carl Sandburg Library - Preliminary Findings and Observations

Preliminary Findings/Observations:

Floor	Department (Respondent)	Data Set 1 Current					Data Set 2 Projected 5-years (Implementing Modern Workplace Standards)					Data Set 3 Projected 5-years (Implementing Modern Workplace Standards + Alternate Work Schedule/Free-Addressing)						Readiness + Willingness to Adopt AWS Model
		SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	Offices	Wkstn.	SF	FTE	SF/FTE	USF/Seat	Offices	Wkstn.	
Lower Level	Carl Sandburg Library Office Area (Jeff Lelek)	2100	9	233	1	8	1800	9	200	1	8	1800	9	200	200	1	8	AWS = N FA = N
	Carl Sandburg Library Public Area (Jeff Lelek)	6050	0	NA	0	0	6050	0	NA	0	0	6050	0	NA	NA	0	0	
	Subtotal (Lower Level)	8150	9	906	1	8	7850	9	872	1	8	7850	9	872	872	1	8	

1. Storage is lacking throughout
2. It's a small building, so we are always working to revise, consolidate and find new storage space. A renovation staff space could lead to improvements in these areas.



Client: City of Warren

Location: Warren, MI

Area: 6,640 SF

Completion date: February 2017

Construction cost:\$2,150,000 (\$323/SF)

AE: Partners in Architecture





New 21st Century Library Opens in South Warren

The replacement of the Dorothy M. Busch Branch Library began as part of a library millage passed by the community in 2010. The existing library constructed in 1963 could no longer serve the needs of the community and the building systems were failing. The project included the demolition of the existing 4,700 square foot library and adjacent house in preparation for the new building and expanded site amenities.

The new library was designed with flexibility in mind and integrated technology to accommodate a diverse range of programming and community use. The warm, welcoming and inspirational environment provides dedicated space for children, teens and adults. The library also boasts an abundance of technology accommodations including several computers, presentation equipment and Wi-Fi access. The site was greatly improved with new site circulation, increased parking, fresh landscaping and exterior reading areas. The project was completed in February 2017.



















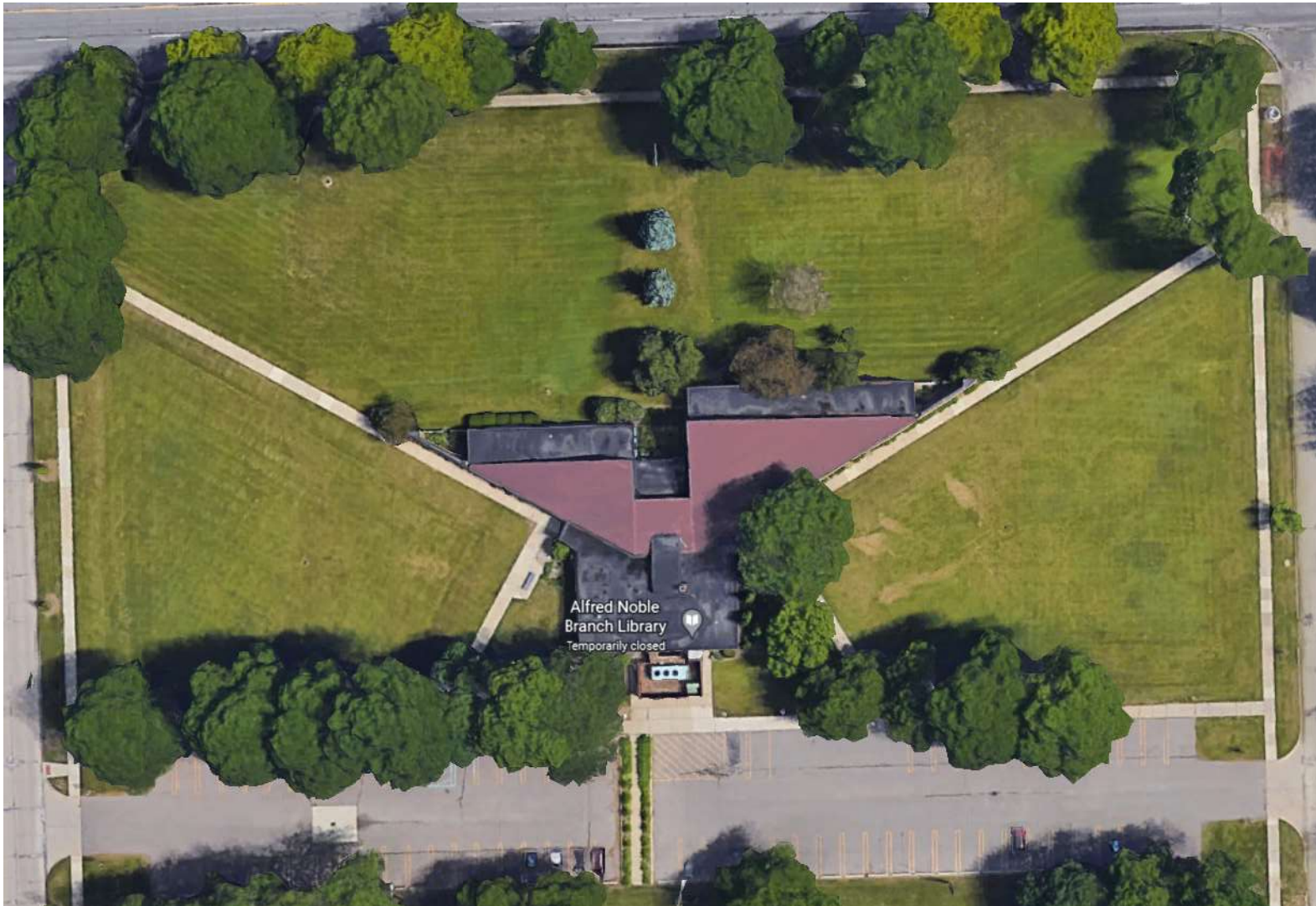
Alfred Noble Library



Year Built: 1967 (55 Years Old)

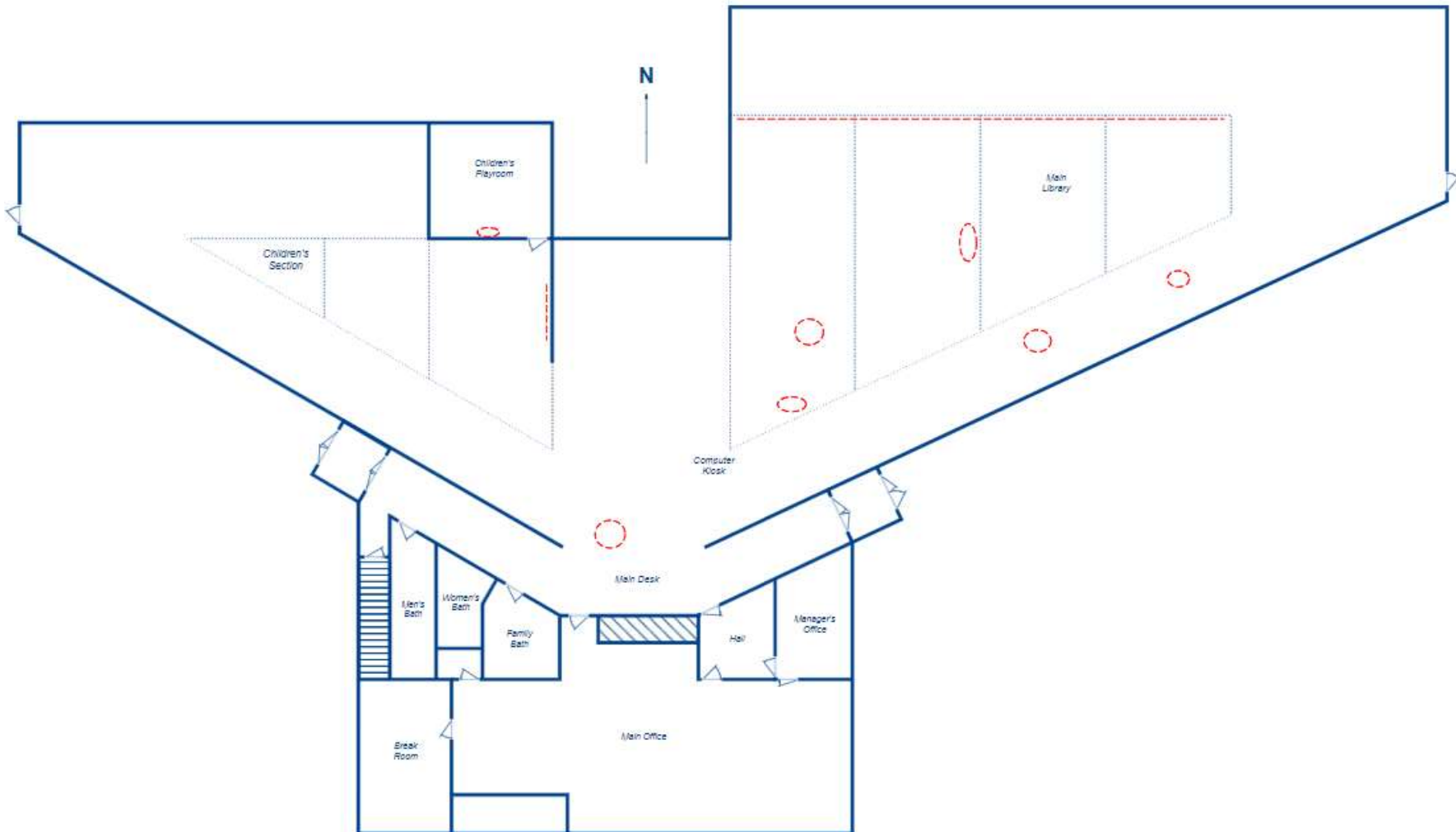


Alfred Noble Library - Aerial Photo



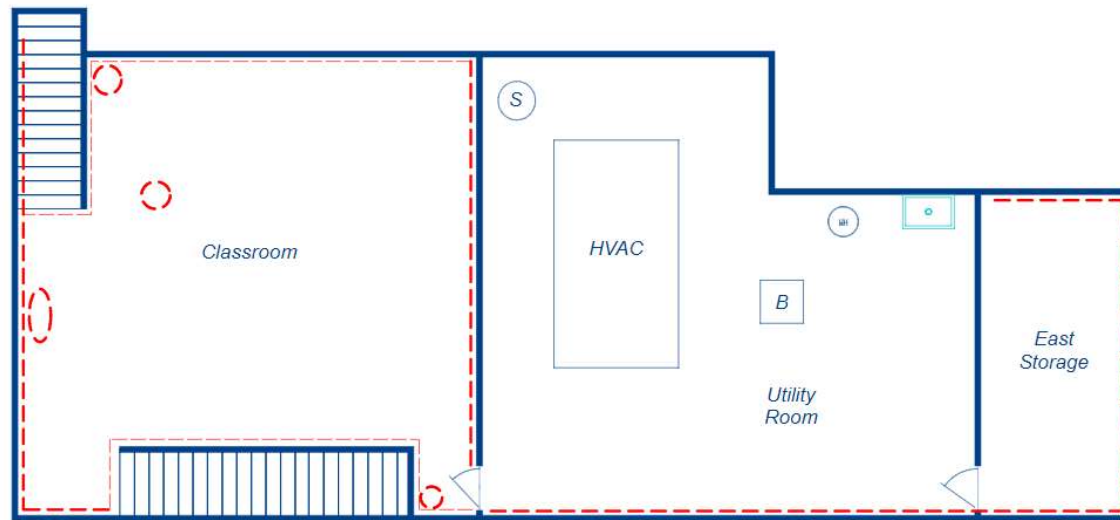


Alfred Noble Library – First Floor Plan





Alfred Noble Library – Basement Floor Plan





Alfred Noble Library - Preliminary Findings and Observations

Preliminary Findings/Observations:

1. Per the Opinion of Costs report published by OHM on March 8, 2021, the cost for building and site demo is \$246,000; the cost for building renovations and site improvements is \$1,620,000; and the cost for a new building is \$6,430,000. See Appendix A for more details.
2. Per the Building Assessment prepared by Jerome Hanna, director of Inspection, on March 8, 2021, that was prompted by previous inspections and concerns about the interior of the structure in late 2019 due to concerns of water infiltration at the time; a limited moisture and microbial assessment was conducted at that time by Mold Quest International. Elevated levels of Penicillium/Aspergillus were noted but no Stachybotrys (black mold) was detected at the time. See Appendix A for more details.
3. Per the Affidavit published by Linda Gosselin, Michigan Master Assessing Officer, on August 23rd, 2021, the property at 32901 Plymouth Road, was found to fit the definition of functional obsolescence. See Appendix B for more details.



Appendix A – OHM Opinion of Costs and Building Assessment by Jerome Hanna



July 8, 2021

Mr. Michael Slater
Finance Director
City of Livonia

RE: Alfred Noble Library Opinion of Costs

Dear Mr. Slater:

In May 2021, OHM Advisors visited the Alfred Noble Library building and completed a walkthrough with City staff. The City of Livonia previously closed the Library in December 2019, due to moisture problems. The purpose of the visit was to review the current condition of the facility and provide the City with our professional opinion of costs for various options the City is currently considering. Additionally, the building assessment report completed by City Inspector Jerome Hanna as well as the limited moisture and microbial assessment report by MQI was provided to us. This information along with original building drawings were utilized to develop three conceptual opinion of costs requested by the City for their use.

Background and Summary

In October, 2019 a limited moisture and microbial assessment was completed by Mold Quest International. With several areas of water infiltration in the building, this assessment provided recommendations based on their limited testing as noted in the report. This report provided several remediation recommendations to be completed at the library. In December of 2019 the library was closed due to these findings and recommendations. Building systems were limited to provide a conditioned space. In March of 2021, a visual inspection of the building was completed by City Inspector Jerome Hanna which identified additional areas of work that should be addressed pertaining to water infiltration, water damage, and microbial growth.

In May 2021, city staff and OHM walked the building to review the current condition of the building and had additional discussions regarding the building condition. These items, as well as the information from previous report findings, were utilized in preparing a high-level conceptual cost analysis for repair work identified in the scope of work assumed below for the building. Additionally, OHM developed a cost opinion to demolish the building and prepare a clean site as well as a cost opinion for a new building of comparable size, use and materials. Below is a summary of these three approaches and associated costs:

Option	Description	Cost
1	Building/Site Demolition	\$ 246,000
2	Building Renovation and Site Improvements	\$ 1,620,000
3	New Building	\$ 6,430,000

A further breakdown of the above costs, including general construction, contingency, design fees, and contractor fees are outlined below in the Opinion of Cost section.

The following lists and photos are references, and provide explanation of the scope of work assumed to be included as part of a possible renovation project:



Exterior

1. Removal and replacement of asphalt shingles – include removal of deteriorated wood decking and replace flashing.
2. Removal and replacement of membrane roofing – provide additional taper and improved drainage, additional provide required minimum flashing heights at perimeter conditions.
3. General tuckpointing of masonry
4. At basement footprint, remove soils at exterior down to foundation and provide new waterproofing.
5. Window seal replacement
6. Re-grading perimeter to provide positive drainage away from building
7. Relocate roof downspout discharges away from building.



Roof ponding, little/no positive slope to scuppers



Roof ponding, little/no positive slop to scuppers. Less than minimal flashing height at transition to roof, failed flashing sealant.



Miscellaneous brick repairs (tuckpointing), miscellaneous general window sealant failures as well as interior wood moisture issues noted in report



Reinstall proper termination of downspouts, regrade low spots that have settled due to water.



Interior

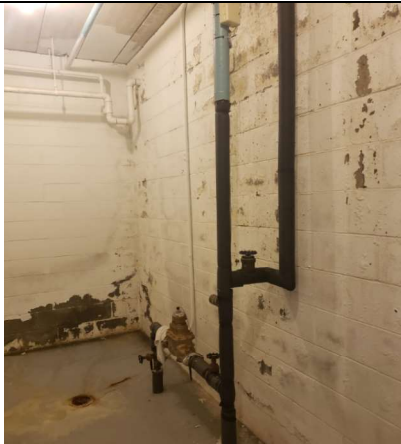
1. Remove and replace drop ceiling tiles
2. Remove and replace wall and door trim
3. Remove and replace drywall – at both walls and ceilings where water damaged.
4. Remove and replace carpeted flooring areas
5. Clean and repaint CMU Block walls
6. Remove and replace any cavity insulation.
7. Replace furnishings
8. Cleaning of entire space to remain – damp wipe and/or HEPA vacuum.
9. Clean HVAC systems and replace filters.
10. Electrical devices, fixtures, or wiring that has been in contact with water should be replaced.



General interior conditions:



Lay-in ceiling, various areas of water damage



Basement, interior wall paint flaking and water infiltration from exterior.





Additional items noted/discussed follow and are considered part of renovation opinion of cost:

1. Replace furnace, it is original to the structure and past its life span.
2. Current restrooms do not provide ADA Accessible fixtures.



Opinion of Cost

Of recent, the current market has been volatile and ever changing as it relates to construction costs. With cost of materials availability and long lead times, labor, and unknown factors, the following opinion of costs have taken into consideration higher than normal contingency value as well as included an escalation markup for both materials and an estimated construction time from starting end of 2021 at the earliest. If additional years are considered, there should be escalation costs added to these numbers between 3-4 annually%.

Demolition of existing building and site clearing

The opinion of cost for demolition of existing building includes demolition of entire building, removal of foundations and infill at basement area, sidewalks and site garden areas to be removed, general infill grading and seeding of area. Parking lot to remain.

No	Description	Cost
1	Building demolition	\$ 135,000
2	Basement demo and infill	\$ 28,000
3	Site	\$ 27,000
4	Subtotal	\$ 190,000
5	Contingency (10%)	\$ 19,000
6	Escalation (4%)	\$ 8,000
7	Testing (5%)	\$ 10,000
8	General Conditions/OH&P (10%)	\$ 19,000
10	Total	\$ 246,000

Renovation of existing building and site improvements

The opinion of costs includes items noted above. Additionally, we have included a 30% contingency with type of renovation work being performed and possible mitigation required as additional areas/materials are exposed. We have also included a 7% contingency that is reflective of the current market conditions for material costs, this could be an anomaly that levels off or maintains itself as a new norm. A testing allowance of 6% is included due to further



assessment of material abatement and existing conditions of materials that should be re-tested as work is completed to confirm all work has been done correctly.

No	Description	Cost
1	Building Renovations	\$ 700,000
2	Site work	\$ 35,000
3	Furniture	\$ 250,000
4	Subtotal	\$ 985,000
5	Contingency (30%)	\$ 296,000
6	Escalation/Material Contingency (7%)	\$ 69,000
7	Testing (6%)	\$ 59,000
8	General Conditions/OH&P (10%)	\$ 100,000
9	Professional Fees (12%)	\$ 111,000
10	Total	\$ 1,620,000

New building of similar size and function

The new building cost includes cost for a new 13,500 SF building on a green site.

No	Description	Cost
1	Building	\$ 3,700,000
2	Site work	\$ 550,000
3	Furniture	\$ 250,000
4	Subtotal	\$ 4,500,000
5	Contingency (15%)	\$ 675,000
6	Escalation/Material Contingency (7%)	\$ 315,000
7	Testing (2%)	\$ 90,000
8	General Conditions/OH&P (10%)	\$ 450,000
9	Professional Fees (9%)	\$ 400,000
10	Total	\$ 6,430,000

If you have any questions or want to discuss any items in more detail, please do not hesitate to call to review further.

Sincerely,
OHM Advisors



Christopher Ozog, Project Architect

Encl: MQI Report dated October 14, 2019
Building Assessment report dated March 8, 2021

cc: Rhett Gronevelt, OHM Advisors
Jerome Hanna, City of Livonia



MOLDQUEST

INTERNATIONAL

9575 Commerce Road
Commerce Township, MI 48382
(866) 665-3783

Client: Livonia Public Libraries
32777 Five Mile Road
Livonia, MI 48154

Project Site: 32901 Plymouth Road
Livonia, MI 48150
Project #: RMK-19440

MoldQuest International, LLC (MoldQuest) conducted a limited moisture and microbial assessment at 32901 Plymouth Road in Livonia, MI. The assessment followed methods and procedures consistent with good commercial or customary practice. This report is exclusively for the use and benefit of our Client and is not intended for the use or benefit of any other person or entity.

Property Description/History

The subject unit consisted of a one-story library with a partial basement and partial slab-on-grade foundation. Per the Client, roof leaks and basement seepage issues are known to be affecting the structure. Water damage and microbial growth are reported to be visible on building materials in the affected areas. A microbial assessment has been requested.

Purpose/Scope of Investigation

This investigation was performed to evaluate the subject property for the presence of water damage and/or microbial growth. At the request of the Client, the scope of this investigation was limited to non-invasive visual observations and moisture meter testing, plus limited non-viable fungal air sampling to determine if spore aerosolization/cross-contamination issues are indicated. One outdoor air sample was collected to serve as a basis of interpretation for the indoor sample results.

Visual Inspection

- Basement – Classroom
 - Moderate mVOC odor was present.
 - Exterior foundation walls (W/S) exhibit peeling/efflorescence and light microbial growth.
 - Ceiling tiles exhibit intermittent water staining/damage.
 - Ceiling tiles exhibit light/spotty microbial growth.
 - Growth pattern is indicative of an elevated Rh condition over time.
 - Contents (tables/chairs, etc.) exhibit light/spotty microbial growth.
 - Growth pattern is indicative of an elevated Rh condition over time.
 - Lower east wall exhibits light/spotty growth.
- Basement – Utility Room
 - Moderate mVOC odor was present.
 - South foundation wall exhibits efflorescence and light microbial growth due to seepage & elevated Rh.
- Basement – East Storage
 - Moderate mVOC odor was present.
 - N/E/S foundation walls exhibit efflorescence and light microbial growth due to seepage & elevated Rh.
- 1st Floor – East Wing (Adult Section)
 - Ceiling tiles exhibit water damage intermittently due to roof leaks.
 - Efflorescence is present below windows at the NE & NW corners of this wing.
 - Water damage and light microbial growth is present on the north wall drywall in the vaulted ceiling area below the windows (intermittent).
- 1st Floor – West Wing (Children's Section)
 - East wallboard (upper) exhibits water damage just south of kid's playroom.
 - Children's Playroom (at NE corner) ceiling tile at south wall exhibits water staining/damage.
- 1st Floor – Main Desk/Computer Kiosk
 - Ceiling tiles exhibit water staining/damage due to roof leaks.

Moisture Meter Test Results

Materials exceeding 15% saturation (or 300 relative for concrete/cinderblock) were found in the following areas:

- Basement – Classroom
 - Exterior foundation walls throughout basement
 - Floor/slab (all).
- Basement – Utility Room
 - Exterior foundation walls throughout basement
 - Floor/slab (all).
- Basement – East Storage
 - Exterior foundation walls throughout basement
 - Floor/slab (all).
- 1st Floor – All
 - Cinderblock below the windows at the west wing NW corner and east wing NE/NW corners.
 - All other accessible materials measured <13% WME (<300 relative for concrete/block).

Sample Results

Non-Viable Air Samples:

Fungal Group/Genus	E137832-1 Basement West	E137832-2 Basement (E) Utility	E137832-3 1 st Floor Main Office	E137832-4 1 st Floor Mgr. Office	E137832-12 Outdoor Air
<i>Alternaria</i>	0 /m ³	0 /m ³	0 /m ³	0 /m ³	0 /m ³
Ascospores	0 /m ³	0 /m ³	0 /m ³	53 /m ³	12,300 /m ³
Basidiospores	480 /m ³	480 /m ³	693 /m ³	320 /m ³	22,100 /m ³
<i>Chaetomium</i>	0 /m ³	0 /m ³	0 /m ³	0 /m ³	0 /m ³
<i>Cladosporium</i>	2,030 /m ³	1,280 /m ³	267 /m ³	53 /m ³	320 /m ³
<i>Curvularia</i>	0 /m ³	0 /m ³	0 /m ³	0 /m ³	53 /m ³
<i>Ganoderma</i>	107 /m ³	0 /m ³	0 /m ³	0 /m ³	160 /m ³
<i>Penicillium/Aspergillus</i> group	1,280 /m ³	3,890 /m ³	160 /m ³	107 /m ³	0 /m ³
Rusts	0 /m ³	0 /m ³	0 /m ³	53 /m ³	107 /m ³
Smuts/Periconia/Myxomycetes	0 /m ³	0 /m ³	0 /m ³	53 /m ³	0 /m ³
<i>Stachybotrys</i>	0 /m ³	0 /m ³	0 /m ³	0 /m ³	0 /m ³
<i>Trichothecium</i>	0 /m ³	0 /m ³	0 /m ³	0 /m ³	0 /m ³
Pollen	0 /m ³	0 /m ³	53 /m ³	0 /m ³	0 /m ³
Debris Rating	L	L	M	L	L
Fragments	N/A	N/A	N/A	N/A	N/A
Total Count	3,900 /m³	5,650 /m³	1,120 /m³	639 /m³	35,000 /m³

Fungal Group/Genus	E137832-5 1 st Floor Break Room	E137832-6 1 st Floor (W) Children's	E137832-7 1 st Floor (C) Desk/Computers	E137832-8 1 st Floor (E) Adult Books	E137832-12 Outdoor Air
<i>Alternaria</i>	0 /m ³	53 /m ³	0 /m ³	0 /m ³	0 /m ³
Ascospores	0 /m ³	53 /m ³	0 /m ³	53 /m ³	12,300 /m ³
Basidiospores	267 /m ³	533 /m ³	320 /m ³	427 /m ³	22,100 /m ³
<i>Chaetomium</i>	0 /m ³	0 /m ³	0 /m ³	0 /m ³	0 /m ³
<i>Cladosporium</i>	53 /m ³	53 /m ³	107 /m ³	213 /m ³	320 /m ³
<i>Curvularia</i>	0 /m ³	0 /m ³	0 /m ³	0 /m ³	53 /m ³
<i>Ganoderma</i>	0 /m ³	0 /m ³	0 /m ³	0 /m ³	160 /m ³
<i>Penicillium/Aspergillus</i> group	533 /m ³	0 /m ³	1,550 /m ³	160 /m ³	0 /m ³
Rusts	53 /m ³	0 /m ³	0 /m ³	0 /m ³	107 /m ³
Smuts/Periconia/Myxomycetes	53 /m ³	53 /m ³	107 /m ³	0 /m ³	0 /m ³
<i>Stachybotrys</i>	0 /m ³	0 /m ³	0 /m ³	0 /m ³	0 /m ³
<i>Trichothecium</i>	0 /m ³	0 /m ³	0 /m ³	0 /m ³	0 /m ³
Pollen	0 /m ³	0 /m ³	0 /m ³	0 /m ³	0 /m ³
Debris Rating	L	L	L	L	L
Fragments	VL	VL	N/A	N/A	N/A
Total Count	959 /m³	745 /m³	2,080 /m³	853 /m³	35,000 /m³

Fungal Group/Genus	E137832-9 1 st Floor Main Entrance (W)	E137832-10 1 st Floor Men's Bath	E137832-11 1 st Floor Family Bath	E137832-12 Outdoor Air
<i>Alternaria</i>	0 /m ³	53 /m ³	0 /m ³	0 /m ³
<i>Arthrinium</i>	0 /m ³	0 /m ³	0 /m ³	0 /m ³
Ascospores	53 /m ³	0 /m ³	0 /m ³	12,300 /m ³
Basidiospores	480 /m ³	533 /m ³	693 /m ³	22,100 /m ³
<i>Bipolaris/Drechslera</i> group	0 /m ³	0 /m ³	0 /m ³	0 /m ³
Cercospora group	0 /m ³	0 /m ³	0 /m ³	0 /m ³
<i>Chaetomium</i>	0 /m ³	0 /m ³	0 /m ³	0 /m ³
<i>Cladosporium</i>	1,650 /m ³	533 /m ³	267 /m ³	320 /m ³
<i>Curvularia</i>	0 /m ³	0 /m ³	0 /m ³	53 /m ³
<i>Epicoccum nigrum</i>	0 /m ³	53 /m ³	0 /m ³	0 /m ³
<i>Erysiphe/Oidium</i>	0 /m ³	0 /m ³	0 /m ³	0 /m ³
<i>Fusarium</i>	0 /m ³	0 /m ³	0 /m ³	0 /m ³
<i>Ganoderma</i>	0 /m ³	53 /m ³	0 /m ³	160 /m ³
Helicomyces group	0 /m ³	0 /m ³	0 /m ³	0 /m ³
Mitospores	0 /m ³	107 /m ³	0 /m ³	0 /m ³
<i>Penicillium/Aspergillus</i> group	4,160 /m ³	53 /m ³	747 /m ³	0 /m ³
Pestalotiopsis	0 /m ³	0 /m ³	0 /m ³	0 /m ³
<i>Polythrincium</i>	0 /m ³	0 /m ³	0 /m ³	0 /m ³
Rusts	0 /m ³	53 /m ³	0 /m ³	107 /m ³
Smuts/Periconia/Myxomycetes	53 /m ³	53 /m ³	0 /m ³	0 /m ³
<i>Stachybotrys</i>	0 /m ³	0 /m ³	0 /m ³	0 /m ³
<i>Stemphylium</i>	0 /m ³	0 /m ³	0 /m ³	0 /m ³
<i>Torula</i>	0 /m ³	0 /m ³	0 /m ³	0 /m ³
<i>Trichothecium</i>	0 /m ³	0 /m ³	0 /m ³	0 /m ³
Pollen	53 /m ³	0 /m ³	0 /m ³	0 /m ³
Debris Rating	M	M	M	L
Fragments	VL	VL	N/A	N/A
Total Count	6,400 /m ³	1,490 /m ³	1,710 /m ³	35,000 /m ³

IAQ Conclusions

Air samples indicate elevations of the *Penicillium/Aspergillus* group relative to the current/measured outdoor count and historic outdoor range data throughout the basement, and in the 1st floor's west entry hall, family bathroom, main desk/computer kiosk area (main library center) and break room.

All other detected fungal groups/genera at all indoor test sites were present at levels which were either (A) similar to or less than the current outdoor count for that group/genus, and/or (B) were within the historic outdoor range for the group/genus, and/or (C) were present at trace* levels only. No "target" organisms (e.g. *Stachybotrys* sp. – a.k.a. "black" mold) were detected at any indoor sample site

These sample results indicate that spore aerosolization HAS occurred, resulting in cross-contamination of exposed surfaces/contents in the affected areas.

Containment and Personal Protection

All remediation should be performed under strict containment conditions. IICRC defined Condition 3 work zones should be separated from the remainder of the structure using polyethylene sheeting material (Poly) with a zippered entry/exit point. HVAC vents should be sealed. A negative pressure differential ≥ 5 Pascals (Pa) should be applied to the containment area(s) via air exhausted directly to the outdoors through a high-volume HEPA filtration unit.

All workers shall don appropriate personal protective equipment, including Tyvek coveralls, respiratory protection (P100), eye protection, and gloves. ***The work zone should remain under containment/vacuum conditions until acceptable PRE/T results are obtained.***

Remediation Recommendations

Basement – Classroom (West):

1. Remove contents (items affected – restoration needed).
2. Remove all drop ceiling tiles.
3. Remove all wall and door side molding/trim.
4. Remove all wallboard.
5. Remove all finish flooring materials (expose slab).
6. Remove any/all exposed wall/joist cavity insulation.
 - Inspect cavity(s). Extend removal until 2' past any visible cavity damage/growth (if present).
7. Wood materials exhibiting water staining/damage or microbial growth should be treated as follows.
 - Remove any material which exhibits evidence of degradation.
 - Discolored wood surfaces should be abrasively cleaned (sanded, dry-ice (cryo) blasted or similar).
8. Scour any/all concrete/cinderblock surfaces exhibiting efflorescence, staining or growth.
9. Verify/dry all remaining materials to <15% WME.
10. HEPA vacuum and/or damp wipe all exposed surfaces to remove/reduce dust and loose spore counts.

Basement – Utility Room:

1. Remove contents (items affected – restoration needed).
2. Wood materials exhibiting water staining/damage or microbial growth should be treated as follows.
 - Remove any material which exhibits evidence of degradation.
 - Discolored wood surfaces should be abrasively cleaned (sanded, dry-ice (cryo) blasted or similar).
3. Scour any/all concrete/cinderblock surfaces exhibiting efflorescence, staining or growth.
4. Verify/dry all remaining materials to <15% WME.
5. HEPA vacuum and/or damp wipe all exposed surfaces to remove/reduce dust and loose spore counts.

Basement – East Storage Room:

1. Wood materials exhibiting water staining/damage or microbial growth should be treated as follows.
 - Remove any material which exhibits evidence of degradation.
 - Discolored wood surfaces should be abrasively cleaned (sanded, dry-ice (cryo) blasted or similar).
2. Scour any/all concrete/cinderblock surfaces exhibiting efflorescence, staining or growth.
3. Verify/dry all remaining materials to <15% WME.
4. HEPA vacuum and/or damp wipe all exposed surfaces to remove/reduce dust and loose spore counts.

1st Floor – West Wing (Children's Area):

1. Remove books (to storage – no cleaning needed).
2. Remove all drop ceiling tiles exhibiting water damage/microbial growth.
3. Remove upper east wallboard (south of children's playroom) to 2' past visible staining/damage.
4. Remove any/all exposed wall/joist cavity insulation.
 - Inspect cavity(s). Extend removal until 2' past any visible cavity damage/growth (if present).
5. Wood materials exhibiting water staining/damage or microbial growth should be treated as follows.
 - Remove any material which exhibits evidence of degradation.
 - Discolored wood surfaces should be abrasively cleaned (sanded, dry-ice (cryo) blasted or similar).
6. Scour any/all concrete/cinderblock surfaces exhibiting efflorescence, staining or growth.
7. Verify/dry all remaining materials to <15% WME.
8. HEPA vacuum and/or damp wipe all exposed surfaces to remove/reduce dust and loose spore counts.

1st Floor – East Wing (Adult Section):

1. Remove books (to storage – no cleaning needed).
2. Remove all drop ceiling tiles exhibiting water damage/microbial growth.
3. Remove ceiling drywall exhibiting water damage/staining.
4. Remove all wallboard/trim surrounding & below the north side windows in the vaulted ceiling cavity, extending removal down to the lower ceiling as needed until 2' past any visible cavity damage/stainig/growth).
5. Remove any/all exposed wall/joist cavity insulation.
 - Inspect cavity(s). Extend removal until 2' past any visible cavity damage/growth (if present).
6. Wood materials exhibiting water staining/damage or microbial growth should be treated as follows.
 - Remove any material which exhibits evidence of degradation.
 - Discolored wood surfaces should be abrasively cleaned (sanded, dry-ice (cryo) blasted or similar).
7. Scour any/all concrete/cinderblock surfaces exhibiting efflorescence, staining or growth.
8. Verify/dry all remaining materials to <15% WME.
9. HEPA vacuum and/or damp wipe all exposed surfaces to remove/reduce dust and loose spore counts.

1st Floor – Center (Main Desk/Computer Kiosk):

1. Remove contents (items affected – restoration needed).
2. Remove all drop ceiling tiles exhibiting water damage/microbial growth.
3. HEPA vacuum and/or damp wipe all exposed surfaces to remove/reduce dust and loose spore counts.

1st Floor – Break Room/Family Bathroom/West Entry Hall:

1. HEPA vacuum and/or damp wipe all exposed surfaces to remove/reduce dust and loose spore counts.

Notes & Other Areas:

1. HVAC system(s) should be cleaned and filter(s) replaced.
2. All exposed contents in affected areas should be treated or discarded per IICRC S520 guidelines.
3. Any/all active water sources must be identified and corrected or damage/growth may recur.
 - Roof/window repairs or replacement should be conducted ASAP.
 - A foundation specialist should be consulted to determine how best to stop or divert basement seepage.
 1. Installation of a “B-Dry” style system or water proofing from the exterior may be needed.
4. Indoor relative humidity (Rh) should be maintained at <50% year-round.
 - Use of a self-draining dehumidifier is REQUIRED in the basement spring through fall.

Post Remediation Evaluation (PRE)

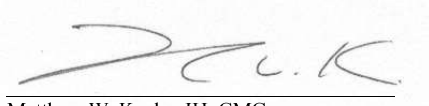
At the completion of the above procedures, all fans (air-movers), dehumidifiers and recirculating HEPA scrubbers should be disabled (intakes should be plugged/wrapped prior to shutting down the units). If IICRC Condition 1 adjacent zones exist, negative air machines (NAM) should remain operating on the “low” setting until acceptable clearance sampling results are obtained. NAM units should exhaust directly to the outdoor air if possible. All cleaned surfaces should remain exposed for evaluation. Opaque coatings should not be applied prior to evaluation as they will hinder the ability of the investigator to perform a thorough clearance investigation.

Clearance confirmation should be performed by a qualified investigator experienced in mold contamination and familiar with recent property history. Prior to collecting any clearance samples, the investigator shall perform a thorough visual inspection and moisture evaluation of the remaining materials within the remediated area. Should any portion of the remediated area be deemed suspect by the investigator based on this evaluation, those areas should be brought to the attention of the remediation contractor, and additional remediation efforts shall be implemented prior to collecting clearance samples. Clearance sampling should be performed to evaluate the effectiveness of the remediation effort. Clearance samples should include, at a minimum, non-viable fungal IAQ testing of the affected (IICRC Condition 2&3) zones. Surface testing (alone) is not sufficient to determine the condition status of the affected space(s).

Limitations

All the professional opinions presented in this report are based solely on the scope of work conducted. The data presented by MoldQuest International, LLC in this report was collected and analyzed using generally accepted industry methods and practices at the time the report was generated. This report is based on limited information obtained at the time of our investigation. No assumptions should be made regarding areas outside of our scope of investigation based on the information contained in this report. No inferences regarding other conditions, locations, or materials, at a later or earlier time may be made based on the contents of this report. No warranty is made.

MoldQuest International, LLC’s liability arising from any services rendered shall not exceed the total fee paid by the Client to MoldQuest International, LLC. This report was prepared for the sole use of our Client. The use of this report by anyone other than our Client or MoldQuest International, LLC is strictly prohibited without the express written consent of MoldQuest International, LLC. Portions of this report may not be used independently of the entire report. MoldQuest International, LLC reserves the right to revise our opinions and conclusions if necessary and warranted by the discovery of new or additional information.



Matthew W. Koche, IH, CMC
Council Certified Microbial Consultant
Board-awarded by the American Council for Accredited Certification



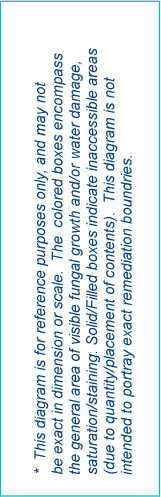
October 14, 2019

Date

*Trace is defined as 1 spore raw count or <50 spores/m³ extrapolated.
*Trace amounts “pass” for “target” organisms at one spore raw count only, if detected at one indoor location only.



Figure 1: Floor Plan With Notes



*Figure 2: Floor Plan (Basement)
With Notes*



3130 Old Farm Lane, Suite 1
Commerce Twp., MI 48390

877-665-3373

Laboratory Report

Prepared Exclusively For:

MoldQuest
Matt Koche
9575 Commerce Rd
Commerce Twp, MI 48382
248-694-3021
mk@moldquest.com



Project: Library - I

Lab # E137832

Report Date: 09/23/2019

Sampled: 09/20/2019

Received: 09/23/2019

Analyzed: 09/23/2019



Report Prepared For: MoldQuest

Project Name: Library - I

Report Date: 09/23/2019

Lab Number: E137832

1 - Laboratory Results

Location: Basement - West

Sample # E137832 - 1	Sample Identification	Raw Count	Spores/cu. m	Percent(%)
Medium Type: AllergencoD	- Fungi -			
Serial # 3160070	Cladosporium	38	2,030	52.09%
Exposure: 15.00 l/min. for 5.00 min.	Pen/Asp group	24	1,280	32.85%
Reporting Limit: 53 Spores/cu. m	Basidiospores	9	480	12.32%
	Ganoderma	2	107	2.75%
	Total Fungi	73	3,900	100.00%
	Background Item	Level		
	Dust / Debris	Low		
	Opaque Particles	Very Low		

Location: Basement - East (Utility Room)

Sample # E137832 - 2	Sample Identification	Raw Count	Spores/cu. m	Percent(%)
Medium Type: AllergencoD	- Fungi -			
Serial # 3160068	Pen/Asp group	73	3,890	68.85%
Exposure: 15.00 l/min. for 5.00 min.	Cladosporium	24	1,280	22.65%
Reporting Limit: 53 Spores/cu. m	Basidiospores	9	480	8.50%
	Total Fungi	106	5,650	100.00%
	Background Item	Level		
	Dust / Debris	Low		
	Opaque Particles	Very Low		

Location: 1F - Main Office

Sample # E137832 - 3	Sample Identification	Raw Count	Spores/cu. m	Percent(%)
Medium Type: AllergencoD	- Fungi -			
Serial # 3160075	Basidiospores	13	693	61.88%
Exposure: 15.00 l/min. for 5.00 min.	Cladosporium	5	267	23.84%
Reporting Limit: 53 Spores/cu. m	Pen/Asp group	3	160	14.29%
	Total Fungi	21	1,120	100.00%
	- Other -			
	Pollen	1	53	100.00%
	Background Item	Level		
	Dust / Debris	Medium		
	Opaque Particles	Very Low		



Report Prepared For: MoldQuest

Project Name: Library - I

Report Date: 09/23/2019

Lab Number: E137832

Location: 1F - Managers Office

Sample # E137832 - 4	Sample Identification	Raw Count	Spores/cu. m	Percent(%)
Medium Type: AllergencoD Serial # 3160073 Exposure: 15.00 l/min. for 5.00 min. Reporting Limit: 53 Spores/cu. m	- Fungi -			
	Basidiospores	6	320	50.08%
	Pen/Asp group	2	107	16.74%
	Ascospores	1	53	8.29%
	Cladosporium	1	53	8.29%
	Rust	1	53	8.29%
	Smuts/Periconia/Myxomycetes	1	53	8.29%
	Total Fungi	12	639	100.00%
Background Item		Level		
Dust / Debris		Low		
Opaque Particles		Very Low		

Location: 1F - Break Room

Sample # E137832 - 5	Sample Identification	Raw Count	Spores/cu. m	Percent(%)
Medium Type: AllergencoD Serial # 3160080 Exposure: 15.00 l/min. for 5.00 min. Reporting Limit: 53 Spores/cu. m	- Fungi -			
	Pen/Asp group	10	533	55.58%
	Basidiospores	5	267	27.84%
	Cladosporium	1	53	5.53%
	Rust	1	53	5.53%
	Smuts/Periconia/Myxomycetes	1	53	5.53%
	Total Fungi	18	959	100.00%
	- Other -			
	Hyphal Fragment	1	53	100.00%
	Background Item	Level		
	Dust / Debris	Low		
	Hyphal Fragments	Very Low		
Opaque Particles		Very Low		

Location: 1F Main Library West (Childrens)

Sample # E137832 - 6	Sample Identification	Raw Count	Spores/cu. m	Percent(%)
Medium Type: AllergencoD Serial # 3160071 Exposure: 15.00 l/min. for 5.00 min. Reporting Limit: 53 Spores/cu. m	- Fungi -			
	Basidiospores	10	533	71.54%
	Alternaria	1	53	7.11%
	Ascospores	1	53	7.11%
	Cladosporium	1	53	7.11%
	Smuts/Periconia/Myxomycetes	1	53	7.11%
	Total Fungi	14	745	100.00%
	- Other -			
	Hyphal Fragment	3	160	100.00%
	- Sample data continued on next page -			



Report Prepared For: MoldQuest

Project Name: Library - I

Report Date: 09/23/2019

Lab Number: E137832

Background Item	Level
Dust / Debris	Low
Hyphal Fragments	Very Low
Opaque Particles	Very Low

Location: 1F - Main Library Center (Computers)

Sample # E137832 - 7	Sample Identification	Raw Count	Spores/cu. m	Percent(%)
Medium Type: AllergencoD Serial # 3160081 Exposure: 15.00 l/min. for 5.00 min. Reporting Limit: 53 Spores/cu. m	- Fungi -			
	Pen/Asp group	29	1,550	74.38%
	Basidiospores	6	320	15.36%
	Cladosporium	2	107	5.13%
	Smuts/Periconia/Myxomycetes	2	107	5.13%
	Total Fungi	39	2,080	100.00%

Background Item	Level
Dust / Debris	Low
Opaque Particles	Very Low

Location: 1F - Main Library East

Sample # E137832 - 8	Sample Identification	Raw Count	Spores/cu. m	Percent(%)
Medium Type: AllergencoD Serial # 3160076 Exposure: 15.00 l/min. for 5.00 min. Reporting Limit: 53 Spores/cu. m	- Fungi -			
	Basidiospores	8	427	50.06%
	Cladosporium	4	213	24.97%
	Pen/Asp group	3	160	18.76%
	Ascospores	1	53	6.21%
	Total Fungi	16	853	100.00%

Background Item	Level
Dust / Debris	Low
Opaque Particles	Very Low



Report Prepared For: MoldQuest

Project Name: Library - I

Report Date: 09/23/2019

Lab Number: E137832

Location: 1F - Main Entrance / Hall (West)

Sample # E137832 - 9	Sample Identification	Raw Count	Spores/cu. m	Percent(%)
Medium Type: AllergencoD Serial # 3160069 Exposure: 15.00 l/min. for 5.00 min. Reporting Limit: 53 Spores/cu. m	- Fungi -			
	Pen/Asp group	78	4,160	65.04%
	Cladosporium	31	1,650	25.80%
	Basidiospores	9	480	7.50%
	Ascospores	1	53	0.83%
	Smuts/Periconia/Myxomycetes	1	53	0.83%
	Total Fungi	120	6,400	100.00%
	- Other -			
	Hyphal Fragment	1	53	50.00%
	Pollen	1	53	50.00%
	Total Other	2	106	100.00%
Background Item		Level		
Dust / Debris		Medium		
Hyphal Fragments		Very Low		
Opaque Particles		Very Low		

Location: 1F - Men's Bath

Sample # E137832 - 10	Sample Identification	Raw Count	Spores/cu. m	Percent(%)
Medium Type: AllergencoD Serial # 3160079 Exposure: 15.00 l/min. for 5.00 min. Reporting Limit: 53 Spores/cu. m	- Fungi -			
	Basidiospores	10	533	35.75%
	Cladosporium	10	533	35.75%
	Mitospores	2	107	7.18%
	Alternaria	1	53	3.55%
	Epicoccum nigrum	1	53	3.55%
	Ganoderma	1	53	3.55%
	Pen/Asp group	1	53	3.55%
	Rust	1	53	3.55%
	Smuts/Periconia/Myxomycetes	1	53	3.55%
	Total Fungi	28	1,490	100.00%
	- Other -			
	Hyphal Fragment	1	53	100.00%
Background Item		Level		
Dust / Debris		Medium		
Hyphal Fragments		Very Low		
Opaque Particles		Very Low		



Report Prepared For: MoldQuest

Project Name: Library - I

Report Date: 09/23/2019

Lab Number: E137832

Location: 1F - Family Bath

Sample # E137832 - 11	Sample Identification	Raw Count	Spores/cu. m	Percent(%)
Medium Type: AllergencoD	- Fungi -			
Serial # 3160083	Pen/Asp group	14	747	43.76%
Exposure: 15.00 l/min. for 5.00 min.	Basidiospores	13	693	40.60%
Reporting Limit: 53 Spores/cu. m	Cladosporium	5	267	15.64%
	Total Fungi	32	1,710	100.00%
	- Other -			
	Pollen	1	53	100.00%

Background Item	Level
Dust / Debris	Medium
Opaque Particles	Very Low

Location: O.D. Reference

Sample # E137832 - 12	Sample Identification	Raw Count	Spores/cu. m	Percent(%)
Medium Type: AllergencoD	- Fungi -			
Serial # 3160084	Basidiospores	414	22,100	63.07%
Exposure: 15.00 l/min. for 5.00 min.	Ascospores	230	12,300	35.10%
Reporting Limit: 53 Spores/cu. m	Cladosporium	6	320	0.91%
	Ganoderma	3	160	0.46%
	Rust	2	107	0.31%
	Curvularia	1	53	0.15%
	Total Fungi	656	35,000	100.00%

Background Item	Level
Dust / Debris	Low
Opaque Particles	Very Low

Analytic Methods and Formulas:

Calculated results may include one more significant figure than is mathematically justified in order to accommodate the client's needs.

IMS Laboratory Analytical Method: 2.2 (method for analyzing spore trap)

Spores per cubic meter is determined by: Total Spore Count x 4000 / (sampling rate x sampling time)

Note that this report may use mold-specific units of measure, such as Spores/cu. m and CFU/cu. m, for Sample Identifications which are not mold. Examples include pollen, fabric and fiberglass fibers, insect particles, and ash. In this context, "CFU" and "Spore" refer to individual pieces of the identified material.



Report Prepared For: MoldQuest
Project Name: Library - I
Report Date: 09/23/2019
Lab Number: E137832

IMS Laboratory, LLC is accredited through the AIHA-LAP, LLC and participates in Environmental Microbiology Proficiency Testing, EMPAT #172958. Data is provided in compliance with AIHA-LAP, LLC policy modules and ISO/IEC 17025 guidelines.



Kathryn C. Langley

09/23/2019

Kathryn C. Langley, Laboratory Manager



Report Prepared For: MoldQuest
Project Name: Library - I
Report Date: 09/23/2019
Lab Number: E137832

2 - Spore Trap Comparison Chart

SAMPLING LOCATIONS

- | | |
|-----------------------------------|-------------------------------------|
| 1: Basement - West | 4: 1F - Managers Office |
| 2: Basement - East (Utility Room) | 5: 1F - Break Room |
| 3: 1F - Main Office | 6: 1F Main Library West (Childrens) |

Spores per Cubic Meter

Mold Name \ Location #	1	2	3	4	5	6
<i>Alternaria</i>						53
<i>Arthrimum</i>						
Ascospores				53		53
Basidiospores	480	480	693	320	267	533
<i>Bipolaris / Drechslera group</i>						
<i>Chaetomium</i>						
<i>Cladosporium</i>	2,030	1,280	267	53	53	53
<i>Curvularia</i>						
<i>Epicoccum nigrum</i>						
<i>Erysiphe/Oidium</i>						
<i>Fusarium</i>						
<i>Ganoderma</i>	107					
Mitospores						
Pen/Asp group	1,280	3,890	160	107	533	
<i>Pithomyces</i>						
<i>Polythrincium</i>						
Rust				53	53	
<i>Smuts/Periconia/Myxomycetes</i>				53	53	53
<i>Stachybotrys</i>						
<i>Stemphylium</i>						
<i>Torula</i>						
Unknown Fungi						
FUNGAL TOTAL	3,900	5,650	1,120	639	959	745
Hyphal Fragment					53	160
Pollen			53			

Please refer to the Laboratory Results section for additional details.



Report Prepared For: MoldQuest
 Project Name: Library - I
 Report Date: 09/23/2019
 Lab Number: E137832

SAMPLING LOCATIONS

7: 1F - Main Library Center (Computers) 10: 1F - Men's Bath
 8: 1F - Main Library East 11: 1F - Family Bath
 9: 1F - Main Entrance / Hall (West) 12: O.D. Reference

Spores per Cubic Meter

Mold Name \ Location #	7	8	9	10	11	12
<i>Alternaria</i>				53		
<i>Arthrimum</i>						
Ascospores		53	53			12,300
Basidiospores	320	427	480	533	693	22,100
<i>Bipolaris / Drechslera group</i>						
<i>Chaetomium</i>						
<i>Cladosporium</i>	107	213	1,650	533	267	320
<i>Curvularia</i>						53
<i>Epicoccum nigrum</i>				53		
<i>Erysiphe/Oidium</i>						
<i>Fusarium</i>						
<i>Ganoderma</i>				53		160
Mitospores				107		
Pen/Asp group	1,550	160	4,160	53	747	
<i>Pithomyces</i>						
<i>Polythrincium</i>						
Rust				53		107
<i>Smuts/Periconia/Myxomycetes</i>	107		53	53		
<i>Stachybotrys</i>						
<i>Stemphylium</i>						
<i>Torula</i>						
Unknown Fungi						
FUNGAL TOTAL	2,080	853	6,400	1,490	1,710	35,000
Hyphal Fragment			53	53		
Pollen			53		53	

Please refer to the Laboratory Results section for additional details.



3 - Warranties, Legal Disclaimers, and Limitations

IMS's scope of accreditation through the AIHA-LAP, LLC is for the following FoT(s) / Method(s): Fungal Air - Direct Examination (SOP 2.2 and 2.3); Fungal Bulk - Direct Examination (SOP 2.6); and Fungal Surface - Direct Examination (SOP 2.1).

The study and understanding of molds is a progressing science. Because different methods of sampling, collection and analysis exist within the indoor air quality industry, different inspectors or analysts may not always agree on the mold concentrations present in a given environment. Additionally, the airborne levels of mold change frequently and by large amounts due to many factors including activity levels, weather, air exchange rates (indoors), and disturbance of growth sites. It is possible for report interpretations and ranges of accuracy to vary since comprehensive, generally accepted industry standards do not currently exist for indoor air quality inspections of mold in residential indoor environments. This report is intended to provide an analysis based upon samples taken at the site at the time of the inspection. Mold levels can and do change rapidly, especially if home building materials or contents remain wet for more than 24 hours, or if they are wet frequently. This report is not intended to provide medical or healthcare advice. All allergy or medical-related questions and concerns, including health concerns relating to possible mold exposure, should be directed to a qualified physician. If this report indicates indoor mold levels that are higher than in typical indoor living spaces relative to the outdoor environment, or indicates any findings that are of concern to you, further evaluation by a trained mold professional or a Certified Industrial Hygienist (CIH) may be advisable.

Results pertain only to the samples tested, as received by IMS. Unless otherwise noted in the body of this report, the condition of samples upon receipt was acceptable. Blank samples are reported in the same manner as all other samples. The results are not corrected for contamination.

This report is generated by IMS at the request of, and for the exclusive use of, the IMS client named on this report. Project Name, Project Number, Sampling Date, Sampling Locations and Exposure times and rates have been provided to IMS by the client, and may affect the validity of the results. The analysis of the test samples is performed by IMS. This report applies only to the samples taken at the time, place and location referenced in the report and received by IMS, and to the property and weather conditions existing at that time only. Please be aware, however, that property conditions, inspection findings and laboratory results can and do change over time relative to the original sampling due to changing conditions, the normal fluctuation of airborne mold, and many other factors. IMS does not furnish, and has no responsibility for, the inspector or inspection service that performs the inspection or collects the test samples. It is the responsibility of the end-user of this report to select a properly trained professional to conduct the



Report Prepared For: MoldQuest
Project Name: Library - I
Report Date: 09/23/2019
Lab Number: E137832

inspection and collect appropriate samples for analysis and interpretation. Neither IMS, nor its affiliates, subsidiaries, suppliers, employees, agents, contractors and attorneys ("IMS related party") are able to make and do not make any determinations as to the safety or health condition of a property in this report. The client and client's customer are solely responsible for the use of, and any determinations made from, this report, and no IMS related party shall have any liability with respect to decisions or recommendations made or actions taken by either the client or the client's customer based on the report.

Samples analyzed by IMS are disposed the day that they are analyzed. Storage may be available for a fee with written request at the time the samples are submitted for analysis.

IMS hereby expressly disclaims any and all representations and warranties of any kind or nature, whether express, implied or statutory, related to the testing services or this report including, but not limited to, damages for loss of profit or goodwill regardless of the negligence (either sole or concurrent) of IMS and whether IMS has been informed of the possibility of such damages, arising out of or in connection with IMS's services or the delivery, use, reliance upon or interpretation of test results by client or any third party. In no event will IMS be liable for any special, indirect, incidental, punitive, or consequential damages of any kind regardless of the form of action whether in contract, tort (including negligence), strict product liability or otherwise, arising from or related to the testing services or this report.

IMS accepts no legal responsibility for the purposes for which the client uses the test results. IMS will not be held responsible for the improper selection of sampling devices even if we supply the device to the user. The user of the sampling device has the sole responsibility to select the proper sampler and sampling conditions to insure that a valid sample is taken for analysis. Additionally, neither this report nor IMS makes any express or implied warranty or guarantee regarding the inspection or sampling done by the inspector, the qualifications, training or sampling methodology used by the inspector performing the sampling and inspection reported herein, or the accuracy of any information provided to IMS serving as a basis for this report. The total liability of IMS related to or arising from this report to a client or any third party, whether under contract law, tort law, warranty or otherwise, shall be limited to direct damages not to exceed the fees actually received by IMS from the client for the report. The invalidity or unenforceability, in whole or in part, of any provision, term or condition herein shall not invalidate or otherwise affect the enforceability of the remainder of these provisions, terms and conditions. Client shall indemnify IMS and its officers, directors and employees and hold each of them harmless for any liability, expense or cost, including reasonable attorney's fees, incurred by reason of any third party claim in connection with IMS's services, the test result data or its use by client.

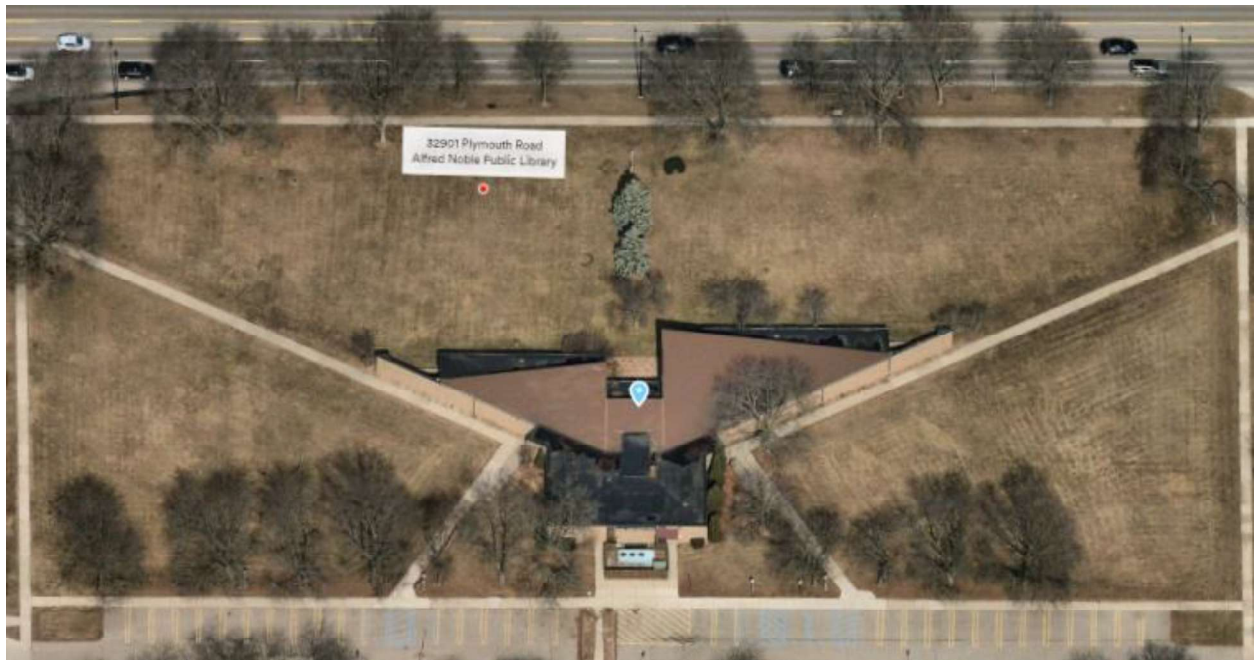
- End of Lab Report Number E137832 -

Building Assessment

Alfred Noble Public Library

32777 Five Mile Road

Livonia, MI 48154



Prepared by:

Jerome Hanna

Director of Inspection

March 8, 2021

Background

Building:	Alfred Noble Public Library
Address:	32901 Plymouth Road, Livonia MI
Assessment requested by:	Mayor Brosnan
Date of Assessment:	March 8, 2021
Date of Building Construction:	1967
Reason for Request:	Water infiltration and mold concerns

Building Description: The Alfred Noble Public Library was designed and constructed as a library in 1967. It is a single-story structure with a partial basement. The construction is masonry walls, concrete floors and flat roof combined with a shingled sloped area. The interior walls are covered with drywall and brick and the ceiling consists of suspended ceiling tiles.

Methods/Results

I performed a visual inspection of building materials for water damage and/or microbial growth and inspection of the exterior for sources of water infiltration.

Discussion

This visit was prompted by previous inspections and concerns about the interior of the structure in late 2019 due to concerns of water infiltration at the time. A limited moisture and microbial assessment was conducted at that time by Mold Quest International. Elevated levels of *Penicillium*/*Aspergillus* were

noted but no *Stachybotrys* (black mold) was detected at the time. The following was observed during this inspection:

- Water-damaged ceiling tiles on the first floor in numerous areas. (Pictures attached)
- Water damaged drywall at the top of the wall in the main area. (Pictures attached)
- Cracks in drywall around windows of the North wall.
- Microbial growth and efflorescence located on basement walls. (Pictures attached)
- Paint has flaked off along large portions of the basement walls due to water damage. (Pictures attached)
- Mechanical equipment shows rust due to high levels of moisture.
- Stains on basement floor from previous standing water.
- Brick and mortar damage around the exterior due to water infiltration. (Pictures attached)

The following conditions are likely contributing to water infiltration into the building.

- Numerous roof leaks in both the sloped roof and the flat roof areas of the structure.
- The windows located on the north elevation appear to have sealant failure allowing moisture to enter the structure.
- Some of the flashing on top of the walls has failed and is allowing moisture behind the brick/block. Mortar is deteriorating which in turn allows more moisture to penetrate the wall.
- The grade has settled around the foundation and does not provide positive drainage away from the building. (Pictures attached)
- Roof drains are discharging directly at the foundation walls. (Pictures attached)

Conclusions/Recommendations

In view of the findings at the time of the visit, the following minimum improvements are needed to bring the building back to safe occupancy:

1. Mold remediation should be performed by a certified mold remediation contractor.
2. Water-damaged/mold-colonized building materials should be removed.
3. Foundation walls should be waterproofed. This should comprise of excavating the soil from around the exterior foundation and repairing/ waterproofing the block foundation.
4. Roof should be replaced including any damaged sheathing and insulation.
5. Relocate downspouts to discharge away from the foundation. Sidewalk would need to be removed and replaced to accomplish this.
6. Repair damaged brick and mortar around the exterior.
7. Replace flashing and sealant around exterior windows.
8. Clean and sanitize duct work.
9. Furnace should be replaced. It is original to the structure and is past its life span.
10. Any electrical devices, fixtures or wiring that has been in contact with water should be replaced.
11. The estimated cost of the repairs and remediation listed above could be close to half the estimated cost for new construction. For a more precise estimate, a qualified firm should be hired to conduct a construction cost assessment.



Figure 1 damaged brick and mortar from water



Figure 2 Brick and mortar damaged from water infiltration



Figure 3 Basement wall

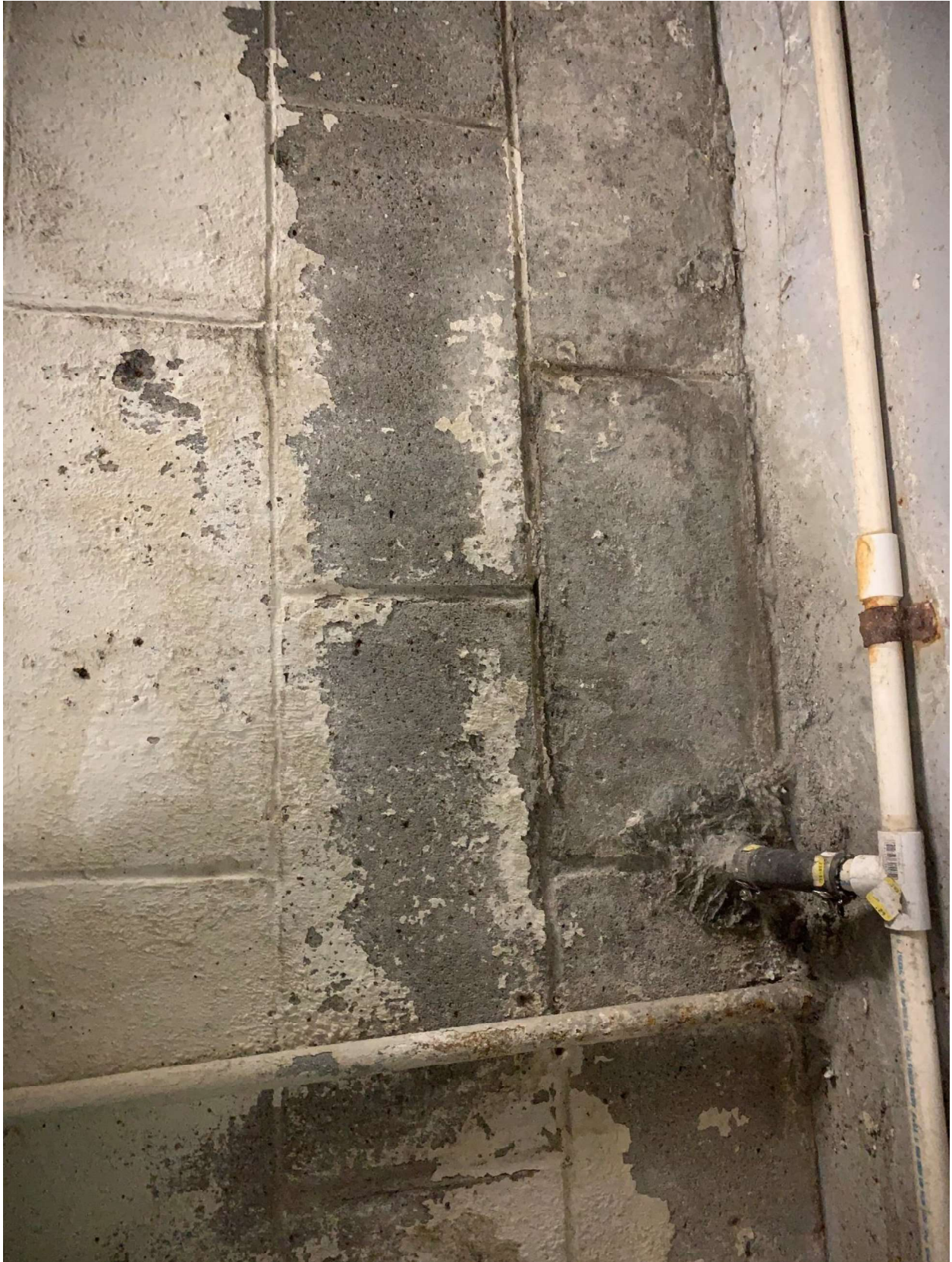


Figure 4 basement wall



Figure 5 Basement wall



Figure 6 Basement wall



Figure 7 Basement wall



Figure 8 Basement wall

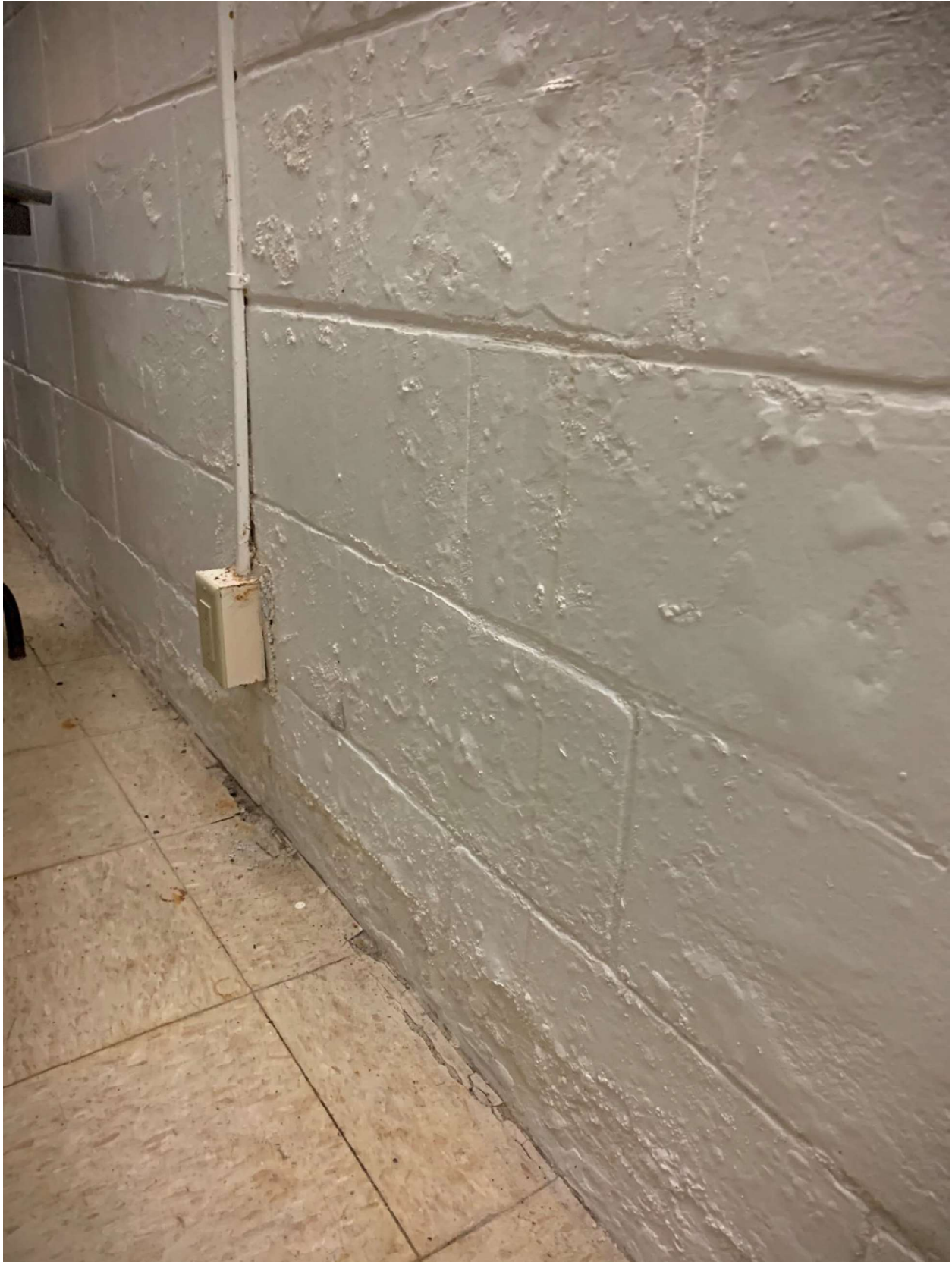


Figure 9 Basement wall



Figure 10 Suspended ceiling main floor



Figure 11 Suspended ceiling main floor



Figure 12 Suspended ceiling main floor



Figure 13 Suspended ceiling main floor



Figure 14 Suspended ceiling main floor



Figure 15 Downspouts south side



Figure 16 Downspout north side



Figure 17 Downspout north side



Figure 18 Grade settled along foundation



Figure 19 Grade settled along foundation



Figure 20 Water damaged drywall main floor



Figure 21 Furnace in basement rusting from high moisture content



Appendix B – Assessor Affidavit

AFFIDAVIT

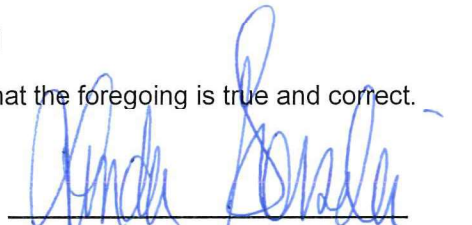
State of Michigan, County of Wayne:

I, Linda Gosselin, having first been duly sworn, depose and say:

1. I make this affidavit from my own personal knowledge, and I am competent to testify to the matters set forth herein
2. I currently hold a Michigan Master Assessing Officer (4) and a certified Personal Property Examiner.
3. Redevelopment of the Alfred Noble Library identified by tax parcel 46-134-03-1640-000; 32901 Plymouth Road has been proposed as a Brownfield project. A request for a Brownfield project requires the taxpayers to include with application, an affidavit signed by a Michigan Advanced Assessing Officer (3) or Michigan Master Assessing Officer (4) that states the property is functionally obsolete pursuant to Brown Redevelopment Financing Act 1996 PA 381 as amended.
4. Functionally obsolete property is property that is "unable to adequately perform the function for which it was intended due to a substantial loss in value resulting from factors such as, overcapacity, changes in technology, deficiencies or super adequacies in design, or other similar factors that affect the property itself or the property's relationship with other surrounding property." MCL 125.2652(p) 2002. The Assessor's Manual as authorized by MCL 211.721 defines functional obsolescence as "a loss in value occurring in a structure caused by changes in design, overcapacity, or inadequacy; e.g., high ceilings, old fixtures or cabinets, poor floor plan in residences." 2003 Michigan Assessor Manual, Vol 1, Glossary, p275.
5. On behalf of the City of Livonia, I have reviewed the property at 32901 Plymouth Road, and have found that it fits within the definition of functional obsolescence. The building has deficiencies that render the building unusable in its current state and would require substantial investment to replace the roof, foundation, asphalt parking, mechanical, and electrical. The building also suffers from mold and mildew as a result of water damage. The building does not fully conform to code due to it partially non-ADA compliant. The current design and layout of the building as is, lacks functionality and does not fit the purpose of today's needs.

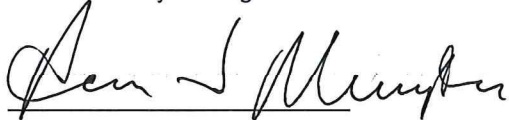
Dated this 23rd day of August 2021

I declare under penalty of perjury that the foregoing is true and correct.


Linda Gosselin, MMAO (4)

Subscribed and sworn before me

This 23rd day of August 2021



Bonnie Murphy, Notary Public Wayne County





LETTER TO THE LIVONIA CITY COUNCIL

1.b.

DPW

February 22, 2023

MEETING DATE

S013023/R021323/COI030123/R031323

PREPARED BY

Sara Kasprowicz, Council Office Manager,

AGENDA ITEM

CR 48-23 Subject matter of the construction administration services for the Building Controls System Upgrade Project.

BACKGROUND

Many of our building control systems are antiquated with parts that are no longer commercially available and dial-up access systems that are no longer functioning. The purpose of this project is to provide a building controls interface that allows multiple buildings to be managed from one system, thereby allowing for remote energy management controls. This will also allow for scheduling each building based on occupancy and energy use to optimize demands for heating and cooling. In addition, building occupants will also have better onsite comfort controls in their workspace. We envision this as a multi-phased project with this contract being the first phase including updates to the Police Department Headquarters, Bennett Civic Center Library, Carl Sandburg Branch Library, and the 16th District Courthouse. Future phases would be bid out separately.

The proposed project scope includes connections of existing mechanical equipment to the new system interface, connections of building servers to a new web-based virtual server, and new hardware and software installations for multiple air handling units, heating plants, chiller plants, VAV boxes, temperature sensors and thermostats.

In order to proceed with construction, bid documents were prepared by the Department with assistance from our architect, OHM Advisors, and bid documents were made publicly available on Bid Net Direct (MITN). A bid opening was held on January 10, 2023 and two competitive bids were received. Havel was the lowest qualified bidder at \$981,662.00. A copy of the bid proposal, bid tabulation, and recommendation letter from OHM are provided for your consideration.

Additionally, OHM Advisors will remain involved with the project through completion by providing construction administration services. This includes contract administration (tracking quantities, developing estimates, etc.), construction observation (weekly inspection reports), and construction engineering (collection, review, and processing of shop drawing submittals and as-built drawings).

RECOMMENDATION

To discuss the item as presented.

FISCAL CONSIDERATION

ATTACHMENTS

1. R021323 Building Controls Sys Upgrade Project to COI CR 48-23
2. COI022223 LTC Subj Matter Bldg Cont Sys Contract
3. OHM_Building Controls Upgrades_CA
4. Bldg Ctrl Upgrade - OHM Recommendation
5. Havel Bid Proposal
6. Bldg Ctrl Upgrade - Bid Tab
7. S013023 LTC Building Controls System Contract

APPROVED BY

On a motion by Councilmember McCullough, supported by Councilmember Bahr and unanimously adopted, it was:

CR 48-23 RESOLVED, that having considered the request of Councilmember Brandon McCullough at the Study Meeting held January 30, 2023, and the report and recommendation of the Assistant Director of Public Works, dated January 17, 2023, which bears the signatures of the Director of Public Works, the Director of Finance and the City Attorney, and is approved for submission by the Mayor, in connection with the Building Controls System Upgrade Project, the Council does hereby refer this item to the Capital Outlay and Infrastructure Committee for its report and recommendation.

UNFINISHED BUSINESS ITEM 14 (Regular Meeting of February 13, 2023)

Motion by:	McCullough
Seconded by:	Bahr
ROLL CALL:	
Ayes:	Morgan, McCullough, McIntyre, Toy, Bahr, Donovic, Jolly
Nays:	None
Absent:	None

ARCHITECTS. ENGINEERS. PLANNERS.



February 10, 2023

Mr. Jacob Rushlow, PE
City of Livonia
Assistant Director of Public Works
12973 Farmington Rd.
Livonia, MI 48150

Regarding: Building Controls Upgrades
Proposal for Contract Administration Services

Dear Mr. Rushlow:

The City, with OHM Advisor's assistance, completed the design and bidding activities associated with the Building Controls Upgrades Project, which includes the Civic Center (Bennett) Library, Sandburg Library, 16th District Court, and the Police Department HQ.

The purpose of this project is to provide a control interface that allows multiple buildings to be managed from one system. The final design includes the following major elements: Networked connection of building level servers to a web-based accessible front-end interface with graphical controls diagrams, remote monitoring and setpoint adjustment, removal of all dial-up components, a system where City qualified/trained staff can add controllers, change graphics, and adjust setpoints and schedules, and a system where components are commercially available at wholesale pricing.

It is our understanding that the City would like to move forward with assistance from OHM Advisors for the Contract Administration phase. The work outlined in this phase includes pre-construction meetings, shop drawing review, field visits, review of contractor's closeout documents, and be included in a functional startup with the contractor to ensure the system is operating as designed.

We have prepared the attached Scope of Services, Schedule and Proposed Fees to assist the City with the effort necessary to deliver the improvements. We have based our proposal on the terms and conditions of the current Professional Architectural Services agreement. The proposed project Supplements (A-C) for this project, as well as a draft of the Exhibit A, are included.

We appreciate this opportunity to provide contract administration services to the City.

Sincerely,
OHM Advisors

A handwritten signature in black ink, appearing to read "Rhett Gronevelt", written over a horizontal line.

Rhett Gronevelt, PE
Principal

CC: Chris Ozog, OHM

CITY OF LIVONIA**BUILDING CONTROLS UPGRADES****PROJECT UNDERSTANDING**

The CITY wishes to implement a control interface that allows multiple buildings to be managed from one system. The buildings identified include the Civic Center (Bennett) Library, Sandburg Library, 16th District Court, and the Police Department HQ. The final design includes the following major elements: Networked connection of building level servers to a web-based accessible front-end interface with graphical controls diagrams, remote monitoring and setpoint adjustment, removal of all dial-up components, a system where City qualified/trained staff can add controllers, change graphics, and adjust setpoints and schedules, and a system where components are commercially available at wholesale pricing.

Architectural services for this project are divided into two (2) phases. Phase 1 includes design and bidding and has been completed. Phase 2 includes contract administration and is the subject of this contract supplement.

PHASE 2: CONTRACT ADMINISTRATION PHASE

The work to be completed under this phase will include the following:

- Conduct pre-construction meeting.
- Attend and conduct project progress meeting – Assume bi-weekly.
- Perform shop drawing review, RFI processing, pay app review and certification, and provide preliminary and final punch list and project acceptance.
- Field visits to be performed based at regular intervals. A written report to be submitted after each field visit to document work progress, current conditions, issues and field discussions with Contractor. Assume 2 per month.
- Review Contractor's Project Closeout documents including review of O&M Manuals, Warranties, and Contractor's As-Built Record Drawings.
- Provide functional startup to ensure the system is operating as designed, users have specified abilities and sequences of operations are functioning in both seasons.



CITY OF LIVONIA

BUILDING CONTROLS UPGRADES

CONSULTANT shall provide services for the Phases and Tasks outlined on Supplement A according to the approximate timeframe below.

It is anticipated that construction would generally begin in April 2023 and be substantially completed within 8 months.



CITY OF LIVONIA

BUILDING CONTROLS UPGRADES

Contract Administration Phase

The CITY agrees to pay the CONSULTANT on an hourly basis, billed monthly, per the attached Rate Schedule from the Contract at the not-to-exceed amount of fifty-five thousand dollars and zero cents (\$55,000).

Additional Services

Additional services, if approved by City Council, shall be paid at the current hourly rate schedule or at an agreed upon price between the CITY and CONSULTANT.

Notes

- Invoices shall be submitted monthly.
- Contract Rate Schedule is attached for reference.



Supplement C – Payments to Consultant

City of Livonia
As-Needed Architectural Services
Hourly Rate Schedule
Firm Name:
12/17/2020

OHM Advisors

Position Title	Hourly Rates					
	2021	2022	2023	2024	2025	2026
Professional Engineer IV / Architect IV / Senior Interior Designer IV	\$ 180.00	\$ 180.00	\$ 187.00	\$ 187.00	\$ 194.00	\$ 194.00
Professional Engineer III / Architect III / Senior Interior Designer III	\$ 165.00	\$ 165.00	\$ 171.00	\$ 171.00	\$ 177.00	\$ 177.00
Professional Engineer II / Architect II / Senior Interior Designer II	\$ 150.00	\$ 150.00	\$ 156.00	\$ 156.00	\$ 162.00	\$ 162.00
Professional Engineer I / Architect I / Senior Interior Designer I	\$ 137.00	\$ 137.00	\$ 142.00	\$ 142.00	\$ 147.00	\$ 147.00
Project Specialist II	\$ 158.00	\$ 158.00	\$ 164.00	\$ 164.00	\$ 170.00	\$ 170.00
Project Specialist I	\$ 130.00	\$ 130.00	\$ 135.00	\$ 135.00	\$ 140.00	\$ 140.00
Graduate Engineer IV	\$ 145.00	\$ 145.00	\$ 150.00	\$ 150.00	\$ 156.00	\$ 156.00
Graduate Engineer III	\$ 135.00	\$ 135.00	\$ 140.00	\$ 140.00	\$ 145.00	\$ 145.00
Graduate Engineer II	\$ 130.00	\$ 130.00	\$ 135.00	\$ 135.00	\$ 140.00	\$ 140.00
Graduate Engineer I	\$ 120.00	\$ 120.00	\$ 124.00	\$ 124.00	\$ 128.00	\$ 128.00
Graduate Architect III / Landscape Architect III / Interior Designer III	\$ 130.00	\$ 130.00	\$ 135.00	\$ 135.00	\$ 140.00	\$ 140.00
Graduate Architect II / Landscape Architect II / Interior Designer II	\$ 110.00	\$ 110.00	\$ 114.00	\$ 114.00	\$ 118.00	\$ 118.00
Graduate Architect I / Landscape Architect I / Interior Designer I	\$ 98.00	\$ 98.00	\$ 101.00	\$ 101.00	\$ 105.00	\$ 105.00
Technician IV	\$ 135.00	\$ 135.00	\$ 140.00	\$ 140.00	\$ 145.00	\$ 145.00
Technician III	\$ 120.00	\$ 120.00	\$ 124.00	\$ 124.00	\$ 128.00	\$ 128.00
Technician II	\$ 100.00	\$ 100.00	\$ 104.00	\$ 104.00	\$ 108.00	\$ 108.00
Technician I	\$ 80.00	\$ 80.00	\$ 83.00	\$ 83.00	\$ 86.00	\$ 86.00
Engineering / Architectural / Interior Design Aide	\$ 65.00	\$ 65.00	\$ 67.00	\$ 67.00	\$ 69.00	\$ 69.00
Professional Surveyor III	\$ 160.00	\$ 160.00	\$ 166.00	\$ 166.00	\$ 172.00	\$ 172.00
Professional Surveyor II	\$ 150.00	\$ 150.00	\$ 156.00	\$ 156.00	\$ 162.00	\$ 162.00
Professional Surveyor I	\$ 135.00	\$ 135.00	\$ 140.00	\$ 140.00	\$ 145.00	\$ 145.00
Graduate Surveyor	\$ 115.00	\$ 115.00	\$ 119.00	\$ 119.00	\$ 123.00	\$ 123.00
Surveyor III	\$ 115.00	\$ 115.00	\$ 119.00	\$ 119.00	\$ 123.00	\$ 123.00
Surveyor II	\$ 108.00	\$ 108.00	\$ 112.00	\$ 112.00	\$ 116.00	\$ 116.00
Surveyor I	\$ 88.00	\$ 88.00	\$ 91.00	\$ 91.00	\$ 94.00	\$ 94.00
Surveyor Aide	\$ 65.00	\$ 65.00	\$ 67.00	\$ 67.00	\$ 69.00	\$ 69.00
Planner IV	\$ 160.00	\$ 160.00	\$ 166.00	\$ 166.00	\$ 172.00	\$ 172.00
Planner III	\$ 140.00	\$ 140.00	\$ 145.00	\$ 145.00	\$ 150.00	\$ 150.00
Planner II	\$ 118.00	\$ 118.00	\$ 122.00	\$ 122.00	\$ 126.00	\$ 126.00
Planner I	\$ 98.00	\$ 98.00	\$ 101.00	\$ 101.00	\$ 105.00	\$ 105.00
Planner Aide	\$ 65.00	\$ 65.00	\$ 67.00	\$ 67.00	\$ 69.00	\$ 69.00
Graphic Designer	\$ 110.00	\$ 110.00	\$ 114.00	\$ 114.00	\$ 118.00	\$ 118.00
Administrative Support	\$ 70.00	\$ 70.00	\$ 72.00	\$ 72.00	\$ 74.00	\$ 74.00
Clerical Aide	\$ 59.00	\$ 59.00	\$ 61.00	\$ 61.00	\$ 63.00	\$ 63.00
Principal	\$ 205.00	\$ 205.00	\$ 213.00	\$ 213.00	\$ 221.00	\$ 221.00
Sr. Associate	\$ 195.00	\$ 195.00	\$ 202.00	\$ 202.00	\$ 210.00	\$ 210.00
Associate	\$ 183.00	\$ 183.00	\$ 190.00	\$ 190.00	\$ 197.00	\$ 197.00

EXHIBIT A
PROJECT SPECIFIC SCOPE OF SERVICES, PROJECT SCHEDULE, PAYMENTS
TO CONSULTANT

The information contained in this Exhibit applies only to the following project:

Project Title:
BUILDING CONTROLS UPGRADES

Dated: _____, 2023

This is an Exhibit to the Professional Architectural Services Contract dated January 1, 2021 between the City of Livonia, and Orchard, Hiltz & McCliment, Inc. (OHM Advisors), whose address is 34000 Plymouth Road, Livonia, MI 48150.

This Exhibit acts as a duly executed written instrument that amends, supplements, modifies, or cancels certain portions of the contract, as provided in Article II. of the contract.

A. SCOPE OF SERVICES

CONSULTANT is requested to provide Contract Administration Phase Services for the proposed improvements in accordance with attached Supplement A, dated February 10, 2023.

B. PROJECT SCHEDULE

The Project Schedule is attached as Supplement B, dated February 10, 2023.

C. PAYMENTS TO CONSULTANT

CONSULTANT shall be paid on an hourly basis up to an amount not-to-exceed fifty-five thousand dollars and zero cents (\$55,000) in accordance with the tasks and payment terms on Supplement C, dated February 10, 2023.

In Witness Whereof, the City and Consultant, by and through their duly authorized officers and representatives, have executed this Contract.

In the Presence of:

CITY OF LIVONIA, a Michigan
Municipal Corporation

By: _____
Maureen Miller Brosnan, Mayor

By: _____
Susan M. Nash, City Clerk

In the Presence of:

OHM Advisors

By: _____
Rhett A. Gronevelt, PE

Approved:

Its: Principal

Donald R. Rohraff
Director of Public Works

Approved:

Jacob Rushlow, PE
Asst. Director of Public Works

Approved:

Pursuant to Council Resolution

No.: _____

Michael Slater
Director of Finance

Approved:

Adopted on: _____

Paul A. Bernier
Department of Law

January 18, 2023

Mr. Jacob Rushlow, P.E. Assistant Director of Public Works
City of Livonia
12973 Farmington Road
Livonia, MI 48150

Re: **Building Controls Upgrades
Bid Proposal Review**

Dear Mr. Rushlow:

Sealed bids for the Building Controls Upgrade project were received by the City Clerk and publicly read aloud on January 10, 2023 via Webex at 10:00 am. Bids were received from two (2) contractors that ranged from \$960,991 to \$1,695,500 along with associated unit prices and alternates, summary attached. We have reviewed the bids, previous experiences, and references of these two bidders.

Contractor	Total Base Bid	Alternate 1	Total Contract Amount
Havel.	\$ 960,991	\$ 20,871	\$ 981,862
MCMI	\$ 1,695,500	\$ 42,950	\$ 1,738,450

The Architect's estimate of probable construction costs was \$750,000. The project scope is to provide a controls front end that connects to existing building controls, allowing for building management to occur from one system. The upgrades involve four sites: Police Station, Civic Center Library, Sandburg Library, and the Court House. Alternate work consists of inclusion of chilled water unit at Civic Center Library.

Based on discussions with Havel's references provided., it appears they are qualified for and capable of performing the work involved with the construction of this project.

If you wish to discuss this evaluation, please call me at 734-466-4475.

Sincerely,
OHM ADVISORS



Christopher Ozog, AIA
Project Manager

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Havel, A Division of Shambaugh & Son, L.P.
5870 Carbonmill Dr.
South Bend, IN 46628

OWNER:

(Name, legal status and address)

City of Livonia
12973 Farmington Road
Livonia, MI 48150

SURETY:

(Name, legal status and principal place of business)

Travelers Casualty and Surety Company of America
One Tower Square
Hartford, CT 06183
Mailing Address for Notices
One Tower Square
Hartford, CT 06183

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: 5% Five Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

BUILDING CONTROLS UPGRADE

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

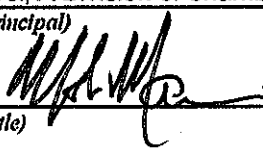
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 9th day of December, 2022.

(Witness)

(Witness)

Havel, A Division of Shambaugh & Son, L.P.
(Principal)

By: 
(Title)

Travelers Casualty and Surety Company of America
(Surety)

By: 
(Title) Camille Maitland, Attorney-in-Fact





Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Camille Maitland** of **UNIONDALE**, **New York**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 21st day of April, 2021.



State of Connecticut

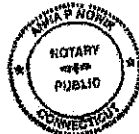
By: 
 Robert L. Raney, Senior Vice President

City of Hartford ss.

On this the 21st day of April, 2021, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2026




 Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

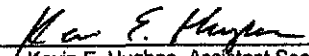
FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 9th day of December, 2022.




 Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

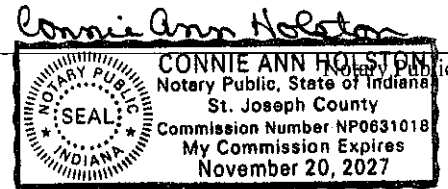
TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

HARTFORD, CT 06183

PRINCIPAL'S ACKNOWLEDGMENT

State of Indiana, County of St. Joseph } ss.

On this 15th day of January in the year 20 23, before me, the undersigned, personally appeared Mark Massinen, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.



SURETY COMPANY'S ACKNOWLEDGMENT

State of NEW YORK, County of NASSAU } ss.

On this 9th day of December in the year 20 22, before me, the undersigned, personally appeared Camille Maitland, personally known to me, and who, being by me duly sworn, did depose and say: That he/she resides in Nassau County, New York; that he/she is Attorney-in-Fact of **TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA**, the corporation described in and which executed the within instrument; that he/she knows the corporate seal of said Company; that the seal affixed to said instrument is such corporate seal; and that he/she signed said instrument as Attorney-in-Fact by authority of the Board of Directors of said Company; and affiant did further depose and say that the Superintendent of the State of New York Department of Financial Services has, pursuant to Section 1111 of the New York Insurance Law, issued to **TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA** his/her certificate that said Company is qualified to become and be accepted as surety or guarantor on all bonds, undertakings, recognizances, guaranties, and other obligations required or permitted by law; and that such certificate has not been revoked.

Notary Public

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

HARTFORD, CONNECTICUT 06183

FINANCIAL STATEMENT AS OF DECEMBER 31, 2021

AS FILED IN THE STATE OF NEW YORK

CAPITAL STOCK \$ 6,480,000

NELLY RENCHIWICH M
Notary Public-State of New York
No. 01RE6218158
Qualified in Nassau County
Commission Expires March 1, 2026

ASSETS		LIABILITIES & SURPLUS	
BONDS	\$ 4,427,088,873	LOSSES	\$ 1,224,258,147
STOCKS	90,892,083	LOSS ADJUSTMENT EXPENSES	157,266,812
CASH AND INVESTED CASH	3,976,380	COMMISSIONS	49,977,544
OTHER INVESTED ASSETS	4,609,133	OTHER EXPENSES	48,607,590
SECURITIES LENDING REINVESTED COLLATERAL ASSETS	7,433,086	TAXES, LICENSES AND FEES	18,655,025
INVESTMENT INCOME DUE AND ACCRUED	37,877,324	CURRENT FEDERAL AND FOREIGN INCOME TAXES	1,972,277
PREMIUM BALANCES	294,081,729	UNEARNED PREMIUMS	1,212,347,629
REINSURANCE RECOVERABLE	70,677,646	ADVANCE PREMIUM	1,824,313
NET DEFERRED TAX ASSET	60,156,960	POLICYHOLDER DIVIDENDS	14,256,052
OTHER ASSETS	3,286,703	CEDED REINSURANCE NET PREMIUMS PAYABLE	47,473,619
		AMOUNTS WITHHELD / RETAINED BY COMPANY FOR OTHERS	42,097,038
		REMITTANCES AND ITEMS NOT ALLOCATED	10,579,448
		PROVISION FOR REINSURANCE	6,873,132
		PAYABLE TO PARENT, SUBSIDIARIES AND AFFILIATES	40,373,235
		PAYABLE FOR SECURITIES LENDING	7,433,086
		ESCHEAT LIABILITY	537,132
		RETROACTIVE REINSURANCE RESERVE ASSUMED	816,092
		OTHER ACCRUED EXPENSES AND LIABILITIES	250,005
		TOTAL LIABILITIES	\$ 2,881,598,277
		CAPITAL STOCK	\$ 6,480,000
		PAID IN SURPLUS	433,803,760
		OTHER SURPLUS	1,678,177,878
		TOTAL SURPLUS TO POLICYHOLDERS	\$ 2,118,461,638
TOTAL ASSETS	\$ 5,000,059,915	TOTAL LIABILITIES & SURPLUS	\$ 5,000,059,915

CERTIFICATE

This is to certify that the following is a true and correct copy of resolutions adopted by CSUSA Holdings L.L.C., a Delaware limited liability company which is the general partner of Shambaugh & Son, L.P., a Texas limited partnership:

RESOLVED, that the following named persons be, and they hereby are, appointed to the offices set opposite their respective names below to serve as such officers of Shambaugh & Son, L.P. until their respective successors are duly appointed and shall qualify:

- | | | | |
|--------------------------|-------------------------------|-------------------------|--|
| ▪ Paul R. Meyers, Jr. | - CEO/President | ▪ Mark A. Veerkamp | - CFO |
| ▪ William J. Meyer | - SVP/Secretary | ▪ Robert B. Vincent | - COO, Fire Protection |
| ▪ R. Kevin Matz | - VP | ▪ Melissa C. Finnerty | - VP, Fire Protection Contracts |
| ▪ Charles T. Pavelec | - SVP, Purchasing | ▪ Todd A. Fink | - SVP, Fire Protection |
| ▪ Sahsha R. Tigulis | - VP, Purchasing | ▪ Jon R. Ackley | - SVP, Dalmatian Fire |
| ▪ Cale R. Campbell | - SVP, Havel | ▪ Dominic A. Bosco | - VP, Fire Protection |
| ▪ Douglas M. Hearld | - SVP, Electrical | ▪ Mark T. Adair | - VP, Dalmatian Fire |
| ▪ Jeffrey L. Johns | - SVP | ▪ Todd L. Klopfenstein | - VP, Fort Wayne Fire Protection |
| ▪ Thomas L. Scare | - SVP, Finance | ▪ Robert K. Reid | - VP, Dalmatian Fire Indianapolis |
| ▪ Lance S. Dills | - Controller | ▪ Sean W. Couch | - VP, Dalmatian Fire Cincinnati |
| ▪ Erik T. Brandt | - Treasurer | ▪ Ronald D. Martin, Jr. | - VP, Dalmatian Fire Columbus |
| ▪ Daniel J. Ritzert | - SVP, Mechanical and Process | ▪ Aaron Michael | - VP, Dalmatian Fire Louisville |
| ▪ Thomas P. Aurich | - VP, Refrigeration | ▪ Mark R. Gengler | - VP, Fire Protection Sales & Estimating |
| ▪ Michael L. Parsey | - VP, Engineering & Design | ▪ Bradley S. MacMillan | - SVP, Northstar Fire |
| ▪ Gary A. Perkey | - VP, Regional Mechanical | ▪ Jason W. McKeown | - VP, Northstar Fire |
| ▪ Matthew Gerbers | - Assistant Secretary | ▪ Humberto Valdez | - VP, Northstar Fire, Alarm |
| ▪ Matthew R. Hartenstein | - Assistant Secretary | | |

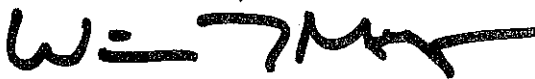
RESOLVED, further, that any one of the officers of Shambaugh & Son, L.P., as well as any of the following named individuals, be, and each of them hereby is, authorized to execute waivers for payment, bids, bonds and contracts for construction projects by and on behalf of Shambaugh & Son, L.P.:

- | | |
|--|--|
| • Meredith L.A. Smith , Havel Indianapolis Director of Controls | • Jason D. Cormany , Chicago Fire Protection Assistant Branch Manager |
| • John L. Reed , Havel Phoenix Director of Controls and Automation | • Justin A. Schroeder , West Coast Fire Protection Assistant Branch Manager |
| • Robert A. Preston , EMCOR Services Shambaugh Indianapolis Director of Service | • Rico O. Olasebikan , Southern California Fire Protection Assistant Branch Manager |
| • Matthew F. Selvocki , Indianapolis Refrigeration Branch Manager | • Michael G. Spatafore , Phoenix Fire Protection Branch Manager |
| • Justin S. Hoover , Refrigeration Division Manager | • William T. Morrison, Jr. , Memphis Fire Protection Branch Manager |
| • Dan W. Hudson , Advanced Systems Group, Fort Wayne Branch Manager | • Kyle W. Gansel , Fire Protection Director of Service |
| • Mark T. Siemers , Ed Grace Division Manager | • Christopher Harper , Northstar Fire Austin Branch Manager |
| • Angela R. Perkey , Collection Manager | • Dale A. Payne , Northstar Fire Dallas Branch Manager |
| • Mark O. Manninen , South Bend Fire Protection Branch Manager | • Kevin K. Mina , Northstar Fire Atlanta Branch Manager |
| • Larry D. Pever , Toledo Fire Protection Branch Manager | • Joel Hernandez, Jr. , Northstar Fire Houston Branch Manager |
| • Scott G. Simon , ASG Division Manager | • Zach C. Fisher , Northstar Fire San Antonio Branch Manager |
| • Ronald O. Rabe , Special Hazards Fire Protection Director | • Jesse J. Galvan , Northstar Fire, Alarm Manager |
| • Jeffrey A. McNamara , Detroit Fire Protection Branch Manager | • Carole H. Ritcey , Harroun Fire Protection Division Manager |
| • Alan L.E. Jacobs , Chicago Fire Protection Branch Manager | |

I, William J. Meyer, the duly appointed and acting Sr. Vice President and Secretary of Shambaugh & Son, L.P. hereby certify that the above resolutions are a true and correct copy of resolutions adopted by the General Partner of Shambaugh & Son, L.P. as of October 13, 2022.

SHAMBAUGH & SON, L.P.

STATE OF Indiana)
) SS:
COUNTY OF St. Joseph)


William J. Meyer
Senior Vice President/Secretary

Before a Notary Public, in and for said County and State appeared William J. Meyer and acknowledged the execution of the foregoing certificate.

Connie Ann Holsten Resident of St. Joseph County.
Date Jan. 10, 2023 My Commission Expires: Nov. 20, 2027

FORM OF PROPOSAL
for
BUILDING CONTROLS UPGRADE

Bid of Havel a Division of Shambaugh & Son, LP, hereinafter called Bidder, organized and existing under the laws of or a resident of the State of Michigan, doing business as a limited partnership *.

* Insert as applicable: "a corporation", "a partnership" or "an individual"

TO THE CITY OF LIVONIA, MICHIGAN, hereinafter called OWNER:

The undersigned as Bidder hereby declares: that this Bid is made in good faith without fraud or collusion with any person or persons bidding on the same Contract; that the Bidder has read and examined the Notice to Bidders, Instructions to Bidders, Bid, General Conditions, Supplementary Conditions, Agreement, Forms of Proposal, Bond, Specifications and Drawings, as prepared by the ARCHITECT, and understands all of the same; that the Bidder or its representative has made personal investigation at the site and has become fully familiar with regard to the conditions to be met in the execution of this Contract, and the undersigned proposes to furnish all labor, materials, tools, power, transportation, and construction equipment necessary for the construction of the Project and performing related work in full accordance with the aforesaid Contract Documents, including any and all Addenda officially issued, their receipt of which is hereby acknowledged:

Addendum No.	Addendum Date
<u>No. 1</u>	<u>November 22, 2022</u>
<u>No. 2</u>	<u>December 12, 2022</u>
<u>No. 3</u>	<u>December 15, 2022</u>

The Contract will be awarded to the lowest responsive, responsible Bidder based on the lump sum price for all Work specified.

BASE BID PRICE – Civic Center Library: \$293,111.00

BASE BID PRICE – Sandburgh Library: \$61,946.00

BASE BID PRICE – Police Station: \$292,317.00

BASE BID PRICE – Courthouse: \$313,617.00

Unit Pricing

Unit Price No. 1: Provide removal of existing ball valve and installation of new ball valve or add new ball valve where currently there is none. Size to be 1/2" isolation ball valve.

Cost Per Unit Installed: \$190.00 each

Unit Price No. 2: Provide removal of existing ball valve and installation of new ball valve or add new ball valve where currently there is none. Size to be 3/4" isolation ball valve.

Cost Per Unit Installed: \$200.00 each

Unit Price No. 3: Provide removal of existing ball valve and installation of new ball valve or add new ball valve where currently there is none. Size to be 1" isolation ball valve.

Cost Per Unit Installed: \$205.00 each

Alternates

Base bid of project will include no work at Civic Center Library, Chilled Water unit. Alternate 1 will include work identified on 1/M-602 for Chilled Water Unit.

Alternate No. 1 \$20,671.00

ALLOWANCE FORM ATTACHED X YES

If the foregoing Bid shall be accepted by the OWNER, the undersigned agrees to enter into the attached form of Agreement within ten (10) days after receiving notice of such acceptance, will furnish the OWNER satisfactory bonds and certificates of insurance coverage, and will complete the Project, at the price and within the time stated in this Bid.

The undersigned further agrees that if the foregoing Bid shall be accepted, work will commence immediately after the Contract has been awarded, the Agreement executed, and a Notice to Proceed received. **The undersigned shall complete the Work to Substantial Completion within 240 DAYS of "Notice to Proceed", and to Final Completion within 270 DAYS of "Notice to Proceed"** Substantial completion shall be met when roof is fully installed, and the windows/window wells are installed. Final completion shall be met when all restoration items and punch-list work items have been completed.

The undersigned attaches hereto its Bid security, as required by the Notice to Bidders and Instructions to Bidders. The undersigned agrees that in case it shall fail to fulfill its obligations under the foregoing Bid, and/or shall fail to furnish bonds, as specified, the OWNER may, at its option determine that the undersigned has abandoned its rights and interests in such Contract and that its Bid security accompanying its Bid; has been forfeited to the said OWNER, but otherwise the Bid security shall be returned to the undersigned upon the execution of the Contract and the acceptance of the bonds.

The undersigned also agrees that for each and every calendar day that he may be in default of Substantial Completion of the Work, within the time specified in this Bid, the OWNER will suffer a damage of \$750 per day, and said OWNER shall be compensated therefore at the rate as liquidated damages in accordance with the Agreement.

In submitting this Bid, it is understood that the right is reserved by the OWNER to accept any bid, to reject any or all Bids, and to waive irregularities in bidding in the interest of the OWNER.

SUBMITTED on January 10, 2023
Date*

269-207-4288
Telephone Number*

21661 Melrose Avenue
Street*

574-232-3560
Facsimile Number*

Southfield, MI 48075
City, State, ZIP*

*Typed or printed in ink.

BY: Havel, a division of Shambaugh & Son, LP



Signature

—
Name of Bidder*

Cale Campbell, SVP

Name and Title of Signatory*

DOCUMENT 00 43 21 - ALLOWANCE FORM

1.1 BID INFORMATION

- A. Bidder: Havel, a Division of Shambaugh & Son, LP.
- B. Project Name: Building Controls Upgrade.
- C. Project Location: 12973 Farmington Rd, Livonia, Michigan, 48150.
- D. Owner: City of Livonia.
- E. Architect: OHM Advisors.
- F. Architect Project Number: 0090-21-0060 .

1.2 BID FORM SUPPLEMENT

- A. This form is required to be attached to the Bid Form.
- B. The undersigned Bidder certifies that Base Bid submission to which this Bid Supplement is attached includes those allowances described in the Contract Documents and scheduled in Section 01 21 00 "Allowances."

1.3 SUBMISSION OF BID SUPPLEMENT

- A. Respectfully submitted this 10th day of January, ~~2022~~. 2023
Havel, a Division of Shambaugh & Son, LP
- B. Submitted By: _____ (Insert name of bidding firm or corporation).
- C. Authorized Signature:  _____ (Handwritten signature).
- D. Signed By: Cale Campbell _____ (Type or print name).
- E. Title: Senior VP _____ (Owner/Partner/President/Vice President).

END OF DOCUMENT 00 43 21

STATEMENT OF QUALIFICATIONS

Bidder must answer all questions. If more space is needed to complete a question, attach a separate sheet. Bidder may submit any additional information.

Name: Havel, a Division of Shambaugh & Son, LP

Address: 21661 Melrose Avenue Phone: 269-207-4288
Southfield, MI 48075

Number of years operating under your present name: 11 - in business since 1926

General nature of work performed by your company:

Shambaugh is a full MEP contractor. Havel is the temperature control and building automation
division.

Background and experience of the principal members of your organization including officers:

Cale Campbell, PE - Senior VP - 29 years with Havel

Rod DeVries - Senior Account Executive - 41 years with Havel

Thomas Yant - Division Manager - 7 years with Havel, 30 years industry experience

Major equipment available for this contract:

Tridium Niagara N4 Supervisor and Network Controllers

BACnet IP Field Controllers

Schneider Electric and Kele Field Devices

Indicate whether or not your labor force is union or non-union (check one)

X Union

 Non-Union

STATEMENT OF QUALIFICATIONS

PROJECT REFERENCES

List similar projects completed within the last (3) years:

Project Title: Campus Wide BAS Upgrade
Client: Hillsdale College
Contact Person: Dave Billington Phone: 517-607-5406
Contract Amount: \$829,645.00
Start Date: May, 2022 Completion Date: May, 2023
Project Description: Upgrade of existing obsolete Honeywell BAS and pneumatic controls

Project Title: Firekeepers Casino and Hotel Addition
Client: John E Gree
Contact Person: Donovan Morehouse Phone: 517-749-2297
Contract Amount: \$1,278,960.00
Start Date: August, 2019 Completion Date: January, 2022
Project Description: Temperature control and BAS for Casino and Hotel addition

STATEMENT OF QUALIFICATIONS

Project Title: City of Sturgis BAS Upgrades

Client: City of Sturgis

Contact Person: Dan Root Phone: 269-503-9537

Contract Amount: \$200,000.00

Start Date: October of 2019 Completion Date: Ongoing

Project Description: _____

BAS upgrades of legacy systems in various city buildings

Project Title: _____

Client: _____

Contact Person: _____ Phone: _____

Contract Amount: _____

Start Date: _____ Completion Date: _____

Project Description: _____

Form Completed by: _____

Name - Title

Signature

Date

SUBCONTRACTOR LIST

ITEM

NAME, ADDRESS & PHONE # OF CONTRACTOR

Phone: _____

Phone: _____

Phone: _____

Phone: _____

Phone: _____



Date: November 22, 2022
From: Enna A. Bachelor, Purchasing Manager
To: Prospective Bidders
Subject: Addendum No. 1 – BUILDING CONTROLS UPGRADE

Addendum No.1 is being issued to provide clarifications resulting from the mandatory prebid meeting held on November 16, 2022. A copy of the sign-in sheet from the prebid meeting is also attached. Bids will only be considered from firms in attendance at the mandatory prebid meeting.

Any further questions or clarifications desired by vendors shall be submitted in writing to Enna Bachelor, Purchasing Manager via email at ebachelor@livonia.gov. No phone calls will be accepted. All other provisions of the bid remain the same. The due date remains the same. Return the addendum acknowledgement with your bid response.

ADDENDUM NO.1 – BUILDING CONTROLS UPGRADE - ACKNOWLEDGEMENT

Company Name: Havel, a Division of Shambaugh & Son, LP

Signature: 

Title: Senior VP

Print Name: Cale Campbell Date 01/10/2023



Date: December 12, 2022
From: Enna A. Bachelor, Purchasing Manager
To: Prospective Bidders
Subject: Addendum No 2 - Building Controls Upgrade

Addendum No. 2 is being issued to change the due date for receiving proposal responses. **Please be advised that the new due date is 2:00 p.m., January 10, 2023.** Responses to questions received by vendors are forthcoming.

Bid submissions must be submitted via the MITN website (www.mitn.info) as an Adobe PDF File. All other provisions of the solicitation remain the same. Firms should acknowledge receipt of this addendum with their proposal response. Any further questions or clarifications desired by vendors shall be submitted in writing to Enna Bachelor, Purchasing Manager via email at ebachelor@livonia.gov. No phone calls will be accepted.

ADDENDUM NO.1 – BUILDING CONTROLS UPGRADE - ACKNOWLEDGEMENT

Company Name: Havel, a Division of Shambaugh & Son, LP

Signature: 

Title: Senior VP

Print Name: Cale Campbell Date 01/10/2023



Date: December 15, 2022
From: Enna A. Bachelor, Purchasing Manager
To: Prospective Bidders
Subject: Addendum No. 3 – BUILDING CONTROLS UPGRADE

Addendum No. 3 is being issued to respond to questions received from vendors. Responses are attached to the addendum cover page. All other provisions of the RFP remain the same. The due date remains the same.

Return the addendum acknowledgement with your bid response.

ADDENDUM NO. 3 – BUILDING CONTROLS UPGRADE - ACKNOWLEDGEMENT

Company Name: Havel, a Division of Shambaugh & Son, LP

Signature: 

Title: Senior VP

Print Name: Cale Campbell Date 01/10/2023

VENDOR NAME	Havel
CITY/STATE	Southfield, MI
BID DEPOSIT	Bid Bond Submitted
Base Bid Civic Center	\$293,111.00
Base Bid Sandburgh	\$61,946.00
Base Bid Police	\$292,317.00
Base Bid Courthouse	\$313,617.00
Alternate 1	\$20,871.00
TOTAL BASE BID	\$960,991.00
TOTAL BID WITH ALTERNATE 1	\$981,662.00

VENDOR NAME	MCM
CITY/STATE	Sterling Heights, MI
BID DEPOSIT	Bid Bond Submitted
Base Bid Civic Center	\$513,600.00
Base Bid Sandburgh	\$125,400.00
Base Bid Police	\$516,300.00
Base Bid Courthouse	\$540,200.00
Alternate 1	\$42,950.00
TOTAL BASE BID	\$1,695,500.00
TOTAL BID WITH ALTERNATE 1	\$1,738,450.00

CITY REPRESENTATIVES:

- Janet Douglas, Office of the City Clerk
- Leslie Rohraff, Office of the City Clerk
- Enna Bachelor, Purchasing Manager
- Jacob Rushlow, DPW



LETTER TO THE LIVONIA CITY COUNCIL

10.

DPW

January 17, 2023

MEETING DATE

S013023/R021323

PREPARED BY

Jill Russell, Secretary III,

AGENDA ITEM

AWARD OF BID AND REQUEST TO AMEND THE CONTRACT WITH OHM ADVISORS AND AUTHORIZATION FOR ADDITIONAL APPROPRIATION: Public Works Division, re: for the construction administration services for the Building Controls System Upgrade Project, from the Capital Projects Fund.

BACKGROUND

Many of our building control systems are antiquated with parts that are no longer commercially available and dial-up access systems that are no longer functioning. The purpose of this project is to provide a building controls interface that allows multiple buildings to be managed from one system, thereby allowing for remote energy management controls. This will also allow for scheduling each building based on occupancy and energy use to optimize demands for heating and cooling. In addition, building occupants will also have better onsite comfort controls in their workspace. We envision this as a multi-phased project with this contract being the first phase including updates to the Police Department Headquarters, Bennett Civic Center Library, Carl Sandburg Branch Library, and the 16th District Courthouse. Future phases would be bid out separately.

The proposed project scope includes connections of existing mechanical equipment to the new system interface, connections of building servers to a new web-based virtual server, and new hardware and software installations for multiple air handling units, heating plants, chiller plants, VAV boxes, temperature sensors and thermostats.

In order to proceed with construction, bid documents were prepared by the Department with assistance from our architect, OHM Advisors, and bid documents were made publicly available on Bid Net Direct (MITN). A bid opening was held on January 10, 2023 and two competitive bids were received. Havel was the lowest qualified bidder at \$981,662.00. A copy of the bid proposal, bid tabulation, and recommendation letter from OHM are provided for your consideration.

Additionally, OHM Advisors will remain involved with the project through completion by providing construction administration services. This includes contract administration (tracking quantities, developing estimates, etc.), construction observation (weekly inspection reports), and construction engineering (collection, review, and processing of shop drawing submittals and as-built drawings).

RECOMMENDATION

It is the Department's Request that Council take the following actions:

1. Accept the bid and award a construction contract to Havel, a Division of Shambaugh & Son, LP, 21661 Melrose Avenue, Southfield, MI 48075, for all labor, materials, and equipment to complete the Building Controls Upgrades project in an amount not to exceed \$981,662.00.
2. Authorize a contract amendment (CR 378-20) with OHM Advisors to perform construction administration services in an amount not to exceed \$55,000.00 from budgeted funds.
3. Authorize an expenditure of \$646,505 from budgeted funds in account no. 401-000-987-000 and authorize an additional appropriation from the unexpended fund balance of the Capital Projects Fund (401) in the amount of \$390,157.

FISCAL CONSIDERATION

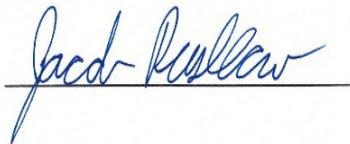
Approve expenditure of funds from GL #401-000-987-000 as follows:

Havel	\$ 981,662.00
OHM	\$ 55,000.00
	\$1,036,662.00

ATTACHMENTS

1. S013023 LTC Building Controls System Contract
2. Bldg Ctrl Upgrade - Bid Tab
3. Havel Bid Proposal
4. Bldg Ctrl Upgrade - OHM Recommendation

APPROVED BY



Jacob Rushlow, P.E., Assistant Director of Public Works

Date: January 19, 2023



Don Rohraff, Director of Public Works

Date: January 19, 2023



Michael Slater, Finance Director

Date: January 20, 2023



Paul Bernier, City Attorney

Date: January 20, 2023

A handwritten signature in black ink, reading "Maureen Miller Brosnan". The signature is written in a cursive, flowing style.

Date: January 20, 2023

Maureen Miller Brosnan, Mayor

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 27, 2023**

Meeting was called to order at 8:00 p.m. by Council Vice President Toy. Present: Kathleen McIntyre, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, and Laura Toy. Absent: Jim Jolly.

Elected and appointed officials present: Susan Nash, City Clerk; Leo Neville, Assistant City Attorney; Todd Zilincik, City Engineer; Mark Taormina, Director of Planning and Economic Development; Josh Sabo, Director of Communications, and Casey O'Neil, Information Systems Director.

Councilmember McIntyre led the meeting in the Pledge of Allegiance.

2. WAIVER PETITION: Planning Commission, re: Petition 2022-12-02-21 submitted by EROP, L.L.C. requesting to redevelop the site, including demolishing the existing restaurant (Archie's) and constructing a new automated auto wash facility (Whitewater Express), at 30471 Plymouth Road, located on the south side of Plymouth Road between Middlebelt Road and Milburn Avenue in the Northwest ¼ of Section 35.

Mark Taormina, Director of Planning and Economic Development presented the request to Council. Erin McMachen, Civil Engineer with Stonefield Engineering and Design was present for questions.

Councilmember Donovic verified the new building would be smaller and that 19 of the 24 spaces for parking will be used for vacuums. He also asked the petitioner about storm water retention.

Erin indicated they aren't showing any detention now and they intend to work with MDOT on both access points and storm water since it is their right of way. The existing site is nearly 100% impervious asphalt pavement, and the proposed plan will increase the green space and reduce flows to that storm systems.

Councilmember Donovic indicated he is impressed with the site plans because they are adding a lot of green space and are voluntarily adding the brick pillars and fencing consistent with Plymouth Road.

Councilmember McCullough verified with Mark Taormina that the vacuums will be off when the business is closed. He also asked if there has been a sound study in decibels on the noise going back into the neighborhood. He also asked if the buffer to the south meets the current setback requirement and if we have heard any dissent from the neighbors behind there.

Mark Taormina said the vacuum system is centralized so the noise is limited to that area and the building more than meets the setback requirements. He said one resident attended the planning meeting to voice his concerns about the noise, lighting, and buffering.

Councilmember McCullough asked the petitioner about the decibels for the vacuum system.

Erin McMachen pointed out the area of the central enclosure for each row of vacuums on the plan and stated there will be a six-foot masonry wall to match the building and trash enclosure along with evergreen trees. White Water hasn't done a study on this property but have on others and expect the noise level to be no louder than the traffic on Plymouth Road.

Councilmember McCullough offered an approving resolution for the Consent agenda.

DIRECTION:

APPROVAL

REGULAR



LETTER TO THE LIVONIA CITY COUNCIL

2.

Planning
February 3, 2023

MEETING DATE

S022723/R031323

PREPARED BY

Stephanie Reece, Program Supervisor,

AGENDA ITEM

WAIVER PETITION: Planning Commission, re: Petition 2022-12-02-21 submitted by EROP, L.L.C. requesting to redevelop the site, including demolishing the existing restaurant (Archie's) and constructing a new automated auto wash facility (Whitewater Express), at 30471 Plymouth Road, located on the south side of Plymouth Road between Middlebelt Road and Milburn Avenue in the Northwest ¼ of Section 35.

BACKGROUND

February 3, 2023

Honorable Members of the City Council
City of Livonia, Michigan

Re: Petition 2022-12-02-21 – Whitewater Express Car Wash

Dear Council Members:

At the 1,194th Public Hearings and Regular Meeting held by the City Planning Commission on January 31, 2023, the following resolution was adopted:

RECOMMENDATION

#01-06-2023 RESOLVED, That pursuant to a Public Hearing having been held by the City Planning Commission on January 17, 2023, on Petition 2022-12-02-21 submitted by EROP, L.L.C. requesting waiver use approval pursuant to Section 6.07 of the Livonia Vision 21 Zoning Ordinance, as amended, in connection with a proposal to redevelop the site, including demolishing the existing restaurant (Archie's) and constructing a new automated auto wash facility (Whitewater Express), at 30471 Plymouth Road, located on the south side of Plymouth Road between Middlebelt Road and Milburn Avenue in the Northwest ¼ of Section 35, the Planning Commission does hereby recommend to the City Council that Petition 2022-12-02-21 be approved subject to the following conditions:

1. The Site Plan identified as sheet C-2, dated January 27, 2023, prepared by Stonefield Engineering & Design, is approved and shall be adhered to.
2. All parking spaces, except the required handicapped spaces, shall be doubled striped at least ten feet (10') wide by twenty feet (20') in length.

3. The hours of operation, including the vacuums, shall be limited to 8:00 a.m. to 8:00 p.m.
4. The Landscape Plan identified as sheet C-6, dated January 27, 2023, prepared by Stonefield Engineering & Design, is approved and shall be adhered to, except that additional evergreen screening shall be provided along the south side of the property subject to the review and approval of the Planning Department.
5. The brick piers and fencing along Plymouth Road as shown on the revised site plan shall match the existing PRDA brick piers and fencing.
6. All dying, dead, diseased, or missing landscaping shall be replaced at the direction of the Planning and Inspection Departments.
7. All disturbed lawn areas, including road rights-of-way, shall be sodded instead of hydroseeding.
8. Underground sprinklers shall be installed for all landscaped and sodded areas. All planted materials shall be installed to the satisfaction of the Inspection Department and permanently maintained in a healthy condition.
9. The Elevation Plan identified as sheet A200, dated November 16, 2022, prepared by REB Architects, is approved and shall be adhered to.
10. The three walls of the dumpster enclosure shall be constructed with the same brick used in the construction of the building. If a poured wall is used, the design, texture, and color shall match the building. The enclosure gates shall consist of opaque and durable steel or composite panels.
11. All rooftop mechanical equipment shall be concealed from public view on all sides by screening, consisting of material compatible in color with other exterior materials on the building.
12. All light fixtures shall not exceed a height of twenty feet (20') and shall be aimed and shielded to minimize stray light trespassing across property lines and glaring onto adjacent roadways. All exterior lights shall be turned off or dimmed between 8:30 p.m. and 7:30 a.m.
13. Only conforming signage is approved with this petition, and any additional signage shall be separately submitted for review and approval by the Zoning Board of Appeals.
14. No LED light band or exposed neon shall be permitted on this site, including, but not limited to, the building or around the windows.
15. Unless approved by the Inspection Department, any type of exterior advertising, such as promotional flags, streamers, or sponsor vehicles designed to attract the attention of passing motorists, shall be prohibited.
16. The plans referenced in this approving resolution shall be submitted to the Inspection Department with the building permit application(s), and
17. Per Section 13.13 of the Livonia Vision 21 Zoning Ordinance, this approval is valid for one (1)

year from the date of approval by the City Council. Unless a building permit is obtained, this approval shall be null and void after the one (1) year period.

FURTHER RESOLVED, That notice of the above hearing was given in accordance with the provisions of Section 13.13 of Livonia Vision 21 Zoning Ordinance, as amended.

A roll call vote on the foregoing resolution resulted in the following:

AYES: Dinaro, Long, Caramagno

NAYS: Bongero, Wilshaw

ABSENT: Ventura

ABSTAIN: None

FISCAL CONSIDERATION

ATTACHMENTS

1. S022723 LTC Petition 2022-12-02-21 , EROP
2. 2022-12-02-21_E-COUNCIL Pkt

APPROVED BY



Mark Taormina, Planning and Economic Development Director

Date: February 14, 2023



Maureen Miller Brosnan, Mayor

Date: February 15, 2023

Petition 2022-12-02-21 submitted by EROP, L.L.C. requesting waiver use approval pursuant to Section 6.07 of the Livonia Vision 21 Zoning Ordinance, as amended, in connection with a proposal to redevelop the site, including demolishing the existing restaurant (Archie's) and constructing a new automated auto wash facility (Whitewater Express), at 30471 Plymouth Road, located on the south side of Plymouth Road between Middlebelt Road and Milburn Avenue in the Northwest ¼ of Section 35.

received 12/1/22

**CITY OF LIVONIA, MICHIGAN
APPLICATION FOR WAIVER USE APPROVAL**

All applications must be presented in triplicate to the City Clerk, 33000 Civic Center Drive, Livonia, MI 48154-3097. Applications must include property owner's name, address and notarized signature.

For filing fee see below for computation

Date Filed: 12/1/2022 Petition 2022-12-02-21
 Site Address: 30471 Plymouth Road Sidwell 138-99-0005-007 Zoning of Property C-2
 Requesting Approval To Construct a 3,750 SF Auto Wash (Waiver Use)
 Applicant: Jeff Justice Business/Company: EROP, LLC
 Applicant's Address: 3130 N Kandy Ln City: Decatur State: IL Zip Code: 62526
 Applicant's Phone # (217) 972-4296 Applicant's Email jeffj@hypershinecw.com
 Contact Person: Jeff Justice Business/Company: EROP, LLC
 Contact's Address: 3130 N Kandy Ln City: Decatur State: IL Zip Code: 62526
 Contact's Phone # (217) 972-4296 Contact's Email jeffj@hypershinecw.com

Please provide the following information:

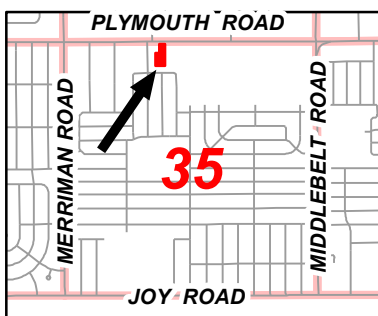
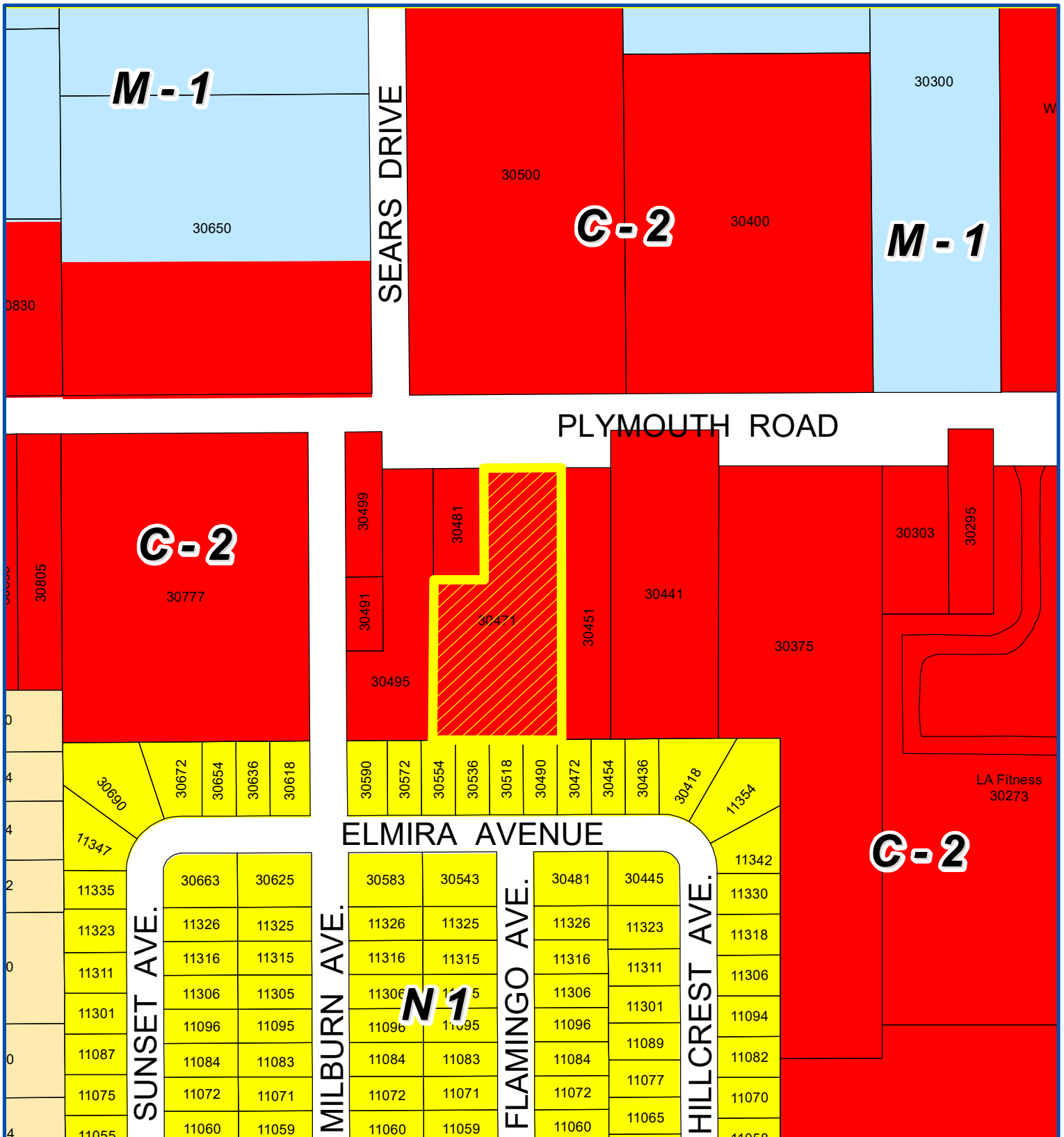
- 1) **Site Plan** showing:
 - property dimensions, including road right-of-way & building setback lines
 - foot print of building(s), including dimensions & square footage
 - all easements, protective walls, sidewalks & existing trees
 - any significant topographic features (existing or proposed)
 - parking layout, including type of surface material, sizes of spaces & aisles
 - method used in calculating parking requirement
 - location of light standards servicing parking lot & cutout showing type & height
 - location of trash receptacle, including description of screening
 - location of signs
- 2) **Detailed Landscape Plan** including:
 - listing or labeling of all planted materials as to type and size
 - areas to be fully irrigated
 - percentage of landscaping provided (15% of total site required)
- 3) **Building Elevation Plan** depicting:
 - architectural quality
 - wall section & detail plan - exterior building materials must be labeled (i.e. brick, thin brick, E.F.I.S.)
 - all visible rooftop mechanical equipment and how they will be screened
- 4) **General Floor Plan** showing:
 - floor layout
 - entrances & exits
 - restaurants are required to illustrate seating arrangement & capacity
- 5) One (1) set of reduced plans (i.e. site, landscape, elevation, floor), a maximum 11" x 17" in size, or digital file in a .pdf format either on CD or emailed to planning@livonia.gov
- 6) **Legal Description** of the property to be considered (Clearly Printed)
- 7) Three (3) completed application forms & **three (3)** sets of full-size drawings

RECEIVED
 DEC 01 2022
 CITY OF LIVONIA
 PLANNING COMMISSION

You are invited and encouraged to review your proposal with the Planning Department staff. Only one set of preliminary drawings will be necessary for this analysis.

FEE COMPUTATION	\$700.00	(\$400 publication fee plus \$300 base review fee) plus
3,750 (ROUND TO 4,000) sq. ft. of new construction x \$20.00 per 1,000 sq. ft. plus \$30 per lot or unit for residential construction.		
	(NOTE: Round off to nearest 1,000)	+ \$80.00
	Total Amount Due	\$ <u>\$780.00</u>

Owner of Property: 30471 Management Association
 Owner's Address: 30471 Plymouth Road City: Livonia State: MI Zip Code: 48250
 Owner's Phone # (734) 525-2820 Owner's Email PALUSHAJG@AOL.COM
 Signature of Owner: [Signature] Print Name: GEORGE PALUSHAJ
 Subscribed and sworn to before me, a Notary Public in and for the County of Cleveland State of MI
 on this 22nd day of November 20 22
 Signature of Notary [Signature] My commission expires Jan 1, 2029
 Acting in the County of Livonia



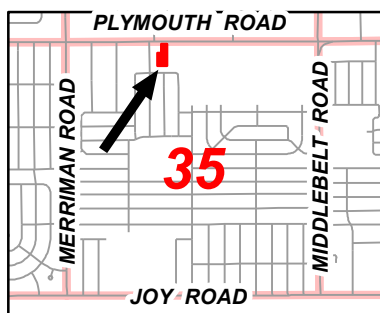
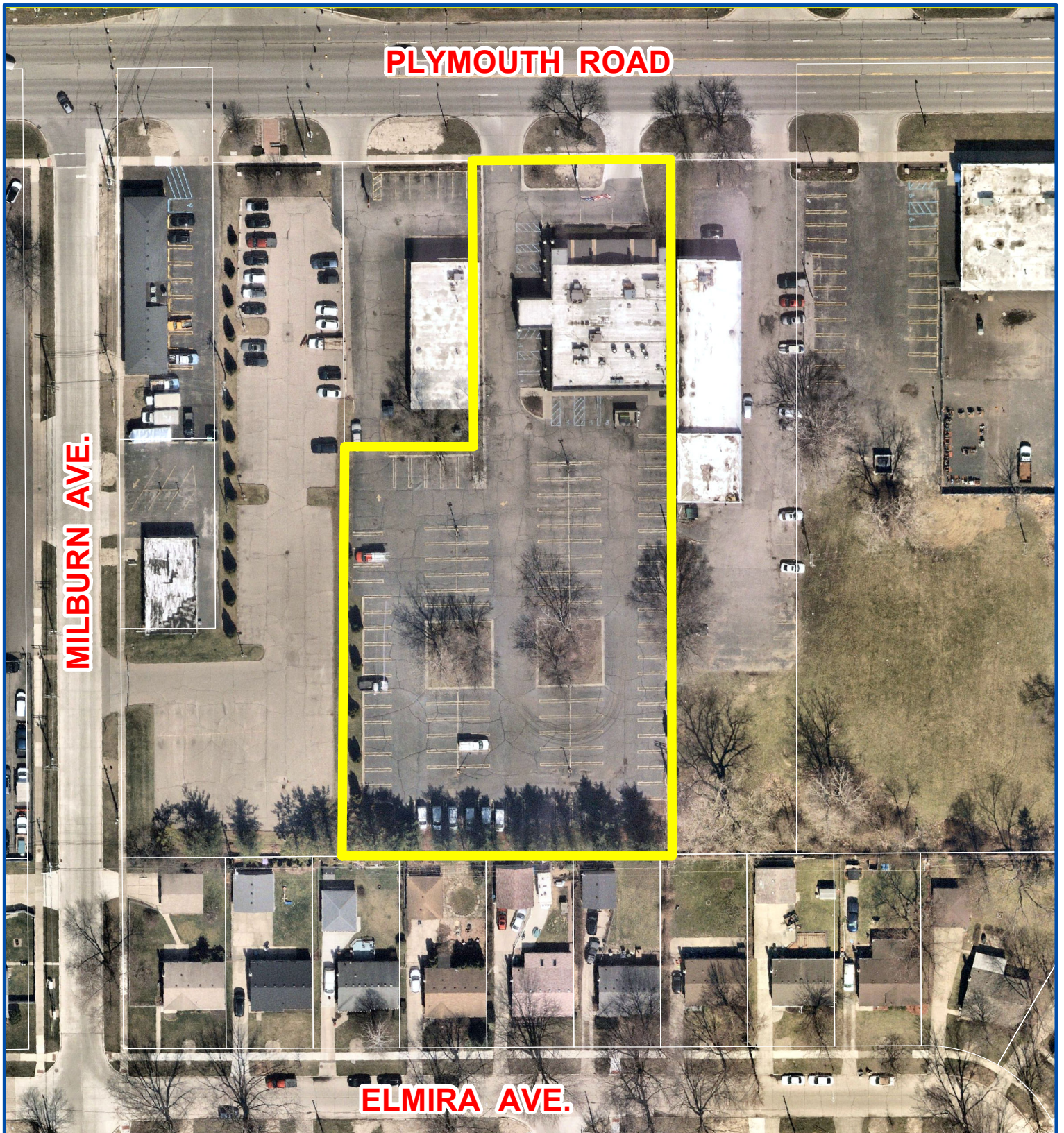
Address & Zoning Map

Petition 2022-12-02-21
 Whitewater Express Auto Wash
 30471 Plymouth Road
 to construct a new automatic auto wash facility



Not to Scale

City of Livonia
 Planning Department



Aerial Map

Petition 2022-12-02-21
Whitewater Express Auto Wash
30471 Plymouth Road
to construct a new automatic auto wash facility



Not to Scale



City of Livonia
Planning Department

PLANNING COMMISSION STAFF NOTES

PUBLIC HEARING

ITEM 2

Petition 2022-12-02-21 submitted by EROP, L.L.C. requesting waiver use approval pursuant to Section 6.07 of the Livonia Vision 21 Zoning Ordinance, as amended, in connection with a proposal to redevelop the site, including demolishing the existing restaurant (Archie's) and constructing a new automated auto wash facility (Whitewater Express), at 30471 Plymouth Road, located on the south side of Plymouth Road between Middlebelt Road and Milburn Avenue in the Northwest ¼ of Section 35.

January 24, 2023: Study Meeting:

This petition involves the redevelopment of the existing Archie's restaurant site located on the south side of Plymouth Road, approximately 250 feet east of Milburn Avenue. The plan is to demolish the current restaurant and replace it with a new automated car wash facility called Whitewater Express Car Wash. The subject site is zoned C-2 (General Commercial) which treats auto wash establishments as a waiver use under Section 6.07 of the Livonia Vision 21 Zoning Ordinance.

The parcel has 125 feet of road frontage, and its size is approximately 1.75 acres. The existing 5,925-square-foot restaurant is located near the front of the site along the east property line. Most of the restaurant's off-street parking is located behind the building. Two (2) driveways along Plymouth Road provide access to the site. The site was initially approved as a restaurant in 1968. Archie's has existed since the 1980s and is still in operation.

C-2 zoning extends both to the east and west of the subject property. Abutting the site to the south are residential homes within the Devonshire Park Subdivision, zoned N1 (Neighborhood). And directly to the north, across Plymouth Road, is an auto dealership, zoned C-2.

The proposed 3,750-square-foot automated car wash building is positioned in the same general location as the existing restaurant, along the east side of the property. The overall dimensions of the carwash are 31.3' x 120'. Ingress and egress would be provided from the two (2) existing driveways on Plymouth Road. The west driveway would accommodate two-way traffic, whereas the east driveway would only be for vehicles exiting the car wash facility. Three (3) service lanes would provide access to the carwash. The lanes commence along the west side of the property, maneuvering south, east, and then north in a U-shaped pattern around to the south end of the building where the facility's entrance would be located. All three (3) lanes would provide stacking for vehicles.

Each lane would have a pay station near the property's south end. The point-of-sales kiosks contain digital menu boards and self-serve pay stations with overhead canopies. Automated gates would control vehicle access. The three (3) lanes taper to form a single drive aisle shortly beyond the pay stations to manage vehicles as they enter the facility.

A twelve-foot (12') wide "escape" lane would be provided before entering the carwash. Parking is provided between the building and the service lanes. As customers exit the car wash, they would have the option of either going straight and leaving the site by turning onto Plymouth Road or remaining on the property by turning left along a short drive aisle that loops back around to access the facility's parking lot and vacuums or the west drive aisle where the approach and service lanes are located.

In a C-2 district, the minimum required front yard setback for a building is fifteen feet (15'). The proposed building is set back approximately fifty-seven feet (57'). For the rear yard, the minimum standard is eight feet (8'). The proposed carwash would have a rear yard setback of 262 feet from the south property line. For the side yards, Section 6.07 requires that a building be situated no closer than thirty-five feet (35') on one (1) side of the property and eight feet (8') on the other. The carwash would be set back ten feet (10') on the east and eighty-four feet (84') on the west. The building complies with all minimum required setback regulations.

The submitted floor plan shows the layout of the automated auto wash facility. The east half of the building would consist of the wash bay, and the west half would contain the mechanical systems, a unisex bathroom, and an office.

The ordinance requires at least twenty (20) parking spaces for auto wash establishments. The site plan shows twenty-four (24) parking stalls within the parking lot on the west side of the building. Twenty (20) stalls measure thirteen feet (13') in width and would be equipped with self-serve vacuum stations. A shared parking easement containing five (5) additional spaces is shown along the west side of the property, behind the neighboring muffler shop. These spaces would be separate from the carwash, providing the muffler shop with additional parking.

Materials on the outside of the building include "half-high" concrete blocks (CMU) and fiber cement panels. A few small windows would be installed on both sides of the building. The front and rear elevations contain overhead doors that would be used to enter and exit the facility. The one-story structure would have a maximum height, measured from the finished grade to the top edge of the structure, of twenty-three feet five inches (23'-5").

A 10' x 10' dumpster enclosure is shown along the east side of the service drives. The enclosure walls would be six feet (6') in height with a brick veneer exterior. The swing gates would consist of chain-link fencing with privacy slat inserts, which is inconsistent with the City's policy of requiring a long-lasting solid panel material.

The Grading & Stormwater Management Plan (Drawing C-3) shows that the site's storm runoff would be detained underground. The petitioner will need to provide drainage and stormwater treatment details to the Engineering Department before obtaining building permits.

Section 10.03 requires at least two (2) full-size trees, one (1) ornamental tree, and sixteen (16) shrubs along Plymouth Road. The landscape plan notes that most of the site's existing landscaping along Plymouth Road would remain, including one (1) full-size deciduous tree, which is part of the Plymouth Road Development Authority (PRDA) landscape improvement program. A second full-size tree would be planted within a parking lot island on the south side of the aisleway between the two (2) driveways. In staff's opinion, this additional tree does not qualify as a required full-size street tree. An ornamental tree currently exists, according to the plan. The subject site contains no PRDA streetscape improvements, such as brick pillars and ornamental fencing, and none are proposed. Sixteen (16) shrubs would be planted along the site's street frontage. Landscaped greenbelts would also be created along the sides and rear of the property. On the west side, along the south portion of the property line, the width of the greenbelt would be approximately fifty-four feet (54'), and on the east side, it would be ten feet (10') wide. These two areas would be planted with various trees and shrubs.

Where this property abuts residential to the south, the Zoning Ordinance requires a six-foot (6') high masonry wall, an opaque fence, or a twenty-foot (20') wide greenbelt buffer. Currently, there is a landscaped berm and masonry wall along the south property line. The berm is approximately sixteen feet (16') wide and four to five feet (4'-5') high. A row of mature evergreen trees is planted along the top of the berm. The masonry wall is five feet (5') tall and runs the entire property width. The submitted plans show a thirty-three-foot (33') wide greenbelt buffer. The proposed greenbelt would retain the fifteen (15) existing evergreen trees. The only additional plant material within the greenbelt would be two (2) ornamental trees (Eastern Redbud) and one (1) deciduous tree (Honey Locust). It is assumed that the existing screen wall would remain.

The submitted photometric plan (Drawing C-5) provides detailed information on site lighting, including the location and type of light sources and illumination levels. A note on the Construction Details plan (Drawing C-8) indicates that the mounting height of the lights would be twenty feet (20') above finish grade (AFG), including eighteen-foot (18') high poles on a two-foot (2') base. This is consistent with the guidelines of the City of Livonia Outdoor Lighting Policy for the installation of exterior lighting in all non-residential zoning districts, which specifies that pole-mounted lights shall not exceed a height of twenty feet (20') AFG. However, at 3.43 foot-candles, the average illumination level for the overall parcel exceeds the specified 1.0 foot-candle Maximum Level of Illumination for the Average of the Area under Section 7.22.

The building would be allowed thirty-one (31) square feet of wall sign area based on a requirement of one (1) square foot for each lineal foot of the building frontage. Additionally, one (1) ground-mounted monument sign is allowed, not to exceed thirty (30) square feet in area and six feet (6') in height with a setback of at least ten feet (10') from any right-of-way line. Any signage over what is permitted by the sign ordinance would require a variance from the Zoning Board of Appeals.

PUBLIC HEARING

ITEM 2 Petition 2022-12-02-21 – Whitewater Express Auto Wash

Page 4

A special requirement of Section 6.07 specifies that a proposed auto wash establishment must be located at least 150 feet away from any church, public or parochial school, or playground, as measured from property to property. No church, school, or playground exists within 150 feet of the subject site.

The closest automatic car wash facility is the existing Zax Auto Wash located at 29067 Plymouth Road, which is approximately 0.8 miles east of the subject site.

January 31, 2023: Public Hearing:

The main issues discussed at the Study Meeting were: 1) moving the pay kiosks and service lanes further north away from the residential district, 2) site lighting, 3) noise, and 4) landscaping. In response, the applicant has submitted revised plans showing the following changes:

- The pay stations have been moved and are now approximately 100 feet from the residential property line.
- The greenbelt bordering the residences has increased to 50 feet, and nine (9) trees and fifteen (15) deciduous shrubs have been added to improve the buffer.
- Eleven (11) evergreen shrubs and one tree have been added within the Plymouth Road right-of-way, as well as forty-five (45) lineal feet of decorative fencing and three (3) masonry piers consistent with the PRDA streetscape improvements.
- Seven (7) trees and twelve (12) evergreen shrubs have been added to the site's interior landscaping.
- The photometric plan has been revised with lower output light fixtures to meet a maximum average of 1.0 fc and not to exceed 0.5 fc at all property lines
- Five (5) employee parking spaces are now shown to accommodate the maximum number of employees.

Approving Resolution: The request to construct a new automated auto wash facility (Whitewater Express) at 30471 Plymouth Road is approved, subject to City Council approval and the following conditions:

1. The Site Plan identified as sheet C-2, dated January 27, 2023, prepared by Stonefield Engineering & Design, is approved and shall be adhered to.
2. All parking spaces, except the required handicapped spaces, shall be doubled striped at least ten feet (10') wide by twenty feet (20') in length.
3. The hours of operation, including the vacuums, shall be limited to 8:00 a.m. to 8:00 p.m.

PUBLIC HEARING

ITEM 2 Petition 2022-12-02-21 – Whitewater Express Auto Wash

Page 5

4. The Landscape Plan identified as sheet C-6, dated January 27, 2023, prepared by Stonefield Engineering & Design, is approved and shall be adhered to.
5. All disturbed lawn areas, including road rights-of-way, shall be sodded instead of hydroseeding.
6. Underground sprinklers shall be installed for all landscaped and sodded areas. All planted materials shall be installed to the satisfaction of the Inspection Department and permanently maintained in a healthy condition.
7. The Elevation Plan identified as sheet A200, dated November 16, 2022, prepared by REB Architects, is approved and shall be adhered to.
8. The three walls of the dumpster enclosure shall be constructed with the same brick used in the construction of the building. If a poured wall is used, the design, texture, and color shall match the building. The enclosure gates shall consist of opaque and durable steel or composite panels.
9. All rooftop mechanical equipment shall be concealed from public view on all sides by screening, consisting of material compatible in color with other exterior materials on the building.
10. All light fixtures shall not exceed a height of twenty feet (20') and shall be aimed and shielded to minimize stray light trespassing across property lines and glaring onto adjacent roadways. All exterior lights shall be turned off or dimmed between 8:30 p.m. and 7:30 a.m.
11. Only conforming signage is approved with this petition, and any additional signage shall be separately submitted for review and approval by the Zoning Board of Appeals.
12. No LED light band or exposed neon shall be permitted on this site, including, but not limited to, the building or around the windows.
13. Unless approved by the Inspection Department, any type of exterior advertising, such as promotional flags, streamers, or sponsor vehicles designed to attract the attention of passing motorists, shall be prohibited.
14. The plans referenced in this approving resolution shall be submitted to the Inspection Department with the building permit application(s), and
15. Per Section 13.13 of the Livonia Vision 21 Zoning Ordinance, this approval is valid for one (1) year from the date of approval by the City Council. Unless a building permit is obtained, this approval shall be null and void after the one (1) year period.

PUBLIC HEARING

ITEM 2 Petition 2022-12-02-21 – Whitewater Express Auto Wash

Page 6

Denying Reasons: The request to construct a new automated auto wash facility (Whitewater Express) at 30471 Plymouth Road is denied for the following reasons:

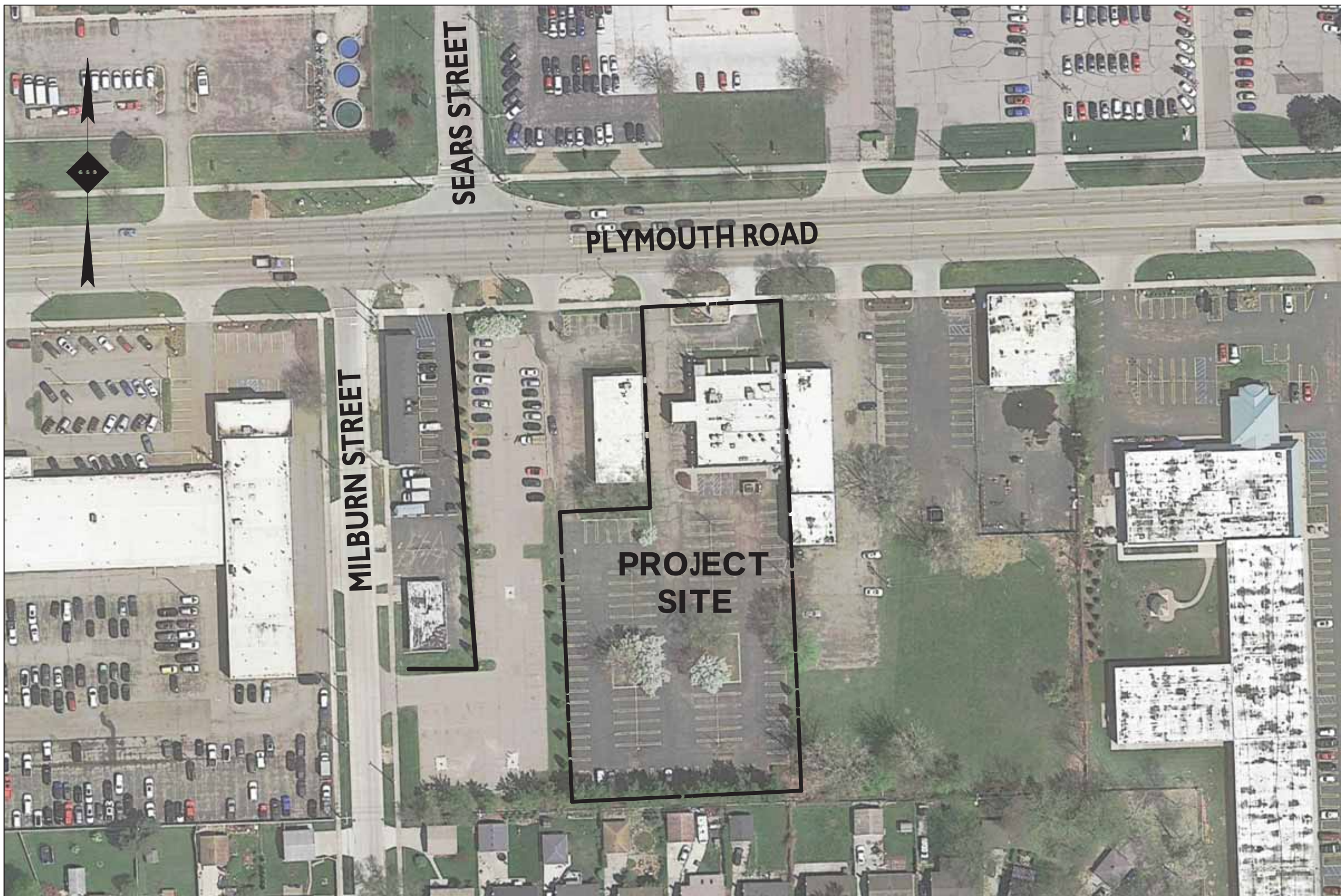
1. The petitioner has failed to comply with all general standards and requirements as provided under Sections 1.02 and 13.13 of the Livonia Vision 21 Zoning Ordinance.
2. The intensity of the proposed use would negatively affect the neighboring properties.
3. The proposed use would unduly tax and conflict with the area's established and normal traffic flow.
4. The proposal significantly impacts adjoining parcels, public services, and community planning efforts, and
5. The petitioner has failed to comply with all the necessary concerns for the safety and welfare of the City and its residents.



SOURCE: USGS NATIONAL MAP

LOCATION MAP

SCALE: 1" = 2,000'±



SOURCE: GOOGLE EARTH PRO

AERIAL MAP

SCALE: 1" = 100'±



SITE DEVELOPMENT PLANS

FOR

PROPOSED AUTO WASH

PID: 138-99-0005-007
30471 PLYMOUTH ROAD
CITY OF LIVONIA, WAYNE COUNTY, MICHIGAN

APPLICANT/OWNER

EROP, LLC
3130 NORTH KANDY LANE
DECATUR, ILLINOIS 62526
215-521-2348

ARCHITECT

REB ARCHITECTS
103 WINDHAVEN DRIVE, SUITE 101
NICHOLASVILLE, KY 40356
859-523-1500

NOT APPROVED FOR CONSTRUCTION

STONEFIELD
engineering & design

Detroit, MI • New York, NY • Boston, MA
Princeton, NJ • Tampa, FL • Rutherford, NJ

www.stonefieldeng.com

607 Shelby Suite 200, Detroit, MI 48226

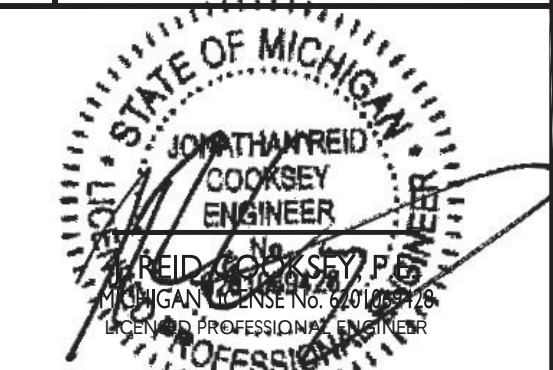
Phone 248.247.1115



EROP, LLC
PROPOSED AUTO WASH

PARCEL ID: 138-99-0005-007
30471 PLYMOUTH ROAD
CITY OF LIVONIA
WAYNE COUNTY, MICHIGAN

SITE DEVELOPMENT PLANS



STONEFIELD
engineering & design

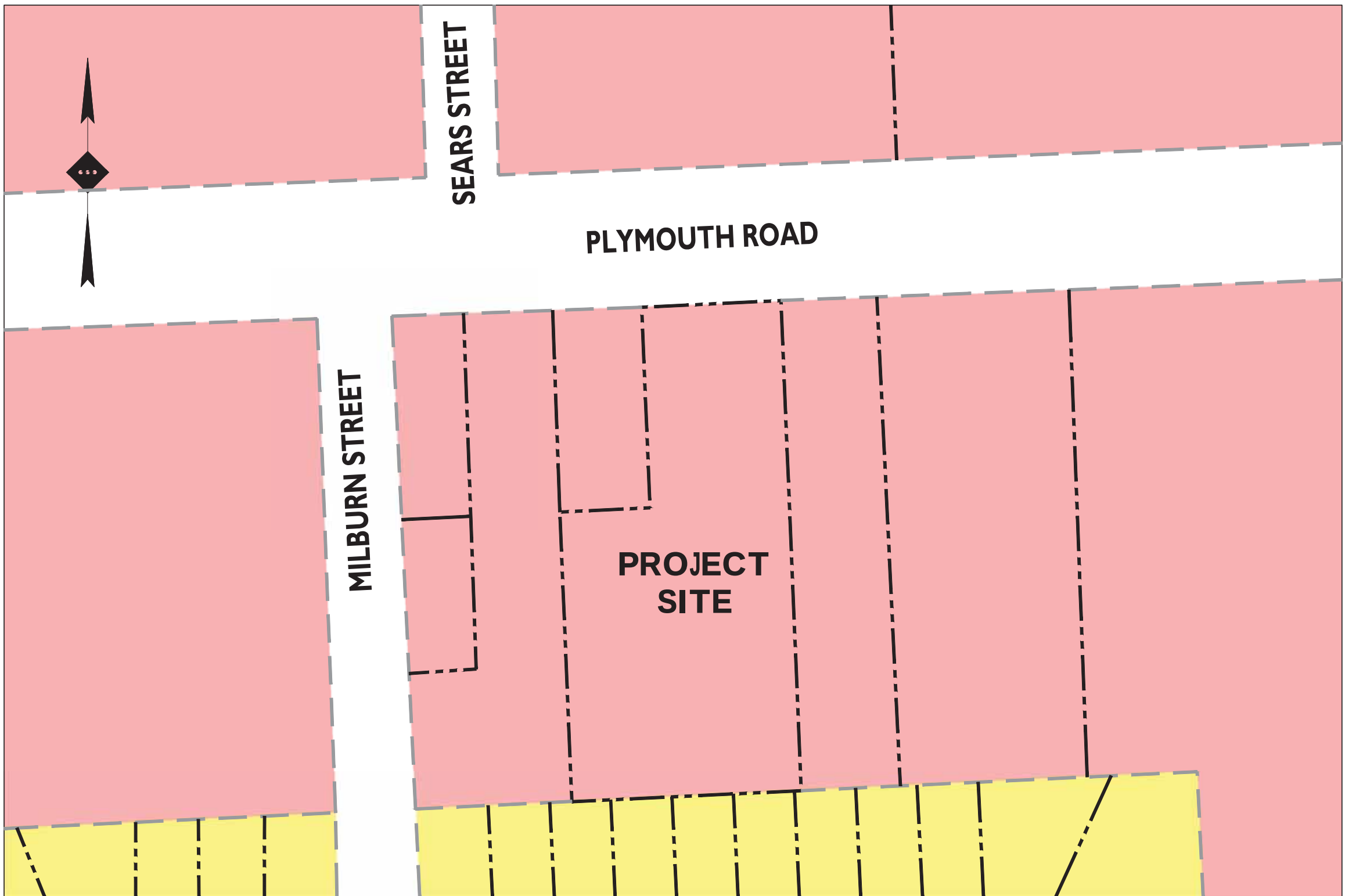
SCALE: AS SHOWN PROJECT ID: DET-220296

TITLE:

COVER SHEET

DRAWING:

C-1



SOURCE: CITY OF LIVONIA ZONING MAP

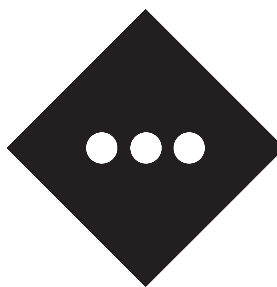
ZONING MAP

SCALE: 1" = 100'±

ZONING KEY

C-2 - GENERAL BUSINESS-2
N1 - NEIGHBORHOOD

PLANS PREPARED BY:



STONEFIELD
engineering & design

Detroit, MI • New York, NY • Rutherford, NJ
Princeton, NJ • Tampa, FL • Boston, MA
www.stonefieldeng.com

607 Shelby Suite 200, Detroit, MI 48226
Phone 248.247.1115



Know what's below
Call before you dig.

PLAN REFERENCE MATERIALS:

- THIS PLAN SET REFERENCES THE FOLLOWING DOCUMENTS INCLUDING, BUT NOT LIMITED TO:
 - ALTA/NSPS LAND TITLE SURVEY PREPARED BY KEM-TEC, DATED 10/03/2022
 - ARCHITECTURAL PLANS PREPARED BY REB ARCHITECTS
 - AERIAL MAP OBTAINED FROM GOOGLE EARTH PRO
 - LOCATION MAP OBTAINED FROM USGS NATIONAL MAPPER
- ALL REFERENCE MATERIAL LISTED ABOVE SHALL BE CONSIDERED A PART OF THIS PLAN SET AND ALL INFORMATION CONTAINED WITHIN THESE MATERIALS SHALL BE UTILIZED IN CONJUNCTION WITH THIS PLAN SET. THE CONTRACTOR IS RESPONSIBLE TO OBTAIN A COPY OF EACH REFERENCE AND REVIEW IT THOROUGHLY PRIOR TO THE START OF CONSTRUCTION.

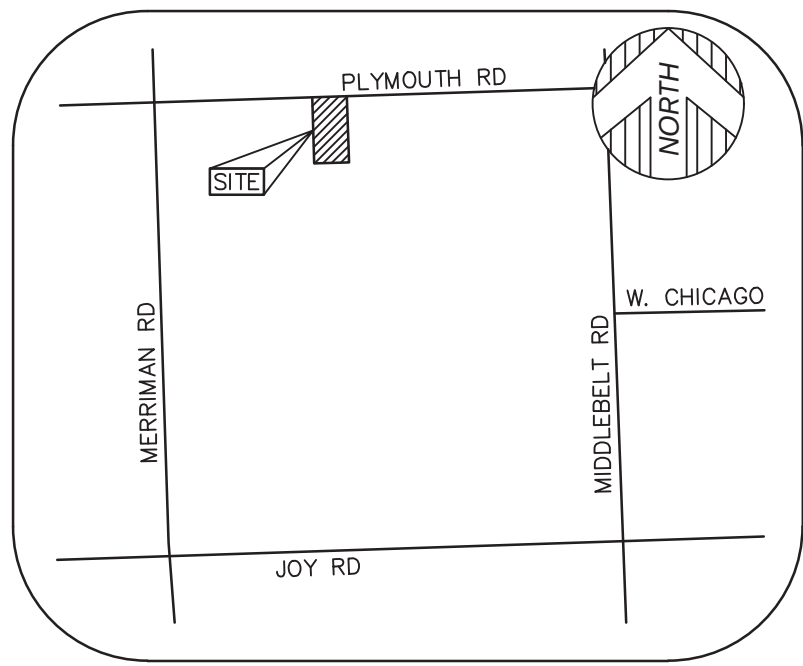
SHEET INDEX

DRAWING TITLE	SHEET #
COVER SHEET	C-1
SITE PLAN	C-2
GRADING & STORMWATER MANAGEMENT PLAN	C-3
UTILITY PLAN	C-4
LIGHTING PLAN	C-5
LANDSCAPING PLAN	C-6
CONSTRUCTION DETAILS	C-7 TO C-8

ADDITIONAL SHEETS

DRAWING TITLE	SHEET #
ALTA / NSPS LAND TITLE SURVEY	1 OF 1

V:\07102021\220296-EROP, LLC\0471 PLYMOUTH ROAD, LIVONIA, MICHIGAN\07102021\0471 COVER.DWG



VICINITY MAP
(NOT TO SCALE)

PARKING

HANDICAP PARKING = 9 STALLS
STANDARD PARKING = 115 STALLS

PARCEL AREA

76,045± SQUARE FEET = 1.75± ACRES

BASIS OF BEARING

NORTH 89°49'00" EAST, BEING THE NORTH LINE OF SECTION 35, AS DESCRIBED.

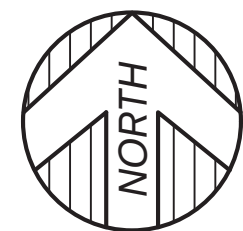
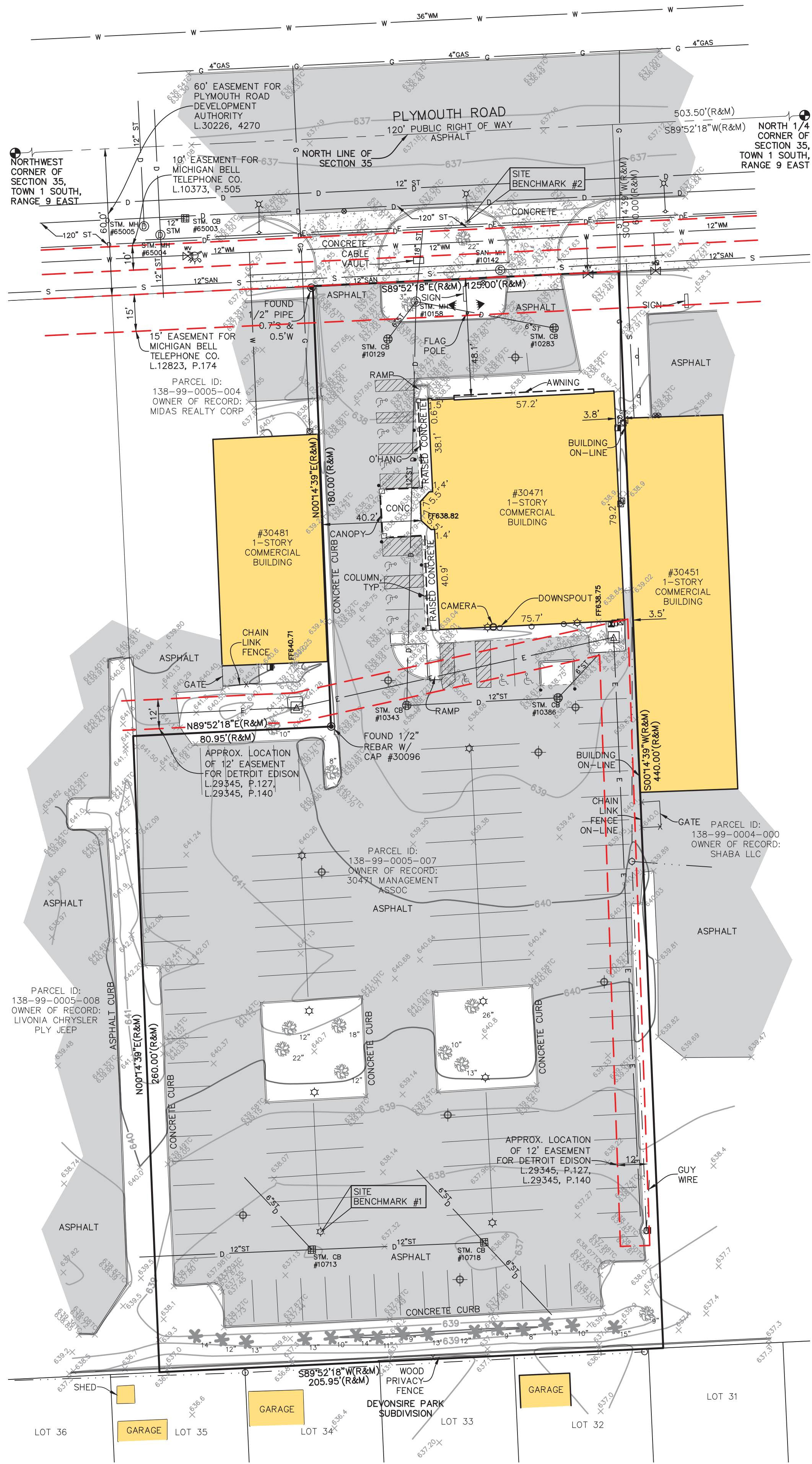
BENCHMARK

SITE BENCHMARK #1
NORTHEAST BOLT OF LIGHT POLE AT REAR OF SUBJECT PROPERTY ±53 FEET NORTH OF SOUTH PROPERTY LINE.
ELEVATION = 638.90' (NAVD 88)

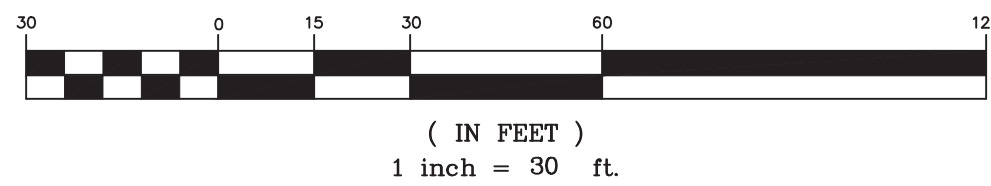
SITE BENCHMARK #2
SOUTHWEST BOLT OF LIGHT POLE 1 FOOT SOUTH OF PLYMOUTH ROAD AT CENTERLINE OF SUBJECT PROPERTY.
ELEVATION = 639.29' (NAVD 88)

LEGEND

	FOUND MONUMENT (AS NOTED)
	FOUND SECTION CORNER (AS NOTED)
	RECORD AND MEASURED DIMENSION
	RECORD DIMENSION
	MEASURED DIMENSION
	GROUND ELEVATION
	ELECTRIC METER
	ELECTRIC PANEL
	ELECTRIC RISER
	TRANSFORMER
	UTILITY POLE
	GAS METER
	GAS VALVE
	LIGHT POLE WITH STREET LAMP
	TELEPHONE RISER
	CLEANOUT
	SANITARY MANHOLE
	ROUND CATCH BASIN
	SQUARE CATCH BASIN
	FIRE HYDRANT
	WATER VALVE
	FLAGPOLE
	FLOOD LIGHT
	CAMERA
	LIGHTPOST/LAMP POST
	SINGLE POST SIGN
	SOIL BORING
	HANDICAP PARKING
	DECIDUOUS TREE (AS NOTED)
	CONIFEROUS TREE (AS NOTED)
	PARCEL BOUNDARY LINE
	PLATTED LOT LINE
	ADJOINER PARCEL LINE
	SECTION LINE
	EASEMENT (AS NOTED)
	BUILDING
	BUILDING OVERHANG
	ASPHALT CURB
	CONCRETE CURB
	RAISED CONCRETE
	PARKING
	EDGE OF CONCRETE (CONC.)
	EDGE OF ASPHALT (ASPH.)
	FENCE (AS NOTED)
	WALL (AS NOTED)
	OVERHEAD UTILITY LINE
	ELECTRIC LINE
	GAS LINE
	SANITARY LINE
	STORM LINE
	WATER LINE
	MINOR CONTOUR LINE
	MAJOR CONTOUR LINE
	BUILDING AREA
	ASPHALT
	CONCRETE



GRAPHIC SCALE



PROPERTY DESCRIPTION

LAND IN THE CITY OF LIVONIA, WAYNE COUNTY, MI, DESCRIBED AS FOLLOWS: BEGINNING AT A POINT DISTANT SOUTH 89 DEGREES 52 MINUTES 18 SECONDS WEST, 503.50 FEET AND SOUTH 00 DEGREES 14 MINUTES 39 SECONDS WEST 60.00 FEET FROM THE NORTH 1/4 CORNER OF SECTION 35; PROCEEDING THENCE SOUTH 00 DEGREES 14 MINUTES 39 SECONDS WEST 440.00 FEET; THENCE SOUTH 89 DEGREES 52 MINUTE 18 SECONDS WEST 205.95 FEET; THENCE NORTH 00 DEGREES 14 MINUTES 39 SECONDS EAST 260.00 FEET; THENCE NORTH 89 DEGREES 52 MINUTES 18 SECONDS EAST, 80.95 FEET; THENCE NORTH 00 DEGREES 14 MINUTES 39 SECONDS EAST, 180.00 FEET; THENCE NORTH 89 DEGREES 52 MINUTES 18 SECONDS EAST, 125.00 FEET TO THE POINT OF BEGINNING.

TITLE REPORT NOTE

ONLY THOSE EXCEPTIONS CONTAINED WITHIN THE FIRST AMERICAN TITLE INSURANCE COMPANY COMMITMENT No. 973441, DATED AUGUST 08, 2022, AND RELISTED BELOW WERE CONSIDERED FOR THIS SURVEY. NO OTHER RECORDS RESEARCH WAS PERFORMED BY THE CERTIFYING SURVEYOR.

10. AMERITECH EASEMENT IN FAVOR OF MICHIGAN BELL TELEPHONE COMPANY AND THE COVENANTS, CONDITIONS AND RESTRICTIONS CONTAINED IN INSTRUMENT RECORDED IN LIBER 10373, PAGE 505 (AS SHOWN), REGISTER NO. D449255. AMENDMENT TO EASEMENT RECORDED IN LIBER 12823, PAGE 174 (AS SHOWN), REGISTER NO. E99020.

11. UNDERGROUND EASEMENT (RIGHT OF WAY) IN FAVOR OF THE DETROIT EDISON COMPANY, A MICHIGAN CORPORATION AND AMERITECH, A MICHIGAN CORPORATION AND THE COVENANTS, CONDITIONS AND RESTRICTIONS CONTAINED IN INSTRUMENT RECORDED IN LIBER 29345, PAGE 127. (AS SHOWN)

12. UNDERGROUND EASEMENT (RIGHT OF WAY) IN FAVOR OF THE DETROIT EDISON COMPANY, A MICHIGAN CORPORATION AND AMERITECH, A MICHIGAN CORPORATION AND THE COVENANTS, CONDITIONS AND RESTRICTIONS CONTAINED IN INSTRUMENT RECORDED IN LIBER 29345, PAGE 140. (AS SHOWN)

13. EASEMENT IN FAVOR OF THE PLYMOUTH ROAD DEVELOPMENT AUTHORITY, A MICHIGAN MUNICIPAL CORPORATION AND THE COVENANTS, CONDITIONS AND RESTRICTIONS CONTAINED IN INSTRUMENT RECORDED IN LIBER 30226, PAGE 4270. (AS SHOWN)

TITLE REPORT NOTE

NUM	TYPE	RIM (FT)	SIZE (IN)	DIR	INV ELEV (FT)
10129	STORM CB	637.17	6	NE	633.62
10142	SANITARY MH	637.75	12	E	626.20
10158	STORM MH	638.25	18	N	627.90
10271	SANITARY MH	637.17	12	E	626.62
10272	SANITARY MH	637.15	12	E	618.90
10293	STORM CB	637.34	6	NW	633.79
10343	STORM CB	637.85	12	N	634.35
10386	STORM CB	637.90	6	NE	636.70
10713	STORM CB	636.95	12	E	633.40
10718	STORM CB	636.87	6	SE	634.57
10718	STORM CB	636.87	12	W	634.47
65003	STORM CB	636.87	6	NW	634.67
65004	STORM MH	637.25	12	W	632.48
65004	STORM MH	637.25	12	S	615.40
65004	STORM MH	637.25	12	S	627.95
65004	STORM MH	637.25	120	E	617.15
65004	STORM MH	637.25	120	W	616.60
65005	STORM MH	636.60	12	N	632.45

SURVEYOR'S NOTES

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES OTHER THAN THE STRUCTURE INVENTORY SHOWN HEREON.

SURVEYOR'S CERTIFICATION

TO EROP, LLC; AND FIRST AMERICAN TITLE INSURANCE COMPANY:

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 2, 4, 7A, 8, 9, 11A, AND 11B OF TABLE A, THEREOF. THE FIELD WORK WAS COMPLETED ON 06/16/22.

DATE OF PLAT OR MAP: 09/26/22

ANTHONY T. SYCKO, JR., P.S.
PROFESSIONAL SURVEYOR
MICHIGAN LICENSE NO. 47976
22556 GRATIOT AVE., EASTPOINTE, MI 48021
TSycko@kemttec-survey.com



ALTA / NSPS LAND TITLE SURVEY
PREPARED FOR: STONEFIELD ENGINEERING AND DESIGN
30471 PLYMOUTH ROAD, LIVONIA, MICHIGAN,
PART OF SECTION 35,
TOWN 1 SOUTH, RANGE 9 EAST

PROFESSIONAL ENGINEERING
SURVEYING & ENVIRONMENTAL
SERVICES
A GROUP OF COMPANIES
KEM-TEC
Eastpointe
(800) 265-7222
Detroit
(313) 758-0877
(734) 964-0888
Grand Blanc
(800) 694-0001
www.kemttecgroupofcompanies.com



LAND USE AND ZONING

PID: 138-99-0005-007

GENERAL BUSINESS DISTRICT (C-2)

PROPOSED USE

AUTO WASH

WAIVER USE

ZONING REQUIREMENT	REQUIRED	PROPOSED
MINIMUM LOT AREA	8,000 SF ⁽¹⁾	1.75 AC (76,045 SF)
MINIMUM LOT FRONTAGE	100 FT ⁽¹⁾	125.0 FT
MAXIMUM BUILDING HEIGHT	35 FT (2 STORIES)	23.4 FT (1 STORY)
MINIMUM FRONT YARD SETBACK	15 FT	57.3 FT
MINIMUM SIDE YARD SETBACK (EACH)	5 FT	10.0 FT
MINIMUM SIDE YARD SETBACK (ONE SIDE)	35 FT ⁽¹⁾	83.7 FT
MINIMUM RESIDENTIAL REAR YARD SETBACK	20 FT	262.7 FT
MINIMUM SIDE YARD GREENBELT BUFFER	10 FT	0.0 FT (EN)
MINIMUM REAR YARD GREENBELT BUFFER	20 FT	50.0 FT
MINIMUM DISTANCE FROM SCHOOL, CHURCH	150 FT ⁽¹⁾	> 150 FT

(1) CONDITION OF AUTO WASH WAIVER USE

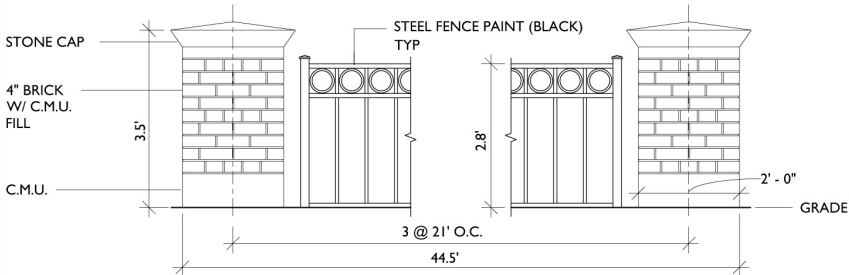
(EN) EXISTING NON-CONFORMITY

OFF-STREET PARKING REQUIREMENTS

CODE SECTION	REQUIRED	PROPOSED
§ TABLE 9.05	AUTO-WASH: AT LEAST 20 SPACES	19 VACUUM +5 EMPLOYEE 24 TOTAL
§ 9.03.5	MAXIMUM PARKING: 20% OF REQUIRED (20 SPACES)(1.20) = 24 SPACES	24 SPACES
§ 9.04.1	90° PARKING: 10 FT X 20 FT W/ 24 FT AISLE	10 FT X 20 FT W/ 24 FT AISLE
§ 9.03.13	DOUBLE STRIPING: 4 IN DOUBLE LINES SEPARATED BY 24 IN	PROVIDED

SIGNAGE REQUIREMENTS

CODE SECTION	REQUIRED	PROPOSED
§ 11.05	PYLON SIGNS PROHIBITED IN ALL ZONING DISTRICTS	EXISTING MONUMENT SIGN
§ 11.08(1)	ONE (1) MONUMENT SIGN PERMITTED MAXIMUM AREA: 30 SF MAXIMUM HEIGHT: 6 FT ROW SETBACK: 10 FT	EXISTING MONUMENT SIGN



PLYMOUTH ROAD DEVELOPMENT AUTHORITY
DECORATIVE FENCING & MASONRY PIER DETAIL

NOT TO SCALE



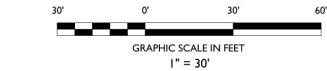
POLE MOUNTED FIXTURES

NOT TO SCALE



BUILDING MOUNTED FIXTURES

NOT TO SCALE



SYMBOL

---	PROPERTY LINE
---	SETBACK LINE
==	PROPOSED CURB & GUTTER
==	PROPOSED FLUSH CURB
==	PROPOSED MOUNTABLE CURB
○	PROPOSED SIGNS / BOLLARDS
□	PROPOSED AREA LIGHT
□	PROPOSED BUILDING DOORS
■	PROPOSED BUILDING
■	PROPOSED CONCRETE
■	PROPOSED SOD

DESCRIPTION

SITE DEVELOPMENT PLANS

EROP, LLC

PROPOSED AUTO WASH



PARCEL ID: 138-99-0005-007
3045 PL PLYMOUTH ROAD
CITY OF LIVONIA
WAYNE COUNTY, MICHIGAN

J. REID COOKSEY, P.E.
MICHIGAN LICENSE No. 6201069428
LICENSED PROFESSIONAL ENGINEER

STONEFIELD
engineering & design

SCALE: 1" = 30' PROJECT ID: DET-220296

TITLE:

SITE RENDERING

DRAWING:

EX-1

STONEFIELD
engineering & design

Detroit, MI • New York, NY • Boston, MA
Princeton, NJ • Tampa, FL • Rutherford, NJ
www.stonefieldeng.com

607 Shelby Suite 200, Detroit, MI 48226
Phone 248.247.1115

NOT APPROVED FOR CONSTRUCTION

DESCRIPTION

BY

DATE

ISSUE

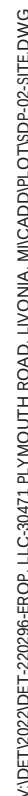
2

1

REVISED PER PLANNING COMMISSION STUDY MEETING
FOR SITE PLAN & WAIVER USE APPROVAL

01/26/2023
11/21/2022

EM / MG
EM / MG



(1) CONDITION OF AUTO WASH WAIVER USE

(EN) EXISTING NON-CONFORMITY

SIGNAGE REQUIREMENTS		
CODE SECTION	REQUIRED	PROPOSED
§ 11.05	PYLON SIGNS PROHIBITED IN ALL ZONING DISTRICTS	EXISTING MONUMENT SIGN
§ 11.08(1)	ONE (1) MONUMENT SIGN PERMITTED MAXIMUM AREA: 30 SF MAXIMUM HEIGHT: 6 FT ROW SETBACK: 10 FT	EXISTING MONUMENT SIGN

NO WETLANDS IDENTIFIED ONSITE PER NATIONAL WETLANDS MAPPER AND EGLE WETLANDS MAPPER. NO FLOODPLAINS OR FLOODWAYS ARE LOCATED ON SITE PER FEMA MAPPING.

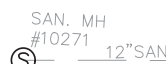
	PROPERTY LINE
	SETBACK LINE
	SAWCUT LINE
	PROPOSED CURB & GUTTER
	PROPOSED FLUSH CURB
	PROPOSED MOUNTABLE CURB
	PROPOSED SIGNS / BOLLARDS
	PROPOSED BUILDING
	PROPOSED CONCRETE
	PROPOSED AREA LIGHT
	PROPOSED BUILDING DOORS

30' 0' 30' 6'

GRAPHIC SCALE IN FEET
1" = 30'



PARCEL ID: 138-99-0005-007
30471 PLYMOUTH ROAD
CITY OF LIVONIA
WAYNE COUNTY, MICHIGAN



* SECURITY LIGHTING NOT INCLUDED WITHIN LIGHTING CALCUALTIONS

LIGHTING STATISTICS			
DESCRIPTION	AVERAGE	MINIMUM	MAXIMUM
OVERALL PARCEL	1.00 FC	0.0 FC	8.2 FC
PROPERTY LINE	0.12 FC	0.0 FC	0.5 FC

LIGHTING REQUIREMENTS		
CODE SECTION	REQUIRED	PROPOSED
§ 722.2(A)	ALL OUTDOOR LIGHTING SHALL BE <u>SHIELDED</u>	PROVIDED
§ 722.2(B)	<u>MAXIMUM AVERAGE</u> 1.0 FC	1.0 FC
§ 722.2(C)	<u>MAXIMUM PROPERTY LINE</u> 0.5 FC	0.5 FC
§ 722.2(E)	<u>MAXIMUM HEIGHT</u> 20 FT	20 FT

SECURITY CAMERAS TO BE MOUNTED ON EACH POLE 10 FT ABOVE GRADE		
POLE LABEL	NUMBER OF CAMERAS	DIRECTION OF CAMERAS
A-1		
A-2		
A-3		
A-4		
B-1		
B-2		
B-3		
C-1		
C-2		

SYMBOL

 $A (XX')$ $\frac{1}{2}x^2$

DESCRIPTION

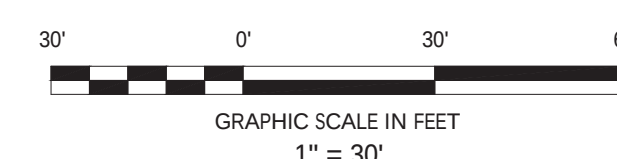
PROPERTY LINE

PROPOSED LIGHTING FIXTURE
(MOUNTING HEIGHT)

PROPOSED LIGHTING INTENSITY
(FOOTCANDLES)

GENERAL LIGHTING NOTES

1. THE LIGHTING LEVELS DEPICTED WITHIN THE PLAN SET ARE CALCULATED UTILIZING DATA OBTAINED FROM THE LISTED MANUFACTURER ACTUAL ILLUMINATION LEVELS AND PERFORMANCE OF ANY PROPOSED LIGHTING FIXTURE MAY VARY DUE TO UNPREDICTABLE VARIABLE FACTORS SUCH AS WEATHER, VOLTAGE SUPPLY, LAMP TOLERANCE, EQUIPMENT SERVICE LIFE AND OTHER VARIABLE FIELD CONDITIONS.
2. WHERE APPLICABLE, THE EXISTING LIGHTING LEVELS DEPICTED WITHIN THE PLAN SET SHALL BE CONSIDERED APPROXIMATE. THE EXISTING LIGHT LEVELS ARE BASED ON FIELD OBSERVATIONS AND THE MANUFACTURER'S DATA OF THE ASSUMED OR MOST LIKELY LIGHTING FIXTURE MODEL.
3. UNLESS NOTED ELSEWHERE WITHIN THIS PLAN SET, THE LIGHT LOSS FACTORS USED IN THE LIGHTING ANALYSIS ARE AS FOLLOWS:
 - LIGHT EMITTING DIODES (LED): 0.90
 - HIGH PRESSURE SODIUM: 0.72
 - METAL HALIDE: 0.72
4. THE CONTRACTOR SHALL NOTIFY STONEFIELD ENGINEERING & DESIGN, LLC IN WRITING, PRIOR TO THE START OF CONSTRUCTION, OF ANY PROPOSED LIGHTING LOCATIONS THAT CONFLICT WITH ANY EXISTING PROPOSED LIGHTING LOCATIONS.
5. THE CONTRACTOR IS RESPONSIBLE TO PREPARE A WIRING PLAN AND PROVIDE ELECTRIC SERVICE TO ALL PROPOSED LIGHTING FIXTURES. THE CONTRACTOR IS REQUIRED TO PREPARE AN AS-BUILT PLAN OF THE EXISTING AND PROPOSED LIGHTING TO THE OWNER AND STONEFIELD ENGINEERING & DESIGN, LLC.



SITE DEVELOPMENT PLANS

EROP, LLC

PROPOSED AUTO WASH



PARCEL ID: 138-99-0005-007
30471 PLYMOUTH ROAD
CITY OF LIVONIA
WAYNE COUNTY MICHIGAN

STONEFIELD
engineering & design

Detroit, MI • New York, NY • Boston, MA
Princeton, NJ • Tampa, FL • Rutherford, NJ

NJ • Tampa, FL • Rutland
www.stonefieldeng.com

607 Shelby Suite 200, Detroit, MI 48226

Phone 248.247.1115

[illegible]

NOT APPROVED FOR CONSTRUCTION



STONEFIELD
engineering & design

SCALE:	1" = 30'	PROJECT ID: DET-220296
--------	----------	------------------------

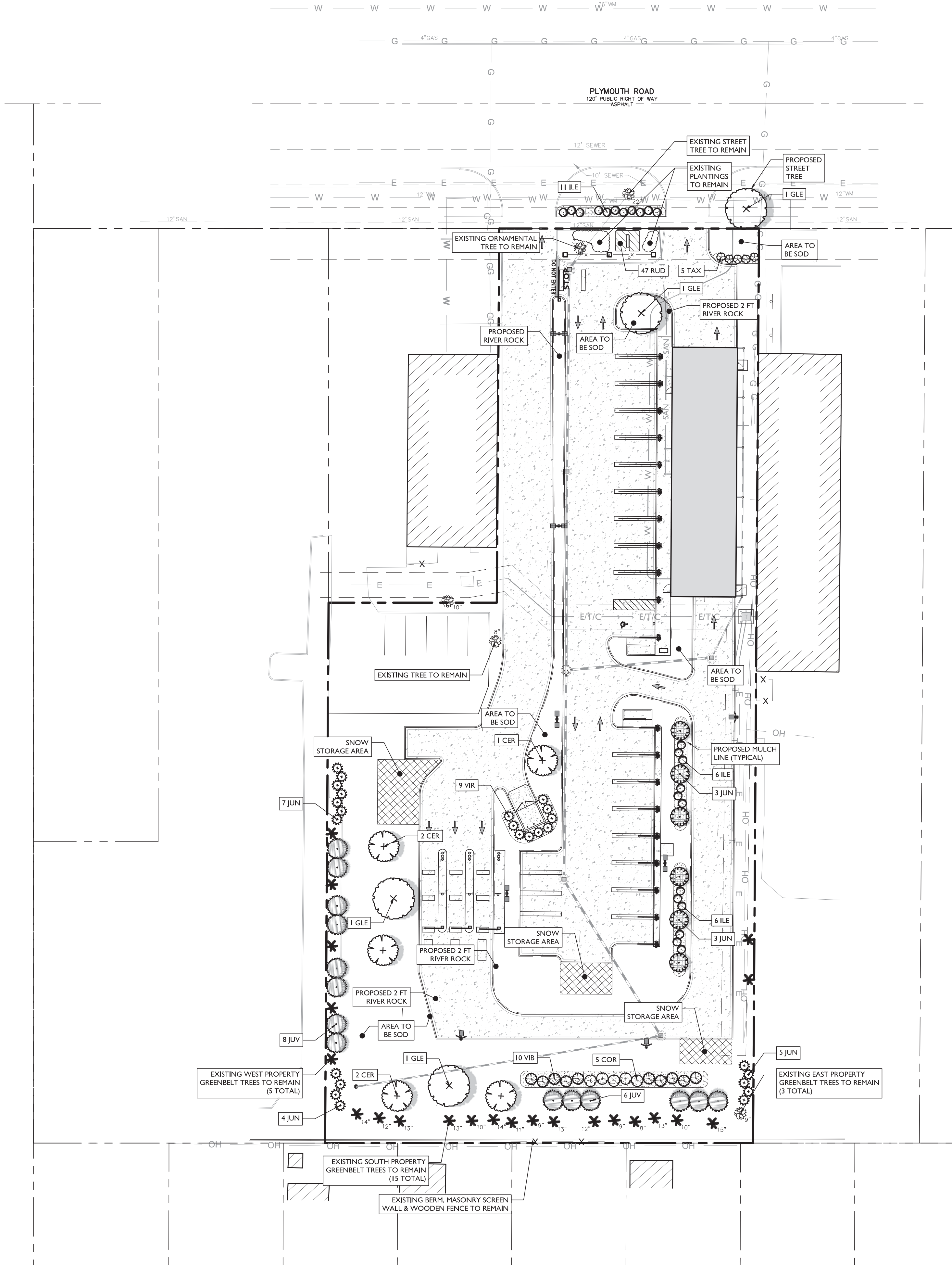
TITLE:

LIGHTING PLAN

DRAWING:

C-5

\\01702007\22006-BRD-LLC-0011\PLYMOUTH ROAD, LIVONIA, MICHIGAN\LOT 7030-06-LAND.DWG



PLANT SCHEDULE						
ORNAMENTAL TREES	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER
	CER	4	CERCIS CANADENSIS	EASTERN REDBUD	2" - 2.5" CAL	B&B
DECIDUOUS TREES	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER
	GLE	5	GLEDTISIA TRIACANTHOS INERMIS 'SHADEMASTER'	SHADEMASTER HONEY LOCUST	3" - 3.5" CAL	B&B
EVERGREEN TREES	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER
	CHI	16	JUNIPERUS CHINENSIS 'SPARTAN'	SPARTAN JUNIPER	8" - 10" HT	B&B
	JUV	14	JUNIPERUS VIRGINIANA	EASTERN RED CEDAR	8" - 10" HT	B&B
	JUN	6	JUNIPERUS X 'N. SELECT BLUE'	STARPOWER JUNIPER	8" - 10" HT	B&B
	VIR	9	JUNIPERUS VIRGINIANA 'N. SELECT GREEN'	EMERALD FEATHER EASTERN REDCEDAR	8" - 10" HT	B&B
EVERGREEN SHRUBS	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER
	ILE	23	ILEX CRETANA 'HELLER'	JAPANESE HOLLY	30" - 36"	POT
	TAX	10	TAXUS X MEDIA 'DENSIFORMIS'	DENSE ANGLO-JAPANESE YEW	30" - 36"	POT
DECIDUOUS SHRUBS	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER
	COR	5	CORNUS AMOMUM	DOGWOOD	30" - 36"	POT
	VIB	10	VIBURNUM PILCATUM	JAPANESE SNOWBALL	30" - 36"	POT
PERENNIALS AND GRASSES	CODE	QTY	BOTANICAL NAME	COMMON NAME	SPACING	CONTAINER
	RUD	47	RUDBECKIA FULGIDA 'LITTLE GOLDSTAR'	LITTLE GOLDSTAR CONEFLOWER	18" o.c.	1 GAL. POT

NOTE: IF ANY DISCREPANCIES OCCUR BETWEEN AMOUNTS SHOWN ON THE LANDSCAPE PLAN AND WITHIN THE PLANT LIST, THE PLAN SHALL DICTATE.

LANDSCAPING AND BUFFER REQUIREMENTS		
CODE SECTION	REQUIRED	PROPOSED
§ 10.03.(1)	<u>STREET TREES</u> PLYMOUTH ROAD: 76 FT 1 DECIDUOUS TREE FOR EVERY 40 LF OF FRONTAGE (76 FT) * (1 TREE / 40 FT FRONTAGE) = 2 TREES	1 EXISTING TREE TO REMAIN 1 TREE PROPOSED
	1 ORNAMENTAL TREE FOR EVERY 100 LF OF FRONTAGE (76 FT) * (1 TREE / 100 FT FRONTAGE) = 1 TREE	1 EXISTING TREE TO REMAIN
	8 SHRUBS FOR EVERY 40 LF OF FRONTAGE (76 FT) * (8 SHRUBS / 40 FT FRONTAGE) = 16 SHRUBS	16 SHRUBS PROPOSED
§ 10.03.(2)(A)	<u>PARKING LOT SCREENING</u> WHERE PAVED AREAS ARE LOCATED ADJACENT TO SIDEWALKS, STREETS, AND OTHER PUBLIC R.O.W., LANDSCAPING SHALL BE PROVIDED BETWEEN THE R.O.W. AND THE PAVED AREA WITHIN 10 FT OF THE PAVED AREA.	COMPLIES
§ 10.03.(2)(A)(i)	LANDSCAPING SHALL INCLUDE A LANDSCAPED YARD AT LEAST 5 FT WIDE CONTAINING AN OPAQUE SCREEN OF LANDSCAPING MINIMUM 3 FT HIGH.	COMPLIES
	THE LANDSCAPING SHALL BE LOCATED AT LEAST 3 FT FROM THE FRONT OF A PARKING SPACE CURB TO ACCOUNT FOR VEHICLE OVERHANG.	COMPLIES
§ 10.03.(5)(a)	<u>GREENBELT REQUIREMENTS</u> WEST PROPERTY BOUNDARY (521 LF): 10 FT WIDE BUFFER REQUIRED WHERE C-2 DISTRICT IS ADJACENT TO C-2 DISTRICT 1 TREE FOR EVERY 30 LF OF PROPERTY BOUNDARY (521 FT) * (1 TREE / 30 FT FRONTAGE) = 17 TREES	0.93 FT BUFFER PROVIDED (EN) 5 EXISTING TREES TO REMAIN 12 TREES PROPOSED
	EAST PROPERTY BOUNDARY (440 FT): 10 FT WIDE BUFFER REQUIRED WHERE C-2 DISTRICT IS ADJACENT TO C-2 DISTRICT 1 TREE FOR EVERY 30 LF OF PROPERTY BOUNDARY (440 FT) * (1 TREE / 30 FT FRONTAGE) = 15 TREES	10 FT BUFFER PROVIDED 3 EXISTING TREES TO REMAIN 12 TREES PROPOSED (EN) (*)
	SOUTH PROPERTY BOUNDARY (206 FT): 20 FT WIDE BUFFER REQUIRED WHERE C-2 DISTRICT IS ADJACENT TO N1 DISTRICT 1 TREE FOR EVERY 20 LF OF PROPERTY BOUNDARY (206 FT) * (1 TREE / 20 LF) = 11 TREES MINIMUM 50% SHALL BE EVERGREEN TREES	50.0 FT BUFFER PROVIDED 15 EXISTING TREES TO REMAIN 9 PROPOSED TREES COMPLIES
§ 10.03.(6)	<u>OPEN SPACE LANDSCAPING</u> ALL REMAINING OPEN AREAS ON THE SITE THAT ARE NOT REQUIRED LANDSCAPING AREAS SHALL BE PLANTED WITH 1 TREE FOR EVERY 3,000 SF OF OPEN AREA (14,904 SF) * (1 TREE / 3,000 SF) = 5 TREES ALL OPEN SPACE LANDSCAPING AREAS SHALL BE PLANTED WITH GRASS OR ANOTHER SUITABLE GROUND COVER	1 TREE TO REMAIN 8 TREES PROPOSED COMPLIES
§ 10.03.(10)	<u>R.O.W. AND EASEMENT LANDSCAPING</u> ANY PUBLIC R.O.W. AND ACCESS EASEMENT AREAS ADJACENT TO REQUIRED LANDSCAPED AREAS SHALL BE PLANTED WITH GRASS OR OTHER SUITABLE GROUND COVER	COMPLIES

(EN) EXISTING NONCONFORMITY
(*) DUE TO LIMITED SPACE ALONG THE EAST PROPERTY BOUNDARY, 7 OF THE 12 PROPOSED TREES ARE PROPOSED ALONG THE WEST PROPERTY BOUNDARY GREENBELT. SEE LANDSCAPING PLAN FOR LOCATION.

TREE REMOVAL AND MITIGATION	
11 TREE REPLACEMENT STANDARDS	
REQUIRED	PROPOSED
7 TREES TO BE REMOVED = 7 TREES TO BE REPLACED	7 REPLACEMENT TREES PROPOSED



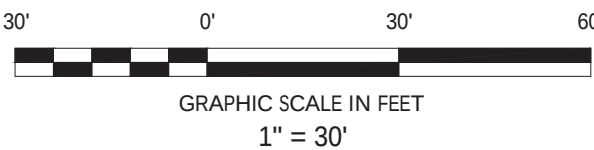
Know what's below
Call before you dig.

IRRIGATION NOTE:

IRRIGATION CONTRACTOR TO PROVIDE A DESIGN FOR AN IRRIGATION SYSTEM SEPARATING PLANTING BEDS FROM LAWN AREA PRIOR TO CONSTRUCTION. DESIGN IS TO BE SUBMITTED TO THE PROJECT LANDSCAPE DESIGNER FOR REVIEW AND APPROVAL. WHERE POSSIBLE, DRIP IRRIGATION AND OTHER WATER CONSERVATION TECHNIQUES SUCH AS RAIN SENSORS SHALL BE IMPLEMENTED. CONTRACTOR TO VERIFY MAXIMUM ON SITE DYNAMIC WATER PRESSURE AVAILABLE MEASURED IN PSI. PRESSURE REDUCING DEVICES OR BOOSTER PUMPS SHALL BE PROVIDED TO MEET SYSTEM PRESSURE REQUIREMENTS. DESIGN TO SHOW ALL VALVES, PIPING, HEADS, BACKFLOW PREVENTION, METERS, CONTROLLERS, AND SLEEVES WITHIN HARDSCAPE AREAS.

LANDSCAPING NOTES

- THE CONTRACTOR SHALL RESTORE ALL DISTURBED GRASS AND LANDSCAPED AREAS TO MATCH EXISTING CONDITIONS UNLESS INDICATED OTHERWISE WITHIN THE PLAN SET.
- THE CONTRACTOR SHALL RESTORE ALL DISTURBED LAWN AREAS WITH A MINIMUM 4 INCH LAYER OF TOPSOIL AND SEED.
- THE CONTRACTOR SHALL RESTORE MULCH AREAS WITH A MINIMUM 3 INCH LAYER OF MULCH.
- THE MAXIMUM SLOPE ALLOWABLE IN LANDSCAPE RESTORATION AREAS SHALL BE 3 FEET HORIZONTAL TO 1 FOOT VERTICAL (3:1 SLOPE) UNLESS INDICATED OTHERWISE WITHIN THE PLAN SET.
- THE CONTRACTOR IS REQUIRED TO LOCATE ALL SPRINKLER HEADS IN AREA OF LANDSCAPING DISTURBANCE PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL RELOCATE SPRINKLER HEADS AND LINES IN ACCORDANCE WITH OWNER'S DIRECTION WITHIN AREAS OF DISTURBANCE.
- THE CONTRACTOR SHALL ENSURE THAT ALL DISTURBED LANDSCAPED AREAS ARE GRADED TO MEET FLUSH AT THE ELEVATION OF WALKWAYS AND TOP OF CURB ELEVATIONS EXCEPT UNLESS INDICATED OTHERWISE WITHIN THE PLAN SET. NO ABRUPT CHANGES IN GRADE ARE PERMITTED IN DISTURBED LANDSCAPING AREAS.



PAUL DEVITTO, L.L.A.
MICHIGAN LICENSE No. 3901001797
LICENSED LANDSCAPE ARCHITECT

NOT APPROVED FOR CONSTRUCTION					REVISOR PER PLANNING COMMISSION STUDY MEETING FOR SITE PLAN & WAIVER USE APPROVAL	DESCRIPTION
ISSUE	DATE	BY	EM / MG			
2	01/27/2023	EM				
1	11/21/2022	EM / MG				
						</

NOT APPROVED FOR CONSTRUCTION

STONEFIELD
engineering & design

Detroit, MI • New York, NY • Boston, MA
Princeton, NJ • Tampa, FL • Rutherford, NJ

www.stonefielddesign.com

607 Shelby Suite 200, Detroit, MI 48226

Phone 248.247.1115

SITE DEVELOPMENT PLANS

EROP, LLC

PROPOSED AUTO WASH

PARCEL ID: 138-99-0005-007
30471 PLYMOUTH ROAD
CITY OF LIVONIA
WAYNE COUNTY, MICHIGAN

STONEFIELD
engineering & design

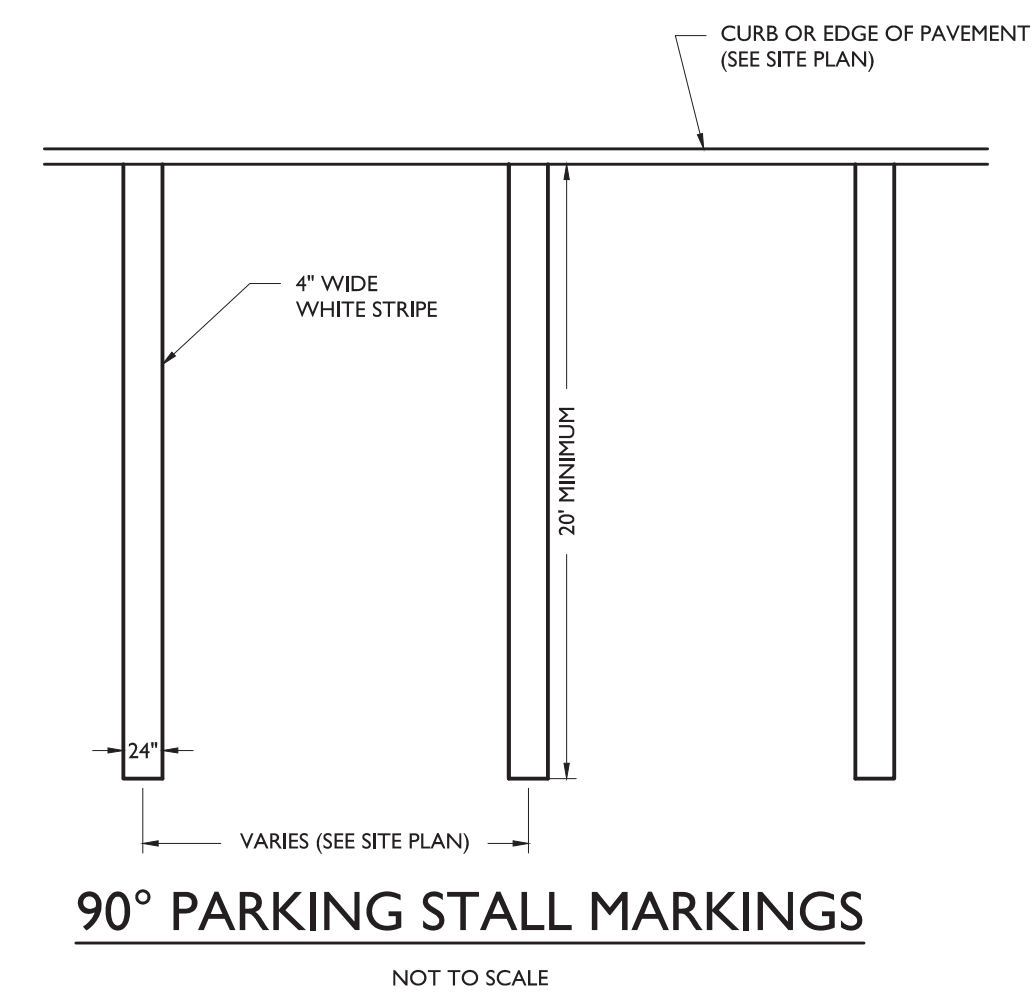
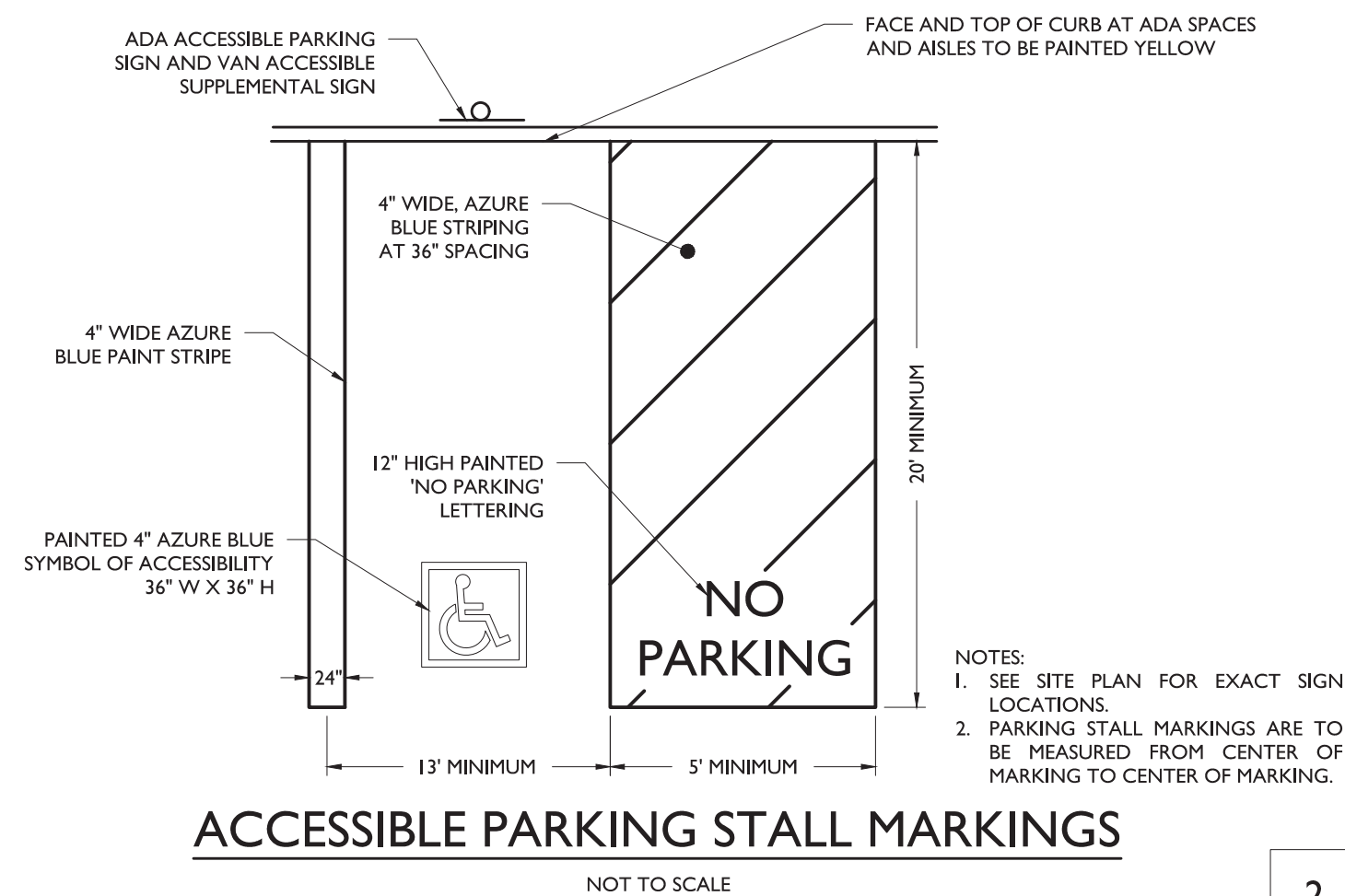
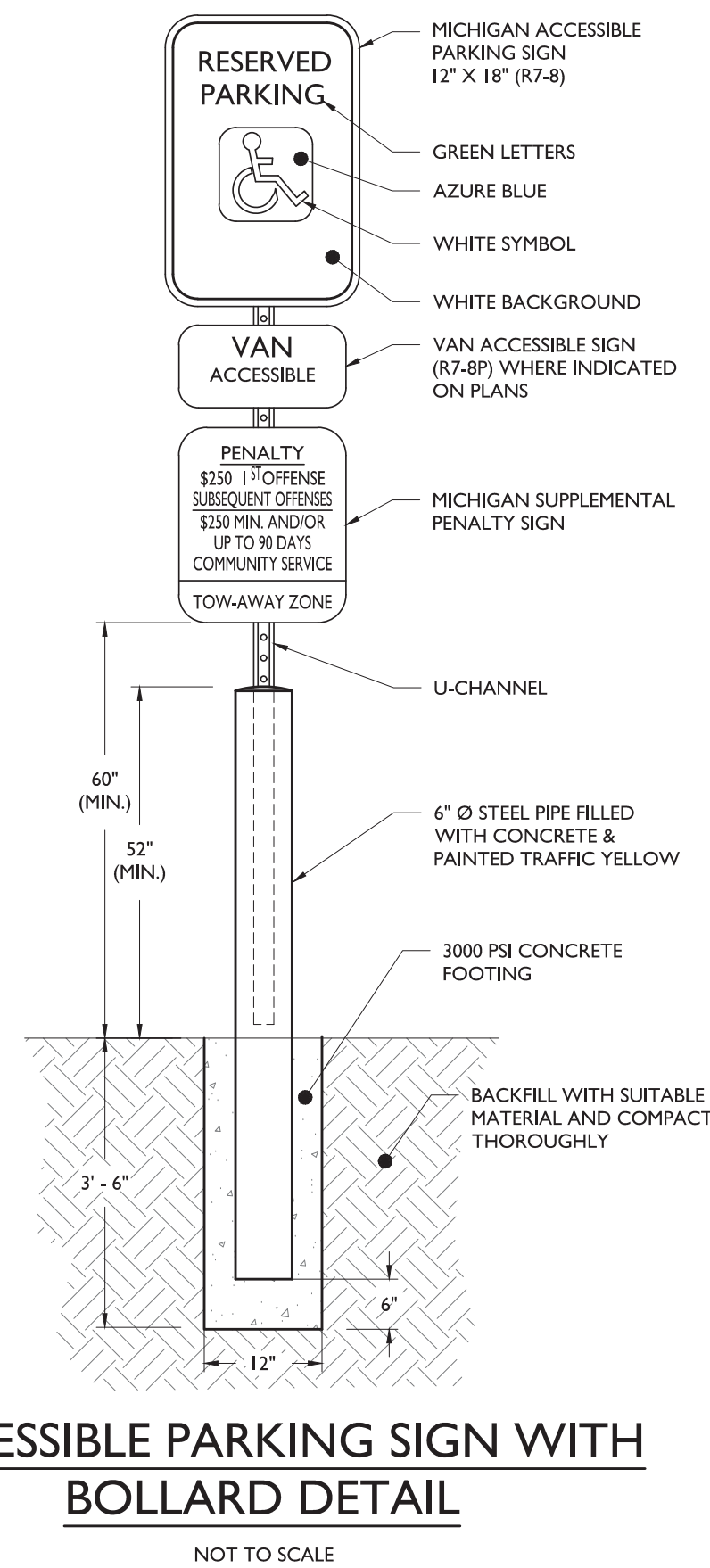
SCALE: 1" = 30' PROJECT ID: DET-220296

TITLE:

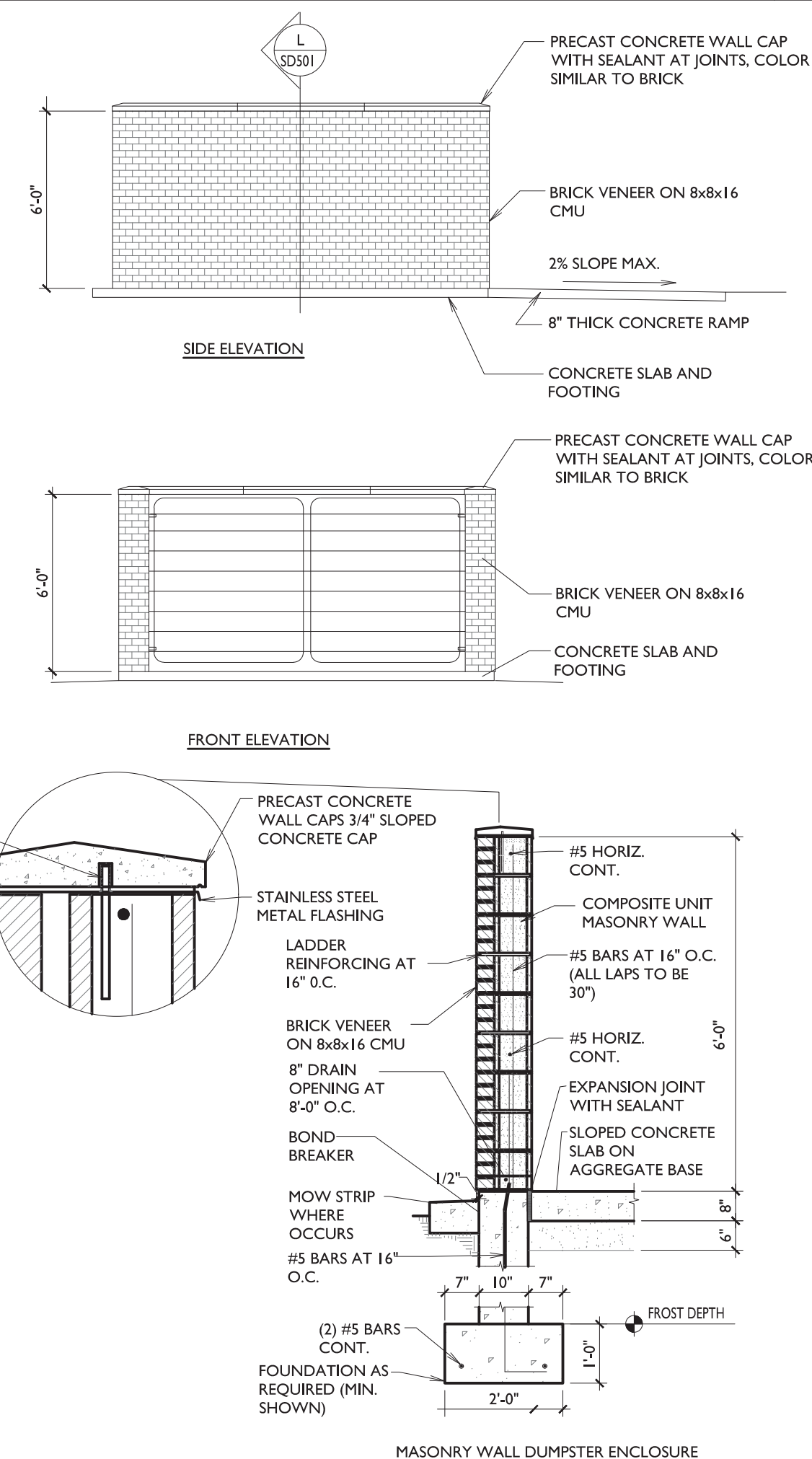
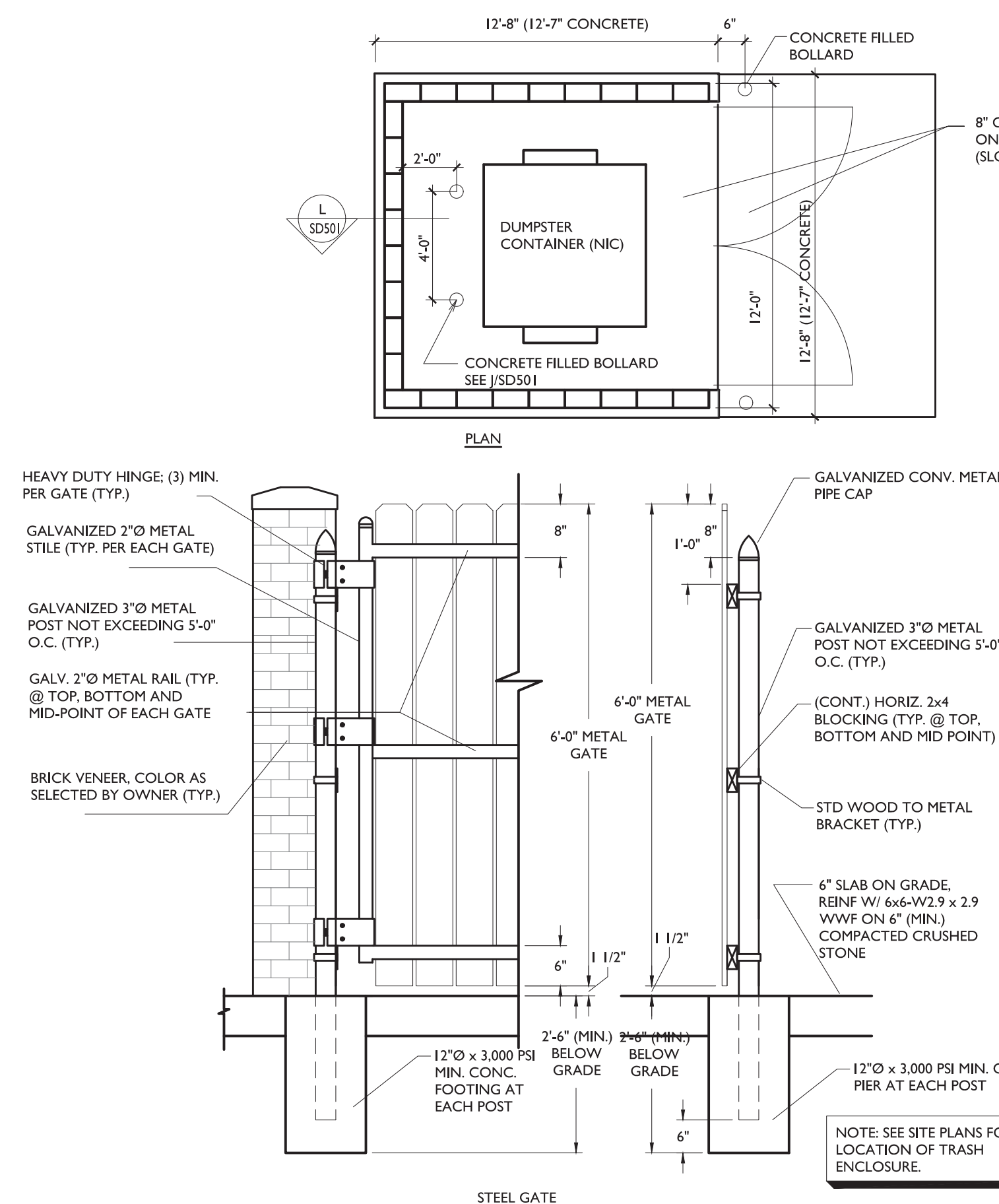
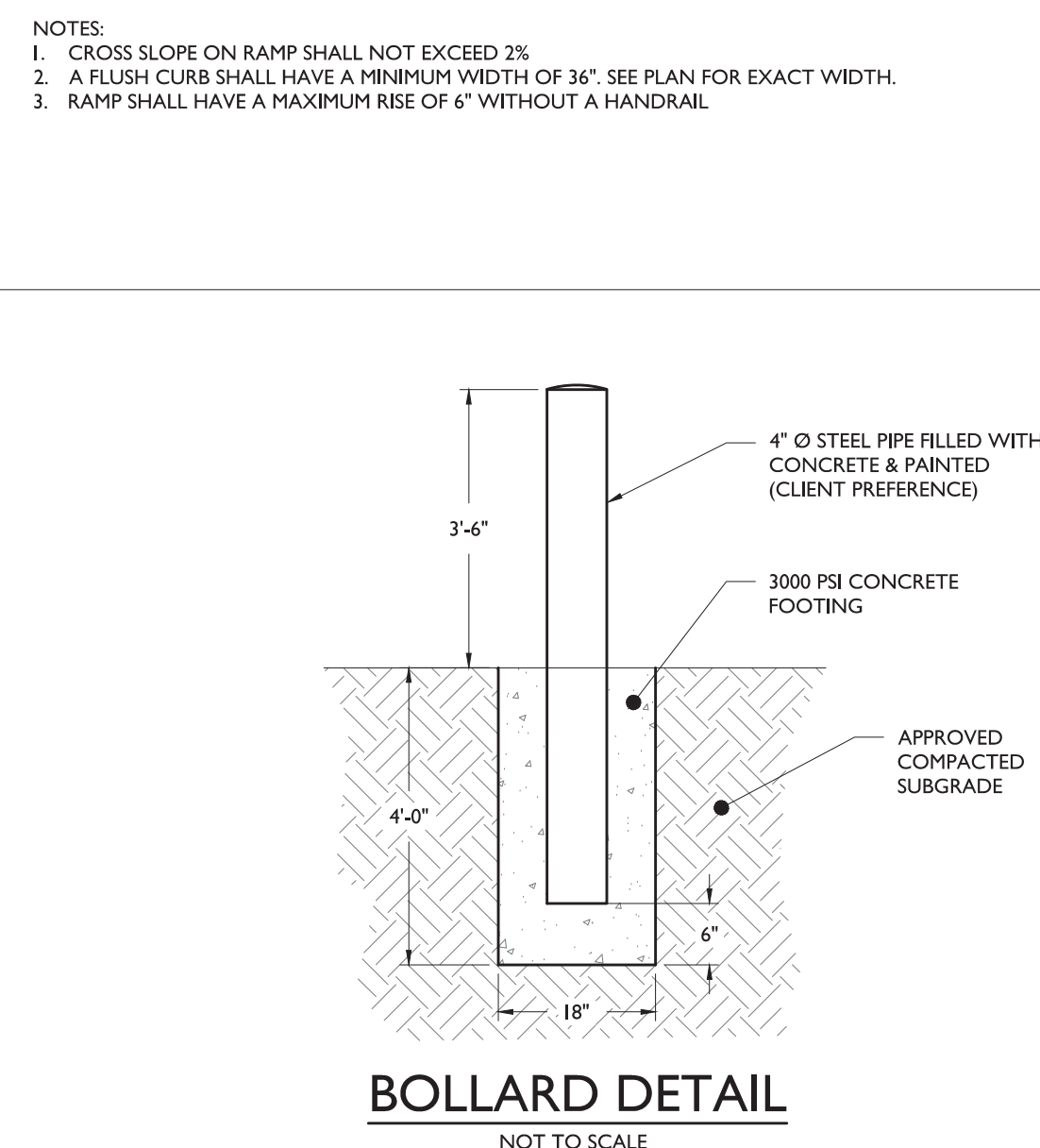
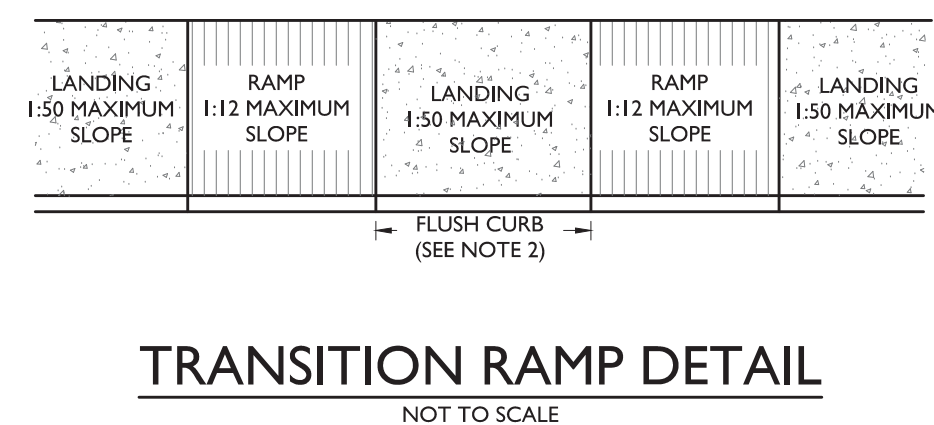
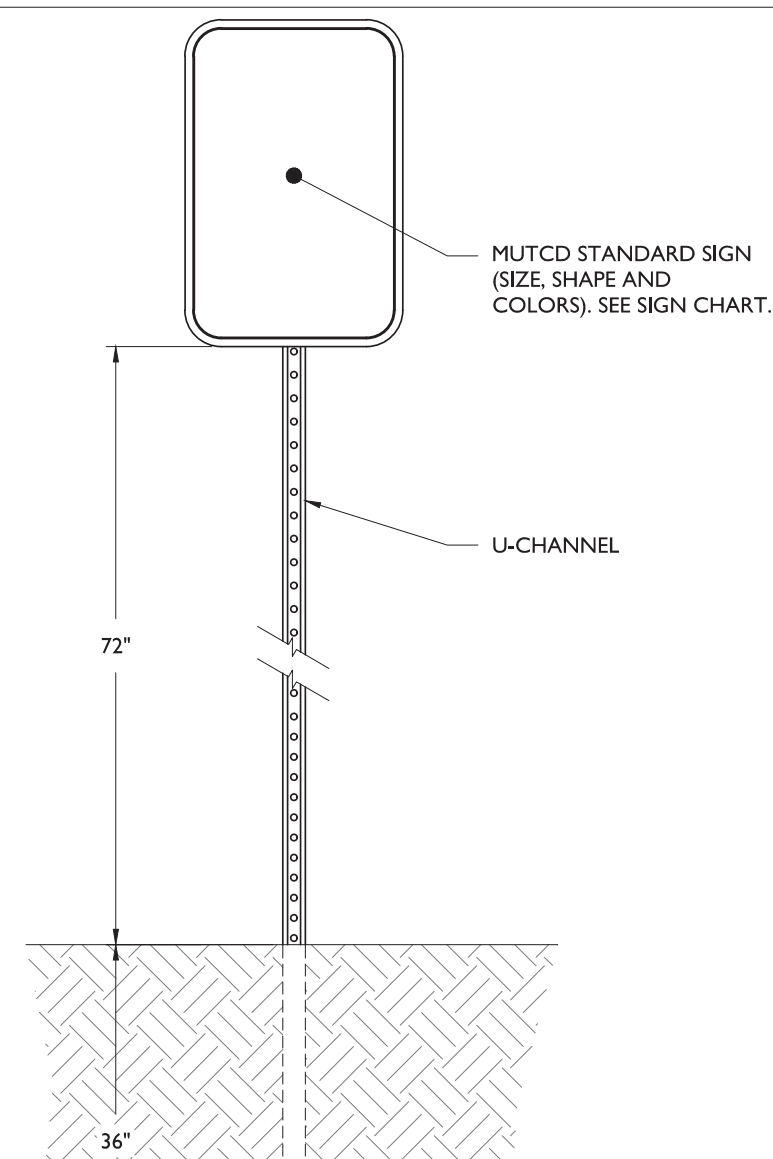
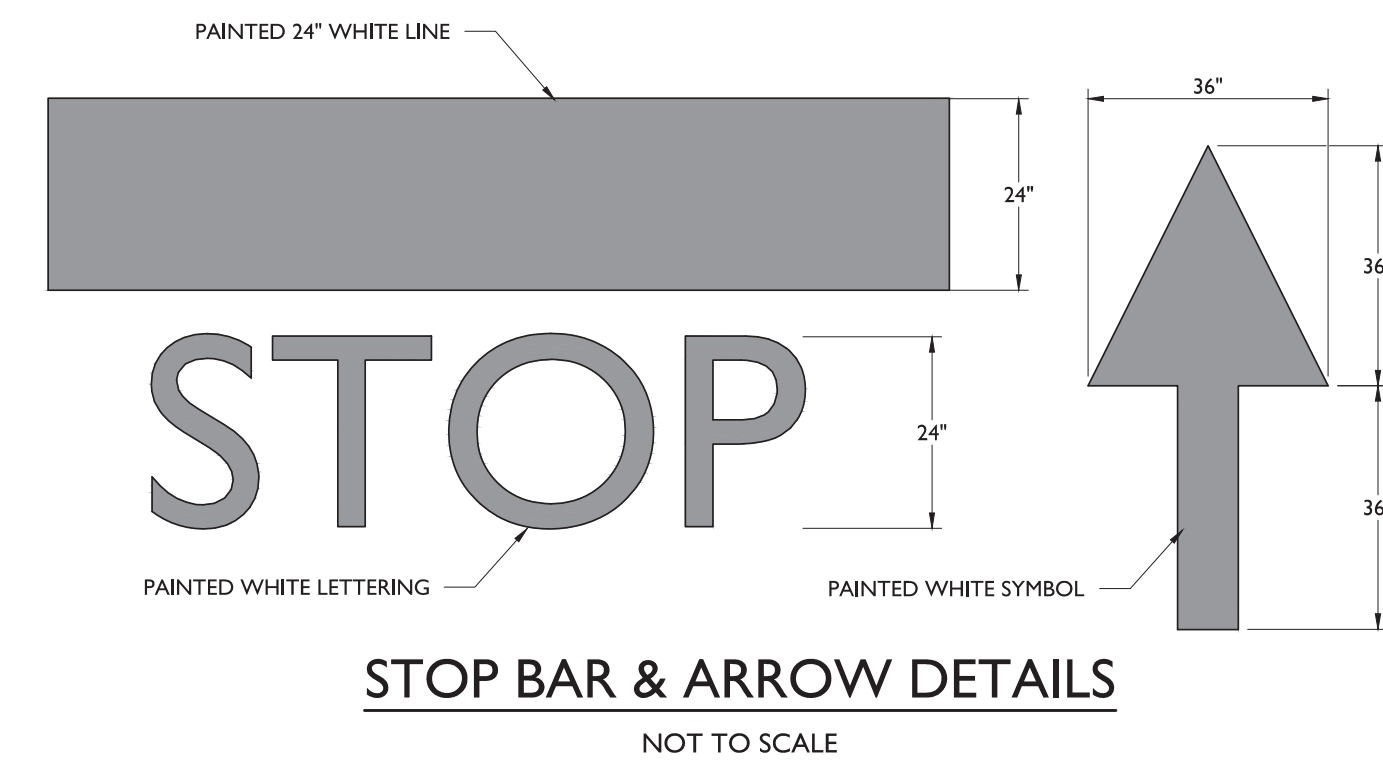
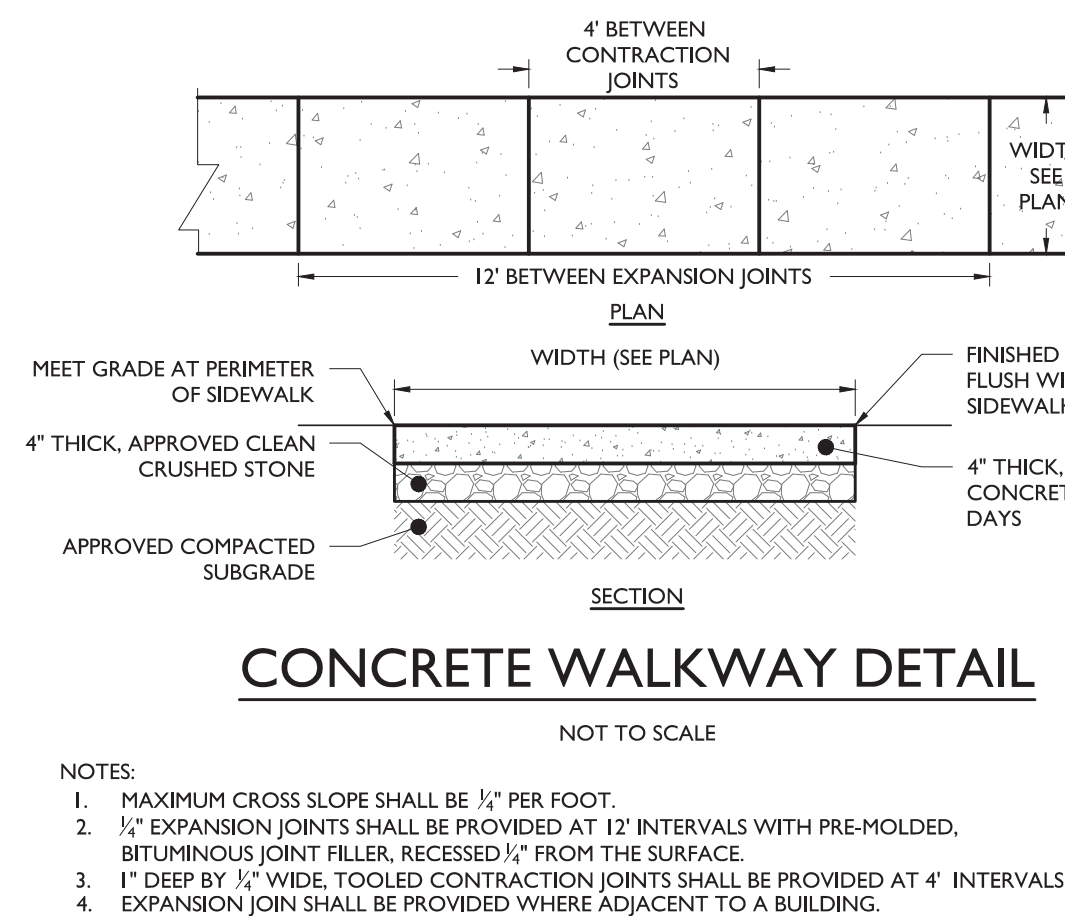
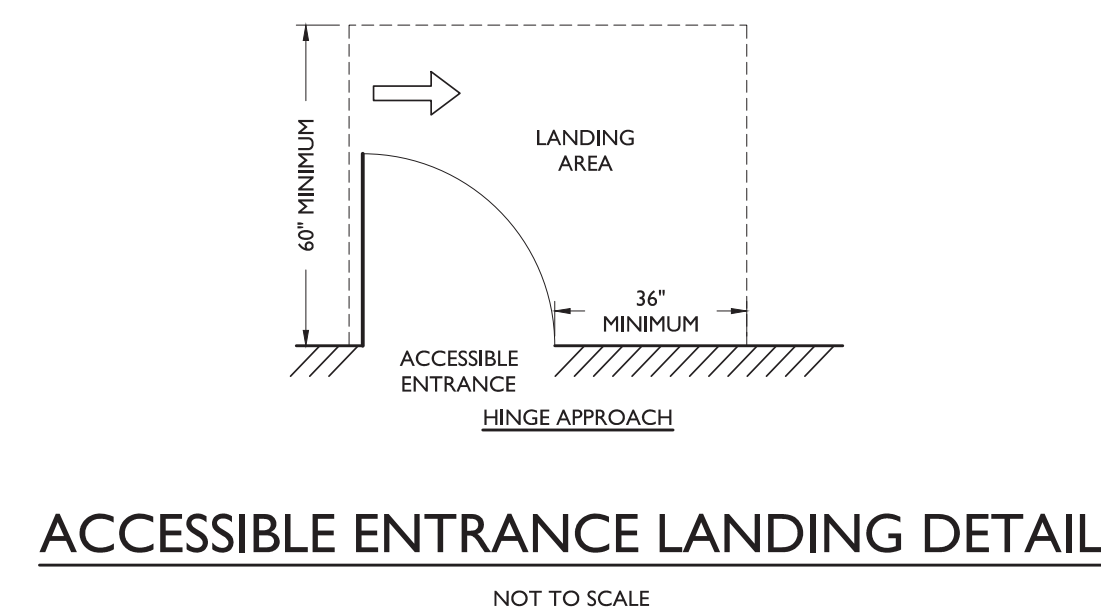
LANDSCAPING PLAN

DRAWING:

C-6



- PAVEMENT STRIPING & MARKINGS NOTES:**
1. ALL SIGNING AND STRIPING IN EXISTING CONDITION IN CONFLICT WITH THE PROPOSED DESIGN PLAN SHALL BE REMOVED.
 2. ALL PROPOSED SIGNING AND STRIPING SHALL CONFORM TO THE CURRENT MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) PUBLISHED BY THE FEDERAL HIGHWAY ADMINISTRATION.
 3. PAVEMENT STRIPING AND MARKINGS SHALL BE INSTALLED IN CONFORMANCE WITH ALL APPLICABLE LOCAL, COUNTY AND STATE REQUIREMENTS.
 4. UNLESS OTHERWISE SPECIFIED, ALL STRIPING AND MARKINGS IN THE PUBLIC RIGHT-OF-WAY SHALL BE OF THERMOPLASTIC PAINT OR PREFORMED THERMOPLASTIC MARKINGS.
 5. UNLESS OTHERWISE SPECIFIED, ON SITE PARKING STALL STRIPING, FIRE LANE STRIPING AND DIRECTIONAL ARROWS SHALL BE EPOXY PAINT. ON SITE STOP BARS, "DO NOT ENTER" BARS, AND ASSOCIATED LETTERING SHALL BE THERMOPLASTIC PAINT OR PREFORMED THERMOPLASTIC MARKINGS.

[illegible]

STONEFIELD
engineering & design

Detroit, MI • New York, NY • Boston, MA
Princeton, NJ • Tampa, FL • Rutherford, NJ

www.stonefielddg.com

607 Shelby Suite 200, Detroit, MI 48226
Phone 248.247.1115

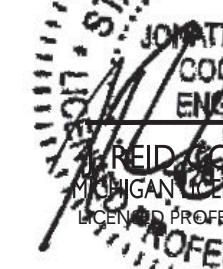
SITE DEVELOPMENT PLANS

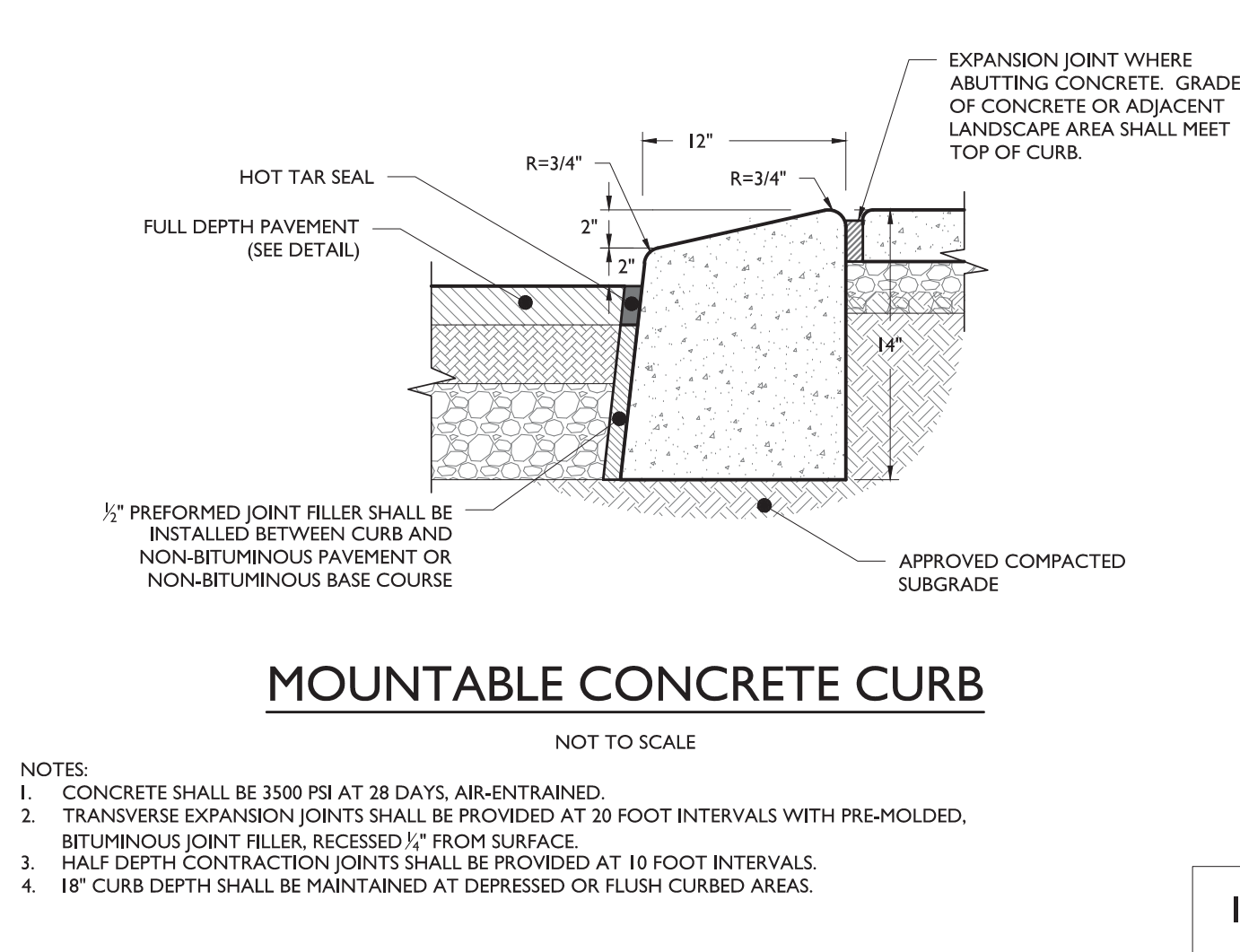
EROP, LLC

PROPOSED AUTO WASH

PARCEL ID: 138-99-0005-007
30471 PLYMOUTH ROAD
CITY OF LIVONIA
WAINE COUNTY, MICHIGAN

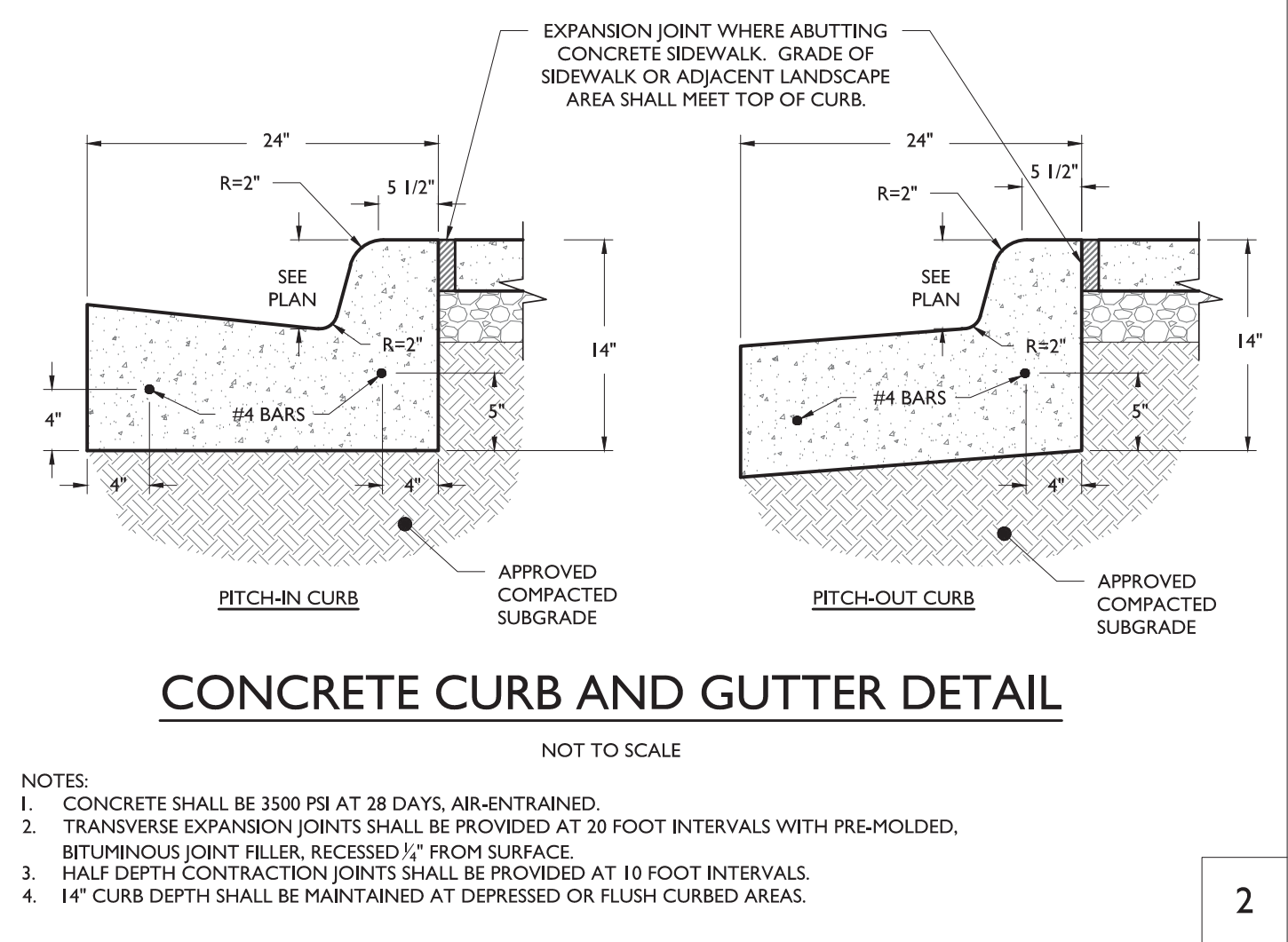
The logo for WhiteWater Express Car Wash is an oval shape with a blue and white wavy background. The text "WHITEWATER" is written in white capital letters on the left side, "EXPRESS" is in smaller white capital letters in the center, and "CAR WASH" is written in white capital letters on the right side.

	
 STONEFIELD engineering & design	
SCALE:	1" = 20' PROJECT ID: DET-220296
TITLE:	
CONSTRUCTION DETAILS	
DRAWING:	
C-7	



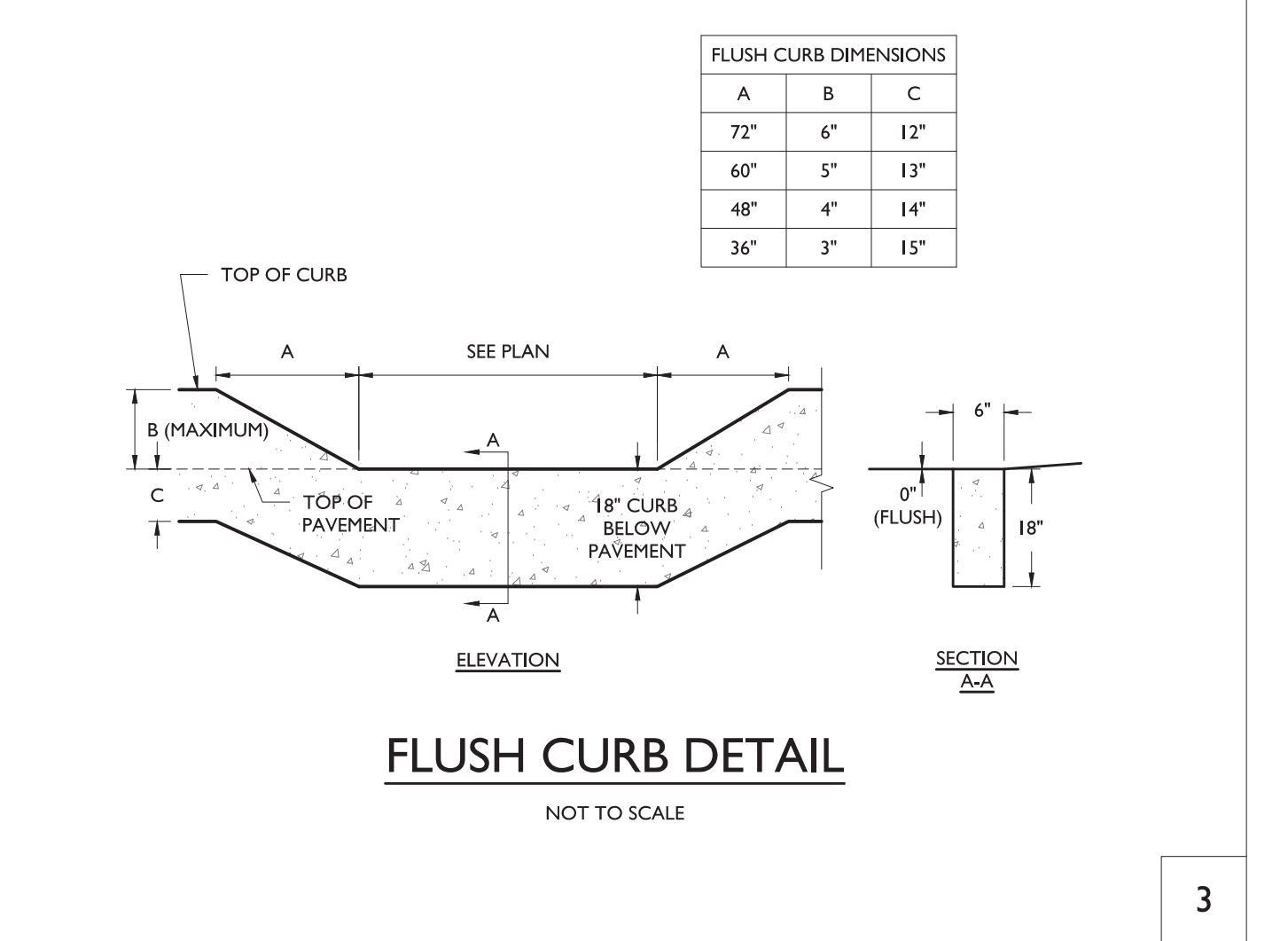
MOUNTABLE CONCRETE CURB

- NOTES:
- CONCRETE SHALL BE 3500 PSI AT 28 DAYS, AIR-ENTRAINED.
 - TRANSVERSE EXPANSION JOINTS SHALL BE PROVIDED AT 20 FOOT INTERVALS WITH PRE-MOLDED, BITUMINOUS JOINT FILLER, RECESSED 1/2" FROM SURFACE.
 - HALF DEPTH CONTRACTION JOINTS SHALL BE PROVIDED AT 10 FOOT INTERVALS.
 - 18" CURB DEPTH SHALL BE MAINTAINED AT DEPRESSED OR FLUSH CURBED AREAS.



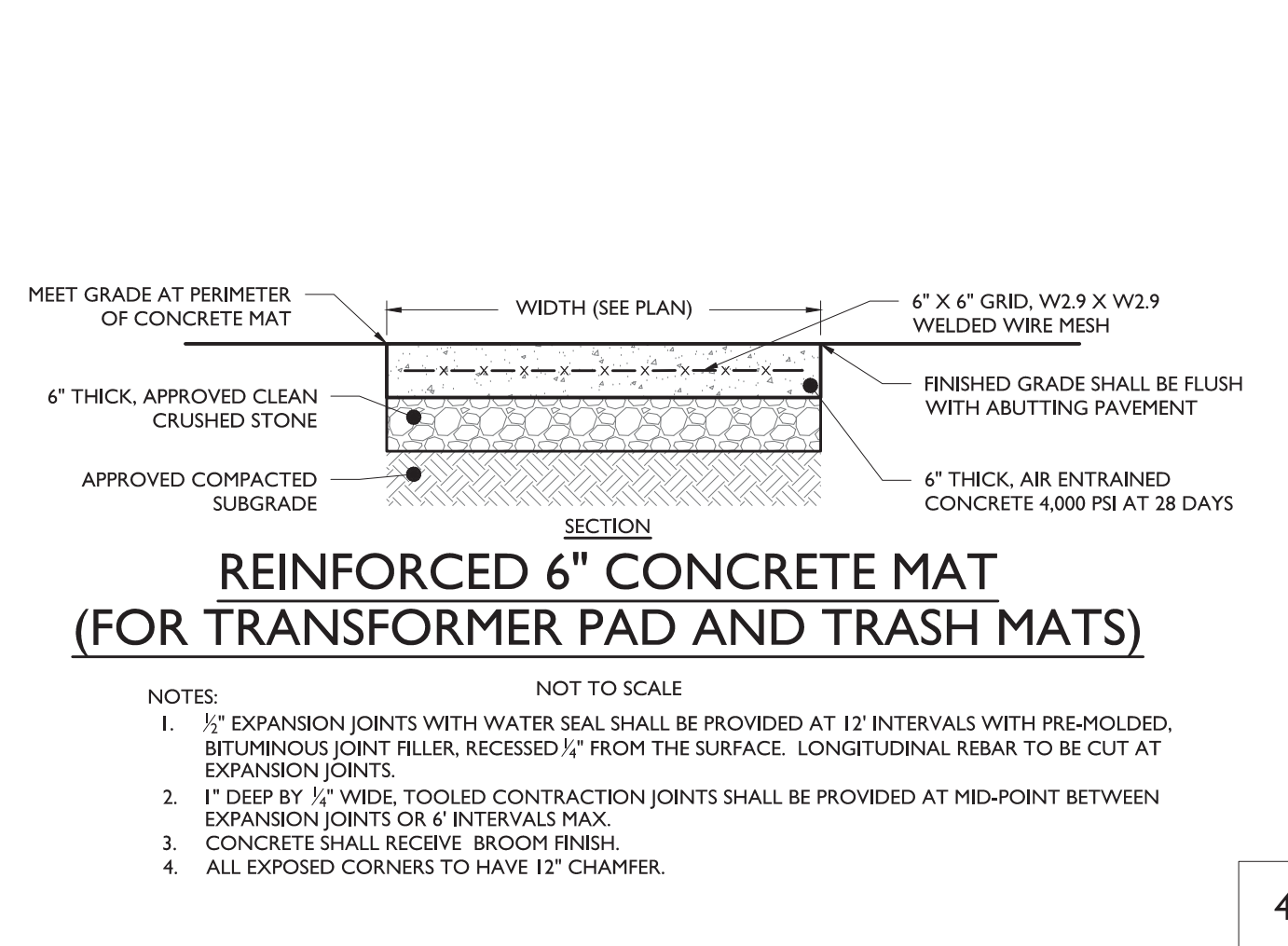
CONCRETE CURB AND GUTTER DETAIL

- NOTES:
- CONCRETE SHALL BE 3500 PSI AT 28 DAYS, AIR-ENTRAINED.
 - TRANSVERSE EXPANSION JOINTS SHALL BE PROVIDED AT 20 FOOT INTERVALS WITH PRE-MOLDED, BITUMINOUS JOINT FILLER, RECESSED 1/2" FROM SURFACE.
 - HALF DEPTH CONTRACTION JOINTS SHALL BE PROVIDED AT 10 FOOT INTERVALS.
 - 14" CURB DEPTH SHALL BE MAINTAINED AT DEPRESSED OR FLUSH CURBED AREAS.



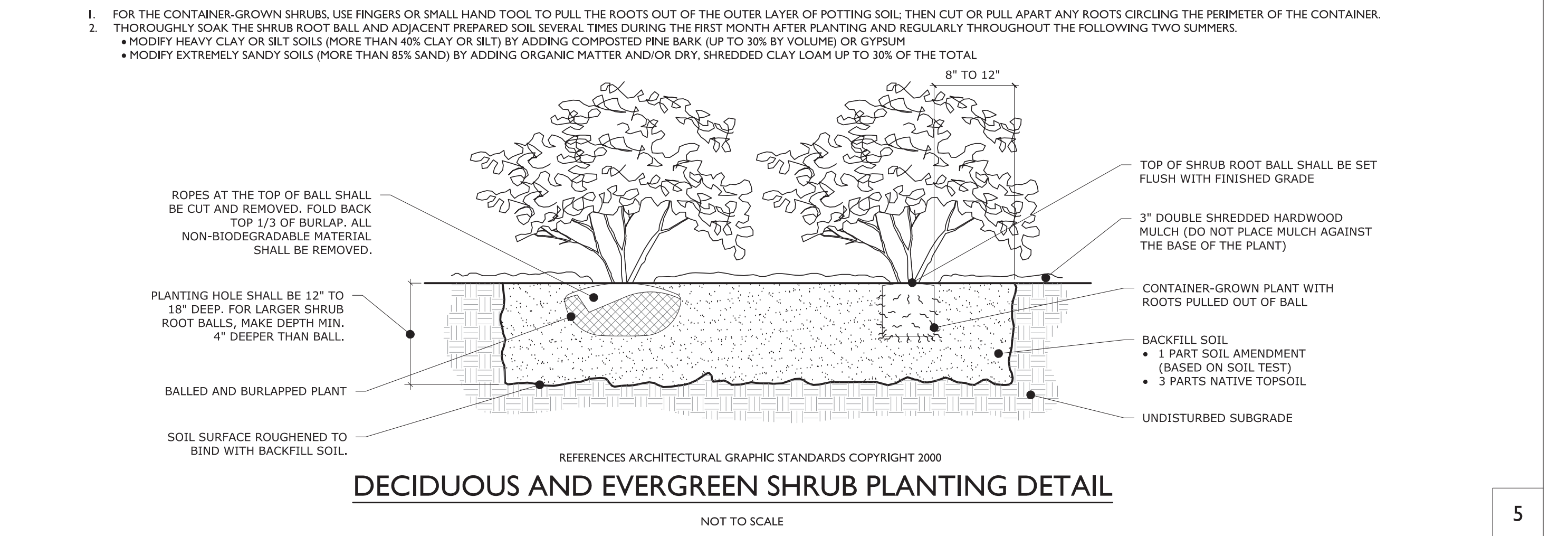
FLUSH CURB DETAIL

- NOTES:
- CONCRETE SHALL BE 3500 PSI AT 28 DAYS, AIR-ENTRAINED.
 - TRANSVERSE EXPANSION JOINTS SHALL BE PROVIDED AT 20 FOOT INTERVALS WITH PRE-MOLDED, BITUMINOUS JOINT FILLER, RECESSED 1/2" FROM SURFACE.
 - HALF DEPTH CONTRACTION JOINTS SHALL BE PROVIDED AT 10 FOOT INTERVALS.
 - 14" CURB DEPTH SHALL BE MAINTAINED AT DEPRESSED OR FLUSH CURBED AREAS.



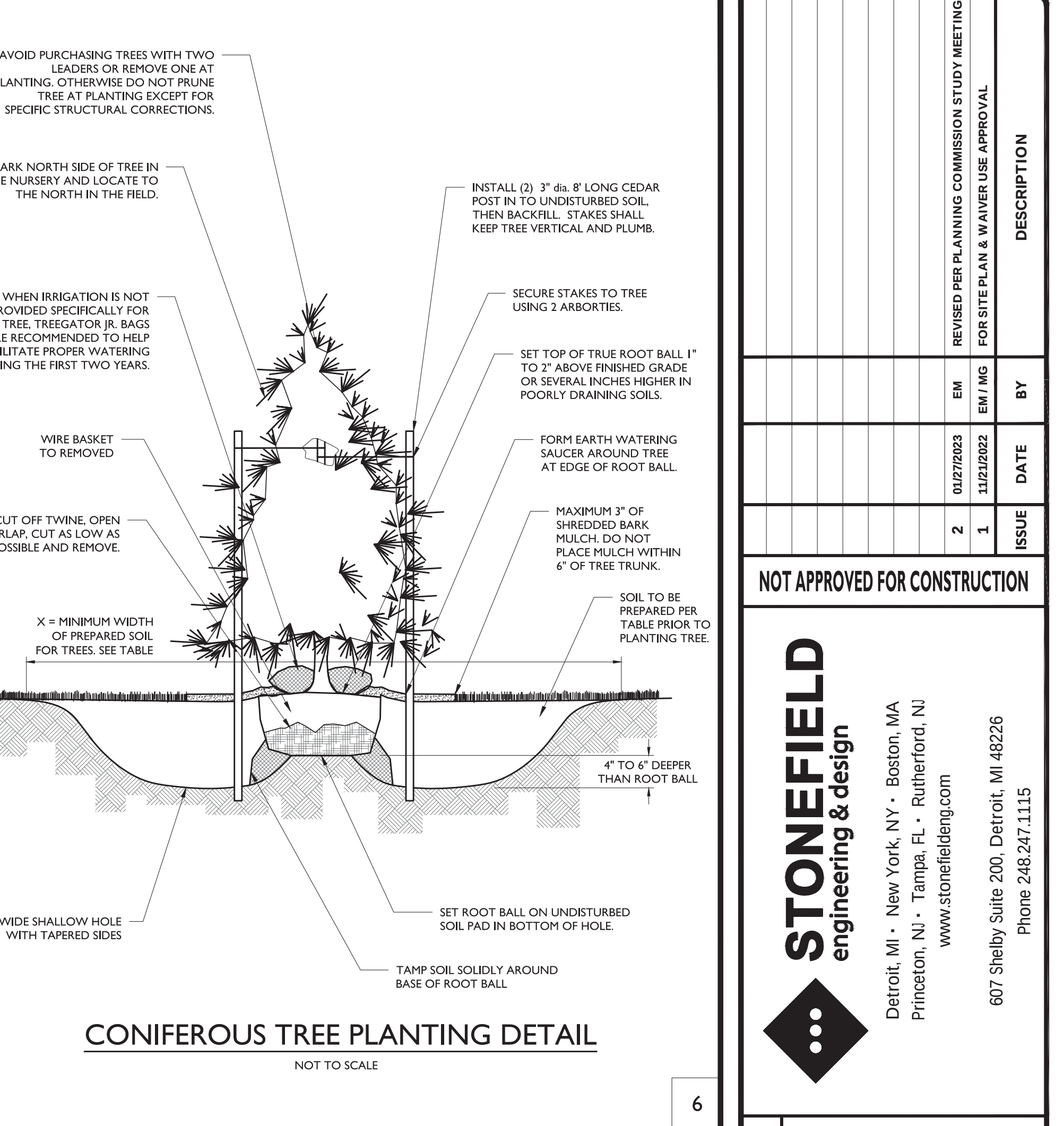
REINFORCED 6" CONCRETE MAT (FOR TRANSFORMER PAD AND TRASH MATS)

- NOTES:
- 1/2" EXPANSION JOINTS WITH WATER SEAL SHALL BE PROVIDED AT 12' INTERVALS WITH PRE-MOLDED, BITUMINOUS JOINT FILLER, RECESSED 1/2" FROM THE SURFACE. LONGITUDINAL REBAR TO BE CUT AT EXPANSION JOINTS.
 - 1" DEEP BY 1/2" WIDE, TOOLED CONTRACTION JOINTS SHALL BE PROVIDED AT MID-POINT BETWEEN EXPANSION JOINTS OR 6' INTERVALS MAX.
 - CONCRETE SHALL RECEIVE BROOM FINISH.
 - ALL EXPOSED CORNERS TO HAVE 12" CHAMFER.



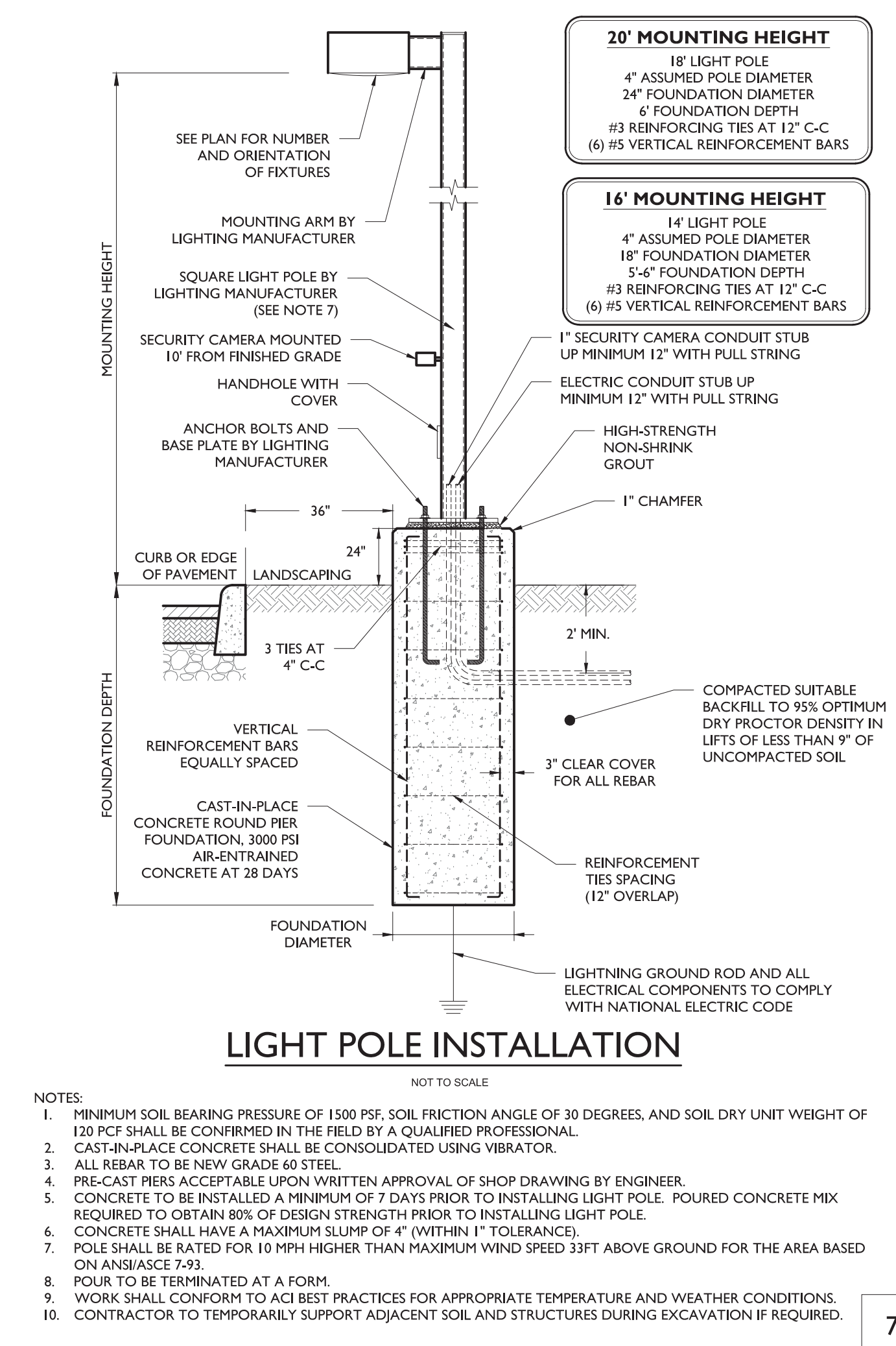
DECIDUOUS AND EVERGREEN SHRUB PLANTING DETAIL

- NOTES:
- CONCRETE SHALL BE 3500 PSI AT 28 DAYS, AIR-ENTRAINED.
 - TRANSVERSE EXPANSION JOINTS SHALL BE PROVIDED AT 20 FOOT INTERVALS WITH PRE-MOLDED, BITUMINOUS JOINT FILLER, RECESSED 1/2" FROM SURFACE.
 - HALF DEPTH CONTRACTION JOINTS SHALL BE PROVIDED AT 10 FOOT INTERVALS.
 - 14" CURB DEPTH SHALL BE MAINTAINED AT DEPRESSED OR FLUSH CURBED AREAS.



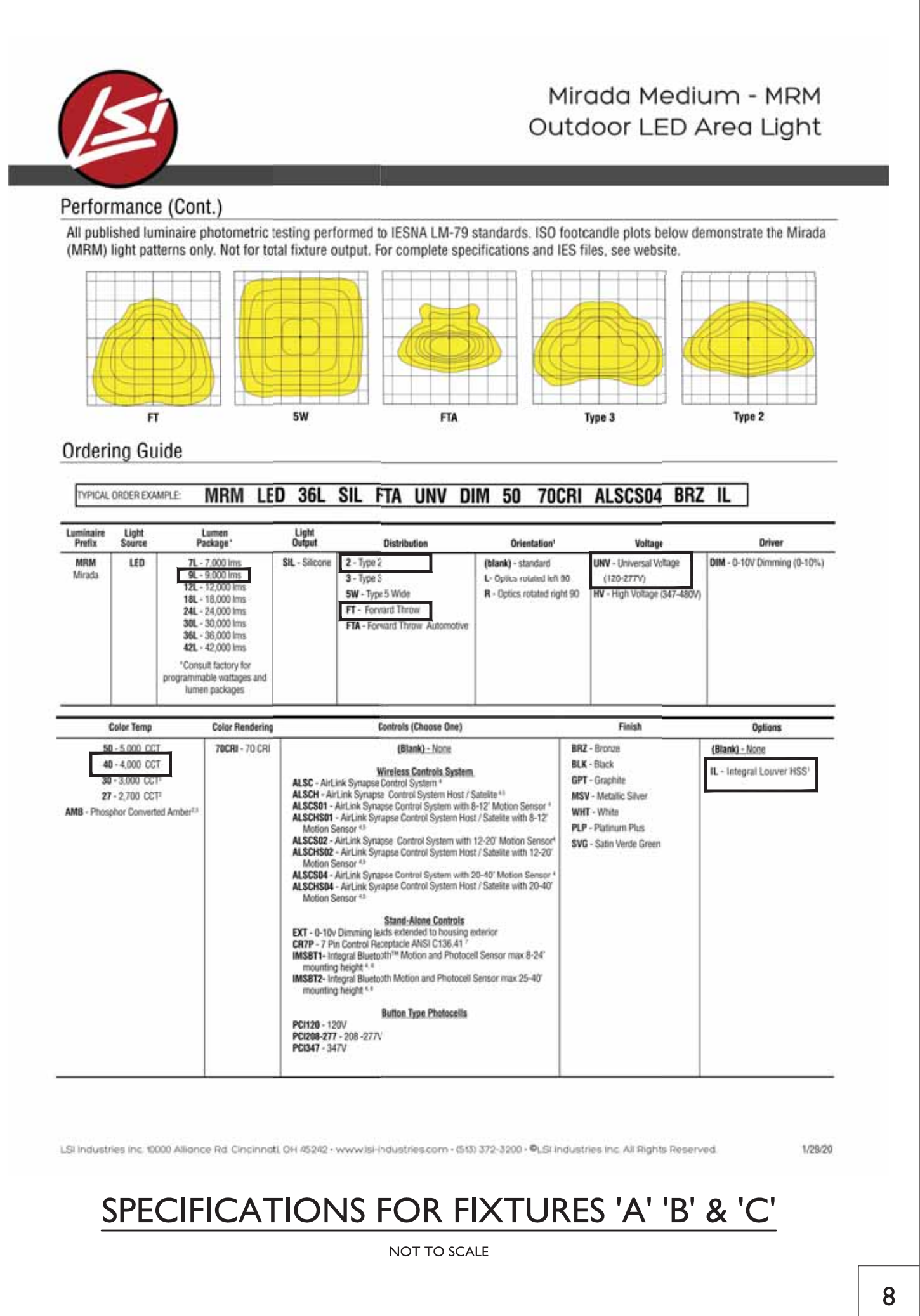
CONIFEROUS TREE PLANTING DETAIL

- NOTES:
- CONCRETE SHALL BE 3500 PSI AT 28 DAYS, AIR-ENTRAINED.
 - TRANSVERSE EXPANSION JOINTS SHALL BE PROVIDED AT 20 FOOT INTERVALS WITH PRE-MOLDED, BITUMINOUS JOINT FILLER, RECESSED 1/2" FROM SURFACE.
 - HALF DEPTH CONTRACTION JOINTS SHALL BE PROVIDED AT 10 FOOT INTERVALS.
 - 14" CURB DEPTH SHALL BE MAINTAINED AT DEPRESSED OR FLUSH CURBED AREAS.



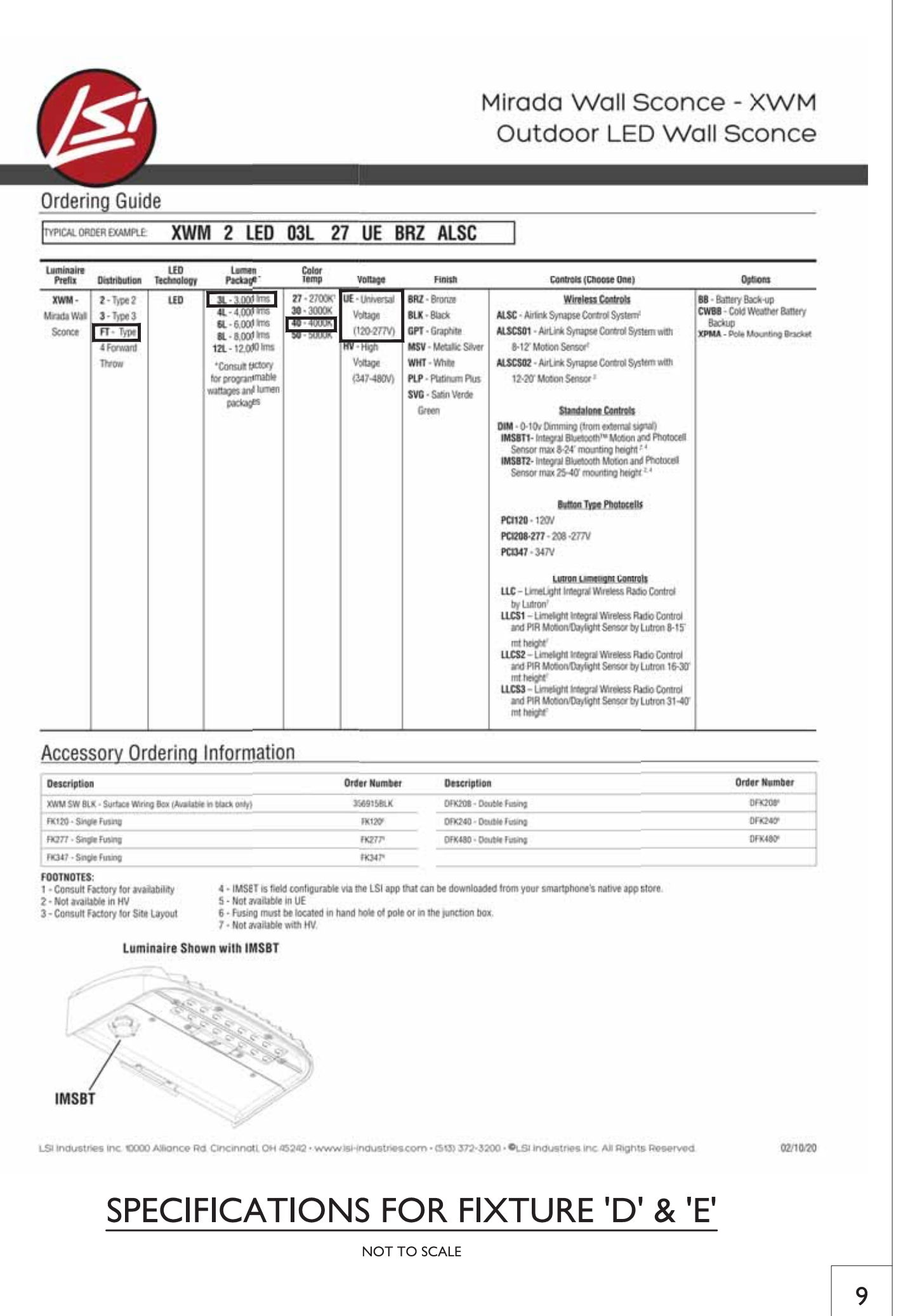
LIGHT POLE INSTALLATION

- NOTES:
- MINIMUM SOIL BEARING PRESSURE OF 1500 PSF, SOIL FRICTION ANGLE OF 30 DEGREES, AND SOIL DRY UNIT WEIGHT OF 120 PCF SHALL BE CONFIRMED IN THE FIELD BY A QUALIFIED PROFESSIONAL.
 - CAST-IN-PLACE CONCRETE SHALL BE CONSOLIDATED USING VIBRATOR.
 - ALL REBAR TO BE NEW GRADE 60 STEEL.
 - PRE-CAST PERS ACCEPTABLE UPON WRITTEN APPROVAL OF SHOP DRAWING BY ENGINEER.
 - CONCRETE TO BE INSTALLED A MINIMUM OF 7 DAYS PRIOR TO INSTALLING LIGHT POLE. POURED CONCRETE MIX REQUIRED TO OBTAIN 80% OF DESIGN STRENGTH PRIOR TO INSTALLING LIGHT POLE.
 - CONCRETE SHALL HAVE A MAXIMUM SLUMP OF 4" (WITHIN 1" TOLERANCE).
 - POLE SHALL BE RATED FOR 10 MPH HIGHER THAN MAXIMUM WIND SPEED 33FT ABOVE GROUND FOR THE AREA BASED ON ANSI/ASCE 7-93.
 - POUR TO BE TERMINATED AT A FORM.
 - WORK SHALL CONFORM TO ACI BEST PRACTICES FOR APPROPRIATE TEMPERATURE AND WEATHER CONDITIONS.
 - CONTRACTOR TO TEMPORARILY SUPPORT ADJACENT SOIL AND STRUCTURES DURING EXCAVATION IF REQUIRED.



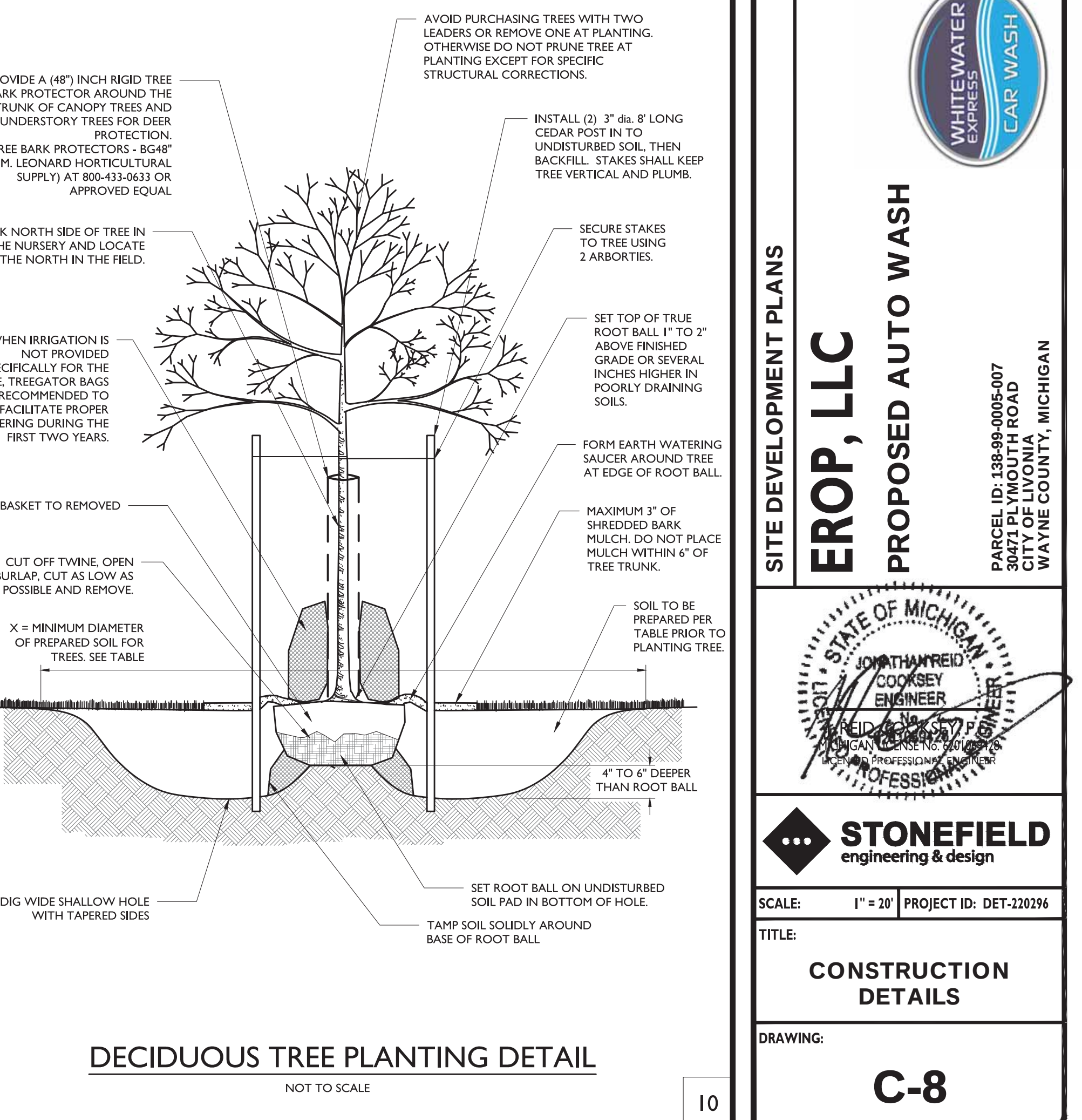
SPECIFICATIONS FOR FIXTURES 'A' 'B' & 'C'

- NOTES:
- CONCRETE SHALL BE 3500 PSI AT 28 DAYS, AIR-ENTRAINED.
 - TRANSVERSE EXPANSION JOINTS SHALL BE PROVIDED AT 20 FOOT INTERVALS WITH PRE-MOLDED, BITUMINOUS JOINT FILLER, RECESSED 1/2" FROM SURFACE.
 - HALF DEPTH CONTRACTION JOINTS SHALL BE PROVIDED AT 10 FOOT INTERVALS.
 - 14" CURB DEPTH SHALL BE MAINTAINED AT DEPRESSED OR FLUSH CURBED AREAS.



SPECIFICATIONS FOR FIXTURE 'D' & 'E'

- NOTES:
- CONCRETE SHALL BE 3500 PSI AT 28 DAYS, AIR-ENTRAINED.
 - TRANSVERSE EXPANSION JOINTS SHALL BE PROVIDED AT 20 FOOT INTERVALS WITH PRE-MOLDED, BITUMINOUS JOINT FILLER, RECESSED 1/2" FROM SURFACE.
 - HALF DEPTH CONTRACTION JOINTS SHALL BE PROVIDED AT 10 FOOT INTERVALS.
 - 14" CURB DEPTH SHALL BE MAINTAINED AT DEPRESSED OR FLUSH CURBED AREAS.



DECIDUOUS TREE PLANTING DETAIL

- NOTES:
- CONCRETE SHALL BE 3500 PSI AT 28 DAYS, AIR-ENTRAINED.
 - TRANSVERSE EXPANSION JOINTS SHALL BE PROVIDED AT 20 FOOT INTERVALS WITH PRE-MOLDED, BITUMINOUS JOINT FILLER, RECESSED 1/2" FROM SURFACE.
 - HALF DEPTH CONTRACTION JOINTS SHALL BE PROVIDED AT 10 FOOT INTERVALS.
 - 14" CURB DEPTH SHALL BE MAINTAINED AT DEPRESSED OR FLUSH CURBED AREAS.

STONEFIELD
engineering & design

Detroit, MI • New York, NY • Boston, MA
Princeton, NJ • Tampa, FL • Rutherford, NJ
www.stonefielddesign.com

607 Shelby Suite 200, Detroit, MI 48226
Phone 248.247.1115

EROP, LLC
PROPOSED AUTO WASH

PARCEL ID: 138-99-0005-007
30471 PLYMOUTH ROAD
CITY OF LIVONIA
WAYNE COUNTY, MICHIGAN

STONEFIELD
engineering & design

SCALE: 1" = 20' PROJECT ID: DET-220296

CONSTRUCTION
DETAILS

DRAWING:

C-8



103 WIND HAVEN DR, STE 10
NICHOLASVILLE KY 40356
859.523.1500



OVERALL FLOOR PLAN

SCALE: 1/8" = 1'-0"

(REFER TO SHEETS A-11 AND A-12 FOR PARTIAL ENLARGED FLOOR PLANS. SEE SHEET A-13 FOR INTERIOR ELEVATIONS.)

GENERAL FLOOR PLAN NOTES:

- | | | | |
|-----|--|-----|---|
| 1. | ALL DIMENSIONS ARE TAKEN TO FACE OF CMU OR STUD UNLESS NOTED OTHERWISE. | II. | FIRE EXTINGUISHERS: |
| 2. | CONTRACTOR SHALL PROVIDE AND INSTALL FIRE TREATED WOOD SUPPORT BLOCKING OR 16 GA STEEL PLATE BLOCKING IN ALL WALLS RECEIVING ANCHORS OF CASEWORK, SHELVING, GRAB BARS AND THE LIKE. REFER TO PLANS AND COORDINATE WITH OWNER PRIOR TO CONCEALING WALLS. ADDITIONALLY, COORDINATE WITH ALL OTHER TRADES TO DETERMINE LOCATIONS OF ADDITIONAL STEEL STUDS. | A. | PORTABLE FIRE EXTINGUISHERS SHALL BE PROVIDED ON SITE FOR THE DURATION OF CONSTRUCTION. EXTINGUISHERS SHALL BEAR THE LABEL OF AN APPROVED AGENCY. |
| 3. | NEW TOILET ROOM SHALL BE CONSTRUCTED IN ACCORDANCE WITH 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN (ADAA) INCLUDING BUT NOT LIMITED TO GRAB BARS, FIXTURE HEIGHTS, CLEAR FLOOR ACCESS, AND 60" DIAMETER TURN AROUND. | B. | PERMANENT FIRE EXTINGUISHER (FE.) PORTABLE FIRE EXTINGUISHER(S) SHALL BE PROVIDED ON SITE ON A PERMANENT BASIS, BEARING THE LABEL OF AN APPROVED AGENCY. EXTINGUISHER(S) SHALL BE WALL MOUNTED WITH PERMANENT STANDARD WALL BRACKET. LOCATIONS NOTED ON PLANS ARE SCHEMATIC AND SUBJECT TO CHANGE PER LOCAL AUTHORITY'S REQUIREMENTS/DIRECTION. |
| 4. | CONTRACTOR SHALL INSTALL NEW GYPSUM BOARD INSTALLATIONS IN ACCORDANCE WITH MANUFACTURER'S WRITTEN INSTRUCTIONS FOR LOCATING GYPSUM BOARD CONTROL AND EXPANSION JOINTS. EXPANSION JOINTS SHALL NOT EXCEED 30'-0" O.C. | C. | THE MAXIMUM TRAVEL DISTANCE TO A PERMANENT FIRE EXTINGUISHER SHALL NOT EXCEED 75 FEET. ADDITIONALLY, FIRE EXTINGUISHERS SHALL BE LOCATED WHERE THEY WILL BE READILY ACCESSIBLE AND IMMEDIATELY AVAILABLE FOR USE AND SHALL NOT BE OBSTRUCTED OR OBSCURED FROM VIEW. THESE LOCATIONS SHALL BE AMONG NORMAL PATHS OF TRAVEL. |
| 5. | ALL INTERIOR WALLS (EXCEPT PLUMBING WALLS) SHALL BE ASSUMED TO BE 3 5/8" STEEL STUDS (NON COMBUSTIBLE) @ 16" O.C. WITH 5/8" WATER RESISTANT GYP. BD. EACH SIDE UNLESS OTHERWISE NOTED. PLUMBING WALLS SHALL BE 6" STEEL STUDS. | 12. | TEMPERED SAFETY GLAZING SHALL BE PROVIDED IN ACCORDANCE WITH CODE INCLUDING BUT NOT LIMITED TO THE FOLLOWING: |
| 6. | ALL DOORS SHALL BE EQUIPPED WITH LEVER STYLE LATCH (UNLESS NOTED OTHERWISE) IN ACCORDANCE WITH ADAAG (ACCESSIBILITY) GUIDELINES. ALL LOCK SETS SHALL BE PUSH-BUTTON TYPE LOCKING MECHANISMS OR EQUIVALENT. INTERIOR KEYED LOCKS ARE NOT ALLOWED. | A. | WITHIN 24 INCH ARC ALONG THE VERTICAL EDGE OF A DOOR. |
| 7. | CONTRACTORS SHALL COORDINATE THEIR RESPECTIVE WORK WITH OTHER TRADES AND SHALL PROVIDE REQUIRED SUB SLAB PIPING, CONDUIT, PLUMBING, VENT SLEEVES, FLOOR DRAINS AND THE LIKE AS REQUIRED PRIOR TO POURING NEW INTERIOR CONCRETE SLAB. | B. | IN ANY GLASS PANEL THAT IS 18 INCHES OR LESS ABOVE AN ADJACENT WALKING SURFACE AND IS (9) SQUARE FEET OR LARGER IN AREA. |
| 8. | ALL WOOD BLOCKING AND/OR PLYWOOD/OSB INSTALLED IN CONCEALED PLACES SHALL BE OF THE FR-TU TYPE (FIRE TREATED). | 13. | ANY TRANSACTION AND/OR SERVICE COUNTERS USED FOR TRANSACTION OF SELLING MERCHANDISE, MAKING PAYMENTS AND OTHER SIMILAR TYPES OF TRANSACTIONS SHALL HAVE A 3'-0" (MINIMUM) SECTION OF SAID COUNTER NOT EXCEEDING 2'-0" AFF. FOR USE BY THE PHYSICALLY DISABLED. |
| 9. | ALL NEW INSULATION SHALL HAVE A MAXIMUM FLAME SPREAD OF 25. SMOKE DEVELOPMENT RATINGS FOR ALL NEW INSULATION SHALL NOT EXCEED 450 (TYP). | 14. | ALL INTERIOR FINISHES SHALL COMPLY WITH THE MICHIGAN BUILDING CODE (MBC) FOR FLAME SPREAD AND SMOKE DEVELOPMENT RATINGS FOR (B) BUSINESS USE GROUP AS FOLLOWS: |
| 10. | TENANT SHALL FURNISH BOTTLED WATER IN LIEU OF A WATER COOLER. | A. | CORRIDORS + 18" FLAME SPREAD OF 26-151 SMOKE DEVELOPMENT + 0-450 |
| | | B. | ENCLOSED ROOFS/SPACES + 1" FLAME SPREAD OF 16-2001 SMOKE DEVELOPMENT + 0-450 |
| | | B. | ALL CAR WASH EQUIPMENT SHOWN IN ARCHITECTURAL PLANS AND/OR NOTED IN WASH BAY AND MECHANICAL ROOM SHOULD BE CONSIDERED SCHEMATIC AND ONLY FOR REFERENCE. CONTRACTOR SHALL REFER TO AND COORDINATE WITH CAR WASH EQUIPMENT DRAWINGS FURNISHED BY OTHERS FOR FINAL EQUIPMENT LAYOUT. |

BUILDING INTERIOR SIGNAGE SCHEDULE:

PROVIDE THE FOLLOWING INTERIOR SIGNAGE:

- A. TOILET ROOM: PROVIDE ADA TACTILE RAISED BRAILLE UNISEX RESTROOM SIGN, ADJACENT TO DOOR. REFER TO DETAIL ON SHEET G-2.
- B. BUILDING EGRESS (EXIT) DOORS: PROVIDE ADA TACTILE RAISED BRAILLE SIGN STATING "EXIT" AND COMPLYING WITH ICC A111.1 ADJACENT TO EACH BUILDING EXIT DOOR. REFER DETAIL ON SHEET G-2.

Hypershine Carwash
30471 Plymouth Road
Livonia MI 48150
Overall Floor Plan

SHEET NUMBER

A-1







This photo is an example of the paystation, gates, and canopy



This photo is an example of a license plate reader



This photo is an example of the vacuums and paystations

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

TODD J. ZILINCIK, P.E.
CITY ENGINEER

DAVID W. LEAR, P.E.
ASST. CITY ENGINEER



MAUREEN MILLER BROSNAN
MAYOR

DONALD R ROHRAFF
DIRECTOR OF PUBLIC WORKS

12973 FARMINGTON ROAD
LIVONIA, MICHIGAN 48150
(734) 466-2571
FAX: (734) 466-2195

December 9, 2022

Mr. Scott Miller
Planner IV
City of Livonia

Re: Petition 2022-12-02-21 – #30471 Plymouth Road

Dear Mr. Miller:

In accordance with your request, the Engineering Division has reviewed the above referenced petition. We have no objections to the proposed waiver use at this time. The subject parcel is assigned the address of **#30471 Plymouth Road**. The legal description included with the submitted drawings appears to be correct, and should be used in conjunction with the proposed waiver use.

The existing parcel is currently served by public water main, sanitary sewer and storm sewer. The proposed drawings do not indicate any storm water detention which will be required in order to meet the Wayne County Stormwater Ordinance. We are unable to comment on impacts to the existing systems until design calculations are provided during the design and permitting submittals.

It should be noted that although there is no work planned in the Plymouth Road right-of-way, any disturbances within the right-of-way will require the owner to obtain permits with the Michigan Department of Transportation (MDOT).

Should you have any additional questions on this matter, please feel free to contact myself at (734) 466-2608 or the City Engineer, Mr. Todd Zilincik at (734) 466-2561. If you would prefer, you can e-mail either of us at dlear@livonia.gov or tzilincik@livonia.gov.

Sincerely,

David W. Lear, P.E.
Assistant City Engineer

cc: 2022 Petition File

DEPARTMENT OF PUBLIC SAFETY
LIVONIA FIRE & RESCUE

ROBERT JENNISON
FIRE CHIEF



MAUREEN MILLER BROSNAN
MAYOR

14910 FARMINGTON ROAD
LIVONIA, MICHIGAN 48154-5419
734-466-2444
734-466-2082 fax

DATE: January 10, 2023

TO: Scott O. Miller, Planner IV

FROM: Livonia Fire Prevention Division

SUBJECT: Petition # 2022-12-02-21 30471 Plymouth Rd. Whitewater Express

This office has reviewed the site plan submitted in connection with a request to construct a commercial building on property located at the above referenced address.

We have no objections to this proposal.

A further detailed plan review will take place when this division receives an official plan set.

Sincerely,

Brian R. Kukla

Brian R. Kukla
Fire Marshal

**DEPARTMENT OF PUBLIC SAFETY
DIVISION OF POLICE**

THOMAS GORALSKI
CHIEF OF POLICE



MAUREEN MILLER BROSAN
MAYOR

15050 Farmington Road
Livonia, Michigan 48154-5499
(734) 466-2470
FAX: (734) 261-2265

December 19, 2022

Mr. Scott Miller
City of Livonia Planning Dept
33000 Civic Center Drive
Livonia, MI 48154

Re: Petition 2022-12-02-21 - 30471 Plymouth Road

Mr. Miller,
I have reviewed the plans in connection with the petition. I have no objections to the proposals.

Please feel free to contact me, should you have any questions.

Sincerely,

FOR THE CHIEF OF POLICE,

Scott Szczepanski, Sergeant
Traffic Bureau
(734) 466-2107

CM

DEPARTMENT OF PUBLIC SAFETY
DIVISION OF POLICE

THOMAS GORALSKI
CHIEF OF POLICE



15050 FARMINGTON ROAD
LIVONIA, MICHIGAN 48154-5499
(734) 466-2470
FAX: (734) 261-2265

MAUREEN MILLER BROSNAN
MAYOR

RECEIVED
DEC 21 2022
CITY OF LIVONIA
PLANNING COMMISSION

December 19, 2022

Mr. Scott Miller
City of Livonia Planning Dept
33000 Civic Center Drive
Livonia, MI 48154

Re: Petition 2022-12-02-21 - 30471 Plymouth Road

Mr. Miller,
I have reviewed the plans in connection with the petition. I have no objections to the proposals.

Please feel free to contact me, should you have any questions.

Sincerely,

FOR THE CHIEF OF POLICE,

Sgt. Scott Szczepanski #543
Scott Szczepanski, Sergeant
Traffic Bureau
(734) 466-2107

INSPECTION DEPARTMENT

BUILDING
HEATING
PLUMBING
ELECTRICAL
ZONING
ENVIRONMENTAL PROTECTION
ORDINANCE ENFORCEMENT



MAUREEN MILLER BROSNAN
MAYOR

JEROME A. HANNA
DIRECTOR

33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154-3097
(734) 466-2580
FAX: (734) 466-2095

Date: January 17, 2023

To: Scott O. Miller

From: Jerome Hanna

RE: Petition 2022-12-02-21 – 30471 Plymouth Road

Pursuant to your request, the above-referenced Petition has been reviewed.

1. Signage must be in accordance with the Sign Ordinance, or a variance from the Zoning Board of Appeals would be required.

This Department has no further objections to this Petition.

I trust this provides the requested information.

Jerome Hanna

Jerome Hanna
Director of Inspection

DEPARTMENT OF FINANCE

Michael T. Slater
DIRECTOR OF FINANCE

Connie Kumpula
CHIEF ACCOUNTANT



MAUREEN MILLER BROSNAN
MAYOR

33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154-3097
(734) 466-2260
FAX: (734) 421-1807

December 15, 2022

Mr. Scott O. Miller
Planning Commission
33000 Civic Center Drive
Livonia, MI 48154

Petition 2022-12-02-21 - 30471 Plymouth Road

Dear Mr. Miller,

I have reviewed the address connected with the above noted petition. As there are no outstanding amounts receivable (general or water and sewer), I have no objections to the proposal.

Please contact me if you have any further questions.

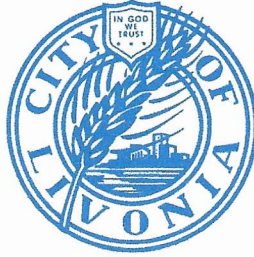
Very truly yours,


Connie Kumpula
Chief Accountant

CK: jw

OFFICE OF THE TREASURER

LYNDA L. SCHEEL
CITY TREASURER



33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154-3060
(734) 466-2245
FAX: (734) 421-7230

January 5, 2023

Mr. Scott Miller – Planner IV
Planning Commission
City of Livonia

Re: Petition 2022-12-02-21 30471 Plymouth Road

Dear Mr. Miller,

In accordance with your request, the Treasurer's Office has reviewed the name and addresses connected with the above noted petition. At this time there are no taxes due, therefore I have no objections to the proposal.

Sincerely,


Lynda L. Scheel
Treasurer, City of Livonia

**OTHER ITEMS
RELATED TO THE
PETITION**

UNAPPROVED MINUTES

1

MINUTES OF THE 1,194th PUBLIC HEARINGS AND REGULAR MEETING HELD BY THE CITY PLANNING COMMISSION OF THE CITY OF LIVONIA

On Tuesday, January 31, 2023, the City Planning Commission of the City of Livonia held its 1,194th Public Hearing and Regular Meetings in the Livonia City Hall, 33000 Civic Center Drive, Livonia, Michigan.

Mr. Ian Wilshaw, Chairman, called the meeting to order at 7 p.m.

Members present: David Bongero Sam Caramagno Glen Long
 Wafa Dinaro Ian Wilshaw

Members absent: Peter Ventura

Mr. Mark Taormina, Planning Director, and Stephanie Reece, Program Supervisor, were also present.

Chairman Wilshaw informed the audience that if a petition on tonight's agenda involves a rezoning request, this Commission makes a recommendation to the City Council who, in turn, will hold its own public hearing and make the final determination as to whether a petition is approved or denied. The Planning Commission holds the only public hearing on a request for preliminary plat and/or vacating petition. The Commission's recommendation is forwarded to the City Council for the final determination as to whether a plat is accepted or rejected. If a petition requesting a waiver of use or site plan approval is denied tonight, the petitioner has ten days in which to appeal the decision, in writing, to the City Council. Resolutions adopted by the City Planning Commission become effective seven (7) days after the date of adoption. The Planning Commission and the professional staff have reviewed each of these petitions upon their filing. The staff has furnished the Commission with both approving and denying resolutions, which the Commission may, or may not, use depending on the outcome of the proceedings tonight.

ITEM #4 PETITION 2022-12-02-21

EROP, L.L.C.

Mr. Wilshaw, Chairman, announced the next item on the agenda, Petition 2022-12-02-21 submitted by EROP, L.L.C. requesting waiver use approval pursuant to Section 6.07 of the Livonia Vision 21 Zoning Ordinance, as amended, in connection with a proposal to redevelop the site, including demolishing the existing restaurant (Archie's) and constructing a new automated auto wash facility (Whitewater Express), at 30471 Plymouth Road, located on the south side of Plymouth Road between Middlebelt Road and Milburn Avenue in the Northwest ¼ of Section 35.

Mr. Taormina: Thank you, Mr. Chairman. This is a waiver-use request involving the redevelopment of the former Archie's restaurant. The location is on the south side of Plymouth Road between Merriman and Middlebelt Roads. The zoning of the property is C-2 (General Business). The site is roughly 1.75 acres in area with 125 feet of road frontage. The existing restaurant is just under 6,000 square feet. Located on the front part of the property, there are two driveways providing site ingress and egress. Restaurants have operated at this location since the late 1960s. To the east, west and north of the property are commercial zoning districts and to the south are residential homes that are part of the Devonshire Park Subdivision. The restaurant would be demolished, and a new automated carwash would be constructed in its place. The carwash building would be about 3,700 square feet in size and would be built in the same general location as the existing restaurant. Ingress and egress would continue to be provided from the two existing driveways. The west driveway would accommodate two-way traffic, whereas the east driveway, which is directly in front of the exit to the carwash, would be for exiting vehicles only and would not allow for two-way traffic coming from Plymouth Road. There is a 24-foot-wide drive aisle on the west side of the site that would provide access to the carwash. As this drive continues further south on the property, it would widen to allow for three pay kiosks. The plan being presented this evening is a little different than the one discussed at the study session. After paying, the three lanes taper to form a single 12-foot-wide lane that turns and heads east for a short distance before turning north in a U-shaped pattern to the entrance of the carwash at the south end of the building. The point-of-sales kiosks would contain digital menu boards and self-serve pay stations and would be covered with overhead canopies. Automated gates located just beyond the pay kiosks would control vehicle access. A 12-foot-wide escape line would be provided before entering the carwash. Parking would be provided in the area between the building and the main drive aisle. Thus, as customers exit the carwash, they would have the option of looping back around to access the parking lot and vacuums, which are on the west side of the building. The building would be setback 57 feet from the right of way of Plymouth Road and 262 feet from the residential property lines to the south. The ordinance requires no fewer than 20 parking spaces. The submitted site plan shows 24 spaces, 19 of which would be equipped with the self-serve vacuums. The five remaining stalls, which are in the southwest corner of the lot, would be for employees. The previous plan

showed only four spaces for employees. There's an easement on the west side of the site that shows five additional parking spaces that would be used by the adjacent business, Midas. Building materials include half high concrete block masonry product, and fiber cement panels on the upper portion of the tower element to the building. There are, as you can see from the renderings, a few small windows that would be installed on both sides of the building. The front and rear elevations contain overhead doors for vehicles entering and exiting the carwash. This is a one-story structure. The maximum height would be 23 ½ feet. A dumpster enclosure is shown with six-foot-high surrounding walls that would be constructed of brick veneer to match the design of the building. All stormwater runoff would be detained underground. Landscaping has been addressed. Along Plymouth Road, the plan shows two full sized trees, one ornamental tree and 16 shrubs. PRDA streetscape improvements have been added to the plan including a section of decorative fencing and masonry piers, identical to what the PRDA maintains along Plymouth Road. The fencing and piers combined total approximately 45 lineal feet. At the south end of the property where it abuts residential, the greenbelt has been widened to 50 feet. The screening here includes an existing five-foot-high masonry wall. Adjacent to the wall is a three- to four-foot-high berm that is planted with mature evergreen trees. Additional trees and other plantings would be provided, including six eastern red cedar trees, two red bud trees, one honey locust and 15 deciduous shrubs. Part of the concern expressed at the study meeting was, while its landscape nicely today, those are very mature trees and may begin to weaken or die-off, and widening the greenbelt provides an good opportunity for additional plantings. Some additional plantings have been provided which the Commission should determine is or is not adequate. For site lighting, there are nine pole-mounted fixtures and 13 wall sconces. The photometric plan has been revised so that the average level of illumination across the site has been reduced from 3.43 foot candles to one (1) foot candle, and is now in compliance with the zoning ordinance. In terms of signage, this site is allowed one wall sign 31 square feet in area, and one ground sign 30 square feet. With that, Mr. Chairman, I can read out the departmental correspondence.

Mr. Wilshaw: Yes, please.

Mr. Taormina: The first item is from the Engineering Division, dated December 9, 2022, which reads as follows: *"In accordance with your request, the Engineering Division has reviewed the above*

referenced petition. We have no objections to the proposed waiver use at this time. The subject parcel is assigned the address of #30471 Plymouth Road. The legal description included with the submitted drawings appears to be correct, and should be used in conjunction with the proposed waiver use. The existing parcel is currently served by public water main, sanitary sewer and storm sewer. The proposed drawings do not indicate any storm water detention which will be required in order to meet the Wayne County Stormwater Ordinance. We are unable to comment on impacts to the existing systems until design calculations are provided during the design and permitting submittals. It should be noted that although there is no work planned in the Plymouth Road right-of-way, any disturbances within the right-of-way will require the owner to obtain permits with the Michigan Department of Transportation (MOOT)." The letter is signed by David W. Lear, P.E., Assistant City Engineer. The next letter is from the Livonia Fire & Rescue Division, dated January 10, 2023, which reads as follows: *"This office has reviewed the site plan submitted in connection with a request to construct a commercial building on property located at the above referenced address. We have no objections to this proposal. A further detailed plan review will take place when this division receives an official plan set."* The letter is signed by Brian Kukla, Fire Marshal. The next letter is from the Division of Police, dated December 19, 2022, which reads as follows: *"I have reviewed the plans in connection with the petition. I have no objections to the proposal."* The letter is signed by Scott Szczepanski, Sergeant, Traffic Bureau. The next letter is from the Inspection Department, dated January 17, 2023, which reads as follows: *"Pursuant to your request, the above-referenced Petition has been reviewed. 1. Signage must be in accordance with the Sign Ordinance, or a variance from the Zoning Board of Appeals would be required. This Department has no further objections to this Petition."* The letter is signed by Jerome Hanna, Director of Inspection. The next letter is from the Finance Department, dated December 15, 2022, which reads as follows: *"I have reviewed the addresses connected with the above noted petition. As there are no outstanding amounts receivable, general or water and sewer, I have no objections to the proposal."* The letter is signed by Connie Kumpula, Chief Accountant. The next letter is from the Treasurer's Department, dated January 5, 2023, which reads as follows: *"In accordance with your request, the Treasurer's Office has reviewed the address connected with the above noted petition. At this time, there are no outstanding amounts receivable for taxes. Therefore, I have no objections to the proposal."* The letter is

signed by Lynda Scheel, Treasurer. That is the extent of the correspondence.

Mr. Wilshaw: Thank you. Any questions for planning staff? If not, our petitioner is here tonight. Welcome.

Erin McMachen, 607 Shelby Street, Ste. 200, Detroit, MI. Good evening, guys. Thank you for staying so late. Thank you, Mark, for giving a great summary of the project. I really just wanted to hit on the revisions we made since last week. We took all of your comments to heart and presented them to Whitewater and they didn't hesitate. We want to comply with them all. I was kind of hearing Mark's voice that maybe the landscaping at the rear wasn't enough, and we're always happy to add more landscaping. That's kind of one of the points on Whitewater's website. If you guys have checked them out, they actually pride themselves in their landscaping and because you know, their customers are a priority to them, and they want them to be repeat customers. That's how they keep business and so they'd be happy to provide more landscaping. But I think Mark hit that we've addressed all comments from last week, and we would be happy to answer any other questions from you all or anyone else here to comment.

Mr. Wilshaw: Okay, thank you. Any questions for our petitioner? Ms. Dinaro?

Mr. Dinaro: It looks so much better. This is great. Remind me again, I know you told us in the study session what the timeline is on becoming operational?

Ms. McMachen: Yes. So, we would probably start construction this summer. You know, we still have to go to City Council and go through our building permitting. We don't have a building permit plan set yet, so that would be a couple months. They should be able to wrap up construction by the fall. The site's all concrete, so that allows them to do pavement a little more into those winter months. They use sod for their landscaping. They won't open a carwash without the sod in place because they don't want dirt flying around. So, if they can get sod in place by the end of summer, I would anticipate them being open in the fall.

Mr. Wilshaw: Great. Thank you, Ms. Dinaro. Any other questions for our petitioner?

Mr. Wilshaw: No other questions for our petitioner. Anyone in the audience wishing to speak for or against? We have one person that would like to come forward. Thank you for sticking around.

Ryan Jones, 30572 Elmira, Livonia, MI. All this for this right. I am just about a house over from when the back of this property will go. A couple of neighbors and I have talked about if there's going to be any water pressure issues, just because coming from the carwash pollutions car emissions, all that kind of stuff with our backyards butting right up to the property. I have three little girls at home that are always outside so I was just...a brand new car wash...I think there was one in Westland just went up...lines like down the street always with a brand new carwash. They always come up and they're always super busy. So, that was just something that we talked about. The noise, especially with vacuums going on I'm not sure I saw that map, I wasn't sure where they had put the vacuums. I had been a part of like Matic auto wash over by Telegraph and I-96. Vacuums...I mean, I could stop there pretty much anytime of the day those vacuums were going. So just now that it's in my backyard, it's a question I have. So, the time of operation, I don't know if that was stated. What the hours were going to be.

Mr. Wilshaw: They mentioned that our study meeting that was going to be seven days a week eight to eight. I don't know if that has changed or not. Okay, I'm still seeing nodding so yeah, So seven days a week.

Mr. Jones: You know the, that line...so those...that fence that's there is like a four foot block wall right now and did they say something about a berm is...because those lights are going to...there's parking lot back there when Archie's, when Archie's was a little bit more busy than they are now those lights would shine right into the backyard, from Midas and from Archie's. So, that was a point of concern that we had with...especially if they're open at eight. In the wintertime that means they're...from 430 up until closing time there's going to be light shining right in the backyard. The carwash' s in Livonia... like 15 and counting. I can throw a stone in any direction and hit a carwash. So that was like...I saw there was actually a plan in place for six...was it Six and Newburgh? No, it was six and Newburgh that got shot down. So that was...I don't know if we're just trying to stuff one in a spot...another one in Livonia. There's...I can count...I think there's five on Plymouth Road alone between Newburgh and Middlebelt. So that's kind of...between the chicken places and the carwash' s, I feel like we're in an episode of Breaking Bad.

So, the...I just there's, there's so many of them. I feel like there's just another one that's coming in here. So, the last thing was the shrubs in the back. So, they actually...the dealership has that parking lot right there to the left. They actually cut down all the trees there because they didn't want to deal with the vines that were growing in the trees. So, I don't know, all those trees along that line are pretty much infested with...there. They're not doing well. So, I don't know. that lush comment, I don't know who said that they're lush, but they're struggling evergreen trees that are below the powerlines. So, if not for DTE trimming them, then there's...they're not doing well. So, I don't know if they're planning...I know you guys did say something about adding a lot more landscape. So that would be a plus. But that's a plus with a lot more a lot of negative side. I just want to put my two cents and since we are right there and appreciate your guys' time.

Mr. Wilshaw: Definitely Thank you, Mr. Jones. Anyone else in our audience wishing to speak on this item? I don't see anyone. You get the final word Ms. McMachen.

Ms. McMachen So, just to address everything you said, and I am happy you came out. You know, Whitewater does want to be a good neighbor, they don't want to be anywhere they're not wanted, you know. Good to know about those trees on the west side of the property. You know, if they're not in good health, they will certainly provide a continuous evergreen hedge there of trees, because that was the intent of this plan, you know, showing the existing trees and if they're not healthy, we'll certainly replace them. We can note that on our plans. Just to touch a bit on operations. You know, noise from the vacuums is certainly always a concern. If you look on either side of the bypass lane, those are where the central housing systems are located and where a majority of the noise comes from. Those are behind a six-foot masonry wall, identical to the trash enclosure to help buffer that sound as well as all the landscaping on site. And I guess, you know, a good comparison that we give is, you know, from a residential property, they wouldn't be any louder than the traffic on Plymouth Road, which is why, you know, our carwash sites are always on a busier road. In terms of traffic, the site has more than enough stacking on site than what our tenant requires. I think we show about 20 spaces, but there's room for 30 plus spaces. Our tenant requires 18 stacking spaces on a busy day. To also combat those busy days, they can control the speed of the conveyor. They keep it at a slow speed to provide

the best wash, but if there is a super busy day and cars are, you know, down the line, they have the ability to increase the speed of that conveyor and move cars through more quickly, as well as having the 19 vacuums on site to provide their customers with that free service and not have to wait. We talked about pollution; you know smells and light. The only light at the rear of the site is 50 feet from the residential property, That's 20 feet tall and is shielded and pointed downward and we have lowered the output on these lights. So, it's about one foot candle at the light and behind that light the whole 50-foot buffer is zero-foot candles. So, there shouldn't be any spillover onto those residential properties. And those lights will only be operating from eight to eight with the carwash. And then pollution, no idling when they're at the vacuums. That's typical and the employees will help enforce that. All the detergents that are used are eco-friendly, phosphate free and everything's treated internally before it's discharged to the municipal sewer system, you know, oils, floatables, sediment, detergents, so no concern with pollution. There's a trash receptacle at each vacuum site and five employees that clean the site at the end of each day. So, there shouldn't be any litter either. Any questions?

Mr. Jones: What about the wow factor when it finally opens up? Is that traffic that's sitting there waiting to get their wash...

Ms. McMachen: Sure, sure, yeah, there might be, you know, new customers trying to figure out you know, the prices of our systems and stuff like that and I actually went to a few that have first opened and there'll be one employee stationed at the pay stations to kind of help guide everyone through, decide what they want, describe the membership system and guide them through until everyone's aware of the system.

Mr. Wilshaw: And also, Ms. McMachen, did you address...and I don't know that you really can, but the amount of water usage? And would there be an effect on any downstream water pressure because this is a high-water consumer?

Ms. McMachen: Yeah, not that we know of. Typically, when we get into the engineering phase, we have, you know, our mechanical, electrical, and plumbing plans. The study will either say, you know, we do have adequate supply, or we're not sure they'll get a flow test. And so, we would get a flow test done at that point. But their technology inside the tunnel, they're brand-new carwash, so they use more efficient equipment, they consume 70%, less than other car washes, they use about 25 to 30

gallons per car. So that's another, you know, selling point for them. They pride themselves in that,

Mr. Wilshaw: As I understand it, and you can correct me if I'm wrong, but I think a lot of these newer car washes are recycling a fair amount of the water and then just introducing a certain percentage of fresh water to that is that kind of how this works.

Ms. McMachen: So, they have that capability. They have the back claim tanks there, which treats it before it goes to the sewer system. But they also do have the capability to recycle the water. They really only see their Texas locations do that or you know if there's a water shortage or a drought issue, because it does affect the quality of the wash at the end of the day. So, it's there if they need to use it in the future, but they don't plan to use it right now.

Mr. Wilshaw: Okay, just doing cleaning of the water before it gets put into the sewer system. Okay. All right. Any other questions for petitioner? We got Mr. Bongero and then Mr. Long.

Mr. Bongero: Just a question, How did you settle on this location? Why was this spot...being that there's carwash less than a mile away? Like, why this spot?

Ms. McMachen: Yeah, we touched on that carwash last week. They really see themselves as a more modern brand with that, you know, monthly subscription and having these high powered free vacuums as opposed to coin operated vacuums. So, they first look at, you know, what's the traffic level on the road? You know, are we going to get customers driving by? Are we going to, you know, add any unnecessary traffic to the road, you know, it's already a busy road. They look for surrounding compatible uses. So that would be you know, we have auto all around us. The car dealership right there. That's a big selling factor for them. You know, of course, we have residential in the rear, which we always try to stay away from, but in a case like this, it seems like a great use compatible use for the site.

Mr. Wilshaw: Thank you, Mr. Bongero. Mr. Long?

Mr. Long: Mr. Bongero addressed my concerns. Thank you.

Mr. Wilshaw: Stealing your thunder.

Mr. Long: It's okay. It's late. I'm all for consolidation.

Mr. Wilshaw: Okay, any other questions from our petitioner or excuse me, our commissioners? It is getting late. If there's no other questions or comments, then I'm going to ask for a motion.

On a motion by Dinaro, seconded by Long, and adopted, it was

#01-06-2023 **RESOLVED**, That pursuant to a Public Hearing having been held by the City Planning Commission on January 17, 2023, on Petition 2022-12-02-21 submitted by EROP, L.L.C. requesting waiver use approval pursuant to Section 6.07 of the Livonia Vision 21 Zoning Ordinance, as amended, in connection with a proposal to redevelop the site, including demolishing the existing restaurant (Archie's) and constructing a new automated auto wash facility (Whitewater Express), at 30471 Plymouth Road, located on the south side of Plymouth Road between Middlebelt Road and Milburn Avenue in the Northwest ¼ of Section 35, the Planning Commission does hereby recommend to the City Council that Petition 2022-12-02-21 be approved subject to the following conditions:

1. The Site Plan identified as sheet C-2, dated January 27, 2023, prepared by Stonefield Engineering & Design, is approved and shall be adhered to.
2. All parking spaces, except the required handicapped spaces, shall be doubled striped at least ten feet (10') wide by twenty feet (20') in length.
3. The hours of operation, including the vacuums, shall be limited to 8:00 a.m. to 8:00 p.m.
4. The Landscape Plan identified as sheet C-6, dated January 27, 2023, prepared by Stonefield Engineering & Design, is approved and shall be adhered to, except that additional evergreen screening shall be provided along the south side of the property subject to the review and approval of the Planning Department.
5. The brick piers and fencing along Plymouth Road as shown on the revised site plan shall match the existing PRDA brick piers and fencing.
6. All dying, dead, diseased, or missing landscaping shall be replaced at the direction of the Planning and Inspection Departments.

7. All disturbed lawn areas, including road rights-of-way, shall be sodded instead of hydroseeding.
8. Underground sprinklers shall be installed for all landscaped and sodded areas. All planted materials shall be installed to the satisfaction of the Inspection Department and permanently maintained in a healthy condition.
9. The Elevation Plan identified as sheet A200, dated November 16, 2022, prepared by REB Architects, is approved and shall be adhered to.
10. The three walls of the dumpster enclosure shall be constructed with the same brick used in the construction of the building. If a poured wall is used, the design, texture, and color shall match the building. The enclosure gates shall consist of opaque and durable steel or composite panels.
11. All rooftop mechanical equipment shall be concealed from public view on all sides by screening, consisting of material compatible in color with other exterior materials on the building.
12. All light fixtures shall not exceed a height of twenty feet (20') and shall be aimed and shielded to minimize stray light trespassing across property lines and glaring onto adjacent roadways. All exterior lights shall be turned off or dimmed between 8:30 p.m. and 7:30 a.m.
13. Only conforming signage is approved with this petition, and any additional signage shall be separately submitted for review and approval by the Zoning Board of Appeals.
14. No LED light band or exposed neon shall be permitted on this site, including, but not limited to, the building or around the windows.
15. Unless approved by the Inspection Department, any type of exterior advertising, such as promotional flags, streamers, or sponsor vehicles designed to attract the attention of passing motorists, shall be prohibited.
16. The plans referenced in this approving resolution shall be submitted to the Inspection Department with the building permit application(s), and

17. Per Section 13.13 of the Livonia Vision 21 Zoning Ordinance, this approval is valid for one (1) year from the date of approval by the City Council. Unless a building permit is obtained, this approval shall be null and void after the one (1) year period.

FURTHER RESOLVED, That notice of the above hearing was given in accordance with the provisions of Section 13.13 of Livonia Vision 21 Zoning Ordinance, as amended.

Mr. Wilshaw: Is there any discussion?

Mr. Taormina: If the maker of the motion would please consider changes to condition #4. After listening to the petitioner and their willingness to add landscaping, where needed, the Planning Department recommends additional plantings, mostly along the rear of the property, to increase the buffering adjacent to the residential. Also, a provision to address replacing any dead, dying or diseased landscaping. We will fashion the language. By the time this project gets built and the impacts from construction, should any of the existing landscaping be impacted, we'd like the ability to require that those get replaced. These changes would improve and increase the screening between this project and the residential.

Mr. Wilshaw: All right. Thank you,

Ms. Dinero: I am alright with that. Mr. Taormina. Our maker of the motion is okay with that. Is the supporter?

Mr. Long: Emphatically Yes.

Mr. Wilshaw: Okay. So, we have a slight modification to the landscaping portion of the approval. Any further discussion? If not, if the Secretary is ready, please call the roll.

A roll call vote on the foregoing resolution resulted in the following:

AYES:	Dinero, Long, Caramagno
NAYS:	Bongero, Wilshaw
ABSENT:	Ventura
ABSTAIN:	None

Mr. Wilshaw, Chairman, declared the motion is carried and the foregoing resolution adopted. It will go on to City Council with an approving resolution.

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 27, 2023**

Meeting was called to order at 8:00 p.m. by Council Vice President Toy. Present: Kathleen McIntyre, Scott Bahr, Rob Donovic, Scott Morgan, Brandon McCullough, and Laura Toy. Absent: Jim Jolly.

Elected and appointed officials present: Susan Nash, City Clerk; Leo Neville, Assistant City Attorney; Todd Zilincik, City Engineer; Mark Taormina, Director of Planning and Economic Development; Josh Sabo, Director of Communications, and Casey O'Neil, Information Systems Director.

Councilmember McIntyre led the meeting in the Pledge of Allegiance.

6. REQUEST FOR APPROVAL TO OFFER FREE TEEN MEMBERSHIPS AT JACK E. KIRKSEY RECREATION CENTER: Department of Parks and Recreation, re: for Livonia teens ages 14-17 as a pilot program for the summer of 2023, from June 15, 2023, through September 4, 2023.

Ted Davis, Parks and Recreation Superintendent, presented the request to Council.

Councilmember McIntyre said her concern is that there could be issues with teens using it as a place to hang out. She shared a concern about staff having to monitor behavioral issues. She is also worried this could turn off families and adults paying memberships.

Ted Davis stated that years ago the Rec Center was not a place to go on Friday nights, but things have changed since implementing a rule that individuals must be 14 years or older to be in the facility alone. He indicates that changing the age from 12 to 14 has eliminated many of those problems. He believes we will see an increase in issues because there would be more people but indicates we have had more incidents in the last three months with seniors than with youth. He feels that kids that are engaged and busy will be less of a problem than kids that are bored and not engaged. It is a risk, but he and his staff are willing to take the risk. He indicated the department is sufficiently staffed at this time.

Councilmember McIntyre would be willing to approve it but would like a report back one month into the program. She asked if Ted could set up some time for Council to stop by the facility. She would also like something in the resolution that Council can reevaluate the program after the month report.

Councilmember Morgan said due to his experience as a Police Officer he feels this may not be an appropriate move to make as a Recreation Center. He feels that parents will use this as a place to drop their kids off throughout the summer while they are working, and the kids will have no way to get home. It could turn into a gathering place for groups of kids and the people there to work out will have issues with this. He had many calls over the years where kids were just hanging out there and not really using the facilities. He doesn't think it is a good idea to have this in a place where

people pay membership fees for use. He would like to see the number of police runs that LPD has to respond to during the times proposed if it passes.

Ted Davis said he and he and his staff anticipate an increase in incidents but are well versed in handling situations. He feels most kids will abide by the house rules. He indicated that parents must sign them up and the rules will be given to both.

Councilmember Donovic appreciates both sides and verified the parents and youth will sign up just like the traditional membership. He asked if there is a number goal in mind and if this would be open to Livonia residents only.

Ted estimates there about 2400 youth in this age group in Livonia according to Census data and he feels 500 would be a great number and it would be offered to Livonia residents only.

Councilmember Donovic asked if a reduced membership has been considered and to verify that if approved, it would be for this time frame only.

Ted confirmed that no reduced fee has been considered and he feels it is a great marketing campaign. He said nothing attracts attention like free. He also said it is only for the specified period and it would not be requested again if there were problems.

Councilmember McCullough supports the idea. He asked if party rentals and other revenue generating amenities were going to become available again.

Ted said party rentals are staff intensive and are not revenue generating. Rental costs would need to double in order to cover the expenses on the city side.

Councilmember McCullough said the Recreation Center disciplinary process is legitimate and it is a very strict environment.

Councilmember Bahr asked if this would affect family memberships.

Ted said it could where applicable depending on the family size.

Councilmember Bahr asked how our current membership compares to pre-Covid times. He also asked why would now be the time to implement this program?

Ted said we are about average or better over the history of the Recreation Center. He is trying to introduce as many people as possible to the facility. He feels we should remove the financial barrier and provide access to a segment of Livonia Youth that wouldn't ordinarily have it.

Councilmember Bahr said as a member, his family is frequently frustrated with their inability to use the facility because it is so over-run with people. He is also concerned with it as free attracts people, but it doesn't usually attract good things.

Vice President Toy said we used to have Sock Hops for kids to go and hang out, and mentioned that a previous councilmember used to say, "kids that have sports don't end up in courts". Kids don't really have this available anymore. She asked what times of day this would be offered.

Ted said they would be allowed to come in anytime during regular hours.

Councilmember McIntyre said things given away tend to not have a high perceived value. She suggested we charge a small fee and if a family finds this cost prohibitive, perhaps we could help with money from the Healthy Livonia Scholarship fund. She also asked if we could administratively adjust accounts easily.

Ted said billing would stop for those billed monthly and annual memberships would be given a credit.

Councilmember McCullough asked if there has been any thought of perhaps combining this program with the Livonia Service Corps and offer memberships based on volunteer service hours.

Margaret Erle, 31545 Pembroke, said she would like to see the application and the application process, a handbook as to what participation entails, and a requirement to be involved in a volunteer activity. She would also like to know what kind of supervision will be available, if the parents sign off on liability, and designated hours to prevent drop off in the morning and pick up at night.

Councilmember McIntyre offered an approving resolution for the Consent agenda.

DIRECTION:

APPROVAL

REGULAR



LETTER TO THE LIVONIA CITY COUNCIL

6.

Parks and Recreation February 7, 2023

MEETING DATE

S022723/R031323

PREPARED BY

Ann Cox, Program Supervisor,

AGENDA ITEM

REQUEST FOR APPROVAL TO OFFER FREE TEEN MEMBERSHIPS AT JACK E. KIRKSEY RECREATION CENTER: Department of Parks and Recreation, re: for Livonia teens ages 14-17 as a pilot program for the summer of 2023, from June 15, 2023, through September 4, 2023.

BACKGROUND

At the February 1, 2023, Parks and Recreation Commission meeting, the Parks and Recreation Commission passed a resolution providing free summer vacation memberships for Livonia teens ages 14-17 for summer 2023. The program would run June 15 through September 4, 2023.

Upon a motion made by Mrs. Kevra seconded by Mrs. Jolly, it was

#3874-23 RESOLVED, that the Commission approves the free summer vacation membership for Livonia residents ages 14-17 as a pilot program for the summer of 2023.

A roll call vote was taken on the foregoing resolution with the following results:

AYES: Condon, Kevra, Summers, Jolly

ABSENT: Johnson

NAYES: None

The Acting Chairperson declared the resolution **adopted**.

NAYES: None

The Department has been developing the proposal since last year when several organizations offered similar programs to attract new users. With our membership and staffing stabilized, we feel this is an excellent time to provide this service to the community. Summer is typically a slower time in the facility, providing us with excess capacity. The benefits of this proposal are substantial, highlighting our commitment to families, providing for teens, and marketing our facility and the value of membership to a larger audience.

We would require registration and membership paperwork with a parent or legal guardian's signature before use. All participants would agree to our House Rules and be held to the same code of conduct. Registration for the memberships would start June 1, 2023, with the membership valid from 6/15-9/4/23. The proposed free memberships would carry all rights of other memberships except for class discounts and day passes.

We would compensate existing members by suspending payments for youth/teen EFT, extending membership for Annual Youth/Teen, lowering the membership to Adult +1 for EFT, and crediting Annual Family memberships if applicable. Any compensation must be requested in writing.

With an estimated 2,400 Livonia residents in this age group, we hope to attract 500 participants to this free program. We are expanding our reach into the community and providing a benefit to our teens and their families.

RECOMMENDATION

We are asking the Council to approve the proposed free summer vacation membership for Livonia residents ages 14-17 and the transfer of funds from the Healthy Livonia Youth Scholarship Program to 208 revenue in the amount of \$21,000 to offset anticipated revenue losses.

FISCAL CONSIDERATION

The lost revenue associated with each membership packet would be as follows:

Annual Youth/Teen	\$52.50
EFT Youth/Teen	\$63
Annual Family	\$22.50
EFT Family	\$24

Our current membership numbers indicate over 8,000 Family and 142 Youth/Teen memberships. We can estimate 70 Youth/Teen and 500 Family members affected by this, with an anticipated membership revenue loss of \$15,000. We would also expect a revenue loss with our day passes and outdoor pool passes. Based on 2022 numbers for our daily users, we expect a revenue loss of \$6,000.

The revenue loss of \$21,000 could be offset by the Healthy Livonia Scholarship, which only utilized \$6,000 in 2022. This was created by converting 90 corporate memberships from our Health Services agreement with Trinity Livonia. The yearly total for the scholarship program is \$26,550.

ATTACHMENTS

1. 2023 Teen Summer Membership

APPROVED BY



Ted Davis, CPRP, Superintendent of Parks and Recreation

Date: February 07, 2023



Michael Slater, Finance Director

Date: February 07, 2023

A handwritten signature in black ink, reading "Maureen Miller Brosnan". The signature is written in a cursive, flowing style.

Date: February 09, 2023

Maureen Miller Brosnan, Mayor



Run On 01/24/2023 02:04 PM

Run By Ted Davis

From 01/24/2023 12:00 AM

To 01/24/2023 11:59 PM

Sessions Multiple (33)

Ann's Active Membership Summary

Corporate

Session	Membership Count
Corporate	37
	37

Membership

Session	Membership Count
Annual Adult	595
Annual Adult +1	661
Annual Family (6 or less)	4009
Annual Family Additional Member	22
Annual Matinee	12
Annual Senior	770
Annual Youth/Teen	107
Business Adult	85
Business Adult +1	22
Business Family	69
EFT Adult	307
EFT Adult+1	487
EFT Business Adult	28
EFT Business Adult +1	28
EFT Business Family	164
EFT Business Family Additional Member	2
EFT Family	4292
EFT Family Additional Member	44
EFT Matinee	6
EFT Senior	65
EFT Youth/Teen	36
PeerFit Matinee	105
Renew Active (Optum) Matinee	246

SilverSneakers Matinee	1491
Staff Membership	96
	13749
Totals for Ann's Active Membership Summary	
	13786

Run On 01/24/2023 01:52 PM

Run By Jeannine Poulin

From 06/18/2022 12:00 AM

To 09/04/2022 11:59 PM

Residency Resident

Categories Kirksey Recreation Center Day Pass

Activities Day Pass

Transaction Summary by Category, Activity and Session

Category: Kirksey Recreation Center Day Pass

Day Pass

Session	Participants	Cash	Check	Credit/Debit	User Credit	Credit Memo	Gift Card	Total
1. Adult	732	\$2672.52	\$17.00	\$6014.40	\$71.34	\$5.25	\$8.50	\$8,789.00
2. Complimentary	188	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Member Non-Resident Youth Guest	50	\$165.00	\$0.00	\$125.00	\$0.00	\$0.00	\$0.00	\$290.00
4. Military	7	\$45.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$65.00
5. Military On Leave	5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6. Senior	158	\$877.58	\$0.00	\$416.42	\$11.00	\$0.00	\$0.00	\$1,305.00
7. Teen	293	\$2519.66	\$7.00	\$1005.44	\$30.90	\$0.00	\$0.00	\$3,563.00
8. Welcome Back	7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9. Youth	810	\$2714.24	\$0.00	\$2961.00	\$99.77	\$0.00	\$0.00	\$5,775.00
	2250	\$8,994.00	\$24.00	\$10,542.25	\$213.00	\$5.25	\$8.50	\$19,787.00
Totals for Category: Kirksey Recreation Center Day Pass								
	2250	\$8,994.00	\$24.00	\$10,542.25	\$213.00	\$5.25	\$8.50	\$19,787.00
Totals for Transaction Summary by Category, Activity and Session								
	2250	\$8,994.00	\$24.00	\$10,542.25	\$213.00	\$5.25	\$8.50	\$19,787.00

Clements 2022

Date	Member Check In	Total Sales	R Child	R Adult	R Senior	R 3 and Under	NR Child	NR Adult	NR Senior	NR 3 and Under	Complimentary Pass	Notes
18-Jun	25	\$319.00	3	4			13	21	1			73
19-Jun	51	\$482.00	17	15	2		18	22	1	4		78
20-Jun	61	\$435.00	40	16	4	2	14	9		1		86
21-Jun	193	\$1,944.00	100	72	8	8	77	65	4	6		96
22-Jun	72	\$1,216.00	45	31	4		65	44	2	1		90
23-Jun	98	\$948.00	47	31	6	6	44	28	3	1		83
24-Jun	102	\$1,270.00	44	32	2	10	66	50	2	12		87
25-Jun	99	\$1,454.00	40	45	5	15	62	66	3	16		88
26-Jun	75	\$861.00	26	19	1	8	49	35		8		86
27-Jun	27	\$162.00	11	7			8	3				77
28-Jun	73	\$672.00	47	19	6	4	23	18	6	1		80
29-Jun	41	\$271.00	34	28	2		4	8				83
30-Jun	147	\$1,734.00	65	47	4	17	89	62	6	6		91
	1064	\$11,768.00	519	366	44	70	532	431	28	56	0	

1-Jul	32	\$175.00	11	5			9	4	1			Pool Closed Early due to Weather
2-Jul	100	\$1,238.00	30	29		5	67	56		11		2 staff all day-limited to 100 people 85
3-Jul	96	\$1,019.00	36	47	3	6	41	34	5	1		83
4-Jul	49	\$1,339.00	36	37	3	8	59	65		11		Independence Day 91
5-Jul	52	\$759.00	32	17	2		34	31	3			90
6-Jul	0	\$13.00	2	1								Pool opned at 4 p.m. due to weather
7-Jul	47	\$1,079.00	30	26	2	1	57	43	5	1		85
8-Jul	18	\$340.00	15	9	1		11	6	1			85
9-Jul	66	\$874.00	30	25	3	2	28	46	1	3		82
10-Jul	49	\$1,441.00	50	40	6		49	60	3	1		82
11-Jul	38	\$305.00	21	18	1		9	6	2	1		86
12-Jul	69	\$466.00	38	28	1	2	14	14	2	0		78
13-Jul	0	\$0.00										Pool Closed due to weather
14-Jul	64	\$675.00	45	24	7		23	16	6			83
15-Jul	36	\$639.00	26	20		3	28	19		3		81
16-Jul	36	\$308.00	19	15	1	3	6	10	3			82
17-Jul	7	\$236.00	17	5	2		9	8				80
18-Jul	37	\$741.00	44	21	5	1	27	24	5	4		89
19-Jul	87	\$1,500.00	79	41	5	3	72	49	2	1		93
20-Jul	23	\$306.00	14	9			18	8	1			92
21-Jul	97	\$1,406.00	64	52	5		74	50	3			90
22-Jul	79	\$1,031.00	39	22	4		47	42	6	1	3	89
23-Jul	33	\$642.00	20	19	3	3	37	21	1	6	1	88
24-Jul	37	\$573.00	17	17			15	14	10	1		89
25-Jul	23	\$500.00	41	20	4		14	12	2			81
26-Jul	32	\$503.00	38	14	2		20	14	1			82
27-Jul	17	\$62.00	9	1			2	1				84
28-Jul	48	\$612.00	36	19	1	4	27	20		5		86
29-Jul	52	\$1,008.00	62	30	7	15	41	32	1	4		83
30-Jul	50	\$800.00	29	27	5		37	30				84
31-Jul	59	\$1,306.00	49	47	4	8	48	55	4	17		84
	1433	\$21,896.00	979	685	77	64	923	790	68	71	4	

1-Aug	9	\$211.00	31	1	1							
2-Aug	62	\$680.00	20	40	7		28	21	1	4		
3-Aug	56	\$857.00	39	23	1		41	32	1			
4-Aug	3	\$119.00	7	3			7	3				Pool closed early due to weather
5-Aug	34	\$401.00	19	11	5		17	13	2			

6-Aug	86	\$1,540.00	66	62	7	11	57	56	5	13	1	
7-Aug	40	\$954.00	37	39	1	9	39	34	4	10		
8-Aug	27	\$159.00	9	7			10	2				
9-Aug	29	\$282.00	34	30	2		10	12	3			
10-Aug	58	\$837.00	33	22	1		39	33	3			
11-Aug	43	\$437.00	24	10	10	3	21	10	2			
12-Aug	52	\$556.00	46	24	4		15	13	2	1		
13-Aug	12	\$106.00	6	4			5	3				
14-Aug	2	\$273.00	10	8				1				Pools closed early due to weather
15-Aug	26	\$316.00	21	12	3		13	9			2	
16-Aug	17	\$553.00	31	17	4		21	17	4			
17-Aug	27	\$114.00	3	3			6	5				
18-Aug	71	\$494.00	32	14	2		18	18				
19-Aug	88	\$739.00	39	25	3	6	28	27	1	4		
20-Aug	20	\$397.00	5	9	1		21	19	2	5		Pools closed early due to weather
21-Aug	1	\$4.00	1									
22-Aug	25	\$168.00	9	10	1		5	4	1			
23-Aug	56	\$665.00	35	19	2		30	22	2			
24-Aug	61	\$729.00	54	35	15		22	13	1	1		
25-Aug	32	\$394.00	19	15	4		13	12	4			
26-Aug	14	\$113.00	11	7		2	1	3		2		
27-Aug	72	\$706.00	33	26	1	1	32	24			4	
28-Aug	42	\$681.00	19	16	2	8	34	31		7	3	Pools closed early due to weather
29-Aug	5	\$42.00	1	3			2	1				
30-Aug	55	\$97.00	2	2	1		3	6			4	
31-Aug	41	\$536.00	30	19	2	3	26	13	2			
1-Sep	50	\$374.00	28	19	1	6	11	8	2	4		
2-Sep	0	\$823.00	44	33	3	8	34	25	1	5		
3-Sep	110	\$1,107.00	42	43	1	8	44	43	5	4		
4-Sep	11	\$0.00										Pool Closed early due to weather
5-Sep	19	\$16.00					1	1				Pool closed early due to weather
	1356	\$16,480.00	840	611	85	65	654	534	48	60	14	

BOTSFORD 2022

Date	Member Check In	Total Sales	R Child	R Adult	R Senior	R 3 and Under	NR Child	NR Adult	NR Senior	NR 3 and Under	Complimentary Pass	Notes
18-Jun	12	\$199.00	14	9			4	7	1			73
19-Jun	14	\$301.00	8	9	1		15	12	1	1		78
20-Jun	16	\$142.00	5	5	3		7	4				86
21-Jun	27	\$579.00	13	17	3		26	26	2	1		96
22-Jun	46	\$567.00	20	18	4	2	19	26	2	2		90
23-Jun	31	\$260.00	12	9	3		7	11	1	1		83
24-Jun	51	\$817.00	26	18	2		36	38	3	3		87
25-Jun	29	\$737.00	29	36			25	28	2	2		88
26-Jun	18	\$485.00	17	24		1	9	26				86
27-Jun	1	\$52.00	5	1	1		2	1				77
28-Jun	11	\$300.00	51	2	1		2	2	6			80
29-Jun	12	\$303.00	36	11	1		3	8	1	1		83
30-Jun	25	\$462.00	28	20	2	1	9	16	5	1		91
	293	\$5,204.00	264	179	21	4	164	205	24	12	0	

1-Jul	1	\$30.00	1	2			1	1				Pool Closed Early due to Weather
2-Jul	44	\$395.00	11	15	2	1	6	22	4	3		85
3-Jul	29	\$516.00	5	17		1	20	27	4	1		83
4-Jul	35	\$735.00	27	23	2		23	5	4			Independence Day 91
5-Jul	3	\$52.00	4	4				1	1			90
6-Jul	1	\$18.00	2	2		1						Pool opened at 4 p.m. due to weather
7-Jul	17	\$379.00	21	20	4		12	9	2			85
8-Jul	4	\$328.00	82				4	2				85
9-Jul	9	\$356.00	11	13			14	15	2			82
10-Jul	27	\$527.00	13	17	2		16	23	9	3	1	82
11-Jul	23	\$173.00	7	7			7	6	1			86
12-Jul	15	\$271.00	33	5		1	6	8		1		78
13-Jul	0	\$0.00										Pool closed due to weather.
14-Jul	15	\$104.00	3	5	2		2	5				83
15-Jul	21	\$55.00	3	4			2	1				81
16-Jul	26	\$209.00	5	6	1		6	11	2	1		82
17-Jul	2	\$105.00	4	5	1		6	2				80
18-Jul	24	\$294.00	26	5	4	1	8	8	3			89
19-Jul	31	\$389.00	7	11	1	1	17	18	3	2		93
20-Jul	11	\$187.00	3	8	1		10	6	1			92
21-Jul	17	\$271.00	9	7	1		9	14	1	2		90
22-Jul	29	\$458.00	10	14	2		17	23	2			89
23-Jul	11	\$372.00	6	12	3		4	26	2			88
24-Jul	13	\$303.00	5	7			16	12	4	5		89
25-Jul	12	\$85.00	5	4	1		1	3	1			81
26-Jul	5	\$449.00	50	1			21	10	1	2		82
27-Jul	5	\$0.00										84
28-Jul	4	\$77.00	7	5	2		1	1				86
29-Jul	20	\$545.00	149	6		1	2	2	1			83
30-Jul	12	\$393.00	23	19	2		9	15				84
31-Jul	21	\$413.00	16	20	6		6	18	3	1		84
	487	\$8,489.00	548	264	37	7	246	294	51	21	1	

1-Aug	0	\$209.00	10	1			17	5	0	0		
2-Aug	4	\$125.00	8	9	4		2	7				

3-Aug	18	\$126.00	58	6	3	1	3	1	1			
4-Aug	2	\$148.00	2	1			18	1				Pool closed early due to weather
5-Aug	22	\$133.00	3	3	1		2	9	1		1	
6-Aug	31	\$413.00	14	19	5		11	16	3			
7-Aug	11	\$281.00	10	11	1		6	14	2	2		
8-Aug	2	\$113.00	2		1		7	5	1			
9-Aug	10	\$94.00	55	4	1		2	4		1		
10-Aug	21	\$170.00	9	6	2	1	3	6	3			
11-Aug	4	\$836.00	2	3			1	8	2			Botsford Elemntry July Visits Paid)
12-Aug	21	\$216.00	7	7			7	10	14			
13-Aug	1	\$15.00		3						1		
14-Aug	0	\$0.00										Pools closed early due to weather
15-Aug	5	\$77.00	3	3	1		3	2	1			
16-Aug	10	\$93.00	4	3	3	1		4	2			
17-Aug	4	\$150.00		2			20					
18-Aug	3	\$133.00	2	6	5		3	6				
19-Aug	27	\$226.00	15	12	2		1	7	4			
20-Aug	17	\$126.00	7	7	1		1	5	1			Pools closed early due to weather
21-Aug	0	\$0.00										Pools closed early due to weather
22-Aug	12	\$187.00	24				13					Dog Swim
	225	\$3,871.00	235	106	30	3	120	110	35	4	1	



LETTER TO THE LIVONIA CITY COUNCIL

22.

Law
March 7, 2023

MEETING DATE

R031323

PREPARED BY

Sara Kasprovicz, Council Office Manager,

AGENDA ITEM

REQUEST TO APPROVE A SETTLEMENT: Department of Law, re: for Andrew Mathews v P.O. Tamer; U.S. District Court Case No. 2:21-cv-10361.

BACKGROUND

Dear Council Members,
Please be advised that the attorneys for the parties in the above-referenced case have agreed, subject to City Council approval, to resolve this case. Assuming that you concur with the settlement agreement, the City of Livonia will pay \$35,000.00 in full and final settlement of all claims brought against P.O. Tamer.

For the reasons discussed in the Closed Committee of the Whole meeting held on March 6, 2023, the Law Department recommends approval of this settlement.

RECOMMENDATION

Approval of settlement in the amount of \$35,000.00 in full and final settlement of all claims brought against P.O. Tamer.

FISCAL CONSIDERATION

Settlement Amount - \$35,000.00

ATTACHMENTS

None

APPROVED BY

A handwritten signature in blue ink, appearing to read "Paul Bernier".

Paul Bernier, City Attorney

Date: March 07, 2023

A handwritten signature in blue ink, appearing to read "Maureen Miller Brosnan".

Maureen Miller Brosnan, Mayor

Date: March 09, 2023