CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
FEBRUARY 6, 2017 WORK STUDY MEETING
TENTATIVE AGENDA

ROLL CALL:

Supervisor Combs	_____	Trustee McClanahan	_____
Clerk Wright	_____	Trustee Miller	_____
Treasurer Budd	_____	Engineer Nummer	_____
Trustee Hart	_____	Attorney McCauley	_____
Trustee Jahr	_____	Secretary Montgomery	_____

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Discussion on Resolution 2017-05 the formation of a Van Buren Township Fire Department Firefighter Cadet Program
2. Discussion on the reappointments of Charles Coleman, Tammy Wall, Daniel Belanger, Todd O'Neill and Denise Willoughby to the Recreation Committee with terms to expire 2-1-2018.
3. Discussion on the appointment of Steve Partridge to the Water & Sewer Commission with a term to expire 6-1-2017.
4. Discussion on the appointment of Jeffrey Jahr Jr. to the Environmental Commission with a term to expire 10-01-2018.
5. Discussion on the use of program year 2017 Community Development Block Grant (CDBF) funds.
6. Discussion on the formation of a Qualifications Based Selection Committee for the selection of a new General Planning Services firm.
7. Discussion on the formation of a Qualifications Based Selection Committee for the selection of a new General Engineering Services firm.
8. Discussion on the 2016 Planning Commission Annual Report.
9. Discussion on the Intergovernmental Agreement between Van Buren Charter Township and Romulus Animal Shelter.

PUBLIC COMMENT:

ADJOURNMENT:

CLOSED SESSION:

1. To discuss the purchase of real property.

ADJOURNMENT:

NOTICE OF CLOSED SESSION

OF THE

CHARTER TOWNSHIP OF VAN BUREN

BOARD OF TRUSTEES

TO BE HELD FOLLOWING THE

4:00 P.M.

WORK STUDY SESSION

ON MONDAY FEBRUARY 6, 2017

TOWNSHIP HALL
46425 TYLER ROAD
BELLEVILLE, MI 48111

FOR THE PURPOSE OF:

1. **To discuss the purchase of real property.**

In accordance with the Americans with Disabilities Act, reasonable accommodations can be made with advance notice by contacting the Clerk's Office 734.699.8909.

Posted 2-2-2017

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____
WORK STUDY MEETING
DATE: FEBRUARY 6, 2017
BOARD MEETING DATE: FEBRUARY 7, 2017

Consent Agenda ____ New Business ___x___ Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	Firefighter Cadet Program
DEPARTMENT	Public Safety, Fire Department
PRESENTER	Fire Chief Dan Besson DB
PHONE NUMBER	734-699-8916
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED

Approval; Adoption of Resolution 2017-05.

BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)

The Van Buren Department of Public Safety – Fire Division formally requests approval of a resolution to begin a firefighter cadet program which is required to be approved by the state's Office of Firefighter Training.

The cadet program is designed to allow high school students, ages 16-18, which have an interest in the field of firefighting to work closely with the members of a fire department and learn about the career. The program will also allow our department to begin having a pool of potential recruits, already trained in our department's operations and with our equipment, which we could add to our "paid-on-call" ranks.

The state-recognized cadet program will also allow Van Buren Township to participate in a Dual Enrollment Firefighter Cadet Program through Schoolcraft College (or other similar institutions), in conjunction with Belleville High School, where successful cadets will be fully certified as a Michigan Firefighter and will have earned nearly 1/3 of their Associate's Degree.

I have been working with the representatives of Schoolcraft College for about a year to be one of their first fire departments to offer this type of "dual enrollment" opportunity to the community's youth. I'm very excited to have the fire department be involved in such a program.

BUDGET IMPLICATION	NA
IMPLEMENTATION NEXT STEP	Approval; Adoption of Resolution 2017-05

DEPARTMENT RECOMMENDATION	Yes
COMMITTEE/COMMISSION RECOMMENDATION	N/A

ATTORNEY RECOMMENDATION	N/A
ADDITIONAL REMARKS	Please see attached documentation for additional information.
APPROVAL OF SUPERVISOR	Levi McNamara

Revised 7/9/13

RESOLUTION
2017- 05

Charter Township of Van Buren, Michigan
Van Buren Fire Department
Cadet Program

WHEREAS, the Charter Township of Van Buren, recognizes the importance of a properly staffed fire department, for the well-being of residents and visitors to our community, and

WHEREAS, it is further recognized, that a Cadet Program will help to assure the availability of competent, well-trained individuals to consider for future fire department vacancies, and

WHEREAS, it is further recognized, that Schoolcraft College or similar institutions can train and educate these Cadets at minimal costs and effort to the fire department through its Dual Enrollment Program thus providing State Firefighter Certification, college credit hours and vocational training, now

THEREFORE, be it resolved, that the Charter Township of Van Buren, hereby authorizes the fire chief to establish and maintain a Cadet Program within the fire department, comprised of individuals from 16 through 17 years of age.

Adopted this _____ day of _____, 2017 by the Charter Township of Van Buren.

Return adopted resolution to:
BFS/Fire Fighter Training Division
PO Box 30700
Lansing MI 48909

Besson, Dan

From: Liam Carroll <lcarroll@schoolcraft.edu>
Sent: Monday, January 23, 2017 2:47 PM
To: Erin Radtka (dradtka@vanburenschools.net); Peter Fashho (PFashho@vanburenschools.net)
Cc: Julie Button; Besson, Dan
Subject: NEW Fire Fighter Dual-Enrollment Program at Schoolcraft College

Good Day High School Counselor/ Representative;

I am pleased to announce that Schoolcraft College is starting an all-new Dual Enrollment program.

We are beginning a **Dual Enrollment in our Fire Fighter Program**.
Schoolcraft has been a leading Fire Service Training Center for decades.

High School students who successfully complete our two semester program will:

- be fully Certified Fire Fighters and employable in the State of Michigan.
- have nearly 1/3 (20 college credit hours) of their Associates degree done.

Our program schedule is setup much like a high school sports team schedule.
Each week students will meet:

- Tuesday and Thursday evenings (only Wednesday evening in second semester)
- Saturday

Instead of playing LaCrosse, they can begin their vocations as Fire Fighters and get a jump on a degree as they finish high school.

The State of Michigan Fire Marshal's Office requires that a high school age student be a member of a Cadet Program through a local fire department.

I have already discussed this program with your local fire department representative (Chief Besson – Van Buren Twp. Fire Dept.) and they are on-board, supportive and willing to help your students (their "community's kids") to get a head start over others to enter into the prestigious world of Fire Fighting.

In order to enroll students for *Fall 2017*, we need to get this program into the hands of counselors before the end of this school year. *Time is of the essence.*

If your school and community are interested, as your fire department is, I would like to have a small meeting with you (or the appropriate representative from your school) and the local fire department representative to discuss the many benefits and a couple minor details specific to each High School / Fire Department / College relationship.

I would like to meet in early February to further discuss this great opportunity for your students and families.

Can you provide a couple dates /times between ***February 1-10*** for the local Fire Department representative and Schoolcraft personnel to check availability?
Would you prefer to meet at **your location or ours** (Livonia)?

Thank you for your time investment in the future of YOUR students.

Sincerely,

"Making employable high school graduates."

Liam A. Carroll, M.S., P.E.M.
Fire Technology Program Coordinator
(734) 462-4400 x4314
LCarroll@schoolcraft.edu
www.Schoolcraft.edu
Academy Training Center
Suite 504
31777 Industrial Rd
Livonia, MI 48150

Cadet Firefighter Program

New Member Booklet

New Member,

As the Chief of the Van Buren Fire Department, I would like to take this opportunity to welcome you as a Cadet member of the Van Buren Fire Department! For many, this program will be the first step in the career to the fire service, whether volunteer or paid. I honestly believe that you as an active participant in this program are the future of this fire department, and a hero of tomorrow.

When people do not know where to turn for help, quite often their response is to call the local fire department. They expect us to fix their emergency, or to at least make things better for them. Therefore, the firefighter has traditionally performed many tasks other than just fighting actual fires, and is held in high esteem by many people. As a member of the Cadet Program, people will look to you as a representative of this department. Therefore it is important to follow the code of conduct and to be courteous and respectful to all, especially when wearing your uniform.

As a new member of the Cadet Program, you will be required to participate in trainings, meetings, drills, fundraising events and station projects. There are also many other activities and opportunities available to you, that I hope you will take advantage of.

As a member of this department I take a great deal of pride in it and the community that surrounds it. You will be expected to do the same. As a member; strive for excellence; be the best that you can; be proud of what you are doing it for; promote department pride by example; and most of all have fun and be safe. Again from myself and the entire department we welcome you.

Sincerely,

(Name of Fire Chief or Designee)

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Mission and Values

The Van Buren *Fire Department* and its *Cadet Firefighter Program* work in cooperation to **Educate, Protect and Serve** the youth of Van Buren Township and surrounding communities.

The following statements are upheld by the Van Buren Fire Department:

MISSION STATEMENT

To maintain a safe environment for youth to gather within the community in order to learn about the many aspects of the fire service and to provide avenues for positive social interaction for youth within the program, and for youth within the community.

VISION

We will be a model for fire departments with Cadet Firefighter youth programs to introduce the young community to the fire service and to provide a safe environment for social activities for youth within our community.

CORE VALUES

Recognizing the dedication and skill and value of all members, we will create and maintain an environment of individual safety, well-being and trust. We are guided by: ***Service to Others, Team Work, Compassion, Integrity, Safety, Honesty, Accountability, Professionalism and Respect.***

COMMITMENT TO THE COMMUNITY

The members of the Van Buren Fire Department Cadet Firefighter Program demonstrate commitment to our community through:

- Providing an opportunity for youth to serve the community.
- Respectful and courteous treatment of all people.
- Accountability for our actions.
- Open honest communications.
- Educating peers about fire safety and prevention.
- Providing a safe environment for youth activity within the community.

Code of Conduct

As a member of the Van Buren Fire Department Cadet Firefighter program, you are expected and required to:

- Abide by all of the Standard Operating Guidelines and all other rules and regulations of the Active Department, as well as those of the Cadet Firefighter Program.
- Conduct yourself in a professional and courteous manner that will reflect well upon you and the entire department, especially when in uniform.
- Demonstrate honesty, fairness and integrity.
- Treat all people with courtesy and respect.
- Recognize the value and worth of each individual.
- Dress respectfully and modestly at department functions that you attend
- Refrain from cussing, cursing or using otherwise foul language while in uniform, at the station, and while participating in department functions.
- Work as a team with others.
- Participate in training, meetings, and fundraisers.
- Obey the chain of command.
- Wear your uniform when coming to the station and any department functions that you help with.
- Not wear your uniform or any other department issued gear for general use outside of the station or department functions.
- Always bring required gear to trainings.
- Notify an advisor or parent in charge (if assigned) upon arrival and departure from the station and department functions.
- Immediately report any problems to an Officer or parent in charge (if assigned).

Van Buren Fire Department Cadet Program Bylaws

Article I

The name of this organization shall be called the Van Buren Fire Department Cadet Program

Article II Purpose

The purpose of this organization is to promote an interest in the Fire Department among the youth; to provide training in the use and care of equipment; the development of safety habits and the prevention of fires; to provide recreation for the youth; and to encourage the youth to take an interest in their community

Article III Membership

For reason to be eligible for membership to the Cadet Program they must be of the ages 16-18 and carry an interest in this field of work. A new cadet firefighter member must be approved by the township/city board. The Cadet will not be allowed to engage in active fire fighter duties. To remain a member, a cadet firefighter must maintain "C" grade average and be of good character. If a cadet misses two consecutive meetings without good reason, they will be notified by an advisor. If he/she misses three consecutive meetings, he/she will be asked to resign by the advisors.

Article IV Attendance Policy

Cadets are required to attend all meetings and training sessions.

If cadets are unable to attend they must notify an advisor so he/she can be excused from the meeting or training session

Three or more unexcused absences are grounds for dismissal from the cadet program.

Article V Governing Body

The governing body of the Cadet Program will be the Fire Chief, Battalion Chief or Fire Marshal, and a Membership Committee of the Fire Department.

Article VI Meetings and Trainings

The training program for the Cadet Firefighters is structured to introduce Cadet members to the fire service. Cadet members that join the regular department are at an advantage since the Cadet Program introduces them to the tools and skills that are used in firefighting. During training, you will learn about firefighting, the use of tools, and related skills. You will also learn how to work as a team and HAVE FUN!

Quite often the training will include some physical or hands on activity and/or lesson. At times, an educational field trip may be substituted for the regularly scheduled training.

Article VII Training

All training sessions are necessary and all Cadet firefighters will be expected to attend, unless a legitimate excuse is given to one of the Advisors. Training will be given by a Senior firefighter, a Advisor, or in special cases, by a person from outside the department. New fire Cadets will take extensive introductory training in the operation of the apparatus (trucks), radios, and other aspects of general fire service.

Article VIII Turn Out Gear & Equipment

All Cadet firefighters will be required to wear proper clothing at training sessions and on fire grounds. All turnout gear that has been issued will be kept at the station. All equipment issued must be returned when the Cadet's membership ceases for any reason. Cadets are responsible for the replacement of any equipment lost or stolen while in his/her possession.

Article IX Amendments

Section 1 Staying overnight

No Cadet firefighters will be allowed to stay overnight at the fire station.

Section 2 Cadet firefighters are not allowed at the station before 3:30 pm on school days. Cadet firefighters are not allowed at the fire station without direct supervision of an Advisor or Fire Fighter.

Section 3 Per State Law, no Cadets under the age of 18 will be allowed to use tobacco products while on the Fire Department property.

Section 4 Use of a Fire Department radio frequency is not permitted. Use of the telephone is limited.

Section 5 Any Cadet firefighter that is suspected of misuse or destruction of Fire Department property may be dismissed as a Cadet firefighter.

Article X Articles, Amendments, and SOPs may be added or changed as the governing body sees fit.

Article XII General Rules and Regulations

Section 1 Off Fire Scene

Cadet firefighters must maintain, at all times, a respectable appearance, as defined by Advisors, since the Cadets represent the Fire Department in the community. They must obey Senior firefighter's orders when they do not conflict with the Cadet Program Guidelines. They must participate actively in all phases of the Cadet Program activities. They must respect the property and their peers at all times.

Section 2 Enroute to the Fire Station

All Cadets will be required to respond to a fire station when the department notifies them. Cadet firefighters that are licensed drivers will be permitted to drive their personal cars, provided that ALL State and County laws are obeyed. The Cadet firefighter, Parent, or Guardian will not be permitted to use four way flashers, horn blowing, headlight blinking, siren or red lights. They must yield the right of way to all emergency vehicles.

Responding to a fire scene in any manner not prescribed previously will be considered a violation of these by-laws. Any violation will be taken before the advisors of the Cadet Program and dismissal from the Cadet Program is likely.

Section 3 Fire Scene

Cadet firefighters will retain a responsible attitude and good behavior on fire scenes at all times. They must obey the orders of fire officers and follow all cadet guidelines at all times. Cadet firefighters MUST NEVER enter a burning building.

Article XII Violations

The officers and/or Advisors of the Cadet program will act upon violations of Cadet rules and regulations. All driving violations will be taken before the Advisors.

Standard Operating Guidelines

Responding to a Call

Cadets are not allowed to respond to car fires, traffic accidents, or hazardous materials incidents.

Cadets are not allowed at the station without a supervising firefighter present.

Cadets are not allowed at the station before 3:30 pm or after 10:00 pm on school nights.

Cadets are not allowed to respond to a fire call unless requested by command.

Cadets responding to a fire call MUST obey all state and county laws.

On the Scene

All Calls

All Cadets are required to wear protective equipment on the fire ground.

Cadets will not respond direct to a scene unless he/she is a witness (car accident).

Cadets will not respond to the station unless they are requested by Command.

Cadets will not leave the station to respond to the scene unless requested by command.

Once requested the first Cadet on the fire scene will report to command to receive orders for the group.

Cadets will comply with any given order by a senior firefighter or cadet unless the order conflicts with the Cadet bylaws or guidelines.

Structure Fires

Cadet in command will report to the IC (Incident Command) for orders for their group

A cadet will NEVER enter a burning building.

Cadets will stay clear of the structure involved at all times. Cadets are not permitted to enter the Hot Zone UNDER ANY CIRCUMSTANCES.

Wildland Fires

Cadets may use any equipment that have been trained on for these fires (excluding fire department apparatus) under the command of a senior firefighter.

Public Service Calls, Downed Trees and Electrical Lines

A Cadets main purpose on the scene of a public service call, downed tree or downed electrical line is to secure the area and to help the senior firefighters when asked. If

electrical lines are involved, cadets are not allowed to approach the area under any circumstances.

When Assignment is Complete

Cadets may be asked to leave the scene of an incident at any time by a Senior officer or a cadet advisor and they will comply immediately.

Cadets will return to the station when assignment is completed to help with clean up and putting vehicles back into service.

Cadets will check in with the officer in charge before leaving the scene or before leaving the fire station after a call or event.

Cadet Pagers

Cadets will NOT carry pagers to or during school.

When receiving a page, cadets will respond as directed by the Incident Commander.

Cadet advisors may at any time confiscate pagers if the cadet is abusing or not following rules and regulation from this policy.

Cadet Activation

The Incident Commander will request Cadet activation.

Uniforms & Protective Equipment

Uniforms and Protective Equipment are issued to Cadet Members. All issued items remain the property of the Van Buren Fire Department, and must be surrendered upon termination of the membership.

You are responsible for the care and maintenance of your uniforms. They are to be worn when participating in any departmental function or activity where you will have contact with members of the public. The uniform is *not* provided for your daily wear. **It is *not* to be worn while off duty except to travel to and from the station.**

Personal Protective Equipment will also be provided, depending on availability, for you. The Personal Protective Equipment consists of the following:

- Protective Gloves
- Fire Helmet
- Turn-Out Pants
- Turn-Out Coat
- Boots

You are responsible for the care and upkeep of your safety equipment. All equipment MUST be brought to training events.

Charter Township of Van Buren

Agenda Item _____

REQUEST FOR BOARD ACTION

WORK STUDY: FEBRUARY 6, 2017
BOARD DATE: FEBRUARY 7, 2017

New Business | Unfinished Business | Public Hearing | Consent Agenda **X**

ITEM (SUBJECT)	Recreation Committee Reappointments
DEPARTMENT	Parks & Recreation
PRESENTER	Jennifer Wright
PHONE NUMBER	
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	N/A

Agenda topic

ACTION REQUESTED

Reappointments of Charles Coleman, Kimberly Nofz, Tammy Wall, Daniel Belanger, Todd O'Neill, and Denise Willoughby to the Charter Township of Van Buren Recreation Committee, terms to expire 2-1-2018.

BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)

Consider the reappointments of Charles Coleman, Kimberly Nofz, Tammy Wall, Daniel Belanger, Todd O'Neill, and Denise Willoughby to the Recreation Committee. These members have all expressed interest in being reappointed for another term. The Committee works well as a team and offers ideas as well as recommendations that have been essential to the Parks and Recreation Department.

BUDGET IMPLICATION N/A

IMPLEMENTATION NEXT STEP

DEPARTMENT RECOMMENDATION

COMMITTEE/COMMISSION RECOMMENDATION N/A

ATTORNEY RECOMMENDATION N/A

(May be subject to Attorney/Client Privilege and not available under FOIA)

ADDITIONAL REMARKS

APPROVAL OF SUPERVISOR T McDamare

Charter Township of Van Buren

Agenda Item_____

REQUEST FOR
BOARD ACTION

WORK STUDY MEETING DATE:
2017-02-06

BOARD MEETING DATE:
2016-02-07

Consent Agenda____ New Business __X__ Unfinished Business_____ Public Hearing_____

ITEM (SUBJECT)	Water & Sewer Commission appointment
DEPARTMENT	Office of the Supervisor
PRESENTER	Supervisor Kevin McNamara
PHONE NUMBER	734-699-~~8947~~ 8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Director James T. Taylor

Agenda topic

ACTION REQUESTED	
Board approval to appoint Steve Partridge to the Water & Sewer Commission effective immediately.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
See attachment.	

BUDGET IMPLICATION	none
IMPLEMENTATION NEXT STEP	Board approval

DEPARTMENT RECOMMENDATION	Board approval
COMMITTEE/COMMISSION RECOMMENDATION	NA

ATTORNEY RECOMMENDATION	NA
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	Kevin McNamara

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING
DATE: 2017-02-06
BOARD MEETING
DATE: 2017-02-07

Consent Agenda____ New Business_X_ Unfinished Business_____ Public Hearing_____

ITEM (SUBJECT)	Environmental Commission Appointment
DEPARTMENT	Supervisor's Office
PRESENTER	Supervisor Kevin McNamara
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Jeffery Jahr Jr.

Agenda topic

ACTION REQUESTED

To consider the appointment of Jeffrey Jahr Jr. to the Environmental Commission effective immediately, with a term expiring on 10-01-2018.

BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)

See attachment.

BUDGET IMPLICATION	none
IMPLEMENTATION NEXT STEP	Board approval

DEPARTMENT RECOMMENDATION	Approval BY Township Board
COMMITTEE/COMMISSION RECOMMENDATION	NA

ATTORNEY RECOMMENDATION	NA

(May be subject to Attorney/Client Privilege and not available under FOIA)

ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	K McNamara

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE: 2/6/17
BOARD MTG. DATES: 2/7/17 & 2/21/17

Consent Agenda____ **New Business__X__** Unfinished Business_____ **Public Hearing__X____**

ITEM (SUBJECT)	Use of Program Year 2017 Community Development Block Grant Funds
DEPARTMENT	Developmental Services
PRESENTER	Patrick Sloan, McKenna Associates
PHONE NUMBER	(248) 596-0920
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED

Hold two (2) Public Hearings Regarding the Use of Program Year 2017 CDBG Funds.

BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)

As part of the required citizen participation process for Wayne County Community Development Block Grant (CDBG) funding, we must hold 2 public hearings regarding the proposed activities and proposed funding levels for activities for Program Year 2017 (i.e., July 1, 2017 – June 30, 2018). Attached please find the Public Hearing Notice that describes proposed uses of 2017 - 2018 CDBG funds along with the Charter Township of Van Buren's estimated allocation and the Proposed Project Statement of CDBG funding (PY 2017), which describes projects in greater detail.

Once the public hearings have been held and the Township Board of Trustees approves the 2017 CDBG application, we will submit to the County the application, meeting minutes, and a description of any public comments. We are also required to post a Final Statement Notice, which will describe the final CDBG projects proposed for 2017 – 2018.

BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Hold public hearings for February 7, 2017 and February 21, 2017 on the proposed projects and funding amounts for the CDBG program.

DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A

ATTORNEY RECOMMENDATION	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	Items Included: • Proposed Project Statement • Public Hearings Notice
APPROVAL OF SUPERVISOR	K. McDuncan

CHARTER TOWNSHIP OF VAN BUREN
--draft--NOTICE OF PUBLIC HEARING
USE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

Notice is hereby given that the Charter Township of Van Buren Board of Trustees will hold a public hearing in the Board of Trustees Room, 46425 Tyler Road, Charter Township of Van Buren, and County of Wayne, Michigan, 48111 on **Tuesday, February 7, 2017 at 7:00 p.m.** and **Tuesday, February 21, 2017 at 7:00 p.m.** regarding the proposed use of U.S. Department of Housing and Urban Development Community Development Block Grant (CDBG) funds. The following projects are being proposed for the use of these federal funds for the period beginning July 1, 2017 and ending June 30, 2018:

OBJECTIVES:

A) To provide the benefits of using CDBG funding directly to persons of low- to moderate-income and/or areas where 51% of the residents are of low- to moderate-income.
B) To reduce negative environmental impacts.
C) To maintain a high level of performance in the management of CDBG non-federally funded programs.
D) To improve the quality of life for low- to moderate-income persons.
E) To create affordable housing for low-income households.

***ESTIMATED* FUNDING**	**PROPOSED PROJECTS**
$76,581	Public Facilities
$30,000	Demolition
$21,315	Senior Services
$ 7,105	Planning
$ 7,105	Administration

(Combined total of Planning and Administration cannot exceed 10% of total allocation)

The following items are contingent upon the availability of funds and may vary depending upon:

- *The repayment of prior Housing Rehabilitation loans and Demolitions through lien pay-offs.*

$ 5,000	Program Income (Housing Rehabilitation)
$147,106	**Total Proposed Allocation (estimate)**

Written comments will be accepted at the Department of Developmental Services until 4:00 p.m., the hearing dates.

In compliance with the Americans with Disabilities Act, individuals with a disability should contact the Planning and Economic Development Department at least seventy-two (72) hours in advance of the meeting to request accommodations.

Posted: January 19, 2017
Published: January 26, 2017

Charter Township of Van Buren
--draft—Proposed Project Statement
Community Development Block Grant (CDBG) Program
Program Year 2017 (July 1, 2017 – June 30, 2018)

Pursuant to federal guidelines, the Charter Township of Van Buren proposes the following projects for funding by the Charter County of Wayne's Community Development Block Grant (CDBG) program:

OBJECTIVES:

A) To provide the benefits of using CDBG funding directly to persons of low- to moderate-income and/or areas where 51% of the residents are of low- to moderate-income.
B) To reduce negative environmental impacts.
C) To maintain a high level of performance in the management of CDBG and non-federally funded programs.
D) To improve the quality of life for low- to moderate-income persons.
E) To create affordable housing for low-income households.

ESTIMATED ALLOCATION / PROPOSED PROJECTS

- ***$76,581, Public Facilities & Improvements*** – a project to make improvements to Van Buren Park, including improvements to existing facilities and construction of new facilities.

- ***$30,000, Demolition*** – a project to demolish and remove condemned buildings and structures (including single-family homes) that are uninhabitable.

- ***$21,315, Senior Services*** – a project to offset the salary of the Senior Center Director and Deputy Director and provision of senior services.

- ***$7,105, Planning*** – a project to fund planning projects in 2017-2018, which may include an update to the Master Plan.

- ***$7,105, Administration*** – a project to fund program administration costs including staff and program management, coordination, monitoring, reporting and evaluation.

The following items are contingent upon the availability of funds and may vary depending upon the repayment of prior Housing Rehabilitation loans and Demolition liens through lien pay-offs.

- ***$5,000, Program Income (Housing Rehabilitation)*** – an estimate of funds that may be repaid in Program Year 2017 from the Housing Rehabilitation loan and Demolition program, which is set up as a revolving loan fund; any funds received are dedicated toward future Housing Rehabilitation activities.

$147,106 **Total Proposed Allocation (estimate)**

Posted January 19, 2017

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

Work Study Date: 02/06/17
Board Meeting: 02/07/17

Consent Agenda_____ **New Business_X___** Unfinished Business:___ Public Hearing_____

ITEM (SUBJECT)	Authorize the formation of a Qualifications Based Selection Committee for the selection of a new General Planning Services Firm.
DEPARTMENT	Planning
PRESENTER	Matthew R. Best, Deputy Director of Planning and Economic Development
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Ron Akers, Director of Planning and Economic Development

Agenda topic

ACTION REQUESTED
To appoint Supervisor McNamara, Clerk Wright; Treasurer Budd, Director of Planning And Economic Development Akers and Planning Commission Chair Thompson to a Qualifications Based Selection Committee to recommend a consulting planning firm for Board approval, to approve the Schedule of Activities for the selection of a consulting engineering firm, to authorize advertising the request for Letters of Qualifications in the Detroit Newspapers and the Ann Arbor News, and to authorize the Qualifications Based Selection Committee to mail requests for Letters of Qualifications to the firms it may determine to be likely to meet the Townships needs.
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)
The QBS process has been followed in previous selections of firms to provide general engineering services for the Township

BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Formation of the committee and begin the QBS process.

DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A

ATTORNEY RECOMMENDATION	The document was reviewed by the Township Attorney.
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR _____	

Memo

TO: **Supervisor McNamara**

FROM: **Matthew R. Best, M.S.**
Deputy Director of Planning and Economic Development

RE: **Qualification Based Selection for General Planning Services**

DATE: **December 8, 2016**

The firm that currently provides general Planning services to the Township has done so for a very long time. Best management practices suggest seeking to refresh service providers at least once every 3 years. It is recommended that the Township refresh its general planning service provider. Developmental Services recommends that the Township employ a qualifications based selection (QBS) process to obtain the services of the best qualified firm to meet the Township's growing needs for general planning services.

QBS is a fair and rational procedure that facilitates the selection of a design professional on the basis of qualifications and competence in relation to the scope and needs of a particular project. In most instances, the QBS process should include all or some of the following steps:

1. The owner identifies the general scope of work.
2. The selection schedule is established.
3. A list of design professional firms is compiled.
4. Qualification documents are requested.
5. Qualification documents are evaluated.
6. A shortlist of firms to be interviewed is composed.
7. A briefing is held
8. Interviews are conducted.
9. Firms are ranked for selection.
10. Detailed scope of work negotiated with the top ranked firm.
11. A contract is negotiated with the top ranked firm. If an agreement cannot be reached, those negotiations are ended and negotiations are begun with the second-ranked firm, and so on down the line, until agreement is reached and a firm is selected.
12. All firms involved receive post-selection communications and the process is evaluated.

Although the Qualification Based Selection Process appears to be designed for selecting professional services for a specific project, this process is one that lends itself to the selection of general professional services as well.

It is recommended that the process be modified slightly to have a Selection Committee comprised of the Township Supervisor, Clerk, Treasurer, Water & Sewer Director and the Director of Planning and Economic Development develop a short list of three (3) firms to make presentations to the Board for the final selection of a planning firm, rather than having a Selection Committee make a single recommendation to the Board.

Attached is the proposed schedule of activities to be conducted for the selection process and the proposed request for Statement of Qualifications to be published in the Detroit Newspapers and the Ann Arbor News. In addition, the Selection Committee will be developing a list of planning firms to which invitations to submit a Statement of Qualification will be mailed.

Also attached is a sample Statement of Qualifications Evaluation form, a sample Reference Check form, and a sample Interview Questions and Score Sheet. The Committee will submit to the Board for approval its recommended criteria for each item for use in its evaluation of firms to create a shortlist of the three firms to be considered for final selection by the Board. Also to be submitted for Board consideration will be the actual text to be used for reference checks of the shortlisted firms as well as the recommended interview questions to be used by the Board in its scoring for determining the highest rated firm.

Attached is a copy of a fairly comprehensive publication regarding QBS. Please note that because this selection is not for services related to a specific project, the section about negotiating the scope and cost of the project will not be applicable. Because this is for general planning services, we will be including a requirement that the three shortlisted firms provide a fee schedule in addition to any other materials they may provide at their interviews and that fees may be a recommended criterion to be weighted in the final selection rating. Also, the scope of services to be provided will be included in the negotiated contract, rather than being a separate task.

Consider:

To appoint Supervisor McNamara, Clerk Wright; Treasurer Budd, Director of Planning And Economic Development Akers and Water & Sewer Director Taylor to a Qualifications Based Selection Committee to develop a short list of the three highest ranked consulting planning firms to be interviewed by the Board for final determination of the highest ranked firm, to approve the Schedule of Activities for the selection of a consulting planning firm, to authorize advertising the request for Letters of Qualifications in the Detroit Newspapers and the Ann Arbor News, and to authorize the Qualifications Based Selection Committee to mail requests for Letters of Qualifications to the firms it may determine to be likely to meet the Townships needs.

SCHEDULE OF ACTIVITIES

The following schedule for the selection of a firm to provide general Township planning services has been established by the Charter Township of Van Buren, Michigan:

Dates	**Step 1: Establish Evaluation Criteria**
02/01/17	A preliminary scope of services in general terms is developed.
02/06/17	Township Board considers approval of Qualifications Based Selection process and appointment of the Selection Committee members.
02/09/17	Committee identifies firms to receive Request for Statement of Qualifications.
02/09/17	Mail Request for Statement of Qualifications (RFQ) and publish ads in Detroit Newspapers (combined Detroit Free Press/Detroit News) and The Ann Arbor News.
02/21/17	Board to consider Committee's recommended Statement of Qualifications Evaluation form, Reference Check form, and Interview Questions and· Score Sheet for use in determining the three firms to be interviewed for final selection by the Board. Also to be submitted for Board consideration will be the recommended interview questions and weighting to be used by the Board in its scoring for determining the highest rated firm.
03/03/17	Statement of Qualifications due by 3:00 p.m. None will be accepted after this date.
03/13/17	Develop a short list of up to five firms to be interviewed by the Committee. Selection will be based on qualifications, references and experience compatible with Township needs.
03/17/17	Complete reference checks of firms to be interviewed by the Committee.
03/20/17	Call and email/mail memo to the shortlisted firms advising them of the date for interview by the Committee.
03/22/16	Memo emailed/mailed to all firms not shortlisted, informing them of the firms selected for an interview and expressing appreciation for their interest.
04/05/17	Committee to conduct interviews with shortlisted firms, ranking of firms and selection of the three (3) highest ranked firms.
04/07/17	Call and mail memo to the three (3) highest ranked firms inviting them to make a twenty-minute presentation to the Board on April 18, 2017.
04/10/17	Mail memo to firms not selected, informing them of the results of the interviews and expressing appreciation for their involvement.
04/18/17	Township Board Meeting to select Planning Firm
Step 2: Negotiate Contract Terms	
Step 3: Township Board considers approval of contract. Execute Contract	

REQUEST FOR STATEMENT OF QUALIFICATIONS

From the Charter Township of Van Buren Township, Michigan

Project: General Township Planning Services

To: _____

Your firm is invited to submit your Statement of Qualifications to become eligible to be selected to provide general planning services to the Charter Township of Van Buren. The firms to be considered must have an office located within sixty (60) miles of the Township offices and must be willing to negotiate the terms of a contract, particularly regarding the scope of responsibility and accountability.

Your Statement of Qualifications should include the following information:

1. Name, address and brief description of firm.
2. Resumes of key personnel to be assigned to this project.
3. A one-page narrative as to firm's interest, particular abilities and qualifications related to this project. Include reference contact information
4. Description of other projects designed or performed by this firm and key personnel pertinent to this project.
5. Examples of knowledge, expertise and/or experience with other related work.

The firm selected will be involved in the following activities on behalf of the Township: Site plan review, board of zoning appeals reviews, master planning and general planning services.

The firm will also be required to participate in site plan review meetings, pre-construction meetings, various regional technical committee meetings, public hearings, and public information meetings.

Five (5) copies of your Statement of Qualifications should be forwarded to the following address and must be received no later than 3:00 p.m. on March 3, 2017.

To: Leon Wright, Township Clerk
Charter Township of Van Buren
46425 Tyler Road
Van Buren, MI 48111

QBS Qualifications-Based Selection

Why Value Outweighs Cost in the Selection of Engineering Services

Detailed Workbook *for* Qualifications-Based Selection containing:

- » Step-by-Step Procedures
- » Examples
- » History

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1.0 Introduction and Background

What is QBS?

Qualifications-Based Selection (QBS) is an objective, flexible procedure for obtaining architectural, engineering, surveying, and other related professional design services on public projects. It assists an owner in the selection process if the owner does not already have a professional design consultant. The QBS process is helpful to frequent users of design services as well as one-time users with little or no past practical experience in working with design professionals. QBS provides owners with a selection process that is straightforward and easy to implement, is objective and fair, can be well documented, and is open to audit. QBS has received national and state attention in the public sector through legislation for many years. In October, 1972, the federal government enacted Public Law 92-582 covering the selection of architects and engineers based on qualifications. This bill has since been known as the Brooks Selection Bill, as it was introduced by U.S. Representative Jack Brooks of Texas. The QBS Coalition was formed in 1984. In 1987, it undertook the charge by the Michigan Legislature in House Concurrent Resolution #206 to provide a documented understanding of the process. The QBS Coalition for Michigan is supported by the following associations:

- ACEC OF MICHIGAN
- AGC OF MICHIGAN
- AIA OF MICHIGAN
- APWA OF MICHIGAN
- ASCE MICHIGAN CHAPTER
- ASLA OF MICHIGAN
- ESD
- MSPE
- MSPS
- MWEA

The term "design professional" is used in this document to represent any of the design professionals, or combination thereof, including architecture, engineering, surveying, and support services.

"Owner" is used in this document to represent the public user of design professional services.

The Michigan QBS document has been prepared for use by public purchasers of professional design services, and derives from experience gained by the Architectural and Engineering Societies in Wisconsin and other states with similar programs. In addition, the report and workbook by the American Institute of Architects, "Qualifications Based Selection: A Process for the Selection of Architects by Public Owners", was used. The QBS Coalition of Michigan has modified these documents to make them applicable in Michigan.

STATE OF MICHIGAN

MICHIGAN LEGISLATURE

House Concurrent Resolution No. 206

Offered by Representatives Stabenow, Dodak, Hertel, Richard A. Young, Griffin, Hoffman, Hunter and Van Singel and Senator George Hart

A CONCURRENT RESOLUTION URGING THE DEPARTMENTS OF MICHIGAN STATE GOVERNMENT AND THE POLITICAL SUBDIVISIONS OF THIS STATE TO SELECT THE SERVICES OF A DESIGN PROFESSIONAL BASED UPON QUALIFICATION

WHEREAS, It is the duty of the State of Michigan to provide for the safety of its citizens and, in so doing, provide for safely designed, engineered, and constructed public roads, highways, bridges, buildings, drainage systems, and improvements of all kinds to real property; and

WHEREAS, The State of Michigan and its political subdivisions continue to be subjected to lawsuits and liability for the design, engineering, and construction of public buildings, roads, highways, and other improvements, exposing the State and its political subdivisions to large disbursements of public funds for settlements and satisfaction of judgments; and

WHEREAS, It is in the best interest of the State of Michigan to protect the people by demanding and insuring that qualified architects, engineers, and land surveyors, also known as design professionals, render services which will assist toward making any construction safer for public use; and

WHEREAS, Selection based upon the qualifications of the design professional to perform the required service rather than selection of services based merely upon price, even though price may be important, is more likely to produce a better and safer end result; and

WHEREAS, Throughout Michigan, there are many design professionals eminently qualified to perform services needed by the State of Michigan and its communities for the safe and proper construction of public improvements; and

WHEREAS, Qualified design professionals and firms should be selected for particular tasks based upon the appropriate qualifications of the job and done in an orderly and equitable manner; now, therefore, be it

RESOLVED BY THE HOUSE OF REPRESENTATIVES (the Senate concurring), That the Michigan Legislature urges the departments of Michigan state government and all local political subdivisions engaged in the practice of procuring design professional services to institute suitable processes for the selection of a design professional or firm; and be it further

RESOLVED, That these processes for the selection of design professionals or firms be based first upon the qualifications of the design professionals or firms to perform the required work and, then, after qualified design professionals or firms have been chosen, negotiations as to the cost of services and the project be entered into with the qualified design professionals or firms; and be it further

RESOLVED, That the professional organizations of design professionals under the lead of the Michigan Society of Architects and the Consulting Engineers Council of Michigan should formulate criteria to be used to determine the qualifications for the selection process; and be it further

RESOLVED, That if price negotiations cannot be satisfactorily completed with the highest ranked design professional or firm based upon the appropriate qualifications, then such negotiations should cease and begin with the design professional or firm that is the next most qualified to perform the required work, and so forth until a design professional or firm is selected to render the needed services; and be it further

RESOLVED, That equal opportunity for all design professionals be incorporated and implemented within these processes for women and minorities.

Adopted by the House of Representatives, June 9, 1987
Adopted by the Senate, June 18, 1987

Secretary of the Senate

Clerk of the House of Representatives

3.0 How does Qualifications-Based Selection (QBS) work?

QBS is a fair and rational procedure that facilitates the selection of a design professional on the basis of qualifications and competence in relation to the scope and needs of a particular project. In most instances, the QBS process should include all or some of the following steps:

1. The owner identifies the general scope of work.
2. The selection schedule is established.
3. A list of design professional firms is compiled.
4. Qualification documents are requested.
5. Qualification documents are evaluated.
6. A shortlist of firms to be interviewed is composed.
7. A briefing is held.
8. Interviews are conducted.
9. Firms are ranked for selection.
10. Detailed scope of work negotiated with the top ranked firm.
11. A contract is negotiated with the top ranked firm. If an agreement cannot be reach, those negotiations are ended and negotiations are begun with the second-ranked firm, and so on down the line, until agreement is reached and a firm is selected.
12. All firms involved receive post-selection communications and the process is evaluated.

This step-by-step procedure and its variations are detailed in the following sections.

3.1 Developing the General Scope of Work

To begin the selection process, the owner must briefly identify the general scope and the particular needs of the project. Just as the owner needs information about the qualifications and competence of the design professional firms, the firms need to know the project requirements and goals. When the scope of work is properly described and communicated, it saves time, money, and effort for both the owner and the design professional. A well-defined scope of work allows the design firms to tailor their statements of qualifications directly to the project requirements, and provides the owner with a uniform basis for evaluating the responses.

The following are the basic elements that normally will be included in a statement of the scope of work for a project:

- Owner's name
- Description of function and short history of the owner organization or agency, in including the goals or events that prompted the project.
- Project name or identification.
- Project location.
- Contact person. (This person should be identified clearly as the only person to con tact for information on the project.)
- Identification and explanation of involvement of selection panel or client groups, e.g. boards, foundations, committees, citizens groups.

- Descriptions of other construction in process or planned for the same site but not part of the scope of work.
- Descriptions of completed studies, surveys, and/or preliminary feasibility work that are relevant to the project and available to the firms that will be short listed and interviewed.
- Requirements for further feasibility planning prior to design and construction.
- Project outline, including (to the extent known) the intended size, function, and occupancy; and other general anticipated requirements, e.g. renovation, demolition, additions, new construction; and energy, land use, and site selection considerations.
- Anticipated schedule including completion of design work, beginning of construction, and planned project completion date.
- Description of design professional selection process, including involvement of groups mentioned above.
- Additional or unique requirements or considerations such as referenda, anticipated funding strategy, and budgeting.

Additional items may be added to this list as appropriate to provide guidance to the competing firms and to meet the needs of the owner. All services to be provided by the design professional including feasibility studies, design, construction coordination, budget development, and funding strategy should be specifically identified.

Forms for guidance in preparing a Preliminary Scope of the Work, and examples, are included in the Appendix.

3.2 Establishing a Selection Time Frame

To keep the process of selecting a design professional proceeding smoothly, owners should establish a time frame for completion of the selection process. Establishing the time frame prevents misunderstanding and last-minute "surprises" that might delay or sidetrack the process.

The time frame for each project will differ, depending upon the nature of the project, the concerns of the owner, and other factors. In some instances, the tour of existing facilities may be provided to firms before short listing. Sometimes, the complexity of a project calls for second or third interviews, although multiple interviews generally should be discouraged. In any case, the time frame should be modified to ensure that all these variables are taken into account, and that the established schedule is appropriate.

A sample form is included for guidance in developing a time frame.

3.3 Compiling a List of Design Professionals

How does the owner identify professional design firms from which to request statements of qualifications? Some of the factors that should be considered are:

- The type of firm needed, e.g. architectural, engineering, surveying, or related design professionals.
- The reasonable number of firms that the owner can evaluate.
- The geographic locations and distribution of the firms.

Advertisements for Public Projects

Placing public notices of projects in newspapers and trade or professional publications is often required by state and local laws or regulations. Such announcements will reach many in the design community, and will result in a large number of responses. If this approach is used, the advertisement should specify information to be submitted, and the owner must be prepared to spend time evaluating the expressions of interest to narrow responses down to a workable number of firms.

Directories

Most professional organizations publish directories or make mailing lists of member firms available. These often can help owners identify firms with interest and/or experience in specific types of projects. The AIA/Michigan, ACEC/Michigan, ASLA/Michigan, the Michigan Society of Professional Engineers, the Michigan Society of Professional Surveyors, and many other organizations maintain directories to help owners locate firms. Directories usually can be found in the reference section of the local library. Local telephone yellow pages and other kinds of community business directories also can be used to identify professional design firms.

Referrals

To identify firms more selectively, an owner may wish to contact other owners who have recently used design professional services on similar projects.

How many firms should be included on the list? There is no exact formula. The owner should determine the number appropriate for the specific project and circumstances.

3.4 Requesting Qualification Documents

A Request for Qualifications (RFQ) can be used to obtain the names and credentials of interested professional firms. Public owners also may be required to advertise for interested professional design firms. When the list of firms to be considered is compiled, the owner should prepare the following materials to send to the firms:

1. A memo to all firms that are invited to submit statements of qualifications. The memo should list all firms in alphabetical order. (If the list is limited, it is customary for the owner to let firms know the names of other competing firms.)
2. A list of information that should be included with the firms' statements of qualifications.
3. A schedule of planned activities.
4. A scope-of-work statement.
5. The requirements for equal-opportunity employment, minority business, small business, and women owned business participation.

It is essential that all firms receive the same materials so that all the firms' responses will be based on the same project specifications and constraints and, therefore, can be compared fairly.

The exchange of information between the owner and the professional design firms is an important initial phase in the selection process. The owner's representative, listed on the memo requesting letters of qualifications, should be prepared to handle telephone calls and also should be authorized to respond to questions. If a question from one firm reveals important information is missing from the materials sent to the firms, all of the firms should be supplied with that information in writing.

Sample forms for this step in the QBS process are included. (The federal government standard forms 254/255 often are requested by public owners as firms' statements of qualifications. The forms are easy to use and are familiar to most firms.)

3.5 Evaluating Qualification Submittals

The selection committee assigned to develop a short list of firms should evaluate qualifications submitted by the firms. (It is up to the owner to ensure that the screening committee is composed of competent individuals who will be able to make an intelligent selection decision.) It is recommended that the owner establish a policy that qualification submittals received after the deadline will not be considered.

The number of firms to be included on the shortlist and then interviewed may vary depending on the size and scope of the project. Generally, three to five firms are sufficient.

A sample evaluation form is provided to assist with reviewing and short-listing firms based on their qualifications submittals. This form should be tailored to meet specific project needs.

A form also is included for checking references of firms the owner is particularly interested in. References should be checked between the time qualifications submittals are received and the time the selection committee meets to develop a shortlist.

All evaluations should provide equal-opportunity considerations.

3.6 ESTABLISHING A SHORTLIST OF FIRMS TO BE INTERVIEWED

Based on evaluation of qualification submittals and reference checks discussed in the preceding section, the owner can establish a shortlist of three to five firms to be interviewed. Because all firms that submitted qualifications committed time and expense to pursue the project, the owner should contact the firms not selected for the shortlist as well as those to be interviewed. The memo sent to firm that did not make the shortlist can express thanks and identify the firms that will be invited to interview.

A sample memo is included.

3.7 BRIEFING HELD WITH SHORTLISTED FIRMS

Firms selected for interviews should immediately be sent information regarding interview requirements. What should be included in the memo to these firms?

The following elements should be considered:

1. A briefing date for the shortlisted firms should be established. This may include a tour of the site/facilities if considered appropriate. The tour provides the firms with an important first-hand look at the concerns that gave rise to the project. The briefing also provides a further opportunity for exchange of information about the project. If the project site is vacant, the owner may simply provide maps and directions to the site. If facilities exist, however, the firms probably will want to tour them with the owner.

   Briefing tours can be handled individually (the owner's representative meets individually with representatives of competing firms) or in a group (all interested firms meet at a specific time and place for a group review of the site and/or facility).
2. A list of interview criteria and questions, and an explanation of the scoring an selection process, should be sent to the firms on the shortlist. Predetermining selection scoring criteria and specific areas of owner concern, and providing that information to the shortlisted firms, will provide the interviewing committee with the best possible basis for making an "apples to apples" comparison.
3. If the owner has feasibility studies, a project program, or other background information on the project, these materials should be submitted to the firms, or made available to them for purposes of review.
4. Other specifics about the interviews themselves, including the date, place, time, and the names and titles of the members of the group that will be conducting the interviews, also should be included.

A sample memo to shortlisted firms is included. The memo, and scoring and evaluation sheets, should be tailored to meet the owner's criteria, specific priorities, and concerns.

3.8 Interviewing the Shortlisted Firms

Purpose

Interviews with the shortlisted firms let the owner compare the firms' different approaches to the design process, as well as their interpretations and understanding of the specific project requirements. The owner should not expect sketches or other design work for the project at this time. The design requirements for even simple projects can be quite complex; and at this state, the design professional will not be sufficiently aware of the owner's needs and requirements to be able to produce a meaningful design solution.

The interviews allow for evaluation for the personal styles of each firm's management and key personnel, and their compatibility with the pre-identified criteria for the project. It is imperative that design personnel assigned to the project, as well as key representatives from the firm's consultants, be present at the interview. It is also essential for the project users to be involved in the interviews. Direct interaction between the owner/user and the design professional is essential for the development of a design that truly meets the owner's needs.

Set-up

The physical set-up for the interview should be comfortable, with good acoustics and ample room. A separate waiting area should be provided for other firms to be interviewed. Equipment such as blackboards, flip charts, and audio-visual screens probably will be useful if available, although most firms will bring the equipment they need. Since equipment set-up time may cause some delays, two rooms should be used, if possible. While one firm is being interviewed in the first room, another firm can set up in the second room. This ensures that important interview time is not spent checking equipment.

Owners may elect to interview the shortlisted firms in the design professional's office. This can provide greater insight regarding the firm's work setting as well as methods, equipment and informational resources, and key team members proposed for the project. Interviews may be held in closed sessions unless applicable statutes or regulations require an open public meeting. In such cases, the firms should be notified of this in advance.

Some Interviewing Guidelines

The following are suggested guidelines for setting up and conducting the interviews.

- Interview only the firms communicated with during the selection process, to ensure that all interviewed firms have had equal opportunity to prepare presentations.

- Schedule at least 45 minutes for each presentation, and 15 minutes between interviews. It's important to allow ample time for the presentation and question-and-answer period, and also for the committee to discuss the presentation privately before beginning the next interview.
- Schedule all interviews on the same day or on consecutive days. This permits the committee to compare all of the interviewed firms while information is freshly in mind, and ensures consistent interview scoring.
- The evaluation criteria for the interview scoring system should be communicated to all firms in advance.
- While it is appropriate to question firms about their approach to the design of a project, owners should not ask for an actual design solution during the interview. Appropriate and responsive designs require considerably more interaction between owner and design professional than is possible during the selection phase. Pre conceived design solutions brought to the table by either the design professional or owner rarely address the true needs of the owner's program. Considerable time and effort, however, may be expended trying to salvage preconceived ideas and make them fit the program. This actually impedes progress and prevents the exploration of more responsive solutions to identified design issues.
- Owners may want to ask how the firms plan to develop an appropriate level of compensation for their professional services. However, compensation amounts are best resolved through detailed discussions with the firm finally selected, and only after there is a comprehensive and mutual understanding of the actual scope of services.
- Let all firms know when the selection decision will be made. It is recommended that, if possible, the decision be made on the same date as the interviews after the committee has had ample time to evaluate all firms.
- Use of Technical Proposals. Technical proposals should be required only when the project is well defined, and if the significance of the project justifies the expense and time to the shortlisted firms and the owner.

The process will add several weeks, and commensurate cost, the preparation time for the shortlisted firms. The owner also will require technically-experienced staff, as well as several additional weeks to review the technical proposals.

The technical proposal may be requested from shortlisted firms. This technical proposal can be used as a forerunner to the interviews, or as a substitute for the interview. The technical proposal should be requested of each of the shortlisted firms. The request should include the areas to be addressed in the technical proposal. A sample request letter for the interview process is included in the Appendix.

The technical proposal technique, without interviews, should be used when the owner is familiar with the firms and with the staff of the shortlisted firms. When the owner is not familiar with the firms and wishes to request technical proposals, the proposals should be in conjunction with and prior to interviews.

3.9 Ranking the Firms in Contention for Selection

An evaluation form that includes a weight and a score for each criteria/question is useful for evaluating, ranking and finally, selecting the most qualified firm. Each firm should be evaluated separately by each interviewer during the presentation and interview. When all the interviews have been concluded, the head of the selection committee should compile the individual score sheets. This system provides a documented record of the selection process as support for the committee's actions. It is recommended that committee members take the time to achieve a consensus rather than just ranking and selecting by majority vote.

A sample evaluation/ranking system is included.

If technical proposals are included in the process, the results of the review should be incorporated in the evaluation process. If technical proposals are requested in place of interviews, the head of the selection committee should compile the individual score sheets when the review of the technical proposals is complete.

3.10 Negotiating a Detailed Scope of Work with the Selected Firm

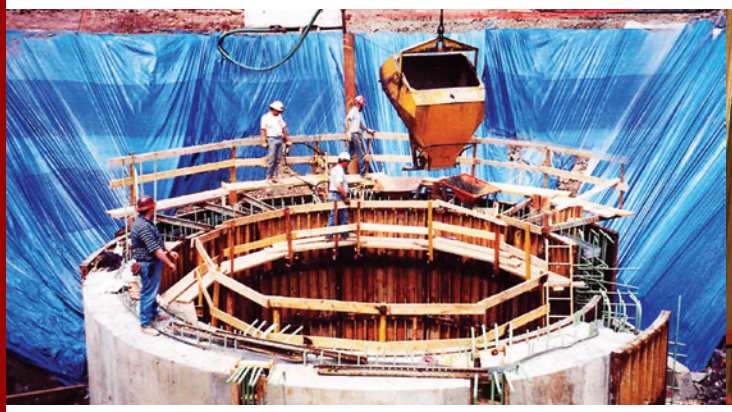
As soon as possible after selection, the owner should begin negotiations to develop a detailed scope of work with the firm deemed most qualified. Normally, it is not difficult to reach an agreement, since the QBS process facilitates an early understanding of the project scope and requirements. If agreement on the scope of services cannot be reached, negotiations with the first-ranked firm should be terminated and the owner should open negotiations with the second-ranked firm.

This detailed and comprehensive scope-of-services should be developed jointly by the owner and the top ranked firm. This is often accomplished through one or more meetings of the design professional and the owner, after which the design professional submits a project and work plan. The work plan should list consultants and the roles and responsibilities of all members of the design team, as well as the responsibilities of the owner.

3.11 Negotiating a Contract with the Selected Firm

- Once there is agreement on the work plan, the design firm should submit its proposal for compensation, to initiate fee negotiations.
- A written contract should be used. The parties may wish to use the standard form of agreement of the American Institute of Architects, or the Engineers' Joint Con tract Documents standard form. These contracts are widely used, time-tested, and designed to coordinate the needs of the owners, contractors, and design professionals.
- The agreement between the owner and design professional should ensure that both parties have the same expectations and understanding of the project requirements.

When project responsibilities of both the owner and design professional are understood and compensation is determined, an agreement to enter into a contract has been reached. The owner, through the normal written procedure or process, authorizes commencement of design services and thus completes the selection process. Again, if agreement on the compensation cannot be reached, negotiations with the first-ranked firm should be terminated and the owner should open negotiations with the second-ranked firm.



3.12 POST-SELECTION COMMUNICATIONS

After interviews and/or technical proposal reviews and ranking are completed, a post-selection memo should be prepared and mailed to all firms that participated in the process. The memo should list all firms in alphabetical order, and state by name in what order the committee ranked the firms. (It is customary for owners to provide this information as a courtesy to the firms.) A sample post-selection memo is included in the Appendix.

After a contract is awarded, a debriefing for each shortlisted firm should be provided upon request. The debriefing will include information on ranking and scoring of that firm's proposal.

The process should also be evaluated by the governmental unit, for use in future programs.

3.13 ADDITIONAL DISCUSSION

Nothing in this workbook is intended or should be read to prohibit any member of the QBS Coalition Associations from submitting price quotations at any time during the design professional selection process or to suggest that to do so is unethical, unprofessional, or contrary to policy. Nor should this workbook be read as in any way prohibiting any building or project owner from requesting such submissions.

The QBS Coalition does, however, advocate that public owners voluntarily adopt the qualifications-based approach to design professional selection described in this workbook. This workbook is not written for private, nongovernmental owners.

3.14 Lists of Design Professional Firms are Available from the Following Associations:

ACEC of Michigan
American Council of Engineering Companies (Michigan)
215 N. Walnut
Lansing, MI 48933
(517) 332-2066

AGC of Michigan
Associated General Contractors (Michigan)
2323 N. Larch St.
Lansing, MI 48906
(517) 371-1550

AIA of Michigan
American Institute of Architects of Michigan
553 E. Jefferson
Detroit, MI 48226
(313) 965-4100

APWA
American Public Worsk Association of Michigan
Van Buren County
PO Box 156
Lawrence, MI 49064
(269) 674-8011

ASCE
American Society of Civil Engineers, Michigan Chapter
215 N. Walnut
Lansing, MI 48933
(517) 332-2066

ASLA of Michigan
American Society of Landscape Architects of Michigan
1026 N. Washington Ave.
Lansing, MI 48906
(517) 485-4115

AWWA
American Water Works Association of Michigan
P.O. Box 609
Grand Ledge, MI 48837
Telephone:
(517) 627-0913

ESD
Engineering Society of Detroit
20700 Civic Center Dr., Ste. 450
Southfield, MI 48076
(248) 356-0736

MSPE
Michigan Society of Professional Engineers
215 N. Walnut
PO Box 15276
Lansing, MI 48901
(517) 487-0635

MSPS
Michigan Society of Professional Surveyors
220 Museum Dr.
Lansing, MI 48933
(517) 484-2413

MWEA
Michigan Water Environmental Association
PO Box 397
Bath, MI 48808

(517) 641-7377

4.0 Information and Example Materials

The forms and materials included are designed to provide basic formats that can be adjusted to meet specific project needs. The Michigan Qualifications-Based Selection Coalition will help the owner develop a set of materials to get the selection process started.

Memos and materials to be mailed to the firms involved

1. Request for letters of qualifications and enclosures:
   - Requirements for letters of qualifications.
   - Schedule of activities for the selection time frame.
   - A preliminary scope of the work.
2. Memo to firms that submitted letter of qualifications but were not selected for an interview.
3. Memo to shortlisted firms for information on interview and site visitations, with en closures:
   - Interview questions and score sheets for ranking firms.
   - Group interview evaluation forms.
4. Memo to shortlisted firms when technical proposal is requested, with enclosures:
   - Review questions and score sheets for ranking firms.
5. Memo to all firms that were interviewed.

Forms and information for use by the owner during the screening and interview process

6. Alternative interview score sheet for ranking shortlisted firms.
7. Ranking form for evaluation of the letters of qualification received.
8. Form for checking the references of firms under consideration.

4.1 Request for Letters of Qualification Sample Memo

TO: _____
List name of firm

FROM: _____
Owner

_____ _____
Individual Title

RE: Request for Statements of Qualification

Your firm is invited to submit your Statements of Qualification to become eligible for a possible interview for professional design* services related to design and construction requirements for the

_____
Owner

This project's_____
Description

Preliminary requirements are based on studies performed by the _____
Name of committee or group

Attached to this memo are:

1. A list of materials and information that should be included with your Statements of Qualification.
2. A general definition of the preliminary scope of the work.
3. A schedule of dates and requirements for the selection process.

For firms that are selected for an interview, a tour of the facility and site will be arranged. *(This sentence is optional)*

Your letters and Statements of Qualification with _____ copies should be forwarded to the following address, and should be received no later than 5 p.m. on_____
Day and time

TO: _____ _____
Name Title

_____
Address

**Note: May use "architectural," "engineering," or "land surveyors" in place of "design professional," where appropriate*

4.2 REQUIREMENTS FOR LETTERS OF QUALIFICATION

_____
Owner

_____
Project

Your Letters of Qualification should include the following information:

1. Name, address, and brief history of firm.
2. Resumes of key personnel to be assigned to this project.
3. Related experience during the last two years. (On complex and unique projects, may be extended beyond 2 years.)
   For Example:
   a. Include projects where professional design services related to design work were performed.
   b. Include examples of other projects that are similar in scope to this one.
   c. Include examples of project budgeting, cost estimating and results.

   Include the name of the project, a contact person, and dollar amount for each example.
4. You are invited to include a maximum of one page (may allow more) of information not included above if you feel it may be useful and applicable to this project.

4.3 SCHEDULE OF ACTIVITIES

The following schedule has been established by: _____
Owner

FOR: _____
Project

_____ 1. Identification of needs finalized by the owner. A scope of work in general terms developed.
Date

_____ 2. Identification by owner of interested and potential professional design firms to receive memo requesting Letters and Statements of Qualification.
Date

_____ 3. Memo requesting Letters and Statements of Qualification mailed to interested and invited firms.
Date

_____ 4. Letters and Statements of Qualification due. (Allow minimum of 10 days for firms to submit materials) Note: Before the next action date, references should be reviewed.
Date

_____ 5. Develop shortlist of 3-5 firms selected for interviews. Selection should be based on qualifications, references, and compatibility with owner's project.
Date

_____ 6. Memo mailed to shortlisted firms advising date for interviews and pre-interview tour or tours of site and/or facilities, along with criteria to be reviewed during the interview.
Date

_____ 7. Memo mailed to all firms, excluding shortlisted firms, informing them of firms to be interviewed and expressing appreciation for their interest.
Date

_____ 8. Tour or tours of facilities at (time) and (location). (Should be scheduled at least 20 days before interviews, to allow for preparation.)
Date

_____ 9. Scheduled interviews for shortlisted firms, at times and locations previously communicated. The best firm for the project to be selected, based on qualifications.
Date

_____ 10. Contract with selected firm negotiated and implemented.
Date

_____ 11. Memo mailed to all firms interviewed, indicating results of interviews and expressing appreciation for their involvement.
Date

_____ 12. Post-selection requirements. (Public hearings, etc.)
Date

4.4 PRELIMINARY SCOPE OF THE WORK

(The development of a scope of work for each project should include the following information in general terms, and should be limited to one page.)

_____
Owner

_____
Project Name

_____ _____
Project Location Contact Person

Identification and involvement of groups (Example: Boards, committees, citizen's groups, etc.):

_____

_____

Description of studies, surveys, and preliminary feasibility work relevant to project, and useful and available to firms that will be shortlisted.

Requirements for further feasibility planning before development of plans or design work.

Project outline and general anticipated requirements. *(Example: demolition, renovation, new construction, land use, environmental, waste management, etc.)*

Anticipated time frame:

Projected Start:_____ Planned Finish: _____

Approval process/involvement of groups.

Other requirements:

Referendums, public hearings, etc.

4.5 MEMO – FOR FIRMS THAT SUBMITTED LETTERS/STATEMENTS OF QUALIFICATION – NOT SELECTED FOR INTERVIEW

TO: *(List firms in alphabetical order.) (All firms not asked to interview or tour facilities.)*

FROM: _____
Owner

_____
Individual Title

_____
Address

RE: Status of Selection Process

_____
Project

The _____
Name of committee or group

expresses its appreciation to you and your firm for submitting your Letters of Qualification.

After careful consideration of all firms that submitted qualifications, the _____
Committee board or staff unit

decided to interview the following firms:
(List firms in alphabetical order)

1.
2.
3.
4.
5.

Although your firm was not selected for an interview, we appreciate your interest in our project, and the resources spent on the preparation of your proposal.

4.6 MEMO TO SHORTLISTED FIRMS TO BE INTERVIEWED/TOUR OF FACILITIES/AND CRITERIA

TO: *(List professional design firms in alphabetical order)*

FROM: _____
Owner

_____
Individual Title

_____
Project

RE: Interview Schedule and Requirements

The firms listed above have been shortlisted and will be interviewed for the professional design services related to the work necessary to implement this project. (Specify study, design, other)

Attached to this memo are the following:

1. An Interview Score Sheet, which will be used by the _____ (Interviewing group or individual) during the interview session.
2. Evaluation form, which the person in charge will use to compile evaluation scores.
3. Copies of _____ (Name of studies or report)

compiled by _____ (Name of group), for your information and review.

Each firm will be allowed 45 minutes to present qualifications and to answer questions. The interviewers will schedule 15 minutes between interviews for informal discussion of information presented during the preceding interview. At the completion of the interviews, the interviewers will rank the firms interviewed in accordance with their determination of which firm is most competent and compatible to do the work. The firm deemed to be most qualified will then enter into negotiations for a contract to provide the necessary design services. If contract terms cannot be reached, the firm ranked second will be invited in for contract negotiations.

Interviews will be held on _____
Date

The location is _____
Name of building

_____
Address

Form Continued on Next Page

Form Continued....

The order and time of interviews is:

Firm A _____Time Firm B _____Time Firm C _____Time
Firm D _____Time Firm E _____Time

A briefing and tour of the site and/or facility will be arranged for_____. Please have your firm's representative make arrangements to be present.

4.7 EXAMPLE – THE INTERVIEW: QUESTIONS AND SCORE SHEETS

Owner _____ Project _____

(Firms invited to interview for the captioned project should be prepared to address the following issues during the course of their interview. Questions can be expanded on as appropriate.)

CATEGORIES	RATING		WEIGHT		TOTAL
1. Related project experience	_____	x	_____	=	_____
2. Firm's ability and capacity to perform the work					
» Key personnel assigned to this project	_____	x	_____	=	_____
3. Grasp of the project requirements					
» Studies					
» Design					
» Other	_____	x	_____	=	_____
4. Method to be used to fulfill the required services, including design phase	_____	x	_____	=	_____
5. Management approach for technical requirements. Examples:					
» Cost Controls					
» Design and construction phase involvement	_____	x	_____	=	_____
6. Use of consultants that may work on the project					
» Discuss in-house resources					
» Outside sources	_____	x	_____	=	_____
7. Time schedule planned for this project					
» Availability	_____	x	_____	=	_____
8. Firm's experience and methods used for:					
» Budgeting and financial controls					
» Determining fee and compensation	_____	x	_____	=	_____
			GRAND TOTAL	=	_____

Instruction for the Interviewers

During the interview, rate each firm on a scale of 1-5, with 5 being highest, in each of the eight categories. Enter the number under "Rating". At the completion of the interview, multiplying the rating by the pre-determined weight for each category, and enter the total. Add all totals to establish the grand total. The person in charge will combine all of the totals for those participating in the interview session. The preassigned weights are established with a maximum of 10 points for each category. A maximum of 400 points may be awarded, assuming all categories were weighted at 10, and the firm received the maximum 5 rating on each category.

4.8 Group Interview Proposal Evaluation Form

(For use by the person in charge of the interviews to compile all scores of professional design firms participating in the interview process.)

Note:

Enter the grand total for each firm, as recorded by each interviewer on the Interview Score Sheet. After all entries are made and totaled, divide the combined group total for each firm by 400 for the maximum possible score.

Combined Group Totals

Interviewer 1					
Interviewer 2					
Interviewer 3					
Interviewer 4					
Interviewer 5					

Grand Totals					

4.9 Memo to Shortlisted Firms When Technical Proposal is Requested

TO: *(List professional design firms in alphabetical order)*

FROM: _____
Owner

_____
Individual Title

_____
Project

RE: Technical Proposal Request

The firms listed above have been shortlisted. Technical proposals are requested for professional design services related to the work necessary to implement this project. (Specify study, design or other)

Attached are:

1. A Technical Proposal Score Sheet, which will be used by the_____
Review group or individual

2. Evaluation form, for use of the person in charge, to compile the evaluation scores.

3. Copies of _____
Name of studies or reports

compiled by _____, for your information and review.
Name of group

Technical proposals are due on _____ at _____, and should be addressed to:
Date Time

_____. _____ copies are to be submitted.

A briefing and tour of the site and/or facility will be arranged for _____.
Date

Please have your firm's representative make arrangements to be present.

Owner _____ Project _____

4.10 Technical proposals should address the following issues.

Categories	Rating		Weight		Total
1. Related project experience	_____	x	_____	=	_____
2. Firm's ability and capacity to perform the work » Key personnel assigned to this project » Responsible officer	_____	x	_____	=	_____
3. Issues of special concern	_____	x	_____	=	_____
4. Technical approach to work	_____	x	_____	=	_____
5. Management approach for technical requirements. Examples: » Cost Controls » Design and construction phase involvement	_____	x	_____	=	_____
6. Use of consultants that may work on the project » In-house resources » Outside sources	_____	x	_____	=	_____
7. Time schedule planned for this project » Availability	_____	x	_____	=	_____
8. Firm's experience and methods used for: » Budgeting and financial controls » Determining fee and compensation	_____	x	_____	=	_____
			Grand Total	=	_____

Instructions for the Reviewers

During the interview, rate each firm on a scale of 1-5, with 5 being the highest, in each of the eight categories. Enter the number under "Rating". At the completion of the review, multiply the rating by the predetermined weight for each category, and enter the total. Add all totals to establish the grand total. The person in charge will combine all of the totals for those participating. The preassigned weights are established with a maximum of 10 points for each category. A maximum of 400 points may be awarded, assuming all categories were weighed at 10 and the firm received the maximum 5 rating on each category.

4.11 Group Technical Proposal Evaluation Form

(For use by the person in charge of the interviews, to compile all scores of professional design firms participating in the interview process.)

Note:

Enter the grand total for each firm, as recorded by each interviewer on the interview score sheet. After all entries are made and totaled, divide the combined group total for each firm by 400 for the maximum possible score.

Combined Group Totals

	Firm A	Firm B	Firm C	Firm D	Firm E
Interviewer 1					
Interviewer 2					
Interviewer 3					
Interviewer 4					
Interviewer 5					

Grand Totals					

Divide group totals by 400 for a composite score to determine the most qualified firm. *(Based on eight categories.)*

4.12 MEMO FOR ALL PROFESSIONAL DESIGN FIRMS THAT WERE INTERVIEWED

TO: *(List professional design firms in alphabetical order)*

FROM: _____
Owner

_____
Individual Title

_____
(Address)

RE: Status of Selection Process

_____
Project Name

The _____ has completed the selection process for
Owner

Professional services for the above named project.

It has been our objective to select the most qualified firm to perform this service. The results of the

_____ decision, ranks the firms interviewed in the following order:
Interviewers

Firm #1 _____
Name

Firm #2 _____
Name

Firm #3 _____
Name

Firm #4 _____
Name

Firm #5 _____
Name

We have now entered into contract discussions and negotiations with _____.
Firm #1

The _____ express their appreciation for your time,
Interviewers

effort and interest on our behalf.

4.13 THE REFERENCE CHECK

Owner _____ Project Description_____

Professional Design Firm _____ on which the reference check is being conducted.

Reference Information:

Owner _____ Project Referenced _____

Address _____Person Contacted _____

Phone_____

(Based on references provided in firm's Letters of Qualification or through networking with other owners who have worked with the firm.)

	5	4	3	2	1
Sample Questions Asked	Exe.	Good	Avg.	Fair	Poor
1. What is you project?					
2. When was it completed?					
3. Did the firm above do the work?					
4. What did they do for you? Design work, studies, construction, coordination, other (specify)_____					
5. Who was the staff person assigned to work with you on this project?_____ Were you satisfied with his/her work?_____					
6. Was the project started at schedule?					
7. Was the project completed as planned?					
8. Were the budget, cost control, and financial administration within the planned controls and limitations?					
9. Did the firm and (you) the owner work well as a team as it related to the project?					
10. Did the firms personnel work well with the committee/ boards and staff on all the project's specific requirements?					
11. What is your overall evaluation of the firm based on your experience?					

GRAND TOTAL _____

Multiply number of questions by 5 for maximum score as appropriate. Add each firm's score following the reference check, and then transfer to the Letters of Qualification Evaluation Form as a line item on that firm's evaluation sheet.

4.14 LETTERS OF QUALIFICATION EVALUATION

To the following model, you should add or delete questions as appropriate for your specific situation. It is suggested that the weights and values assigned be on the same scale as those used for interviewing shortlisted firms which you will do later.

Highest numbers: most value / Rating columns: 1-5 points / Weight columns; 1-10, depending on importance to the project.

A form at the bottom of this page is provided for the person in charge of the review group to use, to summarize the results of the process, to narrow the number of firms that submitted qualifications down to the number desired for a shortlist (firms to be interviewed).

Qualifications Evaluation

Owner _____
Contact Person_____
Project Description _____
Professional Design Firm _____
Address _____
City _____ State _____ Zip _____
Phone _____ Contact Person _____

	RATING		WEIGHT	=	TOTAL
1) Firm's history and resource capability to perform required services	_____	x	_____	=	_____
2) Evaluation of assigned personnel	_____	x	_____	=	_____
3) Related experience (as appropriate)	_____	x	_____	=	_____
» Design Services					
» Construction Coordination					
» Demolition					
» Studies					
» Other _____	_____	x	_____	=	_____
4) Budget, cost controls experience, and results	_____	x	_____	=	_____
5) Familiarity with local area–geography and facilities	_____	x	_____	=	_____
6) Ability to relate project requirements	_____	x	_____	=	_____
7) Analysis of subjective statements (one page) applicable to the project as required on the RFQ	_____	x	_____	=	_____
8) Reference check (evaluation transfer from reference check form)	_____	x	_____	=	_____

GRAND TOTAL _____

Form Continued on Next Page

Form Continued...

Name of Reviewer _____

Qualifications Evaluation Summary

(To be used by the Review Group person in charge, to compile the evaluation results of all Letters of Qualification submitted. Note: Enter the Grand Total for each firm's qualifications (from the respective evaluation sheets for comparative purposes) to select three to five most qualified firms to be interviewed.)

Firms	1	2	3	4	5	6	7	8	9	10
Reviewer 1										
Reviewer 2										
Reviewer 3										
Reviewer ___										
Reviewer ___										
Reviewer ___										

Divide the totals by the maximum composite score possible. Rating X Maximum weight. Example: 8 questions X 5 rating = 40 X 10 weight = maximum points. List the top-ranked firm as the short-listed firms to be interviewed.

4.15 OPTIONAL FORM

To: _____
Interviewing Group

Owner: _____

Interview Score Sheet

Issue	Possible Points	Points Awarded
1. Similar project experience		10
2. Discussion of the firm's capacity to perform the work		10
3. A discussion of the firm's understanding of the project needs		20
4. Discussion of the methods the firm proposes to use in providing the required services.		10
5. A discussion of consultants that may be working with the firm on the project.		10
6. Discussion of how the firm will handle the planning, design and construction phases of the project. Discuss design approach, construction cost controls, and involvement in the design and implantation phases of the work.		30
7. Discussion of time schedule the firm proposes to complete the necessary preliminary work, as well as a time schedule for the entire project.		10
Notes:		100

4.16 Example – The Interview: Questions and Score Sheets

Owner ____*Hickory Valley Township*_____ Project ____*Landfill Monitoring Wells*_____

(Firms invited to interview for the captioned project should be prepared to address the following issues during the course of their interview. Questions can be expanded on as appropriate.)

Categories	Rating	x Weight	= Total
1. Related project experience	3	8	24
2. Firms ability and capacity to perform the work » Key personnel assigned to this project	5	8	40
3. Grasp of the project requirements » Studies » Design » Other	4	10	40
4. Method to be used to fulfill the required services, including design phase	4	8	32
5. Management approach for technical requirements examples: » Cost Controls » Design & construction phase involvement	3	7	21
6. Use of consultants that may work on the project » Discuss In-House Resources » Outside Resources	3	5	15
7. Time schedule planned for this project » Availability	5	5	25
8. Firms experience and methods used for: » Budgeting and financial controls » Determining fee and compensation	4	10	40
Grand Total			237

Instructions for the Interviewers

During the interview, rate each firm on a scale of 1-5, with 5 being highest, in each of the eight categories. Enter the number under "Rating". At the completion of the interview, multiply the rating by the predetermined weight for each category, and enter the total. Add all totals to establish the Grand Total. The person in charge will combine all of the totals for those participating in the interview session. The preassigned weights are established with a maximum of 10 points for each category. A maximum of 400 points may be awarded, assuming all categories were weighted at 10, and the firm received the maximum 5 rating on each category.

INTERVIEWER: Mr. Hazelton **Firm: A**

4.17 Group Technical Proposal Evaluation Form

(For use by the person in charge of the interviews to compile all scores of professional design firms participating in the interview process.)

Note:

Enter the grand total for each firm, as recorded by each interviewer on the Interview Score Sheet. After all entries are made and totaled, divide the combined group total for each firm by 400 for the maximum possible score.

Combined Group Totals

Interviewer 1	237	314	390		
Interviewer 2	340	275	370		
Interviewer 3	310	290	370		
Interviewer 4	257	330	302		
Interviewer 5	290	300	340		

Grand Totals	1434	1509	1772		

Divide group totals by 400 for a composite score to determine the most qualified firm.

Blackhawk School District – Elementary School Addition

Firm C = 4.38
Firm B = 3.77
Firm A = 3.58

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

Work Study Date: 02/06/17
Board Meeting: 02/07/17

Consent Agenda_____ **New Business_X___** Unfinished Business:___ Public Hearing_____

ITEM (SUBJECT)	Authorize the formation of a Qualifications Based Selection Committee for the selection of a new General Engineering Services Firm.
DEPARTMENT	Planning
PRESENTER	Matthew R. Best, Deputy Director of Planning and Economic Development
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	James Taylor, Director of Public Services Ron Akers, Director of Planning and Economic Development

Agenda topic

ACTION REQUESTED
To appoint Supervisor McNamara, Clerk Wright; Treasurer Budd, Deputy Director of Planning And Economic Development Best and Public Services Director Taylor to a Qualifications Based Selection Committee to recommend a consulting engineering firm for Board approval, to approve the Schedule of Activities for the selection of a consulting engineering firm, to authorize advertising the request for Letters of Qualifications in the Detroit Newspapers and the Ann Arbor News, and to authorize the Qualifications Based Selection Committee to mail requests for Letters of Qualifications to the firms it may determine to be likely to meet the Townships needs.
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)
The QBS process has been followed in previous selections of firms to provide general engineering services for the Township

BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Formation of the committee and begin the QBS process.

DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A

ATTORNEY RECOMMENDATION	The document was reviewed by the Township Attorney.
(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.**
Deputy Director of Planning and Economic Development

RE: **Qualification Based Selection for General Engineering Services**

DATE: **January 18, 2017**

The firm that currently provides general engineering services to the Township has done so since 2001. Best management practices suggest seeking to refresh service providers at least once every 3 years. It is recommended that the Township refresh its general engineering service provider. Developmental Services recommends that the Township employ a qualifications based selection (QBS) process to obtain the services of the best qualified firm to meet the Township's growing needs for general engineering services.

QBS is a fair and rational procedure that facilitates the selection of a design professional on the basis of qualifications and competence in relation to the scope and needs of a particular project. In most instances, the QBS process should include all or some of the following steps:

1. The owner identifies the general scope of work.
2. The selection schedule is established.
3. A list of design professional firms is compiled.
4. Qualification documents are requested.
5. Qualification documents are evaluated.
6. A shortlist of firms to be interviewed is composed.
7. A briefing is held
8. Interviews are conducted.
9. Firms are ranked for selection.
10. Detailed scope of work negotiated with the top ranked firm.
11. A contract is negotiated with the top ranked firm. If an agreement cannot be reached, those negotiations are ended and negotiations are begun with the second-ranked firm, and so on down the line, until agreement is reached and a firm is selected.
12. All firms involved receive post-selection communications and the process is evaluated.

Although the Qualification Based Selection Process appears to be designed for selecting professional services for a specific project, this process is one that lends itself to the selection of general professional services as well.

It is recommended that the process be modified slightly to have a Selection Committee comprised of the Township Supervisor, Clerk, Treasurer, Water & Sewer Director and the Deputy Director of Planning and Economic Development to select a firm to recommend for Board Approval.

Attached is the proposed schedule of activities to be conducted for the selection process and the proposed request for Statement of Qualifications to be published in the Detroit Newspapers and the

Ann Arbor News. In addition, the Selection Committee will be developing a list of engineering firms to which invitations to submit a Statement of Qualification will be mailed.

Attached is a copy of a fairly comprehensive publication regarding QBS. Please note that because this selection is not for services related to a specific project, the section about negotiating the scope and cost of the project will not be applicable. Because this is for general engineering services, we will be including a requirement that the recommended firm provide a fee schedule in addition to any other materials they may provide at their interviews and that fees may be a recommended criterion to be weighted in the final selection rating. Also, the scope of services to be provided will be included in the negotiated contract, rather than being a separate task.

Consider:

To appoint Supervisor McNamara, Clerk Wright; Treasurer Budd, Deputy Director of Planning And Economic Development Best and Public Services Director Taylor to a Qualifications Based Selection Committee to recommend a consulting engineering firm for Board approval, to approve the Schedule of Activities for the selection of a consulting engineering firm, to authorize advertising the request for Letters of Qualifications in the Detroit Newspapers and the Ann Arbor News, and to authorize the Qualifications Based Selection Committee to mail requests for Letters of Qualifications to the firms it may determine to be likely to meet the Townships needs.

SCHEDULE OF ACTIVITIES

The following schedule for the selection of a firm to provide general Township engineering services has been established by the Charter Township of Van Buren, Michigan:

Dates	Step 1: Establish Evaluation Criteria
02/01/17	A preliminary scope of services in general terms is developed.
02/06/17	Township Board considers approval of Qualifications Based Selection process and appointment of the Selection Committee members.
02/09/17	Committee identifies firms to receive Request for Statement of Qualifications.
02/09/17	Mail Request for Statement of Qualifications (RFQ) and publish ads in Detroit Newspapers (combined Detroit Free Press/Detroit News) and The Ann Arbor News.
02/21/17	Board to consider Committee's recommended Statement of Qualifications Evaluation form, Reference Check form, and Interview Questions and· Score Sheet for use in determining the three firms to be interviewed for final selection by the Board. Also to be submitted for Board consideration will be the recommended interview questions and weighting to be used by the Board in its scoring for determining the highest rated firm.
03/03/17	Statement of Qualifications due by 3:00 p.m. None will be accepted after this date.
03/13/17	Develop a short list of up to five firms to be interviewed by the Committee. Selection will be based on qualifications, references and experience compatible with Township needs.
03/17/17	Complete reference checks of firms to be interviewed by the Committee.
03/20/17	Call and email/mail memo to the shortlisted firms advising them of the date for interview by the Committee.
03/22/16	Memo emailed/mailed to all firms not shortlisted, informing them of the firms selected for an interview and expressing appreciation for their interest.
04/05/17	Committee to conduct interviews with shortlisted firms, ranking of firms and selection of the recommended firm.
04/10/17	Mail memo to firms not selected, informing them of the results of the interviews and expressing appreciation for their involvement.
04/18/17	Township Board Meeting to select Engineering Firm
Step 2: Negotiate Contract Terms	
Step 3: Township Board considers approval of contract. Execute Contract	

REQUEST FOR STATEMENT OF QUALIFICATIONS

From the Charter Township of Van Buren Township, Michigan

Project: General Township Engineering Services

To: _____

Your firm is invited to submit your Statement of Qualifications to become eligible to be selected to provide general engineering services to the Charter Township of Van Buren. The firms to be considered must have an office located within sixty (60) miles of the Township offices and must be willing to negotiate the terms of a contract, particularly regarding the scope of responsibility and accountability.

Your Statement of Qualifications should include the following information:

1. Name, address and brief description of firm.
2. Resumes of key personnel to be assigned to this project.
3. A one-page narrative as to firm's interest, particular abilities and qualifications related to this project. Include reference contact information
4. Description of other projects designed or performed by this firm and key personnel pertinent to this project.
5. Examples of knowledge, expertise and/or experience with other related work.

The firm selected will be involved in the following activities on behalf of the Township: Site plan review, design review, construction inspection, master planning for utilities, design and construction of utilities, watershed and storm water management, and general engineering services.

The firm will also be required to participate in site plan review meetings, pre-construction meetings, various regional technical committee meetings, public hearings, and public information meetings.

Five (5) copies of your Statement of Qualifications should be forwarded to the following address and must be received no later than 3:00 p.m. on March 3, 2017.

To: Leon Wright, Township Clerk
Charter Township of Van Buren
46425 Tyler Road
Van Buren, MI 48111

QBS Qualifications-Based Selection

Why Value Outweighs Cost in the Selection of Engineering Services

Detailed Workbook *for* Qualifications-Based Selection containing:

- » Step-by-Step Procedures
- » Examples
- » History

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1.0 Introduction and Background

What is QBS?

Qualifications-Based Selection (QBS) is an objective, flexible procedure for obtaining architectural, engineering, surveying, and other related professional design services on public projects. It assists an owner in the selection process if the owner does not already have a professional design consultant. The QBS process is helpful to frequent users of design services as well as one-time users with little or no past practical experience in working with design professionals. QBS provides owners with a selection process that is straightforward and easy to implement, is objective and fair, can be well documented, and is open to audit. QBS has received national and state attention in the public sector through legislation for many years. In October, 1972, the federal government enacted Public Law 92-582 covering the selection of architects and engineers based on qualifications. This bill has since been known as the Brooks Selection Bill, as it was introduced by U.S. Representative Jack Brooks of Texas. The QBS Coalition was formed in 1984. In 1987, it undertook the charge by the Michigan Legislature in House Concurrent Resolution #206 to provide a documented understanding of the process. The QBS Coalition for Michigan is supported by the following associations:

- ACEC OF MICHIGAN
- AGC OF MICHIGAN
- AIA OF MICHIGAN
- APWA OF MICHIGAN
- ASCE MICHIGAN CHAPTER
- ASLA OF MICHIGAN
- ESD
- MSPE
- MSPS
- MWEA

The term "design professional" is used in this document to represent any of the design professionals, or combination thereof, including architecture, engineering, surveying, and support services.

"Owner" is used in this document to represent the public user of design professional services.

The Michigan QBS document has been prepared for use by public purchasers of professional design services, and derives from experience gained by the Architectural and Engineering Societies in Wisconsin and other states with similar programs. In addition, the report and workbook by the American Institute of Architects, "Qualifications Based Selection: A Process for the Selection of Architects by Public Owners", was used. The QBS Coalition of Michigan has modified these documents to make them applicable in Michigan.

STATE OF MICHIGAN

MICHIGAN LEGISLATURE

House Concurrent Resolution No. 206

Offered by Representatives Stabenow, Dodak, Hertel, Richard A. Young, Griffin, Hoffman, Hunter and Van Singel and Senator George Hart

A CONCURRENT RESOLUTION URGING THE DEPARTMENTS OF MICHIGAN STATE GOVERNMENT AND THE POLITICAL SUBDIVISIONS OF THIS STATE TO SELECT THE SERVICES OF A DESIGN PROFESSIONAL BASED UPON QUALIFICATION

WHEREAS, It is the duty of the State of Michigan to provide for the safety of its citizens and, in so doing, provide for safely designed, engineered, and constructed public roads, highways, bridges, buildings, drainage systems, and improvements of all kinds to real property; and

WHEREAS, The State of Michigan and its political subdivisions continue to be subjected to lawsuits and liability for the design, engineering, and construction of public buildings, roads, highways, and other improvements, exposing the State and its political subdivisions to large disbursements of public funds for settlements and satisfaction of judgments; and

WHEREAS, It is in the best interest of the State of Michigan to protect the people by demanding and insuring that qualified architects, engineers, and land surveyors, also known as design professionals, render services which will assist toward making any construction safer for public use; and

WHEREAS, Selection based upon the qualifications of the design professional to perform the required service rather than selection of services based merely upon price, even though price may be important, is more likely to produce a better and safer end result; and

WHEREAS, Throughout Michigan, there are many design professionals eminently qualified to perform services needed by the State of Michigan and its communities for the safe and proper construction of public improvements; and

WHEREAS, Qualified design professionals and firms should be selected for particular tasks based upon the appropriate qualifications of the job and done in an orderly and equitable manner; now, therefore, be it

RESOLVED BY THE HOUSE OF REPRESENTATIVES (the Senate concurring), That the Michigan Legislature urges the departments of Michigan state government and all local political subdivisions engaged in the practice of procuring design professional services to institute suitable processes for the selection of a design professional or firm; and be it further

RESOLVED, That these processes for the selection of design professionals or firms be based first upon the qualifications of the design professionals or firms to perform the required work and, then, after qualified design professionals or firms have been chosen, negotiations as to the cost of services and the project be entered into with the qualified design professionals or firms; and be it further

RESOLVED, That the professional organizations of design professionals under the lead of the Michigan Society of Architects and the Consulting Engineers Council of Michigan should formulate criteria to be used to determine the qualifications for the selection process; and be it further

RESOLVED, That if price negotiations cannot be satisfactorily completed with the highest ranked design professional or firm based upon the appropriate qualifications, then such negotiations should cease and begin with the design professional or firm that is the next most qualified to perform the required work, and so forth until a design professional or firm is selected to render the needed services; and be it further

RESOLVED, That equal opportunity for all design professionals be incorporated and implemented within these processes for women and minorities.

Adopted by the House of Representatives, June 9, 1987
Adopted by the Senate, June 18, 1987

Secretary of the Senate

Clerk of the House of Representatives

3.0 How does Qualifications-Based Selection (QBS) work?

QBS is a fair and rational procedure that facilitates the selection of a design professional on the basis of qualifications and competence in relation to the scope and needs of a particular project. In most instances, the QBS process should include all or some of the following steps:

1. The owner identifies the general scope of work.
2. The selection schedule is established.
3. A list of design professional firms is compiled.
4. Qualification documents are requested.
5. Qualification documents are evaluated.
6. A shortlist of firms to be interviewed is composed.
7. A briefing is held.
8. Interviews are conducted.
9. Firms are ranked for selection.
10. Detailed scope of work negotiated with the top ranked firm.
11. A contract is negotiated with the top ranked firm. If an agreement cannot be reach, those negotiations are ended and negotiations are begun with the second-ranked firm, and so on down the line, until agreement is reached and a firm is selected.
12. All firms involved receive post-selection communications and the process is evaluated.

This step-by-step procedure and its variations are detailed in the following sections.

3.1 Developing the General Scope of Work

To begin the selection process, the owner must briefly identify the general scope and the particular needs of the project. Just as the owner needs information about the qualifications and competence of the design professional firms, the firms need to know the project requirements and goals. When the scope of work is properly described and communicated, it saves time, money, and effort for both the owner and the design professional. A well-defined scope of work allows the design firms to tailor their statements of qualifications directly to the project requirements, and provides the owner with a uniform basis for evaluating the responses.

The following are the basic elements that normally will be included in a statement of the scope of work for a project:

- Owner's name
- Description of function and short history of the owner organization or agency, in including the goals or events that prompted the project.
- Project name or identification.
- Project location.
- Contact person. (This person should be identified clearly as the only person to con tact for information on the project.)
- Identification and explanation of involvement of selection panel or client groups, e.g. boards, foundations, committees, citizens groups.

- Descriptions of other construction in process or planned for the same site but not part of the scope of work.
- Descriptions of completed studies, surveys, and/or preliminary feasibility work that are relevant to the project and available to the firms that will be short listed and interviewed.
- Requirements for further feasibility planning prior to design and construction.
- Project outline, including (to the extent known) the intended size, function, and occupancy; and other general anticipated requirements, e.g. renovation, demolition, additions, new construction; and energy, land use, and site selection considerations.
- Anticipated schedule including completion of design work, beginning of construction, and planned project completion date.
- Description of design professional selection process, including involvement of groups mentioned above.
- Additional or unique requirements or considerations such as referenda, anticipated funding strategy, and budgeting.

Additional items may be added to this list as appropriate to provide guidance to the competing firms and to meet the needs of the owner. All services to be provided by the design professional including feasibility studies, design, construction coordination, budget development, and funding strategy should be specifically identified.

Forms for guidance in preparing a Preliminary Scope of the Work, and examples, are included in the Appendix.

3.2 Establishing a Selection Time Frame

To keep the process of selecting a design professional proceeding smoothly, owners should establish a time frame for completion of the selection process. Establishing the time frame prevents misunderstanding and last-minute "surprises" that might delay or sidetrack the process.

The time frame for each project will differ, depending upon the nature of the project, the concerns of the owner, and other factors. In some instances, the tour of existing facilities may be provided to firms before short listing. Sometimes, the complexity of a project calls for second or third interviews, although multiple interviews generally should be discouraged. In any case, the time frame should be modified to ensure that all these variables are taken into account, and that the established schedule is appropriate.

A sample form is included for guidance in developing a time frame.

3.3 Compiling a List of Design Professionals

How does the owner identify professional design firms from which to request statements of qualifications? Some of the factors that should be considered are:

- The type of firm needed, e.g. architectural, engineering, surveying, or related design professionals.
- The reasonable number of firms that the owner can evaluate.
- The geographic locations and distribution of the firms.

Advertisements for Public Projects

Placing public notices of projects in newspapers and trade or professional publications is often required by state and local laws or regulations. Such announcements will reach many in the design community, and will result in a large number of responses. If this approach is used, the advertisement should specify information to be submitted, and the owner must be prepared to spend time evaluating the expressions of interest to narrow responses down to a workable number of firms.

Directories

Most professional organizations publish directories or make mailing lists of member firms available. These often can help owners identify firms with interest and/or experience in specific types of projects. The AIA/Michigan, ACEC/Michigan, ASLA/Michigan, the Michigan Society of Professional Engineers, the Michigan Society of Professional Surveyors, and many other organizations maintain directories to help owners locate firms. Directories usually can be found in the reference section of the local library. Local telephone yellow pages and other kinds of community business directories also can be used to identify professional design firms.

Referrals

To identify firms more selectively, an owner may wish to contact other owners who have recently used design professional services on similar projects.

How many firms should be included on the list? There is no exact formula. The owner should determine the number appropriate for the specific project and circumstances.

3.4 Requesting Qualification Documents

A Request for Qualifications (RFQ) can be used to obtain the names and credentials of interested professional firms. Public owners also may be required to advertise for interested professional design firms. When the list of firms to be considered is compiled, the owner should prepare the following materials to send to the firms:

1. A memo to all firms that are invited to submit statements of qualifications. The memo should list all firms in alphabetical order. (If the list is limited, it is customary for the owner to let firms know the names of other competing firms.)
2. A list of information that should be included with the firms' statements of qualifications.
3. A schedule of planned activities.
4. A scope-of-work statement.
5. The requirements for equal-opportunity employment, minority business, small business, and women owned business participation.

It is essential that all firms receive the same materials so that all the firms' responses will be based on the same project specifications and constraints and, therefore, can be compared fairly.

The exchange of information between the owner and the professional design firms is an important initial phase in the selection process. The owner's representative, listed on the memo requesting letters of qualifications, should be prepared to handle telephone calls and also should be authorized to respond to questions. If a question from one firm reveals important information is missing from the materials sent to the firms, all of the firms should be supplied with that information in writing.

Sample forms for this step in the QBS process are included. (The federal government standard forms 254/255 often are requested by public owners as firms' statements of qualifications. The forms are easy to use and are familiar to most firms.)

3.5 Evaluating Qualification Submittals

The selection committee assigned to develop a short list of firms should evaluate qualifications submitted by the firms. (It is up to the owner to ensure that the screening committee is composed of competent individuals who will be able to make an intelligent selection decision.) It is recommended that the owner establish a policy that qualification submittals received after the deadline will not be considered.

The number of firms to be included on the shortlist and then interviewed may vary depending on the size and scope of the project. Generally, three to five firms are sufficient.

A sample evaluation form is provided to assist with reviewing and short-listing firms based on their qualifications submittals. This form should be tailored to meet specific project needs.

A form also is included for checking references of firms the owner is particularly interested in. References should be checked between the time qualifications submittals are received and the time the selection committee meets to develop a shortlist.

All evaluations should provide equal-opportunity considerations.

3.6 ESTABLISHING A SHORTLIST OF FIRMS TO BE INTERVIEWED

Based on evaluation of qualification submittals and reference checks discussed in the preceding section, the owner can establish a shortlist of three to five firms to be interviewed. Because all firms that submitted qualifications committed time and expense to pursue the project, the owner should contact the firms not selected for the shortlist as well as those to be interviewed. The memo sent to firm that did not make the shortlist can express thanks and identify the firms that will be invited to interview.

A sample memo is included.

3.7 BRIEFING HELD WITH SHORTLISTED FIRMS

Firms selected for interviews should immediately be sent information regarding interview requirements. What should be included in the memo to these firms?

The following elements should be considered:

1. A briefing date for the shortlisted firms should be established. This may include a tour of the site/facilities if considered appropriate. The tour provides the firms with an important first-hand look at the concerns that gave rise to the project. The briefing also provides a further opportunity for exchange of information about the project. If the project site is vacant, the owner may simply provide maps and directions to the site. If facilities exist, however, the firms probably will want to tour them with the owner.

   Briefing tours can be handled individually (the owner's representative meets individually with representatives of competing firms) or in a group (all interested firms meet at a specific time and place for a group review of the site and/or facility).
2. A list of interview criteria and questions, and an explanation of the scoring an selection process, should be sent to the firms on the shortlist. Predetermining selection scoring criteria and specific areas of owner concern, and providing that information to the shortlisted firms, will provide the interviewing committee with the best possible basis for making an "apples to apples" comparison.
3. If the owner has feasibility studies, a project program, or other background information on the project, these materials should be submitted to the firms, or made available to them for purposes of review.
4. Other specifics about the interviews themselves, including the date, place, time, and the names and titles of the members of the group that will be conducting the interviews, also should be included.

A sample memo to shortlisted firms is included. The memo, and scoring and evaluation sheets, should be tailored to meet the owner's criteria, specific priorities, and concerns.

3.8 Interviewing the Shortlisted Firms

Purpose

Interviews with the shortlisted firms let the owner compare the firms' different approaches to the design process, as well as their interpretations and understanding of the specific project requirements. The owner should not expect sketches or other design work for the project at this time. The design requirements for even simple projects can be quite complex; and at this state, the design professional will not be sufficiently aware of the owner's needs and requirements to be able to produce a meaningful design solution.

The interviews allow for evaluation for the personal styles of each firm's management and key personnel, and their compatibility with the pre-identified criteria for the project. It is imperative that design personnel assigned to the project, as well as key representatives from the firm's consultants, be present at the interview. It is also essential for the project users to be involved in the interviews. Direct interaction between the owner/user and the design professional is essential for the development of a design that truly meets the owner's needs.

Set-up

The physical set-up for the interview should be comfortable, with good acoustics and ample room. A separate waiting area should be provided for other firms to be interviewed. Equipment such as blackboards, flip charts, and audio-visual screens probably will be useful if available, although most firms will bring the equipment they need. Since equipment set-up time may cause some delays, two rooms should be used, if possible. While one firm is being interviewed in the first room, another firm can set up in the second room. This ensures that important interview time is not spent checking equipment.

Owners may elect to interview the shortlisted firms in the design professional's office. This can provide greater insight regarding the firm's work setting as well as methods, equipment and informational resources, and key team members proposed for the project. Interviews may be held in closed sessions unless applicable statutes or regulations require an open public meeting. In such cases, the firms should be notified of this in advance.

Some Interviewing Guidelines

The following are suggested guidelines for setting up and conducting the interviews.

- Interview only the firms communicated with during the selection process, to ensure that all interviewed firms have had equal opportunity to prepare presentations.

- Schedule at least 45 minutes for each presentation, and 15 minutes between interviews. It's important to allow ample time for the presentation and question-and-answer period, and also for the committee to discuss the presentation privately before beginning the next interview.
- Schedule all interviews on the same day or on consecutive days. This permits the committee to compare all of the interviewed firms while information is freshly in mind, and ensures consistent interview scoring.
- The evaluation criteria for the interview scoring system should be communicated to all firms in advance.
- While it is appropriate to question firms about their approach to the design of a project, owners should not ask for an actual design solution during the interview. Appropriate and responsive designs require considerably more interaction between owner and design professional than is possible during the selection phase. Pre conceived design solutions brought to the table by either the design professional or owner rarely address the true needs of the owner's program. Considerable time and effort, however, may be expended trying to salvage preconceived ideas and make them fit the program. This actually impedes progress and prevents the exploration of more responsive solutions to identified design issues.
- Owners may want to ask how the firms plan to develop an appropriate level of compensation for their professional services. However, compensation amounts are best resolved through detailed discussions with the firm finally selected, and only after there is a comprehensive and mutual understanding of the actual scope of services.
- Let all firms know when the selection decision will be made. It is recommended that, if possible, the decision be made on the same date as the interviews after the committee has had ample time to evaluate all firms.
- Use of Technical Proposals. Technical proposals should be required only when the project is well defined, and if the significance of the project justifies the expense and time to the shortlisted firms and the owner.

The process will add several weeks, and commensurate cost, the preparation time for the shortlisted firms. The owner also will require technically-experienced staff, as well as several additional weeks to review the technical proposals.

The technical proposal may be requested from shortlisted firms. This technical proposal can be used as a forerunner to the interviews, or as a substitute for the interview. The technical proposal should be requested of each of the shortlisted firms. The request should include the areas to be addressed in the technical proposal. A sample request letter for the interview process is included in the Appendix.

The technical proposal technique, without interviews, should be used when the owner is familiar with the firms and with the staff of the shortlisted firms. When the owner is not familiar with the firms and wishes to request technical proposals, the proposals should be in conjunction with and prior to interviews.

3.9 Ranking the Firms in Contention for Selection

An evaluation form that includes a weight and a score for each criteria/question is useful for evaluating, ranking and finally, selecting the most qualified firm. Each firm should be evaluated separately by each interviewer during the presentation and interview. When all the interviews have been concluded, the head of the selection committee should compile the individual score sheets. This system provides a documented record of the selection process as support for the committee's actions. It is recommended that committee members take the time to achieve a consensus rather than just ranking and selecting by majority vote.

A sample evaluation/ranking system is included.

If technical proposals are included in the process, the results of the review should be incorporated in the evaluation process. If technical proposals are requested in place of interviews, the head of the selection committee should compile the individual score sheets when the review of the technical proposals is complete.

3.10 Negotiating a Detailed Scope of Work with the Selected Firm

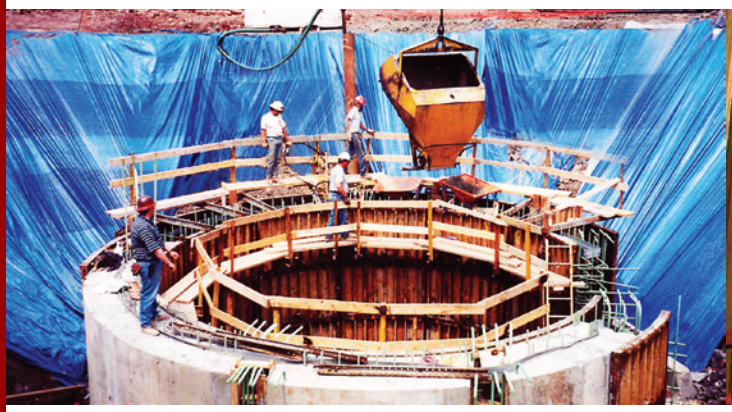
As soon as possible after selection, the owner should begin negotiations to develop a detailed scope of work with the firm deemed most qualified. Normally, it is not difficult to reach an agreement, since the QBS process facilitates an early understanding of the project scope and requirements. If agreement on the scope of services cannot be reached, negotiations with the first-ranked firm should be terminated and the owner should open negotiations with the second-ranked firm.

This detailed and comprehensive scope-of-services should be developed jointly by the owner and the top ranked firm. This is often accomplished through one or more meetings of the design professional and the owner, after which the design professional submits a project and work plan. The work plan should list consultants and the roles and responsibilities of all members of the design team, as well as the responsibilities of the owner.

3.11 Negotiating a Contract with the Selected Firm

- Once there is agreement on the work plan, the design firm should submit its proposal for compensation, to initiate fee negotiations.
- A written contract should be used. The parties may wish to use the standard form of agreement of the American Institute of Architects, or the Engineers' Joint Con tract Documents standard form. These contracts are widely used, time-tested, and designed to coordinate the needs of the owners, contractors, and design professionals.
- The agreement between the owner and design professional should ensure that both parties have the same expectations and understanding of the project requirements.

When project responsibilities of both the owner and design professional are understood and compensation is determined, an agreement to enter into a contract has been reached. The owner, through the normal written procedure or process, authorizes commencement of design services and thus completes the selection process. Again, if agreement on the compensation cannot be reached, negotiations with the first-ranked firm should be terminated and the owner should open negotiations with the second-ranked firm.



3.12 POST-SELECTION COMMUNICATIONS

After interviews and/or technical proposal reviews and ranking are completed, a post-selection memo should be prepared and mailed to all firms that participated in the process. The memo should list all firms in alphabetical order, and state by name in what order the committee ranked the firms. (It is customary for owners to provide this information as a courtesy to the firms.) A sample post-selection memo is included in the Appendix.

After a contract is awarded, a debriefing for each shortlisted firm should be provided upon request. The debriefing will include information on ranking and scoring of that firm's proposal.

The process should also be evaluated by the governmental unit, for use in future programs.

3.13 ADDITIONAL DISCUSSION

Nothing in this workbook is intended or should be read to prohibit any member of the QBS Coalition Associations from submitting price quotations at any time during the design professional selection process or to suggest that to do so is unethical, unprofessional, or contrary to policy. Nor should this workbook be read as in any way prohibiting any building or project owner from requesting such submissions.

The QBS Coalition does, however, advocate that public owners voluntarily adopt the qualifications-based approach to design professional selection described in this workbook. This workbook is not written for private, nongovernmental owners.

3.14 Lists of Design Professional Firms are Available from the Following Associations:

ACEC of Michigan
American Council of Engineering Companies (Michigan)
215 N. Walnut
Lansing, MI 48933
(517) 332-2066

AGC of Michigan
Associated General Contractors (Michigan)
2323 N. Larch St.
Lansing, MI 48906
(517) 371-1550

AIA of Michigan
American Institute of Architects of Michigan
553 E. Jefferson
Detroit, MI 48226
(313) 965-4100

APWA
American Public Worsk Association of Michigan
Van Buren County
PO Box 156
Lawrence, MI 49064
(269) 674-8011

ASCE
American Society of Civil Engineers, Michigan Chapter
215 N. Walnut
Lansing, MI 48933
(517) 332-2066

ASLA of Michigan
American Society of Landscape Architects of Michigan
1026 N. Washington Ave.
Lansing, MI 48906
(517) 485-4115

AWWA
American Water Works Association of Michigan
P.O. Box 609
Grand Ledge, MI 48837
Telephone:
(517) 627-0913

ESD
Engineering Society of Detroit
20700 Civic Center Dr., Ste. 450
Southfield, MI 48076
(248) 356-0736

MSPE
Michigan Society of Professional Engineers
215 N. Walnut
PO Box 15276
Lansing, MI 48901
(517) 487-0635

MSPS
Michigan Society of Professional Surveyors
220 Museum Dr.
Lansing, MI 48933
(517) 484-2413

MWEA
Michigan Water Environmental Association
PO Box 397
Bath, MI 48808

(517) 641-7377

4.0 Information and Example Materials

The forms and materials included are designed to provide basic formats that can be adjusted to meet specific project needs. The Michigan Qualifications-Based Selection Coalition will help the owner develop a set of materials to get the selection process started.

Memos and materials to be mailed to the firms involved

1. Request for letters of qualifications and enclosures:
   - Requirements for letters of qualifications.
   - Schedule of activities for the selection time frame.
   - A preliminary scope of the work.
2. Memo to firms that submitted letter of qualifications but were not selected for an interview.
3. Memo to shortlisted firms for information on interview and site visitations, with en closures:
   - Interview questions and score sheets for ranking firms.
   - Group interview evaluation forms.
4. Memo to shortlisted firms when technical proposal is requested, with enclosures:
   - Review questions and score sheets for ranking firms.
5. Memo to all firms that were interviewed.

Forms and information for use by the owner during the screening and interview process

6. Alternative interview score sheet for ranking shortlisted firms.
7. Ranking form for evaluation of the letters of qualification received.
8. Form for checking the references of firms under consideration.

4.1 Request for Letters of Qualification Sample Memo

TO: _____
List name of firm

FROM: _____
Owner

_____ _____
Individual Title

RE: Request for Statements of Qualification

Your firm is invited to submit your Statements of Qualification to become eligible for a possible interview for professional design* services related to design and construction requirements for the

_____
Owner

This project's_____
Description

Preliminary requirements are based on studies performed by the _____
Name of committee or group

Attached to this memo are:

1. A list of materials and information that should be included with your Statements of Qualification.
2. A general definition of the preliminary scope of the work.
3. A schedule of dates and requirements for the selection process.

For firms that are selected for an interview, a tour of the facility and site will be arranged. *(This sentence is optional)*

Your letters and Statements of Qualification with _____ copies should be forwarded to the following address, and should be received no later than 5 p.m. on_____
Day and time

TO: _____ _____
Name Title

_____
Address

**Note: May use "architectural," "engineering," or "land surveyors" in place of "design professional," where appropriate*

4.2 REQUIREMENTS FOR LETTERS OF QUALIFICATION

_____
Owner

_____
Project

Your Letters of Qualification should include the following information:

1. Name, address, and brief history of firm.
2. Resumes of key personnel to be assigned to this project.
3. Related experience during the last two years. (On complex and unique projects, may be extended beyond 2 years.)
   For Example:
   a. Include projects where professional design services related to design work were performed.
   b. Include examples of other projects that are similar in scope to this one.
   c. Include examples of project budgeting, cost estimating and results.

   Include the name of the project, a contact person, and dollar amount for each example.
4. You are invited to include a maximum of one page (may allow more) of information not included above if you feel it may be useful and applicable to this project.

4.3 SCHEDULE OF ACTIVITIES

The following schedule has been established by: _____
Owner

FOR: _____
Project

_____ 1. Identification of needs finalized by the owner. A scope of work in general terms developed.
Date

_____ 2. Identification by owner of interested and potential professional design firms to receive memo requesting Letters and Statements of Qualification.
Date

_____ 3. Memo requesting Letters and Statements of Qualification mailed to interested and invited firms.
Date

_____ 4. Letters and Statements of Qualification due. (Allow minimum of 10 days for firms to submit materials) Note: Before the next action date, references should be reviewed.
Date

_____ 5. Develop shortlist of 3-5 firms selected for interviews. Selection should be based on qualifications, references, and compatibility with owner's project.
Date

_____ 6. Memo mailed to shortlisted firms advising date for interviews and pre-interview tour or tours of site and/or facilities, along with criteria to be reviewed during the interview.
Date

_____ 7. Memo mailed to all firms, excluding shortlisted firms, informing them of firms to be interviewed and expressing appreciation for their interest.
Date

_____ 8. Tour or tours of facilities at (time) and (location). (Should be scheduled at least 20 days before interviews, to allow for preparation.)
Date

_____ 9. Scheduled interviews for shortlisted firms, at times and locations previously communicated. The best firm for the project to be selected, based on qualifications.
Date

_____ 10. Contract with selected firm negotiated and implemented.
Date

_____ 11. Memo mailed to all firms interviewed, indicating results of interviews and expressing appreciation for their involvement.
Date

_____ 12. Post-selection requirements. (Public hearings, etc.)
Date

4.4 PRELIMINARY SCOPE OF THE WORK

(The development of a scope of work for each project should include the following information in general terms, and should be limited to one page.)

_____
Owner

_____
Project Name

_____ _____
Project Location Contact Person

Identification and involvement of groups (Example: Boards, committees, citizen's groups, etc.):

_____

_____

Description of studies, surveys, and preliminary feasibility work relevant to project, and useful and available to firms that will be shortlisted.

Requirements for further feasibility planning before development of plans or design work.

Project outline and general anticipated requirements. *(Example: demolition, renovation, new construction, land use, environmental, waste management, etc.)*

Anticipated time frame:

Projected Start:_____ Planned Finish: _____

Approval process/involvement of groups.

Other requirements:

Referendums, public hearings, etc.

4.5 MEMO – FOR FIRMS THAT SUBMITTED LETTERS/STATEMENTS OF QUALIFICATION – NOT SELECTED FOR INTERVIEW

TO: *(List firms in alphabetical order.) (All firms not asked to interview or tour facilities.)*

FROM: _____
Owner

_____
Individual Title

_____
Address

RE: Status of Selection Process

_____
Project

The _____
Name of committee or group

expresses its appreciation to you and your firm for submitting your Letters of Qualification.

After careful consideration of all firms that submitted qualifications, the _____
Committee board or staff unit

decided to interview the following firms:
(List firms in alphabetical order)

1.
2.
3.
4.
5.

Although your firm was not selected for an interview, we appreciate your interest in our project, and the resources spent on the preparation of your proposal.

4.6 MEMO TO SHORTLISTED FIRMS TO BE INTERVIEWED/TOUR OF FACILITIES/AND CRITERIA

TO: *(List professional design firms in alphabetical order)*

FROM: _____
Owner

_____
Individual Title

_____
Project

RE: Interview Schedule and Requirements

The firms listed above have been shortlisted and will be interviewed for the professional design services related to the work necessary to implement this project. (Specify study, design, other)

Attached to this memo are the following:

1. An Interview Score Sheet, which will be used by the _____ (Interviewing group or individual) during the interview session.
2. Evaluation form, which the person in charge will use to compile evaluation scores.
3. Copies of _____ (Name of studies or report)

compiled by _____ (Name of group), for your information and review.

Each firm will be allowed 45 minutes to present qualifications and to answer questions. The interviewers will schedule 15 minutes between interviews for informal discussion of information presented during the preceding interview. At the completion of the interviews, the interviewers will rank the firms interviewed in accordance with their determination of which firm is most competent and compatible to do the work. The firm deemed to be most qualified will then enter into negotiations for a contract to provide the necessary design services. If contract terms cannot be reached, the firm ranked second will be invited in for contract negotiations.

Interviews will be held on _____
Date

The location is _____
Name of building

_____
Address

Form Continued on Next Page

Form Continued....

The order and time of interviews is:

Firm A _____Time Firm B _____Time Firm C _____Time
Firm D _____Time Firm E _____Time

A briefing and tour of the site and/or facility will be arranged for_____. Please have your firm's representative make arrangements to be present.

4.7 EXAMPLE – THE INTERVIEW: QUESTIONS AND SCORE SHEETS

Owner _____ Project _____

(Firms invited to interview for the captioned project should be prepared to address the following issues during the course of their interview. Questions can be expanded on as appropriate.)

CATEGORIES	RATING		WEIGHT		TOTAL
1. Related project experience	_____	x	_____	=	_____
2. Firm's ability and capacity to perform the work					
» Key personnel assigned to this project	_____	x	_____	=	_____
3. Grasp of the project requirements					
» Studies					
» Design					
» Other	_____	x	_____	=	_____
4. Method to be used to fulfill the required services, including design phase	_____	x	_____	=	_____
5. Management approach for technical requirements. Examples:					
» Cost Controls					
» Design and construction phase involvement	_____	x	_____	=	_____
6. Use of consultants that may work on the project					
» Discuss in-house resources					
» Outside sources	_____	x	_____	=	_____
7. Time schedule planned for this project					
» Availability	_____	x	_____	=	_____
8. Firm's experience and methods used for:					
» Budgeting and financial controls					
» Determining fee and compensation	_____	x	_____	=	_____
			GRAND TOTAL	=	_____

Instruction for the Interviewers

During the interview, rate each firm on a scale of 1-5, with 5 being highest, in each of the eight categories. Enter the number under "Rating". At the completion of the interview, multiplying the rating by the pre-determined weight for each category, and enter the total. Add all totals to establish the grand total. The person in charge will combine all of the totals for those participating in the interview session. The preassigned weights are established with a maximum of 10 points for each category. A maximum of 400 points may be awarded, assuming all categories were weighted at 10, and the firm received the maximum 5 rating on each category.

4.8 Group Interview Proposal Evaluation Form

(For use by the person in charge of the interviews to compile all scores of professional design firms participating in the interview process.)

Note:

Enter the grand total for each firm, as recorded by each interviewer on the Interview Score Sheet. After all entries are made and totaled, divide the combined group total for each firm by 400 for the maximum possible score.

Combined Group Totals

Interviewer 1					
Interviewer 2					
Interviewer 3					
Interviewer 4					
Interviewer 5					

Grand Totals					

4.9 Memo to Shortlisted Firms When Technical Proposal is Requested

TO: *(List professional design firms in alphabetical order)*

FROM: _____
Owner

_____
Individual Title

_____
Project

RE: Technical Proposal Request

The firms listed above have been shortlisted. Technical proposals are requested for professional design services related to the work necessary to implement this project. (Specify study, design or other)

Attached are:

1. A Technical Proposal Score Sheet, which will be used by the_____
Review group or individual

2. Evaluation form, for use of the person in charge, to compile the evaluation scores.

3. Copies of _____
Name of studies or reports

compiled by _____, for your information and review.
Name of group

Technical proposals are due on _____ at _____, and should be addressed to:
Date Time

_____. _____ copies are to be submitted.

A briefing and tour of the site and/or facility will be arranged for _____.
Date

Please have your firm's representative make arrangements to be present.

Owner _____ Project _____

4.10 Technical proposals should address the following issues.

Categories	Rating		Weight		Total
1. Related project experience	_____	x	_____	=	_____
2. Firm's ability and capacity to perform the work » Key personnel assigned to this project » Responsible officer	_____	x	_____	=	_____
3. Issues of special concern	_____	x	_____	=	_____
4. Technical approach to work	_____	x	_____	=	_____
5. Management approach for technical requirements. Examples: » Cost Controls » Design and construction phase involvement	_____	x	_____	=	_____
6. Use of consultants that may work on the project » In-house resources » Outside sources	_____	x	_____	=	_____
7. Time schedule planned for this project » Availability	_____	x	_____	=	_____
8. Firm's experience and methods used for: » Budgeting and financial controls » Determining fee and compensation	_____	x	_____	=	_____
			Grand Total	=	_____

Instructions for the Reviewers

During the interview, rate each firm on a scale of 1-5, with 5 being the highest, in each of the eight categories. Enter the number under "Rating". At the completion of the review, multiply the rating by the predetermined weight for each category, and enter the total. Add all totals to establish the grand total. The person in charge will combine all of the totals for those participating. The preassigned weights are established with a maximum of 10 points for each category. A maximum of 400 points may be awarded, assuming all categories were weighed at 10 and the firm received the maximum 5 rating on each category.

4.11 Group Technical Proposal Evaluation Form

(For use by the person in charge of the interviews, to compile all scores of professional design firms participating in the interview process.)

Note:

Enter the grand total for each firm, as recorded by each interviewer on the interview score sheet. After all entries are made and totaled, divide the combined group total for each firm by 400 for the maximum possible score.

Combined Group Totals

	Firm A	Firm B	Firm C	Firm D	Firm E
Interviewer 1					
Interviewer 2					
Interviewer 3					
Interviewer 4					
Interviewer 5					

Grand Totals					

Divide group totals by 400 for a composite score to determine the most qualified firm. *(Based on eight categories.)*

4.12 MEMO FOR ALL PROFESSIONAL DESIGN FIRMS THAT WERE INTERVIEWED

TO: *(List professional design firms in alphabetical order)*

FROM: _____
Owner

_____
Individual Title

_____
(Address)

RE: Status of Selection Process

_____
Project Name

The _____ has completed the selection process for
Owner

Professional services for the above named project.

It has been our objective to select the most qualified firm to perform this service. The results of the

_____ decision, ranks the firms interviewed in the following order:
Interviewers

Firm #1 _____
Name

Firm #2 _____
Name

Firm #3 _____
Name

Firm #4 _____
Name

Firm #5 _____
Name

We have now entered into contract discussions and negotiations with _____.
Firm #1

The _____ express their appreciation for your time,
Interviewers

effort and interest on our behalf.

4.13 THE REFERENCE CHECK

Owner _____ Project Description_____

Professional Design Firm _____ on which the reference check is being conducted.

Reference Information:

Owner _____ Project Referenced _____

Address _____Person Contacted _____

Phone_____

(Based on references provided in firm's Letters of Qualification or through networking with other owners who have worked with the firm.)

	5	4	3	2	1
Sample Questions Asked	Exe.	Good	Avg.	Fair	Poor
1. What is you project?					
2. When was it completed?					
3. Did the firm above do the work?					
4. What did they do for you? Design work, studies, construction, coordination, other (specify)_____					
5. Who was the staff person assigned to work with you on this project?_____ Were you satisfied with his/her work?_____					
6. Was the project started at schedule?					
7. Was the project completed as planned?					
8. Were the budget, cost control, and financial administration within the planned controls and limitations?					
9. Did the firm and (you) the owner work well as a team as it related to the project?					
10. Did the firms personnel work well with the committee/ boards and staff on all the project's specific requirements?					
11. What is your overall evaluation of the firm based on your experience?					

GRAND TOTAL _____

Multiply number of questions by 5 for maximum score as appropriate. Add each firm's score following the reference check, and then transfer to the Letters of Qualification Evaluation Form as a line item on that firm's evaluation sheet.

4.14 LETTERS OF QUALIFICATION EVALUATION

To the following model, you should add or delete questions as appropriate for your specific situation. It is suggested that the weights and values assigned be on the same scale as those used for interviewing shortlisted firms which you will do later.

Highest numbers: most value / Rating columns: 1-5 points / Weight columns; 1-10, depending on importance to the project.

A form at the bottom of this page is provided for the person in charge of the review group to use, to summarize the results of the process, to narrow the number of firms that submitted qualifications down to the number desired for a shortlist (firms to be interviewed).

Qualifications Evaluation

Owner _____
Contact Person_____
Project Description _____
Professional Design Firm _____
Address _____
City _____ State _____ Zip _____
Phone _____ Contact Person _____

	RATING		WEIGHT	=	TOTAL
1) Firm's history and resource capability to perform required services	_____	x	_____	=	_____
2) Evaluation of assigned personnel	_____	x	_____	=	_____
3) Related experience (as appropriate)	_____	x	_____	=	_____
» Design Services					
» Construction Coordination					
» Demolition					
» Studies					
» Other _____	_____	x	_____	=	_____
4) Budget, cost controls experience, and results	_____	x	_____	=	_____
5) Familiarity with local area–geography and facilities	_____	x	_____	=	_____
6) Ability to relate project requirements	_____	x	_____	=	_____
7) Analysis of subjective statements (one page) applicable to the project as required on the RFQ	_____	x	_____	=	_____
8) Reference check (evaluation transfer from reference check form)	_____	x	_____	=	_____

GRAND TOTAL _____

Form Continued on Next Page

Form Continued...

Name of Reviewer _____

Qualifications Evaluation Summary

(To be used by the Review Group person in charge, to compile the evaluation results of all Letters of Qualification submitted. Note: Enter the Grand Total for each firm's qualifications (from the respective evaluation sheets for comparative purposes) to select three to five most qualified firms to be interviewed.)

Firms	1	2	3	4	5	6	7	8	9	10
Reviewer 1										
Reviewer 2										
Reviewer 3										
Reviewer ___										
Reviewer ___										
Reviewer ___										

Divide the totals by the maximum composite score possible. Rating X Maximum weight. Example: 8 questions X 5 rating = 40 X 10 weight = maximum points. List the top-ranked firm as the short-listed firms to be interviewed.

4.15 OPTIONAL FORM

To: _____
Interviewing Group

Owner: _____

Interview Score Sheet

Issue	Possible Points	Points Awarded
1. Similar project experience		10
2. Discussion of the firm's capacity to perform the work		10
3. A discussion of the firm's understanding of the project needs		20
4. Discussion of the methods the firm proposes to use in providing the required services.		10
5. A discussion of consultants that may be working with the firm on the project.		10
6. Discussion of how the firm will handle the planning, design and construction phases of the project. Discuss design approach, construction cost controls, and involvement in the design and implantation phases of the work.		30
7. Discussion of time schedule the firm proposes to complete the necessary preliminary work, as well as a time schedule for the entire project.		10
Notes:		100

4.16 Example – The Interview: Questions and Score Sheets

Owner ____*Hickory Valley Township*_____ Project ____*Landfill Monitoring Wells*_____

(Firms invited to interview for the captioned project should be prepared to address the following issues during the course of their interview. Questions can be expanded on as appropriate.)

Categories	Rating	x Weight	= Total
1. Related project experience	3	8	24
2. Firms ability and capacity to perform the work » Key personnel assigned to this project	5	8	40
3. Grasp of the project requirements » Studies » Design » Other	4	10	40
4. Method to be used to fulfill the required services, including design phase	4	8	32
5. Management approach for technical requirements examples: » Cost Controls » Design & construction phase involvement	3	7	21
6. Use of consultants that may work on the project » Discuss In-House Resources » Outside Resources	3	5	15
7. Time schedule planned for this project » Availability	5	5	25
8. Firms experience and methods used for: » Budgeting and financial controls » Determining fee and compensation	4	10	40
Grand Total			237

Instructions for the Interviewers

During the interview, rate each firm on a scale of 1-5, with 5 being highest, in each of the eight categories. Enter the number under "Rating". At the completion of the interview, multiply the rating by the predetermined weight for each category, and enter the total. Add all totals to establish the Grand Total. The person in charge will combine all of the totals for those participating in the interview session. The preassigned weights are established with a maximum of 10 points for each category. A maximum of 400 points may be awarded, assuming all categories were weighted at 10, and the firm received the maximum 5 rating on each category.

INTERVIEWER: Mr. Hazelton **Firm: A**

4.17 Group Technical Proposal Evaluation Form

(For use by the person in charge of the interviews to compile all scores of professional design firms participating in the interview process.)

Note:

Enter the grand total for each firm, as recorded by each interviewer on the Interview Score Sheet. After all entries are made and totaled, divide the combined group total for each firm by 400 for the maximum possible score.

Combined Group Totals

Interviewer 1	237	314	390		
Interviewer 2	340	275	370		
Interviewer 3	310	290	370		
Interviewer 4	257	330	302		
Interviewer 5	290	300	340		

Grand Totals	1434	1509	1772		

Divide group totals by 400 for a composite score to determine the most qualified firm.

Blackhawk School District – Elementary School Addition

Firm C = 4.38
Firm B = 3.77
Firm A = 3.58

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE: 2/6/17
BOARD MTG. DATES: 2/21/17

Consent Agenda__X__ New Business_____ Unfinished Business_____ Public Hearing_____

ITEM (SUBJECT)	Planning Commission Annual Report for 2016
DEPARTMENT	Planning & Economic Development
PRESENTER	Ron Akers, Director of Planning & Economic Development
PHONE NUMBER	734-699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	N/A

Agenda topic

ACTION REQUESTED

To consider adopting the Planning Commission Annual Report for 2016, as required by the Michigan Planning Enabling Act.

BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)

In accordance with P.A. 33 of 2008, as amended, MCL 125.3801 et seq, Michigan Planning Enabling Act, please find the attached annual report regarding Planning Commission activities for 2016. One of the statutory duties of the Planning Commission is to provide an annual report of their activities to the legislative body of the municipality. I have provided a table of the decision and public hearing agenda items the Planning Commission has considered in 2016 and a cover letter which summarizes those agenda items. Please feel free to contact me with any further questions.

BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	After adoption the report will be filed with the Clerk's office.

DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	Approval

ATTORNEY RECOMMENDATION	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	Items Included: • Planning Commission Annual Report for 2016 • January 11, 2017 Planning Commission Draft Meeting Minutes
APPROVAL OF SUPERVISOR	L. McCallum

Charter Township of Van Buren

BOARD OF TRUSTEES

SUPERVISOR
Kevin McNamara

CLERK
Leon Wright

TREASURER
Sharry A. Budd

TRUSTEE
Sherry A. Frazier

TRUSTEE
Kevin Martin

TRUSTEE
Reggie Miller

TRUSTEE
Paul D. White

December 19, 2016

Township Board of Trustees
Charter Township of Van Buren
46425 Tyler Road
Van Buren Township, MI 48111

Subject: **Planning Commission Annual Report for 2016**

In accordance with P.A. 33 of 2008, as amended, MCL 125.3801 et seq, Michigan Planning Enabling Act, please find the attached annual report regarding Planning Commission activities for 2016. The report is summarized as follows:

Public Hearings: The Planning Commission held nine (9) public hearings.

Preliminary Site Plan Approvals: The Planning Commission granted seven (7) preliminary site plan approvals.

Final Site Plan Approvals: The Planning Commission granted seven (7) final site plan approvals.

Special Use Recommendations: The Planning Commission recommended three (3) special use approvals to the Township Board.

Site Plan Amendments: The Planning Commission granted four (4) site plan amendments.

Temporary Land Use Approvals: The Planning Commission granted seven (7) temporary land use permits.

Rezoning Recommendations: The Planning Commission made two (2) rezoning recommendations to the Township Board.

Zoning Text Amendment Recommendations: The Planning Commission made one (1) zoning text amendment recommendation to the Township Board.

Tree Removal Permits: The Planning Commission granted two (2) tree removal permit.

Parks & Recreation Master Plan: The Planning Commission made one (1) recommendation to the Township Board on the 2016-2021 Parks & Recreation Master Plan.

Other Items of Note: In addition to the above mentioned items, the Planning Commission has been working on a few other items which are still in progress and worthy of note. These are the comprehensive Zoning Ordinance update and the Belleville Lake Shoreline Zoning Ordinance amendment. Both of these tasks are near their completion and the Township Board should see both of them in early 2017. Please feel free to contact me via telephone (734) 699-8913 or by e-mail at rakers@vanburen-mi.org with any further questions regarding this annual report.

Respectfully submitted,

Ronald A. Akers

Ron Akers, AICP
Director of Planning & Economic Development
Charter Township of Van Buren

46425 Tyler Road, Van Buren Twp., MI 48111-5217 Website: vanburen-mi.org
Telephone 734-699-8900 Fax 734-699-5213

2016 Planning Commision Activities

Meeting Date	Case #	Project Name	Action Type	Action
1/27/2016	15-014	Trillogy Apartments Pool & Clubhouse	Site Plan Amendment	Approved
3/9/2016	16-004	Phantom Fireworks - 2095 Rawsonville Rd	Temporary Land Use	Approved
3/9/2016	N/A	Zoning Text Amendment - Medical Marihuana Cultivation Facilities	Public Hearing	N/A
3/9/2016	N/A	Zoning Text Amendment - Belleville Lake Shoreline Districts	Public Hearing	N/A
3/9/2016	14-005	Townplace Suites - 11055 Quirk Road	Preliminary Site Plan	Approved
3/23/2016	N/A	Zoning Text Amendment - Medical Marihuana Cultivation Facilities	Recommend Amendment to Township Board	Approved
3/23/2016	16-013	Elliot's Amusements Carnival - 10900 Belleville Rd	Temporary Land Use	Approved
3/23/2016	16-014	TNT Fireworks - 10562 Belleville Rd	Temporary Land Use	Approved
4/13/2016	16-009	USA Fireworks - 6020 Denton Rd.	Temporary Land Use	Approved
4/13/2016	16-008	Verdeterre Contracting Office Building Addition - 7994 Belleville Rd	Preliminary Site Plan	Approved
4/13/2016	16-002	Aldis Grocery Store - Belleville Rd	Preliminary Site Plan	Approved
5/11/2016	16-016	Angry Tiger Fireworks - 41001 E. Huron River Dr	Temporary Land Use	Approved
5/11/2016	16-017	Angry Tiger Fireworks - 45378 Ecorse Rd	Temporary Land Use	Approved
5/11/2016	16-015	Mayser Polymer Manufacturing - Schooner Drive	Preliminary Site Plan	Approved
5/25/2016	16-019	Rezoning - 841 Savage	Public Hearing	N/A
5/25/2016	16-020	Rezoning - Local Development Finance Authority Ecorse Rd.	Public Hearing	N/A
5/25/2016	16-002	Aldis Grocery Store - Belleville Rd	Tree Removal Permit	Approved
5/25/2016	16-008	Verdeterre Contracting Office Building Addition - 7994 Belleville Rd	Final Site Plan	Approved
6/8/2016	16-019	Rezoning - 841 Savage	Recommend Rezoning to Township Board	Approved
6/8/2016	15-006	Tim Hortons Drive Thru - 2141 Rawsonville Rd	Site Plan Amendment	Approved
6/22/2016	16-020	Rezoning - Local Development Finance Authority Ecorse Rd.	Public Hearing	N/A
6/22/2016	16-020	Rezoning - Local Development Finance Authority Ecorse Rd.	Recommend Rezoning to Township Board	Approved
6/22/2016	14-025	Willow Creek Market Gas Station & Drive Thru - 49230 Michigan Ave.	Final Site Plan	Approved
6/22/2016	16-015	Farmer & Underwood Storage Building	Preliminary Site Plan	Approved
7/13/2016	14-004	Costco Distribution Facility - 5860 Belleville Rd.	Site Plan Amendment	Approved
8/10/2016	16-002	Aldis Grocery Store - Belleville Rd	Final Site Plan	Approved
8/10/2016	16-015	Farmer & Underwood Storage Building	Final Site Plan	Approved
9/14/2016	16-027	Group Daycare Home - 6191 Rawsonville Rd	Public Hearing	N/A
9/14/2016	N/A	Parks and Recreation Master Plan	Public Hearing	N/A
9/14/2016	16-027	Group Daycare Home - 6191 Rawsonville Rd	Recommend Special Use to Township Board	Approved
9/28/2016	N/A	Parks and Recreation Master Plan	Recommend to Township Board	Approved
9/28/2016	16-015	Mayser Polymer Manufacturing - Schooner Drive	Final Site Plan Approval	Approved
9/28/2016	16-033	Country Walk Gilbert Homes Architectural Elevations	Site Plan Amendment	Approved
10/26/2016	16-003	Multi-Tenant Drive Thru - 10573 Belleville Rd.	Public Hearing	N/A
10/26/2016	16-028	Tim Hortons Drive Thru - 11175 Haggerty Rd.	Public Hearing	N/A
10/26/2016	14-022	Townplace Suites - 11055 Quirk Road	Final Site Plan	Approved
10/26/2016	16-028	Tim Hortons Drive Thru - 11175 Haggerty Rd.	Recommend Special Use to Township Board	Approved
10/26/2016	16-028	Tim Hortons Drive Thru - 11175 Haggerty Rd.	Final Site Plan	Approved
11/9/2016	16-003	Multi-Tenant Drive Thru - 10573 Belleville Rd.	Recommend Special Use to Township Board	Approved
12/14/2016	16-003	Multi-Tenant Drive Thru - 10573 Belleville Rd.	Preliminary Site Plan	Approved
12/14/2016	14-022	Townplace Suites - 11055 Quirk Road	Tree Removal Permit	Approved
12/14/2016	16-038	Denski Warehouse - 5809 Sheldon	Preliminary Site Plan	Approved
12/14/2016	16-046	Mobile Hydogen Refueling Station - 40000 Ricardo Dr.	Temporary Land Use	Approved

CHARTER TOWNSHIP OF VAN BUREN
PLANNING COMMISSION
JANUARY 11, 2017
MINUTES

Chairperson Thompson called the meeting to order at 7:31 p.m.

ROLL CALL:
Present: Jackson, Boynton, Kelley, Atchinson, Budd, Franzoi and Thompson.
Excused: None.
Staff: Director Akers and Secretary Harman.
Planning Representatives: McKenna Associate, Patrick Sloan.
Audience: Three (3).

APPROVAL OF AGENDA:
Motion Boynton, Jackson second to approve the agenda of January 11, 2017 with the addition of Master Citizen Planner Certification presentation by Commission Kelley under General Business. Motion Carried.

APPROVAL OF MINUTES:
Motion Budd, Kelley second to approve the regular meeting minutes of December 14, 2016 as presented. Motion Carried.

NEW BUSINESS:

ITEM # 1 **ZONING ORDINANCE UPDATE**

TITLE: **THE VAN BUREN TOWNSHIP PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT HAS PROPOSED A COMPREHENSIVE UPDATE OF THE ZONING ORDINANCE. THE DEPARTMENT WILL EVENTUALLY ASK THE COMMISSION FOR A RECOMMENDATION FOR THE UPDATED ZONING ORDINANCE TO THE TOWNSHIP BOARD OF TRUSEES.**

INFORMATION: **The updated Zoning Ordinance is presented to the Planning Commission for eventual review and recommendation to the Township Board of Trustees. The Ordinance is being presented in multiple parts to the Commission. At this meeting, the discussion will focus on the following sections:**

1. **Article 6 (Supplemental Zoning District Standards)**
2. **Article 7 (General Provisions)**

Patrick Sloan of McKenna Associates presented the zoning ordinance update referencing his memorandum dated 1-6-17. Mr. Sloan discussed changes to Article 6 – Supplemental Zoning District Standards that included Condominium Developments, Eliminating the Ecorse and Haggerty Road Overlay District (EHROD), Planned Residential Developments and the Belleville Road Overlay District (BROD). Commissioners discussed the following items under the Planned Residential Development (PRD) section: Item #2 Public Services - having the developer responsible for installation of streetlights within the first year of development; Item #4 Attached Single Family Residences - reducing the maximum number of attached residential units from ten (10) units to six (6) units in the general

ordinance; Item #9 Access - adding a time period for the paving requirement to be completed prior to the issuance of building permits for 80% of the development and Item #8 Quality of Open Space - Commissioners discussed wetlands and trails located within the 50% usable open space, connectivity and amenities in PRD's.

Mr. Sloan discussed changes to Article 7 – General Provisions which included: Clear Vision Triangle Zone; Essential Services; Tents, Recreational Vehicles and Mobile Homes; Open Parking and Storage of Motor Vehicles, Equipment, Recreational Vehicles and Commercial Vehicles; Waste Receptacles and Accessory Structures and Uses. Commissioners discussed: vehicle parking in side yards, whether to allow roofs on decks, patio's or terraces that extend up to 10 feet into a front or rear yard setback and wind and solar energy units.

ITEM # 2 YEAR END REPORT

Director Akers presented the Planning Commission Annual Report for 2016 summarizing the Commissions activities for the year. The report and project spreadsheet are to be forwarded to the Township Board of Trustees.

Motion Boynton, Kelley second to send the Planning Commission Annual Report for 2016 to the Township Board of Trustees. Motion Carried. (Report Attached)

GENERAL DISCUSSION:

1. **BELLEVILLE LAKE SHORELINE DISTRICTS AMENDMENTS AND GENERAL ORDINANCE (PUBLIC HEARING – JANUARY 25)**

Director Akers informed Commission members and the audience of the upcoming Belleville Lake Shoreline Districts Amendments and General Ordinance Public Hearing to be held at the January 25, 2017 Planning Commission meeting. A Public Hearing notice is in the Independent newspaper, two letters have been mailed to lakefront property owners and the proposed ordinance is available on the Township website.

2. **MASTER CITIZEN PLANNER CERTIFICATION PRESENATION – BRYON KELLEY**

Commissioner Bryon Kelley gave a presentation for his Master Citizen Planner Certification that lasted over 20 minutes. Mr. Kelley attended the Michigan Association of Planners (MAP) Conference in which he took online testing for his Master Citizen Planner Certification. He discussed at length place making (designing a place where people want to live), growth, planning, community education and the involvement of surrounding communities in community development.

Motion Budd, Boynton second to adjourn at 9:38 p.m. Motion Carried.

Respectfully submitted,

Christina Harman
Recording Secretary

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING
DATE: 2017-02-06
BOARD MEETING
DATE: 2017-02-07

Consent Agenda X New Business _ Unfinished Business_____ Public Hearing_____

ITEM (SUBJECT)	Consider request of renewing Inter-Governmental Agreement for services with Romulus Animal Shelter.
DEPARTMENT	Public Safety/ Animal Shelter
PRESENTER	Director Laurain
PHONE NUMBER	734-699-8924
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED

Approve the renewing of Inter-Governmental Agreement for services with Romulus Animal Shelter

BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)

Prior to utilizing the services of the Romulus Animal Shelter, VB Animal Control utilized the services of the Michigan Humane Society in Westland, MI. Due the high cost of shelter fees and the extended distance from the boarder of VB Twp. an agreement was entered into with the Romulus Animal Shelter because of location and lower monthly fees.

The past three years utilizing the services of the Romulus Animal Shelter has been convenient for our ACO Officer during business hours and for Patrol Officers after hours in dropping off stray dogs from VB Twp., and for cost saving overall. They have been very responsive when we have called upon their services in making pick-up of dogs within the Twp. as needed and covering for our ACO Officer when unavailable.

With the increasing costs of operating the Animal Shelter, Romulus finds it necessary to add the following changes to current agreement:

- $20.00 fee for dogs being euthanized
- $5.00 per/day, per/dog that are held more than four days.

BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	R McDaman
ATTORNEY RECOMMENDATION	NA

Revised 7/9/13

City of Romulus

LeRoy D. Burcroff
Mayor

ADMINISTRATIVE and LEGISLATIVE OFFICES
11111 Wayne Road · Romulus, Michigan 48174-1485
Telephone (734) 942-7571 · FAX (734) 941-2122

ELLEN L. CRAIG-BRAGG
Clerk
(734) 942-7540 FAX (734) 942-7592

STACY A. PAIGE
Treasurer
(734) 942-7580 FAX (734) 941-5541

December 1, 2016

Van Buren Township Michigan
46425 Tyler Road
Van Buren Twp. MI 48111

RE: Inter-Governmental Agreement By and Between the City of Romulus and Van Buren Township Michigan for Services at the Romulus Animal Shelter

Dear Supervisor Kevin McNamara:

Enclosed you will find a proposed amendment to the Inter-Governmental Agreement between the City of Romulus and Van Buren Township for animal shelter services. The costs of operating the shelter are increasing and have necessitated this increase for animals that are kept for more than four (4) days and for the cost of euthanization.

If you have any questions, please let me know. Otherwise, please have the Agreement signed by the appropriate public official and return it to my office within thirty (30) days.

Very truly yours,

Bonnie Freeman
Director of Ordinance
City of Romulus
734-942-6851

BF
Enclosure

LINDA R. CHOATE
Councilwoman

JOHN BARDEN
Mayor Pro Tem

WILLIAM WADSWORTH
Councilman

CELESTE ROSCOE
Councilwoman

HARRY CROUT
Councilman

KATHY ABDO
Councilwoman

SYLVIA J. MAKOWSKI
Councilwoman

INTER-GOVERNMENTAL AGREEMENT BY AND BETWEEN
THE CITY OF ROMULUS AND THE CHARTER TOWNSHIP OF VAN BUREN
FOR SERVICES AT THE ROMULUS ANIMAL SHELTER

This Inter-Governmental Agreement for Services at the Romulus Animal Shelter (the "Agreement") is hereby entered into on this ___ day of _____ __ 2017, by and between the City of Romulus (hereinafter, "Romulus") and the Charter Township of Van Buren (hereinafter, "Van Buren") (collectively, "the Parties") pursuant to the following terms:

RECITALS

Whereas

Romulus owns the Romulus Animal Shelter (the "Shelter"), which is operated by the Romulus Ordinance Department (under the auspices of the Romulus Police Department), which Shelter offers temporary housing, food, sanitation, adoption, and other related services for stray, abandoned, donated, and "owner-impounded" dogs within the City of Romulus.

Whereas

Van Buren does not presently have the resources to enable it to effectively deal with stray, abandoned, donated or "owner-impounded" dogs ("dogs" or the "Animals") within Van Buren.

Whereas

Both Van Buren and Romulus desire to afford their respective citizens the Animal-related services offered by the Shelter and to do so in a cost-effective manner.

Whereas

In keeping with the above, the Parties desire to allow Van Buren to utilize the Shelter, pursuant to the terms and conditions set forth herein.

The above Recitals are contractual in nature and deemed a substantive part of this Agreement.

The Parties agree to the above-listed terms, subject additionally to the following Terms and Conditions:

TERMS AND CONDITIONS

1. **Definitions:** Unless otherwise set forth herein, the following terms are defined as follows:

   a. *Owner* shall mean every person having the right of property of an animal and who provides any and all proof/acknowledgment of ownership of such animal which may be required by Romulus.

   b. *Owner-impounded animal* shall mean any animal whose owner has brought it to the Shelter for purposes of relinquishing the animal to the Shelter for purposes of adoption and/or euthanasia. Owners impounding any Animal at the Shelter shall be required to provide any and all proof/acknowledgment of ownership which may be required by Romulus.

2. **Term and Termination:** This Agreement shall be in effect for a period of one (1) year, beginning on the date of the last signature hereto. This Agreement shall automatically renew each year. Either party, upon thirty (30) days' written notice to the other party, may terminate this Agreement.

3. **Acceptance of the Animals at the Shelter and Services Provided:**

   a. Subject to the other terms and conditions of this Agreement, Romulus agrees to accept dogs brought in by Van Buren to the Shelter and to provide housing, food, sanitation, adoption, and attendant administrative services for such Animals (the Services). Van Buren shall bring no animals to the Shelter other than dogs.

   b. Romulus agrees to assist Van Buren in transporting the Animals to the Shelter upon request by Van Buren, subject to Romulus' availability, and provided that the Parties also contemplate that officers of the Van Buren Police Department may additionally provide such transportation, as set forth in this Agreement.

   c. The Parties agree that Romulus is entitled to ensure that Animals coming from Romulus are given first priority with respect to available space at the Shelter before Romulus assumes any obligation to accept dogs coming from Van Buren. In no instance shall Romulus be obligated to accept more than twenty (20) total dogs per month from Van Buren, unless expressly agreed otherwise by Romulus.

   d. Romulus agrees to offer dogs at the Shelter for adoption, subject to the provisions regarding euthanasia herein. In the event that a resident of Van Buren shall seek to adopt any dog at the Shelter, such resident shall obtain a license/permit issued by the Van Buren Township Treasurer and provide a receipt or other proof of the same to the Shelter. Romulus shall receive any and all applicable impound and adoption fees.

e. Stray or abandoned dogs housed at the Shelter for four (4) days or more may be offered for adoption or euthanized by Romulus and/or any of its agents so authorized.

Donated or "owner-impounded" dogs may be offered for adoption or euthanized by Romulus and/or any of its agents so authorized the same day they are brought to the Shelter.

f. Romulus shall be solely responsible for fulfilling any and all documentation and reporting requirements to local, state, and/or federal agencies with respect to the dogs coming to the Shelter from Van Buren including, without limitation, reporting requirements regarding the number of dogs picked up, adopted, euthanized, and all other applicable reporting requirements.

g. All dogs housed at the Shelter, and their attendant handling, care, and disposition, shall be subject to the applicable rules, regulations, practices, procedures, and ordinances promulgated and adopted by the City of Romulus and State laws.

h. Access to the Shelter by Van Buren shall be governed by the following protocol:

(1) Only officers of the Van Buren Police Department shall have access to the Shelter;

(2) Van Buren shall be issued one key to the Shelter's outer garage door and to the interior small kennel area, which would temporarily house dogs. Van Buren shall not be permitted to access any other area of the Shelter;

(3) Prior to entry of the Shelter, Van Buren shall contact the Romulus Police Department to inform it of its entry;

(4) Upon entry and exit of the Shelter, Van Buren shall record all access to the Shelter by completing a "sign-in/sign-out" form, as provided by the Shelter; and

(5) Upon exit of the Shelter, Van Buren shall lock the interior and exterior doors and shall assume full responsibility and liability and to the extent allowed by applicable law, shall indemnify and hold Romulus harmless with respect to the same.

4. Price:

a. Dogs: With respect to dogs only, as consideration for Romulus' provision of the Services, the adequacy of which is hereby acknowledged, Van Buren shall pay to Romulus an amount of Six Hundred Fifty Dollars ($650) per month. In addition, any dogs that are required to be kept beyond four (4) days, Van Buren shall pay an additional cost of Five Dollars ($5.00) per day and a euthanization cost of

Twenty Dollars ($20.00) per dog. Van Buren Shall pay such price on a monthly basis, regardless of whether any dogs actually come in to the Shelter from Van Buren in any given month. Such price is subject to change, depending upon potential changes in price paid by Romulus to its food, and /or other animal care products supplier(s) over the term of this Agreement Romulus shall provide advance written notice to Van Buren of any pricing changes.

b. Additional Dogs in Excess of the 20-Animal Maximum: In the event that Van Buren requests that Romulus exceed the 20-Animal monthly limit and to the extent Romulus, in its sole discretion, is able to accept from Van Buren additional dogs, Van Buren shall pay to Romulus an amount of Fourteen Dollars ($14) per dog, in addition to the amounts paid under subsection (a).

c. Transportation: In the event that Van Buren requests that Romulus transport the Animals, and provided Romulus, in its sole discretion, is able to accommodate such request, Van Buren shall additionally pay Romulus: Forty-Five Dollars ($45) per hour to cover straight time pay for all Romulus personnel and equipment utilized, Fifty Dollars ($50) per hour to cover overtime pay for all Romulus personnel with a two hour minimum for personal, and Ten Dollars ($10) per hour for equipment with no minimum.

5. Indemnification and Limitation of Liability:

a. The Parties acknowledge that Romulus and its associated municipal departments, including, without limitation, it's Department of Public Works, Ordinance Department, and Police Department, is a governmental entity and that the ownership and operation of the Shelter and the services provided attendant thereto, as encompassed in this Agreement and otherwise, are government functions.

b. Under the provisions of this Agreement, Romulus, as a government agency engaged in a government function, in no way waives any immunity from liability under the Government Tort Liability Act, or MCL 691.1401, et seq, and in particular, MCL 691.1407(1). No exception to government tort liability immunity, including, but not limited to, the "highway exception" (MCL 691.1402) and the "public building exception" (MCL 691.1406) shall apply in cases of injury to any Van Buren employee or its agents or any other person, in the discharge of activities within the provisions of this Agreement.

c. To the extent allowed by applicable law, Van Buren shall indemnify and hold harmless Romulus, its agents, and employees, for any claim, including costs and reasonable attorney fees, arising out Van Buren's acts and omissions with respect to the subject matter of this Agreement.

d. Romulus in no way makes any representations or warranties as to the quality of the Services (provided, however, that Romulus shall comply with Michigan law,

as well as the rules, regulations, practices, procedures, and ordinances promulgated and adopted by the City of Romulus), the condition or safety of the Shelter or of the continued availability of space at the Shelter; and

e. There are no third-party beneficiaries to this Agreement.

6. <u>No Employment Relationship and No Joint Venture</u>: Nothing in this Agreement shall be deemed to create an employment relationship between either party's respective employees and the other party. Nothing in this Agreement shall be construed to create a joint venture between Romulus and Van Buren.

7. <u>Applicable Law and Dispute Resolution</u>:

a. <u>Applicable Law</u>: This Agreement shall be governed by the laws of the State of Michigan.

b. <u>Dispute Resolution</u>: Any dispute arising out of this Agreement shall be subject to binding arbitration located in Wayne County, Michigan; provided, however, that prior to arbitration, the parties shall first attempt to resolve any dispute with a meeting between representatives from each party. Such shall be subject to the following additional terms:

(1) Arbitration must be requested by a party in writing;
(2) The Parties shall agree upon one (1) neutral arbitrator;
(3) The costs of the arbitrator shall be shared equally between the Parties;
(4) If, upon written request for arbitration, an arbitrator is not selected within thirty (30) days, either party may petition the Wayne County Circuit Court for appointment of a neutral arbitrator selected by the Court.
(5) The rules of evidence will not be applied.

8. <u>Miscellaneous</u>:

a. In the event of any storm, fire, insurrection or other force majeure or act of God, including any event resulting in catastrophic damage to Facility, Romulus shall be excused from performance under this Agreement.

b. If any portion of this Agreement is held invalid by a court of competent jurisdiction, the remainder shall remain valid and enforceable.

c. The headings of the various sections of this Agreement are provided for purposes of reference and convenience and shall not be construed to limit or conflict with any provision contained in the corresponding section or otherwise in this Agreement.

d. This Agreement shall be considered to have been drafted by both parties.

e. Notice to either party shall be provided to each party's respective Department of Public Works Director and the Van Buren Director of Public Safety.

f. This Agreement may not be modified except by mutual written agreement, signed by authorized representatives of both Parties.

g. This Agreement may not be assigned by either party without the written authorization of the other party.

h. This Agreement contains the entirety of the Parties' understanding as to the subject matter contained herein. Any prior understandings as to the subject matter of this Agreement are merged and integrated into this Agreement.

i. The Parties represent that the representative signatories below have been fully authorized by their respective legislative bodies to bind their respective municipalities hereto.

Agreed this _____ day of _____, 201

FOR THE CITY OF ROMULUS:	FOR THE CHARTER TOWNSHIP OF VAN BUREN:
_____	_____
By: LeRoy Burcroff Its: Mayor	By: Its:
_____	_____
Date	Date
_____	_____
By: Ellen Craig-Bragg Its: Clerk	By: Its:
_____	_____
Date	Date