

# CHARTER TOWNSHIP OF YPSILANTI

## MINUTES OF THE JUNE 6th, 2023 SPECIAL BOARD MEETING

Supervisor Brenda Stumbo called the meeting to order at approximately 4:30pm in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

**Members Present:** Supervisor Brenda Stumbo, Clerk Heather Jarrell Roe and Treasurer Stan Eldridge  
Trustees: Ryan Hunter, John Newman II, Gloria Peterson and Debbie Swanson

**Members Absent:** None

Meeting called to order at 4:30pm.  
Supervisor Stumbo stated that public comment is allowable under each agenda item.

### **SPECIAL BUSINESS**

#### **1. Request authorization to seek sealed bids for two (2) new Recreation Passenger Buses (ARPA Funding)**

Motion to approve made by Clerk Jarrell Roe, Supported by Trustee Hunter.

Motion passed unanimously.

#### **2. Request to approve agreement with Washtenaw County for Barrier Busters three year contract in the amount of \$450,000 (ARPA Funding)**

Motion to approve made by Treasurer Eldridge, supported by Trustee Swanson (see attached).

Moonson Eninschem, OCED of Washtenaw County thanked the board for consideration and was available for any questions. He stated that looking at your entire package, he really appreciated the emphasis on low and moderate income communities and that has been his focus for a quarter century now. He further explained that the township will receive regular updates on the spending.

Trustee Newman asked about financial literacy classes and learning opportunities.

Trustee Swanson thanked Mr. Eninschem for the work that he was doing and is thankful for the opportunity to partner with Barrier Busters.

Motion passed unanimously.

#### **3. Request authorization to purchase a software upgrade for courtroom recording software 3 year annual license at \$4300 per year contingent upon a budget amendment**

Motion to approve made by Clerk Jarrell Roe, support by Trustee Peterson.

Magistrate Mark Nelson explained that this is required and the same system that they currently have in place.

Motion passed unanimously.

#### **4. Request authorization to seek sealed bids for Community Center Ball Field Lighting (ARPA Funding)**

Motion to approve made by Clerk Jarrell Roe, support by Trustee Hunter.

Motion passed unanimously.

#### **5. Request authorization to seek quotes for monthly newsletter to Ypsilanti Township Community**

Motion to approve made by Trustee Swanson, support by Clerk Jarrell Roe.

Motion passed unanimously.

#### **6. Request authorization to approve OHM to provide professional services for preliminary engineering, design and bidding for the Ypsilanti Township Civic Center Parking Lot Improvements (ARPA Funding)**

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Motion to approve made by Treasurer Eldridge, support by Clerk Jarrell Roe (see attached).

Motion passed unanimously.

**7. Request authorization to approve Spicer Group to provide professional services for preliminary engineering, design and bidding for the Ypsilanti Township ARPA parks projects in West Willow, Burns, Ford Heritage, Ford Lake and Lakeside Parks (ARPA Funding)**

Motion to approve made by Clerk Jarrell Roe, supported by Trustee Peterson (see attached).

Motion passed unanimously.

**8. Request authorization to seek sealed bids for renovations to the community resource center located at 2057 Tyler Rd (ARPA Funding)**

Motion to approve made by Clerk Jarrell Roe, supported by Trustee Peterson.

Motion passed unanimously.

**9. Request authorization to approve Stantec Consulting to provide professional services for preliminary engineering and conceptual design for the Ypsilanti Township Community Center Bathroom Improvements and replacement of galvanized pipes (ARPA Funding)**

Motion to approve made by Clerk Jarrell Roe, support by Trustee Peterson (see attached).

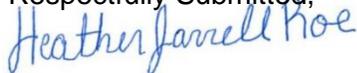
Motion passed unanimously.

**10. Budget Amendment #8**

Motion to approve made by Clerk Jarrell Roe, support by Treasurer Eldridge (see attached).

Motion passed unanimously.

Respectfully Submitted,



**Heather Jarrell Roe, Clerk  
Charter Township of Ypsilanti**

CONTRACT  
Charter Township of Ypsilanti

AGREEMENT is made for the three (3) year period spanning June, 2023 through December 2025, by the Charter Township of Ypsilanti located at 7200 S. Huron River Drive, Ypsilanti, MI 48197, and the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107("County").

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The COUNTY will provide emergency basic need assistance including, but not limited to, assistance with housing, utility needs, transportation(including car repairs), structural ramps and health needs to residents of Washtenaw County, specifically and especially residents of the Charter Township of Ypsilanti, who meet the criteria of the Barrier Busters Program.

The COUNTY will report quarterly on the provision of services in a manner and method mutually agreeable to the parties. At a minimum, the County will report on the number of persons served, the services provided and, if practicable the direct benefit to the citizens of the Charter Township of Ypsilanti, regardless of whether they receive services.

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices, The Charter Township of Ypsilanti will pay the COUNTY an amount not to exceed 150,000.00 of ARPA funds per year for three(3) years for a total of \$450,000.00. The compensation will be directed to the delivery of services and not overhead or administrative fees.

ARTICLE III - TERM

This contract begins on the date of this agreement and ends on December 31<sup>st</sup>, 2025.

ARTICLE IV - EQUAL EMPLOYMENT OPPORTUNITY

The County will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The County will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The County agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the County, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE V - EQUAL ACCESS

The County shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE VI - ASSIGNS AND SUCCESSORS

This contract is binding on the Charter Township of Ypsilanti and the County, their successors and assigns. Neither the County nor the Charter Township of Ypsilanti will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE VII - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE VIII - CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the Charter Township of Ypsilanti and the County, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE IX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE X - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ARTICLE XI – ELECTRONIC SIGNATURES

All parties to this contract agree that either electronic or handwritten signatures are acceptable to execute this agreement.

ATTESTED TO:

WASHTENAW COUNTY

By: \_\_\_\_\_  
Lawrence Kestenbaum (DATE)  
County Clerk/Register

By: \_\_\_\_\_  
Gregory Dill (DATE)  
County Administrator

APPROVED AS TO CONTENT:

CHARTER TOWNSHIP OF YPSILANTI:

By: \_\_\_\_\_  
Office of Community & Economic (DATE)  
Development, Director

By: \_\_\_\_\_  
Brenda Stumbo (DATE)  
Township Supervisor

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Heather Jarrell Roe (DATE)  
Township Clerk

BY: \_\_\_\_\_  
Michelle K. Billard (DATE)  
Office of Corporation Counsel



June 1, 2023

Ms. Brenda Stumbo  
Township Supervisor  
Charter Township of Ypsilanti  
7200 S. Huron River Drive  
Ypsilanti, MI 48197

RE: Proposal for Civic Center Parking Lot Improvements - **REVISED**  
**Professional Engineering Design Services**

Dear Ms. Stumbo:

Thank you for the opportunity to submit this proposal to provide Professional Engineering Design Services for the reconstruction of the Ypsilanti Township Civic Center parking lot. The existing parking lot was at the end of its service life and last rehabilitated in the early 2000's with a pulverize and overlay. The nature of a pulverize and overlay was to help extend the service life of the pavement but did not address critical base issues. Due to the deteriorating nature of the existing parking lot, this project will require a full reconstruct the failing subbase and place new asphalt pavement in order to handle the traffic volumes and a minimum of a 15-year service life.

This proposal provides key personnel and project manager contact information as well as project understanding, deliverables, schedule, and fee estimation.

### **PROJECT UNDERSTANDING**

The proposed project consists of full reconstruction of the Civic Center parking lot located at 7200 S Huron River Dr. The Township has requested two (2) proposals for the proposed reconstruction design. The is Proposal A which includes full reconstruction of the parking lot, placed back matching the existing layout. To allow for easier snow removal, the design will also include removal of the concrete block bollards near the entrance of the Civic Center building and replace with removeable solar bollards. The proposed design will also include one (1) Electric Vehicle Charging Station at the north side of the parking lot.

The total work will include approximately 6,000 square yards of pavement removal, subbase repair, and asphalt replacement. 500 feet of curb removal and replacement along the perimeter of the parking lot and located as landscape islands of the lot are also proposed within the design.

The parking lot design will comply with the current Ypsilanti Township engineering standards for construction including, applicable sections of the Americans with Disabilities Act (ADA), the National Asphalt Pavement Association (NAPA) Standards, and local Ordinances.

The construction effort will stay on Ypsilanti Township property and no easements will be required for this project. In addition, no major storm sewer work is anticipated as a part of the scope.

We offer the following scope of services for the completion of the design of this project.



## SCOPE

### Task 1 – Topographic Survey for Design

OHM Advisors will begin Design Survey upon authorization to proceed. Given the unique location of this project, and to set a precedent for the Township expectations, it's imperative updated topo is collected so the design can be properly designed to meet ADA compliance. Tasks to be accomplished include:

- ▼ **Control:** Establish horizontal and vertical control and tie to project.
- ▼ **Topographic Survey:** Obtain all necessary existing physical features, such as sidewalk, structure inventory, trees, etc., and elevations to provide information for preparing plans, with a focus on meeting all ADA requirements.

### Task 2 – Utility Coordination

OHM Advisors will notify applicable utility agencies, as a representative of the Charter Township of Ypsilanti, with regards to the proposed project. We will request information regarding the existing utilities within the project limits from all necessary utility companies to be incorporated into the construction drawings. OHM will coordinate with the Charter Township of Ypsilanti to schedule and hold a utility meeting, if necessary, to resolve any conflicts. If conflicts require relocations of existing utilities, OHM Advisors will coordinate with the Charter Township of Ypsilanti and the utility company involved.

In addition to coordinating utilities, OHM will work with YCUA to design and apply for a permit for a new 8" watermain loop to replace the original 6" watermain and complete the loop off the 1984 8-inch watermain that was installed when the courthouse was constructed. This will need to include both plan and profile sheets required by EGLE. OHM will also include a watermain standard notes and details.

### Task 3 – Geotechnical Investigation

OHM Advisors will coordinate with G2 to provide geotechnical information for this project. It is assumed that we will receive up to six (6) Cores and two (2) borings (10 feet deep) within the project limits. G2 will provide a report on existing subsurface conditions and provide recommendations for cross section. Core and boring logs will be included in the bid package.

### Task 4 – Preliminary Engineering Drawing Design

The data gathered in Tasks 1 - 3, along with the conceptual sketches provided during the Design Survey process, will allow us to create a set of design drawings and aerial maps. These drawings and maps will be further developed to show the parking lot layout and minor changes. Preliminary design will be completed at this time.

For the parking lot, we propose to put back essentially the same footprint but minor alternations may be proposed to landscape islands as well as the turnaround area near the drop boxes. The preliminary design will be introduced for the Township's consideration. Previously a conceptual design was offered that improved accessibility with more significant design alterations. Those concepts were discussed with the former residential services director and were generally supported. However, those design changes are not included in this base proposal. We have listed an optional task under the assumptions section of this proposal if desired.

### Task 5 – Develop Plan Package (50% Plans)

OHM Advisors will develop preliminary plans, specifications, and an engineer's opinion of cost in conformance with the Charter Township of Ypsilanti Engineering Standards and design specifications. The plans will include a cover sheet, detail sheet, note sheet, legend sheet, removal sheets, typical cross sections, plan, and profile sheets.



Alignment, geometrics, and proposed elevations will be preliminary and will be used for preparing the preliminary opinion of cost. Two sets of the Preliminary Plan Package will be submitted to the Township for review. OHM will meet with the Township representatives to discuss preliminary plan comments and design items.

### **Task 6 – Specifications, Final Plans and Bid Package Assembly**

In order to develop the necessary specifications, OHM will follow the Charter Township of Ypsilanti Engineering Standards and Design Specifications. These specifications will pertain to specific items such as special instructions to bidders (Township requirements), supplemental and technical specifications, and a method of payment for the contractor to follow.

After meeting with the Township, OHM Advisors will further develop plans and special provisions integrating the comments received by all parties. OHM will prepare detailed construction plans at a 1” = 40’ scale on 22” x 34” sheets, as well as updating the engineer’s opinion of cost and streamlining the specifications.

The bid package will require the necessary bonding, prevailing wage information, and insurance requirements as well as a bid form that will allow the Township to compare bids on an “apples to apples” basis. After completion of the design, the Township will be provided with two hard copies of the package for review along with an updated final engineer’s opinion of probable cost. Final adjustments to the package will then be made based on the Township’s comments prior to advertising and bidding. A list of permits will also be included in the bid package and all applicable permit applications will also be applied for as part of this task.

### **Task 7 – Bidding Assistance**

The final bid package will be provided to the Township to be posted on the Michigan Inter-governmental Trade Network (MITN). OHM will assist with the bid process and conduct a bid opening. OHM can also hold an onsite pre-bid conference with potential bidders, if requested by the Township. OHM will address any questions and/or any Requests for Information (RFIs) received by the bidding contractors during the bid phase. OHM will hold a bid opening at the Township on the date specified in the bid documents. Bids will be received, read aloud, collected, tabulated, and reviewed. A letter of recommendation will be provided to the Township based on price, references, and other criteria outlined in the bid documents.

## **DELIVERABLES**

<b>Task</b>	<b>Deliverable</b>
Task 4	Preliminary Engineering Drawings
Task 5	50% Engineering Plans
Task 6	Final Plans & Bidding Package (Reviewed by Township Attorney)
Task 7	Recommendation of Award Letter

## **KEY PERSONNEL**

This project team has been specifically selected to best meet the technical aspects of the design and facilitate coordination with the Township. Below is a list of key personnel and their role on this project.

<b>Project Team Members</b>	<b>Role on Project</b>	<b>Specific Duties</b>
Matthew Parks, PE	Project Manager	Management & Public Liaison
Nicholas Barnett, P.E./Stacie Serdar	Lead Design Engineer	Concepts, Design Development,



		ADA Issues, & QA/QC
Andrew Schripsema, PE, PS	Surveyor	Design Survey (Control, Topography, & Right-of-Way)

### ASSUMPTIONS/CLARIFICATIONS

- ▶ The design will be limited to the sidewalk and hard surface around the limits of the main Civic Center parking lot. This design will not incorporate any improvements to Veteran’s Drive, the employee parking lot, or the drive to the employee parking lot.
- ▶ This design is limited to matching the existing parking lot layout with only minor changes. Additional “greenway landscape” design or sidewalk integrated into the parking lot is not included. However, this can be added to the scope for additional fees based on the Township’s desired final product. We estimate this work to be between \$5,000 and \$15,000 depending on the final scope.
- ▶ After our survey team completes the Topographic Survey, OHM will review the existing grades of the surrounding sidewalk that intersects the project. If additional sidewalk reconstruction is needed to meet ADA, OHM will notify the Township and design to meet ADA standards.
- ▶ Any additional tasks outside of the above scope of services can be conducted at an hourly rate or as negotiated between the Township and OHM Advisors. Additional work will not be conducted prior to Township written authorization.
- ▶ No construction phase services are included in the proposal. The Township can inspect and administer this project with their staff or OHM can submit a proposal under separate cover for consideration upon request. In general, projects like this require approximately 14-15% of the overall construction cost to administer construction services. This can change based on the level of service provided.
- ▶ Any meetings in addition to the meetings outlined in the above scope are not included in the scope of services but can be attended upon request. Time spent for these meetings will be charged on an hourly basis.

### SCHEDULE

OHM Advisors intends to start work within three weeks of approval of the proposal. Final plans should be complete within four months. OHM Advisors should be notified immediately of any deadline changes to satisfy the Township’s needs, as significant changes in the final project schedule could affect total cost.

### FEE

OHM Advisors will invoice the Charter Township of Ypsilanti for the above stated services on an hourly not-to-exceed basis, in accordance with our 2023 Rate Schedule. Invoices will be sent monthly as work is performed.

<b>Design Tasks</b>	<b>Design Fee</b>
Task 1: Topographic Survey	\$9,000.00
Task 2: Utility Coordination	\$12,900.00
Task 3: Geotechnical Investigation	\$5,950.00
Task 4: Prelim Engineering Drawing Design	\$16,100.00
Task 5: Develop 50% Plans	\$9,300.00
Task 6: Specification and Final Bid Package Assembly	\$8,500.00
Task 7: Bidding Assistance	\$4,750.00
<b>Total</b>	<b>\$66,500.00</b>



The total fee is estimated to be \$66,500.00. Additional services, such as landscape architectural services or additional sidewalk design can be provided on an hourly basis, as requested. See second bullet under Assumptions/Clarifications.

\*If landscape concept is desired \$76,500.00 should be authorized. (See attached).

**ACCEPTANCE**

If this proposal is acceptable to you, a signature on the enclosed copy of this letter and initials on the contract terms and conditions will serve as our authorization to proceed.

Thank you for giving us the opportunity to present this proposal to you. We look forward to working with you throughout this project.

OHM ADVISORS  
CONSULTANT

Charter Township of Ypsilanti  
CLIENT

\_\_\_\_\_

(Signature)

\_\_\_\_\_

Matthew D. Parks, P.E.

(Name)

\_\_\_\_\_

Principal in Charge

(Title)

\_\_\_\_\_

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Title)

\_\_\_\_\_

(Date)

\_\_\_\_\_

May 31, 2023

John Hines, CPRP  
 Recreation Director  
 Charter Township of Ypsilanti  
 2025 East Clark Road  
 Ypsilanti, MI 48197

RE: ARPA Parks Projects  
 Charter Township of Ypsilanti, Michigan  
 Letter Agreement for Professional Services

Mr. Hines:

At your request, we are furnishing you with a letter agreement to provide professional services related to the preliminary engineering, design and bidding of the Ypsilanti Township ARPA Parks projects.

**BACKGROUND**

As part of the American Rescue Plan Act (ARPA), Ypsilanti Charter Township received funds for work at 5 parks throughout the Township as detailed below.

Park	Scope	Construction Estimate
West Willow Neighborhood Park	Focus on walking path, shelter refresh, playground refresh and expand parking lot	\$350,000
Burns Park Neighborhood Park	Accessibility to park, walking path, playground refresh	\$250,000
Ford Heritage Park	Bring shelter with bathroom to Ford Heritage Park. Add lighting around where Shelter is built	\$500,000
Ford Lake Park	New roofs for shelters, look at structure stability overall, restrooms for 1, 2, and 3. Potential Lighting upgrades. Add a shelter 5?	\$300,000
Lakeside Park	Bathroom renovation (in dire state), shelter renovation, parking lot paving	\$300,000
<b>TOTAL</b>		<b>\$1,700,000</b>

**SCOPE OF BASIC PROFESSIONAL SERVICES**

Spicer Group’s proposed services follow. They are phased to reflect the orderly and reasonable progress of the project.

**1. Preliminary Engineering & Building Evaluation**

- a. Meet with the Township to refine the scope of services for each park
- b. Procure geotechnical engineering proposals for shelter foundations, playscapes, and parking areas based on the scope of services.
- c. Evaluate the existing building conditions for the renovations and roofing
- d. Perform a needs assessment related to new facilities

**2. Survey**

- a. Submit MissDIG design ticket, organize utility information, and coordinate with affected utility companies as necessary
- b. Perform a topographical survey of the sites and prepare an existing conditions base plan.
  - i. Horizontal and vertical control will be established.
  - ii. Survey limits will include the area of the park necessary for creating plans, including 100' beyond the property lines where the project abuts a property line. We do not intend to survey the entire park properties.
  - iii. All visible physical features will be located, including all walls, drives, paved areas, fences, sidewalks, pathways, trees, shrubs, drainage structures, culverts, etc.

**3. Design**

- a. Create plans in CAD based on the scope of work provided by the Township. These plans will include details necessary for construction.
- b. Anticipated sheets include:
  - i. Cover
  - ii. Notes
  - iii. Existing Conditions
  - iv. Site Plan
  - v. Detailed grading & ADA plan
  - vi. Building Plans
  - vii. SESC plan
  - viii. Details
- c. Prepare bidding documents including standard contract language and a project manual complete with technical specifications defining pay items and materials/products to be used.
- d. Acquire a soil erosion permit. Permit fees are not included in our professional services fee.
- e. Hold a design review meeting with the Township prior to advertising the project for bids.

**4. Bidding Assistance**

- a. Post Plans and Specifications on the Spicer Group bidding website and Quest for electronic bidding. We will also post an advertisement on MITN and will provide the Township with an electronic copy of the advertisement to post elsewhere, if desired.
- b. Issue addenda as necessary to clarify the bidding documents.
- c. Host a virtual bid opening
- d. Review bids and analyze for completeness; provide a bid tabulation for review
- e. Provide a recommendation of award

May 31, 2023

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#### 5. Grant Administration

- a. Assist with ARPA submittals, as required
- b. Submit plans, specifications, itemized project cost estimate, and implementation schedule.

#### SERVICES NOT INCLUDED

For a clearer understanding of our work scope, the following is not included in our Scope of Basic Professional Services:

- Seeking or securing additional funding
- Expanding or altering the scope of work defined in the grant application and award
- Permit fees
- Boundary Survey

A separate proposal for Construction Inspection and Construction Administration will be provided when the project is approaching the construction phase.

#### ADDITIONAL SERVICES

Additional services related to this project will be furnished by us after you authorize the work. Our fee for the additional services will be determined at the time they are agreed to and rendered.

#### FEE SCHEDULE

Our proposed fee schedule follows. We will submit monthly invoices to you for our basic professional services, any additional authorized services, and any reimbursable expenses. Unless other payment arrangements are made, we will include any of our project subconsultants costs on our invoice including a 10% fee to cover taxes, administration, and insurance.

<b>Park</b>	<b>Prelim Eng</b>	<b>Survey &amp; Design</b>	<b>Bidding</b>	<b>Grant</b>	<b>Geotech Allowance</b>	<b>Total</b>
West Willow Neighborhood Park	\$1,000	\$28,000	\$2,500	\$1,000	\$2,500	<b>\$35,000</b>
Burns Park Neighborhood Park	\$1,000	\$21,000	\$1,500	\$1,000	\$2,500	<b>\$27,000</b>
Ford Heritage Park	\$1,000	\$42,000	\$4,000	\$1,000	\$5,000	<b>\$53,000</b>
Ford Lake Park	\$1,000	\$25,000	\$2,000	\$1,000	\$2,500	<b>\$31,500</b>
Lakeside Park	\$1,000	\$24,000	\$2,000	\$1,000	\$2,500	<b>\$30,500</b>
<b>TOTAL</b>	<b>\$5,000</b>	<b>\$140,000</b>	<b>\$12,000</b>	<b>\$5,000</b>	<b>\$15,000</b>	<b>\$177,000</b>

We have calculated these fees based on our understanding of what you want us to do and what you have told us. Should we approach the amount of the fee for any reason before we are finished with the work, if the scope changes or our understanding was incorrect, we will notify you and discuss with you the option of adjusting the amount of the fee or adjusting the scope of services. Our fee includes an allowance for geotechnical engineering services. Once the scope of services is fully defined, we will solicit proposals from geotechnical consultants and refine this line item of the proposal accordingly.

If this proposal meets with your approval, please acknowledge this approval with an authorized signature below and return one of the enclosed copies to us. We deeply appreciate your confidence in Spicer Group, and we look forward to working with you and for you on your project.

Sincerely,



**Jennifer L. Chehab, P.E.**  
Sr. Project Manager



**Philip A. Westmoreland, P.E.**  
Sr. Project Manager  
**SPICER GROUP, INC.**  
125 Helle Blvd, Suite 2  
Dundee, MI 48131  
Phone: (734) 823-3308

Attachment: General Conditions

Cc: SGI File 134586SG2023

\_\_\_\_\_  
Above proposal accepted and approved by Owner.

**YPSILANTI CHARTER TOWNSHIP**

By: \_\_\_\_\_  
Brenda Stumbo, Supervisor

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

By: \_\_\_\_\_  
Heather Jarrell Roe, Clerk

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



**Stantec Consulting Michigan Inc.**  
1168 Oak Valley Drive, Suite 100, Ann Arbor MI 48108-9200

June 2, 2023  
File: 207585033

**Attention: Mr. John Hines, CPRP**  
Ypsilanti Township Recreation Director  
Charter Township of Ypsilanti  
7200 South Huron River Drive  
Ypsilanti, MI 48197

Dear Director Hines,

**Reference: Architectural and Engineering Design Services for the Community Center Bathroom Renovations Project  
Charter Township of Ypsilanti, Washtenaw County, Michigan**

As requested, Stantec Consulting Michigan Inc. (Stantec) is pleased to submit this proposal for professional Architectural and Engineering (A/E) Design Services for the Community Center Bathroom Renovations Project. It is our understanding these improvements will consist of renovations to six (6) restrooms to update the functionality of the restrooms by installing new fixtures, wall, and floor finishes, and ensuring the spaces comply with current ADA standards. Parts of the water distribution piping are nearing the end of their useful life and renovations will provide an opportunity to replace piping along with this project, including:

- New interior wall and floor finishes, including painting, ceramic tile, and related modifications to existing walls and ceilings;
- New toilet and urinal partitions;
- New plumbing fixtures, including new vanities, faucets, toilets, urinals;
- New toilet accessories;
- New light fixtures;
- Related modifications to existing wiring and light fixture controls;
- Replace existing water fountains adjacent to the entrance of the toilet rooms;
- Remove and replace existing galvanized water distribution piping serving identified toilet rooms to adjacent main;
- Investigate and incorporate improvements to existing sanitary sewer system.

## **SCOPE OF WORK REQUESTED**

Stantec proposes to perform the following tasks as part of these services:

### **1. Conceptual/Schematic Design (Phase I)**

- A. The A/E will meet with Township staff to confirm project scope and requirements.
- B. Review applicable code and ADA requirements, field verify existing conditions and review available record drawings, reports, and studies.
- C. Conduct analysis of existing sanitary system design and capacities based on connected plumbing fixtures to determine whether the system is adequate. Identify modifications required to correct

Reference: **Community Center Bathroom Renovations Project**

existing deficiencies in the system. Destructive testing, digital camera investigations and other invasive investigative analysis is not provided or anticipated.

- D. Provide conceptual/schematic design drawings for review and approval.

This phase is estimated to be four weeks.

## **2. Design Development (Phase II)**

- A. Stantec proposes incorporating Design Development tasks into the Contract Document phase.

## **3. Contract Documents (Phase III)**

- A. After final approval of the final design package from Phase I by the Township, as well as the appropriate municipal commissions and other governing bodies, the A/E will create detailed construction and specification documents for bidding purposes.
- B. Provide finishes and samples identifying materials to be incorporated into the project and meet with Township staff to present drawings and finish selections for approval.
- C. Determine phasing requirements to minimize disruption to existing spaces and allow building to be occupied throughout construction.
- D. The final contract documents shall include as a minimum: Demolition Plans, Life Safety/Code Plan, Floor Plan(s), Reflected Ceiling Plans, Interior Elevations, Details, Plumbing Plan(s) and Isometrics, Door / Window / Room Finish / Mechanical / Plumbing / Electrical schedules and diagrams, HVAC Plans, Power Plans, Lighting Plans, Lighting Controls Requirements, and the Project Manual including specifications in the CSI division format.
- E. Plan Approvals - The A/E is responsible for submitting for plan reviews to the Township including, but not limited to: Building, Mechanical, Electrical and Plumbing. Any Fire Protection and/or Fire Alarm design and submittals are to be submitted by the Licensed Contractor performing the work. The Township is waiving plan review fees for this project.

This phase is estimated to be six weeks.

## **4. Bidding and Contract Award (Phase IV)**

- A. The A/E will assist the Township in bidding the project to prospective prime contractors.
- B. Services will include assisting the Township with the distribution of plans and specifications, assisting with sub-contractor pre-bid meetings, assisting with formulating responses to prospective bidders' questions, issuing addendums (if necessary), attendance at the bid opening, providing the Township with a recommendation for prime contract awards.

This phase is estimated to be four to six weeks.

## **5. Contract Administration, Project Closeout, and Warranty (Phase V)**

- A. The A/E shall be a representative of and shall advise and consult with the Township during construction until the final payment to prime contractors is due and during the correction period described in the Contract Documents.
- B. Construction Related Services - The A/E will provide on the Townships behalf, contract administration services. Services anticipated to be provided consist of attending Observation Site

Reference: Community Center Bathroom Renovations Project

Visits at the job site to evaluate job progress. The number of Observation Visits is assumed to be two (2). Attend OAC meetings as established by the Contractor and Owner to review the construction schedule and outstanding items. The number of OAC meetings is assumed not to exceed 12 virtual meetings. Review of submittals and shop drawings, processing change orders and Requests for Information, processing certificates for payment to prime contractors, verifying Substantial and Final Completion, developing punch list (one (1) assumed) and confirm completion of each item with coordination with the Contractor services are anticipated. Review of warranty and project closeout documentation as provided by the Contractor anticipated. An As-Constructed set incorporating design changes during the construction phase as well as any Contractor provided markups is anticipated to be provided.

This phase is estimated to be 12 weeks.

## UNDERSTANDINGS & ASSUMPTIONS

This proposal was developed under the following understandings and assumptions:

- Excludes any permit fees, geotechnical services or any work not listed above.
- Conceptual Total Project costs were originally estimated at \$737,000 in 2022.
- Assumes that existing mechanical, plumbing and electrical infrastructure is adequate to support the anticipated scope.
- Fire Protection scope is limited to redistribution of heads in accordance with NFPA13.

## SCHEDULE

We propose to complete the design, engineering, and permit application package per the weeks noted above after authorization. Authorization will be required prior to beginning each phase.

## BUDGET

We recommend establishing a not-to-exceed budget to complete the **Task 1: Conceptual/Schematic Design (Phase I)** Architectural and Engineering Scope of Work listed above for **\$12,000**.

After completion of Conceptual/Schematic Design (Phase 1) Stantec will provide a proposal to complete the remaining Phases of work.

If the above proposal meets your approval, please sign this proposal letter and return a copy to our office. All work will be completed under the existing General Services Agreement between Ypsilanti Charter Township and Stantec. We sincerely appreciate the opportunity to continue to work with the Township and look forward to assisting you with these important improvements. If you should have any questions, please feel free to contact us.

June 2, 2023  
Mr. John Hines, CPRP  
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Reference: Community Center Bathroom Renovations Project

Regards,

**Stantec Consulting Michigan Inc.**



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**Lindsay Woods** AIA, NCARB, LEED® Green Associate  
Project Manager  
Phone: 248-376-7972  
Lindsay.Woods@stantec.com



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**Mark D. Pascoe** PE, LEED® AP, ENV SP  
Principal  
Phone: 734-214-1865  
Mark.Pascoe@stantec.com

June 2, 2023  
Mr. John Hines, CPRP  
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**Reference: Community Center Bathroom Renovations Project**

ACKNOWLEDGED AND ACCEPTED:

**CHARTER TOWNSHIP OF YPSILANTI**

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John Hines, CPRP  
Recreation Director

\_\_\_\_\_, 2023

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**CHARTER TOWNSHIP OF YPSILANTI  
2023 BUDGET AMENDMENT #8**

June 6, 2023

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

**101 - GENERAL OPERATIONS FUND** **Total Increase** \$1,096.00

Request to increase the budget for payout of leave bank of resigned employee. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$1,096.00
		Net Revenues	<u><u>\$1,096.00</u></u>
Expenditures:	Salaries Pay Out	101-257-708.004	\$1,018.00
	FICA	101-257-715.000	\$78.00
		Net Expenditures	<u><u>\$1,096.00</u></u>

**236- 14B DISTRICT COURT FUND** **Total Increase** \$4,300.00

Request to increase budget for to upgrade Court recording software. This will be funded by and appropriation to prior year fund balance.

Revenues:	Prior Year Fund Balance	236-000-699.999	\$4,300.00
		Net Revenues	<u><u>\$4,300.00</u></u>
Expenditures:	Computer Programs	236-286-819.006	\$43,000.00
		Net Expenditures	<u><u>\$43,000.00</u></u>

**282 - AMERICAN RESCUE PLAN ACT FUND** **Total Increase** \$8,866,706.00

Request to reverse the original budgeted \$600,000 for personal protection equipment (PPE) from Public Health and Prior year fund balance.

Revenues:	Prior year fund balance	282-000-699.999	(\$600,000.00)
		Net Revenues	<u><u>(\$600,000.00)</u></u>
Expenditures:	Covid-19 Supplies	282-602-840.000	(\$600,000.00)
		Net Expenditures	<u><u>(\$600,000.00)</u></u>

Request to increase budget for Washtenaw County 3 year agreement for Barrier Busters as approved in Resolution 2023-07. This will be funded by the ARPA Grant.

Revenues:	Other Federal Grants	282-000-528-000	\$450,000.00
		Net Revenues	<u><u>\$450,000.00</u></u>
Expenditures:	Barrier Busters 3 yr agreement	282-602-810.000	\$450,000.00
		Net Expenditures	<u><u>\$450,000.00</u></u>

**CHARTER TOWNSHIP OF YPSILANTI  
2023 BUDGET AMENDMENT #8**

**June 6, 2023**

Request to budget \$265,314 for personal protection equipment. This lowers the originally requested amount of \$600,000. This will be funded by interest revenue and prior year fund balance.

<b>Revenues:</b>	Interest	282-000-665.000	\$130,601.00
	Prior year fund balance	282-000-699.999	\$134,713.00
		<b>Net Revenues</b>	<u><u>\$265,314.00</u></u>

<b>Expenditures:</b>	Covid-19 Supplies	282-602-840.000	\$265,314.00
		<b>Net Expenditures</b>	<u><u>\$265,314.00</u></u>

Request to increase budget for Burns Park - Improvements as approved in Resolution 2023-07. All projects to be brought to the Board for approval. This will be funded by the ARPA Grant.

<b>Revenues:</b>	Other Federal Grants	282-000-528-000	\$250,000.00
		<b>Net Revenues</b>	<u><u>\$250,000.00</u></u>

<b>Expenditures:</b>	Burns Park - Improvements	282-901-981.010	\$250,000.00
		<b>Net Expenditures</b>	<u><u>\$250,000.00</u></u>

Request to increase budget for Civic Center - parking lot and water main as approved in Resolution 2023-07. All projects to be brought to the Board for approval. This will be funded by the ARPA Grant.

<b>Revenues:</b>	Other Federal Grants	282-000-528-000	\$750,000.00
		<b>Net Revenues</b>	<u><u>\$750,000.00</u></u>

<b>Expenditures:</b>	Civic Center - Parking Lot & Water Main	282-901-981.020	\$750,000.00
		<b>Net Expenditures</b>	<u><u>\$750,000.00</u></u>

Request to increase budget for Civic Center - pond lining as approved in Resolution 2023-07. All projects to be brought to the Board for approval. This will be funded by the ARPA Grant.

<b>Revenues:</b>	Other Federal Grants	282-000-528-000	\$350,000.00
		<b>Net Revenues</b>	<u><u>\$350,000.00</u></u>

<b>Expenditures:</b>	Civic Center - Pond Lining	282-901-981.030	\$350,000.00
		<b>Net Expenditures</b>	<u><u>\$350,000.00</u></u>

**CHARTER TOWNSHIP OF YPSILANTI  
2023 BUDGET AMENDMENT #8**

**June 6, 2023**

Request to increase budget for Community Center - Bathroom Improvements as approved in Resolution 2023-07. All projects to be brought to the Board for approval. This will be funded by the ARPA Grant.

Revenues:	Other Federal Grants	282-000-528-000	\$737,000.00
			\$737,000.00
		<b>Net Revenues</b>	<b>\$737,000.00</b>
Expenditures:	Community Ctr - Bathroom Improve	282-901-981.040	\$737,000.00
			\$737,000.00
		<b>Net Expenditures</b>	<b>\$737,000.00</b>

Request to increase budget for Community Center - Buses as approved in Resolution 2023-07. All projects to be brought to the Board for approval. This will be funded by the ARPA Grant.

Revenues:	Other Federal Grants	282-000-528-000	\$225,000.00
			\$225,000.00
		<b>Net Revenues</b>	<b>\$225,000.00</b>
Expenditures:	Community Ctr - Buses	282-901-981.045	\$225,000.00
			\$225,000.00
		<b>Net Expenditures</b>	<b>\$225,000.00</b>

Request to increase budget for Community Center - Ball Field Lights as approved in Resolution 2023-07. All projects to be brought to the Board for approval. This will be funded by the ARPA Grant.

Revenues:	Other Federal Grants	282-000-528-000	\$354,000.00
			\$354,000.00
		<b>Net Revenues</b>	<b>\$354,000.00</b>
Expenditures:	Community Ctr - Ball Field Lights	282-901-981.050	\$354,000.00
			\$354,000.00
		<b>Net Expenditures</b>	<b>\$354,000.00</b>

Request to increase budget for Community Resource Center improvements as approved in Resolution 2023-07. All projects to be brought to the Board for approval. This will be funded by the ARPA Grant.

Revenues:	Other Federal Grants	282-000-528-000	\$40,000.00
			\$40,000.00
		<b>Net Revenues</b>	<b>\$40,000.00</b>
Expenditures:	Community Resource Center - Improve	282-901-981.060	\$40,000.00
			\$40,000.00
		<b>Net Expenditures</b>	<b>\$40,000.00</b>

Request to increase budget for Ford Lake Park - Shelters as approved in Resolution 2023-07. All projects to be brought to the Board for approval. This will be funded by the ARPA Grant.

Revenues:	Other Federal Grants	282-000-528-000	\$300,000.00
			\$300,000.00
		<b>Net Revenues</b>	<b>\$300,000.00</b>
Expenditures:	Ford Lake Park - Shelters	282-901-981.070	\$300,000.00
			\$300,000.00
		<b>Net Expenditures</b>	<b>\$300,000.00</b>

**CHARTER TOWNSHIP OF YPSILANTI  
2023 BUDGET AMENDMENT #8**

**June 6, 2023**

Request to increase budget for Ford Heritage Park - new bathroom facility as approved in Resolution 2023-07. All projects to be brought to the Board for approval. This will be funded by the ARPA Grant.

Revenues:	Other Federal Grants	282-000-528-000	\$500,000.00
			\$500,000.00
		<b>Net Revenues</b>	<b>\$500,000.00</b>
Expenditures:	Ford Heritage Park - Bathroom	282-901-981.080	\$500,000.00
			\$500,000.00
		<b>Net Expenditures</b>	<b>\$500,000.00</b>

Request to increase budget for Ford Heritage Park - play surface replacement as approved in Resolution 2023-07. All projects to be brought to the Board for approval. This will be funded by the ARPA Grant.

Revenues:	Other Federal Grants	282-000-528-000	\$165,000.00
			\$165,000.00
		<b>Net Revenues</b>	<b>\$165,000.00</b>
Expenditures:	Ford Heritage Park - Improvements	282-901-981.090	\$165,000.00
			\$165,000.00
		<b>Net Expenditures</b>	<b>\$165,000.00</b>

Request to increase budget for Green Oaks Golf Course - renovations of bathrooms as approved in Resolution 2023-07. All projects to be brought to the Board for approval. This will be funded by the ARPA Grant.

Revenues:	Other Federal Grants	282-000-528-000	\$300,000.00
			\$300,000.00
		<b>Net Revenues</b>	<b>\$300,000.00</b>
Expenditures:	Green Oaks Golf Course - Bathroom	282-901-981.100	\$300,000.00
			\$300,000.00
		<b>Net Expenditures</b>	<b>\$300,000.00</b>

Request to increase budget for Hydro Dam - Safety project as approved in Resolution 2023-07. All projects to be brought to the Board for approval. This will be funded by the ARPA Grant.

Revenues:	Other Federal Grants	282-000-528-000	\$680,000.00
			\$680,000.00
		<b>Net Revenues</b>	<b>\$680,000.00</b>
Expenditures:	Hydro Dam - Safety Project	282-901-981.110	\$680,000.00
			\$680,000.00
		<b>Net Expenditures</b>	<b>\$680,000.00</b>

Request to increase budget for Lakeside Park - Shelter as approved in Resolution 2023-07. All projects to be brought to the Board for approval. This will be funded by the ARPA Grant .

Revenues:	Other Federal Grants	282-000-528-000	\$300,000.00
			\$300,000.00
		<b>Net Revenues</b>	<b>\$300,000.00</b>
Expenditures:	Lakeside Park - Shelter	282-901-981.120	\$300,000.00
			\$300,000.00
		<b>Net Expenditures</b>	<b>\$300,000.00</b>

**CHARTER TOWNSHIP OF YPSILANTI  
2023 BUDGET AMENDMENT #8**

**June 6, 2023**

Request to increase budget for Road Improvements & Storm Water Management as approved in Resolution 2023-07. All projects to be brought to the Board for approval. This will be funded by the ARPA Grant .

Revenues:	Other Federal Grants	282-000-528-000	\$2,800,392.00
			\$2,800,392.00
		<b>Net Revenues</b>	<b>\$2,800,392.00</b>
 Expenditures:	 Road Improvements & Storm Water Mgmt	 282-901-981.130	 \$2,800,392.00
			\$2,800,392.00
		<b>Net Expenditures</b>	<b>\$2,800,392.00</b>

Request to increase budget for Streetlight LED Conversion as approved in Resolution 2023-07. All projects to be brought to the Board for approval. This will be funded by the ARPA Grant.

Revenues:	Other Federal Grants	282-000-528-000	\$650,000.00
			\$650,000.00
		<b>Net Revenues</b>	<b>\$650,000.00</b>
 Expenditures:	 Streetlight LED Conversion	 282-901-981.140	 \$650,000.00
			\$650,000.00
		<b>Net Expenditures</b>	<b>\$650,000.00</b>

Request to increase budget for West Willow Park - Improvements as approved in Resolution 2023-07. All projects to be brought to the Board for approval. This will be funded by the ARPA Grant.

Revenues:	Other Federal Grants	282-000-528-000	\$350,000.00
			\$350,000.00
		<b>Net Revenues</b>	<b>\$350,000.00</b>
 Expenditures:	 West Willow Park - Improvements	 282-901-981.150	 \$350,000.00
			\$350,000.00
		<b>Net Expenditures</b>	<b>\$350,000.00</b>

Motion to Amend the 2023 Budget (#8)

Move to increase the General Fund budget by \$1,096 to \$13,760,550 and approve the department line-item changes as outlined.

Move to increase the 14B District Court Fund budget by \$4,300 to \$1,728,473 and approve the department line-item changes as outlined.

Move to increase the American Rescue Plan Act (ARPA) Fund budget by \$8,866,706 to \$9,466,706 and approve the department line-item changes as outlined.