



CITY OF GROSSE POINTE WOODS  
20025 Mack Plaza Drive  
Grosse Pointe Woods, Michigan 48236-2397

(313) 343-2440  
Fax (313) 343-2785

NOTICE OF MEETING  
AND  
AGENDA

COMMITTEE-OF-THE-WHOLE

Mayor Robert E. Novitke has called a meeting of the City Council, meeting as a Committee-of-the-Whole, for **Monday, September 18, 2017, at 7:00 p.m.** The meeting will be held in the Conference Room of the Municipal Building, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 and is accessible through the Municipal Court doors. In accordance with Public Act 267, the meeting is open to the public and the agenda items are as follows:

1. Call to Order
2. Roll Call
3. Acceptance of Agenda
4. Design Fees for Police Lockup Renovation
  - A. Memo 09/12/17 – City Administrator
  - B. Letter 08/22/17 – City Engineer
5. The Rivers Tax Collection
6. New Business/Public Comment
7. Adjournment

Bruce Smith  
City Administrator

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, Telecommunications Device for the Deaf (TDD) 313 343-9249, or e-mail the City Clerk at [cityclk@gpwmi.us](mailto:cityclk@gpwmi.us).

cc:  
Council – 7  
Berschback  
Smith  
Hathaway  
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Email Group

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# CITY OF GROSSE POINTE WOODS

## Office of the City Administrator

### Memorandum

**DATE:** September 12, 2017

**TO:** Mayor and Council

**FROM:** Bruce Smith, City Administrator

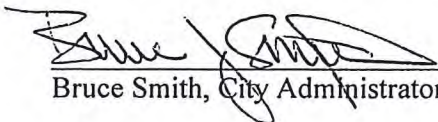
**SUBJECT:** Design Fees for Police Lock Renovation

The City received a grant from the State of Michigan for the consolidation of services for Dispatch and Lockup Services between Grosse Pointe Woods, Grosse Pointe Farms and Grosse Pointe Shores. The City of Grosse Pointe Farms has since dropped out of the grant. The State of Michigan has reevaluated the grant and given approval of the project with the cities of Grosse Pointe Woods and Grosse Pointe Shores. The grant for the consolidation of services for dispatch and lock up does not include the funds for the design services required for the project. The project must include professional architectural and engineering work to be completed. Once this work is finished, the project can be released for bid. AEW has submitted a proposal to do this work for the sum of \$23,000.00.

The City Manager for Grosse Pointe Shores, Mark Wollenweber, has agreed to pay \$10,000.00 for that city's portion of the work. The City of Grosse Pointe Woods would be responsible for the remaining \$13,000.00. This formula has the City of Grosse Pointe Shores paying 44% with the City of Grosse Pointe Woods responsible for the remaining 56% of the design costs.

I am recommending approval of the funding in an amount not to exceed \$13,000.00 for the City of Grosse Pointe Woods portion of the design fees required for this project. I am requesting a transfer of funds from the General Fund fund balance account #101-000-697.000 in the amount not to exceed \$13,000.00 to the Public Safety Improvements Account #401-902-977.102. This is not a budgeted item in the 2017/2018 budget.

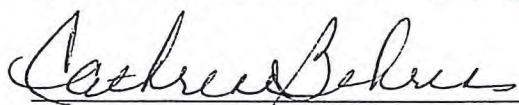
Please contact me with any questions or concerns.

  
Bruce Smith, City Administrator

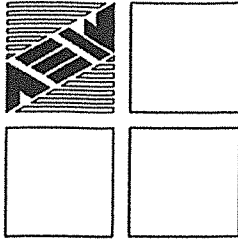
9/13/2017  
Date

#### Fund Certification:

A budget amendment and transfer is required from the General Fund fund balance account # 101-000-697.000, into the Public Safety Improvements account #401-902-977.102, in the amount not to exceed \$13,000.00 and that the account number has been verified.

  
Cathy Behrens, Treasurer/Comptroller

9/13/2017  
Date



## ANDERSON, ECKSTEIN AND WESTRICK, INC.

51301 Schoenherr Road, Shelby Township, Michigan 48315

Civil Engineers • Surveyors • Architects 586-726-1234

August 22, 2017

Bruce Smith, City Manager  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, Michigan 48236

Reference: **City of Grosse Pointe Woods  
Public Safety Improvements**

Dear Mr. Smith:

Thank you for considering our firm for professional Architecture and Engineering services for the above referenced project.

### **Understanding of the Project / Scope of Services**

Grosse Pointe Woods is renovating its public safety facility with approximately \$500,000.00 of grant monies. The renovation will be to the existing facility including the holding cells and apparatus bay. The renovation will involve approximately 2,300 sq. feet.

Below is a list of anticipated improvements.

- Security fencing, exhaust system, new door lock and gun box in existing apparatus bay to allow for police and prisoner drop off (sally port). Improvements to the mechanical systems (other than the apparatus bay exhaust system) will be done under a separate project but coordinated with this work.
- Addition of a bull pen to hold approximately 5 prisoners. Detectives will be relocated by the City, this work is not included in this proposal.
- Improvements to existing holding cells including removal of bars.
- Secure interview room(s) and an addition of an ADA holding cell.
- Improve booking area to make it safer for officers.

Based upon the anticipated improvements AEW will provide the following design services on a fixed fee basis with an option for hourly Construction Administration services through completion if requested by the city.

### **Architectural / Engineering Design Services:**

- Programming - Meet with the City and Police staff to further determine the work scope.
- Schematic Design - Prepare a schematic layout. The Schematic Design package will consist of:
  - Floor Plan
  - Reflected ceiling plan



Bruce Smith, City Manager

August 22, 2017

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- Construction Documents – Prepare construction documents for submission to the City for permit approvals and contractor construction bids. The Construction Documents will consist of:
  - Code review
  - Floor plan
  - Enlarged floor plans
  - Reflected ceiling plans
  - Details, room and door schedules
  - Electrical plans
  - Specifications
- Bidding Services – Attend pre-bid meeting, review bids and write a recommendation of award for the construction contract.

We assume the client will be responsible for all fees associated with obtaining permits and approvals for the improvements.

#### **Services Not Included But Available**

The following services are not included in this proposal, but are available as an additional hourly service.

- Mechanical engineering (other than the apparatus bay exhaust system)
- Construction administration and shop drawing review
- Employee interviews of construction workers and certified payroll review
- Energy and life cycle cost, LEED certification and or systems commissioning
- Design of network electronics, software etc. for network and telephone equipment
- Furniture design and specifications
- IT and phone systems design
- Design of security systems, access control systems, interview recording systems, and dispatch systems.

#### **Services Not Provided**

Material testing, environmental testing, and geotechnical investigations are outside the scope of services that AEW can provide. We will gladly coordinate these services, when requested, to be performed by outside consultants as selected by the Client.

- Environmental testing
- Materials testing
- Subsurface investigation and geotechnical report
- Testing and balancing agency to verify capacity of existing systems

#### **Responsibility of the Client**

The client shall provide our office with the following:

- Access to the facility for field measurements
- Grant information / requirements needed to prepare the bidding documents
- Asbestos survey and report



Bruce Smith, City Manager  
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#### **Fee for Design Services**

The above described Architectural and Engineering design services will be performed for a lump sum fee of:

**Total Lump Sum Fee: \$23,000.00**

This proposal does not include revisions to the proposed scope of services due to changes in the project presented by the Client or his representative once work has begun.

#### **Basis of Payment**

Work in progress will be invoiced every four weeks (billing cycle) based upon hourly charges to date. Payment is due within twenty-eight days of invoice date, after which a time price differential charge of 1% per billing cycle (13% annually) will be added to the outstanding balance. There are no mileage expenses required. Travel time is charged portal to portal. Failure to pay invoices promptly can result in suspension of the work and revision of the completion schedule by the Engineer.

Please note that the fees quoted are for services completed within one year. If time beyond one year is required, an adjustment to the fees for the remaining portion may be made to reflect changes in cost of living, based on the Consumer's Price Index.

#### **Other Terms of Service**

Services provided by AEW under this contract will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Upon notice to AEW and by mutual agreement between the parties, AEW will correct those services not meeting such standard without additional compensation.

If the Client fails to make payment when due or is otherwise in breach of this contract, AEW may suspend performance of services upon five (5) calendar days' notice to the Client. AEW shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this contract by the Client.

No party to this agreement shall transfer, sublet or assign any rights under or interest in this agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party(s).

The Client agrees that the applicable statute of limitations for any and all causes of action against AEW shall be two (2) years. Causes of action shall be deemed to have accrued and the applicable statute of limitations shall commence to run on the date that AEW last provides service to the Client as to the matters out of which the cause of action arose. However, causes of action that are incapable of discovery during the two (2) year statute of limitations period shall be brought within six (6) months of discovery. Under no circumstances shall any cause of action which could not be discovered during the two (2) year statute of limitations period be brought beyond six (6) years from the date of AEW's last service to the Client as to the matter out of which the cause of action arose.

The Client or his authorized agent may terminate this agreement within five days written notice. The Client must pay for any unpaid work and expenses incurred prior to termination.



Bruce Smith, City Manager  
August 22, 2017  
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#### Opinions of Probable Cost (Construction Estimate)

Opinions of probable construction cost provided represent AEW's best judgment as a design professional familiar with the industry. However, it is recognized that AEW has no control over the cost of labor, materials, equipment or services provided by others, or over the contractor's methods of determining prices, or over competitive bidding or market conditions. Therefore, AEW does not guarantee that proposals, bids, or actual construction cost will not vary from the opinions of probable cost prepared in any manner by our firm.

#### Execution of the Agreement

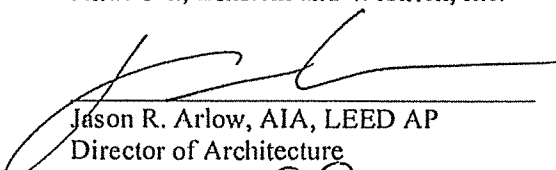
We trust that this proposal meets your needs. Please advise if any modifications or clarifications are required. When you are prepared to authorize us to proceed, please sign, date, and return one copy of this agreement.

We thank you once again for the opportunity to work with you on this project.

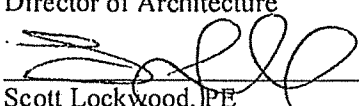
Sincerely,

Anderson, Eckstein and Westrick, Inc.

Accepted By

  
\_\_\_\_\_  
Jason R. Arlow, AIA, LEED AP  
Director of Architecture

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Scott Lockwood, PE  
Executive Vice President

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Date