
RULE OF THE CHAMBER

Any person wishing to address City Council shall step up to the lectern, state their name and address in an audible tone of voice for the record, and unless further time is granted by the presiding officer, shall limit their address to three (3) minutes. A person may not give up or relinquish all or a portion of their time to the person having the floor or another person in order to extend a person's time limit in addressing the Council.

Any person who does not wish to address Council from the lectern, may print their name, address and comment/question which he/she would like brought before Council on a card provided by the Clerk/Treasurer and return the card to the Clerk/Treasurer before the meeting begins. The Clerk/Treasurer will address the presiding officer at the start of Citizen Comments on the Agenda, notifying him of the card comment, and read the card into the record for response.

Those who want to use audio and image recording equipment in Council Chambers that requires a monopod, tripod or other auxiliary equipment for the audio and image devices shall notify the City Clerk before the meeting begins. Arrangements will be made to accommodate the request in a manner that minimizes the possibility of disrupting the meeting. No additional illuminating lights may be used in Council Chambers unless a majority of City Council members consent. Additionally, cell phones and pagers should be set to vibrate or silent mode when inside Council Chambers.

Should any person fail or refuse to comply with any Rules of the Chamber, after being informed of such noncompliance by the presiding officer, such a person may be deemed by the presiding officer to have committed a breach of the peace by disrupting the public meeting, and the presiding officer may then order such person excluded from the public meeting under Section 3 (6) of Open Meetings Act, Act 267 of 1976.

You will notice a numbering system under each heading. There is significance to these numbers. Each agenda item is numbered consecutively beginning in January and continues through December of each calendar year.

The City of Monroe will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon one week's notice to the City Clerk/Treasurer. Individuals with disabilities requiring auxiliary aids or services should contact the City of Monroe by writing or calling: City of Monroe, City Clerk/Treasurer, 120 E. First St., Monroe, MI 48161, (734) 384-9136. The City of Monroe website address is www.monroemi.gov.

**AGENDA - CITY COUNCIL REGULAR MEETING
MONDAY, NOVEMBER 3, 2008
7:30 P.M.**

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. PRESENTATION.

Length of Service Award – Ron Tuttle – 25 Years – Wastewater Department

V. PROCLAMATIONS.

267 November 9-15, 2008 as Homeless Awareness Week.

268 November 2008 as National Family Caregivers Month.

VI. PUBLIC HEARINGS.

259 Public hearing for the purpose of review and hearing comments on Proposed Ordinance 08-016, an Ordinance to adopt the 2006 International Property Maintenance Code and to amend several Chapters and Sections of the Codified Ordinances of the City of Monroe relating to Building and Housing Codes. There are no comments on file in writing in the Clerk-Treasurer's Office.

VII. COUNCIL ACTION.

259 Proposed Ordinance 08-016, an Ordinance to adopt the 2006 International Property Maintenance Code and to amend several Chapters and Sections of the Codified Ordinances of the City of Monroe relating to Building and Housing Codes, up for its final reading.

VIII CONSENT AGENDA. (All items listed under the Consent Agenda are considered to be routine by Mayor and Council and will be approved by one motion, unless a Council member or citizen requests that an item be removed and acted on as a separate agenda item)

A. Approval of the Minutes of the Work Session held on Monday October 20, 2008, the Minutes of the Regular Meeting held on Monday, October 20, 2008, and the Minutes of the Special Meeting held on Monday, October 27, 2008.

B. Approval of payments to vendors in the amount of \$_____.
Action: Bills be allowed and warrants drawn on the various accounts for their payment.

- 269 Michigan Municipal League Liability and Property Pool Board of Directors Ballot.
1. Communication from the Finance Director, submitting an official ballot for the MML Property and Liability Pool Board of Directors and recommending that Council approve voting for the two incumbents who have asked to be re-elected and further recommending that the Finance Director be authorized to sign the ballot and submit it to the pool on the city's behalf.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 270 Traffic Committee Minutes and Traffic Control Orders.
1. Communication from the Director of Engineering and Public Services, submitting the minutes from the Traffic Committee meeting held on October 22, 2008, and Traffic Control Orders, numbers 021-004, 054-004, 104-006, and 112-005 which have been in existence for some time now, and it is the opinion of the City Attorney that they be formalized through a traffic control order to be enforceable, and recommending that council accept and place on file the minutes from the October 22, 2008 Mayors Traffic Committee meeting and approve Traffic Control Orders 021-004, 054-004, 104-006, and 112-005.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 271 Michigan Avenue Bridge contract Award.
1. Communication from the Director of Engineering and Public Services, reporting back on bids due to open for the replacement of the Michigan Avenue Bridge over Mason Run Drain on Friday, October 31 at 3:00 P.M. and recommending that provided that the bids received are reasonable, the Engineering Department will recommend awarding a contract for this work. **(A revised Fact Sheet will be provided at the meeting for approval.)**
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 272 Arthur Lesow Community Center Professional Services award for Facility Study.
1. Communication from the Director of Engineering and Public Services, reporting back on the ALCC's eligibility for funding through the City's Annual allocation of Community Development Block Grant funding, that the City has approved various projects but that it was determined that the replacement of the gymnasium floor was by far the most pressing concern and Council awarded a proposal for design work to commence at the October 20, 2008 meeting and recommending that Council award a contract for facility study services for the Arthur Lesow Community Center in the amount of up to \$10,000 to James S, Jacobs Architects, PLLC, and further recommending that the Director of Engineering and Public Services be authorized to sign any applicable agreement on behalf of the City of Monroe.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 273 E. Elm Avenue Bicycle Trail from Battlefield Center to State Park-Design Work Consultant Selection.
1. Communication from the Director of Engineering and Public Services, reporting back on the Federal earmark received by the City of Monroe within the SAFETEA-LU Federal Transportation Bill in the amount of \$100,000 for the construction of a bicycle / shared use pathway that is intended to route from the end of the State Park trail to the current 1812 Battlefield Visitor Center and recommending that the City award a contract for design services to the Mannik and Smith

Group, in the amount of \$12,400.00, and that the Director of Engineering and Public Services be authorized to execute the agreement on behalf of the City.

2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

IX. MAYOR'S COMMENTS.

X. CITY MANAGER COMMUNICATION.

XI. COUNCIL COMMENTS.

XII. CITIZEN COMMENTS.

XIII. ADJOURNMENT.

PROCLAMATION

WHEREAS, every day there are men, women, and children in Monroe County and City who do not have a place they can call home; and

WHEREAS, The Monroe County Network on Homelessness and the Monroe County Ten Year Planning Committee are committed to providing solutions and to sheltering individuals and family who are homeless; and

WHEREAS, every year, public and private agencies observe Homeless Awareness Week to increase awareness and focus attention on the needs of homeless individuals and families; and

WHEREAS, the theme of Homeless Awareness Week this year is, "Homelessness, End it Here, End it Now".

NOW, THEREFORE, I, Mark G. Worrell, Mayor of the City of Monroe, with the full support of City Council, do hereby proclaim the week of November 9 – 15, 2008, as

"HOMELESS AWARENESS WEEK"

in Monroe, and we encourage all citizens to recognize and support the efforts of service agencies working toward ending homeless.

IN WITNESS WHEREOF, We have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 20th day of October 2008.

Council Members:

Mark G. Worrell, Mayor

Robert E. Clark, Precinct 1

Edward F. Paisley, Precinct 2

Kelvin McGhee, Precinct 3

Jeremy J. Molenda, Precinct 4

Mary V. Conner, Precinct 5

Brian P. Beneteau, Precinct 6

PROCLAMATION

- WHEREAS,** during this season of thanksgiving, as we pause to reflect on the many blessings that have been bestowed on us as individuals and as a city, we are especially grateful for the love of our families and friends. One of the most profound ways in which that love is expressed is through the generous support provided by family caregivers to loved ones who are chronically ill, elderly or disabled. Caregivers reflect family and community life at its best. They are among Monroe's most important natural resources; and
- WHEREAS,** the need for family caregivers is growing. We are blessed to live in a time when medicine and technology have helped us live longer. As a result, persons with disabilities are living longer and people over 85 are the fastest growing segment of our population; and
- WHEREAS,** national family caregivers month is organized each year by the National Family Caregivers Association and provides an opportunity to thank, support, educate and empower family caregivers; and
- WHEREAS,** the State of Michigan has close to 2000 members of the National Family Caregivers Association and 12 Caregiver Community Action Network State Representatives; and
- WHEREAS,** family caregivers deserve our lasting gratitude and respect. This month, as we honor the many contributions that family caregivers make to the quality of our national life, let us resolve to work through our community, health care, religious, social, business and other organizations to offer programs and services that will provide caregivers the support and encouragement they need to carry out their vital responsibilities.

NOW, THEREFORE, I, Mark G. Worrell, Mayor of the City of Monroe, with the full support of City Council, do hereby proclaim November 2008 as "**NATIONAL FAMILY CAREGIVERS MONTH**" in Monroe, and we call upon Government officials, businesses, communities, educators, religious leaders, volunteers and all the people of Michigan to acknowledge the invaluable efforts of caregivers this month and throughout the year.

IN WITNESS WHEREOF, We have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 20th day of October 2008.

Mark G. Worrell, Mayor

Council Members:

Robert E. Clark, Precinct 1

Edward F. Paisley, Precinct 2

Kelvin McGhee, Precinct 3

Jeremy J. Molenda, Precinct 4

Mary V. Conner, Precinct 5

Brian P. Beneteau, Precinct 6



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Michigan Municipal League (MML) Liability and Property Pool Board of Directors Ballot

DISCUSSION: An official ballot is attached to this fact sheet for the MML Property and Liability Pool Board of Directors. The City Council is required to approve the city's vote. It is recommended that the Mayor and City Council approve voting for the two incumbents who have asked to be re-elected. The two incumbents are:

Kate Lawrence, Mayor, City of Brighton
Jason Eppler, City Manager, Ionia

It is further recommended that the Finance Director be authorized to sign the ballot and submit it to the pool on the city's behalf.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: November 12, 2008

REASON FOR DEADLINE: Ballot Deadline

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Edward Sell, Finance Director

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: None

FINANCES

COST AND REVENUE PROJECTIONS:

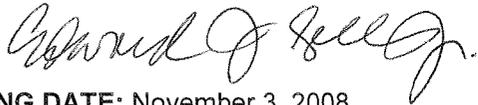
Cost of Total Project	\$ N/A
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

<u>SOURCE OF FUNDS:</u>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: Edward Sell, Finance Director

DATE: 10/16/2008

REVIEWED BY: 

DATE: 10-16-08

COUNCIL MEETING DATE: November 3, 2008



michigan municipal league

Better Communities.
Better Michigan.

➤ 1675 Green Road
PO Box 1487
Ann Arbor, MI 48106-1487

TEL 734.662.3246 800.653.2483
FAX 734.662.8083
WEB www.mml.org

September 29, 2008

Dear Pool Member:

Enclosed is your ballot for this year's Board of Directors election. Two (2) incumbent Directors have agreed to seek re-election. You also may write in one or more candidates if you wish. A brief biographical sketch of each candidate is attached for your review.

I hope you will affirm the work of the Nominating Committee by returning your ballot with your selected candidates no later than November 12.

Thank you for your membership in the Liability and Property Pool, and for participating in the election of your governing board.

Sincerely,

Michael J. Forster
Pool Administrator

RECEIVED

OCT 7 2008

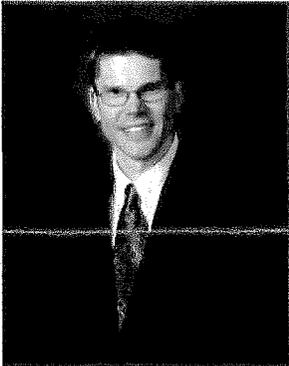
CITY MANAGER'S OFFICE

THE CANDIDATES

Three-year terms beginning January 1, 2009



Kate Lawrence is the mayor of Brighton, past MML president and an Honorary Life Member of the League. She is an MML Foundation director and has served on the MML board of trustees, the Legislative and Urban Affairs committee and as Regional officer. Kate is a member of a number of local organizations, including the Brighton Area Fire Authority, the Rotary club and the Optimist Club. She and her husband Larry operate Lawrence Auto Body, a fixture in downtown Brighton for almost 25 years. Kate is seeking reelection to her third, and final term as a Pool director.



Jason Eppler has over sixteen years of experience as a municipal official, serving the last three as the manager in Ionia. He is vice chair of the MML Transportation Infrastructure Committee, member of the International City Management Association and the Michigan Local Government Association, president of the United Way of Ionia County, vice chair of the Ionia County Memorial Hospital board of trustees, a trustee of the hospital foundation, member of the Ionia Rotary and Kiwanis clubs and active member of his local church. He is seeking his first term as Pool Director.

Michigan Municipal League
Liability & Property Pool

OFFICIAL BALLOT - 2008

Vote for two Directors by marking the line to the left of the name for three year terms beginning January 1, 2009.

____ Kate Lawrence, Incumbent
Mayor, City of Brighton

____ Jason Eppler, Incumbent
City Manager, City of Ionia

Write-in Candidate

I hereby certify that:

(Municipality/Agency)

by action of its governing body, has authorized its vote to be cast for the above persons to serve as Directors of the Michigan Municipal Liability & Property Pool.

Official Signature

Date:

**Ballot deadline:
November 12, 2008**



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: TRAFFIC COMMITTEE MINUTES OF OCTOBER 22, 2008, TRAFFIC CONTROL ORDERS

DISCUSSION: The Mayor's Traffic Committee meeting was held on October 22, 2008, and the minutes are attached for your review and approval. There are four (4) traffic control orders for approval at this time as a result of the meeting, numbers 021-004, 054-004, 104-006, and 112-005.

Traffic Control Order 021-004 allows for a disabled parking space in front of a home at 223 Cass Street with no driveway. The other traffic control orders, 054-004 (East Fifth Street), 104-006 (Lincoln Avenue), and 112-005 (South Macomb Street) formalize "Do Not Enter" signs that are placed on these roadways during school hours to prevent certain vehicular entry. These have been in existence for some time now, and it is the opinion of the City Attorney that they be formalized through a traffic control order to be enforceable.

In addition, the Traffic Committee approved construction of a bus turnout on East Second Street adjacent to Lincoln Elementary School, but until the exact layout is determined, a Traffic Control Order cannot be written to specifically sign a restricted area for bus parking only.

IT IS RECOMMENDED that the City Council accept and place on file the minutes from the October 22, 2008 Mayor's Traffic Committee meeting, and approve Traffic Control Orders 021-004, 054-004, 104-006, and 112-005.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE:

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Engineering Department, Department of Public Services, Police Department, traveling public, adjacent residents

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$N/A
	Cost of This Project Approval	\$N/A
	Related Annual Operating Cost	\$N/A
	Increased Revenue Expected/Year	\$N/A

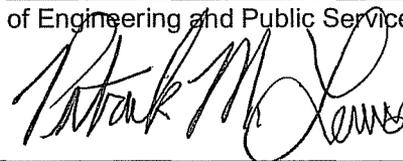
SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
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Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Dir. of Engineering and Public Services **DATE:** 10/24/08

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: November 3, 2008

**CITY OF MONROE
MAYOR'S TRAFFIC COMMITTEE MINUTES
October 22, 2008**

Meeting was called to order by Mayor Worrell on Wednesday, October 22, 2008 at 5:00 P.M. in the City Council Chambers.

Members Present: Mayor Worrell, Chief Michrina, James Crammond, Scott Davidson, Suzanne Gartz, Michael Milette, Anthony Webb

Members Excused: Councilman Clark

Members Absent: Councilman Beneteau

Clerk / Staff: Patrick Lewis, Director of Engineering and Public Services

Citizens Commenting:None

1. Request from citizen Eric Sieb for an all-way stop intersection at Riverview Avenue and Linwood Avenue.

Motion: It was moved by Chief Michrina and supported by Suzanne Gartz to deny the request.

Action: The motion passed 7-0.

2. Request from the Engineering and Police Departments to formally accept the "Do Not Enter" temporary signage on Lincoln Avenue, South Macomb Street, and East Fifth Street that is used during school hours on these roadways.

Motion: It was moved by Suzanne Gartz and supported by Anthony Webb to support the request and to permanently approve Traffic Control Orders 054-004, 104-006, and 112-005.

Action: The motion passed 7-0.

3. Request from citizen Christine Bryant to post a disabled parking space in front of her parents' home at 223 Cass Street.

Motion: It was moved by Michael Milette and supported by Chief Michrina to approve the request subject to annual monitoring for necessity by the Engineering Department.

Action: The motion passed 7-0.

4. Request from Monroe Public Schools through their architect to construct a bus turnout on East Second Street adjacent to Lincoln Elementary School.

Motion: It was moved by Michael Milette and supported by James Crammond to approve the request.

Action: The motion passed 7-0.

5. Motion: It was moved by Suzanne Gartz and supported by Anthony Webb that the meeting be adjourned.

Action: The motion was approved 7-0 and the meeting was adjourned at 5:26 P.M.



CITY OF MONROE
TRAFFIC CONTROL ORDER

ORDER NO. 021-004

EFFECTIVE DATE: November 2008

When official traffic control signs conforming to the mandate of this order shall have been erected.

The following regulations shall apply to Cass Street:

Parking

1. Permitted parking, with no time limitations, from the southern City line to West Fourth Street, west side, and from West Sixth Street to West Fifth Street, east side.
2. "No Parking" from West Eighth Street to West Sixth Street, east side, and from West Fifth Street to West Fourth Street, east side.
3. **Designated "disabled parking" space in front of 223 Cass Street.**
4. Residential Parking District, with enforcement times of 7:00 A.M. to 6:00 P.M., Monday through Friday, from West Fourth Street to West Second Street, both sides.
5. Metered 10-hour parking at the rate of \$0.25 per hour, with enforcement times of 8:00 A.M. to 5:00 P.M., Monday through Friday, between West Second Street and West First Street, all spaces on the west side, and all spaces on the east side.
6. Signed 1-hour parking, with enforcement times of 8:00 A.M. to 5:00 P.M., Monday through Saturday, from West First Street to West Front Street, west side, and one space on the east side between the two driveway approaches.

Intersection Control

7. "Four-way STOP" at West Eighth Street.
8. "All-way STOP" at West Seventh Street.
9. "All-way STOP" at West Sixth Street.
10. Cass Street shall STOP at West Third Street.
11. Cass Street shall STOP at West First Street.
12. Cass Street shall STOP at West Front Street.

Roadway Geometry

13. Cass Street traffic shall be one-way northbound from West Eighth Street to West Front Street.

The following Traffic Control Orders shall hereby be rescinded: 021-003

City Traffic Engineer

City Clerk-Treasurer

Date

Date



CITY OF MONROE
TRAFFIC CONTROL ORDER

ORDER NO. 054-004

EFFECTIVE DATE: November 2008

When official traffic control signs conforming to the mandate of this order shall have been erected.

The following regulations shall apply to East Fifth Street:

Parking

1. "No Parking from 7:00 A.M. to 3:30 P.M. School Days" from South Monroe Street to ~~South Macomb Street~~ **Scott Street**, south side.
2. "No Parking from 7:00 A.M. to 3:30 P.M. School Days" from Washington Street to ~~South Macomb Street~~ **Scott Street**, north side.
3. Specifically post "No Parking in Driveway" for the first driveway west of the alley west of South Macomb Street, north side.
4. "No Parking" from Scott Street to Navarre Street, north side.
5. Permitted parking, with no time limitations, in all other areas, both sides.

Intersection Control

6. East Fifth Street shall STOP at South Monroe Street.
7. "Four-way STOP" at Washington Street.
8. East Fifth Street shall STOP at Scott Street.
9. East Fifth Street shall STOP at Navarre Street.
7. East Fifth Street shall STOP at Winchester Street.
8. East Fifth Street shall STOP at Eastchester Street.
9. East Fifth Street shall STOP at Railroad Street.
10. East Fifth Street shall STOP at Almyra Avenue.
11. East Fifth Street shall STOP at Conant Avenue.

Roadway Geometry

12. East Fifth Street traffic shall be one-way eastbound between South Macomb Street and Scott Street.

The following Traffic Control Orders shall hereby be rescinded: 054-003

City Traffic Engineer

City Clerk-Treasurer

Date

Date



CITY OF MONROE
TRAFFIC CONTROL ORDER

ORDER NO. 104-006

EFFECTIVE DATE: November 2008

When official traffic control signs conforming to the mandate of this order shall have been erected.

The following regulations shall apply to Lincoln Avenue:

PAGE ONE

Parking

1. "No Stopping, Standing, or Parking" from the north curb line of East Elm Avenue to a location 160 feet north of this line, east side.
 2. "No Stopping, Standing, or Parking" from the south curb line of East Noble Avenue to a location 120 feet south of this line, east side.
 3. "Bus Parking Only" from 120 feet south of the south curb line of East Noble Avenue to 175 feet south of the south curb line of East Noble Avenue, east side.
 4. "No Stopping, Standing, or Parking" from a location 210 feet south of the south curb line of East Noble Avenue to a location 420 feet south of the south curb line of East Noble Avenue, including the bus turnout, east side.
 5. Permitted parking, from 8:00 A.M. to 9:00 A.M. and 3:00 P.M. to 4:00 P.M., School Days, from a location 160 feet north of the north curb line of East Elm Avenue to a location 420 feet south of the south curb line of East Noble Avenue, east side.
 6. Permitted parking, from 8:00 A.M. to 9:00 A.M. and 3:00 P.M. to 4:00 P.M., School Days, from a location 175 feet south of the south curb line of East Noble Avenue to a location 210 feet south of the south curb line of East Noble Avenue, east side.
 7. "No Parking", except the times noted in Item 4 above, from a location 160 feet north of the north curb line of East Elm Avenue to a location 420 feet south of the south curb line of East Noble Avenue, east side.
 8. "No Parking", except the times noted in Item 5 above, from a location 175 feet south of the south curb line of East Noble Avenue to a location 210 feet south of the south curb line of East Noble Avenue, east side.
 9. 15-minute parking, all days and hours, in the bus turnout located in front of Christiarcy Elementary School, east side.
 10. Permitted parking, with no time limitations, from the north curb line of East Elm Avenue to a location 150 feet north of East Elm Avenue, west side.
-



CITY OF MONROE
TRAFFIC CONTROL ORDER

ORDER NO. 104-006

EFFECTIVE DATE: November 2008

When official traffic control signs conforming to the mandate of this order shall have been erected.

The following regulations shall apply to Lincoln Avenue:

PAGE TWO

Parking

11. Residential Parking District, with enforcement times of 7:00 A.M. to 6:00 P.M., Monday through Friday, all other areas, west side between East Elm Avenue and East Willow Avenue.
12. Permitted parking, all other areas not otherwise regulated between East Willow Avenue and East Noble Avenue, west side.

Intersection Control

13. Lincoln Avenue shall STOP at East Elm Avenue.
14. Lincoln Avenue shall STOP at East Noble Avenue.
15. "No Left Turn" at East Noble Avenue between 7:30 A.M. and 4:00 P.M. School Days.
16. **"Do Not Enter", from East Noble Avenue onto Lincoln Avenue, between 7:30 A.M. and 4:00 P.M. School Days, when posted by temporary signage placed within the roadway pavement.**

The following Traffic Control Orders shall hereby be rescinded: 104-005

City Traffic Engineer

City Clerk-Treasurer

Date

Date



CITY OF MONROE
TRAFFIC CONTROL ORDER

ORDER NO. 112-005

EFFECTIVE DATE: November 2008

When official traffic control signs conforming to the mandate of this order shall have been erected.

The following regulations shall apply to South Macomb Street:

PAGE ONE

Parking

1. Residential Parking District, with enforcement times of 7:00 A.M. to 6:00 P.M., Monday through Friday, from East Fifth Street to East Third Street, west side.
2. "No Parking" from East Fifth Street to East Second Street, east side.
3. Signed two-hour parking, from East Third Street to East Second Street, west side.
4. "City Vehicles Only" between East Second Street and the City Hall Parking Lot Driveway, west side, three spaces.
5. "No Parking" between the City Hall Parking Lot Driveway and a point 35 feet north of the crosswalk between the City Hall entrance and the alley south of East First Street, west side.
6. Metered 2-hour parking at the rate of \$0.50 per hour, with enforcement times of 8:00 A.M. to 5:00 P.M., Monday through Friday, from a point 35 feet north of the crosswalk described above to East First Street, west side.
7. Metered 2-hour parking at the rate of \$0.50 per hour, with enforcement times of 8:00 A.M. to 5:00 P.M., Monday through Friday, from East Second Street to East First Street, east side.
8. "No Parking" from East First Street to a location 100 feet north of East First Street, east side.
9. Metered 2-hour parking at the rate of \$0.50 per hour, with enforcement times of 8:00 A.M. to 5:00 P.M., Monday through Friday, from East First Street to a point 300 feet northerly, west side.
10. Metered 2-hour parking at the rate of \$0.50 per hour, with enforcement times of 8:00 A.M. to 5:00 P.M., Monday through Friday, from a location 100 feet north of East First Street to a point 335 feet north of East First Street, east side.
11. "No Parking" from a point 300 feet north of East First Street to the River Raisin, west side.
12. "No Parking" from a point 335 feet north of East First Street to the River Raisin, east side.



CITY OF MONROE
TRAFFIC CONTROL ORDER

ORDER NO. 112-005

EFFECTIVE DATE: November 2008

When official traffic control signs conforming to the mandate of this order shall have been erected.

The following regulations shall apply to South Macomb Street:

PAGE TWO

Intersection Control

13. Traffic signals with pedestrian signals shall be placed at the intersection of South Macomb Street and East Front Street.
14. South Macomb Street shall STOP at East Fifth Street.
15. South Macomb Street shall STOP at East Third Street.
16. "Four-way STOP" at East First Street.
17. **"Do Not Enter", from East Fourth Street onto South Macomb Street, School Hours, when posted by temporary signage placed within the roadway pavement.**

Roadway Geometry

18. South Macomb Street traffic shall be one-way southbound between East Fourth Street and East Fifth Street.
19. A special "Left Turn Only" lane shall be provided in both directions at East Front Street.
20. The Macomb Street bridge shall be a four-lane street, with two lanes in each direction.
21. A pedestrian crosswalk shall be provided at a location 190 feet south of East Front Street.

The following Traffic Control Orders are hereby rescinded: 112-004

City Traffic Engineer

City Clerk-Treasurer

Date

Date



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: MICHIGAN AVENUE BRIDGE CONTRACT AWARD – REPORT ON BIDS RECEIVED (REVISED)

DISCUSSION: The Engineering Department opened bids for the replacement of the Michigan Avenue Bridge over Mason Run Drain on Friday, October 31. This bridge has been closed to traffic since a large portion was collapsed by a garbage truck on June 2. This structure is officially classified as a culvert, since it is less than 20 feet in span (actual span length is 14 feet), and was originally constructed in 1932. Design commenced in mid-June, and required a two-step review with the Michigan Department of Environmental Quality (MDEQ), first for hydraulic analysis to ensure the structure would be above the 100-year flood plain, and second for final design of the structure, which is to be a three-sided culvert with a poured concrete footing. The existing pedestrian bridge on the west side will be demolished, and new sidewalks immediately adjacent to the driving lanes will instead be replaced. The MDEQ permit was received on October 24, so the City is now authorized to proceed with construction according to the plans and specifications.

Bids were received from seven (7) bidders, and a bid tabulation is attached for your review. The low bidder was DeAngelis Landscape, Inc. from Woodhaven, Michigan, whose bid of \$194,950.00 was 1.7% below the Engineer's Estimate. While they have not performed work for the City in recent history, they are MDOT Pre-Qualified in concrete work, bridge installation, landscaping, and a number of other categories. They have performed recent work on various county and state projects in the vicinity, and a check of their references indicated that they were capable of performing all facets of the work. They have verbally indicated that they are a Union company, and while they have not yet been able to submit the required Labor Harmony documentation due to the short turnaround from bidding to Council award, they should have no issues meeting the City's requirements in this area.

The project account has most of the funding needed to complete the construction work, but not quite all, nor does it have funding for project contingencies nor an allocation for construction inspection and engineering. Sufficient contingency will remain in the various Local Street projects from 2008 that are mostly complete, so the available funding can be transferred at this point, even while the last work items are being finalized.

IT IS RECOMMENDED that the City Council award a contract for the reconstruction of the Michigan Avenue bridge over Mason Run Drain to DeAngelis Landscape Inc. in the amount of \$194,950.00, and that \$240,000 be encumbered to include a 15% contingency and 7.5% construction engineering. **IT IS FURTHER RECOMMENDED** that the Mayor and Clerk-Treasurer be authorized to execute the contract on behalf of the City.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Safety and convenience of traveling public dictates replacement of this structure as soon as possible.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, adjacent property owners and residents, traveling public

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$240,000*
Cost of This Project Approval	\$240,000*
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

*Includes approximate cost of 15% contingency and 7.5% engineering in addition to contractual amount.

SOURCE OF FUNDS:

<u>City</u>	<u>Account Number</u>	<u>Amount</u>
Michigan Bridge Reconstruction	203-60.451-818.020 09L06	\$181,395.00
Huron St. Reconstruction	203-60.451-818.020 09L04	\$11,000.00*
Huron St. Reconstr. – Eng.	203-60.451-825.005 09L04	\$3,605.00*
Lavender Street Reconstruction	203-60.451-818.020 09L05	\$9,000.00*
Noble Avenue Reconstruction	203-60.451-818.020 09L01	\$18,000.00*
Hollywood Drive Reconstruction	203-60.451-818.020 08L07	\$17,000.00*

*Need to liquidate construction purchase orders and transfer funds into 203-60.451-818.020 09L06

Other Funds

Budget Approval: _____

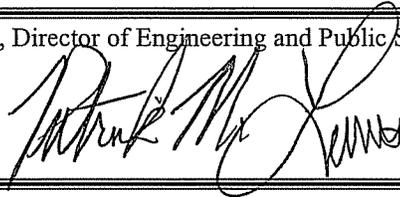
FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services

DATE: 11/03/08

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: November 3, 2008



Michigan Avenue Bridge Replacement
 BIDS DUE: Friday, October 31, 2008
 Bid Tabulation - As Checked

No.	Item	# units	Units	0 - Engineer's Estimate		1 - DeAngelis Landscape Inc.		2 - Anderzack-Pitzen Con. Inc.	
				Unit Price	Amt.	Unit Price	Amt.	Unit Price	Amt.
1000001	Mobilization, Max 10%	1.0	LS	19,000.00	19,000.00	12,011.54	12,011.54	4,956.00	4,956.00
2040009	Fence, Reem	60.0	Ft	2.00	120.00	3.35	201.00	1.00	60.00
2040011	Pavt, Rem	110.0	Syd	5.00	550.00	6.95	764.50	10.00	1,100.00
2040013	Sidewalk, Rem	43.0	Syd	3.50	150.50	4.00	172.00	8.00	344.00
2050010	Embankment, CIP	20.0	Cyd	4.00	80.00	15.50	310.00	12.00	240.00
2080011	Erosion Control, Filter Bag	1.0	Ea	150.00	150.00	145.00	145.00	35.00	35.00
2080025	Erosion Control, Silt Fence	205.0	Ft	2.00	410.00	1.70	348.50	1.00	205.00
2097051	Soil Erosion & Sedimentation Control	1.0	LS	500.00	500.00	1,736.00	1,736.00	1,500.00	1,500.00
3020020	Aggregate Base, 8 inch	50.0	Syd	10.00	500.00	8.30	415.00	10.00	500.00
3060015	Maintenance Gravel, LM	50.0	Cyd	20.00	1,000.00	18.60	930.00	6.00	300.00
4020720	Sewer, CI II, 12 inch, Tr Det A	36.0	Ft	28.00	1,008.00	22.75	819.00	35.00	1,260.00
4020748	Sewer, CI II, 12 inch, Tr Det B	54.0	Ft	35.00	1,890.00	35.00	1,890.00	40.00	2,160.00
4030000	Dr Structure, 24 inch dia	4.0	Ea	900.00	3,600.00	875.00	3,500.00	1,100.00	4,400.00
4030051	Dr Structure Cover	2000.0	Lb	1.00	2,000.00	1.10	2,200.00	1.00	2,000.00
5020031	HMA, 3C	15.0	Ton	80.00	1,200.00	106.00	1,590.00	250.00	3,750.00
5020032	HMA, 4C	16.0	Ton	85.00	1,360.00	96.00	1,536.00	250.00	4,000.00
8010001	Driveway, Reinf Conc, 6 inch	34.0	Syd	29.00	986.00	47.90	1,628.60	65.00	2,210.00
8020038	Curb and Gutter, Conc, Det F4	35.0	Ft	11.00	385.00	37.25	1,303.75	80.00	2,800.00
8020050	Driveway Opening, Conc, Det M	23.0	Ft	13.00	299.00	55.45	1,275.35	80.00	1,840.00
8030002	Sidewalk, Conc, 4 inch	407.0	Sft	3.00	1,221.00	5.35	2,177.45	5.00	2,035.00
8070002	Guardrail, Type T	25.0	Ft	22.00	550.00	32.00	800.00	72.00	1,800.00
8070011	Guardrail, Curved, Type T	34.0	Ft	35.00	1,190.00	37.50	1,275.00	80.00	2,720.00
8070058	Guardrail, Terminal End Shoe, Type T	4.0	Ea	250.00	1,000.00	1,065.00	4,260.00	100.00	400.00
8080011	Fence, Chain Link, 48 inch	60.0	Ft	9.00	540.00	15.00	900.00	37.00	2,220.00
8120050	Minor Traf Devices	1.0	LS	1,000.00	1,000.00	532.00	532.00	1,500.00	1,500.00
8140015	Paved Ditch, Conc	101.0	Syd	50.00	5,050.00	48.00	4,848.00	90.00	9,090.00
8160020	Fertilizer, Chemical Nutrient, CI A	9.0	Lb	3.00	27.00	8.40	75.60	5.00	45.00
8160027	Mulch Blanket	175.0	Syd	1.00	175.00	1.70	297.50	2.00	350.00
8160038	Seeding, Mixture TGM	8.0	Lb	1.50	12.00	9.80	78.40	5.00	40.00
8160062	Topsoil Surface, Furn, 4 inch	120.0	Syd	2.00	240.00	2.80	336.00	8.00	960.00
2040020	Structures, Rem	1.0	LS	12,000.00	12,000.00	9,520.00	9,520.00	20,000.00	20,000.00
2060002	Backfill, Structure, CIP	238.0	Cyd	20.00	4,760.00	14.30	3,403.40	25.00	5,950.00
2060010	Excavation, Fdn	348.0	Cyd	9.00	3,132.00	20.00	6,960.00	12.00	4,176.00
2060011	Excavation, Rock Fdn	18.0	Cyd	300.00	5,400.00	200.00	3,600.00	350.00	6,300.00
4017001	Culv, Precast Three Sided or Arch, 15 foot by 8 foot	41.0	Ft	1,500.00	61,500.00	996.00	40,836.00	1,300.00	53,300.00
4040033	Underdrain, Fdn, 6 inch	80.0	Ft	15.00	1,200.00	3.50	280.00	2.00	160.00

Michigan Avenue Bridge Replacement
 BIDS DUE: Friday, October 31, 2008
 Bid Tabulation - As Checked

No.	Item	# units	Units	0 - Engineer's Estimate		1 - DeAngelis Landscape Inc.		2 - Anderzack-Pitzen Con. Inc.	
				Unit Price	Amt.	Unit Price	Amt.	Unit Price	Amt.
4040093	Underdrain Outlet, 6 inch	48.0	Ft	12.00	576.00	9.00	432.00	2.00	96.00
4040113	Underdrain, Outlet Ending, 6 inch	4.0	Ea	114.00	456.00	100.00	400.00	25.00	100.00
7040007	Cofferdams	1.0	LS	5,000.00	5,000.00	8,683.00	8,683.00	1,000.00	1,000.00
7060010	Substructure Conc	29.0	Cyd	400.00	11,600.00	557.00	16,153.00	450.00	13,050.00
7060020	Superstructure Conc	40.0	Cyd	250.00	10,000.00	579.00	23,160.00	350.00	14,000.00
7060022	Superstructure Conc, Form, Finish, and Cure	1.0	LS	5,500.00	5,500.00	0.01	0.01	6,000.00	6,000.00
7060030	Conc, Low Temperature Protection	69.0	Cyd	6.50	448.50	139.00	9,591.00	10.00	690.00
7060034	Reinforcement, Steel	400.0	Lb	1.25	500.00	1.30	520.00	1.00	400.00
7060035	Reinforcement, Steel, Epoxy Coated	10584.0	Lb	2.00	21,168.00	1.35	14,288.40	2.00	21,168.00
7060040	Water Repellent Treatment, Penetrating	100.0	Syd	20.00	2,000.00	14.78	1,478.00	10.00	1,000.00
7110005	Bridge Railing, Aesthetic Parapet Tube	30.5	Ft	180.00	5,490.00	185.00	5,642.50	100.00	3,050.00
8130010	Riprap, Plain	37.0	Syd	37.00	1,369.00	44.50	1,646.50	20.00	740.00
Total Bid					198,293.00		194,950.00		206,000.00

Michigan Avenue Bridge Replacement
 BIDS DUE: Friday, October 31, 2008
 Bid Tabulation - As Checked

No.	Item	3 - Posen Construction, Inc.		4 - E.R. Zeiler Excavating Inc.		5 - K & S Piling Company	
		Unit Price	Amt.	Unit Price	Amt.	Unit Price	Amt.
1000001	Mobilization, Max 10%	15,000.00	15,000.00	10,000.00	10,000.00	20,000.00	20,000.00
2040009	Fence, Reem	3.00	180.00	3.25	195.00	8.33	499.80
2040011	Pavt, Rem	12.00	1,320.00	6.00	660.00	4.75	522.50
2040013	Sidewalk, Rem	2.00	86.00	8.50	365.50	5.00	215.00
2050010	Embankment, CIP	24.00	480.00	41.50	830.00	18.00	360.00
2080011	Erosion Control, Filter Bag	165.00	165.00	2,350.00	2,350.00	150.00	150.00
2080025	Erosion Control, Silt Fence	2.50	512.50	3.75	768.75	1.26	258.30
2097051	Soil Erosion & Sedimentation Control	1,250.00	1,250.00	2,000.00	2,000.00	2,400.00	2,400.00
3020020	Aggregate Base, 8 inch	10.00	500.00	32.25	1,612.50	31.00	1,550.00
3060015	Maintenance Gravel, LM	36.00	1,800.00	52.00	2,600.00	20.00	1,000.00
4020720	Sewer, CI II, 12 inch, Tr Det A	36.00	1,296.00	76.85	2,766.60	56.00	2,016.00
4020748	Sewer, CI II, 12 inch, Tr Det B	40.00	2,160.00	54.00	2,916.00	71.00	3,834.00
4030000	Dr Structure, 24 inch dia	1,000.00	4,000.00	750.00	3,000.00	3,900.00	15,600.00
4030051	Dr Structure Cover	1.25	2,500.00	1.75	3,500.00	1.37	2,740.00
5020031	HMA, 3C	280.00	4,200.00	345.00	5,175.00	89.00	1,335.00
5020032	HMA, 4C	285.00	4,560.00	350.00	5,600.00	115.00	1,840.00
8010001	Driveway, Reinf Conc, 6 inch	52.00	1,768.00	59.75	2,031.50	99.00	3,366.00
8020038	Curb and Gutter, Conc, Det F4	26.00	910.00	53.50	1,872.50	19.00	665.00
8020050	Driveway Opening, Conc, Det M	26.00	598.00	57.00	1,311.00	7.50	172.50
8030002	Sidewalk, Conc, 4 inch	5.00	2,035.00	8.75	3,561.25	5.50	2,238.50
8070002	Guardrail, Type T	32.00	800.00	60.00	1,500.00	68.00	1,700.00
8070011	Guardrail, Curved, Type T	50.00	1,700.00	60.00	2,040.00	85.00	2,890.00
8070058	Guardrail, Terminal End Shoe, Type T	850.00	3,400.00	250.00	1,000.00	95.00	380.00
8080011	Fence, Chain Link, 48 inch	20.00	1,200.00	18.50	1,110.00	55.00	3,300.00
8120050	Minor Traf Devices	6,000.00	6,000.00	1,000.00	1,000.00	400.00	400.00
8140015	Paved Ditch, Conc	65.00	6,565.00	94.50	9,544.50	215.00	21,715.00
8160020	Fertilizer, Chemical Nutrient, CI A	5.00	45.00	3.45	31.05	26.00	234.00
8160027	Mulch Blanket	1.75	306.25	2.40	420.00	3.50	612.50
8160038	Seeding, Mixture TGM	10.00	80.00	11.50	92.00	9.00	72.00
8160062	Topsoil Surface, Furn, 4 inch	6.00	720.00	2.50	300.00	8.50	1,020.00
2040020	Structures, Rem	26,000.00	26,000.00	23,000.00	23,000.00	12,300.00	12,300.00
2060002	Backfill, Structure, CIP	26.00	6,188.00	61.40	14,613.20	14.22	3,384.36
2060010	Excavation, Fdn	12.00	4,176.00	9.50	3,306.00	17.00	5,916.00
2060011	Excavation, Rock Fdn	95.00	1,710.00	175.00	3,150.00	45.00	810.00
4017001	Culv, Precast Three Sided or Arch, 15 foot by 8 foot	955.00	39,155.00	1,500.00	61,500.00	650.00	26,650.00
4040033	Underdrain, Fdn, 6 inch	5.00	400.00	18.30	1,464.00	22.00	1,760.00

Michigan Avenue Bridge Replacement
 BIDS DUE: Friday, October 31, 2008
 Bid Tabulation - As Checked

No.	Item	3 - Posen Construction, Inc.		4 - E.R. Zeiler Excavating Inc.		5 - K & S Piling Company	
		Unit Price	Amt.	Unit Price	Amt.	Unit Price	Amt.
4040093	Underdrain Outlet, 6 inch	14.00	672.00	19.50	936.00	10.00	480.00
4040113	Underdrain, Outlet Ending, 6 inch	160.00	640.00	150.00	600.00	85.00	340.00
7040007	Cofferdams	0.01	0.01	1,000.00	1,000.00	34,960.00	34,960.00
7060010	Substructure Conc	650.00	18,850.00	150.00	4,350.00	291.00	8,439.00
7060020	Superstructure Conc	175.00	7,000.00	200.00	8,000.00	125.00	5,000.00
7060022	Superstructure Conc, Form, Finish, and Cure	13,500.00	13,500.00	2,998.65	2,998.65	14,200.00	14,200.00
7060030	Conc, Low Temperature Protection	65.00	4,485.00	10.00	690.00	43.00	2,967.00
7060034	Reinforcement, Steel	1.65	660.00	0.80	320.00	1.05	420.00
7060035	Reinforcement, Steel, Epoxy Coated	1.75	18,522.00	1.00	10,584.00	1.55	16,405.20
7060040	Water Repellent Treatment, Penetrating	8.50	850.00	12.00	1,200.00	7.00	700.00
7110005	Bridge Railing, Aesthetic Parapet Tube	325.00	9,912.50	500.00	15,250.00	85.00	2,592.50
8130010	Riprap, Plain	120.00	4,440.00	20.00	740.00	60.00	2,220.00
Total Bid			223,297.26		223,855.00		232,630.16

Michigan Avenue Bridge Replacement
 BIDS DUE: Friday, October 31, 2008
 Bid Tabulation - As Checked

No.	Item	6 - Schumaker Brothers Constr.		7 - E.C. Korneffel Co.	
		Unit Price	Amt.	Unit Price	Amt.
1000001	Mobilization, Max 10%	19,000.00	19,000.00	0.01	0.01
2040009	Fence, Reem	20.00	1,200.00	13.55	813.00
2040011	Pavt, Rem	20.00	2,200.00	7.00	770.00
2040013	Sidewalk, Rem	20.00	860.00	3.00	129.00
2050010	Embankment, CIP	10.00	200.00	25.00	500.00
2080011	Erosion Control, Filter Bag	500.00	500.00	300.00	300.00
2080025	Erosion Control, Silt Fence	10.00	2,050.00	1.75	358.75
2097051	Soil Erosion & Sedimentation Control	1,000.00	1,000.00	750.00	750.00
3020020	Aggregate Base, 8 inch	20.00	1,000.00	9.00	450.00
3060015	Maintenance Gravel, LM	40.00	2,000.00	23.00	1,150.00
4020720	Sewer, CI II, 12 inch, Tr Det A	80.00	2,880.00	50.00	1,800.00
4020748	Sewer, CI II, 12 inch, Tr Det B	80.00	4,320.00	60.00	3,240.00
4030000	Dr Structure, 24 inch dia	2,000.00	8,000.00	1,200.00	4,800.00
4030051	Dr Structure Cover	3.00	6,000.00	1.00	2,000.00
5020031	HMA, 3C	250.00	3,750.00	280.00	4,200.00
5020032	HMA, 4C	250.00	4,000.00	285.00	4,560.00
8010001	Driveway, Reinf Conc, 6 inch	60.00	2,040.00	45.00	1,530.00
8020038	Curb and Gutter, Conc, Det F4	50.00	1,750.00	35.00	1,225.00
8020050	Driveway Opening, Conc, Det M	30.00	690.00	40.00	920.00
8030002	Sidewalk, Conc, 4 inch	6.00	2,442.00	5.00	2,035.00
8070002	Guardrail, Type T	50.00	1,250.00	72.00	1,800.00
8070011	Guardrail, Curved, Type T	50.00	1,700.00	80.00	2,720.00
8070058	Guardrail, Terminal End Shoe, Type T	500.00	2,000.00	100.00	400.00
8080011	Fence, Chain Link, 48 inch	20.00	1,200.00	37.00	2,220.00
8120050	Minor Traf Devices	1,000.00	1,000.00	1,500.00	1,500.00
8140015	Paved Ditch, Conc	100.00	10,100.00	45.00	4,545.00
8160020	Fertilizer, Chemical Nutrient, CI A	10.00	90.00	2.00	18.00
8160027	Mulch Blanket	5.00	875.00	1.50	262.50
8160038	Seeding, Mixture TGM	5.00	40.00	5.00	40.00
8160062	Topsoil Surface, Furn, 4 inch	10.00	1,200.00	5.00	600.00
2040020	Structures, Rem	10,000.00	10,000.00	111,000.00	111,000.00
2060002	Backfill, Structure, CIP	20.00	4,760.00	22.00	5,236.00
2060010	Excavation, Fdn	20.00	6,960.00	20.00	6,960.00
2060011	Excavation, Rock Fdn	300.00	5,400.00	300.00	5,400.00
4017001	Culv, Precast Three Sided or Arch, 15 foot by 8 foot	1,500.00	61,500.00	680.00	27,880.00
4040033	Underdrain, Fdn, 6 inch	15.00	1,200.00	8.00	640.00

Michigan Avenue Bridge Replacement
 BIDS DUE: Friday, October 31, 2008
 Bid Tabulation - As Checked

No.	Item	6 - Schumaker Brothers Constr.		7 - E.C. Korneffel Co.	
		Unit Price	Amt.	Unit Price	Amt.
4040093	Underdrain Outlet, 6 inch	12.00	576.00	10.00	480.00
4040113	Underdrain, Outlet Ending, 6 inch	100.00	400.00	100.00	400.00
7040007	Cofferdams	5,000.00	5,000.00	0.01	0.01
7060010	Substructure Conc	400.00	11,600.00	500.00	14,500.00
7060020	Superstructure Conc	250.00	10,000.00	250.00	10,000.00
7060022	Superstructure Conc, Form, Finish, and Cure	5,000.00	5,000.00	0.01	0.01
7060030	Conc, Low Temperature Protection	6.00	414.00	0.01	0.69
7060034	Reinforcement, Steel	3.00	1,200.00	1.30	520.00
7060035	Reinforcement, Steel, Epoxy Coated	2.00	21,168.00	1.30	13,759.20
7060040	Water Repellent Treatment, Penetrating	20.00	2,000.00	10.00	1,000.00
7110005	Bridge Railing, Aesthetic Parapet Tube	180.00	5,490.00	100.00	3,050.00
8130010	Riprap, Plain	100.00	3,700.00	45.00	1,665.00
Total Bid			241,705.00		248,127.17



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: ARTHUR LESOW COMMUNITY CENTER – PROFESSIONAL SERVICES AWARD FOR FACILITY STUDY

DISCUSSION: The Arthur Lesow Community Center (ALCC) is eligible for funding through the City's Annual allocation of Community Development Block Grant funding. The Fiscal Year 2008-09 Action Plan includes a total of \$131,500 in funding for the Center, and the plan does not necessarily specify the distribution of these funds to specific projects. The City has approved various projects through its annual Capital Improvements Program, including window replacement and ventilation improvements projects that have already been completed. The Engineering, Planning, and Finance Directors recently met with the Interim Director of the ALCC to set forth project priorities for the coming years. At this meeting, it was determined that the replacement of the gymnasium floor was by far the most pressing concern, and the City Council awarded a proposal for design work to commence at the October 20, 2008 meeting.

Due to the large number of other expected needs throughout the building, it was felt at this point that the most prudent course of action was to solicit the services of a qualified architect to perform an overall facility evaluation and provide more detailed cost estimates for future projects. Accordingly, we have solicited a proposal from James S. Jacobs Architects, PLLC, which is attached with this fact sheet. Mr. Jacobs was selected due to his involvement in the earlier window and ventilation projects at the center, and his interest in this key community facility. Mr. Jacobs has provided a range of \$8500 to \$9500 in expected professional services costs that will likely be required to complete this work, plus reimbursable expenses, and the fee schedule is reasonable. In order to cover the upper range of costs plus some reimbursable expenses, an authorization for \$10,000 is requested.

IT IS RECOMMENDED that the City Council award a contract for facility study services for the Arthur Lesow Community Center in the amount of up to \$10,000 to James S. Jacobs Architects, PLLC. **IT IS FURTHER RECOMMENDED** that the Director of Engineering and Public Services be authorized to sign any applicable agreements on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: If possible, City staff would like to program appropriate level of funds through both the 2009-2010 City Capital Improvements Program and 2009 Community Development Block Grant Action Plan.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, Planning Department, ALCC users and staff, community at large

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$500,000*
	Cost of This Project Approval	\$10,000
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

*Estimated costs of all facility needs, projects to be prioritized following completion of study

SOURCE OF FUNDS:	City	Account Number	Amount
	ALCC Safety Upgrades	401-95.265-975.000 07C01	\$5,000.00*
	ALCC Terrace Concrete	401-95.265-975.000 05C01	\$5,000.00**

*This account chosen because it is believed that most work is completed under this project, and it was originally intended to address small items needing replacement.

**This account chosen because it is the remaining project with the largest amount of funding that has not yet commenced.

Other Funds

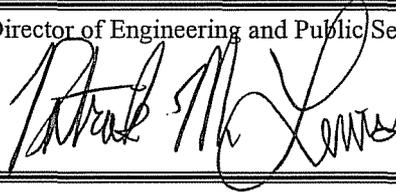
Budget Approval: _____

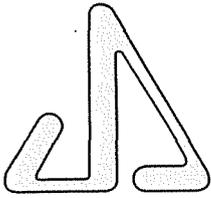
FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 10/27/08

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: November 3, 2008





JAMES S. JACOBS ARCHITECTS, PLLC

25 WASHINGTON STREET • MONROE, MICHIGAN 48161 • (734) 241-7933

October 20, 2008

City of Monroe
Department of Engineering
120 East First Street
Monroe, Michigan 48161
Attn. Patrick Lewis, P.E.

RE: Professional Architectural & Engineering Services
Arthur Lesow Community Center, Monroe, Michigan 48161

Dear Pat,

At your request I met with ALCC interim director, Janet Jett, on October 10, 2008 to discuss the Center's program needs and conduct a walk through of the facility. Jacobs Architects offers the following proposal for professional services as a result of this meeting.

Janet and I discussed several building improvements needed for ALCC program purposes and looked at several general building maintenance concerns. We outlined a brief listing of some of these needs and concerns. These include, but are not limited to the following:

- Program needed facility additions or improvements:
 - Storage shed/garage for lawn and garden equipment
 - Entry vestibule air lock
 - New exercise equipment to replace broken/outdated equipment
 - New large screen TV to replace broken unit
 - Fix or replace boxing ring
 - Install marquee sign board to advertise events
 - Barrier free toilets and showers
- General interior building maintenance items:
 - New flooring throughout
 - New doors and hardware throughout
 - Plumbing repairs throughout
 - Shower updates
 - New lighting throughout
 - New ceilings throughout
 - Repair/replace ventilation system

- General exterior building maintenance items:
 - Parking lot lighting replacement
 - Gutter repair/replacement
 - Sidewalk replacement/removal
 - Replace/repair stair and rails at gym exit
 - Provide dumpster screen
 - Fix hose bibs
 - Paint doors and upper fascia
 - Seal and stripe parking lot
 - Pave parking at east side of building

It is my opinion, after observing and hearing ALCC and City staff goals and concerns and the number of items outlined above, the best way to analyze and address them is to first conduct a detailed building assessment and establish a priority based building renovation plan. This should be done in conjunction with a small task team comprised of three (3) City staff or Council members and two (2) ALCC staff or board members.

At this point, this facility assessment is all we can establish a fee proposal for until a defined scope of work can be determined for further renovations and/or additions.

In an effort to best address your needs, as we understand them, we are offering the following hourly fee proposal for your consideration.

Building Assessment and Feasibility Design Study

Jacobs Architects proposes to provide professional architectural feasibility design services for the renovation of the building at 120 Eastchester Street, Monroe, Michigan on an hourly basis with a projected fee range of eight thousand five hundred (\$8,500.00) dollars to nine thousand five hundred (\$9,500.00) dollars, plus reimbursable expenses. This fee range is provided for planning purposes only and shall not be construed as a not to exceed or maximum fee amount. A retainer check for one thousand five hundred (\$1,500.00) dollars will be required prior to commencement of work. This retainer will be credited at the time of final billing with invoicing sent monthly, due and payable upon receipt.

In general our proposal includes:

- Code and zoning compliance review
- Design and space planning services
- Design and coordination meetings
- Field measuring of existing exposed conditions to establish base drawings for layout purposes
- Provide preliminary estimates of probable construction costs for proposed solutions
- Assessment of electrical and HVAC systems from electrical and mechanical engineer

The following services are NOT included in this proposal: (Any or all of these services can be provided as additional services upon request.)

- Design development, construction documentation, bidding, and construction observation services.
- Plumbing, Mechanical, Electrical, Fire Protection, and Communications systems design, and documentation.
- Detailed written material specifications (Project Manual).
- Renderings and/or models
- Professional photographic documentation

Jacobs Architects would consult with the following specialized consultants as required. Fees for these consulting services will be billed as reimbursable expenses and have been projected in the Jacobs Architects' fee estimate noted above. Services beyond those anticipated will not be provided without prior approval from the owner.

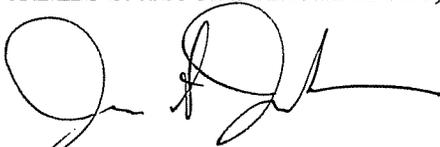
1. LKL Engineering, Ltd. – Structural analysis and design.
 - We have not anticipated working with our structural consultant as part of this proposal if needed these services will be provided on an hourly basis upon approval of the owner.
2. JDRM Engineering, Inc. – Plumbing, Mechanical, Electrical, Fire Protection and Communications consultants.
 - These services are included in the above described design services and represent two thousand five hundred (\$2,500.00) dollars to three thousand five hundred (\$3,500.00) of the estimated fee.

We recommend that we use a Standard AIA Agreement to formalize our working relationship with you.

If you wish to proceed with the project, please sign both copies of the proposal "Authorization to Proceed" attachment and return one copy of the complete proposal letter along with the retainer.

James S. Jacobs Architects, PLLC appreciates this opportunity to be of service to you on this project. Should you have any questions, I can be reached by email at jsjarch@sbcglobal.net or by phone at 734-241-7933.

Sincerely,
JAMES S. JACOBS ARCHITECTS, PLLC

A handwritten signature in black ink, appearing to read 'James S. Jacobs', with a long horizontal flourish extending to the right.

James S. Jacobs, A.I.A.

**Professional Architectural & Engineering Services for the Renovation of
Arthur Lesow Community Center, Monroe, Michigan 48161**

AUTHORIZATION TO PROCEED

We hereby accept the terms, conditions, and costs as quoted in the above Proposal and the attached hourly fee schedule. We also understand that any extra work (items not delineated in this Proposal) will be negotiated prior to the inception of any additional work.

Accepted for:
City of Monroe

Dated: _____, 2008

By _____

Printed Name: _____

Title: _____

Telephone: _____

Mailing Address:

Fax: _____

Email: _____

Please return one copy this entire document with original signature and Purchase Order, if applicable. Work will not begin until James S. Jacobs Architects, PLLC receives the signed Authorization to Proceed and the retainer.

JAMES S. JACOBS ARCHITECTS, PLLC

25 Washington Street • Monroe, Michigan 48161

HOURLY FEE SCHEDULE:

Clerical	\$35.00 per hour
Drafter	\$42.00 per hour
Designer	\$50.00 per hour
Architect	\$66.00 per hour
Project Manager	\$75.00 per hour
Project Architect	\$82.50 per hour
Principal	\$90.00 per hour

Hourly rates are computed in fifteen minute increments rounded to the nearest increment. Consultant fees and reimbursable expenses are charged at 1.10 times cost.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: EAST ELM AVENUE BICYCLE TRAIL FROM BATTLEFIELD CENTER TO STATE PARK – DESIGN WORK CONSULTANT SELECTION

DISCUSSION: The City of Monroe has received a Federal earmark within the SAFETEA-LU Federal Transportation Bill, in the amount of \$100,000 for the construction of a bicycle / shared use pathway that is intended to route from the end of the State Park trail near the junction of I-75 and East Elm Avenue, to the current 1812 Battlefield Visitor Center. Since this earmark is actually a part of the reprogrammed Rail Consolidation funding earmark from the original bill in 2005, we will likely only have access to these monies through September 30, 2009, the expiration date of the bill. This link is intended to be a larger part of an area-wide bicycle trail system, which, using the City's existing well-built sidewalk system and other links, is intended to connect to Monroe High School, Monroe County Community College, Ellis Library, Sterling State Park, and other sites of area-wide interest. In order to provide the typically-required 20% local match, as well as Engineering costs (typically local cost only), the City Council appropriated \$35,000 in the 2008-09 Capital Improvements Program.

Due to the extremely busy construction season that is still underway, and the need to begin design work on this project immediately, the Engineering Department has solicited a proposal from the Mannik and Smith Group for study and design work on this project. The Mannik and Smith Group, based in Frenchtown Township, has been assisting the City throughout 2008 on a number of projects, including the design of the Michigan Avenue bridge, some design and inspection services on the 2008 Water Main Program, inspection of our in-service bridges, and design for 3 miles of water main to be construction in 2009. They have both the available personnel and the skill set needed for a project of this type, and are currently performing design work on the Monroe Township and Frenchtown Township portions of the overall greenways project as well. We are comfortable with their performance on past and current work, and their ability to complete work within the needed time frame.

The original concept prepared by the Engineering Department was to route a portion of this trail into the roadway, and narrow Elm Avenue to 3 lanes from its current 4, with a physical separation. However, we would like to consider a new off-street pathway as well, so we have asked for a proposal that includes a "study" phase as well as surveying and design for the selected project type. Depending on the time frames needed for review by the Michigan Department of Transportation (MDOT), it is likely that this project will be constructed sometime between May and August 2009. Attached is the submitted proposal from Mannik and Smith, and it is the opinion of the Engineering Department that the fees are reasonable, particularly given the amount of survey work needed for a relatively inexpensive project.

IT IS RECOMMENDED that the City award a contract for design services to the Mannik and Smith Group, in the amount of \$12,400.00, and that the Director of Engineering and Public Services be authorized the execute the agreement on behalf of the City.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Project will require 3-4 month lead time through MDOT and must be commenced by September 30, 2009 to avoid losing Federal Funds.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, adjacent property owners and residents, non-motorized recreational users, County of Monroe, adjacent townships, State of Michigan

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$135,000
Cost of This Project Approval	\$12,400*
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

*All Engineering costs are Local Cost only, Federal funds apply to actual construction.

SOURCE OF FUNDS:

<u>City</u>	<u>Account Number</u>	<u>Amount</u>
East Elm Avenue Bike Path	202-60.451-818.020 09M04	\$12,400

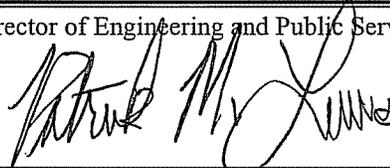
Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services

DATE: 10/30/08

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: November 3, 2008

October 30, 2008

Mr. Patrick Lewis, PE
Director of Engineering & Planning
City of Monroe
120 East First Street
Monroe, Michigan 48161

Re: Elm Avenue Bikeway
I-75 to Existing Sidewalk
West of Battlefield Center

Dear Mr. Lewis:

Thank you for the opportunity to meet with you on Tuesday, October 28, 2008 to discuss your request to have The Mannik & Smith Group, Inc. (MSG) provide survey and design services for the City of Monroe for the above referenced project. We have had a chance to review the project parameters. We have significant personnel available to complete the Study Phase by November 24, 2008 and Final Plan Phase by January 9, 2009. If submittals are required through MDOT, we will need to add typical review and meeting times to this schedule. We are herewith submitting the following documents:

- Standard Agreement document including Terms and Conditions and Cost Not to Exceed
- MSG Employee Fee Schedule
- MSG Scope of Services

Our fee is based upon the City providing MSG with existing plans for roadway and Battlefield Visitor Center, general specifications and general form of contract.

Thank you for the opportunity to provide engineering services to the City of Monroe. Please contact this office should you have any questions.

Sincerely,



Barry A. Buschmann, PE
Senior Vice President

PR080960.RAH.LTR.CITY.001

Mannik & Smith
The Group, Inc.

1771 N. Dixie Hwy.
Monroe, Michigan 48162
Ph. 734-289-2200 F. 734-289-2345

**AGREEMENT FOR
PROFESSIONAL SERVICES**

MSG Proposal No.: PR080960
Date: October 30, 2008

CLIENT: City of Monroe

CLIENT CONTACT: Patrick M. Lewis, PE

ADDRESS: 120 E. First Street

CITY: Monroe STATE: MI ZIP: 48161

PHONE NO.: 734-384-9126 FAX NO: 734-384-9108

PROJECT NAME: Elm Avenue Bikeway

SCOPE OF WORK FOR MSG:

The City of Monroe requested MSG to provide professional engineering services as specified in a meeting held on October 28, 2008. The MSG Scope of Services for this Agreement shall be in accordance with the attached Scope of Service document.

FEE SCHEDULE:

TIME AND MATERIALS (NOT TO EXCEED) LUMP SUM

PROJECT AMOUNT \$ 12,400.00
RETAINER \$ 0.00 (TO BE APPLIED TO FINAL INVOICE)

SCHEDULE:

This work will be completed according to the following schedule:
Study Phase Completion: November 24, 2008
Design Phase Completion: January 9, 2009

By execution of this Agreement, the Client authorizes The Mannik & Smith Group, Inc. to provide the services described above according to the attached Terms and Conditions. No terms or conditions other than those stated within the attached, and no agreement or understanding oral or written, in any way purporting to modify these terms and conditions whether contained in Client's purchase order or elsewhere, shall be binding on MSG and its subcontractors unless hereafter made in writing and signed by an authorized representative of MSG. All proposals, negotiations, and representations, if any, made prior to, and referenced hereto, are merged herein.

THE MANNIK & SMITH GROUP, INC.

CITY OF MONROE

SIGNED: 
PRINTED: Barry A. Buschmann, PE
TITLE: Senior Vice President
DATE: October 30, 2008

SIGNED: _____
PRINTED: _____
TITLE: _____
DATE: _____

The Mannik & Smith Group, Inc.
Standard Terms & Conditions

Services The Mannik & Smith Group, Inc. (MSG) will perform services for the Project as set forth in the MSG proposal and in accordance with these Terms & Conditions. MSG has developed the Project scope of service, schedule, and compensation based on available information and various assumptions. The Client acknowledges that adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by MSG in performing their services.

Additional Services The Client and MSG acknowledge that additional services may be necessary for the Project to address issues that may not be known at Project initiation or that may be required to address circumstances that were not foreseen. In that event, MSG shall notify the Client of the need for additional services and the Client shall pay for such additional services in an amount and manner as the parties may subsequently agree.

Cost Opinions MSG shall prepare cost opinions for the Project based on historical information that represents the judgment of a qualified professional. The Client and MSG acknowledge that actual costs may vary from the cost opinions prepared and that MSG offers no guarantee related to the Project cost.

Defects in Service The Client shall promptly report to MSG any defects or suspected defects in service. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor agreement and shall require all subcontracts at any level to contain a like provision. Failure by the Client and Client's contractors and subcontractors to notify MSG shall relieve MSG of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

Dispute Resolution Any claim or dispute between the Client and MSG will be submitted to non binding mediation, subject to the parties agreeing to a mediator.

Governing Law The terms of agreement shall be governed by the laws of the state where the services are performed provided that nothing contained herein shall be interpreted in such a manner as to render it unenforceable under the laws of the state in which the Project resides.

Indemnification MSG shall indemnify the Client from any reasonable damages caused solely by the negligent act, error, or omission of MSG in the performance of services under the Project. If such damage results in part by the negligence of another party, MSG shall be liable only to the extent of their proportional negligence.

Insurance MSG will maintain General Liability, Professional Liability, Automobile Liability and Workers Compensation Insurance during the period of service.

Lien Rights MSG may file a lien against the Client's property in the event that the Client does not make payment within the time prescribed in this agreement. The Client agrees that services by MSG are considered property improvements and the Client waives the right to any legal defense to the contrary.

Limitation of Liability In recognition of the relative risks and benefits of the project to both the Client and MSG, the Client agrees, to the fullest extent permitted by law, to limit MSG's total liability to the Client or anyone making claims through the Client, for any and all damages or claim expenses arising out of this agreement, from any and all causes, to \$50,000 or the fee realized by MSG for the Project, whichever is greater.

Ownership of Documents Documents prepared by MSG for the Project are instruments of services and shall remain the property of MSG. Record documents of service shall be based on the printed copy. If specified in the MSG proposal, MSG will furnish documents electronically; however, the client releases MSG from any liability that may result from documents used in this form. MSG shall be defended and indemnified for reuse of documents for any purpose other than those intended under the Project.

Payment Terms MSG shall submit monthly invoices for services performed and Client shall pay the full invoice amount within 30 days of the invoice date. Invoices will be considered correct if not questioned in writing within 10 days of the invoice date. MSG shall be entitled to a 1.5% per month administrative charge in the event of payment delay. Client payment to MSG is not contingent on arrangement of project financing. Invoice payment delayed beyond 60 days shall give MSG the right to suspend services until payments are made.

Project Requirements The Client shall confirm the objectives, requirements, constraints, and criteria for the Project at its inception. If the Client has established design standards, they shall be furnished to MSG at Project inception. MSG will review the Client design standards and may recommend alternate standards considering the standard of care provision.

Safety MSG shall be responsible solely for the safety precautions or programs of its employees and no other party. In no event will MSG be responsible for construction methods, means, techniques or sequences of construction, which are solely the responsibility of the Contractor.

Site Access The Client shall obtain all necessary approvals for MSG to access the Project site(s).

Standard of Care Services provided by MSG will be performed with the care and skill ordinarily exercised by members of the same profession practicing under similar circumstances. The standard of care shall exclusively be judged as of the time the services are rendered and not according to later standards.

Scope of Services Elm Avenue Bikeway

1. Provide Engineering Services to complete plans and specifications for the City of Monroe for a bike path along E. Elm Avenue between the proposed Sterling State Park bike path west of I-75 and the existing city sidewalk system west of the existing War of 1812 Battlefield Visitor Center.
2. The bike path is to connect to the existing sidewalk system west of the Battlefield Visitor Center.
3. Provide survey, process and clean up, in City of Monroe format, for the bike path to be located along the north side of E. Elm Avenue.
4. Using as-built information, both electronic and hard copy (to be supplied by the City Engineering Department), check the existing as-built plan information with respect to collected survey data.
5. Propose a routing for the bike path under a Preliminary Study Phase. It is our understanding that the Federal Funds for this project were secured for the project with an estimated construction cost of \$100,000 with the proposed bike path located in the current northerly lane of E. Elm Avenue between the proposed Sterling State Park bike path and a point east of Detroit Avenue utilizing a raised island between the path and the street pavement. As a second alternative, we will study the option of placing the bike path in the Elm Avenue right-of-way greenbelt area on the north side of Elm Avenue utilizing a 10 foot wide bike path with beginning and ending points the same as the original plan alternative.
6. If the roadway option is selected, the following criteria will be used.
 - a. At some point east of Detroit Avenue the bike path would be routed behind the existing curbs and connect to the existing city sidewalk system as well as within the existing Battlefield Visitor Center sidewalk system.
 - b. Type "E" curbs will be used for the island, if placed in the roadway.
 - c. The island will either be capped with a colored stamped concrete or with a salt resistant species of grass.
 - d. If the bike path utilizes the northerly 10 feet of the existing pavement, the pavement surface may be considered for milling and resurfacing.
 - e. The end product would result in a three lane (11ft./lane) pavement section and an entirely separate 10 foot wide bike path.
7. The plans will be in a format acceptable to MDOT for bidding.
8. The plan and profile sheets shall provide:
 - a. 22"x34" sheet size
 - b. One inch to forty foot horizontal and one inch to two foot vertical scale.

- c. AUTO CAD 2004 format
 - d. Pavement and/or sidewalk removals will be shown.
 - e. Pay quantities will be shown in a general quantity sheet.
 - f. Offset notes will not be included.
 - g. Elevation shots will be shown as background information.
 - h. Proposed elevations of the top of curb and of the bike path will be indicated in the profile.
9. Final plan submission will include:
- a. Title sheet.
 - b. Quantity sheet.
 - c. Cross sections.
 - d. Special notes and detail sheet.
 - e. Plan and profile sheets.
 - f. Roadway striping plan, if required.
 - g. Traffic control plan.
 - h. MDOT soil erosion and sedimentation control sheet.
10. Provide intermediate cost estimate of alternative locations and a final cost estimate prior to bidding.
11. Prepare special provisions for inclusion in MDOT's bidding documents.
12. Attend kick off meeting with City, an intermediate progress meeting and the grade inspection (GI) with MDOT.
13. The City of Monroe will handle programming, contact and plan submission with MDOT, other agencies and utilities.
14. The Study Phase of the design will be complete by November 24, 2008. Final plans submitted to the City by January 7, 2009 for submission to MDOT for the GI meeting, if required.
15. MSG will furnish the final plans in AUTO CAD 2004 in electronic format. Cost estimates will be furnished in MS EXCEL and special provisions in WS Word format. One hard copy on bond paper of each of the preceding items will also be furnished.

The Mannik & Smith Group, Inc will perform this work on a time and material basis with a not to exceed a maximum cost of \$12,400.00. The billing rates to be charged are included on the attached document titled Mannik & Smith Fee Schedule effective January 1, 2008. The Mannik & Smith Group, Inc. cost not-to-exceed figure does not include any consideration of inspection or construction management. It is anticipated that MSG will be authorized to proceed with this work by November 7, 2008. The dates included in this scope of service are based on a start date of November 10, 2008.