

**OSHTEMO CHARTER TOWNSHIP BOARD  
7275 West Main Street  
Kalamazoo, MI 49009**

**August 1, 2023**

*Refer to page 3 for Virtual Meeting Information*

**REGULAR MEETING  
5:30 P.M.  
AGENDA**

1. Call to Order
2. Remote Location Identification (for remote attendance when permitted by statute)

**WORK SESSION ITEMS**

3. Discussion on 2024 Budget
4. Discussion on Purchasing Policy Draft
5. Other Updates & Business

**BREAK – 15 minutes (Time Permitting)**

**REGULAR SESSION ITEMS (Commencing Immediately After Work Session & Break)**

6. Pledge of Allegiance
7. Township Mission/Vision/Core Values
8. Public Comment on Non-Regular Session Items
9. Housing Presentation (Mary Balkema)
10. Consent Agenda
  - a. Minutes of Regular Meeting July 11, 2023
  - b. Receipts and Disbursements
  - c. Safe Exchange Program Memo
  - d. 2<sup>nd</sup> Street Road Paving Special Assessment District
  - e. Appointment of Professional Services
  - f. Board/Committee Appointments
11. Consideration of Sewer Phase 1 Award Amendment
12. Consideration of Atlantic Avenue Extension Project Award
13. Budget Amendments
14. Public Comment
15. Board Member Comments and Committee Updates
16. Adjournment

**Policy for Public Comment  
Township Board Regular Meetings, Planning Commission & ZBA Meetings**

All public comment shall be received during one of the following portions of the Agenda of an open meeting:

- a. Citizen Comment on Non-Agenda Items or Public Comment – while this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official or staff member to respond at a later date. More complicated questions can be answered during Township business hours through web contact, phone calls, email ([oshtemo@oshtemo.org](mailto:oshtemo@oshtemo.org)), walk-in visits, or by appointment.
- b. After an agenda item is presented by staff and/or an applicant, public comment will be invited. At the close of public comment there will be Board discussion prior to call for a motion. While comments that include questions are important, depending on the nature of the question, whether it can be answered without further research, and the relevance to the agenda item at hand, the questions may not be discussed during the Board deliberation which follows.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name, but it is not required.

All public comment offered during public hearings shall be directed, and relevant, to the item of business on which the public hearing is being conducted. Comment during the Public Comment Non-Agenda Items may be directed to any issue.

All public comment shall be limited to four (4) minutes in duration unless special permission has been granted in advance by the Supervisor or Chairperson of the meeting.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor or Chairperson of the meeting shall terminate any public comment which does not follow these guidelines.

(adopted 5/9/2000)  
(revised 5/14/2013)  
(revised 1/8/2018)

Questions and concerns are welcome outside of public meetings during Township Office hours through phone calls, stopping in at the front desk, by email, and by appointment. The customer service counter is open from Monday-Thursday, 8 a.m.-1 p.m. and 2-5 p.m., and on Friday, 8 a.m.–1 p.m. Additionally, questions and concerns are accepted at all hours through the website contact form found at [www.oshtemo.org](http://www.oshtemo.org), email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to [oshtemo@oshtemo.org](mailto:oshtemo@oshtemo.org) and it will be directed to the appropriate person.

Oshtemo Township Board of Trustees		
<b><u>Supervisor</u></b>		
Cheri Bell	216-5220	<a href="mailto:cbell@oshtemo.org">cbell@oshtemo.org</a>
<b><u>Clerk</u></b>		
Dusty Farmer	216-5224	<a href="mailto:dfarmer@oshtemo.org">dfarmer@oshtemo.org</a>
<b><u>Treasurer</u></b>		
Clare Buszka	216-5260	<a href="mailto:cbuszka@oshtemo.org">cbuszka@oshtemo.org</a>
<b><u>Trustees</u></b>		
Neil Sikora	760-6769	<a href="mailto:nsikora@oshtemo.org">nsikora@oshtemo.org</a>
Kristin Cole	375-4260	<a href="mailto:kcole@oshtemo.org">kcole@oshtemo.org</a>
Zak Ford	271-5513	<a href="mailto:zford@oshtemo.org">zford@oshtemo.org</a>
Kizzy Bradford	375-4260	<a href="mailto:kbradford@oshtemo.org">kbradford@oshtemo.org</a>

Township Department Information			
<b><u>Assessor:</u></b>			
Kristine Biddle	216-5225	<a href="mailto:assessor@oshtemo.org">assessor@oshtemo.org</a>	
<b><u>Fire Chief:</u></b>			
Greg McComb	375-0487	<a href="mailto:gmccomb@oshtemo.org">gmccomb@oshtemo.org</a>	
<b><u>Ordinance Enforcement:</u></b>			
Rick Suwarsky	216-5227	<a href="mailto:rsuwarsky@oshtemo.org">rsuwarsky@oshtemo.org</a>	
<b><u>Parks Director:</u></b>			
Vanessa Street	216-5233	<a href="mailto:vstreet@oshtemo.org">vstreet@oshtemo.org</a>	
Rental Info	216-5224	<a href="mailto:oshtemo@oshtemo.org">oshtemo@oshtemo.org</a>	
<b><u>Planning Director:</u></b>			
Iris Lubbert	216-5223	<a href="mailto:ilubbert@oshtemo.org">ilubbert@oshtemo.org</a>	
<b><u>Public Works Director:</u></b>			
Anna Horner	216-5228	<a href="mailto:ahorner@oshtemo.org">ahorner@oshtemo.org</a>	

## Zoom Instructions for Participants

### Before a videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. If you are going to make a public comment, please use a microphone or headphones with a microphone to cut down on feedback, if possible.
3. Details, phone numbers, and links to videoconference or conference call are provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 11-digit Meeting ID.

### To join the videoconference:

1. At the start time of the meeting, click on this link to [join via computer](#). You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering this **Meeting ID: 886 2537 5277**

If you are having trouble hearing the meeting or do not have the ability to join using a computer, tablet, or smartphone then you can join via conference call by following instructions below.

### To join the conference by phone:

1. On your phone, dial the teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **886 2537 5277#**

### Participant controls in the lower-left corner of the Zoom screen:



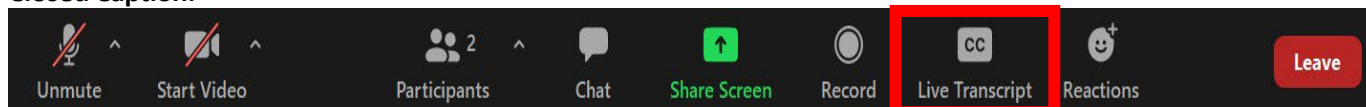
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- Participants – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand. **This will be used to indicate that you want to make a public comment.**
- Chat – opens pop-up screen that allows participants to post comments during the meeting.

If you are attending the meeting by phone, to use the “Raise Hand” feature **press \*9 on your touchtone keypad.**

Public comments will be handled by the “Raise Hand” method as instructed above within Participant Controls.

### Closed Caption:



### Turn on Closed Caption:

Using the icons at the bottom of the Zoom screen:

1. Click on the “Live Transcription” button.
2. Then select “Show Subtitle”.

## **Mission:**

*To advance the quality of life of all residents through a commitment to responsible growth, and value-driven municipal services that promote the relationships among economic vitality, environmental stewardship, and social equity.*

## **Vision:**

*A sustainable and innovative community built through a legacy of planned, responsible growth and rural preservation.*

## **Core Values:**

### **PUBLIC SERVICE**

- Fair treatment to all people.
  - Each customer is welcomed and that their input is wanted.
    - Difficult questions are not marginalized.
- Allow residents to interact directly with the township staff and officials.
- Decisions are made based on the value to our Township and residents.

### **SUSTAINABILITY**

- Meet the needs of the present without compromising future generations.
  - Consider the environment through practices that reduce impacts.
    - Value conscious decision making.
  - Committing to quality Fire and Police protection.

### **INNOVATION**

- Providing the best value-conscious technology currently available.
- Leverage new technologies and ways of doing business to increase accessibility and improve services.

### **PROFESSIONALISM**

- Hire staff with strong core competencies within their given profession.
  - Commitment to continuous improvement to government operations.
- Dedicated to open communication to improve productivity and effectiveness.

### **INTEGRITY**

- Decisions are made logically through the collection of evidence, facts, and public input.
  - When promises are made, we follow through.
  - We do not obfuscate – we say what we mean and do what we say.
  - Transparent governmental practices are of the highest priority.

### **FISCAL STEWARDSHIP**

- Ensure that taxpayer investments are spent wisely, effectively and efficiently.

# OSHTEMO CHARTER TOWNSHIP

## PURCHASING POLICY

~~Revised: 2/14/2023 (Proposed)~~ Revised July 11, 2023

### **General Purpose:**

The purpose of this purchasing policy is to ensure the efficient procurement of appropriate goods and services for use in the normal and routine operation of the Charter Township of Oshtemo. This policy ensures the accountability, transparency, and ethical behavior of Township purchasing representatives, yet supports an efficient process.

### **Summary Statement of Policy:**

The policy is designed to serve as a guide for all purchases by Township employees and elected officials on behalf of Oshtemo Township.

### **Actual Policy as Written:**

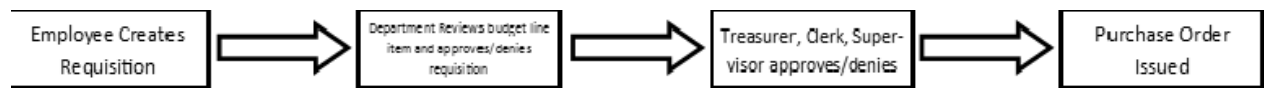
The Township Board of Trustees has the fiduciary oversight, and the Supervisor is the purchasing agent, for all purchases. Department Heads and assigned employees shall be responsible for purchasing goods and services for their departments/area, such as for certain standard supplies and services. All purchases must be budgeted for, and properly documented, in accordance with this policy. Other than those specifically listed, this policy does not afford anyone the ability to make purchases in excess of what has been budgeted for their specific department budget. Purchasers shall not consider appropriations contained in the budget as a mandate to expend funds, nor does the budget constitute authorization to commit the Township to purchases, as such authorization originates from the provisions in this policy. This purchasing policy is based on dollar thresholds. The practice of separating the work of vendors into separate invoices to circumvent the policy is prohibited. The intention of this policy is to give Department Heads latitude to keep operations moving and for Department Heads to keep the Supervisor apprised of operations and purchases.

Purchases should be awarded to the lowest responsible bidder. Consideration shall be given to: quality of goods/services; conformity with specifications; suitability to the requirements of the township; delivery of goods; and past performance of vendor. The Township shall attempt to purchase the highest quality goods and services in the best interest of the Township. In this process, the Township shall serve as an equal opportunity purchaser, favoring local vendors only when all other factors are equal.

Department Heads shall conduct monthly review of funds assigned to them and are responsible for reporting any variance to the Supervisor or his or her designee. Designees of any Official will be reported to the Township Board during the annual budget process.

**Non-Discrimination Requirements:**

In accordance with the requirements of 1976 P.A. 453 (Michigan Civil Rights Act) and 1976 P.A. 220 (Michigan Handicapped Rights Act) and the Oshtemo Charter Township Non-Discrimination Ordinance No. 549 adopted August 27, 2013, to the greatest extent possible, the Township will do business with vendors of goods and services which “do not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, familial status, citizenship, gender identity, sexual orientation, genetic information, or because of a physical or mental disability/handicap that is unrelated to the person's ability to perform the duties of a particular job or position. Any vendor found to not comply with these requirements shall be ineligible to do business with the Township.



**Authorization to Purchase:**

Purchasers are authorized and required to make purchases of goods or services through the formal requisition process using the purchase order program. Employees must get the following requisition authorization depending on the type of purchase they are requesting. Note: Supervisor, Treasurer or Clerk may determine any particular item can be presented for information to the Township Board. Department Heads will review budget monthly and submit reports and request amendments (using electronic Budget Amendment Form – T Drive) to the Township Supervisor. Corrections will be submitted to the Township Clerk (using electronic Journal Correction Form – T Drive). The Supervisor, Clerk, and Treasurer will review the budget quarterly to verify purchases are being made in accordance with purchasing policy and annual budget.

- 1) *Purchases that have been budgeted for in the annual budget \$10,000 or less:* Purchaser initiates requisition using purchase order program, and Township Officials (or their designee) and Department Heads shall monitor sum of purchases for adherence to annual budget. The Township Supervisor, Treasurer, or Clerk must then review and approve the requisition for their respective offices.
  
- 2) *Purchases that have been budgeted for in the annual budget for capital items >\$10,000:* Capital purchases that have been budgeted for in the annual budget, including but not limited to large capital items such as vehicle purchases, road construction, water construction, and sewer construction, shall not require further Township Board approval up to \$50,000. These capital items will be detailed to the Township Board during the annual budget meeting process. These items will be included in the annual budget in the blue detail line items within each General Ledger category. Department Heads will provide a written update on the consent agenda or presentation at the meeting will be provided to the Board on the purchasing process used and the selected vendor or contractor.

- 3) *Purchases that have been budgeted for in the annual budget, less than or equal to \$2,000:* Purchaser must first receive authorization from their Department Head or Supervisor, Clerk or Treasurer for their respective offices. Department Head or Township Official shall identify source of funds from the annual budget. Upon authorization, purchaser shall make requisition request using the purchase order program. The Township Board will be informed via receipts and disbursements reports.
- 4) *Purchases that have not been budgeted for in the annual budget, less than or equal to \$2,000:* Purchaser must first receive authorization from their Department Head **or** Supervisor, Clerk or Treasurer for their respective offices. Department Head **or** Township Official shall identify source of funds **s** from the annual budget. Purchaser shall make requisition request using the purchase order program. The Township Board will be informed via receipts and disbursements reports, and the Board will make budget amendments for all such purchases no less than quarterly.
- 5) *Purchases that have not been detailed in the annual budget greater than \$2,000, or purchases that end up costing more than the detailed amount in the annual budget:* Purchaser must first receive recommendation from their Department Head and the Township Supervisor. The Township Board must then both approve the requisition and amend the annual budget. Purchaser then creates requisition in the purchase order program.

Using the above guidelines, a purchase order must be generated before the purchase is made.

There are three means by which the Township selects a service provider or material product. These are: a) sealed bids, b) informal quotes, and c) sole source purchasing. Refer to detail on each, below. It is the practice of Oshtemo Township to provide vendors with fair and equal opportunities to compete for work. Summaries shall state method used. Department Heads will review the method of procurement for vendor or service providers with the Township Supervisor. Employees will adhere to the Township Gratuity Policy in the employee handbook regarding gifts from vendors.

### **Selecting Vendors/Service Providers:**

#### **A. Sealed Bid Procedure:**

Sealed bids may be obtained using a request for proposal (RFP), a set of detailed specifications, or contract documents (plans and specifications). Publication or communication of proper notice of the need for bids shall be arranged for in the manner which will bring the information to the attention of appropriate professionals, contractors, or vendors. A minimum of three bids are recommended for all purchases over \$10,000. Employees may choose to seek multiple bids for purchases less than or equal to \$10,000 as well. The Township may choose to forego the bidding procedure due to circumstances that would result in a savings to the Township and if the quality of services provided will not be diminished due to the lack of bidding.

All bids received by the Township will be time/date stamped when received. All bids must be sealed when received; unsealed bids will not be accepted. Bids will be opened by the Township

Supervisor or personnel appointed by the Supervisor at the place and time described in the bid advertisement and shall be open to the public. Once the bid opening process is complete, staff will prepare a written purchase recommendation. If approved, staff will inform the winning bidder. The Township reserves the right to reject any and all bids and is not required to accept the lowest bid. In general, the Township works in accordance with the Qualifications-Based Selection (QBS)\*.



(\*From online: “Qualifications-Based Selection (QBS) is a procurement process established by the United States Congress as a part of the Brooks Act[1] (Public Law 92-582; see also 40 USC 1101 et. seq.)[2] and further developed as a process for public agencies to use for the selection of architectural and engineering services for public construction projects. It is a competitive contract procurement process whereby consulting firms submit qualifications to a procuring entity (owner) who evaluates and selects the most qualified firm, and then negotiates the project scope of work, schedule, budget, and consultant fee.” Additional information on QBS in Michigan is available at [www.qbs-mi.org](http://www.qbs-mi.org)).

## **B. Quoting Procedure:**

**Quotes may be obtained by means of discussion and/or written outline scope of services request.** A minimum of three quotes from professionals, contractors, or vendors is recommended for substantive purchases. The Township may choose to forego the quoting procedure due to circumstances that would result in a savings to the Township and if the quality of services provided will not be diminished due to the lack of quoting.

All quotes received by the Supervisor’s Office or designee will be time/date stamped when received. Quotes do not need to be sealed. Quotes may be opened at the time they are received. The approving party must approve or deny all purchases that have been quoted according to purchasing standards previously stated. The Township reserves the right to reject any and all quotes and is not required to accept the lowest quote. In general, the Township works in accordance with the quality based selection on all quotes.

## **C. Sole Source Purchasing:**

In recognition that certain products and services are clearly superior and/or compatible with township operations, the approving party may determine that a specific product or vendor be the sole source of purchasing for the Township. In doing so, the items will be purchased without a formal bidding process. Examples of sole source purchasing include engineering, information technology, insurances, and auditing services.

Purchaser will periodically evaluate composite billings and compare sole source vendor with other vendors, for comparison of pricing and quality, and provide summary of review and decision. Suggested review period is every three years.

## **Methods of Payment**

### **Petty Cash:**

Miscellaneous purchases under \$25 may be made using the petty cash fund in accordance with this policy. Petty cash is maintained by the Treasurer. Receipts must be submitted to the Treasurer for reimbursement. The Treasurer shall keep petty cash in his/her office and may designate additional areas in which petty cash may kept; e.g., in the Fire Department.

The Treasurer will review petty cash disbursements prior to replenishing the fund. Records of petty cash distribution will be kept in the Treasurer's office and are available at all times for review.

### Electronic Funds Transfer:

Electronic funds transfer is the standard form of payment from the Township. EFT may include credit card purchases, automated clearing house (ACH), wire transfer, or any other electronic payment sent using bank account information.

### Credit Cards (for employee use):

Township credit cards may be used to make purchases from vendors where electronic funds transfer terms are not available (such as travel), as well as for one time non routine items. Treasurer manages credit card availability to employees. Please see the Township's Credit Card Policy. Purchaser must submit detailed receipt to Clerk's office.

Purchases made on credit cards are subject to transaction and credit limits established for each individual card by the Treasurer.

### **Checks:**

Checks are the standard form of payment from the Township. Checks are one option for payment if an electronic funds transfer or credit card payment is prohibited. A check will be issued through the purchase order process, unless another form of payment is requested.

### ~~Credit Cards (for employee use):~~

~~Township credit cards may be used to make purchases from vendors where credit terms are not available (such as travel), as well as for one time non routine items. Treasurer manages credit card availability to employees. Please see the Township's Credit Card Policy. Purchaser must submit detailed receipt to Clerk's office.~~

~~Purchases made on credit cards are subject to transaction and credit limits established for each individual card by the Treasurer.~~

### **Contracts:**

In general, all contracts are approved through the Township Supervisor who by law is the purchasing agent for the Township. The Supervisor signs the contracts and may do so if signature aligns with purchasing policy herein (budget) and state law. The Treasurer ~~and Clerk co-sign the payments and one other designee co-sign the payments.~~

### **Education and Training:**

The employee's Department Head shall approve all requests for continuing education,

conferences, and external training, prior to registration. Department Head shall approve based on annual budgeted education/training line item and shall not exceed the annual appropriated amount without budget amendment per previous guidelines.

### **Cooperative Government Contracts:**

Should the Township be able to secure quality products at favorable prices by joining with other local units of government, or participating in a State of Michigan or federal government purchasing program, the Township Supervisor may waive the formal bidding process.

### **Emergency Purchases:**

Emergency purchases can be authorized only when health, safety, and/or welfare of Township residents or their property are endangered through unexpected circumstances, when normal operations of the Township would be severely hampered by a long delay, or when Township property or employees are endangered through unexpected circumstances. Normal purchasing procedures outlined in this policy may be suspended when such circumstances exist. In the case of an emergency situation, the Township Supervisor, Treasurer, Clerk, Fire Chief, or Maintenance Director can authorize the immediate purchase of any materials, supplies, equipment, or services [needed to resolve the emergency situation. The Supervisor will report all emergency purchases to the Township Board at its next schedule meeting.](#)

### **Change Orders (Within Annual Budget Detail):**

Staff & Supervisor are expected to document all change orders through the purchase order program, ~~in excess of 10% of the original contracted price.~~ Approval is subject to Supervisor review and approval and availability of funds.

### **Change Orders: (Outside Annual Budget Detail):**

Supervisor or Staff will include up to an additional 10% of contract or specified lump sum amount in all project budgets for capital projects when submitting request to Township Board to award contract. Request will identify source of payment funds. As with any other budget approval, Board approval shall be subject to monies availability in either annual budget or in Township reserves. Subsequently, Supervisor can approve change orders within the additional approved budget amount. Supervisor shall work in consultation with consultants and/or Staff to make determination.

### **Tax Exempt Status:**

Section 4 of the General Sales Tax Act, MCL 205.54(5); MSA 7.524(5) and Michigan Sales and Use Tax Rule, 1979 AC, R205.79, provide that sales to the United States Government, the State of Michigan and their political subdivisions, departments and institutions are not taxable when ordered and paid for by warrant on government funds. In the alternative, the government may claim exemption at the time of purchase by providing the seller with a signed statement to the effect that the purchaser is a governmental entity. Statement is available upon request from the Clerk's office.

### **Forms:**

Every Township vendor is required to complete an IRS W-9 form or have this form on record prior to the release of payment for goods and services.

**Documentation:**

When a purchase order is requested all supporting documentation should be attached to the requisition within the purchase order program (bids, board resolution, etc.). Once a purchase order requisition is approved, all invoices for goods and services will be attached in the accounts payable program.

This policy will be in effect upon adoption by the Township Board and will remain in effect until rescinded by the Township Board. Revisions or amendments must be approved by the Township Board, and must be recorded in writing and maintained with this original policy by the Township Clerk. This policy, and all subsequent amendments, will be provided by the Clerk to all Township Board members, Department Heads, and employees.

# Memorandum



**Date:** 01 August 2023  
**To:** Township Board  
**From:** Oshtemo Township Safety Committee  
**Subject:** Update on Safe Exchange Zone in Township Hall Parking Lot

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## Objective

UPDATE: Presenting to the Board the new Safe Exchange Zone for use by the general public. The location is the Southeast corner of the parking lot. The location has 24/7 video surveillance and is also well lit for evening exchanges.

## Background

Although the Board did previously recognize that they would like to designate a Safe Exchange Zone in the parking lot, it was not formally rolled out because we did not have security cameras. We have since implemented a parking lot security camera (for security coverage on the drop box), so we are now able to take the Boards vision and bring it to fruition.

## Information Provided

See below photos for location and signage.

## Core Values

Public Service, Innovation



# Memorandum



**Date:** July 28, 2023  
**To:** Township Board  
**From:** Anna Horner, P.E., Public Works Director  
**Subject:** Update on 2<sup>nd</sup> St Road Special Assessment District

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## Objective

Board approval to allow for Road Special Assessment District (SAD) terms.

## Background

The Local Road Fund was created in 2022 and collects a millage Township wide that is dedicated for road infrastructure projects. This provides the Township the opportunity to be more proactive in its efforts to sustainably manage the local road conditions, provide network improvements and support safety projects. With the new road millage, the Capital Improvements Committee (CIC) worked to update the Road Assessment Policy which was approved by the Board in 2022.

The residents of 2<sup>nd</sup> St between KL Ave and L Ave contacted the Township and Road Commission in 2020 about pursuing a special assessment district (SAD) for paving this section of roadway which is one the only gravel segments of road in Oshtemo and the only segment of gravel that is a through street. Because of the Local Road Fund, the Township has the opportunity of supporting resident initiated projects through SADs with better terms (interest rates and longer duration) than the Road Commission’s typical SAD.

The CIC considered the request and is recommending offering a local road SAD for 6-year payback with the same interest rate methodology used for other infrastructure financing agreements (water and sewer) done through the Township. The interest rate methodology is as follows “a rate of interest equal to the home mortgage rate set by Fannie Mae on January 1 of each year based upon the Loan Level Price Adjustment (LLPA) matrix table 1 for all eligible mortgages, using an average credit score of 660-679, and a loan to value range of 80-85%, plus .5%, not to exceed the maximum rate allowed by law.”.

The approval of these terms by the Board is requested by the residents so they could accurately determine costs and start the formal process for creating an SAD for project completion in 2024. This work will be completed by the Road Commission under our Local Road PAR project list.

Staff supports this project as the long-term investment and rate of return on a paved road is financially better and paving a road with this level of use improves the quality the Township’s local road network as well as the quality of life for the residents. Staff has also confirmed that this project and the payback is fiscally feasible with the current millage rate and 5-year Capital Improvement Plan for the local road fund.

## Attachments

Letter from Residents Requesting Considering and Support

June 13, 2023

Oshtemo Township Board  
Charter Township of Oshtemo  
7275 West Main Street  
Kalamazoo, MI 49009

Dear Oshtemo Township Board,

I am writing to you on behalf of the residents on South 2nd Street in Oshtemo Township. We are the gravel road that runs between "KL" avenue and "L" avenue. We have reached out many times regarding paving our road and concerns regarding safety at the corner of S 2nd St. and "L" Ave. After seeing the proposal for the Estimated Cost and SAD Assessments for the paving of our road, we are relieved to see that the RCKC has agreed to contribute funding for the safety issue. We strongly believe that this is the appropriate time for paving our road, as it will help with the safety issue at that intersection, as well as the many other issues the gravel road has caused for us. We are asking that you contribute the allottable 50% of the non-safety costs for this project. It is our understanding that residents will be responsible for the other 50%, and that the amount owed could be paid back to the Township through installments over 5-7 years at "a rate of interest equal to the home mortgage rate set by Fannie Mae on January 1 of each year based upon the Loan Level Price Adjustment (LLPA) matrix table 1 for all eligible mortgages, using an average credit score of 660-679, and a loan to value range of 80-85%, plus .5%, not to exceed the maximum rate allowed by law."

Our road is the last through street in Oshtemo Township to remain gravel. Over the past several years, there have been more houses that have been built on our road, which range in value from \$370,000-\$800,000. This, along with the development of the Tuscany neighborhood on the opposite side of "L" Avenue, has highly increased the amount of traffic on our road. As I'm sure you are aware this creates more and more potholes along our road which simply cannot be repaired by the once a quarter scraping that the road commission does. These potholes keep coming back after just a few weeks when this is done and continue to get worse. Filling it with stone does not solve the issue, as these are simply band aid fixes. These are all things they have done in the past. You can't ride a bike on this road, walking on it is difficult when stones are added and our houses and cars are constantly covered in dirt.

On top of the normal issues a gravel road brings to residents, the gravel road further amplifies the safety issue at the intersection of our road and "L" Ave. There is a large elevation change at the intersection and pulling off of a gravel road onto "L" Ave causes the wheels of your vehicle to spin out prior to your vehicle moving forward. This slows down the entire process of pulling out onto "L" Ave which when coupled with blind curves and the Tuscany neighborhood entrance being slightly off kilter with 2nd Street creates a very dangerous situation. Although the Road Commission has agreed to fund structural changes at this intersection, paving our road would be another way to improve the safety at that intersection.

We greatly appreciate you taking the time to help us with this situation. If there is anything else you need from us, please let us know as we would like this to be taken care of as soon as possible.

Thank you,

The residents of S 2<sup>nd</sup> St.

# Memorandum



**Date:** July 28, 2023  
**To:** Township Board  
**From:** Anna Horner, P.E., Public Works Director  
Iris Lubbert, Planning Director  
**Subject:** Update to Appointment of Service Providers

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## **Objective**

Board approval to appoint Civil Engineering (Site Plan Reviews), Landscape Architecture and Planning (Site Plan Reviews) Consultants.

## **Background**

Based on workload and recent experience with consultants, the Public Works and Planning Directors are recommending updating the Consultant List for three categories. Main reasons for this mid-year change include:

- Current and continuing workload for Engineering portions of new development site plan reviews. This was anticipated to be covered by the Township Engineer position that has yet to be filled.
- Need to have flexibility in firms to reduce conflict of interest if one firm is involved in the submitted development. This was why there were multiple listed in some categories, however, some of the previously listed firms are no longer engaged with the Township.
- Consistency – the Board approved the Planning Consultant for Site Plan Reviews in 2021 and should have been listed as well.

## **Attachments**

2023 Revised Appointment List – Redline  
2023 Revised Appointment List – Clean  
Letter P&N Fee Amounts per type  
Letter Wightman Fee Amounts per type



**APPOINTMENT  
OF ACCOUNTING, AUDITING,  
CEMETERY SEXTANT  
SERVICES, CIVIL  
ENGINEERING, LANDSCAPE  
ARCHITURE, LEGAL, &  
TRAFFIC ENGINEERING  
CONSULTANTS**

**2023**

*(Revised ~~4.25.2023~~08/01/2023)*

**Accounting**

Siegfried, Crandall P.C. (Primary)  
Vredeveld Haefner LLC (Special Projects)

**Auditing**

SeberTans, PLC

**Cemetery Sextant**

RI Excavating

**Civil Engineering** (Site Plan Reviews)

~~Prein & Newhof (Primary)-  
Williams & Works (Secondary)\*  
Wightman~~

**Landscape Architecture**

OCBA, Inc. (Primary)  
~~Prein & Newhof~~  
Wightman (Secondary)

**Planning (Site Plan Review)**

McKenna (Primary)

**Legal**

Fahey & Schultz (Litigation)  
Randall L. Brown & Assoc PLC (HR)  
Warner Norcross (Labor)

**Traffic Engineering**

Prein & Newhof (Scott Tezak, PE) ~~(Primary)-~~  
Midwestern Consulting LLC (James Valenta, PE) ~~(Secondary)~~

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~~*\*For any Township review effort or project, the engineering consultant for any applicant or outside government entity shall be a different engineering company than the township civil engineering consultant.*~~

**APPOINTMENT  
OF ACCOUNTING, AUDITING,  
CEMETERY SEXTANT  
SERVICES, CIVIL  
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CONSULTANTS**

**2023**

*(Revised 08/01/2023)*

**Accounting**

Siegfried, Crandall P.C. (Primary)  
Vredeveld Haefner LLC (Special Projects)

**Auditing**

SeberTans, PLC

**Cemetery Sextant**

RI Excavating

**Civil Engineering (Site Plan Reviews)**

Prein & Newhof  
Wightman & Associates

**Landscape Architecture**

OCBA, Inc. (Primary)  
Wightman & Associates (Secondary)

**Planning (Site Plan Review)**

McKenna (Primary)

**Legal**

Fahey & Schultz (Litigation)  
Randall L. Brown & Assoc PLC (HR)  
Warner Norcross (Labor)

**Traffic Engineering**

Prein & Newhof (Scott Tezak, PE)  
Midwestern Consulting LLC (James Valenta, PE)

Sent via email: [ahorner@oshtemo.org](mailto:ahorner@oshtemo.org)

July 25, 2023

Ms. Anna Horner  
Public Works Director  
Charter Township of Oshtemo  
7275 W. Main Street  
Kalamazoo, MI 49009-8210

RE: Site Plan Review Engineering Services

Dear Ms. Horner:

Prein&Newhof has performed Township Engineering services to Oshtemo Township for over 40 years. This has included plan reviews and site inspections. The services we generally provide include but are not limited to the following:

- A. Engineering Site Plan Review
- B. Landscape Architecture Site Plan review
- C. Site inspections of ongoing projects

**Engineering Site Plan Review – Ryan Russell (\$128/Hr)**

The goal of the engineering site plan review is to provide feedback to the Township with respect to civil engineering related site issues. The scope of work for the engineering site plan reviews include, but are not be limited to, the following:

1. Attending site plan review meetings and providing detailed feedback and recommendations for any necessary modifications to the site plan.
2. Reviewing proposed site plans for compliance with ADA code, zoning regulations, and other relevant statutory requirements.
3. Evaluating the site's suitability for the intended development, considering factors such as topography, soil conditions, grading and drainage, and environmental impact.
4. Assessing the proposed infrastructure, including utilities, access roads, and parking facilities, to ensure they meet the project's needs and standards.

**Landscape Architect Site Plan Review – Jeff Miller (\$136/Hr)**

The goal of the landscape site plan review is to ensure that the landscape design adheres to local regulations, and enhances the overall aesthetics, functionality, and sustainability of the site. This ensures that the proposed design is in line with Oshtemo Townships guidelines and ensures a smooth permitting process.

**Site Inspection Services – Dennis Todd (\$108/Hr)**

Site inspection involves someone on site during or at the end of a site development project. Key aspects typically covered in a civil engineering site inspection include:

1. Topography: Examine the site's terrain and elevation to ensure the grading plan was followed. This includes storm retention basins or underground stormwater storage.
2. Soil Erosion Control: The site is evaluated to determine if the approved plan prevented excessive erosion or sedimentation that would affect the site or neighboring properties.
3. Utilities and Infrastructure: Existing and proposed utility lines such as water, sewer, storm sewer, electricity, and gas are identified and assessed to confirm they were built according to the approved plans.
4. Concrete: Pre-pour concrete form inspections are required to ensure ADA code is followed.
5. Record-Keeping and Documentation: Records are maintained, including easements, as-builts, testing documentation, lead cards, photographs, and measurements.

We hope this information is helpful and look forward to continuing our relationship.

Sincerely,

**Prein&Newhof**



Ryan M. Russell, P.E.

RMR:dlj



July 25, 2023

Oshtemo Charter Township  
7275 W. Main Street  
Kalamazoo, MI 49009

Attention: Anna Horner, P.E., Public Works Director

**RE: OSHTEMO CHARTER TOWNSHIP – SITE AND LANDSCAPE PLAN REVIEWS**

Dear Anna:Wightman is pleased to submit this proposal to provide site and landscape plan reviews on an as-needed basis for the Township. Wightman will work within the timelines and deadlines outlined in the Township’s development schedule to complete reviews in a timely manner. We also understand there will be a meeting on the 2<sup>nd</sup> Friday of each month where technical reviews take place with any consultants that are currently completing review(s) for the Township. Wightman can also provide on-site reviews to confirm correct installation according to approved plans at the Township’s request.

Wightman plans to use the following staff to complete reviews at their listed hourly rates.

Site Plan Review:

Brad DeVries, Civil Engineer 3 - \$150/hr  
Noah Boyd, PE, Civil Engineer 2 - \$140/hr

Landscape Review:

Laura Fredrickson, PLA, ASLA, Landscape Architect 2 - \$125/hr

Site Inspection Services:

Site inspection staff will be experienced in understanding and interpreting approved design plans and comparing/documenting any deviations which occurred during construction. Staff will also be well-versed in concrete and Hot Mix Asphalt (HMA) placement, ADA compliance, utility installations, and SESC requirements. Clearly and concisely documenting deficiencies and corrective actions is a priority for our staff.

Hourly rates will vary from \$90/hr to \$115/hr depending on staff availability.

Our Standard Terms and Conditions are attached. By use of Wightman staff to provide plan reviews, the Township accepts the Standard Terms as listed unless modifications are proposed by the Township. We are extremely excited to continue partnering with the Township to build a thriving community!

If you have any questions, please feel free to contact me.

Very truly yours,

Philip A. Doorlag, P.E., Regional Director - Kalamazoo  
pdoorlag@gowightman.com  
(269) 779-6923

Cc: Iris Lubbert, AICP, Planning Director

*Serving the Great Lakes Region with offices in Michigan and Indiana*



## Standard Terms and Conditions

Updated 7/6/2023

1. Agreement. Wightman & Associates, Inc. (hereinafter "Consultant") shall provide to the Client the scope of services described in Consultant's Proposal attached hereto. These Standard Terms and Conditions are incorporated into Consultant's Proposal, and together may be referred to as the "Agreement" and shall reflect the professional services (or "Project") for which Consultant is responsible. This Agreement shall be the full extent of the Consultant's obligations. The Consultant shall not be responsible for any obligations or costs except as contained in the Agreement.
2. Authorization. Client shall provide Consultant written authorization to proceed, provided that this signed Agreement by Client shall give the Consultant the right to proceed with the Project.
3. Standard of Care. The Consultant's standard of care for the purposes of this Agreement shall be consistent with the level of care and skill ordinarily exercised by members of its profession currently practicing under similar conditions in similar locations.
4. Terms of Payment/Late Payment Actions/Fees. Payment is due upon presentation of invoice and is past due thirty (30) days from invoice date. Client agrees to pay a finance charge of one and one-half percent (1 ½ %) per month, or the maximum rate allowed by law, whichever is less, on past due accounts.
5. Scope of Services/Additional Services/Changes. If the services covered by this Agreement have not been completed within twelve (12) months of the date of this Agreement (unless otherwise stipulated in the proposal), through no fault of Consultant, extension of Consultant's services beyond that time shall be compensated as "Additional Services." All Additional Services shall be billed separately, and the scope of the services and compensation shall be mutually agreed between the parties, but in any case, not less than Consultant's then-standard hourly rate, and all of Consultant's reimbursable expenses shall also be paid by Client to Consultant, in the amounts set forth below.
6. Hidden Conditions. Consultant is not responsible for latent deficiencies or hidden or concealed conditions not discovered by Consultant within the scope of its services. If Consultant has reason to believe that such a condition may exist, it will advise Client as to the nature of the suspected condition and its significance. Client will be responsible for all risks associated with this condition and for undertaking, at its sole cost and expense, additional investigation and corrective work, if required. If Consultant repairs or corrects any such deficiencies or conditions, Consultant shall be compensated for the same, as Additional Services.
7. Betterment. If, due to Consultant's negligence, error or omission, a required item or component of the project is not provided in the Consultant's construction documents, Consultant shall not be responsible for paying the cost required to add such item or component to the extent that such item or component should have been included in the original construction documents. Consultant shall not be responsible or liable for any cost or expense that provides betterment or upgrades or enhances the value of the Project.
8. Opinions of Cost. Consultant's opinions or estimates of probable construction cost are prepared on the basis of Consultant's experience and qualifications and represent Consultant's judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, other contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from Client's budget or from Consultant's opinions or estimates of probable construction cost.
9. Code Interpretations. The Client acknowledges that the requirements of the Americans with Disabilities Act, as amended ("ADA") (as well as all state and local laws, codes, or ordinances), will be subject to various and possibly contradictory interpretations. Consultant will endeavor to use reasonable professional efforts to interpret applicable ADA and other building code requirements as they may apply to Consultant's services. Consultant cannot and does not promise, warrant, or guarantee that its services will comply with interpretations of building code requirements as they apply currently or in the future and unless the Consultant is negligent, the Client shall pay for any additional costs or expenses which are necessary to keep the Project in compliance with the ADA and all other laws, codes, or ordinances. Any changes made by Consultant shall be billed as Additional Services.
10. Use of Drawings, Specifications, and Other Documents. The drawings, specifications and other documents prepared by Consultant for this project are instruments of Consultant's services for use solely with respect to this Project and, unless otherwise provided, Consultant shall be deemed the author of these documents and shall retain all common law, statutory, and other reserved rights, including the copyright.
11. Retaining Records. Consultant will retain pertinent records relating to the services performed for a period of five years following submission of the report, during which period the records will be made available to Client at reasonable times.
12. Insurance Coverage. Consultant shall maintain the following types of insurance: (a) Professional Liability; (b) Commercial General Liability; (c) Workers' Compensation; (d) Employers' Liability; (e) Hired and non-owned automobiles. Client shall be responsible for purchasing and maintaining its own commercial liability and property insurance, including an all-risk policy covering all damages or casualty which occurred to the Project in an amount not less than the then full replacement cost of the Project. The Client's commercial liability insurance policy shall be written for an amount of not less than \$1 million, single-limit coverage. The Client's commercial liability and property insurance policy shall not be cancelled or modified without Consultant having received not less than thirty (30) days prior written notice. Consultant shall be named an additional insured on the Client's insurance policies. Client and Consultant waive rights against each other for loss, damage and/or liability to the extent covered by the insurance policies required to be maintained hereunder and each insurance policy hereunder shall contain a waiver of the insurer's rights of subrogation.
13. Limitations/Exclusions. Client agrees that Consultant's and Consultant's subconsultants' total, aggregate liability to Client and any third parties arising from Consultant's professional acts, errors or omissions, shall not exceed Consultant's total fee received for the Project.
14. The Law/Suspension/Termination/Non-Severability. All obligations arising prior to termination of this Agreement shall survive the completion of the services and termination of this Agreement. This Agreement shall be governed in all respects by the laws of the State of Michigan.
15. Indemnity. Except for the limitations set forth herein, Consultant agrees to indemnify and hold the Client harmless from all damage, liability or cost (including reasonable attorney fees and costs of defense) to the extent caused by Consultant's negligent acts, errors, or omissions in the performance of professional services under this

Agreement and those of its subconsultants or anyone for whom the Consultant is legally liable. The Client agrees to indemnify and hold Consultant harmless, from all damage, liability or cost (including reasonable attorney fees and costs of defense) to the extent caused by the Client's negligent acts, errors or omissions and by those for whom the Client is legally liable.

16. Force Majeure Clause. Neither party will be liable or responsible to the other party, or be deemed to have breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay is caused by any: (i) flood, fire, or explosion; (ii) war, terrorism, invasion, riot, or other civil unrest; (iii) embargoes or blockades in effect on or after the date of this Agreement; (iv) national or regional emergency – including, but not limited to, pandemic, uncontrollable, and/or imminent spread of contagious disease; or (v) strikes, labor stoppages or slowdowns, or other industrial disturbances (each of the foregoing, a “Force Majeure”).
17. Certificate of Merit Requirement. Client shall make no claim for professional negligence, either directly or by way of a cross complaint against Consultant, unless Client has first provided Consultant with a written certification executed by an independent consultant currently practicing in the same discipline as Consultant and licensed in the state where the Project issue is located. This certification shall: (a) contain the name and license number of the certifier; (b) specify the acts or omissions that the certifier contends are not in conformance with the Standard of Care for a consultant performing professional services under similar circumstances; and (c) state in detail the basis for the certifier's opinion that such acts or omissions do not conform to the Standard of Care. This certificate shall be provided to Consultant not less than thirty (30) calendar days prior to the filing of any claim. This Certificate of Merit clause will take precedence over any existing state law in force at the time of any claim.
18. Jurisdiction and Venue. Notwithstanding anything in this Agreement to the contrary, Client agrees that any suit related to any dispute related to this Agreement shall be heard in the appropriate Court in the county of the Project. Client agrees that the appropriate County court shall have the subject matter jurisdiction and will be the appropriate venue for any interpretation or dispute related to this Agreement.
19. Termination. Consultant may terminate this Agreement for convenience by written notice to Client and in such event, the Consultant shall be paid only for all work under this Agreement that Consultant has completed to the date of termination on a prorated, equitable basis as reasonably determined by Consultant and which shall include Consultant's prorated profits, general conditions, and overhead.
20. Billing Rates. Below are Consultant's applicable hourly fees, which are subject to change at Consultant's sole discretion upon written notice to Client.\*

Principal	\$250.00/hour
Licensed Staff VII	\$225.00/hour
Licensed Staff VI	\$210.00/hour
Licensed Staff V	\$190.00/hour
Licensed Staff IV.	\$175.00/hour
Licensed Staff III..	\$155.00/hour
Licensed Staff II.	\$140.00/hour
Licensed Staff I.....	\$125.00/hour
Professional Staff VI	\$175.00/hour
Professional Staff V	\$150.00/hour
Professional Staff IV	\$135.00/hour
Professional Staff III	\$115.00/hour
Professional Staff II	\$100.00/hour
Professional Staff I	\$90.00/hour
Technician VI	\$120.00/hour
Technician V	\$110.00/hour

Technician IV	\$100.00/hour
Technician III	\$90.00/hour
Technician II	\$80.00/hour
Technician I	\$70.00/hour
Administrative	\$75.00/hour
3-Person Survey Crew	\$195.00/hour
2-Person Survey Crew	\$170.00/hour
1-Person Survey Crew	\$140.00/hour
3-Person Survey Crew (Construction Staking)	\$210.00/hour
2-Person Survey Crew (Construction Staking)	\$185.00/hour
1-Person Survey Crew (Construction Staking)	\$155.00/hour
Expert Witness/Testimony	\$400.00/hour
Drone Pilot/Technician	\$150.00/hour
High-Definition Laser Scanning Technician	\$150.00/hour
High-Definition Laser Scanner Fee	\$150.00/hour
Aerial Drone Equipment.....	\$150.00/hour

21. Reimbursable Expenses.\* Compensation for reimbursable expenses shall be computed as a multiple of 1.1 times the expense incurred for the following: Outside Consultants, Travel, Lodging, Postage, UPS, FedEx, Messenger, and Outside Reproduction. Compensation for mileage expenses shall be computed as a multiple of 1.1 times the Federal Rate. In-House Prints/Copies/Plots shall be charged as follows:

- Black & White Prints/Copies
  - 8 ½ x 11 \$0.19/sheet
  - 8 ½ x 14 \$0.19/sheet
  - 11 x 17 \$0.19/sheet
- Color Prints/Copies
  - 8 ½ x 11 \$0.85/sheet
  - 8 ½ x 14 \$0.85/sheet
  - 11 x 17 \$1.25/sheet
- Black & White Plots
  - 12 x 18 \$1.50/sheet
  - 18 x 24 \$2.75/sheet
  - 24 x 36 \$5.00/sheet
  - 30 x 42+ \$7.50/sheet
- Color Plots
  - 12 x 18 \$9.00/sheet
  - 18 x 24 \$18.00/sheet
  - 24 x 36 \$30.00/sheet
  - 30 x 42+ \$42.00/sheet

\*Rates subject to change.



**OSHTEMO BOARDS** (formal)

\*Bold Font Indicates Proposed Changes. Others are Elected or Continuing

Effective May 1, 2023

TITLE	Members	Dates	Term/End Date	
Board of Review	Fred Gould	<i>March, July, &amp; December</i>	12.31.2024	
<i>Two Year Term, Start Jan 1, Odd Years</i>	Kitty Gelling		12.31.2024	
Contact: Kristine Biddle, kbiddle@oshtemo.org	Harry Jachym		12.31.2024	
	Wiley Boulding (Alternate)		12.31.2024	
	Vacant (Alternate)		12.31.2024	
	Cheri Bell			
	Kristine Biddle (Staff)			
CCTA (Public Transit)	Dusty Farmer			
Corridor Improvement Authority (SoDA)	Kizzy Bradford (Resident of SoDA Area)	<i>June &amp; December, noon</i>	12.31.2023	
<i>5 to 9 members</i>	Joe Gesmundo, AVB (Developer)		12.31.2024	
<i>Majority with ownership or bus int</i>	Dale Deleeuw (County Rep)	<i>(appointed by County per agreemnt)</i>	12.31.2024	
<i>At least 1 resident (w/in 1/2 mile)</i>	Corey Ashley, Grp. Mktg. Cvcs., (Business Rep)		12.31.2025	
<i>Four year term staggered terms</i>	Kelly Bringman, Nottingham Apts. (Mgr)		12.31.2025	
Contact: Iris Lubbert, ilubbert@oshtemo.org	Dennis Patzer, At Large (School Admin)		12.31.2026	
	Theresa Spurr, (Spurr Dental)		12.31.2026	
	Cheri Jodoin	<i>Partial Term</i>	12.31.2023	
	Cheri Bell (TB Liason)			
	Iris Lubbert (Staff)			
Dangerous Building Hearing Officer	Dave Breytone	<i>Supervisor appointment</i>		
DDA (9-13 Members)	Stephen Dallas (Interest)	<i>3rd Thurs, every other</i>	12.31.2025	
<i>9-13 Members</i>	Open (At Large)	<i>month, starting Jan, noon</i>	12.31.2025	
<i>Majority with ownership or bus int</i>	Dick Skalski (At Large)		12.31.2024	
<i>At least 1 resident (w/in 1/2 mile)</i>	Ryan Winfield (Resident/Interest)		12.31.2024	
<i>Four year term staggered terms</i>	Themi Corakis (Interest)		12.31.2023	
Contact: Iris Lubbert, ilubbert@oshtemo.org	Rich MacDonald (Interest)		12.31.2023	
	Tom Sowell (KPL Rep; Interest)		12.31.2026	
	Bill Cekola (Interest)		12.31.2026	
	Cheri Bell (Twp Supervisor)			
	Iris Lubbert (Staff)			
Environmental Board	Chad Hughson	<i>As needed</i>	12.31.2023	
<i>Three Year Terms</i>	Steve Malcolm		12.31.2025	
Contact: Dusty Farmer, dfarmer@oshtemo.org	Neil Sikora (Trustee)		12.31.2024	

TITLE	Members	Dates	Term/End Date	
Oshtemo Election Commission	Dusty Farmer	<i>As needed</i>	12.8.2020 to 11.20.2024	
Contact: Dusty Farmer, <a href="mailto:dfarmer@oshtemo.org">dfarmer@oshtemo.org</a>	Clare Buszka (Treasurer)			
	Zak Ford			
Friends of the Parks	Bruce Dannenhauer	<i>Monthly, 2nd Thursday, 1 pm</i>	12.31.2023	
<i>Two Year Term</i>	Neil Sikora (Trustee)		12.31.2025	
Contact: Vanessa Street, <a href="mailto:vstreet@oshtemo.org">vstreet@oshtemo.org</a>	Vanessa Street			
	Dennis Patzer		12.31.2023	
	Deb Everett		12.31.2024	
	David Walch		12.31.2024	
	Kathy Fretz		12.31.2024	
	Cheri Bell (TB Liason)		12.31.2024	
Joint Boards Meetings	Township Board	<i>3rd Tuesday, 6 pm, Twice Annually</i>		
Contact: Iris Lubbert, <a href="mailto:ilubbert@oshtemo.org">ilubbert@oshtemo.org</a>	Zoning Board of Appeals			
	DDA & SoDA			
	Friends of the Parks			
	Planning Commission			
	Iris Lubbert (Staff)			
SMBA (Southwest Michigan Building Authority)	Cheri Bell			
Supervisor, or other Board Member	Dusty Farmer			
KATS Policy (Kalamazoo Area	Cheri Bell (Primary)	<i>Monthly, last Wed, 9 am</i>		
Transportation Study (2 votes)	Vacant (Alternate)			
KATS Technical (2 votes)	Iris Lubbert or Colten Hutson (Planning Staff)	<i>Monthly, 2nd Thursday, 9 am</i>		
	Anna Horner or Zach Pierson (Public Works Staff)			
Kalamazoo Regional Water	Cheri Bell (TB/Primary)			
& Wastewater Commission (KRWWC)	Neil Sikora (TB/Alternate)			
Contact: Rich Pierson, <a href="mailto:rp5343@yahoo.com">rp5343@yahoo.com</a>				
(269) 998-4587	Jim Porter (Staff)			
Planning Commission	Alistair Smith	<i>2nd &amp; 4th Thursday, 6 pm</i>	12.31.2023	1st term
Three Year Term	Micki Maxwell	<i>(&amp; any special meetings)</i>	12.31.2023	2nd term
Contact: Iris Lubbert, <a href="mailto:ilubbert@oshtemo.org">ilubbert@oshtemo.org</a>	Scott Makohn		12.31.2026	1st Term
	Deb Everett		12.31.2024	Partial
	Phil Doorlag		12.31.2025	1st term
	Scot Jefferies		12.31.2025	2nd term
	Zak Ford (TB Liason)			
	Iris Lubbert (Staff)			

TITLE	Members	Dates	Term/End Date	
	Jim Porter (Staff Attorney)			
Public Media Network	Lisa Godfrey (Citizen Rep)			
	Clare Buszka (Board Rep)			
Township Board	Cheri Bell (Supervisor)			
	Dusty Farmer (Clerk)			
	Clare Buszka (Treasurer)			
	Kizzy Bradford, Trustee			
	Neil Sikora, Trustee			
	Zak Ford, Trustee			
	Kristin Cole, Trustee			
	Jim Porter (Staff Attorney)			
	Anna Horner, Public Utilities Dir.			
Zoning Board of Appeals	Louis Williams	<i>4th Tues, 3 pm</i>	12.31.2024	1st term
<i>Three Year Terms</i>	Fred Gould (Partial Term)		12.31.2025	1st Term
Contact: Iris Lubbert, <a href="mailto:ilubbert@oshtemo.org">ilubbert@oshtemo.org</a>	Anita Smith (Vice Chair)		12.31.2023	1st Term
	Harry Jachym (1st Alternate)		12.31.2025	Partial
	Rick Everett (2nd Alternate)		12.31.2024	Partial
	Al Smith (PC Liason)			
	Dusty Farmer (TB Liason)			
	Iris Lubbert (Staff)			
	Jim Porter (Attorney)			
Utility Policy Committee (UPC)	Cheri Bell			
<i>Appointment through the KRWWC</i>	Jeff Sorensen, Regional Chair			

\*Bold Font Indicates Proposed Changes. Others are Continuing

TITLE	Members	Dates	Term/End Date
Board & Committee	Cheri Bell (TB)	<i>As needed</i>	
Appointments	Dusty Farmer		
	Clare Buszka		
Buildings and Grounds	Cheri Bell (TB)	<i>Quarterly @ 8:00 a.m. July/October</i>	
	Dusty Farmer, TB		
	Carl Benson (Resident)		
	Rick Everett (Resident)		
	Greg McComb (Staff)		
	Greg Fountain (Staff)		
Capital Improvement (CIC)	Zak Ford, TB	<i>Quarterly, Jan, Apr, July, Oct</i>	
	Cheri Bell (TB)	<i>3rd Tues. @ 1pm</i>	
	Clare Buszka (TB)		
	Tim Mallett (Resident)		
	Ken Hudok (Resident)		
	Bernie Mein (Resident/retired builder)		
	Anna Horner (Staff)		
	Zach Pierson (Staff)		
HARC (Hardship Advisory Review Committee); 3 year, staggered terms	Fred Gould (BOR)		12/31/2024
	Vacant (Resident-at-large)		12/31/2025
	Vacant (Resident-at-large)		12/31/2023
	Clare Buszka (TB Treasurer)		TermofOffice
	Cheri Bell (TB Supervisor)		TermofOffice
Records Management	Dusty Farmer, Chair (Clerk)		
	Anna Horner (Staff)		
	Greg McComb (Fire Chief)		
	Kerri Tyler (Staff)		

\*Bold Font Indicates Proposed Changes. Others are Continuing

TITLE	Members	Dates	Term/End Date
	Jon Gibson (Staff)		
	Iris Lubbert (Staff)	<i>As Needed</i>	
	Cheri Bell (TB; Ex Officio)	<i>As needed</i>	
IT Committee	VACANT (Resident)		
	Marc Elliott (Staff)		
	Scott Fuller (Staff)		
	Jon Gibson (Staff)		
"Legislative Breakfast"	Open to Entire Board	<i>Quarterly</i>	
	(Southwest Michigan First/Chamber)	<i>8am - 9am</i>	
Kalamazoo Brownfield Authority	Iris Lubbert (Staff)	<i>4th Thursday of each Month @ 3:00pm</i>	
Kalamazoo County Transit Authority	Dusty Farmer, Attendee	<i>2nd &amp; 4th Monday, 5:30 p.m.</i>	
HR (Human Resources)	Cheri Bell, TB, Personnel Director	<i>As Needed</i>	
<i>Board Work Group</i>	Clare Buszka, TB		
	VACANT - Add another Board Member		
	Sara Fiester (HR)		
Parks	Cheri Bell, TB	<i>3rd Thursday @ 7:30 a.m.</i>	
	OPEN		
	Zak Ford, TB		
	Deb Everett, Resident		
	Neil Sikora (TB)		
	Vanessa Street (Staff)		
Police	Cheri Bell, TB	<i>Quarterly as needed</i>	
	Kristin Cole, TB		
	Zak Ford, TB		
	Greg McComb (Staff)		
	Jack Shepperly (Staff Police Specialist)		
	Louis Parker III (Resident)		

\*Bold Font Indicates Proposed Changes. Others are Continuing

TITLE	Members	Dates	Term/End Date
	Malcolm Blair (Resident)		
	Jim Taylor (Resident)		
	Deb Everett (Resident)		
	Jim Porter (Staff Attorney)		
Safety	Greg McComb, Fire (Staff)	<i>As needed</i>	
	Sara Feister, HR, Safety Coordinator (Staff)		
	Rod Rought, Ordinance Enforcement (Staff)		
	Greg Fountain, Maintenance (Staff)		
	Jon Gibson, IT (Staff)		
	Kyle Gibson (SMBA, tenant)		
	Cheri Bell, Superviosr, Ex Officio		
Sunshine	Sally Higgins		
<i>Manage voluntary contributions from staff to recognize employee life events (determined by Staff within the Sunshine Fund, not TB)</i>	Linda Potok		
	Clare Buszka, Treasurer		
	Sara Feister (Staff)		
Wellhead Protection Team	Iris Lubbert/Colten Hutson (Staff)	<i>Quarterly (approx)</i>	
Fire Department Strategic Planning	Greg McComb (Fire Chief, Chair)	<i>TBD</i>	
Committee	Eric Burghardt (Deputy Chief)		
Established 7.2022	Erin Phillips (Fire Dept Administrative Asst)		
	Fire Staff (As needed)		
	Deb Everett (Resident)		
	Jared Klajnbart (Resident)		
	Themi Corakis (Business Owner)		
	Clare Buszka (TB Member)		
	Cheri Bell (TB Member, Ex Officio)		

# Memorandum



**Date:** July 27, 2023  
**To:** Township Board  
**From:** Anna Horner, P.E., Public Works Director  
**Subject:** Phase 1 Sanitary Sewer Neighborhood Expansion Projects Award Amendment

---

## **Objective**

Consideration of award amendment to complete Contract A Alternate(s) of Phase 1, 7<sup>th</sup> Street and W Main St, as local sanitary sewer project.

MOTION: Approval of Award for 7<sup>th</sup> Street and W Main Street Sewer Extension project to Lounsbury Excavating \$2,694,325.50, Approval of F&V construction engineering \$221,220.00, and Approval of Attachment K.

## **Background**

On April 25, 2023, the Township Board conditionally awarded Contract A, including Alternate #1 and Alternate #2, and Contract B to Lounsbury Excavating, Inc. for the USDA Neighborhood Sanitary Sewer Expansion project.

Residents filed litigation on the same day regarding the determination of invalid petitions made by Clerk Farmer in fall of 2022. The Township prevailed in this matter based on Res Judicata, or a thing decided, since the Township had already prevailed in the same argument made by another resident. The plaintiffs filed a motion for reconsideration which was promptly dismissed. The residents have now filed an appeal to the Court of Appeals.

With active litigation, bond counsel will not authorize issuance of the USDA bonds for this project. Recognizing that public sanitary sewer is still a need in the Township, not only for neighborhood areas with aging infrastructure, but to prevent the same issue in the future and as desired by growth and development, and costs continue to rise, Public Works staff strongly recommends the Board move forward with projects as able.

Given that the Alternates #1 and #2 were already planned to be cash funded, staff is proposing to complete those projects this fall. This would complete a small water main extension/loop on W Main St (Alternate #2) and sanitary sewer expansion on W Main St and 7<sup>th</sup> Street including a lift station (Alternate #1). These projects costs will be recovered with the same revenue sources as the USDA project including connection fees, surcharge fees, road fund contribution, and general fund contribution.

In addition, the legal delays have caused increases in Professional fees as well. Township Staff has received updated professional fees related to Phase 1 because of delays from the original contract and estimated fees in 2017-2022. In discussion with Fleis & Vandenbrink (F&V) about the changes, recognizing how significant they are, staff requested a detailed breakdown of the allocations of different staff members to better understand the increase. The overall contract with F&V increase is \$293,000.00. However, with the fees directly related to the Alternates coming out of USDA project, the attachment K only shows an increase in \$27,300.00. The difference in overall contract increase and attachment k is what will be awarded separately to F&V for the 7<sup>th</sup> St and W Main St Sewer Extension project, see attached letter.

To ensure compliance with USDA requirements and Township purchasing policy, formal approval of the contract change for Fleis & Vandenbrink (Attachment K) is requested by the Board. The presented cost for services was included in the 2023 Budget (Fund 492) so no budget amendment is needed.

Staff will work with Bond Counsel, Mika Myers, to revise the Resolution(s) for conditional award of the USDA project and those will be brought to the Board at the appropriate time.

**Attachments**

Recommendation of Award to Lounsbury Excavating for 7<sup>th</sup> Street and W Main Street Sanitary Sewer Expansion Project

Construction Services Agreement for Fleis & Vandenbrink for 7<sup>th</sup> Street and W Main Street Sanitary Sewer Expansion Amendment to F&V Contract (Attachment K)



July 27, 2023

Cheri Bell, Supervisor  
Oshtemo Township  
7275 W. Main Street  
Kalamazoo, MI 49009

**RE: Neighborhood Sewer Extension Phase 1-Contract A – Alternate #1 and Alternate #2**

Dear Cheri,

We are recommending awarding the 7<sup>th</sup> Street and West Main Street Utility Extension to Lounsbury Excavating in the amount of \$2,694,325.50.

The Township received two bids on March 9, 2023, for the above referenced project.

The low bidder is Lounsbury Excavating, Inc of Paw Paw, Michigan with a bid amount of \$5,806,900. Lounsbury's bid is \$3,112,574.50 on the base bid, \$2,510,305.50 on Alternate #1 for West Main and 7<sup>th</sup> Street Sanitary Sewer, and \$184,020.00 on Alternate #2 for West Main Street Water Main.

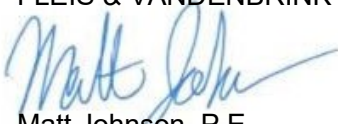
Lounsbury's bid was under the Engineer's Opinion of Construction Cost of \$6,18,266.50.

Oshtemo Township has award the Base Bid to Lounsbury to be funded through the United States Department of Agriculture Rural Development (USDA). **It is recommended Oshtemo Township award the remaining amount of \$2,694,325.50 to Lounsbury Excavating and authorize the supervisor to sign all required documents.**

Please feel free to call with any questions.

Sincerely,

FLEIS & VANDENBRINK ENGINEERING, INC.



Matt Johnson, P.E.  
Regional Manager

Enclosure

This is **EXHIBIT K**, consisting of **[3]** pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated April 11, 2018.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT**  
**Amendment No. 3**

**The Effective Date of this Amendment is: August 3<sup>rd</sup>, 2023.**

Background Data

Effective Date of Owner-Engineer Agreement: April 11, 2018

Owner: Oshtemo Township  
7275 West Main Street  
Kalamazoo, MI 49009

Engineer: Fleis & VandenBrink  
4798 Campus Drive  
Kalamazoo, MI 49008

Project: Neighborhood Sewer Extension Phase 1

Nature of Amendment:

X Modifications of payment to Engineer

Description of Modifications:

- Modification of the budget of exhibit c.
- Modification of the budget to appendix 3 of Exhibit C: Narrative of Additional Services:

Neighborhood Sanitary Sewer Extension Phase 1, Contract A was originally awarded on May 15, 2020 and was delayed due to issues with the original notice of intent to issue bonds and ongoing lawsuits. Additional engineering fees are needed in the construction phase due to current engineering rates.

On March 9<sup>th</sup> of 2023, Contract A and Contract B were rebid with Lounsbury Excavating, being the low bidder. The Township elected to not award the bid alternates #1 and #2 and remove the design phase services from the USDA contract. This allows Oshtemo Township to complete the project within the amount obligated by USDA.

The following items describe the changes to the contract.

Item	Authorize Amount	Requested Amount
Preliminary Design:	\$184,000.	\$169,280
Final Design Services:	\$147,000	135,240
Bidding and Negotiations:	\$24,000	\$22,080
Construction	\$167,000	\$194,500
Post Construction	\$24,000	\$22,000
Resident Project Representative	\$266,000	\$311,000
Add Service Permits	\$26,000	\$23,920
Add Services ROW Maps	\$9,000	\$8,280
As Rec/GIS Updates	\$8,000	\$6,000
O/M Manuals	\$3,000	\$3,000
Line and Grade Staking	\$44,000	\$28,000
Materials Testing	\$34,000	\$25,000
Soil Borings	\$20,000	\$16,000
Value Engineering	<u>\$0.00</u>	<u>\$20,000</u>
Total	\$956,000	\$983,300

The Engineering services above will be paid with project contingency funds.

Agreement Summary:

Original agreement amount:	<u>\$ 921,000</u>
Net change for prior amendments:	<u>\$ 20,000</u>
This amendment amount:	<u>\$ 27,300</u>
Adjusted Agreement amount:	<u>\$ 983,300</u>

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:  
Oshtemo Township

ENGINEER:  
Fleis & VandenBrink Engineering, Inc.

By:

Print name: Cheri Bell

Title: Township Supervisor

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

By:

Print name: Matthew Johnson, P.E.

Title: Regional Manager

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



**Request for Proposals**  
**Professional Engineering Services**  
**Atlantic Avenue Extension Project**  
**June 12, 2023**

Oshtemo Township is seeking proposals from consultants (or consultant teams) to provide professional engineering services for an *Intersection Improvements and Road Extension* project. This project is coordinated with the Downtown Development Authority (DDA).

**Deadline for Submittals**

Responses will be accepted until **2 p.m. on Thursday July 13, 2023**. Responses should be submitted by e-mail to Anna Horner, Public Works Director, at [ahorner@oshtemo.org](mailto:ahorner@oshtemo.org). Responses submitted after the deadline will not be accepted.

**Community Information**

Oshtemo Township is located in southwest Michigan on the western border of the City of Kalamazoo. It is located halfway between Chicago and Detroit, just north of Interstate 94, with US-131 bisecting the eastern end of the Township. Originally an agricultural community, Oshtemo is now predominantly a residential community with strong commercial areas along West Main Street, Drake Road, and Stadium Drive and has experienced significant growth in the last decade. More information about Oshtemo Township can be found on our website at [Oshtemo.org](http://Oshtemo.org).

As Oshtemo grows and develops, numerous planning initiatives have been implemented to incorporate the values of the community and establish guidelines for thoughtful and strategic development that will protect the quality of life of residents.

The adopted Township Master Plan sets forth local goals, objectives, and policies for community growth and/or redevelopment. The adopted 2019 Village Theme Development Plan (found here: <https://www.oshtemo.org/files/assets/public/planning/documents/village-theme-development-plan-2019-update.pdf>), a portion of the adopted Master Plan that focuses on the Oshtemo Village Area, includes a Future Circulation Plan identifying desired roadways that would improve the safety for all user types, improve the connectivity of the Townships transportation network, and/or implement desired character and growth. The Oshtemo Downtown Development Authority, an extension of the Township Board, is tasked with implementing the Village Theme Development Plan.

## **Project Description**

Oshtemo Township's Downtown Development Authority (DDA) purchased 6227 Stadium Drive in February 2023. The intent of this purchase was to complete a road extension from the intersection of Parkview Avenue and Atlantic Avenue (southern boundary) to Stadium Drive (northern boundary). By purchasing this property, the DDA would ensure that the desired road connection, identified in the attached Future Circulation Plan excerpt (on page 34 (or 39/71 of the Master Plan link above)), could be implemented. They recognized the opportunity to not only implement a portion of their plan but also to improve the overall safety and circulation for the district. See page 6 of RFP for a concept plan used in discussion with the DDA and Township Board when deciding whether to purchase the parcel.

A major benefit of the location, size, and layout of the parcel is that this road project creates new commercial road frontage in a prime location of Oshtemo. It also gives the DDA and Township the ability to stipulate how the character of this area develops and create legacy enhancements for the area.

Additional project details to be considered:

- Previously the Township Board purchased parcel 05-35-210-089 for future non-motorized needs and 05-35-210-070 for intersection improvements; both parcels are available for this project.
- A recently approved development at 05-26-460-021 anticipates a needed secondary connection for future phases out to Stadium Drive (through parcel 6312 Stadium Drive). This shall only be a consideration in the future traffic counts and alignment of future road connection on north side of Stadium Drive. The Township does not plan to include this construction in their project as it is developer driven.
- The initial concept plan by staff proposes closing the intersection of Parkview Ave (western end) and Stadium Drive. Crash data shows significant rear end crashes (>40%) at this intersection likely because of the proximity to Stadium Drive and 9th Street intersection. To consider the feasibility of this, the downstream road network and overall County Primary Road system in the area will need to be considered.
- A Phase 1 baseline environmental assessment has been completed and there are no anticipated environmental concerns or mitigation efforts anticipated.

## **Project Goals**

1. Establish priorities of DDA and Township Board for project
2. Involve stakeholders to ensure a supported/positive project
3. Determine optimal parcel division layout or layouts for resale, reserve areas, or other placemaking concepts to maximize said DDA and Township Board priorities.
4. Consider growth and future land development to update future circulation plan in this area (DDA boundary plus approximately 1500' buffer)

- a. Provide any appropriate phasing considerations for short- and long-term growth
5. Evaluate the following existing intersections; Atlantic Ave/Parkview Ave, Atlantic Ave/9<sup>th</sup> St, Stadium Drive/9<sup>th</sup> St, Stadium Drive/Parkview Ave, Parkview Ave/11<sup>th</sup> Street and one (1) new intersection; Stadium Drive/6227 Stadium Dr including the following:
  - a. Intersection types for optimization (stop, yield, signalized, roundabout, etc.)
  - b. Spacing considerations and removal recommendations
  - c. Alternative control strategies
6. Traffic Study
  - a. Establish points for traffic data collection (volume, speed, classification, turning movements). 24-Hour count data for all roads in study area shall be included.
  - b. Analyze existing and future LOS for both the morning and evening peak traffic periods
  - c. Generate Future Trip Distribution Model(s) with new road network configuration including the potential Stadium Dr and Parkview Ave closure
7. Conceptual geometric road design for all user types and modes
  - a. Roadway alignment based on engineering standards for vertical and horizontal curves, speed, and sight distance.
  - b. Minimization of access points to public roads and/or use of access roads and potential locations
8. Complete applications, search for other funding opportunities and submit for grant funding.
  - a. It is anticipated this project will submit for the Michigan Department of Transportation's (MDOT) Highway Safety Improvement Program (HSIP) for construction
  - b. Provide DDA and Township with other opportunities for grant funding programs

### **Project Schedule(s)**

The following is a tentative milestone schedule:

RFQ Solicitation	June 2023
Select Consultant	July 2023
Project Kick-Off	August 2023
Traffic Data Collection	October 2023
*Shall not occur until nearby RCKC roundabout project on Parkview Ave at 11 <sup>th</sup> St and 12 <sup>th</sup> St is open to traffic	
Traffic Impact Study	October 2023-December 2023
Concept Plan/Prelim Design	January 2024
Public Meeting (A)	February 2024
Apply for HSIP Funding	February-May 2024
Public Meeting (B)	May 2024
Construction	2026+

### **Project Deliverables (minimum)**

The following items are expected for each defined project:

1. TIS report including findings and recommendations
2. Conceptual plan and renderings of proposed layouts for use at public meetings
3. Preliminary cost estimate(s) for option(s) presented
4. Support to submit funding applications (HSIP and others as presented)
5. Hold meetings with Steering Committee (minimum 2)
6. Attend Public Meetings/Open Houses (minimum 2)
  - A. DDA Businesses & Stakeholders
  - B. General Public

### **Alternate Deliverables (if funding allows)**

1. Topographic Survey to establish major work items/impacts and estimate
2. Design Plans (80% plan set)
3. Contact all public and private utilities and coordinate any relocations, adjustments, or projects.
4. Engineers Opinion of Costs

### **Project Team**

Township Staff: The Public Works Director and Planning Director will be the key staff team members. The Road Commission of Kalamazoo County (RCKC) staff will be consulted with on goals 1, 5, 6, and 7. The DDA will have members on the Steering Committee for the process. The Township anticipates that the Township Board will provide guidance through the process.

The team shall consist of member(s) with expertise in transportation engineering, transportation planning, and economic development. They must have the ability to consider the large and small impacts of projects, how they fit into the entire community but also the feasibility of them being implemented. The Township is not an agency focused only on vehicular traffic but more the entire transportation system and users of all types, abilities, and needs. Experience in creating and gathering stakeholder input while balancing limited resources is essential.

*At least one firm of the team must be Michigan Department of Transportation pre-qualified for Design-Roadway if submitting on the Alternate Deliverables.*

If the performance of the Engineering Professional Services is deemed exemplary by the Township Staff, the selected firm will be first offered the contract for the Final Design work and Construction Engineering Services.

### **Proposal Content**

- Exhibit A following Cover Sheet form.
- Letter of Interest and understanding of services
- List of key project personnel, their roles, and their related experience (Substitutions require Township approval) including any subconsultants.
- Proposed project schedule



- Minimum of three (3) examples of similar projects and professional references for each

**Review Criteria (Total 50 points):**

- Experience and technical expertise with similar project types (15 points)
- Evaluation of team by member expertise, structure, and capacity (10 points)
- Understanding of project goals (15 points)
- Overall cost and value proposition (10 points)

**Questions**

Any questions should be addressed to Anna Horner, Public Works Director, at [ahorner@oshtemo.org](mailto:ahorner@oshtemo.org) or (269) 216-5228. Questions and clarifications shall be submitted in writing prior to 5:00 pm local time on Monday June 26, 2023. If information provided in response to questions changes or clarifies any part of this RFP, they will be shared with all those who were sent RFP by Thursday June 29, 2023, by 5:00 pm local time.

**Legal Notice**

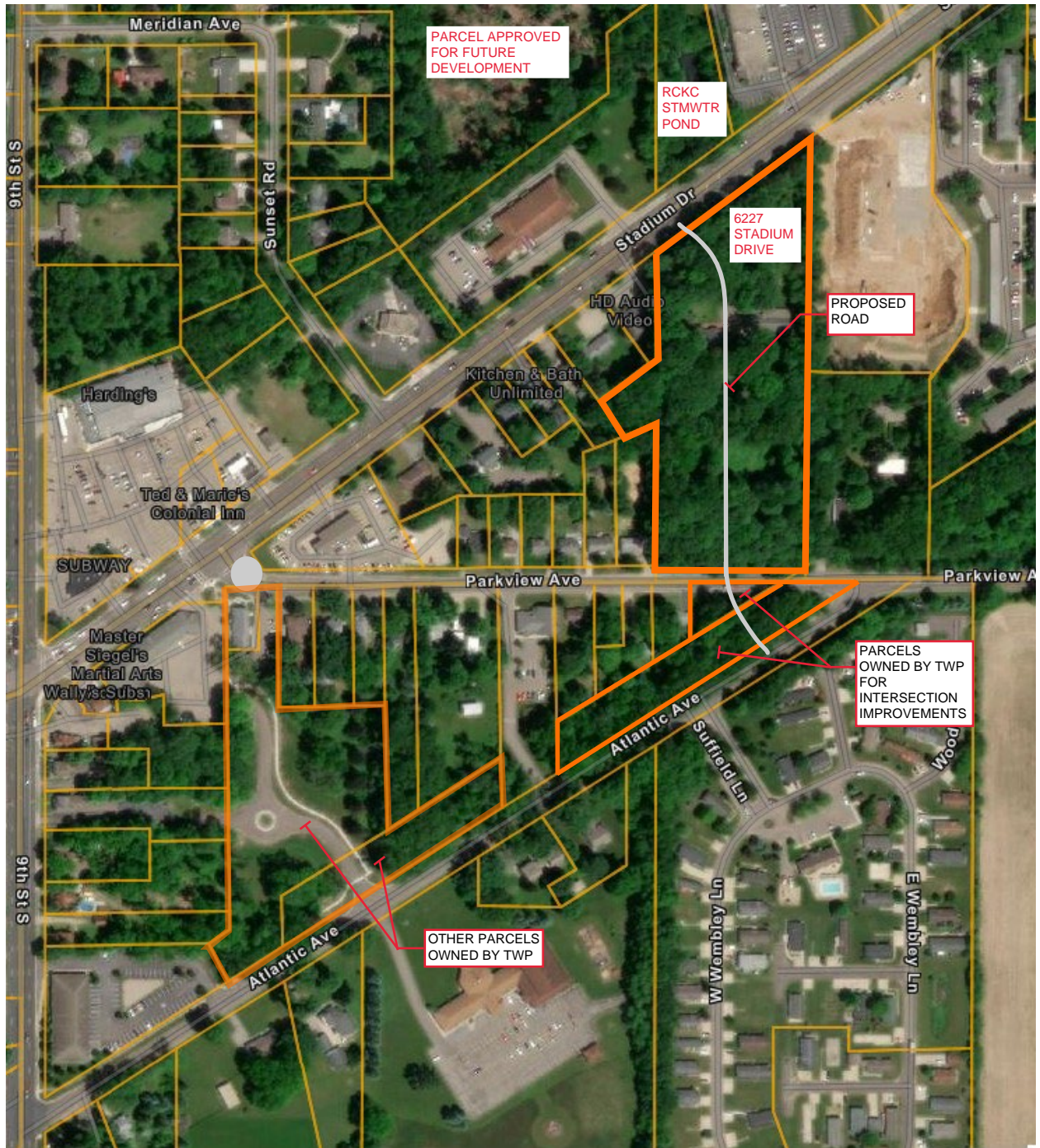
The final decision on selection of the Firm for this project will be determined by the Oshtemo Township Board. Oshtemo Township reserves the right to reject any proposals or parts of proposals. The Township also reserves the right to waive any irregularities, inconsistencies, or take other action determined to be in the best interest of the Township.

Oshtemo Township's Nondiscrimination Bidding Policy can be found at <https://www.oshtemo.org/About-Oshtemo/Bidding-Process>.

The Firm will be required to furnish to the Oshtemo Charter Township prior to commencement of work, a Certificate of Insurance as well as any required endorsements. In lieu of required endorsements a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned below shall be furnished, if so requested.

Professional Liability Insurance in an amount not less than \$1,000,000 per claim. If this policy is claims made form, then the Firm shall be required to keep the policy in force, or purchase "tail" coverage, for a minimum of 3 years after the termination of this contract.

# CONCEPT PLAN & KEY PARCELS



**OSHTEMO CHARTER TOWNSHIP  
DEPARTMENT OF PUBLIC WORKS**

**REQUEST FOR PROPOSAL COVER PAGE  
PROFESSIONAL ENGINEERING SERVICES  
ATLANTIC AVENUE EXTENSION PROJECT**

Submit this Completed Form as the *Cover Page* of Your Proposal.

Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Website: \_\_\_\_\_

Representative Authorized to Sign Offer and Contract:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_

Authorized Point of Contact/Project Manager:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_

I certify that I am authorized to execute and submit this proposal on behalf of the Firm listed above; that all of the RFP instructions and rules, exhibits, addenda, explanations, evaluation criteria, submittal requirements, terms and conditions and any other information provided by the Township has been reviewed, understood and complied with; and that all information in this submission is true, correct, and in compliance with the terms of the RFP.

I hereby state that I have the authority to submit this proposal which will become a binding contract if accepted by the Oshtemo Charter Township. I further state that I have not communicated with nor otherwise colluded with any other person or Firm, nor have I made any agreement with nor offered or accepted anything of value from an Official or employee of the Oshtemo Charter Township that would tend to destroy or hinder free competition.

\_\_\_\_\_  
Authorized Representative Signature \_\_\_\_\_  
Date

## Exhibit A – Cost

**Project Deliverables (minimum)**                      \$ \_\_\_\_\_

**Alternate Deliverables**                                      \$ \_\_\_\_\_

**Total \$** \_\_\_\_\_

List any additional expense rate anticipated by the Firm that are not included in the above costs.

This project will be awarded as Time & Materials contract.



OSHTEMO CHARTER TOWNSHIP  
DEPARTMENT OF PUBLIC WORKS

**REQUEST FOR PROPOSAL COVER PAGE**  
**PROFESSIONAL ENGINEERING SERVICES**  
**ATLANTIC AVENUE EXTENSION PROJECT**

Submit this Completed Form as the *Cover Page* of Your Proposal.

Firm Name: Wightman  
Address: 433 E. Ransom St., Kalamazoo, MI 49007  
Telephone: (269) 327-3532  
Website: gowightman.com

Representative Authorized to Sign Offer and Contract:

Name: Philip A. Doorlag, P.E.  
Title: Regional Director - Kalamazoo  
Email: pdoorlag@gowightman.com  
Telephone: (269) 264-4089  
Address: 433 E. Ransom St., Kalamazoo, MI 49007

Authorized Point of Contact/Project Manager:

Name: Philip A. Doorlag, P.E.  
Title: Regional Director - Kalamazoo  
Email: pdoorlag@gowightman.com  
Telephone: (269) 264-4089  
Address: 433 E. Ransom St., Kalamazoo, MI 49007

I certify that I am authorized to execute and submit this proposal on behalf of the Firm listed above; that all of the RFP instructions and rules, exhibits, addenda, explanations, evaluation criteria, submittal requirements, terms and conditions and any other information provided by the Township has been reviewed, understood and complied with; and that all information in this submission is true, correct, and in compliance with the terms of the RFP.

I hereby state that I have the authority to submit this proposal which will become a binding contract if accepted by the Oshtemo Charter Township. I further state that I have not communicated with nor otherwise colluded with any other person or Firm, nor have I made any agreement with nor offered or accepted anything of value from an Official or employee of the Oshtemo Charter Township that would tend to destroy or hinder free competition.

*Philip A. Doorlag*

Authorized Representative Signature

7/13/2023

Date

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July 13, 2023

Oshtemo Charter Township  
7275 W. Main Street  
Kalamazoo, MI 49009

Attention: Anna Horner, P.E., Public Works Director

**RE: OSHTEMO CHARTER TOWNSHIP – ATLANTIC AVENUE EXTENSION PROJECT**

Dear Anna:

Wightman and our partners at Progressive AE are pleased to submit our qualifications for Professional Engineering Services for Oshtemo Charter Township’s Atlantic Avenue Extension Project. We understand how important it is to invest in our transportation network to provide equitable, safe, and reliable travel options for all users to access the Township’s many destinations and amenities.

As Oshtemo continues to grow and evolve, providing safe, reliable, and easily accessible transportation routes for all users becomes vitally important. There is an ever increasing need to balance the needs of rural vs. urban, residential vs. commercial, and major, minor, and local roads. A successful transportation network meets the needs of all its potential users and the surrounding community, including residents, businesses, and public institutions.

Our team has the expertise and knowledge to provide Professional Planning and Engineering services for the unique and diverse needs of this project. Using our extensive previous experiences with other communities as a baseline, and building upon current parallel projects and endeavors with the Township, we believe we are the best team suited to become your trusted advisor on this project. We applaud the Township’s forward-thinking approach to purchasing property with the knowledge it would be leveraged to create a safer, and more robust node for travelers, commerce, residents, and visitors. Seeking to become partners with you and achieve what the Township views as a success is what we strive for.

We appreciate your consideration of our proposal and the opportunity to be a part of this process as you listen to the Community and continue to provide them with safe avenues of travel for all modes of transportation.

If you have any questions, please feel free to contact me.

Very truly yours,

Philip A. Doorlag, P.E., Regional Director - Kalamazoo  
pdoorlag@gowightman.com  
(269) 779-6923

**Exhibit A – Cost**

<b>Project Deliverables (minimum)</b>	\$ <u>92,500</u>
<b>Alternate Deliverables</b>	\$ <u>0*</u>
<b>Total \$</b>	<u>92,500</u>

List any additional expense rate anticipated by the Firm that are not included in the above costs.

This project will be awarded as Time & Materials contract.

\* It is our intent to provide you with deliverables that meet the Township's needs. However, we are not able to provide you a cost for the alternate deliverables at this time until we can better understand the Township's goals and how best to achieve the results you want, at a cost-effective price that makes sense. We will gladly work with you to determine what alternate deliverables are best suited for the Township once the minimum project deliverables are substantially achieved and will subsequently quote those deliverables.

Legal descriptions, land divisions, parcel divisions, and exhibits can be quoted on an As-Needed basis once the results of Goal #3 are achieved.

Pursuit of grants or funding opportunities outside of HSIP can be done as an additional service.



## KEY PROJECT PERSONNEL

Wightman is pleased to present our qualifications and project team for the Oshtemo Charter Township Atlantic Avenue extension project. The proposed team has over 80 years of experience with municipal engineering and survey road design projects. Full-page resumes follow.



**PHILIP A. DOORLAG, P.E. | CLIENT REPRESENTATIVE/PROJECT MANAGER:** Mr. Doorlag will be responsible to coordinate all staff assigned to the Atlantic Avenue extension project. Mr. Doorlag brings over 17 years' experience to the team and is a Kalamazoo native. He has built and maintains strong relationships with Oshtemo Charter Township staff and has led several engineering projects with the Client.



**MICKEY BITTNER, P.E. | FUNDING/GRANT ADMINISTRATOR:** Mr. Bittner will lead the funding and grant aspects of this project. As a licensed professional engineer and expert on municipal funding options and opportunities, he is well versed in programs, application requirements, and timelines. Mr. Bittner was featured in the Michigan Township's Association regional roundtables as an expert in funding and grant opportunities.



**AARON NEITLING, P.E. | TRANSPORTATION ENGINEER:** Mr. Neitling is well versed in roadway design and construction projects, with over 24 years of experience with municipal clients. His ample experience in design, quality assurance, and roadway alignment will ensure the Township receives the best design possible. He will ensure designs are accurate and built to design specifications, without compromise.



**MELANIE STANGE, P.E. | TRANSPORTATION ENGINEER:** Ms. Stange has over 10 years' experience in road design project for numerous municipal entities including road rehabilitation and reconstruction, as well as geometric design. She will be responsible for the roadway design, utilizing his background and experience in roadway design, site design, project management, and inspection.

We are pleased to include two individuals from Progressive AE with whom we will work on this project. They will provide needed expertise regarding community engagement, traffic studies, and future land development in the Township.



**SUZANNE SCHULZ, AICP | URBAN PLANNING PRACTICE LEADER:** Ms. Schultz offers extensive experience in transportation planning and policy development. With over 27 years of experience leading community engagement workshops, comprehensive planning projects, and project management for communities of all sizes, her involvement is key to getting stakeholders involved and excited about the roadway extension.



**CHRISTOPHER ZULL, P.E. | TRANSPORTATION ENGINEER:** Mr. Zull has over 17 years of experience in the transportation sector, including 15 years with the City of Grand Rapids as the Traffic Safety Manager. He will ensure accurate deliverables including traffic data collection, developing an accurate Future Trip Distribution model, and analysis of traffic periods throughout the day.

## KEY PROJECT PERSONNEL

### PHILIP A. DOORLAG, P.E.

#### CLIENT REPRESENTATIVE/PROJECT MANAGER

Mr. Doorlag has over 14 years of experience in surveying, construction staking, material testing, drafting/design, and construction engineering on a variety of construction projects. Mr. Doorlag also has over 10 years of MDOT local agency and private design experience on many types of projects. He is the Regional Director of Wightman's Kalamazoo office.



#### *Expertise*

- Transportation Design
- Asset Management Planning
- Water Main, Sanitary Sewer, and Storm Sewer Design
- Road Reconstruction and Rehabilitation
- Grants

#### *Professional Registrations*

- Professional Engineer, Michigan #6201067363
- Prevailing Wage Training

#### *Professional Affiliations*

- Professional Engineer, Michigan #6201067363
- Complete Streets Advisory Committee Member - City of Kalamazoo
- Council of 100 Member - Southwest Michigan First
- Public Policy Committee Member - Southwest Michigan First

#### *Professional Positions*

- Wightman  
2012 - Present
- Wightman Jones, Inc.  
2006 - 2012

#### *Education*

- B.S. Civil Engineering, Western Michigan University, 2015

#### *Project Experience*

##### **Kalamazoo Avenue, Kalamazoo, MI**

Project Manager for the transformation of Kalamazoo's downtown streets to create connectedness. This phase converts Kalamazoo Avenue from a one-way state trunkline to a two-way city major street and Douglas Avenue between Kalamazoo Avenue and West Main Street from a one-way street to a two-way connection.

##### **Stadium Drive, Kalamazoo, MI**

Project Manager for the improvements on Stadium Drive between Howard Street and Lovell Street. The project features the construction of a shared use path, improving walkability for WMU students near campus, milling and resurfacing of the existing pavement, installation of a landscaped median, and pedestrian signal improvements.

##### **Cork Street Improvements, MDOT Job #131003, Kalamazoo, MI**

Project Engineer for both design and construction on 1.91 miles of road reconstruction on Cork Street from Lovers Lane to Sprinkle Road. Project included one mile of full-depth pavement reconstruction and two-course HMA milling and resurfacing on the remaining portion. A road diet was implemented, reducing the traffic corridor from four lanes to three. Additional improvements included: upsizing the existing water main, upsizing or replacing all side street connections and fire hydrants, installation of additional new hydrants, upsizing of stormwater collection system, installation of new concrete box culvert to replace metal pipe arch culvert at Davis Creek, design and permitting to install water main and fiber optic crossings under two separate railways, and signal improvements and upgrades.

##### **Oakland Drive Improvements, MDOT Job #131001, Kalamazoo, MI**

Project Engineer for design and construction including roadway reconstruction and rehabilitation of Oakland Drive from Parkview Avenue to Howard Street, a route of 1.24 miles. Project also included replacement of existing water main and portions of the existing storm sewer, pedestrian signal upgrades, installation of marked crosswalks, creation of a pedestrian refuge island, widening of bike lanes, and installation of permanent signage and pavements markings.

##### **Portage Street Improvements, MDOT Job #130823, Kalamazoo, MI**

Project Engineer for both design and construction on 1.25 miles of Portage Street from Stockbridge Avenue to E. Michigan Avenue and included roadway reconstruction and rehabilitation as well as the replacement of the existing water main and portions of the existing storm sewer; traffic signal equipment upgrades and pedestrian signal upgrades at all signalized intersections; re-design of the Washington Square block between Washington Street and Stockbridge Avenue to include increased sidewalk space for roadside businesses including streetlight replacements; extended four- to three-lane conversion on Portage Street from Walnut Street to E. Michigan Avenue; and replacement of all permanent signage and pavement markings.

## MICKEY E. BITTNER, P.E.

### FUNDING/GRANT ADMINISTRATOR

Mr. Bittner serves as a QC/QA Engineer with responsibility for analysis, design, and construction management for both municipal and private engineering projects. His experience includes municipal roadway, multi-purpose trails, water main and sewer designs, water and wastewater, as well as assisting communities in obtaining grants and loans and preparing feasibility studies. He also assists communities with public engagement, consensus building, and scope determination. Mickey serves as the Regional Director of Wightman's Allegan office.



#### Expertise

- Grant Funding & Administration
- Roads (MDOT LAP)
- Traffic Signs and Signals
- Water & Wastewater Systems
- Storm Sewers
- Culverts
- Hydraulic Analysis
- Construction Administration

#### Professional Registrations

- Professional Engineer Michigan #6201047386
- Construction Site Certified Stormwater Operator Michigan #C-03676
- Risk Assessment Methodology for Water Utilities Certified

#### Professional Affiliations

- Michigan Water Environment Association
- American Society of Civil Engineers
- National Society of Professional Engineers
- Michigan Society of Professional Engineers
- Technical Committee of Kalamazoo Area Transportation Study

#### Professional Positions

- Wightman  
2012 – Present
- Wightman Jones, Inc.  
2004 – 2012
- Wightman & Associates, Inc.  
1996 – 2004

#### Education

- B.S. Civil Engineering, Michigan Technological University, 1996

#### Project Experience

##### Irwin Avenue, City of Albion, MI

Project Manager for a 1.2-mile complete roadway reconstruction of Irwin Ave. to S. Superior St. in the City of Albion. Work included machine grading, new HMA surface, aggregate base, drainage structure replacements, a new 12" water main, curb and gutter replacement, sidewalk and ADA ramp replacements, slope restoration, permanent signing and pavement markings. The project was funded utilizing a CDBG grant and local funds.

**Rivers Edge Roundabout, Kalamazoo, MI:** The City of Kalamazoo hired Wightman to redesign the roundabout to be in compliance with AASHTO requirements while meeting the City's desires. The project includes replacement of 575' of 42" sewer interceptor to increase capacity, complete replacement of over 3000' of aged watermain to improve reliability, and complete road reconstruction including landscaping and lighting.

##### Breton Avenue (44th Street to 32nd Street) – City of Kentwood/City of Grand Rapids, MI

Principal in Charge – 1.59 miles of roadway rehabilitation consisting of HMA crushing and shaping, HMA surfacing, concrete intersections, ADA ramp replacements, storm drainage improvements, signals, landscape medians, permanent pavement markings and signage. Work included the permitting and replacement of a storm sewer outfall to Plaster Creek. Project was constructed utilizing part-width construction techniques while maintaining approximately 18,400 veh/day. Intersection work at 32nd Street required a minimum of four phases to construct the underground utilities and concrete road surface.

##### Oakland Drive, Kalamazoo, MI

Principal in Charge for roadway reconstruction and rehabilitation of Oakland Drive from Parkview Avenue to Howard Street, a route of 1.24-miles. Project also included replacement of existing water main and portions of the existing storm sewer, pedestrian signal upgrades, installation of marked crosswalks, creation of a pedestrian refuge island, widening of bike lanes, and installation of permanent signage and pavements markings.

##### Hall Street – City of Grand Rapids, MI

Principal in Charge for 0.77 miles of roadway reconstruction including HMA pavement, aggregate base, subbase, machine grading, curb and gutter, drainage structures, storm sewer, water main and services, pavement markings, permanent signs, restoration, landscaping, permeable pavers, and trees. Project required public comments, parking studies, and significant utility relocation coordination. Project was funded through Federal STP funds. Project was a package of three separate jobs, covering 2 fiscal years.

#### Professional Presentations

- Co-Presenter and Author of "Grant Funding 101" at Michigan Township Association's 2022 Regional Summits (five locations throughout Michigan)

## KEY PROJECT PERSONNEL

### AARON J. NEITLING, P.E. TRANSPORTATION ENGINEER

Mr. Neitling serves as a Project Manager involved with the design of a wide range of civil engineering consisting of design, contract administration, and construction engineering for both municipal and private engineering projects. His strengths include design and preparation of roadway plans, pavement design, storm sewer design, sanitary sewer design, water main design, preparation of project specifications, and performing contract administration. He also has knowledge in field surveying, construction inspection and materials testing.



#### **Expertise**

- Road Design
- Non-motorized Facilities
- Storm Sewers
- Culverts
- Construction Administration
- Water Systems
- Wastewater Systems
- Site Design
- MDOT LAP
- Traffic Signal Design
- EGLE Permitting

#### **Professional Affiliations**

- American Society of Civil Engineers
- Institute of Transportation Engineers

#### **Professional Registrations**

- Professional Engineer Michigan #50508
- Construction Site Certified Stormwater Operator Michigan #C09536

#### **Professional Positions**

- Wightman  
2013- Present
- Driesenga & Associates, Inc.  
1999 - 2013

#### **Education**

- B.S. Civil Engineering  
Michigan Technological University,  
Houghton, 1998

#### **Project Experience**

##### **Hall Street – City of Grand Rapids, MI**

Lead Design Engineer/Project Manager for 0.77 miles of roadway reconstruction including HMA pavement, aggregate base, subbase, machine grading, curb and gutter, drainage structures, storm sewer, water main and services, pavement markings, permanent signs, restoration, landscaping, permeable pavers, and trees. Project required public comments, parking studies, and significant utility relocation coordination. Project is funded through Federal STP funds. Project was a package of three separate jobs, covering two fiscal years.

##### **Idaho Avenue - City of Portage, MI**

Project Manager/Lead Design Engineer for design and construction engineering services provided to the City for the reconstruction of Idaho Avenue from Oregon Avenue to S. Westnedge Avenue that followed the City's Complete Streets standards. Storm water management needs were addressed by the use of an infiltration storm water system and new curb and gutter. Additionally, the design included on-street parking with bulb-outs and road resurfacing to obtain the desired traffic calming effect. Special consideration was paid to the installation of new sidewalks and turn lane to accommodate both vehicular and pedestrian traffic at Portage Northern High School.

##### **Milham Avenue – City of Portage**

Lead Design Engineer/Project Manager - 1.26 miles of HMA cold milling, HMA surfacing, concrete sidewalk and sidewalk ramp upgrades, traffic signal upgrades, construction of a new right turn lane to Portage Northern Schools, permanent pavement markings and signage. Project required staged construction for milling and resurfacing. Coordination with utilities was required due to the project impacts for the new turn lane. Project is funded through Federal STP funds.

**Andrew Street – City of Kentwood , MI** – Reconstruction and utility improvements to 0.8 miles of residential streets including Andrew Street, Ash Avenue and Rondo Street. This work included machine grading, sand subbase, aggregate base, HMA surfacing, concrete curb and gutter, concrete sidewalk and ADA ramps, water main replacement, storm sewer upgrades, and slope restoration.

##### **R Avenue – Road Commission of Kalamazoo County**

QC/QA Reviewer – 6.00 mi of hot mix asphalt cold milling and resurfacing, concrete curb and gutter, replace culverts, guardrail and pavement markings on R Avenue from 36th Street to the east county line of Kalamazoo County, Kalamazoo County. This was a Local Agency project.

##### **Portage Road and Stryker Way Intersection – City of Portage**

Project Manager/Construction Engineer – Construction of a new signalized intersection at the new Stryker Way and Portage Road intersection consisting of mast arms, video detection, new right turn lane, HMA surfacing, aggregate base, sidewalk ramps, and permanent pavement markings. Project required permitting with the FAA due to the proximity to the Kalamazoo/Battle Creek Airport. Project was funded through a Michigan Department of Economic Development Grant.

## MELANIE K. STANAGE, P.E.

### TRANSPORTATION ENGINEER

Mrs. Stanage is an energetic and passionate civil engineer with experience in transportation including roadway design and modeling, hydraulic design and analysis, and roundabout design. Interests include collaborative team environments working on projects that help improve the surrounding local and regional communities.



#### Expertise

- Road Projects
- Municipal Engineering
- Roadway Design
- Roundabout Design
- Stormwater Management

#### Professional Registrations

- Michigan PE License  
6201065450
- Indiana PE License  
PE11600702

#### Professional Position

- Wightman  
2016 - Present
- CHA Consulting  
2012-2016
- Michigan Department  
of Transportation  
Summer 2011

#### Education

- Civil & Environmental  
Engineering, 2012,  
University of Michigan,  
Ann Arbor, MI

#### Project Experience

##### 12th Street Improvements, Kalamazoo County, MI (MDOT Project 211895)

Project manager for improvements on 12th Street from Ravine Road to D Avenue. This project includes 2.5 miles of crush and shaping, trench widening, drainage and intersection improvements, permanent signage, pavement markings, and restoration. Wightman has provided topographic survey, R.O.W services, geotechnical investigation, design engineering, and permitting assistance on the project.

##### 24th Street Improvements, Kalamazoo County, MI (MDOT Project 211824)

Project manager for improvements on 24th Street and AB Avenue from D Avenue to M-89. This project includes approximately 3.33 miles of cold milling, crush and shaping, trench widening, drainage and intersection improvements, permanent signage, pavement markings, and restoration. Wightman has provided topographic survey, R.O.W services, geotechnical investigation, design engineering, and permitting assistance on the project.

##### Red Arrow Highway Streetscape Improvements, Berrien County Road Department, New Buffalo, MI-

Project Manager for recent award for design engineering for a section of Red Arrow Highway in Chikaming and New Buffalo Townships. The project includes pedestrian crossing signals, multi-use pathway, road and storm sewer improvements, and streetscape elements including lighting, planting, outdoor seating, and patios. The project includes challenges with large existing driveway openings and limited parking. The design incorporates closures and pedestrian safety enhancements to make the corridor more walkable. This project is following the MDOT LAP process, and has multiple funding sources include federal aid, Pokagon Grant, Township funds, and County Local match.

##### Jefferson Street Improvements, Dowagiac, MI

Project Manager for a 1.3 miles of roadway improvements with the City of Dowagiac and Cass County Road Commission through MDOT's LAP program. The project included 1 mile of mill and fill of the existing roadway, about 0.3 miles of HMA Crushing and Shaping between existing curb, and resurfacing an asphalt bridge deck over the railroad tracks. The project also included upgrades to ADA ramps and a stretch of new sidewalk. Responsibilities for the project included design oversight and construction administration.

##### Red Arrow Highway, Harbert, MI

Project Manager for project that converts Red Arrow Highway from four lanes to three, incorporates a 10'-wide non-motorized path along the lake side of the roadway, improves drainage through the corridor, reconstructs roadway for new storm sewer and curb and gutter in the business district, and redefines access points for residents' driveways in Harbert.

## KEY PROJECT PERSONNEL



### Suzanne Schulz, AICP

#### Urban Planning Practice Leader

schulzs@progressiveae.com

Phone: 616.988.4809

Suzanne brings more than 27 years of experience and an extensive background specializing in urban planning, transportation planning and policy development. In her most recent role with the City of Grand Rapids, Suzanne served as the Managing Director of Design and Development and the City's Director of Planning. In her nearly 20 years with the City, she was extensively involved in project management for community-led processes, including Plan Grand Rapids (comprehensive master plan), Zone Grand Rapids (zoning ordinance rewrite), Transformation Advisors, Green Grand Rapids, Sustainable Streets Task Force and Vital Streets Plan, and Michigan Street Corridor Plan; and implementation phases of each.

#### Education

Michigan State University

*Bachelor of Science, Urban Planning*

#### Registrations

American Institute of Certified Planners, #016099, July 1, 2000

#### Plant Danville!

Leading the community engagement and implementation efforts for the City of Danville, VA comprehensive plan. Danville is a city of 40,000 people and was the last capital of the Confederacy. The plan's focus is on health, equity, education, environment, empowerment, housing, and transportation.

#### Michigan Association of Planning Zoning Reform Guidebook for Housing

A ground-breaking document to encourage Michigan communities to think differently about how zoning affects housing supply. The guidebook focuses on talking points for public officials and various zoning hacks to meeting a community's housing needs.

#### Plainfield Township Re-Imagine Plainfield Corridor Plan and Zoning Ordinance

Design of a public engagement process to evaluate existing conditions and redevelopment potential of land along Plainfield Avenue in Plainfield Charter Township. Author of the Reimagine Plainfield Plan and zoning amendments.

#### Village of Lawton Road Map

Project Manager for community engagement and master planning effort to create a road map for the Village of Lawton, MI. Master planning activities incorporated sidewalk, parkway, planters, trees, street lighting, communications conduits, on-street parking, crosswalks, street furniture, and other desired placemaking elements. Citizens of Lawton were able to participate and give feedback throughout the process.

#### Green Grand Rapids, Grand Rapids, Michigan

Urban flooding, school closures and an invasive species were among concerns that more than 2,000 residents and stakeholders discussed during the planning process to address quality of life in the city. Clear outcomes were defined for parks and greenspaces, urban tree canopy, stormwater, local food, the Grand River, and bike facilities. This work resulted in zoning amendments to protect steep slopes and wetlands, increase tree canopy, and manage stormwater.

#### Zone Grand Rapids, Grand Rapids, Michigan

Implementation of the City's Master Plan began with tossing the 1969 zoning ordinance that had been amended more than 300 times. A community pattern workbook was created to facilitate neighborhood and business district discussions about the character of their communities. A cutting-edge form-based code was drafted that reflected community voice, allowed for administrative approvals, and has advanced more than \$4 billion in development over the past decade - strengthening the economy of Michigan's second-largest city.



## Christopher Zull, PE

### Transportation Practice Leader

zullc@progressiveae.com

Phone: 616.365.2664

Chris has over 17 years of experience as a transportation engineer, spending the last 15 years working for the City of Grand Rapids, most recently as the Traffic Safety Manager. In this role, Chris managed the Lighting, Signals and Signs Department which provides off-hours and emergency services.

Chris has been responsible for the oversight of staff and consultants for the conversion of over 40 miles of road diet from 4-lanes to 3-lanes in Grand Rapids. Key project components included review and update of roadway geometrics, pavement marking layout, parking management with local business owners and invested stakeholders, bicycle lane design and connectivity, appropriate signing and signal head alignment updates, in depth public engagement and educations, crash analysis, traffic volume data collection and analysis for both before and after conditions.

#### Education

Michigan State University  
*Master of Science in Civil Engineering*

Michigan State University  
*Bachelor of Science in Civil Engineering*

#### City of Grand Rapids, Burton Street from Division to Breton, 2012-18

A cross-town connector in a more suburban area of Grand Rapids, 3.7 miles. The network does not allow for many alternative options for traffic, with an ADT around 18,000 vehicles. It went through several neighborhoods, as well as near schools, shopping, and parks. The road diet happened over several phases as it aligned with construction projects and as public concerns were addressed through the engagement process of public meetings. The project included the installation of a new signal, pavement marking improvements, adding bike lanes, and signing upgrades. The 85th percentile speed was reduced by approximately 9 mph. Speeding citations were reduced by 81%. Severe injury crashes were reduced by 66%.

#### City of Grand Rapids, Alpine Avenue from Leonard to Pannell, 2015

Alpine Avenue is a major commuting corridor that was also a truck route and there was a great deal of public concern about reducing capacity. The addition of bike lanes was met with resistance by residents, motorists, and businesses. The road diet was for 1 mile and implemented in a temporary status, then it was monitored and analyzed for vehicle performance such as Level of Service, crash analysis, and travel times. It was made a permanent decision, citing reduced speeds, improved mobility options, while maintaining reasonable levels of service.

#### City of Grand Rapids, Plainfield Avenue from Leonard to Fuller, 2006

This was the first road diet in Grand Rapids for approximately 6 miles. Major commuter street and commercial corridor, that goes through neighborhoods and near schools. Public engagement was key to educate motorists on a new change to the City. As a pilot project, travel times, crash analysis, modeling, and speeds were studied, as well as gaining feedback from emergency services, schools, neighborhood associations, and residents.

#### City of Grand Rapids, Michigan Street Corridor Plan

A regional corridor of significance that has experienced over \$1 billion of development over the last 10 years. The road needed a transportation plan to accommodate its growing future. Recommendations related to traffic included a 20 year plan with a target to shift 40% of traffic to transit or other non-motorized modes, bike routing through neighborhoods rather than on Michigan Street, on-street parking management where appropriate, planning for future transit only lanes, improving the pedestrian and bike environment. The overall study included placemaking, accommodating a wide variety of land uses, quality of life, community health, public art, climate resiliency, and promote organized economic investment and job growth.

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## GOAL 1 – ESTABLISH PRIORITIES OF DDA AND TOWNSHIP BOARD FOR PROJECT

**Approach:** There are numerous plans, initiatives, and goals throughout the Township’s departments, boards, and committees that impact the project area. Through the two (2) proposed meetings with the Steering Committee for this project, priorities for both the DDA and Township Board will be established. Existing and potential goals and initiatives will be compiled and prioritized as part of the planning exercises with the Steering Committee. Best practices will be used to establish priorities that fit within the Township’s existing plans and future adaptations.

Examples of potential priorities between the two Township entities:

### *DDA:*

1. Convenient and safe pedestrian routes between activity centers
2. Uniform streetscape improvements and sidewalks
3. Implementation of the Shared Use Path on Atlantic Avenue as part of the GO! Green Oshtemo
4. Implementation of the Atlantic and Parkview Avenue DDA Streetscape Plan
5. Development of parcels that is consistent with the Village Fringe planning area
6. Refine the future circulation plan developed in 2019 to fit the needs of today and tomorrow

### *Township Board:*

1. Follow through and support initiatives established in the GO! Green Oshtemo plan, DDA Village Theme Development Plan, and Master Land Use Plan
2. Continue to support and invest in a development ready community
3. Create a transportation network in the Village that supports all modes of travel and provides equal opportunity for access
4. Commitment to investing in a transportation network that prioritizes safety for all of its users
5. Maximize the return on the Township’s investment to purchase property to make this a reality

### **Scope of Services:**

1. Review existing plans and extract goals and initiatives that can be molded into priorities for this project
2. Develop a list of potential priorities to stack rank with the DDA and Township Board for commitment to as part of this project
3. Develop content for and meet two (2) times with the Steering Committee with the development of priorities for this project as one of the desired outcomes

### **Deliverables:**

1. List of priorities for DDA and Township Board

### **Associated Estimated Fees:**

Review and compile existing goals and initiatives applicable to this project = \$3,000

Develop list of potential priorities = \$1,500

Meetings = \$4,000

Coordination and consulting with RCKC = \$2,000

Project Coordination & PM Work = \$1,500

**Total cost = \$12,000**



## PROJECT GOAL #2

### GOAL 2 - INVOLVE STAKEHOLDERS TO ENSURE A SUPPORTED/POSITIVE PROJECT

**Approach:** The success of the proposed Atlantic Avenue extension will be directly connected to the involvement and engagement of the project stakeholders. Adjacent property owners, the Road Commission of Kalamazoo County (RCKC), local businesses, and residents will need to clearly understand why the project is being pursued and what benefits and impacts will be realized. This work is supported by Oshtemo Township property acquisitions and mobility network planning with the intent of improving safety, congestion, and network connectivity.

Utilizing two public meetings the project team will engage the DDA and stakeholders in one and the general public in the other. The results of the traffic impact study, conceptual geometric alignment, and township goals will serve as the basis for the meetings. Feedback will be gathered to enhance the conceptual design and build community support.



#### **Scope of Services:**

1. Review existing property acquisition, township objectives, and traffic study parameters to establish the baseline assumptions for the project.
2. Develop a list of potential stakeholders, interested parties, and a capture area for business and residential to be invited to the public meetings.
3. Create presentation materials for two public meetings.
4. Host two public meetings, gather feedback, summarize input and look for opportunities to enhance the concept.

#### **Deliverables:**

1. Engaged and heard community

#### **Associated Estimated Fees:**

Review baseline assumptions for the project = \$2,000

Develop list of potential meeting attendees = \$500

Create presentation materials = \$2,500

Meetings = \$2,500

Project Coordination & PM Work = \$1,500

**Total cost = \$9,000**

### GOAL 3 – DETERMINE OPTIMAL PARCEL DIVISION LAYOUT OR LAYOUTS FOR RESALE, RESERVE AREAS, OR OTHER PLACEMAKING CONCEPTS TO MAXIMIZE SAID DDA AND TOWNSHIP BOARD PRIORITIES

**Approach:** Once the desired layout for the proposed transportation network upgrades has been established, the remaining properties will be evaluated for potential use to maximize the Township's return on their investment. Potential layouts will be designed to fit with the Village Fringe planning area and current ordinance(s) for land use. Through meetings with the Steering Committee and Township Staff, an optimal layout will be selected to promote the desired land use.

Using the Village Theme Development plan as a baseline, current trends in both commercial and mixed use development will be evaluated and brought to the team for consideration. As the Township is concurrently working on both a comprehensive Master Plan update which includes both a new mixed use ordinance and private road standards, effective communication between those teams will be critical for a successful transportation network in the Village that is consistent with the overall vision of the Township.

#### Scope of Services:

1. \*Three (3) preliminary layouts for the remaining parcels
2. One (1) final layout for the remaining parcels
3. Develop content for and meet two (2) times with the Steering Committee with the approval of a final layout for the remaining parcels as one of the desired outcomes
4. If parcel or land divisions are necessary to achieve the desired layout, this can be completed as an additional service

#### Deliverables:

1. Conceptual plan and renderings of proposed layouts for use at public meetings

#### Associated Estimated Fees:

Review, understand, and communicate limitations based on current and under development ordinances and codes = \$3,000

3 proposed layouts = \$3,000 Ea for a total of \$9,000

1 Final layout = \$2,000

Meetings = \$3,500

Project Coordination & PM Work = \$1,500

**Total = \$19,000**

\* If necessary, if fewer layouts are needed the associated fees would be adjusted via Time & Materials.



## PROJECT GOAL #4

### **GOAL 4. CONSIDER GROWTH AND FUTURE LAND DEVELOPMENT TO UPDATE FUTURE CIRCULATION PLAN I THIS AREA (DDA BOUNDARY PLUS APPROXIMATELY 1500' BUFFER)**

- a. Provide any appropriate phasing considerations for short- and long-term growth

**Approach:** The proposed realignment and connection of Atlantic Avenue creates an opportunity to influence and expand prime commercial real estate for development and growth. New traffic patterns and attractive commercial development opportunities will be created. The expansion of the DDA boundary, plus an additional 1500 feet, creates a generous addition to the commercial property inventory. The conceptual alignment will include an evaluation of potential access points and the massing of properties to allow for ideal development pads. Through a massing exercise combined with property access evaluations, a visual representation of the future developed corridor will be created. Zoning recommendations, consistent with existing zoning ordinances, will be presented for the adjacent properties along the new section of Atlantic Avenue.



#### **Scope of Services:**

1. Identify potential development parcels along the new Atlantic Avenue extension and other impacted properties.
2. Recommend zoning changes for the new parcels in a manner consistent with the existing Zoning Ordinance.
3. Present these findings in a map format.

#### **Associated Estimated Fees:**

Develop a report detailing development parcels, massing, and zoning recommendations = \$2,500

Project Coordination & PM Work = \$1,000

**Total cost = \$3,500**

**GOAL 5. EVALUATE THE FOLLOWING EXISTING INTERSECTIONS; ATLANTIC AVE/PARKVIEW AVE, ATLANTIC AVE/9TH ST, STADIUM DRIVE/9TH ST, STADIUM DRIVE/PARKVIEW AVE, PARKVIEW AVE/11TH STREET AND ONE (1) NEW INTERSECTION; STADIUM DRIVE/6227 STADIUM DR INCLUDING THE FOLLOWING:**

- a. Intersection types for optimization (stop, yield, signalized, roundabout, etc.)
- b. Spacing considerations and removal recommendations
- c. Alternative control strategies

**Approach:** With the traffic pattern changes that are a direct result of the new Atlantic Avenue connections and potential Parkview Avenue closure, it will be critical to establish the optimal traffic control for each of the study area intersections. As part of the traffic study and intersection analysis, we are recommending including Stadium Drive/11th Street intersection. Due to limited network connectivity and US-131 acting as a barrier, 11th Street is the primary alternative to Stadium Drive. Ensuring that this intersection has the correct geometry, signal timing and phasing is important to the network operation. The network analysis will also review intersection spacing and the potential impacts of restricting or removing roadway connections. Non-motorized and transit facilities will also be factored into the geometric and operational recommendations. Furthermore, alternative control strategies and smart signal technologies will be considered where appropriate. This work will be completed utilizing aerial photography, field observations, and existing traffic signal timing permits. The operational impacts will be detailed in the traffic study portion of this project.



**Scope of Services:**

1. Review existing intersection geometry, lane widths, turn lanes, curb radii, horizontal and vertical curves, and sight distance for each study area intersection.
2. Develop a list of potential traffic control improvements to meet the future needs of the network.
3. Detail intersection spacing and two options for improving network operations through restricting or closing street connections.
4. Coordinate findings of the intersection evaluation with the result of the traffic analysis.

**Associated Estimated Fees:**

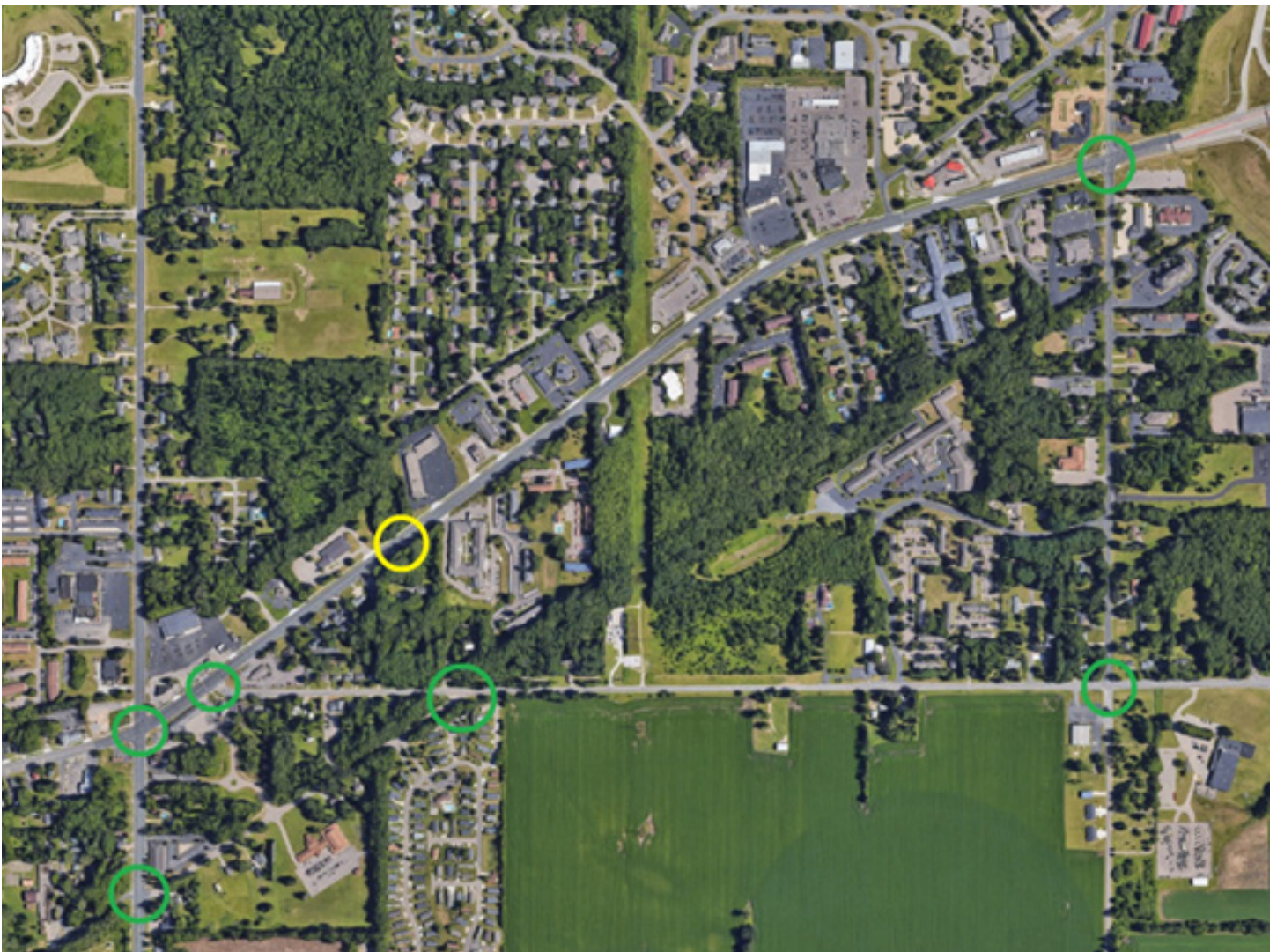
Review existing conditions = \$2,000  
 Develop list of potential traffic control improvements = \$1,000  
 Detail intersection spacing and two connection options = \$1,500  
 Coordination and consulting with RCKC = \$2,000  
 Project Coordination & PM Work = \$1,000  
**Total cost = \$7,500**

## PROJECT GOAL #6

### GOAL 6. TRAFFIC STUDY

- Establish points for traffic data collection (volume, speed, classification, turning movements). 24-Hour count data for all roads in study area shall be included.
- Analyze existing and future LOS for both the morning and evening peak traffic periods
- Generate Future Trip Distribution Model(s) with new road network

**Approach:** Data collection is a key component for performing traffic studies. It is important to get the right amount of data collected as labor, equipment, and data processing can drive up project costs. As recommended in the intersection analysis section (Goal 5), we are recommending including the Stadium Drive/11th Street intersection as part of the traffic study. This results in a total of 7 study area intersections and 5 unique roadways. We will utilize our roadside video detection equipment to capture intersection turning movements, non-motorized intersection crossings, and video footage of the intersections. We propose to narrow the turning movement data processing to the morning and evening peak hours of operation for the level of service analysis included in the traffic study. Additionally we will utilize road tube counters to collect 24 hour average daily traffic counts, volume, speed, and vehicle classification. These units will be placed on each unique roadway (5) to capture segment data per direction of travel.



Once data has been collected it will be utilized to develop the existing conditions base Synchro models for operational analysis. These models will include the morning and evening peak hour scenarios and determine the existing operational level of service (LOS) by movement for each signalized intersection. Two future geometric alternatives will then be developed based on the new network configuration resulting from the connection of Atlantic Avenue. Both scenarios will include the proposed future development access point north of Stadium Drive. For each alternative, the analysis will include morning and evening peak hours. In order to model the two future geometric alternatives, a new trip distribution pattern will be detailed and presented utilizing typical traffic study graphics. One for each geometric alternative will be created which will include both the morning and evening peak hour volumes. Additionally, a high-level crash analysis of the corridor will be conducted to understand existing crash patterns and opportunities to improve safety.

**Scope of Services:**

1. Perform a traffic impact study for 7 intersections including the existing conditions and two future geometric alternatives for both the morning and evening peak hours.
2. Present the level of service analysis findings in a standalone report format that will be utilized to inform network changes and improvements.
3. Create two trip distribution graphics for the future geometric alternatives.
4. Summarize the high-level crash analysis for the network study area.

**Associated Estimated Fees:**

Perform traffic impact study, level of service analysis, trip distribution, and crash analysis in a standalone report = \$15,500

Coordination and consulting with RCKC = \$2,000

Project Coordination & PM Work = \$1,500

**Total cost = \$19,000**

## PROJECT GOAL #7

### GOAL 7 – CONCEPTUAL GEOMETRIC ROAD DESIGN FOR ALL USER TYPES AND MODES

**Approach:** Effective conceptual designs of proposed improvements to the transportation network will be key to gaining an understanding of the vision for the Township in the Village Theme area for both the public, Township staff, and our project team. The conceptual designs must capture the perspectives of all current, potential, and future users of the network in a way that piques interest and fosters curiosity and conversation surrounding the “why” behind critical design decisions.

The designs will follow all applicable standards for geometric design including AASHTO, MDOT, RCKC, and potential upcoming private road standards, but will be visually inviting and not intimidating to the public. Best practices in access management will be followed to minimize access points on major routes and incorporate the use of access roads when appropriate.

Development of the conceptual designs will be an iterative process as we receive feedback initially from Staff and the Steering Committee, road authorities, then the public. We expect a minimum of three (3) renditions of conceptual geometric design will be necessary to effectively communicate design intent both internally and externally with various stakeholders.

#### Scope of Services:

1. Develop initial design layout
2. Review with Steering Committee
3. Develop content for and attend Public Meeting
4. Develop Revised design layout
5. Develop preliminary cost estimate
6. Review with Steering Committee
7. Develop content for and attend Public Meeting
8. Develop Final design layout and conceptual rendering
9. Develop preliminary cost estimate

- Traffic signal design is not included in the scope of services for this project

- Conceptual design does not include grading, exact dimensions, construction plans or specifications

#### Deliverables:

1. Conceptual plan and renderings of proposed layouts for use at public meetings
2. Preliminary cost estimate(s) for option(s) presented
3. Hold meetings with Steering Committee
4. Attend Public Meetings/Open Houses

#### Associated Estimated Fees:

Design layouts (3 Ea) = \$8,000

Conceptual Renderings (1 Ea) = \$2,000

Preliminary Cost Estimates (2 Ea) = \$1,000

Coordination and Consulting with RCKC = \$3,000

Project Coordination & PM Work = \$1,500

**Total Cost = \$15,500**





## GOAL 8 – COMPLETE APPLICATIONS, SEARCH FOR OTHER FUNDING OPPORTUNITIES AND SUBMIT FOR GRANT FUNDING

**Approach:** Funding will be a critical element for the Township to implement the desired outcomes of this project. As a Governing Body that is not a Road Authority, this provides unique challenges to identifying, applying, and being awarded funds. The Township has already identified Highway Safety Improvement Funding (HSIP) as a potential source and our team is well versed in both applying for and having projects awarded funding through this program. Our team has extensive experience in both identifying, applying, and administering funding for a wide range of projects and is confident that we can work with partners locally, regionally, and across the state to aid the Township in achieving its goals for this project. Opportunities and challenges to consider as we work to fund this project:

1. USDA Rural Business Development Grant (RBDG)
  - a. Would need a partner that is committed to investing in a commercial business in the area to apply
  - b. Grant application and administration are tedious, even for projects under \$100k. Projects between \$100k and \$500k increase the administrative effort significantly.
2. Transportation Alternatives Program if portions of the project include the addition of non-motorized connections
3. If there are any utility upgrades planned for the area, both USDA and SRF funding are options
4. The project could be bonded
5. Special assessments could be considered
6. Potential Public/Private Partnership (PPP)
7. MEDC would only apply for industrial development and job creation to my knowledge
8. MDOT Category A, B, D, and F do not apply for various reasons
9. CMAQ could apply for portions if we can justify reduced emissions by adding non-motorized to existing or planned destinations
10. Atlantic Avenue is non-federal aid eligible; Parkview Avenue, 9th Street, and Stadium Drive are federal aid eligible

### Scope of Services:

1. Investigate viability of potential funding opportunities. 24 hours from Engineering Professional Staff and 4 hours from Project Manager
2. Complete application and submit for HSIP grant funding
3. PM and oversight
4. If other funding sources are identified as viable options, we can complete applications for them as an additional service.

### Deliverables:

1. Support to submit funding applications

### Associated Estimated Fees:

Investigate potential funding opportunities outside of HSIP = \$3,000

Complete application and submit for HSIP grant funding = \$3,000

Project Coordination & PM Work = \$1,000

**Total Cost = \$7,000**

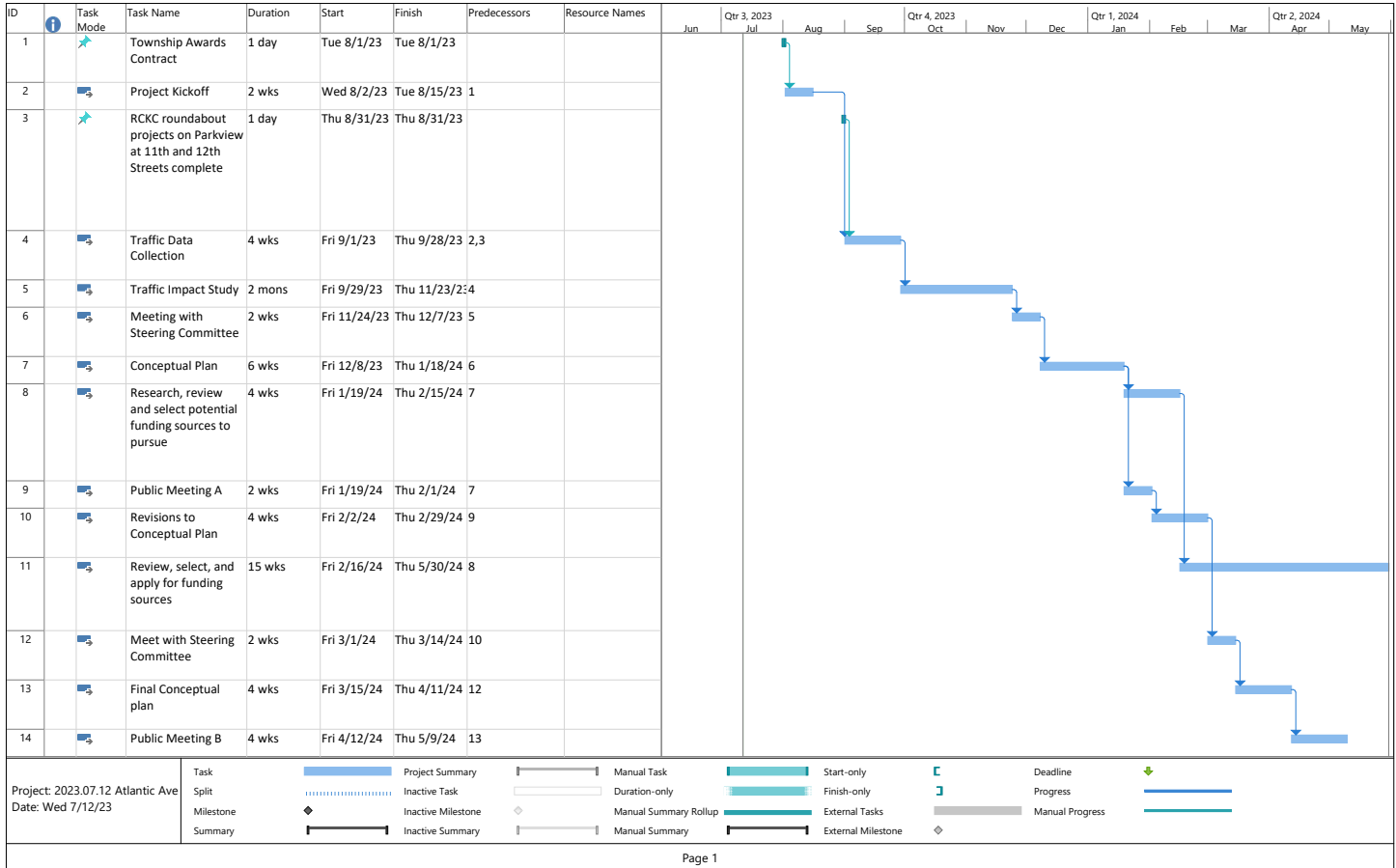
## VALUE ADDED STATEMENT

We believe our intentionally selected team can **provide unparalleled quality and value** to the Township as it continues to strive for a transportation network that fits the variety of needs and wants across the community. Understanding how each part of the previous, concurrent, and future plans the Township has worked on and is working diligently to implement fits into this project will be critical for the success of this project and future endeavors. Our team is **carefully constructed** to have experts for each of the Township's identified goals and will also be heavily involved in tangential projects that will greatly impact final outcomes of this project.

Our team consists of members partnering with the Township on your comprehensive master plan update which will cross paths heavily with Goals 3 and 4. A member of our team currently sits on the Township's Planning Commission giving **unparalleled insight and additional collaboration** with the Steering Committee. Communication through the project will be naturally enhanced through the master planning process and Planning Commission activities. Our team is well positioned to deliver the Township a project that will be consistent with both the current and future vision for its transportation network and development community.

# PROPOSED PROJECT SCHEDULE

The following is our proposed schedule for the scopes identified herein assuming we are selected for the Atlantic Avenue extension project.



# PRINCE ST. EXTENSION

*PLAINWELL, MI*



*Client:*

City of Plainwell  
Erik Wilson, former City Manager  
(269) 685-6821

Estimated Cost: \$171,000

Project Date: 2017

*Services Provided:*

- ◆ Design Engineering
- ◆ Permitting
- ◆ Grant Funding Assistance
- ◆ Construction Engineering

*Staff Involved:*

- ◆ Mickey Bittner, P.E.
- ◆ Philip Doorlag, P.E.
- ◆ Aaron Neitling, P.E.
- ◆ Brad Devries

This project involved the extension of Prince Street, in the City of Plainwell, from Allegan Street (M-89) northeast. The project was partially funded through a USDA grant, and Wightman was instrumental in obtaining additional funding through the use of a private partner.

Wightman worked collaboratively with the City of Plainwell to develop a roadway extension, while also working with a developer on a site survey and site design. To maximize the dollars spent on the project, the coordinated effort allowed the city to apply for - and receive - grant funding.

Wightman partnered with Progressive AE to coordinate signal upgrades.

# City of Traverse City Downtown Circulation Study

## Traverse City, MI



Services: Traffic Engineering and Analysis, Non-Motorized and Pedestrian Analysis, Roadway Conceptual Design, Public Engagement

Reference: Harry Burkholder, Chief Operations Officer, Traverse City Downtown Development Authority, [harry@downtowntc.com](mailto:harry@downtowntc.com), 231.922.2050

Like many communities across the country, Traverse City was reconsidering the circulation pattern of its downtown streets. In its current iteration since the late 1960s, Traverse City's downtown street network is a hybrid of one-way and two-way operations. As existing traffic signals reach the end of their operational life, city leadership felt it a suitable moment to explore converting the downtown's one-way streets back to two-way.

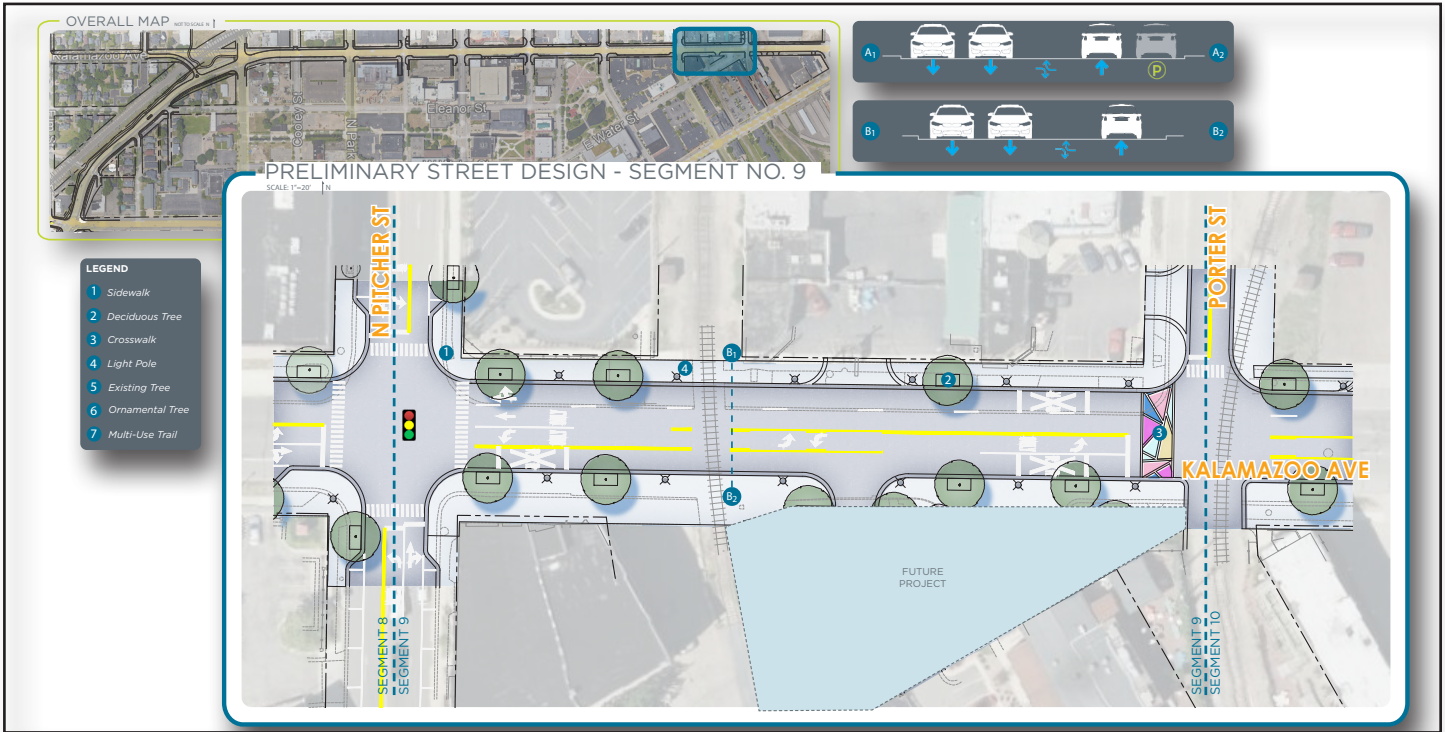
Progressive AE was hired by the Traverse City Downtown Development Authority to interrogate the idea of conversion. As part of the project, Progressive AE developed a report that outlined the details of the data collection, traffic modeling, comparative research, and community engagement performed by the project team. The analysis helped to inform decision-making criteria laid out for city leadership and a final recommendation on circulation in downtown Traverse City.

### Tasks Completed by Progressive AE

- Performed data collection at downtown intersections, including vehicular, bicycle, and pedestrian volumes
- Developed existing conditions traffic models
- Developed proposed two-way conditions traffic models for several alternatives
- Recommended roadway geometry to accommodate proposed two-way alternatives
- Developed conceptual roadway plans to accommodate the two-way alternatives and all road users
- Prepared final report detailing existing conditions, proposed alternatives, and pros/cons of each alternative
- Developed new pavement markings for multiple two-way conversion alternatives
- Prepared signal design and modification estimates to accommodate two-way operation and non-motorized components
- Led public engagement efforts for multiple meetings with the City, Downtown Development Authority, and other area stakeholders

# KALAMAZOO AVE CONVERSION

KALAMAZOO, MI



**Client:**

City of Kalamazoo  
 Anthony Ladd, P.E., Public Works  
 Division Manager  
 (269) 910-1622

Christina Anderson, City Planner  
 (312) 286-5953

Estimated Cost: \$12,000,000

Project Date: 2022 - Current

**Services Provided:**

- ◆ Design Engineering
- ◆ Construction Engineering
- ◆ Surveying
- ◆ Community Engagement

**Staff Involved:**

- ◆ Philip Doorlag, P.E.
- ◆ Pat Schwyn, P.E.
- ◆ Laura Fredrickson, PLA
- ◆ Paul Harvey, P.E.

In an effort to support the City of Kalamazoo's goal of creating a travel environment that promotes safe and comfortable access, ease, and passage for all modes of transportation - vehicular, bicycle, and pedestrian. This project facilitated the change of Kalamazoo Avenue from a one-way street to a two-way road that removes the barrier between downtown Kalamazoo and the Northside neighborhood directly impacted by the change.

Through active engagement with neighbors, stakeholders, business owners, and city leaders, a design was created that allows for the conversion, additional street parking, dedicated bicycle lanes, and traffic calming.

This **transformational project** includes extensive community outreach, attendance at community and city meetings, design engineering, surveying, road reconstruction, ADA sidewalk improvements, traffic signal improvements, utility coordination, geotechnical, and construction engineering.

Wightman also secured **Progressive AE** as a partner on this project to provide their expertise in community engagement, traffic simulation modeling, and data and questionnaire surveys.



## Standard Terms and Conditions

Updated 7/6/2023

1. Agreement. Wightman & Associates, Inc. (hereinafter "Consultant") shall provide to the Client the scope of services described in Consultant's Proposal attached hereto. These Standard Terms and Conditions are incorporated into Consultant's Proposal, and together may be referred to as the "Agreement" and shall reflect the professional services (or "Project") for which Consultant is responsible. This Agreement shall be the full extent of the Consultant's obligations. The Consultant shall not be responsible for any obligations or costs except as contained in the Agreement.
2. Authorization. Client shall provide Consultant written authorization to proceed, provided that this signed Agreement by Client shall give the Consultant the right to proceed with the Project.
3. Standard of Care. The Consultant's standard of care for the purposes of this Agreement shall be consistent with the level of care and skill ordinarily exercised by members of its profession currently practicing under similar conditions in similar locations.
4. Terms of Payment/Late Payment Actions/Fees. Payment is due upon presentation of invoice and is past due thirty (30) days from invoice date. Client agrees to pay a finance charge of one and one-half percent (1 ½ %) per month, or the maximum rate allowed by law, whichever is less, on past due accounts.
5. Scope of Services/Additional Services/Changes. If the services covered by this Agreement have not been completed within twelve (12) months of the date of this Agreement (unless otherwise stipulated in the proposal), through no fault of Consultant, extension of Consultant's services beyond that time shall be compensated as "Additional Services." All Additional Services shall be billed separately, and the scope of the services and compensation shall be mutually agreed between the parties, but in any case, not less than Consultant's then-standard hourly rate, and all of Consultant's reimbursable expenses shall also be paid by Client to Consultant, in the amounts set forth below.
6. Hidden Conditions. Consultant is not responsible for latent deficiencies or hidden or concealed conditions not discovered by Consultant within the scope of its services. If Consultant has reason to believe that such a condition may exist, it will advise Client as to the nature of the suspected condition and its significance. Client will be responsible for all risks associated with this condition and for undertaking, at its sole cost and expense, additional investigation and corrective work, if required. If Consultant repairs or corrects any such deficiencies or conditions, Consultant shall be compensated for the same, as Additional Services.
7. Betterment. If, due to Consultant's negligence, error or omission, a required item or component of the project is not provided in the Consultant's construction documents, Consultant shall not be responsible for paying the cost required to add such item or component to the extent that such item or component should have been included in the original construction documents. Consultant shall not be responsible or liable for any cost or expense that provides betterment or upgrades or enhances the value of the Project.
8. Opinions of Cost. Consultant's opinions or estimates of probable construction cost are prepared on the basis of Consultant's experience and qualifications and represent Consultant's judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, other contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from Client's budget or from Consultant's opinions or estimates of probable construction cost.
9. Code Interpretations. The Client acknowledges that the requirements of the Americans with Disabilities Act, as amended ("ADA") (as well as all state and local laws, codes, or ordinances), will be subject to various and possibly contradictory interpretations. Consultant will endeavor to use reasonable professional efforts to interpret applicable ADA and other building code requirements as they may apply to Consultant's services. Consultant cannot and does not promise, warrant, or guarantee that its services will comply with interpretations of building code requirements as they apply currently or in the future and unless the Consultant is negligent, the Client shall pay for any additional costs or expenses which are necessary to keep the Project in compliance with the ADA and all other laws, codes, or ordinances. Any changes made by Consultant shall be billed as Additional Services.
10. Use of Drawings, Specifications, and Other Documents. The drawings, specifications and other documents prepared by Consultant for this project are instruments of Consultant's services for use solely with respect to this Project and, unless otherwise provided, Consultant shall be deemed the author of these documents and shall retain all common law, statutory, and other reserved rights, including the copyright.
11. Retaining Records. Consultant will retain pertinent records relating to the services performed for a period of five years following submission of the report, during which period the records will be made available to Client at reasonable times.
12. Insurance Coverage. Consultant shall maintain the following types of insurance: (a) Professional Liability; (b) Commercial General Liability; (c) Workers' Compensation; (d) Employers' Liability; (e) Hired and non-owned automobiles. Client shall be responsible for purchasing and maintaining its own commercial liability and property insurance, including an all-risk policy covering all damages or casualty which occurred to the Project in an amount not less than the then full replacement cost of the Project. The Client's commercial liability insurance policy shall be written for an amount of not less than \$1 million, single-limit coverage. The Client's commercial liability and property insurance policy shall not be cancelled or modified without Consultant having received not less than thirty (30) days prior written notice. Consultant shall be named an additional insured on the Client's insurance policies. Client and Consultant waive rights against each other for loss, damage and/or liability to the extent covered by the insurance policies required to be maintained hereunder and each insurance policy hereunder shall contain a waiver of the insurer's rights of subrogation.
13. Limitations/Exclusions. Client agrees that Consultant's and Consultant's subconsultants' total, aggregate liability to Client and any third parties arising from Consultant's professional acts, errors or omissions, shall not exceed Consultant's total fee received for the Project.
14. The Law/Suspension/Termination/Non-Severability. All obligations arising prior to termination of this Agreement shall survive the completion of the services and termination of this Agreement. This Agreement shall be governed in all respects by the laws of the State of Michigan.
15. Indemnity. Except for the limitations set forth herein, Consultant agrees to indemnify and hold the Client harmless from all damage, liability or cost (including reasonable attorney fees and costs of defense) to the extent caused by Consultant's negligent acts, errors, or omissions in the performance of professional services under this



Agreement and those of its subconsultants or anyone for whom the Consultant is legally liable. The Client agrees to indemnify and hold Consultant harmless, from all damage, liability or cost (including reasonable attorney fees and costs of defense) to the extent caused by the Client's negligent acts, errors or omissions and by those for whom the Client is legally liable.

16. **Force Majeure Clause.** Neither party will be liable or responsible to the other party, or be deemed to have breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay is caused by any: (i) flood, fire, or explosion; (ii) war, terrorism, invasion, riot, or other civil unrest; (iii) embargoes or blockades in effect on or after the date of this Agreement; (iv) national or regional emergency – including, but not limited to, pandemic, uncontrollable, and/or imminent spread of contagious disease; or (v) strikes, labor stoppages or slowdowns, or other industrial disturbances (each of the foregoing, a "Force Majeure").
17. **Certificate of Merit Requirement.** Client shall make no claim for professional negligence, either directly or by way of a cross complaint against Consultant, unless Client has first provided Consultant with a written certification executed by an independent consultant currently practicing in the same discipline as Consultant and licensed in the state where the Project issue is located. This certification shall: (a) contain the name and license number of the certifier; (b) specify the acts or omissions that the certifier contends are not in conformance with the Standard of Care for a consultant performing professional services under similar circumstances; and (c) state in detail the basis for the certifier's opinion that such acts or omissions do not conform to the Standard of Care. This certificate shall be provided to Consultant not less than thirty (30) calendar days prior to the filing of any claim. This Certificate of Merit clause will take precedence over any existing state law in force at the time of any claim.
18. **Jurisdiction and Venue.** Notwithstanding anything in this Agreement to the contrary, Client agrees that any suit related to any dispute related to this Agreement shall be heard in the appropriate Court in the county of the Project. Client agrees that the appropriate County court shall have the subject matter jurisdiction and will be the appropriate venue for any interpretation or dispute related to this Agreement.
19. **Termination.** Consultant may terminate this Agreement for convenience by written notice to Client and in such event, the Consultant shall be paid only for all work under this Agreement that Consultant has completed to the date of termination on a prorated, equitable basis as reasonably determined by Consultant and which shall include Consultant's prorated profits, general conditions, and overhead.
20. **Billing Rates. Below are Consultant's applicable hourly fees, which are subject to change at Consultant's sole discretion upon written notice to Client.\***

Principal	\$250.00/hour
Licensed Staff VII	\$225.00/hour
Licensed Staff VI	\$210.00/hour
Licensed Staff V	\$190.00/hour
Licensed Staff IV.	\$175.00/hour
Licensed Staff III..	\$155.00/hour
Licensed Staff II.	\$140.00/hour
Licensed Staff I.....	\$125.00/hour
Professional Staff VI	\$175.00/hour
Professional Staff V	\$150.00/hour
Professional Staff IV	\$135.00/hour
Professional Staff III	\$115.00/hour
Professional Staff II	\$100.00/hour
Professional Staff I	\$90.00/hour
Technician VI	\$120.00/hour
Technician V	\$110.00/hour

Technician IV	\$100.00/hour
Technician III	\$90.00/hour
Technician II	\$80.00/hour
Technician I	\$70.00/hour
Administrative	\$75.00/hour
3-Person Survey Crew	\$195.00/hour
2-Person Survey Crew	\$170.00/hour
1-Person Survey Crew	\$140.00/hour
3-Person Survey Crew (Construction Staking)	\$210.00/hour
2-Person Survey Crew (Construction Staking)	\$185.00/hour
1-Person Survey Crew (Construction Staking)	\$155.00/hour
Expert Witness/Testimony	\$400.00/hour
Drone Pilot/Technician	\$150.00/hour
High-Definition Laser Scanning Technician	\$150.00/hour
High-Definition Laser Scanner Fee	\$150.00/hour
Aerial Drone Equipment.....	\$150.00/hour

21. **Reimbursable Expenses.\*** Compensation for reimbursable expenses shall be computed as a multiple of 1.1 times the expense incurred for the following: Outside Consultants, Travel, Lodging, Postage, UPS, FedEx, Messenger, and Outside Reproduction. Compensation for mileage expenses shall be computed as a multiple of 1.1 times the Federal Rate. In-House Prints/Copies/Plots shall be charged as follows:

- Black & White Prints/Copies
  - 8 ½ x 11 \$0.19/sheet
  - 8 ½ x 14 \$0.19/sheet
  - 11 x 17 \$0.19/sheet
- Color Prints/Copies
  - 8 ½ x 11 \$0.85/sheet
  - 8 ½ x 14 \$0.85/sheet
  - 11 x 17 \$1.25/sheet
- Black & White Plots
  - 12 x 18 \$1.50/sheet
  - 18 x 24 \$2.75/sheet
  - 24 x 36 \$5.00/sheet
  - 30 x 42+ \$7.50/sheet
- Color Plots
  - 12 x 18 \$9.00/sheet
  - 18 x 24 \$18.00/sheet
  - 24 x 36 \$30.00/sheet
  - 30 x 42+ \$42.00/sheet

\*Rates subject to change.



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# IT'S ALL ABOUT PEOPLE.

## **ALLEGAN**

P 269.673.8465

## **BENTON HARBOR**

P 269.927.0100

## **HASTINGS**

P 269.945.3668

## **KALAMAZOO**

P 269.327.3532

## **PLYMOUTH**

P 574.936.3469

## **ROYAL OAK**

P 248.791.1371

## **SOUTHGATE**

P 248.983.5885

## **SOUTH BEND**

P 574.233.1841

[www.gowightman.com](http://www.gowightman.com)



**W+**

**WIGHTMAN**

**OSHTEMO CHARTER TOWNSHIP  
DEPARTMENT OF PUBLIC WORKS**

**REQUEST FOR PROPOSAL COVER PAGE  
PROFESSIONAL ENGINEERING SERVICES  
ATLANTIC AVENUE EXTENSION PROJECT**

Submit this Completed Form as the *Cover Page* of Your Proposal.

Firm Name: Prein and Newhof  
Address: 3355 Evergreen Drive NE - Grand Rapids, MI 49525  
Telephone: 616-364-2491  
Website: www.preinnewhof.com

**Representative Authorized to Sign Offer and Contract:**

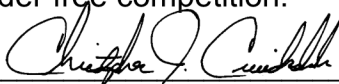
Name: Christopher J. Cruickshank  
Title: Team Leader  
Email: ccruickshank@preinnewhof.com  
Telephone: 616-364-8491  
Address: 3355 Evergreen Drive NE - Grand Rapids, MI 49525

**Authorized Point of Contact/Project Manager:**

Name: Ryan Russell  
Title: Project Engineer  
Email: rrussell@preinnewhof.com  
Telephone: 269-372-1158  
Address: 1707 South Park Street, Suite 200 - Kalamazoo, MI 49001

I certify that I am authorized to execute and submit this proposal on behalf of the Firm listed above; that all of the RFP instructions and rules, exhibits, addenda, explanations, evaluation criteria, submittal requirements, terms and conditions and any other information provided by the Township has been reviewed, understood and complied with; and that all information in this submission is true, correct, and in compliance with the terms of the RFP.

I hereby state that I have the authority to submit this proposal which will become a binding contract if accepted by the Oshtemo Charter Township. I further state that I have not communicated with nor otherwise colluded with any other person or Firm, nor have I made any agreement with nor offered or accepted anything of value from an Official or employee of the Oshtemo Charter Township that would tend to destroy or hinder free competition.



Authorized Representative Signature

July 13, 2023

Date

# Exhibit A

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Optimal Traffic Study		Full Traffic Study	
Project Deliverables	<u>\$31,000</u>	Project Deliverables	<u>\$42,000</u>
Alternative Deliverables	<u>\$102,000</u>	Alternative Deliverables	<u>\$102,000</u>
Total	<u>\$133,000</u>	Total	<u>\$144,000</u>

- Optimal traffic study excludes Stadium Drive/9<sup>th</sup> Street and Parkview Avenue/11<sup>th</sup> Street.
- Full traffic study includes all intersections requested in Request For Proposal (RFP).

Due to that the traffic study data is not available, the following assumptions were made for the alternative deliverables:

- 4 meetings with involved parties
- Topographic survey
- 7 soil borings for road and traffic signal
- Temporary traffic control plan
- Design of a new traffic signal on Stadium Drive
- Design of a 4-way stop at Parkview and Atlantic
- Design of storm sewer and retention pond
- Design of watermain and sanitary sewer
- Soil Erosion and Sedimentation Control (SESC) plan
- Includes utility coordination
- 1 submittal to Road Commission of Kalamazoo County (RCKC) with minimal revisions
- ***Does not*** include easement documents or easement acquisition
- *Assuming design in 2024*



# Atlantic Avenue Extension

Proposal for Professional Engineering Services

Prepared for:  
**Oshtemo Charter Township**

Submittal Date:  
**July 13, 2023**



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Key Project Personnel .....	5
Proposed Project Schedule .....	17
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# Letter of Interest and Understanding of Services

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This project is very similar to many other street and utility reconstruction projects that our team has completed in other local municipalities. However, each project has its own set of challenges and anticipating and/or addressing these early allows the team to ensure timely project. In addition, Prein&Newhof is very familiar with this area as we assisted with the property acquisition of 6227 Stadium Drive and the site plan review of the Sunset Pointe development on Parcel 05-26-460-021.

Two primary issues stand out that will be critical for successful project completion.

1. The traffic impact study will play a critical role in determining the ultimate project scope, including intersection requirements/upgrades and the geometry of the road extension. We believe we can acquire all the necessary traffic data with a less expensive alternative by evaluating Atlantic Avenue/Parkview Avenue, Atlantic Avenue/9<sup>th</sup> Street, Stadium Drive/Parkview Avenue, and one new intersection: Stadium Drive/6227 Stadium Drive. Our initial evaluation suggests the remaining two intersections of Stadium Drive/9<sup>th</sup> Street and Parkview Avenue/11<sup>th</sup> Street will not provide significant value for this project but can be evaluated if required by the RCKC. This data will then be used for our basis of design in determining intersection treatments and geometric road design, which will then determine how to allow for future land divisions most efficiently. Our goal is to plan for maximum flexibility so that the Township can react in a positive manner as the area is developed.
2. Our team will work with the project stakeholders to ensure the priorities of the DDA and Township are being met. Throughout the project, we will have two work sessions with DDA/Township staff to guide them through the workflow and decisions needed for the road extension. We will use our experience to guide your staff in these meetings with the purpose of helping you make the decisions that best meet your goals and desired outcomes. We will also attend two public meetings to inform and educate the community of why these changes/ improvements are being made. Our meetings include a clear agenda, visual representation of issues to be discussed, time for questions and answers, and an action plan with the next steps – *who* needs to do *what* by *when*.

Our design staff is experienced with this type of work, and we have a long standing collaborative history with Oshtemo Township staff. This experience/history will help reduce the amount of staff time needed on the project and streamline the design process. We have also identified key senior staff members that will perform internal QA/QC on the project. Connie Houk, PE, our transportation design leader and overall manager of our MDOT construction services, will perform our primary internal QA/QC on the project.

## Work Plan

Once awarded the project, our team will review the preliminary engineering work already completed, walk the project site together, and develop a list of questions. Then we will hold a **kickoff meeting** with your staff to discuss timelines, scope, and specific challenges associated with this project. We highly recommend that staff from the RCKC be involved in this meeting as they will play a large part in the decision-making. Following our kickoff meeting, we will begin the **data gathering phase**. This phase will include obtaining traffic count data, existing aerials, GIS, and as-built plans for the road and public

utilities. We will also work with private and public (City of Kalamazoo and RCKC) utilities to identify any existing underground issues.

Once we complete the data gathering phase, Prein&Newhof will perform the Capacity Analysis and Traffic Signal Warrant Analysis and prepare a report with our findings including conceptual plans. This will then be used to develop an efficient and flexible land division plan.

A **public open house** would be appropriate at that time to keep all interested parties informed of the progress and anticipated construction schedule. Prein&Newhof will be available at that meeting to present information and answer any questions.

We propose the following scope of work for the traffic analysis:

### 1. Project Meetings

- We will conduct a kickoff meeting with Township staff and our team members. We will confirm the project scope, budget, and schedule along with discussion of any issues identified during review of the as-built information.
- The Prein&Newhof team will attend up to one project meeting with representatives from the Township (and RCKC) to discuss the results of the draft study and incorporate comments.
- Prein&Newhof will hold two meetings with the steering committee.
- Prein&Newhof will attend two public meetings/open houses for the DDA and general public.

### 2. Data Collection/Intersection Level of Service (LOS) Analysis

- Collect inventory of existing lane configurations and traffic control devices.
- Collect weekday AM (7:00 AM to 9:00 AM) and PM (4:00 PM to 6:00 PM), peak hour turning movement counts at:
  - Atlantic Avenue/Parkview Avenue, Atlantic Avenue/9<sup>th</sup> Street, Stadium Drive/Parkview Avenue, and one new intersection: Stadium Drive/6227 Stadium Drive.
  - Optional: Stadium Drive/9<sup>th</sup> Street, Parkview Avenue/11<sup>th</sup> Street.
- Collect weekday 24-hour intersection traffic volume approach counts, including speed and classification.
- Obtain crash data for the last five years at the study intersections through the Michigan Traffic Crash Facts database or the Michigan State Police.

### 3. Trip Distribution/Capacity Analysis

- Existing traffic volumes will be re-assigned to the proposed roadway alignment. Weekday peak hour levels of LOS will be calculated for the existing and future study intersections in accordance with the 2010 Highway Capacity Manual. Capacity analysis will include calculations for the study intersections for the existing condition (in 2023), as well as forecasting and evaluating future volumes (in 2028).
- LOS will be analyzed and compared to state and national standards to determine if any fall below the desired thresholds under each condition.



#### **4. Traffic Signal Warrant Analysis**

- Traffic signal warrants analysis will be based on the proposed conditions with the existing traffic volumes in 2023 to determine if a traffic signal would be warranted for installation at the intersection.

#### **5. Report**

- Prepare a written report complete with tables and graphics summarizing the methodology, findings, and conclusions of the study. Based on the results of the study, our traffic engineer will make recommendations to improve operations and capacity as well as to maintain the current intersection configuration or install a traffic signal if warranted. An electronic draft copy of the report will be submitted to the Township for review prior to packaging and sealing the report.
- The Township will have two weeks to review the draft study and return comments.
- The final report letter will be developed, and two hard copies will be provided, along with an electronic sealed PDF copy.

#### **6. Road Geometry and Land Division**

- Once the data gathering phase has been completed, Prein&Newhof will prepare a preliminary design of the road and utilities. We will then meet with Township staff to review this plan.
- After the preliminary road design and placement is determined, we will work with the DDA and Township staff to discuss the best way to divide the parcel for layout and resale.

#### **7. Funding Opportunities**

- Once the project has been developed and determined to be a candidate for potential safety funding, Prein&Newhof will assist the Township during the next cycle of solicitation with MDOT for applications for the Local Safety Program, encompassing the Highway Safety Improvement (HSIP) project programs. We will assist in completing the application process and evaluating the location for safety improvements and funding.

## Firm Information

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*At Prein&Newhof, our goal is to serve our clients wisely – meeting their infrastructure needs with a combination of experience, integrity, creativity, and common sense.*

For over 50 years, Prein&Newhof has been serving township, municipal, and private clients across Michigan. Because every situation is different, we put a high value on personal attention. Our main goal is to see farther. We are dedicated to crafting flexible, long-term solutions rather than quick fixes, because we want the best for our clients and for Michigan.

### History

Begun by Tom Newhof and Ed Prein in 1969, Prein&Newhof was founded on the belief that each engineer should take personal responsibility for meeting his or her clients' needs – building long-term relationships and managing each project from start to finish, from preliminary design to final construction. Today, we are the engineer of choice for over 50 communities across Michigan.

### Employees

Prein&Newhof is 100 percent employee-owned, with over 150 full-time personnel, including engineers, surveyors, drafters, geologists, chemists, communication specialists, and support staff.

### Professional Services

At Prein&Newhof, we are constantly developing our skills to serve our clients better. Our primary services include the following:

- Municipal Engineering
- Water & Wastewater
- Stormwater Management
- Roads & Trails
- Airports
- Private Development
- Asset Management
- Landscape Architecture
- Environmental Consulting
- Laboratory Testing
- Structural Engineering
- Geotechnical Engineering
- Surveying
- GIS & Mapping

### Locations



### Our Values

**Invest Wisely**

**Develop Relationships**

**Take Responsibility**

**Build Expertise**

**Support Community**

Our strength lies in our dedication to thinking ahead, building lasting relationships, and crafting long-term solutions.

# Key Project Personnel

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## Introduction

### **Ryan Russell, PE – Project Manager**

Ryan joined Prein&Newhof in 2017 with five years of experience in civil engineering with MDOT and City of Kalamazoo as a traffic engineer. He has experience working with various local and state agencies, such as Kalamazoo Area Traffic Study (KATS), City of Kalamazoo Parks and Recreation, MDOT, Michigan Department of Natural Resources (MDNR), and Michigan Department of Environment, Great Lakes, and Energy (EGLE). Ryan has served as the project manager on many similar municipal projects involving roads, traffic studies, utilities and non-motorized paths. Most recently he led the team that designed the Kalamazoo Farmers Market project which included utilities and new alignment for Bank Street. He will take responsibility for the entire team's actions including subconsultants.

### **Tom Wheat, PE – Team Leader | Principal-in-Charge**

Tom will serve as the principal-in-charge. He is the team leader of our Kalamazoo office and has a wide range of experience and expertise on a variety of projects. Tom has been actively consulting with Oshtemo Township for the past 30 years and is intimately familiar with the growing needs of the township. Tom will be available for project oversight. Tom has been involved with multiple road and traffic projects throughout his 35-year career, including projects with Oshtemo Township, Richland Township, Comstock Township, Schoolcraft Township, and Texas Township.

### **Scott Tezak, PE – Traffic Engineer**

Scott is our primary traffic engineer will lead the traffic impact analysis studies and signal warrant evaluation. His goal for your project will be to analyze and provide safe and efficient movement of people and goods on your streets. He will focus on safe and efficient traffic flow, optimize capacity, and make recommendations for intersection layouts and controls.

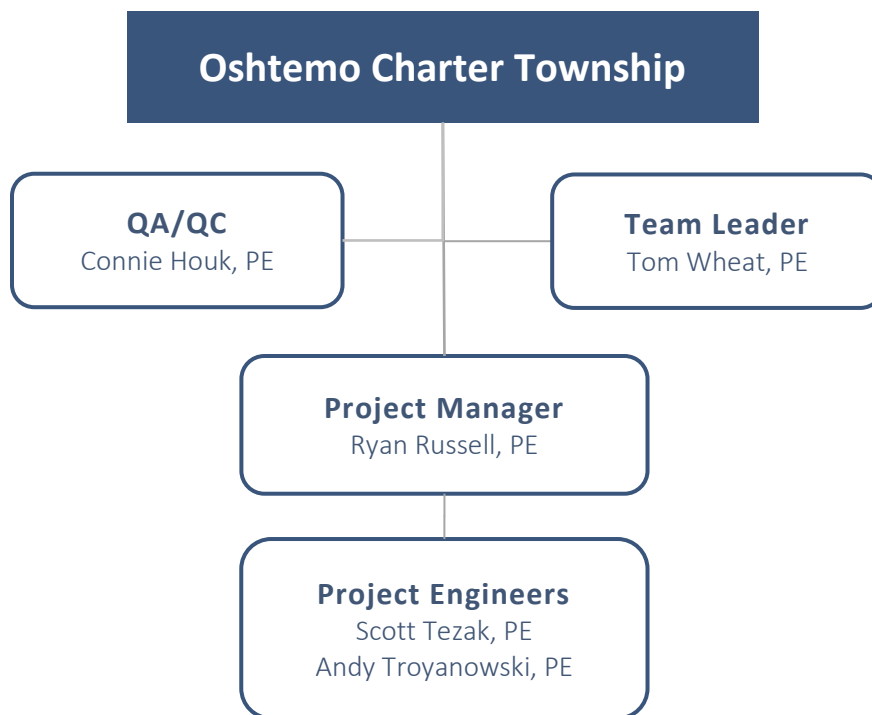
### **Connie Houk, PE – Transportation QA/QC**

Connie is responsible for overseeing our Cadillac office and has been instrumental in the development of the downtown area with projects such as The Cadillac Commons and Farmers Market. She has over 30 years of project management and road design experience, including over 12 years at MDOT. Connie has managed and designed dozens of downtown streetscape projects and is aware of the issues involved with urban reconstruction projects. Through her experience, she has developed a lessons-learned library in order to improve every design based on site, soil, and local traffic conditions. She offers her project and pavement experience, knowledge of design processes, and ability to resolve difficult problems with viable and cost-effective, constructible solutions. She will be a tremendous asset to the team in the capacity as a subject matter expert (SME) and for QA/QC during design and construction.

### Andy Troyanowski, PE – Transportation Engineer

Andy will serve as a transportation engineer with his unique experience in hand, including preparing aspects of projects including new road design, Inlays, Comparative Performance Measurement System (CPMs), and forms of early engineering. His traffic and safety experience includes review and verification of traffic study results, preparing maintenance of traffic (MOT) plans, pavement marking, roadside design, and erosion control. Andy also is proficient in 3D modeling in both CAD packages and critical path construction scheduling.

### Team Organization Chart



## Ryan Russell, PE

### Project Manager

Ryan joined Prein&Newhof in 2017 with five years of experience in civil engineering. Beginning his career as a survey intern for MDOT, Ryan went onto work for the City of Kalamazoo as a traffic technician and then becoming an engineer for site design and transportation design projects. Ryan has been an instrumental part of our water asset management program team since joining Prein&Newhof and has further developed his engineering expertise and capabilities with a variety of project types.

## Representative Projects

### Roads & Streets

- Oshtemo Charter Township: Atlantic Ave Realignment & Stadium Connection
- City of Bronson: E. Corey Street and E. Grant Street Repaving
- City of Charlotte: State & Lincoln Streets Reconstruction
- City of Kalamazoo: Bank Street Realignment
- Kalamazoo Public Schools: Transportation Facility
- Village of Augusta: 2017-2019 Road Projects
- Village of Lawrence: West St. Joseph Street Rehabilitation
- Village of Paw Paw: 2018-2019 Road Improvement Projects

### Stormwater Management

- Drug and Laboratory Disposal: SESC Plan for 411 Hercules Avenue
- Oshtemo Charter Township: Elks Plat Drainage
- Steensma Lawn & Power Equipment: 371 12<sup>th</sup> Street Self-storage Site Plan

### Non-motorized Trails

- Oshtemo Charter Township: 2021 Local Sidewalk Projects - Section B, Stadium Drive One-way Path



### Education

Bachelor of Science, Civil Engineering  
Western Michigan University, 2010

### Registrations

Engineering Michigan, 2019

### Certifications & Training

FAA Remote Pilots License  
MDOT Certified Office Technician  
PSMJ Project Management Bootcamp  
Soil Erosion and Sedimentation Control  
Storm Water Operator for Construction Sites

### Professional Activities

American Water Works Association-  
Michigan Section

### Professional History

Prein&Newhof, 2017-Present  
13 years in Industry

- City of Kalamazoo: 2020 KRVT Extension, KRVT Downtown Trail North & South Extension, Portage Creek Trail
- Kalamazoo Charter Township: 2018 Non-motorized Projects, 2020 Non-motorized Improvements
- Texas Charter Township: Texas Corners DDA Sidewalks
- Village of Lawrence: CMAQ Trail - St. Joseph to Corwin

### **Site Design/Development - Commercial/Industrial**

- Drug & Laboratory Disposal: Drug & Lab Rail Spur Site Plan
- Callander Commercial: 602 W. Milham Avenue Site Plan
- JBS Contracting, Inc.: Cross Creek Self-storage Site Plan
- Lounsbury Excavating, Inc.: Lounsbury Shop Addition West Site Plan

### **Site Design/Development - Educational/Religious**

- TowerPinkster: Transportation Facility Site Plan, Phoenix High School Site Design - Kalamazoo Public Schools, Plainwell Library: Site Civil

### **Site Design/Development – Recreational**

- City of Kalamazoo: Kalamazoo Farmers Market Site Plan
- Meritus Communities : Pavilion Estates Site Plan

### **Professional Surveying**

- Texas Charter Township: 9th Street Sidewalk - Beatrice to Cracker Barrel Boulevard

## Tom Wheat, PE

### Senior Project Manager | Principal-in-Charge

Tom is involved in many aspects of municipal engineering, including water and wastewater systems, roadways, stormwater systems, and construction management. His duties include acting as township or village engineer for several Kalamazoo area municipalities. He also serves in the capacity of team leader for the Prein&Newhof Kalamazoo office, is on the Board of Directors, and the Executive Committee.

Tom has also worked extensively with two sewer and water authorities in Kalamazoo County, as well as the Kalamazoo Regional Water and Wastewater Commission and serves on the Joint Administration and Technical Committee. This group is comprised of the area's water and wastewater customers (townships and cities). These duties require Tom to act in a leadership role, as it relates to proper municipal infrastructure planning and development.

Tom also works on many private projects such as plats, site condominiums, and planned unit developments that require the design of water, wastewater, stormwater, and road systems. This private work also includes site plans for commercial projects that include parking lot layout, stormwater treatment and retention, and compliance with local codes.

## Representative Projects

### Roads and Streets

- Western Michigan University: Dining Facility Steam Line, Arcadia Steam Line
- Western Michigan University: WMU Alumni Center, School of Medicine Parking Lot
- Western Michigan University: Storm Water and Wastewater Asset Management Plan (SAW)
- Kalamazoo Community Mental Health Services: Parking Lot Renovation
- Eliason Nature Preserve: South Central Bikeway Non-motorized Trail
- City of Galesburg: Downtown Improvement Project
- Visser Construction: West Port Village Condominiums



### Education

Bachelor of Science, Engineering  
University of Michigan, 1988

### Registrations

Engineering Michigan, 1995

### Certifications & Training

Certified Storm Water Operator

Design and Construction Aspects of  
Trenchless Technology

Designing and Managing Wastewater  
Pumping Facilities

Professional Liability Seminar for  
Design Professionals

PSMJ Project Management Bootcamp

Soil Erosion and Sedimentation  
Control

### Professional Activities

Michigan Society of Professional  
Engineers

National Society of Professional  
Engineers

### Professional History

Prein&Newhof, 1997-Present

35 years in Industry

### Personal Awards

Engineer of the Year, 2021, Michigan  
Society of Professional Engineers

- City of Portage: 2011 Major Road Reconstruction Program
- City of Parchment: River Reach Development
- Kalamazoo Township: Lorand Prairie Sidewalk and Westwood Intersection Infills
- Kalamazoo County Road Commission: Sprinkle Road Reconstruction, Texas Drive Realignment
- City of Parchment: G Avenue Reconstruction

### **Stormwater Management**

- Texas Charter Township: Texas Drive Realignment
- Village of Paw Paw: Michigan Avenue Storm Sewer (Woodman to Hamilton)
- Visser Construction: West Port Trails Residential Subdivision

### **Pedestrian Facilities**

- City of Portage: South Central Portage Bikeway
- City of Kalamazoo: 2020 KRVT Extension, KRVT Downtown Trail North & South Extension, Portage Creek Trail
- Jamestown Charter Township: 24th Avenue Non-motorized Pathway, Riley Street to Outback Drive.
- Kalamazoo Charter Township: Non-motorized Improvements, 2009 Sidewalk Replacement Program, 2018 Non-motorized Projects, 2020 Non-motorized Improvements
- Kalamazoo Valley Community College: HFC Trail
- Oshtemo Charter Township: Stadium Drive One-way Path, 10<sup>th</sup> Street Non-motorized, 9th Street Sidewalk at Walmart, North 10th Street Non-motorized Facility Concept Design, Public Sidewalk W. Main from Drake to US-131
- Park Township: Greenly Street Non-motorized Pathway
- Richland Township: 32<sup>nd</sup> Street Park Bike Path
- Texas Charter Township: Trailhead & Trailway Phase I Design & Construction, Texas Corners DDA Sidewalks, Al Sabo Easements for Non-motorized Trail
- Village of Lawrence: CMAQ Trail - St. Joseph to Corwin
- Village of Vicksburg: Vicksburg Non-motorized Trail
- Yankee Springs Township: Gun Lake/M-179 Non-motorized Plan & Estimate



## Scott Tezak, PE

### Traffic Engineer

Scott is experienced as a traffic engineer and has extensive experience with traffic engineering studies, impact analyses, design of traffic signals, ITS systems, roadway lighting, maintenance-of-traffic plans, signage plans, and pavement marking plans.

Scott has designed projects involving signing and pavement markings design, traffic control and construction phasing design, traffic signal, ITS/interconnect, High Intensity Activated Crosswalks (HAWK), bicycle and pedestrian crossings, and roadway lighting. He has also been involved with access control analysis and signing and striping rehabilitation projects, and he is well-versed in resolving circulation issues for public schools and private developments. Scott is well versed in the analysis of intersection and arterial design using a wide variety of software, including HCS and Synchro.

## Representative Projects

### Traffic Signals

- Caledonia Township: Cherry Valley and 92<sup>nd</sup> Street Pedestrian Signal, Non-Motorized Pathway
- City of Buchanan: Downtown Infrastructure Improvements
- City of Grand Rapids: Sidewalk Improvements in Plainfield I-96 to Salerno Drive
- City of Norton Shores: Henry Street Corridor Traffic Signal Improvements
- City of Wyoming: Gezon Parkway & 54<sup>th</sup> Street Resurfacing
- Holland Charter Township: Quincy Street Non-motorized Pathway, Traffic Signal Improvements
- Village of Vicksburg: 2019-2020 Capital Improvements
- Zeeland Charter Township: 96<sup>th</sup> Ave & Riley Pedestrian Signal Improvements

### Signing / Pavement Marking

- Park Township: Ottawa Beach Road Pedestrian Safety Improvements, RRFB Pedestrian Crossing



### Education

Bachelor of Science, Civil Engineering  
Michigan Technological University,  
2006

### Registrations

Engineering Michigan, 2018

### Certifications & Training

Highway Capacity Software (HCS)  
Michigan Traffic Sign Inventory  
System Training (MTSIS)  
Synchro/Sim Traffic

### Professional Activities

Institute of Transportation Engineers  
American Society of Civil Engineers

### Professional History

Prein&Newhof, 2018-Present  
15 years in Industry

- Little Eden Camp: Little Eden Camp Project
- Zeeland Charter Township: MDOT Rest Area Emergency Entrance

### **Maintenance of Traffic**

- City of Coopersville: 60<sup>th</sup> and Lake Michigan Drive Booster Station Upgrades
- Holland Charter Township: Pump Station No. 16 Improvements, Lakewood Boulevard Watermain Improvements-River Avenue to Beeline Road
- Van Buren County Drain Commissioner: Bob-O-Link Estates
- City of Muskegon: SRF Project Plan - Phase 1 Implementation

### **Traffic Studies**

- City of Parchment: Riverview Drive Traffic Signal Warrant Study
- Xavier High School Circulation Study
- City of Douglas Speed Studies, Water Street Traffic and Safety Study

### **Safety Applications**

- City of Hart: SAW Grant
- City of Allegan: SR2S Grant
- City of Hastings: Asset Management Plan
- City of Rockford: Pedestrian Safety Improvements

### **Construction Management**

- Mason County Airport: Terminal and Taxiway Rehabilitation, Apron Rehabilitation
- Oceana County Airport: Terminal and Taxiway Rehabilitation
- City of Traverse City: Barlow Reservoir Addition

### **MDOT**

- Statewide PASER - 2022
- Mt. Pleasant TSC: As Needed Construction Inspection & Testing

## Connie Houk, PE

### Project Manager | QA/QC

Connie is a senior transportation civil engineer with over 33 years of engineering experience. She worked for MDOT for over 12 years, where she gained experience in road design, construction, and managed the Statewide Pavement Management program for MDOT before joining Prein&Newhof. Connie also worked for Wilcox Professional Services in Cadillac, serving as the office leader managing both road and bridge design, as well as oversight of the geo-environmental, drilling, survey, construction, and alternative energy groups.

## Representative Projects

### Roads

- City of Cadillac: Leeson Avenue, Cass Street, Cobb and Division Streets Reconstruction, Ford Street, Smith Street, Wheeler Street, Garfield Street, Blodgett Street, Marble Street, Holly Road, Wren Place, Vine Street, Heather Place, South Street, the Cadillac Plaza, Division/Crosby Safety Grant Application
- City of Mt. Pleasant: Broadway Street Reconstruction
- City of Harrison: 2<sup>nd</sup> Street and Main Street (M-61) DIG Project, Safe Routes to School
- City of Douglas: Roadway Asset Management Plan
- City of Big Rapids: 4<sup>th</sup> Avenue from Madison Avenue to Baldwin Street, Bjornson Street from DeKrafft Avenue to Milton Avenue, Bronson Avenue from Maple Street to Milton Avenue, US-131 BR Michigan Avenue Streetscape and Roadway Reconstruction Project, Monroe Avenue Street Improvements, Sherman Street Reconstruction
- City of Muskegon: Old Business Route US-31 (Muskegon and Webster Avenues Reconstruction)
- Georgetown Charter Township: Complete Streets Study
- Gladwin CRC: Knox Road Reconstruction
- Grand Traverse CRC: South Airport Road
- Hayes Township: Southwood Drive Reconstruction



### Education

Bachelor of Science, Civil Engineering  
Michigan Technological University,  
1989

### Registrations

Engineering Michigan, 1994

### Certifications & Training

Bridge Asset Management Training,  
2019 & 2020

Compliance Plan Training

Pavement Asset Management Plan  
Training

Advanced Roadsoft Training

Construction Stormwater Operator  
Certification

FHWA Real Estate - Basic & Federal  
Uniform Act Appraisal Requirements

LTAP Training, Asset Management  
Workshop

LTAP Training, Building a Pavement  
Deterioration Model & Pavement  
Management Advanced Training

Michigan Traffic Sign Inventory System  
Training

Mini Roundabout Symposium Training

PASER Training

Pavement Surface Evaluation and  
Rating Training

Roadsoft PASER Training

Roadsoft User Conference (RUCUS)

- Isabella CRC: Walton Road Design, Vernon Road Design, Whiteville Road Design, Winn Road
- Kalkaska CRC: Shippy Road Design, Starvation Lake Road Reconstruction
- Kalamazoo Charter Township: US-131 BR Interchange Study
- Missaukee CRC: 8 Mile Road
- Oceana CRC: 192<sup>nd</sup> Avenue Safety Project, Monroe Road (All 4 Phases), Shelby Road Phase I and II
- Village of Shelby: State Street Reconstruction

### **MDOT Projects**

- US-23, Harrisville
- US-12, West Village Limit to Edwardsburg to M-62
- US-131 Road Scoping - Coon Hollow to Schoolcraft
- As-Needed Design and Scoping Projects, Muskegon TSC: Lake, Mason, Muskegon, Newaygo, Oceana, Osceola, and Ottawa Counties
- I-475 Design-Build, Genesee County
- I-96 Concrete Freeway Reconstruction, Marne & Coopersville
- M-11 (28th St.) Concrete Reconstruction, City of Wyoming, Kent County
- M-121 (Chicago Drive), Hudsonville, Zeeland, Jamestown & Georgetown Townships., Ottawa County
- M-26 Road Reconstruction, MSE Wall, and Pedestrian Tunnel, Houghton
- M-33 Passing Relief Lanes and Streetscape, Mio
- M-65 Streetscape Enhancement, Hale
- M-65, Iosco County
- M-66 Concrete Reconstruction, Ionia
- Old US-31 over Pentwater River - Bridge Approach Design, Oceana County
- On-site Staff Engineer for Design Services - Grand Rapids Region Office
- US-127 BR Road Reconstruction/Safety Improvements, Harrison
- US-127, Ithaca
- US-131 SB, Concrete Freeway Reconstruction, Retaining Walls, and Floodplain Protection, Grand Rapids

Soil Erosion and Sedimentation Control Certificate

Transportation and Environment

USDA Rural Development Financing

### **Professional Activities**

ACEC Michigan, Board of Directors (2021 – Present)

### **Professional History**

Prein&Newhof, 2013-Present

33 years in Industry

- US-2/US-141 Segment 1, Iron Mountain
- US-223 Streetscape, Village of Blissfield
- US-23 ASCRL From Black River Road south to Everett Road, Alcona County
- US-27 BR, St. Louis
- US-31 at M-120, Loop Ramp Construction, Muskegon County
- US-31/M-72 Acme Intersection Early Preliminary Engineering Study, Grand Traverse County
- US-31/M-72 Acme Intersection Reconstruction and Streetscape, Grand Traverse County

## Andy Troyanowski, PE

### Transportation Engineer

Andy is a transportation engineer with 9 years of design experience including road and highway design as well as construction observation. He has experience with MDOT, WisDOT, and ISTHA geometric guidelines, standard specifications, and AASHTO design standards and has worked on a variety of MDOT, WisDOT, and ISTHA projects. His design experience includes preparing aspects of projects including new road design, Inlays, CPM's, and forms of early engineering. Traffic and safety experience includes review and verification of traffic study results, preparing MOT plans, pavement marking, roadside design, and erosion control. Andy also is proficient in 3D modeling in both CAD packages and critical path construction scheduling.

Andy was fortunate to begin his career as part of the design team for the first Diverging Diamond Interchange to be constructed in the State of Wisconsin. This project was also apart of the first 3D model design deliverable in Civil 3D, which Andy coordinated the modeling effort.

### Representative Projects

- City of Rockford: Courtland Street Northland Drive Improvements
- City of Buchanan: Downtown Infrastructure Improvements
- City of Portage: Romence Road Parkway Reconstruction
- City of Douglas: 2023 Road Improvements
- City of Ludington: Tinkham Avenue Reconstruction
- Allegan County Road Commission: Lakeshore Drive Investigation

### Previous Firms

- M-35 from County Road MU to County Road MT, Marquette County, Michigan
- M-45 from I-196 to La Salle Avenue, Kent County, Michigan
- Macomb Township/Civic Center Macomb Corn. Pathway
- MDOT/205277 M-35 Culvert



### Education

Bachelor of Science, Civil Engineering  
Michigan Technological University,  
2013

### Registrations

PE Michigan, 2019

### Certifications and Training

Constructing Pedestrian Facilities  
for Accessibility, MCPA

### Professional History

Prein&Newhof, 2022-Present  
10 years in Industry

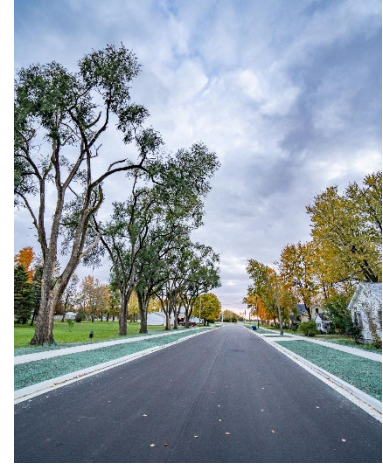
# Proposed Project Schedule

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Project Kickoff	August 2023
Traffic Data Collection	October 2023
*Shall not occur until nearby RCKC roundabout project on Parkview Ave at 11th St and 12th St is open to traffic	
Traffic Impact Study	October 2023-December 2023
Concept Plan/Prelim Design	January 2024
Public Meeting (A)	February 2024
Apply for HSIP Funding	February-May 2024
Public Meeting (B)	May 2024
Construction	2026+

## Similar Projects

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### Road & Utility Improvements: S. Ruggles & Compton City of Bronson

With over one-third of the homes in Bronson constructed before 1940, the City was faced with aging infrastructure—sanitary and storm sewer pipes were collapsing, causing sewage backups into homes and road closures.

This was particularly serious for the neighborhood south of US-12 on Ruggles and Compton Streets. Bronson’s sanitary sewers and water distribution systems were over 60 years old, and the storm sewer was more than 80 years old.

Ruggles Street is a 32-foot-wide road and was extremely flat in grades (less than 0.2 percent slope). The roadway was replaced entirely at revised elevations to provide a slope for drainage. A 5-foot wide sidewalk replaced an existing 4-foot walk, and a new 5-foot sidewalk was installed on the other side of the road. ADA ramps were upgraded at all intersections.

The original sanitary sewer beneath the road was clay pipe with cracks and leakages due to the sewer being below groundwater was replaced with new PVC pipe and laterals. All water supply services were verified for lead in anticipation of replacement. Fortunately, all services and connections were copper, making replacement unnecessary for Ruggles Street.

**Completion Year**  
2021

**Funding Source**  
MEDC - CDBG IR Grant

**Professional Fees**  
\$296,700

**Final Project Cost**  
\$1.76 Million

**Project Team**  
Mike Schwartz, PE, Project Manager  
Michael Presta, PE  
Ryan Russell, PE

**Client Contact**  
Brandon Mersman  
City Manager  
517-369-7334  
b.mersman@bronson-mi.com

**Awards**  
2022 APWA SW Chapter Project of the Year - Transportation - 2021



Compton Street is a 26-foot-wide street that was also extremely flat in grades (less than 0.2 percent slope). The existing road did not have any storm pipe, so a storm sewer was installed and connected to the sewers in Mowry to Ruggles to create an outlet location for stormwater.

The roadway was replaced at revised elevations to provide a slope for drainage, and new curbing was installed. Additionally, a 5-foot-wide sidewalk replaced the old 4-foot-wide sidewalk, and ADA ramps were upgraded at all intersections. The original sanitary sewer under the road was replaced with new PVC pipe and laterals. The existing 6-inch watermain was replaced with new 8-inch ductile iron pipe to improve fire flows.

Storm sewers, also in poor shape were too small to handle current storm events, were replaced entirely and connected to US-12 to drain Ruggles, Compton, and Mowry, an adjacent street.

Bronson received Infrastructure & Resiliency (IR) funding in 2020 through the MEDC CBDG program. The City was awarded \$1.32 million towards the \$1.76 million project.



## E. Corey Street and E. Grant Street Repaving City of Bronson

The City of Bronson was awarded a Category B grant from the MDOT TED fund to resurface two local streets. Both streets had a 5-7 PASER rating (Fair)—not terrible—but, would be best served by a mill and fill resurfacing project to extend the life of the streets. Corey Street and Grant Street needed two inches of mill and fill, including intersections and approaches, between Matteson Street and Wayne Street. Under Act 51, this is a major (NFC local) street providing bus and car access to Anderson Elementary and Bronson Junior and Senior High School (Bronson School District). Prein&Newhof was hired to help meet grant requirements, design engineering plans, and assist with construction bidding.

### Completion Year

2020

### Funding Source

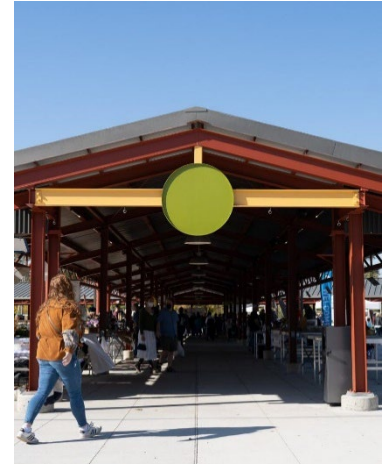
MDOT TED - Category B

### Project Team

Ryan Russell, PE  
Zac Culbert, PE

### Client Contact

Brandon Mersman  
City Manager  
517-369-7334  
b.mersman@bronson-mi.com



## Farmers Market Renovation City of Kalamazoo

The Bank Street Farmers Market has been in the same location for over 75 years and was running into issues with space. Often vendors were turned away due to lack of space, and parking was limited. The restrooms were old and dated and in need of repair and renovations. The entire area was not level, creating accessibility hazards for the patrons.

The City and other area groups had long been discussing the need for upgrading and renovating it, and in 2018, another project occurring in the immediate area put these improvements back on the table. Kalamazoo and Kalamazoo Valley Community College (KVCC) planned Phase I of the Portage Non-motorized Trail as part of their Healthy Living campus project. The 0.5-mile-long trail and a boardwalk runs along Portage Creek, connecting to the 35-mile-long Kalamazoo River Valley Trail on Harrison Street and ending at Lake Street, just north of the Farmers Market. Phase II would continue the trail south, but the route was still unknown.

The concept of running Phase II of the trail through the market renewed excitement for renovating and upgrading the market. Phase II construction was put on hold after the Kalamazoo Parks and Recreation Department received a \$100,000 grant from Consumers Energy and \$521,300 from the MDNR Trust Fund..

One of the major goals of the upgraded market was to increase the amount of parking. Curving northwest toward the adjacent railroad tracks at the intersection of Lake Street, Bank Street created a safety hazard for motorists when traffic volume was heavy and for pedestrians trying to cross the street at this

### Completion Year

2022

### Funding Source

MDNR, Consumers Energy, Foundation for Excellence, Irving S. Gilmore Foundation

### Professional Fees

\$191,000

### Final Project Cost

\$4.2 Million

### Project Team

Tom Wheat, PE, Project Manager  
Ryan Russell, PE  
John VerPlank, PE  
Eric Drews, EIT  
Tim Woodburne, CPG

### Client Contact

Patrick McVerry  
Director of Parks and Recreation  
kzooparks@kalamazoocity.org

### Awards

Project of the Year, Quality of Life  
More than \$1M Category - 2022  
Southwest Branch of the Michigan  
Chapter of the American Public  
Works Association (APWA-SW-MI)

location. Straightening the street moved the intersection away from the train tracks and provided space for expanded parking. To do this, the City bought and demolished several condemned homes on Lake Street. Bank Street now creates a T-intersection with Lake Street with extended and looped watermain, a new crosswalk, and a three-way stop sign for added safety.

The Farmers' Market project was split into two phases for funding purposes: first phase addressed the foremost needs of the market, and the second phase for ancillary items that could wait until additional funding was secured.

The market is also in a Federal Emergency Management Agency (FEMA) floodplain. During a heavy rain event, the site would flood due to the lack of a stormwater management system. Close coordination with EGLE was crucial, and multiple site visits occurred with EGLE to determine the best course of action to meet requirements. Two, 3-foot-deep detention basins were designed to remove sediment and send stormwater to a treatment unit before discharging into Portage Creek. Design of the new restroom building was raised to keep it above the floodplain, and Phase II projects are also designed to stay dry during the various rain events.

Once this project gained a foothold in the community, the city approved capital improvement project bond funding for this \$4.2 million project. In addition to funding from the city, the project was also awarded \$2.2 million by the Foundation for Excellence, along with additional funding from the Irving S. Gilmore Foundation, MDNR, and Consumers Energy.

Phase II will include a new 9,000-square-foot events building for year-round use, and an engaging playground to further encourage healthy play and recreation for residents, visitors, and the youth taking part in onsite learning programs.





## Downtown Improvements: Prairie and Main Street

### Village of Vicksburg

The Village of Vicksburg needed new sewer and water lines. The existing lines were 80 years old and ready for replacement and would cost \$9 million to replace. In conjunction with these major infrastructure improvements, Vicksburg took this opportunity to further develop and implement a downtown area that would bring people to the heart of village to shop, eat, walk, and enjoy.

Prein&Newhof’s project manager and landscape architects worked with Village leadership to form a group of next-generation business owners that could help steer the proposed improvements plan. The group wanted the downtown to be a place for people to walk and stay, not simply drive through.

To accomplish this goal, one of the downtown streets would become one-way with on-street parking. The on-street parking would be parallel on one side and angle on the other. In addition to wider sidewalks, a plaza area was designed at a midblock sidewalk crossing to provide more space for people congregate.

The design also included refurbished pedestrian streetlights, redesigned traffic signals, charging stations, all new right-of-way (ROW) furniture (benches, trash receptacles, bike racks, tables, chairs), planter beds, planter pots, underground irrigation, street trees, and enhanced crosswalks.

### Completion Year

2022

### Funding Source

USDA Low-Interest Loan

### Professional Fees

\$1,332,300

### Final Project Cost

\$9,500,000

### Project Team

Jason Washler, PE, Project Manager  
 Zac Culbert, PE  
 Julie Feria, PE  
 Matt Levandoski, PLA  
 Collin Manns  
 Paul Reinhold, PLA  
 Scott Tezak, PE

### Client Contact

Jim Mallery, Village Manager  
 269-649-1919  
 jmallery@vicksburgmi.org

# References

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## **City of Bronson**

Brandon Mersman  
City Manager  
517-369-7334  
b.mersman@bronson-mi.com

## **City of Kalamazoo**

Patrick McVerry  
Director of Parks and Recreation  
kzooparks@kalamazoo-city.org

## **Village of Vicksburg**

Jim Mallery, Village Manager  
269 649-1919  
jmallery@vicksburgmi.org

