

**Regular Meeting of the Mt. Pleasant City Commission**  
**Monday, August 28, 2023**  
**7:00 p.m.**

**AGENDA**

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

LAND ACKNOWLEDGEMENT STATEMENT:

ROLL CALL:

PROCLAMATIONS AND PRESENTATIONS:

1. Introduction of Code Enforcement Officer Marcus Vogel.
2. Presentation on the City's trap, neuter, and release program.

ADDITIONS/ DELETIONS TO AGENDA:

PUBLIC INPUT ON AGENDA ITEMS:

RECEIPT OF PETITIONS AND COMMUNICATIONS:

3. Minutes of the Airport Joint Operations and Management Board (July).
4. Resignation of Rachel Blizzard of the Tax Increment Finance Authority (TIFA) term to expire December 31, 2025.

CONSENT ITEMS:

5. Approval of the minutes from the regular meeting held August 14, 2023.
6. Consider amendments to the professional services agreement with Mead & Hunt for Taxiway A Rehabilitation.
7. Consider approval of a Michigan Department of Transportation (MDOT) resolution and authorize execution of MDOT contract amendment for Taxiway A Rehabilitation Project design.
8. Consider allocation of \$25,000 in funding from the City's HODAG funds for the Michigan State Housing Development Authority (MSHDA) Neighborhood Enhancement Program.
9. Consider approval of Payrolls and Warrants.

PUBLIC HEARINGS:

*All interested persons may attend and participate. Persons with disabilities who need assistance to participate may call the Human Resources Office at 989-779-5313. A 48-Hour advance notice is necessary for accommodation. Hearing or speech impaired individuals may contact the City via the Michigan Relay Service by dialing 7-1-1.*

## City Commission Agenda

August 28, 2023

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### NEW BUSINESS:

10. Consider PILOT proposal at 410 Mill Street and 200 Walnut Street from Spire Development.

### ANNOUNCEMENTS ON CITY-RELATED ISSUES AND NEW BUSINESS:

### PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS:

### RECESS:

### WORK SESSION:

11. Discussion on EV Charging Stations.

### CLOSED SESSION:

### ADJOURNMENT:

*All interested persons may attend and participate. Persons with disabilities who need assistance to participate may call the Human Resources Office at 989-779-5313. A 48-Hour advance notice is necessary for accommodation. Hearing or speech impaired individuals may contact the City via the Michigan Relay Service by dialing 7-1-1.*

TO: MAYOR AND CITY COMMISSION  
FROM: AARON DESENTZ, CITY MANAGER  
SUBJECT: CITY MANAGER REPORT ON AGENDA ITEMS

AUGUST 28, 2023

Proclamations and Presentations:

Receipt of Petitions and Communications:

Consent Items:

6. Consider amendments to the professional services agreement with Mead & Hunt for Taxiway A Rehabilitation.
  - a. The City's airport taxiway is scheduled for rehabilitation in 2024. The City has contracted with Mead and Hunt for design, engineering, and bid letting services for this project. The City has been offered more funding from the Federal Aviation Administration (FAA) for the project to include a midfield connector and lighting not included in the original agreement. The agreement with Mead and Hunt would need to be modified to accompany this work. Of the \$105,015 increase, 90% of the cost would be paid by the FAA, 5% by the Michigan Department of Transportation (MDOT), and 5% (representing \$7,988) by the City.
7. Consider approval of a Michigan Department of Transportation (MDOT) resolution and authorize execution of MDOT contract amendment for Taxiway A Rehabilitation Project design.
  - a. The above amendment to the contract for the airport project is subject to a contract amendment with MDOT. Staff is asking the City Commission to approve the attached resolution and authorize the City Manager to sign the contract amendment.
8. Consider allocation of \$25,000 in funding from the City's HODAG funds for the Michigan State Housing Development Authority (MSHDA) Neighborhood Enhancement Program.
  - a. The City Commission is asked to approve an additional \$25,000 in HODAG funding to Round 8 of the Neighborhood Enhancement Program to be used for two (2) additional projects outside of the current year budget.

Public Hearings:

New Business:

10. Consider PILOT proposal at 410 Mill Street and 200 Walnut Street from Spire Development.
  - a. Spire Development presented their proposed development as part of the City's request for proposals (RFP) for affordable housing PILOT projects to the City Commission on July 24. The City Commission then debated the merits of the project at its regular meeting on August 14. The City Commission directed staff to complete the following:

Negotiate a higher PILOT rate with the developer based on the rate that other PILOTs pay within the City as well as at a rate closer to what other cities are receiving as part of PILOT deals. The proposed rate from Spire was a 4% payment of gross rents generated from the proposal. Keep in mind that the PILOT rate is revenue shared by all taxing agencies that levy property taxes while the municipal services fee is kept by the City. Staff negotiated an agreement with Spire that the final gross rent payment rate will be 8%. That rate can be divided between the PILOT (shared) rate and a municipal services rate.

Staff has provided a memo which includes a table of the distribution of payments under such an agreement. This includes revenue that the City would receive if the rate is set as either an all-PILOT rate or an all-municipal services rate and everything in between. Lastly, staff checked with other municipalities that have recently completed similar projects. Both Midland and Coldwater have completed projects of comparable size/scale (roughly 50 units). Midland set a rate of 9% while Coldwater set a rate of 8%.

Staff anticipates the taxable value of the proposed development to be between \$2.6 million and \$5.1 million depending on final construction condition. This development would bring in an estimated \$43,000 to \$84,000 in City taxes only (between \$163,000 to \$316,000 in total taxes to be shared). This can be compared to the revenue indicated in the table in the memo that staff provided. Other projects that staff looked at were well prior to 2020 and would not be good comparisons in the current economic climate.

**Moving forward:** The City Commission can:

- Move to approve the proposed project with the PILOT rate set at X and municipal services rate set at Y
- Move to deny the PILOT

If approved, staff will then work on finalizing the necessary documents with the developer and City Attorney.

Work Session:

#### 11. Discussion on EV Charging Stations

- a. The City has been approached by an organization offering a program to provide electric vehicle (EV) charging stations in the city limits. The chargers are provided by the company who will own and maintain the chargers on City property. The customer is charged a rate per kilowatt for the energy. The City is able to negotiate a percentage of this income. Staff is seeking City Commission input on this proposed program and other options such as City purchase and ownership of EV charging units. Downtown Development Director (DDA) Michelle Sponseller will be at the meeting to present details on the proposal and answer any questions that the Commission may have.
  - i. Recommended Action: The City Commission is asked to provide feedback if the proposed EV Charging Station program being offered is the direction that the City should move in or if an alternative option should be considered.

Closed Session:

## AIRPORT JOINT OPERATIONS AND MANAGEMENT BOARD

Meeting Minutes

**Thursday, June 15, 2023**

**3:30 – 5:00 p.m.**

**Airport Terminal Building**

- I. Call to Order
- II. Roll Call

Member	Present
Aaron Desentz	Yes (arrived 3:45 p.m.)
James McBryde	Yes (arrived 3:40 p.m.)
Rodney Nanney	Yes
Tim Nieporte	Yes
Gayle Ruhl	Yes

- III. Additions/Deletions to Agenda  
Motion by Nieporte, support by Ruhl, to approve the agenda  
Motion passed unanimously
- IV. Public Input on Agenda Items  
None
- V. Approval of Meeting Minutes – May 2023 – Attachment  
Motion by Nieporte, support by Ruhl, to approve the minutes as written  
Motion passed unanimously
- VI. Airport Manager’s Report – May 2023 – Attachment  
Brickner gave the manager’s report
- VII. Old Business
  - a. New hanger and terminal building project:**
    - ✓ \$1.3 Million estimate for 120’x120’ hanger building today
    - ✓ \$5 Million “sweet spot” for potential state funding (Jim McBryde)
      - i. In what ways will this enhance the Airport long-term? (add to list)
        - (1) *Fix the existing terminal building’s infrastructure/emergency power deficiencies*
        - (2) *Expand use of the airport for overnight hanger rentals and short-term de-icing and summer cooling rentals*
        - (3) *Expand capacity for additional aircraft to be stationed here*
        - (4) *New facility attractive to aircraft mechanics to be stationed here*
        - (5) *Additional space for the simulator and other rentals*

- (6) Additional amenities to attract pilots and guests?*
- (7) Opportunity for the Airport to have a higher profile through relocation of MMDC offices to the new terminal building?*
- (8) \_\_\_\_\_*

- ii. How do we create a conceptual plan without adversely impacting the City budget?
- iii. Other things to think about?

Discussion was held

**b. What are we missing that is a must to add to our agenda?**

- VIII. New Business  
Airport Board members were invited to take surveys and attend webinar for multimodal charging stations; will update at next meeting
- IX. Announcements on Airport Related Issues and Concerns  
None
- X. Public Comment on Non-Agenda Items  
None
- XI. Adjournment  
Chairman Nanney adjourned the meeting at 4:35 p.m.

## FW: TIFA Meeting Reminder and Packet - August 28, 2023

Sponseller, Michelle <msponseller@mt-pleasant.org>

Mon 8/21/2023 8:57 AM

To: Desentz, Aaron <adesentz@mt-pleasant.org>; Pritchard, Addie <apritchard@mt-pleasant.org>

Resignation from Rachel Blizzard from TIFA below.

### Michelle Sponseller

Downtown Development Director

City of Mt. Pleasant

320 W. Broadway Street, Mt. Pleasant MI 48858

Phone: (989) 779-5348

Email: [msponseller@mt-pleasant.org](mailto:msponseller@mt-pleasant.org)

Website: [www.mt-pleasant.org](http://www.mt-pleasant.org) or [www.downtownmp.com](http://www.downtownmp.com)

**Work Schedule: Monday – Thursday 7am to 5pm**



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**From:** Rachel Blizzard <Rachel.Blizzard@isabellahealth.org>

**Sent:** Monday, August 21, 2023 8:29 AM

**To:** Sponseller, Michelle <msponseller@mt-pleasant.org>

**Subject:** RE: TIFA Meeting Reminder and Packet - August 28, 2023

### EXTERNAL Message Warning

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Michelle,

With our organization expanding, I am finding less time on my schedule to commit to things. I am going to have to resign from the TIFA Board. I apologize; I just don't like being someone who can only show up part of the time.

Thank you,



**Rachel Blizzard**

**Director of Operations**

Isabella Citizens For Health, Inc.

2790 Health Parkway | Mount Pleasant, MI 48858

☎: (989) 953-5191 | ✉: [rachel.blizzard@isabellahealth.org](mailto:rachel.blizzard@isabellahealth.org) | 📠: 989-772-7656

[www.isabellahealth.org](http://www.isabellahealth.org)



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**From:** Sponseller, Michelle <[msponseller@mt-pleasant.org](mailto:msponseller@mt-pleasant.org)>

**Sent:** Sunday, August 20, 2023 10:35 AM

**To:** Assmann, Brian <[bassmann@mt-pleasant.org](mailto:bassmann@mt-pleasant.org)>; Bryan Wieferich ([bryan\\_wieferich@yahoo.com](mailto:bryan_wieferich@yahoo.com)) <[bryan\\_wieferich@yahoo.com](mailto:bryan_wieferich@yahoo.com)>; Jerry Jaloszynski <[jjaloszynski@isabellacounty.org](mailto:jjaloszynski@isabellacounty.org)>; Jessica Jarosiewicz <[jjarosiewicz@isabellacounty.org](mailto:jjarosiewicz@isabellacounty.org)>; Rachel Blizzard <[Rachel.Blizzard@isabellahealth.org](mailto:Rachel.Blizzard@isabellahealth.org)>; Rick Swindlehurst <[cheers60@msn.com](mailto:cheers60@msn.com)>

**Subject:** TIFA Meeting Reminder and Packet - August 28, 2023

Good morning TIFA.

Attached is the packet for the Monday, August 28<sup>th</sup> meeting , scheduled for 8:30am here at City Hall in conference room A (upstairs).

Please let me know if you have any questions or will be unable to attend.

**Michelle Sponseller**

Downtown Development Director

City of Mt. Pleasant

320 W. Broadway Street, Mt. Pleasant MI 48858

Phone: (989) 779-5348

Email: [msponseller@mt-pleasant.org](mailto:msponseller@mt-pleasant.org)

Website: [www.mt-pleasant.org](http://www.mt-pleasant.org) or [www.downtownmp.com](http://www.downtownmp.com)

**Work Schedule: Monday – Thursday 7am to 5pm**





Minutes of the regular meeting of the City Commission held Monday, August 14, 2023, at 7:00 p.m. in the City Commission Room, 320 W. Broadway St., Mt. Pleasant, Michigan with virtual options.

Mayor Perschbacher called the meeting to order.

The Pledge of Allegiance was recited.

Land Acknowledgement statement was recited.

Commissioners Present: Mayor Amy Perschbacher, Vice Mayor Mary Alsager; Commissioners Brian Assmann, Bryan Chapman & Maureen Eke

Commissioners Absent: Liz Busch & Boomer Wingard

Others Present: City Manager Aaron Desentz and City Clerk Heather Bouck

Moved by Commissioner Chapman and seconded by Commissioner Eke to approve the agenda as presented. Motion unanimously adopted.

#### Public Input on Agenda Items

Dee Obrect, Director of Isabella County Restoration House, 5048 N. Mission Rd., Rosebush, explained the difference between affordable housing and housing insecurity and provided statistical information on the housing needs in the area.

#### Receipt of Petitions and Communications

Received the following petitions and communications:

1. Monthly report on police related citizen complaints received.
2. Traffic Control Committee May Meeting Minutes.
3. Parks and Recreation Commission June Meeting Minutes.
4. Planning Commission July Meeting Minutes.
5. Communication from resident James Wilmot regarding Mosher Street.
6. Notice of Temporary Traffic Control Order #5-2023.

Moved by Commissioner Eke and seconded by Vice Mayor Alsager to approve the following items on the Consent Calendar:

7. Minutes of the regular meeting of the City Commission held July 24, 2023;
8. Minutes of the closed session of the City Commission held July 24, 2023;
9. Payrolls and Warrants dated July 17, 26, & 28, 2023 and August 7 & 10, 2023 all totaling \$4,020,880.47.

Motion unanimously adopted.

Held a public hearing on proposed Ordinance to adopt the 2021 International Property Maintenance Code (IPMC) and amend Title IX: GENERAL REGULATIONS; Chapter 96. NUISANCES; Title XV: LAND USAGE, Chapter 150. BUILDING REGULATIONS and Chapter

152. *HOUSING LICENSING CODE* of the Mt. Pleasant City Code to align with the new property maintenance standards.

Joe Wentworth, 704 S. University expressed his concerns with homeowners being able to maintain the Code requirements and feels the IPMC is an overreach.

There being no additional public comments or communications received, the Mayor closed the public hearing.

Moved by Commissioner Eke and seconded by Commissioner Assmann that Ordinance 1089, an Ordinance to adopt the 2021 International Property Maintenance Code (IPMC) and amend Title IX: GENERAL REGULATIONS; Chapter 96. *NUISANCES*; Title XV: LAND USAGE, Chapter 150. *BUILDING REGULATIONS* and Chapter 152. *HOUSING LICENSING CODE* of the Mt. Pleasant City Code to align with the new property maintenance standards having been introduced and read, now be passed, ordained and ordered published.

AYES: Commissioners Alsager, Assmann, Chapman, Eke & Perschbacher

NAYS: None

ABSENT: Commissioners Busch & Wingard

Motion unanimously adopted.

Moved by Vice Mayor Alsager and seconded by Commissioner Eke to appoint Mayor Perschbacher as the voting delegate and Vice Mayor Alsager as alternate for the Michigan Municipal League (MML) 2023 Annual Convention. Motion unanimously adopted.

Moved by Commissioner Chapman and seconded by Commissioner Eke to approve the Michigan Department of Labor & Economic Opportunity (MI-LEO) Michigan Community Center Grant Resolution as follows and direct staff to sign all grant documentation as necessary.

WHEREAS, the City Commission of Mt. Pleasant supports the submission of an application titled, Island Park South/Farmers' Market Pavilion Replacement to the MI Community Center grant program and,

WHEREAS, the City of Mt. Pleasant is hereby making a financial commitment to the project in the amount of \$125,000 in matching, in-kind funds, and,

NOW THEREFORE, BE IT RESOLVED that City Commission hereby authorizes submission of a MI Community Center Grant Application for \$2,500,000, and further resolves to make available its financial obligation amount of \$125,000 (4.76%) of a total \$2,625,000 project cost, during the 2023-2024 fiscal year.

AYES: Commissioners Alsager, Assmann, Chapman, Eke & Perschbacher

NAYS: None

ABSENT: Commissioners Busch & Wingard

Motion unanimously adopted.

Moved by Commissioner Eke and seconded by Commissioner Chapman to direct staff to negotiate terms of the proposed PILOT at 410 Mill St. and 200 Walnut St. Motion unanimously adopted.

Announcements on City-Related Issues and New Business

Mayor Perschbacher announced that she and Vice Mayor Alsager attended the Mayors' Convention held in Northville, Michigan. She commented that Northville has a great downtown and is a thriving area. Additionally, she announced Mt. Pleasant Public Schools, Mid-Michigan Community College and Central Michigan University will be starting back to school soon and asks all residents to be kind and patient.

Commissioner Eke announced that the Isabella County Human Rights Committee will be sponsoring a Peace Event on September 23rd at Island Park commencing at 3 p.m. In addition, she asks that all residents be welcoming and helpful to the international students joining our community.

Moved by Commissioner Eke and seconded by Commissioner Chapman to adjourn the meeting at 8:31 p.m. Motion unanimously adopted.

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Amy Perschbacher, Mayor

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Heather Bouck, City Clerk

# Memorandum



TO: Aaron Desentz, City Manager  
FROM: Jason Moore, DPW Director  
DATE: August 14, 2023  
SUBJECT: Approve amendment #2 and #3 with Mead and Hunt

Request

The City Commission is requested to approve amendments to the agreement with Mead and Hunt, of Lansing, for \$105,015.00 for professional engineering design and bid letting services for the Taxiway A Rehabilitation Project and authorize the mayor and city clerk to sign the agreement.

Reason

As part of the airport's Capital Improvement Plan, the taxiways are scheduled for rehabilitation. The agreement with Mead and Hunt provides for professional engineering survey and design work, and the creation of the project construction plans, specifications, and bid documents for submittal to MDOT. Since the agreement, the FAA has found more funds to include the design of a midfield connector and lighting that was not included in the original agreement. This would increase the total from 143,779.00 to \$238,770.00 and the local share from \$7,988.00 to \$13,293.00

The project cost participation is shown below. The actual MDOT, FAA, and City shares of the project cost will be determined at the time of the financial closure of the FAA grant.

Federal Share.....\$238,292.00  
Maximum MDOT Share.. \$13,293.00  
Sponsor (City) Share..... \$13,293.00  
*Estimated* Project Cost \$264,770.00

Recommendation

I recommend the City Commission approve professional services amendments with Mead and Hunt for \$105,015.00 and authorize the mayor and city clerk to sign the agreement. Funds are available in the Airport Capital Improvement Plan.

**Amendment #2**

**Between**

**MEAD & HUNT, INC.**

**and**

**City of Mt. Pleasant**

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**Design for Midfield Connector  
for**

**Rehabilitate Taxiway A**

**At the  
Mt. Pleasant Municipal Airport  
Mt. Pleasant, Michigan**

**Mead & Hunt Project No.: 4069200-221451.03**

## **Work Scope**

### **April 28, 2023**

**Project Description** Taxiway A and associated connectors currently have a PCI range (2018) from 19 to 68. This includes sections of 19, 42, 53, 55 and 68. Taxiway A and connectors B & D will be pulverized and repaved. Taxiway connector C will be removed. Due to the removal of Taxiway C, a number of lights and signs must also be moved/replaced. The rehabilitated area will be approximately 5,600' long, and will include run-up pads on either end.

On April 27<sup>th</sup>, MDOT Aeronautics notified MOP and the CONSULTANT that additional money is available to increase the scope of work for the original project. The original project has already been advertised and was scheduled to receive bid on 5/12. The revised project will remove Taxiway connector B, and a new midfield connector will be constructed. Due to the additional work, the original project was canceled.

The purpose of this amendment is to establish a scope of services and fee for the design a new midfield connector, including adding the new project work elements into the existing contract documents. The project will be re-advertised and bid. It is anticipated that the increased project scope will impact phasing, demolition, site grading, drainage, edge lighting and signage, soil erosion control, restoration, and pavement marking.

The midfield connector location will be selected by MOP based on the MOP Runway Usage Determination Memo provide to the MOP, dated 2/7/23.

#### **PHASE I. Contract Administration**

This phase involves those activities required for defining the scope of project administration and project closeout work, including (but not limited to) the following activities:

##### **1.0 Project Scoping**

###### **1.1 Preliminary Meetings with the SPONSOR**

CONSULTANT shall confer with the SPONSOR on, and ascertain, project requirements, finances, schedules, and other pertinent matters and shall meet with MDOT AERO/FAA if needed and other concerned agencies and parties on matters affecting the project and shall arrive at a mutual understanding of such matters with the SPONSOR.

###### **1.2 Prepare Project Scope of Work and Proposal**

This includes preparing the scope of work and fee proposal and negotiating the contract scope and fee with the SPONSOR.

## 2.0 Prepare Contract

This includes preparing the CONSULTANT-SPONSOR amendment.

## 3.0 Project Coordination

CONSULTANT shall coordinate with SPONSOR & MDOT/AERO and other applicable agencies to complete the work elements in Phase 1.

## 4.0 DBE Plan or Update

It is anticipated that all DBE plan tasks and updates will be completed by MDOT Aeronautics staff, and therefore will not be part of this scope.

## 5.0 Grant Application and Administration

It is anticipated that all required Grant Application and Administration tasks will be completed by MDOT Aeronautics staff, and therefore will not be part of this scope.

## 6.0 Project Closeout

Assist MDOT Aero in preparation of the FAA Project Financial Closeout Forms and Report.

# **PHASE II. Preliminary Design (30%)**

## 7.0 Topographical Surveying

### 7.1 Coordination to collect existing data and locate utilities

This work was completed during as part of the original agreement. It is not anticipated that additional effort will be required.

### 7.2 Survey control

This work was completed during as part of the original agreement. It is not anticipated that additional effort will be required.

### 7.3 Field work

A topographic survey will be conducted by the CONSULTANT to supplement the data obtained as part of the original agreement. The data will be used to determine the existing pavement geometry, elevations, and drainage patterns. Locations of discovered existing edge lights, signs, NAVAIDs, and utility structures will also be acquired via the topographic survey. A site visit will also be conducted to inventory and evaluate the existing electrical vault room and equipment.

### 7.4 Convert survey data for design software

This work includes analyzing the topographical surveying data and preparing the data for use with computer modeling. Included are the following separate tasks:

- o Establish design coordinate plan to be used for CADD drawings
- o Input raw survey data into the computer program in order to sort data into company standard layers for efficient analyzing
- o Verify survey data from previous project with latest field survey

- Verify surveyor horizontal and vertical control
- Prepare digital terrain model (DTM) of existing ground contours, pavement edges, roadways, electrical equipment, drainage features, buildings, fences and other miscellaneous entities
- Prepare and process data for pavement profiles, grading and/or paving cross sections, and drainage features

#### 8.0 Geotechnical Investigation

Due to the proposed schedule, additional geotechnical investigation cannot be completed. The consultant will utilize nearby geotechnical information obtained as part of the original agreement to estimate necessary design values. The SPONSOR and MDOT Aero recognize, understand and accept the risks of moving forward with construction of a midfield connector without geotechnical investigation directly under the proposed location.

#### 9.0 Prepare Project Geometrics

The CONSULTANT shall design the taxiway geometrics in accordance with the requirements of the Federal Aviation Administration (FAA) Airport Design Advisory Circular (AC) 150/5300-13B for an Airport Reference Code C-II facility. The connector will be designed to meet Taxiway Design Group (TDG) 2A.

#### 10.0 Prepare FAA Pavement Design Report and FAA Form 5100

This task will consist of using information estimated from previous the Geotechnical Investigation, and calculate the required pavement sections required to support the design vehicle or aircraft using FAA Advisory Circular 150/5320-6F, Airport Pavement Design and Evaluation.

The following effort will be completed under this task:

- Calculate and determine critical design aircraft based on current and forecasted aircraft fleet mix.
- Verify the pavement section based on accepted FAA pavement design programs.
- Verify frost design
- Calculate sub-excavation or undercutting subgrade for stabilization if necessary
- Prepare pavement design narrative to describe the design procedure, historic design, and justification for FAA, MDOT/AERO and SPONSOR

#### 11.0 Prepare Preliminary Surface Grading and Drainage Analysis

Preliminary surface grading will be completed in accordance with standard engineering practices, local requirements, and in accordance with the FAA Advisory Circular 150/5300-13B Airport Design and 150/5320-5D, Airport Drainage

#### 12.0 Update Preliminary Cost Estimate – In addition to preliminary quantities and cost estimating, the CONSULTANT will prepare quantities and estimate for construction of a new mid-field connector, in addition to the original planned Taxiway A Rehabilitation.

##### 12.1 Calculate estimated preliminary quantities.

The CONSULTANT will calculate necessary quantities for the various work items. Quantities will be consistent with the specifications and acceptable quantity calculation practices.



12.2 Update preliminary costs estimate.

13.0 Update Preliminary Design Report

During the preparation of the updated preliminary plans and specifications, the design report will be updated to include information regarding the proposed midfield connector.

14.0 Prepare FAA Form 7460

It is not anticipated that a FAA Form 7460 will be required.

15.0 Prepare ALP Update

The CONSULTANT will complete a "Pen & Ink" ALP Update to reflect the proposed midfield connector.

16.0 Prepare Environmental Documentations

It is anticipated that environmental clearance for the project will be completed by MDOT Aeronautics staff on the Airport's behalf. This work scope does NOT include any environmental clearance or wetland design/mitigation. If it is determined that the CONSULTANT will be required to complete the environmental clearance, the work necessary will be completed under an amendment to this agreement or a separate agreement.

17.0 Project Coordination

CONSULTANT shall coordinate with the SPONSOR and MDOT/AERO and other applicable agencies to complete the work elements in Phase II.

18.0 Project Meetings

No additional meetings are anticipated.

**PHASE III. Final Design (90% and Final)**

19.0 Update Preliminary Plans

Preliminary plans will be updated depicting new items of work within the project area associated with the proposed midfield connector.

20.0 Update Preliminary Specifications & Contract Documents

20.1 Update preliminary technical specifications

The CONSULTANT will update assembled the technical specifications necessary for the intended work added by the proposed midfield connector. Standard FAA specifications will be utilized where possible. Additional specifications will be prepared to address work items or materials that are not covered by the FAA specifications

20.2 Update preliminary contract documents

The CONSULTANT will update the preliminary contract documents including invitation for bids, instruction to bidders, proposal, equal employment opportunity clauses, construction contract agreement, performance bond, payment bond, State Requirements, Federal Requirements, Preliminary Bid Schedule, Wage Rates, and general provisions as necessary to accommodate proposed midfield connector. Preparation will include establishing the location for the bid opening, dates for advertisement, and description of the work schedule.

#### 20.3 Prepare preliminary special provisions

It is not anticipated that any additional special provision will be necessary to the proposed midfield connector.

#### 21.0 Prepare Final Surface Drainage Analysis and Final Storm Sewer Design

Using the findings from the preliminary drainage analysis completed in Phase 2, final surface drainage and storm sewer design will be completed in accordance with standard engineering practices, local requirements, and in accordance with the FAA Advisory Circular 150/5320-5D, Airport Drainage.

#### 22.0 Prepare Lighting Layout

The CONSULTANT will establish the lighting layouts and equipment necessary to meet FAA criteria and standards and to meet the National Electrical Code. Included for this work item are the following tasks:

- Layout light locations
- Determine sign legends and sign sizes
- Design conduit and duct bank locations and sizes

#### 23.0 Update Airport Guidance Sign Plan

The Airport does not have a marking and signage plan on file with the FAA, therefore this task is not included in this scope.

#### 24.0 Erosion Control Plan

The CONSULTANT will update an Erosion Control Plan for the project that is in accordance with BEST management practices. The plan will detail types of erosion control measures recommended for the site in addition to other information needed for the NPDES permitting application. This information shall include (but not limited to):

- Project Location
- Size of Disturbance of Project
- Amount of Impervious Surface
- Hydrologic Classification of Site
- Receiving Waters
- Site Drainage Overview

#### 25.0 Compile and Submit Permits

Necessary permits for the project will be the responsibility of the contractor at the time of construction are compiling and submitting them is not included in this scope.

- 26.0 Prepare Certification of Engineering and Modification of Standards  
The CONSULTANT will complete the CONSULTANT Certification verifying the plans and specifications were developed in accordance with Federal guidelines. Any unforeseen modification to standards will be completed as an amendment to this contract.
- 27.0 Prepare Cost Estimate at 60% Complete  
Due to project schedule, a 60% estimate will not be completed.
- 28.0 Conduct Plan Review at 60% Complete  
Due to project schedule, a 60% review will not be completed.
- 29.0 Update Plans to 90%
- 30.0 Update Specifications to 90%
- 31.0 Conduct Plan Review at 90% Complete  
Due to project schedule, a 90% review will not be completed.
- 32.0 Prepare Final Plans and Specifications  
A final set of plans, specifications and contract documents will be prepared which incorporates revisions, modifications and corrections determined during the CONSULTANT's review of the 90% submittal.
- 33.0 Prepare and Submit Final Estimated Cost Estimate
- 33.1 Calculate estimated updated final quantities
- 33.2 Prepare final updated cost estimate  
Using the final quantities calculated following the completion of the plans and specifications, the CONSULTANT will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers, and other databases available.
- 34.0 Prepare and Submit Updated Final Engineers Design Report
- 35.0 Prepare and Submit a Construction Management Report (for paving projects over \$250k)  
  
The Construction Management Report will be completed under a future Construction Administration services agreement.
- 36.0 Prepare Advertisement for Bids  
Required advertisement dates, and bidding dates will be established. CONSULTANT will submit a copy to the SPONSOR for distribution to the local and selected publications of the pending project. The SPONSOR shall pay for the associated cost of advertising.

37.0 Project Coordination (coordination with SPONSOR, State, FAA, etc.)  
CONSULTANT shall coordinate with the SPONSOR, State and other applicable agencies to complete the work elements in Phase III.

38.0 Project Meetings  
No additional meetings are anticipated.

#### **PHASE IV. Bid Administration**

39.0 Furnish Bid Documents  
CONSULTANT shall prepare, reproduce and distribute updated bidding documents to interested contractors and suppliers. The CONSULTANT shall keep a current list of plan holders and distribute this to interested parties upon request. This task also includes coordination required to facilitate these requests.

40.0 Respond to Bidders Questions  
During the bidding process, the CONSULTANT will be available to clarify bidding issues with contractors and suppliers, and for consultation with the various entities associated with the project. This item also includes contacting bidders to generate interest in the project.

41.0 Prepare and Distribute Addendums  
CONSULTANT shall issue addenda as appropriate to interpret, clarify, or change the bidding documents as required by the SPONSOR or MDOT AERO/FAA. Addenda will be made available to the plan holders either through mail, electronic mail, hand delivering or via facsimile transmission. Any addenda that are generated as a sole result of the SPONSORs error or omission will be considered as extra services and the CONSULTANT shall be reimbursed for this effort as an amendment to this contract.

42.0 Pre-Bid Conference  
CONSULTANT shall arrange for and conduct Pre-Bid Conference. The Project Manager and Project Engineer will attend and conduct the Pre-Bid Meeting with potential contractors and the SPONSOR to review the project and answer questions. The meeting will be conducted at the airport and will include a site inspection and meeting minutes will be prepared and distributed.

43.0 Bid Opening  
This task will be completed under the original agreement.

44.0 Bid Review and Bid Tabulation  
This task will be completed under the original agreement.

#### 45.0 Prepare Recommendation for Award

This task will be completed under the original agreement.

#### **Schedule**

The updated design for this project will take approximately 60 days to complete. The design schedule will be coordinated with the SPONSOR. It is anticipated competitive bids will be received for the project in June 2023 and a grant for construction will be awarded in FAA fiscal year 2023.

#### **SPONSOR Responsibilities**

The SPONSOR shall be responsible to provide the following information and activities:

- Provide access to the project site and assist with locating any known utilities.
- Provide a single point of contact with authority to review all documents and make decisions.
- Provide concurrence with the aircraft fleet mix that will be utilizing the taxiway.
- Provide any known record drawing information to the CONSULTANT.
- Provide coordination regarding construction safety and phasing plan reviews and project scheduling with airport tenants.

**Compensation**

The CONSULTANT shall be compensated a lump sum amount for the services identified in the scope of services. The amount of compensation for the construction administration shall be Sixty Thousand Three Hundred Fifty-Nine and 46/100 (\$60,359.46) dollars. A detailed breakdown of these costs is included in **Attachment A**. The CONSULTANT shall bill the SPONSOR in accordance with the terms and condition of the original agreement.

All other terms and conditions of the original base agreement shall remain in full force and effect.

This amendment and its conditions along with the conditions and requirements of the original agreement are hereby accepted by both parties as witnessed by these signatures:

WITNESS:

\_\_\_\_\_

**City of Mt. Pleasant**

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

WITNESS:

Cheryl L. Bentley

**MEAD & HUNT, INC.**

By: 

Title: Vice President

Date: May 1, 2023

## Design Engineering Fee - Attachment A

AIRPORT: Mt. Pleasant Municipal Airport  
 LOCATION: Mt. Pleasant, Michigan  
 PROJECT DESCRIPTION: Amendment #2 - Add Midfield Connector  
 CALENDAR DAYS IN CONTRACT: 60

PROJECT NUMBER: 4069200-221451.01  
 DATE: 4/28/2023  
 REV. NO: N/A

MEAD & HUNT PROJECT COST BY PHASE	DIRECT LABOR	OVERHEAD 1.7812	FIXED FEE 11%	TOTAL LABOR FEE	EXPENSES	TOTAL
<b>PHASE I CONTRACT ADMINISTRATION</b>						
1.0 Project Scoping	\$440.00	\$783.73	\$134.61	\$1,358.34		
2.0 Prepare Contract	\$196.00	\$349.12	\$59.96	\$605.08		
3.0 Project Coordination	\$244.00	\$434.61	\$74.65	\$753.26		
4.0 DBE Plan or Update	\$0.00	\$0.00	\$0.00	\$0.00		
5.0 Grant Application and Administration	\$0.00	\$0.00	\$0.00	\$0.00		
6.0 Project Closeout	\$244.00	\$434.61	\$74.65	\$753.26		
<b>TOTAL PHASE I CONTRACT ADMINISTRATION</b>	<b>\$1,124.00</b>	<b>\$2,002.07</b>	<b>\$343.87</b>	<b>\$3,469.94</b>	<b>\$0.00</b>	<b>\$3,469.94</b>
<b>PHASE II PRELIMINARY DESIGN</b>						
7.0 Topographic Surveying	\$720.00	\$1,282.46	\$220.27	\$2,222.73		
8.0 Geotechnical Investigation	\$0.00	\$0.00	\$0.00	\$0.00		
9.0 Prepare Project Geometrics	\$506.00	\$901.29	\$154.80	\$1,562.09		
10.0 Prepare FAA Pavement Design Report and FAA Form 7460	\$314.00	\$559.30	\$96.06	\$969.36		
11.0 Prepare Preliminary Surface & Drainage Analysis	\$1,640.00	\$2,921.17	\$501.73	\$5,062.90		
12.0 Update Preliminary Cost Estimate	\$506.00	\$901.29	\$154.80	\$1,562.09		
13.0 Update Preliminary Design Report	\$314.00	\$559.30	\$96.06	\$969.36		
14.0 Prepare FAA Form 7460	\$0.00	\$0.00	\$0.00	\$0.00		
15.0 Prepare ALP Update	\$1,640.00	\$2,921.17	\$501.73	\$5,062.90		
16.0 Prepare Environmental Documentation	\$0.00	\$0.00	\$0.00	\$0.00		
17.0 Project Coordination	\$488.00	\$869.23	\$149.30	\$1,506.53		
18.0 Project Meetings	\$0.00	\$0.00	\$0.00	\$0.00		
<b>TOTAL PHASE II PRELIMINARY DESIGN</b>	<b>\$6,128.00</b>	<b>\$10,915.21</b>	<b>\$1,874.75</b>	<b>\$18,917.96</b>	<b>\$148.00</b>	<b>\$19,065.96</b>
<b>PHASE III FINAL DESIGN</b>						
19.0 Update Preliminary Plans	\$5,148.00	\$9,169.62	\$1,574.94	\$15,892.56		
20.0 Update Preliminary Specifications	\$750.00	\$1,335.90	\$229.45	\$2,315.35		
21.0 Prepare Final Surface Drainage Analysis and Final Report	\$1,012.00	\$1,802.57	\$309.60	\$3,124.17		
22.0 Prepare Lighting Layout	\$1,012.00	\$1,802.57	\$309.60	\$3,124.17		
23.0 Update Airport Guidance Sign Plan	\$0.00	\$0.00	\$0.00	\$0.00		
24.0 Erosion Control Plan	\$192.00	\$341.99	\$58.74	\$592.73		
25.0 Compile and Edit Permits	\$0.00	\$0.00	\$0.00	\$0.00		
26.0 Prepare Certification of Engineering and Modification	\$0.00	\$0.00	\$0.00	\$0.00		
27.0 Prepare Cost Estimate at 60% Complete	\$0.00	\$0.00	\$0.00	\$0.00		
28.0 Conduct Plan Review at 60% Complete	\$0.00	\$0.00	\$0.00	\$0.00		
29.0 Update Plans to 90%	\$1,448.00	\$2,579.18	\$442.99	\$4,470.17		
30.0 Update Specifications to 90%	\$192.00	\$341.99	\$58.74	\$592.73		
31.0 Conduct Plan Review at 90% Complete	\$436.00	\$776.60	\$133.39	\$1,345.99		
32.0 Prepare and Submit Final Plans and Specifications	\$0.00	\$0.00	\$0.00	\$0.00		
33.0 Prepare and Submit Final Cost Estimate	\$384.00	\$683.98	\$117.48	\$1,185.46		
34.0 Prepare and Submit Final Engineers Design Report	\$96.00	\$171.00	\$29.37	\$296.37		
35.0 Prepare and Submit Construction Management Report	\$0.00	\$0.00	\$0.00	\$0.00		
36.0 Prepare Advertisement for Bids	\$48.00	\$85.50	\$14.69	\$148.19		
37.0 Project Coordination	\$488.00	\$869.23	\$149.30	\$1,506.53		
38.0 Project Meetings	\$0.00	\$0.00	\$0.00	\$0.00		
<b>TOTAL PHASE III FINAL DESIGN</b>	<b>\$11,206.00</b>	<b>\$19,960.13</b>	<b>\$3,428.29</b>	<b>\$34,594.42</b>	<b>\$0.00</b>	<b>\$34,594.42</b>
<b>PHASE IV BID ADMINISTRATION</b>						
39.0 Furnish Bid Documents	\$436.00	\$776.60	\$133.39	\$1,345.99		
40.0 Respond to Bidders Questions	\$244.00	\$434.61	\$74.65	\$753.26		
41.0 Prepare and Distribute Addendums	\$244.00	\$434.61	\$74.65	\$753.26		
42.0 Pre-Bid Conference	\$122.00	\$217.31	\$37.32	\$376.63		
43.0 Bid Opening	\$0.00	\$0.00	\$0.00	\$0.00		
44.0 Bid Review and Bid Tabulation	\$0.00	\$0.00	\$0.00	\$0.00		
45.0 Prepare Recommendation for Award	\$0.00	\$0.00	\$0.00	\$0.00		
<b>TOTAL PHASE IV BID ADMINISTRATION</b>	<b>\$1,046.00</b>	<b>\$1,863.13</b>	<b>\$320.01</b>	<b>\$3,229.14</b>	<b>\$0.00</b>	<b>\$3,229.14</b>
<b>TOTAL MEAD &amp; HUNT FEES</b>	<b>\$19,504.00</b>	<b>\$34,740.54</b>	<b>\$5,966.92</b>	<b>\$60,211.46</b>	<b>\$148.00</b>	<b>\$60,359.46</b>

DIRECT SUB CONSULTANTS	Fee
Other	\$0.00
Survey	\$0.00
Other	\$0.00
Other	\$0.00
Other	\$0.00
Other	\$0.00
<b>TOTAL DIRECT SUB CONSULTANTS</b>	<b>\$0.00</b>

**TOTAL DESIGN ENGINEERING FEE      \$60,359.46**

Item No.	Sr Project Engineer \$75.00	Project Engineer \$61.00	Senior Engineer \$53.00	Engineer 3 \$48.00	Engineer Tech 4 \$45.00	Engineer Tech 2 \$35.00	Engineer Tech 1 \$27.00	Admin Asst \$37.00	Project Planner \$61.00	Total Hours	Cost Summary	
<b>PHASE I - CONTRACT ADMINISTRATION</b>												
<b>1.0 Project Scoping</b>												
1.1		0	2	0	0	0	0	0	0	2	\$122.00	
1.2		0	4	0	0	0	0	2	0	6	\$318.00	
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>8</b>		
	Summary Costs	\$0.00	\$366.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74.00	\$0.00		\$440.00	
<b>2.0 Prepare Contract</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	\$196.00	
	Summary Costs	\$0.00	\$122.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74.00	\$0.00		\$196.00	
<b>3.0 Project Coordination</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	\$244.00	
	Summary Costs	\$0.00	\$244.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$244.00	
<b>4.0 DBE Plan or Update</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	\$0.00	
	Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>5.0 Grant Application and Administration</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	\$0.00	
	Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>6.0 Project Closeout</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	\$244.00	
	Summary Costs	\$0.00	\$244.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$244.00	
<b>Expenses</b>												
										<b>Rate</b>		
	Auto Rental	0	0	0	0	0	0	0	0	0 Days	\$90.00	\$0.00
	Mileage	0	0	0	0	0	0	0	0	0 Miles	\$0.655	\$0.00
	Lodging	0	0	0	0	0	0	0	0	0 Days	\$130.00	\$0.00
	Meals/Day	0	0	0	0	0	0	0	0	0 Days	\$50.00	\$0.00
	Meals/Trip	0	0	0	0	0	0	0	0	0 Trips	\$17.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
										<b>Total Expenses</b>	<b>\$0.00</b>	
<b>PHASE I - CONTRACT ADMINISTRATION TOTAL</b>											<b>\$1,124.00</b>	



Item No.	Sr Project Engineer \$75.00	Project Engineer \$61.00	Senior Engineer \$53.00	Engineer 3 \$48.00	Engineer Tech 4 \$45.00	Engineer Tech 2 \$35.00	Engineer Tech 1 \$27.00	Admin Asst \$37.00	Project Planner \$61.00	Total Hours	Cost Summary	
<b>PHASE II - PRELIMINARY DESIGN</b>												
<b>7.0 Topographic Surveying</b>												
7.1	Coordination (collect existing data, locate utilities)	0	0	0	0	0	0	0	0	0	\$0.00	
7.2	Survey control	0	0	0	0	0	0	0	0	0	\$0.00	
7.3	Field work	0	0	0	0	8	0	0	0	8	\$360.00	
7.4	Convert survey data for design software	0	0	0	0	8	0	0	0	8	\$360.00	
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>		
	Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$720.00	
<b>8.0 Geotechnical Investigation</b>												
8.1	Coordination to schedule geotechnical work	0	0	0	0	0	0	0	0	0	\$0.00	
8.2	Establish project testing requirements	0	0	0	0	0	0	0	0	0	\$0.00	
8.3	Field work	0	0	0	0	0	0	0	0	0	\$0.00	
8.4	Analyze data	0	0	0	0	0	0	0	0	0	\$0.00	
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>9.0 Prepare Project Geometrics</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>\$506.00</b>	
	Summary Costs	\$0.00	\$122.00	\$0.00	\$384.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$506.00	
<b>10.0 Prepare FAA Pavement Design Report and FAA Form 5100</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>\$314.00</b>	
	Summary Costs	\$0.00	\$122.00	\$0.00	\$192.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$314.00	
<b>11.0 Prepare Preliminary Surface &amp; Drainage Analysis</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>\$1,640.00</b>	
	Summary Costs	\$0.00	\$488.00	\$0.00	\$1,152.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,640.00	
<b>12.0 Update Preliminary Cost Estimate</b>												
12.1	Calculate estimated preliminary quantities	0	1	0	4	0	0	0	0	5	\$253.00	
12.2	Prepare preliminary cost estimates	0	1	0	4	0	0	0	0	5	\$253.00	
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>		
	Summary Costs	\$0.00	\$122.00	\$0.00	\$384.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$506.00	
<b>13.0 Update Preliminary Design Report</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>\$314.00</b>	
	Summary Costs	\$0.00	\$122.00	\$0.00	\$192.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$314.00	
<b>14.0 Prepare FAA Form 7460</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	
	Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>15.0 Prepare ALP Update</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>\$1,640.00</b>	
	Summary Costs	\$0.00	\$0.00	\$0.00	\$1,152.00	\$0.00	\$0.00	\$0.00	\$0.00	\$488.00	\$1,640.00	
<b>16.0 Prepare Environmental Documentation</b>												
16.1	Site visit and coordination	0	0	0	0	0	0	0	0	0	\$0.00	
16.2	Environmental documentation	0	0	0	0	0	0	0	0	0	\$0.00	
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>17.0 Project Coordination</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>\$488.00</b>	
	Summary Costs	\$0.00	\$488.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$488.00	
<b>18.0 Project Meetings</b>												
18.1	Present preliminary design, alternatives and recommendations to airport	0	0	0	0	0	0	0	0	0	\$0.00	
18.2	Coordination meetings	0	0	0	0	0	0	0	0	0	\$0.00	
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Expenses</b>												
	Auto Rental	0	0	0	0	0	0	0	0	0 Days	\$90.00	\$0.00
	Mileage	0	0	0	0	200	0	0	0	200 Miles	\$0.655	\$131.00
	Lodging	0	0	0	0	0	0	0	0	0 Days	\$130.00	\$0.00
	Meals/Day	0	0	0	0	0	0	0	0	0 Days	\$50.00	\$0.00
	Meals/Trip	0	0	0	0	1	0	0	0	1 Trips	\$17.00	\$17.00
	Other	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00

Item No.	Sr Project Engineer \$75.00	Project Engineer \$61.00	Senior Engineer \$53.00	Engineer 3 \$48.00	Engineer Tech 4 \$45.00	Engineer Tech 2 \$35.00	Engineer Tech 1 \$27.00	Admin Asst \$37.00	Project Planner \$61.00	Total Hours		Cost Summary
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
<b>Total Expenses</b>											<b>\$148.00</b>	
<b>PHASE II - PRELIMINARY DESIGN TOTAL</b>											<b>\$6,276.00</b>	

Item No.	Sr Project Engineer \$75.00	Project Engineer \$61.00	Senior Engineer \$53.00	Engineer 3 \$48.00	Engineer Tech 4 \$45.00	Engineer Tech 2 \$35.00	Engineer Tech 1 \$27.00	Admin Asst \$37.00	Project Planner \$61.00	Total Hours	Cost Summary
<b>PHASE III - FINAL DESIGN</b>											
<b>19.0 Update Preliminary Plans</b>											
<b>General</b>											
Cover Sheet, Sheet Index & Symbols	0	0	0	2	0	0	0	0	0	2	\$96.00
Legend & Abbreviations	0	0	0	2	0	0	0	0	0	2	\$96.00
General Notes	0	0	0	2	0	0	0	0	0	2	\$96.00
Project Layout Plan	0	0	0	2	0	0	0	0	0	2	\$96.00
Survey Control Plan	0	0	0	2	0	0	0	0	0	2	\$96.00
Project Quantity Tables	0	0	0	2	0	0	0	0	0	2	\$96.00
Construction & Phasing Plan	0	0	0	8	0	0	0	0	0	8	\$384.00
Geotechnical											
Plan & Log of Soil Borings	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Civil - General</b>											
Civil Legend	0	0	0	0	0	0	0	0	0	0	\$0.00
Erosion Control Plans	0	0	0	2	0	0	0	0	0	2	\$96.00
Erosion Control Details	0	0	0	2	0	0	0	0	0	2	\$96.00
Storm Water Management Plans	0	0	0	2	0	0	0	0	0	2	\$96.00
Demolition Plans	0	0	0	2	0	0	0	0	0	2	\$96.00
Demolition Details	0	0	0	2	0	0	0	0	0	2	\$96.00
Geometrics	0	0	0	8	0	0	0	0	0	8	\$384.00
Existing Contours	0	0	0	2	0	0	0	0	0	2	\$96.00
<b>Civil - Site</b>											
Grading & Drainage Plans	0	0	0	16	0	0	0	0	0	16	\$768.00
Intersection Details	0	0	0	2	0	0	0	0	0	2	\$96.00
Plan & Profiles	0	0	0	4	0	0	0	0	0	4	\$192.00
Typical Sections	0	0	0	2	0	0	0	0	0	2	\$96.00
Paving Details	0	0	0	2	0	0	0	0	0	2	\$96.00
Jointing Plans	0	0	0	0	0	0	0	0	0	0	\$0.00
Jointing Details	0	0	0	0	0	0	0	0	0	0	\$0.00
Pavement Grooving Plan	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Civil - Utility</b>											
Plan & Profiles	0	0	0	0	0	0	0	0	0	0	\$0.00
Details	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Civil - Sewer</b>											
Plan & Profiles	0	0	0	0	0	0	0	0	0	0	\$0.00
Sewer Details	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Civil - Water</b>											
Water Distribution Plan	0	0	0	0	0	0	0	0	0	0	\$0.00
Water Details	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Civil - Storm Sewer</b>											
Plan & Profiles	0	0	0	0	4	0	0	0	0	4	\$180.00
Drainage Details	0	0	0	0	2	0	0	0	0	2	\$90.00
Inlet Layout Plan	0	0	0	0	4	0	0	0	0	4	\$180.00
<b>Civil - Gas</b>											
Gas Distribution Plan	0	0	0	0	0	0	0	0	0	0	\$0.00
Gas Details	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Civil - Fencing</b>											
Fencing Plans	0	0	0	0	0	0	0	0	0	0	\$0.00
Fencing Details	0	0	0	0	0	0	0	0	0	0	\$0.00
Gate Details	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Civil - Marking</b>											
Marking Plans	0	0	0	0	4	0	0	0	0	4	\$180.00
Marking Details	0	0	0	0	4	0	0	0	0	4	\$180.00
Signing Plans	0	0	0	0	2	0	0	0	0	2	\$90.00
Signing Details	0	0	0	0	2	0	0	0	0	2	\$90.00
<b>Civil - X-Sections</b>											
Cross Sections	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Electrical</b>											
Electrical Removals Plan	0	0	0	0	2	0	0	0	0	2	\$90.00
Electrical Layout Plan	0	0	0	0	8	0	0	0	0	8	\$360.00

Item No.	Sr Project Engineer \$75.00	Project Engineer \$61.00	Senior Engineer \$53.00	Engineer 3 \$48.00	Engineer Tech 4 \$45.00	Engineer Tech 2 \$35.00	Engineer Tech 1 \$27.00	Admin Asst \$37.00	Project Planner \$61.00	Total Hours	Cost Summary
Existing Signage Plan	0	0	0	0	0	0	0	0	0	0	\$0.00
Proposed Signage Plan	0	0	0	0	8	0	0	0	0	8	\$360.00
Sign Legend	0	0	0	0	4	0	0	0	0	4	\$180.00
Electrical Vault Layout	0	0	0	0	0	0	0	0	0	0	\$0.00
Existing Signage Plan	0	0	0	0	0	0	0	0	0	0	\$0.00
Electrical Details	0	0	0	0	0	0	0	0	0	0	\$0.00
NAVAIDS Details	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>66</b>	<b>44</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>110</b>	
Summary Costs	\$0.00	\$0.00	\$0.00	\$3,168.00	\$1,980.00	\$0.00	\$0.00	\$0.00	\$0.00		\$5,148.00
<b>20.0 Update Preliminary Specifications</b>											
20.1 Update preliminary technical specifications	0	2	0	8	0	0	0	0	0	10	\$506.00
20.2 Update preliminary contract documents	0	4	0	0	0	0	0	0	0	4	\$244.00
20.3 Update preliminary special provisions	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>	
Summary Costs	\$0.00	\$366.00	\$0.00	\$384.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$750.00
<b>21.0 Prepare Final Surface Drainage Analysis and Final Storm Sewer Design</b>											
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	\$1,012.00
Summary Costs	\$0.00	\$244.00	\$0.00	\$768.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,012.00
<b>22.0 Prepare Lighting Layout</b>											
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	\$1,012.00
Summary Costs	\$0.00	\$244.00	\$0.00	\$768.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,012.00
<b>23.0 Update Airport Guidance Sign Plan</b>											
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>24.0 Erosion Control Plan</b>											
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	\$192.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$192.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$192.00
<b>25.0 Compile and Edit Permits</b>											
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>26.0 Prepare Certification of Engineering and Modification of Standards</b>											
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>27.0 Prepare Cost Estimate at 60% Complete</b>											
27.1 Calculate estimated quantities	0	0	0	0	0	0	0	0	0	0	\$0.00
27.2 Prepare cost estimate	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>28.0 Conduct Plan Review at 60% Complete</b>											
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>29.0 Update Plans to 90%</b>											
Cover Sheet	0	0	0	1	0	0	0	0	0	1	\$48.00
Index to Drawings	0	0	0	1	0	0	0	0	0	1	\$48.00
Project Layout Plan	0	0	0	1	0	0	0	0	0	1	\$48.00
Construction Operations and Safety Plan	0	0	0	0	0	0	0	0	0	0	\$0.00
Soil Boring Plan	0	0	0	0	0	0	0	0	0	0	\$0.00
Safety Plan	0	0	0	0	0	0	0	0	0	0	\$0.00
Survey Control Plan	0	0	0	0	0	0	0	0	0	0	\$0.00
Construction Phasing Plan	0	0	0	2	0	0	0	0	0	2	\$96.00
Demolition Sheets	0	0	0	1	0	0	0	0	0	1	\$48.00
Grading and Drainage Sheets	0	0	0	4	0	0	0	0	0	4	\$192.00
Typical Sections and Details	0	0	0	2	0	0	0	0	0	2	\$96.00
Drainage Details	0	0	0	1	0	0	0	0	0	1	\$48.00
Pavement Marking Layout and Details	0	0	0	1	0	0	0	0	0	1	\$48.00
Erosion Control Plan	0	0	0	1	0	0	0	0	0	1	\$48.00
Electrical Layout Plan	0	0	0	4	0	0	0	0	0	4	\$192.00
Lighting Control System	0	0	0	0	0	0	0	0	0	0	\$0.00
Electrical Details	0	0	0	1	0	0	0	0	0	1	\$48.00
Mechanical Layout Plans	0	0	0	0	0	0	0	0	0	0	\$0.00

Item No.	Sr Project Engineer \$75.00	Project Engineer \$61.00	Senior Engineer \$53.00	Engineer 3 \$48.00	Engineer Tech 4 \$45.00	Engineer Tech 2 \$35.00	Engineer Tech 1 \$27.00	Admin Asst \$37.00	Project Planner \$61.00	Total Hours	Cost Summary
Utility Layout Plan	0	0	0	0	0	0	0	0	0	0	\$0.00
Subtotal Final Plans	0	0	0	0	0	0	0	0	0	0	\$0.00
Final Specifications and Contract Documents	0	8	0	0	0	0	0	0	0	8	\$488.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Estimated Total Man-hours	0	8	0	20	0	0	0	0	0	28	
Summary Costs	\$0.00	\$488.00	\$0.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,448.00
<b>30.0 Update Specifications to 90%</b>											
Estimated Total Man-hours	0	0	0	4	0	0	0	0	0	4	\$192.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$192.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$192.00
<b>31.0 Conduct Plan Review at 90% Complete</b>											
Estimated Total Man-hours	0	4	0	4	0	0	0	0	0	8	\$436.00
Summary Costs	\$0.00	\$244.00	\$0.00	\$192.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$436.00
<b>32.0 Prepare and Submit Final Plans and Specifications</b>											
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>33.0 Prepare and Submit Final Cost Estimate</b>											
33.1 Calculate estimated final quantities	0	0	0	4	0	0	0	0	0	4	\$192.00
33.2 Prepare final cost estimate	0	0	0	4	0	0	0	0	0	4	\$192.00
Estimated Total Man-hours	0	0	0	8	0	0	0	0	0	8	
Summary Costs	\$0.00	\$0.00	\$0.00	\$384.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$384.00
<b>34.0 Prepare and Submit Final Engineers Design Report</b>											
Estimated Total Man-hours	0	0	0	2	0	0	0	0	0	2	\$96.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$96.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$96.00
<b>35.0 Prepare and Submit Construction Management Report</b>											
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>36.0 Prepare Advertisement for Bids</b>											
Estimated Total Man-hours	0	0	0	1	0	0	0	0	0	1	\$48.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$48.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$48.00
<b>37.0 Project Coordination</b>											
Estimated Total Man-hours	0	8	0	0	0	0	0	0	0	8	\$488.00
Summary Costs	\$0.00	\$488.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$488.00
<b>38.0 Project Meetings</b>											
38.1 Final design review	0	0	0	0	0	0	0	0	0	0	\$0.00
38.2 Coordination meetings	0	0	0	0	0	0	0	0	0	0	\$0.00
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>Expenses</b>											<b>Rate</b>
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$90.00
Mileage	0	0	0	0	0	0	0	0	0	0 Miles	\$0.655
Lodging	0	0	0	0	0	0	0	0	0	0 Days	\$130.00
Meals/Day	0	0	0	0	0	0	0	0	0	0 Days	\$50.00
Meals/Trip	0	0	0	0	0	0	0	0	0	0 Trips	\$17.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
										<b>Total Expenses</b>	<b>\$0.00</b>
<b>PHASE III - FINAL DESIGN TOTAL</b>											<b>\$11,206.00</b>

Item No.	Sr Project Engineer \$75.00	Project Engineer \$61.00	Senior Engineer \$53.00	Engineer 3 \$48.00	Engineer Tech 4 \$45.00	Engineer Tech 2 \$35.00	Engineer Tech 1 \$27.00	Admin Asst \$37.00	Project Planner \$61.00	Total Hours	Cost Summary
<b>PHASE IV - BID ADMINISTRATION</b>											
<b>39.0 Furnish Bid Documents</b>											
Estimated Total Man-hours	0	4	0	4	0	0	0	0	0	8	\$436.00
Summary Costs	\$0.00	\$244.00	\$0.00	\$192.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$436.00
<b>40.0 Respond to Bidders Questions</b>											
Estimated Total Man-hours	0	4	0	0	0	0	0	0	0	4	\$244.00
Summary Costs	\$0.00	\$244.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$244.00
<b>41.0 Prepare and Distribute Addendums</b>											
Estimated Total Man-hours	0	4	0	0	0	0	0	0	0	4	\$244.00
Summary Costs	\$0.00	\$244.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$244.00
<b>42.0 Pre-Bid Conference</b>											
Estimated Total Man-hours	0	2	0	0	0	0	0	0	0	2	\$122.00
Summary Costs	\$0.00	\$122.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$122.00
<b>43.0 Bid Opening</b>											
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>44.0 Bid Review and Bid Tabulation</b>											
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>45.0 Prepare Recommendation for Award</b>											
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>Expenses</b>											
											<b>Rate</b>
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$90.00
Mileage	0	0	0	0	0	0	0	0	0	0 Miles	\$0.655
Lodging	0	0	0	0	0	0	0	0	0	0 Days	\$130.00
Meals/Day	0	0	0	0	0	0	0	0	0	0 Days	\$50.00
Meals/Trip	0	0	0	0	0	0	0	0	0	0 Trips	\$17.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Total Expenses</b>											<b>\$0.00</b>
<b>PHASE IV - BID ADMINISTRATION TOTAL</b>											<b>\$1,046.00</b>

**Amendment #3**

**Between**

**MEAD & HUNT, INC.**

**and**

**City of Mt. Pleasant**

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**Design for Taxiway A Lighting  
for**

**Rehabilitate Taxiway A**

**At the  
Mt. Pleasant Municipal Airport  
Mt. Pleasant, Michigan**

**Mead & Hunt Project No.: 4069200-221451.01**

## **Work Scope May 16, 2023**

**Project Description** Taxiway A and associated connectors currently have a PCI range (2018) from 19 to 68. This includes sections of 19, 42, 53, 55 and 68. Taxiway A and connectors B & D will be pulverized and repaved. Taxiway connector C will be removed. Due to the removal of Taxiway C, a number of lights and signs must also be moved/replaced. The rehabilitated area will be approximately 5,600' long, and will include run-up pads on either end.

On May 16<sup>th</sup>, MDOT Aeronautics notified MOP and the CONSULTANT that additional money may be available to increase the scope of work for the original project, including the midfield connector added in Amendment #2. The revised project will replace the Taxiway A Edge Lighting circuit in its entirety, including new cable, conduit, duct banks, CCR and base mounted LED lights.

The purpose of this amendment is to establish a scope of services and fee for the design of the edge lighting portion of the project. It is anticipated that the increased project scope will impact phasing, demolition, site grading, drainage, edge lighting and signage, soil erosion control, restoration, and pavement marking.

### **PHASE I. Contract Administration**

This phase involves those activities required for defining the scope of project administration and project closeout work, including (but not limited to) the following activities:

#### 1.0 Project Scoping

##### 1.1 Preliminary Meetings with the SPONSOR

CONSULTANT shall confer with the SPONSOR on, and ascertain, project requirements, finances, schedules, and other pertinent matters and shall meet with MDOT AERO/FAA if needed and other concerned agencies and parties on matters affecting the project and shall arrive at a mutual understanding of such matters with the SPONSOR.

##### 1.2 Prepare Project Scope of Work and Proposal

This includes preparing the scope of work and fee proposal and negotiating the contract scope and fee with the SPONSOR.

#### 2.0 Prepare Contract

This includes preparing the CONSULTANT-SPONSOR amendment.

#### 3.0 Project Coordination



CONSULTANT shall coordinate with SPONSOR & MDOT/AERO and other applicable agencies to complete the work elements in Phase 1.

4.0 DBE Plan or Update

It is anticipated that all DBE plan tasks and updates will be completed by MDOT Aeronautics staff, and therefore will not be part of this scope.

5.0 Grant Application and Administration

It is anticipated that all required Grant Application and Administration tasks will be completed by MDOT Aeronautics staff, and therefore will not be part of this scope.

6.0 Project Closeout

Assist MDOT Aero in preparation of the FAA Project Financial Closeout Forms and Report.

**PHASE II. Preliminary Design (30%)**

7.0 Topographical Surveying

7.1 Coordination to collect existing data and locate utilities

This work was completed during as part of the original agreement. It is not anticipated that additional effort will be required.

7.2 Survey control

This work was completed during as part of the original agreement. It is not anticipated that additional effort will be required.

7.3 Field work

The CONSULTANT will visit the site to review the electrical vault.

7.4 Convert survey data for design software

This work was completed during as part of the original agreement. It is not anticipated that additional effort will be required.

8.0 Geotechnical Investigation

This work was completed during as part of the original agreement. It is not anticipated that additional effort will be required.

9.0 Prepare Project Geometrics

This work was completed during as part of the original agreement. It is not anticipated that additional effort will be required.

10.0 Prepare FAA Pavement Design Report and FAA Form 5100

This work was completed during as part of the original agreement. It is not anticipated that additional effort will be required.

- 11.0 Prepare Preliminary Surface Grading and Drainage Analysis  
This work was completed during as part of the original agreement. It is not anticipated that additional effort will be required.
- 12.0 Update Preliminary Cost Estimate – In addition to preliminary quantities and cost estimating, the CONSULTANT will prepare quantities and estimate for installation of the edge lighting system, in addition to the original planned Taxiway A Rehabilitation.
- 12.1 Calculate estimated preliminary quantities.  
The CONSULTANT will calculate necessary quantities for the various work items. Quantities will be consistent with the specifications and acceptable quantity calculation practices.
- 12.2 Update preliminary costs estimate.
- 13.0 Update Preliminary Design Report  
During the preparation of the updated preliminary plans and specifications, the design report will be updated to include information regarding the proposed edge lighting system.
- 14.0 Prepare FAA Form 7460  
It is not anticipated that a FAA Form 7460 will be required.
- 15.0 Prepare ALP Update  
It is not anticipated that an ALP Update will be required.
- 16.0 Prepare Environmental Documentations  
It is an anticipated that environmental clearance for the project will be completed by MDOT Aeronautics staff on the Airport's behalf. This work scope does NOT include any environmental clearance or wetland design/mitigation. If it is determined that the CONSULTANT will be required to complete the environmental clearance, the work necessary will be completed under an amendment to this agreement or a separate agreement.
- 17.0 Project Coordination  
CONSULTANT shall coordinate with the SPONSOR and MDOT/AERO and other applicable agencies to complete the work elements in Phase II.
- 18.0 Project Meetings  
No additional meetings are anticipated.

### **PHASE III. Final Design (90% and Final)**

- 19.0 Update Preliminary Plans  
Preliminary plans will be updated depicting new items of work within the project area associated with the proposed edge lighting system.

## 20.0 Update Preliminary Specifications & Contract Documents

### 20.1 Update preliminary technical specifications

The CONSULTANT will update assembled the technical specifications necessary for the intended work added by the proposed edge lighting system. Standard FAA specifications will be utilized where possible. Additional specifications will be prepared to address work items or materials that are not covered by the FAA specifications

### 20.2 Update preliminary contract documents

The CONSULTANT will update the preliminary contract documents including invitation for bids, instruction to bidders, proposal, equal employment opportunity clauses, construction contract agreement, performance bond, payment bond, State Requirements, Federal Requirements, Preliminary Bid Schedule, Wage Rates, and general provisions as necessary to accommodate proposed edge lighting system. Preparation will include establishing the location for the bid opening, dates for advertisement, and description of the work schedule.

### 20.3 Prepare preliminary special provisions

It is not anticipated that any additional special provision will be necessary to the proposed edge lighting system.

## 21.0 Prepare Final Surface Drainage Analysis and Final Storm Sewer Design

This work was completed during as part of the original agreement. It is not anticipated that additional effort will be required.

## 22.0 Prepare Lighting Layout

The CONSULTANT will establish the lighting layouts and equipment necessary to meet FAA criteria and standards and to meet the National Electrical Code. Included for this work item are the following tasks:

- Layout light locations
- Determine sign legends and sign sizes
- Design conduit and duct bank locations and sizes

## 23.0 Update Airport Guidance Sign Plan

The Airport does not have a marking and signage plan on file with the FAA, therefore this task is not included in this scope.

## 24.0 Erosion Control Plan

This work was completed during as part of the original agreement. It is not anticipated that additional effort will be required.

## 25.0 Compile and Submit Permits

Necessary permits for the project will be the responsibility of the contractor at the time of construction are compiling and submitting them is not included in this scope.

- 26.0 Prepare Certification of Engineering and Modification of Standards  
The CONSULTANT will complete the CONSULTANT Certification verifying the plans and specifications were developed in accordance with Federal guidelines. Any unforeseen modification to standards will be completed as an amendment to this contract.
- 27.0 Prepare Cost Estimate at 60% Complete  
Due to project schedule, a 60% estimate will not be completed.
- 28.0 Conduct Plan Review at 60% Complete  
Due to project schedule, a 60% review will not be completed.
- 29.0 Update Plans to 90%
- 30.0 Update Specifications to 90%
- 31.0 Conduct Plan Review at 90% Complete  
  
Due to project schedule, a 90% review will not be completed.
- 32.0 Prepare Final Plans and Specifications  
A final set of plans, specifications and contract documents will be prepared which incorporates revisions, modifications and corrections determined during the CONSULTANT's review of the 90% submittal.
- 33.0 Prepare and Submit Final Estimated Cost Estimate
- 33.2 Calculate estimated updated final quantities
- 33.2 Prepare final updated cost estimate  
Using the final quantities calculated following the completion of the plans and specifications, the CONSULTANT will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers, and other databases available.
- 34.0 Prepare and Submit Updated Final Engineers Design Report
- 35.0 Prepare and Submit a Construction Management Report (for paving projects over \$250k)  
The Construction Management Report will be completed under a future Construction Administration services agreement.
- 36.0 Prepare Advertisement for Bids  
This work was completed during as part of the original agreement. It is not anticipated that additional effort will be required.

37.0 Project Coordination (coordination with SPONSOR, State, FAA, etc.)  
CONSULTANT shall coordinate with the SPONSOR, State and other applicable agencies to complete the work elements in Phase III.

38.0 Project Meetings  
No additional meetings are anticipated.

#### **PHASE IV. Bid Administration**

39.0 Furnish Bid Documents  
CONSULTANT shall prepare, reproduce and distribute updated bidding documents to interested contractors and suppliers. The CONSULTANT shall keep a current list of plan holders and distribute this to interested parties upon request. This task also includes coordination required to facilitate these requests.

40.0 Respond to Bidders Questions  
During the bidding process, the CONSULTANT will be available to clarify bidding issues with contractors and suppliers, and for consultation with the various entities associated with the project. This item also includes contacting bidders to generate interest in the project.

41.0 Prepare and Distribute Addendums  
CONSULTANT shall issue addenda as appropriate to interpret, clarify, or change the bidding documents as required by the SPONSOR or MDOT AERO/FAA. Addenda will be made available to the plan holders either through mail, electronic mail, hand delivering or via facsimile transmission. Any addenda that are generated as a sole result of the SPONSORs error or omission will be considered as extra services and the CONSULTANT shall be reimbursed for this effort as an amendment to this contract. The edge lighting system will be added to the project as a potential addenda topic.

42.0 Pre-Bid Conference  
CONSULTANT shall arrange for and conduct Pre-Bid Conference. The Project Manager and Project Engineer will attend and conduct the Pre-Bid Meeting with potential contractors and the SPONSOR to review the project and answer questions. The meeting will be conducted at the airport and will include a site inspection and meeting minutes will be prepared and distributed. The edge lighting system will be added to the existing agenda.

43.0 Bid Opening  
This task will be completed under the original agreement.

44.0 Bid Review and Bid Tabulation  
This task will be completed under the original agreement.

#### 45.0 Prepare Recommendation for Award

This task will be completed under the original agreement.

#### **Schedule**

The updated design for this project will take approximately 10 days to complete. The design schedule will be coordinated with the SPONSOR. It is anticipated competitive bids will be received for the project in June 2023 and a grant for construction will be awarded in FAA fiscal year 2023.

#### **SPONSOR Responsibilities**

The SPONSOR shall be responsible to provide the following information and activities:

- Provide access to the project site and assist with locating any known utilities.
- Provide a single point of contact with authority to review all documents and make decisions.
- Provide concurrence with the aircraft fleet mix that will be utilizing the taxiway.
- Provide any known record drawing information to the CONSULTANT.
- Provide coordination regarding construction safety and phasing plan reviews and project scheduling with airport tenants.

**Compensation**

The CONSULTANT shall be compensated a lump sum amount for the services identified in the scope of services. The amount of compensation for the construction administration shall be Forty-Four Thousand Six Hundred Fifty-Five and 22/100 (\$44,655.22) dollars. A detailed breakdown of these costs is included in **Attachment A**. The CONSULTANT shall bill the SPONSOR in accordance with the terms and condition of the original agreement.

All other terms and conditions of the original base agreement shall remain in full force and effect.

This amendment and its conditions along with the conditions and requirements of the original agreement are hereby accepted by both parties as witnessed by these signatures:

WITNESS:

\_\_\_\_\_


**City of Mt. Pleasant**

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

WITNESS:

  
\_\_\_\_\_  
Martha Frary

**MEAD & HUNT, INC.**

By: \_\_\_\_\_

Title: Vice President

Date: May 26, 2023

## Design Engineering Fee - Attachment A

AIRPORT: Mt. Pleasant Municipal Airport  
 LOCATION: Mt. Pleasant, Michigan  
 PROJECT DESCRIPTION: Amendment #3 - Add TWY A Edge Lighting System  
 CALENDAR DAYS IN CONTRACT: 10

PROJECT NUMBER: 4069200-221451.01  
 DATE: 5/16/2023  
 REV. NO: N/A

MEAD & HUNT PROJECT COST BY PHASE	DIRECT LABOR	OVERHEAD 1.7812	FIXED FEE 11%	TOTAL LABOR FEE	EXPENSES	TOTAL
<b>PHASE I CONTRACT ADMINISTRATION</b>						
1.0 Project Scoping	\$440.00	\$783.73	\$134.61	\$1,358.34		
2.0 Prepare Contract	\$196.00	\$349.12	\$59.96	\$605.08		
3.0 Project Coordination	\$244.00	\$434.61	\$74.65	\$753.26		
4.0 DBE Plan or Update	\$0.00	\$0.00	\$0.00	\$0.00		
5.0 Grant Application and Administration	\$0.00	\$0.00	\$0.00	\$0.00		
6.0 Project Closeout	\$244.00	\$434.61	\$74.65	\$753.26		
<b>TOTAL PHASE I CONTRACT ADMINISTRATION</b>	<b>\$1,124.00</b>	<b>\$2,002.07</b>	<b>\$343.87</b>	<b>\$3,469.94</b>	<b>\$0.00</b>	<b>\$3,469.94</b>
<b>PHASE II PRELIMINARY DESIGN</b>						
7.0 Topographic Surveying	\$424.00	\$755.23	\$129.72	\$1,308.95		
8.0 Geotechnical Investigation	\$0.00	\$0.00	\$0.00	\$0.00		
9.0 Prepare Project Geometrics	\$0.00	\$0.00	\$0.00	\$0.00		
10.0 Prepare FAA Pavement Design Report and FAA Fo	\$0.00	\$0.00	\$0.00	\$0.00		
11.0 Prepare Preliminary Surface & Drainage Analysis	\$0.00	\$0.00	\$0.00	\$0.00		
12.0 Update Preliminary Cost Estimate	\$506.00	\$901.29	\$154.80	\$1,562.09		
13.0 Update Preliminary Design Report	\$314.00	\$559.30	\$96.06	\$969.36		
14.0 Prepare FAA Form 7460	\$0.00	\$0.00	\$0.00	\$0.00		
15.0 Prepare ALP Update	\$1,640.00	\$2,921.17	\$501.73	\$5,062.90		
16.0 Prepare Environmental Documentation	\$0.00	\$0.00	\$0.00	\$0.00		
17.0 Project Coordination	\$488.00	\$869.23	\$149.30	\$1,506.53		
18.0 Project Meetings	\$0.00	\$0.00	\$0.00	\$0.00		
<b>TOTAL PHASE II PRELIMINARY DESIGN</b>	<b>\$3,372.00</b>	<b>\$6,006.22</b>	<b>\$1,031.61</b>	<b>\$10,409.83</b>	<b>\$148.00</b>	<b>\$10,557.83</b>
<b>PHASE III FINAL DESIGN</b>						
19.0 Update Preliminary Plans	\$3,794.00	\$6,757.87	\$1,160.71	\$11,712.58		
20.0 Update Preliminary Specifications	\$750.00	\$1,335.90	\$229.45	\$2,315.35		
21.0 Prepare Final Surface Drainage Analysis and Final	\$0.00	\$0.00	\$0.00	\$0.00		
22.0 Prepare Lighting Layout	\$1,256.00	\$2,237.19	\$384.25	\$3,877.44		
23.0 Update Airport Guidance Sign Plan	\$0.00	\$0.00	\$0.00	\$0.00		
24.0 Erosion Control Plan	\$0.00	\$0.00	\$0.00	\$0.00		
25.0 Compile and Edit Permits	\$0.00	\$0.00	\$0.00	\$0.00		
26.0 Prepare Certification of Engineering and Modification	\$0.00	\$0.00	\$0.00	\$0.00		
27.0 Prepare Cost Estimate at 60% Complete	\$0.00	\$0.00	\$0.00	\$0.00		
28.0 Conduct Plan Review at 60% Complete	\$0.00	\$0.00	\$0.00	\$0.00		
29.0 Update Plans to 90%	\$1,566.00	\$2,789.36	\$479.09	\$4,834.45		
30.0 Update Specifications to 90%	\$192.00	\$341.99	\$58.74	\$592.73		
31.0 Conduct Plan Review at 90% Complete	\$0.00	\$0.00	\$0.00	\$0.00		
32.0 Prepare and Submit Final Plans and Specifications	\$872.00	\$1,553.21	\$266.77	\$2,691.98		
33.0 Prepare and Submit Final Cost Estimate	\$384.00	\$683.98	\$117.48	\$1,185.46		
34.0 Prepare and Submit Final Engineers Design Report	\$192.00	\$341.99	\$58.74	\$592.73		
35.0 Prepare and Submit Construction Management Rep	\$0.00	\$0.00	\$0.00	\$0.00		
36.0 Prepare Advertisement for Bids	\$0.00	\$0.00	\$0.00	\$0.00		
37.0 Project Coordination	\$488.00	\$869.23	\$149.30	\$1,506.53		
38.0 Project Meetings	\$0.00	\$0.00	\$0.00	\$0.00		
<b>TOTAL PHASE III FINAL DESIGN</b>	<b>\$9,494.00</b>	<b>\$16,910.72</b>	<b>\$2,904.53</b>	<b>\$29,309.25</b>	<b>\$0.00</b>	<b>\$29,309.25</b>
<b>PHASE IV BID ADMINISTRATION</b>						
39.0 Furnish Bid Documents	\$122.00	\$217.31	\$37.32	\$376.63		
40.0 Respond to Bidders Questions	\$122.00	\$217.31	\$37.32	\$376.63		
41.0 Prepare and Distribute Addendums	\$122.00	\$217.31	\$37.32	\$376.63		
42.0 Pre-Bid Conference	\$61.00	\$108.65	\$18.66	\$188.31		
43.0 Bid Opening	\$0.00	\$0.00	\$0.00	\$0.00		
44.0 Bid Review and Bid Tabulation	\$0.00	\$0.00	\$0.00	\$0.00		
45.0 Prepare Recommendation for Award	\$0.00	\$0.00	\$0.00	\$0.00		
<b>TOTAL PHASE IV BID ADMINISTRATION</b>	<b>\$427.00</b>	<b>\$760.58</b>	<b>\$130.62</b>	<b>\$1,318.20</b>	<b>\$0.00</b>	<b>\$1,318.20</b>
<b>TOTAL MEAD &amp; HUNT FEES</b>	<b>\$14,417.00</b>	<b>\$25,679.59</b>	<b>\$4,410.63</b>	<b>\$44,507.22</b>	<b>\$148.00</b>	<b>\$44,655.22</b>

DIRECT SUB CONSULTANTS	Fee
Other	\$0.00
Survey	\$0.00
Other	\$0.00
Other	\$0.00
Other	\$0.00
Other	\$0.00
<b>TOTAL DIRECT SUB CONSULTANTS</b>	<b>\$0.00</b>

**TOTAL DESIGN ENGINEERING FEE      \$44,655.22**



Item No.	Sr Project Engineer \$75.00	Project Engineer \$61.00	Senior Engineer \$53.00	Engineer 3 \$48.00	Engineer Tech 4 \$45.00	Engineer Tech 2 \$35.00	Engineer Tech 1 \$27.00	Admin Asst \$37.00	Project Planner \$61.00	Total Hours	Cost Summary	
<b>PHASE I - CONTRACT ADMINISTRATION</b>												
<b>1.0 Project Scoping</b>												
1.1		0	2	0	0	0	0	0	0	2	\$122.00	
1.2		0	4	0	0	0	0	2	0	6	\$318.00	
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>8</b>		
	Summary Costs	\$0.00	\$366.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74.00	\$0.00		\$440.00	
<b>2.0 Prepare Contract</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	\$196.00	
	Summary Costs	\$0.00	\$122.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74.00	\$0.00		\$196.00	
<b>3.0 Project Coordination</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	\$244.00	
	Summary Costs	\$0.00	\$244.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$244.00	
<b>4.0 DBE Plan or Update</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	\$0.00	
	Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>5.0 Grant Application and Administration</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	\$0.00	
	Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>6.0 Project Closeout</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	\$244.00	
	Summary Costs	\$0.00	\$244.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$244.00	
<b>Expenses</b>												
										<b>Rate</b>		
	Auto Rental	0	0	0	0	0	0	0	0	0 Days	\$90.00	\$0.00
	Mileage	0	0	0	0	0	0	0	0	0 Miles	\$0.655	\$0.00
	Lodging	0	0	0	0	0	0	0	0	0 Days	\$130.00	\$0.00
	Meals/Day	0	0	0	0	0	0	0	0	0 Days	\$50.00	\$0.00
	Meals/Trip	0	0	0	0	0	0	0	0	0 Trips	\$17.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
										<b>Total Expenses</b>	<b>\$0.00</b>	
<b>PHASE I - CONTRACT ADMINISTRATION TOTAL</b>											<b>\$1,124.00</b>	

Item No.	Sr Project Engineer \$75.00	Project Engineer \$61.00	Senior Engineer \$53.00	Engineer 3 \$48.00	Engineer Tech 4 \$45.00	Engineer Tech 2 \$35.00	Engineer Tech 1 \$27.00	Admin Asst \$37.00	Project Planner \$61.00	Total Hours	Cost Summary	
<b>PHASE II - PRELIMINARY DESIGN</b>												
<b>7.0 Topographic Surveying</b>												
7.1	Coordination (collect existing data, locate utilities)	0	0	0	0	0	0	0	0	0	\$0.00	
7.2	Survey control	0	0	0	0	0	0	0	0	0	\$0.00	
7.3	Field work	0	0	8	0	0	0	0	0	8	\$424.00	
7.4	Convert survey data for design software	0	0	0	0	0	0	0	0	0	\$0.00	
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>		
	Summary Costs	\$0.00	\$0.00	\$424.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$424.00	
<b>8.0 Geotechnical Investigation</b>												
8.1	Coordination to schedule geotechnical work	0	0	0	0	0	0	0	0	0	\$0.00	
8.2	Establish project testing requirements	0	0	0	0	0	0	0	0	0	\$0.00	
8.3	Field work	0	0	0	0	0	0	0	0	0	\$0.00	
8.4	Analyze data	0	0	0	0	0	0	0	0	0	\$0.00	
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>9.0 Prepare Project Geometrics</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	
	Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>10.0 Prepare FAA Pavement Design Report and FAA Form 5100</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	
	Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>11.0 Prepare Preliminary Surface &amp; Drainage Analysis</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	
	Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>12.0 Update Preliminary Cost Estimate</b>												
12.1	Calculate estimated preliminary quantities	0	1	0	4	0	0	0	0	5	\$253.00	
12.2	Prepare preliminary cost estimates	0	1	0	4	0	0	0	0	5	\$253.00	
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>		
	Summary Costs	\$0.00	\$122.00	\$0.00	\$384.00	\$0.00	\$0.00	\$0.00	\$0.00		\$506.00	
<b>13.0 Update Preliminary Design Report</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>\$314.00</b>	
	Summary Costs	\$0.00	\$122.00	\$0.00	\$192.00	\$0.00	\$0.00	\$0.00	\$0.00		\$314.00	
<b>14.0 Prepare FAA Form 7460</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	
	Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>15.0 Prepare ALP Update</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>32</b>	<b>\$1,640.00</b>	
	Summary Costs	\$0.00	\$0.00	\$0.00	\$1,152.00	\$0.00	\$0.00	\$0.00	\$488.00		\$1,640.00	
<b>16.0 Prepare Environmental Documentation</b>												
16.1	Site visit and coordination	0	0	0	0	0	0	0	0	0	\$0.00	
16.2	Environmental documentation	0	0	0	0	0	0	0	0	0	\$0.00	
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>17.0 Project Coordination</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>\$488.00</b>	
	Summary Costs	\$0.00	\$488.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$488.00	
<b>18.0 Project Meetings</b>												
18.1	Present preliminary design, alternatives and recommendations to airport	0	0	0	0	0	0	0	0	0	\$0.00	
18.2	Coordination meetings	0	0	0	0	0	0	0	0	0	\$0.00	
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>Expenses</b>												
	<b>Auto Rental</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0 Days</b>	<b>\$90.00</b>	<b>\$0.00</b>
	<b>Mileage</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200 Miles</b>	<b>\$0.655</b>	<b>\$131.00</b>
	<b>Lodging</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0 Days</b>	<b>\$130.00</b>	<b>\$0.00</b>
	<b>Meals/Day</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0 Days</b>	<b>\$50.00</b>	<b>\$0.00</b>
	<b>Meals/Trip</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1 Trips</b>	<b>\$17.00</b>	<b>\$17.00</b>
	<b>Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>

Item No.	Sr Project Engineer \$75.00	Project Engineer \$61.00	Senior Engineer \$53.00	Engineer 3 \$48.00	Engineer Tech 4 \$45.00	Engineer Tech 2 \$35.00	Engineer Tech 1 \$27.00	Admin Asst \$37.00	Project Planner \$61.00	Total Hours		Cost Summary
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
<b>Total Expenses</b>											<b>\$148.00</b>	
<b>PHASE II - PRELIMINARY DESIGN TOTAL</b>											<b>\$3,520.00</b>	

Item No.	Sr Project Engineer \$75.00	Project Engineer \$61.00	Senior Engineer \$53.00	Engineer 3 \$48.00	Engineer Tech 4 \$45.00	Engineer Tech 2 \$35.00	Engineer Tech 1 \$27.00	Admin Asst \$37.00	Project Planner \$61.00	Total Hours	Cost Summary
<b>PHASE III - FINAL DESIGN</b>											
<b>19.0 Update Preliminary Plans</b>											
<b>General</b>											
Cover Sheet, Sheet Index & Symbols	0	0	0	2	0	0	0	0	0	2	\$96.00
Legend & Abbreviations	0	0	0	2	0	0	0	0	0	2	\$96.00
General Notes	0	0	0	2	0	0	0	0	0	2	\$96.00
Project Layout Plan	0	0	0	2	0	0	0	0	0	2	\$96.00
Survey Control Plan	0	0	0	0	0	0	0	0	0	0	\$0.00
Project Quantity Tables	0	0	0	2	0	0	0	0	0	2	\$96.00
Construction & Phasing Plan	0	0	0	8	0	0	0	0	0	8	\$384.00
<b>Geotechnical</b>											
Plan & Log of Soil Borings	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Civil - General</b>											
Civil Legend	0	0	0	0	0	0	0	0	0	0	\$0.00
Erosion Control Plans	0	0	0	0	0	0	0	0	0	0	\$0.00
Erosion Control Details	0	0	0	0	0	0	0	0	0	0	\$0.00
Storm Water Management Plans	0	0	0	0	0	0	0	0	0	0	\$0.00
Demolition Plans	0	0	0	0	0	0	0	0	0	0	\$0.00
Demolition Details	0	0	0	0	0	0	0	0	0	0	\$0.00
Geometrics	0	0	0	0	0	0	0	0	0	0	\$0.00
Existing Contours	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Civil - Site</b>											
Grading & Drainage Plans	0	0	0	0	0	0	0	0	0	0	\$0.00
Intersection Details	0	0	0	0	0	0	0	0	0	0	\$0.00
Plan & Profiles	0	0	0	0	0	0	0	0	0	0	\$0.00
Typical Sections	0	0	0	0	0	0	0	0	0	0	\$0.00
Paving Details	0	0	0	0	0	0	0	0	0	0	\$0.00
Jointing Plans	0	0	0	0	0	0	0	0	0	0	\$0.00
Jointing Details	0	0	0	0	0	0	0	0	0	0	\$0.00
Pavement Grooving Plan	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Civil - Utility</b>											
Plan & Profiles	0	0	0	0	0	0	0	0	0	0	\$0.00
Details	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Civil - Sewer</b>											
Plan & Profiles	0	0	0	0	0	0	0	0	0	0	\$0.00
Sewer Details	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Civil - Water</b>											
Water Distribution Plan	0	0	0	0	0	0	0	0	0	0	\$0.00
Water Details	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Civil - Storm Sewer</b>											
Plan & Profiles	0	0	0	0	0	0	0	0	0	0	\$0.00
Drainage Details	0	0	0	0	0	0	0	0	0	0	\$0.00
Inlet Layout Plan	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Civil - Gas</b>											
Gas Distribution Plan	0	0	0	0	0	0	0	0	0	0	\$0.00
Gas Details	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Civil - Fencing</b>											
Fencing Plans	0	0	0	0	0	0	0	0	0	0	\$0.00
Fencing Details	0	0	0	0	0	0	0	0	0	0	\$0.00
Gate Details	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Civil - Marking</b>											
Marking Plans	0	0	0	0	0	0	0	0	0	0	\$0.00
Marking Details	0	0	0	0	0	0	0	0	0	0	\$0.00
Signing Plans	0	0	0	0	0	0	0	0	0	0	\$0.00
Signing Details	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Civil - X-Sections</b>											
Cross Sections	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Electrical</b>											
Electrical Removals Plan	0	4	0	0	8	0	0	0	0	12	\$604.00
Electrical Layout Plan	0	16	0	0	24	0	0	0	0	40	\$2,056.00

Item No.	Sr Project Engineer \$75.00	Project Engineer \$61.00	Senior Engineer \$53.00	Engineer 3 \$48.00	Engineer Tech 4 \$45.00	Engineer Tech 2 \$35.00	Engineer Tech 1 \$27.00	Admin Asst \$37.00	Project Planner \$61.00	Total Hours	Cost Summary
Existing Signage Plan	0	0	0	0	0	0	0	0	0	0	\$0.00
Proposed Signage Plan	0	0	0	0	2	0	0	0	0	2	\$90.00
Sign Legend	0	0	0	0	4	0	0	0	0	4	\$180.00
Electrical Vault Layout	0	0	0	0	0	0	0	0	0	0	\$0.00
Existing Signage Plan	0	0	0	0	0	0	0	0	0	0	\$0.00
Electrical Details	0	0	0	0	0	0	0	0	0	0	\$0.00
NAVAIDS Details	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>18</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>76</b>	
Summary Costs	\$0.00	\$1,220.00	\$0.00	\$864.00	\$1,710.00	\$0.00	\$0.00	\$0.00	\$0.00		\$3,794.00
<b>20.0 Update Preliminary Specifications</b>											
20.1 Update preliminary technical specifications	0	2	0	8	0	0	0	0	0	10	\$506.00
20.2 Update preliminary contract documents	0	4	0	0	0	0	0	0	0	4	\$244.00
20.3 Update preliminary special provisions	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>	
Summary Costs	\$0.00	\$366.00	\$0.00	\$384.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$750.00
<b>21.0 Prepare Final Surface Drainage Analysis and Final Storm Sewer Design</b>											
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>22.0 Prepare Lighting Layout</b>											
Estimated Total Man-hours	0	8	0	16	0	0	0	0	0	24	\$1,256.00
Summary Costs	\$0.00	\$488.00	\$0.00	\$768.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,256.00
<b>23.0 Update Airport Guidance Sign Plan</b>											
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>24.0 Erosion Control Plan</b>											
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>25.0 Compile and Edit Permits</b>											
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>26.0 Prepare Certification of Engineering and Modification of Standards</b>											
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>27.0 Prepare Cost Estimate at 60% Complete</b>											
27.1 Calculate estimated quantities	0	0	0	0	0	0	0	0	0	0	\$0.00
27.2 Prepare cost estimate	0	0	0	0	0	0	0	0	0	0	\$0.00
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>28.0 Conduct Plan Review at 60% Complete</b>											
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>29.0 Update Plans to 90%</b>											
Cover Sheet	0	0	0	1	0	0	0	0	0	1	\$48.00
Index to Drawings	0	0	0	2	0	0	0	0	0	2	\$96.00
Project Layout Plan	0	0	0	2	0	0	0	0	0	2	\$96.00
Construction Operations and Safety Plan	0	2	0	2	0	0	0	0	0	4	\$218.00
Soil Boring Plan	0	0	0	0	0	0	0	0	0	0	\$0.00
Safety Plan	0	0	0	0	0	0	0	0	0	0	\$0.00
Survey Control Plan	0	0	0	0	0	0	0	0	0	0	\$0.00
Construction Phasing Plan	0	0	0	0	0	0	0	0	0	0	\$0.00
Demolition Sheets	0	0	0	2	0	0	0	0	0	2	\$96.00
Grading and Drainage Sheets	0	0	0	0	0	0	0	0	0	0	\$0.00
Typical Sections and Details	0	0	0	0	0	0	0	0	0	0	\$0.00
Drainage Details	0	0	0	0	0	0	0	0	0	0	\$0.00
Pavement Marking Layout and Details	0	0	0	0	0	0	0	0	0	0	\$0.00
Erosion Control Plan	0	0	0	0	0	0	0	0	0	0	\$0.00
Electrical Layout Plan	0	2	0	8	0	0	0	0	0	10	\$506.00
Lighting Control System	0	0	0	0	0	0	0	0	0	0	\$0.00
Electrical Details	0	2	0	8	0	0	0	0	0	10	\$506.00
Mechanical Layout Plans	0	0	0	0	0	0	0	0	0	0	\$0.00

Item No.	Sr Project Engineer \$75.00	Project Engineer \$61.00	Senior Engineer \$53.00	Engineer 3 \$48.00	Engineer Tech 4 \$45.00	Engineer Tech 2 \$35.00	Engineer Tech 1 \$27.00	Admin Asst \$37.00	Project Planner \$61.00	Total Hours	Cost Summary	
Utility Layout Plan	0	0	0	0	0	0	0	0	0	0	\$0.00	
Subtotal Final Plans	0	0	0	0	0	0	0	0	0	0	\$0.00	
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31</b>		
Summary Costs	\$0.00	\$366.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,566.00	
<b>30.0 Update Specifications to 90%</b>												
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	\$192.00	
Summary Costs	\$0.00	\$0.00	\$0.00	\$192.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$192.00	
<b>31.0 Conduct Plan Review at 90% Complete</b>												
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	\$0.00	
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>32.0 Prepare and Submit Final Plans and Specifications</b>												
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	\$872.00	
Summary Costs	\$0.00	\$488.00	\$0.00	\$384.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$872.00	
<b>33.0 Prepare and Submit Final Cost Estimate</b>												
33.1 Calculate estimated final quantities	0	0	0	4	0	0	0	0	0	4	\$192.00	
33.2 Prepare final cost estimate	0	0	0	4	0	0	0	0	0	4	\$192.00	
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>		
Summary Costs	\$0.00	\$0.00	\$0.00	\$384.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$384.00	
<b>34.0 Prepare and Submit Final Engineers Design Report</b>												
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	\$192.00	
Summary Costs	\$0.00	\$0.00	\$0.00	\$192.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$192.00	
<b>35.0 Prepare and Submit Construction Management Report</b>												
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	\$0.00	
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>36.0 Prepare Advertisement for Bids</b>												
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	\$0.00	
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>37.0 Project Coordination</b>												
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	\$488.00	
Summary Costs	\$0.00	\$488.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$488.00	
<b>38.0 Project Meetings</b>												
38.1 Final design review	0	0	0	0	0	0	0	0	0	0	\$0.00	
38.2 Coordination meetings	0	0	0	0	0	0	0	0	0	0	\$0.00	
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>Expenses</b>											<b>Rate</b>	
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$90.00	\$0.00
Mileage	0	0	0	0	0	0	0	0	0	0 Miles	\$0.655	\$0.00
Lodging	0	0	0	0	0	0	0	0	0	0 Days	\$130.00	\$0.00
Meals/Day	0	0	0	0	0	0	0	0	0	0 Days	\$50.00	\$0.00
Meals/Trip	0	0	0	0	0	0	0	0	0	0 Trips	\$17.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
<b>Total Expenses</b>											<b>\$0.00</b>	
<b>PHASE III - FINAL DESIGN TOTAL</b>											<b>\$9,494.00</b>	

Item No.	Sr Project Engineer	Project Engineer	Senior Engineer	Engineer 3	Engineer Tech 4	Engineer Tech 2	Engineer Tech 1	Admin Asst	Project Planner	Total Hours	Cost Summary	
<b>PHASE IV - BID ADMINISTRATION</b>												
<b>39.0 Furnish Bid Documents</b>												
Estimated Total Man-hours	0	2	0	0	0	0	0	0	0	2	\$122.00	
Summary Costs	\$0.00	\$122.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$122.00	
<b>40.0 Respond to Bidders Questions</b>												
Estimated Total Man-hours	0	2	0	0	0	0	0	0	0	2	\$122.00	
Summary Costs	\$0.00	\$122.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$122.00	
<b>41.0 Prepare and Distribute Addendums</b>												
Estimated Total Man-hours	0	2	0	0	0	0	0	0	0	2	\$122.00	
Summary Costs	\$0.00	\$122.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$122.00	
<b>42.0 Pre-Bid Conference</b>												
Estimated Total Man-hours	0	1	0	0	0	0	0	0	0	1	\$61.00	
Summary Costs	\$0.00	\$61.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$61.00	
<b>43.0 Bid Opening</b>												
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	\$0.00	
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>44.0 Bid Review and Bid Tabulation</b>												
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	\$0.00	
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>45.0 Prepare Recommendation for Award</b>												
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	\$0.00	
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>Expenses</b>												
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$90.00	\$0.00
Mileage	0	0	0	0	0	0	0	0	0	0 Miles	\$0.655	\$0.00
Lodging	0	0	0	0	0	0	0	0	0	0 Days	\$130.00	\$0.00
Meals/Day	0	0	0	0	0	0	0	0	0	0 Days	\$50.00	\$0.00
Meals/Trip	0	0	0	0	0	0	0	0	0	0 Trips	\$17.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
<b>Total Expenses</b>											<b>\$0.00</b>	
<b>PHASE IV - BID ADMINISTRATION TOTAL</b>											<b>\$427.00</b>	

# Memorandum



TO: Aaron Desentz, City Manager  
FROM: Jason Moore, DPW Director  
DATE: August 14, 2023  
SUBJECT: Approve Resolution and Authorize Execution of MDOT Contract amendment for:  
Taxiway A Rehabilitation Project - Design

Request

The City Commission is requested to approve the city manager to digitally sign the MDOT contract amendment 2022-0858.

Reason

MDOT has prepared contract 2022-0858 to release Block Grant funds for the design work for the Taxiway A (9/27 runway) Rehabilitation Project. The design work will be completed by Mead and Hunt. Since the original contract, the FAA has found additional funds to include lighting and midfield taxiway connector that were not in the original contract. The total contract amount would go from \$159,755.00 to \$264,770.00, and the local share increases from \$7,988.00 to \$13,293.00.

The project cost participation is shown below. The actual MDOT, FAA and City shares of the project cost will be determined at the time of financial closure of the FAA grant.

Federal Share.....\$238,292.00  
Maximum MDOT Share.. \$13,293.00  
Sponsor (City) Share..... \$13,293.00  
*Estimated* Project Cost \$264,770.00

Recommendation

I recommend the City Commission approve a resolution and authorize the city manager to digitally sign the MDOT contract amendment 2022-0858.



**MICHIGAN DEPARTMENT OF TRANSPORTATION**

**CITY OF MOUNT PLEASANT**

**AMENDMENT**

This Amendatory Contract is made and entered into between the Michigan Department of Transportation (MDOT) and the City of Mount Pleasant (SPONSOR) for the purpose of amending Contract No. 2022-0858, dated August 24, 2022 (CONTRACT).

Recitals:

The CONTRACT provides for the following project at the Mt. Pleasant Municipal Airport in Mt. Pleasant, Michigan: Rehabilitate Taxiway (Parallel to Runway 9/27) - Design; and

The parties desire to amend the CONTRACT to provide for additional design services (for a midfield connector and taxiway lighting reconstruction) and to increase the amount accordingly.

The parties agree that the CONTRACT be and that the same is amended as follows:

1. In order to set forth the revised services and the revised amount, Exhibit 1 of the CONTRACT, dated July 21, 2023, is replaced with Revised Exhibit 1, dated June 29, 2023, attached hereto and made a part hereof, and all references in the CONTRACT to Exhibit 1 will be construed to mean Revised Exhibit 1, dated June 29, 2023.
2. In order to increase the CONTRACT amount by One Hundred Five Thousand Fifteen Dollars (\$105,015.00), for a revised total CONTRACT amount of Two Hundred Sixty-Four Thousand Seven Hundred Seventy Dollars (\$264,770.00), Section 11 of the CONTRACT is amended to read as follows:

“11. The PROJECT COST participation is estimated to be as shown below and as shown in revised Exhibit 1. The PROJECT COST participation shown in Revised Exhibit 1 is to be considered an estimate. The actual MDOT, FAA, and SPONSOR shares of the PROJECT COST will be determined at the time of financial closure of the FAA grant.

Federal Share	\$238,292.00
Maximum MDOT Share	\$ 13,293.00
SPONSOR Share	<u>\$ 13,293.00</u>
Estimated PROJECT COST	\$264,770.00”

3. All other provisions of the CONTRACT, except as herein amended, remain in full force and effect as originally set forth.
4. The SPONSOR agrees that the compensation noted above represents payment in full for all services requested by MDOT and waives any and all claims it has or may have against MDOT that arise out of the need to amend the CONTRACT.
5. This Amendatory Contract will become binding on the parties and of full force and effect upon signing by the duly authorized representatives of the SPONSOR and MDOT and upon adoption of a resolution approving said Amendatory Contract and authorizing the signature(s) thereto of the respective representatives(s) of the SPONSOR, a certified copy of which resolution will be returned to MDOT with this Amendatory Contract, as applicable.

CITY OF MOUNT PLEASANT

By: \_\_\_\_\_  
Authorized Signer

MICHIGAN DEPARTMENT OF TRANSPORTATION

Michigan Department of Transportation

By: \_\_\_\_\_  
Title: Department Director

Approved as to Legal Form  
8-9-23 J.S.

**Revised Exhibit 1**

MT. PLEASANT MUNICIPAL AIRPORT  
MT. PLEASANT, MICHIGAN

Project No. B-26-0069-2719  
Job No. 125615PE, 125621 PE

July 21, 2022  
Rev June 29,2023

	Federal	State	Local	Total
<b>LAND</b>	\$0	\$0	\$0	\$0
<b>DESIGN</b>	\$238,292	\$13,239	\$13,239	\$264,770
Rehabilitate Taxiway A (Parallel to Runway 9/27)				
Consultant Contract Fee	\$143,779	\$7,988	\$7,988	\$159,755
Rehabilitate Taxiway A (Parallel to Runway 9/27) -Design Amend	\$54,323	\$3,018	\$3,018	\$60,359
Reconstruct Taxiway Lighting-A (Parallel to Runway 9/27)-Design Amend	\$40,190	\$2,233	\$2,233	\$44,656
<b>CONSTRUCTION</b>	\$0	\$0	\$0	\$0
<b>ORIGINAL PROJECT BUDGET</b>	<b>\$143,779</b>	<b>\$7,988</b>	<b>\$7,988</b>	<b>\$159,755</b>
<b>BUDGET INCREASE</b>	<b>\$94,513</b>	<b>\$5,251</b>	<b>\$5,251</b>	<b>\$105,015</b>
<b>TOTAL PROJECT BUDGET</b>	<b>\$238,292</b>	<b>\$13,239</b>	<b>\$13,239</b>	<b>\$264,770</b>
	90.00%	5.00%	5.00%	

Federal Billing Breakdown (#125615):

Bill #1	\$143,779	SBGP 10719	Grant Award Date: 9/24/19
Bill #2	\$54,323	SBGP 14423	Grant Award Date: Pending

Federal Billing Breakdown (#125621):

Bill #1	\$40,190	SBGP 14423	Grant Award Date: Pending
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Bid Date & Type:

N/A

Performance End Date:

09/01/23 (Funds expire 9/23/23)

MAC Approval:

07/20/22

CHECK REGISTER FOR CITY OF MT PLEASANT  
CHECK DATE FROM 08/11/2023 THRU 08/24/2023

Check Date	Vendor Name	Description	Amount
Bank COMM	COMMON CASH		
08/11/2023	STATE OF MICHIGAN	CONTRACT SVCS	\$1,000.00
08/23/2023	21ST CENTURY MEDIA - MICHIGAN	CONTRACT SVCS	1,235.00
08/23/2023	21ST CENTURY MEDIA - MICHIGAN	CONTRACT SVCS	5,301.62
08/23/2023	AIRGAS USA, LLC	CONTRACT SVCS	69.90
08/23/2023	ALAN CLARK	FARMER MKT	121.90
08/23/2023	ALLY KANISKI	REIMBURSEMENT	45.46
08/23/2023	ALMA TIRE SERVICE INC	SUPPLIES	2,513.44
08/23/2023	ANDREW CURTISS	FARMER MKT	224.70
08/23/2023	ANGEL REINSHUTTLE	FARMER MKT	9.20
08/23/2023	ASSMANN'S INC	CONTRACT SVCS	1,467.29
08/23/2023	BRANDON CRAWFORD	REIMBURSEMENT	2,194.00
08/23/2023	BSN SPORTS LLC	SUPPLIES	804.18
08/23/2023	BUCK, KELLY	UB REFUND	3,598.65
08/23/2023	BUSINESS CONNECTIONS, INC.	CONTRACT SVCS	103.19
08/23/2023	C & O SPORTSWEAR	SUPPLIES	4,688.70
08/23/2023	CDW GOVERNMENT, INC	SUPPLIES	544.72
08/23/2023	CENTRAL ASPHALT, INC	SUPPLIES	170.56
08/23/2023	CENTRAL CONCRETE INC	SUPPLIES	286.00
08/23/2023	CENTURYLINK	COMMUNICATIONS	10.51
08/23/2023	CITY OF MT PLEASANT	UB REFUND	5.75
08/23/2023	CMU - ALUMNI RELATIONS	REFUND	3.00
08/23/2023	CONSUMERS ENERGY	UTILITIES	36,830.49
08/23/2023	COREY DION WALTHER	FARMER MKT	189.90
08/23/2023	COYNE OIL CORPORATION	FUEL	6,948.99
08/23/2023	CUMMINS SALES AND SERVICE	CONTRACT SVCS	756.22
08/23/2023	DAVID GROTHAUSE	FARMER MKT	74.20
08/23/2023	DAVID W WHITEHEAD	FARMER MKT	14.75
08/23/2023	DISTRIBUTORS GROUP, INC	SUPPLIES	26.74
08/23/2023	ERNEST WOLF	FARMER MKT	22.65
08/23/2023	FIDELITY SECURITY LIFE INSURANCE CO	OPTICAL INSURANCE	1,095.72
08/23/2023	FISHBECK - ENGINEERS/ARCHITECTS/	CONTRACT SVCS	10,177.26
08/23/2023	FLEX ADMINISTRATORS	FSA ADMINISTRATIVE FEE	243.60
08/23/2023	GALLS, LLC	SUPPLIES	338.99
08/23/2023	GARY PYLES, BUILDER, INC	REFUND	5.00
08/23/2023	GRANGER	CONTRACT SVCS	76.68
08/23/2023	GREEN SCENE LANDSCAPING, INC.	CONTRACT SVCS	2,072.40
08/23/2023	HALT FIRE	SUPPLIES	1,085.24
08/23/2023	HCC LIFE INS. CO	ADMIN - STOP LOSS INS	21,483.42
08/23/2023	HYDROCORP, INC.	INSPECTION/REPORTING SVCS	9,659.00
08/23/2023	IDEXX DISTRIBUTION, INC.	SUPPLIES	863.80
08/23/2023	ISABEL HASS	REIMBURSEMENT	103.52
08/23/2023	JACK DOHENY COMPANIES, INC	SUPPLIES	865.47
08/23/2023	JENNIFER MAYER	FARMER MKT	99.85
08/23/2023	JOHN JOHNSON	FARMER MKT	25.05
08/23/2023	JOHN MONAHAN	FARMER MKT	32.30
08/23/2023	JPW TECHNOLOGIES	SUPPLIES	1,111.81
08/23/2023	KAREN FENTON	FARMER MKT	45.00
08/23/2023	KYLE KEEHBAUCH	REIMBURSEMENT	100.00

CHECK REGISTER FOR CITY OF MT PLEASANT  
CHECK DATE FROM 08/11/2023 THRU 08/24/2023

Check Date	Vendor Name	Description	Amount
Bank COMM COMMON CASH			
08/11/2023	STATE OF MICHIGAN	CONTRACT SVCS	\$1,000.00
08/23/2023	21ST CENTURY MEDIA - MICHIGAN	CONTRACT SVCS	1,235.00
08/23/2023	21ST CENTURY MEDIA - MICHIGAN	CONTRACT SVCS	5,301.62
08/23/2023	LAURA FOX	REIMBURSEMENT	30.52
08/23/2023	LAURA SIGSBEE	FARMER MKT	4.60
08/23/2023	LG MAC HEIGHTS, LLC	REFUND	71.00
08/23/2023	LOUISE WYMER	FARMER MKT	47.10
08/23/2023	MANNIK SMITH GROUP	CONTRACT SVCS	308.00
08/23/2023	MCLAREN CORPORATE SERVICES	CONTRACT SVCS	88.00
08/23/2023	METRON-FARNIER, LLC	METER REPLACEMENT	7,092.10
08/23/2023	MICHIGAN PIPE & VALVE	SUPPLIES	380.00
08/23/2023	MID MICHIGAN AREA CABLE	CONTRACT SVCS	18,026.78
08/23/2023	MIDLAND DAILY NEWS	CONTRACT SVCS	337.50
08/23/2023	MID-MICHIGAN INDUSTRIES	CONTRACT SVCS	8,758.00
08/23/2023	MIRANDA LEY	FARMER MKT	52.45
08/23/2023	NCL OF WISCONSIN	CHEMICALS	525.24
08/23/2023	NICKI SCHLICHT	CONTRACT SVCS	200.00
08/23/2023	ODP BUSINESS SOLUTIONS, LLC	SUPPLIES	109.51
08/23/2023	OHM ADVISORS	CONTRACT SVCS	599.00
08/23/2023	ON DUTY GEAR, LLC	UNIFORMS	2,179.98
08/23/2023	PERCEPTIVE CONTROLS, INC.	CONTRACT SVCS	1,159.25
08/23/2023	PETTY CASH - ANGIE MCCANN	REIMBURSEMENT	109.28
08/23/2023	PETTY CASH - COMMUNITY SERV	REIMBURSEMENT	125.00
08/23/2023	PRO COMM, INC	CAPITAL ACQUISITIONS	460.00
08/23/2023	PRO SURFACES	CONTRACT SVCS	24,450.00
08/23/2023	RENEE EARLE	FARMER MKT	150.05
08/23/2023	ROBERT W LAMSON, PHD	CONTRACT SVCS	495.00
08/23/2023	ROCKY RIDGE DEVELOPMENT, LLC	CONTRACT SVCS	429,000.00
08/23/2023	ROMANOW BUILDING SERVICES	CONTRACT SVCS	16,045.41
08/23/2023	S&P GLOBAL RATINGS	CONTRACT SVCS	18,750.00
08/23/2023	SARAH STEVENS	FARMER MKT	9.20
08/23/2023	STATE OF MICHIGAN	CONTRACT SVCS	19,153.97
08/23/2023	STERICYCLE, INC.	CONTRACT SVCS	386.89
08/23/2023	STEVIE SWAREY	FARMER MKT	92.95
08/23/2023	SUNRISE ASSESSING SERVICES, LLC	CONTRACT SVCS	7,955.00
08/23/2023	UNIFIRST CORPORATION	CONTRACT SVCS	171.11
08/23/2023	VERIZON CONNECT NWF, INC.	CONTRACT SVCS	210.47

COMM TOTALS:

Total of 82 Checks:	\$676,279.18
Less 0 Void Checks:	0.00
Total of 82 Disbursements:	<u>\$676,279.18</u>



City of Mount Pleasant, Michigan  
**DEPARTMENT OF PUBLIC SAFETY**

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**DATE:** August 21, 2023

**TO:** Aaron Desentz, City Manager

**FROM:** Paul Lauria, Director of Public Safety

**SUBJECT:** Neighborhood Enhancement Program Round 8 Grant

At the regular meeting of the City Commission on February 27, 2023 Michigan State Housing Development Authority (MSHDA) Round 8 guidelines were approved. At that time \$75,000 of MSHDA funds along with \$45,000 of Housing Development Action Grant (HODAG) funds were allocated to complete exterior home improvements. 8 projects were selected and either have been or are in the process of being completed.

During the selection process 2 additional projects were put on hold and only to be completed if adequate funds were available. After completing several of these projects, material costs along with project overages have eliminated any chance of these 2 additional projects being completed.

Both of these projects involve roof replacement and after speaking with the homeowners, I believe both homes are in dire need of this work being completed before the coming winter months. Both homeowners are experiencing heavy water leakage and further deteriorating conditions. Bids have already been received and both projects are ready to go if additional funding is approved.

I am requesting and recommending that the City Commission approve an additional \$25,000 of HODAG funds to complete these 2 projects. All of the parameters and guidelines previously approved by the City Commission for Round 8 will still apply.

# Memorandum



MEMO TO: Aaron Desentz, City Manager

FROM: Chris Saladine, Finance Director

DATE: August 28, 2023

SUBJECT: Payment in lieu of taxes options

Reason:

During the August 14, 2023 City Commission meeting, consideration was given to a payment in lieu of taxes (PILOT) agreement with Spire for the development of two apartment complexes that would offer 49 low income housing units. The Commission directed staff to negotiate a higher rate than the 4% that was initially offered. Staff has been in communication with Spire and they have indicated they could go up to an 8% PILOT or municipal service fee. The City has the option of splitting the 8% between a PILOT or municipal service fee. PILOTs are distributed to all of the taxing entities similar to normal property tax distributions. Municipal service fee agreements are different in that the entire amount goes to the City for services rendered. Based on Spire's proforma, below is a chart that illustrates how the 8% could be split between PILOT and service fee. The next page shows the breakdown to other entities at each PILOT percentage interval.

PILOT %	Municipal Service Fee	Total to City	Total to other entities	Total PILOT/FEE
0%	8%	\$27,360	\$0	\$27,360
1%	7%	24,829	2,531	27,360
2%	6%	22,298	5,062	27,360
3%	5%	19,768	7,592	27,360
4%	4%	17,237	10,123	27,360
5%	3%	14,706	12,654	27,360
6%	2%	12,175	15,185	27,360
7%	1%	9,644	17,716	27,360
8%	0%	7,114	20,246	27,360

Recommendation:

If 8% is an acceptable payment level, the City Commission is requested to set the payment level at 8% and split the payment between PILOT and a municipal service fee.

**Spire Development - 49 units at 8% of rents captured via PILOT or municipal service fee**

<b>PILOT %</b>	<b>Other Entities</b>	<b>County</b>	<b>State/School</b>	<b>Library</b>	<b>RESD</b>	<b>MMC</b>	<b>Total</b>
0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1%	2,531	521	1,540	100	300	70	2,531
2%	5,062	1,065	3,072	192	601	132	5,062
3%	7,592	1,592	4,610	290	900	200	7,592
4%	10,123	2,133	6,140	380	1,200	270	10,123
5%	12,654	2,664	7,680	480	1,500	330	12,654
6%	15,185	3,195	9,210	580	1,800	400	15,185
7%	17,716	3,726	10,750	670	2,100	470	17,716
8%	20,246	4,256	12,290	770	2,400	530	20,246





# Mill Street Landing



410 Mill Street & 200 Walnut Street  
Mt. Pleasant, MI 48858  
Affordable Housing Development Proposal

Submitted by Spire Development, Inc.  
July 12, 2023



Sean McMickle, 614-350-0391  
Spire Development, Inc.



330 W Spring Street, Ste. 430  
Columbus, OH 43215  
614-350-0391  
[www.livespired.com](http://www.livespired.com)

## **Table of Contents**

1. Cover Letter
2. Proposed Development
3. Financial Structure and Conceptual Pro-Forma
4. Affordable Housing PILOT Scoring Matrix
5. Appendix: Development Team Resumes
  - a. Spire Development, Inc.
  - b. Berardi & Partners
  - c. Three Rivers Corporation
  - d. KMG Prestige

July 12, 2023

Ms. Manuela Powidayko  
Director of Planning & Community Development  
City of Mount Pleasant  
320 W Broadway St  
Mount Pleasant, MI 48858



RE: City of Mt. Pleasant Affordable Housing Proposal  
Mill Street Landing  
410 Mill Street & 200 Walnut Street, Mt. Pleasant, MI 48858

Ms. Powidayko,

On behalf of Spire Development, Inc. and Spire Real Estate Holdings, LLC (“Spire”), please accept this proposal in response to the City of Mt. Pleasant Request for Affordable Housing Development (the “RFP”). Please also accept this proposal as an introduction to Mill Street Landing (the “Project”), a 40-50-unit general occupancy workforce housing development to-be-located at 410 Mill Street & 200 Walnut Street near downtown Mount Pleasant.

#### Project Introduction

Mill Street Landing is a workforce, missing-middle, multifamily development affordable to low and moderate-income individuals that will directly fulfill needs identified in the recently completed *2019 City of Mount Pleasant Housing Report* (the “Report”) and *2050 Mount Pleasant Master Plan* (the “Master Plan”). Specifically, the Project will provide 40-50 units of missing-middle housing on an under-utilized infill lot near downtown within walkable distances from essential services, jobs, and recreation. The Project will feature multiple resident amenities as detailed in this proposal and will be built to LEED zero energy or equivalent energy efficiency standards.

Mill Street Landing will benefit the city in multiple ways. The Project will re-develop a vacant infill lot in a manner consistent with the Master Plan, which will further encourage redevelopment near downtown. The Project will create jobs and support local businesses by employing numerous local subcontractors and tradesmen who will construct and consume in the vicinity. Working families will benefit from the Project’s proximity to major employers and seniors looking to downsize from single family homes will have a new housing option built to modern accessibility standards. Finally, residents will be able to live in an environment where they are not rent burdened and therefore will have disposable income to support the local economy.

#### Request for PILOT

Spire will be requesting a 30-year Payment in Lieu of Taxes tax abatement as part of this Proposal, so that Mill Street Landing can competitively pursue funding consideration through the Michigan State Housing Development Authority (“MSHDA”).

The construction of Mill Street Landing will be financed in part using federal tax credits administered through MSHDA. It is a competitive application process and MSHDA essentially requires a PILOT for an application to score competitively. Tax credit financing is used to attract private investment to offset hard construction costs associated with new housing development. In turn, the Project is capped on the rent it can charge to ensure high-quality housing may be newly constructed yet remain affordable to moderate income individuals. Since a fluctuating rent ceiling tied to the area’s median income is required for funding, a PILOT agreement ties property tax liability to actual collected rents so the Project can successfully operate long-term.

Granting a PILOT for the Project will ultimately increase realized tax revenue for the city as the PILOT will provide an increase in net taxes relative to what is currently realized by the properties. Spire expects the Project to have minimal impact on city services relative to its economic benefit for the city due to the Project's strategic infill location near downtown; a sustainable land use goal specifically identified in the Master Plan. Developing additional housing in an established residential and commercial district will create economies of scale for city services in an area they are already being provided.

Should the commission select the Project for this RFP, Spire will seek to work with the city on developing a PILOT for the Project so that it can competitively apply for funding consideration. It is our goal to create a PILOT that is mutually beneficial for the city, the Project, and its future residents so that Mill Street Landing may serve as an asset to Mount Pleasant for years to come.

#### Development Team

The applicant behind this proposal, Spire Development, Inc., is an affordable housing developer based out of Columbus, Ohio. Spire has successfully secured twenty-nine (29) tax credit awards for over 1,300 affordable housing units across the Midwest. Spire Development, Inc. will serve as the developer and Spire Real Estate Holdings, LLC will serve as the long-term owner of the Project through MSHDA compliant project-specific subsidiary. Spire anticipates the Project will be managed by KMG Prestige. KMG Prestige, based out of Mount Pleasant, is one of the largest affordable housing management companies in the state of Michigan and has partnered with Spire on prior projects, the most recent being Center City Lofts, a 55-unit workforce housing development in Midland, Michigan. The project will be designed by Berardi + Partners and is anticipated to be constructed by Three Rivers Corporation out of Midland, MI. Resumes and contact information for the development team are included in the attached Appendix of this Proposal.

#### Project Pro Forma and Applicant Guarantors

A detailed preliminary pro forma and description of Project finances is included in Exhibit 3 of this proposal. Financial guarantees for Project completion will be provided by Spire Development, Inc., the principals of which are Thomas Grywalski and Scott Harrold.

#### Project Timeline

Should Spire be selected for the RFP, we will immediately engage with city staff to refine the enclosed concept plans. The goal will be to determine the ideal architectural design and site plan layout to best serve the needs of the community. Spire has a history of welcoming and incorporating stakeholder input to deliver projects that enhance the communities in which they are located.

After city staff's input has been received, Spire will plan to apply for tax credits in the December 2023 funding round, as well as future October and April rounds if necessary. A copy of the completed MSHDA application for Low Income Housing Tax Credits will be provided to city staff within thirty (30) days of submittal to MSHDA. Should Spire successfully receive a funding award in the December 2023 funding round, groundbreaking will occur in the summer or fall of 2024 with an anticipated completion in the fall of 2025.

Sincerely,



Sean McMickle  
Vice President of Development  
Spire Development, Inc.



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Columbus, OH 43215  
614-350-0391  
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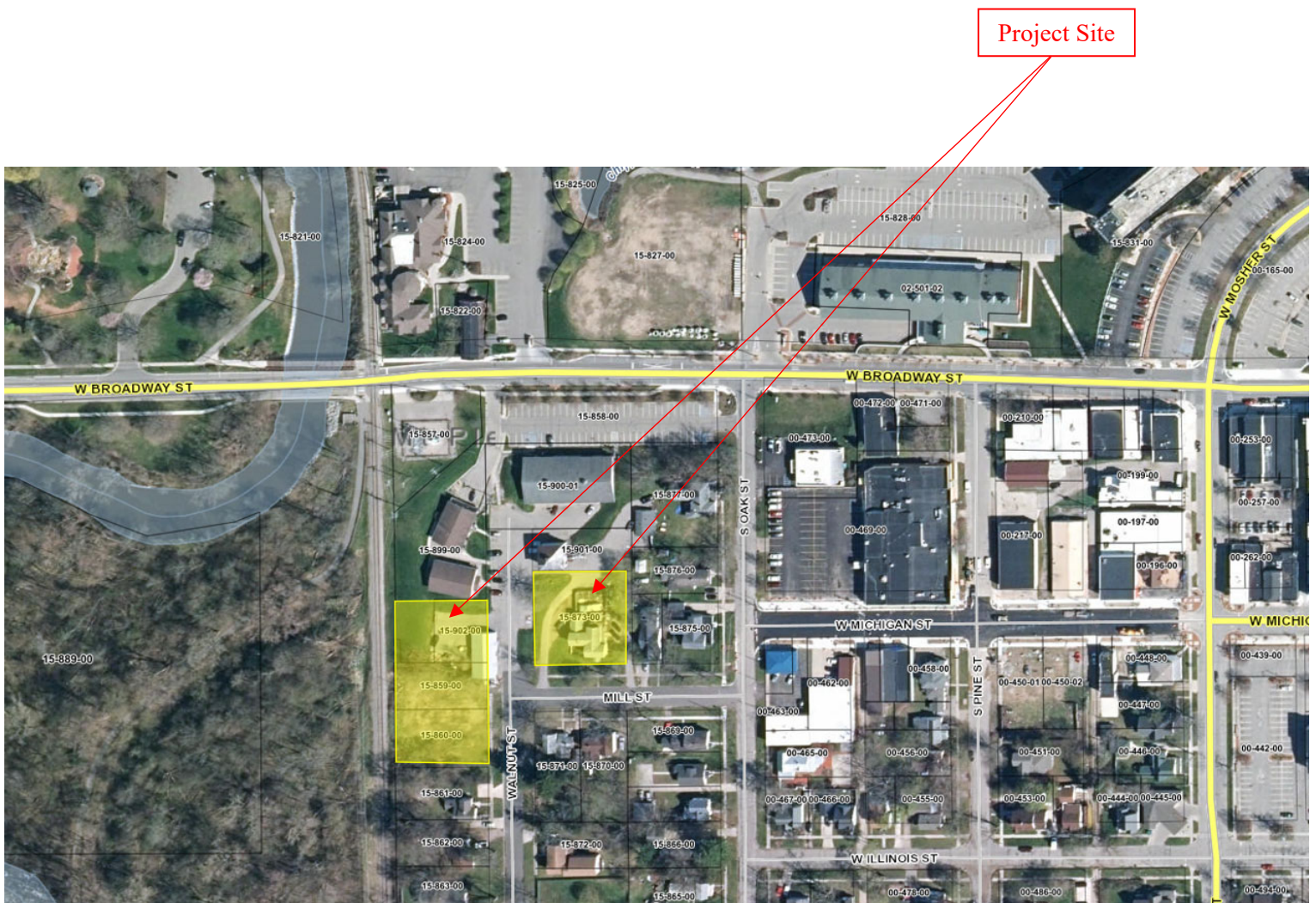
## Section 2

# **PROPOSED DEVELOPMENT**

# PROJECT OVERVIEW | PROJECT LOCATION

Site Location: 410 Mill Street & 200 Walnut Street, Mount Pleasant, MI, 48858

Mill Street Landing will be located on approximately 1.1 acres of infill land near downtown. The site serves as a natural location for new construction missing middle multi-family housing as it is bordered by multifamily housing and commercial uses to the north, residential uses to the south and east, and green space to the west. Future residents will benefit from the Project's proximity to multiple amenities including grocery stores, pharmacies, banks, doctor's offices, a public library and retail establishments, while the City of Mount Pleasant will benefit from increased density near commercial establishments on under-utilized properties slated for increased density in the future land use plan.



## Legal Description

The below legal descriptions represent the parcels Mill Street Landing will be located on. Please note, the Project will be acquiring approximately 0.11 acres of a parent parcel located at 501 W Broadway Street. If the project is selected for the RFP and awarded funding, a lot split will occur for this portion of the property and an updated legal description will be provided.

### **Legal Description: 410 Mill Street, Mt. Pleasant, MI 48858 (PIDN: 17-000-15-873-00)**

M & B DESCRIPTION COM 8 RDS W OF NW COR OF OAK & MILL ST N 8 RDS W 8 RDS TO WALNUT ST S 8 RDS E TO BEGINNING SECTION 15. NOTE: TIFA DIST #1 (CBD)

### **Legal Description: Walnut Street, Mt. Pleasant, MI 48858 (PIDN: 17-000-15-860-00)**

M & B DESCRIPTION COM AT SW COR OF MILL & WALNUT STS W 8 RDS S 5 RDS E 8 RDS N 5 RDS SECTION 15 EXCEPT S 8 FT OF ABOVE DESC. NOTE: TIFA DIST #1 (CBD)

### **Legal Description: 200 Walnut Street, Mt. Pleasant, MI 48858 (PIDN: 17-000-15-859-00)**

M & B DESCRIPTION COM AT SW COR OF MILL & WALNUT ST W 8 RDS N 4 RDS E 8 RDS S 4 RDS SECTION 15. NOTE: TIFA DIST #1 (CBD)

### **Legal Description: 120 Walnut Street, Mt. Pleasant, MI 48858 (PIDN: 17-000-902-00)**

PART OF THE NE 1/2 OF SW 1/4 OF SEC 15, T14N-R4W, BEG AT PT ON N LINE OF MILL ST WHICH IS WEST 313.5 FT FROM THE INTERSECTION OF THE N LINE OF MILL ST WITH THE WEST LINE OF OAK ST, TH N 90 FT, W 75 FT, TH S 90 FT, TH E 75 FT TO POB. INCLUDING THE USE OF A NON-EXCLUSIVE INGRESS-EGRESS EASEMENT DESCRIBED AS BEGINNING AT POINT ON THE N LINE OF MILL ST WHICH IS W 264 FT FROM THE INTERSECTION OF N LINE OF MILL ST AND THE WEST LINE OF OAK ST, TH W 49.5 FT ALONG N LINE MILL ST, TH N 192 FT, TH E 49.5 FT, TH S 192 FT TO THE POB.

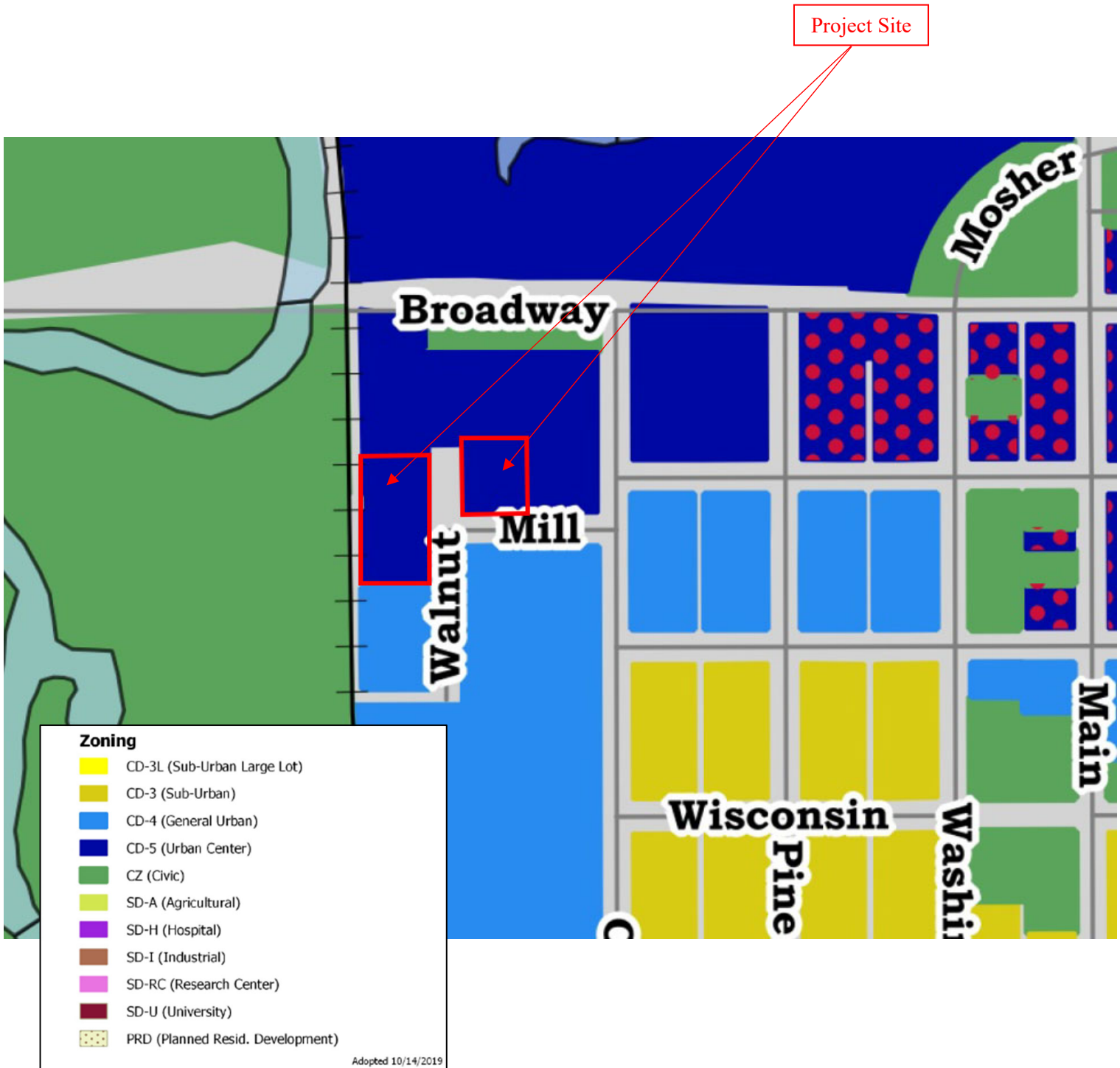
### **Legal Description: 501 W Broadway Street, Mt. Pleasant, MI 48858 (PIDN: 17-000-15-899-00)**

PART OF NE 1/4 OF SW 1/4 SEC 15, T14N-R4W, COM AT INTERSECTION E LINE AARR AND S LINE BROADWAY ST, TH E ALONG S LINE BROADWAY TO WEST LINE OAK ST, TH S 75 FT M/L TO A PT WHICH IS N 214.5 FT FROM INTERSECTION OF W LINE OAK AND N LINE MICHIGAN EXTENDED WEST, TH W 123 FT, TH S TO PT WHICH IS 132 FT N OF N LINE MILL, TH W, 141 FT, TH S 132 FT TO N LINE MILL, TH W 49.5 FT, TH N 90 FT, TH W 75 FT, TH S 90 FT, TH W TO E ROW LINE RR, TH N TO POB, EXC COM AT INTER OS E ROW LINE RR AND NWLY BANK OF CHANNNEL, TH N ALONG RR ROW 181.95 FT TO S LINE BROADWAY, TH E ALONG S LINE 139 FT, TH S 65 FT TO NWLY BANK OF CHANNEL, TH SWLY ALONG THE NLY SIDE OF CHANNEL TO POB, ALSO EXC BEG AT PT WHICH IS N 132 FT FROM N LINE MILL ST AND W 123 FT FROM W LINE OAK ST, TH W 141 FT, TH N 60 FT, TH W 49.5 FT, TH NLY 121.55 FT, S S 89D59M E 194 FT, TH S 181.50 FT TO POB, ALSO EXC THAT PART LYING N OF LINE DESC AS BEG AT PT ON W LINE OAK ST WHICH IS 214.5 FT FROM INTERSECTION W LINE OAK AND N LINE MICHIGAN, EXTD WEST, SAID PT OF BEG BEING S 82.5 FT FROM INTER OF W LINE OAK WITH E & W 1/4 LINE, TH N 89D59M W PARALLEL WITH E & W 1/4 LINE, INCLUDING USE OF INGRESS-EGRESS EASEMENT OVER W 30 FT THEREOF. SUBJECT TO USE FOR NON-EXCLUSIVE INGRESS-EGRESS EASEMENT THAT PART DESCRIBED AS BEGINNING AT A PT ON N LINE MILL ST WHICH IS WEST 264 FT FROM THE INTERSECTION OF N LINE MILL ST WITH THE WEST LINE OF OAK ST, TH W 49.50 FT ALONG THE N LINE OF MILL ST, TH N 192 FT, TH E 49.5 FT, TH S 192 FT TO POB. . DESCRIPTION EDITED PER ASSR 04-10-08

# PROJECT OVERVIEW | ZONING INFORMATION

Current Zoning: CD-5 (Urban Center)

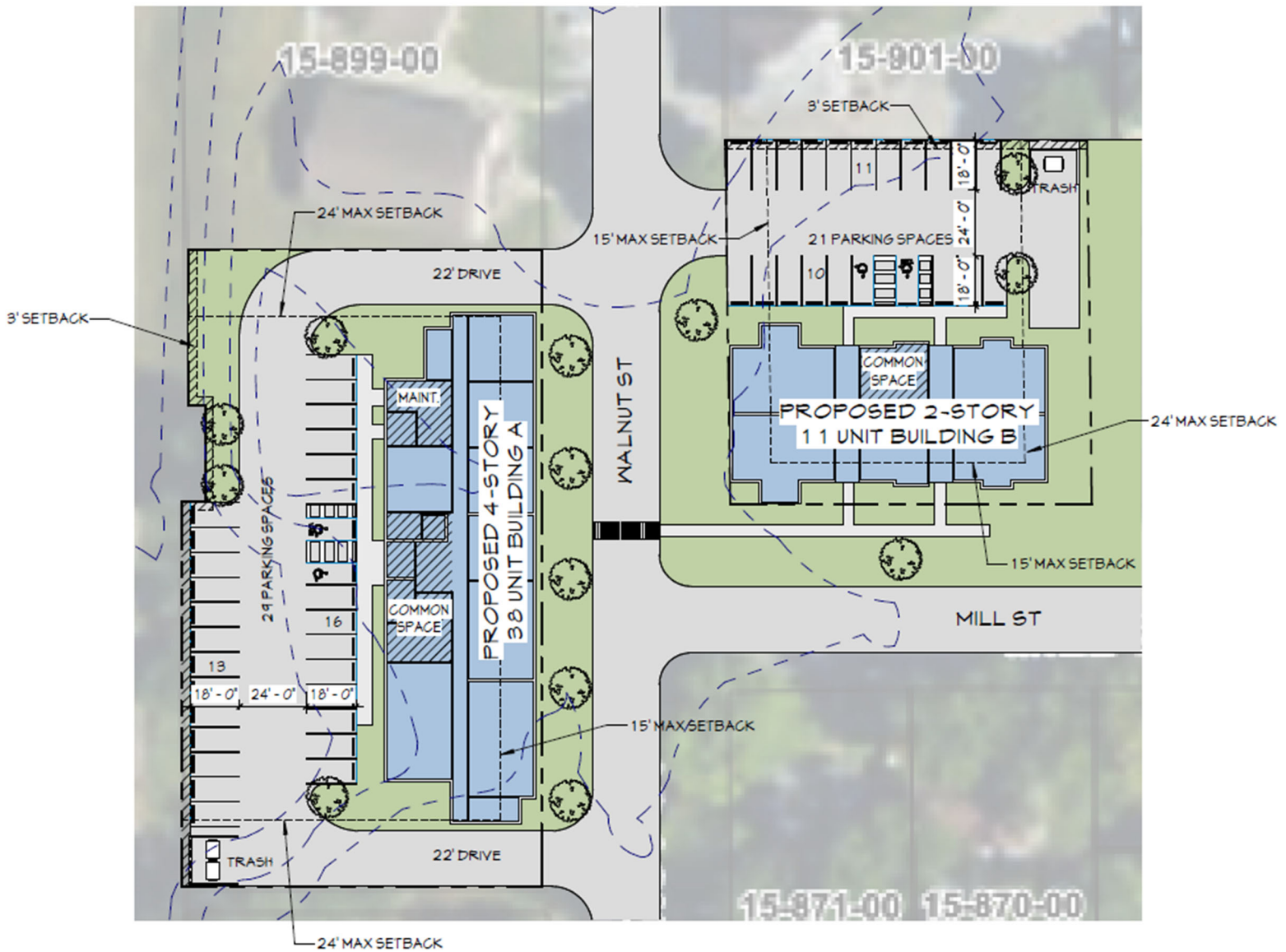
The Project is consistent with the current zoning of the property. Specifically, multi-family units are permitted by right within the CD-5 Urban Center district at a density of 96 units per acre.





# PROJECT OVERVIEW | CONCEPTUAL SITE PLAN

The below conceptual site plan for 49 units is meant to serve as a starting point and example of the size and scale of the proposed Project. Should the Project be selected for the RFP, Spire will engage with city staff to refine the site plan and determine the ideal Project layout and design.



preliminary site plan 1" = 40'-0"



# CONCEPT DESIGN | EXAMPLE PROJECTS

Mill Street Landing will provide 40-50 units of workforce general occupancy housing. Project amenities will include community space, interior bicycle parking, supportive services and leasing offices, business center, and community laundry facilities. The Project will be built to LEED Zero energy or equivalent energy efficiency rating. Should the Project be selected for the RFP, Spire will engage with city staff to determine the ideal site plan layout.

Center City Lofts  
*Midland, Michigan*  
*General Occupancy*



Campbell Landing  
*Bellefontaine, Ohio*  
*General Occupancy*









The Lofts at Milnes Plaza  
*Coldwater, Michigan*  
*General Occupancy*





Residences at Courtyard Crossing  
*Independence, Kentucky*  
*Senior, 55+*





Glenns Creek Manor  
*Frankfort, Kentucky*  
*Senior, 55+*







Newberry Apartments  
*Parkersburg, WV*  
*Senior, 55+*







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## Section 3

# **FINANCIAL STRUCTURE AND CONCEPTUAL PRO-FORMA**

# FINANCIAL STRUCTURE

## PROJECT SOURCES & USES

### Uses:

Acquisition & Pre-Development	755,794
Construction	9,591,574
Interim Costs During Construction	808,046
Soft Costs	1,843,803
Reserves	177,204
<b>Total Uses</b>	<b>\$13,176,421</b>

### Sources:

First Mortgage	1,070,000
Tax Credit Equity	11,994,850
Deferred Fee	111,571
<b>Total Sources</b>	<b>\$13,176,421</b>

## UNIT MIX

<b>Unit type</b>	<b>Number of Units</b>	<b>% of Total</b>
1-BR / 1-BA	22	45%
2-BR / 1.5-BA	15	31%
3-BR / 1.5-BA	12	24%
	49	100%

## UNIT AMI MIX

<b>AMI</b>	<b>Units</b>	<b>2023 Household Income to Qualify</b>				
		<b>1 person/ household</b>	<b>2 people/ household</b>	<b>3 people/ household</b>	<b>4 people/ household</b>	<b>5 people/ household</b>
30%	12	\$15,900	\$18,180	\$20,460	\$22,710	\$24,540
40%	5	\$21,200	\$24,240	\$27,280	\$30,280	\$32,720
60%	10	\$31,800	\$36,360	\$40,920	\$45,420	\$49,080
80%	22	\$42,400	\$48,480	\$54,560	\$60,560	\$65,440
	49					

Estimated Rents: Estimated rents as of July 2023, depending on a resident's income, will range from \$245-\$850 for 1-bedroom units, \$290-\$950 for 2-bedroom units, and \$330-\$1,050 for 3-bedroom units.

## FINANCING

Equity: Spire anticipates applying for housing Tax Credits through the Michigan State Housing Development Authority in the December 2023 9% funding round. If the Project does not receive an award, it will reapply in subsequent October and April funding rounds.

Debt: Spire Development will secure first mortgage debt after an award of tax credits.

PILOT: The project is requesting a 30-year 4% PILOT from the City of Mount Pleasant.

## PROJECT TIMELINE

Spire Development anticipates applying for Housing Tax Credits in December of 2023, which will allow ample time for municipal entitlements and stakeholder buy-in. If the Project is awarded tax credits in the December 2023 funding round, we anticipate commencement of construction by summer of 2024, with occupancy approximately fall of 2025. The schedule below shows major milestones for the project:

RFP Submittal	July 2023
RFP Awarded	August 2023
PILOT Approval	August 2023
Site Plan Approval	August 2023
MSHDA Application	December 1, 2023
MSHDA Award Announcements	April 2023
Construction commencement	August 2024
Construction Completion	October 2025
Resident Move-In	October 2025

Financial Capacity: Spire Development, Inc., the principals of which are Thomas Grywalski (614-350-0391, tom@livespired.com) and Scott Harrold (614-350-0391, scott@livespired.com), will guarantee construction completion, provide guarantees to the tax credit investor, and fund predevelopment costs.



## CONCEPTUAL OPERATING PRO FORMA

### Cash Flow - Mill Street Landing

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Effective Gross Income	\$373,246	\$380,711	\$388,325	\$396,092	\$404,014	\$412,094	\$420,336	\$428,743	\$437,317	\$446,064	\$454,985	\$464,085	\$473,366	\$482,834	\$492,490
Administrative Expenses	\$91,410	\$94,152	\$96,977	\$99,886	\$102,883	\$105,969	\$109,148	\$112,423	\$115,795	\$119,269	\$122,847	\$126,533	\$130,329	\$134,239	\$138,266
Utility Expenses	\$30,030	\$30,931	\$31,859	\$32,815	\$33,799	\$34,813	\$35,857	\$36,933	\$38,041	\$39,182	\$40,358	\$41,569	\$42,816	\$44,100	\$45,423
Operating/Maintenance Expenses	\$95,595	\$98,463	\$101,417	\$104,459	\$107,593	\$110,821	\$114,145	\$117,570	\$121,097	\$124,730	\$128,472	\$132,326	\$136,296	\$140,384	\$144,596
Payment in Lieu of Taxes	\$13,729	\$14,141	\$14,565	\$15,002	\$15,452	\$15,916	\$16,393	\$16,885	\$17,391	\$17,913	\$18,451	\$19,004	\$19,574	\$20,161	\$20,766
Taxes and Insurance Expenses	\$14,765	\$15,208	\$15,664	\$16,134	\$16,618	\$17,117	\$17,630	\$18,159	\$18,704	\$19,265	\$19,843	\$20,438	\$21,051	\$21,683	\$22,333
Replacement Reserve (\$400/unit)	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600
Total Operating Expenses	\$265,129	\$272,495	\$280,082	\$287,896	\$295,945	\$304,235	\$312,774	\$321,570	\$330,629	\$339,960	\$349,570	\$359,470	\$369,666	\$380,168	\$390,985
Net Operating Income	\$108,117	\$108,216	\$108,244	\$108,196	\$108,069	\$107,859	\$107,561	\$107,173	\$106,689	\$106,104	\$105,415	\$104,615	\$103,701	\$102,666	\$101,506
Permanent DSCR	\$89,278 1.21	\$89,278 1.21	\$89,278 1.21	\$89,278 1.21	\$89,278 1.21	\$89,278 1.21	\$89,278 1.20	\$89,278 1.20	\$89,278 1.20	\$89,278 1.19	\$89,278 1.18	\$89,278 1.17	\$89,278 1.16	\$89,278 1.15	\$89,278 1.14
Cash Flow	\$18,839	\$18,938	\$18,966	\$18,918	\$18,791	\$18,581	\$18,283	\$17,895	\$17,411	\$16,826	\$16,137	\$15,337	\$14,423	\$13,388	\$12,228
	Year 16	Year 17	Year 18	Year 19	Year 20	Year 21	Year 22	Year 23	Year 24	Year 25	Year 26	Year 27	Year 28	Year 29	Year 30
Effective Gross Income	\$503,571	\$514,902	\$526,487	\$538,333	\$550,446	\$562,831	\$575,494	\$588,443	\$601,683	\$615,221	\$629,063	\$643,217	\$657,690	\$672,488	\$687,618
Administrative Expenses	\$142,414	\$146,686	\$151,087	\$155,619	\$160,288	\$165,097	\$170,050	\$175,151	\$180,406	\$185,818	\$191,392	\$197,134	\$203,048	\$209,139	\$215,414
Utility Expenses	\$46,786	\$48,189	\$49,635	\$51,124	\$52,658	\$54,238	\$55,865	\$57,541	\$59,267	\$61,045	\$62,876	\$64,762	\$66,705	\$68,706	\$70,768
Operating/Maintenance Expenses	\$148,934	\$153,402	\$158,004	\$162,744	\$167,626	\$172,655	\$177,835	\$183,170	\$188,665	\$194,325	\$200,155	\$206,159	\$212,344	\$218,714	\$225,276
Payment in Lieu of Taxes	\$21,389	\$22,031	\$22,692	\$23,373	\$24,074	\$24,796	\$25,540	\$26,306	\$27,095	\$27,908	\$28,745	\$29,608	\$30,496	\$31,411	\$32,353
Taxes and Insurance Expenses	\$23,003	\$23,693	\$24,404	\$25,136	\$25,891	\$26,667	\$27,467	\$28,291	\$29,140	\$30,014	\$30,915	\$31,842	\$32,797	\$33,781	\$34,795
Replacement Reserve (\$400/unit)	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600	\$19,600
Total Operating Expenses	\$402,126	\$413,602	\$425,422	\$437,597	\$450,137	\$463,053	\$476,356	\$490,059	\$504,173	\$518,710	\$533,683	\$549,106	\$564,991	\$581,353	\$598,205
Net Operating Income	\$101,445	\$101,300	\$101,065	\$100,736	\$100,309	\$99,778	\$99,138	\$98,384	\$97,510	\$96,511	\$95,380	\$94,111	\$92,699	\$91,135	\$89,413
Permanent DSCR	\$89,278 1.14	\$89,278 1.13	\$89,278 1.13	\$89,278 1.13	\$89,278 1.12	\$89,278 1.12	\$89,278 1.11	\$89,278 1.10	\$89,278 1.09	\$89,278 1.08	\$89,278 1.07	\$89,278 1.05	\$89,278 1.04	\$89,278 1.02	\$89,278 1.00
Cash Flow	\$12,167	\$12,022	\$11,787	\$11,458	\$11,031	\$10,500	\$9,860	\$9,106	\$8,232	\$7,233	\$6,102	\$4,833	\$3,421	\$1,857	\$135
Operating Income Increase	2%														
Operating Expenses Increase	3%														



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## Section 4

# **AFFORDABLE HOUSING PILOT SCORING MATRIX**

**Affordable Housing / PILOT Scoring Matrix**

Point Scoring: N/A, 1, 2 or 3. N/A = either not applicable or no information supplied. 1 = poor, or below expectations. 2 = average or meets minimum standards. 3 = exceeds standards.			
<b>Building Type / Design</b>			
The City places a high value on land efficiency, a maximization of limited housing credits, and high-quality construction.		Possible Points	Points Scored
[1]	Maximize Land Utilization	3	3
[2]	Green Infrastructure	3	3
	Universal Accessibility (i.e., ADA, Aging in Place)	3	3
[3]	Quality & Durability of Exterior Construction, Efficiency	3	3
<b>Location / Connectivity</b>			
The City places a high value on integrating affordable housing throughout the community and locating housing near services and places of employment.			
	Access to Transportation Choices (Transit/Trail Orientated)	3	3
	Walk Accessible Services (Grocery, Schools, Employment)	3	3
	Serves Corridor Redevelopment	3	3
[4]	Quality of Site Improvements, Place Making	3	3
<b>Context / Need</b>			
The City places a high value on PILOT requests that appeal to a broad range of demographic groups.			
	Unit Diversity (i.e., studio, 1, 2 bedroom)	3	3
	Meets minimum state housing authority thresholds of at least 20% of units for residents whose incomes do not exceed 50% of AMI or 40% of units for residents whose incomes do not exceed 60% of AMI	3	3
	Provides higher percentage of affordable units and/or reaches a lower percentage of AMI than the minimum state housing authority thresholds	3	3
	Demographic Groups Served	3	3
<b>Total Points: Possible / Received</b>		<b>36</b>	

Interpretation	Total Score	Total Points
Poor	< 23	
Acceptable	24-28	
Excellent	29-36	36

## Notes

- [1] To encourage efficiencies in land use and cost of services, the City awards maximum points to projects that use space most efficiently in compliance with the City's zoning ordinance within applicable zoning districts.
- [2] Green infrastructure is utilized to reduce impacts on stormwater infrastructure. Green infrastructure may include, but not be limited to green roof technology, rain gardens, permeable pavements, maintaining existing or increasing tree canopy.
- [3] Quality & Durability Definitions: *Exterior construction* shall be of durable materials (i.e. wood, composite, brick, concrete or steel siding). *Efficiencies* refers to energy efficiencies that meet Energy Star standards.
- [4] Place making promotes people's health, happiness, and well-being. Points are awarded based on the quality of improvements made to the common space surrounding the proposed development. Those improvements may include, but not be limited to improved sidewalk access, covered bike parking, increased tree sizes.

# **APPENDIX**

## **Development Team Resumes & Experience**

**Developer – Spire Development, Inc.**

**Architect – Berardi + Partners**

**General Contractor – Three Rivers Corporation**

**Property Management – KMG Prestige**

**Spire Development, Inc.**  
Project Developer

Contact  
Sean McMickle  
614-350-0391  
[sean@livespired.com](mailto:sean@livespired.com)

## Overview



Spire Development is a niche real estate development company committed to building and owning meaningful communities for working families and seniors. Above all, our developments enhance the lives of our residents and enrich the communities we serve.

## Services

Spire Development partners with select municipalities, government agencies, non-profit organizations, and like-minded developers to build and own meaningful rental housing communities for working families and seniors. With each project, Spire engages stakeholders and focuses on the unique aspects of each community to create enriched housing developments that empower residents and neighborhoods alike. Spire leads all aspects of the development process including site selection, due diligence, zoning and entitlements, design, site planning and engineering, financial projections and budgeting, syndicator and investor selection, construction and permanent loan structuring, application assembly, and construction monitoring.

## Leadership

Spire Development, Inc. and Spire Real Estate Holdings, LLC (collectively "Spire") are the majority developer and majority general partner, respectively, on 29 9% LIHTC projects that have been awarded in Ohio, West Virginia, Kentucky, and Michigan. A summary of the developments follows: (i) Hopewell Cottages, a 50-unit new construction family workforce housing project, located in Hebron, Ohio; (ii) Arlington Ridge Townhomes, a 46-unit new construction family workforce housing project, located in Green, Ohio; (iii) Newberry Apartments, a 32-unit new construction seniors housing project, located in Parkersburg, West Virginia; (iv) Three Springs Townhomes, a 40-unit new construction family workforce housing project, located in Crescent Springs, Kentucky; (v) Swan Creek Crossing, a 28-unit new construction seniors housing project, located in Swanton, Ohio; (vi) Arrowleaf Apartments, a 28-unit new construction family workforce housing project, located in Grove City, Ohio; (vii) The Lofts at Milnes Plaza, a 50-unit new construction family workforce housing project, located in Coldwater, Michigan; (viii) Rowan Apartments, a 36-unit new construction family workforce housing project, located in Parkersburg, West Virginia; (ix) Campbell Landing, a 52-unit new construction general occupancy workforce housing project, located in Bellefontaine, Ohio; (x) Hawthorn Landing, a 68-unit new construction family workforce housing project, located in Fairborn, Ohio; (xi) Thurston Landing, a 36-unit new construction seniors housing project, located in Charleston, West Virginia; (xii) Residences at Courtyard Crossing, a 47-unit new construction seniors housing project, located in Independence, Kentucky; (xiii) Hempstead Landing, a 40-unit new construction family workforce housing project, located in Kettering, Ohio; (xiv) Resolution Family Apartments, a 51-unit new construction family workforce housing project, located in Ashtabula, Ohio; (xv) Thurston Landing II, a 40-unit new construction seniors housing project, located in Charleston, West Virginia; (xvi) Glenss Creek Manor, a 80-unit new construction seniors housing project, located in Frankfort, Kentucky; (xvii) Austin Commons, a 47-unit new construction family workforce housing project, located in Miami Township, Ohio; (xviii) Darby Run, a 50-unit new construction family workforce housing project, located in Kettering, Ohio; (xix) Resolution Senior Apartments, a 28-unit seniors housing project, located in Ashtabula, Ohio; (xx) Barnett Commons, a 32-unit new construction seniors housing project, located in Huntington, West Virginia; (xxi) Center City Lofts, a 55-unit new construction family workforce housing project, located in Midland, Michigan; (xxii) Residences at Courtyard Crossing II, a 50-unit new construction seniors housing project, located in Independence, Kentucky; (xxiii) Canal Crossing, a 42-unit new construction family workforce housing project, located in Hebron, Ohio; (xxiv) Walnut Woods, a 53-unit new construction family workforce housing project, located in Massillon, Ohio; (xxv) Imperial Lofts, a 36-unit new construction seniors housing project, located in Huntington, West Virginia; (xxvi) Patriot Point, a 36-unit new construction seniors housing project, located in Parkersburg, West Virginia; (xxvii) Bee Creek Crossing, a 80-unit new construction seniors housing project, located in Murray, Kentucky; (xxviii) 65 Nickel, a 43-unit new construction general occupancy workforce housing project located in Akron, Ohio; and (xxix) Parkway Lofts, a 43-unit new construction general occupancy workforce housing project located in Canton, Ohio.

The principals of Spire Development possess a combined 24-years of experience in the development and financing of real estate in the market rate, affordable, assisted living, and seniors housing sectors. The principals have been involved in the acquisition, pre-development, and development of over 2,300 multifamily housing units and over \$350 million of mixed-use real estate assets. Furthermore, they have been involved in the underwriting, structuring, and advisory of real estate transactions totaling over \$700 million.

## Thomas Grywalski, CEO



Tom Grywalski is a co-founder and the president and chief executive officer of Spire Development, Inc., as well as a principal of Spire Real Estate Holdings, LLC.

Previously Tom worked for a mortgage banking and investment banking firm that specializes in providing financial solutions to the affordable housing and senior living sectors. While at that firm, Tom developed expertise in underwriting bonds as well as originating and structuring USDA, Fannie Mae, and HUD/FHA-insured debt solutions. Tom also possesses experience in sell-side advisory and direct investment transactions and has worked as an analyst for a Midwest private equity firm.

Tom served on active duty for six years as an infantry officer in the U.S. Army, where he earned the following qualifications: ranger tab, combat infantryman badge, expert infantryman badge, airborne wings, and air assault wings. Tom is a combat veteran of the wars in Afghanistan and Iraq.

Tom holds a master's degree in business administration from The Ohio State University and a bachelor's degree in philosophy from the United States Military Academy at West Point. He holds general securities representative licenses (Series 7, 63, and 79).

## Scott Harrold, COO



Scott Harrold is a co-founder and the executive vice president and chief operating officer of Spire Development, Inc., as well as a principal of Spire Real Estate Holdings, LLC.

Previously Scott was a development executive for Steiner + Associates, a real estate developer and master-planner providing development, leasing, management, and third-party services. While at Steiner, Scott was part of the development team responsible for the development of Liberty Center, a 1.3 million square foot mixed-use center located in Cincinnati, Ohio.

Prior to joining Steiner + Associates, Scott was a vice president with a mortgage banking and investment banking firm that specializes in providing financial solutions to the affordable

housing and senior living sectors. While at that firm, Scott was responsible for all aspects of the structuring, underwriting, and closing processes. Prior to that, Scott worked as a development manager for a regional market-rate apartment developer.

Scott earned dual master's degrees in accountancy and city and regional planning from the Fisher College of Business and Knowlton School of Architecture at The Ohio State University. Scott also earned a bachelor's degree in finance from the University of Dayton, where he was awarded membership to the National Society of Collegiate Scholars.



## **Michael Hanagan, JD, CPA, Vice President of Finance**

Michael Hanagan is vice president of finance with Spire Development and Spire Consulting.

Mike spent the last 10 years as a tax consultant with a large commercial and market rate developer. Most recently in this role, Mike served as the leader of complex tax transaction planning and analysis. Additionally, Mike worked cross functionally with accounting, legal, development, asset management, and executive leadership on a variety of significant operational and transactional matters.

Mike earned a bachelor's degree in financial services from Wright State University and a law degree from the University of Dayton School of Law. He is a licensed attorney and certified public accountant.

## **Amanda Northrup, Vice President of Asset Management**

Amanda Northrup is vice president of asset management with Spire Development and Spire Consulting.

Previously Amanda worked as a regional manager for a full-service development and property management company specializing in affordable housing. In this role, Amanda was responsible for all aspects of the day-to-day operations of a portfolio of rental communities, including capital improvements and inspection readiness and response. Additionally, Amanda was responsible for the lease-up and stabilization of 13 affordable housing communities. Prior to her experience in the affordable housing industry, Amanda worked for 10 years as the operations manager for a residential custom home builder.

Amanda earned a bachelor's degree in human services and communication from Ohio University.

## **Sean McMickle, Vice President of Development**

Sean is a vice president of development with Spire Development.

Previously Sean worked in The Ohio State University Department of Athletics, serving as the head nutritionist for Ohio State's football program for five seasons under head coach Urban Meyer. While with Ohio State, Sean created nutritional programming procedures and established standards of practice to promote athletic performance and development.

Sean holds a master's degree in business administration from The Ohio State University and a bachelor's degree in dietetics from The Ohio State University.

## **Ryan Laber, Development Associate**

Ryan is a development associate with Spire Development.

Previously Ryan worked for Level Agency for Infrastructure, a planning and sustainability consultancy headquartered in Brooklyn, New York, where he served as Senior Engineer. In this role, Ryan provided services in sustainable infrastructure planning, risk assessment & resiliency planning, project implementation advice, and public policy analysis and design.

Prior to Level Agency for Infrastructure, Ryan worked as a Project Site-Civil Engineer for Bayer Becker, Inc., headquartered in Cincinnati. While at Bayer Becker, Inc., Ryan served as a client-facing project manager for multiple private multifamily and mixed-use real estate developments, where he collaborated with owners, design partners, and construction teams on due diligence, schematic design, and permitting during feasibility and pre-construction phases of development.

Ryan earned dual bachelor's degrees in Civil Engineering and City & Regional Planning from the Ohio State University and is a licensed Professional Engineer (P.E.).

## **Carson Showe, Development Associate**

Carson is a development associate with Spire Development.

Previously Carson worked as an acquisitions associate for Urban Land Co., a multifamily investment and development company headquartered in Columbus, Ohio. In this role, Carson was involved in the identification, underwriting, due diligence, and closing of multifamily acquisitions. Prior to Urban Land Co., Carson worked as a real estate market analyst for Vogt Strategic Insights where he was involved in over 50 real estate market studies across 15 states.

Carson holds a master's degree in real estate development from Arizona State University and a bachelor's degree in economics from The Ohio State University.

## **Mrunal Matadar, Development Analyst**

Mrunal Matadar is a development analyst with Spire Development and Spire Consulting.

While completing his undergraduate coursework, Mrunal was a development intern with Spire Development. Prior to that, he was a project engineer co-op with a large commercial general contractor in Louisville, KY. As a project engineer co-op, Mrunal worked on multifamily and healthcare projects, assisting with subcontractor coordination, quality control, submittal reviews, and other construction management procedures.

Mrunal earned a bachelor's degree in civil engineering from The Ohio State University.



**HOPEWELL**  
COTTAGES

Hopewell Cottages is a general occupancy workforce housing community in the Village of Hebron, Licking County, Ohio. The community received 9% housing tax credits from the Ohio Housing Finance Agency.





**HOPEWELL**  
COTTAGES

Spire Development | 330 West Spring Street, Suite 430, Columbus, Ohio 43215 | (614) 350-0391



Newberry Apartments is an age-restricted senior housing community in Parkersburg, Wood County, West Virginia. The community received 9% housing tax credits from the West Virginia Housing Development Fund.





NEWBERRY  
APARTMENTS

Spire Development | 330 West Spring Street, Suite 430, Columbus, Ohio 43215 | (614) 350-0391



ARLINGTON RIDGE  
T O W N H O M E S

Arlington Ridge Townhomes is a general occupancy workforce housing community in the City of Green, Summit County, Ohio. The community received 9% housing tax credits from the Ohio Housing Finance Agency.





  
ARLINGTON RIDGE  
TOWNHOMES

Spire Development | 330 West Spring Street, Suite 430, Columbus, Ohio 43215 | (614) 350-0391





Three Springs Townhomes is a general occupancy workforce housing community in the City of Crescent Springs, Kenton County, Kentucky. The community received 9% housing tax credits from the Kentucky Housing Corporation.





Spire Development | 330 West Spring Street, Suite 430, Columbus, Ohio 43215 | (614) 350-0391



**THE LOFTS**  
AT MILNES PLAZA

The Lofts at Milnes Plaza is a general occupancy workforce housing community in the City of Coldwater, Branch County, Michigan. The community received 9% housing tax credits from the Michigan State Housing Development Authority.





**THE LOFTS**  
AT MILNES PLAZA

Spire Development | 330 West Spring Street, Suite 430, Columbus, Ohio 43215 | (614) 350-0391



ARROWLEAF  
APARTMENTS

Arrowleaf Apartments is a general occupancy workforce housing community in the City of Grove City, Franklin County, Ohio. The community received 9% housing tax credits from the Ohio Housing Finance Agency.



Spire Development | 330 West Spring Street, Suite 430, Columbus, Ohio 43215 | (614) 350-0391



Spire Development | 330 West Spring Street, Suite 430, Columbus, Ohio 43215 | (614) 350-0391



Swan Creek Crossing is an age-restricted senior housing community in the Village of Swanton, Fulton County, Ohio. The community received 9% housing tax credits from the Ohio Housing Finance Agency.





Spire Development | 330 West Spring Street, Suite 430, Columbus, Ohio 43215 | (614) 350-0391





ROWAN  
APARTMENTS

Rowan Apartments is a general occupancy housing community in Parkersburg, Wood County, West Virginia. The community received 9% housing tax credits from the West Virginia Housing Development Fund.





ROWAN  
APARTMENTS

Spire Development | 330 West Spring Street, Suite 430, Columbus, Ohio 43215 | (614) 350-0391



**HAWTHORN LANDING**  
A P A R T M E N T S

Hawthorn Landing is a general occupancy workforce housing community in Fairborn, Greene County, Ohio. The community received 9% housing tax credits from the Ohio Housing Finance Agency.







Campbell Landing is a general occupancy workforce housing community in Bellefontaine, Logan County, Ohio. The community received 9% housing tax credits from the Ohio Housing Finance Agency.







The Residences at Courtyard Crossing is an age-restricted senior housing community in Independence, Kenton County, Kentucky. The community received 9% housing tax credits from the Kentucky Housing Corporation.









Thurston Landing is a general occupancy and age-restricted senior housing community near St. Albans, Kanawha County, West Virginia. The community received 9% housing tax credits from the West Virginia Housing Development Fund.





**HEMPSTEAD**  
LANDING

Hempstead Landing is a general occupancy workforce housing community in Kettering, Montgomery County, Ohio. The community received 9% housing tax credits from the Ohio Housing Finance Agency.





Resolution Apartments is a general occupancy workforce housing community in Ashtabula Township, Ashtabula County, Ohio. The community received 9% housing tax credits from the Ohio Housing Finance Agency.





**THURSTON**  
LANDING II

Thurston Landing II is a general occupancy and age-restricted senior housing community near St. Albans, Kanawha County, West Virginia. The community received 9% housing tax credits from the West Virginia Housing Development Fund.





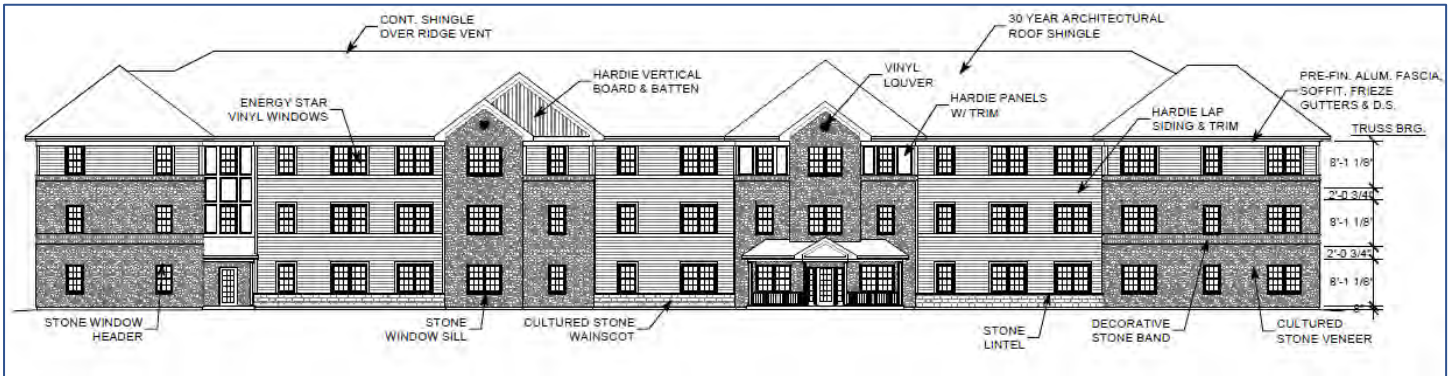
## GLENN'S CREEK MANOR

Glenns Creek Manor is an age-restricted senior housing community in Frankfort, Franklin County, Kentucky. The community received 9% housing tax credits from the Kentucky Housing Corporation.





Darby Run is a general occupancy workforce housing community in Kettering, Montgomery County, Ohio. The community received 9% housing tax credits from the Ohio Housing Finance Agency.



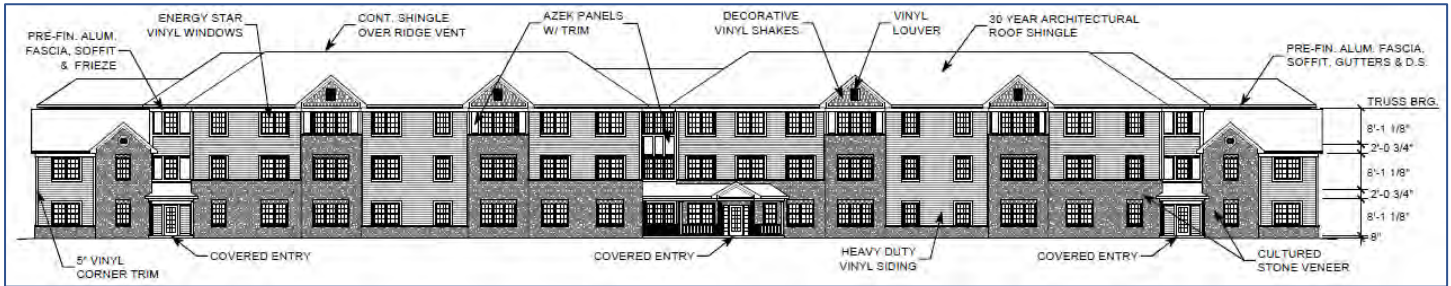


Austin Commons is a general occupancy workforce housing community in Miami Township, Montgomery County, Ohio. The community received 9% housing tax credits from the Ohio Housing Finance Agency.





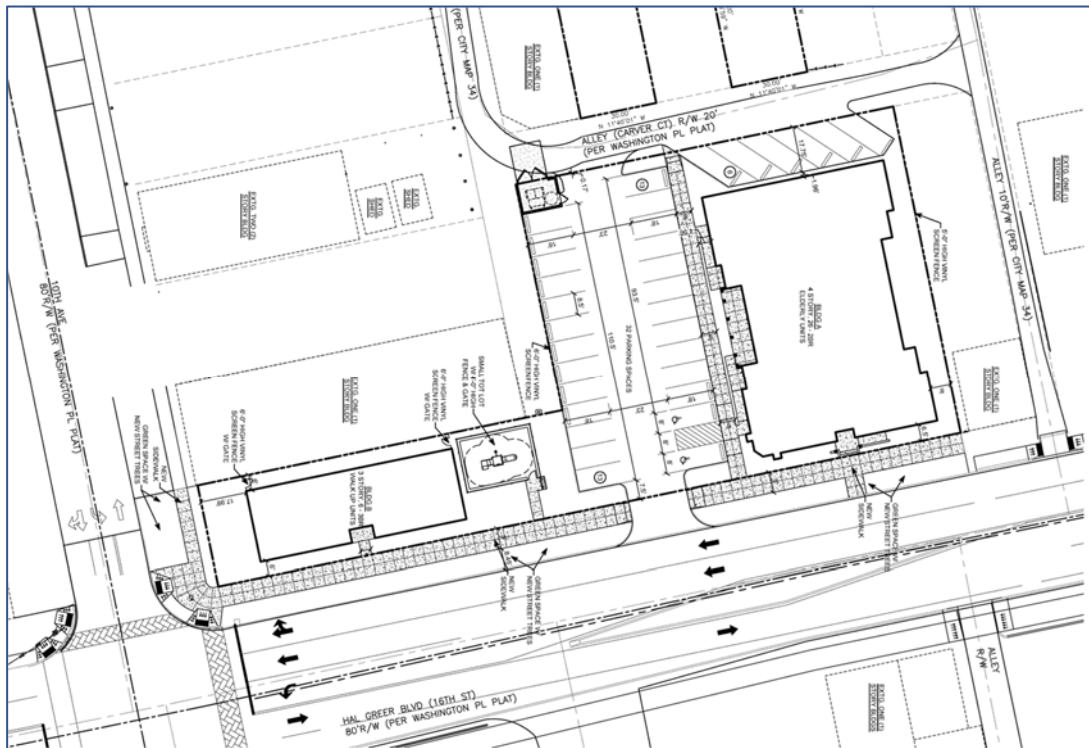
Resolution Senior Apartments is an age-restricted senior housing community in Ashtabula, Ashtabula County, Ohio. The community received 9% housing tax credits from the Ohio Housing Finance Agency.







Barnett Commons is a general occupancy and age-restricted senior housing community in Huntington, Cabell County, West Virginia. The community received 9% housing tax credits from the West Virginia Housing Development Fund.



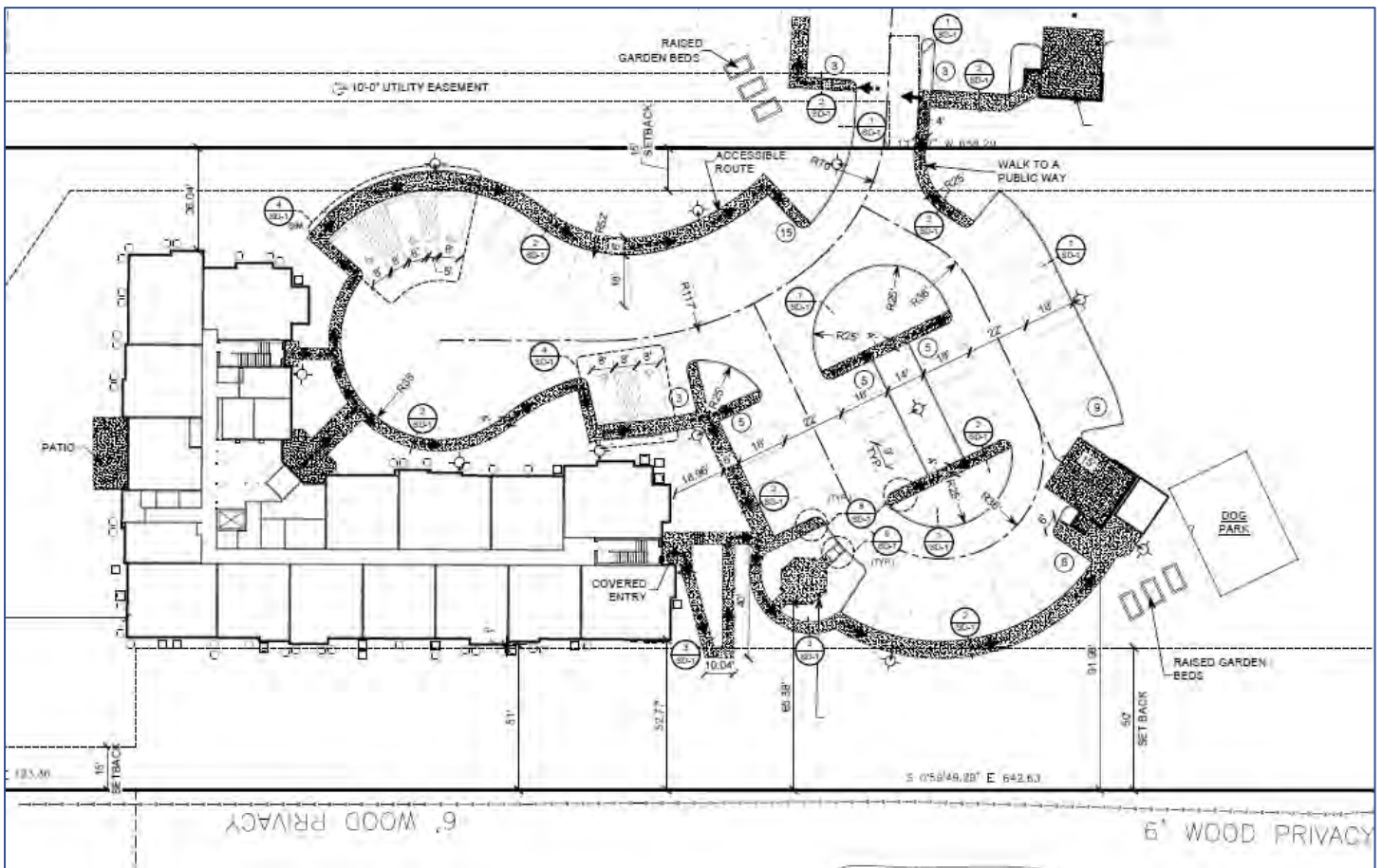


Center City Lofts is a general occupancy family housing community in Midland, Michigan. The community received 9% housing tax credits from the Michigan State Housing Development Authority.



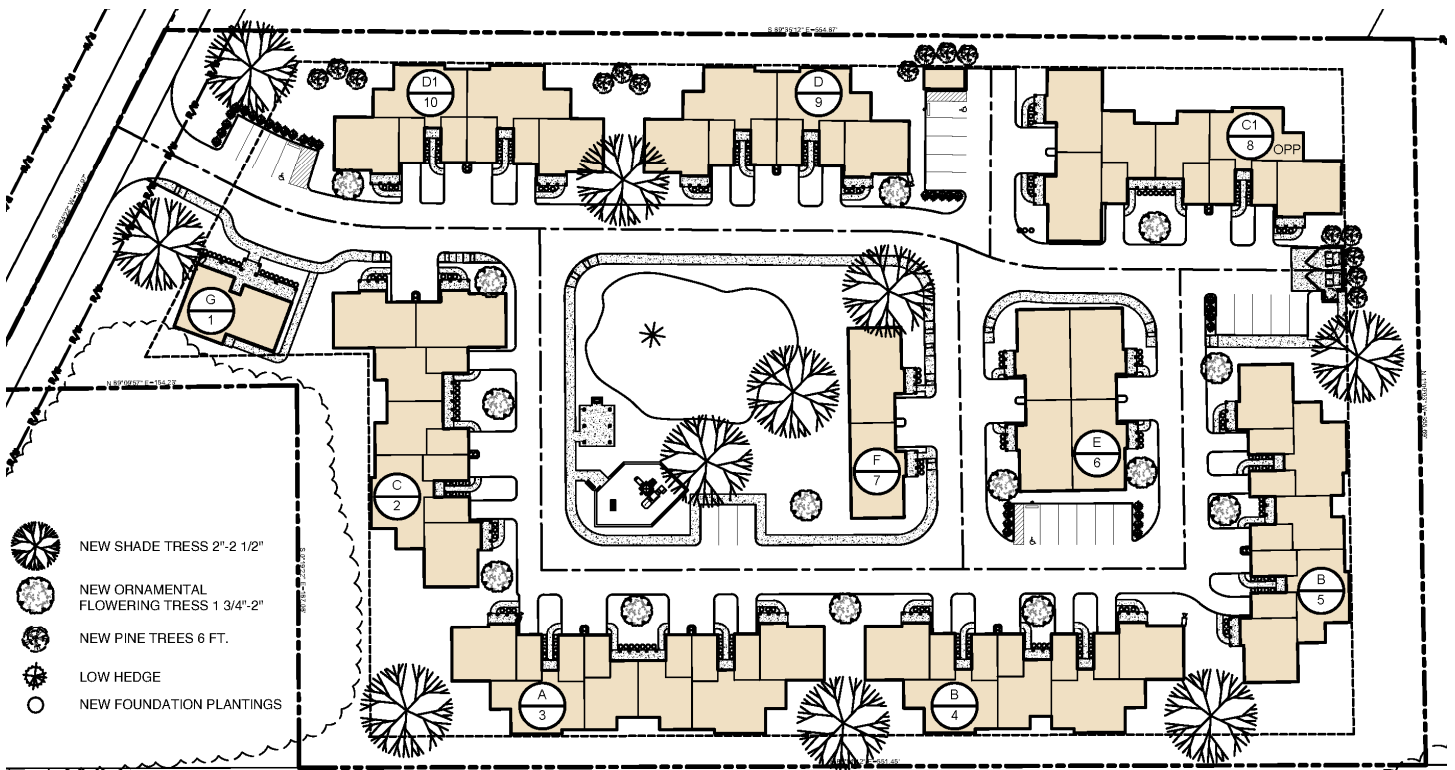
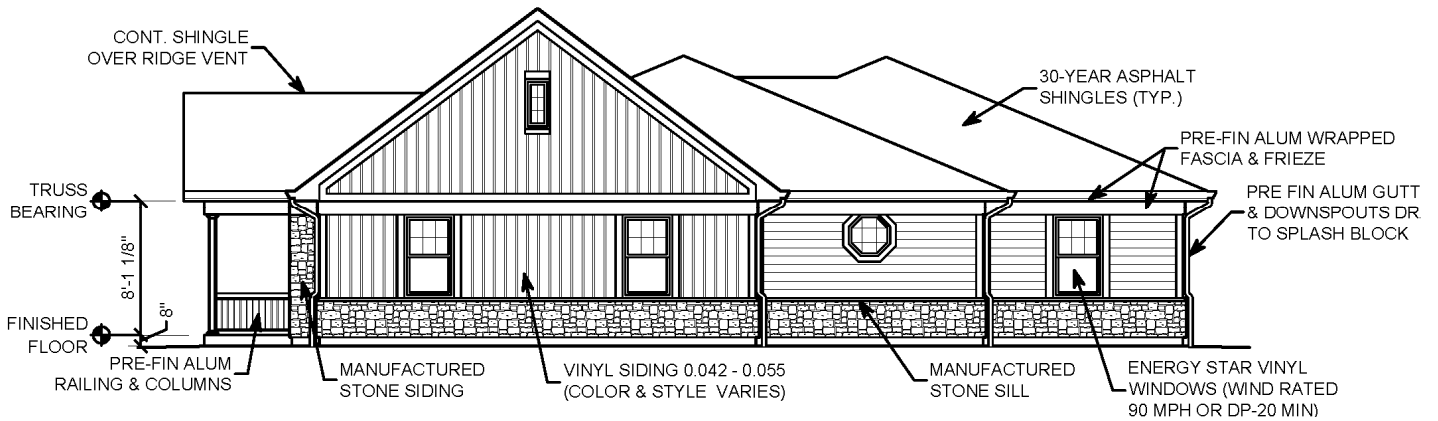
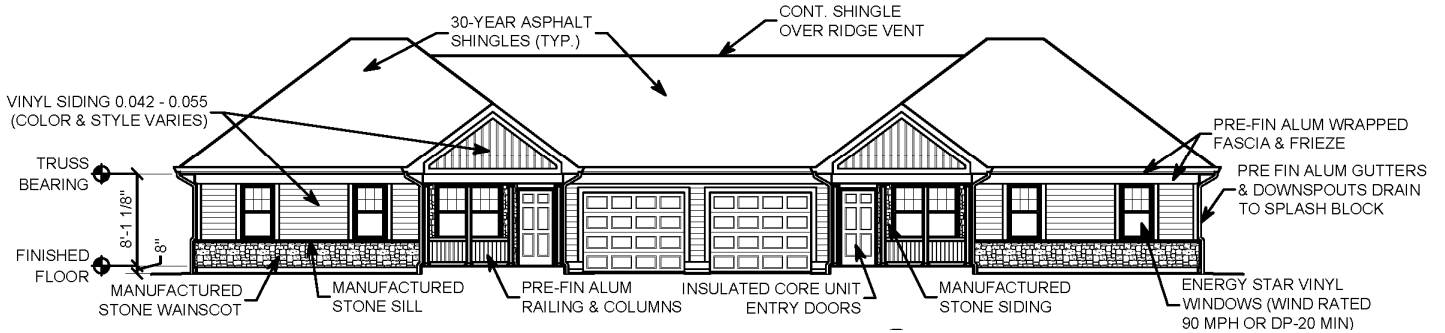


The Residences at Courtyard Crossing is an age-restricted senior housing community in Independence, Kenton County, Kentucky. The community received 9% housing tax credits from the Kentucky Housing Corporation in 2022 and will open in 2024.



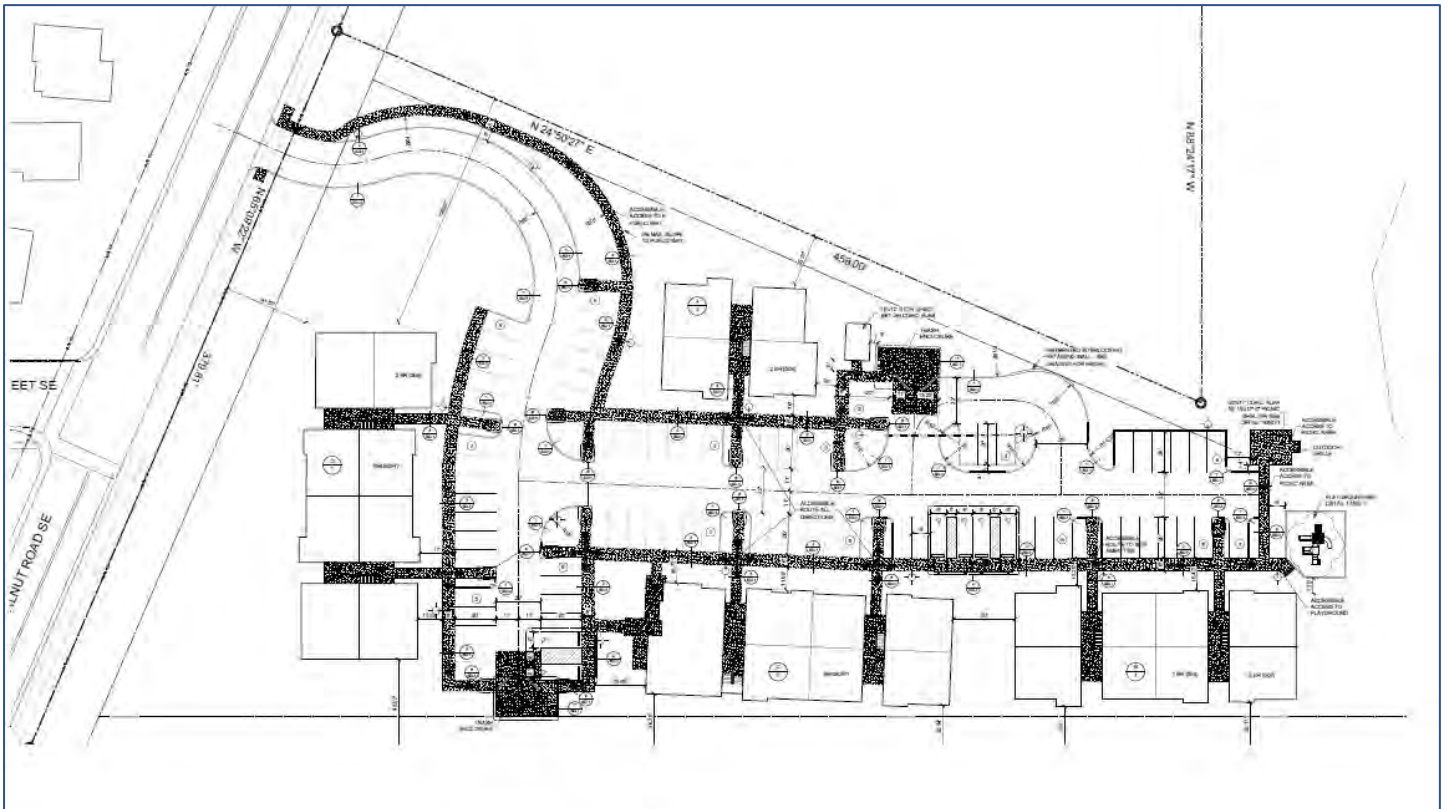


Canal Crossing is a general occupancy family housing community in Hebron, Ohio. The community received 9% housing tax credits from the Ohio Housing Finance Agency in 2022 and will open in 2024.





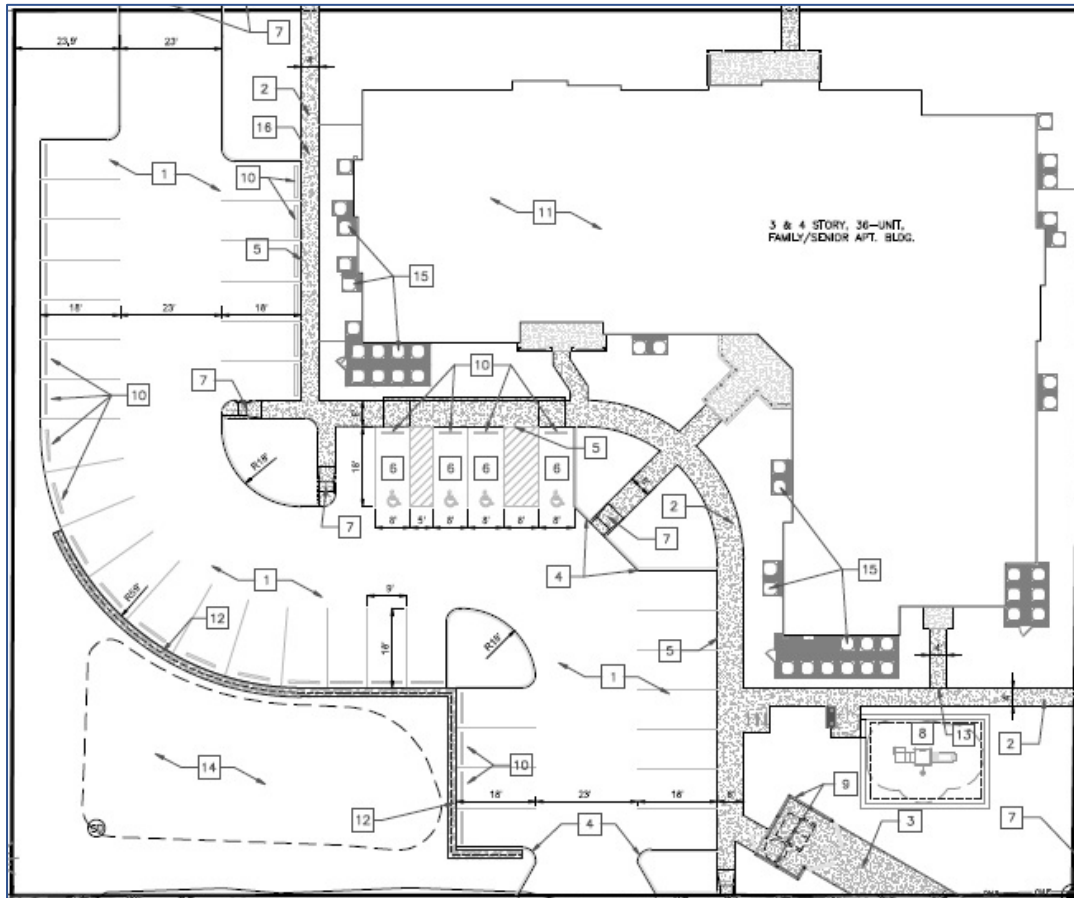
Walnut Woods is a general occupancy family housing community in Massillon, Ohio. The community received 9% housing tax credits from the Ohio Housing Finance Agency in 2022 and will open in 2024.





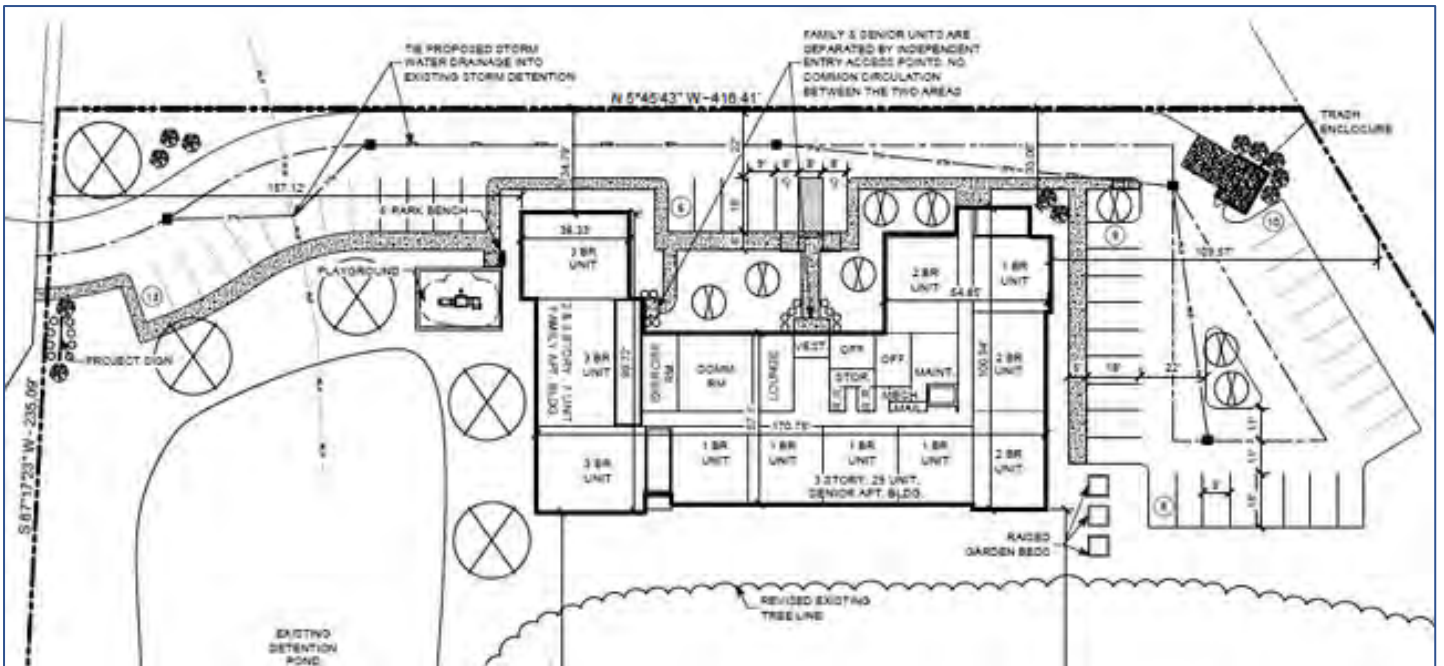
# IMPERIAL LOFTS

Imperial Lofts is a general occupancy and age-restricted senior housing community in Huntington, Cabell County, West Virginia. The community received 9% housing tax credits from the West Virginia Housing Development Fund in 2022 and will open in 2024.





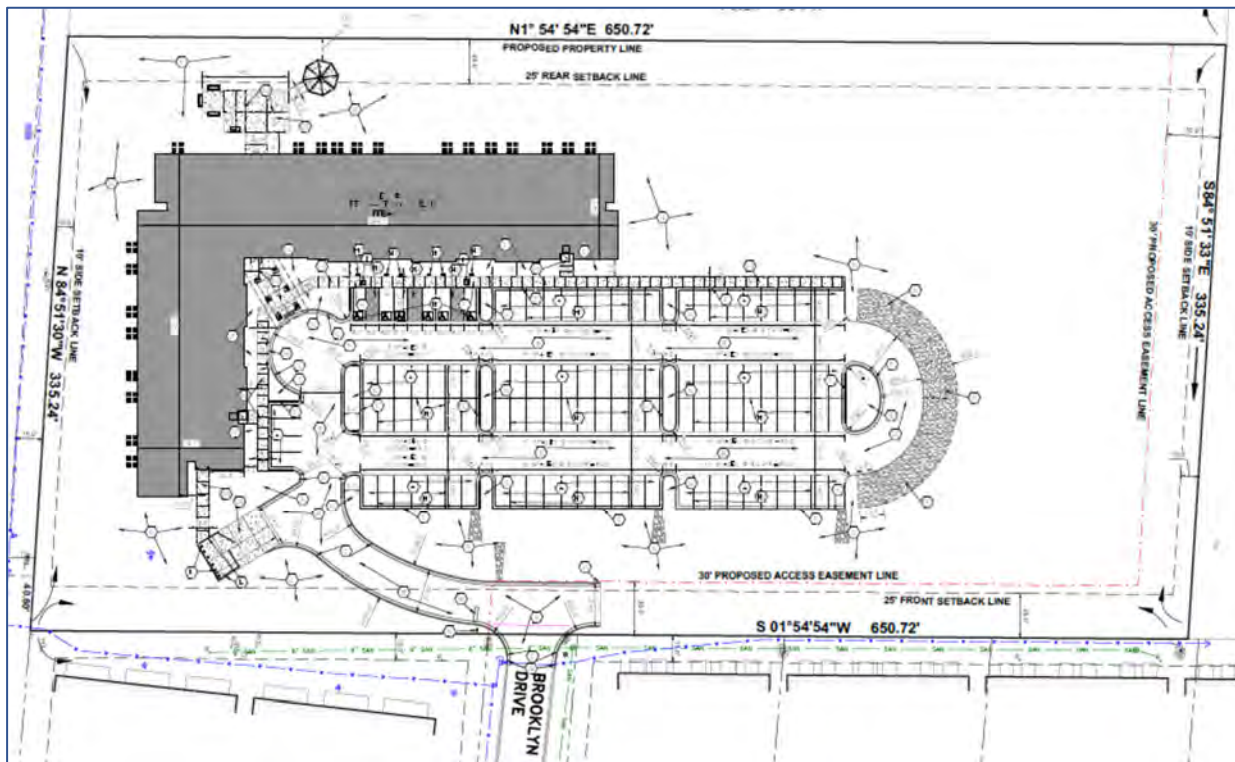
Patriot Point is a general occupancy and age-restricted senior housing community in Parkersburg, Wood County, West Virginia. The community received 9% housing tax credits from the West Virginia Housing Development Fund in 2022 and will open in 2024.





**BEE  
CREEK  
CROSSING**

Bee Creek Crossing is an age-restricted senior housing community in Murray, Calloway County, Kentucky. The community received 9% housing tax credits from the Kentucky Housing Corporation in 2023 and will open in late 2024.





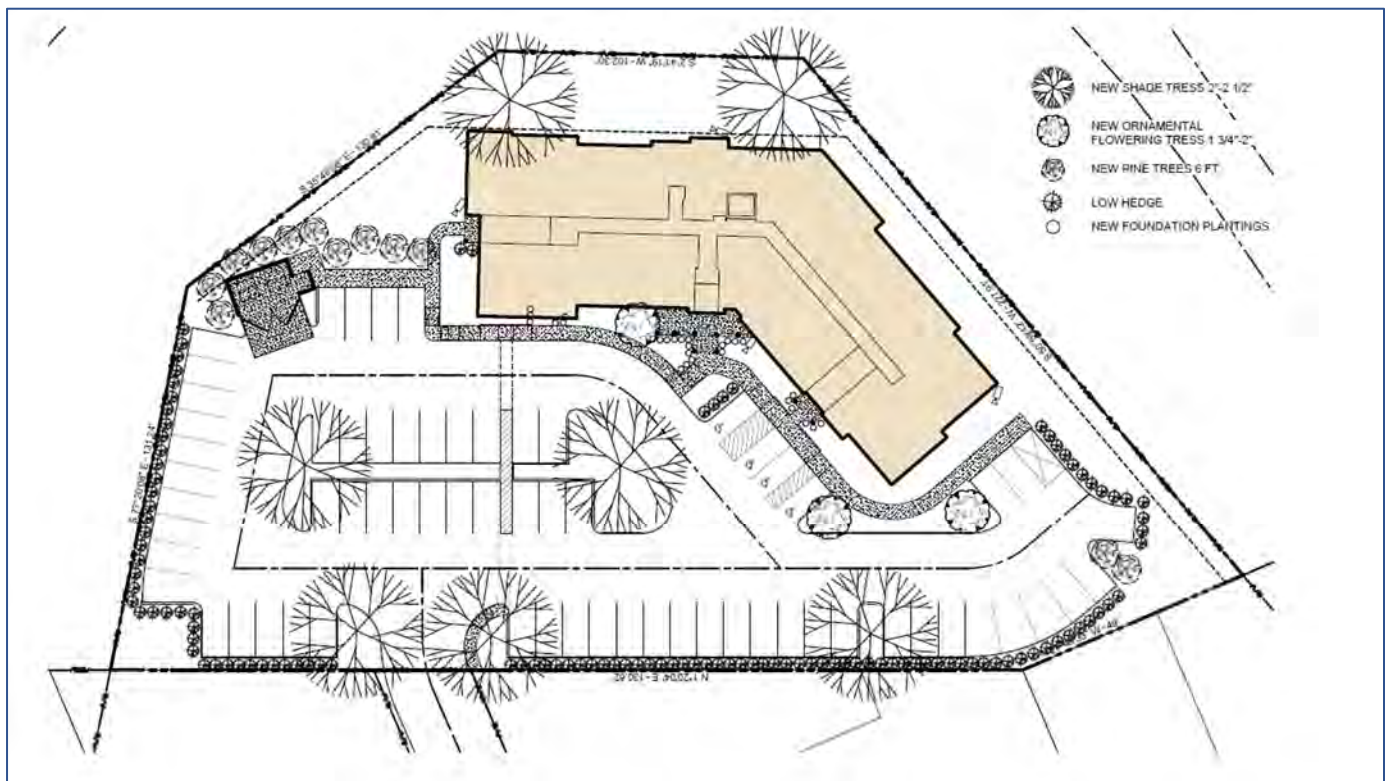


65 Nickel is a general occupancy family housing community in Akron, Ohio. The community received 9% housing tax credits from the Ohio Housing Finance Agency in 2023 and will open in 2025.





Parkway Lofts is a general occupancy family housing community in Canton, Ohio. The community received 9% housing tax credits from the Ohio Housing Finance Agency in 2023 and will open in 2025.



**Berardi + Partners**  
Project Architect

Contact

Chris Bruzzese

614-221-1110

[cbuzzese@berardipartners.com](mailto:cbuzzese@berardipartners.com)



# BERARDI+

ARCHITECTURE | INTERIOR DESIGN | ENGINEERING

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## OUR MISSION

*Our craft is architecture.  
But our passion is people.*

## FIRM HISTORY & BACKGROUND

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Berardi+ was established in 1979 as Berardi/Plaisted Architects. Founding Partner George Berardi always planned the founding of a Design Firm that serves and satisfies the specialized needs of our Clients, with a focus toward effective design and planning solutions for the varied housing needs, with a good sense of cost controls, through the most effective integration of the built environment. Our firm culture is grounded in family values and respect, both with our associates and our clients. For this very reason, we view our firm as an extension of our family, and those communities we serve. And for greater than 42 years, we have maintained consistent growth, while adding Chris Bruzzese in 1981 as our first associate, and Partner since 1992. With our focus on service to our clients and communities, we have grown to over 50 associates completing several thousand varied projects, including several hundred thousand housing units....each project and unit type with their own complexities and for very diverse user populations, from populations in need to populations at the highest levels of custom market drive product.

Since our early days Berardi+ has evolved as a full service, multi-disciplinary firm providing distinct design through Architecture, Interior Design, and Building Engineering Systems, always committed to the highest level of professional service. And since our founding, we at Berardi+ have successfully managed that broad range of work including historic rehabilitation, all manner of multi-family housing, commercial and industrial development, institutional and educational environments, adaptive reuse, and master planning...the latter assisting site selections through our visualization process.

Our collaborative team strives to enhance our client's objectives, always with unique design tailored for each project. Our diversified staff, which includes 18 licensed professionals, continues to effectively manage a broad range of work. And our offering of multi-disciplinary services provides seamless coordination between architecture, interior design, and engineering, ensuring cost effective solutions in design operations, ease of project maintenance, and sustainability. As Managing Partner and Design Strategist, George Berardi continues to foster growth and new opportunities for the firm working collaboratively with each professional association to enhance the client's vision.

Ultimately, our mission statement is the embodiment of why we exist: Our profession is architecture and design, but our passion is people. We strive to develop functional, cost effective and sustainable environments for all as we serve through our talents for responsive planning. And we learn about 'what's next' through the continued study of current and 'imagined' future trends, broadened in many respects, by our reach throughout the United States, from coast to coast. Our values, culture and time are all centered on relationships with people. Perhaps that somewhat lends to our unique quality, because at the center of what we do, exists our passion for others. For us, it's more than a statement, it's a vision that is manifest in our daily lives and interactions with those we seek to empower. Most of our client partnerships are long-lasting, and have been a reward to Berardi+, for striving to honor individual client's values through the realization of their goals and visions.

# PROJECT TEAM



# BERARDI + PARTNERS, INC.

## **GEORGE BERARDI, RA**

Managing Partner, Design Strategist

### **EDUCATION**

1974 BS in Architecture  
The Ohio State University

1970-1973 Civil Engineering  
The Ohio State University

### **PROFESSIONAL AFFILIATIONS**

American Institute of Architects

National Council of Architectural  
Registration Boards

### **REGISTERED ARCHITECT**

Ohio	Wisconsin
West Virginia	Arizona
South Carolina	Michigan
North Carolina	Illinois
New York	Utah
Iowa	Georgia
Massachusetts	Nebraska
Tennessee	Florida
Missouri	New Jersey
Kansas	Louisiana
Texas	Indiana



As Managing Partner and Design Strategist, George listens to clients' expressions of need for their new environments, and through those interpretations, creates a vision. He brings to each project a clear understanding of function and aesthetic appropriateness as it relates to creating a thoughtful, responsible solution that meets the clients' program, and becomes an integral form within the fabric of our communities.

George's continuous client involvements and attention to project details throughout the life of each project assures that client-directed programmatic requirements, as well as design intent, are maintained throughout the design and development process. His experience is quite varied and includes housing, educational, medical, research, and mixed use office and retail development. But, his most significant body of work however is that demonstrated by the completion of several hundred thousand specialized housing units throughout the United States. A portion of this housing was completed in concert with specialized State and Federal funding sources and housing programs available through the US Department of Housing and Urban Development.

Finally, as Design Strategist for the Firm, George has been responsible for creating architecture that is functional, contextual, dignified and inspirational. He has designed a wide variety of building types, all based solidly on a foundation of quality and integration of specific Owner needs. His work has received widespread professional and public acclaim, and fulfills the promise of illustrating quality architecture for the public.

George Berardi has a quite simple philosophy about his life in architecture...he truly looks forward to 'his next '50' years' in a most rewarding profession, with great anticipation for changes in building technology, as they may expand the breadth of the creative process.



# BERARDI + PARTNERS, INC.

## **CHRIS BRUZZESE, RA**

Partner, Company Integrator

### **EDUCATION**

1979 BS in Architecture  
The Ohio State University

### **PROFESSIONAL AFFILIATIONS**

American Institute of Architects  
National Council of Architectural  
Registration Boards  
U.S. Green Building Council

### **REGISTRATIONS**

LEED AP

### **REGISTERED ARCHITECT**

Ohio  
Michigan  
Alabama  
Pennsylvania  
Kentucky  
Georgia

### **PUBLIC ENGAGEMENT**

2021: Dana Ave Duplex Renovation  
*Franklinton Rising*

2020: Open Air Structure  
*Dwell Community Church*

2021: Skills Center and Auto Sales  
*Luke's Auto*

2016: The Warehouse  
*Dwell Community Church*

1992-Present: Church Deacon  
*Dwell Community Church*



As Partner and Company Integrator, Chris' responsibilities include overall management of office operations, production controls and development of design, systems implementation and firm quality control. Chris remains directly involved with projects through all phases for a variety of clients and building types. Other responsibilities include management of human resources.

Chris received his Bachelor of Science degree in Architecture from The Ohio State University in 1979. He has been a Registered Architect in Ohio for more than 30 years and is currently registered in multiple states. Through his years of service, Chris has been involved with virtually every housing project type and every funding type for healthcare, independent living, and assisted living.

In 1983, Chris implemented the firm's first AutoCAD drafting system, and implementation to all document development. He manages select critical projects and oversees a variety of others projects with a primary emphasis on development of construction documents and quality control. He is responsible for coordination and standardization of working drawings and specifications.

The tenure and experience acquired to date has enabled Chris to successfully complete a wide range of projects types including new build, historic, restoration and preservation while establishing a commitment to the client. Notable accomplishments include completion of the largest HUD multi-family rehabilitation project in the country for the Villages at Roll Hill in Cincinnati; and as a LEED Accredited Professional he successfully managed the country's first Mid Rise LEED for Homes housing project.

# BERARDI + PARTNERS, INC.

## JOE YOUST

Project Executive, Director of Operations

### EDUCATION

2013 PMP Boot Camp  
Project Management Institute

2005 Associates of Applied Science in Architecture  
Columbus State Community College

### PROFESSIONAL HIGHLIGHTS

Wade Park  
*Cuyahoga MHA*

Carnegie Tower  
*National Church Residences*

Boys and Girls Club Milo Grogan  
*Boys and Girls Club*

Stygler Village  
*National Church Residences*

Bennett Point  
*Cincinnati MHA*



As the Director of Operations, Joe works with the client to ensure project expectations are met and exceeded. With 20+ years of experience in the field of architecture, he has developed an expansive knowledge base in all aspects of project development, from schematic design through construction administration. Joe's responsibilities include coordinating all aspects of the project including schematic design, building codes, permits, schedules, consultants, cost estimates, drawings, specifications, bidding, construction administration, submittals, and site observation. His attention to detail reflects the firm's mission to ensure the Client's vision and goals are a successful reality. He has worked on projects spread across dozens of states and various architectural types including hospitality, retail, office, restaurant and multifamily.

Joe has spent many years overseeing the management of projects and works efficiently to coordinate the efforts of multiple disciplines to produce quality work that is presented on time and on budget. His dedication to the profession is evidenced by his accomplishments and the performance awards he has received over the years. Joe currently is heavily involved in project implementation and construction administration to ensure that projects are constructed in full compliance with required development and established code standards, as well as the firm's standard for quality and client satisfaction.

# BERARDI + PARTNERS, INC.

## **JOE BERARDI, RA**

Director of Historic Rehabilitation,  
Project Executive

### **EDUCATION**

2009 Master of Architecture  
Boston Architectural College

2002 BS in Architecture  
The Ohio State University

### **PROFESSIONAL AFFILIATIONS**

American Institute of Architects

U.S. Green Building Council

### **REGISTRATIONS**

Registered Architect

LEED AP - BD + C and HOMES

### **PUBLIC ENGAGEMENT**

2018-Present: Board Member  
*Knowlton Alumni Society*

2014-Present: Speaker and Volunteer  
*Camp Architecture*

2015: Panel Speaker  
*Cleveland State University*



As Director of Historic Rehabilitation, Joe has become the office liaison with the State Historic Preservation Office (SHPO) and the National Park Service (NPS). As a result, our office has been able to sustain a continuous workflow focused on Historic Preservation. Joe's involvement has resulted in an excess of \$320,000,000 worth of historic preservation construction costs. By having an open line of communication with the governing historic entities, we are able to propose creative and innovative solutions to meet our client's programmatic needs.

Joe has been working in the field of Architecture for nearly two decades, joining Berardi+ in 2008 alongside the firm's founding Partner and Uncle, George Berardi. Joe's primary focus includes project management of various building types, conceptual design planning, program development, project quality control, historic renovations and green/energy efficient design methodologies.

Since joining the firm, Joe has become involved in ensuring associates are receiving the mentoring and guidance to help them improve as aspiring Architects and Project Managers. Joe is also instrumental in the evolution of the firm's practice, implementing BIM protocols and standards.

# BERARDI + PARTNERS, INC.

## **MISSY SPIRES**

Project Manager

### **EDUCATION**

1998 BS in Architectural Engineering  
University of Cincinnati

### **REGISTRATIONS**

LEED AP

### **PROFESSIONAL HIGHLIGHTS**

Columbus Road  
*Realife Realty*

Erievue Tower  
*Erievue LLC*

The City  
*Prospect Wango LLC*



Melissa has 18 years of experience in the Architecture field with an extensive knowledge in hospitality, corporate, education, retail and multi-family architecture. A seasoned leader in multi-million dollar projects, Melissa's focus is coordinating projects from start to finish including design, documentation and construction. Her projects span from large mixed-use, multi-family residential projects to small renovations and additions.

Throughout her career, Melissa has been focused on providing creative design solutions and providing the best product for the end users.

As a Project Manager, she coordinates all aspects of the project including schematic design, building codes, permits, schedules, consultants, cost estimates, drawings, specifications, bidding, construction administration, submittals, and site observation. With 18 years of experience in the field of architecture, she has developed an expansive knowledge base in all aspects of project development, from schematic design through construction administration.

# TEAM STRUCTURE

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Berardi+ provides a collaborative Project Studio that supports our clients throughout the entire project. Within the primary studio arrangement, a pair of teams which includes a Project Manager, Project Leader, and Project Designer work together seamlessly to provide consistent service. The Project Managers shift the teams to accommodate the ebb and flow of the studio work to ensure each associate is informed on all projects within the studio. This allows successful work/life balance for our associates and maintains quality work throughout the project.

Each studio has a Lead Designer who works directly with George Berardi, the Managing Partner and the Firm's Design Strategist on development of the design. The Lead Designer maintains the design intent throughout the entire project. There is consistent synergy between the Project Manager, the Lead Designer, and the Design Strategist to ensure an efficient, quality design that encompasses the Client's vision.

The entire Project Studio is managed by the Project Executive in order to ensure the Client's expectations are exceeded by managing the project schedule, budget, design approach, and consultants. The Project Executive is consistently involved with all aspects of the design process.

DISCOVERY	
01	The preliminary step of the design process is to discover goals and potential barriers.

ENHANCE	
03	This is where refinement meets resolution as our team enhances the design using proven organizational strategies.

EVALUATE	
05	Our team works to provide thoughtful evaluation of the project to ensure it's completed on time and on budget.

VISUALIZE	
02	The most important step is to understand the client's and occupant's needs. We help the client visualize the potential.

COMPOSE	
04	The composition of detailed drawings and specifications reinforces the initial project goals, program and priorities.

MATERIALIZE	
06	We work diligently with the contractor during construction in order to provide a seamless realization of the project.

## **DISCOVERY**

Through research and documentation of existing site conditions, we analyze the project scope, site constraints, local jurisdictional requirements, and recognize potential challenges. We collaborate with the client to define the project parameters to optimize the project potential.

## **VISUALIZE**

The most creative step in the design process, we generate imagery to drive conversations with the client to help them visualize the potential and aesthetics of the project. With the use of site plans, floor plans, elevations, and renderings, our team strives to create designs that exceed expectations.

## **ENHANCE**

With a successful design concept, our team takes the design to the next level with in-depth refinement and continued resolution to site, building and jurisdictional challenges. The enhancement of the design through organizational strategies enables the program and scope of the project to be finalized and proceed with final documentation.

## **COMPOSE**

Our team works diligently to compose final documentation of the building prior to construction. The refinement of the enhanced design is completed with detailed drawings and associated specifications to effectively provide instructions to the contractor. The final iteration reinforces the initial project program, scope, and priorities.

## **EVALUATE**

Completion of the construction documentation and design allows thoughtful evaluation of the project as it applies to the client's budget, the permitting process, and contractor bidding to ensure all steps have been taken to enhance the client's vision and produce a quality environment.

## **MATERIALIZER**

As the client's vision begins to materialize in construction, our team partners with the contractor to ensure the success of the project. Attentive and concise responsiveness to the field conditions is critical and we take pride in our ability to service the client and contractor in that manner.

# FEATURED PROJECTS







## **ARLINGTON RIDGE**

GREEN, OHIO

Client: Spire Development

The project consists of a 46 unit multi-family townhouse project with five buildings situated on 11.6 acres at 681 Moore Road, Green, Ohio. The project will include 8 – 1 bedroom garden units; 2 - 2 bedroom garden units, 28 - 2 bedroom townhome units, 2 – 3 bedroom garden units and 6 – 3 bedroom townhome units. Also included is a one story 2262 sf. Community Center. Other details of the project program are depicted in the OHFA submission drawings. Scope of work includes design for all on-site proposed development work.





## **ARROWLEAF** GROVE CITY, OHIO

Client: Spire Development

Arrowleaf Apartments is situated on a 4.773 acre site located in Grove City, Ohio. The project will be developed under the 2015 Green Enterprise Green Communities Criteria on land with existing infrastructure including water, sewer, electric and communication utilities, and existing sidewalks and roads. Arrowleaf is comprised of one, two, and three bedroom units, amenities fitness room office space. The project has been awarded Housing Tax Credits and will therefore be subject to the requirements and commitments made to the Ohio Housing Finance Agency.





## **SWAN CREEK CROSSING** SWANTON, OHIO

Client: Spire Development

Swan Creek Crossing is situated on a 7.1969 acre site located in the Village of Swanton Ohio. The project will be developed under the 2015 Green Enterprise Green Communities Criteria on land with existing infrastructure including water, sewer, electric and communication utilities, and existing sidewalks and roads. Swan Creek Crossing is comprised of a single two story 28 unit building for senior housing. Units are comprised of one and two bedroom units, amenities including a management office, first floor community space with warming kitchen, library/lounge space, activities/fitness room, laundry room and socialization spaces. The project has been awarded Housing Tax Credits and will therefore be subject to the requirements and commitments made to the Ohio Housing Finance Agency.





## **THE LOFTS AT MILNES PLAZA** COLDWATER, MICHIGAN

Client: Spire Development

The Lofts at Milnes Plaza is situated on a 1.44 acre site located at 20 North Hanchett Street, Coldwater, Michigan 49036. The project will be developed under 2015 Green Enterprise Green Communities criteria on land with access to existing infrastructure including water, sewer, electric, communication utilities, and existing sidewalks and roads. The project is comprised of a single four story multi-family 50 unit residential building. Units are made up of one, two, and three bedrooms. Three bedroom amenities include a management office, first floor community space with warming kitchen, library, unit storage rooms and socialization spaces. The project has been awarded Housing Tax Credits and will therefore be subject to the requirements and commitments made to the Michigan State Housing Development.



## LAUREL GREEN COLUMBUS, OHIO

Client: Community Housing Network

Laurel Green was constructed in 2018 as a 3 story / 40 unit, affordable, permanent, supportive housing project in Columbus Ohio, specifically designed for residents with mental illness, poverty or other disabilities. Funded through federal tax credits, Laurel Green is located in northern Columbus on an urban infill site, designed with a rear courtyard for resident outdoor socialization complete with a patio, gazebo, outdoor dining space and walking path. Interior amenities include a full size community room with a warming kitchen, fitness room and training space for on site vocational training. The design team successfully integrated these programmatic features within the modest available project budget.





## TERRACE PLACE COLUMBUS, OHIO

Client: Community Housing Network

Terrace Place is a permanent supportive housing development that has homes for 60 formerly homeless individuals or individuals that are at risk of homelessness. Terrace Place is located on E. Ninth Avenue in Columbus' Weinland Park neighborhood and is part of the 7-acre South Gateway II redevelopment facilitated by Campus Partners for Urban Redevelopment. Terrace Place provides office space to The Ohio State University Extension offices, which increases the availability of employment and financial counseling services offered to both Terrace Place and Weinland Park residents. This 4-story project features an activity room, community room and is within close proximity to a park, a library, safety services, public transportation and employment opportunities.





## **COMMONS AT GARDEN LAKE** TOLEDO, OHIO

Client: National Church Residences

National Church Residences received a special allocation from the Ohio Housing Finance Agency for Low Income Housing Tax Credits to assist in the development of The Commons at Garden Lake located in Toledo, Ohio. NCR and Berardi+ were selected to produce the 75 unit development designed with 540 square foot one-bedroom units along with common area spaces and accommodations associated with counseling and education.



Commons at Garden Lake is a community for formerly homeless and disabled veterans. The building was specifically designed with the special needs of its residents in mind. In addition, supportive services are provided right in the building. Residents receive the services they need that improve mental, emotional, physical, and financial stability including work readiness and employment services to help them gain economic independence.

# **PASSIONS AND VALUES**





## WE VALUE SUSTAINABILITY



### RENAISSANCE SENIOR APARTMENTS

TOLEDO, OHIO

Client: National Church Residences

Cost: \$10.5 million

The Renaissance project was one of the first LEED Platinum Certifications in the State of Ohio for a Historic Tax Credit Project. The 'Renaissance Building' was originally developed at the turn of the last century as part of the Valentine Theater complex in downtown Toledo. The building was redeveloped as part of a program to revitalize downtown Toledo while providing cost effective housing for the elderly.

### VILLAGES AT ROLL HILL

CINCINNATI, OHIO

Client: Fay Limited Partnership

Cost: \$21 million

This project, at one time, was the largest LEED Certified affordable housing project in the United States. The Villages at Roll Hill initially consisted of 108 two-story buildings containing 892 dwelling units on 76 acres, all constructed in 1962. The 2010 renovation modified the multi-family project into 703 dwelling units. The redevelopments renewed the interiors and ultimately enhanced the community setting.

### COMMONS AT BUCKINGHAM

COLUMBUS, OHIO

Client: National Church Residences

Cost: \$7 million

Building design, material specification and construction methods permitted The Commons at Buckingham to be the first LEED Platinum Certified project in the state of Ohio, the first LEED Platinum designation for any multi-family housing project funded through the Ohio Housing Finance Agency, and the first LEED for Homes Mid-rise Affordable Housing Project developed in the United States.

## BY THE NUMBERS

**40+** HISTORIC PRESERVATION PROJECTS

**30+** LEED PROJECTS

**220,000** HOUSING UNITS CONSTRUCTED

**18** LICENSED PROFESSIONALS

**COMPLETED PROJECTS IN 32 STATES**

*"We strive to serve the needs of our clients and occupants of our designs, and society as a whole by creating quality environments through effective design and planning."*

**FAMILY-ORIENTED. SERVICE. NON-CORPORATE. PARTNERSHIPS THAT FORM RELATIONSHIPS.**

## WE VALUE OUR COMMUNITY

### SUSTAINABILITY

Berardi+ has completed over 30 LEED projects and believes that buildings should be designed to be socially and environmentally responsible and ultimately improve the quality of life.



### LIFE REMODELED

Berardi+ is dedicated to supporting Life Remodeled through pro-bono services, volunteer hours and financially in support of the work they do to strengthen Detroit communities.



### OFFICE ASSOCIATESHIP

Berardi+ sponsors the tuition for two students each year at the Austin E. Knowlton School of Architecture.



### PELOTONIA

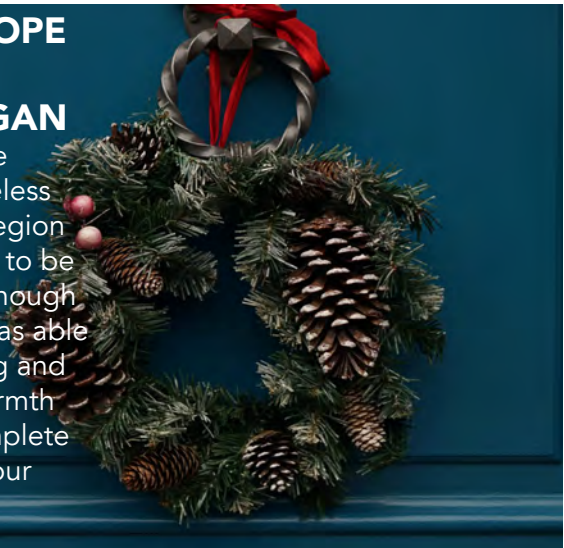
In 2015 and 2016, Berardi+ has raised \$16,860.17 dollars to help with cancer research.





## HOLIDAYS FOR HOPE VOLUNTEERS OF AMERICA, MICHIGAN

The VOA-Michigan is the largest provider of homeless services in the Capital Region and Berardi+ is honored to be an Advocacy Sponsor. Through our sponsorship, VOA was able to provide warm clothing and a toy for 31 children, warmth for six seniors and a complete holiday experience for four families.



## STUDENT OUTREACH GUEST LECTURES

Several Berardi+ employees have been invited to guest lecture and teach at the following universities:  
The Ohio State University  
Bowling Green State University  
Columbus State University  
Boston Architectural College



## STUDENT OUTREACH MENTOR PROGRAM

Every year, professionals have the opportunity to engage with students through the Knowlton Alumni Society Mentor Program. Berardi+ has actively engaged with and mentored over 20 students.



**BERARDI+**

ARCHITECTURE | INTERIOR DESIGN | ENGINEERING

**Three Rivers Corporation**  
Project General Contractor

Contact

Shannon Tait

989-631-9726

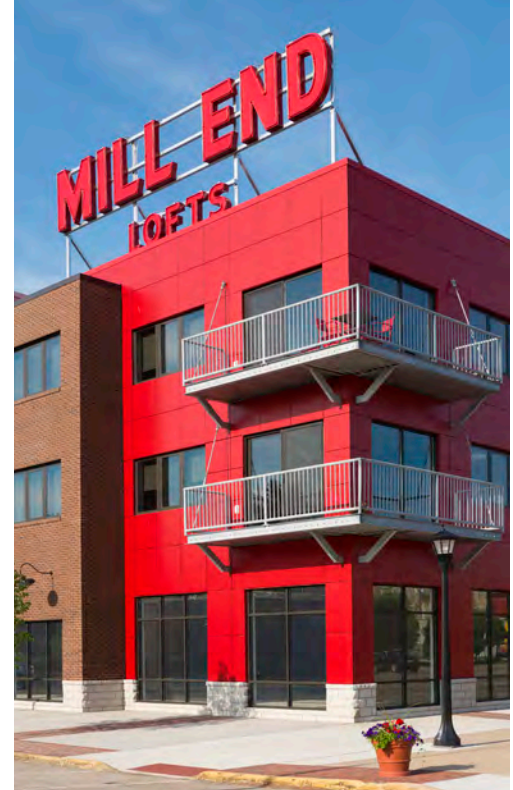
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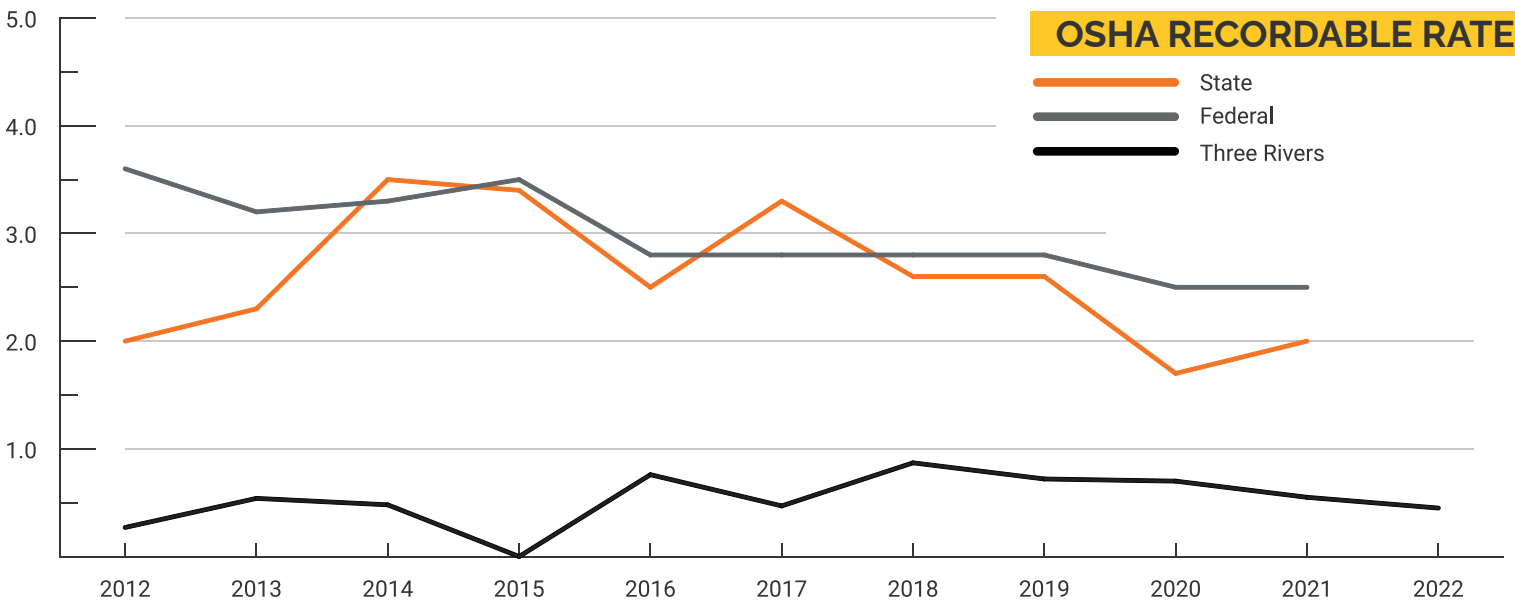
# PUTTING OUR EXPERTISE TO WORK FOR YOU

At Three Rivers Corporation, we believe that proper planning leads to successful execution. That’s why our team brings a unique blend of experience and knowledge in construction, safety, and project efficiency to every project. Whether you need a general contractor, design/build partner, or construction manager, we’ve got you covered. We approach every project with a problem-solving mindset and a willingness to learn, evolve, and adapt to meet your needs.

Three Rivers Corporation is a multidisciplinary construction firm based in Midland, MI, with over 45 years of experience and a team of over 350 professionals and craftspeople. We’ve built long-standing relationships with our valued customers statewide and have a solid track record of performance. Our depth and experience make us confident we can deliver your project on time and within budget.



## SETTING THE STANDARD FOR SAFETY: OUR PROVEN TRACK RECORD



*The National Pinnacle Award is Associated Builders and Contractors’ most significant safety honor and is awarded based on self-evaluation scores, lost workday case rates, total recordable incident rates, leading indicator use, and process and program innovations. **Three Rivers Corporation was one of ten general contracting companies to receive this honor nationally in 2022.***





Proud to Be a 2022 Accredited Quality Contractor

Three Rivers Corporation has been recognized by Associated Builders and Contractors, Inc. (ABC) as a 2022 Accredited Quality Contractor (AQC).

AQC Members proudly set the construction-industry standard as highly performing, ethical contractors and members of their communities.

AQC status is determined by a stringent and thorough set of criteria that demonstrate commitment to five key areas of corporate responsibility:

1. Quality
2. Safety
3. Talent Management
4. Craft & Management Education
5. Community Relations



## FROM PLANNING TO COMPLETION HOW WE DELIVER SUCCESSFUL RESULTS

### DESIGN/BUILD

Some construction companies may choose to outsource their Design/Build teams, but we pride ourselves on being a true Design/Build company with an exceptional in-house team. Our team includes AIA architects, experienced designers, skilled project managers, and detail-oriented estimators who work together to deliver outstanding results.

Our approach to Design/Build allows us to offer our customers single-source accountability for every aspect of their project. From the earliest stages of design to the final construction, we are fully involved in the project, ensuring clear communication, accurate budgets and schedules, and a smoother overall process.

### CONSTRUCTION MANAGEMENT

The most efficient path to success for large, complex projects is through a collaborative effort that includes owners, architects, engineers, and construction management professionals. By involving all parties from the outset of the project, with early contractor input, we can reduce costs and move forward quickly without sacrificing attention to detail.

We place great value on building long-term relationships with our clients, and we understand that trust is a critical component of any successful partnership. We also place a premium on our pre-qualified subcontractors, who demonstrate excellent safety management and share our commitment to delivering exceptional results. Through teamwork, expertise, and attention to detail, we can consistently exceed our client's expectations and deliver successful projects.

### GENERAL CONTRACTING

General contracting is a highly complex endeavor, requiring expertise in managing multiple subcontracting partners, countless details, and numerous critical decisions. Success in this field comes from building experience and relationships over time, and it's only through this hard-earned knowledge that exceptional results can be achieved.

We understand the importance of building long-term relationships with our clients. We're proud to say that over 70 percent of our clients choose to work with us again, which is a testament to the care and attention we bring to every project. We deliver exceptional results that exceed expectations by placing our client's needs and goals at the forefront of everything we do. Our commitment to quality and customer satisfaction is unwavering, and we work tirelessly to ensure that each project we undertake is successful.

**KMG Prestige**  
Property Management

Contact

Karen Mead

989-772-3261

karen@kmgprestige.com





**KMG PRESTIGE**

Strategic Property Management Solutions

## Company Biography

## Company Overview

KMG Prestige is a fee-based property management firm specializing in the management of multi-family residential housing. Established in 2006, KMG Prestige's expertise includes the management of Market Rate, Affordable, Senior and mixed-use properties.

Although KMG Prestige was established in 2006, as a newly formed entity, its origin dates back to 1975 when the company originated in Mt. Pleasant, Michigan. Morphing from a small startup, KMG Prestige now manages over one billion dollars in assets, consisting of over 29,000 dwelling units spread across a six-state area. Current ownership brings more than 50 years combined experience in the property management industry.

KMG Prestige attributes its continued growth to strong industry relationships, with a focus on operational excellence.

Our economies of scale bring an added benefit to ownership by reducing daily expenses via our ability to obtain master contracts in the area of energy consumption, service providers, insurance and product purchasing.

KMG Prestige is committed to excellence and the continuous improvement in the delivery of property management. An ever-evolving industry, KMG Prestige continues to incorporate the newest technologies in order to provide the most up to date services.

## Management Philosophy

KMG Prestige is a client driven organization, and it is our goal to deliver the highest caliber of management services to our clients at the lowest cost possible.

We believe that our job is to do anything we can to help our Employees be successful in their job of serving the Residents and the needs of the Owners. The Employees' goal then, is to do anything possible to ensure our Residents have a fantastic housing experience. To this end, we endeavor to live and breathe our mission statement and our core values. We also recognize and reward our employees who do this. We realize that our success is predicated on active and continuous improvement in our processes.

## **Client Base**

KMG Prestige ownership's former and current clientele is broad based, and although most are for-profit entities a significant minority are non-profit organizations. As a third party fee management company, KMG Prestige aims to create partnerships with clientele, not competition. The typical organizational structure of the client is that of a limited partnership or limited liability company.

A thread that is common to most of the KMG Prestige clients is that they have their roots in the field of real estate development either creating new communities or acquiring and rehabilitating existing housing properties.

KMG Prestige is proud of the quality of the relationships it maintains with its clients, most of which have endured over a long period of time.

## **Affordable Housing Program Knowledge**

Many rental programs have been developed and have seen significant growth in the past 30 years coinciding with KMG Prestige's earliest affiliate's entry into the market. KMG Prestige has developed expertise in the administration of the HUD 202, 221 (d4), 236, Section 8, and the Low Income Housing Tax Credit (LIHTC) Rental Housing Programs as well as the Rural Development 515 and a number of tailor-made rental programs developed through the auspices of the Michigan State Housing Development Authority.

## **Construction**

KMG Prestige's extensive knowledge of multi-family housing has always been a beneficial resource for Owners and Developers during the planning and construction and/or rehabilitation phases of their property. KMG Prestige has worked with many Owners providing insight into design, amenities, and creation of the operating budget, staffing needs, and recommendation of marketing tools, while assisting the Owner to manage the process from lease up to management of the completed project.

## **Receivership Management Experience**

KMG Prestige has served as the court appointed receiver for several communities located in Michigan, Indiana and Wisconsin. In addition, KMG Prestige has also been named as managing agent for independent receivers. Our extensive knowledge and experience in full-service management allows our team to quickly evaluate and identify key areas requiring immediate attention. This approach allows for the implementation of a strategic plan to rapidly market and improve a distressed community in order to transform the asset into a viable resale opportunity.

# Mission Statement – “Do the Right Thing”

## KMG Prestige Values

**We Hire and Reward** people who everyday display INTEGRITY, HONESTY, and CARING behaviors in dealing with others.

**We Foster** quality relationships. We treat each other, our Clients (owners and developers), our Customers (residents), and our Lenders and Suppliers with respect, open, honest communication, fairness, and politeness.

**We Teach**, encourage and model teamwork and tolerance.

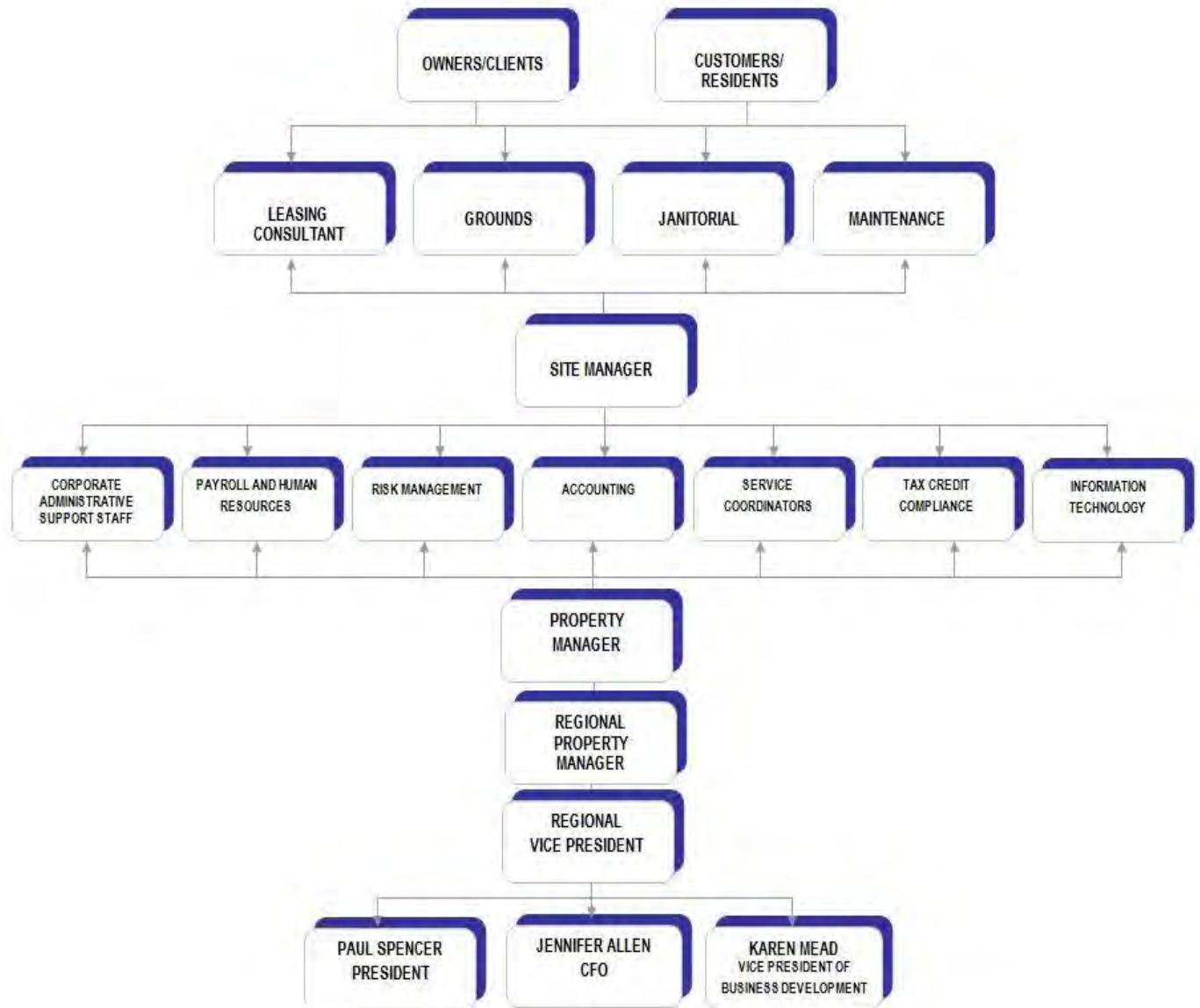
**We Seek** to continuously improve by sharing knowledge, and improving the quality of the systems.

**We Strive** to be good stewards of our corporate resources.

**We Leverage** our individual and collective gifts with the intention of developing a harmonious and satisfying living and working environment.

**We Do What Is Right** even when that is in conflict with doing what is easy or more profitable.

# Organizational Chart



## References

### Client

Phillip Seybert  
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**KMG PRESTIGE**

Strategic Property Management Solutions

The Leadership Team

**PAUL SPENCER**  
*PRESIDENT & CEO*

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Paul Spencer began his 27-year property management career with Oakwood Apartments, a developer, owner and Management Company that specializes in short-term corporate housing. Paul supervised a portfolio of 3,500 units with an asset value of almost four hundred million dollars. In 1995 Paul entered the affordable housing field when he joined Related Management and was responsible for the supervision of properties in a seven-state area. His portfolio was very diverse, and included conventional, project-based Section 8, 236, RAP, Rent Sup, Tax Credit, Bond Financed and Hope VI communities. During his tenure with Related Management, Paul became very familiar with the Americans with Disabilities Act and specifically Section 504. Paul is currently President of KMG Prestige.

**KAREN MEAD**  
*VICE PRESIDENT OF BUSINESS DEVELOPMENT*

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Karen Mead is the Vice President of Business Development for KMG Prestige. For over 37 years she has been intensively involved in the property management industry. Karen is currently responsible for growth associated with third party real estate investment management and consulting of our current and future clients. Previously Karen held the position of Vice President of Property Management with Keystone Management Group where she was responsible for supervision of eight Regional Property Managers, consisting of over 8000 units. In 2007, she acquired an ownership interest in that company and was instrumental in its growth. During the course of her career,



she has been involved in virtually every aspect of the property management industry. Karen's experience includes a full spectrum of operations with all programs associated with the affordable housing arena, as well as market rate developments. Karen specializes in assisting and directing ownerships with new construction, including underlying financial strategies. And has an extensive understanding of real estate finance and the LIHTC program. Karen is a high-energy individual who is committed to providing unparalleled customer service and maintaining exceptional client relationships.



## JENNIFER ALLEN

### *VICE PRESIDENT OF FINANCIAL SERVICES & CFO*

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Jennifer Allen is the Vice President of Financial Services and CFO for KMG Prestige. Her career in property management began in 1998 when she joined Boston Financial Group as an Accounting Manager, and continued with Keystone Management Group, where she served as Controller from 2000 through 2006. As a graduate with honors from Alma College, Jennifer holds a Bachelor of Arts degree in Business Administration, with an Emphasis in Accounting. In her current capacity as VP of Financial Services, Jennifer is directly responsible for managing and directing the support center operations within the Accounting, Accounts Payable Payroll and Risk Management departments. This includes reviewing and implementing policies and procedures related to these areas, as well as overseeing all financial reporting requirements and compliance reporting requirements for the entities managed by KMG Prestige. Throughout her career in property management, she has had the opportunity to work closely with various owners and tax credit syndicators, including Great Lakes Capital Fund, Centerline, MMA Financial, PNC Multifamily, Boston Capital and National Equity Fund, as well as develop strong working relationships with several public accounting firms specializing in real estate management.

# Memorandum



TO: Aaron Desentz, City Manager  
FROM: Michelle Sponseller, Downtown Development Director  
DATE: August 16, 2023  
SUBJECT: General Motors Dealer Community Charging Program Partnership

In alignment with our continued commitment to sustainable development and greener initiatives, staff requests direction of pursuing a potential partnership with the General Motors Dealer Community Charging Program, facilitated by Charge EV and State Electric Company.

## Background:

The General Motors Dealer Community Charging Program's core objective is to increase the number of level 2 EV charging stations in North America, with a goal of installing 40,000 EV chargers. The initiative promotes EV charger accessibility in both urban and rural municipalities, thus benefiting both local residents and visitors.

## Program Overview:

- **Municipality Engagement:** Charge EV/State Electric Company collaborates with municipality officials to present the program, identify ideal sites, and secure lease agreements.
- **Site Preparation:** Local dealerships provide EV chargers, while State Electric Company manages site assessment, coordination with utilities, and permit procurement.
- **Installation:** Infrastructure setup, charger installation, parking space preparation (signage, striping, safety bollards) is done by the State Electric Company.
- **Community Engagement:** The newly established EV charging stations are showcased to the community through a press release and an official ribbon-cutting ceremony.

## Proposed Sites:

The following locations have been shortlisted for initial consideration:

1. Parking lot 2 as a replacement for the existing series 1 charger installed in 2014;
2. Parking lot 3 as part of the reconstruction of the parking lot and Town Center project;
3. Parking lot 13 (City Hall).

## Benefits Of Program:

1. **No Financial Burden:** The City incurs zero cost for either the chargers or their installation.
2. **Maintenance-Free:** There is no obligation for the City to own, operate, or maintain these chargers.
3. **Increased Accessibility:** Publicly available EV chargers will be beneficial for both residents and visitors.
4. **Advanced Technology:** The chargers are state-of-the-art, dual port, pedestal mounted, and compatible with current and next-generation EVs.

## Previous Successes:

Charge EV and State Electric Company have successfully launched this program in neighboring cities like Oxford, Ortonville, Clarkston, Madison Heights, and Westland, indicating proven success and feasibility.

# Memorandum



## **REQUESTED ACTION**

We seek the Commission's guidance to further explore and possibly engage with the General Motors Dealer Community Charging Program. Should the Commission provide positive direction, staff will ensure an agreement is presented for review and approval in September.

## **ATTACHMENTS**

- GM Dealer Charging Program Presentation
- GM Dealer Charging Program Overview
- Proposed Site Locations

# GM Dealer Community Charging Program

*Mt. Pleasant*  
[meet here]

# Overview

- The program is aimed to nearly double the number of level 2 charging stations in the United States and Canada – aiming to install 40,000 EV chargers.
- Flo, a charging station provider, has been selected to supply the EV chargers for the program.
- Charge EV/State Electric Company has been selected as a turnkey solutions provider for installation of EV chargers for the program throughout Michigan, the Great Lakes regions, and beyond.

*Mt. Pleasant*  
[meet here]

# General Motors Dealer Community Charging Program

## Municipality Engagement

- History of State Electric Company
- Program presentation
- Lease signing

## Site Preparation

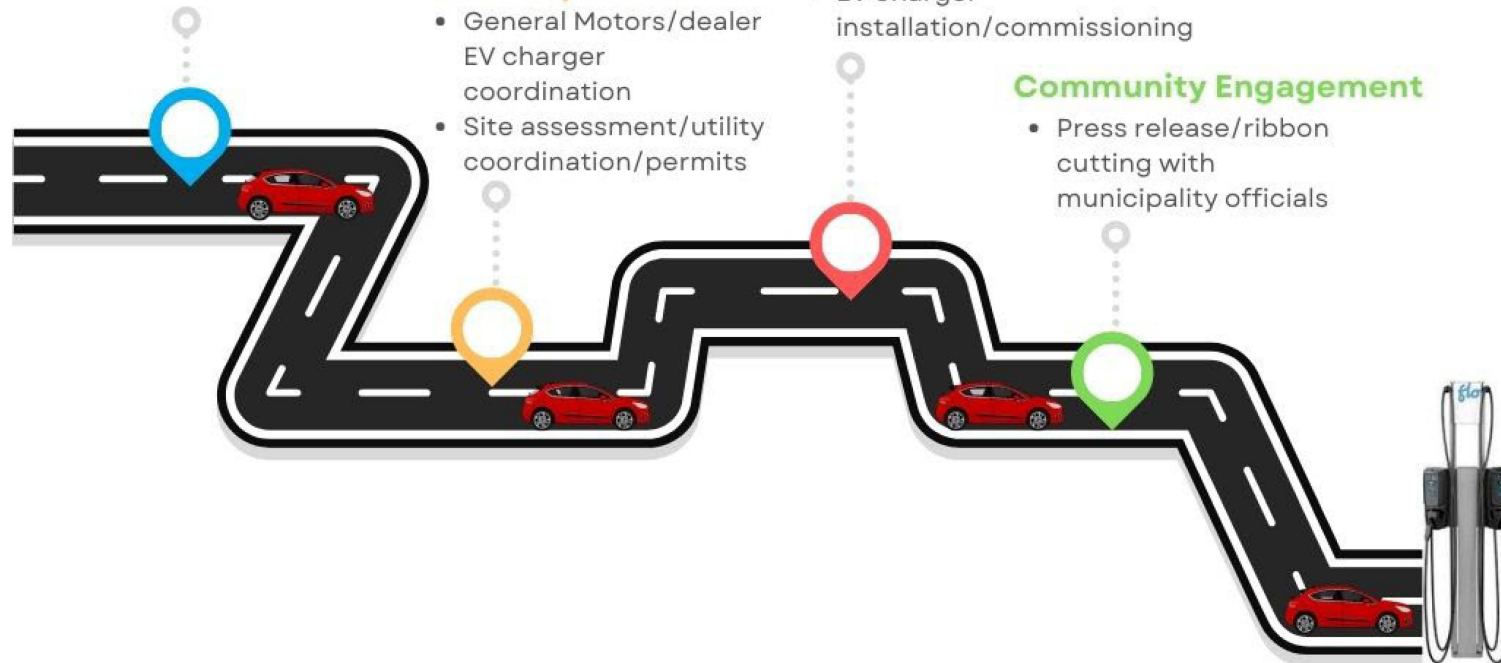
- General Motors/dealer EV charger coordination
- Site assessment/utility coordination/permits

## Installation

- Electrical infrastructure installation
- EV charger installation/commissioning

## Community Engagement

- Press release/ribbon cutting with municipality officials



*Mt. Pleasant*  
[meet here]



*Mt. Pleasant*  
[meet here]

# Advantages of the Program

- There is no cost to the City for the EV chargers or the installation.
- The City does not have to own, operate, or maintain the EV chargers.
- Offers publicly accessible EV chargers for residents and visitors to the community.
- The chargers are dual port and pedestal mounted offering the maximum power output in a Level 2 EV charger.
- The charger accommodates all current and next generation EVs.
- .03¢ per KWH – may be negotiable.

*Mt. Pleasant*  
[meet here]



# Considerations of the Program

- Enforcement of EV charging spaces.
- Advertising (albeit small) on units on municipal property.
- Snow removal around bases will need to be added into existing City contract for sidewalks in/around City parking lots.

*Mt. Pleasant*  
[meet here]

# Proposed Locations

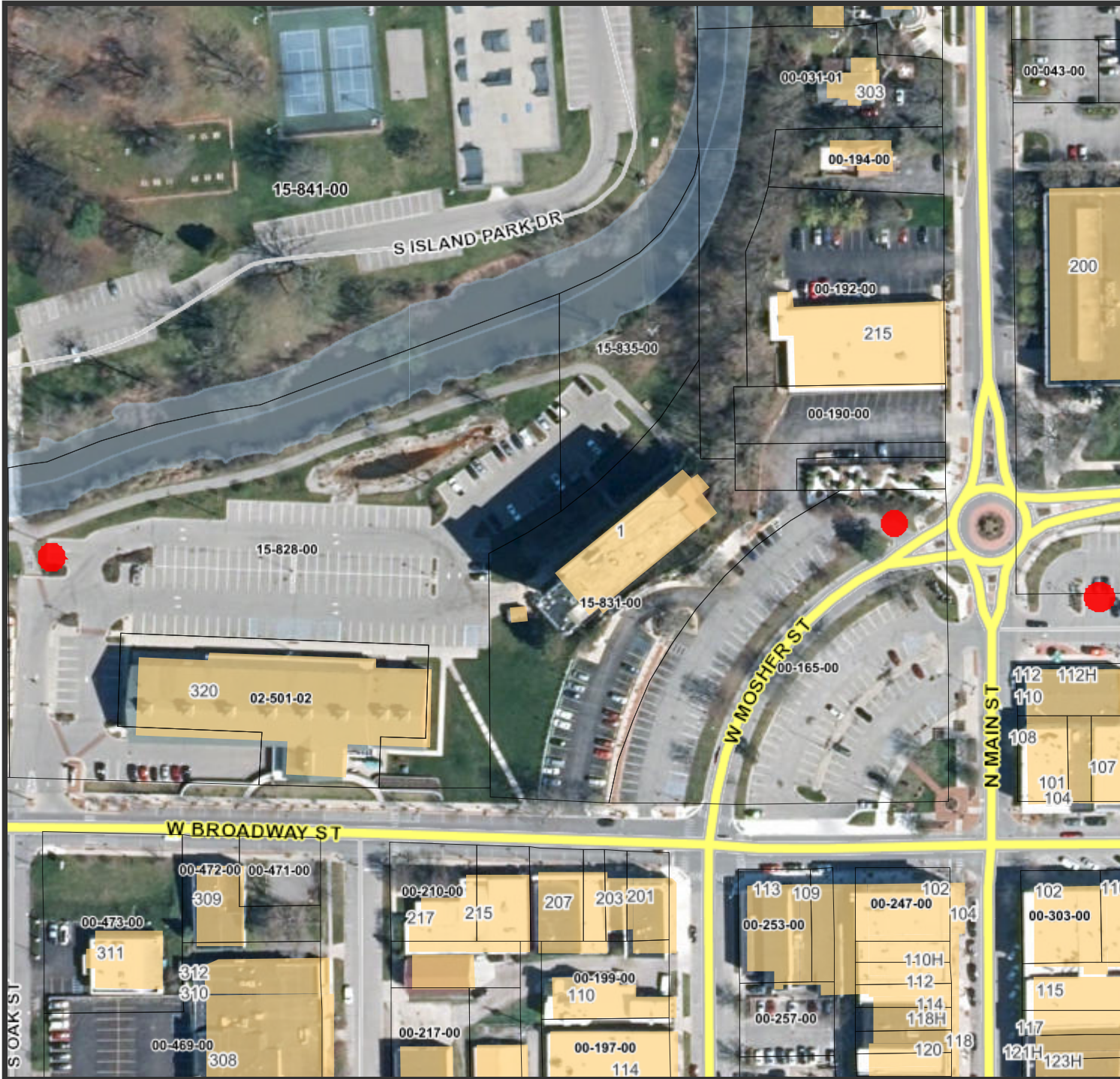
- Town Center / Parking Lot 3 reconstruction site – 3 new units.
- Replace existing EV unit in parking lot 2 (aka Jockey Alley).
- City Hall – new EV charger.
- Overall - 5 units with capability to charge 10 vehicles.
- More locations can be added if need arises.

*Mt. Pleasant*  
[meet here]

# Next Steps

1. Finalization of site selection and approve agreement.
2. Town Center /Parking Lot 3 Project.
  - Coordination of design and final position within specified site.
  - Site assessment, utility coordination and permitting.
  - Installation at end of project competition (2024).
3. Replacement Unit - Parking Lot 2 and (New) Unit At City Hall.
  - Coordination of design and final position within specified site.
  - Site assessment, utility coordination and permitting.
  - Installation 90-120 days after signing agreement.

*Mt. Pleasant*  
[meet here]



## Mt. Pleasant Charging Locations



Map Publication:  
07/26/2023 3:49 PM



**Disclaimer:** This map does not represent a survey or legal document and is provided on an "as is" basis. Isabella County expresses no warranty for the information displayed on this map document.