

RESOLUTION SUBMITTING CONSOLIDATED POLICE PROTECTION MILLAGE PROPOSAL

Northfield Township
County of Washtenaw, State of Michigan

Minutes of a _____ meeting of the Northfield Township Board of Trustees, County of Washtenaw, State of Michigan, held on the ____ day of _____, 2015, at __:__ p.m., prevailing Eastern Time.

PRESENT: Trustees: _____

ABSENT: Trustees: _____

The following preamble and resolution were offered by Trustee _____ and supported by Trustee _____:

WHEREAS, the Township Board of Northfield Township, Washtenaw County, Michigan (the "Township"), determines that it is necessary for the health, safety and welfare of Northfield Township and its residents to submit a millage proposal to the qualified electors of the Township at the election to be held on Tuesday, May 5, 2015; and

WHEREAS, the electors of the Township previously authorized the levy of 1.00 mill in August 2010, 1.50 mills in November 2010, and 2.00 mills in May 2011, all to provide funds for police protection in the Township, said authorizations all expire with the 2015 levy; and

WHEREAS, these authorizations have been reduced by operation of the Headlee amendment to 0.9735 mills, 1.4603 mills and 1.8684 mills, respectively; and

WHEREAS, the Township Board determines that it is in the best interest of its residents to submit a proposal to replace and consolidate the previous authorizations into one new authorization for police protection in the Township; and

WHEREAS, this Township Board wishes to submit the millage proposal to the vote of the qualified electors of the Township at the election to be held in the Township on Tuesday, May 5, 2015.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The following proposal shall be submitted to a vote of the qualified electors of the Township at the election to be held on TUESDAY, MAY 5, 2015 (the "May Election Date"):

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of the Township of Northfield, County of Washtenaw, State of Michigan, at a _____ meeting held on _____, 2015 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Township Clerk

23711666.2\065459-00016

NORTHFIELD TOWNSHIP BOARD WORKSHOP AGENDA
January 27, 2015 - - 7:00 PM
8350 Main Street, 2nd Floor

CALL TO ORDER
PLEDGE/INVOCATION
ROLL CALL
ADOPT BALANCE OF AGENDA
BOARD MEMBER COMMENTS
CORRESPONDENCE and ANNOUNCEMENTS

DISCUSSION ITEMS:

1. Planning Commission Visioning by the Board
2. Prioritizing Road Projects
3. Board Room Construction
4. Job Description for Senior Nutrition Program Assistant

CALL TO THE PUBLIC
BOARD MEMBER COMMENTS
ADJOURNMENT

* Denotes previous backup; + denotes no backup in package

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.72A (2) (3) and the Americans with Disabilities Act. (ADA) individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734-449-2880) seven days in advance.

MEMO

To: Northfield Township Board
From: Howard Fink
Date: 1/23/2015
Re: Planning Commission Visioning

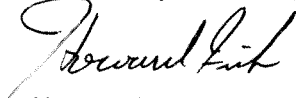
Dear Township Board,

On the agenda for the upcoming Workshop is the Planning Commission Visioning by the Board. What we would like from the Board is to think about the direction you would like to see the Township going. What is your overall vision for our Township –include in your deliberations what kind of growth and/or development you would like to see (commercial, residential, etc.); and where you would like to see it, keeping in mind the community's interest in land and farm preservation and open space.

Maps have been provided; feel free to use them to make notes. Both Marlene Chockley and Doug Lewan will be present to answer questions about specific areas or designations on the maps to help with your considerations.

At the Workshop, we will allow each Board member time to express their vision if they so choose. After, we would like to have a general discussion to bring our thoughts together, and then put together a general guideline that we can provide to the Planning Commission to aid them in their decision making. This will likely take up most of Tuesday's Workshop.

Respectfully Submitted,



Howard Fink, Township Manager

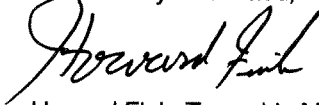
MEMO

To: Northfield Township Board
From: Howard Fink
Date: 1/22/2015
Re: Road Projects

Dear Township Board,

The Washtenaw County Road Commission has provided us with a list of potential road projects. What they are looking for from the Board is to prioritize the list they have provided, as well as decide which project(s) we would like them to focus on in the near future. The list provided is a 10-year plan, assuming the money remains available. Also included is a note from WCRC Managing Director, Roy Townsend that gives an estimate on the cost for paving a portion of Six Mile Rd. This gives an idea as to how much these type of projects cost the Township, and should be considered when looking at future projects.

Respectfully Submitted,



Howard Fink, Township Manager

To: Northfield Township Board of Trustees
From: Washtenaw County Board of Commissioners
Roads Advisory Subcommittee
Re: Primary Roads in Northfield Township
Input from Township to aid in Preparation of 10-year plan
Date: January 13, 2015

As all of you know, Washtenaw County is bound together by a network of nearly 1800 miles of public roads. There are four distinct categories of roads in this network:

Federal	I-94, US-23, US-12
State	M-52, M-14, M-153, M-17
Primary	North Territorial, East Shore Drive, Barker, Whitmore Lake
Local	Jennings, Spencer, Northfield Church, Nollar

The Washtenaw County Board of Commissioners believes that the 590 miles of primary roads are so important to the health and well-being of the county as a whole that the county itself has a special responsibility for the care and feeding thereof. Therefore, in July of 2014, it appointed a special subcommittee and asked it to gather information about conditions and costs and make recommendations on priorities and funding.

The committee helped the county commissioners evaluate the road commission's proposal last September for a one-year, 0-.5-mill property tax to deal with a specific list of badly need road projects. The proposal was eventually adopted by the county commission and includes 33 separate projects and nearly 68 miles of primary roads in total. All of these projects will be completed during 2015.

The subcommittee is now working on a long-term plan for primary roads. The goal is to have every mile of primary roads in the county in good condition by 2025 – and to keep them in good condition thereafter. And on the theory that no one knows a road better than the people who live on it, we are asking for your advice. Referring to the attached database with all primary roads in Freedom Township, please tell us:

1. The priority you think would be appropriate for scheduling work on these roads. Which should be first, second, third, etc.?
2. Are there any primary roads that you would like to see upgraded to pavement? Rushton? Sutton?
3. Are there any special circumstances that you would like us to consider?

Send information to Lew Kidder, 1768 Kestrel Way, Ann Arbor, MI 48103. Or email to lew@mckidders.net. Phone is 734-662-1000.

WASHTENAW COUNTY PRIMARY ROADS - 12/1/14 SNAPSHOT

Township	Total Miles	Total Costs	2014	2015	2016	2014-15-16	% of Total
Ann Arbor	24.85	2,108,500	162,000	75,000	0	237,000	11.24
Augusta	32.18	2,433,000	239,700	90,000	0	329,700	13.55
Bridgewater	21.90	1,801,900	756,000	0	0	756,000	41.96
Dexter	29.24	1,821,300	58,000	575,000	0	633,000	34.76
Freedom	23.00	763,000	111,400	37,500	0	148,900	19.52
Lima	24.55	1,066,050	128,550	0	0	128,550	12.06
Lodi	27.24	948,400	0	200,000	300,000	500,000	52.72
Lyndon	19.37	777,300	194,400	130,000	0	324,400	41.71
Manchester	19.43	958,400	0	0	0	0	0.00
Northfield	31.88	2,613,800	311,400	300,000	0	611,400	23.39
Pittsfield	45.02	7,444,200	4,979,200	830,000	0	5,809,200	78.04
Salem	34.16	2,558,260	62,100	176,000	0	238,100	9.31
Saline	23.29	1,235,400	75,200	90,000	0	165,200	13.37
Scio	51.79	3,247,850	110,750	577,500	0	688,250	21.19
Sharon	21.17	1,122,000	50,000	115,000	0	165,000	14.71
Superior	29.42	1,880,000	0	589,000	0	589,000	31.22
Sylvan	16.87	1,370,950	465,750	75,000	0	540,750	39.44
Webster	24.39	2,224,300	511,400	75,000	0	586,400	26.36
Ypsilanti	60.24	1,695,800	0	415,000	0	415,000	24.30
York	50.18	6,798,000	128,200	210,000	0	338,200	4.97
Totals	610.17	44,868,910	8,344,050	4,560,000	300,000	13,204,050	29.43

NORTHFIELD TOWNSHIP

Muni 1	Muni 2	Road	Segment	Surface	Length	Rtg	Project	\$/Mile	\$/Project	2014	2015	2016
Northfield		Whitmore Lake	Joy to North Territorial	paved	2.84	6	102	20,000	56,800			
Northfield		Whitmore Lake	North Territorial to 6-Mile	paved	1.54	6	102	20,000	30,800			
Northfield		6-Mile	Whitmore Lake to Main	paved	0.33	4	104	150,000	50,000			
Northfield		Main	6-Mile to East Shore	paved	1.76	6	102	20,000	35,200			
Northfield		Main	East Shore to southbound US23 exit	paved	0.81	6	102	20,000	16,200			
Northfield	Livingston	Barker	Main to Kearney	paved	1.35	2	105	270,000	364,500			
Northfield		8-Mile	Main to Livingston Cty Rd Com territory	paved	0.78	4	104	150,000	117,000			
Northfield		East Shore	Main to 7-mile	paved	0.75	4	104	150,000	112,500			
Northfield		East Shore	7-Mile to Livingston Cty line	paved	0.49	2	105	270,000	132,300			
Northfield		7-Mile	East Shore to Spencer	paved	1.47	6	102	20,000	29,400			
Northfield		7-Mile	Spencer to Rushton	paved	1.61	6	102	20,000	32,200			
Northfield		7-Mile	Rushton to Dixboro	paved	1.63	6	102	20,000	32,600			
Northfield		North Territorial	Maple to Whitmore Lake	paved	1.18	6	102	20,000	23,600			
Northfield		North Territorial	Whitmore Lake to Spencer	paved	2.07	6	102	20,000	41,400			
Northfield		North Territorial	Spencer to Sutton	paved	1.11	2	105	270,000	300,000			
Northfield		North Territorial	Sutton to Earhart	paved	1.03	2	105	270,000	278,100			
Northfield		North Territorial	Earhart to Dixboro	paved	1.07	4	104	150,000	160,500			
Northfield		Pontiac Trail	Joy to North Dixboro	paved	2.47	4	104	150,000	370,500			
Northfield	Salem	Rushton	7-Mile to 8-Mile	gravel	0.65	14	106	80,000	52,000			
Northfield	Salem	Dixboro	Joy to Pontiac Trail	paved	1.13	6	102	20,000	22,600			
Northfield		Dixboro	Pontiac Trail to North Territorial	paved	0.17	6	102	20,000	3,400			
Northfield		Sutton	Pontiac Trail to North Territorial	paved	1.65	6	102	20,000	33,000			
Northfield		Sutton	North Territorial to 6-Mile	gravel	2.26	14	106	80,000	180,800			
Northfield		6-Mile	Sutton to Rushton	gravel	0.51	14	106	80,000	40,800			
Northfield		Rushton	6-Mile to 7-Mile	gravel	1.22	14	106	80,000	97,600			
					31.88				2,613,800	311,400	300,000	

Howard Fink

From: Townsend, Roy [townsendr@wcroads.org]
Sent: Friday, October 10, 2014 9:56 AM
To: Howard Fink; Ryan, Carrie
Cc: 'marilyn handloser'
Subject: RE: Letter - Seven Mile Rd. & Six Mile Rd. Improvement Projects

Howard,

A couple of things on these rough estimates, first we try to be conservative, since most people don't like the estimated cost growing over time, but would rather the number stays the same or is less. Secondly the \$25,000/mile is a single chip seal for one mile on a paved road, so a triple would be \$75,000/mile, so my number is for both Six Mile and Nollar which approximately 1.9 miles, or nearly \$150,000 just for the 2 miles of chip seal, if we just considered Six Mile then project length is approximately 1.1 miles or nearly half the cost. The 1.1 miles on Six Mile Road, is from the end of pavement to Nollar Road. Then thirdly, before you can chip seal a gravel road the project would require a good gravel base and drainage improvements, which the other \$150,000 – 250,000 for base and drainage improvements for 1.9 miles. Without the base and drainage, a triple chip seal is not an option, so the first number Lew threw out the \$25,000/mile is a correct number, for just the chip seal, but first you have to do the base and drainage work.

Is triple chip seal the preferred option, no the HMA is the preferred option since you are comparing ¾" verse 4" on a HMA section. On contracting out this work, yes all this work could be contracted or portions of it, depends on the desires of the Township. Looking at the parcels on just Six Mile Road I think a SAD could work here and which would keep the numbers low enough to get the property owners interested.

Hope this helps clarify some of these concerns, I will give you a call later to address other concerns you may have.

Roy

Roy D. Townsend, P.E.
Managing Director
Washtenaw County Road Commission
555 N. Zeeb Road
Ann Arbor, MI 48103
734.327.6662
townsendr@wcroads.org

From: Howard Fink [mailto:finkh@twp.northfield.mi.us]
Sent: Thursday, October 9, 2014 11:47 AM
To: Ryan, Carrie; Townsend, Roy
Cc: 'marilyn handloser'
Subject: RE: Letter - Seven Mile Rd. & Six Mile Rd. Improvement Projects

Roy, Thank you for your review. At the meeting a few months ago, I was under the assumption that a chip seal on 6-mile would be in the neighborhood of ~150,000, per our conversation at the time and consultation with Lew Kidder. I am not experienced in road construction; so I am sure that this was just wishful thinking. Why does three chip seals add up to 500,000 when one chip seal could be done for \$25,000. With respect to six mile, I assume you did not take into account the portion already paved. It's possible that property owners on six mile would contribute, so this would seem to be the most do-able project; if one exists.

A few additional questions;

- 1) Is a triple chip seal a recommended approach.
- 2) If we were to move forward, could we use outside contractors to bid the project?

Thank you for your assistance.

Howard

Howard Fink
Northfield Township Manager
8350 Main St., Ste. A
Whitmore Lake, MI 48189
Phone: (734) 449-2880 x 12
Fax: (734) 449-0123

From: Ryan, Carrie [<mailto:ryanc@wcroads.org>]
Sent: Thursday, October 09, 2014 8:42 AM
To: engstromm@twp.northfield.mi.us
Cc: finkh@twp.northfield.mi.us; Townsend, Roy; Siddall, Sheryl; Harmon, Jim
Subject: Letter - Seven Mile Rd. & Six Mile Rd. Improvement Projects

Please see attached letter from Roy Townsend, Managing Director. A hard copy of this letter was also mailed.

If you have any questions, please contact Roy Townsend at townsendr@wcroads.org or 734-327-6662.

Thank you.

Carrie Ryan, Administrative Assistant
Washtenaw County Road Commission
734-327-6645 * ryanc@wcroads.org

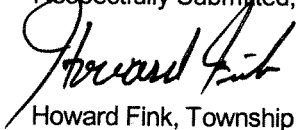
MEMO

To: Northfield Township Board
From: Howard Fink
Date: 1/22/2015
Re: Board Room Construction Estimates

Dear Township Board,

Included are 5 estimates that we recently received; 1 from OHM and 3 from different architectural firms for the overall construction, and 1 from Webb Mechanical specifically for the HVAC system. After reviewing each estimate and speaking with the architects, my recommendation for the Board would be to go with Joseph Phillips – Architect, LLC.

Respectfully Submitted,



Howard Fink, Township Manager



ARCHITECTS. ENGINEERS. PLANNERS.

October 15, 2014

Mr. Howard Fink, Township Manager
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

RE: Proposal for Architecture and Engineering Services
Renovations to Northfield Township Hall

Dear Mr. Fink,

Thank you for the opportunity to submit this proposal for professional architectural and engineering services to Northfield Township for designing renovations to the second floor of the Northfield Township Hall. This letter presents our proposed scope of services, time schedule, fee, and Standard Terms and Conditions.

PROJECT UNDERSTANDING

The scope of the project includes renovation of approximately 2,700 s.f. of the second floor of the Township Hall for a new Board Room (with separate A/V space), Small Conference Room, and Lobby area in a space that is currently unoccupied. OHM Advisors will be responsible for the design of the platform, access to it and the coordination of conduits but will not be responsible of the casework itself. Additionally, OHM Advisors will provide the needed engineering services to retrofit the existing mechanical system for the new space to be used for Assembly purposes. (Preliminary investigation has been completed which has confirmed the units capacity to be used as such). Additionally, OHM Advisors will work with the Township to develop the power and lighting needs to the space while also assisting in the placement of conduit needs for technology planned for the space.

SCOPE OF SERVICES

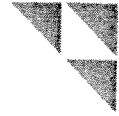
Our Scope of Services for this work will be in one phase and with one bid package, as listed in this letter. The package will then be issued for bidding by General Contractors. OHM Advisors will perform the following tasks:

Project Initiation & Kickoff Meeting

- ▼ Schedule and attend a project initiation meeting to review project scope, schedule, and budget and discuss the goals of the project.
- ▼ This meeting will also be used to review the basis of design documents and facilitate a discussion with the Client about building finishes, equipment needs, layout suggestions, etc.
- ▼ OHM Advisors will visit the site to thoroughly assess the viability of the existing HVAC system, electrical system and other items that may require field verification.

Schematic Design & Design Development

- ▼ Prepare electronic drawing files of the floor plan and other building systems based on drawings provided by the owner.
- ▼ Develop an advanced schematic design plan advancing the 'basis of design' plan provided by the Township.
- ▼ Prepare a preliminary estimate of construction costs.



Construction Documents

- ▼ Develop Construction Documents
 - a. Perform a building code review.
 - b. OHM Advisors will develop a set of architectural construction documents that will include all necessary floor plans, reflected ceiling plans, details, section details, door and finish schedules.
 - c. Prepare technical specifications.
- ▼ Electrical Design
 - a. Prepare a lighting design for the storage room including lighting controls.
 - b. Prepare an electrical power design including general use receptacles and lighting power.
 - c. Review existing electrical service to determine capacity to serve the storage room. This proposal assumes the existing system has capacity to serve the proposed space.
 - d. Prepare technical specifications.
- ▼ Mechanical HVAC
 - a. Analyze capacity of existing heating and cooling equipment to determine additional capacity is available. This proposal assumed the existing systems have capacity to serve the proposed space.
 - b. Perform a heat loss calculation and design changes to the distribution system to maintain an appropriate temperature in the renovated spaces.
 - c. Perform ventilation calculation to determine the appropriate exhaust rate for the space.
 - d. Prepare technical specifications.
- ▼ Update estimate of construction costs.
- ▼ Meet with owner to review final plans, estimate of construction costs and specifications.
- ▼ Make final changes as directed from owner review and submit plans to Northfield Township and authorities having jurisdiction for permit review and acquisition.

Bidding

During the bidding stage, OHM will perform services necessary to ensure all of the prospective contractors are equally knowledgeable of the project to allow for consistent bidding.

- ▼ Assist the client in the construction bidding/contracting process including: distributing bidding documents, conducting pre-bid meeting, and issuing pre-construction addenda, and making revisions to the drawings and specifications as necessary from building permit review comments if done concurrent with bidding.
- ▼ Respond to field contractor questions in writing during the bidding process.
- ▼ Review all received bid packages for completeness.
- ▼ Provide bid tabulation and letter of recommendation to the client.

Construction Administration - Office Services

Construction administration services will begin immediately following the award of a contract to a contractor. OHM will provide organized information to outline the progress of the project from contractor initiation to completion of final punch list items.

- ▼ Coordinate the professional staff, consultants, and all other project related resources by distribution of written documentation.
- ▼ Monitor, evaluate and provide administrative action to achieve timely processing of shop drawings submittals and will maintain records of request for information, requested changes, and shop drawing submittals for future reference.
- ▼ Provide timely responses to field questions.

Construction Administration – Field Services

OHM will perform field services during the project's construction. Our experienced field staff will provide accurate and timely information to the owner as needed to assure proper communication.

- ▼ Host a Pre-Construction Meeting with GC and subcontractors (**one meeting**)
- ▼ Perform periodic progress meetings with contractor, sub-contractor and owner's representative to review and coordinate issues and construction schedule. Additionally, OHM Advisors will evaluate the contractor's progress and verify the contractor's request for payments. (**three meetings**)



- Meeting minutes will be prepared that reflect the progress, topics discussed and implications to the project budget or schedule, which will be distributed electronically to the Township and the contractor.
- Perform a final punch list walk through with the contractor and an owner's representative to verify the facility is acceptable for owner occupancy. The punch list will be prepared in conjunction with the Owner and the contractor will be required to agree on the resolution of the work. **(one meeting)**

COMPENSATION AND SCHEDULE

OHM Advisors will perform the outlined services for the identified project phases for a lump sum fee of **\$12,900**. All costs are included and no reimbursable expenses are expected. OHM Advisors bears the overhead costs for providing the services herein. Neither the fee nor the schedule reflects unforeseen conditions that may arise.

OHM Advisors is prepared to begin the work within one week of receipt of a signed agreement and to complete our services within 45 working days. This schedule is contingent upon the timeliness of Owner provided information and decision making and any unforeseen conditions or circumstances that may arise.

ADDITIONAL SERVICES

Should the client require services beyond the scope of work outlined above (including additional meetings), additional fees may apply and will be addressed on an as-needed basis (see attached Exhibit 1 "2014 Hourly Rate Schedule"). Major portions of work associated with additional services may require a separate future agreement.

ASSUMPTION & EXCLUSIONS

It is assumed that the Township will provide hard copies of the original construction documents for the review and use of OHM Advisors. The Township will be expected to supply the Architect with all necessary conditions and qualifications to be included in the Bid Documents and front end of Specifications provided to bidders.

The General Contractor will be required to provide record drawings to the Owner for the project. Digital record drawings are not included in our Scope of Services.

CONTRACT TERMS AND CONDITIONS

Exhibit 2 (attached), "Standard Terms and Conditions", dated March 2003 is incorporated into this proposal by reference. Consider the term Owner to mean Client as referred to in this letter.

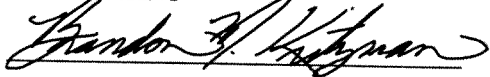
ACCEPTANCE

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

Thank you for giving us the opportunity to be of service. We look forward to working with you on this project. This proposal is valid for 60 days from the date of this letter.

Orchard, Hiltz, & McCliment, Inc.

CONSULTANT



(Signature)

Brandon M. Kritzman AIA

(Name)

Senior Architect

(Title)

October 15, 2014

(Date)

Northfield Township

CLIENT

Attachments: Exhibit 1 – OHM Advisors Hourly Rate Schedule
Exhibit 2 – Standard Terms and Conditions

Gannon Architecture, LLC

2041 N. Arbor Way Dr. 73 Canton, MI

734-709-7568

December 18, 2014

Northfield Township
8350 Main St., Ste. A
Whitmore Lake, MI 48189
Attn:

Re: Second Floor Board Room and Conference Room Build-Out

Dear Howard Fink and Jennifer Carlisle,

This is my proposal for architecture services for the Northfield Township Hall Second Floor Board Room Build-Out. I propose to provide you with the following services:

Schematic and Design Development

250.00

Schematic Design studies and establishes the intent, size, relationships and overall conceptual design of your project. The goal will be to formulate a clearly defined concept for further discussion, revision and approval.

Schematic Design will encompass:

- Aesthetic preference, scale, size, goals and visions
- Establish a rough project budget and schedule
- Review community, municipal codes and regulations
- Document and review existing conditions/structure(s)
- General materials and construction type selections
- General color scheme
- Window type, door type and locations

Design Development

\$500.00

Design Development expands upon the schematic design, refining and cultivating creative solutions to project specific goals and delves into greater architectural detail, materials, and building systems. The goal is to refine the project size, aesthetics, major components and details.

Design Development encompasses preliminary coordination and/or design of the following aspects and building systems:

- Major interior materials
- Door and window style and placement
- Key construction details
- Electrical, A/V and Security
- Mechanical and Plumbing
- Heating and/or Cooling

During this phase we will make material selection that will affect the projects budget. I will coordinate with Mechanical Contractors to develop "DESGN-BUILD" mechanical systems working with existing Plumbing, Electrical, HVAC and Fire Suppression systems for Design Development. I will also update the cost estimate you provided to reflect any changes we've made to the initial design and to reflect current market pricing. I take my clients' budgets very seriously and continually strive to provide accurate estimates throughout the early stages of design.

Construction Documents

\$2500.00

Construction Documents encompass project specification, concise drawings, descriptions, dimension and annotations are completed for all drawings. With final design work completes for the following:

- Mechanical and Plumbing layouts
- Heating and/or Cooling layouts
- Electrical layout (outlets, switches, security, A/V)
- Decorative and architectural lighting design
- Interior trim and millwork design
- Interior door and hardware selection and coordination
- Cabinetry, closet, built-in design and detailing
- All material species; type and finish selections

The Construction Drawings will consist of documents needed for bidding including, floor plans, framing plans, interior elevations, wall sections, window/door schedules, electrical and lighting plans and outline or short form specifications.

Contractors will use these detailed drawings and the project specifications to prepare for formal projects bids.

Bidding

\$250.00

During the bidding phase we aid you in developing a list of qualified contractors for your bid list and submitting bid packages to bidders. We can also review submitted bids, provide analysis, and help you compare the cost figures that you receive from your bidders.

This phase will ensure the contractors you are considering for your construction project are reading the blueprints correctly and are providing an accurate bid for your project. During this phase we will:

- Develop a list of qualified bidders
- Provide bid packages to all bidders
- Answer bidder project questions
- Clarify design details
- Review bids for accuracy
- Compare Bids to assist in contractor selection.

Construction Administration

\$500.00

Construction Administration involves review of the contractor's requests for information, and providing supplemental information. The goal is to ensure the design intent, expected budget, schedule, quality and craftsmanship is delivered throughout the process. Gannon Architecture your representation, advocate and point of contact throughout construction. Construction Contract Administration typical responsibilities include the following:

- Documentation for field changes
- Shop drawing and submittal reviews
- Coordination and review of materials, colors, layouts and mock-ups
- Plumbing, Electrical, Lighting, Hardware, accessories; selection & approvals
- Sourcing of materials
- Project close-out and punch-list

During the Construction Contract Administration phase Gannon Architects typically provides supplemental drawings and Issued Revisions, field visits and construction progress reports.

The total fixed fee for this job as described above is *\$4000.00*. Work outside of the above described scope of work shall be billed at a rate of *\$65.00* per hour.

The payment schedule shall be as follows:

Acceptance of the contract:	<i>\$1000.00</i>
Construction Documents/Contractor Selection:	<i>\$2500.00</i>
Project Completion:	<i>\$500.00</i>

For services outside of the scope of work described above we will charge our hourly rate. If there is a significant change in the scope of work, the contract price will be changed accordingly.

Services outside of the scope of the contract and reimbursable expenses (i.e., reprographics) shall be billed as they are incurred. This proposal does not include Structural, Electrical/Mechanical Engineering.

I'm really looking forward to helping you with your project. If I can answer any questions concerning this proposal please feel free to call.

Sincerely

Mark Gannon

Attachment: Mark Gannon Bio

Gannon Architecture, LLC

Mark Gannon – Principal

Mark is a Licensed Architect with over 25 years of experience and a focus on the design of commercial facilities. Mark entered private practice in 1996, following his graduation from the University Of Michigan School Of Architecture, where he has a Masters in Architecture.

Over the last decade, he has work of projects in retail centers, community centers, office buildings, laboratories, art galleries and health centers. Among his clients are Private Building Owners, Municipalities and Business Owners.

PROPOSAL

January 2, 2015

Howard Fink, Township Manager
8350 Main St.
Whitmore Lake, MI 48189-9041

Dear Mr. Fink,

Thank you for inviting me to discuss your 2nd floor board room project. Based on my conversation with Jennifer Carlisle, you would like to create a board room, conference room, lobby, storage space, and an audio visual space in the existing unfinished space on the 2nd floor. Based on your existing design, the board room will include 10 raised seats for members, 4-6 additional seats at the front, and seating for approx. 75 in the audience. Based on my initial visit, a ceiling height of 10ft is achievable, with a few soffited areas to accommodate existing piping.

This proposal includes the following services not to exceed \$3,000.

A. Measurements & Preliminary Design, \$1,600

Documentation of the existing space based on existing plans and my own measurements. Building code analysis to define project requirements. Creation of a preliminary design for your review and consideration. 3-D renderings of the design can be provided to assist with visualization and decision-making. A preliminary estimate of construction costs will be provided. One revision to the preliminary design is included to arrive at an acceptable design.

B. Construction Documents, \$800

Creation of construction documents that define project requirements in detail. Includes code analysis, floor plans, ceiling plan, electrical/lighting layout, HVAC plan, and interior details as typically required for building permits and construction. A final estimate of construction costs will be provided. One revision to the construction documents is included.

C. Construction Administration, \$600 (to be billed at \$70 per hour as needed)

Periodic observation of construction progress primarily to confirm compliance with construction documents. Approx four site visits will be timed to coincide with demolition/ start of the project, framing, trade work, and finish work. General contractor support, review of shop drawings, clarification or drawings, and documentation of revisions is also included. Final approval of shop drawings, and management of construction costs or contractor payments is not included.

This agreement will be governed by the following provisions.

1. The agreement may only be modified in writing, and signed by both the client and architect.
2. Reproductions & shipping of full-sized drawings, if needed, will be billed to you at cost, which is typically less than \$100 for a project of this size. Reduced-sized plans (11" x 17") are provided at no additional cost.
3. Special submittals and approvals such as zoning board or planning commission are not anticipated, and not included in this proposal.
4. Engineering or detailed design of the electrical, plumbing, fire sprinkler, or HVAC system is not included in this proposal. The need for a professional engineer or other consultants may be useful. However, it is more typical to request that qualified contractors provide information such as electrical load and CFM calculations as part of an electrical, plumbing, or mechanical permit.
5. The cost estimate included in this proposal will be completed by a qualified contractor, which I find to be more useful than a cost estimate based on cost data books.
6. Additional services beyond the scope of this proposal, if desired, are available at an hourly rate of \$70/hour or can be negotiated under a separate flat-fee agreement. Minor clarifications of drawings can be accommodated at no extra charge.
7. Architect will operate under a reasonable standard of care, but cannot guarantee perfect drawings. Drawings must be reviewed & understood prior to construction and ordering materials. Any discrepancies should be brought to the attention of the Architect for correction.
- 8. Claims, disputes, or other matters in question between the parties to this agreement arising out of this agreement or breach thereof shall be subject to and decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Assoc. currently in effect, unless all parties agree otherwise—with the exception of a fee dispute, which will be filed in court.**
- 9. The Architect, and its consultants, partners, agents and employees, shall not be liable to the Owner, whether jointly, severally or individually, in excess of the compensation paid to the Architect under this Agreement, as a result of any act or omission not amounting to a willful or intentional wrong.**

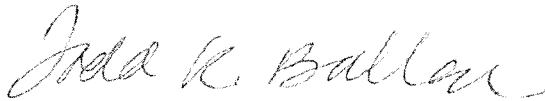
10. Invoices will be issued at the completion of each phase described above.
11. Based on my current work load and outstanding proposals, work can begin within 4 weeks of your acceptance of this proposal. Currently, that would be approx.. the week of February 2, 2015.
12. The terms of this proposal are valid for 30 days.
13. Please indicate your acceptance of this proposal by signing and returning a copy with a deposit of \$500. This deposit will be credited to your first invoice. Checks should be made payable to "focus design."

The undersigned hereby acknowledges that he/ she has read, fully understands and voluntarily agrees to be bound by the terms of this Agreement as set forth above, and that he/ she has received a copy of said agreement.

Client Signature(s)

Date

Sincerely,



Todd R. Ballou, Registered Architect
www.focusdesign.us

AN AGREEMENT FOR THE PROVISION OF LIMITED PROFESSIONAL SERVICES

BETWEEN

THE CLIENT:
NORTHFIELD TOWNSHIP
8350 MAIN STREET
WHITMORE LAKE, MICHIGAN 48189
PHONE: (734) 449-2880, FAX: (734) 449-0123
E-MAIL: finkh@twp.northfield.mi.us

AND THE DESIGN PROFESSIONAL FIRM:
JOSEPH PHILIPS - ARCHITECT, LLC
921 WING STREET
PLYMOUTH, MICHIGAN 48170 - 1725
PHONE: (734) 455-8354, FAX: (734) 455-8350
E-MAIL: josephphilipsarchitect@gmail.com

FOR THE FOLLOWING:

1 PROJECT

A. NAME: TOWNSHIP OFFICES - INTERIOR ALTERATIONS - DESIGN & CONSTRUCTION DOCUMENTS
B. LOCATION: 8350 MAIN STREET, NORTHFIELD TOWNSHIP

2 SCOPE / INTENT AND EXTENT OF SERVICES TO BE PROVIDED BY THE FIRM

- A. SCOPE OF SERVICES:
- 1) FIELD MEASUREMENT OF THE EXISTING BUILDING IN THE AREA OF THE PROPOSED LOBBY, BOARD ROOM, AV STORAGE AND CONFERENCE ROOM. TOTAL SQUARE FOOTAGE TO BE MEASURED IS APPROXIMATELY 2,950.
 - 2) PREPARE CONSTRUCTION DOCUMENTS TO COMPLETE CONSTRUCTION WITHIN THE EXISTING BUILDING TO PROVIDE A SECOND FLOOR LOBBY, BOARD ROOM, AV STORAGE ROOM AND A CONFERENCE ROOM. LAYOUT FOR THESE SPACES WILL BE SUBSTANTIALLY AS ILLUSTRATED IN THE ATTACHED SKETCH FORWARDED BY THE CLIENT TO THE FIRM.
- B. SERVICE PROGRESSION:
- 1) FIELD MEASUREMENT OF THE AREAS NOTED ABOVE.
 - 2) PREPARATION OF EXISTING CONDITIONS FLOOR PLAN OF THE ENTIRE SECOND FLOOR. THE PLAN WILL BE BASED UPON AutoCad FILE OF THE SECOND FLOOR FORWARDED TO THE FIRM BY THE CLIENT AND BY FIELD MEASUREMENTS TAKEN OF THE AREAS NOTED ABOVE.
 - 3) PREPARATION OF A CONCEPTUAL FLOOR PLAN BASED UPON THE ABOVE NOTED SKETCH AND DISCUSSION ON SITE DECEMBER 19, 2014.
 - 4) STRUCTURAL ANALYSIS OF THE EXISTING SECOND FLOOR IN THE AREA OF CONSTRUCTION TO CONFIRM ADEQUATE STRUCTURE FOR PROPOSED USE.
 - 5) ONE (1) MEETING WITH THE CLIENT TO REVIEW CONCEPTUAL FLOOR PLAN.
 - 6) REVISE CONCEPTUAL FLOOR PLAN BASED UPON COMMENTS MADE AT THE PRIOR MEETING. PREPARATION OF REFLECTED CEILING PLAN. UPGRADE DRAWINGS TO PRELIMINARY.
 - 7) ONE (1) MEETING WITH THE CLIENT TO REVIEW PRELIMINARY FLOOR AND REFLECTED CEILING PLANS.
 - 8) REVISE PRELIMINARY PLANS BASED UPON COMMENTS MADE AT THE PRIOR MEETING. UPGRADE DRAWINGS TO FINAL PRELIMINARY.
 - 9) ONE (1) MEETING WITH THE CLIENT TO REVIEW FINAL PRELIMINARY PLANS. RECEIVE CLIENT APPROVAL TO BEGIN CONSTRUCTION DOCUMENTS. MINOR MODIFICATIONS AS / IF REQUIRED MAY BE MADE TO THE DRAWINGS LISTED ABOVE. THESE REVISIONS WILL BE FORWARDED TO THE CLIENT VIA E-MAIL.
 - 10) PREPARATION OF CONSTRUCTION DOCUMENTS, WHICH WILL INCLUDE, BUT NOT NECESSARILY BE LIMITED TO THE FOLLOWING:
 - a. CODE SUMMARY.
 - b. BUILDING LOCATION MAP.
 - c. BUILDING KEY PLAN.
 - d. OVERALL SECOND FLOOR PLAN OF BUILDING.
 - e. DETAILED PLAN OF SECOND FLOOR LOBBY, BOARD ROOM, AV STORAGE ROOM AND CONFERENCE ROOM.
 - f. REFLECTED CEILING PLAN OF SECOND FLOOR LOBBY, BOARD ROOM, AV STORAGE ROOM AND CONFERENCE ROOM.
 - g. DOOR SCHEDULE AND / OR INFORMATION.
 - h. ROOM FINISH SCHEDULE AND / OR INFORMATION.
 - i. GENERAL NOTES TYPE SPECIFICATIONS.
 - j. NOTATION ON THE DOCUMENTS THAT ALL MECHANICAL, ELECTRICAL & PLUMBING WORK IS TO BE PROVIDED BY THE CONTRACTOR ON A DESIGN BUILD BASIS.
 - 11) ONE (1) MEETING WITH THE CLIENT TO REVIEW COMPLETED CONSTRUCTION DOCUMENTS.

NOTE: AT THE CLIENT'S OPTION MEETINGS WILL TAKE PLACE IN THE TOWNSHIP OFFICES OR MAY BE HELD OVER THE PHONE WITH TRANSFER OF DOCUMENTS VIA E-MAIL.

3 BASIS OF COMPENSATION

A. THE CLIENT SHALL COMPENSATE THE FIRM FOR SERVICES DESCRIBED AS "SCOPE / INTENT AND EXTENT OF SERVICES TO BE PROVIDED BY THE FIRM" A FIXED FEE OF:

SIX THOUSAND SIX HUNDRED AND 00/100 DOLLARS. \$ 6,600.00, PLUS EXPENSES.

B. FEE BREAKS DOWN TO THE FOLLOWING:

- 1) \$ 1,000.00 FIELD MEASUREMENT & PREPARATION OF EXISTING CONDITIONS DRAWINGS
- 2) \$ 600.00 CONCEPTUAL DESIGN
- 3) \$ 400.00 PRELIMINARY DESIGN
- 4) \$ 300.00 FINAL PRELIMINARY DESIGN
- 5) \$ 300.00 FINAL REVISIONS
- 6) \$ 800.00 MEETINGS
- 7) \$ 400.00 CODE SUMMARY
- 8) \$ 2,300.00 CONSTRUCTION DOCUMENTS
- 9) \$ 500.00 STRUCTURAL ENGINEERING

C. PROGRESS PAYMENTS AS APPLICABLE WILL BE MADE AT THE END OF THE MONTH. FINAL PAYMENT IS DUE AT THE TIME SERVICES ARE COMPLETED. INVOICES ARE DUE UPON RECEIPT.

4 TERMS AND CONDITIONS

"EXHIBIT A"

A. SEE ATTACHED "EXHIBIT A." "EXHIBIT A," DATED 02/01/12, IS HEREBY MADE A PART OF THIS AGREEMENT.

B. TERMS AND CONDITIONS WITHIN THE ATTACHED CONSULTANTS' EXHIBITS SHALL BE IN EFFECT FOR THE RESPECTIVE CONSULTANT.

5 STANDARD RATES AND REIMBURSABLE EXPENSES

"EXHIBIT B"

A. SEE ATTACHED "EXHIBIT B." "EXHIBIT B," DATED 01/01/12, IS HEREBY MADE A PART OF THIS AGREEMENT.

B. STANDARD RATES WITHIN THE ATTACHED CONSULTANTS' EXHIBITS SHALL BE IN EFFECT FOR THE RESPECTIVE CONSULTANT.

6 SERVICES NOT INCLUDED

"EXHIBIT C"

A. INVOLVEMENT BEYOND THAT INDICATED IN "2" ABOVE.

B. COLOR AND / OR MATERIAL SELECTIONS.

C. CONFIRMATION OF ADEQUATE PARKING TO SUPPORT PROPOSED USE OF THIS SPACE.

D. SITE, MECHANICAL, ELECTRICAL, PLUMBING DESIGN OR CONSTRUCTION DOCUMENTS.

E. INVOLVEMENT DURING BIDDING OR CONSTRUCTION.

F. SEE ATTACHED "EXHIBIT C". "EXHIBIT C", DATED 01/01/12, IS HEREBY MADE A PART OF THIS AGREEMENT.

7 ADDITIONAL SERVICES

A. CLIENT REQUESTED SERVICES PERFORMED BY THE FIRM WHICH VARY FROM THE PROCESS OUTLINED IN "2B" ABOVE, AS WELL AS THE PROVISION OF "6 SERVICES NOT INCLUDED," WILL BE INVOICED AS AN ADDITIONAL SERVICE.

8 RETAINER

A. A RETAINER OF ONE THOUSAND FIVE HUNDRED AND 00/100 DOLLARS (\$1,500.00) WILL BE REQUIRED TO EXECUTE THIS AGREEMENT. THIS RETAINER IS INCLUDED WITHIN THE FEE NOTED ABOVE.

9 ACCEPTANCE

B. TO EXECUTE THIS AGREEMENT THE CLIENT SHALL FORWARD THE FOLLOWING TO THE FIRM:

- 1) ONE SIGNED COPY OF THIS AGREEMENT.
- 2) RETAINER.
- 3) COPY OF THE CONSTRUCTION DOCUMENTS PREPARED FOR THE EXISTING BUILDING.
- 4) AutoCad FILE OF THE EXISTING SECOND FLOOR.

C. THE CLIENT ACKNOWLEDGES THAT THE CLIENT'S NAME, ADDRESS, AND PHONE NUMBERS LISTED AT THE TOP OF THIS AGREEMENT ARE CORRECT.

D. THE CLIENT ACKNOWLEDGES THAT THE FIRM MAY RELY ON THE ACCURACY AND CORRECTNESS OF ALL INFORMATION FORWARDED TO THE FIRM BY THE CLIENT AND / OR THE CLIENT'S CONSULTANTS.

E. ADDITIONAL SERVICES AUTHORIZED BY THE CLIENT SHALL BE SUBJECT TO THE TERMS OF THIS AGREEMENT, INCLUDING ALL EXHIBITS.

F. EXECUTION OF THIS AGREEMENT IS LIMITED TO 60 DAYS FROM THE DATE OF THIS AGREEMENT.

DATE: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

FIRM 12/22/14

 JOSEPH PHILIPS
 PRESIDENT

"EXHIBIT A" - TERMS AND CONDITIONS

THE AGREEMENT:

THESE TERMS AND CONDITIONS, THE ATTACHED AGREEMENT FOR THE PROVISION OF LIMITED PROFESSIONAL SERVICES, AND ANY EXHIBITS OR ATTACHMENTS CONSTITUTE THE AGREEMENT BETWEEN THE CLIENT AND THE FIRM (JOSEPH PHILIPS - ARCHITECT, LLC), SUPERSEDING ANY AND ALL PRIOR NEGOTIATIONS, CORRESPONDENCE, OR AGREEMENTS EITHER WRITTEN OR ORAL. ANY CHANGES TO THIS AGREEMENT MUST BE MUTUALLY AGREED TO BY BOTH PARTIES, IN WRITING.

GOVERNING LAW AND SURVIVAL:

THE LAWS OF THE STATE OF MICHIGAN WILL GOVERN THE VALIDITY OF THESE TERMS AND CONDITIONS, THEIR INTERPRETATION, AND PERFORMANCE. IF ANY OF THE PROVISIONS CONTAINED HEREIN ARE HELD ILLEGAL, INVALID, OR UNENFORCEABLE, THE ENFORCEABILITY OF THE REMAINING PROVISIONS WILL NOT BE IMPAIRED. LIMITATIONS OF LIABILITY AND INDEMNITIES WILL SURVIVE TERMINATION OF THE AGREEMENT FOR ANY CAUSE.

ACCESS TO SITE:

UNLESS OTHERWISE STATED, THE FIRM SHALL HAVE ACCESS TO THE SITE FOR ACTIVITIES NECESSARY FOR THE PERFORMANCE OF THE SERVICES. THE FIRM WILL TAKE REASONABLE PRECAUTIONS TO MINIMIZE DAMAGE TO THE SITE / BUILDING DUE TO THESE ACTIVITIES. THE COST OF RESTORATION OF ANY RESULTING DAMAGE IS NOT INCLUDED IN THE FIRM'S FEE. THE CLIENT IS RESPONSIBLE FOR COST TO REPAIR ANY DAMAGE CAUSED BY THE FIRM.

OWNERSHIP OF THE DOCUMENTS:

ALL DOCUMENTS PRODUCED BY THE FIRM UNDER THIS AGREEMENT SHALL REMAIN THE PROPERTY OF THE FIRM AND MAY NOT BE USED BY THE CLIENT FOR ANY OTHER ENDEAVOR WITHOUT THE WRITTEN CONSENT OF THE FIRM.

INVOICES / PAYMENTS:

INVOICES FOR THE FIRM'S SERVICES SHALL BE SUBMITTED TO THE CLIENT, AT THE FIRM'S OPTION, EITHER ON A MONTHLY BASIS AND / OR UPON COMPLETION OF SERVICES. INVOICES SHALL BE PAYABLE UPON RECEIPT. THE RETAINER SHALL BE CREDITED ON THE FINAL INVOICE. IF AN INVOICE IS NOT PAID OR OBJECTED TO FOR VALID CAUSE WITHIN 10 DAYS OF THE INVOICE'S DATE, THE FIRM MAY, WITHOUT WAIVING ANY CLAIM OR RIGHT AGAINST THE CLIENT, AND WITHOUT LIABILITY WHATSOEVER TO THE CLIENT, SUSPEND OR TERMINATE THE PERFORMANCE OF THE SERVICE. ACCOUNTS UNPAID 60 DAYS AFTER THE INVOICE DATE MAY BE SUBJECT TO A MONTHLY SERVICE CHARGE OF 1.5% (OR THE LEGAL RATE) ON THE THEN UNPAID BALANCE. IN THE EVENT ANY PORTION OR ALL OF AN ACCOUNT REMAINS UNPAID 90 DAYS AFTER BILLING, THE CLIENT SHALL PAY ALL COSTS OF COLLECTION, INCLUDING REASONABLE ATTORNEY'S FEES.

INDEMNIFICATION:

THE CLIENT SHALL, TO THE FULLEST EXTENT PERMITTED BY LAW, INDEMNIFY AND HOLD HARMLESS THE FIRM, ITS OFFICERS, EMPLOYEES, MEMBERS, AGENTS, AND SUB-CONSULTANTS FROM AND AGAINST ALL DAMAGE, LIABILITY, AND COSTS INCLUDING REASONABLE ATTORNEY'S FEES AND DEFENSE COSTS, ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE PERFORMANCE OF ANY OF THE PARTIES ABOVE NAMED OF THE SERVICES UNDER THIS AGREEMENT, EXCEPTING ONLY THOSE DAMAGES, LIABILITIES, OR COSTS ATTRIBUTABLE TO THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE FIRM.

CERTIFICATION, GUARANTEES AND WARRANTIES:

THE FIRM SHALL NOT BE REQUIRED TO EXECUTE ANY DOCUMENT THAT WOULD RESULT IN THEIR CERTIFYING, GUARANTEEING, OR WARRANTING THE EXISTENCE OF CONDITIONS WHOSE EXISTENCE THE FIRM CANNOT ASCERTAIN.

DISPUTE RESOLUTION:

ANY CLAIMS OR DISPUTES MADE DURING DESIGN, CONSTRUCTION, OR POST-CONSTRUCTION BETWEEN THE CLIENT AND FIRM SHALL BE SUBMITTED TO NON-BINDING MEDIATION. CLIENT AND FIRM AGREE TO INCLUDE A SIMILAR MEDIATION AGREEMENT WITH ALL CONTRACTS, SUBCONTRACTORS, SUB-CONSULTANTS, SUPPLIERS, OR FABRICATORS, THEREBY PROVIDING FOR MEDIATION AS THE PRIMARY METHOD FOR DISPUTE RESOLUTION BETWEEN ALL PARTIES. ALL DISPUTES WHETHER SUBMITTED FOR MEDIATION OR LITIGATION SHALL BE DECIDED WITHIN THE STATE OF MICHIGAN.

LIMITATION OF LIABILITY:

IN RECOGNITION OF THE RELATIVE RISKS, REWARDS, AND BENEFITS OF THE PROJECT TO BOTH THE CLIENT AND THE FIRM, THE RISKS HAVE BEEN ALLOCATED SUCH THAT THE CLIENT AGREES THAT, TO THE FULLEST EXTENT PERMITTED BY LAW, THE FIRM'S TOTAL LIABILITY TO THE CLIENT FOR ANY AND ALL INJURIES, CLAIMS, LOSSES, EXPENSES, DAMAGES, OR CLAIMS ARISING OUT OF THIS AGREEMENT FROM ANY CAUSE OR CAUSES, SHALL NOT EXCEED THE FIRM'S FEE FOR THIS AGREEMENT. SUCH CAUSES INCLUDE, BUT ARE NOT LIMITED TO, THE FIRM'S NEGLIGENCE, ERRORS, OMISSIONS, STRICT LIABILITY, BREACH OF CONTRACT, OR BREACH OF WARRANTY. THE FIRM, AS IT IS NOTED HEREIN, IS INTENDED TO INCLUDE THE FIRM, ITS OFFICERS, EMPLOYEES, MEMBERS, AGENTS, AND SUB-CONSULTANTS.

PROJECT DELAY / SUSPENSION:

IF AT ANY TIME THE PROJECT IS SUSPENDED BY THE CLIENT, OR AN INTERESTED THIRD PARTY, FOR MORE THAN THIRTY (30) CALENDAR DAYS, THE FIRM SHALL BE COMPENSATED FOR SERVICES PERFORMED. UPON RESUMPTION OF PROJECT ACTIVITIES, AN EQUITABLE ADJUSTMENT IN FEE WILL BE MADE TO THE FIRM, TO ACCOMMODATE THE RESULTING DEMOBILIZATION AND RE-MOBILIZATION COSTS.

TERMINATION OF SERVICES:

THIS AGREEMENT MAY BE TERMINATED BY THE CLIENT OR THE FIRM SHOULD THE OTHER FAIL TO PERFORM ITS OBLIGATION HEREIN. SERVICES MAY BE SUSPENDED AND THE AGREEMENT MAY BE TERMINATED SEVEN (7) CALENDAR DAYS AFTER WRITTEN NOTICE TO THE OTHER PARTY, WITH NO LIABILITY FOR COSTS OR DAMAGES AS A RESULT OF SUCH SUSPENSION CAUSED BY ANY BREACH OF THE AGREEMENT. IN THE EVENT OF TERMINATION, THE CLIENT SHALL PAY THE FIRM FOR ALL SERVICES RENDERED UP TO AND INCLUDING THE DATE OF TERMINATION, ALL REIMBURSABLE EXPENSES, AND ALL REIMBURSABLE TERMINATION EXPENSES.

CONSTRUCTION OBSERVATION SERVICE:

UNLESS PROPOSED AND AGREED UPON, THE FIRM'S SERVICES DO NOT INCLUDE CONSTRUCTION OBSERVATION. THE FIRM SHALL NOT VISIT THE PROJECT DURING CONSTRUCTION AND WILL NOT DETERMINE IF THE CONSTRUCTION MEETS THE DESIGN INTENT OR THE CONSTRUCTION DOCUMENTS. THE CLIENT ASSUMES ALL RESPONSIBILITY FOR INTERPRETATION OF THE CONTRACT DOCUMENTS AND CONSTRUCTION OBSERVATION AND WAIVES ANY CLAIM AGAINST THE FIRM RELATED TO THE PROJECT'S CONSTRUCTION.

"EXHIBIT B" - STANDARD RATE AND CHARGE SCHEDULE

CHARGES:

CHARGES LISTED BELOW ARE APPLICABLE FOR AGREEMENTS WITH HOURLY CHARGES OR FIXED FEE AGREEMENTS REQUIRING ADDITIONAL SERVICES:

*** ARCHITECTURAL**

JOSEPH PHILIPS \$95.00 / HR. MICHAEL DEVINE \$65.00 / HR.
DRAFTSPERSON \$40.00 TO 60.00 / HR. OFFICE STAFF \$30.00 TO 40.00 / HR.

NOTE: WAGE INCREASES RECEIVED BY MEMBERS OF THE FIRM WILL RESULT IN AN INCREASE IN HOURLY CHARGES. THE HOURLY CHARGES LISTED ABOVE WILL REMAIN IN EFFECT FOR A MINIMUM OF SIXTY DAYS FROM THE DATE OF THIS CONTRACT AGREEMENT. FIXED FEES AND NOT TO EXCEED FEES AGREED TO WILL NOT BE EFFECTED. HOURLY CHARGE FEES AND ADDITIONAL SERVICE FEES WILL BE SUBJECT TO INCREASES.

NOTE: OVERTIME WORK REQUIRED OR REQUESTED BY THE CLIENT WILL BE CHARGED AT ONE AND ONE HALF TIMES THE RATES LISTED ABOVE. NO OVERTIME WORK IS INCLUDED WITHIN THE EXECUTION OF THIS AGREEMENT.

*** PROFESSIONAL SUB - CONSULTANTS**

THE FIRM'S CHARGE TO THE CLIENT FOR SUB-CONSULTANT SERVICES SHALL BE SUB-CONSULTANTS FEE TO THE FIRM, PLUS 15%. SUB-CONSULTANTS INCLUDE, BUT ARE NOT LIMITED TO SURVEYOR, CIVIL ENGINEER, LANDSCAPE ARCHITECT, STRUCTURAL ENGINEER, MECHANICAL & PLUMBING ENGINEER, ELECTRICAL ENGINEER, CONSTRUCTION COST ESTIMATOR, ARCHITECTURAL ILLUSTRATOR, ETC..

NOTE: NO PROFESSIONAL SUB-CONSULTANTS ARE INCLUDED WITHIN THE AGREEMENT UNLESS SPECIFICALLY NOTED WITHIN THE "SCOPE / INTENT AND EXTENT OF SERVICES TO BE PROVIDED BY THE FIRM".

REIMBURSABLE EXPENSES:

IN ADDITION TO THE "BASIS OF COMPENSATION" FEE NOTED WITHIN THE AGREEMENT, THE CLIENT SHALL BE INVOICED AT AN HOURLY RATE OF \$30.00 / HR. FOR HANDLING OF REIMBURSABLE ITEMS. REIMBURSABLE ITEMS DESCRIBED BELOW SHALL BE INVOICED AT THE RATE OF 1.1 TIMES THE COST OF THE EXPENSES INCURRED BY THE FIRM IN THE INTEREST OF THE PROFESSIONAL SERVICES PROVIDED TO THE CLIENT.

NOTE: AT THE OPTION OF THE FIRM, REIMBURSABLE ITEMS MAY BE PROVIDED BY THE FIRM OR SENT OUT FOR PROCESSING. REIMBURSABLE EXPENSES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- A. MILEAGE COST (\$0.55 / MILE),
 - B. POSTAGE, PARCEL SERVICE COST.
 - C. REPRODUCTIONS, PRINTING, AND COPIES.
- ITEMS WITHIN THIS CATEGORY, PROVIDED BY THE FIRM, WILL BE INVOICED AS FOLLOWS:
- 1. PLOT PROCESSING COST.
(22" X 34" OR 24" X 36" - \$2.00)
 - 2. COPY PROCESSING COST.
(8 ½" X 11" - \$0.15, 8 ½" X 14" - \$0.20, 11" X 17" - \$0.30)
 - 3. DIGITAL PHOTO PROCESSING COST
 - (a) PLAIN PAPER
(8 ½" X 11" - \$0.50, 8 ½" X 14" - \$0.70, 11" X 17" - \$1.00)
 - (b) PHOTO PAPER.
(8 ½" X 11" - \$1.50)
 - 4. DATA COMPACT DISK COPY PROCESSING COST.
(\$25.00)

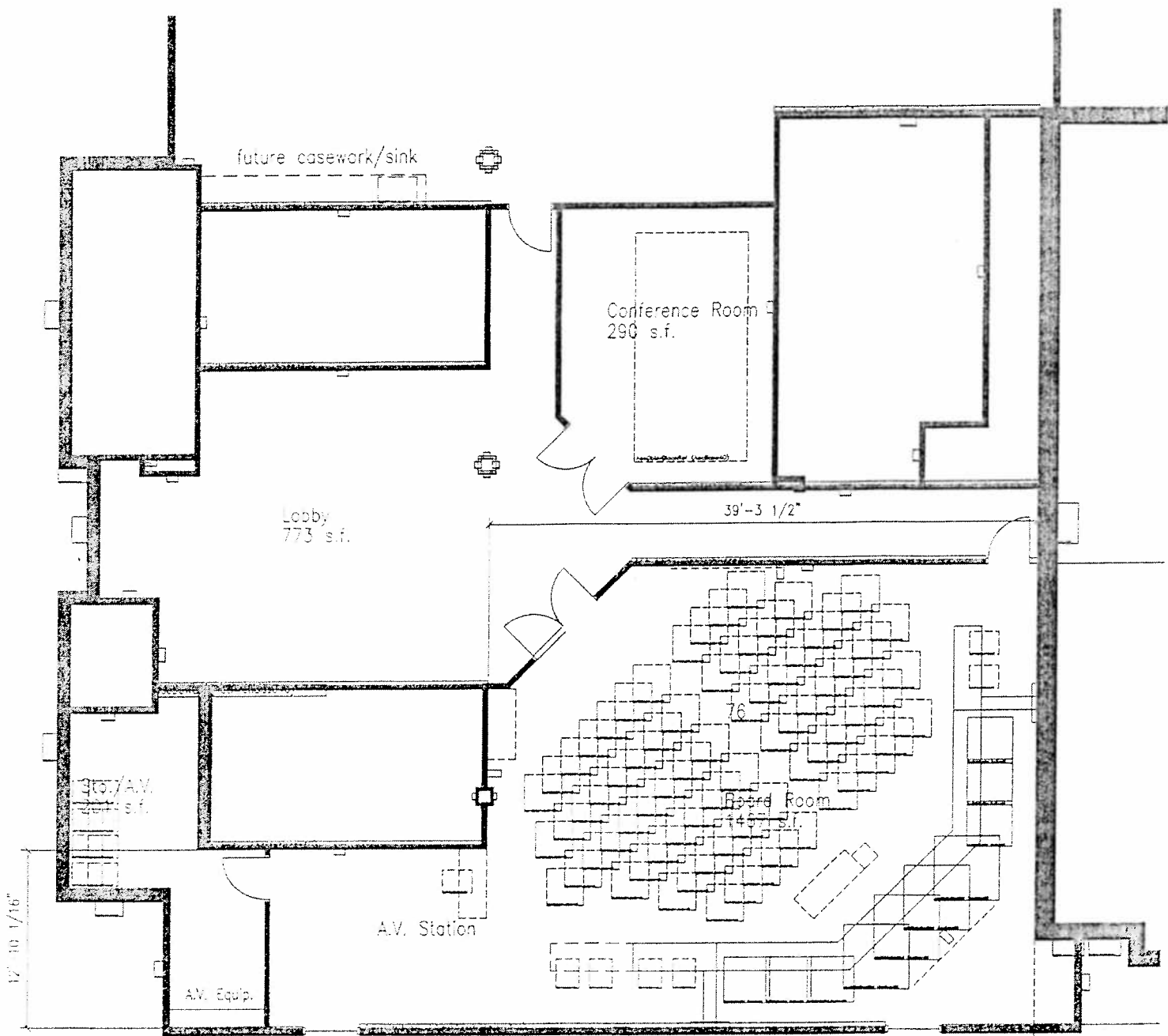
NOTE: HANDLING SHALL ALSO INCLUDE ANY TIME EXPENDED TO:

- A. RECEIVE, FILE, PRINT AND / OR RESPOND TO E-MAIL CORRESPONDENCE RECEIVED FROM OR RETURNED TO THE CLIENT.
- B. CONVERSION OF E-MAIL OR ELECTRONIC FILES OF WRITTEN OR DRAWN INFORMATION RECEIVED BY THE FIRM WHICH IS INCOMPATIBLE WITH THE SOFTWARE USED BY THE FIRM.

"EXHIBIT C" - SERVICES WILL NOT INCLUDE

THE SERVICES LISTED BELOW ARE NOT INCLUDED, UNLESS NOTED OTHERWISE, SPECIFICALLY WITHIN THE AGREEMENT (EXCLUDING EXHIBITS). ANY OF THE SERVICES LISTED BELOW CAN BE PROVIDED BY THE FIRM OR THROUGH PROFESSIONAL SUB-CONSULTANTS AS AN ADDITIONAL SERVICE.

1. **SITE SURVEYING, INVESTIGATION, OR ENGINEERING**
 - A. SURVEYING, PREPARATION OF SITE SURVEY OR PREPARATION OF LEGAL DESCRIPTION.
 - B. CONFIRMATION OF SITE RESTRICTIONS.
 - 1) CLIENT IS RESPONSIBLE TO CONFIRM THE EXISTENCE OF ANY RESTRICTIONS LIMITING THE USE OF THE SITE. RESTRICTIONS INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING: EASEMENTS, RIGHTS-OF-WAY, DEED RESTRICTIONS, RESTRICTIONS OF RECORD, SUBDIVISION / ASSOCIATION RESTRICTIONS, FLOOD PLAINS, WOODLANDS, WETLANDS, OR THE LIKE.
 - a. IF NO SPECIFIC INFORMATION REGARDING SITE RESTRICTIONS IS FORWARDED TO THE FIRM BY THE CLIENT WITHIN (7) SEVEN DAYS AFTER THE ACCEPTANCE OF THE AGREEMENT, THEN NECESSARY REVISIONS TO THE DESIGN / DOCUMENTS DUE TO ANY OF THE AFOREMENTIONED RESTRICTIONS SHALL BE CHARGED AS AN ADDITIONAL SERVICE.
 - C. SITE ANALYSIS, ENGINEERING, DESIGN, OR CONSTRUCTION DOCUMENTS.
 - D. INVOLVEMENT WITH ON-SITE OR OFF-SITE UTILITIES.
 - 1) COORDINATION WITH UTILITY COMPANIES.
 - 2) LOCATION DETERMINATION, DESIGN, SIZING, OR CONNECTION OF UTILITIES.
 - E. ANALYSIS OF THE RELATIONSHIP BETWEEN THE SITE AND ALL BUILDING(S) / ADDITION(S), INCLUDING, BUT NOT LIMITED TO THE FOLLOWING:
 - 1) ESTABLISHMENT OF FINISH FLOOR ELEVATION IN RELATION TO ADJACENT TOPOGRAPHY.
 - 2) SITE GRADING, CONFIRMATION OF WATER PASSAGE AWAY FROM ALL BUILDING(S) / ADDITION(S).
 - 3) SITE STORM WATER MANAGEMENT.
2. **GEOTECHNICAL INVESTIGATION OR REPORT**
 - A. CLIENT IS STRONGLY ENCOURAGED TO OBTAIN A GEOTECHNICAL INVESTIGATION OF THE SITE. INVESTIGATION SHALL INCLUDE INFORMATION IMPORTANT TO THE DEVELOPMENT OF THE PROJECT INCLUDING, BUT NOT LIMITED TO THE FOLLOWING:
 - 1) SITE CONDITIONS.
 - 2) FIELD OR LABORATORY REPORTS FROM INVESTIGATION OF SUBSOILS OR GROUND WATER.
 - 3) DESIGN RECOMMENDATIONS FOR FOUNDATIONS, FLOOR SLABS, OR DRAINAGE.
 - 4) CONSTRUCTION PROCEDURE RECOMMENDATIONS.
 - B. IN LIEU OF THE AVAILABILITY OF A GEOTECHNICAL INVESTIGATION OR REPORT, DOCUMENTS WILL BE BASED ON 2,500 P.S.F. SOIL BEARING CAPACITY, UNLESS NOTED OTHERWISE. IT WILL BE ASSUMED THAT NO SITE FACTORS WILL AFFECT TYPICAL DESIGN DETAILS PROVIDED BY THE FIRM.
 - 1) FOUNDATION RE-DESIGN, IF REQUIRED TO ACCOMMODATE INADEQUATE SOIL BEARING CAPACITY OR TO ACCOMMODATE SITE CONDITIONS UNKNOWN TO THE FIRM, WILL BE CHARGED AS AN ADDITIONAL SERVICE.
3. **LANDSCAPE DESIGN**
 - A. SITE LANDSCAPE DESIGN OR CONSTRUCTION DOCUMENTS.
4. **MECHANICAL, ELECTRICAL, HEAT LOSS, OR ENERGY INFORMATION**
 - A. ANALYSIS, DESIGN, ENGINEERING, OR SPECIFICATIONS FOR PLUMBING, HEATING, VENTILATING, OR AIR CONDITIONING.
 - B. ANALYSIS, DESIGN, ENGINEERING, OR SPECIFICATIONS FOR ELECTRICAL.
 - C. PREPARATION OF HEAT LOSS OR ENERGY CODE CALCULATIONS.
5. **COMMUNICATION SYSTEMS INFORMATION**
 - A. SYSTEMS, COORDINATION, DESIGN, OR CONSTRUCTION DOCUMENTS FOR SECURITY, TELEPHONE, COMPUTER, INTERNET, SOUND, OR VOICE COMMUNICATION.
6. **CUSTOM INTERIOR DESIGN, DETAILING, OR SPECIFICATIONS**
 - A. CUSTOM INTERIOR DESIGN AND DETAILING INCLUDING, BUT ARE NOT LIMITED TO:
 - 1) FLOOR AND / OR WALL RECESSES, CABINETS, CEILING COVES OR DROPS, CATHEDRAL / SLOPED / TRAYED CEILINGS, WOODWORK, MILLWORK, ETC.
 - B. COLOR OR MATERIAL FINISH SELECTION, OR DOCUMENTATION.
 - C. DETAILED SPECIFICATIONS.
7. **INVOLVEMENT BEYOND THE COMPLETION OF CONSTRUCTION DOCUMENTS**
 - A. SELECTION OF BIDDERS, CONTRACTOR BIDDING, NEGOTIATION, OR CONTRACTOR SELECTION.
 - B. PREPARATION OF ADDITIONAL DOCUMENTS REQUESTED BY THE LOCAL MUNICIPALITY BEYOND THAT REQUIRED TO DESCRIBE CONSTRUCTION IN THE AREA INVOLVED.
 - 1) COMPLETION OF FORMS OR ISSUANCE OF DOCUMENTS FOR MUNICIPAL APPROVAL SUCH AS ZONING, PLANNING COMMISSION, HISTORIC DISTRICT COMMISSION, CHANGE OF USE, CONFIRMATION OF ADEQUATE PARKING, ETC.
 - 2) COMPLETION OF FORMS OR FORWARDING OF DOCUMENTS FOR PERMITS, OBTAINING PERMITS.
 - 3) RESPONSES TO THE LOCAL MUNICIPALITY PLAN REVIEW WHICH INVOLVE, BUT ARE NOT LIMITED TO, THE FOLLOWING:
 - a. CONSTRUCTION DOCUMENT ORGANIZATION AND / OR FORMATTING.
 - b. ADDITIONAL DOCUMENTATION TO CONFIRM CODE COMPLIANCE.
 - c. ITEMS UNIQUE TO THE LOCAL MUNICIPALITY.
 - d. ENGINEERING CALCULATIONS IN ADDITION TO THOSE ALREADY PREPARED BY THE FIRM OR SUB-CONSULTANTS TO CREATE THE CONSTRUCTION DOCUMENTS.
 - C. INVOLVEMENT DURING CONSTRUCTION.
 - 1) REVIEW OF SHOP DRAWINGS.
 - 2) CONSTRUCTION ADMINISTRATION REVIEW OF CONTRACTOR'S "APPLICATION AND CERTIFICATE FOR PAYMENTS."
 - 3) CONSTRUCTION OBSERVATION.



Phone: (734) 946-0700 MI

Phone: (419) 241-9198 OH

Fax: (734) 946-4883



12550 Universal
Taylor, MI. 48180

Your Single Source Solution

Proposal To:		Date:	<u>January 6, 2015</u>
Company Name	<u>Northfield Township</u>	Project Location:	<u>Same</u>
Address	<u>8350 Main Street</u>		
City, State, Zip	<u>Whitmore Lake, Michigan 48189</u>		
Attention:	<u>Ms. Jennifer Carlisle, Admin Assistant</u>		
Email:	<u>carlislej@twp.nothfield.mi.us</u>		

Budget pricing to furnish and install the following:

- Design and build HVAC system to accommodate proposed partial 2nd floor build-out per furnished floor plan
- Utilize existing functional Typhoon unit currently serving entire 2nd floor
- New supply and return low velocity duct systems acoustically lined, low noise criteria
- Commercial grade step-down supply air diffusers and painted return air grills
- 3 zone temperature averaging control system; Board Rm., Conference Rm. and common area
- Ventilation air per mechanical code requirements
- Air balance
- Mechanical permits and inspections
- Remainder of 2nd floor will be rendered "Unconditioned" with provisions to protect area from freeze damage only. Separate thermostat will divert heat only to this area; set point 48F
- We assume township will furnish background drawings in CAD format. We will incorporate HVAC changes on these drawings
- This proposal does not include any work in the existing I.T. room. There is a condenser air exhaust fan in the ceiling of this room which may or may not present a sound issue. Should this become an issue we will address as a separate cost item

Total Investment: \$58,000. +/- 10% Proposal valid for 30 Days.

Billing/Payment terms: Net 15 days

payable in US funds only and subject to credit approval (a 2% service charge may be added each month to any balance past 15 days.) Equipment pricing subject to change depending upon order & delivery date. Must be paid by check, money order, cash or bank transfer. Unless specifically specified no other form of payment will be accepted. If purchaser claims tax exempt status purchaser will assume responsibility for any sales/use tax assessments related to this purchase

This proposal is based upon all work being performed during regular working hours, which are 7:00 am – 3:30 pm Monday through Friday unless otherwise specifically stated in this proposal.

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HAZARDOUS MATERIALS

Webb Mechanical & Electrical Contractors scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos, or products or materials containing asbestos, lead paint or other hazardous substances or conditions. In the event Webb Mechanical & Electrical Contractors encounters any such products, materials or hazardous conditions in the course of performing its work, this contractor shall have the right to discontinue its work and remove its employees from the project until such products, materials, conditions and any hazards connected therewith, are abated, encapsulated or removed or it is determined that no hazard exists (as the case may require), and this contractor shall receive an extension of time to complete its work hereunder and compensation for delays encountered as a result of such situation and correction of same.

WARRANTY

We extend to the original purchaser, the manufacturer's warranty on the equipment specified in this proposal to be free from defects in materials and workmanship for One year Beginning from Date of invoice. Materials and equipment that have been subject to neglect, abuse, misuse, or accidents are not included in this warranty. Materials supplied by other than Webb Mechanical & Electrical Contractors are not included in this warranty. Webb Mechanical & Electrical Contractors responsibility under this warranty is limited to that set forth on the manufacturer's warranty, which is incorporated into these terms and conditions by this reference. Webb Mechanical & Electrical Contractors shall not be liable for consequential, indirect, or incidental damages or penalties of any kind, which client may incur. Webb Mechanical & Electrical Contractors assumes no obligations for expenses of any kind, whether arising from delays during replacement of equipment, for cause or otherwise. The warranty provided herein is exclusive and in lieu of all expressed and implied warranties. There are no warranties, which extend beyond the above. Webb Mechanical & Electrical Contractors disclaims any implied warranty of merchantability or fitness for particular purpose, unless stated otherwise in the context of the proposal. Webb Mechanical & Electrical Contractors sole responsibility is as stated and original purchaser acknowledges that it is purchasing the services and equipment solely on the basis of Webb Mechanical & Electrical Contractors warranty as set forth herein. If any warranty claim is declined by the manufacturer for any reason whatsoever, Webb Mechanical and Electrical Contractors warranty to customer shall be voided and materials, parts, equipment, labor shall be billed and due from customer to Webb Mechanical and Electrical Contractors. Travel expenses are not included in this warranty.

Sincerely,

John I. Webb, Jr.,
General Manager

ACCEPTANCE

Customer Authorized Signature and Title: _____

Date: _____

Purchase Order Number or Contract Number: _____

Approval:

Webb Mechanical & Electrical Contractors

Name & Title: _____

PLEASE FORWARD HARD COPY OF PURCHASE ORDER TO THE ABOVE ADDRESS

Northfield Township Community Center

Senior Nutrition Program Assistant

The primary focus of this position will be to assist in coordinating and running the Senior Nutrition Program at the Northfield Township Community Center.

SUMMARY:

This position will work under the supervision of the Community Center Director. This position will help make sure that meals are safely provided to Senior Nutrition Program congregate meal and home delivered meal participants. They will ensure a smooth process and comfortable dining experience for all participants.

Responsibilities include the following:

1. Prepare the dining area for meal service.
2. Register new participants.
3. Preparing and monitoring the daily sign-in sheet and reservation sheets and the donation mechanism.
4. Monitor and record the temperature of the food throughout the meal time.
5. Make sure that food is being heated properly and that the appropriate number of meals has been delivered.
6. Assist participants as needed.
7. Portion and serve congregate meals.
8. Portion and pack home delivered meals for delivery.
9. Review and distribute route sheets and meals to drivers.
10. Ensure that each driver has the correct number of meals to be delivered.
11. Serve congregate meals.
12. Clean all tables, dishes and utensils used according to the Michigan Food Code.
13. Order meals and supplies for the next meal.
14. Adhere to all guidelines, policies and procedures of the Washtenaw County Senior Nutrition Program and Northfield Township.
15. Adhere to all guidelines, policies and procedures of Northfield Township.
16. Perform related duties as assigned.

GENERAL INFORMATION

Education/Experience:

The qualified candidate must have excellent customer service and communication skills, high level of integrity, and ability to work in a fast paced environment. Must be an independent, self-starter with the ability to exercise independent judgment and prioritize. Basic computer and math skills, attention to detail, and a willingness to learn are also essential. General knowledge or previous experience with food service is preferred, but not required. Previous experience working with the public and with senior citizens in particular is also preferred.

Required: Valid driver's license; Safe driving record.

Hours: 17 hours per week.

Benefits: None.

Salary: \$13.85 per hour.