

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
OCTOBER 14, 2019 WORK STUDY MEETING 4:00 P.M.
REVISED TENTATIVE AGENDA**

ROLL CALL:

Supervisor McNamara	_____	Trustee Miller	_____
Clerk Wright	_____	Trustee White	_____
Treasurer Budd	_____	Engineer Potter	_____
Trustee Frazier	_____	Attorney McCauley	_____
Trustee Martin	_____	Secretary Montgomery	_____

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Discussion on the appointment of Denise Partridge to the Water and Sewer Commission with a term to expire June 1, 2021.
2. Discussion on the Re-appointment of Bill Osier to the Construction Code of Appeals Board with a term to expire February 28, 2022.
3. Discussion on the Revisions to the LDFA By-Laws.
4. Discussion on the adoption of Resolution 2019-13 the 2020 Salary Wage Scale and Resolution 2019-22 the 2019 Amended and 2020 Proposed General Fund Budget
5. Discussion on the adoption of Resolution 2019-25 The 2019 Amended and 2020 Proposed Special Revenues Budget.
6. Discussion on the adoption of Resolution 2019-24 the 2019 Amended and 2020 Proposed Water and Sewer Budget.
7. Discussion on the purchase of five DIRTT Walls from Elevate Interior Construction for the total amount of \$50,281.00 with four to be expensed from Cable Capital Outlay (Account #101-715-970-000) and the Assessing non-tech wall to be paid with Building & Grounds Capital Outlay (Account #101-265-970-000)
8. Discussion on the approval of the purchase from American Interiors to complete the Main Office furniture renovation to include miscellaneous furniture items including new board room audience chairs, furniture for Public Safety, and benches for the main hallway at the cost of \$168,792.27.
9. Discussion on the approval of Lawrence M. Clarke, Inc in the amount of \$139,293.00 with a 10% contingency to be used at the direction and discretion of the Water & Sewer Director to address changes and unforeseen conditions that may arise in the construction of the Belleville Square Water Main Loop Projection.
10. Discussion on the construction of an Human Resource Office as part of the Board Room Renovations at the additional cost of \$12,500.00 to be paid with Building and Grounds Capital Outlay (Account #101-265-970-000).

PUBLIC COMMENT:

ADJOURNMENT:

Charter Township of Van Buren

Agenda Item: 1

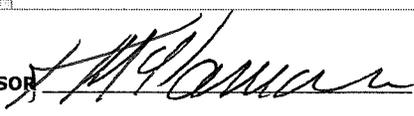
REQUEST FOR BOARD ACTION

WORK STUDY
OCTOBER 14, 2019
BOARD MEETING
OCTOBER 15, 2019

Consent Agenda X New Business X (WS) Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	Appointment of Denise Partridge to the Water & Sewer Commission
DEPARTMENT	Supervisor's Department
PRESENTER	Supervisor McNamara
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
To consider the appointment of Denise Partridge to the Water & Sewer Commission with a term to expire June 1, 2021.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Please see attached application from Denise Partridge. She will take over the term of her late husband Steve Partridge.	
BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	

CHARTER TOWNSHIP OF VAN BUREN

BACKGROUND AND PERSONAL DATA OUTLINE ON CANDIDATES FOR APPOINTMENT TO COMMITTEES, COMMISSIONS AND BOARDS

Committee, Commission or Board in which interested: _____

Water-Sewer Commission

Name: Denise Rose Partridge

Address: 46060 McBride, VBT 48111

Home Telephone: 734 391 8160 Cellular Telephone 734 140 2199

Work Telephone: — Email Address drpartridge51@gmail.com

High School: Bentley, Livonia MI

College: Some Degree/Course(s): Literature, English, History

Current Employment: —

Job Title: —

Duties performed: _____

Current membership in organizations and offices held: League of Women Voters, Michigan Dem. Club

Past membership in organizations and offices held: Belleville-Area Council for the Arts, Historical Society, Belleville AREA Democratic Club, ~~League of Women~~

Additional information and comments: Served on Water-Sewer Comm. during term of office as TWP. Trustee 2010-14.

**RETURN COMPLETED FORM TO THE TOWNSHIP SUPERVISOR'S OFFICE,
46425 Tyler Road, Belleville, MI 48111 (734) 699-8910.**


Signature

8 Oct. 2019
Date

Charter Township of Van Buren

Agenda Item: 2

REQUEST FOR BOARD ACTION

WORK STUDY
DATE: 10-14-2019
BOARD MEETING
DATE: 10-15-2019

Consent Agenda X New Business X (WS) Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	Re-appointment of Bill Osier to the Construction Code of Appeals Board
DEPARTMENT	Supervisor McNamara
PRESENTER	Supervisor McNamara
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
To consider the re-appointment of Bill Osier to the Construction Code of Appeals Board with a term to expire: 2-28-2022.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren

Agenda Item: 3

REQUEST FOR BOARD ACTION

WORK STUDY
OCTOBER 14, 2019
BOARD MEETING
OCTOBER 15, 2019

Consent Agenda X New Business X (WS) Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	Revisions to the LDFA By-laws.
DEPARTMENT	Local Development Finance Authority
PRESENTER	Supervisor McNamara
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
To consider approval of revisions to the LDFA By-laws.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Please see attached memo from Township Attorney Patrick McCauley and the attached revisions to the LDFA By-laws which were approved by the LDFA at their September 10 Regular Meeting.	
BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	_____

LOCAL DEVELOPMENT FINANCING AUTHORITY
OF THE
CHARTER TOWNSHIP OF VAN BUREN

BY LAWS

ARTICLE I

Purpose and powers. The purpose or purposes for which the Authority is organized are as follows: To encourage local development to prevent conditions of unemployment and promote economic growth; to provide for the establishment of local development finance authorities and to prescribe their powers and duties; to provide for the creation and implementation of development plans; to authorize the acquisition and disposal of interests in real and personal property; to permit the issuance of bonds and other evidences of indebtedness by an authority; to reimburse authorities for certain losses of tax increment revenues; and to authorize and permit the use of tax increment financing.

ARTICLE II

Section 1. The business and property of the Authority shall be managed and directed by the board of directors, whom will each take and subscribe to the constitutional oath. The members shall serve four (4) year terms of office from the date of their respective appointment, except as provided for in the ordinance creating the Authority, and shall be non-compensated but reimbursed for actual sanctioned expenses.

Section 2. The board shall include seven (7) members appointed by the Township Supervisor, subject to the approval of the Township Board.

Section 3. The board shall include one (1) member appointed by the county board of commissioners of the county in which the Authority is located. The board shall include one (1) member representing a community or junior college in whose district the Authority is located appointed by the chief executive officer of that community or junior college. The board shall also include two (2) members appointed by the chief executive officer of each local government unit, other than the Township which levied twenty percent (20%) or more of the ad valorem property taxes levied against all property located in the Authority district.

Section 4. The board of directors shall annually at its first regular meeting of the calendar year designate one of its members as chairperson, one of its members as vice chairperson, and one of its members as corresponding secretary. The officers so elected shall serve a term of one (1) year or any part thereof as may be determined, and until his/her successor is designated. No term of office created under this section shall extend beyond the term of the member designated. All officers shall take their respective office at the next regular or special meeting.

A. Duties of the Chairperson. The Chairperson retains the ability to discuss, make motions, and vote on issues before the board of directors. The Chairperson shall:

1. Preside at all meetings with all powers under parliamentary procedure;

2. Shall rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the board of directors;

~~3.2.~~ *Restate all motions or request the Recording Secretary to restate all motions prior to voting on said motions;*

~~4.3.~~ *Appoint sub-committees of the LDFA;*

~~5.4.~~ *May call special meetings;*

~~6.5.~~ *Review with staff, prior to a board of directors meeting, the items to be on the agenda if he or she chooses to do so;*

~~7.6.~~ *Acts as the LDFA's chief spokesman to represent the LDFA at local, regional, and state government levels;*

~~8.7.~~ *Represent the LDFA, ~~along with the Township Board LDFA member~~ before the Township Board and other boards & commissions;*

~~9.8.~~ *Perform such duties as may be ordered by the board of directors*

B. Duties of the 1st Vice-Chairperson. *The 1st Vice-Chairperson shall:*

- 1. Act in the capacity of Chairperson, with all the responsibilities, powers, and duties outlined in these bylaws, in the Chairperson's absence; and*
- 2. Perform such other duties as may be ordered by the board of directors.*

C. Duties of the 2nd Vice-Chairperson. *The 2nd Vice-Chairperson shall:*

- 1. Preside at meetings in the absence of the Chairperson and the 1st Vice-Chairperson; and*
- 2. Perform such other duties as may be ordered by the board of directors.*

D. Absence of Elected Officers. *Should neither the Chairperson, 1st Vice-chairperson, nor the 2nd Vice-Chairperson be present at a meeting, a temporary chairperson shall be elected by a majority vote of the members present under the following process:*

- 1. Any member of the board of directors may call the meeting to order.*
- 2. The first order of business after calling the roll will be to appoint a temporary Chairperson for that evenings meeting. The temporary Chairperson will be appointed by a simple majority of the members present.*
- 3. The temporary Chairperson shall assume the position immediately following their appointment.*

ARTICLE III

Section 1. All regular meetings shall be held in the Township of Van Buren, County of Wayne, Michigan.

Section 2. A regular meeting of the board of directors will be held at 2:00 PM on the second Tuesday of every other month.

Section 3. Special meetings shall be held whenever called by the direction of the chairperson, director, Supervisor of the Township of Van Buren, or any six (6) members of the board of directors on eighteen (18) hours written notice of the time and place of the meeting.

Section 4. Any six (6) members of the board of directors shall constitute a quorum, and the affirmative or negative vote of six (6) members shall be necessary for the transaction of any and all business or passage or denial of any resolution. Three unexcused absences, by any member, will result in automatic resignation from the LDFA.

Section 5. At meetings of the board of directors, business shall be conducted in accordance with Roberts Rules of Order.

Section 6. Public Comment. Public Comment contains the following imposed regulations:

- The speaker is limited to five (5) minutes;
- There shall be no debate: and
- The speaker is encouraged to provide written copies of his/her comments.

Section 7. Teleconferencing. Any member of the board of directors may attend and participate at a regular or special meeting via teleconferencing. Teleconferencing shall be subject to the following regulations:

- A quorum of the board of directors shall be physically present at the meeting.
- A speaker phone or similar device which allows the public the opportunity to listen and to participate in the meeting shall be provided at the location of the meeting where the members are physically present.
- The telecommuter shall ensure the location they select to telecommute from is quiet and any background noise is limited.
- Meeting minutes shall indicate those physically present and those present through teleconference.
- Requests to participate in a meeting via teleconference shall be made to the Chairperson/designee at least two (2) business days prior to the meeting. The Chairperson/designee shall have discretion to allow or not allow that member to attend via teleconference. The decision of the Chairperson/designee shall be final.
- The member of the board of directors telecommuting and compliant with these regulations shall not be authorized to vote on any items presented to the board of directors. When any members are teleconferencing all votes of the board of directors shall be made via roll call vote to ensure the accuracy of the vote.

ARTICLE IV

Section 1. The chairperson shall preside at meetings of the board of directors and shall do and perform such other duties as may from time to time be assigned to him/her by the board of directors. The vice chairperson shall perform the duties of the chairperson in the chairperson's absence and such other duties as shall from time to time be assigned to him by the board of directors.

Section 2. Director. The board of directors may recommend the employment and compensation of a director, subject to the approval of the Township Board. A member of the board of directors is not eligible to hold the position of director. Before entering upon the duties of his/her office, the director shall take and subscribe to the constitutional oath, and furnish a bond through the Township's existing insurance program by posting a bond in the penal sum determined in the ordinance establishing the Authority, payable to the board of directors, approved by the Township Board, and filed with the Van Buren Township Treasurer. The premium of the bond shall be deemed an operating expense of the Authority, payable from funds available to the board of directors for expenses of operation. The director shall be the executive director of the Authority. Subject to the approval of the LDFA, the director shall supervise, and be responsible for the preparation of plans and performance of the functions of the Authority in the manner authorized by Act 281. The director shall attend meetings of

the board of directors, and shall render to the board of directors and to the Township Board of Trustees a regular report covering the activities and financial condition of the Authority. If the director is absent or disabled, the board of directors may designate a qualified person as acting director to perform the duties of the office. Before entering upon the duties of his/her office, the acting director shall take and subscribe to the oath, and furnish a bond, as required of the director. The acting director shall furnish the board of directors with information or reports governing the operation of the Authority as the board of directors requires.

Section 3. All purchasing shall be in compliance with its adopted policy.

Section 4. The LDFA may authorize the director or an agent or agents of the board of directors to enter into any contract or execute and deliver any instrument on behalf of the Authority within the limits authorized by Act 281. The authorization may be general or confined to specific instances.

Section 5. The LDFA may employ such manual, technical, financial and professional assistance as in its judgment may be necessary and is incidental to carry out the purpose of the Authority when funds are available.

Section 6. The fiscal year shall begin with the first day of January and end on the 31st day of December in each year.

Section 7. The LDFA shall have an annual audit of its business and the result thereof shall be submitted to the governing body of the Township. The audit may be completed as part of the regular audit of the Township. This shall be deemed an operating expense of the LDFA.

ARTICLE V

Section 1. The board of directors shall have power to make, alter or amend the bylaws in whole or in part.

Section 2. These bylaws shall become effective upon approval of the Board of Trustees of the Charter Township of Van Buren. Until such approval, the bylaws shall be temporary bylaws for the Authority.

Charter Township of Van Buren

Agenda Item: 4

WORK STUDY
OCTOBER 14, 2019

REQUEST FOR BOARD ACTION

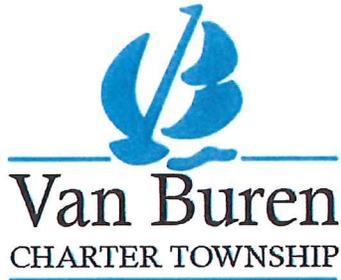
BOARD MEETING
OCTOBER 15, 2019

Consent Agenda _____ New Business X Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	Consider adoption of the following items: 1. Resolution 2019-13: 2020 Salary Wage Schedule 2. Resolution 2019-22: 2019-Amended & 2020-Proposed General Fund Budget
DEPARTMENT	Board of Trustees
PRESENTER	Supervisor McNamara
PHONE NUMBER	734-699-8900
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
To consider adoption of the following items: 1. Resolution 2019-13: 2020 Salary Wage Schedule 2. Resolution 2019-22: 2019-Amended & 2020-Proposed General Fund Budget	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Attached for review is the following: 1. Resolution 2019-13: 2020 Salary Wage Schedule 2. Resolution 2019-22: 2019-Amended & 2020-Proposed General Fund Budget As is customary, budget approval is in sequence with the following attached directives.	
BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	



TO: VAN BUREN TOWNSHIP BOARD OF TRUSTEES

FROM: Kevin McNamara, Supervisor

DATE: September 24, 2019

SUBJECT: FINAL FY-2019 AMENDED & FY-2020 PROPOSED GENERAL FUND BUDGET AND THE 2020 WAGE SCHEDULE

Attached for your review is the 2019 Amended and 2020 Proposed General Fund Budget. Appendices attached is the following:

1. 2020 Salaried Employee Wage Schedule.

As you consider the FY-2018 Amended, FY-2019 Proposed General Fund Budget and 2019 Salary Wage Schedule, please note the customary budget directives that states:

- A. Revenue in excess of those noted shall be dedicated to fund balance.
- B. Fiscal year line items, which are not expensed, shall revert to net income.
- C. Approval of appendices noted above as part of the General Fund Budget.
- D. Revenue as "Tax Administrative Fee" is to continue as is past practice. The allocated millage for Township operations 7.3364, represents .9047 for Township Operations and 6.4317 mills for Public Safety.
- E. Adoption by department total.
- F. Approval of the Resolution 2019-25 - General Fund 2019 Amended Budget supersedes any prior resolution.

**Resolution 2019 - 13
2020 Salary & Wage Schedule**

	Due 1/1/2019	2019	2% Increase	Due 1/1/2020
Supervisor	89,913		1,798.26	91,711
Clerk	86,365		1,727.29	88,092
Treasurer	86,365		1,727.29	88,092
Trustees	16,531		330.63	16,862
Executive Assistant	66,000		1,320.00	67,320
Confidential Adm Assistant, Supervisor/Assessing 5/19	43,000		860.00	43,860
Assessing Coordinator	69,811	4,000		80,000
Residential Appraiser	45,000		900.00	45,900
Deputy Clerk	76,456		1,529.13	77,985
Deputy Treasurer	81,456		1,629.12	82,985
HR Director	69,003			72,000
Public Safety Director	110,503		2,210.06	112,713
Deputy Director PS-Police	85,369		1,707.38	87,076
Deputy Director PS-Fire	85,369		1,707.38	87,076
PS Adm Asst, new 6-18-18	51,852		1,037.04	52,889
Director of Public Services, G/F	41,310		826.20	42,136
Director of Public Services, Water/Sewer	41,310		826.20	42,136
Executive Assistant, Public Services Director 6/19	52,000		1,040.00	53,040
Director Planning/Eco Dev.				TBD
W/S Director	77,659		1,553.17	79,212
W/S Superintendent	62,128		1,242.56	63,370
B & G Superintendent	62,128		1,242.56	63,370
Acct. Coordinator	69,209		1,384.18	70,593
Park/Rec. Director	66,500		1,330.00	67,830
Deputy Director Park/Rec.	51,125		1,022.50	52,147
Senior Director	54,312		1,086.23	55,398
Senior Coordinator Salary	40,000		800.00	40,800
Museum Director	45,000		900.00	45,900
IT Director	79,000		1,580.00	80,580
PS IT Coordinator	63,168		1,263.36	64,431
W/S GIS Coordinator	60,000		1,200.00	61,200
Communications Specialists (2)				55,000
<hr/>				
DDA Director	79,672		1,593.44	81,265
DDA Assistant	54,083			56,787
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Charter Township of Van Buren

Agenda Item: 5

REQUEST FOR BOARD ACTION

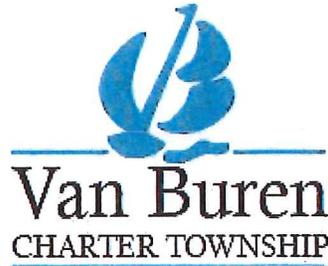
WORK STUDY
DATE: 10-14-2019
BOARD MEETING
DATE: 10-15-2019

Consent Agenda _____ New Business X Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	Consider adoption of Resolution 2019-25: 2019-Amended & 2020-Proposed Special Revenues Budget.
DEPARTMENT	Board of Trustees
PRESENTER	Supervisor McNamara
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
To consider adoption of Resolution 2019-25: 2019 Amended & 2020 Proposed Special Revenues Budget.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Please see attached Special Revenues Funds memo, along with customary directives.	
BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	



Date: September 23 2019
To: Honorable Board of Trustees
From: Kevin McNamara, Supervisor
Subject: Consider Resolution 2019-25 Approval of 2019-Amended
and 2020-Proposed Special Revenue Fund Budgets

The attached Special Revenue Funds generally reflect their purpose by their title. The Board may make separate motions for each fund or name them as a group, "Special Revenue Funds", with separate motions for each fiscal year.

The attached Special Revenue Funds are:

1. Downtown Development Authority (DDA)
2. Local Development Finance authority (LDFA)
3. Federal Forfeiture Fund
4. State Forfeiture Fund
5. E-911 Service Fund
6. Landfill Fund
7. Belleville Area Museum
8. Long Term Debt Fund
9. Capital Improvement Fund

In your consideration of approval of these funds, your attention to the following is also respectfully requested:

- A. Revenue in excess of those noted shall be dedicated to fund balance.
- B. Items not expensed shall revert to net income.

Charter Township of Van Buren

Agenda Item: 6

WORK STUDY
OCTOBER 14, 2019

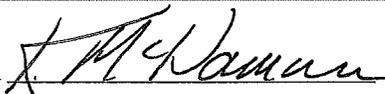
REQUEST FOR BOARD ACTION

BOARD MEETING
OCTOBER 15, 2019

Consent Agenda New Business Unfinished Business Public Hearing

ITEM (SUBJECT)	Consider adoption of Resolution 2019-24: 2019-Amended & 2020-Proposed Water & Sewer Budget
DEPARTMENT	Board of Trustees
PRESENTER	Director Taylor
PHONE NUMBER	734-699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
To consider adoption of Resolution 2019-24: 2019-Amended & 2020-Proposed Water & Sewer Budget.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren

Agenda Item: 7

REQUEST FOR BOARD ACTION

Work Study Date: 10/14/19

Board Meeting: 10/15/19

Consent Agenda _____ **New Business** X _____ Unfinished Business: _____ Public Hearing _____

ITEM (SUBJECT)	To approve the purchase of five DIRTW Walls from Elevate Interior Construction for a total of \$50,281.
DEPARTMENT	Department of Public Services
PRESENTER(S)	Matthew R. Best, Director of Public Services
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Elizabeth Renaud, Executive Assistant Public Services

Agenda topic

ACTION REQUESTED	
To approve the purchase of five DIRTW Tech Walls from Elevate Interior Construction, a partner company of the Township's interior designer, American Interiors, for a total of \$50,281. Four Tech Walls will be installed at the following locations: Main Hallway Public Notice Area, the Clerk's Office, the newly renovated Parks & Recreation entrance, and at the entrance of the September Days Senior Center. A non-Tech DIRTW wall will also be installed in the Assessing Office for privacy. The expense for the four Tech Walls will be paid with Cable Capital Outlay (Account #101-715-970-000.) The expense for the Assessing non-Tech Wall will be paid with Building & Grounds Capital Outlay (Account #101-265-970-000.)	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
See attachments.	
BUDGET IMPLICATION	\$50,281 – Capital Outlay (Cable & BG)
IMPLEMENTATION NEXT STEP	If approved, the project design will be started.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	(May be subject to Attorney/Client Privilege and not available under FOIA)
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	



MEMO

TO: Board of Trustees

FROM: Matthew R. Best, M.S.
Director of Public Services

RE: Township Hall DIRTT Walls

DATE: October 7, 2019

As part of the renovation of Van Buren Township Hall, Department of Public Services and Communication Department Staff have worked alongside Elevate Interior Construction, a partner company of the Township's interior designer, to explore an opportunity to enhance the way that we communicate with Township Hall visitors on a daily basis. Elevate Interior Construction offers a product line titled DIRTT (Doing It Right This Time), that is an innovative way to build adaptable spaces powered by advanced technology. As part of the scope of work for this project, four DIRTT Tech Walls will be installed throughout Township Hall at the following locations: Main Hallway Public Notice Area, the Clerk's Office, the newly renovated Parks & Recreation entrance, and at the entrance of the September Days Senior Center. The Tech Walls are architectural walls that support embedded TVs with a seamless glass tile overlay that is uniquely designed for each space. These sleek displays allow for notices, photos and video, and important information to be shared with the public in a consumable and attractive manner.

This upgrade in technology will transform the way that we present public notices and information to our residents and will allow for a seamless collaboration between the Clerk's Department, the Communications Department, and all other Township Departments that need to distribute information out to the community. In addition to the four Tech Walls, there will be one non-Tech wall installed in the Assessor's office for privacy. By utilizing DIRTT technology instead of standard construction we are able to save costs, have greater design freedom, and allow for on-going adaptability for changing office needs.

The expense of four Tech Walls will be paid out of Cable and Capital Outlay (GL #101-715-970-000.) The expense of Assessing non-Tech Wall will be paid out of Building and Grounds Capital Outlay (GL #101-265-970-000.) If approved by the Township Board, the contract will be awarded to Elevate Interior Construction and the project will begin. There is an approximate 4-5-week lead time from time of signed shop drawings to delivery for installation.



ELEVATE

INTERIOR CONSTRUCTION

VAN BUREN TOWNSHIP
TOWNSHIP HALL
SEPTEMBER 18, 2019

ELEVATE DIRTT

INTERIOR CONSTRUCTION

Videogame Technology + Design + Manufacturing = A BETTER WAY TO BUILD

We are a team of local experts leading the process for a multi-disciplined approach to prefab construction.



JENNIFER HENSON-PECIC
Director of Design & Construction



STEPHEN STEWART
Construction Project Manager



ANASTASIA WILDER
Interior Designer



KEVIN CUPP
Prefab Installation Technician

WE ARE DOING IT RIGHT THIS TIME

DIRTT is an entirely different way to build powered by advanced technology. It's a construction method that's faster, cleaner and more sustainable. We'll ensure you know exactly what you're going to get and how much it will cost. We're here to take the guesswork out of the equation. And as the needs for your space change, DIRTT will be ready to adapt to whatever your future brings.

DIRTT offers:

1. A digital construction platform
2. Off-site Construction
3. A positive experience in the Construction Industry

DIRTT

BENEFITS OF BUILDING BETTER



DESIGN FREEDOM

Create interiors exactly how you imagine them. The parametric nature of our solutions lets you create distinct spaces regardless of scale, scope or industry.



CLEAN INSTALLATION

Our clean installations minimize disruptions, dust, job site clutter, noise and the amount of time your space is off limits.



INTEGRATED APPROACH

We use ICEE®, our 3D visual design and specification software to take your project from initial design through to manufacturing and delivery.



ENVIRONMENTALLY SUSTAINABLE

Leverage our sustainable solutions and extensive experience with numerous green building processes to help you achieve your environmental goals.



COST ADVANTAGES

Our visual design and specification software, rapid lead times and efficient installations provide unmatched financial benefits.



ON-GOING ADAPTABILITY

Our solutions look and function as permanent features but have the capability to help you adapt to the evolving needs of your organization.



TIME OPTIMIZATION

Our clean and rapid approach to construction can reduce build times by as much as 50% when compared to traditional methods.

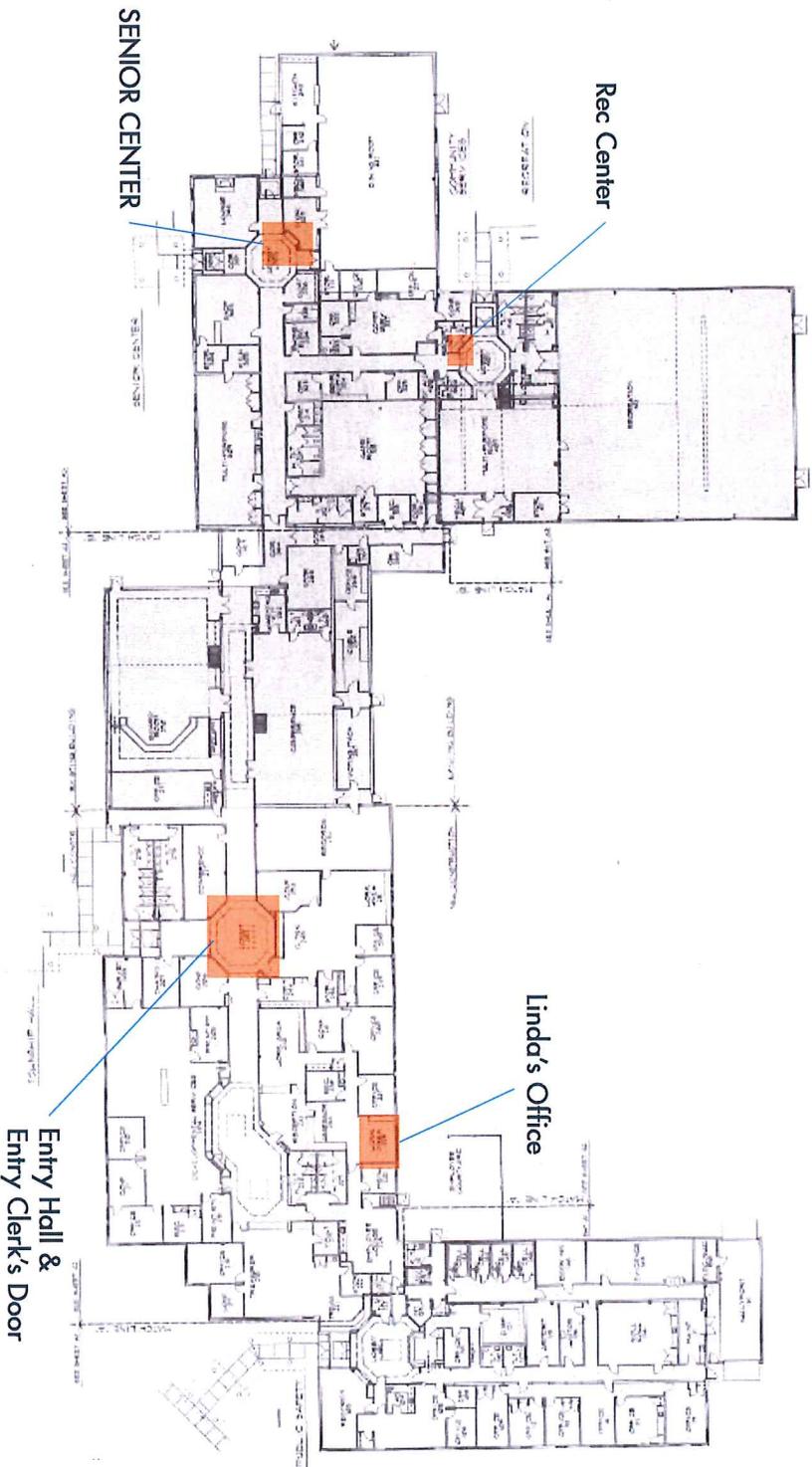


LONG LASTING QUALITY

Our solutions meet international building codes and are rigorously tested, inspected and rated for consistency, quality assurance and performance purposes.

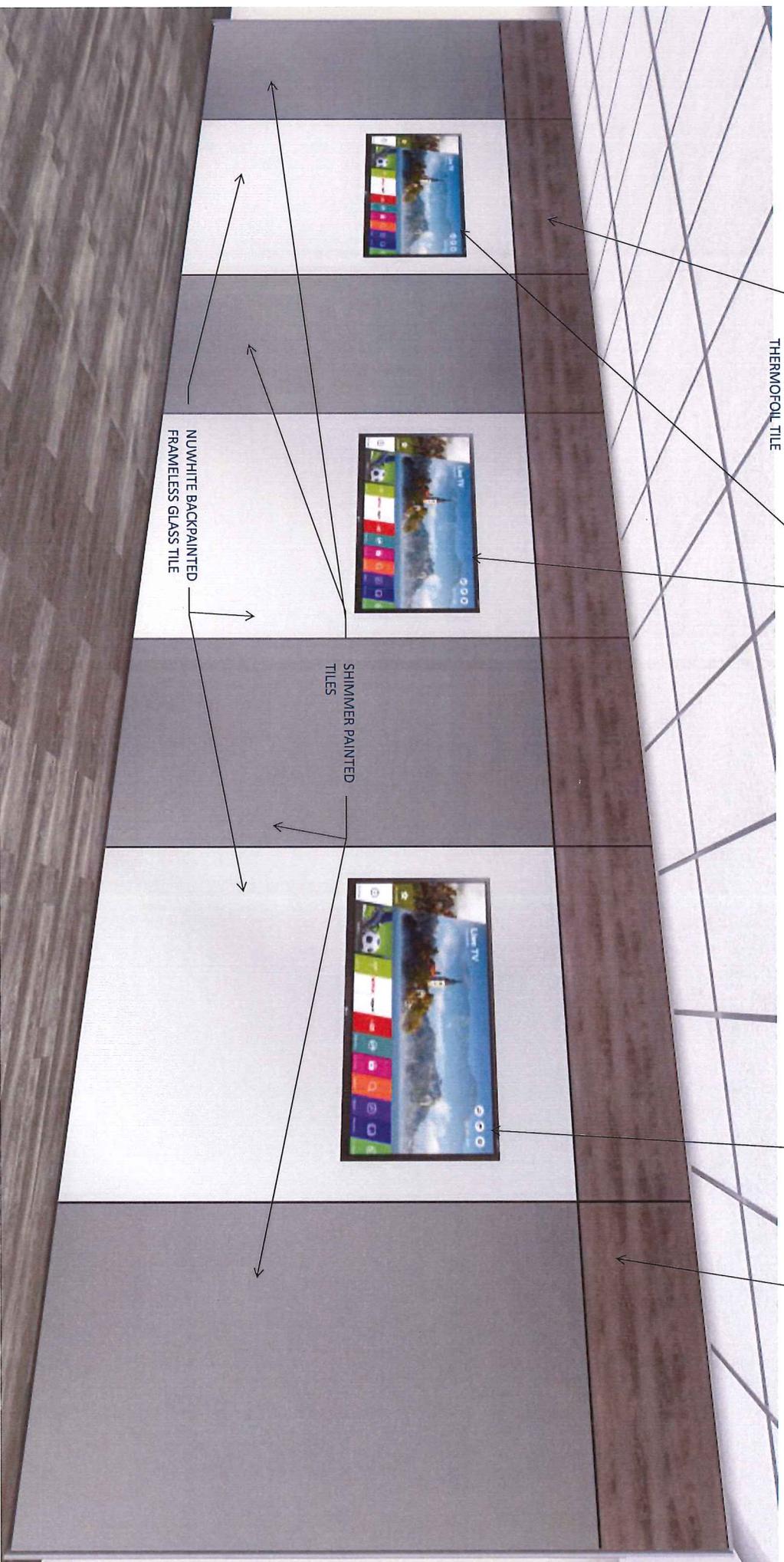
FLOOR PLAN

SCOPE OF WORK



Entry Hall

TECH WALL- (3) 55" TVs



COPERNICUS OAK LIGHT
THERMOFOIL TILE

55" EMBEDDED TV'S ALONG ARCHITECTURAL WALL WILL INCLUDE MOUNTING
BRACKETS FOR TV, AND POWER WITH 15' WHIP TIED IN AT CEILING
TV'S TO BE PROVIDED BY OTHERS
ALL AV COMMUNICATION TO BE PROVIDED IN BY OTHERS

8'-10 1/2" WALLS
CONNECT TO UNDERSIDE
OF GRID

SHIMMER PAINTED
TILES

NUWHITE BACKPAINTED
FRAMELESS GLASS TILE

Entry Clerk's Door

TECH WALL- (1) 50" TVS



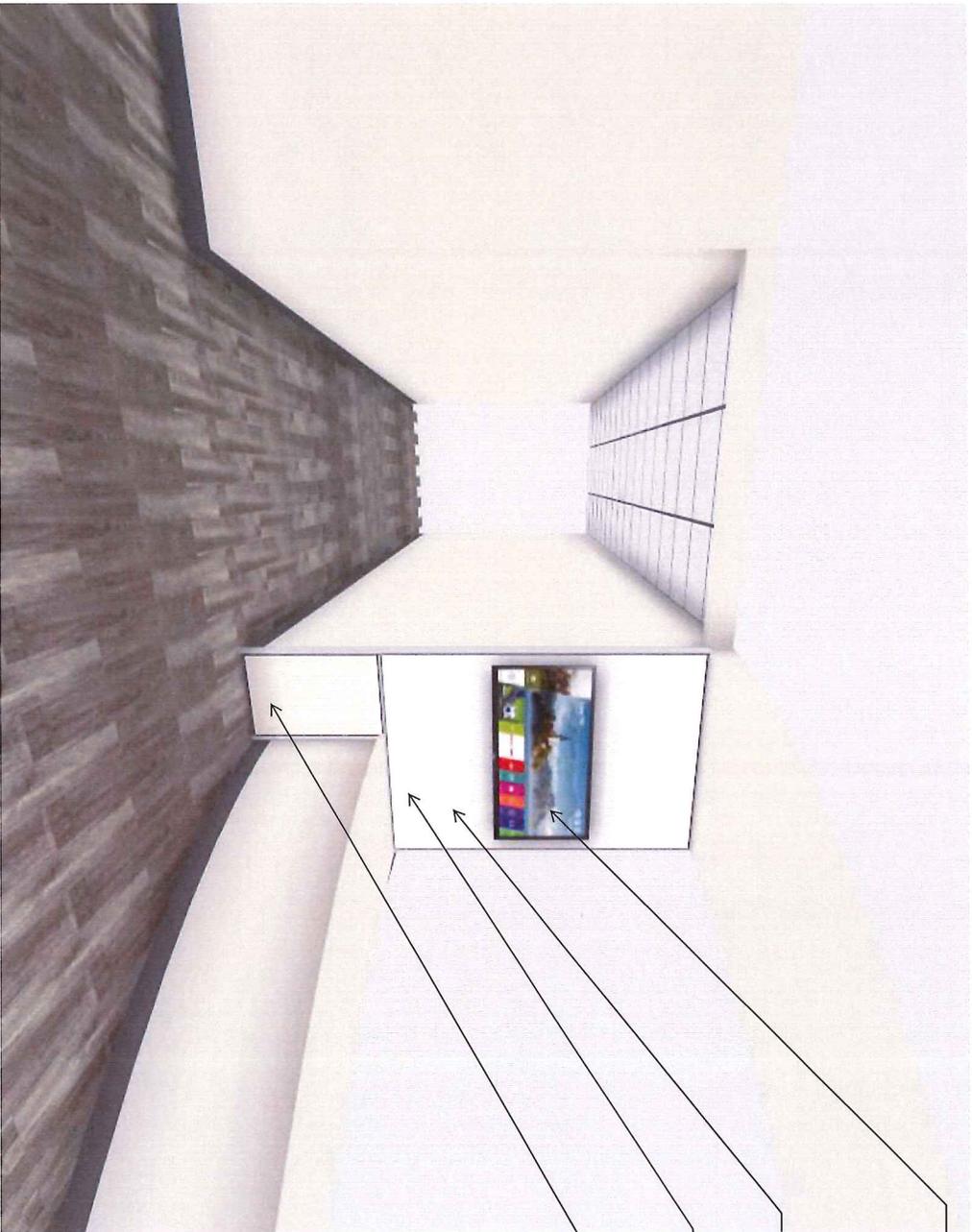
50" EMBEDDED TVS ALONG ARCHITECTURAL WALL WILL INCLUDE MOUNTING BRACKETS FOR TV, AND POWER WITH 15' WHIP TIED IN AT CEILING
TVS TO BE PROVIDED BY OTHERS
ALL AV COMMUNICATION TO BE PROVIDED IN BY OTHERS

8-8 1/2" WALLS
CONNECT TO BULKHEAD

NUWHITE BACKPAINTED
FRAMELESS GLASS TILE

Rec Center

TECH WALL- (1) 48" TVs



40" EMBEDDED TVs ALONG ARCHITECTURAL WALL WILL INCLUDE MOUNTING BRACKETS FOR TV, AND POWER WITH 15' WHIP TIED IN AT CEILING
TVS TO BE PROVIDED BY OTHERS
ALL AV COMMUNICATION TO BE PROVIDED IN BY OTHERS

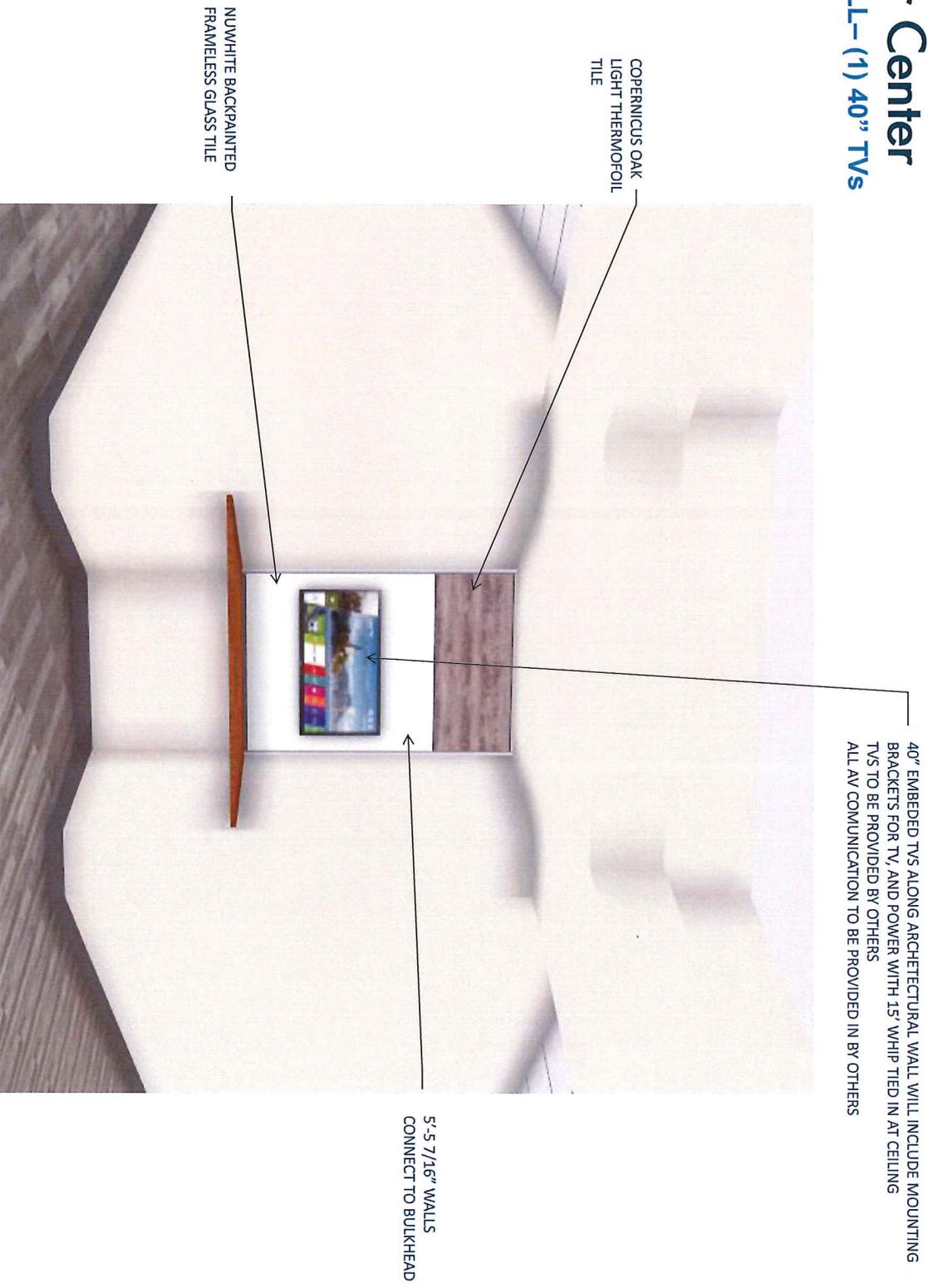
8'-8 1/2" WALLS
CONNECT TO BULKHEAD

NUWHITE BACKPAINTED
FRAMELESS GLASS TILE

MISSION WHITE
THERMOFOIL TILE

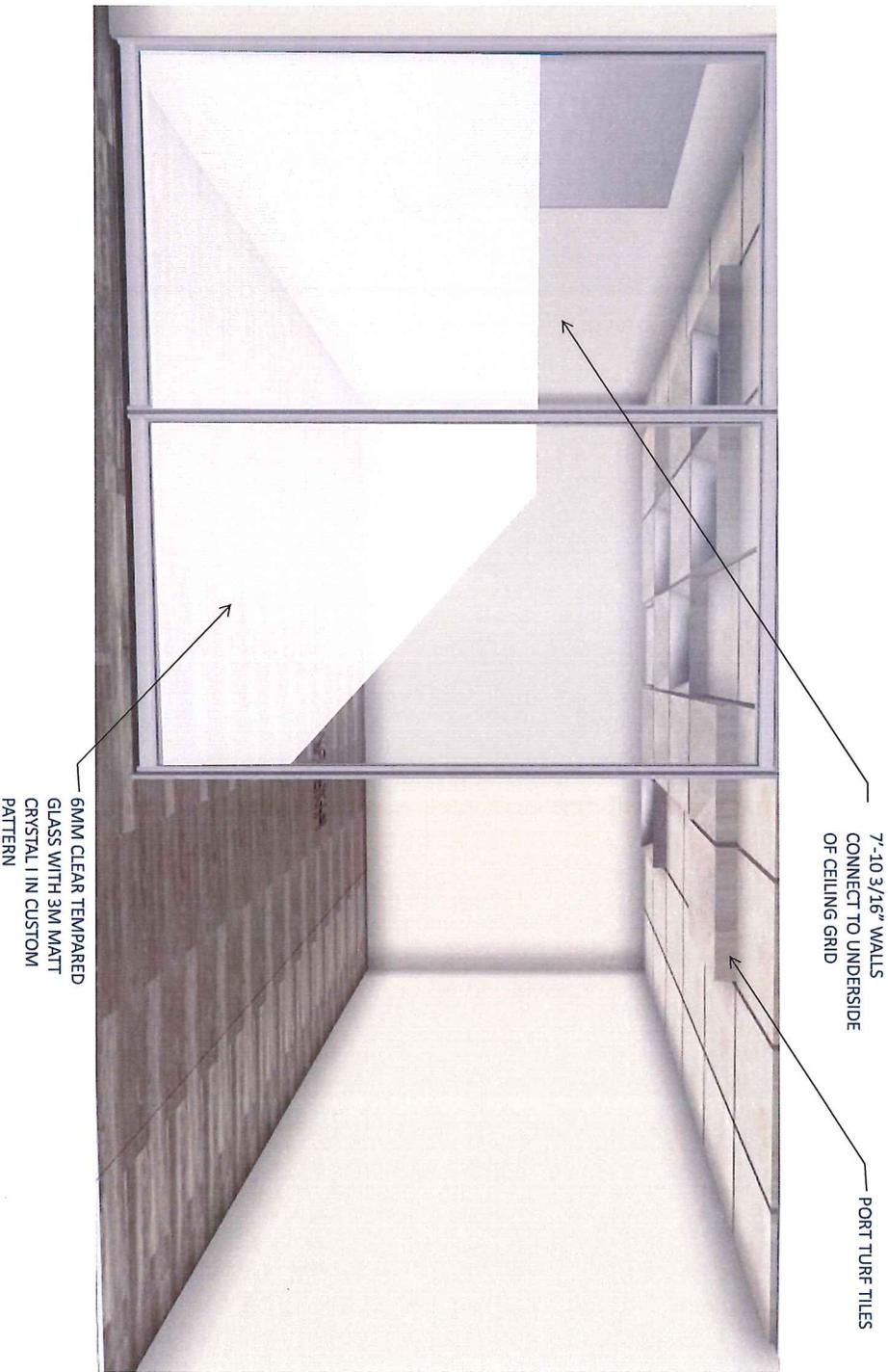
Senior Center

TECH WALL- (1) 40" TVs



Linda's Office

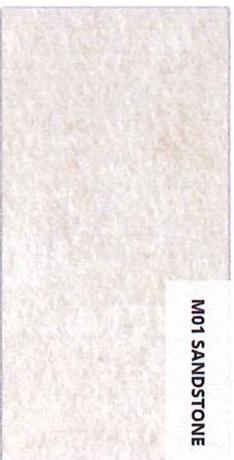
GLASS WALL- WITH TURF TILES



7-10 3/16" WALLS
CONNECT TO UNDERSIDE
OF CEILING GRID

PORT TURF TILES

6MM CLEAR TEMPERED
GLASS WITH 3M MATT
CRYSTAL I IN CUSTOM
PATTERN



5 mm colors



NOTE: PORT TILES ARE ONLY AVAILABLE IN THE COLORS ABOVE. OTHER OPTIONS ARE AVAILABLE IN OTHER COLORS.

PRICING SUMMARY

ELEVATE INTERIOR CONSTRUCTION

WALL PRICING: \$50,281

Includes Entry Hall, Clerk Wall, Rec Center, Senior Center, and Linda's Office
TVs not included

*Pricing includes all material, freight, tax, and non union, regular hours installation

TURF PRICE: \$4,857.68

*Pricing includes all material, freight, tax, and non union, regular hours installation

PLEASE SEND ALL PURCHASE ORDERS TO ORDERSDET@ELEVATEIC.COM
PRICING AND DESIGN BASED ON MEETING WITH ELEIZABETH RENAUD & MATT BEST
ON 9.12.19.

LEAD TIME

Approximately 4-5 weeks from time of signed shop drawings to delivery for installation start. After Customer acceptance and prior to order, field dimensions are verified and hold dimensions are agreed upon if required.

CLARIFICATIONS

- Non-Union Labor Included
- Single mobilization and single phase
- Work to be completed during Straight time work M-F
- Assumes 1st floor install and street offroad
- Free and Clear access to Work Area
- Adequate facilities for off-loading, staging, moving, and handling of products near work area shall be provided.
- Furniture/obstructions removed by others prior to mobilization unless otherwise noted
- Installing in finished area (Painted Walls, Finished Ceiling, Finished Flooring)
- One week turn around for shop drawings once Contract/PO received
- Requires 50% deposit and signed and dated shop drawings prior to placing order

INCLUSIONS

- Receiver/Deliver/Install based on scope of work provided
- Product Specifications/Finishes in as indicated in scope of work provided
- Coordination Inclusions: Site visits, construction mtg, trade coordination, & shop drawings
- Final Site Dimensions or Coordinated Hold-To's
- Clean up of our work area only – Broom clean
- Final Punch Walk
- One Final wipe down of product
- Complete all punches necessary

EXCLUSIONS

- Demolition
- Stair Carry
- Special Hoisting
- OT or Premium Time
- Permits/Bonds
- Dedicated non-working safety person
- Site specific orientations/Classes/Safety certifications
- Relocation of Product/Furnishings by others
- Any added Insurance requirements
- Electrical or Mechanical work that's not Pre-Manufactured in Wall System
- Delays caused by others
- Floor/Wall Protection
- Dumpsters/removing debris from site via truck
- Parking and Shutting Costs

TERMS AND CONDITIONS

ELEVATE INTERIOR CONSTRUCTION | AMERICAN INTERIORS

PRICES

Prices quoted are firm for 30 days from date of proposal. Prices quoted may not include applicable sales, use or excise taxes. Such taxes will be added to the invoice at the time of billing.

ACCEPTANCE

Acceptance of any proposal is only upon receipt by American Interiors of a signed copy of this agreement or purchase Order.

DELIVERY AND INSTALLATION

All job sites shall be clean, clear, and free of debris prior to installation. Electric current, heat, light, hoisting and/or elevator service will be furnished without charge to Seller. Adequate facilities for off-loading, staging, moving and handling of merchandise shall be provided. Delivery and installation will be made during normal working hours. Additional labor costs resulting from overtime work performed at the Customer's request will be passed on to the Customer. Seller is responsible for proper installation of all furniture in accordance with the drawings, plans, and construction/installation schedule Customer has provided to Seller. Seller's ability to erect, assemble, install, permanently attach, or bolt in place movable furniture is dependent upon agreements made by trade unions at the job site. If applicable trade regulations at the time of installation require employing tradesmen to complete the installation, the cost will be paid by the Customer. Delays or damages due to site conditions at the time of delivery are the sole responsibility of the Customer.

Merchandise delivered and brought onto the job site by the Seller or its shipper as scheduled shall be inspected and fully accepted at the time of delivery by the Customer, subject only to any final installation thereof to be performed by the Seller. Failure to report any shortages, damages, or errors in writing, and/or failure to reject non conforming or damaged goods, at the time of delivery will constitute Customer's full acceptance of the merchandise, subject to any damage claims as a result of

installation. Customer and Seller will conduct an inspection of the products and the installation thereof. Upon satisfactory completion of the inspection, Customer shall inform Seller. At Customer's request and at no additional charge, Seller will return to the job site at any time within six months after project completion in order to correct any Customer "punch list" items. Upon delivery of product to Customer's site, or into storage negotiated by Customer, if job site is not ready on mutually agreed upon date, Customer assumes all risk of loss of delivered/stored product and shall not be released from any obligation under this agreement due to product's loss, damage, or disrepair following delivery/storage unless such loss, damage or disrepair results from the actions or inaction of Seller or Seller's employees, agents or contractors. If special packaging, handling, damage, or storage at other than Seller's warehouse is required that is not provided in the specifications, any additional charges will be paid by the Customer.

CANCELLATION

It is understood that the Products covered by this Quotation are to be specially ordered by Seller to meet Customer's particular specifications. For this reason, upon order placement and acceptance by the relevant manufacturer, orders cannot be canceled or returned following order placement. Any changes to the product after awarded will result in a change of price. The same bid pricing structure will apply to any additions or deletions.

DELAYS

Prices quoted are based on delivery and invoicing of merchandise as available in whole or in part on or after scheduled delivery date. Should Customer be unable to receive merchandise as agreed, merchandise available for delivery will be invoiced and payment is due in accordance with this agreement.

STORAGE AND HANDLING CHARGES

Buyer agrees that the premises for the delivery and installation of the Products will be available not later than the end of the applicable Lead Time (defined as the period of time, expressed in weeks, between the date the order is placed and accepted by the relevant manufacturer and the date the manufacturer commits to ship the Products). Provided the Products are not delivered prior to the end of the applicable Lead Time, if the premises for delivery and installation are not available, Seller will endeavor to work within the constraints imposed, and will try to accommodate the Buyer's schedule as best as possible. In the event no reasonable alternative is found, Buyer will provide safe and adequate storage space. If the storage space provided is not conveniently located to the installation site or in some other way necessitates excess handling, Buyer agrees to pay Seller's handling charges, storage charges and transportation charges. If the Product must be moved from or within the site due to the progress of other trades, or other reasons attributable to Buyer, Seller will provide reasonable accommodation. Should the progress of other trades or reasons attributable to Buyer necessitate excessive movement of product by Seller, Buyer agrees to pay Seller's handling charges.

DEPOSITS AND PAYMENT TERMS

A deposit of 50% is required. Terms of sale are: the remaining 50% of the total price shall be paid within 30 days after Customer receives an invoice from Seller (with Seller agreeing not to submit an invoice until after Seller has been invoiced by its supplier). A delinquency charge of 1.50% assessed monthly against any amounts not paid within these terms will be added to such amounts. Payment may only be withheld for merchandise invoiced, but either conditionally accepted by Customer with Seller's written consent or rejected by customer because of damage or non-conformance, until Seller remedies the situation. Payment may not otherwise be withheld. Customer is responsible for Seller's costs, including reasonable actual attorney fees, incurred in the enforcement of payment terms.

INVOICING

Direct shipments from manufacturers will be invoiced upon shipment from the manufacturer. Services not related to purchase of product, unless otherwise negotiated, will be invoiced after the services are substantially completed, as determined by the Seller.

GENERAL LIABILITY

No liability shall accrue against Seller as a result of any breach of these terms and conditions resulting from any work stoppage, act of God, unauthorized delays by the manufacturer, or other delay beyond Seller's control.

FREIGHT

Unless otherwise noted, all applicable freight charges may not be included in the price quotation and will be invoiced as a separate line item.

WARRANTIES

Seller makes no warranties of product sold hereunder whatsoever, including any warranty of merchantability or warranty that the furniture is fit for any particular purpose. Seller agrees to act as Customer's agent in event of claims of defective materials or workmanship that may be made within the warranty period stated by the manufacturer, supplier, or fabricator. The Customer shall rely exclusively upon warranties provided by the manufacturer, supplier, or fabricator of all products sold hereunder. If the seller is asked to perform warranty work and it is subsequently determined that the furniture is not covered by any warranty, Customer will be charged for the service at the then current rate.

TITLE

Seller retains title to all goods until Customer has performed all it's obligations under this agreement and the purchase price of the goods and related services has been fully paid to the Seller.

MISCELLANEOUS

Terms and conditions as set forth herein may be altered only upon the written approval of both the Customer and the Seller. By acceptance of this Agreement, Customer acknowledges receipt of a duly executed duplicate copy of this Agreement.

LIMITED WARRANTY

DIRTT

LIMITED WARRANTY

DIRTT Environmental Solutions ("DIRTT"), 7303 – 30TH Street SE, Calgary, AB Canada T2C 1N6, warrants the products sold by DIRTT to be free from defects in material and workmanship in normal use and service. DIRTT will repair or replace any defective parts falling under this limited warranty for ten (10) Years from the date of purchase and will be responsible for reasonable labor and shipping costs incident to repairing or replacing any such defective parts, subject to the exclusions set forth herein. This limited warranty does not cover any damage that occurs as a result of installation or normal wear and tear. This limited warranty will also not cover any damage from force majeure.

The benefits of this limited warranty shall extend only to the original buyers of DIRTT products purchased through DIRTT's authorized Distribution Partners, and not to any subsequent purchasers or third parties. Any product, part, or component must have been installed, maintained and used in the manner in which they were intended according to DIRTT's published information at www.dirtt.net, in order to be eligible for coverage under this limited warranty and must not have been subject to misuse or abuse.

WHAT WILL WE DO TO CORRECT THE PROBLEMS?

DIRTT will repair or replace, at DIRTT's option, any part of the product, or the entire product, that is defective in material or workmanship in normal use and service. DIRTT may require inspection by a factory representative prior to any repairs or replacement. For additional information regarding this warranty please contact your DIRTT Distribution Partner.

HOW DO YOU GET SERVICE?

Contact your DIRTT Distribution Partner. He or she will identify or verify the problem and notify DIRTT. Pictures may also be needed to help the DIRTT Team determine problem areas. Warranty claims and resolution will be handled by your DIRTT Distribution Partner.

ARE THERE EXCEPTIONS?

Some. For example, DIRTT's warranty does not cover:

- Customer's Own Materials (COM) – textiles, finishes, etc.
- DIRTT tests Customer's Own Material (COM) and other client-supplied items for manufacturing quality only and does not provide any warranty with regard to these materials;
- Maintenance of other manufacturers' products, except to pass through their warranty where applicable and where possible;
- Normal wear and tear;
- Natural variations in wood grain or the presence of character marks; Changes in surface finishes due to aging or exposure to light;
- The colorfastness or the matching of colors of textiles, including an exact match to cuttings or to swatch cards;
- Products exposed to extreme environmental conditions or improper storage;
- Damage due to force majeure.
- DIRTT Barn Door V2 Softclose has Limited 1 Year Warranty. Abuse not covered.

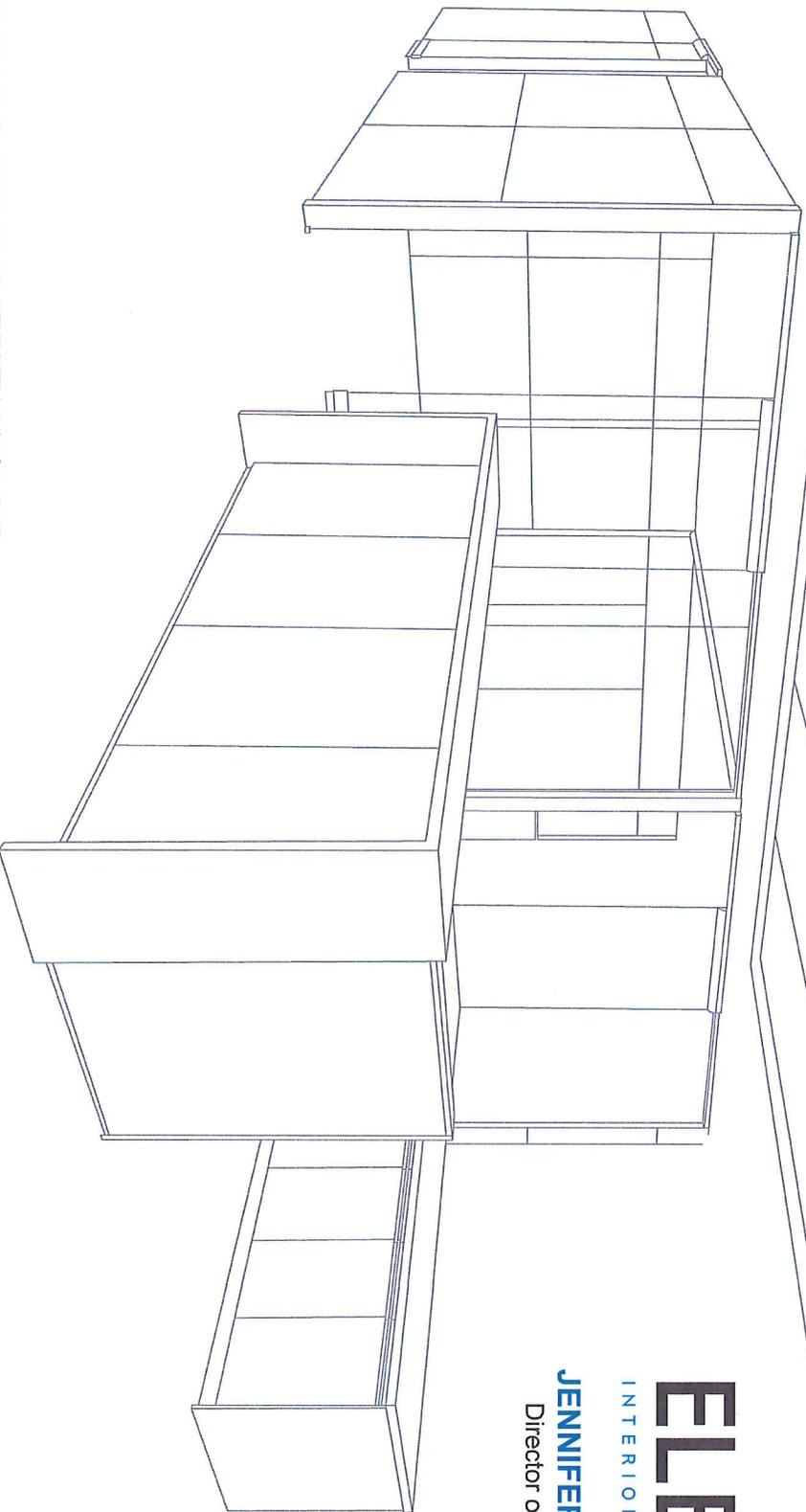
THE FOLLOWING WILL VOID THE WARRANTY:

- Failure to apply, install or maintain products according to published DIRTT instructions and guidelines available at www.dirtt.net (if you do not already have one, you may either request a password to gain access to these documents, or have them emailed to you.);
- Any abuse, misuse, or accident;
- Alteration or modification of the product.

THIS WARRANTY APPLIES WORLDWIDE:

EXCEPT FOR THE EXPRESS WARRANTY CONTAINED HEREIN, DIRTT MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. ALL OTHER WARRANTIES, HOWSOEVER ARISING, ARE HEREBY EXCLUDED. IN NO EVENT SHALL DIRTT BE LIABLE FOR ANY LOSS OF PROFITS OR ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, EVEN IF ADVISED OF THE POSSIBILITY OF THE SAME, AND THE SOLE REMEDY OF DIRTT DISTRIBUTION PARTNERS' AND THEIR CUSTOMERS SHALL BE, AT DIRTT'S ELECTION, REPAIR OR REPLACEMENT OF THE DEFECTIVE PART(S) OR PRODUCT(S) UNDER WARRANTY, OR THE RETURN OF ALL PAYMENTS RECEIVED BY DIRTT WITH RESPECT TO SUCH PRODUCT(S). THE REMEDIES SET FORTH IN THIS INSTRUMENT ARE EXCLUSIVE, AND THE LIABILITY OF DIRTT WITH RESPECT TO ANY CONTRACT OR SALE OR ANYTHING DONE IN CONNECTION THEREWITH, WHETHER IN CONTRACT, IN TORT, UNDER ANY WARRANTY, OR OTHERWISE, SHALL NOT, EXCEPT AS EXPRESSLY PROVIDED HEREIN, EXCEED THE PRICE OF THE PRODUCT(S) ON WHICH SUCH LIABILITY IS BASED.

THANK YOU



ELEVATE
INTERIOR CONSTRUCTION

JENNIFER HENSON-PECIC

Director of Design & Construction

jhpecic@elevateic.com

248.459.0787

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Charter Township of Van Buren

Agenda Item: 8

REQUEST FOR BOARD ACTION

Work Study Date: 10/14/19
Board Meeting: 10/15/19

Consent Agenda _____ **New Business** X _____ Unfinished Business: _____ Public Hearing _____

ITEM (SUBJECT)	To approve the purchase from American Interiors to complete the Main Office furniture renovation. This purchase also includes miscellaneous furniture items including new board room audience chairs, furniture for Public Safety, and benches for the main hallway. Total furniture cost is \$168,792.27.
DEPARTMENT	Planning & Economic Development
PRESENTER(S)	Matthew R. Best, Director of Public Services
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Elizabeth Renaud, Executive Assistant Public Services

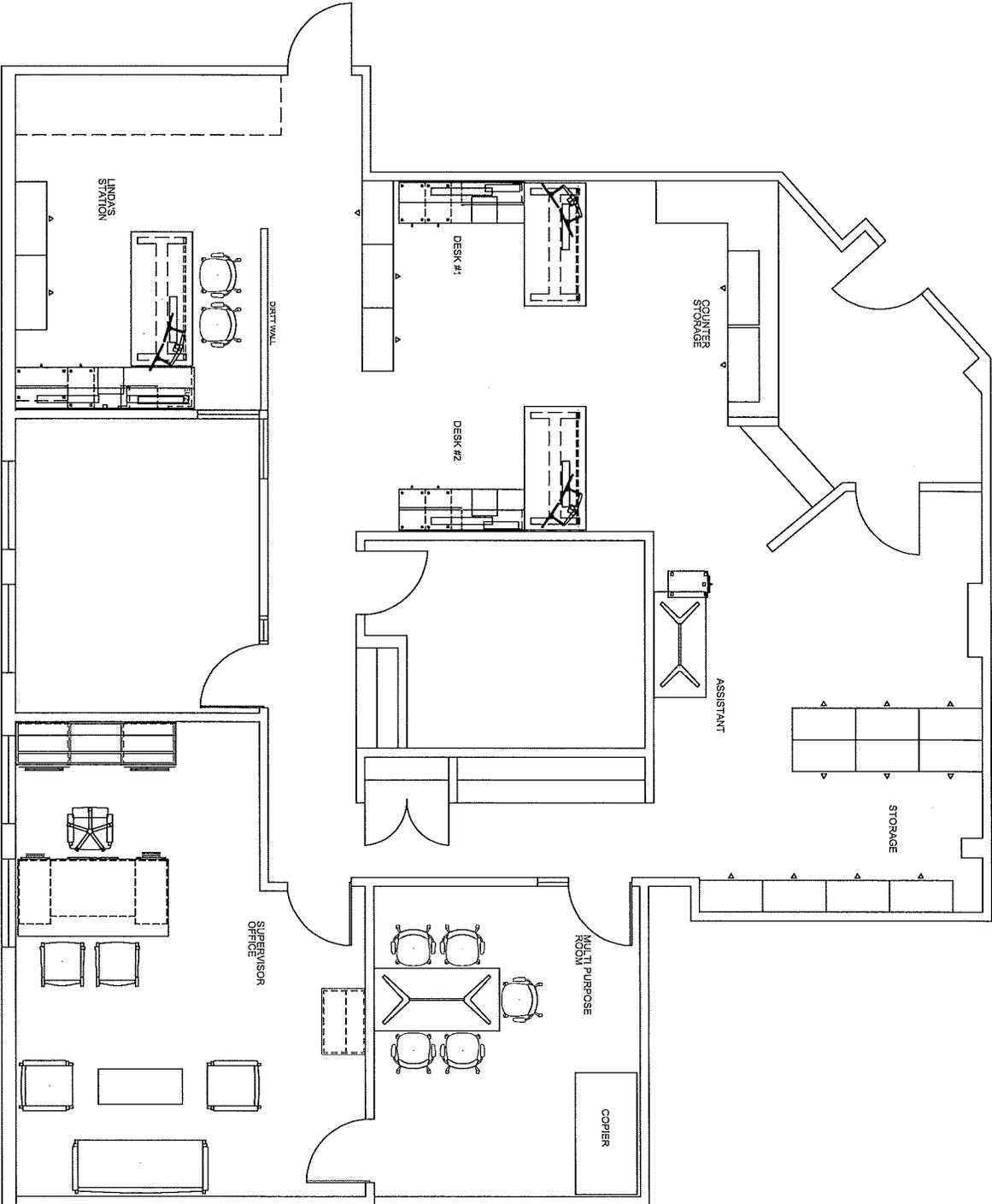
Agenda topic

ACTION REQUESTED	
To approve the purchase from American Interiors to complete the Main Office furniture renovation. This purchase also includes miscellaneous furniture items including new board room audience chairs, furniture for Public Safety, and benches for the main hallway. Total furniture cost is \$168,792.27. All of these expenses were previously approved in the 2019 Budget. Please see attached sheet for breakdown.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
See attachments.	
BUDGET IMPLICATION	None. The items were part of the approved 2019 Budget
IMPLEMENTATION NEXT STEP	If approved, furniture order will be placed.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

Van Buren Township Furniture Order

Fall 2019

Main Office Furniture	\$	137,442.65
Public Safety Furniture	\$	11,003.37
Board Room Chairs	\$	8,616.71
Benches and Lockers	\$	8,184.54
Labor for Misc.	\$	3,545.00
Total	\$	168,792.27



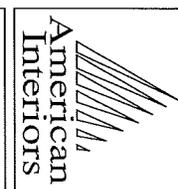
DATE: 08.12.19
 REVISED: 08.03.19
 10.03.19

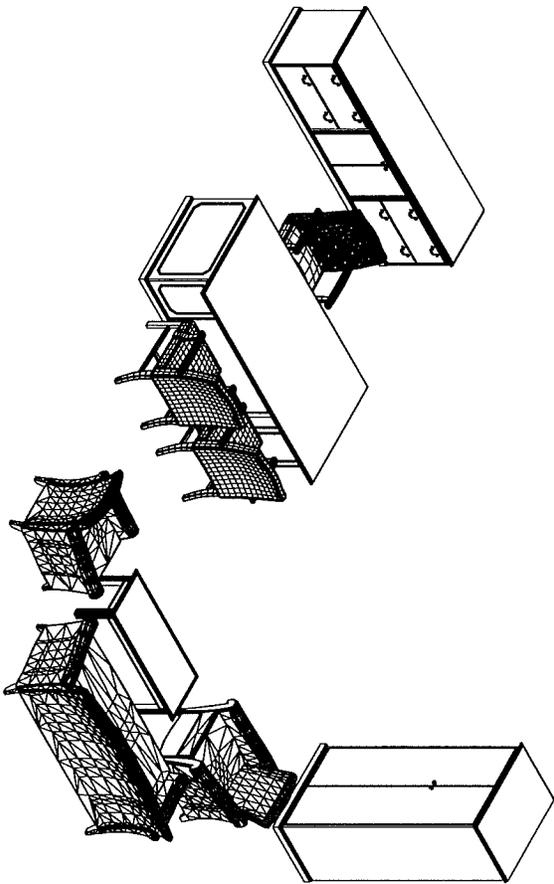
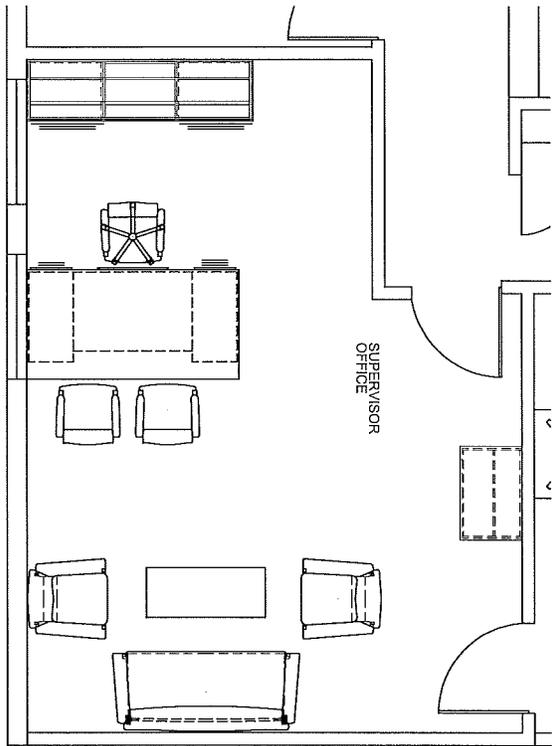
CLIENT: VAN BUREN TOWNSHIP
 PROJECT DESCRIPTION: ASSESSOR'S OFFICE PLAN
 SCALE: NTS
 APPROVAL:

DESIGNER: J.SIKORSKI
 PROJ MGR: R.SPOUTZ
 ACCT EXEC: J.GORDON

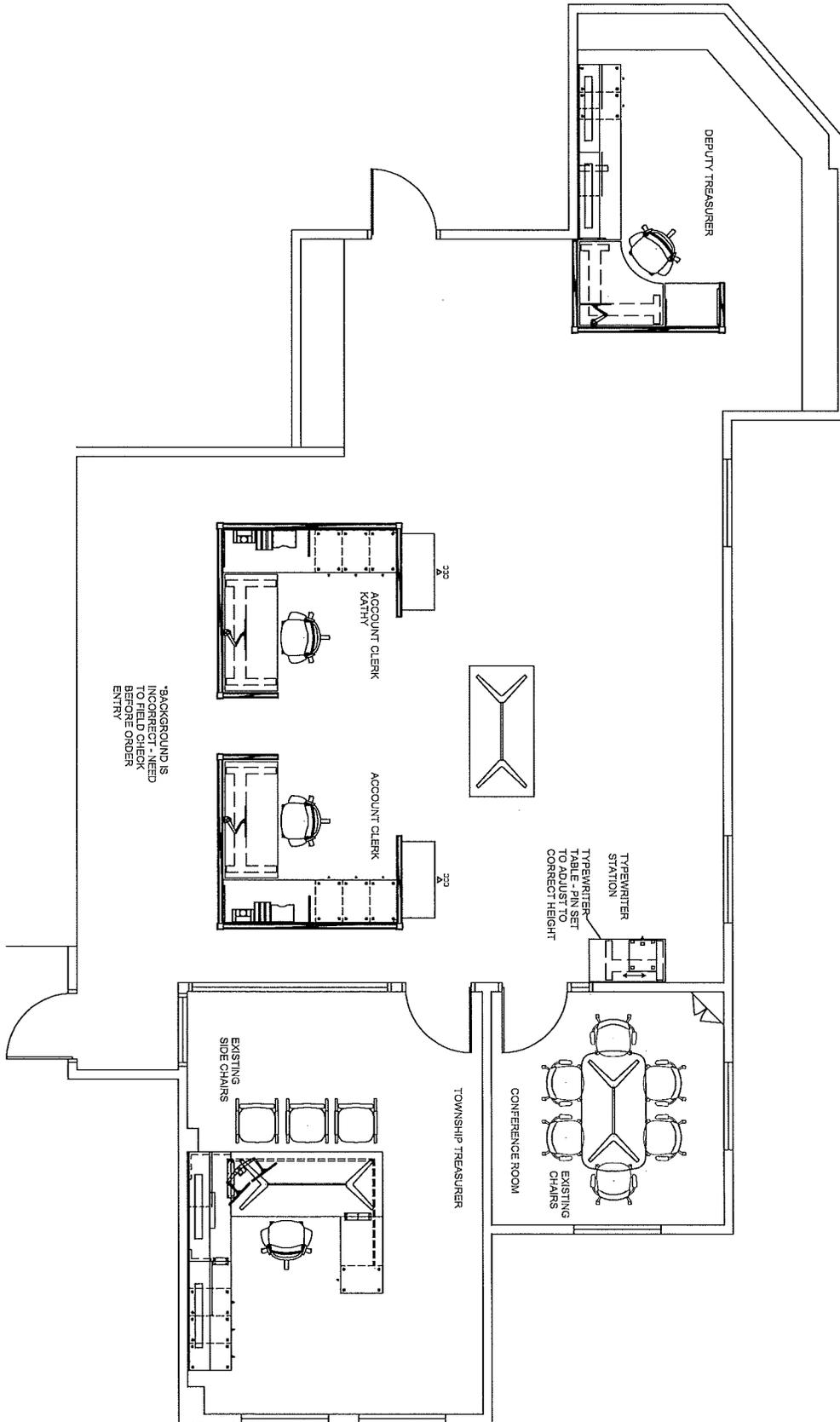
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American Interiors
 28550 Hudson Drive
 Novi, MI 48077
 Phone: 248.624.2255
 Fax: 248.624.7755





DATE: 09/25/19 REVISED: 10/03/19 COPYRIGHT AMERICAN INTERIORS, INC. 2006. ALL RIGHTS RESERVED	CLIENT: VAN BUREN TOWNSHIP	DESIGNER: J.SIKORSKI	American Interiors 29550 Hudson Drive Novi, MI 48377 Phone: 248.624.2255 Fax: 248.624.7755		
	PROJECT DESCRIPTION: SUPERVISOR'S OFFICE	PROJ MGR: R.SPOUTZ			<small>This drawing is the exclusive property of American Interiors, Inc. Any use or disclosure of this drawing without the written authorization of American Interiors, Inc. constitutes agreement by you to pay to American Interiors, Inc. a license fee in the amount of \$2,000.00.</small>
	SCALE: 1/4" = 1'-0"	ACCT EXEC: J.GORDON			
	APPROVAL:				



CLIENT: VAN BUREN TOWNSHIP	DESIGNER: J.SIKORSKI PROJ MGR: R.SPOUTZ ACCT EXEC: J.GORDON	American Interiors 29550 Hudson Drive Novi, MI 48317 Phone: 248.624.2255 Fax: 248.624.7755	
PROJECT DESCRIPTION: TREASURER'S OFFICE PROPOSED PLAN	<small>This drawing is the exclusive property of American Interiors, Inc. Any use or disclosure of this drawing without the written authorization of American Interiors, Inc. constitutes an agreement by you to pay to American Interiors, Inc. a license fee in the amount of \$2,000.00.</small>		
DATE: 04.29.19 REVISED: 08.12.19	SCALE: NTS APPROVAL:		
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Charter Township of Van Buren

Agenda Item 9

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE:
2019-10-14

BOARD MEETING DATE:
2019-10-15

Consent Agenda _____ New Business X Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	Belleville Square Water Main Loop Project
DEPARTMENT	Water & Sewer - Public Services
PRESENTER	Director James T. Taylor
PHONE NUMBER	734-699-8947
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Paul Kammer – Township Engineer

Agenda topic

ACTION REQUESTED	
Recommend to the Township Board to award a contract to Lawrence M. Clarke, Inc. in the amount of \$139,293.00. I also recommend that a 10% contingency amount (\$13,930.00) be approved for use at the direction and discretion of the Water & Sewer Director to address changes and unforeseen conditions that may arise during construction.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
A request for bids was advertised and six bids were received. The low bidder for the water main project was Lawrence M. Clarke, Inc. Their bid of \$139,293.00 is \$20,581.75 lower than the next bid of \$159,874.75. (See attachments)	
BUDGET IMPLICATION	The total requested amount, including a 10% contingency, \$153,223,.00. The project is being funded from Water & Sewer Capital Outlay Account 592-537-970-000
IMPLEMENTATION NEXT STEP	Approval by Township Board, execute contract.
DEPARTMENT RECOMMENDATION	Approval of contract with Lawrence M. Clarke, Inc. and authorize Supervisor and Clerk to execute contract.
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	The Director of Water & Sewer requests that the Board of Trustees approve this contract as a new business agenda item at the October 15, 2019 Board meeting.
APPROVAL OF SUPERVISOR	



DEPARTMENT OF PUBLIC SERVICES WATER & SEWER

DATE: October 14, 2019
TO: Township Board of Trustees
FROM: James T. Taylor, Director of Water & Sewer
RE: Request for Board Action – Belleville Square Water Main Loop

Board of Trustees,

I am recommending that the Board of Trustees to award a contract to Lawrence M. Clarke, Inc. in the amount of \$139,293.00 for the Belleville Square Water Main Loop Project. This project was recommended to Fishbeck, Thompson, Carr & Huber (Township engineers) by Water & Sewer management to review and recommend. For whatever reason, the water main was not looped on the property at the Belleville Square complex. Water & Sewer management is concerned that this creates a potential risk for continual service delivery to a dialysis clinic located on the premises. Due to the critical nature of these medical services, and the need for an uninterrupted water supply to deliver these services, we recommended that the water main be looped at the rear of the property to insure this service.

FTCH, in their evaluation of the project, concurred with our recommendation. We then directed FTCH to follow-through with the development and posting of a bid request for this project. The project was posted and six (6) bidders responded.

MISSION STATEMENT

"The Van Buren Public Services Department is committed to a clean and safe environment, enhanced service delivery to its customers and protection of the significant public investment in the township's buildings and grounds, and water distribution and sanitary collection systems."



October 7, 2019
Project No. 181331

Mr. James Taylor
Director of Water and Sewer
Charter Township of Van Buren
46425 Tyler Road
Van Buren Township, MI 48111

Re: Belleville Square Water Main Loop Construction Project – Bid Evaluation – Lawrence M. Clarke, Inc.

Dear Mr. Taylor:

As part of the procurement phase of the Belleville Square Water Main Loop Construction Project, Van Buren Township (Township) has asked Fishbeck, Thompson, Carr & Huber, Inc. (Fishbeck) to evaluate the bids for said project, received and opened by the Township on Friday, October 4, 2019. When the bids were read, the apparent low bid was submitted by Lawrence M. Clarke, Inc. with an “As Read Bid” of \$156,293.00. The following evaluation of the Lawrence M. Clarke, Inc. (Contractor) bid included but was not limited to overall bid responsiveness, bid price evaluation, and reference checks.

It should be noted the Engineer’s Estimated construction cost was \$178,000.

Upon evaluation of the bids, the lowest “As-read Bid” was found with both a written error (ineligible) and an arithmetic error. The “As-Read low bid” of \$156,293.00 was tabulated and recalculated to a final, corrected “as-tabulated bid” of \$139,293.00. Fishbeck contacted the Lawrence M. Clarke, Inc. and discussed the corrected bid as-tabulated to determine if the contractor wished to proceed through the bidding process. The Contractor acknowledged that they did and would honor the corrected as-tabulated bid of \$139,293.00. The overall corrected bid indicates responsiveness when compared to the Engineer’s Estimate.

The Contractor intends to utilize the following sub-contractors for the project and perform the balance of the work with their own forces:

- Al’s Asphalt, Taylor, MI 48180 – Hot Mix Asphalt (HMA) Paving.

As part of our evaluation, Fishbeck reached out to the current and prior client referrals provided by the Contractor. At the time of this letter, we received feedback from Mr. Patrick Lewis from the City of Monroe, where the Contractor has completed approximately 4500 feet of a variety of watermain installation, including fire hydrants, gate valves, and service connections. The following are summarized comments provided by Mr. Lewis:

- [Monroe] has not had any residual issues with the installed work.
- The work was completed on time, or within the agreed upon extension of time when conditions required.
- Lawrence M. Clarke was reasonable in their negotiations for any extra work and compensation request that occurred during the project.
- “If Lawrence M. Clarke was a low bidder on a project, we would award them again”, Patrick Lewis.

The above summarized comments also fall in line with the experience Fishbeck personnel have had with Lawrence M. Clarke on previous projects. Fishbeck staff confirms Lawrence M. Clarke has capable personnel and equipment necessary to complete the work.

Mr. James Taylor
Page 2
October 7, 2019



Michigan Department of Transportation (MDOT) Prequalification's

Fishbeck has reviewed the Contractor's MDOT Prequalification's and these are summarized below:

- Ea – Grading, Drainage Structures and Aggregate Construction.
- K – Sewers and Watermains.

EMR Safety Rating

The current Experience Modification Rating (EMR) provided by Lawrence M. Clarke, Inc., which indicates the level of risk a company has of making insurance claims, is 0.93. This means the Contractor is less risky when compared to most companies.

Considering the above referenced information provided by Lawrence M. Clarke, Inc. and our previous work with the company, Fishbeck recommends the Township make a conditional award to the Contractor, subject to receiving acceptable bonds and insurance in accordance with the contract documents.

If you have any questions or require additional information, please contact me at 248.324.2137 or pjkammer@ftch.com.

Sincerely,
FISHBECK, THOMPSON, CARR & HUBER, INC.

A handwritten signature in black ink, appearing to read "P. Kammer", with a horizontal line extending to the right.

Paul J. Kammer, PE

A handwritten signature in black ink, appearing to read "David L. Potter", with a stylized flourish at the end.

David L. Potter, PE

ag2
By email

BID TAB

OWNER: Van Buren Township
 ENGINEER: Fishbeck, Thompson, Carr & Huber, Inc.
 PROJECT: Bellefonte Square Water Main Loop
 OPENED: 10/04/19 @ 10:00 AM

Corrections
 - The overall written bid amount listed on the bid proposal from
 Lawrence M. Clarke, Inc. had an arithmetic error for the total.
 It has been updated and the shown price is correct.

I HEREBY CERTIFY THAT THE ABOVE IS THE TRUE
 AND CORRECT SUMMARY OF THE PROPOSALS RECEIVED
 Fishbeck, Thompson, Carr & Huber, Inc.
 Paul J. Kammer, PE

ITEM	ITEM DESCRIPTION	UNIT	QTY	Engineer's Estimate		Lawrence M. Clarke, Inc.		HMV LLC		Bidgere Contractor's Inc.		Brico Excavating Company,		All Seasons Underground		Anglin Civil, LLC	
				Unit Price	Contract Amount	Unit Price	Contract Amount	Unit Price	Contract Amount	Unit Price	Contract Amount	Unit Price	Contract Amount	Unit Price	Contract Amount	Unit Price	Contract Amount
1	Bonds and Insurance (3% Maximum)	LS	1	\$4,180.00	\$4,180.00	\$3,798.90	\$3,798.90	\$4,500.00	\$4,500.00	\$5,000.00	\$5,000.00	\$5,350.00	\$5,350.00	\$5,000.00	\$5,000.00	\$4,600.00	\$4,600.00
2	Mobilization (5% Maximum)	LS	1	\$15,785.00	\$15,785.00	\$6,331.50	\$6,331.50	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$7,700.00	\$7,700.00
3	Preconstruction Video Documentation (\$2500 Maximum)	LS	1	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$1,500.00	\$1,500.00	\$1,300.00	\$1,300.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
4	Maintenance of Traffic	LS	1	\$5,000.00	\$5,000.00	\$2,572.60	\$2,572.60	\$3,100.00	\$3,100.00	\$3,000.00	\$3,000.00	\$3,550.00	\$3,550.00	\$2,500.00	\$2,500.00	\$3,100.00	\$3,100.00
5	Soil Erosion and Sedimentation Control	LS	1	\$3,000.00	\$3,000.00	\$3,500.00	\$3,500.00	\$1,400.00	\$1,400.00	\$1,500.00	\$1,500.00	\$11,500.00	\$11,500.00	\$5,000.00	\$5,000.00	\$2,160.00	\$2,160.00
6	Remove Pavement	SYD	485	\$30.00	\$9,700.00	\$20.00	\$9,700.00	\$8.35	\$4,049.75	\$18.00	\$8,720.00	\$16.00	\$7,760.00	\$30.00	\$14,550.00	\$12.00	\$5,820.00
7	Remove Water Main	FT	24	\$40.00	\$960.00	\$30.00	\$720.00	\$20.00	\$480.00	\$40.00	\$960.00	\$10.00	\$240.00	\$50.00	\$1,200.00	\$60.00	\$1,440.00
8	Remove Water Main Service	FT	14	\$40.00	\$560.00	\$30.00	\$420.00	\$30.00	\$420.00	\$25.00	\$350.00	\$10.00	\$140.00	\$50.00	\$700.00	\$60.00	\$840.00
9	Remove Curb Stop	EA	1	\$500.00	\$500.00	\$100.00	\$100.00	\$150.00	\$150.00	\$300.00	\$300.00	\$80.00	\$80.00	\$120.00	\$120.00	\$1,800.00	\$1,800.00
10	Remove, Salvage and Reinstall Bumper Block	EA	42	\$110.00	\$4,620.00	\$50.00	\$2,100.00	\$125.00	\$5,250.00	\$90.00	\$3,780.00	\$45.00	\$1,890.00	\$15.00	\$630.00	\$132.00	\$5,544.00
11	Remove and Replace Hydrant Assembly	EA	1	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00	\$7,000.00	\$7,000.00	\$4,000.00	\$4,000.00	\$15,000.00	\$15,000.00	\$3,500.00	\$3,500.00	\$9,600.00	\$9,600.00
12	Water Main, 8-inch, D.I.P. Pressure Class 350	FT	390	\$150.00	\$58,500.00	\$130.00	\$50,700.00	\$92.00	\$35,880.00	\$160.00	\$62,400.00	\$180.00	\$70,200.00	\$220.00	\$77,000.00	\$84.00	\$32,760.00
13	Water Main Service	EA	2	\$2,000.00	\$4,000.00	\$1,500.00	\$3,000.00	\$4,000.00	\$8,000.00	\$2,500.00	\$5,000.00	\$4,000.00	\$8,000.00	\$3,300.00	\$6,600.00	\$4,800.00	\$9,600.00
14	Water Main Service, Special	EA	1	\$10,000.00	\$10,000.00	\$2,500.00	\$2,500.00	\$6,500.00	\$6,500.00	\$7,500.00	\$7,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$30,000.00	\$30,000.00
15	22.5" Bend, 8-inch	EA	2	\$1,000.00	\$2,000.00	\$300.00	\$600.00	\$350.00	\$700.00	\$1,300.00	\$2,600.00	\$400.00	\$800.00	\$300.00	\$600.00	\$900.00	\$1,800.00
16	45" Bend, 8-inch	EA	2	\$1,000.00	\$2,000.00	\$300.00	\$600.00	\$375.00	\$750.00	\$1,300.00	\$2,600.00	\$400.00	\$800.00	\$300.00	\$600.00	\$900.00	\$1,800.00
17	8" x 8" Tee	EA	1	\$4,000.00	\$4,000.00	\$300.00	\$300.00	\$850.00	\$850.00	\$1,500.00	\$1,500.00	\$400.00	\$400.00	\$300.00	\$300.00	\$4,800.00	\$4,800.00
18	Water Main Curb Stop	EA	1	\$2,000.00	\$2,000.00	\$500.00	\$500.00	\$1,750.00	\$1,750.00	\$750.00	\$750.00	\$500.00	\$500.00	\$500.00	\$500.00	\$1,500.00	\$1,500.00
19	Water Main Connection	EA	1	\$3,000.00	\$3,000.00	\$4,000.00	\$4,000.00	\$6,720.00	\$6,720.00	\$3,500.00	\$3,500.00	\$8,000.00	\$8,000.00	\$3,500.00	\$3,500.00	\$9,600.00	\$9,600.00
20	Gate Valve and Wall	EA	1	\$7,500.00	\$7,500.00	\$4,500.00	\$4,500.00	\$4,200.00	\$4,200.00	\$6,000.00	\$6,000.00	\$4,000.00	\$4,000.00	\$6,500.00	\$6,500.00	\$5,400.00	\$5,400.00
21	Aggregate Base, 8-inch	SYD	325	\$20.00	\$6,500.00	\$20.00	\$6,500.00	\$15.00	\$4,875.00	\$20.00	\$6,500.00	\$15.00	\$4,875.00	\$20.00	\$6,500.00	\$24.00	\$7,800.00
22	Bituminous Pavement, 3C (Base Course)	TON	55	\$250.00	\$13,750.00	\$250.00	\$13,750.00	\$350.00	\$19,250.00	\$175.00	\$9,625.00	\$175.00	\$9,625.00	\$265.00	\$14,575.00	\$180.00	\$9,900.00
23	Bituminous Pavement, 4C (Top Course)	TON	30	\$250.00	\$7,500.00	\$250.00	\$7,500.00	\$350.00	\$10,500.00	\$175.00	\$5,250.00	\$185.00	\$5,550.00	\$300.00	\$9,000.00	\$180.00	\$5,400.00
24	Aggregate Surface Course	SYD	155	\$20.00	\$3,100.00	\$20.00	\$3,100.00	\$30.00	\$4,650.00	\$20.00	\$3,100.00	\$15.00	\$2,275.00	\$20.00	\$3,100.00	\$18.00	\$2,790.00
25	Lawn Restoration	SYD	980	\$2.00	\$1,960.00	\$8.00	\$7,840.00	\$20.00	\$19,600.00	\$15.00	\$14,700.00	\$6.00	\$5,880.00	\$5.00	\$4,900.00	\$18.00	\$17,640.00
TOTAL BID AMOUNT					\$177,815.00		\$159,293.00		\$159,874.75		\$172,265.00		\$182,615.00		\$184,075.00		\$186,074.00

Corrections

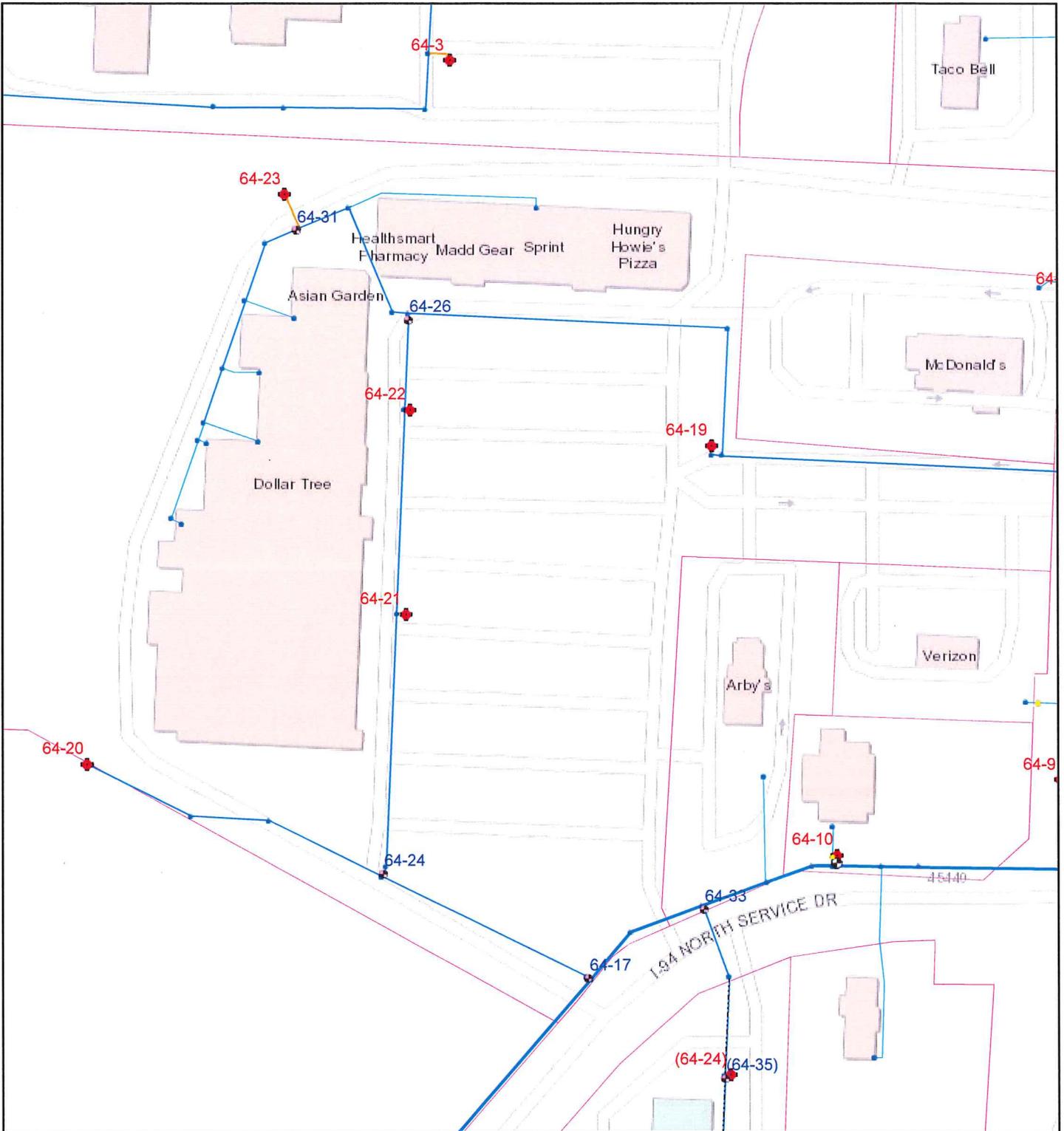
- The overall written bid amount listed on the bid proposal from Lawrence W. Clarke had an arithmetic error for the total. It has been updated and the shown price is correct.

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AND CORRECT SUMMARY OF THE PROPOSALS RECEIVED

B-K

Fishbeck, Thompson, Carr & Huber, Inc.
Paul J. Kammer, PE

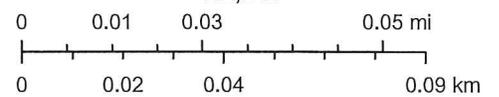
VBT Web Map



10/7/2019, 10:59:25 AM

1:2,257

- | | | |
|-----------------|----------------------------|----------------|
| Curb Stop | • Water Junctions | Water Lateral |
| • True | Water Main Owned by Others | — WCommercial |
| Water Valve | ----- 8" | — WHydrantLine |
| • Valve Box | Water Main | □ Tax Parcels |
| • Water Hydrant | — 8" | |
| | — 16" | |



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

Charter Township of Van Buren

Agenda Item: _____

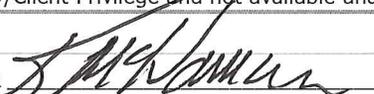
REQUEST FOR BOARD ACTION

Work Study Date: 10/14/19

Consent Agenda _____ **New Business** X _____ Unfinished Business: _____ Public Hearing _____

ITEM (SUBJECT)	To discuss the construction of an HR Office as part of the Board Room Renovations project being undertaken by Davenport Brothers Construction Company, Inc.
DEPARTMENT	Planning & Economic Development
PRESENTER(S)	Matthew R. Best, Director of Public Services
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Elizabeth Renaud – Executive Assistant to the Director of Public Services

Agenda topic

ACTION REQUESTED	
To discuss the construction of an HR Office as part of the Board Room Renovations project being undertaken by Davenport Brothers Construction Company, Inc. This will cost an additional \$12,500. The expense will be paid with Building and Grounds Capital Outlay (Account #101-265-970-000.)	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
See attachments.	
BUDGET IMPLICATION	None – This is within the existing Capital Outlay (B&G) Budget.
IMPLEMENTATION NEXT STEP	The project will be started shortly.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

VAN BUREN TOWNSHIP MUNICIPAL BUILDING BOARD ROOM RENOVATION 46425 TYLER ROAD, BELLEVILLE, MI 48111

VAN BUREN TOWNSHIP
MUNICIPAL BUILDING
BOARD ROOM RENOVATION
46425 TYLER ROAD, BELLEVILLE, MI 48111

DIRECTORY

ARCHITECT
4733 MARRIAGE
BELLEVILLE, MI 48111
734-784-9424
VAN BUREN TOWNSHIP
46425 TYLER RD
BELLEVILLE, MI 48111

DRAWING INDEX

CIVIL
C1
TITLE SHEET
ARCHITECTURAL
A001 SPECIFICATIONS
A002 PLUMBING PLANS, REFLECTED CEILING PLAN,
A003 HVAC PLAN, LIGHTING PLAN, POWER PLAN
A501 SCHEDULES

DAVENPORT BOTHERS
CONSTRUCTION
301 INDUSTRIAL PARK DR., BELLEVILLE, MI 48111

HOPPE DESIGN, LLC
4702 MARRIAGE BELLEVILLE, MI 48111
734-218-2022

REVISIONS



WAYNE C. HOPPE

PROJECT: 1915
DATE: 03.11.19
DESIGNED: JCH
CHECKED: WCH

DT

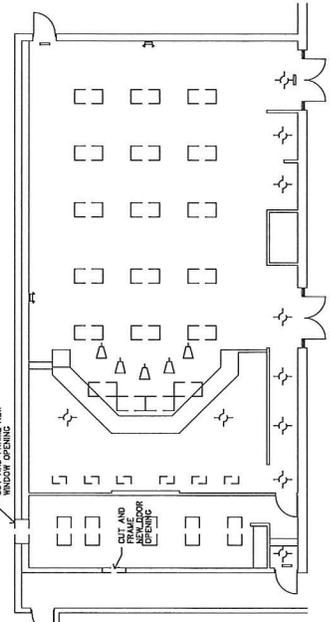
TITLE SHEET

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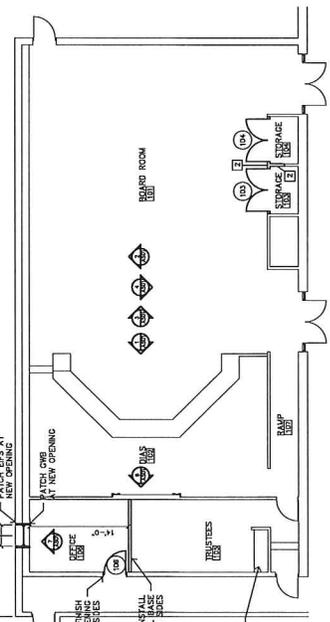
VERIFY ALL DIMENSIONS IN FIELD
CONTRAPTE ALL WORK SHOWN BY WAYNE C. HOPPE, ARCHITECT
FOR THE BOARD OF SUPERVISORS VAN BUREN TOWNSHIP

- DEMOLITION NOTES
1. REMOVE ALL EXISTING PARTITION WALLS
 2. REMOVE CEILING TILES
 3. REMOVE CEILING TILES
 4. REMOVE LIGHT FIXTURES EXISTING FIBERS
 5. REMOVE LIGHT FIXTURES EXISTING FIBERS
 6. REMOVE LIGHT FIXTURES EXISTING FIBERS
 7. REMOVE LIGHT FIXTURES EXISTING FIBERS
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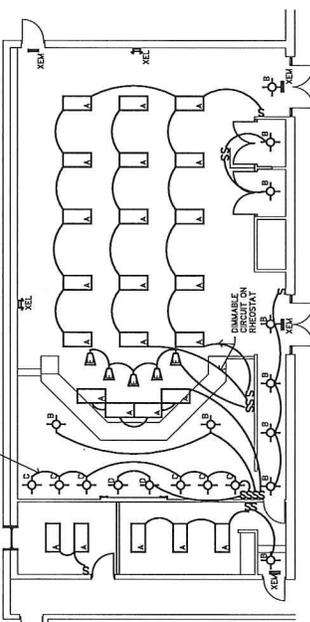
PROJECT: 1915
DATE: 01.11.19
CHECKED: WCH
DATE: 01.11.19
CHECKED: WCH
1 DEMOLITION PLAN
SCALE: 1/8" = 1'-0"

- INSTALLATION NOTES
1. INSTALL CEILING TILES
 2. INSTALL CEILING TILES
 3. INSTALL CEILING TILES
 4. INSTALL CEILING TILES
 5. INSTALL CEILING TILES
 6. INSTALL CEILING TILES
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 8. INSTALL CEILING TILES
 9. INSTALL CEILING TILES
 10. INSTALL CEILING TILES

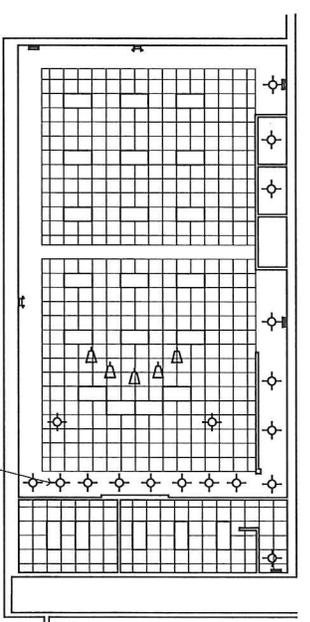


PROJECT: 1915
DATE: 01.11.19
CHECKED: WCH
DATE: 01.11.19
CHECKED: WCH
1 FLOOR PLAN
SCALE: 1/8" = 1'-0"

- CEILING NOTES
1. REMOVE INTERMEDIATE CROSS TEES
 2. TO CREATE 2'x2' GRID
 3. PAINT EXISTING GYM SPOUT CEILING
 4. INSTALL NEW 2'x2' CEILING PAZS
 5. THROUGHOUT

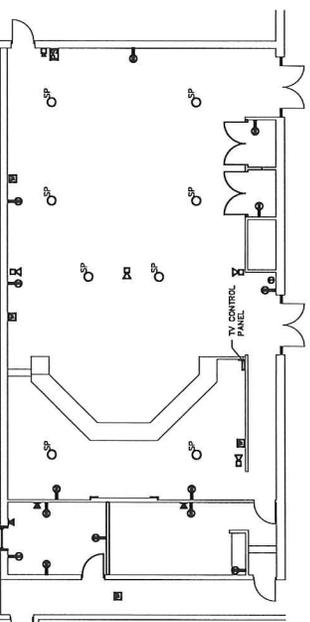


- WALL TYPES
1. 1/2" GYP ON 8" METAL STUDS 19" O.C. 1/2" GYP
 2. 1/2" GYP ON 8" METAL STUDS 19" O.C. 1/2" GYP
 3. 1/2" GYP ON 8" METAL STUDS 19" O.C. 1/2" GYP
 4. 1/2" GYP ON 8" METAL STUDS 19" O.C. 1/2" GYP
 5. 1/2" GYP ON 8" METAL STUDS 19" O.C. 1/2" GYP
 6. 1/2" GYP ON 8" METAL STUDS 19" O.C. 1/2" GYP
 7. 1/2" GYP ON 8" METAL STUDS 19" O.C. 1/2" GYP
 8. 1/2" GYP ON 8" METAL STUDS 19" O.C. 1/2" GYP
 9. 1/2" GYP ON 8" METAL STUDS 19" O.C. 1/2" GYP
 10. 1/2" GYP ON 8" METAL STUDS 19" O.C. 1/2" GYP

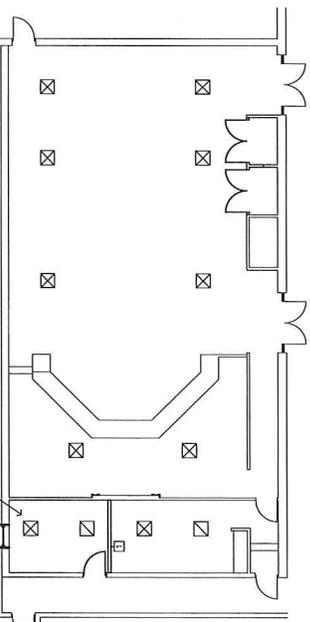


PROJECT: 1915
DATE: 01.11.19
CHECKED: WCH
DATE: 01.11.19
CHECKED: WCH
1 LIGHTING PLAN
SCALE: 1/8" = 1'-0"

- POWER NOTES
1. EXISTING DUPLEX FULL STATIONS
 2. EXISTING DUPLEX FULL STATIONS
 3. EXISTING DUPLEX FULL STATIONS
 4. EXISTING DUPLEX FULL STATIONS
 5. EXISTING DUPLEX FULL STATIONS
 6. EXISTING DUPLEX FULL STATIONS
 7. EXISTING DUPLEX FULL STATIONS
 8. EXISTING DUPLEX FULL STATIONS
 9. EXISTING DUPLEX FULL STATIONS
 10. EXISTING DUPLEX FULL STATIONS



- HVAC NOTES
1. EXISTING RETURN DIFFUSERS
 2. EXISTING RETURN DIFFUSERS
 3. EXISTING RETURN DIFFUSERS
 4. EXISTING RETURN DIFFUSERS
 5. EXISTING RETURN DIFFUSERS
 6. EXISTING RETURN DIFFUSERS
 7. EXISTING RETURN DIFFUSERS
 8. EXISTING RETURN DIFFUSERS
 9. EXISTING RETURN DIFFUSERS
 10. EXISTING RETURN DIFFUSERS



PROJECT: 1915
DATE: 01.11.19
CHECKED: WCH
DATE: 01.11.19
CHECKED: WCH
1 HVAC PLAN
SCALE: 1/8" = 1'-0"

VERIFY ALL DIMENSIONS IN FIELD

