



**Draft Unapproved**  
**ACME TOWNSHIP SPECIAL ZOOM BOARD MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**Tuesday, September 29, 2020, 7:00 pm**

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE at 7:02 p.m.**

**ROLL CALL: Members present:** D. White, C. Dye, A. Jenema, J. Aukerman, P. Scott, D. Nelson, D. Hoxsie

**Members excused:** none

**Staff present:** V. Donn, Recording Secretary

**A. LIMITED PUBLIC COMMENT:** Opened at 7:03 pm, no comments made

**B. APPROVAL OF AGENDA:**

**Motion by Scott to approve the agenda as presented, supported by Hoxsie. Roll call motion carried unanimously.**

**C. NEW BUSINESS:**

**1. Approval of Resolution R#2020-21 for Station 11 Remodel and Station 9 Floor repairs proposal**

Chief Pat Parker informed he needs the board to approve the resolution to renovate Station 11 by adding living space for 24-hour personnel and to repair the floor. In addition, approval to have the drains and floor repaired for Station 9. Grand Traverse Construction gave the best bid for the project and they can start by mid-October. This will allow the trucks to park back into the station by December 1.

Station 11 is a 43-year old station that was not built for full-time workers. The drains are failing and there are large chunks of concrete starting to break off creating hazards. At least two of the drains will soon be completely unusable. What were offices are now sleeping quarters that can only fit a bed and chair. They would like to have a dedicated workout space, currently the equipment is where other staff are trying to complete office or training duties. The plan is to turn one of the bays where a truck is to a dormitory for sleeping quarters, have a separate training area, redo the floor, and fix the restroom.

Metro board has approved the remodeling project which includes repairs to floors at Station 9 for an amount not to exceed \$700,000. \$350,000 will be financed and \$350,000 will be paid from Metro's Public Improvement fund. Station 11 remodel is projected to cost \$625,000 and floor repairs for Station 9 estimated \$75,000. The remodeling would give a useful life of 30 years. Metro intends to apply for financing from a bank institution for \$350,000 with payment over a seven-year period. The project will cost Metro \$54,000 for 7 years, the first payment is in the 2021 budget which has been already approved and remainder six will need to be approved by the township board. No millage will need to be increased to do the project.

He is asking for the township's approval for financing this project for the next 7 years, by passing this resolution Acme, along with Garfield and East Bay are responsible for their portion should they leave Metro. Discussion followed regarding the Public Improvement fund that not all of it is being used for remodel of Station 9 & 11 because this fund could also be used to purchase property for Acme Fire Station 8.

# Draft Unapproved

The new Acme Fire station 8 would cost approximately over three million dollars for land and the building. A grant request for five million dollars has been written to the USDA for this project. It was decided to go high on the amount in case something went up in cost.

Chef Parker informed they have looked at a low interest Government loan from USDA Rural Development loan program. This loan program will allow the cost of the new fire station up to 40 years. He and supervisor Doug White have been looking at land. They have passed the first hurdle on the USDA loan and hopefully will hear something in the fourth quarter.

**Motion by Scott to approve Resolution R#2020-21 the remodeling of Station 11 and for the floor repair to Station 9 when the Metro Board approves the estimated \$75,000 for the flooring is figured out, supported by Nelson. Roll call motion carried unanimously.**

## **PUBLIC COMMENT & OTHER BUSINESS THAT MAY COME BEFORE THE BOARD:**

Opened at 7:41 pm

Nelson commented on the public dump site at Bunker Hill and US-31 had broken glass and debris everywhere. BFI waste removal and the township's maintenance have cleaned it up. The township put signs there to help keep the area clean. He is hearing comments by the public how much nicer it looks. He thanked the township for their help in cleaning the area.

**ADJOURN: Motion by Scott to adjourn, supported by Jenema. Roll call motion carried unanimously. Meeting adjourned at 7:45 pm.**



# Acme Township

6042 Acme Road | Williamsburg, MI | 49690

Phone: (231) 938-1350 Fax: (231) 938-1510 Web: [www.acmetownship.org](http://www.acmetownship.org)

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## PUBLIC NOTICE ACME TOWNSHIP

**NOTICE IS HEREBY GIVEN that  
The Regular Board Meeting has been scheduled on**

**Tuesday, September 29, at 7:00 p.m.**

Join Zoom Meeting

<https://us02web.zoom.us/j/87976285007>

Meeting ID: 879 7628 5007

One tap mobile

+13017158592,,86466644118# US (Germantown)

+13126266799,,86466644118# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 823 9878 9196

Find your local number: <https://us02web.zoom.us/j/87976285007>



**ACME TOWNSHIP SPECIAL ZOOM BOARD MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**Tuesday, September 29, 2020, 7:00 pm**

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE**  
**ROLL CALL**

**A. LIMITED PUBLIC COMMENT:**

Public Comment periods are provided at the beginning and end of each meeting agenda. Members of the public may address the Board regarding any subject of community interest during these periods. Comment during other portions of the agenda may or may not be entertained at the moderator's discretion.

**B. APPROVAL OF AGENDA:**

**C. NEW BUSINESS:**

- 1. Approval of a Resolution for Station 11 Remodel and Station 9 Floor repairs proposal**

**PUBLIC COMMENT & OTHER BUSINESS THAT MAY COME BEFORE THE BOARD:**

**ADJOURN**





# GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

From the Desk of CHIEF PAT PARKER

FIRE OFFICE 897 Parsons Road ~ Traverse City, MI 49686

Ph: (231) 947-3000 ext. 1235 Fax: (231) 947-8728 ~ Website: [www.gtmetrofire.org](http://www.gtmetrofire.org) Email: [pparker@gtmetrofire.org](mailto:pparker@gtmetrofire.org)

*Omnis Cedo Domus - "everyone goes home"*

September 23, 2020

Dear Acme Township Board,

Thank you for agreeing to a special meeting to consider an important capital project for Metro. This project is to replace a failing apparatus floor at Station 11 which will also add living space to the station for our 24-hour personnel. Attached you will find the narrative for both the project and financing. I hate to ask you to fast track this project, however we found a contractor who can start in mid-October which will allow us to park trucks back in the station by December 1<sup>st</sup>.

As you will read in the narrative, the Metro board approved using the Public Improvement Fund (PIF) to pay half down on this project and financing the remainder over 7 years. As an additional project, Metro also agreed to repair the floor drains at Station 9 all at the same time as the low bid (Grand Traverse Construction) had earlier given Metro a price on the Station 9 drains. A civil engineer will give us his opinion on the scope of the Station 9 project as it may need to be greater than just floor drains.

Because this project encumbers Acme Township beyond the already approved 2021 budget, we must get approval from our partner townships for the additional 6 years.

This project will cost Metro \$54,100 a year for 7 years.

This project will not cause Metro to have to raise the millage.

This will repair a floor and floor drains that have created safety hazards.

Station 11 is a 43-year-old station that needs some attention.

Station 9 is a 34-year-old station that the drains have suited us well but need attention.

Both projects will be a morale boost to the crews that stay in them.

I feel that we have some exciting news on a new Station 8 in Acme. We have passed the first hurdle in acquiring a low interest Government loan from the USDA Rural Development Loan Program. This loan program allows us to pass along the cost of the new fire station up to 40 years. Your supervisor Doug and I are looking at land again and hope we can come back to you early in the new year with a go date for this project.

If you have any questions, please do not hesitate to ask. I will be on the meeting to answer any questions that you may have.

Regards,

*Pat*

Chief Parker



# GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

FIRE OFFICE 897 Parsons Road ~ Traverse City, MI 49686  
Ph: (231) 947-3000 Fax: (231) 947-8728 ~ Website: [www.gtmetrofire.org](http://www.gtmetrofire.org) Email: [info@gtmetrofire.org](mailto:info@gtmetrofire.org)

*Omnis Cedo Domus - "everyone goes home"*

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## Station 11 Remodel Agenda Item – Metro Board 9/22/20

### **BACKGROUND AND HISTORY**

Current Station 11 was built in 1977 by Garfield Township for the then Garfield Township Fire Department. Garfield Township joined the newly created Grand Traverse Metro Fire Department in the fall of 1980 along with the Townships of Acme and East Bay. Station 11 has been added onto twice to add bays and expanded living, working, and training spaces at the expense to Garfield Township. This station was never built with full time workers in mind. Metro started staffing the station in the late 90's with overnight staffing at the early 2000's. Grand Traverse EMS now North Flight staffed an ambulance as well around the same time and now includes 24-hour coverage. Station 11 is the busiest Metro station.

The department has evolved into 24-hour staffing with crews using the station for working, training, fitness, cooking, and overnight sleep. What was once crew and officer offices, now house sleeping quarters that are barley large enough for a bed and a chair. The training room now houses crew offices for Metro, North Flight, and the workout equipment. Concentrated training is difficult as there is always an interruption of activity. Metro requires all employees to workout at least 1 hour per shift. The sounds of weights and other equipment add to the chaotic atmosphere.

Over 40 years of use has shown its wear on the station. The current situation is that the apparatus bay floors are failing. Due to the numerous additions, the water does not properly flow to the floor drains. In fact, part of the station is perfectly flat as there was once a mezzanine above it. All the floor drains are failing. The drains are trench style drains with grating over the top that trucks can drive across. The drains have collapsed and have failed, and the cement has started spalling creating large chunks of concrete to break off which is now creating trip hazards. It will not be long before the at least two of them will be unusable. One of the drains freeze in the winter and needs to be Roto Rootered twice a year.





# GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

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## PLAN

Metro embarked on a plan to remedy the situations explained above. The proposed project is at least a 25-year fix beyond the normal roof, mechanical and parking lot preventative maintenance. The proposal is to replace the entire floor that includes the proper slope to drain into new floor drains. While doing so, it makes great sense to install efficient in-floor boiler heat. This replaces an outdated overhead radiant heat system that is 30 years old. The current multi-use room will return to a needed training room with new flooring. The current dorms will return to crew offices. Station 11 will lose an apparatus bay which will allow four (4) individual crew bedrooms with future expansion in mind. The current mechanical room will be reconfigured and upgraded. A stand-alone fitness room will house our workout equipment and allow that equipment to remain clean and give our workers a workout atmosphere free of interruption. This upgrade will include new LED lighting in the apparatus bay as well as a fresh coat of paint. Currently the walls are soot covered from the many years of response with diesel equipment. A new hallway will be built from the kitchen into the workout facility and mechanical room. The two current bathrooms will get upgrades to the vanities.

## BIDS and FINANCE

Metro consulted with John Dancer from Cornerstone Architects on this project. John and staff created plans and competitively bid the project. Bids were opened on Thursday 9/10/20 with Grand Traverse Construction (GTC) being low bid at \$563,800 for the entire project (see **Attachment A** for bid comparison). Original budget with \$500,000 for this project. It is suggested that we allow a 10% contingency for this project. This project comes in on Cornerstone's cost estimate shared with the board in April. Staff along with John Dancer, met with GTC this week and they would like to start the project in mid-October to beat the winter freeze. This would allow us to put equipment back into the station by late November. Metro has a plan on equipment placement and response during the build. Both ends of the station can be used during construction.



# GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

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Due to favorable interest rates, it is staff's recommendation to finance this project over 10 years and not wipe out the PIF fund (See attached documents). The PIF fund balance could be used for equipment cash purchases as well as possible land purchase in Acme.

## **ALTERNATE ADD-ON PROJECT**

Station 9 floor drains are in the same shape as Station 11's drains with the concrete spalling. However, the floor is in relatively good shape and does drain properly. This winter staff sought out bids for replacement and/or repair of these floor drains. The only bidder was GTC with an initial bid of \$61,000. Hallmark was the only other bidder who communicated that they were too busy to bid. Our financing includes this project. These drains will have to be replaced in the next two years. With the Station 11 project, GTC said they could re-bid the floor project. This project would need to come back to the Metro board. We wanted to include it in the financing proposal.

## **NEXT STEPS**

- 1) Staff is recommending that we accept the bid of Grand Traverse Construction and that we do the entire project instead of doing it piecemeal. Costs summarized as follows:

GTC Bid:	\$563,800
Station 9 floor:	61,000
Contingency:	<u>76,200</u>
Total:	<u>\$700,000</u>

- 2) We recommend that we finance this project in its entirety to preserve the PIF fund and take advantage of the favorable low interest rates (see the loan narrative, amortization schedule and resolution attached). It is proposed that we take out a loan for 10 years.



## GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

**FIRE OFFICE** 897 Parsons Road ~ Traverse City, MI 49686  
Ph: (231) 947-3000 Fax: (231) 947-8728 ~ Website: [www.gtmetrofire.org](http://www.gtmetrofire.org) Email: [info@gtmetrofire.org](mailto:info@gtmetrofire.org)

*Omnis Cedo Domus - "everyone goes home"*

- 3) As this encumbers Metro's townships for future years, we will have to get a resolution from each. Payment for this project is included in the 2021 budget. Is there a way to fast track this for a mid-October start?
- 4) As per the current Lease agreement between Metro and Garfield Township, article 6, Metro must request and receive Garfield's written consent prior to construction. Can this be fast tracked?

Thank you for your consideration.





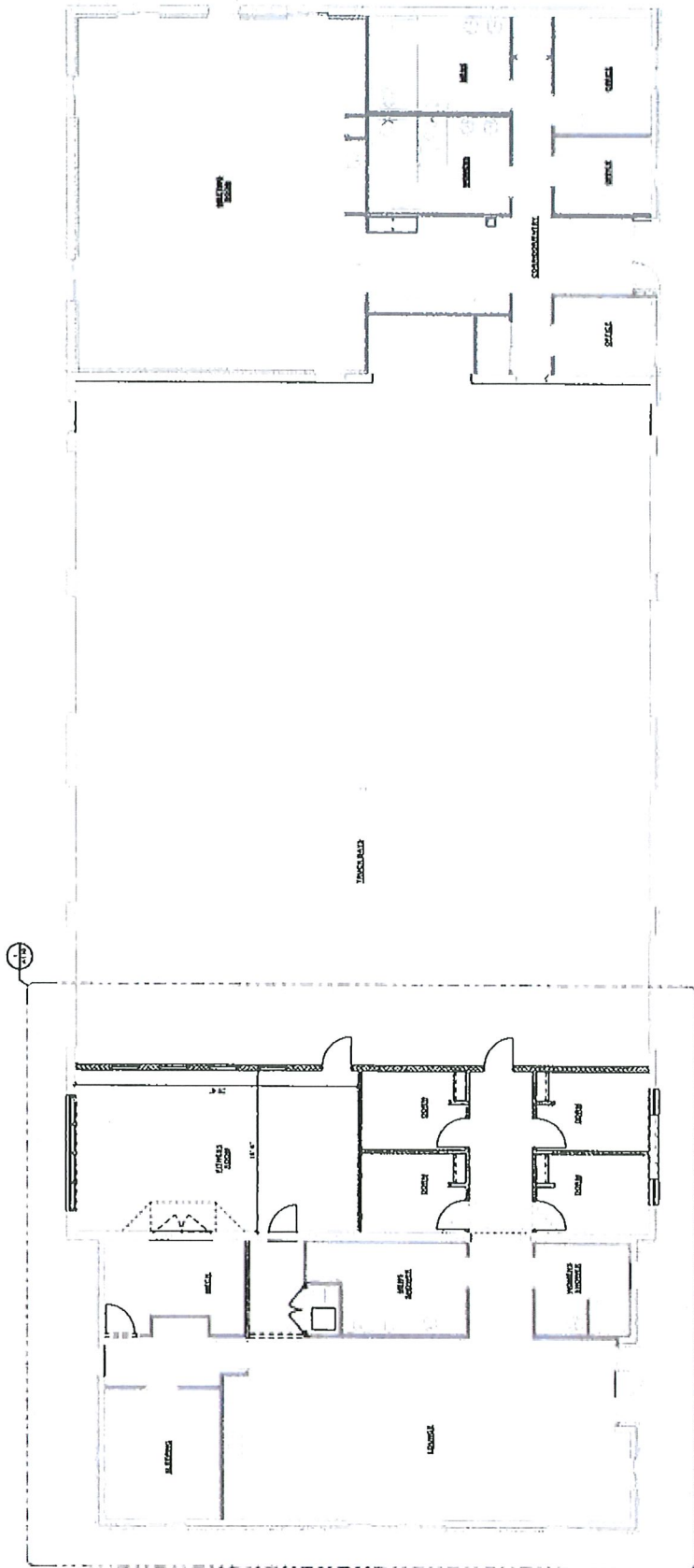
3000 Albany St.  
Traverse City, MI 49684

**GT METRO STATION No. 11**

Cornerstone Architects  
122 S. State Street, Suite 200  
Traverse City, MI 49601  
Phone: 231.947.1177  
Fax: 231.947.1178  
www.cornerstonearchitects.com

Architecture Interior Design Historic Preservation  
Traverse City • Grand Rapids

Project No.	19-516
Sheet No.	A101
Scale	1/8" = 1'-0"
Date	10/1/19
Drawn By	J. Smith
Checked By	J. Smith
Project Name	GT Metro Station No. 11
Location	Traverse City, MI
Client	GT Metro
Architect	Cornerstone Architects
Interior Designer	Cornerstone Architects
Historic Preservation	Cornerstone Architects



OVERALL FLOOR PLAN  
SCALE 3/16" = 1'-0"

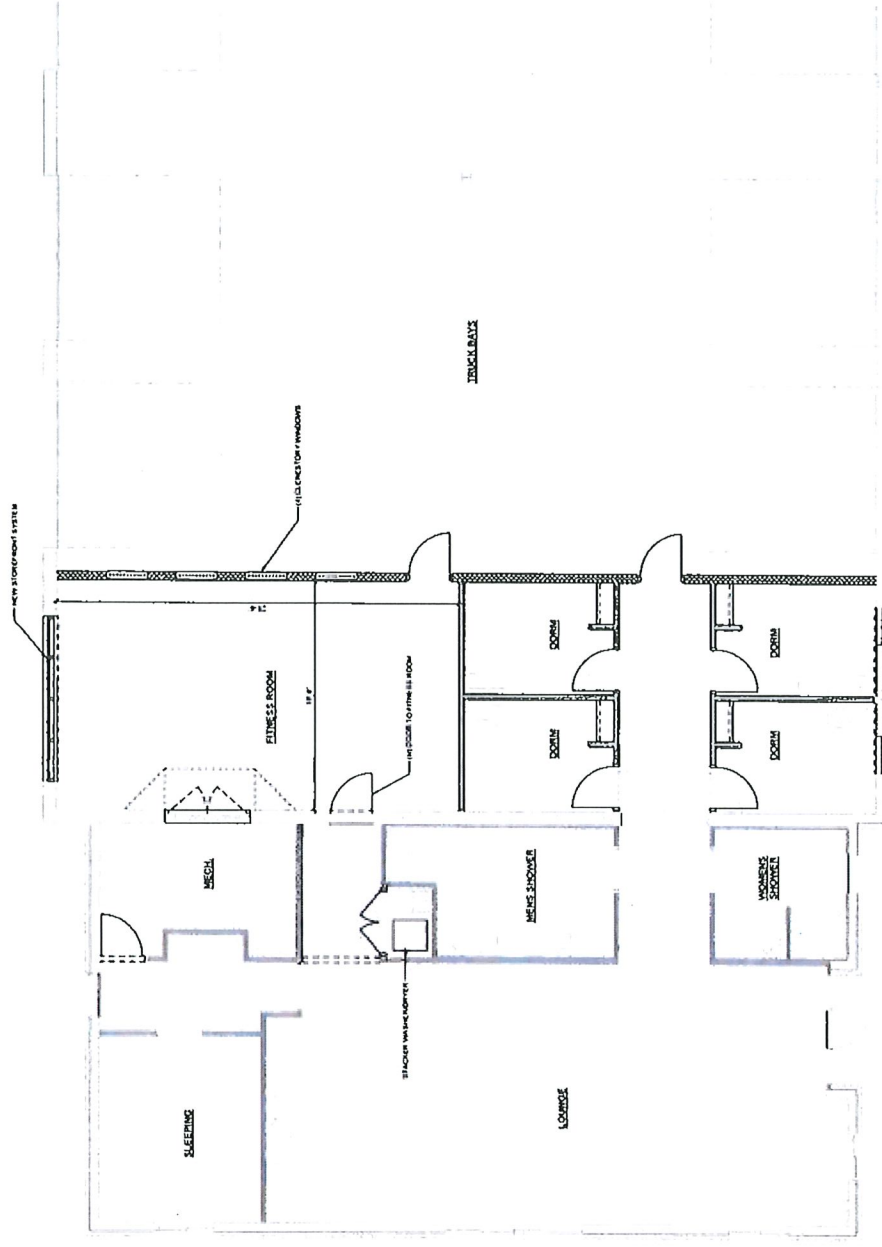


**GT METRO STATION No. 11**  
 Traverse City, MI 49684  
 3000 Albany St

**Cornerstone Architects**  
 Historic Preservation  
 1228 North State Street  
 Traverse City, MI 49684  
 231.947.2172  
 www.cornerstonearchitects.com

Project No. 19-516  
 Date: 10/1/2019  
 Drawn By: J. Smith  
 Checked By: J. Smith  
 Project Name: GT Metro Station No. 11  
 Project Location: 3000 Albany St, Traverse City, MI 49684  
 Project Description: Historic Preservation  
 Project Status: Design

**19.516**  
**ENLARGED FLOOR PLAN**  
**A110**



N  
 ENLARGED FLOOR PLAN  
 SCALE 1/8" = 1'-0"



**GRAND TRAVERSE METRO FIRE DEPT  
2020 STATION 11 REMODEL  
BID COMPARISON**

**ATTACHMENT "A"**

\*\*\*

	GT Construction	Hallmark	Spence Bros
<b>Total Project Bid</b>	\$ 563,800	\$ 596,000	\$ 612,000

**Floor Only:**

Replacement of Concrete Slab	\$ 139,000	\$ 160,000	\$ 115,000
In-Floor Radiant Heat System	40,000	45,000	37,000
<b>Total Floor Only</b>	<b>\$ 179,000</b>	<b>\$ 205,000</b>	<b>\$ 152,000</b>

**Amount to Finance:**

Base Bid	\$ 563,800	\$ 596,000	\$ 612,000
10% Contingency	56,380	59,600	61,200
	<b>620,180</b>	<b>655,600</b>	<b>673,200</b>
Station 9 concrete floor repair (Spring, 2021)	61,000	61,000	61,000
Excess(insufficient) funds (contingency)	18,820	(16,600)	(34,200)
<b>Loan thru 53rd Bank</b>	<b>\$ 700,000</b>	<b>\$ 700,000</b>	<b>\$ 700,000</b>

\*\*\* GT Metro recommends that GT Construction be awarded the bid for the Station 11 Remodel.

Note: Cornerstone Architects feasibility construction cost estimate for this project was \$625,000.



## SECTION 00 41 00

## BID FORM

## THE PROJECT AND THE PARTIES

TO: Owner: Grand Traverse Metro Fire Department, 897 Parsons Road, Traverse City, MI 49686

FOR: Grand Traverse Metro Fire Department Station 11 Renovation -- Project No. 19.516

DATE: September 10, 2020 (Bidder to enter date)

Bidder's Full Name Grand Traverse Construction LLC  
Address 1714 Northern Star Drive  
City, State, Zip Traverse City MI 49696

## OFFER

Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by the Architect for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the (Base Bid) Work for the Sum of:

*FIVE HUNDRED SIXTY THREE <sup>THOUSAND</sup> EIGHT HUNDRED* dollars  
(\$ 563,800.<sup>00</sup>), in lawful money of the United States of America.

We have included the required security deposit as required by the instruction to Bidders.  
All applicable federal taxes are included and State of Michigan taxes are included in the Bid Sum.

## ITEMIZED PRICING

The following are included in the above proposed Bid Sum

Replacement of Concrete Slab 139,000.<sup>00</sup> dollars  
In-Floor Radiant Heat System 40,000.<sup>00</sup> dollars

## UNIT PRICING

Not applicable.

## ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for ninety days from the bid closing date.

If this bid is accepted by Owner within the time period stated above, we will:

Execute the Agreement within seven days of receipt of Notice of Award.  
Furnish the required bonds within seven days of receipt of Notice of Award.  
Commence work within seven days after written Notice to Proceed of this bid.

If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

**CONTRACT TIME**

Complete the Work by date established for Substantial Completion in Section 00800 - Supplementary Condition.

**CHANGES TO THE WORK**

Refer to Document 00800 - Supplementary Conditions for net cost plus the percentage fee amount for overhead and profit on additional work and work deleted from the project.

**ADDENDA**

The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

Addendum # One (1) Dated 9/3/2020      Addendum # \_\_\_\_\_ Dated \_\_\_\_\_  
Addendum # Two (2) Dated 9/9/2020      Addendum # \_\_\_\_\_ Dated \_\_\_\_\_

**BID FORM SUPPLEMENTS**

Forms and Attachments

1. Statement of Familial Relationship Form is provided with this Bid (Section 00 45 50)
2. Certification of Iran Economic Sanctions Act Form is provided with this Bid (Section 00 45 51)
3. Bid Security as described in the Instructions to Bidders (Section 00 21 13)
4. Provide any voluntary alternates as an attachment to this bid form
5. Proposed schedule including anticipated start and completion dates

**BID FORM SIGNATURE(S)**

The Corporate Seal of

Grand Traverse Construction LLC

(Bidder - print the full name of your firm) was hereunto affixed in the presence of:



Bryan L. Lawton, Vice President

(Authorized signing officer, Title, Seal)

(Authorized signing officer, Title)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

END OF 00 41 00 – BID FORM

## SECTION 00 41 00

## BID FORM

## THE PROJECT AND THE PARTIES

TO: Owner: Grand Traverse Metro Fire Department, 897 Parsons Road, Traverse City, MI 49686

FOR: Grand Traverse Metro Fire Department Station 11 Renovation -- Project No. 19.516

DATE: September 10, 2020 (Bidder to enter date)Bidder's Full Name Hallmark Construction Inc.Address 1874 Cass Hartman Ct., Ste ACity, State, Zip Traverse City, MI 49685

## OFFER

Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by the Architect for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the (Base Bid) Work for the Sum of:

FIVE HUNDRED NINETY SIX THOUSAND dollars(\$ 596,000.00), in lawful money of the United States of America.

We have included the required security deposit as required by the Instruction to Bidders.  
All applicable federal taxes are included and State of Michigan taxes are included in the Bid Sum.

## ITEMIZED PRICING

The following are included in the above proposed Bid Sum

Replacement of Concrete Slab	<u>ONE HUNDRED SIXTY THOUSAND + 00/100</u> dollars	\$ 160,000.00
In-Floor Radiant Heat System	<u>Forty - Five THOUSAND + 00/100</u> dollars	\$ 45,000.00

## UNIT PRICING

Not applicable.

## ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for ninety days from the bid closing date.

If this bid is accepted by Owner within the time period stated above, we will:

Execute the Agreement within seven days of receipt of Notice of Award.  
Furnish the required bonds within seven days of receipt of Notice of Award.  
Commence work within seven days after written Notice to Proceed of this bid.

If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

**CONTRACT TIME**

Complete the Work by date established for Substantial Completion in Section 00800 - Supplementary Condition.

**CHANGES TO THE WORK**

Refer to Document 00800 - Supplementary Conditions for net cost plus the percentage fee amount for overhead and profit on additional work and work deleted from the project.

**ADDENDA**

The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

Addendum # 1 Dated 9/3/2020 Addendum # \_\_\_\_\_ Dated \_\_\_\_\_  
Addendum # 2 Dated 9/09/2020 Addendum # \_\_\_\_\_ Dated \_\_\_\_\_

**BID FORM SUPPLEMENTS**


## Forms and Attachments

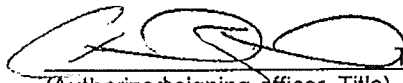
1. Statement of Familial Relationship Form is provided with this Bid (Section 00 45 50)
2. Certification of Iran Economic Sanctions Act Form is provided with this Bid (Section 00 45 51)
3. Bid Security as described in the Instructions to Bidders (Section 00 21 13)
4. Provide any voluntary alternates as an attachment to this bid form
5. Proposed schedule including anticipated start and completion dates

**BID FORM SIGNATURE(S)**

The Corporate Seal of

Hallmark Construction Inc  
(Bidder - print the full name of your firm) was hereunto affixed in the presence of:

  
\_\_\_\_\_  
Secretary  
(Authorized signing officer, Title, Seal)

  
\_\_\_\_\_  
Treasurer  
(Authorized signing officer, Title)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

END OF 00 41 00 – BID FORM

## SECTION 00 41 00

## BID FORM

**THE PROJECT AND THE PARTIES****TO:** Owner: Grand Traverse Metro Fire Department, 897 Parsons Road, Traverse City, MI 49686**FOR:** Grand Traverse Metro Fire Department Station 11 Renovation -- Project No. 19.516**DATE:** September 10, 2020 (Bidder to enter date)

Bidder's Full Name Spence Brothers  
Address 800 Hastings St. Suite A  
City, State, Zip Traverse City, MI 49686

**OFFER**

Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by the Architect for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the (Base Bid) Work for the Sum of:

Six Hundred Twenty Thousand dollars  
(\$ 612,000 ), in lawful money of the United States of America.

We have included the required security deposit as required by the Instruction to Bidders.  
All applicable federal taxes are included and State of Michigan taxes are included in the Bid Sum.

**ITEMIZED PRICING**

The following are included in the above proposed Bid Sum

Replacement of Concrete Slab \$ 115,000 dollars  
In-Floor Radiant Heat System \$ 37,000 dollars

**UNIT PRICING**

Not applicable.

**ACCEPTANCE**

This offer shall be open to acceptance and is irrevocable for ninety days from the bid closing date.

If this bid is accepted by Owner within the time period stated above, we will:

- Execute the Agreement within seven days of receipt of Notice of Award.
- Furnish the required bonds within seven days of receipt of Notice of Award.
- Commence work within seven days after written Notice to Proceed of this bid.

If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

**CONTRACT TIME**

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**CHANGES TO THE WORK**

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**ADDENDA**

The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

Addendum # #1 Dated 9/3/20 Addendum # 2 Dated 9/9/20  
Addendum #        Dated        Addendum #        Dated       

**BID FORM SUPPLEMENTS**

## Forms and Attachments

1. Statement of Familial Relationship Form is provided with this Bid (Section 00 45 50)
2. Certification of Iran Economic Sanctions Act Form is provided with this Bid (Section 00 45 51)
3. Bid Security as described in the Instructions to Bidders (Section 00 21 13)
4. Provide any voluntary alternates as an attachment to this bid form
5. Proposed schedule including anticipated start and completion dates
  - Start project within 3-4 weeks.
  - 10-12 weeks to complete project

**BID FORM SIGNATURE(S)**

The Corporate Seal of

(Bidder - print the full name of your firm) was hereunto affixed in the presence of:

SPENCE BROTHERS  
JOHN T. GALNANES  
Vice President  
(Authorized signing officer, Title, Seal)

        
(Authorized signing officer, Title)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

END OF 00 41 00 - BID FORM



## GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

**FIRE OFFICE** 897 Parsons Road ~ Traverse City, MI 49686  
Phone: (231) 947-3000 Fax: (231) 947-8728 ~ Website: [www.gtmetrofire.org](http://www.gtmetrofire.org) Email: [info@gtmetrofire.org](mailto:info@gtmetrofire.org)

---

### 2020 STATION 11 REMODEL LOAN NARRATIVE

GT Metro Board approved the Station 11 Remodel Project and financing at their September 22, 2020 Board Meeting. Additional details for the financing are as follows:

- 1) Fifth Third Bank has provided us an estimated interest rate of 2.2% for a 7 or 10-year tax exempt loan. The interest is not finalized until we commit to the loan.
- 2) Chief plans to take the financing of the Station 11 Remodel to the Townships at their next Board meetings for approval.
- 3) Details for the remodel financing is:
  - a. Total costs for the remodel is as follows:
    - i. Station 11 Remodel = \$625,000
    - ii. Station 9 floor repair = \$75,000
  - b. The Metro Board approved that 50% of the project be paid by GT Metro, totaling \$350,000.
  - c. Metro Board approved that \$350,000 be financed thru a commercial bank.
  - d. Interest Rate – est. 2.2% (final rate at time of bank financing approval)
  - e. Term – 7 years tax free loan
  - f. Annual payments are **\$54,100**
  - g. Total interest cost of \$26,601.
  - h. Payments – Quarterly with first payment due 2/1/2021
  - i. Full year of debt payments have been included in the 2021 budget.
- 4) This Station 11 Remodel has been budgeted for in PIF and Metro plans to pay for it out of PIF.
- 5) Metro plans to enter into the agreement on or about November 1, 2020.

Metro is requesting the Township Board to **approve** the attached “Resolution Approving Financing for Station 11 Remodel”.

Thank you!



# Loan Amortization Schedule

## 2020 Station 11 Remodel

Enter values	
Loan amount	\$ 350,000.00
Annual interest rate	2.20 %
Loan period in years	7
Number of payments per year	4
Start date of loan	12/1/2020
Optional extra payments	\$ -

Loan summary	
Scheduled payment	\$ 13,521.47
Scheduled number of payments	28
Actual number of payments	28
Total early payments	\$ -
Total interest	\$ 28,601.17

Lender name: Fifth Third Bank

Annual payment: 54,086

Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	3/1/2021	\$ 350,000.00	\$ 13,521.47	\$ -	\$ 13,521.47	\$ 11,596.47	\$ 1,925.00	\$ 338,403.53	\$ 1,925.00
2	6/1/2021	338,403.53	13,521.47	-	13,521.47	11,660.25	1,861.22	326,743.28	3,786.22
3	9/1/2021	326,743.28	13,521.47	-	13,521.47	11,724.38	1,797.09	315,018.90	5,583.31
4	12/1/2021	315,018.90	13,521.47	-	13,521.47	11,788.87	1,732.60	303,230.03	7,315.91
5	3/1/2022	303,230.03	13,521.47	-	13,521.47	11,853.71	1,667.77	291,376.32	8,983.68
6	6/1/2022	291,376.32	13,521.47	-	13,521.47	11,918.90	1,602.57	279,457.42	10,586.25
7	9/1/2022	279,457.42	13,521.47	-	13,521.47	11,984.45	1,537.02	267,472.97	12,123.26
8	12/1/2022	267,472.97	13,521.47	-	13,521.47	12,050.37	1,471.10	255,422.60	13,594.36
9	3/1/2023	255,422.60	13,521.47	-	13,521.47	12,116.65	1,404.82	243,305.95	14,999.19
10	6/1/2023	243,305.95	13,521.47	-	13,521.47	12,183.29	1,338.18	231,122.67	16,337.37
11	9/1/2023	231,122.67	13,521.47	-	13,521.47	12,250.30	1,271.17	218,872.37	17,608.55
12	12/1/2023	218,872.37	13,521.47	-	13,521.47	12,317.67	1,203.80	206,554.70	18,812.34
13	3/1/2024	206,554.70	13,521.47	-	13,521.47	12,385.42	1,136.05	194,169.28	19,948.39
14	6/1/2024	194,169.28	13,521.47	-	13,521.47	12,453.54	1,067.93	181,715.74	21,016.33
15	9/1/2024	181,715.74	13,521.47	-	13,521.47	12,522.03	999.44	169,193.71	22,015.76
16	12/1/2024	169,193.71	13,521.47	-	13,521.47	12,590.90	930.57	156,602.80	22,946.33
17	3/1/2025	156,602.80	13,521.47	-	13,521.47	12,660.15	861.32	143,942.65	23,807.64
18	6/1/2025	143,942.65	13,521.47	-	13,521.47	12,729.79	791.68	131,212.86	24,599.33
19	9/1/2025	131,212.86	13,521.47	-	13,521.47	12,799.80	721.67	118,413.06	25,321.00
20	12/1/2025	118,413.06	13,521.47	-	13,521.47	12,870.20	651.27	105,542.86	25,972.27
21	3/1/2026	105,542.86	13,521.47	-	13,521.47	12,940.98	580.49	92,601.88	26,552.76
22	6/1/2026	92,601.88	13,521.47	-	13,521.47	13,012.16	509.31	79,589.72	27,062.07
23	9/1/2026	79,589.72	13,521.47	-	13,521.47	13,083.73	437.74	66,505.99	27,499.81
24	12/1/2026	66,505.99	13,521.47	-	13,521.47	13,155.69	365.78	53,350.30	27,865.59
25	3/1/2027	53,350.30	13,521.47	-	13,521.47	13,228.04	293.43	40,122.26	28,159.02
26	6/1/2027	40,122.26	13,521.47	-	13,521.47	13,300.80	220.67	26,821.46	28,379.69
27	9/1/2027	26,821.46	13,521.47	-	13,521.47	13,373.95	147.52	13,447.51	28,527.21
28	12/1/2027	13,447.51	13,521.47	-	13,447.51	13,373.55	73.96	0.00	28,601.17

9/22/2020

2020 USDA Financing estimates 5 year plan



**GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY  
GRAND TRAVERSE COUNTY, MICHIGAN**

**RESOLUTION 2020-08  
RESOLUTION APPROVING FINANCING FOR STATION 11 REMODEL**

Resolution of a regular meeting of the Board of Grand Traverse Metro Emergency Services Authority Grand Traverse County, Michigan held on the 22ND day of September, 2020 at NINE (9) o'clock a.m.

PRESENT: FRIEND, LILE, SCOTT, WHITE,  
DUELL, KORN

The following preamble and resolution were offered by KORN and supported by WHITE.

**WHEREAS**, the Articles of Incorporation for the Grand Traverse Metro Emergency Services Authority ("Metro") provide it with the responsibility to acquire, construct, purchase, improve, enlarge or extend buildings for the provision of emergency services; and

**WHEREAS**, Metro's Lease Agreement with The Charter Township of Garfield indicates that any structural alterations, improvements or additions to Station 11 can be made as long as the Township provides Metro with written consent prior to construction or implementation of any proposed structural alterations, improvements, or additions which consent shall not be unreasonably withheld.

**WHEREAS**, the Metro Board approved the Station 11 Remodel Project (which includes floor repairs at Station 9) in the amount not to exceed \$700,000, at their September, 2020 Board Meeting, with Station 11 Remodel projected to be \$625,000 and Station 9 floor repairs \$75,000. Metro is planning to finance \$350,000 of the remodel costs over a seven (7) year period; and

**WHEREAS**, the Metro Board agreed that the Station 11 Remodel Project is to be awarded to GT Construction, who provided a bid totaling \$563,800.

**WHEREAS**, The Metro Board approved the following as it relates to these projects: "The useful life of this project is 30 years. If the exiting township leaves the Authority prior to 30 years, they shall pay in full the amount remaining of useful life after their exit; adjusted by investment of exiting incorporating township."

**WHEREAS**, Metro has sufficient funds to support the payments required by the Financing arrangement, starting with payments on or about February, 2021.

**WHEREAS**, as required by Article XII in the Articles of Incorporation, Metro will present the Station 11 Remodel Project and its financing to each of the Incorporating Townships for their approval prior to finalizing the Loan Financing documents.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

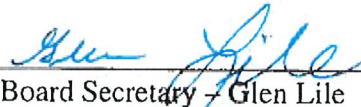
1. The Metro Board approves and authorizes the execution and delivery of the Station 11 Remodel Project Loan Documents by Fire Chief Patrick J. Parker.
2. Metro will obtain written approval from The Charter Township of Garfield prior to any proposed structural improvements are made.

3. The Metro Board recommends that the incorporating townships pass a resolution to approve the financing of the Station 11 Remodel; and
4. Sufficient funds for each fiscal year to make the payments scheduled to come due shall be budgeted and appropriated for such purpose.

Ayes: 5  
Nays: 1  
Absent: 0

**RESOLUTION DECLARED ADOPTED.**

  
\_\_\_\_\_  
Board Chairman -- Chuck Korn

  
\_\_\_\_\_  
Board Secretary -- Glen Lile

September 17, 2020

Chief Pat Parker  
Grand Traverse Metro Fire Department  
897 Parsons Rd  
Traverse City, MI 49686

**Re: Station 11 Renovation  
Cornerstone Architects Project No. 19.516  
General Contractor Recommendation**

Chief Parker,

We have reviewed the General Contractor Bids for the Renovation of Station 11, which were submitted on September 10, 2020. We received 3 bids, and the low bid was from Grand Traverse Construction. We held a post - bid interview with Grand Traverse Construction on Monday, September 14<sup>th</sup> and verified their bid was complete. Our firm, Cornerstone Architects, have worked extensively with Grand Traverse Construction and they have assembled a good team for this project. Based on our evaluation of the bids, Cornerstone Architects recommends that Grand Traverse Metro Fire Department enter into a contract with Grand Traverse Construction Co., for the Renovation of Station 11 for a contract amount of \$563,800.

Please let us know if we can be of further service to you in this matter.

Sincerely,

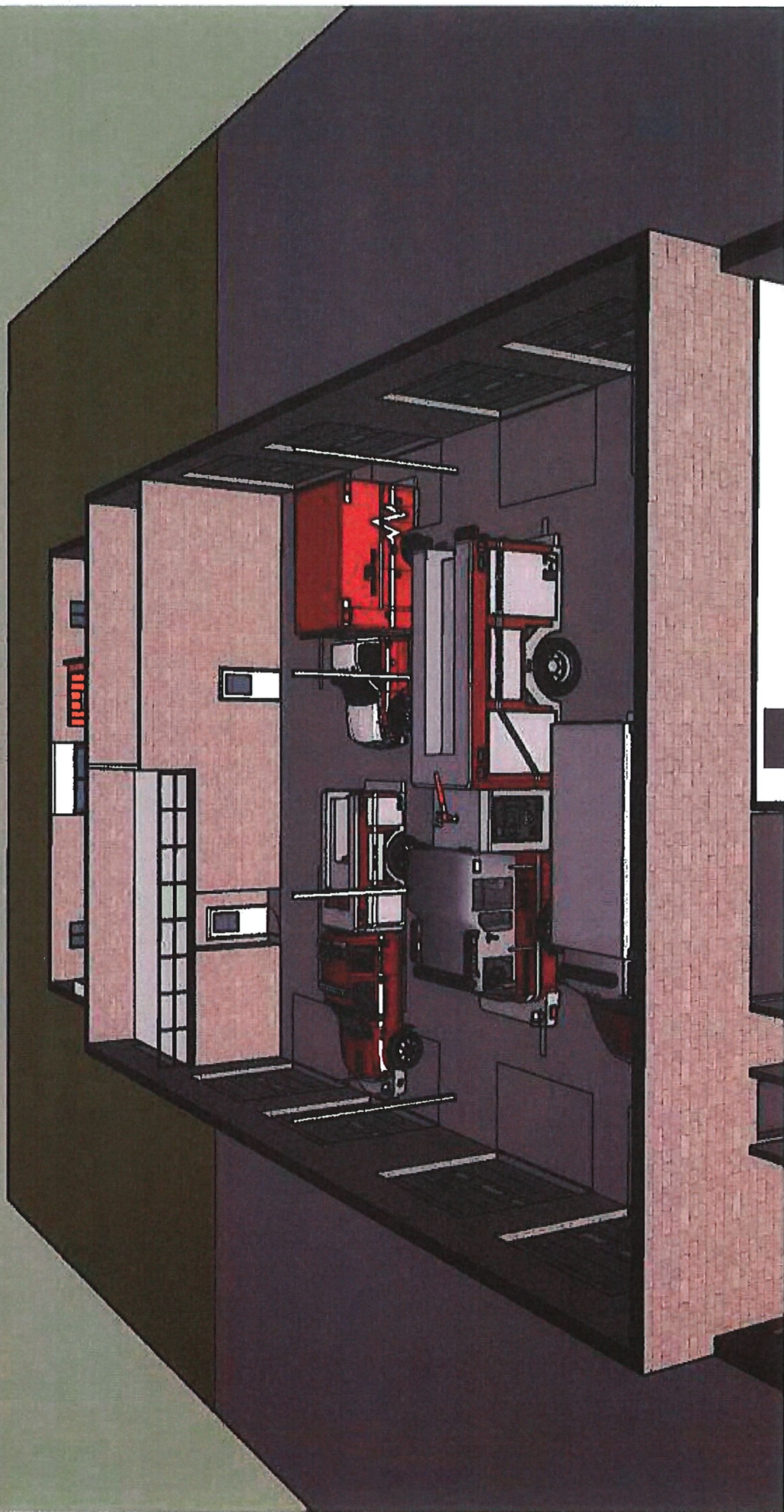
122 S. Union St  
Suite 200  
Traverse City, MI  
49684  
231.947.2177 Ph.  
231.933.4310 Fax



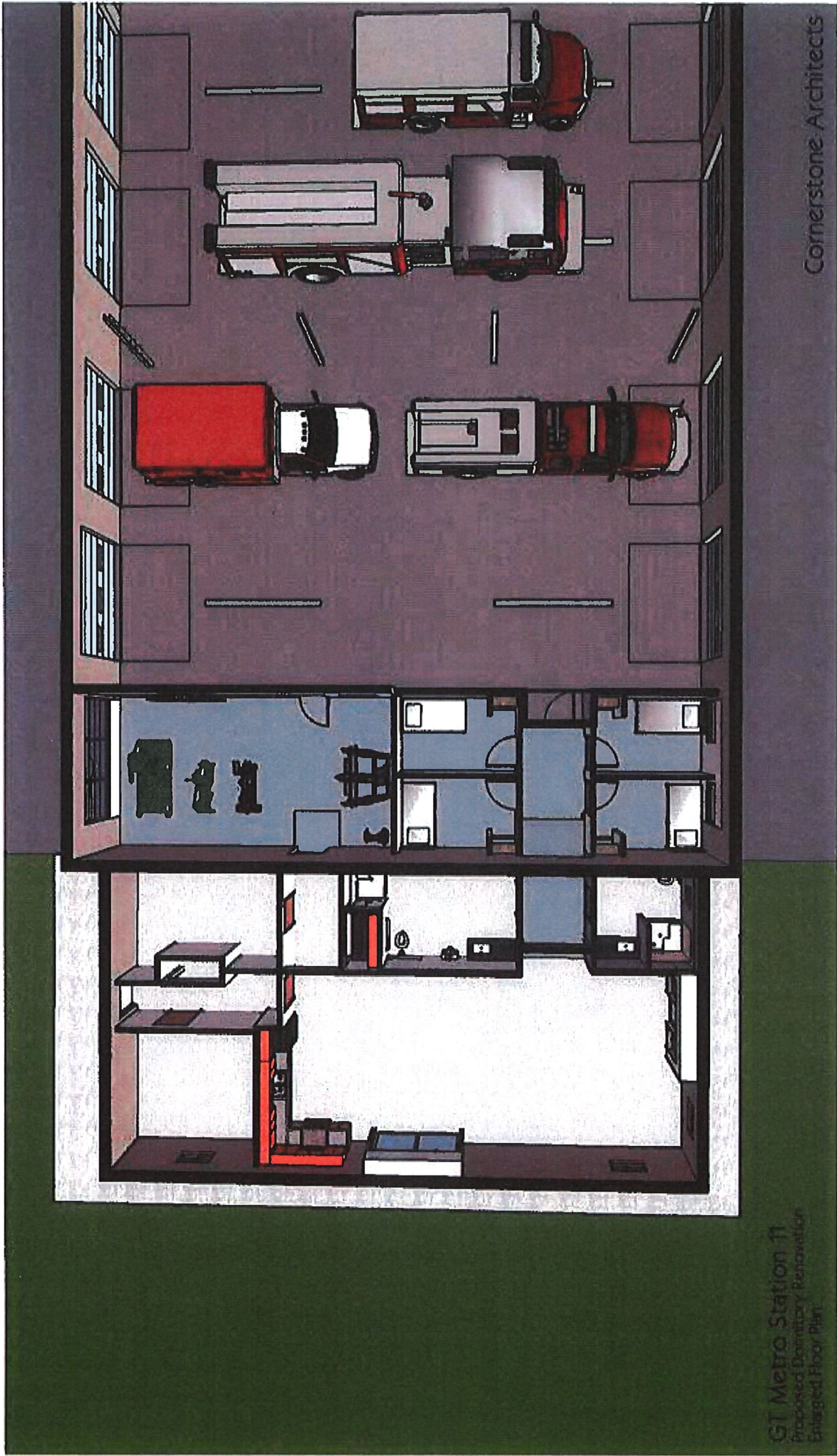
John Dancer, AIA  
Vice President, Cornerstone Architects, Inc.

440 Bridge St. NW  
Grand Rapids, MI  
49504  
616.774.0100 Ph.  
616.774.2956 Fax





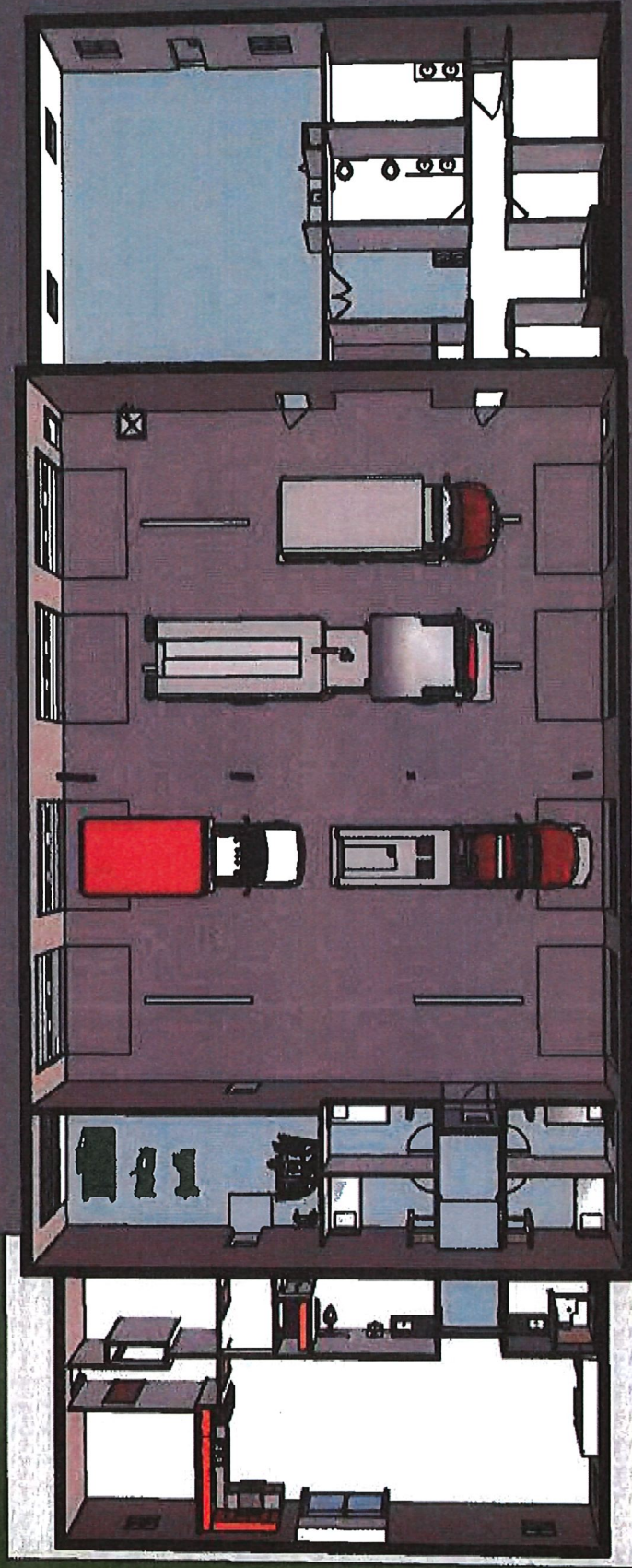




Cornerstone Architects

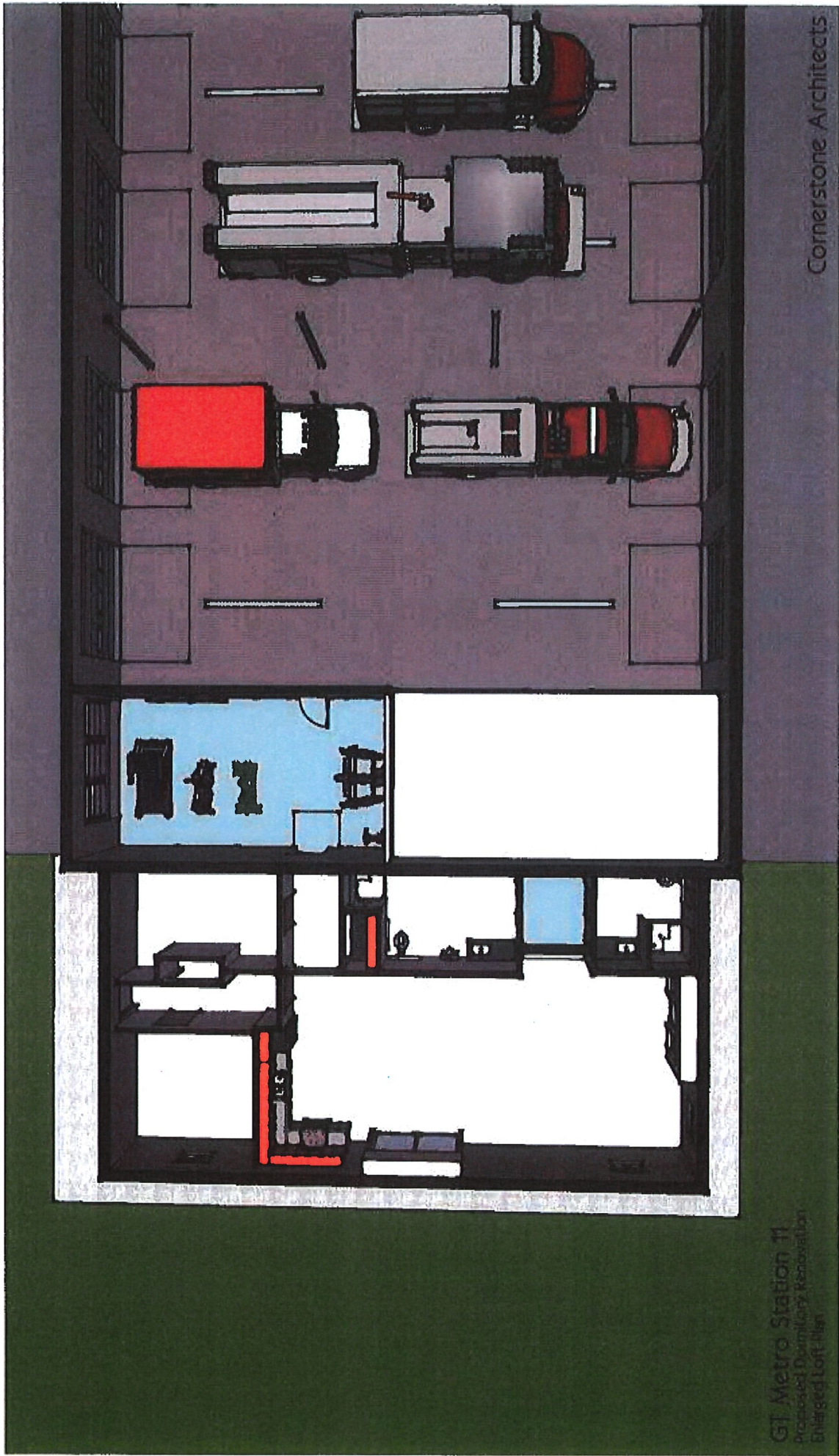
GT Metro Station #1  
Proposed Dormitory Renovation  
Enlarged Floor Plan





GT Metro Station 11  
Proposed Dormitory Renovation  
Overall Floor Plan

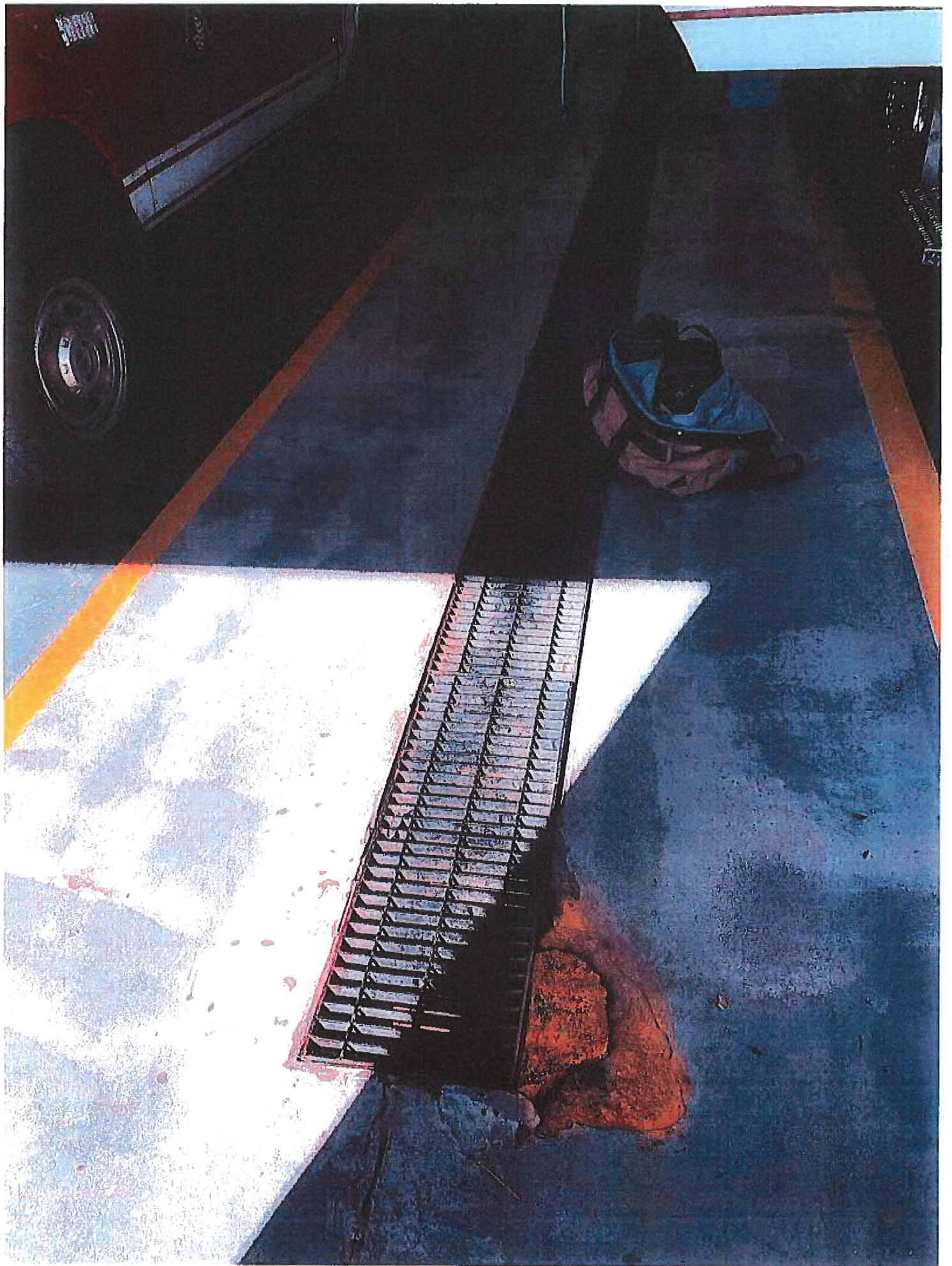




Cornerstone Architects

GT Metro Station 11  
Proposed Dormitory Renovation  
Elevated Loft Plan

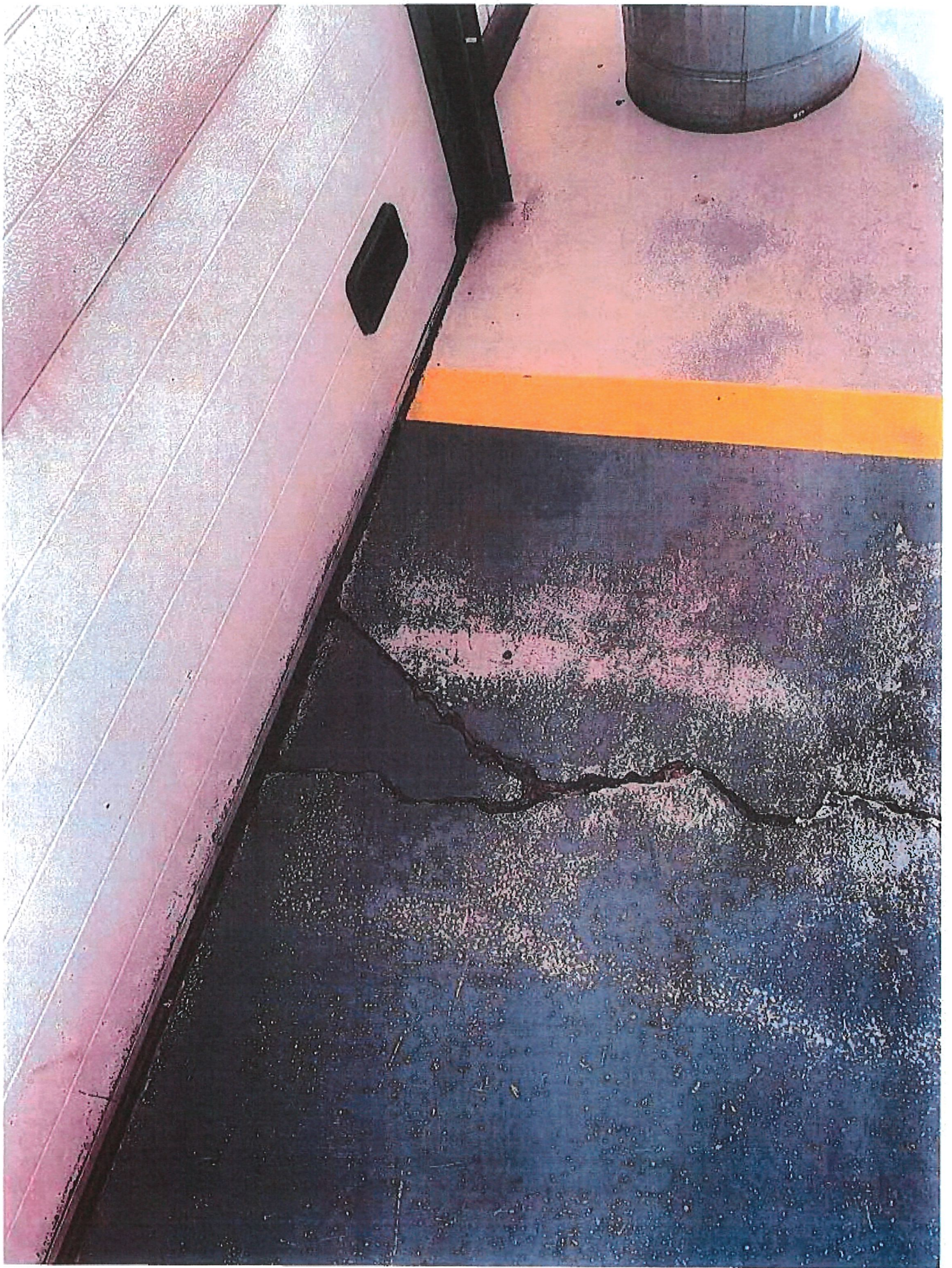




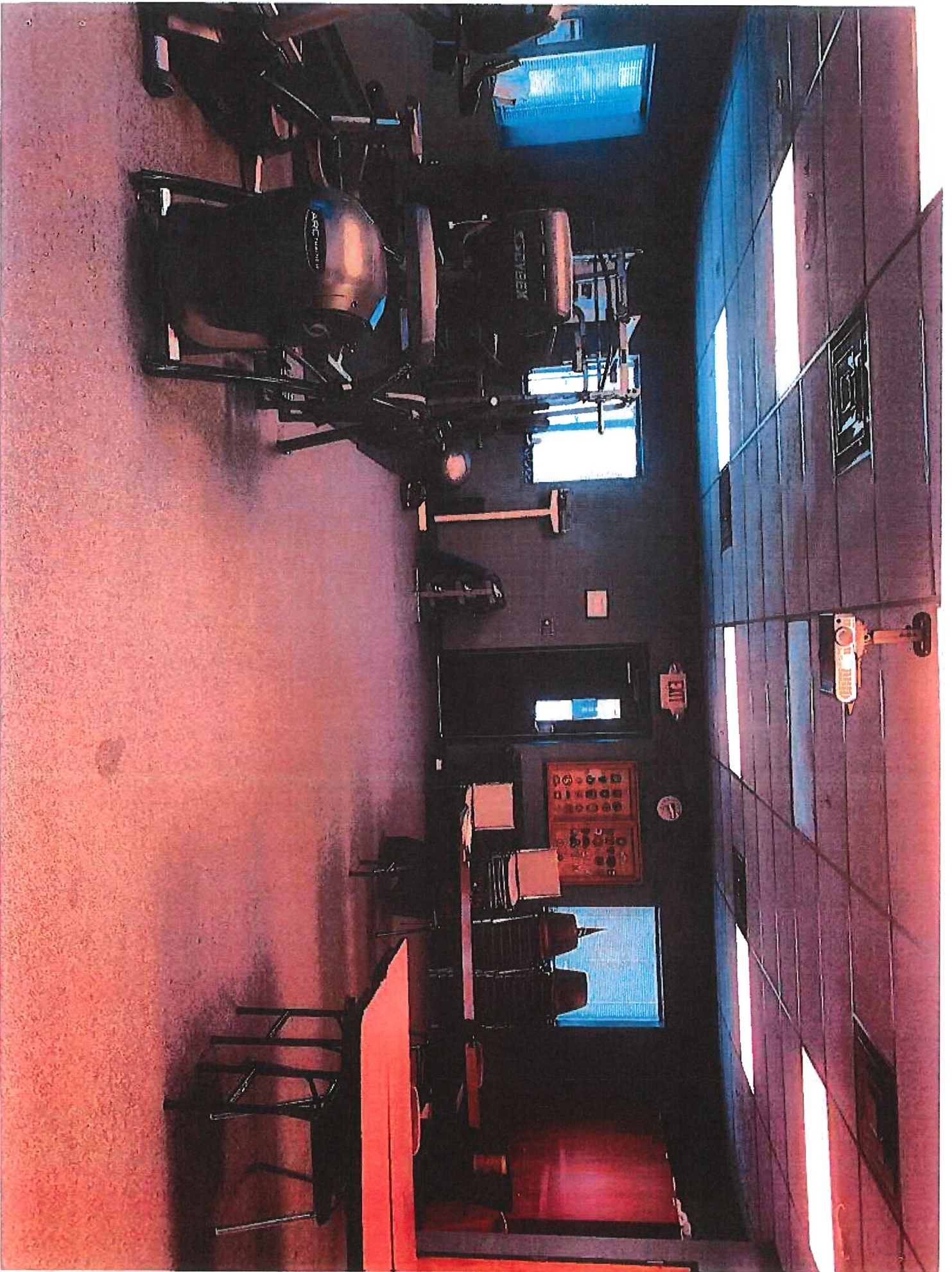




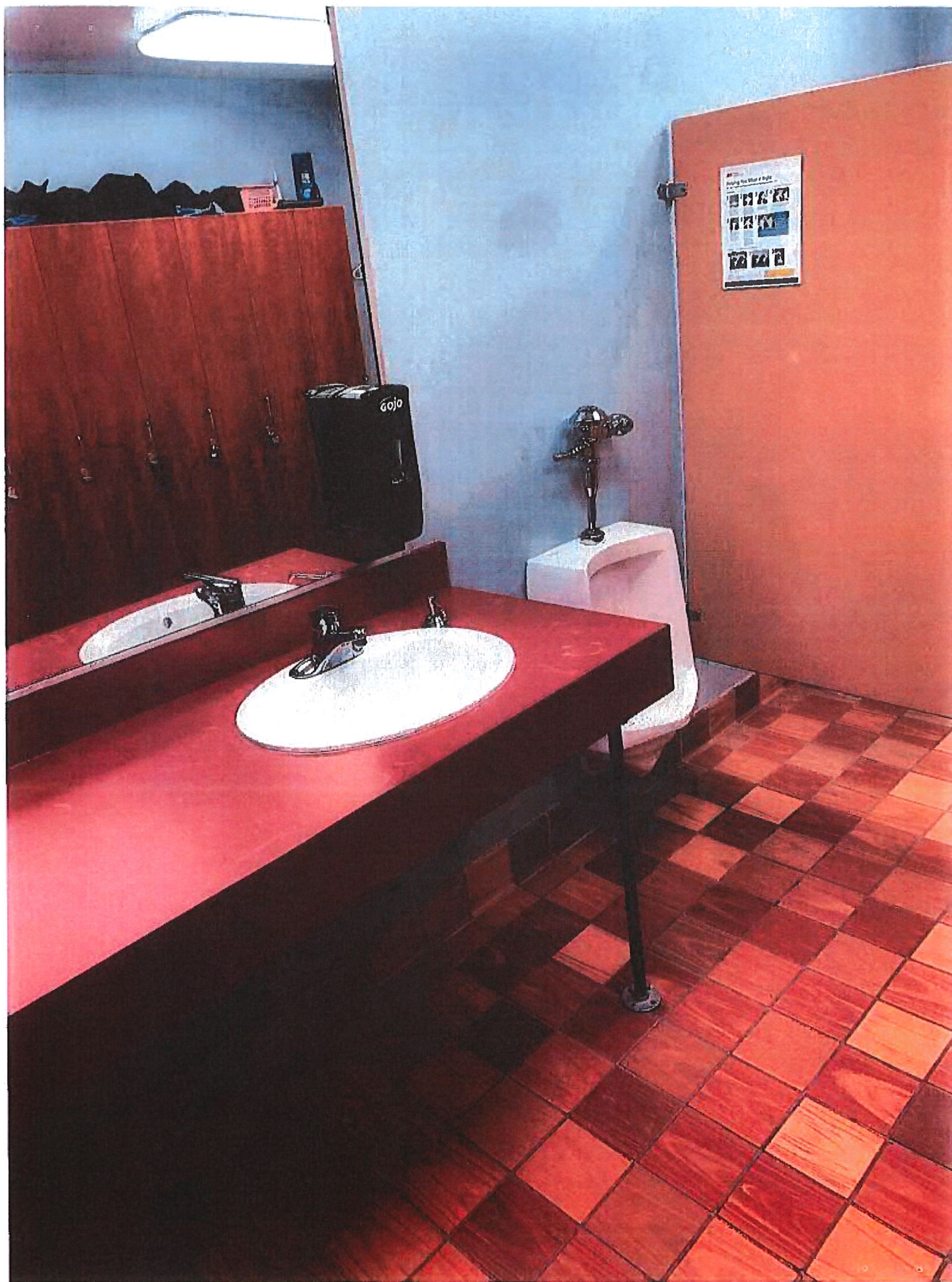












**ACME TOWNSHIP  
GRAND TRAVERSE COUNTY, MICHIGAN  
RESOLUTION 2020 - \_\_\_\_ - \_\_\_\_**

**RESOLUTION APPROVING FINANCING FOR  
STATION 11 REMODEL**

Resolution of a meeting of the board of Trustees of Acme Township, Grand Traverse County, Michigan held on the \_\_\_\_\_ day of September, 2020 at \_\_\_\_\_ o'clock p.m.

**PRESENT:** \_\_\_\_\_  
\_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

**WHEREAS**, The Township is an Incorporating Township of the Grand Traverse Metro Emergency Services Authority ("Metro"), incorporated under the authority of Public Act 57 of 1988; and

**WHEREAS**, Article XII of Metro's Articles of Incorporation provides that a Township must approve capital expenditures requiring allocation of funds or financing for periods exceeding one year if that Township is to be responsible for financial obligations extending beyond Metro's regular annual budget; and

**WHEREAS**, Metro Board has approved the Station 11 Remodel Project (which includes repairs to floors at Station 9) for an amount not to exceed \$700,000, for which \$350,000 will be financed and \$350,000 will be paid by the department. The Station 11 Remodel is projected to cost \$625,000 and floor repairs for Station 9 is estimated at \$75,000.

**WHEREAS**, Metro intends to apply for financing from a commercial bank institution for \$350,000 to help pay for the remodel; and

**WHEREAS**, the term of the bank financing would extend beyond Metro's regular annual budget.

**WHEREAS**, this station remodel and associated financing furthers the Township's interest in efficient provision of fire protection services.

NOW, THEREFORE,

**BE IT RESOLVED** that the Township hereby commits its financial resources to this expenditure in accordance with Metro’s Articles of Incorporation and, subject to approval by all Metro incorporating townships and appropriate loan documents by Metro.

Ayes:  
Nays:  
Absent:

**RESOLUTION DECLARED ADOPTED.**

\_\_\_\_\_, Clerk

**CERTIFICATE**

I, \_\_\_\_\_, the duly elected and acting Clerk of the Township of Acme, hereby certify that the foregoing constitutes a true copy of a Resolution of the Township Board for the Acme Township, adopted during a meeting of the Township of Acme Township Board, Grand Traverse County, Michigan, held on September \_\_\_\_, 2020, at which meeting \_\_\_\_\_ members were present as indicated in said Minutes and voted as therein set forth and that all signatures affixed thereto are the genuine signatures of those so indicated, and that each signatory was duly authorized to affix his or her signature, that said meeting was held in accordance with the Open Meetings Act of the State of Michigan, and that due and proper notice of the meeting as required by law was given to the members of the Township Board, and that the minutes of said meeting were kept and will be and have been made available as required by said Act.

Dated: \_\_\_\_\_

\_\_\_\_\_, Clerk  
Township of \_\_\_\_\_  
Grand Traverse County, Michigan



Grand Traverse Metro Emergency Services Authority

Grand Traverse Metro Fire Department Station Nine floor repairs request for proposals (RFP).

The Grand Traverse Metro Emergency Services Authority is requesting proposals from qualified firms for providing labor, materials, equipment and miscellaneous for concrete floor repairs to Fire Station Nine at 110 High Lake Road in East Bay Township, Traverse City Michigan

Grand Traverse Metro Emergency Services Authority requests the following.

1. Mobilize to site.
2. Review work site for potential hazards and compliance with department safe workplace guidelines.
3. Develop work phase plan with department personnel to allow for uninterrupted 24 hour 7 day a week emergency operations.
4. Locate any existing concealed utilities, relocate or develop plan to work around.
5. Remove existing trench drain grates and turn over to owner.
6. Sawcut existing concrete floor slab. Assume slab thickness to be 6".
7. Remove concrete and dispose of offsite.
8. Investigate subgrade for floor loading capacity of 250 pounds per square foot. Reinforce as needed.
9. Provide proposed concrete mix design if requested. 4,000 PSI is the design standard.
10. Place new trench drains sections and provide positive drainage to existing catch basins/sumps.
11. Drains to be Polylok PL-90860 or equal with all components and accessories for a complete system.
12. Install drain piping to existing catch basins/sumps with minimum 4" schedule 40 PVC drain pipe.
13. Provide doweling for new concrete work to adjacent existing concrete floor slabs with #5 bars 24" on centers with minimum 4" embed.
14. Prepare reinforcement with #4 bar 6" on center for longitudinal bars and #3 bar 6" on center for cross bars.
15. Place concrete in phases to allow for emergency vehicle entrance and exit to all apparatus room bays. Design is for 6" slab thickness with 4,000 pound compressive strength at 28 days curing period.
16. Hand finish concrete to match adjacent floor(s).
17. Apply sealer to match existing floor.
18. Isolate work area from time of sawcutting until concrete is cured sufficiently to be placed in service without risk of future damage.
19. Remove all temporary construction facilities at completion of work.
20. Secure permits and final inspection certificates from the AHJ for all work.
21. Remove and dispose of offsite all construction debris and waste.
22. Demobilize.

ALTERNATES.

Firms are encouraged to provide alternates that will increase the value of the project or decrease the cost without reducing the quality of the finished product.

Notes.

- Grand Traverse Metro Emergency Services Authority does not pay State of Michigan 6% sales tax on material. Project is to be complete within 30 days of commencement.
- Delays in completion shall be approved by the Chief of the Fire Department or their designee.
- Water will be provided by the owner at no cost to the contractor. Conservation is encouraged.
- 120 volt construction electrical power will be provided by the owner at no cost to the contractor. Conservation is encouraged.
- Site and facilities to be returned to conditions it was received in. Owner will deduct the cost of any special cleaning(s) from final payment via change order.
- Work may be halted at the request of the owner or their designee at no additional cost in the event of an emergency, severe weather or other.
- The standard work period shall be from 0700 (7:00 AM) until 1700 (5:00 PM) Monday through Friday.
- The owner reserves the right to add or delete conditions, execute all or part of the work and act in the best interest of the owner or the Grand Traverse Metro Emergency Services Authority.



## GRAND TRAVERSE CONSTRUCTION

May 20, 2020

Grand Traverse Metro Emergency Services Authority  
110 High Lake Rd  
Traverse City, MI

Re: Replace Trench Drains

### CONCRETE PROPOSAL

Grand Traverse Construction proposes to provide labor, material and equipment to install the trench drains per the site visit walk thru and RFP. This proposal includes the following:

- Remove and dispose of trench drain and portions of slab on grade.
- Material testing to verify soil density and concrete compression strength.
- Install new EJ model #6903 Heavy Duty Cast Iron trench grating system.
- Install slab on grade and apply two coats of sealer.
- Work in phases to maintain the 24/7 operations.
- Clean up and disposal of debris.
- Sales Tax.

Excluded:

- Permits.
- Surveying.
- Electrical if required.
- Caulking of control joints.
- PLM Bond costs.

**Proposed Cost:** **\$ 61,630.00**

Addendums: #1

Thank you for this opportunity.

Respectfully,

Darek Purgiel  
Estimator

Accepted By: \_\_\_\_\_  
Dated: \_\_\_\_\_



## Pat Parker

---

**From:** Ryan Fedorinchik <ryanf@hallmarktc.com>  
**Sent:** Thursday, May 14, 2020 9:26 AM  
**To:** Mark Griner  
**Cc:** Pat Parker  
**Subject:** RE: GT Metro Station Nine floor RFP

Mark

I again want to thank you for reaching out to Hallmark and giving us the opportunity to quote the work. With the recent shutdown and our current backlog workload, we unfortunately have to pass on the bid at this time. However, if for some reason this project got delayed, a late summer or fall start would fit our schedule much better.

Thank you again and please let me know if you have any questions.

**Ryan Fedorinchik**  
Project Manager/Safety Director



1874 Cass Hartman Ct, Suite A  
Traverse City, MI 49685  
Office: 231.946.1920 Ext.1012  
Cell: 231.218.4430

**From:** Mark Griner <chiefgriner@gmail.com>  
**Sent:** Thursday, May 7, 2020 4:36 PM  
**To:** Darek Purgiel <dpurgiel@grandtraverseconstruction.com>; Ryan Fedorinchik <ryanf@hallmarktc.com>  
**Cc:** Chief Pat Parker <pparker@gtmetrofire.org>  
**Subject:** GT Metro Station Nine floor RFP

Good afternoon to all,  
Please review the attached notes from todays pre bid meeting at GT Metro Fire Department Station Nine.

Also attached is the revised pay items spreadsheet with the new totals of the areas to be removed, new concrete and sealer.

Please let me know if there are any questions.

Bid date/time remains 5:00 PM at the GT Metro Fire Department administration building, 897 Parsons Avenue, Traverse City.

Thank you for your participation.

--

Mark B. Griner  
Chief of Department  
Cleon Township Fire Department  
[231-313-0085](tel:231-313-0085)



