

OFFICE OF THE COUNCIL

COUNCIL MEMBERS

BRANDON McCULLOUGH, President
MARTHA PTASHNIK, Vice President
CARRIE BUDZINSKI
ROB GJONAJ DONOVIC
JIM JOLLY
SCOTT MORGAN
LAURA M. TOY



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
FEBRUARY 28, 2024
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.

1987th Regular Meeting Agenda of the Council of the City of Livonia
Wednesday, February 28, 2024

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 12, 2024

AUDIENCE COMMUNICATION

REPORTS FROM THE MAYOR AND OTHER CITY OFFICIALS

- a. [Communication from the Department of Finance, dated February 5, 2024, re: forwarding the Departmental Purchases Report, for the month ending January 2024.](#)

CONSENT AGENDA

1. [REQUEST TO WAIVE THE CITY'S NOISE ORDINANCE: Dave Groff, re: in order to host a party with a band, to be held Thursday, July 4, 2024, from 1:00 p.m. to 10:00 p.m. at the homes located at 18111 and 18133 Floral Street.](#)
2. [APPOINTMENT OF MARY CIOLINO TO THE LIVONIA BOARD OF REVIEW: Office of the Mayor, re: for a term which will expire on February 16, 2026.](#)
3. [REAPPOINTMENT OF ANDREW LENDRUM TO THE LIVONIA BOARD OF REVIEW: Office of the Mayor, re: for a three-year term, which will expire on February 16, 2027.](#)
4. [REAPPOINTMENT OF JACOB GHANNAM TO THE LIVONIA BOARD OF ETHICS: Office of the Mayor, re: for a three-year term, which will expire on March 1, 2027.](#)
5. [REAPPOINTMENT OF SUZETTE SAMUELS TO THE LIVONIA BOARD OF ETHICS: Office of the Mayor, re: for a three-year term, which will expire on March 1, 2027.](#)
6. [REQUEST TO APPROVE THE LIVONIA POLICE OFFICERS ASSOCIATION OF MICHIGAN \(POAM\) ON BEHALF OF ITS AFFILIATE, THE LIVONIA POLICE OFFICERS ASSOCIATION, POLICE SERVICE AIDE UNIT - UNIT B TENTATIVE AGREEMENT: Civil Service Department, re: for the period of December 1, 2023, through November 30, 2026.](#)
7. [REQUEST FOR AUTHORIZATION TO PURCHASE ONE \(1\) 2024 FORD TRANSIT HIGH ROOF 15 PASSENGER AWD VAN THROUGH THE STATE OF MICHIGAN BID PROCESS: Livonia Housing Commission, re: for use by Livonia Community Transit, from budgeted funds.](#)
8. [REQUEST TO APPROVE ART IN THE PARK PROGRAM: Department of Parks and Recreation, re: to provide a low-cost framework for introducing art into our public spaces for 2024, from budgeted funds.](#)
9. [AWARD OF BID: Department of Parks and Recreation, re: for beverage and snack vending service at the Jack E. Kirksey Recreation Center for a three-year agreement.](#)

10. REQUEST TO ADOPT A RESOLUTION IN SUPPORT OF AN APPLICATION FOR THE MICHIGAN HISTORIC PRESERVATION OFFICE (SHPO) 2024 CLG GRANT: Department of Parks and Recreation, re: for the Rehabilitation Planning for the south barn at Greenmead Historical Park.
11. REQUEST TO ADOPT A RESOLUTION PROCLAIMING THURSDAY, APRIL 25, 2024, AS ARBOR DAY IN THE CITY OF LIVONIA: Douglas L. Moore, Assistant Director of Public Works re: to be celebrated at 3:00 pm at Niji-Iro Japanese Immersion Elementary School, 36611 Curtis.
12. REQUEST TO RELEASE DEVELOPMENT BONDS: Engineering Division, re: for Dover Court Site Condominium, located south of Ann Arbor Trail, west of Dover Avenue in the Southwest 1/4 of Section 33. (CR 290-19)
13. REQUEST TO AMEND THE CONTRACT WITH ANDERSON, ECKSTEIN AND WESTRICK, INC. FOR CONSTRUCTION ENGINEERING SERVICES FOR THE 2024 CONCRETE ROAD PROGRAM (CONTRACT 24-C): Engineering Division, re: for same. (CR 336-21)
14. REQUEST TO AMEND THE CONTRACT WITH ANDERSON, ECKSTEIN AND WESTRICK, INC. FOR CONSTRUCTION ENGINEERING SERVICES FOR THE 2024 CONCRETE ROAD MAINTENANCE/SELECTIVE SLAB PROGRAM (CONTRACT 24-J): Engineering Division, re: for same. (CR 336-21)
15. REQUEST TO WAIVE THE FORMAL BIDDING PROCESS AND APPROVE THE 2024 LANE LINE MARKING PROGRAM BY EXTENDING CONTRACT 23-H UNIT PRICES WITH PK CONTRACTING, INC.: Engineering Division, re: for Contract 24-H in the amount of \$125,000 (CR 230-23)

UNFINISHED BUSINESS – MEETINGS OF THE COMMITTEE

16. COMMITTEE OF THE WHOLE MEETING OF FEBRUARY 5, 2024
 - a. The subject matter of a proposed amendment to the Livonia Code of Ordinances amending the ordinance so that the Council Administrator would report to and be under the direction of the City Council rather than the City Clerk (CR 03-24)
 - b. The subject matter of appointments to the Zoning Board of Appeals by Councilmembers. (CR 198-21)
 - c. The subject matter of residential blight. (CR 154-21)
 - d. The subject matter of the vacant and abandoned fee schedule. (CR 130-23)
 - e. The subject matter of raising residential chickens within the City (CR 05-24)
 - f. The subject matter of restricting gas stations to two (2) at any intersection. (CR 06-24)
17. COMMITTEE OF THE WHOLE MEETING OF FEBRUARY 26, 2024
 - a. The subject matter of the new Senior Citizen Center. (CR 268-23)
 - b. The subject matter of a proposed budget adjustment to restore funding for the Government Affairs Director position.

UNFINISHED BUSINESS

18. REQUEST TO WAIVE THE FORMAL BIDDING PROCESS AND APPROVE THE 2024 CONCRETE ROAD PROGRAM BY EXTENDING CONTRACT 23-C UNIT PRICES WITH HARD ROCK CONCRETE: Engineering Division, re: for Contract 24-C in the amount of \$4,523,752.63 (CR 120-23)
19. REQUEST TO WAIVE THE FORMAL BIDDING PROCESS AND APPROVE THE 2024 CONCRETE ROAD MAINTENANCE/SELECTIVE SLAB PROGRAM BY EXTENDING CONTRACT 23-J UNIT PRICES WITH GREAT LAKES CONTRACTING SOLUTIONS: Engineering Division, re: for Contract 24-J in the amount of \$1,626,472.54. (CR 409-23)
20. REQUEST TO WAIVE THE FORMAL BIDDING PROCESS AND APPROVE THE 2024 SIDEWALK REPAIR PROGRAM BY EXTENDING CONTRACT 23-G UNIT PRICES WITH JOE ROTONDO CONSTRUCTION CORP. AND REQUEST TO AUTHORIZE AN APPROPRIATION AND EXPENDITURE TO PRECISION CONCRETE CUTTING, INC.; Engineering Division, re: for Contract 24-G in the amount of \$1,202,750.52 (CR 71-23)

NEW BUSINESS

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.

LORI L. MILLER, CITY CLERK



LETTER TO THE LIVONIA CITY COUNCIL

a.

Finance
February 5, 2024

MEETING DATE

R022824

PREPARED BY

DeAnne Bates, Program Supervisor,

AGENDA ITEM

a. Communication from the Department of Finance, dated February 5, 2024, re: forwarding the Departmental Purchases Report, for the month ending January 2024.

BACKGROUND DETAILS

Finance Ordinance 3.04.130(A) requires that a report be provided to the governing body regarding departmental purchases that are between \$15,000 and \$19,999. Attached hereto are the departmental purchases that meet this criterion for the month ending January 31, 2024. Additional details on these purchases will be provided upon request.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

We respectfully request that City council receive and file this report.

ATTACHMENTS

1. City Council - Receive and File Purchases - January 2024

APPROVED BY

Michael Slater, Finance Director

Date: February 05, 2024

Maureen Miller Brosnan, Mayor

Date: February 08, 2024

City of Livonia
City Council - Recieve and File Purchases

For Month of : January 2024

Pursuant to Ordinance Section 3.04.130, purchases between \$15,000 and \$19,999 need to be submitted to City Council as a receive and file item. Below are the purchases that meet this criteria.

<u>Item #</u>	<u>Date</u>	<u>Department</u>	<u>Vendor</u>	<u>Item</u>	<u>Cost</u>	<u>Description</u>
1	1/18/2024	Civil Service	Michigan Municipal League	Recruitment Fee - Director of Finance	\$18,500.00	Recruitment for the Director of Finance Position- Lowest of 3 quotes received.
2	1/25/2024	Information Systems	CDW-G	Access Point Replacement x51	\$15,820.20	Replacing old access points throughout the Library and CH
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**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 12, 2024**

1.

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

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; and David Lear, Assistant City Engineer.

Councilmember Morgan led the meeting with the Pledge of Allegiance.

1. REQUEST TO WAIVE THE CITY'S NOISE ORDINANCE: Dave Groff, re: in order to host a party with a band, to be held Thursday, July 4, 2024, from 1:00 p.m. to 10:00 p.m. at the homes located at 18111 and 18133 Floral Street.

Dave Groff, 18133 Floral, presented the request to Council.

President Jolly offered an approving motion for the Consent agenda.

DIRECTION:

APPROVING

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

1.

Council Office
January 26, 2024

MEETING DATE

S021224/R022824

PREPARED BY

Sara Kasprowicz, Council Office Manager,

AGENDA ITEM

REQUEST TO WAIVE THE CITY'S NOISE ORDINANCE: Dave Groff, re: in order to host a party with a band, to be held Thursday, July 4, 2024, from 1:00 p.m. to 10:00 p.m. at the homes located at 18111 and 18133 Floral Street.

BACKGROUND DETAILS

Fourth of July party with a band requesting a noise waiver from Dave Groff to be held Thursday, July 4, 2024, from 1:00 p.m. to 10:00 p.m., on Floral Street between Curtis and Lathers Streets.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

To approve request as submitted.

ATTACHMENTS

1. S021224 Block Party and Noise Waiver David Groff

APPROVED BY

**REQUEST FOR NOISE WAIVER BLOCK PARTY and/or
BARRICADING OF CITY STREETS**

Send to: Livonia City Council, c/o City Clerk, 33000 Civic Center Drive, Livonia, MI 48154-3097
or hand deliver to the City Clerk's Office **at least 8 weeks prior to the planned event**

PLEASE PRINT

Date of Application: 02/01/2024 Date to appear at a Council Meeting: _____

Name of Neighborhood Representative: Dave Groff

Address (please include zip code): 18133 Floral St. Livonia , MI 48152

Telephone Number with area code: Home: 313-492-0121 Office: _____

Email: Dave99gst@gmail.com

Please circle what is being requested – **“BLOCK PARTY”** and/or **“STREET BARRICADING”**

<u>July 4th 2024</u>	<u>n/a</u>	<u>1:00 PM - 10:00 PM</u>
Date of Block Party and/or Barricading	Rain Date	Start/end time of Block Party and/or Barricading End time is no later than 10:00 p.m.

Location of Block Party and/or Barricading: (Be specific. Indicate which streets and between which boundaries).

18111 & 18133 Floral St.

On Floral Between Curtis & Lathers

Type of Event: Briefly (Describe activities planned. Music, barbecue, games, etc.) _____

Annual 4th of July party - Inflatable Water Slide for the neighborhood kids, cornhole, music (band)

How many barricades are you requesting (max. 10)? 0

Approximate Number Attending: 75

Date of Council Approval/Denial: _____

Council Resolution Number: _____

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 12, 2024**

2.

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

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; and David Lear, Assistant City Engineer.

Councilmember Morgan led the meeting with the Pledge of Allegiance.

2. APPOINTMENT OF MARY CIOLINO TO THE LIVONIA BOARD OF REVIEW: Office of the Mayor, re: for a term which will expire on February 16, 2026.

Jacob Liberati, Assistant City Assessor, presented the request to Council.

Mary Ciolino said she is very happy to serve on the board.

Councilmember Donovic offered an approving motion for the Consent agenda.

DIRECTION:

APPROVING

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

2.

Mayor's Office
January 31, 2024

MEETING DATE

S021224R022824

PREPARED BY

Janice Nowicki, Executive Assistant to the Mayor - Program Supervisor,

AGENDA ITEM

APPOINTMENT OF MARY CIOLINO TO THE LIVONIA BOARD OF REVIEW: Office of the Mayor, re: for a term which will expire on February 16, 2026.

BACKGROUND DETAILS

Honorable Members of the City Council, City of Livonia
RE: Appointment of Mary Ciolino to the Board of Review

Dear Council Members:

I am herewith submitting to you, for your consideration and approval, the appointment of Ms. Mary Ciolino, 34355 Ann Arbor Trail Livonia, MI 48150, as a member of the Board of Review to fill Anne Morris' open, unexpired term, set to expire on February 16, 2026.

Your approval on this appointment is respectfully requested.

Sincerely,
Maureen Miller Brosnan, Mayor

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

Appoint Mary Ciolino to fill an open, unexpired term on the Board of Review.

ATTACHMENTS

1. Ciolino, Mary - Resume

APPROVED BY

Maureen Miller Brosnan, Mayor

Date: February 01, 2024



Mary Ciolino

Livonia, MI 48150

734-612-3920

mciolino1@yahoo.com

PROFESSIONAL SUMMARY

Knowledgeable (MAAO) State Certified Property Appraiser. Strong work ethic with well developed communication skills. Effective in providing excellent service to clients and the public.

SKILLS

- Michigan Certified Advanced Assessing Officer (MAAO)
- Michigan State Certified Personal Property Examiner

WORK HISTORY

PROPERTY APPRAISER

11/2019 to 04/2023

WCA Assessing | 38110 Executive Drive, Ste. 200, Westland, MI 48185

- Increased property valuation accuracy by implementing advanced appraisal techniques and methodologies.
- Conducted thorough property inspections for accurate data collection and assessment of property conditions.
- Established fair market values of properties with comprehensive research and analysis of local market trends.
- Assist the general public with all taxpayer related questions and concerns.

PROPERTY APPRAISER

01/2002 to 11/2019

City of Livonia | 33000 Civic Center Dr., Livonia, MI 48154

Perform appraisals of existing and newly constructed residential buildings.

Conduct annual Land Analysis.

Determine market changes in ECF Neighborhoods.

Process applications for Tax Parcel Splits in compliance with the Land Division Act.

Prepare comparative analysis for the Board of Review.

Represent the City of Livonia at the Michigan Tax Tribunal Small Claims.

EDUCATION

Assessment Administration Certificate Degree

Oakland Community College

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 12, 2024**

3.

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

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; and David Lear, Assistant City Engineer.

Councilmember Morgan led the meeting with the Pledge of Allegiance.

3. REAPPOINTMENT OF ANDREW LENDRUM TO THE LIVONIA BOARD OF REVIEW:
Office of the Mayor, re: for a three-year term, which will expire on February 16, 2027.

Jacob Liberati, Assistant City Assessor, presented the request to Council.

Councilmember Morgan offered an approving motion for the Consent agenda.

DIRECTION:

APPROVING

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

3.

Mayor's Office
February 1, 2024

MEETING DATE

S021224/R022824

PREPARED BY

Janice Nowicki, Executive Assistant to the Mayor - Program Supervisor,

AGENDA ITEM

REAPPOINTMENT OF ANDREW LENDRUM TO THE LIVONIA BOARD OF REVIEW: Office of the Mayor, re: for a three-year term, which will expire on February 16, 2027.

BACKGROUND DETAILS

Honorable Members of the City Council, City of Livonia
RE: Reappointment of Andrew Lendrum to the Board of Review

Dear Council Members:

I am herewith submitting to you, for your consideration and approval, the reappointment of Mr. Andrew Lendrum, 19706 Osmus, Livonia, Michigan 48152, as a member of the Board of Review for a term that will expire on February 16, 2027.

Your approval on this reappointment is respectfully requested.

Sincerely,
Maureen Miller Brosnan, Mayor

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

Reappoint Andrew Lendrum to the Livonia Board of Review for a three-year term.

ATTACHMENTS

None

APPROVED BY

Maureen Miller Brosnan, Mayor

Date: February 01, 2024

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 12, 2024**

4.

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

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; and David Lear, Assistant City Engineer.

Councilmember Morgan led the meeting with the Pledge of Allegiance.

4. REAPPOINTMENT OF JACOB GHANNAM TO THE LIVONIA BOARD OF ETHICS:
Office of the Mayor, re: for a three-year term, which will expire on March 1, 2027.

Paul Bernier, City Attorney, presented the request to Council.

Vice President Ptashnik offered an approving motion for the Consent agenda.

DIRECTION:

APPROVING

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

4.

Mayor's Office
February 1, 2024

MEETING DATE

S021224/R022824

PREPARED BY

Janice Nowicki, Executive Assistant to the Mayor - Program Supervisor,

AGENDA ITEM

REAPPOINTMENT OF JACOB GHANNAM TO THE LIVONIA BOARD OF ETHICS: Office of the Mayor, re: for a three-year term, which will expire on March 1, 2027.

BACKGROUND DETAILS

Honorable Members of the City Council, City of Livonia
RE: Reappointment of Jacob Ghannam to the Board of Ethics

Dear Council Members:

I am herewith submitting to you, for your consideration and approval, the reappointment of Mr. Jacob Ghannam, 35202 Curtis, Livonia, Michigan 48152, as a member of the Board of Ethics for a term that will expire on March 1, 2027.

Your approval on this reappointment is respectfully requested.

Sincerely,
Maureen Miller Brosnan, Mayor

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

Reappoint Jacob Ghannam to the Livonia Board of Ethics for a three-year term.

ATTACHMENTS

None

APPROVED BY

Maureen Miller Brosnan, Mayor

Date: February 01, 2024

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 12, 2024**

5.

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

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; and David Lear, Assistant City Engineer.

Councilmember Morgan led the meeting with the Pledge of Allegiance.

5. REAPPOINTMENT OF SUZETTE SAMUELS TO THE LIVONIA BOARD OF ETHICS:
Office of the Mayor, re: for a three-year term, which will expire on March 1, 2027.

Paul Bernier, City Attorney, presented the request to Council.

Councilmember Jolly offered an approving motion for the Consent agenda.

DIRECTION:

APPROVING

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

5.

Mayor's Office
February 2, 2024

MEETING DATE

S021224/R022824

PREPARED BY

Janice Nowicki, Executive Assistant to the Mayor - Program Supervisor,

AGENDA ITEM

REAPPOINTMENT OF SUZETTE SAMUELS TO THE LIVONIA BOARD OF ETHICS: Office of the Mayor, re: for a three-year term, which will expire on March 1, 2027.

BACKGROUND DETAILS

Honorable Members of the City Council, City of Livonia
RE: Reappointment of Suzette Samuels to the Board of Ethics

Dear Council Members:

I am herewith submitting to you, for your consideration and approval, the reappointment of Ms. Suzette Samuels, 15780 Southampton, Livonia, Michigan 48154, as a member of the Board of Ethics for a term that will expire on March 1, 2027.

Your approval on this reappointment is respectfully requested.

Sincerely,
Maureen Miller Brosnan, Mayor

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

Reappoint Suzette Samuels to the Livonia Board of Ethics for a three-year term.

ATTACHMENTS

1. S021224 LTC Reappt of Suzette Samuels to LBE

APPROVED BY

Maureen Miller Brosnan, Mayor

Date: February 02, 2024

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 12, 2024**

6.

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

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; and David Lear, Assistant City Engineer.

Councilmember Morgan led the meeting with the Pledge of Allegiance.

6. REQUEST TO APPROVE THE LIVONIA POLICE OFFICERS ASSOCIATION OF MICHIGAN (POAM) ON BEHALF OF ITS AFFILIATE, THE LIVONIA POLICE OFFICERS ASSOCIATION, POLICE SERVICE AIDE UNIT - UNIT B TENTATIVE AGREEMENT: Civil Service Department, for the period of December 1, 2023, through November 30, 2026.

Councilmember Jolly explained the request to Council.

Councilmember Morgan offered an approving motion for the Consent agenda.

DIRECTION:

APPROVING

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

6.

Civil Service
January 31, 2024

MEETING DATE

S021224/R022824

PREPARED BY

Jillian Emmitt, Personnel Clerk,

AGENDA ITEM

REQUEST TO APPROVE THE LIVONIA POLICE OFFICERS ASSOCIATION OF MICHIGAN (POAM) ON BEHALF OF ITS AFFILIATE, THE LIVONIA POLICE OFFICERS ASSOCIATION, POLICE SERVICE AIDE UNIT - UNIT B TENTATIVE AGREEMENT: Civil Service Department, for the period of December 1, 2023, through November 30, 2026.

BACKGROUND DETAILS

January 31, 2024

Honorable Members, City Council
Honorable Members, Civil Service Commission
City of Livonia
33000 Civic Center Drive
Livonia, MI 48154

Re: City of Livonia and Livonia Police Officers Association (POAM) on behalf of its affiliate, the Livonia Police Officers Association, Police Service Aide Unit - Unit B

Dear City Council and Civil Service Commission Members:

I am pleased to advise you that on January 26, 2024, the City and LPOA representatives on behalf of its affiliate, the LPOA Police Service Aide Unit – Unit B reached a tentative agreement on a three-year contract that is effective from December 1, 2023, through November 30, 2026. LPOA members have ratified the agreement, so all that is needed for formal ratification of the tentative agreement is Civil Service Commission and City Council approval.

I have attached a copy of the Tentative Agreement for your review. The following is a summary of the key components of the Agreement:

1. A three-year agreement from December 1, 2023, to November 30, 2026.
2. Salary increases to all bargaining unit members as follows:

Effective December 1, 2023:	3% increase
Effective December 1, 2024:	2.5% increase
Effective December 1, 2025:	3.5% increase

3. In addition to the salary increases detailed above, to address retention and recruiting issues and to keep Livonia wages competitive to neighboring communities, the following additional salary modifications were made:

- Step 1 of the current wage scale will be eliminated, and the remaining steps will be renumbered.
- \$300 signing bonus paid to all bargaining unit members on the payroll on the date of ratification.
- Those who completed Police Academy Training will be paid at their current Step or Step 3, whichever is greater.

4. To provide the City the ability to have greater control of health insurance costs, the specific references to Blue Cross were removed from the body of the Agreement and language was added allowing the City to modify the health insurance plan or provider to offer a substantially similar plan, provided specified core benefit levels are maintained.

5. Modified provisions throughout CBA in regard to the timing of non-wage payments to assist payroll in the administration of benefits.

6. Consistent with prior agreements with the AFSCME bargaining units all employees will be provided eight hours of sick leave per month. Additionally, they will receive eight hours of vacation for their first five years and then ten hours for years six to ten.

7. Modified the personal business leave process to provide more flexible use.

8. Increased the City contribution to the Retiree Health Insurance Plan for those who are not eligible for retiree health insurance from \$80 per bi-weekly pay to \$90 per bi-weekly pay.

9. Increased the City Contribution to dispatchers Defined Contribution accounts from 11% to 12% consistent with improvement provided to AFSCME bargaining units.

10. Language allowing employees to request the payout of compensatory time twice per year.

11. General contract cleanup, including:

- Incorporation of 12-hour shift Letter of Understanding into the Agreement now that the parties have fully adopted the concept.
- Elimination of outdated contract language.
- Updated legally mandated maximum City costs for health insurance.

As indicated, the above is a summary of the parties' Tentative Agreement. Please let me know if you have any questions regarding the Agreement.

Sincerely,

Jeannine Laible

Human Resources Director

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

Approve as submitted

SPECIFIC NAME OF PRODUCT AND NUMBER TO BE PURCHASED (if more than one)

.

CONTRACT: Amount and/or purchase price and length of contract (with dates if applicable)

.

DETAILED WORK BEING PERFORMED

.

FISCAL CONSIDERATIONS (Amount requested and Account(s) used. If applicable, Grant Funding information)

.

ACCEPTANCE OF BID (Please detail the following: Why accepted, why not lowest bidder, company name, contact person, full address)

.

REASON TO WAIVE BID PROCESS (Emergency, Professional services, No advantage to City and why, Consortium package, etc): .

ATTACHMENTS

1. City of Livonia PSA Tentative Agreement for the period December 1, 2023 through November 30, 2026

APPROVED BY



Jeannine Laible, Human Resources Director

Date: February 02, 2024



Date: February 02, 2024

Michael Slater, Finance Director



Date: February 02, 2024

Paul Bernier, City Attorney



Date: February 02, 2024

Maureen Miller Brosnan, Mayor

**Negotiations
between
The City of Livonia
and
Livonia Police Officers Association (POAM)
POLICE SERVICE AIDE UNIT – Unit B**

Tentative Agreement – January 26, 2024

1. Duration – 3 years effective from December 1, 2023 through November 30, 2026.
2. Article 12, Holidays – Modify Section 12.1 as follows:

12.1: The paid holidays are designated as New Year's Day, President's Day, Martin Luther King Jr. Day, Memorial Day (last Monday in May), Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, Good Friday, New Year's Eve, National and City Elections (National Election refers to the General Election for President of the United States; City Election refers to the regular City Election for the Mayor or Council of the City of Livonia). Any other holidays granted City-wide by administrative action shall be recognized as additional holidays under this Agreement.

3. Article 13, Overtime – Modify Section 13.3 as follows:

13.3 All overtime can be taken in compensatory time in lieu of cash payment at the same rate, whether earned at straight time or time-and-one-half, at the request of the employee. Compensatory time may be accumulated up to a maximum of 80 hours. Employees will be paid ~~in-cash~~ for any overtime hours worked that would cause the employee to exceed 80 hours of compensatory time.

Employees shall be able to receive payouts of accrued compensatory time, upon written request, up to a maximum of two times per year in any single City fiscal year, by providing notice of such requested payout to the City by April 15th and/or October 15th of any year. Such payouts, if requested, shall be paid on or by the first pay date in the months of May and November.



4. Article 14, Vacations – Modify Section 14.1 as follows:

Employees shall accrue vacation at the following rate for each completed month of service, with changes effective on their anniversary date:

<u>Years of Service</u>	<u>Hours of Vacation</u>
1—5 <u>First 5 years</u>	7 <u>8</u> hours per month
5—10 <u>6th year to 10th year</u>	9 <u>10</u> hours per month
10—20 <u>11th year to 20th year</u>	11 hours per month
20 or more <u>After 20th year</u>	13 hours per month

* * *

5. Article 15, Sick Leave – Modify Section 15.1 as follows:

15.1: Regular full-time Employees shall accumulate sick leave at the rate of ~~six~~ eight hours per month for each completed month of service and may accumulate sick leave to a maximum of 75 days for payout purposes. An Employee, while on sick leave, will be deemed to be on continued employment for the purpose of computing all benefits referred to in this Agreement. The accumulated sick leave will be paid in cash to the Employee in the event of termination of active employment for any reason after ten years of service, retirement, duty disability retirement, or in the case of death to the Employee's beneficiary or estate, subject to the maximum accumulation provided, based upon the Employee's rate of pay at time of termination. Employees will be reimbursed at 60% of their pay rate at the time of such payment. Employees may continue to accumulate sick leave beyond the 75-day maximum; however, these days shall not be considered for payout purposes as specified herein.

6. Article 16, Bereavement Leave – Modify Section 16.1 as follows:

16.1: An employee shall be allowed up to 10 working days as bereavement leave days not to be deducted from a sick leave in the event of death of the current spouse, children or step-children. An employee shall be allowed up to ~~four~~ five working days as bereavement days not to be deducted from sick leave for a death in the immediate family, subject to approval by the Police Chief or their designee. Immediate family is defined as follows: Mother, Father, Sister, Stepmother, Stepfather, Sister-in-Law, Brother, Brother-in-Law, Grandparents of the employee, Grandchildren, Mother-in-Law, Father-in-Law, or a member of the employee's household. An employee shall be allowed up to two working days as bereavement leave in accordance with the foregoing provisions for death of grandparents of the employee's spouse.

7. Article 17, Personal Business – Modify Article as follows:



17.1: Personal business, not to exceed ~~sixteen (16)~~ twenty-four (24) hours in any calendar year, shall be allowed to employees without loss of pay or deduction from sick leave. Personal business shall be taken in no less than two (2) hour increments. 16 hours of annual personal business cannot be denied, up to a maximum of two employees at one time, except for City emergencies and significant City events, e.g., Livonia Spree, provided that such time is not used in conjunction with a holiday. The remaining 8 hours of pPersonal business can be taken at any time subject to the operational needs of the Police Division. Such requests shall be made in advance and in writing.

8. Article 18, Hospitalization - Medical Coverage – Modify Section 18.2 as follows:

Employees shall not be entitled to retiree health insurance upon retirement. Instead, ~~effective December 1, 2016,~~ the City will contribute to a retirement health savings plan (RHSP) for use by the employee following separation from employment under the following terms:

- i. The City will contribute ~~\$70.00~~ \$80.00 per bi-weekly pay period into the employee's RHSP account. Effective [Date of Ratification] December 1, 2019, the City will contribute ~~\$80~~ \$90 per bi-weekly pay period into the employee's RHSP account.
- ii. The employee shall vest in the employer contribution following four years of service.

9. Article 18, Hospitalization – Medical Coverage – Modify Section 18.11 as follows:

18.11: Optical. The Employer will provide a group optical program, effective through February 28, 2021, for the participating employee, spouse, and dependent children under 19 years of age as follows: Once every two years for each — an eye examination by an optometrist and a pair of prescription eyeglasses, if needed. Coverage of the program shall include a selection of frames and bifocal selections of KRYPTOK or D. S. SEG, 22 mm. Should an eye examination for children under seven years by an ophthalmologist be deemed necessary by an optometrist, the bills for the ophthalmological examination may be presented to the Civil Service Department for payment from the optical account; it being understood that such ophthalmological examinations must have resulted from referrals by an optometrist under the group plan.

Should an employee choose not to participate in the foregoing group optical program, he/she shall make his/her election known to the City in writing. Said employee shall then be entitled to reimbursement in an amount not to exceed \$300 per family per two-year period.

Effective March 1, 2021, tThe optical plan detailed in Exhibit AC of this

Agreement ~~shall be provided to the Employee, spouse and dependent children through the end of the month of their 21st birthday~~ ~~replace the plan detailed above in this Section, including the payment for those choosing not to participate.~~ ~~Coverage is not mandatory, but there is no benefit for those choosing not to participate.~~ Employees electing to participate in this plan shall be required to contribute 15% of the cost of the plan through payroll deductions.



~~Dependent child(ren) who participate in the plan are eligible through the end of the month of their 21st birthday.~~

The City reserves the right to replace the plan detailed in Exhibit ~~AC~~ with a different plan with comparable benefits during the life of this Agreement. ~~There will not be any additional benefit for those choosing not to participate in the plan.~~

10. Article 18, Hospitalization – Medical Coverage – Modify Section 18.12 as follows:

18.12: Dental. ~~The Employer will provide a dental reimbursement program, effective though February 28, 2021, for regular full-time employees, spouses, and dependent children under 19 years of age, to be used, upon proper proof of payment, for dental services or the employee's payment of dental insurance premiums, as follows:~~

- ~~A. Employees may be reimbursed for dental expenses incurred for themselves and family up to \$800 for the year, subject to submission of proof of billing and proof of payment for such expense. Effective December 1, 2017, the dental reimbursement will be \$850 per year. Effective December 1, 2019, the dental reimbursement will be \$900 per year.~~
- ~~B. Any unused portion of an employee's annual reimbursement allowance shall accumulate for utilization for a period of five years.~~
- ~~C. The City will provide, for each employee's family only, 50% of the fees for orthodontic services for the prevention and correction of poorly positioned teeth for a lifetime maximum of \$1,000 per family.~~
- ~~D. Reimbursement shall be made as follows:~~
 - ~~1. Requests for reimbursements provided herein shall be submitted as incurred. Under no circumstances will reimbursement be made for any requests submitted more than 30 days after the fiscal year end.~~
 - ~~2. Reimbursements shall be made by the Employer within 30 days~~

following the request for reimbursement.



~~3. In cases where payment to a dentist creates an undue hardship, an employee may apply to the Civil Service Department to have their dental benefit paid directly to their dentist. In cases of extreme hardship, employees may apply to the Civil Service Department to utilize up to the maximum accumulation. If an employee receives an advance payment of their accumulation and subsequently terminates employment with the City for any reason, prior to the end of the contract year, a pro-rated adjustment to the reimbursement advanced shall be made, and the balance shall be deducted from any monies otherwise due to the employee. At no point may an employee borrow beyond the five years.~~

~~E. An employee who has been or will be reimbursed for dental expenses by a dental plan other than the City of Livonia Plan or from some other source will not be eligible to receive reimbursement from the City of Livonia Plan.~~

~~F. Where both husband and wife are working for the City, each person may be reimbursed separately for dental expenses; provided, however, that a spouse who claims a dental reimbursement may not also be claimed as a dependent for this purpose. In addition, dental expenses for dependent children may be claimed by either parent but both may not claim the same child for reimbursement purposes.~~

~~G. Dental Dependent Coverage:~~

~~1. Dependent coverage for dental reimbursement pursuant to Section A, above, shall continue through the end of the month in which the dependent turns 19 years of age.~~

~~Orthodontic Dependent Coverage:~~

~~2. Dependent coverage for orthodontic services pursuant to Section C, above, shall continue through the end of the calendar year in which the dependent turns 19 years of age.~~

~~H.A. Effective March 1, 2021, t~~The dental plan detailed in Exhibit ~~BD~~ of this Agreement shall be offered to the Employee, spouse and dependent children through the end of the month of their 21st birthday ~~replace the plan detailed above in this Section.~~ Employees electing to participate in this plan shall be required to contribute any cost above the following caps which will be increased each year by the same percentage increase in the health insurance caps:

Single coverage: \$360378 annual
Two-person coverage: \$684718 annual
Family coverage: \$1,4401,512 annual



~~Dependent child(ren) who participate in this plan are eligible through the end of the month of their 21st birthday/~~

~~IB.~~ The City reserves the right to replace the plan detailed in Exhibit ~~B~~ ~~D~~ with a different plan with comparable benefits during the life of this Agreement. There will not be any additional benefit for those choosing not to participate in the plan.

~~IC.~~ Employees who owe the City for dental reimbursement paid in advance will pay back the amount owed to the City during the first year of this Agreement as follows:

- ~~• If the employee owes \$900 or less, the amount owed will be deducted over the first year of this Agreement.~~
- ~~• If the employee owes between \$901 and \$1800, the amount owed will be deducted over the first two years of this Agreement.~~
- ~~• If the employee owes between \$1801 and \$2700, the amount owed will be deducted over the first three years of this Agreement.~~
- ~~• If the employee owes between \$2701 and \$3600, the amount owed will be deducted over the first three years of this Agreement and the first year following December 1, 2023.~~

11. Article 19, Short-Term Disability and Life Insurance Coverage – Modify Section 19.1 as follows:

19.1: The Employer agrees to provide \$250.00 per week to a maximum of 45 weeks coverage for sickness and accident insurance. This sickness and accident insurance coverage shall begin only after the employee has exhausted all of ~~his/her~~ their sick leave benefits and provided further that:

- A. If the employee had 18 or more sick leave days to exhaust then the benefit herein provided shall begin immediately upon the exhaustion of all the employees' sick leave days.
- B. If the employee had less than 18 sick leave days to exhaust then the benefits herein shall not apply until a 14 calendar day waiting period following exhaustion of all sick leave benefits.

~~C. — If a regular employee is laid off the Employer will continue to pay~~

~~premiums for a period not to exceed 120 days from the cessation of active employment.~~



12. Article 23, Retirement – Modify Section 23.1 as follows:

The pension provided employees following the first six months of their employment will be a Defined Contribution pension plan with the City contributing an amount equal to 911% of the employee's wages and the employee contributing an amount equal to 4% of the employee's wages, with vesting after four years of employment. The employee is permitted to contribute additional amounts up to the maximum allowed by law. Effective [Date of Ratification] March 8, 2021, the City's contribution shall be increased to 4412% and the employee's contribution shall be increased to 4.5%.

13. Article 24, Salary Rates – Modify Article as follows:

24.1: The salary rates in effect during the life of this Agreement are set forth in the salary schedule attached hereto as Appendix A and shall be based on the following rate adjustments during the life of this Agreement:

December 1, <u>2020 2023</u> :	<u>2.53%</u> wage increase (not retroactive)
December 1, <u>2021 2024</u> :	<u>32.5%</u> wage increase
December 1, <u>2022 2025</u> :	<u>23.5%</u> wage increase

24.2: An employee who has completed Police Academy Training will be paid at the employee's current Step or Step 3, whichever is greater.

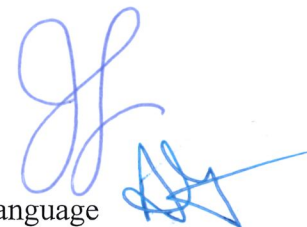
24.3: In addition to the wages set forth in Appendix A, the City will pay \$200 a \$300 one-time signing bonus to all employees on the City's payroll as of March 8, 2021[DATE OF RATIFICATION].

14. Letter of Understanding regarding 12-hour shifts – Incorporate into CBA.

15. General – Clean up CBA consistent with Police CBA to reflect that whenever a specific date is provided for a payment, the payment will be paid "on or by the first pay date" of the month that the payment was due.

16. General – Add language to CBA allowing City to pay police academy tuition and related costs, with the same or similar terms as detailed in Arts. 26.3 and 26.4.

17. Wages – Step 1 of the wage scale will be eliminated, and the remaining steps will be renumbered. For example, the previous step 2 will become the new step 1. Employees step number will remain the same on the new pay scale. For example, an employee at step one on the old pay scale will remain at step one on the newly renumbered pay scale; an employee at step 2 on the old pay scale, will remain at step 2 on the newly renumbered pay scale, etc. The timeline for advancing between steps will be unchanged.



18. Article 18 Hospitalization - Medical Coverage– Modify to mirror the language agreed to by LPOA to remove BCBS as the named carrier as follows:

18.1: The employer agrees to pay the premium for hospitalization-medical coverage ("Base Plan") for regular full-time employees, spouses, and dependent children under 19 years of age or the applicable legal age, whichever is greater. The health care plan to be provided shall be the as detailed in Exhibit A and shall include an annual deductible of \$250 per member and \$500 per two-person/family; co-insurance payments of \$1,000 per member and \$2,000 per two-person/family and shall include a \$20 office visit co-pay and a \$100 emergency room co-pay waived if admitted to hospital. The Rx drug prescription rider shall be a \$10 co-pay for generic drugs, a \$25 co-pay for formulary brand drugs, a \$50 co-pay for non-formulary brand drugs, and a co-pay of 10% of the cost of the drug, up to a maximum of \$100 per prescription, for specialty drugs. The prescription is to be filled by generic drug unless the physician directs the prescription to be "Dispensed as Written." The online visit co-pay for employees who utilize online primary care visits will be one-half of the regular office visit co-pay.

APPENDIX A
DRAFT

CITY OF LIVONIA
Police Service Aide
2023-2026 Wage Schedule
Effective 12/1/2023

		3%			2.5%			3.5%			
		Current	2023-2024			2024-2025			2025-2026		
		HOURLY	HOURLY	BI-WEEKLY	ANNUAL	HOURLY	BI-WEEKLY	ANNUAL	HOURLY	BI-WEEKLY	ANNUAL
POLICE SERVICE AIDE											
STEP 2	1	\$18.27	\$18.82	\$1,505.60	\$39,145.60	\$19.29	\$1,543.20	\$40,123.20	\$19.97	\$1,597.60	\$41,537.60
STEP 3	2	\$19.23	\$19.81	\$1,584.80	\$41,204.80	\$20.31	\$1,624.80	\$42,244.80	\$21.02	\$1,681.60	\$43,721.60
STEP 4	3	\$20.18	\$20.79	\$1,663.20	\$43,243.20	\$21.31	\$1,704.80	\$44,324.80	\$22.06	\$1,764.80	\$45,884.80
STEP 5	4	\$21.11	\$21.74	\$1,739.20	\$45,219.20	\$22.28	\$1,782.40	\$46,342.40	\$23.06	\$1,844.80	\$47,964.80
STEP 6	5	\$22.07	\$22.73	\$1,818.40	\$47,278.40	\$23.30	\$1,864.00	\$48,464.00	\$24.12	\$1,929.60	\$50,169.60
STEP 7	6	\$23.03	\$23.72	\$1,897.60	\$49,337.60	\$24.31	\$1,944.80	\$50,564.80	\$25.16	\$2,012.80	\$52,332.80

Progression between steps is six (6) months. At the successful completion of the Police academy employee will be advanced to step 3 if not already at or above step 3.

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 12, 2024**

7.

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

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; and David Lear, Assistant City Engineer.

Councilmember Morgan led the meeting with the Pledge of Allegiance.

7. REQUEST FOR AUTHORIZATION TO PURCHASE ONE (1) 2024 FORD TRANSIT HIGH ROOF 15 PASSENGER AWD VAN THROUGH THE STATE OF MICHIGAN BID PROCESS: Livonia Housing Commission, re: for use by Livonia Community Transit, from budgeted funds.

Felicia Cross, Program Supervisor of Housing, presented the request to Council.

Councilmember Morgan confirmed this is a replacement and that the old vehicle would be auctioned.

Councilmember Jolly asked if the situation with drivers has improved.

Ms. Cross indicated it has and they have hired two new drivers.

Councilmember Donovic asked if the maintenance situation has improved.

Ms. Cross indicated it has and they are using AE, Mobility Works and Bill Brown Ford for fleet maintenance.

Councilmember Morgan offered an approving motion for the Consent agenda.

DIRECTION:

APPROVING

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

7.

Housing
January 25, 2024

MEETING DATE

S021224/R022824

PREPARED BY

Felicia Cross, Program Supervisor,

AGENDA ITEM

REQUEST FOR AUTHORIZATION TO PURCHASE ONE (1) 2024 FORD TRANSIT HIGH ROOF 15 PASSENGER AWD VAN THROUGH THE STATE OF MICHIGAN BID PROCESS: Livonia Housing Commission, re: for use by Livonia Community Transit, from budgeted funds.

BACKGROUND DETAILS

The Livonia Community Transit (LCT) program would like to request approval to purchase one (1) 2024 Ford Transit 350 High Roof Van through the State of Michigan bid process utilizing budgeted funds. The total cost of the vehicle package is \$105,173.00. The state bid this year was awarded to Lunghamer Ford.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

We ask City Council to approve the purchase of the 2024 Ford Transit 350 High Roof Van for \$105,173.00

SPECIFIC NAME OF PRODUCT AND NUMBER TO BE PURCHASED (if more than one)

(1) One 2024 Ford Transit 350 High Roof 13-passenger AWD Van with uplift.

CONTRACT: Amount and/or purchase price and length of contract (with dates if applicable)

\$105,173.00

DETAILED WORK BEING PERFORMED

Vehicle ordered through Lunghamer Ford, 1960 E. Main St., Owosso, MI 48867

FISCAL CONSIDERATIONS (Amount requested and Account(s) used. If applicable, Grant Funding information)

2024 budgeted funds from account #288-608-985-000 Capital Outlay Vehicles

ACCEPTANCE OF BID (Please detail the following: Why accepted, why not lowest bidder, company name, contact person, full address)

State of Michigan bid process. Contract #071B7700180 and Macomb County Contract #21-18

REASON TO WAIVE BID PROCESS (Emergency, Professional services, No advantage to City and

why, Consortium package, etc): State of Michigan bid process. Contract #071B7700180 and Macomb County Contract #21-18 bid

ATTACHMENTS

1. S021224 LTC Housing Transit Van
2. LUNGHAMER LT 2024 TRANSIT HR 350

APPROVED BY



Jim Inglis, Director of Housing

Date: January 25, 2024



Michael Slater, Finance Director

Date: January 26, 2024



Maureen Miller Brosnan, Mayor

Date: February 01, 2024



January 19, 2024

City of Livonia Community Transit
Attn: Felicia Cross
15218 Farmington Road
Livonia, MI 48154

Dear Felicia Cross:

Price on 2024 Vehicle State of Michigan Contract# 071B7700180 and Macomb County Contract# 21-18 Bid:

2024 Ford Transit 350 High Roof 15 Passenger AWD Van w/Upfit \$105,173.00 ea

Order Cutoff Date: TBD.

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

Macomb Co# 21-18-MY 2019 W.1, W.2 (Wagon)

2024 Transit 350 12 and 15 Passenger Van

9,000# GVWR

Major Standard Equipment

POWERTRAIN

- Engine 3.5L PFDi V6 Includes port injection and E-85 Flex-Fuel Capable capability.
- Transmission 10-Speed Automatic Overdrive with SelectShift. Auxiliary Transmission Oil Cooler is Standard.

FUNCTIONAL

- Alternator 250 amp
- Horn – Single-note
- Air Conditioning Front and Rear
- Antenna – Fender Mounted
- AM/FM stereo, 4.0” multifunction display, Bluetooth, and Dual USB ports
- Single AGM Battery – 70 amp-hr
- Brakes – 4-wheel Anti-lock Disc Brakes
- Parking Brake
- FordPass™ Connect / Telematics Essentials
- Instrumentation Tachometer, Fuel Level and Coolant Temperature
- PowerPoint – 12V One is located in the instrument panel and one in center console.
- USB Ports – 5 amps.
- Electric Power Assisted Steering (EPAS)
- Steering Wheel – Power Rack and Pinion
- Steering Wheel – Tilt and Telescoping
- Steering Column Lock
- Front – Independent MacPherson-strut, Stabilizer Bar
- Rear – Leaf Springs, Heavy-duty Gas Shock Absorbers

EXTERIOR

- Body Side Moldings – Carbon Black
- Front License Plate Bracket
- Rear Window Defroster
- Front Bumper – Carbon Black, Body Colored with Lower Valance
- Rear Bumper – Carbon Black, without Integral Step
- 50/50 Hinged Rear Door, 180-degree Opening (Regular Length)
- Sliding Passenger-side Door
- Halogen Headlamps with Autolamp
- Headlamp Courtesy Display
- Center High Mount Stop Lamp (CHMSL)
- Taillamps
- Auxiliary Fuel Port
- Fuel Tank – Capless Fuel Fill, 25 U.S. gallons (midship)
- Honeycomb Mesh Grille with Carbon Black Surround
- Mirrors, Short-Arm, Power Adjusting, Manual-Folding
- Tires 235/65R16C 121/119 R BSW all-season
- Rear Tow Hook
- Wheels – 16” Silver Steel Wheel with Black Hubcap (Standard Front Axle configurations only)
- 16” Silver Steel Wheel with Exposed Lug Nuts (Heavy-Duty Front Axle configurations only)
- Full-size Spare Tire and Wheel
- Rear Window

- Windows All-around

INTERIOR

- Step Well Pads – Black
- Medium Center Console with integrated shifter and a dual cup holder
- Glove Box – Locking
- Rear Cargo Door – Exterior Lock Cylinder
- Power Equipment Group (Power Locks and Windows) with Remote Keyless-Entry
- Floor Covering Vinyl, Front and Rear
- Rearview Mirror
- Front Dome Lamp with Map Lights and Theater Dimming
- Full Rear Compartment Lighting
- Accessory Delay – 30 minutes
- Front Overhead Shelf. Delete
- A-Pillar Assist Handles (Driver and Passenger-side)
- B-Pillar Assist Handle (Passenger-side)
- Headliner – Cloth, Full-length
- Seating Driver and Front-passenger Manual Reclining Bucket Seats with Adjustable Headrest (Includes driver-side and passenger-side inboard armrest)
- Rear Seat(s) Recline and Inboard Armrest. **Note:** Last Row of Seats do not recline.
- Manual Driver-side Lumbar
- 12-Passenger Seating
- Sun visors

SAFETY/SECURITY

- Autolocking Drive Away with Crash Unlocking
 - AdvanceTrac® w/Roll Stability Control™ (RSC®)
 - Safety Belts – 3-point, All Positions
- Note:** Belt minder is included on the driver and front passenger seat(s).
- SecuriLock® Passive Anti-Theft System (PATS) with engine immobilizer
 - SOS Post-Crash Alert System
 - Stationary Elevated Idle Control (SEIC)
 - Tire Pressure Monitoring System (TPMS)
 - Driver and Passenger Airbags
 - Safety Canopy® Side-curtain Airbags

FORD CO-PILOT360 TECHNOLOGY

- Forward Collision Warning
- Hill Start Assist
- Post-Collision Braking
- Pre-Collision Assist with Automatic Emergency Braking
- Side Wind Stabilization
- Lane-Keeping System
- Auto High-Beam Headlamps
- Rear View Camera with Trailer Hitch Assist.
- Automatic Rain-Sensing Windshield Wipers

Option Included in Base Price: Cruise Control with Message Center (60C)

Base Prices Low Roof (83.6") 12 Passenger Seating (W.2)

☐ Transit 350 (X2Y/301A/43E) 148" Long Wheelbase	\$50,007.00
☐ Transit 350 (X9Y/301A/43E) 148" Long Wheelbase All-Wheel Drive	\$53,796.00

Base Prices Medium Roof (100.8") 12 Passenger Seating

☐ Transit 350 (X2C/301A/43E) 148" Long Wheelbase	\$50,801.00
☐ Transit 350 (X9C/301A/43E) 148" Long Wheelbase All-Wheel Drive	\$54,587.00

Base Prices High Roof (110.1") 12 Passenger Seating

☐ Transit 350 (X2X/301A/43E) 148" Long Wheelbase	\$51,880.00
☐ Transit 350 (X9X/301A/43E) 148" Long Wheelbase All-Wheel Drive	\$55,665.00

Base Prices Low Roof (83.6") 15 Passenger Seating(W.1)

☐ Transit 350 (X2Y/301A/96P/43E) 148" Long Wheelbase	\$52,297.00
☐ Transit 350 (X9Y/301A/96P/43E) 148" Long Wheelbase All-Wheel Drive	\$55,083.00

Base Prices Medium Roof (100.8") 15 Passenger Seating

☐ Transit 350 (X2C/301A/96P/43E) 148" Long Wheelbase	\$52,091.00
☐ Transit 350 (X9C/301A/96P/43E) 148" Long Wheelbase All-Wheel Drive	\$55,877.00

Base Prices High Roof (110.1") 15 Passenger Seating

☐ Transit 350 (X2X/301A/96P/43E) 148" Long Wheelbase	\$53,178.00
☐ Transit 350 (X9X/301A/96P/43E) 148" Long Wheelbase All-Wheel Drive	\$56,955.00

Base Prices High Roof (109.4"), Dual Rear Wheel 15 Passenger Seating

☐ Transit 350 HD EL (U4X/301A/96P) 148" Long Wheelbase	\$52,841.00
☒ Transit 350 HD EL (U5X/301A/96P) 148" Long Wheelbase All-Wheel Drive	\$58,508.00

<u>Available Options</u>	<u>Code</u>	<u>Price</u>
☒ 3.5L EcoBoost V-6 Engine	99G/44U	1775.00
☒ Vehicle Maintenance Monitor	61C	45.00
☐ Heater, Engine Block	41H	75.00
☒ Dual Batteries 70 amp-hr (ea)	63E	295.00
☐ Dual Batteries 70 amp-hr (ea) and Dual Alternators 250 Amps (ea)	63E/63C	845.00
<u>(Available only with 3.5L Eco Boost Engine)</u>		
☐ Axle, Limited Slip	X_L	325.00
☐ HID Headlamps	91A	455.00
☐ Auto lamp with Wiper Activated Headlamps	91B	35.00
☐ Fog Lamps	55D	105.00
☐ Seats Cloth, 2-way manual driver and Passenger Seats	21L/21M	115.00
☐ Seats Cloth 10-way power heated driver and Passenger Seats	21Q/21R	875.00
☐ Vinyl Sun Visors with Illuminated Vanity Mirror	85C	75.00
☒ Front Overhead Shelf	66D	75.00
☐ Adaptive Cruise Control	60D	755.00
☐ Blind Spot Information System (BLIS)	65A	795.00
☐ Enhanced Active Park Assist	94B	895.00
☐ 360-Degree Camera with Split-View and Front Washer	61D	1000.00

[] Perimeter Anti-Theft Alarm	59D	155.00
[x] Daytime Running Lights	942	45.00
[x] Short Arm Non Telescoping Mirrors-Power Heated with Turn Signals	545	160.00
[] Long Arm Non Telescoping Mirrors-Power	543	65.00
[] Long Arm Non Telescoping Mirrors-Power Heated with Turn Signals	543/544	285.00
[] Trailer Tow Package-Heavy Duty	53B	485.00
[] Trailer Tow Package w/Integrated Trailer Brake Controller	67D/53B	1215.00
[x] Back Up Alarm	43B	150.00
[] Reverse Sensing System	43R	295.00
[] Keyless-Entry Pad	52C	95.00
[] Remote Start.	68B	495.00
[] 50/50 Hinged Rear Door 253-degree Opening (148" Wheelbase)	18P	75.00
[x] Modified Vehicle Wiring (Requires Dual Batteries 63E)	53K	75.00
[x] Privacy Glass	92E	500.00
[] Dual-Note Horn	85D	20.00
[] <u>Upfitter Package</u> (High Capacity Upfitter Switches, Large Center Console, Auxiliary Fuse Panel with High Spec Interface Connector, Dual AGM Batteries (63E), and Modified Vehicle Wiring System (53K))	67C	610.00
[] Extended Length Running Boards	68J	655.00
[x] (2) Additional Keys w/FOBS	86F	75.00
[x] AM/FM Stereo, Bluetooth, Dual USB Ports, SYNC3, and a 4.0 inch Multi-Function display	58V	280.00
[] SYNC 4 with 12-inch Display	58B/61E	930.00
[] SYNC 4 with Sirius XM with 360L, HD Radio, & 12-inch Display	58C/61E	1165.00
[] SYNC 4 with Sirius XM with 360L, HD Radio, Navigation Cruise Control & 12-inch Display	58E/61E/60C	1780.00
[] SYNC 4 with Sirius XM with 360L, HD Radio, Navigation Intelligent Adaptive Cruise Control & 12-inch Display	58F/61E	2050.00

Total Price \$62,058.00 ea

Colors for Transit 350 Passenger Van

<u>Solid</u> <u>Exterior Colors</u>	<u>Interior Colors</u>	
	<u>Pewter (VK/CK)</u>	<u>Charcoal (CB) (Cloth Only)</u>
School Bus Yellow	[BY] []	[]
Race Red	[PQ] []	[]
Oxford White	[YZ] [x]	[]
<u>Extra Cost Paint (add \$200.00)</u>		
Agate Black Metallic	[UM] []	[]
Ingot Silver	[UX] []	[]
Carbonized Gray Metallic	[M7] []	[]
Blue Metallic	[FT] []	[]
Avalanche Gray Metallic	[DR] []	[]
Abyss Gray Metallic	[ME] []	[]
Blue Mist	[MT] []	[]

Transit Conversion Quote

7+1WC or 9 Passenger Conversion

Prepared by:

James Murray
Commercial Sales - Hoekstra Transportation
M: 616.430-3378 E: jmurray@hoekstrainc.com



01-18-2024

Thank you for the opportunity to propose a conversion only with bus style entry doors quote for the 2024 Ford Transit, U5X. A personalized specification is attached along with the standard features and floor plan for this model.

Upfit Quote

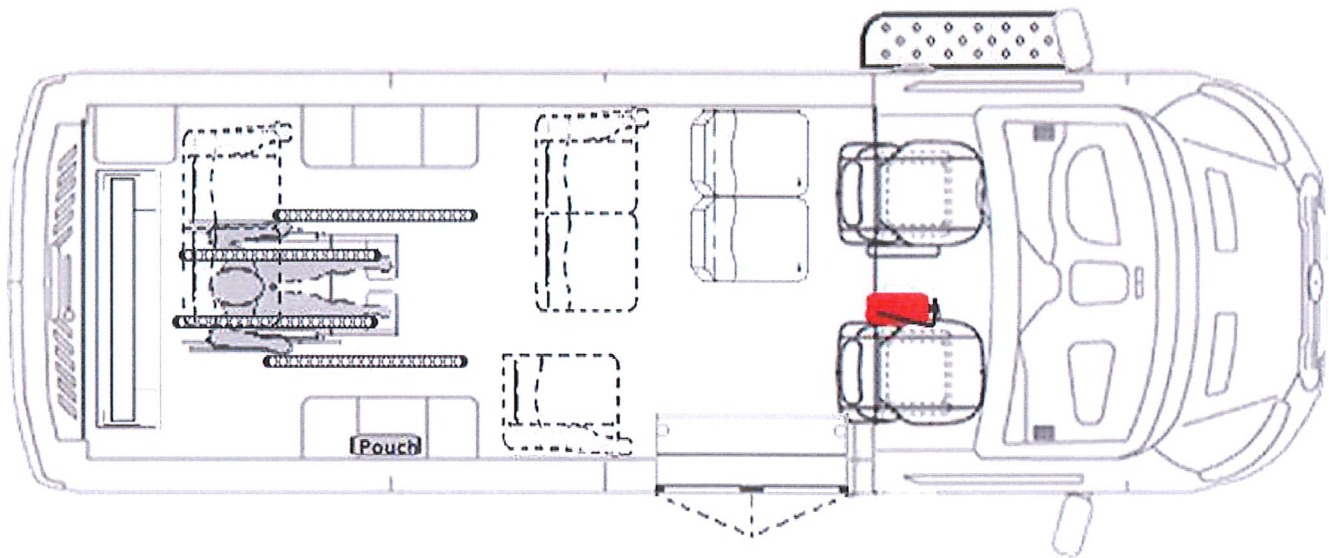
Discount Price \$ 43,115.00

Purchase Price \$ 43,115.00 *



* Conversion only price includes shipping. Chassis supplied by Signature/Lunghamer Ford. Price subject to change per manufacturers without notice. Quote valid for 30 days.

Floorplan



SPECIFICATION

- Reinforced Flooring System
- Undercoating
- Passenger A-Pillar Grab Handle
- Gerfloor Grey Commercial Transit Flooring
- Driver Running Board
- Roof Hatch
- Rear Swing Open Double Doors
- 1 Braun Century Rear Lift 1,000lb
- Lift Interlock System
- Rear Wheelchair Lift LED Light
- Bolted L Track for 1 Wheelchair Position
- Wheelchair Tie Down Restraints QRT DLX (1) set
- Wheelchair Tie Down Storage Bag (1)
- Shoulder Belt Reinforcement Kit
- Adjustable/Retractable Shoulder Harnesses
- ADA Sign Package
- Side Double Entry Bus Style Doors-33" Wide
- Stainless Assist Poles RH and LH Entry-Country Club Style
- (1) Double Rigid seats w/3pt belts
- (2) GO ES Double Foldseat w/3pt belts
- (1) GO ES Single Foldseat w/3pt belts
- Rear Seat Covers- Vinyl
- 5# Fire Ext, 1st aid kit, Reflective Triangles
- Warranty chassis 3 year/36K miles
- Warranty Powertrain 5 year/60K miles



**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 12, 2024**

8.

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

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; and David Lear, Assistant City Engineer.

Councilmember Morgan led the meeting with the Pledge of Allegiance.

8. REQUEST TO APPROVE ART IN THE PARK PROGRAM: Department of Parks and Recreation, re: to provide a low-cost framework for introducing art into our public spaces for 2024, from budgeted funds.

Ted Davis, Superintendent of Parks and Recreation, presented the request to Council.

Vice President Ptashnik asked if this type of art would be excluded by the zoning ordinance.

Councilmember Morgan asked if this would be art displayed in City Hall or murals on buildings.

Mr. Davis explained it could be a mural on a proposed location, using the example of the newly installed comfort station at Ben Celani Park. It would not be art displayed in City Hall. The proposal would need to be approved by a public art committee.

Councilmember Jolly commended Mr. Davis stating he feels this is something our community is missing and these simple expressions within the community inspire children.

President McCullough said he appreciates the program.

Councilmember Budzinski offered an approving motion for the Consent agenda.

DIRECTION:

APPROVING

CONSENT



Art in the Park Program

Overview

Art projects are an investment in cultural capital that goes far beyond tourism, and improved aesthetics. Art is an investment in a city's unique identity and its cultural cohesiveness. Art can also provide an avenue for involving youth and others in artistic expression.

To better serve these purposes, Livonia Parks and Recreation has created the Art in the Park Program with the broad goal of placing art in public parks. The Livonia Art in the Park Program is administered by Livonia Parks and Recreation and its Public Art Committee. Applications for new outdoor art displays are reviewed by the Public Art Committee composed of community stakeholders and artists. Art approved through this program are exempt from the city sign code.

The artist agrees that the work is a work for the public given to the City of Livonia for a term of not less than five (5) years. During that time, the City of Livonia is the author, possessor, and controller for purposes of liability and copyright ownership; and that the artist assigns all rights in the art, including copyrights, if any, so that the public can fully benefit from the art.

Eligibility

Any individual or organization wishing to create an outdoor display in a Livonia Park must apply for approval through the Livonia Public Art Committee, regardless of the funding source.

Applicants may be:

1. An individual artist or group of artists
2. A not-for-profit organization, such as a neighborhood association, educational or community organization. Federal tax-exempt status 501(c)3 is not required.

Art Requirements

Every applicant must demonstrate that they will:

1. Create an art display that is accessible to the public.
2. Use media that ensures longevity and durability.
3. Meet standards of artistic quality and suitability for the Parks and Recreation Department.
4. Have a plan for painting, building or installation that insures the safety of participants and the public, and that does not impede public access. In the event that the safety plan submitted is not being adhered to, and Parks and Recreation has identified a safety risk to either the artist and/or the public, Livonia Parks and Recreation has the right to stop work until such time that safety issues or concerns are addressed by the artist.

Approval Criteria

Art Displays in Livonia Parks will be approved based on the following criteria:

- Completed application has been submitted to the Public Art Committee
- Artistic quality: Strength of the artist's concept and demonstrated technical skills and experience
- Context: Appropriate to the architecture, geographic, socio-cultural and historic setting in scale and expression
- Feasibility: Reasonable budget, timeline, qualifications of participants
- Originality: Unique expression
- Permanence: Uses high quality materials that will last a minimum of five years, and are resistant to weather and ultraviolet deterioration

Approval Process

1. Applicant meets with Livonia's Superintendent of Parks and Recreation for an initial review of the proposed location, imagery, artist's qualifications, and budget.
2. Applications for 2024 will only be accepted for Rotary, Bicentennial, Mies, and Dufour Parks.
3. Submittal deadlines are three times per year March 1, June 1, and September 1.
4. Applicant submits a Public Art Application which includes:
 - a. Concept drawing of proposed display with colors and dimensions
 - b. Photographs of site and physical surroundings
 - c. Written description of the proposed work, site, preparation, specific processes and materials to be used and protective coating
 - d. Written description of individuals and groups involved and how they will participate
 - e. Project timeline
 - f. A plan that addresses safety of the artists and the public while painting the mural
 - g. Contact person for the project
5. The Superintendent of Parks and Recreation will bring the proposal to the Public Art Committee
6. The Public Art Committee is comprised of the Superintendent of Parks and Recreation (non-voting), the Mayor or designee, representative from Livonia City Council, representative from Livonia Arts Commission, representative from Livonia Parks and Recreation Commission, and a representative from Madonna or Schoolcraft art programs.
7. The Public Art Committee votes to approve or reject the proposal.
8. If the proposal is approved, the Superintendent of Parks and Recreation sends the applicant a Notice of Approval and a Notice to Proceed
 - a. In the case that a project is not approved, the Superintendent of Parks and Recreation will communicate to the applicant in writing the reasons for the decision. The applicant is encouraged to address the concerns and submit a revised proposal to the Public Art Committee.
9. The applicant begins the project.
10. Applicant contacts Livonia Parks and Recreation when the project is completed in accordance with the approved project timeline or on a mutually agreed upon modification of the timeline.
11. Applicant provides digital images of completed work for the City's public art collection records.

12. Artists are encouraged to consider protective clear top coatings, cleanable surfaces, and/or other measures that will discourage vandalism or facilitate easier and cheaper repair if needed. If a display needs to be repaired, Parks and Recreation will contact the artist to make the repairs.
13. After completion a stipend of \$1,000 for time and materials is paid to the artist.
14. Alterations to or removal of, the display within the first five years of the date of completion are permitted under the following circumstances:
 - a. The building or property is substantially remodeled or altered in way that precludes continuance of the display. Alterations or removal must be approved by the Public Art Committee.
 - b. If removal is required by the Committee or City the artist agrees to remove the art in a reasonable time.
15. At the conclusion of the 5-year Agreement, the Applicant and the Public Art Committee reviews the condition of the artwork and, based on the condition, either allow it to remain or make plans to remove. If the artist and the committee agree to continue the agreement it will be reviewed annually. If the artist and committee do not agree, the artist may abandon the installation or remove it. If the installation is abandoned, the artist agrees to pay the City the reasonable cost of removal.

Livonia Art in the Park Program Application

Applicant Information

Name of Applicant or Sponsoring Organization

Name of Contact Person

Email

Phone

Artist Information

Artist's Name

Artist's Signature

Email

Website

Artist's Mailing Address

City/State/Zip

Phone

The artist agrees that the commissioned work and that the City of Livonia is the author for purposes of copyright ownership; and that the artist assigns all rights in the art, including copyrights, if any, so that the public can fully benefit from the art.

Property Information

Proposed Location (Park name)

Area in the Park

Start Date

Completion Date

SUBMIT MATERIALS TO:

Ted Davis, Superintendent
Livonia Parks and Recreation
15100 Hubbard Rd., Livonia, MI 48154
Email: edavis@livonia.gov

CHECKLIST OF REQUIRED MATERIALS

- ☐ Completed Application Form
- ☐ Resume of each artist involved in the project
- ☐ Signature of artist
- ☐ Six (6) digital images of the artist's original work that shows ability as an artist. (e-mailed or provided on CD or flash drive.)
- ☐ Artist's rendering of the proposed work with dimensions
- ☐ History of the sponsoring organization (if applicable) including a brief narrative, date established, community served and contact information.
- ☐ If working on the work involves blocking a public right of way such as a sidewalk or street, or the use of scaffolding or ladders, include a plan for insuring the access and safety of the public and the artists.

SUBMIT MATERIALS TO:

Ted Davis, Superintendent
Livonia Parks and Recreation
15100 Hubbard Rd., Livonia, MI 48154
Email: edavis@livonia.gov











LETTER TO THE LIVONIA CITY COUNCIL

8.

Parks and Recreation January 8, 2024

MEETING DATE

S021224/R022824

PREPARED BY

Ann Cox, Program Supervisor,

AGENDA ITEM

REQUEST TO APPROVE ART IN THE PARK PROGRAM: Department of Parks and Recreation, re: to provide a low-cost framework for introducing art into our public spaces for 2024, from budgeted funds.

BACKGROUND DETAILS

The Parks and Recreation Commission and Livonia Arts Commission request your concurrence with the attached Art in the Park Program.

We are working with staff from Schoolcraft College to assist in recruiting interested artists for the program, with an anticipated start date of summer 2024. While we do acknowledge that there are concerns that nothing like this has been attempted in Livonia, we do have several communities that have offered successful art programs in public spaces. While most communities commission works for public display, our budgets do not allow that. For an apples-to-apples comparison, Berkley, Flint, Jackson, St. Clair, and Petoskey currently offer programs similar to our proposal.

The proposed plan provides a low-cost framework for introducing art into our public spaces. We ask the council to approve the program for 2024, with the opportunity to evaluate and reoffer in subsequent years.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

We ask Council to approve the proposed plan, allow the Law Department to execute contracts with approved applicants, and assign a Council representative to the committee.

SPECIFIC NAME OF PRODUCT AND NUMBER TO BE PURCHASED (if more than one)

N/A

CONTRACT: Amount and/or purchase price and length of contract (with dates if applicable)

After completion, a stipend of \$1,000 for time and materials is paid to artist. The agreement would be for 5 years and then reviewed annually.

DETAILED WORK BEING PERFORMED

Art work

FISCAL CONSIDERATIONS (Amount requested and Account(s) used. If applicable, Grant Funding information)

Sufficient funds are budgeted in 208-755-776-040. Total cost is going to be no more than \$4,000 for 2024.

ACCEPTANCE OF BID (Please detail the following: Why accepted, why not lowest bidder, company name, contact person, full address)

N/A

REASON TO WAIVE BID PROCESS (Emergency, Professional services, No advantage to City and why, Consortium package, etc): N/A

ATTACHMENTS

1. S012924 LTC Art in the Park Program
2. 2024 Livonia Art in the Park Program

APPROVED BY



Ted Davis, CPRP, Superintendent of Parks and Recreation

Date: January 09, 2024



Michael Slater, Finance Director

Date: January 17, 2024



Paul Bernier, City Attorney

Date: January 17, 2024



Maureen Miller Brosnan, Mayor

Date: January 18, 2024

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 12, 2024**

9.

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

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; and David Lear, Assistant City Engineer.

Councilmember Morgan led the meeting with the Pledge of Allegiance.

9. AWARD OF BID: Department of Parks and Recreation, re: for beverage and snack vending service at the Jack E. Kirksey Recreation Center for a three-year agreement.

Ted Davis, Superintendent of Parks and Recreation presented the request to Council.

Councilmember Donovic verified the city profit is thirty-five percent.

Vice President Ptashnik offered an approving motion for the Consent agenda.

DIRECTION:

APPROVING

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

9.

Parks and Recreation January 31, 2024

MEETING DATE

S021224/R022824

PREPARED BY

Ann Cox, Program Supervisor,

AGENDA ITEM

AWARD OF BID: Department of Parks and Recreation, re: for beverage and snack vending service at the Jack E. Kirksey Recreation Center for a three-year agreement.

BACKGROUND DETAILS

The Department of Parks and Recreation has taken bids for beverage and snack vending service at the Jack E. Kirksey Recreation Center, and three (3) outdoor pools. Specifications were prepared by the Department and an advertisement for bids was placed on the MITN website. Two (2) bids were received and opened in the presence of the Bid Committee via Zoom at 2:00 p.m. on January 9, 2024. Attached are the results.

After reviewing all proposals, it was determined that Specialized Vending Services (SVS) proposal meets our specified requirements and while not the highest percentage we have a positive working relationship with the vendor having had them provide service for the last three years. This agreement would continue their current commission of 35%. (Gross sales minus bottle deposits, sales tax and 10% labor fee) Most of their products will be at the same or lower cost to our members and guests, as they are now. A bonus payout will also be made yearly based on net revenue.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

We would recommend that City Council authorize the Mayor and City Clerk to execute a three-year agreement from May 1, 2024 – April 30, 2027 with Specialized Vending Services, Inc 11945 Globe St, Livonia, MI 48150. Attached for Council's review is their form of proposal. Bids are good for 90 days from bid opening.

SPECIFIC NAME OF PRODUCT AND NUMBER TO BE PURCHASED (if more than one)

Various products and various quantities.

CONTRACT: Amount and/or purchase price and length of contract (with dates if applicable)

This agreement would continue their current commission of 35%. (Gross sales minus bottle deposits, sales tax and 10% labor fee.) A bonus payout will also be made yearly based on net revenue. A three-year agreement from May 1, 2024 – April 30, 2027.

DETAILED WORK BEING PERFORMED

Company will provide various snack items for vending and provide 35% commission on gross sales minus bottle deposits, sales tax and 10% labor fee.

FISCAL CONSIDERATIONS (Amount requested and Account(s) used. If applicable, Grant Funding information)

N/A

ACCEPTANCE OF BID (Please detail the following: Why accepted, why not lowest bidder, company name, contact person, full address)

(SVS) proposal meets our specified requirements and while not the highest percentage we have a positive working relationship with the vendor having had them provide service for the last three years.

REASON TO WAIVE BID PROCESS (Emergency, Professional services, No advantage to City and why, Consortium package, etc): N/A

ATTACHMENTS

1. S021224 LTC Vending at RecCenter
2. SnackVending information

APPROVED BY



Ted Davis, CPRP, Superintendent of Parks and Recreation

Date: January 31, 2024



Michael Slater, Finance Director

Date: January 31, 2024



Maureen Miller Brosnan, Mayor

Date: February 01, 2024

Vending Proposal Summary 2024-2027

Company	Equipment	Products	Restock times per week	Repair Response Time	Commission %	Sale Prices	Change Machine	Package Extras/ Special Notes
Corporate Dining Concepts David Fella 1645 W. Hamlin Rochester Hills, MI 48309 248-852-2060	Meets Specs	Meets Specs	6 days a week.	2 Hours or less	37% - Snacks, Hot / Cold Beverages 10% - Cold Food, Frozen Food, Ice Cream Products (*Ice Cream Products with an additional 1% Commission Match)	Pop - \$2.50 Water - \$2.00 Energy Drink - 3.50 Specialty Coffee - \$3.50 Gatorade - \$2.50 Juice - \$2.50-\$2.75 Chips - \$1.50-\$1.75 Assorted Candy - \$1.75 Large Candy - \$2.50 Gum/Mints - \$1.00-\$2.00 Cookies - \$2.00 Assorted Snacks - \$1.50-\$2.75 Cold Food - \$2.50 - \$4.50 Frozen Food - \$2.50 - \$4.50 Ice Cream - \$3.00 - \$4.00	Meets Specs	- Sponsorship - \$500 per year - Back Office Coffee can be provided. - Change fund singles. - Refund bank. - Credit card purchase 10 cent transaction and processing fee on all credit card purchases.
Specialized Vending Services Kristin Scott 11945 Globe St Livonia, MI 48150 734-391-9200	Meets Specs	Meets Specs	3-4 times per week	2-3 Hours	35% - Snacks / Beverages 5% - Cold/Frozen Food, Coffee	Pop - \$2.50 Water - \$2.00 Energy Drink - \$2.75-\$3.50 Coffee/Hot Choc. - \$1.25-\$1.50 Gatorade - \$2.50 Juice - \$2.50 Chips - \$1.50-\$1.75 Candy - \$1.50-\$2.00 Cookies \$1.50-\$1.75 Assorted Snacks - \$1.75-\$2.25 Fresh Food- \$5.00-\$8.00 Frozen Food - \$4.25 Ice Cream - \$2.25	Meets Specs	- Credit card purchase 10 cent upcharge passed onto the customer. - Apple Pay/Google Pay available. - Livonia Based Company - Refund Bank - Adding Fresh Food Machine - Change Fund singles. - Can continue to provide back-office coffee. - Happy to discuss marketing partnerships.

INSTRUCTIONS TO BIDDERS

The City of Livonia is advertising for proposals to supply beverages and snacks to its Jack E. Kirksey Recreation Center and 3 Outdoor Pools (summer only).

The Center is a 130,000 square foot recreation facility. Annual passes are 10,000 + members with daily admissions of 50,000 per year. Average daily attendance is 1,000 – 3,000 individuals per day. Annual net revenue from vending machines is \$91,000.

Snacks – 48%
Beverage – 42%
Cold – 4%

Frozen – 3%
Coffee – 2%

Additional information on the facility can be found on our website. www.livoniaparks.org

<u>Quantity</u>	<u>Types of Vending Machines</u>
2	Beverage - 20 oz. plastic bottles of pop and water
1	Beverage - Juice, milk, sport drinks, energy drinks
1	Beverage - Coffee, cappuccino or other hot drinks
2	Snacks (chips, cookies, candy, etc.)
1	Refrigerated - to serve items such as burgers, pizza, pretzels, sandwiches, fruit, yogurt
1	Frozen – to provide a variety of ice cream or other frozen products such as hot pockets, frozen dinner

Bid Information Requested

Please provide information in response to the following. For items that you do not provide, please indicate, "Item not available".

Item

1. Please provide the type/model of machines your company is proposing as well as an information sheet on the machines and equipment. All machines must have bill changers (\$1 and \$5) and include a number of selections. SureVend technology or equivalent required. Charge card payment is optional. State if machines have LED bulbs. Space is limited for placement of all machines. Any reconfiguration will be at vendor's expense.

Refer to Page 14 & 15

2. Please provide the various product information offered in the machines. Please include name brand, type and cost of all products that will be in vending machine. Plumbing is at vendor's expense.

Refer to Pages 19-21

Refer to Addendum A For Response Answers

3. Provide a proposal for stocking the machines. A minimum of three (3) visits weekly will be required to keep machines stocked. The schedule of visits may vary in order to keep machines stocked at all times. **At least one restocking must occur on Saturday or Sunday December thru April.**
4. Please provide a maintenance, cleaning and service schedule of machines, including a preventive maintenance schedule and the time required to respond to service call.
5. Please provide information regarding your company's history.
6. Please provide your policy for handling refund requests. The City would prefer a request that will allow vendors to deal directly with vending machine customers for refunds.
7. Provide percentage of monthly net sales offered to City of Livonia. Net sales would equal the gross sales less any discounts, deposits, refunds, returns and any taxes levied directly upon the sales. All vending machines must have non-resettable cash accountability meters and commission reports must include dollar amounts and meter readings.
8. Additional sponsorship packages, equipment durations, advertisement or partnerships will be considered. Please outline as specifically as possible.
9. Please provide a 24-hour phone number for service calls.
10. Vendor must provide condiments based on items sold. For example, ketchup, mustard, salt, sugar etc.
11. During each machine restocking you are required to check in with our building supervisor and provide singles for our change fund. A typical day is \$100-\$300 singles.
12. Provide a change machine for public use. Dispense quarters for up to \$20.00 bills. Prefer a bill exchanger but not required.
13. Provide back-office coffee service. Automatic fill coffee pot. 2 – airpots. Delivery of coffee packets with a regular stocking schedule.

Bid Criteria

1. Bid will be awarded based on percentage commission of net sales, selection of food and beverages and requisite service criteria including maintenance and stocking machines.
2. This contract will be for a period of three years beginning May 1, 2024. The contract can be terminated if sixty days written notice is provided by City of Livonia or vendor.
3. Contractor shall comply with all City vending ordinance policies, rules and regulations regarding safety, parking, loading and unloading procedures, fees and licensing.
4. Contractor shall keep vending machines well stocked at all times. Contractor will provide a stock schedule to the Facility Manager.
5. Contractor will make monthly(or state time frame) payments to City of Livonia from the net sales of vending machines.

City of Livonia reserves the right to review the sales records of the Contractor for sales made at Recreation Center and pools at any reasonable time for the purpose of ascertaining the net sales.

6. Contractor shall carry public liability insurance in adequate amounts with a financially responsible insurance carrier protecting the interest of both the Contractor and City of Livonia from any claims as a result of vending equipment. All employees shall be considered employees of the Contractor and the Contractor shall furnish Workman's Compensation Insurance covering the same. *Refer to Addendum B*
7. Contractor shall hold City of Livonia harmless for claims arising out of bodily injury, including death, incidental to vending services (attach certificates of insurance). *Refer to Addendum B*
8. All equipment must be maintained by the Contractor throughout the life of the contract and remain in good condition.
9. Installation and removal of all equipment must be coordinated with the facility manager.
10. The Contractor shall be responsible for obtaining all required permits and for complying with all municipal, state and federal laws. The Contractor shall also assume liability for all applicable taxes. *Refer to Addendum C*

INSTRUCTIONS TO BIDDERS
BEVERAGE & SNACK VENDING

PAGE 4 of 4

11. The relationship of the Contractor to the City of Livonia shall be that of an independent contractor. City of Livonia shall have no direct control over the employees of the Contractor. Any and all employees of the Contractor, while engaged in performance of any work or services required by the Contractor shall not be considered employees of the City of Livonia.
12. City of Livonia shall not be responsible for any loss to the Contractor due to temporary suspension of operations, regardless of cause; such suspension(s) may be due but not limited to, mechanical failure of equipment, power failure or weather conditions. Facility is closed for 5-7 days at the end of August besides Easter Sunday and Christmas Day.
13. All bids submitted may be subject to further negotiations.
14. Please provide four (4) references with contact name and phone number.

CITY OF LIVONIA REQUEST FOR BID
VENDING SERVICES

Submitted by: Specialized Vending Services
(COMPANY NAME)

The undersigned, by the submission of this proposal, represents that he is familiar with and has determined for himself the nature and extent of the proposal work and the conditions under which it must be performed and completed, and agrees that he will contract with the City of Livonia to furnish at and for the following monies all materials, labor, equipment, insurance, permits, supervision and all other things necessary or incidental to complete the entire work in accordance with the appended specifications, general conditions, and related contract documents. By the submission of this bid, the undersigned represents that he is familiar with and understands all of the above-referenced contract documents.

In accordance with the contract documents including the furnishing of all labor, material, equipment, permits, and insurance necessary to provide the following:

No substitutions will be accepted. Bidders must offer pricing on the product specified. Removal and disposal of existing equipment is required and shall be completed when new equipment is installed.

The undersigned has checked the bid figures carefully and understands that he shall be responsible for any error or omission in this bid offer and is in receipt of all addenda issued. Indicate addendum number to confirm receipt.

Addendum #1 _____ Addendum #2 _____ Addendum #3 _____

The undersigned agrees that, if the proposal made herein is accepted, he will satisfactorily perform and complete all of the work and meet all of the requirements and obligations imposed upon him by the contract including the plans, specifications and general conditions.

Also, the undersigned agrees that, if the above proposal is accepted, he will execute the contract and furnish the necessary proofs of insurance carriage within fifteen (15) calendar days from such acceptance.

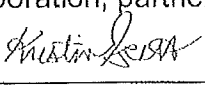
In submitting this sealed bid, it is understood that the City of Livonia reserves the right to reject or accept any or all proposals in whole or in part and waive any irregularities or informalities therein. It is agreed that this bid may not be withdrawn for sixty (60) days from the opening thereof.

The contractor and his subcontractors 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 his hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his sex or age, except when based on a bona fide occupational qualification, or because of his race, color, religion, national origin or ancestry (Act 251, P.A. 1955, as amended). The contractor further agrees that he will take affirmative action to ensure 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

covenant may be regarded as a material breach of the 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.

Firm Name Specialized Vending Services Date 01-02-24
(If corporation, partnership, or assumed name)

Signature 
(Person executing bid and official capacity)

(Names of principal officers and designate official capacity)
(If partnership or assumed name, indicate names of owners)

Address 11945 Globe Street

City/State/Zip Livonia, MI

Phone 734391-9200 FAX N/A

Can installation be completed by April 30, 2024? Y Y N

CUSTOMER SERVICE NUMBER FOR REPAIRS & MAINTENANCE: 586-596-5171

NOTE: Equipment installation or servicing shall not disrupt or interfere with any activities occurring at the locations specified.

Machines shall be services during normal hours of operation at each location. Vendors shall receive advanced approval from the Recreation Department to work outside of the hours specified herein.

All quotes submitted shall include:

- Form of Proposal Form
- References
- Statement of Qualifications

CONTACT PERSON WHO CAN RESPOND TO QUESTIONS REGARDING BID SUBMISSION:

Name Kristin L. Scott Title Corporate Marketing Sales Manager
CMSM
Phone No. 734-391-9200 Email Kristin @svsus.com

REFERENCES: VENDING SERVICES

COMPANY NAME: Specialized Vending Services

Reference Company Name: Livingston County Municipalities	
City/State: Howell, MI	
Summary of Work Performed: Vending Services	
Dates of Work: 2016- Present	
Company Contact Person: Chris Folts	Title: Operations
Phone Number: 517-546-3669	Email: cfolts@livgov.com

Reference Company Name: West Bloomfield Park and Rec	
City/State: West Bloomfield, MI	
Summary of Work Performed: Vending Services	
Dates of Work: 2014- Present	
Company Contact Person: Jospheh Ketchum	Title: Director of Operations
Phone Number: 248-451-1900	Email: jketchum@wbparks.org

Reference Company Name: The Ride Ann Arbor Area Transit Authority	
City/State: Ann Arbor, MI	
Summary of Work Performed: Vending Services	
Dates of Work: 2022- Present	
Company Contact Person: Gail Roose	Title: Manager
Phone Number: 734-794-1780	Email: groose@theride.org

Reference Company Name: Penske	
City/State: New Baltimore MI	
Summary of Work Performed: Vending and OCS	
Dates of Work: 2021- Present	
Company Contact Person: John Ulinski	Title: Facility Manager
Phone Number: 586-524-8902	Email: Johnathan.ulinski@penske.com

STATEMENT OF QUALIFICATIONS VENDING SERVICES

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

Company Name: Specialized Vending Services

Address 11945 Globe Street Livonia, MI 48150

Contact Person: Kristin L Scott Title Corporate Marketing Sales Manager

Phone No. 734-391-9200 Email Kristin@svsus.com

1. Number of years operating under your present name: 41 years

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

3. How many years of experience does your company have providing the equipment specified in the bid documents? 41 years years

4. General nature of work performed by your company:

Offering Vending, Market, Coffee and Water Filtration Systems

5. 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
2021	Parks and Rec	Vending and OCS
2019	Detroit Police Department	Vending and OCS
2019	Gun Range and Pool	Vending

6. List the members of the team who will oversee the ordering and delivery process for the equipment specified and the roles they will perform.

Name	Title	Role	Years of Experience
Tony Wineman	Owner	Operations	41 years
Sam Kashat	Owner	Operations	25 years
Kristin Scott	Sales Manager	Client Liaison	20 years

7. What challenges to you foresee?

As the incumbent, SVS needs to work with the Parks and Rec regarding the refund slip process.

8. What is included in your base price for services? What services will incur additional fees: No there is no base price for services. SVS covers service calls and labor if it is cause due to machine malfunction.

9. Provide Phone Numbers for Customer contact during normal business hours. Provide phone number for 24-hour contact by City of Livonia personnel.

Kristin Scott for non service questions and Ken Jarema for
Company Phone No.: service (KS- 391-9200 /Ken 586-596-5171)

24-Hour Phone No.: 248-224-0876

10. Hours of Operation

DAYS	BUSINESS HOURS
Monday – Friday	8am-5pm
Saturday	8am-5pm
Sunday	Closed
Holidays	Closed

11. Is the vendor willing to extend pricing offered to the City of Livonia to other municipalities in the Michigan Inter-Governmental Trade Network as long as current pricing remains valid as stated in the bid documents:

Y Yes No

Authorized Signature Kristin Scott Date 01-02-24

Print Name Kristin Scott Title Corporate Marketing Sales Manager

COMPANY NAME: Specialized Vending Services

PROPOSAL SHEET – VENDING SERVICES – CITY OF LIVONIA PARKS AND RECREATION DEPARTMENT

NOTE: Use forms provided. Do not substitute company forms.

Quantity	Description	Manufacturer	Model #	Number of Selections
Kirksey Recreation Center – 15100 Hubbard Street				
2	20-ounce plastic bottles (pop & water)	Galaxy Royal	DN 501E RVCC 660-8	8 Select 8 Select
1	Various sized bottled drinks (milk, juice, energy)	Vendo	V-MAX	8 Select
1	Hot drinks (coffee, cappuccino, hot chocolate)	National	673	Coffee, Hot Chocolate, French Vanilla
2	Snack machines	Crane	181D & 187D	181D - 48 Select 187D- 60 Select
1	Food vending for refrigerated items	National	432	80-96
1	Frozen vending for ice cream bars	Crane	455	32 Select

Quantity	Description	Manufacturer	Model #	Number of Selections
CLEMENT CIRCLE POOL – 9999 Harrison St., Livonia, MI				
1	20-ounce plastic bottles (pop & water)	Galaxy	DN 501E	8 Select
1	Snack machines	Crane	181D	181D - 48 Select
BOTSFORD POOL – 19444 Lathers St., Livonia, MI				
1	20-ounce plastic bottles (pop & water)	Galaxy	DN 501E	8 Select
1	Snack machines			
Shelden Pool – 33123 Van Ct. Avenue, Livonia, MI 48154				
1	20-ounce plastic bottles (pop & water)	Galaxy	DN 501E	8 Select

All machines Currently Include:

Bill changers (\$1 and \$5)

SureVend technology

Charge card payment is optional.

Keep in mind the credit card companies charge a small fee in turn if a guest utilizes the credit card option, the fee is passed onto the guest.

SVS vending equipment has the ability to offer, cash, credit cards, Google Pay, and Apple Pay.

Vending have LED bulbs

*Products may change bases on supplier availability and pricing *
Soda/Carbonated Require a \$.10 deposit

[illegible]

Soda/Carbonated Require a \$.10 deposit

FP-5

Snack Machine	
Product Description (Name, manufacturer, weight, size, etc.)	Price
Lays Baked Original	\$1.50
Lays Baked BBQ Chips	\$1.50
Lays Baked Sour Cream and Onion	\$1.50
Veggie Straws Zesty Ranch	\$1.50
SkinnyPop Popcorn	\$1.50
Ruffles Cheddar & Sour Cream	\$1.50
Doritos Nacho Cheese	\$1.50
Fritos Chips Corn	\$1.50
Lays Chips Regular	\$1.50
Cheetos Crunchy	\$1.50
Sunchips Harvest Cheddar	\$1.50
Rice Krispies Treats Original	\$1.50
Cracker Animal Zoo	\$1.50
Grandmas Mini Creme	\$1.50
Black Forest Fruit Snack Medley	\$1.50
Cheez-It Big Bag	\$1.50
Famous Amos	\$1.50
Combos Pepperoni	\$1.50
Cheez-It White Cheddar	\$1.50
Sun Maid Cranberry	\$1.50
Sun Maid Oatmeal Raisin	\$1.50
Keebler Cookie Soft Batch Chocolate Chips Deluxe	\$1.50
Ritz Toasted Chips Sour Cream & Onion	\$1.50
Snickers Singles	\$1.75
M&M Peanut	\$1.75
Payday Bar	\$1.75
Air Heads	\$1.75
Kind Fruit and Nut	\$2.00
Pistachios	\$2.00
Swedish Fish Red	\$1.75
Gatorade Protein Bar	\$2.75
Clif Chocolate Brownie	\$2.25
Clif Bar Peanut Butter	\$2.25
Nature Valley Bar Granola Oat & Honey	\$1.50
M&M Plain	\$1.50
Pop-Tart Frosted Strawberry	\$1.75
Pop-Tart Frosted Brown Sugar Cinnamon	\$1.75
Cookie Oreo Mini Bites BB	\$1.75

*Products may change bases on supplier availability and pricing *

Soda/Carbonated Require a \$.10 deposit

[illegible]

Soda/Carbonated Require a \$.10 deposit

[illegible]

Soda/Carbonated Require a \$.10 deposit

[illegible]

Soda/Carbonated Require a \$.10 deposit

Addendum A

INSTRUCTIONS TO BIDDERS PAGE 2 of 4 BEVERAGE & SNACK VENDING

3. Provide a proposal for stocking the machines. A minimum of three (3) visits weekly will be required to keep machines stocked. The schedule of visits may vary in order to keep machines stocked at all times. **At least one restocking must occur on Saturday or Sunday December thru April.**

ANSWER:

All of our machines have credit card/debit readers/Contact less payment propriety software "Cantaloupe Seed" Telemetry. This is a state-of-the-art reporting for service communicating every sale, automatically communicates machine refills, supply merchandising, sends service issues, all in real time. SureVend Technology- full cycle rotation for product delivery. With these technologies, SVS are able to track stocking trends and can service The City of Livonia Parks and Recreation Center based on product flow and sales velocity. This could range from 2-5 times a week with factors involved. Collection is completed on every delivery and re-stocked. There will be dollar bill acceptors and sufficient change for City of Livonia Parks and Recreation Center's employees and guests. **Currently as the incumbent, SVS is restocking 3-4 times a week at LPR**

4. Please provide a maintenance, cleaning and service schedule of machines, including a preventive maintenance schedule and the time required to respond to service call.

ANSWER:

All of our machines have credit card/debit readers/Contact less payment propriety software "Cantaloupe Seed" Telemetry. This is a state-of-the-art reporting for service communicating every sale, automatically communicates machine refills, supply merchandising, sends service issues, all in real time. Collection is completed on every delivery and re-stocked. There will be dollar bill acceptors and sufficient changed for The City of Livonia Parks and Recreation Center employees and guests. **Machine malfunction, theft detection bill and coin jams power failures and any other service interruptions that may occur. Maintenance schedule: Hot

experience in servicing and managing vending guests, adds valuable expertise to the SVS team.

6. Please provide your policy for handling refund requests. The City would prefer a request that will allow vendors to deal directly with vending machine customers for refunds.

ANSWER:

Communication between an SVS support team and The City of Livonia Parks and Recreation Center is key in making sure the partnership works well with the refund process. Currently we work with The City of Livonia Parks and Recreation Center by giving a refund bank at the location level. Jeannine Poulin and SVS has worked out a plan of submitting refund slips and SVS will send a refund check back to the City of Livonia. With the amount of guests that frequent LPR, it is very difficult to work individually one by one without the guest having a "market account," to give credit back to. In SVS's Market Accounts, we have the ability to do that. With Vending, no account is able to be created or generated.

7. Provide percentage of monthly net sales offered to City of Livonia. Net sales would equal the gross sales less any discounts, deposits, refunds, returns and any taxes levied directly upon the sales. All vending machines must have non-resettable cash accountability meters and commission reports must include dollar amounts and meter readings.

ANSWER:

Currently SVS is offering a tiered commission agreed upon by the City of Livonia Parks and Recreation from the prior RFP. The Snack and Soda Machines are at 35% and 5% on Hot Beverage and Frozen Machine, this is with existing price points at LPR. This is based on total NET sales.

Due to all supplier price increases over the past year, SVS will need to increase product pricing across the board to all clients. SVS is still the most competitive in the vending market.

Please keep in mind SVS is **adding** a FRESH food machine onsite. Fresh food is a highly percentage waste cost due to keeping the fresh food to safety guidelines.

11. During each machine restocking you are required to check in with our building supervisor and provide singles for our change fund. A typical day is \$100-\$300 singles.

ANSWER:

SVS and The Livonia Parks and Recreation Department will continue to have a great partnership regarding an efficient process for both parties involved.

12. Provide a change machine for public use. Dispense quarters for up to \$20.00 bills. Prefer a bill exchanger but not required.

ANSWER:

SVS currently provides The Livonia Parks and Recreation a change machine and will continue to offer it as part of our package to LPR.

13. Provide back-office coffee service. Automatic fill coffee pot. 2 – airpots. Delivery of coffee packets with a regular stocking schedule.

ANSWER:

Specialized Vending will continue to offer back-office coffee service. As the incumbent, we can discuss how the past 3 years have gone and if the employees would like to keep the same flavors or try something new. Always looking to enhance wherever possible.

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 12, 2024**

10.

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

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; and David Lear, Assistant City Engineer.

Councilmember Morgan led the meeting with the Pledge of Allegiance.

10. REQUEST TO ADOPT A RESOLUTION IN SUPPORT OF AN APPLICATION FOR THE MICHIGAN HISTORIC PRESERVATION OFFICE (SHPO) 2024 CLG GRANT: Department of Parks and Recreation, re: for the Rehabilitation Planning for the south barn at Greenmead Historical Park.

Ted Davis, Superintendent of Parks and Recreation, presented the request to Council.

Councilmember Jolly offered an approving motion for the Consent agenda.

DIRECTION:

APPROVING

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

10.

Parks and Recreation February 2, 2024

MEETING DATE

S021224/R022824

PREPARED BY

Ann Cox, Program Supervisor,

AGENDA ITEM

REQUEST TO ADOPT A RESOLUTION IN SUPPORT OF AN APPLICATION FOR THE MICHIGAN HISTORIC PRESERVATION OFFICE (SHPO) 2024 CLG GRANT: Department of Parks and Recreation, re: for the Rehabilitation Planning for the south barn at Greenmead Historical Park.

BACKGROUND DETAILS

The Department of Parks and Recreation respectfully requests that the Council approve a resolution supporting the application for the Michigan Historic Preservation Office (SHPO) 2024 CLG Grant for Rehabilitation Planning for the South Barn at Greenmead Historical Park.

The CLG Grant was created to provide Certified Local Governments with access to funds for rehabilitation planning and projects on historic properties. With the recent completion of our Greenmead Master Plan we have identified areas of immediate need. Our application is for rehabilitation planning for the structural issues with the South Barn. The grant schedule for this round of funding has a deadline of February 2, 2024. The grant requires a resolution from City Council that supports the application.

The scope of the South Barn project falls within both our Capital Plan and the Greenmead Master Plan. The proposed renovation plan includes detailed structural analysis of the wood timber frame to identify the historically accurate repairs and bid documents prepared for future rehabilitation.

The proposed project total is \$25,000. The maximum grant amount awarded is \$100,000, which will be reimbursed to the City after City funds are expended. This grant does not require a match for the total project cost.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

To approve a resolution supporting the application for the Michigan Historic Preservation Office (SHPO) 2024 CLG Grant for Rehabilitation Planning for the South Barn at Greenmead Historical Park.

SPECIFIC NAME OF PRODUCT AND NUMBER TO BE PURCHASED (if more than one)

N/A

CONTRACT: Amount and/or purchase price and length of contract (with dates if applicable)

N/A

DETAILED WORK BEING PERFORMED

N/A

FISCAL CONSIDERATIONS (Amount requested and Account(s) used. If applicable, Grant Funding information)

The proposed project total is \$25,000. The maximum grant amount awarded is \$100,000, which will be reimbursed to the City after City funds are expended. This grant does not require a match for the total project cost.

ACCEPTANCE OF BID (Please detail the following: Why accepted, why not lowest bidder, company name, contact person, full address)

N/A

REASON TO WAIVE BID PROCESS (Emergency, Professional services, No advantage to City and why, Consortium package, etc): N/A

ATTACHMENTS

1. S021224 LTC Resolution for CLG Grant application
2. 2024 South Barn CLG Grant Program

APPROVED BY



Date: February 02, 2024

Ted Davis, CPRP, Superintendent of Parks and Recreation



Date: February 02, 2024

Michael Slater, Finance Director



Date: February 02, 2024

Maureen Miller Brosnan, Mayor

MICHIGAN STATE HISTORIC PRESERVATION OFFICE CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

EXAMPLE RESOLUTIONS

The following examples have been provided for the benefit of local units of government applying for a grant from the Certified Local Government Grant Program. Resolutions do not have to match the example word-for-word but must include the major components, including the identification of the project, the funding request, acknowledgement that this is a reimbursable grant program, the project manager, and the name of the person authorized to execute the grant agreement and related documentation. For rehabilitation projects, this includes the historic preservation easement.

Please also note the following:

- *Individuals cannot authorize themselves and sign the resolution. The authorizing official or body, per the organization/government unit bylaws (e.g., Clerk), must authorize an individual to act in accordance with the responsibilities as outlined in the resolution and sign the resolution accordingly.*
- *SHPO encourages applicants to submit a draft resolution to Alan Higgins at higginsS3@michigan.gov to ensure it meets grant program requirements before the resolution is submitted for approval by the local body.*

EXAMPLE #1: PLANNING, DOCUMENTATION, OR EDUCATION PROJECT

I, (name), the duly qualified and acting (title) of (name of applicant), do hereby certify that the following resolution was adopted at a meeting of the (name of organization) held on (date); is on file; has not been amended, altered or revoked; and is in full force and effect.

RESOLVED:

Whereas, the (name of applicant) will file an application to the Michigan State Historic Preservation Office (SHPO) for the Certified Local Government Grant program in the amount of (amount of grant request) for the (description of project) and;

Whereas, the (name of applicant) acknowledges that the Certified Local Government Grant Program is an expense reimbursement program. The (name of applicant) authorizes expenditures in the amount of (full project amount) for the project work, with funds from (source of funds [general funds, donations, private funds, etc.]), and;

Whereas, the (name of applicant) acknowledges it will be responsible for paying invoices as they become due and that reimbursement will be made upon completion of final project work, SHPO acceptance of the final completion report, and SHPO audit and acceptance of financial documentation for eligible costs, and;

Whereas, upon approval of the application by the SHPO the (title (e.g., city administrator, director, or CFO)) shall be authorized to sign the grant agreement, any necessary grant agreement amendments, and other agreement-related documents, and;

Whereas, (name of person and title) is appointed as the Grant Project Manager who will oversee the day-to-day grant management and grant administration duties, including vendor selection and coordinating the payment of vendor invoices;

RESOLVED, that (name of organization) directs the (title) to file an application for a grant from the SHPO Certified Local Government Grant Program for (amount of grant application); and

RESOLVED, that the (title) be authorized to sign the grant application and any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution.

SEAL

Signature of (title)

EXAMPLE #2: REHABILITATION PROJECT WHERE THE APPLICANT IS THE PROPERTY OWNER

I, (name), the duly qualified and acting (title) of (name of applicant), do hereby certify that the following resolution was adopted at a meeting of the (name of organization) held on (date); is on file; has not been amended, altered or revoked; and is in full force and effect.

RESOLVED:

Whereas, the (name of applicant) will file an application to the Michigan State Historic Preservation Office (SHPO) for the Certified Local Government Grant program in the amount of (amount of grant request) for the (name of project) for the resource located at (address of resource) and;

Whereas, the (name of applicant) acknowledges that the Certified Local Government Grant Program is an expense reimbursement program. The (name of applicant) authorizes expenditures in the amount of (full project amount) for the project work, with funds from (source of funds [general funds, donations, private funds, etc.]), and;

Whereas, the (name of applicant) acknowledges that reimbursement will be made upon completion of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds, and;

Whereas, upon approval of the application by the SHPO the (title (e.g., city administrator, director, or CFO)) shall be authorized to sign the grant agreement, any necessary grant agreement amendments, and other agreement-related documents, and;

Whereas, (name of person and title) is appointed as the Grant Project Manager who will oversee the day-to-day grant management and grant administration duties, including vendor selection and coordinating the payment of vendor invoices;

Whereas, upon completion of the project, the (title) shall be required to and is authorized to sign the required historic preservation easement and record it at the County Register of Deeds before the grant reimbursement will be processed by the SHPO;

RESOLVED, that (name of organization) directs the (title) to file an application for a grant from the SHPO Certified Local Government Grant Program for (amount of grant application); and

RESOLVED, that the (title) be authorized to sign the grant application and any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution.

SEAL

Signature of (title)

EXAMPLE #3: REHABILITATION PROJECT WHERE THE APPLICANT IS NOT THE PROPERTY OWNER

I, (name), the duly qualified and acting (title) of (name of applicant), do hereby certify that the following resolution was adopted at a meeting of the (name of organization) held on (date); is on file; has not been amended, altered or revoked; and is in full force and effect.

RESOLVED:

Whereas, the (name of applicant) has entered into an agreement with (name of owner) to complete the preservation work for the resource located at (address of resource), and;

Whereas, the (name of applicant) will file an application to the Michigan State Historic Preservation Office (SHPO) for the Certified Local Government Grant program in the amount of (amount of grant request) for the (name of project) for the resource located at (address of resource) and;

Whereas, the (name of applicant) and (property owner name), owner of the property at (address of resource), have entered into an agreement delineating the parties responsible for grant administration and related activities necessary for the successful completion of the project, and;

Whereas, the (name of applicant) has appointed (name of person and title) as the Grant Project Manager;

Whereas, the (name of applicant) acknowledges that the Certified Local Government Grant Program is an expense reimbursement program. The (name of applicant) authorizes expenditures in the amount of (full project amount) for the project work, with funds from (source of funds [general funds, donations, private funds, etc.]), and;

Whereas, the (name of applicant) acknowledges that reimbursements will be made upon completion of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds, and;

Whereas, upon approval of the application by the SHPO the (title (e.g., city administrator, director, or CFO)) of the (name of applicant) shall be authorized to sign the grant agreement, any necessary grant agreement amendments, and other agreement-related documents, and;

Whereas, upon completion of the project, the (name of property owner) shall be required to execute the required historic preservation easement and record it at the County Register of Deeds before the grant reimbursement will be processed by the SHPO;

RESOLVED, that (name of applicant) directs the (applicant title of authorized official) to file an application for a grant from the SHPO Certified Local Government Grant Program for (amount of grant application); and

RESOLVED, that the (applicant title of authorized official) be authorized to sign the grant application and any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution.

SEAL

Signature of (title)

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 12, 2024**

11.

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

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; and David Lear, Assistant City Engineer.

Councilmember Morgan led the meeting with the Pledge of Allegiance.

11. REQUEST TO ADOPT A RESOLUTION PROCLAIMING THURSDAY, APRIL 25, 2024, AS ARBOR DAY IN THE CITY OF LIVONIA: Douglas L. Moore, Assistant Director of Public Works re: to be celebrated at 3:00 pm at Niji-Iro Japanese Immersion Elementary School, 36611 Curtis.

Doug Moore, Assistant Director of Public Works, presented the request to Council.

Vice President Ptashnik offered an approving motion for the Consent agenda.

DIRECTION:

APPROVING

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

11.

DPW

February 1, 2024

MEETING DATE

S021224/R022824

PREPARED BY

Jill Russell, Secretary III,

AGENDA ITEM

REQUEST TO ADOPT A RESOLUTION PROCLAIMING THURSDAY, APRIL 25, 2024, AS ARBOR DAY IN THE CITY OF LIVONIA: Douglas L. Moore, Assistant Director of Public Works re: to be celebrated at 3:00 pm at Niji-Iro Japanese Immersion Elementary School, 36611 Curtis.

BACKGROUND DETAILS

The Tree City Committee is planning on celebrating Arbor Day on Thursday, April 25, 2024, to be celebrated at 3:00 pm at Niji-Iro Japanese Immersion Elementary School, 36611 Curtis. It is therefore requested that City Council consider and approve the attached proclamation in commemoration of Arbor Day.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

ARBOR DAY 2024 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 planted, 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 Thursday, April 25, 2024, 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 Niji-Iro Japanese Immersion Elementary School, 36611 Curtis, on Thursday, April 25, 2024.

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.

ATTACHMENTS

1. S021224 LTC Arbor Day 2024
2. Arbor Day 2024

APPROVED BY



Douglas L. Moore, MSA, Assistant Director of Public Works

Date: February 02, 2024



Don Rohraff, Director of Public Works

Date: February 02, 2024



Maureen Miller Brosnan, Mayor

Date: February 02, 2024

DEPARTMENT OF PUBLIC WORKS
PUBLIC WORKS DIVISION



12973 FARMINGTON ROAD
LIVONIA, MICHIGAN 48150-4202
(734) 466-2655
FAX: (734) 466-2660

MAINTENANCE SERVICES

- Roads
- Parks
- Water
- Sewer
- Building
- Animal Control
- Forestry
- Equipment
- Storm Drains
- Traffic Signs
- Solid Waste / Recycling

MAUREEN MILLER BROSNAN
MAYOR

DONALD R. ROHRAFF
DIRECTOR OF PUBLIC WORKS

DOUGLAS L. MOORE, MSA
ASSISTANT DIRECTOR OF PUBLIC WORKS

JACOB A. RUSHLOW, PE
ASSISTANT DIRECTOR OF PUBLIC WORKS

RYAN J. FERRELL
SUPERINTENDENT OF PUBLIC WORKS

February 1, 2024

Honorable Members of the Council
City of Livonia

Subject: Commemoration of Arbor Day, Thursday, April 25, 2024

Dear Council Members:

The Tree City Committee is planning on celebrating Arbor Day at 3:00 p.m. on Thursday, April 25, 2024, **at Niji-Iro Japanese Immersion Elementary School, 36611 Curtis**. It is therefore requested that City Council consider and approve the attached proclamation in commemoration of Arbor Day.

Douglas L. Moore, MSA
Assistant Director of Public Works

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 12, 2024**

12.

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

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; and David Lear, Assistant City Engineer.

Councilmember Morgan led the meeting with the Pledge of Allegiance.

12. REQUEST TO RELEASE DEVELOPMENT BONDS: Engineering Division, re: for Dover Court Site Condominium, located south of Ann Arbor Trail, west of Dover Avenue in the Southwest 1/4 of Section 33. (CR 290-19)

David Lear, Assistant City Engineer, presented the request to Council.

Councilmember Donovic offered an approving motion for the Consent agenda.

DIRECTION:

APPROVING

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

12.

Engineering
January 24, 2024

MEETING DATE

S021224/R022824

PREPARED BY

Karen Worley, Secretary IV,

AGENDA ITEM

REQUEST TO RELEASE DEVELOPMENT BONDS: Engineering Division, re: for Dover Court Site Condominium, located south of Ann Arbor Trail, west of Dover Avenue in the Southwest 1/4 of Section 33. (CR 290-19)

BACKGROUND DETAILS

Council Resolution No. 290-19, dated August 26, 2019, set the bond requirements which were required to assure the installation of public improvements within the subject subdivision.

The proprietor has now completed the bond requirements, and we hereby certify that these improvements have been installed in accordance with the City's standards and specifications.

It is recommended that the following bond requirements totaling \$26,500.00 be released to Crosswinds Court Subdivision, Inc., 37771 Seven Mile Road, Suite C, Livonia, MI 48152:

Sidewalk \$7,500.00 (all cash)
Grading & Soil Erosion \$3,000.00 (all cash)
Entrance Markers/Landscaping \$5,000.00 (all cash)
Monuments & Markers \$1,000.00 (all cash)
As-Built Drawings \$10,000.00 (all cash)

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

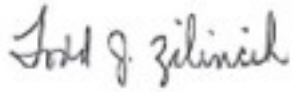
It is recommended that the following bond requirements totaling \$26,500.00 be released to Crosswinds Court Subdivision, Inc., 37771 Seven Mile Road, Suite C, Livonia, MI 48152:

Sidewalk \$7,500.00 (all cash)
Grading & Soil Erosion \$3,000.00 (all cash)
Entrance Markers/Landscaping \$5,000.00 (all cash)
Monuments & Markers \$1,000.00 (all cash)
As-Built Drawings \$10,000.00 (all cash)

ATTACHMENTS

1. S021224 LTC Dev Bonds Dover Ct
2. CR 290-19

APPROVED BY



Todd Zilincik, P.E., City Engineer

Date: January 25, 2024



Don Rohraff, Director of Public Works

Date: January 25, 2024



Maureen Miller Brosnan, Mayor

Date: February 01, 2024

Regular Meeting Minutes of August 26, 2019

exceed \$22,186.71 from funds already budgeted in Account No. 101-338-979-000 (Capital Outlay-Fire Equipment) for this purpose; FURTHER, the Council does hereby determine to authorize the said purchase without competitive bidding inasmuch as Stryker Medical is the sole authorized dealer of Power Load Cot Fastening Systems for compatibility with the department's existing fleet of Stryker ambulance cots and no advantage to the City would result from competitive bidding, and such action is taken in accordance with the provisions set forth in Section 3.04.140.D.3 of the Livonia Code of Ordinances, as amended.

#290-19 RESOLVED, that Leo Soave, as proprietor, having requested the City Council approve the proposed Dover Court Site Condominium Development (f/k/a Grove Court), located on the south side of Ann Arbor Trail between Norwich Avenue and Wayne Road in the Southwest ¼ of Section 33 (34417 Ann Arbor Trail and 34391 Dover Avenue) (hereafter the "Condominium"), and it further appearing that approval of the site plan for the Condominium was given by the City Planning Commission on March 5, 2019, and by the City Council on April 8, 2019, and it further appearing the such site plan, together with Development Plans and Specifications for Improvements, have been examined and approved by the Department of Public Works as set forth in the report of that Department dated August 2, 2019; and the City Council having approved the Master Deed on April 8, 2019, in Council Resolution 123-19; therefore, the City Council does hereby establish the following requirements:

- (1) All of the improvements, utilities and grading shall be constructed, installed and accomplished in conformity with the provisions of the ordinances of the City of Livonia, and the regulations and specifications of the Department of Public Works and the Development Plans submitted by the proprietor and approved by such Department; all such improvements to be constructed, installed, accomplished and completed within a period of two (2) years from the effective date of this resolution; failing this, the approval contained herein shall be considered null, void and of no effect whatsoever;
- (2) That all inspection fees and other charges due to the City of Livonia shall be fully paid at the time and in the manner provided in the said ordinance provisions;
- (3) That the installation of all such improvements shall be subject at all times to the supervision and inspection and final approval of the Department of Public Works, and such improvements shall not be considered as having been satisfactorily and completely installed until there is filed with the City Council the certificate as provided in such ordinance provisions;

Regular Meeting Minutes of August 26, 2019

- (4) That the proprietor enter into an agreement with the City of Livonia agreeing to construct, within the prescribed period of time and in the prescribed manner, all improvements required to the extent required by the City of Livonia and as shown on the approved Development Plans;
- (5) That as a condition of obtaining final approval of the Master Deed prior to the completion of all required improvements, the proprietor shall file with the City of Livonia a corporate surety bond, certified check, cash bond, irrevocable letter of credit, or other financial assurance in such form as may be approved by the Department of Law guaranteeing the satisfactory installation of all such improvements, utilities and grading by the proprietor within the prescribed period in the following amounts:
 - (a) General Improvement Bond \$466,200.00, of which at least \$46,620.00 shall be in cash
 - (b) Sidewalk Bond \$ 38,500.00, of which at least \$7,500.00 shall be in cash
 - (c) Grade & Soil Erosion Control Bond \$ 3,000.00 (all cash)
 - (d) Entrance Markers/Landscaping \$ 5,000.00 (all cash)
 - (e) Monuments and Markers Bond \$ 1,000.00 (all cash)
 - (f) As-Built Drawings Bond \$ 10,000.00 (all cash)and require cash payments in addition to the above amounts, in the total amount of \$73,120.00, less \$3,000.00 Grade & Soil Erosion Control Bond paid on June 21, 2019, for total cash bonds due \$70,120.00;
- (6) That all required cash deposits, certified checks, irrevocable bank letters of credit and/or surety bonds which shall be established by the City Engineer pursuant to Article XVIII of Ordinance No. 543, Section 18.66 of the ordinance, shall be deposited with the City prior to the issuance of engineering permits for this site condominium development; and
- (7) That the distribution lines for telephones and electric service are to be placed underground and ornamental streetlights are to be provided throughout the Condominium in accordance with City ordinances.

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 12, 2024**

13.

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

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; and David Lear, Assistant City Engineer.

Councilmember Morgan led the meeting with the Pledge of Allegiance.

14. REQUEST TO AMEND THE CONTRACT WITH ANDERSON, ECKSTEIN AND WESTRICK, INC. FOR CONSTRUCTION ENGINEERING SERVICES FOR THE 2024 CONCRETE ROAD PROGRAM (CONTRACT 24-C): Engineering Division, re: for same. (CR 336-21)

David Lear, Assistant City Engineer, presented the request to Council.

Councilmember Jolly offered an approving motion for the Consent agenda.

DIRECTION:

APPROVING

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

14.

Engineering
January 26, 2024

MEETING DATE

Study Meeting of February 12,
2024

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 2024 CONCRETE ROAD PROGRAM (CONTRACT 24-C): Engineering Division, re: for same. (CR 336-21)

BACKGROUND DETAILS

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 2024 Concrete Road Program. See the attached letter dated January 26, 2024, from AEW for construction engineering services.

The estimated construction costs in the amount of \$4,523,753 for the concrete program, which forms the basis for the engineering contract, is shown on the attached sheet.

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 \$542,850 for Construction Engineering for the 2024 Concrete Road 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 \$542,850 from budgeted funds in the Road, Sidewalk and Tree Fund, Account Number 204-447-818-102.
- Authorize the City Engineer to approve minor adjustments to the work, as required.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

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 \$542,850 for Construction Engineering for the 2024 Concrete Road 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 \$542,850 from budgeted funds in the Road, Sidewalk and Tree Fund, Account Number 204-447-818-102.
- Authorize the City Engineer to approve minor adjustments to the work, as required.

SPECIFIC NAME OF PRODUCT AND NUMBER TO BE PURCHASED (if more than one)

n/a

CONTRACT: Amount and/or purchase price and length of contract (with dates if applicable)

\$542,850

DETAILED WORK BEING PERFORMED

Construction Engineering for the 2024 Concrete Road Program

FISCAL CONSIDERATIONS (Amount requested and Account(s) used. If applicable, Grant Funding information)

\$542,850 from Account No. 204-447-818-102

ACCEPTANCE OF BID (Please detail the following: Why accepted, why not lowest bidder, company name, contact person, full address)

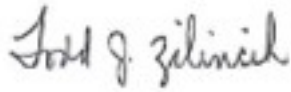
n/a

REASON TO WAIVE BID PROCESS (Emergency, Professional services, No advantage to City and why, Consortium package, etc): Qualification Based Selection (QBS) firm. Council Resolution 336-21

ATTACHMENTS

1. S021224 LTC AEW contract for CE svcs
2. CR 336-21
3. Livonia 2024 Concrete Program 24-C Reconstruction Construction Engineering CvrLtr
4. Exhibit A for QBS AEW CE for Contract 24-C_signed

APPROVED BY



Todd Zilincik, P.E., City Engineer

Date: January 31, 2024



Don Rohraff, Director of Public Works

Date: February 01, 2024



Michael Slater, Finance Director

Date: February 01, 2024



Paul Bernier, City Attorney

Date: February 01, 2024



Maureen Miller Brosnan, Mayor

Date: February 01, 2024

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



ANDERSON, ECKSTEIN & WESTRICK, INC.

CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

Shelby Township - Roseville - Livonia

586.726.1234 | www.aewinc.com

January 26, 2024

Todd Zilincik, P.E.
City Engineer
City of Livonia
12973 Farmington Road
Livonia, Michigan 48150

Reference: Proposal for Professional Services- Construction Engineering

2024 Concrete Road Program: 24-C Reconstruction
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. It is our honor to be part of the team.

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: **2024 Concrete Road Repair Program, Construction
Engineering Services for Contract 24-C**

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 2024 Concrete Road Program, Contract 24-C. The road sections to be included in this project are as follows:

Reconstruction:

Street	From	To
Kenwood Ct	#30947 Kenwood Ct	Dead End
Navin Ave	Laurel Ave	Gill Rd
Bobrich Ave	Middlebelt Rd	Dead End
Cross Winds Ct	Cross Winds Rd	Dead End
Cross Winds Rd	Six Mile Rd	Dead End
Sunset Blvd	Pickford Ave	Clarita Ave
Munger Ave	#30400 Munger Ave	Dead End
Ellen Dr	Five Mile Rd	Roycroft Ave
Comstock Dr	Mallory Dr	Whitcomb Dr
Ladywood Rd	Levan Rd	Woodside Dr
Sherwood Dr	Woodside Dr	Park Ln
Sunnydale Ave	Myrna Ave	Levan Rd
Huff Ave	Five Mile Rd	Lancaster Ave
Richfield Ave	Five Mile Rd	Lancaster Ave
Oakley Ave	Hubbard Rd	#32240 Oakley Ave
Lyndon Ave	Harrison Rd	Lyons Ave
Capitol Ave	#32432 Capitol Ave	Hubbard Ave

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 2024.

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 \$4,523,752.63. Fees shall not exceed \$542,850 without prior approval from City Council for Construction Engineering (CE).

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: _____
Lori Miller, City Clerk

In the Presence of:

Anderson, Eckstein and Westrick

By: _____
Scott P. Lockwood, P.E.

Ross Wilberding

Its: Executive Vice President

Approved:

Donald R. Rohraff
Director of Public Works

Approved:

Todd J. Zilincik, P.E.
City Engineer

Pursuant to Council Resolution:

Approved:

No.: _____

Michael Slater
Director of Finance

Adopted on: _____

Approved as to form:

Paul A. Bernier
Department of Law

CITY OF LIVONIA 2024 CONCRETE PROGRAM

HOURLY CHARGE RATES

<u>EMPLOYEE CLASSIFICATION</u>	<u>HOURLY CHARGE RATE</u>
PRINCIPAL ENGINEER / SURVEYOR / ARCHITECT	\$ 182.10
SENIOR PROJECT ENGINEER / SURVEYOR / ARCHITECT	167.30
LICENSED ENGINEER / SURVEYOR / ARCHITECT	151.40
GRADUATE ENGINEER / SURVEYOR / ARCHITECT	125.10
TEAM LEADER	125.10
ENGINEERING AIDE III	103.60
ENGINEERING AIDE II	97.30
ENGINEERING AIDE I	90.70
ENGINEERING AIDE TRAINEE	77.70
SECRETARIAL (Special Projects)	49.20
SURVEY FIELD (3 PERSON CREW)	252.60
SURVEY FIELD (2 PERSON CREW)	220.30
SURVEY FIELD (1 PERSON CREW)	168.40
CONFINED SPACE ENTRY CREW (2 PERSON)	272.00
DATA COLLECTOR (SURVEY CREW)	33.70
GPS SURVEY EQUIPMENT	82.90

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 12, 2024**

14.

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

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; and David Lear, Assistant City Engineer.

Councilmember Morgan led the meeting with the Pledge of Allegiance.

16. REQUEST TO AMEND THE CONTRACT WITH ANDERSON, ECKSTEIN AND WESTRICK, INC. FOR CONSTRUCTION ENGINEERING SERVICES FOR THE 2024 CONCRETE ROAD MAINTENANCE/SELECTIVE SLAB PROGRAM (CONTRACT 24-J): Engineering Division, re: for same. (CR 336-21)

David Lear, Assistant City Engineer, presented the request to Council.

Councilmember Morgan asked for the project total.

Mr. Lear indicated the amount is \$203,309.00.

Councilmember Morgan offered an approving motion for the Consent agenda.

DIRECTION:

APPROVING

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

16.

Engineering
February 1, 2024

MEETING DATE

Study Meeting of February 12,
2024

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 2024 CONCRETE ROAD MAINTENANCE/SELECTIVE SLAB PROGRAM (CONTRACT 24-J): Engineering Division, re: for same. (CR 336-21)

BACKGROUND DETAILS

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 2024 Concrete Road Maintenance/Selective Slab Program. See the attached letter dated February 1, 2024, from AEW for the construction engineering services.

The estimated construction costs in the amount of \$1,626,472.54 for the 2024 Concrete Road Maintenance/Selective Slab Program, which forms the basis for the Engineering contract, is shown on the attached sheet.

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 \$203,309 for Construction Engineering for the 2024 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 \$203,309 from budgeted funds in the Road, Sidewalk and Tree Fund, Account Number 204-447-818-102.
- Authorize the City Engineer to approve minor adjustments to the work, as required.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to

be used in lieu of the recommendation)

- 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 \$203,309 for Construction Engineering for the 2024 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 \$203,309 from budgeted funds in the Road, Sidewalk and Tree Fund, Account Number 204-447-818-102.
- Authorize the City Engineer to approve minor adjustments to the work, as required.

SPECIFIC NAME OF PRODUCT AND NUMBER TO BE PURCHASED (if more than one)

n/a

CONTRACT: Amount and/or purchase price and length of contract (with dates if applicable)

\$203,309

DETAILED WORK BEING PERFORMED

Construction Engineering for the 2024 Concrete Road Maintenance/Selective Slab Program, 24-J

FISCAL CONSIDERATIONS (Amount requested and Account(s) used. If applicable, Grant Funding information)

\$203,309 from Account No. 204-447-818-102

ACCEPTANCE OF BID (Please detail the following: Why accepted, why not lowest bidder, company name, contact person, full address)

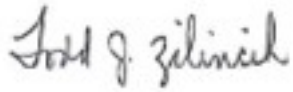
n/a

REASON TO WAIVE BID PROCESS (Emergency, Professional services, No advantage to City and why, Consortium package, etc): Qualification Based Selection (QBS) firm. Council Resolution No. 336-21

ATTACHMENTS

1. S021224 LTC 24-J CE Svcs
2. Exhibit A for QBS AEW CE for Contract 24-J_signed
3. CR 336-21

APPROVED BY



Todd Zilincik, P.E., City Engineer

Date: February 01, 2024



Don Rohraff, Director of Public Works

Date: February 01, 2024



Michael Slater, Finance Director

Date: February 01, 2024



Paul Bernier, City Attorney

Date: February 01, 2024



Maureen Miller Brosnan, Mayor

Date: February 01, 2024

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: **2024 Concrete Road Repair Program, Construction
Engineering Services for Contract 24-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 2024 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
Aspen Dr	Seven Mile Rd	Dead End
Garden Ave	Roycroft Ave	Rayburn Ave
Roycroft Ave	Middlebelt Rd	Garden Ave
Schoolcraft Rd	Newburgh Rd	Yale Ave
Houghton Ave	Richland Ave	Ann Arbor Tr.
Elmira Ave	Levan Rd	Dead End
25 Miscellaneous Locations	Engineering/ 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 September 2024.

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 \$1,626,472. Fees shall not exceed \$203,309 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: _____
Lori Miller, City Clerk

In the Presence of:

Anderson, Eckstein and Westrick

By: _____
Scott P. Lockwood, P.E.

Ross T. Wilberding

Its: Executive Vice President

Approved:

Donald R. Rohraff
Director of Public Works

Approved:

Todd J. Zilincik, P.E.
City Engineer

Pursuant to Council Resolution:

Approved:

No.: _____

Michael Slater
Director of Finance

Adopted on: _____

Approved as to form:

Paul A. Bernier
Department of Law

CITY OF LIVONIA 2024 CONCRETE PROGRAM

HOURLY CHARGE RATES

<u>EMPLOYEE CLASSIFICATION</u>	<u>HOURLY CHARGE RATE</u>
PRINCIPAL ENGINEER / SURVEYOR / ARCHITECT	\$ 182.10
SENIOR PROJECT ENGINEER / SURVEYOR / ARCHITECT	167.30
LICENSED ENGINEER / SURVEYOR / ARCHITECT	151.40
GRADUATE ENGINEER / SURVEYOR / ARCHITECT	125.10
TEAM LEADER	125.10
ENGINEERING AIDE III	103.60
ENGINEERING AIDE II	97.30
ENGINEERING AIDE I	90.70
ENGINEERING AIDE TRAINEE	77.70
SECRETARIAL (Special Projects)	49.20
SURVEY FIELD (3 PERSON CREW)	252.60
SURVEY FIELD (2 PERSON CREW)	220.30
SURVEY FIELD (1 PERSON CREW)	168.40
CONFINED SPACE ENTRY CREW (2 PERSON)	272.00
DATA COLLECTOR (SURVEY CREW)	33.70
GPS SURVEY EQUIPMENT	82.90

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 12, 2024**

15.

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

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; and David Lear, Assistant City Engineer.

Councilmember Morgan led the meeting with the Pledge of Allegiance.

17. REQUEST TO WAIVE THE FORMAL BIDDING PROCESS AND APPROVE THE 2024 LANE LINE MARKING PROGRAM BY EXTENDING CONTRACT 23-H UNIT PRICES WITH PK CONTRACTING, INC.: Engineering Division, re: for Contract 24-H in the amount of \$125,000 (CR 230-23)

David Lear, Assistant City Engineer, presented the request to Council.

Councilmember Jolly offered an approving motion for the Consent agenda.

DIRECTION:

APPROVING

CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

17.

Engineering
February 1, 2024

MEETING DATE

S021224/R022824

PREPARED BY

Karen Worley, Secretary IV,

AGENDA ITEM

REQUEST TO WAIVE THE FORMAL BIDDING PROCESS AND APPROVE THE 2024 LANE LINE MARKING PROGRAM BY EXTENDING CONTRACT 23-H UNIT PRICES WITH PK CONTRACTING, INC.: Engineering Division, re: for Contract 24-H in the amount of \$125,000 (CR 230-23)

BACKGROUND DETAILS

The Engineering Division has received a letter dated February 1, 2024, from Nicholas C. Shea, Vice President of PK Contracting Inc. to indicate their willingness to extend the contract for lane line markings to 2024 with no increase from their 2023 contract unit prices.

There is currently \$125,000 budgeted for the annual lane line markings throughout the City of Livonia to cover over 373 miles of City jurisdiction roads, of which 60 miles are on our on major roads such as Newburgh, Ann Arbor Trail, Levan, Stark, and Lyndon.

This office is familiar with PK Contracting. We have found their performance to be satisfactory and their ability to work with the City when any changes or additional requests for improving pedestrian crossing markings near schools have arisen.

Per the Contract 23-H, Formal of Proposal on Page FP-4, Note: C, which states that the City of Livonia Engineering will consider extending the contract up to one (1) year past the approved contract year based on satisfactory work performance, and a letter provided by the contractor requesting an extension letter based on holding contract unit prices and the contractor meeting these requirements, it is the recommendation of the Engineering Division that the City Council proceed as follows:

- Waive the formal bidding process under Section 3.04.140. E.3 of the Livonia Code of Ordinances, as amended, since no advantage to the City would result from competitive bidding.
- Approve a one (1) year extension for 2024 with PK Contracting Inc., 1965 Barrett Dr., Troy, Michigan 48084 at the unit prices from the 2023 Lane Line Marking Contract (23H).
- Award a contract in the amount of \$125,000.00 to PK Contracting Inc., 1965 Barrett Dr., Troy, Michigan 48084 for fiscal year 2024. The award should be based on the unit bid prices. The said amount to be adjusted based upon the quantities of work actually completed.
- Authorize an expenditure in the amount of \$125,000.00 for the 2024 Lane Line Marking Program

from budgeted funds in Account No. 202-463-818-118 (Contractual Services – Lane Line Marking).

- Authorize the City Engineer to make minor changes, as needed.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

- Waive the formal bidding process under Section 3.04.140.E.3 of the Livonia Code of Ordinances, as amended, since no advantage to the City would result from competitive bidding.
- Approve a one (1) year extension for 2024 with PK Contracting Inc., 1965 Barrett Dr., Troy, Michigan 48084 at the unit prices from the 2023 Lane Line Marking Contract (23H).
- Award a contract in the amount of \$125,000.00 to PK Contracting Inc., 1965 Barrett Dr., Troy, Michigan 48084 for fiscal year 2024. The award should be based on the unit bid prices, said amount to be adjusted based upon the quantities of work actually completed.
- Authorize an expenditure in the amount of \$125,000.00 for the 2024 Lane Line Marking Program from budgeted funds in Account No. 202-463-818-118 (Contractual Services – Lane Line Marking).
- Authorize the City Engineer to make minor changes, as needed.

SPECIFIC NAME OF PRODUCT AND NUMBER TO BE PURCHASED (if more than one)

n/a

CONTRACT: Amount and/or purchase price and length of contract (with dates if applicable)

\$125,000

DETAILED WORK BEING PERFORMED

2024 Lane Line Marking Program, Contract 24-H

FISCAL CONSIDERATIONS (Amount requested and Account(s) used. If applicable, Grant Funding information)

\$125,000 from Account No. 202-463-818-118

ACCEPTANCE OF BID (Please detail the following: Why accepted, why not lowest bidder, company name, contact person, full address)

n/a

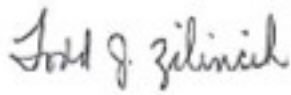
REASON TO WAIVE BID PROCESS (Emergency, Professional services, No advantage to City and why, Consortium package, etc): Waive the formal bidding process under Section 3.04.140.E.3 of the

Livonia Code of Ordinances, as amended, since no advantage to the City would result from competitive bidding.

ATTACHMENTS

1. S021224 LTC 23-H
2. 2-1-24 Extension Letter from PK
3. CR 230-23

APPROVED BY



Todd Zilincik, P.E., City Engineer

Date: February 01, 2024



Don Rohraff, Director of Public Works

Date: February 01, 2024



Michael Slater, Finance Director

Date: February 01, 2024



Paul Bernier, City Attorney

Date: February 01, 2024



Maureen Miller Brosnan, Mayor

Date: February 01, 2024



MAIN OFFICE

1965 Barrett Drive
Troy, MI 48064-5372
PHONE 248-362-2130
FAX 248-362-4969

February 1, 2024

Todd Zilincik, P.E.
City Engineer
City of Livonia
Engineering Department
12973 Farmington Road
Livonia, MI 48150

Hello,

P.K. Contracting, LLC, is requesting the extension of Project 23-H to the 2024 calendar year for the 2024 Lane Line Marking Program.

Please let me know of any questions, issues, or if there is any other information being requested from P.K. Contracting, LLC, regarding this project.

Thank you.

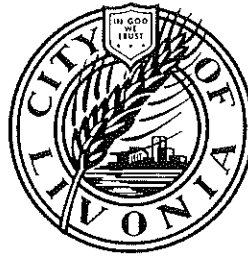
A handwritten signature in black ink that reads 'Nicholas C. Shea'.

Nicholas C. Shea
Vice President

SUSAN M. NASH
CITY CLERK

LORI L. MILLER
DEPUTY CLERK

OFFICE OF THE CITY CLERK



33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154-3097
(734) 466-2230
FAX: (734) 421-1147

August 10, 2023

P.K. Contracting, LLC
1965 Barrett Dr.
Troy, MI 48084

To whom it may concern:

The Council of the City of Livonia, at a Regular Meeting held July 24, 2023, adopted the following resolution:

#230-23 RESOLVED, that having considered the report and recommendation of the City Engineer, dated June 28, 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, the Council does hereby accept the unit price bid of P.K. Contracting, LLC, 1965 Barrett Dr., Troy, Michigan 48084 for completing all work required in connection with the 2023 lane line marking program (contract 23-h) for the not to exceed amount of \$117,300.00, based on the Engineering Division's estimate of units involved, and subject to a final payment based upon the actual units completed in accordance with the unit prices accepted herein, said estimated cost and unit prices having been in fact the sole bid received and meets all specifications; FURTHER, the Council does hereby authorize an expenditure in an amount not to exceed \$105,000.00 from funds budgeted in Account No. 202-463-818-118 (Contractual Services Lane Line Marking) and an additional appropriation and expenditure in an amount not to exceed \$12,300.00 from the unexpended fund balance of the Major Road Fund (202) for this purpose; FURTHER, the City Engineer is hereby authorized to approve minor adjustments in the work as it becomes necessary but this authorization does not entitle the City Engineer to authorize any increase in the not to exceed amount or to contract with other parties; and the Mayor and City Clerk are hereby authorized, for and on behalf of the City of Livonia, to execute a contract, approved as to form and substance by the Department of Law, with the aforesaid bidder and to do all other things necessary or incidental to the full performance of this resolution.

Very truly yours,

Susan M. Nash

Susan M. Nash, City Clerk

SMN/ljr
Xc: Engineering

**COMMITTEE OF THE WHOLE MEETING
MONDAY, FEBRUARY 5, 2024
7:00PM**

A Committee of the Whole meeting was held on Monday, February 5, 2024, in the City Council Chambers of Livonia City Hall.

Committee Members Present: Brandon McCullough, Council President and Chair
Martha Ptashnik, Council Vice President
Carrie Budzinski
Rob Gjonaj Donovic
Jim Jolly
Scott Morgan

Committee Members Absent: Laura M Toy

City Officials Present: Paul Bernier, City Attorney
Mark Taormina, Planning and Economic Dev. Director
Jerome Hanna, Director of Inspection

Additional attendees: See attached.

- | |
|---|
| <ol style="list-style-type: none">1. CR 03-24 The subject matter of a proposed amendment to the Livonia Code of Ordinances amending the ordinance so that the Council Administrator would report to and be under the direction of the City Council rather than the City Clerk. |
|---|

The meeting convened at 7:05 PM

The meeting was led by Council President Brandon McCullough.

Councilmember Donovic made a motion to change the ordinance to allow the Council Administrator to report directly to The City Council President, rather than City Clerk.

Dialogue continued with the City Attorney about the process of making the changes.

The Council President stated that he supports the motion.

Councilmember Donovic modified his motion to ask the Law Department to draft an ordinance to change the Council Administrator to report to the City Council President.

The Committee recommends:

1. For the Law Department to prepare an amendment to the ordinance to change the Council Administrator to report to the City Council President.

Note: This item will be out of Committee.

This item is to be placed on the **Regular Meeting Agenda of February 28, 2024**

2. **CR 198-21** The subject matter of appointments to the Zoning Board of Appeals by Councilmembers.

16b.

The meeting was led by Council President Brandon McCullough who provided background on the subject matter. To date, there is no process for City Council to appoint members to the ZBA. In years past, this did provide issues and the goal is to enact a policy.

Councilmember Jolly had a brief discussion with the City Attorney about ways to craft the motion.

Councilmember Jolly proposed that the appointment order would go by tenure, then recent election finish.

The Committee recommends:

1. For the Law Department to prepare a resolution regarding the ZBA appointment order to go first by tenure, then recent election finish.

Note: This item will be out of Committee.

This item is to be placed on the **Regular Meeting Agenda of February 28, 2024**

3. CR 154-21 The subject matter of residential blight.

16c.

Inspection Director, Jerome Hanna, gave an update on the subject matter. The Administration is still working to get a report back to Council.

The Committee recommends:

1. To keep this item in Committee.

Note: This item will remain in Committee.

This item is to be placed on the **Regular Meeting Agenda of February 28, 2024**

4. CR 130-23 The subject matter of the vacant and abandoned fee schedule.
--

16d.

Inspection Director, Jerome Hanna, gave an update on the subject matter. The Administration is still working to get a report back to Council.

The Committee recommends:

1. To keep this item in Committee.

Note: This item will remain in Committee.

This item is to be placed on the **Regular Meeting Agenda of February 28, 2024**

5. CR 05-24 The subject matter of raising residential chickens within the City.
--

16e.

Councilmember Budzinski gave background on the subject matter. She provided examples of communities that have a similar ordinance in place.

Vice President Ptashnik spoke specifically in reference to limits on chickens, structures, and permitting.

Several residents spoke on behalf of this subject matter.

Councilmember Morgan voiced that he is open to the idea, just would like to proceed with caution.

The Committee recommends:

1. To keep this item in Committee.

Note: This item will remain in Committee.

This item is to be placed on the **Regular Meeting Agenda of February 28, 2024**

6. **CR 06-24** The subject matter of restricting gas stations to two (2) at any intersection.

16f.

Councilmember Donovic provided background on this subject matter to limit the number of gas stations to (2) two at intersections within the city.

Councilmember Donovic made a motion for law to draft an ordinance to limit intersections to (2) gas stations.

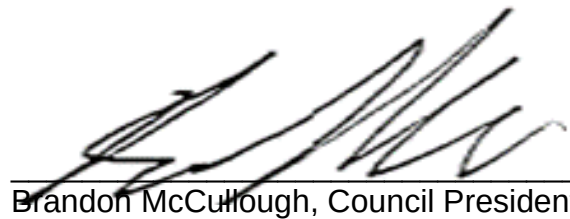
The Committee recommends:

1. For the Law Department to draft an ordinance to limit intersections to (2) gas stations.

Note: This item will be out of Committee.

This item is to be placed on the **Regular Meeting Agenda of February 28, 2024**

The meeting adjourned at 8:06 PM.



Brandon McCullough, Council President



LETTER TO THE LIVONIA CITY COUNCIL

16.a.

Law
January 30, 2024

MEETING DATE

R022824/R031124

PREPARED BY

Brenda Smyser, Program Manager

AGENDA ITEM

PROPOSED AMENDMENT TO THE LIVONIA CODE OF ORDINANCES, AS AMENDED: Department of Law, re: to Title 2, Chapter 04 (City Council), adding Section 075 (Council Office Administrator) and amending Section 080 (City Clerk Duties).

BACKGROUND DETAILS

At the Committee of the Whole meeting held February 5, 2024, you responded to the subject of a proposed amendment to the Livonia Code of Ordinances amending the ordinance so that the Council Administrator would report to and be under the direction of the City Council rather than the City Clerk (CR# 003-24).

Accordingly, herewith submitted for your consideration is the referenced proposed ordinance amendments.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

It is respectfully suggested that the PROPOSED AMENDMENT to the Livonia Code of Ordinances, as amended, submitted by the Department of Law, re: to Title 2, Chapter 04 (City Council), Adding Section 075 and Amending Section 080, with respect to this item, be considered for its FIRST READING in accordance with provisions of law and City Charter.

ATTACHMENTS

1. R022824 LTC Prog Sup under Council
2. 2.04.075 & 080 - Adding Council Administrator & Amending City Council Duties
3. R011724 Subject matter of Prog Sup move to Council CR 03-24
4. COW020524 LTC Prog Sup under Council
5. R111620 Prop amend Sections 010, 020 and 030 (Dept of the Office of the City Council)
SECOND READ SBAHR
6. R110420 Prop amend Sections 010, 020 and 030 (Dept of the Office of the City Council)
FIRST READ SBAHR
7. R110420 Approval to create new dept Refer to Law CR 323-20
8. R110420 Prop amend Council Office Refer to Law CR 322-20
9. CofW101220 Min
10. R092120 Subject matter of reorganization of the City Council Office CR 280-20

APPROVED BY



Paul Bernier, City Attorney

Date: February 14, 2024



Maureen Miller Brosnan, Mayor

Date: February 16, 2024

**AN ORDINANCE ADDING SECTION 075 (COUNCIL
OFFICE ADMINISTRATOR) AND AMENDING SECTION
080 (CITY CLERK DUTIES) OF CHAPTER 04 (CITY
COUNCIL) OF TITLE 2 (ADMINISTRATION AND
PERSONNEL) OF THE LIVONIA CODE OF
ORDINANCES, AS AMENDED.**

THE CITY OF LIVONIA ORDAINS:

Section 1. Section 075 of Chapter 04 of Title 2 of the Livonia Code of Ordinances, as amended, is hereby added to read as follows:

2.04.075 Council Office Administrator

The position of "Council Office Administrator" is hereby created within the City Council office. The Council Office Administrator shall be under the direction of and subject to supervision the Council President. The Council Office Administrator shall be selected by the City Council President in accordance with civil service rules and shall receive such compensation as from time to time may be fixed by the Civil Service Commission and approved by the Council. The Council Office Administrator shall carry out tasks necessary to the efficient administration and operation of the City's legislative branch of government; represent the council at various functions and meetings; follow up on complaints involving codes and ordinances; serve as a liaison with citizens, corporate entities, and various units of government; and perform such other relevant duties and functions as required by the city council within the council office.

Section 2. Section 080 of Chapter 04 of Title 2 of the Livonia Code of Ordinances, as amended, is hereby amended to read as follows:

2.04.080 City Clerk Duties

1. — The position of "Council Office Administrator" is hereby created in the city clerk's office. The Council Office Administrator is assigned to the city council office and shall be under the direction of the Council President and subject to supervision of the city clerk. The Council Office Administrator shall be selected by the city council president in accordance with the Charter and civil service rules and shall receive such compensation as from time to time may be fixed by the

~~council. The Council Office Administrator shall carry out tasks necessary to the efficient administration and operation of the city's legislative branch of government; represent the council at various functions and meetings; follow up on complaints involving codes and ordinances; serve as a liaison with citizens, corporate entities, and various units of government; and perform such other relevant duties and functions as required by the city council within the council office.~~

~~2.~~ In addition to those duties specifically set forth in the Charter, the city clerk shall:

A. Keep the mayor and other city officials properly informed of action of the council and present to them such matters as may require their signature;

B. Present to the several committees and officials such matters as may have been referred to them; and

C. Pursuant to the direction of the council, prepare in advance an agenda of business to come before each meeting, according to the order set forth in Section 2.04.050.

Section 3. 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.

Regular Meeting Minutes of January 17, 2024

On a motion by Councilmember Toy, supported by Councilmember Donovic and unanimously adopted, it was:

#003-24 RESOLVED, that upon the motion by Councilmember Laura Toy, seconded by Councilmember Rob Donovic, at the Regular Meeting held January 17, 2024, regarding the subject matter of a proposed amendment to the Livonia Code of Ordinances amending the ordinance so that the Council Administrator would report to and be under the direction of the City Council rather than the City Clerk, the Council does hereby refer this item to the Committee of the Whole for its report and recommendation.

Kathleen McIntyre, 14455 Fairway, supports this move if the Council President is willing to take on the full role of administrative work. She indicated the administrative work is significant. She doesn't think putting this position under the Clerk's office was a good change.

<i>RESOLUTION REQUESTED BY COUNCIL (Regular Meeting of January 17,2024)</i>
--

Motion:	Toy
Second:	Donovic
Ayes:	Ptashnik, Donovic, Budzinski, Toy, Jolly, McCullough
Nays:	None
Absent:	Morgan



LETTER TO THE LIVONIA CITY COUNCIL

3.

Council Office
January 25, 2024

MEETING DATE

COW020524/R021224

PREPARED BY

Sara Kasprowicz, Council Office Manager,

AGENDA ITEM

The subject matter of a proposed amendment to the Livonia Code of Ordinances amending the ordinance so that the Council Administrator would report to and be under the direction of the City Council rather than the City Clerk (CR 03-24)

BACKGROUND DETAILS

At the Regular Meeting held January 17, 2024:

#003-24 RESOLVED, that upon the motion by Councilmember Laura Toy, seconded by Councilmember Rob Donovic, at the Regular Meeting held January 17, 2024, regarding the subject matter of a proposed amendment to the Livonia Code of Ordinances amending the ordinance so that the Council Administrator would report to and be under the direction of the City Council rather than the City Clerk, the Council does hereby refer this item to the Committee of the Whole for its report and recommendation.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

To discuss the item as presented.

ATTACHMENTS

1. R011724 Subject matter of Prog Sup move to Council CR 03-24

APPROVED BY

Bahr took from the table, for second reading and adoption, the following

Ordinance:

ORDS-Livonia
Code of

Approval to amend
Sections 010, 020
and 030 of Chapter
2.10 (Department
of the Office of the
City Council)

**(ROLL CALL /
SECOND READ)**

AN ORDINANCE AMENDING SECTIONS 010, 020 AND
030 OF CHAPTER 2.10 (DEPARTMENT OF THE OFFICE
OF THE CITY COUNCIL) TO TITLE 2 OF THE LIVONIA
CODE OF ORDINANCES, AS AMENDED.

A roll call vote was taken on the foregoing Ordinance with the following result:

AYES: McCullough, Donovic, Jolly, Toy, Bahr, White and McIntyre

NAYS: None

The President declared the foregoing Ordinance duly adopted and would
become effective on publication

Regular Meeting Minutes of November 4, 2020

November 4, 2020

Bahr gave first reading to the following Ordinance:

CITY COUNCIL

Proposed
amendment
Sections 010, 020
and 030 of Chapter
2.10 (Department
of the Office of the
City Council)
(FIRST READ)

AN ORDINANCE AMENDING SECTIONS 010, 020 AND
030 OF CHAPTER 2.10 (DEPARTMENT OF THE OFFICE
OF THE CITY COUNCIL) TO TITLE 2 OF THE LIVONIA
CODE OF ORDINANCES, AS AMENDED.

The foregoing Ordinance, when adopted, is filed in the Journal of Ordinances in
the Office of the City Clerk and is the same as if word for word repeated herein.

The above Ordinance was placed on the table for consideration at an upcoming
Regular meeting.

REGULAR MEETING OF November 4, 2020

Councilmembers Present: White, McCullough, Donovic, Toy, Jolly, Bahr,
McIntyre

Councilmember(s) Absent: None

Regular Meeting Minutes of November 4, 2020

On a motion by Bahr, supported by White, and unanimously adopted, it was:

#323-20 RESOLVED, that having considered the report and recommendation of the Committee of the Whole, dated October 12, 2020, submitted pursuant to Council Resolution No. 280-20, regarding the subject matter of organizational restructuring of the City Council Office, the Council does hereby refer to the Law Department the subject of modifying the current City Council Office ordinance to create (a) a new Department of Governmental Affairs with a Governmental Affairs Director appointed by and to report to the Mayor; and (b) a new Department of the Office of the City Council to be managed by a Civil Service Council Administrator to be hired by and to report to the City Council.

<i>UNFINISHED BUSINESS AGENDA ITEM (Regular Meeting of November 4, 2020)</i>
--

Motion by:	Bahr
Seconded by:	White
ROLL CALL:	
Ayes:	White, McCullough, Donovic, Toy, Jolly, Bahr, McIntyre
Nays:	None
Absent:	None

Regular Meeting Minutes of November 4, 2020

November 4, 2020

. On a motion by Bahr, supported by White, and unanimously adopted, it was:

CITY COUNCIL

Subject matter of organizational restructuring of the City Council Office creating the Department of the Office of the City Council to be managed by a civil service Council Administrator to be hired by and to report to the City Council.
(Refer to Law)

#322-20 RESOLVED, that having considered the report and recommendation of the Committee of the Whole, dated October 12, 2020, submitted pursuant to Council Resolution No. 280-20, regarding the subject matter of organizational restructuring of the City Council Office, the Council does hereby refer this matter to the Law Department for preparation of an ordinance creating the Department of the Office of the City Council to be managed by a Civil Service Council Administrator to be hired by and to report to the City Council.

UNFINISHED BUSINESS AGENDA ITEM (Regular Meeting of November 4, 2020)

Motion by:	Bahr
Seconded by:	White
ROLL CALL:	
Ayes:	White, McCullough, Donovic, Toy, Jolly, Bahr, McIntyre
Nays:	None
Absent:	None

COMMITTEE OF THE WHOLE

October 12, 2020

A Committee of the Whole meeting was held on Wednesday, October 12, 2020 via ZOOM

Committee Members Present:

Council President Kathleen McIntyre
Council Vice President Scott Bahr
Councilmember Rob Donovic
Councilmember Jim Jolly
Councilmember Brandon McCullough
Councilmember Laura Toy
Councilmember Cathy White

Committee Members Absent:

None

**City Officials and
Others Present:**

Mayor Maureen Miller Brosnan
City Treasurer, Lynda Scheel
City Clerk, Susan Nash
City Attorney Paul Bernier
Director of Administration, Dave Varga
Director of Legislative Affairs, LaShawn Thomas

The meeting convened at 7:01 p.m.

1. CR 280-20 RESOLVED, that upon the motion by Council Vice President Scott Bahr, seconded by Councilmember Cathy White, at the Regular Meeting held September 21, 2020, regarding the organizational restructuring of the City Council Office, the Council does hereby refer this item to the Committee of the Whole for its report and recommendation.

Council outlined the Legislative Director position and Council Administrator position.

Two resolutions were offered, and an ordinance change recommended:

- Create a new Governmental Affairs Department. The Legislative Director would become Governmental Affairs Director. This person will be selected by and report to the Mayor and will be invited to join the Council at City Council meetings.
- The Office of the City Council will be a department managed by the Council Administrator who will be selected by and report to the City Council.

Discussion took place regarding the following topics:

- Whether adopting these roles can be accomplished through one ordinance or two
- The Ordinance(s) should align with the Charter
- The Council Administrator will be a Civil Service employee
- The Council President will hire and supervise the Council Administrator with opportunity for input from all Councilmembers
- The Governmental Affairs Director will work in the fourth floor Mayor's office and serve as the liaison to City Council
- ZBA administration responsibilities would move back to the Council office, with the ZBA Administrator moving to the Council office, with cross-training and back up between the ZBA and Council Administrators.
- Title II of the Livonia Code of Ordinances creates departments by means of separate Chapters; creating the new Governmental Affairs Department and reorganizing the Council office should be done under two ordinances to be consistent with other City departments.

The Committee recommends:

- Vice President Bahr offered a resolution to refer to the Law Department for preparation of two ordinances for first reading: one creating a new Department of Governmental Affairs with a Governmental Affairs Director appointed by the mayor, and the other creating the Department of the Office of the City Council, to be managed by a civil-service, Council Administrator to be hired by and to report to the City Council.
- Councilmember McCullough offered a resolution to refer to the Law Department for first reading a modification of the current City Council Office ordinance to create a new Department of Governmental Affairs with a Governmental Affairs Director appointed by the mayor, and the other creating the Department of the Office of the City Council, to be managed by a civil-service, Council Administrator to be hired by and to report to the City Council.

Note: This item will be out of committee

This item is to be placed on the **Regular Meeting Agenda of November 4, 2020**

2. CR 342-11 RESOLVED, Council does hereby refer this the subject of the Legislative Affairs Director to the Committee of the Whole for its report and recommendation.

A discussion took place regarding the subject of the Legislative Affairs Director.

The Committee recommends:

- The adoption of a resolution to take no further action.

NOTE: This item will be out of committee.

This item is to be placed on the **Regular Meeting Agenda of November 4, 2020**

The meeting adjourned at 7:51 p.m.

Respectfully submitted,


Kathleen E. McIntyre
Council President

cc: City Attorney, City Clerk

Regular Meeting Minutes of November 4, 2020

November 4, 2020

On a motion by Bahr, supported by White, and unanimously adopted, it

was:

CITY COUNCIL

Subject matter of organizational restructuring of the City Council Office to create (a) a new Department of Governmental Affairs with a Governmental Affairs Director appointed by and to report to the mayor; and (b) a new Department of the Office of the City Council to be managed by a civil service Council Administrator to be hired by and to report to the City Council. (CR 280-20)

(Refer to Law)

#323-20 RESOLVED, that having considered the report and recommendation of the Committee of the Whole, dated October 12, 2020, submitted pursuant to Council Resolution No. 280-20, regarding the subject matter of organizational restructuring of the City Council Office, the Council does hereby refer to the Law Department the subject of modifying the current City Council Office ordinance to create (a) a new Department of Governmental Affairs with a Governmental Affairs Director appointed by and to report to the Mayor; and (b) a new Department of the Office of the City Council to be managed by a Civil Service Council Administrator to be hired by and to report to the City Council.

UNFINISHED BUSINESS AGENDA ITEM (Regular Meeting of November 4, 2020)

Motion by: Bahr
Seconded by: White

ROLL CALL:

Ayes: White, McCullough, Donovic, Toy, Jolly, Bahr, McIntyre
Nays: None
Absent: None

Regular Meeting Minutes of November 4, 2020

November 4, 2020

Jolly gave first reading to the following Ordinance:

CITY COUNCIL
Proposed
amendment to
Sections 020 and
030 of Chapter
2.10 (Department
Legislative Affairs)
(FIRST READ)

AN ORDINANCE AMENDING SECTIONS 020 AND 030
OF CHAPTER 2.10 (DEPARTMENT OF LEGISLATIVE
AFFAIRS) TO TITLE 2 OF THE LIVONIA CODE OF
ORDINANCES, AS AMENDED.

The foregoing Ordinance, when adopted, is filed in the Journal of Ordinances in
the Office of the City Clerk and is the same as if word for word repeated herein.

The above Ordinance was placed on the table for consideration at an upcoming
Regular meeting.

REGULAR MEETING OF November 4, 2020

Councilmembers Present: White, McCullough, Donovic, Toy, Jolly, Bahr,
McIntyre

Councilmember(s) Absent: None

Regular Meeting Minutes of November 4, 2020

November 4, 2020

Bahr gave first reading to the following Ordinance:

CITY COUNCIL

Proposed
amendment
Sections 010, 020
and 030 of Chapter
2.10 (Department
of the Office of the
City Council)
(FIRST READ)

AN ORDINANCE AMENDING SECTIONS 010, 020 AND
030 OF CHAPTER 2.10 (DEPARTMENT OF THE OFFICE
OF THE CITY COUNCIL) TO TITLE 2 OF THE LIVONIA
CODE OF ORDINANCES, AS AMENDED.

The foregoing Ordinance, when adopted, is filed in the Journal of Ordinances in
the Office of the City Clerk and is the same as if word for word repeated herein.

The above Ordinance was placed on the table for consideration at an upcoming
Regular meeting.

REGULAR MEETING OF November 4, 2020

Councilmembers Present: White, McCullough, Donovic, Toy, Jolly, Bahr,
McIntyre

Councilmember(s) Absent: None

Regular Meeting Minutes of November 4, 2020

November 4, 2020

. On a motion by Bahr, supported by White, and unanimously adopted, it was:

CITY COUNCIL

Subject matter of organizational restructuring of the City Council Office creating the Department of the Office of the City Council to be managed by a civil service Council Administrator to be hired by and to report to the City Council.
(Refer to Law)

#322-20 RESOLVED, that having considered the report and recommendation of the Committee of the Whole, dated October 12, 2020, submitted pursuant to Council Resolution No. 280-20, regarding the subject matter of organizational restructuring of the City Council Office, the Council does hereby refer this matter to the Law Department for preparation of an ordinance creating the Department of the Office of the City Council to be managed by a Civil Service Council Administrator to be hired by and to report to the City Council.

UNFINISHED BUSINESS AGENDA ITEM (Regular Meeting of November 4, 2020)

Motion by:	Bahr
Seconded by:	White
ROLL CALL:	
Ayes:	White, McCullough, Donovic, Toy, Jolly, Bahr, McIntyre
Nays:	None
Absent:	None

Regular Meeting Minutes of November 4, 2020

November 4, 2020

Bahr gave first reading to the following Ordinance:

CITY COUNCIL
Proposed
amendment to add
Chapter 09
(Department of
Governmental
Affairs) of Title 2.
(FIRST READ)

AN ORDINANCE ADDING CHAPTER 09 (DEPARTMENT
OF GOVERNMENTAL AFFAIRS) OF TITLE 2 OF THE
LIVONIA CODE OF ORDINANCES, AS AMENDED.

The foregoing Ordinance, when adopted, is filed in the Journal of Ordinances in
the Office of the City Clerk and is the same as if word for word repeated herein.

The above Ordinance was placed on the table for consideration at an upcoming
Regular meeting.

REGULAR MEETING OF November 4, 2020

**Councilmembers Present: White, McCullough, Donovic, Toy, Jolly, Bahr,
McIntyre**

Councilmember(s) Absent: None

Regular Meeting Minutes of November 4, 2020

President McIntyre, as Chair of the Committee of the Whole, reported out on the meeting of October 12, 2020.

- a. Subject matter of organizational restructuring of the City of the Council Office. (CR 280-20)

On a motion by Bahr, supported by White, and unanimously adopted, it was:

CITY COUNCIL

Subject matter of organizational restructuring of the City Council Office creating a new Department of Governmental Affairs with a Governmental Affairs Director appointed by and to report to the Mayor.

#321-20 RESOLVED, that having considered the report and recommendation of the Committee of the Whole, dated October 12, 2020, submitted pursuant to Council Resolution No. 280-20, regarding the subject matter of organizational restructuring of the City Council Office, the Council does hereby refer this matter to the Law Department for preparation of an ordinance creating a new Department of Governmental Affairs with a Governmental Affairs Director appointed by and to report to the Mayor.

UNFINISHED BUSINESS AGENDA ITEM (Regular Meeting of November 4, 2020)

Motion by:	Bahr
Seconded by:	White
ROLL CALL:	
Ayes:	White, McCullough, Donovic, Toy, Jolly, Bahr, McIntyre
Nays:	None
Absent:	None

Regular Meeting Minutes of September 21, 2020

September 21, 2020

On a motion by Bahr, supported by White, it was:

CITY COUNCIL

(Scott Bahr)

Subject matter of
organizational
restructuring of the City
Council Office.**(Refer to Committee of
the Whole)**

#280-20 RESOLVED, that upon the motion by Council Vice President Scott Bahr, seconded by Councilmember Cathy White, at the Regular Meeting held September 21, 2020, regarding the organizational restructuring of the City Council Office, the Council does hereby refer this item to the Committee of the Whole for its report and recommendation.

A roll call vote was taken on the foregoing resolution with the following result:

AYES: Bahr, White, Donovic, Jolly, Toy and McIntyre

NAYS: McCullough

The President declared the resolution adopted.

ITEM PROPOSED DURING AUDIENCE COMMUNICATION (Regular Meeting of September 21, 2020)

Motion by: Bahr

Seconded by: White

ROLL CALL:

Ayes: Bahr, White, Donovic, Jolly, Toy, McIntyre

Nays: McCullough

Absent: None



LETTER TO THE LIVONIA CITY COUNCIL

6.

Council Office
January 24, 2024

MEETING DATE

COW020424/R021224

PREPARED BY

Sara Kasproicz, Council Office Manager,

AGENDA ITEM

The subject matter of appointments to the Zoning Board of Appeals by Councilmembers. (CR 198-21)

BACKGROUND DETAILS

At the Regular Meeting Minutes of June 14, 2021:

CR 198-21 RESOLVED, that upon a motion by Councilmember Brandon McCullough, seconded by Councilmember Laura Toy, unanimously adopted, at the Regular Meeting of Council held June 28, 2021, that the subject matter of appointments to the Zoning Board of Appeals by Councilmembers be referred to the Committee of the Whole for its report and recommendation.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

To discuss item as presented.

ATTACHMENTS

1. R062821 Subject matter of ZBA Appts CR 198-21

APPROVED BY

CR 198-21 RESOLVED, that upon a motion by Councilmember Brandon McCullough, seconded by Councilmember Laura Toy, unanimously adopted, at the Regular Meeting of Council held June 28, 2021, that the subject matter of appointments to the Zoning Board of Appeals by Councilmembers be referred to the Committee of the Whole for its report and recommendation.

<i>ITEM REQUESTED BY COUNCIL (Regular Meeting of June 28, 2021)</i>

Motion by:	McCullough
Seconded by:	Toy
ROLL CALL:	
Ayes:	White, McCullough, Donovic, Jolly, Toy, McIntyre
Nays:	None
Absent:	Bahr



LETTER TO THE LIVONIA CITY COUNCIL

4.

Council Office
January 24, 2024

MEETING DATE

COW020524/R021224

PREPARED BY

Sara Kasprowicz, Council Office Manager,

AGENDA ITEM

The subject matter of residential blight. (CR 154-21)

BACKGROUND DETAILS

At the Regular Meeting of May 24, 2021:

On a motion by Donovic, supported by Bahr, and unanimously adopted, it was:

#154-21 RESOLVED, that upon the motion by Councilmember Rob Donovic, seconded by Vice President Scott Bahr, at the Regular Meeting held May 24, 2021, that the Council does hereby refer the subject matter of residential blight to the Committee of the Whole for its report and recommendation.

At the Regular Meeting of July 12, 2021:

On a motion by Donovic, supported by McCullough, and unanimously adopted, it was:

#226-21 RESOLVED, that having considered the report and recommendation of the Committee of the Whole, dated June 16, 2021, submitted pursuant to Council Resolution 154-21, regarding the subject matter of residential blight, the Council does hereby refer this item to the Department of Law for preparation of proposed ordinance amendment(s) in connection with allowing inspectors to issue Civil Infractions for violations.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

To continue the discussion regarding the subject matter of residential blight.

ATTACHMENTS

1. CofW061621 Min - redact
2. CofW061621 Resident concern of blight
3. R052421 Subject matter of residential blight CR 154-21
4. R071221 UB ITEM 10 CofW report of blight CR 226-21

APPROVED BY

COMMITTEE OF THE WHOLE

WEDNESDAY, JUNE 16, 2021

A Committee of the Whole meeting was held on Wednesday, June 16, 2021 in the City Hall Council Chambers.

Committee Members Present: Kathleen E. McIntyre, President
Scott Bahr, Council Vice President
Rob Donovic
Jim Jolly
Brandon McCullough
Cathy K. White
Laura M. Toy

Committee Members Absent: None

City Officials and Others Present: Lynda Scheel, City Treasurer
Paul Bernier, City Attorney
Mark Taormina, Planning and Economic Dev. Director
LaShawn Thomas, Director of Governmental Affairs
Bob Stroble, Senior Building Inspector

Additional Attendees: See list of attendees attached

The meeting convened at 7:03 p.m.

1. CR 154-21 Subject matter of residential blight.

The meeting was led by Council President, Kathleen McIntyre. Elected officials and members of the administration introduced themselves for the information of the residents in attendance.

A discussion took place regarding the enforcement of ordinances and changes that removed the ability of the Inspection Department to write tickets for ordinance violations.

The current enforcement process was explained:

1. Warning/correction
2. Violation
3. Show cause
4. Court action

Given that there is typically 30 days between each subsequent enforcement action, there can be 120 – 180 days between the time the Inspection Department issues an initial notification of a violation until and the responsible individual receives a citation.

There was discussion about the State law that prohibits municipalities from entering private property to trim shrubs (they can only enter to cut grass, remove noxious weeds, and trim trees that pose a danger to right of way or structures).

Inspectors need to have access to CLEMIS to regain the ability to write tickets.

A resolution was offered to revise the ordinance to allow inspectors to issue civil infractions for violations, which is contingent upon inspectors gaining CLEMIS access.

Discussion took place about assigning a police officer to work with the Inspection Department, however, this is presently not feasible due to LPD staffing shortages. There was additional discussion about the feasibility of using reserve officers to support inspection work, this raised question as to whether Livonia Reserve Officers have access to CLEMIS.

City Council requested that the Inspection Department include additional funds in its 2022 budget to add additional inspectors; possibly using COVID relief funds for blight elimination and prevention.

Discussion of how the very low, administrative fee of \$42 for/month for vacant commercial properties, disincentivizes property owners from taking care of their properties.

A resolution was offered for administrative and Council review of current administrative fees for vacant and blighted residential and commercial properties.

Wayne County Commissioner Knezek provided updates on American Rescue Plan funding. The County will receive \$340 million and Commissioners Knezek and Marecki are working with Mayor Brosnan on opportunities for Livonia to utilize a portion of those

funds. The County, at the direction of the federal government, is encouraging communities to focus on one-time, transformative projects.

A suggestion was made from a resident for an educational program on blight prevention and remediation and that the city recognize residents who improve their properties.

It was noted that the contact information for ordinance violations on the city website is not easy to find. Council asked the administration to make blight and ordinance violation reporting easier to find on the website, to follow up on a prior Council recommendation to add a mobile reporting app and explore the possibility of allowing residents to find the status and actions taken on reported violations.

The Committee recommends:

The Council offer the two resolutions discussed during the meeting:

- To revise the ordinance to allow inspectors to issue civil infractions for violations.
- For administrative and Council review of current administrative fees for vacant and blighted residential and commercial properties

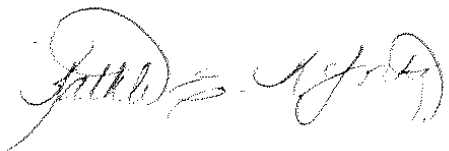
The Administration follows up on the three items discussed in the meeting.

Note: This item will be out of committee.

This item is to be placed on the **Regular Meeting Agenda of July 12, 2021**

The meeting was adjourned at 8:33 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "John W. Agosta". The signature is fluid and cursive, with a large initial "J" and a stylized "A".

cc: City Clerk, City Attorney

PLEASE RECORD YOUR ATTENDANCE AT THIS MEETING

MEETING: COMMITTEE OF THE WHOLE

DATE: WEDNESDAY, JUNE 16, 2021

TIME: 7:00 PM

NAME

ADDRESS

Lynda Scheel

City Treasurer

GOB STUBBS

Bureau Inspection

Lynn Hackley

Tony PARTIN

Emily Bauman

Rachel Witherspoon

LaShawn Thomas

Dir. Court affairs

From: [Varga, Dave](#)
To: ljubach@aol.com
Cc: [CouncilMembers](#); [Mayor Staff](#); [Kasprowicz, Sara](#); [Hanna, Jerome](#)
Subject: FW: Blight issues
Date: Friday, May 28, 2021 3:14:25 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)

Good afternoon, Lori,

I forwarded your comments to our Director of Inspection who indicates that this is the busiest time of the year for the contractor to catch up with overgrown lawns. Additionally, the first cuts of the year are often rough due to the volume of new growth and all the properties in violation that need cutting at the same time. However, the large clumps of grass and sidewalks should be cleared and the contractor will be reminded of this. Edging and trimming are not part of the contract. The property is on the list for a second cut.

As for the cost, a resident is charged \$108, of which about 30% goes to the contractor and the rest is an administrative fee. The high cost is meant to discourage residents from using the City as a landscape company and encourage them to hire their own.

I hope this information helps.

Dave

Dave Varga
Chief of Staff
City of Livonia | Mayor's Office
(734) 466-2203
dvarga@livonia.gov

From: ljubach@aol.com <ljubach@aol.com>
Sent: Thursday, May 27, 2021 3:48 PM
To: Varga, Dave <dvarga@livonia.gov>
Cc: McIntyre, Kathleen <kmcintyre@livonia.gov>; Mayor Staff <MayorStaff@Livonia.gov>
Subject: Re: Blight issues

Dave,
Have you seen the way the company cutting is leaving the sidewalk and not edging or trimming anywhere at 14511 Park St? It is a complete mess and the weeds and grass are 18 inches tall again. Something

needs to be done. These guys need to do a proper job, they are charging \$125.00 a mow.



Warm Regards & Stay Healthy!

Lori DuBach



248-320-2727 Cell
248-344-1800 Office
Exceeding All Expectations

Top 1% of Realtors in Oakland County
Best of the Best in Michigan by HOUR Detroit Magazine 2011-2019



In a message dated 5/20/2021 10:25:59 AM Eastern Standard Time, ljdubach@aol.com writes:

David,
Thank you very much for your time. I pray this can be corrected to insure all of us neighbors are happy with the out come. This is completely out of control living next to both of these homes.

Warm Regards & Stay Healthy!

Lori DuBach



248-320-2727 Cell
248-344-1800 Office
Exceeding All Expectations

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In a message dated 5/19/2021 4:04:29 PM Eastern Standard Time, dvarga@livonia.gov writes:

Ms. DuBach,

Thank you for sharing this concern with us. You are certainly in a difficult situation with both of your neighbors.

On behalf of Mayor Brosnan and the Administration, I want to let to you know that we are looking into the details of the enforcement on these two houses to see if anything else can be done to alleviate this situation sooner. Unfortunately, these circumstances often take time to sort out based on providing notification within our ordinances and that can be frustrating.

I will be back in touch with you once we have more details.

All the best,

Dave



Dave Varga
Chief of Staff
City of Livonia | Mayor's Office
(734) 466-2203
dvarga@livonia.gov
www.livonia.gov



This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential, and/or exempt from disclosure under applicable laws. If the reader of the message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone and/or reply to this e-mail message. Thank you.

From: ljidubach@aol.com <ljidubach@aol.com>

Sent: Tuesday, May 18, 2021 2:11 PM

To: McIntyre, Kathleen <kmcintyre@livonia.gov>

Cc: Varga, Dave <dvarga@livonia.gov>

Subject: Blight issues

Dear Ms McIntyre and Mr Varga,

I am emailing you regarding the 2 properties at 14511 Park St and 14541 Park St. My home is 14525 Park St and I'm in the middle of these 2 homes. Both homes are disgusting and in poor shape. You allow 14541 To have her front lawn 100% trees, brushes and weeds, you can't even see her home from the street. I have wild animals in my yard like crazy due to the mess at 14541. Both homes have been a blight issue for years, well over 5 years. 14511 Continues to get citations because his grass is always 15 inches tall. The owner does not live at 14511 and hasn't for at least 8 years. When you put a citation on his front door it takes you guys at least 2 more weeks to mow the grass. This last time it was taller than 20 inches and that grass just lays on top looks like hay, Limps are always down and on sidewalks which is a hazard.

How long can this be allowed to go on? This is a blight and safety issues. Living next door to both nasty places I will never be able to sell my home. I pray you can fix both of these homes or fine the owners to fix them. Something needs to be done now. Looking forward to a response.

Warm Regards & Stay Healthy!

Lori DuBach



248-320-2727 Cell

248-344-1800 Office

Exceeding All Expectations

Top 1% of Realtors in Oakland County

Best of the Best in Michigan by HOUR Detroit

Magazine 2011-2019



On a motion by Donovic, supported by Bahr, and unanimously adopted, it was:

#154-21 RESOLVED, that upon the motion by Councilmember Rob Donovic, seconded by Vice President Scott Bahr, at the Regular Meeting held May 24, 2021, that the Council does hereby refer the subject matter of residential blight to the Committee of the Whole for its report and recommendation.

<i>AUDIENCE COMMUNICATION ITEM (Regular Meeting of May 24, 2021)</i>
--

Motion by:	Donovic
Seconded by:	Bahr
ROLL CALL:	
Ayes:	Toy, Bahr, White, McCullough, Donovic, McIntyre
Nays:	None
Absent:	Jolly

Regular Meeting of July 12, 2021

President McIntyre, as Chair of the Committee of the Whole, reported out on the meeting of June 16, 2021.

- a. Subject matter of residential blight. (CR 154-21)

On a motion by Donovic, supported by McCullough, and unanimously adopted, it was:

#226-21 RESOLVED, that having considered the report and recommendation of the Committee of the Whole, dated June 16, 2021, submitted pursuant to Council Resolution 154-21, regarding the subject matter of residential blight, the Council does hereby refer this item to the Department of Law for preparation of proposed ordinance amendment(s) in connection with allowing inspectors to issue Civil Infractions for violations.

UNFINISHED BUSINESS ITEM 10 (Regular Meeting of July 12, 2021)

Motion by:	Donovic
Seconded by:	McCullough
ROLL CALL:	
Ayes:	McCullough, Donovic, Jolly, Toy, Bahr, White, McIntyre
Nays:	None
Absent:	None

On a motion by Toy, supported by Jolly, and unanimously adopted, it was:

#227-21 RESOLVED, that having considered the report and recommendation of the Committee of the Whole, dated June 16, 2021, submitted pursuant to Council Resolution 154-21, regarding the subject matter of current administrative fees for vacant and blighted residential and commercial properties, the Council does hereby determine to refer this item for Administrative and Council review.

UNFINISHED BUSINESS ITEM 10 (Regular Meeting of July 12, 2021)

Motion by:	Toy
Seconded by:	Jolly
ROLL CALL:	
Ayes:	McCullough, Donovic, Jolly, Toy, Bahr, White, McIntyre
Nays:	None
Absent:	None



LETTER TO THE LIVONIA CITY COUNCIL

5.

Council Office
January 25, 2024

MEETING DATE

COW020524/R021224

PREPARED BY

Sara Kasprowicz, Council Office Manager,

AGENDA ITEM

The subject matter of the vacant and abandoned fee schedule. (CR 130-23)

BACKGROUND DETAILS

At the Regular Meeting of July 12, 2021:

On a motion by Toy, supported by Jolly, and unanimously adopted, it was:

#227-21 RESOLVED, that having considered the report and recommendation of the Committee of the Whole, dated June 16, 2021, submitted pursuant to Council Resolution 154-21, regarding the subject matter of current administrative fees for vacant and blighted residential and commercial properties, the Council does hereby determine to refer this item for Administrative and Council review.

At the Regular Meeting of May 8, 2023:

On a motion by Councilmember McCullough, supported by Vice President Toy and unanimously adopted, it was:

#130-23 RESOLVED, that upon the motion by Councilmember Brandon McCullough, seconded by Council Vice President Laura Toy, at the Regular Meeting held May 8, 2023, the Council does hereby refer the subject matter of the vacant and abandoned fee schedule to the Committee of the Whole for its report and recommendation.

At the Regular Meeting of December 4, 2023:

On a motion by Councilmember McCullough, supported by Vice President Toy and unanimously adopted, it was:

#377-23 RESOLVED, that having considered the report and recommendation of the Committee of the Whole, dated November 20, 2023, submitted pursuant to Council Resolution 130-23, adopted on May 8, 2023, regarding the subject matter of vacant and abandoned fee schedule, the Council does hereby refer this item to the Ordinance Enforcement and Law Departments for report and recommendation by each department regarding costs expended and comparables from other communities regarding vacant and abandoned buildings.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

To continue the discussion regarding the subject matter of the vacant and abandoned fee schedule and receive the report and recommendation from Law as requested per CR 377-23.

ATTACHMENTS

1. R120423 vacant and abandoned buildings REFER TO LAW CR 377-23
2. COW100923 LTC Vacant and abandoned fee schedule
3. R050823 Subject matter of vacant and abandoned fee schedule CR 130-23
4. R071221 Fees to Administration and Council for review CR 227-21

APPROVED BY

Regular Meeting Minutes of December 4, 2023

On a motion by Councilmember McCullough, supported by Vice President Toy and unanimously adopted, it was:

#377-23 RESOLVED, that having considered the report and recommendation of the Committee of the Whole, dated November 20, 2023, submitted pursuant to Council Resolution 130-23, adopted on May 8, 2023, regarding the subject matter of vacant and abandoned fee schedule, the Council does hereby refer this item to the Ordinance Enforcement and Law Departments for report and recommendation by each department regarding costs expended and comparables from other communities regarding vacant and abandoned buildings.

This item will remain in committee.

<i>UNFINISHED BUSINESS ITEM 13a (Regular Meeting of December 4, 2023)</i>
--

Motion:	McCullough
Second:	Toy
Ayes:	McIntyre, Toy, Bahr, Donovic, Morgan, McCullough, Jolly
Nays:	None
Absent:	None



LETTER TO THE LIVONIA CITY COUNCIL

3.

Council Office
October 2, 2023

MEETING DATE

PREPARED BY

Sara Kasprowicz, Council Office Manager,

AGENDA ITEM

The subject matter of the vacant and abandoned fee schedule. (CR 130-23)

BACKGROUND DETAILS

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

SPECIFIC NAME OF PRODUCT AND NUMBER TO BE PURCHASED (if more than one)

CONTRACT: Amount and/or purchase price and length of contract (with dates if applicable)

DETAILED WORK BEING PERFORMED

FISCAL CONSIDERATIONS (Amount requested and Account(s) used. If applicable, Grant Funding information)

ACCEPTANCE OF BID (Please detail the following: Why accepted, why not lowest bidder, company name, contact person, full address)

REASON TO WAIVE BID PROCESS (Emergency, Professional services, No advantage to City and why, Consortium package, etc):

ATTACHMENTS

None

APPROVED BY

Regular Meeting Minutes of May 8, 2023

On a motion by Councilmember McCullough, supported by Vice President Toy and unanimously adopted, it was:

#130-23 RESOLVED, that upon the motion by Councilmember Brandon McCullough, seconded by Council Vice President Laura Toy, at the Regular Meeting held May 8, 2023, the Council does hereby refer the subject matter of the vacant and abandoned fee schedule to the Committee of the Whole for its report and recommendation.

<i>SUBJECT MATTER REQUESTED BY MCCULLOUGH</i> <i>(Regular Meeting of May 8, 2023)</i>
--

Motion:	McCullough
Second:	Toy
Ayes:	McCullough, McIntyre, Toy, Bahr, Donovic, Morgan, Jolly
Nays:	None
Absent:	None

Regular Meeting of July 12, 2021

President McIntyre, as Chair of the Committee of the Whole, reported out on the meeting of June 16, 2021.

- a. Subject matter of residential blight. (CR 154-21)

On a motion by Donovic, supported by McCullough, and unanimously adopted, it was:

#226-21 RESOLVED, that having considered the report and recommendation of the Committee of the Whole, dated June 16, 2021, submitted pursuant to Council Resolution 154-21, regarding the subject matter of residential blight, the Council does hereby refer this item to the Department of Law for preparation of proposed ordinance amendment(s) in connection with allowing inspectors to issue Civil Infractions for violations.

UNFINISHED BUSINESS ITEM 10 (Regular Meeting of July 12, 2021)

Motion by:	Donovic
Seconded by:	McCullough
ROLL CALL:	
Ayes:	McCullough, Donovic, Jolly, Toy, Bahr, White, McIntyre
Nays:	None
Absent:	None

On a motion by Toy, supported by Jolly, and unanimously adopted, it was:

#227-21 RESOLVED, that having considered the report and recommendation of the Committee of the Whole, dated June 16, 2021, submitted pursuant to Council Resolution 154-21, regarding the subject matter of current administrative fees for vacant and blighted residential and commercial properties, the Council does hereby determine to refer this item for Administrative and Council review.

UNFINISHED BUSINESS ITEM 10 (Regular Meeting of July 12, 2021)

Motion by:	Toy
Seconded by:	Jolly
ROLL CALL:	
Ayes:	McCullough, Donovic, Jolly, Toy, Bahr, White, McIntyre
Nays:	None
Absent:	None



LETTER TO THE LIVONIA CITY COUNCIL

1.

Council Office
January 25, 2024

MEETING DATE

COW020524/R021224

PREPARED BY

Sara Kasprowicz, Council Office Manager,

AGENDA ITEM

The subject matter of raising residential chickens within the City (CR 05-24)

BACKGROUND DETAILS

At the Regular Meeting of January 17, 2024:

On a motion by Councilmember Budzinski, supported by Councilmember Toy and unanimously adopted it was:

#005-24 RESOLVED, that upon the motion by Councilmember Carrie Budzinski, seconded by Councilmember Laura Toy, at the Regular Meeting held January 17, 2024, regarding the subject matter of raising residential chickens within the City, the Council does hereby refer this item to the Committee of the Whole for its report and recommendation.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

To discuss the subject matter as presented.

ATTACHMENTS

None

APPROVED BY

Regular Meeting Minutes of January 17, 2024

On a motion by Councilmember Budzinski, supported by Councilmember Toy and unanimously adopted it was:

#005-24 RESOLVED, that upon the motion by Councilmember Carrie Budzinski, seconded by Councilmember Laura Toy, at the Regular Meeting held January 17, 2024, regarding the subject matter of raising residential chickens within the City, the Council does hereby refer this item to the Committee of the Whole for its report and recommendation.

<i>RESOLUTION REQUESTED BY COUNCIL (Regular Meeting of January 17,2024)</i>
--

Motion:	Budzinski
Second:	Toy
Ayes:	Ptashnik, Donovic, Budzinski, Toy, Jolly, McCullough
Nays:	None
Absent:	Morgan



LETTER TO THE LIVONIA CITY COUNCIL

2.

Council Office
January 25, 2024

MEETING DATE

COW020524/R021224

PREPARED BY

Sara Kasprowicz, Council Office Manager,

AGENDA ITEM

The subject matter of restricting gas stations to two (2) at any intersection. (CR 06-24)

BACKGROUND DETAILS

At the Regular Meeting of January 17, 2024:

On a motion by Councilmember Donovic, supported by Vice President Ptashnik and unanimously adopted, it was:

#006-24 RESOLVED, that upon the motion by Councilmember Rob Donovic, seconded by Council Vice President Martha Ptashnik, at the Regular Meeting held January 17, 2024, regarding the subject matter of restricting gas stations to two (2) at any intersection, the Council does hereby refer this item to the Administration for its report and recommendation.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

To discuss the subject matter as submitted.

ATTACHMENTS

1. R011724 Subject matter of restricting gas station at 2 per intersection CR 06-24

APPROVED BY

Regular Meeting Minutes of January 17, 2024

On a motion by Councilmember Donovic, supported by Vice President Ptashnik and unanimously adopted, it was:

#006-24 RESOLVED, that upon the motion by Councilmember Rob Donovic, seconded by Council Vice President Martha Ptashnik, at the Regular Meeting held January 17, 2024, regarding the subject matter of restricting gas stations to two (2) at any intersection, the Council does hereby refer this item to the Administration for its report and recommendation.

<i>RESOLUTION REQUESTED BY COUNCIL (Regular Meeting of January 17,2024)</i>
--

Motion:	Donovic
Second:	Ptashnik
Ayes:	Ptashnik, Donovic, Budzinski, Toy, Jolly, McCullough
Nays:	None
Absent:	Morgan

**COMMITTEE OF THE WHOLE MEETING
MONDAY, FEBRUARY 26, 2024
7:00PM**

A Committee of the Whole meeting was held on Monday, February 26, 2024, in the City Council Chambers of Livonia City Hall.

Committee Members Present: Brandon McCullough, Council President and Chair
Martha Ptashnik, Council Vice President
Carrie Budzinski
Rob Gjonaj Donovic
Jim Jolly
Scott Morgan
Laura M Toy

Committee Members Absent: None

City Officials Present: Maureen Miller Brosnan, Mayor
Susie Nash, City Treasurer
Paul Bernier, City Attorney
Dave Varga, Chief of Staff
Mike Slater, Finance Director
Mark Taormina, Planning and Economic Dev. Director
Ted Davis, Superintendent of Parks and Recreation
Don Rohraff, Director of DPW
Jacob Rushlow, Assistant Director of DPW

Additional attendees: See attached.

The meeting convened at 7:01PM

Council President, Brandon McCullough, kicked off the meeting and gave a brief overview of the item before turning the presentation over to Jacob Rushlow, Assistant Superintendent of DPW. Mr. Rushlow went over the process for the proposed Senior Center of items that have taken place to date.

Speakers from HRC and from PCI-Daily gave overviews of the project and what is needed going forward.

Ted Davis, Director of Parks and Recreation, referenced plans not included in the packet.

Councilmembers asked various questions to gain clarification of the proposed floor plans.

Councilmember Rob Donovic offered an approving resolution to proceed with awarding the construction management contract to PCI-Daily.

The Committee recommends:

For the Law Department to prepare an approving resolution for proceeding with awarding the construction management contract to PCI-Daily.

Note: This item will remain in Committee.

This item is to be placed on the **Regular Meeting Agenda of February 28, 2024**

2. **CR 40-24** The subject matter of a proposed budget adjustment to restore funding for the position of Government Affairs Director.

17b.

Council President, Brandon McCullough, gave a brief overview of the item.

Mayor Brosnan provided an overview for the need to fund the proposed position.

Councilmembers asked questions of staff and the Mayor's Office in regards to the need of this position.

Council President McCullough offered an approving resolution of the subject matter as presented.

Councilmember Donovic offered an approving resolution of the subject matter with a wage scale matching that of the Deputy Clerk and Deputy Treasurer, with a starting salary at Step 1.

Councilmember Scott Morgan would like to keep the subject matter in Committee.

The Committee recommends:

For the Law Department to prepare the following resolutions:

1. An approving resolution of the subject matter as presented.
2. An approving resolution of the subject matter with a wage scale matching that of the Deputy Clerk and Deputy Treasurer, with a starting salary at Step 1

Note: This item will remain in Committee if either of the above-mentioned resolutions are not approved.

This item is to be placed on the **Regular Meeting Agenda of February 28, 2024**



Brandon McCullough, Council President

COMMITTEE OF THE WHOLE MEETING
MONDAY, FEBRUARY 26, 2024, 7:00PM

NAME

DEPT OR CONTACT INFO FOR NOTIFICATIONS*

*PERTAINING TO THE SUBJECT MATTER OF THIS MEETING

Shukran Morgan

Ted Davis

ADRIANNA MELCHION

Kyle Krall

Sydney Schell

Dave Varga

Jacob Rushlow

Mike Slater

Don Rohrath

Steve King

Susan Nash



LETTER TO THE LIVONIA CITY COUNCIL

1.

Council Office
February 7, 2024

MEETING DATE

COW022624/R022824

PREPARED BY

Sara Kasprowicz, Council Office Manager,

AGENDA ITEM

The subject matter of the new Senior Citizen Center. (CR 268-23)

BACKGROUND DETAILS

At the Regular Meeting of October 16, 2023:

President Jolly reported on the Committee of the Whole meeting held on October 4, 2023, regarding an update from the Administration on the efforts to seek grants and other funding for the new Senior Center.

At the Regular Meeting of September 6, 2023:

On a motion by Vice President Toy, seconded by Councilmember Donovic, and unanimously adopted, it was:

#268-23 RESOLVED, that upon the motion by Council Vice President Laura Toy, seconded by Councilmember Rob Donovic, at the Regular Meeting held September 6, 2023, the Council does hereby refer the subject matter of the new Senior Citizen Center to the Committee of the Whole for its report and recommendation.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

To discuss the subject matter as presented.

ATTACHMENTS

1. R101623 Senior Citizen Center report out of COW100423
2. COW100423 Minutes
3. COW100423 LTC New Senior Citizen Center
4. R090623 Subject matter of New Senior Citizen Center to COW CR 268-23

APPROVED BY

Regular Meeting Minutes of October 16, 2023

President Jolly reported on the Committee of the Whole meeting held on October 4, 2023, regarding an update from the Administration on the efforts to seek grants and other funding for the new Senior Center. This item will remain in Committee.

**COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, OCTOBER 4, 2023
7:30PM**

A Committee of the Whole meeting was held on Wednesday, October 4, 2023, at Livonia City Hall in the Council Chambers.

Committee Members Present: Jim Jolly, City Council President
Laura Toy, Council Vice President
Rob Gjonaj Donovic
Kathleen McIntyre
Scott Morgan

Committee Members Absent: Scott Bahr
Brandon McCullough

City Officials Present: Maureen Miller Brosnan, Mayor
Lynda Scheel, City Treasurer
Eric Goldstein, Assistant City Attorney
Mike Slater, Finance Director
Ted Davis, Superintendent, Parks and Recreation
Jacob Rushlow, Assistant Director, DPW

Additional attendees: See attached.

1. **CR 268-23** The subject matter of the new Senior Citizen Center.

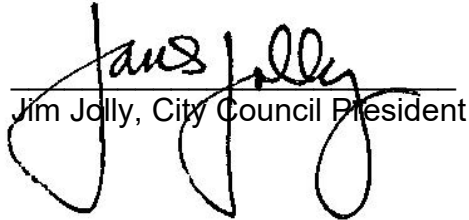
The meeting convened at 7:30 PM

The Administration presented an update on funding to facilitate the New Senior Center Construction, noting the County could potentially fund \$8 million towards the project.

The meeting adjourned at 8:29 PM.

Note: This item will remain in Committee.

This item is to be placed on the **Regular Meeting Agenda of October 16, 2023**



Jim Jolly, City Council President



LETTER TO THE LIVONIA CITY COUNCIL

1.

Council Office
September 18, 2023

MEETING DATE

COW100423/R101623

PREPARED BY

Sara Kasprowicz, Council Office Manager,

AGENDA ITEM

The subject matter of the new Senior Citizen Center. (CR 268-23)

BACKGROUND DETAILS

To discuss the subject matter of the new Senior Citizen Center. (CR 268-23)

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

To report the discussion at the Regular Meeting of October 16, 2023.

ATTACHMENTS

1. R090623 Subject matter of New Senior Citizen Center to COW CR 268-23

APPROVED BY

Regular Meeting Minutes of September 6, 2023

On a motion by Vice President Toy, seconded by Councilmember Donovic, and unanimously adopted, it was:

#268-23 RESOLVED, that upon the motion by Council Vice President Laura Toy, seconded by Councilmember Rob Donovic, at the Regular Meeting held September 6, 2023, the Council does hereby refer the subject matter of the new Senior Citizen Center to the Committee of the Whole for its report and recommendation.

<i>RESOLUTION REQUESTED BY COUNCIL VICE PRESIDENT LAURA TOY Regular Meeting of September 6, 2023)</i>
--

Motion:	Toy
Second:	Donovic
Ayes:	McCullough, McIntyre, Toy, Bahr, Donovic, Morgan, Jolly
Nays:	None
Absent:	None



LETTER TO THE LIVONIA CITY COUNCIL

2.

Council Office
February 7, 2024

MEETING DATE

COW022624/R022824

PREPARED BY

Sara Kasprowicz, Council Office Manager,

AGENDA ITEM

The subject matter of a proposed budget adjustment to restore funding for the position of Government Affairs Director. (CR 40-24)

BACKGROUND DETAILS

At the Regular Meeting of February 12, 2024:

On a motion by Councilmember Jolly, supported by Councilmember Morgan, and unanimously adopted, it was:

#040-24 RESOLVED, that having considered a communication from the Office of the Mayor, dated January 19, 2024, regarding the subject matter of a proposed budget adjustment to restore funding for the position of Government Affairs Director, the Council does hereby refer this item to the Committee of the Whole for its report and recommendation.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

To discuss the subject matter as submitted.

ATTACHMENTS

1. R021224 Gov Affairs Director to COW CR 40-24
2. S012924 LTC Budget Adjustment for Gov Affairs Director
3. Director of Governmental Affairs & Community Outreach

APPROVED BY

Regular Meeting of February 12, 2024

On a motion by Councilmember Jolly, supported by Councilmember Morgan, and unanimously adopted, it was:

#040-24 RESOLVED, that having considered a communication from the Office of the Mayor, dated January 19, 2024, regarding the subject matter of a proposed budget adjustment to restore funding for the position of Government Affairs Director, the Council does hereby refer this item to the Committee of the Whole for its report and recommendation.

<i>CONSENT AGENDA ITEM 2 (Regular Meeting of February 12, 2024)</i>

Motion:	Jolly
Second:	Morgan
Ayes:	Budzinski, Morgan, Jolly, Ptashnik, Donovic, McCullough
Nays:	None
Absent:	Toy

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD JANUARY 17, 2024**

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

Elected and appointed officials present: Paul Bernier, City Attorney; and Todd Zilincik, City Engineer.

Councilmember Budzinski led the meeting with the Pledge of Allegiance.

2. REQUEST TO APPROVE BUDGET ADJUSTMENT: Office of the Mayor, re: to restore funding for the position of Government Affairs Director.

Mayor Brosnan presented the request to Council.

Vice President Ptashnik is in favor of this matter going to Committee of the Whole for further discussion.

Councilmember Morgan asked if this is an extensive search for someone with Legislative experience.

Mayor Brosnan indicated this is a position that leans toward more of a liaison between the Mayor's Office, Department Heads, and the Council Office. The focus will be to serve as a liaison and there will be a strategic component to the position. It will not have a primary focus on Legislative Affairs.

Councilmember Donovic offered an approving motion for the Committee of the Whole.

DIRECTION: REFER TO COMMITTEE OF THE WHOLE CONSENT



LETTER TO THE LIVONIA CITY COUNCIL

2.

Mayor's Office
January 19, 2024

MEETING DATE

S012924/R021224

PREPARED BY

Janice Nowicki, Executive Assistant to the Mayor - Program Supervisor,

AGENDA ITEM

REQUEST TO APPROVE BUDGET ADJUSTMENT: Office of the Mayor, re: to restore funding for the position of Government Affairs Director.

BACKGROUND DETAILS

Dear City Council,

We are requesting a budget amendment to restore funding to the Government Affairs Director position (Dept. 101-175) effective March 1, 2024, to establish and maintain productive communication between the Administration and members of the City Council, and provide strategic outreach to community groups and stakeholders, as we accelerate the work of Livonia Vision 21.

By way of background, the Government Affairs Director position was left unfunded when the 2023-24 budget was put together last summer and completed in the fall. That decision was driven by fact that the position had been vacant since November 2022. Now that it has been vacant for 14 months, and now that the community has secured funding commitments for construction of the Senior Wellness Center, we have a compelling need to reestablish that position moving forward.

As you will see in the attached job description, this position has several key responsibilities:

- Fostering better, more consistent communication between the Council and Administration, including representation at Council meetings.
- Advancing the goals of Livonia Vision 21 and other community priorities, in coordination with the City Council.
- Providing strategic outreach and responsive connection to community organizations and non-profit entities, focusing on vital initiatives and Livonia Vision 21.
- Improving the support of city board members and commissioners, while managing the appointment process.
- Soliciting and monitoring grant opportunities.

This will be a busy year for our community on many fronts. Restoring this Government Affairs position will ensure that we remain closely connected and responsive to our partners on the City Council and more effectively provide outreach to our community stakeholders.

Funding for this position will come from reallocating funds from other budgeted positions. The cost for the remaining nine months of FY 2024 is \$94,000. Specifically, we are proposing the following

budget transfers:

- There were 2 Clerk Typist positions budgeted for the duties of Marilyn Mootsey and Debra Walter, who provided service to the Council Office, ZBA and Planning. Upon review by the Personnel Review Committee and discussion with the departments, it was determined that 1 Clerk Typist can cover these duties. The budget for the other Clerk Typist will be reallocated to the Government Affairs Director position, in the amount of \$81,000.
- The position of Purchasing Manager is currently vacant. Savings from this short-term vacancy will be reallocated to the Government Affairs Director position, in the amount of \$13,000.

Thank you for your consideration of this request. We look forward to your support.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

It is respectfully requested that City Council approve budget amendments to increase the budget in account 101-175-702-000 by \$94,000, and decrease the budget in accounts 101-192-702-000 (\$13,000), 101-702-702-000 (\$41,500) and 101-701-702-000 (\$39,500).

ATTACHMENTS

1. Director of Governmental Affairs & Community Outreach

APPROVED BY



Maureen Miller Brosnan, Mayor

Date: January 19, 2024

OFFICE OF THE MAYOR

MAUREEN MILLER BROSINAN
MAYOR



33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154-3097
mayor@livonia.gov
(734) 466-2201

Director of Governmental Affairs & Community Outreach

General Description

Under the direction of the Mayor, the Director of Governmental Affairs & Community Outreach, is responsible for finding opportunities to engage the community and build coalitions to promote the initiatives outlined in Livonia Vision 21, the City's long-range strategic masterplan. The position provides latitude for independent initiative, judgment and decision making, as the director works to establish and maintain productive relationships and effective communication channels with and between Livonia City Council members and City Administration.

Additionally, the Director of Government Affairs is responsible for developing and supporting the city board and commission appointment process and work; monitoring governmental and non-profit grant opportunities; ensuring City support of opportunities and needs for City volunteers and serving as liaison with other local, state, county and federal jurisdictions regarding legislation, its intent and its impact.

Primary Responsibilities

- Identify community partners and build lasting partnerships and strategic initiatives to promote the work of the City of Livonia.
- Serve as a point of contact for and foster positive relationships with the Livonia City Council, community boards, community-based organizations, elected officials' offices, regional organizations (MML, CWW, etc.), universities and other academic institutions.
- Build and manage a robust program that keeps stakeholders informed of, and builds support for, city initiatives.
- Create strategies and action plans for collaborative partnerships with key stakeholders to advance Livonia Vision 21 and other City of Livonia priorities.
- Serve as a conduit to address emerging stakeholder issues and improve coordination and communication between city staff, Council and external partners so key issues are resolved in a timely manner.
- Administer board and commission appointment and development process.

- Track and strengthen legislative initiatives identified as priorities by the Mayor, City Council and administration.

Additional Duties

- Manage City's volunteer service corps program that connects volunteers with community needs, including Day of Service or similar opportunities for employees and community.
- Represent the administration professionally at community events and meetings, dealing effectively with residents, stakeholders and the media, as needed.
- Direct City's volunteer recognition program and events, including recognition for members of boards and commissions.
- Manage Neighborhood Grant program.
- Solicit, monitor and assist in preparing and submitting grant opportunities.

Regular Meeting Minutes of February 13, 2023

On a motion by Councilmember Donovic, supported by Councilmember Bahr, it was:

#047-23 RESOLVED, that having considered the report and recommendation of the Finance and Budget Committee, dated February 6, 2023, submitted pursuant to Council Resolution 24-23, and further having considered the request of Councilmember Scott Bahr at the Study Meeting held January 4, 2023, regarding the subject matter of a budget amendment in connection with the removal of funding from the Department of Governmental Affairs, the Council does hereby approve said amendment to the FY 2022/2023 budget and instructs the Finance Department to remove all remaining funds from the Department of Governmental Affairs (101-75), with the exception funds budgeted for professional services, in the amount of \$133,132.00, and transfer same into Fund No. 418 (Building Improvement Fund).

A roll call vote was taken on the foregoing resolution as follows:

AYES: Bahr, McIntyre, Donovic, and Morgan.

NAYS: Toy, McCullough, and Jolly.

President Jolly declared the resolution adopted.

<i>UNFINISHED BUSINESS ITEM 12a (Regular Meeting of February 13, 2023)</i>
--

Motion:	Donovic
Second:	Bahr
Ayes:	Bahr, McIntyre, Donovic, Morgan
Nays:	Toy, McCullough, Jolly
Absent:	None

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 12, 2024**

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

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; and David Lear, Assistant City Engineer.

Councilmember Morgan led the meeting with the Pledge of Allegiance.

13. REQUEST TO WAIVE THE FORMAL BIDDING PROCESS AND APPROVE THE 2024 CONCRETE ROAD PROGRAM BY EXTENDING CONTRACT 23-C UNIT PRICES WITH HARD ROCK CONCRETE: Engineering Division, re: for Contract 24-C in the amount of \$4,523,752.63 (CR 120-23)

David Lear, Assistant City Engineer, presented the request to Council.

Councilmember Jolly verified there would be no benefit to send this out for bid since Hard Rock Concrete was the low bidder last year and they have agreed to honor last year's prices. He also said he appreciates their participation in the Touch a Truck event.

John Donabedian, 14236 Beatrice, asked what the criteria is for concrete replacement.

Councilmember Jolly indicated there is a section on the city website for road repairs and maintenance. All streets are given a Paser rating which shows the roads that need repair most. He asked Mr. Donabedian to contact Mr. Lear for more specifics after the meeting.

Mr. Donabedian said he questions some of the choices since he has seen some roads being worked on that don't really have significant problems.

Councilmember Jolly stated the road repairs are being done using dollars available due to a millage approved by the voters. The roads being repaired are determined based on review by the Engineering Department and the Citizens Road Advisory Committee.

Councilmember Jolly offered an approving motion for the Regular agenda.

DIRECTION:

APPROVING

REGULAR



LETTER TO THE LIVONIA CITY COUNCIL

13.

Engineering
January 31, 2024

MEETING DATE

S01224/R022824

PREPARED BY

Karen Worley, Secretary IV,

AGENDA ITEM

REQUEST TO WAIVE THE FORMAL BIDDING PROCESS AND APPROVE THE 2024 CONCRETE ROAD PROGRAM BY EXTENDING CONTRACT 23-C UNIT PRICES WITH HARD ROCK CONCRETE: Engineering Division, re: for Contract 24-C in the amount of \$4,523,752.63 (CR 120-23)

BACKGROUND DETAILS

Based upon the recommendation for scheduled maintenance in the Pavement Management Study, the Department of Public Works established a Concrete Road Program for 2024.

Previously in 2023, Anderson, Eckstein and Westrick, Inc. (AEW) provided plans and specifications for Contract 23-C. The bids for the subject project were taken on March 7, 2023, with six (6) bids being submitted. Hard Rock Concrete, Inc. was the lowest responsive qualified bidder and awarded the contract (CR #120-23). In order to take advantage of the bid prices from 2023 and allow for completion of reconstructing as many roads as possible due to increase in labor and materials, Hard Rock Concrete, Inc. was approached concerning their willingness to again extend their prices for the 2024 Concrete Road Repair Program. Hard Rock Concrete agreed to the extension and has submitted the attached bid that included a revised unit price for item 3 – mobilization due to the increase of the contract by over \$1.5 million, the newly added item numbers 18A, Brick Mailbox Removal and 41A, Concrete Pavement with Integral Curb – 8-inch thick nonreinforced which required unit bid prices and the agreed upon 250 inspector days based on AEW's recommendation, said amount to be adjusted based upon the quantities of work actually completed.

A total of \$10.2 million dollars was budgeted for the 2024 Street Repair Program, including both concrete and asphalt repairs. AEW provided quantities based on the \$4.5 million budget for the Concrete Repair Program, Contract 24-C.

There were 22 concrete road segments inclusive of reconstruction and maintenance anticipated to be repaired for 2024 based on recommendation from the Citizen's Road Advisory Committee meeting held on October 18, 2023. However, in order to stay within the budgeted funds, five (5) street segments had to be eliminated for 2024. The street segments are as follows: Bobrich Avenue (Merriman Road to Sunset Boulevard), Alexandar Avenue (Buckingham to Meadowlark), Sunbury Avenue (Buckingham to Meadowlark), Hathaway Avenue (Henry Ruff to Middlebelt) and Olson Avenue (Henry Ruff to Hillcrest). In addition, 40 trees are anticipated to be removed in order to reconstruct these 17 concrete street segments. The breakdown of the tree removals consists of 2 trees that are 6 to 18-inches in diameter, 29 trees that are 19 to 36-inch in diameter, and 9 that are 37-inch in diameter or greater. The two (2) street segments with a majority of the tree removals

is Sherwood Drive (Woodside Drive and Park Lane) and Sunnydale Avenue (Myrna Avenue to Levan Road).

AEW has checked the references of Hard Rock Concrete, Inc. and is familiar with their prior work. Hard Rock Concrete, Inc. was the contractor for our 2011, 2013 through 2023 Concrete Pavement Rehabilitation and Reconstruction Programs. AEW is recommending the extension based on 2023 contract prices for this contractor (see attached letter dated January 30, 2024).

The Engineering Department will update the City Website (anticipated to be in mid-March) with the final revised 2024 Road Repair Program Map once both the concrete and the asphalt road programs have been awarded. The information for road segment repairs will be published in the Connections - Spring /Summer 2024.

In order to proceed with this project, we recommend that the Council take the following actions:

- Waive the formal bidding process under Section 3.04.140. E.3 of the Livonia Code of Ordinances, as amended, since no advantage to the City would result from competitive bidding.
- Extend the Contract 23-C unit prices for the 2024 Concrete Road Repair Program, Contract 40-C and award a contract in the amount of \$4,523,752.63 to Hard Rock Concrete, Inc., 38146 Abruzzi Drive, Westland, Michigan 48185. The award should be on the basis of the bid unit prices from 2023, Contract 23-C except for revised unit prices for bid item number 3 – Mobilization, the newly added item numbers 18A, Brick Mailbox Removal and 41A, Concrete Pavement with Integral Curb – 8-inch thick Non-reinforced and the agreed upon 250 inspector days, based on AEW's recommendation, said amount to be adjusted based upon the quantities of work actually completed.
- Authorize an expenditure in the amount of \$4,523,752.63 for the 2024 Concrete Road Repair Program, Contract 24-C from budgeted road funds in the following accounts:

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

- Waive the formal bidding process under Section 3.04.140. E.3 of the Livonia Code of Ordinances, as amended, since no advantage to the City would result from competitive bidding.
- Extend the Contract 23-C unit prices for the 2024 Concrete Road Repair Program, Contract 40-C and award a contract in the amount of \$4,523,752.63 to Hard Rock Concrete, Inc., 38146 Abruzzi Drive, Westland, Michigan 48185. The award should be on the basis of the bid unit prices from 2023, Contract 23-C except for revised unit prices for bid item number 3 – Mobilization, the newly added item numbers 18A, Brick Mailbox Removal and 41A, Concrete Pavement with Integral Curb – 8-inch thick Non-reinforced and the agreed upon 250 inspector days, based on AEW's recommendation, said amount to be adjusted based upon the quantities of work actually completed.

- Authorize an expenditure in the amount of \$4,523,752.63 for the 2024 Concrete Road Repair Program, Contract 24-C from budgeted road funds in the following accounts:

Account Number 204-463-818-110 (Reconstruction) \$4,433,752.63
Account Number 204-463-818-114 (Maintenance) \$90,000.00

- Authorize the City Engineer to approve minor adjustments to the work, as required.

SPECIFIC NAME OF PRODUCT AND NUMBER TO BE PURCHASED (if more than one)

n/a

CONTRACT: Amount and/or purchase price and length of contract (with dates if applicable)

\$4,523,752.63

DETAILED WORK BEING PERFORMED

2024 Concrete Road Repair Program

FISCAL CONSIDERATIONS (Amount requested and Account(s) used. If applicable, Grant Funding information)

\$4,433,752.63 from Account No. 204-463-818-110 (Reconstruction)
\$90,000.00 from Account No. 204-463-818-114 (Maintenance)

ACCEPTANCE OF BID (Please detail the following: Why accepted, why not lowest bidder, company name, contact person, full address)

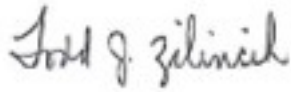
n/a

REASON TO WAIVE BID PROCESS (Emergency, Professional services, No advantage to City and why, Consortium package, etc): Waive the formal bidding process under Section 3.04.140.E.3 of the Livonia Code of Ordinances, as amended, since no advantage to the City would result from competitive bidding.

ATTACHMENTS

1. S021224 LTC 24-C Award of bid
2. Livonia 2024 Concrete Program 24-C Reconstruction Construction Engineering CvrLtr
3. Exhibit A for QBS AEW CE for Contract 24-C_signed
4. Hard Rock Bid Proposal for 24-C
5. CR 120-23

APPROVED BY



Todd Zilincik, P.E., City Engineer

Date: January 31, 2024



Don Rohraff, Director of Public Works

Date: February 01, 2024



Michael Slater, Finance Director

Date: February 01, 2024



Paul Bernier, City Attorney

Date: February 01, 2024



Maureen Miller Brosnan, Mayor

Date: February 01, 2024



ANDERSON, ECKSTEIN & WESTRICK, INC.

CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

Shelby Township - Roseville - Livonia
586.726.1234 | www.aewinc.com

January 26, 2024

Todd Zilincik, P.E.
City Engineer
City of Livonia
12973 Farmington Road
Livonia, Michigan 48150

Reference: Proposal for Professional Services- Construction Engineering

2024 Concrete Road Program: 24-C Reconstruction
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. It is our honor to be part of the team.

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: **2024 Concrete Road Repair Program, Construction
Engineering Services for Contract 24-C**

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 2024 Concrete Road Program, Contract 24-C. The road sections to be included in this project are as follows:

Reconstruction:

Street	From	To
Kenwood Ct	#30947 Kenwood Ct	Dead End
Navin Ave	Laurel Ave	Gill Rd
Bobrich Ave	Middlebelt Rd	Dead End
Cross Winds Ct	Cross Winds Rd	Dead End
Cross Winds Rd	Six Mile Rd	Dead End
Sunset Blvd	Pickford Ave	Clarita Ave
Munger Ave	#30400 Munger Ave	Dead End
Ellen Dr	Five Mile Rd	Roycroft Ave
Comstock Dr	Mallory Dr	Whitcomb Dr
Ladywood Rd	Levan Rd	Woodside Dr
Sherwood Dr	Woodside Dr	Park Ln
Sunnydale Ave	Myrna Ave	Levan Rd
Huff Ave	Five Mile Rd	Lancaster Ave
Richfield Ave	Five Mile Rd	Lancaster Ave
Oakley Ave	Hubbard Rd	#32240 Oakley Ave
Lyndon Ave	Harrison Rd	Lyons Ave
Capitol Ave	#32432 Capitol Ave	Hubbard Ave

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 2024.

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 \$4,523,752.63. Fees shall not exceed \$542,850 without prior approval from City Council for Construction Engineering (CE).

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: _____
Lori Miller, City Clerk

In the Presence of:

Anderson, Eckstein and Westrick

By: _____
Scott P. Lockwood, P.E.

Ross Wilberding

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 2024 CONCRETE PROGRAM

HOURLY CHARGE RATES

<u>EMPLOYEE CLASSIFICATION</u>	<u>HOURLY CHARGE RATE</u>
PRINCIPAL ENGINEER / SURVEYOR / ARCHITECT	\$ 182.10
SENIOR PROJECT ENGINEER / SURVEYOR / ARCHITECT	167.30
LICENSED ENGINEER / SURVEYOR / ARCHITECT	151.40
GRADUATE ENGINEER / SURVEYOR / ARCHITECT	125.10
TEAM LEADER	125.10
ENGINEERING AIDE III	103.60
ENGINEERING AIDE II	97.30
ENGINEERING AIDE I	90.70
ENGINEERING AIDE TRAINEE	77.70
SECRETARIAL (Special Projects)	49.20
SURVEY FIELD (3 PERSON CREW)	252.60
SURVEY FIELD (2 PERSON CREW)	220.30
SURVEY FIELD (1 PERSON CREW)	168.40
CONFINED SPACE ENTRY CREW (2 PERSON)	272.00
DATA COLLECTOR (SURVEY CREW)	33.70
GPS SURVEY EQUIPMENT	82.90

BID FORM
CITY OF LIVONIA
2024 CONCRETE ROAD REPAIR PROGRAM
CONTRACT 24-C
RECONSTRUCTION
AEW Project No. 0263-0036

HARD ROCK CONCRETE
38146 ABRUZZI DR
WESTLAND, MI 48185
734-641-3333

BID SUBMITTED BY: _____
Company Name

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ARTICLE 1 – BID RECIPIENT

1.01 This Bid is submitted to:

**City Clerk
City of Livonia
33000 Civic Center Drive
Livonia, Michigan 48154**

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – BIDDER'S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 120 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 – BIDDER'S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

<u>Addendum No.</u>	<u>Addendum, Date</u>
_____	_____
_____	_____
_____	_____
_____	_____

B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site, if any, and all drawings of physical conditions relating to existing surface or subsurface structures at the Site, if any, that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if

any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.

- E. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.
- F. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- H. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.
- I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.
- J. The submission of this Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.
- K. Bidder is aware that the Owner's decision to proceed with the Project is subject to Owner's determination that all legal, financial and grant approvals, conditions and requirements have been received or met and the funding necessary to complete the project is in hand, and that if all of the foregoing has not been received, the Owner may elect not to proceed with the project in which case no bidder shall have a claim of any kind in contract, tort, equity or otherwise, against the Owner.
- L. Bidders acknowledge that Owner retains the unrestricted right not to proceed with the project and to reject all Bids received. In either case, Owner shall not be liable to any Bidder under any theory including contract, tort, equity or otherwise.
- M. Bidder acknowledges that the unexpected presence and location of existing underground utilities and resulting conflicts with such utilities are ordinarily encountered and generally recognized as inherent in subsurface sewer and appurtenant work in areas that have been previously developed.

ARTICLE 4 – BIDDER'S CERTIFICATION

4.01 Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
 - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process;
 - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 - 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
 - 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

ARTICLE 5 – BASIS OF BID

- 5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s): **See Next Page**

CITY OF LIVONIA
2024 CONCRETE ROAD REPAIR PROGRAM
CONTRACT 24-C
RECONSTRUCTION
AEW PROJECT NO. 0263-0036

<u>Item No.</u>	<u>Description</u>	<u>Estimated Quantity</u>	<u>Unit</u>	<u>Bid Unit Price</u>	<u>Bid Price</u>
GENERAL					
1.	_ Audio Visual Record of Construction Area	1	LS	\$ 3,900.00	\$ 3,900.00
2.	_ Reimbursed Permit Fees	1,500	Dlr	1.00	1,500.00
3.	Mobilization, Max.	1	LS	150,000.00	150,000.00
4.	_ Stump and Root Rem and Regrade, 6 to 18 inch	2	Ea	850.00	1,700.00
5.	_ Stump and Root Rem and Regrade, 19 to 36 inch	29	Ea	1,000.00	29,000.00
6.	_ Stump and Root Rem and Regrade, 37 inch or larger	9	Ea	1,500.00	13,500.00
7.	_ Tree Root, Grind	5	Ea	300.00	1,500.00
8.	_ Tree, Rem, 6 inch to 18 inch, Modified	2	Ea	400.00	800.00
9.	_ Tree, Rem, 19 inch to 36 inch, Modified	29	Ea	1,000.00	29,000.00
10.	_ Tree, Rem, 37 inch or Larger,	9	Ea	1,900.00	17,100.00
11.	Sewer, Rem, Less than 24 inch	65	Ft	12.50	812.50
12.	_ Geogrid	500	Syd	4.25	2,125.00
13.	Sewer, Cl IV, 12 inch, Tr Det B	65	Ft	110.00	7,150.00
14.	Dr Structure, 24 inch dia	2	Ea	3,500.00	7,000.00
15.	Dr Structure, 48 inch dia	2	Ea	4,250.00	8,500.00
16.	HMA, 13A	25	Ton	310.00	7,750.00
17.	Non-Chloride Accelerator	5	Gal	12.00	60.00
18.	Post, Mailbox	78	Ea	150.00	11,700.00
18A.	_ Brick Mailbox, Rem	6	Ea	700.00	4,200.00
19.	_ Surface Restoration, Hydroseeding	250	Syd	10.50	2,625.00
20.	_ Surface Restoration, Sodding	250	Syd	10.00	2,500.00
21.	Monument Preservation	1	Ea	850.00	850.00

CITY OF LIVONIA
2024 CONCRETE ROAD REPAIR PROGRAM
CONTRACT 24-C
RECONSTRUCTION
AEW PROJECT NO. 0263-0036

<u>Item No.</u>	<u>Description</u>	<u>Estimated Quantity</u>	<u>Unit</u>	<u>Bid Unit Price</u>	<u>Bid Price</u>
RECONSTRUCTION					
22.	Pavt, Rem	44,925	Syd	\$ 7.75	\$ 348,168.75
23.	Sidewalk, Rem	576	Syd	7.50	4,320.00
24.	_ Driveway, Rem	4,573	Syd	7.50	34,297.50
25.	_ Station Grading	131	Sta	950.00	124,450.00
26.	_ Subgrade Undercutting, Type II, Modified	1,765	Cyd	38.00	67,070.00
27.	_ Subgrade Undercutting, Type II, Special	885	Cyd	40.00	35,400.00
28.	_ Erosion Control, Inlet Protection, Siltsack	71	Ea	125.00	8,875.00
29.	_ Aggregate Base, 6 inch, Modified	218	Syd	15.00	3,270.00
30.	_ Aggregate Base, 8 inch, Modified	43,500	Syd	12.50	543,750.00
31.	_ Maintenance Gravel, Modified	1,117	Ton	20.00	22,340.00
32.	Dr Structure Cover, Adj, Case 2	79	Ea	450.00	35,550.00
33.	Dr Structure, Adj, Add Depth	53	Ft	250.00	13,250.00
34.	Dr Structure, Tap, 6 inch	134	Ea	300.00	40,200.00
35.	_ Dr Structure Cover, Catch Basin	72	Ea	450.00	32,400.00
36.	_ Dr Structure Cover, Sanitary Manhole	21	Ea	475.00	9,975.00
37.	_ Dr Structure Cover, Storm Manhole	21	Ea	475.00	9,975.00
38.	_ External Structure Wrap, 18 inch	21	Ea	650.00	13,650.00
39.	_ Underdrain, Subgrade, 6 inch, Modified	25,596	Ft	14.75	377,541.00
40.	HMA Surface, Rem	1,610	Syd	9.00	14,490.00
41.	Conc Pavt with Integral Curb, Nonreinf, 7 inch	35,100	Syd	45.50	1,597,050.00
41A.	Conc Pavt with Integral Curb, Nonreinf, 8 inch	3,850	Syd	55.50	213,675.00

CITY OF LIVONIA
2024 CONCRETE ROAD REPAIR PROGRAM
CONTRACT 24-C
RECONSTRUCTION
AEW PROJECT NO. 0263-0036

<u>Item No.</u>	<u>Description</u>	<u>Estimated Quantity</u>	<u>Unit</u>	<u>Bid Unit Price</u>	<u>Bid Price</u>
42.	Conc Pavt with Integral Curb, Nonreinf, 9 inch	2,010	Syd	55.50	111,555.00
43.	Joint, Contraction, Cp	1,480	Ft	17.50	25,900.00
44.	Joint, Expansion, E2	1,546	Ft	20.00	30,920.00
45.	Joint, Expansion, E3	670	Ft	20.00	13,400.00
46.	Pavt Gapping	100	Ft	15.00	1,500.00
47.	_ Joint, Expansion, Erg, Modified	234	Ft	20.00	4,680.00
48.	Joint, Contraction, Crg	154	Ft	20.00	3,080.00
49.	Lane Tie, Epoxy Anchored	1,069	Ea	5.50	5,879.50
50.	Pavt Repr, Nonreinf Conc, 7 inch	1,091	Syd	45.00	49,095.00
51.	Pavt Repr, Nonreinf Conc, 9 inch	300	Syd	55.00	16,500.00
52.	Pavt Repr, Rem	1,391	Syd	7.75	10,780.25
53.	Driveway, Nonreinf Conc, 6 inch	4,877	Syd	45.50	221,903.50
54.	Driveway, Nonreinf Conc, 8 inch	153	Syd	54.00	8,262.00
55.	Curb Ramp, Conc, 4 inch	3,295	Sft	6.75	22,241.25
56.	Curb Ramp, Conc, 6 inch	1,780	Sft	7.75	13,795.00
57.	_ Detectable Warning Surface, Modified	140	Ft	44.00	6,160.00
58.	Sign, Type B, Temp, Prismatic, Furn	94	Sft	6.75	634.50
59.	Sign, Type B, Temp, Prismatic, Oper	94	Sft	0.01	0.94
60.	_ Sign, Type B, Temp, Prismatic, Special, Fun, Modified	94	Sft	10.00	940.00
61.	_ Sign, Type B, Temp, Prismatic, Special, Oper, Modified	94	Sft	0.01	0.94
62.	_ Traffic Control, Minor Street	20	Ea	1,500.00	30,000.00
63.	Water, Sodding/Seeding	120	Unit	85.00	10,200.00
64.	_ Surface Restoration, Seeding	8,927	Syd	8.00	71,416.00

CITY OF LIVONIA
2024 CONCRETE ROAD REPAIR PROGRAM
CONTRACT 24-C
RECONSTRUCTION
AEW PROJECT NO. 0263-0036

Item No.	Description	Estimated Quantity	Unit	Bid Unit Price	Bid Price
65.	_ Irrigation Pipe	1,355	Ft	7.00	9,485.00
66.	_ Sprinkler Head	103	Ea	18.00	1,854.00
67.	_ Sprinkler Head, Adj	48	Ea	12.50	600.00

TOTAL OF ALL BID PRICES \$ 4,523,152.⁶³

Crew Days (250 Days Min.) 250 Days \$ 750.00 \$ 187,500.00

TOTAL OF ALL BID PRICES, INCLUDING CREW DAYS \$ 4,711,252.⁶³

Bidder acknowledges that estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and Final Payment for all Unit Price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

ARTICLE 6 – TIME OF COMPLETION

- 6.01 Bidder agrees that the Work will be substantially complete on or before October 30, 2024 and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General conditions on or before November 15, 2024.
- 6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 7 – ATTACHMENTS TO THIS BID

- 7.01 The following documents are submitted with and made a condition of this Bid:
- A. Required Bid security;
 - B. List of Proposed Subcontractors;
 - C. List of Proposed Suppliers;
 - D. List of Project References;
 - E. Preliminary Progress Schedule; and
 - F. Required Bidder Qualification Statement with supporting data.

ARTICLE 8 – DEFINED TERMS

- 8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 9 – BID SUBMITTAL

BIDDER: *[Indicate correct name of bidding entity]*

By: *[Signature]*

[Printed name]

(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Title:

Attest: *[Signature]*

[Printed name]

Submittal Date:

Address for giving notice:

**HARD ROCK CONCRETE
38146 ABRUZZI DR
WESTLAND, MI 48185
734-641-3333**

Telephone Number:

Fax Number:

Contact Name and e-mail address:

Bidder's License No.:

(where applicable)

from Anderson, Eckstein & Westrick, Inc. (AEW) relative to the increase in construction costs for the 2022 Concrete Road Repair Program (Contract 22-C), pursuant to Council Resolution 89-22, adopted on March 14, 2022 and Council Resolution 076-23, adopted on February 27, 2023, the Council does hereby authorize an expenditure in an amount not to exceed \$176,040.00 payable to Anderson, Eckstein and Westrick, Inc., 51301 Schoenherr Road, Shelby Township, Michigan 48315 from funds budgeted in Account No. 204-447-818-102 (engineering consultant) for the total cost of construction engineering services relative to the construction cost increase of \$1,467,000.00, per exhibit A as part of the QBS contract, pursuant to Council Resolution No. 336-21, adopted on November 22, 2021, increasing the final total contract amount from \$600,000.00 to \$776,040.00.

#120-23 RESOLVED, that having considered the report and recommendation of the City Engineer, dated March 9, 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, the Council does hereby accept the unit price bid of Hard Rock Concrete, Inc., 38146 Abruzzi Drive, Westland, Michigan 48185 for performing all work required in connection with the 2023 Concrete Road Paving Program (Contract 23-C) and agreed upon inspector days of 200 based on the engineering division's estimate of units of work involved and subject to the final payment based on the actual units of work completed in accordance with the unit prices accepted herein, for the estimated total cost of \$2,914,454.27, said estimated cost and unit prices having been in fact the lowest bid received which meets all specifications; FURTHER, the Council does hereby authorize an expenditure in the amount of \$2,783,000.00 from funds budgeted in Roads Account No. 204-463-818-110 (Reconstruction) and an additional appropriation and expenditure in the amount of \$131,454.27 from the unexpended fund balance of the Road, Sidewalk and Tree Fund (204) for this purpose; FURTHER, the City Engineer is hereby authorized to approve minor adjustments in the work as it becomes necessary but this authorization does not entitle the City Engineer to authorize any increase in the not to exceed amount or to contract with other parties; and the Mayor and City Clerk are hereby authorized to execute a contract, approved as to form and substance by the Department of Law, for and on behalf of the City of Livonia with the aforesaid bidder and to do all other things necessary or incidental to the full performance of this resolution.

#121-23 RESOLVED, that having considered the report and recommendation of the City Engineer, dated March 9, 2023, submitted pursuant to Council Resolution 336-21, adopted on November 22, 2021, 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, to which is attached a proposed amendment to the Engineering

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 12, 2024**

19.

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

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; and David Lear, Assistant City Engineer.

Councilmember Morgan led the meeting with the Pledge of Allegiance.

15. REQUEST TO WAIVE THE FORMAL BIDDING PROCESS AND APPROVE THE 2024 CONCRETE ROAD MAINTENANCE/SELECTIVE SLAB PROGRAM BY EXTENDING CONTRACT 23-J UNIT PRICES WITH GREAT LAKES CONTRACTING SOLUTIONS: Engineering Division, re: for Contract 24-J in the amount of \$1,626,472.54. (CR 409-23)

David Lear, Assistant City Engineer, presented the request to Council.

Councilmember Donovic offered an approving motion for the Regular agenda.

DIRECTION:

APPROVING

REGULAR



LETTER TO THE LIVONIA CITY COUNCIL

15.

Engineering
February 1, 2024

MEETING DATE

S021224/R022824

PREPARED BY

Karen Worley, Secretary IV,

AGENDA ITEM

REQUEST TO WAIVE THE FORMAL BIDDING PROCESS AND APPROVE THE 2024 CONCRETE ROAD MAINTENANCE/SELECTIVE SLAB PROGRAM BY EXTENDING CONTRACT 23-J UNIT PRICES WITH GREAT LAKES CONTRACTING SOLUTIONS: Engineering Division, re: for Contract 24-J in the amount of \$1,626,472.54. (CR 409-23)

BACKGROUND DETAILS

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.

The Engineering Division coordinated with Anderson, Eckstein & Westrick, Inc. (AEW) which finalized the plans and specifications for 23-J. 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:

NAME OF BIDDER	AMOUNT OF BID
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)

Note: The summarized bids do not include the inspector day costs.

Great Lakes Contracting Solutions, LLC (GLCS) was the lowest qualified bidder and awarded Contract 23-J (CR# 96-23). They were also awarded the contract for 21-J and unit prices were extended for 22-J. GLCS agreed to the extension and increased item 3 for mobilization and added new line items 40A, Pavement Repair, Non-reinforced Concrete, 8-inches along with 43A, Driveway, Non-reinforced Concrete Pavement, 8-inches which required unit bid prices and agreed

upon 60 inspector days of which is similar contract amount from 2023.

GLCS are familiar with our standard specifications along with expectations. Their performance has been exceptional in the previous 3 years. AEW is familiar with their prior work and recommends awarding the contract to this contractor (see attached letter dated February 1, 2024) for the 2024 Concrete Road Maintenance/Selective Slab Program, Contract 24-J.

This year the program consists of six (6) street segments: Aspen (7 Mile to End) in Section 9, Garden Avenue (Roycroft to Rayburn) and Roycroft (Middlebelt to Garden) in Section 13, Houghton (Richland to Ann Arbor Trail) in Section 31, Elmira (Levan Road to End) in Section 32 and Westbound Schoolcraft Road (Newburgh Road to Yale Avenue). This will provide approximately 2.5 miles of improvements along with the 25 miscellaneous locations (Sections 1, 7, 8, 16, 17, 18, 19, 20, 22, 34 and 36) throughout the City.

There are 29 trees anticipated for removal. Of those 29, 15 trees will be removed for the 25 miscellaneous location repairs that have been called in by residents to DPW / Engineering and placed in a spreadsheet, and the remaining 14 trees for the six (6) street segments. The tree removals are necessary to perform these street repairs to improve the drainage and repair damaged heaved concrete streets that may damage plows during winter snow removal.

We recommend 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.

In order to proceed with this project, we respectfully recommend that the Council take the following actions:

- Waive the formal bidding process under Section 3.04.140. E.3 of the Livonia Code of Ordinances, as amended, since no advantage to the City would result from competitive bidding.
- Award a contract in the amount of \$1,626,472.54 to Great Lakes Contracting Solutions, LLC, 2300 Edinburgh, Waterford, MI 48328. The award should be on the basis of the bid unit prices. The amount to be adjusted based upon the quantities of work actually completed.
- Authorize an expenditure from budgeted funds of \$1,626,472.54 from Account No. 204-463-818-119 (Contractual Service - Paving and Catch Repair).
- Authorize the City Engineer to approve minor adjustments to the work, as required

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

- Waive the formal bidding process under Section 3.04.140. E.3 of the Livonia Code of Ordinances, as amended, since no advantage to the City would result from competitive bidding.
- Award a contract in the amount of \$1,626,472.54 to Great Lakes Contracting Solutions, LLC,

2300 Edinburgh, Waterford, MI 48328. The award should be on the basis of the bid unit prices. The amount to be adjusted based upon the quantities of work actually completed.

- Authorize an expenditure from budgeted funds of \$1,626,472.54 from Account No. 204-463-818-119 (Contractual Service - Paving and Catch Repair).
- Authorize the City Engineer to approve minor adjustments to the work, as required.

SPECIFIC NAME OF PRODUCT AND NUMBER TO BE PURCHASED (if more than one)

n/a

CONTRACT: Amount and/or purchase price and length of contract (with dates if applicable)

\$1,626,472.54

DETAILED WORK BEING PERFORMED

2024 Concrete Road Maintenance/Selective Slab Program

FISCAL CONSIDERATIONS (Amount requested and Account(s) used. If applicable, Grant Funding information)

\$1,626,472.54 from Account No. 204-463-818-119

ACCEPTANCE OF BID (Please detail the following: Why accepted, why not lowest bidder, company name, contact person, full address)

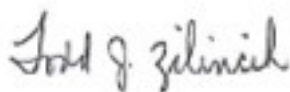
n/a

REASON TO WAIVE BID PROCESS (Emergency, Professional services, No advantage to City and why, Consortium package, etc): Waive the formal bidding process under Section 3.04.140.E.3 of the Livonia Code of Ordinances, as amended, since no advantage to the City would result from competitive bidding.

ATTACHMENTS

1. S021224 LTC 24-J Award of bid
2. AEW Recommendation Letter for 24-J
3. Great Lakes Bid Form 24-J
4. 2024-J Locations - 09-26-23
5. CR 409-23

APPROVED BY



Date: February 01, 2024

Todd Zilincik, P.E., City Engineer



Date: February 01, 2024

Don Rohraff, Director of Public Works



Date: February 01, 2024

Michael Slater, Finance Director



Date: February 01, 2024

Paul Bernier, City Attorney



Date: February 01, 2024

Maureen Miller Brosnan, Mayor



ANDERSON, ECKSTEIN & WESTRICK, INC.

CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

Shelby Township - Roseville - Livonia
586.726.1234 | www.aewinc.com

February 1, 2024

Todd Zilincik, P.E., City Engineer
City of Livonia
12973 Farmington Road
Livonia, Michigan 48150

Reference: Extension of 2023 Concrete Road Maintenance Program (23-J)
2024 Concrete Road Maintenance Program (24-J)
AEW Project No. 0263-0037

Dear Mr. Zilincik:

We understand Great Lakes Contracting Solutions has requested to extend their 2023 contract unit prices for the proposed 2024 Concrete Road Maintenance Program.

Our office has bid programs of similar size and Great Lakes Contracting Solution's prices are below prices for similar projects in nearby communities. With inflation rates at their current levels affecting material, labor and fuel costs, prices in the industry are expected to continue rising significantly.

We have worked with Great Lakes Contracting Solutions multiple times in Livonia as well as many neighboring communities and are satisfied with their past performance. We do not believe any benefit will accrue to the City by seeking further competitive bids. Therefore, we recommend the city award a contract extension for the 2024 Concrete Road Maintenance Program (24-J) to Great Lakes Contracting Solutions.

If you have any questions or need additional information, please advise.

Sincerely,

Anderson, Eckstein and Westrick, Inc.

Scott Lockwood, PE

cc: Don Rohraff, Director of Public Services

M:\0263\0263-0037\Project Mgmt\Correspondence\recaward for unit price extension.docx

BID FORM
CITY OF LIVONIA
2024 CONCRETE ROAD REPAIR PROGRAM
CONTRACT 24-J
MAINTENANCE
AEW Project No. 0263-0037

BID SUBMITTED BY: Great Lakes Contracting Solutions LLC
Company Name

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ARTICLE 1 – BID RECIPIENT

1.01 This Bid is submitted to:

*City Clerk
City of Livonia
33000 Civic Center Drive
Livonia, Michigan 48154*

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – BIDDER'S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 120 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 – BIDDER'S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

<u>Addendum No.</u>	<u>Addendum, Date</u>
_____	_____
_____	_____
_____	_____
_____	_____

B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site, if any, and all drawings of physical conditions relating to existing surface or subsurface structures at the Site, if any, that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if

any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.

- E. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.
- F. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- H. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.
- I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.
- J. The submission of this Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.
- K. Bidder is aware that the Owner's decision to proceed with the Project is subject to Owner's determination that all legal, financial and grant approvals, conditions and requirements have been received or met and the funding necessary to complete the project is in hand, and that if all of the foregoing has not been received, the Owner may elect not to proceed with the project in which case no bidder shall have a claim of any kind in contract, tort, equity or otherwise, against the Owner.
- L. Bidders acknowledge that Owner retains the unrestricted right not to proceed with the project and to reject all Bids received. In either case, Owner shall not be liable to any Bidder under any theory including contract, tort, equity or otherwise.
- M. Bidder acknowledges that the unexpected presence and location of existing underground utilities and resulting conflicts with such utilities are ordinarily encountered and generally recognized as inherent in subsurface sewer and appurtenant work in areas that have been previously developed.

ARTICLE 4 – BIDDER’S CERTIFICATION

4.01 Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
 - 1. “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process;
 - 2. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 - 3. “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
 - 4. “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

ARTICLE 5 – BASIS OF BID

- 5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s): (SEE NEXT PAGE):

CITY OF LIVONIA
2024 CONCRETE ROAD REPAIR PROGRAM
CONTRACT 24-J
MAINTENANCE
AEW PROJECT NO. 0263-0037

<u>Item No.</u>	<u>Description</u>	<u>Estimated Quantity</u>	<u>Unit</u>	<u>Bid Unit Price</u>	<u>Bid Price</u>
GENERAL					
1.	_ Audio Visual Record of Construction Area	1	LS	\$ 6,400.00	\$ 6,400.00
2.	_ Reimbursed Permit Fees	1,500	Dlr	1.00	1,500.00
3.	Mobilization, Max \$30,000	1	LS	28,000.00	28,000.00
4.	_ Stump and Root Rem and Regrade, 6 to 18 inch	2	Ea	980.00	1,960.00
5.	_ Stump and Root Rem and Regrade, 19 to 36 inch	21	Ea	1,000.00	21,000.00
6.	_ Stump and Root Rem and Regrade, 37 inch or larger	6	Ea	1,200.00	7,200.00
7.	_ Tree Root, Grind	5	Ea	350.00	1,750.00
8.	_ Tree, Rem, 6 inch to 18 inch, Modified	2	Ea	450.00	900.00
9.	_ Tree, Rem, 19 inch to 36 inch, Modified	21	Ea	1,050.00	22,050.00
10.	_ Tree, Rem, 37 inch or Larger, Modified	6	Ea	1,975.00	11,850.00
11.	Maintenance Gravel	50	Ton	32.00	1,600.00
12.	_ Geogrid	50	Syd	4.50	225.00
13.	HMA Surface, Rem	30	Syd	9.50	285.00
14.	HMA, 13A	10	Ton	325.00	3,250.00
15.	Non-Chloride Accelerator	1	Gal	15.00	15.00
16.	Post, Mailbox	1	Ea	350.00	350.00
17.	_ Surface Restoration, Hydroseeding	100	Syd	18.00	1,800.00
18.	_ Surface Restoration, Sodding	100	Syd	12.00	1,200.00
19.	Monument Preservation	3	Ea	2,500.00	7,500.00
MAINTENANCE					
20.	Sidewalk, Rem	28	Syd	10.75	301.00
21.	_ Driveway, Rem	579	Syd	10.50	6,079.50

**CITY OF LIVONIA
2024 CONCRETE ROAD REPAIR PROGRAM
CONTRACT 24-J
MAINTENANCE
AEW PROJECT NO. 0263-0037**

<u>Item No.</u>	<u>Description</u>	<u>Estimated Quantity</u>	<u>Unit</u>	<u>Bid Unit Price</u>	<u>Bid Price</u>
22.	_ Subgrade Undercutting, Type II, Modified	216	Cyd	55.00	11,880.00
23.	_ Subgrade Undercutting, Type II, Special	108	Cyd	57.00	6,156.00
24.	_ Erosion Control, Inlet Protection, Siltsack	15	Ea	150.00	2,250.00
25.	_ Aggregate Base, 6 inch, Modified	1,110	Syd	16.50	18,315.00
26.	Dr Structure Cover, Adj, Case 2	38	Ea	390.00	14,820.00
27.	Dr Structure, Adj, Add Depth	18	Ft	250.00	4,500.00
28.	Dr Structure, Tap, 6 inch	26	Ea	175.00	4,550.00
29.	_ Dr Structure Cover, Catch Basin	32	Ea	575.00	18,400.00
30.	_ Dr Structure Cover, Sanitary Manhole	10	Ea	700.00	7,000.00
31.	_ Dr Structure Cover, Storm Manhole	7	Ea	625.00	4,375.00
32.	_ External Structure Wrap, 18 inch	10	Ea	525.00	5,250.00
33.	_ Underdrain, Subgrade, 6 inch, Modified	1,521	Ft	18.75	28,518.75
34.	Joint, Contraction, Cp	3,449	Ft	16.20	55,873.80
35.	Joint, Expansion, E2	14	Ft	25.00	350.00
36.	Joint, Expansion, E3	7	Ft	8.60	60.20
37.	Joint, Contraction, Crg	5,022	Ft	17.30	86,880.60
38.	_ Joint, Expansion, Erg, Modified	1,780	Ft	15.65	27,857.00
39.	Lane Tie, Epoxy Anchored	8,563	Ea	7.25	62,081.75
40.	Pavt Repr, Nonreinf Conc, 7 inch	4,889	Syd	56.65	276,961.85
40A.	Pavt Repr, Nonreinf Conc, 8 inch	100	Syd	65.00	6,500.00
41.	Pavt Repr, Nonreinf Conc, 9 inch	8,000	Syd	66.25	530,000.00
42.	Pavt Repr, Rem	13,000	Syd	14.50	188,500.00
43.	Driveway, Nonreinf Conc, 6 inch	425	Syd	54.25	23,056.25
43A.	Driveway, Nonreinf Conc, 8 inch	200	Syd	65.00	13,000.00
44.	Curb Ramp, Conc, 4 inch	206	Sft	7.00	1,442.00
45.	Curb Ramp, Conc, 6 inch	7	Sft	8.30	58.10

**CITY OF LIVONIA
2024 CONCRETE ROAD REPAIR PROGRAM
CONTRACT 24-J
MAINTENANCE
AEW PROJECT NO. 0263-0037**

<u>Item No.</u>	<u>Description</u>	<u>Estimated Quantity</u>	<u>Unit</u>	<u>Bid Unit Price</u>	<u>Bid Price</u>
46.	_ Detectable Warning Surface, Modified	7	Ft	50.00	350.00
47.	Sign, Type B, Temp, Prismatic, Furn	7	Sft	25.40	177.80
48.	Sign, Type B, Temp, Prismatic, Oper	7	Sft	0.01	0.07
49.	_ Sign, Type B, Temp, Prismatic, Special, Fun, Modified	7	Sft	25.40	177.80
50.	_ Sign, Type B, Temp, Prismatic, Special, Oper, Modified	7	Sft	0.01	0.07
51.	_ Traffic Control, Major Street	5	Ea	3,800.00	19,000.00
52.	_ Traffic Control, Minor Street	5	Ea	2,200.00	11,000.00
53.	_ Traffic Control, Miscellaneous Location	25	Ea	500.00	12,500.00
54.	Water, Sodding/Seeding	50	Unit	69.50	3,475.00
55.	_ Surface Restoration, Seeding	2,480	Syd	14.00	34,720.00
56.	_ Irrigation Pipe	890	Ft	7.50	6,675.00
57.	_ Sprinkler Head	203	Ea	65.00	13,195.00
58.	_ Sprinkler Head, Adj	54	Ea	25.00	1,350.00
TOTAL OF ALL BID PRICES					\$ 1,626,472.54
Crew Days (60 Days Min.)		60	Days	\$ 750.00	\$ 45,000.00
TOTAL OF ALL BID PRICES, INCLUDING CREW DAYS					\$ 1,671,472.54

Bidder acknowledges that estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and Final Payment for all Unit Price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

ARTICLE 6 – TIME OF COMPLETION

- 6.01 Bidder agrees that the Work will be substantially complete on or before August 31, 2024 and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General conditions on or before September 14, 2024.
- 6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 7 – ATTACHMENTS TO THIS BID

- 7.01 The following documents are submitted with and made a condition of this Bid:
- A. Required Bid security;
 - B. List of Proposed Subcontractors;
 - C. List of Proposed Suppliers;
 - D. List of Project References;
 - E. Preliminary Progress Schedule; and
 - F. Required Bidder Qualification Statement with supporting data.

ARTICLE 8 – DEFINED TERMS

- 8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 9 – BID SUBMITTAL

BIDDER: *[Indicate correct name of bidding entity]*

Great Lakes Contracting Solutions, LLC

By: *[Signature]* Philip A. Sakalian Digitally signed by Philip A. Sakalian
Date: 2024.02.01 09:34:12 -05'00'

[Printed name] Philip A. Sakalian

(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Title: Member

Attest: *[Signature]* Philip A. Sakalian Digitally signed by Philip A.
Sakalian
Date: 2024.02.01 09:34:23 -05'00'

[Printed name] Philip A. Sakalian

Submittal Date: 2/1/2024

Address for giving notices:

2300 Edinburgh, Waterford, Michigan 48328

Telephone Number: 313-962-0400

Fax Number: 313-962-0404

Contact Name and e-mail address: Tom Wall / tom@greatlakescont.com

Bidder's License No.:

(where applicable)

S R #	Address	Street Name	Section	Tree Removal	Comments
111600	20212	Weyher Avenue	1	0	3 Slabs
999985194 / 76663	18520	Manor Lane	7	1	6 Slabs, C. B. Adjust and Tree
113236	18998	Parklane Avenue	8	1	6 Slabs and Tree
113234	19040	Parklane Avenue	8	1	5 Slabs and Tree
50992 / 92832	16203	Fairlane Avenue	16	0	5 Slabs
	16232	Fairlane Avenue	16	0	9 Slabs
112778	36407	Rayburn Avenue	17	1	3 Slabs and Tree
76834	38717	Stacey Court	18	0	Interior half of Cul-de-Sac
	14314	Blue Skies Drive	19	1	3 Slabs and Tree
	14342	Blue Skies Drive	19	0	2 Slabs
	14414	Blue Skies Drive	19	3	10 Slabs, 3 Trees
	14426	Blue Skies Drive	19	0	Included with #14414
999971985	14427	Blue Skies Drive	19	2	10 Slabs, 2 Trees
	14440	Blue Skies Drive	19	0	Included with #14414
	14477	Blue Skies Drive	19	1	1-2 Slabs due to Tree
55335 / 64364 / 64366	38351	Mason Avenue	19	0	2 Slabs
17 / 66170 / 66155 / 11	14876	Golfview Avenue	20	0	6 Slabs, 2 - C.B. Adjust
73876	33150	Barkley Avenue	22	0	4 Slabs
75386	14390	Blackburn Avenue	22	0	1 Slab
2072 / 115418	14179	Cranston Avenue	22	1	6 Slabs and Tree
87346 / 92300	14377	Cranston Avenue	22	1	4 Slabs and Tree
95338 / 95928	14125	Westmore Avenue	22	1	3 Slabs and Tree
31895 / 78918	13957	Sunset Avenue	23	1	9 Slabs, C.B. Adjust, Tree Removal
55847 / 60831	9255	Melrose Avenue	34	0	6 Slabs
113289	11453	Deering Avenue	36	0	6 Slabs
2023 Request					
2009 and 2021 Request					
Requested by neighbor, significant standing water and slab lift					
Requested by H/O					
2019 Request, Many areas on Street, Should be Road Program					
Multiple Requests from 2008 to 2023					
2021 Request					
Multiple on street, handle a few each year					
Multiple on street, handle a few each year					
Multiple on street, handle a few each year					
Multiple on street, handle a few each year					
Previously GG'd in 2004, should be 2024 Location					
Multiple on street, handle a few each year					
Multiple on street, handle a few each year, Should be 2024 Location					
First SR 11/2019, GG'd 6/25/2020					
Needs Slab Replacement and Structure Lowering					
2021 and 2023 Request					
2016 and 2023 Request					
GG'd 2022, Previous Request 10/2021					
2004 and 2022 Requests					
2018 and 2021 Requests					
2019 and 2020 Requests					
2023 Request, Possible bad compaction from 2018					
To Be Completed With Road Programs					
	20175	Laurel Avenue	4		2024 Road Program
	34454	Navin Avenue	4		2024 Road Program
	34537	Navin Avenue	4		2024 Road Program
108278	18533	Filmore Avenue	9		2023 Asphalt Program
39632	31085	Bobrich Avenue	11		2024 Road Program
65958	17323	Cross Winds Road	11		2024 Road Program
79297	13997	Yale Avenue	20		Completed 2023 (in-house)
77812 / 87690 / 92489	32239	Oakley Avenue	22		2024 Road Program
	29633	Edward Place	23		2023 Road Program
	29620	Edward Place	23		2023 Road Program
	29644	Edward Place	23		2023 Road Program
90715	29735	Mason Avenue	23		2022 Sidewalk Complaint, Forwarded to Sidewalk Program
93149	28660	Jacqueline Avenue	24		2023 Road Program
12120	14055	Sunbury Avenue	24		2024 Road Program
37451	32713	Schoolcraft Road	27		2024 Road Program
40877	35980	Industrial Road	29		2023 Road Program, Pothole Complaints from 2016
115388	38883	Grandon Avenue	31		2023 Road Program
75418	30030	Hathaway Avenue	35		2024 Road Program
93242		Hathaway/Sunset Intersect.	35		Completed In-House
99858692	9850	Henry Ruff Road	35		2022 Road Program

#409-23 RESOLVED, that having considered the report and recommendation of the City Engineer, dated November 16, 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, regarding additional appropriation and expenditure to close out contracts with Great Lakes Contracting Solutions, LLC and Anderson, Eckstein & Westrick, Inc., relative to the 2023 Concrete Road Maintenance/ Selective Slab Replacement Program (Contract 23-J), pursuant to Council Resolution Nos. 96-23 and 97-23, adopted on March 13, 2023, the Council does hereby determine to:

1. Approve payment to Great Lakes Contracting Solutions, LLC, 2300 Edinburgh, Waterford, MI 48328 in a not-to-exceed amount of \$163,566.00 from budgeted funds in Account No. 204-463-818-114 (Maintenance) and increasing the overall contract amount for 23-J from \$1,601,803.67 to \$1,765,369.67 to close out the contract for the work performed;
2. Approve an expenditure and payment in the amount of \$20,445.75 from budgeted funds in Account No. 204-447-818-102 (Engineering Consultant) to Anderson, Eckstein & Westrick, Inc., 51301 Schoenherr, Shelby Township, Michigan, 48315 for the additional construction engineering for the project, increasing their contract from \$200,226.00 to \$220,671.75; and
3. Authorize the City Engineer to approve minor adjustments to the work as it becomes necessary but this authorization does not entitle the City Engineer to authorize any increase in the not to exceed amount or to contract with other parties.

**CITY OF LIVONIA – CITY COUNCIL
MINUTES OF STUDY MEETING HELD FEBRUARY 12, 2024**

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

Elected and appointed officials present: Lori Miller, City Clerk; Paul Bernier, City Attorney; and David Lear, Assistant City Engineer.

Councilmember Morgan led the meeting with the Pledge of Allegiance.

18. REQUEST TO WAIVE THE FORMAL BIDDING PROCESS AND APPROVE THE 2024 SIDEWALK REPAIR PROGRAM BY EXTENDING CONTRACT 23-G UNIT PRICES WITH JOE ROTONDO CONSTRUCTION CORP. AND REQUEST TO AUTHORIZE AN APPROPRIATION AND EXPENDITURE TO PRECISION CONCRETE CUTTING, INC.; Engineering Division, re: for Contract 24-G in the amount of \$1,202,750.52 (CR 71-23)

David Lear, Assistant City Engineer, presented the request to Council.

Vice President Ptashnik offered an approving motion for the Regular agenda.

DIRECTION:

APPROVING

REGULAR



LETTER TO THE LIVONIA CITY COUNCIL

17.

Engineering
February 1, 2024

MEETING DATE

S021224/R022824

PREPARED BY

Karen Worley, Secretary IV,

AGENDA ITEM

REQUEST TO WAIVE THE FORMAL BIDDING PROCESS AND APPROVE THE 2024 SIDEWALK REPAIR PROGRAM BY EXTENDING CONTRACT 23-G UNIT PRICES WITH JOE ROTONDO CONSTRUCTION CORP. AND REQUEST TO AUTHORIZE AN APPROPRIATION AND EXPENDITURE TO PRECISION CONCRETE CUTTING, INC.; Engineering Division, re: for Contract 24-G in the amount of \$1,202,750.52 (CR 71-23)

BACKGROUND DETAILS

The Engineering Division has finalized the inspections for the 2024 Sidewalk Repair Program. The proposed 2024 Sidewalk Repair Program consists of approximately 355 scattered locations throughout the City that were generated through resident complaints and requests, as well as 176 locations in Sections 7 through 12 that were identified as having 2" or greater vertical separations. The list indicating where sidewalks require installation, repair and/or replacement adjacent to private property is included. This year's program consists of a total of approximately 531 locations.

The Engineering Division was approached by Joe Rotondo Construction Corp. concerning their willingness to extend the unit prices from Contract 23-G to the 24-G contract. This extension will allow the City to continue our efforts to control costs and to offer our residents quality workmanship. Please note that the Joe Rotondo Construction Corp. is a local contractor and has completed concrete repairs for the City of Livonia over the past several years, including the Sidewalk Programs from 2006 through 2011 and 2013 through 2023.

Please see the attached letter dated February 1, 2024, from Joe Rotondo Construction Corp. requesting to extend their unit prices for the 2023 Sidewalk Repair Program (Contract 23-G) except for line Items 1 through 3 and 20. It should be noted that material costs for concrete per cubic yard have increased again this year. They are requesting to pass along only the increase of concrete material consisting of approximately 5% for these few specific bid items. It should be noted that the quantities for line items 1 through 3 from the bid proposal has increased:

- Item 1: 4-inch remove and replace increased from 75,000 to 95,000 square feet
- Item 2: 6-inch remove and replacement has increased from 12,500 to 15,200 square feet.
- Item 3: 8-inch remove and replace has increased from 2,750 to 3,900 square feet
- Item 20: Place 4 to 6-inch concrete sidewalk with integral curb (ramp locations) has increased from 450 to 2,190 square feet

In addition, in 2023, Rotondo Construction Corp. was under budget by \$43,000 and \$25,000 in 2022. Recent bids taken by Royal Oak for 2024 Sidewalk Improvement Program CAP2402 had the

costs vary from 3 bidders for 4-inch remove and replace cost from \$9.93 to \$10.25 and for 6-inch remove and replace costs from \$10.50 to \$12.00 based on 46,500 square feet of 4-inch and 7,100 square feet of 6-inch. See attachment.

We are recommending extending the Contract 23-G unit prices for Contract 24-G, except for the bid items 1, 2, 3, and 20 (concrete sidewalk of various thicknesses of 4, 6 or 8-inches, and placement of 4-inch to 6-inch concrete sidewalk with integral curb with an agreed upon number of inspection days of 110 which was based on quantities).

Therefore, we are recommending extending the Contract 24-G unit prices with Joe Rotondo Construction Corp. to complete the sidewalk repairs for the 2024 Sidewalk Repair Program, Contract 24-G. In addition, we are continuing to utilize Precision Concrete, Inc. to provide a cost-effective measure of eliminating vertical displacements by saw cutting them at various locations throughout the City of Livonia.

The total project cost is in the amount of \$1,202,750.52 which includes a 10% administrative fee (\$107,977.32) and the contract amount of \$1,094,773.20 (Rotondo \$1,079,773.20 and Precision Concrete Cutting \$15,000).

In order to proceed with this project, we recommend that the Council take the following actions:

- Waive the formal bidding process under Section 3.04.140. E.3 of the Livonia Code of Ordinances, as amended, since no advantage to the City would result from competitive bidding.
- Extend contract 23-G unit prices for Contract 23-G, 2023 Sidewalk Repair Program in the amount of \$1,079,773.20 to Joe Rotondo Construction Corp., 38807 Ann Arbor Road, Suite 2, Livonia, MI 48150. The award should be on the basis of the bid unit prices from 2023, Contract 23-G except for revised unit prices for bid items 1, 2, 3, and 20 (concrete sidewalk of various thickness of 4, 6 or 8-inches, and placement of 4-inch to 6-inch concrete sidewalk with integral curb and agreed upon inspector days of 110 based on quantities) said amount to be adjusted based upon the quantities of work actually completed.
- Authorize a payment not-to-exceed \$15,000.00 to Precision Concrete Inc., 1896 Goldeneye Drive, Holland, MI 49424 for the saw cutting portion of the contract.
- Authorize an advance of \$294,694.02 (single lot assessments portion of the program) from the Road, Sidewalk and Tree Fund with the provision that this fund be reimbursed from that portion of the project, which is to be financed by special assessment at such time as funds are subsequently received for the payment of bills as assessments by affected property owners.
- Authorize an expenditure from budgeted funds of \$16,000.00 from Account No. 202-451-977-010 (Major Road – Dist. Sidewalk Cost) and \$102,053.50 from Account No. 203-451-977-010 (Local Road - Dist. Sidewalk Cost) to cover the costs related to the construction or reconstruction of handicap ramps at major and local roads.
- Authorize an expenditure of \$40,000.00 from the Unexpended Fund Balance of the Water and Sewer Fund for sidewalk work adjacent to and including water and sewer structure repairs.

- Authorize an expenditure of \$750,000.00 to repair sidewalks heaved by tree roots from budgeted funds in the Road, Sidewalk and Tree Fund (Account No. 204-447-977-010 Distributed Sidewalk Cost) for the 2023 Sidewalk Repairs.

- Authorize the City Engineer to approve minor adjustments to the work, as required.

Please note that property owners are required to notify the City of their intention to have the installation, repair, or the removal and replacement of certain unsafe sections of sidewalk by May 6, 2024, if they choose to have the work completed themselves, otherwise the City's contractor will repair them.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

- Waive the formal bidding process under Section 3.04.140.E.3 of the Livonia Code of Ordinances, as amended, since no advantage to the City would result from competitive bidding.

- Extend contract 23-G unit prices for Contract 23-G, 2023 Sidewalk Repair Program in the amount of \$1,079,773.20 to Joe Rotondo Construction Corp., 38807 Ann Arbor Road, Suite 2, Livonia, MI 48150. The award should be on the basis of the bid unit prices from 2023, Contract 23-G except for revised unit prices for bid items 1, 2, 3, and 20 (concrete sidewalk of various thickness of 4, 6 or 8-inches, and placement of 4-inch to 6-inch concrete sidewalk with integral curb and agreed upon inspector days of 110 based on quantities) said amount to be adjusted based upon the quantities of work actually completed.

- Authorize a payment not-to-exceed \$15,000.00 to Precision Concrete Inc., 1896 Goldeneye Drive, Holland, MI 49424 for the saw cutting portion of the contract.

- Authorize an advance of \$294,694.02 (single lot assessments portion of the program) from the Road, Sidewalk and Tree Fund with the provision that this fund be reimbursed from that portion of the project, which is to be financed by special assessment at such time as funds are subsequently received for the payment of bills as assessments by affected property owners.

- Authorize an expenditure from budgeted funds of \$16,000.00 from Account No. 202-451-977-010 (Major Road – Dist. Sidewalk Cost) and \$102,053.50 from Account No. 203-451-977-010 (Local Road - Dist. Sidewalk Cost) to cover the costs related to the construction or reconstruction of handicap ramps at major and local roads.

- Authorize an expenditure of \$40,000.00 from the Unexpended Fund Balance of the Water and Sewer Fund for sidewalk work adjacent to and including water and sewer structure repairs.

- Authorize an expenditure of \$750,000.00 to repair sidewalks heaved by tree roots from budgeted funds in the Road, Sidewalk and Tree Fund (Account No. 204-447-977-010 Distributed Sidewalk Cost) for the 2023 Sidewalk Repairs.

- Authorize the City Engineer to approve minor adjustments in the work, as required.

Please note that property owners are required to notify the City of their intention to have the installation, repair, or the removal and replacement of certain unsafe sections of sidewalk by May 6, 2024, if they choose to have the work completed themselves, otherwise the City's contractor will repair them.

SPECIFIC NAME OF PRODUCT AND NUMBER TO BE PURCHASED (if more than one)

n/a

CONTRACT: Amount and/or purchase price and length of contract (with dates if applicable)

\$1,079,773.20 for Joe Rotondo Construction Corp.

\$15,000 for Precision Concrete Cutting

DETAILED WORK BEING PERFORMED

2024 Sidewalk Repair Program, Contract 24-G

FISCAL CONSIDERATIONS (Amount requested and Account(s) used. If applicable, Grant Funding information)

\$1,202,750.52 (Joe Rotondo Construction Corp. \$1,079,773.20, Precision Concrete Cutting \$15,000, Administrative Fee \$107,977.32) in the amounts and from the following funds: \$750,000 from Account No. 204-447-977-010 (Distributed Sidewalk Cost), \$16,000 from Account No. 202-451-977-010 (Major Road - Dist. Sidewalk Cost), \$102,053.50 (Local Road - Dist. Sidewalk Cost), \$40,000 from the Unexpended Fund Balance of the Water and Sewer Fund and \$294,694.02 from Property Owner Special Assessments.

ACCEPTANCE OF BID (Please detail the following: Why accepted, why not lowest bidder, company name, contact person, full address)

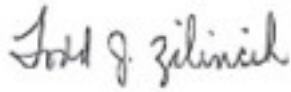
n/a

REASON TO WAIVE BID PROCESS (Emergency, Professional services, No advantage to City and why, Consortium package, etc): Waive the formal bidding process under Section 3.04.140. E.3 of the Livonia Code of Ordinances, as amended, since no advantage to the City would result from competitive bidding.

ATTACHMENTS

1. 2-1-24 Rotondo Letter - Request to Extend Contract
2. 2-1-24 Rotondo 24-G Form of Proposal
3. Royal Oak 2024 Sidewalk Program Bid Tab
4. Rotondo Form of Proposal 2-1-23
5. CR 71-23

APPROVED BY



Todd Zilincik, P.E., City Engineer

Date: February 01, 2024



Don Rohraff, Director of Public Works

Date: February 02, 2024



Michael Slater, Finance Director

Date: February 02, 2024



Paul Bernier, City Attorney

Date: February 02, 2024



Maureen Miller Brosnan, Mayor

Date: February 02, 2024

ROTONDO CONSTRUCTION CORP.

February 1, 2024

City of Livonia Engineering Dept.
12973 Farmington Rd.
Livonia, MI 48150
Attn: Todd Zilincik

Re: 2024 Sidewalk Replacement Program Extend Contract 23-G prices, except line items 1-3 and 20.

Dear Mr. Zilincik,

We are requesting consideration to renew our contract with the City of Livonia pertaining to the 2024 Sidewalk Repair Program. We are requesting unit price increases of 5% on only four items due to material cost increase related to Concrete and labor costs. Please review the following items for consideration and City Council approval.

Item of Work	2023 Unit Price	2024 Unit Price
1) Remove and Replace 4" Concrete Sidewalk	\$7.85	\$8.25
2) Remove and Replace 6" Concrete Sidewalk or Approach	\$8.25	\$8.65
3) Remove and Replace 8" Concrete Sidewalk or Approach	\$9.50	\$10.00
20) Place 4" to 6" Concrete Sidewalk w/Integral Curb	\$8.75	\$9.20

The Remaining 26 items of work (4-19, 21-30) prices will remain the same as the unit price that was stated in Contract 23-G program.

I appreciate your time and consideration of this proposal. Please call me directly if you have any questions or would like to meet to discuss this matter.

Sincerely,



Joseph Rotondo
President
248-763-0420

2024 SIDEWALK PROGRAM
CITY OF LIVONIA, MICHIGAN
CONTRACT 24-G
FORM OF PROPOSAL

SCATTERED & TARGET LOCATIONS 1 THRU 531

Note: Scattered and Target locations will have the same unit prices

Item No.	Item Description	Qty	Unit	Bid Unit Price (\$)	Total Price (\$)
1	Remove and Replace 4" Concrete Sidewalk	90,228	s.f.	\$ 8.25	\$ 744,381.00
2	Remove and Replace 6" Concrete Sidewalk or Approach	15,188	s.f.	\$8.65	\$131,376.20
3	Remove and Replace 8" Concrete Sidewalk or Approach	3,910	s.f.	\$10.00	\$ 39,100.00
4	Remove and Replace 7" Plain Concrete Pavement	400	s.f.	\$ 9.25	\$ 3,700.00
5	Remove Concrete Curb & Gutter (at ramp locations & replace w/ flush curb)	668	l.f.	\$ 45.00	\$ 30,060.00
6	Remove and Replace Concrete Curb (6" to 8")	100	l.f.	\$1.00	\$ 100.00
7	Place 4" Concrete Sidewalk	25	s.f.	\$1.00	\$ 25.00
8	Remove and Replace 6" Concrete Sidewalk (incl. first ADA ramp flag w/ 4'x2' dome/tactile at approximately 20 locations w/ 30 s.f. each)	2,015	s.f.	\$14.00	\$28,210.00
9	Place 6" Concrete Sidewalk (incl. first ADA ramp flag w/ 5'x2' dome/tactile at approximately 6 locations w/ 30 s.f. each)	60	s.f.	\$14.00	\$ 840.00
10	Place 8" Concrete Sidewalk	100	s.f.	\$1.00	\$ 100.00
11	Remove 4" to 6" Sidewalk or Approach	100	s.f.	\$1.50	\$ 150.00
12	Remove and Replace 9" Reinforced Concrete Pavement	250	s.f.	\$1.00	\$ 250.00
13	Remove and Replace 2" to 6" Asphalt	100	s.f.	\$.50	\$ 50.00
14	Remove 1" to 3" Asphalt	100	s.f.	\$.10	\$ 10.00
15	Remove +3" to 6" Asphalt	100	s.f.	\$.10	\$ 10.00
16	Special Saw-Cutting	50	l.f.	\$ 2.00	\$ 100.00
17	Horizontal Curb Saw-Cutting	50	l.f.	\$.10	\$ 5.00
18	Adjust Sprinkler Line (ADA Ramp Locations Only)	200	l.f.	\$ 5.00	\$ 1,000.00
19	Replace In-Kind Sprinkler Head (ADA Ramp Locations Only)	25	ea.	\$ 27.00	\$ 675.00

2024 SIDEWALK PROGRAM
CITY OF LIVONIA, MICHIGAN
CONTRACT 24-G
FORM OF PROPOSAL

Item No.	Item Description	Qty	Unit	Bid Unit Price (\$)	Total Price (\$)
20	Place 4" to 6" Concrete Sidewalk w/ Integral Curb (Ramp Locations Only)	2,190	s.f.	\$ 9.20	\$ 20,148.00
21	Adjust Structure (top 1')	27	ea.	\$ 275.00	\$ 7,425.00
22	Adjust Structure (each additional 1')	10	ea.	\$ 50.00	\$ 500.00
23	Adjust Sanitary Structure – Top 30" (incl. adjustment and encapsulation)	14	ea.	\$ 900.00	\$ 12,600.00
24	Excavation	10	c.y.	\$ 1.00	\$ 10.00
25	Class II Sand (C.I.P.)	10	c.y.	\$ 1.00	\$ 10.00
26	3" Topsoil, Seed, Mulch and Fertilizer	50	s.y.	\$ 1.00	\$ 50.00
27	Sod	13	s.y.	\$ 1.00	\$ 13.00
28	Stone 21AA Limestone	25	c.y.	\$ 15.00	\$ 375.00
29	Wayne County Permit Fees	1	l.s.	\$ 3,500.00	\$ 3,500.00
30	Inspector Days (Min.110 Days)	<u>110</u>	Days	\$ 500.00	\$ 55,000.00
Total Bid (Items 1-30)					\$1,079,773.20
31	Precision Concrete Cutting*	1	l.s.	\$ 15,000.00	\$ 15,000.00

*Note: Line Item 31 will be paid separately to Precision Concrete Cutting for grinding vertical separations throughout the City of Livonia.

2024 SIDEWALK PROGRAM
CITY OF LIVONIA, MICHIGAN
CONTRACT 24-G
FORM OF PROPOSAL

The undersigned agrees that the City of Livonia may increase or decrease the quantity of work without changing the unit price bid for the work.

The undersigned represents that he acknowledges that the City reserves the right to accept or reject any bid or all bids and to waive irregularities in bids.

ROTONDO CONSTRUCTION CORP.
Contractor

38807 ANN ARBOR RD. SUITE 2 - LIVONIA, MI 48150
Address

248-474-0707 383208882 2/1/2024
Telephone No. Federal I.D. No. Date

JOE ROTONDO PRESIDENT
By Title

NOTE:

- A. The contractor must submit one (1) Form of Proposals and all other bid documents to be submitted electronically following the instructions in the "Notice to Bidders" and "Instructions to Bidders" sections and recommend that the contractor retain one (1) copy for their file.
- B. Bidder should not add any conditions or qualifying statement to their bid, otherwise the bid may be declared irregular as being not responsive to the Notice to Bidders.
- C. The name of the signee must be clearly printed or typed under their signature.
- D. City of Livonia reserves the right authorize a one (1) year extension of the 2024 contract unit prices for 2025 Contract: 25-G. The quantities may be similar, more or less than 2024 Contract: 24-G. This would require a letter in January 2025 from the lowest qualified contractor that was awarded Contract 24-G stating they are agreeable to the terms. Inspector Days would need to be negotiated based on the amount of work. The contractor should not bid the unit prices assuming they would obtain work for 2025 Contract: 25-G, but an opportunity to extend proposed repairs for another year.

2024 Sidewalk Improvement Program CAP2402				ENGINEER'S ESTIMATE		L. Anthony Construction		Italia Construction, Inc.		Audia Concrete Construction, Inc.		
Sections 7, 8, 9												
ITEM DESCRIPTION			QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Bidder Requirements (See Special Instructions to Bidders Pages SIB 14-15)		-	-	X	X	X	X	X	X	X	X
2	Horizontal Sawcutting		100	LFT	\$26.00	2,600.00	\$20.00	\$2,000.00	\$23.00	\$2,300.00	\$0.01	\$1.00
3	Remove 4"-8" Concrete or Asphalt Sidewalk or Driveway Including Roots and Sawcutting		35100	SFT	\$2.00	70,200.00	\$2.00	\$70,200.00	\$2.00	\$70,200.00	\$2.00	\$70,200.00
4	4" Concrete Sidewalk		46500	SFT	\$8.00	372,000.00	\$8.00	\$372,000.00	\$7.93	\$368,745.00	\$8.25	\$383,625.00
5	6"-8" Concrete Sidewalk, Driveways and Handicap Ramps		7100	SFT	\$10.00	71,000.00	\$8.50	\$60,350.00	\$9.13	\$64,823.00	\$10.00	\$71,000.00
6	Remove & Replace 24" Concrete Curb and Gutter including Restoration		350	LFT	\$55.00	19,250.00	\$50.00	\$17,500.00	\$43.00	\$15,050.00	\$25.00	\$8,750.00
7	Remove & Replace 6" Concrete Pavement with or without Reinforcement or Integral Curb		50	SYD	\$100.00	5,000.00	\$80.00	\$4,000.00	\$83.00	\$4,150.00	\$50.00	\$2,500.00
8	5/8" x 8" Standard Expansion Anchored Hook bolts		110	EACH	\$7.50	825.00	\$6.00	\$660.00	\$7.00	\$770.00	\$0.01	\$1.10
9	Adjust Manhole, Catch Basin, Inlet, Water Box, or Gate Well Frame & Cover		20	EACH	\$500.00	10,000.00	\$250.00	\$5,000.00	\$635.00	\$12,700.00	\$200.00	\$4,000.00
10	Remove & Replace Manhole, Catch Basin, Inlet, or Gate Well Frame and Cover		10	EACH	\$800.00	8,000.00	\$650.00	\$6,500.00	\$1,300.00	\$13,000.00	\$100.00	\$1,000.00
11	21AA Crushed Concrete		900	TON	\$21.00	18,900.00	\$1.00	\$900.00	\$19.00	\$17,100.00	\$20.00	\$18,000.00
12	Hand Patching with HMA, 36A for Pavement Cap or Asphalt Driveway		30	TON	\$440.00	13,200.00	\$500.00	\$15,000.00	\$385.00	\$11,550.00	\$425.00	\$12,750.00
13	Additional Cement		1	TON	\$105.00	105.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
14	Replace or Relocate Lawn Irrigation Heads		75	EACH	\$84.00	6,300.00	\$50.00	\$3,750.00	\$75.00	\$5,625.00	\$80.00	\$6,000.00
15	Replace or Relocate Lawn Irrigation Piping		750	LFT	\$10.50	7,875.00	\$10.00	\$7,500.00	\$10.00	\$7,500.00	\$10.00	\$7,500.00
16	Remove, Salvage and Reinstall Brick or Concrete Paver Block Areas		120	SFT	\$27.00	3,240.00	\$10.00	\$1,200.00	\$23.00	\$2,760.00	\$5.00	\$600.00
17	Remove & Install New Brick Pavers or Concrete Blocks		30	SFT	\$27.00	810.00	\$25.00	\$750.00	\$23.00	\$690.00	\$5.00	\$150.00
18	2" Topsoil Mixture including Fertilizer, Seed, Mulch and Initial Watering		75	CY	\$28.00	2,100.00	\$20.00	\$1,500.00	\$13.00	\$975.00	\$10.00	\$750.00
19	Class A Sod with Topsoil		20	SYD	\$30.00	600.00	\$10.00	\$200.00	\$6.00	\$120.00	\$10.00	\$200.00
20	Detectable Warning Surface		200	LF	\$60.00	12,000.00	\$50.00	\$10,000.00	\$43.00	\$8,600.00	\$50.00	\$10,000.00
21	Landscape Timbers, Treated		250	LFT	\$25.00	6,250.00	\$25.00	\$6,250.00	\$4.00	\$1,000.00	\$15.00	\$3,750.00
22	Remove 6" to 18" Diameter tree including Stump		1	EACH	\$850.00	850.00	\$1,500.00	\$1,500.00	\$550.00	\$550.00	\$1,300.00	\$1,300.00
23	Earth excavation and grading for new sidewalks		18500	SF	\$2.00	37,000.00	\$0.50	\$9,250.00	\$1.50	\$27,750.00	\$2.00	\$37,000.00
TOTAL AMOUNT OF BID IN FIGURES:					\$668,105.00		\$596,110.00		\$636,058.00		\$639,177.10	

			ENGINEER'S ESTIMATE		L. Anthony Construction		Italia Construction, Inc.		Audia Concrete Construction, Inc.	
ITEM DESCRIPTION	Unit Price	Unit	Quantity		QTY	TOTAL	QTY	TOTAL	QTY	TOTAL
24 Construction Observation	\$800.00	DAYS	40		35		49		40	
Extension of Contract 2025 - Percent increases to original bid unit prices			-		5%		3%		2%	
Extension of Contract 2026 - Percent increases to original bid unit prices			-		10%		9%		4%	
Score (per Responsible Contractor Ordinance):					93.0		67.6		92.5	

SELECTED CONTRACTOR

2023 SIDEWALK PROGRAM
CITY OF LIVONIA, MICHIGAN
CONTRACT 23-G
FORM OF PROPOSAL

SCATTERED & TARGET LOCATIONS 1 THRU 550

Note: Scattered and Target locations will have the same unit prices

Item No.	Item Description	Qty	Unit	Bid Unit Price (\$)	Total Price (\$)
1	Remove and Replace 4" Concrete Sidewalk	75,167	s.f.	\$7.85	\$ 590,060.95
2	Remove and Replace 6" Concrete Sidewalk or Approach	12,559	s.f.	\$8.25	\$ 103,611.75
3	Remove and Replace 8" Concrete Sidewalk or Approach	2,751	s.f.	\$9.50	\$ 26,134.50
4	Remove and Replace 7" Plain Concrete Pavement	400	s.f.	\$9.25	\$ 3,700.00
5	Remove Concrete Curb & Gutter (at ramp locations & replace w/ flush curb)	897	l.f.	\$45.00	\$ 40,365.00
6	Remove and Replace Concrete Curb (6" to 8")	25	l.f.	\$1.00	\$ 25.00
7	Place 4" Concrete Sidewalk	500	s.f.	\$1.00	\$ 500.00
8	Remove and Replace 6" Concrete Sidewalk (incl. first ADA ramp flag w/ 4'x2' dome/tactile at approximately 20 locations w/ 30 s.f. each)	2,320	s.f.	\$14.00	\$ 32,480.00
9	Place 6" Concrete Sidewalk (incl. first ADA ramp flag w/ 5'x2' dome/tactile at approximately 6 locations w/ 30 s.f. each)	300	s.f.	\$14.00	\$ 4,200.00
10	Place 8" Concrete Sidewalk	200	s.f.	\$1.00	\$ 200.00
11	Remove 4" to 6" Sidewalk or Approach	775	s.f.	\$1.50	\$ 1,162.50
12	Remove and Replace 9" Reinforced Concrete Pavement	50	s.f.	\$1.00	\$ 50.00
13	Remove and Replace 2" to 6" Asphalt	250	s.f.	\$0.50	\$ 125.00
14	Remove 1" to 3" Asphalt	250	s.f.	\$0.10	\$ 25.00
15	Remove +3" to 6" Asphalt	200	s.f.	\$0.10	\$ 20.00
16	Special Saw-Cutting	100	l.f.	\$2.00	\$ 200.00
17	Horizontal Curb Saw-Cutting	50	l.f.	\$0.10	\$ 5.00
18	Adjust Sprinkler Line (ADA Ramp Locations Only)	425	l.f.	\$5.00	\$ 2,125.00
19	Replace In-Kind Sprinkler Head (ADA Ramp Locations Only)	100	ea.	\$27.00	\$ 2,700.00

2023 SIDEWALK PROGRAM
CITY OF LIVONIA, MICHIGAN
CONTRACT 23-G
FORM OF PROPOSAL

Item No.	Item Description	Qty	Unit	Bid Unit Price (\$)	Total Price (\$)
20	Place 4" to 6" Concrete Sidewalk w/ Integral Curb (Ramp Locations Only)	450	s.f.	\$8.75	\$ 3,937.50
21	Adjust Structure (top 1')	17	ea.	\$275.00	\$ 4,675.00
22	Adjust Structure (each additional 1')	5	ea.	\$50.00	\$ 250.00
23	Adjust Sanitary Structure – Top 30" (incl. adjustment and encapsulation)	12	ea.	\$900.00	\$ 10,800.00
24	Excavation	10	c.y.	\$1.00	\$ 10.00
25	Class II Sand (C.I.P.)	5	c.y.	\$1.00	\$ 5.00
26	3" Topsoil, Seed, Mulch and Fertilizer	150	s.y.	\$1.00	\$ 150.00
27	Sod	150	s.y.	\$1.00	\$ 150.00
28	Stone 21AA Limestone	20	c.y.	\$15.00	\$ 300.00
29	Wayne County Permit Fees	1	l.s.	\$3,500.00	\$ 3,500.00
30	Inspector Days (Min.110 Days)	110	Days	\$500.00	\$ 55,000.00
Total Target and Scattered Locations Bid					\$886,467.20

35	Precision Concrete Cutting*	1	l.s.	\$ 15,000.00	\$ 15,000.00
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*Note: Line Item 35 will be paid separately to Precision Concrete Cutting for grinding vertical separations throughout the City of Livonia.

Project, the Council does hereby authorize the Mayor and City Clerk, for and on behalf of the City of Livonia, to execute a contract amendment between the City of Livonia and OHM Advisors, 34000 Plymouth Road, Livonia, Michigan 48150, for the designation of a Design Consultant to provide engineering services in connection with the 2023 Water Main Replacement Project in an amount not to exceed \$365,000.00; FURTHER, the aforesaid proposal is accepted without competitive bidding through the Qualification Based Selection Process (QBS), and such action is taken in accordance with Section 3.04.140.E.2.b of the Livonia Code of Ordinances, as amended; FURTHER, the Council does hereby authorize an expenditure in an amount not to exceed \$365,000.00 from funds budgeted in Account No: 592-158-034 (Water Main Project) for this purpose; and the City Engineer is hereby authorized to approve minor adjustments in the work as it becomes necessary but this authorization does not entitle the City Engineer to authorize any increase in the not to exceed amount or to contract with other parties.

#071-23 RESOLVED, that having considered a communication from the City Engineer, dated February 2, 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, the Council does hereby authorize and accept the quote of Joe Rotondo Construction Corp., 38807 Ann Arbor Road, Suite 2, Livonia, Michigan 48150, for completing all work required in connection with the 2023 Sidewalk Repair Program (Contract 23-G) by extending their Contract 22-G unit prices for Contract 23-G, with the exception of revised unit prices for bid items 1, 2, 3, 4, 5, 8, 9, 11, 20 and 23 (concrete sidewalk of various thickness of 4, 6 or 8-inches, along with 7-inch road pavement, removal and replacement of concrete curb and gutter, placement of 6-inch ADA ramps consisting of 4' x 2' or 5' x 2' inserts), removal of 4" – 6" sidewalk or approach, placement of 4" – 6" concrete sidewalk with integral curb and adjustment of sanitary structure) and agreed upon Inspector Days of 110 based upon the Engineering Division's estimate of units involved and subject to a final payment based upon the actual units completed in accordance with the unit prices accepted herein, for a total amount not to exceed \$990,113.92, which includes a 10% Administrative Fee (\$88,646.72), the Contract amount of \$886,467.20, and the saw cutting portion of the project (\$15,000.00), which will be handled by and paid to Precision Concrete, Inc., as set forth below; FURTHER, such action is taken without competitive bidding for the reasons that A) concrete material prices have risen rapidly and this bid largely protects the City from such increases; B) information from other communities' bidding procedures indicates that these prices are favorable for the City, and C) the Rotondo firm is a local contractor and has completed concrete repairs for the City of Livonia over the past several years, including the Sidewalk Programs from 2006 through 2011 and 2013 through 2022, such that there are ample reasons to waive competitive bidding under Code of Ordinances Section 3.04.140E3; FURTHER, the

Council does hereby authorize a payment in an amount not to exceed \$15,000.00 to Precision Concrete Inc., 1896 Goldeneye Drive, Holland, Michigan 49424 for the saw cutting portion of the contract; FURTHER, the Council does hereby authorize an advance in the amount of \$164,798.26 (single lot assessments portion of the program) from the Road, Sidewalk and Tree Fund, provided that this fund be reimbursed from that portion of the project which is to be financed by special assessment at such time as funds are subsequently received from the payment of bills and assessments by affected property owners; FURTHER, the Council does hereby authorize an expenditure in the amount of \$9,842.00 from funds budgeted in Account No. 202-451-977-010 (Major Road – Distributed Sidewalk Cost) and \$119,704.25 from funds budgeted in Account No. 203-451-977-010 (Local Road- Distributed Sidewalk Cost) to cover the costs related to the construction or reconstruction of handicap ramps at major and local roads; FURTHER, the Council does hereby authorize an expenditure in the amount of \$18,803.30 from the Unexpended Fund Balance of the Water and Sewer Fund for sidewalk work adjacent to and including water and sewer structure repairs; FURTHER, the Council does hereby authorize an expenditure in the amount of \$450,000.00 to repair sidewalks heaved by tree roots from funds budgeted in the Road, Sidewalk and Tree Fund (Account No. 204-441-977-010 Distributed Sidewalk Cost) for the 2023 Sidewalk Repairs; FURTHER, the Council does hereby authorize an additional appropriation and expenditure in the amount of \$211,966.11 from Account No: 204-463-974-200 (Non-Motorized Path) for this purpose; and the City Engineer is hereby authorized to approve minor adjustments in the work as it becomes necessary but this authorization does not entitle the City Engineer to authorize any increase in the not to exceed amount or to contract with other parties; and the Mayor and City Clerk are hereby authorized to execute a contract for and on behalf of the City of Livonia with the aforesaid bidder and to do all other things necessary or incidental to the full performance of this resolution.

A roll call vote was taken on the foregoing resolutions with the following result:

AYES: McCullough, McIntyre, Toy, Bahr, Donovic, Morgan, and Jolly

NAYS: None

On a motion by Councilmember McCullough, supported by Councilmember McIntyre, and unanimously adopted it was:

#072-23 RESOLVED, that pursuant to the provisions of Section 5, Chapter VIII of the Charter of the City of Livonia, and based upon the appointment of the Mayor, dated February 10, 2023, the Council does