
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
TUESDAY, FEBRUARY 16, 2010**

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS.

Presentation by Mayor Robert E. Clark and Mayor Pro-Tem Jeremy Molenda – Mr. Philip Hernandez, Monroe High School senior, Winner of the 2010 North American International Auto Show Poster Contest.

Presentation by Monroe County Prosecuting Attorney, William P. Nichols and Brett Ansel regarding the Crime Stopper Program.

V. PROCLAMATION.

18 Rotary Recognition Day, February 23, 2010.

VI. PUBLIC HEARINGS.

24 Public hearing for the purpose of reviewing and hearing comments on the proposed 2010-2016 Capital Improvements Program Budget. There are no comments on file in writing in the Clerk-Treasurer's Office.

VII. 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 Regular Meeting held on Monday, February 1, 2010.

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

19 Monroe County Community College Banner Request.

1. Communication from the City Manager's Office, reporting back on a request from the Monroe County Community College for permission to display a banner across Monroe Street or East Front

Street from March 26 – April 23, 2010, announcing the Big Read, and recommending the request be approved as modified.

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

20 Appointments.

1. Communication from the Mayor's Office, submitting a proposed resolution making appointments to various City Boards and Commissions, and recommending that the resolution be adopted.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

21 Annual Memorial Day Parade.

1. Communication from the City Manager's Office, reporting back on a request from the VFW Memorial Day Parade Committee for permission to hold the annual parade on May 31, 2010 at 2:00 p.m., and recommending that Council approve this request contingent upon items being met as outlined by the administration, subject to insurance requirements being met, a parade permit, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

22 Winchester Street Bridge Rehabilitation Bids.

1. Communication from the Director of Engineering & Public Services, reporting back on bids received for the Winchester Street Bridge Rehabilitation, and recommending that Council award the above contract to E.C. Korneffel in the amount of \$1,361,236.48, and that a total of \$1,570,000 be encumbered to include a 15% project contingency, and further recommending that the Mayor and Clerk-Treasurer be authorized to sign the contract on behalf of the city of Monroe.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

23 Elm/Dixie/Winchester Intersection Reconstruction Design Contract Award.

1. Communication from the Director of Engineering & Public Services, submitting a proposal for the design of the intersection of East Elm Avenue, North Dixie Highway, and Winchester Street, and recommending that Council award a contract for design services for the Elm/Dixie/Winchester Intersection Reconstruction project to The Mannik and Smith Group in the amount of up to \$34,600, and further recommending that the Director of Engineering & Public Services be authorized to sign the attached proposal on behalf of the City of Monroe.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

24 Proposed Capital Improvements Program Budget – FY 2010-2016.

1. Communication from the Interim Director of Planning & Recreation, submitting the Proposed FY 2010/2016 Capital Improvements Program Budget, and recommending that the Proposed FY 2010/2016 Capital Improvements Program Budget be adopted.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

- 25 Proposed Monument Policy for the City of Monroe.
1. Communication from the Director of Planning & Recreation, submitting a policy to assist in reviewing requests to construct and locate monuments, memorials, plaques, or similar commemorative structures in city parks or on other city properties, and recommending that Council adopt the attached Monument Policy.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 26 Banking Service Proposal Recommendation.
1. Communication from the Finance Director, submitting banking service proposals, and recommend that Council approve entering into an agreement with Fifth Third Bank to provide banking services to the City of Monroe with a fixed annual price of \$15,600.00 and subject to other terms and provisions submitted in its proposal for banking services, and further recommending that the approval be contingent on a review and approval of the banking services agreement by the City Attorney and that the Finance Director is authorized to execute the agreement on the city's behalf.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 27 Emergency Repairs to Water Treatment Plant Filter Containment System.
1. Communication from the Director of Water & Wastewater Utilities, submitting a proposal for emergency repairs to the Water Treatment Plant Filter Containment System and recommending that the City Council confirm the administrative decision to perform the emergency purchase for contracting for the necessary repairs on the Water Treatment Plant Filter Containment System, and further recommending that the City Council award the emergency repairs to A. Z. Shmina, Inc. in the amount of \$12,769.39, and that a total of \$15,000.00 be encumbered to include a 17% contingency due the full extent of concrete joint repairs not being known at this time.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 28 Custer Equestrian Monument Conservation Project Bids.
1. Communication from the Interim Director of Planning & Recreation, reporting back on bids received for the Custer Equestrian Monument Conservation Project, and recommending that City Council award the contract for the conservation of the Custer Equestrian Monument to Conservation of Sculpture and Objects Studio, Inc. (CSOS) for an amount not to exceed \$13,300.00, and further recommending that the Mayor and/or City Manager be authorized to sign all necessary documents and/or contracts related to this project; and that the Preservation Office is designated as project manager.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.

- VIII. MAYOR'S COMMENTS.
- IX. CITY MANAGER COMMUNICATION.
- X. COUNCIL COMMENTS.
- XI. CITIZEN COMMENTS
- XII. CITY COUNCIL WORK SESSION TO DISCUSS GOALS & OBJECTIVES FOR 2010.
- XIII. ADJOURNMENT.

PROCLAMATION

WHEREAS, it is an honor and privilege that the Mayor and City Council have been given this opportunity to pay tribute to Rotary International and The Rotary Club of Monroe; and

WHEREAS, Rotary International, founded on February 23, 1905 in Chicago, Illinois is the world's first and one of the largest non-profit service organizations; and

WHEREAS, there are over 1.2 million Rotary club members comprised of professional and business leaders in over 32,000 clubs in 200 countries; and

WHEREAS, one of Michigan's first chartered Rotary clubs, the Monroe Rotary Club was chartered on May 5, 1924, and has provided selfless funding and volunteer service in support of benevolent humanitarian and community service projects and programs to the Monroe area for the past 86 years including: Monroe High and St. Mary Catholic Central (SMCC) High School's Interact Clubs, SMCC's Interact aid and assistance mission trips to the Appalachia and Guatemala, the Rotary "Hands and Hearts for Honduras" mission trips to build schools and health clinics, reclaims, refurbishes and ships used medical equipment for use in "Third World" countries, sponsors the "Service Above Self" community service award and banquet, and supplies/distribute dictionaries to all third grade elementary students in Monroe County; and

WHEREAS, Monroe Rotary has been a benefactor to many of Monroe's charitable undertakings and community projects including the funding, construction, and maintenance of Munson Park's Playscape, Skate Park, and Pavilion, Lincoln School's playground equipment, Stepping Stones Therapeutic Horse Back Riding Program and many others; and

WHEREAS, Monroe Rotary will hold a week long food collection drive the week of February 23rd to commemorate the founding of Rotary International; and

WHEREAS, Rotary's century of civil service is proof that volunteers do make a difference and their club's contributions to community service is an example all would do well to follow.

NOW, THEREFORE, I, Robert E. Clark, Mayor of the City of Monroe, with the full support of City Council, do hereby proclaim February 23, 2010, as "**ROTOARY RECOGNITION DAY**" in Monroe, and we take this opportunity to commend and recognize the many contributions the Monroe Rotary Club has made to this community and we encourage all citizens to join us in recognizing Rotary International and The Rotary Club of Monroe, for exemplary, active and continuous work to improve the human condition, promote peace and understanding and enhance education and literacy in Monroe and in communities around the world.

IN WITNESS WHEREOF, We have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 16th day of February 2010.

Council Members:

Jeffery A. Hensley, Precinct 1

Christopher M. Bica, Precinct 3

Mary V. Conner, Precinct 5

Robert E. Clark, Mayor

Edward F. Paisley, Precinct 2

Jeremy J. Molenda, Precinct 4

Brian P. Beneteau, Precinct 6



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE COUNTY COMMUNITY COLLEGE FOR PERMISSION TO DISPLAY A BANNER ACROSS MONROE STREET FROM MARCH 26 – APRIL 23, 2010, ANNOUNCING THE BIG READ

DISCUSSION: The City received a request from the Monroe County Community College for permission to display a banner across Monroe Street or East Front Street from March 26 – April 23, 2010, announcing the Big Read.

After checking the banner calendar we found that Monroe Street was not available so we contacted the organizers to see if their second choice, E. Front Street, would be acceptable to them and it was.

The request has been sent to the various departments for their review and there were no objections. After Council approval, advance notification will be sent to MDOT.

Manager: The City Manager recommends approval of the request as modified.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION:

For

Against

REASON AGAINST:

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project \$

Cost of This Project Approval \$

Related Annual Operating Cost \$

Increased Revenue Expected/Year \$

SOURCE OF FUNDS:

City

Account Number

Amount

\$

\$

\$

\$

\$

Other Funds

\$

\$

\$

\$

Budget Approval: _____

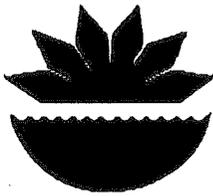
FACT SHEET PREPARED BY: City Manager's Office

DATE: 2/8/10

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 2/16/10



CITY OF MONROE, MICHIGAN BANNER APPLICATION

Name of Applicant Suzanne Wetzel
 Name of Organization Monroe County Community College
 Applicant's Affiliation with Organization Director of Institutional Advancement
 Applicant's Home Address 310 Rayson Ave Day Phone 384-4206
Monroe, MI 48162
 Mailing Address (if different) 1555 S. Ruzinville Evening Phone 457-3830
Monroe, MI 48161

Type of Banner Overhead Banner (\$50) Vertical Pole Banner (\$25/banner)

Overhead Banner Locations: (List as 1 for first choice, 2 for second...)
2 E. Front St. Dates Requested 3/26/10 - 4/23/10

 W. First St. (new location)

1 Monroe St. near First St.

****4/25/08 - W. Front Street location is broken and no requests will be taken until the pole has been repaired.**

Vertical Pole Banner Locations: (List the total number of banners to be displayed and choice of placement location.)

- | | |
|-----------------------------------------------|---------------------------------------------|
| No. of Banners: <u> </u> Monroe St. (42) | <input type="checkbox"/> Spring (March-May) |
| <u> </u> Elm St. (8) | <input type="checkbox"/> Summer (June-Aug.) |
| <u> </u> First St. (8) | <input type="checkbox"/> Fall (Sept.-Nov.) |
| <u> </u> Macomb St. (8) | <input type="checkbox"/> Winter (Dec.-Feb.) |

Company Fabricating Banners: Flag Sales & Repair

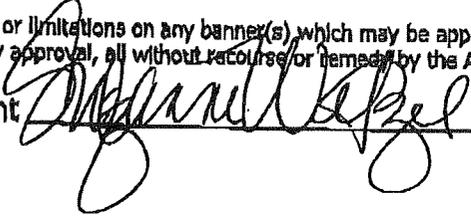
Please provide a sketch complete with banner specifications and message to be displayed for City Council Review. Applications will be accepted up to eleven (11) months in advance and no later than four (4) weeks prior to proposed installation date.

On behalf of the organization listed above, I, as applicant, hereby acknowledge receipt of the Banner Policy of the City of Monroe.

Applicant covenants and agrees to hold harmless from, indemnify and defend the City, its agents, officers and employees against all suits, demands, claims, judgments, liens, cost of repair or replacement of any damaged poles or electrical equipment, costs, attorney fees and expenses which may arise out of, result from or be caused by Applicant's banner installation.

Applicant covenants and agrees to strictly comply with all terms and conditions of the Banner Policy, and further understands and agrees that the City Council, in its sole and absolute discretion, may approve, deny or set any

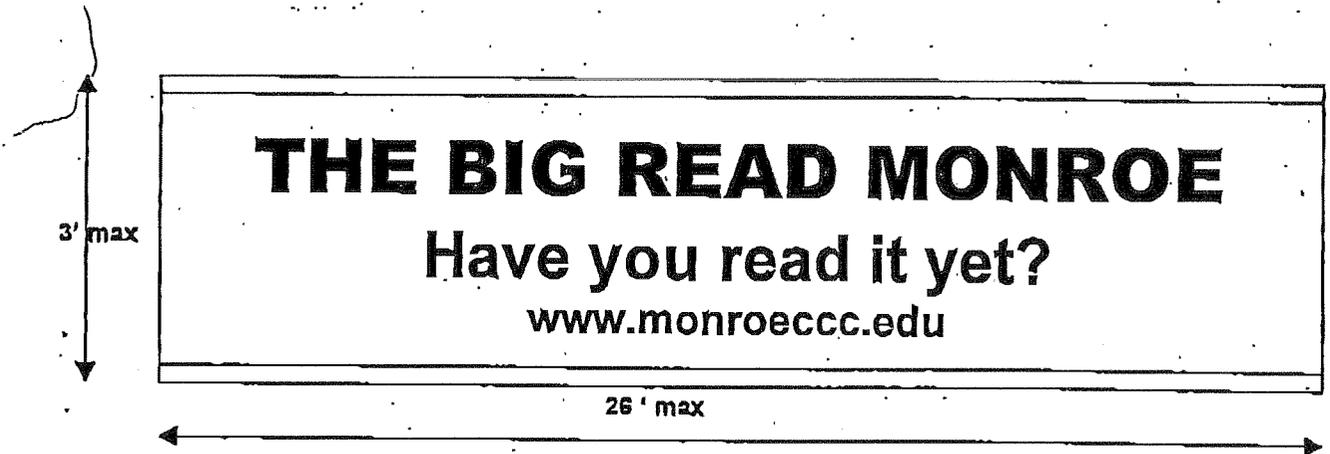
conditions or limitations on any banner(s) which may be approved, or may at any time alter, amend, modify, rescind or revoke any approval, all without recourse or remedy by the Applicant, or liability of the City.

Applicant: 

Date 1-27-2010

Attachment D

**CITY OF MONROE
OVERHEAD BANNER SPECIFICATIONS**



Banners shall have a top and bottom hem with grommets spaced not more than 5' on center. Grommets shall have a minimum 1/2" ID hole.

All unlettered areas shall be of a netting type material

Corners of banners shall be reinforced

Banners must be lettered on both sides for placement on Monroe St.

Banners shall be delivered to 222 Jones Ave. three (3) business days prior to scheduled installation date.

Banners must be picked up within one (1) week of being taken down



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Appointments

DISCUSSION: The attached Resolution recommends appointments to various City Boards and Commissions whose terms have expired and/or where there is a vacancy.

Therefore, it is recommended, that City Council approve the proposed Resolution making appointments to various City Boards and Commissions.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Operations

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: Mayor's Office

DATE: 2/9/10

REVIEWED BY: Robert E. Clark, Mayor

DATE:

COUNCIL MEETING DATE: 2/16/10

R E S O L U T I O N

WHEREAS, there are terms on various Boards, Commissions, and Committees which have vacancies; and

WHEREAS, a diligent effort has been made to fill these appointments;

THEREFORE BE IT RESOLVED that the following people are hereby appointed to the office and the term hereinafter indicated, February 16, 2010
3 yr term to January 14, 2013

BOARD OF REVIEW

Michael Desilvis	1 year term to January 10, 2011
Dennis Knab	1 year term to January 10, 2011
Loretta Hopson	1 year term to January 10, 2011

CITIZEN PLANNING COMMISSION

David Roberts	fill an unexpired term to January 9, 2012
Scott Neinas	fill an unexpired term to January 9, 2012

COMMISSION ON ENVIRONMENT AND WATER QUALITY

Brian Egen	3 yr term to June 30, 2013 OR 2012
David Roberts	3 yr term to June 30, 2013 OR 2012
Bonnie Finzel-Doster (Education Rep)	3 yr term to June 30, 2013 OR 2012

CONSTRUCTION BOARD OF APPEALS

Larry Haines	3 yr term to January 14, 2013
Larry Kinsey (Alternate)	3 yr term to January 14, 2013

RECREATION ADVISORY COMMISSION

Jarod Calkins	fill an unexpired term to June 30, 2012
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BROWNFIELD REDEVELOPMENT AUTHORITY

Don Lieto	3 yr term to January 14, 2013
Mark Laboe	3 yr term to January 14, 2013
Paul Livernois	3 yr term to January 14, 2013
Rodney Welliver	3 yr term to January 14, 2013



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE VFW MEMORIAL DAY PARADE COMMITTEE TO HOLD THE ANNUAL MEMORIAL DAY PARADE ON MAY 31, 2010, BEGINNING AT 2:00 P.M., TO CLOSE THE AFFECTED STREETS, HOLD A BRIEF CEREMONY ON THE BRIDGE AND TO WAIVE ALL PERMITS AND FEES

DISCUSSION: The City received a request from the VFW Memorial Day Parade Committee for permission to hold the annual parade on May 31, 2010 at 2:00 p.m. Specifically the request is to close the affected streets (Monroe Street from Jones Avenue to Elm Avenue) and to hold a brief ceremony on the Monroe Street Bridge with a raffle volley. The parade will disband at the St. Mary's Parking lot.

The request was reviewed by the administrative staff and there were no objections to the request subject to insurance requirements being met.

After City Council approves this request, advance notification will be sent to MDOT.

Therefore, it is recommended, that City Council approve this request contingent upon items being met as outlined by the administration, subject to insurance requirements being met, a parade permit, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

CITY MANAGER RECOMMENDATION:

- For *[Signature]*
 For, with revisions or conditions
 Against
 No Action Taken/Recommended

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Manager's Office

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: D.P.S., Police, Engineering, Fire, Finance, Community Development, Water, and Manager

FINANCES

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 2/8/10

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 2/16/10

VFW



VETERANS OF FOREIGN WARS OF THE U.S.
CITY OF MONROE POST NO. 1138
P.O. Box 1515
Monroe, Michigan 48161-1515

1292 Strasburg Road
Monroe, MI 48161

January 14, 2010

Mr. Charles D. Evans
City Clerk-Treasurer
120 E. First Street
Monroe, Michigan 48161

Dear Mr. Evans:

The VFW Memorial Day Parade Committee would like to request the city's approval for the 2010 Memorial Day Parade.

The parade will be Monday May 31, 2010 at 2:00 P.M. The parade will line up at the Department of Public Works yard on Jones Avenue, turn right on Monroe Street and proceed north to St. Mary's parking lot and disband. There will be a brief ceremony at the Monroe Street Bridge to honor those who died at sea with a rifle volley. We are requesting that all permits and fees be waived.

We are actively pursuing participants for the parade and we would appreciate a response to our request confirming date and time as soon as possible.

If you need more information or have any questions regarding this matter, please feel free to contact me at 242-3213. Thanking you in advance for your kind consideration on this matter.

Sincerely,


Marshall G. Westover
Parade Chairman

RECEIVED

JAN 21 2010

MAYOR'S OFFICE

JAN 21 9 37 AM '10

RECEIVED
CHARLES D. EVANS



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: WINCHESTER STREET BRIDGE REHABILITATION – REPORT ON BIDS RECEIVED

DISCUSSION: As has been extensively reported throughout the past year, the discovery of severe deterioration in the beam ends of the Winchester Street Bridge over the River Raisin was made as a part of the 2008 bridge inspections. The City had originally planned to use our 2009 Federal Aid funds, coupled with a large City match, to complete this work in 2009, but the bids received were substantially over the Engineer's Estimate. As a result, the City Council placed a request for a Charter Amendment allowing the City to levy up to 0.52 mills per year for up to 20 years for repairs and rehabilitation of the Winchester, Macomb, and Roessler Street bridges. This Charter Amendment was passed in November 2009 by the voters, and the Engineering Department again advertised the project for bidding in mid-December. The project consists primarily of jacking up the bridge through the use of temporary supports in the river, removal of deteriorated portions of the beam ends, pier caps, and abutments, replacement of the bearing plates and all expansion joints, and re-casting of the beam ends, abutments, and pier caps. The project was bid with a completion date of November 15, 2010, and an "Open to Traffic" date of October 18, 2010, and it is expected that work will commence in mid-April. The bridge will be completely closed during construction, with traffic officially detoured to the Macomb Street bridge via Elm Avenue and Front Street.

Bids were opened for the project on Thursday, January 28, 2010. There were two (2) bidders, and a bid tabulation is attached for your review. The low bidder is E.C. Korneffel of Trenton, Michigan, and their low bid of \$1,361,236.48 is 4.6% over the Engineer's Estimate of \$1,301,161. E.C. Korneffel was also the low bidder when this project was bid through the MDOT bid letting in July, with a low bid of \$1,270,961.12. It is unclear to the Engineering Department why there was not more interest in this project given the poor economy, but at least one potential bidder indicated that their bid price would have exceeded \$2 million, so they elected not to bid. Given that the low bid amount increased by approximately \$90,000 from July 2009, there is certainly no advantage to re-bidding this project, and there is not sufficient time to complete work in 2010 if this project were to be re-bid. We have checked the references of E.C. Korneffel, and have found them to be very capable of completing all facets of the work. They have extensive experience in bridge, piling, and marine work, and they were given a favorable recommendation from representatives of the Monroe County Road Commission and the MDOT Tecumseh office that manages construction projects in this area.

The City of Monroe has submitted this project for consideration through Monroe County's share of Recovery Zone bonds, which were authorized as a part of the American Recovery and Reinvestment Act (ARRA). Regardless, if the Monroe County Board of Commissioners does not award this designation to the Winchester Street Bridge project, the City will bond this project on our own. A Notice of Intent was approved by the City Council on December 7, and thus the 45-day referendum period has now expired. The Finance Director has indicated that a bond authorizing resolution will be presented to the City Council at one of the next two meetings, and there is no objection to awarding a contract at this point. Proceeding to bid award as soon as possible is desirable, as the contractor plans to order the fabrication of much of the structural steel for the temporary supports, and does not wish to do so without an awarded contract by the City. Also, to allow the City time to complete the necessary bond sale, the Contractor has agreed to defer progress payments until the third Council meeting in June, even though they plan to start work in mid-April (see attached letter).

If this contract is awarded, it is unlikely that the City Council will decide to reverse course by either failing to authorize the bond sale for this project or by failing to levy the allowable bridge millage in this or a future year. However, it should be understood that if this contract is awarded and then either the bond sale is not authorized or the millage is not levied in next year's budget, the City could be liable for costs incurred prior to cancellation of the contract in any event.

IT IS RECOMMENDED that the City Council award the above contract to E.C. Korneffel in the amount of \$1,361,236.48, and that a total of \$1,570,000 be encumbered to include a 15% project contingency. **IT IS FURTHER RECOMMENDED** that the Mayor and Clerk-Treasurer be authorized to sign the contracts 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: Contractor would like to order fabrication of structural steel for the temporary supports as soon as possible, plans to commence work in mid-April.

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, traveling public at large

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$1,706,776*
	Cost of This Project Approval	\$1,570,000**
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

*Includes \$58,850 already expended on design, \$7,226 for mollusk survey, plus construction costs and contingencies awarded with this fact sheet (\$1,570,000), and inspection services awarded to The Mannik and Smith Group on July 6, 2009 (\$70,700).

**Includes 15% contingencies

SOURCE OF FUNDS:	City	Account Number	Amount
	Winchester Street Bridge	401-95.449-818.020 11C01	\$1,570,000*

*To be funded from bond sale proceeds approved at a future City Council meeting.

Other Funds

Budget Approval: _____

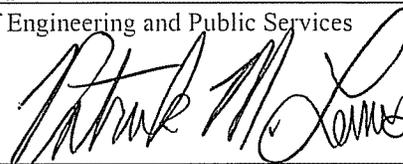
FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services

DATE: 02/09/10

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: February 16, 2010



WINCHESTER STREET BRIDGE REHABILITATION BID TABULATION - BIDS DUE 1/28/10

ITEM NO.	DESCRIPTION	ENGINEER'S ESTIMATE			E.C. KORNEFFEL CO.			POSEN CONSTRUCTION, INC.		
		UNITS	NO. OF UNITS	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	
1000001	MOBILIZATION, MAX 10%	LS	1.0	\$120,000.00	\$ 120,000.00	\$ 100,000.00	\$ 100,000.00	\$ 140,000.00	\$ 140,000.00	
2040011	PAVT. REM	SYD	163.0	\$ 10.00	\$ 1,630.00	\$ 12.00	\$ 1,956.00	\$ 12.50	\$ 2,037.50	
2040013	SIDEWALK, REM	SYD	15.0	\$ 5.00	\$ 75.00	\$ 8.00	\$ 120.00	\$ 7.00	\$ 105.00	
2080003	EROSION CONTROL, GRAVEL ACCESS APPROACH	EA	1.0	\$ 900.00	\$ 900.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 15,000.00	
2080025	EROSION CONTROL, SILT FENCE	FT	500.0	\$ 1.00	\$ 500.00	\$ 1.25	\$ 625.00	\$ 2.00	\$ 1,000.00	
3020016	AGGREGATE BASE, 6 INCH	SYD	142.0	\$ 9.00	\$ 1,278.00	\$ 12.00	\$ 1,704.00	\$ 15.00	\$ 2,130.00	
5020025	HAND PATCHING	TON	10.0	\$ 100.00	\$ 1,000.00	\$ 100.00	\$ 1,000.00	\$ 300.00	\$ 3,000.00	
6020076	CONC PAVT, MISC. REINF, 9 INCH	SYD	163.0	\$ 55.00	\$ 8,965.00	\$ 68.50	\$ 11,165.50	\$ 70.00	\$ 11,410.00	
6020078	CONC PAVT, MISC. REINF, 10 INCH	SYD	15.0	\$ 75.00	\$ 1,125.00	\$ 71.50	\$ 1,072.50	\$ 72.00	\$ 1,080.00	
6020208	JOINT, EXPANSION, E3	FT	138.0	\$ 9.00	\$ 1,242.00	\$ 5.00	\$ 690.00	\$ 6.00	\$ 828.00	
6030021	JOINT, EXPANSION, ERG	FT	126.0	\$ 16.00	\$ 2,016.00	\$ 15.00	\$ 1,890.00	\$ 18.00	\$ 2,268.00	
8110065	PAVT MRKG, REGULAR DRY, 4 INCH, WHITE	FT	2080.0	\$ 0.25	\$ 520.00	\$ 0.25	\$ 520.00	\$ 0.25	\$ 520.00	
8110066	PAVT MRKG, REGULAR DRY, 4 INCH, YELLOW	FT	1040.0	\$ 0.25	\$ 260.00	\$ 0.25	\$ 260.00	\$ 0.25	\$ 260.00	
8120007	BARRICADE, TYPE III, HIGH INTENSITY, DOUBLE SIDED, LIGHTED, FURN	EA	5.0	\$ 140.00	\$ 700.00	\$ 150.00	\$ 750.00	\$ 150.00	\$ 750.00	
8120008	BARRICADE, TYPE III, HIGH INTENSITY, DOUBLE SIDED, LIGHTED, OPER	EA	5.0	\$ 10.00	\$ 50.00	\$ 0.01	\$ 0.05	\$ 0.01	\$ 0.05	
8120050	MINOR TRAF DEVICES	LS	1.0	\$ 5,000.00	\$ 5,000.00	\$ 4,825.00	\$ 4,825.00	\$ 7,500.00	\$ 7,500.00	
8120102	PLASTIC DRUM, HIGH INTENSITY, LIGHTED, FURN	EA	10.0	\$ 30.00	\$ 300.00	\$ 35.00	\$ 350.00	\$ 35.00	\$ 350.00	
8120103	PLASTIC DRUM, HIGH INTENSITY, LIGHTED, OPER	EA	10.0	\$ 5.00	\$ 50.00	\$ 0.01	\$ 0.10	\$ 0.01	\$ 0.10	
8120120	SIGN, TYPE B, TEMP, FURN	SFT	370.0	\$ 5.00	\$ 1,850.00	\$ 6.00	\$ 2,220.00	\$ 6.00	\$ 2,220.00	
8120121	SIGN, TYPE B, TEMP, OPER	SFT	370.0	\$ 1.00	\$ 370.00	\$ 0.01	\$ 3.70	\$ 0.01	\$ 3.70	
8160050	SLOPE RESTORATION	SYD	70.0	\$ 5.00	\$ 350.00	\$ 5.00	\$ 350.00	\$ 6.00	\$ 420.00	
8507060	MOLLUK RELOCATION	DLR	20000.0	\$ 1.00	\$ 20,000.00	\$ 1.00	\$ 20,000.00	\$ 1.00	\$ 20,000.00	
2060002	BACKFILL, STRUCTURE, CIP	CYD	286.0	\$ 18.00	\$ 5,148.00	\$ 18.00	\$ 5,148.00	\$ 18.00	\$ 5,148.00	
2060010	EXCAVATION, FDN	CYD	312.0	\$ 13.00	\$ 4,056.00	\$ 15.00	\$ 4,680.00	\$ 12.00	\$ 3,744.00	
4040033	UNDERDRAIN, FDN, 6 INCH	EA	160.0	\$ 7.00	\$ 1,120.00	\$ 7.00	\$ 1,120.00	\$ 6.00	\$ 960.00	
4040113	UNDERDRAIN, OUTLET ENDING, 6 INCH	EA	4.0	\$ 114.00	\$ 456.00	\$ 175.00	\$ 700.00	\$ 55.00	\$ 220.00	
7060010	SUBSTRUCTURE CONC	CYD	58.0	\$ 400.00	\$ 23,200.00	\$ 500.00	\$ 29,000.00	\$ 800.00	\$ 46,400.00	
7060020	SUBSTRUCTURE CONC	CYD	237.0	\$ 200.00	\$ 47,400.00	\$ 200.00	\$ 47,400.00	\$ 115.00	\$ 27,255.00	
7060022	SUBSTRUCTURE CONC, FORM, FINISH, AND CURE	LS	1.0	\$ 82,950.00	\$ 82,950.00	\$ 90,000.00	\$ 90,000.00	\$ 110,000.00	\$ 110,000.00	
7060028	SUBSTRUCTURE HORIZONTAL SURFACE SEALER	LS	1.0	\$ 2,510.00	\$ 2,510.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
7060030	CONC, LOW TEMPERATURE PROTECTION	CYD	295.0	\$ 11.00	\$ 3,245.00	\$ 0.01	\$ 2.95	\$ 0.01	\$ 2.95	
7060031	EXPANSION JOINT DEVICE	FT	263.0	\$ 150.00	\$ 39,450.00	\$ 167.00	\$ 43,921.00	\$ 145.00	\$ 38,135.00	
7060032	FALSE DECKING	SFT	4780.0	\$ 1.00	\$ 4,780.00	\$ 0.01	\$ 47.80	\$ 3.00	\$ 14,340.00	
7060035	REINFORCEMENT, STEEL, EPOXY COATED	LB	47760.0	\$ 1.10	\$ 52,536.00	\$ 1.00	\$ 47,760.00	\$ 1.25	\$ 59,700.00	
7060040	WATER REPELLENT TREATMENT, PENETRATING	SYD	3838.0	\$ 7.00	\$ 26,866.00	\$ 6.76	\$ 25,944.88	\$ 10.00	\$ 38,380.00	
7060070	BEARING, ELASTOMERIC, 2-1/4 INCH	SFT	107.0	\$ 180.00	\$ 19,260.00	\$ 250.00	\$ 26,750.00	\$ 285.00	\$ 30,495.00	
7070710	BEARING, ELASTOMERIC, 3-1/8 INCH	SFT	32.0	\$ 267.00	\$ 8,544.00	\$ 250.00	\$ 8,000.00	\$ 400.00	\$ 12,800.00	
7100001	JOINT WATERPROOFING	SFT	711.0	\$ 5.00	\$ 3,555.00	\$ 5.00	\$ 3,555.00	\$ 3.50	\$ 2,488.50	
7110006	BRIDGE RAILING, THRIE BEAM RETROFIT	FT	69.0	\$ 40.00	\$ 2,760.00	\$ 95.00	\$ 6,555.00	\$ 65.00	\$ 4,485.00	
7120007	HAND CHIPPING, OTHER THAN DECK	CFT	1140.0	\$ 11.00	\$ 12,540.00	\$ 25.00	\$ 28,500.00	\$ 0.01	\$ 11.40	
7120017	PATCH, FORMING	SFT	2483.0	\$ 8.00	\$ 19,864.00	\$ 10.00	\$ 24,830.00	\$ 60.00	\$ 148,980.00	
7120028	ADHESIVE ANCHORING OF HORIZONTAL BAR, 3/4 INCH	EA	100.0	\$ 20.00	\$ 2,000.00	\$ 25.00	\$ 2,500.00	\$ 18.00	\$ 1,800.00	
7120034	ADHESIVE ANCHORING OF VERTICAL BAR, 3/4 INCH	EA	1210.0	\$ 20.00	\$ 24,200.00	\$ 25.00	\$ 30,250.00	\$ 8.00	\$ 9,680.00	
7120070	STRUCTURES, REHABILITATION, REM PORTIONS	LS	1.0	\$ 215,000.00	\$ 215,000.00	\$ 300,000.00	\$ 300,000.00	\$ 175,000.00	\$ 175,000.00	
7120071	DECK JOINT, REM	FT	382.0	\$ 90.00	\$ 34,380.00	\$ 75.00	\$ 28,650.00	\$ 95.00	\$ 36,290.00	
7120112	PATCHING CONC, C-L	CYD	146.0	\$ 250.00	\$ 36,500.00	\$ 50.00	\$ 7,300.00	\$ 760.00	\$ 110,960.00	
7120710	FORMING, BEAM END REPAIR	SFT	9810.0	\$ 22.00	\$ 215,820.00	\$ 1.00	\$ 9,810.00	\$ 16.00	\$ 156,960.00	
7127050	REMOVAL, BEAM END REPAIR	EA	82.0	\$ 500.00	\$ 41,000.00	\$ 325.00	\$ 26,650.00	\$ 475.00	\$ 38,950.00	
7127150	ADHESIVE ANCHORING OF HORIZONTAL BAR, 1/2 INCH	EA	120.0	\$ 20.00	\$ 2,400.00	\$ 25.00	\$ 3,000.00	\$ 8.00	\$ 960.00	
7137051	TEMPORARY SUPPORT SYSTEM	LS	1.0	\$ 200,000.00	\$ 200,000.00	\$ 400,000.00	\$ 400,000.00	\$ 160,000.00	\$ 160,000.00	
					CONSTRUCTION COST TOTAL	\$ 1,301,161.00	\$ 1,361,236.48	\$	\$ 1,448,679.20	



E. C. KORNEFFEL CO. *Marine, Bridge and Piling Contractors*

2691 VETERANS PARKWAY • TRENTON, MI 48183
TELEPHONE: 734 676-2131 FAX: 734 676-0788

February 8, 2010

Phone: 734.384.9126

Fax: 734.384.9108

City of Monroe
120 East First Street
Monroe, MI 48161

Attn: Patrick Lewis
Director of Engineering

RE: Winchester Street Bridge Rehabilitation
Monroe, MI
ECK Job #1689
Correspondence No. 1 – Contract Award

Mr. Lewis:

E.C.Korneffel Co. would like to take this opportunity to commit to writing our offer to delay any progress payments on the above referenced Winchester Bridge Rehabilitation Project until June 15, 2010, so as to allow the City of Monroe adequate time to finalize their anticipated sale of bonds under the most favorable terms. In exchange we would like to receive an award of this project at the City Council meeting scheduled for Tuesday, 2/16/10 if possible.

We are requesting the timely award of this project so as to procure all of the long lead items that include the new bridge beam bearing pads, completion of the temporary support design, and fabrication of the temporary support system itself. The design and fabrication of the temporary support system is the single most critical item in this project and has a cost in excess of \$250,000 for all the parts and pieces, not including on site installation labor and equipment costs.

The approximate time period from 2/16/10 to 4/15/10 would be used for the completion of the temporary support system components and procurement of the other shop made items; will allow for the project to start smoothly sometime in early April and hopefully be complete ahead of schedule. We don't have an issue with delayed payment, but we do need the assurance a contract will give us that we will be paid at some point.

If there are any questions or concerns please do not hesitate to contact us at your convenience. Also, the Owner of E.C.Korneffel Co. will be at the City Council meeting Tuesday night the 16th of February.

Very truly yours,
E. C. KORNEFFEL CO.

William K. Dye II
Vice President

Cc: file

"EQUAL OPPORTUNITY EMPLOYER"



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: ELM / DIXIE / WINCHESTER INTERSECTION RECONSTRUCTION DESIGN CONTRACT AWARD

DISCUSSION: The intersection of East Elm Avenue, North Dixie Highway, and Winchester Street is one of the more prominent intersections within the City of Monroe, and handles an average of approximately 16,000 vehicles per day. Unfortunately, due to the proximity of the intersection to the northbound Norfolk Southern rail line that runs parallel to North Dixie Highway, both the horizontal and vertical alignment of Elm Avenue is very deficient, particularly with respect to the fact that both westbound and eastbound drivers often “bottom out” when passing through the intersection, given the more than 2 foot grade differential from the railroad to the east curb line of Dixie / Winchester. Further, westbound vehicles desiring to turn northbound onto Dixie Highway have a very difficult time doing so without jumping the curb, as the radius is less than 10 feet. Because of this very acute grade differential and the lack of pedestrian signals, non-motorized users also have a very difficult time crossing the railroad from the east and crossing the intersection safely. In fact, even the current sidewalk ramp at the northeast corner had to be specifically exempted by the Federal Court in the City’s Americans with Disabilities Act (ADA) Consent Decree, as it approaches a 12% grade but cannot be flattened without altering the entire intersection. This non-motorized deficiency is a major reason the bicycle pathway constructed to the State Park in 2009 terminated at the Battlefield Visitor Center at the time rather than at this intersection as would have been logical.

Since all roadways leading into this intersection are eligible for Federal funding, the Engineering Department began seriously considering a geometric improvement project at this location in early 2009 as a part of project selection through the American Recovery and Reinvestment Act (ARRA). While this project was given a lower priority than three (3) other projects that were selected based on their surface condition, nonetheless the Engineering Department placed this project on its tentative list of 2015 projects that is programmed through the Transportation Improvements Program (TIP) through the Southeastern Michigan Council of Governments (SEMCOG).

As a part of a technical corrections bill to adjust Congressional earmarks within SAFETEA-LU, the previous (now expired) Federal Transportation Bill, slightly under \$1 million in funds were set aside for the “Monroe County Greenways Program.” That project was intended to link the City’s existing sidewalk / bike path system to new non-motorized trails connecting Monroe Community College, Monroe High School, Ellis Library, and other points of interest within Frenchtown and Monroe Townships. Representatives of the Monroe County Planning Department, who have been coordinating that project, have informed us that they have been unable to secure the required 20% local match to enable use of the Federal component. Since SAFETEA-LU expired September 30, 2009, these earmarked funds are subject to cancellation once a successor bill is approved, but for now they remain available. Based on discussions with Congressman Dingell’s staff, the Director of County Planning, and the County Administrator, it appears likely that the City of Monroe may be able to use some or all of these funds for our own non-motorized project or projects, especially one identified on a key linkage of a future area-wide system. Based on the overall geometric deficiencies cited and the inability to properly connect the new bicycle pathway westward from the Battlefield Visitor Center, this appears to be an opportune time to consider reconstructing the intersection of Elm / Dixie / Winchester to allow for extension of the pathway and further connectivity to our existing system. We are also hoping that if plans can be developed quickly enough, the intersection work can occur this Fall, while the Winchester Street bridge will already be closed for beam end repairs.

As a result, the Engineering Department solicited the attached proposal from The Mannik and Smith Group of Frenchtown Township. They are generally considered to be very strong in roadway geometric design, and have already collected some survey data as a part of the 2009 bicycle path project, so they were considered as a sole source selection in this case. Also, they have had extensive contact with the railroads as a part of past work for the City, which may prove beneficial should any easements be necessary. They have committed to completion of all design work in time for submittal to MDOT for the August bid letting, which should allow construction in Fall 2010. Their total design fee is \$34,600, which represents 6% of the construction cost estimate, and is reasonable for this level of work. As with most Federal projects, design costs are entirely the responsibility of the local agency.

IT IS RECOMMENDED that the City Council award a contract for design services for the Elm / Dixie / Winchester Intersection Reconstruction project to The Mannik and Smith Group in the amount of up to \$34,600. **IT IS FURTHER RECOMMENDED** that the Director of Engineering and Public Services be authorized to sign the attached proposal on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: February 16, 2010

REASON FOR DEADLINE: In order to ensure that this project can be constructed within 2010, design must be completed and submitted to MDOT by the end of March.

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, non-motorized users, traveling public at large, tourists visiting future River Raisin Battlefield National Park

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$625,000*
	Cost of This Project Approval	\$34,600
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

*Includes design funding from this award, construction funding, contingencies, inspection, and contract management.

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Major Street Fund Balance	TBD by Finance Director	\$34,600*

*Design funding only, future construction to be funded at least 80% by Federal Funds

Other Funds

Budget Approval: _____

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

DATE: 02/09/10

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: February 16, 2010



February 9, 2010

Mr. Patrick M. Lewis, PE
Director of Engineering & Public Services
City of Monroe
120 East First Street
Monroe, MI 48161

Re: Elm/Dixie Intersection Reconstruction
Proposal for Professional Services

Dear Mr. Lewis:

The Mannik & Smith Group is pleased to present this proposal for professional engineering services to the City of Monroe for this project. We have outlined our understanding of the project, anticipated services to be provided, the anticipated project schedule and our associated fees for your review and consideration.

UNDERSTANDING OF PROJECT

The project is currently being considered to take advantage of the Winchester Street Bridge closure over the River Raisin so that impacts to traffic will be minimized. The proposed work is based upon the feasibility study completed by MSG in December of 2009 which concluded that the reconstruction of the intersection at a higher elevation could be completed without adversely affecting the current bridge deck elevation at the abutment line (reference line). We understand that goals of this project to be:

- Reconstruction of the Elm/Dixie intersection to raise the elevation of the intersection so that the slope on the east leg of the intersection is reduced to provide improved ride ability and allow for ADA compliant sidewalk/pathway slopes.
- Improvements for the reconstruction of the intersection include drainage, sidewalk ramps, sidewalk, non-motorized pathway, signing and pavement markings that will be upgraded or replaced to current standards.
- Construction of a non-motorized path from the east side of the intersection to the limits of the path constructed in 2009 near the River Raisin Battlefield. The approximate length of path construction will be 1300 feet and will include the crossings of the Norfolk Southern and Canadian National rail lines.
- Upgrading of the traffic signal at Elm and Dixie will be completed to provide pedestrian crossing signals (all four quadrants) and pushbuttons, with the potential of also upgrading the signal heads to LED heads.

We have estimated that construction costs for these improvements to be approximately \$552,000.

SCOPE OF SERVICES

We will provide professional engineering services which will include the following items:

- Topographic survey of the complete intersection for design and plan preparation purposes.
- Topographic survey along the north side of East Elm Avenue for design and plan preparation of the path construction.

- Preparation of the Program Application, Design Plans, Special Provisions and Cost Opinions for the construction of the noted improvements utilizing MDOT Construction Specifications.
- Plan submittals in accordance with the MDOT Local Agency Program (LAP) Unit guidelines.
- Meetings associated with the project and plan development.

SCHEDULE

We are prepared to begin work immediately upon authorization. We will have preliminary plans prepared for submittal to MDOT's LAP unit by March 26, 2010 with the goal to have the project in the August 2010 letting as outlined in the LAP Project Planning Guide schedule.

DESIGN FEES

Our fees for the scope of services outlined above are \$34,600.

Please feel free to contact us if you have any questions or would like to discuss any aspects of this proposal. We thank you for the opportunity to submit this proposal and look forward to working with you on this important project.

Sincerely,

Barry A. Buschmann, PE
Senior Vice President

Scott J. Emmons, PE
Project Manager

**Elm Avenue & Dixie Highway Intersection Reconstruction
City of Monroe**

	Description	Cost	Comments
1	Reconstruct Intersection	\$260,000	Includes pavement removal, earthwork, aggregate base, curb & gutter, 8" concrete pavement, drainage, sidewalks, sidewalk ramps, traffic control, restoration, signing & pavement markings.
2	Pathway Construction	\$90,000	Includes construction of HMA pathway from intersection to limits of 2009 path construction at battlefield (~1400')
3	Traffic Signal Upgrades	\$50,000	Includes pedestrian signal installation in all 4 quadrants, upgrading to LED signals, and possible pole relocations.
4	Railroad Crossing Upgrades	\$80,000	Includes R/R permitting, reconstructing crossings, relocating and/or upgrading flashing crossing arm systems
5	15% Contingency	\$72,000	
	TOTAL:	\$552,000	



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Proposed Capital Improvements Program Budget – FY 2010-2016

DISCUSSION: Attached for review and consideration is the proposed Capital Improvements Program (CIP) Budget for fiscal years 2010-2016. As in past years, funding requests far exceeded our financial resources. As such, the CIP Budget Team reviewed proposals and met with department heads and agency directors to develop the proposed capital budget for FY 2010-2016. This budget was transmitted to City Council and the Citizens Planning Commission (CPC) for review prior to a joint work session held by the two boards on Monday, January 11, 2010. The joint session provided an opportunity for Council Members and Planning Commissioners to hear presentations on the various projects proposed for upcoming year.

Proposed requests for the FY 2010-2016 capital budget total \$20,757,887 and reflect five (5) separate funding categories. These include: The General Fund at \$841,262; \$329,000 in Major Streets; \$16,750,825 from the city's enterprise funds (Water and Wastewater); \$130,300 from the Partnership Reserve Fund; and \$2,706,500 from a variety of funding sources and mechanisms that comprise the Additional/Alternate Funding category.

Per city charter, the Citizens Planning Commission reviewed the proposed budget and conducted a public hearing regarding the same on Wednesday, February 3, 2010. There were no comments made during the hearing or received prior to the meeting. At the close of the hearing, the commission passed a motion recommending that City Council approve the budget, as proposed. Based upon the recommendation of the Citizens Planning Commission and the Capital Improvements Program Budget Team, the Planning Office is submitting the proposed FY 2010 – 2016 Capital Improvements Program Budget to City Council for adoption following tonight's public hearing.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: February 16, 2010

REASON FOR DEADLINE: Charter requires approval of the Capital Improvements Program Budget by the last day of February

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: The Department of Planning & Recreation

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Capital Improvements Program, City Council, City Departments, Citizens Planning Commission, and citizens

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$20,757,887 *
	Cost of This Project Approval	\$*
	Related Annual Operating Cost	\$*
	Increased Revenue Expected/Year	\$*

*Please see attached budget for funding sources.

SOURCE OF FUNDS:	City	Account Number	Amount
		General Fund	\$*
			\$
			\$
			\$
			\$
	<u>Other Funds</u>		\$
			\$
			\$
			\$

Budget Approval: _____

*Please see attached budget for funding sources.

FACT SHEET PREPARED BY: Jeffrey Green, AICP

DATE: 2.9.10

REVIEWED BY: Jeffrey Green, AICP, Interim Director / City Planner, Dept of Planning & Recreation

DATE: 2.9.10

COUNCIL MEETING DATE: 2.16.10



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Proposed Capital Improvements Program Budget – FY 2010-2016

DISCUSSION: Attached for review and consideration is the proposed Capital Improvements Program (CIP) Budget for fiscal years 2010-2016. As in past years, funding requests far exceeded our financial resources. As such, the CIP Budget Team reviewed proposals and met with department heads and agency directors to develop the proposed capital budget for FY 2010-2016. This budget was transmitted to City Council and the Citizens Planning Commission (CPC) for review prior to a joint work session held by the two boards on Monday, January 11, 2010. The joint session provided an opportunity for Council Members and Planning Commissioners to hear presentations on the various projects proposed for upcoming year.

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CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: February 16, 2010

REASON FOR DEADLINE: Charter requires approval of the Capital Improvements Program Budget by the last day of February

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: The Department of Planning & Recreation

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Capital Improvements Program, City Council, City Departments, Citizens Planning Commission, and citizens

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$20,757,887 *
	Cost of This Project Approval	\$*
	Related Annual Operating Cost	\$*
	Increased Revenue Expected/Year	\$*

*Please see attached budget for funding sources.

SOURCE OF FUNDS:	City	Account Number	Amount
		General Fund	\$*
			\$
			\$
			\$
			\$
	<u>Other Funds</u>		\$
			\$
			\$
			\$

Budget Approval: _____

*Please see attached budget for funding sources.

FACT SHEET PREPARED BY: Jeffrey Green, AICP

DATE: 2.9.10

REVIEWED BY: Jeffrey Green, AICP, Interim Director / City Planner, Dept of Planning & Recreation

DATE: 2.9.10

COUNCIL MEETING DATE: 2.16.10



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Proposed Monument Policy for the City of Monroe

DISCUSSION: The Planning Office was asked to prepare a policy to assist in reviewing requests to construct and locate monuments, memorials, plaques, or similar commemorative structures in city parks or on other city properties. The attached policy develops guidelines for proposed monuments, memorials, and the like; as well as establishing the process for review and approval of such requests.

The Department of Planning & Recreation submits the attached Monument Policy for Mayor and Council's review and recommends adoption.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: February 15, 2010

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: City Manager's Office and Department of Planning & Recreation

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Mayor and Council, City Manager's Office, Department of Planning & Recreation, Building Department, Department of Public Services, and 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
			\$N/A
			\$
			\$
			\$
			\$
	<u>Other Funds</u>		\$
			\$
			\$
			\$

Budget Approval: _____

FACT SHEET PREPARED BY: Jeffrey Green, AICP **DATE:** 2.9.10

REVIEWED BY: Jeffrey Green, AICP, Interim Director / City Planner, Dept of Planning & Recreation **DATE:** 2.9.10

COUNCIL MEETING DATE: 2.16.2010

MONUMENT POLICY
for
MONROE, MICHIGAN

1. **Intent**

It is the intent of this policy to develop a review process that ensures that requests to construct and locate monuments, memorials, plaques, or similar items or structures of commemoration in the City of Monroe shall reflect good design and planning; take into consideration economic factors related to ongoing maintenance and repair; ensure contextual compatibility with the areas or neighborhoods in which they are to be located; and reflect some aspect of the city's heritage, culture, development, or its citizens.

2. **Definition**

Monument, Memorial, and Commemorative Structures – Any monument, statue, plaque, structure, tree, shrub, designed landscape, or other object or thing constructed, erected, planted, or otherwise located in a city park or on city property intended to commemorate or memorialize any person, group, place, or event. Historical markers erected by the Monroe County Historical Society at selected sites throughout the city (whether owned by the city or in the public right-of-way) are exempted from this policy.

3. **Origination of Proposals for Monuments**

Proposals for the erection of a monument, memorial, or commemorative structure may be brought to the Monroe City Council or its designee in any of the following ways:

- a). A member of the City Council may suggest a monument;
- b). An advisory board (acting as the designee of the City Council for matters of review of monument proposals) may make such a recommendation; and
- c). Any Monroe resident or group of residents may submit a suggestion or request that a monument be erected. Such suggestions or requests shall describe the type of monument being proposed, the location, justification for the monument, and evidence of an established maintenance/endowment fund that will be available to and

used at the discretion of the city for the purpose of maintaining and/or repairing the monument(s), landscaping, irrigation system, electrical system, infrastructure or other accoutrements related to said memorial, statue, monument, or similar commemorative feature.

4. **Staff Review of Monument Proposals**

The City Council shall refer any request to erect a monument, memorial, or commemorative structure to staff for an analysis of the proposal and to determine consistency with the guidelines established in Section 5 of this policy.

5. **Guidelines for Review of Proposals**

In determining whether to approve a proposed monument, the City Council or its designee shall consider the following, in addition to any other items that the Council or its designee may deem relevant to a specific request or project:

- a). Significance or relevance to the city of Monroe, or the prominence of the person, place, or event to be commemorated or memorialized;
- b). Determination as to whether a proposed monument, memorial, or commemorative structure reflects some aspect of the city's heritage, culture, or development, and whether or not the subject matter has already been commemorated or memorialized elsewhere or by another monument;
- c). Determination that the monument's proposed location will be compatible with its surroundings and consistent with the comprehensive plan, the recreation plan, planning and urban design best practices, and park design;
- d). The type, quality, and character of the materials to be used;
- e). The cost to construct, erect, locate, and/or maintain the monument, as well as evidence of an established endowment fund, accessible by the city of Monroe, for the long-term maintenance and repair of the monument or monuments;

- f). The cost to install, operate, repair, and/or maintain a mechanical and/or electrical system proposed for use in conjunction with a monument or memorial. Such systems should be identified by the applicant with related costs factored into the monument/memorial endowment fund;
- g). At the discretion of the reviewing body, additional weight may be given to a project that constitutes a large or significant installation and recognizes a broader segment of the community's population. (E.g., a significant installation might be defined by the amount of investment, the artist or sculptor creating the monument or memorial, the size or significance of installation, etc.)

6. **Process for Submitting Monument Proposals/Requests**

- a). A person or group interested in proposing a monument shall contact the City of Monroe Planning Office to receive an information packet and application and to schedule a pre-application meeting with Planning staff to discuss the proposal (other departments, as deemed necessary, may also be involved);
- b). For monuments, memorials, and similar installations defined within this policy, a resolution specifically recognizing the individual, group, or event to be commemorated must first be adopted by the Monroe City Council. The resolution shall state how the proposed monument or memorial reflects the city's heritage, culture, or development and why an individual, group, or event should be recognized by a monument, memorial or commemorative structure;
- c). Erection of any monument, memorial, or commemorative structure shall meet the five-year "waiting period" requirement. The "waiting period" may be modified as deemed appropriate by Council;
- d). After adoption of a resolution recognizing an individual, group, or event, the proposal's sponsor shall submit a completed application to the City's Planning Office. The application shall include:
 - A detailed site plan showing the location of the proposed monument, property lines, adjacent

buildings, utilities, proposed landscaping, etc.; (large or complex projects may require preparation by a design professional);

- Illustrations, photographs, drawings of the proposed monument/memorial; and
- Material samples or a sample board (if requested) for proposed monument or memorial.

- e). In reviewing a proposal, the City Planning Office shall consider the monument or memorial to be constructed, the landscape design, location, as well as other factors determined relevant, such as projected long-term costs associated with the maintenance and upkeep of a specific monument or memorial. The Planning Office will deliver its findings, recommendations, and comments to the City Council (or its designee).
- f). Upon receipt and review of the Planning Office analysis, the City Council shall act on the proposal by approving, approving with conditions, or denying the request.
- g). If approved or approved with the conditions, it shall be the responsibility of the person or group sponsoring the monument or memorial to bear the cost of its production and installation (unless it is a municipally-sponsored project).
- h). At its discretion, the City Council may require a surety bond to be posted to ensure completion of the project.
- i). Prior to installation, the person or group proposing the monument or memorial shall provide to City Council evidence of an endowment fund established for long-term maintenance, repair, upkeep of the monument or memorial being proposed, and any related electrical or mechanical systems or infrastructure. The City of Monroe shall have sole discretion to access said funds, as needed, to carryout annual maintenance, repairs, and upkeep.
- j). An instrument of permanent dedication shall be executed between the City and the individual or group sponsoring the monument or memorial upon completion of the project and acceptance by the city of Monroe.

- l). A Letter of Acceptance shall then be issued by the City of Monroe and any bond held by the city shall be released if such bond funds remain.
- m). The Letter of Acceptance shall indicate that the monument, memorial, or commemorative structure has complied with the proposed design and met all requirements set forth in this policy and, as such, shall become property of the City of Monroe.

7. Content or Subject Matter

Under no circumstances shall any permanent memorials, monuments or commemorative structures depict subjects that are trademarked, commercially-licensed, or otherwise deemed inappropriate by City Council (or its designee).

8. Permits and Approvals

This policy and the actions of the City Council shall not be construed to relieve any person or group from securing all necessary permits and meeting any and all requirements related to the design, installation, and erection of a monument, memorial, or commemorative structure and any associated accoutrements.

9. Application and Review Fees

A non-refundable \$500 application fee is due with application submission.

Depending upon the complexity of a project, an additional \$1,000 fee may also be required at the time of application. These funds will be placed in an escrow account and will be used if additional review time, professional technical review, or additional materials are necessary. Any unused escrow funds will be returned to the applicant upon project completion and issuance of the Letter of Acceptance. Escrow funds should not be confused with a surety bond that may also be required.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Banking Service Proposal Recommendation

DISCUSSION: The City of Monroe has been using Fifth Third Bank for its banking service provider since sometime in the year 2000. Proposals were requested for banking services at that time and Fifth Third Bank was awarded the contract. I don't believe an actual contract was entered into at the time. The contracted cost was for \$900.00 per month. Since that time, the cost was increased one time by \$90.00 per month and additional services were added, including a secure courier service for city deposits, online image capture of returned checks, and positive pay services. We have also added a procurement card program, but no additional cost was incurred for this service. Positive pay is a service that helps to eliminate check fraud and also provides other efficiency features related to account reconciliations. With the one price increase and the added services, our monthly cost is currently fixed at \$1,190.00 per month. The funds in our operating account generate interest to offset this cost. We have generally been happy with the services provided by Fifth Third Bank and I have felt that the price we pay for the services provided is very competitive.

With that background in mind, it had been quite a long time since proposals were requested. Due to that time frame and the fact that I thought there might be some additional benefits; proposals were requested at the end of 2009. The banks that could provide a proposal were limited to those that had a physical location within the City of Monroe. There were some optional services included in the request for proposal (rfp) for which banks located outside of the City of Monroe also could submit a proposal. Those optional services included lockbox services and procurement card services. Four banks submitted responses to our rfp. Those banks include the following:

- Fifth Third Bank
- Monroe Bank & Trust
- National City/PNC Bank
- Key Bank

Key Bank does not have a physical location within the City of Monroe. For that reason, their proposal was not considered for our primary banking services. The optional services are not a part of this recommendation.

When comparing the monthly cost of the proposals, the monthly fee charged plus the interest earned on funds held in the accounts must be taken into account. The rfp allowed the banks to submit prices based on fixed monthly cost, which is what we have now, or based on the volume of banking transactions. The prices submitted were as follows:

	<u>Fixed Monthly</u>	<u>Volume Based</u>
Fifth Third Bank	\$1,300.00	\$1,298.26
Monroe Bank & Trust	\$1,500.00	\$1,363.08
National City Bank	N/A	\$1,784.22

The current interest rate offered by Fifth Third Bank is .294%. The current interest rate offered by Monroe Bank & Trust is .35%. The difference is minor and it is difficult to rely on that difference at a time when interest rates are historically low. Interest rates will vary over time as market rates of interest change. To say that one will always be better than another is impossible at this point. For that reason, the primary factor in making this recommendation will be on cost.

I prefer the fixed monthly cost method for our pricing. The two low price banks were Monroe Bank & Trust and Fifth Third Bank. They both priced things significantly different in their proposals on the volume based method. Fifth Third Bank gave a price for everything that we would use under the volume based method. The rfp was primarily based off of the monthly volume reports we receive from Fifth Third. Monroe Bank & Trust priced based on that model, but many of the items that are charged for by Fifth Third, are not by Monroe Bank & Trust. I attempted multiple methods of comparing costs on this method in order to determine if that might be a better option, but I ultimately came back to the fact that the fixed cost proposal from Fifth Third Bank seems to be the best proposal.

I have primarily focused on price in making this recommendation. The services we currently receive are good and there aren't any new services that are needed or proposed. If one of the other banks would have submitted a price less than our current provider, I would have looked into their services in depth to determine if we could utilize them. A change in banking service providers would be a significant change for us and services would have been reviewed thoroughly if it

appeared a cost benefit existed. That did not occur and therefore a substantial review of another banks service was not necessary.

The proposals were requested for a five year agreement. The terms of the proposal allowed for renewal of the agreement at the end of the five year period if agreed to by both parties. The proposal also required that the agreements entered into allowed for a one hundred twenty (120) day termination clause. The price quoted must remain firm for the entire agreement period.

It is recommended that the Mayor and City Council approve entering into an agreement with Fifth Third Bank to provide banking services to the City of Monroe with a fixed annual price of \$15,600.00 and subject to other terms and provisions submitted in its proposal for banking services. It is further recommended that the approval be contingent on a review and approval of the banking services agreement by the City Attorney and that the Finance Director is authorized to execute the agreement on the city's behalf.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Edward Sell, Finance Director

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: All

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 78,000
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

City

Account Number	Amount
All City Funds Interest Income Accounts	\$ 15,600
	\$ N/A

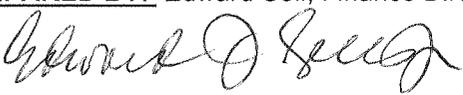
Other Funds

\$ N/A
\$ N/A
\$ N/A
\$ N/A

Budget Approval: 

FACT SHEET PREPARED BY: Edward Sell, Finance Director 

DATE: 2/9/2010

REVIEWED BY: 

DATE: 2-9-2010

COUNCIL MEETING DATE: February 16, 2010

REQUIRED BANKING SERVICES:	Fifth Third Bank Proposal			Monroe Bank & Trust Proposal			National City/PNC Proposal		
	Estimated Annual Volume	Unit Price	Total Price	Estimated Annual Volume	Unit Price	Total Price	Estimated Annual Volume	Unit Price	Total Price
Account Maintenance Fees:									
General Checking Account	12	\$ 10,000.00	\$ 120.00	12	\$ 20,000.00	\$ 240.00	12	\$ 15,000.00	\$ 180.00
Accounts Payable ZBA	12	\$ 10,000.00	\$ 120.00	12	\$ 45,000.00	\$ 540.00	12	\$ 15,000.00	\$ 180.00
Payroll ZBA	12	\$ 10,000.00	\$ 120.00	12	\$ 45,000.00	\$ 540.00	12	\$ 15,000.00	\$ 180.00
Flexible Spending Checking	12	\$ 10,000.00	\$ 120.00	12	-	-	12	\$ 15,000.00	\$ 180.00
Construction Retainage Account	12	\$ 10,000.00	\$ 120.00	12	-	-	12	\$ 15,000.00	\$ 180.00
Other Fees (identify and detail)									
FDIC Insurance Charge	2832	\$ 0.1121	\$ 317.47	0	\$ -	\$ -	0	\$ 0.0150	\$ -
ZBA Parent Account	12	\$ 20,000.00	\$ 240.00	12	\$ -	\$ -	12	\$ -	\$ -
ZBA Sub Account	36	\$ 5,000.00	\$ 180.00	36	\$ -	\$ -	36	\$ -	\$ -
FICO Insurance Charge/Per \$1000									
Checks Paid:									
Accounts Payable	4,100	\$ 0.1000	\$ 410.00	4,100	\$ 0.0700	\$ 287.00	4,100	\$ 0.0900	\$ 369.00
Payroll	3,000	\$ 0.1000	\$ 300.00	3,000	\$ 0.0700	\$ 210.00	3,000	\$ 0.0900	\$ 270.00
Other Fees (identify and detail)									
Overdraft Charge	0	\$ 33,000.00	\$ -	0	\$ 33,000.00	\$ -	0	\$ -	\$ -
Items Deposited:									
General Checking Account									
Checks Deposited	60,000	\$ 0.0500	\$ 3,000.00	60,000	\$ 0.0600	\$ 3,600.00	60,000	\$ 0.0700	\$ 4,200.00
Deposit Items Returned	120	\$ 5,000.00	\$ 600.00	120	\$ -	\$ -	120	\$ 10,000.00	\$ 1,200.00
Bonded Courier Service for Deposits	240	\$ 8,500.00	\$ 2,040.00	240	\$ -	\$ -	240	\$ -	\$ -
Returned Checks Images On Line									
Other Fees (identify and detail)									
Deposit Adjustment	0	\$ 4,000.00	\$ -	0	\$ -	\$ -	0	\$ 8,000.00	\$ -
Cash & Currency Deposits	0	\$ 0.2500	\$ -	0	\$ -	\$ -	0	\$ 0.0700	\$ -
Investment Sweep Account	12	\$ 25,000.00	\$ 300.00	12	\$ 25,000.00	\$ 300.00	12	\$ -	\$ -
Deposit Tickets				2040	\$ 0.1500	\$ 306.00	2040	\$ 0.6000	\$ 1,224.00
Reclears							12	\$ 5,000.00	\$ 60.00
Positive Pay Reconciliation Fees:									
Monthly Service Cost	36	\$ 25,000.00	\$ 900.00	36	\$ -	\$ -	36	\$ 10,000.00	\$ 120.00
Monthly Cleared Check Files	12	\$ -	\$ -	12	\$ -	\$ -	12	\$ 0.0300	\$ 0.36
On line exception reporting	12			12			12	\$ 0.0150	\$ 0.18
Other Fees (identify and detail)									
Per Item Fee	7100	\$ -	\$ -	7100	\$ -	\$ -	7100	\$ -	\$ -
Exception Reported	0	\$ 0.0200	\$ -	0	\$ -	\$ -	0	\$ -	\$ -
Full Recon Maint. Fee (Per Acct)	36	\$ 25,000.00	\$ 900.00	36	\$ -	\$ -	36	\$ -	\$ -
Full Recon Checks Paid (Per Item)	7100	\$ 0.0200	\$ 142.00	7100	\$ -	\$ -	7100	\$ -	\$ -
Full Recon Positive Pay (Per Issue)	7100	\$ 0.0200	\$ 142.00	7100	\$ -	\$ -	7100	\$ -	\$ -
ARP Paid No Issue	0	\$ 0.8000	\$ -	0	\$ -	\$ -	0	\$ -	\$ -
ARP Online Issue Mgmt Base Charge	36	\$ 8,000.00	\$ 288.00	36	\$ -	\$ -	36	\$ -	\$ -
ARP Online Issue Mgmt (Per Item)	0	\$ 0.1000	\$ -	0	\$ -	\$ -	0	\$ -	\$ -
ARP Checks Finesort (Serial Sort)	0	\$ 0.0300	\$ -	0	\$ -	\$ -	0	\$ -	\$ -
CD Rom Imaging Fee (Per Acct)	36	\$ 10,000.00	\$ 360.00	36	\$ -	\$ -	36	\$ -	\$ -
CD Rom Imaging Per Item	7100	\$ 0.0200	\$ 142.00	7100	\$ -	\$ -	7100	\$ -	\$ -
Issue Plan Maintenance							2	\$ 35,000.00	\$ 70.00
Personal Computer Expenses:									
Software, if any, and Setup (one time only)									
Online Services	12	\$ 15,000.00	\$ 180.00	12	\$ -	\$ -	12	\$ 40,000.00	\$ 480.00
Other Fees (identify and detail)									
Previous Day Detail Reports (Per Acct.)	60	\$ 6,500.00	\$ 390.00	60	\$ -	\$ -	60	\$ -	\$ -

Service Description	Fifth Third Bank Proposal			Monroe Bank & Trust Proposal			National City/PNC Proposal		
	Estimated Annual Volume	Unit Price	Total Price	Estimated Annual Volume	Unit Price	Total Price	Estimated Annual Volume	Unit Price	Total Price
Previous Day Detail Reported	0	\$ 0.0300	\$ -	0	\$ -	\$ -	0	\$ -	\$ -
Current Day Detail Reports (Per Acct.)	60	\$ 6.5000	\$ 390.00	60	\$ -	\$ -	60	\$ -	\$ -
Current Day Detail Reported	0	\$ 0.0400	\$ -	0	\$ -	\$ -	0	\$ -	\$ -
Stop Payment Module (Per Acct.)	12	\$ 5.0000	\$ 60.00	12	\$ -	\$ -	12	\$ -	\$ -
Wire Module	12	\$ 5.0000	\$ 60.00	12	\$ -	\$ -	12	\$ -	\$ -
Interest Bearing Account Proposal:									
Basis for Determining Rate									
		Platinum Savings Sweep -General Account				Comparable to Feds Fund Rate plus 10 bp			Corporate Money Market Deposit Account
		Currently - .294% - Opportunities for better rates				Interest compounded daily and paid monthly			Competitive Rates - Compounded Monthly
Wire Transfers:						Current rate is .35%			
Incoming	255	\$ 5.0000	\$ 1,275.00	255	\$ 13.0000	\$ 3,315.00	255	\$ 9.0000	\$ 2,295.00
Outgoing	205	\$ 10.0000	\$ 2,050.00	205	\$ 22.0000	\$ 4,510.00	205	\$ 8.5000	\$ 1,742.50
Other fees (identify and detail)									
Maintenance Fee	12	\$ 8.0000	\$ 96.00	12	\$ -	\$ -	12	\$ -	\$ -
Wire Transfer Confirmation (Fax-Per Item)	0	\$ 1.0000	\$ -	0	\$ -	\$ -	0	\$ -	\$ -
Stop Payments:									
	12	\$ 8.0000	\$ 96.00	12	\$ 33.0000	\$ 396.00	12	\$ 40.0000	\$ 480.00
Automate Clearing House (ACH):									
Monthly Maintenance	12	\$ 10.0000	\$ 120.00	12	\$ -	\$ -	12	\$ 25.0000	\$ 300.00
Originated Items	10			10			10	\$ 0.1000	\$ 1.00
Credit Items (Per Item)	10	\$ 0.0700	\$ 0.70	7020	\$ 0.0700	\$ 491.40	7020	\$ -	\$ -
Debit Items (Per Item)	0	\$ 0.0700	\$ -	0	\$ 0.0700	\$ -	0	\$ -	\$ -
Other Fees (identify and detail)									
ACH Incoming Credit Items (Per Item)	0	\$ 0.0700	\$ -	0	\$ 0.0700	\$ -	0	\$ 0.0700	\$ -
ACH Incoming Debit Items (Per Item)	0	\$ 0.0700	\$ -	0	\$ 0.0700	\$ -	0	\$ 0.0700	\$ -
ACH Return Items (Per Item)	0	\$ 2.0000	\$ -	0	\$ -	\$ -	0	\$ -	\$ -
ACH Reversals (Per Item)	0	\$ 8.0000	\$ -	0	\$ -	\$ -	0	\$ -	\$ -
ACH File Transfer				132	\$ 12.0000	\$ 1,584.00	132	\$ -	\$ -
Total Price of Services Proposed (Compensating Balance Formula) \$			\$ 15,579.17			\$ 16,319.40			NATIONAL CITY ESTIMATE \$ 21,410.64
Total Price of Services Proposed (Fixed Fe		\$	\$ 15,600.00	12	\$ 1,500.0000	\$ 18,000.00	12	\$ -	n/a



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: EMERGENCY REPAIRS TO WATER TREATMENT PLANT FILTER CONTAINMENT SYSTEM –
WATER DEPARTMENT

DISCUSSION: The Water Treatment Plant has 12 filters that are part of the plant's treatment process which are used for filtering water. The filters collect materials during this process and are required to be backwashed with potable water in order to effectively put the filter back in service and treat water to meet water quality standards. The potable water used to backwash filters is housed under the filters within containment tanks. The containment tanks are made of reinforced concrete.

During an inspection on February 5, 2010, it was noticed that a significant amount of potable water was leaking between one of the filter containment walls and the plant basement floor (estimated at 50 gpm). Water Plant staff retrofitted the basement sump pumps to accommodate the additional leaking water so no damage would occur due to flooding and then proceeded to stop the leak, however they were unable to make the repairs due to the concrete joints being too deteriorated. A backwash cycle normally uses 39,000 gallons of potable water and at the current leakage rate approximately 72,000 gallons per day is being lost. A proposal for chipping out the deteriorated concrete and sealing the leaky joints including all associated work was solicited from A.Z. Shmina, Inc where their proposed price is \$12,769.39.

Due to this being an emergency situation and in an effort to maintain use of the Water Treatment Plant filters, the City Manager has granted permission to make the emergency purchase by contracting for this work prior to securing City Council approval. Based on the current water treatment plant backwash schedule the contractor will start work activities on February 11, 2010 so as to schedule the filter containment tank shutdown for the emergency repairs to start on February 16, 2010. The repair work must be completed within a 3 ~ 4 day timeframe since the containment tanks will be needed to backwash filters thereafter.

A.Z. Shmina, Inc has worked on City projects in the past and is currently working as the General Contractor on the Wastewater Treatment Plant Improvements (WWTP) - Phase I project. Royal Restoration & Waterproofing LLC worked as the subcontractor on the WWTP Improvements - Phase I project as well. Both contractors have performed admirably on all phases of their work related to all projects and it is expected that they will perform the same on the emergency repair. We are considering these repairs as an emergency purchase where further delay will affect the public health, safety, or welfare of the overall water system. The proposal is attached for your reference.

IT IS RECOMMENDED that the City Council confirm the administrative decision to perform the emergency purchase for contracting for the necessary repairs on the Water Treatment Plant Filter Containment System.

IT IS FURTHER RECOMMENDED that the City Council award the emergency repairs to A.Z. Shmina, Inc in the amount \$12,769.39, and that a total of \$15,000.00 be encumbered to include a 17% contingency due the full extent of concrete joint repairs not being known at this time.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: ASAP

REASON FOR DEADLINE: Perform emergency repairs to the Water Plant Filter Containment System within the allotted timeframe to maintain the overall Water Treatment Plant treatment process.

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:


Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Water Department and Customers, City Employees

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 15,000.00
Cost of This Project Approval	\$ 15,000.00
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

<u>City</u>	<u>Account Number</u>	<u>Amount</u>
General Contract Services	591-40.537-818.020	\$ 15,000.00
<u>Other Funds</u>		

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** February 10, 2010

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: February 16, 2010



A.Z. SHMINA, INC.
BUILDING CONTRACTORS • CONSTRUCTION MANAGERS

February 10, 2010

Mr. Barry LaRoy, PE
120 East First Street
Monroe, Michigan 48161

RE: Water Plant Leak Repair—Revised to Include Vertical Joint

Dear Mr. LaRoy,

Attached is my quote for \$12,769.39 to repair the leaks in the concrete wall as discussed with Monday & Tuesday with you and water plant personnel. I have included time for John Franklin to build & remove a dust partition, as discussed with Chris, as well as time for him to coordinate the work.

Sincerely,

A. Z. SHMINA, INC.

Michael Shmina

Project Manager



11711 Grand River Road • Brighton, Michigan 48116-9000
810-227-5100 • Fax: 810-227-5131 • www.azshmina.com • EOE

Project Name:
 Change Description:
 AZSI #:

Monroe Metro WWTP
 Water Plant Leak Repair
 08434

I. Job Expense

A. Supervision		\$	520.00
B. Field Engineering		\$	-
C. General Conditions		\$	-
D. OHSA & Cleanup		\$	-
E. Testing & Warranty		\$	-
TOTAL		\$	520.00

II. Coordination & Planning Expense

A. Engineering & Detailing		\$	-
B. Planning and Coordination		\$	-
C. Drafting		\$	-
D. Drawings		\$	-
E. Estimating		\$	-
TOTAL		\$	-

III. Materials & Equipment

Quantity	Unit	Work	
1		250 Dust Partition Material	\$ 250.00
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL			\$ 250.00

IV. Labor

2	520 Carpenter	\$	1,040.00
2	400 Laborer	\$	800.00
		\$	-
		\$	-
		\$	-
TOTAL		\$	1,840.00

Subtotal A.Z.S.I. Work		\$	2,610.00
Overhead & Profit	15%	\$	391.50

V. Total A.Z.S.I. Work		\$	3,001.50
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Project Name:
Change Description:
AZSI #:

Monroe Metro WWTP
Water Plant Leak Repair
08434

VI. Subcontractor Work Quotations		
Royal-Base Bid	\$	7,432.00
Royal-Veritcal Joint	\$	1,644.00
		<hr/>
B. Total Subcontractor Quotations	\$	9,076.00
C. Fee on Subcontractors	5% \$	453.80
Total Subcontractor Work	\$	9,529.80
Subtotal Items V,VI	\$	12,531.30
VII. Bond 1% of Subtotal	0.0% \$	-
VIII. S.B.T. & Contract Insurance	1.9% \$	238.09
IX. Overhead & Profit	\$	-
X. Total Proposal Quotation	\$	12,769.39

Royal Restoration & Waterproofing LLC

30633 Schoolcraft
Livonia, Michigan 48150
734-422-8446

Fax: 734-422-8447

Contractor: A.Z Shmina Inc.

Telephone: (734) 564-2129 Fax: (734) 468-0750

Contact: Michael Shmina

Project Name: Monroe Water Treatment Plant

Due Date: February 10, 2010

Scope of Work:

Chip out deteriorated concrete at the floor wall joint, perimeter of the 18" pipe and horizontal joint that separates the two tanks roughly 8'-0" above the floor line, install a open cell backer rod saturated in Sika HH LV chemical grout and patch with SikaRepair 224 mortar. \$7,432.00

North wall, grind off surface of cracks and inject Sika HH LV into cracks to seal leak \$28.50/lf

Description of Work:

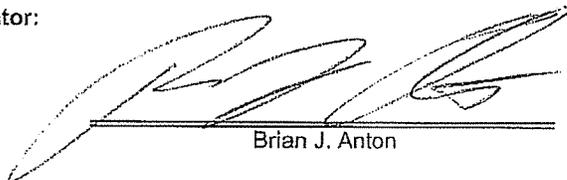
South wall starting form the east corner(exterior wall) to the vertical electrical conduit running north & south at the floor wall joint, chip out a 4" high by 4" deep angled cavity(or to sound concrete if less), insert open cell backer rod saturated with Sika HH LV and pack the remainder with SikaRepair 224 mortar, both NSF approved materials. Upper horizontal joint, chip out 3" above & below joint, 4" deep angled cavity (or to sound concrete if less) and complete the same procedure as the floor wall joint above.

Note: if the deteriorated concrete increases from the above area figured then add: \$362.00/cf .

North Wall- grind surface, drill in ports and inject Sika HH into cracks, scrape off excess grout after material has set.

Exclude: Winter conditions, confined space permits/equipment, draining water from tanks, reinforcing steel, damage to hidden/unknown M/E, water/electrical consumption, all other work.

Estimator:



Brian J. Anton

Date: February 10, 2010

Royal Restoration & Waterproofing LLC

30633 Schoolcraft
Livonia, Michigan 48150
734-422-8446

Fax: 734-422-8447

Contractor: A.Z Shmina Inc.

Telephone: (734) 564-2129 Fax: (734) 468-0750

Contact: Michael Shmina

Project Name: Monroe Water Treatment Plant

Due Date: February 10, 2010

Scope of Work:

Chip out deteriorated concrete at the vertical joint roughly 4'-0" east of the conduit bank up 12'-0" from the floor and install a open cell backer rod saturated in Sika HH LV and patch void with SikaRepair 224.

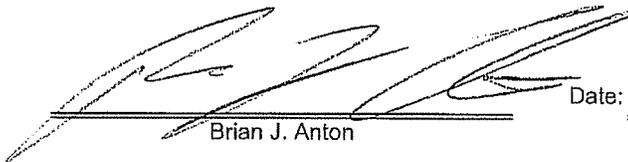
\$1,644.00

Description of Work:

Chip out a 3" x 4' deep wedge on each side of the corner or to sound concrete if less, insert open cell backer rod saturated with Sika HH LV and pack remainder with SikaRepair 224 mortar.

Exclude: Winter conditions, confined space permits/equipment, draining water from tanks, reinforcing steel, damage to hidden/unknown M/E, water/electrical consumption, all other work.

Estimator:



Brian J. Anton

Date: February 10, 2010



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Custer Equestrian Monument Conservation Project Bids

DISCUSSION: In October 2009, the Preservation Office was tasked with preparing and distributing a request for proposals (RFP) regarding conservation of the bronze Custer Equestrian Monument and the statue's granite base. The bid is to be awarded in the winter and work to be carried out in the spring prior to the centennial celebrations scheduled for first weekend in June. The work includes assessing, cleaning, conserving, and, if needed, repairing both statue and base. The project was sent to seven (7) qualified conservation firms that had either expressed an interest in the project or were believed to have the appropriate experience and expertise to carry out the work. The RFP was issued November 18, 2009 and closed bids were due on Friday, January 8, 2010, to allow prospective conservators time to view the monument in person and develop proposals.

The Preservation Office received bids from four firms ranging from an estimated low of \$11,340.50 to a high of \$32,000. The city has received funding commitments from organizations and members of the community to carry out the cleaning and conservation of the statue; however, bids did not include the cost of scaffolding or a boom truck for the proposed work. The bids addressed a number of variables, including the man-hours proposed to complete the work, the number of weeks projected (anywhere from 1 - 4 weeks) and the level of work proposed for the bronze and granite portions of the monument. In addition, the RFP requested an assessment be included to assist city staff in developing a preservation and maintenance strategy that not only addressed immediate concerns but long-term maintenance issues, as well.

The bids have been reviewed and evaluated by a committee made up of city staff; a representative of the Monroe County Historical Society; and Dr. Dennis Montagna, Program Director for the National Park Service's Monument Research and Preservation Office in Philadelphia, PA. Review criteria included a number of factors such as prior experience in bronze conservation, development of a comprehensive proposal, proposed cost, type of treatment recommended, ability to dedicate personnel to the project in the timeframe specified, and strategy proposed to address immediate and long-term preservation of the monument.

Based upon these factors, the highest scored firm was Conservation of Sculpture & Objects Studio, Inc. (CSOS) of Forest Park, IL. Although CSOS was not the lowest bidder, it presented the most comprehensive bid to meet the conditions required for the Custer Centennial and to address the treatment requirements on both the bronze and the granite portions of the project. As such, the committee is recommending that the City Council award the contract for conservation of the Custer Equestrian Monument to Conservation of Sculpture and Objects (CSOS) for an amount not to exceed \$13,300.

It is further recommended that the Mayor and/or City Manager be authorized to sign all necessary documents and/or contracts related to this project; and that the Preservation Office is designated as project manager.

Attached please find a copy of the RFP prepared by staff and the summary review sheet for the project prepared by the Planning Office.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: February 16, 2010

REASON FOR DEADLINE: In order to award contract and schedule work

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Department of Planning & Recreation

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Custer Equestrian Monument Maintenance, Preservation Office

FINANCES

COST AND REVENUE PROJECTIONS:		
	Cost of Total Project	\$13,300
	Cost of This Project Approval	\$13,300
	Related Annual Operating Cost	\$N/A
	Increased Revenue Expected/Year	\$N/A

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
		Monroe County Historical Society	\$13,300
			\$
			\$
			\$
			\$
	<u>Other Funds</u>		\$N/A
			\$
			\$
			\$

Budget Approval: _____

FACT SHEET PREPARED BY: Jeffrey Green, AICP, and Tracy Aris, Graduate Assistant **DATE:** 2.8.10

REVIEWED BY: Jeffrey Green, AICP, Interim Director / City Planner, Dept of Planning & Recreation **DATE:** 2.9.10

COUNCIL MEETING DATE: February 16, 2010

REQUEST FOR PROPOSALS FOR THE CONSERVATION OF
Sighting the Enemy in Monroe, Michigan

Section I--General Information

A. Introduction

The City of Monroe is undertaking the conservation and long-term maintenance of the monument, *Sighting the Enemy* (the Custer Equestrian Monument) dedicated in 1910. The city is seeking proposals from Monument Conservators qualified to assess, clean, conserve and, if needed, make repairs to the monument. Qualified contractors are encouraged to submit proposals to the Planning Office, Department of Planning & Recreation, 120 E. First Street, City of Monroe, Monroe, MI 48161.

B. Background - *Sighting the Enemy*

Sculptor: Edward Clark Potter, Enfield, Massachusetts
Foundry: Gorman and Company (New York and Rhode Island)
Other: John Swenson Granite Company, contractor
Hunt & Hunt, architectural firm
Date: Commissioned in 1908; Sculpture dedicated in 1910
Location: SW Corner of Elm and North Monroe Streets, Monroe MI (on the north bank of the River Raisin in the historic downtown). Relocated and rededicated at this site September 3, 1955.
Dimensions: Bronze Sculpture approximately 12'x 6'x16'
Aux Base/Mount: Grey Granite approximately 12'x 9'x 19'

The Custer Equestrian Monument (Figure 1), entitled *Sighting the Enemy* is a bronze sculpture with a granite base commissioned by the State of Michigan to commemorate the victory of Michigan's 7th Cavalry Brigade on the Rummel Field at Gettysburg on July 3, 1863. The monument was dedicated on June 4 1910 by President William Howard Taft and Elizabeth (Libbie) Custer, and it was listed on the National Register of Historic Places in 1995.

This heroic size monument shows General George Armstrong Custer sitting atop his horse with his hat in his proper right hand, reins in his proper left hand. The statue accurately portrays the uniform, saber, saddle, horse, and accoutrements of this specific Michigan Cavalry unit. The base is composed of a gray granite pedestal that was quarried in Concord, New Hampshire. Additionally, "CUSTER" is inscribed on both sides of the granite pedestal in 16-inch letters. "ERECTED BY THE STATE OF MICHIGAN" is inscribed on the front of the pedestal in V cut letters (4" to 5"). The GORHAM Co FOUNDERS signed Founder's mark appears on the bronze base of the monument along with the sculptor's signature. A painted bronze informational plaque (1'6' X 2'8') was affixed to the rear of the pedestal, possibly when the monument was relocated in 1955.

General Condition Description:

The monument appears to be in good structural condition. Similarly, the bronze equestrian appears to be structurally sound (Figure 2). Two weep holes on the underside of the horse were introduced during an earlier conservation effort. There is no indication of structural deterioration or mechanical failure.

The bronze surface exhibits a pigmented wax coating in an advanced state of failure, more apparent on the rear and proper right side of the horse and rider (Figure 3). There is evidence of brush strokes and a wax build up in some areas. (Figure 4)

The monument's polished granite base exhibits failed mortar joints and stone surfaces present a mottled appearance (Figure 5). Accretions have leached through some of the joints and been deposited on the granite (Figure 6).

In March 1992, a conservation treatment was carried out. City files indicate that at this time the bronze surface was cleaned using a ground walnut shell air abrasive process (60/200 mesh @25-35 psi) to remove deposits and friable corrosion, while retaining more firmly adhered corrosion products. It was then washed with a mild detergent before the application of protective coatings of pigmented wax (1 hot, 1 cold & 1 buff).

The granite base was cleaned with detergents and a diluted chemical [type unknown] and then pressured- washed (2,000 psi) to remove deposits. Mortar joints were tuck pointed. The bronze plaque was painted a dark brown, lettering and borders were polished, and the surface was coated with an acrylic lacquer. In the last 18 years, the monument has been maintained with additional applications of the wax during maintenance treatments performed in 1994 and in 1997/1998. In 1995, a broken left stirrup was repaired. On occasion, minor maintenance treatments have been made by city staff.

C. Project Administration

All work will be performed under contract to the City of Monroe, Michigan, supervised by Jeffrey Green. Please submit six (6) copies of your proposal to:

Jeffrey Green, AICP
Interim Director
Department of Planning & Recreation
City of Monroe, Michigan
120 E. First Street
Monroe, MI 48161
734.384.9106 (office)
jeffrey.green@monroemi.gov

All proposals must be received no later than 3:00 pm EST, January 8, 2010.

D. Length of Project

It is expected that the Conservator will complete said work between April 5, 2010 and May 7, 2010 (weather dependent). The City of Monroe reserves the right to terminate and/or alter the terms of the contract, at its discretion.

E. Pre-Bid Inspection

On Tuesday, December 8, 2009 at 11:00 A.M. (weather dependent) the monument will be available for inspection. Planning Office staff will also be available at the monument site. Please contact Jeffrey Green to indicate if you plan to attend the pre-bid inspection.

F. Communication

After review of the submitted proposals, the Conservator may be invited to discuss the proposal.

The Conservator may be required to attend a maximum of two (2) meetings with Planning staff in order to refine the project's methodology, to report on progress, and to have work reviewed. The Conservator may also be asked to address the Custer Centennial Committee or the community regarding this project.

G. Other Duties

Any work outside the negotiated scope of services will be reviewed and, if necessary, modified through a contract addendum.

H. Insurance

Respondents must maintain all applicable liability and workman's compensation insurances.

SECTION II--SCOPE OF SERVICES

All conservation proposals shall be developed to address the following objectives:

1. The overall structural integrity of the monument;
2. The conditions of stone and bronze surfaces;
3. The general appearance of the sculptural components;
4. A plan that maintains, corrects, or otherwise upgrades the conditions mentioned in items 1, 2, & 3.

Proposals should include the option to maintain the existing coating of wax for the bronze portion as well as a second option to strip off the wax (i.e., removing existing residual wax and applying a new wax coating).

Proposals should provide a professional assessment of options for the immediate conservation of the granite base and future treatment options as on-going maintenance is planned for the monument. Specifications for the mortar mix should be included and any recommendations to address failed mortar joints.

5. A plan to document the conservation process;
6. Guidelines, procedures and cost estimates for the continued maintenance of the monument following its conservation.
7. Scaffolding for the project will be provided by the City of Monroe. City staff will work with the Conservator to insure that the scaffold will be designed to facilitate safe and efficient work on the monument.

SECTION III--FORM OF PROPOSAL

The submitted proposal shall consist of five sections in the order listed below. It shall have a cover sheet and a table of contents. Failure to provide these items may result in disqualification from the bidding process.

A. Qualifications

This section should provide all pertinent information about the Conservator and/or firm. The Conservator shall demonstrate substantial expertise in the documentation and conservation of outdoor sculptural monuments and conformance to the code of ethics of the American Institute for Conservation. The Conservator and any sub-contractors shall have adequate resources to provide qualified personnel to complete all of the tasks described herein. Among the items of information should be the following:

1. The date that Conservator's practice and/or firm was established and office location.
2. A list of the specific team members or sub-contractors who will be assigned to this project. This list must include titles and assigned project tasks.
3. A list of outdoor sculpture/monument conservation and condition assessment projects completed or underway. Include a description of treatment methods, date of completion, location, and references for recent projects of a similar nature and scale to this project.
4. Submission of inventory forms, condition or examination reports, photographs or

other documentation of previous work of a similar nature.

5. A list of three client references for whom you have carried out comparable outdoor sculpture/monument conservation projects.

If any sub-contractors are to be used, similar information to that outlined above must be provided for each.

B. Management Summary

The contractor's or firm's philosophy on preservation should be included.

C. Organization of Work

This section shall outline how the Conservator intends to perform the work, including a schedule for the project. It should specify how the work is to be divided among members of the firm and sub-contractors, and which principals and/or employees will be responsible for each portion of the work.

D. Personnel

This section should include resumes and references of the principal Conservator and employees of the firm and sub-contractors who will be designated to work on the program covered by this proposal.

E. Contract/Proposed Budget

The contract shall be a fixed fee contract. A budget should include a breakdown that contains personnel costs and materials. Contractors are expected to meet prevailing wage requirements.

F. Liability Insurance Policy

Please submit a copy of the Liability Policy that you carry and will maintain during this project.

SECTION V--EVALUATION OF PROPOSALS

A. Review

The City of Monroe reserves the right to reject any and all bids received.

The Department of Planning and Recreation will evaluate the proposals and will consult with other professionals with expertise in outdoor monuments and their conservation, as appropriate.

B. Selection Criteria

- * Evaluation of Conservator and Personnel
- * Work Plan and treatment proposed
- * Budget

C. Contract Negotiations

The City of Monroe does not intend to award a contract based on any single factor contained within the response to the RFP; but it does reserve the right to consider proposals for modifications to the RFP at any time before the contract is awarded.

After review of the proposals, the conservator will be selected to finalize negotiations with the City of Monroe. The selected conservator will be the one whose proposal is deemed best to meet the City's interest and that of the structure.

During these negotiations, the Conservator will be given the opportunity to revise the proposal in order for the final contract to be prepared. Upon satisfactory completion of negotiations, a contract will be issued.

The City reserves the right to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the City to be in the best interests of the City even though it may not be the lowest bid.

Proposals must be signed by the individual or company official having authorization to bind either the individual or firm to the provisions of the proposal for a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of the award.

In the event that it becomes necessary to revise any part of the RFP, addenda will be provided; deadlines for submission of the RFP may be adjusted to allow for such revisions. The entire proposal document with any amendments should be returned with the specified number of copies on or before the date and time specified herein.

Proposals should be prepared simply and concisely providing a straightforward description of the proposed work and how the individual or firm will address the issues and questions as laid out in RFP.

All administration, preparation, and supervision of the contract will be handled by the Department of Planning and Recreation. Payments will be authorized after approval of completed work by the City of Monroe, Michigan.

D. Additional Information

Respondents are asked to provide six (6) copies of their proposal packet.

Proposals are due no later than 3 p.m. on January 8, 2010.

Proposals will not be opened publicly.

Proposals should be submitted to:

Jeffrey Green, AICP
Interim Director
Department of Planning and Recreation
City of Monroe, Michigan
120 E. First Street
Monroe, MI 48161

734.384.9106 (office)
734.243.8683 (fax)
jeffrey.green@monroemi.gov

Figure 1



Figure 2



Figure 3



Figure 4



Figure 5

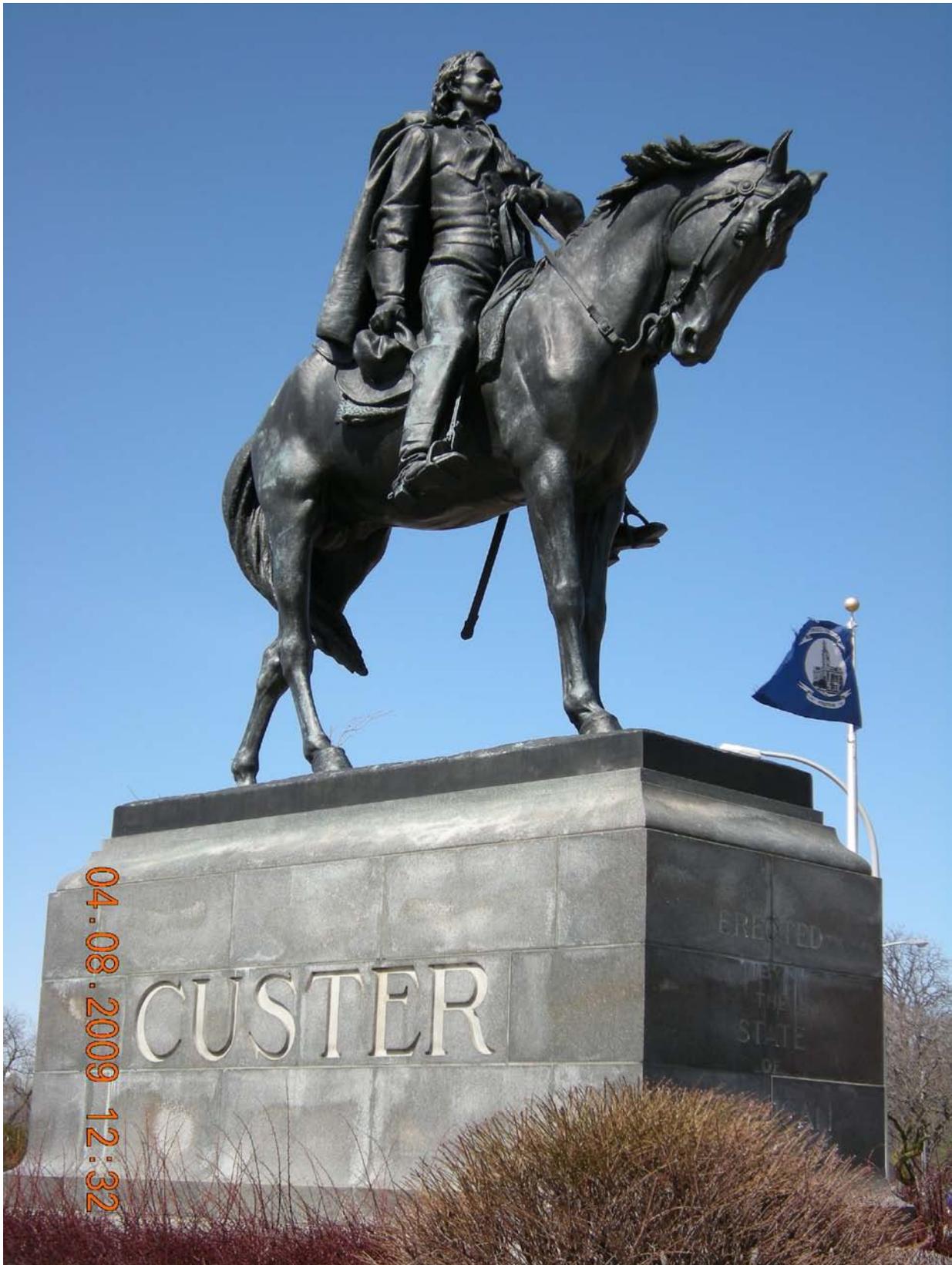


Figure 6



**Conservation of the Custer Equestrian Monument
Benchmark Summary - City of Monroe, Mi
on January, 8, 2010**

	Bidder #1 Georgetown, MA	Bidder #2 Chicago, IL	Bidder #3 Detroit, MI	Bidder #4 Monroe, MI	
1	Conservation Certications	Member, American Institute for Conservation plus others	Member, American Institute for Conservation plus others	Member, American Institute for Conservation plus others	None
2	Submitted on time	Yes	Yes	Yes	Yes
3	Approach	Maintenance	Treatment	Treatment	Not Identified
4	Personnel	40 manhours	80 manhours	3-4 Staff	Not Provided
5	Timeframe	1 week	1 week	2-3 weeks	Not Provided
6	Total Cost	\$11,340.50	\$13,300.00	\$16,000.00	\$32,000.00
7	Cost includes travel	Yes	Yes	No	No
8	Added Cost Projected	No	No	Yes @\$100 hour	No
9	Proposed added Services	No	Yes	Yes	No
10	Provided assessment for future actions	No	Yes	No	Yes