

**OSCODA TOWNSHIP  
REGULAR BOARD MEETING  
AGENDA & NOTICE  
October 23, 2017 - 7:00 P.M.  
Robert J. Parks Library Conference Room  
6010 N. Skeel Ave  
Oscoda, MI 48750  
(989)739-9581**

Posted Date: \_\_\_\_\_

Press Notification Date: \_\_\_\_\_

Posted by: \_\_\_\_\_

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**AGENDA ADDITIONS**

**PUBLIC COMMENTS:** (Please fill out a comment card and submit to the Superintendent – you have 4 minutes to speak)

**CONSENT AGENDA:**

**Approval of Minutes:**

1. Regular Meeting Minutes – September 25, 2017
2. Work Session Minutes – October 6, 2017
3. Regular Meeting Minutes – October 9, 2017
4. Closed Session Meeting Minutes – October 9, 2017
5. Work Session Meeting Minutes – October 11, 2017

**Finance:**

1. Payment of Bills – **Total - \$73,180.57**
  - a. Prepaid - October 17, 2017 - \$19,395.04
  - b. Check Run – October 24, 2017 - \$53,785.53

**Reports:**

1. **Superintendent** ----- Stalker
  - a. Superintendent Report Preparation Timeline
  - b. Old Orchard Park Boat Launch Project
  - c. Uniform Traffic Code Update

**SUB COMMITTEE REPORTS AND PROJECT UPDATES: (As Available)**

1.

**REPORTS:**

1. **Superintendent** ----- Stalker
  - a. Budget Work Session Recap/Confirmation
  - b. Budget Work Session - Schedule
  - c. PEG Channel/MICTV
  - d. Township Engineer Selection Process
2. **Community Development Coordinator** ----- Richards
  - a. Warrior Pavilion Floor Covering Replacement
  - b. USDA/Pre-Application Submission Review
  - c. RFQ&P/Parks

**RESOLUTIONS AND ORDINANCES:**

1. Ordinance No. 2017-260 RE: Medical Marijuana (1<sup>st</sup> Reading/Publication and/or Consider Public Hearing)

**OTHER:**

1. Iosco County Ambulance Response Data

**PUBLIC COMMENTS:**

**BOARD COMMENTS:**

**INFORMATIONAL:**

1. Fire Department Activity Report-September 2017

# Charter Township of Oscoda Regular Board Meeting Minutes

**September 25, 2017**

**Call to Order** – Ms. McGuire called the meeting to order at 7:02 p.m. at the Robert J. Parks Library located at 6010 North Skeel Avenue, Oscoda Michigan 48750.

**Pledge of Allegiance** – All said the Pledge of Allegiance.

**Roll Call** – Present: Mr. Baier, Mr. Cummings, Mr. Gayeski, Ms. McGuire, Mr. Nordeen, Mr. Palmer  
Absent: Mr. Weed

**Chairperson Appointment** – Mr. Cummings supported a motion by Mr. Gayeski to appoint Ms. McGuire as the chairperson for the meeting.

ALL YEAS

MOTION CARRIED

**Agenda Additions** – None

**Adoption of Agenda** – Ms. McGuire asked for a voice vote to approve the agenda.

ALL YEAS

MOTION CARRIED

**Public Comment** – None

**Consent Agenda** – Approval of Minutes, Finance in the amount of \$77,829.56, and Reports. Mr. Baier supported a motion by Mr. Palmer to approve the Consent Agenda as presented.

ALL YEAS

MOTION CARRIED

Mr. Baier inquired about the turnout and feedback relative to the drop off refuse collection program. Mr. Gayeski asked how many dumpsters were used. And Mr. Palmer suggested considering increasing the fee for users that make multiple trips.

## Sub Committee Reports and Project Updates

**Community Center Advisory Workgroup** – Mr. Cummings noted that a quorum was not obtained at meeting scheduled on September 21, 2017. Mr. Cummings also discussed the preliminary results of the survey that was recently conducted.

**Restoration Advisory Board** – Mr. Cummings gave an overview of what took place at the most recent RAB meeting on September 19, 2017. Mr. Cummings also noted that the next RAB meeting was scheduled for November 1, 2017.

**Iosco Exploration Trail** – Mr. Palmer notified the Board and the public that the fundraiser dinner had been postponed until the spring of 2018.

**Develop Iosco** – Mr. Cummings mentioned that the Showcase Iosco event was scheduled to take place on October 14, 2017 from 11 a.m. to 3 p.m. in the Tawas Area Schools gymnasium.

## **Superintendent's Report**

**Huron Pines Proposal-Sunrise Park Invasive Species Treatment** – Mr. Cummings supported a motion by Mr. Baier to go ahead with this and thank Huron Pines for getting involved and providing the “lion’s share” of the money.

ALL YEAS

MOTION CARRIED

Mr. Gayeski asked if any other Township properties were evaluated for invasive plant species and noted his concern for Riverbank Park.

**Professional Services Contract Expirations - Auditing** – Mr. Gayeski supported a motion by Ms. McGuire to try to negotiate with Stephenson & Co. for a new two-year contract with a two-year extension.

ALL YEAS

MOTION CARRIED

There was general discussion about the satisfactory level of services received over the life of the current contract. There was also discussion about the method of, and level of response to, past requests for proposals. ~~Mr. Baier recalled receiving multiple bids for auditing services with some of companies being located a relatively great distance away.~~ **Mr. Baier recalled receiving multiple bids for auditing services in the past. He suggested that the Board continuing to select the same company, despite that company having a high bid, may be a cause for receiving fewer bids in subsequent requests for bids.**

**Professional Services Contract Expirations - Assessing** – Mr. Palmer supported a motion by Mr. Baier to go ahead with Northern Assessing for another two-year contract with a two-year extension.

ALL YEAS

MOTION CARRIED

There was general discussion about the satisfactory level of services received over the life of this current contract as well. There was also discussion about the level of response to past requests for proposals.

**Budget Work Session Meeting Schedule** – Ms. McGuire supported a motion by Mr. Cummings to schedule budget work session meeting on October 11, 2017 at 3:00 p.m.

ALL YEAS

MOTION CARRIED

There was general discussion about the logistics relating to scheduling the work session.

**Utility Billing Resignation Date/New Hire Placeholder** – Mr. Palmer supported a motion by Mr. Cummings to extend Hannah's resignation to October 30, 2017.

ALL YEAS

MOTION CARRIED

Mr. Cummings inquired as to how many applications had been received and how many interviews had been conducted. Mr. Stalker indicated that there had been four interviews and that about 15 to 20 applications had been received. Mr. Palmer voiced his interest in receiving a proposal from F&V Operations about the position becoming a contracted one.

**Township Hall Improvement Schedule Compilation** – No action required.

Mr. Baier asked questions about the formatting of the list and whether the Police and Fire Departments had been considered.

## **Community Development Coordinator's Report**

**Aune Medical/Veterans Administration** – No action required.

**MEDC/Redevelopment Ready Communities (RRC)** – No action required.

Mr. Gayeski asked if this program would cover the whole DDA district or just the downtown. Ms. Richards indicated that it would. Mr. Palmer voiced his support for the program and suggested that more individuals be trained in the program.

## **Resolutions and Ordinances**

**Medical Marijuana Draft Ordinance Presentation** – Mr. Palmer supported a motion by Mr. Baier to table this decision until the Board is fully present.

ALL YEAS

MOTION CARRIED

Mr. Baier asked if AuSable Township position and ordinance on this subject had been considered in the process. Mr. Robert Tasior (a member of the Planning Commission) indicated that those factors had been considered. Mr. Nordeen asked whether the Planning Commission had completed the application for a license. Mr. Palmer stated that the Planning Commission had put that on hold pending a decision from the Township Board. Mr. Baier asked about a deadline for this decision. It was indicated that early December is the ideal time to have a decision made. Mr. Baier went on to suggest tabling the issue due the absence of Mr. Weed.

**Resolution No. 2017-20 RE: Authorizing the Charter Township of Oscoda to Participate in the MEDC Redevelopment Ready Communities Program** – Mr. Palmer supported a motion by Mr. Gayeski to approve Resolution 2017-20.

ALL YEAS

MOTION CARRIED

**Public Comment** – Mr. Mark Miller re: Technology Action Plan and Develop losco

**Board and Staff Comments** – None

**Enter Closed Session** – Mr. Palmer supported a motion by Mr. Gayeski to go into closed session to consider the purchase of real property.

ALL YEAS

MOTION CARRIED

**Exit Closed Session** – Mr. Palmer supported a motion by Mr. Gayeski to exit closed session at 8:50 p.m.

ALL YEAS

MOTION CARRIED

**Adjourn** – Mr. Cummings made a motion to adjourn at 8:51 p.m.

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John Nordeen  
Township Clerk

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Aaron Weed  
Township Supervisor

DRAFT

# Charter Township of Oscoda

## Work Session Minutes

**October 6, 2017**

**Call to Order** – Mr. Weed called the meeting to order at 9:08 a.m. at the Robert J. Parks Library located at 6010 North Skeel Avenue, Oscoda Michigan 48750.

**Roll Call** – Present: Mr. Gayeski, Mr. Nordeen, Mr. Palmer, Mr. Weed  
Staff Present: Ms. Richards, Mr. Stalker  
Absent: Mr. Baier, Mr. Cummings, Ms. McGuire

**Agenda Additions** – None

**Public Comment** – None

**Discuss October 9, 2017 Board Meeting Packet** – There was general discussion regarding the watermain extension, the assessing and auditing contracts, and the Oscoda Township Employees' Union letter of understanding. There was further discussion about the Township Hall roof replacement, Furtaw Field access agreement, and the proposed medical marijuana ordinance. There was also discussion about the Superintendent's performance evaluation, the Township website, and the Air Force's proposed granular activated carbon treatment facility location.

**Questions & Answers** – Mr. Gayeski asked if the proposed police patrol vehicle would be "road ready" upon purchase. Mr. Stalker indicated that the vehicle would need to be fitted with accessory equipment after purchasing the vehicle from the dealer.

**Consider Need for Follow Up/Additional Information** – Mr. Weed noted a change that needed to be made to the September 25, 2017 regular meeting minutes. Mr. Nordeen stated that he would make the change in time for the upcoming October 9, 2017 board meeting. Mr. Gayeski also suggested requesting that the Iosco County Road Commission perform additional tree trimming in the road right-of-way since the road commission was already working in the area. Mr. Stalker noted that he would pursue the idea. There was much discussion along with multiple requests for additional information regarding the Fleis & VandenBrink proposal for the Utility Billing clerk position. Mr. Stalker indicated that he would follow-up on these inquiries.

**Public Comment** – None

**Board and Staff Comments** – None



**Adjourn** – Mr. Weed adjourned the meeting at 10:40 a.m.

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John Nordeen  
Township Clerk

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Aaron Weed  
Township Supervisor

DRAFT

# Charter Township of Oscoda Regular Board Meeting Minutes

**October 9, 2017**

**Call to Order** – Mr. Weed called the meeting to order at 7:00 p.m. at the Robert J. Parks Library located at 6010 North Skeel Avenue, Oscoda Michigan 48750.

**Pledge of Allegiance** – All said the Pledge of Allegiance.

**Roll Call** – Present: Mr. Baier, Mr. Cummings, Mr. Gayeski, Mr. Nordeen, Mr. Palmer, Mr. Weed  
Absent: Ms. McGuire

**Agenda Additions** – None

**Adoption of Agenda** – Mr. Weed asked for a voice vote to approve the agenda.

ALL YEAS

MOTION CARRIED

**Public Comment** – Ms. Debra Dixel re: Medical Marijuana; Mr. Robert Tasior re: Budget items concerning planning commission; Ms. Judith Smith re: Certificate of appreciation; Ms. Cathy Wusterbarth re: Granulated activated carbon (GAC) treatment plant location and AKT Peerless update

**Presentation** – Mr. Dana McGrew, the Superintendent of Iosco Regional Educational Service Agency (IRESA), presented information about the career and technical education millage proposal. The proposal is on the ballot for the November 7, 2017 election. The proposal is for 0.65 mils for a ten-year period to fund the current programs as well as to fund the addition of a building trades program a teacher prep academy.

**Consent Agenda** – Approval of Minutes, Finance in the amount of \$249,320.86, and Reports. Mr. Cummings supported a motion by Mr. Baier to approve the Consent Agenda as with the proposed change to the minutes.

ALL YEAS

MOTION CARRIED

Mr. Baier suggested a change to the meeting minutes from the September 25, 2017 regular meeting. He suggested the change to clarify a point that he was trying to make at the previous meeting regarding the bidding process for auditing services. He noted that his point was not just that in the past that bids were received from a great distance away, but that the Township received numerous bids for auditing services in the past and the Board continuing to select the same company may be a cause for receiving fewer bids in subsequent requests for bids.

## **Sub Committee Reports and Project Updates**

**PFAS Water Contamination** – Mr. Weed informed the board that he had attended a recent Alpena County Intergovernmental Council meeting. At that meeting he spoke about PFAS contamination and will be speaking on the topic again in February. He noted that he is working toward bringing municipalities together concerning this topic.

**AKT Peerless** – Mr. Weed also provided an update regarding AKT Peerless, an environmental consulting firm hired by the Township. Mr. Weed gave an overview of the meetings that have taken place between the Township and AKT Peerless.

**Road and Sidewalk Advisory Committee** – Mr. Baier suggested offering thanks to the Iosco County Road Commission for sealcoating Blaine Street.

**Engineering Selection** – Mr. Palmer noted that four engineering firms had been interviewed.

**Planning Commission** – Mr. Palmer also mentioned the work that has been done regarding assimilating zoning districts.

## **Superintendent's Report**

**Assessing Service Contract Proposal** – Mr. Weed supported a motion by Mr. Palmer to accept renewal proposal from Northern Assessing Consultants subject to the development and execution of a contract agreement.

ALL YEAS

MOTION CARRIED

Mr. Palmer noted the yearly percentage increases of the proposal.

**Auditing Service Contract Proposal** – Mr. Baier supported a motion by Mr. Weed to go forward with Stephenson & Company for a new contract for auditing services.

ALL YEAS

MOTION CARRIED

Mr. Palmer again noted the yearly percentage increases of the proposal. Mr. Cummings asked about the need to enter a bidding process. Mr. Stalker indicated that there was not a need to request bids.

**Enter Recess** – Mr. Gayeski supported a motion by Mr. Weed to enter into a six-minute recess.

ALL YEAS

MOTION CARRIED

Mr. Weed suggested entering into a recess to consider the resume of a prospective employee. The Board had not previously seen the resume.

**Exit Recess** – Mr. Palmer supported a motion by Mr. Gayeski to exit the recess.

ALL YEAS

MOTION CARRIED

**Utility Billing Clerk Vacancy – Options to Address** – Mr. Palmer supported a motion by Mr. Gayeski to hire Robin Brown for the position of Utility Billing Clerk subject to pre-employment screening.

ALL YEAS

MOTION CARRIED

After discussion about whether to pursue hiring an employee or contracting for the position, consensus was garnered to go the route of hiring an employee.

**OTEU Letter of Understanding – Holiday Pay** – Mr. Cummings supported a motion by Mr. Baier to approve the Supervisor and Clerk to execute the letter of understanding.

ALL YEAS

MOTION CARRIED

Mr. Cummings, Mr. Weed, and Mr. Nordeen all voiced their concern over perceived ambiguity in the contract and the potential for claims of misunderstanding. Mr. Palmer noted his estimation of to what employees are generally amenable and his opinion of the letter of understanding.

## **Community Development Coordinator's Report**

**Township Hall Hip Roof Replacement** – Mr. Gayeski supported a motion by Mr. Palmer to accept the bid from Can.Do Contracting to do a shingle roof on the Township Hall.

ALL YEAS

MOTION CARRIED

Mr. Gayeski asked about the timeline of the bid process and how that related to the need of having the roof replaced in the current year. Mr. Baier and Mr. Palmer asked about the details regarding a metal roof. Mr. Palmer also noted the potential risk in waiting until the spring of 2018 to do the project. Mr. Weed and Mr. Palmer both voiced their support for the shingle roof option.

**Furtaw Field Access Agreement** – Mr. Baier supported a motion by Mr. Palmer to go ahead with the approval for the test wells on Furtaw Field.

ALL YEAS

MOTION CARRIED

Mr. Baier asked about the history behind the need for the test wells as well as what the wells would physically look like. Mr. Palmer asked about the timeframe of the need for the test wells. Ms. Richards noted that the wells would be removed when they are no longer needed. Mr. Nordeen asked about the boundaries of the location to which consent was being given.

## **Resolutions and Ordinances**

**Resolution 2017-20 RE: An Ordinance to Authorize and Regulate the Establishments of Medical Marihuana Facilities** – Mr. Weed supported a motion by Mr. Baier to go ahead with Resolution 2017-20.

ALL YEAS

MOTION CARRIED

There was discussion regarding the establishment of a process to following regarding the medical marihuana ordinance. The discussed process included comments by board member and a potential first reading of the ordinance at the next meeting. At the subsequent meeting there would be a public hearing. And finally, at the next meeting there would be a second reading of the ordinance and a vote by the Board. Mr. Palmer reiterated some steps in the process that had occurred previously. Mr. Palmer also noted recent changes regarding medical marihuana regulations.

## **Other**

**Superintendent Evaluation/Contract Extension** – Mr. Palmer supported a motion by Mr. Cummings to extend Mr. Stalker's contract for one year.

ALL YEAS

MOTION CARRIED

**Website Development and Enhancement** – No action required.

Mr. Cummings noted his intent to spur action on this topic and expressed some of his thoughts and observations regarding the Township's website. He also asked the other board members to give the topic consideration.

**Patrol Vehicle Purchase Recommendation** – Mr. Palmer supported a motion by Mr. Gayeski to buy the new police vehicle and purchase it through Zubek Ford for \$28,972.00.

YEAS – Mr. Palmer, Mr. Baier, Mr. Cummings, Mr. Gayeski, Mr. Nordeen  
NAYS – Mr. Weed  
MOTION CARRIED

Mr. Gayeski asked about the road readiness of the vehicle upon receipt from the dealership. Mr. Stalker indicated that the vehicle would need some modifications to make it a suitable patrol vehicle after receipt from the dealership.

**AF Response – Proposed GAC Plant Location** – Mr. Palmer supported a motion by Mr. Cummings to write a letter to the Air Force requesting options for alternate GAC Plant locations pending gauging the Air Force's interest in storm sewer lease for previously recommended Airport Authority property.

ALL YEAS  
MOTION CARRIED

Mr. Weed expressed his desire for the Air Force to propose alternate locations. The merits of groundwater re-injection versus the use of the storm water system were discussed.

**Wurtsmith Rezoning-Request for Input** – No action required.

Mr. Weed and Mr. Nordeen voiced their support for the rezoning. There was specific mention that the historic nature of the Wurtsmith district be preserved.

**Clerical Assistant Resignation** – Mr. Palmer supported a motion by Mr. Weed to accept the resignation with great gratitude to the individual and her work that she has done over the years.

ALL YEAS  
MOTION CARRIED

Mr. Baier inquired about the timeframe and if there would be time to hire a replacement without a lag. Mr. Stalker noted that there is some concern about that idea.

**Public Comment** – Mr. Robert Tasiar re: Suggested Michigan Association of Planning membership, Ms. Cathy Wusterbarth re: AKT Peerless, Restoration Advisory Board (RAB), and the Superintendent evaluation

**Board and Staff Comments** – Mr. Stalker re: Appreciation for contract extension; Mr. Cummings re: Upcoming Develop Iosco meeting on October 12, 2017, Upcoming Michigan Department of Health and Human Services (MDHHS) Community Engagement Group meeting December 6, 2017 from 1 p.m. to 3 p.m., Upcoming Oscoda Community Center subcommittee meeting on October 26, 2017 from 10 a.m. to 11 a.m., and the Township's haunted house; Mr. Nordeen re: October 10, 2017 is the last day to register to vote for the November 7, 2017 election, Absentee ballots are available in the Clerk's office; Mr. Palmer re: Upcoming Iosco Exploration Trail meeting on October 12, 2017; Mr. Weed re: Michigan Association of Planning

**Enter Closed Session** – Mr. Gayeski supported a motion by Mr. Cummings to go into closed session with Mr. Stalker, since he has pertinent information, to consider the purchase of real property.

ALL YEAS

MOTION CARRIED

**Exit Closed Session** – Mr. Palmer supported a motion by Mr. Nordeen to exit closed session at 9:58 p.m.

ALL YEAS

MOTION CARRIED

**Adjourn** – Mr. Palmer made a motion to adjourn at 9:59 p.m.

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John Nordeen  
Township Clerk

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Aaron Weed  
Township Supervisor

# Charter Township of Oscoda

## Work Session Minutes

**October 11, 2017**

**Call to Order** – Mr. Weed called the meeting to order at 3:02 p.m. at the Robert J. Parks Library located at 6010 North Skeel Avenue, Oscoda Michigan 48750.

**Roll Call** – Present: Mr. Baier, Mr. Cummings, Mr. Gayeski, Ms. McGuire, Mr. Nordeen, Mr. Palmer, Mr. Weed  
Staff Present: Ms. Richards, Mr. Stalker  
Absent: None

**Agenda Additions** – None

**Public Comment** – None

**Purpose of Work Session** – Topic was discussed at the September 20, 2017 meeting.

**Discuss Various Topics & Issues (as Needed)** – To start, there was a brief overview of the previous budget work session meeting. The first topic discussed was the suggestion of a waiver of boat launch fees for disabled veterans. The next topics discussed were a follow-up to previous Oscoda Community Center management structure discussions and the possibility and costs of providing internet service at Old Orchard Park. The scheduled work hours for the Zoning Administrator and Code Compliance Officer were discussed at great length. The meeting concluded with discussion on the topics of shared services, Fleis & VandenBrink's operation of the Township's water and sewer systems, and a uniform traffic code.

**FY 2018 Draft Budget and CIP Review** – Topic was discussed at the September 20, 2017 meeting.

**Budget Modification Assessment** – To be discussed at a future meeting.

**Develop Consensus and Provide Direction** – To be discussed at a future meeting.

**Public Comment** – None

**Board and Staff Comments** – None



**Adjourn** – Mr. Weed adjourned the meeting at 6:02 p.m.

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John Nordeen  
Township Clerk

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Aaron Weed  
Township Supervisor

DRAFT

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL/UNALLOCATED							
Dept 000							
101-000-283.100	DEPOSITS PAYABLE	DANIELLE PATERSON	REFUND DEPOSIT WAR/NELSON/6/9/17	10122017	10/17/17	250.00	31744
Total For Dept 000						250.00	
Dept 253 TREASURER							
101-253-860.000	MILEAGE ALLOW/TRANSPORT	JAIMIE MCGUIRE	FALL CONFERENCE MILEAGE REIMBURSEME	10172017	10/17/17	176.55	31750
Total For Dept 253 TREASURER						176.55	
Dept 262 ELECTIONS							
101-262-725.000	FEES & PER DIEM (NON-FICA)	ARNOLD LERICHE JR	ELECTION TRAINING SEPT 2017	ALERICHE	10/17/17	30.00	31739
101-262-725.000	FEES & PER DIEM (NON-FICA)	DEBORAH MARTIN	ELECTION TRAINING SEPT 2017	DMARTIN	10/17/17	30.00	31745
101-262-725.000	FEES & PER DIEM (NON-FICA)	DEE CUNNINGHAM	ELECTION TRAINING SEPT 2017	DCUNNINGHAM	10/17/17	30.00	31746
101-262-725.000	FEES & PER DIEM (NON-FICA)	EDWARD DAVID	ELECTION TRAINING SEPT 2017	EDAVIS	10/17/17	30.00	31748
101-262-725.000	FEES & PER DIEM (NON-FICA)	FRED PHILLIPS	ELECTION TRAINING SEPT 2017	FPHILLIPS	10/17/17	30.00	31749
101-262-725.000	FEES & PER DIEM (NON-FICA)	JANET BURKE	ELECTION TRAINING SEPT 2017	JBURKE	10/17/17	30.00	31751
101-262-725.000	FEES & PER DIEM (NON-FICA)	JANET SCHENK	ELECTION TRAINING SEPT 2017	JSCHENK	10/17/17	30.00	31752
101-262-725.000	FEES & PER DIEM (NON-FICA)	JO AN NINK	ELECTION TRAINING SEPT 2017	JNINK	10/17/17	30.00	31753
101-262-725.000	FEES & PER DIEM (NON-FICA)	LOIS SAWIELSKI	ELECTION TRAINING SEPT 2017	LSAWIELSKI	10/17/17	30.00	31754
101-262-725.000	FEES & PER DIEM (NON-FICA)	MARK LEE	ELECTION TRAINING SEPT 2017	MLEE	10/17/17	30.00	31755
101-262-725.000	FEES & PER DIEM (NON-FICA)	MARY MURAWA	ELECTION TRAINING SEPT 2017	MMURAWA	10/17/17	30.00	31756
101-262-725.000	FEES & PER DIEM (NON-FICA)	MARY REITLER	ELECTION TRAINING SEPT 2017	MREITLER	10/17/17	30.00	31757
101-262-725.000	FEES & PER DIEM (NON-FICA)	PATTI KOENIG	ELECTION TRAINING SEPT 2017	PKOENIG	10/17/17	30.00	31759
101-262-725.000	FEES & PER DIEM (NON-FICA)	SHARLYNN PROULX	ELECTION TRAINING SEPT 2017	SPROULX	10/17/17	30.00	31760
101-262-725.000	FEES & PER DIEM (NON-FICA)	THERESA RUDOWSKI	ELECTION TRAINING SEPT 2017	TRUDOWSKI	10/17/17	30.00	31761
101-262-725.000	FEES & PER DIEM (NON-FICA)	VIVIAN BRUNK	ELECTION TRAINING SEPT 2017	VBRUNK	10/17/17	30.00	31762
Total For Dept 262 ELECTIONS						480.00	
Dept 265 TOWNSHIP HALL & GROUNDS							
101-265-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	6703 N PERIMETER	201182902673	10/25/17	71.18	31740
101-265-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	415 N LAKE ST	202339756972	10/25/17	249.72	31740
101-265-922.000	UTILITIES - GAS	DTE ENERGY	110 S STATE ST	100217 40865	10/24/17	112.79	31747
101-265-923.000	UTILITIES - WATER	OSCODA SEWER & WATER	8/25/17 - 09/25/17	09252017	10/25/17	103.97	31758
Total For Dept 265 TOWNSHIP HALL & GROUNDS						537.66	
Dept 299 UNALLOCATED							
101-299-880.000	COMMUNITY PROMOTION	CONSUMERS ENERGY	102 EVERGREEN	205543492550	10/25/17	33.47	31740
101-299-880.000	COMMUNITY PROMOTION	CONSUMERS ENERGY	104 W DWIGHT	202962692610	10/26/17	219.84	31740
101-299-926.000	STREET LIGHTS	CONSUMERS ENERGY	106 N STATE	204475583721	10/25/17	23.42	31740
101-299-926.000	STREET LIGHTS	CONSUMERS ENERGY	300 STATE ST SW	204475583723	10/25/17	81.75	31740
101-299-926.000	STREET LIGHTS	CONSUMERS ENERGY	112 W RIVER RD	203941636524	10/25/17	36.97	31740
101-299-926.000	STREET LIGHTS	CONSUMERS ENERGY	5230 N US 23	201005211369	10/25/17	53.71	31740
101-299-926.000	STREET LIGHTS	CONSUMERS ENERGY	109 E RIVER	204386623986	10/26/17	45.21	31740
101-299-926.000	STREET LIGHTS	CONSUMERS ENERGY	105 N LAKE ST	201360869115	10/26/17	38.95	31740
Total For Dept 299 UNALLOCATED						533.32	
Dept 751 PARKS & RECREATION							
101-751-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	304 E RIVER RD	204920571624	11/01/17	185.58	31740
101-751-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	3921 E PERIMETER RD	201182902671	10/25/17	67.26	31740
101-751-922.000	UTILITIES - GAS	DTE ENERGY	300 W RIVER RD	092817 43	10/23/17	21.15	31747
101-751-923.000	UTILITIES - WATER	OSCODA SEWER & WATER	8/25/17 - 09/25/17	09252017	10/25/17	146.36	31758
Total For Dept 751 PARKS & RECREATION						420.35	
Dept 753 FOOTE SITE PARK							
101-753-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	1695 E RIVER RD	204742574929	10/26/17	75.49	31740

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL/UNALLOCATED							
Dept 753 FOOTE SITE PARK							
Total For Dept 753 FOOTE SITE PARK						75.49	
Dept 754 KEN RATLIFF PARK							
101-754-923.000	UTILITIES - WATER	OSCODA SEWER & WATER	8/25/17 - 09/25/17	09252017	10/25/17	53.96	31758
Total For Dept 754 KEN RATLIFF PARK						53.96	
Total For Fund 101 GENERAL/UNALLOCATED						2,527.33	
Fund 236 PROP OPER & MNTNCE							
Dept 269							
236-269-921.000	UTILITIES - ELECTRIC	CONSUMERS ENERGY	5700 GEORGIA DRIVE	202784701008	10/25/17	23.67	31740
236-269-921.000	UTILITIES - ELECTRIC	CONSUMERS ENERGY	4000 SKEEL AVE	201182902676	10/25/17	144.26	31740
236-269-921.000	UTILITIES - ELECTRIC	CONSUMERS ENERGY	4140 CALIFORNIA ST	206344279147	10/25/17	24.91	31740
236-269-922.000	UTILITIES - GAS	DTE ENERGY	4140 CALIFORNIA ST	092817 59561	10/24/17	16.36	31747
236-269-922.000	UTILITIES - GAS	DTE ENERGY	4051 ARROW ST	092817 0	10/24/17	17.26	31747
236-269-923.000	UTILITIES - WATER/SEWER	OSCODA SEWER & WATER	8/25/17 - 09/25/17	09252017	10/25/17	65.02	31758
Total For Dept 269						291.48	
Dept 271 PROPERTY O & M AUNE							
236-271-921.000	UTILITIES-ELECTRIC-AUNE	CONSUMERS ENERGY	5671 N SKEEL AVE	201005210347	10/25/17	8,898.18	31740
236-271-922.000	UTILITIES-GAS-AUNE	DTE ENERGY	5671 N SKEEL AVE	092817 4992	10/24/17	17.26	31747
236-271-922.000	UTILITIES-GAS-AUNE	DTE ENERGY	5671 N SKEEL AVE APT 1842	092817 15932	10/24/17	193.43	31747
236-271-923.000	UTILITIES-WTR/SWR-AUNE	OSCODA SEWER & WATER	8/25/17 - 09/25/17	09252017	10/25/17	886.71	31758
Total For Dept 271 PROPERTY O & M AUNE						9,995.58	
Total For Fund 236 PROP OPER & MNTNCE						10,287.06	
Fund 271 LIBRARY							
Dept 000							
271-000-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	6010 N SKEEL AVE	201182902677	10/25/17	536.25	31740
271-000-922.000	UTILITIES - GAS	DTE ENERGY	6010 N SKEEL AVE BLDG 418	092817 6549	10/24/17	18.83	31747
271-000-923.000	UTILITIES - WATER/SEWER	OSCODA SEWER & WATER	8/25/17 - 09/25/17	09252017	10/25/17	66.91	31758
Total For Dept 000						621.99	
Total For Fund 271 LIBRARY						621.99	
Fund 508 OSCODA COMMUNITY CENTER							
Dept 000							
508-000-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	4071 ARROW ST	201005210390	10/25/17	406.55	31740
508-000-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	4071 ARROW #2	206611223907	10/25/17	96.50	31740
508-000-922.000	UTILITIES - HEAT	DTE ENERGY	4071 ARROW ST	092817 87178	10/24/17	17.26	31747
508-000-923.000	UTILITIES - WATER/SEWER	OSCODA SEWER & WATER	8/25/17 - 09/25/17	09252017	10/25/17	85.81	31758
Total For Dept 000						606.12	
Total For Fund 508 OSCODA COMMUNITY CENTER						606.12	
Fund 509 OLD ORCHARD PARK							
Dept 000							
509-000-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	837 E RIVER RD	601010698544	11/01/17	395.83	31740
509-000-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	791 E RIVER RD	601010698545	11/01/17	522.28	31740
509-000-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	889 E RIVER RD	204742574926	10/26/17	379.25	31740
509-000-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	635 W RIVER RD	205187544715	10/26/17	135.07	31740
509-000-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	681 W RIVER RD	205187544716	10/26/17	7.93	31740
509-000-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	1001 E RIVER RD	204742574927	10/26/17	692.73	31740
509-000-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	1249 E RIVER RD	204742574928	10/26/17	273.08	31740

INVOICE GL DISTRIBUTION REPORT FOR OSCODA TOWNSHIP  
 EXP CHECK RUN DATES 10/17/2017 - 10/17/2017  
 BOTH JOURNALIZED AND UNJOURNALIZED PAID  
 BANK CODE: GEN

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 509 OLD ORCHARD PARK							
Dept 000							
509-000-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	1041 E RIVER RD	205543498397	10/25/17	201.66	31740
509-000-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	745 E RIVER RD	205543498399	10/25/17	1,777.23	31740
Total For Dept 000						4,385.06	
Total For Fund 509 OLD ORCHARD PARK						4,385.06	
Fund 590 SEWER							
Dept 000							
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	4367 BUDZIAK	202517743639	10/25/17	30.73	31740
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	6363 SWICE RD	202339756973	10/25/17	23.42	31740
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	4466 MCNICHOL AVE	201005210382	10/25/17	49.40	31740
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	4181 FOREST RD	201182902639	10/25/17	46.26	31740
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	6197 N HOBAY CT	201182902643	10/25/17	25.90	31740
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	3525 E HUNT DR	201182902644	10/25/17	21.29	31740
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	5861 N MISSION ST	201182902668	10/25/17	28.51	31740
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	3930 PERIMETER RD	201182902672	10/25/17	32.95	31740
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	6250 N PRIDE RD	201182902675	10/25/17	26.56	31740
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	4451 F41	202428753912	10/25/17	53.57	31740
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	3941 BISSONETTE RD	206967059400	10/25/17	35.81	31740
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	4781 N COLORADO ST	202072789613	10/25/17	57.22	31740
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	5621 N IDAHO ST	201805794257	10/25/17	53.31	31740
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	210 OTTAWA CT	203585664953	10/25/17	71.71	31740
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	3782 CREW ST	207055928928	10/25/17	23.42	31740
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	421 W MICHIGAN	20158830458	10/26/17	49.91	31740
590-000-921.200	UTILITIES - ELECT DPW BUILI	CONSUMERS ENERGY	4499 MCNICHOL AVE	202339756974	10/25/17	277.85	31740
590-000-923.200	UTILITIES - WATER DPW BUILI	OSCODA SEWER & WATER	8/25/17 - 09/25/17	09252017	10/25/17	59.66	31758
Total For Dept 000						967.48	
Total For Fund 590 SEWER						967.48	

INVOICE GL DISTRIBUTION REPORT FOR OSCODA TOWNSHIP  
EXP CHECK RUN DATES 10/17/2017 - 10/17/2017  
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GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 101 GENERAL/UNALLOCATED			2,527.33	
			Fund 236 PROP OPER & MNTNCE			10,287.06	
			Fund 271 LIBRARY			621.99	
			Fund 508 OSCODA COMMUNITY CENTER			606.12	
			Fund 509 OLD ORCHARD PARK			4,385.06	
			Fund 590 SEWER			967.48	
Total For All Funds:						<hr/>	19,395.04

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL/UNALLOCATED							
Dept 172 SUPERINTENDENT							
101-172-726.000	SUPPLIES	QUILL CORPORATION	MESSAGE BOOK, FOLDERS	1526215	10/31/17	59.03	
101-172-726.000	SUPPLIES	QUILL CORPORATION	TONER	1560632	11/10/17	296.98	
101-172-726.000	SUPPLIES	VISA	CLERK/SUPERINTENDENT SUPPLIES & EQU	CLERK SEPT 17	10/28/17	109.96	
101-172-751.000	GASOLINE & OIL	GARY OIL COMPANY	SUPT/ZONING SEPT 2017	211438	10/31/17	79.68	
101-172-980.000	EQUIPMENT	VISA	CLERK/SUPERINTENDENT SUPPLIES & EQU	CLERK SEPT 17	10/28/17	65.81	
Total For Dept 172 SUPERINTENDENT						611.46	
Dept 207 POLICE							
101-207-726.000	SUPPLIES	QUILL CORPORATION	2018 CALENDARS	1300084	11/01/17	96.39	
101-207-751.000	GASOLINE & OIL	GARY OIL COMPANY	POLICE DEPARTMENT SEPT 2017	211442	10/31/17	2,038.32	
101-207-751.000	GASOLINE & OIL	JOHNSON AUTO SUPPLY, I	5W30	764291	10/31/17	316.08	
101-207-751.000	GASOLINE & OIL	VISA	SEPT POLICE VISA	POL2 VISA	10/28/17	99.83	
101-207-751.000	GASOLINE & OIL	VISA	SEPTEMBER POLICE VISA	POL1 SEPT	10/28/17	170.38	
101-207-761.000	CLOTHING CARE & ALLOWANCE	GALLS INCORPORATED	HOLSTER, MID RIDE BELT LOOP	8367032	10/31/17	107.69	
101-207-775.000	REPAIR & MAINTENANCE SUPPI	JOHNSON AUTO SUPPLY, I	ANTIFREEZE	764296	10/31/17	67.05	
101-207-900.000	PRINTING & PUBLISHING	IOSCO NEWS PRESS PUB C	500 CARDS MCNICHOL	302609921	10/27/17	44.00	
101-207-900.000	PRINTING & PUBLISHING	IOSCO NEWS PRESS PUB C	GRANT	99206088	10/31/17	65.34	
101-207-930.000	REPAIRS & MAINTENANCE	QUILL CORPORATION	MESH CHAIR	1218785	10/28/17	233.50	
101-207-930.000	REPAIRS & MAINTENANCE	QUILL CORPORATION	MESH CHAIR	1187391	10/31/17	86.48	
101-207-933.000	MAINTENANCE - VEHICLE	JOHNSON AUTO SUPPLY, I	CARLYLE BOOSTER PACK	763537	10/30/17	169.99	
101-207-933.000	MAINTENANCE - VEHICLE	SEVAN K, INC	POLICE CAR WASH 2017	09302017	10/31/17	49.00	
101-207-956.000	MISCELLANEOUS	VISA	SEPT POLICE VISA	POL2 VISA	10/28/17	367.64	
101-207-956.000	MISCELLANEOUS	VISA	SEPTEMBER POLICE VISA	POL1 SEPT	10/28/17	135.17	
101-207-980.000	EQUIPMENT	LEXIS NEXIS RISK SOLUT	SEPTEMBER 2017	1593757-20170930	10/31/17	208.66	
101-207-980.000	EQUIPMENT	VISA	SEPTEMBER POLICE VISA	POL1 SEPT	10/28/17	217.00	
Total For Dept 207 POLICE						4,472.52	
Dept 215 CLERK							
101-215-726.000	SUPPLIES	VISA	CLERK/SUPERINTENDENT SUPPLIES & EQU	CLERK SEPT 17	10/28/17	65.95	
101-215-960.000	CONFERENCE/EDUCATION/TRAIN	VISA	CLERK/SUPERINTENDENT SUPPLIES & EQU	CLERK SEPT 17	10/28/17	76.50	
101-215-980.000	EQUIPMENT	VISA	CLERK/SUPERINTENDENT SUPPLIES & EQU	CLERK SEPT 17	10/28/17	100.45	
Total For Dept 215 CLERK						242.90	
Dept 250 LAKEFRONT DISTRICT							
101-250-726.000	SUPPLIES	ELMER'S CRANE AND DOZE	KURE N SEAL	488484	11/10/17	267.00	
Total For Dept 250 LAKEFRONT DISTRICT						267.00	
Dept 265 TOWNSHIP HALL & GROUNDS							
101-265-726.000	SUPPLIES	JOHNSON AUTO SUPPLY, I	OIL DRY	764497	10/31/17	52.14	
101-265-726.000	SUPPLIES	JOHNSON AUTO SUPPLY, I	AIR BRAKE TUBING	763328	10/31/17	19.77	
101-265-751.000	GASOLINE & OIL	GARY OIL COMPANY	DPW SEPT 2017	211440	10/31/17	399.93	
101-265-775.000	REPAIR & MAINTENANCE SUPPI	FASTENAL COMPANY	BUTT CNCTR, LK SP NY DC	MITAW23011	10/29/17	55.65	
101-265-775.000	REPAIR & MAINTENANCE SUPPI	JOHNSON AUTO SUPPLY, I	ETCH REDUCER AND PRIMER	763928	10/31/17	227.48	
101-265-775.000	REPAIR & MAINTENANCE SUPPI	JOHNSON AUTO SUPPLY, I	FUSE PAC	764308	10/31/17	21.95	
101-265-775.000	REPAIR & MAINTENANCE SUPPI	JOHNSON AUTO SUPPLY, I	ANTIFREEZE	764296	10/31/17	67.05	
101-265-853.000	TELEPHONE	CHARTER COMMUNICATIONS	10/17/17 - 11/16/17	0074994100717	10/27/17	152.24	
101-265-930.000	REPAIRS & MAINTENANCE	MEDLER ELECTRIC COMPAN	ROTARY FAN SPEED, WHITE CEILING	S4225019.001	10/31/17	88.41	
101-265-930.000	REPAIRS & MAINTENANCE	MEDLER ELECTRIC COMPAN	PORC MED CLEAT LAMPHOLDER	S4222386.001	11/10/17	63.61	
101-265-930.000	REPAIRS & MAINTENANCE	VISA	CLERK/SUPERINTENDENT SUPPLIES & EQU	CLERK SEPT 17	10/28/17	68.89	
101-265-931.000	EQUIPMENT MAINTENANCE	JOHNSON AUTO SUPPLY, I	OIL FILTER	764551	10/31/17	24.98	
101-265-931.000	EQUIPMENT MAINTENANCE	JOHNSON AUTO SUPPLY, I	TRANS FLUID	763306	10/30/17	64.68	
101-265-931.000	EQUIPMENT MAINTENANCE	JOHNSON AUTO SUPPLY, I	AIR FILTER	763321	10/31/17	58.49	
101-265-933.000	MAINTENANCE - VEHICLE	JOHNSON AUTO SUPPLY, I	FUNNEL	762534	10/31/17	1.49	

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Fund 101 GENERAL/UNALLOCATED							
Dept 265 TOWNSHIP HALL & GROUNDS							
101-265-933.000	MAINTENANCE - VEHICLE	JOHNSON AUTO SUPPLY, I	JACK	764105	10/31/17	44.89	
Total For Dept 265 TOWNSHIP HALL & GROUNDS						1,411.65	
Dept 276 CEMETERY							
101-276-726.000	SUPPLIES	VISA	CONFERENCE, OOP	TREAS SEPT17	10/28/17	340.57	
101-276-751.000	GASOLINE & OIL	GARY OIL COMPANY	CEMETARY SEPT 2017	211439	10/31/17	166.63	
101-276-930.000	REPAIRS & MAINTENANCE	SCOTT SCOTT EXCAVATING	36 YDS DELIVERED TO CEMETARY	4710	10/31/17	720.00	
101-276-933.000	MAINTENANCE - VEHICLE	AUSABLE COLLISION & GL	REPLACE BACK WINDOW GLASS 1998 CHEV	5151920	10/31/17	255.00	
Total For Dept 276 CEMETERY						1,482.20	
Dept 299 UNALLOCATED							
101-299-726.100	SUPPLIES - COMPUTER	QUILL CORPORATION	TONER	1560632	11/10/17	339.98	
101-299-815.200	COPIER MAINTENANCE	ALEXANDER BUSINESS MAC	MONTHLY MAINT MX-M453	17559	10/31/17	145.00	
101-299-818.000	SOLID WASTE DISPOSAL	SUNRISE DISPOSAL	2ND DUMP DAY 2017	142006	10/31/17	3,010.00	
101-299-880.100	COMMUNITY PROMOTION - FIRE	OSCODA FIRST RESPONDER	3RD QUARTER 2017	09302017	10/31/17	1,434.47	
101-299-956.000	MISCELLANEOUS	PITNEY BOWES	INK AND ADHESIVE TAPE	1005406793	10/31/17	522.70	
101-299-956.000	MISCELLANEOUS	PITNEY BOWES	2 DELUXE CLEANING KITS	1005406794	10/31/17	91.98	
101-299-958.100	SPECIAL ASSESSMENT - PROPE	IOSCO COUNTY DRAIN COM	WHITNEY DRAIN	AT LARGE 2017	10/31/17	80.46	
101-299-958.100	SPECIAL ASSESSMENT - PROPE	IOSCO COUNTY DRAIN COM	AT LARGE LAKEWOOD SHORES	LAKEWOOD	10/31/17	2,000.00	
Total For Dept 299 UNALLOCATED						7,624.59	
Dept 336 FIRE DEPARTMENT							
101-336-751.000	GASOLINE & OIL	GARY OIL COMPANY	FIRE DEPT SEPT 2017	211436	10/31/17	67.35	
101-336-761.000	UNIFORMS	GALLS INCORPORATED	SHIELD BADGE, MACREGOR	8103632	10/31/17	73.49	
101-336-933.000	MAINTENANCE - VEHICLE	JOHNSON AUTO SUPPLY, I	BRAKE ROTOR	763042	10/31/17	46.99	
101-336-933.000	MAINTENANCE - VEHICLE	TIMMY TIRE INC	BOARD APPROVED	10032017	10/31/17	864.16	
Total For Dept 336 FIRE DEPARTMENT						1,051.99	
Dept 722 ZONING & PLANNING							
101-722-751.000	GASOLINE & OIL	GARY OIL COMPANY	SUPT/ZONING SEPT 2017	211438	10/31/17	27.86	
Total For Dept 722 ZONING & PLANNING						27.86	
Dept 751 PARKS & RECREATION							
101-751-751.000	GASOLINE & OIL	GARY OIL COMPANY	PARKS & REC SEPT 2017	211441	10/31/17	606.53	
101-751-853.000	TELEPHONE	CHARTER COMMUNICATIONS	10/17/17 - 11/16/17	0097045100717	10/27/17	99.98	
101-751-931.000	EQUIPMENT REPAIR	JOHNSON AUTO SUPPLY, I	HD 30 QUART	763989	10/31/17	102.96	
Total For Dept 751 PARKS & RECREATION						809.47	
Dept 753 FOOTE SITE PARK							
101-753-775.000	REPAIR & MAINT SUPPLIES	NORTH COAST LANDSCAPIN	2ND INSTALLMENT OCTOBER 2017	10232017	10/31/17	300.00	
Total For Dept 753 FOOTE SITE PARK						300.00	
Total For Fund 101 GENERAL/UNALLOCATED						18,301.64	
Fund 236 PROP OPER & MNTNCE							
Dept 266 PROPERTY O & M MAINTENANCE							
236-266-751.000	FUELS & CONSUMABLES	GARY OIL COMPANY	BASE SEPT 2017	211437	10/31/17	113.37	
236-266-801.000	PROFESSIONAL FEES	NORTH COAST LANDSCAPIN	2ND INSTALLMENT OCTOBER 2017	10232017	10/31/17	2,966.67	
Total For Dept 266 PROPERTY O & M MAINTENANCE						3,080.04	
Dept 271 PROPERTY O & M AUNE							
236-271-802.000	CONTRACTUAL SERVICES-AUNE	ALERT SERVICES	2ND INSTALLMENT OCTOBER 2017	10242017	10/31/17	1,150.00	
Total For Dept 271 PROPERTY O & M AUNE						1,150.00	

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Fund 236 PROP OPER & MNTNCE							
Total For Fund 236 PROP OPER & MNTNCE						4,230.04	
Fund 271 LIBRARY							
Dept 000							
271-000-730.000	BOOKS, PERIODICALS, VIDEOS	OSCODA PRESS	1 YEAR SUBSCRIPTION FOR LIBRARY	LIBRARY	10/31/17	57.00	
Total For Dept 000						57.00	
Total For Fund 271 LIBRARY						57.00	
Fund 508 OSCODA COMMUNITY CENTER							
Dept 000							
508-000-726.000	SUPPLIES	QUILL CORPORATION	COMMUNITY CENTER SUPPLIES	1187101	10/27/17	185.91	
508-000-726.000	SUPPLIES	QUILL CORPORATION	CUPS COMMUNITY CENTER	1217077	10/31/17	104.49	
508-000-900.000	PRINTING & PUBLISHING	TRULY YOURS	COMMUNITY CENTER RULES	14832	10/31/17	125.00	
Total For Dept 000						415.40	
Total For Fund 508 OSCODA COMMUNITY CENTER						415.40	
Fund 509 OLD ORCHARD PARK							
Dept 000							
509-000-728.000	RESALE PURCHASES	OSCODA PRESS NEWSPAPER	NEWSPAPERS FOR OOP	6845	10/31/17	66.15	
509-000-729.000	RESALE PURCHASES-TAXABLE	GREAT NORTH FOODS	MSU AND U OF M UTILITY LIGHTER	1234022	10/31/17	336.96	
509-000-751.000	GASOLINE & OIL	GARY OIL COMPANY	OOP SEPT 2017	211435	10/31/17	71.65	
509-000-751.000	GASOLINE & OIL	GARY OIL COMPANY	OOP GAS	U0301290	10/31/17	188.15	
509-000-751.000	GASOLINE & OIL	GARY OIL COMPANY	OOP GAS	U0301260	03/11/17	294.60	
509-000-780.000	RECREATION SUPPLIES	AL APSITIS	FOG MACHINES	HAUNTED	10/31/17	114.10	
509-000-780.000	RECREATION SUPPLIES	VISA	CONFERENCE, OOP	TREAS SEPT17	10/28/17	200.32	
509-000-930.000	REPAIRS & MAINTENANCE	EAGLE SUPPLY CO.	CAN LINERS, GLOVES	104684	10/31/17	142.80	
509-000-930.000	REPAIRS & MAINTENANCE	EASTERN SALES	TP JUMBO , PAPER TOWELS	3396	10/31/17	235.94	
509-000-931.000	REPAIRS/MAINTENANCE-EQUIP	ALEXANDER BUSINESS MAC	QUARTERLY MAINT AR-168D 11/07/17 -	17551	10/31/17	180.00	
509-000-931.000	REPAIRS/MAINTENANCE-EQUIP	MEDLER ELECTRIC COMPAN	MID R32W	84202140.001	10/31/17	312.82	
509-000-931.000	REPAIRS/MAINTENANCE-EQUIP	NORTHERN TRUCK REPAIR	OIL LEAK	16761	10/31/17	500.98	
509-000-931.000	REPAIRS/MAINTENANCE-EQUIP	NORTHERN TRUCK REPAIR	REPLACE DRIVE SHAFT	16760	10/31/17	518.36	
509-000-933.000	REPAIRS/MAINTENANCE-VEHIC	HART TIRE CENTER	MOUNT & BALANCE	95300	10/31/17	70.00	
509-000-933.000	REPAIRS/MAINTENANCE-VEHIC	JOHNSON AUTO SUPPLY, I	NEW WATER PUMP	764674	10/31/17	135.58	
509-000-956.000	MISCELLANEOUS	QUILL CORPORATION	TONER	1299384	11/01/17	234.98	
Total For Dept 000						3,603.39	
Total For Fund 509 OLD ORCHARD PARK						3,603.39	
Fund 590 SEWER							
Dept 000							
590-000-726.000	SUPPLIES	PSI PRINTING SYSTEMS	UTILITY BILLS	101468	10/31/17	193.71	
590-000-821.000	ENGINEERING FEES	SPICER GROUP	WASTEWATER MGT PLAN	188007	10/31/17	20,133.25	
590-000-933.000	MAINTENANCE - VEHICLE	ZUBEK MOTOR SALES	KIT NAME PLATE	174283	10/31/17	103.96	
Total For Dept 000						20,430.92	
Total For Fund 590 SEWER						20,430.92	
Fund 591 WATER							
Dept 000							
591-000-726.000	SUPPLIES	PSI PRINTING SYSTEMS	UTILITY BILLS	101468	10/31/17	236.76	
591-000-800.200	CONTRACTED SERVICES - TAP	HODGINS ASPHALT PAVING	CEDAR LAKE ROAD BEHIND KMART	23925	10/31/17	480.00	
591-000-800.200	CONTRACTED SERVICES - TAP	HODGINS ASPHALT PAVING	PAVING PATCHWORK	23924	10/31/17	4,280.00	
591-000-800.200	CONTRACTED SERVICES - TAP	IOSCO COUNTY ROAD COMM	HULL ISLAND MAIN BREAK	200055	10/31/17	650.38	



INVOICE GL DISTRIBUTION REPORT FOR OSCODA TOWNSHIP  
EXP CHECK RUN DATES 10/24/2017 - 10/24/2017  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GEN

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 591 WATER Dept 000 591-000-964.000	REFUNDS AND REBATES	SCOTT WILKERSON	REIMBURSEMENT FOR WATER CONNECTION	10182017	10/31/17	1,100.00	
			Total For Dept 000			6,747.14	
			Total For Fund 591 WATER			6,747.14	

INVOICE GL DISTRIBUTION REPORT FOR OSCODA TOWNSHIP  
EXP CHECK RUN DATES 10/24/2017 - 10/24/2017  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GEN

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 101 GENERAL/UNALLOCATED			18,301.64	
			Fund 236 PROP OPER & MNTNCE			4,230.04	
			Fund 271 LIBRARY			57.00	
			Fund 508 OSCODA COMMUNITY CENTER			415.40	
			Fund 509 OLD ORCHARD PARK			3,603.39	
			Fund 590 SEWER			20,430.92	
			Fund 591 WATER			6,747.14	
Total For All Funds:						<hr/>	53,785.53

**CHARTER TOWNSHIP OF OSCODA  
Superintendent's Report  
October 23, 2017**

**INFORMATION CONSENT ITEMS**

**SUPERINTENDENTS REPORT PREPARATION TIMELINE**

This report is being prepared more than one week prior to the October 23, 2017 board meeting due to a scheduled vacation. Accordingly, it may be necessary to address items that arise in the upcoming week on a verbal basis at our board meeting. In that event, we will try to get any relevant supporting information out to board members in advance.

**OLD ORCHARD PARK BOAT LAUNCH PROJECT**

Board members will find attached photographs of the Old Orchard Park Boat Launch project which is essentially complete at this time. I have received favorable feedback from staff regarding the final result; it would appear that the redesigned and enhanced launch facility will represent a significant upgrade for park patrons next year.

**UNIFORM TRAFFIC CODE UPDATE**

This item is intended to serve as a placeholder in the event statistics can be obtained from Iosco County prior to the board meeting as a request had been made for same. It has been suggested by the Court Magistrate that a meeting would be helpful in reviewing and explaining relevant documentation after it has been compiled. Accordingly, if the information is available for presentation I anticipate inquiring as to whether there are board members that would like to participate in such a discussion.

**ACTION ITEMS**

**BUDGET WORK SESSION RECAP/CONFIRMATION**

Per past practice I thought it advisable to confirm apparent consensus on various topics discussed at our October 11th budget work session. The topics and apparent discussion outcomes are as follows:

1. Boat Launch Fee Waiver — the fee schedule will be modified to allow for granting boat launch fee waivers to veterans with permanent and total disabilities. Annual stickers will be issued upon presentation of appropriate documentation. This waiver will apply to both residents and nonresidents.
  
2. Old Orchard Park Internet service – the Old Orchard Park Capital Improvement Fund for Fiscal Year 2018 will include an appropriation for extending internet service to the

registration and store buildings. Vendor options for providing the service will be evaluated in furtherance of completing the work next fiscal year. Confirmation will be sought from Consumers Energy that this initiative is acceptable.

3. Zoning Administrator and Code Compliance Officer Part-Time Hours – the part-time hours for our Zoning Administrator and Code Compliance Officer will be budgeted in Fiscal Year 2018 on 29 hour and 25 hour schedules, respectively, generally in keeping with the most recently approved schedule expansions (the Zoning Administrator had been approved at 28 hours per week).

4. Shared Service Cost/Overhead Charge Inclusion - the sample calculation utilized for establishing administrative and building infrastructure overhead charges was considered reasonable and a sound basis upon which to initiate discussions with Ausable Township. The intent will be to approach Ausable Township in the near future in furtherance of implementing the overhead charges in Fiscal Year 2019.

*Action: the Boards acknowledgment of the above summation as accurately reflecting work session discussion and consensus is being sought subject to any modifications considered appropriate.*

### **BUDGET WORK SESSION – SCHEDULE**

Although we made a significant dent in the agenda at our October 11<sup>th</sup> budget work session we did not complete discussion. One discussion topic involving website development and enhancement was not addressed in addition to consideration of the need to modify the budget document through various strategies. The question arises then as to whether an additional budget work session is necessary.

If budget modifications beyond those included in the work session recap immediately above are not considered necessary then an additional session is potentially not warranted. However, should the Board wish to convene another budget work session an appropriate timeframe appears to be October 30<sup>th</sup> through November 2<sup>nd</sup> as this is a “fifth Monday” week.

*Action: direction from the Board is sought as to necessity for an additional budget work session and, if the answer is affirmative, establishment of a specific date and time to meet.*

### **PEG CHANNEL/MICTV**

Board members will find attached two correspondence items from MICTV, the contract operator for our meeting broadcasts. In the first instance, it is indicated that a cost of less than \$2,000.00 will be incurred to install equipment at the Township Hall that will allow re-establishment of PEG channel broadcasts. The equipment will be installed in the break room and, I am advised, would allow for live PEG channel broadcasts. This scenario will require that our contract operator have unfettered access to the building. I

believe this point has been raised previously but wanted to ensure everyone was aware of the intent.

In the second instance a proposed operational budget for the upcoming fiscal year has been provided as intended to address a Township Board request. I have provided, for comparison purposes, the original budget submitted by our contractor. It is my intent to discuss the draft budget with our contractor in some detail so this should be considered an informational topic for the time being. However, should board members have questions or feedback please let me know as it could be helpful in facilitating discussion.

*Action: approval is sought to authorize installation of the cable drop and purchase of related equipment at the Township Hall so as to re-establish PEG channel broadcast capability.*

### **TOWNSHIP ENGINEER SELECTION STATUS**

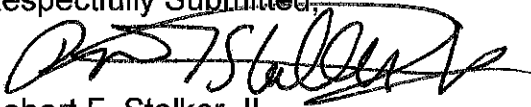
Board members will recall that the Township received four proposals to serve as the Township Engineer/Engineer of Record. Trustees Gayeski and Palmer offered to assist staff in conducting the evaluation and selection process. I would be remiss not to acknowledge their efforts as there were several meetings and a significant amount of time invested. It is important also to acknowledge that all participants presented themselves well and the selection process was made difficult based upon demonstrated qualifications and capabilities. In essence, there were no poor choices.

After reviewing proposals, interviews were scheduled and then references checked. In the final analysis, a conclusion was reached that Rowe Professional Services Company or Spicer Group should be considered as the Township Engineer with a small advantage being given to Rowe. This is based upon presentation of the most cost-effective hourly fee schedule (which one firm asked to keep confidential so fee schedules are not included in meeting materials), apparent willingness to accept a shared risk concept as outlined in the attached request for proposals solicitation and stated intent to expend significant effort in getting up to speed on Township needs and related infrastructure.

Given this scenario, the choice might be viewed as a trade-off between gaining a new perspective and fresh look versus institutional knowledge and an established track record in procurement of engineering services. Board members will find attached proposals from both firms for review and consideration.

*Action: given the above analysis and input, direction is sought from the board as to identification of a preferred engineering firm for purposes of pursuing establishment of a contract agreement. Such an agreement would then be presented to the Board in the future.*

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "R. F. Stalker, II". The signature is written in a cursive style with a large, sweeping initial "R".

Robert F. Stalker, II  
Township Superintendent

**OSCODA - OLD ORCHARD PARK  
2017 BOAT LAUNCH CONSTRUCTION  
10/12/17**



BEFORE



AFTER

**OSCODA - OLD ORCHARD PARK  
2017 BOAT LAUNCH CONSTRUCTION  
10/12/17**



BEFORE





**OSCODA - OLD ORCHARD PARK  
2017 BOAT LAUNCH CONSTRUCTION  
10/12/17**



BEFORE



AFTER

## Mark David

---

**From:** Jennifer Huebel <jhuebel@ioscocoounty.org>  
**Sent:** Wednesday, October 18, 2017 4:21 PM  
**To:** Mark David  
**Subject:** numbers

Mark,

Below are the numbers you have requested. Please let me know if you or Bob need anything additional. I will be out of the office tomorrow, Thursday, but I will have access to this email as well as my cell phone (989-820-0858) if you have any questions and I will be back in my office on Friday. The numbers below are the 1/3 share that the township would receive for the years had they collected on the following case types. Have a good evening.

Jen

2014:  
Drunk Driving: \$16,154.33  
Civil infractions: \$ 7,247.66  
Traffic misd: \$ 7,535.67  
Total: **\$30,937.66**

2015:  
Drunk Driving: \$13,036.67  
Civil infractions: \$ 3,361.67  
Traffic misd: \$ 6,092.00  
Total: **\$22,490.34**

2016:  
Drunk Driving: \$ 8,947.27  
Civil infractions: \$ 2,554.67  
Traffic misd: \$ 3,770.00  
Total: **\$15,271.87**

OUIL reimbursements:

2014: \$10,270.00  
2015: \$ 6,390.00  
2016: \$ 4,350.00

## **Robert Stalker**

---

**From:** J.D. Hock <info@mictv.org>  
**Sent:** Thursday, October 12, 2017 2:18 PM  
**To:** Robert Stalker  
**Subject:** Equipment requirements for Twp Hall TV Operations

I have spoken with Eric and to get the stations on the air at the Twp. Hall. We will require less than \$2000.00 to acquire 2 new computers and associated accessories for said computers. The rest of the equipment is currently in storage and will be put back in service as soon as we have approval and the line is dropped.

The actual cost of the computers will be known upon the ordering as pricing is quite dynamic.

Thank you sir.

Have a great day.

**J.D. Hock CCVS, CDVS**  
**Notary Public, State of Michigan, County of Iosco**  
**President, Karstine Ventures, LLC**  
**Vice President, Michigan Community Television, Inc.**  
**Co-Owner, Innovative Shorts Cinema and Digital Advertsing**  
**Associate, Dunbar Media Group**  
**Field Nation Verified Service Provider #263286**

**989-820-6301**

**3751 North U.S. 23**  
**Oscoda, MI 48750**

## **Robert Stalker**

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**From:** J.D. Hock <info@mictv.org>  
**Sent:** Thursday, October 12, 2017 2:15 PM  
**To:** Robert Stalker  
**Subject:** 2018 Budget Proposal for PEG Operations  
**Attachments:** miCTV 2018 Budget Proposal\_2017-10-12.docx

Hello sir. Here is our revised 2018 budget per Mr. Cummings request.

The details for the equipment required to get the PEG channels up and running at TWP hall, will be coming in a separate e-mail.

Have a great day!

**J.D. Hock CCVS, CDVS**  
**Notary Public, State of Michigan, County of Iosco**  
**President, Karstine Ventures, LLC**  
**Vice President, Michigan Community Television, Inc.**  
**Co-Owner, Innovative Shorts Cinema and Digital Advertsing**  
**Associate, Dunbar Media Group**  
**Field Nation Verified Service Provider #263286**

**989-820-6301**

**3751 North U.S. 23**  
**Oscoda, MI 48750**

## PROPOSED 2018 BUDGET FOR MICHIGAN COMMUNITY TELEVISION, INC.

**FROM:** MICHIGAN COMMUNITY TELEVISION, INC. - ERIC JOSEPH, PRESIDENT  
**TO:** CHARTER TOWNSHIP OF OSCODA - ATTN: ROBERT STALKER II, SUPERINTENDENT  
**Presented on:** Thursday, October 12<sup>th</sup>, 2017

### I. OVERVIEW

This document outlines the operating costs associated with running the Michigan Community Television, Inc. (miCTV) (Charter 190 & 188) TV station and broadcasting the Charter Township of Oscoda (Oscoda) regular board meetings (plus special meetings when requested by the board) via the Internet channel as well as on local cable television. The purpose of this document is to Propose a budget for the 2018 year to the Oscoda Township Board. It includes all figures agreed upon by miCTV's seven-member board to account for the current and potential future costs associated with running the PEG channel and Internet channel, producing the Regular Board Meetings, other special meetings, and common interest content covering all aspects of the P, E, and G for the public.

### II. BUDGET OUTLINE

The following four expense categories make up the miCTV 2018 operating budget.

- **Programming Budget** – All expenses related to acquiring and producing TV programs authorized by miCTV and Oscoda. These include all Oscoda Twp. Regular Board Meetings, MDEQ Meetings, and potentially some other non-government programs like parades and C.O.C. events. Each year, we will come up with a list of these programs for approval. This budget will also be used for purchasing content from other sources that can be aired on the PEG and PE channels.
- **Operations Budget** – All expenses related to the normal operations of the PEG cable channel and Internet stations. Programs need to be scheduled, rental equipment needs to be tracked, systems need to be verified operational and have routine maintenance/updates (Windows computers), etc. In addition, various office-type supplies and miscellaneous expenses will need to be purchased such as paper, ink, pens, pencils, Kleenex, trash bags, batteries, etc.
- **Capital Budget** – Pays for broadcast/production equipment and maintenance on said equipment owned by Oscoda and/or miCTV. **Pay close attention to this section below for items needed to continue current operations in the studio (library meeting room) as well as equip the “headend” to run on PEG 190 and 188.**
- **Fund Budget** – Money to be awarded to producers (decided by the seven member miCTV board) for the creation of public TV programs and content. This will be implemented to entice residents of Oscoda to bring their creativity to our station, while also providing education to youth and adults in the fields of broadcasting, filmmaking, and overall videography.

### III. DETAILS: PROGRAMMING BUDGET

The Programming Budget can be broken down into two categories: Locally Produced Content and Purchased Content. The first category includes all content approved and produced by miCTV and its affiliates by and for the local PEG and Internet stations. The second category includes all content we purchase from other sources for use on the PEG stations.

#### LOCALLY PRODUCED CONTENT

This list breaks down some local programs we have produced in the past along with their associated expenses:

<b>Description</b>	<b>Budget Items</b>	<b>Monthly</b>
<b>Oscoda Twp. Regular Board Meetings</b> – These meetings occur regularly, twice per month. This is the current primary production of miCTV and its affiliates – Erock Innovations, LLC and Karstine Ventures, LLC. <b>\$805/mtg.</b>	<ul style="list-style-type: none"> <li>• <u>Equipment Rental</u> (per meeting) Production company fees for equipment rental and usages. Cameras - \$500 Studio Equip. - \$0 (assuming purchase)</li> <li>• <u>Crew Compensation</u> (per meeting) Director/Producer/Engineer - \$90 Graphics Creator - \$30 Audio/Web Management - \$65 Graphics Operator - \$40 Camera 1 - \$40 Camera 2 - \$40</li> </ul>	<b>\$1,610</b>
<b>Special Interest Productions</b> – Any other event or program that Oscoda wants us to produce. An example of this type of production would MDEQ/MDHHS/Fish/Water Contamination Meetings. <b>Approximately 36 hours of production time.</b>	<ul style="list-style-type: none"> <li>• <u>Equipment Rental</u> Production company fees for equipment rental and usages (varies by project requirements).</li> <li>• <u>Crew Compensation</u> Varies by project requirements.</li> </ul>	<b>\$180</b>
<b>Parades (4<sup>th</sup> of July, Northern Lights)</b> – This production is done for the community who doesn't get to see the parade, or would like to watch it again on TV. Maybe they get in the video! It is exciting for all involved. <b>Allotted about \$510/parade.</b>	<ul style="list-style-type: none"> <li>• <u>Equipment Rental</u> Production company fees for equipment rental and usages (varies by project requirements).</li> <li>• <u>Crew Compensation</u> Varies by project requirements.</li> </ul>	<b>\$85</b>

#### PURCHASED CONTENT

This list breaks down some content we've purchased in the past:

<b>Description</b>	<b>Target Audience</b>	<b>Monthly</b>
The Garage with Steve Butler / Building Show	Men	<b>\$200</b>
Money Talk with Jack Bevilacqua / Financial Planning	Men / Women	
The Adventures of Donkey Ollie /Christian Programming	Children	
The Alley 99 Show / Kids Safety Tip Show with Puppets	Children	
Campbells Comedy Corner / Comedians being Interviewed (Clean)	Adults	
Chef Ed Cooks / Cooking Show	Adults	
Culinary Kid / Cooking Show	Middle School Age	
Disc Golf Live Video Magazine (Michigan Produced)	Disc Golf Fans	
Michigan Outdoors / (Michigan Produced, Nationally Known)	Sportsmen / Women	
The Reading Lady / Story Time	Kids	
All Aboard / Feature Magazine Show about Trains	Adults	
Veterans Spotlight / A WWII or Vietnam veteran is Interviewed	Older Adults	
Painting Seascapes in Watercolor / Art Show	Adults	
The Bright Side / Positive Stories about Michigan	Adults	

#### IV. DETAILS: OPERATIONS BUDGET

The Operations Budget has two main parts: Operations and Supplies. The operations are expenses relating to people or companies that perform certain tasks to keep the channels functioning and keep the station running properly. The supplies are any expenses relating to the operation of the channels & station that do not fall into other categories.

#### OPERATIONS EXPENSES

This list has examples of the kind of expenses that may be seen in an Operations Budget:

<b>Item/Description</b>	<b>Use/Tasks</b>	<b>Monthly</b>
-------------------------	------------------	----------------

<b>Programming Director</b> – Person who determines what should be aired and when on all channels.	<ul style="list-style-type: none"> <li>• Weekly updates to the schedules</li> <li>• Ensure descriptions and guides are updated with most current data</li> <li>• Secure rights to content/purchase content</li> <li>• Work with producers on scheduling</li> <li>• Review works before airing them</li> </ul>	<b>\$175</b>
<b>Director of Operations</b> – Person in charge of studio and equipment rental use and scheduling.	<ul style="list-style-type: none"> <li>• Scheduling studio time</li> <li>• Scheduling equipment rentals</li> <li>• Keeping inventory &amp; ensuring equipment is returned without damage</li> <li>• Keeping studio and channel equipment up to date</li> </ul>	<b>\$75</b>
<b>Engineer</b> – Person responsible for designing and maintaining equipment interconnectivity.	<ul style="list-style-type: none"> <li>• Designing system layout &amp; interconnection routes</li> <li>• Testing and maintaining equipment</li> </ul>	<b>\$75</b>
<b>Social Media Coordinator</b> – Person responsible for promoting the channels and programming on various appropriate social media platforms.	<ul style="list-style-type: none"> <li>• Create social media content to promote channels and programming</li> <li>• Select, update and monitor appropriate social media platforms</li> </ul>	<b>\$75</b>
<b>Bookkeeper</b> – Person responsible for receiving and distributing funds.	<ul style="list-style-type: none"> <li>• Receive and deposit income from Oscoda Twp.</li> <li>• Issue payments to productions companies and contractors</li> <li>• Keep track of budget spending</li> </ul>	<b>\$75</b>

## SUPPLIES/MISCELLANEOUS EXPENSES

Of course, we cannot foresee the future and will need an Operations Budget for acquiring miscellaneous supplies:

<b>Item/Description</b>	<b>Use/Tasks</b>	<b>Monthly</b>
<b>Office Supplies</b> – I've listed a few here that I can think of.	<ul style="list-style-type: none"> <li>• Paper/Notepads</li> <li>• Ink/Toner</li> <li>• Pens/Pencils/Markers</li> <li>• Stapler/Staples</li> <li>• Tape</li> <li>• Trash Bags</li> <li>• Kleenex/Tissue</li> <li>• Hand Sanitizer</li> </ul>	<b>\$75</b>
<b>Office Equipment</b> – I've listed a few here that I can think of.	<ul style="list-style-type: none"> <li>• Computer</li> <li>• Printer</li> <li>• Clock</li> </ul>	<b>\$75</b>
<b>Miscellaneous</b> – I've listed a few here that I can think of.	<ul style="list-style-type: none"> <li>• Batteries</li> <li>• Name Tags</li> <li>• Shirts/Fashion Wear</li> <li>• DVDs/CDs</li> <li>• USB Drives</li> </ul>	<b>\$50</b>

## V. DETAILS: CAPITAL BUDGET

We will provide a separate list of the studio equipment that runs the broadcasts, the prices, the payoff priority, and dates when it becomes the property of Oscoda. This will include both existing studio equipment and new equipment that we (the miCTV board, with advice from our engineers) believe to be required to keep up our professional standards in our productions.

## CAPITAL COSTS

The following monthly rate is a good first year target providing funding for about 50% of the existing equipment and adding some new equipment while keeping some aside for maintenance and repairs.

<i>Description</i>	<i>Examples</i>	<i>Monthly</i>
<b>Equipment Purchase/Upgrade Repairs/Maintenance Also</b>	<ul style="list-style-type: none"> <li>• Video Switcher</li> <li>• Audio Mixer (Behringer X32)</li> <li>• Graphics Computer(s)</li> <li>• Control Computer(s)</li> <li>• Monitors/TVs</li> <li>• Mounting Brackets</li> <li>• Power Conditioners</li> <li>• Network Switches</li> <li>• Video Convertors</li> <li>• QAM/ASI-DVB/IP Modulators/Encoders</li> <li>• IP Fiber Transmitters</li> <li>• Scheduling Software</li> <li>• Graphics Creation Software</li> <li>• Program Management Software</li> </ul>	<b>\$750</b>

## VI. DETAILS: FUND BUDGET

The Fund Budget is a budget we hope to implement that will allow us to encourage content production in Oscoda and surrounding communities. This will also allow us to integrate training and education for any who want to learn the trade into our current operation. Many people have expressed interest in learning about broadcasting, filmmaking, and videography, including students from Oscoda Schools and Tawas Schools, and we have encouraged them to be a part of the miCTV family. We hope to be able to do more for potential producers by providing the means for them to use their creativity and share it with the community. We would like to start with **\$300/month** for this budget.

## VII. OVERALL BUDGET SUMMARY

Here is where it all comes together. This will enable us to continue to provide professional grade broadcast services, minimize downtime and system failures, and allow us to develop more programs and get more content to the community on the Cable and Internet channels.

<i>Description</i>		<i>Monthly</i>
Programming Budget		\$1,975
Operations Budget		\$675
Capital Budget		\$750
Fund Budget		\$300
<b>TOTAL BUDGET (Monthly)</b>		<b>\$3,700</b>

This is a bottom-line budget of \$44,400 for 2018.

## VIII. MICHIGAN COMMUNITY TELEVISION, INC. BOARD MEMBERS 2017

- **ERIC JOSEPH**  
President, Engineer
- **J.D. HOCK**  
Vice President, Programming Director
- **CHRIS HOCK**  
Treasurer, Bookkeeper



- **ANTON ORSO**  
Secretary
- **RENEE DIENER**  
Trustee
- **SUE MILLER**  
Trustee, Director of Operations
- **JEREMY SPENCER**  
Trustee

**Respectfully submitted,**

\_\_\_\_\_  
Eric Joseph, President – Michigan Community Television, Inc.

Date: \_\_\_\_\_

\_\_\_\_\_  
J.D. Hock, Vice President – Michigan Community Television, Inc.

Date: \_\_\_\_\_

## Robert Stalker

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**From:** Eric Joseph <erockcmu@gmail.com>  
**Sent:** Friday, July 07, 2017 4:40 PM  
**To:** Robert Stalker  
**Cc:** J.D. Hock  
**Subject:** Re: FW: Fiber drop etc  
**Attachments:** miCTV - Budget Estimates for using Franchise Fees 2017-07-06 FINAL.pdf

Hello sir,

I had to put this together overnight, and have it proofread today. I have created an informational document to assist in determining the use of Franchise/PEG Channel Fees that can be implemented per subscribers in Oscoda. Have a look at it. There is also a section titled "" which provides a list of the items we require to operate in the library and the headend at Twp. Hall. Of #1 priority is the 75' snake, as the current one is not long enough, and is hanging down the wall. We have been asked by the librarian if it will be removed, and that depends on the purchase of the 75' snake. The other top priority is 2 Lenovo ThinCentre computers to run programs on 190 and 188.

Thank you sir,  
E

On Fri, Jul 7, 2017 at 4:30 PM, Eric Joseph <erockcmu@gmail.com> wrote:  
I shall have you the document in about ten minutes.

E

On Thu, Jul 6, 2017 at 5:28 PM, Robert Stalker <superintendent@oscodatownshipmi.gov> wrote:

Eric,

I just spoke with JD and he suggested I send you a note. We are going to be talking about the franchise fee at Monday night's meeting. A related question has now come up as to the cost involved in locating the "drop" at the Township Hall for the peg channels. JD indicates you may have some numbers together and, if so, I would appreciate you sending them to me so that I can forward them to the board. Also, any input you gentlemen might have regarding cost factors we should be considering in establishing a franchise fee would be appreciated. We likely will need to make a decision Monday night and it will be binding for 10 years.

Regards,

Robert F. Stalker II

Township Superintendent

## BUDGET ESTIMATES FOR USING FRANCHISE FEES FOR PUBLIC TELEVISION

**FROM:** MICHIGAN COMMUNITY TELEVISION, INC. - ERIC JOSEPH, PRESIDENT  
**TO:** CHARTER TOWNSHIP OF OSCODA, ATTN: ROBERT STALKER II, SUPERINTENDENT  
**Presented on:** Friday, July 7<sup>th</sup>, 2017

This document outlines the operating costs associated with running the Michigan Community Television, Inc. (miCTV) (Charter 190 & 188) TV station and broadcasting the Charter Township of Oscoda (Oscoda) regular board meetings (plus special meetings when requested by the board) via the Internet channel as well as on local cable television. The purpose of this document is to advise the Oscoda Board of the current and potential future costs associated with running the PEG channel and Internet channel and producing the Regular Board Meetings, as well as other special meetings in the interest of keeping a clear line of communication open to the public. This document should **assist in deciding to add a franchise fee/PEG fee (and how much) to the Charter Communications Franchise Agreement.**

### I. OVERVIEW

Franchise fees are traditionally granted to local Public, Educational, and Government (PEG) television stations, which provide communities with local video content via Cable TV networks, to support the operating costs of these stations. As with any endeavor, operating and maintaining these services have associated expenses. More than eighty percent of these costs have been taken on by local individuals and local companies to ensure the continuation of the channel and its programs. Oscoda Township has provided miCTV with a budget of \$200 per month to be used for programming, as well as approximately \$200 per month to cover the cost of broadcast insurance. Karstine Ventures, LLC also pays \$470.00 per year for the liability insurance. Instead of using the general fund, or other businesses, franchise fees should be implemented to pay for these things. The following sections break down our proposed budget as it would apply to franchise fee income. The sections also include the current equivalent payment method for each budget area to inform the Oscoda Board of how it's being handled now.

### II. BUDGET OUTLINE

We have broken expenses into four categories that will contribute to the overall budget for miCTV. These four budget categories make up the majority of any expenses that could be incurred by miCTV during normal operations, but please note that this document is not a proposal, simply a guideline.

- **Programming Budget** – Pays for all expenses related to acquiring and producing TV programs authorized by miCTV and Oscoda. These include all Oscoda Twp. Regular Board Meetings, MDEQ Meetings, and potentially some other non-government programs like parades and C.O.C. events. Each year, we will come up with a list of these programs for approval. This budget will also be used for purchasing content from other sources that can be aired on the PEG and PE channels.
- **Operations Budget** – Pays for all expenses related to the normal operations of the PEG and Internet stations. Programs need to be scheduled, rental equipment needs to be tracked, systems need to be verified operational and have routine maintenance/updates (Windows computers), etc. In addition, various office-type supplies and miscellaneous expenses will need to be purchased such as paper, ink, pens, pencils, Kleenex, trash bags, batteries, etc.
- **Capital Budget** – Pays for broadcast/production equipment and maintenance on said equipment owned by Oscoda and/or miCTV. **Pay close attention to this section below for items needed to continue current operations in the studio (library meeting room) as well as equip the “headend” to run on PEG 190 and 188.**
- **Fund Budget** – Money to be awarded to producers for the creation of public TV programs and content. This will be implemented to entice residents of Oscoda to bring their creativity to our station, while also providing education to youth and adults in the fields of broadcasting, filmmaking, and overall videography.

### III. DETAILS: PROGRAMMING BUDGET

The Programming Budget can be broken down into two categories: Locally Produced Content and Purchased Content. The first category includes all content approved and produced by miCTV and its affiliates by and for the local PEG and Internet stations. The second category includes all content we purchase from other sources for use on the PEG stations.

#### LOCALLY PRODUCED CONTENT

This list breaks down some local programs we have produced in the past along with their associated expenses: **Please remember that the prices listed are estimates and have not been approved by the miCTV board, but do represent a good base for the monthly estimates we can use for budget planning and future planning.**

<b>Description</b>	<b>Budget Items</b>	<b>Totals</b>
<b>Oscoda Twp. Regular Board Meetings</b> – These meetings occur regularly, twice per month. This is the current primary production of miCTV and its affiliates – Erock Innovations, LLC and Karstine Ventures, LLC.	<ul style="list-style-type: none"> <li><b>Equipment Rental</b> - \$300/mtg. The equipment used to broadcast these meetings comes to an estimated \$30,000 and endures regular wear and tear. It is fair to compensate the providers of this equipment for its use. <b>Currently the equipment is not being paid for, yet still endures deterioration.</b> The upkeep and rental of this equipment should be near about \$230 to Erock Innovations and \$70 to Karstine Ventures.</li> <li><b>Crew Compensation</b> - \$175/mtg. Our volunteers have been outstanding, and have stuck with us over time. But, they have expressed difficulty in keeping up the schedule and it would be nice to compensate them for running the show. 3x - Camera &amp; Graphics 2hr \$60/mtg., Audio &amp; Web Management 3hr \$40/mtg., and Directing/Engineering/Graphics Creation 5hr \$75/mtg.</li> </ul>	\$475/mtg.  ~\$950/mo.
<b>MDEQ, MDHHS, Fish/Water Contamination Meetings</b> – This production requires a minimal staff, but has lots of post-production editing time.	<ul style="list-style-type: none"> <li><b>Equipment Rental</b> - \$200/mtg. \$150 to Erock Innovations and \$50 to Karstine Ventures.</li> <li><b>Crew Compensation</b> - \$100/mtg. 2x – Camera 3hr \$60/mtg. and Editor \$40/mtg.</li> </ul>	\$300/mtg.  ~\$100/mo.
<b>Parades (4<sup>th</sup> of July, Northern Lights)</b> – This production is done for the community who doesn't get to see the parade, or would like to watch it again on TV. Maybe they get in the video! It is exciting for all involved.	<ul style="list-style-type: none"> <li><b>Equipment Rental</b> - \$200/event \$150 to Erock Innovations and \$50 to Karstine Ventures.</li> <li><b>Crew Compensation</b> - \$170/event 3x – Camera 2hr \$60/event, 2x – Hosts 2hr \$60 and Editor \$50/event</li> </ul>	\$370/event  ~\$65/mo.

#### PURCHASED CONTENT

This list breaks down some content we've purchased in the past:

<b>Description</b>	<b>Target Audience</b>	<b>Total</b>
The Garage with Steve Butler / Building Show	Men	~\$100/mo.
Money Talk with Jack Bevilacqua / Financial Planning	Men / Women	
The Adventures of Donkey Ollie /Christian Programming	Children	
The Alley 99 Show / Kids Safety Tip Show with Puppets	Children	
Campbells Comedy Corner / Comedians being Interviewed (Clean)	Adults	
Chef Ed Cooks / Cooking Show	Adults	
Culinary Kid / Cooking Show	Middle School Age	

Disc Golf Live Video Magazine (Michigan Produced)	Disc Golf Fans	
Michigan Outdoors / (Michigan Produced, Nationally Known)	Sportsmen / Women	
The Reading Lady / Story Time	Kids	
All Aboard / Feature Magazine Show about Trains	Adults	
Veterans Spotlight / A WWII or Vietnam veteran is interviewed	Older Adults	
Painting Seascapes in Watercolor / Art Show	Adults	
The Bright Side / Positive Stories about Michigan	Adults	

#### IV. DETAILS: OPERATIONS BUDGET

The Operations Budget has two main parts: Operations and Supplies. The operations are expenses relating to people or companies that perform certain tasks to keep the channels functioning and keep the station running properly. The supplies are any expenses relating to the operation of the channels & station that do not fall into other categories.

##### OPERATIONS EXPENSES

This list has examples of the kind of expenses that may be seen in an Operations Budget:

<b>Item/Description</b>	<b>Use/Tasks</b>	<b>Totals</b>
<b>Programming Director</b> – Person who determines what should be aired and when on all channels.	<ul style="list-style-type: none"> <li>Weekly updates to the schedules</li> <li>Ensure descriptions and guides are updated with most current data</li> <li>Secure rights to content/purchase content</li> <li>Work with producers on scheduling</li> <li>Review works before airing them</li> </ul>	<b>\$150/mo.</b>
<b>Director of Operations</b> – Person in charge of studio and equipment rental use.	<ul style="list-style-type: none"> <li>Scheduling studio time</li> <li>Scheduling equipment rentals</li> <li>Keeping inventory &amp; ensuring equipment is returned without damage</li> <li>Keeping studio and channel equipment up to date</li> </ul>	<b>\$50/mo.</b>
<b>Engineer</b> – Person responsible for designing and maintaining equipment interconnectivity.	<ul style="list-style-type: none"> <li>Designing system layout &amp; interconnection routes</li> <li>Testing and maintaining equipment</li> </ul>	<b>\$50/mo.</b>

##### SUPPLIES/MISCELLANEOUS EXPENSES

Of course, we cannot foresee the future and will need an Operations Budget for acquiring miscellaneous supplies: **These are estimates for the month, obviously a computer or printer costs more than \$75.**

<b>Item/Description</b>	<b>Use/Tasks</b>	<b>Totals</b>
<b>Office Supplies</b> – I've listed a few here that I can think of.	<ul style="list-style-type: none"> <li>Paper/Notepads</li> <li>Ink/Toner</li> <li>Pens/Pencils/Markers</li> <li>Stapler/Staples</li> <li>Tape</li> <li>Trash Bags</li> <li>Kleenex/Tissue</li> <li>Hand Sanitizer</li> </ul>	<b>~\$75/mo.</b>
<b>Office Equipment</b> – I've listed a few here that I can think of.	<ul style="list-style-type: none"> <li>Computer</li> <li>Printer</li> <li>Clock</li> </ul>	<b>~\$75/mo.</b>
<b>Miscellaneous</b> – I've listed a few here that I can think of.	<ul style="list-style-type: none"> <li>Batteries</li> <li>Name Tags</li> <li>Shirts/Fashion Wear</li> <li>DVDs/CDs</li> <li>USB Drives</li> </ul>	<b>~\$50/mo.</b>

## V. DETAILS: CAPITAL BUDGET

I've divided this section differently from the rest, providing a listing of essential equipment that is needed to continue operations at the library as well as at the headend in the township hall, and the breakdown of monthly budget estimates as in the all of the other detail sections. The Capital Budget will be used to purchase new broadcasting equipment that will be owned by Oscoda as well as maintain existing broadcasting equipment.

### ESSENTIAL OPERATING EQUIPMENT FOR BROADCASTING

Currently, Oscoda owns very little equipment used to run channels and produce the Twp. Board Meeting broadcasts. There are some pieces of equipment that never leave the studio or headend and *SHOULD* be the property of Oscoda. Some of these items belong to Oscoda, some to Charter, some to Karstine Ventures, LLC, and most to Erock Innovations, LLC. It would be best in establishing continuity of broadcasting for Oscoda to own the equipment used *SOLELY* for its broadcasts, and channel operations.

<b><i>Item/Description</i></b>	<b><i>Priority/Requirement/Current Owner</i></b>	<b><i>Totals</i></b>
<b><u>Seismic Audio 75' Snake</u></b> – Provides 12 in and 4 out audio lines to the mixer from the desk area.	The current snake owned by Erock Innovations is only 50' long and not enough to reach the new control room at the library. This is a permanent piece of equipment and is <b>top priority/required</b> for the library meetings.	<b>\$214.99</b>
<b><u>50' SDI Cable (x4)</u></b> – Serial Digital Interface cable used in broadcast environments for connecting various digital video components together.	2 required for each of the cameras farthest away from the control room. These run through the ceiling and therefore are considered permanent. This is a high priority, but not required yet as Erock Innovations has provided SDI lines. (\$69.99 ea.)	<b>\$279.96</b>
<b><u>25' SDI Cable (x4)</u></b> – Serial Digital Interface cable used in broadcast environments for connecting various digital video components together.	2 required for camera at the back of room. 1 for program to web, 1 for program to record. These run through the ceiling and therefore are considered permanent. This is a high priority, but not required yet as Erock Innovations has provided SDI lines. (\$52.95 ea.)	<b>\$211.80</b>
<b><u>Lenovo ThinkCentre M90 (2)</u></b> <ul style="list-style-type: none"> <li>• Intel Core i7 @3.6GHz</li> <li>• 12GB DDR3 RAM</li> <li>• 1TB HDD</li> <li>• Windows 10 Pro</li> </ul>	<b>Top priority. 2 required, one for each channel: Charter PEG190 &amp; PE188.</b> They have powerful enough processors to handle playback workloads in 24/7 operating environments. (\$589.99 ea.)	<b>\$1,179.98</b>
<b><u>Behringer X32 Compact</u></b> – Digital mixer capable of handling board meetings and any other event at the studio/library meeting room. Includes compression, noise gates, submixing, multiple zone output, remote control, graphic EQ on all inputs, mute groups, talkback...	This is the mixer we have been using since in the library. It is particularly useful because of its EQ and noise gate features, when there are multiple mics "always on" in the meeting room. It is currently owned by Erock Innovations, and is not necessarily an easily moveable device since it has so many connections, and I would consider it almost permanent if it were not for the fact that it's needed elsewhere. This is not a high priority yet, but eventually there will be a conflict between Twp. Board Meetings and other uses, and it should become property of Oscoda. Note that Oscoda does own a mixer that was in the old meeting room when we first took over, but its capabilities are lacking – it may be able to be sold.	<b>\$1,799.99</b>
<b><u>TOTAL TOP PRIORITY</u></b>		<b>\$1,394.97</b>
<b><u>TOTAL HIGH PRIORITY</u></b>		<b>\$491.76</b>

## CAPITAL COSTS

The following shows a monthly estimate that would be good for capital equipment purchase and repair:

<b>Description</b>	<b>Examples</b>	<b>Totals</b>
<b>Equipment Purchase/Upgrade Repairs/Maintenance Also</b>	<ul style="list-style-type: none"> <li>• Video Switcher</li> <li>• Audio Mixer (Behringer X32)</li> <li>• Graphics Computer(s)</li> <li>• Control Computer(s)</li> <li>• Monitors/TVs</li> <li>• Mounting Brackets</li> <li>• Power Conditioners</li> <li>• Network Switches</li> <li>• Video Convertors</li> <li>• QAM/ASI-DVB/IP Modulators/Encoders</li> <li>• IP Fiber Transmitters</li> <li>• Scheduling Software</li> <li>• Graphics Creation Software</li> <li>• Program Management Software</li> </ul>	<b>\$500/mo.</b>

## VI. DETAILS: FUND BUDGET

The Fund Budget is a budget we hope to implement that will allow us to encourage content production in Oscoda and surrounding communities. This will also allow us to integrate training and education for any who want to learn the trade into our current operation. Many people have expressed interest in learning about broadcasting, filmmaking, and videography, including students from Oscoda Schools and Tawas Schools, and we have encouraged them to be a part of the miCTV family. We hope to be able to do more for potential producers by providing the means for them to use their creativity and share it with the community. We would like to start with \$300/month for this budget.

## VII. OVERALL BUDGET SUMMARY

Here is where it all comes together. I've estimated everything for a monthly budget that will hopefully be available via franchise fees. This will both enable us to continue to provide professional grade broadcast services, will minimize downtime and system failures, enable us to develop more programs and get more content to the community on the Cable and Internet channels.

<b>Description</b>	<b>Monthly</b>
Programming Budget	\$1,215
Operations Budget	\$400
Capital Budget	\$500
Fund Budget	\$300
<b>TOTAL ESTIMATED BUDGET</b>	<b>\$2,415</b>

## VIII. MICHIGAN COMMUNITY TELEVISION, INC. BOARD MEMBERS 2017

- **ERIC JOSEPH**  
President, Engineer
- **J.D. HOCK**  
Vice President, Programming Director
- **CHRIS HOCK**  
Treasurer
- **ANTON ORSO**  
Secretary
- **RENEE DIENER**  
Trustee
- **SUE MILLER**  
Trustee, Director of Operations
- **JEREMY SPENCER**  
Trustee

## IX. FRANCHISE FEE CONSIDERATION

With the above estimates, I would ask that you consider targeting a Franchise Fee implementation that would produce at least \$3,000 per month. **I estimate that a 2% charge for each subscriber would be sufficient.** Typically, in other municipalities the average rate is 5% per subscriber, but we shouldn't charge that much because it's the average, we should charge the amount necessary to cover the costs associated with running the PEG station here in Oscoda. MiCTV is a 501c(3) nonprofit organization, but it does have expenses as with any other organization. Please consider the estimates above, and rising costs over time because the Charter Communications Franchise Agreement doesn't renew again for TEN YEARS! Thank you for your support.

**Respectfully submitted,**

\_\_\_\_\_  
Eric Joseph, President – Michigan Community Television, Inc.

Date: \_\_\_\_\_

\_\_\_\_\_  
J.D. Hock, Vice President – Michigan Community Television, Inc.

Date: \_\_\_\_\_

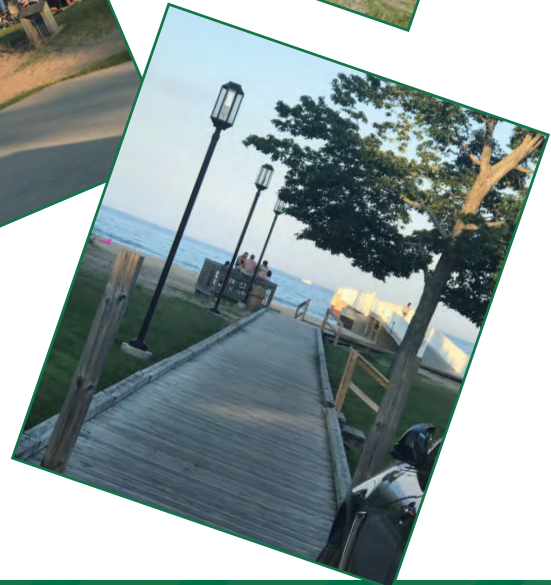


STATEMENT OF QUALIFICATIONS

CHARTER TOWNSHIP OF OSCODA  
ENGINEERING SERVICES

JULY 31, 2017

*Large Firm Resources. Personal Attention.<sup>sm</sup>*



ROWE PROFESSIONAL  
SERVICES COMPANY

540 S. Saginaw Street, Ste. 200  
Flint, MI 48502  
(810) 341-7500  
[www.rowepsc.com](http://www.rowepsc.com)

2342 Industrial Street, Suite A  
Grayling, MI 49738  
(989) 348-4036



# ROWE PROFESSIONAL SERVICES COMPANY

*Large Firm Resources. Personal Attention.<sup>sm</sup>*

July 31, 2017

Robert F. Stalker, II, Superintendent  
Charter Township of Oscoda  
Township Clerk's Office  
110 S. State Street  
Oscoda, MI 48750

RE: Engineering Services

ROWE Professional Services Company appreciates the opportunity to submit this statement of qualifications to the township to be a partner with your community. We have a team of more than 140 employees with diverse skills and have the capacity to assist the township with your consulting services. ROWE has offices in several cities throughout Michigan, including our Grayling office, located approximately 1.5 hours from your township hall.

ROWE has 55 years of municipal project consulting experience and currently has more than 80 municipal clients. Specifically, ROWE offers the following benefits to township projects.

- Extensive experience completing infrastructure improvement projects (water main, sanitary sewer, storm sewer, streets, and park and recreation projects) for municipalities.
- Experience with rules and regulations of many road commissions throughout the state of Michigan, completing design and construction engineering for such projects as street, trail, utility, material testing, and traffic analysis.
- Strong working relationships with many MDOT TSC offices, which is a benefit for work in and around the US-23 corridor.
- Client references who can attest to our ability to complete projects within established schedules and budgets.
- An understanding of the requirements of a variety of funding agencies, such as the Michigan Department of Transportation, Michigan Department of Natural Resources, Michigan Department of Environmental Quality, and Michigan Economic Development Corporation.
- Experience working with townships and villages throughout the state.

I will serve as your single point contact for ROWE's services. Like all ROWE clients, we hope to develop a close working relationship with township staff and develop a mutual familiarity with township personnel, regulations, and processes. This will benefit the township, rather than deciphering different project managers for every assignment. Please contact me with any questions at (800) 837-9131 or at the e-mail address listed below.

Sincerely,

**ROWE Professional Services Company**

**Rick A. Freeman, PE**

Project Manager / Vice President / Deputy Director of Engineering

Cell Phone: (810) 869-5155

Email: [RFreeman@rowepsc.com](mailto:RFreeman@rowepsc.com)

Engineering | Surveying | Aerial Photography/Mapping | Landscape Architecture | Planning

Corporate: The ROWE Building, 540 S. Saginaw Street, Ste. 200 • Flint, MI 48502 • O (810) 341-7500 • F (810) 341-7573

With Offices In: Lapeer, MI • Mt. Pleasant, MI • Farmington Hills, MI • Lansing, MI • Grayling, MI • Tri-Cities, MI • Myrtle Beach, SC

[www.rowepsc.com](http://www.rowepsc.com)



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**Engineering Services**

*Presented to:*  
**Charter Township of Oscoda**

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*Submitted by:*  
ROWE PROFESSIONAL  
SERVICES COMPANY

July 31, 2017



## Professional Qualifications

### Name of Firm / Firm Principals

#### ROWE Professional Services Company

Leanne H. Panduren, PE

*Chief Executive Officer and President*

James E. Redding, PE, LEED® AP

*Vice President and Director of Engineering*

Rick A. Freeman, PE

*Vice President and Deputy Director of Engineering*

Kent B. Alexander, PE

*Vice President*

Jack T. Wheatley, PE

*Vice President and Director of Corporate Marketing*

### Point of Contact / Project Manager

**Rick A. Freeman, PE**

[RFreeman@rowespsc.com](mailto:RFreeman@rowespsc.com)

Cell: (810) 869-5155 / Office: (800) 837-9131 ext. 2231

### Office Locations

#### Corporate

The ROWE Building  
540 S. Saginaw Street  
Suite 200  
Flint, MI 48502  
Ph. (810) 341-7500  
Fax (810) 341-7573  
[www.rowespsc.com](http://www.rowespsc.com)

#### Branches

**GRAYLING**  
**2342 Industrial Street**  
**Suite A**  
**Grayling, MI 49738**  
**Ph. (989) 348-4036**  
**Fax (989) 348-5416**

FARMINGTON HILLS  
27260 Haggerty Road  
Suite A-7  
Farmington Hills, MI  
48331  
Ph. (248) 675-1096  
Fax (800) 974-1704

LAPEER  
128 N. Saginaw Street  
Lapeer, MI 48446  
Ph. (810) 664-9411  
Fax: (810) 664-3451

MT. PLEASANT  
127 S. Main Street  
Mt. Pleasant, MI 48858  
Ph. (989) 772-2138  
Fax (989) 773-7757

LANSING  
1000 S. Washington  
Avenue Suite 104  
Lansing, MI 48901  
Ph. (800) 837-9131  
Fax (800) 974-1704

TRI-CITIES  
419 N. Madison Avenue  
Bay City, MI 48708  
Ph./Fax (989) 894-4001

MYRTLE BEACH, SC  
511 Broadway Street  
Myrtle Beach, SC 29577  
Ph. (843) 444-1020  
Fax: (843) 448-3936

#### Aerial Division

AIR-LAND SURVEYS  
540 S. Saginaw Street  
Suite 200  
Flint, MI 48502  
Ph. (810) 762-6800  
Fax: (810) 762-6801  
[www.airlandsurveys.com](http://www.airlandsurveys.com)



# Professional Qualifications

## Proposed Staff



\* Resumes for key staff listed in the org chart are available upon request.

Name & Title	Specialty-Degree-Registration	Years Experience
<b>Rick Freeman, PE</b> Project Manager / Point of Contact	<b>Degree:</b> B.S. Civil Engineering (Michigan State University, 1986) <b>Registration:</b> Professional Engineer	31
<b>Jeffrey Markstrom, PE</b> Quality Assurance / Quality Control & Design Division Manager	<b>Degree:</b> B.S. Civil Engineering (Michigan Technological University, 1993) <b>Registration:</b> Professional Engineer	24
<b>James Redding, PE, LEED® AP</b> Technical Advisor / Director of Engineering	<b>Degree:</b> B.S. Civil Engineering (Michigan State University, 1978) <b>Registration:</b> Professional Engineer	39
<b>Michael Faeth, PE</b> Water / Wastewater Treatment / Pump Stations Senior Project Manager	<b>Degree:</b> B.S. Civil Engineering (Michigan State University, 1984) <b>Registration:</b> Professional Engineer	33
<b>Daniel Bartlett, PE, CFM</b> Storm Water Senior Engineer	<b>Degree:</b> B.S. Civil Engineering (Michigan State University, 2002) <b>Registration:</b> Professional Engineer <b>Certification:</b> Certified Floodplain Manager	18



## Professional Qualifications

Name & Title	Specialty-Degree-Registration	Years Experience
<b>Douglas Schultz, PLA</b> Director of Landscape Architecture	<b>Degree:</b> B.L.A., Landscape Architecture (Michigan State University, 1991) <b>Registration:</b> Licensed Professional Landscape Architect	26
<b>Justin Westbrook, PE</b> Utilities Project Engineer	<b>Degree:</b> B.S. Civil Engineering (Michigan Technological University, 2007) <b>Registration:</b> Professional Engineer	10
<b>Jill Bauer, PE, PTOE</b> Traffic Engineering Project Manager	<b>Degrees:</b> <ul style="list-style-type: none"> <li>• M.S. Civil Engineering - Specialization in Transportation Engineering (Michigan State University, 2011)</li> <li>• B.S. Civil Engineering (Michigan State University, 2004)</li> </ul> <b>Registration:</b> Professional Engineer <b>Certification:</b> Professional Traffic Operations Engineer	13
<b>Louis Fleury, PE</b> Streets Project Manager	<b>Degree:</b> B.S. Civil Engineering (Michigan Technological University, 1995) <b>Registration:</b> Professional Engineer	22
<b>Marvin Myers, PS</b> Project Surveyor	<b>Degrees:</b> <ul style="list-style-type: none"> <li>• B.S., Surveying Engineering (Ferris State University 1993)</li> <li>• B.S., Land Surveying (Ferris State College 1979)</li> <li>• A.S., Civil Engineering Technology (Ferris State College, 1979)</li> </ul> <b>Registration:</b> Professional Surveyor	38
<b>Jeremy Lynn, PE</b> Construction Services Division Manager	<b>Degree:</b> B.S. Civil Engineering (Michigan Technological University, 2000) <b>Registration:</b> Professional Engineer <b>Certifications:</b> <ul style="list-style-type: none"> <li>• MDOT Density Technology Certification</li> <li>• Radiation Safety Training</li> <li>• Michigan Certified Aggregate Technician</li> <li>• MDOT Bituminous Paving Operations</li> <li>• FieldManager Training and Certification (MDOT/InfoTech)</li> <li>• MDEQ Storm Water Management Construction Site Certification</li> <li>• MDEQ Part 91, SESC Certification</li> </ul>	17



# Experience & Qualifications

## Firm Description

ROWE Professional Services Company, a Michigan corporation, is a professional engineering consulting firm, with large-firm resources, broad expertise, *and* the personal service and attention you deserve. Our staff of more than 140 professionals in seven Michigan offices, and in Myrtle Beach, South Carolina, strives for 100 percent client satisfaction. Specialties include:

ENGINEERING ■ SURVEYING ■ AERIAL PHOTOGRAPHY/MAPPING  
LANDSCAPE ARCHITECTURE ■ PLANNING

## Services Provided

### Civil Engineering

Our 34 licensed professional engineers are experienced in design and construction engineering for:

- Bridges
- Roads
- Water Systems
- Sewer Systems
- Parks & Recreation Facilities
- Land Development
- Demolition
- Wastewater Treatment
- Parking Lots

### Surveying

Twelve licensed professional surveyors and 10 field crews use state-of-the-art equipment to provide:

- Topographic Mapping
- Right-of-Way
- Construction Staking
- Aerial Control
- Retracement
- Government Corners
- Control
- Aerial Mapping
- ALTA
- Cadastral / Boundary
- Remonumentation
- LiDAR Data Extraction

### Planning

Our licensed planner, certified by the American Institute of Certified Planners (AICP), and planning staff work closely with community representatives to provide:

- Master/Land Use Plans
- Parks & Recreation Plans
- Downtown Development Plans
- Tax Increment Finance Plans
- Strategic Plans
- Zoning Ordinances
- Urban Design
- Feasibility Studies
- Capital Improvement Programs
- Neighborhood Plans

### Landscape Architecture

Respect for natural resources enhances every facet of our designs, with creativity and imagination the only rules. Our licensed, professional landscape architect and staff provide design services including:

- Streetscapes
- Parks
- Historic Landscapes
- Transportation Corridors
- Recreation Areas
- Walkways and Trails
- Waterfronts
- Residential Development
- Planting Plans
- Site Enhancements
- Campus Planning
- Sensitive Environments



## Experience & Qualifications

### ***Aerial Photography/Mapping***

Using a variety of airborne sensors and cameras we can provide:

- Vertical & Oblique Photography
- Photo Reproductions
- Analytical Aerial Triangulation
- UAS Imaging & Mapping
- DTM-DEM Surface Modeling
- Volumetrics
- Airport Surface Analysis
- Digital Orthophotography
- GIS Base-Mapping

### ***Related Experience***

#### ***WATER SYSTEM UPGRADES, Caledonia Township, MI***

*Client:* Caledonia Charter Township

*Completed:* 2017

Design of approximately 12,500 lineal feet of water system upgrades for three neighborhoods within the township. Project also included the application for USDA funding. The project requires coordination with the City of Owosso as they provide treated water to the township. Project is anticipated to be bid in the winter of 2017 with a spring 2017 construction start.

#### ***WATER MAIN UPGRADES, Birch Run, MI***

*Client:* Village of Birch Run

*Completed:* 2014

Design engineering for improvements to the village's water distribution system along the northeast and southeast village limits. Construction includes a new 12-inch diameter connection to the township water main just east of I-75. At the southeast village limits a 12-inch diameter main will be installed between a dead-end water main at Ulmer Street and the existing distribution system on Marketplace Drive to the east. Improvements will enhance system pressure and fire flow as well as eliminate a dead-end main.

#### ***HOLLY ROAD PUMP STATION ABANDONMENT & GRAVITY SEWER, Grand Blanc, MI***

*Client:* Charter Township of Grand Blanc

*Completed:* 2016

Study options for eliminating the existing sanitary pump station and force main on Holly Road between Pollock Road and Baldwin Road. Two gravity sewer options were reviewed. The preferred option was to construct a new gravity sewer along Woodfield Boulevard and outlet to an existing sanitary sewer in the Genesys Regional Medical Center. Construction plans and bidding documents were developed for the abandonment of the existing pump station and construction of the new gravity sewer. The project was bid and awarded to American Excavation. ROWE provided construction staking and construction administration throughout the construction of the project.





## Experience & Qualifications

### **WATER SYSTEM MASTER PLAN, Grand Blanc, MI**

*Client:* Charter Township of Grand Blanc

*Completed:* 2013



As Grand Blanc Township's engineer, ROWE worked with township officials and staff to develop a master plan in 2004, 2008, and 2013 for the township's water system. The township is experiencing rapid growth and the number of water customers is expected to triple over the next 20 years.

*Water Facility Master Planning:* ROWE used the township's newly-updated land use and master plans to project the township's future needs. A WATERCAD computer model of the township's water system was developed to analyze the existing system and evaluate possible improvements. A written report with maps summarizing the proposed master plan was prepared and

reviewed by public and regulatory agencies. In 2005, the township authorized design of new master plan-recommended capital improvements.

- *Water System & Sewer System Asset Analysis, Capital Improvement Analysis, Budget Model, and Capital Fee Model:* The Charter Township of Grand Blanc provides water supply to approximately 21,000 customers within its boundaries, and parts of Holly Township and Mundy Township. It also provides sanitary sewer service to approximately 35,000 customers. ROWE completed a comprehensive analysis of all existing water and sewer infrastructure, constructed computer water and sewer models, and developed the necessary Capital Improvement Programs (CIP) for Grand Blanc Township through complete build-out of the township based on the existing master land use plan. Water and sewer rate models were developed along with a capital fee model, the combination of which would provide the funding for current operating costs and projected capital improvements. Three reports were developed and presented to the township, which adopted the findings and adjusted rates and capital fees to appropriate levels. ROWE continues to provide budget, rate, and capital fee analyses through 2011. From 2008-09, Potter Consulting and ROWE partnered to provide a comprehensive update of the 2004-05 reports. The process included updating the water and sewer hydraulic models; updating the CIPs; updating the rate and capital fee models; and presenting the reports to township management.
- *Embury Road Booster Station & Ground Storage* – ROWE provided design and construction engineering for new water booster pump station to replace existing pump station. The project included design for a new 500,000-gallon ground storage tank and 2,000-gpm (firm capacity) booster pump station. Upgraded facilities serve a quickly growing area of the township that requires additional water demand. The pump station has been constructed and is currently supplying water to the township's southwestern pressure district (2007).
- *Baldwin Road Elevated Storage Tank* – ROWE provided the design of a new one-million-gallon elevated storage tank, which provides storage for the recently created high-pressure zone in southern Grand Blanc Township. Water was previously supplied to the zone via a pump station that operated continuously. The new tank reduced reliance on the existing pump station and provides increased ability to supply peak demands (2007).





## Experience & Qualifications

### **LAPEER STREET PUMP STATION, Davison, MI**

*Client:* City of Davison

*Completed:* 2016

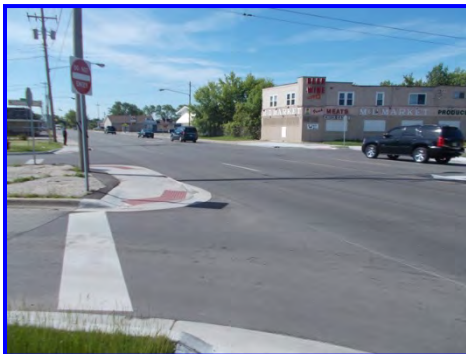
Design engineering for the replacement of an outdated pump station with new wet well, submersible pumps, electrical controls, and connection to the existing system. The project will require bypass pumping and is locally funded.



### **W. GENESEE AVENUE RESURFACING, Saginaw, MI**

*Client:* City of Saginaw

*Completed:* 2013



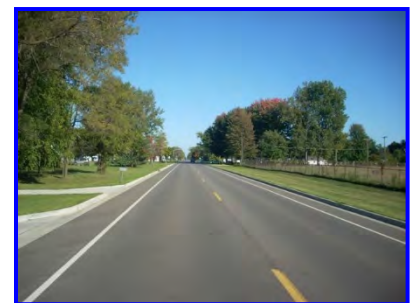
Design and preparation of plans, special provisions, and estimate per MDOT Local Agency guidelines for the resurfacing of Genesee Avenue, from Harold Street to Hess Street. Project included pavement and joint repairs and widening at the Fulton Street intersection to meet minimum lane widths. Utility improvements included new water main for a portion of the project length and new service leads for the remainder and some improvements to combined sewer structures. ADA-compliant ramps were added at all intersections and bus pads were provided at all bus stops.

### **E. HURON AVENUE REHABILITATION, PHASE II, Vassar, MI**

*Client:* City of Vassar

*Completed:* 2013

Design and preparation of plans, special provisions, and estimate per MDOT Local Agency guidelines for the rehabilitation of Huron Avenue, from the railroad tracks to Norman Street. Project included the placement of curb and gutter and construction of an enclosed storm sewer system throughout the project to eliminate roadside ditches. All driveway approaches were replaced and the road contour milled and resurfaced to meet cross-slope guidelines. Project also included pavement and joint repairs and the total replacement of the railroad crossing. Utility improvements included new water main and service leads for the project length and new service leads only from Norman Street to Enterprise Drive. Portions of the sanitary sewer were repaired and the sewer was totally replaced from Lynn Street to Norman Street. ADA-compliant ramps were added at the rail crossing and Andy Street. The final cross-section will provide for two-way traffic and on-street bike lanes.





## ***Experience & Qualifications***

### ***WASTEWATER TREATMENT PLANT IMPROVEMENTS, St. Louis, MI***

*Client:* City of St. Louis

*Completed:* 2015



Design and construction of improvements to the existing wastewater treatment plant including two new oxidation ditches, an anaerobic selector tank, clarifier refurbishments, sand filter refurbishments, and replacement of various process equipment, including return-sludge pumps, sludge pumps, samplers, chlorinators, and laboratory equipment. Project was financed using state revolving funds through the State of Michigan.

### ***STONE STREET PUMP STATION REHABILITATION, Port Huron, MI***

*Client:* City of Port Huron

*Completed:* 2017

Evaluated the existing concrete pump station to recommend upgrades to submersible pumps. Recommended improvements include submersible pumps, new electrical and SCADA equipment, and new hatches to provide fall prevention measures. Bypass pumping was required to maintain flows in the system.

### ***EAST ST. CLAIR STREET PUMP STATION REPLACEMENT, Almont, MI***

*Client:* Village of Almont

*Completed:* 2013

Responsible for the design of a replacement pump station system. The existing flooded suction station contained pumps that could no longer be repaired due to the unavailability of parts. The existing dry well was converted into a wet well and a new valve vault provided. Additional upgrades included a SCADA system and new electrical controls. A standby generator was also provided.

### ***WATER AND SEWER RATE STUDY, Hartland Township, MI***

*Client:* Harland Township

*Completed:* 2012

Assisted the township with reviewing the sanitary sewer and water system rate structures. Made recommendations to the township board for adoption.

### ***OAK STREET REHABILITATION, Lapeer, MI***

*Client:* City of Lapeer

*Completed:* ongoing

Project included the rehabilitation and reconstruction of portions of Oak Street, from DeMille to Turrill, including new water main, grade improvements, remove and replace portions of curb and gutter, and milling and overlaying a portion.



## Experience & Qualifications

### **ALMONT AVENUE RECONSTRUCTION (Fourth Street to Capac Road), Imlay City, MI**

*Client:* City of Imlay City  
*Completed:* 2016



Reconstruction of Almont Avenue from Fourth Street north to Capac Road, totaling 1,950 feet. Project included removing existing curb and gutter and pavement; constructing new storm sewer and sanitary sewer; replacing existing older water services and hydrants; installing new curb and gutter and sidewalk; and paving with hot-mix asphalt. New road section includes two travel lanes and two dedicated bike lanes. Awarded 2016 Merit Award, Urban Street Projects Category, Asphalt Pavement Association of Michigan

### **MILLVILLE ROAD, Mayfield / Oregon Township, MI**

*Client:* Lapeer County Road Commission  
*Completed:* 2016

Design and preparation of construction plans and specifications for 0.67 miles of roadway crush and shape and HMA overlay. Roadway was widened to provide a continuous center left-turn lane. Drainage was designed to provide proper drainage within a very limited right-of-way. Developed several different options and estimates and altered design numerous times to fit project within programmed budget. Maintaining traffic, permanent signing, and pavement marking plans were also developed.

### **GENESEE VALLEY TRAIL, Flint, MI**

*Client:* City of Flint  
*Completed:* 2015

ROWE helped develop a successful Transportation Improvement Program application, and in a three-month period completed surveys and modified preliminary concepts developed by another company, for the City of Flint to extend the Genesee Valley Trail by 1.5 miles. The new section crosses Corunna Road (M-21) just east of the west border of the city, where it meets Flint Township, then follows an abandoned railroad to Chevrolet Avenue where the Chevy Commons park is located. ROWE's services also included negotiating easements for a High-Intensity Activated crossWalk (HAWK) beacon, which is a traffic signal used to stop road traffic and allow pedestrians to cross safely. ROWE also managed construction of the trail.





## Experience & Qualifications

### **WOLVERINE CAMPGROUND ALONG HOLLOWAY RESERVOIR, Columbiaville, MI**

*Client:* Genesee County Parks and Recreation Commission

*Completed:* ongoing

Wolverine Campground is a regional destination park located in Genesee County's Richfield Township and operated by the Genesee County Parks and Recreation Commission (GCPRC). Wolverine Campground has 195 campsites located along the Holloway Reservoir shoreline amongst a pine stand that is in high demand during the season. Since the creation of the reservoir, up to 25 feet of beachfront has developed due to erosion. In the past five years, the rate of erosion has increased dramatically and is threatening to eliminate the waterfront campsites. This erosion, if left unaddressed, is likely to result in the further degradation of the shoreline and campground sites. This could threaten the continuing operation of this facility and present a danger to the public.

The GCPRC contracted with ROWE to develop a plan to address this issue. The proposed plan involves installing stone filled gabion baskets along the shoreline. Vegetation will be introduced in the gabion via live branch cuttings to soften edges and reduce wave energy. Vegetation will also help to better approximate a natural vegetated shore.

A MDEQ Joint Permit has been issued for this project and construction began in 2013 and continues according to a plan that allows for phased implementation of the shoreline restoration based on available funding within the GCPRC budget and during off-season times while campers are not onsite and the reservoir levels are low for improved construction access.



### **PARKS IMPROVEMENT PROJECTS, Alma, MI**

*Client:* City of Alma

*Completed:* 2015

ROWE designed four individual projects in City of Alma parks, consisting of sidewalk and pathway extensions, including kayak/canoe launch and a pedestrian bridge over the Pine River along with a new parking lot and restroom facility at a previously unimproved park on the city's northwest side. Construction was funded by a Michigan Department of Natural Resources grant.





# Experience & Qualifications

## FIVE-YEAR PARKS & RECREATION PLAN, Flushing, MI

Client: City of Flushing, Charter Township of Flushing, Flushing Community Schools  
Completed: 2005, 2010, 2014, ongoing



Assisting the community with proposed improvements, including incorporation of a regional trail plan and recreation improvements to local school facilities. Impacts include recent school expansion and development of a linear trail that links multiple parks and neighborhoods. The design includes extensive public input and participation. ROWE has worked within the community to develop a partnership with the local Rotary Club to develop park master plans and secure grant funding using more than \$100,000 in Rotary funding as local match for park projects.

## FIVE-YEAR PARKS & RECREATION PLAN, Imlay Township, MI

Client: Imlay Township  
Completed: 2015

Updated previous recreation plan based on previous surveys, public open house, and workshops with the park committee. Efforts included goals and objective strategies and development of a master site plan for a 13-acre park property and potential land acquisition.





## Experience & Qualifications

### **VETERANS MEMORIAL PARK, Stanton, MI**

*Client:* City of Stanton  
*Completed:* 2016



Facilitated public engagement efforts for a master plan to develop a regional destination park that includes a baseball/softball complex, restroom and concessions building, parking, veterans memorial, amphitheater and trailhead / trail connection to the regional Hartland Trail. ROWE completed survey, preliminary design, and coordination of wetland delineation as well as provided assistance with a land easement agreement for the adjacent school district property. More than \$600,000 in MDOT and MNDR grant applications were secured for the project.

### **BICENTENNIAL PARK TRAIL, Grand Blanc Township, MI**

*Client:* Grand Blanc Charter Township  
*Completed:* 2012

Assisted the township in acquiring a Transportation Enhancement Grant for construction of approximately 2.2 miles of a non-motorized pathway. With ROWE's assistance, the township developed an extensive pathway/sidewalk master plan of which this segment of pathway was included. ROWE has assisted the township in all phases of the project, from the conceptual layout through construction.



The pathway alignment crosses three regulated wetland areas (including a 600-foot open water wetland). ROWE developed and obtained the construction permit from the MDNR to install a 14-foot-wide boardwalk across all three of the wetland areas.





## ***Experience & Qualifications***

### ***TRAIL PLANNING & DESIGN, Flushing, MI***

*Client:* Flushing Charter Township / City of Flushing  
*Completed:* 2010

Provided city-wide planning, design, and construction engineering for the trail system and coordination with the township, non-profit organizations, and the school system. The 10-foot-wide, 1.5-mile-long bituminous trail running through the City of Flushing and Flushing Township connects county parks to neighborhoods and downtowns. The trail features the following.

- A 240-foot-long, 14-foot-wide pedestrian bridge spanning the Flint River and linking the county park to city property.
- A 75-foot-span, 14-foot-wide pedestrian bridge crossing the Cole Creek.
- A 400-foot-long, 14-foot-wide boardwalk transitioning the steep grade of the river's high banks.

ROWE worked with members of the trail committee and residents to develop the route and obtain funding. Wetland and floodplain permitting, as well as a hydraulic analysis for the Flint River bridge crossing, were also project responsibilities.







## Experience & Qualifications

### Scope of the Duties of Township Engineer

Our goal for every project is to prepare high-quality documents, provide outstanding service, be on schedule, and work within the allocated budget. ROWE provides a single point of contact for services described within this RFQ that we believe will benefit the township.

### Introduction

Throughout our firm's history, ROWE Professional Services Company is proud to successfully execute as-needed general engineering, surveying, and construction engineering contracts for townships, cities, villages, and various government agencies throughout Michigan. We look forward to showcasing our full line of services and demonstrating that ROWE goes above and beyond other service providers.

We understand projects can vary in size and complexity and may involve surveying, civil engineering, structural engineering, and landscape architectural services to prepare the necessary drawings, specifications, cost estimates, construction documents, and other services to complete the project. We are prepared to provide these services to assist the township when needed.

### 1. Engineering Services

These primary services will be directly associated with the township's public work's projects, including, but not limited to, sanitary sewer, storm sewer, street paving, street resurfacing, water mains, sidewalks, parking lots, and development plan review in accordance with township standards and procedures.

Some of the township's projects may also require collaboration with other consultants, architects, planners, and environmental specialists. It will be our primary goal to meet the expectations of the township by working as a cohesive team with the

people best-suited for successfully completing the assignment.



Additional engineering services may include:

- Preparation of drawings and specifications
  - MDEQ permit applications
  - Coordinating project meetings
- Construction engineering and contract administration
- Grant applications
- Traffic engineering studies and pavement condition evaluations
- Peer reviews of construction plans

A typical project would involve the following phases.

### Preliminary Design Phase

ROWE defines the preliminary design phase as the time from initial authorization to proceed with the project through the preliminary approval from the township. Plans and specifications are generally prepared to be at least 60-percent complete at the preliminary design phase.

ROWE's project manager will communicate with township staff on a regular basis to keep in touch with the township's needs. Once a need has been identified, the project manager will schedule a kick-off meeting with township staff to discuss project details, schedule, progress report frequency and goals. At the meeting, critical tasks will be identified. After the meeting, the project manager will develop a Professional Services Agreement, for the township to review and approve.

Using ROWE to provide professional services will result in a positive experience for Oscoda Township.



## ***Experience & Qualifications***



### ***Start-up Meeting***

Once the agreement has been approved, ROWE's project manager will coordinate personnel and resources to meet the timeline and budget. Team selection is based on each project's requirements to ensure the project's success and meet the township's expectations. At the start-up meeting, the project manager defines each team member's role and responsibilities. ROWE's pre-planning and quality assurance process ensures the accuracy of established timelines and budgets, and that we consistently meet or exceed expectations.

### ***Survey Coordination / Base Plan Preparation***

After the start-up meeting, ROWE will prepare a topographic survey along the project route. The survey will be done in accordance with the "Surveying Services" section in this work plan.

### ***Utility Research***

ROWE will obtain necessary records including right-of-way, public and private utilities (gas, telephone, electric), record drawings, traffic counts, and pavement core information if available. This information will be incorporated in the project plans. We utilize a time-tested method to track all requests for information from utility companies. This is done to reduce the risks of project delays during construction due to utility conflicts. Initially, ROWE will request utility location information using the Miss Dig system and by contacting individual owners. The information received will be incorporated into the base plans. The plans will then

be sent to the utility owners for verification. When preliminary plans are developed, they will also be sent to the utility owners for verification of conflicts. ROWE will also send final plans to each utility owner requesting them to review and arrange to resolve any conflicts. This level of effort has proven to be successful with minimizing delays due to utility conflicts.

### ***Soil Borings***

ROWE will utilize soil boring information within the project limits to develop an understanding of existing and proposed soil conditions. If this information is not available, ROWE can assist the township with coordinating with a geotechnical subconsultant to obtain soils data.

### ***Temporary Traffic Control and Project Phasing***

As with all road projects, traffic control will be designed to maintain safety for both the public and construction workers. ROWE can provide a clear and concise quality traffic-control plan which focuses on clear visibility of the controls and phasing for the public, as well as limit the impact to residents and businesses. We will discuss all traffic options and the impacts with the township to determine an optimum vehicular and pedestrian traffic plan.

Care will be taken to maintain access to residents and businesses during construction operations. Traffic control will be designed in accordance with the current township standards and the 2011 Michigan Manual on Uniform Traffic Control Devices (MMUTCD).

### ***Permanent Traffic Control***

A project may require a complete replacement of existing permanent traffic control signs to meet current standards for reflectivity. Our engineers will inventory the size, type and location of each sign within the project limits to ensure all signs are upgraded as necessary.

Pavement marking materials meeting township standards will be incorporated in the plans and all



## Experience & Qualifications

dimensions and locations will be designed in accordance with the MMUTCD.

### **Coordination of Projects**

Prior to beginning design, we will meet with the township to determine if any other construction work will be taking place in the same area as the project we are designing. We will also contact the road commission and MDOT to determine if they anticipate work that could conflict with the township's project(s).

Throughout the design phase, ROWE will provide the township with progress reports. The frequency of the reports will be determined with the township at the project kick-off meeting and may vary based upon the size and complexity of the project. These reports will include:

- Recent work accomplished
- Anticipated work in the upcoming report period
- Existing and anticipated problems on the project
- Updates to the previously approved schedule, including explanations for any delays
- Other items as necessary

We realize communication will be critical to ensure each project's success. For design reviews and utility meetings throughout the project, ROWE will provide meeting notifications, agendas, sign-in sheets, and meeting minutes (within one week of the meeting date). The township will be notified immediately if any crucial developments take place.

ROWE will also maintain and coordinate a design "project record" including the history of design changes, review comments, submittal dates, and other significant events that have influenced the development of the plans.

### **Prepare Construction Drawings, contract documents and Cost Estimate**

ROWE will address all comments from the preliminary design phase provided by the township, including drawings, specifications, and cost estimates. We will meet with township staff to

discuss comments and prepare modifications to meet the needs of the township.

Based on the approved traffic maintenance plans, ROWE can prepare work zone mobility plans, if necessary, and submit to the township for comment. In addition, ROWE will coordinate with township police and fire department staff, if required.

ROWE will incorporate the township's standards throughout the design process. This will be achieved through routine discussions between ROWE's staff and township staff when necessary to have questions answered.

### **Permitting**

ROWE will follow up with the permitting agencies to obtain timely reviews, address agency comments, and secure permits prior to issuing the project for bids.



### **Final Bid Documents/Issuing for bids**

ROWE will provide the final bid documents to the township in electronic format, and paper if requested, for final review. ROWE will be available to assist township staff through the bidding process, as needed. For many of our clients, ROWE arranges to have the project advertised and issues the documents to the bidders. However, some clients prefer to issue the documents themselves for bidding, in which case ROWE assists them as needed.



## Experience & Qualifications

### ***Project Advertisement and Bidding***

ROWE will assist the township with advertising and answering questions that may arise during the project bidding phase. ROWE will also attend the bid opening, prepare a tabulation of the bids, and provide the township with a recommendation of award.

### ***Integrated Design***

Our landscape architecture staff works seamlessly with our engineering staff and many times leads our projects. They are available at any point in the project process to assist township staff. Whether the involvement is at the concept level, providing scoping input, completing woodlands inventory and assessment, or providing technical input on sustainable site solutions for “complete streets,” the ROWE team will work efficiently with township staff and stakeholders.

### ***Context-Sensitive Solutions (CSS) Design and Communication***

Providing coordination and communication with the public has been a key role for landscape architecture at ROWE, demonstrated by multiple as-needed landscape architecture contracts for MDOT, including many CSS efforts. Whether in the design stage or throughout construction, we can help the township communicate clearly with the public to relate project issues, opportunities, and impacts. ROWE’s involvement with early CSS policy development and training provides a firm foundation on CSS principles and use of both graphic illustration and engagement methods.

### ***Traffic Engineering Data Collection and Analysis***

ROWE’s certified Professional Traffic Operations Engineers (PTOEs) are available to complete traffic engineering studies for the township. ROWE’s traffic analysis will include socio-economic data, such as population trends, present-day and future land use and planned developments, base-year traffic data, forecasted future traffic, and an assumed growth factor. Traffic data will be gathered, including average daily traffic (ADT), design hourly volumes (DHV), AM and PM peak-hour turning

movements, commercial percentage, weave movements, and kip-axle equivalents. These present-day values will be used to forecast future traffic data. Volumes will be evaluated and analyzed to determine what measures can be taken to improve traffic flow and increase safety. The capacity performance, where needed, will be quantified for each peak hour of interest, using measures, such as delay (possibly represented by a level of service), volume/capacity ratios, and queuing for each turning movement and for the intersection. This analysis is typically conducted per the procedures of the HCM 2010 and is assisted by commonly available software, such as the Highway Capacity Software (HCS), Synchro, and RODEL. These tools will allow our team to quantify the specific impact of various alternatives on performance measures, such as delay and capacity.

By knowing what the quantifiable impact of a specific improvement is, the township will then be able to make an informed decision as to how to apply project funds.



A Pavement Surface Evaluation and Rating (PASER) can be completed upon request. We will complete the tasks in the following table.

Task	Description
#1: Pavement Condition Survey	Perform pavement condition surveys on the streets designated by the township using the PASER system. We will enter the ratings into Roadsoft software.



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Task	Description
#2: Video-Taping	Videotape each road and physical features within each road right-of-way.
#3: Permanent Sign Inventory	Create a list of permanent signs that need to be upgraded to meet current FHWA standards on each street (as applicable).
#4: Assist with Asset Management Plan	We will assist the township with the development of an asset management plan based on the PASER results.

A detailed report depicting the findings of the tasks listed above will be submitted to the township.

### *Roadway Scoping Field Review (if required)*

Each roadway's inspection will be unique depending on the type of road and its condition. We have been involved with hundreds of municipal projects within the last 10 years. Many of which were completed from project funding and scoping through the final construction estimate.

If the project we are evaluating is a hot mix asphalt (HMA) roadway, we will determine if the best fix is milling and resurfacing, crushing and shaping, or reconstructing. A proposed cross-section of the project site will be evaluated for cost, longevity, and constructability. In addition, road design shall comply with township design standards including:

- Lane width
- Cross-slope
- Geometrics

Options will be reviewed with township staff (including HMA mix types) and cross-sections will be determined in accordance with AASHTO Design Guidelines (as applicable).

It is important to ensure sidewalk ramps within the project limits are upgraded to meet current Americans with Disabilities Act (ADA) requirements. Our ADA ramp scope will include worksheets that depict the following information for each ramp.

- Landing locations and dimensions
- Sidewalk locations and dimensions
- Ramp locations and dimensions
- Detectable warning surface orientation and locations
- Rolled curb limits (if necessary)
- Curb and gutter replacement limits
- Crosswalk locations
- Top of curb grades and slopes
- Sidewalk grades and slopes



At the direction of the township, ROWE will evaluate sidewalks and non-motorized pathways that have heaved, settled, and deteriorated, posing a safety concern to pedestrians and provide recommendations for improvements.

Underground utilities will be reviewed with the township. We will discuss age and capacity, among other elements, to determine necessary upgrades to sanitary, storm, and water main systems. If possible during our field review, we will evaluate the condition of storm sewer and sanitary sewer manholes with our telescopic camera. We also own two smoke testing machines that will allow us to determine if any illegal connections are made to the sanitary sewer system and if there are any defects in underground sewer pipes.

### **2. Survey**

ROWE has held multiple "as-needed" survey contracts throughout our 55-year history of working for townships, cities, villages, county road commissions, and state transportation departments. We have developed two distinct, but integrated,



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processes that all projects follow; the management and the workflow processes.

### **Workflow Process**

The following explains the ROWE-developed standard workflow process applied to all projects. This process establishes accountability for each team member, resulting in timely, cost-effective projects. The key component to delivering quality customer service is team members' understanding of their roles and functions. We promote teamwork, communication, and a thorough understanding of individual responsibilities. While the following process is standardized, our clients' participation ensures each project's success and achievement.

#### 1. Project Start & Review

- Review the project scope and client requirements
- Verify timeline / due date and schedule the work
- Deliver details to the project coordinator and discuss (contract, budget, schedule, etc.)
- Hold an internal start-up meeting with project team

#### 2. Project Coordination

- Research and obtain additional information
- Complete written instructions for the field crew
- Meet with the field crew daily to discuss workload
- Evaluate field safety concerns and address solutions with field personnel

#### 3. Field Work

- Complete field work as specified by project coordinator
- Prepare thorough field notes detailing all aspects of the site and describing any unusual circumstances or problems encountered in the field
- Relay results to the project coordinator on the same day work is performed, or the

morning after, at the latest

- Comply with ROWE and MIOSHA safety standards as outlined in safety manual

#### 4. Data Processing

- Process field data and perform QA/QC review
- Review work and complete ROWE checklist
- Obtain review by the survey project manager, for right-of-way, boundary, and PLSS corners

As outlined, each team member has specifically defined roles and responsibilities. The key component to managing and delivering a quality product is to gain an understanding of each person's role and function within the project team, promoting teamwork and communication, and establishing accountability. When each team member understands the project, they can better relay goals, expectations, and the project's final vision. Individual ownership and understanding of the project is vital to its ultimate success.



By structuring the project management and communication processes and defining specific roles and responsibilities for team partners, several tasks can be accomplished simultaneously to increase efficiency and reduce time and cost.

### **Topographic Survey**

Field data will be downloaded and transferred to the home office daily. This procedure allows data to undergo a daily QA/QC procedure, which ensures



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completeness and accuracy. It also prevents the loss of original field data by making certain it is stored in multiple locations and backed up daily. All project data is stored on ROWE's secured network. ROWE's data is backed up daily, as well as permanent back up of ROWE's database, performed monthly and stored on multiple discs.

ROWE's crews can transfer data to and from the field and office. This allows for real-time review and verification of field data, and allows field crews immediate access to changes in field staking. Real-time transfer capabilities allow field crews and the contractor to continue working while minimizing impacts to project schedules.

ROWE will use a combination of conventional, robotic, and GPS equipment to perform the field survey tasks throughout the duration of this contract. All field instruments are checked, cleaned, and calibrated on a regular basis.



### **Safety Program**

ROWE has a safety plan in place for all project-related tasks. ROWE's safety manual has been provided to all ROWE employees and is reviewed prior to commencing the project. The manual covers the following safety items related to surveying.

- Office Hazards
- Severe Weather Plan
- Fire Safety and Emergency Action Plan
- First Aid and CPR Training
- Vehicle Accident Prevention Program

- Traffic Work Zone Safety
- Personal Protection Equipment (PPE) and Proper Work Attire
- Field Physical Hazards
- Proper Use of Tools
- Poison Ivy, Oak, and Sumac Safety
- Lifting Safety
- Confined Spaces
- HAZWOPER Training
- Blood Borne Pathogens and Other Potentially Infectious Materials
- Hazard Communication
- Ladder Safety
- Safety Discipline
- Accident, Incident, and Near Miss Investigation & Reporting
- Hazard Assessment Safe-to-Work Permits
- Electrical Safety Program
- Noise Exposure/Hearing Conservation Safety
- Working Alone Safety Program

In addition to the manual, safety items, such as traffic signing, PPE, vehicle safety, water safety, and first aid, will be discussed and reinforced at the project kick-off meeting.

### **3. Plans and Specifications**

#### ***Prepare Construction Drawings, Specifications, and Cost Estimates***

Throughout the design process, plans and specifications will be provided to the township in hard copy format (full-size drawings or 11"x17" if desired) and electronic format for review. Specifications will be created for each component (water, storm and sanitary sewers, road work, etc.) as well as for general items such as; project schedule, utility coordination, maintaining traffic, and restoration. A contract section will also be developed outlining contract times, required bonds and other requirements of the township.



## ***Experience & Qualifications***

Quantities will be determined throughout the design process and an Engineer's Preliminary Opinion of Probable Construction Cost will be created and reviewed with the township.

Preliminary documents will be reviewed internally through ROWE's formal quality assurance / quality control (QA/QC) process prior to submitting them to the township. Our QA/QC process is detailed later in this section.

### ***Permits***

ROWE will prepare, coordinate, and submit permit applications (as necessary) for projects. However, it is anticipated that permit fees will be paid by the township. Typical permit applications may include, but are not limited to:

- Wetland permits
- Soil erosion and sedimentation control permits
- MDEQ permits including Act 399 & Part 41
- MDOT right-of-way
- Road Commission

Other permits and approvals may be required based on specific funding requirements or type of project.

### ***4. Capital Improvements Plan***

ROWE works with numerous townships and cities across the state to provide professional services. While each community is different, they all have similarities. One benefit ROWE offers to our clients is to share information for issues each community may face. What was successful for one community may be of benefit to another. This type of collaboration is something ROWE promotes and is proud of.

We assist our clients with developing both short and long-term asset management plans to aid with planning for future needs. This can be accomplished by utilizing tools, such as: water reliability studies, road and pavement assessments, sewer system

analysis, or other available information. Identifying capital improvement needs allows the township to review its revenue resources and allocate funding as needs arise, thereby minimizing emergency expenses. Once a need has been identified, ROWE will work with the township to develop cost estimates to use during the budgeting process. ROWE understands that many times the costs need to be allocated between several categories within the budget (water, sewer, and streets, for example). We will provide the information in the format needed to meet the township's needs.



### ***Grant Applications Responsiveness***

ROWE will review any relevant updates to the township's capital improvement program, recreation plan, master plan, related transportation plans, road or bridge inspections, and other related documents. This allows ROWE to make suggestions regarding potential grant sources the township may consider, either as a prime source or local match source for other grants.

This background helps ROWE prepare a more competitive grant application. Our aim will be finding how the township can present a competitive advantage within the grant application; unique strengths the township can present that match the goals of grant criteria.





## ***Experience & Qualifications***

### ***Grant Application Preparation***

For any grant opportunity, ROWE will review grant criteria and identify opportunities, limitations and schedule needs for the submittal. ROWE monitors grant opportunities and maintains contact with many funding representatives to be current with key requirements and priorities.

Meeting(s) will be scheduled based on the available timeline and extensiveness of the application. At the kick-off meeting, tasks will be assigned, along with deadlines for securing required information. The schedule will allow for adequate review of the application as well as any required public process. ROWE will follow up with the grant process and provide supplemental information, as necessary. In addition, ROWE provides e-mail bulletins to clients to identify potential grant opportunities.

### ***5. Construction Administration***

ROWE can provide full or as-needed construction engineering services for the Oscoda Township for township-funded projects and/or those proposed by a private developer.

ROWE will provide the following.

- Project engineering and administration
- Observation
- Onsite material testing/coordination (as required)
- Construction staking and layout
- Construction QA/QC
- Project close-out



### ***Layout***

One of ROWE's 12 professional surveyors, licensed by the State of Michigan, will oversee the staking of the project. ROWE will coordinate with the contractor throughout the project to schedule all necessary staking. Layout/staking services will consist of providing line and elevation of contract items such as: curb and gutter, utilities, culverts, ditches, pavement sections, and other construction related features. Our surveyors will also locate, witness, and reset monuments and property corners as needed.

### ***Construction Observation***

ROWE will provide construction observation services for the township when requested. Generally, these services will consist of the following.

- A. Coordinate with township staff to discuss and provide updates on the project's progress and status
- B. Check line and elevation to verify accuracy
- C. Observe work in progress to verify procedures are followed and materials conform to specifications
- D. Coordinate material testing (by others)
- E. Review the final products' workmanship to verify conformance with specifications
- F. Review contract documents with the contractor and answer questions
- G. Record quantity of materials installed which will be used for payment purposes
- H. Maintain a daily log of construction activities and progress for the day
- I. Prepare sketches of construction installations that deviate from the construction drawings, and report such changes for incorporation on the record drawings (as-builts)
- J. Interact with the public, answer questions, and assist/coordinate with the contractor to resolve issues, as needed
- K. Conduct wage rate interviews, if required by the funding source



## ***Experience & Qualifications***

### ***Construction Engineering***

ROWE can provide construction engineering (CE) services to meet the township's needs. These services could be provided on a part-time or full-time basis, depending on the township's desires and the project's complexity, and would consist of the following:

- A. Schedule and preside over a pre-construction meeting
- B. Schedule public information meeting. With the contractor in attendance, make presentation to public regarding project schedule and details of proposed construction operations. Respond to concerns and questions presented by those in attendance.
- C. Visit the construction site as needed, coordinate with the construction observer and contractor to resolve any issues and assist in interpreting the contract documents
- D. Hold regularly scheduled project progress meetings with the contractor and township and issue meeting minutes. Depending on the complexity and duration of the individual project, ROWE will make interim progress reports to the township, as required.
- E. Attend post-project review meeting, develop punch list of items to be completed, and follow up with completion of punch list items
- F. Coordinate material testing with testing company (retained by the township) and review test results to ensure the materials are in conformance with the project's specifications.
- G. Review shop drawings for materials proposed for the project for conformance with the projects' specifications
- H. Review and provide recommendations regarding progress payments to the contractor

### ***Contract Administration***

As part of our contract administration services, ROWE will:

- A. Answer questions during the project's bidding phase and issue addenda to clarify any issues
- B. Review the contractor's progress for compliance with the approved schedule
- C. Prepare monthly applications for payment for review and approval by the township. Typically, the payment application process and schedule is established based on the township's board meeting schedule and the necessary time for reviewing and processing.
- D. Review the contractor's certified payroll and wage rate interviews for conformance with the projects funding source, if required
- E. Prepare project change orders, as needed
- F. Work with the contractor to resolve all complaints and any claims for extra compensation
- G. Coordinate with funding sources and provide required documentation
- H. Provide a final report in the format required by funding agency to close out the project
- I. Coordinate with township staff to keep them informed about the project
- J. Attend meetings as necessary to answer questions and discuss the project





## **Experience & Qualifications**

### ***Construction Testing***

ROWE can provide material testing services for items, such as concrete and hot mixed asphalt, and density testing on sub-grade, aggregate, trenches, and asphalt, if the township desires. ROWE can also coordinate testing services by a third-party service provider if contracted by the township. We will also keep a detailed log that includes dates, times, and activities of all third-party testers on site.

### ***Record Drawings (As-Builts)***

Record drawings will be prepared and delivered to the township for your records. Plans will be prepared from the records kept during the construction process. The drawings will show all significant deviations from the design plans, along with witness measurements for service leads. We understand detailed and accurate as-constructed drawings are extremely important for future projects. Our field technicians and engineers will have the necessary equipment to obtain vertical and horizontal measurements on new and existing utilities. They will also carry digital cameras to take pictures at critical underground locations, such as manholes, tees, bends, main connections, and service connections. Digital photos will be added to electronically drafted, as-constructed drawings.

### ***Peer Review***

ROWE performs plan reviews for many of our municipal clients on a regular basis. In some instances, ROWE's review is for the engineering-related issues and planning issues are reviewed by the municipality or another consultant. In other cases, ROWE provides both the engineering and planning-related reviews. We can coordinate our reviews with the township or other consultants as needed. Our reviews will be based on the township's standards and general engineering practices.

### ***Coordination with Other Township Service Areas, Other Governmental Agencies, Private Utility Companies, and the Public***

ROWE has a 55-year history of providing consulting services with numerous communities. We have developed strong, long-standing relationships with many of these communities and their various departments. We understand how important it is to have open dialog with different departments and obtain their input on projects. We are committed to making each project successful which requires frequent, open, and succinct communication with all township staff/board members.



Our history of providing municipal services has also allowed us to develop working relationships with many state and county agencies, as well as most utility companies. These relationships are invaluable when we are developing projects, have questions, or need their assistance.

### ***QA/QC Procedures***

The quality of service ROWE Professional Services Company provides to clients is based upon:

- Our employees' professional competence
- The way tasks are organized
- An independent team of specialists who review and critique projects throughout the project's life

Projects are assigned to staff members in accordance with clearly demonstrated capabilities. We emphasize state-of-the-art technical practices, coupled with efficient and quality-minded management, to achieve the highest level of service.



Quality assurance / quality control (QA/QC) is implemented by a distinct QA/QC organization functioning under an established set of guidelines which can be modified to meet the client's needs. QA/QC promotes effective project management, in addition to meeting client's needs.

Engineering plans and specifications are reviewed prior to each submission to the client, ensuring they are compliant with standards and biddable and constructible, which minimizes errors and omissions.

Plans are subjected to a final review by the senior project manager and the project principal assigned to the project. Project managers responsible for these projects develop a written plan (see following procedural checklist) for reviewing projects at intermediate points, in addition to a final review. This plan is developed before work begins on the project, and is reviewed and approved by the senior project manager.



Review of plans and specifications requires time; project schedules are adjusted to include the time required for review, and project budgets include an allowance for the review time. It is the project manager's responsibility to schedule and ensure reviews are completed before a project is completed. Staff members who have not been involved with design/development of the plans and specifications perform reviews. Reviewers are experienced and qualified in the type(s) of work included in the

## Experience & Qualifications

project. Survey control is reviewed by a surveyor.

The project manager furnishes the following information to the reviewer.

- 1) Names of staff working on the project and their responsibilities, including field work and drafting
- 2) Field notes
- 3) Existing utility maps
  - a) Water
  - b) Sanitary Sewer
  - c) Drainage
  - d) Gas
  - e) Electric
  - f) Telephone
- 4) Design calculations
  - a) Drainage
  - b) Pavement design
  - c) Pump station
  - d) Other relevant calculations
- 5) List of all permits which are to be obtained and the status of each
- 6) Complete set of *final* plans
- 7) Complete set of *final* specifications
- 8) List of pay items and quantities
- 9) Designer checklists (appropriate for project type)
- 10) Engineer's estimate

The reviewer checks the plans and specifications for completeness, accuracy, buildability, and compliance with client and ROWE standards. The following criteria are used as a general guideline for minor projects. The scope may vary to fit the project. Criteria for review of major projects are established in the QA/QC plan developed by the project manager, but normally also includes the following.

- 1) Do the plans include sufficient control to define the location of the proposed design? Does the



## ***Experience & Qualifications***

- alignment and control data appear to be correct?
- 2) Are benchmarks shown on the plans?
  - 3) Are existing utilities shown?
  - 4) Is all proposed work within available right-of-way or property?
  - 5) Have all necessary permits been obtained?
  - 6) Is the plan format in accordance with current client and/or ROWE standards? Is the proposed design buildable? Are there conflicts with existing conditions?
  - 7) Are the design calculations complete and correct?
  - 8) Are materials, sizes, thicknesses, etc. defined?
  - 9) Is it clear which work items are pay items?
  - 10) Does the engineer's estimate appear reasonable?
  - 11) For site work projects, are the proposed grades set to provide positive drainage?
  - 12) Is the design completed in accordance with appropriate design checklist?
  - 13) Are specifications provided for all proposed materials and workmanship?

The reviewer completes a written summary of questions or comments. The project manager provides written responses to the reviewer's questions or comments, and provides them to the reviewer for concurrence. The senior project manager resolves any remaining unsettled issues.

The plans' cover sheet contains the name of the person(s) responsible for the review in the following format:

"Reviewed by Jeff Markstrom, April 19, 2018."

This is handwritten on the final bid documents (used for printing bid/contract drawings) near the cover sheet's lower right-hand corner or near the right side of the title block. By signing the plans, the reviewer indicates that the plans and specifications have been reviewed as described.



All errors or omissions in a set of plans and specifications discovered after the final review are reported to the senior project manager and project principal.

Projects or portions of projects completed by subconsultants are reviewed by the senior project manager or project manager assigned to the project prior to submittal to the client. Review checks for consistency with client standards and procedures, compliance with overall contract and specific project request, and general overview of the work performed. All technical aspects of the subconsultant's work is reviewed by the appropriate subconsultant's staff; a copy of that review is provided to ROWE prior to submittal to the client.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/16/2016

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

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

<b>PRODUCER</b> Professional Concepts Insurance Agency, Inc. 1127 South Old US Highway 23  Brighton MI 48114-9861	<b>CONTACT NAME:</b> certs@pciaonline.com <b>PHONE (A/C. No. Ext):</b> (800)969-4041 <b>E-MAIL ADDRESS:</b> certs@pciaonline.com		<b>FAX (A/C. No.):</b> (800)969-4081
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> ROWE PROFESSIONAL SERVICES COMPANY 540 S SAGINAW ST SUITE 200 FLINT MI 48502	<b>INSURER A:</b> The Phoenix Insurance Co		25623
	<b>INSURER B:</b> Travelers Prop Casualty of Ame		25674
	<b>INSURER C:</b> Travelers Indemnity Co		25658
	<b>INSURER D:</b> Travelers Indem. Co of America		25666
	<b>INSURER E:</b> XL Group PLC		
<b>INSURER F:</b>			

**COVERAGES** **CERTIFICATE NUMBER: 17 ALL** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			6805C407070PHX17	1/1/2017	1/1/2018	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input checked="" type="checkbox"/> X,C,U						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> CONTRACTUAL LIABILITY						PERSONAL & ADV INJURY \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:							GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 AEXTD \$
B	<b>AUTOMOBILE LIABILITY</b>			BA5C42450317GRP	1/1/2017	1/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							Uninsured motorist combined \$ 1,000,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB			CUP5C4944251747	1/1/2017	1/1/2018	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR					AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	<input type="checkbox"/> CLAIMS-MADE					
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			XV2HUB3994T61117	1/1/2017	1/1/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	<b>Professional Liability</b>			DPR9909523	1/1/2017	1/1/2018	Per Claim 2,000,000
	<b>Errors &amp; Omissions</b>						Aggregate 4,000,000

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

<b>CERTIFICATE HOLDER</b>  	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Mike Cosgrove/JL <i>Michael Cosgrove</i>

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## References

Firm/Agency Name	Address & Phone	Project Title	Contact Person
<b>Grand Blanc Charter Township</b>	PO Box 1833 Grand Blanc, MI 48480 (810) 424-2600	<ul style="list-style-type: none"> <li>• Genesys Senior Living Village Phase I</li> <li>• SRF Project Plan</li> <li>• Tech Village Conceptual Layout</li> <li>• Security Credit Union Private Road / Storm Sewer</li> <li>• District 7 Sanitary Sewer Upgrade</li> <li>• Holly Road Sanitary Pump Station Abandonment</li> <li>• 9347 McWain Road Drainage Issues</li> <li>• Pump Station Easements</li> <li>• District 8 Sewer Improvements</li> <li>• Green Knolls Drainage Analysis</li> <li>• Bicentennial Park New Pavilion Utilities</li> <li>• Creasey Bicentennial Park Dog Park</li> <li>• Quality Way – TMI Sewer Improvements</li> <li>• District 8 Sanitary Sewer Easement Survey</li> <li>• Holly Road Water Tower Easement Staking</li> <li>• Liberty Bell and Sun Valley Storm Sewer</li> </ul>	<b>Dennis Liimatta</b> Superintendent
<b>City of Lapeer</b>	576 Liberty Park Lapeer, MI 48446 (810) 664-4711	<ul style="list-style-type: none"> <li>• Oregon Street Reconstruction</li> <li>• Oak Street Rehabilitation</li> <li>• DeMille Road Rehabilitation</li> </ul>	<b>Pam Reid</b> Public Works Director
<b>Village of Holly</b>	300 East Street Holly, MI 48442 (248) 634-9571	<ul style="list-style-type: none"> <li>• Baird Street Pump Station Replacement</li> <li>• PASER Ratings</li> <li>• Sun Communities Water Meter Pits</li> <li>• Master Plan Five-Year Review</li> <li>• 2013 Water Reliability Study Update</li> <li>• Grange Hall Sidewalk</li> <li>• Plan Reviews</li> <li>• Mill Pond Dam Draw Down Permit</li> </ul>	<b>Jerry Walker</b> Manager
<b>City of Imlay City</b>	150 N. Main St. Imlay City, MI 48444 (810) 724-2135	North Almont Street Reconstruction	<b>Tom Youatt</b> City Manager
<b>Village of Almont</b>	817 N. Main St. Almont, MI 48003 (810) 798-8566	Water Booster Station	<b>Bryan Treat</b> DPW Supervisor
<b>City of Caro</b>	317 State St. Caro, MI 48723 (989) 673-2571	<ul style="list-style-type: none"> <li>• Columbia Street Reconstruction</li> <li>• Water Reliability Study</li> <li>• Sherman Street Reconstruction</li> </ul>	<b>Charlie Sundblad</b> Public Works Director



## Water Main / Water Distribution Systems

ROWE can provide:

- Water utility master planning
- System pressure maps
- Available fire flow maps
- Water storage / supply / treatment capacity analysis
- Water rate analysis



ROWE Professional Services Company understands the needs of a water system with respect to capacity, regulatory compliance, condition, and operations and works with clients to identify specific needs and concerns regarding their water system.

We utilize computer models to assist with analyses and provide clear and concise reports to guide communities in managing their public water system.

The Safe Drinking Water Act requires communities with public water systems to perform a water reliability study every five years to ensure adequate service to the population. ROWE can assist with these analyses, which typically include:

- An evaluation of commercial and residential water use, along with water loss in the system
- Projections of future population, service area, and water requirements

- Evaluation of the existing facilities
- Computer analysis to determine water pressures and fire flows available throughout the distribution system
- Recommendations for improvements to the water system to correct existing deficiencies and prepare for future demands
- Budgeting for capital improvements



ROWE PROFESSIONAL SERVICES COMPANY

1.800.837.9131

[www.rowepsc.com](http://www.rowepsc.com)

*Large Firm Resources. Personal Attention.*





# Grant Experience

The staff at ROWE Professional Services Company regularly works with many grant and loan programs for funding projects. We work hard to help clients find the right program to aid in financing costly projects that are critical to maintaining a good quality of life and environmental protection for their community. We guide our clients through the evaluation and application process for the following programs and private grants.

## Parks & Trails Grants

- Michigan Department of Transportation (MDOT) Enhancement Grant
- Transportation Alternative Program
- Non-motorized – Act 51
- Michigan Department of Natural Resources (MDNR) Trust Fund
- Recreation Passport
- Safe Routes to School
- Land and Water Conservation Fund
- Michigan Department of Environmental Quality Scrap Tire Market Development Grant

## Recent Grant Awards

- Genesee County Parks & Recreation (TAP & CMAQ) Flint River Trail-Genesee to Vassar Road \$960K
- Mid Michigan Pathway (various sources) \$2M
- City of Alma (MDNR) 2013 Access Projects \$300K
- City of Alma (MDNR) 2014 Fred Meijer Heartland Trail, etc. \$1M
- City of Clio (MDNR) Riverfront Park/Trail \$250K
- City of Clio (MDEQ) scrap tire grant \$600K
- Genesee County Parks & Recreation Commission Bluebell Beach Trail (MDNR) \$45K
- City of Ithaca (MDNR) Soccer Fields \$300K
- Village of Port Sanilac (MDNR) Tennis Courts, Restroom, Trailhead \$240K
- City of Flint (MDNR) McKinley Park \$270K
- City of Flint (MNDR/MDOT) Grand Traverse Trail \$1.5M
- City of Flint (MDOT) Genesee Valley Trail \$700K
- City of Alma (MDOT) Superior Street / Heartland Trail Extension \$340K
- Independence Township (USTA) Tennis Courts \$50K
- Montrose Township (MDNR) Park Expansion \$103,400
- City of Gladwin (MDNR) Park Improvements \$185K
- City of Omer (SCIT) Park Improvements \$30K
- City of Owosso (MDNR) Restroom Improvements \$30K
- Grand Blanc Charter Township (MDOT) Trail Improvements \$700K

**TOTAL IN PAST 5 YEARS: \$9M+**



Transportation Enhancement Grant



MDNR Trust Fund Grant



MDNR Trust Fund Grant



Kellogg Access to Recreation Grant & MDNR Grant



## State Revolving Loan Experience

Effective financing is essential for a successful project. Through our experience with a wide variety of projects, ROWE Professional Services Company has worked with many financing programs and methods. Using this experience, we can identify program(s) to suit each project. Our staff members are experienced managing revolving loan projects, from the planning and application stage through project closeout.

Following are some recent projects funded by the state's revolving loan programs.

- **Bay County** – Water treatment plant & transmission mains
- **City of Bay City** – Distribution system upgrades
- **City of Flushing** – Distribution system upgrades
- **City of Lapeer** – Water treatment plant upgrades
- **City of Mt. Morris** – Distribution system upgrades
- **City of Port Huron** – Combined sewer separation (design & construction)
- **Village of Armada** – New well, water treatment plant, & water main
- **Village of Byron** – Water treatment plant
- **Village of Caro** – Water treatment plant; new well & water main
- **Village of Chesaning** – Sanitary sewer overflow elimination
- **Village of Dryden** – Distribution system upgrades
- **Village of Holly** – Water treatment plant expansion
- **Village of Port Sanilac** – Water treatment plant & distribution system upgrades
- **Green Oak Charter Township (Livingston County)** – Water treatment plant





# Storm / Sanitary Sewer Lift/Pump Stations

Through our 50+ years of experience, our staff has completed a wide variety of wastewater projects. Following are some that have been recently completed.

## **Sewer Master Plans**

- City of Ithaca
- Grand Blanc Charter Township
- Green Oak Charter Township
- City of St. Louis
- Charter Township of Vienna

## **Sewer Rate Studies**

- City of St. Clair
- City of Swartz Creek
- Grand Blanc Charter Township
- Hartland Township

## **Wastewater Treatment Plants**

- City of Imlay City
- City of Lapeer
- City of St. Louis
- Village of Almont
- Lyon Township
- Green Oak Charter Township

## **Combined Sewer Studies / Separation**

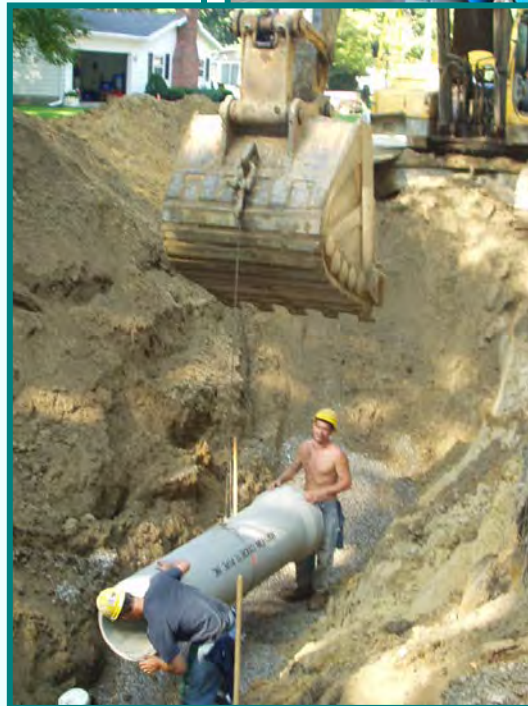
- City of Davison
- City of Flushing
- City of Lapeer
- City of Port Huron
- City of Swartz Creek
- Village of Almont
- Grand Blanc Charter Township

## **Sanitary Sewers**

- City of Burton
- City of Lapeer
- Charter Township of Vienna

## **Pumping Stations**

- City of Port Huron
- Village of Holly
- Grand Blanc Charter Township
- Green Oak Charter Township





# Construction Administration Services

ROWE's project services include:

- Construction management
- Technical assistance
- Material testing
- Construction administration
  - » Office technician
  - » Project documentation
  - » FieldManager / FieldBook
  - » Contract management
  - » Permitting
- Constructability reviews
- Construction layout staking
- Traffic control review
- NPDES inspections



ROWE Professional Services Company has provided construction-related services to the Michigan Department of Transportation and communities both large and small for +50 years. We provide these services on more than 70 projects annually, more than half of which are MDOT and MDOT Local Agency projects. Projects range from having small to multi-million-dollar construction budgets. ROWE holds as-needed construction engineering contracts with several MDOT TSCs. Our construction group is committed to making every project a success for our clients.

- Water and wastewater treatment facilities
- Water storage tanks
- Preventative and scheduled road maintenance projects
- Traffic signal and safety improvement projects
- Streetscapes
- Wetland construction

Our experience has given us the knowledge and understanding to successfully provide construction engineering services through all phases of a project. Our broad range of resources and our professional staff members' qualifications help us assist all our clients.



Our previous project experience includes construction administration and oversight on a wide range of projects including:

- Highway, county, and local road reconstruction/rehabilitation
- Precast, simple, and complex bridge reconstruction/rehabilitation
- Various underground infrastructure



**ROWE PROFESSIONAL SERVICES COMPANY**

**1.800.837.9131**

[www.rowepsc.com](http://www.rowepsc.com)

*Large Firm Resources. Personal Attention.*



## ***Conflict of Interest Statements***

---

- a. ROWE does not currently represent, nor has ever represented, any client where representation may conflict with our ability to serve as engineer for the Charter Township of Oscoda.
- b. ROWE does not currently represent any real estate developers doing business with, or anticipates doing business with, the Charter Township of Oscoda.
- c. ROWE does not currently represent any other local units of government having jurisdiction within, or contiguous to, the Charter Township of Oscoda.
- d. ROWE would utilize the following procedures to identify and resolve any conflicts of interest.
  - ROWE would first contact township officials to inform them of a potential conflict of interest.
  - Next, we would inform the township the work that ROWE performs for the township would take highest priority and we would inform the other party that we would be unable to assist them in their project.
  - Lastly, it is our policy to not perform “private development” work in those communities where we are considered the local agency’s engineer of record.



# ROWE PROFESSIONAL SERVICES COMPANY

Engineering – Surveying – Aerial Photography/Mapping  
Landscape Architecture – Planning

## The ROWE Building

540 S. Saginaw Street, Suite 200  
Flint, MI 48502  
Tel: 810.341.7500  
Fax: 810.341.7573  
www.rowepsc.com

---

## Lapeer

128 N. Saginaw Street  
Lapeer, MI 48446  
Tel: 810.664.9411  
Fax: 810.664.3451

## Mt. Pleasant

127 S. Main Street  
Mt. Pleasant, MI 48858  
Tel: 989.772.2138  
Fax: 989.773.7757

## Farmington Hills

27260 Haggerty Road, Suite A-7  
Farmington Hills, MI 48331  
Tel: 248.675.1096  
Fax: 800.974.1704

## Lansing

1000 S. Washington Avenue, Suite 104  
Lansing, MI 48910  
Tel: 800.837.9131  
Fax: 800.974.1704

## Grayling

2342 Industrial Street, Suite A  
Grayling, MI 49738  
Tel: 989.348.4036  
Fax: 989.348.5416

## Tri-Cities

419 N. Madison Avenue  
Bay City, MI 48708  
Tel/Fax: 989.894.4001

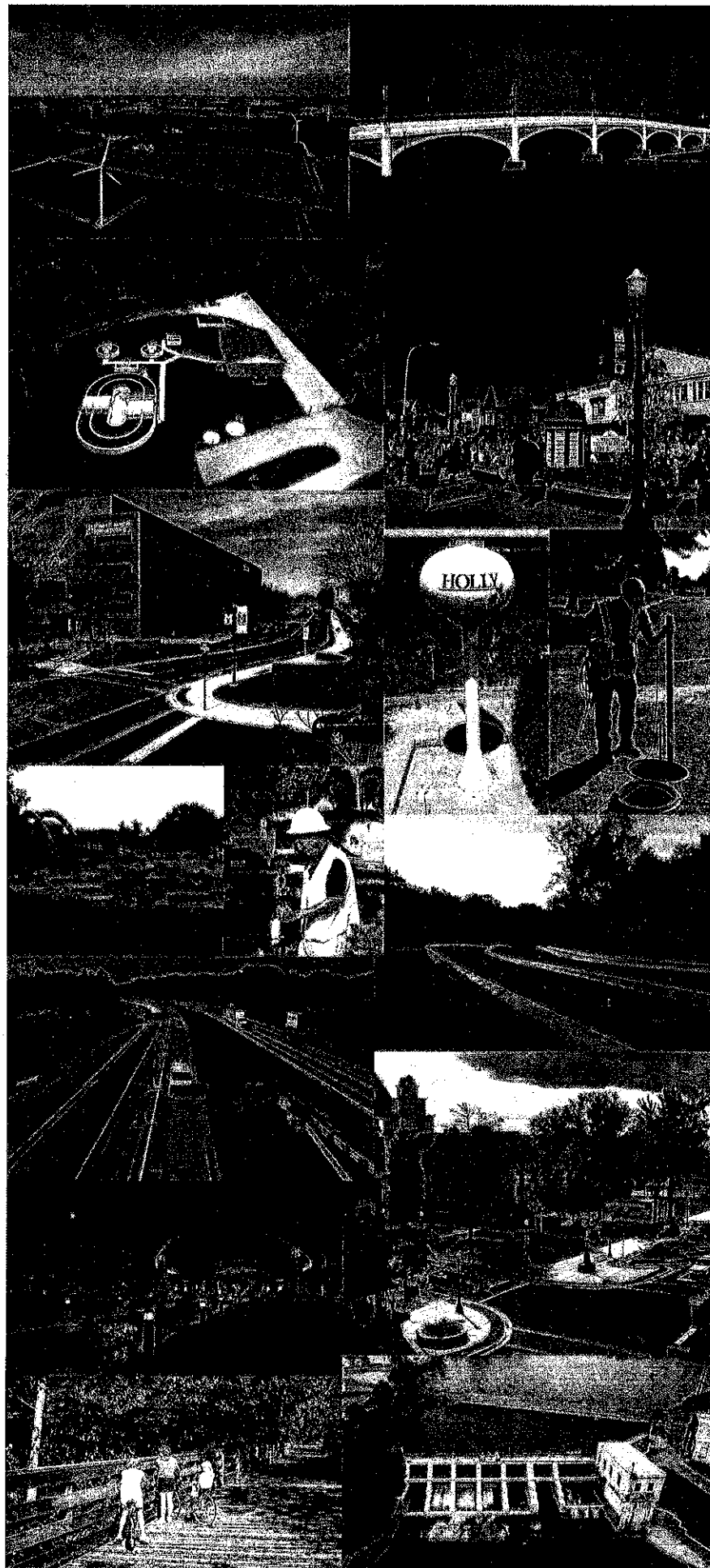
## Myrtle Beach

511 Broadway Street  
Myrtle Beach, SC 29577  
Tel: 843.444.1020  
Fax: 843.448.3936

---

## Air-Land Surveys

The ROWE Building  
540 S. Saginaw Street, Suite 200  
Flint, MI 48502  
Tel: 810.762.6800  
Fax: 810.762.6801



# Professional Services

## Civil Engineering

### *Construction Management and Engineering*

- Roads/Bridges
- Traffic Engineering
- Pavement Management Systems
- Sidewalks and Bicycle Paths
- Streetscapes

### *Utility Planning and Analysis*

- Sanitary Sewers
- Storm Water Management
- Water Mains
- Water Storage and Wells
- Water and Wastewater Treatment
- Pumping Stations
- Rate Studies

### *Land Development Services*

- Due Diligence
- Site Planning
- Detailed Engineering
- Construction Administration
- Wetland Permitting and Mitigation

## Surveying

### *Survey Types*

- Architectural
- Cadastral and Boundary
- Land Title (ALTA/ACSM)
- Retracement
- Right-of-Way
- Topographic Mapping

### *Additional Surveying Services*

- Aerial Control
- Construction Layout and Control
- Government Corners Remonumentation
- Mortgage Reports
- Wetland Mapping

## Planning

### *Plan Types*

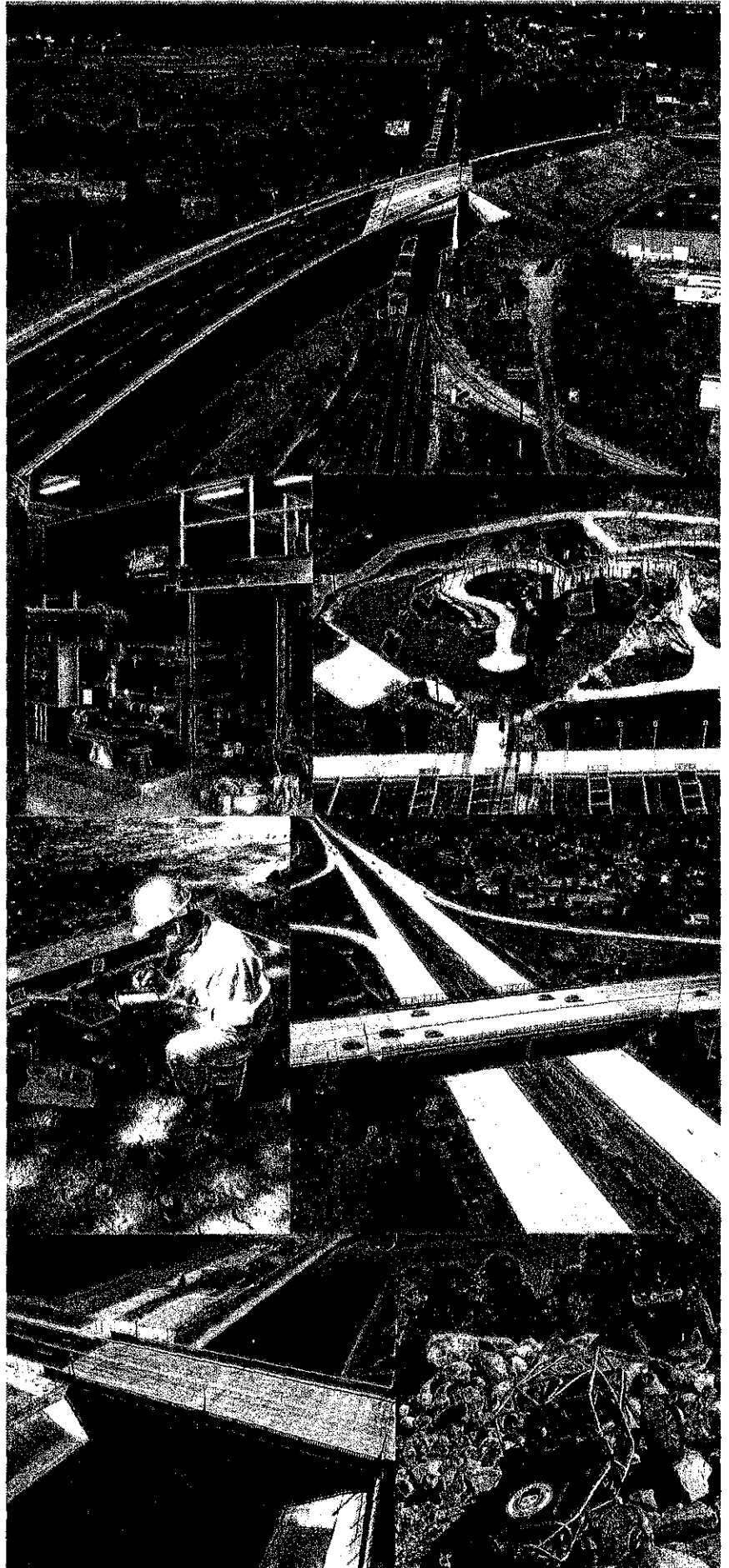
- Land Use
- Comprehensive
- Master
- Parks and Recreation

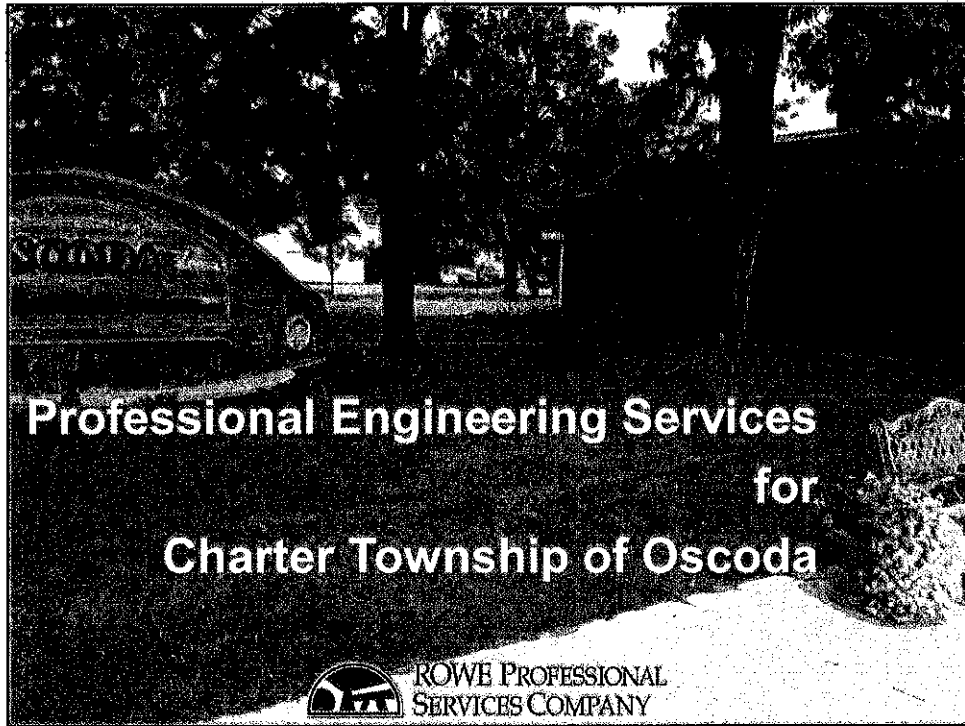
### *Additional Planning Services*

- Zoning Ordinances and Maps
- Grant Application Preparation
- Implementation Manuals
- Zoning, Site Plan, and ZBA Review

## Landscape Architecture


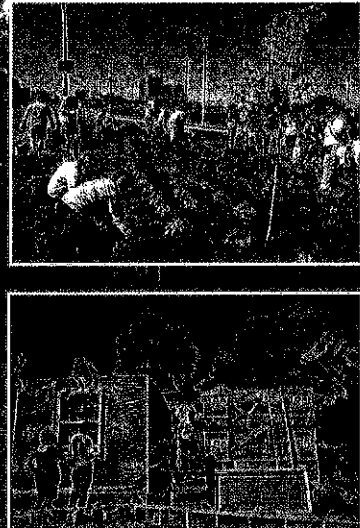
- Streetscapes & Enhancements
- Park Design
- Parks and Recreation Plans
- Trailways





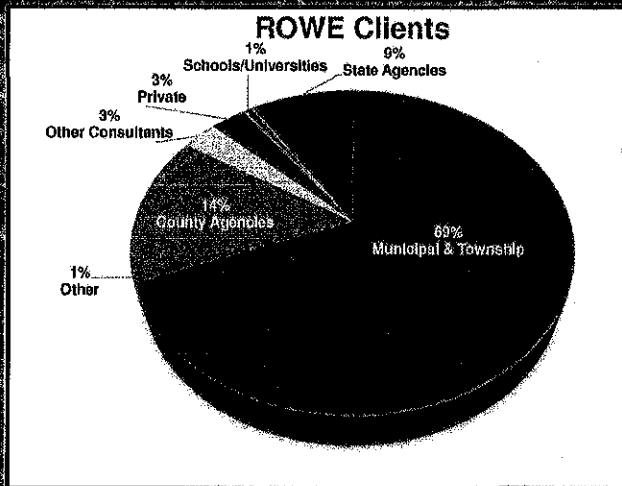
## Introduction

- Founded in 1962
- Headquarters in Flint
- Staff of 140
- One of the leading professional consulting firms in Michigan





## Focus on Townships and Cities



ROWE PROFESSIONAL  
SERVICES COMPANY

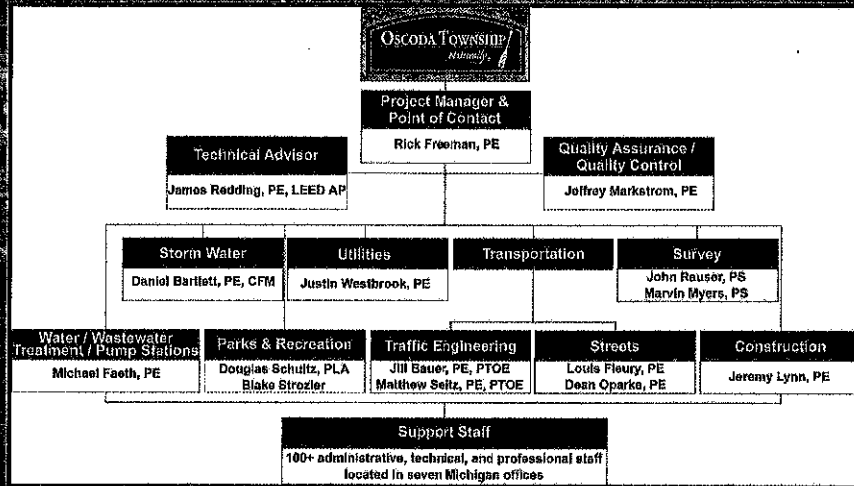
## Municipal Services

- Water
- Sewer
- Storm Water
- Roads
- Grant Applications
- Landscape Architecture
- Parks
- Site Plan Reviews
- Rate Studies
- Master Planning
- Construction



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SERVICES COMPANY

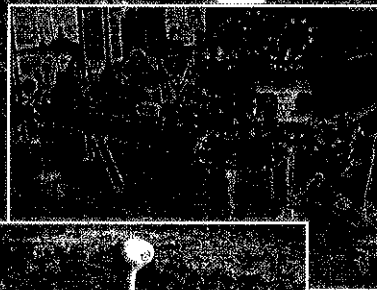
# Key Personnel



**ROWE PROFESSIONAL SERVICES COMPANY**

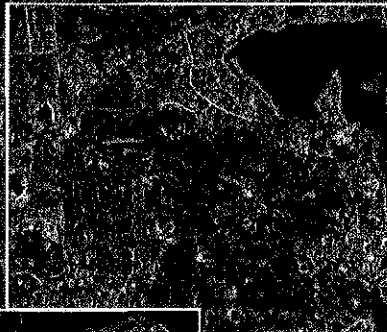
# Technical Qualifications

- 1/3 of staff are licensed professionals
- Experience
  - Specialty expertise
    - Water and wastewater utilities
    - Traffic engineering
    - Storm water management
    - GIS
- Professional Affiliations
  - MI Rural Water Association
  - MI Stormwater & Floodplain Association
  - Water Environment Federation
  - American Water Works Association
  - American Public Works Association



**ROWE PROFESSIONAL SERVICES COMPANY**

## Technology



- Aerial photography and imaging
- Computer modeling of:
  - Traffic
  - Water Distribution
  - Sanitary Sewers
  - Storm Water
- Robotic survey equipment
- GPS/GIS



ROWE PROFESSIONAL  
SERVICES COMPANY

## Understanding Oscoda Township Needs



- Assisting with reviewing development documents
- Developing and updating a Capital Improvement Plan for utility improvement projects
- Design, bid, construction engineering services for township-maintained infrastructure



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SERVICES COMPANY

# Planning & Providing Utilities

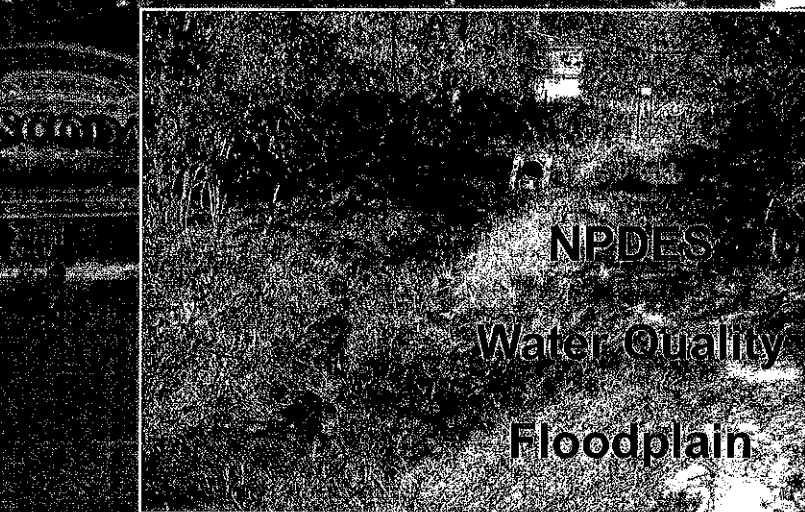


Grand Blanc Township



ROWE PROFESSIONAL SERVICES COMPANY

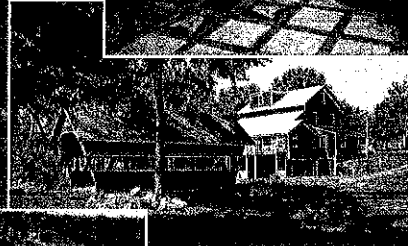
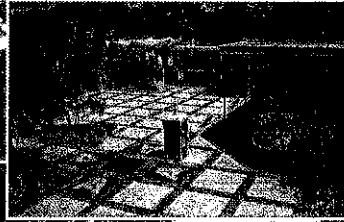
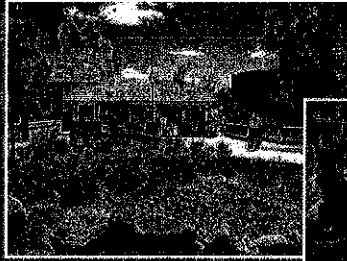
# Storm Water Management



ROWE PROFESSIONAL SERVICES COMPANY

## Parks and Recreation

- Grants
- Parks and Recreation Plans
- Trailways
- Enhancements



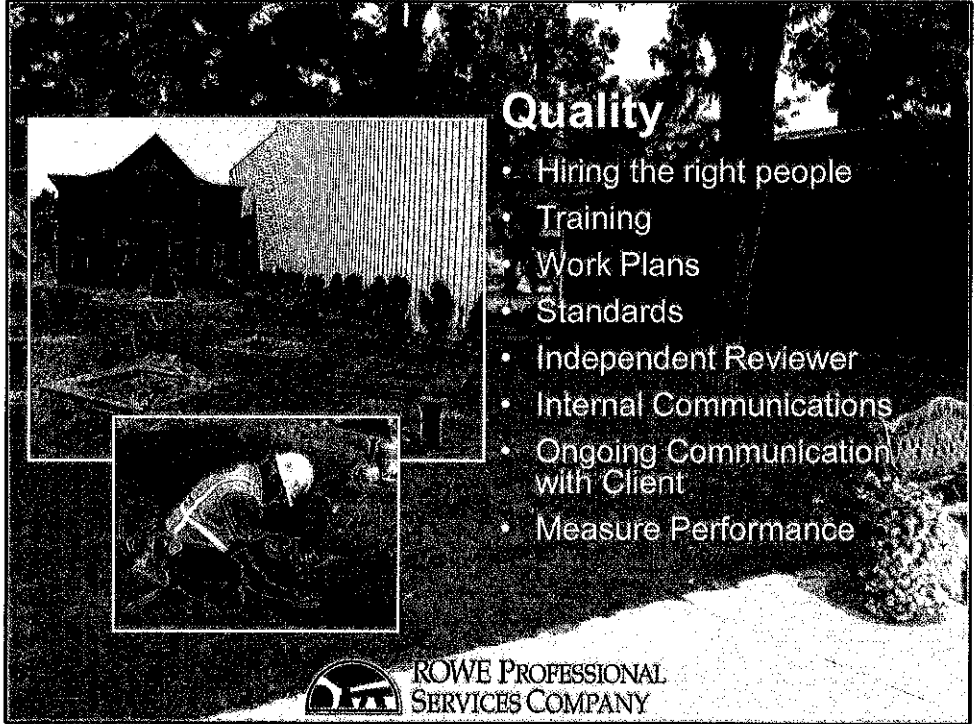
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## Schedules and Budgets

- Extensive experience
  - Anticipate problems and critical issues
- Appropriate level of service
- Project budgets
- Timeliness
  - We do not miss critical deadlines
    - DWRF/SRF milestones
    - Funding application deadlines
    - MDOT lettings




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## Quality

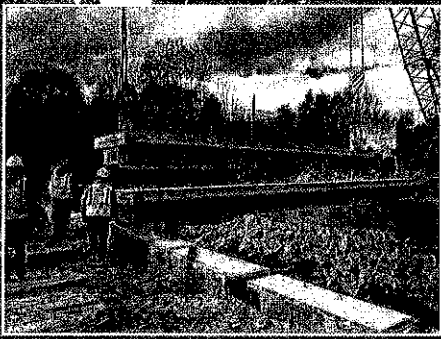
- Hiring the right people
- Training
- Work Plans
- Standards
- Independent Reviewer
- Internal Communications
- Ongoing Communication with Client
- Measure Performance




**ROWE PROFESSIONAL SERVICES COMPANY**


## Project Awards

**American Society of Civil Engineers**  
 2017 Outstanding Civil Engineering Achievement Award  
 M-26 over Mill Creek Bridge Replacement  
 Sanilac County, MI





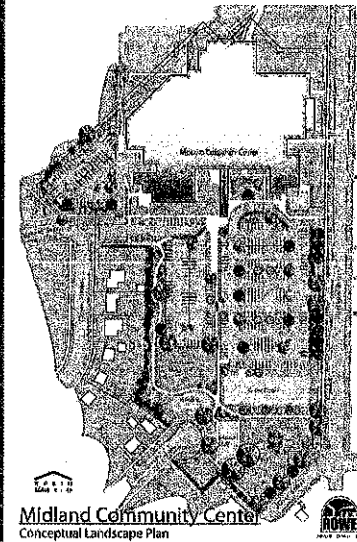
**Michigan Recreation and Park Association**  
 2016 Park Design Award  
 Lakeside Park Improvements, Port Huron, MI



**ROWE PROFESSIONAL SERVICES COMPANY**

## Project Financing

- Grant/Loan Programs
  - Rural Development
  - State Drinking Water Revolving Fund
  - State Clean Water Fund
  - Michigan Department of Transportation
  - Community Development Block Grant
  - Economic Development
  - Environmental Protection Agency



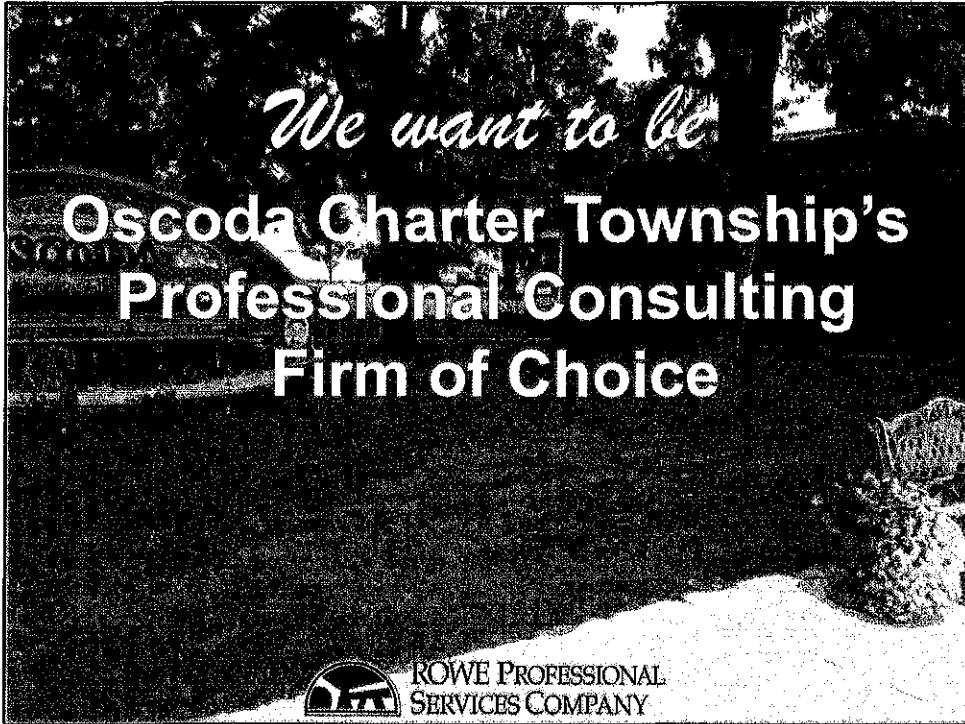
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## Present and Projected Workload


- \$18M Annual Revenue
- Project Manager Capacity
- Large Production Staff
- Resources
- No Current Private Work – no conflicts



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SERVICES COMPANY



*We want to be*  
**Oscoda Charter Township's  
Professional Consulting  
Firm of Choice**

 **ROWE PROFESSIONAL  
SERVICES COMPANY**





Qualifications to Provide  
Engineering Services  
for the  
Charter Township of Oscoda

Prepared by



July 31, 2017



**STRONGER. SAFER. SMARTER. *SPICER.***

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**Darrick W. Huff, P.E., Principal In Charge**  
*Authorized Spicer Group Representative*

**SPICER GROUP, INC.**

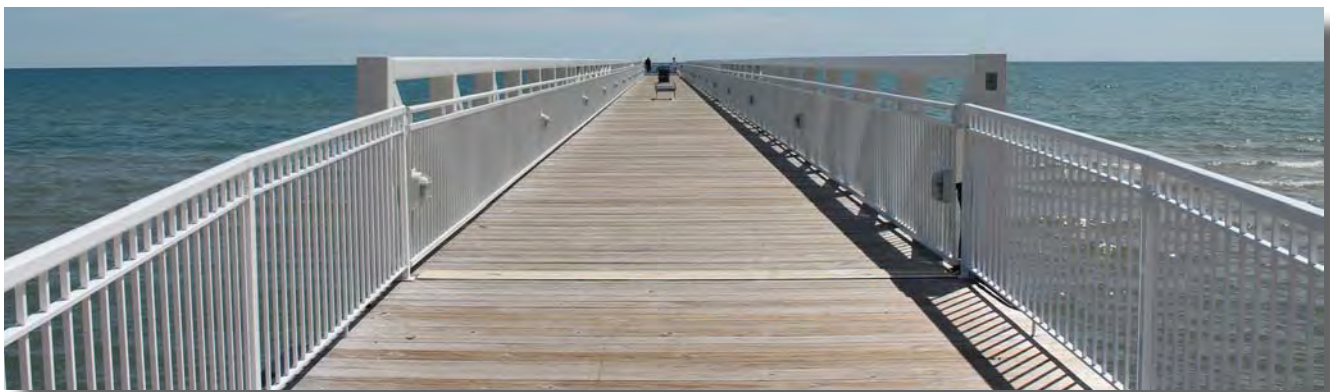
230 S. Washington Ave.  
Saginaw, MI 48607  
P: 989-754-4717  
F: 989-754-4440  
darrickh@spicergroup.com

**FIRM PRINCIPALS**

Robert R. Eggers, AICP (President)  
Donald R. Scherzer (Executive Vice President)  
Ronald B. Hansen, P.E., P.S. (Vice President)  
Larry J. Protasiewicz, P.E. (CFO)  
Jeffrey E. Wood, P.S. (COO)  
Wayne A. Zolnierrek, P.E.  
Shawn P. Middleton, P.E.  
Mark A. Latsch, P.E.  
Eric S. Barden, P.S.  
Timothy A. Inman, P.E., P.S.  
Darrick W. Huff, P.E.  
Rodney A. Velez, P.E.

**WHO ARE WE?**

Spicer Group, Inc. is a Michigan-based firm, and we have been providing architecture, engineering, surveying, grant writing and community planning solutions for clients across the state for 73 years. We are incorporated and licensed to operate in the State of Michigan and have 13 principal owners. We have fully-staffed and modernly-equipped surveying, water resources, utility engineering, electrical engineering, structural engineering, information management, community planning and construction management departments. We have 170 employees and several offices including Saginaw, St. Johns, Manistee, Lansing, Grand Rapids and Dundee.



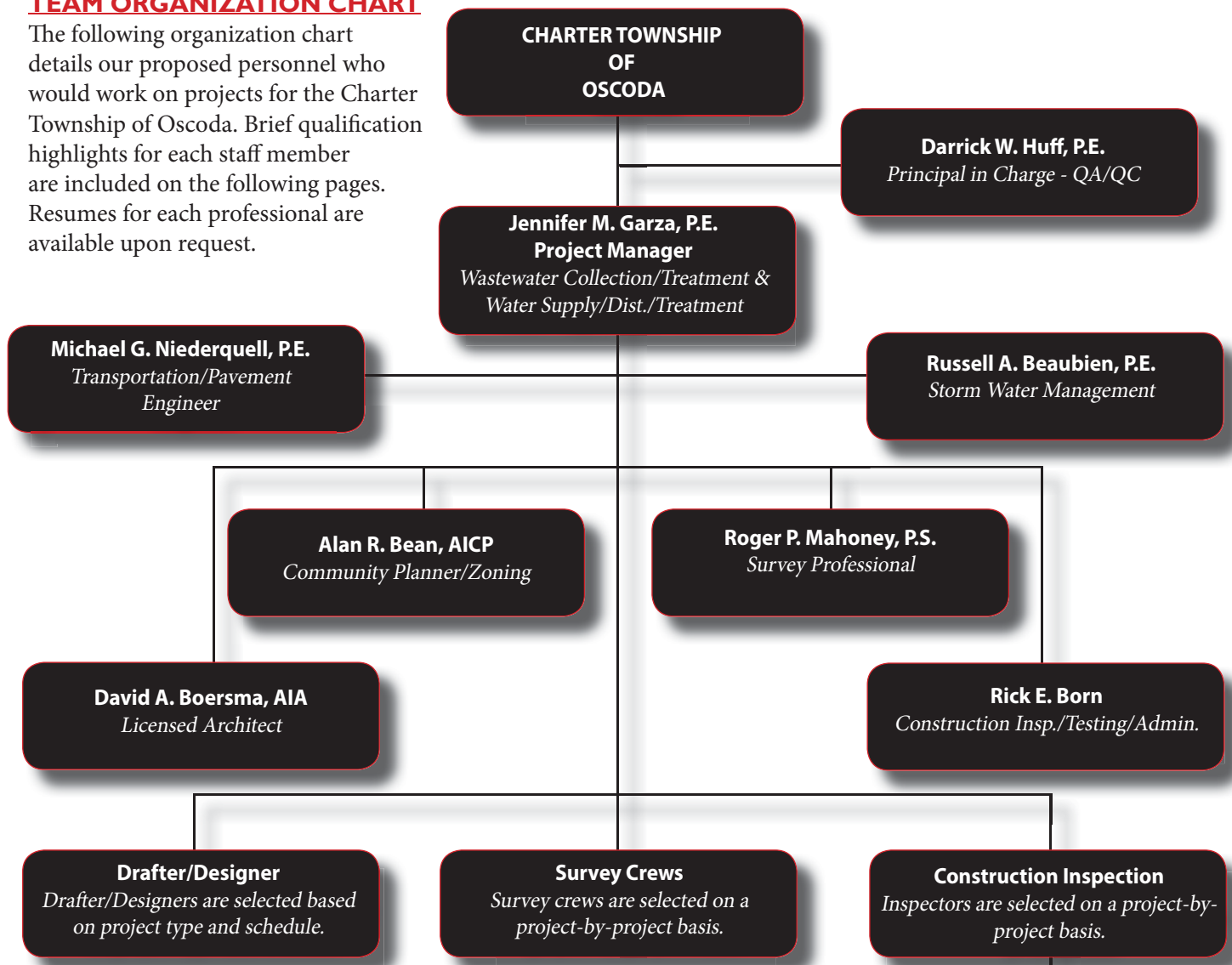


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**PROJECT TEAM**

**TEAM ORGANIZATION CHART**

The following organization chart details our proposed personnel who would work on projects for the Charter Township of Oscoda. Brief qualification highlights for each staff member are included on the following pages. Resumes for each professional are available upon request.



# Old Orchard Campground

STRONGER. SAFER. SMARTER. *SPICER.* PROJECT TEAM

**WELL ROUNDED TEAM** | Our staff covers the following services in house:

- |  |  |
|--|--|
|  <i>Subdivision/Land Development Review</i>   |  <i>Revision of utility and zoning maps</i>               |
|  <i>Transportation Engineering</i>            |  <i>Construction bidding and management</i>               |
|  <i>Wastewater Collection/Treatment</i>       |  <i>On-call to answer questions from township staff</i>   |
|  <i>Drinking Water Distribution/Treatment</i> |  <i>Inspect public/developer-installed infrastructure</i> |
|  <i>Land Surveying Services</i>               |  <i>Attend meetings as-needed</i>                         |

### **Darrick W. Huff, P.E. - Principal in Charge**

- Responsible for overseeing Spicer Group's Municipal Utilities Department which includes all staff working on water distribution/treatment, sanitary collection/treatment, and electrical engineering projects.
- Has extensive experience with coordinating and overseeing small and large municipal infrastructure projects associated with drinking water distribution/treatment and wastewater collection/treatment projects.
- Extensive experience with HVAC design, security systems, power distribution evaluations and emergency generator sizing
- 20 years of experience
- Bachelor of Science in Electrical Engineering, Michigan Technological University, 1996

### **Jennifer M. Garza, P.E. - Project Manager**

- Is very familiar with the Charter Township of Oscoda
- Specializes in the design, preparation of construction plans, specifications, and cost estimates associated with wastewater collection systems, pump stations, lagoon systems, and wastewater treatment plant
- Has extensive experience with the design, preparation of construction plans, specifications, and cost estimates associated with drinking water distribution and treatment projects
- Has additional expertise related to site plan reviews, permitting, preparing engineering specifications, wellhead protection and environmental remediation system reporting
- 15 years of experience
- Bachelor of Science in Biosystems Engineering, Michigan State University, 2002

### **Michael G. Niederquell, P.E. - Transportation Project Engineer**

- Specializes in the design, preparation of construction plans, specifications and cost estimates associated with streets, sidewalks and paths
- Extensive experience with all types of pavement processes and applications including main roadways, secondary routes, parking lots and streetscapes
- 15 years of experience
- Bachelor of Science in Civil Engineering, Michigan State University, 1998

Qualifications to Provide Engineering Services  
for the Charter Township of Oscoda





**STRONGER. SAFER. SMARTER. *SPICER.* PROJECT TEAM**

**Russell A. Beaubien, P.E. - Storm Water Project Engineer**

- Specializes in difficult regulatory permit acquisitions related to the environment
- Serves as the municipal drainage engineer for several municipalities across Michigan
- Extensive experience with the design of storm water/drainage improvements
- 22 years of experience
- Masters of Science in Civil Engineering, Michigan Technological University, 1999
- Bachelor of Science in Environmental Engineering, Michigan Technological University, 1997

**Alan R. Bean, AICP - Community Planner**

- Is very familiar with the Charter Township of Oscoda
- Has a master's degree in community planning from the University of Michigan
- Has extensive experience with providing planning, zoning, and site plan review for communities
- Has managed the development of dozens of community master plans and recreation master plans
- Has 15 years of experience

**Roger P. Mahoney, P.S. - Survey Services Manager**

- Extensive experience on providing various types of survey services including construction staking on pavement, sanitary sewer, water main, pump station and various structure construction
- Routinely conducts topographic surveys for water main, sanitary sewer and open channel drain projects
- Very successful in attaining easements, preparation of easements and legal descriptions.
- Bachelor of Science in Surveying, Ferris State University, 1991
- 28 years of experience

**David A. Boersma, AIA - Project Architect**

- Was the primary project manager for the Oscoda Pier project
- Licensed architect in Michigan, Wisconsin and Pennsylvania
- Focus is on municipal facilities, parks, education, hospitality, healthcare, hospice, senior care, single family residential and multifamily residential
- NCARB certificated and a State of Michigan Code Official
- Masters and Bachelors of Architecture, Lawrence Technological University, 2000
- 19 years of experience

**Rick E. Born - Construction Manager/Administrator**

- Responsible for coordinating all material testing, construction administration, and inspection staff at Spicer Group
- Primary responsibilities include managing staff, proof checking test reports to ensure compliance with project specifications, distributing test reports to the owner and general contractor, and oversight of test procedures and test results
- Has experience in construction inspection and testing of pavement, storm sewer, sanitary sewer, and water main construction on MDOT and municipal projects.
- 14 years of experience



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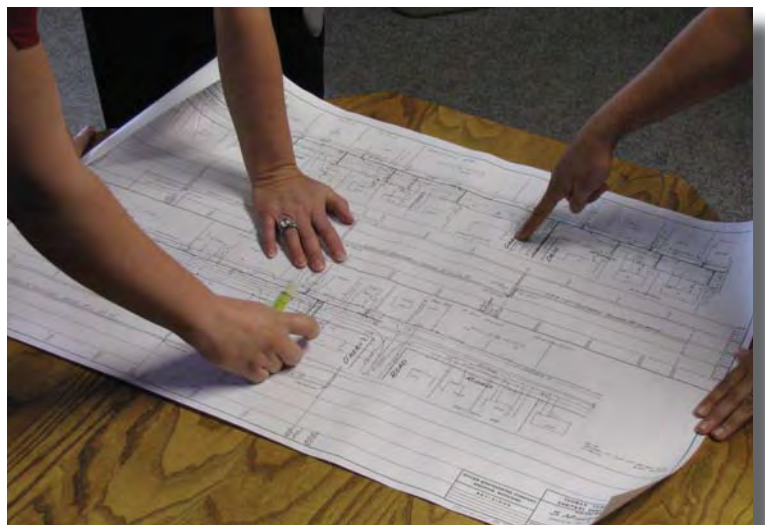
**EXPERIENCE and  
QUALIFICATIONS**

**EXPERIENCE AND QUALIFICATIONS**

The following is a brief overview of our professional capabilities to demonstrate that we are qualified to address all of Oscoda’s consulting needs. Spicer Group is committed to providing high-quality solutions that will be tailored to the unique needs of the Township, and it is our understanding the Township may require assistance with these items at any time, and we are prepared to respond in an efficient manner. We have provided a brief overview of all relevant services and also included similar projects for each service.

**- DEVELOPMENT REVIEW**

Spicer Group serves as the general engineer for a number of municipalities in Michigan. As part of this role, Spicer Group reviews plans for new developments, subdivisions, roads, and public utility extensions. Plans are reviewed to ensure that they meet all necessary municipal requirements of water, sanitary sewer, storm sewer and zoning ordinances. Prior to water main, sanitary sewer, storm sewer, and pavement construction of private developments, Spicer Group provides reviews to verify compliance with local municipal construction standards. Spicer Group verifies that plans comply with fire department requirements, that an MDEQ permit is issued, and that if easements are necessary, they are prepared, recorded, and submitted to the municipality for inclusion in their files.



For many communities, we provide the on-site inspection and construction administration of the utilities that are to be owned by the Township. We would verify that the utilities constructed are in accordance with the Township’s approved plans and standards and that as-built drawings are completed and returned to the Township. A brief list of clients we do these services for include:

- Watertown Township
- Monitor Charter Township
- Hampton Charter Township
- Saginaw Charter Township
- Thomas Township
- City of Manistee
- Marion Township
- Howell Township
- Putnam Township
- Tyrone Township



**STRONGER. SAFER. SMARTER. *SPICER.***

**EXPERIENCE and QUALIFICATIONS**



**TRANSPORTATION ENGINEERING**

One of Spicer Group’s core strengths regarding civil engineering solutions is our strong team of roadway, bridge and pavement design professionals. We are uniquely qualified because our team is made up of specialized MDOT-prequalified engineers and designers that are not only experienced in performing detailed designs for sidewalks, paths, roads, highways, and bridges, but also in identifying effective solutions for traffic and safety issues. Working with our clients, we can determine the current and future transportation, traffic, and utility needs in order to provide solutions best suited for Oscoda.

**Pierce Road Improvements - Kochville Township**

Spicer Group provided the design and construction inspection/testing for one mile of improvements to Pierce Road in Kochville Township. The scope of the project included enclosing the open roadside drainage ditch along the south side of the road to allow for a boulevard and left turn lane, with intersection improvements at the entrance drive into Saginaw Valley State University (SVSU). One of the key aspects of the project was to improve traffic flow at South Entrance Drive, one of the main traffic generators for SVSU’s campus. Spicer Group engineers designed a roundabout as a solution to keep traffic moving at the intersection.

The roundabout is a safe alternative for the intersection as it causes traffic to slow down but keeps traffic moving. It eliminates the daily occurrence of traffic buildups caused by drivers making left turns from South Entrance Drive to Pierce road.





**STRONGER. SAFER. SMARTER. *SPICER.***

**EXPERIENCE and  
QUALIFICATIONS**



**Freeland Road Reconstruction - Tittabawassee Township**

Spicer Group was responsible for providing the design and construction inspection/testing for this project which included over a half mile of full reconstruction in downtown Freeland, MI. The entire roadway was replaced, new curb and gutter was added, and drainage was improved. The road was widened from two lanes to three lanes which improved traffic flow through the downtown area of Freeland and the intersection of M-47. New sidewalks and landscaping was also included with this project.



**- WASTEWATER**

A core strength of Spicer is our long history of assisting clients with their sanitary collection and treatment needs. Our clients respect us for our knowledge of sanitary systems and the issues that are associated with them including ever-changing regulations, community growth, and development, systems expansion and aging equipment. Spicer has designed the original sanitary collection and treatment systems for dozens of communities throughout Michigan.

We have also designed countless sanitary sewer extensions, pump stations and wastewater treatment facility expansions. Our well qualified staff also provides consultation to clients regarding their current and future wastewater treatment and collection needs. We are trusted for our ability to evaluate the current status of a system and recommending actions that need to be addressed immediately, in the near future, or in the long term to accompany each client's unique needs.



**STRONGER. SAFER. SMARTER. *SPICER.***

**EXPERIENCE and  
QUALIFICATIONS**

### **Oscoda Lagoon Improvements - Oscoda Township**

In 2014, the Township hired Spicer Group to provide design, bidding and construction services for improvements to their lagoons including sludge removal, installing a new fine bubble aeration system, replacing the existing blowers, performing rapid infiltration basin distribution piping modifications, and adding a chemical feed mixing structure and effluent metering. The new aeration system enables the system to treat the wastewater to meet permit limits. In early design, it was noted that the sandy banks of the lagoon cells were eroding, making the banks hard to maintain and exposing the PVC lining of the cells, causing it to crack. Therefore, the project scope was expanded to include the installation of a new geotextile lining and stabilizing the side slopes of all three cells with stone riprap. The riprap will help the operators maintain the integrity of the lagoon's side slopes and control weed growth. The project also increased the amount of wastewater the Township can treat. Because of the size of the lagoons, and the ability to add a third blower and additional aeration diffusers, the population of the Township could triple and the system would still have the capacity to handle the wastewater flow. The project was completed in the fall of 2016.



### **Bedford Township Wastewater Asset Management Plan - Bedford Township**

In 2014, Bedford Township was awarded a \$1.2 million grant through the Michigan Department of Environmental Quality (MDEQ) Stormwater, Asset Management and Wastewater (SAW) program to develop an Asset Management Plan for Bedford Township's wastewater treatment plant (WWTP) and sanitary sewers. The SAW program provided grant money for the development of plans to identify and manage stormwater and/or wastewater assets, stormwater treatment management plans, and the planning and design of sewage, stormwater, or non-point source pollution reduction projects. Spicer Group was retained by Bedford Township to catalog and assess the condition of the Township's WWTP and sanitary sewer collection system. Spicer's engineers utilized Mobile Mapping technology and traditional GPS methods to locate over 3,000 manholes. Sewer pipe networks were established using historical records, and were connected with the manholes to build a Geographical Information System (GIS) database. Field inspections and condition assessments were performed on all the manholes and over 70,000 feet of sewer. Smoke testing was performed on sections of the collection system to determine possible sources of system inflow and infiltration. All of the information was then compiled to develop sewer and manhole rehabilitation recommendations. Cost estimates for the necessary system repairs were developed and used to determine the long-term financial needs of the system. All of the existing systems at the WWTP were analyzed, and improvement priorities were developed to update many of the old systems. The plant was originally constructed in the 1970's and much of the equipment was original. The Asset Management Plan can be used to set sewer rates within the Township to proactively manage the system and minimize large capital expenditures in the future.



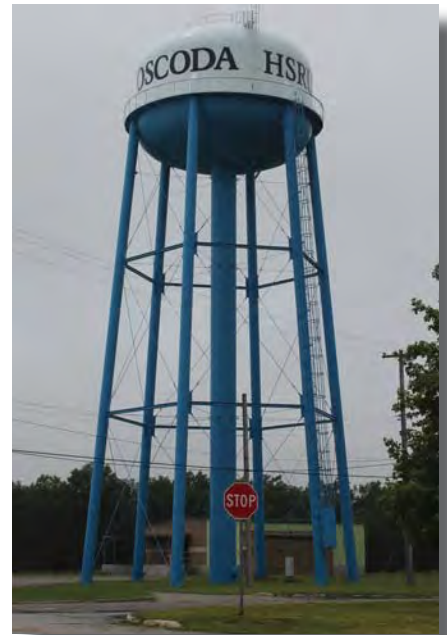
**STRONGER. SAFER. SMARTER. *SPICER.***

**EXPERIENCE and  
QUALIFICATIONS**

### **- DRINKING WATER**

We have assisted many communities with the planning, design, and construction of their water distribution systems. For many of those same clients, we continue to assist them with preparing for future growth by identifying necessary improvements and expansions to allow for increased capacity. We have engineers who focus primarily on water distribution and treatment and who are well experienced with all regulating agencies. Our engineers have the ability to contribute cost-savings design techniques by planning for the future and identifying not just what might be adequate now, but what might be required 10 years in the future to sustain growth – whether expected or unexpected.

Whether you are thinking about constructing an entirely new water distribution or treatment system, or simply updating and expanding an old one, we have the expertise to do so. We are well versed at identifying helpful funding sources as well as helping you acquire those funds. We work with many clients including villages, townships, cities and even private water providers. Our engineers have the experience and expertise to provide solutions from the water source to the tap – and everything in between.



### **Thomas Township Infrastructure Expansion - Thomas Township**

Thomas Township was in need of several improvements and expansions to its drinking water distribution, sanitary sewer and drainage infrastructure to accommodate over \$1 billion in planned expansions at Hemlock Semiconductor Corporation.

Spicer Group provided design project management, and construction oversight, CDBG fund administration assistance and permitting assistance. The entire project was made up of a combination of several important sub-projects. Brief descriptions for each of these sub-projects are detailed below.

#### **Sub-Project A: Gratiot Road Water Main Bore**

- Involved the installation of a new 8,800-foot section of pipe parallel to an existing 20-inch transmission main along Gratiot Road.
- Approximately 2,700 feet was installed under the Tittabawassee River by horizontally directional drilling a 24-inch HDPE pipe.

#### **Sub-Project B: Gratiot Road Water Main Extension**

- 25,000 feet of 20-inch water main was installed along Gratiot Road heading west to a newer 1.5 million-gallon water tank using the jack-and-bore and horizontal directional drilling process.
- 1,000 feet of that section was installed beneath the Swan Creek using the horizontal directional drilling process



**STRONGER. SAFER. SMARTER. *SPICER.***

**EXPERIENCE and QUALIFICATIONS**

- 1.5 million gallon water tank
- Included 83 easements

**Sub-Project C: Water Transmission Main Improvements**

- Included the installation of over 1,700 feet of 20-inch water main along Gratiot Road from Thomas Township’s meter pit to the existing transmission main along River Road.
- The installation of over 1,400 feet of 20-inch water main and new sidewalks along Miller Road from Gratiot Road to the Township’s existing transmission main along Shields Drive.
- This project eliminated bottlenecks within the system and increased its capacity and reliability.

**Village of Ashley Water System Improvements - Village of Ashley**

The Village of Ashley has its own water supply and distribution system that originally consisted of two wells, a 75,000 gallon water tower and approximately 5.5 miles of water mains that were 4-inch, 6-inch and 8-inch in diameter. The system was originally constructed in the 1950’s and was constructed of cast iron piping. Spicer was hired to design replacements to the system’s 13,500 feet of water main including the water tower with a new 150,000-gallon tower, replacement of treatment system, installation of a third well, and installation of a new generator.

Existing dead ends loops were connected to alleviate the water quality issues as well as improve system reliability. All 13,500 feet of existing water main was replaced with new 8-inch PVC.

Approximately 2,300 feet consisted of 10-inch water main. The water tower and water treatment system were replaced in the spring of 2013. In addition to the design, Spicer Group prepared the preliminary engineering report that evaluated various alternatives, provided

cost estimates for construction as well as operation and maintenance. A financial analysis was then performed to determine the present worth cost for each alternative and evaluated the financial impacts of the various funding programs available. Spicer then assisted the Village in completing a pre-application to Rural Development where the Village qualified for a partial grant. The loan portion of the project was financed over 40 years at 2.375% interest.



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has

STRONGER. SAFER. SMARTER. *SPICER.*

EXPERIENCE and  
QUALIFICATIONS



#### - SURVEYING

Spicer Group's professional surveyors and geospatial professionals are experts at measuring the world we live in, whether from land, sea or sky. Our team is capable of working on the smallest of infrastructure projects to the largest of mapping projects. From traditional boundary surveys, ALTA/ACSM Land Title Surveys, to mega-freeway reconstruction projects, our crews have you covered. We pride ourselves on leveraging the latest in traditional surveying and remote sensing technology to complete projects as efficient, accurate, and safe as possible. From robotic total stations and GPS, 3D laser scanners, mobile and aerial LiDAR systems, and single and multi-beam sonar, our team of experts deploy the right technology for a given project. With 15 field crews and a large group of support professionals, our team can mobilize anywhere in the state to support any project. Currently our team consists of 9 licensed professional surveyors holding licensure across the U.S.



We also offer Mobile Mapping and hydrographic surveying services. For Asset Management purposes, Mobile Mapping should be a definite consideration as the most cost-effective solution for gathering important spatial data for all of your manholes and other above-ground assets. Accurate spatial information is the critical foundation to an accurate GIS. Spicer is driving municipal streets and roads all over the country right now, and we are gathering pinpoint-accurate data for public and private assets including precise GPS position, rim elevation, casting type, height of assets, distance from the roadway, pavement conditions, and other municipal assets of interest.



This information is then incorporated into our clients' GIS systems and is saving them hundreds of hours of time had they sent field personnel out to physically collect this same data one asset at a time. An additional benefit for our clients is that while we are driving through their area, the Pegasus Mobile Mapping System is also collecting 3-D imagery of above-ground assets. Think of this as "Street-View" for engineers. The data can be continually used to create baseline survey drawings to support many downstream projects like road rehabilitation projects, sewer and water projects, and other public infrastructure projects.

Qualifications to Provide Engineering Services  
for the Charter Township of Oscoda





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**EXPERIENCE and  
QUALIFICATIONS**



***-DESIGN, BID & CONSTRUCTION MANAGEMENT SERVICES***

We assist clients on a daily basis with fulfilling design, bidding and management tasks on various new sanitary sewer, municipal water, and other capital improvement construction projects. We've listed some recent examples of water and sanitary projects earlier in this section of the proposal. During construction, we attend preconstruction and progress meetings, prepare and distribute minutes, answer contractor, subcontractor and supplier questions, respond to requests for information, and prepare progress reports for the client and their



associated stakeholders. We review shop drawings, review progress payments, process change orders, prepare bulletins as necessary, and coordinate all aspects of the project on behalf of the client.

We typically provide bid assistance on the projects we design. We will prepare the advertisement, make reproductions for bidders, suppliers and subcontractors, hold a pre-bid meeting and issue minutes, prepare and issue addenda as necessary, open bids with you, prepare a bid tabulation, review contractor's qualifications and make a recommendation.

***- RESPOND TO VARIOUS TOWNSHIP BOARD and STAFF QUESTIONS***

The project team listed in the Project Team Section of this proposal is always available to answer any questions and provide information as-needed regarding the public infrastructure of the Township. We serve as the general engineer for several Township clients across Michigan, and we are always available to assist as needed. Whether it's just a phone call to ask us a question about the infrastructure, or the need for us to be on site to review a particular section of the infrastructure, we have the flexibility to respond quickly and efficiently. We also have a well organized database that we keep plans, which allows to reference any area of your infrastructure immediately in-house and often provide general information via phone or email.

Qualifications to Provide Engineering Services  
for the Charter Township of Oscoda



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**EXPERIENCE and  
QUALIFICATIONS**

**- PERFORM ANY OTHER DUTIES**

Spicer Group is available to provide any other engineering, surveying, or planning services as-needed and as-directed by the Township Superintendent or his/her designated representative.

**- PERFORM PUBLIC IMPROVEMENT INSPECTIONS**

We have 18 mobile state-prequalified and state-certified construction inspectors/material testers on staff who are experienced in all types of construction projects. We operate 14 concrete testing kits, 14 nuclear density gauges with complete compaction testing kits, and 2 paint inspection kits. Each team member is cross trained in both inspection and material testing. Each Spicer Group vehicle is equipped with complete density and concrete testing kits, and our technicians are experienced in E-Construction and ProjectWise. We have a Safety Program that meets and exceeds state standards.

We routinely assist clients with fulfilling all administration tasks on construction. During construction, we attend preconstruction and progress meetings, prepare and distribute minutes, answer contractor, subcontractor and supplier questions, respond to requests for information, and prepare progress reports for the client and their associated stakeholders. We review shop drawings, review progress payments, process change orders, prepare bulletins as necessary and coordinate all aspects of the project on behalf of the client. Our construction inspectors are very experienced with using FieldManager and also keep track of the plan changes made in the field during construction. The inspectors' field plan data are used to develop as-constructed plans.



Spicer Group's team is qualified to handle all full construction inspection/testing projects as required. Each of our construction service technicians is highly capable of handling a variety of projects. We accomplish this by providing each team member with the proper training, tools, and resources. All project inspectors have extensive field experience and have been trained in concrete and asphalt paving, concrete field testing, aggregate testing, density testing and storm water inspection. We hold ongoing training throughout the year on specialized items including documentation, pavement construction, sanitary sewer, storm sewer, water main and soils and aggregate testing. Construction Service Technicians are trained to look ahead for utility conflicts, omitted pay items, design issues, and omissions.

**-ARCHITECTURAL SERVICES**

The Architectural Department is dedicated to conceiving creative solutions tailored to our clients' needs. The quality of life that our projects bring to our clients is important and a reflection of us; we strive to provide well-designed and creative spaces. Architecture surrounds us where we live, work, and play. It is our mission to emerge our clients' visions into quality places. At Spicer, we are a combination of artists and tacticians; imagining, molding and creating unique environments for each project we design and every client we work with.



**ARCHITECTURAL TYPES:**

- Municipal
- Education
- Industrial
- Senior Living
- Historic Preservation
- Parks and Recreation

**Hubscher Park Bath House - Gratiot County**

This restroom/storage building was placed in the main activity area of Paul Hubscher County Park. The park contains 60 acres of open space, athletic fields, a man-made lake as well as a small campground. The new restroom/storage building was placed adjacent to a large pavilion, beach volleyball court, playground, ball diamonds, and within a short walk to the beach area of the park. Because of its location, a new 2" water line was extended from an existing DPW building and an engineered septic field was designed as part of the project. The building also included a generous storage room for park maintenance staff and their equipment. All of the added amenities are universally accessible: The restroom/storage building was designed with seven universally accessible unisex stalls. Two universally accessible shower rooms with full roll in shower stalls were also included in the design. All hardware used within the building is operable with a single hand per ADA guidelines.







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### **Akron Township Hall - Akron Township**

In 2014, the rural community of Akron Township in Tuscola County acquired a former restaurant building and property along M-25 near Unionville with the intention to renovate it into a new hall and offices for Township officials. The 1,900 square-foot building had been out of service for some time, and there were a few issues with its adaptive reuse as a township hall.

Spicer Group completed an evaluation of the original structure and made recommendations for updates that would be needed to accommodate new staff and serve the Township's administrative operation needs. The Township moved forward with these recommendations, which included a complete renovation of the existing building and the addition of 1,040 square feet of meeting space. New walkways and a crushed limestone parking lot were also installed. Spicer provided the design for the improvements and also assisted with bidding and construction administration.



### **- PARKS AND RECREATION DESIGN**

Getting outside and being active are key ingredients to living healthy lives. We consider ourselves very lucky to have the ability to design projects that contribute to a more active society. Our contribution to recreation design is a collaborative effort from professionals throughout our company—including our architects, civil engineers, landscape architects, structural engineers and transportation professionals. Fishing piers, non-motorized paths, pedestrian bridges, wildlife viewing platforms, playgrounds, and parks—these are the man-made features that help society forget about the normal worries of life and keep people of all ages and abilities active. These amenities provide access to nature and promote a healthy soul. The sounds of children playing, birds chirping, and waves crashing are some of the most appealing senses available—and our professionals are experts at providing fun, safe, and universally-accessible access to them.



Qualifications to Provide Engineering Services  
for the Charter Township of Oscoda





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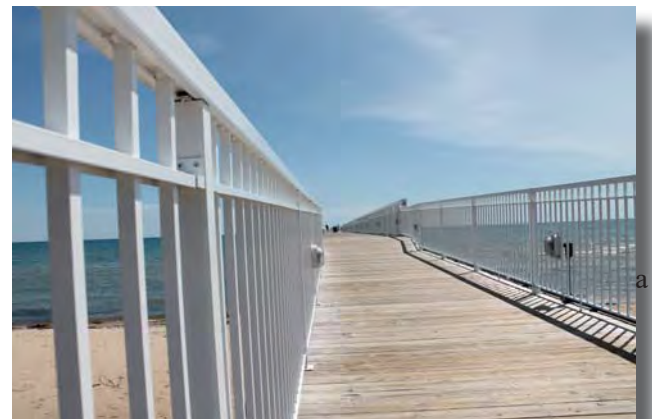
**EXPERIENCE and  
QUALIFICATIONS**

**Oscoda Waterfront Pier - Charter Township of Oscoda**

The landmark pier is one of only a few that have been constructed along an unprotected Great Lakes shoreline. Spicer Group’s architects and structural engineers worked closely together to develop a design that would withstand the extreme environments of Lake Huron including routine damaging ice flows, storms, waves, and fluctuating water levels. The design had to pass inspection from the Army Corps of Engineers which required the final constructed pier to last a minimum of 50 years.



The project was constructed and the public now enjoys the new 8-foot wide, 150-foot-long wooden boardwalk that leads to a 14-foot-wide, 320-foot long pier that expands out into Lake Huron. The superstructure sits on top of 4 massive piers and is designed to incorporate an additional section of walkway in the future. The pier is equipped with accessible fishing areas, new ADA benches as well as lighting that gives the pier identity in the evening hours. Funding for the project was provided through a DNR Trust Fund Grant, Great Lakes Fisheries Trust Grant, Coastal Zone Grant, and local matching funds. Spicer was responsible for the survey, architectural, engineering design, construction inspection administration/inspection and grant administration tasks. Funding for the project was provided through a Michigan DNR Trust Fund Grant of \$460,000.



**Belleville Horizon Park - City of Belleville**

The City of Belleville recently completed improvements to Horizon Park, the City’s only public access to the 1,270-acre Belleville Lake. Prior to the waterfront improvements at the lake, the park lacked a safe and easy way to visit the City by boat. The existing dock was too high and designated boat docking was very limited. After successfully applying for and receiving a Michigan Natural Resources Trust Fund Grant in the amount of \$120,700, the City’s DDA contracted with Spicer Group to develop designs for a new boardwalk, ADA-accessible boat docking, and accessible canoe/kayak launches. The new dock is a floating structure attached to the existing boardwalk and is designed to leave the other lakeshore area of the park in an open and natural state. This design minimized the impact from development and includes a gangway that leads down to the boat docks and canoe/kayak launch. The floating canoe/kayak launch is wide enough for wheelchair maneuverability, has a transfer assistance system, slide-in canoe/kayak rack, and a roller system to maneuver a canoe or kayak into the water.

Qualifications to Provide Engineering Services  
for the Charter Township of Oscoda





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/16/2016

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

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

<b>PRODUCER</b> Professional Concepts Insurance Agency, Inc. 1127 South Old US Highway 23  Brighton MI 48114-9861		<b>CONTACT NAME:</b> Brandie Stimson <b>PHONE (A/C, No. Ext):</b> (800)969-4041 <b>FAX (A/C, No):</b> (800)969-4081 <b>E-MAIL ADDRESS:</b> bstimson@pciaonline.com															
<b>INSURED</b> Spicer Group, Inc. 230 S. Washington Ave.  Saginaw MI 48607-1286		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: The Phoenix Insurance Co</td> <td>25623</td> </tr> <tr> <td>INSURER B: Travelers Indem. Co of America</td> <td>25666</td> </tr> <tr> <td>INSURER C: Travelers Indemnity Co</td> <td>25658</td> </tr> <tr> <td>INSURER D: Travelers</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: The Phoenix Insurance Co	25623	INSURER B: Travelers Indem. Co of America	25666	INSURER C: Travelers Indemnity Co	25658	INSURER D: Travelers		INSURER E:		INSURER F:	
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INSURER D: Travelers																	
INSURER E:																	
INSURER F:																	

**COVERAGES**

CERTIFICATE NUMBER: 17-18 All

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> X,C,U <input checked="" type="checkbox"/> Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			6806H007001	1/1/2017	1/1/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BA6776M31717GRP	1/1/2017	1/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP6C504906	1/1/2017	1/1/2018	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	XV2CUB3852T67017	1/1/2017	1/1/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability			106428805	1/1/2017	1/1/2018	Per Claim 2,000,000 Aggregate 2,000,000

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

**CERTIFICATE HOLDER****CANCELLATION**

For Information Purposes Only

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

AUTHORIZED REPRESENTATIVE

Mike Cosgrove/BRANDI

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**Phil Karwat, P.E.**

*Director of Public Services*

*City of Saginaw*

*(989) 759-1413*

Since 1944, Spicer has provided the designs for major improvements to water main and sanitary sewer infrastructure, and also assisted with the design and construction of major waterfront improvements along the Saginaw River.

**Rob Grose**

*Township Manager*

*Saginaw Charter Township*

*(989) 791-9868*

Spicer Group has been working with Saginaw Charter Township since 1944. We have been involved with a significant amount of their development over the last 70 years including the planning and design of their infrastructure and assisting with plan and engineering reviews.

**Randy Breutigam**

*DPW Superintendent*

*City of Frankenmuth*

*(989) 872-2911*

For over 50 years, Spicer Group has assisted Frankenmuth with all types of civil engineering assistance including the improvements of roads, replacing and extending water main and sanitary sewer services, and improved wastewater treatment efforts. Additionally, Spicer Group has been highly involved with the design of new recreation facilities and improvements to existing ones including the new and very popular ADA-accessible canoe launch along the Cass River.

**Rick Hopper**

*DPW Director*

*Thomas Township*

*(989) 781-6438*

Spicer Group has been working with Thomas Township for the past 45 years. Spicer Group has played a significant role in the development of the Township including providing design for a large amount of their sanitary sewer and water distribution system. We also serve as their engineer and plan reviewer.

**Jeff Mikula**

*Public Works Director*

*City of Manistee*

*(231) 723-7132*

The City of Manistee is a very popular tourist destination located along the waterfront. Spicer Group became Manistee's general engineer four years ago, and we have been assisting them with all of their municipal engineering and surveying needs.



**FAMILIARITY WITH WATERFRONT COMMUNITIES**

Throughout our 73 years of service, we have established professional relationships with several waterfront communities, and we realize that three common factors play a major role when developing solutions and working for these communities—Community, Recreation, and Infrastructure. Recognizing these factors and their impact on communities like the Charter Township of Oscoda puts us above our competition.

• **Community**

A community such as Oscoda that is situated along a major waterway or body of water has unique advantages over communities located inland. Optimizing a waterfront community’s resources is essential in ensuring it gets the most out of every opportunity. This can be done in many ways, and Spicer Group has the experience and knowledge to help identify the key aspects of a community’s waterfront potential. From waterfront planning to park planning to waterfront revitalization, Spicer Group is experienced in optimizing waterfront opportunities.

• **Recreation**

Speaking in terms of waterfront development and recreation, features such as pedestrian-friendly piers, beaches, and parks are essential to drawing people to a waterfront. Additionally, providing a fun and safe place to visit is what keeps visitors coming back. These amenities help boost and sustain the local economy and create desirable places to work, live, and play. Our design and planning professionals have worked with many clients to design waterfront projects that provide great places for the public to visit by car, bike, foot, and boat.

• **Infrastructure**

Yet, even with the strong attraction and opportunities that exist due to Oscoda’s lakefront location and direct access to nearby wilderness, it’s important to have a well-balanced plan regarding the city’s infrastructure and development including water, sewer, roads and storm water needs. After all, these services make up the backbone of your community. We have engineers, community planners and surveyors in-house who assist communities across Michigan with all their infrastructure engineering needs—providing design solutions that are cost-effective and accommodating for future growth.



**FAMILIARITY WITH OSCODA CHARTER TOWNSHIP**

Over the last decade, we have assisted the Township with several key projects. Working with the Township on these projects has helped us become familiar with key Township staff and Township functions. As noted below, these projects encompass many different areas of the Township, from recreation, to zoning to infrastructure. Key projects we've completed over the last decade include:

- Non-Motorized Bike Plan
- Recreation Master Plan
- Township Master Plan
- Township Zoning Map Update
- Park Concept Plan
- Oscoda Pier
- Wastewater Asset Management Plan
- Oscoda Lagoon Improvements
- Pump Station #25
- Oscoda Water Main Extension
- Oscoda Township Odor Control
- Oscoda Sanitary System Map Development
- US-23 Water Main Crossing at Carter Building
- Iosco Exploration Trail Study



- A. Spicer Group does not currently represent any client, nor have we represented a client where representation may conflict with our ability to serve as Engineer for the Charter Township of Oscoda.
- B. Spicer Group does not represent any real estate developers doing business with, or anticipating doing business with the Charter Township of Oscoda.
- C. Spicer Group does not represent any other local units of government having jurisdiction within or contiguous to the Charter Township of Oscoda.
- D. We have weekly scheduling meetings to identify what clients project managers are working with company wide. We have senior project managers that are responsible for coordinating all work in various regions of the state. Darrick Huff is responsible for overseeing all staff and projects occurring in the region of the state where the Charter Township of Oscoda is located. If any project managers were working or anticipating working with any entity or person that would cause a possible conflict of interest, it would be identified during weekly project management meetings. If a possible conflict of interest was identified, Mr. Huff would communicate that with the Charter Township of Oscoda and come to a conclusion on the best way to eliminate or avoid the conflict of interest.

### **APPROACH TO CONTRACTUAL GUARANTEED PRICE RANGE REQUIREMENT**

Spicer Group would consider a price guarantee professional fee arrangement, but in order to consider such an arrangement, we would need to understand from the Township all of the specific details of said agreement. No consulting engineering company is in control of the availability and costs of labor, equipment and materials, market conditions, weather knowledge or control, and all of which defy precise estimating for a total project cost guarantee. If we could obtain insurance to cover such a risk, we would do so, and the costs would be included as a separate line item in our professional fee to be reimbursed by the Township.

Engineering fees could rise significantly to cover the cost of agreeing to a professional fee guarantee. Engineering firms cannot provide guarantees for the reasons outlined above and therefore may require an insurance policy, depending on the specific details of the agreement being sought by the Township. Engineering firms are in the business of engineering solutions to municipal projects. These projects tend to be the first-time out-of-the-box projects with unique solutions and certain unknowns, even at the time of bids, are dependent on the specifics of the project and are also dependent on the contractor and the site conditions.

### **MINIMIZING COST OVERRUNS**

Cost overruns on construction projects are always a concern and can be a struggle to control. Unforeseen conditions are just that, occurrences that neither the Owner or the Engineer could have seen coming, but which need to be addressed properly, dealt with, and resolved.

First, let's start with what Spicer would do to minimize the opportunity to have cost overruns on your projects.

- We would meet with the Township and understand what the goals of the project are. The project expectations and the proposed project schedule would be discussed.
- We would then develop a very detailed scope of services to be provided by Spicer Group. The scope may move from Study & Report to Preliminary Engineering to Final Design and end with Construction Administration and Inspection of the project. Serious consideration would be given to the reasonableness of the project schedule and what effect the schedule might have to the budgeted project costs. Looking at the most appropriate time to bid and construct the work can be a very effective way for the Township to save money and stay on budget and schedule.
- A detailed preliminary estimate of cost for the project would be developed to capture all the work elements of the project. The preliminary estimate of cost would be developed with a rather conservative approach.
- At the conclusion of each step (study & report, preliminary design, and final design), the preliminary estimate of cost and the schedule would be revisited to verify the estimate continues to match the conditions.
- Prior to bidding the project, consulting with a respected contractor for a review of the plans and bidding documents for another opinion and constructability review is a great way to verify the scope and anticipated conditions.
- As part of the bidding process having a mandatory prebid meeting would give the bidding contractors an opportunity to ask their questions, hear the answers and develop a better understanding of the goals of the project and the Township. Making the meeting mandatory ensures everyone hears the same pertinent information.





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**COST OVERRUNS  
and SHARED RISK**

- After bids are opened and before the contract is awarded to the low bidder, an interview with the contractor would be held with any subcontractors, suppliers, the Township and Spicer Group. The interview process would review the plans, specifications, and schedule in a very detailed fashion to make clear that the contractor has a complete thorough understanding of the expectations of the Township.

Following these steps can give the Township the highest level of confidence that the contractor can construct the project on time and on budget. As a recap, the key ingredients to avoiding cost overruns include the following:

1. Clear scope and understanding of the project by the Township and Engineer
2. A good schedule
3. A detailed preliminary estimate of cost
4. A prebid meeting
5. A pre award interview

All these help reduce the potential for cost increases due to unforeseen events. We need to be able to stack all the cards we can in favor of the Township. Will there be unknowns? Will there be changes? Will weather effect us? Will there be funding requirements? The answer to all of these is, yes. But we need to work together to minimize the opportunity to upset the project plan. We also need to communicate. We need to be in step with the Township.



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**FEE SCHEDULE and  
SAMPLE PROJECTS**

On the following pages, we have included the following:

1. **Standard Hourly Rates for our staff. These rates include multipliers, overhead, etc.** (Page 26)
2. **Campground Bathhouse**
  - Estimated design and construction administration expenses (Page 27)
  - Schematic Design of proposed bathhouse (Page 30)
  - Pictures of a recent bathhouse completed by Spicer Group that we based our cost estimates off of (Page 32)
3. **Water Main Extension**
  - Estimated design and construction administration expenses (Page 34)

**CONCEPTUAL ESTIMATE OF COST**

**BATH HOUSE AND RV DUMP STATION  
OSCODA CHARTER TOWNSHIP  
IOSCO COUNTY, MICHIGAN**

**Assume 5 Stall Bath House, Utility Area, 42 Sq.Ft. Storage, Two-Sided Dump Station, and Standard Septic System.**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
<b><u>Bath House Building</u></b>					
1.	1700	SF	Concrete block (CMU) wall, regular weight, 75% solid, 12 x 8 x 16, 2000 PSI, Perlite Core Fill	\$10.00	\$17,000.00
2.	500	SF	Concrete Floor	\$5.00	\$2,500.00
3.	95	Lin. Ft.	12"x42" Reinforced Concrete Footings	\$200.00	\$19,000.00
4.	36	Lin. Ft.	8"x16" Thickened Slab Footing	\$8.00	\$288.00
5.	750	SF	Wood Roof, Truss, 6/12 Slope, 24" O.C., 30' to 43' Span	\$6.00	\$4,500.00
6.	500	SF	5/8" Water Resistant Gypsum Board Face, Insulation	\$4.00	\$2,000.00
7.	5	Ea.	Glass Block Windows, 32"x24"	\$500.00	\$2,500.00
8.	6	Ea.	Door, Steel 18 Gauge, Hollow Metal, 1 Door with Frame, 3'-0" x 7'-0" opening	\$1,500.00	\$9,000.00
9.	1	Ea.	Door, Steel 18 Gauge, Hollow Metal, 1 Door with Frame, 6'-0" x 7'-0" opening	\$2,000.00	\$2,000.00
10.	6	Ea.	Locksets, Heavy Duty Cylindrical, Keyed, Single Cylinder Function	\$125.00	\$750.00
11.	1	Ea.	Lockset, Exit Only	\$750.00	\$750.00
12.	750	SF	Corrugated Metal Roof, Painted, 26 ga, Felt Paper	\$4.00	\$3,000.00
13.	110	Lin. Ft.	Roof Edges, Aluminum, Mill Finish, .050" Thick, 4" Face	\$20.00	\$2,200.00
14.	110	Lin. Ft.	Gutters, Box, Aluminum, .027" Thick, 5", Enameled Finish	\$6.50	\$715.00
15.	20	Lin. Ft.	Downspout, Aluminum, Rectangular, 2" x 3", Embossed Mill Finish, .020" Thick	\$3.50	\$70.00
16.	5	Ea.	Bathroom Accessories, Stainless Steel, Towel Dispenser, Flush Mounted w/ Waste Receptacle	\$475.00	\$2,375.00
17.	5	Ea.	Bathroom Accessories, Stainless Steel, Mirror, Framed, With Shelf, 18" x 24"	\$250.00	\$1,250.00
18.	5	Ea.	Bathroom Accessories, Stainless Steel, Toilet Tissue Dispenser, Surface Mounted, Double Roll	\$42.00	\$210.00
19.	5	Ea.	Hardwood Bench	\$250.00	\$1,250.00
20.	5	Ea.	Water Closet, Vitreous China, Wall Hung	\$1,500.00	\$7,500.00

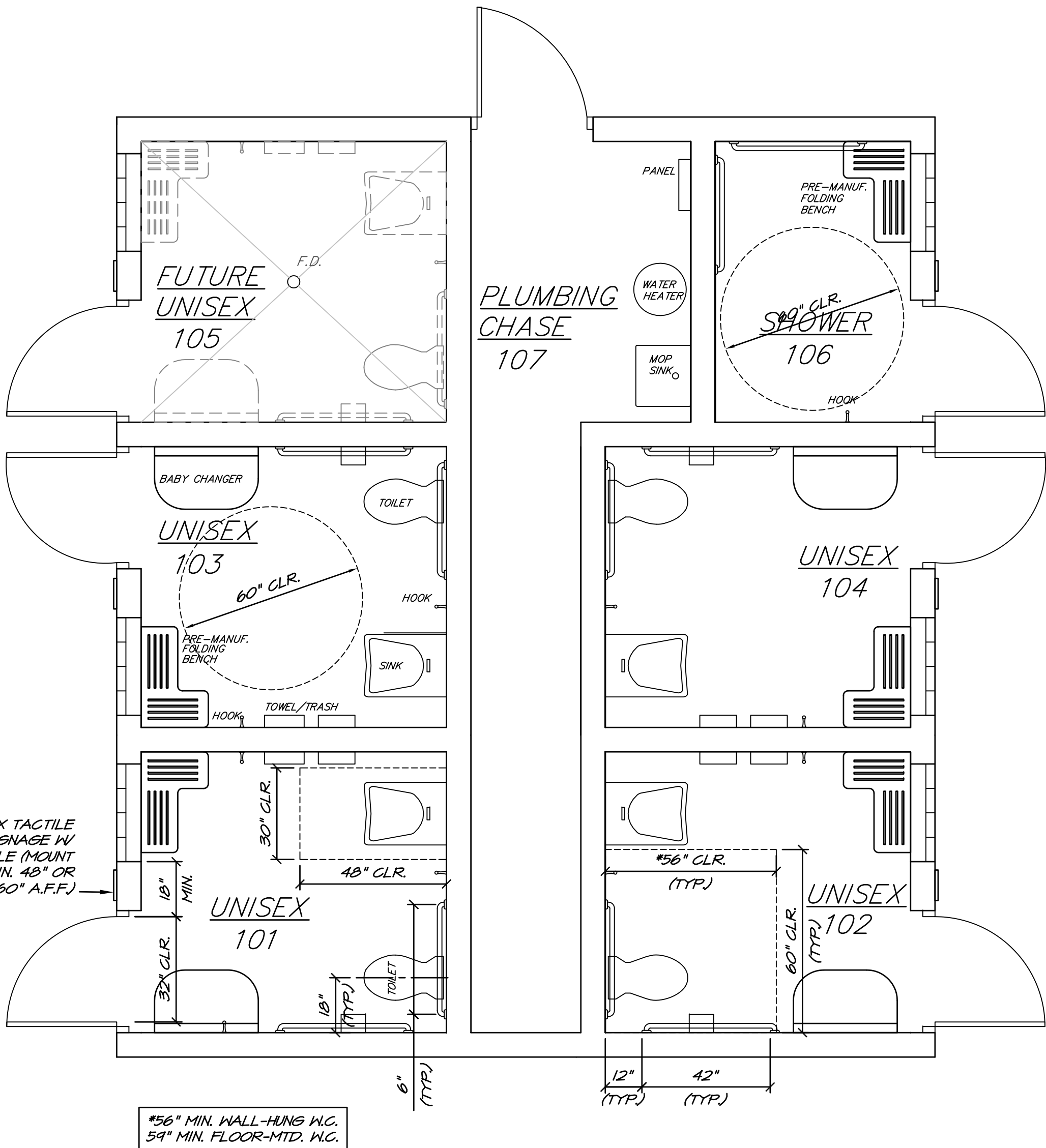
Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
21.	5	Ea.	Lavatory w/Trim, Wall Hung, PE on CI, 18" x 15"	\$1,200.00	\$6,000.00
22.	1	Ea.	Slop Sink w/Trim	\$1,200.00	\$1,200.00
23.	1	Ea.	Electric Water Heater, Residential, 100< °F Rise, 30 Gallon Tank	\$1,400.00	\$1,400.00
24.	100	Lin. Ft.	Copper Tubing, Hard Temper, Solder, Type M, 1/2"	\$8.00	\$800.00
25.	100	Lin. Ft.	Copper Tubing, Hard Temper, Solder, Type M, 3/4"	\$10.00	\$1,000.00
26.	1	Ea.	Water Fountain/Shower/Footwash with Grated Drain and Air Metered Valve	\$4,000.00	\$4,000.00
27.	500	SF	Ducted Exhaust System, 800 cfm, Central	\$3.75	\$1,875.00
28.	500	SF	Through Wall Vents	\$2.80	\$1,400.00
29.	250	Lin. Ft.	Feeder Installation 600 V, including RGS Conduit and XHHW Wire, 200 A	\$40.00	\$10,000.00
30.	1	Ea.	120/240 Panel 42 ckt, 200 A	\$4,500.00	\$4,500.00
31.	1	Ea.	Exterior GFI Receptacles	\$150.00	\$150.00
32.	8	Ea.	Receptacles GFI	\$150.00	\$1,200.00
33.	7	Ea.	Wall Switches	\$100.00	\$700.00
34.	500	SF	Fluorescent Fixtures Surface Mounted, 4 Watt per SF	\$7.00	\$3,500.00
35.	500	SF	Daylight On/Off Control System, 20 Fixtures per 1000 SF	\$1.00	\$500.00
36.	4	Ea.	150 Watt Wal-Pak	\$400.00	\$1,600.00
37.	1800	SF	Painting, Masonry or Concrete, Latex, Brushwork, Primer and 1 Coat	\$1.00	\$1,800.00
38.	400	SF	Epoxy Floor Finish	\$1.50	\$600.00
<b><u>Sanitary System</u></b>					
39.	200	Lin. Ft.	Pipe Plastic, PVC, DWV, Sch 40, 3" Diameter	\$15.00	\$3,000.00
40.	1	Ea.	Septic System, including Tankage	\$30,000.00	\$30,000.00
41.	1	Ea.	Dump Station Potable and Non-potable Water Supply	\$5,000.00	\$5,000.00
<b><u>Water System</u></b>					
42.	1	Ea.	2" Water Distribution / Tee	\$10,000.00	\$10,000.00
43.	1	Ea.	Water Shutoff Valve	\$500.00	\$500.00
<b><u>Site Work</u></b>					
44.	1200	SF	Dump station drive, 6" Thick, 6" Gravel Base	\$25.00	\$30,000.00
45.	240	Lin. Ft.	Concrete Sidewalk, 4" Thick, 4" Gravel Base, 5' Wide	\$20.00	\$4,800.00
46.	1	SF	Lawn, Flat Area, Seeded, Turf Mix, Residential	\$750.00	\$750.00

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
47.	1	LS	Site Restoration	\$4,000.00	\$4,000.00
48.	1	LS	Soil Erosion	\$1,500.00	\$1,500.00
49.	1	LS	Permit Fees	\$4,000.00	\$4,000.00
<b>SUB-TOTAL CONSTRUCTION COSTS</b>					<b>\$214,633.00</b>
Contingencies of Construction Only, 10%					<u>\$21,367.00</u>
<b>TOTAL CONSTRUCTION COSTS</b>					<b>\$236,000.00</b>
Design Survey					\$4,000.00
Design Engineering and Bidding					\$15,000.00
Construction Administration					\$5,000.00
Staking, Testing, and Onsite Observation					\$10,000.00
Easements					\$0.00
Structural Soil Borings and Soil Analysis Pot-Holing for Health Department					\$5,000.00
Legal/Administrative					<u>\$0.00</u>
<b>CONCEPTUAL ESTIMATE OF COST</b>					<b>\$275,000.00</b>

**NOTE: Assumes Health Department is the wastewater regulatory agency, pretreatment of RV waste is not required, and that an MDEQ Onsite Wastewater Discharge Permit or Modification is not necessary.**



July 2017



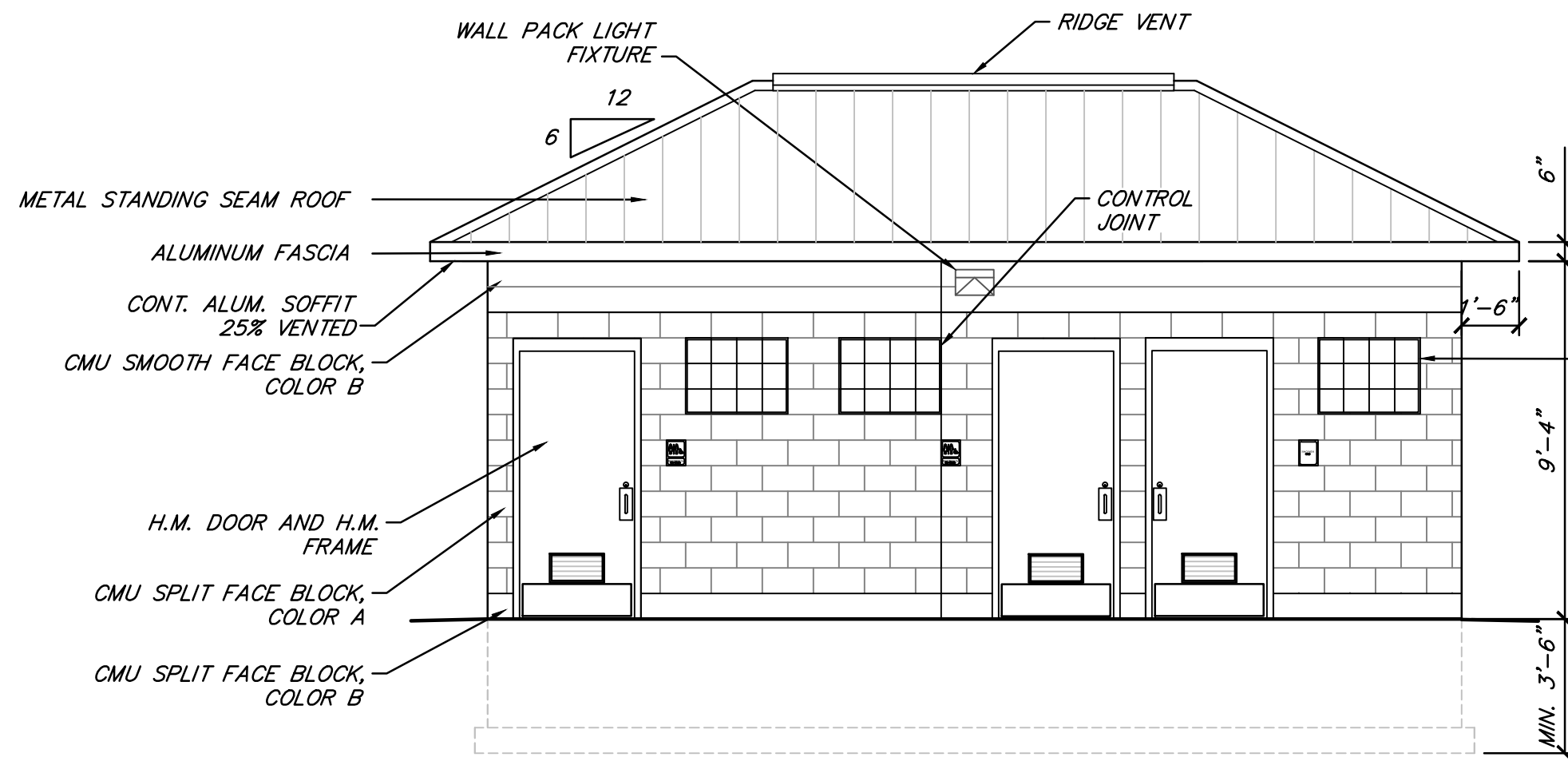
TYP.- UNISEX TACTILE  
 ADA SIGNAGE W/  
 BRAILLE (MOUNT  
 MIN. 48" OR  
 MAX. 60" A.F.F.)

\*56" MIN. WALL-HUNG W.C.  
 59" MIN. FLOOR-MTD. W.C.

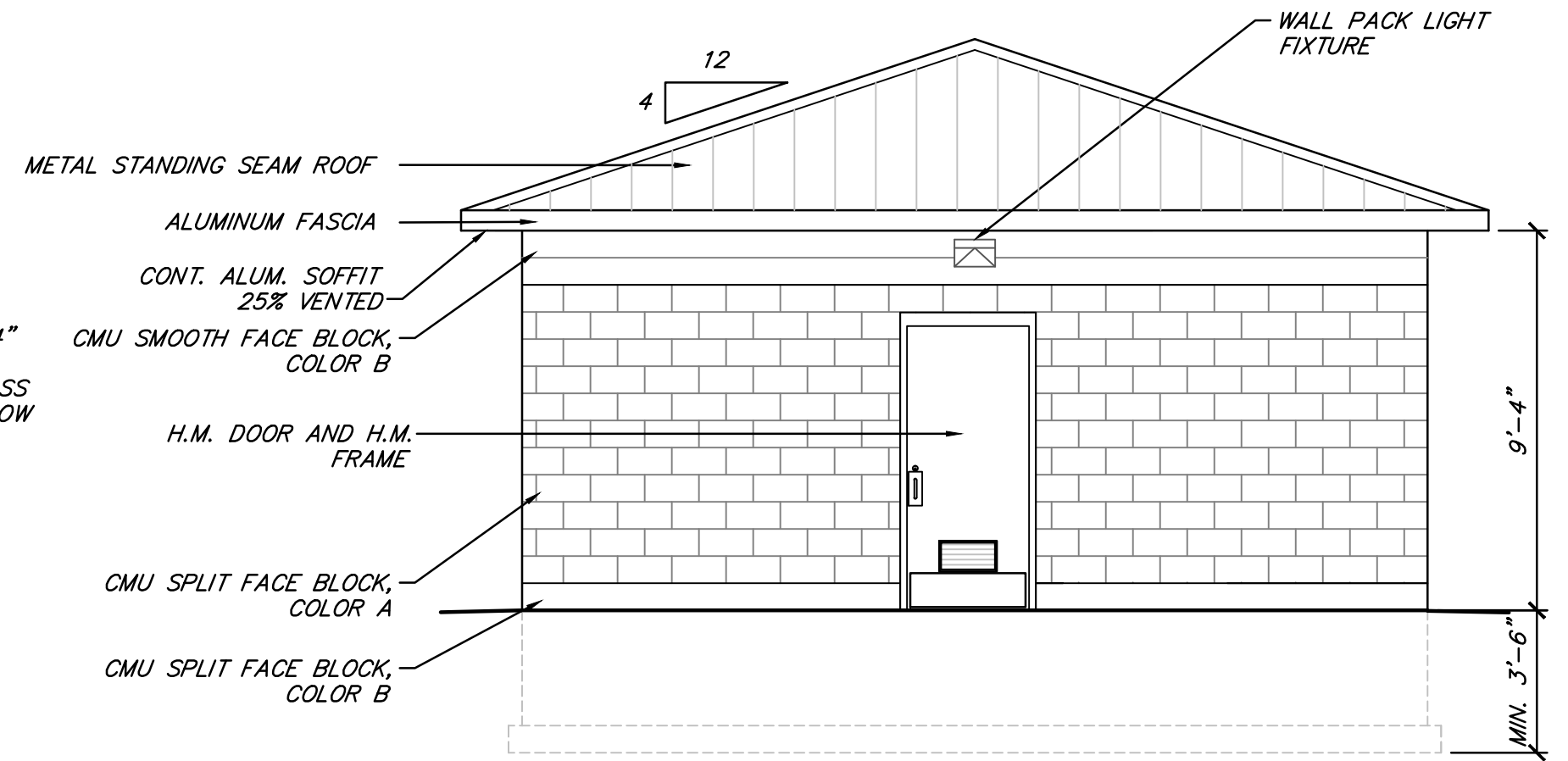


**BARRIER-FREE PLAN**

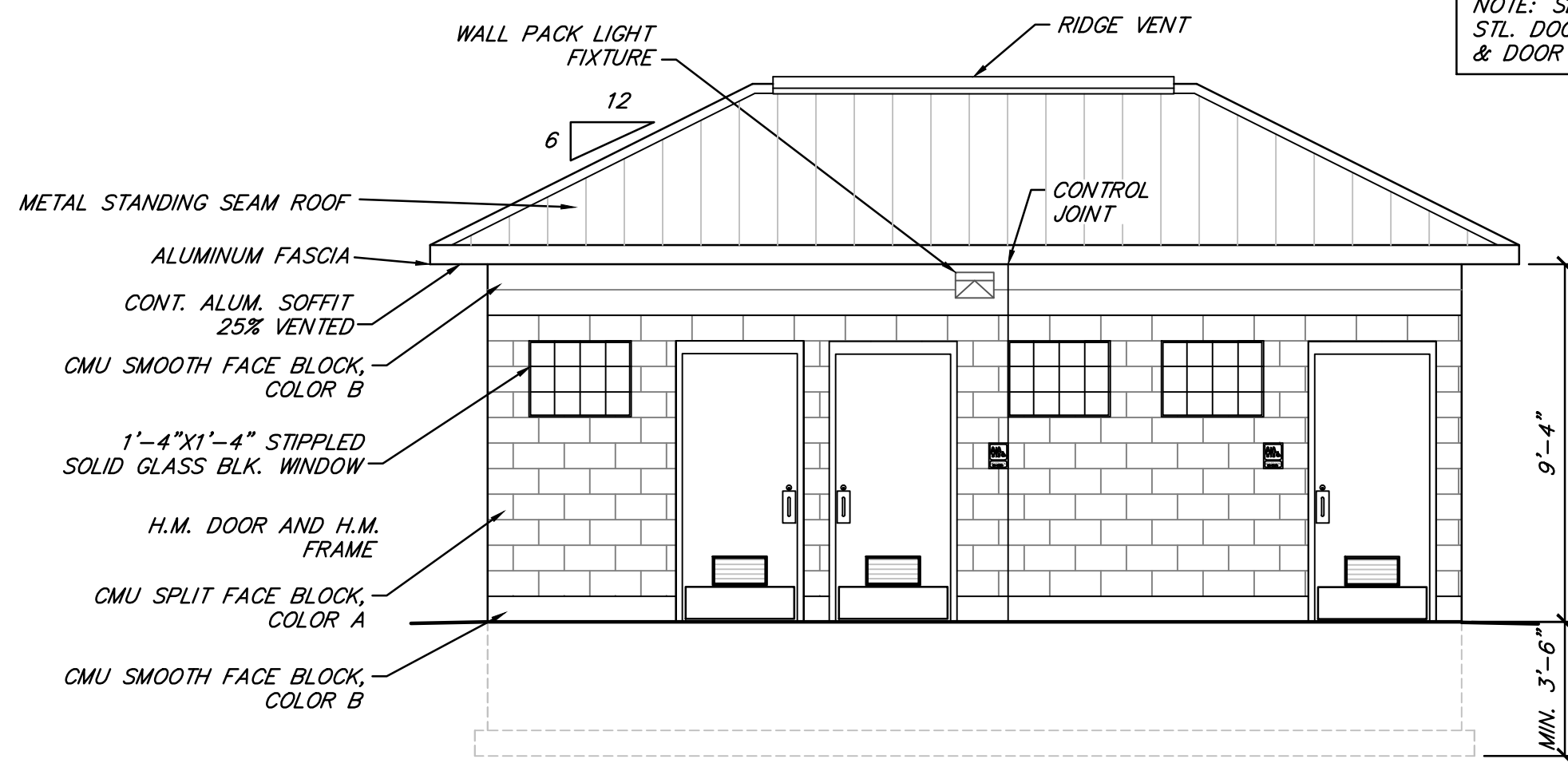
SCALE: 3/8" = 1'-0"



3 **NORTH ELEVATION**  
SCALE: 1/4" = 1'-0"

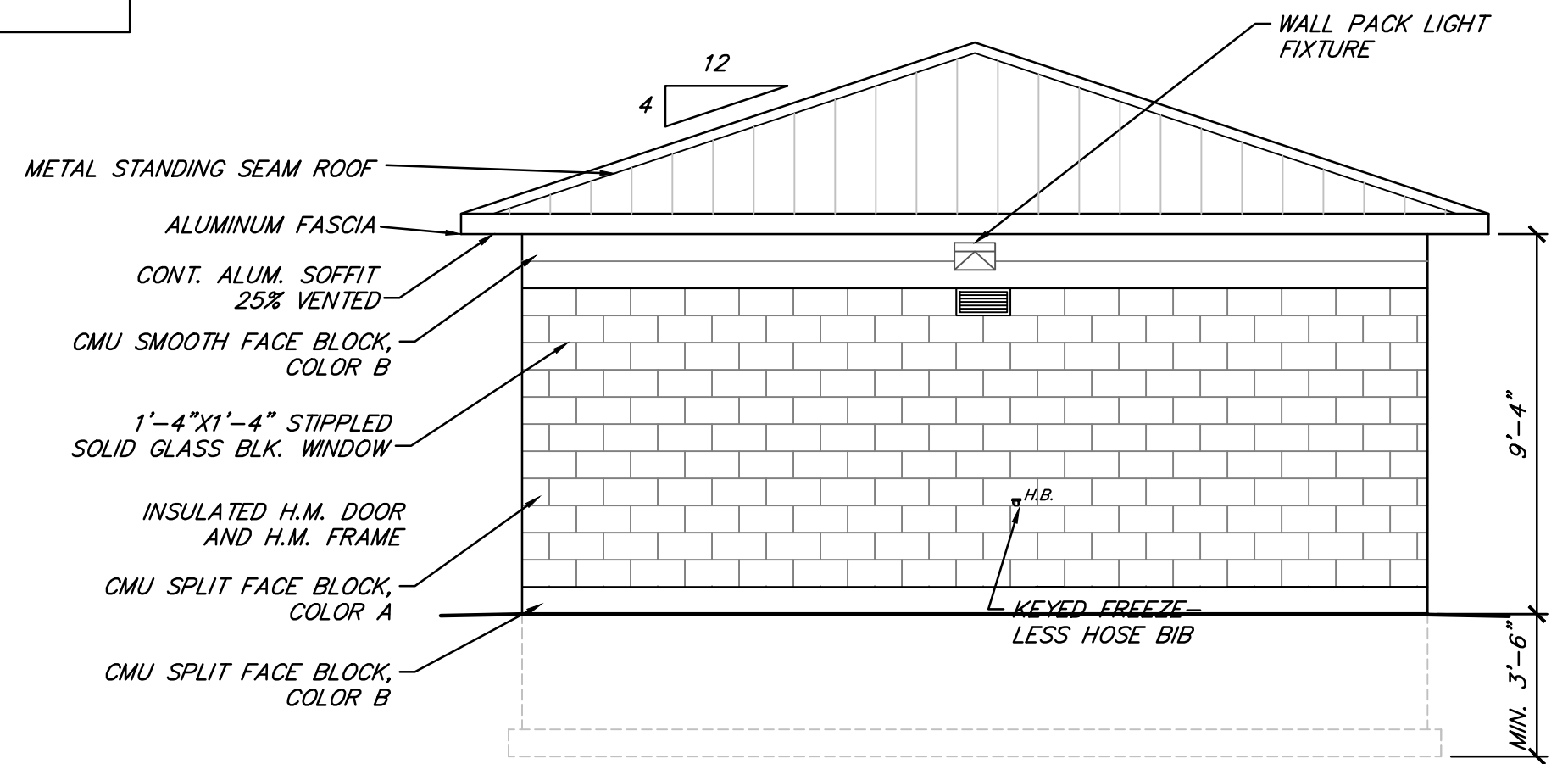


4 **EAST ELEVATION**  
SCALE: 1/4" = 1'-0"



5 **SOUTH ELEVATION**  
SCALE: 1/4" = 1'-0"

NOTE: SEE SHEET "A2" FOR  
STL. DOOR, FRAME ELEVATIONS  
& DOOR HDW. SETS.



6 **WEST ELEVATION**  
SCALE: 1/4" = 1'-0"







spicer group



**CONCEPTUAL ESTIMATE OF COST**

**WATER MAIN EXTENSION  
OSCODA CHARTER TOWNSHIP  
IOSCO COUNTY, MICHIGAN**

**Assumes copper water services installed to right-of-way line, majority of roads are non-paved, Spicer to provide easement descriptions to Township for preparation of easement documents, and no dewatering.**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
<b><u>Van Ettan Dam Road - F-41 to Cul-de-Sac</u></b>					
1.	2,200	Lin. Ft.	8" P.V.C. Water Main	\$105.00	\$231,000.00
2.	2	EA	Valves on F41	\$2,500.00	\$5,000.00
3.	2	EA	Cut/Cap Ex. WM, Remove Valve	\$2,000.00	\$4,000.00
4.	1	LS	Abandon Ex. Water Main, Flowable Fill	\$10,000.00	\$10,000.00
5.	1	EA	Reconnect Ex Hydrant & Valve	\$5,000.00	\$5,000.00
To serve:		6 properties			
<i>Sub-Total - Van Ettan Dam Road</i>					\$255,000.00
<b><u>Forest Drive - Bissonette Dr. to Cul-de-Sac</u></b>					
6.	1,050	Lin. Ft.	8" P.V.C. Water Main	\$105.00	\$110,250.00
To serve:		6 properties on Forest, 2 properties at Forest/Bissonette intersection.			
<i>Sub-Total - Forest Drive</i>					\$110,250.00
<b><u>N. Rose Lane - Bissonette Dr. to Cul-de-Sac</u></b>					
7.	125	Lin. Ft.	8" P.V.C. Water Main	\$105.00	\$13,125.00
8.	1	LS	Meter Pit (see note)	\$10,000.00	\$10,000.00
To serve:		Whispering Winds Trailer Court			
<i>Sub-Total - N. Rose Lane</i>					\$23,125.00
<b>SUB-TOTAL CONSTRUCTION COSTS</b>					<b>\$388,375.00</b>
Contingencies of Construction Only, 10%					<u>\$37,375.00</u>
<b>TOTAL CONSTRUCTION COSTS</b>					<b>\$425,750.00</b>
Design Engineering and Bidding					\$31,500.00
Construction Administration					\$8,600.00
Testing and Resident Project Representative Observation					\$27,800.00
Easements					\$15,000.00
Soil Borings					\$0.00
Legal/Administrative					<u>\$16,350.00</u>
<b>CONCEPTUAL ESTIMATE OF COST</b>					<b>\$525,000.00</b>



July 2017

OSCODA CHARTER TOWNSHIP  
WELCOME SIGN DESIGN — 1999



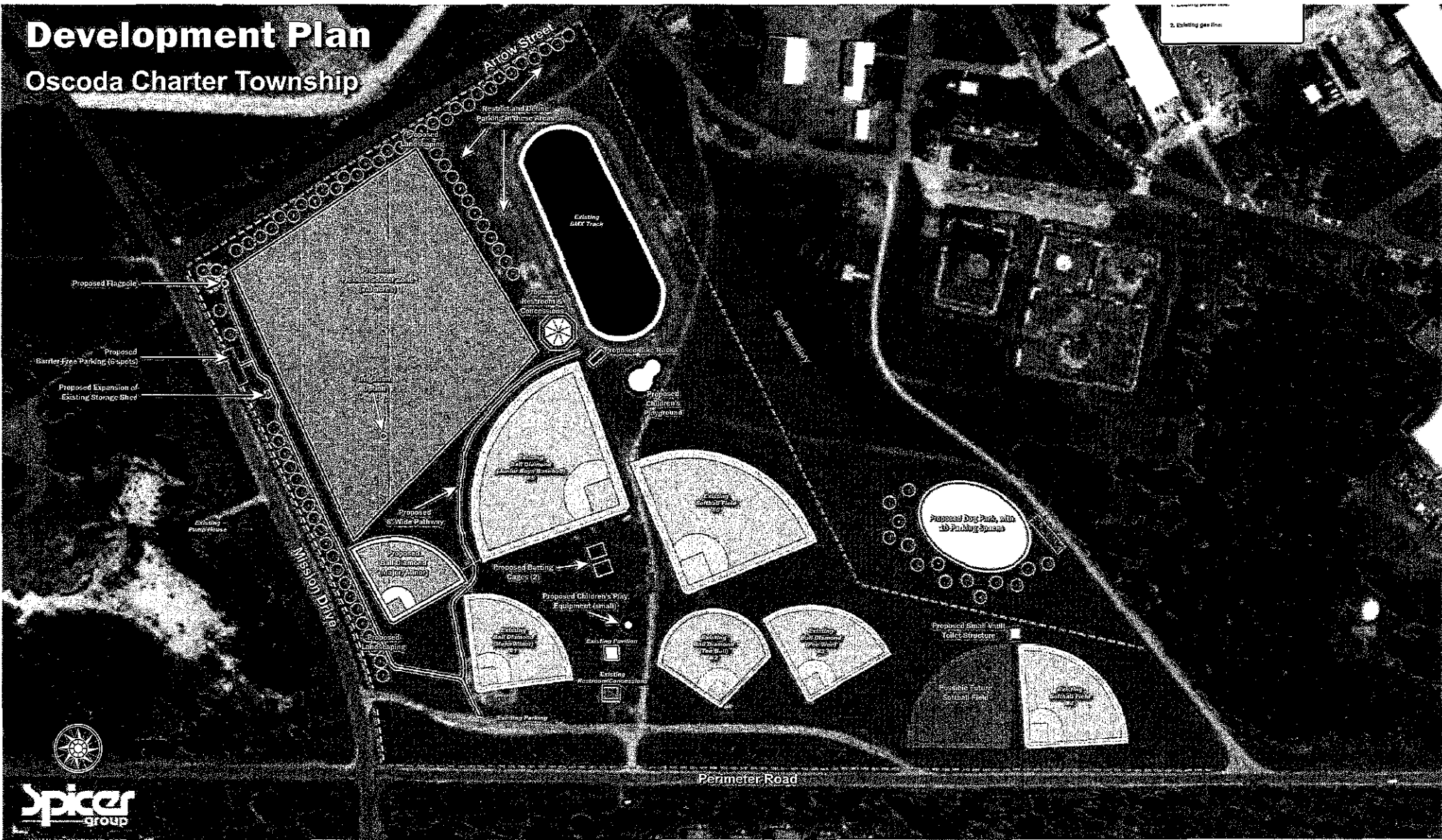
OSCODA CHARTER TOWNSHIP  
BIKE PATH DEVELOPMENT PLAN — 2000



# OSCODA CHARTER TOWNSHIP OUTDOOR SPORTS COMPLEX — 2008

## Development Plan

### Oscoda Charter Township



# OSCODA CHARTER TOWNSHIP BICYCLE & NON-MOTORIZED PATHWAY PLAN — 2008



**Oscoda Charter Township**  
Bicycle and Non-Motorized Pathway Plan  
*Map 16 - Overall Plan*

**Key**

- Existing pathway
- Proposed pathway
- Allamata pathway



Detail of planned projects around downtown Oscoda

**Spicer group**  
www.spicergroup.com  
(888) 754-4717  
11/2008\_08

© 2008 Google

Data developed from Spicer Group field visits

# OSCODA CHARTER TOWNSHIP SIDEWALK DESIGN — 2009

**1** VIEW FROM PARKING LOT LOOKING SOUTHEAST AT CEDAR LAKE RD. AND US-23 INTERSECTION  
 REPLACE EXISTING SIDEWALK  
 PROPOSED SIDEWALK TO CONNECT TO EXISTING SIDEWALK THAT RUNS ALONG US-23  
 REMOVE CURBS AND ROOTS  
 RELOCATE TWO TRUNK ROCK TRAFFIC SIGN  
 SUMP-DIRT EXISTING PAVED SURFACE AT PROP. SIDEWALK

**2** VIEW FROM PARKING LOT LOOKING WEST ALONG CEDAR LAKE RD. TOWARDS SCHOOL  
 PROPOSED SIDEWALK FINISH ALONG EXISTING CHANNEL PAVING LOT SHALL BE 6" REINFORCED CONCRETE. REMOVE CURBS AND ROOTS

**3** CEDAR LAKE RD. LOOKING EAST TOWARDS US-23  
 RETRADE SLOPE  
 ALMOST RETAINING WALL AND EXTERIOR  
 CONNECT PROPOSED SIDEWALK TO EXISTING SIDEWALK AT SCHOOL

**4** CEDAR LAKE RD. LOOKING NORTHWEST FROM SCHOOL DRIVE  
 EXIST. CURB TO BE RELOCATED  
 AVOID CATCH BASIN  
 AVOID ONE WIDENING  
 PROPOSED SIDEWALK AND SIDEWALK. SIDEWALK SHALL HAVE CAST-IN-PLACE DETECTABLE WARNING.

**5** CEDAR LAKE RD. LOOKING EAST TOWARDS SCHOOL  
 CURB CUT AND BARRICADE SIGN  
 PROPOSED SIDEWALK LOCATED ON WEST SIDE OF CEDAR LAKE RD. AVOID CURB  
 SIDEWALK, CURB CUTS AND BARRICADE SIGN REQUIRED HERE. BARRICADE SHALL HAVE CAST-IN-PLACE DETECTABLE WARNING

**6** CEDAR LAKE RD. LOOKING NORTH  
 PROPOSED SIDEWALK LOCATED ON WEST SIDE OF CEDAR LAKE RD. AVOID CURB

**7** CEDAR LAKE RD. LOOKING NORTH  
 PROPOSED SIDEWALK LOCATED ON WEST SIDE OF CEDAR LAKE RD. AVOID CURB  
 SUMP-DIRT REMOVE PAVED SURFACE AND RELOCATE 6" RETAIN. CONC. SIDEWALK 6" W

**8** CEDAR LAKE RD. LOOKING NORTH  
 PROPOSED SIDEWALK LOCATED ON WEST SIDE OF CEDAR LAKE RD. AVOID CURB  
 SUMP-DIRT REMOVE PAVED SURFACE AND RELOCATE 6" RETAIN. CONC. SIDEWALK 6" W

**9** CEDAR LAKE RD. LOOKING WEST  
 REMOVE CURBS AND ROOTS  
 PROPOSED 5" W SIDEWALK  
 PROPOSED SIDEWALK CONNECTS TO EXISTING. CURBS REMOVAL IS REQUIRED HERE

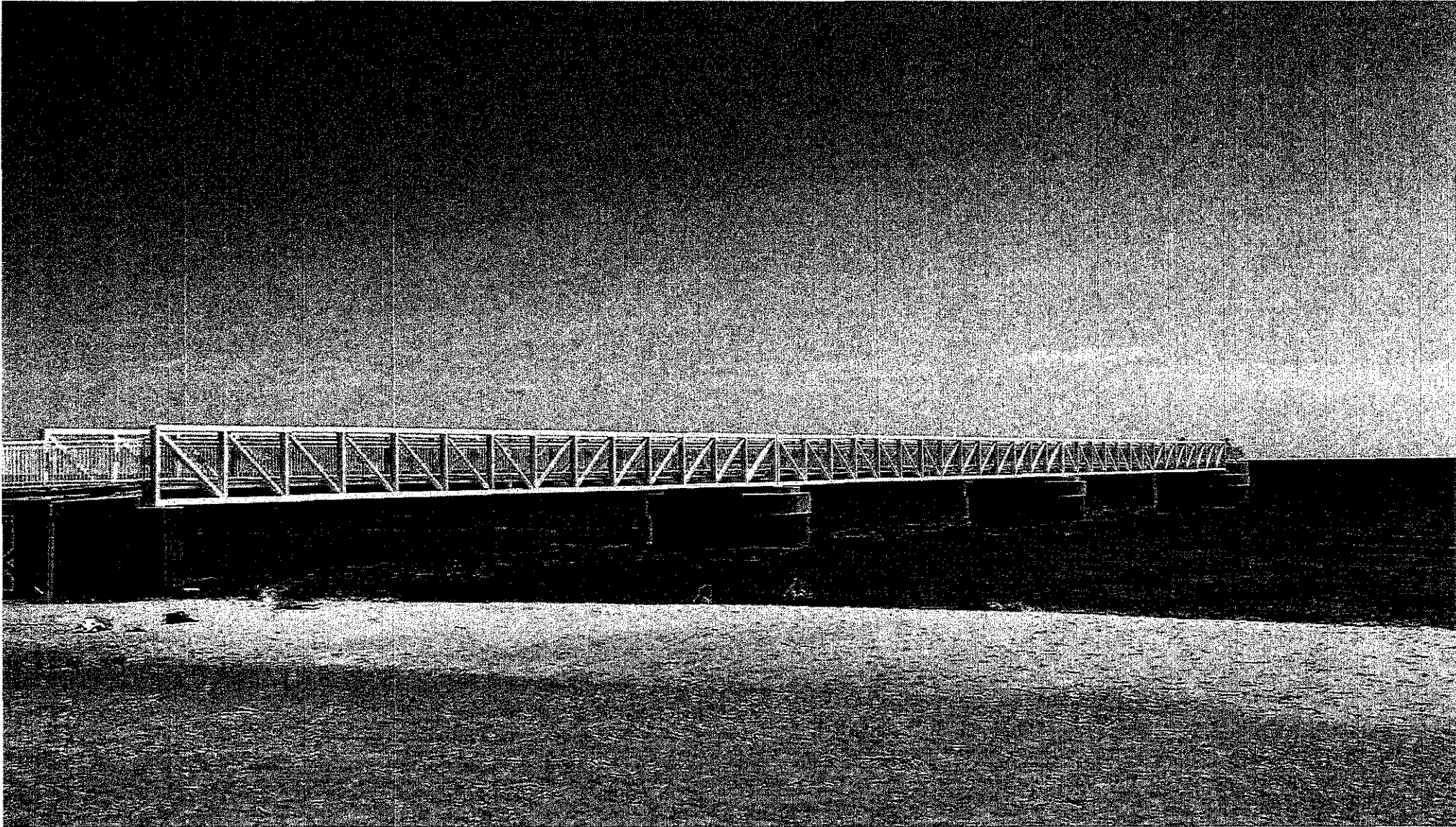
**10** CEDAR LAKE RD. LOOKING NORTH  
 EXISTING 4" W SIDEWALK  
 FILL AND GRASS RESTORED HERE  
 PROPOSED SIDEWALK LOCATED ON WEST SIDE OF CEDAR LAKE RD. CONNECT TO EXISTING PAV. ON F-21

**11** CEDAR LAKE RD. LOOKING NORTH AT F-21  
 AVOID ONE AND OTHER VALVES  
 PROPOSED SIDEWALK LOCATED ON WEST SIDE OF CEDAR LAKE RD. CONNECT TO EXISTING PAV. ON F-21

DATE	10-23-09	BY	DATE
DESIGNED	10-23-09	CHECKED	10-23-09
CEDAR LAKE RD. AND HIGHWAY ST. SIDEWALK DESIGN OSCODA CHARTER TOWNSHIP			
<b>SITE PHOTOS:                  CEDAR LAKE STREET</b>			
OFFICE LOCATION	SPICER GROUP	DESIGNED BY	DATE
225 S. WASHINGTON OSCODA, MI 49850-0000 TEL: 517-234-2777 FAX: 517-234-4444 WWW.SPICERGROUP.COM		225 S. WASHINGTON OSCODA, MI 49850-0000 TEL: 517-234-2777 FAX: 517-234-4444 WWW.SPICERGROUP.COM	
DATE	10-23-09	BY	DATE
10-23-09	10-23-09	10-23-09	10-23-09
DATE	10-23-09	BY	DATE
10-23-09	10-23-09	10-23-09	10-23-09
DATE	10-23-09	BY	DATE
10-23-09	10-23-09	10-23-09	10-23-09
DATE	10-23-09	BY	DATE
10-23-09	10-23-09	10-23-09	10-23-09
DATE	10-23-09	BY	DATE
10-23-09	10-23-09	10-23-09	10-23-09



OSCODA CHARTER TOWNSHIP  
PIER — 2010

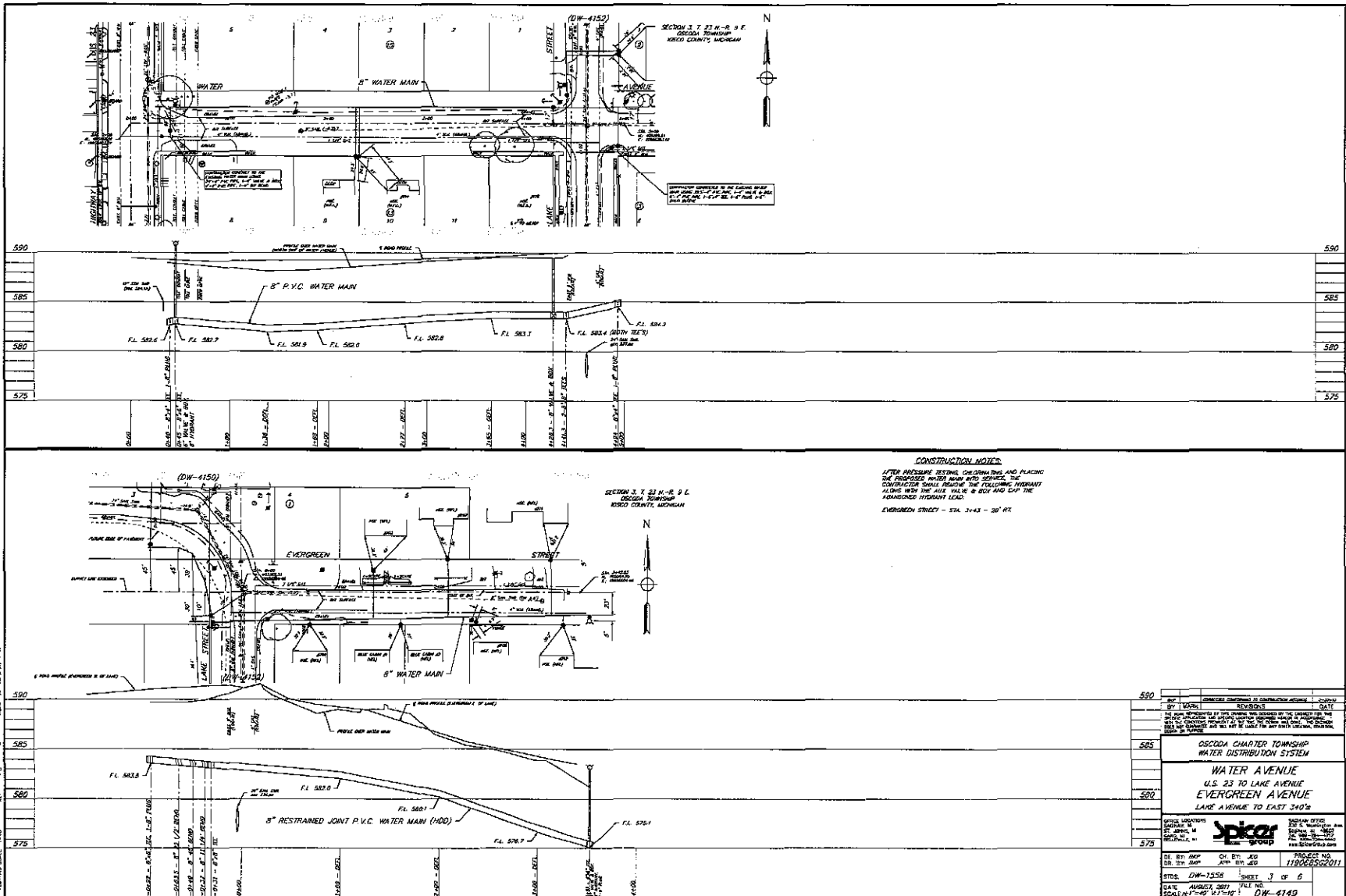




OSCODA CHARTER TOWNSHIP  
RECREATION MASTER PLAN  
2011 & 2016 -2017



# OSCODA CHARTER TOWNSHIP US-23 WATER MAIN CROSSING — 2011



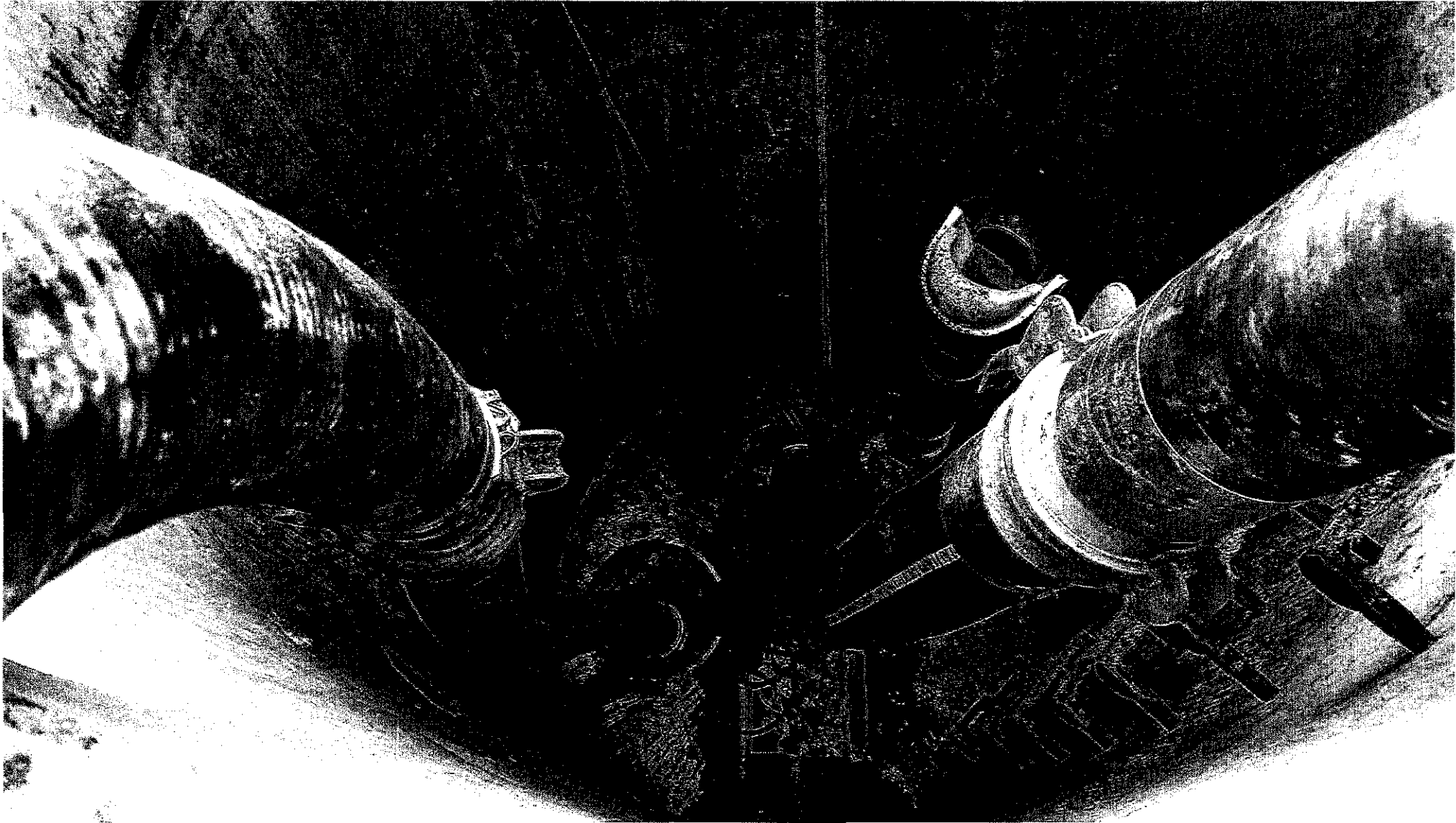
590	DESIGNED BY	CONTRACTOR'S NAME	DATE
585	BY	REVISIONS	
580	OSCODA CHARTER TOWNSHIP WATER DISTRIBUTION SYSTEM		
575	WATER AVENUE U.S. 23 TO LAKE AVENUE EVERGREEN AVENUE LAKE AVENUE TO EAST 340'S		
	OFFICE LOCATION	SCALE	PROJECT NO.
	DATE	BY	119062652011
	DATE	BY	
	DATE	BY	
	DATE	BY	
	DATE	BY	



OSCODA CHARTER TOWNSHIP  
LAGOON IMPROVEMENTS — 2015

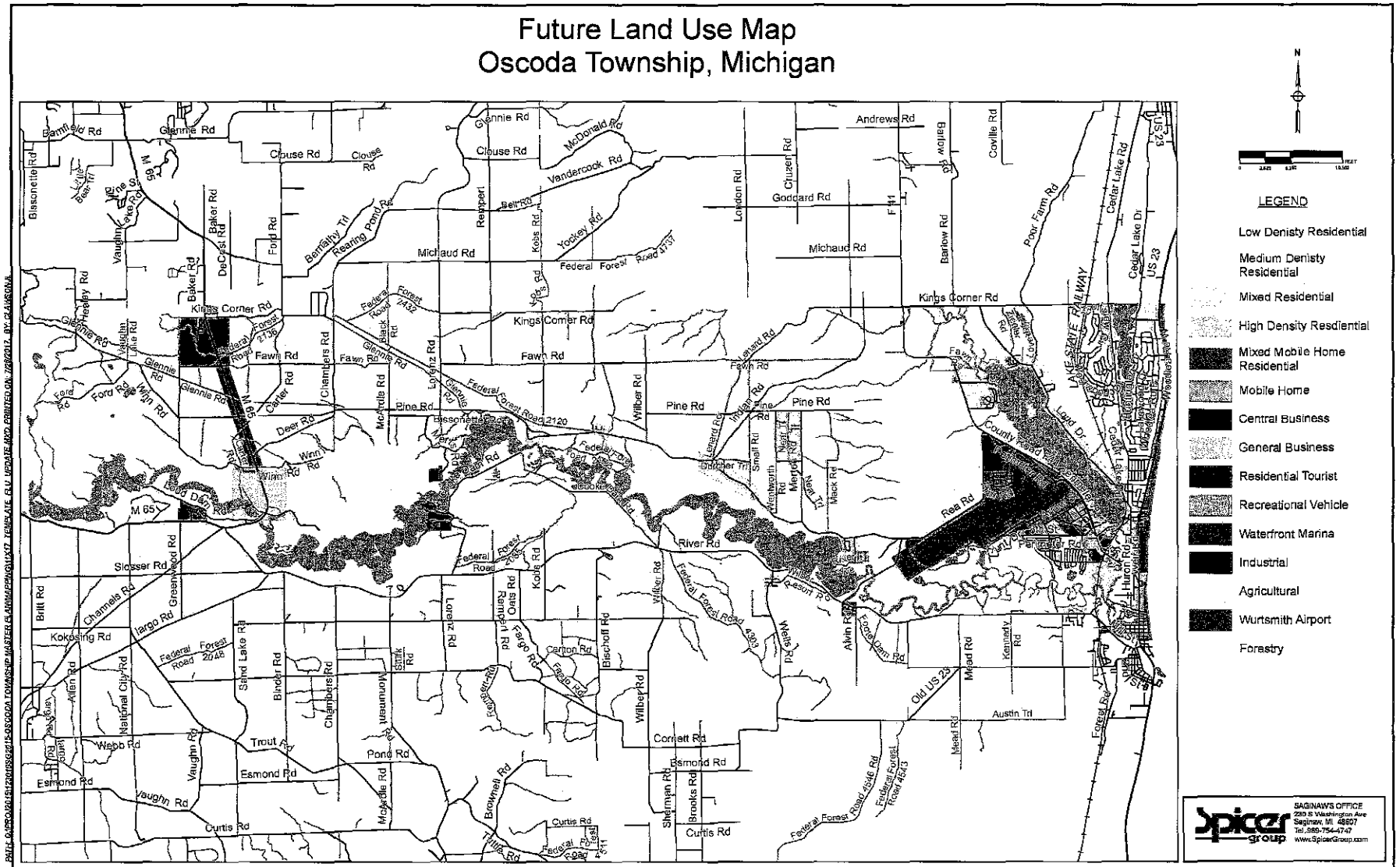


OSCODA CHARTER TOWNSHIP  
PUMP STATION #25 — 2016



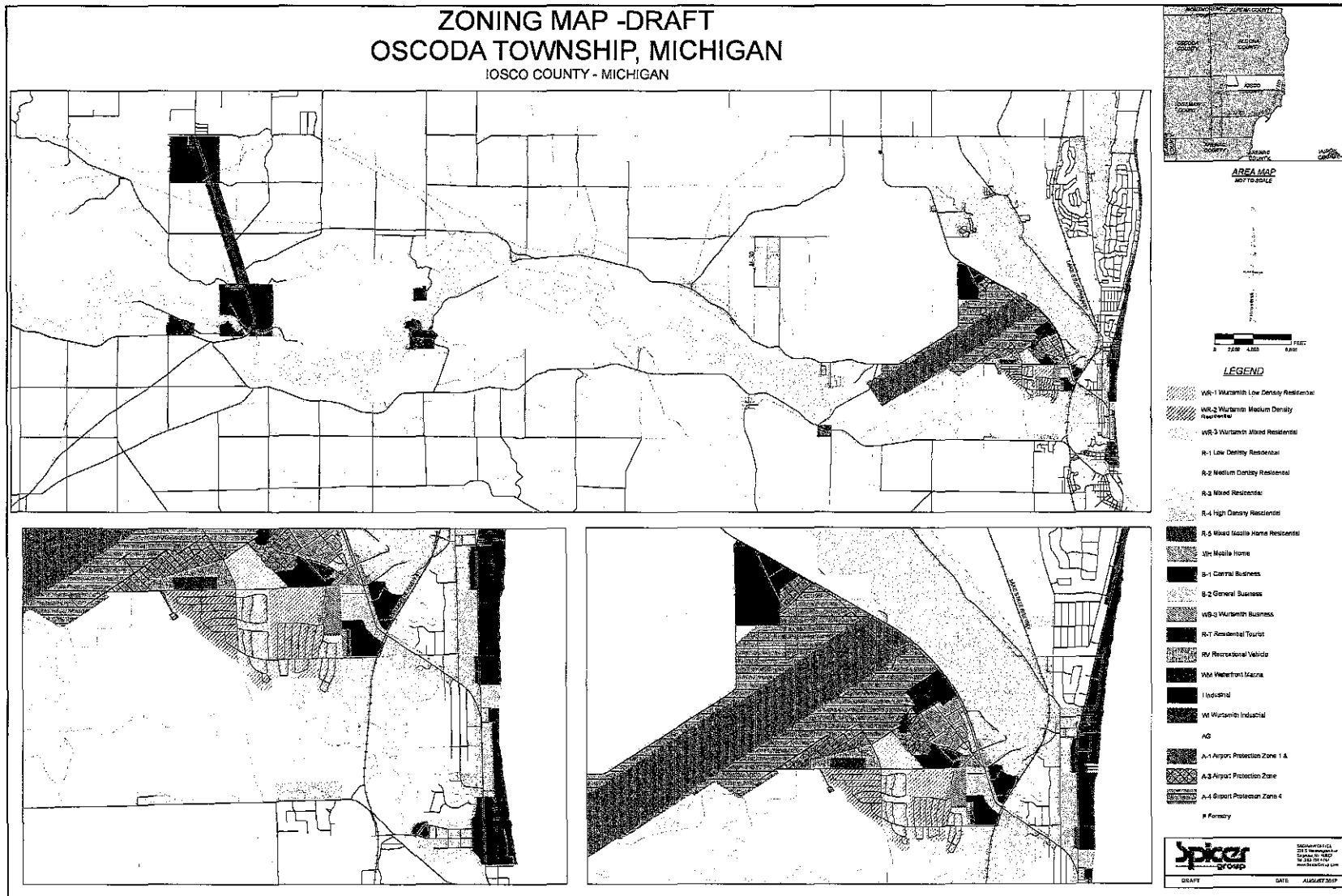
# OSCODA CHARTER TOWNSHIP MASTER PLAN — 2016-2017

## Future Land Use Map Oscoda Township, Michigan



DATE: 04/20/16 11:20:52 AM OSCODA TOWNSHIP MASTER PLAN UPDATE MAPS PRINTED ON: 2/28/2017 BY: G. A. KURONA

# OSCODA CHARTER TOWNSHIP ZONING MAP — 2017



OSCODA CHARTER TOWNSHIP  
OLD ORCHARD PARK BOAT LAUNCH  
2016-2017



OSCODA CHARTER TOWNSHIP  
WASTEWATER ASSET MANAGEMENT PLAN  
2016-2018

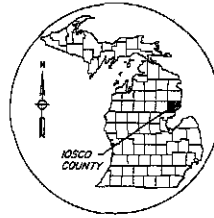




# OSCODA CHARTER TOWNSHIP WATER MAIN EXTENSIONS — 2017-2018

## OSCODA CHARTER TOWNSHIP 2017 WATER MAIN EXTENSIONS

OSCODA CHARTER TOWNSHIP  
IOSCO COUNTY, MICHIGAN



SECTION 27 & 28, TOWN 24 N. — R. 9 E.  
OSCODA TOWNSHIP  
IOSCO COUNTY, MICHIGAN

**GENERAL NOTES**

CONTRACTOR SHALL CALL "MISS DIG" (1-800-483-7971) A MINIMUM OF 2 WORKING DAYS PRIOR TO CONSTRUCTION.

ALL CONSTRUCTION (EXCEPT EXISTING UTILITIES) SHALL BE COMPLETELY BACKFILLED WITH SAND, IN 12" LAYERS, AND COMPACTED TO NOT LESS THAN 95% OF THE MAXIMUM UNIT WEIGHT. COSTS TO BE INCLUDED IN THE UNIT PRICE, NO PER LINEAL FOOT OF WATER MAIN.

WATER MAIN SHALL HAVE A MINIMUM COVER OF 6'-0" UNLESS OTHERWISE SPECIFIED.

ALL WATER MAIN CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE STANDARDS OF OSCODA CHARTER TOWNSHIP.

EXISTING UTILITIES HAVE BEEN SHOWN ACCORDING TO THE BEST AVAILABLE INFORMATION. THE CONTRACTOR SHALL FIELD LOCATE ALL UTILITIES PRIOR TO BEGINNING CONSTRUCTION AND SHALL NOTIFY THE ENGINEER AS TO ANY POSSIBLE CONFLICTS.

THE CONTRACTOR SHALL SECURE ALL NECESSARY JOINT FITTINGS WITH RETAINER CLAMPS IN ADDITION TO THROAT BLOOMING. RETAINER CLAMPS SHALL BE ASEA-4400 AS MANUFACTURED BY STEEL HOOP OF APPROVED EQUAL.

WEAR ALL FITTINGS, VALVES, HYDRANTS, AND ALL D.I. PIPE IN 8" OR POLYETHYLENE SHEET PER AWWA C200.

THE CONCRETE USED FOR BLOOMING SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 3000 PSI BY 28 DAYS.

ALL FITTINGS SHALL BE MECHANICAL JOINT.

ALL FERROUS PARTS SHALL RECEIVE A 10 MIL (DMT) COATING OF ZINC RICH PROXY.

ALL PROPOSED WATER SERVICE LOCATIONS ARE APPROXIMATE. THE CONTRACTOR SHALL CORROBORATE EXACT LOCATION IN THE FIELD WITH THE OWNER.

CONTRACTOR SHALL NOT CUT DOWN OR TOP ANY TREES ON THIS PROJECT.

**SYMBOLS LEGEND**

- |                              |                             |
|------------------------------|-----------------------------|
| ○ - MANHOLE                  | □ - TRANSFORMER             |
| ○ - PROPOSED MANHOLE         | ⊖ - ELECTRICAL PEDERSTAL    |
| ○ - CATCH BASIN              | ⊖ - BANNNER PRICE PARKING   |
| ○ - CURB CATCH BASIN         | — - FENCE                   |
| □ - PROPOSED CATCH BASIN     | ⊖ - SPRAWLER                |
| ⊖ - FIRE HYDRANT             | ⊖ - RAILROAD SIGNAL         |
| ⊖ - PROPOSED FIRE HYDRANT    | ⊖ - ANTIWALL                |
| ⊖ - GAS VALVE                | ⊖ - CHIMNEY BUSH            |
| ⊖ - WATER VALVE              | ⊖ - AIR CONDITIONING UNIT   |
| ⊖ - PROPOSED WATER VALVE     | ⊖ - SIDE BOPING             |
| ⊖ - TELEPHONE PEDERSTAL      | ⊖ - PERMANENT SURVEY CORNER |
| ⊖ - POWER POLE WITH SIGN     | ⊖ - SET 1/4" DIA. SIGN PINE |
| ⊖ - TELEPHONE POLE           | ⊖ - BREAK IN LINE           |
| ⊖ - POWER AND TELEPHONE POLE | ⊖ - STRAP                   |
| ⊖ - LIGHT POLE               | ⊖ - WETLANDS                |
| ⊖ - CITY ANCHOR AND POLE     | ⊖ - FENCE                   |
| ⊖ - MAIL BOX                 | ⊖ - BRUSH                   |
| ⊖ - SIGN                     | ○ - TREE                    |
| ⊖ - CHARLE TV PEDERSTAL      |                             |

**LINE TYPE LEGEND**

- |     |                          |
|-----|--------------------------|
| --- | EXISTING WATER MAIN      |
| --- | EXISTING SANITARY SEWER  |
| --- | EXISTING STORM SEWER     |
| --- | EXISTING TELEPHONE CABLE |
| --- | EXISTING GAS MAIN        |
| --- | EXISTING ELECTRICAL      |
| --- | EXISTING CURB & GUTTER   |
| --- | PROPOSED UTILITY         |
| --- | PROPOSED CURB & GUTTER   |

**ABBREVIATIONS**

- |    |                         |
|----|-------------------------|
| BM | = BENCHMARK             |
| BM | = BENCH MARK            |
| CB | = CURB BASIN            |
| CC | = CURB CUT              |
| CC | = CONCRETE              |
| CC | = CONCRETE PIPE         |
| CC | = CONCRETE STEEL PIPE   |
| CC | = CORRUGATED METAL PIPE |
| CC | = CORRUGATED STEEL PIPE |
| CC | = CONCRETE              |
| CC | = CONCRETE PIPE         |
| CC | = CONCRETE STEEL PIPE   |
| CC | = CORRUGATED METAL PIPE |
| CC | = CORRUGATED STEEL PIPE |
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# IOSCO EXPLORATION TRAIL STUDY — 2017-2018




BY	REVISIONS	DATE

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SHARED PATH ALONG MILL CREEK

PROPOSED SHARED USE PATH


  
 DE. BY:                      CH. BY:                      PROJECT NO. 12402052676  
 DR. BY:                      APP. BY:





**CHARTER TOWNSHIP OF  
OSCODA**

**Request for Cost Qualifications & Proposals Engineering Services**

The Charter Township of Oscoda will receive Request for Qualifications proposals for Engineering Services according to the following specifications. Proposal packages are available at the Office of the Township Superintendent.

Proposals will be received until 12:00 P.M. (Noon) prevailing Eastern Time, Monday, July 31, 2017. Proposals shall be addressed as follows:

**CHARTER TOWNSHIP OF OSCODA  
TOWNSHIP CLERK'S OFFICE  
110 South State Street  
Oscoda, MI 48750**

All proposals must be signed by a legally authorized agent of the proposing firm.

**ENVELOPES/SHIPPING BOXES MUST BE PLAINLY MARKED:**

**"ENGINEERING SERVICES"**

**AND MUST BEAR THE NAME OF THE PROPOSER.**

The Township reserves the right to accept any or all proposals, to waive any irregularities or informalities or both; to reject any or all proposals; and in general, to make the award of the contract in any manner deemed by the Township, in its sole discretion, to be in the best interest of the Charter Township of Oscoda. Therefore, by requesting to propose, each potential respondent shall thereby be considered to have agreed to the foregoing, as well as all other conditions, information and statements in this request for qualifications & proposals and any documents requested pursuant to this solicitation.

Robert F. Stalker, II  
Township Superintendent

Notice dated: June 26, 2017

**CHARTER TOWNSHIP OF  
OSCODA**

**REQUEST FOR QUALIFICATIONS  
ENGINEERING SERVICES**

**IMPORTANT DATES:**

RFQ Issue Date	June 26, 2017
Last Date for Questions	July 17, 2017
Response Due Date	Monday, July 31, 2017 by 12:00 P.M. (Noon)
Tentative Interview Date	YTBD

**PART 1 GENERAL INSTRUCTIONS**

Qualified engineering firms are invited to submit qualifications to the Charter Township of Oscoda for Engineering Services.

To be considered by the Township, one (1) UNBOUND original, nine (9) copies and one (1) digital copy of the proposal must be received by the date and time specified. Late submittals may not be considered.

Submitted copies become the property of the Township and shall not be returned.

The Charter Township of Oscoda shall not be responsible for any cost associated with the preparation of a response to this RFQ. Firms are encouraged to provide the minimum amount of information necessary to address the RFQ.

Anticipated service agreement will be for a two (2) year duration. The Charter Township of Oscoda retains the right to extend the agreement upon mutual consideration of both parties for up to an additional two (2) years.

**PART 2 COMMUNITY / POSITION HISTORY**

Oscoda is a full-service Township of approximately 7,000 people located on the shore of Lake Huron in Northeast Michigan. Oscoda is home to the former Wurtsmith Air Force Base and as such, has invested significant effort in the base reuse process since 1993. Oscoda is a Charter Township under Michigan State Law. The Township Board, which governs the Township, is made up of a Supervisor, Clerk, Treasurer and four Trustee members; each have one vote on the Township Board and each serve four year concurrent terms. The Township Superintendent reports to the Township Board and is responsible for managing the day to day operations of the Township.

The total Fiscal Year 2017 budget for the Township is \$8,775,160, with the General fund budget at \$3,127,985.

The Township owns approximately 15 buildings, 6 parks and a waste water treatment lagoon facility. The water distribution and wastewater systems are owned by Oscoda Township and operated and maintained by a contract operator. There are approximately 140 miles of water distribution mains and 3,224 service connections. There are approximately 73 miles of sewer collection systems, 28 lift stations, and a 1.5 MGD treatment system for wastewater.

### **PART 3 SPECIFICATIONS**

1. **FORMAT** – The following outline shall be followed for all Qualification Packages:

- Name of firm and firm principals, business address, telephone, fax and email addresses.
- Name and qualifications of staff proposed to be assigned to Oscoda. Note: the assigned principal or engineer should have a minimum of seven (7) years of progressive responsibility with municipal technical and consulting civil engineering experience.

2. **EXPERIENCE AND QUALIFICATIONS** – Past experience and qualifications of the firm should be described. A description of your engineering firm and services the firm is capable of providing including an explanation of how these services will best meet the Township's needs. Included should be experience related, but not limited to, the ability of the firm to perform the services as identified below:

- **SCOPE OF THE DUTIES OF THE TOWNSHIP ENGINEER**

The Township Engineer is expected, at a minimum, to provide the following services:

- Review of subdivision and land development plans as submitted to the Township for compliance with the Township Subdivision and Land Development Ordinances, as well as the Storm water and Zoning Ordinances upon request.
- Assist Township Staff in determining needed improvements to streets, sidewalks and facilities as well as providing cost estimates for maintenance and repairs; design work and preparation of specifications to be provided as needed. Note: the Iosco County Road Commission has jurisdiction over public roads in Oscoda Township.
- Assist Township Staff in determining needed improvements and estimate of costs to Township sanitary sewer collection and treatment systems; design work and preparation of specifications to be provided as needed.
- Assist Township Staff in determining needed improvements and estimated costs to Township water distribution system; design work and preparation of specifications to be provided as needed.

- Provide land surveying services when needed.
  - Revise Township sanitary sewer maps, municipal water maps, and zoning maps, as needed.
  - Design, bid and provide construction management services for new sanitary sewer, municipal water and other capital improvement projects including substantial building maintenance and enhancement efforts.
  - Respond to various Township Board and staff needs and questions regarding the public infrastructure of the Township.
  - Perform any other duties as directed by the Township Superintendent or his/her designated representative.
  - Perform public improvement inspections for both public and developer installed infrastructure as needed.
3. **INSURANCE** – The selected firm must have general and professional liability, automobile and workman’s compensation insurance coverage in amounts acceptable to the Charter Township of Oscoda. Insurance surety bonding requirements may apply to specified circumstances.
4. **REFERENCES** – Provide the names, telephone and fax numbers, e-mail addresses, and addresses of five recent municipal client references.
5. **OTHER** – Provide any other information necessary to fully describe services and qualifications (not to exceed 10 pages). The total number of pages in the submittal shall not exceed forty (40). Economy of preparation and brevity are encouraged.
6. **REVIEW PROCESS** – The Charter Township of Oscoda reserves the right to accept or reject any or all submittals or portions thereof. The Township may request one or more firms to provide a more detailed proposal.
7. **EVALUATION CRITERIA** – The following will be considered in the selection of a service provider:
- a. Relevant Experience
  - b. Qualifications
  - c. Understanding of Township-related issues and needs.
  - d. Team compatibility, including ability of firm to work with Township staff and elected officials based on references and other supporting information.
  - e. Unique resources the firm may bring regarding innovative techniques and strategies.
  - f. The professional reputation of the firm.
  - g. Standardized Fee Schedule and Cost estimates responsive to sample project list A as identified on pages 5 and 6 of this document.

## 8. CONFLICT OF INTEREST STATEMENT

- a. Indicate whether your firm currently represents, or has represented any client where representation may conflict with your ability to serve as Engineer for the Charter Township of Oscoda.
- b. Indicate if your firm currently represents any real estate developers doing business with, or anticipating doing business with, the Charter Township of Oscoda.
- c. Indicate whether you currently represent any other local units of government having jurisdiction within, or contiguous to the Charter Township of Oscoda.
- d. Indicate what procedures your firm would utilize to identify and resolve conflicts of interest.

## 9. Fee Expectations & Negotiation

Fees to be rendered for services resulting from this solicitation may be negotiated with the preferred service provider. Such negotiation shall include efforts to jointly define scope of services and establish budget constraints, goals and schedules. These factors shall be incorporated into a resulting contract agreement. If terms cannot be reached with the preferred vendor, negotiation may be undertaken with the second ranked firm and so on until an agreement is reached with a service provider as deemed acceptable to the Township.

However, the Township reserves the right, in its sole and absolute discretion, to change expectations and modify the fee establishment process as deemed appropriate.

### Cost Overruns and Shared Risk

The Township has experienced cost overruns on significant projects in the past – whether involving bids exceeding original engineering cost estimates or during the construction phase. Consideration is being given by the Township to establishment of a contractual requirement that would obligate the selected engineering firm to share in the risk associated with unforeseen cost overages. Please discuss the approach your firm might take to a contractual guaranteed price range requirement. What effect would it have on proposed engineering fees, if any? What other solutions or approaches might your firm suggest to minimizing the potential for undesirable cost overruns?

### Fee Schedule and Sample Projects

In order for the Township to get an understanding of how your firm would approach specific projects for our community please provide a standardized hourly fee schedule including all costs, including multipliers, overhead etc., as applicable. In addition please provide “ballpark” cost estimates responsive to the sample projects as described below:

#### **Project One**

##### Campground Bathhouse

A budget has been established of \$275,000.00 to construct a bathhouse, recreational

vehicle sanitary sewage discharge stations and on site sanitary sewage septic tank and drain field - all at a large campground facility. Engineering services will require development of site plans, building construction plans, discharge station plans and drain field plans so as to satisfy all applicable regulatory agency fixture count requirements and permitting agency requirements. In addition, the engineer will be required to prepare bid solicitation documentation, administer the bidding process and conduct construction oversight/inspection. What are the estimated design and construction administration expenses? Please identify each cost separately and assumptions which underlie the numbers.

## **Project Two**

### Water Main Extension

A budget has been established of \$525,000.00 to construct water main and install service lines in two separate locations and water main and a meter pit in a third location. The first project would include 2200 lineal feet of 8 inch PVC water main to service 6 properties on a gravel road. The second project would include construction of 1050 lineal feet of 8 inch PVC water main, also on a gravel road. A total of 8 residents would be served. The third and final project would involve construction of 300 lineal feet of 8 inch PVC water main which will terminate at a meter pit intended to serve a residential development. Engineering services will require development of construction plans, satisfaction of all permitting and other applicable regulatory requirements, preparation of bid solicitation documentation, administration of the bidding process and construction oversight/inspection. What are the estimated design and construction expenses? Please identify each cost separately and assumptions which underlie the numbers.

## **10. Selection Process/Proposal Evaluation & Contract Award**

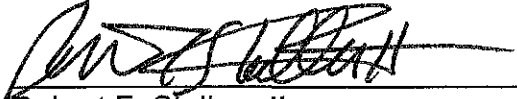
The evaluation of proposals will be done by designated Township personnel who will then forward a recommendation to the Township Board. Firms invited to participate in any interview will appear with no more than two representatives from their respective firms.

The Township intends to award a contract to the proponent(s) best qualified to perform the work for the Township; experience, qualifications and other factors considered. The Charter Township of Oscoda reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from all respondents. In submitting this proposal, it is understood that the Charter Township of Oscoda will require a successful proponent to enter into a contract document which must be approved and authorized by the Township Board of Trustees. A contract will be developed based in part on the information in the Request for Proposal, which will be incorporated into the contract by reference.

Acceptance of a proposal does not constitute a contract. Subsequently discovered information or circumstances may prompt the Township to rescind acceptance of any proposal after it has been accepted, but before the Township has taken action to authorize the contract to be signed. The Township Board reserves the right to rescind its acceptance of any proposal at any time until such time that the Township Board acts



legislatively to accept a proposal by adopting an appropriate resolution authorizing signature on a contract. At no time has a contract been formed until the Township Board has so acted and the contract is signed by the authorized individuals.

A handwritten signature in black ink, appearing to read "Robert F. Stalker, II", written over a horizontal line.

Robert F. Stalker, II  
Township Superintendent

**CHARTER TOWNSHIP OF  
OSCODA**

**COMMUNITY DEVELOPMENT COORDINATOR**

# Memo

**To:** Supervisor Weed and Board of Trustees  
**From:** Ann Richards  
**Date:** October 19, 2017  
**Re:** October 23, 2017 Meeting of Township Board

---

I am providing preliminary information regarding items that appear on the October 23, 2017 meeting agenda.

## ACTION ITEMS

### Warrior Pavilion Floor Covering Replacement

The Township's Capital Improvement Plan identifies an expenditure of \$12,000 for the replacement of floor coverings in Warrior Pavilion. On September 26, 2017 staff issued an invitation to bid this project to six (6) area vendors, that bid invitation set forth a mandatory site visit. A copy of the invitation to bid is attached to my report.

There were 3 proposals received by the October 11, 2017 deadline identified in the proposal. Unfortunately, one proposal was deemed nonresponsive due to the vendor absence for the mandatory site visit. A copy of the two responsive proposals are attached for the boards information and review.

The low bid is from Wojahn Floor Coverings Inc. who appears to have meet the floor covering specifications identified in the invitation to bid. Based on this information **Staff will seek approval from the board to award the project to Wojahn Floor Covering Inc. in the amount of \$10,480.76 and allow staff to work with the vendor in regard to specific color/pattern selection for installation.**

## USDA/Pre-Application Submission Review

At the September 11, 2017 meeting the board approved retaining the services of Spicer Group to complete (with assistance from staff) the pre-application for the Loan/Grant application with the USDA Rural Development, Rural Utilities program for Phase II of the Municipal Water Main Extension necessary due to PFAS contamination.

The submission packet is complete, and is attached to my report for the boards information and review, with the exception of a few outstanding items on form "MI Guide 2 Attachment 1" in regard to customer user information. We are still trying to determine whether the BS&A software can provide the answers for those items.

Staff would note that the conceptual cost estimate has been adjusted from previous drafts presented to the board to include a fire flow protection element, which in effect creates a "loop" system on Loud Drive. The Township's Water Contract Operator, F&V, has reviewed this addition and concurs with Spicer that this would be of benefit for the system as well as potential expansion in the future. In addition, based on projects this summer, the unit price has been updated by the Engineer to reflect actual bid results. **Staff will seek approval from the board for the Superintendent to sign the documents where necessary and authorization to allow Spicer to submit the pre-application.**

## RFQ&P/Parks

The RFP&Q for Planning and Design Services for Oscoda Bach Park, Ken Ratliff Park and Furtaw Field Comprehensive Development Plans was issued on September 18, 2017 as is attached to my report.

There were four (4) proposals received by the October 17, 2017 deadline. In order to facilitate the Qualification Based Selection (QBS) identified in the request, proponents were instructed to place their bid sheet in a separate sealed enveloped marked "bid sheet". After review of the material submitted all proponents were deemed qualified and their bid sheets were opened, a summary of the bids received is provided for the boards information and review.

The low bidder on the project is Spicer Group in the amount of \$11,400.00 with a cost of \$750.00/meeting if the board feels that it is necessary to have additional meetings above the three (3) that are identified in the base bid. Staff has provided all 4 proposals for the boards information and review. **Staff will seek direction from the board in regard to their preference to award a contract.**

Respectfully Submitted,



Ann M. Richards  
Community Development Coordinator

**September 26, 2017**

**INVITATION TO BID**  
**WARRIOR PAVILION CARPET AND SHEET VINYL FLOORING**

The Charter Township of Oscoda is now accepting bids for the purchase and installation of flooring in the Warrior Pavilion, 6330 F-41, Oscoda, MI. The following specifications have been identified as most appropriate for meeting our needs.

All vendors are required to conduct a site visit to verify measurements. The visit will be held on October 3, 2017 at 10 a.m. with Bill Hamlin, the foreman of our Building and Grounds Maintenance Department. Vendors must also submit the information requested and use the attached proposal sheets in submitting bids. Failure to do so may result in disqualification.

**Minimum Specifications for carpet:**

1. Installation of commercial grade 24" X 24" carpet squares or comparable for the main dining/hall area.
2. 100% Nylon
3. Multi-level pattern loop
4. Primary backing: Reinforced synthetic primary backing or comparable.
5. Wear Resistant
6. Low Static
7. Installation by way of brand appropriate adhesive
1. Provide Color Choice Options
2. Removal and disposal of existing flooring
3. Provide additional 5% overage of carpet squares
4. Lifetime Commercial Wear Warranty
5. All carpet of the same type in continuous areas shall be from the same dye lots.
6. 100% Solution dyed.
8. Minimum Gauge 1/10
9. Minimum Finished Pile Thickness .113"
10. Total weight minimum 75 oz./sq. yd.
11. Minimum pile density of 5,500

**Minimum Specifications for vinyl:**

1. Installation of commercial grade sheet vinyl in the kitchen, bathroom and hallway.
2. Installation by way of brand appropriate adhesive.
3. Designated surfaces to receive vinyl base shall be structurally sound, smooth, dry and clean, free of dirt, dust, oil, wax or other foreign matter which would interfere with a good bond.

4. All vinyl base should be "cove cut" on inside corners.
5. Plan seam locations so that no seams end on outside corners.
6. Provide Color Choice Options
7. Removal and disposal of existing flooring.
8. Lifetime Commercial Wear Warranty
9. Check each carton of base for dye lot numbers to assure there is no mixing of dye lots during installation.
10. PVC Wear Layer Binder Content Type 1- 90% minimum
11. Grade 1 Commercial Wear Layer Thickness 0.200 inches minimum.

**Qualifications of Installers:**

1. All work shall be done by installation firms specializing in commercial carpet tile and commercial grade vinyl installation.
2. An experienced installer with not less than 5 consecutive years of experience in installation of commercial flooring.
3. Must provide list of current business's where commercial carpet and vinyl has been installed.

**Additional Information:**

1. Provide specific warranty terms and coverage.
2. Provide delivery and installation schedule including completion date which should be no later than November 14, 2017.
3. Bidders must visit the proposed work site for evaluation and measurements prior to submitting bids.
4. Surfaces to receive carpet and flooring must be free of dirt, solvents, oil, grease, paint, plaster, moisture and other substances detrimental to proper performance of adhesive and carpet which shall be accomplished by but not limited to sweeping or vacuuming.
5. Carpet tile edges shall be installed tightly together to form seams without gaps, fit neatly to walls, columns, register, adjacent flooring, abutting surfaces, etc. Installation shall be made to job site conditions and dimensions. Remove adhesive promptly from the face of the carpet.
6. It is the Flooring Contractor's responsibility to verify all dimensions and job site conditions; order sufficient yardage to fully carpet areas as indicated and to fill overage requirements as specified.
7. No substitutions shall be permitted to make up for shortages of material in overage or in carpet to be installed.
8. Before beginning installation, carpet tiles shall be inspected for defects, color variations or shipping damage and be immediately replaced if any of these conditions exist at no additional cost to the Township.
9. Flooring Contractor is responsible for trimming all loose yarn and fuzzy edges of carpet tiles.

10. Installation of flooring under open bottom obstructions and under removable flanges and furnishings, into alcoves and closets of each space is required.
11. Run flooring under open bottom items such as heat convectors and install tight against wall, columns and cabinets so the entire floor area is covered with flooring material. Install edging guard at all openings and doors wherever flooring terminates, unless indicated otherwise. Prior to installation, the contractor shall notify the Township of any obstructions that may occur.

**General Directions:**

All bids must be sealed in envelopes plainly marked "FLOORING BID". The Charter Township of Oscoda reserves the right to accept or reject any and all bids or any part thereof, to waive any and all bid irregularities, and to award the purchase which is in the best interest of the Charter Township of Oscoda. Bidders are hereby notified that the Charter Township of Oscoda's Purchasing Policy provides for the granting of local preference in purchasing of five percent (5%) or seven-hundred fifty dollars (\$750), whichever is less. Submissions to include submittal of carpet tile samples with a respective Specification Sheet.

Proposals are to remain firm for thirty (30) days. Installation of all flooring materials must be completed no later than November 14, 2017.

Sealed proposals will be received by the Charter Township of Oscoda addressed to Robert F. Stalker II, Township Superintendent, 110 South State Street, Oscoda, Michigan 48750, until 12:00 p.m. on Wednesday, October 11, 2017. Proposals will be opened and read publicly at that time.

Your efforts in responding to this invitation to bid will be greatly appreciated.

A handwritten signature in black ink, appearing to read "Robert F. Stalker, II", with a long horizontal line extending to the right.

Robert F. Stalker, II  
Township Superintendent

trk

**PROPOSAL**

**Warrior Pavilion Carpet and Flooring**

TO: Charter Township of Oscoda, Michigan

We the undersigned, having familiarized ourselves with the specifications regarding the Township's needs hereby propose the following:

**CARPET**

**Yards Required #** \_\_\_\_\_

**Carpet Price Per Yard -** \_\_\_\_\_

**Labor Cost Per Yard -** \_\_\_\_\_

**Total Bid Carpet -** \_\_\_\_\_

**VINYL**

**Yards Required #** \_\_\_\_\_

**Sheet Vinyl Price Per Yard -** \_\_\_\_\_

**Labor Cost Per Yard -** \_\_\_\_\_

**Total Bid Vinyl -** \_\_\_\_\_

**GRAND TOTAL BID \$** \_\_\_\_\_

In submitting this proposal, it is understood the right is reserved by the Charter Township of Oscoda to accept or reject any and all bids or any part thereof, to waive any and all bid irregularities, and to award the bid that is in the best interest of the Charter Township of Oscoda. Bidders are hereby notified that the Charter Township of Oscoda's Purchasing Policy provides for the granting of local preference in purchasing of five percent (5%) or seven-hundred fifty dollars (\$750), whichever is less.



This proposal is to remain firm for thirty (30) days.

Dated and signed this day of \_\_\_\_\_, 2017

Name of Bidder:

By:

Title:

Signature:

Business Address:

**PROPOSAL**

**Warrior Pavilion Carpet and Flooring**

TO: Charter Township of Oscoda, Michigan

We the undersigned, having familiarized ourselves with the specifications regarding the Township's needs hereby propose the following:

**CARPET**

Yards Required # 208  
Carpet Price Per Yard - \$23.85  
Labor Cost Per Yard - \$6.12  
Total Bid Carpet - \$7196.76

**VINYL**

Yards Required # 60  
Sheet Vinyl Price Per Yard - \$22.05  
Labor Cost Per Yard - \$11.25  
Total Bid Vinyl - \$13186<sup>00</sup>

GRAND TOTAL BID \$ \$10,480.76

In submitting this proposal, it is understood the right is reserved by the Charter Township of Oscoda to accept or reject any and all bids or any part thereof, to waive any and all bid irregularities, and to award the bid that is in the best interest of the Charter Township of Oscoda. Bidders are hereby notified that the Charter Township of Oscoda's Purchasing Policy provides for the granting of local preference in purchasing of five percent (5%) or seven-hundred fifty dollars (\$750), whichever is less.

This proposal is to remain firm for thirty (30) days.

Dated and signed this day of 10/11, 2017

Name of Bidder: Wojahn Floor Covering Inc.

By: Keith Wojahn

Title: President

Signature: 

Business Address: 30 W. M-55  
Tawas City, Mi. 48763

Wojahn Carpet & Furniture  
 30 W M 55  
 Tawas City, MI 48763 US  
 (989) 362-4449  
 penny@wojahncarpeting.com

Estimate 2318



ADDRESS	SHIP TO	DATE	TOTAL
Oscoda Township 110 S. State St. Oscoda, MI 48750	Warrior Pavilion 6330 F-41 Oscoda, MI. 48750	10/10/2017	\$10,480.76

SALES REP  
Keith

ACTIVITY	QTY	RATE	AMOUNT
<b>Flooring</b> Banquet Room and Chair Storage Closets Aladdin Fired Up Carpet Tile 24"X24" 100% Solution Dyed Nylon Multi-level patterned loop Limited Lifetime Wear Warranty	1,872	2.65	4,960.80
<b>Labor-IB</b> Install Labor	1,872	0.68	1,272.96
<b>Labor</b> Tear out, Disposal, & Prep	1,872	0.50	936.00
<b>Flooring</b> Kitchen & 2 Restrooms, Hall, & Janitorial Closet Mannington Insight Plus GB Commercial Sheet Vinyl Flooring Pattern and Color Selected from Architect Folder	540	2.45	1,323.00
<b>Labor-IB</b> Install Labor	540	1.25	675.00
<b>Labor</b> Tear out, & Disposal	540	1.00	540.00
<b>Labor</b> Pull and Reset Commercial Stool	2	110.00	220.00
<b>Misc Merchandise</b> Vinyl Base for Kitchen/Bathroom Areas	160	2.45	392.00
<b>Misc Merchandise</b> Flat Bar Transitions	24	1.50	36.00
Government No Sales Tax			

SUBTOTAL 10,355.76  
 SHIPPING 125.00

TOTAL \$10,480.76

THANK YOU.

Accepted By

Accepted Date

PROPOSAL

Warrior Pavilion Carpet and Flooring

TO: Charter Township of Oscoda, Michigan

We the undersigned, having familiarized ourselves with the specifications regarding the Township's needs hereby propose the following:

CARPET

Yards Required # 218.53 sq. yds  
Carpet Price Per Yard - 34.05  
Labor Cost Per Yard - 7.00  
Total Bid Carpet - 8970.66

VINYL

Yards Required # 66.67  
Sheet Vinyl Price Per Yard - 35.97  
Labor Cost Per Yard - \$ 11.00  
Total Bid Vinyl - 3131.49

Cove Base

lin A req.	<u>152</u>
Price per lin ft	<u>99¢</u>
labor	<u>66¢</u>
Total	<u>\$ 250.80</u>

GRAND TOTAL BID \$ 12,352.95

In submitting this proposal, it is understood the right is reserved by the Charter Township of Oscoda to accept or reject any and all bids or any part thereof, to waive any and all bid irregularities, and to award the bid that is in the best interest of the Charter Township of Oscoda. Bidders are hereby notified that the Charter Township of Oscoda's Purchasing Policy provides for the granting of local preference in purchasing of five percent (5%) or seven-hundred fifty dollars (\$750), whichever is less.

This proposal is to remain firm for thirty (30) days.

Dated and signed this day of 10/11/2017

Name of Bidder: White Interiors

By: Patricia Phillips

Title: Store Manager

Signature: Patricia Phillips

Business Address: 5227 N. US-23  
Oscoda 49750

Carpet Tiles enclosed.  
Will be here 10/12/17.  
attached.

Special Order Vinyls  
Copy of Specifications



Enlighten  
collection: Embrace

**tile specifications**

<b>style name</b>	enlighten	
<b>style number</b>	54757	
<b>construction</b>	multi-level pattern loop	
<b>fiber</b>	eco solution q® nylon	
<b>dye method</b>	solution dyed	
	<b>english</b>	<b>metric</b>
.....		
<b>pattern repeat</b>	none	
<b>tufted weight</b>	23.0	779.83 g/m <sup>2</sup>
<b>gauge</b>	1/12	47.24 per 10 cm
<b>stitches per inch</b>	12.0	47.24 per 10 cm
<b>finished pile thickness</b>	0.125	3.18 mm
<b>total thickness</b>	0.276	7.01 mm
<b>average density</b>	6624	12.33 klotex
<b>product size</b>	24" x 24"	60.96 cm x 60.96 cm
<b>primary backing</b>	synthetic	
<b>secondary backing</b>	ecoworx® tile	
<b>protective treatments</b>	ssp protective treatments	

**testing**

<b>radiant panel</b>	class I
<b>nbs smoke</b>	less than 450
<b>electrostatic propensity</b>	less than 3.5 kv

**warranties**

lifetime stain, lifetime performance

**installation method**



**coordinating products**

54756 | wonder 54758 | reveal



Specifications are subject to nominal manufacturing variances. Material supply and/or manufacturing processes may necessitate changes without notice

Strong. Hardworking. Stunning. Save up to \$500 on your flooring purchase.

[Get Details](#)

**FLOORING**  
12 ft. Vinyl Sheet

Great  
Spaces®



## Alpine - Camel

12 ft. Vinyl Sheet



[Write a review](#) [Ask a question](#)

Colors:

[Find a Store](#)



  
Details

### Specifications

<b>Category</b>	Floors
<b>Flooring Type</b>	Vinyl Sheet Flooring
<b>Product Number</b>	B6042
<b>Collection</b>	Duality Premium
<b>Performance Class</b>	Premium
<b>Warranty</b>	Residential Warranty: Lifetime Limited ⓘ Light Commercial Warranty : 10 years F-8498-117 Vinyl Sheet Warranty (Eng.)
<b>Composition</b>	MasterWorks Technology ⓘ



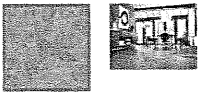
Strong. Hardworking. Stunning. Save up to \$500 on your flooring purchase.

[Get Details](#)



Inspiring Great Spaces®

12 ft. Vinyl Sheet



# Alvina - Brownstone

12 ft. Vinyl Sheet



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[Ask a question](#)

Colors:



[Find a Store](#)



## Details

### Specifications



<b>Category</b>	Floors
<b>Flooring Type</b>	Vinyl Sheet Flooring
<b>Product Number</b>	B6121
<b>Collection</b>	Duality Premium
<b>Performance Class</b>	Premium
<b>Warranty</b>	Residential Warranty: Lifetime Limited ⓘ Light Commercial Warranty : 10 years F-8498-117 Vinyl Sheet Warranty (Eng.)
<b>Composition</b>	MasterWorks Technology ⓘ

the new GAC plant and that it will be communicated to the Air Force as the preferred alternative of the Township.

ALL YEAS

MOTION CARRIED

Mr. Baier inquired about the urgency of the situation. More specifically, if the Township was at risk of delaying the construction of the treatment facility. There was also discussion about the State of Michigan's awareness about this situation. Mr. Palmer and Mr. Weed both noted their preference for the proposed alternate location.

**Natural Gas Purchase Contract** – Mr. Weed supported a motion by Mr. Baier to execute the document in the current form with the discussed changes.

ALL YEAS

MOTION CARRIED

**Draft Fiscal Year 2018 Budget Presentation** – No action required.

**Building and Grounds Maintenance Department Floor Plan – Hoist Installation** – No action required.

## **Community Development Coordinator's Report**

**Oscoda Beach Park/Donated Benches** – No action required.

Mr. Baier asked if the beach park was reaching a saturation point with benches. Ms. Richards indicated that it may become a factor but there is still space available and there are other options to be considered. Mr. Baier also noted his hope for the property that was recently purchased to expand the beach park.



**Watermain Grant** – Mr. Weed supported a motion by Ms. McGuire to go forward with the proposal from Spicer Group and to assist in submitting the preapplication for the grant.

ALL YEAS

MOTION CARRIED

Mr. Palmer pointed out potential lessons learned and an anticipation for what needs to be done for Phase II of the watermain extension project.

## **Other**

**Develop Iosco – Township Representative Appointment** – Mr. Baier supported a motion by Mr. Gayeski to nominate Mr. Cummings as the Township representative for Develop Iosco.

Working Draft 10-19-17

USDA Rural Development  
RUS Pre-Application



OSCODA PHASE II WATER MAIN EXTENSIONS

Charter Township of Oscoda  
Iosco County, MI

Prepared By:  
Spicer Group  
October 2017

**OSCODA PHASE II WATER MAIN EXTENSIONS  
USDA RURAL DEVELOPMENT APPLICATION ITEMS**

- Item 1.      Application Form, SF-424  
Project Narrative  
Map of the System**
  
- Item 2.      Copy of SEMCOG Online Application for Clearinghouse reviews**
  
- Item 3.      Certification of Commercial Credit**
  
- Item 4.      Audit Report for Oscoda Township**
  
- Item 5.      Public Notice of Intent to File an application with RD**
  
- Item 6.      Customer Information, Michigan Guide #2**
  
- Item 7.      Income levels in project area  
Regulatory Letters**
  
- Item 8.      Leveraging Funds from other Sources for the Project**
  
- Item 9.      Area Comprehensive Development Plan**
  
- Item 10.     Pre-Application Engineering Concept Document**

**Item 1.      Application Form, SF-424**  
**Project Narrative**  
**Map of the System**

**APPLICATION FOR  
FEDERAL ASSISTANCE**

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b>	Applicant Identifier	
Pre-application <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier	
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier	
<b>5. APPLICANT INFORMATION</b>				
Legal Name: Charter Township of Oscoda		Organizational Unit: Department:		
Organizational DUNS: 038626453		Division:		
<b>Address:</b> Street: 110 State Street		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b>		
City: Oscoda		Prefix: Mr.	First Name: Robert	
County: Iosco		Middle Name F.		
State: MI		Last Name Stalker		
Zip Code: 48750	Suffix: II			
Country: USA		Email: superintendent@oscodatownshipmi.gov		
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN)</b> 38-6021197		Phone Number (give area code) 989-739-3211		Fax Number (give area code) 989-739-0034
<b>8. TYPE OF APPLICATION:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify)		<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) D Township Other (specify)		
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> TITLE (Name of Program): Water & Wastewater Program		<b>9. NAME OF FEDERAL AGENCY:</b> Utility Services		
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> Oscoda Township		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> Oscoda Phase II Water Main Extensions		
<b>13. PROPOSED PROJECT</b> Start Date: Spring 2018		<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant District 5		
Ending Date: Fall 2019		b. Project District 5		
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>		
a. Federal	\$ 4,890,000.00	a. Yes. <input checked="" type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: 10/11/17		
b. Applicant	\$ .00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
c. State	\$ .00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>		
d. Local	\$ .00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No		
e. Other	\$ .00			
f. Program Income	\$ .00			
g. TOTAL	\$ 4,890,000.00			
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>				
a. Authorized Representative				
Prefix Mr.	First Name Robert		Middle Name F.	
Last Name Stalker		Suffix II		
b. Title Township Superintendent		c. Telephone Number (give area code) 989-739-3211		
d. Signature of Authorized Representative		e. Date Signed		

**BUDGET INFORMATION - Construction Programs**

*NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.*

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$ 258,000 .00	\$ .00	\$ 258,000 .00
2. Land, structures, rights-of-way, appraisals, etc.	\$ 0 .00	\$ .00	\$ 0 .00
3. Relocation expenses and payments	\$ .00	\$ .00	\$ 0 .00
4. Architectural and engineering fees	\$ 434,000 .00	\$ .00	\$ 434,000 .00
5. Other architectural and engineering fees	\$ 30,000 .00	\$ .00	\$ 30,000 .00
6. Project inspection fees	\$ 245,000 .00	\$ .00	\$ 245,000 .00
7. Site work	\$ .00	\$ .00	\$ 0 .00
8. Demolition and removal	\$ .00	\$ .00	\$ 0 .00
9. Construction	\$ 3,428,030 .00	\$ .00	\$ 3,428,030 .00
10. Equipment	\$ .00	\$ .00	\$ 0 .00
11. Miscellaneous	\$ 151,000 .00	\$ .00	\$ 151,000 .00
12. SUBTOTAL (sum of lines 1-11)	\$ 4,546,030 .00	\$ 0 .00	\$ 4,546,030 .00
13. Contingencies	\$ 343,970 .00	\$ .00	\$ 343,970 .00
14. SUBTOTAL	\$ 4,890,000 .00	\$ 0 .00	\$ 4,890,000 .00
15. Project (program) income	\$ .00	\$ .00	\$ 0 .00
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$ 4,890,000 .00	\$ 0 .00	\$ 4,890,000 .00
<b>FEDERAL FUNDING</b>			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter the resulting Federal share.	Enter eligible costs from line 16c Multiply X _____%		\$ 0.00

## INSTRUCTIONS FOR THE SF-424C

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0041), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This sheet is to be used for the following types of applications: (1) "New" (means a new [previously unfunded] assistance award); (2) "Continuation" (means funding in a succeeding budget period which stemmed from a prior agreement to fund); and (3) "Revised" (means any changes in the Federal Government's financial obligations or contingent liability from an existing obligation). If there is no change in the award amount, there is no need to complete this form. Certain Federal agencies may require only an explanatory letter to effect minor (no cost) changes. If you have questions, please contact the Federal agency.

*Column a.* - If this is an application for a "New" project, enter the total estimated cost of each of the items listed on lines 1 through 16 (as applicable) under "COST CLASSIFICATION."

If this application entails a change to an existing award, enter the eligible amounts *approved under the previous award* for the items under "COST CLASSIFICATION."

*Column b.* - If this is an application for a "New" project, enter that portion of the cost of each item in Column a. which is *not* allowable for Federal assistance. Contact the Federal agency for assistance in determining the allowability of specific costs.

If this application entails a change to an existing award, enter the adjustment [+ or (-)] to the previously approved costs (from column a.) reflected in this application.

*Column.* - This is the net of lines 1 through 16 in columns "a." and "b."

---

Line 1 - Enter estimated amounts needed to cover administrative expenses. Do not include costs which are related to the normal functions of government. Allowable legal costs are generally only those associated with the purchases of land which is allowable for Federal participation and certain services in support of construction of the project.

Line 2 - Enter estimated site and right(s)-of-way acquisition costs (this includes purchase, lease, and/or easements).

Line 3 - Enter estimated costs related to relocation advisory assistance, replacement housing, relocation payments to displaced persons and businesses, etc.

Line 4 - Enter estimated basic engineering fees related to construction (this includes start-up services and preparation of project performance work plan).

Line 5 - Enter estimated engineering costs, such as surveys, tests, soil borings, etc.

Line 6 - Enter estimated engineering inspection costs.

Line 7 - Enter estimated costs of site preparation and restoration which are not included in the basic construction contract.

Line 9 - Enter estimated cost of the construction contract.

Line 10 - Enter estimated cost of office, shop, laboratory, safety equipment, etc. to be used at the facility, if such costs are not included in the construction contract.

Line 11 - Enter estimated miscellaneous costs.

Line 12 - Total of items 1 through 11.

Line 13 - Enter estimated contingency costs. (Consult the Federal agency for the percentage of the estimated construction cost to use.)

Line 14 - Enter the total of lines 12 and 13.

Line 15 - Enter estimated program income to be earned during the grant period, e.g., salvaged materials, etc.

Line 16 - Subtract line 15 from line 14.

Line 17 - This block is for the computation of the Federal share. Multiply the total allowable project costs from line 16, column "c." by the Federal percentage share (this may be up to 100 percent; consult Federal agency for Federal percentage share) and enter the product on line 17.



11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED October 11, 2017

**OSCODA PHASE II WATER MAIN EXTENSIONS  
CHARTER TOWNSHIP OF OSCODA  
IOSCO COUNTY, MICHIGAN**

**PROJECT NARRATIVE**

In 2016-2017, many residents in Oscoda Township located near the former Wurtsmith Air Force (WAFB) base were notified by the Michigan District Health Department No. 2 (MDHD2) that Per- and polyfluoroalkyl substances (PFAS) concentrations have been detected at levels of concern in their private drinking water wells and not to consume the water in any way. The contamination is the result of fire-fighting training activities and the use of PFAS based products in large quantities on WAFB prior to 2000. The WAFB is a known contamination source.

The MDEQ has generated a map of the current Alternative Water Supply Area, dated 2/13/17. Within that area there are 234 REUs that do not currently have public water supply available to them on their street.

This project is to extend the public water supply mains to serve these 234 REUs. The project is estimated to cost \$4,890,000.

GREENBUSH TOWNSHIP  
OSCODA TOWNSHIP



LAKE HURON

— = Project Locations

OSCODA TOWNSHIP  
AU SABLE TOWNSHIP

OSCODA

AU SABLE

OSCODA TOWNSHIP  
WATER DISTRIBUTION SYSTEM



**Item 2. Copy of SEMCOG Online Application for Clearinghouse reviews**

When draft application packet  
is blessed, I will do  
this.

**Item 3. Certification of Commercial Credit**

## Availability of Other Commercial Credit Certification

Applicants must certify in writing that they are unable to finance the proposed project from their own resources or through commercial credit at reasonable rates and terms that will allow them to maintain user rates comparable to other similar systems.

Applicants must sign this certification which provides documentation of contact with a lending institution. Offers or denials of commercial credit should be documented below with the name of lending institution, name of contact, rates and terms available and reason why credit would not be available.

To assist us in determining commercial credit availability, please answer the following questions:

1. List the top three employers in your community and approximate number of employees.

<u>Kalitta Air</u>	<u>500</u>
<u>Oscoda Area School District</u>	<u>150</u>
<u>Phoenix Composite Solutions</u>	<u>101</u>

2. What was the unemployment rate in your county last year? varied 5.7 and 8.7 % (2016)

3. What is your State Equalized Value (SEV)? \$ 305,301,700.00

4. Have you issued Bonds previously? Yes  No  Were they rated? Yes  No

5. Do you have existing debt on your system? Yes  No

If so, who holds the bonds? \_\_\_\_\_ (attach copies of existing bond/debt instruments)

6. What is your taxing capacity? 39.568 Mills

7. Is there a levy currently on the water or sewer system? Yes  No  If so, how many mills? \_\_\_\_\_

Commercial credit financing in the amount of \$4.9 million was discussed with the following lending institutions:

Lender:	<u>Chemical Bank</u>	Interest Rate:		Term:	
Contact:	<u>Richard Michaels</u>	<u>See attached</u>			
Lender:	<u>Huron Community Bank</u>	Interest Rate:		Term:	
Contact:	<u>Teff Loomis</u>	<u>See attached</u>			
Lender:		Interest Rate:		Term:	
Contact:					

The undersigned certifies, to the best of their knowledge and belief, that:

1. The organization is unable to finance the proposed project from its own resources or through commercial credit at reasonable rates and terms.
2. No outstanding judgment has been obtained and recorded by the United States of America in a Federal Court (other than in the United States Tax Court).

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Name and Signature of Authorized Official

\_\_\_\_\_  
Date



October 13, 2017

Ann M. Richards  
Community Development Coordinator  
Charter Township of Oscoda  
110 State Street  
Oscoda, Michigan 48750

Dear Ms. Richards:

Thank you for the invitation to make a proposal on financing not to exceed \$4,900,000 with an expected term of 30 years.

Chemical Bank is very committed to assisting municipalities in the areas we serve, however the length of the terms that are being requested are outside the range which Chemical Bank typically finances.


While we appreciate the invitation, we are unable to provide the Township with a bid proposal at this time. Should you have any questions regarding this letter, please feel free to call Kyle Fahrner with our Municipal Lending Group at (989) 839-5237. We thank you for including us in the bid process and look forward to working with you in the future.

Best Regards,

A handwritten signature in black ink, appearing to read "R. Michaels", is written over a light blue horizontal line.

Richard Michaels  
Assistant Vice President  
Branch Manager

**FW: Scan from Xerox 4260 Oscoda - Chemcrypt**

From: Michaels, Richard  
To: ddadirector@oscodatownshipmi.gov  
Cc:  
Sent: 10/13/2017 10:08:19 AM  
Attachments:  Scan 001.pdf

---

Ann,

Here is Kyles letter. He stated that we couldn't do a 30 year bond. Also said that if we did a 15 year Purchase Installment the rate would be around 4%.

Thanks  
Rick

Richard Michaels  
AVP Branch Manager  
Chemical Bank, Oscoda  
Richard.Michaels@ChemicalBank.Com  
4452 F-41 | PO Box 280  
Oscoda, MI | 48750  
T: 989.739.1148 | F: 989.739.1153 | VoIP: 54537  
W: ChemicalBank.com  
NMLS # 630797

-----Original Message-----

From: Oscoda-MFP@chemicalbank.com [mailto:Oscoda-MFP@chemicalbank.com]  
Sent: Friday, October 13, 2017 5:02 AM  
To: Michaels, Richard  
Subject: Scan from Xerox 4260 Oscoda - Chemcrypt

Please open the attached document. It was scanned and sent to you using a Xerox WorkCentre.  
For more information on Xerox products and solutions, please visit <http://www.xerox.com>.  
For Technical Support contact the Help Desk VoIP 51173

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## Ann Richards

---

**From:** Loomis, Jeff <loomisj@bankhcb.com>  
**Sent:** Tuesday, October 17, 2017 11:32 AM  
**To:** Ann Richards  
**Subject:** RE: water main extension project

Hi Ann,

Thanks for reaching out to us. As discussed on the phone, based on your tax exempt status and the size of the project, the bank would recommend funding be obtained through a bond issuance versus traditional financing.

If you require any additional information please do not hesitate to reach out.....thanks again☺

**Jeff Loomis**  
President & CEO



Office Phone: (989) 362-1730  
Cell Phone: (989) 305-9588  
Fax: (989) 362-8982  
301 Newman Street  
P.O. Box 312  
East Tawas, MI 48730  
[www.bankhcb.com](http://www.bankhcb.com)  
[loomisj@bankhcb.com](mailto:loomisj@bankhcb.com)

This communication and any attachments to it may be confidential and are intended exclusively for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Huron Community Bank. If you have received this communication in error, please disregard and delete. Do not disseminate or retain a copy of this message. Please be aware that if you reply directly to this particular message, your reply may not be secure. Do not use email to send us communications that contain unencrypted confidential information such as passwords, account numbers, or Social Security numbers.

**From:** Ann Richards [mailto:ddadirector@oscodatownshipmi.gov]  
**Sent:** Thursday, October 12, 2017 10:32 AM  
**To:** Loomis, Jeff  
**Subject:** water main extension project

Good morning Jeff-

As you may or may not be aware the State of Michigan DEQ and Health Department have issued a seek alternate source of water to residents in a specific area of the Township where there private drinking water wells have been impacted by PFAS contamination from the former Wurtsmith AFB. Unfortunately the municipal system is not currently available in all

areas of concern and would require water main extension, the cost to construct that new main is estimated at 4.9 million dollars.

The Township is currently working on an loan/grant application with the USDA Rural Development, Rural Utilities program to fund this project. One of the requirements is to check with at least 2 other lending sources to secure a competitive interest rate and loan term. I believe this is something Huron Community Bank has assisted with us before... and I hoping you can do so again.

We would be looking for interest rate and term for an estimated 4.9 million.

Thank you in advance for your assistance with this request.

Sincerely, Ann

Ann M. Richards  
Community Development Coordinator  
Charter Township of Oscoda  
(989)739-6999

*A community is not a community without the help of it's people...*

*"This institution is an equal opportunity provider and employer"*

"This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited."

**Item 4.    Audit Report**

Have; just didn't put in  
this working draft.

**Item 5. Public Notice of Intent to file an application with RD**

# NOTICE OF INTENT TO APPLY TO USDA RURAL UTILITIES SERVICE (RUS)

The Charter Township of Oscoda is in the process of applying to USDA Rural Utilities Service (RUS) Program for loan funds to extend the Township's public water supply system. Details regarding the application are as follows:

Applicant: Charter Township of Oscoda  
Address: 110 State Street  
Oscoda, MI 48750  
Contact: Robert F. Stalker II, Township Superintendent  
(989) 739-3211

Purpose: The funds will be used to plan, design, and construct public water supply mains and service leads up to the right-of-way on several streets near the southern end of Van Etnan Lake, which can be funded through USDA Rural Development. The water mains would serve 234 REUs within the MDEQ's Alternative Water Supply Area that currently do not have public water on their street. The total estimated cost in the application is \$4.89M.

Time frame: The work is expected to begin when funds become available, with construction anticipated to be complete by the end 2019.

**Item 6. Customer Information, Michigan Guide #2**

### CUSTOMER USER INFORMATION

1.) Rural Development uses some of the information from the PER, especially Sections 6(e) and (f), for underwriting purposes. Note that for income projection purposes, every effort should be made to identify actual data regarding water usage or wastewater generation. For metered systems, actual data should be used.

When financing construction of a new system or improvements to an existing system without any existing usage data, water use and wastewater generation approximation for income projection purposes should, if at all possible, be based on information from surrounding similar communities and systems. The source of data used should be documented in the PER.

The value of 100 GPCD shown in Section 6 is a general value and may not be appropriate for many rural systems finance with WWD funds. In the absence of reliable data, a value of **5,000 gallons per EDU per month** (approximately 67 GPCD or 167 GPD per EDU) should be used.

	Number of Existing Customers	Total Monthly Service Usage (in gallons)	Number of Users after Improvements	Projected Total Monthly Service Usage (in gallons)	EDU's (Agency Use)
Residential Dwellings:	3071		234		
Commercial Users:	400		0		
	3471				
<b>Total:</b>			234		

Breakdown of Commercial Users	Number Existing Users	Number of User after project completion	Billed/Metered Monthly Total Service Usage
Large Commercial			
Small Commercial			
Industrial			
Government			
Churches			
Apartment Buildings			
Duplexes			
Schools			
Mobile Home Park			

2.) Indicate (X) the applicant's proposed bonding (financing) method:

<input checked="" type="checkbox"/>	Revenue Bond (Act 94)	<input type="checkbox"/>	County Contract Bond	<input type="checkbox"/>	General Obligation Bond
<input type="checkbox"/>	Special Assessment Bond	<input type="checkbox"/>	Water/Sewer Authority Bond	<input type="checkbox"/>	Other:

3.) The PER must have a copy of the existing rate schedule, if applicable. Applicant's proposed operating budget, rates and charges must be in Preliminary Engineering Report as per Bulletin 1780-2, Preliminary Engineering Reports for Water and Waste Disposal Program, Section 2)d) and 6)f)i-iv.

4.) Project Contacts:

Applicant Contact:	Oscoda Township – Robert F. Stalker II, Township Superintendent		
Address:	110 S. Main Street, Oscoda, MI 48750		
Email Address:	Superintendent@Oscodatownshipmi.gov	Phone:	(989) 739-3211
Engineer Contact:	Spicer Group, Inc. – Jennifer Garza, P.E.		
Address:	230 S. Washington Ave., Saginaw, MI 48607		
Email Address:	jenniferg@spicergroup.com	Phone:	(989) 921-5594
Bond Counsel Contact:	Dickinson Wright – Paul Wyzgoski		
Address:	2600 W. Big Beaver Rd., Suite 300, Troy, MI 48084		
Email Address:	pwyzgoski@dickinson-wright.com	Phone:	(248) 433-7255
Legal Counsel Contact:	Robert J. Eppert		
Address:	1144 W. Lake Street, Tawas City, MI 48764		
Email Address:	robjeppert@gmail.com	Phone:	(989) 362-8675
Financial Consultant Contact:	Umbaugh & Associates – Tom Traciak		
Address:	2150 Association Drive, Okemos, MI 48864		
Email Address:	traciak@umbaugh.com	Phone:	(517) 321-0110

5.) Applicant's Population Information by Race and Ethnicity for the proposed service area, if known:

	Asian	Black/African American	American Indian or Alaskan Native	Native Hawaiian or Pacific Islander	White	Multiple Races Selected	Other Race	Total Population
<b>RACE</b>	32	47	68	10	6664	138	38	6997
<b>ETHNICITY</b>	Hispanic or Latino		Not Hispanic or Latino			Total Population		
	138		6859			6997		

6.) Land Rights

	# of acres	# of acres to be leased	Purchase price of land	Market value of land
Land to be acquired:				
Land now owned:				

7.) Other system information

Public Water System (PWS) ID #6997.

If water is being purchased – cost per 1,000 gallons or per 100 cu. ft. \$\_\_\_\_\_.

NPDES Permit #\_\_\_\_\_. Not Applicable

If wastewater treatment is by contract – cost per 1,000 gallons or per 100 cu ft. \$\_\_\_\_\_.



**Item 7. Income levels in project area**  
**Regulatory Letters**

## Oscoda Charter Township, MI Income Level

	Median household income in the past 12 months (in 2010 inflation-adjusted dollars)
Oscoda Charter Township, Iosco County, Michigan	\$34,846

Total population	White alone	Black or African American alone	American Indian and Alaska Native alone	Asian alone	Native Hawaiian and Other Pacific Islander alone	Some Other Race alone	Two or More Races	Not Hispanic or Latino	Hispanic or Latino	Male:	Female:
6,997	6,664	47	68	32	10	38	138	6,859	138	3,465	3,532

## Oscoda Drinking Water Wells and PFC Contamination from the Former Wurtsmith AFB – Recommendation to Expand Alternate-Water Relief

**Public health-protective recommendation:** Consider drinking water wells within a defined area east of Van Etten Lake as down-gradient from WAFB and make alternate-water options available to the property owners, regardless of whether these wells have been sampled.

### Rationale:

1. On-base groundwater contamination
  - a. The PFC groundwater plumes at WAFB are not fully characterized or controlled. The Air Force has conducted an on-base preliminary assessment but has not conducted a full Remedial Investigation regarding the PFC contamination yet. Groundwater near the fire-training area exceeded 500,000 parts per trillion (ppt) total PFCs. On-base groundwater sampling in areas away from the fire-training area has shown PFC concentrations exceeding 14,000 ppt. (See Updated Plume Map.)
  - b. Groundwater flows from the base toward Van Etten Lake, Van Etten Creek, and the Au Sable River.
  - c. The on-base groundwater PFC “fingerprint” is being seen in off-base drinking water wells. (See PFC Sources map.)
2. Exceedance of EPA lifetime Health Advisory for PFCs in drinking water
  - a. One private residential well exceeded the EPA lifetime drinking water Health Advisory for two PFCs combined (PFOA+PFOS) of 70 ppt by 40 times (PFOA+PFOS at 3,400 ppt, with a total PFC count of 19,700 ppt). This well is on the west shore of Van Etten Lake, immediately down-gradient from WAFB. The US Air Force has connected this property to city water.
  - b. No other drinking water wells have exceeded the Health Advisory, however the next highest concentration of PFOA+PFOS on the west side of Van Etten Lake was 62 ppt (total PFCs were 222 ppt in this well).
3. Private well data on east side of Van Etten Lake
  - a. By the end of August 2016, private well sampling data from the east side of Van Etten Lake were reliably reporting impacts from WAFB-originating PFCs. The highest concentration of PFOA+PFOS from a residential well on the east side of Van Etten Lake was 57 ppt (total PFCs were 150 ppt in this well).
  - b. Impacts have been seen to US23, which is nearly to Lake Huron.
4. Limitations
  - a. The samples from the wells are not predictive of past or future concentrations.
  - b. Monitoring wells are the appropriate means of characterizing the plume and predicting which drinking water wells may be impacted. There are already numerous monitoring wells on WAFB and a limited number near the base. Now that MDEQ is confident that the PFCs are flowing under Van Etten Lake, they are planning an expanded monitoring well network.

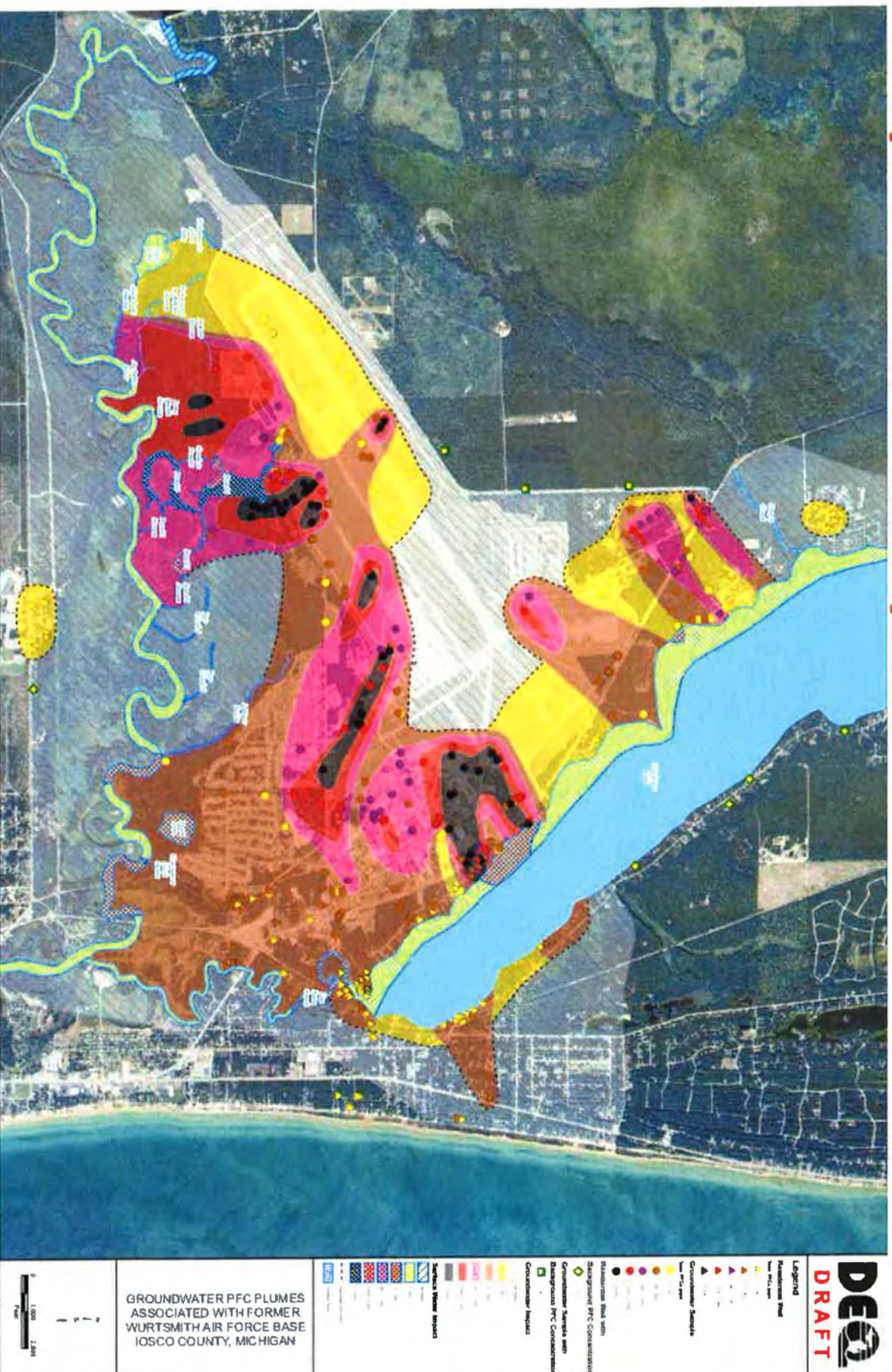
- c. MDHHS has concerns about the toxicity of other WAFB-originating PFCs present. These PFCs do not have Reference Values on which to base a Health Advisory or Drinking Water Criterion.
5. Recommendation
- a. Consider residential wells on the east side of Van Etten Lake, within the following geographic boundaries, as down-gradient from WAFB: between Van Etten Lake to the west and Lake Huron to the east, between Chippewa to the north and the US23/F41 intersection to the south. This represents about 200 "household" wells (per Wellogis database for Sections 15-17, 21-22, and 27) with no city water bill for that property.
  - b. District Health Department #2 will then contact well owners in the area described to proactively provide them alternate water (reverse-osmosis filter, water cooler, or stipend for connecting to city water). Per the June 2016 MDHHS Decision Tree for the Filter Distribution Process, for areas down-gradient from WAFB, "analytical results demonstrating the presence of PFCs in water is not a necessary condition to receive a filter." The recommendation outlined in this memo does not change the MDHHS Decision Tree.

Approximate number of impacted wells to receive alternate water (RO system, water cooler, or stipend to connect to city water) via DHD2:

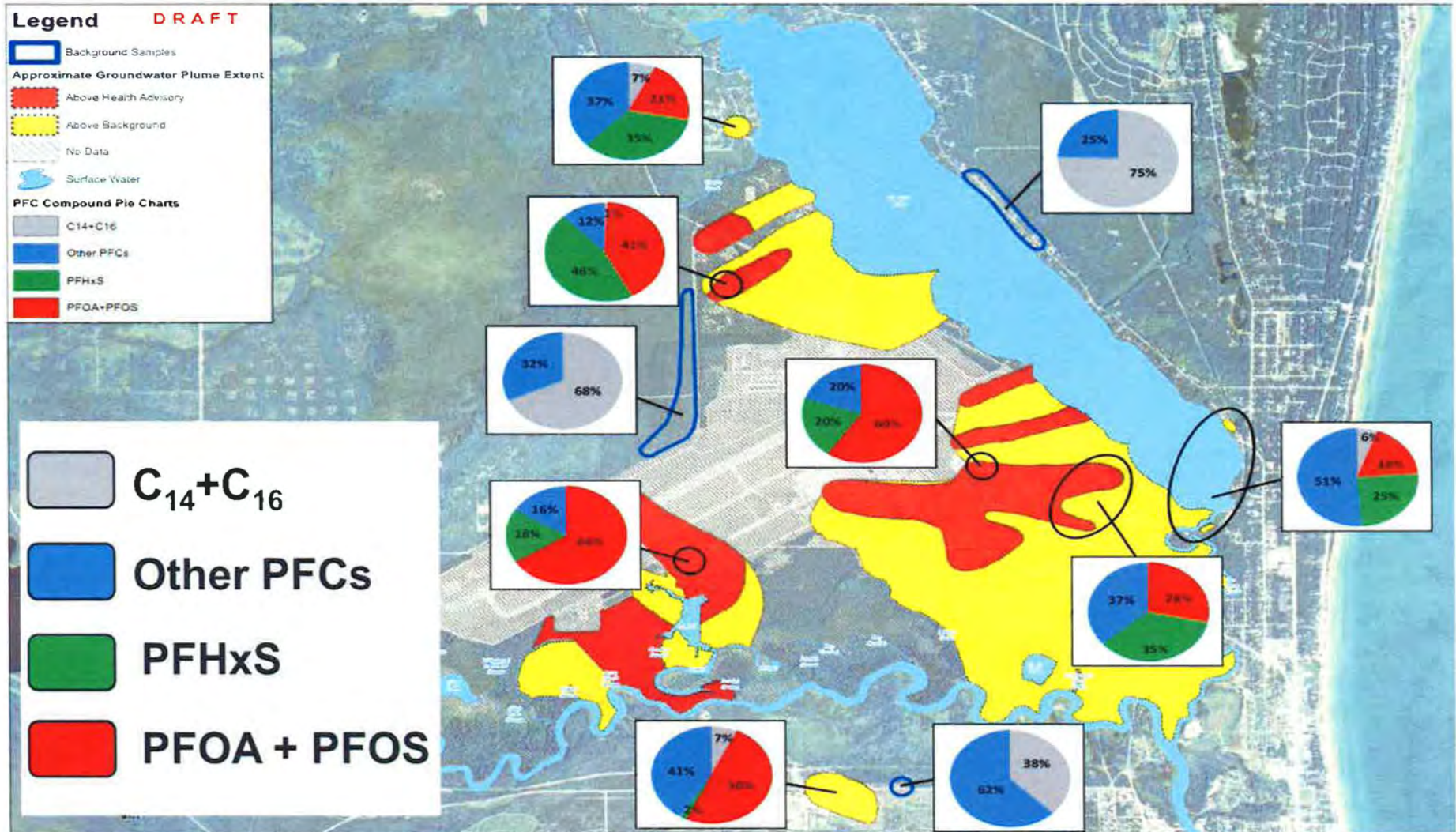
Implemented (as of 8/31/2016):	44
Pending (MDHHS referral):	37 (west side Van Etten Lake "affected area")
	5 (working w/Culligan)
	7 (MDHHS referred to DHD2)
	Total pending = 49
Area under consideration:	200

Potential total number of alternate water recipients: 293

# Updated Plume Map



# PFC Sources



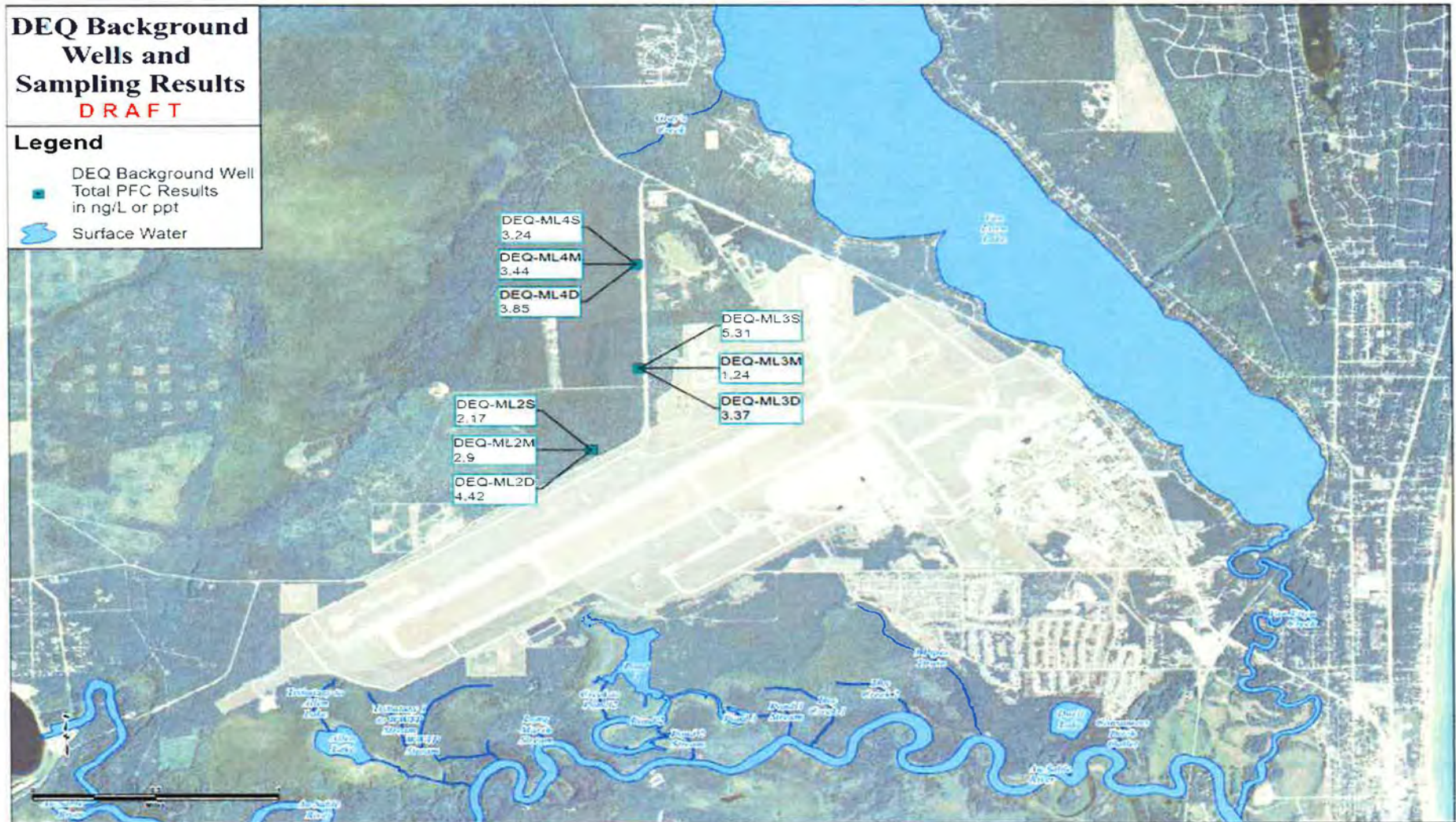
# PFC Background

## DEQ Background Wells and Sampling Results

**DRAFT**

### Legend

- DEQ Background Well
- Total PFC Results in ng/L or ppt
- ~ Surface Water



**Item 8. Leveraging Funds from other Sources for the Project**

None.



**Item 9. Area Comprehensive Development Plan**



**Charter Township of Oscoda**  
**110 S. State St.**  
**Oscoda, Michigan 48750**  
Office of Supervisor: (989)739-3211  
Office of Clerk: (989)739-4971  
Office of Treasurer: (989)739-7471  
Office of Superintendent: (989)739-8299

October 24, 2017

Sue Fortune, Executive Director  
East Michigan Council of Governments  
3144 Davenport Avenue  
Saginaw, MI 48602  
sfortune@emcog.org

RE: USDA Rural Development Application for Funding  
Oscoda Phase II Water Main Extensions

Dear Sue,

Oscoda Charter Township is currently in process of filing a loan/grant application with the USDA Rural Development, Rural Utilities to construct a water main extension project on several streets near the southeast area of Van Etnan Lake to serve 234 new customers.

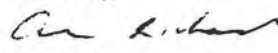
We have attached the project map and description.

We are requesting a letter from your office stating the Phase II Water Main Extensions Project is consistent with the current U.S. Department of Commerce; Economic Development Administration's approved East Michigan Council of Government's (EMCOG's) Comprehensive Economic Development Strategy and EMCOG's overall regional plans, goals, and objectives.

Please submit a copy to our office as well as a copy to:

Wanda Dziwura, Area Specialist  
Caro Area Office  
Wanda.dziwura@mi.usda.gov

Sincerely,

  
Ann Richards

Cc: Jennifer Garza, Spicer Group

**Item 10. Pre-Application Engineering Concept Document**

## **ENGINEERING CONCEPT DOCUMENT OSCODA PHASE II WATER MAIN EXTENSIONS**

### **Background**

In 2016-2017, many residents in Oscoda Township located near the former Wurtsmith Air Force (WAFB) base were notified by the Michigan District Health Department No. 2 (MDHD2) that Per- and polyfluoroalkyl substances (PFAS) concentrations have been detected at levels of concern in their private drinking water wells. This was based on testing completed by the Michigan Department of Health and Human Services (MDHHS), working in conjunction with the US Air Force (USAF) and the Michigan Department of Environmental Quality (MDEQ).

The MDEQ has generated a map of the current Alternative Water Supply Area, dated 2/13/17. As a precautionary measure, a Health Advisory has been issued by MDHD2 advising homes within this identified area not to consume the water in any way. There is also concern about migration of even higher concentrations of PFC's from the groundwater plumes that are located on the base to these residential areas. The contamination is the result of fire-fighting training activities and the use of PFAS based products in large quantities on WAFB prior to 2000. The WAFB is a known contamination source.

In the Alternative Water Supply Area there are 1,413 parcels, of which 259 are vacant. Of the occupied parcels, 793 are already connected to public water and 133 have public water available at the road. That leaves 230 parcels that do not have public water supply available to them on their street. The proposed project described herein is for extending the existing public water supply system to serve these proposed 234 REUs.

The MDEQ Alternative Water Supply Area is attached in Appendix A.

### **Source and Service District**

Oscoda Township's municipal water comes from Huron Shore Regional Utility Authority (HSRUA). The source of the water is Lake Huron. The MDEQ has stated the HSRUA water was tested and there are very low levels of PFAS and they are reflective of other surface waters, in Michigan and elsewhere, where there are no known contamination sources. The project/system water map is attached in Appendix B.

For this project, a special assessment district will be established for the 234 REUs in this project, not the system as a whole.

### **Description of Project**

The project includes several connections to the existing 8-inch, 10-inch, and 12-inch water mains that are located within the system, see Appendix B. New 8-inch and 12-inch PVC water main will be installed along several streets within the public right-of-way, along with applicable valves, hydrants, and copper service leads up to the right-of-way line, to serve the proposed customers.

The project includes a few railroad crossings and US-23 crossings, which are both anticipated to be installed with a jack-and-bore operation.

**Preliminary Estimate of Cost**

Per the Township's request, Spicer Group prepared a conceptual estimate of cost using available mapping and industry standards for unit pricing, totaling \$4,890,000, see Appendix C.



2/13/2017

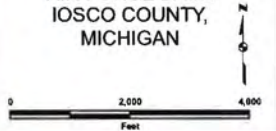
**Legend**

- No Further Sampling Area - Eligible for RO/Alternate Water Supply
- Road

**Appendix A**  
**Engineering Concept Document**  
**Oscoda Phase II Water Main Extensions**

**ALTERNATIVE WATER SUPPLY AREA**

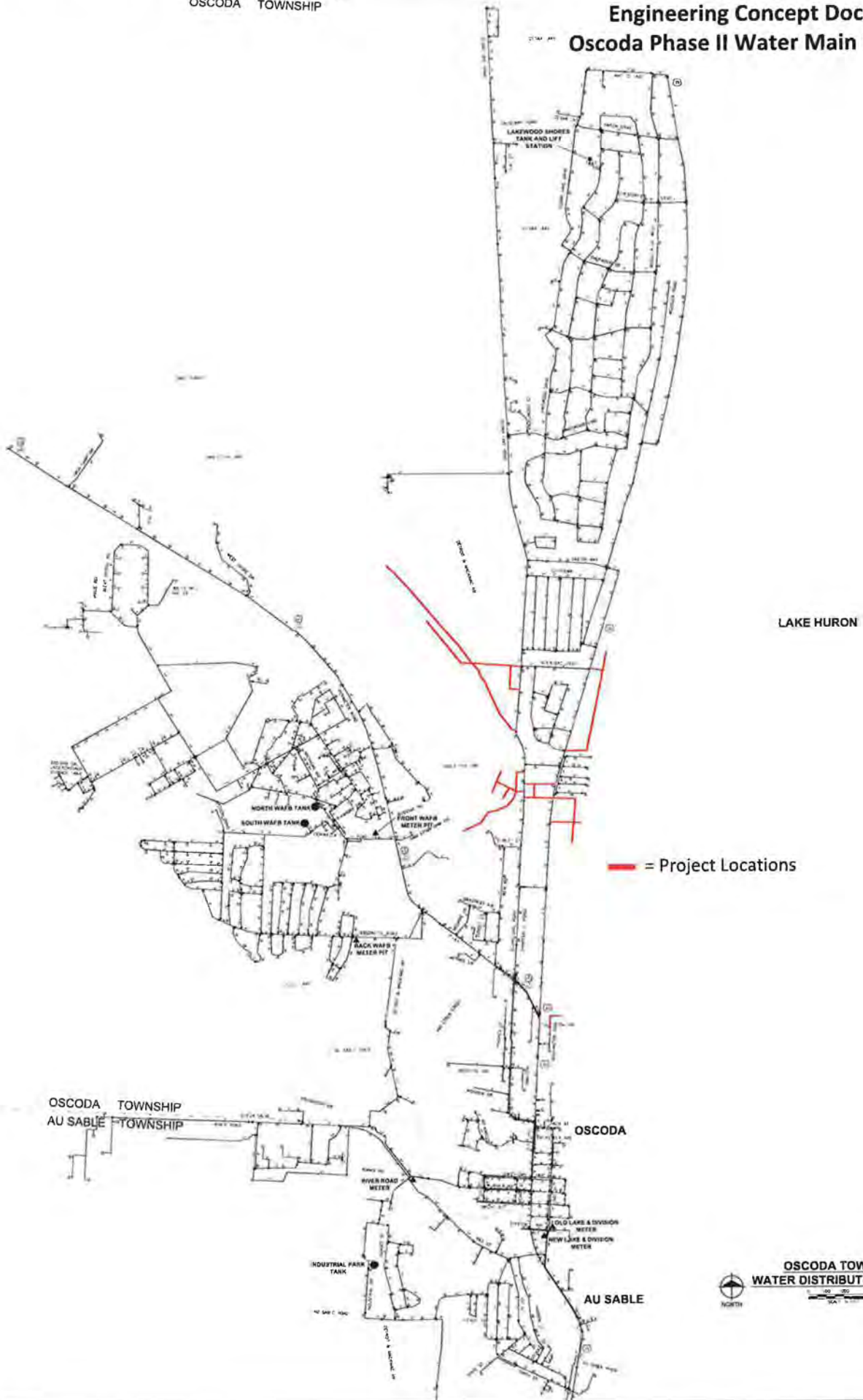
**FORMER WURTSMITH AIR FORCE BASE  
IOSCO COUNTY,  
MICHIGAN**



F:\GIS\_data\GIS\GIS\Projects\GIS\MapXpress\Residence\Water\_Area\_Overview\_11x17\_Landscape.mxd

GREENBUSH TOWNSHIP  
OSCODA TOWNSHIP

# Appendix B Engineering Concept Document Oscoda Phase II Water Main Extensions



LAKE HURON

— = Project Locations

OSCODA TOWNSHIP  
AU SABLE TOWNSHIP

OSCODA

INDUSTRIAL PARK TANK

AU SABLE

OSCODA TOWNSHIP  
WATER DISTRIBUTION SYSTEM



**Appendix C**  
**CONCEPTUAL ESTIMATE OF COST**  
**EAST SIDE WATER MAIN EXTENSIONS**  
**OSCODA CHARTER TOWNSHIP**  
**IOSCO COUNTY, MICHIGAN**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
<b><u>Oscoda Street West - Cedar Lake Rd to Cul-de-Sac</u></b>					
1.	890	Lin. Ft.	8" P.V.C. Water Main	\$132.00	\$117,480.00
<i>Sub-Total - Oscoda St. West</i>					<b>\$117,480.00</b>
<b><u>Van Ettan Drive - Cul-de-Sac to Cul-de-Sac</u></b>					
2.	760	Lin. Ft.	8" P.V.C. Water Main	\$132.00	\$100,320.00
Note: Contingent upon Oscoda Street West connection to Cedar Lake Rd, otherwise add 750 Lin. Ft.					
<i>Sub-Total - Van Ettan Dr.</i>					<b>\$100,320.00</b>
<b><u>Oak Lane - Cedar Lake Rd to Cul-de-Sac</u></b>					
3.	2,700	Lin. Ft.	8" P.V.C. Water Main	\$132.00	\$356,400.00
4.	1	LS	Railroad Crossing	\$12,000.00	\$12,000.00
<i>Sub-Total - Oak Ln.</i>					<b>\$368,400.00</b>
<b><u>Oscoda Street East - Cedar Lake Rd to N. Huron Rd/US-23</u></b>					
5.	830	Lin. Ft.	8" P.V.C. Water Main	\$132.00	\$109,560.00
6.	1	LS	US-23 Connection, Tapping Sleeve & Valve	\$8,000.00	\$8,000.00
<i>Sub-Total - Oscoda St. East</i>					<b>\$117,560.00</b>
<b><u>Valley Dr. - Oscoda St. East to End</u></b>					
7.	275	Lin. Ft.	8" P.V.C. Water Main	\$132.00	\$36,300.00
<i>Sub-Total - Valley Dr.</i>					<b>\$36,300.00</b>
Note: Contingent upon Oscoda Street East connection to Cedar Lake Rd, otherwise add 375 Lin. Ft.					
<b><u>Beech Street - Cedar Lake Rd to N. Huron Rd/US-23</u></b>					
8.	790	Lin. Ft.	8" P.V.C. Water Main	\$132.00	\$104,280.00
9.	1	LS	US-23 Connection, Tapping Sleeve & Valve	\$8,000.00	\$8,000.00
<i>Sub-Total - Beech St.</i>					<b>\$112,280.00</b>
<b><u>Green Street - Oscoda St. to Beech St.</u></b>					
10.	375	Lin. Ft.	8" P.V.C. Water Main	\$132.00	\$49,500.00
Note: Contingent upon Beech or Oscoda connection to Cedar Lake Rd, otherwise add 250 Lin. Ft.					
<i>Sub-Total - Green St.</i>					<b>\$49,500.00</b>
<b><u>Lake Road - N. Huron Rd/US-23 to Cul-de-Sac</u></b>					
11.	1,960	Lin. Ft.	8" P.V.C. Water Main	\$132.00	\$258,720.00
12.	1	LS	US-23 Crossing	\$15,000.00	\$15,000.00
13.	1	LS	US-23 Connection, Tapping Sleeve & Valve	\$8,000.00	\$8,000.00
<i>Sub-Total - Lake Rd.</i>					<b>\$281,720.00</b>



Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
<b><u>Elk Lane - N. Huron Rd/US-23 to Cul-de-Sac</u></b>					
14.	800	Lin. Ft.	8" P.V.C. Water Main	\$132.00	\$105,600.00
15.	1	LS	US-23 Crossing	\$15,000.00	\$15,000.00
16.	1	LS	US-23 Connection, Tapping Sleeve & Valve	\$8,000.00	\$8,000.00
<i>Sub-Total - Elk Ln.</i>					<b>\$128,600.00</b>
<b><u>Norway St./Ridge Rd./Interlake Dr. Loop - from/to N. Huron Rd/US-23</u></b>					
17.	3,710	Lin. Ft.	8" P.V.C. Water Main	\$132.00	\$489,720.00
18.	2	LS	US-23 Crossing	\$15,000.00	\$30,000.00
19.	2	LS	US-23 Connection, Tapping Sleeve & Valve	\$8,000.00	\$16,000.00
<i>Sub-Total - Norway/Ridge/Interlake Loop</i>					<b>\$535,720.00</b>
<b><u>Hickory Road - Cedar Lake Rd to Interlake Dr.</u></b>					
20.	950	Lin. Ft.	8" P.V.C. Water Main	\$132.00	\$125,400.00
<i>Sub-Total - Hickory Rd.</i>					<b>\$125,400.00</b>
<b><u>Interlake Drive - Cedar Lake Rd to Loud Dr.</u></b>					
21.	1,370	Lin. Ft.	12" P.V.C. Water Main	\$175.00	\$239,750.00
22.	1	LS	Railroad Crossing	\$12,000.00	\$12,000.00
<i>Sub-Total - Interlake Dr.</i>					<b>\$251,750.00</b>
<b><u>Loud Drive - Cedar Lake Rd to South Side of Phelan Creek</u></b>					
23.	3,600	Lin. Ft.	12" P.V.C. Water Main, north of Interlake	\$175.00	\$630,000.00
24.	2,300	Lin. Ft.	8" P.V.C. Water Main, south of Interlake	\$132.00	\$303,600.00
25.	1	LS	Railroad Crossing	\$12,000.00	\$12,000.00
<i>Sub-Total - Loud Dr.</i>					<b>\$945,600.00</b>
<b><u>Woodland Drive - Loud Dr to Cul-de-Sac</u></b>					
26.	1,580	Lin. Ft.	8" P.V.C. Water Main	\$132.00	\$208,560.00
<i>Sub-Total - Woodland Dr.</i>					<b>\$208,560.00</b>
<b><u>Washington Avenue to Fullerton Street extension</u></b>					
27.	370	Lin. Ft.	8" P.V.C. Water Main	\$132.00	\$48,840.00
<i>Sub-Total - Washington Ave./Fullerton St. Extension</i>					<b>\$48,840.00</b>

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
<b>SUB-TOTAL CONSTRUCTION COSTS</b>					<b>\$3,428,030.00</b>
Contingencies of Construction Only, 10%					\$343,970.00
<b>TOTAL CONSTRUCTION COSTS</b>					<b>\$3,772,000.00</b>
Planning/Financial Assistance					\$30,000.00
Design/Bidding/Construction Admin/Inspection					\$679,000.00
Legal and Bond Counsel					\$57,000.00
Legal Fees for Easement Preparation, Title Company Fees, Easement Recording Fees					\$50,000.00
Township Administration					\$151,000.00
Inflation					\$151,000.00
<b>CONCEPTUAL ESTIMATE OF COST</b>					<b>\$4,890,000.00</b>

Assumptions:

This estimate assumes typical construction of individual copper water service leads to the right-of-way of each customer.

This estimate assumes a 12" water main on Loud Drive to provide fire flow protection.

Not Included:

Easement Purchases	\$0.00
Survey of Private Roads/Parcels for Easement Purposes	\$0.00
Authority/Permit Fees	\$0.00
Soil Borings	\$0.00
Meters or Master Meter Structures	\$0.00
Work outside the Right of Way	\$0.00



September 2017

# CHARTER TOWNSHIP OF OSCODA REQUEST FOR QUALIFICATIONS & PROPOSALS

## PLANNING & DESIGN SERVICES

### OSCODA BEACH PARK, RATLIFF PARK and FURTAW FIELD COMPREHENSIVE DEVELOPMENT PLANS

Issued: . . . . . September 18, 2017

For Information Call . . . . . Ann Richards  
(989) 739-6999  
Fax (989) 739-3344

#### 1. Project Overview

The Township has identified three of its parks that it would like to improve by either new enhancements and/or upgrading existing amenities. To that end the Township wishes to retain the services of a Professional Planning consultant (the 'Consultant) that specializes and / or has substantial proven experience with comprehensive recreational and landscaping development projects. The selected Consultant will work with the Township to facilitate a comprehensive development plan for each park's overall use and guide future investment by preparing an implementation schedule and budget for recommended improvements.

##### 1.1 Location of the Parks: A site location map is provided with this document.

- Oscoda Beach Park is located at the east end of 'River Road' immediately east of downtown Oscoda, Iosco County, Michigan.
- Furtaw Field is located within the downtown on US-23 and bounded by Lake Street to the East with Evergreen Street to the North and Water Street to the South.
- Ken Ratliff Park is located on F-41 directly across from the former W.A.F.B on Van Etten Lake.

1.2 Professional Qualifications & Bid Proposals Due: A response, as requested herein, is due in the Oscoda Township Hall, which is located at 110 S. State Street, Oscoda 48750 no later than **4:00 p.m. on October 17, 2017**. Proposals shall not be accepted after this time. *(In order to facilitate the Qualifications Based Selection proponents shall place their bid amount in a separate sealed envelope that is labeled as "Bid Sheet".*

1.3 Proposal Guarantee: The proponent must guarantee their proposal for no less than One Hundred -Eighty (180) days.

1.4 Contract Award / Timeline: It is envisioned that the proposal solicitation efforts will be completed during the 2017 early fall months with a goal of having the contractor hired no later than January 2018.

## 2. Scope of Work:

Prepare Conceptual Park Master Plan for each of the following Township park sites:

- Oscoda Beach Park
- Furtaw Field
- Ratliff Park

The selected consultant will meet with the Township to kick-off and discuss the above referenced parks in order to gather information about each site. Input may be provided by staff, Township board members and content found in the 2017-2021 Oscoda Charter Township Recreation Master Plan. Community input will be provided through a recent survey that was completed while updating the Recreation Master Plan.

Base bid submitted by the consultant will include three meetings (including the kick off meeting) and up to three plan revisions for each park. Cost to conduct additional meetings/revisions above the base bid requirement will be identified on the attached bid sheet.

Park Conceptual Master Plans will include preliminary estimates of cost for each proposed improvement at each site. When completed, the consultant will produce final color copies of the Park Conceptual Master Plans, including:

- One (1) Color, laminated foam core display Board, 24 x36 size
- Ten (10) color copies, 11x17 size
- Preliminary Estimates of Improvement Costs. for each site
- One Digital Copy

3. Qualifications Based Selection (QBS): The Township intends to conduct a QBS screening of all proposals prior to the opening of bid sheets. ***In order to facilitate this process, proponents are instructed to place their bid sheet in a separate sealed envelope that is marked "Bid Sheet"***. The Township will first review and evaluate all proposals based upon qualifications and experience. Proponents that are determined to be qualified will then have their bid sheets opened. The qualified proponent that has submitted the lowest bid will then be considered for selection including a potential interview. However, the Township specifically

asserts and reserves the right to consider or reject any and all proposals as set forth in paragraph 4-2 below. At a minimum, the following information should be provided in order for the Township to evaluate a proposal:

3.1 Price Proposal: In a separate sealed envelope, Consultants are to submit their lump sum amount for the completion of all Scope of Work items. Only firm, fixed price offers will be evaluated. An offer that demonstrates a variable cost schedule or is subject to escalation based upon any contingency will not be accepted and will be considered non-responsive and non-conforming to this solicitation. Please submit the proposed bid amount on the Proposal Sheet that is provided on the final page of this solicitation.

3.1.2. Signatures: All proposals shall be signed as follows:

(a) Corporations shall provide a resolution of the corporate Board of Directors that authorizes the individual signing the proposal to legally bind the company.

(b) Partnerships shall be signed by all partners or shall be accompanied by a certified copy of the power of attorney that authorizes the person signing to legally bind all partners.

(c) Individual Ownership shall have the owner's signature witnessed.

3.2 Insurance: The Consultant shall maintain, at its own expense, during the entire performance period of this project the following levels of insurance:

(a) Professional liability insurance with a minimum combined single limit of TWO MILLION DOLLARS (\$2,000,000).

(b) Workman's Compensation Insurance in compliance with the statutes of the State of Michigan or the state that has jurisdiction over the Consultant's employees with a minimum limit of FIVE HUNDRED THOUSAND DOLLARS (\$500,000).

(c) Automobile Liability Insurance (owned, non-owned, or hired units) with a minimum combined single coverage limit of ONE MILLION DOLLARS (\$1,000,000).

Before the Township will execute the professional service agreement, the Consultant will be required to submit evidence that all required insurance policies are in effect. Said insurance policies shall also name the Charter Township of Oscoda as an additionally insured party and shall contain an endorsement to the effect that any cancellation or material change adversely affecting the Township's interest shall not be effective until thirty (30) days after the insurer has provided written notice to the Charter Township of Oscoda.

3.3 Proposal Deadline: Sealed proposals that are clearly labeled with '**Oscoda Township Parks – Planning and Design - Professional Engineering Services**' are to be delivered to Oscoda Township Hall, 110 South State Street, Oscoda Michigan 48750, no later than **4:00 p.m. on October 17, 2017**. Faxed proposals are unacceptable and will be considered to be unresponsive.

#### **4. Charter Township of Oscoda General Notices to Offerors**

4.1 Cost Liability: The Township assumes no responsibility or liability for any costs incurred by the Consultant prior to the signing of an agreement. Total liability of the Township is limited to the terms and conditions of any contract resulting from this solicitation for proposals.

4.2 Right to Accept or Reject: The Township reserves the right to accept or reject any and all proposals, to waive any proposal irregularities that may be in the best interest of the Township, and to negotiate a contract that will best meet the needs of the Township and its residents. Proponents are hereby notified that Charter Township of Oscoda Purchasing Policy provides for the granting of local preference in purchasing of five percent (5%) or Seven Hundred Fifty dollars (\$750.00), whichever is less.

Acceptance of a proposal does not constitute a contract. Subsequently discovered information or circumstances may prompt the Township to rescind acceptance of any proposal after it has been accepted, but before the Township has taken action to authorize the contract to be signed. The Township Board reserves the right to rescind its acceptance of any proposal at any time until such time that the Township Board acts legislatively to accept a proposal by adopting an appropriate resolution authorizing signature on a contract. At no time has a contract been formed until the Township Board has so acted and the contracts signed by the authorized individuals.

4.3 It is understood in submitting a proposal that it will remain firm for One Hundred Eighty (180) days.

CHARTER TOWNSHIP OF OSCODA  
**'Oscoda Township Parks – Planning and Design-  
Professional Engineering Services'**

PROPOSAL SHEET

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

To the Charter Township of Oscoda:

Pursuant to the notices given, the undersigned has examined the documents relating to proposal requirements in order to be considered as the Professional Services Consultant for the Oscoda Township Parks – Planning and Design, and does hereby submit a proposal in accordance with this "Request for Qualifications & Proposals".

CONSULTANT'S LUMP SUM "NOT TO EXCEED" BASE BID AMOUNT to provide the services described herein.

Written Amount: \_\_\_\_\_ \$ \_\_\_\_\_

Cost by Consultant to conduct additional meeting/revision above the 3 meetings identified in the base bid amount: .....\$ \_\_\_\_\_ per meeting.

Submitted and signed this \_\_\_\_\_ Day of \_\_\_\_\_ (Numerical), 2017.

Signature of person authorized to legally bind the company.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Witness: \_\_\_\_\_

Printed Name: \_\_\_\_\_



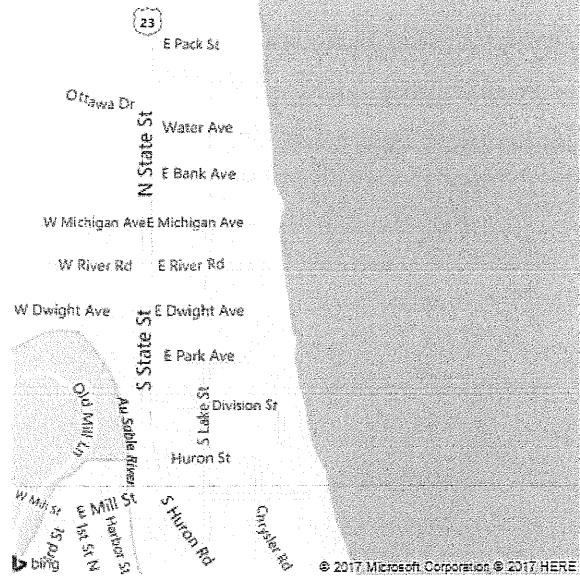
Google Maps Ratliff Park/Van Etten Lake



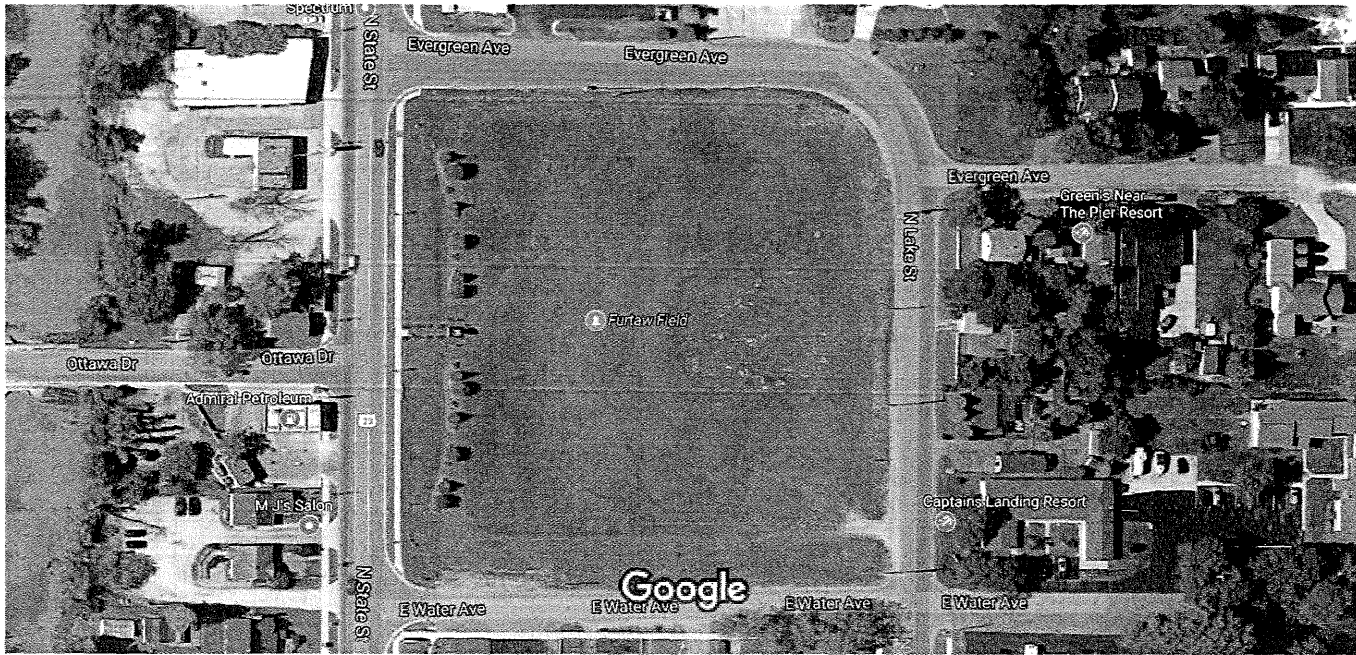
Imagery ©2017 Google, Map data ©2017 Google United States 200 ft

Notes

Oscoda Beach Park

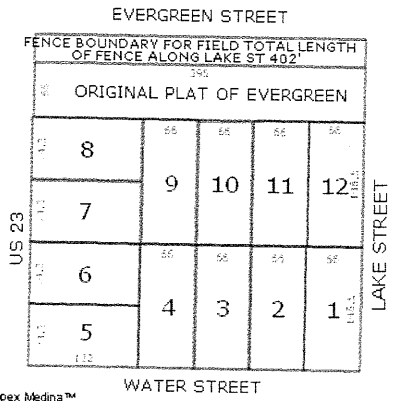


Google Maps Furtaw Field



Imagery ©2017 Google, Map data ©2017 Google United States 50 ft

Image/Sketch for Parcel: 064-V10-015-001-00



Sketch by Apex Medina™

**Addendum Number One  
Charter Township of Oscoda  
Request for Qualifications & Proposals – Planning and Design Services  
Oscoda Beach Park, Ratliff Park and Furtaw Field  
Comprehensive Development Plans  
September 18, 2017**

**This 'Addendum' is being issued to provide additional information that may be deemed necessary in order for Bidders to prepare an informed bid proposal and to ensure that all potential proponents have access to the same material.**

**This addendum is issued to provide information in regard to submittal requirements:**

To be considered by the Township, one (1) unbound original, nine (9) copies and one (1) digital copy of the proposal must be received by the date and time specified. Late submittals may not be considered.

Submitted copies become the property of the Township and shall not be returned. The Charter Township of Oscoda shall not be responsible for any cost associated with the preparation of a response to this RFQ.

**So as to demonstrate receipt and full understanding of the information contained within this Addendum - - Bidders are instructed to include one signed copy of Addendum No. 1 when submitting their bid proposal.**

**Submitted and signed this \_\_\_\_\_ Day of \_\_\_\_\_, 2017.  
Signature of person authorized to legally bind the company.**

**Signature: \_\_\_\_\_**

**Printed Name: \_\_\_\_\_**

**Title: \_\_\_\_\_**

**REQUEST FOR QUALIFICATIONS & PROPOSALS  
 PLANNING & DESIGN SERVICES  
 OSCODA BEACH PARK, RATLIFF PARK and FURTAW FIELD  
 COMPREHENSIVE DEVELOPMENT PLANS**

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	<b><u>Fleis &amp; Vandenbrink</u></b>	<b><u>ROWE Professional Services Company</u></b>	<b><u>Beckett &amp; Raeder, Inc.</u></b>	<b><u>Spicer Group, Inc.</u></b>
1 unbound copy of the proposal	Yes	Yes	Yes	Yes
9 bound copies of the proposal	Yes	Yes	Yes	Yes
1 digital copy of the proposal	Yes	Yes	Yes	Yes
Addendum	No	Yes	Yes	Yes
Sealed bid	Yes	Yes	Yes	Yes
Cost	\$15,000.00	\$11,800.00	\$16,750.00	\$11,400.00
Cost per additional meeting	\$850.00	\$800.00	\$1,000.00	\$750.00

October 17, 2017

Ann Richards  
Oscoda Township Hall  
110 S. State St.  
Oscoda, MI 48750

RE: Professional Consulting Services  
Ingham County Trails & Parks Task Force

Ms. Richards,

Spicer Group is very pleased to provide you with our response to the Request for Qualifications and Proposal for Planning and Design Services for the Oscoda Beach Park, Ratliff Park and Furtaw Field Comprehensive Development Plans. Our professionals have been evaluating, assessing, planning, designing and constructing park projects for communities for almost 30 years.

Our team is familiar with the region and very well prepared to work with you on the development of comprehensive plans for your parks. Spicer has outstanding park and trail experience. Spicer Group was awarded the Michigan Recreation and Parks Association's (MRPA) *Outstanding Park Landscape Design Award* for the Saginaw Valley Rail Trail.

We look forward to the possibility of working with Oscoda Township on this project. If you have any questions, please call me at (989) 754-4717 or email me at [robe@spicergroup.com](mailto:robe@spicergroup.com).

Sincerely,

A handwritten signature in blue ink that reads "Robt R Eggers".

Robert R. Eggers, AICP  
Principal/Senior Project Planner

SPICER GROUP, Inc.  
230 S. Washington Ave.  
Saginaw, MI 48607  
(989) 754-4717  
(989) 754-4440 fax  
[www.spicergroup.com](http://www.spicergroup.com)  
[robe@spicergroup.com](mailto:robe@spicergroup.com)



**CHARTER TOWNSHIP OF OSCODA**  
PROPOSAL TO PROVIDE PROFESSIONAL PLANNING &  
DESIGN SERVICES FOR:

Oscoda Beach Park, Ratliff Park and Furtaw Field  
Comprehensive Development Plans

SUBMITTED BY:



OCTOBER 17, 2017

Firm Background	3
Consider This	4
Project Team	6
Similar Experience	7
Scope of Work	15



Spicer Group • 230 S. Washington • Saginaw, MI 48607  
Principal-in-Charge: Robert R. Eggers, AICP • Phone: 989-754-4717 • Fax: 989-754-4440  
Email: robe@spicergroup.com • Federal ID#:38-1612017

Spicer Group is a full-service consulting firm providing engineering, surveying, architectural, and planning services to clients throughout Michigan. Since 1944, Spicer Group has grown from a one-man operation to a firm with 200 employees. We have satellite offices located in St. Johns, Dundee, Grand Rapids, Manistee and Lansing, and our headquarters is located in downtown Saginaw. Our qualified staff provides assistance to municipal, county, state, federal, private, industrial, commercial and institutional clients.

All work for the Oscoda Beach Park, Ratliff Park, and Furtaw Field Comprehensive Development Plans project will be completed from our Saginaw office.



Spicer Group is incorporated in the State of Michigan and provides a wide range of services to meet our clients' needs, that include:

- Community Planning
- Park Design
- Pathway and Trail Design
- Recreation Planning
- DDA Assistance
- Architectural Services
- Landscape Architectural Services
- Grant Writing/Fund Development
- Urban Design
- Web Site Development
- GIS/Data Management
- Mapping Services
- Construction Engineering
- Electrical Engineering
- Environmental Engineering
- Structural Engineering
- Survey Services
- Transportation Engineering
- Utility Services
- Water/Wastewater Engineering
- Watershed Management

One of the biggest benefits of working with Spicer Group is that we are a multidisciplinary firm. We have in-house landscape architectural, planning, engineering (structural, civil, electrical), architectural, surveying and construction services. Spicer also has a staff of 200 people, which allows us to distribute workloads and complete projects in an efficient manner. We have found this capacity, accompanied by our strong work values and ethics, to be a major benefit to our clients on all of our projects.

Our Planning Department at Spicer focuses a significant amount of their efforts on parks and recreation projects from planning, writing and administering grants, to design and then construction of the actual project. Our staff has an excellent familiarity with parks as we have worked with a number of communities throughout the State of Michigan on parks and recreation projects. We are recent recipients of an MRPA "Outstanding Design Award" for our work on the Saginaw Valley Rail Trail.

### **EXPERIENCE IN MUNICIPAL PARKS**

Both of our Team Landscape Architects were former employees of City Park Departments, where they gained extensive experience in park planning, master plans, grant writing, budgeting, property management and design and construction of projects. In their roles, they often worked, not only with other city departments, but also regionally with other municipalities and state agencies. We are familiar with the processes and the paperwork, and we know the benefits of having all agencies meeting together to accomplish a common goal. We see their municipal experience as a great asset to your project.

Our project team members make it a point to raise the bar in the field of parks and recreation. Each member is a recreation enthusiast taking pride in the work they complete. Spicer Group enjoys working on parks and recreation projects and will go above and beyond to ensure you are satisfied with your final product.

### **GRANT EXPERIENCE**

This is a service we offer to our clients to help fund community improvement projects. During the past five years, Spicer Group has designed and administered many park development projects that were funded by the MDNR (Michigan Department of Natural Resources) through the Michigan Natural Resources Trust Fund, the Land and Water Conservation Fund, the Recreation Passport Fund, MDOT, and other agencies. Since 2011, Spicer has assisted our clients in obtaining more than \$14 million in grant funds for various projects. Spicer understands the grant process and procedures. We know the grant staff and they know us.



## **KNOWLEDGE OF OSCODA**

We have had the pleasure of working with you for more than 17 years. We have been involved with your Recreation Plan development as well as many of your park projects. We know you, we know your parks, we know your park projects, and we know your community.

## **REALISTIC COST ESTIMATES**

We are familiar with the cost estimating process, basing our estimates on a number of factors, including recent projects and industry standards. Realistic cost estimating is imperative as it sets the budget and becomes the cost basis for that project. Spicer is experienced in producing realistic estimates, checking those costs and providing accurate conservative estimates for many types of projects.

## **ADA and UNIVERSAL ACCESS**

Spicer Group is also experienced in ADA and universal access, especially in parks and playgrounds. Almost every project we work on requires some level of accessibility, but more and more, we are designing to the level of universal access. Universal access creates inclusiveness for people of all ages and abilities that go above and beyond the minimum requirement of the ADA. Our project team members make it a point to raise the bar in the design process and the principles of universal design.



We have put together an exceptional team of experienced professionals that are prepared to work together to provide planning and design services for the Charter Township of Oscoda:



### **Robert R. Eggers, AICP – Principal in Charge**

Mr. Eggers has served as head of the Planning Department at Spicer Group for 20 years and is now President of the company. He has overseen hundreds of recreation projects. He has received awards from the Michigan Recreation and Parks Association for his recreation plan designs as well as three from the American Planning Association for his outstanding planning efforts. In the past decade, Mr. Eggers has helped communities across Michigan acquire more than \$20 million in grant funds. Many of these dollars were for MNRTF-funded projects that focused on improving recreation opportunities. Mr. Eggers also provides valuable input regarding the design of universally-accessible improvement construction.



### **Tanya M. Moore, PLA, ASLA - Landscape Architect**

Throughout her career, Ms. Moore has provided landscape architectural and planning services to different agencies across Michigan. She is not only a licensed professional landscape architect, but also holds a certification in playground safety. She previously worked for the City of Lansing Parks and Recreation Department as a Landscape Architect/Project Manager. Her work in the industry extends almost 25 years in both the private and public sector, having worked from the designer's aspect, the sales/manufacturing aspect and the owner's aspect. Her experience includes project management, park improvements, trails, master and site planning, grant writing and administration, design and construction drawings, cost estimating, bidding and construction services, regular community contact, streetscape and downtown development projects and other related areas.



### **Joe D. Wright, PLA - Landscape Architect**

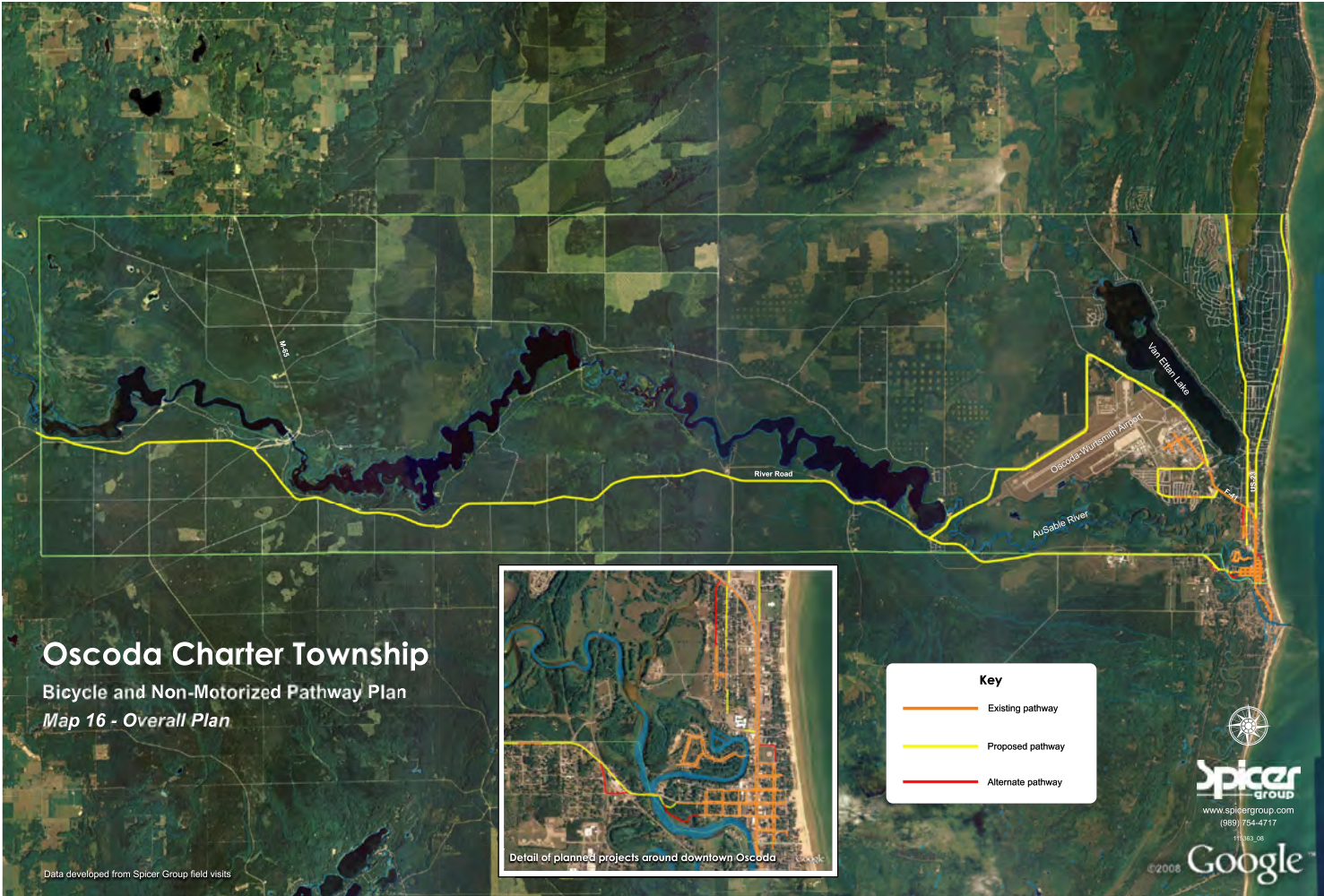
Mr. Wright received his Bachelor of Landscape Architecture degree from Michigan State University. His experience and education have focused on park planning and design, non-motorized trail design, grant writing and administration, and streetscape design. Mr. Wright's responsibilities include site planning and design, public interaction, technical writing, grant writing, project management, project and site inspections, and permit acquisition.

**OSCODA PATH**

Spicer Group began working with Oscoda Township on their Path Plan in 2008, to create strong linkages between downtown Oscoda, community parks, inland recreation facilities, neighborhoods, schools, other commercial areas and nearby state and federal forest recreation areas. Spicer studied the Oscoda area for potential path routes, identifying routes that promoted safety and a reduction of conflicts, linkages to schools, neighborhoods and businesses; and to encourage outdoor activity.

Oscoda Township realizing this path system was bigger than just Oscoda Township, has been working with surrounding communities and the study area has since become the Iosco Exploration Trail which is also part of the state’s Iron Belle Trail.

In 2016 the Township worked with Iosco County and received two grants from both MDOT and the DNR to develop the first phase of the path from Mill Street to the high school.

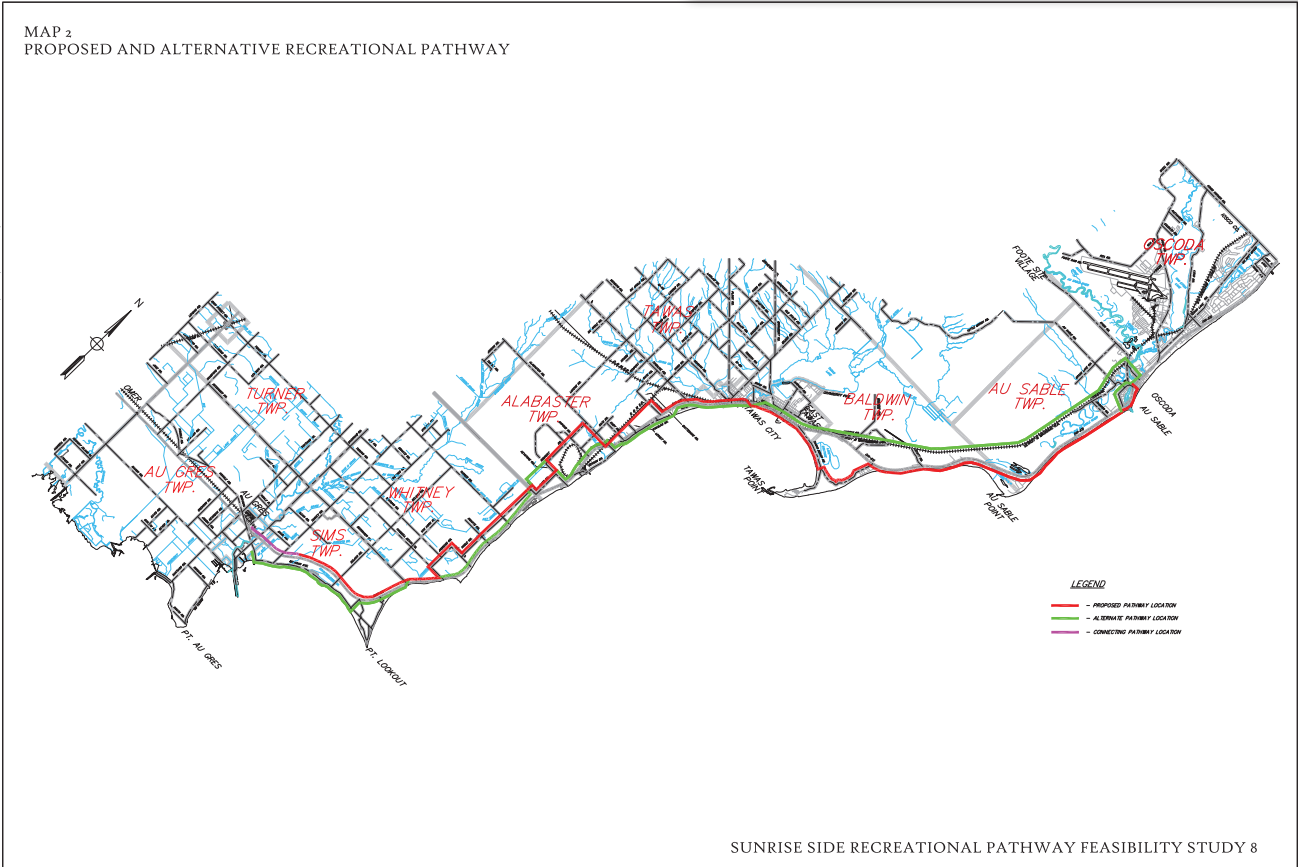
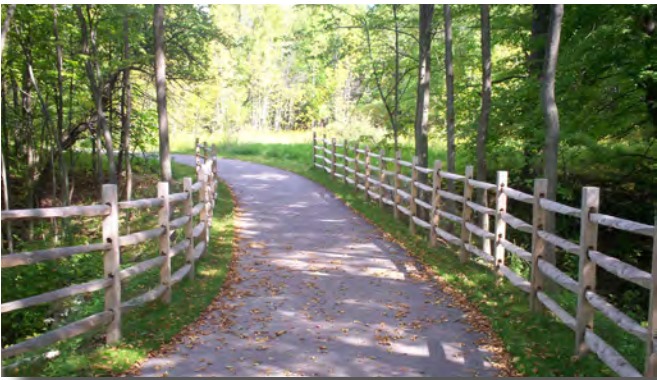


### Sunrise Side Multi-Use Trail

Spicer Group worked together with MDOT and eight different municipalities in Arenac and Iosco Counties to develop a conceptual plan for a 38.7-mile multi-use recreational pathway. The plan identified the location of the pathway along Lake Huron from the AuGres River to the AuSable River along with alternative routes based on historically significant areas, natural features, geographic qualities, and purposeful links.

The first development phase of the project, in Alabaster Township, was awarded a \$660,000 MDOT-TE grant. Spicer Group completed the grant application, final design, survey and construction administration of the path. The second phase of the project, also in Alabaster Township, was awarded a \$718,160 MDOT-TAP grant and includes a trailhead parking lot at the south end of the path.

The Sunrise Side Study and the construction of the path in Alabaster was a spring-board for adjacent communities in Iosco and Arenac Counties for Spicer Group to work with four of the adjacent communities: East Tawas, Baldwin Township, AuSable Township, and Oscoda Township, to develop individual pathway studies through their communities, connecting to the Sunrise Side Path.



### Oscoda Pier

Spicer Group assisted Oscoda Township by designing a new waterfront recreation and fishing pier on Lake Huron. The landmark pier is one of only a few that have been constructed along an unprotected Great Lakes shoreline. Spicer Group's architects and structural engineers worked closely together to develop a design that would withstand the extreme environments of Lake Huron including damaging ice flows, storms, waves and fluctuating water levels. The design had to pass inspection from the Army Corps of Engineers which required the final constructed pier to last a minimum of 50 years. The project was constructed and the public now enjoys the new 8-foot wide, 150-foot-long wooden boardwalk that leads to a 14-foot-wide, 320-foot long pier that expands out into Lake Huron.

The superstructure sits on top of four massive piers and is designed to incorporate an additional section of walkway in the future. The pier is equipped with accessible fishing areas, new ADA benches as well as lighting that gives the pier identity in the evening hours. Funding for the project was provided through a DNR Trust Fund Grant, Great Lakes Fisheries Trust Grant, a Coastal Zone Grant, and local matching funds. Spicer was responsible for the survey, architectural, engineering design, construction inspection administration/inspection and grant administration tasks.



**EXPLORE THE SHORES**

Explore the Shores consists of a network of sites and destinations around Manistee County lakes, rivers, beaches, marinas and marshes where visitors can experience meaningful time on the water while learning about the region’s history and the importance of protecting our natural resources. Spicer Group has been working with the County and local governments to develop master plans for the following sites:

**FRANKFORT BEACH**

In 2016, Spicer Group worked with the City of Frankfort to develop a conceptual plan for Frankfort Beach Park. The Frankfort Beach plan includes a universally accessible design system to provide accessibility to the beach for people of all abilities. The plan includes accessible walkways, restrooms and signage.



**MAGOON CREEK PARK**

Spicer Group worked with the Charter Township of Filer to develop a conceptual plan for Magoon Creek Park. This plan includes a new drive and parking area for closer access and drop off to the beach to provide universal access to the beach. Other than parking, the new improvements will include accessible walkways, and overlook dock, interpretive signage, a vaulted restroom and other site amenities such as benches and trash receptacles.

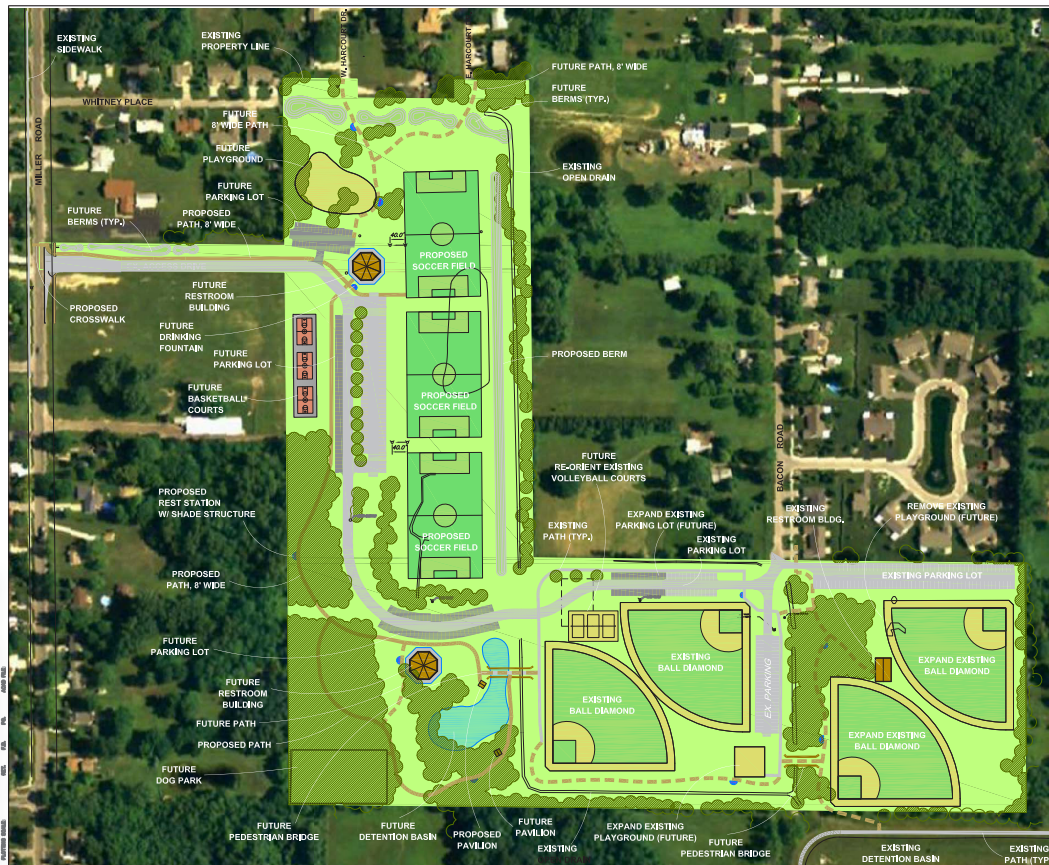





## Roberts Park

Thomas Township approached Spicer Group in 2007 to assist them with a master plan for their Roberts Park. At that time, the Township had acquired additional acreage adjacent to the park and wanted to develop it as part of Roberts Park. Spicer Group worked with the Township to develop a master plan for the entire park with new soccer fields, new restroom building, paths, playground, pavilions, a pond, parking, landscaping and other site amenities.


In 2011, the park was developed with two DNR grants totaling \$482,900. Spicer worked with the Township on writing the grants, designing the proposed improvements and construction administration. Other tasks Spicer were involved in on the project included topographical survey and bidding.



**Concept Plan**  
**ROBERTS PARK**

  
www.thomastwp.org  
249 North Miller Road  
Saginaw, MI 48609  
(989) 781-0150

N  
↑

  
www.spicergroup.com  
230 S. Washington Avenue  
Saginaw, MI 48607  
(989) 754-7117  
MARCH, 2010  
1188880011  
Aerial Imagery: Google Earth Pro

**Andersen Recreational Complex**

Bridgeport Charter Township had a dream to build a Miracle Field, a multi-use field where people of all abilities can play sports, primarily baseball. Spicer Group developed the conceptual plan for the project which included the rubber surfaced field, restrooms, shaded spectator seating, dugouts, parking, signage, a pavilion, lighting and other site amenities.

The Township utilized the conceptual plan to present the project to potential funders for the project. With private foundations of over \$600,000 and a \$500,000 grant from the DNR, the project was constructed in two phases which spanned from 2009 to 2010.

The Miracle Field at the Andersen Recreational Complex is only 1 of 3 of this type of facility in the State of Michigan.



**Frank N. Andersen Recreational Complex**  
an accessible place for  
all athletes of all abilities where all can play!

**What's included in this project?**

**Phase 1**

- 175' x 200' multi-sport, accessible surfaced field
- ½ mile of multi-use paths
- Restrooms - unisex accessible
- Entry tower gate/Changing rooms - unisex accessible
- Lighting of the field
- Splash Pad
- Parking for 100 cars in 2 lots
- Entrance drives
- Storage/Maintenance garage

**Phase 2**

- 2 batting cages for all

**Multi-Use Paths**

- Total Distance approximately 1-mile with rest stops
- Width 8-feet
- Connects all aspects of the park and schools to the rest of the community
- Rest stops with benches provided at various locations along the path.

Photos courtesy of: American Amputee Soccer Association, the Montgomery Miracle League

A Cooperative Community endeavor led by Bridgeport Charter Township with preliminary funding assistance from the Frank N. Andersen Foundation.

Can you help in this worthwhile effort? Our goal is to raise \$1.6 million by mid-2008.

Please contact Eric Rutherford, Bridgeport Township Parks and Recreation Director if you are interested in helping dreams come true for special kids in our area.

(989)777-0940 ext. 222  
email: parks@bridgeportmi.org  
www.btchallenger.org

**COMMITTED FUNDING TO DATE:**

- \$300,000 Andersen Foundation
- \$100,000 Bridgeport Charter Township
- \$100,000 McNally Foundation
- \$25,000 Harvey Randall Wickes Foundation
- \$25,000 Gerstaecker Foundation
- \$21,000 Wickson Link Memorial
- \$10,000 Wolohan Foundation
- \$10,000 Saginaw Community Foundation

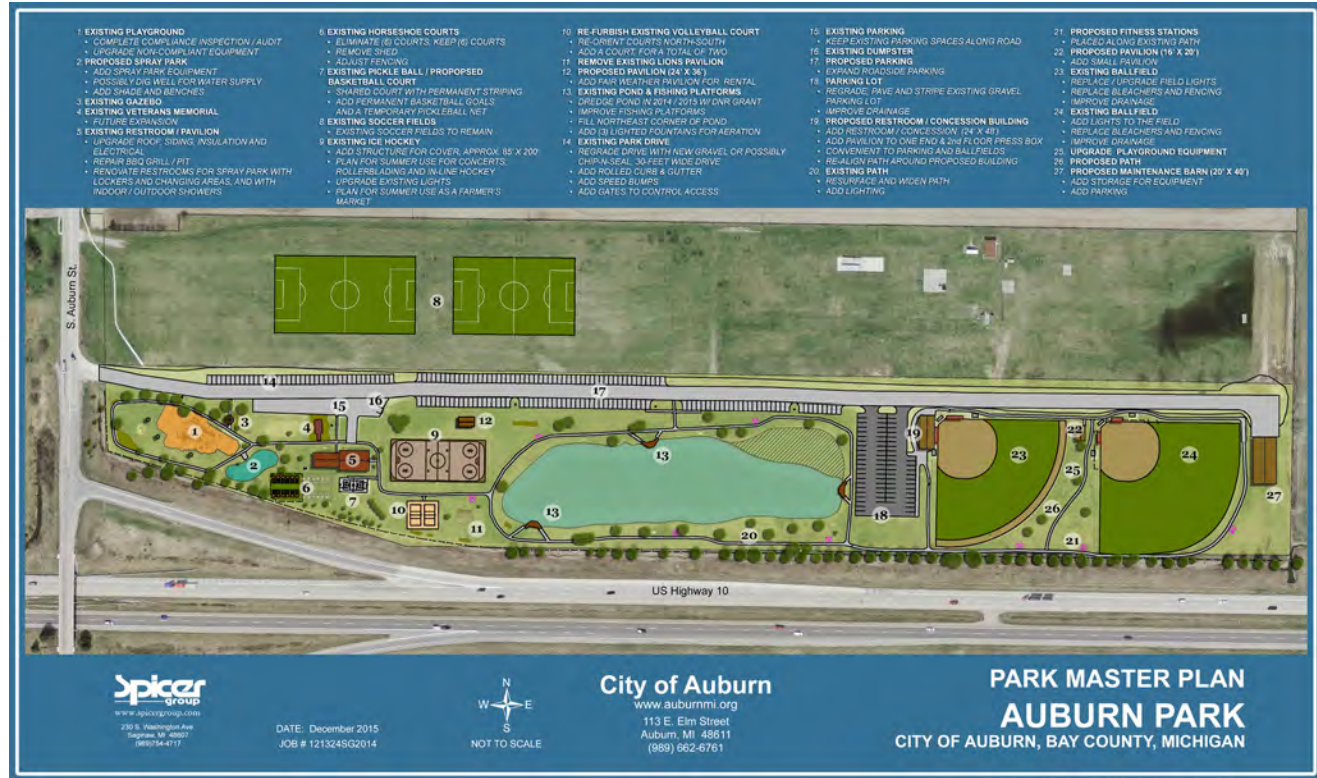
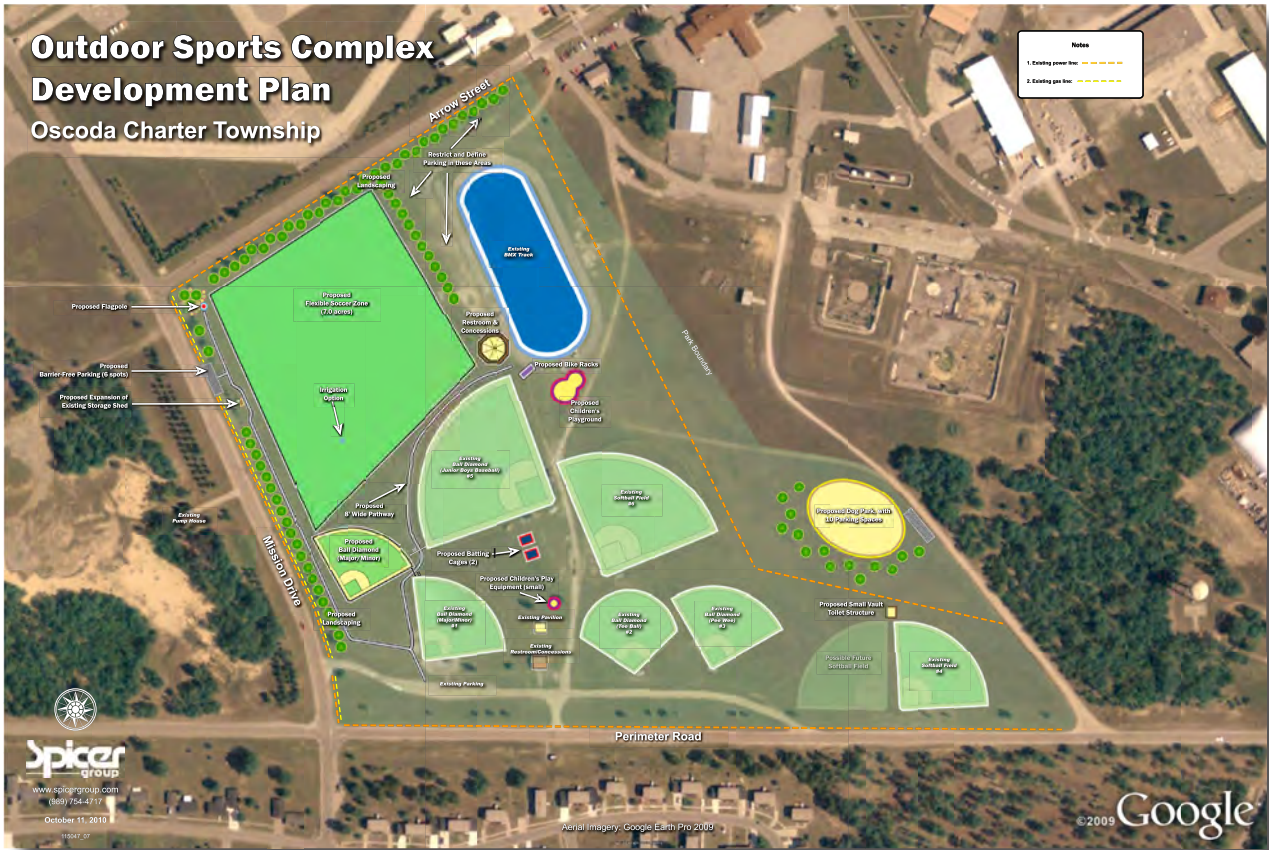
**Multi-use field for baseball, softball, archery, volleyball, soccer, basketball, track, and other field, court games, and special events.**

Brought to you by:

**"Building a strong community, one individual at a time."**

ALL UTILITIES AT ALL DEPTHS SHALL BE LOCATED

DATE: 03/18/08



1. **PROPOSED DOCK**
  - FOR WILDLIFE VIEWING AND FISHING
  - 25% OF RAILINGS LOWERED FOR ADA
  - WITH BENCHES FOR SEATING
2. **PROPOSED PAVILION**
  - SIZE APPROXIMATELY 20' X 20'
  - WITH PICNIC TABLES AND GRILLS
  - ADD STONE TO COLUMNS
  - ADD LIGHTING AND ELECTRIC OUTLETS
3. **REMOVE EXISTING BUILDING**
4. **PROPOSED LANDSCAPING**
  - SCREEN NEIGHBORING RESIDENT
  - ADD IRRIGATION TO LANDSCAPE BEDS

5. **PROPOSED STONE COLUMNS WITH DECORATIVE FENCE**
  - MATCH EXISTING COLUMNS / FENCING
6. **REMOVE EXISTING PLANTER BOXES**
7. **RESTORE EXISTING BUILDING**
  - WITH GAS STATION FACADE
  - ADD (2) UNISEX RESTROOMS
8. **PROPOSED CONCRETE PATH**
  - CONNECT PROPOSED SITE FEATURES WITH EXISTING SITE FEATURES
  - WIDTH - 6 FEET
  - RELOCATE EXISTING TRASH RECEPTACLE AND SHRUBS

9. **EXISTING CONCRETE MANHOLE**
  - PAINT TO IMPROVE AESTHETICS
  - LANDSCAPE AROUND IT TO SCREEN
10. **EXISTING TRASH RECEPTACLE & SHRUBS**
  - RELOCATE ON SITE
11. **PROPOSED INTERPRETIVE SIGN**
  - 3-SIDED KIOSK ABOUT HISTORIC BRIDGE, OLD GAS STATION AND HISTORY OF BRIDGEPORT
12. **PROPOSED BIKE RACKS**
  - WITH POSSIBLE ART FEATURE SUCH AS OLD GAS PUMPS
13. **REMOVE STONE COLUMNS & FENCE**
14. **REMOVE EXISTING CONCRETE WALK**



NOT TO SCALE



PHOTOGRAPH OF BRIDGEPORT OIL AND GAS, ABOUT 1956

PHOTO COMPLIMENTS: CARL HAMANN



230 S. Washington Ave  
Saginaw, MI 48607  
(989) 754-4717

DATE: DECEMBER 2014  
JOB # 121864SG2014

Bridgeport Charter Township  
www.bridgeportmi.org  
6076 Dixie Highway  
Bridgeport, MI 48722  
(989) 777-0940

**DEVELOPMENT MASTER PLAN**  
**4422 Williamson Road**  
BRIDGEPORT CHARTER TOWNSHIP, MICHIGAN



- St. Charles Outdoor Recreation Campus
- Existing Parking
- Existing Structure
- Proposed Parking
- Proposed ADA-Compliant Parking
- Proposed Primary Pathway
- Proposed Secondary Connector Path
- Proposed Trees & Landscaping
- Proposed Decorative Fence
- Proposed Dog Run Area
- Proposed Playground
- Proposed Gazebo & Picnic Area
- Proposed Pavilion
- Proposed Landscaped Gateway Fence
- Proposed Campus Wayfinding Sign

**St. Charles Outdoor Recreation Campus**  
City of Midland Parks and Recreation  
February 2005  
  
230 South Washington Avenue - Saginaw - Michigan - 48607 - (989) 754-4717



The scope of work applies to each of the three parks included as part of this project. The parks are Oscoda Beach Park, Furtaw Field, and Ratliff Park. We propose to complete the following:

1. Attend a kick-off meeting with the Township to discuss the proposed improvements, and to gather information about each park site. We anticipate discussing the recently-completed Oscoda Charter Township Recreation Master Plan as well as the community input survey that was completed as part of that plan.
2. Based on information gathered at the kick-off meeting, prepare a preliminary concept plan for each park.
3. Meet with the Township to review the components of each park concept plan.
4. With input received at the first review meeting, we will further develop each concept plan accordingly.
5. With a refined preliminary concept completed for each park, we will meet with the Township to review the plans and our preliminary estimates of cost.
6. With the input received at the second review meeting, we will finalize each of the three conceptual plans, as well as complete a preliminary estimate of cost for each plan.
7. Upon completion we will submit the following to the Township:
  - One (1) color laminated foam core display board, 24" x 36" in size, for each park.
  - Ten (10) color copies, 11" x 17" in size, for each park.
  - Preliminary Estimates of Cost for each park.
  - Digital copies of all deliverables will be provided on a disk or flash drive.



CHARTER TOWNSHIP OF OSCODA  
**'Oscoda Township Parks – Planning and Design-  
Professional Engineering Services'**

PROPOSAL SHEET

Company Name: ROWE Professional Services Company

Mailing Address: 540 S. Saginaw Street, Suite 200, Flint, MI 48502

Phone: (810) 341-7500

Fax: (810) 341-7573

Email Address: LPanduren@rowepsc.com

To the Charter Township of Oscoda:

Pursuant to the notices given, the undersigned has examined the documents relating to proposal requirements in order to be considered as the Professional Services Consultant for the Oscoda Township Parks – Planning and Design, and does hereby submit a proposal in accordance with this "Request for Qualifications & Proposals".

CONSULTANT'S LUMP SUM "NOT TO EXCEED" BASE BID AMOUNT to provide the services described herein.

Written Amount: Eleven thousand eight hundred dollars      \$ 11,800

Cost by Consultant to conduct additional meeting/revision above the 3 meetings identified in the base bid amount: .....\$800 per meeting.

Submitted and signed this 16th Day of October, 2017. (Numerical)

Signature of person authorized to legally bind the company.

Signature:       Date: Oct. 16, 2017

Printed Name: Leanne H. Panduren, PE

Title: Chief Executive Officer / President

Witness: 

Printed Name: Nicole R. Brand

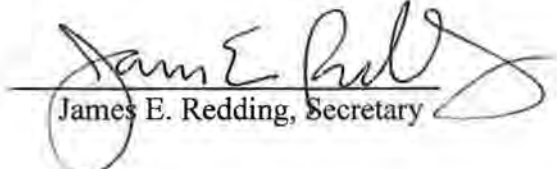
ROWE PROFESSIONAL SERVICES COMPANY  
BOARD OF DIRECTORS MEETING  
December 3, 2015

The meeting was called to order at 10:38 a.m., at the Riverfront Banquet Center. All Board Members were in attendance and acknowledged notice of the meeting and waive any notice of provisions of the meeting.


**Parties Present:**

John D. Matonich  
Richard S. Mark  
William Winiarski  
James E. Redding  
Leanne H. Panduren

**Authorization:** It was discussed and a motion was made by Richard Mark, seconded by Jim Redding that Leanne Panduren is authorized, in the name and on behalf of the Company, to do all things, to take all action and to execute, deliver and perform under all documents as they may determine to be necessary or appropriate in affecting any foregoing resolutions and transactions contemplated thereby and related thereto. The motion was unanimously approved.

  
James E. Redding, Secretary

ATTEST:

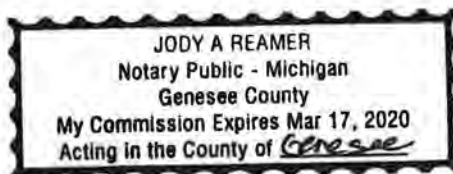
  
John D. Matonich, Chairman

Notary Public, STATE OF MICHIGAN, COUNTY OF Genesee

My commission expires 3-17-2020

  
Notary Public

3-17-16  
Date



STATEMENT OF QUALIFICATIONS

CHARTER TOWNSHIP OF OSCODA  
PLANNING AND DESIGN SERVICES FOR  
OSCODA BEACH PARK, RATLIFF PARK, AND FURTAW FIELD

OCTOBER 17, 2017

*Large Firm Resources. Personal Attention.*<sup>sm</sup>



ROWE PROFESSIONAL  
SERVICES COMPANY

540 S. Saginaw Street, Ste. 200  
Flint, MI 48502  
(810) 341-7500  
[www.rowepsc.com](http://www.rowepsc.com)

2342 Industrial Street, Suite A  
Grayling, MI 49738  
(989) 348-4036





# ROWE PROFESSIONAL SERVICES COMPANY

*Large Firm Resources. Personal Attention.™*

October 17, 2017

Ann Richards, Community Development Director  
Charter Township of Oscoda  
110 S. State Street  
Oscoda, MI 48750

Re: Planning and Design Services for Oscoda Beach Park, Ratliff Park, and Furtaw Field Comprehensive Development Plans  
*Addendum No. 1 received Oct. 5, 2017*

Dear Ms. Richards:

ROWE Professional Services Company appreciates the opportunity to present this proposal to assist Oscoda Charter Township with the above-referenced project. We look forward to providing a hands-on tool that will help you and your staff with developing the three recreation areas.

We have a great depth of statewide recreation planning and development experience we can apply to your community. ROWE recently interviewed to provide engineering services to the township and we seek a long-term relationship assisting your community, from planning through implementation of projects. Our in-house team includes experience in shoreline parks, round-about / transportation design, campground development, and an extensive range of park and recreation facilities. We encourage you to contact the references we have provided in this proposal.

ROWE understands the challenge of maximizing recreation value in townships with limited recreation budgets. We have experience developing plans for parks of all sizes throughout the state and we look forward to using this experience to assist Oscoda Charter Township.

ROWE has a sincere interest in and commitment to our clients. Please contact us at (800) 837-9131 if you have any questions or require additional information.

Sincerely,

**ROWE Professional Services Company**

**Douglas R. Schultz, PLA**

Project Manager / Director of Landscape Architecture

**Rick A. Freeman, PE**

Principal in Charge

Engineering | Surveying | Aerial Photography/Mapping | Landscape Architecture | Planning

Corporate: The ROWE Building, 540 S. Saginaw Street, Ste. 200 • Flint, MI 48502 • O (810) 341-7500 • F (810) 341-7573

With Offices In: Lapeer, MI • Mt. Pleasant, MI • Farmington Hills, MI • Lansing, MI • Grayling, MI • Tri-Cities, MI • Myrtle Beach, SC

[www.rowepsc.com](http://www.rowepsc.com)

**Addendum Number One  
Charter Township of Oscoda  
Request for Qualifications & Proposals – Planning and Design Services  
Oscoda Beach Park, Ratliff Park and Furtaw Field  
Comprehensive Development Plans  
September 18, 2017**

**This 'Addendum' is being issued to provide additional information that may be deemed necessary in order for Bidders to prepare an informed bid proposal and to ensure that all potential proponents have access to the same material.**

**This addendum is issued to provide information in regard to submittal requirements:**

To be considered by the Township, one (1) unbound original, nine (9) copies and one (1) digital copy of the proposal must be received by the date and time specified. Late submittals may not be considered.

Submitted copies become the property of the Township and shall not be returned. The Charter Township of Oscoda shall not be responsible for any cost associated with the preparation of a response to this RFQ.

**So as to demonstrate receipt and full understanding of the information contained within this Addendum - - Bidders are instructed to include one signed copy of Addendum No. 1 when submitting their bid proposal.**

**Submitted and signed this 16th Day of October, 2017.**

**Signature of person authorized to legally bind the company.**

**Signature:** 

**Printed Name:** Leanne H. Panduren, PE

**Title:** Chief Executive Officer / President



## ***Table of Contents***

---

### ***Statement of Qualifications for:***

Planning and Design Services for Oscoda Beach Park, Ratliff Park, and Furtaw Field Development Plans

### ***Presented to:***

Charter Township of Oscoda, Michigan

- 1. Company Information**
- 2. Resumes**
- 3. Related Experience**
- 4. Work Approach**



*submitted by:*  
ROWE PROFESSIONAL  
SERVICES COMPANY

October 17, 2017



# Company Information

## Introduction

ROWE Professional Services Company (a Michigan corporation) is a professional engineering consulting firm, with large-firm resources, broad expertise, *and* the personal service and attention you deserve. Our staff of more than 140 professionals in Michigan and South Carolina strives for 100 percent client satisfaction. Specialties include:

ENGINEERING ■ SURVEYING ■ AERIAL PHOTOGRAPHY/MAPPING  
LANDSCAPE ARCHITECTURE ■ PLANNING

## Office Locations (offices from which project work will be performed are in bold)

### Corporate

**The Rowe Building**  
**540 S. Saginaw St.**  
**Suite 200**  
**Flint, MI 48502**  
**Ph. (810) 341-7500**  
**Fax (810) 341-7573**

[www.rowepsc.com](http://www.rowepsc.com)

### Branches

**GRAYLING**  
**2342 Industrial St.**  
**Suite A**  
**Grayling, MI 49738**  
**Ph. (989) 348-4036**  
**Fax (989) 348-5416**

**LAPEER**  
128 N. Saginaw St.  
Lapeer, MI 48446  
Ph. (810) 664-9411  
Fax (810) 664-3451

**FARMINGTON HILLS**  
27260 Haggerty Rd.  
Suite A-7  
Farmington Hills, MI 48331  
Ph. (248) 675-1096  
Fax (800) 974-1704

**LANSING**  
1000 S. Washington Ave.  
Suite 104  
Lansing, MI 48901  
Ph. (800) 837-9131  
Fax (800) 974-1704

**MT. PLEASANT**  
127 S. Main St.  
Mt. Pleasant, MI 48858  
Ph. (989) 772-2138  
Fax (989) 773-7757

**TRI-CITIES**  
419 N. Madison Ave.  
Bay City, MI 48708  
Ph./Fax (989) 894-4001

**MYRTLE BEACH, SC**  
511 Broadway St.  
Myrtle Beach, SC 29577  
Ph. (843) 444-1020  
Fax (843) 448-3936

### Aerial Division

**AIR-LAND SURVEYS**  
540 S. Saginaw St.  
Suite 200  
Flint, MI 48502  
Ph. (810) 762-6800  
Fax (810) 762-6801

[www.airlandsurveys.com](http://www.airlandsurveys.com)

## Beyond Technical Excellence

You expect technical expertise and broad experience from a capable consulting firm. At ROWE, we go one step further. We combine expertise and experience with dedication to unsurpassed personal service. Our commitment to personal service focuses on:

- Building and maintaining long-standing client relationships, and treating clients as partners in developing and improving the communities in which we work and live.
- Being available to our clients at a moment's notice, to give project advice, answer questions, or address concerns.
- Educating and informing our clients of the latest technology, trends, and regulations.
- Working in our communities for the good of our communities.



## **Company Information**

### **Project Approach and Personnel**

After more than five decades of service, our satisfied clients include large and small municipalities, corporations, private individuals, and governmental bodies alike. Our approach is simple: we listen to our clients. We then tailor project teams to meet the specifics of each job. Our clients can rely on their project manager for the technical skills, experience and education necessary to successfully complete the job on time, within budget, and to their satisfaction. Our corporate résumé continually grows as challenging projects present new opportunities.

### **Our Specific Capabilities**

#### **Civil Engineering**

Our 36 licensed professional engineers are experienced in design and construction engineering for:

- Bridges
- Roads
- Parks & Recreation Facilities
- Land Development
- Grants and Project Financing
- Demolition
- Parking Lots
- Water Systems
- Utility Rates
- Traffic Signals
- Storm Water Management
- Sewer Systems
- Wastewater Treatment
- Pumping Stations
- Transportation Planning

#### **Surveying**

Twelve licensed professional surveyors and 12 field crews use state-of-the-art equipment to provide:

- Topographic Mapping
- Right-of-Way
- Construction Staking
- Aerial Control
- Retracement
- Government Corners
- Control
- Aerial Mapping
- ALTA
- Cadastral / Boundary
- Remonumentation
- LiDAR Data Extraction

#### **Planning**

Our planner, certified by the American Institute of Certified Planners (AICP), and planning staff work closely with community representatives to provide:

- Master/Land Use Plans
- Parks & Recreation Plans
- Downtown Development Plans
- Tax Increment Finance Plans
- Strategic Plans
- Zoning Ordinances
- Urban Design
- Feasibility Studies
- Capital Improvement Programs
- Neighborhood Plans

#### **Landscape Architecture**

Respect for natural resources enhances every facet of our designs, with creativity and imagination the only rules. Our licensed, professional landscape architect and staff provide design services including:

- Streetscapes
- Parks
- Historic Landscapes
- Transportation Corridors
- Recreation Areas
- Walkways and Trails
- Waterfronts
- Residential Development
- Planting Plans
- Site Enhancements
- Campus Planning
- Sensitive Environments



## Company Information

### ***Aerial Photography/Mapping***

Using a variety of airborne sensors and cameras we can provide:

- Vertical & Oblique Photography
- Photo Reproductions
- Analytical Aerial Triangulation
- DTM-DEM Surface Modeling
- Volumetrics
- Airport Surface Analysis
- Digital Orthophotography
- GIS Base-Mapping
- UAS Imaging & Mapping

### ***Quality Assurance and Control Ensures Accuracy***

Effective quality assurance and control is the final gate our projects pass through before reaching the home stretch – presentation to the client. We know how important it is to be accurate, and we take the responsibility seriously. We carefully review and check each project to ensure it meets our exacting standards. Projects are inspected and scrutinized carefully by qualified personnel not directly involved with the project. We make sure our work is complete and accurate *before* submission to our client.

*Our corporate résumé continually grows as we meet the new challenges and opportunities that new projects present.*

### ***Effective Grant Application Assistance***

Grant funding makes many projects possible that would otherwise be out of reach. We work to find appropriate grants and help clients through the tedious and often bewildering application, approval, and administrative process.

### ***Summary***

ROWE Professional Services Company is enthusiastic about working with you to achieve your goals. In business for more than 50 years, we have built a strong foundation from which our knowledge and experience has grown. We utilize the current technology you find in large firms, but remain small enough to deliver the personal service that is our trademark.

Take a closer look at ROWE – our abilities and experience will meet your needs time and again.



## **RICK A. FREEMAN, PE**

### **Principal / Vice President / Deputy Director of Engineering**

Rick joined ROWE as a project manager in 1998 with 12 years' experience. He was promoted to deputy director of engineering in 2000, named an associate (owner) in 2002 and principal in 2006. He utilizes his extensive experience on various planning and infrastructure projects, including site design, hydraulics and hydrology, drain, sanitary and storm sewer, and water main. Rick is the principal in charge for ROWE's energy projects. He also works extensively with MDOT and local agencies on highway and bridge projects.

#### **Education**

B.S., Civil Engineering (Michigan State University, 1986)

#### **Registration**

##### *Professional Engineer:*

Michigan: 1990 (no. 36056)  
Wisconsin: 1998 (no. 33034)  
Indiana: 1998 (no. PE19800455)  
Minnesota: 1998 (no. 26195)  
South Carolina: 2008 (no. 26486)  
North Dakota: 2015 (no. 9903)

#### **Continuing Education**

- Graduate of Community Leadership Program for Flint and Genesee County

#### **Affiliations**

- Michigan Society of Professional Engineers, Flint Chapter (Past-President)
- National Society of Professional Engineers
- Society of American Military Engineers, Detroit Post
- Community Foundation, Greater Flint (Energy Committee)

#### **Relevant Project Experience**

##### **City of East Tawas, MI**

- *Cruise Ship Feasibility Study*: Principal in charge/senior project manager for complete structural and docking feasibility study for improvements to Tawas Harbor Pier for developing a "port-of-call" for Great Lakes cruise ships. Worked with United Design Associates (UDA) and regulatory agencies (MDEQ, MDNR, and USACE) to develop cost estimates and conceptual plans (2009).

##### **City of Adrian, MI**

- *Comstock Park Retaining Wall* (Awarded 2014 Public Works Project of the Year, Structures Category [Small Cities / Rural Communities], Michigan Chapter, American Public Works Association): Principal in charge for fast-track concept development and design for replacing 500 linear feet of retaining wall along the River Raisin. Strategic design reduced permitting impacts and associated costs, resolved utility and maintenance issues, and enhanced accessibility. Unique elements addressed a historic cobblestone wall and artesian well for replacement of a combined pedestrian and low-volume vehicular bridge providing access to a local park (\$675K construction; 2013).

##### **City of St. Clair, MI**

- *Floating Dock*: Design and construction engineering for placement of ADA-compliant 200-foot floating dock along north side of Pine River near Rotary Park. Project includes bank stabilization and connection to existing dock and



## **RICK A. FREEMAN, PE** *continued*

proposed trail. Project funded through MDNR Waterways Grant (2012).

### **City of Bay City, MI**

- *Uptown Bay City* (Awarded 2015 Engineering Merit Award, American Council of Engineering Companies-Michigan): Principal in charge for design of the infrastructure, road, and river walk redevelopment of the 40-acre Uptown at River's Edge Site on the west side of the Saginaw River, south of the Veteran's Memorial Bridge. Project included site grading, water supply, sanitary sewer, storm sewer, storm sewer outfalls, storm sewer retention basins, swirl chamber storm water treatment units, sheet piling, shoreline stabilization, riverside park, riverside bike path, fishing pier overlooks, repurposed railroad abutment overlook, concrete retaining walls with cultured stone, segmental block retaining walls, floating docks, day dock basin. Also included brick pavers, site lighting, streetscaping, interior roads, and parking lots. Project required coordination and permitting through the MDEQ, FEMA, USACE, and City of Bay City (TIFF, local, MDOT TEDF, MDEQ Grant, and EPA grant funding, \$15M engineer's estimate; 2015).

### **City of Owosso Downtown Development Authority, MI**

- *As-Needed Landscape Architecture Services*: Principal in charge of project assisting city/DDA with project scoping, design, and implementation of a \$1M "Vibrant Cities" grant through MSHDA. Developed fast-track concepts for: improvements to riverfront area, parking lot, alleyway, and Farmers Market; development of a new town square; and streetscape reconstruction. Provided oversight to architectural subconsultant for a historic facade program to maximize impact for current funding. All new construction complied with current ADA guidelines. Coordinated a major historic building renovation with private stakeholders, in conjunction with the MSHDA grant that required SHPO review of facade concepts (2007-2008).

### **Shiawassee County Road Commission, MI / Michigan Department of Transportation**

- *County Highway Engineer*: Serves as project engineer overseeing all MDOT Local Agency Program design and construction projects (ongoing).

### **Michigan Department of Technology, Management and Budget / Michigan Department of Natural Resources, various locations, MI**

- *Warren Dunes State Park Day-Use Renovations (Sawyer, MI)*: Principal in charge for conducting preliminary study and schematic design for a complete renovation of the existing day-use area. The existing day-use facilities have been in service for more than 50 years and have become a maintenance nightmare. The scope of the study and schematic design includes complete renovations of the existing bath houses and toilet facilities to better serve beach users. Design concerns include critical dune impacts, blowing/migrating sand, extremely high use on the weekends, accessibility, and accommodating competing uses (2012-13).
- *Singing Bridge Public Access Site (Arenac County)*: Project manager for study and provided preliminary design for removal and replacement of existing gabions and walkways at the mouth of the Whitney Drain at Lake Huron. The site is a heavily used public fishing access, and particular attention was paid to ADA guidelines for access and the drain's bank slope stability for public safety (\$500K construction; 2009).





# DOUGLAS R. SCHULTZ, PLA

## Project Manager / Director of Landscape Architecture

Doug joined ROWE in 2000, after nine years as a landscape architect with a Lansing-area multi-disciplined firm. As director of ROWE's landscape architecture department, Doug assists clients corporate-wide with quality of life issues on all projects, from concept to completion. He was named an associate (company shareholder) in 2003.

### Education

B.L.A., Landscape Architecture (Michigan State University, 1991)

### Continuing Education

- AASHTO Bicycle Facility Design Training, MDOT (2009)
- Graduate of Community Leadership Program for Flint and Genesee County

### Registration

*Licensed Professional Landscape Architect:*

Michigan: 1994 (no. 1190)  
Wisconsin: 2009 (no. 602-14)  
South Carolina: 2007 (no. 1020)

### Certification

- MDEQ Certified Storm Water Management – Construction Site: 2006 (no. c-01653)
- National Playground Safety Inspection

### Affiliations

- American Society of Landscape Architects
- Michigan Downtown Association
- Michigan Urban and Community Forestry Council (Michigan Department of Natural Resources)
- Flint River Watershed Coalition Board Chairman

### Awards

- *Michigan Society of Landscape Architects:* Design (Merit Award, 2004); Research & Communication (Merit Award, 2002); Creativity & Presentation, (Design Award – Commercial & Industrial Category, 2000)
- *American Society of Civil Engineers – Michigan:* Court & Clay Streets Reconstruction, Lapeer (Merit Award, 2014); Southern Links Trailway, Columbiaville,

Otter Lake, and Millington (Quality of Life Award, 2009)

- *American Public Works Association – Michigan Chapter:* Court & Clay Streets Reconstruction, Lapeer (Quality of Life Award, 2014); Comstock Park Renovations, Adrian (Public Works Project of the Year, Structures Category – Small Cities / Rural Communities, 2009)
- *American Council of Engineering Companies – Michigan:* Uptown Bay City (Engineering Merit Award, 2015)
- *Michigan Association of Planning:* Buckham Alley Corridor Plan, Flint (Urban Design Award, 2015)
- *Michigan Recreation and Park Association:* Lakeside Park, Port Huron (Park Design Award, 2016); Riley Archery Range, Farmington Hills (Facility Design Award, 2015); Paradise Peninsula Playscape, Waterford Township (Design Award, 2012)

### Presentations

- “*Saving Time and Money on Your Next Project*” panel discussion, Michigan Recreation & Parks Association, 2017
- “*Complete Streets*” University of Michigan – Flint, 2011
- “*Building Healthy Environments*” Michigan Public Health Institute, 2010

### Client Comments

- “*ROWE ended up being the perfect partner in this effort...they took the time necessary to listen to staff, to learn about the broad goals of our organization, and proposed thematic elements and alternative materials that could make the design a reality...Kudos to the whole crew for pushing the envelope.*” 2014,

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## **DOUGLAS R. SCHULTZ, PLA** *continued*

Jon Noyes, Oakland County Parks and Recreation Commission (Paradise Peninsula)

- *"It's been good working with your group, too. Very professional - and most helpful to the committee."* 2008, Debra Abraham, West Branch Loop Planning Committee

### **Relevant Project Experience**

#### **Five-Year Community Recreation Plans**

- City of Battle Creek, 2003
- City of Beaverton, 2004, 2012
- City of Coleman, 2005
- City of Dearborn Heights, 2013
- City of Flint, 2007
- City of Flushing, Flushing Charter Township, Flushing Schools 2005, 2010, 2015
- City of Ithaca, 2013
- City of Northville, Northville Township, 2018 in progress
- City of Omer, 2013. 2018 in progress
- City of Swartz Creek, 2005, 2012, 2018 in progress
- Village of Port Sanilac, 2004, 2012, 2018 in progress
- Bennington Township, 2003
- Genesee County Parks and Recreation Commission, 2004, 2009, 2013, 2016 amendment
- Grand Blanc Charter Township, City of Grand Blanc, Grand Blanc Schools, 2012
- Meridian Township, 2017
- Mills Township, 2006, 2011, 2018 in progress
- Southern Lakes Parks and Recreation Authority, 2014
- City of Livonia, 2017
- Fenton Township amendment 2017
- Mundy Charter Township, 2016
- Shiawassee County Parks and Recreation Commission, 2016

#### **As-Needed Landscape Architecture Services, various locations, MI**

- Genesee County Parks and Recreation Commission
- Shiawassee County Board of Commissioners

- Oakland County Parks and Recreation Commission
- St. Clair County Parks and Recreation Commission
- Washtenaw County Parks and Recreation Commission
- City of Ann Arbor Parks and Recreation Commission

#### **City of Port Huron, MI**

- *Lakeside Park (Awarded 2016 Park Design Award, Michigan Recreation and Park Association):* Project manager for fast-track design and construction of MDNR-funded, universally accessible site improvements, including new restroom/concession building, splash pad, beach access, and pergola overlook on Lake Huron. Included demolition of former building, addressing old foundations and soil conditions and preparing USACE permit (\$600K; 2015).

#### **City of Stanton, MI**

- *Veterans Memorial Park:* Worked with community groups to develop an 18-acre park facility plan including a veterans' memorial, sports fields, trail connection, and other adaptive use facilities to help build community spirit and embrace memories of the veterans. MDOT TAP and MDNR funds were approved for the project (2016).

#### **City of Imlay City, MI**

- *Park Concept Plan Development:* Provided various schematic site plans for proposed improvements to local parks based on community input sessions. Included within city's five-year community recreation plan (2011).

#### **City of Imlay City DDA, MI**

- *Pocket Park:* Concept plan, design, and construction oversight for redevelopment of pedestrian connection to off-street parking to connect to streetscape. Included decorative pavement, trellis, seating and landscaping (2008).



## DOUGLAS R. SCHULTZ, PLA *continued*

### City of Davison, MI

- *Park Master Plan:* Worked with city and stakeholder representatives to prepare concept plan alternatives and feasibility plan to expand Jack N. Abernathy Regional Park. Expansion would include new parking, safer pedestrian circulation, new sports fields, a spray park, and trail connections to township facilities. A storm water management / wetland feature was also included in the plan (2006).

### City of Jackson, MI

- *Loomis Park Master Plan:* Project manager for facilitating public engagement and completing a master plan for a 14-acre park and architectural evaluation of the Boos Recreation Center (\$8K contract; 2017).

### City of St. Clair, MI

- *Klecha Park:* Provided concept master plan including a forecast for meeting recreation needs for a city park facility balanced with growth need for the adjacent city cemetery (2016).

### City of Ithaca, MI

- *McNabb Park, Ithaca Fairgrounds Master Plan:* Project includes a +100-acre site owned by the city and historically leased to a non-profit agricultural society to run a local fair. The horse track, grandstand, numerous structures, and limited campground infrastructure is failing as fast as the attendance and financial status of the fair. Newly constructed AYSO soccer fields are a bright spot within the park as well as potential use of the wooded area on the property. ROWE was hired to evaluate the site and create a master plan that will revive the site as a regional asset and provide an economic model that is not a burden to the city. Various stakeholder groups were engaged through this process, including community surveys as part of a recreation plan update (2013).

### City of Vassar, MI

- *Veterans Park Memorial Concept:* Developed concept options and illustrations for renovating

the existing downtown pocket park to include veteran memorial elements and to rehabilitate an existing water feature (\$1.5K fee; 2012).

### Village of Port Sanilac, MI

- *Waterfront Development Plan:* Prepared concept options for lakefront accessibility and development, including links from DNR boat launch, new hotel development, an MDNR harbor, park, private marina, and lighthouse (2014).
- *Fire Hall Park Improvements:* Assisted with successful MDNR trust fund grant application for trailhead-welcome center / restroom building, basketball court, tennis court. Assisted with concept plan, grant application, design, and construction assistance as Professional of Record (\$240K construction, 2009-13).
- *Five-Year Recreation Plan:* Project manager for development of a five-year recreation plan, including development of waterfront parks along Lake Huron and marina facilities. Also developed linear path routing to connect improvements at an existing community center. Utilized concept sketches to aid in visualization of proposed projects (2004 & 2009).
- *North Park Improvements:* Developed construction documents for a waterfront park along the Lake Huron shoreline including accessible pathways, boardwalk overlook, and beach access. Funding provided by MDEQ Coastal Zone Management grant (2005).

### Village of Metamora, MI

- *Metamora Community Park Master Plan:* Worked with the village, township, and downtown development authority (DDA) to develop a master plan for 38 acres of rolling field and woodlands within walking distance of a residential and business district. It is historically used for balloon launching and location for the Horses and Hounds Festival. Various improvements are proposed that will provide for accessible recreation on the site. The property is currently owned by the Metamora DDA (2015).



# **BLAKE D. STROZIER**

## **Graduate Landscape Architect**

Blake joined ROWE in 2013 and is responsible for preparing color renderings, concept drawings, construction documentation, and planting plans while aiding in overall site development, design, and construction observation and testing.

### **Education**

B.S., Landscape Architecture (North Carolina Agricultural and Technical State University, 2011)

### **Continuing Education/Certifications**

- Certified Concrete Field Testing Technician (Michigan Concrete Association)
- Certified Density Technician (2014-2019) (Michigan Department of Transportation)

### **Affiliations**

- Alpha Phi Alpha Fraternity, Inc. – Epsilon Upsilon Lambda Chapter
- Eureka Lodge No. 16 Prince Hall Affiliated (F&AM)
- Gamma Delta Kudos Alumni Mentor
- Tabernacle Missionary Baptist Church, Saginaw, MI (Senior Pastor)
- NAACP – Flint Chapter
- Flint Community Schools – Board of Education (Trustee)

### **Client Comments**

- *“Blake is... a great listener and saw some of the ‘out of box’ concepts I was interested in. I really appreciated that. He is a wonderful representation of the kind of people I’ve come to know at ROWE over the last 20+ years.”* 2014, Vince Paris, Southern Lakes Parks and Recreation (Five-Year Parks and Recreation Plan)
- *“We are extremely pleased and grateful for the awesome work ROWE... was able to accomplish in such a time crunch.”* 2013, Steve Wolbert, Diplomat Specialty Pharmacy (honored by *Inc.* magazine as one of the nation’s fastest-growing companies for the fourth consecutive year) (MDNR Grant Applications)

### **Relevant Project Experience**

#### **Five-Year Community Recreation Plans**

- City of Dearborn Heights, 2014
- City of Flushing, Flushing Charter Township, Flushing Schools, 2015
- City of Livonia, 2017
- City of Northville, Northville Township, 2018 in progress
- City of Omer, 2013, 2018 in progress
- City of Swartz Creek, 2018 in progress
- Fenton Township amendment, 2017
- Meridian Township, 2017
- Mills Township, 2018 in progress
- Mundy Charter Township, 2016
- Imlay Township, 2015
- Shiawassee County Parks and Recreation Commission, 2016
- Southern Lakes Parks and Recreation, 2014
- Village of Port Sanilac, 2018 in progress

#### **City of Jackson, MI**

- *Loomis Park Master Plan:* Graduate landscape architect for facilitating public engagement and completing a master plan for a 14-acre park and architectural evaluation of the Boos Recreation Center. Also assisted with a grant application to secure funding for potential redevelopment efforts (\$8K contract; 2017).

#### **City of Omer, MI**

- *Five-Year Parks, Recreation, and Non-Motorized Plan:* Graduate landscape architect leading committee through development of its five-year recreation plan, including goals, objectives, and action plan for various park facilities, concept plan development, and non-motorized plan. Project was paid for with grant funds through



## **BLAKE D. STROZIER** *continued*

the Central Michigan District Health Department (2013).

### **City of Bay City, MI**

- *Uptown Development Infrastructure* (Awarded 2015 Engineering Merit Award, American Council of Engineering Companies-Michigan): Graduate landscape architect working with the city and a private developer to design concept plans for a streetscape and circular drop off area. The overall project includes road, parking, sanitary sewer, storm sewer, and water main design for a 40-acre brownfield site on the Saginaw River in downtown Bay City (2015).

### **City of Mt. Pleasant, MI / Charter Township of Union / Friends of the Dog Park**

- *Mission Creek Dog Park / Hannah's Bark Park*: Graduate landscape architect for the completion of feasibility study, design concepts, and construction plans for a three-acre off-leash dog park that offers residents and their canine friends a place to have fun, socialize, and exercise. The park is fully fenced and includes separate areas for large and small dogs. It also has a safe double-gated key fob entry system, potable water service, benches, waste receptacles, a pavilion shelter, signage, concrete sidewalk, and concrete curb and gutter (\$117,600 construction; 2015).

### **Village of Lakeview, MI**

- *Downtown Pocket Park*: Preliminary engineering services for the creation of a pocket park next to the village hall. Project included creation of exhibits and a cost estimate. Project was paid for with DDA funds (2014).

### **Mundy Township, MI**

- *Five-Year Recreation Plan*: Graduate landscape architect leading committee through development of its five-year recreation plan, including establishing goals, objectives, developing an action plan, and assisting township in concept/site renderings for potential park properties (2015).

### **City of Stanton, MI**

- *Veterans Memorial Park*: Graduate landscape architect for working with community groups to develop an 18-acre park facility plan including a veterans' memorial, sports fields, trail connection, and other adaptive use facilities to help build community spirit and embrace memories of the veterans. MDOT TAP and MDNR funds were approved for the project (2016).

### **Genesee County Parks and Recreation Commission, Flint, MI**

- *E.A. Cummings Event Center*: Developed master plan for +1,000-acre regional park, including coordination of public stakeholder meetings, identification of recreation opportunities, site inventory and analysis, and cost estimating (2013).

### **Michigan Department of Management and Budget / Michigan Department of Natural Resources and Environment, various locations, MI**

- *Warren Dunes State Park Day Use Renovations (Sawyer, MI)*: Graduate landscape architect for master plan concept and landscape design for the complete renovation of the existing day-use area. Design concerns include critical dune impacts, blowing/migrating sand, extremely high use on the weekends, accessibility, and accommodating competing uses (2013).

### **Keep Genesee County Beautiful, Flint, MI**

- *Neighborhood Concept Master Plans*: Graduate landscape architect developing neighborhood concept master plans for various park locations, based on engagement with 'park tender' stakeholder groups in each neighborhood surrounding the park locations. Successive updates have been completed yearly since 2012 (2014).



# Related Experience – Past Projects

## LOOMIS PARK MASTER PLAN, Jackson, MI

Client: City of Jackson

Client Contact: Kelli Hoover, Director of Parks, Cemeteries, and Grounds, (517) 788-4040,

khoover@cityofjackson.org

Contract Amount: \$8.3K

Completed: 2017

ROWE facilitated public engagement and completing a master plan for a 14-acre park and architectural evaluation of the Boos Recreation Center.





## Related Experience – Past Projects

### FIVE-YEAR PARKS & RECREATION PLAN, Flushing, MI

*Client:* City of Flushing, Charter Township of Flushing, Flushing Community Schools  
*Contact:* Brad Barrett, City Manager, (810) 659-3130, bbarrett@flushingcity.com  
*Contract Amount:* varies, 2014 was \$8K  
*Completed:* 2005, 2010, 2014, ongoing

ROWE is assisting the community with proposed improvements, including incorporation of a regional trail plan and recreation improvements to local school facilities. Impacts include recent school expansion and development of a linear trail that links multiple parks and neighborhoods. The design includes extensive public input and participation. **ROWE has worked within the community to develop a partnership with the local Rotary Club to develop park master plans and secure grant funding using more than \$100,000 in Rotary funding as local match for park projects.**



### FIVE-YEAR PARKS & RECREATION PLAN, Mundy Township, MI

*Client:* Mundy Charter Township Corridor Improvement Authority  
*Contact:* Dave Guigear, Supervisor, (810) 655-4631, dave.guigear@mundytwp-mi.gov  
*Contract Amount:* \$4,200  
*Completed:* ongoing



ROWE is assisting a newly formed tax authority and the township with an update to their recreation plan and development of a concept plan for a key multi-use parcel. ROWE is coordinating partnerships with local and intermediate school districts, business owners, and other stakeholders to develop a regional park destination.



# Related Experience – Past Projects

## BARBER MEMORIAL PARK MASTER PLAN, Montrose Township, MI

Client: Montrose Township

Contact: Mark Emmendorfer, Supervisor, (810) 639-2021, memmendorfer@montrosetownship.org

Contract Amount: \$5.5K

Completed: 2012

ROWE worked with township and stakeholder representatives, including a veterans group, to prepare concept plan alternatives and a feasibility plan to provide a memorial and expand the park to create a regional draw and introduce camping as to help the local economy and complement current programming. ROWE had prepared the original concept plan that resulted in more than \$300,000 in MDNR-funded improvements to initially develop the park. The recent concept site plan was the basis for a successful \$103,400 MNRTF land acquisition grant to expand the park.

### Barber Memorial Park

#### Master Plan

Montrose Township, Michigan

**The Vision: Providing a recreation destination to the Montrose community that has a regional appeal; enhancing quality of life and prosperity for residents and businesses.**

**Existing Conditions**

**Veterans Memorial:**

- BELL AND PLAZA AT SOUTH END
- PARKING LOT ALONG FLATTER GROUND (CAN BE PHASED)
- RELOCATED CHURCH ON NORTH END
- RESTROOMS IN THE MIDDLE
- SHARED FACILITIES THAT TAKE ADVANTAGE OF KEY VIEWS AND CENTRAL LOCATION

**Performance in the Park:**

- USE A PORTABLE STAGE TO PROVIDE A VENUE FOR KEY EVENTS
- INVEST IN AN INFLATABLE SCREEN FOR MOVIES

**Staffing:**

- EXPLORE A FULL-TIME POSITION TO MANAGE AND PROMOTE EVENTS AND GENERATE REVENUE FOR PARKS AND LOCAL BUSINESS

**Active Sports:**

- IMPROVE SOFTBALL INFIELD (SHORT-TERM) AND REPLACE WITH ANOTHER SOCCER FIELD (LONG TERM) FOR LARGER TOURNAMENTS IF COMMUNITY USE IS MET BY BLUEBERRY FIELDS
- ADD BASKETBALL COURTS

**Vendor Events:**

- USE FLOOD PLAIN T FOR TEMPORARY FACILITIES OF LIMITED DURATION OR DURING SPECIAL EVENTS
- COULD BE A REVENUE GENERATOR
- COULD BE CONTRACTED OUT ON A TRIAL BASIS
- ADD CONCESSION MACHINE TO PAVILION FOR WALKERS AND SPECTATORS, SECURABLE

**Improve Sled Hill:**

- A MAGIC CARPET WOULD PROVIDE INCREASED USE AND ACCESSIBILITY (EXAMPLE FROM BRANDON TWP)
- A PAVILION AT THE TOP OF THE HILL CAN BE ENCLOSED FOR WINTER SHELTER
- ZIP-LINE RUN BY A CONCESSIONARE (MULTI-SEASON)

**Campground:**

- PROVIDE GRAVEL CAMPSITES, 60' FOR FULL SIZE RV'S TO SUPPORT SOCCER, FISHING TOURNAMENTS AND BLUEBERRY FESTIVAL, ETC
- APPROXIMATELY 2.5 ACRES TO BE ACQUIRED
- LOCATE FUTURE BUILDING AND SEPTIC ABOVE FLOOD PLAIN

ROWE PROFESSIONAL SERVICES COMPANY

FEBRUARY 2013

12/01/44





## Related Experience – Past Projects

### **WOLVERINE CAMPGROUND ALONG HOLLOWAY RESERVOIR, Columbiaville, MI**

*Client:* Genesee County Parks and Recreation Commission

*Contact:* Amy McMillan, Director, (810) 736-7100, amcmillan@gcparks.org

*Contract Amount:* \$6K

*Completed:* ongoing

Wolverine Campground is a regional destination park located in Genesee County’s Richfield Township and operated by the Genesee County Parks and Recreation Commission (GCPRC). Wolverine Campground has 195 campsites located along the Holloway Reservoir. ROWE has assisted with expansion design including shoreline stabilization, accessible dock permitting, utility, road and campsite improvements from concept to completion.



### **FIVE-YEAR PARKS & RECREATION PLAN, Alma, MI**

*Client:* City of Alma

*Contact:* Aeris Ripley, Assistant City Manager, (989) 463-8336, aripley@ci.alma.mi.us

*Contract Amount:* \$5.2K

*Completed:* 2015

ROWE assisted the community with proposed improvements, including incorporation of a regional trail plan and a fresh image for all city parks, including development of 12 concept plans for neighborhood and regional park sites. The process used a new recreation committee to engage local stakeholders in a promotion effort to secure future funding and partnerships.



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Parks Planning and Design Services



# Related Experience – Past Projects

## McNABB PARK / FAIRGROUNDS MASTER PLAN, Ithaca, MI

Client: City of Ithaca

Contact: Bill Cousins, Interim Manager, (989) 875-3200, manager@ithacami.com

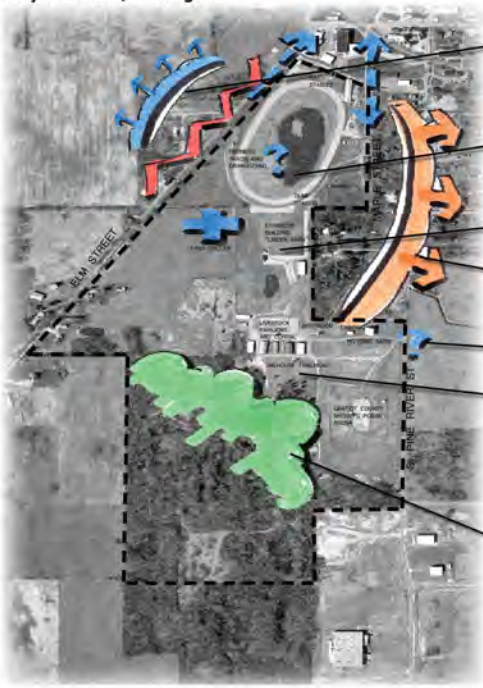
Contract Amount: \$5.9K

Completed: ongoing

This project included a +100-acre site owned by the city and historically leased to a non-profit agricultural society to run a local fair. The horse track, grandstand, numerous structures, and limited campground infrastructure is failing as fast as the attendance and financial status of the fair. Newly constructed AYSO soccer fields are a bright spot within the park as well as potential use of the wooded area on the property. ROWE was hired to evaluate the site and create a master plan that will revive the site as a regional asset and provide an economic model that is not a burden to the city. Various stakeholder groups were engaged through this process including

### McNabb Park Master Plan Site Inventory

City of Ithaca, Michigan



**The Vision: Providing a recreation destination to the Ithaca community that is self-sustaining; reflects a positive image and adds to the quality of life for residents.**

**Regional Location:**

- CENTRAL TO MANY POPULATION CENTERS (95-CITIES, LANSING AREA, NORTHERNDOWN TRAVELERS)
- 4 OTHER CAMPGROUNDS WITHIN 30 MINUTE DRIVE
- REPRESENTS FARM HERITAGE WITHIN PROXIMITY TO DOWNTOWN

**Central Feature Dominates Site:**

- MAIN ACCESS AND VISIBLE CORNER DEDICATED TO HORSE TRACK
- LIMITED REUSE POTENTIAL; TRACK AND INTERIOR LARGE INVESTMENT FOR UPKEEP AND/OR MODIFICATION

**AYSO Soccer Fields:**

- DESTINATION FACILITY, HIGH USE, ORGANIZED SUPPORT
- BRING'S VARIOUS AGE GROUPS
- CITY OBLIGATED TO DNR TO MAINTAIN FACILITY

**Residential Neighborhood:**

- PROPOSED USES TO CONSIDER HOURS OF OPERATION, NOISE, DUST AND ACCESS

**Wayfinding:**

- MULTIPLE ENTRANCES
- SIGNAGE IS NOT CONSISTENT OR LEGIBLE
- MAPS NEEDED FOR SITE FEATURES
- LIGHTING NEEDED FOR KEY DESTINATIONS

**Existing Structures:**

- VARIOUS TYPES OF BUILDINGS, HISTORIC BARN, PAVILIONS, ETC
- EACH WOULD REQUIRE INVESTMENT TO MAINTAIN, MOVE AND/OR OCCUPY FOR A NEW USE
- SCATTERED IN ALL AREAS OF THE SITE


**Other Features:**


- FLAT OPEN GROUND
- EXISTING DUMP STATION
- EXISTING STALLS AND EQUESTRIAN FACILITIES
- NO SANITARY SEWER ON SITE
- ELEC UPGRADES TO COMPETES NEEDED

**Natural Features:**

- THE ONLY SHELTERED AREA OF THE SITE
- RELATIVELY FLAT, SMALL HILLS
- JALSHOUR TRAIL PROVIDES NOVICE MTH BEE TRAIL. POTENTIAL TO IMPROVE AS A UNIQUE ELEMENT
- NO SIGNIFICANT WATER FEATURE ON PROPERTY

**Existing Conditions**





December 2012  
12nd011

community surveys as part of a recreation plan update.



## Related Experience – Past Projects

### **BAY REGION ENHANCEMENT PROJECTS, Central and Eastern Michigan**

*Client:* Michigan Department of Transportation

*Contact:* Selena Friend, Associate Region Engineer, (989) 754-7443, friends@michigan.gov

*Completed:* 2003 - ongoing

ROWE provided assistance with nearly 20 projects funded through Transportation Equity Act (TEA-21), requiring development of concepts, grant applications, design, administration, and scoping. ROWE acted as the Context Sensitive Solutions community liaison between MDOT and multiple communities impacted by projects. Many conflicts and heated issues required multiple public meetings to find resolution under the direction of ROWE staff. Projects included the following.

- *Bay City Road Interchange (Midland):* Reconstruction of wetland along county drain and interchange at US-10 to establish native plants and enhanced capacity of wetlands. Included extensive landscape planting and landforming. Work included design, permitting and construction engineering assistance.
- *Standish Depot / Welcome Center (Arenac County):* Coordinated with Arenac County EDC, architects, and road reconstruction project and historic building renovation to provide a concept, grant application and design, including:
  - » Historic train depot renovation
  - » Interpretive exhibits
  - » Ornamental lighting, coordination with Z-phase
  - » Landscaping and streetscape
  - » Building demolition and environmental issues
  - » Parking lot/site grading and storm sewer
- *Park and Ride Lot (Bridgeport):* Developed construction drawings and assisting in the redesign of a Park & Ride, including adding a bus lane, bus shelter, and drop off area, additional parking, and roadside plantings.
- *White Rock Motorist Park, Phase II (Huron County):* Pathway and interpretive signage construction drawings.
- *Historic Streetscape (Bay City):* Developed grant application and exhibits for a streetscape enhancement. Project included ornamental street lighting, a gateway park and interpretive area, enhanced crosswalks, intersection paving treatment, and additional landscape and street trees within a national historic district and the M-15 Heritage Route trail.
- *Corridor Enhancements (Flint):* Developed exhibits and cost estimates for ornamental railing/fencing, retaining walls, decorative pavement, lighting and roadside plantings along I-475 and I-69. Prepared log plan documents for \$2.5M in improvements based on a successful grant application.
- *Gateway (Udly):* Developed a landscape treatment for use as a regional standard for roadside plantings/entryways into rural communities.
- *Streetscape (Thomas Township):* Developed master plan and grant application for two miles of commercial corridor including median treatment and conversion from ditch section to rain garden landscape treatment.
- *Center Avenue (Bay City):* Developed context-sensitive solution for treatment of sensitive historic district in conjunction with an MDOT road reconstruction project including landscaping, decorative pavement, and lighting.





# Related Experience – Past Projects

## FIVE-YEAR PARKS & RECREATION PLAN, Imlay Township, MI

Client: Imlay Township

Contact: Steve Hoeksema, Supervisor, (810) 724-8835, steve@imlaytownship.org

Contract Amount: \$7.2K

Completed: 2015

ROWE updated previous recreation plan based on previous surveys, public open house, and workshops with the park committee. Efforts included goals and objective strategies and development of a master site plan for a 13-acre park property and potential land acquisition.





## Related Experience – Past Projects

### **STERLING STATE PARK REDEVELOPMENT, Monroe, MI**

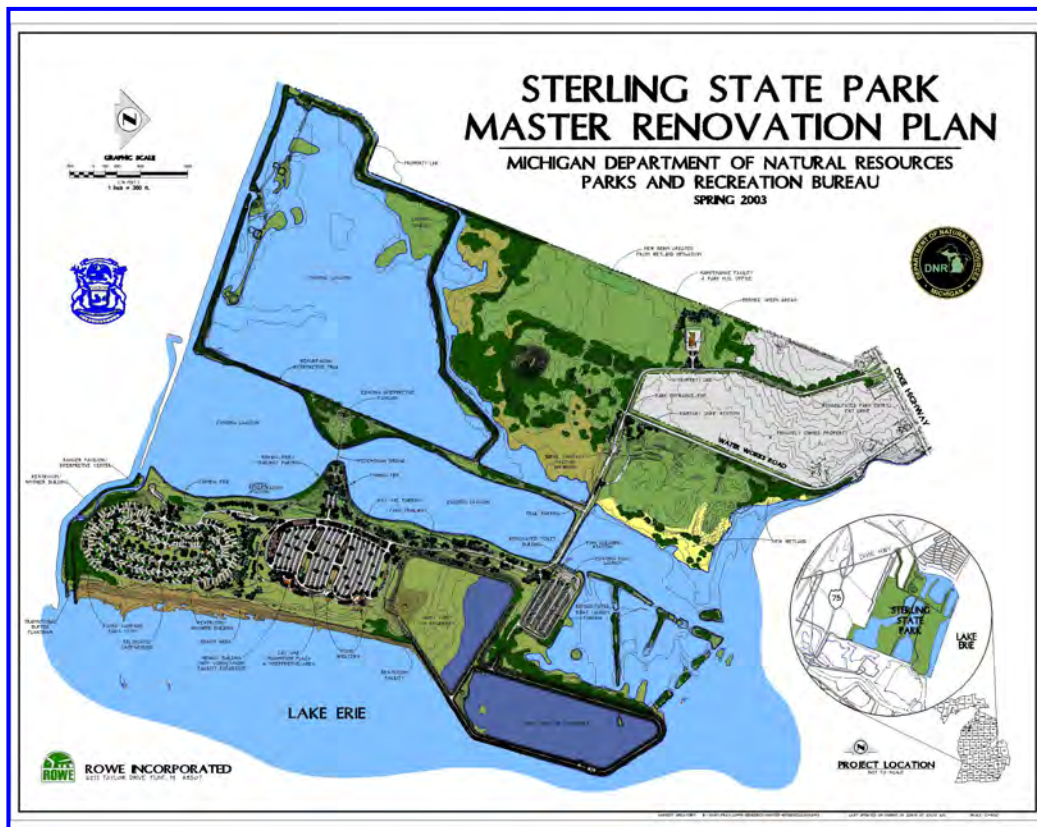
*Client:* Michigan Department of Technology, Management and Budget / Michigan Department of Natural Resources

*Contact:* Kristen Bennett, MDNR-State Trails Planning Specialist, (248) 634-9759, bennettk@michigan.gov

*Construction Value:* \$10.5M

*Completed:* 2003

ROWE provided services for the extensive redevelopment of Sterling State Park, involving complete relocation of existing campground closer to Lake Erie. Project included new electrical services; construction of three fishing piers; new roads and campsites; and new toilet/shower and camper registration buildings. Redesign of the day use area involved new parking areas and concession facilities. The park's entrance was also redesigned, and a pedestrian trail loop through the park developed. Bridge was constructed over existing lagoon to connect the pedestrian trails to day use area. Project included a \$1 million budget for native plant species site restoration, including wetland restoration and design. Project was funded by the Clean Michigan Initiative and Southeast Michigan Initiative.





## Related Experience – Past Projects

### VETERANS MEMORIAL PARK, Stanton, MI

Client: City of Stanton

Contact: Elizabeth Pynaert, Interim City Manager, (989) 831-4440, cityofstantonliason@gmail.com

Contract Amount: \$45K

Completed: 2016

ROWE facilitated public engagement efforts for a master plan to develop a regional destination park that includes a baseball/softball complex, restroom and concessions building, parking, veterans memorial, amphitheater and trailhead / trail connection to the regional Hartland Trail. ROWE completed survey, preliminary design, and coordination of wetland delineation as well as provided assistance with a land easement agreement for the adjacent school district property. More than \$600,000 in MDOT and MNDR grant applications were secured for the project.





## Related Experience – Past Projects

### LAKESIDE PARK, Port Huron, MI

Client: City of Port Huron

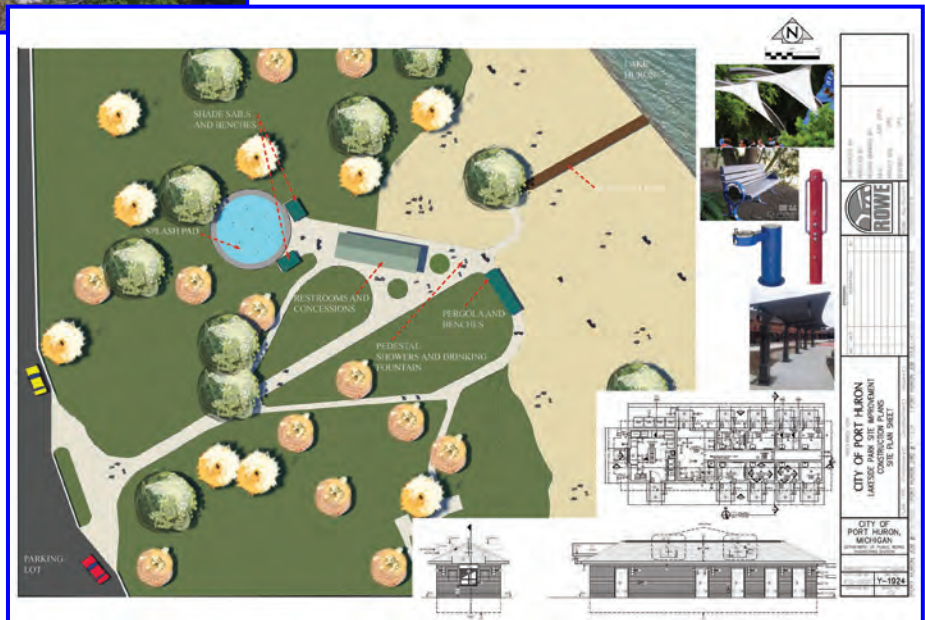
Client Contact: Nancy Winzer, Parks & Recreation Director, (810) 984-9760, winzern@porthuron.org

Contract Amount: \$53.5K

Completed: 2016

ROWE developed concepts and design for redeveloping a regional beach site on the Lake Huron shoreline. Project includes universally-accessible features funded by private, city, and MDNR grant funds, including a splash pad, concession/restroom building, shade trellis, beach access/overlook, demolition, and other site amenities. Permitting due to high-risk erosion and coordination with utility upgrades and geotechnical issues were necessary. The splash pad design evaluated a storm water diversion solution. The project was fast tracked within a four-month window for design. ROWE also assisted with construction.

Awarded the 2016 Park Design Award, Michigan Recreation and Park Association.





## ***Related Experience – Past Projects***

### ***MIDLAND COMMUNITY CENTER, Midland, MI***

*Client:* Midland Community Center

*Contact:* Chris Tointon, Chief Executive Officer, (989) 832-7937, CTointon@greatermidland.org

*Contract Amount:* \$2.5M

*Completed:* 2008

ROWE completed concept design, site plan approval, surveying, and construction engineering services for a 9.25-acre neighborhood campus reconstruction, to create a pedestrian-friendly “active” site.

The project involved exploring options for parking lot efficiency; the preferred option included city-approval process for a road closure and use of underground storm water storage. Project required strategic construction phasing to allow for continuous access to the center.

Site features include:

- Landscaping, including lighting and signage
- Fitness paths
- Nature-themed playground
- Basketball court
- Picnic areas
- Sports field
- Donor recognition
- New curling center







## Related Experience – Past Projects

### **PARK TENDER MASTER PLANS** (various neighborhood parks), Flint, MI

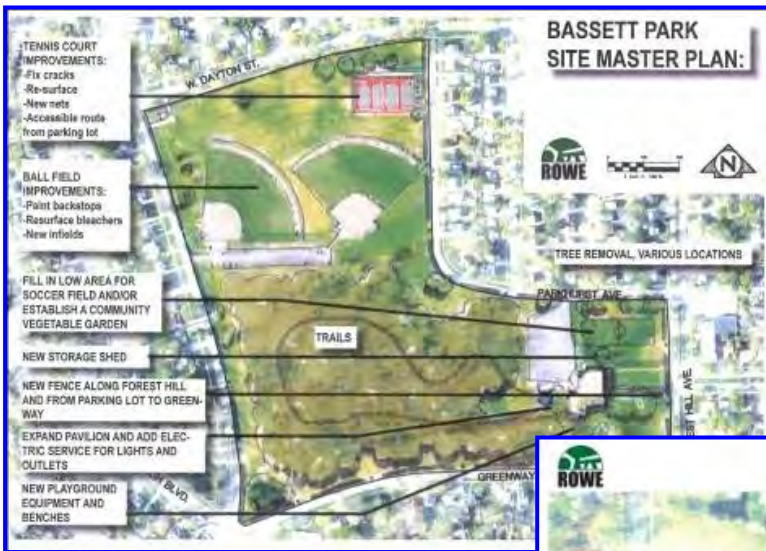
Client: Keep Genesee County Beautiful

Contact: Karen West, Assistant Project Engineer, (810) 767-9696, kwest@kgcb.net

Contract Amount: \$15K

Completed: 2014

ROWE coordinated with nine neighborhood adopt-a-park groups to create a one to three-year plan for improvements that leveraged private funding and in-kind labor to impact local urban parks and maintenance issues using CPTED measures. Provided annual update and included additional park groups.





## Related Experience – Grant Expertise

ROWE Professional Services Company regularly works with many grant and loan programs for funding projects. We work hard to help clients find the right program to aid in financing costly projects that are critical to maintaining a good quality of life and environmental protection for their community. We guide our clients through the evaluation and application process for the following programs and private grants.

- Michigan Department of Transportation (MDOT) Enhancement Grant
- Transportation Alternatives Program
- Non-motorized – Act 51
- Michigan Department of Natural Resources (MDNR) Trust Fund
- Recreation Passport
- Safe Routes to School
- Land and Water Conservation Fund
- Michigan Department of Environmental Quality Scrap Tire Market Development Grant
- Congestion Mitigation Air Quality (CMAQ)

### Recent Grant Awards

- City of Alma (MDOT) Superior St. / Heartland Trail Extension \$340K
- City of Alma (MDNR) 2013 Access Projects \$300K
- City of Alma (MDNR) 2014 Fred Meijer Heartland Trail \$1M
- City of Clio (MDNR) Riverfront Park/Trail \$262K
- City of Clio (MDEQ) Scrap Tire Grant \$600K
- City of Flint (MDNR) McKinley Park \$270K
- City of Flint (MDNR/MDOT) Grand Traverse Trail \$1.5M
- City of Flint (MDOT) Genesee Valley Trail \$700K
- City of Flushing (MDNR) Trailway Extension \$300K
- City of Gladwin (MDNR) Park Improvements \$185K
- City of Omer (Saginaw Chippewa Indian Tribe) Park Improvements \$30K
- City of Owosso (MDNR) Restroom Improvements \$30K
- City of Stanton (MDOT TAP) Veteran’s Memorial Park Trail \$362K
- City of Stanton (MDNR) Veteran’s Memorial Park \$296K
- Garfield Township (MDNR) Lake Station Trailhead \$228K
- Genesee County Parks & Rec. (MDOT TAP & CMAQ) Flint River Trail- Genesee to Vassar Road \$960K
- Genesee County Parks & Rec. (MDNR) Iron Belle Trail \$300K
- Genesee County Parks & Rec. (MDNR) Hegel Rd. Acquisition \$540K
- Genesee County Parks & Rec. (MDNR) Bluebell Beach Trail \$45K
- Grand Blanc Charter Township (MDOT) Trail Improvements \$700K
- Independence Township (U.S. Tennis Association) Tennis Courts \$50K
- Mid Michigan Pathway, Mt. Pleasant to Shepherd (MDOT/MNRTF) \$1.6M
- Mid Michigan Pathway, Ithaca to Alma/St. Louis (MDOT) \$2M
- Montrose Township (MDNR) Park Expansion \$103K
- Village of Port Sanilac (MDNR) Tennis Courts, Restroom, Trailhead \$240K

**TOTAL IN PAST FIVE YEARS: \$11M+**





# Work Approach

## Understanding

ROWE understands there are three parks for which the township would like a



consultant to prepare development plans. The plans for each site should address the following.

- Opportunities to expand programs
- Recommendations to improve marketability and user experience
- Evaluation and recommendation of actions for existing site features
- Identification of new improvements
- Preparation of implementation schedule and budget opinions as a guide for future investment

## Oscoda Beach Park

This park is at the east end of River Road, east of downtown. The park offers Lake Huron access and features including a bandshell, skatepark, boardwalk, volleyball courts, restroom and concession building, parking, and other amenities. Some potential improvements to be considered include a roundabout / drop-off entry and adding some RV campsites.



## Furtaw Field

Located downtown on US-23, this is an open field surrounded by residential neighborhoods. There is an

existing landscape buffer along State Street with an iconic Paul Bunyan statue.



## Ken Ratliff Memorial Park

Located on F-41 across from the former U.S. Air Force base on Van Etten Lake, this park offers a boat launch and picnic pavilion.



## Douglas Schultz, PLA

Project Manager

Doug has developed recreation projects and site master plans for 25 years. He has led community engagement for recreation planning throughout his career. Doug works with a variety of township, county,



and state recreation agencies to provide insight into current industry trends. He will manage the project team and ensure tasks are completed on time. He will be the primary contact for the township. Doug will

**OSCODA CHARTER TOWNSHIP, MICHIGAN**  
Parks Planning and Design Services



## Work Approach

work with a single representative of Oscoda Charter Township for direction for the plan development.

### Developing Preliminary Concepts

Roughly one-third of ROWE's landscape architecture workload includes concept development. This includes individual site plans and master planning for trails, parks, and regional facilities. We can engage stakeholders to sort through options and provide tools for the township to make an informed decision on a preferred alternative. Our concepts are depicted by site plan graphics as well as 3D models and perspectives that provide a clear picture of proposed features.



ROWE blends the 'place-based' design process led by landscape architects with the constructability aspect of our engineering team to create a balanced approach of form and function in our concepts.

### Developing Project Scopes / Budget Estimates

ROWE regularly works with **40+ communities** on an as-needed basis. ROWE assists many local, county, and statewide agencies with developing capital improvement plans and budgets. We assist by determining critical needs, acting as a sounding board with project limits, phasing, methods, budgets and funding.

#### Example

##### *Genesee County Parks and Recreation Commission, Five-Year Master Plan*

ROWE identified key projects and budgets that helped define the need of a successful millage campaign to fund more than \$10M in additional projects annually.

ROWE utilizes our 50+ years of project experience and other resources to develop an Engineer's Opinion of Probable Cost for projects. We utilize the latest version of Michigan Engineers Resource Library Project Estimator, and have prepared estimates for many types of projects throughout Michigan. We constantly update our unit prices to reflect the ever-changing Michigan economy, and localize the estimate by using recent projects in the same geographic area.

### Scope of Work

#### *Meeting 1*

ROWE will facilitate a kick-off meeting with a brainstorming session with township representatives. We will review the township recreation plan and survey for background about community desires. Prior to the meeting, ROWE suggests touring the sites with township staff. The follow-up meeting with the full stakeholder group would be a charrette session that will conclude with a list of program elements and rough sketch of features for each park location. The group will establish a vision statement for each park that will guide development of the concept.

ROWE will develop concepts of each park based on input from the meeting. Site plans will utilize existing aerial images, parcel maps and infrastructure data as provided by the township. The concepts will convey site and scale of proposed features along with example



## Work Approach

images of elements. Vehicular and pedestrian circulation will be identified. Permitting needs and impacts will be identified. A preliminary construction cost opinion will be prepared.

### Meeting 2

ROWE will meet with the township and review the concepts and costs. Revisions to features and locations will be discussed. Costs will be prioritized into potential phases based on funding and grant strategy to leverage local match.



ROWE will update concepts and costs accordingly and prepare a final rendered version of the site plans.

### Meeting 3

ROWE will present the concepts at a public meeting and review the strategy and basis of design.

### Deliverables

- Items to be presented at the final meeting include:
- One each 24- by 36-inch laminated color site plan rendering of each park master plan
- Ten each 11- by 17-inch color copies of each park master plan
- Preliminary opinion of construction cost breakdown for each park, including phasing and potential funding sources
- Electronic pdf copies of deliverables.

### Schedule

Work Items	Months				
	1	2	3	4	5
<ul style="list-style-type: none"> <li>• Complete research from existing township documents</li> <li>• Prepare base maps using parcel and utility information provided by the township/county and existing aerial images</li> <li>• Conduct a kick-off meeting and site investigation. (meeting 1)</li> <li>• Prepare concept plans and estimates</li> </ul>					
<ul style="list-style-type: none"> <li>• Conduct review of concept and costs, identify phasing (meeting 2)</li> <li>• Revise concepts, costs and prepare rendered plan</li> </ul>					
<ul style="list-style-type: none"> <li>• Provide plan to township for review</li> <li>• Meet with township to review final concept plan and funding strategy (meeting 3)</li> </ul>					

### Notes:

1. ROWE staff will attend a total of three meetings.
2. No permit applications or environmental investigations are included in this scope of work.
3. No survey, design engineering, or grant applications are included in this scope of work.

CHARTER TOWNSHIP OF OSCODA  
**'Oscoda Township Parks – Planning and Design-  
Professional Engineering Services'**

PROPOSAL SHEET

Company Name: Fleis & VandenBrink

Mailing Address: 2125 Ridgewood Drive, Suite 101, Midland, MI 48642

Phone: 989.837.3280 Fax: 989.837.3290

Email Address: leasterwood@fveng.com

To the Charter Township of Oscoda:

Pursuant to the notices given, the undersigned has examined the documents relating to proposal requirements in order to be considered as the Professional Services Consultant for the Oscoda Township Parks – Planning and Design, and does hereby submit a proposal in accordance with this “Request for Qualifications & Proposals”.

CONSULTANT'S LUMP SUM "NOT TO EXCEED" BASE BID AMOUNT to provide the services described herein.

Written Amount: Fifteen thousand dollars \$ 15,000.00

Cost by Consultant to conduct additional meeting/revision above the 3 meetings identified in the base bid amount: .....\$ 850.00 per meeting.

Submitted and signed this 17th Day of October, 2017. (Numerical)

Signature of person authorized to legally bind the company.

Signature:  Date: 10/17/17

Printed Name: Paul R. Galdes

Title: President

Witness: Sam A Rober

Printed Name: Summer A Rober

Oscoda Beach Park,  
Ratliff Park &  
Furtaw Field  
Comprehensive  
Development Plans

Submitted to

Charter Township of  
Oscoda

October 17, 2017  
P13364



**FLEIS & VANDENBRINK**

DESIGN. BUILD. OPERATE.





October 17, 2017

Robert Stalker, Township Superintendent  
Charter Township of Oscoda  
110 South State Street  
Oscoda, MI 48750

**RE: Request for Qualifications & Proposals for Planning & Design Services  
Oscoda Beach park, Ratliff Park and Furtaw Field Comprehensive Development Plans**

Dear Mr. Stalker:

Oscoda Township has an excellent variety of recreational opportunities from the shores of Lake Huron and the Au Sable River, to the inland community parks. We understand how important these assets are to you and the overall health and economic vitality of your community. We share a common passion and that's why we are very excited to have this opportunity to assist the Township with all your park improvement efforts.

Not only do we provide all the services in-house to complete your project, we have completed dozens of successful projects related to parks and recreation facilities in communities like yours.

A few of the highlights of how Fleis & VandenBrink can benefit the Township with this project include:

- **We are creative problem solvers** – Once we have a clear understanding of the individual project needs we focus our efforts on “out of the box” thinking to develop innovative and creative methods that solve problems in the most cost effective ways. This sometimes involves using the latest technology or giving a new twist on an old method, or even going back to the basics of tried and true design. Our past successes are premised on balancing development cost with time tested design, low cost maintenance, and ultimately an enhanced user experience.
- **We know a lot about your needs** – We have many employees who live in the Township and in Iosco County which has given us great insight and understanding of your community. With local staff available, it's often easy for us to field check issues or obtain data.
- **We have all services in-house** – F&V has over 200 employees and nine offices in Michigan and Indiana. With a variety of planning, architectural and engineering disciplines we are able to provide you these services in-house. Additionally, we have our sister company F&V Construction (FVC). This allows us to conceptualize your park projects, design them, and build them all under one roof – an approach with proven success that few other firms can offer.
- **Over \$0.5 billion in grants & loans** – Stretching your local dollars with grants and loans is something that we are very good at. F&V has assisted communities in receiving over \$0.5 billion in grants and low-interest loans. This track record is proof of our ability to collaborate a particular project with a communities resources and a specific funding source. We have helped clients received over \$5.9 million in MDNR-Trust Fund grants.

2125 Ridgewood Drive, Suite 101  
Midland, MI 48642  
P: 989.837.3280  
F: 989.837.3290  
www.fveng.com

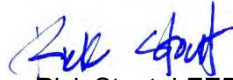
We look forward to working with you and understand our great responsibility for creative, yet sound planning of these invaluable community assets. Please take a moment to review our past project experiences included with this package. We feel these demonstrate the passion and common goal F&V and Oscoda Township shares and we thank you for this opportunity. If you have any questions or require additional information, please do not hesitate to call.

Sincerely,

FLEIS & VANDENBRINK



Lisa Easterwood  
Project Manager



Rick Stout, LEED AP, BD+C  
Landscape Architect



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  - B. Project Experience

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  - C. Key Resumes

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  - D. Insurance Certification

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# RECREATION GRANTS - MDNR EXPERIENCE



F&V's experience in grant implementation is extensive, including the MDNR Trust Fund, MDNR Waterways Commission and the MDEQ Coastal Zone Management. Our knowledge of the grant programs and special initiatives and criteria can aid positioning your projects funding request in the most favorable light possible. Communities that we have assisted recently developing plans for their grant funding include:



Belding - East Riverside	MNRTF	\$211,640
Berrien Springs Shamrock Park Campground	MNRTF	\$306,800
Burton	MNR TF	\$171,000
Coldwater Township	MNR TF	\$263,600
Dalton Township (A)	MNRTF	\$30,000
Golden Township (A)	MNRTF	\$400,000
Hamburg Township	MNRTF	\$247,000
Ionia County Bertha Brock Park	LWCF	\$75,000
Lowell Charter Township	LWCF	\$178,300
Marquette	MDEQ CZ	\$25,000
Muir Village	LWCF	\$90,000
Mullett Township	MNR TF	\$280,000
Newaygo County – Sandy Beach County Park	Waterways	\$295,000
North Adams Township	MNRTF	\$247,000
North Muskegon	MNRTF	\$47,000
Northport	MNRTF	\$500,000
Northport	MDEQ CZ	\$91,600
Portland – Bogue Flats	MNRTF	\$244,200
Portland – River Park	MNRTF	\$244,200
Portland -- I-96 Trail	MNRTF	\$284,800
Saranac	MNRTF	\$224,970
Saugatuck	MNRTF	\$63,800
Saugatuck	Waterways	\$31,000
Saranac Scheid Nature Park (A)	MNRTF	\$36,000
Saranac Scheid Nature Park (D)	MNRTF	\$165,470
Saranac River Trail	MNRTF	\$59,500
Scottville	MNRTF	\$284,800
St. Ignace	MDEQ CZ	\$28,000
Stockbridge	LWCF	\$75,000
Tuscarora Township	MNRTF	\$393,400
Vicksburg	MNRTF	\$183,000
Yankee Springs Township	LWCF	\$35,000
Worth Township (planning grant)	MDEQ CZ	\$6,500
Village of Saranac Boat Launch Park – Trailhead Addition & Park Improvements	MNRTF	\$170,000

### PROJECT HIGHLIGHTS

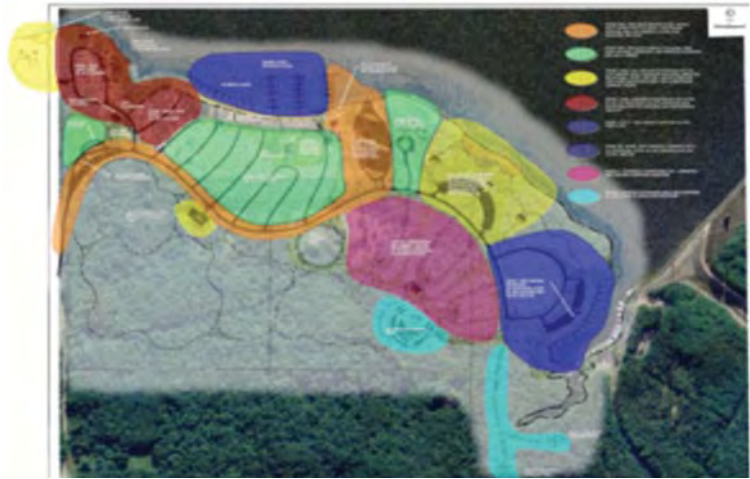
Non-Motorized Pathways  
185 Campsites  
Boat Launch

### EXPERTISE PROVIDED

Master Plan  
Design & Construction Plans

### PROJECT INFORMATION

Date Completed: 2012



## SANDY BEACH COUNTY PARK

NEWAYGO COUNTY, MI

F&V provided master planning services for approximately 185 campsites, new boat launch, day use beach area, play areas, 3 miles of non-motorized pathways including preparation of preliminary construction costs, outlining long-term maintenance costs, identifying potential phasing and identifying potential grant funding sources for the Newaygo County Parks Department.

F&V also prepared construction plans for the access road, boat launch parking and ramp, and the dock master/boaters restroom/ general store building and fueling dock. This project included a card activated fueling station, fresh water hook up, septic pump out station and electrical service to coincide with the low-level draw down of the Muskegon River at the Hardy Dam.

### PROJECT HIGHLIGHTS

0.65 Acres of Park  
0.75 Acres of North Central  
State Trail  
ADA Universal Access  
Shoreline Stabilization

### EXPERTISE PROVIDED

Site Engineering  
Landscape Design  
Parks & Recreation  
Permitting  
Grants & Loans

### PROJECT INFORMATION

Date Completed: 2013  
Project Cost: \$475,809  
MDNR Grant: \$280,000  
Local Match: \$120,000

### CONTACT

Mary Anne Gale  
Supervisor  
P: 231.627.8808



## TOPINABEE LAKESIDE PARK

### MULLETT TOWNSHIP

Topinabee Lakeside Park, due to its prime location in the heart of the Township and proximity to the Village core, offered an opportunity for a point of truly unique access to Mullett Lake. The park property, from Mullett Lake to the North Central State Trail, contains approximately 0.65 acres available for recreational use. The area from M-27 to the North Central State Trail, which includes the Historic Train Depot/Library, contains another 0.75 acres.

Funded under the MDNR MNRTF Program, this phase of development was focused on providing ADA universal access from the trailway to the water's edge on a very challenging site along Mullett Lake. Project elements included site preparation and grading, decorative block retaining wall, decorative fencing, pathways, stairs, playground area, beach improvements, viewing platforms, native plantings, site furniture, signage, water, utilities and shoreline stabilization.

Construction was completed in July of 2013 and the grand opening was held at which more than 100 local citizens and dignitaries were present to witness the work that was done to improve Topinabee Beach Park.

## PROJECT HIGHLIGHTS

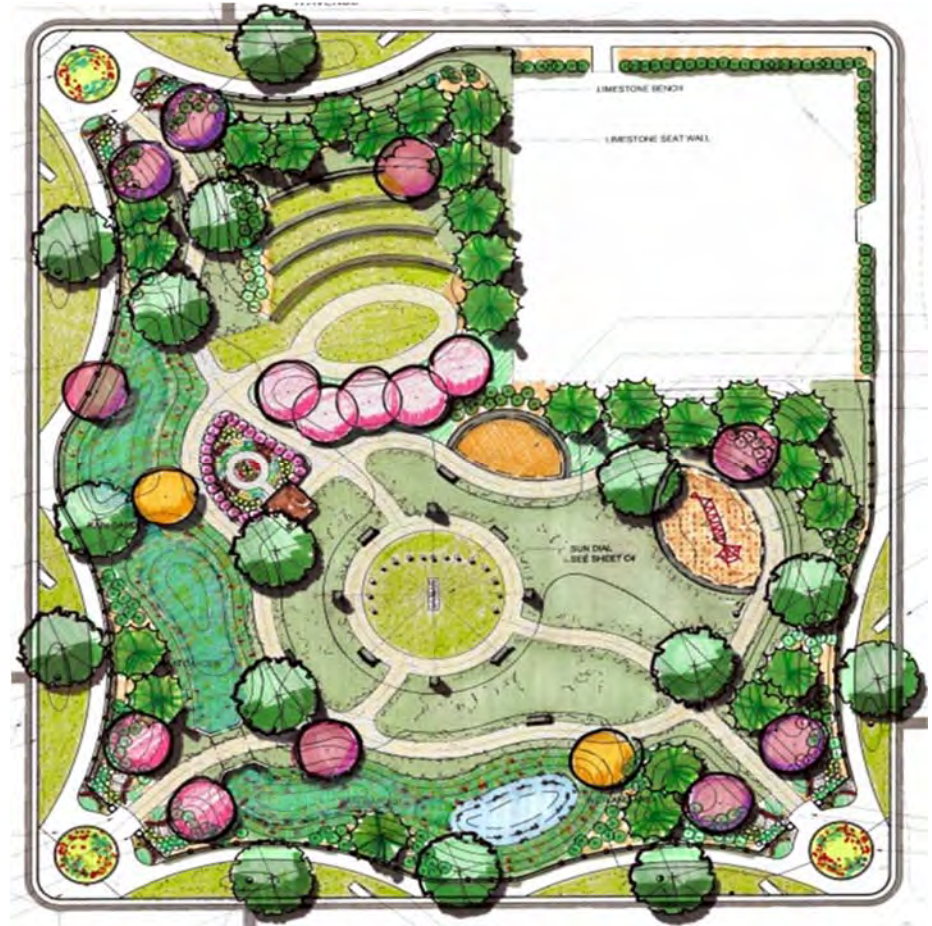
Pocket Park  
Rain Garden  
Sustainable Design  
Stormwater Management

## EXPERTISE PROVIDED

Stormwater Design  
Sustainable Design

## CONTACT

Jim Small, Former Mayor  
City of New Castle  
P: 765.529.7605



# MAXWELL PARK RAIN GARDEN DESIGN & SUSTAINABLE STORMWATER TREATMENT CITY OF NEW CASTLE

F&V designed a pocket park to commemorate the historic Maxwell Motor Car Company, which eventually became the Chrysler Corporation. The 1.5 acre parcel was deeded over to the City by Walter P. Chrysler for \$1 in the 1920s. He wanted a park for the factory auto workers who were in walking distance from what was once the largest auto assembly factory in the world. It was later converted into a parking lot for over 60 years. The City wanted the land to revert back to Mr. Chrysler's original intentions to be used as a community park.

The proposed concepts include retaining all storm water runoff on-site with the use of native plants, wetland/bog areas, rain gardens and porous pavement walking paths. The storm water management addresses the City's MS4 plan in conjunction with their Long Term Control Plan for the combined sewers in the park area.

The project will incorporate an educational component where high school environmental science students participate in helping shape the concepts and details for the park. They will learn about urban storm water runoff issues and help develop a "living classroom" pocket park for both the cultural and historic background of the City.

### PROJECT HIGHLIGHTS

Reconfigured Campsite Layout  
Fishing/Observation Piers  
Play Equipment

### EXPERTISE PROVIDED

Conceptual & Actual Design  
ADA Compliance  
Underground Utilities  
Grant Administration

### PROJECT INFORMATION

Date Completed: 2007  
Construction Cost: \$377,500  
Funding: MNRTF

### CONTACT

Amy Williams  
City Manager  
P: 231.757.4729



## RIVERSIDE PARK IMPROVEMENTS

### SCOTTVILLE, MI

F&V assisted the City on designing upgrades and improvements for the Scottville Riverside Park. Assistance was provided at all stages, from the idea stage through conceptual design and the MNRTF grant application stages.

Final design included the reconfiguration of the 90-site campsite layout and drive system to allow for pull through sites and the separate day uses of the park for the longer term users of the campground.

Other items included addition of play equipment, fishing/observation piers, ADA accessible walkways, bituminous paving and new underground utilities to the phase one campground.

Phase one construction included construction of 28 new camp sites, new parking for day use portion of the park, fishing piers, new water and electrical service to the phase one camp sites, new playground equipment, site lighting and landscaping.



## PROJECT HIGHLIGHTS

Sports Complex  
Walking Trails  
Athletic Fields

## EXPERTISE PROVIDED

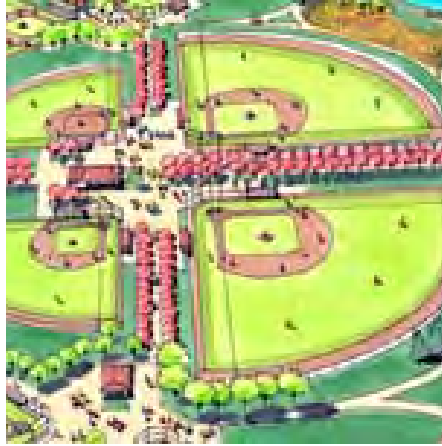
Design of Master Plan  
Pedestrian Connections  
Parking Accommodations  
Stormwater Management  
Utility Improvements

## PROJECT INFORMATION

Date Plan Completed: 2013  
Construction Cost: \$7,500

## CONTACT

Mark Gifford,  
City Manager  
P: 231.592.4020



# AIRPORT RECREATION COMPLEX MASTER PLAN BIG RAPIDS, MI

Officials from the City of Big Rapids expressed a desire to expand recreational activities in the community and potentially consolidate many of their active recreational facilities into one sports field complex. Their intent was to use 145 acres of unused land adjacent to the airport facility while minimizing any disruption to the existing airport functions.

F&V developed a Master Plan that:

- Included facilities such as youth and adult softball and baseball fields, soccer fields, open play areas, an indoor recreational facility, tennis courts, Frisbee golf, basketball courts, walking trails and associated parking.
- Gauged the importance of pedestrian connections internally to differing use areas and externally to existing adjacent land uses.
- Clarified the importance of new technologies in areas of stormwater pre-treatment and stabilization, as well as other “best management” practices.
- Identified utility infrastructure improvement needs and impacts on master plan phasing. This included evaluation of the existing utilities adjacent to the airport.

**PROJECT HIGHLIGHTS**

300-acre recreation area

**EXPERTISE PROVIDED**

Master Planning  
Parks & Recreation

**PROJECT INFORMATION**

Date Completed: 2003



**MECOSTA TOWNSHIP PARK**  
**MASTER PLAN**  
 CITY OF BIG RAPIDS, MI

F&V developed a Master Plan for the consolidation of multiple land ownership properties which included Township and Consumers Energy property along the Muskegon River into a 300 acre recreation and camping facility consisting of full-service and rustic camp sites, swimming beach, play area, boat launching facilities, inland marina and an open play area connected by a series of trails.

## PROJECT HIGHLIGHTS

- Master Plan
- 70 New Campsites
- Boat Dock
- Non-motorized Trailway

## EXPERTISE PROVIDED

- Site Design
- Parks and Trails Master Planning

## PROJECT INFORMATION

Date Completed: 2013



## DIAMOND LAKE COUNTY PARK

### NEWAYGO COUNTY PARKS

Located approximately 6 miles north and west from the City of White Cloud, this park is the most recent addition to the Newaygo County Park System. The park was previously developed by the Steelcase Corporation as a recreation area for its employees. Newaygo County currently leases the facility from them in anticipation of the Newaygo County Parks Departments pending purchase. The public can experience this 156 acre park with 2000 feet of frontage on the sparkling waters of Diamond Lake. Adjacent lands are owned by the Manistee National Forest.

F&V provided master planning services for approximately 70 new campsites to compliment the 60 existing sites, new day use boat dock, day use beach area, play areas, 2 miles of non-motorized pathways including preparation of preliminary construction costs, outlining long-term maintenance costs, identifying potential phasing and identifying potential grant funding sources for the Newaygo County Parks Department.

## PROJECT HIGHLIGHTS

Asphalt Paths  
Fishing Overlook  
Crushed Concrete Parking Area  
Waterless Vault Restroom  
Educational Signage  
Wildflower Plantings  
Landscape Improvements  
Retaining Walls

## EXPERTISE PROVIDED

Design Engineering  
Construction Observation

## PROJECT INFORMATION

Date Completed: 2003  
Construction Cost: \$275,000  
MDNR Land Acquisition Grant  
MDNR Trust Fund Grant

## CONTACT

Dennis Bowen  
DPW Director  
P: 616.642.6663



## NATURE PARK SARANAC, MI

F&V's planning efforts included concepts and budgeting for passive activities such as paved trails through densely wooded areas that required minimizing tree removals, fishing deck with synthetic decking and access to wetland education features.

F&V assisted the Village in acquiring this property with a MDNR land acquisition grant. Seven acres of wetlands were constructed for wetland mitigation. The east and south portion of the site contain wooded wetlands and seasonal wetland ponds. F&V further assisted the Village with their successful application for a MDNR Trust Fund Grant to develop the site.

Phase one consisted providing of design engineering and construction observation for ¾ mile of 10 foot wide asphalt paths, fishing overlook, crushed concrete parking area, waterless vault restroom, educational signage, wildflower plantings, landscape improvements and retaining walls.

## PROJECT HIGHLIGHTS

Sustainability  
Zero Storm Water Run-off by  
LID (Rain gardens, Bio-swales,  
Green Roof and  
Porous walks)  
Storm system did not require  
any underground piping or  
structures  
Native Prairie Grass Restoration

## EXPERTISE PROVIDED

Grant Writing  
Design Assistance

## PROJECT INFORMATION

Date Completed: 2012  
Project Cost: \$545,000  
MNRTF: \$532,000

## CONTACT

Russell Siler  
P: 517.279.9388



# COLDWATER TOWNSHIP SUSTAINABLE PARK COLDWATER, MI

F&V provided grant writing and design assistance on the Township's primary park facility located on 5 acres adjacent to the Township Hall.

Sustainable elements of the project included retaining all storm water runoff on site with the use of native plants, in two large rain gardens. Also over half of the five-acre site was replanted with a native grass prairie mix. Circling through the prairie grass areas was a porous walk surface to minimize storm water run-off. Lastly, the new restroom building was design with water-efficient fixtures and features a green roof to capture any rainwater that falls on the structure.

Other park elements included an oval lawn area for music in the park, ADA raised sand table and play area, ADA accessible walks, picnic pavilion with metal standing seam roof, picnic cabanas, grills and other site furnishings.

The project also incorporates an educational signage component where local High School environmental science students can learn about the concepts and details for the park. They will learn about urban storm water runoff issues and help develop a "living classroom" pocket park for both the cultural & historic background of the Region.

### PROJECT HIGHLIGHTS

ADA and Universal Accessibility  
Connecting Pathway

### EXPERTISE PROVIDED

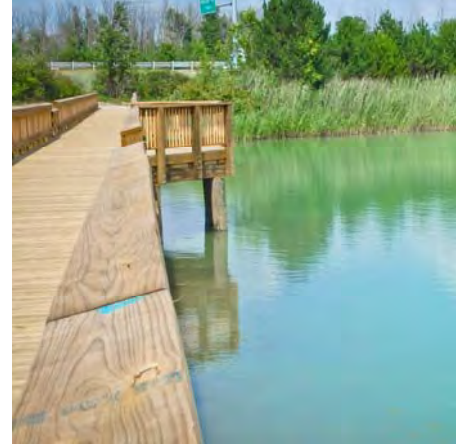
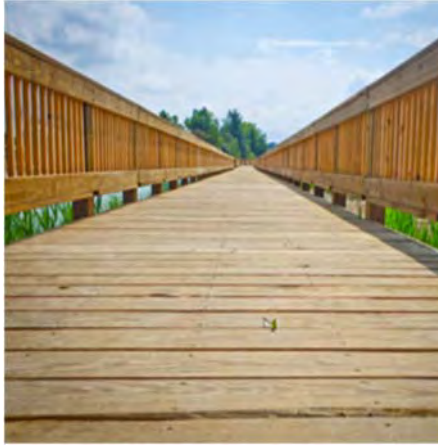
ADA Accessibility & Design  
Construction Engineering  
Survey  
Waterfront Development  
Grants & Loans  
Park & Recreation  
Permitting

### PROJECT INFORMATION

Date Completed: 2015  
Project Cost: \$272,000  
MDNR-TF Grant: \$171,000  
Local Match: \$57,000

### CONTACT

Paula Zelenko,  
Mayor  
P: 810.743.1500



## KELLY LAKE PARK IMPROVEMENTS

BURTON

The City received an MDNR Trust Fund Grant with F&V's assistance in the amount of \$171,000, with a \$57,000 local match. The grant was to construct a boardwalk between their wetlands and Kelly Lake.

F&V provided design and construction engineering services for a 375 foot ADA accessible and universal access boardwalk. The wooden boardwalk structure is designed with an overlook/pier on the lake side and intermitted lowered handrails for the enjoyment of visitors of all ages and abilities.

F&V also assisted with the permit application for a joint MDEQ permit to place the boardwalk's timber piles within the lake and wetland. Site design utilized low impact and best management practices of local and state agencies. Other improvements included placement of an HMA pathway from the parking lot to the boardwalk.

### PROJECT HIGHLIGHTS

Year-round Restroom Building  
Trails to Riverfront  
20 Campsites

### EXPERTISE PROVIDED

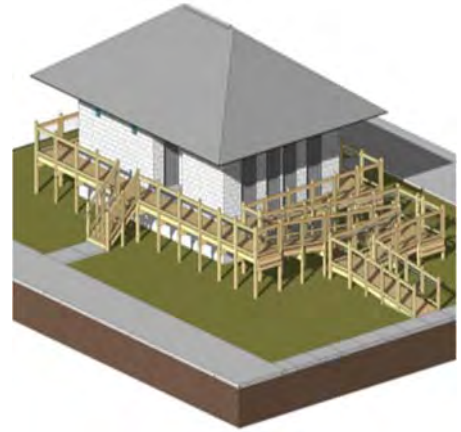
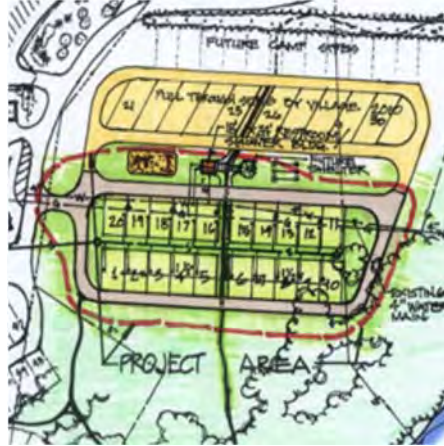
Grants & Loans  
Scoping  
Conceptual Design  
Construction Documents

### PROJECT INFORMATION

Date Completed: 2013

### CONTACT

Bill Dustin  
Public Works Superintendent  
P: 269.473.6921



## SHAMROCK PARK BERRIEN SPRINGS, MI

The Village of Berrien Springs, with assistance from F&V, submitted for a Michigan Department of Natural Resources Trust Fund grant to make improvements to Shamrock Park. They were awarded a grant in the amount of \$306,800.

Due to its location on the St. Joseph River, its proximity to town and the excellent nearly year round fishery, Shamrock Park is extremely popular for locals, southwest Michigan region, and many out-of-state visitors.

F&V provided scoping, conceptual design and construction documents to expand the Shamrock Park Campground with 20 fully improved campsites, a year around restroom building, play area and trails to the riverfront park.

## PROJECT HIGHLIGHTS

Safe Access to Water  
Improved Traffic Staging

## EXPERTISE PROVIDED

Parks & Recreation  
Design  
Permitting  
Construction Plans  
Survey

## PROJECT INFORMATION

Date Completed: 2011

## CONTACT

Robert Cole  
Supervisor  
P: 810.735.5050



# McCASLIN LAKE ROAD CANOE / KAYAK LAUNCH

ARGENTINE TOWNSHIP, GENESEE COUNTY

The Shiawassee River Trail group covers a three county regional area that is made up of several smaller river trail groups all working toward the same goals - advocating safe canoe / kayak use while protecting the waters of the Shiawassee River. The geographic area of this group stretches from Holly in Oakland County through Fenton Township, City of Fenton, City of Linden, Argentine Township, and Shiawassee County. With assistance from University Outreach of U of M-Flint, their most recent accomplishments include securing a grant in 2008 from the Community Foundation of Greater Flint - Fenton Community Fund for the design and placement of signage and mile markers along the river, as well as improvements to the undeveloped McCaslin Lake Road launch site in Argentine.

Previously the launch site provided the only access to a ten mile stretch along the Water Trail between the City of Linden and Village of Bryon. The establishment of this unimproved site is strictly the result of heavy use by local canoeists and kayakers. F&V was selected to complete the design, MDNRE permitting, and construction plans which also included a topographic survey and presentations to committee members and at public meetings.

Improvements provided safe access to the water, nearby parking, improved staging and traffic circulation, signage, benches and trash receptacles.



## Experience Summary

Lisa has over 25 years of experience in site planning and design. She frequently works as a project planner, manager, designer and CAD technician on dozens of park projects. She oversees the planning and design to meet client needs and overall functionality. She is accustomed to incorporating environmentally sustainable and low impact development methods.

She recently completed improvements to Kelly Lake Park in the city of Burton, which included adding a boardwalk with scenic overlooks and fishing pier.

Lisa will serve as the Township's main point-of-contact and will the project to timely completion.

## Major Areas of Expertise

- Grant writing and administration
- Parks & Recreation projects
- Sustainable and low-impact construction methods

## Project Experience

### Kelly Lake Park Improvements – Burton

Project Manager responsible for preparing success MNR-TF grant application and design and construction engineering services for a boardwalk. The wooden, 375 foot ADA accessible and universal access boardwalk is designed with an overlook/pier on the lake side and intermitted lowered handrails for the enjoyment of visitors of all ages and abilities. Also assisted with the permit application for a joint MDEQ permit to place the boardwalk's timber piles within the lake and wetland. Site design utilized low impact and best management practices of local and state agencies. Other improvements included placement of an HMA pathway from the parking lot to the boardwalk.

### Park and Recreation Planning - Marathon Township

Project manager responsible for preparing the township's first Park and Recreation Master Plan including facilitation of public meetings, surveys, and preparing a conceptual plan for a new park along the southern links trailway. This also included preparing a MNR Trust Fund land acquisition grant application.

### Park and Recreation Planning - Burton

Project manager responsible for preparing the city's Park and Recreation Master Plan including facilitation of public meetings, research, surveys, and preparing two conceptual park plans for a new regional park and for improvements to existing Kelly Lake Park. Responsibilities also included preparing an MNR Trust Fund grant application in which the city was awarded in 2013.

### Perry Road Pathway - Grand Blanc Township

Project manager and designer for this non-motorized, multi-use pathway of which a portion runs in front of the Historic Perry McGrath home. The design had to consider extreme grades and minimizing impacts to the home and preserving several historic maple trees located within the pathway route.

### Eaton County Park Feasibility Study - Eaton County

Completed research and cost analysis of proposed park amenities and development of cost opinions for the feasibility of developing a 200+ acre recreational facility to include camping, ball fields, pathways, beach, and boat launch.



**LISA EASTERWOOD,**  
**ASLA, CST**  
**PROJECT MANAGER**

## Education

Computer-aided Design & Drafting, University of Phoenix

## Professional Affiliations

- American Society of Landscape Architects
- Michigan Association of Planning
- National Society of Professional Surveyors - CST
- Flint River Watershed Coalition
- Miss Dig System, Inc.
- Grand Blanc Chamber of Commerce
- Advisor to Grand Blanc Township's Historic District Commission

## Certifications/Training

- SEMCOG – Low Impact Development Facilities Management
- AASHTO Bike Facility Design
- Designing Pedestrian Facilities for Accessibility
- Certified Survey Technician (No. 0599-1080)
- Michigan Zoning Enabling Act training – MSU Land Policy Institute
- Effective Grant Writing – Learning Designs, Inc.

## Experience Summary

Rick has 30 years of experience in design development. He has served as landscape architect, providing design on dozens of parks & recreation-related projects, such as 5-year parks & recreation master plans and trails. He frequently works with state and local permitting agencies to meet landscape standards within site's jurisdiction.

He has a background in green / sustainable design and he excels at facilitating an open and non-threatening process to elicit and capture the sentiments of multiple project stakeholders. He seeks out all sides of the issue and then works to build a level of consensus through the project.

## Major Areas of Expertise

- MEDC Grant coordination and administration
- Parks & Recreation

## Project Experience

### Coldwater Township Park - Coldwater

Landscape Architect providing grant writing and design assistance on the Township's primary park facility located on 5 acres adjacent to the Township Hall. Sustainable elements of the project included rain gardens, native grass prairie mix, new restroom building featuring a green roof, oval lawn area for music in the park, ADA raised sand table and play area, ADA accessible walks, picnic pavilion with metal standing seam roof, picnic cabanas, grills.

### Mullett Lake Township Park - Topinabee

Landscape Architect for the MNRTF funded project for 1.25 acre park located on the Gaylord to Mackinaw City Trailway on the shoreline of Mullett Lake. This fully accessible park includes an enhanced beach area, ADA accessible walkway, play equipment, seating, observation overlook, block retaining walls, decorative concrete paving, shoreline stabilization and native landscape planting to create a site that offers a great view of the lake.

### Mt. Baldhead Critical Dune Stairway - Saugatuck

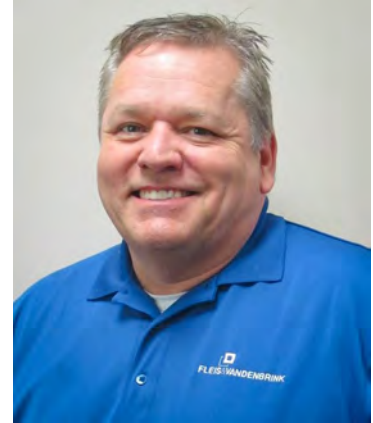
Landscape Architect for design and construction engineering services for the construction of 0.1 miles of wood stairs. Goals for construction included a minimal amount of tree removal, limiting any heavy construction equipment on the critical dune face and provided for extensive native plantings to provide additional stabilization to the slope. The final project included reconstruction of the original 282 steps, 14 landings and built-in benches to allow for periodic resting points and new handrails.

### Three Rivers Area Trail Master Plan - Three Rivers

Master planning services for approximately 27 miles of non-motorized pathways including facilitation of public input sessions, preparation of community survey, preparation of preliminary construction costs, outlining long-term maintenance costs, identifying potential trail segment phasing and identifying potential grant funding sources for the Three Rivers Area Community Foundation.

## Park & Recreation 5-Year Plans

- Breedsville
- Caledonia
- Cascade Township
- Courtland Township
- Edmore
- Ferrysburg
- Glen Arbor Township
- Harrison
- Manton
- Mesick
- Milan Township
- Mullett Township
- Rose City
- Saugatuck
- Stockbridge



**RICK W. STOUT,**  
**LEED AP BD+C**  
**LANDSCAPE ARCHITECT**

## Education

BS Landscape Architecture  
Michigan State University, 1985

## Licenses

Landscape Architect

- Michigan (No. 3901001054)
- North Carolina (No. 1561)

CLARB Certified Landscape Architect (Council of Landscape Architectural Registration Boards) 2008

## Professional Affiliations

- Member, West Michigan Environmental Action Council
- American Society of Landscape Architects (ASLA)

## Certifications/Training

- LEED Certified – New Construction

## Experience Summary

Kendall has a track record for meeting and exceeding design delivery. With over 20 years of engineering experience, Kendall has the ability to deliver projects for today, with an eye towards future design. A client never knows when they'll need to expand again, and Kendall knows how to spot and plan for future endeavors.

As Development and Enhancement Group Manager – and an associate of the firm – Kendall is heavily involved in project implementation. He helps line up the most qualified staff for each project and makes sure they have the availability to be dedicated to the project. Meeting and exceeding project delivery begins with the beginning – and Kendall is there for clients from the start till the end, and into the future. His experience is ideally suited for this project and will provide Quality Assurance / Quality Control QA/QC reviews on the project.

## Major Areas of Expertise

- Community Workshops & Process Facilitation
- Conceptual Development Plans and Programs
- Consultant Team Management and coordination
- Infrastructure Assessment and Planning
- Land Analysis
- Rezoning, Special Use and Site Plan Approvals
- Street, Drive, Parking and Trail Planning, Design & Construction
- Wetlands and Floodplain Permitting

## Project Experience

### Washington Avenue Streetscape Master Plan - Grand Haven

Prepared the Washington Avenue Streetscape Master Plan and explored the possibilities for the City of Grand Haven's downtown core and addresses the infrastructure and streetscape improvement needs for a five block area along Washington Avenue. The Master Plan serves to blend public and private utility needs with the enhancement efforts for the downtown core, incorporating recently completed public and private projects. The Master Plan explores safer streets (including curb bump-outs and narrower crossings for pedestrians), uniform streetscape amenities (including lighting, signalization, benches, way-finding signage), calm pedestrian spaces, connectivity to businesses and community parks, and improved utilities (including sanitary, storm, water main, snowmelt system). The Master Plan identifies projected project costs, maps out potential Construction Schedules, and identifies potential funding sources. The projected cost for improvements identified under the Master Plan is \$4.5 - \$6 million.

### Streetscape & Parking Lot Improvements - Grand Haven Main Street DDA, Grand Haven

Design of three parking lots and establishing streetscape elements for all future City projects. Project completed through TIF funding. Tasks include parking lot reconstruction, decorative concrete (stamping and color) in vehicular alley way, decorative site lighting, landscaping, irrigation, decorative site amenities and enclosed trash complex with green roof. Project included public utility relocation and burial, as well as MDEQ CMI grant funding assistance.

### Nancy G. Held Equestrian Center - Albion College, Albion

Design of a new 30 stall equestrian facility. This facility is expandable to accommodate 90 horses. Tasks include site layout, site grading, drive permitting, private well and septic design and storm water management. Project included submission of Site Selection and Odor Control report to the Michigan Department of Agriculture.



## KENDALL BECK, PE

DEVELOPMENT AND  
ENHANCEMENT  
GROUP MANAGER  
ASSOCIATE

## Education

BS Civil Engineering, Calvin College, 1995

## Registrations

Professional Engineer

- Michigan (No. 6201046846)

## Certifications/Training

- Troxler Certified Nuclear Density Gauge Operator
- Certified Storm Water Operator for Construction Sites
- Certified Aggregate Technician (MDOT)
- Certified Bituminous Technician – Level I and II (MDOT)



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- Awards
- Professional Affiliations

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- John Beckett, PLA, ASLA
- Tim Knutsen, PLA, ASLA, CPSI
- Sara Topolosek

SECTION III

Selected Project Experience

SECTION III

Proposal and Documents

- Project Understanding
- Work Plan
- Certificate of Insurance
- Corporate Resolution

Separate Sealed Envelope  
Bid Sheet / Proposal Sheet

## Charter Township of Oscoda Request for Qualifications & Proposals

Oscoda Beach Park, Ratliff Park,  
and Furtaw Field Comprehensive  
Development Plans

Oscoda Township, Michigan

Contact:  
Tim Knutsen  
[tknutsen@bria2.com](mailto:tknutsen@bria2.com)

231.347.2523

B R i  
**Beckett & Raeder**

*Landscape Architecture  
Planning, Engineering &  
Environmental Services*

October 16, 2017

Oscoda Township Hall  
110 South State St.  
Oscoda, MI 48750

**Regarding: Planning and Design Services  
Oscoda Beach Park, Kenneth Ratliff Memorial Park and Furtaw Field**

Dear Sir/Madam,

*i  
initiative*

Beckett & Raeder, Inc. is pleased to submit for your review and consideration our professional services proposal for Planning and Design Services for Oscoda Beach Park, Kenneth Ratliff Memorial Park and Furtaw Field in Oscoda, MI. The possibility to work in a Northern Michigan community by helping to shape development of three important park spaces is an exciting one. To respond to the request, we have assembled a team with strong experience in park and recreation master planning and design, pedestrian circulation planning, trail design and engineering, and work in sensitive coastal areas.

BRI has a strong portfolio of local and regional trails, parks and recreation projects from which to draw experience, including Petoskey's Bear River Valley and Downtown Greenway projects, MDNR Silver Lake park improvements, and Waldenburg Park in Macomb County. BRI has completed numerous Parks and Recreation Master Plans and has assisted in obtaining funding for many of its implemented park projects.

Master planning for Oscoda Beach Park, Kenneth Ratliff Memorial Park and Furtaw Field serves a critical function for the community in helping to respond to the needs and desires of local and regional park users, in order to determine the future programming of these township parks – two of which are already intensely used both informally and for special events. Successful master planning of these spaces will also serve to develop and enhance their identities as places for residents and tourists to visit, which can be critically important when competing among great lakes communities. We're committed to providing value to the communities for which we provide master-planning exercises, and offer the enclosed project examples as support.

Our team members are familiar with the quality of Oscoda's existing park system. We recognize the value that successfully planned and designed park spaces can add to any community, let alone those with tourism-dependent economies. We appreciate the possibility to help Oscoda shape the future of these critically important park spaces and anticipate your response.

Respectfully submitted,

BECKETT & RAEDER, INC.



Jim Knutson, PLA, ASLA, CPSI  
Senior Associate

**Beckett & Raeder, Inc.**  
535 West William, Suite 101  
Ann Arbor, MI 48103

734 663.2622 ph  
734 663.6759 fx

www.bria2.com

Petoskey Office  
113 Howard St.  
Petoskey, MI 49770

231.347.2523 ph  
231.347.2524 fx

Traverse City Office  
921 West 11th St., Suite 2E  
Traverse City, MI 49684

231.933.8400 ph  
231.944.1709 fx

Toledo  
419.242.3428 ph

*i*



**ORGANIZATION:**

Beckett & Raeder, Inc. is a Michigan Corporation headquartered in Ann Arbor with additional offices in Petoskey and Traverse City, Michigan. The firm includes landscape architects, planners, civil engineers, LEED accredited professionals and support staff maintaining registrations in the States of Michigan, Ohio, Indiana and Illinois and certification at the national level.

**HISTORY:**

Beckett & Raeder, Inc. was established as a Michigan corporation in 1966 with its corporate office in Ann Arbor, Michigan.

**SERVICES:**

Major areas of practice and scope of services include sustainable design, land use programming and analysis, master planning, campus planning, placemaking, site planning and civil engineering, site development, municipal engineering, storm water management, downtown revitalization and redevelopment, community planning and urban design, economic development, public/private development services, and environmental services.

**PHILOSOPHY:**

All commissions accepted by the firm are accomplished under the direct supervision of one of the firm's seven principals. Senior Associates, Associates, Project Landscape Architects, Planners, and Engineers are assigned to projects in accordance with their individual expertise and the requirements of the project. In keeping with the philosophy of the office, the project team is involved in all aspects of the work through its entire duration. The firm routinely engages other consultants, as the work plan requires.

**LOCATIONS:**

- |                         |  |
|-------------------------|--|
| Ann Arbor, Michigan     | 535 W. William, Suite 101<br>Ann Arbor, MI 48103<br>734.663.2622 ph            |
| Traverse City, Michigan | 921 West 11th Street<br>Suite 2E<br>Traverse City, MI 49684<br>231.649.1065 ph |
| Petoskey, Michigan      | 113 Howard Street<br>Petoskey, MI 49770<br>231.347.2523 ph                     |
| Toledo, Ohio            | 419.242.3428 ph  |
| World Wide Web          | <a href="http://www.bria2.com">www.bria2.com</a>                               |



## Services



**SITE DESIGN**  
 Planting Design  
 Irrigation Design  
 Grading Plans  
 Utility Plans  
 Pavement Design  
 Lighting Design  
 Site Design Guidelines  
 Park Design



**MASTER PLANNING**  
 Campus Planning  
 Traditional Neighborhood &  
 Small Town Design  
 Community Master Planning  
 Watershed Planning  
 Recreation Master Planning  
 Park Master Planning  
 Rural Land Planning Services  
 Land Use Planning



**PROJECT CONSTRUCTION**  
 Construction Administration  
 Field Inspection  
 Storm Water Operator  
 Bridge Inspection  
 Specification Writing  
 Project Cost Estimating  
 Construction Drawings



**FACILITY DESIGN**  
 Marina Design  
 Playground Design  
 Athletic Facility Design  
 K-12 Site Development  
 Subdivision Design  
 Campgrounds  
 Parks Design  
 Higher Education



**COMMUNITY PLANNING & ZONING**  
 Comprehensive Master Plans  
 Brownfield Redevelopment  
 Zoning Ordinance /Codes  
 Specialized Zoning Ordinance Provisions  
 Development Standards and Guidelines  
 Site Plan Review  
 Strategic Planning  
 Expert Witness Zoning Testimony  
 Community Development  
 Greenway Planning  
 New Urbanism

**ANALYSIS & EVALUATION**  
 Site Analysis  
 Feasibility Studies  
 Site Selection Studies  
 Buildout Analysis  
 Market Analysis  
 Demographics  
 Natural Features Interpretive Studies

**URBAN DESIGN**  
 Corridor Design & Planning  
 Streetscape Design  
 Waterfront Design

**DOWNTOWN & ECONOMIC DEVELOPMENT**  
 Brownfield Redevelopment  
 Grant Writing  
 Downtown Management  
 Downtown Master Plans  
 Special Finance Districts  
 Adaptive Reuse Studies  
 Retail Market Analysis  
 Strategic Planning/Visioning Workshops  
 Physical Design Plans  
 Streetscape Design & Implementation  
 Wayfinding and Signage  
 Tax Increment Financing & Development Plans  
 DDA Creation

**INFRASTRUCTURE**  
 Storm Water Management  
 Water Distribution Systems  
 Sanitary Sewer Systems  
 Capacity Analysis  
 Capital Improvement Program  
 Wellhead Design and Protection  
 Pavement Evaluation  
 Streets and Roads  
 Onsite Sewage Treatment  
 Utility Marking  
 Parking

**ENVIRONMENTAL SERVICES**  
 Site Evaluation and Analysis  
 Low Impact, Conservation Design  
 Wetland Delineation  
 Constructed Wetland Design and Installation  
 Wetland Restoration  
 Storm Water Management

## Awards



**AMERICAN PLANNING ASSOCIATION**  
 Outstanding Planning Award, 1995,  
 Michigan Chapter, Mitchell Creek  
 Watershed Protection Strategy,  
 Grand Traverse County, Michigan

Honor Award, Monroe Coastal Zone  
 Management Plan  
 Monroe, Michigan

Honor Award  
 River Raisin Esplanade  
 Monroe, Michigan

**MICHIGAN ASSOCIATION OF  
 PLANNING**

Daniel Burnham Award for a  
 Comprehensive Plan - 2017  
 Trenton Resiliency Master Plan  
 Trenton, MI

Honor Award, "Michigan Soil Erosion  
 and Sedimentation control Guidebook",  
 State of Michigan

Honor Award, "Housing for the Elderly  
 Development Process", Michigan State  
 Development Authority



Urban Design Award - 2017  
 Jackson Blackman Park Expansion  
 Jackson, MI

Daniel Burnham Award for a  
 Comprehensive Plan - 2016  
 Jackson Community Master Plan  
 Jackson, MI

**AMERICAN SOCIETY OF  
 CONSULTING PLANNERS**

Honor Award Sustainable Planning,  
 1997, Mitchell Creek Watershed  
 Protection Strategy,  
 Grand Traverse County, Michigan

Implementation Award - 2016  
 Bear River Valley Recreation Area  
 Petoskey, Michigan

**AMERICAN SOCIETY OF LANDSCAPE  
 ARCHITECTS**

Merit Award, Michigan Chapter 2016  
 Landscape Architectural Design  
 Jackson Blackman Park Expansion,  
 Jackson, Michigan

Daniel Burnham Award for a  
 Comprehensive Plan - 2015  
 Acme Township Master Plan  
 Acme, MI

Merit Award, Michigan Chapter 2016  
 Landscape Architectural Sustainability,  
 Wall Street East Parking Structure,  
 Ann Arbor, Michigan



Innovation in Economic Planning &  
 Development - 2015  
 Lakes to Land Regional Initiative: Food  
 and Farm System Assessment

Honor Award, Michigan Chapter 2016  
 Landscape Architectural Sustainability,  
 Marshbank Park  
 West Bloomfield Township, Michigan

Innovation in Regional Planning - 2014  
 Lakes to Land Regional Planning  
 Initiative

Daniel Burnham Award for a  
 Comprehensive Plan - 2013  
 Peshawbestown Master Plan  
 Grand Traverse Band of Ottawa  
 and Chippewa Indians

Merit Award, Michigan Chapter 2015  
 Landscape Architectural Design  
 Munger Graduate Residences,  
 University of Michigan  
 Ann Arbor, Michigan



Daniel Burnham Award for a  
 Comprehensive Plan - 2010  
 Onekama Community Master Plan  
 Onekama, Michigan

Merit Award, Michigan Chapter - 2014  
 Historic Significance  
 Petoskey Bayfront Park  
 Petoskey, Michigan

## Awards



Merit Award, Michigan Chapter - 2013  
 Landscape Planning & Analysis  
 River Raisin Heritage Corridor East  
 Master Plan  
 Monroe, Michigan

Merit Award, Michigan Chapter - 2010  
 Outdoor Learning Center  
 Central Michigan University  
 Mt. Pleasant, Michigan

Merit Award, Michigan Chapter - 2003  
 Waldenburg Park, Macomb Township,  
 Michigan



Honor Award, Michigan Chapter - 2002  
 UAW-FORD Family Services and  
 Learning Centers, Ten Facilities in  
 Michigan, Missouri, Ohio, Kentucky,  
 and Illinois

Merit Award, Michigan Chapter - 1999  
 City of Adrian Downtown Streetscape  
 Adrian, Michigan

Merit Award, Michigan Chapter -1999  
 Whetstone Orianna Creek Watershed  
 Management Plan  
 Marquette, Michigan



Honor Award, Michigan Chapter -1992  
 Petoskey Waterfront Development  
 Petoskey, Michigan

Merit Award, Michigan Chapter - 1989  
 Townhouse Development Process,  
 Michigan State Housing Development  
 Authority

Honor Award, Michigan Chapter - 1989  
 Monroe Coastal Zone  
 Management Plan  
 Monroe, Michigan



Honor Award, Boston Chapter,  
 Petoskey Waterfront Development  
 Petoskey, Michigan

Merit Award, Michigan Chapter,  
 Marquette Lower Harbor Study  
 Marquette, Michigan

**MICHIGAN RECREATION & PARK  
 ASSOCIATION**  
 Landscape Design Award - 2014  
 White Lake Bloomer Park  
 White Lake Charter Township, Michigan

Outstanding Park Design Award - 2013  
 Argo Cascades  
 Ann Arbor, Michigan

Design Award-Landscape Design - 2011  
 Bear River Valley Recreation Area  
 City of Petoskey, Michigan

Landscape Design Award - 2011  
 Marshbank Park  
 West Bloomfield Township, Michigan

Landscape Design Award - 2010  
 Outdoor Learning Center  
 Central Michigan University  
 Mount Pleasant, Michigan

Landscape Design Award - 2003  
 Waldenburg Park  
 Macomb Township, Michigan

Facility Design Award - 2003  
 Sharon Mills County Park,  
 Washtenaw County, Michigan

Master Plan Award – 2000  
 Charter Township of Canton Recreation  
 Master Plan  
 Canton, Michigan

Design Award – 2000  
 Muskegon Lakeshore Trail  
 Landscape Design Project  
 Muskegon, Michigan

Master Plan Award – 1999  
 Charter Township of Ypsilanti  
 Recreation Master Plan  
 Ypsilanti, Michigan

Design Award – 1999  
 Village of Dundee – Old Ford Mill and  
 Ford Park West Landscape Design Plan  
 Dundee, Michigan

## Awards



### **NATIONAL TRUST FOR HISTORIC PRESERVATION**

Richard H. Driehaus National Preservation Honor Award - 2014  
 McGregor Pool  
 Wayne State University  
 Detroit, Michigan

### **MICHIGAN HISTORIC PRESERVATION NETWORK**

Government/Institution Award - 2016  
 River Raisin Heritage Corridor – East Master Plan  
 Monroe, Michigan



Cultural Landscape Award - 2014  
 McGregor Memorial Conference Center Reflecting Pool and Sculpture Garden for Contribution to Historic Preservation in Michigan  
 Wayne State University,  
 Detroit, Michigan

### **GREAT LAKES PARK TRAINING INSTITUTE**

2013 Great Lakes Park, Facility, & Recreation Program Award  
 Marshbank Park  
 West Bloomfield Township, Michigan



### **MICHIGAN MUNICIPAL LEAGUE**

Honor Award – 1996  
 Adrian Streetscape and Downtown Revitalization Program  
 Adrian, Michigan

### **AMERICAN INSTITUTE OF ARCHITECTS**

Citation, Akron Chapter, 1984: Alltel Corporation Information Services Center, Twinsburg, Ohio: Peterson/Raeder Inc., Architects



Honor Award, Detroit Chapter, 1982  
 Oakland Community College/Southfield Campus, Southfield, Michigan:  
 Straub Associates, Architects

### **NATIONAL HOME BUILDERS ASSOCIATION**

Merit Award, Mill Creek Townhouses  
 Ann Arbor, Michigan

### **INTERNATIONAL DOWNTOWN EXECUTIVES ASSOCIATION**

Achievement Award  
 River Raisin Esplanade  
 Monroe, Michigan

### **HUD AWARDS PROGRAM**

Honor Award, “Woodcraft Square Renovation of Former La-Z-Boy Furniture Factory”  
 Monroe, Michigan

### **PROGRESSIVE ARCHITECTURE AWARDS PROGRAM**

Honor Award, “Michigan Soil Erosion and Sedimentation Control Guidebook”, State of Michigan  
 Honor Award, “Housing for the Elderly Development Process”, Michigan State Development Authority

### **MASONRY INSTITUTE OF AMERICA**

Merit Award, Employee Courtyard, Catherine McAuley Health Center  
 Ann Arbor, Michigan

### **WASHTENAW CONTRACTORS ASSOCIATION -PYRAMID AWARD**

Skyline High School  
 Ann Arbor, Michigan

### **THE CITY OF PONTIAC PRIDE & BEAUTIFICATION AWARDS PROGRAM**

Outstanding Business Award, Notre Dame Preparatory & Marist Academy  
 Pontiac, Michigan

### **TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS (TMACOG)**

Best Practices Urban Preservation Award, Monroe Street Corridor Design & Livability Plan  
 Toledo, Ohio

### **OAKLAND COUNTY**

2012 Oak Land Award  
 Marshbank Park  
 West Bloomfield Township, Michigan

## Professional Affiliations and Organizations

The firm of Beckett & Raeder, Inc. is staffed by registered professional engineers, landscape architects, community planners, and environmental and ecological professionals and has specialized training and maintains professional affiliation with the following:

### Accreditations

U. S. Green Building Council LEED Accredited Professionals  
Form Based Code Institute (FBCI)  
Council of Landscape Architectural Registration Boards  
Congress for the New Urbanism Accreditation (CNU-A)

### Certifications

Michigan Economic Development Association Certified Economic Development Professional  
Certified Stormwater Operator  
NCI Charrette System Training  
Housing Development Finance Professional (HDFP)  
American Institute of Certified Planners (AICP)  
Project Management Boot Camp  
PASER Road Rating  
Planning and Zoning Instructor (MAP)  
Certificate of Real Estate

### Registrations

#### *Professional Registered Engineers*

State of Michigan (PE)  
State of Ohio (PE)

#### *Professional Landscape Architects*

State of Michigan (PLA)  
State of Ohio (PLA)  
State of Illinois (PLA)  
State of Indiana (PLA)  
Federal Registration (CLARB)

#### *Professional Registered Community Planners*

American Institute of Certified Planners (AICP)

### Memberships

American Planning Association (APA)  
American Society of Landscape Architects (ASLA)  
American Society of Civil Engineers (ASCE)  
American Public Works Association (APWA)  
Congress for the New Urbanism  
Detroit Association of Planners  
Heritage Ohio (Ohio Main Street)  
Institute of Transportation Engineers (ITE)  
Michigan Association of Planning (MAP)  
MAP Planners in Private Practice  
Michigan Complete Streets  
Michigan Downtown Association (MDA)  
Michigan Economic Development Association (MEDA)  
Michigan Historic Preservation Network  
Michigan Municipal League (MML)  
Michigan Recreation and Parks Association  
Michigan Rural Network  
Michigan Society of Professional Engineers  
National Main Street Center  
National Society of Professional Engineers  
National Trust for Historic Preservation  
Preservation Detroit  
Society of Marketing Professional Services (SMPS)  
Society of College and University Professionals  
South Oakland County Municipal Engineers (SOCME)  
Southern Michigan Water and Sewer Utilities Association (SMW & SUA)  
Toledo Metropolitan Area of Council of Governments (TMACOG)  
Urban Land Institute

### Specialized Training

National Charrette Institute  
EPA Brownfield Redevelopment  
People, Places and Placemaking  
Economics of Place  
Neighborhoods, Streets and Connections  
Form Planning and Regulation  
Collaborative Public Involvement  
Applied Placemaking  
Complete Streets  
Geographic Information Systems  
FEMA ICS-100, IS-00029, EFS 15  
FEMA ICS-200, IS-00700 (NIMS)

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## Roles and Responsibilities



***John Beckett, PLA, ASLA***  
***Principal***

John will serve as Principal-In-Charge and design resource for the project. John, one of the founding partners of Beckett & Raeder, has 50 years of experience in site planning including educational campuses, waterfronts, parks and recreation and downtowns. His project work includes significant local parks and recreation master planning with the City of Petoskey, resulting in projects such as Bayfront Park, the Petoskey Downtown Greenway and the Bear River Valley Recreation Area. John has also worked with small communities to realize re-use projects such as Cheboygan's Festival Place Pavilion and has prepared master plans for larger projects such as Greenfield Village, University of Michigan Dearborn, the State of Michigan Capitol Complex among many others. John visits the Petoskey office periodically and will work out of the Ann Arbor and Petoskey offices while engaged in this project.



***Tim Knutsen, PLA, ASLA, CPSI***  
***Senior Associate***

Tim will serve as project manager and lead in design and preparation of project deliverables. Tim will be a local point of contact on the project and will attend all meetings. Tim will coordinate with the Project Team, issue project correspondence and be the point of contact in third-party correspondence. Tim is a registered landscape architect with 15 years of experience, and manages our Petoskey office. Tim has worked with John Beckett on a number of local park and recreation projects, including the Petoskey Downtown Greenway and Bear River Recreation Area, and is presently working on the Petoskey State Park Non-Motorized Trail.. He will work from our Petoskey office while engaged in this project.



***Sara Topolosek***  
***Project Professional***

Sara is a project Landscape Architect with past experience at Beckett & Raeder, Inc., on work ranging from conceptual and site design to illustrative plan preparation and through to construction document preparation. Sara has been involved on a number of relevant projects at BRI including the Kingsbury Parks and Riverfront Master Planning exercise in Defiance, Ohio. Sara will be assisting in preliminary plan preparation and graphic illustration of final master plans.

**John M. Beckett, PLA**  
 Principal, Landscape Architect



John is a Principal and founding partner of Beckett & Raeder, Inc. For the past fifty years, he has directed many of the firm's projects with particular emphasis on a client base of Michigan Municipalities, colleges and universities, public school districts, Michigan state governmental agencies and private developers. His work with municipalities includes over twenty village and city clients involving waterfront improvements, community master planning, park, recreation and sports facility development, streetscape and corridor improvements, road design and municipal parking facilities. In addition to his professional work, John has served on numerous boards and commissions at the local level, is a licensed builder in the State of Michigan, holds national certification with the Council of Landscape Architectural Registration Boards, is a member of the American Society of Landscape Architects and a past president of the Michigan chapter.



**EDUCATION**

Master of Landscape Architecture  
 Bachelor of Landscape Architecture  
 University of Michigan  
 Ann Arbor, Michigan

**REGISTRATIONS**

Licensed Landscape Architect  
 State of Michigan, Ohio  
 CLARB Certified

**AFFILIATIONS**

American Society of Landscape Architects

**SELECTED EXPERIENCE**

**Bear River Marina Diversion Pier**  
 Petoskey, Michigan

**Main Pier Addition & Marina Services Building Renovation for the Petoskey Marina**  
 Petoskey, Michigan

**State Ferry Dock Renovations & Fishing & Observation Pier**  
 Mackinaw City, Michigan

**Municipal Boat Launch Reconstruction**  
 Petoskey, Michigan

**Boat Launch Design & Preliminary Engineering**  
 Indian River, Michigan

**Maple Bay Boating Access Site**  
 Burt Lake, Michigan

**Marina and River Mouth Dredging Project**  
 Petoskey, Michigan

**Municipal Marina Master Plan**  
 Tuscarora Township, Michigan

**Boating & Port Illustrative Plan**  
 Cheboygan, Michigan

**Bayfront Park Pedestrian Plaza & Waterfront Improvements**  
 Petoskey, Michigan

**Grand Traverse Band of Ottawa & Chippewa Indians**  
 Peshawbestown Master Plan  
 Peshawbestown, Michigan

**Greenfield Village 1986 Master Plan**  
 Dearborn, Michigan



**Timothy Knutsen, PLA, ASLA, CPSI**  
Senior Associate



Tim is a professional landscape architect and senior associate at Beckett and Raeder, with over 20 years of experience in site design and development. He also heads up our Petoskey, Michigan office working with Northwest Michigan clients on public and private projects. Tim's project experience varies from residential and commercial projects to campus developments for schools and colleges. Tim received his Bachelor of Landscape Architecture and Associate in Landscape and Nursery Management from Michigan State University and began his career at Beckett & Raeder, Inc. in 1998.

**EDUCATION**

Bachelor of Science  
Landscape Architecture  
Nursery Management  
Michigan State University  
East Lansing, MI

**AFFILIATIONS**

American Society of  
Landscape Architects

**SELECTED EXPERIENCE**

**Bear River Whitewater and Habitat  
Improvements**  
Petoskey, Michigan

**Bear River Recreation Master Plan  
Design Award, Michigan Recreation & Park  
Association - 2011**  
Petoskey, Michigan

**Downtown Gateway Study**  
Petoskey, Michigan

**City of Petoskey Greenway (MDOT)**  
Petoskey, Michigan

**MDOT TEA-21  
Streetscape Improvements**  
Dexter, Michigan

**Dexter Farmers Market**  
Dexter, Michigan

**Saline Henne Field Park Improvements**  
Saline, Michigan

**Avalanche Park Overlook Improvements  
One Water Street**  
Boyne City, Michigan

**Traverse City Grandview Tunnel**  
Traverse City, Michigan

**Saline Schools Bond**  
Saline, Michigan,

**Saline Areas Schools New High School  
and Elementary School Campus**  
Saline, Michigan



**Sara Topolosek**  
Project Professional



Sara Topolosek has assisted with a variety of project types throughout her professional career. She is passionate about creating unique and memorable experiences for every project. Sara has work experience in conceptual design, site design, master planning, phasing, construction documentation, plant materials, site detailing, and photo rendering.

**EDUCATION**

Bachelor of Landscape  
Architecture  
Minors in Environmental  
Management &  
Natural Resources  
Ball State University  
Muncie, Indiana

**SELECTED EXPERIENCE**

**University of Michigan**

Golf Course & Clubhouse Improvement Project  
Art & Architecture Taubman Wing  
Law Quad Lighting & Pavement Renovations  
Golf Course Pond Maintenance  
Dearborn Science Center Renovation  
Trotter Multicultural Center

**Kingsbury Park & River Front Master Plan**  
Defiance, OH

**Elk Street Streetscape**  
Sandusky, MI

**Newberry Place Development**  
Hartland Township, MI

**Dearborn Ford Woods Park Public Pool**  
Dearborn, MI

**Notre Dame Preparatory & Marist Academy  
Building Addition and Athletic Gateway**  
Pontiac, MI

**Henry Ford Greenfield Village Glass Gallery**  
Dearborn, MI

**Belleville Area District Library**  
Belleville, MI

**Plymouth-Canton Schools Paving Project**  
Canton, MI

**Pointe Betsie Road Improvements**  
Frankfort, MI



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**J.W. Wells State Park**  
**MDNR Access to Recreation Project**  
*Escanaba, Michigan*

Beckett & Raeder, Inc. was retained by the Michigan Department of Natural Resources (MDNR) to provide design and engineering services for an Access to Recreation project at J. W. Wells State Park, near Escanaba, Michigan. The Access to Recreation program encourages universal design, going above and beyond the Americans with Disabilities Act (ADA), to promote increased recreational access to people with disabilities through design solutions that accommodate people of all ability levels.

The playground feature is Universally designed and also accessible by wheelchairs. One of the wheelchair ramps is installed over the river bed. The stones along the river bed act as a transfer device into the river bed. Irrigation misters installed into the dry river bed are an added play feature. Custom panels were placed to help identify the location of the State Park in relation to the state of Michigan and the great lakes.



The trail connection linked the campground with the under utilized day use area. Beginning at the campground, the trail leads away from the historic building and into the wooded area along the drainage stream. The path links elements such as the pavilion structure, beach access, horseshoe pits, totem pole, playground and parking area. In the day use area, the sidewalk was realigned to address safety considerations of cyclists biking to and through the picnic pavilion.

The path material is stabilized gravel in the upland areas and floating boardwalk in any wet or sensitive locations. The floating boardwalk surface was proposed due not only to the sensitivity of the site, but also to alert users to this fragile ecosystem.



## Bear River Valley Recreation Area

2016 Michigan Association of Planning Excellence Award for Implementation  
 Petoskey, Michigan

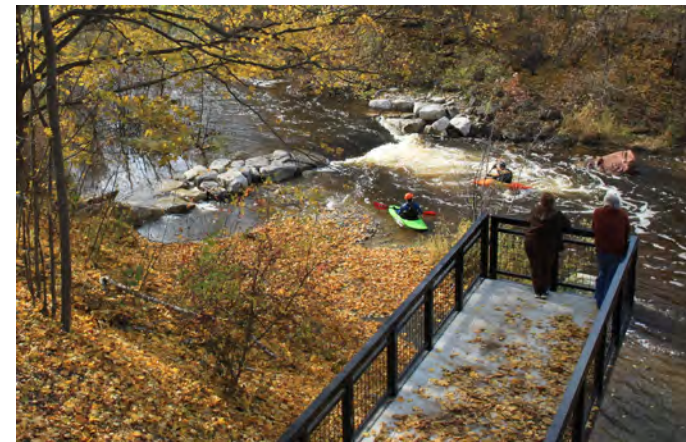
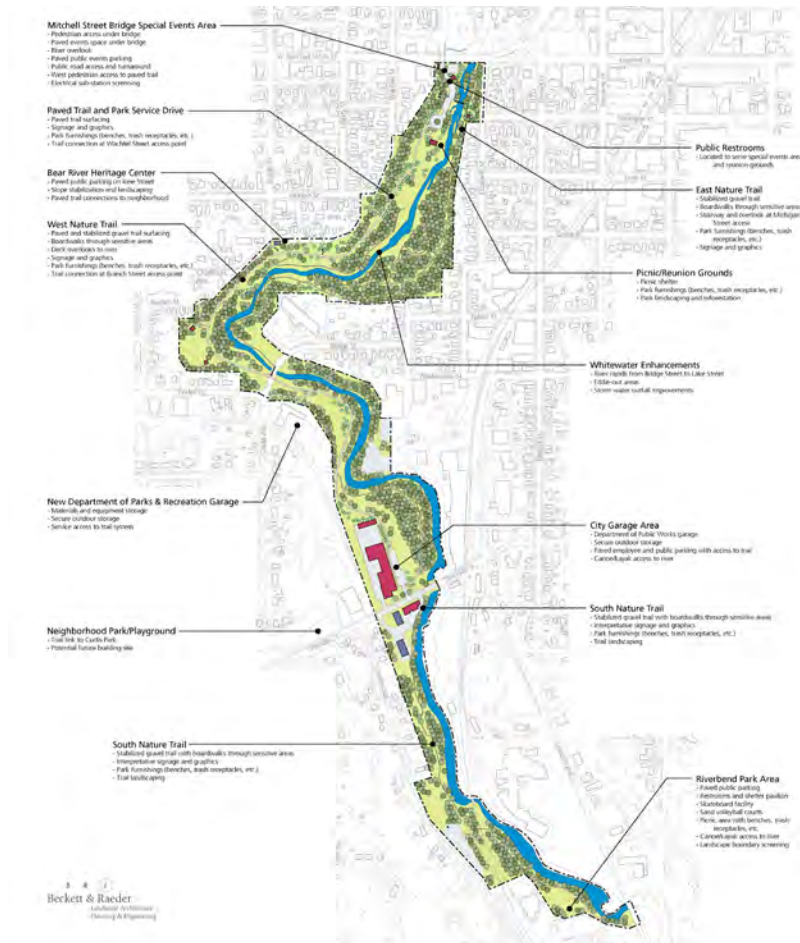
The opportunity to move ahead with improvements to the Bear River Valley represented the culmination of years of planning and programming which began in the early 1980's with the Bear River Valley Recreation Area Development Strategy. Future funding potential was identified and put in place with the 1985 Tax Increment Finance District and Plan which included the Petoskey waterfront from Magnus Park to the Arboretum and the Bear River Valley to Riverbend Park.

Programming for improvements and features in the valley was outlined in the Tax Increment Finance Development Plan update of 2004 and was subsequently confirmed as a future project in the 2008 - 2012 Petoskey Parks and Recreation Five Year Master Plan.

The basic concept was to enhance public opportunities to access the valley through adjacent street improvements, including public parking by creating specific entrance points with stairs and ramps to access the valley floor and its system of trails and recreational features. For the most part, the valley floor including the Bear River was left in its natural state. At selected points, special features such as picnic shelters, river overlooks, wetland boardwalks, etc are provided. Except for minor penetrations and parking at Quaintance Street, Sheridan Street and Riverbend Park, motorized traffic in the valley is restricted to occasional service and maintenance equipment on the main trail. The main trail from Quaintance to Sheridan is a 10' wide, hard surfaced and universally accessible to allow persons with all mobility ranges to experience the full length of the valley floor. Likewise, all facilities in the valley floor are barrier free.

Side trails in other areas of the valley and valley walls consist of shredded bark natural trails, stabilized aggregate trails and hard surfaced trails connecting the main trail to the many valley entrances. Boardwalks were developed where the trails traverse wetland areas. Certain existing trail segments are part of the multi-state North Country Trail and are so designated with signs and markers.

There are several large open grass areas that can accommodate group gatherings. The Reunion Grounds south of the Mitchell Street Bridge is a lower level plain suitable for informal recreation and games. Improvements include a picnic shelter with fireplace and a public restroom facility.



## Downtown Greenway Petoskey, Michigan

Locally, Petoskey's Downtown Greenway will serve as a vital non-motorized corridor linking the Little Traverse Wheelway, Bay View Community, northeast side neighborhoods, and a senior residential facility with the retail, commercial, recreational, and cultural assets of downtown Petoskey. On a larger, regional scale, the Downtown Greenway connects to the 26-mile long Little Traverse Wheelway, and ultimately, to the 35-mile long Petoskey-to-Mackinaw Trail and the National Park Service's North Country Trail. Beckett & Raeder, Inc. (BRI) served as the City's consultant for master planning the greenway, negotiating purchase of the former rail corridor right-of-way from MDOT, applying for Michigan Natural Resources Trust Fund Grants, and is now implementing sections of trail following successful grant awards. When fully complete, Petoskey's Downtown Greenway will include pedestrian sidewalks, non-motorized trails, a downtown trolley, trailheads with public parking, a visitors center with restrooms, festival and memorial plazas, a seasonal ice rink, and lighting and landscape treatments.

an important link to the Emmet Street corridor, a busy residential district in which the City intends to promote redevelopment opportunities and improvements in placemaking. Regionally, this segment or any future segments will connect to other recreation facilities and nonmotorized trails. The existing rail system will be kept in place along the south segment to provide downtown trolley service in the future, serving as both a placemaking enhancement and relief for scarcity of downtown parking. Trailhead parking for pedestrians and future trolley users will also alleviate downtown parking stresses.

Upon completion of the south segment, direct non-motorized transportation routes from seasonal/vacation and fulltime residential districts will connect to the heart of Downtown Petoskey and numerous recreational facilities.

### PROJECT LOCATION MAP

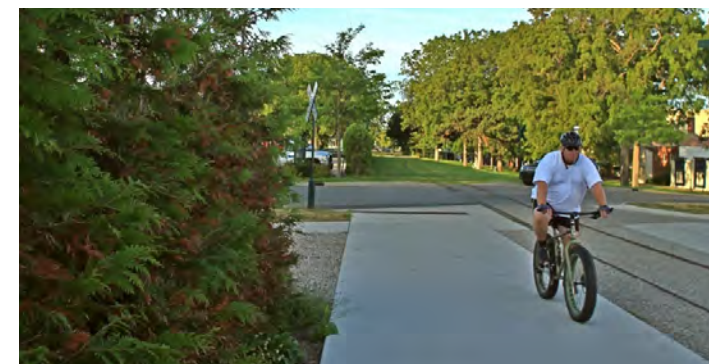
Petoskey Downtown Greenway – North Segment  
 Railroad ROW between Winter Park Lane and MacDonald Drive



The MNRTF funded North Segment is the first to be implemented and includes a non-motorized trail, trailhead parking, roadway crossings, pedestrian lighting, benches, trash receptacles, interpretive and wayfinding signage, and right-of-way restoration with native plant materials. The trail is 10-feet wide concrete with sawcut joints to provide a smooth non-motorized surface. Sidewalks connecting trailhead parking along Arlington Drive to the trail are 8-feet wide. City street crossings are concrete crosswalks with signage to signal trail users of vehicular traffic. All crossings are universally accessible and include design features such as visual and textural warnings. All trail surfaces, and other project elements, conform to the the United States Architectural and Transportation Barriers Compliance Board's Accessibility Guidelines for Outdoor Developed Areas.

Benches, trash receptacles and interpretive signage are located where topography, sun/shade patterns, or interesting views of Little Traverse Bay make them appropriate. Furnishings were designed in accordance with the Northern Michigan Disability Network's suggestions and United States Access Board's Outdoor Accessibility Guidelines. Benches are configured with arms and backs and include adjacent space for a wheelchair or other mobility aid. Interpretive and wayfinding signage is at an appropriate height/angle, contains large print and includes multi-sensory information when possible. In short, the project exceeds ADA standards with a mindset of true universal accessibility.

BRI is currently preparing an MDNR Trust Fund Grant application for the south segment of the Downtown Greenway Non-motorized Trail. It will accomplish several important objectives of the City in one plan. With the completed north segment, the south segment will connect downtown and suburban neighborhoods with the center of Downtown Petoskey. The proposed trail also serves as



CITY OF PETOSKEY  
**Proposed Downtown Greenway**



Image below: conceptual rendering of sidewalk improvements downtown



## Petoskey State Park

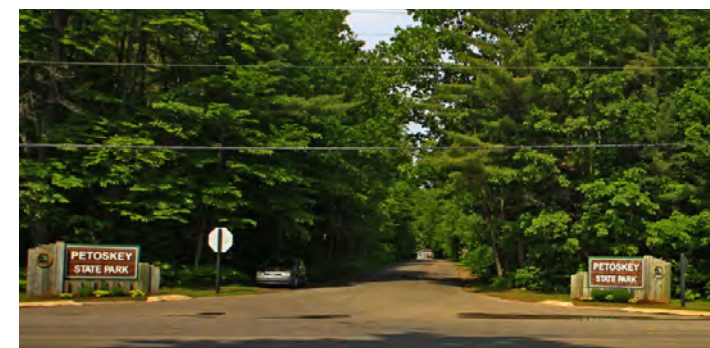
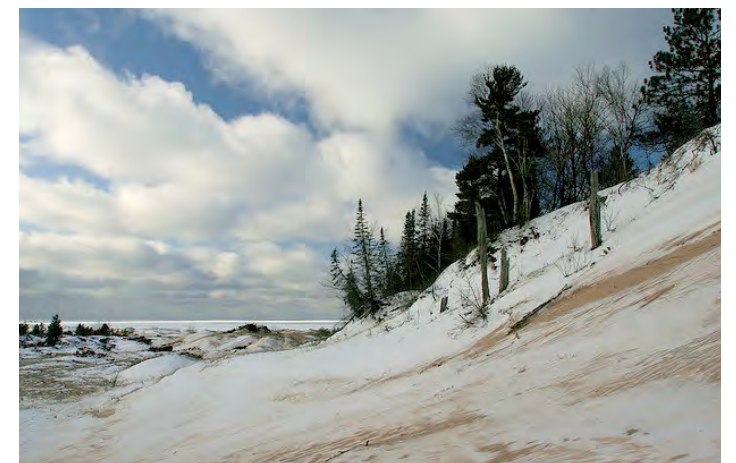
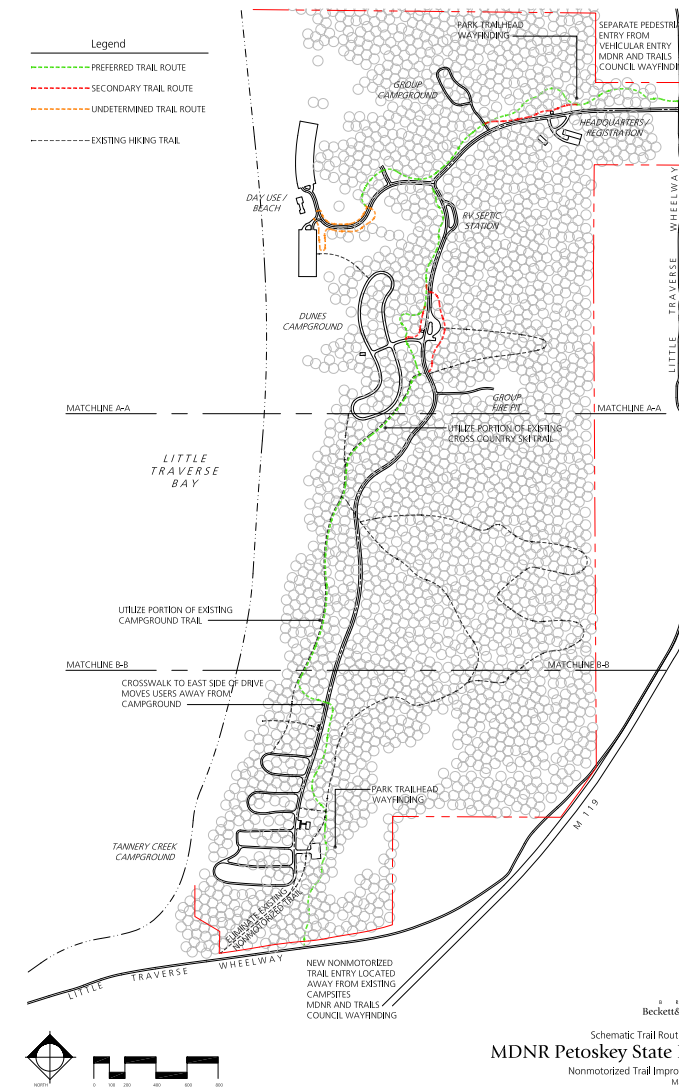
Petoskey, Michigan

The State of Michigan retained Beckett & Raeder, Inc. to assist in designing and engineering a fully accessible non-motorized trail to connect park uses and to link the park with adjacent amenities, intended to serve both day visitors and campers. Petoskey State Park is a 303-acre wooded park with over a mile of Lake Michigan beachfront and dramatic topography consistent with its status as regulated Critical Dunes. The park includes two campground areas with restrooms and showers, a day use beach with restrooms and concessions, and miles of foot trails.

Building on previous efforts by the State and a Michigan State University Landscape Architecture study for the proposed non-motorized trail, Beckett & Raeder, Inc. prepared a trail route consisting of two unique sections, designed to be implemented in phases. The most critical phase includes a non-motorized accessible trail from the park entrance on M-119 to the day-use beach area, separated from the busy entrance road and park headquarters. The subsequent section spans from the day-use beach at the northwest end of the park to the campgrounds at the southern edge of the park.

In areas where the road was deemed too busy to propose a trail adjacent to the road shoulder, Beckett & Raeder, Inc. proposed a complete separation of the trail from the road. For these trail segments, we faced the challenge of protecting steep slopes and existing vegetation, while establishing a trail route through dramatic topography that also met recreational accessibility guidelines. The Owner was regularly involved in design development and once a consensus on a final design was reached, Beckett & Raeder met with MDEQ onsite to review the proposed trail route before preparing and submitting applications for and receiving MDEQ Critical Dunes and MDNR Threatened and Endangered Species permits.

The non-motorized trail allows pedestrian park users of all abilities to move safely throughout the park, and accommodates users of the adjacent Little Traverse Wheelway who wish to appreciate all that the park has to offer.



## Cheboygan Festival Square

*Cheboygan, Michigan*

Festival Square represents the culmination of over fifteen years of planning and evolution of downtown Cheboygan in Northern Michigan. The location included Woolworth's Department Store, which sat vacant for over fifteen years and declined to the point where it was unusable. In 2006, the City established a Brownfield Redevelopment Authority to recoup possible demolition costs, and after receiving funding from the Community Development Block Grant program through the Michigan Economic Development Corporation for demolition and improvements, Beckett & Raeder, Inc. prepared demolition and construction plans for the improvements at what would become Festival Square.

The Woolworth building was demolished and disposed of in 2011. In Spring of 2012, bids were received for construction of Festival Square, an award was made and construction started and was completed in Summer of 2012. The City added Festival Square to their five-year recreation plan in summer of 2012.

Improvements include closure of Backus Street, a large overhead event pavilion, pedestrian and vehicular paving, concrete planters, masonry screen walls, storm sewer improvements, ornamental site lighting and landscaping. A comfort station was programmed into the design, which the City is committed to completing at a later date. The space that was transformed into Festival Square completes an important link between the downtown waterfront and the City Hall/Cheboygan Opera House complex, and is located in the heart of the central business district.



*before*



*after*





## Onekama Community Parks Access Plan

*Onekama, Michigan*

The Onekama Community Parks Access Plan was unique from its onset. The plan was envisioned and supported by a multi-jurisdictional alliance of regional stakeholders including the Village of Onekama, Onekama Township, Onekama Community Board of Education, Portage Lake Association, Portage Lake Watershed Forever Council, Explore the Shores Leadership Team, Manistee County Alliance for Economic Success, and State of Michigan Coastal Zone Management Program.

This collective group of stakeholders retained Beckett & Raeder, Inc. (BRI) to develop a cooperative strategy to serve the recreation access needs of Onekama jurisdictional residents as well as a large seasonal population. In order for the community to fully understand its assets and needs, BRI inventoried 13 parks within the village and township and developed two matrices illustrating existing and potential park amenities.

This allowed the collective Onekama community to understand deficiencies and identify six "priority parks" for design development and improvements.

In addition to access and recreational opportunity recommendations for the overall park system, BRI produced detailed design master plans for each of the "priority parks." Implementation strategies were developed and, in 2013, BRI assisted with Michigan Natural Resources Trust Fund grant applications to support master plan implementation for Village Park and Captain John Langland Park. Both grant requests were successful and first phase development of both parks was recently completed. The improvements have contributed to increased access to recreation, new recreational opportunities, new landmark spaces for the community, and improved ecosystem quality.



## Hickory Woods Park

*Pittsfield Township, Michigan*

Hickory Woods Park located in Pittsfield Township was a former golf course surrounded by residential neighborhoods. The park is predominantly open rolling terrain with a hickory woodlot on the northern portion of the site. Beckett & Raeder, Inc. along with team member, Cooper Design, Inc., was retained by the Township to develop a park master plan, submit for a Michigan Department of Natural Resources Trust Fund Grant, and prepare design and engineering drawings for the implementation of the Phase I and Phase II improvements.

Public workshops were held during the master plan phase of the project to identify desired park elements and priorities. Improvements include multi-use trails, picnic facilities, a restroom/storage facility, playgrounds, parking lot, informal play fields, bio retention areas, improvements to an existing irrigation pond for storm water management and native plantings for attraction of wildlife.

The park is open to the public for use year-round. It has over 2 miles of trails, both paved and unpaved, winding their way from the park entrance, through woodlots and prairie and around a pond. Trail entrances connect the park to nearby neighborhood, providing a more convenient access point for neighbors to enter and use park facilities. The project was completed in 2012.



## Bloomer Park

White Lake Township, Michigan  
MRPA 2014 Landscape Design Award



The Bloomer Park property is 28 acres of stunning beauty. Dramatic topographic features in the park include tall bluffs along Grass Lake, several glacial kettle wetlands, and rolling upland hills. While State Park status protected the park from development and preserved its spectacular ecosystems for many years, the park began falling into disrepair beginning in the 1970s as State budgets dwindled. Eventually, all the State Park amenities were removed and the park was largely forgotten.

White Lake Township's purchase of the property became an opportunity to re-envision it as a recreational asset. After decades of neglect, Township residents cast a vision for the property as a "natural area" park with passive recreational uses. With the assistance of Beckett & Raeder, the White Lake Township Parks and Recreation Committee held community meetings to guide development of a detailed plan for the park sensitive to its natural features.

Construction began in late Summer 2012 and was completed in Spring 2013. The end result spectacularly achieves its goal of complimenting the park's natural features. Improvements included universally accessible limestone fines paths, benches and interpretive panels, a picnic shelter, and an overlook platform where visitors can enjoy the experience of being out over the water, relaxing on the benches or trying their luck at the universally accessible fishing area. Other improvements included vehicular parking and trail surfaces that are permeable and universally accessible limestone. Any storm water that runs off the permeable parking area is directed to an infiltration bioswale. The park improvements also feature natural timber and fieldstone construction harkening back to State Park aesthetics defined by local materials.

## Lakeside Park Master Plan

*Ypsilanti Township, Michigan*



Ypsilanti Township, EMU, Saline Area Schools Rowing Club, and Washtenaw County recognized the need for a Community Boat House for education, community outreach, and team training. Partnering on a grant application for MNRTF funds, EMU retained Beckett & Raeder and Cooper Design to develop a master plan for the Lakeside Park site on Ford Lake, conceptual building plans and elevations for the Boat House, cost estimates, and preparation of the grant submission. The successful grant application was awarded in December, 2010.

The park master plan includes: universally accessible boat docks, fishing docks, scenic overlooks, non-motorized pathways, outdoor classroom and picnic shelter, environmental education and interpretive signage, site furnishings, community boathouse, parking, informal play areas, playground, and native plantings and bioswales for treatment and infiltration of storm water. Pathways will provide a non-motorized loop that connects various park elements, provides access to and from an adjacent residential tower, and connects to Washtenaw County's Border-to-Border trail along Textile Road. The plans are in conformance with

the ATBCB Outdoor Accessibility Guidelines and the Ann Arbor Center for Independent Living (AACIL) was integral to the planning process. All site furnishings will be placed within an accessible surface and be located an appropriate distance from moving traffic on the pathways. Benches will be configured with arms and backs and will include adjacent space for a wheelchair or other mobility aid. Interpretive signage will be at an appropriate height/angle, contain large print and include multi-sensory information when possible. The proposed plan takes advantage of the existing topography and uses it as accessible access for boating and fishing docks. A universally accessible transfer station will be provided for access to boating opportunities. The docks will also include universally accessible features for fishing such as multiple height railings and pole rests. The community boathouse will include universally accessible multi-purpose space, restrooms, emergency shower, and equipment storage.

## Waldenburg Park

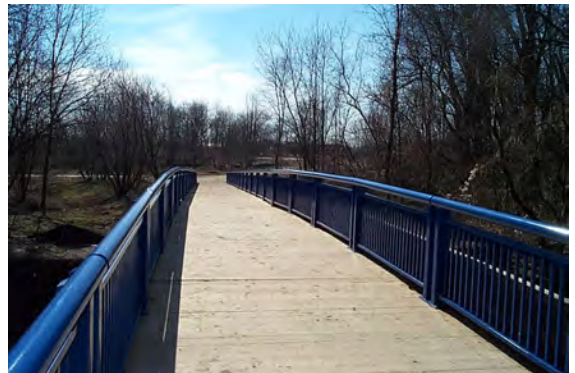
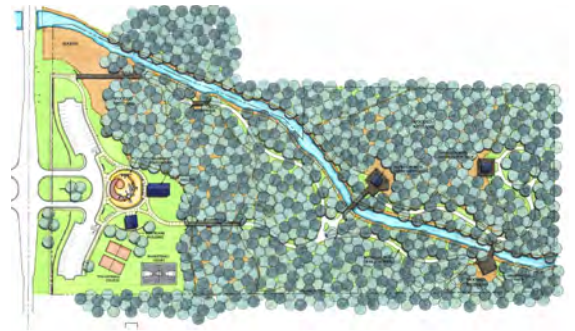
Macomb Township, Michigan

2003 MASLA Merit Award & 2003 MRPA Landscape Design Award

Macomb Township retained the team of Beckett & Raeder, Inc. and Cooper Design, Inc. to develop a Master Plan for a park on the north side of 21 Mile Road east of Romeo Plank Road. The challenge was to find an environmental balance between recreation activities and preservation of the wooded wetland and riparian edges, which comprise 80% of the site. Active facilities are located only in the portions of the site above the 100-year floodplain and include an ADA accessible children's play structure with state-of-the-art solid surfacing, basketball courts, volleyball courts, an ADA accessible picnic pavilion, and restroom building.

On the more sensitive portions of the site, extensive pathways meander the sites' natural woodland setting. The path crosses over wetlands and the Middle Branch of the Clinton River via pedestrian bridges and boardwalks. For local school and scouting groups, overlooks with pavilions provide sheltered areas for small group interpretive sessions, as well as resting points along the trail. The path system is planned to provide future connection to the regional bike trail and is fully accessible.

To buffer the busy adjacent roadway the frontage of the park features low limestone screen walls, custom designed fencing, signage and landscaping that diffuse roadway noise, protect users and add color to the parks entryway. The park also provides a 55-car parking lot with barrier free parking. The park is barrier free and is extensively used by the residents of Macomb Township throughout the year.



**MDNR Silver Lake State Park**  
**Day Use & Boating Access Site Master Plan**  
*Mears, Michigan*



Silver Lake State Park is located in western Michigan along the Lake Michigan shoreline, and is comprised of nearly 3,000 acres of sand dunes and mature forests. The park, with an impressive annual attendance of 800,000 to 900,000 users, is an excellent resource for both land and water recreation activities.

The Silver Lake State Park project sought to make improvements to the day use experience and Boat Access Site (BAS) functionality by master planning site circulation, parking and day use elements, while considering accessibility and natural feature preservation.

The preferred design alternative accomplished the DNR's goals for the site by relocating the park entry and developing a circuitous entrance drive allowing for stacking of campers off the main roadway, and also allowing for day users and BAS users to access their respective destinations without passing the registration station. The design minimizes the conflict and congest-

tion resulting from all user groups being routed in the same direction, yet still allows for a single park entry point, which is most effective for the park to manage.

The design relocates the BAS to the far northern area of the site onto recently acquired land instead of its current centralized location between the campground and the day use area. This allows the day use area to be expanded and consolidated along the waterfront to maximize access to Silver Lake. The new design affords campers access to an expanded beach area and new playground, unencumbered by vehicular conflict.

The design maintains a mature wood lot and creek between the BAS and day use area, as well as maintains a generous buffer of tree plantings adjacent to the roadway to reinforce the natural character of the State Park.

*iv*



Charter Township of Oscoda  
Comprehensive Development Plans  
Oscoda Beach Park, Furtaw Field, and Kenneth Ratliff Memorial Park

## Project Narrative

### PROJECT UNDERSTANDING

Oscoda Charter Township has recently updated its Parks and Recreation Master Plan and is seeking a consultant to prepare in comprehensive master plans for three Township park facilities: Oscoda Beach Park, Furtaw Field, and Kenneth Ratliff Memorial Park. The parks are at various levels of development but all experience regular use.

*Oscoda Beach Park* is a Lake Huron lakeshore park located just east of U.S. 23, near Township offices. The existing park features more than 1,000' of sandy lakeshore frontage, a fishing pier and network of boardwalks; play equipment; skate park and basketball courts; central event and concert pavilion; restroom building; picnic facilities, and associated paved parking. The park is intensely used by the regional public and through events programmed by the DDA, Chamber, Rotary Club and others throughout summer. Among a number of desired improvements mentioned in the Parks and Recreation Master Plan include improvement of existing furnishings, improved 'entry presence' and identity, and consideration of the undeveloped north parcel.

*Furtaw Field* is a 3.3 acre park parcel on the U.S. 23 corridor, north of Oscoda Beach Park. The space is currently undeveloped but serves as event space for a number of special events, including Paul Bunyan Days. The Parks and Recreation Master Plan calls for development of a plan for future use, possibly incorporating more recreational features such as a walking trail, and also mentions addition or improvement of winter sports facilities.

*Kenneth Ratliff Memorial Park* is an 11-acre park with 3,000' of lake frontage on Van Etten Lake, just north of M 41. The park includes boat launching facilities, a large, enclosed 4-season pavilion, restrooms, play equipment, a groomed beach and paved parking. Among improvements suggested for this park in the Parks and Recreation Master Plan are pavement of the entrance, improvement of trailer parking facilities, updating of existing play equipment, pavilion decking and boat launch facilities.

We understand that the Parks and Recreation Master Plan and survey shall be referenced in preparing the master plans, and that input regarding the existing facilities and any proposed improvements will also be sought from Township staff, board members, and stakeholders. To that end, we understand we will conduct formal meetings with the Township on three opportunities. We will strive to complete the master planning exercise by the end of January 2018. Finally, we will provide a 24" x 36" scale, mounted master plan illustration for each of the three facilities, along with the following for each of the three plans:

1. Project estimates or opinion of construction cost at the end of each design phase; and
  2. Implementation schedule and budgeting.
-





**Charter Township of Oscoda  
Comprehensive Development Plans  
Oscoda Beach Park, Furtaw Field, and Kenneth Ratliff Memorial Park  
Work Plan**

The BRI Team has prepared the following methodology and process to complete the design efforts defined in the RFP and in our Project Understanding. The process will utilize the 2017-2021 Parks and Recreation Master Plan recommendations and poll responses, and input from Township staff, board members and stakeholders. We anticipate the best solution to be an outcome of addressing and balancing various and sometimes competing criteria, and as such our process will seek to recognize the opportunities and constraints of the project sites and budget in a manner that best fulfills the goals of the projects.

**TASK 1: PRELIMINARY INVESTIGATIVE WORK AND MEETINGS**

This task will serve to set the design process in motion by making final revisions to the proposed Work Plan, and establishing an on-going communication procedure between the consultant team and the Charter Township of Oscoda. We will gather all data and information necessary to guide the design, identifying significant factors and patterns that will directly or indirectly influence the development of the master plans for the three parks. Accordingly, this task will involve the following:

**1.1 INITIAL MEETING**

BRI will coordinate and administer the initial meeting with the Charter Township of Oscoda in order to discuss the final work plan and project details, concerns, and special considerations in the design process. We will also receive any past plans relevant or useful to the preparation of the master plans, including previous topographic or aerial surveys, studies and proposals. Finally, we will establish a stakeholder group consisting of 3-5 interested community members. The initial meeting will serve to confirm the project scope and to establish basic attitudes and priorities relative to plan development.

**1.2 PROJECT SCHEDULE**

Immediately following Task 1.1 Initial Meeting, we will submit a project schedule, including identification of dates for the two subsequent meetings and the date by which final master plans, estimates and implementation schedules will be submitted. If necessary, the schedule can be published or circulated in a manner that advertises to the public.

**1.3 ANALYSIS OF PREVIOUS PLANNING**

BRI will analyze all previous planning reports and design studies provided to us relative to the three parks, and will suggest conclusions from this information that will influence or impact the design plan.



## TASK 2: MASTER PLAN

The Master Plan exercise establishes, in basic terms, the character, quality and intent of the ultimate implementation of proposed park improvements. Effective input and review is critical. We propose a close working relationship between BRI and the Charter Township of Oscoda in order to gain meaningful consensus based on thorough input and inventory, to enable preparation of comprehensive master plans.

### 2.1 AREA ANALYSIS

This task will be a specific physical analysis of each of the three parks. The objective of this analysis will be to establish a sound framework on which to base design decisions. This task will include, but not necessarily be limited to, analysis of the following.

- Natural Elements – The BRI Team will evaluate natural elements, which will serve to influence or shape the plan in either positive or negative ways, such as orientation, vegetation and topography.
- Man-Made Elements - The BRI Team will review the man-made elements which will serve to influence or shape the plan in either positive or negative ways, such as existing buildings, lighting, furnishings, utilities (both underground and overhead), pleasant and unpleasant views, landmarks, adjacencies, public art and historic context. We will study the following existing elements:
  - Circulation Systems, such as parking areas, sidewalks, alleys, streets, bike routes, trails, crosswalks.
  - Utilities, such as transmission lines, sanitary sewers, water main, storm sewers, electrical lines, telephone and communications
- Visual and Aesthetic Elements and Spatial Relationships - The BRI Team will evaluate visual and aesthetic elements including views and vistas, landmarks, and other perceptive character which exists within or adjacent to the project area. The team will identify existing spatial relationships within the existing parks and road corridors.
- Design Influences – This work will involve an analysis of the physical structure and fabric of the three parks and related vicinity; to identify and evaluate design influences, generally consisting of land-use patterns, circulation patterns and linkages; and to assess existing built and natural features.
- Plan Determinants - We will work with the Township to establish basic plan determinants, by reviewing and assessing opportunities and constraints of the three parks. These determinants are goals or basic statements of conviction that are formed from positive or negative implications of all existing elements, and which will become the basic criteria for the evaluation of the master plans.

## 2.2 PRELIMINARY MASTER PLANS

This phase will be based on all pertinent conclusions and determinants established in the preceding tasks and will suggest concepts, investigation of the potential pedestrian routes, assessment of existing site pedestrian and vehicular circulation, and utility implications. Considerations will be given to optimal site utilization and efficiencies, minimizing shoreline impact; sight lines, context sensitivity, and other aesthetics. Conceptual master plans of a loose and preliminary graphic expression will be prepared for each of the three parks.

Considerations will be given to:

- Accessibility and Circulation: circulation to and throughout the parks and important features, and linkages to critical adjacent points
- Pedestrian and Vehicular Safety
- Recreational Opportunities: The potential for people of all abilities to walk, hike, picnic and enjoy enhanced vistas already exists within each project area. We will attempt to enhance and organize existing recreational opportunities while balancing them with the introduction of desired recreational opportunities.
- Accommodating High Use: Two of the three parks are intensely used informally and for planned public events throughout the summer in Oscoda, which relies on summer tourism.
- Minimizing Shoreline Impact, Enhancing Natural Habitat: The existing parks share close proximity to water, with two of the three including significant shorelines. Two of the three parks also exist within relatively developed area, underlining the need to protect existing natural habitat and features.
- Ongoing Maintenance Budget: One consequence of having popular parks is the level of use and increased need for attention to maintenance costs and lifecycles.

## 2.3 INITIAL CLIENT REVIEW MEETING

Subsequent to the preparation of the Preliminary Master Plans, we will meet with the Charter Township of Oscoda and the stakeholder team to present the preliminary master plan sketches, options and preliminary opinions of cost. The meeting will conclude with a consensus direction for development of each of the three master plans.

## 2.4 MASTER PLAN AND COST OPINION COMPLETION

Based on the outcome of Task 2.3, the BRI Team will refine the consensus direction for each of the three parks into final master plans. Each plan will be 24" x 36", presentation-level, and prepared to scale. The BRI Team will prepare a Preliminary Opinion of Probable Construction Cost and implementation schedules for each of the three parks.

## 2.5 FINAL CLIENT REVIEW MEETING

Once the master plans and accompanying documents for each of the three parks are complete, BRI will meet with the Charter Township of Oscoda and the stakeholder team to present draft versions of the final master plans, implementation schedules and preliminary opinions of cost for each park. BRI will receive input from the meeting and will modify the master plan documents accordingly, mount the final illustrative plans on foam core, and submit the final master plan package.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/1/2017

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

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

PRODUCER <b>Eric Moore</b> <b>Moore Insurance Services, Inc.</b> 67 N. Howell P.O. Box 207 Hillsdale MI 49242	CONTACT NAME: <b>Cyndi Armstrong</b> PHONE (A/C No. Ext): <b>(517) 439-9345</b>	FAX (A/C No.): <b>(517) 439-5536</b>
	E-MAIL ADDRESS: <b>info@mooreinsuranceservices.com</b>	
INSURED		INSURER(S) AFFORDING COVERAGE
<b>Beckett and Raeder, Inc.</b> 535 West Williams Suite 101 Ann Arbor MI 48103		<b>INSURER A: RLI Insurance Company</b> NAIC # <b>13056</b>
		INSURER B :
		INSURER C :
		INSURER D :
		INSURER E :
		INSURER F :

COVERAGES      CERTIFICATE NUMBER: **CL1672901401**      REVISION NUMBER:

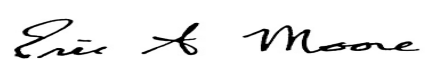
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X		PSB0001668	08/01/2016	08/01/2017	EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY			PSA0001303	08/01/2016	08/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Funeral expense benefit \$
A	UMBRELLA LIAB			PSW0001523	08/01/2016	08/01/2017	EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB DED      RETENTION \$						<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE AGGREGATE \$ 2,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			PSW0001523	08/01/2016	08/01/2017	<input checked="" type="checkbox"/> WC STATUTORY LIMITS      OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Professional Liability w/Pollution Incident			RDP0025769	08/01/2016	08/01/2017	Per Claim 2,000,000 Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Project Name: **City of Sturgis Master Plan**

City of Sturgis is listed as additional insured with respect to general liability only.

CERTIFICATE HOLDER      CANCELLATION

City of Sturgis 130 N. Nottawa Sturgis, MI 49091	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Eric Moore/CYNDI 

**CERTIFICATE OF CORPORATE RESOLUTION  
AUTHORIZING CERTAIN INDIVIDUALS TO ENTER INTO CONTRACTS  
ON BEHALF OF CORPORATION**

I, Deborah Cooper, PLA, President of Beckett & Raeder, Inc., organized and existing under the laws of State of Michigan and having its principal place of business at 535 West William, Ann Arbor, Michigan 48103, hereby certify that the following is a true copy of a resolution adopted by the Board of Directors of the Corporation at a meeting convened and held on February 26, 2016 at which a quorum was present and voting throughout and that such resolution is now in full force and effect and is in accordance with the provisions of the charter and by-laws of the Corporation.

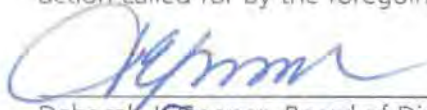
RESOLVED: That the following individuals of the Corporation are hereby authorized to sign on behalf of the Corporation contracts, proposals, and professional service agreements between its Clients and the Corporation;

RESOLVED FURTHER: That the following individuals are hereby authorized and directed to certify to any interested party that this resolution has been duly adopted, is in full force and effect, and is in accordance with the provisions of the documents of incorporation and by-laws of the Corporation.

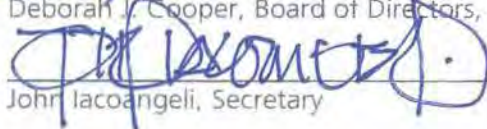
Individuals Authorized to Execute Contracts on Behalf of Corporation:

- Carey Baker
- John Beckett
- Deborah Cooper
- John Iacoangeli

I further certify that this Corporation is duly organized and existing, and has the power to take the action called for by the foregoing resolution.



Deborah J. Cooper, Board of Directors, President



John Iacoangeli, Secretary

2.26.2016

Date

2.26.2016

Date

Subscribed and sworn to by Deborah Cooper & John Jackson before me on the 26<sup>th</sup> day  
of February 2016.

Signature Dawn Iley

Printed name Dawn Iley

Notary public, State of Michigan, County of Jackson acting in the County of Washtenaw

My commission expires June 9, 2021

Dawn Iley  
Notary Public, Jackson County, Michigan  
My Commission Expires June 9, 2021  
Acting in the County of WASHTENAW

**CHARTER TOWNSHIP OF OSCODA**

**ORDINANCE NO. \_\_\_\_\_**

This Ordinance is intended to amend all previous related Township Ordinances, and to the extent that those previous Ordinances are amended, the provisions of this Ordinance shall prevail. To the extent that said previous Ordinances and their provisions have not been amended, they shall remain in full force and effect.

**AN ORDINANCE TO AUTHORIZE AND REGULATE THE ESTABLISHMENT OF MEDICAL MARIJUANA FACILITIES:**

**THE CHARTER TOWNSHIP OF OSCODA HEREBY ORDAINS:**

**SECTION 1 – PURPOSE AND INTENT**

**SECTION A:** It is the intent of this ordinance to authorize the establishment of certain types of medical marijuana facilities in the Township of Oscoda and provide for the adoption of reasonable restrictions to protect the public health, safety, and general welfare of the community at large; retain the character of neighborhoods; and mitigate potential impacts on surrounding properties and persons. It is also the intent of this ordinance to help defray administrative and enforcement costs associated with the operation of a marijuana facility in Oscoda Township through imposition of an annual, nonrefundable fee of not more than \$5000 on EACH medical marijuana facility licensee. Authority for the enactment of these provisions are set forth in the Medical Marijuana Facilities Licensing Act, MCL 333.27101 et seq. Costs regarding renewal applications, costs associated with the application process in general, and costs regarding enforcement are to be additional costs incurred by the applicant.

**SECTION B:** Nothing in this ordinance is intended to grant immunity from criminal or civil prosecution, penalty, or sanction for the cultivation, manufacturing, possession, use, sale, or distribution of marijuana, in any form, that is not in compliance with the Michigan Medical Marijuana Act, 1 of 2008, MCL 333.26421 et seq.; the Medical Marijuana Facilities Licensing Act, MCL 333.27101 et seq.; the Marijuana Tracking Act, MCL 333.27901 et seq.; and all other applicable laws and/or rules promulgated by the state of Michigan.

**SECTION 2 – DEFINITIONS**

**For the purpose of this ordinance:**

- A. Any term defined by the Michigan Medical Marihuana Act, MCL 333.26421 et seq., shall have the definition given in that Act.
- B. Any term defined by the Medical Marihuana Facilities Licensing Act, MCL 333.27101 et seq., shall have the definition given in that Act.
- C. Any term defined by the Marihuana Tracking Act, MCL 333.27901 et seq., shall have the definition given in that Act.
- D. “Grower” means a licensee that is a commercial entity located in the state that cultivates, dries, trims, or cures and packages marihuana for sale to a processor or provisioning center.
- E. “Licensee” means a person holding a state operating license issued under the Medical Marihuana Facilities Licensing Act MCL 333.27101 et seq.
- F. “Marijuana” or “marihuana” means that term as defined in the Public Health Code, MCL 333.1101 et seq., the Michigan Medical Marihuana Act, MCL 333.26421 et seq.; the Medical Marihuana Facilities Licensing Act, MCL 333.27101 et seq.; and the Marihuana Tracking Act, MCL 333.27901 et seq.
- G. “Marijuana facility” means an enterprise at a specific location at which a licensee is licensed to operate under the Medical Marihuana Facilities Licensing Act, MCL 333.27101 et seq, including a marijuana grower, marijuana processor, marijuana provisioning center, marijuana secure transporter, or marijuana safety compliance facility. The term is included in the Michigan Medical Marihuana Act MCL 333.26421 et seq.
- H. “Person” means an individual, corporation, limited liability company, partnership, limited partnership, limited liability partnership, limited liability limited partnership, trust, or other legal entity.
- I. “Processor” means a licensee that is a commercial entity located in Michigan that purchases marihuana from a grower and that extracts resin from the marihuana or creates a marihuana-infused product for sale and transfer in package form to a provisioning center.
- J. “Provisioning Center” means a licensee that is a commercial entity located in Michigan that purchases marihuana from a grower or processor and sells supplies, or provides marihuana to registered qualifying patients, directly or through the patient's registered primary caregivers. Provisioning centers include any commercial property where marihuana is sold at retail to registered qualifying patients or registered primary caregivers. A noncommercial location used by a primary caregiver, in accordance with the Michigan Medical Marihuana Act, MCL 333.26421 et seq., is not a provisioning center for purpose of this article.
- K. “Safety compliance facility” means a licensee that is a commercial entity that receives marihuana from a marihuana facility or registered primary caregiver, tests it for contaminants and for tetrahydrocannabinol (THC) and other cannabinoids, returns the test results, and may return the marihuana to the marihuana facility.
- L. “Secure transporter” means a licensee that is a commercial entity located in this state that stores marihuana and transports marihuana between marihuana facilities for a fee.
- M. “Outdoor production” means growing marijuana in an expanse of open or cleared ground or in a greenhouse, that does not utilize any artificial lighting, including but not limited to electrical lighting sources.



**SECTION 3 – AUTHORIZATION AND LOCATION OF FACILITIES**

The maximum number of each type of marihuana facilities in the Township of Oscoda will be set at this time but will be reviewed at the discretion of the Oscoda Township Board of Trustee’s. The review and its findings shall be recorded in the minutes of the relevant meeting of the Oscoda Township Board of Trustees.

<b><u>Facility</u></b>	<b><u>Number</u></b>
<b>Grower</b>	Two (2)
Allowed in	
<u>Zoning Districts</u>	I- Industrial WI – Wurtsmith Industrial AG- Agricultural
<b>Processor</b>	Two (2)
Allowed in	
<u>Zoning Districts</u>	I- Industrial WI – Wurtsmith Industrial
<b>Secured Transporter</b>	Two (2)
Allowed in	
<u>Zoning Districts</u>	I- Industrial WI – Wurtsmith Industrial
<b>Provisioning Center</b>	Two (2)
Allowed in	
<u>Zoning Districts</u>	B-2 - General Business District WB-3 – Wurtsmith Business
<b>Safety Compliance Facility</b>	Two (2)
Allowed in	
<u>Zoning Districts</u>	B-2 - General Business District WB-3 – Wurtsmith Business I – Industrial WI – Wurtsmith Industrial

- A. A marihuana grower, licensed under the State of Michigan’s Medical Marihuana Licensing Act MCL 333.27101 et seq. Product can be grown only in Agricultural or Industrial Districts, AG-Agricultural, WI - Wurtsmith Industrial, and I -Industrial.
  - B. A marihuana processor, licensed under the State of Michigan’s Marihuana Licensing Act MCL 333.27101 et.seq. Processing can be done only in the I- Industrial and WI-Wurtsmith Industrial Districts.
    - A marihuana provisioning center, licensed under the State of Michigan’s Medical Marihuana Licensing Act MCL 333.27101 et. seq. Product can be sold only in the B-2- General Business District and WB3-Wurtsmith Business District.
    - A medical Marihuana Secure transporter licensed under the State of Michigan’s Medical Marihuana Licensing Act MCL 333.27101 et. seq. A secure transporter’s facility shall be located only in the I-Industrial and W-I Wurtsmith Industrial Districts.
    - A licensed medical marihuana Safety compliance facility licensed under the State of Michigan’s Medical Licensing Act MCL 333.27101 et. seq. A Safety compliance facility shall be located in the I-Industrial, WI-Wurtsmith Industrial, WB3-Wurtsmith Business District, and the B-2 General Business District.
- 1. A marihuana grower, marihuana processor, marihuana provisioning center, marihuana secure transporter, and marihuana safety compliance facility, in accordance with the provisions of State law, may be permitted through the issuance of a special land use permit pursuant to Article IX to the Oscoda Township Ordinance 165, in the specified zones, provided that:**
- A. Any uses or activities found by the State of Michigan or a court with jurisdiction to be unconstitutional or otherwise not permitted by State law may not be permitted by the Township of Oscoda. In the event that a court with jurisdiction declares some or all of this article invalid, then the Township of Oscoda shall suspend the acceptance of applications for special land use permits pending the resolutions of the legal issue in question.
  - B. At the time of application for the special land use permit, the marihuana facility must be in the licensing process with the State of Michigan, and then must be at all times in compliance with the laws of the State of Michigan including but not limited to the Michigan Medical Marihuana Act, MCL 333.26421 et seq.; the Medical Marihuana Facilities Licensing Act, MCL 333.27101 et seq.; and the Marihuana Tracking Act, MCL 333.27901 et,seq.; and all other applicable rules promulgated by the state of Michigan.
  - C. At the time of application for a special land use permit (SLUP), the marihuana facility must have the Township of Oscoda permit concurrently in process with the special land use permit and site plan approval, and then must be at all times in compliance with Ordinance 165 of the Township of Oscoda.
  - D. A marihuana facility, or activities associated with the licensed growing, processing, testing, transporting, or sales of marihuana, may NOT be permitted as a Home

Business or accessory use nor may they include accessory uses, except as otherwise provided in this ordinance.

- E. Signage requirement for marihuana facilities, unless otherwise specified, are as provided in Article III, of the Oscoda Township Ordinance 165.

#### **SECTION 4 – GENERAL STANDARDS, USES AND RESTRICTIONS**

#### **2) Marihuana growers and marihuana processors shall be subject to the standards as listed in 4.22 Industrial (I) and 4.23 Agricultural (AG)**

**A. Lighting** *Lighting shall be regulated as follows:*

- Light cast by light fixtures inside any building shall not be visible outside the building from 7:00 p.m. to 7:00 a.m. the following day. Outdoor marihuana grow lights shall not be illuminated from 7:00 p.m. to 7:00 a.m. the following day.

**B. Odor** **As used in this subsection, building means the building, or portion thereof, used for marihuana production or marihuana processing.**

- The building shall be equipped with an activated carbon filtration system for odor control to ensure that air leaving the building through an exhaust vent first passes through an activated carbon filter.
- Doors and windows shall remain closed, except for the minimum length of time needed to allow people to ingress or egress the building.
- An alternative odor control system is permitted if approved by the State of Michigan

- C. If used, security cameras shall be directed to record only the subject property and may not be directed to public rights-of-ways as applicable, except as required to comply with licensing requirements of the State of Michigan.

#### **3) Provisioning centers shall be subject to the following standards:**

**Hours** as regulated by the State of Michigan.

**Indoor activities** All activities of a provisioning center, including all transfers of marihuana, shall be conducted within the structure and out of public view. A provisioning center shall not have a walk-up window or a drive-thru window service.

**Other Activities** Marihuana and tobacco products shall not be smoked, ingested, or otherwise be consumed in the building space occupied by the provisioning center.

**Physical Appearance** The exterior appearance of the structure shall remain compatible with the exterior appearance of structures already constructed or under construction within the immediate area. The exterior shall be maintained as to prevent blight or deterioration or substantial diminishment or impairment of property values within the immediate area.

**Odor** **As used in this subsection, building means the building, or portion thereof, used for a provisioning center.**

The building shall be equipped with an activated carbon filtration system for odor control to ensure that air leaving the building through an exhaust vent first passes through an activated carbon filter.

Doors and windows shall remain closed, except for the minimum length of time needed to allow people to ingress or egress the building.

An alternative odor control system is permitted if approved by the State of Michigan.

**4) Marihuana Safety compliance facility shall be subject to the following standards:**

- A. A marihuana safety compliance facility shall be subject to special regulations and standards as defined under *Medical Laboratories and medical Testing facilities* in Oscoda Township Ordinance 165.
- B. All activities of a marihuana safety compliance facility, including all transfers of marihuana, shall be conducted within the structure and out of public view.

**5) Marihuana Secure transporter shall be subject to the following standards:**

- A. A marihuana secure transporter shall be subject to the special regulations and standards applicable to [*transportation and warehousing*] uses as defined in the Oscoda Township Ordinance 165 and the following standards.
- B. Any buildings or structures used for the containment of stored materials shall be located no closer than 20ft from any property line. (or per the standards of I-Industrial, WI-Wurtsmith Industrial)

**6) Nonconformities - (in addition to restrictions as set forth in the Township Zoning Ordinance)**

- A. No marihuana facilities operating or purporting to operate prior to December 15th 2017, shall be deemed to have been a legally existing use nor shall the operations of such marihuana facility be deemed a legal nonconforming use under Oscoda Township Ordinance 165.
- B. A property owner shall not have vested rights or nonconforming use rights that would serve as a basis for failing to comply with this ordinance or any amendment thereto.
- C. Discontinuation of a state medical marihuana facility license shall constitute prima facie evidence that a nonconforming use has been discontinued.

**SECTION 5 – REQUIREMENTS AND PROCEDURE FOR ISSUING PERMITS**

- A. No person shall operate a marihuana facility in the Township of Oscoda without a valid marihuana facility permit issued by the Township of Oscoda pursuant to the provisions of this ordinance.

- B. Every applicant for a permit *to* operate a marihuana facility shall file an application in the Oscoda Township Zoning office upon a form provided by the Township of Oscoda.
- C. Every applicant for a permit to operate a marihuana facility shall submit with the application, a photocopy of the applicant’s valid and current license issued by the State of Michigan in accordance with the Medical Marihuana Facilities Licensing Act, MCL 333.27101 et seq.
- D. Upon an applicant's completion of the above -provided form and furnishing of all required information and documentation, the Zoning Administrator shall accept the application and assign it a sequential application number by facility type based on date and time of acceptance. The Planning Commission of Township of Oscoda shall act to approve or deny an application after review of the application and a site plan at a regularly scheduled meeting of said commission. If approved the applicant shall be issued a provisional *permit*.
- E. A provisional permit means only that the applicant has submitted a valid application for a marihuana facility license, and the applicant shall not locate or operate a marihuana facility without obtaining all other permits and approvals required by all other applicable ordinances and regulations of the Township of Oscoda. A provisional permit will lapse and be void if such permits and approvals are not completed within sixty (60) days of the issuance of the provisional permit.
- F. Within 30 days from the applicant submitting proof of obtaining all other required permits and approvals and payment of the permit fee, the Zoning Administrator/Planning Commission of Oscoda Township shall approve or deny the marihuana facility permit. The Zoning Administrator shall issue a marihuana facility permit in order of the sequential application number previously assigned.
- G. Maintaining a valid marihuana facility license issued by the State is a condition for the issuance and maintenance of a marihuana facility permit under this ordinance and continued operations of any marihuana facility.
- H. A marihuana facility permit issued under this ordinance is not transferable.

### **SECTION 6 – PERMIT RENEWAL**

- A. A marihuana facility permit shall be valid for one year from the date of issuance, unless revoked as provided by law.
- B. A valid marihuana facility permit may be renewed on an annual basis by submitting a renewal application upon a form provided by the Zoning Department of Oscoda and payment of the annual permit fee. Applications to renew a marihuana facility permit shall be filed at least thirty [30] days prior to the date of its expiration.

### **SECTION 7 – APPLICABILITY**

The provisions of this ordinance shall be applicable to all persons and facilities described herein, whether the operations or activities associated with a marihuana facility were established without authorization before the effective date of this ordinance.

### **SECTION 8 – PENALTIES AND ENFORCEMENT**

- A. Any person who violated any of the provisions of this Ordinance shall be responsible for a municipal civil infraction and subject to the payment of a civil fine of not more than [\$500], plus costs and attorney fees, administrative and enforcement costs, and injunctive relief. Each day a violation of this Ordinance continues to exist constitutes a separate violation. A violator of this Ordinance shall also be subject to such additional sanctions, remedies and judicial orders as are authorized under Michigan Law.
- B. A violation of this Ordinance is deemed to be a nuisance per se. In addition to any other remedy available at law, the Township of Oscoda may bring an action for an injunction or other process against a person to restrain, prevent, or abate any violation of this Ordinance.
- C. This Ordinance shall be enforced and administered by the Zoning Administrator, Code Compliance Officer, Oscoda Township Police Department, or such other Oscoda Township official as may be designated from time to time by resolution of the Oscoda Township Board of Trustees.

### **SECTION 9 – SEVERABILITY**

In the event that any one or more sections, provisions, phrases or words of this Ordinance shall be found to be invalid by a court of competent jurisdiction, such holding shall not affect the validity or the enforceability of the remaining sections, provisions phrases or words of this Ordinance.

### **SECTION 10 – EFFECTIVE DATE**

This Ordinance shall take effect 12/15/17 in accordance with law.

The Supervisor declared the Ordinance adopted.

Date: \_\_\_\_\_, 2017

\_\_\_\_\_  
By: Aaron Weed  
Its: Supervisor

Date: \_\_\_\_\_, 2017

\_\_\_\_\_  
By: John Nordeen  
Its: Clerk

### CERTIFICATION

The foregoing is a true copy of Ordinance Number 2017- \_\_\_\_\_, which was enacted by the Charter Township of Oscoda Board at a regular meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
By: John Nordeen  
Its: Clerk



**Charter Township of Oscoda**  
**110 South State Street**  
**Oscoda, Michigan 48750**  
Office of Supervisor: (989)739-3211  
Office of Clerk: (989)739-4971  
Office of Treasurer: (989)739-7471  
Office of Superintendent: (989)739-8299  
Fax: (989)739-3344

18 October 2017

Board of Trustees  
Charter Township of Oscoda  
110 S State St  
Oscoda, MI 48750

RE: Iosco County EMS Response Times

The EMS response times chart, as attached, was derived from data generated by the Iosco County 911 dispatch service. As a data sampling to compare with other parts of the county, I selected the three townships at the furthest most corners of the county: Oscoda, Plainfield, and Burleigh (including Whittemore).

Most municipalities in the nation, that have EMS service, have a response standard of 08 minutes 59 seconds that is required for a minimum of 90% of calls. However, studies completed in the last 10 years have shown that changing that requirement to 11 minutes 59 seconds has little impact on the outcome of patients. Only in cardiac cases does a time of about 4 minutes have a critical affect.

Based on the information I outlined above, I compiled the EMS response times for June, July, and August to see how Iosco County compares. At the bottom of each township's chart you will see the average times and how may calls were above both 08m:59s and 11m:59s time limits.

The Oscoda chart can also show you how the Oscoda Area First Responder reported EMS times compare to times reported from Iosco 911 if you pull the OAFR time sheets from previous packets.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Aaron Weed', is written over a light blue horizontal line.

Aaron Weed  
Supervisor, Oscoda Carter Township



### Oscoda Township EMS response times

Note: Does not include Oscoda First Responder Data

#### Aug/17

Date	Dispatch time	On Scene	Response time
1/Aug	14:56	15:03	0:07
2/Aug	1:49	1:54	0:05
2/Aug	16:35	16:53	0:18
2/Aug	23:55	0:00	0:05
3/Aug	3:44	3:51	0:07
3/Aug	14:34	14:49	0:15
3/Aug	21:47	21:55	0:08
3/Aug	22:46	23:27	0:41
4/Aug	9:44	9:56	0:12
4/Aug	10:05	10:29	0:24
4/Aug	21:45	21:59	0:14
5/Aug	11:29	11:36	0:07
5/Aug	14:22	14:34	0:12
5/Aug	19:31	19:35	0:04
6/Aug	13:51	14:02	0:11
7/Aug	10:24	10:48	0:24
7/Aug	15:13	15:21	0:08
7/Aug	17:36	17:42	0:06
9/Aug	8:51	9:04	0:13
11/Aug	0:14	0:24	0:10
11/Aug	12:01	12:13	0:12
11/Aug	17:42	17:54	0:12
11/Aug	22:34	23:02	0:28
12/Aug	7:55	8:16	0:21
12/Aug	10:38	10:44	0:06
12/Aug	11:10	11:15	0:05
12/Aug	16:23	16:36	0:13
12/Aug	22:21	22:42	0:21
13/Aug	0:35	0:46	0:11
13/Aug	2:55	3:05	0:10
13/Aug	9:32	9:42	0:10
13/Aug	11:16	11:26	0:10
14/Aug	11:00	11:07	0:07
14/Aug	19:57	20:04	0:07
14/Aug	20:10	20:22	0:12
15/Aug	3:37	3:43	0:06
15/Aug	10:15	10:28	0:13

#### July/17

Date	Dispatch time	On Scene	Response time
3/Jul	14:00	14:11	0:11
3/Jul	16:41	17:02	0:21
3/Jul	22:31	22:56	0:25
5/Jul	14:55	15:06	0:11
8/Jul	11:06	11:18	0:12
17/Jul	16:13	16:53	0:40
22/Jul	13:07	13:31	0:24
22/Jul	14:24	14:35	0:11
27/Jul	18:09	18:13	0:04
28/Jul	20:38	20:50	0:12
29/Jul	15:41	15:54	0:13
29/Jul	19:21	19:43	0:22
30/Jul	13:49	14:15	0:26
30/Jul	21:10	21:16	0:06
30/Jul	21:44	22:00	0:16
31/Jul	8:09	8:39	0:30
31/Jul	16:51	17:00	0:09

#### June/17

Date	Dispatch time	On Scene	Response time
4/Jun	18:28	18:33	0:05
5/Jun	3:37	3:46	0:09
6/Jun	11:26	11:35	0:09
7/Jun	19:20	19:27	0:07
10/Jun	11:46	11:52	0:06
11/Jun	11:06	11:11	0:05
20/Jun	12:00	12:15	0:15
21/Jun	12:15	12:20	0:05
21/Jun	14:19	14:42	0:23
23/Jun	16:37	17:01	0:24
24/Jun	21:42	22:03	0:21
30/Jun	15:02	15:09	0:07



Plainfield Township EMS response times

Aug/17




Date	Dispatch time	On Scene	Response time
3/Aug	10:06	10:12	0:06
4/Aug	0:44	1:05	0:21
4/Aug	5:26	5:31	0:05
4/Aug	6:15	6:31	0:16
4/Aug	8:54	9:05	0:11
6/Aug	9:34	9:37	0:03
6/Aug	10:07	10:13	0:06
6/Aug	12:19	12:33	0:14
6/Aug	13:23	13:27	0:04
6/Aug	22:09	22:18	0:09
7/Aug	11:15	11:29	0:14
9/Aug	12:07	12:14	0:07
9/Aug	21:53	22:17	0:24
10/Aug	5:20	5:24	0:04
10/Aug	18:59	19:10	0:11
11/Aug	19:09	19:30	0:21
12/Aug	8:59	9:25	0:26
14/Aug	11:44	12:07	0:23
15/Aug	14:09	14:20	0:11
15/Aug	16:41	16:55	0:14
15/Aug	17:40	18:09	0:29
16/Aug	18:53	19:07	0:14
16/Aug	23:02	23:13	0:11
17/Aug	12:15	12:28	0:13
17/Aug	17:15	17:18	0:03
17/Aug	18:48	18:51	0:03
17/Aug	20:33	20:36	0:03
18/Aug	2:39	2:56	0:17
18/Aug	22:23	22:27	0:04
19/Aug	14:46	14:49	0:03
19/Aug	20:53	20:57	0:04
19/Aug	23:42	23:55	0:13
21/Aug	18:12	18:20	0:08
22/Aug	9:29	9:36	0:07
24/Aug	9:27	9:35	0:08
26/Aug	9:56	10:04	0:08
26/Aug	12:41	12:46	0:05
26/Aug	16:44	16:56	0:12
26/Aug	21:48	21:57	0:09
26/Aug	21:53	22:22	0:29

July/17

Date	Dispatch time	On Scene	Response time
1/Jul	3:31	3:36	0:05
1/Jul	23:42	0:22	0:40
2/Jul	16:38	16:50	0:12
3/Jul	2:15	2:31	0:16
3/Jul	7:24	7:35	0:11
4/Jul	21:29	21:45	0:16
5/Jul	1:21	1:33	0:12
5/Jul	11:30	11:37	0:07
7/Jul	9:28	9:52	0:24
7/Jul	9:30	9:40	0:10
7/Jul	22:02	22:08	0:06
9/Jul	12:12	12:16	0:04
9/Jul	19:23	19:33	0:10
10/Jul	9:24	9:39	0:15
11/Jul	15:14	15:32	0:18
11/Jul	18:39	18:48	0:09
13/Jul	6:28	6:40	0:12
15/Jul	10:36	11:00	0:24
15/Jul	10:50	11:29	0:39
15/Jul	15:10	15:29	0:19
15/Jul	19:35	19:52	0:17
16/Jul	19:26	19:38	0:12
17/Jul	15:20	15:45	0:25
17/Jul	18:15	18:27	0:12
17/Jul	19:08	19:22	0:14
18/Jul	10:10	10:18	0:08
19/Jul	7:39	7:53	0:14
20/Jul	17:14	17:22	0:08
21/Jul	16:48	17:04	0:16
22/Jul	11:14	11:27	0:13
23/Jul	22:38	22:51	0:13
24/Jul	10:18	10:28	0:10
25/Jul	20:39	20:47	0:08
26/Jul	11:01	11:10	0:09
27/Jul	9:17	9:33	0:16
27/Jul	18:15	18:27	0:12
29/Jul	13:48	14:22	0:34
29/Jul	18:16	18:29	0:13
30/Jul	22:35	23:05	0:30
31/Jul	9:56	10:04	0:08

June/17

Date	Dispatch time	On Scene	Response time
1/Jun	10:32	10:38	0:06
4/Jun	9:23	9:27	0:04
6/Jun	5:23	5:27	0:04
7/Jun	9:03	9:08	0:05
7/Jun	10:17	10:24	0:07
7/Jun	17:48	18:00	0:12
7/Jun	19:14	19:24	0:10
7/Jun	19:29	19:48	0:19
8/Jun	11:49	12:05	0:16
9/Jun	13:17	13:27	0:10
10/Jun	18:34	18:50	0:16
13/Jun	2:11	2:20	0:09
14/Jun	11:02	11:05	0:03
15/Jun	1:27	1:38	0:11
18/Jun	13:01	13:17	0:16
20/Jun	16:59	17:08	0:09
21/Jun	4:25	4:30	0:05
21/Jun	20:06	20:27	0:21
22/Jun	18:24	18:42	0:18
23/Jun	15:02	15:23	0:21
23/Jun	19:13	19:34	0:21
24/Jun	14:00	14:05	0:05
24/Jun	21:08	21:35	0:27
24/Jun	23:14	23:30	0:16
25/Jun	21:22	21:26	0:04
25/Jun	11:56	12:04	0:08
28/Jun	11:01	11:08	0:07
28/Jun	20:14	20:23	0:09
29/Jun	9:56	10:10	0:14
29/Jun	12:09	12:13	0:04
29/Jun	15:06	15:18	0:12
29/Jun	20:28	20:42	0:14
30/Jun	14:14	14:40	0:26
30/Jun	23:53	0:08	0:15

27/Aug	9:17	9:34		0:17
29/Aug	11:03	11:17		0:14
29/Aug	19:34	19:54		0:20
30/Aug	15:06	15:11		0:05
31/Aug	17:47	17:54		0:07

**August average:** **0:11**

Total responses: 45  
 Responded above 8:59m: 25  
 56%

Responded above 11:59m: 19  
 43%


**July average:** **0:15**

Total responses: 40  
 Responded above 8:59m: 32  
 80%

Responded above 11:59m: 26  
 65%


**June average:** **0:11**

Total responses: 34  
 Responded above 8:59m: 22  
 65%

Responded above 11:59m: 16  
 48%

Burleigh Township/City of Whittemore EMS response times

Aug/17

Date	Dispatch time	On Scene	Response time
9/Aug	8:00	8:13	0:13
9/Aug	12:26	12:54	0:28
12/Aug	21:01	21:10	0:09
13/Aug	20:56	21:13	0:17
20/Aug	11:10	11:23	0:13
20/Aug	13:27	13:47	0:20
24/Aug	10:06	10:18	0:12
25/Aug	22:18	22:31	0:13
27/Aug	11:37	11:49	0:12
29/Aug	17:16	17:32	0:16
30/Aug	18:21	18:34	0:13
31/Aug	16:56	17:08	0:12

August average: 0:14

Total responses: 12  
 Responded above 8:59m: 12  
 100%

Responded above 11:59m: 11  
 92%

July/17

Date	Dispatch time	On Scene	Response time
1/Jul	22:18	22:31	0:13
5/Jul	15:03	15:19	0:16
6/Jul	14:36	15:05	0:29
8/Jul	8:18	8:30	0:12
16/Jul	21:32	21:45	0:13
17/Jul	19:43	20:09	0:26
20/Jul	18:25	18:35	0:10
23/Jul	1:36	1:50	0:14
28/Jul	11:35	12:00	0:25

July average: 0:17

Total responses: 9  
 Responded above 8:59m: 9  
 100%

Responded above 11:59m: 8  
 89%

June/17

Date	Dispatch time	On Scene	Response time
5/Jun	18:49	19:04	0:15
14/Jun	13:37	13:56	0:19
26/Jun	22:47	22:59	0:12
18/Jun	12:47	13:03	0:16
24/Jun	23:14	23:30	0:16

June average: 0:15

Total responses: 5  
 Responded above 8:59m: 5  
 100%

Responded above 11:59m: 5  
 100%



## OSCODA TOWNSHIP FIRE DEPARTMENT SEPTEMBER 2017- ACTIVITY REPORT

Oscoda:	1	33%	AuSable:	2	66%	Wilber:	0	0%
Other:	0	0%	Cancelled:	0	0%	Total Calls-	3	
Event Stand-By- (not included in total)-	0			Total Responses-	3		Per Month-	
0000-0400:		1	33%	Monday:	0	0%		
0400-0800:		1	33%	Tuesday:	1	33%		
0800-1200:		0	0%	Wednesday:	1	33%		
1200-1600:		1	33%	Thursday:	0	0%		
1600-2000:		0	0%	Friday:	0	0%		
2000-0000:		0	0%	Saturday:	0	0%	Sunday:	1 33%
Vehicle Fire:	0	0%	Water Rescue:	0	0%	Alarms:	0	0%
Structure Fire#1	33%		Vehicle Crash:	1	33%	Outside Fire:	0	0%
Mutual Aid:	0	0%	Utility*:	1	33%	Plane/Train:	0	0%
January:	5	7%	Average Personnel per Call:		17			
February:	7	10%	Average Calls Per Month:		8			
March:	10	14%	Average Response Time:		8 Minutes			
April:	18	26%	Average Call Length:		26 Minutes			
May:	8	11%						
June:	7	10%						
July:	10	14%						
August:	4	6%						
September:	3	4%						
October:	0	0%						
November:	0	0%						
December:	0	0%						
Y TD- 2017	72	100%	YTD 2016-	76	(-4) Change			

\*Gas leak, wire down, sparking lines, pole-transformer fire, etc.  
 # Appliance, chimney, smoke, cooking, out-buildings, odors, etc.