

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

March 14, 2023

Refer to page 3 for Virtual Meeting Information

SPECIAL MEETING
5:15 P.M. (Please note earlier start time)

1. Call to Order
2. Remote Location Identification (for remote attendance when permitted by statute)
3. Discussion on Organizational Review

REGULAR MEETING
6:00 P.M.
AGENDA

WORK SESSION ITEMS

1. Discussion with PMN - Communications
2. Discussion on Organizational Review
3. Other Updates & Business

BREAK (Time Permitting) – 7:05 P.M.

REGULAR SESSION ITEMS – 7:15 P.M.

4. Pledge of Allegiance
5. Township Mission/Vision/Core Values
6. Public Comment on Non-Regular Session Items
7. Consent Agenda
 - a. Minutes of Regular Meeting February 28, 2023
 - b. Receipts and Disbursements
 - c. Code Amendment – Ordinance 648, Sections 50.10, 64.90, and 65.60 – Second Reading
 - d. 2023 Road Maintenance Projects
 - e. Ice Storm Damage Update
8. Consideration of Planning Commission Annual Report
9. Discussion on New Master Plan Goals
10. Consideration of Fruit Belt Trail MNRTF Development Grants
11. Consideration of 2023 Sidewalk Projects Engineering Consultant
12. Consideration of Job Descriptions - Parks Director, Parks Planner/Landscape Architect, Engineer, HR Director
13. Public Comment
14. Board Member Comments
15. Request to Enter into Closed Session to Discuss Written Opinion of Counsel
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), 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, 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 and it will be directed to the appropriate person.

Oshtemo Township Board of Trustees		
<u>Supervisor</u>		
Libby Heiny-Cogswell	216-5220	libbyhc@oshtemo.org
<u>Clerk</u>		
Dusty Farmer	216-5224	dfarmer@oshtemo.org
<u>Treasurer</u>		
Clare Buszka	216-5260	cbuszka@oshtemo.org
<u>Trustees</u>		
Cheri Bell	372-2275	cbell@oshtemo.org
Kristin Cole	375-4260	kcole@oshtemo.org
Zak Ford	271-5513	zford@oshtemo.org
Kizzy Bradford	375-4260	kbradford@oshtemo.org

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

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](#) on any browser and entering this **Meeting ID: 856 6068 9723**

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: **856 6068 9723#**

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



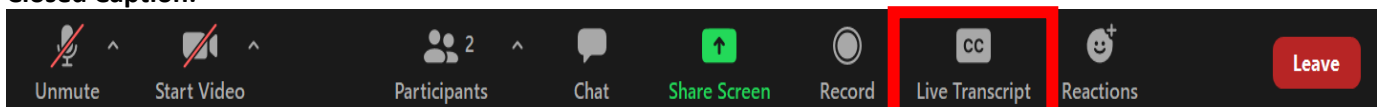
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- 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 communicate 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.

MEMORANDUM



Date:

To: Township Board

From: James Porter

Subject: Adoption of Zoning Text Amendment Section 50.10 64.90 and 65.60

OBJECTIVE WITH RECOMMENDED MOTION:

Motion: To accept adoption of Zoning Text Amendments Ordinance 648.

I make the Motion to adopt Ordinance 648 of amending Sections 50.10, 64.90 and 65.60 of the Township Zoning Ordinances.

BACKGROUND:

The Planning Commission at its meeting of January 24, 2023, held a public hearing to consider amendments to sections 50.10 64.90 and 65.62 to address the following

- To require minimum lot, parcel and building site frontage to be “contiguous”
- To limit the approval of site plans to one year and a one-year extension
- To allow the Planning Director to grant a one-year extension for an approved special use if zoning ordinance criteria are met

information provided

The Township Board accepted the Zoning Amendment for first reading and set second reading for March 14, 2023, for adoption.

INFORMATION PROVIDED:

Township Attorney's Office
7275 W. Main Street
Kalamazoo, MI 49009
(269) 375-7195

I have attached a copy of the proposed ordinance along with the recommendation from the planning commission and a redlined version of the text amendments.

Township Attorney's Office
7275 W. Main Street
Kalamazoo, MI 49009
(269) 375-7195

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. 648

Adopted: 3/14/2023

Effective: _____

OSHTEMO CHARTER TOWNSHIP ORDINANCE

An Ordinance to amend the Oshtemo Charter Township Zoning Ordinance, Article 50.10 A+C Schedule of Regulation, Article 64.90A Conformity to Approved Site Plan, and Article 65.60 Duration of Approval. This Ordinance repeals all Ordinances or parts of Ordinances in conflict.

THE CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN
ORDAINS:

SECTION I.

AMMENDMENT TO SECTION 50.10 (A) AND (C) OF THE
SCHEDULE OF REGULATIONS (CHART REMAIN UNCHANGED),
WHICH SHOULD READ, IN SUMMARY, AS FOLLOWS:

50.10 SCHEDULE OF AREA, FRONTAGE, AND/OR WIDTH
REQUIRMENTS

- A. No building permit shall be issued therefore, and no buildings constructed, placed or moved upon any Parcel, Lot, or Building site less than the area and frontage requirements as specified in this Section; nor where the same would be located upon a Parcel, Lot, or Building site of land with an area of ten acres or less having a depth of greater than four times the width of said Parcel, Lot, or Building Site.

All Parcels must have the contiguous frontage specified in this Section on a dedicated public road or street with the width of said required frontage maintained until at least the required building setback line.

All Lots or Building sites must be situated on a public road or street with the width at building setback line as specified in the Section.

Building sites within nonresidential site condominiums must be situated on a public road or street or a private street easement with the width at building setback as specified in this Section.

Parcels, Lots, or Building sites which meet the requirements of the Nonconforming Uses, Structures and Land section of this Zoning

Ordinance may be issued a building permit provided all other requirements of this Ordinance are met.

C. For any Parcel deemed unbuildable by the foregoing and not subject to Section 50.10.E, the Planning Commission is hereby given the right to grant a deviation for the existing subject Parcel to become buildable where the subject Parcel meets all of the following criteria and where, in the opinion of said Planning Commission, the spirit of the foregoing provisions are still observed, public safety, health, and welfare secured, and substantial justice thereby accomplished:

1. The existing subject Parcel under consideration was established prior to March 31, 1997
2. The existing subject Parcel under consideration satisfies the minimum dimensional requirements of a platted Lot within the R-1, R-2, R-3, R-4, and R-C districts as set forth in Section 50.10A.;
3. The dimensions of neighboring lawfully nonconforming properties located within 300 feet would support said deviation.

SECTION II.

AMENDMENT TO SECTION 64.90(A) REGARDING SITE PLAN REVIEW WHICH SHOULD READ, IN SUMMARY, AS FOLLOWS:

64.90 CONFORMITY TO APPROVED SITE PLAN

- A. Approval of the Site Plan shall be valid for a period of one year after the date of approval. If a building permit has not been obtained and on-site development actually commenced within said one year, the Site Plan approval shall become void and a new approval obtained before any construction or earth change is commenced upon the site. A one-year extension may be granted by the Planning Director or their designee if requested prior to the expiration of the one-year validity period.

SECTION III.

AMENDMENT TO SECTION 65.60 B AND B4 OF SPECIAL USES WHICH SHALL READ, IN SUMMARY, AS FOLLOWS:

65.60 DURATION OF APPROVAL

- B. Extensions. The Planning Director or their designee shall have the authority to grant a one-year extension of such Special Use where the

applicant therefor satisfies any of the following existing circumstances:

(4) Beyond the one-year extension that can be granted administratively, successive extensions may be granted by the Planning Commission for such periods of time as said Planning Commission determines to be reasonable and proper under the following criteria.

SECTION IV

EFFECTIVE DATE AND REPEAL.

All Ordinances or parts of Ordinances inconsistent with the Ordinance are hereby repealed. This Ordinance shall take effect upon publication after adoption in accordance with State Law.

DUSTY FARMER, CLERK
OSHTEMO CHARTER TOWNSHIP

OSHTEMO CHARTER TOWNSHIP PLANNING COMMISSION

RECOMMENDATION OF THE OSHTEMO CHARTER TOWNSHIP PLANNING COMMISSION RESULTING FROM PUBLIC HEARINGS CONDUCTED ON FEBRAURY 9, 2023

The Oshtemo Charter Township Planning Commission hereby recommends APPROVAL of the following additions and amendments to the Township Zoning Ordinance:

The amendment to Article 50, Section 50.10, Schedule of Area, Frontage, and/or Width Requirements of the Township Zoning Ordinance, to read, in summary, as follows

SEE ATTACHMENT

The amendment to Article 64, Section 64.90, Conformity to Approved Site Plan of the Township Zoning Ordinance, to read, in summary, as follows:

SEE ATTACHMENT

The amendment to Article 65, Section 65.60, Duration of Approval of the Township Zoning Ordinance, to read, in summary, as follows:

SEE ATTACHMENT

A copy of the Planning Commission Staff Report and Meeting Minutes from the February 9, 2023 Public Hearing are attached to this Recommendation.

OSHTEMO CHARTER TOWNSHIP PLANNING COMMISSION

Date: February 22, 2023

By: Iris Lubbert
Iris Lubbert
Township Planning Director

Final Action by Oshtemo Charter Township Board

_____ APPROVED _____

_____ DENIED _____

_____ REFERRED BACK TO PLANNING COMMISSION



January 31, 2023

Mtg Date: February 9, 2023
To: Planning Commission
From: Iris Lubbert, AICP, Planning Director
Subject: Public Hearing: Amendments to Section 50.10

Objective:

Consideration of amendments to Section 50.10 Schedule of Regulations for recommendation to the Township Board.

Background:

Through various public inquiries, staff has become aware of a number of regulations outlined in Section 50.10 of the Ordinance which require clarification. To ensure consistency of how the ordinance is enforced, through discussions with staff and research of past projects, the proposed changes remove subjectivity. Amendments focus on clarifying how frontage is measured, whether lots or building sites need to be situated on a public road or street, and when a deviation for an unbuildable parcel is warranted.

Attachments: Proposed amendments to Section 50.10

50.10 SCHEDULE OF AREA, FRONTAGE, AND/OR WIDTH REQUIREMENTS

A. No building permit shall be issued therefore, and no buildings constructed, placed, or moved upon any Pparcel, Llot, or Building site less than the area and frontage requirements as specified in this Section; nor where the same would be located upon a Pparcel, Llot, or Building site of land with an area of ten acres or less having a depth of greater than four times the width of said parcel, lot or building site.

All Parcel(s) must have the contiguous frontage specified in this Section on a dedicated public road or street with the width of said required frontage maintained until at least the required building setback line.

All Lots, or Building sites must be situated on a public road or street, unless otherwise permitted within the ordinance, with the width at building setback line as specified in this Section.

Building sites within nonresidential site condominiums must be situated on a public road or street or a private street easement with the width at building setback as specified in this Section.

Parcels, Lots, or Building sites which meet the requirements of the Nonconforming Uses, Structures and Land section of this Zoning Ordinance may be issued a building permit provided all other requirements of this Ordinance are met.

Schedule of Area, Frontage, and/or Width Requirements		
Minimum Area Required per Dwelling Unit	R-1, R-2, R-3, R-4, and R-C	R-5
Parcels (unplatted)	50,000 sq. ft.	Refer to Section 49.150.D
Lots (platted)/Building Sites		
No Water or Sewer	22,000 sq. ft.	
Water or Sewer	15,000 sq. ft.	
Water and Sewer	10,560 sq. ft.	
Minimum Frontage or Width Required	R-1, R-2, R-3, R-4, and R-C	R-5
Parcels Frontage (unplatted)	200 feet	Refer to Section 49.150.C
Lots (platted)/Building Sites (Width at building setback)	100 feet	

Minimum Area Required	C, C-R, or BRP	I-R	I-1	I-2	I-3
Parcels	50,000 sq. ft.	Refer to Section 23.60.A.2	50,000 sq. ft.	50,000 sq. ft.	50,000 sq. ft.
Lots/Building Sites					
No Water or Sewer			30,000 sq. ft.		
Water or Sewer			18,000 sq. ft.		

Water and Sewer	13,200 sq. ft.				
Minimum Frontage or Width Required	C, C-R, or BRP	I-R	I-1	I-2	I-3
Parcels (frontage)	200 ft.	200 ft.	200 ft.	200 ft.	200 ft.
Lots/Building Sites (Width at setback)					
No Water or Sewer	120 ft.				
Water or Sewer	120 ft.				
Water and Sewer	120 ft.				
AG and RR Dimensional Requirements					
District	Type		Dimensional Requirements		
AG	Parcel, L lot, lot or B building site area:		40 acre* parcel/tract size		
	Frontage:		200 feet		
RR	Parcels, Llots, or Bbuilding sites				
	Area requirements:		1.5 acres		
	Minimum frontage:		200 feet		
	Lot, Bbuilding sites within an Open Space Community				
	Area requirements:		Density of 1.0 dwelling units per acre		
	Minimum frontage:		120 feet		
*Minimum of three (3) acres and 200 feet of public street frontage required per dwelling unit.					

- B. Any attempt to circumvent the intent and purpose of the foregoing provisions by multiple conveyances, contracts, leases, or agreements or any combination of the foregoing shall be considered a violation and shall prohibit the issuance of a building permit or the construction or location of buildings upon the land in question and shall subject the violator to the fines and penalties provided in the Township Zoning Ordinance.
- C. For any Parcel deemed unbuildable by the foregoing and not subject to Section 50.10.E, The Planning Commission is hereby given the right to grant a deviation for the existing subject Parcel to become buildable from the foregoing where the subject Parcel meets all of the following criteria and where, in the opinion of said Planning Commission, the spirit of the foregoing provisions are still observed, public safety, health, and welfare secured, and substantial justice thereby accomplished:
1. ~~(1) The existing subject Parcel under consideration was established prior to March 31, 1997 and is not considered lawfully nonconforming pursuant to Section 50.10.E;~~
 2. ~~(2) The existing subject Parcel under consideration satisfies the minimum dimensional area requirements of a platted Lot within the R-1, R-2, R-3, R-4, and R-C districts as set forth in Section 50.10.A;~~

~~1.3.~~ ~~(3)~~ The dimensions of neighboring lawfully nonconforming properties located within 300 feet would support said deviation.

Additionally, the Planning Commission is hereby given the right and authority, in furthering the public health, safety, and general welfare, to require any or all of the following as a condition in granting a deviation: conveyance or dedication to the public of a 66-foot wide right-of-way for ingress or egress to and from interior land having otherwise insufficient or inadequate public access for normal, proper and logical development; shared and/or cross access with an adjacent property(s); and, restricted or prohibited curb-cuts when the Access Management Guidelines cannot be satisfied and reasonable access is otherwise available to the subject parcel.

~~E.D.~~ The purpose of the within provisions is to secure the more orderly development of property in unplatted areas through the encouragement and regulation of open spaces between buildings and lessening of congestion, the encouragement of more efficient and conservative land use, the facilitating of transportation, sewage disposal, water supply and other public requirements and by providing for future access to interior land which might not otherwise be adaptable to proper and advantageous development.

~~D.E.~~ Section 50.10.A shall not apply to any Pparcel, Llot, or Bbuilding site, the boundaries of which have heretofore been established by any instrument recorded previous to October 4, 1965, in the office of the Register of Deeds for Kalamazoo County, Michigan or previously established by operation of law, provided that notwithstanding such exception, not more than one dwelling shall be allowed at any time on less than 200 feet of frontage on any unplatted Pparcel unless otherwise permitted under this Ordinance.

~~E.F.~~ Frontage, width, and area requirements in Section 50.10.A shall not apply to any Pparcel, Llot, or Bbuilding site with buildings or regulator stations for essential services.

~~F.G.~~ The Planning Director or designee is hereby given the right to grant relief to Pparcels of land having a depth greater than four times the width of said parcel provided (1) the boundaries of the subject parcel have heretofore been established by an instrument recorded previous to March 31, 1997 and (2) the Pparcel satisfies the minimum area and frontage requirements stated for parcels in Section 50.10.

Additionally, the Planning Director or designee is hereby further given the right and authority, in furthering the public health, safety, and general welfare, to require the conveyance or dedication to the public of a 66-foot wide right-of-way for ingress or egress to and from interior land having otherwise insufficient or inadequate public access for normal, proper and logical development as a condition to the granting of any relief as herein provided. The decision of the Planning Director may be appealed to the Zoning Board of Appeals.



January 31, 2023

Mtg Date: February 9, 2023

To: Planning Commission

From: Iris Lubbert, AICP, Planning Director

Subject: Public Hearing: Amendments to Sections 64.90 and 65.60

Objective:

Consideration of amendments to Sections 64.90 Conformity to Approved Site Plan and 65.60 Duration of Approval for recommendation to the Township Board.

Background:

Per the Township Zoning Ordinance, Site Plans and Special Uses are valid for a period of one year after the date of their approval; the applicant may request an extension from the original approving body prior to the expiration of the one-year validity period. Over the past year multiple projects have come before the Planning Commission requesting an extension of their approval. After reviewing a number of these requests, the Planning Commission felt that extension requests could be handled administratively and requested that the Ordinance be amended accordingly. The attached proposed changes to Sections 64.90 and 65.60 would allow extension requests, limited to one additional year, to be handled administratively.

Attachments: Proposed amendments to Sections 64.90 and 65.60

64.90 CONFORMITY TO APPROVED SITE PLAN

- A. Approval of the Site Plan shall be valid for a period of one year after the date of approval. If a building permit has not been obtained and on-site development actually commenced within said one year, the Site Plan approval shall become void and new approval obtained before any construction or earth change is commenced upon the site. A one-year extension Extensions may be granted by the Planning Director or their designee ~~the approving body~~ if requested prior to the expiration of the one-year validity period.
- B. Property which is the subject of Site Plan approval must be developed in strict compliance with the approved Site Plan and any approved amendments thereto or modifications thereof pursuant to Section 64.100. If any site is not developed in compliance with said Site Plan, the approval shall be revoked. Notice of such revocation shall be made by written notice by the Township to the developer at the last known address. Upon revocation of Site Plan approval, no further construction activities may be commenced upon the site other than for the purpose of correcting any violations.
- C. The Township may, upon proper application by the developer and in accordance with the procedure established in this ordinance, approve a modification to the Site Plan to coincide with the developer's construction, provided such construction satisfies the criteria placed upon the previously granted Site Plan approval and the Zoning Ordinance.
- D. At least one complete set of record construction drawings signed by a licensed architect, engineer, landscape architect, or contractor shall be submitted to the Township or its designee at the time of application for a Certificate of Occupancy or, in the case of residential developments before a Building Permit may be issued.

These drawings shall indicate any changes approved by the Township to the original Site Plan. Additionally, the correct location, size, etc. of any preexisting utilities or facilities shall be specified.

65.60 DURATION OF APPROVAL

- A. Period of approval. Any property which is the subject of a Special Use which has not been used for a period of one year for the purposes for which such Special Use was granted shall thereafter be required to be used for only permissible uses set forth in the particular zoning classification in which the property is located and the permit for such Special Use shall thereupon terminate unless extended by the Planning Commission upon application for such extension filed with said Planning Commission.
- B. Extensions. The Planning Director or their designee ~~Said Planning Commission~~ shall have the authority to grant a one year ~~a~~ extension of such Special Use where the applicant therefor satisfies ~~the Planning Commission~~ of any of the following existing circumstances:
1. The delay in commencement or completion of the project subject to the Special Use approval was beyond the control of the applicant and the applicant has in good faith attempted to meet the foregoing time schedule.
 2. The project is in the process of being developed for the Special Use purpose and has reasonably progressed towards completion.
 3. The complexity or size of the project requires additional time for either commencement or completion of construction, which commencement and completion appear feasible and probable if permitted. Under this circumstance, the Planning Commission shall have the authority to grant an initial longer period for commencement and/or completion at the time of approving the original Special Use.
 4. Beyond the one year extension that can be granted administratively, ~~Successive extensions of time~~ may be granted by the Planning Commission for such periods of time as said Planning Commission determines to be reasonable and proper under the foregoing criteria.
 5. Where a Special Use is terminated by lapse of time, any new application for a Special Use shall be heard and determined anew based upon circumstances then existing.

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

DRAFT MINUTES OF A MEETING HELD FEBRUARY 9, 2023

Agenda

PUBLIC HEARING: CODE AMENDMENT – SECTIONS 64.90 AND 65.60

Consideration of amendments to the Township Zoning Ordinance, for recommendation to the Township Board, to allow extension requests for site plans and special uses, limited to one additional year, to be handled administratively.

PUBLIC HEARING: CODE AMENDMENT – SECTION 50.10

Consideration of amendments to the Township Zoning Ordinance, for recommendation to the Township Board, to provide clarification on how frontage is measured, whether lots or building sites need to be situated on a public road or street, and when a deviation for an unbuildable parcel is warranted.

WORK SESSION:

STEERING COMMITTEE: OSHTEMO HOUSING STUDY

A meeting of the Oshtemo Charter Township Planning Commission was held Thursday, February 9, 2023, commencing at approximately 6:00 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

MEMBERS PRESENT: Phil Doorlag
Deb Everett
Zak Ford, Township Board Liaison
Scot Jefferies
Alistair Smith, ZBA Liaison

MEMBERS ABSENT: Anna Versalle, Chair
Micki Maxwell, Vice Chair

Also present were Iris Lubbert, Planning Director, Martha Coash, Recording Secretary, and three guests, including Emily Petz of the W.E. Upjohn Institute and Curt Aardema of AVB.

Call to Order and Pledge of Allegiance

Due to the absence of both the Chair and Vice Chair, Ms. Lubbert called the meeting to order at approximately 6:00 p.m. and indicated an Acting Chair needed to be appointed.

Mr. Smith made a motion to appoint Mr. Ford as Acting Chair. Mr. Jefferies seconded the motion. The motion was approved unanimously.

Mr. Ford invited those in attendance to join in reciting the Pledge of Allegiance.

Approval of Agenda

He asked if there were any changes to the agenda. Hearing none, he let the agenda stand as published.

Public Comment on Non-Agenda Items

Mr. Curt Aardema of AVB, indicated he was present to listen to the housing discussion. As property owners in the Township, AVB wants to understand in what direction the Township is moving. He also noted he had redlined comments regarding the density bonus discussion and imagery for the mixed use district which were prepared with the assistance of experts in the field and handed them out for future reference. The materials he handed out are attached to these Minutes.

Approval of the Minutes of the Meeting of January 26, 2023

The Acting Chair determined there were no additions, deletions, or corrections to the Minutes of the Meeting of January 26, 2023 and asked for a motion.

Mr. Smith made a motion to approve the Minutes of the Meeting of January 26, 2023 as presented. Ms. Everett seconded the motion. The motion was approved unanimously.

Acting Chair Ford moved to the next item on the agenda and opened a public hearing.

PUBLIC HEARING: CODE AMENDMENT – SECTIONS 64.90 AND 65.60 CONSIDERATION OF AMENDMENTS TO THE TOWNSHIP ZONING ORDINANCE, FOR RECOMMENDATION TO THE TOWNSHIP BOARD, TO ALLOW EXTENSION REQUESTS FOR SITE PLANS AND SPECIAL USES, LIMITED TO ONE ADDITIONAL YEAR, TO BE HANDLED ADMINISTRATIVELY.

Ms. Lubbert explained that per the Township Zoning Ordinance, Site Plans and Special Uses are valid for a period of one year after the date of their approval; the applicant may request an extension from the original approving body prior to the expiration of the one-year validity period. Over the past year multiple projects have come before the Planning Commission requesting an approval extension.

After reviewing a number of these requests, the Planning Commission felt extension requests could be handled administratively and requested the Ordinance be amended accordingly. She said the proposed changes to Sections 64.90 and 65.60

would allow extension requests, limited to one additional year, to be handled administratively. She recommended the amendments be considered for recommendation to the Township Board.

Mr. Smith felt the proposed amendments addressed the concerns expressed by the Commission and asked if it would create more work for staff members.

Ms. Lubbert said it would actually be easier for staff and require less of their time to address extension requests in this manner.

There were no comments from the public.

Hearing no further comments from Commissioners, Mr. Ford asked for a motion.

Mr. Smith made a motion to approve the amendments to Sections 64.90 and 65.50 as proposed, and to recommend them to the Township Board for approval. Ms. Everett seconded the motion. The motion was approved unanimously.

PUBLIC HEARING: CODE AMENDMENT – SECTION 50.10
CONSIDERATION OF AMENDMENTS TO THE TOWNSHIP ZONING ORDINANCE, FOR RECOMMENDATION TO THE TOWNSHIP BOARD, TO PROVIDE CLARIFICATION ON HOW FRONTAGE IS MEASURED, WHETHER LOTS OR BUILDING SITES NEED TO BE SITUATED ON A PUBLIC ROAD OR STREET, AND WHEN A DEVIATION FOR AN UNBUILDABLE PARCEL IS WARRANTED.

Ms. Lubbert said that through various public inquiries staff became aware of the need for clarification of a number of regulations outlined in Section 50.10 of the Ordinance. To ensure consistency in how the ordinance is enforced, through discussions with staff and research of past projects, the proposed changes remove subjectivity. Amendments focus on clarifying how frontage is measured, whether lots or building sites need to be situated on a public road or street, and when a deviation for an unbuildable parcel is warranted.

Mr. Doorlag asked for clarification regarding how property with a development between the property and the public road would be affected by this change.

Ms. Lubbert indicated such a development would not be affected as it would be built under a PUD or other ordinance mechanism with its own standards.

There were no public comments.

Hearing no further comments from Commissioners, Mr. Ford asked for a motion.

Mr. Smith made a motion to approve the amendments to Section 50.10 as proposed, and to recommend them to the Township Board for approval. Ms. Everett seconded the motion. The motion was approved unanimously.

The Acting Chair moved to the next agenda item.

WORK SESSION:

a. Steering Committee: Goals for the Oshtemo Housing Study, continued

Ms. Lubbert indicated that at the regular January 26th Planning Commission meeting, Ms. Emily Petz from the W.E. Upjohn Institute for Employment Research, showcased some of the information gathered to date through housing survey results.

Based on the information collected, draft goals for the plan developed by staff were shared with the Planning Commission for consideration and discussion in order to work toward finalizing goals for the project. When established, the goals will assist in identifying appropriate tools and strategies. This is the next step in determining where we want to go with housing in the Township. The resulting housing plan is considered a master plan document.

Commissioners engaged in extensive discussion and questions for Ms. Lubbert and Ms. Petz regarding the draft goals, as well as the overall process to be followed to complete the housing study.

A number of changes to the draft goals were made based on Commissioner discussion and input. Using the amended goals, Ms. Petz will attend the next Planning Commission meeting where the Commission will start work on the objectives to support the goals.

Acting Chair Ford moved to the next item on the agenda.

PUBLIC COMMENT

There were no public comments.

OTHER UPDATES AND BUSINESS

There were no updates or other business to consider.

ADJOURNMENT

With there being no further business to consider, Chairperson Versalle adjourned the meeting at approximately 7:27 p.m.

Minutes prepared:
February 10, 2023

Minutes approved:
_____, 2023

Memorandum



Date: March 06, 2023
To: Township Board
From: Zach Pearson - Public Works Project Manager
Subject: 2023 Local Road Preventative Maintenance “PAR” Projects

Objective

Motion: Authorize contract with the Road Commission of Kalamazoo County (RCKC) for the herein identified local road preventative maintenance PAR projects and approve the respective budget amendment for \$7,434.00.

Background

For the 2023 PAR program with the RCKC, Oshtemo has \$286,088 in PAR funds available based on total road mileage, population and urban area. These funds must be matched 1 to 1 for cost-sharing towards local roadway preventative maintenance projects in Oshtemo. The 2023 budget includes expenditure from the Road Fund (millage) in the amount of \$500,000 under Capital Outlay: Road Preventive Maintenance.

Last year’s recommendation was to complete more asphalt paving projects given the favorable unit prices that the contractor extended from previous years. Thus, this year most of the projects are chip seals which is a RCKC requirement one-year post paving. From the estimates provided by RCKC, a selection of projects as close to the approved budget amount as possible was compiled. To maximize the number of projects this year, there is **an increase in \$7,434 requested. Staff is recommending approval of budget amendment in this amount from the local road fund carryover.**

Another priority of Public Works staff this year in planning and selection of road projects was to identify neighborhoods that will be a *part* of the upcoming sewer expansion projects but the neighborhood would be reconstructed *not in its entirety*, leaving some roads that currently have sewer but need road work. In an effort to coordinate road improvements with upcoming Phase 1 projects, Public Works selected one neighborhood for HMA paving to be completed. Similarly, the remaining neighborhoods that have these circumstances will be completed within one year following the sewer projects.

In the estimates provided by RCKC staff, the work above the blue line is considered routine maintenance that is part of the Road Commission’s responsibilities and is not charged to the Township. The “Total Estimated Billable Project Cost” is the amount billed to the Township. Given the target total budgeted amount and advice of RCKC, Township staff is recommending the following projects:

HMA Paving

Darlington Trl, Oshtemo Ridge Trl, Ellington Dr, Tillingsdale Dr
Billable Cost \$218,970

Chip Seal

Northfield Trl, Stoneview Avenue, Westhaven Trl
Billable Cost \$28,488

Atlantic Ave

7275 W. Main Street, Kalamazoo, MI 49009, (269) 216-5220, Fax (269) 375-7180, www.oshtemo.org

Billable Cost \$27,286

Resource St, Technology Ave, Industry Dr

Billable Cost \$46,637

Beymoure St, Jane Ann's Way, Lexy Lane, Belle St, Mauri's Ln, Murphy's Trl, Murphy's Cir,
Mickey's Trl

Billable Cost \$97,542

Buckham Wood Dr, Caddam Wood Ave, Laurel Wood St, Woodhollow Ave, Beymoure St, Wood
Hollow Avenue, Ben Street, Sabrina Trail, Gabriella Trail

Billable Cost \$63,975

Boyce Dr, Amneth Ave, Cotswold St

Billable Cost \$17,521

KL Ave – Van Kal to 1st St and Almena Dr to 4th St

Billable Cost \$115,279

8th St – Stadium Dr to KL Ave

Billable Cost \$62,984

Old Savannah Dr, Stone Mountain Dr

Billable Cost \$31,034

GH Ave – 3400' west of Ravine Rd to Ravine Rd

Billable Cost \$26,311

Quail Run Dr – Stadium Dr to 9th St

Billable Cost \$57,495

Total Estimated Billable Project Cost \$793,522

RCKC PAR Funds \$286,088 (36%)

Township Local Road Millage \$507,434 (64%)

Information Provided

RCKC 2023 PAR Contract

RCKC Estimated Costs for the Proposed Roadway Maintenance Project



LOCAL ROAD CONTRACT

THIS CONTRACT made and entered into this _____ day of _____, 2023, by and between the Board of County Road Commissioners of the County of Kalamazoo, hereinafter referred to as the "RCKC" and the **Charter Township of Oshtemo** , Kalamazoo County, Michigan, hereinafter referred to as the "Township" for the purpose of fixing the rights and obligations of the parties and agreeing to maintenance and improvement of certain county roads within the Township, including the design/construction engineering and/or construction, hereinafter referred to as "Project".

WITNESSETH: WHEREAS, Section 20 of Act 51 of the Public Acts of 1951, as amended (MCL 247.670), authorizes Township Boards to appropriate general fund monies and to also levy a property tax not to exceed three mills in any year, and to pay the same into the county road fund of the county for the maintenance and/or improvement of county roads within the Township, pursuant to an agreement between the Township and the RCKC; and

WHEREAS, it is mutually agreed between the RCKC and the Township that the Project is necessary.

NOW, THEREFORE, IN CONSIDERATION of the promises and mutual undertakings of the parties in conformity with the applicable state laws, it is agreed:

- 1. The RCKC and Township agree that the scope of the work to be performed for the Project(s) identified is based on cost estimates and contingent upon how unexpected field issues are addressed. The RCKC, shall administer the Local Road Contract. The RCKC shall oversee design/construction engineering and/or construct or cause to be constructed the following road improvements:

Beymoure Street - Caddam Wood Avenue to 550' north of Jane Ann's Way,
Jane Ann's Way - Beymoure Street to 400' east of Beymoure Street,
Lexy Lane - 9th Street to Beymoure Street,
Belle Street - Lexy Lane to Mickey's Trail,
Mauri's Lane - Lexy Lane to Mickey's Trail,
Murphy's Trail - Lexy Lane to Mickey's Trail,
Murphy's Circle - 425' south of Lexy Lane to Lexy Lane,
Mickey's Trail - 9th Street to Murphy's Trail; *Crack Fill, HMA Wedging, Chip Seal, Fog Seal*

Project Estimate: \$97,542 **Work Order #** _____
(to be assigned)

Buckham Wood Drive - 9th Street to Caddam Wood Avenue,
Caddam Wood Avenue - Laurel Wood Street to Buckham Wood Drive,
Laurel Wood Street - Buckham Wood Drive to Caddam Wood Avenue,
Wood Hollow Avenue - Buckham Wood Drive to 75' north of Buckham Wood Drive,
Beymoure Street - 150' south of Caddam Wood Avenue to Caddam Wood Avenue,
Wood Hollow Avenue - Gabriella Trail to Buckham Wood Drive,
Ben Street - Wood Hollow Avenue to 150' north of Wood Hollow Avenue,
Sabrina Trail - Wood Hollow Avenue to 150' east of Wood Hollow Avenue,
Gabriella Trail - Wood Hollow Avenue to Wood Hollow Avenue; *Crack Fill, Chip Seal, Fog Seal*

Project Estimate: \$63,975 **Work Order #** _____
(to be assigned)

KL Avenue - VanKal Street to 1st Street,
KL Avenue - Almena Drive to 4th Street; *Crack Fill, HMA Wedging, Chip Seal, Fog Seal*

Project Estimate: \$115,279 **Work Order #** _____
(to be assigned)

Old Savannah Drive - H Avenue to Stone Mountain Drive,
Stone Mountain Drive - Stone Mountain Drive to 550' north of Stone Mountain Drive; *Chip Seal, Fog Seal*

Project Estimate: \$31,034 **Work Order #** _____
(to be assigned)

Quail Run Drive - Stadium Drive to 9th Street; *Crack Fill, Chip Seal, Fog Seal*

Project Estimate: \$57,495

Work Order # _____
(to be assigned)

GH Avenue - 3,400' west of Ravine Road to Ravine Road; *Chip Seal, Fog Seal*

Project Estimate: \$26,311

Work Order # _____
(to be assigned)

8th Street - Stadium Drive to KL Avenue; *Crack Fill, Chip Seal, Fog Seal*

Project Estimate: \$62,984

Work Order # _____
(to be assigned)

Atlantic Avenue - 9th Street to Parkview Avenue; *Crack Fill, Chip Seal, Fog Seal*

Project Estimate: \$27,286

Work Order # _____
(to be assigned)

Resource Street - N Avenue to Technology Avenue,

Technology Avenue - 9th Street to Industry Drive,

Industry Drive - Technology Avenue to 505' north of Technology Avenue; *Crack Fill, Chip Seal, Fog Seal*

Project Estimate: \$46,637

Work Order # _____
(to be assigned)

Boyce Drive - H Avenue to Emneth Avenue,

Emneth Avenue - Boyce Avenue to Cotswold Street,

Cotswold Avenue - H Avenue to Emneth Avenue; *Chip Seal, Fog Seal*

Project Estimate: \$17,521

Work Order # _____
(to be assigned)

Northfield Trail - H Avenue to Drake Road,

Stoneview Avenue - 133' west of Northfield Trail to Northfield Trail,

Westhaven Trail - Northfield Trail to Northfield Trail; *Crack Fill, Chip Seal, Fog Seal*

Project Estimate: \$28,488

Work Order # _____
(to be assigned)

Darlington Trail - Oshtemo Ridge Trail to Tillingsdale Drive,

Oshtemo Ridge Trail - Coddington Lane to Darlington Trail,

Ellington Drive - Coddington Lane to Oshtemo Ridge Trail,

Tillingsdale drive - Coddington Lane to Ellington Drive; *HMA Overlay*

Project Estimate: \$218,970

Work Order # _____
(to be assigned)

2. The detailed estimate(s) of the cost of the Project(s) is attached hereto and incorporated herein.
3. The terms and provisions of the RCKC policies, including those provided in the annual RCKC local road information packet, are deemed to be a part of and included in this Local Road Contract as though fully set forth herein.
4. The RCKC shall provide progress billing and shall make available the accounting to the Township in accordance with the following schedule of this LOCAL ROAD CONTRACT:

Total Project Estimate(s)	\$839,851.00
<i>Total Estimated Billable Project Cost(s)</i>	\$793,522.00
RCKC Participation Funds (to extent available)	\$286,088.00
Township Road Millage Funds	\$507,434.00
<i>Total Township Share</i>	\$0

5. General Provisions:
 - A. This Local Road Contract contains all of the terms and conditions of the contractual relationship between the parties relating to the Project(s), and no amendments or additions to this Local Road Contract shall be binding unless they are in writing and signed by both parties. This Agreement, including all attachments, supersedes all prior oral and written and all contemporaneous oral negotiations, commitments and understandings of the parties.

- B. This Local Road Contract shall be binding on the parties, their legal representatives, successors, and assigns.
 - C. The headings of this Local Road Contract are for convenience only and in no way define, limit, or describe the scope or intent of this Local Road Contract or any of its sections, nor do they in any way affect this Local Road Contract.
 - D. Any notice required or permitted to be given under this Local Road Contract shall be sufficient if it is in writing and if it is sent by email, or registered mail or certified mail, and return receipt requested to the Township mailing address.
 - E. This Local Road Contract shall be governed by, construed, and enforced in accordance with the laws of the State of Michigan.
 - F. The invalidity of all or any part of any sections, subsections, or paragraphs of this Local Road Contract shall not invalidate the remainder of this Local Road Contract or the remainder of any paragraph or section not invalidated unless the elimination of such subsections, sections, or paragraphs shall substantially defeat the intents and purposes of the parties.
6. This Local Road Contract shall become binding on the parties hereto and be of full force and effect upon the signing thereof by the duly authorized officials of the Township and of the RCKC.
 7. The Township will be notified and agrees to authorize the RCKC to proceed with the award of the bids to the lowest responsive and responsible bidder unless advised in writing (by the appropriate township official by no later than the day before the RCKC meeting) that due to the cost of the project(s) with overhead, the cost exceeds the local road contract and therefore the township requests not to make the award to the bidder.
 8. The maximum cost to the township for the Project(s) is the amount itemized as the estimated project(s) cost on this Local Road Contract.
 9. The estimated Project(s) cost shall include all labor, materials, equipment, and contractor costs anticipated to be incurred in the project(s) by the RCKC. These items shall, in turn, include all indirect and administrative costs chargeable to the Project(s).
 10. The parties hereto agree that, when and where applicable, they will comply with Executive Order 11246, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (all of the foregoing as amended) and the applicable portions of the Michigan Elliott-Larsen Civil Rights Act and Michigan Persons with Disabilities Civil Rights Act, as well as any implementing rules and regulations. Specifically, contractors and sub-contractors are required not to discriminate against any employee or applicant for employment with respect to such person's hire, tenure, terms, conditions, or privileges of employment because of such person's race, color, religion, national origin, age, sex, sexual orientation, gender identity, disability, or protected veteran status. Breach of this provision may be regarded as a material breach of the contract or purchasing agreement and handled accordingly. Further, any violation of this provision may be separately addressed in accordance with the foregoing laws.
 11. The RCKC shall upon reasonable notification make available in their office to representatives of the Township all records concerning the project(s) for review.

IN WITNESS WHEREOF, the parties hereto have caused this Local Road Contract to be executed on the day and year first above written.

BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF KALAMAZOO

TOWNSHIP OF OSHTEMO

By _____
Chair

By _____
Township Official

Date _____

Date _____

Estimate Date: 03/02/23 Estimator: W. Oxx Estimate Type: Preliminary

Municipality: Oshtemo Township

Darlington Trail - Oshtemo Ridge Trail to Tillingsdale Drive,
Oshtemo Ridge Trail - Coddington Lane to Darlington Trail,
Ellington Drive - Coddington Lane to Oshtemo Ridge Trail,
Tillingsdale drive - Coddington Lane to Ellington Drive

Location: _____

Project Description: HMA Overlay

Project Length: 0.92 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
16,167	4,850	30			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Manhole Adjust, Sanitary		17.00	Ea	\$1,497.00	\$25,449	No charge
				Estimated Nonbillable Cost	\$25,449	
				Overhead - Nonbillable (9.54%)	\$2,428	
				Total Estimated Nonbillable Cost	\$27,877	
Material Testing		3.00	Ea	\$750.00	\$2,250	
Cold Milling, HMA Surface, 2" to 4"		16,167.00	Syd	\$1.20	\$19,400	2" Mill
Roadside Restoration		97.00	Station	\$223.00	\$21,631	
Manhole Adjust, Storm		4.00	Ea	\$1,497.00	\$5,988	
HMA, 36A Mod, Surface		2,000.00	Ton	\$75.00	\$150,000	Valley Gutter
Fog Seal, Construction Joint		4,850.00	Ft	\$0.13	\$631	
				Estimated Billable Cost	\$199,900	
				Overhead - Billable (9.54%)	\$19,070	
				Total Estimated Billable Cost	\$218,970	
				Total Estimated Project Cost	\$246,847	

Estimate Date: 01/16/23 Estimator: W. Oxx Estimate Type: Preliminary

Municipality: Oshtemo Township

Northfield Trail - H Avenue to Drake Road,
Stoneview Avenue - 133' west of Northfield Trail to Northfield Trail,
Westhaven Trail - Northfield Trail to Northfield Trail

Location: _____

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.79 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
11,067	4,150	24			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
RCKC Equipment		4.22	Hour	\$851.38	\$3,597	
RCKC Labor/Fringe		4.92	Hour	\$529.44	\$2,605	
Contractor Equipment/Labor		3,320.00	Gal	\$0.26	\$863	
Fine Aggregate, CST	16 Lbs / Syd	89.00	Ton	\$48.70	\$4,334	
Emulsion, CRS-2M	0.30 Gal / Syd	3,320.00	Gal	\$2.40	\$7,968	
Fog Seal CST	0.08 Gal / Syd	11,067.00	Syd	\$0.60	\$6,640	
Estimated Billable Cost					\$26,007	
Overhead - Billable (9.54%)					\$2,481	
Total Estimated Billable Cost					\$28,488	
Total Estimated Project Cost					\$28,488	

Estimate Date: 01/16/23 Estimator: W. Oxx Estimate Type: Preliminary
Municipality: Oshtemo Township
Location: Atlantic Avenue - 9th street to Parkview Avenue
Project Description: Crack Fill, Chip Seal, Fog Seal
Project Length: 0.38 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
7,111	2,000	32			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Crack Fill	Medium	568.18	Lbs	\$1.29	\$733	
RCKC Equipment		3.40	Hour	\$851.38	\$2,899	
RCKC Labor/Fringe		3.96	Hour	\$529.44	\$2,099	
Contractor Equipment/Labor		3,911.00	Gal	\$0.26	\$1,017	
Fine Aggregate, CS2	22 Lbs / Syd	78.00	Ton	\$48.70	\$3,799	
Emulsion, CRS-2M	0.55 Gal / Syd	3,911.00	Gal	\$2.40	\$9,386	
Fog Seal CS2	0.13 Gal / Syd	7,111.00	Syd	\$0.70	\$4,978	
Estimated Billable Cost					\$24,910	
Overhead - Billable (9.54%)					\$2,376	
Total Estimated Billable Cost					\$27,286	
Total Estimated Project Cost					\$27,286	



Estimate Date: 01/16/23 Estimator: W. Oxx Estimate Type: Preliminary

Municipality: Oshtemo Township

Resource Street - N Avenue to Technology Avenue,
Technology Avenue - 9th Street to Industry Drive,
Industry Drive - Technology Avenue to 505' north of Technology Avenue

Location: _____

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.62 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
12,517	3,275	32			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					1

Crack Fill	Medium	930.40	Lbs	\$1.29	\$1,200	
Vacuum Sweeping		8.00	Hour	\$165.00	\$1,320	
RCKC Equipment		4.26	Hour	\$851.38	\$3,631	
RCKC Labor/Fringe		4.97	Hour	\$529.44	\$2,629	
Contractor Equipment/Labor		6,884.00	Gal	\$0.26	\$1,790	
Fine Aggregate, CS2	22 Lbs / Syd	138.00	Ton	\$48.70	\$6,721	
Emulsion, CRS-2M	0.55 Gal / Syd	6,884.00	Gal	\$2.40	\$16,522	
Fog Seal CS2	0.13 Gal / Syd	12,517.00	Syd	\$0.70	\$8,762	
Estimated Billable Cost					\$42,575	
Overhead - Billable (9.54%)					\$4,062	
Total Estimated Billable Cost					\$46,637	
Total Estimated Project Cost					\$46,637	



Estimate Date: 01/16/23 Estimator: W. Oxx Estimate Type: Preliminary

Municipality: Oshtemo Township

Beymoure Street - Caddam Wood Avenue to 550' north of Jane Ann's Way,
Jane Ann's Way - Beymoure Street to 400' east of Beymoure Street,
Lexy Lane - 9th Street to Beymoure Street,
Belle Street - Lexy Lane to Mickey's Trail,
Mauri's Lane - Lexy Lane to Mickey's Trail,
Murphy's Trail - Lexy Lane to Mickey's Trail,
Murphy's Circle - 425' south of Lexy Lane to Lexy Lane,
Mickey's Trail - 9th Street to Murphy's Trail

Location: _____

Project Description: Crack Fill, HMA Wedging, Chip Seal, Fog Seal

Project Length: 1.31 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
25,618	6,900	30			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					3

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Cold Milling, HMA Surface, 2" to 4"		500.00	Syd	\$6.00	\$3,000	Mill 100'X30' @ 212 Mauri's Le, Mill 50'X30' @ 220 Belle St
Drainage Structure, Repair		1.00	Ea	\$2,500.00	\$2,500	Across from 220 Belle St
Crack Fill	Heavy	4,573.86	Lbs	\$1.29	\$5,900	
HMA, 36A Mod, Wedging, Less than 150 Ton		50.00	Ton	\$168.00	\$8,400	
Vacuum Sweeping	2X	16.00	Hour	\$165.00	\$2,640	
RCKC Equipment		14.18	Hour	\$851.38	\$12,070	
RCKC Labor/Fringe		16.51	Hour	\$529.44	\$8,740	
Contractor Equipment/Labor		7,685.00	Gal	\$0.26	\$1,998	
Fine Aggregate, CST	16 Lbs / Syd	205.00	Ton	\$48.70	\$9,984	
Emulsion, CRS-2M	0.30 Gal / Syd	7,685.00	Gal	\$2.40	\$18,444	
Fog Seal CST	0.08 Gal / Syd	25,618.00	Syd	\$0.60	\$15,371	
					Estimated Billable Cost	\$89,047
					Overhead - Billable (9.54%)	\$8,495
					Total Estimated Billable Cost	\$97,542
					Total Estimated Project Cost	\$97,542



Estimate Date: 01/16/23 Estimator: W. Oxx Estimate Type: Preliminary

Municipality: Oshtemo Township

Buckham Wood Drive - 9th Street to Caddam Wood Avenue,
Caddam Wood Avenue - Laurel Wood Street to Buckham Wood Drive,
Laurel Wood Street - Buckham Wood Drive to Caddam Wood Avenue,
Wood Hollow Avenue - Buckham Wood Drive to 75' north of Buckham Wood Drive,
Beymoure Street - 150' south of Caddam Wood Avenue to Caddam Wood Avenue,
Wood Hollow Avenue - Gabriella Trail to Buckham Wood Drive,
Ben Street - Wood Hollow Avenue to 150' north of Wood Hollow Avenue,
Sabrina Trail - Wood Hollow Avenue to 150' east of Wood Hollow Avenue,
Gabriella Trail - Wood Hollow Avenue to Wood Hollow Avenue

Location: _____

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 1.20 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
21,828	3,350	32			7,854
Conv Factor (Sft to Syd)	2,975	30			Cul-de-sac Quantity
9					

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Vacuum Sweeping	2X	10.00	Hour	\$165.00	\$1,650	
RCKC Equipment		12.07	Hour	\$851.38	\$10,275	
RCKC Labor/Fringe		14.05	Hour	\$529.44	\$7,441	
Contractor Equipment/Labor		6,548.00	Gal	\$0.26	\$1,702	
Fine Aggregate, CST	16 Lbs / Syd	175.00	Ton	\$48.70	\$8,523	
Emulsion, CRS-2M	0.30 Gal / Syd	6,548.00	Gal	\$2.40	\$15,715	
Fog Seal CST	0.08 Gal / Syd	21,828.00	Syd	\$0.60	\$13,097	
Estimated Billable Cost					\$58,403	
Overhead - Billable (9.54%)					\$5,572	
Total Estimated Billable Cost					\$63,975	
Total Estimated Project Cost					\$63,975	

Estimate Date: 01/16/23 Estimator: W. Oxx Estimate Type: Preliminary

Municipality: Oshtemo Township

KL Avenue - VanKal Street to 1st Street,
KL Avenue - Almena Drive to 4th Street

Location: _____

Project Description: Crack Fill, HMA Wedging, Chip Seal, Fog Seal

Project Length: 1.85 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
23,833	2,622	22			7,854
Conv Factor (Sft to Syd)	7,128	22			Cul-de-sac Quantity
9					

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		195.00	Station	\$73.00	\$14,235	No charge
Shoulder, Gravel, 23A		45.00	Ton	\$20.00	\$900	No charge
Shoulder, Gravel, Placement		15.00	Station	\$49.00	\$735	No charge
Pavement Marking		9,750.00	Ft	\$0.10	\$975	No charge
Estimated Nonbillable Cost					\$16,845	
Overhead - Nonbillable (9.54%)					\$1,607	
Total Estimated Nonbillable Cost					\$18,452	

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Crack Fill	Medium	2,769.89	Lbs	\$1.29	\$3,573	
HMA, 36A Mod, Wedging, 150 to 300 Ton		200.00	Ton	\$127.00	\$25,400	
RCKC Equipment		8.14	Hour	\$851.38	\$6,934	
RCKC Labor/Fringe		9.48	Hour	\$529.44	\$5,021	
Contractor Equipment/Labor		13,108.00	Gal	\$0.26	\$3,408	
Fine Aggregate, CS2	22 Lbs / Syd	262.00	Ton	\$48.70	\$12,759	
Emulsion, CRS-2M	0.55 Gal / Syd	13,108.00	Gal	\$2.40	\$31,459	
Fog Seal CS2	0.13 Gal / Syd	23,833.00	Syd	\$0.70	\$16,683	
Estimated Billable Cost					\$105,239	
Overhead - Billable (9.54%)					\$10,040	
Total Estimated Billable Cost					\$115,279	

Total Estimated Project Cost	\$133,731
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Estimate Date: 01/16/23 Estimator: W. Oxx Estimate Type: Preliminary
Municipality: Oshtemo Township
Location: 8th Street - Stadium Drive to KL Avenue
Project Description: Crack Fill, Chip Seal, Fog Seal
Project Length: 1.70 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
24,000	9,000	24			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Crack Fill	Light	852.27	Lbs	\$1.29	\$1,099	
RCKC Equipment		9.20	Hour	\$851.38	\$7,829	
RCKC Labor/Fringe		10.71	Hour	\$529.44	\$5,669	
Contractor Equipment/Labor		7,200.00	Gal	\$0.26	\$1,872	
Fine Aggregate, CST	16 Lbs / Syd	192.00	Ton	\$48.70	\$9,350	
Emulsion, CRS-2M	0.30 Gal / Syd	7,200.00	Gal	\$2.40	\$17,280	
Fog Seal CST	0.08 Gal / Syd	24,000.00	Syd	\$0.60	\$14,400	
Estimated Billable Cost					\$57,499	
Overhead - Billable (9.54%)					\$5,485	
Total Estimated Billable Cost					\$62,984	
Total Estimated Project Cost					\$62,984	



Estimate Date: 01/16/23 Estimator: W. Oxx Estimate Type: Preliminary

Municipality: Oshtemo Township

Old Savannah Drive - H Avenue to Stone Mountain Drive,
Stone Mountain Drive - Stone Mountain Drive to 550' north of Stone Mountain Drive

Location: _____

Project Description: Chip Seal, Fog Seal

Project Length: 0.56 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
10,706	2,950	30			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					1

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Vacuum Sweeping	2X	3.00	Hour	\$165.00	\$495	
RCKC Equipment		5.91	Hour	\$851.38	\$5,034	
RCKC Labor/Fringe		6.89	Hour	\$529.44	\$3,646	
Contractor Equipment/Labor		3,212.00	Gal	\$0.26	\$835	
Fine Aggregate, CST	16 Lbs / Syd	86.00	Ton	\$48.70	\$4,188	
Emulsion, CRS-2M	0.30 Gal / Syd	3,212.00	Gal	\$2.40	\$7,709	
Fog Seal CST	0.08 Gal / Syd	10,706.00	Syd	\$0.60	\$6,424	
Estimated Billable Cost					\$28,331	
Overhead - Billable (9.54%)					\$2,703	
Total Estimated Billable Cost					\$31,034	
Total Estimated Project Cost					\$31,034	

Estimate Date: 01/16/23 Estimator: W. Oxx Estimate Type: Preliminary
 Municipality: Oshtemo Township
 Location: GH Avenue - 3,400' west of Ravine Road to Ravine Road
 Project Description: Chip Seal, Fog Seal
 Project Length: 0.64 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
8,428	3,400	20			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					1

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
RCKC Equipment		6.11	Hour	\$851.38	\$5,206	
RCKC Labor/Fringe		7.12	Hour	\$529.44	\$3,770	
Contractor Equipment/Labor		2,528.00	Gal	\$0.26	\$657	
Fine Aggregate, CST	16 Lbs / Syd	67.00	Ton	\$48.70	\$3,263	
Emulsion, CRS-2M	0.30 Gal / Syd	2,528.00	Gal	\$2.40	\$6,067	
Fog Seal CST	0.08 Gal / Syd	8,428.00	Syd	\$0.60	\$5,057	
Estimated Billable Cost					\$24,020	
Overhead - Billable (9.54%)					\$2,291	
Total Estimated Billable Cost					\$26,311	
Total Estimated Project Cost					\$26,311	



Estimate Date: 01/16/23 Estimator: W. Oxx Estimate Type: Preliminary

Municipality: Oshtemo Township

Boyce Drive - H Avenue to Emneth Avenue,
Emneth Avenue - Boyce Avenue to Cotswold Street,
Cotswold Avenue - H Avenue to Emneth Avenue

Location: _____

Project Description: Chip Seal, Fog Seal

Project Length: 0.28 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
5,000	1,500	30			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Vacuum Sweeping	2X	3.00	Hour	\$165.00	\$495	
RCKC Equipment		4.47	Hour	\$851.38	\$3,806	
RCKC Labor/Fringe		5.21	Hour	\$529.44	\$2,756	
Contractor Equipment/Labor		1,500.00	Gal	\$0.26	\$390	
Fine Aggregate, CST	16 Lbs / Syd	40.00	Ton	\$48.70	\$1,948	
Emulsion, CRS-2M	0.30 Gal / Syd	1,500.00	Gal	\$2.40	\$3,600	
Fog Seal CST	0.08 Gal / Syd	5,000.00	Syd	\$0.60	\$3,000	
Estimated Billable Cost					\$15,995	
Overhead - Billable (9.54%)					\$1,526	
Total Estimated Billable Cost					\$17,521	
Total Estimated Project Cost					\$17,521	

Estimate Date: 01/16/23 Estimator: W. Oxx Estimate Type: Preliminary
 Municipality: Oshtemo Township
 Location: Quail Run Drive - Stadium Drive to 9th Street
 Project Description: Crack Fill, Chip Seal, Fog Seal
 Project Length: 1.15 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
21,633	5,500	32			7,854
Conv Factor (Sft to Syd)	550	34			Cul-de-sac Quantity
9					

Vacuum Sweeping	2X	10.00	Hour	\$165.00	\$1,650
RCKC Equipment		8.29	Hour	\$851.38	\$7,058
RCKC Labor/Fringe		9.65	Hour	\$529.44	\$5,111
Contractor Equipment/Labor		6,490.00	Gal	\$0.26	\$1,687
Fine Aggregate, CST	16 Lbs / Syd	173.00	Ton	\$48.70	\$8,425
Emulsion, CRS-2M	0.30 Gal / Syd	6,490.00	Gal	\$2.40	\$15,576
Fog Seal CST	0.08 Gal / Syd	21,633.00	Syd	\$0.60	\$12,980
Estimated Billable Cost					\$52,488
Overhead - Billable (9.54%)					\$5,007
Total Estimated Billable Cost					\$57,495
Total Estimated Project Cost					\$57,495

Memorandum



Date: 8 March 2023
To: Township Board
From: Greg Fountain, Maintenance Director
Subject: Ice Storm Damage – Unexpected Costs Encountered 2/22 – 2/26/2023

Objectives

MOTION: Board authorization to expend emergency, unexpected monies for work following the damage incurred from ice storm damage, 2/22 – 2/26/2023.

Note: Emergency authorization was determined by Maintenance Director and Supervisor, to get the necessary work under contract. Monies are in the budget, however this takes away from other planned items so there will be budget amendment forthcoming later in 2023.

Background & Information Provided

The ice storm that occurred beginning February 22, 2023, was declared a state of emergency by City of Kalamazoo and Kalamazoo County, causing significant damage to Oshtemo Township properties. The amount of funds spent to complete repairs were not previously accounted for in the 2023 budget. The cleanup work and associated costs are outlined below as well as the total summary of costs.

Information Provided

- Township Hall
 - Maple Tree west of main township building. Remove broken branches and trim back broken branches to appropriate laterals or trunk. Remove all limbs and debris.
 - \$800.00 K&H tree service
 - GL 101-218-93100
- Genesee Prairie Cemetery
 - Remove storm damaged trees. Remove fallen material off of headstones, in roadways and on back fence. Remove larger hanging branches in trees above cemetery. Remove all limbs, wood, and debris.
 - \$4200.00 K&H tree service.
 - GL 101-218-97400
- West Cemetery
 - Remove large fallen limbs storm debris.
 - \$500.00 K&H tree service
 - GL 101-218-97400
- Vehicle Garage
 - Repair tree limb punctured roof south side.
 - \$650.00 VanBecks roofing and siding
 - GL 101-218-93100
- Township Park

- Remove remainder of cherry tree that fell on disc golf sign, remove standing portion of tree as it has slightly uprooted causing a hazard. Price includes removal of all limbs, wood and debris. Cut stump flush.
 - \$1800.00 K&H tree service
 - GL 107-756-93100
- Remove fallen, broken and heavily leaning trees by Vehicle Garage.
 - \$1200 K&H tree service
 - GL 107-756-93100
- Remove logs and root ball near disc golf sign. Oshtemo Maintenance has already cleared same tree that was across the driveway.
 - \$900.00 K&H tree service
 - GL 107-756-93100
- Fruitbelt trail
 - Remove two fallen and hanging trees over trail, between 7th and 6th street. Move brush off trail as far as possible, move logs to the Millers.
 - \$1650.00 K&H tree service
 - GL 107-756-93100
- Overtime hours for Maintenance Department
 - 13.5 Patrick Steffey

Summary

- \$11,700 in unexpected cleanup and repair costs.
- Insurance claim denied, informed our coverage does not cover ice storm events.
 - Roof damage would have been covered, however there is a \$1,000.00 deductible.

Core Values

Public Service, Integrity

Memorandum



Date: March 10, 2023
To: Township Board
From: Iris Lubbert, AICP, Planning Director
Subject: 2022 Planning Department Annual Report

Objective

Township Board to consider the 2022 Planning Department Annual Report. The Planning Commission reviewed the report at their regular March 9th meeting and unanimously motioned to forward the report to the Township Board.

Background

Every year the Oshtemo Planning Department produces a report that satisfies the requirements of Section 308 of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), which states that a Planning Commission must prepare an annual report documenting the administration of their municipality's Zoning Ordinance and outline possible future amendments to the Ordinance. The attached report fulfills the obligation for 2022 and provides updates on the activities and projects planned for 2023.

It should be noted that the Planning Department has expanded the scope of the report to further document the activities of the Zoning Board of Appeals and the administrative activities of the Planning Department staff. By doing so, the document provides a more complete picture of Planning and Zoning activities within the Township. This report is intended to not only document past and ongoing activities but also help the Township Board develop its own work plans and budgets for the coming year.

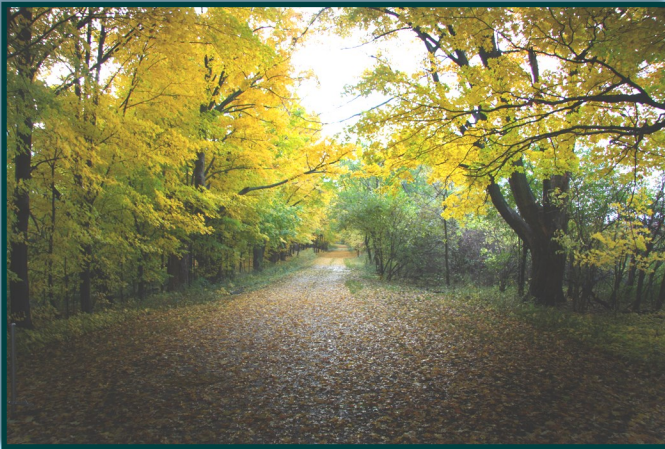
Information Provided

DRAFT 2022 Planning Department Annual Report

Core Values

Public Service, Professionalism, Integrity

OSHTEMO
**PLANNING DEPARTMENT
ANNUAL REPORT**
2022 DRAFT
TOWNSHIP



LEGISLATIVE REQUIREMENTS

Section 308 of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended) requires the Planning Commission to prepare an annual report for the Township Board documenting the administration of the Zoning Ordinance. It is also a requirement to outline possible future amendments to the Ordinance. This report fulfills this obligation for 2022 and provides updates on the activities and projects planned for 2023.

The Planning Department has expanded the scope of the report to further document the activities of the Zoning Board of Appeals and the administrative activities of the Planning Department staff. By doing so, the document provides a more complete picture of the Planning and Zoning activities in the Township. This report is submitted to the Township Board for review and consideration as it develops its own work plans and budgets for the coming years.

PLANNING COMMISSION

2022 ORDINANCE AMENDMENTS

Variance duration— Staff was made aware that the Township Ordinance did not state when and if an approved variance expires. After coordination with the Township Attorney, an amendment to Article 69 was proposed to the Planning Commission which would provide parameters for when a variance would expire. As Article 69 was being updated, additional amendments providing clarification on the Zoning Board of Appeal’s duties and operational procedures were also proposed. After discussion, the Planning Commission unanimously approved forwarding the proposed text to a Public Hearing on December 15, 2022 where a motion to recommend approval to the Township Board was unanimously accepted. The Township Board adopted the amendment at their January 24, 2023 regular meeting.

Family child care homes and group childcare homes — The State Legislature amended, through Public Act 106 of 2022, certain childcare laws to allow for increased capacity within family childcare homes and group childcare homes. To be in compliance with this Act, the Township Attorney recommended amending applicable definitions within the ordinance and allowing for Qualified Residential Treatment Programs (QRTP), as defined by Chapter 722 of Michigan Compiled Laws Governing Child Welfare Organization, as a permitted use within all of the Township’s residential districts. As the definition section was being updated, a number of other definitions were added to provide context to other sections of the ordinance and a number of existing definitions amended for clarity. After discussion the Planning Commission unanimously approved forwarding the proposed text to a Public Hearing on December 15, 2022 where a motion to recommend approval to the Township Board was unanimously accepted. The Township Board adopted the amendments at their January 24, 2023 regular meeting.

ORDINANCE PROJECTS CONTINUING INTO 2023

5G—5G refers to a new type of communication tower linked to driverless cars. Federal regulations have required that mu-

nicipalities allow for these special towers. The zoning ordinance needs to be updated if the Township wants to have any control over where and how these towers are placed. With the Planning Commission’s and Township Board’s approval, a contract was entered into with McKenna Associates on November 5, 2021 to develop a 5G ordinance. Planning and Legal staff continue to work closely with McKenna in this effort. A survey to inform the work was created and posted in May 2022—394 responses were collected. Work on this ordinance amendment is anticipated to be completed in the Spring of 2023.

VC and Village Form Based Code update—The Oshtemo Downtown Development Authority (DDA), with the blessing of staff and the Planning Commission, entered into an agreement with Wade Trim to prepare a draft ordinance amendment to implement the recommendations outlined in the 2019 Village Theme Development Plan Update. Wade Trim along with a steering committee from the DDA, including the Planning Director, met regularly to generate draft amendments. The amendments were introduced to the Planning Commission at their regular July 28th meeting. The project has since been put on hold by the Planning Commission in order to focus efforts on creating a new MU, Mixed Use District.

Signage Ordinance update —Updating the regulations within Article 55, Signs and Billboards, to be fully compliant with Federal and State regulations and protections has been on the ordinance update “to - do list” for several years. The Legal Department, with collaboration from the Planning Director, have drafted amendments to Article 55 that address this need. As this Article was being updated, staff found it prudent to review it in its entirety; additional amendments that provide clarification have been suggested. The proposed amendments were introduced to the Planning Commission at their regular August 25th meeting. The project has since been put on hold by the Planning Commission in order to focus efforts on creating a new zoning MU, Mixed Use District.

MU, Mixed Use District— The Planning Commission is working

to create a new zoning district which can be used to implement the Maple Hill Sub Area Plan and other subarea plans adopted by the Township. The creation of this district was identified by the Planning Commission as their top priority in early fall of 2022. After multiple discussions, including the review of a draft overlay ordinance from 2019, a first draft of the newly proposed zoning district was introduced to the Commission at their November 17th regular meeting. Work on this ordinance continues.

2022 MASTER PLANNING EFFORTS

Housing Action Plan —Thriving, inclusive communities have a diverse and affordable supply of housing. For Oshtemo to address the needs of its growing population and housing affordability challenges, the Township entered into an agreement with the W.E. Upjohn Institute for Employment Research on September 28, 2021 to develop a master plan update which will translate community housing needs into recommended programs, policies, and ordinance updates. The project was kicked off with the Planning Commission on February 24, 2022. Since then W.E. Upjohn has continued their research, a number of stakeholder meetings have been held, two open houses coordinated, and an online survey launched. Work on the housing action plan continues. The project is planned to be completed in July of 2023.

UPCOMING ORDINANCE AND MASTER PLAN AMENDMENTS

One of the purposes of the Annual Report is to look ahead to 2023 and anticipate those items that the Planning Commission desires to address or work on over the next 12 months and beyond in the area of planning and zoning.

Upcoming Ordinance Amendments—Ordinance amendment topics also on the Planning Commissions project list include: standards for private roads Township wide; Permitted Uses, Permitted Uses with Conditions, and Special Uses; sidewalk, lighting, dry sewer in developments; marijuana; nonhazardous materials; and the continued implementation of the Go!Green Oshtemo Plan.

Upcoming Master Plan Updates— The Planning Commission will continue to work on the Housing Action Plan described above. In addition, it is planned that in 2023 a consultant will be hired to conduct a comprehensive master plan review and update. This project would include a long range transportation plan, a economic development strategic plan, the evaluation of existing master plan documents, and the incorporation of desired planning concepts such as habitat corridors and age friendly communities. This will be a multi-year project.

SUBDIVISION/SITE CONDOMINIUMS

No new subdivision or site condominium requests were submitted to the Township in 2022. No requests were received in 2021.

REZONINGS

The Planning Commission received three rezoning requests in 2022; three more requests than in 2021. Summaries of the rezoning requests are provided below.

Rezoning Reviews in 2022:		3
Request / Address	PC Recommendation	Public Hearing
R-2 and R-4 to C/ 5303 W Main Street	Denial	4/28
I-1 to I-2/ 3265 and 3393 S 6th Street	Denial	6/23
I-1 to RR/7441 S KL Ave	Approval	6/23

SPECIAL EXCEPTION USES

A total of nine Special Exception Use applications were submitted and reviewed by the Planning Commission in 2022, which is eight less than were evaluated in 2021. All but one were approved, each with a specific set of conditions, which the applicant was required to meet as part of the development of the project. A table summarizing all Special Exception Use reviews in 2022 can be found on page 5 of this report.

Three extension requests were submitted for Special Exception Use applications approved in 2021; all were approved by the Planning Commission. The extension requests were for 7-Eleven (previously known as Speedway), Hampton Plaza, and the Run Mobile Home Park Extension. No extension requests were received in 2021.

Two of the Special Exception Uses were for new residential developments. 1) Tournesol, a new Open Space Community entailing 49 new single family units on 60.5-acres at 7214 W N Avenue; 2) Sunset Condominiums, entailing 24 duplex buildings (48 units), club house, community pool and associated parking lot within the residential development located at the intersection of Meridian Avenue and Sunset Road. Note that Sunset Condominiums only went in front of the Planning Commission for initial feedback. It is anticipated that formal consideration of this project will take place in early 2023.

The Planning Commission permits staff to administratively review temporary outdoor events once they have been approved through the public hearing process or if they last only one day. While no events were approved by the Planning Commission in 2022, a total of six events were approved administratively. A summary of the six administratively approved events can be found on page 10 of this report.

SITE PLAN REVIEW

In general, the Planning Commission does not review site plans unless they are attached to a Special Exception Use. In 2022, one site plan was submitted to the Planning Commission that did not require special use review, the same number as in 2021. The one site plan was reviewed by the Planning Commission because of code enforcement issues and its relevance to a conditional rezoning request. The one site plan review by the Planning Commission was from Handley's Tree Service requesting onsite amendments to 3265 S 6th Street which would bring the site into compliance with the Township Ordinance. Although the rezoning partially connected to this request was denied, the features of the site plan not linked to the rezoning were approved by the Planning Commission.

Total Site Plan Reviews in 2022:		1
Project Name / Address	PC Decision	Date
Handley Tree Service/ 3265 S 6th Street	Approved	6/23

MEETINGS / ATTENDANCE

The Planning Commission had a total of 24 meetings scheduled in 2022; 22 regular meetings and two joint meetings. Of the 22 planned regular meetings, 17 meetings were held and five canceled due to lack of agenda items. One (1) special meeting was held. The Planning Commission's regular meetings were held on the second and fourth Thursdays of each month. November and December had only one meeting each due to the holidays. As shown in the table below, the Planning Commission is engaged and has a good participation record.

Commission Members	Attendance
Bruce VanderWeele	17/18
Anna Versalle	13/18
Micki Maxwell	17/18
Chetan Vyas	13/18
Alistair Smith	15/18
Kizzy Bradford, TB Liaison	11/18
Deb Everett	18/18

SPECIAL EXCEPTION USES continued

Total Special Exception Use Reviews in 2022:				9
Project Title / Address	Applicant	Use/Project Summary	PC Decision	Date
Tournesol Step I/ 7214 W N Avenue	Hintor Properties, LLC	Concept Plan for a 49-unit Open Space Community, site condominium project	Approval	4/28
Kids Empire/ 5130 W Main Street	Alton M. Klein, Kids Empire	To establish an indoor recreational facility within an existing 10,804 sqft tenant space in a multi-tenant commercial center	Approval	4/28
Sunset Condominiums Concept/Meridian Avenue (Parcel #05-26-460-021)	Scott Carlson, Sunset Point Condominiums, LLC	Concept Plan for a residential condominium comprised of 24 duplex buildings (48 units), club house, community pool and associated parking lot	N/A. Gave Feedback	9/22
The Village Childcare Center / 5320 Holiday Terrace	Crystal Curtis, The Village Childcare Center	To establish a child care center within three existing suites of a multi-tenant commercial center	Approval	9/22
Heritage Christian Reformed Church Preschool/ 2857 S 11th Street	David Bonselaar, Heritage Christian Reformed Church	To establish a preschool within two existing rooms in the south wing of the existing Church	Approved	9/22
Chocolate Thunder/ 656 Maple Hill Drive	Connor Tierney, Chocolate Thunder	To establish a craft food and beverage production facility within an existing multi-tenant commercial center	Approval	10/13
Speakeasy Golf/ 6120 Stadium Drive	John R Crookston II SiteCreate/ Speakeasy Golf	To establish an indoor golf facility within an existing multi-tenant commercial center	Approval	11/17
Tournesol Step 2/ 7214 W N Avenue	Hintor Properties, LLC	A 49 unit, 60.5-acre Open Space Community, site condominium development	Approval	11/17
Center Point Church - KABAS/ 2345 N 10th Street	Larry Harper, Center-point Church	A private school for the Kalamazoo Academy for Behavioral and Academic Success (KABAS) within the upper level of the northern most portion of the existing Church	Approval	12/15

ZONING BOARD OF APPEALS

In total, five applications were reviewed by the Zoning Board of Appeals in 2022. This is a decrease from 2021 by six applications.

SITE PLAN REVIEWS

Four site plans were reviewed by the Zoning Board of Appeals in 2022, which is one more than were considered in 2021. Of these reviews, two were for new construction and two were for additions to existing buildings. A summary of the 2022 Zoning Board of Appeals site plan reviews can be found below.

Total Site Plan Reviews for 2022:				4
Project Name/Location	Applicant	Project Summary	Decision	Date
H&K Excavating/ 7504 Stadium Drive	Kip Martin, H&K Excavating	Expand the building at 7504 Stadium Drive by 5,450 sqft and place a 5,000 sqft accessory building onsite	Approval	7/26
Flavorsum/ 3680 Stadium Park Way	Dan Hinkle, HCD Properties, LLC	Construct a 30,084 sqft building addition, a 749 sqft building addition, and a 1,023 sqft building addition onto the existing building located at 3680 Stadium Park Way	Approval	8/23
Faraday Defense/ Unit 3 of WMU BTR 2.0 Park	Nate Barton, Fishbeck	Construct a 60,785 sqft two-story office and manufacturing/distribution facility within the Western Michigan University Business Technology Research Park 2	Approval	11/15
Taplin/ 5070 W Michigan	Adam Harvey, Glas Associates	The demolition of three existing buildings onsite to construct a new 32,875 sqft maintenance and storage building	Approved	12/13

DIMENSIONAL VARIANCES

The Zoning Board of Appeals reviewed one dimensional variance request in 2022, seven less than in 2021. A variance is a license to use property in a way not permitted under the ordinance. If the Township received a large number of variance applications each year on a specific ordinance requirement, it could mean there is something wrong with that ordinance, necessitating a review that may warrant an ordinance revision.

The one variance request received by the Zoning Board of Appeals was for an enhanced fence height from 4' to 6' within the front yard setback at 6125 Valley View Drive. The Zoning Board of Appeals denied the request.

MEETINGS / ATTENDANCE

Zoning Board of Appeals meetings are generally scheduled on the fourth Tuesday of each month. In 2022, of the twelve regularly scheduled meetings, seven were held and five canceled due to lack of agenda items. In addition, the Zoning Board of Appeals was invited to two Joint Board meetings. As shown on the table on the right, the Zoning Board of Appeals is highly engaged and has a strong participation record. It should be noted that Harry Jachym's first meeting as a Zoning Board of Appeals member was July 26th. The Board had one vacancy throughout 2022. This vacancy will be filled by Rick Everett starting in 2023.

Board Members	Attendance
Micki Maxwell, PC Liaison	6/7
Anita Smith	5/7
Louis Williams	5/7
Fred Gould	7/7
Dusty Famer, TB Liaison	7/7
Harry Jachym	4/4
Vacant	N/A

PLANNING DEPARTMENT REVIEWS

The Planning Department processes all of the development applications that are submitted to the Township, including rezoning requests, variances, site plans, building permits, sign permits, and sidewalk permits. In 2022, a total of 379 applications were reviewed by Planning Department staff. For reference, 495 applications were reviewed in 2021, 393 applications were reviewed in 2020, 448 were reviewed in 2019, and 351 applications were reviewed in 2018. Please note that these numbers do not include the applications for addresses and requests for zoning verification letters as they were not included in this report until 2021.

The Zoning Ordinance grants the authority to the Planning Department to administratively review and approve site plans in certain instances. These include minor amendments to a previously approved site plan, accessory buildings that meet certain criteria, certain temporary outdoor events, and communication tower co-locations or upgrades. A total of 29 administrative development reviews were completed in 2022, which is seven more than in 2021. A brief summary of the 2022 staff level reviews are on the following pages. Please note that five applications were either withdrawn by the applicant or staff is awaiting resubmittal (these projects are not included in the administrative development review total).

In addition to the site plan applications noted above, the Planning Department also completed reviews for land divisions, sign permits, building permits, zoning verification letters, and addressing. These reviews account for a significant portion of the Zoning Administrator's daily activities.

BUILDING PERMITS

Planning Department staff reviews building permit applications that are subject to zoning compliance as determined by the Southwest Michigan Building Authority to ensure that all requirements of the zoning ordinance are met. Staff also checks for any conditions of approval that may have been placed on the property by the Planning Commission or Zoning Board of Appeals during the plan review and approval process. In 2022, the Township issued 504 building permits, which is a 35 percent decrease from the 674 reviewed in 2021 and a 4 percent increase from the 487 reviewed in 2020. Of the total number of building permits issued in 2022, 237 or 47 percent required zoning review by the Township Zoning Administrator. This is a decrease from the 352 building permits that required zoning review in 2021 and a decrease from the 292 building permits that required zoning review in 2020.

SIGN PERMITS

A total of 38 sign permits were issued in 2022, which is four more than 2021. New signs were over half of the sign permits issued in 2022, at 20 permits. The remaining 18 permits were

for temporary signs or panel replacement signs. The majority of the total sign permits were issued to addresses on West Main Street, with the remaining sign permits primarily on Stadium Drive and the Drake Road and 9th Street corridors.

LAND DIVISIONS

In 2022, the Zoning Administrator worked with the Assessing Department to review 22 land division, re-description, or combination applications; 15 applications were approved in 2021. The task of the Zoning Administrator is to ensure that the requested change to property boundaries meets all of the area requirements established in the Township's Zoning Ordinance.

SIDEWALK PERMITS

In 2015, the Township initiated a sidewalk permitting process to help ensure new sidewalk development meets regulatory standards. These requirements incorporate the Americans with Disabilities Act standards for accessible design. The permit requires both a pre- and post-concrete pour inspection, which is managed by the Public Works Department. In 2022, a total of 35 sidewalk permits were issued. This is a 41 percent decrease from 2021 when 43 permits were issued. This is a 35 percent increase from 2020 when 27 permits were issued. The number of sidewalk permits issued is indicative of the residential construction occurring in the Township.

ADDRESSING

In March of 2021 the Township adopted a new Street Name and Addressing Workflow in which the assignment of all street addresses became the responsibility of the Planning Department. The goal for the new workflow is to create a uniform address and street data procedure for more consistent assignment and for improved emergency response within the Oshtemo Township limits. In 2022, 15 addresses were assigned. In 2021, 28 addresses were assigned (which included 20 addresses for a condominium project).

ZONING VERIFICATION LETTERS

A Zoning Verification Letter is a document provided to an individual by the Township that verifies the current zoning of a particular piece of property, the types of uses that are allowed in that zoning district, approval records, and other requested zoning information or documents. In 2022, 17 Zoning Verification letters were issued. For reference, 12 were issued in 2021 and 11 in 2020.

ADMINISTRATIVE REVIEWS

Total Amendments Administratively Reviewed in 2022:			14
Address	Applicant	Use/Project Summary	Approval Date
9200 W KL Avenue	City of Kalamazoo	Municipal Water site/ allow for radio communications	4/26
5299 W Main Street	Kalleward Group	PNC Bank/ ADA modifications and parking lot improvements	6/8
5160 W Main Street	DFG – Maple Hill, LLC	Aspen Dental/ site modifications and parking lot improvements	7/18
1030 S 8 th Street	The Thirsty Hound, LLC	The Thirsty Hound/ expanded patio and shade covering	7/20
5080 West Main Street	Villanova Construction Co, Inc.	Comerica Bank/site modifications and parking lot improvements	7/21
5200 Croyden Ave	Bodman Law	The Wyatt/ entry modifications	8/3
8560 Stadium Drive	Kevin and Sam Henderson	SF home/ clear cutting permit	8/31
3680 Stadium Park Way	HCD Properties, LLC	Flavorsum/ small building addition	9/22
5316 West Main Street	Arwa Salieh	Massage Therapy/ tenant alterations	11/14
717 N Drake Road	ShopOne Centers	B2 outlets/ tenant alterations and site modifications	11/15
7265 W Main Street	Miller-Davis Company	Kalamazoo Public Library/ parking lot modifications and ADA upgrades	12/02
2890 S 9 th Street	Architectural Concepts	Village Square Apartments / parking lot modifications and ADA upgrades	12/19
5700 Vintage Lane	First Housing Corp.	Evergreen North Apartments/ accessory building proposed in fire lane	N/A : denied
1842 S 11 th Street	Group Five Management	Peppertree Apartments/ installing a Portable Storage Container as a permanent accessory building onsite	N/A : denied

ADMINISTRATIVE REVIEWS CONT.

Total Administrative Communication Tower Upgrade Reviews in 2022:		9
Address	Applicant	Approval Date
4048 S 9 th Street	Haley Law Firm	1/27
5088 W Michigan Ave	T-Mobile by SBA Network Services, LLC	3/24
6831 Stadium Drive	General Dynamics	4/5
6831 Stadium Drive	Ericsson, Inc	6/28
5656 Beach Avenue	Fullerton Engineering	9/16
624 N 4 th Street	SBA Network Services for T-Mobile	9/23
5656 Beach Avenue	LCC Telecom Services	10/4
5088 W Michigan Avenue	AT&T Mobility	10/12
5656 Beech Street	AT&T Mobility	11/21

TEMPORARY OUTDOOR EVENTS

Total Administratively Reviewed Temporary Outdoor Events in 2022:			6
Address	Applicant	Event	Approval Date
8456 Stadium Drive	Lawton Ridge Winery	Food trucks permitted onsite from April 13 through October 26, 2022, on Wednesday evenings	2/23
5030 West Main Street	Oshtemo Township Rotary Club	Oshtemo Rotary Family Festival from May 26 rd to May 30 th , 2022	5/18
5034 West KL	The Good Stuff Fireworks	Temporary outdoor sales of fireworks from the site's parking lot from June 10 – July 7, 2022	6/9
6660 West Main	TNT Fireworks	Temporary outdoor sales of fireworks from the site's parking lot from June 27 th to July 5 th , 2022	6/22
6800 W Main Street	Country Fresh Farms	Meat sale event, taking place from the site's parking lot from Wednesday, August 17, 2022, through August 20, 2022	8/11
5030 West Main Street	Wahmhoff Farms, LLC	Temporary outdoor Christmas tree sales event from the site's parking lot from November 21, 2022 through December 20, 2022	10/7

Memorandum



Date: March 10, 2023
To: Township Board
From: Iris Lubbert, AICP, Planning Director
Subject: Discussion on Master Plan Goals and Deliverables

Objective

The Township Board is asked to consider the draft recommended goals and deliverables for the upcoming Comprehensive Master Plan update. The goals and deliverables will be used in the formulation of an RFQ.

The draft goals have been prepared by both the Township's Planning Director and Public Works Director. The Planning Commission reviewed the drafted goals and at their regular March 9th meeting and unanimously motioned to forward them to the Township Board for consideration.

Planning Commission's Role and Oshtemo's Master Plan Background

The greatest responsibility of a Planning Commission is to provide guidance for land use and development in the community; this includes the responsibility to prepare, review, and update a Master Land Use Plan, commonly abbreviated as a Master Plan (MP). The Michigan Planning Act defines a MP as a land use and infrastructure plan that sets forth local goals, objectives, and policies for community growth and/or redevelopment over the next 20 – 30 years. The MP is an official document authorized by Michigan law that serves as a basis for zoning and can be viewed as a blueprint for a community's future. Growth happens, the MP allows the Township residents and officials to decide how. The MP Oshtemo's first MP was adopted in 1993.

Oshtemo's current MP was adopted in 2011, with amendments made to the plan in 2017 and 2019. A list of all Township MP documents can be found on the Township website (<https://www.oshtemo.org/Officials-Departments/Departments/Planning-Zoning-Department/Master-Land-Use-Plan>). The Planning Commission is currently working with the W.E. Upjohn Institute for Employment Research to develop a MP update focusing on housing (a Housing Study/Action Plan) to assess and address the needs of Oshtemo's growing population, housing options, housing availability, and housing affordability challenges. This project is planned to be completed in July of 2023.

Knowing that a comprehensive review of the existing MP is due and the need for a single cohesive MP is paramount, the Township Board allocated ARPA funds to assist the Planning Commission and staff in completing a Comprehensive MP update. These funds are targeted to be used by the end of 2025. Due to the scale of the project (multiyear), the upcoming election cycle, and the ARPA funding requirements, the comprehensive MP update needs to be initiated this year. The attached goals and deliverables, incorporating any feedback or changes, will be the framework for the Request for Qualifications (RFQ) that will be sent out to consultants to start the comprehensive master planning effort.

Background for the Recommended Goals

Oshtemo Charter Township is often considered the rural or suburban community of the City of Kalamazoo. The general perception that Oshtemo is just a small, rural community continues to influence how the Township has and is managing its growth. As time progressed, and incremental zoning changes occurred through the adoption of sub area plans, etc. and as more development occurred, significant parts of the Township have passed the point of being rural. Oshtemo is now the 85th most populace community in Michigan. To preserve the valued rural character of Oshtemo, previous MPs and zoning maps have concentrated development opportunities in the eastern areas of the Township where water and/or sewer are readily available and where change had already been occurring. In summary, the eastern portions of the Township are now completely developed with traditional neighborhoods and commercial areas to the extent that this area is considered urban by the Federal Adjusted Census Urban Boundary. The new Comprehensive Master Plan will need to reflect on the growth that the Township has experienced and look at how the Township should continue to grow, while remaining a healthy community.

The current comprehensive MP was adopted in 2011. In 2017 and 2019 a number of amendments and subarea plans were approved resulting in multiple MP documents that need to be referred to. The Comprehensive MP will honor and build upon Township's previous planning efforts. For efficiency and consistency, a single comprehensive MP document is needed. Sections of the MP need to be reassessed, updated, merged, and/or compiled.

Information Provided

DRAFT MP Goal and Deliverables

Core Values

Public Service, Sustainability, Innovation, Professionalism, Integrity, Fiscal Stewardship

Comprehensive Master Plan Goals:

- The Plan process shall include utilization of multiple, creative community outreach techniques during the public input phase(s), to facilitate a diverse and full engagement of the Township Planning Commission, stakeholders (residents, developers, business owners, etc.), and Township Board.
- Creation of a practical, usable Comprehensive Master Plan that reflects the community's desired direction for the Township's future and provides appropriate guidance for implementation. The Plan will be well-organized, accessible online, and user friendly with plain language, illustrative information, diagrams, photos, etc.
- The Plan will evaluate existing Master Plan documents, including sub area plans and the recreation master plan, under a holistic lens and incorporate existing or previous content from the documents as appropriate. The Plan will honor and build upon Township's previous planning efforts.
- The Plan shall include a baseline analysis of how growth has impacted Oshtemo's quality of life; including but not limited to community characteristics such as: current levels of traffic, type and quantity of commercial uses, natural features, and adverse environmental issues like noise, light, and glare.
- The Plan will include an Economic Development Strategic Plan that evaluates internal and external factors that favorably and/or unfavorably influence the overall economic health of the community. The plan will identify target economic strategies and opportunities that are both realistic and compatible.
- The Plan will evaluate if and where marijuana sales and/or production should be permitted in the Township.
- Create a clear and achievable transportation plan that will enhance the network for all users and that best serves the current and projected residential and commercial growth. The Plan will incorporate strategies and projects to maximize the connectivity of street networks and pedestrian corridors. This effort will include updating the Township's Future Road Connections Map, Access Management Plan, Complete Street Policy, and Non-motorized Plan. The Plan will help create standards for where and how private roads should be permitted in the Township; considering differences for rural and urban contexts.
- The Master Plan must be compliant with the Redevelopment Ready Communities Certified Communities format. The Master Plan should incorporate all RRC Best Practices.
- The Master Plan will emphasize placemaking and placemaking strategies keeping in mind the Township's rural vs urban characteristics. Inclusivity is a top priority of the Township.

Minimum Deliverables:

- A user-friendly Comprehensive Master Plan, in written and electronic form, which incorporates existing Master Plan content where applicable.
- An updated Future Land Use Map
- An Economic Development Strategic Plan
- Marijuana Ordinance review and necessary amendments
- An updated Future Road Connections Map
- An updated Access Management Plan
- An updated Complete Street Policy
- An updated Non-motorized Transportation Plan
- A Road Standards Policy which identifies where and how private streets should be permitted

Memorandum



Date: March 9, 2023

To: Township Board

From: Karen High, Parks Director

Subject: Applications to the Michigan Natural Resources Trust Fund for development of the Fruit Belt Rail Trail, East, Center and West Segments

OBJECTIVE

MOTION: Board authorization of three grant applications to the Michigan Natural Resources Trust Fund (MNRTF) for development of the East, Center and West Segments of the Fruit Belt Rail Trail and to match with Township funds, force account labor/materials, and donated labor/materials.

Background

The MNRTF provides funding to acquire and develop lands across the state for resource conservation and outdoor public recreation. It is funded through interest earned on revenue derived from the development of publicly owned minerals. Since 2010, Oshtemo has been awarded \$1,324,500 for park development and acquisition projects at five different locations.

Most recently, acquisition grant funds were awarded to purchase 36 acres of former rail corridor from ATT/Ameritech for a future nonmotorized trail. The 150' wide property adjoins Flesher Field and extends to the Township's south border, a length of approximately two miles. The Fruit Belt Rail Trail is planned in the corridor, named after the former railroad that once operated on the property. This nonmotorized trail is a priority in the **GO! Green Oshtemo** plan for Parks & Recreation, Nonmotorized Transportation, and Conservation and was identified in the 2009-2013 and 2014-2018 parks master plans.

Last year, Oshtemo Township submitted two development grant applications to the MNRTF to construct the Fruit Belt Rail Trail. In addition to the 10' wide crushed stone trail, proposed improvements included a 20-car parking lot near Flesher Field (at Erie and Chime Streets), a small parking lot where the trail crosses 6th Street, trail connections at O'Park Street and at Flesher Field, vehicle barriers, mile markers, benches, signs, trash cans at trail heads, protective fencing in steep areas, and landscaping. Total project cost was estimated at \$812,000. Unfortunately, neither application was selected for funding. Although our applications scored well, the amount of funding awarded to local governments in 2022 was significantly reduced. The reduction in grant funds was primarily due to market performance.

Based on community support for the project, recommendation of the Parks Committee, and favorable discussion at the March 1, 2023 Township Board meeting, we are moving forward with MNRTF applications again this year. The estimated cost of the project is now \$1,006,000. The updated estimate is likely more accurate, because we've had a year to work on the property and get a better understanding of the project scope. Some of the increase is due to inflation and a small part is from amenities added to the project scope. Due to the increased cost, the project is divided into three sections

instead of two. A grant application is being prepared for each section. If all three grants are awarded, we will receive \$711,000 in Trust Fund dollars and provide \$295,000 in match to cover the total project cost of \$1,006,000. Grant request and match amounts are outlined below, followed by a list of the amenities proposed in each section.

	Grant Request	Match	Project Total
East Segment	\$263,000	\$93,000	\$356,000
Center Segment	\$300,000	\$150,000	\$450,000
West Segment	\$148,000	\$52,000	\$200,000
Total	\$711,000	\$295,000	\$1,006,000

Fruit Belt Rail Trail, **East** Segment (Flesher Field to ITC Corridor (approx. .62 mile))

- 1**
- Project scope:**
- 10' wide crushed stone trail, 3,261 linear feet
 - 10' wide paved trail along north side of Erie Street, connecting to S 9th Street
 - 19 car paved parking lot
 - 1 bench
 - Interpretive and wayfinding signs
 - Rain garden with native plantings (associated with parking lot)
 - Trash bin
 - Emergency vehicle turnaround

Fruit Belt Rail Trail, **Center** Segment (ITC Corridor to 6th Street, (approx. .85 mile))

- 2**
- Project scope:**
- 10' wide crushed stone trail, 4,471 linear feet
 - Small paved parking lot on east side of 6th Street
 - Fencing
 - 1 bench
 - Interpretive and wayfinding signs
 - Landscaping
 - Trash bin

Fruit Belt Rail Trail, **West** Segment (6th Street to Township border (approx. .38 mile))

- 3**
- Project scope:**
- 10' wide crushed stone trail, 2,000 linear feet
 - Trail connection to O'Park Street
 - 1 bench
 - Interpretive and wayfinding signs
 - Emergency vehicle turnaround

March 9, 2023
Memorandum
Page 3

To be eligible for grant funding, each application must be authorized by a resolution of the Township Board. Resolutions are attached for your consideration. The deadline for MNRTF development grant applications is April 1, 2023. If funds are awarded, construction could begin in late 2024 or early 2025.

CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

**Resolution Authorizing Submission of a Michigan Natural Resources
Trust Fund Application for Development of the Fruit Belt Rail Trail– East Segment
and to Match With Township and Donated Funds**

March 14, 2023

WHEREAS, Oshtemo Charter Township acquired the Fruit Belt Rail Corridor property, beginning at Flesher Field, 3664 South 9th Street, and extending approximately two miles to the Township’s south border, approximately 700’ east of 5th Street, in 2021 to develop a non-motorized trail; and

WHEREAS, the Oshtemo Charter Township Board supports the submission of an application titled, “Fruit Belt Rail Trail Development– East Segment” to the Michigan Natural Resources Trust Fund (MNRTF) to assist in funding the development of .62 miles of the non-motorized trail and related amenities within the Fruit Belt Rail Corridor property; and

WHEREAS, the proposed application is supported by the **GO! Green Oshtemo** Plan for Parks and Recreation, Nonmotorized Transportation, and Conservation, Oshtemo Township’s approved Five-Year Parks and Recreation Master Plan for 2019-2023; and

WHEREAS, the Oshtemo Township Planning Commission approved a Special Use Permit to allow development of the Future Fruit Belt Trail on February 27, 2020; and

WHEREAS, the Township is seeking \$263,000 from the MNRTF to assist in funding the development of the non-motorized trail, and related amenities; and

WHEREAS, the Township Board authorizes the commitment to provide 26% match for the project, in the amount of \$91,000 in cash and/or force account; and

WHEREAS, Oshtemo Friends of the Parks has committed \$2,000 in donated labor and/or materials to the Township if the MNRTF grant funds are awarded for the Fruit Belt Rail Trail Development– East Segment” project;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Oshtemo Charter Township Board hereby:

1. Authorizes the submission of the MNRTF application entitled “Fruit Belt Rail Trail Development– East Segment” in the amount of \$263,000; and

2. Resolves to make a financial commitment available in the form of a local match of \$91,000 of the total \$356,000 project cost during the 2024– 2025 fiscal year; and
3. Resolves to provide the dedicated \$2,000 in donated labor and/or materials from Oshtemo Friends of the Parks for a total financial commitment of \$93,000, (26%) of the total \$356,000 project cost.

A motion was made by _____, seconded by _____ to approve the foregoing Resolution.

Upon a roll call vote, the following voted “Aye”:

The following voted “Nay”:

The following was “Absent”:

The following “Abstained”:

The Supervisor declared the motion carried and the Resolution duly adopted.

Dusty Farmer, Clerk
Oshtemo Charter Township

CERTIFICATE

STATE OF MICHIGAN)
) ss.
COUNTY OF KALAMAZOO)

I, Dusty Farmer, the duly appointed and acting Clerk of the Township of Oshtemo, certify that the foregoing constitutes a true and complete copy of a Resolution adopted at a regular meeting of the Oshtemo Charter Township Board held on _____, which meeting was preceded by required notices under the Michigan Open Meetings Act, being 1976 PA 267; that a quorum of the Board was present and voted in favor of said Resolution; and that minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.

IN WITNESS WHEREOF, I have hereto affixed my official signature on this ____ day of March, 2023.

Dusty Farmer, Clerk
Oshtemo Charter Township

CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

**Resolution Authorizing Submission of a Michigan Natural Resources
Trust Fund Application for Development of the Fruit Belt Rail Trail– Center Segment
and to Match With Township and Donated Funds**

March 14, 2023

WHEREAS, Oshtemo Charter Township acquired the Fruit Belt Rail Corridor property, beginning at Flesher Field, 3664 South 9th Street, and extending approximately two miles to the Township’s south border, approximately 700’ east of 5th Street, in 2021 to develop a non-motorized trail; and

WHEREAS, the Oshtemo Charter Township Board supports the submission of an application titled, “Fruit Belt Rail Trail Development– Center Segment” to the Michigan Natural Resources Trust Fund (MNRTF) to assist in funding the development of .85 miles of the non-motorized trail and related amenities within the Fruit Belt Rail Corridor property; and

WHEREAS, the proposed application is supported by the **GO! Green Oshtemo** Plan for Parks and Recreation, Nonmotorized Transportation, and Conservation, Oshtemo Township’s approved Five-Year Parks and Recreation Master Plan for 2019-2023; and

WHEREAS, the Oshtemo Township Planning Commission approved a Special Use Permit to allow development of the Future Fruit Belt Trail on February 27, 2020; and

WHEREAS, the Township is seeking \$300,000 from the MNRTF to assist in funding the development of the non-motorized trail, and related amenities; and

WHEREAS, the Township Board authorizes the commitment to provide 33% match for the project, in the amount of \$148,000 in cash and/or force account; and

WHEREAS, Oshtemo Friends of the Parks has committed \$2,000 in donated labor and/or materials to the Township if the MNRTF grant funds are awarded for the Fruit Belt Rail Trail Development– Center Segment” project;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Oshtemo Charter Township Board hereby:

1. Authorizes the submission of the MNRTF application entitled “Fruit Belt Rail Trail Development– Center Segment” in the amount of \$300,000; and

2. Resolves to make a financial commitment available in the form of a local match of \$148,000 of the total \$450,000 project cost during the 2024– 2025 fiscal year; and
3. Resolves to provide the dedicated \$2,000 in donated labor and/or materials from Oshtemo Friends of the Parks for a total financial commitment of \$150,000, (33%) of the total \$450,000 project cost.

A motion was made by _____, seconded by _____ to approve the foregoing Resolution.

Upon a roll call vote, the following voted “Aye”:

The following voted “Nay”:

The following was “Absent”:

The following “Abstained”:

The Supervisor declared the motion carried and the Resolution duly adopted.

Dusty Farmer, Clerk
Oshtemo Charter Township

CERTIFICATE

STATE OF MICHIGAN)
) ss.
COUNTY OF KALAMAZOO)

I, Dusty Farmer, the duly appointed and acting Clerk of the Township of Oshtemo, certify that the foregoing constitutes a true and complete copy of a Resolution adopted at a regular meeting of the Oshtemo Charter Township Board held on _____, which meeting was preceded by required notices under the Michigan Open Meetings Act, being 1976 PA 267; that a quorum of the Board was present and voted in favor of said Resolution; and that minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.

IN WITNESS WHEREOF, I have hereto affixed my official signature on this ___ day of March, 2023.

Dusty Farmer, Clerk
Oshtemo Charter Township

CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

**Resolution Authorizing Submission of a Michigan Natural Resources
Trust Fund Application for Development of the Fruit Belt Rail Trail– West Segment
and to Match With Township and Donated Funds**

March 14, 2023

WHEREAS, Oshtemo Charter Township acquired the Fruit Belt Rail Corridor property, beginning at Flesher Field, 3664 South 9th Street, and extending approximately two miles to the Township’s south border, approximately 700’ east of 5th Street, in 2021 to develop a non-motorized trail; and

WHEREAS, the Oshtemo Charter Township Board supports the submission of an application titled, “Fruit Belt Rail Trail Development– West Segment” to the Michigan Natural Resources Trust Fund (MNRTF) to assist in funding the development of .38 miles of the non-motorized trail and related amenities within the Fruit Belt Rail Corridor property; and

WHEREAS, the proposed application is supported by the **GO! Green Oshtemo** Plan for Parks and Recreation, Nonmotorized Transportation, and Conservation, Oshtemo Township’s approved Five-Year Parks and Recreation Master Plan for 2019-2023; and

WHEREAS, the Oshtemo Township Planning Commission approved a Special Use Permit to allow development of the Future Fruit Belt Trail on February 27, 2020; and

WHEREAS, the Township is seeking \$148,000 from the MNRTF to assist in funding the development of the non-motorized trail, and related amenities; and

WHEREAS, the Township Board authorizes the commitment to provide 26% match for the project, in the amount of \$50,000 in cash and/or force account; and

WHEREAS, Oshtemo Friends of the Parks has committed \$2,000 in donated labor and/or materials to the Township if the MNRTF grant funds are awarded for the Fruit Belt Rail Trail Development– West Segment” project;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Oshtemo Charter Township Board hereby:

1. Authorizes the submission of the MNRTF application entitled “Fruit Belt Rail Trail Development– West Segment” in the amount of \$148,000; and

2. Resolves to make a financial commitment available in the form of a local match of \$50,000 of the total \$200,000 project cost during the 2024– 2025 fiscal year; and
3. Resolves to provide the dedicated \$2,000 in donated labor and/or materials from Oshtemo Friends of the Parks for a total financial commitment of \$52,000, (26%) of the total \$200,000 project cost.

A motion was made by _____, seconded by _____ to approve the foregoing Resolution.

Upon a roll call vote, the following voted “Aye”:

The following voted “Nay”:

The following was “Absent”:

The following “Abstained”:

The Supervisor declared the motion carried and the Resolution duly adopted.

Dusty Farmer, Clerk
Oshtemo Charter Township

CERTIFICATE

STATE OF MICHIGAN)
) ss.
COUNTY OF KALAMAZOO)

I, Dusty Farmer, the duly appointed and acting Clerk of the Township of Oshtemo, certify that the foregoing constitutes a true and complete copy of a Resolution adopted at a regular meeting of the Oshtemo Charter Township Board held on_____, which meeting was preceded by required notices under the Michigan Open Meetings Act, being 1976 PA 267; that a quorum of the Board was present and voted in favor of said Resolution; and that minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.

IN WITNESS WHEREOF, I have hereto affixed my official signature on this ___ day of March, 2023.

Dusty Farmer, Clerk
Oshtemo Charter Township

Memorandum



Date: March 6, 2023
To: Township Board
From: Anna Horner, P.E., Public Works Director
Subject: Local Sidewalk Projects – Professional Engineering Services Selection

Objective

MOTION: Select Wightman as Engineering Consultant, along with their proposal, for the Local Sidewalk Projects and respective budget amendments.

Background

In the 2023 Budget and Capital Improvement Plan (CIP), the Township has the following non-motorized projects planned for design this year and construction in 2024 and 2025:

Project A: 9th Street Sidewalk – Stadium Drive to Quail Run Dr (West side)

This project has the Downtown Development Authority at the southern end, includes two school connections and will provide non-motorized access for two large residential developments, Quail Run plat and Fountain Springs Manufactured homes. The facility is proposed to be a six-foot-wide concrete sidewalk. The Township secured approximately \$543,000 in Transportation Alternative Program (TAP) Funding for 2024 through the Kalamazoo Area Transportation Study (KATS).

The Road Commission of Kalamazoo County (RCKC) will be completing reconstruction (mill and overlay) of 9th Street from Stadium Drive to KL Ave during 2024. 9th Street is a three-lane rural road design with 45 mph posted speed and storm water management through open ditches.

Project B: Drake Road Shared Use Path – Stadium Drive to KL Avenue (West side)

This project will fill a gap, completing non-motorized facilities along the entire eastern edge of Oshtemo along Drake Road. The Township received a conditional commitment from MDOT for TAP Funds. Ideally, construction would occur in 2025.

This project includes a crossing over Amtrak Railroad for which the design and permitting has been a major inhibitor for completion. A Diagnostic Study Team Review (DSTR) has been completed. All work related to coordination with the railroad company will be billed as time and materials, as this is unknown and staff cannot reasonably scope.

Easements have been obtained previously for all but three (3) of the parcels. Previous topographic survey was completed and can be provided for reference for the selected consultant, however its accuracy is not guaranteed. The facility is proposed to be a ten-foot wide asphalt shared-use path, consistent with the adjoining network.

Project C: 11th Street from 350' south of Michigan Ave (west side) to Michigan Ave, Michigan Ave from Whitegate Ln to 11th Street (north side), and Whitegate Lane from Michigan Ave to Powderhorn Drive (side TBD).

A new development at the northwest corner of Stadium Drive and 11th Street has provided a connection to the larger non-motorized network in this area of the Township and this project was identified for connection in the 2023 Township budget with General Funds & ARPA Funds. The Township procured the parcel (05-25-188-060) at the northwest corner of West Michigan Avenue and 11th Street in anticipation of non-motorized construction and crossings needs. The determination of which side of Whitegate Lane the proposed five-foot wide concrete sidewalk shall be recommended by the design team. The construction may be phased as the Whitegate Lane segment is intended to be completed in coordination with upcoming sewer expansion project in adjacent neighborhood.

Public Works staff solicited requests for proposals (RFPs) from seven (7) local firms that we have worked with in the past and are all reputable companies. Three (3) declined submission based on capacity and one (1) did not respond. The received responses were evaluated individually by Public Works staff using a weighted system considering Quality of Proposed Services, Experience of Team, Related Experience with MDOT Local Agency Programs (LAP), and Price. This approach places emphasis on the quality and value of the services provided and does not follow low bid selection process.

A final score for each of the firms is as follows from all Public Works team members (out of possible 14.4)

Viridis: 12.4

Wightman: 13

Prein & Newhof: 11.8

Based on the evaluation criteria and weighted scoring, staff is recommending Wightman. This methodology uses the diligence and detail put into the proposal to showcase approach and understanding by highly experienced team members to provide the best value to Oshtemo. Project A and B come with federal regulations for the funding and right-of-way acquisitions which are extremely important to ensure funds can be used in time and garnered in the future.

Attachments

RFP Evaluation Criteria and Scoring by Public Works Staff

Budget Breakdown and Comparison

Scoring Summary

Proposal – Viridis

Proposal – Wightman

Proposal – P&N

Firm: Prein&Newhof

Scoring: 1 (low) to 5 (high)

Name of Evaluator: Anna Horner

Evaluation Criteria

4	3.75	4.3	
Quality of Proposed Services	Experience of Team	Related Experience MDOT LAP	Minimum requirements met
<p>Firm has capacity to meet the desired schedule. Provided adequate milestones for Township review and input while respecting limited capacity.</p> <p>only provided MDOT milestones, no other schedule information from work plan.</p> <p>Notes: Unnecessary kick off meeting. Proposed approach is thorough yet reasonable. The approach recongizes the values of the Township.</p> <p>4</p>	<p>Team has provided adequate staffing (quantity and level) to complete project.</p> <p>4 member team - unclear roles of each except RR as proj manager</p> <p>A multidisiplanary team is provided to add value and various areas of expertise.</p> <p>3</p>	<p>Proposal included enough depth to ensure understanding of Local Agency Program steps, clearances, and submittal documents. Deadline for submission: yes/no</p> <p>Notes: Realistic implementation of proposed schedule that meets MDOT Project Planning Guide.</p> <p>5</p>	<p>Cover Form Completed: yes/no</p>
<p>Project C - RCKC review not realistic (2 weeks)</p> <p>Services proposed show technical experience mixed with common sense approach to provide value to the Township.</p> <p>Notes: no geotech</p> <p>4</p>	<p>Notes: all Engineers</p> <p>The team includes team members to ensure quality assurance and quality control.</p> <p>Notes: mention in house peer review for final plans Team has previous experience with types of permits required. Team has worked with outside permitting agencies and has reputable relationships.</p> <p>4</p>	<p>Notes: Proposed team includes certified MDOT ROW agent. This service will be meet fair market guidelines AND be stewards of Township resources.</p> <p>Township has had poor previous experience with this ROW company, did not provide any details on this sub</p> <p>3</p>	<p>Exhibit A - Cost Breakdown: yes/no</p>
<p>Proposal indicates an expected standard of quality and professionalism.</p> <p>Notes:</p> <p>4</p>	<p>not overly referenced in proposal, using personal knowledge</p> <p>Notes: personal knowledge</p> <p>4</p>	<p>Notes:</p> <p>4</p>	<p>Exhibit B - Schedule: yes/no</p> <p>not labled Exhibit B</p>

Misc or general comments/ feedback:

Firm: Prein&Newhof

Scoring: 1 (low) to 5 (high)

Name of Evaluator: Marc Elliott

Evaluation Criteria

4.50	Quality of Proposed Services	4.25	Experience of Team	5.00	Related Experience MDOT LAP	Minimum requirements met
<u>5</u>	Firm has capacity to meet the desired schedule. Provided adequate milestones for Township review and input while respecting limited capacity.	<u>4</u>	Team has provided adequate staffing (quantity and level) to complete project.	<u>5</u>	Proposal included enough depth to ensure understanding of Local Agency Program steps, clearances, and submittal documents. Deadline for submission: yes/no	
<u>4</u>	Notes: Proposed approach is thorough yet reasonable. The approach recognizes the values of the Township. <i>Proposal (and price) is more reflexive of Oshstemo's past perspectives (i.e that of a non-urban community)</i>	<u>4</u>	Notes: <i>Staff roles are only casually identified.</i> A multidisiplinary team is provided to add value and various areas of expertise. <i>Point debted due to silence on urban-space considerations and behaviorial factors related to environmental interfaces.</i>	<u>5</u>	Notes: <i>Proposal is not sufficiently clear, however prior performance indicates capability.</i> Realistic implementation of proposed schedule that meets MDOT Project Planning Guide.	Cover Form Completed: yes/no
<u>4</u>	Services proposed show technical experience mixed with common sense approach to provide value to the Township.	<u>4</u>	The team includes team members to ensure quality assurance and quality control.	<u>5</u>	Notes: <i>Not as detailed as other proposals. Deemed to be minimally compliant.</i> Proposed team includes certified MDOT ROW agent. This service will be meet fair market guidelines AND be stewards of Township resources.	Exhibit A - Cost Breakdown: yes/no
<u>5</u>	Notes: <i>(same comment as above)</i> Proposal indicates an expected standard of quality and professionalism.	<u>5</u>	Notes: <i>Appears to be silent regarding designation of QA/QC role.</i> Team has previous experience with types of permits required. Team has worked with outside permitting agencies and has reputable relationships.		Notes:	Exhibit B - Schedule: yes/no
	Notes:		Notes:		Notes:	

Misc or general comments/ feedback:

Firm: P&N

Scoring: 1 (low) to 5 (high)

Name of Evaluator: Zach Pearson

Evaluation Criteria

3.5 Quality of Proposed Services	3 Experience of Team	4 Related Experience MDOT LAP	Minimum requirements met
<p>Firm has capacity to meet the desired schedule. Provided adequate milestones for Township review and input while respecting limited capacity.</p> <p><u>4</u></p>	<p>Team has provided adequate staffing (quantity and level) to complete project.</p> <p><u>4</u></p>	<p>Proposal included enough depth to ensure understanding of Local Agency Program steps, clearances, and submittal documents. Deadline for submission: yes</p>	
<p>Notes: 60% and 100% review milestones. Proposed approach is thorough yet reasonable. The approach recognizes the values of the Township.</p> <p><u>4</u></p>	<p>Notes: Small project team, limited subcontractors.</p> <p>A multidisciplinary team is provided to add value and various areas of expertise.</p> <p><u>3</u></p>	<p>Notes: Steps identified in schedule. Realistic implementation of proposed schedule that meets MDOT Project Planning Guide.</p>	<p>Cover Form Completed: yes</p>
<p>Notes: General outline provided.</p> <p>Services proposed show technical experience mixed with common sense approach to provide value to the Township.</p> <p><u>3</u></p>	<p>Project Mgr, non-motorized engr, Team Leader,</p> <p>Notes: eng in training</p> <p>The team includes team members to ensure quality assurance and quality control.</p> <p><u>1</u></p>	<p>Notes: Aligns with planning guides. Proposed team includes certified MDOT ROW agent. This service will be meet fair market guidelines AND be stewards of Township resources.</p>	<p>Exhibit A - Cost Breakdown: yes</p>
<p>Notes: Straightforward proposal.</p> <p>Proposal indicates an expected standard of quality and professionalism.</p> <p><u>3</u></p>	<p>Notes: No identified QA/QC team member. Team has previous experience with types of permits required. Team has worked with outside permitting agencies and has reputable relationships.</p> <p><u>4</u></p>	<p>Notes:</p>	<p>Exhibit B - Schedule: yes</p>
<p>Notes: Minor typos in presentation.</p>	<p>Notes: Experience on prior similar projects provided.</p>	<p>Notes:</p>	

Misc or general comments/ feedback:

Firm: Viridis

Scoring: 1 (low) to 5 (high)

Name of Evaluator: Anna Horner

Evaluation Criteria						
4.75	Quality of Proposed Services	4.75	Experience of Team	3.7	Related Experience MDOT LAP	Minimum requirements met
<u>5</u>	Firm has capacity to meet the desired schedule. Provided adequate milestones for Township review and input while respecting limited capacity.	<u>5</u>	Team has provided adequate staffing (quantity and level) to complete project.	<u>5</u>	Proposal included enough depth to ensure understanding of Local Agency Program steps, clearances, and submittal documents. Deadline for submission: yes/no	
<u>5</u>	did not list review opportunities in timeline, Notes: basing on previous experience with firm Proposed approach is thorough yet reasonable. The approach recongizes the values of the Township.	<u>5</u>	have previously & recently worked with Twp on Notes: NM projects	<u>3</u>	listed many similar projects with State grants, listed all items in schedule (beyond Notes: just planning guide items) Realistic implementation of proposed schedule that meets MDOT Project Planning Guide. Cover Form Completed: yes/no	
<u>4</u>	firm has "added value approach" describing their process including collaboration, constructability, and environmental stewardship Notes: stewardship	<u>5</u>	A multidisiplinary team is provided to add value and various areas of expertise.	<u>3</u>	meets mdot milestones, some phases are excessive (may mean inefficient), did not account for RCKC permit review time Proposed team includes certified MDOT ROW agent. This service will be meet fair market guidelines AND be stewards of Township resources. Exhibit A - Cost Breakdown: yes/no	
<u>4</u>	Services proposed show technical experience mixed with common sense approach to provide value to the Township.	<u>5</u>	The team includes team members to ensure quality assurance and quality control.	<u>3</u>	meets mdot milestones, some phases are excessive (may mean inefficient), did not account for RCKC permit review time Proposed team includes certified MDOT ROW agent. This service will be meet fair market guidelines AND be stewards of Township resources. Exhibit A - Cost Breakdown: yes/no	
<u>5</u>	did not elaborate on specific approach for these projects (copied scope from RFP), Notes: referencing previous experience with firm	<u>4</u>	Landscpe Arch, Civil Engineer, Engagement Notes: Specialist	<u>3</u>	The team includes team members to ensure quality assurance and quality control.	
<u>5</u>	Proposal indicates an expected standard of quality and professionalism.	<u>4</u>	The team includes team members to ensure quality assurance and quality control.	<u>3</u>	Township has had poor previous experience with this ROW company, did not provide Notes: any details on this sub	Exhibit B - Schedule: yes/no
	provided extensive list of similar projects, Notes: cover letter, references		did not reference RCKC permit in schedule or Notes: proposal		Notes:	

Misc or general comments/
 feedback: firm does not meet requirement to be MDOT prequalified for construction

Firm: VIRIDIS

Scoring: 1 (low) to 5 (high)

Name of Evaluator: Marc Elliott

Evaluation Criteria

4.75	Quality of Proposed Services	5.00	Experience of Team	4.67	Related Experience MDOT LAP	Minimum requirements met
	Firm has capacity to meet the desired schedule. Provided adequate milestones for Township review and input while respecting limited capacity.		Team has provided adequate staffing (quantity and level) to complete project.		Proposal included enough depth to ensure understanding of Local Agency Program steps, clearances, and submittal documents. Deadline for submission: yes/no	
<u>4</u>		<u>5</u>		<u>5</u>		
Notes:	Proposed approach is thorough yet reasonable. The approach recognizes the values of the Township.	Notes:	A multidisciplinary team is provided to add value and various areas of expertise.	Notes:	Realistic implementation of proposed schedule that meets MDOT Project Planning Guide.	Cover Form Completed: yes/no
<u>5</u>		<u>5</u>		<u>4</u>		
Notes:	Services proposed show technical experience mixed with common sense approach to provide value to the Township.	Notes:	The team includes team members to ensure quality assurance and quality control.	Notes:	Proposed team includes certified MDOT ROW agent. This service will be meet fair market guidelines AND be stewards of Township resources.	Exhibit A - Cost Breakdown: yes/no
<u>5</u>		<u>5</u>		<u>5</u>		
Notes:	Proposal indicates an expected standard of quality and professionalism.	Notes:	Team has previous experience with types of permits required. Team has worked with outside permitting agencies and has reputable relationships.	Notes:		Exhibit B - Schedule: yes/no
<u>5</u>		<u>5</u>				
	<i>little added to Oshtemo's requested scope</i>					
Notes:	<i>of service</i>	Notes:		Notes:		
<u>5</u>		<u>5</u>				

Misc or general comments/feedback:

Firm: Viridis

Scoring: 1 (low) to 5 (high)

Name of Evaluator: Zach Pearson

Evaluation Criteria

3.75	Quality of Proposed Services	4.75	Experience of Team	4	Related Experience MDOT LAP	Minimum requirements met
<u>3</u>	Firm has capacity to meet the desired schedule. Provided adequate milestones for Township review and input while respecting limited capacity.	<u>4</u>	Team has provided adequate staffing (quantity and level) to complete project.	<u>4</u>	Proposal included enough depth to ensure understanding of Local Agency Program steps, clearances, and submittal documents. Deadline for submission: yes	
<u>4</u>	Notes: Schedule only includes 50% review stage. Proposed approach is thorough yet reasonable. The approach recognizes the values of the Township.	<u>5</u>	Notes: Multiple subcontractors needed. A multidisciplinary team is provided to add value and various areas of expertise. Project team includes dedicated quality control, project manager, MDOT office technician, engineer, and public engagement.	<u>4</u>	Notes: Steps identified in schedule. Realistic implementation of proposed schedule that meets MDOT Project Planning Guide.	Cover Form Completed: yes
<u>4</u>	Notes: General outline provided. Services proposed show technical experience mixed with common sense approach to provide value to the Township. Proposal promises design to minimize maintenance issues and use sustainable design practices.	<u>5</u>	Notes: The team includes team members to ensure quality assurance and quality control.	<u>4</u>	Notes: Aligns with planning guides. Proposed team includes certified MDOT ROW agent. This service will be meet fair market guidelines AND be stewards of Township resources.	Exhibit A - Cost Breakdown: yes
<u>4</u>	Notes: Proposal indicates an expected standard of quality and professionalism. Detailed, organized professional presentation.	<u>5</u>	Notes: Dedicated QA/QC team member. Team has previous experience with types of permits required. Team has worked with outside permitting agencies and has reputable relationships. Prior work completed on segments adjacent to Project B involving relevant agencies. Dedicated MDOT Office Technician.		Notes:	Exhibit B - Schedule: yes

Misc or general comments/ feedback:

Firm: Wightman

Scoring: 1 (low) to 5 (high)

Name of Evaluator: Anna Horner

Evaluation Criteria						
5	Quality of Proposed Services	4.75	Experience of Team	4.7	Related Experience MDOT LAP	Minimum requirements met
5	Firm has capacity to meet the desired schedule. Provided adequate milestones for Township review and input while respecting limited capacity.	5	Team has provided adequate staffing (quantity and level) to complete project.	5	Proposal included enough depth to ensure understanding of Local Agency Program steps, clearances, and submittal documents. Deadline for submission: yes/no	
	anticipate 2 design review meetings with staff		multiple levels and clear roles in Key Project		detailed schedule, project deliverables and	
	Proposed approach is thorough yet reasonable. The approach recognizes the values of the Township.	5	Notes: Personnel		Notes: scope, reference KATS TIP amendment, Realistic implementation of proposed schedule that meets MDOT Project Planning Guide.	Cover Form Completed: yes/no
5	list project goals based on Go! Green plan and RFP	5	A multidisciplinary team is provided to add value and various areas of expertise.	4		
	Notes: Services proposed show technical experience mixed with common sense approach to provide value to the Township. similar project examples highlight NM experience while balancing many existing challenges and conditions within urban areas		surveyor, civil engr, Landscape Arch, listed subconsultants for ROW (and appraisals) and		Notes: aggressive schedule	
5		5	Notes: SHPO	5	Proposed team includes certified MDOT ROW agent. This service will be meet fair market guidelines AND be stewards of Township resources.	Exhibit A - Cost Breakdown: yes/no
5	Proposal indicates an expected standard of quality and professionalism.	4	The team includes team members to ensure quality assurance and quality control.		previous recent positive experience, list	
	Notes: most detailed, proposal was not just copy and paste RFP		Notes: senior personnel for specific role		Notes: appraisals and other costs as extras	Exhibit B - Schedule: yes/no
			Team has previous experience with types of permits required. Team has worked with outside permitting agencies and has reputable relationships.			
			RCKC permit in schedule, does not address prior			
			Notes: experience or included in any project samples		Notes:	

Misc or general comments/ feedback:

Firm: Wightman

Scoring: 1 (low) to 5 (high)

Name of Evaluator: Marc Elliott

Evaluation Criteria

5.00	Quality of Proposed Services	5.00	Experience of Team	4.67	Related Experience MDOT LAP	Minimum requirements met
<u>5</u>	Firm has capacity to meet the desired schedule. Provided adequate milestones for Township review and input while respecting limited capacity.	<u>5</u>	Team has provided adequate staffing (quantity and level) to complete project.	<u>5</u>	Proposal included enough depth to ensure understanding of Local Agency Program steps, clearances, and submittal documents. Deadline for submission: yes/no	
<u>5</u>	Notes: Proposed approach is thorough yet reasonable. The approach recognizes the values of the Township.	<u>5</u>	Notes: A multidisiplinary team is provided to add value and various areas of expertise.	<u>4</u>	Notes: Realistic implementation of proposed schedule that meets MDOT Project Planning Guide.	Cover Form Completed: yes/no
<u>5</u>	Notes: Services proposed show technical experience mixed with common sense approach to provide value to the Township.	<u>5</u>	Notes: The team includes team members to ensure quality assurance and quality control.	<u>5</u>	Notes: <i>Detailed schedule is imposible to read</i> Proposed team includes certified MDOT ROW agent. This service will be meet fair market guidelines AND be stewards of Township resources.	Exhibit A - Cost Breakdown: yes/no
<u>5</u>	Notes: Proposal indicates an expected standard of quality and professionalism.	<u>5</u>	Notes: Team has previous experience with types of permits required. Team has worked with outside permitting agencies and has reputable relationships.	_____	Notes: <i>MDOT ROW Certification not clear</i>	Exhibit B - Schedule: yes/no
	Notes:		Notes:		Notes:	

Misc or general comments/ feedback:

Firm: Wightman

Scoring: 1 (low) to 5 (high)

Name of Evaluator: Zach Pearson

Evaluation Criteria

5	Quality of Proposed Services	4.5	Experience of Team	4.7	Related Experience MDOT LAP	Minimum requirements met
<u>5</u>	Firm has capacity to meet the desired schedule. Provided adequate milestones for Township review and input while respecting limited capacity. Schedule includes 30%, 50%, 80%, 95%, and Notes: 100% milestones. Proposed approach is thorough yet reasonable. The approach recognizes the values of the Township.	<u>5</u>	Team has provided adequate staffing (quantity and level) to complete project. Notes: Limited subcontracting of services. A multidisciplinary team is provided to add value and various areas of expertise.	<u>5</u>	Proposal included enough depth to ensure understanding of Local Agency Program steps, clearances, and submittal documents. Deadline for submission: yes Detailed explanation of submissions process Notes: for each step. Realistic implementation of proposed schedule that meets MDOT Project Planning Guide.	Cover Form Completed: yes
<u>5</u>	Detailed explanation of each deliverable and expectations. Incorporates Go Green! Notes: Plan. Services proposed show technical experience mixed with common sense approach to provide value to the Township.	<u>4</u>	Client Rep/Project Mgr, Landscape Architect, Notes: Project Eng, QA/QC, Project Surveyor. The team includes team members to ensure quality assurance and quality control.	<u>4</u>	Aligns with planning guides. Proposed team includes certified MDOT ROW agent. This service will be meet fair market guidelines AND be stewards of Township resources.	Exhibit A - Cost Breakdown: yes
<u>5</u>	Detailed explanation of each service Notes: proposed. Proposal indicates an expected standard of quality and professionalism.	<u>4</u>	Notes: Dedicated QA/QC team member. Team has previous experience with types of permits required. Team has worked with outside permitting agencies and has reputable relationships.	<u>5</u>	Positive experience with proposed ROW Notes: Agent.	Exhibit B - Schedule: yes
	Notes: Highly detailed professional presentation.		Notes: Experience on prior similar projects provided.		Notes:	

Misc or general comments/ feedback:

Cost Breakdown

Comparison	Scoring: 1 (highest cost) to 3 (lowest cost)			
<u>Project A</u>	<u>Design/Survey</u>	<u>ROW</u>	<u>Total</u>	<u>Score</u>
BUDGET	70,000	90,000	160,000	
Wightman	81,500	109,500	191,000	2
P&N	81,200	95,000	176,200	3
Viridis	137,475	113,750	251,225	1

<u>Project B</u>	<u>Design/Survey</u>	<u>ROW</u>	<u>Total</u>	
BUDGET	79,000		79,000	
Wightman	71,500	15,000	86,500	1
P&N	49,300	13,650	62,950	3
Viridis	57,900	12,000	69,900	2

<u>Project C</u>	<u>Design/Survey</u>	<u>ROW</u>	<u>Total</u>	
BUDGET	25,000		25,000	
Wightman	39,000		39,000	2
P&N	30,400		30,400	3
Viridis	48,950	30,000	78,950	1

Totals	Overall Cost	Score (9 max)
Budget		
Wightman	316,500	5
P&N	269,550	9
Viridis*	370,075	4

*did not include Project C ROW for more relative comparison

SCORING SUMMARY

	Quality of Proposed Services (40%)	Experience of Team (25%)	Related Experience MDOT LAP (25%)	Pricing (10%)	TOTAL
Wightman	5.5	3.6	3.3	0.5	13.0
Viridis	5.3	3.6	3.1	0.4	12.4
P&N	4.8	2.8	3.3	0.9	11.8
MAX	6	3.75	3.75	0.9	14.4
WightmanTotal	13.75	14.5	13.37	5	
AEH	5	4.75	4.7		
MEE	5	5	4.67		
ZAP	3.75	4.75	4		
P&Ntotal	12	11	13.3	9	
AEH	4	3.75	4.3		
MEE	4.5	4.25	5		
ZAP	3.5	3	4		
ViridisTotal	13.25	14.5	12.37	4	
AEH	4.75	4.75	3.7		
MEE	4.75	5	4.67		
ZAP	3.75	4.75	4		

**OSHTEMO CHARTER TOWNSHIP
DEPARTMENT OF PUBLIC WORKS**

**REQUEST FOR PROPOSAL COVER PAGE
PROFESSIONAL ENGINEERING SERVICES
LOCAL SIDEWALK PROJECTS**

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

Firm Name: VIRIDIS Design Group
Address: 2926 West Main St, Kalamazoo, Mi 49006
Telephone: 269-978-5143
Website: www.virdg.com

Representative Authorized to Sign Offer and Contract:

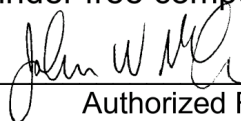
Name: John McCann
Title: Principal Landscape Architect
Email: john@virdg.com
Telephone: 269-492-5449
Address: 2926 West Main St, Kalamazoo, Mi 49006

Authorized Point of Contact/Project Manager:

Name: John McCann
Title: Principal Landscape Architect
Email: john@virdg.com
Telephone: 269-492-5449
Address: 2926 West Main St, Kalamazoo, Mi 49006

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

02/20/2023

Date

Exhibit A

	Survey	ROW	Design	Total
Project A	\$ <u>54,975</u>	\$ <u>113,750</u>	\$ <u>82,500</u>	\$ <u>251,225</u>
Project B	\$ <u>17,950</u>	\$ <u>12,000</u>	\$ <u>39,950</u>	\$ <u>69,900</u>
Project C	\$ <u>22,450</u>	\$ <u>30,000</u>	\$ <u>26,500</u>	\$ <u>78,950</u>

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

This project will be awarded as Lump Sum contract.

Notes:

The fees listed for “Survey” include topographic surveys and easement exhibits and descriptions for grading and permanent easements for each project. We have assumed that all parcels for Project A and C will need easements, and 3 parcels will need easements for Project B.

The fees listed for “ROW” assume that all parcels will require easement negotiations.

The fees listed for “Design” include geotechnical investigation for all three projects and SHPO clearance for Projects A and B.

Our fees do not include individual custom property designs for each parcel.

February 20, 2023

Anna Horner, PE, Director of Public Works
Oshtemo Charter Township
7275 West Main St (M-43)
Kalamazoo, MI 49009

Re: Proposal for Local Sidewalk Projects

Dear Anna:

VIRIDIS Design Group is excited to present the following proposal to provide professional engineering services to Oshtemo Township for three planned sidewalk projects located along 9th Street, Drake Road, and 11th Street/Michigan Avenue/Whitegate Lane. We understand the projects along 9th Street and Drake Road include MDOT funding and will need to follow the MDOT Local Agency Planning Guide. VIRIDIS Design Group is extremely well-qualified for this project through our recent work on several similar MDOT funded non-motorized projects including two completed segments along Drake Rd in the Township. We have also previously designed the section along Drake Rd included in the RFP between KL Ave and Stadium Dr. and have an intimate understanding of the details of the corridor. We have assembled an experienced team to be fully responsive to the requirements outlined in the RFP.

The VIRIDIS team is committed to high quality design with a special emphasis on non-motorized trails and recreational facilities. The experienced staff assigned to the project have planned, designed, and overseen the construction of numerous similar successful projects over the course of our careers. Specific to your project, we are intimately familiar with and fully understand the AASHTO Guide for Development of Bicycle Facilities, Barrier Free Guidelines, as well as MDOT standards for construction which are the most widely accepted standards used for trail design.

Our familiarity with the Drake Road corridor combined with our trail experience sets us apart as the best team positioned to deliver an improvement project that provides a safe, enjoyable, accessible, and convenient alternative transportation route within Oshtemo Charter Township.

Non-motorized trails provide opportunities for healthy lifestyles, connections to local communities, are a catalyst for positive development trends, and increase community pride. We look forward to the opportunity you have presented.

Sincerely,
VIRIDIS Design Group



John McCann, PLA, ASLA, LEED AP
Principal Landscape Architect



OVERVIEW OF HISTORY AND EXPERIENCE

Founded in 2006, **VIRIDIS Design Group** is an experienced based, award-winning professional landscape architecture and civil engineering firm with offices in Kalamazoo and Grand Rapids, Michigan. With over 150 years of collective professional experience, we have built our firm with individuals who specialize in recreational, urban, and institutional planning and design. This comprehensive experience allows us to merge artistic vision, environmental sensitivity, and sound technical skills to create unique and dramatic places. Our work focuses on people, the environment, and connections between the two, bringing measurable value to the projects we undertake

VIRIDIS Design Group consists of six licensed landscape architects, a landscape designer, and a civil engineer. These senior level professionals deal with every aspect of the project from client interface to documentation. This process ensures that you receive the best service possible from highly qualified professionals. We have been working with similar communities since our beginning and have designed and implemented many successful non-motorized projects both large and small. We place a strong emphasis on client participation and a thoughtful collaborative process that results in a design that contributes to the well-being of the communities we work in.

Kalamazoo Office:
2926 W Main St
Kalamazoo, MI 49006
(269) 978-5143

Grand Rapids Office
1430 Monroe Ave. NW, Suite 210
Grand Rapids, MI 49505
(616) 438-9841
www.virdg.com

Professionals:

Tim Britain, Founding Principal
Woody Isaacs, Founding Principal
Trevor Bosworth, Senior Landscape Architect
John McCann, Senior Landscape Architect
SuLin Kotowicz, Landscape Architect
George Granger, PE, Civil Engineer
Linda Bruno, Landscape Architect
Lindsey Gadbois, Landscape Designer

Experience:

+ 30 Years
+ 30 Years
+ 25 Years
+ 25 Years
+ 17 Years
+ 40 Years
+ 15 Years
+ 10 Years

PROJECT TEAM

TIMOTHY BRITAIN, PLA, ASLA, LEED AP

Founding Principal



Professional Registrations

Licensed Landscape Architect:
State of Michigan
LEED Accredited Professional
MDEQ Storm Water Operator

Education

Bachelor of Landscape Architecture,
Michigan State University, 1990

Office Home Base

Kalamazoo

Relevant Project Experience

South Drake Rd Non-Motorized Path Phase 1 (MDOT TAP) – Oshtemo Township / City of Kalamazoo
South Drake Rd Non-Motorized Path Phase 2 (MDOT Safety) - Oshtemo Township
South Drake Rd Non-Motorized Path Phase 3 (MDOT TAP) – Oshtemo Township / City of Kalamazoo MSU Pathways Red
10th Street Non-Motorized Trail Schematic Design - Oshtemo Township
KL Ave Non-Motorized Trail Schematic Design - Oshtemo Township
Texas Drive Non-Motorized Trail Extension (MDOT TAP & DNR Trust Fund) – Texas Township
Cedar Greenway Path (MDOT CMAQ) - Michigan State University / City of East Lansing
Bogue St Bike Path / Cycle Track - Michigan State University / City of East Lansing
Paul Henry Thornapple River Trail (MDOT TAP) - Village of Middleville
Caledonia Township Non-Motorized Trail Phase 1 (MDOT TAP) - Caledonia Township
Calhoun County Non-Motorized Trail - Calhoun County
Asylum Lake Preserve Trail Head - Asylum Lake Foundation
Mt Hope Park Non-Motorized Trail - Delta Township
Sturgis Community Non-Motorized Trailway Master Plan
Kalamazoo Township Non-Motorized Transportation Master Plan

Tim is an enthusiastic leader and thrives in fostering relationships with clients to create social spaces that reflect the unique character and interests of their community. A versatile designer, his work ranges from public and private development to educational and healthcare campuses. Tim leads projects from consensus-building input through completion, ensuring that each design grows from a sustainable foundation, with technical rigor and a focus on character, purpose and place.

With an in-depth understanding of the planning and design process, Tim has provided leadership on many non-motorized projects over the last three decades. His involvement in trail easement negotiations has helped clients meet with property owners and present exhibits, understand property values related to easements, and process various easement needs and requirements.

PROJECT ROLE: Tim will serve as the Principal-In-Charge for the project and will be responsible for quality control and assurance. Tim will provide technical support throughout the design process to ensure the highest quality outcomes and act as an advocate for the Township.

Professional Memberships & Affiliations

- + American Society of Landscape Architects (ASLA)
- + American Society of Landscape Architects, President Michigan Chapter, 2004 – 2005
- + Michigan Complete Streets Coalition

PROJECT TEAM

JOHN McCANN, PLA, ASLA

Landscape Architect | Principal



John has designed numerous successful non-motorized trail projects within the last several years. His attention to details, such as geometric layout, turning radii, horizontal and vertical clearances, and positive drainage, provides the framework for a safe, inclusive, and accessible trail that the community can be proud of. Mindful of adjacent property owner concerns, John mitigates utility conflicts and impacts construction has on private property. His understanding of the impacts trail systems have on communities is reflected in the design and is conveyed in the attention to detail.

A deep knowledge of financial, technical, and design opportunities and constraints allows John to create thoughtful, strategic solutions. His familiarity with regulatory requirements, community engagement techniques, and funding processes are valuable assets for our clients.

Professional Registrations

Licensed Landscape Architect:
State of Michigan & Ohio
LEED Accredited Professional

Education

Bachelor of Landscape Architecture,
BLA, Pennsylvania State University, 1997

Office Home Base

Kalamazoo

PROJECT ROLE: John will serve as the project manager for the project and will be the primary contact for the project for the Township. John will manage the schedule and budget, coordinate meetings with the Township, MDOT, and Road Commission and assist with design and construction document development.

Professional Memberships & Affiliations

- + American Society of Landscape Architects
- + Michigan Recreation and Parks Association (MRPA), Member
- + Gull Lake Community Schools Foundation Trustee

Selected Projects

South Drake Rd Non-Motorized Path Phase 1 (MDOT TAP) – Oshtemo Township / City of Kalamazoo
South Drake Rd Non-Motorized Path Phase 2 (MDOT Safety) - Oshtemo Township
South Drake Rd Non-Motorized Path Phase 3 (MDOT TAP) – Oshtemo Township / City of Kalamazoo MSU Pathways Red
10th Street Non-Motorized Trail Schematic Design - Oshtemo Township
KL Ave Non-Motorized Trail Schematic Design - Oshtemo Township
Texas Drive Non-Motorized Trail Extension (MDOT TAP & DNR Trust Fund) – Texas Township
MSU Pathways Red Cedar Greenway Path (MDOT CMAQ) - Michigan State University/City of East Lansing
Bogue St Bike Path/Cycle Track - Michigan State University/City of East Lansing
Hastings Riverwalk Phase 2 (DNR Trust Fund) - City of Hastings
Caledonia Township Non-Motorized Trail Phase 1 (MDOT TAP) - Caledonia Township
Celery Flats Trailhead Sketches- City of Portage
Richland Area Community Center Non-Motorized Trail - Richland Township
Towner Rd Park Trail - Meridian Township
Blandford Nature Center Non-Motorized Trail - City of Grand Rapids
Sturgis Community Non-Motorized Trailway Master Plan
Kalamazoo Township Non-Motorized Transportation Master Plan

PROJECT TEAM

WOODROW ISAACS, PLA, ASLA

Founding Principal



Professional Registrations

Licensed Landscape Architect:
State of Michigan
CLARB Certified

Education

Bachelor of Landscape Architecture,
Michigan State University, 1990

Office Home Base

Kalamazoo

Relevant Project Experience

MSU Pathways Red Cedar Greenway Path (MDOT CMAQ) - Michigan State University / City of East Lansing
Paul Henry Thornapple River Trail (MDOT TAP) - Village of Middleville
Caledonia Township Non-Motorized Trail Phase 1 (MDOT TAP) - Caledonia Township
Texas Drive Non-motorized Trail Extension (MDOT TAP & DNR Trust Fund) – Texas Township
South Drake Rd Non-Motorized Path Phase 1 (MDOT TAP) – Oshtemo Township / City of Kalamazoo
South Drake Rd Non-Motorized Path Phase 2 (MDOT Safety) - Oshtemo Township
South Drake Rd Non-Motorized Path Phase 3 (MDOT TAP) – Oshtemo Township / City of Kalamazoo
Asylum Lake Preserve Trail Head - Asylum Lake Foundation
Mt Hope Park Non-Motorized Trail - Delta Township
Sturgis Community Non-Motorized Trailway Master Plan
Kalamazoo Township Non-Motorized Transportation Master Plan

Woody has a wealth of information about design standards and details. His leadership is strengthened by his ability as a keen listener, understanding of cost effective sustainable strategies, as well as his proficient project management skills. His collaborative approach with clients, consultants, and designers guides projects to successful conclusions.

Woody has an in-depth understanding of the MDOT design and construction process, which has allowed Woody to provide leadership on many local non-motorized projects. His involvement in numerous MDOT funded non-motorized projects has provided him with experience in using Field Manager and Project Wise to deliver project documents in a timely manner to keep projects on schedule.

PROJECT ROLE: Woody will serve as the MDOT Office Technician for the project and will be responsible for managing all required MDOT documentation including managing files in Project Wise and Field Manager.

Professional Memberships & Affiliations

+ American Society of Landscape Architects (ASLA)

PROJECT TEAM

GEORGE GRANGER, PE

Professional Civil Engineer



Professional Registrations

Licensed Professional Engineer,
State of Michigan, 1981

Education

Bachelor of Science in Civil Engineering
Michigan State University

Office Home Base

Kalamazoo

Relevant Project Experience

MSU Pathways Red Cedar Greenway Path (MDOT CMAQ) - Michigan State University / City of East Lansing South Drake Rd
Non-Motorized Path Phase 2 (MDOT Safety) - Oshtemo Township
Towner Road Park, Meridian Township
Softball Field Complex, City of Sturgis
Texas Drive Park Master Plan, Texas Township
6th Street Park Master Plan, Texas Township
Texas Drive Non-Motorized Trail Extension
10th Street Non-Motorized Trail Study
KL Ave Non-Motorized Trail Study
Paul Henry Trail Extension, Caledonia Township,
Mill Race Pavilion and Confluence Garden Storm Sewer Design, City of Marshall, MI
Texas Drive Park Splash Pad Sanitary Sewer Design, Texas Township, MI

With over 40 years of experience in both municipal and private sector consulting George has extensive experience in infrastructure evaluation, planning and design. George works closely to ensure that infrastructure designs and paving designs mesh seamlessly with overall design with an emphasis on natural systems and environmental stewardship. He strives to create infrastructure that is effective and invisible.

George is a very conscientious and detail-oriented civil engineer who constantly seeks solutions which enhance our clients' projects while addressing municipal requirements. George has a wealth of knowledge gained over a long career in the private and public sectors, having worked over the years for the City of Portage (as City Engineer), the Veterans Administration, private firms, and having been self employed prior to joining the VIRIDIS team.

PROJECT ROLE: George will serve as the civil engineer for the project and will be responsible for the storm water management design. George will also provide engineering support throughout the process including geometric layout, specifications, cost opinions, and other technical items.

Professional Memberships & Affiliations

+ American Society of Civil Engineers

PROJECT TEAM

LINDSEY GADBOIS, ASLA

Landscape Designer, Engagement Specialist



Lindsey brings over 10 years of recreation planning and design experience to the project. Lindsey most recently lead the City of Grand Rapids 5-Year Parks and Recreation Master Plan Update which included a robust public engagement campaign across the City. A true people person, Lindsey regularly leads in-person and virtual engagement processes and creates innovative ways of connecting with people that are unique to every community.

With an experienced background in the arts and horticulture, Lindsey strives to foster eco-literacy within urban environments by designing spaces that encourage play and spark curiosity. Through one-on-one conversations, she weaves together ecological, cultural, and historical stories to create spaces that are reflective of each community she works in.

Education

Bachelor of Landscape Architecture,
University of Washington, 2014

ATA Horticulture, Edmonds
Community College, 2007

Office Home Base

Grand Rapids

Relevant Project Experience

Grand Rapids Parks and Recreation Strategic 5-Year Master Plan Update, City of Grand Rapids
6th Street & Canal Park Master Plan, City of Grand Rapids
Ah-Nab-Awen Park Master Plan, City of Grand Rapids
Ottawa Sands County Park Master Plan, Ottawa County
Ketchum Park Mill Race Pavilion and Confluence Garden, City of Marshall, MI

PROJECT ROLE: Lindsey will assist with the development and production of conceptual renderings and help facilitate the public meetings.

Professional Memberships & Affiliations

+ American Society of Landscape Architects

SUBCONSULTANTS

Driesenga & Associates

552 South 8th St
Kalamazoo, MI 49009
269-544-1455

- » Topographic Survey
- » Soil Borings and Geotechnical Report
- » Easement Descriptions and Exhibits

Land Matters

0-703 Lake Michigan Dr
Grand Rapids, MI 49534
616-791-9805

- » Right of Way Specialist
- » Negotiate Easements

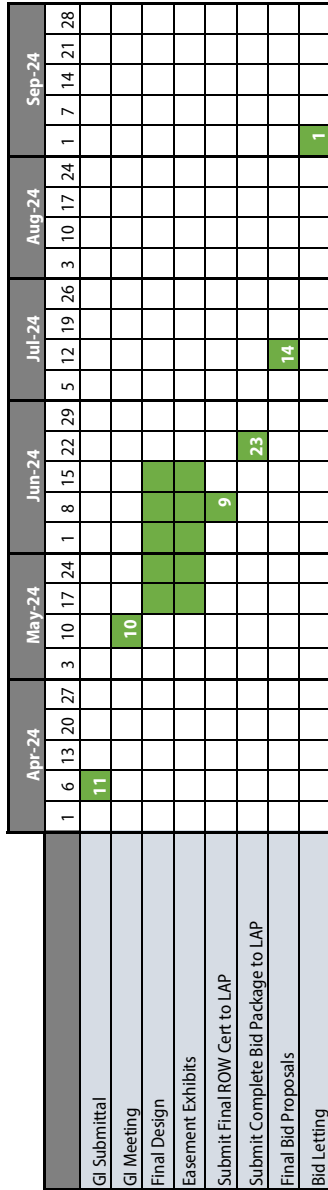
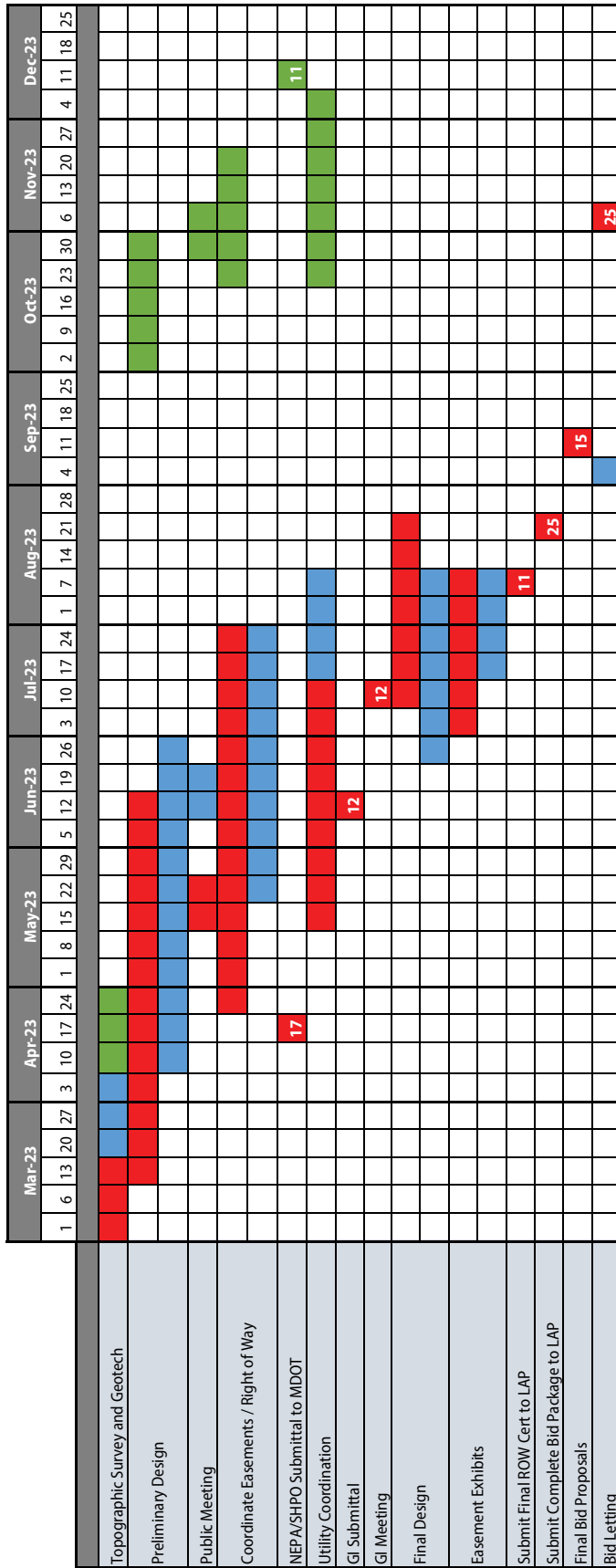
Imprints From the Past

1805 Waite Avenue
Kalamazoo, MI 4908
248-914-1911

- » SHPO Clearance
- » Assist with NEPA Clearance

PROJECT SCHEDULE

Project A (9th St) and Project B (Drake Rd) will follow the MDOT Local Agency Programs (LAP) FY 2023 Project Planning Guide and the 2024 Project Planning Guide



SIMILAR PROJECT EXPERIENCE

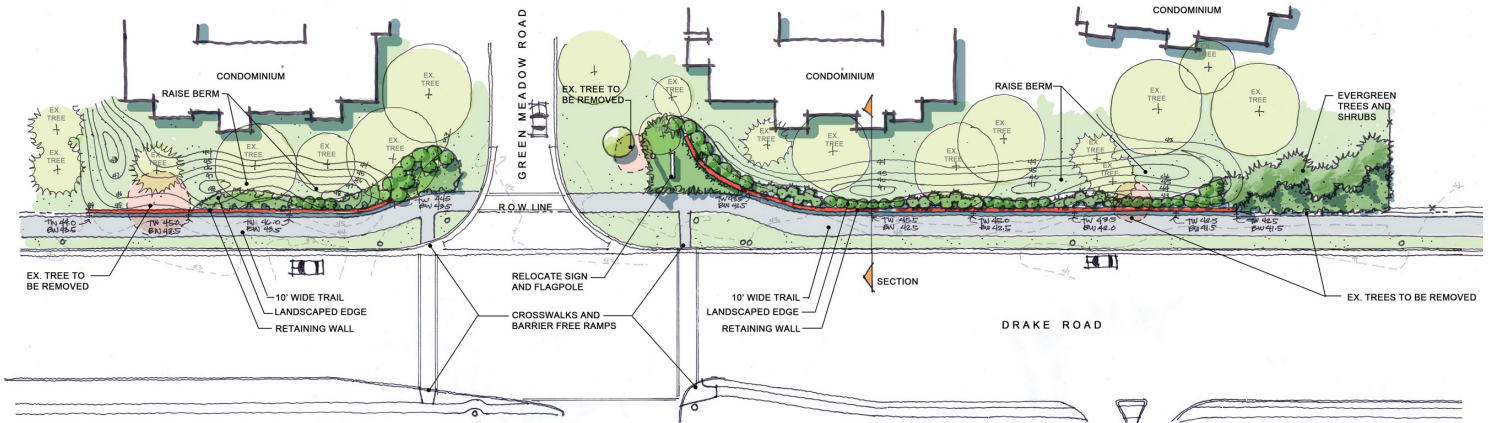
VIRIDIS Design Group has planned, designed and managed numerous non-motorized trail and recreational facilities throughout Michigan. The following list and subsequent project profile sheets represents current and completed projects:

- South Drake Rd Non-Motorized Path Phase 1 (MDOT TAP) – Oshtemo Township
- South Drake Rd Non-Motorized Path Phase 2 (MDOT Safety) - Oshtemo Township
- South Drake Rd Non-Motorized Path Phase 3 (MDOT TAP) – Oshtemo Township / City of Kalamazoo
- 10th Street Non-Motorized Trail Schematic Design - Oshtemo Township
- KL Ave Non-Motorized Trail Schematic Design - Oshtemo Township
- Texas Drive Non-motorized Trail Extension (MDOT TAP & DNR Trust Fund) – Texas Township
- Paul Henry Thornapple River Trail (MDOT TAP) - Village of Middleville
- Caledonia Township Non-Motorized Trail Phase 1 (MDOT TAP) - Caledonia Township
- MSU Pathways Red Cedar Greenway Path (MDOT CMAQ) - Michigan State University / City of East Lansing
- Bogue St Bike Path / Cycle Track - Michigan State University / City of East Lansing
- Idema Explorers Trail - Jennison Mill Section - Ottawa County
- Hastings Riverwalk Phase 2 (DNR Trust Fund)- City of Hastings
- Fred Meijer Millennium Trail Phase 3 - Kent County
- Calhoun County Non-Motorized Trail - Calhoun County
- Blandford Nature Center Non-Motorized Trail - City of Grand Rapids
- Grand River Walkway (Canal Park-Leonard St.) – City of Grand Rapids
- Carl Creek Trail Master Plans – Ada Township
- Grand Riveredge Trail: Leonard to Ann Street Connection - City of Grand Rapids
- Asylum Lake Preserve Trail Head - Asylum Lake Foundation
- Fred Meijer Trail Recognition Plaza – City of Walker
- Richland Area Community Center Non-Motorized Trail - Richland Township
- Towner Rd Park Trail - Meridian Township
- Mt Hope Park Non-Motorized Trail - Delta Township
- Armstrong Youth Sports Complex Non-Motorized Trail, City of Three Rivers
- Sturgis Community Non-Motorized Trailway Master Plan
- Caledonia Township Non-Motorized Transportation Master Plan
- Charlotte Non-Motorized Transportation Master Plan
- Kalamazoo Township Non-Motorized Transportation Master Plan



Texas Township Trail Through Consumers Property

PROJECT PROFILE: Drake Road Non-Motorized Trail Phase I & II



PLAN
SCALE: 1"=20'

Client:
Oshtemo Township
Anna Horner, PE
269-216-5252

Location:
South Drake Rd, Oshtemo Twp

Completion:
2020

Size:
2+ miles total all phases

Project Construction Cost:
Phase I - \$760,000
Phase II - \$625,000

VIRIDIS Design Group provided planning, design, and engineering services to Oshtemo Township for the development of an MDOT funded non-motorized pathway along South Drake Rd in a highly developed area between M-43 and Stadium Dr (Business 94). The project consisted of three phases, two of which have been constructed, that included 10' asphalt pathway, 6' sidewalks, concrete ramps, retaining walls, landscaping, fencing, driveway improvements, utility relocations, bus stop facilities, storm water management, high speed rail crossing, pavement markings, and new pedestrian pushbuttons and traffic crossing devices.

All design, construction documentation, and full time construction administration for the two completed phases was included in the scope of work.

KEY FEATURES

- Coordination with SHPO, US Fish and Wildlife Services, Road Commission of Kalamazoo County, City of Kalamazoo, Kalamazoo Metro, MDOT, Amtrak, and multiple utility companies.
- Assisted with easements and public input meetings.
- Large retaining wall up to 12' tall.
- Utility relocations.
- Barrier free improvements.
- New pedestrian crossing signals
- Coordination with property owners
- Landscaping and lighting.

PROJECT PROFILE: Texas Drive Non-Motorized Trail Phase II



Client:

Texas Township
Brooke Hovenkamp: 269-548-4310
Julie VanderWeire: 269-720-5236

Location:

Texas Drive
12th Street
Consumers Property

Completion:

2017

Size:

2.5 miles

Project Construction Cost:

\$867,000

VIRIDIS Design Group provided planning, design, and engineering services to Texas Township for the development of an MDOT funded non-motorized pathway through the Al Sabo Land Preserve, along Texas Drive, through Consumers Easement Property, and along 12th Street to connect to the Portage trail system at the Milham Rd round-about. The project consisted of 10' asphalt pathway, 8' sidewalks, concrete ramps, retaining walls, landscaping, fencing, driveway improvements, utility relocations, storm water management, pavement markings, and roadway turn-lane improvements

All design, construction documentation, and full time construction administration for the project was included in the scope of work including management of testing.

KEY FEATURES

- Coordination with SHPO, US Fish and Wildlife Services, Road Commission of Kalamazoo County, City of Portage, MDOT, and multiple utility companies.
- Assisted with easements and public input meetings.
- Small retaining wall.
- Utility relocations.
- Barrier free improvements.
- Coordination with property owners.
- Landscaping.
- Coordination with Consumers Energy to gain approval to place trail along power lines. Submitted for permits and provided graphics and drawings to Consumers.

PROJECT PROFILE: Grand Riveredge Trail: Leonard to Ann Segment



KEY FEATURES

- Landscaping
- Roadway underpass with stepped retaining wall
- 16' wide boardwalk
- 14' wide concrete path
- Lighting
- Barrier free improvements.
- Guardrail and signage

Client:

City of Grand Rapids Parks
Karie Enriquez
616-456-4281

Location:

Leonard and Ann St.

Completion:

Expected 2023

Size:

4,200 Lineal Feet

Project Construction Cost:

\$7,000,000

VIRIDIS Design Group assisted the City of Grand Rapids in visualizing the “missing link” in the Grand River Edge Trail between Leonard Street and Ann Street. This trail gap separates the downtown area from Riverside Park, making it difficult for trail users coming into town from trails like the White Pine to easily access the City. VIRIDIS assisted the City in successfully obtaining Federal TAP and State Trust Fund grant funding. The project is currently in the construction document phase and is expected to start construction in 2023..

Closing this gap will connect the City of Grand Rapids to hundreds of miles of uninterrupted trails to the north and west, and create pedestrian underpasses at the bridges on those streets and the Grand Rapids Eastern Railroad line between them. Our team worked close with stakeholders in the city and at West Michigan Trails and Greenways Coalition to develop a trail experience that is accessible, unique to Grand Rapids, and safe for a diverse trail user group.

REFERENCES

City of Grand Rapids Parks

David Marquardt, Director: (616) 456-3215

Karie Enriquez, PE, Project Manager: (616) 456-4281

- Non-Motorized Trail and Streetscape Design
- 2022 Parks and Recreation Strategic Master Plan
- Multiple Park Master Plans and Implementation Projects

City of Portage Parks Department

Kathleen Hoyle, Director (269) 329-4521

- 2023 Five Year Recreation and Open Space Plan
- 2018 Five Year Recreation and Open Space Plan
- Martin Luther King Jr Park Master Plan
- Martin Luther King Jr Park Construction Drawings
- Ramona Park Pickleball Court Design
- Ramona Park Playground Redesign

Oshtemo Township

Anna Horner, PE, Director Public Works (269) 216-5252

- South Drake Rd Non-Motorized Path Phase I
- South Drake Rd Non-Motorized Path Phase II
- South Drake Rd Non-Motorized Path Phase III
- 10th Street Non-motorized trail study

Texas Charter Township

Brooke Hovenkamp, Interim Superintendent: (269) 548-4310

Julie VanderWiere, Former Superintendent: (269) 720-5236

- Texas Drive Non-Motorized Trail
- 5 Year Parks and Recreation Master Plan Update
- DDA Master Planning
- Maple Hill Splash Pad
- 6th Street Park Master Plan
- 6th Street Park Phase I Implementation
- Texas Drive Master Plan
- Multiple DNR Grant Applications / projects

Delta Township Parks Department

Marcus Kirkpatrick, Director: (517) 323-8555

- 2023 Parks and Recreation Master Plan Update
- Mt Hope Park Sports Complex
- Mt Hope Non-Motorized Trail
- Sharp Park Master Plan
- West Willow Canoe Launch
- Delta Mills Canoe Launch
- Delta Mills Restroom Building
- Assistance with multiple DNR Grant projects



The Meadows Trail, Millennium Park

PROJECT UNDERSTANDING

Project A: 9th Street Sidewalk – Stadium Drive to Quail Run Dr (West side)

This project has the Downtown Development Authority at the southern end, includes two school connections and will provide non-motorized access for two large residential developments, Quail Run plat and Fountain Springs Manufactured homes. The facility is proposed to be a six-foot-wide concrete sidewalk. The Township secured approximately \$543,000 in Transportation Alternative Program (TAP) Funding for 2024 through the Kalamazoo Area Transportation Study (KATS).

- 9th Street includes an open ditch along the west side of the road that may require storm water infrastructure improvements, the addition of curb and gutter in some or all areas, and impacts to existing property improvements within the right of way.

Project B: Drake Road Shared Use Path – Stadium Drive to KL Avenue (West side)

This project will fill a gap, completing non-motorized facilities along the entire eastern edge of Oshtemo Township along the west side of Drake Road. The Township received a conditional commitment from MDOT for TAP Funds. Ideally, construction would occur in 2025. This project includes a crossing over the Amtrak Railroad corridor for which the design and permitting has been a major inhibitor for completion. A Diagnostic Study Team Review (DSTR) has been completed. Easements have been obtained previously for all but three (3) of the parcels. The facility is proposed to be a ten-foot wide asphalt shared-use path, consistent with the adjoining network.

- VIRIDIS has previously designed this section of trail and have an intimate understanding of the corridor. We understand many underground utilities exist in this section, particularly along the Costco site; and based on our experience with previous phases along Drake Rd, we have an excellent understanding of what it takes to coordinate with utility companies to have the utilities relocated.

Project C: 11th Street from 350' south of Michigan Ave (west side) to Michigan Ave, Michigan Ave from Whitegate Ln to 11th Street (north side), and Whitegate Lane from Michigan Ave to Powderhorn Drive (side TBD).

A new development at the northwest corner of Stadium Drive and 11th Street has provided a connection to the larger non-motorized network in this area of the Township and this project was identified for connection in the 2023 Township budget with General Funds & ARPA Funds. The Township procured the parcel (05-25-188-060) at the northwest corner of West Michigan Avenue and 11th Street in anticipation of non-motorized construction and crossings needs. The determination of which side of Whitegate Lane the proposed five-foot wide concrete sidewalk shall be recommended by the design team. The construction may be phased as the Whitegate Lane segment is intended to be completed in coordination with upcoming sewer expansion project in adjacent neighborhood.



SCOPE OF SERVICES

We understand the scope of services will include the following as described in the RFP

Scope of Work (per RFP)

- Topographic Survey: It is assumed that field data can be focused on the respective side of the roadway and will not need to include major roadway features. (A, B, C)
- Complete and submit required MDOT LAP clearances and documentation. (A, B)
- Develop plans suitable for approval and bidding by MDOT showing all required work details and specifications. (A, B)
- Contact public and private utilities and coordinate relocations, adjustments. (A, B, C)
- Review and ensure ADA compliance for new and existing facilities within project limits. (A, B, C)
- Permitting: Design shall follow Oshtemo Township Sidewalk/Shared-Use Path Construction Standards and Road Commission of Kalamazoo County Guidelines to Construct, Operate and/or Use Within The County Road Right-of-Way. An RCKC non-motorized facility project application and permit to work in the Public Right-of-Way shall be completed. (A, B, C)
- Right-of-Way and Easement Acquisition: Utilize certified MDOT ROW agent to complete all aspects for easement acquisition. (A, B)
- Attend and participate in one public meeting for each project. (A, B, C)

Project Deliverables (per RFP)

- Conceptual renderings for use at public meetings.
- Develop all appropriate and required documents suitable for bidding.
- Preliminary cost estimate(s) at 50% review stage.
- Electronic copy of final plan documents and drawings at project close-out.

Project Schedule (per RFP)

Project A has a desired November 2023 Bid Letting. Project B has a desired November 2024 Bid Letting. Project C is expected to be constructed in 2023 and bid locally.

We will follow MDOT's LAP Project Planning Guide for Project A and Project B. Refer to page 7 for proposed schedule.



Millennium Park Trails

ADDED VALUE APPROACH

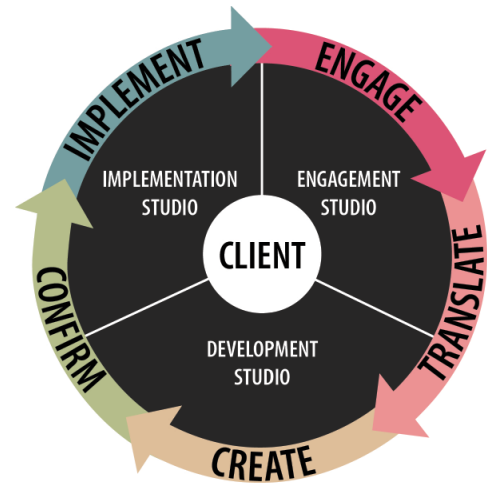
Our process (pictured right) can be defined as the steps taken in search of form or answers to design questions. It is a process of envisioning and weighing possibilities with the aim of proposing intentional change. Continuous feedback is the cornerstone of our process. At every phase, we engage stakeholders and discuss alternatives with clients. These methods are proven to reconcile diverse and even conflicting priorities, leading to better solutions and timely processes.

Our approach involves a strong commitment to provide the Township with valuable information with which to plan for the engineering and implementation of the project. Our process will be rooted in the following principles:

Collaboration: Our role, as a collaborator with the Township, MDOT, RCKC, and other stakeholders, is to offer our experience and insight to best practices in public space design and engineering. We also believe that one of the keys to a successful project is to encourage an integrative design approach where all stakeholders and design team members are brought into the project to discuss project goals and guidelines. This approach promotes a transparent synergistic design process, efficiency, and allows stakeholders and design team members to communicate regularly and coordinate the design process collectively. The VIRIDIS team will apply an integrative approach to the project throughout the design process that includes close collaboration with Township staff and stakeholders. This strategy will promote efficiency throughout the process to meet the needs of the schedule. The VIRIDIS team is also well versed in on-line meeting platforms and are very comfortable being able to run “virtual” meetings to review drawings and discuss the project.

Constructability: Our depth of similar project experience will allow us to develop logical, cost-effective, phased construction cost opinions for the Township. We have completed numerous non-motorized projects for Villages, Townships, Cities, and school districts across the state of Michigan and have an excellent understanding of the current bidding climate and construction costs. This knowledge will assist in developing realistic budgets and cost opinions so that the city understands how the project budget relates to actual construction costs. We also understand that the maintenance costs involved with facilities like these could pose a burden to the community, both from a financial and staffing perspective. Designing to minimize maintenance issues has been a benefit to our clients and we would work to achieve that for your project as well.

Environmental Stewardship: We believe that sustainable practices and guidelines should be considered as baseline criteria for all project development. Sustainable practices can be implemented to enhance the character of the improvements, conserve valuable natural resources, and demonstrate the community’s commitment to the future. VIRIDIS is Latin for green and we back up our name with credentials and experience. Our entire team is committed to sustainable design practices and can help you to understand the costs and benefits associated with incorporation of these components.





Local Sidewalk Projects

Proposal for Professional Engineering Services

Prepared for:

Oshtemo Charter Township

Submittal Date:

February 20, 2023



Contents

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- Work Plan.....4
- Proposed Project Schedule6
- Key Project Personnel7
- Similar Projects and References.....15



**OSHTEMO CHARTER TOWNSHIP
DEPARTMENT OF PUBLIC WORKS**

**REQUEST FOR PROPOSAL COVER PAGE
PROFESSIONAL ENGINEERING SERVICES
LOCAL SIDEWALK PROJECTS**

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: 616-364-8491
Website: www.preinnewhof.com

Representative Authorized to Sign Offer and Contract:

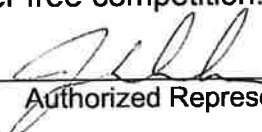
Name: Jason Washler
Title: Vice President
Email: Jwashler@preinnewhof.com
Telephone: 616-364-8491
Address: 3355 Evergreen Drive NE • Grand Rapids, MI 49525

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

2/20/23

Date

Exhibit A

	<u>Survey</u>	<u>ROW</u>	<u>Design</u>	Total
Project A	\$13,200	\$95,000	\$68,000	\$176,200
		25 Easements		

	<u>Survey</u>	<u>ROW</u>	<u>Design</u>	Total
Project B	\$9,300	\$13,650	\$40,000	\$62,950
		3 Easements		

	<u>Survey</u>	<u>ROW</u>	<u>Design</u>	Total
Project C	\$5,400	\$600	\$25,000	\$31,000

Project A: Land Matters Inc. will be contracted for the easement acquisition. Please contact Deborah S. Poeder at (616) 791-9805, or by email at dpoeder@landmatters.com for any questions.

Project B: Negotiations with the railway will be required. Time spent on the rail crossing will be billed as time and materials.

Project C: One easement may be needed. Any easement work will be billed T&M.

Project Concept Statement

Through visiting the project site, working on several Local Agency Program projects in the past, and studying the scope, we are confident in our ability to provide the necessary services to Oshtemo for this project. Prein&Newhof is prequalified with MDOT for roadway design and roadway construction engineering.

We understand the scope of the 9th Street project to include all things described in the RFP and summarized below.

- Design a 6-foot-wide sidewalk on the west side of 9th street from Stadium to Quail Run
- Design ADA ramps where necessary.
- Remove and replace concrete curb and gutter where conditions warrant.
- Improve storm system by reviewing open area for each casting and replacing as needed.
- Obtain 25 easements to avoid the storm ditch adjacent to 9th Street.

We understand the scope of the Drake Road project to include all things described in the RFP and summarized below.

- Design a 10-foot-wide HMA path on the west side of Drake Road from Stadium to KL Ave.
- Design ADA ramps where necessary.
- Negotiate with railway on conditions of non-motorized crossing.
- Remove and replace concrete curb and gutter where conditions warrant.
- Obtain three easements.

We understand the scope of the 11th Street project to include all things described in the RFP and summarized below.

- Design a 5-foot-wide sidewalk on 11th Street from 350' south of Michigan Ave (west side) to Michigan Ave and Michigan Ave from Whitegate Ln to 11th Street (north side) and Whitegate Lane from Michigan Ave to Powderhorn Drive (side TBD).
- Design ADA ramps where necessary.
- Remove and replace concrete curb and gutter where conditions warrant.

Our design staff is experienced with this type of work. Subconsultants will be used for specialty services such as easement acquisition. Prein&Newhof staff will design most aspects of the project including the ADA ramps, sidewalk design and storm sewer design.

We have identified senior staff members that will perform internal QA/QC on the project. Scott Post, PE is our non-motorized design leader and has been the project manager on dozens of MDOT LAP project in the past few years.

Work Plan

Collect and Review Existing As-Built Information: We will begin the project by collecting available as-built information and review it for potential issues before the kickoff meeting. We will discuss identified issues at the meeting.

Kickoff Meeting: 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. After the kickoff meeting, we will meet as needed throughout the design as determined by Ryan Russell, PE, Prein&Newhof's project manager.

Topographic Survey: We will complete a topographic survey within the proposed project limits. Our survey will show existing ROW and easements. We will use tax maps to draw lot lines and addresses, and our base mapping will show private utility information obtained via the MISS DIG Design Ticket process.

Public Engagement: Prein&Newhof will coordinate this effort with your staff to ensure coordinated public involvement and communications occurs. Ryan Russell was the project manager for the recent Oshtemo Stadium Drive Sidewalk project and assisted with the public informational meeting. We understand the importance of open communication about the project with the property owners and various departments within the township, including traffic and safety, engineering, and community engagement. We have included one (1) public engagement meeting per project.

Programming and SHPO Section 106 Review: Prein&Newhof will prepare the MDOT Programming Application on behalf of the township along with the Section 106 SHPO review, as appropriate.

Design Team Meeting: The design team meeting will be to discuss project goals and cover any design issues, including easement acquisition.

Design

Once we have collected the existing information and produce base plans, we put our design on the construction plans. We will incorporate comments from the review meetings, write draft specifications to augment MDOT and township standard specifications, and, if needed, refine cost estimates and develop a project budget. We will meet with you at 60 percent plan completion.

As part of our plan set, we will produce a cover sheet along with maintenance of traffic (MOT), typical sections, removal, plan, profile, utility, and detail sheets, as necessary for the individual projects. Our sheets will show existing features and proposed improvements.

60 Percent Review Meeting: We will meet with the township to review the plans when they are 60 percent complete. We can talk about existing and proposed conditions, and traffic maintenance among other project details.

ROW/Easement Requirements: The project will need grading and permanent easements on private property, we will write any easement descriptions, including an easement sketch. We have worked with Land Matters, LLC on other projects to handle negotiations and acquisitions and have discussed these projects with them. We have included the costs for easements in our proposal and have included a price to be used per easement type.

MOT: A MOT concept and plan will be discussed with Township and RCKC staff and incorporated into the bidding documents.

Special Provisions and Construction Cost Estimate: We will use Michigan Engineers' Resource Library (MERL) to prepare the construction cost estimate along with MDOT's pay items as modified by special provisions to incorporate your technical specification, as appropriate and/or necessary. Special provisions will be written as necessary.

Permit Applications: Prein&Newhof will complete all necessary permit applications as your agent. The necessary permit applications will be dictated by the individual projects.

Coordination of Utility Work: We will coordinate with the private utilities whose underground gas mains, electric, and phone/data lines may affect the project. We will do this during the design phase to resolve potential conflicts before bidding the project.

ADA Sidewalk Ramps: Each of the intersections will have sidewalk ramps in all quadrants that will be designed to meet ADA requirements, as necessary.

GI Meeting: A GI meeting will be held with Prein&Newhof, the township, RCKC, MDOT, and utility personnel to review the project and discuss other items such as utility coordination issues, budget, and schedule.

Final Design

We will develop the final versions of the construction documents which includes comments from the review meetings and the Check Print process. We will provide a final document set including construction drawings, special provisions, and the construction cost estimate after our internal peer review and before bidding.

Finalize Plans, Special Provisions, and Construction Cost Estimates: Prein&Newhof will include comments from the Check Print process and incorporate them into the final plans, special provisions, and construction cost estimate.

Internal Peer Review: Prein&Newhof will conduct an in-house peer review of the plans, special provisions, and construction cost estimate.

100 percent Complete Package Submittal/Check Print Review: After completing our in-house peer review and including all the comments, we will deliver the final package for your review.

Final Submittal: After incorporating the input, you will receive:

- Bid documents: One (1) hard copy and one (1) CD or flash drive in Microsoft format.
- Drawings: One (1) hard copy with a Mylar cover sheet and bond other sheets and one (1) CD or flash drive with CAD and PDF formats.
- Construction Estimate: One (1) hard copy and an electronic copy in MERL format.

Bidding Phase

We understand that the project(s) will be bid through MDOT's LAP. Prein&Newhof will be available to assist as needed to answer contractor questions.

Proposed Project Schedule

Project A – 9th Street

Per our discussion with MDOT officials, they cannot submit the project for obligation until the fiscal year the money is slated for. In this case, the money is FY 2024. Therefore, we can design the project, obtain right of way, get permits and hold a GI Meeting in FY 2023, but MDOT will wait until FY 2024 (October 2023) to submit for obligation. Based on the October submittal for obligation, the earliest letting date will be the December letting date.

Submit NEPA Documentation	3/20/2023
Submit GI Documents	7/17/2023
Approximate GI Meeting Date	8/14/2023
Submit Final ROW Certification	9/8/2023
Submit Complete Bid Package	9/22/2023
Letting Date	12/1/2023

Project B – Drake Road

Per our discussion with MDOT officials, they cannot submit the project for obligation until the fiscal year the money is slated for. In this case, the money is FY 2025. Therefore we can design the project, obtain right of way, get permits and hold a GI Meeting in FY 2024, but MDOT will wait until FY 2025 (October 2024) to submit for obligation. Based on the October submittal for obligation, the earliest letting date will be the December letting date.

Submit NEPA Documentation	3/18/2024
Submit GI Documents	7/15/2024
Approximate GI Meeting Date	8/12/2024
Submit Final ROW Certification	9/13/2024
Submit Complete Bid Package	9/27/2024
Letting Date	12/6/2024

Project C – 11th Street

Survey	March 6 – April 10
Design and Specifications	April 10 – June 9
RCKC Review and Permits	June 9 – June 23
Out to Bid	July 7 – July 28

Key Project Personnel

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

Stormwater Management

- Drug and Laboratory Disposal: Soil Erosion and Sedimentation Control Plan for 411 Hercules Ave Parchment Mi
- Oshtemo Charter Township: Elks Plat Drainage
- Steensma Lawn & Power Equipment: 371 12th St Self Storage Site Plan

Non-Motorized Trails

- Oshtemo Charter Township: 2021 Local Sidewalk Projects - Section B, Stadium Drive One-Way Path
- 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
- Oshtemo Charter Township:
- Texas Charter Township: Texas Corners DDA Sidewalks
- Village of Lawrence: CMAQ Trail - St. Joseph to Corwin

Roads & Streets

Education

Bachelor of Science, Civil Engineering
Western Michigan University, 2010

Registrations

Engineering Michigan, 2019

Certifications & Training

AASHTO Bicycle Facility Design
Training: Training Wheels, MDOT
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

- 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-ravine Road
- Village of Augusta: 2017-2019 Road Projects
- Village of Lawrence: West St. Joseph Street Rehabilitation
- Village of Paw Paw: 2018 Road Improvement Projects, 2019 Road Improvement Projects

Scott Post, PE Non-Motorized Engineer

Scott is recognized as one of Michigan's premier multi-use, non-motorized pathway designers in Michigan. He has designed or managed hundreds of miles of trails for many communities throughout West Michigan and excels at finding solutions that satisfy both residents and community leaders.

Scott has experience with both private and municipal clients and has worked extensively with MDOT on Local Agency Projects, as well as with the MDTMB, the MDNR and other state agencies. He is very familiar with MDOT trail specifications, knowledgeable on current AASHTO and ADA requirements, and experienced with the administration and testing required for grant-funded projects.

He also has extensive experience with acquisition and administration of grants, such as MDOT TAP, TE, and CMAQ programs, as well as the MDNR's Natural Resources Trust Fund. Scott has also successfully combined these grants on several projects to maximize grant funding used.

Representative Projects

Trail/Path Design

- Grand Traverse County/City of Traverse City: West Boardman Lake Trail Loop
- Village of Elk Rapids: Preliminary Design Acme to Elk Rapids segment of the TC to CHX Trail
- Ottawa County Parks and Recreation: Spoonville Trail Phases, Grand River Greenway, Musketawa Trail Extension, Holland State Park Path Extension and Boardwalk
- City of Ionia: Grand River Valley Rail Trail, Saranac to Ionia and Bridge over M-66
- Cannon Township: Townsend Park Trail, Cannon Trail
- Comstock Park Downtown Development Authority: White Pine Trailhead and Trail Extension
- Jamestown Charter Township: 24th Avenue Non-Motorized Pathway, Riley Street Pathway and Bridge
- Laketown Township: Beeline Trail, Holland to Saugatuck
- Port Sheldon Township: West Olive Road Path & Bridge, Croswell Street Path
- Saugatuck Township: Blue Star Trail, Blue Star Trail TAP Grant Update
- City of Greenville: Fred Meijer Flat River Trail



Education

Bachelor of Science, Civil Engineering
Calvin University, 1995

Registrations

Engineering Michigan, 2000

Certifications & Training

AASHTO Bicycle Facility Design
Training: Training Wheels, MDOT

Designing Pedestrian Facilities for
Accessibility, APBP & ACEC

Introduction to Pedestrians & Bicycle
Safety, Planning & Design, MSU

PSMJ Project Management Bootcamp

Professional Activities

American Society of Civil Engineers
West Michigan Trails & Greenways
Coalition

Rails-to-Trails Conservancy

Professional History

Prein&Newhof, 1995-Present

28 years in Industry

- Holland Charter Township: Adams Street Path Bridge over I-196, 104th Avenue and Mason Street Path
- Clinton Ionia Shiawassee (CIS) Rail Trail, Ionia to Owosso (Michigan DTMB / Michigan DNR)
- Zeeland Charter Township: 64th Avenue Non-Motorized Pathway, Adams Street Path
- Macatawa Greenway Project: Zuidema Farm Trail

Path Master Plans

Scott has helped develop non-motorized path master plans for:

- Plainfield Charter Township
- Cannon Township
- City of Harrison
- Caledonia Charter Township
- Holland Charter Township
- Laketown Township
- Ottawa County Parks & Recreation Commission (with The Corradino Group)
- Park Township
- Saugatuck Township
- Zeeland Charter Township
- Newaygo County Road Commission
- Ganges Township

Presentations

"If You Build It, They Will Come." Michigan Society of Professional Engineers, MSPE, October 4, 2017

"Why Did the Engineer Cross the Road?" Institute of Transportation Engineers, Institute of Transportation Engineers (ITE) Conference, 2017

"Trails as Green Infrastructure." Michigan Recreation & Park Association, mParks Trail Summit, 2018

"Trails, Rivers, and Roads, Oh My!" American Public Works Association, APWA Great Lakes Expo, 2017

Personal Awards

Fred Meijer Trail Champion: Champion Trail Professional, 2018, West Michigan Trails & Greenways Coalition

Tom Wheat, PE Team Leader

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 & 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

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 St. to Outback Dr.
- Kalamazoo Charter Township: Non-motorized Improvements, 2009 Sidewalk Replacement Program, 2018 Non-motorized Projects, 2020 Non-motorized Improvements
- M W Vanderveen Co.: KVCC HFC Trail
- Oshtemo Charter Township: Stadium Drive One Way Path, 10th Street Non-motorized, 9th Street Sidewalk at Walmart,



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

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: 32nd 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

Stormwater Management

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

Carlee Thompson, EIT Engineer

Since joining Prein&Newhof in 2019, Carlee has demonstrated she is a highly motivated Engineer-in-Training. In a very short time, she has proven leadership, organizational, communication, GIS, and CAD capabilities. She has taken charge and is dedicated to learning the skills and capabilities required to be a well-rounded civil engineer. In this, she has worked alongside one of Michigan's premier non-motorized pathway designers and has discovered her passion for pedestrian transportation development.

Representative Projects

Non-Motorized Trails

- Caledonia Charter Township: Non-motorized Pathway, Phase 1b
- Cannon Township: Myers Lake & 9 Mile Shared Use Pathway, Pathway Administration, Pathway Asset Management Plan, Springer Farms Trail
- City of Douglas: Union Street Non-motorized Pathway, Wiley Road CMAQ Non-motorized Pathway
- City of Muskegon: Laketon Lakeshore Trail Connector
- City of South Haven: Aylworth Ave Nonmotorized Path
- City of Traverse City: West Boardman Lake Trail Final Design & Construction Engineering, West Boardman Lake Trail Phase II Construction Phase Services
- Comstock Park Downtown Development Authority: Jupiter Avenue Pathway Phase II
- Holland Charter Township: 2021 Non-motorized Pathway Repairs
- Kent County: Village of Sparta - CDBG Sidewalk
- Laketown Township: Blue Star Highway Shared Use Pathway MDOT Parking Lot to Shangrai La Drive
- Ottawa County Parks & Recreation: Grand River Explorers Trail Eastmanville Connector Trail, Idema Explorers Trail, Stearns Bayou (TAP), Idema Explorers Trail - Eastmanville Bayou, Spoonville Trail



Education

Bachelor of Science, Civil Engineering
Michigan Technological University, 2018

Professional Activities

Society of Women Engineers Club

Professional History

Prein&Newhof, 2019-Present
5 years in Industry

- Plainfield Charter Township: Kuttshill Dr, Brewer Ave, & Kroes St Shared Use Pathway, Pathway Administration, Pathway Asset Management Plan
- Village of Elk Rapids: Preliminary Design Services, TC to CHX Trail: Acme Township to Elk Rapids
- Zeeland Charter Township: Quincy Street Non-motorized Pathway

Parks

- Park Township: Winstrom Park - LWCF Grant Improvements

Stormwater Management

- City of Coldwater: Multi-Hazard Mitigation Plan Assistance, PDM 2019 Grant Assistance
- City of Douglas: Stormwater Asset Management Plan
- Texas Charter Township: Eagle and Crooked Lake Level Flooding Investigation

Roads & Streets

- ESSTEE Real Estate Management: The Ridge - Construction Observation
- Muskegon County Wastewater Management System: Swanson Road

Similar Projects and References



Stadium Drive One Way Path Oshtemo Charter Township

Stadium Drive is the primary corridor into Oshtemo Township with many adjacent housing developments and businesses. This project added a 6-foot-wide sidewalk to the north and southside of Stadium Drive to provide a safe walking path to various destinations. The new path also connects to other non-motorized networks that currently exist in Oshtemo Township and Kalamazoo and gives better access to bus stop locations.

Prein&Newhof was hired for:

- TAP grant application
- Soil borings for geotechnical analysis
- 5,600 feet of non-motorized path design that met ADA requirements
- 280-foot-long retaining wall design
- Traffic signal design for pedestrian crossing
- Easement acquisition
- Plans and constructions documents for a GI letting
- Utility relocation coordination
- Coordination with RCKC as the acting ACT 51 Agency
- Construction observation following MDOT process
- MDOT computerized office technical services to produce IDRs, pay requests, and proper MDOT documentation



Completion Year
2023

Funding Source
MDOT TAP Grant

Professional Fees
\$413,550

Final Project Cost
\$563,546

Project Team

Thomas Wheat, PE, Project Manager

Ryan Russell, PE
Amy Malek, PE

Client Contact

Anna Horner, Public Works Director

(269) 216-5228

ahorner@oshtemo.org

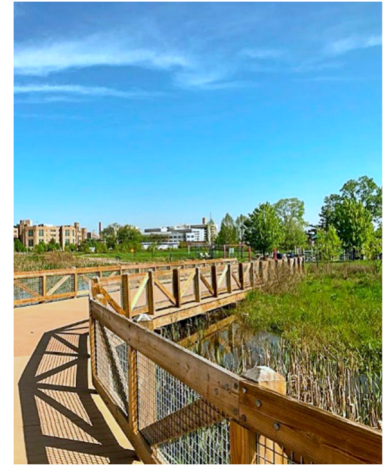
Northern Construction Services, Corp. did a wonderful job as the primary contractor, a key part in communicating with the adjacent business and maintaining access while the sidewalk and driveways were under construction.

Working with all the utilities companies early in the design phase to relocate their assets, along with weekly progress meetings to keep everyone updated helped the project go smoothly.

The project was funded through MDOT TAP funds (\$260,000) and a local match of \$304,000.

A future development was proposed at the corner of 11th and Stadium. We coordinated the site plan design with the developer to design a shorter retaining wall, which reduced the total cost.

The purpose of this non-motorized addition to the Oshtemo Community was to make a more welcoming place for businesses and property owners. Good communication with the property owners along the path was a primary goal and one that was achieved. Everyone in the community was informed as to what/when/where construction was taking place and the contractor could modify its schedule to accommodate businesses and homes to meet their needs.



Portage Creek Trail

City of Kalamazoo

The city of Kalamazoo, in partnership with Kalamazoo Valley Community College (KVCC), hired Prein&Newhof to design and prepare plans for the Portage Creek Trail. This new non-motorized trail was the most recent portion of the KVCC Healthy Living Campus project, running between KVCC's Food Innovation Center and the Culinary/Allied Health Building. Other users of the trail include Bronson Hospital employees and visitors, Upjohn playground visitors, KVCC students and faculty, local small business owners, and shoppers.

Portage Creek Trail is 0.5 miles long and a 12-foot-wide HMA paved path and a boardwalk along Portage Creek. From the trail, users can view the city skyline and the creek's wildlife in one glance. The trail connects KVCC, Bronson Hospital, Upjohn playground, and Nicholas Kik pool.

Construction was divided into two phases. Phase I, considered the middle section, extends from Lake Street to Walnut Street. This phase incorporated a 275-foot-long boardwalk made of composite decking and wood railing. Construction began in March 2017 and was completed ahead of schedule in June 2017. This portion of the project was funded by a \$157,000 grant from the MDNR Trust Fund.

Mother Nature presented an unexpected challenge when Kalamazoo received a heavy rainfall during construction causing the project area to flood. The trail resides in the 100-year flood plain, so the project was put on hold for one week to let the water recede. Constructing ADA ramps on a 12-foot wide path

Completion Year

2017

Professional Fees

\$35,000

Project Team

Devin Brown, PE
Zac Culbert, EIT
Mark Moored
Ryan Russell, PE
Dennis Todd

Client Contact

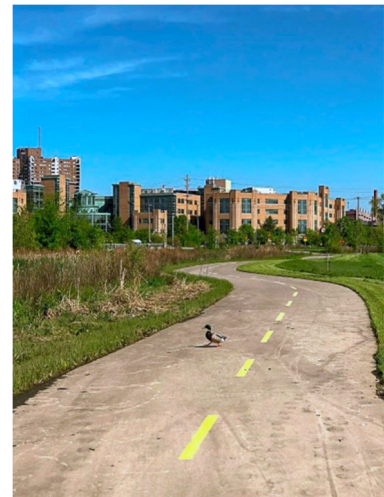
James Baker, City Engineer
(269) 337-8047
bakerj@kalamazoocity.org

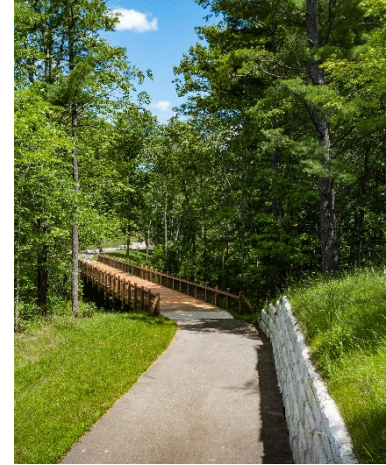
created a challenge due to the limited space and constraints of the bridges and designated ROW across main roads. There were multiple public utilities that needed to be relocated, including decorative light poles, fire hydrants, meter pits, fences, and irrigation systems. Moving these utilities required coordination and cooperation between the city, utility companies, and local businesses.

Phase II extends the trail north to Pitcher Street to connect to an additional extension in an area business park, allowing the trail to connect to the 35-mile-long Kalamazoo River Valley Trail on Harrison Street completing the north extension. The trail will also extend south, splitting both east and west of Portage Creek. The west side extension will be a direct route south. The trail extending south will take travelers to the Farmers Market on Bank Street. The trail will continue south down Reed Court and end at Reed Avenue. The master plan is to continue the trail two miles south to Kilgore Road and connect to Portage Creek Bicentennial Park Trail.

Construction was originally scheduled to begin in the summer of 2019; however, the project scope was expanded to include the renovation of the Kalamazoo Farmer’s Market site after the Parks and Recreation Department received a \$100,000 grant from the Consumers Energy Foundation for market expansion and improvements. The trail project is being coordinated with the Bank Street re-alignment and the Kalamazoo Farmers Market renovations which is expected to open for the start of the 2021 season.

Prein&Newhof provided the site design for the first phase of improvements that included the renovation of the existing vendor sheds and a new vendor shed on the market's west edge, expanded restrooms and the realignment of Bank Street including sidewalk and the KRVT along the market's eastern edge. Plans include paved parking, an indoor event shed with a demonstration kitchen, and a playground. Prein&Newhof worked in association with OCBA on the project design.





Spoonville Trail

Ottawa County Planning and Performance Improvement, Ottawa County Parks & Recreation

In 2015, Ottawa County began building a non-motorized pathway along 120th Avenue in Crockery Township. Coined as the Spoonville Trail in honor of the area's history, this path's purpose is to connect the north end of the North Bank Trail to the south end of the Idema Explorer's Trail at the M-231 Trailhead. Spoonville Trail is part of a developing trail network that will span from Metro Grand Rapids to Lake Michigan.

Ottawa County hired Prein&Newhof for the site analysis and investigation, design development, cost estimating, permitting, construction document preparation, and construction administration of the trail.

The County split the project into two phases to properly utilize project funding sources. Prein&Newhof designed both phases of the Spoonville Trail, incorporating local landmarks and monuments, such as the Sgt. Henry E. Plant Pathway on M-231 over the Grand River and the Crockery Creek Natural Area. Phase I involved 1.75 miles of paved trail, beginning at North Cedar Drive in Robinson Township and running north to Leonard Road in Crockery Township. MDOT provided the trail design for the portion of the trail that involved the M-231 Bridge. Construction of Phase I was completed in one summer, and the trail opened for public use in the fall of 2016.

Construction on Phase II began in 2020 with the goal of expanding the path an additional 1.75 miles from the intersection of Leonard Road and 120th Avenue to the north side of I-96 in Nunica, and connecting it with the North Bank Trail. A new 13-

Completion Year

2022

Funding Source

MDOT TAP, MDNRTF

Professional Fees

\$437,293

Project Team

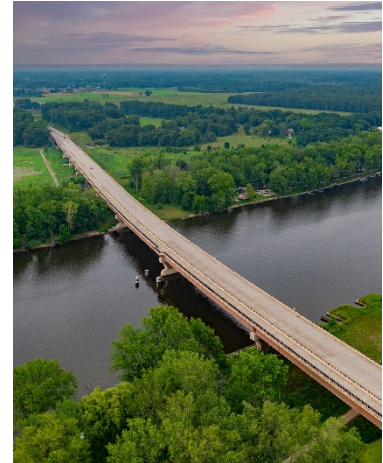
Scott Post, PE, Project Manager
Carlee Klenotich, EIT
Matt Levandoski, PLA
Paul Reinhold, PLA

Client Contact

Aaron Bodbyl-Mast
abodbyl-mast@miottawa.org
Paul Sachs
psachs@miottawa.org

spot trailhead parking lot was also built on 120th Avenue, south of Arthur Street.

Developing the Spoonville Trail presented a few design challenges along the way. Prein&Newhof Project Manager Scott Post, PE explains just how challenging this scenic route was to design and construct, “For Phase II, Ottawa County chose to avoid merging the trail into the road right-of-way along Leonard Road and 112th Avenue. Instead, we designed the trail to run along the perimeter of Terra Verda Golf Course, creating a more beautiful user experience. To achieve this alternative route, we knew we had to meet ADA regulations within the deep ravines on the golf course. We also had to prevent soil erosion, decide where to land the boardwalks, obtain easements from property owners, and obtain right-of-way permits from the Michigan Department of Transportation (MDOT) because the design involved I-96, a federal highway.”



The construction of Phase II was complete in spring of 2021, allowing the public to utilize the entire Spoonville Trail connector. The Spoonville Trail was designed to be 10 feet wide, with the boardwalks expanding to 14 feet wide. All five boardwalks in Phase II were built with a 20,000 lb. weightbearing limit. Within the ravines, there are six separate retaining walls, totaling 7,000 square feet. Prein&Newhof Landscape Architects Paul Reinhold, PLA and Matt Levandoski, PLA incorporated only native plant species into the design of the 120th Avenue parking lot, on Leonard Road, and at the intersection of 112th Avenue and I-96.

Totaling \$3.76 million, the Spoonville Trail was funded by MDOT Transportation Alternatives Program (TAP), Michigan Department of Natural Resources Trust Fund, Grand Haven Area Community Foundation, DALMAC, Quiet Water Society, Loutit Foundation, Scholten–Fant, Shape Corporation, Rycenga Building Center, Charter Communications, and many other generous donors.

Awards

Outstanding Project of the Year - 2022
ASCE Michigan

Public Works Project of the Year - 2022
APWA Michigan

Project of the Year - Transportation - 2021
APWA Midwest



**OSHTEMO CHARTER TOWNSHIP
DEPARTMENT OF PUBLIC WORKS**

**REQUEST FOR PROPOSAL COVER PAGE
PROFESSIONAL ENGINEERING SERVICES
LOCAL SIDEWALK PROJECTS**

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

Authorized Point of Contact/Project Manager:

Name: Philip Doorlag
Title: Regional Director - Kalamazoo Office
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

2/19/2023

Date

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February 20, 2023

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

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

RE: OSHTEMO TOWNSHIP LOCAL SIDEWALK PROJECTS - PROFESSIONAL ENGINEERING SERVICES

Dear Anna:

Wightman is pleased to submit our qualifications for Professional Engineering Services for Oshtemo Township's Local Sidewalk Projects. We understand how important it is to maintain the integrity of Oshtemo's rural character as the Township continues working to modernize and add avenues of non-motorized transportation.

As Oshtemo continues to grow and evolve, providing safe, reliable, and easily accessible transportation routes for non-motorized traffic becomes more and more important. We recognize the delicate balance between modernization and retaining the historic agricultural charm offered by the Township.

Wightman has the expertise and knowledge to provide professional engineering services for this project. Using GO! Green Oshtemo, the Township's award-winning non-motorized master plan as a guide and listening with intent, we believe we are the best firm suited to become your trusted advisor on this project. Our extensive experience with non-motorized paths, including two recent award-winning projects in Cassopolis and Union Pier, shows we understand how important critical avenues of travel are for citizens and visitors. Connecting people to places is one of the things we do best.

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,

A handwritten signature in cursive script that reads 'Philip A. Doorlag'.

Philip A. Doorlag, P.E., Regional Director - Kalamazoo
pdoorlag@gowightman.com
(269) 264-4089

Exhibit A

	Survey	ROW	Design	Total
Project A	\$ <u>13,500</u>	\$ <u>109,500</u>	\$ <u>68,000</u>	\$ <u>191,000</u>
Project B	\$ <u>11,000</u>	\$ <u>15,000</u>	\$ <u>60,500</u>	\$ <u>86,500</u>
Project C	\$ <u>9,000</u>	\$ <u>0</u>	\$ <u>30,000</u>	\$ <u>39,000</u>

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

Design & Survey Additional Expenses

Any design, coordination, or efforts associated with obtaining permits for work at the Amtrak crossing on Drake Road will be considered additional expenses billed on a Time & Materials basis at the direction of the Township.

R.O.W. Additional Expenses

Market Study (easement with possibility of waiver valuation) \$500 each Fixed Fee
 Before & After Appraisal (without severance damages) \$3,000 each Fixed Fee
 Before & After Appraisal with severance damages TBD

Review Appraisals – Market Study \$1,100 each Fixed Fee
 Review Appraisals – Value Part Taken \$1,400 each Fixed Fee
 Review Appraisals – Before & After \$1,800 each Fixed Fee

Estimate acquisition costs for permanent easements.

Additional Services will be billed hourly in accordance with MCA's current Professional.

Services Fee Schedule:

Senior Right of Way Agent \$115 per hour
 Right of Way Coordinator \$80 per hour

This project will be awarded as Lump Sum contract.

KEY PROJECT PERSONNEL

Wightman is pleased to submit the following key personnel for this project.

PHILIP A. DOORLAG, P.E. | Client Representative & Project Manager

LAURA FREDRICKSON, PLA | Landscape Architect

ANNA VAN STRIEN, P.E. | Project Engineer

AARON NEITLING, P.E. | QA/QC

GARY HAHN, P.S. | Project Surveyor

Resumes for Phil, Laura, Anna, Aaron, and Gary follow, beginning on page 6.

SUBCONSULTANTS

Wightman will utilize two subconsultants on this project: Gail Morton, certified MDOT ROW agent, of Metro Consulting Associates to assist with Right of Way work, and Orbis Environmental Consulting who will handle environmental clearances required as part of MDOT's NEPA documentation. Contact information for both subconsultants is listed below.

Orbis Environmental Consulting
J Ryan Duddleson, M.A.
Senior Archaeologist
rduddleson@orbisec.com
Phone (574) 635-1338
Cell (574) 303-7512
Address P.O. Box 10235, South Bend, Indiana 46680

Gail Morton, SR/WA
Right of Way Project Manager
Metro Consulting Associates
gmorton@metroca.com
Office: 800.525.6016
Direct: 269-350-1574

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.

LAURA FREDRICKSON, PLA LANDSCAPE ARCHITECT

Laura has expertise in landscape design, planning, place-making, trail design, and parks and recreation. Because of her diverse experience, she can develop designs that are beautiful, beneficial, and practical. Laura understands the importance of outdoor space to the physical and mental wellbeing of people of all ages and is passionate about designing spaces to reflect those needs. She enjoys spending time outside including traveling to new places, biking, camping, hiking, and canoeing.



Expertise

- Parks & Recreation
- Recreation Grant Writing
- Planning
- Green Cemeteries
- Streetscape Design
- Green Infrastructure Design

Certifications

- Redevelopment Ready Communities Best Practice Training Series certified
- MDOT Training Wheels: On Road Bicycle Facility Training

Professional Affiliations

- American Society of Landscape Architects

Professional Registrations

- Licensed Landscape Architect Michigan - #3901001761

Professional Positions

- Wightman
2016 - Present
- Head Project Estimator & Landscape Designer,
DJ's Landscape Management,
Grand Rapids & Kalamazoo, MI
2011-2016
- Landscape Designer,
Iowa Outdoor Products,
Des Moines, IA
2009-2011
- Intern Landscape Architect,
Hitchcock Design Group,
Chicago, IL
2007-2007

Education

- B.S. Landscape Architecture,
Iowa State University, 2008

Project Experience

Cassopolis Downtown Streetscape, Cassopolis, MI

Landscape Architect for the design of landscape plans in accordance with MDOT requirements. Streetscape project included a re-imagined corridor, including reducing the driving lanes, widening the sidewalks, implementing pedestrian friendly components such as pedestrian lighting, bicycle racks, custom outdoor seating, native landscaping including new street trees, adding striped pedestrian crosswalks within the business corridor. The project include preparation of construction documents that included cost estimates, inclusion of ADA design requirements and understanding of Complete Streets designs.

Red Arrow Highway/Union Pier Corridor, Union Pier, MI

Landscape Architect for the design of landscape plans in accordance with MDOT requirements. Streetscape project included a re-imagined corridor, including reducing the four-lane section to three lanes, and implementing a 10' separated bike lane along with other pedestrian friendly components, bicycle racks and native landscaping including new street trees within the business corridor. The award-winning project include preparation of construction documents that included cost estimates, inclusion of ADA design requirements and understanding of Complete Streets designs.

Hall Street Streetscape, Grand Rapids, MI

Provided landscape architecture services for approximately 0.77 miles of roadway reconstruction on Hall Street from Kalamazoo Avenue to Sylvan Avenue. Project consisted of road reconstruction, bike racks, landscaping, trees, and Green Infrastructure consisting of permeable pavers in the parking areas and rain gardens utilizing native plantings. The City of Grand Rapids has enacted a Vital Streets Guide that is used to assist in the design of the roadway corridor. Through the coordination of City staff and the residents along the corridor, a consensus was made to convert the roadway from a two-lane roadway with parallel parking to a two-lane roadway with bike lanes on each side and a parking lane on the south side of the roadway. The parking was inset using curb bulb-outs that provided protected parking but also narrowed Hall Street to reduce the pedestrian crossing length. The needs for parking were evaluated through the completion of a parking survey.

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

Landscape Architect for 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. Intersection work at 32nd Street required a minimum of four phases to construct the underground utilities and concrete road surface.

KEY PROJECT PERSONNEL

ANNA VAN STRIEN, P.E. PROJECT ENGINEER

Ms. Van Strien is an Engineer with Wightman. Her detail-oriented design engineering is evident in work for municipalities across West Michigan and on projects from road rehabilitation to shared use paths to storm sewer upgrades, and more. Ms. Van Strien has a passion for her work. Additional experience includes the use of Fieldbook record keeping system on construction projects and with MDOT Standard Plans, Materials Source Guide, MDOT Construction Specifications Manual, and other guidelines.



Expertise

- Road Design
- Non-motorized Shared Use Paths
- Stormwater Systems

Professional Registrations

- Storm Water Management

Professional Registrations

- Professional Engineer
Michigan #6201310623

Professional Positions

- Wightman
2017 - Present
- Wightman
2015-2017 (Summer Intern)

Education

- B.S. Engineering - Civil and Environmental
Calvin College

Project Experience

S. Sprinkle Road Improvements Project – MDOT # 206265 Road Commission of Kalamazoo County, Kalamazoo, MI

Design engineer for 1.24 miles of HMA mill and resurfacing on S. Sprinkle Road from Milham Avenue to N Avenue including culvert replacements, ADA ramp upgrades, restoration, traffic signal upgrades, water main improvements, pavement markings, and permanent signage.

Cassopolis Downtown Streetscape Cassopolis, MI

Design Engineer for the streetscape portion of the Cassopolis Transformation project. One component was the creation of a non-motorized path that served as a connector from downtown to the newly created Disbrow Beach at Sone Lake. The project include preparation of construction documents that included cost estimates, inclusion of ADA design requirements and understanding of Complete Streets designs.

Hall Street - MDOT # 130600, 130604, 205517 Grand Rapids, Michigan

This project was for the design of 0.77 miles of road reconstruction including curb and gutter, protected parking bump outs, storm sewer improvements, watermain, sidewalk, ADA ramps permanent pavement markings, and permanent signing from Kalamazoo Avenue to Sylvan Avenue.

Russom Park Trail Extension Dowagiac, Michigan

Design Engineer for the construction of a non-motorized path that connected the existing Middle Crossing path from Russom Park to the commercial area at M-51 and Paul Street. The non-motorized route provided improved safety for pedestrians adjacent to the school, accessing business establishments, and visiting the park. Services included topographic surveys, engineering design, application submittals, adherence to MDOT LAP, grading easements, and construction engineering.

North Eaton Street Sidewalk Improvements Project Albion, MI

Provided design engineering for 0.30 miles of a new 5'-wide sidewalk along N. Eaton Street from Walton St. to B Drive North. Project work included design engineering, topographic survey, ADA ramps, and utility coordination.

2021 Local Street Improvements Project City of Albion, MI

Design engineer for 5 local streets projects (1st Street, 2nd Street, 3rd Street, Wild Street, Hartwell Street) including reconstruction in the city of Albion consisting of upsizing the water main, miscellaneous storm sewer work, miscellaneous curb and gutter replacement, ADA ramp upgrades, restoration, and permanent signage.

AARON J. NEITLING, P.E. QA/QC

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.

KEY PROJECT PERSONNEL

GARY D. HAHN, P.S. REGIONAL DIRECTOR, SURVEY

Gary oversees survey projects from field to finish including Public Land Survey System (PLSS) land corner remonumentation, ALTA/NSPS Land Title surveys, land developments surveys, topographic surveys, and control surveys.

He began serving on the Kalamazoo County Remonumentation Peer Review Group in 1996 and was elected as Kalamazoo County Surveyor in 2008. Since then Gary has been the County Representative to the Kalamazoo County Remonumentation Program.



Expertise

- Remonumentation
- ALTA/NSPS Land Title Surveys
- Topographic Surveys
- Platted Subdivisions & Condominiums
- FEMA Elevation Certificates
- Land Divisions
- Construction Layout
 - Sanitary Sewers
 - Water Systems
 - Storm Sewers
 - Roadway Alignment
 - Building Foundations

Professional Affiliations

- Elected Kalamazoo County Surveyor in 2008
- Current Secretary & Past President Southwestern Chapter MSPS
- Michigan Society of Professional Surveyors
- National Society of Professional Surveyors

Professional Registrations

- Professional Surveyor Michigan #38116
- Professional Surveyor Ohio #8694

Professional Positions

- Wightman
2010 – present
- Wightman Ward, Inc.
1993 – 2010
- Wightman & Associates, Inc.
1981 – 1993

Education

- B.S. Land Surveying and Mapping with Honors, Ferris State University - 1990

Project Experience

Kalamazoo County Remonumentation Program, Kalamazoo, MI

Services provided as County Representative to the Kalamazoo County Peer Review Group: review the grant application to the State of Michigan, report on Program status to the Kalamazoo County Board of Commissioners, recruit Professional Surveyors to be members of the Peer Review Group and recommend them to the Board of Commissioners, ensure the Program meets all rules and requirements of the State of Michigan.

Services provided as Project Manager for remonumentation of PLSS corners: review assigned corners, coordinate research per Kalamazoo County's guidelines, analyze corner research, direct field work, review field work, analyze field data and findings, prepare submittal package, present to the Peer Group.

Mandigo Rd./Andrews Avenue Sanitary Sewer Extension, City of Portage, MI

Project Manager overseeing design, construction layout and inspection of 3,900 LFT of sanitary sewer and lift station design.

Stanley Avenue Sanitary Sewer and Water Main Extensions, City of Portage, MI

Project Manager overseeing design, construction layout and inspection of 5,000 LFT of sanitary sewer and 2,500 LFT of water main.

Bicentennial Trail Expansion, City of Portage, MI

Project Manager performing boundary survey, layout and easement preparation services required in the extension of the Trail from Milham Road to Kilgore Road.

KHL Landfill, Kalamazoo, MI

Project Manager on a Terra Contracting Services, LLC project involving the installation of a gas cutoff trench within the KHL Landfill in the City of Kalamazoo. This involved overseeing trench layout, preparation of trench alignment as-built drawings and final grade verification.

City of Portage Storm Water Infiltration Basin Ground Water Elevation Study

Services Provided: Obtained top of casing and ground elevations on monitoring wells located near 18 stormwater retention basins located throughout the City of Portage. **Unique Aspects:** Established benchmarks near each basin based on "City of Portage Benchmarks".

Grand Colony Site Condominium in Texas Township, Kalamazoo Co., MI

Project Manager overseeing the design engineering, construction layout and recording of a 25 unit site condominium project.

Unique Aspects: Worked closely with Kalamazoo County Road Commission staff to affect required widening of steeply graded portions of U Avenue at development entrance.

Water Transmission Extension Project City of Portage, MI

Project Manager overseeing the extension of a 5200 LFT 16" water transmission main along Centre Avenue and Milham Road.

We understand the goals for this project are:

- To partner with Oshtemo Charter Township staff and residents in implementing portions of the **GO! Green Oshtemo** non-motorized master plan
- Provide non-motorized connections that **strategically link** township residents to commercial corridors, retail, schools, transit, and other non-motorized routes
- Continue filling the need for more **safe, reliable, and accessible non-motorized** facilities to the existing network as identified by township residents
- Build toward the township's goal to **improve its transportation network** for all users
- **Complete designs within timelines** to meet the requirements of planned federal funding



SCOPE OF SERVICES - DESIGN & SURVEY

Our commitment to understanding the Township's goals and vision from an infrastructure and community standpoint positions us to deliver a scope of services that includes the following in a timely and efficient manner to promote project success.

PROJECT A

Preliminary Design (30%)

This portion of the project is where data is collected and organized in advance of a review with Township staff to ensure everyone is on the same page as to what currently exists so we can begin developing the project design.

- Topographic Survey – Provide a topographic survey for existing roadside geometry, underground utilities, and surface features for determining accurate quantities. The topographic survey will begin at the intersection of Stadium Drive and 9th Street, extend 20' beyond the westerly ROW, and will terminate at the intersection of 9th Street and Quail Run Drive.
- ROW Establishment – Search available records and perform necessary fieldwork to demarcate parcels and verify the existing ROW.
- National Environmental Protection Agency (NEPA) – Complete and submit an acceptable NEPA Requirements package including an application for Section 106 review to the Michigan Department of Transportation (MDOT). Wightman intends to use Orbis Environmental Consulting as a sub-consultant to complete this portion of the project.
- Soil Borings – Recommend locations for and obtain a minimum of 12 soil borings within the project limits to a depth of 5' to represent existing conditions and identify an accurate subgrade for concrete path design.
- MISS DIG Design Ticket – Submit a MISS DIGG design ticket to assist in identifying and locating all private and public utilities within the project limits.
- Preliminary Design Submittal – Plan sheets depicting existing conditions to aid in the design development of the proposed concrete path. These sheets will be electronically submitted to Township staff one (1) week prior to the first design progress meeting. A simultaneous submittal to the Road Commission of Kalamazoo County (RCKC) will be done at the direction of the Township.
- Progress Meeting 1:
 - » Review existing information from the topographic survey, ROW establishment, and soil borings
 - » Begin discussions on the initial layout for the concrete path and potential impacts on ROW acquisition



Design Development (50%)

The heavy lifting of project design will be done in this phase. Feedback from the initial progress meeting will be utilized to drive the design development of the project to the 50% complete milestone.

- Concrete Path Layout – Preliminary plan and profile views of the proposed concrete path.
- Conceptual Renderings – Up to three (3) conceptual renderings will be developed based on the preliminary layout(s) for use at public meetings.
- Public Meeting – Prepare materials for, attend (up to 2 people), and participate (up to 2 people) in a public meeting.
- Stormwater Layout – Based on the preliminary concrete path layout, any necessary stormwater layout will be incorporated.
- Maintenance of Traffic – Preliminary plan views and accompanying written narrative of proposed traffic control plans and sequencing. Project work will be coordinated with planned roadwork under RCKC oversight within the project limits.
- Preliminary Design Plans – Incorporate the above design elements into



preliminary plan sheets to develop a Preliminary Design Plan Set.

- Identify ROW Needs – Identify any required ROW acquisition for the proposed concrete path. Wightman is proposing to utilize Metro Consulting Associates as a sub-consultant for all ROW acquisitions. We anticipate ROW will need to be acquired in both permanent easements and temporary grading permits from all parcels affected by the proposed path.
- Utility Coordination – Identify locations and sizes of all utilities within the project limits and determine if relocations will be necessary for the proposed improvements. Wightman will coordinate any relocations with utility owners.
- Project Specifications – Any Oshtemo Charter Township specifications, construction or design standards will be incorporated into draft MDOT Special Provision format for Township staff to review.
- Estimated Construction Costs – Initial quantities for the proposed improvements and their associated costs will be developed.
- Design Development Submittal – Submit electronically the Preliminary Design Plan Set, Identified ROW Needs, Project Specifications, and Estimated Construction Costs one (1) week prior to the second design progress meeting. A simultaneous submittal to the RCKC will be done at the direction of the Township.
- Progress Meeting 2:
 - » Review the Preliminary Design Plan Set
 - » Review draft MDOT Special Provisions
 - » Determine the preference of Township staff to pursue identified ROW needs or proposed improvements
 - » Discuss the impacts of Estimated Construction Costs

Grade Inspection (80%)

Completion of the items below will produce an acceptable Grade Inspection (GI) Package in preparation for a GI meeting with Oshtemo Charter Township, the RCKC, MDOT, Utility Owners, and the Consultant. MDOT requires an acceptable GI Package to be at least 80% complete when submitted.

- Design Updates – Preliminary design elements will be updated based on feedback from the Design Development progress meeting.
- Specification Updates – Project Specifications will be updated based on feedback from the Design Development progress meeting
- RCKC Permitting – Complete and submit an RCKC non-motorized facility project application and permit to work in the Public ROW.
- Americans with Disabilities Act (ADA) Compliance – All sidewalk crossings will be checked for compliance and upgraded as necessary. Detail views of all intersections with pedestrian crossings will be incorporated into the plans.
- Grade Inspection (GI) Plans – Incorporate the above design elements into a minimum 80% complete Grade Inspection Plan Set as required by MDOT.
- Estimated Construction Costs – Project quantities and their associated costs will be updated from any proposed additional improvements and updates to the design elements.
- GI Package – The above elements along with the Program Application will be combined into a GI Package which will be submitted electronically to Oshtemo Charter Township, the RCKC, MDOT, and Utility Owners.
- GI Meeting – Meeting with the Oshtemo Charter Township, the RCKC, MDOT, Utility Owners, and the Consultant to review comments and feedback on the GI Package.



Draft Final Submission (95%)

The design elements of the project will be finalized in this phase and comments and feedback received from the GI Meeting will be incorporated into the GI Package.

SCOPE OF SERVICES - DESIGN & SURVEY

- Update final design elements per comments from the GI Meeting
- Update the GI Package (Plans, Project Specifications, Estimate) per comments from the GI Meeting into a Draft Final Submission Package.
- Submit electronically the Draft Final Submission Package to the Township for their review. A simultaneous submittal to the RCKC will be done at the direction of the Township.

Final Submission (100%)

- Incorporate final comments and feedback received from the Draft Final Submission Package into the Final Submission Package.
- Submit electronically the Final Submission Package to the Township and the RCKC.
- Final Submission Package is submitted to MDOT for advertisement and bidding.
- Final Plans are forwarded to Utility Owners.



PROJECT B

Preliminary Design (30%)

This portion of the project is where data is collected and organized in advance of a review with Township staff to ensure everyone is on the same page as to what currently exists so we can begin developing the project design.

- Topographic Survey – Provide a topographic survey for existing roadside geometry, underground utilities, and surface features for determining accurate quantities. The topographic survey will begin at the intersection of Stadium Drive and Drake Road, extend 20' beyond the westerly ROW, and will terminate at the intersection of Drake Road and KL Avenue.
- ROW Establishment – Search available records and perform necessary fieldwork to demarcate parcels and verify the existing ROW. Wightman intends to use Orbis Environmental Consulting as a sub-consultant to complete this portion of the project.
- National Environmental Protection Agency (NEPA) – Complete and submit an acceptable NEPA Requirements package including an application for Section 106 review to the Michigan Department of Transportation (MDOT).
- Soil Borings – Recommend locations for and obtain a minimum of 6 soil borings within the project limits to a depth of 5' to represent existing conditions and identify an accurate subgrade for Hot Mix Asphalt (HMA) path design.
- MISS DIG Design Ticket – Submit a MISS DIGG design ticket to assist in identifying and locating all private and public utilities within the project limits.
- Preliminary Design Submittal – Plan sheets depicting existing conditions to aid in the design development of the proposed HMA path. These sheets will be electronically submitted to Township staff one (1) week prior to the first design progress meeting. A simultaneous submittal to the Road Commission of Kalamazoo County (RCKC) will be done at the direction of the Township.
- Progress Meeting 1:
 - » Review existing information from the topographic survey, ROW establishment, and soil borings
 - » Begin discussions on the initial layout for the HMA path and potential impacts on ROW acquisition

Design Development (50%)

The heavy lifting of project design will be done in this phase. Feedback from the initial progress meeting will be utilized to drive the design development of the project to the 50% complete milestone.

- HMA Path Layout – Preliminary plan views of the proposed HMA path.
- Conceptual Renderings – Up to three (3) conceptual renderings will be developed based on the preliminary layout(s) for use at public meetings.

- Public Meeting – Prepare materials for, attend (up to 2 people), and participate (up to 2 people) in a public meeting.
- Maintenance of Traffic – Preliminary plan views and accompanying written narrative of proposed traffic control plans and sequencing.
- Preliminary Design Plans – Incorporate the above design elements into preliminary plan sheets to develop a Preliminary Design Plan Set.
- Identify ROW Needs – Identify any required ROW acquisition for the proposed HMA path. Wightman is proposing to utilize Metro Consulting Associates as a sub-consultant for all ROW acquisitions. Three (3) parcels were identified in the RFP that required acquisition for the proposed path.
- Utility Coordination – Identify locations and sizes of all utilities within the project limits and determine if relocations will be necessary for the proposed improvements. Wightman will coordinate any relocations with utility owners.
- Project Specifications – Any Oshtemo Charter Township specifications, construction or design standards will be incorporated into draft MDOT Special Provision format for Township staff to review.
- Estimated Construction Costs – Initial quantities for the proposed improvements and their associated costs will be developed.
- Design Development Submittal – Submit electronically the Preliminary Design Plan Set, Identified ROW Needs, Project Specifications, and Estimated Construction Costs one (1) week prior to the second design progress meeting. A simultaneous submittal to the RCKC will be done at the direction of the Township.
- Progress Meeting 2:
 - » Review the Preliminary Design Plan Set
 - » Review draft MDOT Special Provisions
 - » Determine the preference of Township staff to pursue identified ROW needs or proposed improvements
 - » Discuss the impacts of Estimated Construction Costs



Grade Inspection (80%)

Completion of the items below will produce an acceptable Grade Inspection (GI) Package in preparation for a GI meeting with Oshtemo Charter Township, the RCKC, MDOT, Utility Owners, and the Consultant. MDOT requires an acceptable GI Package to be at least 80% complete when submitted.

- Design Updates – Preliminary design elements will be updated based on feedback from the Design Development progress meeting.
- RCKC Permitting – Complete and submit an RCKC non-motorized facility project application and permit to work in the Public ROW.
- Americans with Disabilities Act (ADA) Compliance – All path crossings will be checked for compliance and upgraded as necessary. Detail views of all intersections with pedestrian crossings will be incorporated into the plans.
- Grade Inspection (GI) Plans – Incorporate the above design elements into a minimum 80% complete Grade Inspection Plan Set as required by MDOT.
- Estimated Construction Costs – Project quantities and their associated costs will be updated from any proposed additional improvements and updates to the design elements.
- GI Package – The above elements along with the Program Application will be combined into a GI Package which will be submitted electronically to Oshtemo Charter Township, the RCKC, MDOT, and Utility Owners.
- GI Meeting – Meeting with the Oshtemo Charter Township, the RCKC, MDOT, Utility Owners, and the Consultant to review comments and feedback on the GI Package.

SCOPE OF SERVICES - DESIGN & SURVEY

Draft Final Submission (95%)

The design elements of the project will be finalized in this phase and comments and feedback received from the GI Meeting will be incorporated into the GI Package.

- Update final design elements per comments from the GI Meeting
- Update the GI Package (Plans, Project Specifications, Estimate) per comments from the GI Meeting into a Draft Final Submission Package.
- Submit electronically the Draft Final Submission Package to the Township for their review. A simultaneous submittal to the RCKC will be done at the direction of the Township.



Final Submission (100%)

- Incorporate final comments and feedback received from the Draft Final Submission Package into the Final Submission Package.
- Submit electronically the Final Submission Package to the Township and the RCKC.
- Final Submission Package is submitted to MDOT for advertisement and bidding.
- Final Plans are forwarded to Utility Owners.

*Any work associated with Railroad (Amtrak) coordination or design will be done on a time and materials basis and is considered additional services to the above identified scope of services for Project B.

PROJECT C

Preliminary Design (30%)

This portion of the project is where data is collected and organized in advance of a review with Township staff to ensure everyone is on the same page as to what currently exists so we can begin developing the project design.

- Topographic Survey – Provide a topographic survey for existing roadside geometry, underground utilities, and surface features for determining accurate quantities. The topographic survey will begin at the intersection of Stadium Drive and 11th Street and continue southerly to W. Michigan Avenue, then continue southwesterly on W. Michigan Avenue to Whitegate Lane, then continue northwesterly and northerly on Whitegate Lane to the point of termini at Powderhorn Lane. The survey limits will extend 10' beyond the ROW.
- ROW Establishment – Search available records and perform necessary fieldwork to demarcate parcels and verify the existing ROW.
- Soil Borings – Recommend locations for and obtain a minimum of 4 soil borings within the project limits to a depth of 5' to represent existing conditions and identify an accurate subgrade for concrete sidewalk design.
- MISS DIG Design Ticket – Submit a MISS DIGG design ticket to assist in identifying and locating all private and public utilities within the project limits.
- Preliminary Design Submittal – Plan sheets depicting existing conditions to aid in the design development of proposed concrete sidewalk. These sheets will be electronically submitted to Township staff prior to the first design progress meeting. A simultaneous submittal to the Road Commission of Kalamazoo County (RCKC) will be done at the direction of the Township.
- Progress Meeting 1:
 - » Review existing information from topographic survey, ROW establishment, and soil borings
 - » Begin discussions on the initial layout for the concrete sidewalk and potential impacts on ROW acquisition



Design Development (50%)

The heavy lifting of project design will be done in this phase. Feedback from the initial progress meeting will be utilized to drive the design development of the project to the 50% complete milestone.

- Concrete Sidewalk Layout – Preliminary plan views of the proposed concrete sidewalk.
- Conceptual Rendering – One (1) conceptual rendering will be developed based on the preliminary layout for use at public meetings.
- Public Meeting – Prepare materials for, attend (1 person), and participate (1 person) in a public meeting.
- Preliminary Design Plans – Incorporate the above design elements into preliminary plan sheets to develop a Preliminary Design Plan Set.
- Identify ROW Needs – Identify any required ROW acquisition for the proposed concrete sidewalk. Wightman is proposing to utilize Metro Consulting Associates as a sub-consultant for all ROW acquisitions.
- Utility Coordination – Identify locations and sizes of all utilities within the project limits and determine if relocations will be necessary for the proposed improvements. Wightman will coordinate any relocations with utility owners.
- Project Specifications – Any Oshtemo Charter Township specifications, construction or design standards, and maintenance of traffic requirements will be incorporated into a draft spec book.
- Estimated Construction Costs – Initial quantities for the proposed improvements and their associated costs will be developed.
- Design Development Submittal – Submit electronically the Preliminary Design Plan Set, Identified ROW Needs, Draft Spec Book, and Estimated Construction Costs prior to the second design progress meeting. A simultaneous submittal to the RCKC will be done at the direction of the Township.
- Progress Meeting 2:
 - » Review the Preliminary Design Plan Set
 - » Review draft specifications
 - » Determine the preference of Township staff to pursue identified ROW needs or proposed improvements
 - » Discuss the impacts of Estimated Construction Costs

Grade Inspection (80%)

Completion of the items below will produce an acceptable Grade Inspection (GI) Package in preparation for a GI meeting with Oshtemo Charter Township, the RCKC, Utility Owners, and the Consultant.

- Design Updates – Preliminary design elements will be updated based on feedback from the Design Development progress meeting.
- RCKC Permitting – Complete and submit an RCKC non-motorized facility project application and permit to work in the Public ROW.
- Americans with Disabilities Act (ADA) Compliance – All sidewalk crossings will be checked for compliance and upgraded as necessary. Detail views of all intersections with pedestrian crossings will be incorporated into the plans.
- Grade Inspection (GI) Plans – Incorporate the above design elements into a complete Grade Inspection Plan Set.
- Estimated Construction Costs – Project quantities and their associated costs will be updated from any proposed additional improvements and updates to the design elements.
- GI Package – The above elements will be combined into a GI Package which will be submitted electronically to Oshtemo Charter Township, the RCKC, and Utility Owners.
- GI Meeting – Meeting with the Oshtemo Charter Township, the RCKC, Utility Owners, and the Consultant to review comments and feedback on the GI Package.

Draft Final Submission (95%)

The design elements of the project will be finalized in this phase and comments and feedback received from the GI Meeting will be incorporated into the GI Package.

- Update final design elements per comments from the GI Meeting
- Update the GI Package (Plans, Project Specifications, Estimate) per comments from the GI Meeting into a Draft Final Submission Package.
- Submit electronically the Draft Final Submission Package to the Township for their review. A simultaneous submittal to the RCKC will be done at the direction of the Township.

Final Submission (100%)

- Incorporate final comments and feedback received from the Draft Final Submission Package into the Final Submission Package.
- Submit electronically the Final Submission Package to the Township and the RCKC.
- Final Submission Package is forwarded to utility companies.
- Advertise the project for bidding utilizing Wightman's website, public plan rooms, and direct communication with Contractors at the Township's discretion.
- Issue Addenda and respond to Contractor inquiries as necessary
- Attend a bid opening
- Provide recommendation for award to the Township



ROW Acquisition: Based on the information provided and our understanding of the project and its requirements, we can define the project as follows:

- The proposed project included two (2) separate projects requiring right of way. Project A affects approximately 32 landowners and Project B affects 3 landowners. The parcels involved are commercial businesses, large shopping strip malls, local businesses, apartment complexes, mobile home communities, and residential single family homes.
- The project will require the acquisition of permanent easements and temporary grading permits.
- Significant alterations will be made to various parcels to allow for the construction of the proposed paths.
- Appraisals will be necessary to meet State and Federal regulations. The valuation method of the appraisal will depend upon the impact to the property as shown on the plans. There may be several parcels where severance (proximity) damages or extensive landscaping issues may need to be addressed.
- Jeffrey Genzink, MAI, Senior Managing Director with Integra Realty Services has agreed to provide the appraisals for Projects A & B.
- Dave Maturen, MAI, with Maturen and Associates has agreed to provide the review appraisals for Projects A & B.
- Right of way certification needs will be completed as directed by the Client. Project A will be a priority due to the proposed letting date.
- Acquisitions will need to be completed meeting MDOT, State, and Federal requirements pursuant to the Uniform Relocation Assistance and Property Acquisition Regulation 49 CFR Part 24 (ACT).

In preparing this portion of the proposal, we have assumed the following:

- Plans, exhibits, and legal descriptions will be provided to Metro Consulting Agency (MCA) by Wightman (with authorization for their use) prior to the commencement of services and MCA is entitled to rely upon the accuracy and completeness thereof without independent evaluation by MCA.
- Wightman will provide MCA with a full set of plans, individual exhibits of the proposed acquisitions including the legal descriptions in Word and PDF format. This information will be used to create the required easement documents. The exhibits will be recorded, along with the easement documents. Exhibits shall be in a recordable format.
- Due to the complexity of the acquisitions, appraisals and review appraisals will be required to comply with State and Federal regulations. MCA will coordinate with the appraisers and Client through this process to determine the best type of appraisal for each individual landowner.
- Jeffrey Genzink, MAI, Senior Managing Director with Integra Realty Services has agreed to provide the appraisals for Projects A & B.
- Dave Maturen, MAI, with Maturen and Associates has agreed to provide the review appraisals for Projects A & B.
- MCA will communicate with the Client, and its agents to review the acquisitions, and individual issues, as necessary throughout the project.



Right of Way Services: MCA will create and organize files to include accurate and pertinent documentation on each parcel throughout the process while meeting all Federal requirements of the Uniform Relocation Assistance and Property Acquisition Regulation 49 CFR Part 24 (ACT). This includes:

- Identify the property owners and other owners with interest.
- Obtain from the Township parcel information, title search, or deeds to ensure ownership of each parcel. The cost for these items will be a reimbursable expense and not part of the proposal.
- Coordinate and secure the appropriate appraisals and review appraisals. It is probably the easement values will be greater than \$10,000 thus requiring individual appraisals and reviews per MDOT regulations. Fees for appraisals and reviews are an additional expense and are not included in this proposal. The appraisal method used for valuation of the proposed easements will be based upon

SCOPE OF SERVICES - R.O.W.

the design and the impact the acquisition may have on the property as required by State and Federal regulations. It should be noted that the appraisals will required 8 – 14 weeks to complete beginning from the date the appraisers receive authorization to proceed and have the detailed information they require.

- Provide a Request for Authorization, itemizing each proposed acquisition and its cost based upon the method of valuation, prior to presenting the “Good Faith Offer” to the landowners. Good Faith Offers will not be offered to the landowners without the direct approval from the Township.
- Draft acquisition documents and obtain supporting estimates/bids (sprinkler or landscaping restorations, sign relocation, etc.) as necessary.
- Initiate negotiations, coordinate, and attend meetings with property owners, their representatives and/or tenants and provide supporting services as necessary to reach an acceptable agreement for the proposed right of way.
- Present and explain documents, the plans, project and process, along with the appraisals to the landowner.
- Supervise, coordinate, and obtain any necessary supporting documents (release of lien, quit claim deed, etc.).
- Maintain a Memorandum of Negotiations for each parcel.
- Provide a Request for Payment to the Township, along with the fully executed documents.
- Provide to the Township a Right of Way Report, identifying the landowners, their contact information, and outlining the agreements made with the landowners.
- Record each easement with the Register of Deeds.
- Deliver checks to the landowners and document the files.
- Assist with MDOT audit of project acquisitions.
- Upon completion of the project, deliver all files to the Township.
- As Additional Services, MCA can provide the following:
 - » Supply support for audit or court proceedings
 - » Any other MCA service not specifically listed in the scope of services above.



Specifically, we anticipate the following tasks and deliverables.

Projects A & B

- Topographic Survey
- Soil Borings
- Attend 2 design progress meetings per project with township staff at the 30% and 50% stages of design
- 30% Design Package (Electronic Submission)
 - » Results of the topographic survey and soil borings
 - » Preliminary Plan over Profile sheets with existing information (Project A)
 - » Preliminary Plan sheets with existing information (Project B)
- 50% Design package (Electronic Submission)
 - » Preliminary path layout
 - » Preliminary stormwater design (Project A only)
 - » Conceptual rendering(s) (Up to 3 per project)
 - » Provide materials for and attend a public stakeholder meeting
 - » ROW acquisition needs identified
 - » Utility relocations identified
 - » Preliminary design plans
 - » Preliminary project specifications
 - » Preliminary estimated construction cost
 - » Coordinate a Transportation Improvement Program (TIP) amendment with the Kalamazoo Area Transportation Study (KATS)
- Grade Inspection (80%) design package (Electronic Submission)
 - » Updated path layout
 - » Update stormwater layout (Project A only)
 - » Program Application
 - » RCKC Permit and Project applications
 - » Maintenance of Traffic plans
 - » ADA ramp design and details
 - » Updated project specifications
 - » Engineer's estimate
 - » Attend GI meeting
- Forward plans to utility companies and the RCKC as necessary
- Provide final plans to the township
- Upload Final Submission package to MDOT for advertisement and bidding

Project C

- Topographic Survey
- Soil Borings
- Attend 2 design progress meeting with township staff at the 30% and 50% stages of design
- 30% Design Package (Electronic Submission)
 - » Results of topographic survey and soil borings
 - » Preliminary Plan sheets with existing information
- 50% Design package (Electronic Submission)
 - » Preliminary sidewalk layout
 - » Conceptual rendering
 - » Provide materials for and attend a public stakeholder meeting
 - » ROW acquisition needs identified
 - » Utility relocations identified
 - » Preliminary design plans
 - » Preliminary project specifications

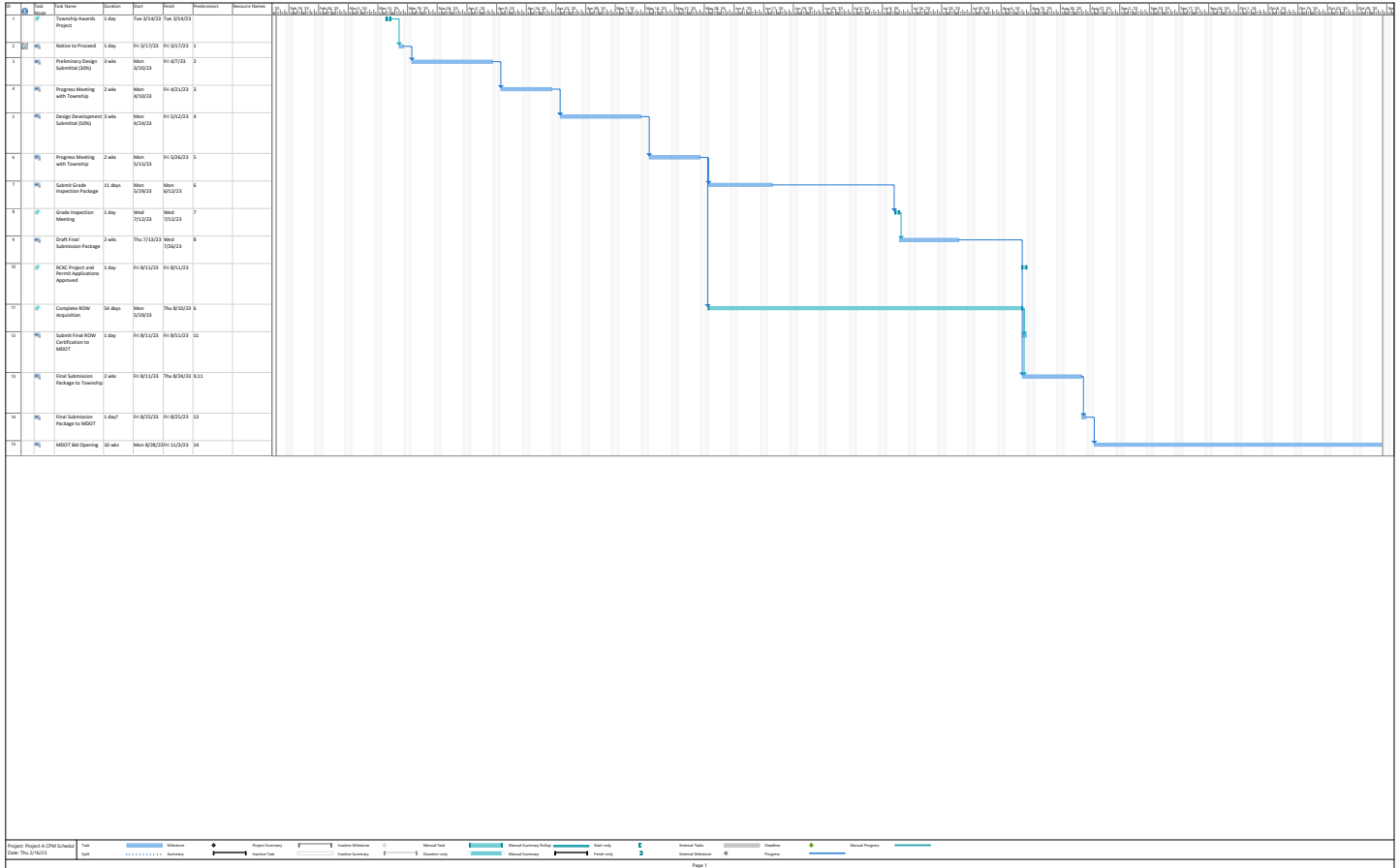
PROJECT DELIVERABLES

- » Preliminary estimated construction costs
- Grade Inspection (80%) design package (Electronic Submission)
 - » Updated sidewalk layout
 - » RCKC Permit and Project applications
 - » ADA ramp design and details
 - » Updated project specifications
 - » Engineer's estimate
 - » Attend GI meeting
- Forward plans to utility companies and the RCKC as necessary
- Provide final plans to the township
- Advertise the project for bidding
- Issue Addenda and respond to Contractor inquiries
- Attend bid opening
- Provide recommendation for award to the township

PROPOSED PROJECT SCHEDULES

The following is our implementation schedule for the scopes identified herein assuming we are authorized to proceed following the Oshtemo Township Board meeting scheduled for March 14, 2023. The schedule may need to be adjusted pending the actual date of the project award and ROW Acquisition. *Please note where indicated: *Dates are estimated as they are largely out of our control.*

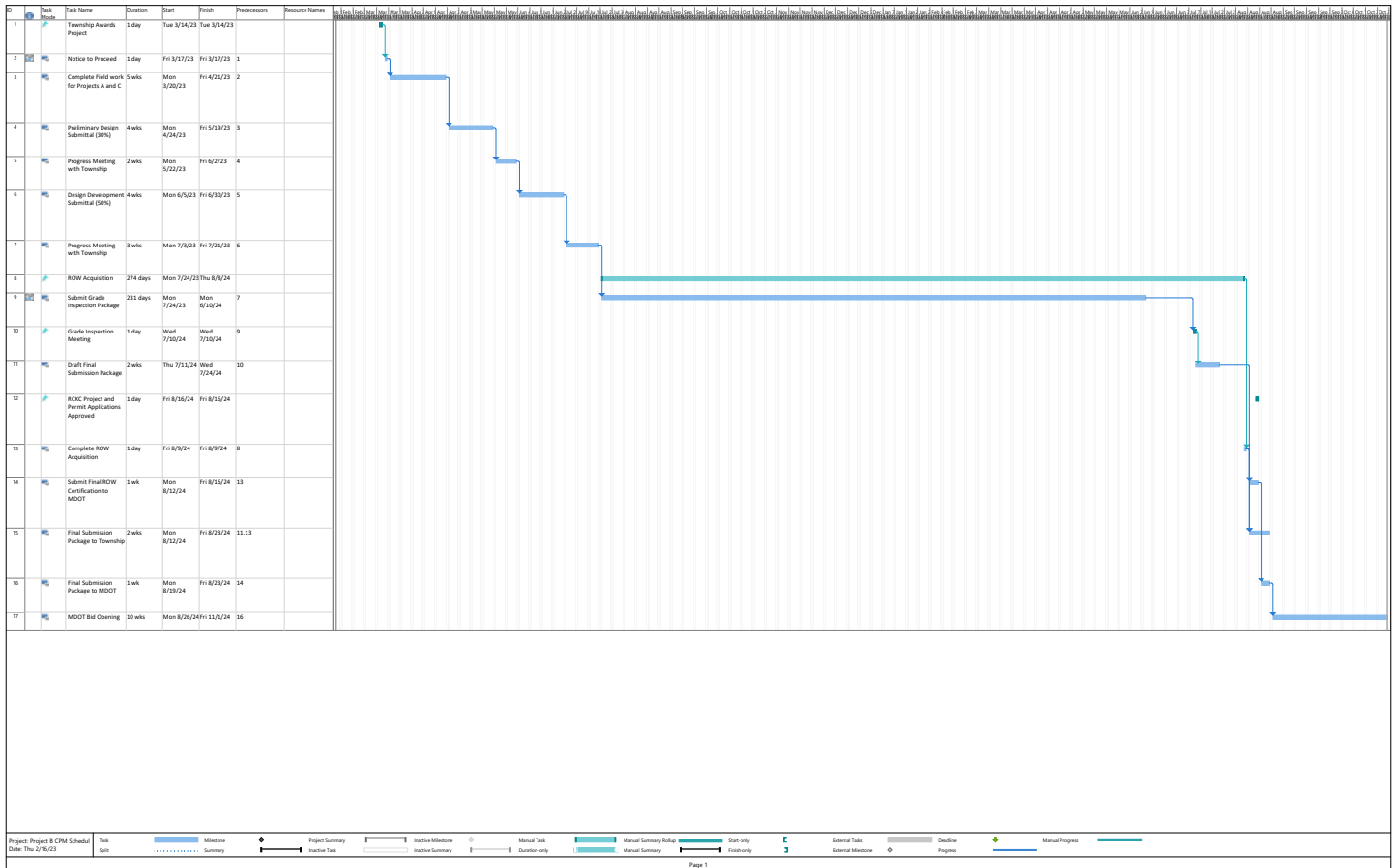
We propose the following schedule for **Project A:**



Event	Approximate Date
*Township Awards Project	03/14/23
*Notice to Proceed	03/17/23
Preliminary Design Submittal (30%)	04/07/23
Progress Meeting with Township	04/17/23 – 04/21/23
Design Development Submittal (50%)	05/12/23
Progress Meeting with Township	05/22/23 – 05/26/23
Submit Grade Inspection Package, plans forwarded to utilities	06/12/23
*Grade Inspection Meeting	07/12/23
Draft Final Submission Package (95%)	07/26/23
*RCKC Project and Permit Applications Approved	08/11/23
*Complete ROW Acquisition	08/10/23
Submit Final ROW Certification to MDOT	08/11/23
Final Submission Package to Township	08/18/23
Final Submission Package to MDOT	08/25/23
MDOT Bid Opening	11/03/23
Construct Project	04/24 – 07/24

PROPOSED PROJECT SCHEDULES

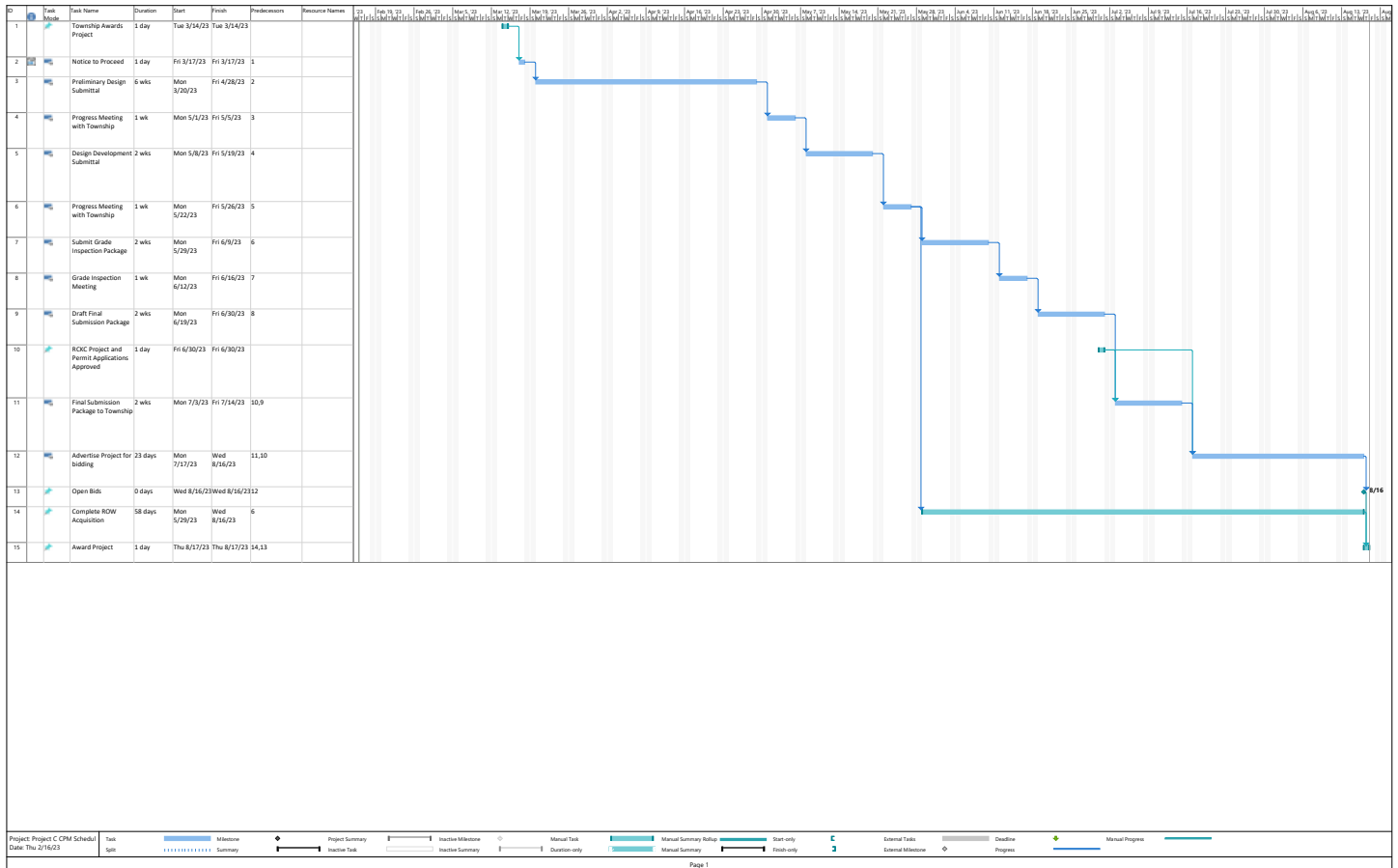
We propose the following schedule for **Project B**:



Event	Approximate Date
*Township Awards Project	03/14/23
*Notice to Proceed	03/17/23
Preliminary Design Submittal (30%)	05/19/23
Progress Meeting with Township	05/22/23 – 06/02/23
Design Development Submittal (50%)	06/30/23
Progress Meeting with Township	07/10/23 – 07/21/23
Submit Grade Inspection Package, plans forwarded to utilities	06/10/24
*Grade Inspection Meeting	07/10/24
Draft Final Submission Package (95%)	07/24/24
*RCKC Project and Permit Applications Approved	08/16/23
*Complete ROW Acquisition	08/09/24
Submit Final ROW Certification to MDOT	08/16/23
Final Submission Package to Township	08/16/24
Final Submission Package to MDOT	08/23/24
MDOT Bid Opening	11/01/24
Construct Project	04/25 – 07/25

PROPOSED PROJECT SCHEDULES

We propose the following schedule for **Project C**:



Event	Approximate Date
*Township Awards Project	03/14/23
*Notice to Proceed	03/17/23
Preliminary Design Submittal (30%)	04/28/23
Progress Meeting with Township	05/01/23 – 05/05/23
Design Development Submittal (50%)	05/19/23
Progress Meeting with Township	05/22/23 – 05/26/23
Submit Grade Inspection Package, plans forwarded to utilities	06/09/23
Grade Inspection Meeting	06/12/23 – 06/16/23
Draft Final Submission Package (95%)	06/30/23
*RCKC Project and Permit Applications Approved	06/30/23
Final Submission Package to Township	07/14/23
Advertise Project for bidding	07/17/23 – 08/16/23
Open Bids	08/16/23
*Complete ROW Acquisition	08/16/23
*Award Project	08/22/23
Construct Project	09/23 – 11/23

CASSOPOLIS STREETScape

CASSOPOLIS, MI



Client:

Village of Cassopolis
Emilie Sarratore -
Village Manager
(269) 445-8648

Estimated Cost: \$6,500,000

Project Date: 2018

Services Provided:

- ◆ Conceptual Design Services
- ◆ Placemaking
- ◆ Urban Design
- ◆ Streetscape Design
- ◆ Landscape Architecture
- ◆ Civil Engineering
- ◆ Sustainable Design

Staff Involved:

- ◆ Mickey Bittner, P.E.
- ◆ Anna Van Strien, P.E.
- ◆ Ben Baker, PLA, LEED AP
- ◆ Laura Fredrickson, PLA

Wightman assisted the Village of Cassopolis in a year-long process to update their master plan and community recreation plan. The community input along with the planning team and retail analysis throughout this process identified many areas of the Village that would make an immediate impact to the quality of life. Wightman assisted the village with project budgeting and seeking grants for the projects. An ambitious first phase of work including: a new municipal complex for Village offices, meeting space, and Department of Public Works garage; a streetscape downtown; and Disbrow Beach and Pathway with amphitheater, large outdoor seating space, access/hooks for food trucks, sand swim area, pier with boat parking, and **ADA accessible boardwalk** to Lakeshore Drive down S. Broadway (M-62).

These projects prioritized the **pedestrian and the placemaking** aspects of the streetscape while still understanding that Broadway is a state highway. We were able to work with MDOT to institute a road diet through downtown, reducing the travel lanes from four to two, and increasing the sidewalk and streetscape amenity area. High quality paving materials, smart lighting, and pedestrian amenities were at the heart of this design.

The **pedestrian connector** proved critical to the success of the project and resulted in safer pedestrian crosswalks, improved walking surface, and a vital connection for the downtown and beach areas.

STADIUM DRIVE

KALAMAZOO, MI

Client Reference:
City of Kalamazoo
Mr. Anthony Ladd, P.E.
Public Works Division Manager
(269) 377-8601

Project Date: 2021

Project Cost
Design Engineering: \$169,000
Construction Eng.: \$316,750
Construction Costs: \$2,854,723

Services Provided:

- ◆ Design Engineering
- ◆ Construction Engineering
- ◆ Construction Inspection
- ◆ Construction Staking
- ◆ Project Specifications

Staff Involved:

- ◆ Phil Doorlag, P.E. : Project Manager/Client Rep
- ◆ Pat Schwyn, P.E. : Project Engineer
- ◆ Aaron Neitling, P.E. : QA/QC Engineer
- ◆ Laura Fredrickson, PLA Landscape Architect
- ◆ Joel East, P.S. : Project Surveyor
- ◆ Kyle Owen, E.I.T.: Inspector
- ◆ Bryan Styburski: Materials Testing



Wightman partnered with the City of Kalamazoo for improvements to Stadium Drive from Howard Street to Lovell Street. This project was the first of many transformational projects the City has programmed as part of their Imagine Kalamazoo 2025 and Downtown Streets Design initiatives.

Stadium Drive existed for the majority of its life as an MDOT-owned roadway with five lanes of traffic, wide paved shoulders, and deteriorating pavement. Seeking to create a welcoming and aesthetically pleasing entrance into Downtown Kalamazoo, the City has taken possession of the roadway and proposed this project, which includes milling and resurfacing of the existing pavement, construction of a **shared use path**, installation of a landscaped center median, and pedestrian signal improvements. Uniquely, all of the proposed improvements were designed to fit within the existing pavement limits while maintaining the existing number of through traffic lanes and turn lanes where necessary.

As transformational as this project will be, coordination was required with a number of stakeholders including the City Public Works and Community Planning and Economic Development departments as well as Western Michigan University. Significant effort was taken to design the project for phased construction to maintain two-way traffic through the area as detour options were limited.

The **non-motorized shared use path** is instrumental in moving WMU pedestrian traffic through campus and to nearby recreational facilities and downtown Kalamazoo.

This project was completed in 2022 and through the MDOT Local Agency Program.



HALL STREET

GRAND RAPIDS, MI

MDOT Job #s: 130600, 130604, 205517



Client Reference:
City of Grand Rapids
Mr. Breese Stam, PE
Project Manager
(616) 456-3078

Project Date: 2019-2020

Project Cost: \$3,190,000

Services Provided:

- ◆ Design Engineering
- ◆ Topographic Surveying
- ◆ EGLE Water Main Permitting
- ◆ Landscape Architecture

Staff Involved:

- ◆ Aaron Neitling, P.E.
- ◆ Mickey Bittner, P.E.
- ◆ Anna Van Strien, P.E.
- ◆ Laura Fredrickson, PLA

Wightman provided design engineering services for approximately 0.77 miles of roadway reconstruction on Hall Street from Kalamazoo Avenue to Sylvan Avenue. This project consists of HMA surface removal, machine grading, concrete curb and gutter removal and replacement, aggregate base, HMA surfacing, concrete sidewalk removal and replacement, storm sewer modifications, water main and water service replacements, landscaping, trees, permanent pavement markings and signage and Green Infrastructure consisting of permeable pavers in the parking areas and rain gardens, using native plantings.

The City of Grand Rapids has enacted a Vital Streets Guide that is used to assist in the design of the roadway corridor. This project had a mode **emphasis of “balanced”** which would take into account both motorized and non-motorized users.

Through the coordination of City staff and the residents along the corridor, a consensus was made to convert the roadway from a two-lane roadway with parallel parking to a two-lane roadway with bike lanes on each side and a parking lane on the south side of the roadway. The parking was inset through the use of curb bulb-outs that provided protected parking but also narrowed Hall Street to **reduce the pedestrian crossing length**.

The needs for parking were evaluated through the completion of a parking survey. Due to the road reconstruction, there were significant utility relocations required.

The project was funded in part through the use of Federal STP funds.



UNION PIER STREETScape

UNION PIER, MI

Client Reference:

Berrien County Road
Department
Kevin Stack, PE
Engineering Supervisor
269-925-1196 x 4421

Design Start Date: Fall 2019

Project Cost: \$3,800,000

Services Provided:

- Conceptual design
- Placemaking
- Engineering
- Landscape Architecture
- Survey
- Architecture
- Environmental

Staff Involved:

- Steve Carlisle, P.E.
- Melanie Stangne, P.E.
- Ben Baker, PLA
- Laura Fredrickson, PLA
- Anna Van Strien, P.E.
- Jeff Bradford, P.S.
- Dave Mitchell



The Berrien County Road Department, in conjunction with Chikaming Township and New Buffalo Township, desired to **increase safety**, provide multi mobile transportation routes, and beautify the Red Arrow Highway corridor through Union Pier. This includes a road diet to reduce Red Arrow Highway from four lanes to three, a **separated non-motorized path**, and streetscape elements, which will include landscaping, rain gardens, decorative lighting, site furnishings, and decorative paving.

This road diet is the first phase of reducing Red Arrow Highway to three lanes and will reduce speed and increase safety by providing a dedicated center turn lane.

The shared use path allows for pedestrian and non-motorized travelers to **connect to downtown** Union Pier and a nearby trailhead.

The project involved multiple funding sources, including federal aid, and was delivered through the MDOT Local Agency Program. Additional funding sources included grants from the Pokagon Fund, township dollars, and the County local match.

A critical piece of this project is public outreach and communication, as there are various businesses located along the route that will be impacted during peak tourist season. Meetings and open houses were held to help provide information and answer questions. As peak season for businesses and the construction time frame inevitably overlap, a full detour was not feasible, and a phased maintenance of traffic plan was required to allow access to commercial businesses during the project.

PORTAGE ROAD REHABILITATION

PORTAGE MI

Client Reference:

City of Portage
Ms. Kendra Gwin
Director of Transportation & Utilities
7719 S. Westnedge Ave
Portage, MI 49002
(269) 324-9256

Project Date: 2015-2016

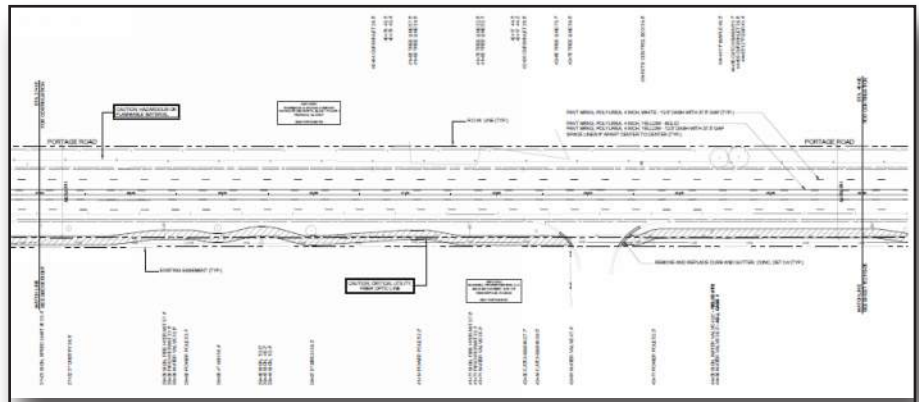
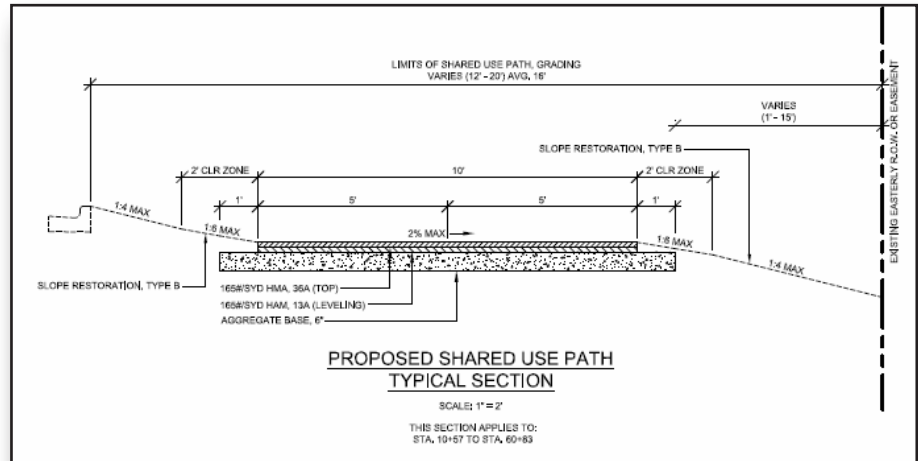
Project Cost: \$552,927

Services Provided:

- ◆ Street Rehabilitation
- ◆ Design Engineering
- ◆ Non-Motorized Pathway
- ◆ Topographic Survey
- ◆ Project Specifications
- ◆ Easement Preparation
- ◆ Utility Coordination
- ◆ Construction Engineering
- ◆ Construction Inspection
- ◆ LAP Project

Staff Involved:

- ◆ Aaron Neitling, P.E.
- ◆ Mickey Bittner, P.E.
- ◆ Phil Doorlag, P.E.
- ◆ Gary Hahn, P.S.



Wightman provided design and construction engineering services for the 0.95 miles of corridor improvements including 0.56 miles of HMA cold milling and resurfacing and 400 feet of road widening. Along the east side of the roadway the City proposed a 0.95 mile non-motorized HMA pathway to continue the city-wide bike trail system. The work included HMA cold milling, HMA surfacing, trenching, HMA surface removal, sand sub-base, aggregate base, concrete curb and gutter removal and replacement, drainage improvements, 10 ft wide HMA pathway, ADA ramps, and slope restoration.

Portage Road is a major arterial along the east side of the City of Portage. The roadway between Romence Road Parkway and Milham Avenue is mostly 5 lanes wide; however, there was approximately 400 ft of roadway that was still 4 lanes near the intersection of Ramona Ave, which was widened to five lanes as part of this project. The non-motorized pathway was constructed to connect the existing pathway along Romence Road Parkway to the existing bike path along Milham Avenue. The pathway was designed to **blend into the surrounding landscape** while trying to **protect and preserve the natural features** in the area and minimize the area of disturbance. Coordination with utility companies was required to help determine the final location for the non-motorized pathway so that the number of utility relocations could be minimized.

Easement descriptions were prepared to acquire additional property outside of the existing right-of-way so that the non-motorized pathway could be located further away from the roadway for safety. The project was funded utilizing MDOT STP funds and local funds. The project was bid through the MDOT Local Agency Programs. The roadway was designed in accordance with AASHTO and the City of Portage.



Standard Terms and Conditions

Updated 8/15/2022

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 that 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 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, a required item or component of the project is omitted from 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 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.***

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

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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Memorandum



Date: 10 March 2023
To: Township Board
From: Libby Heiny-Cogswell, Supervisor
Subject: HR/Benefit Coordinator Job Description Revisions

Objective

MOTION: Board approval to amend the HR/Benefits Coordinator job description significantly to reflect the actual responsibilities performed, and to change the title Human Resources Director, a Department Head level, effective immediately, and to go through normal 2023 compensation adjustment consideration process.

Background

Assistance to the Supervisor/Personnel Director for HR regarding benefits, hiring, HR policy, etc., has evolved over the past decade, in correlation with significant staffing increases. The HR assistance began as a part time position general assistant, to two part time positions adding the HR benefits specialty, and ultimately into what is now one full time human resources position. The position description used to hire our current full time HR professional was not evaluated to redefine the potential and full scope of HR work. Rather, the present staff was hired into the HR/Benefits Coordinator position. The role of this full-time position, however, is much more encompassing than benefits. The professional has significantly exceeded the current position role, in a constructive and very helpful way. It is a comprehensive role and is an HR Director role. **The Supervisor recommends the position description align with the role and position description, Human Resources Director, to reflect the duties and responsibilities.**

There are key points to note in this. Hiring authority, recommendations on compensation, and contract negotiations, remain with the Supervisor/Personnel Director as outlined in the handbook and by state statute. The overall organizational structure responsibility remains with the Township Board. But key work by the HR Director professional provides critical expertise to the Supervisor/Personnel Director, and to the internal teams created that include Department Heads, as work is done for individual and broad hiring and organizational issues.

The bottom line, again, is the intention to better align the Human Resources position at the Township with actual job duties and expectations presently being accomplished. The Township is fortunate to have Sara Feister as our HR professional.

Information Provided

- Redline of the HR/Benefits Coordinator Job Description
- Final Clean Copy of the Human Resources Director Job Description

Core Values

Sustainability, Professionalism, Integrity

CHARTER TOWNSHIP OF OSHTEMO POSITION DESCRIPTION

Position Title: ~~HR/BENEFIT COORDINATOR~~ HUMAN RESOURCES DIRECTOR

General Summary:

Under the direct supervision of the ~~Township Supervisor~~ Personnel Director, performs a variety of Township Human Resource functions and duties to ensure the overall functioning of Township business by performing various tasks to meet the needs of the Township ~~residents~~ employees.

Essential Job Functions:

Physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this position. Reasonable accommodations may be made upon request to enable an individual with a disability to perform these essential job functions.

The employee must be able to read and analyze correspondence, contracts, ordinances, reports, etc. This requires the ability to open and sort the mail, review and sort documents and distribute documents which requires the employee to be able to lift, move and manipulate such items, to deliver such documents to the ~~Township Supervisor~~ Personnel Director and other office personnel.

The employee must be able to exercise reasonably proficient typing skills ~~for purposes of replying to e-mails, updating calendar and logging into employee locator.~~ In addition, the employee must have the necessary dexterity to operate a computer in order to research and write reports on administration and management issues affecting the ~~Township Supervisor's~~ Personnel Director's office. In order to perform these functions, the employee must be able to read and speak English and communicate with others, including the ability to type, make calls, use a calculator, schedule appointments, and type memorandums.

The employee will be required to attend and assist at some meetings ~~when the Supervisor is unable to attend~~ in order to provide, as well as disseminate information on behalf of the ~~Supervisor Personnel Director and the Supervisor's office~~ to interface with those inside and outside the office. This will require the employee to physically attend all of the required meetings, be prepared to speak in English to those persons in attendance, to gather information and communicate to the various boards and commissions the positions of the ~~Supervisor's~~ Personnel Director's office. The employee may also be required to assist Township departments orally and in writing and be able to physically meet with various Department Heads to assist in that regard.

Typical Responsibilities:

1. Work closely with Personnel Director to identify and accomplish hiring, compensation review, union negotiations, HR policies, procedures, and structures.
- ~~1-2.~~ Create, implement, and evaluate all Human Resources Department policies, procedures, and structures.
- ~~2-3.~~ Manage all employee benefit programs.
- ~~3-4.~~ Design and implement effective training and development plans.
- ~~4-5.~~ Perform an annual employee performance appraisal process.
- ~~5-6.~~ Ensure all employee records are maintained and updated as needed.
- ~~7.~~ Identify the company's hiring needs and mManage the recruitment process.
- ~~8.~~ Respond to employees' benefits queries and resolve issue in a timely and professional manner.
- ~~9.~~ Manage Worker's Compensation claims.
- ~~10.~~ Act as Safety Coordinator and coordinate/manage the Safety Committee.
- ~~11.~~ Manages accuracy of all employee (not including Election workers & Board/Committees members) compensation and reports adjustments to the payroll processor.
- ~~6-12.~~ Assist Personnel Director with the compensation & benefits budget, including development, administration, and forecasting of funds needed for staffing, equipment, materials and supplies.

The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all duties performed.

Desired Qualifications:

Bachelor's degree in Business Administration, Human Resources or a relevant field.
A minimum of 3 years' proven experience in a similar role.
Strong knowledge of labor legislation and payroll processes.
Good understanding of the full recruitment process.
Outstanding verbal and written communication skills.
Solid problem-solving and team management abilities.

These qualifications represent guidelines; alternative qualifications may be substituted if sufficient to perform duties required by position.

**CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION**

Position Title: **HUMAN RESOURCES DIRECTOR**

General Summary:

Under the direct supervision of the Personnel Director, performs a variety of Township Human Resource functions and duties to ensure the overall functioning of Township business by performing various tasks to meet the needs of the Township employees.

Essential Job Functions:

Physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this position. Reasonable accommodations may be made upon request to enable an individual with a disability to perform these essential job functions.

The employee must be able to read and analyze correspondence, contracts, ordinances, reports, etc. This requires the ability to open and sort the mail, review and sort documents and distribute documents which requires the employee to be able to lift, move and manipulate such items, to deliver such documents to the Personnel Director and other office personnel.

The employee must be able to exercise reasonably proficient typing skills. In addition, the employee must have the necessary dexterity to operate a computer in order to research and write reports on administration and management issues affecting the Personnel Director's office. In order to perform these functions, the employee must be able to read and speak English and communicate with others, including the ability to type, make calls, use a calculator, schedule appointments, and type memorandums.

The employee will be required to attend and assist at some meetings in order to provide, as well as disseminate information on behalf of the Personnel Director to interface with those inside and outside the office. This will require the employee to physically attend all of the required meetings, be prepared to speak in English to those persons in attendance, to gather information and communicate to the various boards and commissions the positions of the Personnel Director's office. The employee may also be required to assist Township departments orally and in writing and be able to physically meet with various Department Heads to assist in that regard.

Typical Responsibilities:

1. Work closely with Personnel Director to identify and accomplish hiring, compensation review, union negotiations, HR policies, procedures, and structures.
2. Create, implement, and evaluate all Human Resources Department policies, procedures, and structures.
3. Manage all employee benefit programs.
4. Design and implement effective training and development plans.

5. Perform an annual employee performance appraisal process.
6. Ensure all employee records are maintained and updated as needed.
7. Manage the recruitment process.
8. Respond to employees' benefits queries and resolve issue in a timely and professional manner.
9. Manage Worker's Compensation claims.
10. Act as Safety Coordinator and coordinate/manage the Safety Committee.
11. Manage accuracy of all employee (not including Election workers & Board/Committees members) compensation and report adjustments to the payroll processor.
12. Assist Personnel Director with the compensation & benefits budget, including development, administration, and forecasting of funds needed for staffing, equipment, materials, and supplies.

The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all duties performed.

Desired Qualifications:

- Bachelor's degree in Business Administration, Human Resources or a relevant field.
- A minimum of 3 years' proven experience in a similar role.
- Strong knowledge of labor legislation and payroll processes.
- Good understanding of the full recruitment process.
- Outstanding verbal and written communication skills.
- Solid problem-solving and team management abilities.

These qualifications represent guidelines; alternative qualifications may be substituted if sufficient to perform duties required by position.

Effective Date: 03/14/23

Memorandum

Date: 14 March 2023
To: Township Board
From: Sara Feister, HR/Benefit Coordinator
Subject: Consideration of Parks Director Job Description Revisions



Objective

Requesting Board consideration of the proposed revisions to the Parks Director job description.

Background

This job description revision comes in response to the request from the Board at the Board meeting on 02/28/23. Per Board request, the Parks Director position responsibilities were to be split into two part time positions. This revised job description addresses the change from one full time Parks Director to two part time Parks Department positions.

Information Provided

- Redline of Current Parks Director job description with intended revisions
- Clean Copy of Revised Parks Director Job Description

Core Values

Professionalism, Sustainability

CHARTER TOWNSHIP OF OSHTEMO POSITION DESCRIPTION

Position Title: **PARKS DIRECTOR**

General Summary:

~~Under the direct supervision of the Township Supervisor, the Parks Director performs administrative and professional work directing the management and operations of the Parks. manages the operations and development of Oshtemo's park system. The person in this position is the primary liaison with the Parks Committee, a sub-committee of the Township Board that serves as an advisory body and makes recommendations for planning, management and budgetary decisions regarding parks in the Township. This position works closely with Maintenance Department personnel. There are currently no other staff in the Parks Department.~~

Physical Requirements:

Physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this job. Reasonable accommodations may be made upon request to enable an individual with a disability to perform these essential job functions.

The employee must be able to visit all park properties within the Township. The ability to drive is required in order to view the parks and their amenities. During park visits park properties in order to review all on-site structures, trails, playground equipment, athletic fields, etc.

While at the office, the Parks Director must be able to type reports and permits and prepare maps. The Parks Director must also be able to visually review schematic drawings, permit applications, site plans and related documents. In addition, the employee must be able to meet with outside agencies and organizations.

Several days of the year, the employee must be able to work up to 12 hours per day and attend necessary public meetings. During public input meetings, Planning Commission, and Township Board meetings, the employee must also be able to present reports publicly using a computer and a projector system.

The ability to operate a computer, copy machine, and answer the telephone is absolutely necessary.

The ability to communicate the goals of the Parks Committee, prepare reports and analyses and recommendations not only to the public, but also to the Parks Committee, Planning Commission, Township Board, orally and in writing, in English, is required.

Typical Responsibilities:

- ~~1. Direct, oversee and participate in the development of the Parks Committee~~Develop and implement the annual work plan for parks, lead projects and programs, monitor work flow, review and evaluate work products, methods and procedures. ~~; lead projects and programs, monitor work flow, review and evaluate work products, methods and procedures.~~
2. Responsible for the parks budget, including development, administration, and forecasting of funds needed for staffing, equipment, materials and supplies.
3. Responsible for updating and implementing the Five Year Parks and Recreation Master Plan.
- ~~4. Provide staff assistance to Parks Committee to implement the Five Year Parks and Recreation Master Plan.~~

4. Provide staff support to Oshtemo Friends of the Parks' Board, coordinate volunteer projects in the parks, including recruiting and managing volunteers, and plan and host public events in the parks with support from volunteers. Some weekend work will be required.

5. Develop and manage park information on the Township website.

5.6. Develop and implement parks and open space goals, objectives, policies and procedures. Seek and utilize public input in the development of parks and open space goals and objectives.

~~6. Plan, organize and direct Parks Committee activities including land acquisition and park planning, design, development, and improvement.~~

~~7.1. Direct, oversee and participate in the development of the Parks Committee work plan, , lead projects and programs, monitor work flow, review and evaluate work products, methods and procedures.~~

~~8.1. Provide staff support to Oshtemo Friends of the Parks' Board, coordinate volunteer projects in the parks, including recruiting and managing volunteers, and plan and host public events in the parks with support from volunteers. Some weekend work will be required.~~

9.7. Research grant opportunities and prepare grant applications to fund park improvement projects, including State and private grant sources. Implement grant funded projects and administer grants, including grant reporting.

~~10. Prepare the Parks draft budget; assist in budget preparation with the Parks Committee; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.~~

~~11. Develop and manage park information on the Township website.~~

12.8. Work with Township Treasurer's staff to manage rentals of park facilities for private and public events.

13.9. Build and maintain positive working relationships with co-workers, other parks and open space organizations, employees and the public using principles of good customer service.

14.10. Represent the Township to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

15.11. Research and prepare technical and administrative reports; prepare written correspondence.

16.12. Provide landscape plan review support to planning staff.

The above statements are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all job duties.

Employment Qualifications:

DRIVERS LICENSE REQUIREMENT: Must maintain a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses).

EDUCATION: Equivalent to a Bachelor's degree from an accredited college or university with major course work in landscape architecture, parks and recreation, environmental design, or a related field.

EXPERIENCE: Two years of increasingly responsible experience in park planning, design, and development.

These qualifications represent guidelines; alternative qualifications may be substituted if sufficient to perform duties required by position.

CHARTER TOWNSHIP OF OSHTEMO POSITION DESCRIPTION

Position Title: **PARKS DIRECTOR**

General Summary:

Under the direct supervision of the Township Supervisor, the Parks Director manages the operations and development of Oshtemo's park system. The person in this position is the primary liaison with the Parks Committee, a sub-committee of the Township Board that serves as an advisory body and makes recommendations for planning, management, and budgetary decisions regarding parks in the Township.

Physical Requirements:

Physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this job. Reasonable accommodations may be made upon request to enable an individual with a disability to perform these essential job functions.

The employee must be able to visit all park properties within the Township. The ability to drive is required in order to view the parks and their amenities. During park visits park properties in order to review all on-site structures, trails, playground equipment, athletic fields, etc.

While at the office, the Parks Director must be able to type reports and permits and prepare maps. The Parks Director must also be able to visually review schematic drawings, permit applications, site plans and related documents. In addition, the employee must be able to meet with outside agencies and organizations.

Several days of the year, the employee must be able to work up to 12 hours per day and attend necessary public meetings. During public input meetings, Planning Commission, and Township Board meetings, the employee must also be able to present reports publicly using a computer and a projector system.

The ability to operate a computer, copy machine, and answer the telephone is absolutely necessary.

The ability to communicate the goals of the Parks Committee, prepare reports and analyses and recommendations not only to the public, but also to the Parks Committee, Planning Commission, Township Board, orally and in writing, in English, is required.

Typical Responsibilities:

1. Develop and implement the annual work plan for parks, lead projects and programs, monitor work flow, review and evaluate work products, methods and procedures.
2. Responsible for the parks budget, including development, administration, and forecasting of funds needed for staffing, equipment, materials and supplies.
3. Responsible for updating and implementing the Five-Year Parks and Recreation Master Plan.
4. Provide staff support to Oshtemo Friends of the Parks' Board, coordinate volunteer projects in the parks, including recruiting and managing volunteers, and plan and host public events in the parks with support from volunteers. Some weekend work will be required.
5. Develop and manage park information on the Township website.

6. Develop and implement parks and open space goals, objectives, policies and procedures. Seek and utilize public input in the development of parks and open space goals and objectives.
7. Research grant opportunities and prepare grant applications to fund park improvement projects, including State and private grant sources. Implement grant funded projects and administer grants, including grant reporting.
8. Work with Township Treasurer's staff to manage rentals of park facilities for private and public events.
9. Build and maintain positive working relationships with co-workers, other parks and open space organizations, employees and the public using principles of good customer service.
10. Represent the Township to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
11. Research and prepare technical and administrative reports; prepare written correspondence.
12. Provide landscape plan review support to planning staff.

The above statements are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all job duties.

Employment Qualifications:

DRIVERS LICENSE REQUIREMENT: Must maintain a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses).

EDUCATION: Equivalent to a Bachelor's degree from an accredited college or university with major course work in landscape architecture, parks and recreation, environmental design, or a related field.

EXPERIENCE: Two years of increasingly responsible experience in park planning, design, and development.

These qualifications represent guidelines; alternative qualifications may be substituted if sufficient to perform duties required by position.

Memorandum



Date: 14 March 2023
To: Township Board
From: Sara Feister, HR/Benefit Coordinator
Subject: Consideration of Park Planner/Landscape Architect Job Description

Objective

Requesting Board consideration of the proposed Park Planner/Landscape Architect job description.

Background

This job description comes in response to the request from the Board at the Board meeting on 02/28/23. Per Board request, the Parks Director position responsibilities were to be split into two part time positions. This new job description addresses the second part time position for the Parks Department.

Information Provided

- Proposed Park Planner/Landscape Architect Job Description

Core Values

Professionalism, Sustainability

CHARTER TOWNSHIP OF OSHTEMO POSITION DESCRIPTION

Position Title: **PARK PLANNER/LANDSCAPE ARCHITECT**

General Summary:

Under the direct supervision of the Parks Director (or the Township Supervisor in the Parks Director's absence), the Park Planner/Landscape Architect develops short- and long-range plans for the improvement, expansion, and development of Oshtemo Township's park system. The person in this position also assists with management and operations of the parks and works closely with the Parks Committee, a sub-committee of the Township Board that serves as an advisory body and makes recommendations for planning, management, and budgetary decisions regarding parks in the Township.

Physical Requirements:

Physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this job. Reasonable accommodations may be made upon request to enable an individual with a disability to perform these essential job functions.

The employee must be able to visit all park properties within the Township. The ability to drive is required in order to view the parks and their amenities. During park visits park properties in order to review all on-site structures, trails, playground equipment, athletic fields, etc.

While at the office, the Park Planner must be able to type reports and permits and prepare maps. The Park Planner must also be able to visually review schematic drawings, permit applications, site plans and related documents. In addition, the employee must be able to meet with outside agencies and organizations.

Several days of the year, the employee must be able to work up to 12 hours per day and attend necessary public meetings. During public input meetings, Planning Commission, and Township Board meetings, the employee must also be able to present reports publicly using a computer and a projector system.

The ability to operate a computer, copy machine, and answer the telephone is absolutely necessary.

The ability to communicate the goals of the Parks Committee, prepare reports and analyses and recommendations not only to the public, but also to the Parks Committee, Planning Commission, Township Board, orally and in writing, in English, is required.

Typical Responsibilities:

1. Plan and carry out land acquisition, park design, development, and improvement projects as identified in the Five-Year Parks and Recreation Master Plan or as directed by the Parks Committee.
2. Assist in the update and implementation of the Five-Year Parks and Recreation Master Plan.
3. Assist in development of the annual budget for parks and help administer the parks budget, including participating in the forecast of additional funds needed for staffing, equipment, materials, and supplies.
4. Develop and oversee implementation of landscape planting and ecological restoration projects in the parks.

5. Provide assistance with volunteer projects in the parks, including recruiting and managing volunteers, and plan and host public events in the parks with support from volunteers. Some weekend work will be required.
6. Assist in developing and implementing parks and open space goals, objectives, policies, and procedures. Seek and utilize public input in the development of parks and open space goals and objectives.
7. Research grant opportunities and prepare grant applications to fund park improvement projects, including State and private grant sources. Implement grant funded projects and administer grants, including grant reporting.
8. Work with Township Treasurer's staff to manage rentals of park facilities for private and public events.
9. Build and maintain positive working relationships with co-workers, other parks and open space organizations, employees and the public using principles of good customer service.
10. Represent the Township to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
11. Research and prepare technical and administrative reports; prepare written correspondence.
12. Provide landscape plan review support to planning staff.

The above statements are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all job duties.

Employment Qualifications:

DRIVERS LICENSE REQUIREMENT: Must maintain a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses).

EDUCATION: Equivalent to a Bachelor's degree from an accredited college or university with major course work in landscape architecture, parks and recreation, environmental design, or a related field.

EXPERIENCE: Two years of increasingly responsible experience in park planning, design, and development.

These qualifications represent guidelines; alternative qualifications may be substituted if sufficient to perform duties required by position.

Memorandum

Date: 14 March 2023
To: Township Board
From: Sara Feister, HR/Benefit Coordinator
Subject: Township Engineer Job Description



Objective

MOTION: Board approval of the proposed Township Engineer job description.

Background

The Board consensus in September 2022 was to recommend the addition of a part time Township Engineer position in the 2023 proposed budget. Following that consensus, and with work of the Public Works Director, HR, and Personnel Director, the recommendation is to adopt the job description for the Township Engineer. The intention is to begin recruiting for the position in Q2 2023.

Attachments

- Township Engineer Job Description

Core Values

Public Service, Sustainability, Innovation, Professionalism, Integrity

CHARTER TOWNSHIP OF OSHTEMO POSITION DESCRIPTION

Position Title: **TOWNSHIP ENGINEER**

General Summary:

Under the direct supervision of the Director of Public Works, performs professional and technical engineering duties for the Township. The main responsibility of the Township Engineer is reviewing new development site plans, subdivisions, plats and other private developments. This position entails a key-roll in a multi-agency, multi-departmental and multi-disciplinary team used in reviewing Township development proposals.

Physical Requirements:

Physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this job. Reasonable accommodations may be made upon request to enable an individual with a disability to perform these essential job functions.

The employee must be able to drive in order to visit properties within the Township. Property visits will be required to evaluate development projects, site design, water run-off, water retention, compliance with construction plans and design, etc. While on site the employee must be able to traverse rough terrain in order to complete on-site inspections.

The Township Engineer must also be able to visually review schematic drawings, permit applications, site plans and related documents both hardcopies and digital. The Township Engineer must be able to effectively communicate detailed, technical information in digital reports. In addition, the employee must be able to meet with external organizations on occasion.

The ability to operate a computer, copy machine, and answer the telephone is absolutely necessary.

Typical Responsibilities:

1. Research historical records, Township documents, and other agency requirements.
2. Review, analyze, and report on development site plans, design details and specifications for compliance with Township ordinances, policies, and specifications. Specific areas of civil engineering expertise include, but are not limited to, stormwater retention, site plan grading, utility (public water, sanitary sewer, storm sewer) design, road network layout and access, non-motorized facilities guidelines, and easement language.
3. Provide review and feedback on existing Township ordinances and regulations.
4. Oversees and reviews consultant's work for accuracy and professionalism and technical details on Township capital projects.

5. Answers technical questions and provides information to the public.
6. Evaluate Township inquires and provides advisory and technical experience services to other Township departments on matters related to professional civil engineering.

The above statements are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all job duties.

Employment Qualifications:

DRIVERS LICENSE REQUIREMENT: Must maintain a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses).

EDUCATION: Bachelor's degree in Civil Engineering.

EXPERIENCE: Four (4) years as Civil Engineer. Extensive knowledge of civil engineering, survey and design; working knowledge of construction methods, thorough knowledge of site development design.

- Expertise in the use of MS Word, Excel, and Outlook is essential.
- Certification: Professional Engineer (PE) License preferred.
- This position requires strong written, verbal and organizational skills to be effective.
- Strong ability to participate in a team-oriented environment as well as function independently.

These qualifications represent guidelines; alternative qualifications may be substituted if sufficient to perform duties required by position.

Effective Date: 03/14/23