

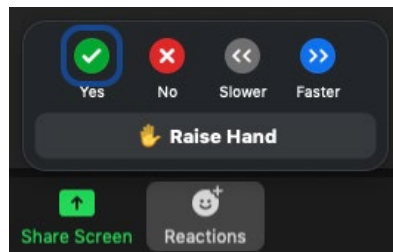
Hybrid Meeting Instructions for the Economic Development Authority Board

The public can view all Union Township meetings live by clicking on our [YouTube Channel](#). For those who would like to participate, you can do so via Zoom.

[Click here](#) to participate in the Zoom Meeting via computer or smart phone. (Meeting ID Enter “849 6026 5496” Password enter “980373”). Access to the electronic meeting will open at 4:20 p.m. and meeting will begin at 4:30 p.m.

Telephone conference call, dial (312-626-6799). Enter “849 6026 5496” and the “#” sign at the “Meeting ID” prompt, and then enter “980373” at the “Password” prompt. Lastly, re-enter the “#” sign again at the “Participant ID” prompt to join the meeting.

- All public comments will be taken at the Public Comment section of the agenda.
- Computer/tablet/smartphone audience: To indicate you wish to make a public comment, please use the “Reactions” icon. **Next, click on the “Raise Hand” icon** near the bottom right corner of the screen.



- **To raise your hand for telephone dial-in participants, press *9.** You will be called on by the last three digits of your phone number for comments, at which time you will be unmuted by the meeting moderator.
- Please state your name and address for the minutes and keep public comments concise.

You will be called upon once all in-person comments have been made, at which time you will be unmuted by the meeting moderator.

Persons with disabilities needing assistance should call the Township office at (989) 772-4600. Persons requiring speech or hearing assistance can contact the Township through the Michigan Relay Center at 711. A minimum of one (1) business day of advance notice will be necessary for accommodation.

Charter Township of Union



**Economic Development Authority Board (EDA)
Regular Meeting – Union Township Hall
Tuesday, June 18, 2024, at 4:30 p.m.**

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
 - May 21, 2024, Regular Meeting
6. PUBLIC COMMENT
7. PRESENTATIONS
 - A. East DDA Fund and West DDA Fund FY2023 Audit Presentation – Ali Barnes, Yeo & Yeo
8. REPORTS
 - A. Accounts payable Approval – May
East DDA District #248 – Check Register
West DDA District #250 – Check Register
 - B. May Financial Reports: Income / Expense Statement; Balance Sheet
East DDA District #248
West DDA District #250
 - C. Board Member Matrix
9. NEW BUSINESS
 - A. RFBA – 2024 Bud Street Sidewalk Extension Bid Response Summary/GFA Recommendation Memmo
 - B. RFBA – Irrigation Design Advisory Services
10. PENDING BUSINESS
11. DIRECTOR COMMENTS
12. ADJOURNMENT
 - Next regularly scheduled meeting Tuesday, July 16, 2024, at 4:30pm

**Charter Township of Union
Economic Development Authority Board (EDA)
Regular Board Meeting
Tuesday, May 21, 2024**

MINUTES

A regular meeting of the Charter Township of Union Economic Development Authority Board was held on May 21, 2024, at the Union Township Hall 2010 S. Lincoln Rd, Mt. Pleasant, MI 48858.

Meeting called to order at 4:30 p.m.

ROLL CALL

Present: Kequom, Zalud, Sweet, Barz, Figg, Coyne (4:41)

Excused: Mielke,

Absent: Bacon, Chowdhary

Others Present: Rodney Nanney – Community & Economic Development Director, Sherrie Teall – Finance Director, Amy Peak – Building Services Clerk

APPROVAL OF AGENDA

MOTION by **Zalud** SUPPORTED by **Figg** to APPROVE the agenda as presented. **MOTION CARRIED 5-0.**

APPROVAL OF MINUTES

MOTION by **Barz** SUPPORTED by **Sweet** to APPROVE minutes from April 16, 2024, meeting. **MOTION CARRIED 5-0.**

PUBLIC COMMENT - None

ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS

Finance Director, Sherrie Teall reviewed the accounts payable for the East DDA. MOTION by **Zalud** SUPPORTED by **Figg** to APPROVE the East DDA payables as presented \$37,761.85. **MOTION CARRIED 5-0.**

Finance Director, Sherrie Teall reviewed the accounts payable for the West DDA. MOTION by **Zalud** SUPPORTED by **Barz** to APPROVE the West DDA payables as presented \$17,626.60. **MOTION CARRIED 5-0.**

Financial reports were RECEIVED AND FILED by Chair Kequom

NEW BUSINESS

A. Election of Officers (Chair, Vice Chair)

MOTIONED by Zalud SUPPORTED by Barz to retain Tom Kequom as Chair and Brian Mielke as Vice Chair, SUPPORTED by Barz. **MOTION CARRIED 6-0.**

B. Discussion on Irrigation system along Pickard.

An extensive discussion was held on how to move forward with the irrigation system on Pickard.

MOTIONED by Zalud **SUPPORTED** by Barz to direct the Township Administration to request Qualification Statements from irrigation design firms and professionals to assist the board with identification of options for how to best proceed with reinstallation of the East DDA District's underground irrigation system along M-20 west of the US-127 interchange. **MOTION CARRIED 6-0.**

BOARD COMMENTS

- Kequom asked that Community and Economic Development Director mention to Gourdie Frasier the specifications for installation of concrete for sidewalks concrete mix and new rules and how quick contractor puts sealer on concrete.

DIRECTOR COMMENTS

- Update on Petro Plaza. The appraisal firm has been chosen and is moving forward.
- Asbestos contractor has provided estimated cost ranges for survey work and material testing.

Next regular EDA meeting to be held on Tuesday, June 18, 2024, at 4:30pm.
Meeting adjourned at 5:37pm

APPROVED BY

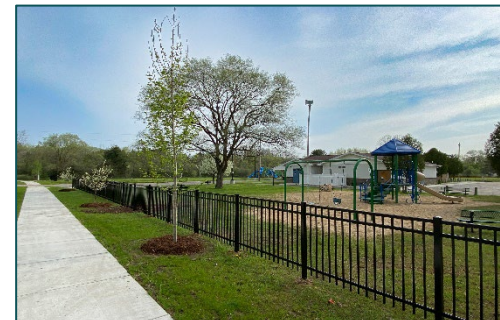
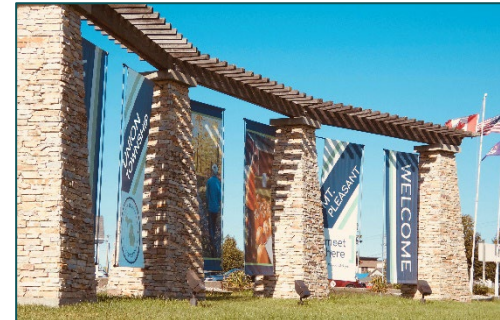
Thomas Kequom, EDA Board Chair

(Recorded by Amy Peak)

Charter Township of Union East and West DDA Audit Results

PRESENTED BY
Ali N. Barnes
CPA, CGFM

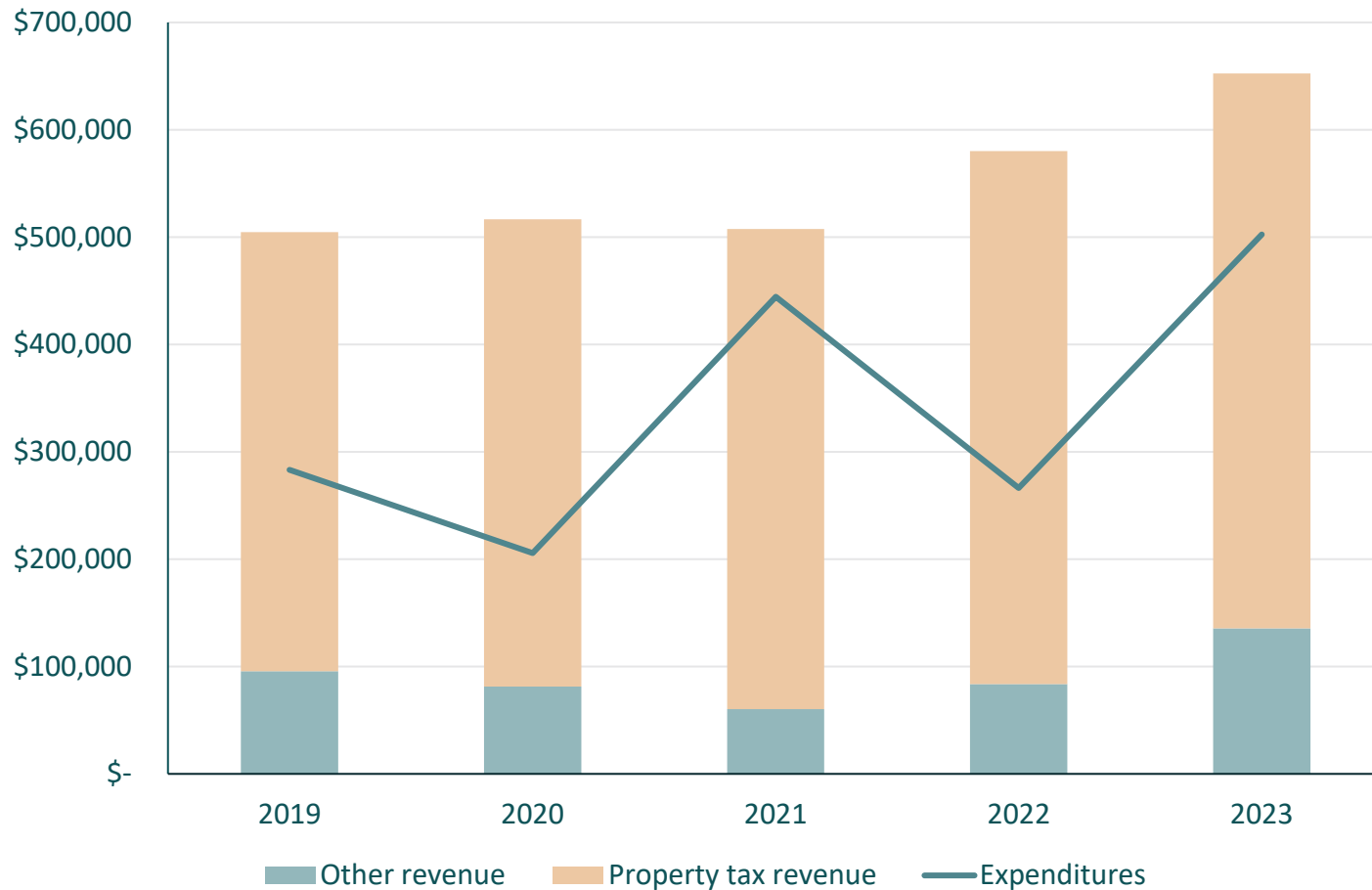
Fiscal Year Ended
December 31, 2023



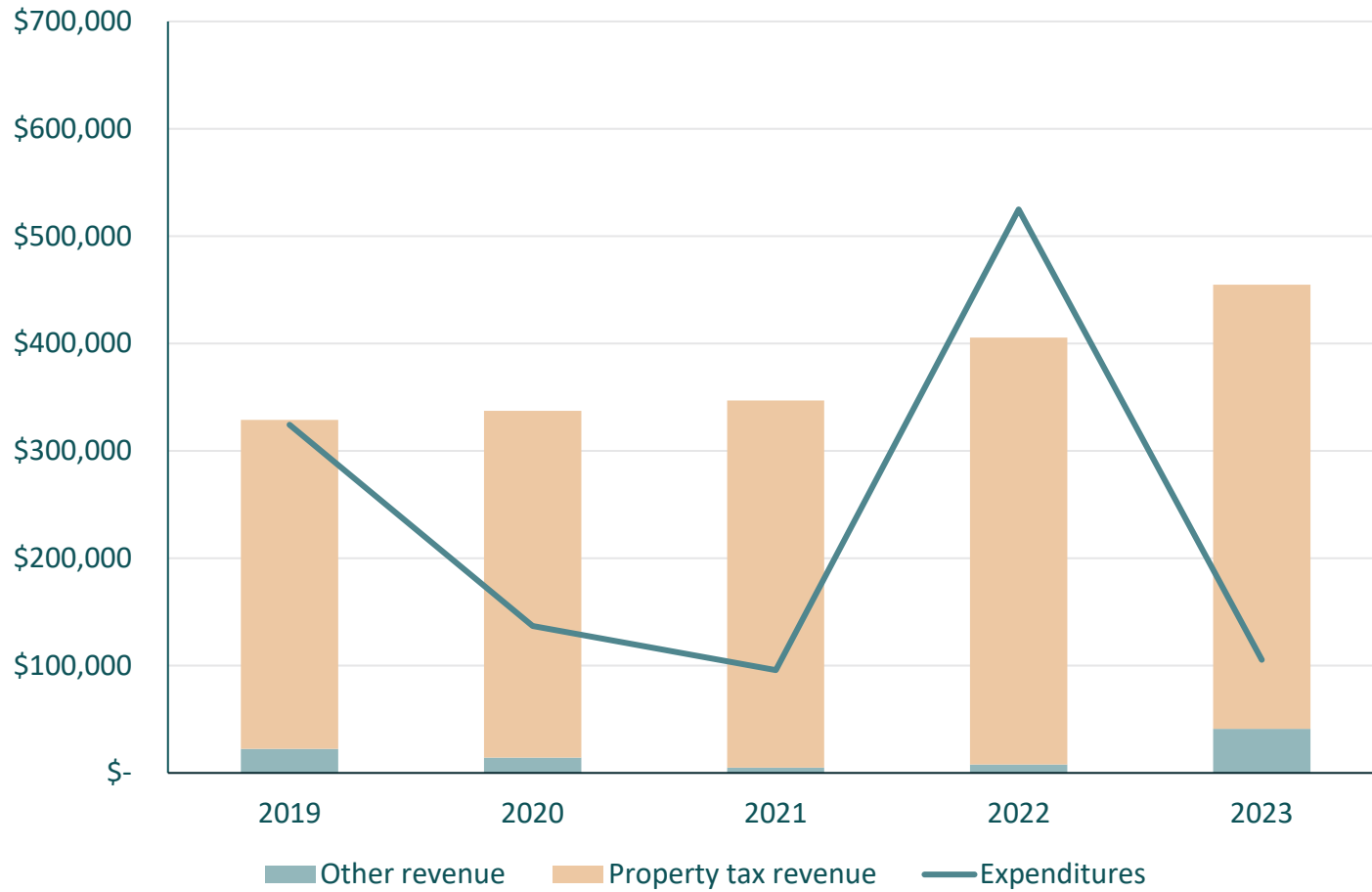
Audit Opinion

- The purpose of an audit
- Unmodified opinion
 - Highest level of assurance
- Management's responsibility
 - Preparation and fair presentation in accordance with GAAP
 - Design, implementation and maintenance of internal controls
- Auditors' responsibility
 - Express opinions on the financial statements based on our audit

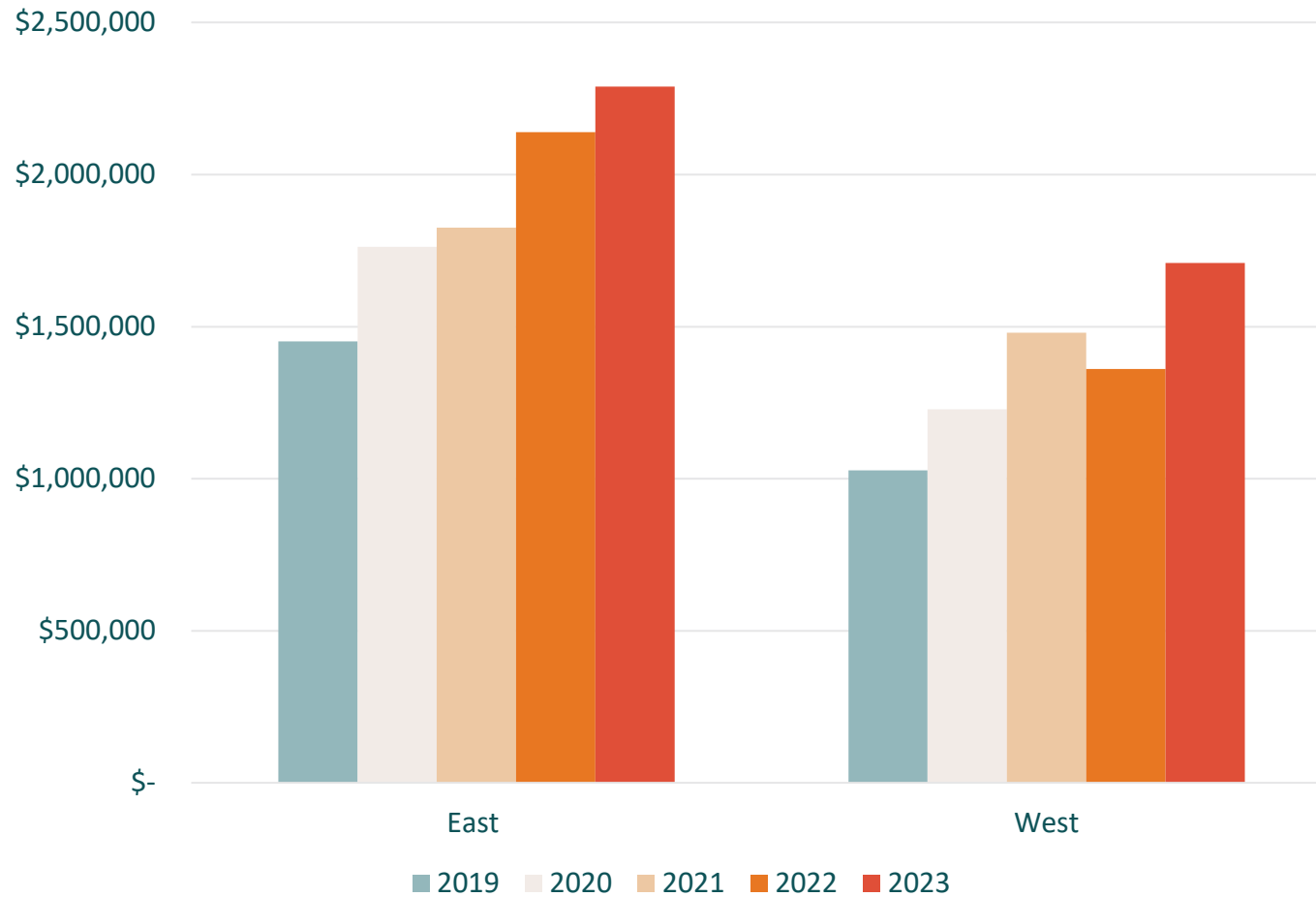
East DDA



West DDA



Net Position



Internal Controls and Compliance

- No Material Weaknesses related to DDA's
- No Significant Deficiencies related to DDA's
- Management Comment
 - Review of journal entries

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VISIT

yeoandyeo.com

CALL

800.968.0010

EMAIL

ali.barnes@yeoandyeo.com

06/12/2024 04:27 PM
 User: SHERRIE
 DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
 CHECK DATE FROM 05/22/2024 - 06/18/2024

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
06/12/2024	248	116 (E)	00146	CONSUMERS ENERGY	1940 S ISABELLA RD	47.40
					2027 FLORENCE ST	47.32
					4923 E PICKARD ST	47.01
					4675 E PICKARD ST	40.88
					4592 E PICKARD ST STE A	48.54
					5771 E PICKARD RD STE B	29.54
					5771 E PICKARD RD STE A	81.91
					5770 E PICKARD ST STE B	29.38
					5770 E PICKARD ST STE A	62.62
					5325 E PICKARD ST	89.10
					2029 2ND ST	75.63
					5157 PICKARD ST STE B	29.54
					5157 E PICKARD ST STE A	45.01
					4900 E PICKARD	36.61
						<u>710.49</u>
06/18/2024	248	4404	00072	BLOCK ELECTRIC	HANG ART REACH BANNERS	1,275.00
					REPLACE WIRE TO SPRINKLER CONTROLLERS	1,200.00
						<u>2,475.00</u>
06/18/2024	248	4405	01741	GOENNER LAWNCARE LLC	LAWN MOWING ALONG PICKARD/EMPTY LOTS	2,775.00
06/18/2024	248	4406	00257	GOURDIE FRASER INC	BUD ST/ISABELLA RD SIDEWALK-FINAL DESIGN	862.50
06/18/2024	248	4407	00324	ISABELLA CORPORATION	WATER SERVICE REPAIR-IRRIGATION ON PICKA	6,745.00
06/18/2024	248	4408	01566	STRATEGIC VALUE MEDIA	AD IN HOME BUILDERS ASSOC MAGAZINE	500.00

248 TOTALS:

Total of 6 Disbursements:

14,067.99

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DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 05/22/2024 - 06/18/2024

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 250 WDDA CHECKING						
06/18/2024	250	303	01566	STRATEGIC VALUE MEDIA	AD IN HOME BUILDERS ASSOC MAGAZINE	500.00
250 TOTALS:						
Total of 1 Checks:						500.00
Less 0 Void Checks:						0.00
Total of 1 Disbursements:						500.00

PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	YTD BALANCE		2024		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
Revenues								
Dept 000 - NONE								
248-000-402.000	CURRENT PROPERTY TAX	516,934.75		557,000.00	557,000.00	0.00		0.00
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00		(250.00)	(250.00)	0.00		0.00
248-000-412.000	DELQ PERSONAL PROPERTY CAPT	3.63		300.00	300.00	0.00		0.00
248-000-414.000	PROPERTY TAX REFUNDS-BOR MTT	0.00		(4,000.00)	(4,000.00)	0.00		0.00
248-000-445.000	INTEREST ON TAXES	0.66		500.00	500.00	0.00		0.00
248-000-573.000	STATE AID REVENUE-LCSA	0.00		69,000.00	69,000.00	0.00		0.00
248-000-665.000	INTEREST EARNED	18,920.24		80,000.00	80,000.00	33,584.87		41.98
248-000-672.000	OTHER REVENUE	0.00		1,000.00	1,000.00	0.00		0.00
Total Dept 000 - NONE		535,859.28		703,550.00	703,550.00	33,584.87		4.77
TOTAL REVENUES		535,859.28		703,550.00	703,550.00	33,584.87		4.77
Expenditures								
Dept 336 - FIRE DEPARTMENT								
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	79,658.26		81,000.00	81,000.00	0.00		0.00
Total Dept 336 - FIRE DEPARTMENT		79,658.26		81,000.00	81,000.00	0.00		0.00
Dept 728 - ECONOMIC DEVELOPMENT								
248-728-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	4,695.75		21,300.00	21,300.00	4,363.90		20.49
248-728-801.001	MAINT- BENCHES/TRASH RECEPTACLES	0.00		5,000.00	5,000.00	0.00		0.00
248-728-801.003	SIDEWALK SNOWPLOWING	4,550.00		15,000.00	15,000.00	6,547.21		43.65
248-728-801.004	LAWN CARE	981.00		35,000.00	35,000.00	4,272.00		12.21
248-728-801.005	IRRIGATION / LIGHTING REPAIRS	132.75		20,000.00	20,000.00	9,539.84		47.70
248-728-801.007	FLOWER / LANDSCAPE MAINTENANCE	0.00		47,000.00	47,000.00	3,313.84		7.05
248-728-826.000	LEGAL FEES	0.00		4,000.00	4,000.00	0.00		0.00
248-728-880.000	COMMUNITY PROMOTION	500.00		16,500.00	16,500.00	6,500.00		39.39
248-728-883.000	COMMUNITY IMPROVEMENT GRANTS	0.00		40,000.00	40,000.00	0.00		0.00
248-728-885.000	STREET LIGHT BANNERS/CHRISTMAS	4,725.00		23,000.00	23,000.00	5,928.39		25.78
248-728-900.000	PRINTING & PUBLISHING	0.00		250.00	250.00	0.00		0.00
248-728-920.000	ELECTRIC/NATURAL GAS	4,058.58		15,000.00	15,000.00	4,126.91		27.51
248-728-920.200	WATER & SEWER CHARGES	159.63		18,000.00	18,000.00	0.00		0.00
248-728-940.000	LEASE/RENT	715.00		1,200.00	1,200.00	715.00		59.58
248-728-955.000	MISC.	0.00		100.00	100.00	0.00		0.00
248-728-957.300	MEMBERSHIP & DUES	162.50		500.00	500.00	0.00		0.00
248-728-963.000	PROPERTY/LIABILITY INSURANCE	1,706.79		2,200.00	2,200.00	2,109.43		95.88
248-728-967.200	WATER SYSTEM PROJECTS	0.00		100,000.00	100,000.00	0.00		0.00
248-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00		520,000.00	520,000.00	26,500.00		5.10
248-728-967.600	PARKS PROJECTS	0.00		90,000.00	90,000.00	0.00		0.00
248-728-971.000	CAPITAL OUTLAY-LAND	0.00		550,000.00	550,000.00	0.00		0.00
248-728-974.000	LAND IMPRVMENTS-GENERAL	0.00		20,000.00	20,000.00	0.00		0.00
248-728-974.200	LAND IMPRVMENTS-PICKARD RIGHT OF WAY	0.00		450,000.00	450,000.00	0.00		0.00
248-728-974.201	LAND IMPRVMENTS-5800 PICKARD/ENTERPRIS	0.00		40,000.00	40,000.00	54.74		0.14
248-728-974.202	LAND IMPRVMENTS-2120 YATS DR	11,925.00		210.00	210.00	54.74		26.07
248-728-974.203	LAND IMPRVMENTS-JONATHON LANE	0.00		210.00	210.00	54.74		26.07
Total Dept 728 - ECONOMIC DEVELOPMENT		34,312.00		2,034,470.00	2,034,470.00	74,080.74		3.64
TOTAL EXPENDITURES		113,970.26		2,115,470.00	2,115,470.00	74,080.74		3.50

PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	YTD BALANCE		2024		YTD BALANCE		% BDT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
Fund 248 - EAST DDA FUND:								
	TOTAL REVENUES	535,859.28		703,550.00	703,550.00		33,584.87	4.77
	TOTAL EXPENDITURES	113,970.26		2,115,470.00	2,115,470.00		74,080.74	3.50
	NET OF REVENUES & EXPENDITURES	421,889.02		(1,411,920.00)	(1,411,920.00)		(40,495.87)	2.87

PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	YTD BALANCE		2024		YTD BALANCE		% BGD USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 250 - WEST DDA FUND								
Revenues								
Dept 000 - NONE								
250-000-402.000	CURRENT PROPERTY TAX	414,115.58		438,600.00	438,600.00		0.00	0.00
250-000-412.000	DELQ PERSONAL PROPERTY CAPT	19.11		50.00	50.00		0.00	0.00
250-000-414.000	PROPERTY TAX REFUNDS-BOR MTT	0.00		(4,000.00)	(4,000.00)		0.00	0.00
250-000-445.000	INTEREST ON TAXES	106.61		200.00	200.00		0.00	0.00
250-000-573.000	STATE AID REVENUE-LCSA	0.00		1,800.00	1,800.00		0.00	0.00
250-000-665.000	INTEREST EARNED	8,168.57		50,000.00	50,000.00		23,578.30	47.16
Total Dept 000 - NONE		422,409.87		486,650.00	486,650.00		23,578.30	4.85
TOTAL REVENUES		422,409.87		486,650.00	486,650.00		23,578.30	4.85
Expenditures								
Dept 336 - FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	65,765.91		66,000.00	66,000.00		0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		65,765.91		66,000.00	66,000.00		0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT								
250-728-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,292.50		13,300.00	13,300.00		2,500.00	18.80
250-728-801.003	SIDEWALK SNOWPLOWING	3,500.00		8,000.00	8,000.00		4,361.40	54.52
250-728-880.000	COMMUNITY PROMOTION	500.00		16,500.00	16,500.00		6,500.00	39.39
250-728-883.000	COMMUNITY IMPROVEMENT GRANTS	0.00		40,000.00	40,000.00		0.00	0.00
250-728-900.000	PRINTING & PUBLISHING	0.00		500.00	500.00		0.00	0.00
250-728-957.300	MEMBERSHIP & DUES	162.50		500.00	500.00		0.00	0.00
250-728-967.400	STREET/ROAD PROJECTS	0.00		50,000.00	50,000.00		0.00	0.00
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00		175,000.00	175,000.00		11,125.00	6.36
250-728-974.204	LAND IMPRVMENTS-REMUS RD RIGHT OF WAY	0.00		50,000.00	50,000.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		7,455.00		353,800.00	353,800.00		24,486.40	6.92
TOTAL EXPENDITURES		73,220.91		419,800.00	419,800.00		24,486.40	5.83
Fund 250 - WEST DDA FUND:								
TOTAL REVENUES		422,409.87		486,650.00	486,650.00		23,578.30	4.85
TOTAL EXPENDITURES		73,220.91		419,800.00	419,800.00		24,486.40	5.83
NET OF REVENUES & EXPENDITURES		349,188.96		66,850.00	66,850.00		(908.10)	1.36

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	8,563.05
248-000-002.000	SAVINGS	353,115.33
248-000-003.001	CERTIFICATE OF DEPOSIT	1,618,082.63
248-000-128.000	ASSETS HELD FOR SALE	32,557.27
Total Assets		2,012,318.28
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	14,067.99
Total Liabilities		14,067.99
*** Fund Balance ***		
248-000-375.000	RESTRICTED FUND BALANCE	2,038,746.16
Total Fund Balance		2,038,746.16
Beginning Fund Balance		2,038,746.16
Net of Revenues VS Expenditures		(40,495.87)
Ending Fund Balance		1,998,250.29
Total Liabilities And Fund Balance		2,012,318.28

Fund 250 WEST DDA FUND

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	6,573.34
250-000-002.000	SAVINGS	89,864.48
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	1,110,448.46
Total Assets		1,206,939.98
*** Liabilities ***		
250-000-202.000	ACCOUNTS PAYABLE	500.00
Total Liabilities		500.00
*** Fund Balance ***		
250-000-375.000	RESTRICTED FUND BALANCE	1,207,348.08
Total Fund Balance		1,207,348.08
Beginning Fund Balance		1,207,348.08
Net of Revenues VS Expenditures		(908.10)
Ending Fund Balance		1,206,439.98
Total Liabilities And Fund Balance		1,206,939.98

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	James	Thering	11/20/2024
2-Chair	Phil	Squatrito	2/15/2026
3-Vice Chair	Ryan	Buckley	2/15/2025
4-Secretary	Vacant		2/15/2025
5 - Vice Secretary	Jessica	Lapp	2/15/2026
6	Stan	Shingles	2/15/2027
7	Paul	Gross	2/15/2025
8	Nivia	McDonald	2/15/2026
9	Thomas	Olver	2/15/2027
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Liz	Presnell	12/31/2025
2 -Vice Chair	Richard	Barz	12/31/2025
3- PC Rep	Ryan	Buckley	2/15/2025
4 -	Lori	Rogers	12/31/2026
5 -	Eric	Loose	12/31/2024
Alt. #1	David	Coyne	12/31/2024
Alt #2	Brian	Clark	12/31/2026
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Vacant		12/31/2024
2	Sarvjit	Chowdhary	12/31/2024
3	Bryan	Neyer	12/31/2024
Alt #1	Randy	Golden	12/31/2024
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Joseph	Schafer	12/31/2025
2	Andy	Theisen	12/31/2025
3	William	Gallaher	12/31/2025
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2024
2	John	Dinse	12/31/2025
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2027
2	Lynn	Laskowsky	12/31/2025



Board Expiration Dates

EDA Board Members (9 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-Chair	Thomas	Kequom	4/14/2027
2-VC/BOT Rep	Bryan	Mielke	11/20/2024
3	James	Zalud	4/14/2027
4	Richard	Barz	2/13/2025
5	Robert	Bacon	1/13/2027
6	Marty	Figg	6/22/2026
7	Sarvjit	Chowdhary	6/22/2027
8	Jeff	Sweet	2/13/2025
9	David	Coyne	3/26/2026
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2025
2	vacant seat		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Robert	Sommerville	12/31/2025
Mt. Pleasant Airport Joint Operations and Mgmt Board (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1 - Union Township	Rodney	Nanney	12/31/2026
Mid Michigan Aquatic Recreational Authority (2 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1-City of Mt. Pleasant	John	Zang	12/31/2023
2-City of Mt. Pleasant	Judith	Wagley	12/31/2025
1-Union Township	Stan	Shingles	12/31/2026
2-Union Township	Allison	Chiodini	12/31/2025
1-Mt. Pleasant Schools	Lisa	Diaz	12/31/2024
1-Member at Large	Mark	Stansberry	2/14/2025
2- Member at Large	Michael	Huenemann	2/14/2025

To: Economic Development Authority Board **DATE:** June 4, 2024

FROM: Rodney C. Nanney, AICP **DATE FOR CONSIDERATION:** June 18, 2024
 Community and Economic Development Director

ACTIONS REQUESTED: To approve the construction contract with Malley Construction in the amount of \$55,886.00 to perform all work as specified in the Bidding documents for Bud Street Sidewalk Extension Project.

Current Action X Emergency

Funds Budgeted in 2024: If Yes X Account #248-728-967.500

Finance Approval ST

BACKGROUND INFORMATION

Consistent with the adopted FY2024 budget for the East DDA District, the Township’s engineering consultants at Gourdie-Fraser Associates were asked by the Community and Economic Development Director to provide construction oversight and to manage the construction bidding process for the Bud Street Sidewalk Extension Project.

The project was advertised for bid by Gourdie-Fraser in May of this year, with a closing date of May 22, 2024. Three (3) bids were received by the closing date to perform all work as specified in the Bidding documents, as follows:

Bidder	Bid Proposal
The Isabella Corporation	\$84,145.00
Lakeshore Construction	\$65,130.00
Malley Construction	\$55,886.00

A copy of each bid is included in the Board packet for your review.

EVALUATION

All three (3) contractors are locally based, with Malley Construction located in our East DDA District and The Isabella Corporation located in our West DDA District. Two of the bids came in under the original Township Engineer estimate of \$70,000.00 for this project.

Based upon the information provided, including the review of bids and the Township’s knowledge of Malley Construction’s work on other public and private projects in the area, Gourdie-Fraser

has submitted a written recommendation for EDA Board acceptance of the Malley Construction bid of \$55,886.00 for completion of this project. This recommendation also has the full support of the Community and Economic Development Director.

The EDA Board has invested substantial resources in the establishment and maintenance of the network of public sidewalks in the East DDA District and in the recent renovations and improvements to Jameson Park and Jameson Hall. Our East DDA District sidewalk network is heavily used to provide year-round pedestrian access to businesses along the corridor. This project will further extend the regional network of public sidewalks to connect Jameson Park to our business district.

COSTS

Malley Construction has proposed completing the requested construction for a total fee of \$55,886.00. The funds for completion of this project are already included in the FY2024 budget for the East DDA Fund, which allocates a total of \$520,000.00 for all planned sidewalk construction projects in the East DDA District.

PROJECT TIMETABLE

The sidewalk construction project is planned for completion during the 2024 construction season.

RESOLUTION

To approve the construction contract with Malley Construction in the amount of \$55,886.00 to perform all work as specified in the Bidding documents for Bud Street Sidewalk Extension Project.

Resolved by _____ Seconded by _____

- Yes:
- No:
- Absent:

Thomas Kequom, EDA Chair



May 28, 2024

Attention: Rodney Nanney
Economic Development Authority (EDA) Board
Charter Township of Union
2010 South Lincoln Road
Mt. Pleasant, MI 48858

Re: Charter Township of Union - EDA
Letter of Recommendation for Bud Street Sidewalk Extension
GFA #24014

Dear EDA Board:

We have reviewed the bids received on Wednesday May 22nd, 2024 for the above referenced project. The three (3) responsive bidders to the project and their base bid price are summarized as follows:

Bid

- | | |
|---------------------------|--------------------|
| 1. Isabella Corporation. | \$84,145.00 |
| 2. Lakeshore Construction | \$65,130.00 |
| 3. Malley Construction | \$55,886.00 |

Upon review of the bid prices, the total project came in less than the original engineer estimate of \$70,000 that was generated in April 2024. A summary of the bid tabulation is attached for your reference.

Based upon the information provided, including our review of the bids and past working relationships/ experience with Malley Construction, it is our recommendation that the Board approve Malley's for the Bud Street Sidewalk Extension Project for the amounts of \$55,886.00.

Gourdie Fraser will be providing construction oversight and administration for this project. Please contact me if you have any questions.

Please contact me if you have any questions.

Very truly yours,
GFA

JENNIFER GRAHAM (HODGES), P.E.
Project Manager

**Charter Township of Union
Bud Street Sidewalk Extension
BID RESULTS SUMMARY**

Item No.	Description	Unit	Estimated Quantity	Isabella Corporation		Lakeshore Construction		Malley Construction	
				Bid Unit Price	Bid Amount	Bid Unit Price	Bid Amount	Bid Unit Price	Bid Amount
1	Mobilization, Max 5%	LS	1	\$ 4,000.00	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00	\$ 3,750.00	\$ 3,750.00
2	Maintaining Traffic	LS	1	\$ 4,500.00	\$ 4,500.00	\$ 2,800.00	\$ 2,800.00	\$ 6,000.00	\$ 6,000.00
3	Erosion Control, Inlet Protection, Fabric Drop	EA	2	\$ 150.00	\$ 300.00	\$ 300.00	\$ 600.00	\$ 100.00	\$ 200.00
4	Tree Rem, 6 inch to 18 inch	EA	1	\$ 850.00	\$ 850.00	\$ 2,500.00	\$ 2,500.00	\$ 6,000.00	\$ 6,000.00
5	Pavt, Rem	SYD	7	\$ 35.00	\$ 245.00	\$ 85.00	\$ 595.00	\$ 62.00	\$ 434.00
6	HMA Surface, Rem	SYD	23	\$ 35.00	\$ 805.00	\$ 85.00	\$ 1,955.00	\$ 22.00	\$ 506.00
7	Flag Pole, Rem, Salv	EA	1	\$ 350.00	\$ 350.00	\$ 600.00	\$ 600.00	\$ 400.00	\$ 400.00
8	Fence, Rem, Salv	FT	20	\$ 40.00	\$ 800.00	\$ 20.00	\$ 400.00	\$ 19.00	\$ 380.00
9	Shared Use Path, Grading	FT	635	\$ 45.00	\$ 28,575.00	\$ 10.00	\$ 6,350.00	\$ 10.00	\$ 6,350.00
10	Sidewalk, Conc, 4 inch	SFT	3,365	\$ 8.50	\$ 28,602.50	\$ 9.00	\$ 30,285.00	\$ 5.30	\$ 17,834.50
11	Sidewalk, Conc, 6 inch	SFT	440	\$ 9.75	\$ 4,290.00	\$ 10.25	\$ 4,510.00	\$ 7.60	\$ 3,344.00
12	Driveway, Nonreinf, Conc, 6 inch	SYD	74	\$ 72.00	\$ 5,328.00	\$ 83.25	\$ 6,160.50	\$ 62.00	\$ 4,588.00
13	Lawn Restoration	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 6,200.00	\$ 6,200.00	\$ 5,300.00	\$ 5,300.00
14	Reimbursed Permit Fees	LS	1	\$ 500.00	\$ 500.00	\$ 175.00	\$ 175.00	\$ 800.00	\$ 800.00
Total of Bids					\$ 84,145.50		\$ 65,130.50		\$ 55,886.50

= Rounding/Calculatory Error

To: Economic Development Authority Board **DATE:** JUNE 12, 2024
FROM: Rodney C. Nanney, AICP **DATE FOR CONSIDERATION:** JUNE 18, 2024
Community and Economic Development Director

ACTION REQUESTED: To approve a qualified irrigation design professional to provide irrigation design advisory services to help identify and prioritize necessary design elements and preferred features and controls for the planned reinstallation of the East DDA District’s underground irrigation system along the East Pickard Road (M-20) corridor from west of the US-127 interchange to Packard Street.

Current Action Emergency

Funds Budgeted in 2024: If Yes Account #248-728-974.200

Finance Approval ST

BACKGROUND INFORMATION

For more than 15 years a publicly owned and operated underground irrigation system has been maintained along both sides of the E. Pickard Road (M-20) corridor within the East Downtown Development Authority District (EDDA). The purpose of the EDDA irrigation system is to provide water to hanging flower baskets on the streetlights along the M-20 corridor, to the flower baskets hung on the decorative wing walls of the US-127 interchange area, and to other planting beds and lawn areas along the M-20 corridor.

The original system extended from the Township border at S. Summerton Rd. west through the US-127 interchange area to the border with the City of Mt. Pleasant just east of Packard St. In 2023, the portion of this system west of the US-127 interchange was removed as part of the complete reconstruction of this section of M-20 by the Michigan Department of Transportation (MDOT).

As part of the reconstruction, MDOT reinstalled PVC conduit in all the reinstalled streetlight foundations and under all the driveways to facilitate future reinstallation of this system. The remaining part of this irrigation system within and to the east of the US-127 interchange was not significantly affected by the road reconstruction and remains in operation.

In response to the EDA Board’s direction during your May meeting, staff put together and advertised a Request for Qualifications (RFQ) to invite irrigation design professionals to submit their qualifications for consideration to provide advisory services to help the EDA Board identify and prioritize necessary design elements and preferred features and controls for the planned reinstallation of the underground irrigation system in the area impacted by the 2023 road construction. The RFQ was published in The Morning Sun, posted on the Township’s website, and sent directly to a number of professionals as recommended to the Township.

EVALUATION

Two (2) firms responded to the Township’s RFQ advertisement by submitting their qualifications for consideration to provide the requested irrigation design advisory services:

Firm	Hourly Rate
Irrigation Design Consultants (Mike Schepers) 6634 Roger Drive Jenison, MI 49428	\$115.00 per hour
Graber & Associates, LLC (Geoff Graber) 29218 Cotton Road Chesterfield, MI 48047	\$130.00 per hour

Neither firm is local to the area, but both are Michigan-based and have experience working on projects of a similar character. Both were generally responsive to the RFQ, but the response from Graber & Associates, LLC is far more comprehensive. Both firms can be considered to be highly qualified to provide the requested advisory services. Based on the information provided, it is the recommendation of the Director that Graber & Associates, LLC (Geoff Graber) be selected as the preferred firm to provide the requested advisory services.

COSTS AND PROJECT TIMETABLE

The hourly rates for each firm are noted above. Once the EDA Board has selected the preferred firm to provide the requested advisory services, staff will work with the firm’s representative to develop a detailed work plan, anticipated project timetable, and associated cost estimate, which will be brought back to the EDA Board for approval.

RESOLUTION

To approve Graber & Associates, LLC to provide irrigation design advisory services to help identify and prioritize necessary design elements and preferred features and controls for the planned reinstallation of the East DDA District’s underground irrigation system along the East Pickard Road (M-20) corridor from west of the US-127 interchange to Packard Street.

Resolved by _____ Seconded by _____

- Yes:
- No:
- Absent:

Thomas Kequom, EDA Chair



Nanney, Rodney
2010 S. Lincoln Road
Mt. Pleasant, MI 48858
989-772-4600 ext. 232

Hello,

Irrigation Design Consultants is an irrigation design and consulting firm located in Jenison, Michigan. We specialize in irrigation CAD designs and specifications tailored to effective and efficient irrigation systems.

We create architectural plans and specifications for turf irrigation systems, including taking an existing system and providing a design to do a potential addition or revamp. We work with homeowners, landscape architects, construction companies, and municipalities, providing them with irrigation plans and specifications based on desired coverage areas. We have years of installation experience enabling us to provide the end user with the most effective and efficient irrigation systems possible and keeping them easy to service and maintain for years to come.

Our process begins with a site visit (if possible). Next, we work with the end user on product selection, put together CAD irrigation designs, and draw up specifications. We also do audits (if desired). If a project is located in an area that requires a dedicated irrigation meter, we can submit the design for review with the city water department, get the plan approved for water meter size, and allow for a smooth transition in getting the installation completed. We have found with detailed plans and specifications contractors bidding on jobs can give more accurate pricing and ultimately a better outcome for the end user.

Irrigation Design Consultants is a team of three individuals with over 75 years of experience in the irrigation industry. Mike Schepers is the principal and has been doing irrigation for over 25 years. Irrigation Design Consultants was started in 2021 to fill a need for irrigation designs tailored to what the customer is looking for. We have worked on projects like sports fields, condominiums developments, streetscapes, retirement communities, John Ball Zoo, schools, and many others.

Some of the irrigation design projects we are currently working on include:

Resthaven Retirement Village: EV Construction, Nick Novakoski, nickn@ev.construction.com

City of Wyoming Streetscape: Jay VanDyke, jay.vandyke@wyomingmi.gov

Caribou Coffee Locations: Justin Spackman, justins@jp-architects.com

Fee structure:

We invoice on an hourly basis at \$115.00 per hour, working on a not to exceed budget per project.

We look forward to working with you,



Mike Schepers
Irrigation Design Consultants
C. 616-292-4630
O. 616-669-7105
Irrigationdesign.mi@gmail.com



Geoffrey Graber, CPIC, CID, CIM, CLIA
Graber & Associates, LLC
29218 Cotton Road
Chesterfield Michigan 48047
586 615 4893

ggraber@graberllc.com

June 7, 2024

Re: Request for Qualification for Irrigation Design Advisory Services

Based upon the project description and responsibilities described for the East Downtown Development Authority (EDDA) District's underground irrigation system along the E. Pickard Rd. (M-20) corridor from west of the US-127 interchange to Packard St., I am confident my firm's skills, experience, and diverse irrigation knowledge makes my firm a prime candidate to fulfill the EDDA irrigation consulting needs. As the Owner and primary contact, I have more than 30 years of irrigation consulting experience specializing in large residential, municipal and commercial projects of varying sizes.

My firm, Graber & Associates, LLC. is an irrigation design and consulting firm, located in suburban Detroit. The firm has been in operation since 2000 and has successfully completed projects in approximately 25 states as well as Canada, Qatar, Puerto Rico, and Mexico. Professionally, I hold several irrigation certifications and currently sit on the Board of Directors of the American Society of irrigation Consultants.

I would welcome the opportunity to assist your team on this project and look forward to hearing from you in the near future.

Sincerely,

Geoff Graber
Graber & Associates, LLC



Company Profile / Qualifications

Graber & Associates, LLC. is an irrigation design and consulting firm, located in suburban Detroit, specializing in large residential and commercial projects. The firm has been in operation since 2000 and has experience completing projects in approximately 25 states as well as Canada, Qatar, Puerto Rico, and Mexico.

Scope of services include the creation of irrigation design construction plans and specifications, observation of construction for new irrigation systems, analysis of potential improvements to existing systems, and irrigation water efficiency audits of existing systems. Irrigation design project categories include: municipal streetscapes, corporate sites, retail properties, athletic fields, entertainment venues, health care facilities, academic and university campuses, housing master plans, large scale residences and LEED certified sites. Graber & Associates, LLC works closely with planners, landscape architects and allied building professions offering irrigation solutions to meet budget and scheduling goals, while providing irrigation design which will support the landscape irrigation requirements from the plant material establishment period through initial maturity.

It's Owner, Geoff Graber, has more than thirty years of irrigation design experience. Geoff is certified with the Irrigation Association as an Irrigation Designer – Landscape (CID-Landscape), Water Manager (CIM), and Certified Landscape Irrigation Auditor (CLIA), is certified with the American Society of Irrigation Consultants as a Certified Professional Irrigation Consultant (CIPC) and is a Licensed Irrigator with the State of Texas (TCEQ, LI 15566). Geoff currently sits on the Board of Directors of the American Society of Irrigation Consultants.



Representative Projects

Michigan Central Train Station -Roosevelt Park Detroit, MI.

Category: Urban Park
Completion Date: 2024.

Client – Ford Motor Company

Landscape Architect – OHM-Advisors
1145 Griswold Street, Suite 200
Detroit, MI 48226

Development of an irrigation system for plantings and lawn areas in Roosevelt Park, a public park located at the face of the Michigan Central Train Station. System is fed from a potable water source using a control system capable of cloud-based weather data input technology to maintain an efficient use of water. Challenges included installation of irrigation for both manicured and native plant material in an urban park setting, implementation of anti-vandalism methods and equipment, and coordination of irrigation components with site amenities, existing structures, and utilities.





Village of Milford
Milford, MI.

Category: Streetscape
Completion Date: 2023.

Client – Village of Milford

Landscape Architect – Grissim Metz Andriese Associates
15000 Edward N. Hines Drive Suite A
Plymouth, MI 48170

Development of new irrigation system for streetscape plantings and hanging baskets along Main Street in the Village of Milford. System is fed from a potable water service. Control system uses Wi-Fi connection to access cloud-based weather data to maintain an efficient use of water. Plantings are irrigated using a mix of drip irrigation and fixed sprinklers. Challenges included installation of irrigation in a downtown environment, design of irrigation to irrigate hanging baskets, zoning of sprinklers based on multiple exposures, and coordination of irrigation components with site amenities, existing structures, and utilities.





Detroit Riverwalk

Detroit, MI

Category: Pedestrian linear parkway

Completion Date: 2007

Client: Detroit Riverfront Conservancy

Landscape Architect - SmithGroup JJR

201 Depot Street Second Floor

Ann Arbor MI 48104

Development of an irrigation system for plantings along a two-mile pedestrian walk flanking the Detroit River from Rivard Street to Chene Park, Adaire Street to Mt Elliott, and Gabriel Richard Park. System is fed from multiple potable water sources using controller technology to maintain an efficient use of water. Plantings are irrigated using a mix of drip irrigation and fixed sprinklers. Challenges included installation of irrigation in an active campus environment, zoning of sprinklers based on multiple exposures, and coordination of irrigation components with site amenities, existing structures, and utilities.





Central Michigan University-Bioscience Building
Mt Pleasant, MI.

Category: Academic Building
Completion Date: 2016.

Client – Central Michigan University

Landscape Architect – Grissim Metz Andriese Associates
15000 Edward N. Hines Drive Suite A
Plymouth, MI 48170

Development of new irrigation system for plantings and lawn areas surrounding the new Bioscience Building, specialized irrigation for aquatic plan chamber plantings, and updating adjacent Engineering and Technology Building system watersource to current health department standards with regard to backflow prevention. Bioscience Building system is fed from a potable water service. Control system integrates with existing campus-wide controller technology to maintain efficient use of water. Plantings are irrigated using a mix of drip irrigation and fixed sprinklers. Challenges included installation of irrigation in a campus environment, implementation of anti-vandalism methods and equipment, meshing the new system with adjacent irrigation systems, and integrating control system with current campus specifications and preferences.





Wayne State University-Student Housing
Detroit, MI.

Category: Campus Housing
Completion Date: 2019.

Client – Wayne State University

Landscape Architect – Hamilton Anderson Associates
1435 Randolph Street #200
Detroit, MI 48226

Development of new irrigation system for plantings and lawn areas surrounding the new student housing complex. System is fed from a potable water service using two-wire controller technology to maintain an efficient use of water. Plantings are irrigated using a mix of drip irrigation and fixed sprinklers. Challenges included installation of irrigation in a campus environment, implementation of anti-vandalism methods and equipment, meshing the new system with multiple adjacent existing irrigation systems, zoning of sprinklers based on multiple exposures, and coordination of irrigation components with site amenities, existing structures, and utilities.





Henry Ford Museum and Greenfield Village (The Henry Ford)

Dearborn, MI.

Category: Historical / Park Setting (Ford Property)

Completion Date: 2007.

Client – Henry Ford Museum

Landscape Architect – Grissim Metz Andriese Associates

15000 Edward N. Hines Drive Suite A

Plymouth, MI 48170

Development of new irrigation system for plantings for the entire historical park campus. System is fed from a tributary of the River Rouge. Challenges included installation of irrigation in a historical campus environment, incorporating historical buildings in the design, zoning of sprinklers based on multiple exposures, and coordination with irrigation components with site amenities, existing historical structures, and utilities.





Edsel and Eleanor Ford Estate

Grosse Pointe Shores, MI

Category: Historical / Park Setting

Completion Date: 2015.

Client: Edsel & Eleanor Ford House

Project Landscape Architect - SmithGroup JJR

201 Depot Street Second Floor

Ann Arbor Mi 48104

Site Landscape Architect - Karl Koto, RLA, Edsel and Eleanor Ford House

Development of an entirely irrigation system for plantings for the 100-acre Ford family historic estate site. System is fed from a 700 gallons per minute pumpstation drawing water from Lake St Clair to eliminate potable water source. System is controller from a system with web-based technology for maximum flexibility of operation. Installation of multiple moisture sensors strategically placed throughout the site ensures system efficiency. As-built drawings assembled using GPS technology. Challenges include installation of irrigation in a campus environment that hosts multiple philanthropic events, installation of piping and sprinklers to navigate many existing historic trees, filtration to combat zebra mussels, and coordination of irrigation components with site amenities, existing structures, and utilities. Received Merit Award from American Society of Irrigation Consultants, 2017.





Oudolf Garden – Belle Isle

Detroit, MI.

Category: Urban Demonstration Garden

Completion Date: 2022.

Client – InSite Design

Landscape Architect – InSite Design Studio, Inc. Landscape Architecture
412 Longshore Drive
Ann Arbor, MI 48105

Development of an irrigation system for demonstration gardens designed by famed Dutch garden designer Piet Oudolf. Project is located on Belle Isle, an island urban park located in the Detroit River. System is fed from a potable water source using a control system capable of cloud-based weather data input technology to maintain an efficient use of water. Quick couplers to allow for hose and overhead watering of the garden plots were strategically placed to allow easy access without compromising the garden aesthetics. Challenges included installation of irrigation for both manicured and native plant material in an urban park setting, implementation of anti-vandalism methods and equipment, coordination of irrigation components with site amenities, existing structures, and utilities, and meeting garden designer and caretaker stringent irrigation expectations.





References

Grissim Metz Andriese Associates
15000 Edward N. Hines Drive Suite A
Plymouth, MI 48170
Rich Houdek, RLA, 248 347 7010
Richh@gma-la.com

Hamilton Anderson Associates
1435 Randolph Street #200
Detroit, MI 48226
Stacey Tobar, RLA 313 964 0270
stobar@hamilton-anderson.com

SmithGroup
201 Depot Street Second Floor
Ann Arbor MI 48104
Cheryl Zuellig, RLA, 734 662 4457
Cheryl.Zuellig@smithgroup.com

OHM-Advisors
1145 Griswold Street, Suite 200
Detroit, MI 48226
Chris Riggert, RLA, 412-727-0057
Chris.riggert@ohm-advisors.com

**InSite Design Studio, Inc. Landscape
Architecture**
412 Longshore Drive Ann Arbor, MI
48105
Shannan Gibb-Randall, RLA 734
9954194

Sgibb-randall@insite-studio.com

**American Society of Irrigation
Consultants**
PO Box 7070
Huntington Woods, MI 48070
Carly Kardon, Executive Director
248-929-9842
carly@asic.org



Certifications



8280 Willow Oaks Corporate Drive
Suite 630
Fairfax, VA 22031-4507
Tel: 703.536.7080
Fax: 703.536.7019



- CAIS:** Certified Agricultural Irrigation Specialist
- CAWM:** Certified Agricultural Water Manager
- CGIA:** Certified Golf Irrigation Auditor
- CIC:** Certified Irrigation Contractor
- CID:** Certified Irrigation Designer
- CIT:** Certified Irrigation Technician
- CLIA:** Certified Landscape Irrigation Auditor
- CLIM:** Certified Landscape Irrigation Manager
- CLWM:** Certified Landscape Water Manager

www.irrigation.org | certification@irrigation.org

Geoffrey Graber
CID, CLIA, CLIM

Certification ID#: 012976
Expiration Date: 12/31/2024
CEU Cycle: 1/1/2025 to 12/31/2026



Fee Structure

All work to be invoiced at \$130.00/hour.

CHARTER TOWNSHIP OF UNION
EAST DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT

RFQ - REQUEST FOR QUALIFICATIONS

The Charter Township of Union is seeking qualified irrigation design professionals to submit their qualifications for consideration to provide irrigation design advisory services to help the Economic Development Authority Board identify and prioritize necessary design elements and preferred features and controls for the planned reinstallation of the East Downtown Development Authority District's underground irrigation system along the E. Pickard Rd. (M-20) corridor from west of the US-127 interchange to Packard St.

Qualification must be submitted by email to rnanney@uniontownshipmi.com or delivered in a sealed envelope to the Charter Township of Union, Attn. Rodney Nanney, Community and Economic Development Director, 2010 S Lincoln Rd., Mt. Pleasant, MI 48858, no later than 10:00am on Tuesday, June 11, 2024, at which time they will be opened. Postmarks will not be accepted.

The RFQ will be posted on the Township website at www.uniontownshipmi.com. Questions regarding this request should be directed to Community and Economic Development Director, Rodney Nanney at (989) 772-4600 ext. 232 or rnanney@uniontownshipmi.com

The Charter Township of Union reserves the right to reject any or all responses received if it determines in its sole discretion that the response will not achieve the objectives set forth in the RFQ document. The Charter Township of Union is an equal opportunity provider and employer.

**REQUEST FOR QUALIFICATION (RFQ)
FOR IRRIGATION DESIGN ADVISORY SERVICES**



Issued by:
Charter Township of Union
Economic Development Authority Board for the
East Downtown Development Authority District

All Qualifications and other communications must
be addressed and returned to:

Rodney C. Nanney, AICP – Community and Economic Development Director
rnanney@uniontownshipmi.com
(989) 772-4600 Ext. 232
2010 S Lincoln Rd
Mt. Pleasant, MI 48858

Responses must be received no later than **10:00 AM Eastern Time, on Tuesday, June 11, 2024**, with project name clearly marked on the outside of the envelope "RFQ - Irrigation Design Advisory Services."

Name and address of the respondent must be clearly printed on the outside of the envelope.

REQUEST FOR QUALIFICATION (RFQ) FOR IRRIGATION DESIGN ADVISORY SERVICES

Introduction

The Charter Township of Union is seeking qualified irrigation design professionals to submit their qualifications for consideration to provide irrigation design advisory services to help the Economic Development Authority Board identify and prioritize necessary design elements and preferred features and controls for the planned reinstallation of the East Downtown Development Authority (EDDA) District's underground irrigation system along the E. Pickard Rd. (M-20) corridor from west of the US-127 interchange to Packard St.

For more than 15 years the EDDA has maintained a publicly owned-and-operated underground irrigation system along both sides of the M-20 corridor from the Township border at S. Summerton Rd. west through the US-127 interchange area to the border with the City of Mt. Pleasant just east of Packard St. The purpose of this EDDA irrigation system is to provide water to hanging flower baskets on the streetlights and on the decorative wing walls of the interchange, and to irrigate other planting beds and lawn areas along the corridor and within the interchange area.

In 2023, the portion of this system west of the US-127 interchange was removed as part of the complete reconstruction of this section of M-20 by the Michigan Department of Transportation (MDOT). As part of the reconstruction, MDOT reinstalled PVC conduit in all of the reinstalled streetlight foundations and under all of the driveways to facilitate future reinstallation of this system. The remaining part of this irrigation system to the east of the interchange was not affected by the road reconstruction and remains in operation.

Submission Requirements

1. Cover Letter: A brief introduction of the firm and the key personnel that would provide advisory services to the Township, contact information, interest in the project and a summary of qualifications for the firm and key personnel.
2. Company Profile: Information on firm size, history, services offered, and contact details
3. Relevant Experience: Detailed descriptions/illustrations of relevant projects, emphasizing experience in similar projects.
4. References: Contact information for at least three (3) references from recent projects.
5. Certifications: Proof of relevant certifications, licenses, and professional memberships.
6. Fee Structure: An outline of the general fee structure or billing rates.
7. Other Information: The respondent may include other relevant information to demonstrate their qualifications for this work.

Submission of Qualifications

Responses to this request for qualifications must be submitted by email to Rodney Nanney, Community and Economic Development Director, at rnanney@uniontownshipmi.com, or delivered in a sealed envelope to:

Charter Township of Union
Attn. Rodney Nanney, Community and Economic Development Director
2010 S. Lincoln Rd.
Mt. Pleasant, MI 48858

The name and address of the respondent must be clearly printed on the outside of the envelope.

The Charter Township of Union reserves the right to reject any or all responses received if it determines in its sole discretion that the response will not achieve the objectives set forth in the RFQ document. The Charter Township of Union is an equal opportunity provider and employer.

Submission Deadline

Responses to this request for qualifications must be received by the Community and Economic Development Director no later than **10:00am on Tuesday, June 11, 2024**, at which time they will be opened. Postmarks will not be accepted. Submittals received after this deadline may not be considered.

Questions

Any questions regarding this request for qualifications should be directed to Rodney Nanney at (989) 772-4600 extension 232, via email to rnanney@uniontownshipmi.com.

Supplemental Information

The Charter Township of Union has the right to disclose information contained in the submittals, and to photocopy, circulate, or otherwise distribute any material submitted in response to this request for qualifications.

The Charter Township of Union further reserves the right to make all decisions regarding this request, including, without limitation, the right to decide whether a submittal does or does not substantially meet the minimum qualifications outlined in the request.