

**CITY OF GROSSE POINTE WOODS**  
**20025 Mack Plaza**  
**Special City Council Meeting Agenda**  
**Wednesday, January 24, 2018**  
**5:30 p.m.**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. RECOGNITION OF COMMISSION MEMBERS
5. ACCEPTANCE OF AGENDA
6. BIDS/PROPOSALS/  
CONTRACTS
  - A. Emergency Roof Replacement
    1. Committee-of-the-Whole Excerpt 01/22/18
    2. Memo 01/13/18 – Director of Public Services
    3. Letter 01/15/18 – City Engineer
    4. Proposal 05/04/17 – J & J Roofing
    5. Proposal 01/24/17 – K & S Ventures Inc.
  - B. Capital Improvement Projects
    1. Committee-of-the-Whole Excerpts 01/22/18
      - a. Bids for Parking Lots
      - b. Bids for Bathhouse Boiler Replacement
      - c. City Hall Heating/Cooling Study
    2. Memo 01/10/18 – Director of Public Services (Parking Lots)
    3. Memo 01/11/18 – Director of Public Services (Bath House Boiler Replacement)
    4. Authorization for Additional Services 01/08/18 – City Engineer (City Hall Heating/Cooling Study)
      - a. Letter 01/04/18 – DiClemente Siegel Design Inc.
  - C. Municipal Radio System Invoice
    1. Committee-of-the-Whole Excerpt 01/22/18
    2. Memo 01/16/18 – Director of Public Safety
    3. Invoice 12/31/17 – City of Grosse Pointe Farms
    4. Allocation of Radio System Expenses (07/01/17 – 12/31/17)
7. NEW BUSINESS/PUBLIC COMMENT
8. ADJOURNMENT

**Lisa Kay Hathaway, CMMC/MMC**  
**City Clerk**

IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT)  
POSTED AND COPIES GIVEN TO NEWSPAPERS

The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to a meeting. Individuals with disabilities requiring auxiliary aids or services should contact the City of Grosse Pointe Woods by writing or call the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 (313) 343-2440 or Telecommunications Device for the Deaf (TDD) 313 343-9249.

OFFICE OF THE CITY ADMINISTRATOR

**Subject: Recommendations for Council Meeting of January 24, 2018**

Item 4 RECOGNITION OF COMMISSION MEMBERS

Item 5 ACCEPTANCE OF THE AGENDA Prerogative of the City Council that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Item 6 BIDS/PROPOSALS/CONTRACTS

Item 6A EMERGENCY ROOF REPLACEMENT/BUDGET TRANSFER Prerogative of the City Council to concur with the Committee-of-the-Whole at their meeting held January 22, 2018, and approve a total amount not to exceed \$29,405.00 the following contracts:

1. J & J Roofing for emergency Activities Building Roof repairs in the amount of \$16,355.00, and contingency in the amount of \$3,000.00, and
2. K & S Ventures for emergency ventilation repairs, for a total amount not \$10,050.00;

And to approve a budget amendment and transfer from Account No. 101-000-699.000, transfer from prior year reserve fund balance, into Account No. 420-902-977.103 Capital Improvement-Public Works in the amount of \$29,405.00.

Item 6B CAPITAL IMPROVEMENT PROJECTS

Item 6B1a BIDS FOR PARKING LOTS Prerogative of the City Council to concur with the Committee-of-the-Whole at their meeting held January 22, 2018, and authorize the City Engineer to move forward with obtaining bids for paving the parking lots.

Item 6B1b BIDS FOR BATH HOUSE BOILER REPLACEMENT Prerogative of the City Council to concur with the Committee-of-the-Whole at their meeting held January 22, 2018, and authorize the City Engineer to move forward with obtaining bids for the boiler replacement.

Item 6B1c CITY HALL HEATING/COOLING STUDY/BUDGET TRANSFER Prerogative of the City Council to concur with the Committee-of-the-Whole at their meeting held January 22, 2018, and approve fees in an amount not to exceed



\$10,000.00 for Anderson, Eckstein and Westrick, Inc. and DiClemente Siegel Design Inc. to conduct a study of the existing heating, cooling, and ventilation system at City Hall, and to approve a budget amendment and transfer from Fund Balance Account No. 101-000-395.000 into Capital Improvements Public Works Account No. 420-902-977.103 in the amount of \$10,000.00.

Item 6C     MUNICIPAL RADIO SYSTEM INVOICE Prerogative of the City Council to concur with the Committee-of-the-Whole at their meeting held January 22, 2018, and approve payment of the Grosse Pointe Woods portion for radio maintenance in a total amount not to exceed \$40,468.38, funds to be taken as follows:

- Public Safety Radio Maintenance Account No. 101-305-851.000 - \$26,709.13;
- Public Works Radio Maintenance Account No. 101-441-851.000 - \$12,140.51;
- Parks & Recreation Contractual Services Account No. 101-774-818.110 - \$1,618.74.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bruce J. Smith", written in a cursive style.

Bruce J. Smith  
City Administrator



The first item discussed was regarding **emergency roof replacement – activities building**. The City Administrator stated that this item was proposed to be included in the bond project however the activities roof has started leaking, is causing damage, and should be replaced immediately. Bids were obtained in May 2017 and the contractors have agreed to perform for the prices bid.

The Director of Public Services stated ventilation in the racquetball and basketball courts have been overheating, and wind and water has done damage to the racquetball court.

The Mayor asked whether funds would be refunded from bond proceeds, and the City Engineer stated yes. The City Engineer stated that roof bids will go out in March. The Mayor asked if there are any engineering fees for roof replacement, and the City Engineer stated \$35,000; mechanical has subsequently been added. The costs of this project include \$16,355 plus \$3,000 in contingency plus mechanical in the amount of \$10,050, with a total amount not to exceed \$29,405.00. Parking lots and other roofs will have a design package. The City Administrator and Director of Public Services recommend moving ahead with this project. The City Engineer stated the cost for engineering will be a few thousand dollars for the Activities Building. J & J Roofing will be performing work on the roof and K & S Ventures Inc. will be performing work on the ventilation systems. The City Administrator and Director of Public Services requested approval as soon as possible allowing them to move forward with construction as soon as possible.

There was a consensus of the Committee to schedule a Special City Council Meeting for Wednesday, January 24, 2018, at 5:30 p.m.

Motion by McConaghy, seconded by Shetler, regarding **emergency roof replacement at Lake Front Park Activities Building**, that the Committee-of-the-Whole recommend that City Council approve a contract with J & J Roofing and K & S Ventures for emergency roof and ventilation repairs in a total amount not to exceed \$29,405.00.

Motion carried by the following vote:

Yes: Bryant, Koester, McConaghy, McMullen, Novitke, Shetler  
No: None  
Absent: Granger

Motion by McConaghy, seconded by Shetler to immediately certify the previous motion.

Motion carried by the following vote:

Yes: Bryant, Koester, McConaghy, McMullen, Novitke, Shetler  
No: None  
Absent: Granger

MEMO 18-03

TO: Bruce Smith, City Administrator  
FROM: Frank Schulte, Director of Public Services *F.S.*  
DATE: January 13, 2018  
SUBJECT: Emergency Roof Replacement –Lake Front Park Activities Building

RECEIVED  
JAN 16 2018  
CITY OF GROSSE POINTE WOODS

The roof on the Activities Building at Lake Front Park is past its useful life, has missing shingles, is leaking in multiple locations causing damage to the racquetball court and is in need of immediate replacement. The roof is currently covered with tarps to avoid additional damages to the interior of the building. The Activities Building roof is part of a capital improvement project that is currently being bid out by our engineering firm AEW. We have received the following quotes to replace the roof on the Activities Building at Lake Front Park:

J&J Roofing	\$16,355.00
Rely-On Construction	\$24,800.00
Hadley Home Improvement Inc.	\$32,215.00

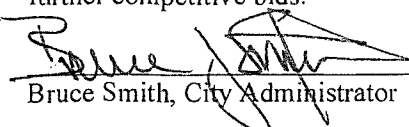
When the roof is replaced the issue of mechanical ventilation needs to be addressed at the same time. We received a quote from K&S Ventures, the city's heating and cooling contractor for \$10,050.00 to bring in the proper cooling ventilation to the racquetball and basketball courts during the winter months. The scope of work includes installation of additional ductwork from return air ductwork to run in the attic space, penetrating the roof with hoods to draw outside cold air into both courts, necessary installation of two 24V dampers and actuators for both furnaces, and necessary control integration into existing system.

Attached is a letter of recommendation from AEW stating that the scope of work and cost of project for the roof replacement and ventilation work included in the quotes received from J&J Roofing and K&S Ventures are fair and reasonable. I do not believe any benefit will accrue to the city to seek further competitive bids. Engineering oversight on construction has been approved already as part of the capital improvement bond.

Therefore, I recommend a purchase order be issued to the lowest qualified bidder J&J Roofing, 29522 Little Mack, Roseville, MI 48066 to replace the roof in the amount of \$16,355.00 plus contingency of \$3,000.00 to replace any damaged wood if needed. I further recommend a purchase order be issued to K&S Ventures, 2653 Auburn Rd., Auburn Hills, MI 48326 to fix the ventilation system in the amount of \$10,050.00. All work to be performed on the Activities Building at Lake Front Park for a total project cost not to exceed \$29,405.00.

If you have any questions concerning this matter please contact me.

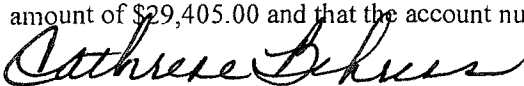
Recommend approval of the above stated and do not believe any benefit will accrue to the City to seek further competitive bids.

  
Bruce Smith, City Administrator

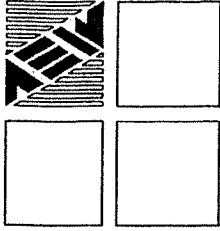
*Jan 16, 2018*  
Date

Fund Certification:

A budget amendment and transfer is required from Account No. 101-000-699.000, Transfer from prior year Reserve Fund Balance, into Account No. 420-902-977.103, Capital Improvement-Public Works in the amount of \$29,405.00 and that the account number has been verified.

  
Cathrene Behrens, Treasurer/Comptroller





**ANDERSON, ECKSTEIN AND WESTRICK, INC.**

51301 Schoenherr Road, Shelby Township, Michigan 48315  
Civil Engineers • Surveyors • Architects 586-726-1234

January 15, 2018

Frank Schulte, Director of Public Services  
City of Grosse Pointe Woods  
1200 Parkway Dr.  
Grosse Pointe Woods, Michigan 48236

Reference: Recommendation of Activities Building Upper Roof and HVAC Bid  
AEW Project No. 0160-0395

Dear Mr. Schulte:

As requested, and due to the increasingly more frequent roof leaks, AEW has reviewed J&J's Roofing quote dated May 4, 2017 for \$16,355.00 (the lowest quote out of three provided to our office) to replace the Activities Building upper roof. In addition, we have reviewed K&S's (the City's HVAC service contractor) quote dated January 24, 2017 for \$10,050.00 to address the HVAC cooling issues also in this building's racquetball and basketball courts.

The cooling issues in the Activities Building need to be addressed in the racquetball and basketball courts' while the roof work is being done. New mechanical system roof penetrations will be required. These penetrations and flashings can be done simultaneously and coordinated with the roofing contractor.

Both the J&J quote and the K&S quote are fair and reasonable.

Due to the ongoing and worsening roof leaks at the Activities Building, AEW recommends that the City contracts J&J Roofing to remove and replace the upper roof. In addition, AEW also recommends that the City contracts K&S Ventures, Inc. to complete the HVAC work simultaneously with the roof work, for the following not to exceed amounts:

J&J Roofing: \$16,355.00 + \$3,000 contingency for (damaged) wood replacement = \$19,355.00  
K&S Ventures Inc. = \$10,050.00

If you have any questions, please call.

Sincerely,



Jason R. Arlow, AIA, LEED AP

Enclosure: J&J Roof Quote  
K&S HVAC Quote

cc: Scott Lockwood, AEW  
Bruce Smith, GPW

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N/S OF

E/W OF

WTE

PRMT

SHIP

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Tear Off Proposal

Special Instructions

# J&J ROOFING

29522 Little Mack - Roseville, MI 48066

586-445-6455

WWW.JJROOFING.COM

Tear-off and re-roof upper level of Activities Bldg and entire Maintenance Garage. Remove/Repair Cupella on Maintenance Garage. Replace missing aluminum covering fascia on both buildings. Re-flash chimney.  
Activities Bldg \$16355-  
Maintenance Gar - 8195-  
**THIS PORTION ONLY**

Name: CITY OF GROSSE POINTE WOODS  
 Street: 83000 JEFFERSON PARK  
 City: S.C. SHORES Zip 48060  
 Phone: 313-806-2509 Work: \_\_\_\_\_

Source: ATTN: FRANK SCHULTZ

Completed:

Called:

Shingle: <u>CertainTeed-Handmark</u>	
Color: <u>Home Black</u>	
Drip: _____ Vents: <u>Black</u>	
Activities Bldg	House
<input checked="" type="checkbox"/> Main	<input checked="" type="checkbox"/> NW <input checked="" type="checkbox"/> S <input checked="" type="checkbox"/> E
Garage	<input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
Att. Garage	<input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4
Story 1 <input checked="" type="checkbox"/>	Layers 1 <input checked="" type="checkbox"/>
2 <input checked="" type="checkbox"/>	2 <input checked="" type="checkbox"/>
3 <input checked="" type="checkbox"/>	3 <input checked="" type="checkbox"/>
Hip <input checked="" type="checkbox"/>	Gable <input checked="" type="checkbox"/>
Additional work to be completed: Gutters <input type="checkbox"/> Siding <input type="checkbox"/>	

- Strip existing roof.
- Install Drip Edge on all Edges.
- Install Ice and Water Shield Minimum 3 feet.
- Install 15-lb felt paper. Synthetic Paper
- Replace existing vents with bird free vents. ONLY Maintenance
- Add 4 additional vents at \$ N/C each. Garage
- Install \_\_\_\_\_ feet of ridge vent per customer request.
- Step Flash where needed.

- Replace all pipe flashings.
- Roof boards replaced at \$ 2.00 per linear foot.
- CDX Plywood replaced at \$ 39.00 per sheet.
- Install 30 YEAR Class A or better shingles.
- Install Ice & Water shield and close valleys.
- Remove all debris and haul away in our dump truck.
- Obtain building permit if required.
- Upgrade to Dimensional Shingle \$ 30.00 included

Twenty four thousand five hundred fifty Dollars \$ 24550-

Date Rec'd \_\_\_\_\_ Check # \_\_\_\_\_

10% Deposit \_\_\_\_\_

Subtotal \_\_\_\_\_

Additional \_\_\_\_\_

Date Rec'd \_\_\_\_\_ Check # \_\_\_\_\_

Due Upon Completion \_\_\_\_\_

Total Job \_\_\_\_\_

This contract is the property of J&J Roofing, any unauthorized use or reproduction of this document is strictly prohibited and will be prosecuted.  
 Due to the nature of the work being performed, J&J Roofing cannot be responsible for damage to driveways, landscaping, outdoor fixtures, siding, awnings etc.  
 Owner to carry fire, tornado and other necessary insurance on above work. J&J Roofing is not responsible for any act of God, fire, wind, or interior damages.

Respectfully submitted: Joseph Claycomb Call # 586-615-4042 Date: 5/4/17

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

## ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. J&J Roofing, Inc. is authorized to do the work as specified. I understand this estimate is based on an initial evaluation and does not include additional labor and materials which may be required should unforeseen problems arise after work has started or to comply with local building codes.

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

Payment will be made as outlined above. If not paid as agreed, the unpaid balance becomes a lien on property and 11% interest added per month until paid in full.



PROJECT #2.



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MECHANICAL & ELECTRICAL CONTRACTING • ENERGY MANAGEMENT SYSTEMS • TEMPERATURE CONTROLS

January 24, 2017

Frank Schulte  
City of Grosse Pointe Woods  
20025 Mack Ave.  
Grosse Pointe Woods, MI 48236

RE: Activities Building Cooling

Dear Frank-

K & S Ventures Inc. is pleased to provide pricing to supply cooling of the racquet ball and basketball court during winter months at the activities building for the City of Grosse Pointe Woods. Currently cannot run mechanical cooling when temp outside is least then 50 degrees.

**SCOPE OF WORK**

- Installation of additional ductwork from return air ductwork to run in attic space
- Penetrate roof with hoods to draw outside coil air into both courts
  - Racquet Ball
  - Basketball
- Necessary installations of two 24V dampers and actuators for both furnaces
- Necessary control integration into existing system
- Start and verify proper operations

**Work Not Included in Total Cost**

- Roof Penetration by others

**Total Cost: \$10,050.00\***

\*Price valid for 30 days

Please feel free to contact our office at 248-299-4212 with any questions or concerns.

Sincerely,

Jeremy Hintz  
K & S Ventures Inc.

Approved By: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Purchase Order #: \_\_\_\_\_

2653 AUBURN RD • AUBURN HILLS, MI 48326 • TELEPHONE (248) 299-4212 • FAX (248) 299-4216



COMMITTEE-OF-THE-WHOLE EXCERPT  
01/22/18

Next the Committee discussed **capital improvement projects** including parking lots, bath house boiler replacement, and additional services to perform a study on City Hall's heating and cooling/ventilation system. The Mayor asked the City Engineer for an estimated number of engineering hours, and he stated roughly 200 hours including everybody. Costing for design of parking lots and bid package is about 7%, and construction engineering at approximately 10-12%. Their fee is based on construction cost, and is not 20% across the board.

Discussion then ensued regarding the parking lots. The City Administrator was asked to check with Bill Brickley, Plante Moran, with respect to allowable use of parking meter funds, and to look at metering the lots. There was a consensus of the Committee that administration move forward with obtaining bids.

Motion by Bryant, seconded by Shetler, regarding **parking lots**, that the Committee-of-the-Whole recommend to the City Council to authorize the City Engineer to move forward with obtaining bids for paving the parking lots.

Motion carried by the following vote:

Yes: Bryant, Koester, McConaghy, McMullen, Novitke, Shetler  
No: None  
Absent: Granger

Motion by Shetler, seconded by McConaghy, that the previous motion be immediately certified.

Motion carried by the following vote:

Yes: Bryant, Koester, McConaghy, McMullen, Novitke, Shetler  
No: None  
Absent: Granger

Next, **Lake Front Park Bath House Boiler Replacement** was discussed. The City Engineer suggested budgeting \$10,000.00 for engineering design. The Director of Public Services stated that the boiler is circa 1975 and needs to be replaced. The City Administrator concurred.

Motion by Bryant, seconded by Shetler, regarding Lake Front Park Bath House Boiler Replacement, that the Committee-of-the-Whole recommend that the City Council to authorize the City Engineer to move forward with obtaining bids for the boiler replacement.

Motion carried by the following vote:

Yes: Bryant, Koester, McConaghy, McMullen, Novitke, Shetler  
No: None  
Absent: Granger

The Committee discussed the request for **Authorization for Additional Services** that would authorize the City Engineer to perform a study of City Hall existing heating, cooling, and ventilation system. There was a consensus of the Committee to move forward with the study.

Motion by Bryant, seconded by McConaghy, regarding authorization for additional services for Capital Improvement roofs, that the Committee-of-the-Whole recommend to the City Council to approve fees in an amount not to exceed \$10,000.00 for Anderson, Eckstein and Westrick, Inc. and DiClemente Siegel Design Inc. to conduct a study of the existing heating, cooling, and ventilation system at City Hall.

Motion carried by the following vote:

Yes: Bryant, Koester, McConaghy, McMullen, Novitke, Shetler

No: None

Absent: Granger

MEMO 18 - 01

TO: Bruce Smith, City Administrator

FROM: Frank Schulte, Director of Public Services *FS*

DATE: January 10, 2018

SUBJECT: Recommendation – AEW Fees for Capital Improvement Projects – Parking Lots

The list of recommended capital improvement projects in the City of Grosse Pointe Woods includes the resurfacing of the following four parking lots to ensure resident and employee safety.

- City Hall, 20025 Mack Plaza Dr.
- DPW, 1200 Parkway Dr.
- Ghesquiere Park Jackson Lot
- Ghesquiere Park Bramcaster Lot

All four lots are severely deteriorated asphalt lots that have numerous potholes and cracks. Funding for these improvements will be through the approved bond. The estimated construction cost of these projects is \$375,000.00. AEW will provide design services and oversight per their existing engineering contract with the city. The concurring fee based on their current contract is 20% or \$75,000.00 for a total project cost estimate of \$450,000.00. I recommend a purchase order for the engineering fees for the multiple parking lot resurfacing project be issued to Anderson, Eckstein and Westrick, Inc., 51301 Schoenherr Rd., Shelby Twp., MI 48315 in an amount not to exceed \$75,000.00.

If you have any questions concerning this matter please contact me.

cc: O/F

Approved for Council Consideration:

  
\_\_\_\_\_  
Bruce Smith, City Administrator

*1/18/18*  
\_\_\_\_\_  
Date

Fund Certification:

A budget amendment and transfer is required from Fund Balance account No. 101-000-395.000, into Capital Improvements Public Works account 420-902-977.103, in the amount of \$75,000.00 and that the account number has been verified.

\_\_\_\_\_  
Cathrene Behrens, Treasurer/Comptroller



MEMO 18 - 02

TO: Bruce Smith, City Administrator

FROM: Frank Schulte, Director of Public Services *F-S.*

DATE: January 11, 2018

SUBJECT: Recommendation – AEW Fees for Capital Improvement Projects –  
Lake Front Park Bath House Boiler Replacement

The list of recommended capital improvement projects in the City of Grosse Pointe Woods includes replacement of the boiler in the bath house at Lake Front Park.

The boiler provides hot water for showers. It is the original boiler installed in 1975 and is long past its useful life. It has become unreliable requiring numerous repairs and parts are not readily available. We receive many complaints when there is no hot water for showers. Funding for the boiler will be through the approved bond. The estimated construction cost for replacement of the boiler is \$50,000. AEW will provide design services and oversight per their existing engineering contract with the city. The concurring fee based on their current contract is 20% or \$10,000.00 for a total project cost estimate of \$60,000.00. I recommend a purchase order for the engineering fees for the replacement of the boiler in the Lake Front Park bath house be issued to Anderson, Eckstein and Westrick, Inc., 51301 Schoenherr Rd., Shelby Twp., MI 48315 in an amount not to exceed \$10,000.00.

If you have any questions concerning this matter please contact me.

cc: O/F

Approved for Council Consideration:

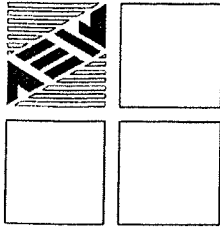
  
Bruce Smith, City Administrator

*1/18/18*  
Date

Fund Certification:

A budget amendment and transfer is required from Fund Balance account No. 101-000-395.000, into Capital Improvements Public Works account 420-902-977.103, in the amount of \$10,000.00 and that the account number has been verified.

\_\_\_\_\_  
Cathrene Behrens, Treasurer/Comptroller



## ANDERSON, ECKSTEIN AND WESTRICK, INC.

51301 Schoenherr Road, Shelby Township, Michigan 48315  
Civil Engineers • Surveyors • Architects 586-726-1234

### Authorization for Additional Services

Project: Grosse Pointe Woods, Capital Improvements Roofs  
AEW Project No. 0160-0395

Date: 1/8/18

The original work scope included HVAC design and engineering related to the roof replacement only. This work scope was limited to the removal and replacement of the (3) existing Air Handling Units (AHU) with 13 new AHU's to conform to work provided in a quote from the City's mechanical contractor. However, after the first design meeting to discuss the project, it was determined the preferred process would include an evaluation of the entire heating, cooling and ventilation system.


#### Description of Service

Provide a study of City Hall existing Heating Cooling and Ventilation system. The study will highlight actions needed to maintain building operations, enhance equipment efficiency and indicate the age, expected life span of the existing equipment and opinion of probable replacement costs. Attached you will find DiClemente Siegel Design (DSD), our sub-consultant's proposal to provide this study.

**Total Fee for Additional Services, Not To Exceed: \$10,000.00**

#### Approved By

Anderson Eckstein and Westrick, Inc.

  
Jason R. Arlow, AIA  
Senior Project Architect

Grosse Pointe Woods

\_\_\_\_\_  
Bruce Smith  
City Manager

\_\_\_\_\_  
Date

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DiClemente Siegel Design Inc.  
Engineering and Architecture  
28105 Greenfield Road Southfield, Michigan 48076  
248.569.1430 FAX 248.569.0096  
EMAIL: [mktg@dscdonline.com](mailto:mktg@dscdonline.com) ISO 9001:2008 Registered

December 11, 2017

**Revised January 4, 2018**

Anderson, Eckstein and Westrick, Inc.  
51301 Schoenherr Road  
Shelby Township, Michigan 48315

Attn: Jason Arlow, AIA

Re: Grosse Pointe Woods  
Municipal Building Renovations  
DSD Project No. 17-1315.00

Dear Mr. Arlow:

DiClemente Siegel Design Inc. (DSD) is pleased to present this proposal to Anderson, Eckstein and Westrick, Inc. (AEWI) for the above referenced project. Mr. Kyle Ziegler discussed the project with you and the following is our understanding of the updated project.

#### **PROJECT DESCRIPTION**

Grosse Pointe Woods currently occupies a building that provides services for: Public Safety, City Hall, Court Room and Community Center. The current building is over 50 years old and there have been two additions since the original construction. Currently the three (3) original multi-zone air handling units are in need of replacement. These units serve the Public Safety Building, the City Hall offices and the Court Room area. The Community Center area is the newest portion of the building, with the HVAC system utilizing a single zone, fan coil unit type arraignment. The Public Safety Building includes a basement utilizing a fan coil unit with a fan and duct coil supplying air to the pistol range. HVAC unit coils are supplied water by a boiler loop and chiller loop.

The present intent is to review the existing building systems and provide a study highlighting actions needed to maintain building operation, enhance equipment efficiency, and indicate age and expected life span of equipment. Equipment to be included, but not limited to, are: boilers, chiller, cooling tower, pumps, split systems, air handling units in the Public Safety Building basement and the Community Center wing, and the replacement of the three (3) existing multi-zone units with variable air volume (VAV) units with VAV boxes. The study will also review: splitting the one Public Safety Building multi-zone unit into two VAV air handling units, relocating the split system from the dispatch room into the basement, and reviewing the current building management system (BMS).

DSD proposes to provide mechanical and electrical engineering services for this study.

#### **SCOPE OF SERVICES**

1. Attendance at a project kick-off meeting at the project site that includes building owner representatives.

2. Review of existing record documents.
3. Field observations of existing conditions.
4. Attendance at two (2) planning meeting.
5. Preparation of preliminary report documents including an equipment analysis narrative, and support documentation.
6. Submission of 100 percent review documents.
7. Attendance at a 100 percent review meeting.
8. Modifications requested to report and submittal of one final report copy.
  - a) Report to include: known and surveyed status of equipment, average lifespan, and opinion of probable replacement costs.

#### **CLIENT RESPONSIBILITIES**

It is understood that Anderson, Eckstein and Westrick, Inc. will provide the following information and/or assistance to DSD:

1. Arrangement of operational personnel to be present during DSD field investigations.
2. Architectural, mechanical, and electrical record drawings.
3. Building AutoCAD backgrounds of each building in the area of renovation.
4. Assignment of a single project manager to serve as liaison between AEWI and DSD.
5. Daily on-site supervision of the construction process.
6. The handling of services related to hazardous substance testing, removal or abatement.
7. The removal of panel board covers and/or other electrical gear to facilitate as-built documentation development within equipment.

#### **CONSULTANTS**

We propose to utilize the following consultants: None.

#### **FEE**

We propose to provide our services on a lump sum fee basis to be billed on a monthly % complete basis for the project.



Mr. Jason Arlow  
DSD Project No. 17-1315.00  
December 8, 2017  
**Revised January 4, 2018**  
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Our proposed lump sum fee is **Eight Thousand One Hundred (\$8,100.00) Dollars, plus reimbursable expenses.** Deliverable will be electronic transfer of drawings and up to five sealed sets of drawings for permit application.

### **SERVICES NOT INCLUDED**

The following services are not included in our fee proposal or scope of services:

1. Construction/bid documents
2. Trips for review and/or construction meetings in excess of those indicated under scope of services.
3. Changes to the documents previously accepted as the project scope. This includes any value engineering/value analysis services after the establishment of a budget and related scope.
4. Submission of documents to the authority having jurisdiction.
5. Attendance at meetings to secure approval of agencies having jurisdiction.
6. Responsibility for any testing or construction means, methods, techniques and job site safety.
7. Development of probable construction cost estimates.

### **ADDITIONAL SERVICES**

If we are requested to increase the scope of services beyond that which is defined within this proposal or if we are required to make changes during the preparation of the documentation after the approval of the basic concepts, we will provide services for a fee negotiated on the basis of the additional work requested.

### **SCHEDULE**

We can begin the work one (1) week after your written authorization to proceed and anticipate completion within three (3) weeks thereafter, (based on timely provided owner information).

### **INSTRUMENTS OF SERVICE**

The contract documents are Instruments of Service for use solely with respect to this Project. DSD and DSD's consultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights. DSD grants to the Owner a nonexclusive license to reproduce DSD's Instruments of Service solely for purposes of constructing, using and maintaining the Project.

### **INVOICES AND PAYMENTS**

Mr. Jason Arlow  
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Invoices for our engineering services will be submitted monthly as the work progresses. Reimbursable expenses will be billed as we are billed by the appropriate vendor. Payments are expected within 30 days after your receipt of our invoices. Interest shall be due and payable on all past due accounts at the rate of 1-1/2 percent per month.

#### MEDIATION

Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to the institution of legal or equitable proceedings by either party. The mediation shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect.

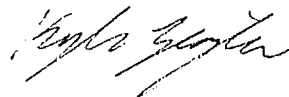
#### INSURANCE

For the protection of our clients and our firm, we carry professional and general liability insurance. A copy of our certificate of insurance will be provided upon request.

We will maintain the fee quoted herein firmly for 60 days. If you require any additional information, please contact this office.

Sincerely,

DICLEMENTE SIEGEL DESIGN INC.



Kyle Ziegler  
Mechanical Engineer

Concur:



Bart J. Reed, P.E., LEED AP  
President

Enclosure: Acceptance Form

/krz/sar

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**ACCEPTANCE**

If this proposal meets with your approval, please indicate your authorization to proceed by signing this ACCEPTANCE and returning a copy to us.

ACCEPTED BY: \_\_\_\_\_  
(Signature)

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

PURCHASE ORDER #: \*\* \_\_\_\_\_

\*\*Please reference our proposal on your purchase order as follows:

Terms and conditions shall be in accordance with those outlined in the  
DiClemente Siegel Design Inc. Project No. 17-1315.00 dated  
December 11, 2017.



Hearing no objections, the following item was discussed under New Business:

- Municipal Radio System Fund Billing July 1 – December 31, 2017. This item to be added to the agenda for the Special City Council Meeting on Wednesday, January 24, 2018.

Motion by Bryant, seconded by McConaghy, regarding **City of Grosse Pointe Farms Invoice #3147 for the municipal radio system**, that the Committee-of-the-Whole recommend that City Council approve the Grosse Pointe Woods portion for radio maintenance in a total amount not to exceed \$40,468.38.

Motion carried by the following vote:

Yes: Bryant, Koester, McConaghy, McMullen, Novitke, Shetler

No: None

Absent: Granger

Motion by McConaghy, seconded by Shetler, that the previous motion be immediately certified.

Motion carried by the following vote:

Yes: Bryant, Koester, McConaghy, McMullen, Novitke, Shetler

No: None

Absent: Granger





## CITY OF GROSSE POINTE WOODS DEPARTMENT OF PUBLIC SAFETY

**Date:** January 23<sup>rd</sup>, 2018

**To:** Bruce Smith, City Administrator

**From:** John G. Kosanke, Director of Public Safety

**Subject:** Radio Maintenance-July 01-December31, 2017

I am requesting approval for the July 01- December 31<sup>st</sup>, 2017 portion of the Municipal Radio System Fund billing from The City of Grosse Pointe Farms. The billing amount is based on the total valuation of \$3,372,733,382 county eq. value.

The billing is divided between the Department of Public Safety, the Department of Public Works, and Parks & Recreation based on the total number of prep radios and mobile radios within each department.

An amount of \$26,709.13 will be charged to the Public Safety Radio Maintenance account 101-305-851.000 for 66 percent of the radios. An amount of \$12,140.51 will be charged to Public Works Radio Maintenance account 101-441-851.000 for 30 percent of the radios. The remaining \$1,618.74 for 4 percent of the radios will be charged to Parks & Recreation Contractual Services account 101-774-818.110. This is a budgeted expense in the 2017-2018 fiscal year budget general ledger accounts 101-305-851.000, 101-441-851.000, and 101-774-818.110.

Payment will be issued to:

**The City of Grosse Pointe Farms**  
90 Kerby Rd.  
Grosse Pointe Farms, MI 48236

Recommend Approval of the above stated purchase with a cost not to exceed **\$40,468.38** as submitted.

Department Certification:

I hereby certify that the above items are necessary for the proper operation of this Department.

Department Head Signature – Public Safety

Department Head Signature – Public Works

Department Head Signature – Community Center

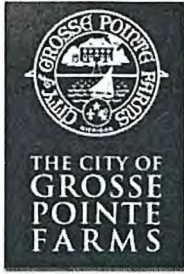
Fund Certification:

I hereby certify that unencumbered funds are available for the above purchase, and that the account number has been verified.

Treasurer/Comptroller Signature

APPROVED FOR COUNCIL CONSIDERATION:

  
City Administrator Signature

**City of Grosse Pointe Farms**90 Kerby Rd  
Grosse Pointe Farms, MI 48236

# INVOICE

Customer #:	GPWOO
Invoice Number:	0000003147
Service Date:	12/31/2017
Invoice Date:	12/31/2017
Terms:	NET 30
Due Date:	01/31/2018
Balance Due:	<b>\$40,468.38</b>

**RECEIVED****JAN 12 2018**CITY OF GROSSE POINTE WOODS  
20025 MACK AVE  
GROSSE POINTE WOODS, MI 48236**DEPARTMENT OF PUBLIC SAFETY**

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1.000	RADIO DUE FROM GPW	40,468.38	\$40468.38

26% - 101-305-851.000 \$26,709.13 PUBLIC SAFETY  
30% - 101-441-851.000 \$12,140.51 PUBLIC WORKS  
4% - 101-774-818.110 \$1,618.74 PARKS & RECREATION

**NOTES: JULY 1, 2017 THRU DECEMBER 31, 2017**

PLEASE MAKE CHECKS PAYABLE TO: CITY OF GROSSE POINTE FARMS

Total Invoice:	\$40468.38
Credits Applied:	\$0.00
Payments Applied:	\$0.00
Invoice Balance:	<b>\$40,468.38</b>

-----  
Please keep top portion for your records  
Please detach bottom portion and return with payment

**REMIT PAYMENT TO:**  
CITY OF GROSSE POINTE FARMS  
90 KERBY RD  
GROSSE POINTE FARMS, MI 48236

Customer ID:	GPWOO
Invoice Number:	0000003147
Service Date:	12/31/2017
Invoice Date:	12/31/2017
Terms:	NET 30
Due Date:	01/31/2018
Balance Due:	<b>\$40,468.38</b>

**CUSTOMER:**  
CITY OF GROSSE POINTE WOODS  
**INVOICE DESCRIPTION:**  
RADIO DUE FROM GPW\$                       
AMOUNT PAID

Allocation of Radio System Expenses  
July 1, 2017 through December 31, 2017

Summary						
Grosse Pointe Woods						
Year	County Eq Value - R	% of Total	Share of Gen. Exp.	Direct Labor & Parts	Direct Material	Total Billing
2017	823,997,600	0.2443	\$ 39,278.39	\$ -	\$ 1,189.99	\$ 40,468.38
Credit	GPF 660-000-000-081-002					<u>\$ 40,468.38</u>
2017	3,372,733,382	Total Valuation				
January 1, 2017 through June 30, 2017				General Expenses		\$ 160,771.74

Allocation of Radio System Expenses  
July 1, 2017 through December 31, 2017  
Summary

Year	County Eq Value - R	% of Total	Share of Gen. Exp.	Direct Labor & Parts	Direct Material	Total Billing
2017	3,372,733,382	100	\$ 160,771.74	\$ 326.80	\$ 7,472.03	\$ 168,570.57
						<u>168,570.57</u>
July 1, 2017 through December 31, 2017				General Expenses		<b>\$ 160,771.74</b>