

**DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

**Meeting Location – Community Services Center**

**2074 Aurelius Road, Holt, MI**

**Tuesday, January 31, 2017**

**7:00 p.m.**

**AGENDA**

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Comments from the Public**

ANYONE WISHING TO COMMENT ON ANY MATTER NOT ON THE AGENDA MAY DO SO AT THIS TIME. PERSONS ADDRESSING THE BOARD MUST STATE THEIR NAME AND ADDRESS FOR THE RECORD AND WILL BE GIVEN FOUR (4) MINUTES.

**Set/Adjust Agenda**

**Approval of Minutes: Regular Meeting of November 29, 2016**

**Brownfield Meeting of November 29, 2016**

**Business**

1. Realize Cedar Engineering and Oversight Proposal
2. Award Bid for Cedar Street to Trailhead Park Sidewalk
3. Adopt Resolution No. 2017-001: MDNR Trust Fund Grant Application
4. Nomination and Election of 2017 DDA Board Officers

**Late Agenda Item**

5.

**Reports**

6. Executive Director
7. Farmers Market
8. Holt Non-Profit Coalition
9. Marketing Committee
10. Planning Commission
11. Supervisor
12. Treasurer
13. Members

**Limited Comments**

MEMBERS OF THE PUBLIC MAY TAKE THE OPPORTUNITY TO ADDRESS THE BOARD REGARDING ANY ITEM ON THE AGENDA AT THE TIME SUCH ITEM IS OPEN FOR DISCUSSION BY THE BOARD. ANYONE WISHING TO COMMENT ON ANY MATTER NOT ON THE AGENDA MAY DO SO AT THIS TIME.

**Adjournment**

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 29, 2016**

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The Downtown Development Authority met Tuesday, November 29, 2016 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Vice Chairperson Fauser called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

**MEMBERS PRESENT:** Kim Cosgrove, Tim Fauser, John Hayhoe, Steven L. Marvin, Nanette Miller, Tonia Olson

**MEMBERS ABSENT:** Harry Ammon, Brian Houser, David Leighton

**OTHERS PRESENT:** C. Howard Haas, DDA Executive Director; Lori Underhill, Secretary

**PUBLIC COMMENT:** None.

**SET/ADJUST AGENDA**

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There were no adjustments to the agenda.

Newly elected Township Supervisor John Hayhoe was welcomed by the Board.

**APPROVAL OF MINUTES**

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**Cosgrove moved, Olson supported, to approve the regular meeting minutes of October 25, 2016.**

A Voice Poll Vote was recorded as follows: All Ayes  
Absent: Ammon, Houser, Leighton

**MOTION CARRIED**

**BUSINESS**

**PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES, PLANNING AND CONSTRUCTIONS SERVICES: CEDAR STREET TO TRAILHEAD PARK – HUBBELL, ROTH & CLARK, INC.**

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Community Development Director Tracy Miller offered background on the Township Non Motorized Trail Master Plan and the importance of connecting current Township trails. In order for our planned Trailhead Park at the Cedar Street roundabout to be grant eligible, it must connect to existing trails. Hubbell, Roth & Clark, Inc. (HRC) is knowledgeable about our community and infrastructure and is the preferred engineering services contractor for projects on Township property. HRC will invite contractors onsite and the project will be engineered as it progresses.

**Cosgrove moved, Hayhoe supported, to approve the Proposal for Professional Engineering Services, Planning and Construction Services: Cedar Street to Trailhead Park Sidewalk from Hubbell, Roth & Clark, Inc. in the amount of \$20,610.**

A Roll Call Vote was recorded as:

Ayes: Cosgrove, Fauser, Hayhoe, Marvin, Miller, Olson

Absent: Ammon, Houser, Leighton

**MOTION CARRIED**

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 29, 2016**

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**RESOLUTION NO. 2016-006: ADOPTING FY 2017 DOWNTOWN DEVELOPMENT  
AUTHORITY BUDGETS**

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**Olson moved, Miller supported, to adopt Resolution No. 2016-006, a resolution  
adopting the Fiscal Year ending December 31, 2017 Delhi Charter Township  
Downtown Development Authority Budgets.**

A Roll Call Vote was recorded as:

Ayes: Cosgrove, Fauser, Hayhoe, Marvin, Miller, Olson

Absent: Ammon, Houser, Leighton

**MOTION CARRIED**

**REPORTS**

**Executive Director**

Executive Director Haas reported on his meeting with Holt Public Schools regarding the construction of a cooperative parking lot near Hope Middle School. The public relations firm Byrum Fisk will be meeting with Capital Area Transportation Authority, Capital Area District Library, and Lansing Community College on the Township's behalf in hopes of securing new revenue sharing agreements for the DDA Plan Extension.

The DDA is close to closing on a property swap with DTN near the roundabout property. Contamination delineation has occurred at 2313 Cedar Street. A company has identified a problem with the conduit the DDA installed along Holloway Drive. DDA staff is working to resolve the problem. 2040 Cedar Street will be demolished by the end of the year. A March 2017 closing date is anticipated on approximately 5 acres on Holloway Drive with the Li family.

**Holt Non-Profit Coalition**

Ms. Underhill reported that the IRS has approved the 501(c)(3) filing status application.

**Holt Farmers Market**

An Open House is scheduled for Wednesday, November 30<sup>th</sup>, immediately following the Township Tree Lighting Ceremony.

**Advertising & Marketing Committee**

Ms. Underhill reported that the advertising campaign for HoltNow is going very well. An agreement among all involved agencies is being drafted to address costs.

**Planning Commission**

Ms. Olson reported that an expansion for The Idea People (4641 Willoughby Road) was approved. An update to the Non Motorized Trail Master Plan was also approved.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 29, 2016**

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**Supervisor**

John Hayhoe reported on the swearing in ceremony for newly elected Township officials. He, along with Holt Public Schools Superintendent, Dr. David Hornak, will be collaborating on a weekly podcast highlighting events in the Township and the schools. The Tree Lighting Ceremony will take place on Wednesday, November 30<sup>th</sup> at 6:30 p.m. in Veterans Memorial Gardens. The Holt Business Alliance will be hosting open houses at various local businesses.

**Treasurer**

There was no report.

**Members**

None.

**Limited Comments**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:26 p.m.

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Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 29, 2016**

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The Brownfield Redevelopment Authority met Tuesday, November 29, 2016 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Vice Chairperson Fauser called the meeting to order at 7:26 p.m.

**MEMBERS PRESENT:** Kim Cosgrove, Tim Fauser, Steven L. Marvin, Nanette Miller, Tonia Olson

**MEMBERS ABSENT:** Harry Ammon, Brian Houser, David Leighton

**OTHERS PRESENT:** C. Howard Haas, DDA Executive Director; Lori Underhill, Secretary

**PUBLIC COMMENT:** None

**SET/ADJUST AGENDA**

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There were no adjustments to the agenda.

**APPROVAL OF MINUTES**

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**Olson moved, Cosgrove supported, to approve the regular meeting minutes of October 25, 2016.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Houser, Leighton

**MOTION CARRIED**

**RESOLUTION NO. 2016-002: ADOPTING FY 2016 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET**

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**Hayhoe moved, Cosgrove supported, to adopt Resolution No. 2016-002, a resolution adopting the Fiscal Year ending December 31, 2017 Brownfield Redevelopment Authority Budget and its subset, Local Site Remediation Fund.**

A Roll Call Vote was recorded as:

Ayes: Cosgrove, Fauser, Hayhoe, Marvin, Miller, Olson

Absent: Ammon, Houser, Leighton

**MOTION CARRIED**

**Limited Comments**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:28 p.m.

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Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL



**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**  
2045 NORTH CEDAR STREET, SUITE 2  
TELEPHONE (517) 699-3866  
FACSIMILE (517) 699-3878  
www.delhidda.com

January 24, 2017

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Realize Cedar: Proposal for Professional Engineering Services

The Realize Cedar Plan was recently adopted by the Delhi Township Planning Commission and Board of Trustees. As we move forward with implementing the first phase of the corridor redesign, a reliable partner is needed to perform the engineering and design tasks. To that end, we have asked Hubbell, Roth & Clark, Inc. (HRC) to submit a proposal for this work. A representative from HRC and Tracy Miller, Community Development Director, will be joining us at the meeting to discuss the project. Bond proceeds will be utilized to fund this project. I therefore offer the following recommended motion:

**I move to approve the Proposal for Professional Engineering Services for the Realize Cedar – Corridor Redesign Phase I project from Hubbell, Roth & Clark, Inc. in the amount of \$193,000.**

**PRINCIPALS**

Daniel W. Mitchell  
Nancy M. D. Faught  
Keith D. McCormack  
Jesse B. VanDeCreek  
Roland N. Alix  
Michael C. MacDonald  
James F. Burton  
Charles E. Hart

**SENIOR ASSOCIATES**

Gary J. Tressel  
Randal L. Ford  
William R. Davis  
Dennis J. Benoit  
Robert F. DeFrain  
Thomas D. LaCross  
Albert P. Mickalich  
Timothy H. Sullivan

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Donna M. Martin  
Colleen L. Hill-Stramsak  
Bradley W. Shepler  
Karyn M. Stickel  
Jane Graham  
Thomas G. Maxwell  
Todd J. Sneathen  
Aaron A. Uranga  
Salvatore Conigliaro

**HUBBELL, ROTH & CLARK, INC.**  
OFFICE: 2101 Aurelius Road, Suite 2A  
Holt, MI 48842  
PHONE: 517.694.7760  
WEBSITE: [www.hrc-engr.com](http://www.hrc-engr.com)  
EMAIL: [info@hrc-engr.com](mailto:info@hrc-engr.com)

January 24, 2017

Delhi Charter Township  
2074 Aurelius Road  
Holt, Michigan 48842

Attn: Ms. Tracy Miller, Director of Community Development

Re: Proposal for Professional Engineering Services HRC Job No. 20161043  
Realize Cedar Street - Corridor Redesign Phase I

Dear Ms. Miller:

We appreciate the opportunity to provide this proposal for professional engineering services for the re-design of the Cedar Street corridor within the Delhi Township limits, I-96 to I-127 in accordance with the Realize Cedar St master plan.

**Statement of Understanding**

The Township, with the assistance and input of a number of different municipalities, Commissions, and stakeholders, has developed a master plan to provide a comprehensive vision to create a viable and vibrant corridor along Cedar St through the Township.

It is our understanding that the maximum potential funding available for the project is currently estimated at \$15 million, but the actual amount available will not be known until April. In order to meet the Township's goal of starting construction in early 2018, it is necessary to proceed with some of the initial design tasks which will be necessary regardless of the amount of funding available. If the funding were to increase beyond the current anticipated base amount, the scope of the project can change to incorporate additional improvements contemplated in the master plan.

Based on discussions, HRC is proposing to focus on an available project budget of \$5 million to accomplish the proposed reconstruction of the roadway and any appurtenances. The limits of the work would focus on Cedar Street just north of Aurelius to south of Holt Road. The proposed work would include all road and preliminary utility improvements as well as aesthetic improvements such as lights, paths, benches, etc. The initial design work would include civil and electrical engineering, pavement design, storm water drainage, underground utility design / coordination (public and private), management of regulatory approvals, vehicular traffic design, and the design and modifications of traffic signals at several intersections.

As part of the professional engineering services, HRC proposes to hire any necessary sub consultants for the corridor design. This list of sub consultants may include, but is not be limited to, a communications specialist, Spicer Group, and SME.

## **Project Tasks**

### **Task 1 – Preliminary Engineering**

The first step in our design proposal includes a more detailed extraction of the elements of the master plan associated with redesigning the road. HRC participated in the plan preparation as a sub consultant for McKenna and as a volunteer on the Steering Committee. Thus, we are very familiar with the plan and the Township's vision. We will produce an engineering work plan to implement this Phase. HRC will also walk the corridor and note possible issues to include in the team's review. This will help to better define the scope of the project and resolve preliminary concerns.

After completing the in-house review, we will meet with the DDA and Township to discuss the results of our review and our suggested strategy for proceeding. The primary objective of this meeting will be to define the design elements which will be included in the first phase of the project and how best to include these items. As part of the design process, we will conduct monthly progress meetings.

HRC will also deploy its Client Interview Process (CIP) to first identify, and then document, track, and measure the outcomes the Township desires for this project. We consider this an essential element to obtain stakeholder input and to get the project right. There will be no cost to the Township associated with the CIP.

HRC will prepare preliminary cost estimates and engineering scope in accordance with a detailed and prioritized list of improvements.

### **Task 2 – Topographic Survey/Field Utility Investigation**

Spicer Group drove the entire Cedar Street corridor utilizing their mobile GPS survey equipment for a previous project. HRC will request the processing of the topographic data for the limits of the proposed project. This will help to minimize the needs of additional field survey. The data obtained from the mobile survey will include curb and gutter, building facades, utilities, driveways, sidewalks, and other pertinent features in order to properly design the project. HRC will also need to provide some limited field survey to confirm any miscellaneous utility information, missing data, and property corners in isolated areas. Property lines will also be researched and drawn.

### **Task 3 – Preliminary Layout and Design**

Based on the mobile mapping information and the supplemental topographic survey, a final exhibit of roadway improvements will be prepared for review by the Director of Community Development and for presentation to the Township Board if appropriate, and then the Ingham County Road Department

This task will include identification of specific project limits, easement needs, utilities, determination of soil boring locations, review of aesthetic treatments, etc. This task will also identify key issues and constraints for consideration during design that will affect the project budget, schedule, and permitting.



#### Task 4 – Utility Coordination and Layout

Early in the design process, we will submit plans to the utility companies and local agencies for review. Review comments and input received will be coordinated and incorporated into the plans as appropriate. This information will be utilized to determine possible options for relocating underground utilities or to the rear of the buildings. Any utility work and streetscape work will require a permit from ICDTR in order to complete the work within right-of-way. HRC will coordinate with the Township to update any necessary sewer improvement plans into the final design document.

#### Task 5 – Easement Acquisition

Most of this project is located within the existing right-of-way which is ICDTR or Township owned property.

However, the pedestrian facilities and other amenities may require easements or grading permits. These will be identified during Task 3. Assuming that no condemnation will be required, it would be the intent of the project team to have the easements completed by September of 2017.

The task budget includes preparing the proper documentation for the identified easements and negotiating easement terms with the property owners, in conformance with Federal easement rules as necessary. Once the easement documentation is completed, it will be mailed out. The mailing will include a description of the project and offer to meet individually with each property owner. HRC assumes that the Township will provide address lists for mailings to the public. Individual meetings will be set up (assuming 2 per property) to discuss their individual needs and negotiate terms. HRC will keep a record of negotiations and follow the appropriate guidelines for acquisition.

The task at this time does not include any efforts related to condemnation should that be necessary. Additional budget costs for this, including any required appraisals, title commitments, and legal assistance, will be provided if agreements cannot be made with the property owners.

#### Task 6 – Funding Opportunities

HRC will evaluate potential supplemental funding opportunities and create a decision model to aid in determining the viability and requirements of the proposed source of funds. Some of the potential opportunities are: CMAQ, TAP, Economic development grants, and STP funds. These are all available through the local planning organization, Tri-County Regional Planning Association and MDOT. HRC is very familiar with these funding programs and the requirements involved.

As part of this task, HRC will prepare one funding application and any required documentation for the appropriate funding option.

#### Task 7 – Preparation of 50% Plans and Specifications

HRC will proceed with the design in accordance with MDOT Local Agency Program and ICDTR Guidelines utilizing the results of the above tasks. This will include the development of detailed plans, specifications, and estimates for construction. Key steps within this task include any modifications to the existing drainage system, identification of utility relocations or repairs, and permanent signing and pavement markings. The plans will be designed and submitted for Township, ICDTR, ICDC, and MDOT reviews.

We will develop streetscape construction drawings based on the conceptual design, input from the DDA, and the Township. The conceptual plans will be reviewed in detail to clarify design elements for inclusion. Field work will be completed to verify proposed improvements do not interfere with business entry ways and other existing features which will remain. Essentially, the improvements will consist of removing and replacing the road pavement with a new road section with a 20-year design life. It is our understanding that the new cross section will be three lanes, two travel lanes with a center left turn lane, and on street parking as applicable. The existing curb and gutter will be replaced to allow for the addition of on street parking and the inclusion of additional amenities such as sidewalks, planters, etc. All of the existing utilities will be inspected and evaluated in conjunction with the overall project keeping in mind the impacts on local businesses and foot traffic. A review set will be submitted at 50% completion of the design, and HRC will host a construction document review with Township staff and necessary stakeholder at this stage. At this time, detailed coordination with other services will be discussed and coordinated.

#### Task 8 – Permitting

Several permits will be required for the construction of this project. An MDEQ permit will be required for any water or sanitary sewer modifications, and an ICDTR permit will be required for all work within the right-of-way. It is assumed that storm water drainage will be effected so, the Ingham County Drain Office (ICDC) will require a permit for any changes to the current system.

This task will include preparation and submittal of the permit applications. Permit fees will be paid directly by the Township

#### Task 9 – General Administration

During the course of the project, there are several task and milestones that will need to be met. This task will include a kickoff meeting, monthly progress reports, four (4) status update meetings with Township staff, and two Public Meetings/Board Meetings. This task will include the preparation of meeting minutes for each of the meetings held.

HRC will attend one public informational meeting to present the project and to review the project schedule. We will provide exhibits and handouts which convey the project scope.

We will prepare an initial project schedule that will be continually revised throughout the design process.

We will meet bi-monthly with the DDA and Township to coordinate design updates, permit conditions, coordination efforts, and project schedule. The objective of these meetings is to receive input from all stakeholders and to ensure design objectives are being met. We will prepare and distribute meeting agendas and minutes.

We will interview and contract with a communications consultant to develop a communications plan which will include a strategy to provide general information and regular updates to the business owners and community.

**Deliverables**

We anticipate the following deliverables:

- Client Interview Process documentation
- Preliminary Layout Exhibit, Details, and Estimates of Costs
- Easement Documentation
- Permit Applications
- 50% Plans and Specifications
- Monthly Progress Reports
- Meeting Minutes
- Public meeting exhibits and handouts
- Project schedule
- Communication plan

**Fee**

Based on the above project scope and estimated staff requirements and hours shown on the table, we propose to perform this project for an estimated time and materials fee of **\$193,000**. This includes allocations of services to be performed by a communications consultant, Spicer Group, and Soils and Materials Engineering (SME).

	Task	Cost
1	Preliminary Engineering	\$ 10,000
2	Topographic Survey/Field Utility Investigation	\$ 12,000
3	Preliminary Layout and Design	\$ 15,000
4	Utility Coordination and Layout	\$ 15,000
5	Easement Acquisition	\$ 5,000
6	Funding Opportunities	\$ 8,000
7	50 % Plans and Specifications	\$ 63,000
8	Permitting	\$ 10,000
9	General Administration	\$ 15,000
	<b>TOTAL</b>	<b>\$153,000</b>
<b>Total HRC</b>		<b>\$ 153,000</b>
<b>Communication Consultant</b>		<b>\$ 15,000</b>
<b>Topographic Survey Processing</b>		<b>\$ 15,000</b>
<b>Soil Borings / Geotechnical Consultation</b>		<b>\$ 10,000</b>
<b>TOTAL</b>		<b>\$ 193,000</b>

**Work Not Presently Included in our Scope**

This proposal is for Phase I of the Preliminary Engineering Realize Cedar Project. At this point, the final scope of the project is not defined. As we proceed with the Phase I tasks, we will develop the final scope to complete the design and proceed to construction. The final scope will become the basis for the Phase II design tasks. Some additional tasks that are not included in this proposal:

1. Final Plans and Specifications
2. Bidding
3. Hydraulic modeling of any major storm sewer improvements
4. Condemnation of easements
5. Appraisals and title commitments for easements
6. Construction Engineering\*

\* An additional proposal for construction engineering will be provided once final design is completed and prior to the start of work

**Schedule**

HRC is prepared to begin immediately upon Township Board approval to meet the Township's desire to start construction early in 2018.

We look forward to the opportunity to be of continued service. We look forward to the opportunity to assist you with this vital redevelopment project for Delhi Township. We look forward to the opportunity to be of continued service to the Township. Please feel free to contact Jamie Burton at (248) 454-6363 should you have any comments or questions on this proposal.

Very truly yours,



James F. Burton, P.E.  
Vice President

TJS

pc: HRC; T. Sneathen, File



**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**  
2045 NORTH CEDAR STREET, SUITE 2  
TELEPHONE (517) 699-3866  
FACSIMILE (517) 699-3878  
www.delhidda.com

January 24, 2017

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Bid Results and Recommendation: Cedar Street to Trailhead Park Sidewalk

At our November 24, 2016 meeting, the Board approved a Proposal for Professional Engineering, Planning and Construction Services for the Cedar Street to Trailhead Park Sidewalk from Hubbell, Roth & Clark, Inc (HRC). The bid documents were sent to a list of preferred contractors and on January 18, 2017, bids were opened at the DDA office. A total of three bids were received (see attached). Based on the low bid and subsequent recommendation from HRC, I offer the following recommended motion:

**I move to award the bid to construct the sidewalk on Cedar Street to the Trailhead Park to Kamminga & Roodvoets, Inc. (K&R) in the amount of \$117,773.00 and authorize HRC to notify the contractor on the behalf of the DDA.**

**PRINCIPALS**

Daniel W. Mitchell  
Nancy M. D. Faught  
Keith D. McCormack  
Jesse B. VanDeCreek  
Roland N. Alix  
Michael C. MacDonald  
James F. Burton  
Charles E. Hart

**SENIOR ASSOCIATES**

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Karyn M. Stickel  
Jane M. Graham  
Thomas G. Maxwell  
Todd J. Sneathen  
Aaron A. Uranga  
Salvatore Conigliaro

**HUBBELL, ROTH & CLARK, INC.**

OFFICE: 2101 Aurelius Road, Suite 2A  
Holt, MI 48842

PHONE: 517.694.7760

WEBSITE: [www.hrc-engr.com](http://www.hrc-engr.com)

EMAIL: [info@hrc-engr.com](mailto:info@hrc-engr.com)

January 20, 2017

Delhi Township Downtown Development Authority  
2045 N. Cedar Street  
Holt, Michigan 49942

Attn: Mr. Howard Haas, Executive Director

Re: Cedar Street to Trailhead Park Sidewalk  
Bid Results and Recommendation

HRC Job No. 20160548

Dear Mr. Haas:

The above referenced project was sent directly to a list of preferred contractors. On January 18, 2017, bids were opened. Three (3) bids were received. Of the three bidders, the low bid was received from Kamminga & Roodvoets, Inc. (K&R) in the amount of \$117,773.00 (see attached). Hubbell, Roth & Clark, Inc. (HRC) has reviewed the three bids and found them to be in order. We have worked with K&R previously and find them to be a good contractor performing quality work in a timely fashion for a reasonable price.

Subject to the contractor providing the required certificates of insurance and bonds, we recommend that the project be awarded to K&R in the amount of their bid, \$117,773.00.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Todd J. Sneathen, P.E.

Associate

TJS/eal

Attachment

pc: Delhi Twp.; J. Elsinga, T. Miller  
HRC; J. Burton, File

**Kammingo & Roodvoets, Inc.**  
 3435 Broadmoor Ave., S.E.  
 Grand Rapids, MI 49512

**Able Concrete, Inc.**  
 1305 Cedar Street, Suite 105  
 Lansing, MI 48910

**GM & Sons, Inc.**  
 6784 Whitmore Lake Road  
 Whitmore Lake, MI 48189

Pay Item Code	Item	Quantity	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	
<b>Base Bid</b>									
1.	1500001 Mobilization, Max	1 LS	\$11,700.00	\$11,700.00	\$3,000.00	\$3,000.00	\$15,000.00	\$15,000.00	
2.	2020004 6"-18" Tree Removal	18 Ea	\$150.00	\$2,700.00	\$200.00	\$3,600.00	\$110.00	\$1,980.00	
3.	2020002 19" or Larger Tree Removal	10 Ea	\$400.00	\$4,000.00	\$1,000.00	\$10,000.00	\$875.00	\$8,750.00	
4.	8030046 Sidewalk, Conc, 6 inch	475 Sft	\$6.00	\$2,850.00	\$5.20	\$2,470.00	\$5.00	\$2,375.00	
5.	8030044 Sidewalk, Conc, 4 inch	7,875 Sft	\$4.00	\$31,500.00	\$4.15	\$32,681.25	\$4.00	\$31,500.00	
6.	2050041 Subgrade Undercutting, Type II	100 Cyd	\$20.00	\$2,000.00	\$99.00	\$9,900.00	\$55.00	\$5,500.00	
7.	3020016 Aggregate Base, 6 inch	900 Syd	\$10.00	\$9,000.00	\$10.35	\$9,315.00	\$17.50	\$15,750.00	
8.	3020020 Aggregate Base, 8 inch	120 Syd	\$13.00	\$1,560.00	\$12.95	\$1,554.00	\$20.00	\$2,400.00	
9.	8060030 Shared Use Path, Grading	1,600 Ft	\$12.00	\$19,200.00	\$6.00	\$9,600.00	\$22.50	\$36,000.00	
10.	2057021 Subgrade Undercutting 1x3	100 Cyd	\$40.00	\$4,000.00	\$111.00	\$11,100.00	\$65.00	\$6,500.00	
11.	3087011 Geogrid, Special	560 Syd	\$5.00	\$2,800.00	\$8.00	\$4,480.00	\$12.00	\$6,720.00	
12.	8167002 Turf Establishment	675 Syd	\$10.00	\$6,750.00	\$10.25	\$6,918.75	\$10.00	\$6,750.00	
13.	2080036 Erosion Control, Silt Fence	1,600 Ft	\$1.80	\$2,880.00	\$2.20	\$3,520.00	\$2.50	\$4,000.00	
14.	2087050 Erosion Control, Inlet Protection, Filter Bag	2 Ea	\$185.00	\$370.00	\$105.00	\$210.00	\$150.00	\$300.00	
15.	5010005 HMA Surface, Rem	30 Syd	\$16.00	\$480.00	\$9.00	\$270.00	\$15.00	\$450.00	
16.	2040050 Pavt, Rem	80 Syd	\$16.00	\$1,280.00	\$9.00	\$720.00	\$15.00	\$1,200.00	
17.	8127051 Traffic Control	1 LS	\$1,250.00	\$1,250.00	\$1,200.00	\$1,200.00	\$2,500.00	\$2,500.00	
18.	8120170 Minor Traffic Devices	1 LS	\$1,250.00	\$1,250.00	\$500.00	\$500.00	\$2,500.00	\$2,500.00	
19.	8120250 Plastic Drum, High Intensity, Furn	50 Ea	\$10.00	\$500.00	\$12.35	\$617.50	\$22.00	\$1,100.00	
20.	8120251 Plastic Drum, High Intensity, Oper	50 Ea	\$1.00	\$50.00	\$8.00	\$400.00	\$1.00	\$50.00	
21.	8167011 Slope Restoration, Type II	25 Syd	\$17.00	\$425.00	\$10.95	\$273.75	\$17.00	\$425.00	
22.	2017002 Clearing, Modified	4,500 Sft	\$0.40	\$1,800.00	\$0.80	\$3,600.00	\$1.00	\$4,500.00	
23.	2017002 Tree Trimming	5 Ea	\$200.00	\$1,000.00	\$400.00	\$2,000.00	\$350.00	\$1,750.00	
24.	8120022 Barricade, Type III, High Intensity, Lighted, Furn	3 Ea	\$50.00	\$150.00	\$17.00	\$51.00	\$175.00	\$525.00	
25.	8120023 Barricade, Type III, High Intensity, Lighted, Oper	3 Ea	\$1.00	\$3.00	\$8.00	\$24.00	\$5.00	\$15.00	
26.	8037010 Concrete Drive Approach, Non-Reinf, 6"	525 Sft	\$7.00	\$3,675.00	\$5.25	\$2,756.25	\$5.00	\$2,625.00	
27.	4017001 Culv, C1 F, Aluminized Steel, 12 inch	80 Ft	\$40.00	\$3,200.00	\$34.00	\$2,720.00	\$28.50	\$2,280.00	
28.	4010094 Culv End Sect, Metal, 12 inch	4 Ea	\$350.00	\$1,400.00	\$110.00	\$440.00	\$250.00	\$1,000.00	
				<b>Base Bid Total</b>	<b>\$117,773.00</b>	<b>Base Bid Total</b>	<b>\$123,921.50</b>	<b>Base Bid Total</b>	<b>\$164,445.00</b>

Additional Bidders:

Engineer's Estimate

**\$139,646.00**

ENGINEER: Todd Sneathen, P.E.  
 Hubbell, Roth & Clark, Inc.  
 2101 Aurelius Rd, Suite 2  
 Holt, MI 48842



**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**  
2045 NORTH CEDAR STREET, SUITE 2  
TELEPHONE (517) 699-3866  
FACSIMILE (517) 699-3878  
www.delhidda.com

January 24, 2017

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: MDNR Trust Fund Grant Application

In recent weeks, I met with representatives of Landscape Architects & Planners (LAP) and Tracy Miller, Delhi Township Community Development Director to discuss the application to the Michigan Department of Natural Resources Trust Fund. Since the Township will actually be the applicant, one important element of the application is a resolution from the DDA Board in support of the project. LAP has drafted such a resolution and it is attached for your review and adoption.

**I move to adopt Resolution No. 2017-001, a resolution approving the Department of Natural Resources Michigan Natural Resources Trust Fund Grant Application.**



**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY  
RESOLUTION NO. 2017-001**

**RESOLUTION TO APPROVE THE DEPARTMENT OF NATURAL RESOURCES  
MICHIGAN NATURAL RESOURCES TRUST FUND GRANT APPLICATION**

At a regular meeting of the Downtown Development Authority of the Charter Township of Delhi, Ingham County, Michigan, held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan 48842 on Tuesday, January 31, 2017 at 7:00 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

**WHEREAS**, the Charter Township of Delhi proposes to submit an application to the Department of Natural Resources for a Michigan Natural Resources Trust Fund Grant for improvements to Cedar Lake Trailhead Park; and

**WHEREAS**, the Charter Township of Delhi is committed to the development and improvement of Cedar Lake Trailhead Park; and

**WHEREAS**, the development and improvement of Cedar Lake Trailhead Park aligns with the mission of the Downtown Development Authority of the Charter Township of Delhi and will help promote economic prosperity and personal wellbeing within the community; and

**WHEREAS**, the Michigan Department of Natural Resources is accepting grant applications for the Michigan Natural Resources Trust Fund until April 1, 2017; and

**WHEREAS**, the Charter Township of Delhi is applying for a Grant to partially fund improvements to the Cedar Lake Trailhead Park, estimated to cost a total of \$1,400,000.00; and

**WHEREAS**, the application to the Michigan Department of Natural Resources will request up to \$300,000 from the Michigan Natural Resources Trust Fund;

**NOW THEREFORE, BE IT RESOLVED THAT** the Downtown Development Authority of the Charter Township of Delhi hereby supports the application to the State of Michigan Department of Natural Resources for a Michigan Natural Resources Trust Fund Grant and will commit to a local match of \$1,100,000 for the funding of improvements to the Cedar Lake Trailhead Park with funds from both the DDA budget and through donations.

AYES:  
NAYS:  
ABSENT:

The foregoing Resolution declared adopted on the date written above.

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Nanette Miller, Downtown Development  
Authority Secretary

**STATE OF MICHIGAN)**  
**) ss**  
**COUNTY OF INGHAM)**

I, the undersigned, the duly qualified Secretary of the Downtown Development Authority for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY, that the foregoing is a true and complete copy of the proceedings taken by the Downtown Development Authority of said Township at a regular meeting held on the 31<sup>st</sup> day of January, 2017.

**IN WITNESS WHEREOF**, I have hereunto affixed my official signature the 1<sup>st</sup> day of February, 2017.

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Nanette Miller, Downtown Development  
Authority Secretary

1/31/17 Motion for DDA Board Officers for calendar year 2017

I move to nominate the following as DDA officers for calendar year 2017:

Chairperson: David Leighton

Vice-Chairperson: Tim Fauser

Secretary: Nanette Miller

Treasurer: Kim Cosgrove