

# **CHARTER TOWNSHIP OF YPSILANTI BOARD OF TRUSTEES**

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*Supervisor*

**BRENDA L. STUMBO**

*Clerk*

**DEBBIE SWANSON**

*Treasurer*

**STAN ELDRIDGE**

*Trustees*

**KAREN LOVEJOY ROE**

**JOHN P. NEWMAN II**

**GLORIA PETERSON**

**LARESHA THORNTON**

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**February 3, 2026**

**Regular Meeting – 6:00 p.m.**

**Ypsilanti Township Civic Center  
7200 S. Huron River Drive  
Ypsilanti, MI 48197**

# **APPROVAL OF AGENDA**

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# Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

SUPERVISOR BRENDA STUMBO • CLERK DEBBIE SWANSON • TREASURER STAN ELDRIDGE  
TRUSTEES: • KAREN LOVEJOY ROE • JOHN P. NEWMAN II • GLORIA PETERSON • LARESHA THORNTON

## ***REGULAR MEETING AGENDA***

**TUESDAY, FEBRUARY 3, 2026**

**6:00 P.M.**

**Board Meetings are audio recorded and posted on the website.**

### DETERMINATION OF QUORUM

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. APPROVAL OF AGENDA
4. CONSENT AGENDA
  - A. MINUTES OF JANUARY 20, 2026, REGULAR MEETING
  - B. STATEMENTS AND CHECKS
    1. STATEMENTS AND CHECKS FOR FEBRUARY 3, 2026, IN THE AMOUNT OF \$956,669.37
5. ATTORNEY REPORT
  - A. GENERAL LEGAL UPDATE

### **NEW BUSINESS**

1. APPROVE PASK PHOTOGRAPHY TO VIDEOTAPE BOARD OF TRUSTEES MEETINGS IN THE AMOUNT OF \$300 PER MEETING, BUDGETED IN LINE #101-101-801.000

### **AUTHORIZATIONS AND BIDS**

1. ACCEPT THE BID FROM ROVER GEOSPATIAL FOR GIS CONSULTING SERVICES IN THE AMOUNT OF \$73,650 BUDGETED FOR 2026 IN LINE #101-228-801.000 AND \$3,900 PER YEAR TO BE BUDGETED FOR 2027 AND 2028 IN LINE #101-2257-33.001

**PUBLIC COMMENTS**

- **THREE MINUTES PER PERSON**
- **ALL COMMENTS MUST BE ADDRESSED TO THE CHAIR**
- **PUBLIC COMMENTS ARE ALSO WELCOMED AS THE BOARD ADDRESSES EACH AGENDA ITEM**

**OTHER BUSINESS**

**BOARD MEMBER COMMENTS**

**ADJOURNMENT**



# **CONSENT AGENDA**

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**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE JANUARY 20, 2026, REGULAR BOARD MEETING**

**Board Meetings are audio recorded and posted on the website**

**DETERMINATION OF QUORUM**

Supervisor Stumbo determined a quorum was present.

Township Supervisor Brenda Stumbo called the meeting to order at 6:01 pm in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

**Members Present:** Supervisor Brenda Stumbo, Clerk Debbie Swanson, and Treasurer Stan Eldridge  
Trustees: Karen Lovejoy Roe, John Newman II, Gloria Peterson, and LaResha Thornton

**Members Not Present:** Trustee Gloria Peterson

**Legal Counsel:** Wm. Douglas Winters

The Pledge of Allegiance was recited followed by a moment of silent prayer.

**APPROVAL OF AGENDA**

Supervisor Stumbo requested to add under Other Business, a request to send letters to elected officials, making a second request for their support of Resolution 2025-23, Opposition to the Building of Two High Performance Computing and Artificial Intelligence Research Centers on Bridge Road and Textile Road by the University of Michigan and Los Alamos National Laboratory. Resolution 2025-23 was previously sent to the elected officials in August of 2025.

The board agreed to add this item to Other Business.

## **CONSENT AGENDA**

### **A. MINUTES OF DECEMBER 16, 2025, REGULAR BOARD MEETING**

### **B. STATEMENTS AND CHECKS**

- 1. STATEMENTS AND CHECKS FOR JANUARY 6, 2026, IN THE AMOUNT OF \$985,841.23**
- 2. STATEMENTS AND CHECKS FOR JANUARY 20, 2026, IN THE AMOUNT OF \$1,092,974.34**
- 3. CLARITY HEALTH CARE DEDUCTIBLE ACH FOR DECEMBER 2025, IN THE AMOUNT OF \$33,974.28**
- 4. CLARITY HEALTH CARE ADMIN FEE FOR DECEMBER 2025, IN THE AMOUNT OF \$1,818.35**

### **C. TREASURER'S REPORT**

A motion was made by Trustee Lovejoy Roe and supported by Treasurer Eldridge to approve the consent agenda.

The motion carried unanimously.

## **ATTORNEY REPORT**

### **A. GENERAL LEGAL UPDATE**

Legal update was provided by Attorney Winters. (refer to audio)

Trustee Lovejoy Roe made a motion to allow the full-time officials, with Attorney Winters and Attorney Trigger to retain any kind of professional services, engineers, specialists including environmental specialists and historians to look at environmental studies, and the potential impacts on the land at Bridge Rd and Textile Rd including Native American historical significance, plant and wildlife habitats, sound and vibration levels, the Hydro Dam and anything else that might come up when working in opposition to the location of the U of M and Los Alamos Computational Centers at the Bridge Road and Textile Road location when services are needed bring the requests to board meetings. The motion was supported by Trustee Thornton.

The motion carried unanimously.

## **NEW BUSINESS**

### **1. ADOPTION OF 2026 BOARD OF REVIEW SCHEDULE, LOCATION, AND COMPENSATION**

A motion was made by Treasurer Eldridge and supported by Trustee Lovejoy Roe to adopt the 2026 Board of Review Schedule, location, and compensation.

The motion carried unanimously.

### **2. APPROVE SPECIAL LAND USE FOR CREEKSIDE NORTH DEVELOPMENT, 6601 TUTTLE HILL ROAD**

A motion was made by Trustee Thornton and supported by Treasurer Eldridge to approve Special Land Use for Creekside North Development, 6601 Tuttle Hill Road, contingent upon the following five (5) items:

- a. The applicant shall address all outstanding comments from reviewing agencies prior to Final Site Plan Approval. The applicant shall revise all plan sheets to reflect the results of this evening's discussion.
- b. The applicant shall obtain all applicable internal and outside agency permits prior to construction.
- c. Add an additional 1.19 acres for usable open space.
- d. Add 210 outlets in the garage for hybrid and electric vehicles.
- e. The applicant shall provide a monotony clause to prevent neighborhood looking like a cookie-cutter neighborhood from adjacent buildings.

The motion carried unanimously.

There were 2 public comments. (refer to audio)

**3. APPROVE PRELIMINARY SITE PLAN FOR CREEKSIDE NORTH DEVELOPMENT, 6601 TUTTLE HILL ROAD**

A motion was made by Treasurer Eldridge and supported by Trustee Lovejoy Roe to approve preliminary site plan for Creekside North Development, 6601 Tuttle Hill Road, contingent upon the following five (5) items:

- a. The proposed functional open space needs to be increased by 1.19 acres to 3.44 acres.
- b. The proposed vinyl siding material is an appropriate building material.
- c. The agreed upon \$185,000 traffic mitigation contribution shall be memorialized in a Development Agreement.
- d. The applicant shall address all outstanding comments from reviewing agencies prior to Final Site Plan Review by the Planning Commission and Township Board. The applicant shall revise all plan sheets to reflect the results on this evening's discussion.
- e. The applicant shall obtain all applicable internal and outside agency permits prior to construction.

The motion carried unanimously.

**4. ACCEPT PROPOSAL FROM HOME OF NEW VISION FOR AN OPIOID PREVENTION PROGRAM IN THE AMOUNT OF \$24,000, BUDGETED IN LINE #284-631-962.000**

A motion was made by Trustee Lovejoy Roe and supported by Treasurer Eldridge to accept proposal from Home of New Vision for an Opioid Prevention Program in the amount of \$24,000, budgeted in line #284-631-962.000. (see attached)

The motion carried unanimously.

**5. APPROVE THE 1<sup>ST</sup> CONTRACT AMENDMENT WITH WASHTENAW COUNTY TO RECEIVE GRANT FUNDS IN THE AMOUNT OF \$200,000 IN 2026 FOR SENIOR CENTER OPERATIONS OR SERVICES, FUNDS ALLOCATED FROM COUNTY OLDER ADULTS MILLAGE**

A motion was made by Treasurer Eldridge and supported by Trustee Lovejoy Roe to approve the 1<sup>st</sup> contract amendment with Washtenaw County to receive grant funds in the amount of \$200,000 for Senior Center Operations or Services, funds allocated from County Older Adults Millage. (see attached)

The motion carried unanimously.

**6. APPROVE SPICER GROUP FOR GRANT ASSISTANCE SERVICES TO RESUBMIT THE LAND AND WATER CONSERVATIONS FUND GRANT APPLICATION TO THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES FOR THE 2026 APPLICATION WINDOW FOR \$12,600.00, BUDGETED IN LINE #213-753-801.000**

A motion was made by Trustee Lovejoy Roe and supported by Trustee Thornton to approve Spicer Group for grant assistance services to resubmit the Land and Water Conservations Fund Grant application to the Michigan Department of Natural Resources for the 2026 application window for \$12,600.00, budgeted in line #213-753-801.000. (see attached)

The motion carried unanimously.

**7. APPROVE SPICER GROUP FOR GENERAL PARKS AND RECREATION GRANT ASSISTANCE SERVICES FOR 2026**

A motion was made by Trustee Lovejoy Roe and supported by Trustee Thornton to approve Spicer Group for General Parks and Recreation Grant Assistance Services for 2026. (see attached)

**8. APPROVE BUDGET AMENDMENT #1**

Clerk Swanson read the amendment into the record.

A motion was made by Clerk Swanson and supported by Treasurer Eldridge to approve Budget Amendment #1. (see attached)

The motion carried unanimously.

## **AUTHORIZATION AND BIDS**

- 1. WAIVE THE PORTION OF THE FINANCIAL POLICY THAT REQUIRES POSTING ON MITN, AND AUTHORIZE THE RESIDENTIAL SERVICES DEPARTMENT TO SEEK PROPOSALS FOR PROFESSIONAL SERVICES FOR THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES TRUST FUND GRANT PROJECT TO REPLACE THE PAVILION AND RESTROOMS AT NORTH BAY PARK**

A motion was made by Trustee Lovejoy and supported by Treasurer Thornton to waive the portion of the financial policy that requires posting on MITN and authorize the Residential Services Department to seek proposals for Professional Services for the Michigan Department of Natural Resources Trust Fund Grant Project to replace the pavilion and restrooms at North Bay Park. (see attached)

The motion carried unanimously.

## **PUBLIC COMMENTS**

There were 2 public comments. (refer to audio)

## **OTHER BUSINESS**

- 1. AUTHORIZE A SECOND LETTER TO BE SENT TO ALL ELECTED OFFICIALS LISTED IN RESOLUTION 2025-23 AND A FIRST REQUEST LETTER TO OTHER ELECTED OFFICIALS INCLUDING THE UNIVERSITY OF MICHIGAN BOARD OF REGENTS REQUESTING**

**SUPPORT FOR MOVING THE UNIVERSITY OF MICHIGAN/LANL  
COMPUTATIONAL CENTERS FROM THE CORNER OF TEXTILE ROAD  
AND BRIDGE ROAD TO THE ACM SITE**

A motion was made by Trustee Lovejoy Roe and supported by Clerk Swanson

The motion carried unanimously.

**2. ENTER INTO CLOSED SESSION FOR DISCUSSION REGARDING THE  
TENTATIVE AGREEMENT REACHED WITH THE TPOAM #2 2025-  
2029 UNION CONTRACT**

A motion was made by Trustee Lovejoy and supported by Treasurer Eldridge to enter into closed session for discussion regarding the tentative agreement reached with the TPOAM #2 2025-2029 Union Contract per Michigan's Open Meetings Act 1976 PA 267, MCL 15.298 (c). A roll call vote was taken to enter into closed session.

Lovejoy Roe...yes  
Swanson...yes  
Eldridge...yes

Newman...yes  
Swanson...yes  
Thornton...yes

Peterson...yes  
Stumbo...yes

The meeting went into closed session at 8:07 pm.

The closed session ended at 8:49 pm

**3. APPROVE THE TPOAM #2 UNION 2025-2029 CONTRACT**

A motion was made by Trustee Lovejoy and supported by Treasurer Newman to approve the TPOAM #2 2025-2029 Union Contract.

The motion carried 5 to 1. Treasurer Eldridge voted no.

**BOARD MEMBER COMMENTS**

There were no Board Member comments.



## ADJOURNMENT

A motion to adjourn was made by Treasurer Eldridge and supported by Trustee Thornton.

The motion carried unanimously.

The meeting was adjourned at approximately 8:50 pm

Respectfully Submitted,

**Brenda L. Stumbo, Supervisor**  
*Charter Township of Ypsilanti*

**Debra A. Swanson, Clerk**  
*Charter Township of Ypsilanti*

# Special Land Use (PSCU25-0004) & Preliminary Site Plan (PSPR24-0011)

Creekside Village North  
6601 Tuttle Hill Rd.

January 20, 2026 Township Board Meeting



**YPSILANTI**  
**TOWNSHIP**  
— PLANNING & ZONING DEPARTMENT —

# Proposal

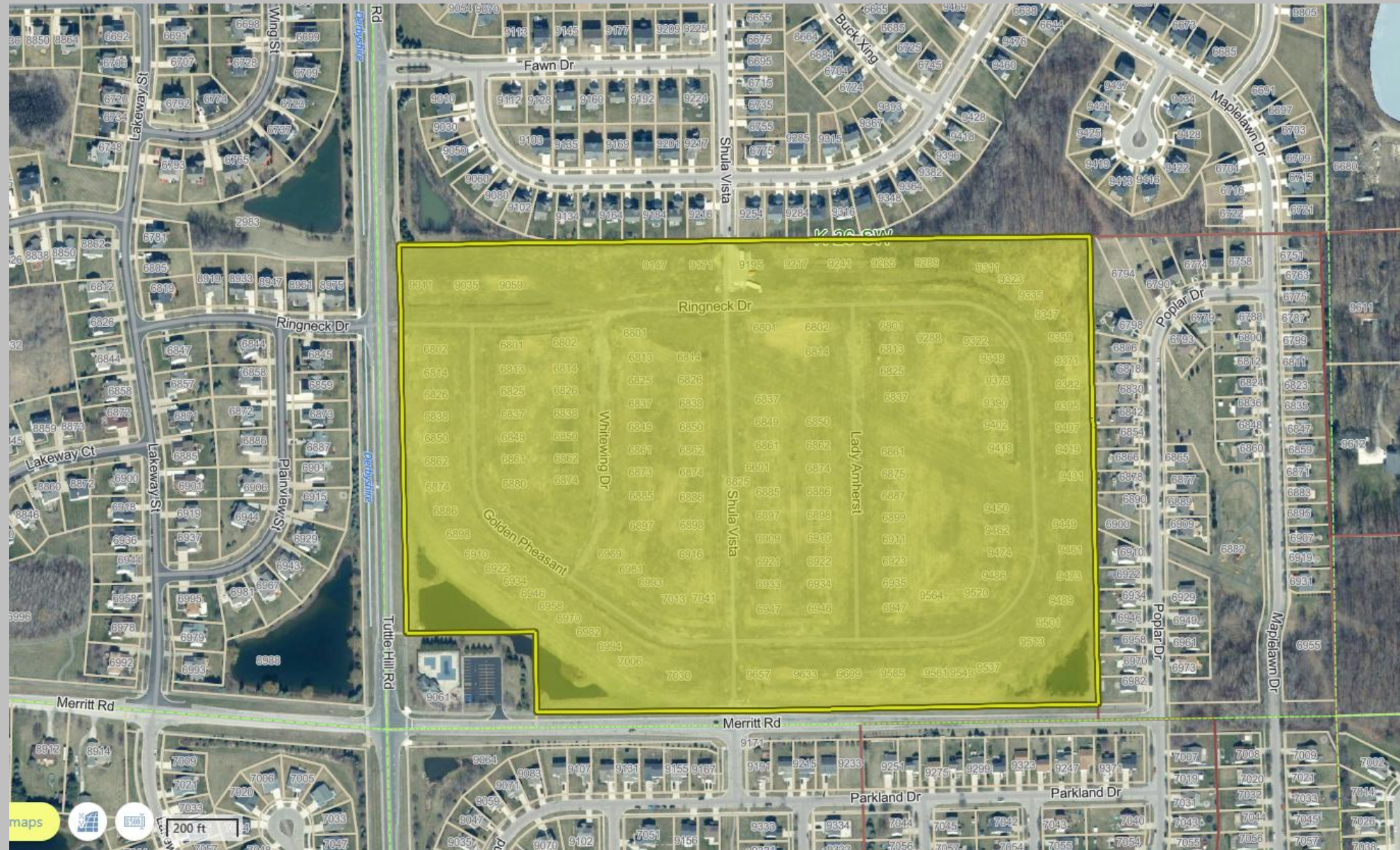
- Applicant: Diverse Real Estate, LLC
- 100 Single Family Lots on 54 acres (Previously 101)
- Each lot with a minimum lot area of 14,000 square feet and 80' Lot width.
- Zoning District: R-3, One Family Residential
- Previously approved in 2001, but never developed
- The Developer has committed \$185,000 to safety improvements on Tuttle Hill.

# Process: Creekside Village North

August 25:	Special Land Use Approved / Public Hearing Held Preliminary Site Plan Tabled (Open Space), Planning Commission
November 25:	Revised Preliminary Site Plan, Planning Commission
Tonight:	Preliminary Site Plan & Special Land Use, Township Board
Future:	All Single Family Residential Plats or Site Condominiums require Final Site Plan approval by the Township Board, with a recommendation by Planning Commission



# Location Map



# Open Space

Proposal in August 25, had 7.38 acres but no/little useable space

Current Proposal, has 7.73 acres, with useable Space  
Requirement, 3.44 acres

## Subdivision Regulations Sec. 04.06. - Open space.

### 04.06.01 Required Park Area.

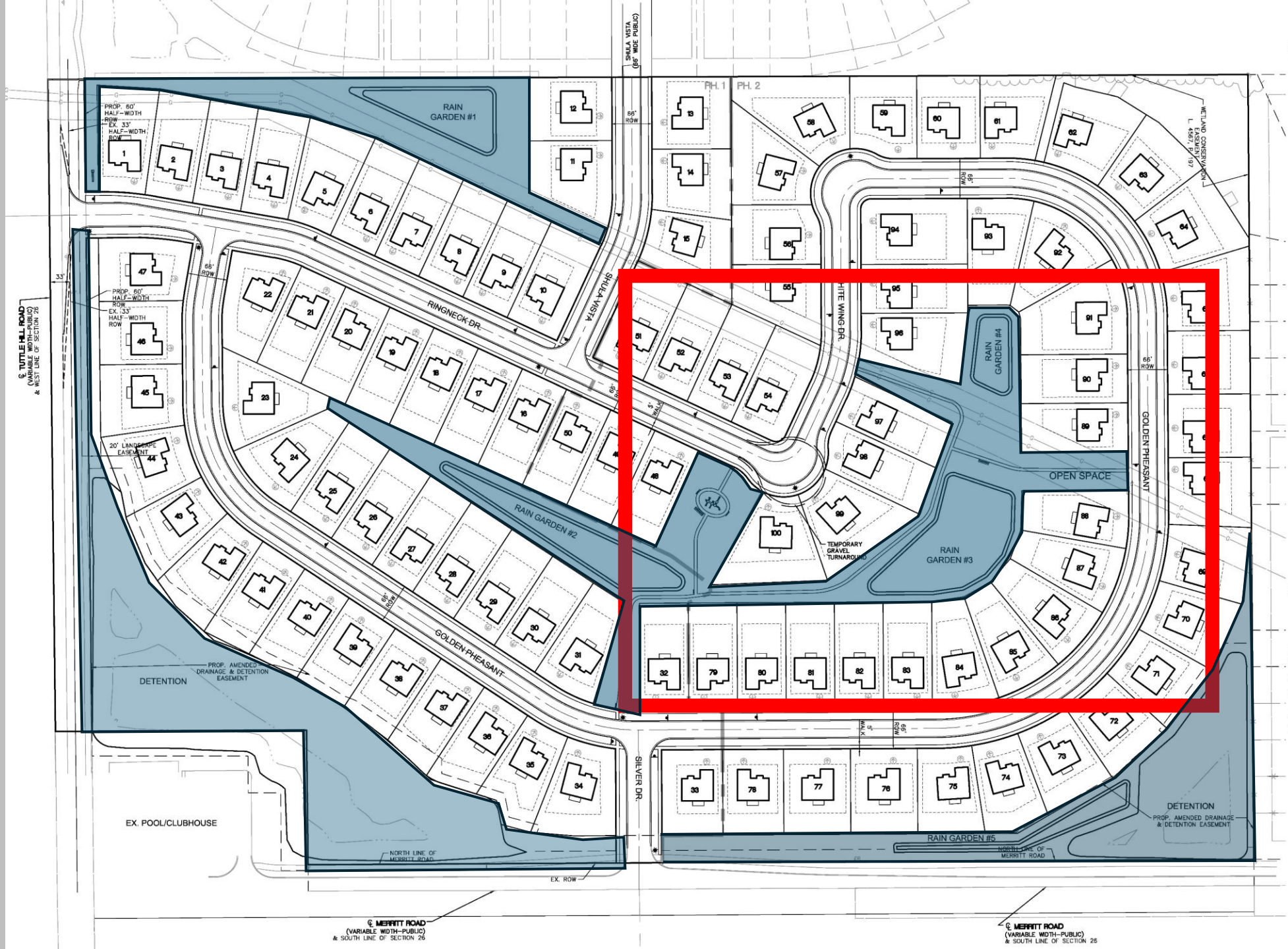
All residential subdivisions shall provide an active recreational area, which shall contain a common park area equal in size to one thousand five hundred (1,500) square feet for each lot in the subdivision. The required park area shall be exclusive of required setbacks, buffers, greenbelts, individual lots, public rights-of-way, private road easements and stormwater management areas. Said recreational park area shall be well drained, graded, seeded or sodded, safe from hazard, accessible to all dwellings, and the location shall be approved by the Township Board, based upon a recommendation by the Planning Commission. Reservation of the recreational area shall be achieved through deed restrictions or dedication to a subdivision homeowner's association. Nothing herein shall prevent the dedication of such open space to a public entity or conservation organization, subject to Township Board approval.



[illegible]

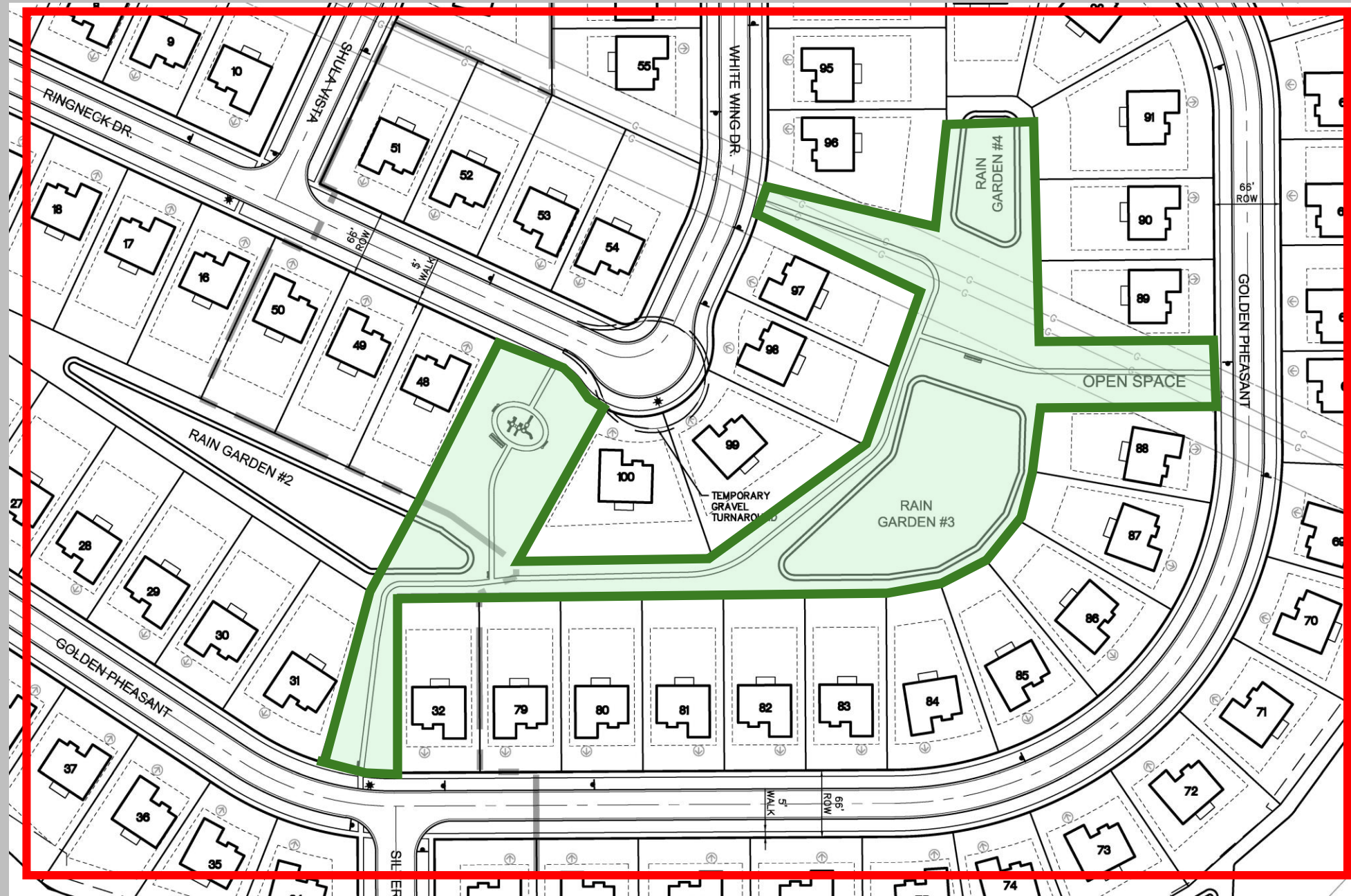


# Proposed Open Space





# Proposed Open Space













# Standards of Approval - Special Land Use

- 1. Will be harmonious, and in accordance with the objectives, intent, and purpose of this ordinance.**
- 2. Will be compatible with a natural environment and existing and future land uses in the vicinity.**
- 3. Will be compatible with the Township Master Plan.**
- 4. Will be served adequately by essential public facilities and services, such as highways, streets, police and fire protection, drainage ways and structures, refuse disposal.**
- 5. Will not be detrimental, hazardous, or disturbing to existing or future neighboring uses, persons, property, or the public welfare.**
- 6. Will not create additional requirements at public costs for public facilities and services that will be detrimental to the economic welfare of the community.**

*The township's planning consultant found that for the most part the special use standards have been met; however, they still find that the applicant should provide functional and usable open space and shall confirm to the satisfaction of the Planning Commission and Township Board that additional traffic can be mitigated.*

# Standards of Approval (Site Plan)

- A. The proposed use will **not be injurious to the general health, safety, welfare, and character of the Township and surrounding neighborhood.**
- B. **Consistent with the Township Master Plan.**
- C. **A proper relationship between public thoroughfares and proposed service drives, driveways, and parking areas.**
- D. The proposed development provides for **proper development of roads, easements, and public utilities.**
- E. **Building placement and orientation provides a strong visual and functional relationship with its site,** adjacent sites, and nearby thoroughfares. Such placement and orientation are consistent within sites and to adjacent sites to provide distinct building groups which exhibit similar orientation, scale, and proportion.
- F. **Site access and circulation shall be designed to ensure the safe and convenient movement of vehicles, bicycles, pedestrians, and transit,** where applicable. Where possible, separation of pedestrian and vehicular traffic shall be provided to avoid conflicts and unsafe conditions.
- G. **Internal circulation shall be arranged to provide a practical means of emergency personnel and vehicle access** to all sides of a building.
- H. Site planning and design of specific improvements will **accomplish the preservation and protection of existing natural resources and features** such as lakes, ponds, streams, wetlands, floodplains, steep slopes, groundwater, trees, and wooded areas, including understory trees.
- I. The proposed development **will utilize the natural topography to the maximum extent possible,** minimizing the amount of cutting, filling, and grading required, and preventing soil erosion or sedimentation.

# Standards of Approval (Site Plan)

J. **The design** of storm sewers, stormwater facilities, roads, parking lots, driveways, water mains, sanitary sewers, and other site improvements **meets the design and construction standards of the Township and other appropriate agencies.**

K. A stormwater management system and facility will **preserve the natural drainage characteristics and enhance the aesthetics of the site to the maximum extent possible and will not substantially reduce or increase the natural retention or storage capacity of any wetland, water body, or water course, or cause alterations which could increase flooding or water pollution on- or off-site.** The Washtenaw County Water Resources Commissioner Rules shall be used for the review and approval of all stormwater management systems.

L. **Wastewater treatment systems**, including on-site septic systems, **shall be located to minimize any potential degradation of surface water or ground water quality**, and be designed in accordance with applicable Township, County, and/or State standards.

M. **Sites which include storage of hazardous waste, fuels, salt, or chemicals will be designed to prevent spills and discharges of pollution materials to the surface or the air, or to the ground, groundwater, or nearby water bodies**, with a specific plan to achieve such objectives being incorporated as part of the site plan.

N. **Landscaping**, including grass, trees, shrubs, and other vegetation, **is provided to maintain and improve the aesthetic quality of the site and area.**

O. The site plan **complies with all Township Ordinances and any other applicable laws.**

# Planning Commission Recommendation – Special Land Use

Planning Commission recommended **APPROVAL, 5-0** of the Special Land Use to the Township Board at the August, 26 2025 meeting with the following conditions:

1. The applicant shall address all outstanding comments from reviewing agencies prior to Final Site Plan Approval. The applicant shall revise all plan sheets to reflect the results of this evening's discussion.
2. The applicant shall obtain all applicable internal and outside agency permits prior to construction.
3. The applicant shall address the lack of usable open space in the Final Site Plan.



# Planning Commission Recommendation – Preliminary Site Plan

Planning Commission recommended **APPROVAL, 6-0** of the Preliminary Site Plan to the Township Board at the November, 25 2025 meeting with the following five (5) conditions:

1. The proposed functional open space is sufficient to serve the proposed residential development.
2. The proposed vinyl siding material is an appropriate building material.
3. The agreed upon \$185,000 traffic mitigation contribution shall be memorialized in a Development Agreement.
4. The applicant shall address all outstanding comments from reviewing agencies prior to Final Site Plan Review by the Planning Commission and Township Board. The applicant shall revise all plan sheets to reflect the results of this evening's discussion.
5. The applicant shall obtain all applicable internal and outside agency permits prior to construction.

# Draft Motions – Special Land Use

## **Motion to Postpone:**

“I move to postpone the request for Special Land Use approval, submitted by Diverse Real Estate, LLC to permit construction of a 100-unit, single-family residential site condominium on a 54.70-acre site zoned R-3, One-Family Residential, located at 6601 Tuttle Hill Road, Parcel K-11-26-300-009, to give the applicant time to address the comments made at this evening’s meeting and resubmit, and/or provide additional information, as discussed tonight.”

# Draft Motions – Preliminary Site Plan

## **Motion to Approve:**

“I move to recommend approval to the Township Board of the Preliminary Site Plan submitted by Diverse Real Estate, LLC to permit construction of a 100-unit, single-family residential site condominium on a 54.70-acre site zoned R-3, One-Family Residential, located at 6601 Tuttle Hill Road, Ypsilanti, MI 48197, Parcel K-11-26-300-009, with the following six (6) conditions:

1. The proposed functional open space is/is not sufficient to serve the proposed residential development. (If NOT sufficient, add condition based on Planning Commission discussion.)
2. The proposed vinyl siding material is/is not an appropriate building material. (If NOT appropriate, add condition based on Planning Commission discussion.)
3. The agreed upon \$185,000 traffic mitigation contribution shall be memorialized in a Development Agreement.
4. The applicant shall address all outstanding comments from reviewing agencies prior to Final Site Plan Review by the Planning Commission and Township Board. The applicant shall revise all plan sheets to reflect the results of this evening’s discussion.
5. The applicant shall obtain all applicable internal and outside agency permits prior to construction.

# Draft Motions – Preliminary Site Plan

**Motion to Deny:**

“I move to recommend denial to the Township board of the Preliminary Site Plan submitted by  
Diverse Real Estate, LLC for construction of a 100-unit, single-family residential site condominium on a 54.70-acre site zoned R-3, One-Family Residential, located at 6601 Tuttle Hill Road, Ypsilanti, MI 48197, Parcel K-11-26-300-009, due to the following reasons:”

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

# Draft Motions – Preliminary Site Plan

## **Motion to Postpone:**

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- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_



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*Board of Trustees Meeting*  
**Creekside Village North**  
*January 20, 2026*



# Introductions

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## LOMBARDO HOMES

Aubrey Merhib, Entitlements Manager

- [amerhib@lombardocompanies.com](mailto:amerhib@lombardocompanies.com)
- (239)273-8306

Greg Windingland, Special Projects Manager

- [gwindingland@lombardocompanies.com](mailto:gwindingland@lombardocompanies.com)
- (586)855-7051

## ATWELL

Matt Bush, P.E. - Director

- [mbush@atwell.com](mailto:mbush@atwell.com)

Kyler Sheerin, P.E. – Project Manager

- [ksheerin@atwell.com](mailto:ksheerin@atwell.com)

# Introduction to Lombardo Companies

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Started by Cosimo and Antoinette Lombardo in 1961 with one single family home

Still family owned by all four siblings

Grown to build 450 single family homes in Michigan and 150 single family homes in St. Louis per year as well as approximately 100 apartment units per year

Our Vision: To positively impact the lives we touch. This is our legacy.



# Past and Future Projects

Aspen Village





# History of Overall Creekside PUD

## Creekside Farms

- Acq. from Pulte in 2009
- Future site plan submittal

## Creekside Village West

- 100% Pulte
- 206 homes total

## Creekside Rec. Center / Pool

- CV East and West only

## Creekside Village

- 249 units overall density (+ CV West)
- Rec. Center
- Merritt Road Paving
- Utility extensions
- Other?

## Manors at Creekside Village

- Acq. vacant land from Pulte in 2009
- 98 homes total

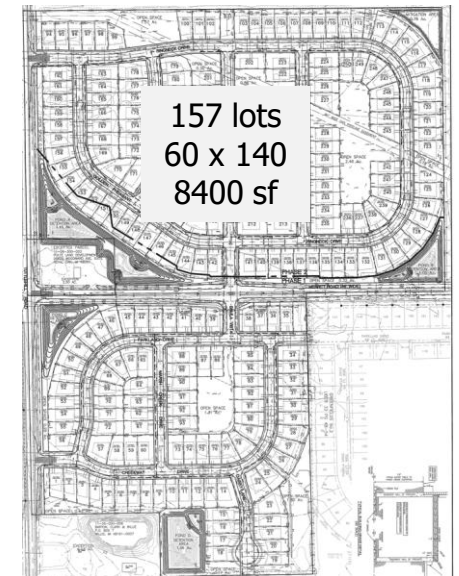
## Creekside Village South

- Acq. 50+/- vacant lots from Pulte in 2009
- 95 homes total

## Creekside Village North

- Originally to be part of CV East
- Acq. vacant land from Canzano in 2015 (from Pulte)

Original CV East Overall Site Plan



## Creekside Village East

- 88 homes (from 93 platted lots)
- Acq. 70+/- vacant lots from Pulte in 2009

# Project Overview

Location – Northeast Corner of the Tuttle Hill Road and Merritt Road Intersection

Site Size – 54.70 acres

Zoning – R-3, One-Family Residential

Proposed Number of Lots – 100

Number of Phases - 2





# Ordinance Compliance

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	R-3 Zoning Requirement	Creekside Village North
Min. Lot Size	14,000	14,000
Min. Lot Width	80	80
Frontage	25	25
Side Setbacks	5 (least) 16 (total)	5 (least) 16 (total)
Rear Setbacks	35	35

# Infrastructure and Services

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## •Utilities

- Public sanitary sewer designed as extension off of existing stubs from Tuttle Hill and Merritt Roads
- Public water looped through development connected to existing stubs from Tuttle Hill and Merritt Roads and extended from existing Lakewood Estates Condominium to the North
- Stormwater management facilitated by two on-site detention basins and 5 infiltration basins

## •Traffic circulation & safety

- Private roads with sidewalks on both sides (5 ft width)
- Provides 10 ft wide bike path along both Merritt and Tuttle Hill
- Three access points (Tuttle Hill, Merritt and Lakewood Estates)
- Traffic Impact Study indicates no need for additional turn lanes or traffic light at Merritt and Tuttle Hill

# Positive Community Impacts

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## **Expands Housing Options**

- Provides 100 new single-family homes that meet demand for quality, family-oriented housing in Ypsilanti Township.

## **Supports Infrastructure Improvements**

- Contributes to roadway upgrades and pedestrian safety improvements at Merritt & Tuttle Hill, improving safety and traffic flow for the entire community.

## **Preserves Open Space & Stormwater Management**

- Integrates green space while managing stormwater on-site to protect downstream properties.

## **Strengthens the Local Economy**

- Expands the Township's tax base, supports Lincoln Consolidated School District and township services, and brings new residents to support local businesses.



# Typical Product



Single Family Residential  
Homes starting in the low  
\$400,000 range

*subject to market conditions*





www.homeofnewvision.org | p. 734-975-1602 | f. 734-975-1604  
3115 Professional Drive Ann Arbor, MI 48104

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## **YPSILANTI TOWNSHIP YOUTH AND COMMUNITY OPIOID PREVENTION PROJECT PROPOSAL FOR SERVICES -2026**

**Home of New Vision**

**1/12/26**

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### **OVERVIEW**

Home of New Vision (HNV) is pleased to submit this updated proposal for services in 2026 to continue to support Ypsilanti Township's mission to improve community wellness, reduce opioid misuse, and empower youth through education and prevention. This proposed collaboration aligns with HNV's mission to reduce substance use-related harm, promote wellness, and foster resilience in youth and families. Building on the success of the prior year, this proposal reflects a continued partnership centered on an upstream youth prevention model focused on opportunity, access, and engagement.

Through this pilot program, HNV will provide targeted prevention outreach, educational workshops, and community-building events to engage residents, address substance use challenges, and build critical life skills for youth. We are grateful for the opportunity to contribute to this important initiative.

HNV's staff includes certified recovery coaches and outreach specialists trained in harm reduction, trauma-informed care, and community engagement. Our programming draws on evidence-based approaches to prevention and aims to create meaningful, sustainable impact within Ypsilanti Township.

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### **BOARD OF DIRECTORS**

John Reiser  
David Shand  
Nora Hamouda

Glynis Anderson, Interim CEO  
Marci Scalera, President  
Becky Mayo, Vice President  
Julie Greene, Secretary

Courtney Atsalakis  
Carl Christenson  
Suzie Antonow

## **THE OBJECTIVE**

To implement a one-year pilot project that addresses the needs of the Ypsilanti Township community through harm reduction, youth engagement, and community-building activities.

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## **UPDATED PROPOSAL AND RECOMMENDATIONS**

### **Recommendation 1: Weekly Prevention Outreach**

- Staff will conduct weekly harm reduction outreach in neighborhoods such as West Willow, Holmes Road, and Lay Gardens. Services include distributing naloxone (Narcan), providing educational materials, and connecting residents to local recovery support services.

### **Recommendation 2: Narcan Distribution Boxes**

- Install an additional Narcan distribution box at the Community Center on E. Clark as well as maintain two Narcan distribution boxes in high-traffic areas, such as the Holmes Road Community Center and Tyler Road Community Resource Center. These boxes will provide 24/7 access to naloxone and testing strips.

### **Recommendation 3: Monthly Youth Workshops**

- Facilitate monthly workshops for youth focused on life skills such as communication, leadership, emotional resilience, and substance use prevention. Workshops will also incorporate creative activities like art and music to foster engagement and self-expression.

### **Recommendation 4: Monthly Community Events**

- Host family-friendly events to promote community engagement and provide prevention resources in a relaxed setting. These events aim to strengthen relationships between residents and local services.

### **Recommendation 5: Participation in Community Meetings**

- Attend monthly Ypsilanti Township community meetings to provide project updates, address concerns, and gather feedback for continuous improvement.
- 

## **MATERIALS AND RESOURCES**

- Provided by Ypsilanti Township:

- Event and workshop space
  - **Provided by HNV:**
    - Trained staff for outreach, workshops, and events
    - Educational and harm reduction materials
    - Transportation for staff and youth participants
    - Supplies for events and workshops
- 

## **LIABILITY**

Home of New Vision will carry appropriate liability and workers' compensation insurance as required. HNV's relationship to Ypsilanti Township is that of an independent contractor, and no employer/employee relationship shall arise as a result of this agreement.

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## **REPORTS AND INVOICING**

- **Monthly Reports:** HNV will submit detailed reports outlining services delivered, community engagement activities, and identified needs.
  - **Quarterly Invoicing:** HNV will invoice Ypsilanti Township quarterly, with itemized costs for program operations.
- 

## **EXPECTED RESULTS**

### **Community Benefits**

- Increased access to harm reduction and prevention resources
- Strengthened community relationships and engagement
- Reduced substance use and overdose incidents

### **Youth Benefits**

- Increased awareness of local youth opportunities
  - Development of critical life skills and emotional resilience
  - Improved access to positive role models and supportive environments
  - Increased opportunities for leadership and self-expression
  - Youth connecting to additional community programs
  - Strengthened protective factors through engagement
-

## PRICING

The total cost for the one-year pilot program is \$24,000, invoiced quarterly at \$6,000 per quarter. The budget includes:

Item	Cost
Prevention Materials	\$3,500
Narcan Distribution Boxes	\$1,000
Monthly Events	\$2,500
Youth Workshops	\$2,000
Staffing	\$15,000
<b>Total</b>	<b>\$24,000</b>

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## CONCLUSION

Home of New Vision is honored to continue its collaboration with Ypsilanti Township in 2026. This updated proposal reflects a proven, ongoing partnership utilizing an upstream youth prevention model focused on opportunity, access, and engagement, while maintaining essential harm reduction infrastructure that supports community wellness and safety.

---

## SIGNATURES

**For Ypsilanti Township:**

X \_\_\_\_\_

**Brenda Stumbo**  
Township Supervisor

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

X \_\_\_\_\_

**Debbie Swanson**  
Ypsilanti Township Clerk

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

**For Home of New Vision:**

\_\_\_\_\_

X \_\_\_\_\_

**DaMira Anderson**  
CEO of Home of New Vision

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



# COUNTY ADMINISTRATOR

220 NORTH MAIN STREET, P.O. BOX 8645  
ANN ARBOR, MICHIGAN 48107-8645

12/16/2025  
Ypsilanti Township  
7200 S. Huron River Dr  
Ypsilanti, MI, 48197

57186.1

Dear Supervisor Stumbo,

Washtenaw County wishes to amend our contract with your agency. Corporation Counsel has indicated that this amendment could be accomplished by a letter signed by both of us. If this amendment is agreeable to you, please sign and return all copies of this letter. You will receive an executed copy of this letter upon completion.

Accordingly, I hereby amend the service contract between Washtenaw County and Ypsilanti Township, dated July 1st, 2025:

Amend ARTICLE II- COMPENSATION to read:

"County Grants Contractor a one time lump sum of \$200,000 (two hundred thousand dollars) in total per year to provide resources for the operation of the a senior center and or services in conformity with the Older Adults Millage Framework and Operation Policy. Contractor must submit an invoice to the County during the term of the contract to receive the grant."

Amend ARTICLE IV: TERM to read:

"This contract begins on this date of this agreement and ends on December 31st, 2026. There is an option for a one-year extension each year provided that the Contractor is listed as a qualified senior center in the Washtenaw County Older Adults Millage Framework and Operation Policy and the Older Adults Millage is being collected. Extensions for the following calendar year may be initiated no earlier than the first Thursday of December."

All other terms and conditions remain the same as in the original contract, subsequent amendments and any applicable RFP/RFQ.



ATTEST:

WASHTENAW COUNTY:

\_\_\_\_\_  
Lawrence Kestenbaum      DATE  
County Clerk/Register

\_\_\_\_\_  
Gregory Dill      DATE  
County Administrator

YPSILANTI TOWNSHIP:

APPROVED AS TO FORM:

\_\_\_\_\_  
Brenda Stumbo      (DATE)  
Supervisor

\_\_\_\_\_  
Michelle K. Billard      DATE  
Office of Corporation Counsel

Contract # 57186

**SERVICE CONTRACT  
Ypsilanti Township**

AGREEMENT is made this **1st day of July, 2025**, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107 ("County") and **Ypsilanti Township** located at **7200 S. Huron River Dr, Ypsilanti, MI, 48197** ("Contractor")

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

**ARTICLE I - SCOPE OF SERVICES**

Contractor will provide a senior center and or services that are available to all Washtenaw County residents aged 60 and older

**ARTICLE II - COMPENSATION**

County grants Contractor \$200,000 (Two hundred thousand dollars) to provide resources for the operation of a senior center and or services in conformity with the Older Adults Millage Framework and Operational Policy. Contractor must submit an invoice to County during the term of the contract to receive the grant

**ARTICLE III - REPORTING OF CONTRACTOR**

Section 1 - The Contractor is to report to **Office of Aging Services** and will cooperate and confer with him/her as necessary to insure satisfactory work progress

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator

Section 4 - The County may review and inspect the Contractor's activities and facility during the term of this contract

Section 5 - The Contractor will submit a final, written report to the County Administrator with the following information: number of residents served during the contract period, how the County's grant was recognized, how the grant was used, and what outcomes were possible due to the grant.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies

**ARTICLE IV - TERM**

This contract begins on the date of this agreement and ends on December 31, 2025. There is an option for a one-year extension each year provided that the Contractor is listed as a qualified senior center in the Washtenaw County Older Adults Millage Framework and Operational Policy and the Older Adults Millage is being collected. Extensions for the following calendar year may be initiated no earlier than the first Thursday of December

**ARTICLE V - PERSONNEL**

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval

Contract # \_\_\_\_\_

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval

Section 3 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii

#### ARTICLE VI - INDEPENDENT CONTRACTOR

Contractor and the County shall, at all times, be deemed to be independent contractors and nothing herein shall be construed to create or imply that there exists between the parties a partnership, joint venture or other business organization. Contractor shall hold no authority, express or implied, to commit, obligate or make representations on behalf of the County and shall make no representation to others to the contrary.

Nothing herein is intended nor shall be construed for any purpose as creating the relationship of employer and employee or agent and principal between the parties. Except as otherwise specified in this contract, Contractor retains the sole right and obligation to direct, control or supervise the details and means by which the services under this contract are provided.

Contractor shall not be eligible for, or participate in, any insurance, pension, workers' compensation insurance, profit sharing or other plans established for the benefit of the County's employees. Contractor shall be solely responsible for payment of all taxes arising out of the Contractor's activities in connection with this Agreement, including, without limitation, federal and state income taxes, social security taxes, unemployment insurance taxes and any other tax or business license fees as required. The County shall not be responsible for withholding any income or employment taxes whatsoever on behalf of the Contractor.

#### ARTICLE VII - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor. Nothing herein shall be construed to limit, waive, or restrict any governmental immunity defense available to the Charter Township of Ypsilanti.

#### ARTICLE VIII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

- 1 Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee

Contract # \_\_\_\_\_

- 2 Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
- 3 Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage. For transportation services contracts, the County shall be added as additional insured on automobile liability policy with respect to the services provided under this contract.

Insurance companies, named insured's and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the Washtenaw County c/o **Office of Aging Services AND CONTRACT** # \_\_\_\_\_, and shall provide for written notice to the Certificate holder of cancellation of coverage.

#### ARTICLE IX - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

#### ARTICLE X - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

#### ARTICLE XI - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

#### ARTICLE XII - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor 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 Contractor 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 Contractor 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 Contractor, 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 XIII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$17.08 per hour with benefits or \$19.04 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 29, 2026 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

#### ARTICLE XIV - EQUAL ACCESS

The Contractor 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 XV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XVI - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the County Administrator, Corporation Counsel, and Contractor.

ARTICLE XVII - 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 XVIII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XIX - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XX- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

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

ARTICLE XXI - 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 XXII - EXTENT OF CONTRACT

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



Contract # \_\_\_\_\_

ARTICLE XXIII – COUNTY FUNDING ACKNOWLEDGEMENT

The recipient shall acknowledge Washtenaw County's financial support in all promotional and publicity materials related to the funded activities. This acknowledgement shall include, but not be limited to, press releases, website content, social media posts, and printed materials. The acknowledgement shall prominently display the Washtenaw County logo and include a brief statement recognizing the County's financial contribution. Use of this logo is strictly limited to materials, products, or content funded under this contract. The logo may not be used for any other purpose without the express prior written authorization of the County Administrator.

ARTICLE XXIV – 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 09/17/2025  
Lawrence Kestenbaum (DATE)  
County Clerk/Register

By: Gregory Dill 09/15/2025  
Gregory Dill (DATE)  
County Administrator

**APPROVED AS TO CONTENT:**

**CONTRACTOR**

By: Brady Peck 9/10/25  
Brady Peck (DATE)  
Director of Operations

By: Brenda Stumbo 8/27/25  
Brenda Stumbo (DATE)  
Township Supervisor

**APPROVED AS TO FORM:**

By: Michelle K. Billard 09/09/2025 For  
Michelle K. Billard (DATE)  
Office of Corporation Counsel

By: Debra A. Swanson  
Debra A. Swanson (DATE) 8/27/25  
Township Clerk

January 12, 2026

John Hines  
Ypsilanti Charter Township Recreation & Parks  
7200 South Huron River Dr  
Ypsilanti, MI 48198

RE: Concept Design & 2026 DNR Grant – North Bay Park Boardwalk  
Washtenaw County, MI  
Letter Agreement for Professional Services

Dear John:

We are furnishing you with a letter agreement to assist with an existing conditions field inspection, update concept plan and a grant application through the Michigan Department of Natural Resources (DNR). The grant proposal will need to be completed by April 1, 2026.

**PROJECT BACKGROUND**

The Township would like to make improvements to North Bay Park Boardwalk. The boardwalk has been installed for over 30 years and in need of repair and updates. A grant was submitted to Land and Water Conservation Fund (LWCF) and was not approved. The Township would like to evaluate the boardwalk, prepare a brief finding report, current cost estimate, update the concept and resubmit the grant.

Listed below is our proposed scope of work to assist with this project.

**SCOPE OF WORK**

Spicer Group proposes the following services: They are phased to reflect the orderly and reasonable progress of the project and, unless otherwise directed by you, we will only proceed from one phase to the next with your concurrence and approval.

**FIELD INSPECTION**

- A. Spicer will visit the site to inspect the boardwalk and related trail and bridge connections.
- B. Prepare findings report with recommended improvements and costs.

**CONCEPT PLAN**

- A. Spicer will update the concept plan for the park using an aerial image as the base with potential improvements depicted as overlay images.
- B. Visit the park and review the park features.
- C. Develop preliminary boardwalk plans for the proposed improvements and switch back.
- D. We will submit the concept plan and estimate to you for review and discussion.
- E. Spicer will complete the concept plan and estimate based on the review.

**GRANT APPLICATION**

- A. Working with you, we will update the Land and Water Conservation Fund (LWCF) application submitted in 2025. All grant work would need to be completed by April 1, 2026.

- B. Update as needed the project location map and the project boundary map.
- C. Update and review and complete the environmental checklist with the Township.
- D. Update the supporting grant text.
- E. Update and include project photos.
- F. Produce and submit the Transmittal Letter and Notice of Intent form to the regional planning agency and the Township planning agency, if required.
- G. Compile and upload all the requirements for the grant application in the MiGrants system.

### **SHPO CLEARANCE & ENVIRONMENTAL REVIEW**

The grant submittal requires SHPO (State Historic Preservation Office) clearance, and a IPaC report for threatened and endangered species. Due to State regulations, Spicer must work with a sub-consultant to complete this work. We will have the sub-consultant submit a proposal to the Township to complete this work.

### **YPSILANTI TOWNSHIP'S RESPONSIBILITIES**

The following items are necessary for successful completion of the project, but are expected to be provided or performed by the Township and are not included in our Scope of Work:

- A. Assist with and provide information for the grant application form as needed (i.e., property deeds, plat map information, building plans, property descriptions, etc.)
- B. Obtain commitment letters from any cash donors.
- C. Obtain attorney signature on documentation of site control form, if required.
- D. Include the application as an agenda item, open to discussion at a regular public meeting prior to the Township's approval of a resolution supporting the grant and committing the funds.
- E. Produce an Affidavit of Publication documenting proper advance notice of public meetings/hearings held for comment on the project.
- F. Produce approved public meeting minutes.
- G. Certify a resolution from Ypsilanti Township, regarding the application, committing the matching funds prior to the grant due date.
- H. Solicit and collect letters of support from the community.
- I. Review and submit final submittal documents through the MiGrants system.

### **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 bill you hourly based upon our effort completed during the billing period. We will submit invoices to you for our 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.

Field Inspection Estimate of Cost billed hourly	\$6,000
Concept Plan and Preliminary Estimate of Cost billed hourly	\$2,100
DNR Grant Application Estimate of Cost billed hourly	\$4,500
SHPO Clearance	<u>TBD</u>
<b>Total Fee</b>	<b>\$12,600</b>

Please note that if additional narrative or documents are required once the preliminary score is released in September 2026, those services will be billed hourly and not included in the estimated grant application cost above.

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.

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, and we look forward to working with you and for you on your project.

Sincerely,



**Cynthia A. Todd, PLA**  
Director of Planning, Parks and Recreation

**SPICER GROUP, INC.**  
230 S. Washington Avenue  
Saginaw, MI 48607  
Phone: (989) 754-4717 ext. 5522  
Fax: (989) 754-4440  
mailto: [cynthia.todd@spicergroup.com](mailto:cynthia.todd@spicergroup.com)

Cc: SGI File 139903SG2026  
KSC, Acctg.  
Attachments: General Conditions

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

**YPSILANTI CHARTER TOWNSHIP**

By: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

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

By: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

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



January 14, 2026

John Hines, Municipal Services Director  
Ypsilanti Charter Township  
2025 East Clark Road  
Ypsilanti, MI 48198

RE: 2026 Grant Assistance  
Ypsilanti Charter Township, Washtenaw County, Michigan  
Letter Agreement for Professional Services

Dear John:

It is a pleasure to offer our professional services to Ypsilanti Township Parks and Recreations to assist with researching grant opportunities for your parks project in 2026.

Per your request, we have developed the following proposed scope of work to assist the Township with researching grant opportunities.

**SCOPE OF WORK-GRANT ASSISTANCE**

We envision the following process for this work:

1. Review with the Township existing recreation master plan. Discuss priority projects and Townships goals for park maintenance, design, development and operation.
2. Review and research monthly possible new grant and funding opportunities for projects that fit the needs of the Township in 2026.
3. List known available grants, cycle and submittal requirements.
4. Meet as needed with the Municipal Service Director to review up and coming grant opportunities.
5. Spicer will provide under separate letter agreements, individual grant applications and assistance that the Township plans to go after.

**ASSOCIATED FEE**

We propose to do this work on a standard hourly rate basis, billing the Township only for effort that we put toward this. Our estimate for monthly effort between \$1,500- \$2,500, depending on the number of meetings we attend and applicable grants.

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.

If this proposal meets with your approval, please acknowledge an authorized signature below. Please return one executed copy to us and maintain the other for your records.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



**Cynthia A. Todd, PLA, ASLA**  
Director of Planning, Parks and  
Recreation

**SPICER GROUP, INC.**  
230 S. Washington Avenue  
Saginaw, MI 48607  
Phone: (989) 754-4717 ext. 5522  
Fax: (989) 754-4440  
mailto: [cynthia.todd@spicergroup.com](mailto:cynthia.todd@spicergroup.com)

Cc: SGI File 139949SG2026  
KEF, Acctg.  
Attachments: General Conditions, Rates 2026

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

**YPSILANTI CHARTER TOWNSHIP**

By: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

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

By: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

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



*Supervisor*  
**BRENDA L. STUMBO**  
*Clerk*  
**DEBRA A. SWANSON**  
*Treasurer*  
**STAN ELDRIDGE**  
*Trustees*  
**KAREN LOVEJOY ROE**  
**JOHN P. NEWMAN II**  
**GLORIA PETERSON**  
**LARESHA THORNTON**



# YPSILANTI TOWNSHIP

— WHERE YOUR FUTURE GROWS —

**Accounting  
Department**

7200 S. Huron River Drive  
Ypsilanti, MI 48197  
Phone: (734) 544-4000 Ext 5  
Fax: (734) 484-5154

## STATEMENTS AND CHECKS

*FEBRUARY 3, 2026 BOARD MEETING*

ACCOUNTS PAYABLE CHECKS -	\$	687,204.25
HAND CHECKS -	\$	269,465.12
CREDIT CARDS PURCHASES -	\$	0.00
GRAND TOTAL -	\$	<b>956,669.37</b>

A/P checks

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
Bank AP AP					
02/03/2026	202174	A DESIGN LINE	A DESIGN LINE	2026 UNIFORM SHIRTS FOR TPOAM	1,564.59
02/03/2026	202175	AAATA	AAATA	QHERPP 90% DISTRIBUTION ALLOCA	30.89
			AAATA	QHERPP 90% DISTRIBUTION ALLOCA	97.10
					127.99
02/03/2026	202176	ADVANCED COMMUNICATIONS & DAT	ADVANCED COMMUNICATIONS & DAT	INTERNET UTILITY SERVICE	679.55
			ADVANCED COMMUNICATIONS & DAT	INTERNET UTILITY SERVICE	689.74
					1,369.29
02/03/2026	202177	AMAZON CAPITAL SERVICES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES, 1 EQUIPMENT I	97.51
			AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	190.85
			AMAZON CAPITAL SERVICES	RSD Office Supplies - Custodia	172.95
			AMAZON CAPITAL SERVICES	RSD OFFICE SUPPLIES - CUSTODIA	20.99
			AMAZON CAPITAL SERVICES	ITEMS FOR COMMUNITY CENTER	187.98
			AMAZON CAPITAL SERVICES	ITEMS FOR THE SENIOR GAME ROOM	94.99
			AMAZON CAPITAL SERVICES	VALVE COVER GASKET FOR TORO 31	197.01
			AMAZON CAPITAL SERVICES	WORK HEADLAMP/STAMP DISPENSER	168.83
			AMAZON CAPITAL SERVICES	TREE TRIMMING SUPPLIES - CHAIN	938.34
			AMAZON CAPITAL SERVICES	P&G - Maint. Supplies - 50 gal	75.04
			AMAZON CAPITAL SERVICES	P&G - MAINT. SUPPLIES - 50 GAL	201.98
			AMAZON CAPITAL SERVICES	ENTRANCE RUGS	334.62
			AMAZON CAPITAL SERVICES	PPE FOR SAFETY STORE	90.11
			AMAZON CAPITAL SERVICES	PPE FOR SAFETY STORE	48.51
			AMAZON CAPITAL SERVICES	PPE FOR SAFETY STORE	149.12
			AMAZON CAPITAL SERVICES	WILDLIFE BOXES AND SUPPLIES	38.82
			AMAZON CAPITAL SERVICES	PPE FOR SAFETY STORE	227.96
			AMAZON CAPITAL SERVICES	WILDLIFE BOXES AND SUPPLIES	861.48
			AMAZON CAPITAL SERVICES	SUPPLIES FOR CLERK AND ELECTIO	307.18
			AMAZON CAPITAL SERVICES	Supplies for Clerk and Electio	145.69
			AMAZON CAPITAL SERVICES	TISSUE FOR SAFETY STORE	46.50
			AMAZON CAPITAL SERVICES	MAGICARD COLOR RIBBON	199.02
			AMAZON CAPITAL SERVICES	BULLETIN BOARD FOR BACK OFFICE	85.99
					4,881.47
02/03/2026	202178	ANN ARBOR CLEANING SUPPLY	ANN ARBOR CLEANING SUPPLY	TRASH BAGS - LAITR	245.50
02/03/2026	202179	ANN ARBOR/YPSILANTI REGIONAL	ANN ARBOR/YPSILANTI REGIONAL	MEMBERSHIP DUES FOR ANN ARBOR/	400.00
02/03/2026	202180	APPLIED INNOVATION	APPLIED INNOVATION	QUARTERLY PRINTER CHARGES	293.87
02/03/2026	202181	ATLANTIC CONSTRUCTION	ATLANTIC CONSTRUCTION	SOFFITT REPAIR WORK AT GREEN O	300.00
02/03/2026	202182	AUTO VALUE YPSILANTI	AUTO VALUE YPSILANTI	BATTERY FOR VEHICLES #90	192.91
			AUTO VALUE YPSILANTI	WINDSHIELD WIPER FOR VEHICLE #	9.29
			AUTO VALUE YPSILANTI	FUNNELS	63.98
			AUTO VALUE YPSILANTI	HITCH PIN & REDUCER SLEEVE	39.28
			AUTO VALUE YPSILANTI	MAINT TOOLS - GREASE GUN, MMGR	10.27
			AUTO VALUE YPSILANTI	BATTERY FOR VEHICLES #88	137.36
					453.09
02/03/2026	202183	AYRES ASSOCIATES INC	AYRES ASSOCIATES INC	COMPREHENSIVE ASSESSMENT FOR T	7,960.00
02/03/2026	202184	B-BALL SKILLS LLC	B-BALL SKILLS LLC	PAY OUT FOR B-BALL SKILLS 12/2	768.75
02/03/2026	202185	BARR ENGINEERING COMPANY	BARR ENGINEERING COMPANY	PROFESSIONAL SERVICES FROM 12/	2,566.00
02/03/2026	202186	BELFOR USA GROUP INC	BELFOR USA GROUP INC	BELFOR INVOICE 2251347 FOR 610	441.41
02/03/2026	202187	BOUND TREE MEDICAL, LLC.	BOUND TREE MEDICAL, LLC.	MEDICAL SUPPLIES NEEDED FOR ST	998.43

CHECK REGISTER FOR CHARTER TOWNSHIP OF YPSILANTI  
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Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
02/03/2026	202188	BRAUN CONSRTUCTION GROUP, INC	BRAUN CONSRTUCTION GROUP, INC	PLUMBING WORK IN MEN'S LOCKERR	745.00
			BRAUN CONSRTUCTION GROUP, INC	IT ROOM RENOVATION PROJECT	5,118.52
			BRAUN CONSRTUCTION GROUP, INC	IT ROOM RENOVATION PROJECT	8,985.84
					14,849.36
02/03/2026	202189	CARLISLE WORTMAN ASSOCIATES I	CARLISLE WORTMAN ASSOCIATES I	2850 WASHTENAW - URBAN AIR	122.50
02/03/2026	202190	CARLISLE WORTMAN ASSOCIATES I	CARLISLE WORTMAN ASSOCIATES I	HEWITT PLACE	247.50
02/03/2026	202191	CARLISLE/WORTMAN ASSOCIATES	CARLISLE/WORTMAN ASSOCIATES	PLANNING DEPARTMENT SUPPORT -	13,220.00
02/03/2026	202192	CDW GOVERNMENT INC	CDW GOVERNMENT INC	NOTEBOOK REPLACEMENTS	6,896.77
02/03/2026	202193	CINTAS FIRST AID & SAFETY	CINTAS FIRST AID & SAFETY	FIRST AID CABINET SERVICE - 1/	7.53
			CINTAS FIRST AID & SAFETY	FIRST AID CABINET SERVICE - 1/	7.53
			CINTAS FIRST AID & SAFETY	FIRST AID CABINET SERVICE - 1/	25.59
			CINTAS FIRST AID & SAFETY	FIRST AID CABINET SERVICE - 1/	38.02
			CINTAS FIRST AID & SAFETY	FIRST AID CABINET SERVICE - 1/	7.53
			CINTAS FIRST AID & SAFETY	FIRST AID CABINET SERVICE - 1/	7.53
			CINTAS FIRST AID & SAFETY	FIRST AID CABINET SERVICE - 1/	65.25
			CINTAS FIRST AID & SAFETY	FIRST AID CABINET SERVICE - 1/	81.33
					240.31
02/03/2026	202194	CIVICPLUS LLC	CIVICPLUS LLC	ARCHIVE SOCIAL RENEWAL	7,924.77
02/03/2026	202195	COLMAN-WOLF SANITARY SUPPLY C	COLMAN-WOLF SANITARY SUPPLY C	CUSTODIAL SUPPLIES - CIVIC, CO	606.44
			COLMAN-WOLF SANITARY SUPPLY C	CUSTODIAL SUPPLIES - CIVIC, CO	305.72
			COLMAN-WOLF SANITARY SUPPLY C	CUSTODIAL SUPPLIES - CIVIC, CO	117.15
			COLMAN-WOLF SANITARY SUPPLY C	CUSTODIAL SUPPLIES - CIVIC, CO	71.79
					1,101.10
02/03/2026	202196	COMFORT INN & SUITES HOTEL	COMFORT INN & SUITES HOTEL	LODGING FOR ROBERT KELCH AND J	411.60
02/03/2026	202197	COMMUNICATION SQUARE LLC	COMMUNICATION SQUARE LLC	MONTHLY OFFICE 365	4,560.00
02/03/2026	202198	CORRIGAN OIL COMPANY	CORRIGAN OIL COMPANY	ENGINE OIL	598.45
02/03/2026	202199	DANCE WITH ELEGANCE	DANCE WITH ELEGANCE	DROP-IN FEES AND WINTER 1 SESS	1,498.70
02/03/2026	202200	DELUX RENTAL	DELUX RENTAL	PROPANE RENTAL	20.00
02/03/2026	202201	DETECTION SYSTEMS AND ENGINEE	DETECTION SYSTEMS AND ENGINEE	PUBLIC CAMERA WORK - SITE 110	290.00
			DETECTION SYSTEMS AND ENGINEE	Public Camera Work - Site 148	471.25
					761.25
02/03/2026	202202	DISPUTE RESOLUTION CENTER	DISPUTE RESOLUTION CENTER	MEDIATION SERVICES INVOICE	1,875.00
02/03/2026	202203	FERGUSON ENTERPRISES, INC.	FERGUSON ENTERPRISES, INC.	CIVIC CENTER REPAIRS - ELECTRI	664.05
02/03/2026	202204	FIBER LINK	FIBER LINK	MISSDIG RESPONSE AND LOCATE SE	127.75
02/03/2026	202205	GENE BUTMAN FORD	GENE BUTMAN FORD	2016 FORD EXPEDITION - TIRES	950.50
02/03/2026	202206	GRAINGER	GRAINGER	WILDLAND PUMP CARRYING TANK	521.25
02/03/2026	202207	GRIFFIN PEST SOLUTIONS	GRIFFIN PEST SOLUTIONS	PEST CONTROL FOR #4	31.00
			GRIFFIN PEST SOLUTIONS	PEST CONTROL FOR #1	31.00
			GRIFFIN PEST SOLUTIONS	PEST CONTROL FOR #3	31.00
			GRIFFIN PEST SOLUTIONS	LEC PEST SOLUTIONS FOR 2025	72.00
					165.00
02/03/2026	202208	GUARDIAN ALARM	GUARDIAN ALARM	DIAGNOSTIC TRIP: CONCERNED A D	100.00
02/03/2026	202209	HOLLAND MOTOR HOMES & BUS COM	HOLLAND MOTOR HOMES & BUS COM	SEATBELT INSTALLATION	2,186.12
02/03/2026	202210	HOME DEPOT	HOME DEPOT	MAINT. SUPPLIES - BRAKE CLEANER	27.12
			HOME DEPOT	CIVIC BLDG. - REPAIRS - CAN LI	72.79
					99.91
02/03/2026	202211	HOME DEPOT USA INC	HOME DEPOT USA INC	REFUND PERMIT PB25-1268 5604	60.00
02/03/2026	202212	HOWLETT LOCK & DOOR	HOWLETT LOCK & DOOR	DOOR LATCH REPAIR AT LEC	273.00



Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
02/03/2026	202213	IAFC MEMBERSHIP	IAFC MEMBERSHIP	MEMBERSHIP DUES - CHIEF DENSMO	235.00
02/03/2026	202214	INFRASTRUCTURE ENGINEERING IN	INFRASTRUCTURE ENGINEERING IN	TRAFFIC ENGINEERING SERVICES	2,987.76
			INFRASTRUCTURE ENGINEERING IN	TRAFFIC ENGINEERING SERVICES	355.43
					3,343.19
02/03/2026	202215	INTEGRITY BUSINESS SOLUTIONS	INTEGRITY BUSINESS SOLUTIONS	COPY PAPER - GENERAL	999.75
			INTEGRITY BUSINESS SOLUTIONS	COPY PAPER - DAMAGED	999.75
			INTEGRITY BUSINESS SOLUTIONS	RETURN DAMAGED COPY PAPER	(999.75)
					999.75
02/03/2026	202216	JEFFREY C. PASK	JEFFREY C. PASK	VIDEO PRODUCTION SERVICES	300.00
			JEFFREY C. PASK	Video Production Services	300.00
					600.00
02/03/2026	202217	JENNIFER BURKE	JENNIFER BURKE	YOUTH DANCE INSTRUCTOR	119.00
02/03/2026	202218	JIBRIL NAEEM	JIBRIL NAEEM	MODERDAY MARTIAL ARTS PAYOUT	511.00
02/03/2026	202219	JUMP-A-RAMA	JUMP-A-RAMA	WINTER 1 GYMNASICS INSTRUCTIO	1,522.50
02/03/2026	202220	KBK LANDSCAPING, INC	KBK LANDSCAPING, INC	LEC SALTING & PLOWING DECEMBER	3,425.00
02/03/2026	202221	KRONOS SAASHR, INC	KRONOS SAASHR, INC	UKG READY USAGE	326.60
02/03/2026	202222	LANSING SANITARY SUPPLY, INC	LANSING SANITARY SUPPLY, INC	CUSTODIAL SUPPLIES - CIVIC CEN	562.89
02/03/2026	202223	LOOKING GOOD LAWNS	LOOKING GOOD LAWNS	LGL INVOICE YTTR-1225-9 BLIGHT	120.00
02/03/2026	202224	LOWE'S	LOWE'S	HARDWARE	12.50
			LOWE'S	PARKS & GROUNDS GARAGE - FROST	43.21
					55.71
02/03/2026	202225	MESSENGER PRINTING	MESSENGER PRINTING	NHW MAILERS - COMM. ENGAGEMENT	4,230.54
02/03/2026	202226	MICHIGAN LINEN SERVICE, INC.	MICHIGAN LINEN SERVICE, INC.	LAUNDRY SERVICES	42.50
			MICHIGAN LINEN SERVICE, INC.	LAUNDRY SERVICES	41.00
			MICHIGAN LINEN SERVICE, INC.	LAUNDRY SERVICES	36.50
			MICHIGAN LINEN SERVICE, INC.	ANNUAL LAUNDERING OF SHOP TOWE	24.00
			MICHIGAN LINEN SERVICE, INC.	ANNUAL LAUNDERING OF SHOP TOWE	24.00
			MICHIGAN LINEN SERVICE, INC.	LINEN SERVICE FOR STATION 4	85.03
			MICHIGAN LINEN SERVICE, INC.	LINEN SERVICE FOR STATION 3	86.26
			MICHIGAN LINEN SERVICE, INC.	LINEN SERVICE FOR STATION 3	190.40
			MICHIGAN LINEN SERVICE, INC.	LEC LAUNDRY SERVICE FOR 2026	67.25
			MICHIGAN LINEN SERVICE, INC.	CIVIC CENTER LAUNDRY SERVICE F	108.10
			MICHIGAN LINEN SERVICE, INC.	COMMUNITY CENTER LAUNDRY SERVI	49.50
			MICHIGAN LINEN SERVICE, INC.	CIVIC CENTER LAUNDRY SERVICE F	108.10
			MICHIGAN LINEN SERVICE, INC.	COMMUNITY CENTER LAUNDRY SERVI	49.50
			MICHIGAN LINEN SERVICE, INC.	HOLMES RD LAUNDRY SERVICE FOR	18.50
			MICHIGAN LINEN SERVICE, INC.	LEC LAUNDRY SERVICE FOR 2026	70.25
			MICHIGAN LINEN SERVICE, INC.	COMMUNITY CENTER LAUNDRY SERVI	49.50
			MICHIGAN LINEN SERVICE, INC.	CIVIC CENTER LAUNDRY SERVICE F	101.10
			MICHIGAN LINEN SERVICE, INC.	ANNUAL LAUNDERING OF SHOP TOWE	24.00
					1,175.49
02/03/2026	202227	MICHIGAN POWER RODDING	MICHIGAN POWER RODDING	CLOGGED DRAIN IN BAY AREA @4	207.00
02/03/2026	202228	MICHIGAN PUBLICATIONS	MICHIGAN PUBLICATIONS	VARIOUS ADS	40.00
			MICHIGAN PUBLICATIONS	VARIOUS ADS	40.00
					80.00

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
02/03/2026	202229	MICHIGAN RECREATION & PARK AS	MICHIGAN RECREATION & PARK AS	REGISTRATION FOR 2026 CONFEREN	525.00
			MICHIGAN RECREATION & PARK AS	REGISTRATION FOR 2026 CONFEREN	525.00
					1,050.00
02/03/2026	202230	MISS DIG SYSTEM INC	MISS DIG SYSTEM INC	MISSDIG MEMBERSHIP	901.52
02/03/2026	202231	MLIVE MEDIA GROUP	MLIVE MEDIA GROUP	JOB POSTINGS - HR DIRECTOR #2	595.00
02/03/2026	202232	MUNIVATE LLC	MUNIVATE LLC	BS&A CONFIGURATION & TRAINING	1,295.00
02/03/2026	202233	OAKLAND COUNTY	OAKLAND COUNTY	CLEMIS MEMBERSHIP USAGE FEE	2,268.00
02/03/2026	202234	OKINAWAN KARATE CLUB	OKINAWAN KARATE CLUB	PAYOUT FOR OKINAWAN KARATE	105.00
02/03/2026	202235	ONSITE SUBSTANCE ABUSE TESTIN	ONSITE SUBSTANCE ABUSE TESTIN	RECOVERY COURT DRUG TESTING	28.00
02/03/2026	202236	OOMA, INC.	OOMA, INC.	OOMA SERVICES	249.44
02/03/2026	202237	ORCHARD, HILTZ & MCCLIMENT IN	ORCHARD, HILTZ & MCCLIMENT IN	PROFESSIONAL SERVICES RENDERED	809.25
02/03/2026	202238	ORKIN LLC	ORKIN LLC	ESTIMATED VERMIN MANAGEMENT SE	375.00
			ORKIN LLC	ESTIMATED VERMIN MANAGEMENT SE	192.00
					567.00
02/03/2026	202239	PARKWAY SERVICES, INC.	PARKWAY SERVICES, INC.	PORT A JOHN SERVICE - HYDRO	130.00
02/03/2026	202240	PEPSI BEVERAGES COMPANY	PEPSI BEVERAGES COMPANY	RESTOCK INVENTORY AT COMMUNITY	373.31
02/03/2026	202241	PRIORITY ONE EMERGENCY	PRIORITY ONE EMERGENCY	PANTS FOR CHIEF DENSMORE	191.98
			PRIORITY ONE EMERGENCY	SHIRTS FOR DENSMORE	146.98
			PRIORITY ONE EMERGENCY	INSTALL EMERGENCY LIGHTS ON BL	4,349.90
					4,688.86
02/03/2026	202242	R. RASCH INC.	R. RASCH INC.	SALT FOR TWP PROPERTIES AND PA	4,620.00
02/03/2026	202243	RHETT REYES	RHETT REYES	RECOVERY COURT PAYROLL WEEK EN	1,155.00
			RHETT REYES	RECOVERY COURT PAYROLL WEEK EN	1,023.00
					2,178.00
02/03/2026	202244	ROBERT ACTON	ROBERT ACTON	ROBERT ACTON CONTRACTUAL INSPE	3,200.00
02/03/2026	202245	ROBERTSON MORRISON, INC.	ROBERTSON MORRISON, INC.	ROUTINE MAINTENANCE @1	532.50
02/03/2026	202246	SAM'S CLUB DIRECT	SAM'S CLUB DIRECT	CIVIC CENTER - TOILET PAPER -	54.56
02/03/2026	202247	SPARTAN DISTRIBUTORS	SPARTAN DISTRIBUTORS	REBUILD PUMP ON MULTPRO1750	1,855.73
02/03/2026	202248	STAPLES* - ACCOUNT #1026071	STAPLES* - ACCOUNT #1026071	COMMUNITY CENTER - HAND SOAP R	488.76
02/03/2026	202249	STATE OF MICHIGAN -	STATE OF MICHIGAN -	QHERPP 90% DISTRIBUTION ALLOCA	272.33
			STATE OF MICHIGAN -	QHERPP 90% DISTRIBUTION ALLOCA	856.18
					1,128.51
02/03/2026	202250	STEPHEN BROWN	STEPHEN BROWN	STEVE BROWN CONTRACTUAL INSP J	900.00
02/03/2026	202251	STERICYCLE INC	STERICYCLE INC	STERI-SAFE BUDGET SUBSCRIPTION	282.55
02/03/2026	202252	ULLIANCE	ULLIANCE	1Q 2026 EAP PROGRAM	1,239.00
			ULLIANCE	2026 ANNUAL WELLNESS ENEWSLETT	500.00
					1,739.00
02/03/2026	202253	UNEMPLOYMENT INSURANCE AGENCY	UNEMPLOYMENT INSURANCE AGENCY	UIA YEAR ENDING 2025	14,897.46
02/03/2026	202254	VICTORY LANE	VICTORY LANE	#701 - FULL SERVICE OIL CHANGE	79.95
02/03/2026	202255	W.J. O'NEIL COMPANY	W.J. O'NEIL COMPANY	COMMUNITY CENTER - AC UNIT (IN	2,884.00
			W.J. O'NEIL COMPANY	COMMUNITY CENTER - AC UNIT (IN	5,667.00
					8,551.00
02/03/2026	202256	WASHTENAW AREA TRANSPORTATION	WASHTENAW AREA TRANSPORTATION	WATS 2026 MEMBERSHIP DUES	4,097.00
02/03/2026	202257	WASHTENAW COMMUNITY COLLEGE#	WASHTENAW COMMUNITY COLLEGE#	QHERPP 90% DISTRIBUTION ALLOCA	152.27



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Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
			WASHTENAW COMMUNITY COLLEGE#	QHERPP 90% DISTRIBUTION ALLOCA	478.72
					630.99
02/03/2026	202258	WASHTENAW COUNTY	WASHTENAW COUNTY	QHERPP 90% DISTRIBUTION ALLOCA	319.59
			WASHTENAW COUNTY	QHERPP 90% DISTRIBUTION ALLOCA	1,004.77
					1,324.36
02/03/2026	202259	WASHTENAW COUNTY ROAD COMMISS	WASHTENAW COUNTY ROAD COMMISS	ROAD COMMISSION TRAFFIC SIGNAL	349.39
			WASHTENAW COUNTY ROAD COMMISS	ROAD COMMISSION TRAFFIC SIGNAL	793.24
			WASHTENAW COUNTY ROAD COMMISS	ROAD COMMISSION TRAFFIC SIGNAL	2,140.35
			WASHTENAW COUNTY ROAD COMMISS	ROAD COMMISSION TRAFFIC SIGNAL	1,922.10
			WASHTENAW COUNTY ROAD COMMISS	ROAD COMMISSION TRAFFIC SIGNAL	671.72
			WASHTENAW COUNTY ROAD COMMISS	ROAD COMMISSION TRAFFIC SIGNAL	308.43
			WASHTENAW COUNTY ROAD COMMISS	ROAD COMMISSION TRAFFIC SIGNAL	154.22
			WASHTENAW COUNTY ROAD COMMISS	ROAD COMMISSION TRAFFIC SIGNAL	616.22
			WASHTENAW COUNTY ROAD COMMISS	ROAD COMMISSION TRAFFIC SIGNAL	1,602.78
					8,558.45
02/03/2026	202260	WASHTENAW COUNTY SHERIFF'S OF	WASHTENAW COUNTY SHERIFF'S OF	RECOVERY COURT DRUG TESTING	12.00
02/03/2026	202261	WASHTENAW COUNTY TREASURER#	WASHTENAW COUNTY TREASURER#	PSU/CSO CHARGES - REMAINDER OF	486,369.91
			WASHTENAW COUNTY TREASURER#	CHARGEBACK INVOICES/SPECIALS I	8,098.20
					494,468.11
02/03/2026	202262	WASHTENAW COUNTY WATER RESOUR	WASHTENAW COUNTY WATER RESOUR	VERMIN MANAGEMENT SERVICES	12,962.19
02/03/2026	202263	WASHTENAW INTERMEDIATE	WASHTENAW INTERMEDIATE	QHERPP 90% DISTRIBUTION ALLOCA	254.13
			WASHTENAW INTERMEDIATE	QHERPP 90% DISTRIBUTION ALLOCA	790.38
					1,044.51
02/03/2026	202264	WASTE MANAGEMENT	WASTE MANAGEMENT	ACCT. #32-81987-93001	3,175.09
02/03/2026	202265	WITMER PUBLIC SAFELY GROUP, I	WITMER PUBLIC SAFELY GROUP, I	CHANNEL LOCKS/GRIP KIT	549.50
02/03/2026	202266	YPSILANTI ACE HARDWARE	YPSILANTI ACE HARDWARE	SHOWERHEAD REPLACEMENT @4	45.82
			YPSILANTI ACE HARDWARE	MAINT SUPPLIES	5.99
			YPSILANTI ACE HARDWARE	MAINT SUPPLIES	46.97
			YPSILANTI ACE HARDWARE	CIVIC CENTER - MAINT. SUPPLIES	23.17
					121.95
02/03/2026	202267	YPSILANTI COMMUNITY SCHOOLS -	YPSILANTI COMMUNITY SCHOOLS -	QHERPP 90% DISTRIBUTION ALLOCA	1,266.45
			YPSILANTI COMMUNITY SCHOOLS -	QHERPP 90% DISTRIBUTION ALLOCA	3,646.23
					4,912.68
02/03/2026	202268	YPSILANTI DISTRICT LIBRARY	YPSILANTI DISTRICT LIBRARY	QHERPP 90% DISTRIBUTION ALLOCA	111.81
			YPSILANTI DISTRICT LIBRARY	QHERPP 90% DISTRIBUTION ALLOCA	351.50
					463.31
02/03/2026	202269	ZEP SALES & SERVICE	ZEP SALES & SERVICE	CUSTODIAL SUPPLIES - CIVIC - F	339.76
02/03/2026	202270	ZOHO CORPORATION	ZOHO CORPORATION	ZOHO APPLICATION RENEWALS	1,617.00



Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
Total of 97 Disbursements:					687,204.25

Hand Checks

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
Bank AP AP					
01/14/2026	202159	COMCAST	COMCAST	ACCT. #8529 10 234 0884997	181.90
01/14/2026	202160	COMCAST BUSINESS	COMCAST BUSINESS	ACCT. #939737137	3,314.38
01/14/2026	202161	COMCAST CABLE	COMCAST CABLE	ACCT. #8529 01 001 0000523 (CA	5,578.45
01/14/2026	202162	CONSTELLATION NEW ENERGY	CONSTELLATION NEW ENERGY	ACCOUNT #BG-301569	7,843.52
01/14/2026	202163	DTE ENERGY	DTE ENERGY	ACCT. #9200 468 7449 0	42.13
			DTE ENERGY	ACCT. #9100 129 5996 1	481.63
					523.76
01/14/2026	202164	POSTMASTER	POSTMASTER	BRM PERMIT 465-001 ANNUAL MAIN	1,080.00
01/14/2026	202165	VERIZON WIRELESS	VERIZON WIRELESS	ACCT. #542198411-00001	3,134.80
			VERIZON WIRELESS	ACCT. #742203150-00001	134.32
					3,269.12
01/14/2026	202166	Y.C.U.A	Y.C.U.A	ESTIMATED WATER REBATE FOR 202	1,980.00
			Y.C.U.A	FUEL CHARGES FOR THE 2025 SEAS	1,866.18
					3,846.18
01/16/2026	202167	BRAUN CONSRTUCTION GROUP, INC	BRAUN CONSRTUCTION GROUP, INC	IT ROOM RENOVATION PROJECT	16,506.96
			BRAUN CONSRTUCTION GROUP, INC	14B D COURT RENOVATION	214,300.60
					230,807.56
01/22/2026	202168	RHETT REYES	RHETT REYES	RECOVERY COURT PAYROLL WEEK EN	1,089.00
01/27/2026	202169	CLEAR RATE COMMUNICATIONS, IN	CLEAR RATE COMMUNICATIONS, IN	ACCT. #4850408	262.41
01/27/2026	202170	COMCAST	COMCAST	ACCT. #8529 10 234 0279396	210.59
01/27/2026	202171	DELTA DENTAL PLAN OF MICHIGAN	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE - JANUARY 202	33.52
01/27/2026	202172	DTE ENERGY	DTE ENERGY	ACCT. #9100 152 0871 3	3,520.83
			DTE ENERGY	ACCT. #9200 621 2917 5	18.25
			DTE ENERGY	ACCT. #9100 127 9344 4	18.25
			DTE ENERGY	ACCT. #9100 351 6305 4	1,628.36
			DTE ENERGY	ACCT. #9100 129 7209 7	691.74
			DTE ENERGY	ACCT. #9200 570 4723 4	33.74
			DTE ENERGY	ACCT. #9100 127 9333 7	2,450.20
			DTE ENERGY	ACCT. #9100 145 4294 8	486.51
					8,847.88
01/27/2026	202173	Y.C.U.A	Y.C.U.A	LIFT - STATION MAINT. FORD BLV	93.64
			Y.C.U.A	LIFT STATION MAINT. TUTTLE HIL	573.42
			Y.C.U.A	LIFT - STATION MAINT. FORD LK	93.88
			Y.C.U.A	ACCT. #2-037-360000-01	155.84
			Y.C.U.A	ACCT. #4-085-803600-02	151.92
			Y.C.U.A	ACCT. #4-087-560200-01	33.94
			Y.C.U.A	ACCT. #4-087-560150-01	183.55
			Y.C.U.A	ACCT. #4-087-560100-01	190.88
			Y.C.U.A	ACCT. #4-085-803450-01	154.23
			Y.C.U.A	ACCT. #4-085-789900-01	133.04
			Y.C.U.A	ACCT. #4-083-487600-01	154.23
			Y.C.U.A	ACCT. #4-074-535400-01	96.39
			Y.C.U.A	ACCT. #4-037-360200-01	205.54
			Y.C.U.A	ACCT. #4-037-360100-01	154.23
			Y.C.U.A	ACCT. #4-070-428255-01	202.12

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
					2,576.85

AP TOTALS:

Total of 15 Checks:	269,465.12
Less 0 Void Checks:	0.00
Total of 15 Disbursements:	269,465.12

# ATTORNEY REPORT

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GENERAL LEGAL UPDATE

# **NEW BUSINESS**

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**Township Supervisor**  
Brenda L. Stumbo  
**Township Clerk**  
Debbie Swanson  
**Township Treasurer**  
Stan Eldridge



**YPSILANTI  
TOWNSHIP**  
— OFFICE OF THE SUPERVISOR —

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**Trustees**  
Karen Lovejoy Roe  
John Newman II  
Gloria Peterson  
LaResha Thornton

## MEMORANDUM

**To:** Charter Township of Ypsilanti Board of Trustees

**From:** Brenda Stumbo, Township Supervisor

**Date:** January 27, 2026

**RE:** Authorization for Jeffrey Pask to videotape Board of Trustees meeting in the amount of \$300 per meeting, to be paid from line 101-101-801.000

The Supervisor's Office is requesting authorization for Jeffrey Pask, a videographer, to videotape Ypsilanti Township Board of Trustees meetings for posting on the Township website. This will serve as a PILOT program to help community engagement and keep residents informed.

Mr. Pask recorded the Data Center meeting on January 14, 2026, and the Board of Trustees meeting on January 20, 2026. We have received positive feedback from residents regarding these videos.

The proposed rate is \$300 per meeting, to be paid from the Township Board Professional Services line item 101-101-801.000.

Thank you for your consideration.



# **AUTHORIZATIONS AND BIDS**

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TO: Ypsilanti Township Board of Trustees

FROM: Linda Gosselin, Assessor  
Brian McCleery, Deputy Assessor

DATE: January 23, 2026

RE: Request award of bid obtained by Rover Geospatial for GIS Consulting Services in the amount of \$73,650 budgeted for 2026 in line 101-228-801-000 and \$3,900 per year to be budgeted for 2027 and 2028 in line 101-257-933-001

### **Recommendation**

The Assessment Department is requesting the award of the bid for GIS Consulting Services to Rover Geospatial LLC. It is recommended that the Township Board of Trustees authorize the award of GIS Consulting Services to Rover Geospatial LLC and authorize the Township Clerk and Township Supervisor to execute the contract, contingent upon legal review.

### **Background**

The Charter Township of Ypsilanti issued a Request for Proposals (RFP) for GIS Consulting Services to support the Township's migration to ArcGIS Pro, improve data accuracy, and modernize GIS operations across departments.

This project includes professional consulting services related to GIS data management, system configuration, training, and long-term sustainability planning. Because these services are professional in nature, procurement was conducted through an RFP process, consistent with the Township's Financial Policy.

### **Proposal Solicitation and Responses**

The RFP was publicly advertised, and proposals were received from the following firms:

COMPANY	AMOUNT	MAINTENANCE
Panda Consulting	\$18,000	\$25/edit
Atwell	\$32,210	\$7,820
HHF Geo Spatial Data	\$33,000	Yes-?



<u>COMPANY</u>	<u>AMOUNT</u>	<u>MAINTENANCE</u>
Metro Consulting Services	\$39,000	\$5,000
Quartic Solutions	\$45,000	\$90/hr.
Wightman & Associates	\$69,400	\$3,900
Rover Geospatial	\$69,750	\$3,900
Maplinx,ai	\$76,000	\$17,500
Resource Data Inc	\$77,370	\$5,265
Wolverine Engineering	\$93,200	\$5,850
WKU Consulting	\$112,400	\$1,932/edit
Umyuog Consulting	\$162,241	
MGT	\$198,450	
Geo Scope	\$364,306	
Elegant	\$506,040	\$49,500

All proposals were reviewed for responsiveness and completeness prior to evaluation.

### **Evaluation Process**

Proposals were evaluated based on the criteria outlined in the RFP, including but not limited to:

- Demonstrated experience with municipal GIS systems and ArcGIS Pro migration
- Understanding of the Township's GIS data and operational needs
- Proposed methodology and deliverables
- Project schedule and capacity to meet Township timelines
- Cost and overall value to the Township

Based on this evaluation, Rover Geospatial LLC and Wightman & Associates emerged as the two highest-ranked proposals.

### **Summary of Evaluation**

After further review, Rover Geospatial LLC was determined to offer the best overall value to the Township. Rover's proposal demonstrated a strong understanding of the Township's existing GIS environment, a clear and practical project approach, and a schedule aligned with Township needs.

While pricing among the top proposals was comparable, Rover's methodology and proposed deliverables were determined to be the best fit for the Township's objectives and long-term GIS sustainability.

Proposals with significantly higher or lower pricing reflected differences in scope assumptions, level of effort, or alignment with the Township's project requirements and were not determined to represent the best value.



## **Cost and Funding**

The recommended contract amount for 2026 is not to exceed \$73,650, which is included in the approved 2026 budget.

Rover Geospatial also proposed an optional annual maintenance and support component in the amount of \$3,900 per year for 2027 and 2028. Any future maintenance services are subject to annual budget appropriation and separate Township Board approval and are not included in the 2026 authorization.

## **Following Board Approval**

Subject to Township Board approval:

1. Staff will finalize contract terms with Rover Geospatial LLC.
2. The contract will be submitted to the Township Attorney for legal review.
3. Upon execution, staff will schedule a project kickoff meeting and begin implementation in accordance with the approved scope.

## **Financial Policy Compliance**

This procurement was conducted in accordance with the Charter Township of Ypsilanti Financial Policy, including:

- Use of an RFP for professional services
- Objective evaluation based on stated criteria
- Board authorization prior to contract execution
- Clear identification of funding sources and future-year costs

## **Conclusion**

Approval of this recommendation will allow the Township to proceed with a critical modernization of its GIS systems while ensuring compliance with procurement requirements and fiscal oversight.

# Ypsilanti Township, Michigan: GIS Consulting Services

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## ROVER GEOSPATIAL PROPOSAL RESPONSE



Rover Geospatial

ROVER GEOSPATIAL, LLC. | 841 GRANTS RIDGE CIR, DAYTON OH, 45475 | [ROVERGEOSPATIAL.COM](http://ROVERGEOSPATIAL.COM)

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## 1.0 One Page Summary of Compliance

Rover Geospatial certifies that this proposal fully complies with all administrative, technical, legal, and pricing requirements of Solicitation 2025-12, including the RFP, Addendum No. 1, and all published Questions and Answers documents.

All minimum scope requirements listed in Section 4 are addressed in detail. All required proposal sections are included. Pricing is provided in accordance with Section 5 and contains no conditional or TBD values. Required certifications and signatures will be included prior to submission.

This proposal is responsive, complete, and valid for acceptance by Ypsilanti Charter Township.

Rover Geospatial certifies that this proposal shall remain valid and binding for a minimum period of one hundred twenty (120) days following the proposal's submitting deadline, in accordance with Section 3.3 of the Request for Proposals.

## 2.0 Executive Summary

Ypsilanti Charter Township has maintained its parcel GIS data for more than two decades using ArcMap 10.8.2. With ESRI support for ArcMap ending in March 2026, the Township must migrate its GIS data to ArcGIS Pro 3.4.3 and modernize its parcel management workflows. In addition to the software transition, the Township has identified the need to correct long standing geometry issues, convert parcel boundaries to COGO, and implement a parcel fabric that supports accurate editing and historical parcel tracking.

Rover Geospatial proposes a complete and practical solution that directly addresses these needs while operating fully within the Township's current GIS environment. The Township does not operate ArcGIS Enterprise, GIS Server, or a multiuser SDE database, and maintains its parcel data within file geodatabases using a limited number of ArcGIS Desktop licenses. The proposed approach is specifically designed for this environment and does not require additional infrastructure, licensing, or system complexity.

To reduce operational risk associated with the March 2026 end of ESRI support for ArcMap 10.8.2, Rover Geospatial proposes an initial lift-and-shift migration to ArcGIS Pro prior to the support deadline. This approach allows the Township to transition immediately into a supported environment while completing geometry cleanup, COGO conversion, parcel fabric implementation, and historical parcel workflows in subsequent phases with additional flexibility for review and coordination.

The proposed project includes migration of approximately 18,000 parcels from ArcMap to ArcGIS Pro, correction of geometry and duplicate dimensions, conversion of parcel boundaries to COGO fields, creation of lot and subdivision polygons, establishment of a parcel fabric or approved alternative, and verification of historical parcel workflows. Each parcel will be evaluated for accuracy as part of the COGO process, with the goal of achieving sub foot positional accuracy consistent with Township expectations.

Rover Geospatial brings direct experience modernizing legacy municipal parcel datasets, including parcel fabric creation and migration efforts completed for the Cities of Fairfield and Hilliard, Ohio, as well as direct parcel fabric experience supporting municipal GIS operations for the Cities of Hamilton and Centerville, Ohio. Quality assurance and quality control are integrated throughout the project to ensure deliverables meet technical standards and can be confidently maintained by Township staff following project completion.

Optional parcel maintenance services are also provided to support ongoing splits, combinations, and edits after implementation. These services are offered in both annual and per split pricing formats, allowing the Township flexibility in managing long-term parcel maintenance needs.

## 3.0 Understanding of Ypsilanti Township's Needs

### 3.1 Current Environment

Ypsilanti Township currently maintains GIS data using ArcMap 10.8.2 with four desktop licenses consisting of one ArcGIS Standard license and three ArcGIS Basic licenses. The Township does not operate ArcGIS Enterprise, GIS Server, or a multiuser SDE geodatabase. All parcel edits occur within file geodatabases and are managed by Township staff.

Parcel data is shared with Washtenaw County, which republishes the Township's data to the County's public GIS application. The County republishes the data as provided and does not require a specific schema or parcel fabric format.

### 3.2 Data Condition

The parcel dataset has evolved over more than two decades through incremental splits and combinations. Geometry inconsistencies, duplicate dimensions, and non-COGO aligned boundaries exist throughout the dataset. Township staff and County technical advisors have identified the need for full COGO conversion prior to parcel fabric creation.

### 3.3 Project Objectives

The Township's objectives include:

- Migration to ArcGIS Pro 3.4.3
- Correction of geometry errors
- Conversion of parcel boundaries to COGO
- Creation of lot and subdivision polygons
- Creation of a parcel fabric or approved alternative
- Enablement of historical parcel workflows
- Optional long term parcel maintenance support



## 4.0 Proposed Scope of Services

The following scope of services directly addresses the requirements outlined in Section 4.2 of the Request for Proposals. Each task is described at a level sufficient to demonstrate understanding, technical approach, and deliverable expectations. These services will be executed using the phased project approach and quality control framework described in Section 5.

### 4.1 Migration to ArcGIS Pro (4.2.1)

Rover Geospatial will migrate all GIS data from ArcMap 10.8.2 into ArcGIS Pro 3.4.3. This includes review of the existing geodatabase structure, resolution of compatibility issues, rebuilding of indexes and domains, and validation of coordinate systems. Migration results will be reviewed to confirm data integrity and compatibility prior to proceeding to cleanup and conversion tasks. The result will be a clean ArcGIS Pro project environment ready for editing and analysis.

### 4.2 Data Cleanup & COGO Conversion (4.2.2)

Rover Geospatial will perform a comprehensive cleanup of parcel geometry, including removal of duplicate dimensions, correction of slivers and overlaps, and validation of polygon topology. Parcel boundary lines will be converted to COGO fields using ArcGIS Pro tools. Each parcel will be individually evaluated and corrected as needed to support sub foot positional accuracy. Validation checks will be performed to confirm COGO completeness and geometric consistency prior to parcel fabric creation.

### 4.3 Lot & Subdivision Polygons (4.2.3)

Lot and subdivision polygons will be created using existing parcel data, digital plats, and supporting records. Attributes will be standardized to support Assessment and Planning workflows. All polygons will be validated for completeness, spatial accuracy, and alignment with adjacent parcel boundaries prior to final delivery.

### 4.4 Parcel Fabric Creation (4.2.4)

Rover Geospatial will create a parcel fabric for the migrated and corrected parcel data. The parcel fabric will include parcel types, records, lines, and connection lines, configured to support Township editing workflows under the current license structure. Fabric rules and structure will be assessed to confirm support for ongoing parcel splits, combinations, and historical tracking prior to final acceptance. This approach reflects parcel fabric workflows previously implemented by Rover Geospatial on municipal projects, including parcel fabric creation and migration efforts completed for the Cities of Fairfield and Hilliard, Ohio.

### 4.5 Historical Parcels Workflow (4.2.5)

Historical parcel workflows will be verified and enabled as part of parcel fabric implementation. This includes configuration of retired parcels, lineage tracking for splits and combinations,

validation of record relationships, and confirmation of history visibility. Documentation will be provided to guide Township staff in maintaining parcel history as part of ongoing operations.

#### 4.6 Optional Parcel Maintenance Services (4.2.6)

Optional parcel maintenance services are available through either an annual support agreement or a per split pricing model. Services may include parcel splits, combinations, attribute updates, and geometry corrections. Maintenance workflows will follow the same quality control standards established during the initial project to ensure data consistency over time.

### 5.0 Project Approach & Methodology

This section describes how Rover Geospatial will execute the scope of services outlined in Section 4, including task sequencing, quality control, coordination with Township staff, and delivery of final documentation.

Rover Geospatial applies a structured, phased approach designed to manage legacy data risk, maintain transparency, and ensure high quality outcomes throughout the project lifecycle.

#### 5.1 Phased Project Approach

##### **Deliverables by Phase**

Each project phase will result in tangible deliverables provided to the Township for review and acceptance prior to advancing to subsequent phases. Deliverables include:

- Operational ArcGIS Pro project migrated from ArcMap
- Corrected and COGO-enabled parcel dataset
- Lot and subdivision polygon layers
- Configured parcel fabric supporting editing and historical tracking
- Quality control logs documenting validation and issue resolution
- Parcel maintenance and historical workflow documentation

This phased delivery approach ensures transparency, quality control, and alignment with Township expectations throughout the project lifecycle.

The project will be delivered using the following phases:

##### **Data Assessment and Planning**

Initial review of existing parcel data, geodatabase structure, known data issues, and Township workflows. This phase establishes priorities, validation criteria, and coordination points with Township staff.

##### **Migration and Preparation**

Migration of data into ArcGIS Pro, organization of project workspaces, and preparation of datasets for cleanup and conversion activities.



### **Geometry Correction and COGO Conversion**

Systematic cleanup of geometry and conversion of parcel boundaries to COGO, with parcel-by-parcel evaluation and validation to ensure positional accuracy and consistency.

### **Parcel Fabric Implementation**

Creation and configuration of the parcel fabric, migration of corrected parcels into the fabric, and testing of editing workflows including splits, combinations, and record management.

### **Validation and Quality Control**

Independent internal review of geometry, COGO attributes, topology, parcel fabric behavior, and historical tracking to confirm readiness for Township use.

### **Documentation and Training**

Preparation of clear documentation describing parcel maintenance workflows, history management, and best practices. Knowledge transfer will be provided to support Township staff in ongoing operations.

## **5.2 Coordination and Review**

Throughout the project, Rover Geospatial will coordinate with Township staff at defined milestones to review progress, confirm assumptions, and address questions. Interim deliverables will be provided for review where appropriate to ensure alignment prior to advancing to subsequent phases.

## **5.3 Migration Sequencing and ESRI Support Risk Mitigation**

To address the end of ESRI support for ArcMap 10.8.2 in March 2026, Rover Geospatial proposes a phased migration strategy. An initial lift and shift migration will transition existing GIS data into ArcGIS Pro using the current file geodatabase structure, allowing the Township to operate within a supported environment as early as possible.

Following this initial migration, geometry cleanup, COGO conversion, parcel fabric creation, and historical parcel workflows will be completed in subsequent phases. This sequencing provides additional flexibility for review and coordination while maintaining uninterrupted GIS operations.

Because the Township's GIS environment consists solely of ArcGIS Desktop and ArcGIS Pro workflows without ArcGIS Server or ArcGIS Enterprise, the migration effort is more straightforward and less extensive than an enterprise system migration. Maintaining data within file geodatabases further simplifies the migration process and reduces technical complexity.

## **6.0 Project Management & QA/QC Plan**

Rover Geospatial will manage this project using a hands-on, structured project management approach designed to ensure accountability, data quality, schedule control, and clear



communication throughout the project lifecycle. Project leadership, technical execution, and quality oversight responsibilities are clearly defined to support consistent delivery from kickoff through final acceptance.

## 6.1 Project Management Approach

The project will be led by **Lawrence Rover**, President of Rover Geospatial, who will serve as the Project Manager and Team Lead. Mr. Rover will be the primary point of contact for Ypsilanti Charter Township and will be responsible for overall project coordination, schedule management, technical oversight, and communication with Township staff.

Mr. Rover brings more than twenty years of experience delivering municipal IT and GIS modernization initiatives, including GIS platform migrations, data architecture improvements, and long-term operational planning. His background includes leadership roles supporting municipal GIS operations for the Cities of Hamilton and Centerville, Ohio. Through Rover Geospatial, he has completed GIS migration and modernization projects for the Cities of Fairfield, Hamilton, and Hilliard, Ohio.

Key responsibilities include:

- Overall project planning, coordination, and execution
- Primary liaison with Township staff
- Oversight of ArcGIS Pro migration sequencing and parcel data modernization
- Risk management related to legacy parcel data and ESRI product lifecycle changes
- Review and approval of interim and final deliverables

## 6.2 Project Team Roles and Responsibilities

### Lead QA/QC Specialist and Lead GIS Analyst

Courtney Orr will serve as the Lead QA/QC Specialist and Lead GIS Analyst for the project. In this role, Ms. Orr will be responsible for day-to-day technical execution, parcel data analysis, and implementation of quality assurance and quality control procedures.

Ms. Orr has more than twenty years of GIS experience supporting municipal GIS environments. Her background includes administration and maintenance of multi-department GIS systems, development of GIS standards, geometry correction, data modeling, and technical documentation. She has led quality control efforts on complex GIS datasets and brings substantial experience validating data accuracy, consistency, and long-term maintainability.

Key responsibilities include:

- Execution of parcel geometry cleanup and COGO conversion
- Implementation and enforcement of QA/QC standards and validation procedures
- Independent review of parcel fabric behavior, including splits, combinations, and record management
- Validation of historical parcel workflows and parcel lineage
- Documentation, tracking, and resolution of QA/QC findings prior to delivery

## 6.3 Quality Assurance and Quality Control

Quality assurance and quality control activities are integrated throughout all phases of the project and are intentionally separated from overall project management responsibilities to maintain objectivity.

Quality assurance focuses on establishing consistent processes and standards prior to and during execution. Quality control consists of systematic checks to confirm that deliverables meet defined requirements.

Quality control activities include:

- Automated geometry validation
- Topology rule enforcement
- Review of COGO completeness and directional accuracy
- Independent internal review of parcel fabric behavior and editing workflows
- Validation of historical parcel workflows and lineage tracking

All issues identified during quality control reviews are documented, tracked, and resolved prior to delivery.

## 6.4 Coordination, Continuity, and Availability

Rover Geospatial will coordinate with Township staff at defined milestones throughout the project to review progress, confirm assumptions, and address questions before advancing to subsequent phases. Interim deliverables may be provided for review where appropriate to support transparency and timely feedback.

Rover Geospatial will maintain consistent staffing throughout the project. The Project Manager and Lead QA/QC Specialist will remain engaged from kickoff through final acceptance to ensure continuity, retention of institutional knowledge, and efficient issue resolution.

## 7.0 Project Schedule & Milestones

Rover Geospatial proposes a phased project schedule designed to support early transition to a supported ArcGIS Pro environment, followed by structured data cleanup, parcel fabric implementation, and validation. The schedule emphasizes transparency, coordination with Township staff, and flexibility in sequencing.

Durations are estimates and may be adjusted based on data condition and review cycles.

Phase	Estimated Duration	Key Deliverable
<b>Project Kickoff and Initial Assessment</b>	1 week	Kickoff meeting, data access confirmation, assessment summary
<b>Initial Lift and Shift Migration to ArcGIS Pro</b>	2 weeks	ArcGIS Pro project operational prior to March 2026
<b>Detailed Data Assessment and Planning</b>	1 to 2 weeks	Validation criteria and cleanup plan



<b>Geometry Cleanup and COGO Conversion</b>	6 to 8 weeks	Corrected and COGO enabled parcel dataset
<b>Lot and Subdivision Polygon Creation</b>	3 to 4 weeks	Lot and subdivision polygon layers
<b>Parcel Fabric Creation and Configuration</b>	6 to 8 weeks	Functional parcel fabric configured for editing
<b>Historical Parcel Workflow Validation</b>	2 to 3 weeks	Verified parcel history and lineage workflows
<b>Quality Control Review and Issue Resolution</b>	2 weeks	QC log and resolved issues
<b>Documentation and Knowledge Transfer</b>	2 weeks	Maintenance documentation and training materials
<b>Final Review and Acceptance</b>	1 to 2 weeks	Final approved deliverables

## 8.0 Proposer Qualifications

Rover Geospatial specializes in municipal GIS modernization, parcel data management, parcel fabric implementation, and COGO conversion for local governments. The firm has successfully completed GIS migration and parcel modernization projects for the Cities of Fairfield, Hamilton, and Hilliard, Ohio, involving transitions from legacy ArcMap environments to ArcGIS Pro, correction of long-standing geometry issues, COGO alignment, implementation of parcel fabric workflows, and validation of historical parcel lineage.

Rover Geospatial's experience includes work in file geodatabase environments without ArcGIS Enterprise, ArcGIS Server, or multi-user SDE databases, similar to Ypsilanti Charter Township's current GIS configuration. This background allows Rover Geospatial to deliver technically sound solutions that align with Township staffing levels, licensing structures, and long-term maintenance needs without introducing unnecessary system complexity.

## 9.0 Key Personnel

Rover Geospatial assigns experienced municipal GIS professionals to this project with direct experience in GIS migration, parcel data modernization, COGO conversion, and parcel fabric workflows. Key personnel identified below will remain actively involved throughout the duration of the project to ensure continuity, accountability, and technical quality.

### Lawrence Rover, Project Manager and Team Lead

Lawrence Rover will serve as Project Manager and Team Lead and will be the primary point of contact for Ypsilanti Charter Township. In this role, Mr. Rover will be responsible for overall project management, technical oversight, coordination with Township staff, and final approval of project deliverables.

Mr. Rover brings more than twenty years of experience in municipal IT and GIS leadership, including GIS platform migrations, parcel data modernization, and long-term operational planning. His background includes leadership roles supporting municipal GIS operations for the Cities of

Hamilton and Centerville, Ohio. Through Rover Geospatial, he has completed GIS migration and modernization projects for the Cities of Fairfield, Hamilton, and Hilliard, Ohio.

Relevant experience includes:

- Management of GIS migration projects from legacy ArcMap environments to ArcGIS Pro
- Oversight of parcel fabric implementation and parcel data modernization workflows
- Coordination with assessment, planning, and GIS staff on parcel data standards and maintenance practices
- Management of project schedules, risk mitigation, and quality assurance processes

#### **Courtney Orr, Lead QA/QC Specialist and Lead GIS Analyst**

Courtney Orr will serve as the Lead QA/QC Specialist and Lead GIS Analyst for the project. Ms. Orr will be responsible for day-to-day technical execution, parcel data analysis, and independent quality assurance and quality control review.

Ms. Orr has more than twenty years of GIS experience supporting municipal GIS environments. Her background includes GIS system administration, data modeling, geometry correction, development of GIS standards, and technical documentation. She has led quality control efforts for complex GIS datasets and has extensive experience validating parcel geometry, attributes, and long-term data maintainability.

Relevant experience includes:

- Execution and validation of parcel geometry cleanup and COGO conversion
- Independent QA/QC review of parcel fabric workflows, including splits, combinations, and record management
- Development and enforcement of GIS data standards and validation procedures
- Documentation of workflows and resolution of data quality issues

### **9.1 Staffing Commitment and Capacity**

Rover Geospatial commits that the key personnel identified above will remain assigned to the project throughout its duration. Any proposed changes to key personnel will be communicated to the Township in advance and will be subject to Township approval.

In addition to the key personnel listed, Rover Geospatial maintains a team of GIS professionals available to support this project as needed. A total of up to five staff members may be assigned over the course of the project to support data preparation, analysis, quality control, and documentation activities under the direction of the Project Manager. This staffing flexibility ensures adequate capacity to meet schedule requirements while maintaining consistent quality and oversight.

Resumes for key personnel are available upon request.



## 10.0 Past Performance & References

Rover Geospatial has extensive experience delivering municipal GIS modernization projects across the ESRI technology stack, including ArcGIS Desktop and ArcGIS Pro environments. This experience allows Rover Geospatial to tailor solutions to the operational scale, staffing levels, and infrastructure requirements of each client, ensuring that recommended approaches are technically appropriate, efficient, and sustainable.

Past performance includes GIS platform upgrades, data migration, parcel data modernization, and workflow implementation projects for Ohio municipalities. These projects have involved legacy ArcMap environments, transitions to ArcGIS Pro, full ArcGIS Enterprise upgrades from versions 10.8 and 10.9 to 11.x, updates to file geodatabase and SDE database schemas, and validation of geometric network and utility related datasets where applicable. This experience informs Rover Geospatial's ability to plan and execute migrations with minimal disruption while maintaining data integrity.

While Rover Geospatial has completed and supported ArcGIS Enterprise upgrades and multiuser SDE environments, the firm routinely delivers projects within file geodatabase and non-enterprise configurations when appropriate. For Ypsilanti Charter Township, the proposed approach is intentionally aligned with the Township's ArcGIS Desktop and ArcGIS Pro environment and does not require ArcGIS Enterprise or additional infrastructure.

Representative projects and references include:

### **City of Hamilton, Ohio**

Municipal GIS modernization and migration support involving ArcGIS Desktop and ArcGIS Pro workflows, parcel and assessment related data management, and coordination with IT and GIS staff to improve data accuracy, governance, and operational workflows.

Reference:

Ken Carrier  
IT Director  
City of Hamilton, Ohio  
Phone: 513.328.1143  
Email: ken.carrier@hamilton-oh.gov

### **City of Hilliard, Ohio**

Full ArcGIS Enterprise and desktop upgrade from ArcGIS versions 10.8 and 10.9 to 11.x, including updates to file geodatabases and SDE geodatabases. Services included data validation, schema updates, geometric and utility related dataset updates, and coordination with municipal GIS and IT staff to support continued operations during the upgrade process.

Reference:

Andrew Wilson  
GIS Administrator  
City of Hilliard, Ohio



Phone: 513.304.6530  
Email: [awilson@hilliardohio.gov](mailto:awilson@hilliardohio.gov)

### **City of Fairfield, Ohio**

Full ArcGIS Enterprise and desktop upgrade from ArcGIS 10.8 to 11.x, including migration of legacy datasets, updates to file geodatabases and SDE databases, parcel and geometry related data improvements, and preparation of GIS environments for long term maintainability. Additional services included parcel data modernization and ArcGIS Pro adoption.

#### **Reference:**

Jeff Trimmer  
GIS Administrator  
City of Fairfield, Ohio  
Phone: 513.896.8170  
Email: [JTrimmer@fairfield-city.org](mailto:JTrimmer@fairfield-city.org)

These projects required close coordination with municipal stakeholders, adherence to ESRI best practices, implementation of quality assurance and quality control procedures, and delivery of GIS environments that could be maintained internally following project completion.

## **11.0 Cost Narrative**

Rover Geospatial's pricing is structured to provide Ypsilanti Charter Township with a clear, predictable, and best-value cost for completing the required scope of work. The proposed pricing reflects a focused approach aligned with the Township's current GIS environment, including file geodatabase workflows, limited licensing, and the absence of ArcGIS Enterprise or multi-user database infrastructure. Existing parcel and lot line data reduces re-creation effort while still requiring full parcel-by-parcel COGO evaluation to meet accuracy and consistency requirements.

Optional parcel maintenance services are priced to align with the Township's historical workload, providing flexibility while avoiding long-term contractual commitment. This approach balances cost efficiency with technical accuracy and long-term sustainability. Quality assurance and quality control activities are integrated throughout all phases of the work, including geometry validation, COGO verification, parcel fabric rule enforcement, and independent internal review prior to final delivery.

The proposed pricing also reflects Rover Geospatial's ability to apply appropriate staffing levels and a phased, methodical approach to complete the work efficiently while maintaining schedule flexibility and consistent quality oversight. The proposed services are designed to operate entirely within Ypsilanti Charter Township's existing ArcGIS Desktop and ArcGIS Pro licensing environment. No additional ESRI software licenses, ArcGIS Enterprise components, or third-party systems are required of the Township to complete the proposed scope of work.



## 12.0 Cost Proposal (Section 5)

### PRICING (Section 5)

Proposal of: Rover Geospatial

To: Ypsilanti Charter Township

RFP Title: GIS Consulting Services

Having carefully examined all specifications and requirements of this Request for Proposals, including all attachments and addenda, the undersigned proposes to furnish the services required pursuant to the above referenced RFP upon the terms quoted below.

### Pricing for Services (Section 5.1)

Proposer shall include in the Proposal a pricing list of all services required for this project as described in Section 4 of the RFP. No "To Be Determined" or similar annotations are used.

**Total Lump Sum Price for Required Services (Sections 4.2.1 through 4.2.5): \$69,750**

Fees Must Be Itemized and Defined Below:

RFP Reference	Description	Price
4.2.1	Migrate existing GIS data, consisting of approximately 18,000 parcels, from ArcMap 10.8.2 into ArcGIS Pro 3.4.3 format	\$11,500
4.2.2	Clean up duplicate dimensions, polygon errors, and fix parcel layer to conform to COGO from geometry	\$27,500
4.2.3	Create lot and subdivision polygons	\$10,250
4.2.4	Create a parcel fabric for migrated parcel data or approved alternative	\$14,250
4.2.5	Verify historical parcels capability and processes	\$6,250
<b>Total</b>	<b>Lump Sum for Required Services (4.2.1 through 4.2.5)</b>	<b>\$69,750</b>

### Parcel Base Map Maintenance Services (Section 4.2.6 Optional Add On)

Ypsilanti Township has averaged approximately thirteen parcel splits per year over the past five years. Pricing for optional parcel base map maintenance services is provided below in accordance with Section 4.2.6 of the RFP.

### Annual Maintenance Pricing

Term	Description	Price
<b>Initial Term Year 1</b>	Parcel splits, edits, geometry corrections, and historical parcel updates	\$3,900
<b>Option Year 1</b>	Same services as Initial Term	\$3,900
<b>Option Year 2</b>	Same services as Initial Term	\$3,900

### **Per Split Pricing Option - \$300 Per Parcel Split or Combination Edit**

The Township may select either the annual maintenance option or the per split pricing option at its discretion, but not both concurrently.

### **Delivery Schedule:**

Services associated with Sections 4.2.1 through 4.2.5 will be completed in accordance with the project schedule provided in Section 7.0 of this proposal.

### **Pricing Conditions:**

All fees are inclusive of labor, project management, quality assurance, documentation, overhead, insurance, taxes, and profit.

No additional charges will be incurred for services required to complete the defined scope of work.

Pricing shall remain firm for a minimum of one hundred twenty days following the proposal submittal deadline, as required by the RFP.

## **13.0 Insurance Certificates**

Rover Geospatial maintains insurance coverage meeting or exceeding the requirements of the Charter Township of Ypsilanti. Certificates of Insurance are included in this proposal and summarized below.

### **Commercial General Liability**

Policy Number: **N9BP072567**

Carrier: Berkshire Hathaway Direct Insurance Company (via biBERK)

Limits:

- \$1,000,000 Each Occurrence
- \$2,000,000 General Aggregate

Policy Period: 12/17/2025 – 12/17/2026

### **Professional Liability (Errors & Omissions)**

Policy Number: **N9PL084291**

Carrier: Berkshire Hathaway Direct Insurance Company (via biBERK)

Limits:

- \$100,000 Per Occurrence
- \$100,000 Aggregate

Policy Period: 12/17/2025 – 12/17/2026

Certificates are attached and available for verification. Additional endorsements or documentation will be provided upon request.

## **14.0 Samples of Services**

### **Representative Municipal GIS Parcel Fabric Implementations**

The following sample service descriptions are representative examples of Rover Geospatial's prior municipal GIS work. These samples reflect actual methodologies, workflows, quality controls, and deliverables used on comparable projects and are provided to demonstrate the proposer's approach to the Scope of Work outlined in Section 4 of this RFP.

## 14.1 Sample Project 1: City of Fairfield, Ohio

### Parcel Fabric Migration and COGO-Based Parcel Modernization

#### Project Overview

Rover Geospatial provided comprehensive parcel data modernization services for the City of Fairfield, Ohio, supporting the City's transition from legacy ArcMap-based parcel maintenance to an ArcGIS Pro-based Parcel Fabric environment. The project focused on improving parcel accuracy, long-term maintainability, and alignment with ESRI best practices for COGO-enabled parcel management.

#### Scope of Services Provided

Services included, but were not limited to:

- Migration of legacy parcel polygon data into ArcGIS Pro
- Implementation of the ESRI Parcel Fabric using the ESRI Parcel File Geodatabase Template
- Conversion of parcel geometry to COGO-enabled features using ESRI COGO from Geometry workflows
- Cleanup of geometry errors, overlapping polygons, and duplicate dimensions
- Establishment of standardized parcel editing and validation procedures

#### Technical Approach

Rover Geospatial implemented the ESRI Parcel Fabric using a file geodatabase-based parcel fabric model appropriate for a single-editor municipal environment. The approach emphasized:

- Use of ESRI's parcel fabric information model and topology rules
- Conversion of parcel boundaries to COGO lines with bearings, distances, and curve parameters derived from geometry where source survey records were incomplete
- Validation of parcel closure, overlaps, gaps, and topology integrity
- Structured workflows to support future parcel splits, combinations, and historical parcel tracking

#### Quality Assurance / Quality Control

Quality control procedures included:

- Automated topology validation within the parcel fabric
- Manual review of COGO attributes for completeness and reasonableness
- Cross-checking parcel areas and boundary consistency against legacy records
- Incremental acceptance reviews with City staff prior to final delivery



## **Deliverables**

- ArcGIS Pro Parcel Fabric stored in an ESRI parcel file geodatabase
- COGO-enabled parcel lines and polygons
- Parcel editing and maintenance workflow documentation
- Final project summary and recommendations for ongoing parcel maintenance

## **Outcome**

The City of Fairfield received a modernized, COGO-enabled parcel fabric aligned with ESRI best practices, enabling more accurate parcel maintenance, improved data integrity, and a sustainable long-term GIS parcel management framework.

## **14.2 Sample Project 2: City of Hamilton, Ohio**

Legacy Parcel Data Conversion to ArcGIS Pro Parcel Fabric

### **Project Overview**

Rover Geospatial supported the City of Hamilton, Ohio, in converting legacy parcel datasets into a standardized ArcGIS Pro Parcel Fabric environment. The project addressed long-standing geometry inconsistencies and modernized parcel maintenance workflows using ESRI-supported tools and templates.

### **Scope of Services Provided**

Services included:

- Review and assessment of existing parcel datasets maintained in legacy ArcMap environments
- Migration of parcel data into ArcGIS Pro
- Deployment of the ESRI Parcel File Geodatabase Template
- COGO-based cleanup of parcel geometry and dimensions
- Establishment of parcel fabric topology and validation rules

### **Technical Approach**

The City of Hamilton project leveraged ESRI parcel fabric best practices, including:

- Implementation of a parcel fabric suitable for a file geodatabase environment
- Conversion of parcel boundaries to COGO-enabled line features
- Standardization of parcel attributes and schema
- Evaluation of historical parcel representation and support for parcel lineage

Where original survey data was limited, Rover Geospatial applied ESRI-recommended “COGO from Geometry” techniques to derive defensible parcel measurements while clearly documenting assumptions.

### **Quality Assurance / Quality Control**

QA/QC procedures included:

- Geometry and topology validation within the parcel fabric
- Review of parcel closure and dimensional consistency
- Verification that parcel edits complied with ESRI parcel fabric rules
- Documentation of known data limitations and recommended future improvements

### **Deliverables**

- ArcGIS Pro Parcel Fabric in ESRI parcel file geodatabase format
- COGO-enabled parcel line and polygon features
- Parcel data validation summary
- Recommended parcel maintenance and editing procedures

### **Outcome**

The City of Hamilton transitioned to a standardized ArcGIS Pro parcel fabric environment that improved parcel accuracy, reduced editing errors, and positioned the City for long-term GIS sustainability using ESRI-supported technology.

### **14.3 Applicability to Ypsilanti Township Scope of Work**

These sample projects directly align with the Scope of Work described in **Section 4** of this RFP, including:

- Migration from ArcMap to ArcGIS Pro (Section 4.2.1)
- COGO-based parcel cleanup (Section 4.2.2)
- Creation of lot and subdivision polygons (Section 4.2.3)
- Implementation of an ESRI Parcel Fabric or equivalent alternative (Section 4.2.4)
- Support for historical parcel representation and maintenance workflows (Section 4.2.5–4.2.6)

## **15.0 Completed Proposer's Questionnaire (Section 6)**

Proposals must include responses to the questions contained in this Proposer's General Questionnaire. Proposer should reference the item number and repeat the question in its response. In cases where a question does not apply or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate NIA (Not Applicable) or N/R (No Response), as appropriate. Proposer will explain the reason when responding N/A or N/R.

### **6.1 Proposer Profile**

**6.1.1 Number of years in Business:** *Founded August 2023 (2+ years)*

**State of incorporation:** *Ohio*

**Number of Employees:** *Five staff members, including principals, assigned as needed based on project requirements.*

**Name of Parent Corporation, if any:** N/A

6.1.2 State whether Proposer will provide a copy of its financial statements for the past two (2) years, if requested by the Township.

*Yes, Rover Geospatial will provide copies of its financial statements for the past two years if requested by Ypsilanti Charter Township.*

6.1.3 Is Proposer currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, Proposer will explain the expected impact, both in organizational and directional terms.

*No, N/A. Rover Geospatial is not currently for sale and is not involved in any transaction to expand or to be acquired by another business entity.*

6.1.4 Is Proposer currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, Proposer will specify the pertinent date(s), details, circumstances, and describe the current prospects for resolution.

*No, N/A. Rover Geospatial is not currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity.*

6.1.5 Proposer will provide a customer reference list of no less than three (3) organizations with which Proposer currently has contracts and/or to which Proposer has previously provided services (within the past five (5) years) of a type and scope similar to those required by Township's RFP. Proposer will include in its customer reference list the customer's company name, contact person, telephone number, project description, length of business relationship, and background of services provided by Proposer.

*Rover Geospatial has provided municipal GIS services of similar type and scope within the past five years. Customer references are provided below.*

**City of Hamilton, Ohio**

Contact: Ken Carrier, IT Director

Phone: 513.328.1143

Email: ken.carrier@hamilton-oh.gov

Project Description: Municipal GIS modernization, migration support, and ongoing GIS services

**Length of Relationship:** Ongoing professional services

Services Provided: GIS migration, data modernization, technical coordination

**City of Hilliard, Ohio**

Contact: Andrew Wilson, GIS Administrator

Phone: 513.304.6530

Email: awilson@hilliardohio.gov

Project Description: ArcGIS Enterprise and Desktop upgrade, data migration, and ongoing GIS support



**Length of Relationship:** Ongoing professional services

Services Provided: ArcGIS upgrades, file and SDE geodatabase updates, data validation

**City of Fairfield, Ohio**

Contact: Jeff Trimmer, GIS Administrator

Phone: 513.896.8170

Email: JTrimmer@fairfield-city.org

Project Description: GIS migration, parcel data modernization, and ongoing GIS services

**Length of Relationship:** Ongoing professional services

Services Provided: ArcGIS Pro migration, parcel data cleanup, COGO alignment

6.1.6 Does any relationship exist (whether by family kinship, business association, capital funding agreement, or any other such relationship) between Proposer and any employee of Township? If yes, Proposer will explain.

*A prior professional working relationship exists between Lawrence Rover and Mark Yandrick, Planning Director for Ypsilanti Charter Township. Mr. Rover and Mr. Yandrick previously worked together at the City of Centerville, Ohio, where Mr. Rover served as IT and GIS Director and Mr. Yandrick served as Planning Director.*

*This relationship was strictly professional, involved no financial interest or supervisory authority related to this procurement, and concluded prior to the issuance of this Request for Proposals. No current business, financial, or contractual relationship exists between Rover Geospatial and any employee of Ypsilanti Charter Township.*

6.2 Miscellaneous

6.2.1 Proposer will provide a list of any additional services or benefits not otherwise identified in this RFP that Proposer would propose to provide to Township.

*In addition to the services identified in this RFP, Rover Geospatial provides documentation and knowledge transfer to support Township staff in maintaining parcel data, parcel fabric workflows, and COGO processes following project completion. These services are included as part of the proposed scope and pricing.*

6.2.2 Proposer will provide details describing any unique or special services or benefits offered or advantages to be gained by Township from doing business with Proposer. Additional services or benefits must be directly related to the goods and services solicited under this RFP.

*Rover Geospatial brings direct municipal GIS experience across ArcGIS Desktop, ArcGIS Pro, and ArcGIS Enterprise environments, allowing solutions to be right sized to Township needs. The proposed approach emphasizes sustainability, minimal infrastructure complexity, and long-term maintainability within the Township's existing GIS environment.*

6.2.3 Does Proposer have a contingency plan or disaster recovery plan in the event of a disaster? If so, then Proposer will provide a copy of the plan.



*Rover Geospatial maintains internal contingency and disaster recovery procedures to ensure continuity of operations in the event of a disruption. These procedures include secure data handling practices, routine backup of project files, and the ability to resume work using alternate systems if required. A copy of the contingency or disaster recovery plan will be provided upon request.*

## 16.0 Execution of Offer (Section 7 – Signed)

Signed Document on following Page.

## SECTION 7

### EXECUTION OF OFFER

Proposal of: Rover Geospatial  
(Proposer Company Name)

To: **Ypsilanti Township**

### **RFP Title: GIS CONSULTING SERVICES**

This Proposal shall remain in effect for the Proposal Validity Period (ref Section 3.3) and shall be exclusive of federal excise and state and local sales tax (exempt).

The person signing this Response on behalf of the Proposer represents to Owner that:

- (1) The information provided herein is true, complete and accurate to the best of the knowledge and belief of the undersigned; and
- (2) He/she has full authority to execute this response
- (3) Proposer has received the Addenda to this RFP.

Executed this 16 day of December 2025

Rover Geospatial LLC  
Entity Name

841 Grants Ridge Circle  
Street & Mailing Address

Dayton, OH 45459  
Township, State, and Zip

\_\_\_\_\_  
Telephone Number

513-238-0874  
Mobile Number

  
Signature

Lawrence Rover  
Print Name of Signatory

President  
Title of Signatory

LROVER@ROVERGEOSPATIAL.COM  
Email Address

## 17.0 Iran Economic Sanctions Act Certification (Signed)

Signed Document on following Page.

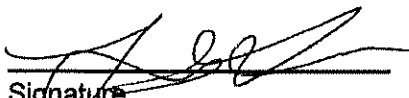


## ADDENDUM

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS, as defined by law.

Vendor: Rover Geospatial  
Legal Name: Rover Geospatial, LLC  
Street Address: 841 Grants Ridge Circle  
City: Dayton  
State: OH  
Zip: 45459  
Corporate I.D.: 5093961  
Number/ State: OHIO  
Taxpayer I.D. #: 93-2822220

The undersigned, with: 1) full knowledge of all of Vendors business activities, 2) full knowledge of the requirements and possible penalties under the law MCL 129 .311 et seq. and 3) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as required by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the Charter Township of Ypsilanti. I have reviewed the terms and conditions and insurance requirements prior to submitting this bid solicitation.

  
Signature

President  
Title

Rover Geospatial LLC  
Company

12/16/2025  
Date

**THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.**



Rover Geospatial

## 18.0 Attachments

Certificate of Insurance Documentation:



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/16/2025

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

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

<b>PRODUCER</b> BIBERK P.O. Box 113247 Stamford, CT 06911	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 844-472-0967 <b>E-MAIL ADDRESS:</b> customerservice@bIBERK.com <b>FAX (A/C, No):</b> 203-654-3613
<b>INSURED</b> Rover Geospatial  841 Grants Ridge Circle Dayton, OH 45459	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Berkshire Hathaway Direct Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
	<b>NAIC #</b> 10391

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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

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			N9BP072567	12/17/2025	12/17/2026	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ Excluded
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
	Professional Liability (Errors & Omissions): Claims-Made						Per Occurrence/Aggregate

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

**CERTIFICATE HOLDER****CANCELLATION**Rover Geospatial  
841 Grants Ridge Circle  
Dayton, OH 45459

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

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/16/2025

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

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

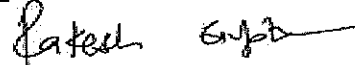
<b>PRODUCER</b> BIBERK P.O. Box 113247 Stamford, CT 06911	<b>CONTACT NAME:</b>		
	<b>PHONE (A/C, No, Ext):</b> 844-472-0967	<b>FAX (A/C, No):</b> 203-654-3613	
	<b>E-MAIL ADDRESS:</b> customerservice@biberk.com		
	<b>INSURER(S) AFFORDING COVERAGE</b>		
<b>INSURED</b> Rover Geospatial  841 Grants Ridge Circle Dayton, OH 45459	<b>INSURER A:</b> Berkshire Hathaway Direct Insurance Company		<b>NAIC #</b> 10391
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b>	<b>REVISION NUMBER:</b>
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
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<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	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability (Errors & Omissions): Claims-Made			N9PL084291	12/17/2025	12/17/2026	Per Occurrence/ Aggregate \$100,000/ \$100,000

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

**CERTIFICATE HOLDER**

Rover Geospatial 841 Grants Ridge Circle Dayton, OH 45459	<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 

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**THE CHARTER TOWNSHIP OF YPSILANTI, MICHIGAN**

**REQUEST FOR PROPOSALS FOR**

**GIS CONSULTING SERVICES**



**YPSILANTI  
TOWNSHIP**

**7200 S. Huron River Drive, Ypsilanti, MI 48197**



**Township Supervisor**  
Brenda L. Stumbo  
**Township Clerk**  
Debbie Swanson  
**Township Treasurer**  
Stan Eldridge



**YPSILANTI  
TOWNSHIP**  
— WHERE YOUR FUTURE GROWS —

**Trustees**  
Karen Lovejoy Roe  
John Newman II  
Gloria Peterson  
LaResha Thornton

**REQUEST FOR PROPOSALS**  
**GIS CONSULTING SERVICES**

Sealed or digital proposals (via MITN/ Bidnet) in response to this RFP addressed to the Clerk's Department will be accepted until **Wednesday, January 7, 2026 at 10 a.m. EST** at 7200 S Huron River Dr, Ypsilanti, MI 48197 when bids will be publicly opened. All Requests for Proposals must be in the Ypsilanti Township's possession on or before the scheduled date and time (no late RFP will be accepted).

RFP documents can be obtained from the Township's website at <https://ypsitownship.org/government/index.php> then click **Public Bid Posting**. Any questions about these Proposals may be directed to The Purchasing Department at 734-544-4000 opt. 6.

RFP responses received after the deadline will not be considered. The Township shall evaluate the RFP on the basis of technical ability, experience, and ability to perform the work and factors identified within the attached RFP solicitation.

Ypsilanti Township reserves the right to refuse and reject any or all responses, waive any or all formalities or technicalities, accept the response or portions of response determined to be the best value and most advantageous to the Township, and hold the responses for a period of 120 days without taking action. Ypsilanti Township reserves the right to accept responses from more than one firm determined to be the best option for the Township. Respondents are required to hold their responses firm for the same period of time.

All questions are due in writing no later than December 12, 2025.

**Hand-delivered & Courier Submission:**  
Clerk's Department  
7200 S Huron River Drive, Ypsilanti, MI 48197

**LABELING INSTRUCTIONS:** Envelopes must be clearly marked:

**YPSILANTI TOWNSHIP REQUEST FOR PROPOSALS**  
**GIS CONSULTING SERVICES**

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## SECTION 1

### **OBJECTIVE AND BACKGROUND**

#### **1.1 Objectives of this Request for Proposal**

The Ypsilanti Township (“**Township**”) is soliciting proposals in response to this Request for Proposal (“**RFP**”) from contractors, hereafter referred to collectively as “**Proposers**,” to provide **GIS CONSULTING SERVICES** as more particularly described in Section 4 (Scope of Work) of this RFP.

#### **1.2 Description of Township**

The Charter Township of Ypsilanti, Michigan is located east of Ann Arbor and west of Detroit along the I-94 corridor. Ypsilanti Township serves a population of approximately 58,000. Ypsilanti Township provides a full range of services, including fire protection, court services, recreational facilities and programming, golf and solid waste services. The Township’s operational commitment is to provide reliable and excellent service to citizens at competitive prices and to guide responsible stewardship of Township resources.

#### **1.3 Project Background**

Ypsilanti Township has owned and maintained its own GIS Data for more than 30 years. The Township currently utilizes ESRI’s ArcMap 10.8.2 software to maintain the GIS Data, administer parcel divisions and to make any map edits, performed by the Assessment Department. The GIS Data is then shared with Washtenaw County who publishes the data to their public online GIS Mapping program located at [www.washtenaw.org](http://www.washtenaw.org). The Assessment and Planning Departments create GIS maps utilized by the Township for Assessment Administration and Planning and Zoning purposes, MCL 211.10e required Tax and Land Value Maps.

As ArcMap 10.8.2 will no longer be supported by ESRI as of the end of March 2026, the Township will be required to migrate their GIS Data to the ArcGIS Pro 3.4.3 software, convert the existing GIS data to the new format and create a parcel fabric.

#### **1.4 Terms of Agreement**

If the Township enters into an Agreement as a result of this RFP, The Township anticipates the initial term of the Agreement will be for one (1) year (“**Initial Term**”), with the option, at the Township’s discretion, to extend the Contractor’s Services for two (2) additional terms of one (1) year each (each an “**Extension Term**”). The Initial Term and each Extension Term are collectively referred to as the “**Term**”.

## **SECTION 2**

### **NOTICE TO PROPOSERS**

PROPOSER IS CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFP CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.

#### **2.1 Submittal Deadline**

Proposals must be received by the Township on or before Wednesday, January 7, 2025 at 10:00 a.m. EST must be delivered to:

Proposals WILL be accepted in person, by United States Mail, by private courier service, or by submission through MITN. Proposals WILL NOT be accepted via oral communication, telephone, electronic mail, telegraphic transmission, or facsimile transmission. Proposals may be withdrawn prior to the above scheduled time set for closing. Alterations made before RFP closing must be initiated by respondents guaranteeing authenticity. Submittal of a response to this RFP constitutes an offer by the respondent. Once submitted, the Proposal becomes the property of Ypsilanti Township and as such the Township reserves the right to use any ideas contained in any response regardless of whether that respondent/firm is selected. Submission of a proposal in response to this solicitation by any respondent, shall indicate that the respondent(s) has accepted the conditions contained in the RFP, unless clearly and specifically noted in the Proposal submitted and confirmed in the contract between the Township and the successful respondent. Proposals which do not comply with these requirements may be rejected at the option of the Township. No late Proposals will be accepted and will be returned to respondent unopened (if properly identified). Failure to meet RFP requirements may be grounds for disqualifying the proposal.

#### **2.2 Inquiries and interpretations**

The Township specifically instructs all interested parties to restrict all contact and questions regarding this RFP to written communications forwarded to The Township Contact. The Township Contact must receive all questions or concerns no later than December 12, 2025. The Township will have a reasonable amount of time to respond to questions or concerns. It is the Township's intent to respond to all appropriate questions and concerns; however, The Township reserves the right to decline to respond to any question or concern. Only Township responses that are made by formal written Addenda will be binding on the Township. Any verbal responses, written interpretations or clarifications other than Addenda to this RFP will be without legal effect. All Addenda

issued by the Township prior to the submittal date will be and are hereby incorporated as part of this RFP for all purposes.

## **2.3 RFP Contact Person**

Proposers will direct all questions, comments, or concerns regarding this RFP to the following Township contact:

**Brian McCleery**  
**Deputy Assessor**  
**7200 S Huron River Dr, Ypsilanti, MI 48197**  
**Phone: 734-544-3625**  
**E-mail: [bmcclleery@ypsitownship.org](mailto:bmcclleery@ypsitownship.org)**

## **2.4 Public Information**

Township considers all information, documentation and other materials submitted in response to this RFP to be of a non-confidential and non-proprietary nature and shall be subject to public disclosure under the Michigan Freedom of Information Act after the award of an Agreement.

## **2.5 Criteria for Selection**

The successful Proposer, if any, selected by The Township in accordance with the requirements and specifications set forth in this RFP will be the Proposer that submits a proposal in response to this RFP on or before the Submittal Deadline that is the most advantageous to The Township. The successful Proposer is referred to as the "Contractor." Proposer is encouraged to propose terms and conditions offering the maximum benefit to The Township in terms of (1) services to the Township, (2) total overall cost to the Township, and (3) project management expertise. Proposers should describe all applicable discounts that may be available to The Township in a contract for the Services.

An evaluation team from The Township will evaluate proposals. The evaluation of proposals and the selection of Contractor will be based on the information provided by Proposer in its proposal. The Township may give consideration to additional information if the Township deems such information relevant.

Based on the Evaluation Committee review, several firms may be short-listed, for further consideration and may be required to submit supplemental information and an interview or presentation. The Township reserves the right to reject all submissions.



By submitting a proposal, Proposer acknowledges (1) Proposer's acceptance of [a] the Proposal Evaluation Process, [b] the Criteria for Selection, [c] the Scope of Work (ref. Section 4 of this RFP), [d] the terms and conditions of the Agreement, and [e] all other requirements and specifications set forth in this RFP; and (2) Proposer's recognition that some subjective judgments must be made by the Township during this RFP process.

The criteria to be considered by The Township in evaluating proposals and selecting Contractor, will be those factors listed below with their relative weightings:

#### **2.5.1 Proposer's Qualifications, Abilities, and Reputation: (30%)**

2.5.1.1 Proposer's demonstrated competence and experience in providing the requested services, including the quality of Proposer's references from past and present clients.

2.5.1.2 The qualifications, education, and experience of the team members proposed by Proposer to conduct and supervise its services for the Township.

2.5.1.3 Proposer's past relationship with Ypsilanti Township, and Proposer's experience performing the requested services for entities similar in nature.

2.5.1.4 Proposer's ability to perform the required services within the time periods projected, based on Proposer's demonstrated capabilities, staffing, financial stability, and creative resources.

2.5.1.5 Proposer's demonstrated awareness of the present environments and likely future developments related to the requested services.

#### **2.5.2 Quality of Proposed Services: (35%)**

2.5.2.1 The overall demonstrated quality of Proposers' goods and/or services in accordance with the Scope of Work described in Section 4.

2.5.2.2 Quality Assurance Plan

#### **2.5.3 Cost: (35%)**

The cost to the Township required to secure Proposer's proposed Services, including any long-term costs.

## **2.5.4 Responsiveness of Proposal**

The extent to which Proposer's response relates to the specific environment, requirements, and needs of Township; the quality and level of substantive detail and clarity of content provided in Proposer's response.

## **2.5.5 Threshold Criteria Not Scored:**

- (i) Ability of Township to comply with laws regarding Historically Underutilized Businesses; and
- (ii) Ability of Township to comply with laws regarding purchases from persons with disabilities.

## **2.5.6 Supplemental Consideration.**

As a supplement to the above-described criteria, Township may give consideration to any additional information and documentation submitted by a Proposer if Township deems such information to be relevant, and to serve the best interests of, and provide the best value to, Township.

## **2.6 Key Events Schedule**

Issuance of RFP	OCTOBER 22, 2025
Deadline for Questions/Concerns	DECEMBER 12, 2025
Submittal Deadline	JANUARY 7, 2026

## **SECTION 3**

### **SUBMISSION OF PROPOSAL**

#### **3.1 Submission of Proposal**

- 3.1.1 Should the proposer choose to submit hard copies, in person, they shall submit two (2) identical copies of its entire proposal. An original signature by an authorized officer of Proposer must appear on the Execution of Offer (ref. Section 7) of at least one (1) copy of the submitted proposal. The copy of the Proposer's proposal bearing an original signature should contain the mark "original" on the front cover of the proposal. Should the proposer choose to submit virtually through the MITN process, please follow all processes and procedures laid out via the virtual submission experience.

#### **3.2 Preparation and Submittal Instructions**

##### **3.2.1 Execution of Offer**

Proposer must complete, sign and return the attached Execution of Offer (ref. Section 7) as part of its proposal. The Execution of Offer must be signed by a representative of Proposer duly authorized to bind the Proposer to its proposal. Any proposal received without a completed and signed Execution of Offer may be rejected by the Township, in its sole discretion.

##### **3.2.2 Proposers Questionnaire**

Respondent shall provide responses to all the questions identified in the questionnaire in **Section 6**.

##### **3.2.3 Overview of Proposed System/ Scope of Services**

This section of the proposal should include a general discussion of the proposer's overall understanding of the project and the scope of work, as defined in Section 4, proposed.

##### **3.2.4 Sample Services**

Proposers should include samples of the services outlined in the scope of work (Section 4). Although they are samples, the documents must contain all material terms so that the Township can fairly evaluate the proposer's forms.

### **3.2.5 Cost Proposal**

Proposer must complete and return the Cost Proposal (ref. Section 5 of this RFP), as part of its proposal. In the Cost Proposal, the Proposer should describe in detail (a) the total fees for the entire scope of the Services; and (b) the method by which the fees are calculated. The fees must be inclusive of all associated costs for delivery, labor, insurance, taxes, overhead, and profit.

The Township will not recognize or accept any charges or fees to perform the Services that are not specifically stated in the Cost Proposal.

In the Cost Proposal, Proposer should describe each significant phase in the process of providing the Services to The Township, and the time period within which Proposer proposes to be able to complete each such phase.

### **3.2.6 Additional Information**

1. Insurance Certificates
2. Supplementary Information
3. Other supporting materials and work portfolio which demonstrates the firm's work quality

### **3.3 Proposal Validity Period**

Each proposal must state that it will remain valid for Township's acceptance for a minimum of one hundred twenty (120) days after the Submittal Deadline, to allow time for evaluation, selection, and any unforeseen delays.

## **SECTION 4**

### **SCOPE OF WORK**

#### **4.1 General**

The minimum requirements and the specifications for the Services, as well as certain requests for information to be provided by Proposer as part of its proposal, are set forth below. As indicated in Section 2.5 of this RFP, the successful Proposer is referred to as the "Contractor."

#### **4.2 Minimum Requirements**

Qualified vendors shall be responsible for the following minimum services:

- 4.2.1 Migrate existing GIS Data, consisting of approximately 18,000 parcels, from ArcMap 10.8.2 into the ArcGIS Pro 3.4.3 format.
- 4.2.2 Clean up duplicate dimensions, polygon errors and fix parcel layer to conform to COGO from Geometry.
- 4.2.3 Create Lot and Subdivision Polygons
- 4.2.4 Create a Parcel Fabric for migrated parcel data. Alternative process than current ArcGIS Pro Parcel Fabric may be considered to manage data.
- 4.2.5 Verify Historical Parcels capability and processes.
- 4.2.6 (Optional Add-on) Parcel base map maintenance services: Cost for service for the one (1) year Initial Term as well as the two (2) additional terms of one (1) year each. Enter parcel splits and edits into the ArcGIS Pro software. Alternatively, provide a cost per split edit format. Ypsilanti Township has averaged 13 parcel splits per year over the past 5 years.



## SECTION 5

### PRICING

**Proposal of:** \_\_\_\_\_  
(Proposer Company Name)

**To: Ypsilanti Township**

### **RFP Title: GIS CONSULTING SERVICES**

Having carefully examined all the specifications and requirements of this RFP and any attachments thereto, the undersigned proposes to furnish the services required pursuant to the above-referenced Request for Proposal upon the terms quoted below.

#### **5.1 Pricing for Services**

Proposer shall include in the Proposal a pricing list of all services required for this project as described in Section 4. Do NOT use "To Be Determined" or similar annotations for cost estimates.

Price for Services: \$ \_\_\_\_\_  
(4.2.1 - 4.2.5)

Price per Year/ Edit: \$ \_\_\_\_\_  
(for 4.2.6 Property Maintenance Services only)

Fees must be itemized and defined below:

## SECTION 6

### **PROPOSER'S GENERAL QUESTIONNAIRE**

Proposals must include responses to the questions contained in this Proposer's General Questionnaire. Proposer should reference the item number and repeat the question in its response. In cases where a question does not apply or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate NIA (Not Applicable) or N/R (No Response), as appropriate. Proposer will explain the reason when responding N/A or N/R.

#### **6.1 Proposer Profile**

6.1.1 Number of years in Business: \_\_\_\_\_

State of incorporation: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Name of Parent Corporation, if any \_\_\_\_\_

6.1.2 State whether Proposer will provide a copy of its financial statements for the past two (2) years, if requested by the Township.

6.1.3 Is Proposer currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, Proposer will explain the expected impact, both in organizational and directional terms.

6.1.4 Is Proposer currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, Proposer will specify the pertinent date(s), details, circumstances, and describe the current prospects for resolution.

6.1.5 Proposer will provide a customer reference list of no less than three (3) organizations with which Proposer currently has contracts and/or to which Proposer has previously provided services (within the past five (5) years) of a type and scope similar to those required by Township's RFP. Proposer will include in its customer reference list the customer's company name, contact person, telephone number, project description, length of business relationship, and background of services provided by Proposer.

6.1.6 Does any relationship exist (whether by family kinship, business association,

capital funding agreement, or any other such relationship) between Proposer and any employee of Township? If yes, Proposer will explain

## **6.2 Miscellaneous**

- 6.2.1 Proposer will provide a list of any additional services or benefits not otherwise identified in this RFP that Proposer would propose to provide to Township.
- 6.2.2 Proposer will provide details describing any unique or special services or benefits offered or advantages to be gained by Township from doing business with Proposer. Additional services or benefits must be directly related to the goods and services solicited under this RFP.
- 6.2.3 Does Proposer have a contingency plan or disaster recovery plan in the event of a disaster? If so, then Proposer will provide a copy of the plan.

## SECTION 7

### EXECUTION OF OFFER

Proposal of: \_\_\_\_\_  
(Proposer Company Name)

To: **Ypsilanti Township**

### **RFP Title: GIS CONSULTING SERVICES**

This Proposal shall remain in effect for the Proposal Validity Period (ref Section 3.3) and shall be exclusive of federal excise and state and local sales tax (exempt).

The person signing this Response on behalf of the Proposer represents to Owner that:

- (1) The information provided herein is true, complete and accurate to the best of the knowledge and belief of the undersigned; and
- (2) He/she has full authority to execute this response
- (3) Proposer has received the Addenda to this RFP.

Executed this \_\_\_ day of \_\_\_\_\_ 2025

_____ Entity Name	_____ Signature
_____ Street & Mailing Address	_____ Print Name of Signatory
_____ Township, State, and Zip	_____ Title of Signatory
_____ Telephone Number	_____ Email Address
_____ Mobile Number	





## ADDENDUM

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS, as defined by law.

Vendor: \_\_\_\_\_  
Legal Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Corporate I.D.: \_\_\_\_\_  
Number/ State: \_\_\_\_\_  
Taxpayer I.D. #: \_\_\_\_\_

The undersigned, with: 1) full knowledge of all of Vendors business activities, 2) full knowledge of the requirements and possible penalties under the law MCL 129 .311 et seq. and 3) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as required by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the Charter Township of Ypsilanti. I have reviewed the terms and conditions and insurance requirements prior to submitting this bid solicitation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

**THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.**

---

**Township Supervisor**  
Brenda L. Stumbo  
**Township Clerk**  
Debbie Swanson  
**Township Treasurer**  
Stan Eldridge



**YPSILANTI  
TOWNSHIP**  
— OFFICE OF THE CLERK —

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**Trustees**  
Karen Lovejoy Roe  
John Newman II  
Gloria Peterson  
LaResha Thornton

# MEMORANDUM

To: Linda Gosselin, Assessor  
Brian McCleary, Deputy Assessor

From: Debbie Swanson, Clerk *Das*

Date: October 22, 2025

Subject: **Seek Bids for GIS Consulting for 2026**

At the regular meeting held on October 21, 2025, the Charter Township of Ypsilanti Board of Trustees approved the request to seek bids for GIS Consulting for 2026.

Please work with Myla Harris, Purchasing Clerk, to get it posted on MITN and my office know the date of the bid opening so we can put it on our calendar.

Should you have any questions, please contact my office.

ajr

cc: Brenda Stumbo, Supervisor  
Stan Eldridge, Treasurer  
Myla Harris, Purchasing Clerk  
Javonna Neel, Accounting Director  
Files

## OTHER BUSINESS

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# **PUBLIC COMMENTS**

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- **Three Minutes Per Person**
- **All Comments must be addressed to the Chair**
- **Public Comments are also welcomed as the board addresses each item**

# **BOARD MEMBER COMMENTS**

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# ADJOURNMENT

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